



Supporting Documents for 6.2.2

Title	Page No
Screen shots of CollPoll user interfaces of each module	1 - 296
Screen shots of Vmedulife user interfaces of each module	297 - 467



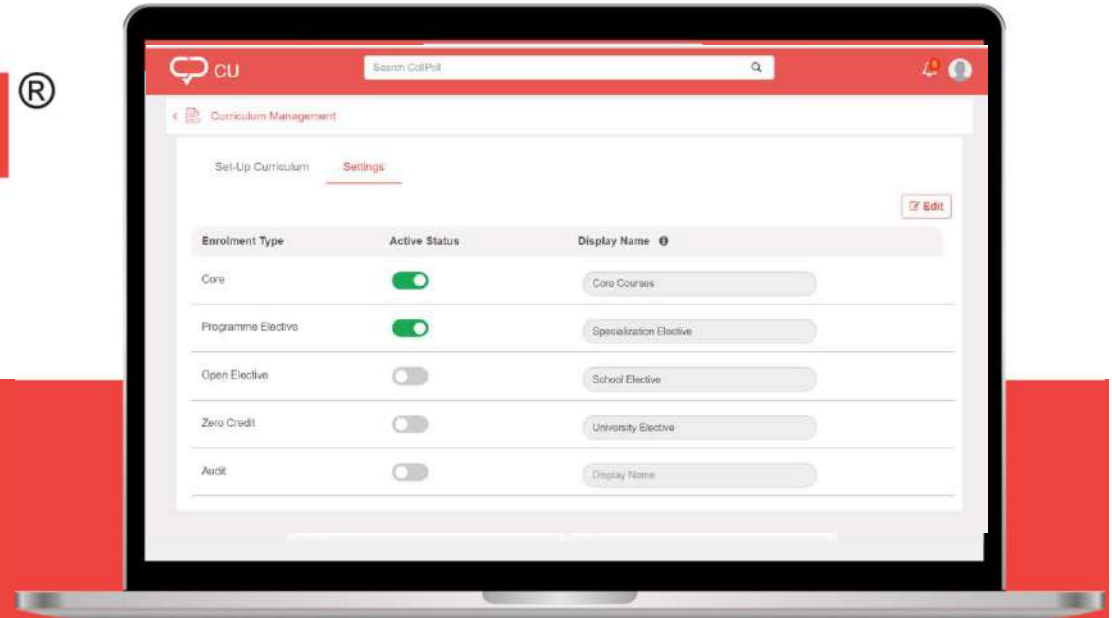
Screen shots of CollPoll user interfaces of each module

Title	Page No.
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BABA FARID COLLEGE OF ENGG. & TECHNOLOGY

 CollPoll®



Academic Management System

Manage Your Institution's Academic Cycle Effortlessly With CollPoll

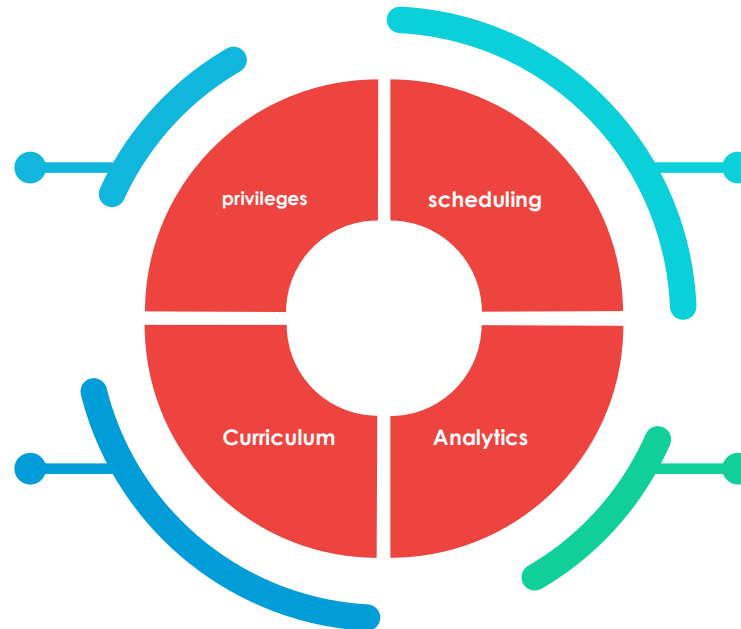
Smart Academic Management

Access Control

- ✔ Grant Faculty Privileges For Curriculum And Academic Management For Easy Access

Manage Curriculum

- ✔ Define Semester Wise Curriculum
- ✔ Activate Multiple Enrollment Types
- ✔ Add Multiple Courses



Academic Structure

- ✔ Add Classes Manually
- ✔ Create Section wise Classes
- ✔ Schedule Classes
- ✔ Create a Term
- ✔ Upload Timetable

Course Master

- ✔ Define Course Objectives
- ✔ Define Course Outcomes
- ✔ Add Syllabus
- ✔ Map Programme Objectives & Course Objectives
- ✔ Define Topic Level Outcomes



CURRICULUM MANAGEMENT



Step 1(a): Admin Privileges



BI Search CollPoll

Course Master OBE Dashboard

Privileges and Permissions (4)

Roles & Designation Assign Roles **Admin Privileges** Feature Flags

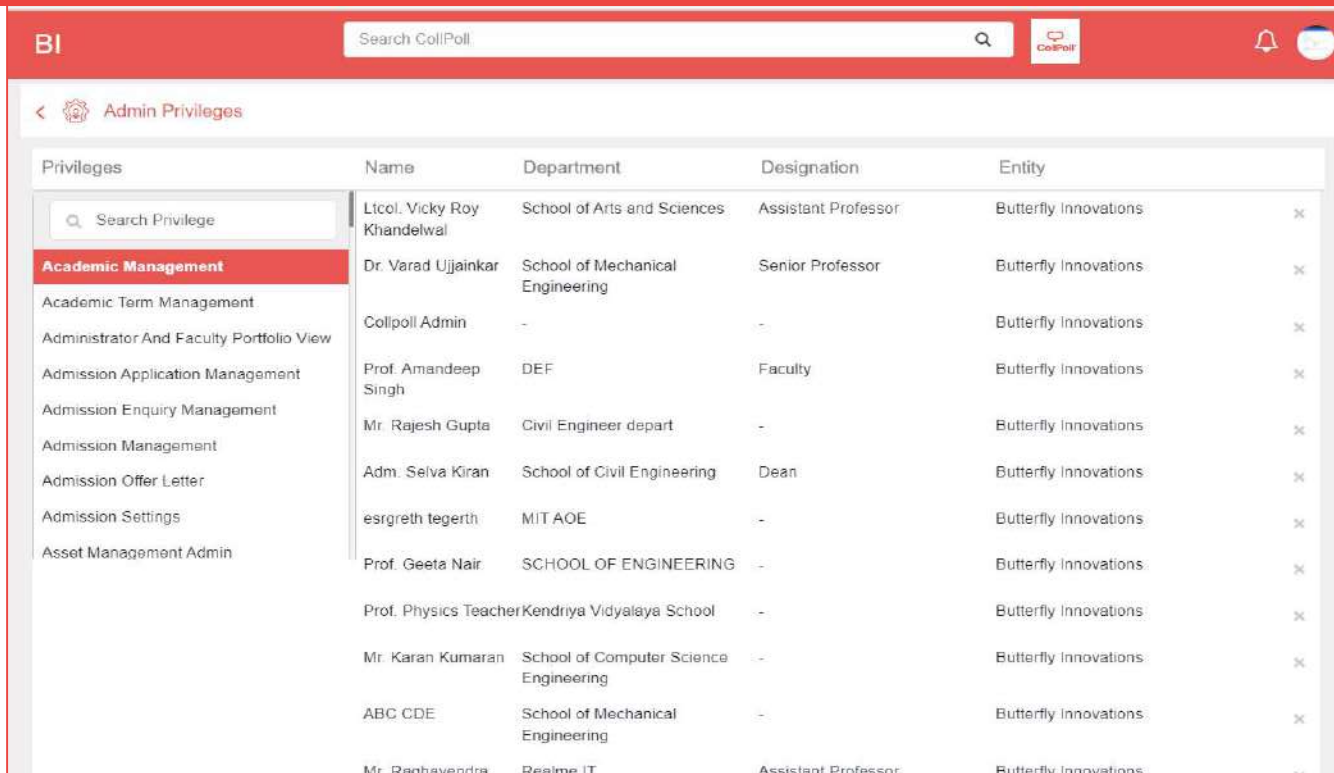
Ranking and Accreditation (1)

NAAC

Go to **admin privileges** under **admin console**



Step 1(b): Admin Privileges



The screenshot shows the 'Admin Privileges' page in the CollPoll system. It features a search bar at the top, a navigation menu on the left, and a main table listing privileges. The 'Academic Management' category is selected in the menu. The table columns are Privileges, Name, Department, Designation, and Entity. Each row includes a delete icon (x) in the rightmost column.

Privileges	Name	Department	Designation	Entity	
<input type="text" value="Search Privilege"/>	Ltcol. Vicky Roy Khandelwal	School of Arts and Sciences	Assistant Professor	Butterfly Innovations	x
Academic Management	Dr. Varad Ujjainkar	School of Mechanical Engineering	Senior Professor	Butterfly Innovations	x
Academic Term Management	Collpoll Admin	-	-	Butterfly Innovations	x
Administrator And Faculty Portfolio View	Prof. Amandeep Singh	DEF	Faculty	Butterfly Innovations	x
Admission Application Management	Mr. Rajesh Gupta	Civil Engineer depart.	-	Butterfly Innovations	x
Admission Enquiry Management	Adm. Selva Kiran	School of Civil Engineering	Dean	Butterfly Innovations	x
Admission Management	esrgreth tegerth	MIT AOE	-	Butterfly Innovations	x
Admission Offer Letter	Prof. Geeta Nair	SCHOOL OF ENGINEERING	-	Butterfly Innovations	x
Admission Settings	Prof. Physics Teacher	Kendriya Vidyalaya School	-	Butterfly Innovations	x
Asset Management Admin	Mr. Karan Kumaran	School of Computer Science Engineering	-	Butterfly Innovations	x
	ABC CDE	School of Mechanical Engineering	-	Butterfly Innovations	x
	Mr. Raahavendra	Realme IT	Assistant Professor	Butterfly Innovations	x

- An admin has to give privileges to academic management, academic term management & class schedule management
- This will give access to all 3 pages academic management(class schedule, class group & term)



Step 1(c): Admin Privileges



BI Search CollPoll

Academic Management	Dr. Varad Ujjainkar	School of Mechanical Engineering	Senior Professor	Butterfly Innovations	x
Academic Term Management	Collpoll Admin	-	-	Butterfly Innovations	x
Administrator And Faculty Portfolio View	Prof. Amandeep Singh	DEF	Faculty	Butterfly Innovations	x
Admission Application Management	Mr. Rajesh Gupta	Civil Engineer depart	-	Butterfly Innovations	x
Admission Enquiry Management	Adm. Selva Kiran	School of Civil Engineering	Dean	Butterfly Innovations	x
Admission Management	esgreth tegerth	MITAOE	-	Butterfly Innovations	x
Admission Offer Letter	Prof. Geeta Nair	SCHOOL OF ENGINEERING	-	Butterfly Innovations	x
Admission Settings	Prof. Physics Teacher	Kendriya Vidyalaya School	-	Butterfly Innovations	x
Asset Management Admin	Mr. Karan Kumaran	School of Computer Science Engineering	-	Butterfly Innovations	x
	ABC CDE	School of Mechanical Engineering	-	Butterfly Innovations	x
	Mr. Raghavendra Sugandhi	Realme IT	Assistant Professor	Butterfly Innovations	x
	Prof. Ashish Soni	JLU Department	-	Butterfly Innovations	x

add

Click on add



Step2: Navigating to Curriculum Module



The screenshot displays the CollPoll user interface. At the top left, there is a 'CU' logo and a search bar. The user profile for 'Mr. Admin Demo Person' is visible on the left. The main dashboard area contains several sections: 'Dashboards' with buttons for Analytics, Admin Console (highlighted), Placements, and User Records; 'Actions' with buttons for Post Notice, Ask Question (highlighted), Schedule Event, and Post Update; and a main content area showing a 'CollPoll University' post about a 'Student Feedback Form'. On the right, a user profile dropdown menu is open, showing options like Admin Console, My Booths, Terms Of Use (highlighted), Help, CollPoll Support, Settings, and Logout.

CURRICULUM

- Viewing the existing departments and creating new departments in the Institution
- Defining new programs and courses in the department
- Go to **admin console** on the homepage



Step 2(a): Curriculum Management



The screenshot displays the CollPoll Admin Console interface. At the top, there is a search bar labeled "Search CollPoll" and a user profile icon. The main content area is divided into two sections: "Admissions (3)" and "Core Data Management (6)".

Admissions (3):

- Admission Management
- Admission Enquiries
- Admission Applications

Core Data Management (6):

- Structure
- Institutional Calendar
- Academic Management
- Infrastructure Management
- Course Registration
- Curriculum** (highlighted with a red box)

- In the Admin Console, we need to click on **Curriculum**



Step2(b): Curriculum Management - Settings



CU Search CollPoll

Curriculum Management

Set-Up Curriculum **Settings**

Department: Select a department Programmes: Select a programme Year: Select a year

CU Search CollPoll

Curriculum Management

Set-Up Curriculum **Settings** Edit

Enrolment Type	Active Status	Display Name
Core	<input checked="" type="checkbox"/>	Display Name
Programme Elective	<input checked="" type="checkbox"/>	Display Name
Open Elective	<input checked="" type="checkbox"/>	Display Name
Zero Credit	<input type="checkbox"/>	Display Name
Audit	<input type="checkbox"/>	Display Name

- Curriculum Settings can be configured under **settings tab**
- Need to **switch on toggle** for the respective enrollment types that needs to be reflected.
- Display name can be configured for the respective enrollment types as per the university course segregations



Step 2(c): Curriculum Management - Settings



Enrolment Type	Active Status	Display Name ⓘ
Core	<input checked="" type="checkbox"/>	Core Courses
Programme Elective	<input checked="" type="checkbox"/>	Specialization Elective
Open Elective	<input type="checkbox"/>	School Elective
Zero Credit	<input type="checkbox"/>	University Elective
Audit	<input type="checkbox"/>	Display Name

- **CORE COURSES:** States the mandatory courses which student has to complete to earn a degree/diploma.
- **PROGRAM ELECTIVE:** A course that you choose to take as part of your programme of study.
- **OPEN ELECTIVE:** An elective course which is available for students of all programmes, including students of same department.
- **ZERO CREDIT:** Courses are taken for personal or professional interest and do not usually offer college credit.
- **AUDIT :** A course means a student can take classes but cannot be graded or given credit for a particular course.



Step 3(a): Curriculum Management - Setting Up Curriculum



- In the Curriculum Page, we can click on the dropdown option to select a department, program & batch year from the list.



Step 3(b): Curriculum Management - Setting Up Curriculum



- The program's curriculum as per different batch years can be viewed by selecting the required Batch Year
- An elective can be added by clicking on **add course** under "Program & Open Elective" and a regular course can be added by clicking on "Add Course".
- Clusters can be defined using **add cluster** where for the elective courses "Minimum & Maximum" course limit can be defined.





ACADEMIC MANAGEMENT



BABA FARID COLLEGE OF ENGG. & TECHNOLOGY

Step1: Navigating to Academic Management Module



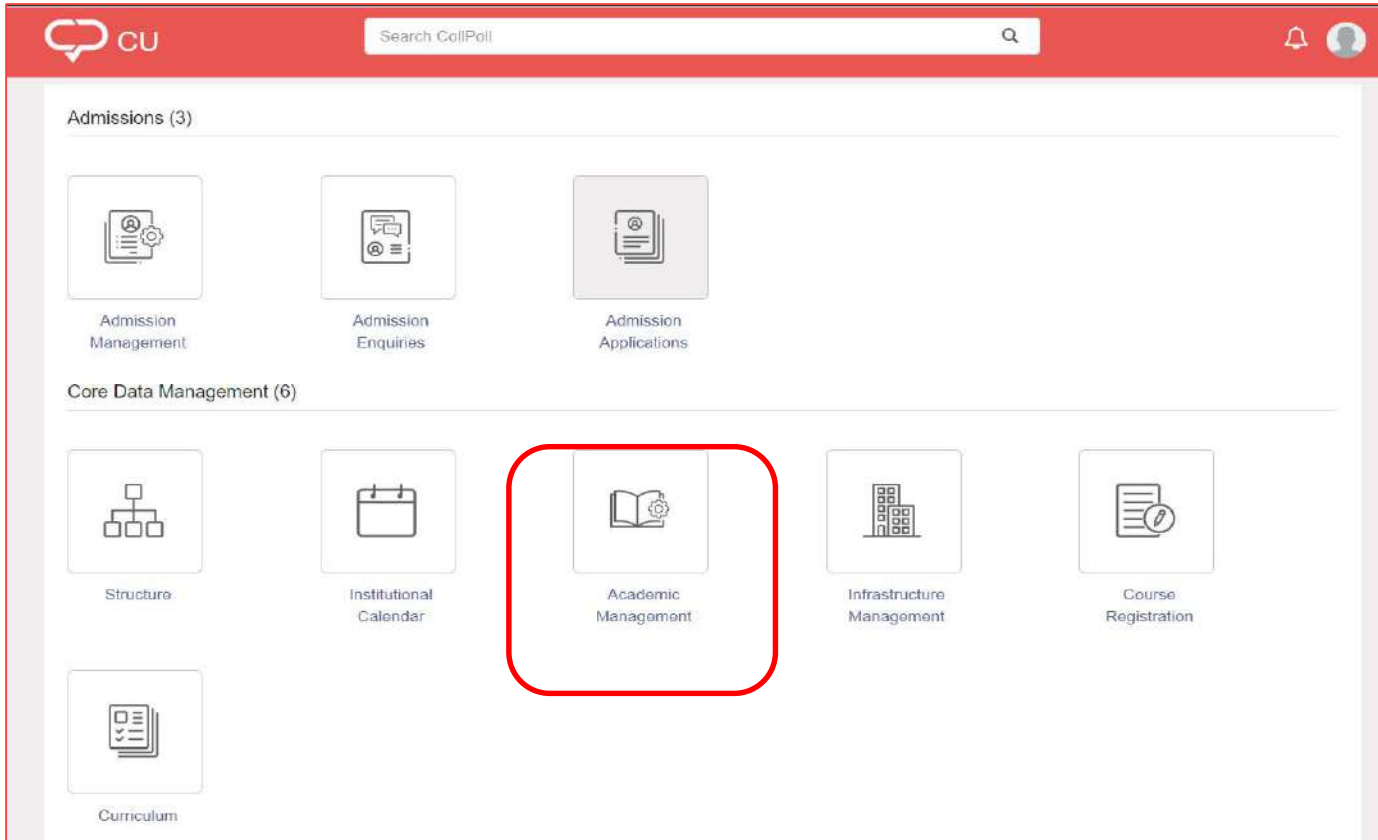
The screenshot displays the CollPoll user interface. At the top, there is a search bar and a user profile for 'Mr. Admin Demo Person'. The main dashboard features several modules: Analytics, Admin Console (highlighted with a red box), Placements, and User Records. Below these are action buttons for Post Notice, Ask Question, Schedule Event, and Post Update. A sidebar on the left lists navigation options like Home, Profile, Marks Entering, Calendar, Placements, Drive, Analytics, Message, Campus Help Center, Service Management, and Book a Venue. A central feed shows a post from 'CollPoll University' dated 18 Nov, titled 'Student Feedback Form'. A dropdown menu on the right shows the user's profile and a list of options, with 'Admin Console' also highlighted in red.

ACADEMIC MANAGEMENT

- Defining and Understanding Terms as per the Institution's norms
- Creating Classes (Cohort Management)
- Developing the schedule / time table for the respective classes



Step 2: Academic Management



CU Search CollPoll

Admissions (3)

- Admission Management
- Admission Enquiries
- Admission Applications

Core Data Management (6)

- Structure
- Institutional Calendar
- Academic Management
- Infrastructure Management
- Course Registration
- Curriculum

- In the Admin Console, we need to click on Academic Management



Step3(a): Academic Management - Term Configuration



The screenshot shows the 'Term' configuration page in the CollPoll system. The page has a red header with 'CU' and a search bar. The main content area is titled 'Term' and contains a table of academic terms. A search bar is located above the table. A red box highlights the '+ Add Term' button and the 'Active' dropdown menu, which is open and shows options for 'All', 'Active', and 'Inactive'.

Name	Academic Year	Starts	Ends	Classes Till	Next Term	Active
SMEC_OT 2023-24	2023 - 2024	08 Feb 2023	29 Jul 2023	15 Jul 2023		Active
KTS ODD SEM	2023 - 2024	01 Feb 2023	15 Dec 2023	15 Jun 2023		Active
spring Term 23	2023 - 2024	01 Feb 2023	15 Jun 2023	15 Jun 2023		Active
Even Semester AY 2022-2023	2022 - 2023	31 Jan 2023	30 Jun 2023	30 Jun 2023	O.O.D Semester 2022	Active
EvenTerm 22-23 ASH	2022 - 2023	22 Jan 2023	15 Jun 2023	01 Jun 2023		Active
Even Term MRCE Demo	2022 - 2023	18 Jan 2023	12 Jul 2023	12 Jul 2023	spring Term 23	Active
demo31	2022 - 2023	02 Jan 2023	30 Jun 2023	12 May 2023		Active
MBBS 2023 1ST YR	2023 - 2024	01 Jan 2023	31 Dec 2024	31 Dec 2024		Active

- Term refers to the academic session planning where need to define which semester is currently going-on.
- Once you click on Add Term, you will be directed to a small window wishing the page which is explained in the next slide



Step 3(b): Academic Management - Term Configuration



TERM CONFIGURATION

- **ACADEMIC YEAR:** States the current academic year which is going on.
- **START/END:** From which date academic year for a particular program will start & end.
- **SYSTEM:** As per the duration of the program system can be defined semester, trimester, quarter & year wise.
- **SEQUENCE:** It defines the current semester, trimester, quarter & year of the particular program in that academic year.
- **PREVIOUS TERM:** It states the previous semester, trimester, quarter & year for the defined for the current term.
- **CLASSES TILL:** Define till when the classes will go on for the current term

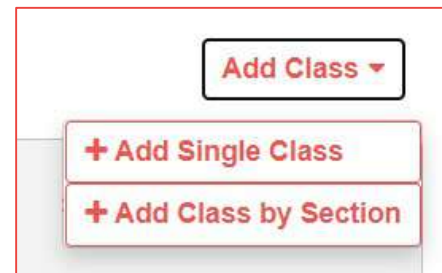


Step 4(a): Academic Management - Class Configuration



Class	All Types -	All Courses -	All Terms -	All Faculties -	
T3-practical 1 (Aaa, V, Bc)	Practical	BML Cohort HT [bmlht]	BML Cohort Term 2	Baba Sehgal (BFA123)	0
T1-project 1 (Aaa, V, Bc)	Project	BML Cohort HT [bmlht]	BML Cohort Term 2		1
T2-lecture 1 (Aaa, V, Bc)	Lecture	BML Cohort HT [bmlht]	BML Cohort Term 2		0
Test Cohort 1-project 1	Project	BML Cohort HT [bmlht]	BML Cohort Term 2		0
Test Cohort 2-lecture 1	Lecture	BML Cohort HT [bmlht]	BML Cohort Term 2		1
Test Cohort 3-practical 1	Practical	BML Cohort HT [bmlht]	BML Cohort Term 2		0
Bml Cohort Testing Class	Tutorial	bml cohort java [java]	BMLTERM		1

- **Class Filters:** Classes can be filtered on component (theory, practical), course/subject, term and faculty level.
- **Class Addition:** It can be configured in two ways i.e Course Registration & Program Batch Section specific.



Step 4(b): Academic Management - Cohort/Class Group Configuration(Single)



The screenshot shows the 'Create Class' interface. At the top, there is a search bar and a user profile icon. The main form has the following fields and controls:

- Class ***: Text input field containing 'MBA'. To its right are 'Cancel' and 'Create' buttons.
- Term ***: Dropdown menu showing 'BBA BA'.
- Program**: Dropdown menu showing 'BBA Business Administration'.
- Year**: Dropdown menu showing '2022'.
- Select Sections**: Dropdown menu with a '+ Add' button next to it.
- Course ***: Dropdown menu showing 'Management Accounting 1 [PGPMAA-1]'.
- Type ***: Dropdown menu showing 'Theory'.
- Faculty**: Search input field with the placeholder 'Search by Registration Id, Email Id, Name'.
- Student**: '+ Add Student' button.

- **CLASS:** Class Name can be defined here **ex:** Physics-2022-Semester 1
- **TERM:** For which particular term you are planning this class **ex:** Odd Semester, Even Semester 2022
- **PROGRAM, BATCH & SECTION:** Can be used to auto-fetch the student data to cohort as per the selection and will be able to add multiple program, batch & section.
- **COURSE & TYPE:** Put the course name/code & component for which we are creating this class **ex:.** Physics
- **USERS:** Multiple faculties and students can be mapped to the class group who will be teaching & learning.



Step 5(a): Academic Management - Timetable Configuration

Add new class ✕

Course **A1 (asdf, askld)**

Component

Class Group*

Date*

Time* Start End

Repeat

Faculty member

Venue

URL

Other Details

- The Schedule for a particular class can be set by clicking on **Class Schedule** and clicking on anywhere in the schedule that appears after selecting the appropriate term and course
- The exact date till which the selected schedule is to be repeated can be mentioned under '**repeat till**' field
- Scheduled classes can be skipped on holidays



Step 5(b): Academic Management - Timetable Configuration



Edit class

Course: a/b (7sb)

Class Group: Class 1

Date: Monday, 03 Oct 2022

Time: Start: 10:00 AM, End: 11:00 AM

Recurrence: Does Not Repeat

Skip: Holidays

Faculty member: Adm. Poonkodi manigandan (211106)

Venue: CR-1

URL: None

Other Details: None

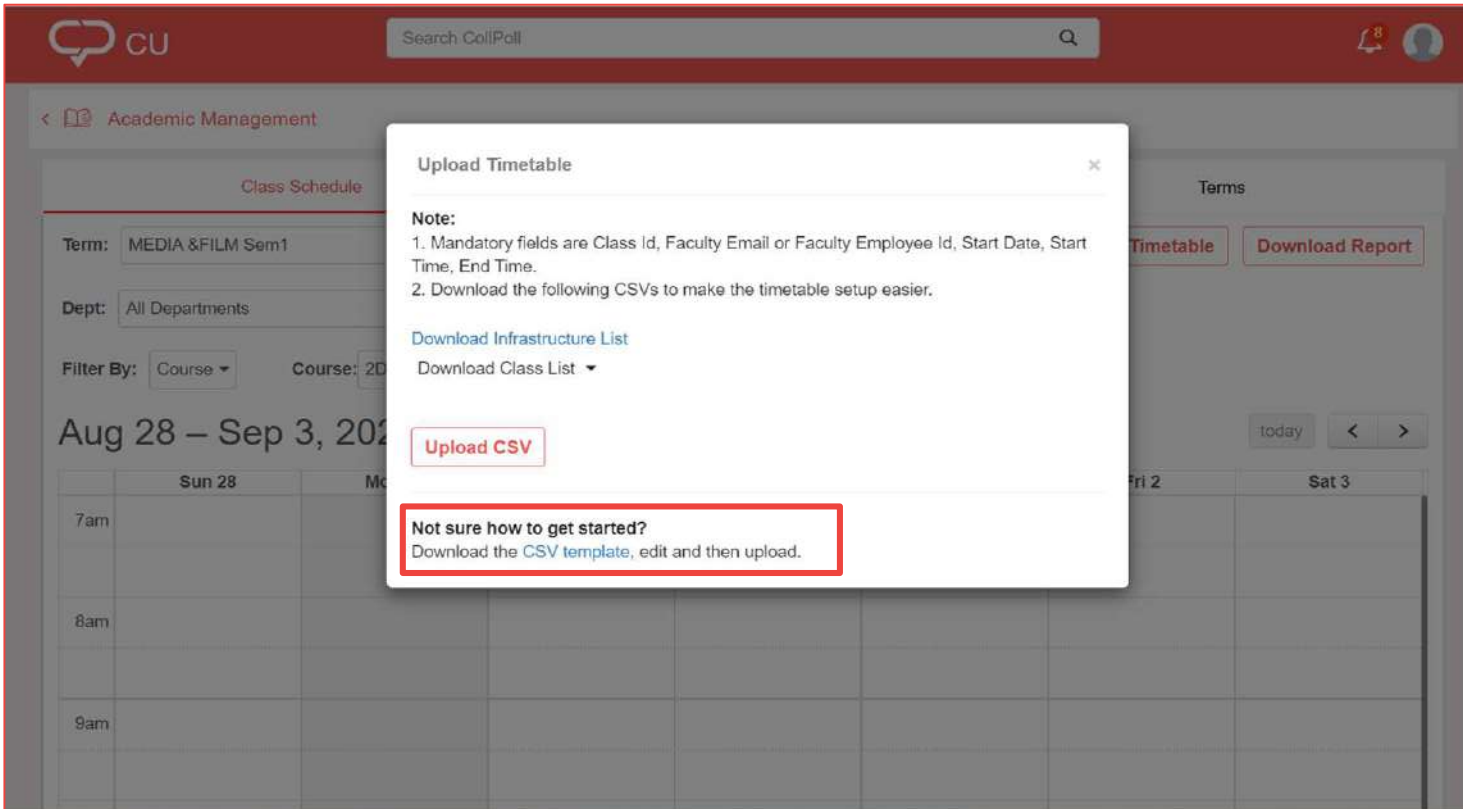
Buttons: Save, Close

TIMETABLE CONFIGURATION

- **CLASS/SECTION:** Able to see the cohort/classes for the course in the selected term
- **START/END DATE-TIME:** When the selected class need to be planned.
- **RECURRENCE:** select to repeat the class
- **FACULTY/MEMBER:** States that which faculty will take this class on defined date-time.
- **VENUE:** Where we're planning this class e.x Building A or Block B
- **FACULTY MEMBER:** Available/not Available status can be viewed for a faculty member



Step 5(c2): Academic Management - Timetable Configuration(Upload Timetable)



Upload Timetable

Note:

1. Mandatory fields are Class Id, Faculty Email or Faculty Employee Id, Start Date, Start Time, End Time.
2. Download the following CSVs to make the timetable setup easier.

[Download Infrastructure List](#)
[Download Class List](#)

Upload CSV

Not sure how to get started?
Download the [CSV template](#), edit and then upload.

- Click on **download CSV template**



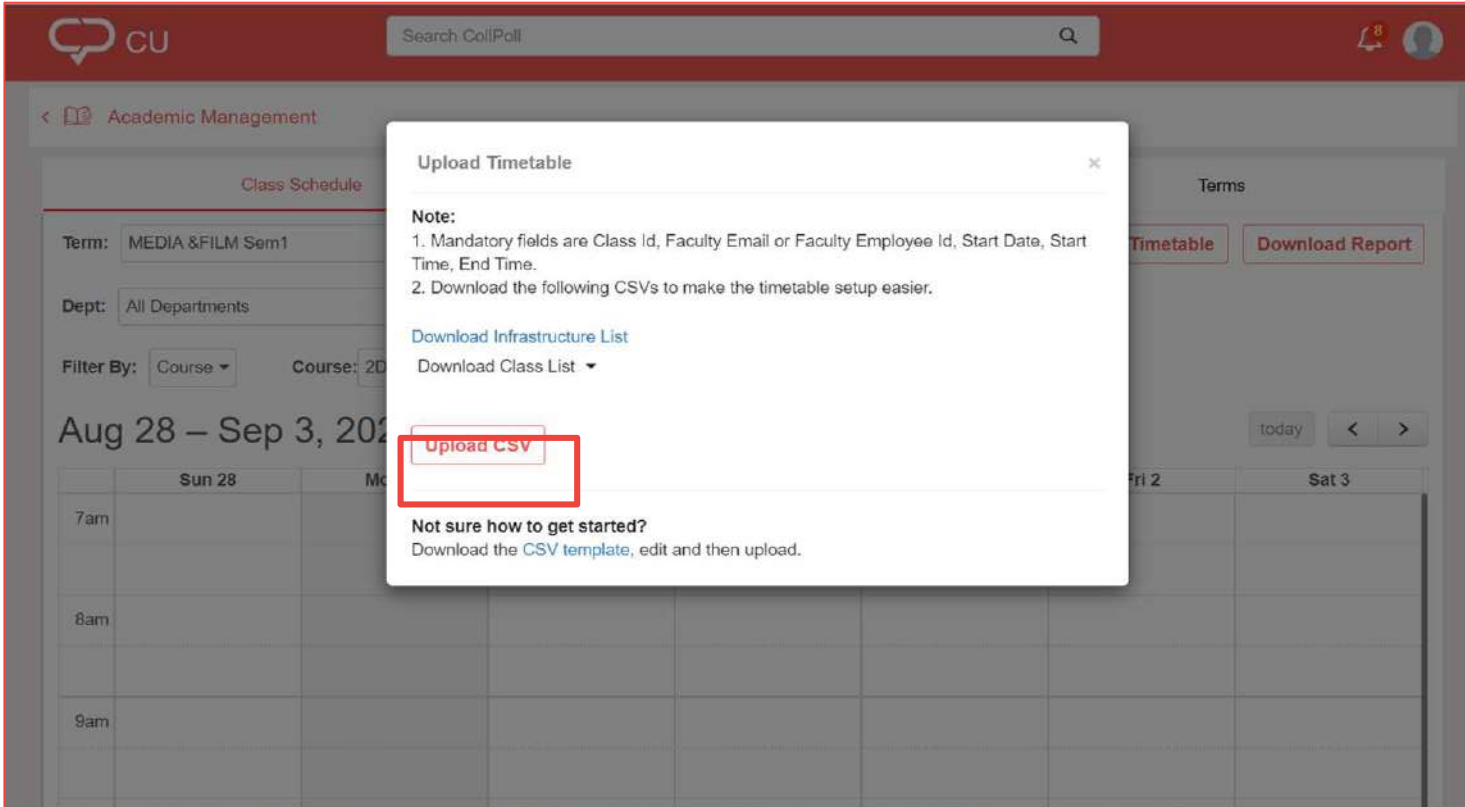
Step 5(C3): Academic Management - Timetable Configuration(Upload timetable)

Class Id*	Component	Faculty Em	Faculty Emg	Infrastructu	Start Date	Start Time	End Time	Repeat Frec	Repeats Till	Skip Holiday	Sunday Star	Sunday End	Monday Sta	Monday Eni	Tuesday Sta	Tuesday Eni	Wednesday	Wednesday	Thursday St	Thursda
101	Lab	faculty1@@FAC101		18	07-07-2020	12:00	13:30	Does Not Repeat												
102	Theory	faculty2@@FAC102			07-07-2020	14:00	15:00	Daily	08-08-2020	1										
102	Practical	faculty2@@FAC102			07-07-2020	14:00	15:00	Weekly	08-08-2020	1	12:30	12:40	12:50	13:00			12:30	12:40	15:30	17

- **CLASS ID:** Class Id's can fetched from the Class List
- **FACULTY EMPLOYEE ID/EMAIL:**
States that which faculty will take this class on defined date-time.
- **INFRASTRUCTURE ID:** Where we're planning this class e.x Building A or Block B we need to the ID here.
- **START/END DATE-TIME:** When the selected class need to be planned.
- **REPEAT:** Classes can be repeated weekly & on daily basis
- **SKIP HOLIDAY:** Scheduled classes can be skipped on holidays



Step 5(Cd): Academic Management - Timetable Configuration(Upload timetable)



The screenshot shows the CollPoll Academic Management interface. A modal dialog titled "Upload Timetable" is open, displaying the following content:

Upload Timetable [Close]

Note:

1. Mandatory fields are Class Id, Faculty Email or Faculty Employee Id, Start Date, Start Time, End Time.
2. Download the following CSVs to make the timetable setup easier.

[Download Infrastructure List](#)
[Download Class List](#) ▾

Upload CSV (highlighted with a red box)

Not sure how to get started?
[Download the CSV template](#), edit and then upload.

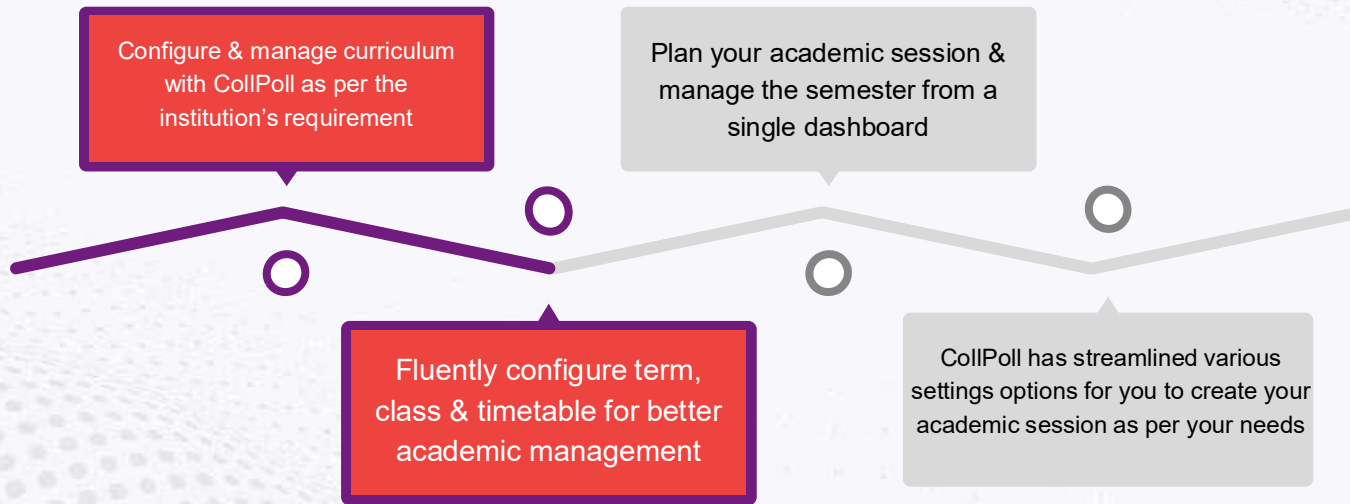
The background interface shows the "Class Schedule" section with filters for Term (MEDIA & FILM Sem1), Dept (All Departments), and Filter By (Course). A calendar grid is visible for the term "Aug 28 – Sep 3, 2024".

- Click on **upload CSV**





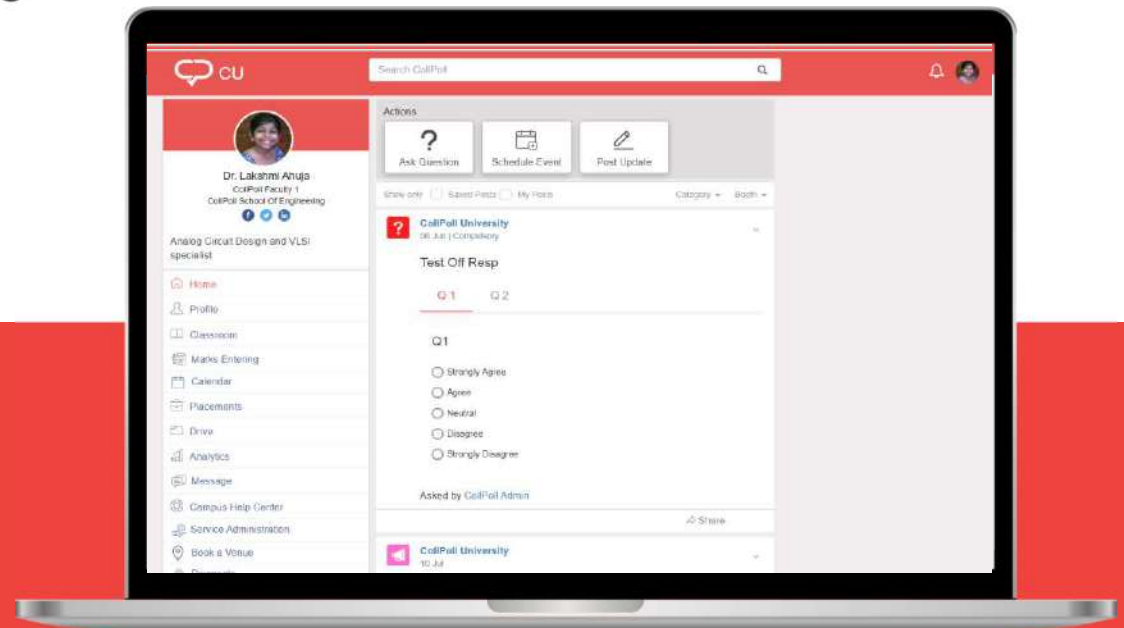
Benefits of Automated Academic Management





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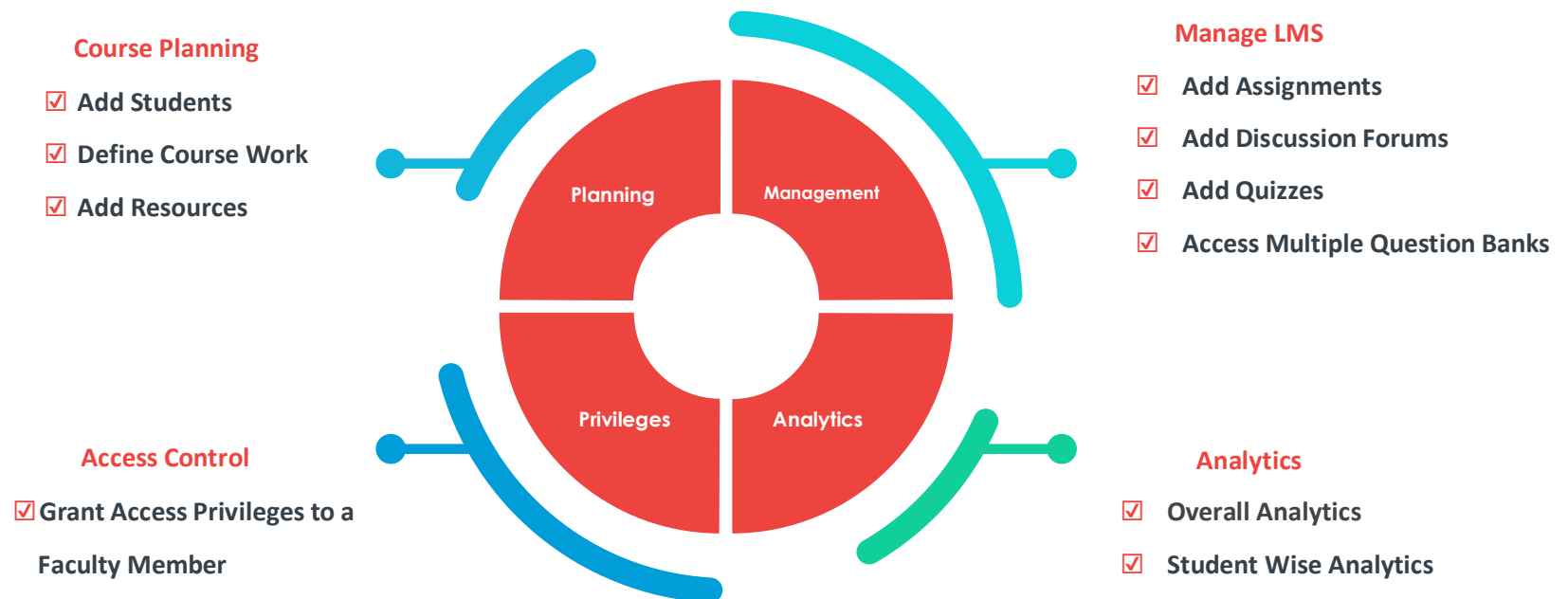
CollPoll®



Smart LMS As A Centralized Platform For Enhancing Learning Management

Manage The Digital Learning Process In All Parts

Smart Learning Management System



Step 1: Login Into Admin Account Using Your Credentials

https://demo.collpoll.com/home

Welcome to
CollPoll University

SRI VENKATESHWARAA MEDICAL COLLEGE HOSPITAL A

24 Hrs EMERGENCY
24 గంటల అత్యవసర

Already registered? [Sign in here](#)

Registration Id/email/phone

Password

Remember me: [Forgot password?](#)

Sign in with Microsoft

First time user? Register here.

Enter your one time registration code

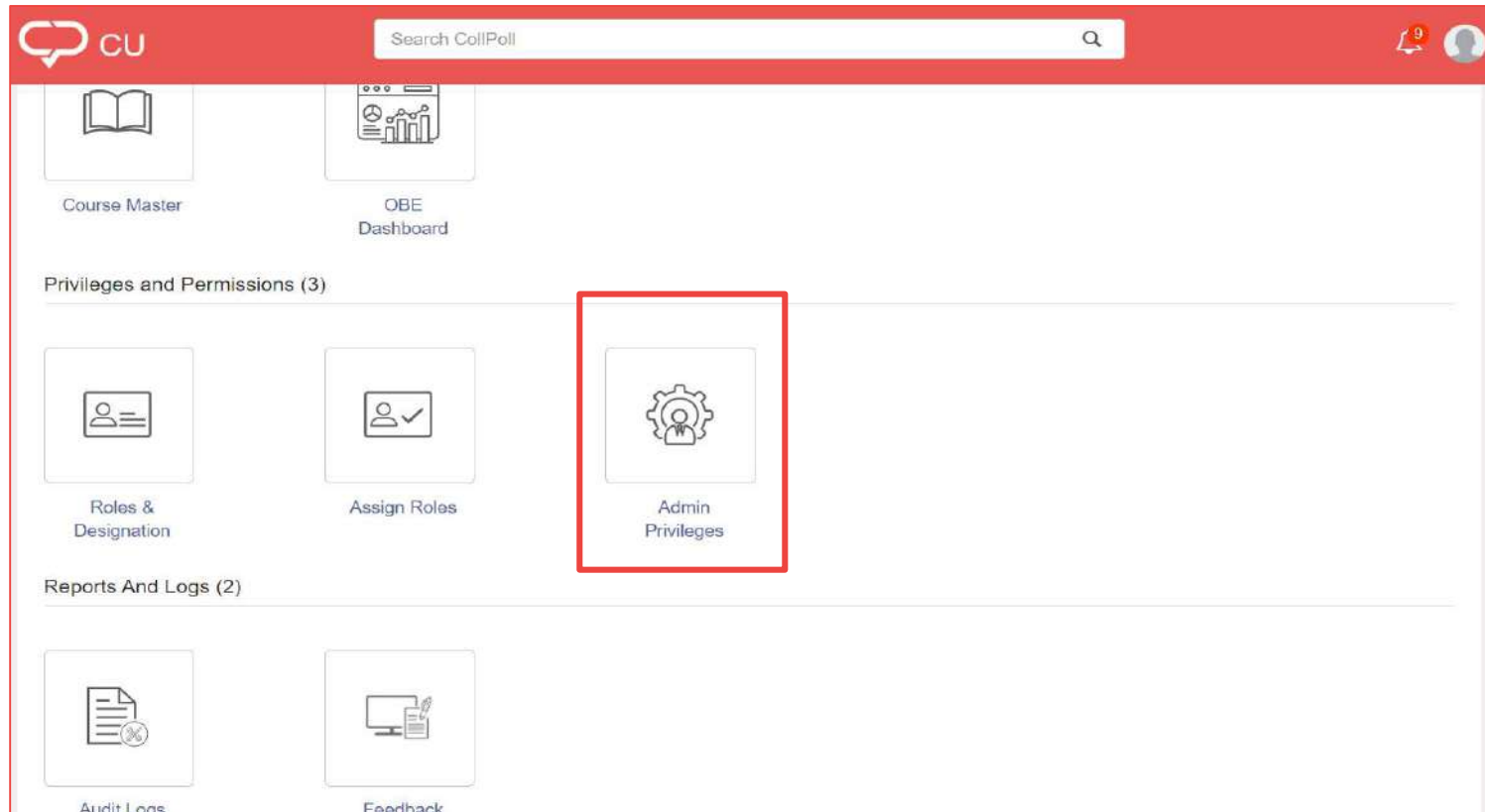
Need assistance? [Get Help Here](#)

Get it on Google play

Available on the App Store



Step 2(a): Go To Admin Privileges Under Admin Console



Step 2(b): Search For Outcome Based Education Admin Then, Click On Add

The screenshot shows the CollPoll web application interface. At the top, there is a search bar with the text "Search CollPoll" and a magnifying glass icon. Below the search bar, there is a table with the following columns: Privileges, Name, Department, Designation, and Entity. The table contains several rows of user data. A search filter "obe" is applied to the table. The "Outcome Based Education Admin" option is selected in the left sidebar. The "Add" button is highlighted in a red box at the bottom right of the table.

Privileges	Name	Department	Designation	Entity
<input type="text" value="obe"/>	Ravi Kumar	School of Management	-	CollPoll University
OBE Dashboard	Shivang Abhishek	School of Management	-	CollPoll University
Outcome Based Education Admin	Dr Shrinivas	Academic Administration	-	CollPoll University
	Ms. Swati Naik	School of Management	Professor	CollPoll University
	Ramesh	Academic Administration	-	CollPoll University
	Prof. Amandeep Singh	fleming	-	CollPoll University
	Gunwant Shama	School of Management	-	CollPoll University
	Prof. Abhishek Kumar	School of Fashion	-	CollPoll University
	Mr. Aleksandar M	JGU Department	-	CollPoll University
	Prof. Geeta Nair	SCHOOL OF ENGINEERING(EXCELLENCE)	-	Sri Venkateswara Institute of Medical Sciences
	Mr. Admin Demo Person	School of Management	-	CollPoll University



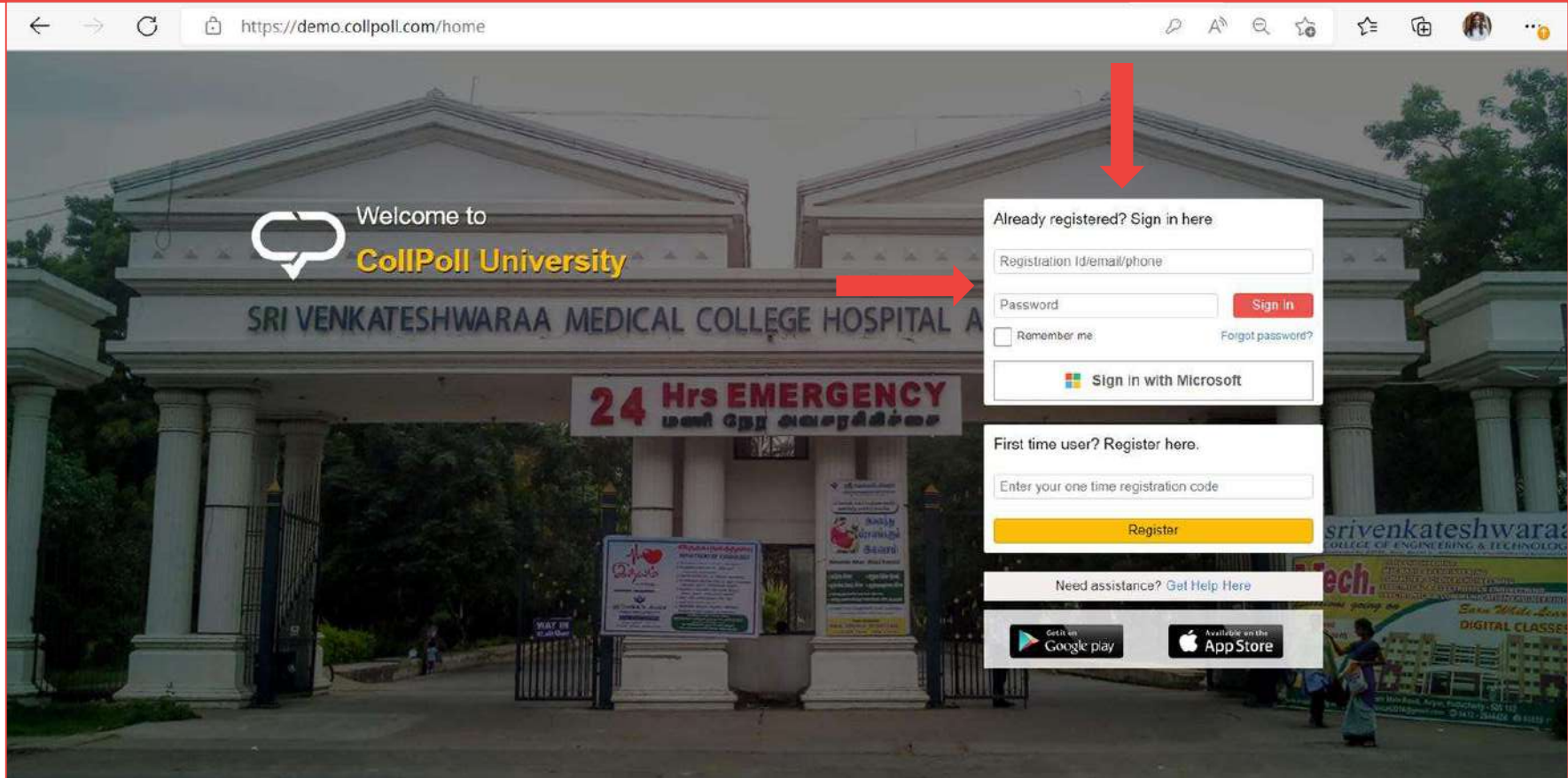
Step 2(c): Search For The Faculty Then, Click On Grant Privilege

The screenshot shows the CollPoll web application interface. At the top, there is a search bar with the text "Search CollPoll" and a magnifying glass icon. Below the search bar, there is a table with columns: Name, Department, Designation, and Entity. The table contains several rows of faculty information. A modal window is open over the table, titled "Outcome Based Education Admin". Inside the modal, there is a profile card for "ANKIT SHARMA" with the email "temp1000060@mailinator.com" and the phone number "91-9032960201". A red box highlights a "Grant Privilege" button located at the bottom right of the modal. In the background, a search bar contains the text "obe" and a list of search results is visible, with "Outcome Based Education Admin" selected.

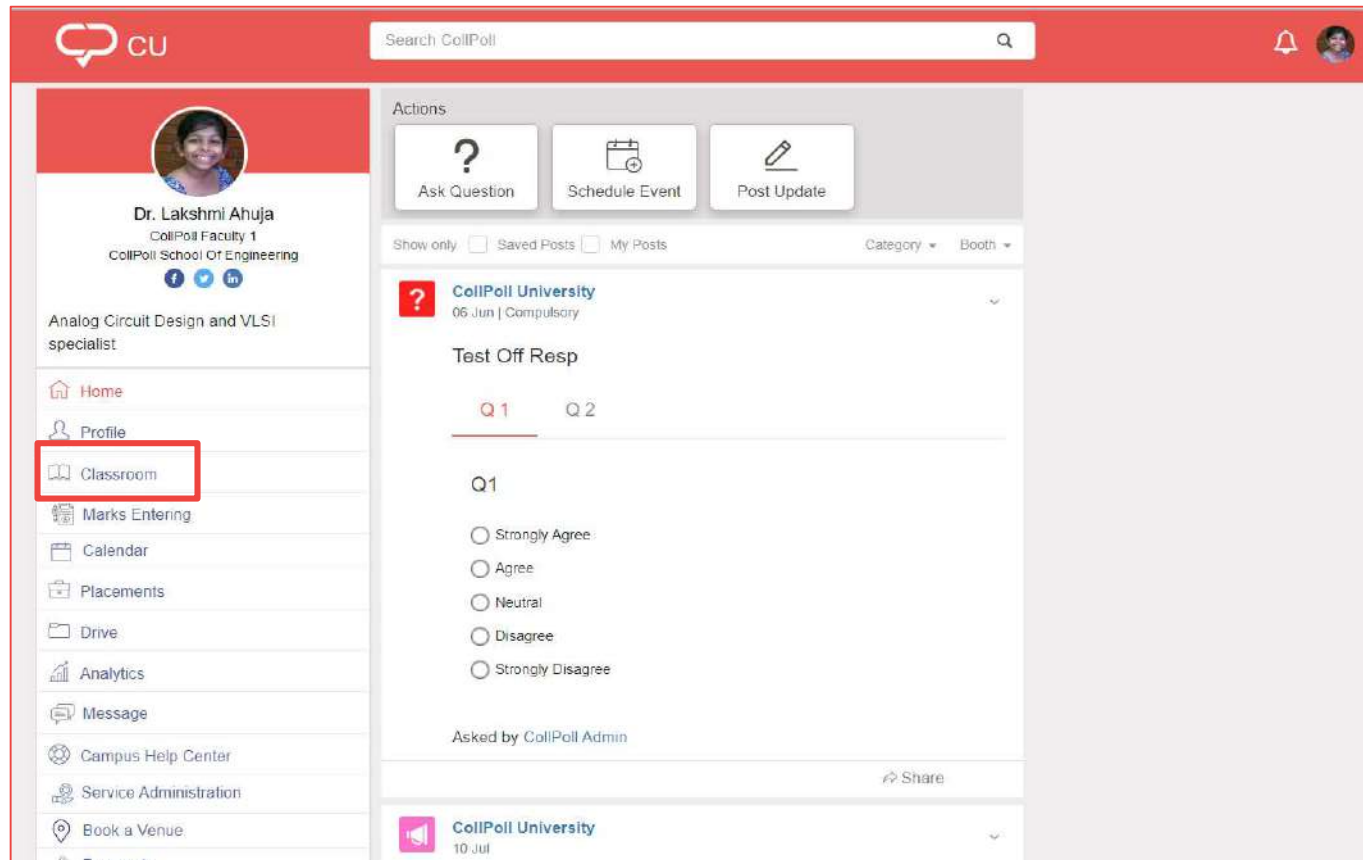
Name	Department	Designation	Entity
Prof. Amandeep Singh	fleming	-	CollPoll University
Gunwant Sharma	School of Management	-	CollPoll University
Prof. Abhishek Kumar	School of Fashion	-	CollPoll University
Mr. Aleksandar M	JGU Department	-	CollPoll University
Prof. Geeta Nair	SCHOOL OF ENGINEERING(EXCELLENCE)	-	Sri Venkateswara Institute of Medical Sciences
Mr. Admin Demo Person	School of Management	-	CollPoll University



Step 3: Login Into The Faculty Account Using Your Credentials



Step 4: Go To Classroom On The Left Panel



The screenshot displays the CollPoll web interface. On the left sidebar, the 'Classroom' menu item is highlighted with a red box. The main content area shows a user profile for Dr. Lakshmi Ahuja, followed by navigation options like Home, Profile, Classroom, Marks Entering, Calendar, Placements, Drive, Analytics, Message, Campus Help Center, Service Administration, and Book a Venue. The main content area also features 'Actions' (Ask Question, Schedule Event, Post Update), filters for 'Show only' (Saved Posts, My Posts), and a post from CollPoll University titled 'Test Off Resp' with a poll for 'Q1'.



Step 5: On Going And Previous Classes Will Appear

The screenshot displays the CollPoll Classroom interface. At the top, there is a navigation bar with the CollPoll logo, a search bar, and a user profile icon. Below the navigation bar, the page is titled "Classroom" and has two tabs: "On Going" (selected) and "Previous". A search bar is provided for filtering courses. The main content area shows a grid of six course cards, each with a book icon, a course title, and details. A red arrow points to the "CP Database Management System [CP-DBMS]" card.

Course Title	Details
Management Accounting 1 [PGPMAA-1]	my new class Theory
Constitutional Law in India and China [L-EL-0153]	Test Theory
CP Database Management System [CP-DBMS]	NSHM DBMS Class Theory
Management Accounting 1 [PGPMAA-1]	TESTING IIHMR Theory
CP Data Structures [CP-DS]	4th Semester Section A (VIT-DS) Theory
Maritime Security [M.A.(DLB)0456]	B.Tech Mechanical 2020 Theory

Click on the class
you need to
configure
assessments for



Step 6: Go To Students Tab Then, Click On Manage



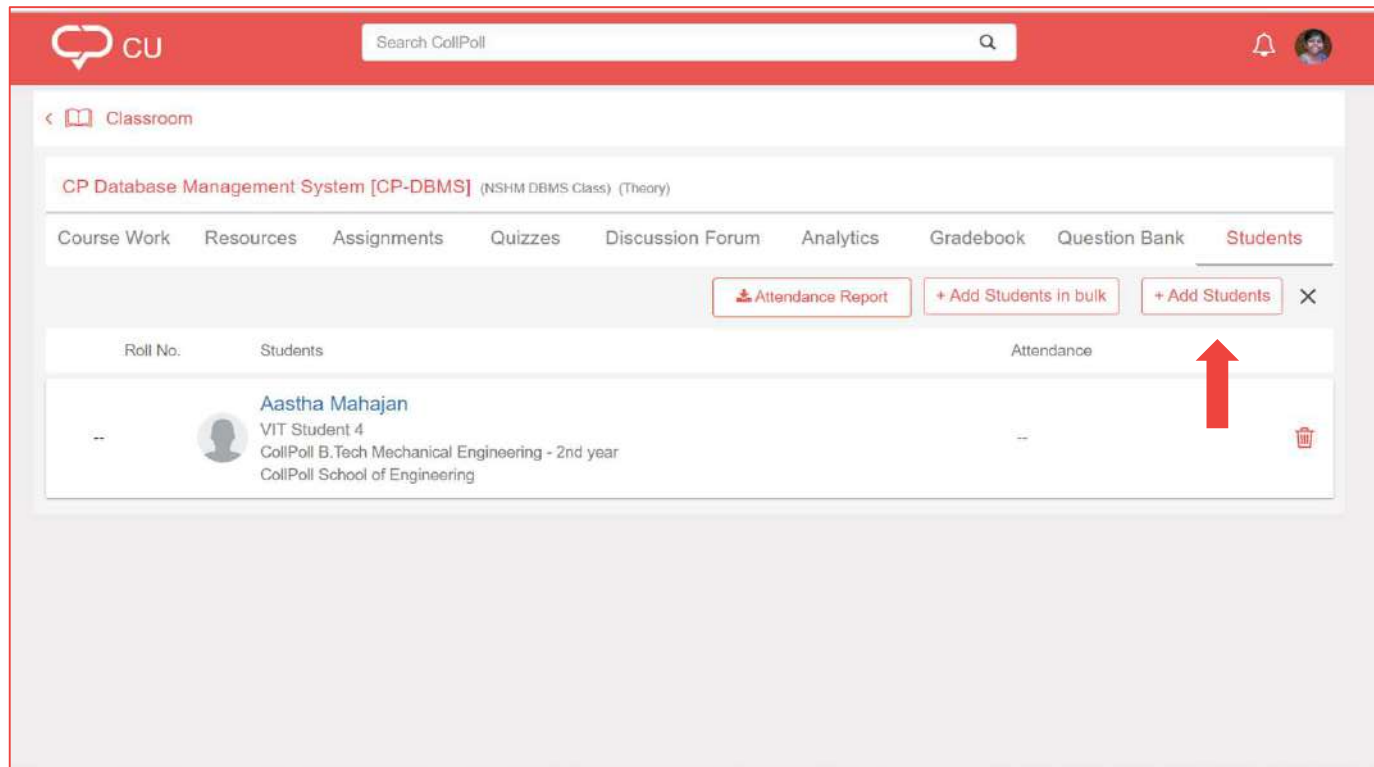
The screenshot shows the CollPoll Classroom interface. At the top, there is a search bar labeled 'Search CollPoll' and a user profile icon. Below the search bar, the page title is 'Classroom'. The main content area displays the course name 'CP Database Management System [CP-DBMS] (NSHM DBMS Class) (Theory)'. A navigation menu includes 'Course Work', 'Resources', 'Assignments', 'Quizzes', 'Discussion Forum', 'Analytics', 'Gradebook', 'Question Bank', and 'Students'. The 'Students' tab is selected and highlighted. Below the navigation menu, there are two buttons: 'Attendance Report' and 'Manage'. The 'Manage' button is highlighted with a red arrow. Below the buttons, there is a table with the following data:

Roll No.	Students	Attendance
--	 Aastha Mahajan VIT Student 4 CollPoll B.Tech Mechanical Engineering - 2nd year CollPoll School of Engineering	--




BABA FARID COLLEGE OF ENGG. & TECHNOLOGY

Step 7(a): Add Students



The screenshot shows the CollPoll Classroom interface. At the top, there is a search bar and a user profile icon. Below the search bar, the page title is "Classroom" and the course name is "CP Database Management System [CP-DBMS] (NSHM DBMS Class) (Theory)". A navigation menu includes "Course Work", "Resources", "Assignments", "Quizzes", "Discussion Forum", "Analytics", "Gradebook", "Question Bank", and "Students". Below the menu, there are three buttons: "Attendance Report", "+ Add Students in bulk", and "+ Add Students". A table below these buttons lists students. The table has columns for "Roll No.", "Students", and "Attendance". One student is listed: "Aastha Mahajan", a "VIT Student 4" from "CollPoll B.Tech Mechanical Engineering - 2nd year" at "CollPoll School of Engineering". A red arrow points to the "+ Add Students" button.

Roll No.	Students	Attendance
--	 Aastha Mahajan VIT Student 4 CollPoll B.Tech Mechanical Engineering - 2nd year CollPoll School of Engineering	--

Click on **add students**



Step 7(b): Add Students

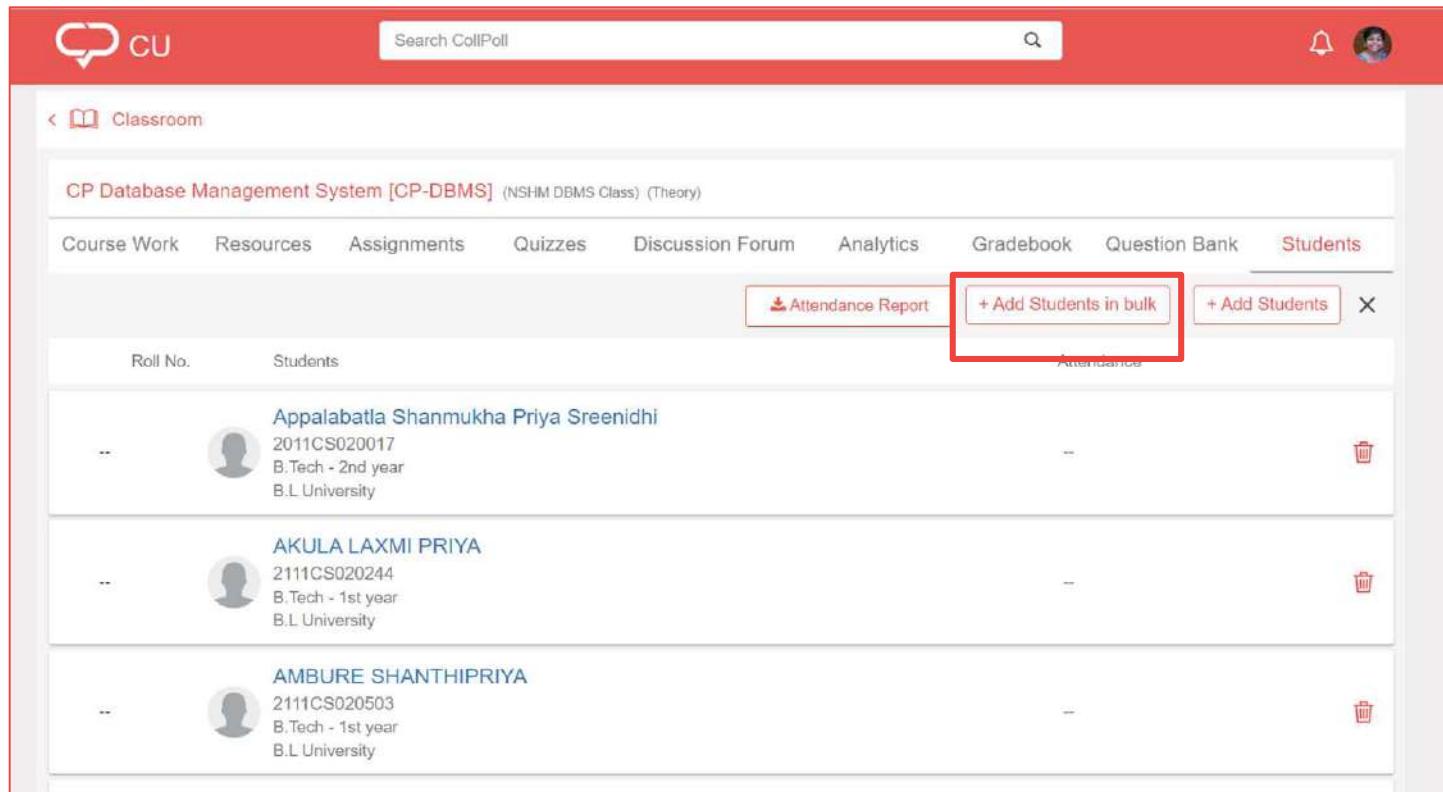
The screenshot shows the 'Add Student' modal in the CollPoll interface. The search bar contains the text 'priya'. The 'Search' button is highlighted with a red box. A red arrow points to the 'Done' button at the top right of the modal. The modal lists several student profiles with 'Add' buttons next to them.

Student Name	Roll No.	Email	Action
AKULA LAXMI PRIYA	2111CS020244	temp1000249@mailinator.com	Add
Alok Priya	MBBS19008	student19-8@collpoll.com	Add
AMBURE SHANTHIPRIYA	2111CS020503	temp1000504@mailinator.com	Add
Appalabathla Shanmukha Priya Sreenidhi	2011CS020017	temp1000905@mailinator.com	Add
ARIPIRALA PRIYANKA	2111CS020365	temp1000369@mailinator.com	Add
BAINA GANGAPRIYA			




Search the student name, click on add then, done



Step 7(c): Add Students In Bulk



The screenshot shows the CollPoll Classroom interface for a course titled "CP Database Management System [CP-DBMS] (NSHM DBMS Class) (Theory)". The "Students" tab is selected, and the "+ Add Students in bulk" button is highlighted with a red box. Below the navigation bar, there is a table with columns for "Roll No.", "Students", and "Attendance". The table lists three students:

Roll No.	Students	Attendance
--	 Appalabatta Shanmukha Priya Sreenidhi 2011CS020017 B.Tech - 2nd year B.L University	--
--	 AKULA LAXMI PRIYA 2111CS020244 B.Tech - 1st year B.L University	--
--	 AMBURE SHANTHIPRIYA 2111CS020503 B.Tech - 1st year B.L University	--

Click on **add students in bulk**



Step 7(d): Add Students In Bulk

The screenshot displays the CollPoll interface for a classroom. A modal dialog titled "Add Students in bulk" is open, featuring two buttons: "Upload CSV" and "Download CSV template". The "Download CSV template" button is highlighted with a red rectangular box. In the background, a table lists students with columns for "Roll No.", "Students", and "Attendance".

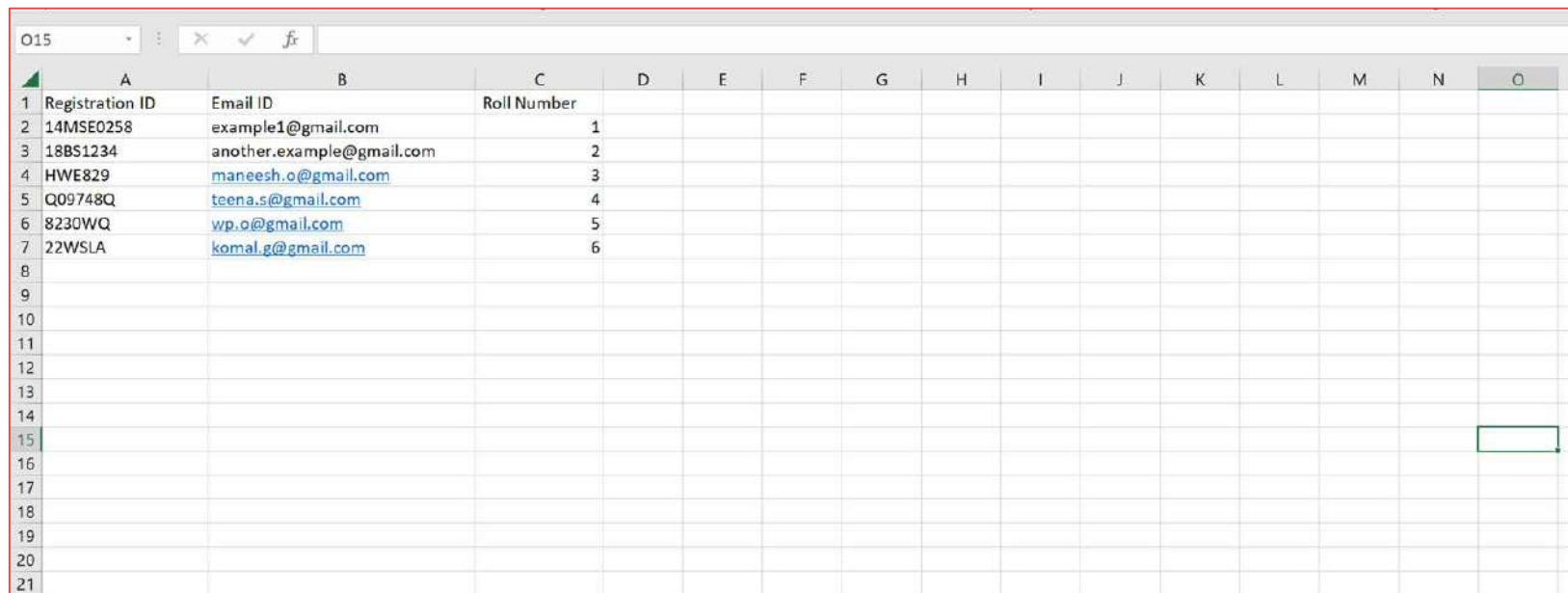
Roll No.	Students	Attendance
--	Appalabatra Shanmukha Priya Sreenidhi 2011CS020017 B.Tech - 2nd year B.L University	--
--	AKULA LAXMI PRIYA 2111CS020244 B.Tech - 1st year B.L University	--
--	AMBURE SHANTHIPRIYA 2111CS020503 B.Tech - 1st year B.L University	--

Download the
CSV template



Step 7(e): Add Students In Bulk

- Edit student details in CSV Template

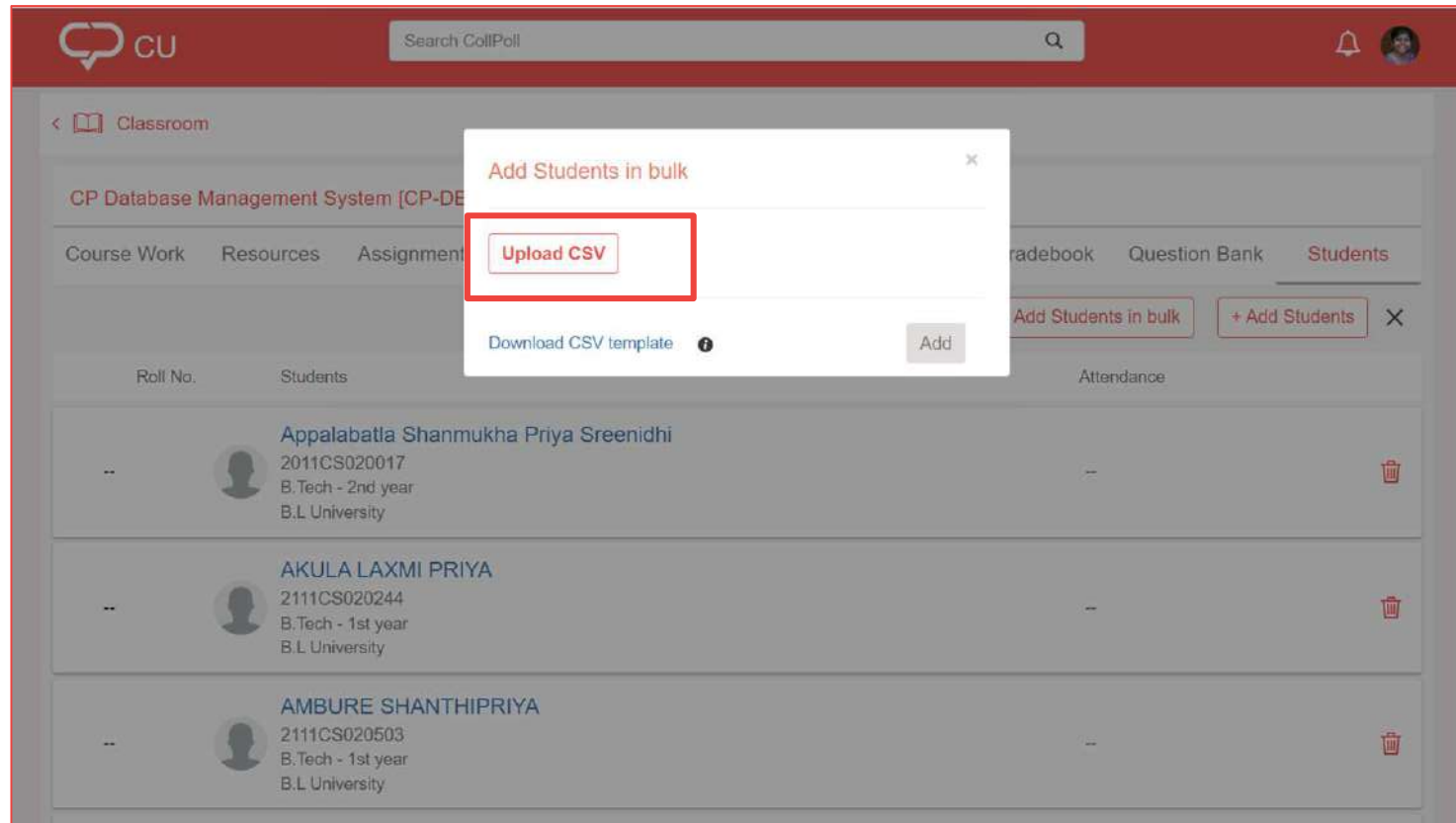


The image shows a spreadsheet application window with a CSV template for adding students. The spreadsheet has columns labeled A through O and rows numbered 1 through 21. The data is as follows:




	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Registration ID	Email ID	Roll Number												
2	14MSE0258	example1@gmail.com	1												
3	18BS1234	another.example@gmail.com	2												
4	HWE829	maneesh.o@gmail.com	3												
5	Q09748Q	teena.s@gmail.com	4												
6	8230WQ	wp.o@gmail.com	5												
7	22WSLA	komal.g@gmail.com	6												
8															
9															
10															
11															
12															
13															
14															
15															
16															
17															
18															
19															
20															
21															



Step 7(f): Add Students In Bulk



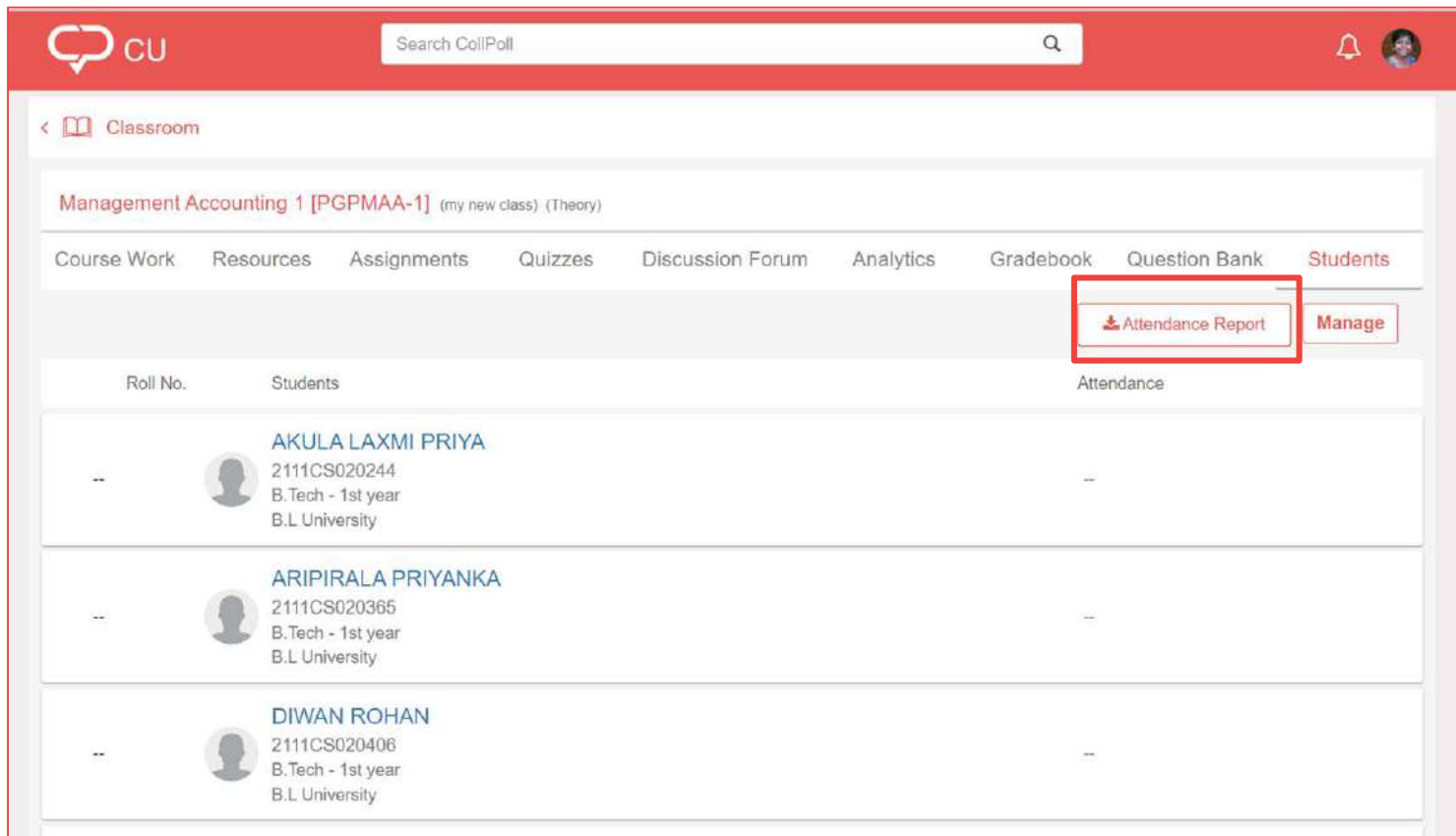
The screenshot shows the CollPoll interface for a classroom. A modal dialog box titled "Add Students in bulk" is open, with the "Upload CSV" button highlighted by a red rectangle. The background interface shows a search bar, a "Classroom" header, and a table of students. The table has columns for "Roll No.", "Students", and "Attendance".

Roll No.	Students	Attendance
--	 Appalabattla Shanmukha Priya Sreenidhi 2011CS020017 B.Tech - 2nd year B.L University	--
--	 AKULA LAXMI PRIYA 2111CS020244 B.Tech - 1st year B.L University	--
--	 AMBURE SHANTHIPRIYA 2111CS020503 B.Tech - 1st year B.L University	--




Upload the
CSV file then,
add



Step 7(g): Download Attendance Report



The screenshot shows the CollPoll Classroom interface for a course titled "Management Accounting 1 [PGPMAA-1] (my new class) (Theory)". The navigation menu includes "Course Work", "Resources", "Assignments", "Quizzes", "Discussion Forum", "Analytics", "Gradebook", "Question Bank", and "Students". The "Attendance Report" button is highlighted with a red box. Below the menu, a table lists students with their roll numbers and attendance status.

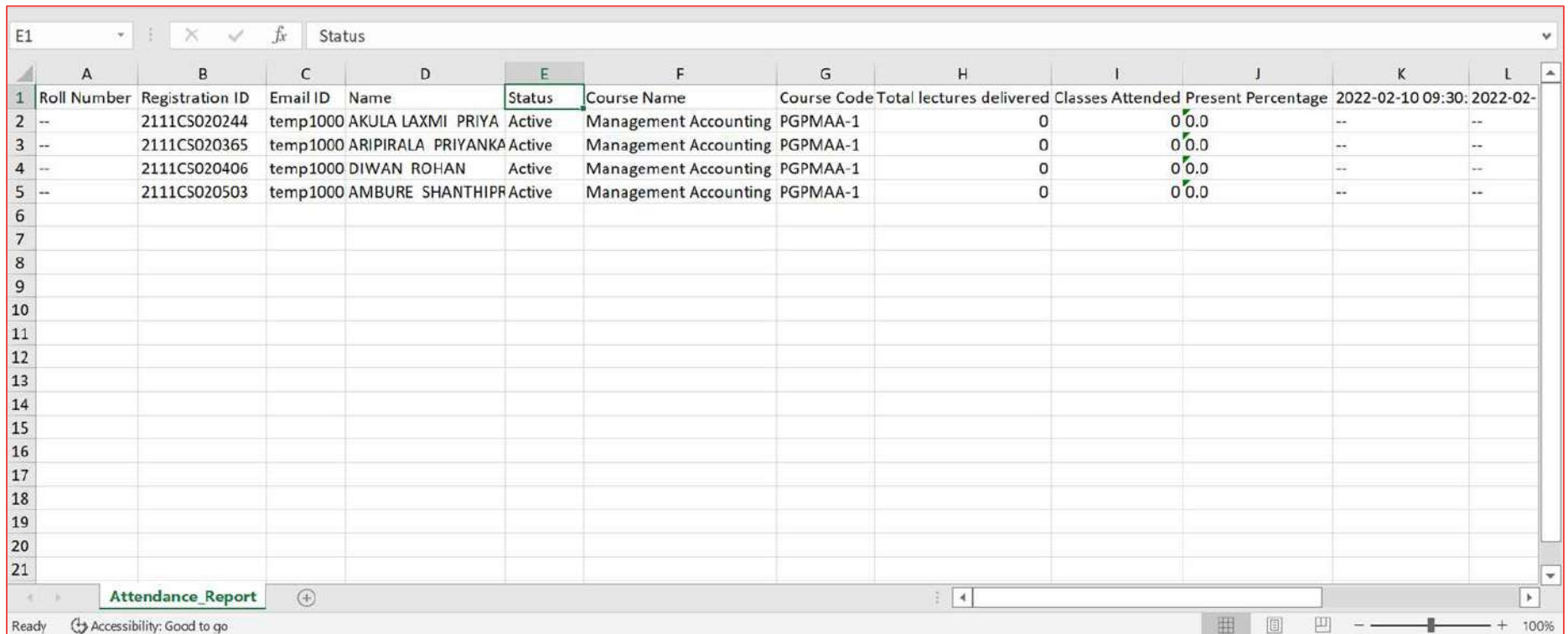
Roll No.	Students	Attendance
--	 AKULA LAXMI PRIYA 2111CS020244 B.Tech - 1st year B.L University	--
--	 ARIPIRALA PRIYANKA 2111CS020365 B.Tech - 1st year B.L University	--
--	 DIWAN ROHAN 2111CS020406 B.Tech - 1st year B.L University	--

Go to
attendance
report tab



Step 7(h): Download Attendance Report

- The downloaded will appear as below:



1	Roll Number	Registration ID	Email ID	Name	Status	Course Name	Course Code	Total lectures delivered	Classes Attended	Present Percentage	2022-02-10 09:30:	2022-02-
2	--	2111CS020244	temp1000	AKULA LAXMI PRIYA	Active	Management Accounting	PGPMAA-1	0	0	0.0	--	--
3	--	2111CS020365	temp1000	ARIPIRALA PRIYANKA	Active	Management Accounting	PGPMAA-1	0	0	0.0	--	--
4	--	2111CS020406	temp1000	DIWAN ROHAN	Active	Management Accounting	PGPMAA-1	0	0	0.0	--	--
5	--	2111CS020503	temp1000	AMBURE SHANTHIPR	Active	Management Accounting	PGPMAA-1	0	0	0.0	--	--
6												
7												
8												
9												
10												
11												
12												
13												
14												
15												
16												
17												
18												
19												
20												
21												



Step 8: Create/Copy Session

The screenshot shows the CollPoll Classroom interface for a course titled "CP Database Management System [CP-DBMS] (NSHM DBMS Class) (Theory)". The interface includes a navigation menu with options like Course Work, Resources, Assignments, Quizzes, Discussion Forum, Analytics, Gradebook, Question Bank, and Students. The main area displays a "Course Planner" for a session on "7th Oct 2021 | Thursday 05:00 pm to 06:00 pm". A dropdown menu is open over the session, with "Create New Session" highlighted in a red box. Other options in the menu include "Copy Sessions From" and "Copy Session To". The session details for "CollPoll<->NSHM Session 2 (Live Online)" are visible, including a Zoom URL and other details like "Id: 95559911324 Password: zXHCsEWW".

- Go to **course work**, Click on the + icon then, click on **create new session**

- Sessions can be created in 3 ways:

- Live Online
- In Class
- Pre recorded



Step 9(a): Create Session (In Class)

The screenshot shows the CollPoll interface for creating a session. The sidebar on the left lists the course structure, including Session 1 through Session 8, and Modules 2 through 6. The main form contains the following fields and controls:

- Module ***: A dropdown menu with the selected option "Module 1 - Introduction to Databases and Transactions".
- Session Order**: A dropdown menu with "Add After" selected, and another dropdown menu with "Session 1 - CollPoll<>NSHM Session 1" selected.
- Date & Time**: A dropdown menu with "12th Jul 2022 | 11:00 am - 12:00 pm" selected.
- Title ***: A text input field containing "Introduction".
- Description ***: A text area containing "Introduction".
- Resources**: Two buttons, "Link" and "File Upload".
- Attendance**: A toggle switch that is currently turned on (green).
- Topic Level Outcomes (TLOs)**: An "Add TLO" button.
- Buttons**: "Cancel" and "Save" buttons at the bottom right, highlighted with a red box.

- Enter the **module name**
- **Session after/before:** If you want to create the session before/after a particular session then, select accordingly and enter the session name
- Add **date & time, title & description**
- You can add Notes link/file from **resources**
- If you don't want to take the **attendance** turn off the toggle button
- Add **topic level outcome(TLO)** : What will students learn after completion of the topic? then, **save**



Step 9(b): Create Session (Live Online)

The screenshot shows the CollPoll interface for creating a session. On the left is a sidebar with a list of sessions and modules. The main area contains the following fields:

- Session Mode ***: Live Online
- Module ***: Module 1 - Introduction to Databases and Transactions
- Session Order**: Add After, Session 1 - CollPoll<->NSHM Session 1
- Date & Time ***: 12th Jul 2022 | 02:00 pm - 03:00 pm
- Title ***: Introduction
- Description ***: Introduction
- Online Service ***: Select Online Service
- Resources**: Link, File Upload
- Attendance**: Toggle switch (ON)
- Topic Level Outcomes (TLOs)**: Add TLO

At the bottom right, there are 'Cancel' and 'Save' buttons. The 'Save' button is highlighted with a red border.

- Enter the **module name**
- Session after/before: If you want to create the session before/after a particular session then, select accordingly and enter the session name
- Add **date & time**
- Add **title**
- Add **description**
- Select the platform (MS Teams, Google Meet, Zoom or share your own link)
- You can add Notes link/file from **resources**
- If you don't want **attendance** turn off the toggle button
- Add **topic level outcome (TLO)** : What will students learn after completion of the topic?
- Click on **save**



Step 9(c): Create Session (Pre Recorded)

The screenshot shows the CollPoll interface for creating a session. The course is 'GP Database Management System [GP-DBMS] (NSHM DBMS Class) (Theory)'. The 'Create Session' form is set to 'Pre Recorded' mode. The module is 'Module 1 - Introduction to Databases and Transactions'. The session order is 'Add After' and 'Session 1 - CollPoll®NSHM Session 1'. The form includes fields for 'Title' (Introduction) and 'Description' (Introduction). There are buttons for 'Upload a Video' or 'Add Video Link', 'Resources' (Link or File Upload), and 'Topic Level Outcomes (TLOs)' (Add TLO). 'Cancel' and 'Save' buttons are at the bottom.

- Enter the **module name**
- Session after/before: If you want to create the session before/after a particular session then, select accordingly and enter the session name
- Upload video file/link
- Add **title**
- Add **description**
- You can add Notes link/file from **resources**
- Add **topic level outcome(TLO)** : What will students learn after completion of the topic?
- Click on **save**



Step 9(d): Copy Sessions From

The screenshot displays the CollPoll Classroom interface. At the top, there is a search bar and a notification bell. Below the search bar, the course title "CP Database Management System [CP-DBMS] (NSHM DBMS Class) (Theory)" is shown. A navigation menu includes "Course Work", "Resources", "Assignments", "Quizzes", "Discussion Forum", "Analytics", "Gradebook", "Question Bank", and "Students". The "Course Planner" section is active, showing a list of sessions. A red box highlights the "+ symbol" next to "Module 1 - Introduction to Databases and Transactions" and the "Copy Sessions From" option in the dropdown menu. The main content area shows details for "CollPoll<>NSHM Session 1 (Live Online)", including a Zoom URL and other details.

To copy sessions from another class click on + symbol near the module then, click on **copy sessions from**



Step 9(e): Copy Sessions From

The screenshot shows the 'Copy Sessions' dialog box in the CollPoll interface. The 'Copy From' section is highlighted with a red arrow. It contains two dropdown menus: 'Term' set to 'CollPoll Term - Even Semester AY 2020-21 (Current Term)' and 'Class Name' set to 'NSHM DBMS Class'. Below these is a search bar labeled 'Search by title, description ...'. A table lists sessions with checkboxes, titles, descriptions, and resource counts. The first session, 'Session - 1', is selected. At the bottom right, the 'Copy Sessions' button is highlighted with a red box.

<input type="checkbox"/>	Sessions(9) v	Title	Description	Resources
<input checked="" type="checkbox"/>	Session - 1 Module 1	CollPoll->NSHM Session 1	CollPoll->NSHM Session 1	1
<input type="checkbox"/>	Session - 2 Module 1	CollPoll->NSHM Session 2	CollPoll->NSHM Session 2	0
<input type="checkbox"/>	Session - 3	Introduction to Databases	Description	1

Select the term & class name, select the session then, click on **copy**



Step 9(f): Copy Sessions To

Copy Sessions

Class Name: **NSHM DBMS Class** (Current Class Group)

Search by title, description ...

<input type="checkbox"/>	Sesions(9) ▾	Title	Description	Resources
<input checked="" type="checkbox"/>	Session - 1 Module 1	CollPoll<>NSHM Session 1	CollPoll<>NSHM Session 1	1
<input type="checkbox"/>	Session - 2 Module 1	CollPoll<>NSHM Session 2	CollPoll<>NSHM Session 2	0
<input type="checkbox"/>	Session - 3 Module 1	Introduction to Databases	Description	1
<input type="checkbox"/>	Session - 4	Database Structure	Database Structure	0

Online sessions will be converted to In class sessions while copying

Cancel Copy Sessions

- Click on **copy sessions to from the + symbol** near the module
- Select the session then, click on **copy sessions**



Step 10: Add Resources

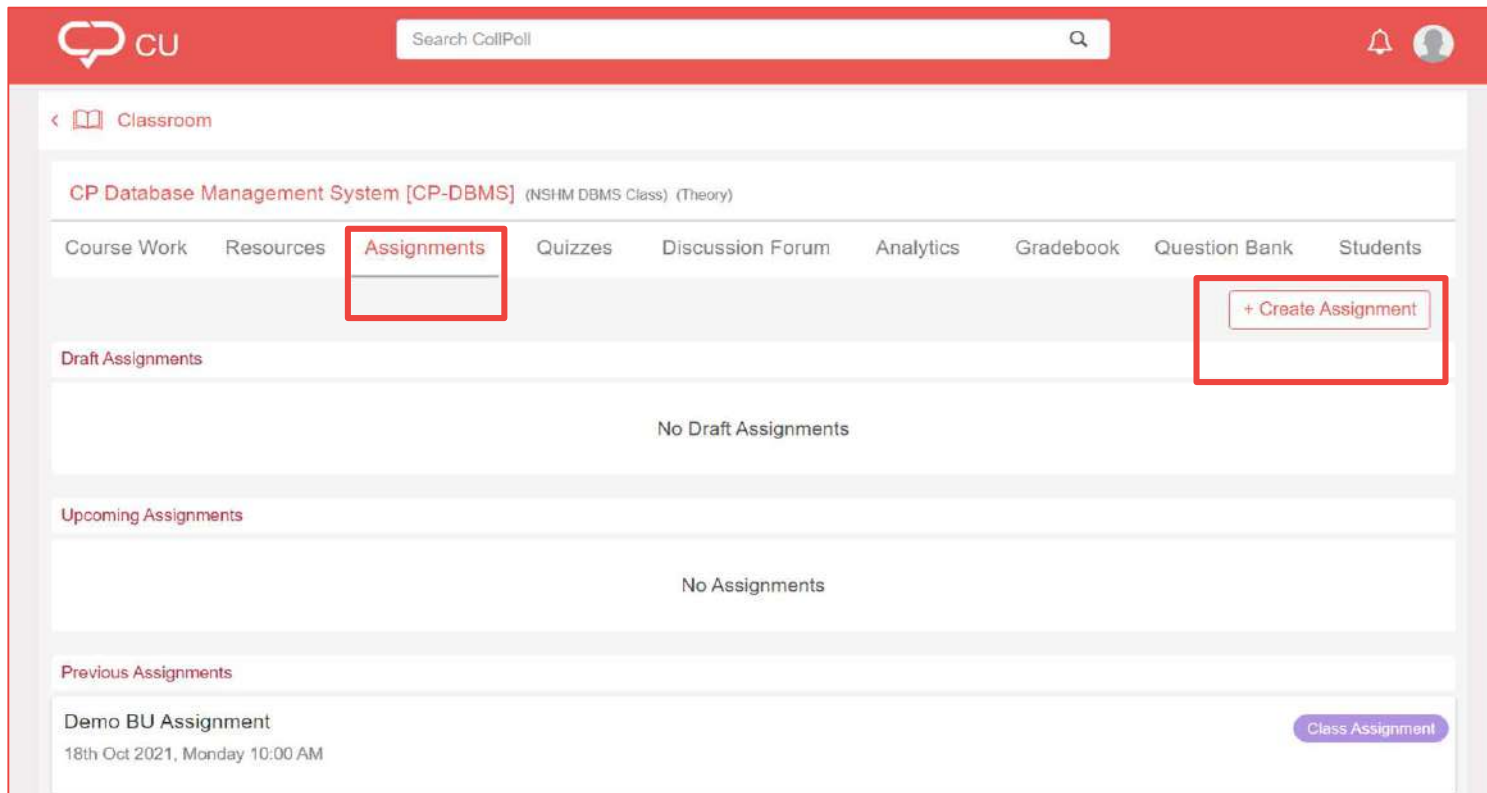
The screenshot shows the CollPoll Classroom interface for a course titled "CP Database Management System [CP-DBMS] (NSHM DBMS Class) (Theory)". The "Resources" tab is highlighted in the navigation bar. Below the navigation bar, there is a search bar for resources and a table of existing resources. A dropdown menu is open under the "Add Resource" button, showing options for "Upload File" and "Add Link".

Resource	Module	Actions
<input type="checkbox"/> Test https://Tes 9th Jun 2022 02:40 pm	Module 1 - Introduction to Databases and Transactions Session 1 - CollPoll->NSHM Session 1	
<input type="checkbox"/> Pre Reading https://www.c-sharpcorner.com/article/introduction-to-d ... 22nd Jan 2022 10:39 am	Module 1 - Introduction to Databases and Transactions Session 3 - Introduction to Databases	
<input type="checkbox"/> IMG-20220530_111048.jpeg 294.94kb 30th May 2022 04:41 pm	Module 1 - Introduction to Databases and Transactions Session 5 - Test	

- Go to Resources then, click on **add resources** on the left
- You can upload a file or a link



Step 11(a): Add Assignments



The screenshot displays the CollPoll Classroom interface for the course 'CP Database Management System [CP-DBMS] (NSHM DBMS Class) (Theory)'. The 'Assignments' tab is highlighted with a red box. A '+ Create Assignment' button is also highlighted with a red box. The interface shows sections for Draft Assignments (No Draft Assignments), Upcoming Assignments (No Assignments), and Previous Assignments (Demo BU Assignment on 18th Oct 2021, Monday 10:00 AM, labeled as a Class Assignment).

- Go to **assignments** then, click on **create assignments**
- Assignments can be created in 3 ways :
 - Group assignments
 - Class assignments
 - Individual assignments



Step 11(b): Add Assignments (Class)

CU Search CollPoll

Copy To: Select Class

Assignment Title* Database Introduction Class Assignment

Write More About This Topic* Database Introduction

Consider For Grading

Minimum Marks* 0 Maximum Marks*

Rubric Grading

	Enter Level	Enter Level	+ Add Level
	Enter Score	Enter Score	
Enter Criteria	Add Description	Add Description	
Enter Criteria	Add Description	Add Description	

+ Add Criteria

Course Outcomes: Add COs BT Level Add BT Level

Topic Level Outcomes (TLOs) Add TLOs

Enable Turnitin

Start Date: Jul 14, 2022 2:10 PM Due Date*: Jul 15, 2022 10:10 AM

Submission Type* Physical Online

Save as Draft Publish

- Class assignment is created to give same assignment to all the students in a particular class
- Add assignment **title & description**
- Turn on the **consider for grading** toggle button if you want to grade the assignment. You can **add level and criteria** to the Rubric Grading
- You can **add TLO** [Topic Level Outcome (what students will learn after completion of the topic)], **course outcome** [CO (what students will learn after completion of the course)] and **BT** (Bloom's Taxonomy) **level**
- Turn on the toggle button to **enable turnitin** (Detect Plagiarism)
- Add a **start and end date**
- Select the **submission type**
- You can also **add link or upload file** for reference by clicking on symbols on bottom right
- Click on **publish**
- You can also **copy the assignment** to another class



Step 11(c1): Add Assignments (Group)

CU Search CollPoll

< Create Assignment

CP Database Management System [CP-DBMS]
NSHM DBMS Class

Copy To

Assignment Title*
Database Introduction

Write More About This Topic*
Database Introduction

Consider For Grading

Minimum Marks* 0 Maximum Marks*

Assignment Type dropdown menu:
Class Assignment
Class Assignment
Group Assignment
Individual Assignment

- Click on drop down arrow
- Select **group assignment**
- Groups can be created in 2 ways:
 - Automatic
 - manually



Step 11(c2): Add Assignments (Group)

CP Database Management System [CP-DBMS]
NSHM DBMS Class

Assignment Title*
Database Introduction

Group Assignment

Consider For Grading

Minimum Marks* 0 Maximum Marks*

Rubric Grading

Enter Level	Enter Level	Enter Score	Enter Score
Enter Criteria	Add Description	Add Description	
Enter Criteria	Add Description	Add Description	

Course Outcomes Add COs BT Level Add BT Level

Topic Level Outcomes(TLOs) Add TLOs

Enable Turnitin

Start Date Jul 14, 2022 2:10 PM Due Date Jul 15, 2022 10:10 AM

Submission Type* Physical Online

Search by group details, student details:

Group(0)	Students	Type*	Description*
----------	----------	-------	--------------

+ Add New Group +
Create Manually
Auto Create

- Add the **title**
- Turn on the **consider for grading** toggle button if you want to grade the assignment
- **add level and criteria** to the Rubric Grading
- Add **course outcome(CO), BT level and topic level outcome(TLO)**
- Turn on the toggle button to **enable turnitin(detect plagiarism)**
- Add a **start and end date**
- Select the **submission type**
- Click on **create group**



Step 11(c3): Add Assignments (Create Group Manually)

The screenshot shows the CollPoll interface with a modal window for creating a group. The modal contains the following fields:

- Search student to add: Search bar
- Group*: 1
- Title*: Group 1
- Description*: Rich text editor with formatting options (B, I, U, etc.)
- Due Date: Due date/time

The background interface shows options for Course Outcomes, Topic Level Outcomes (TLOs), Enable Turnitin, Start Date (Jul 14, 2022 2:10 PM), Due Date* (Jul 15, 2022 10:10 AM), and Submission Type* (Physical, Online).

Enter the details such as, student name, group, due date, notes link, documents, then, save the assignment

This screenshot is similar to the previous one, but the modal window is positioned lower, revealing the bottom of the background interface. The modal fields are the same as in the previous screenshot. At the bottom of the modal, there are buttons for "Cancel" and "Save".



Step 11(c4): Add Assignments (Create Group Automatically)

Auto Create

Students not added to any group yet : 1/1

Students per group : 3

Note:
Groups will be randomly added
In case Total students / Group size is not an integer, last group will have less students
If any groups are already created, new groups will be added after those, group names starting from Group 1.

Cancel Auto Create

- Click on **add new group**
- Click on **auto create**
- Define the **no. of students per group**
- Click on **auto create**



Step 11(c5): Add Assignments

CU Search CollPoll

Course Outcomes [Add COs](#) BI Level [Add BI Level](#)

Topic Level Outcomes(TLOs) [Add TLOs](#)

Enable Turnitin

Start Date: Jul 14, 2022 2:10 PM Due Date*: Jul 15, 2022 10:10 AM Submission Type*: Physical Online

Search by group details, student details [+ Add New Group](#)

Group(1)	Students	Title*	Description*	Resources
1	1	1	1	0

Assignment created for 1/1 Groups

[Save as Draft](#) [Publish](#)

- Click on **publish**
- Once published, students will be able to see the assignment on their console



Step 11(d1): Add Assignments (Individual)

CU Search CollPoll

< Create Assignment

CP Database Management System [CP-DBMS]
NSHM DBMS Class

Assignment Title*
Database Introduction

Consider For Grading

Minimum Marks* 0 Maximum Marks*

Rubric Grading

Group Assignment
-Assignment Type-
Class Assignment
Group Assignment
Individual Assignment

	Enter Level	Enter Level	+ Add Level
	Enter Score	Enter Score	
Enter Criteria	Add Description	Add Description	
Enter Criteria	Add Description	Add Description	

Select **individual assignment** from the dropdown arrow



Step 11(d2): Add Assignments (Individual)

Assignment Title*
Database Introduction

Individual Assignment

Consider For Grading

Minimum Marks* 0 Maximum Marks*

Rubric Grading

	Enter Level	Enter Level	+ Add Level
	Enter Score	Enter Score	
Enter Criteria	Add Description	Add Description	
Enter Criteria	Add Description	Add Description	

+ Add Criteria

Course Outcomes COs1 x BT Level Level 1 x

Topic Level Outcomes(TLOs) Add TLOs

TLO1 (COs1 - Level 2) x

Start Date Jul 14, 2022 2:10 PM Due Date* Jul 15, 2022 10:10 AM Submission Type* Physical Online




- Turn on the **consider for grading** toggle button if you want to grade the assignment
- **Add level and criteria** to the Rubric Grading
- Add **course outcome(CO), BT level and topic level outcome(TLO)**
- Add **start and end date**
- Select the **submission type**



Step 11(d3): Add Assignments (Individual)

Start Date: Jul 14, 2022 2:10 PM | Due Date: Jul 15, 2022 10:10 AM | Submission Type: Physical Online

Search by student details

Student	Title*	Description*	Resources
 Aastha Mahajan			 

Title*
No Title

Description*
No Description

Due Date
Due date/time

**Click on edit to enter title and description for this student*

Assignment created for 0/1 students

Save as Draft | Publish

Click on **student's name** then, click on **edit** icon



Step 11(d4): Add Assignments (Individual)

The screenshot shows the CollPoll interface for adding an assignment. The user is Aastha Mahajan. The form has the following fields:

- Title***: Database unit 5
- Description***: Database unit 5
- Due Date**: Jul 15, 2022 11:05 AM

At the bottom right, there is a red box containing the following buttons: a back arrow, an up arrow, a "Cancel" button, and a "Save" button.

- Define **title and description**
- Add **due date**
- Add reference link or upload file
- Click on **save**



Step 11(d5): Add Assignments (Individual)

The screenshot shows the CollPoll interface for adding an assignment. At the top, there is a search bar and a user profile icon. Below that, there are fields for 'Start Date' (Jul 14, 2022 2:10 PM) and 'Due Date' (Jul 15, 2022 10:10 AM). The 'Submission Type' is set to 'Physical'. A search bar for 'Search by student details' is present. Below this is a table with columns for 'Student', 'Title*', 'Description*', and 'Resources'. The table contains one entry for 'Aastha Mahajan'. Below the table, there are fields for 'Title*' (database), 'Description*' (introduction), and 'Due Date' (Jul 15, 2022 11:40 AM). At the bottom, there is a status bar that says 'Assignment created for 1/1 students' and two buttons: 'Save as Draft' and 'Publish'. The 'Publish' button is highlighted with a red box.

Click on **publish**



Step 12(a): Create Quiz

The screenshot shows the CollPoll interface for a course titled "CP Database Management System [CP-DBMS] (NSHM DEMS Class) (Theory)". The navigation menu includes "Course Work", "Resources", "Assignments", "Quizzes", "Discussion Forum", "Analytics", "Gradebook", "Question Bank", and "Students". The "Quizzes" tab is highlighted with a red box. A "+ Create Quiz" button is also highlighted with a red box. Below the navigation menu, there are sections for "Drafts", "Ongoing", and "Closed" quizzes. The "Drafts" section lists "Demo BU Quiz" (closing on 15th Oct 2021), "Demo 20 Oct", and "Test 14th April". The "Ongoing" section shows "MY SQL Quiz" (GRADED | Participants 0/1). The "Closed" section shows "CollPoll-NSHM Quiz".

- Go to **quizzes**
- Click on **create quiz**



Step 12(b): Create Quiz

CP Database Management System [CP-DBMS] (NSHM DBMS Class) Save as Draft Publish Quiz

Copy To

Title *

Description *

Settings

Module: Session:

Timed quiz

Consider for grading Maximum marks 1.00

Shuffle questions

Shuffle options

Starts on* Quiz Duration:

Ends on

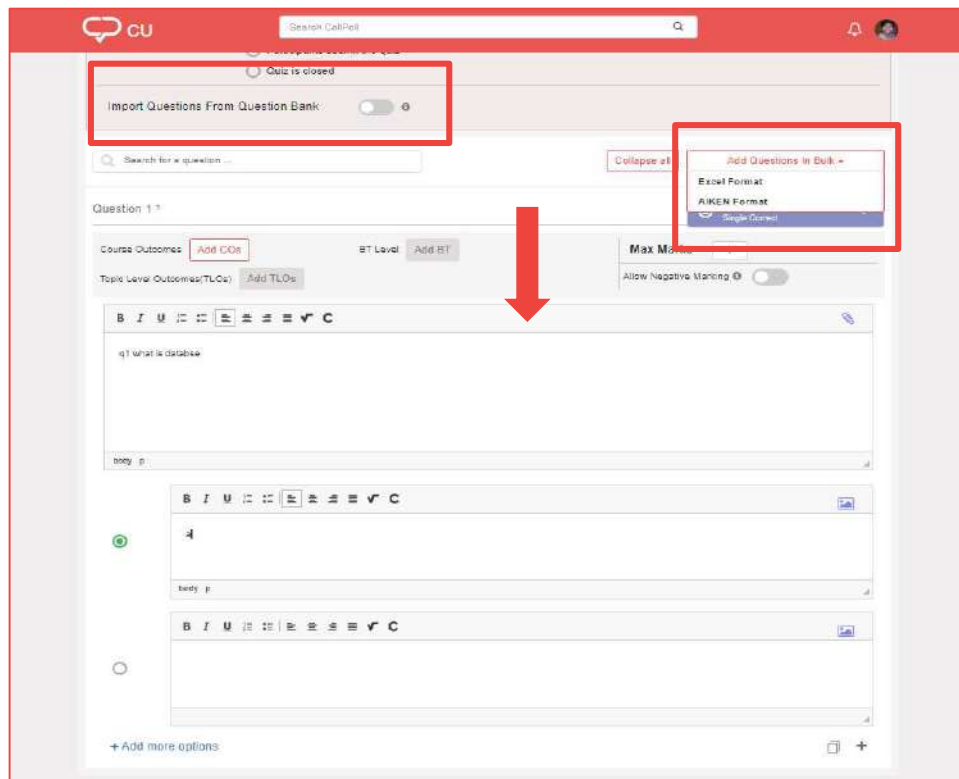
Display results when *

- Scores are published by me
- Participants submit the quiz
- Quiz is closed

- Add the **title and description**
- Select the **module and session**
- Turn on the **toggle button** if you want to define time for the quiz, consider it for grading, shuffle questions and options
- **Result** can be displayed in 3 ways :
 - Scores are published by me (faculty will publish the scores)
 - Participants submit the quiz (Students will be able to see the scores once they submit the quiz)
 - Quiz is closed (scores will be visible once the quiz is completed)



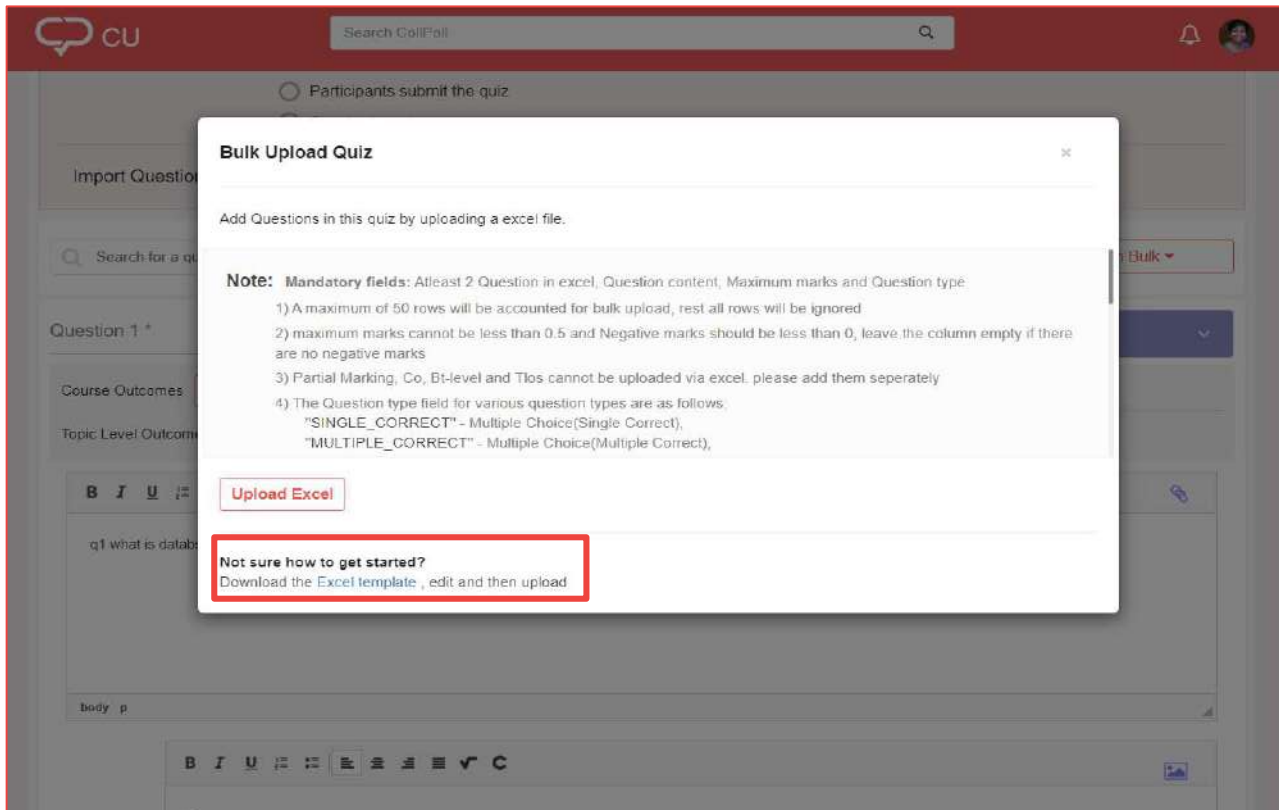
Step 12(c1): Create Quiz (Add Questions)



- Questions can be added in 3 ways:
 - Manually (As shown in the picture)
 - In Bulk(Excel and AIKEN format)
 - Import from Question Bank



Step 12(c2): Create Quiz (Add Questions In Bulk Excel Format)



Bulk Upload Quiz

Add Questions in this quiz by uploading a excel file.

Note: Mandatory fields: Atleast 2 Question in excel, Question content, Maximum marks and Question type

- 1) A maximum of 50 rows will be accounted for bulk upload, rest all rows will be ignored
- 2) maximum marks cannot be less than 0.5 and Negative marks should be less than 0, leave the column empty if there are no negative marks
- 3) Partial Marking, Co, Bt-level and Tios cannot be uploaded via excel. please add them seperately
- 4) The Question type field for various question types are as follows,
"SINGLE_CORRECT" - Multiple Choice(Single Correct),
"MULTIPLE_CORRECT" - Multiple Choice(Multiple Correct),

[Upload Excel](#)

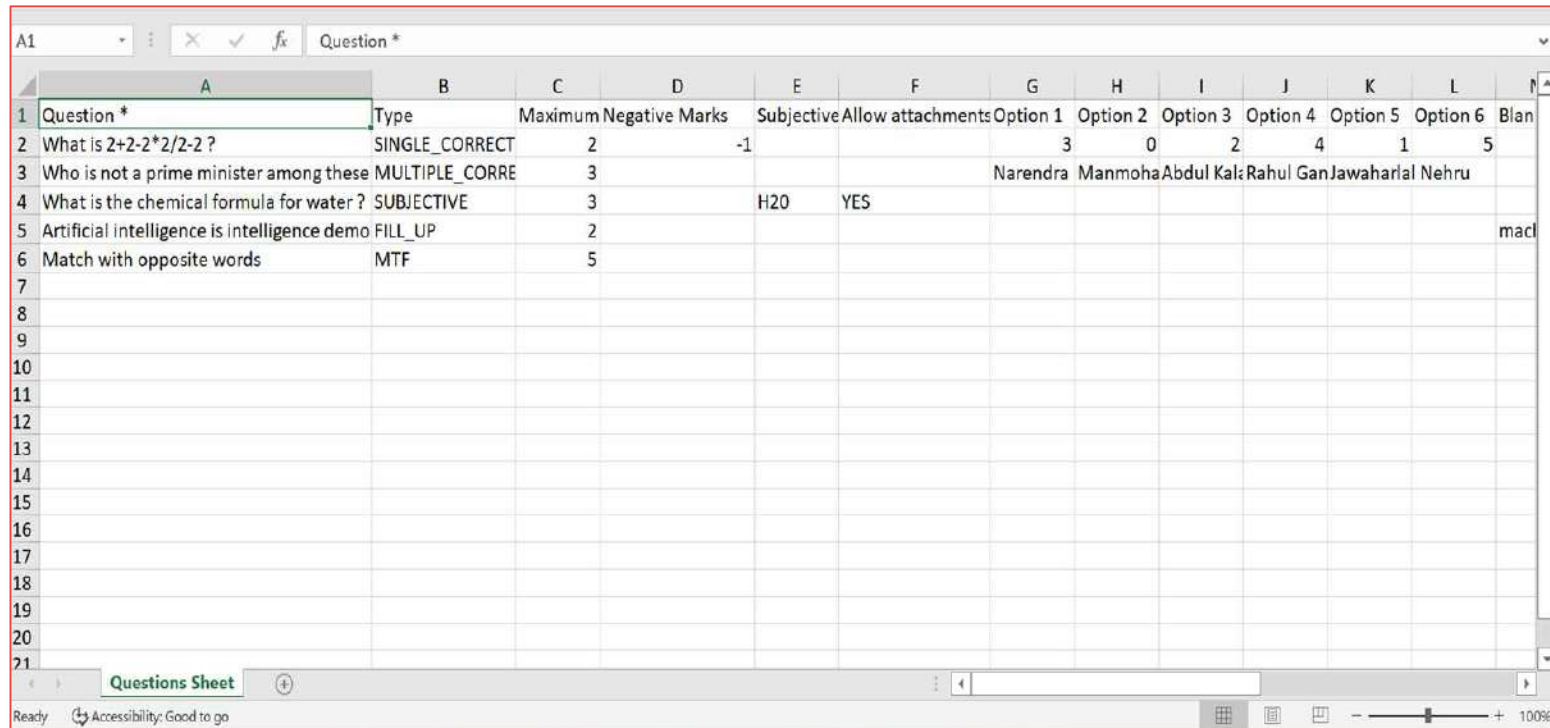
Not sure how to get started?
[Download the Excel template](#), edit and then upload

- Click on **add questions in bulk**
- **Download the excel template**



Step 12(c3): Create Quiz (Add Questions In Bulk Excel Format)

- Edit the questions and options



1	Question *	Type	Maximum	Negative Marks	Subjective	Allow attachments	Option 1	Option 2	Option 3	Option 4	Option 5	Option 6	Blank
2	What is $2+2-2*2/2-2$?	SINGLE_CORRECT	2	-1			3	0	2	4	1	5	
3	Who is not a prime minister among these	MULTIPLE_CORRE	3				Narendra	Manmoha	Abdul Kal	Rahul Gan	Jawaharial	Nehru	
4	What is the chemical formula for water ?	SUBJECTIVE	3		H2O	YES							
5	Artificial intelligence is intelligence demo	FILL_UP	2										macl
6	Match with opposite words	MTF	5										
7													
8													
9													
10													
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12													
13													
14													
15													
16													
17													
18													
19													
20													
21													



Step 12(c4): Create Quiz (Add Questions In Bulk Excel Format)

Bulk Upload Quiz

Add Questions in this quiz by uploading an excel file.

Match the following:

- 1) Maximum of 6 matching question and answers can be filled, more than that should be filled manually
- 2) The correct options can be mentioned by providing '^' in between answer numbers, they should be equal to questions and will be mapped sequentially. (Ex: '2-3-1' represents the answer for 1st question is 2nd answer, 2nd question is 3rd answer, 3rd question is 1st answer)
- 3) To allow multiple correct in matchings, Fill 'YES' in the field "Multiple correct in Matchings"
- 4) If multiple correct is allowed, the multiple answers can be represented by '|' (Ex: '2|1-3' represents the answer for 1st question is 2nd or 1st answers, 2nd question is 3rd answer)

Bulk_quiz_questions_upload_sample.xlsx

Add Questions

Not sure how to get started?
Download the Excel template, edit and then upload

After editing the questions upload the Excel sheet then, click on **add questions**



Step 12(d1) : Create Quiz (Add Questions In Bulk AIKEN Format)

Bulk Upload Quiz -Aiken Format

Add Questions in this quiz by uploading a AIKEN txt file.

Note: Only Single Correct Questions Allowed

- 1) You have to save the file in a text format. Don't save it as a Word document or anything like that, save your text file in UTF-8 format
- 2) Question and option must be all on one line
- 3) Each answer must start with a single uppercase letter, followed by a period '.', or a bracket ')', then a space.
- 4) After all the answers for a question , it should be followed by "MARKS: ".
- 5) The marks line must immediately follow, starting with "ANSWER: "

[Upload AIKEN File](#)

Not sure how to get started?
[Download the Text template](#) , edit and then upload

- Click on **add questions in bulk**
- Click on **AIKEN format**
- **download** the Text template



Step 12(d2): Create Quiz (Add Questions In Bulk AIKEN Format)

```
sample_AIKEN - Notepad
File Edit View

What is the correct answer to this question?
A. Is it this one?
B. Maybe this answer?
C. Possibly this one?
D. Must be this one!
MARKS: 5
ANSWER: D

This is a sample question?
A) answer a
B) answer b
C) answer c
D) answer d
MARKS: 11.5
ANSWER: D

Ln 7, Col 10
```

Edit the
questions
and options
here



Step 12(d3): Create Quiz (Add Questions In Bulk AIKEN Format)

Bulk Upload Quiz -Aiken Format

Add Questions in this quiz by uploading a AIKEN txt file.

Note: Only Single Correct Questions Allowed

- 1) You have to save the file in a text format. Don't save it as a Word document or anything like that, save your text file in UTF-8 format
- 2) Question and option must be all on one line
- 3) Each answer must start with a single uppercase letter, followed by a period '.', or a bracket ')', then a space.
- 4) After all the answers for a question , it should be followed by "MARKS: ".
- 5) The marks line must immediately follow, starting with "ANSWER: "

sample_AIKEN.txt

Add Questions

Not sure how to get started?
Download the Text template , edit and then upload

Upload the file then, click on Add Questions



Step 12(e1): Create Quiz (Add Questions By Importing From Question Bank)

CU Search CollPoll

Timed quiz

Consider for grading Maximum marks 2.00

Shuffle questions

Shuffle options

Starts on Jul 15, 2022 11:55 AM Quiz Duration 01 Hr 00 min

Ends on Jul 15, 2022 12:55 PM

Display results when Scores are published by me

Import Questions From Question Bank No of Sets 1

Rules:

2 Questions of 1 mark each with

Total Marks: 2

- Negative Marking
- Difficulty **EASY**
- Tags Search for a question tag ...

+ Add Rule Generate Sets

Turn on the toggle button and define the rules for questions



Step 12(e2): Create Quiz (Add Questions Manually By Importing From Question Bank)

CP Database Management System [CP-DBMS]

Save Cancel

Question 1 *

Difficulty: Easy

Tags: Enter tag

Budgeting

Max Mark

Allow Negative

Allow Partial

Blanks
Fill in the Blanks

Multiple Choice
Single Correct

Multiple Choice
Multiple Correct

Subjective
Descriptive Answers

Match the Columns
Matching questions

Numerical
Numerical questions

B I U

q1

body p

Answer Key

Note:

1) Answers to this blank will be exactly matched and auto evaluated. Add as many alternatives as possible

2) Ex: If answer of this blank is 1. Alternative can be One

- Click on **add a question**
- Define the **difficulty level**
- **add tags** to make it easier to find the question
- Select the **question type**
- Turn on the toggle button for Negative marking(Full or Partial) on the right corner
- Define the question
- Click on **save**



Step 12(e3): Create Quiz (Add Questions By Importing From Question Bank)

Classroom

CP Database Management System [CP-DBMS] (NSHM DEMS Class) (Theory)

Course Work Resources Assignments Quizzes Discussion Forum Analytics Gradebook **Question Bank** Students

Search questions or tags...

Tags Delete Questions Add Questions ▾
+ Add a Question
+ Add In Bulk

Questions (7)	Question Type	Max Marks	Negative Marks	Difficulty	Tags
<input type="checkbox"/> [[a]] [[b]] [[c]]	Numerical	1	0	EASY	--
<input type="checkbox"/> What is $2+2-2*2/2-2$?	Multiple Choice Single Correct	2	-1	EASY	--
<input type="checkbox"/> Who is not a prime minister among these ?	Multiple Choice Multiple Correct	3	0	MEDIUM	--
<input type="checkbox"/> What is the chemical formula for water ?	Subjective	3	0	EASY	--
<input type="checkbox"/> Artificial intelligence is intelligence demonstrated by [_1_] unlike the natural intelligence displayed by [_2_]	Fill In The Blanks	2	0	HARD	--
<input type="checkbox"/> Match with opposite words	Match The Following	5	0	MEDIUM	--

- Go to Question Bank
- You can :
 - Add the already present questions
 - Add a question manually
 - Add in Bulk



Step 12(e4): Create Quiz (Add Questions In Bulk By Importing From Question Bank)

Bulk Upload Questions

Add Questions in this question bank by uploading a excel file.

Note: Mandatory fields: Question content, Max marks, Question type, Difficulty level and tags

- 1) A maximum of 50 rows will be accounted for bulk upload, rest all rows will be ignored
- 2) maximum marks cannot be less than 0.5 and Negative marks should be less than 0 if any
- 3) Partial Marking, Co, BI-level and Tios cannot be uploaded via excel. please add them seperately.
- 4) Difficulty level should be either 'EASY', 'MEDIUM', 'HARD'
- 5) Atleast one tag is compulsory, multiple tags can be mentioned by using separator '|'
- 6) The Question type field for various question types are as follows:
"SINGLE CORRECT" - Multiple Choice(Single Correct)

[Upload excel](#)

Not sure how to get started?
Download the [Excel template](#) , edit and then upload

- Click on **add a question in question bank**
- Click on **add In bulk**
- **download the Excel Template**



Step 12(e5): Create Quiz (Add Questions In Bulk By Importing From Question Bank)



1	Question *	Type	Maximum	Negative Marks	Subjective	Allow attachments	Option 1	Option 2	Option 3	Option 4	Option 5	Option 6	Blank
2	What is $2+2-2*2/2-2$?	SINGLE_CORRECT	2	-1			3	0	2	4	1	5	
3	Who is not a prime minister among these	MULTIPLE_CORRE	3				Narendra	Manmoha	Abdul Kal	Rahul Gan	Jawaharlal	Nehru	
4	What is the chemical formula for water ?	SUBJECTIVE	3		H2O	YES							
5	Artificial intelligence is intelligence demo	FILL_UP	2										macl
6	Match with opposite words	MTF	5										
7													
8													
9													
10													
11													
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18													
19													
20													
21													

Edit the Questions and options here then, Upload the file



Step 12(e6) : Create Quiz (Add Questions In Bulk By Importing From Question Bank)

Bulk Upload Quiz

Add Questions in this quiz by uploading a excel file.

Match the following:

- 1) Maximum of 6 matching question and answers can be filled, more than that should be filled manually
- 2) The correct options can be mentioned by providing '^' in between answer numbers - they should be equal to questions and will be mapped sequentially. (Ex: '2-3-1' represents the answer for 1st question is 2nd answer, 2nd question is 3rd answer, 3rd question is 1st answer)
- 3) To allow multiple correct in matchings, Fill 'YES' in the field "Multiple correct in Matchings"
- 4) If multiple correct is allowed, the multiple answers can be represented by '|' (Ex: '2|1-3' represents the answer for 1st question is 2nd or 1st answers, 2nd question is 3rd answer)

Bulk_quiz_questions_upload_sample.xlsx

Add Questions

Not sure how to get started?
Download the [Excel template](#) , edit and then upload

After editing the questions **upload** the Excel sheet then, click on **add questions**



Step 12(e7): Create Quiz (Add Questions By Importing From Question Bank)

The screenshot shows the CollPoll interface for creating a quiz. At the top, there is a search bar and a user profile icon. Below that, the 'Settings' section is visible. The 'Module' is set to 'Module 1 - Introduction to Databases and Transactions' and the 'Session' is 'Select a Session'. The 'Timed quiz' toggle is off. Other settings include 'Consider for grading' (off), 'Shuffle questions' (off), and 'Shuffle options' (off). The 'Ends on' dropdown is set to 'End date/ time'. Under 'Display results when *', the option 'Scores are published by me' is selected. The 'Import Questions From Question Bank' toggle is turned on, and 'No of Sets' is set to 1. The 'Rules' section shows '2 Questions of 1 mark each with' and 'Total Marks: 2'. There are also options for 'Negative Marking' (off), 'Difficulty' (EASY), and 'Tags' (Search for a question tag...). A red box highlights the 'Generate Sets' button at the bottom right of the settings panel.

- All the added questions will appear in Question Bank
- Select the questions according to the rules then, click on **generate sets**



Step 12(e8): Create Quiz

CU Search CollPoll

< Classroom Quiz

CP Database Management System [CP-DBMS] (NSHM DBMS Class) Edit Delete Publish

CP

View Description

Show Rules

Closes on: --

Set: 1 of 1

Q 1 Q 2 Q1 / Q2

Numerical Question Marks: 1 Negative Marking: No

58.0 307.0 122.0

Course Outcomes BT Level Topic Level Outcomes(TLOs)

- The quiz has been **created successfully**
- Click on **publish**
- A pop up will appear:
 - You can either **notify students via email or CollPoll in app notification**
- Students will be able to see it on their console



Step 13(a): Add Discussion

The screenshot shows the CollPoll Classroom interface. At the top, there is a red header with the CollPoll logo and a search bar. Below the header, the page title is "CP Database Management System [CP-DBMS] (NSHM DBMS Class) (Theory)". A navigation menu includes "Course Work", "Resources", "Assignments", "Quizzes", "Discussion Forum", "Analytics", "Gradebook", "Question Bank", and "Students". The "Discussion Forum" tab is highlighted with a red box. Below the navigation menu, there is a "Sort by" dropdown set to "Latest" and a search bar labeled "Search for discussion". A red box highlights a "+ Discussion" button. The main content area displays a red icon of a staircase with a flag on top and the text "No Discussions to show".

- Go to **discussion forums**
- Click on **+ discussions** to add a new one



Step 13(b): Add Discussion

CU Search CollPoll

< Create Discussion Forum

New Discussion

Title * Managerial Economics

Description

OBE Mapping Course Outcome Add CO Add BT Level Add BT Topic Level Outcomes(TLOs) Add TLOs

Settings Graded Schedule

Starts from 02 Mar 2023 02:15 pm

Ends on 03 Mar 2023 02:15 pm

Restrict to only 1 Comment for User

Allow replies to Comments

Send Email Notification to Students about this Discussion

Send In-app and Push Notification to Students about this Discussion

Allow Student to Delete Comments

Cancel Save as Draft Publish

- Add **title and description**
- Add **course outcome(CO), BT level and topic level outcome(TLO)**
- Turn on the **grading** toggle button and define marks if you want to grade the discussion
- Add **start and end date and time**
- Check the boxes to add rules to the discussion
- Click on **publish**



Step 13(c): Download Report

The screenshot shows the CollPoll interface. At the top, there is a search bar and navigation icons. Below that, a discussion forum post is visible. The post is titled "test MVJ 1" and was created by Lakshmi Atuja 5 months ago. It has 1 upvote, 1 view, and 0 comments. The post is marked as "Published" and "Student Grades". There are filters for "Course Outcomes", "BT Level", and "Topic Level Outcomes(TLOs)". The post content includes "Artificial Intelligence" and "Upvote" and "Comment" buttons. At the bottom, there is a "FILTER" button.

Click on the discussion then, go to student grades.

Faculty can edit the grades and download the report from this dashboard.

The screenshot shows the "Discussion Forum Grades" dashboard for the "test MVJ 1" discussion. It displays the following information:

- Created by: Lakshmi Atuja, 5 months ago
- Expired On: 06 Sep - 12:09 pm
- Max Marks For Comments: 5
- Max Marks For Replies: 3
- Total Max Marks: 8

There are filters for "Course Outcomes", "BT Level", and "Topic Level Outcomes(TLOs)". A search bar for students is present, along with "Edit" and "Download Report" buttons.

Roll No	Students (4)	Comments		Replies		Total Marks Obtained
		Activity	Marks Obtained	Activity	Marks Obtained	
-	Aastha Mahajan VIT Student 4	0	0	0	0	0
-	AKULA LAXMI PRIYA 2111CS020244	0	0	0	0	0
-	AMBURE SHANTHIPRIYA 2111CS020503	0	0	0	0	0
-	Appalabathia Shanmukha Priya Sreenidhi 2011CS020017	0	0	0	0	0



Step 13(c): Download Report



	A	B	C	D	E	F	G	H	I
1	Roll no	Registration Id	Email Id	Student Name	No of Comments	Marks For Comments	Notes For Comments	No of Replies	Marks For Replies
2	-	VIT Student 4	lmstudent4@mailinator.com	Aastha Mahajan	4	0	-	0	0
3	-	2111CS020244	temp1000249@mailinator.com	AKULA LAXMI PRIYA	3	0	-	0	0
4	-	2111CS020503	temp1000504@mailinator.com	AMBURE SHANTHIPRIYA	4	0	-	0	0
5	-	2011CS020017	temp1000905@mailinator.com	Appalabatlal Shanmukha Priya	6	0	-	0	0
6									
7									
8									
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19									
20									
21									



Step 14: Overall And Student wise Analytics

The screenshot shows the 'Classroom' page for 'CP Database Management System [CP-DBMS] (NISH DBMS Class) (Theory)'. The 'Analytics' tab is selected. Under the 'OVERALL' section, there are several metrics:

- Total Students: 1
- Total Scheduled Classes: 9
- Total Classes Completed: 3
- Lessons Planned: 8
- Planned in Advance: 77%
- Unplanned Lessons: 11%
- Documents Shared: 1
- Videos Shared: 0
- Links shared: 2
- Assignments Created: 3
- Online Submission: 0%
- Graded: 1
- Quizzes created: 9
- Submission: 33%
- Graded Quizzes: 1

The screenshot shows the 'Classroom' page for 'CP Database Management System [CP-DBMS] (NISH DBMS Class) (Theory)'. The 'Analytics' tab is selected, and the 'STUDENT WISE' view is active. A search bar is present. Below the search bar, a note states: 'The data points presented in Analytics were last updated @ 14th Jul 2022 | 02:48 am Next refresh time is @ 14th Jul 2022 | 03:48 pm'. A table displays student analytics:

Roll No	Students (1)	Sessions	Quiz	Assignment	Attendance
--	 Aastha Mahajan VIT Student 4	0/9	3/14	0/3	--



Step 15(a): Gradebook (It Is A Combination Of Assessments)

Classroom Gradebook

CP Database Management System [CP-DBMS] (NSHM DBMS Class) (Theory)

Course Work Resources Assignments Quizzes Discussion Forum Analytics **Gradebook** Question Bank Students

Search Students by Name, Registration ID

Export as Excel Manage Marks + Add

Students (1)	Demo Assignm... Max. Marks 20	Demo BU Assig... Max. Marks 20	MY SQL Quiz Max. Marks 10	twst Max. Marks 15	Class Work Assess...
 Aasitha Mahajan VIT Student 4	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00

- Go to **gradebook**
- Click on **add**
- Here a faculty can **add assessments and components** other than the default assessments present in the system



Step 15(b): Gradebook (Add Assessments)

Add Assessment

Assessment Type: Gradebook Assessment

Title: viva

Minimum Marks: 0

Maximum Marks: 100

OBE Mapping

Course Outcome: Add BT Level Add BT

Topic Level Outcomes(TLOs)

- Click on **add tab**
- Click on **assessments**
- Define the **title, marks, course outcome(CO), BT level and topic level outcome (TLO)**
- Click on **add**



Step 15(c1): Gradebook (Add Component)

Add Assessment Component

Title *

Rule

Assessment	Weightage(in %)	Min. Marks		Max. Marks	
		Actual	Effective	Actual	Effective
Demo Assignment BU	<input type="text" value="100"/>	4.00	4.00	20.00	20.00
Effective Marks		Min.	4.00	Max.	20.00

List of Assessment(7)

- Demo BU Assignment (Max. Marks 20.00) +
- MY SQL Quiz (Max. Marks 10.00) +
- twst (Max. Marks 15.00) +

List of components (3)

- Demo BU Component (Max. Marks 40.00) +
- Schema q (Max. Marks 117.00) +

Cancel **Add**

- Click on **add tab**
- Click on **component**
- Component can be created with 2 types of rules:
 - Sum of Grades
 - Best of Grades
- Define **title**
- Select **sum of grades** under rules
- Add Components from the below list
- Define **weightage**
- Click on **add**



Step 15(c2): Gradebook (Add Component)

Add Assessment Component

Title *

Rule

Consider the sum of best score(s) out of 3 Assessments/Components selected below *

Assessment	Min. Marks	Max. Marks
Demo Assignment BU <small>Assessment</small>	4.00	20.00
MY SQL Quiz <small>Assessment</small>	0.00	10.00
aa <small>Assessment</small>	0.00	10.00

List of Assessment(5)
Demo BU Assignment (Max. Marks 20.00)

List of components (3)
Demo BU Component (Max. Marks 40.00)

- Click on **add tab**
- Click on **component**
- Define **title**
- Select **best of Grades** under rules
- Add Components from the below list
- Define the no. of assessments to be considered
- Click on **add**





Benefits Of CollPoll's Automated LMS

Organized e-learning content in one place

Unlimited access to e-learning resources

Alleviating the problem of crowded classrooms

Reduces learning & development costs

Quickly & conveniently expands e-learning courses

Easily integrate various online meeting platforms

Maintain a fluent flow of communication between faculty & students

Deeper insights into students' performance for making informed decisions

Elimination of time & location to access content & knowledge

Creates a paperless campus for more sustainability



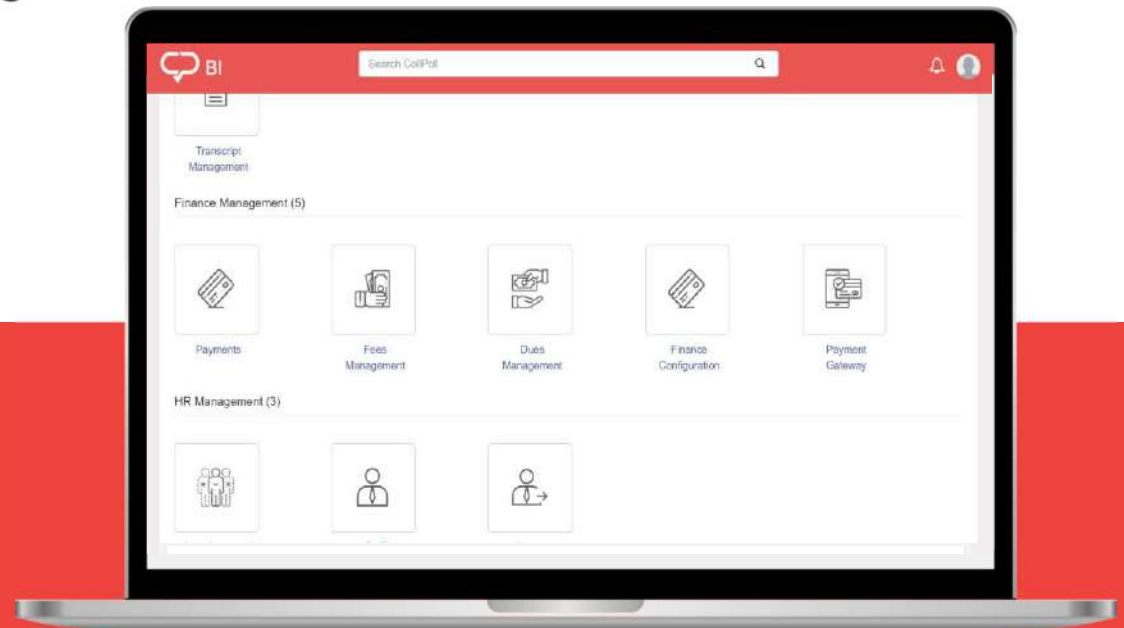
BABA FARID COLLEGE OF ENGG. & TECHNOLOGY

**Smart Fee Management For Automating The Complex Fee
Collection Process**



BABA FARID COLLEGE OF ENGG. & TECHNOLOGY

CollPoll®



Smart Fee Management For Automating The Complex Fee Collection Process

Manage Fee, Penalty, Scholarships & Much More In No
Time

Smart Fee Management

Configure Payment Gateway

- Various Payment Gateway Options Available
- Easily Add Multiple Gateways To Your System

Scholarship Management

- Create a New Scholarship Plan
- Map an individual Student To a Plan
- Apply Scholarship on Students in Bulk



Fee Plan Configuration

- Create a New Fee Plan
- Map Fee Plan To a Programme
- Set The Due Date and Activate The Fee Structure

Asset Details

- Insurance
- Warranty details
- Service/Maintenance Requests
- Specifications





For Students

Students/Parents can submit the fees online, track payments, download the receipt and receive timely fees reminder and updates



For Administrators

Fees Management is an end to end solution for administrators to configure fee plan for different programmes, manage student fee structure, track student fees collection & share timely reminders.

PREREQUISITES FOR FEE MANAGEMENT:

- Quota Master
- Student quota mapping data
- Proper Configuration of Programs and specialization structure as per the academic fee bifurcation
- Payment Gateway Details



Step 1: Navigating To Fee Management

The screenshot shows the CollPoll Admin Dashboard. At the top left, there is a user profile for 'Collpoll Admin' with social media icons and an 'Add headline' link. Below this is a sidebar menu with options: Home, Profile, Calendar, Placements, Analytics, Message, Fee Console, Campus Help Center, Service Management, Wallet, and Book a Venue. The main dashboard area is divided into 'Dashboards' and 'Actions'. The 'Admin Console' button is highlighted with a red box. Below the 'Actions' section, there are filters for 'Show only' (Saved Posts, My Posts) and 'Category' and 'Booth' dropdowns. The main content area displays a post titled 'Fluid Mechanics' dated '03 Sep' with the text 'Drive change chec' and a thumbnail image of a building.

- Log-in to CollPoll
- Go to **Admin Console**



Step 2: Navigating To Fee Management

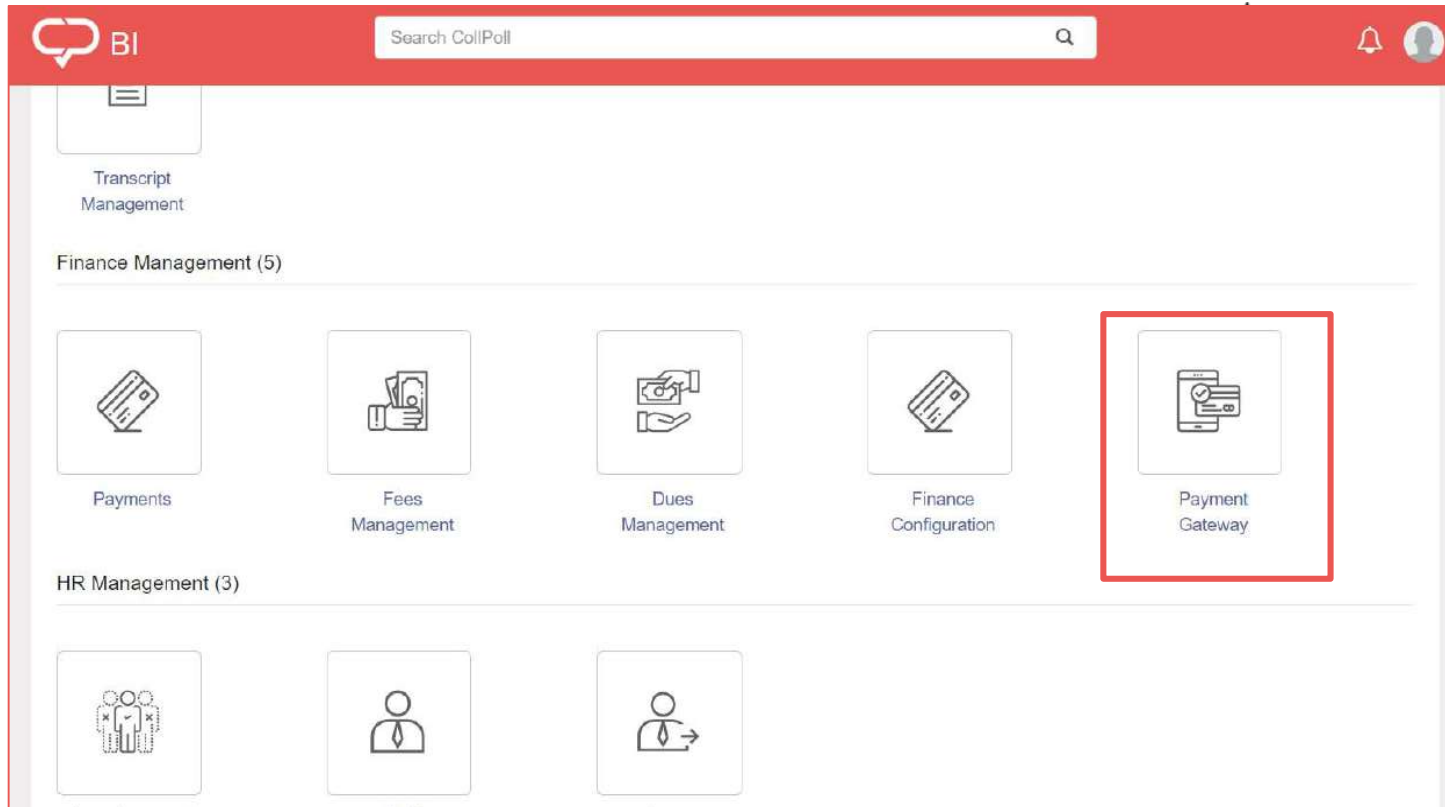
The screenshot displays the CollPoll BI dashboard interface. At the top, there is a red header bar with the CollPoll logo on the left, a search bar labeled 'Search CollPoll' in the center, and a notification bell and user profile icon on the right. Below the header, the dashboard is organized into sections. The first section is 'Transcript Management'. The second section is 'Finance Management (5)', which contains five icons: 'Payments', 'Fees Management', 'Dues Management', 'Finance Configuration', and 'Payment Gateway'. The 'Fees Management' icon is highlighted with a red box, and a red line points from this box to the 'Fees Management' icon. The third section is 'HR Management (3)', which contains three icons representing HR-related functions.



PAYMENT GATEWAY CONFIGURATION



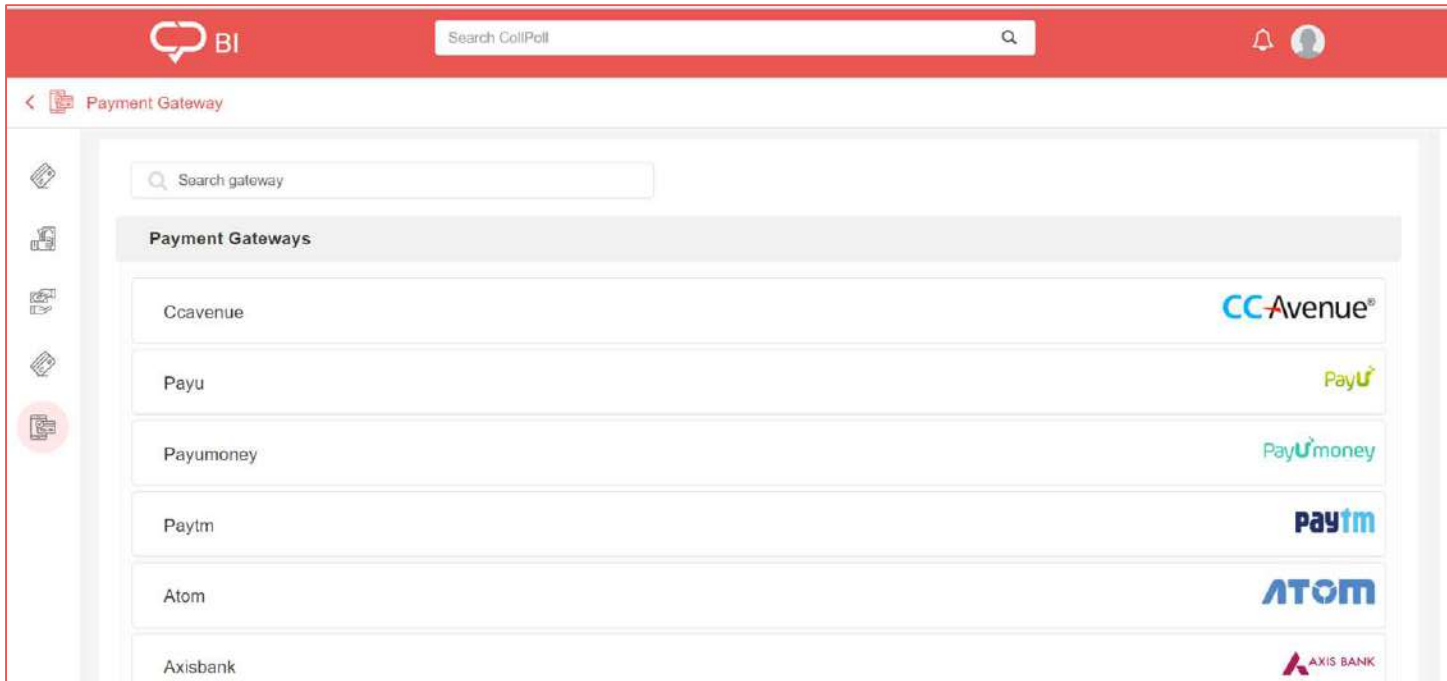
Step 1(a): Setting Up Payment Gateway To Facilitate Online Transactions



Select **Payment Gateway**



Step 1(b): Setting Up Payment Gateway To Facilitate Online Transactions




The screenshot shows the 'Payment Gateway' configuration page in the CollPoll system. The page has a red header with the CollPoll logo and a search bar. Below the header, there is a search bar for 'Search gateway'. A list of payment gateways is displayed, each with its name and logo:


Payment Gateway	Logo
Ccavenue	CC-Avenue®
Payu	PayU
Payumoney	PayUmoney
Paytm	paytm
Atom	ATOM
Axisbank	AXIS BANK

Select the required
Payment gateway



Paytm - Add gateway parameters

Merchant Id: 

Merchant Key: 

Website:

Customer Id:

Industry Type:

- Fill in the parameters
- Click on **add**

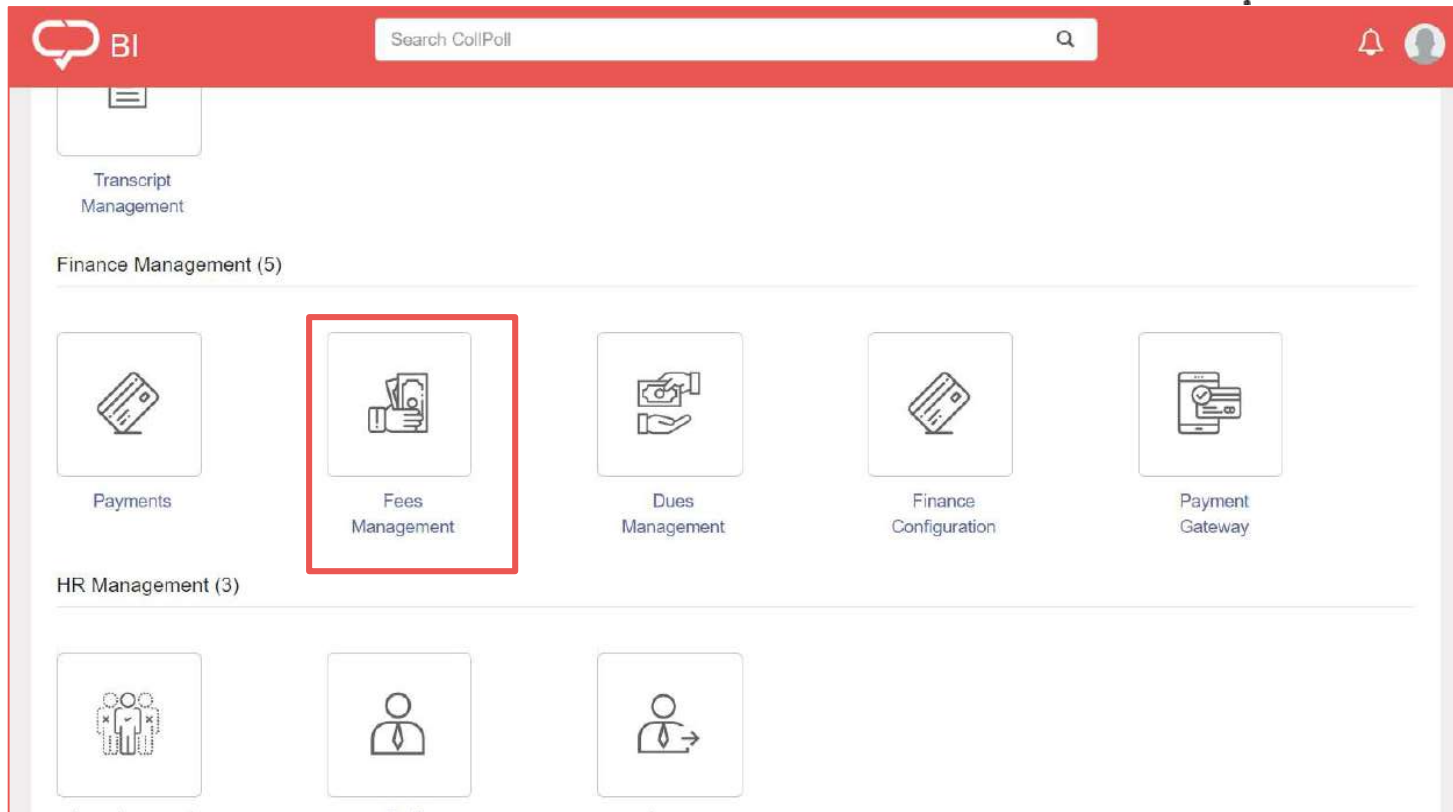


FEE PLAN SET UP

Using Fee-Plan Setup, the admin can create and manage active fee-types (tuition fees, development fees), add relevant fees type to a particular fees plan and assign a settlement order for accurate accounting.



Step 1: Set Up Fee Plan



Admin console

Finance

Management

Fees Management



Step 2(b): Create A Fee Plan

The screenshot shows the 'Fees Management' section of the CollPoll system. The 'Fee Plans' tab is active. A search bar is present above the table. A red box highlights the '+ Create New Fee Plan' button, with a red arrow pointing to it. Below the button is a table of existing fee plans.

Fee plan	Fee types	Gateway	Status
BTch-2021	3	paytm (Default)	In-active
Post Graduate Programme	3	paytm (Default)	Active
GDGU 2023	6	paytm (Default)	In-active
Test 111	6	paytm (Default)	Active

- Go to fees management
- Go to fee plans
- Click on **create new fee plan**



Step 2(c): Create A Fee Plan

Fee Plan name: MBA MM Sem 4

Buttons: Add New Fee, Create

Fee Type	Settlement Order	General	Management	Test1	QT1
TUTION FEES	1	Total Minimum	Total Minimum	Total Minimum	Total Minimum
DEVELOPMENT FEES	2	Total Minimum	Total Minimum	Total Minimum	Total Minimum
ADMISSION FEES	3	Total Minimum	Total Minimum	Total Minimum	Total Minimum
HOSTEL FEE	4		Minimum		
TRANSPORT FEE	5		Minimum		
Total Amount:	-				

- Define **fee plan name**
- Define a **settlement order** - to settle paid fee in specified settlement order / priority
- Add fee against various quotas
- **NOTE:** Option to **copy data to other quotas** – allows duplication of values to other quotas with a single click.



Step 2(c): Create A Fee Plan

Fee Plan name: MBA MM Sem 4 Add New Fee Create

Fee Type	Settlement Order	General	Management	Test1	QT1
TUTION FEES	1	Total Minimum	Total Minimum	Total Minimum	Total Minimum
DEVELOPMENT FEES	2	Total Minimum	Total Minimum	Total Minimum	Total Minimum
ADMISSION FEES	3	Total Minimum	Total Minimum	Total Minimum	Total Minimum
HOTEL FEE	4		Minimum		
TRANSPORT FEE	5		Minimum		
Total Amount:	-				

- Minimum amount is mandatory to pay for:
 - Registration of the students
 - To define the threshold on fees

General

Total

Minimum

Total

Minimum



Step 2(d): Change Fee Plan

CU Search CollPoll

Fees Management

Student Fees Programme Fee **Fee Plans** Scholarships Penalty Plans Instalment Plans Fee Reports

< Fee plan for BE CS demo\dypiu

Payment Gateways: **paytm** (Default)

Accept Minimum Amount: No

Fee Type	Settlement Order	NRI	General
TUITION FEE	1	200000	100000
ADMISSION FEE	2	10000	5000
EXAMINATION FEE	3	20000	5000
Total Amount:	-	230,000	110,000

Actions ▾

- Add New Quota
- Duplicate And Create New Plan
- Delete

- Click on **actions** under a fee plan.
- Click on either add new quota or duplicate and create new plan.
- You can also delete the fee plan from delete button.



Step 2(d): Change Fee Plan

Add New Quotas

Not Applied Quotas (5)

- SC
- ST
- NewQ
- International
- General, test

Applied Quotas (2)

- General
- NRI

Cancel Add

Selecting "add new quota" gives you the list of quotas which are not there in the fee plan, choose the ones you want to add.



Step 2(d): Change Fee Plan

CU Search CollPoll

Create New Fee Plan

Fee Plan name

Accept Minimum Amount Yes No

Fee Type	Settlement Order	General	NRI
TUITION FEE	1	200000	100000
ADMISSION FEE	2	10000	5000
EXAMINATION FEE	3	20000	5000
Total Amount:	-		

- Selecting Duplicate and create new fee plan, takes you to the next tab and shows copied fee plan where you can add new name to it and can add quotas.
- For closed fee plan, we can only "Duplicate and create New plan."



FEE STRUCTURE SET UP



Step 1(a): Mapping The Fee Plan With Program & Batch Year



BI Search CollPoll

Fees Management

Student Fees **Programme Fee** Fee Management Scholarships Penalty Plans Instalment Plans Refund Plans Fee Reports

FILTER +Add

Programme	Batch	Fee Structure Status
MDS in Oral Medicine & Radiology	2021	testing availability transport Active 24 Jun 2022 08:01 pm Due Date: 30 Jun 2022
CR Testing	2022	SPTesting Active 05 Sep 2022 08:37 pm Due Date: 30 Sep 2022
School of VSB	2021	Plan Active 20 Apr 2022 08:55 pm Due Date: 20 Apr 2022
Mechanical1	2021	fee for provisional status BY Active 08 Jun 2022 08:35 pm

Under Program
Fee, Click on **add**



BABA FARID COLLEGE OF ENGG. & TECHNOLOGY

Step 1(b): Mapping The Fee Plan With Program & Batch Year

Add New Programme and Batch ×

Select Programme

Select Batch

Select Fee Collection Frequency

- Select the required Programme, Batch Year and collection frequency(one time, yearly or term wise)
- Click on **add** and the Structure gets created



Step 2(a): Setting The Due Date & Activation Of Fee Structure

Year - 1

Fee Plan: SPTesting1

Fee Type	Settlement Order	DT/VJ NT(C)	DT/VJ NT(B)	DT/VJ NT(D)	DT/VJ NT(A)	
TUTION FEES	1	10000	10000	10000	10000	
		10000	10000	10000	10000	
DEVELOPMENT FEES	2	500	500	500	500	
		500	500	500	500	
REGISTRATION FEE	3	200	200	200	200	
		200	200	200	200	
ADMISSION FEES	4	100	100	100	100	
		100	100	100	100	
Total Amount:	-	10,800	10,800	10,800	10,800	

- Fee plan mapping with program & batch year for the respective active sem/year
- Can apply penalty plan at program- batch level
- Set the due date and activate the fee structure



Step 2(b): Setting The Due Date & Activation Of Fee Structure

The screenshot displays the CollPoll BI interface. At the top, there is a search bar and user profile icons. Below, two semester options are shown: 'Semester - 1' (deactivated) and 'Semester - 2' (active). The active semester is highlighted with a green bar. Below the semester selection, the 'Fee Plan' is set to 'Fees - AY 21-22 for Batch 2020-BAJMC' with a 'Due Date' of '31 Jan 2022'. A table lists the fee types and their settlement orders and quotas.

Fee Types	Settlement Order	All Quota
Registration Fee for Monsoon Semester	1	2500
Tuition Fee for Monsoon Semester	2	48750
Registration Fee for Winter Semester	3	2500
Tuition Fee for Winter Semester	4	48750
Total Amount:	-	102500

- Fee Structure is activated for the specific sequence.
- Close the Fee structure on completion of duration.



SCHOLARSHIP PLAN SETUP



Step 1(a): Create A Scholarship Plan

BI Search CollPoll

Fees Management

Student Fees Programme Fee Fee Management **Scholarships** Penalty Plans Instalment Plans Refund Plans Fee Reports

Scholarships Scholarship Plans

Search

Name	Description	Amount Details	No. of Students	Scholarship Type	Approval Type	
DB test scholarship 3 [DB3804]	test	TUTION FEES : 300,000,000,0	2	Waiver	Auto	
DB test scholarship 2 [DB9273]	test	TUTION FEES : 300,000,000,0	0	Sponsor	Manual	Collpoll Admin 17 Aug 22 02:09 PM
DB test scholarship [DB3682]	test	TUTION FEES : 300,000,000,0 DEVELOPMENT FEES : 300,000,000,0	0	Waiver	Auto	Collpoll Admin 17 Aug 22 02:09 PM
KS Sponsor Scholarship [KS09273]	test	TUTION FEES : 1% - 100 % DEVELOPMENT FEES : 1% - 100 %	13	Sponsor	Manual	Collpoll Admin 29 Jul 22 07:13 PM

- Create Scholarship plan individually or in bulk

+ Add ▾

- Single Scholarship
- Scholarships in bulk
- Students to Scholarships
- Bulk Approval
- Bulk Rejection



Step 1(b): Create A Scholarship Plan

Add Scholarship ×

Name *

Code *

Description *

Applies On * -- Select Fee Types --

Scholarship Type * Waiver Sponsorship

Requires approval

- Apply Scholarships on multiple Fee Types.
- Scholarship can be defined as **flat amount/percentage**
- Create scholarship based on **waiver/ sponsorship policy**
- **Requires approval** needs to be selected as per the use case



Step 2(a): Applying The Scholarship- On Individual Student

The screenshot shows the 'Fees Management' interface in CollPoll. The 'Student Fees' tab is active. A table lists student fees with columns for Student, Applicable Fee (INR), Scholarship (INR), Waiver (INR), Carr (INR), total Payable (INR), Paid till now (INR), and Pending (INR). The 'Add Scholarships' option in the 'Actions' dropdown menu is highlighted with a red box and an arrow.

Student	Applicable Fee (INR)	Scholarship (INR)	Waiver (INR)	Carr (INR)	total Payable (INR)	Paid till now (INR)	Pending (INR)
<input checked="" type="checkbox"/> Test 301 [CP9357] Home Science 2016 General	110,000.00	--	--	109,000.00	219,999.00	0.00	219,999.00
<input type="checkbox"/> Test 302 [CP9358] Home Science 2016 General	110,000.00	--	--	110,000.00	220,000.00	110,000.00	110,000.00
<input type="checkbox"/> Test 303 [CP9359] Home Science 2016 General	110,000.00	--	--	110,000.00	220,000.00	0.00	220,000.00
<input type="checkbox"/> Test 304							

- Under **student fees**, go to **actions**
- Click on **add scholarships**



Step 2(b): Applying The Scholarship- On Individual Student

Add Scholarship [Close]

Test 301

Scholarship * **DB test scholarshi...** [Dropdown]

DB test scholarship 3 [DB3804] [Close]

TUTION FEES	
Scholarship Amount	3000000000000000
Total Amount	40000
Due Amount	40000
Scholarship Applicable Amount	40000
Allotment Amount	<input type="text" value="40000"/>

- Select the scholarship from dropdown
- Enter the **allotment amount**
- Click on **apply**



Step 3: Mapping Of Students To Scholarship- In Bulk

The screenshot shows the 'Fees Management' section with the 'Scholarships' tab selected. Below the navigation tabs, there is a search bar and a table of scholarship plans. The table has columns: Name, Description, Amount Details, No. of Students, Scholarship Type, and Approval Type. A red box highlights the '+ Add' button and a dropdown menu with the following options: Single Scholarship, Scholarships in bulk, Students to Scholarships, Bulk Approval, and Bulk Rejection.

Name	Description	Amount Details	No. of Students	Scholarship Type	Approval Type
DB test scholarship 3 [DB3804]	test	TUTION FEES : 300,000,000,0	2	Waiver	Auto
DB test scholarship 2 [DB9273]	test	TUTION FEES : 300,000,000,0	0	Sponsor	Manual
DB test scholarship [DB3682]	test	TUTION FEES : 300,000,000,0 DEVELOPMENT FEES : 300,000,000,0	0	Waiver	Auto
KS Sponsor Scholarship [KS09273]	test	TUTION FEES : 1% - 100 % DEVELOPMENT FEES : 1% - 100 %	13	Sponsor	Manual

- Select **students to scholarships**
- download the CSV file
- Fill in the required details and upload the file.

A close-up of the dropdown menu from the screenshot. The menu is titled '+ Add' and contains the following options: Single Scholarship, Scholarships in bulk, Students to Scholarships (highlighted with a red box), Bulk Approval, and Bulk Rejection.



SCHOLARSHIP POLICY CREATION



Step 1(a): Scholarship Policy Creation

The screenshot shows the CollPoll BI interface. At the top, there is a search bar and a user profile icon. Below the search bar, the 'Fees Management' section is active, with a sub-menu containing 'Student Fees', 'Programme Fee', 'Fee Management', 'Scholarships', 'Penalty Plans', 'Instalment Plans', 'Refund Plans', and 'Fee Reports'. The 'Scholarships' menu item is selected, and the 'Scholarship Plans' sub-item is highlighted with a red box. Below the menu, there is a search bar and a '+ Create New Plan' button, both highlighted with red boxes. A table below shows the list of scholarship plans and the number of scholarships applicable to each.

Plan Name	Scholarships Applicable
Test Scholarship	1
Test 1	1
Test 2	3
TEst3	2
Test 5	1
Test 6	1

- Under Scholarships, Click on **scholarship plans**
- Click on **create new plan**



Step 1(b): Scholarship Policy Creation

BI Search CollPoll

Create New Scholarship Plan

Plan Name * Enter Scholarship Policy Name

Plan Code * Enter Scholarship Policy Code

Description

Scholarship Applicable **Create Plan**

Scholarship Name	Fee Type	Value	Institutional Unit	Fee Sequence
+ Add Scholarship				

- Enter the scholarship plan name and code
- Click on **add scholarships**



Step 1(c): Scholarship Policy Creation

BI Search CollPoll

Create New Scholarship Plan

Plan Name * Enter Scholarship Policy Name

Plan Code * Enter Scholarship Policy Code

Description

Scholarship Applicable Create Plan

Scholarship Name	Fee Type	Value	Institutional Unit	Fee Sequence
Select Scholarship			+ Add	

Select Scholarship

- Search Scholarship
- DB Test Scholarship 3
- DB Test Scholarship 2
- DB Test Scholarship`
- KS Sponsor Scholarship
- AK Sponsor (Tution Fees)

- Select scholarship plan

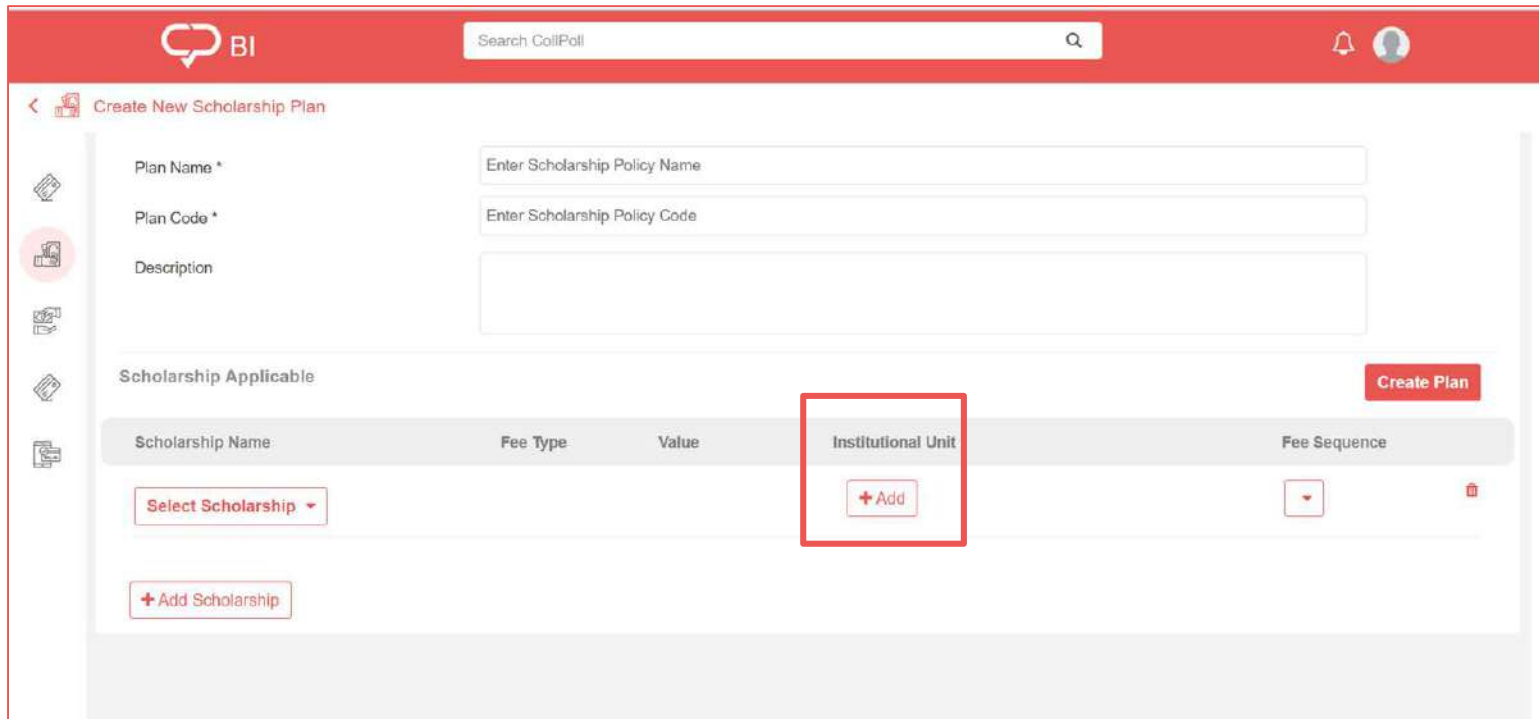
Select Scholarship

Search Scholarship

- DB Test Scholarship 3
- DB Test Scholarship 2
- DB Test Scholarship`
- KS Sponsor Scholarship
- AK Sponsor (Tution Fees)



Step 1(d): Scholarship Policy Creation



Plan Name * Enter Scholarship Policy Name

Plan Code * Enter Scholarship Policy Code

Description

Scholarship Applicable Create Plan

Scholarship Name	Fee Type	Value	Institutional Unit	Fee Sequence
Select Scholarship ▾			+ Add	▾

+ Add Scholarship

- Select **add institutional unit**



Step 1(e): Scholarship Policy Creation

Select Duration ▼ Select Frequency ▼ Select System ▼

Select Department

Select a department ▼

Select Programme

Search

- Select various Institution details:
 - Department
 - Program Duration(1,2,3..)
 - Fee Collection
Frequency followed(one time, yearly or term wise)
 - Type of System(year, sem, trimester or quarter)
 - Now, you will get list of Programs for the selected combination



Step 1(f): Scholarship Policy Creation

The screenshot shows the 'Add Institutional Unit' form in the CollPoll system. The form is divided into several sections:

- Select Department:** A dropdown menu showing 'CollPoll School of Engineer ..'.
- Programme Duration:** A dropdown menu showing '2'.
- Collection Frequency:** A dropdown menu showing 'TERM_WISE'.
- System:** A dropdown menu showing 'semester'.
- Select Programme:** Radio buttons for 'MBA' (selected) and 'PGDM'.
- Select Batch Years:** Radio buttons for 'All' and '2021' (selected).
- Select Quotas:** Radio buttons for 'All', 'General' (selected), 'NRI', 'SC', 'ST', and 'NewQ'.
- Buttons:** 'Cancel' and 'Add' buttons. A red arrow points to the 'Add' button.

- Select the Program, Batch and Quota
- Click on **add**



Step 1(g): Scholarship Policy Creation

BI Search CollPoll

Add Institutional Unit

Select Department
CollPoll School of Engineer ...

Programme Duration
2

Collection Frequency
TERM_WISE

System
semester

Select Programme
 MBA
 PGDM

Select Batch Years
 All 2021

Select Quotas
 All General NRI
 SC ST NewQ

Cancel Add

Search Unit

MBA-2021
General

PGDM-2021
NewQ

Cancel Save

- After adding the required Programs,click on **save**
- We can see the units selected for the Scholarship Plan on right hand side



Step 1(h): Scholarship Policy Creation

Plan Name *

Plan Code *

Description

Scholarship Applicable

Scholarship Name	Fee Type	Value	Institutional Unit	Fee Sequence
<input type="text" value="Installation-Scholarship Test"/>	Academic Fee (Max Rs. 50000)	INR 50000	<input type="button" value="+ Add"/> CollPoll School of Engineering MBA-2021 Quotas : General PGDM-2021 Quotas : NewQ	<input type="text" value="2"/>

- After adding the Program details, select the fee sequence
- Once, scholarship plans are added for all the sequences, Click on **create plan**



Step 2(a): Student Mapping With Scholarship Policy

The screenshot shows the 'Fees Management' section of the CollPoll system. The 'Student Fees' tab is active, displaying a table with columns for Student, Applicable Fee (INR), Scholarship (INR), Waiver (INR), Earn (INR), Total Payable (INR), Paid till now (INR), and Pending (INR). The 'Actions' dropdown menu is open, and 'Apply Scholarships In Bulk' is highlighted with a red box and a red arrow pointing to it.

Student	Applicable Fee (INR)	Scholarship (INR)	Waiver (INR)	Earn (INR)	Total Payable (INR)	Paid till now (INR)	Pending (INR)
Test 301 [CP9357] Home Science 2016 General	110,000.00	--	--	109,000.00	219,999.00	0.00	219,999.00
Test 302 [CP9358] Home Science 2016 General	110,000.00	--	--	110,000.00	220,000.00	110,000.00	110,000.00
Test 303 [CP9359] Home Science 2016 General	110,000.00	--	--	110,000.00	220,000.00	0.00	220,000.00
Test 304 [CP9360] Home Science 2016 General	110,000.00	--	--	110,000.00	220,000.00	0.00	220,000.00

Under Actions, select **apply scholarship in bulk**



Step 2(b): Student Mapping With Scholarship Policy

BI Search CollPoll

Fees Management

Student Fees Programme Fee Fee Management Scholarships Penalty Plans Instalment Plans Refund Plans Fee Reports

Search using name, registration id, application number

Actions Bulk Actions Download report FILTER

Apply Scholarship in Bulk Reset

Programme: B.Tech in Mechanical Engine ... Year: 2020 Quota: General

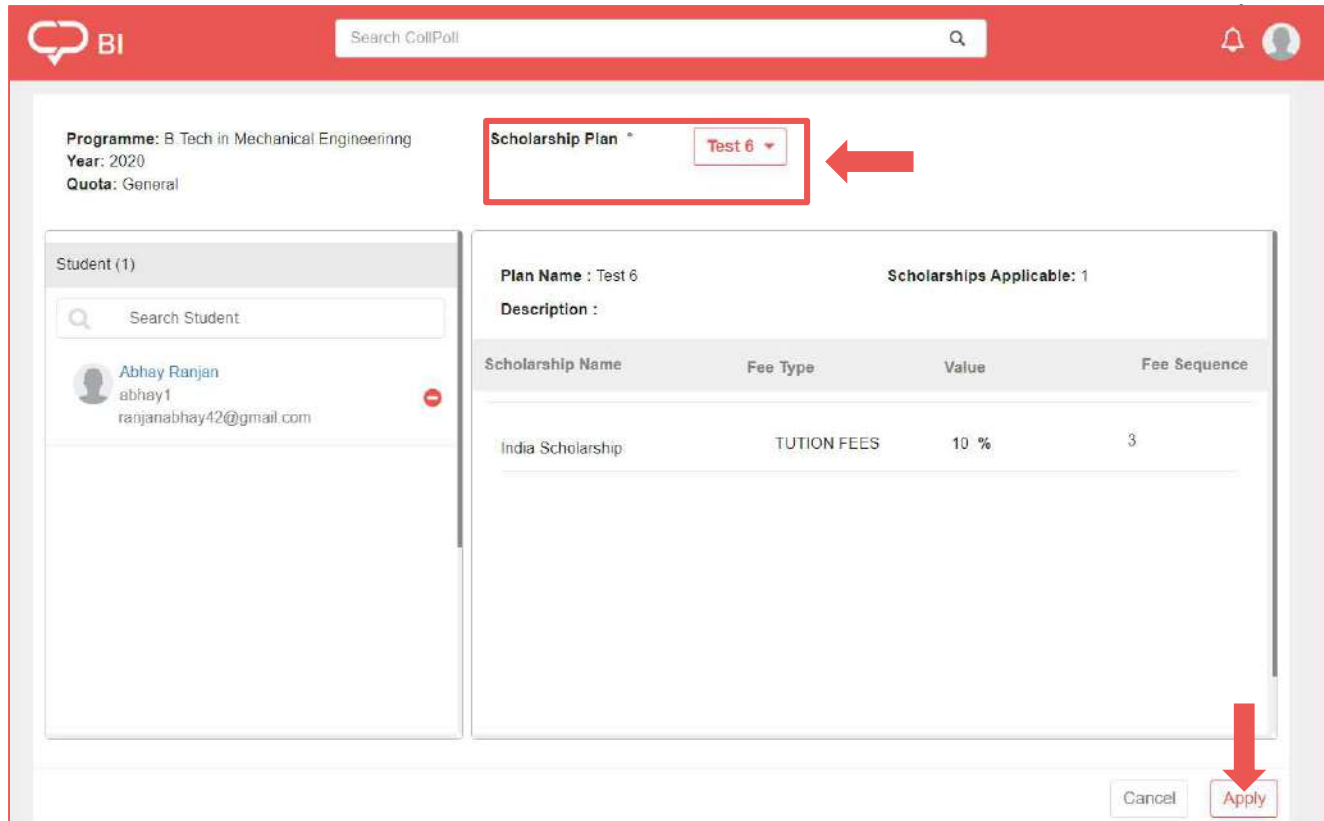
Next

Student	Applicable Fee (INR)	Scholarship (INR)	Waiver (INR)	Carry Over (INR)	Penalty (INR)	Total Payable (INR)	Paid till now (INR)	Pending (INR)
<input checked="" type="checkbox"/> Abhay Ranjan [abhay1] B.Tech in Mechanical Engineering General		--	--					
<input type="checkbox"/> Abhishek Ventix Parmar [20BSMEE00004] B.Tech in Mechanical Engineering 2020 General		--	--					
<input type="checkbox"/> Anesh Kumar								

- Need to select the Program, Batch and Quota which will populate the student list
- Select the eligible students
- Click **next**



Step 2(c): Student Mapping With Scholarship Policy



The screenshot shows the CollPoll interface for student mapping. The top navigation bar includes the CollPoll logo, a search bar, and user profile icons. The main content area is divided into several sections:

- Programme:** B Tech in Mechanical Engineering
- Year:** 2020
- Quota:** General
- Scholarship Plan:** A dropdown menu is set to "Test 6", highlighted with a red box and a red arrow pointing to it.
- Student (1):** A search bar and a list of students. One student, Abhay Ranjan, is listed with details: abhay1, ranjanabhay42@gmail.com.
- Scholarship Details:**
 - Plan Name:** Test 6
 - Scholarships Applicable:** 1
 - Description:**
 - Table:**

Scholarship Name	Fee Type	Value	Fee Sequence
India Scholarship	TUTION FEES	10 %	3
- Buttons:** "Cancel" and "Apply" buttons are located at the bottom right. A red arrow points to the "Apply" button.

Select the required Scholarship Policy and Click on **apply**



PENALTY PLAN CONFIGURATION



Step 1(a): Creating A Penalty Plan

The screenshot displays the 'Fees Management' interface. The top navigation bar includes 'Student Fees', 'Programme Fee', 'Fee Management', 'Scholarships', 'Penalty Plans', 'Instalment Plans', 'Refund Plans', and 'Fee Reports'. The 'Penalty Plans' tab is selected and highlighted. Below the navigation bar, there is a search bar labeled 'Search by Plan Name'. To the right of the search bar, a red box highlights the '+ Add New Penalty Plan' button. Below the search bar, a list of existing penalty plans is shown, each with a red text label and a dropdown arrow on the right:

- DB Penalty Plan
- BFGI penalty plan
- NSV
- Penalty Plan 2k22
- abcd

- Fee Management
 - Penalty plans
- **Add New Penalty Plan**



Step 1(b): Filling In The Penalty Details

Add New Penalty Plan ✕

Penalty Plan Name:

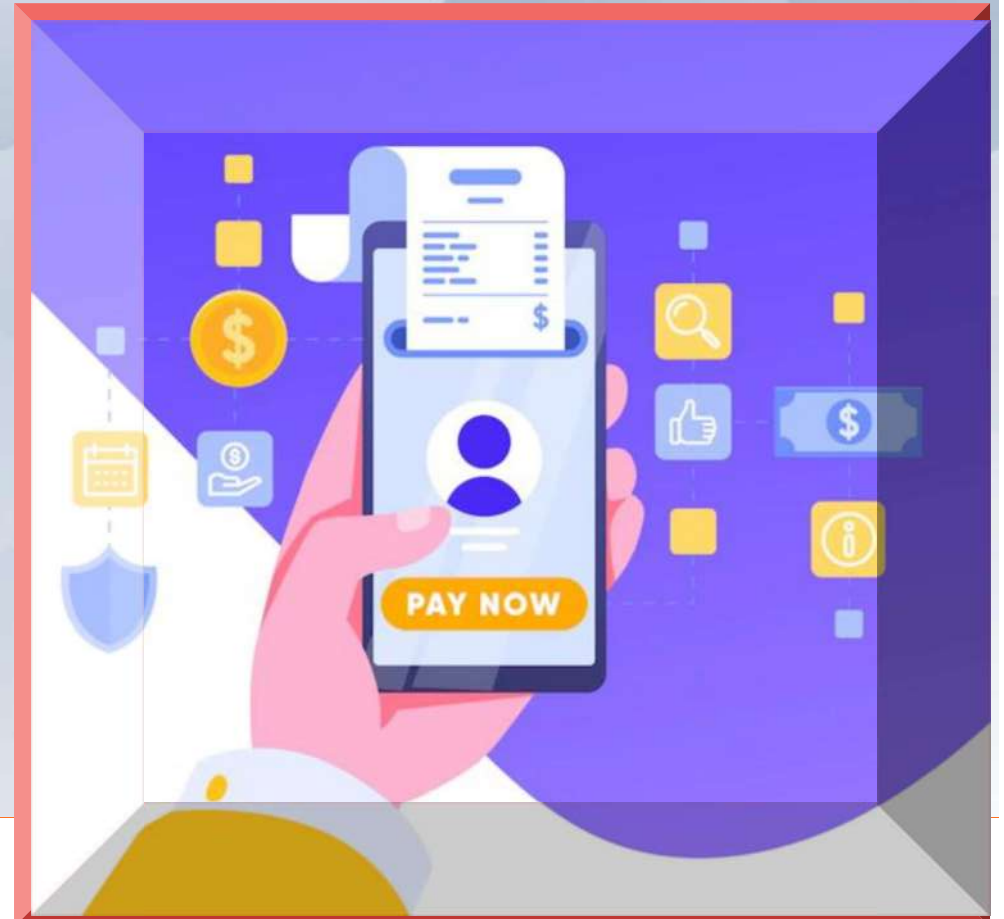
Penalty Plan Code:

From	To	Calculation Rule	Value	Recurrence
<input type="text" value="1"/> Day	<input type="text" value="5"/> Days	<input checked="" type="checkbox"/> Flat INR	<input type="text" value="200"/> INR	<input type="checkbox"/> OFF
<input type="text" value="6"/> Days	<input type="text"/> Days	<input checked="" type="checkbox"/> Flat INR	<input type="text"/> INR	<input type="checkbox"/> OFF

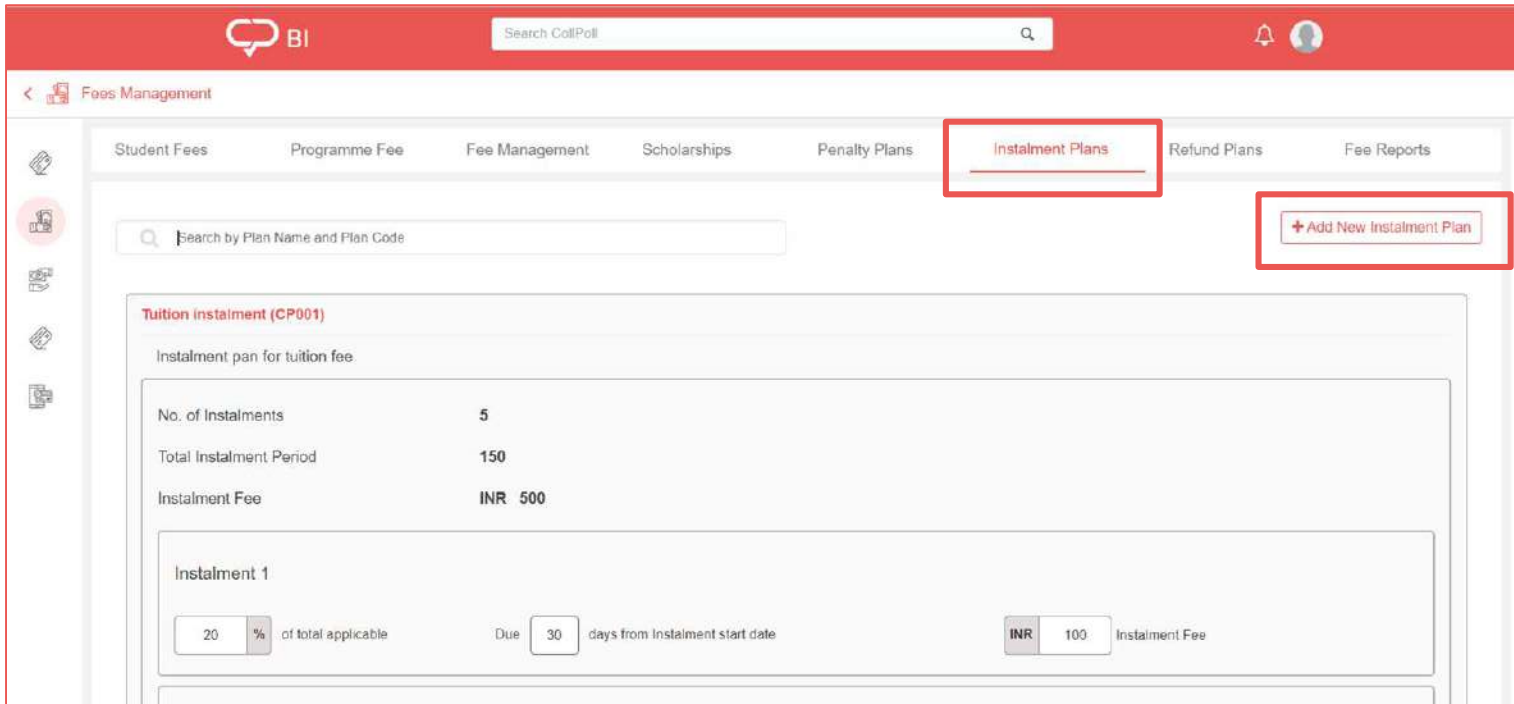
- Penalty Plans are configurable and can be configured as per the institute's Penalty Structure
- **Flat rate-** to impose a flat rate of penalty
- **% of Total Payable-** to impose penalty on a certain % of total Payable
- **Recurrence-** If the penalty has to be imposed for every passing day after the set date



INSTALLMENT PLAN SETUP



Step 1(a): Creating An Installment Plan



Search CollPoll

Fees Management

Student Fees Programme Fee Fee Management Scholarships Penalty Plans **Installment Plans** Refund Plans Fee Reports

Search by Plan Name and Plan Code

+ Add New Installment Plan

Tuition Instalment (CP001)

Instalment pan for tuition fee.

No. of Instalments	5
Total Instalment Period	150
Instalment Fee	INR 500

Instalment 1

20 % of total applicable Due 30 days from instalment start date INR 100 Instalment Fee

- Under Instalment Plans, select **Add New Installment Plan**



Step 1(b): Creating An Installment Plan

Add New Instalment Plan

Instalment Plan Name: AY MM

Instalment Plan Code: MM a2

Instalment Description: Enter Description

Instalment Fee: INR 1000

NOTE: Instalment start date will be the fee structure activation date.

+ Add Instalment

Cancel Save

- Fill in the Plan details
- **Instalment Fee-** Extra amount collected when student opts for Payment in Installments(Institute dependent)
- NOTE: If no instalments fee is to be collected, put the value as 0



Step 1(c): Creating An Installment Plan

Instalment Plan Code

Instalment Description

Instalment Fee

NOTE: Instalment start date will be the fee structure activation date

Instalment 1

% of total applicable

Due days from Instalment start date

Instalment Fee

- The instalment fee can be divided in multiple instalments
- The applicable fee payable in instalments are divided as per the required percentage
- Click on **save**



Step 2(a): Apply Installment In Bulk

The screenshot shows the 'Fees Management' interface with a table of student fees. The table has columns for Student, Applicable Fee (INR), Scholarship (INR), Waiver (INR), Carry Over (INR), Payable (INR), Paid till now (INR), and Pending (INR). The 'Actions' dropdown menu is open, highlighting 'Apply Installment In Bulk'.

Student	Applicable Fee (INR)	Scholarship (INR)	Waiver (INR)	Carry Over (INR)	Payable (INR)	Paid till now (INR)	Pending (INR)
Test 301 [CP9557] Home Science 2018 General	110,000.00	-	-	109,999.00	999.00	0.00	219,999.00
Test 302 [CP9356] Home Science 2016 General	110,000.00	-	-	110,000.00	-	110,000.00	110,000.00
Test 303 [CP9309] Home Science 2018 General	110,000.00	-	-	110,000.00	-	220,000.00	220,000.00
Test 304 [CP9366] Home Science 2018 General	110,000.00	-	-	110,000.00	-	220,000.00	220,000.00
Test 305							

- Under **student fee**, go to **actions**
- Select **apply instalments in bulk**

The close-up shows the 'Actions' dropdown menu with the following options: Add Payment, Add Scholarships, Add Waiver, Manage Penalty, Manage Instalment, **Apply Installment In Bulk**, and Apply Scholarships In Bulk. The 'Apply Installment In Bulk' option is highlighted with a red box.



Step 2(b): Activating Installments

The screenshot shows the CollPoll BI interface for Fees Management. The 'Apply Instalment in Bulk' modal is open, with the following settings: Programme: Post Graduate Programme, Year: 2021, Quota: General. Below the modal is a table of students with columns for Student, Applicable Fee (INR), Scholarship (INR), Waiver (INR), Carry Over (INR), Penalty (INR), Total Payable (INR), Paid till now (INR), and Pending (INR). The first student, Abhishek Bagali, has a checked checkbox in the Student column.

Student	Applicable Fee (INR)	Scholarship (INR)	Waiver (INR)	Carry Over (INR)	Penalty (INR)	Total Payable (INR)	Paid till now (INR)	Pending (INR)
<input checked="" type="checkbox"/> Abhishek Bagali [M21PGPPost Graduate Programme001] Post Graduate Programme 2021 General	103,700.00	--	--	9,600.00	14,500.00	127,800.00	0.00	127,800.00
<input type="checkbox"/> Veeeresh Torali Post Graduate Programme 2021 General	103,600.00	--	--	--	14,500.00	118,100.00	0.00	118,100.00
<input type="checkbox"/> Jane Doe [Joco] Post Graduate Programme 2021 General	103,700.00	--	--	--	--	103,700.00	103,700.00	0.00
<input type="checkbox"/> Chris Green						163,200.00		

- Go to **actions** under student fees
- Click on **apply installment in bulk**
- Select required Program, Batch, Quota
- Select the required students and go to **next**



Step 2(c): Activating Installments

Apply Instalment in Bulk

Programme: M.Tech in Mechanical Engineering
Year: 2021
Quota: General

Instalment Plan * Choose a Plan ▾

Applicable Fee (INR) 120,000.00 ▾

Student (1)

Search Student

Asees Mahajan
DEMO212012003
DEMO212012003@collpollE.onmicrosoft.com

Custom Plan:
Tuition Instalment
Tuition Instalment 2
Department Instalment
Department Instalment
Testing 200
Testing 1
March Instalment
College Instalment
Testing Instalment Plan
NSV
IIHMR Demo Plan
UBS Instalment Plan
Test Plan
New Instalment Plan
Edit Test Instalment
11

Note: Bulk applying will override the penalty plan for all the students, if no penalty amount is there for student fees.
Bulk instalments can't be applied on students with dynamic fees, scholarship or waiver applied.
Instalments cannot be applied on partially active students.

Cancel Apply

- Select the required Instalment Plan
- Custom Instalment plan can also be created here
- NOTE: Bulk applying will override the penalty plan for all the students, if no penalty amount is there for student fees.
- Bulk Instalments can't be applied on students with dynamic fees, scholarship or waiver applied.
- Instalments cannot be applied on partially active students



Step 2(d): Activating Installments

Apply Instalment in Bulk

Programme: Post Graduate Programme
Year: 2021
Quota: General

Instalment Plan * Demo Instalment 1 ▾

Applicable Fee (INR) 43,000.00 ▾

Student (9)

Search Student

Chris Green
18BRE0980
chris@mailinator.com
Instalment Already Applied

abhay ranjan
PGP-3
ranjanabhay42@gmail.com
Instalment Already Applied

PRAVEEN KATTI

Demo Instalment 1 | D11

Apply Penalty Active ▾

Penalty Name Choose a Penalty Plan ▾

Instalment 2

Due Date

Instalment Fees (INR)

Instalment Percentage

Instalment Amount (INR)

Apply Penalty

Custom Penalty
Engineering Programmes
Migrated Penalty Plan
Default
Demo
My Penalty
Demo Penalty
BFSSS Sem 1
LATE FEES SUBMISSION

- Under Apply penalty, select Yes/No based on whether penalty is applied on students or not.
- If Yes, select the required Penalty Plan



Step 2(e): Activating Installments

Apply Instalment in Bulk X

⚠ Selected Programme, Batch & Quota combination has Dynamic Fee Components. Fee's might vary for different students.

Programme: Post Graduate Programme
Year: 2021
Quota: General

Instalment Plan * **Demo Instalment 1** Applicable Fee (INR) 103,700.00

Student (1)

Search Student

Abhishek Bagal
M21PGPPost Graduate Programme0001
M21PGPPostGraduateProgramme0001@collpol

Demo Instalment 1 | D11

Instalment 2

Due Date	40 days from fee structure activation
Instalment Fees (INR)	100.00
Instalment Percentage	20%
Instalment Amount (INR)	20,740.00
Apply Penalty	Active
Penalty Name	Engineering Programmes

Instalment 3

Due Date	50 days from fee structure activation
Instalment Fees (INR)	100.00
Instalment Percentage	30%
Instalment Amount (INR)	31,110.00

Note: Bulk applying will override the penalty plan for all the students, if no penalty amount is there for student fees.
Bulk Instalments can't be applied on students with dynamic fees, scholarship or waiver applied.
Instalments cannot be applied on partially active students.

After adding the Instalment Plan and Penalty plan, Click on **apply**



Step 2(f): Activating Installments

The screenshot shows the 'Fee Management' section of the CollPoll system. It features a search bar, navigation tabs (Student Fees, Programme Fee, Fee Management, Scholarships, Penalty Plans, Instalment Plans, Fee Reports), and a table of student fee records. The table columns include Student, Applicable Fee (INR), Scholarship (INR), Waiver (INR), Carry Over (INR), Penalty (INR), Total Payable (INR), Paid till now (INR), and Pending (INR). The 'Total Payable' column for three students is highlighted with a red box, showing 'Instalments Active' status.

Student	Applicable Fee (INR)	Scholarship (INR)	Waiver (INR)	Carry Over (INR)	Penalty (INR)	Total Payable (INR)	Paid till now (INR)	Pending (INR)
<input type="checkbox"/> Shiva N Post Graduate Programme 2022 General	80,000.00	--	--	14,500.00	14,500.00	109,000.00	2,500.00	106,500.00
<input type="checkbox"/> Karan S [CP8765] M.Tech in Computer Science (JLU) 2021 General	200,000.00	90,000.00	30,000.00	601,000.00	1,000.00	682,000.00 Instalments Active	613,000.00	69,000.00
<input type="checkbox"/> Sathya Kumaran [CP876] M.Tech in Computer Science (JLU) 2021 General	200,000.00	--	6,000.00	601,000.00	1,001.00	796,601.00 Instalments Active	15,000.00	781,601.00
<input type="checkbox"/> Dev Krishna [PGP1620210003] CollPoll B.Tech Mechanical Engineering 2021 General	200,000.00	5,000.00	10,000.00	59,999.00	12,000.00	256,999.00 Instalments Active	112,000.00	144,999.00

Installment is activated for students



Step 2(g): Activating Installments

Total Payable

Chris Green
18BRE0980
Post Graduate Programme
2021 | chris@mailinator.com

Total Amount Payable 153,200.00 (INR)
Total Applicable Payable 103,700.00 (INR)

Custom Plan

Instalment 1 **Percentage: 50%** **Due Date: 31 Aug 2022**

Instalment Total Amount (INR)	51,850.00	Instalment Paid Amount (INR)	0.00
Instalment Due Amount (INR)	51,850.00	Instalment Fee (INR)	0.00
Penalty	Not Active		

Instalment 2 **Percentage: 50%** **Due Date: 31 Oct 2022**

Instalment Total Amount (INR)	51,850.00	Instalment Paid Amount (INR)	0.00
Instalment Due Amount (INR)	51,850.00	Instalment Fee (INR)	0.00
Penalty	Not Active		

Cancel

- Can see here how the applicable fee is divided into installments along with due dates, based on installment plan applied



STUDENT FEES (ADMIN)



Step 1(a): Add Payment

The screenshot shows the 'Fees Management' interface with a table of students. The 'Actions' dropdown menu is open, highlighting 'Add Payment'. A red circle highlights the 'Add Payment' option in the dropdown menu.

Student	Applicable Fee (INR)	Scholarship (INR)	Waiver (INR)	Carry Over (INR)	Instalments Active	Paid till now (INR)	Pending (INR)
<input checked="" type="checkbox"/> Abhishek Bagali (M21PGPPost Graduate Programme0001) Post Graduate Programme 2021 General	103,700.00	--	--	8,600.00	14,500.00	127,800.00	0.00
<input type="checkbox"/> Veeresh Toral Post Graduate Programme 2021 General	103,600.00	--	--	--	14,500.00	118,100.00	0.00
<input type="checkbox"/> Jane Doe (lko) Post Graduate Programme 2021 General	103,700.00	--	--	--	--	103,700.00	0.00
<input type="checkbox"/> Chris Green (10BNC0000) Post Graduate Programme 2021 General	103,700.00	--	--	40,000.00	9,900.00	153,200.00	9,500.00


- Under student fee, select the student, go to **actions**
- Click on **add payment**

The close-up shows the 'Actions' dropdown menu with 'Add Payment' highlighted. The menu items are: Add Payment, Add Scholarships, Add Waiver, Manage Penalty, Manage Instalment, Apply Instalment In Bulk, and Apply Scholarships In Bulk.



Step 1(b): Add Payment

Mode *	Cash ▾
Amount *	100000
Date *	📅 20-09-2022
Challan number	637291
Bank name	SB
Challan copy	Upload
Additional attachment	Upload
Receiver	Accounts department
Comments	Approved or accepted
<input checked="" type="checkbox"/> Payment is settled	
<input checked="" type="checkbox"/> Apply auto-settlement	


Submit


- Enter the details
- Upload the required documents
- Click on **submit**



Step 1(c): Add Payment

- Once the payment is added successfully, you can view the receipt for admin as well as the student

✔ Successfully added payment ✕

 **Abhishek Bagali**
M21PGPost Graduate Programme0001
[Show More](#) ▾

[Show Receipt \(admin copy\)](#) [Show Receipt \(student copy\)](#)

Paid Amount	Payment Mode	Status	Paid On
INR 100,000	Cash	Success	20 Sep 22 12:31 pm

[Done](#)



Step 1(d): Payment Receipt (Admin Copy)



CollPoll University

Fee Receipt (Admin Copy)

Name: Abhishek Bagali
Registration Id: M21PGPPost Graduate Programme0001
Email: M21PGPPostGraduateProgramme0001@collpollE.onmicrosoft.com
Phone: 91-7894561232
Programme: Post Graduate Programme
Batch Year: 2021
Year: 2nd year
Academic Year: 2022 - 2023
Quota: General

Receipt Number: 941
Date: 20 Sep 2022

S No.	Particulars	Payable Amount	Paid Amount	Due Amount
1	Carry Over	INR 9,600	INR 9,600	INR 0
2	Penalty	INR 14,500	INR 14,500	INR 0
3	TUITION FEE	INR 100,000	INR 75,900	INR 24,100
4	TRANSPORT FEE	INR 200	INR 0	INR 200
5	TRANSPORT CAUTION FEE	INR 3,500	INR 0	INR 3,500

Summary

Total Payable Amount	INR 127,800
Total Amount Paid	INR 100,000 One Lakh rupees only
Amount Due	INR 27,800

Paid Amount	Payment Mode	Challan Number	Bank	Date	Paid On	Status	Comments
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BABA FARID COLLEGE OF ENGG. & TECHNOLOGY

Step 2(a): Add Scholarships

The screenshot shows the 'Fees Management' interface with the 'Student Fees' tab selected. A table lists students with columns for Student, Applicable Fee (INR), Scholarship (INR), Waiver (INR), Carry Over (INR), Paid till now (INR), and Pending (INR). The 'Actions' dropdown menu is open over the first row, showing options: Add Payment, Add Scholarships, Add Waiver, Manage Penalty, Manage Instalment, Apply Instalment in Bulk, and Apply Scholarships in Bulk. A red circle highlights the 'Add Scholarships' option.

Student	Applicable Fee (INR)	Scholarship (INR)	Waiver (INR)	Carry Over (INR)	Paid till now (INR)	Pending (INR)
<input checked="" type="checkbox"/> Abhishek Bagali [M21PGPPost Graduate Programme0001] Post Graduate Programme 2021 General	103,700.00	--	--	8,600.00	14,500.00	127,800.00
<input type="checkbox"/> Veeresh Toral Post Graduate Programme 2021 General	103,600.00	--	--	--	14,500.00	119,100.00
<input type="checkbox"/> Jane Doe [lko] Post Graduate Programme 2021 General	103,700.00	--	--	--	103,700.00	0.00
<input type="checkbox"/> Chris Green [10BNC0000] Post Graduate Programme 2021 General	103,700.00	--	--	40,000.00	9,900.00	153,200.00 Installments Active

- Under student fee, select the student, go to **actions**
- Click on **add scholarships**

A close-up of the 'Actions' dropdown menu. The 'Add Scholarships' option is highlighted with a red box. Other options include Add Payment, Add Waiver, Manage Penalty, Manage Instalment, Apply Instalment in Bulk, and Apply Scholarships in Bulk.



Step 2(b): Add Scholarships

Add Scholarship ×

Abhishek Bagali

Scholarship * J & K... ▼

J & K Scholarship [21vvvvv] ×

TUITION FEE	
Scholarship Amount	50000
Total Amount	100000
Due Amount	24100
Scholarship Applicable Amount	100000
Allotment Amount	<input type="text" value="10000"/>

Cancel Apply

- Select the scholarship
- Enter the **allotment amount**
- Click on **apply**



Step 2(c): Approval/Rejection Of Scholarships

The screenshot shows the 'J & K Scholarship' page in the CollPoll system. The page features a search bar, a table of students, and an 'Actions' dropdown menu. The table lists the following students and their details:

Student	Fee Plan	Fee Type	Applicable Amount	Approved Amount	Rejected Amount	Amount
<input checked="" type="checkbox"/> Arpita Amar Orientation (2022) General	MICA Orientation Fee	TUITION FEE	50,000	0	0	50,000
<input type="checkbox"/> Atreyee Roy Orientation (2022) General	MICA Orientation Fee	TUITION FEE	50,000	0	0	50,000
<input type="checkbox"/> Harleen Kaur Orientation (2022) General	MICA Orientation Fee	TUITION FEE	50,000	0	0	50,000
<input type="checkbox"/> Abhishek Bagall Post Graduate Programme (2021) General	Academic Fee For Testing 2022 BY	TUITION FEE	10,000	0	0	10,000

The 'Actions' dropdown menu is open, showing 'Add Approval' and 'Reject Remaining amount' options. The 'Add Approval' option is highlighted with a red box.

- Click on the **scholarship plan**
- Select the student
- Click on actions
- Click on **add approval**



Step 2(d): Scholarship Approval When Applicable

Manage Scholarship Approval

Breakdown ▾ User Details ▾ Add Approval ▾

Fee Type	Amount
TUITION FEE	5

TUITION FEE - Payment Details

Mode * **Cash**

Amount * 100000

Date * 20-09-2022

Challan number 675689

Bank name ICICI

Challan copy Upload

Additional attachment Upload

- Select the fee types for which scholarship needs to be approved
- Select the payment mode
- Upload the required documents
- Click on **approve**
- NOTE:
 - Payment details have to be confirmed before approval
 - Once approved, it cannot be reverted

Amount * 100000

Date * 20-09-2022

Challan number 675689

Bank name ICICI

Challan copy Upload

Additional attachment Upload

Comments Approved and accepted

Confirm

Note:
Payment details has to be confirmed before approval
Once approved, it cannot be reverted

Approve



Step 2(e): Scholarship Rejection, If Required

The screenshot shows the 'J & K Scholarship' page in the CollPoll system. The page features a search bar for students and a table listing the following data:

Student	Fee Plan	Fee Type	Applicable Amount	Approved Amount	Rejected Amount	Amount
<input checked="" type="checkbox"/> Arpita Amar Orientation (2022) General	MICA Orientation Fee	TUITION FEE	50,000	0	0	50,000
<input type="checkbox"/> Atreyee Roy Orientation (2022) General	MICA Orientation Fee	TUITION FEE	50,000	0	0	50,000
<input type="checkbox"/> Harleen Kaur Orientation (2022) General	MICA Orientation Fee	TUITION FEE	50,000	0	0	50,000
<input type="checkbox"/> Abhishek Bagall Post Graduate Programme (2021) General	Academic Fee For Testing 2022 BY	TUITION FEE	10,000	0	0	10,000

The 'Actions' dropdown menu is open, showing options: 'Add Approval' and 'Reject Remaining amount' (highlighted with a red box).

- Click on the Scholarship plan
- Select the student
- **Actions**
- **Reject the remaining amount**
- **NOTE:** Once the scholarship is rejected you cannot re-apply the scholarship to the student under the same fee head



Step 2(e): Scholarship Rejection, If Required

Reject Remaining Amount ×

Breakdown ▲ User Details ▼

Fee Type	Applicable Amount	Approved Amount	Rejected Amount
TUITION FEE	50,000	0	0

Fee Type	Applicable Amount	Approved Amount	Rejected Amount	Amount
TUITION FEE	50,000	0	0	50,000

Note: Once rejected, it cannot be reverted

Reject

Confirm

- Click on **reject** then, click on **confirm**
- NOTE: Once rejected, cannot be reverted



Step 3(a): Add Waiver On Student Fee

The screenshot shows the 'Fees Management' interface. At the top, there's a search bar and navigation tabs: Student Fees, Programme Fee, Fee Management, Scholarships, Penalty Plans, Instalment Plans, Refund Plans, and Fee Reports. Below the tabs, there's a search bar with 'test' and buttons for 'Actions', 'Bulk Actions', 'Download report', and 'FILTER'. A table lists students with columns for Student, Applicable Fee (INR), Scholarship (INR), Waiver (INR), Carry Over (INR), Paid till now (INR), and Pending (INR). The first student, Abhishek Bagali, is selected. An 'Actions' dropdown menu is open over the first row, listing options: Add Payment, Add Scholarships, Add Waiver, Manage Penalty, Manage Instalment, Apply Instalment in Bulk, and Apply Scholarships in Bulk.

Student	Applicable Fee (INR)	Scholarship (INR)	Waiver (INR)	Carry Over (INR)	Paid till now (INR)	Pending (INR)
<input checked="" type="checkbox"/> Abhishek Bagali [M21PGPPost Graduate Programme0001] Post Graduate Programme 2021 General	103,700.00	--	--	8,600.00	14,500.00	127,800.00
<input type="checkbox"/> Veeresh Toral Post Graduate Programme 2021 General	103,600.00	--	--	--	14,500.00	119,100.00
<input type="checkbox"/> Jane Doe [bca] Post Graduate Programme 2021 General	103,700.00	--	--	--	103,700.00	0.00
<input type="checkbox"/> Chris Green [BSC-9999] Post Graduate Programme 2021 General	103,700.00	--	--	40,000.00	9,900.00	153,200.00 Instalments Active

- Under student fee, select the student, go to actions
- Click on **add waiver**

A close-up of the 'Actions' dropdown menu. The menu is open, showing options: Add Payment, Add Scholarships, Add Waiver, Manage Penalty, Manage Instalment, Apply Instalment in Bulk, and Apply Scholarships in Bulk. The 'Add Waiver' option is highlighted with a red box.



Step 3(b): Add Waiver On Student Fee

Add Waiver ✕

Abhishek Bagali

Fee Type * **TUITION FEE** ▼

TUITION FEE due Amount for Abhishek Bagali : INR 14,100.00

Details *

Amount * (INR)

Attachment

- Select the **fee type**
- enter the **amount**
- Click on **apply**
- **NOTE:** Waiver amount cannot be more than the due amount

Fee Type * **TUITION FEE** ▼

TUITION FEE due Am 4,100.00

Details *



Step 4(a): Manage Penalty

The screenshot shows the 'Fees Management' interface with a table of students. The 'Actions' dropdown menu is open, highlighting 'Manage Penalty'. The table data is as follows:

Student	Applicable Fee (INR)	Scholarship (INR)	Waiver (INR)	Carry Over (INR)	Instalments Active	Paid till now (INR)	Pending (INR)
<input checked="" type="checkbox"/> Abhishek Bagali (M21PGPPPost Graduate Programme0001) Post Graduate Programme 2021 General	103,700.00	--	--	8,600.00	14,500.00	127,800.00	0.00
<input type="checkbox"/> Veeresh Toral Post Graduate Programme 2021 General	103,600.00	--	--	--	14,500.00	119,100.00	0.00
<input type="checkbox"/> Jane Doe (bca) Post Graduate Programme 2021 General	103,700.00	--	--	--	--	103,700.00	0.00
<input type="checkbox"/> Chris Green (10BNC0999) Post Graduate Programme 2021 General	103,700.00	--	--	40,000.00	9,900.00	153,200.00	9,500.00

- Under student fee, select the student, go to actions
- Click on **manage penalty**

The 'Actions' dropdown menu is shown with the following options:

- Add Payment
- Add Scholarships
- Add Waiver
- Manage Penalty**
- Manage Instalment
- Apply Instalment In Bulk
- Apply Scholarships In Bulk



Step 4(b): Manage Penalty

- Click on the **edit** symbol
- Select the penalty plan
- Click on **save**

Manage Penalty

Abhishek Bagali
M21PGPPost Graduate Programme0001
Post Graduate Programme 2021 |
M21PGPPostGraduateProgramme0001@collpollE.onmicrosoft.com

Penalty

Penalty Plan	Migrated Penalty Plan
Current Penalty Amount System Generated	INR 14,500
Due Date	30 Jun 2022
Comment	--



Manage Penalty

Abhishek Bagali
M21PGPPost Graduate Programme0001
Post Graduate Programme 2021 |
M21PGPPostGraduateProgramme0001@collpollE.onmicrosoft.com

Penalty

Penalty Plan * **Migrated Penalty Plan**

Current Penalty Amount *
System Generated INR 14,500

Due Date * 30-06-2022

Comment here

Cancel Save



Step 5(a): Manage Installments

The screenshot shows the 'Fees Management' interface with a table of student fees. The table has columns for Student, Applicable Fee (INR), Scholarship (INR), Waiver (INR), Carry Over (INR), Paid till now (INR), and Pending (INR). The 'Actions' dropdown menu is open, showing options like 'Add Payment', 'Add Scholarships', 'Add Waiver', 'Manage Penalty', 'Manage Instalment', 'Apply Instalment in Bulk', and 'Apply Scholarships in Bulk'. The 'Manage Instalment' option is highlighted with a red box.

Student	Applicable Fee (INR)	Scholarship (INR)	Waiver (INR)	Carry Over (INR)	Paid till now (INR)	Pending (INR)
<input checked="" type="checkbox"/> Abhishek Bagali (M21PGPPPost Graduate Programme0001) Post Graduate Programme 2021 General	103,700.00	--	--	8,600.00	14,500.00	127,800.00
<input type="checkbox"/> Veeeresh Torali Post Graduate Programme 2021 General	103,600.00	--	--	--	14,500.00	119,100.00
<input type="checkbox"/> Jane Doe (hca) Post Graduate Programme 2021 General	103,700.00	--	--	--	103,700.00	0.00
<input type="checkbox"/> Chris Green (10BNC9999) Post Graduate Programme 2021 General	103,700.00	--	--	40,000.00	9,900.00	153,200.00 Installments Active


- Under student fee, select the student, go to **actions**
- Click on **manage instalment**

The close-up shows the 'Actions' dropdown menu with the following options: Add Payment, Add Scholarships, Add Waiver, Manage Penalty, **Manage Instalment**, Apply Instalment in Bulk, and Apply Scholarships in Bulk. The 'Manage Instalment' option is highlighted with a red box.



- Click on **edit**

Manage Instalment ✕

 Abhishek Bagali M21PGPPost Graduate Programme0001 Post Graduate Programme 2021 M21PGPPostGraduateProgramme0001@col lpollE.onmicrosoft.com	Total Amount Payable 107,800.00 ▼ (INR)
	Total Applicable Payable 83,700.00 (INR)

Edit

Cancel



Step 5(c): Manage Installments

Edit Instalment

Abhishek Bagali
M21PGPPost Graduate Programme0001
Post Graduate Programme
2021 |
M21PGPPostGraduateProgramme0001@col
lpollE.onmicrosoft.com

Total Amount Payable 107,800.00 (INR)
Total Applicable Payable 83,700.00 (INR)

Instalment Plan * Demo Instalment 1

Instalment 1

Due Date 30 days from fee structure activation
Instalment Fees (INR) 100.00
Instalment Pct. 50%
Instalment Amount 41,850.00 (INR)

Apply Penalty Active
Penalty Name Engineering Programmes

Instalment 2

Due Date 40 days from fee structure activation
Instalment Fees (INR) 100.00
Instalment Pct. 20%
Instalment Amount 16,740.00

- Select the **instalment plan**
- Select yes/no to **apply penalty**
- If yes, then, select the **penalty plan**

Instalment Pct. 50%
Instalment Amount 41,850.00 (INR)
Apply Penalty Active
Penalty Name Engineering Programmes

Instalment 2

Due Date 40 days from fee structure activation
Instalment Fees (INR) 100.00
Instalment Pct. 20%
Instalment Amount 16,740.00 (INR)
Apply Penalty Apply Penalty

Instalment 3

Due Date 50 days from fee structure activation
Instalment Fees (INR) 100.00
Instalment Pct. 30%
Instalment Amount 25,110.00 (INR)
Apply Penalty Apply Penalty

Cancel Update

- Click on **update**



Step 6(a): Apply Installments In Bulk

Student	Applicable Fee (INR)	Scholarship (INR)	Waiver (INR)	Carry Over (INR)	Payable (INR)	Paid till now (INR)
<input type="checkbox"/> Kunal Deep [1234987] PGDM 2022 General	20,000.00	--	--	35,000.00	00.00	0.00
<input type="checkbox"/> Mitchell Starc [DEMO5693] PGDM 2022 General	50,150.00	--	--	--	50,150.00	35,150.00
<input type="checkbox"/> Pat Cummins [DEMO5694] PGDM 2022 General	20,100.00	--	--	20,100.00	40,200.00	20,100.00
<input type="checkbox"/> Steve Smith [DEMO5695]	20,000.00	--	--	20,200.00	40,200.00	0.00

- Under student fee, go to **actions**
- Click on **apply installment in bulk**

Actions ▾ **Bulk Actions** ▾

- Add Payment
- Add Scholarships
- Add Waiver
- Manage Penalty
- Manage Instalment
- Apply Instalment In Bulk**
- Apply Scholarships In Bulk



Step 6(b): Apply Installments In Bulk

The screenshot shows the 'Fees Management' interface with the following details:

- Search bar: Search CollPoll
- Navigation tabs: Student Fees, Programme Fee, Fee Management, Scholarships, Penalty Plans, Instalment Plans, Refund Plans, Fee Reports
- Search input: Search using name, registration id, application number
- Buttons: Actions, Bulk Actions, Download report, FILTER
- Section: Apply instalment in bulk (Reset)
- Form fields: Programme: Post Graduate Programme, Year: 2020, Quota: General
- Table with columns: Student, Applicable Fee (INR), Scholarship (INR), Waiver (INR), Carry Over (INR), Penalty (INR), Total Payable (INR), Paid till now (INR), Pending (INR)
- Table data:

Student	Applicable Fee (INR)	Scholarship (INR)	Waiver (INR)	Carry Over (INR)	Penalty (INR)	Total Payable (INR)	Paid till now (INR)	Pending (INR)
<input type="checkbox"/> Nathan Post Graduate Programme 2020 General	80,000.00	60,000.00	--	--	5,000.00	25,000.00	10,000.00	15,000.00
<input type="checkbox"/> Everett Post Graduate Programme 2020 General	80,000.00	--	--	--	2,000.00	82,000.00	0.00	82,000.00
<input type="checkbox"/> Dennis Post Graduate Programme 2020 General	80,000.00	--	--	--	100.00	80,100.00	0.00	80,100.00
<input type="checkbox"/> Wesley Post Graduate Programme 2020 General	80,000.00	--	--	--	15,000.00	95,000.00	0.00	95,000.00

- Select program, batch year & quota
- Select the students then, click on **next**



Step 6(c): Apply Installments In Bulk

Apply Instalment in Bulk

Programme: Post Graduate Programme
Year: 2020
Quota: General

Instalment Plan * **Demo Instalment 1** Applicable Fee (INR) **80,000.00**

Student (1)

Search Student

Nathan
nathan@sqm.in
Scholarship Already Applied

Demo Instalment 1 | DH

Instalment 1	
Due Date	30 days from fee structure activation
Instalment Fees (INR)	100.00
Instalment Percentage	50%
Instalment Amount (INR)	10,000.00
Apply Penalty	Active
Penalty Name	Custom Penalty
Manual Entry Penalty Amount *	INR <input type="text" value="10000"/>
Instalment 2	
Due Date	40 days from fee structure activation
Instalment Fees (INR)	100.00

Note: Bulk applying will override the penalty plan for all the students, if no penalty amount is there for student fees.
Bulk Instalments can't be applied on students with dynamic fees, scholarship or waiver applied.
Instalments cannot be applied on partially active students.

Cancel **Apply**

- Select an **instalment plan**
- Select yes/no to apply penalty
- Select a **penalty plan**
- In case of custom penalty, enter the amount manually
- Click on **apply**
- **Note:** Bulk applying will override the penalty plan for all the students, if no penalty amount is there for student fees.
- Bulk Instalments can't be applied on students with dynamic fees, scholarship or waiver applied
- Instalments cannot be applied on partially active students



Step 7(a): Apply Scholarship In Bulk

Student	Applicable Fee (INR)	Scholarship (INR)	Waiver (INR)	Carry Over (INR)	Payable (INR)	Paid till now (INR)
<input type="checkbox"/> Kunal Deep [1234987] PGDM 2022 General	20,000.00	--	--	35,000.00	00.00	0.00
<input type="checkbox"/> Mitchell Starc [DEMO5693] PGDM 2022 General	50,150.00	--	--	--	50,150.00	35,150.00
<input type="checkbox"/> Pat Cummins [DEMO5694] PGDM 2022 General	20,100.00	--	--	20,100.00	40,200.00	20,100.00
<input type="checkbox"/> Steve Smith [DEMO5695]	20,000.00	--	--	20,200.00	40,200.00	0.00

- Under student fee, go to **actions**
- Click on **apply scholarship in bulk**

Actions ▾ **Bulk Actions** ▾

- Add Payment
- Add Scholarships
- Add Waiver
- Manage Penalty
- Manage Instalment
- Apply Instalment In Bulk
- Apply Scholarships In Bulk**



Step 7(b): Apply Scholarship In Bulk

The screenshot shows the 'Fees Management' section of the CollPoll system. The 'Apply Scholarship in Bulk' form is highlighted with a red border. It includes dropdown menus for 'Programme' (Post Graduate Programme), 'Year' (2020), and 'Quota' (General), along with a 'Next' button. Below the form is a table of students with checkboxes for selection.

<input type="checkbox"/>	Student	Applicable Fee (INR)	Scholarship (INR)	Waiver (INR)	Carry Over (INR)	Penalty (INR)	Total Payable (INR)	Paid till now (INR)	Pending (INR)
<input checked="" type="checkbox"/>	Abhisek Sharma Post Graduate Programme 2020 General		-	-					
<input checked="" type="checkbox"/>	Alana Post Graduate Programme 2020 General		-	-					
<input checked="" type="checkbox"/>	Alice Post Graduate Programme		-	-					

- Select the program, batch year & quota
- Select the students
- Click on **next**



Step 7(c): Apply Scholarship In Bulk

CU 13

Programme: Post Graduate Programme
Year: 2020
Quota: General

Scholarship Plan *

Student (3)

- Abhisek Sharma**
abhisek.sharma@leadsquared.com
- Alana**
alana@ism.in
- Alice**
alice111@lsqm.in

Plan Name : BITSOM **Scholarships Applicable:** 1

Description :

Scholarship Name	Fee Type	Value	Fee Sequence
BITSOM Scholarship	TUITION FEE	10 %	1
BITSOM Scholarship	TUITION FEE	10 %	2

- Select a scholarship plan
- Click on **apply**



Step 8(a): Apply Payment In Bulk

CU Search CollPoll

Fees Management

Search using name, registration id, application number

Apply Instalment in Bulk

Programme: Select a programme Year: Select a year Quota: Select a quota

Actions Bulk Actions Download report

Add Payments Add Waiver

<input type="checkbox"/>	Student	Applicable Fee (INR)	Scholarship (INR)	Waiver (INR)	Carry Over (INR)	Penalty (INR)	Total Payable (INR)	Paid till now (INR)
<input type="checkbox"/>	 Kunal Deep [1234567] PGDM 2022 General	20,000.00	--	--	35,000.00	--	55,000.00	0.00
<input type="checkbox"/>	 Mitchell Starc [DEMO5693] PGDM 2022 General	50,150.00	--	--	--	--	50,150.00	35,150.00
<input type="checkbox"/>	 Pat Cummins [DEMO5694] PGDM 2022 General	20,100.00	--	--	20,100.00	--	40,200.00	20,100.00

- Under student fee, go to **bulk actions**
- Click on **add payments**



Step 9(a): Apply waiver In Bulk

The screenshot shows the 'Fees Management' interface in CollPoll. At the top, there is a search bar and a navigation menu. Below the search bar, there are filters for 'Programme', 'Year', and 'Quota'. A table lists students with their fees and payment status. A 'Bulk Actions' dropdown menu is open, highlighting the 'Add Waiver' option.

<input type="checkbox"/>	Student	Applicable Fee (INR)	Scholarship (INR)	Waiver (INR)	Carry Over (INR)	Penalty (INR)	Total Payable (INR)	Paid till now (INR)
<input type="checkbox"/>	 Kunal Deep [1234567] PGDM 2022 General	20,000.00	--	--	35,000.00	--	55,000.00	0.00
<input type="checkbox"/>	 Mitchell Starc [DEMO5693] PGDM 2022 General	50,150.00	--	--	--	--	50,150.00	35,150.00
<input type="checkbox"/>	 Pat Cummins [DEMO5694] PGDM 2022 General	20,100.00	--	--	20,100.00	--	40,200.00	20,100.00

- Under student fee, go to **bulk actions**
- Click on **add waiver**



Step 9(a): Apply waiver In Bulk

Add Bulk Waiver Approval for Students

[Upload Excel](#)

Show Excel upload notes ▾

Note:

- *Registration Id* or *Email Id* fields are mandatory. Both cannot be empty.
- At least one *Fee Type* and *Waiver Amount* should be specified for a student.
- The *Fee Type* should be entered in all capital letters. For ex : *TUITION FEES*
- Do not put multiple *Fee Types* in one cell.
- *Description* cannot be empty/blank.
- The file to be uploaded should contain all the headers shown in the sample document provided for reference.
- Maximum of 10 fee type waivers can be allotted for a student.
- Maximum of 100 student waivers can be uploaded at a time.

[Download Sample](#) [Add](#)

- Download the sample excel
- Enter the details
- upload the excel

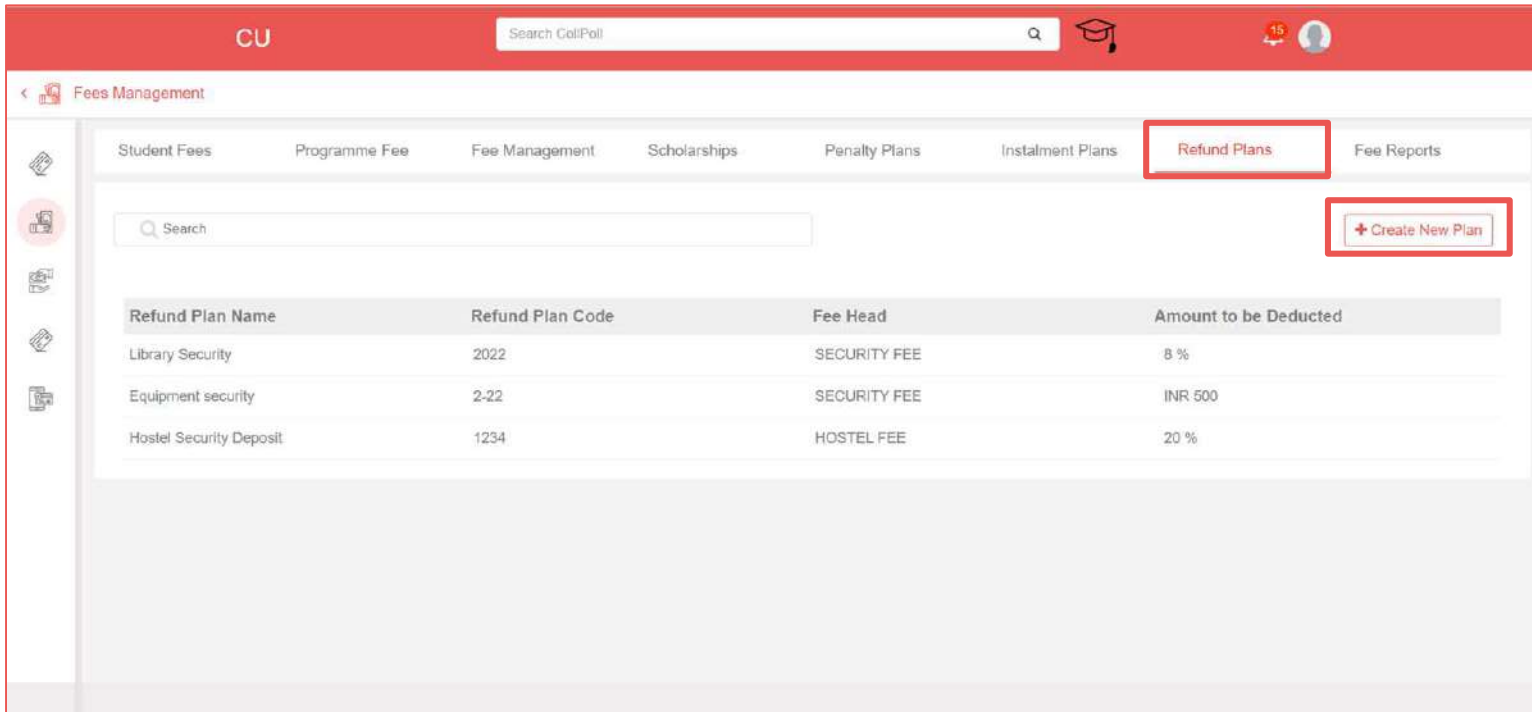
	A	B	C	D	E	F
1	Registration Id	Email Id	Fee Type	Amount	Description	
2	14MECH2001	ramrj@mailinator.com	TUTION FEES	10000	Installment 1	
3	14MECH2001		DEVELOPMENT FEES	1500	Test 1	
4			TUTION FEES	12000	Test 2	
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						

Sample Data

Ready Accessibility: Good to go



Step 10(a): Apply For Refund



CU Search CollPoll

Fees Management

Student Fees Programme Fee Fee Management Scholarships Penalty Plans Instalment Plans **Refund Plans** Fee Reports

Search

+ Create New Plan

Refund Plan Name	Refund Plan Code	Fee Head	Amount to be Deducted
Library Security	2022	SECURITY FEE	8 %
Equipment security	2-22	SECURITY FEE	INR 500
Hostel Security Deposit	1234	HOSTEL FEE	20 %

- Under **refund plans**, click on **create new plan**



Step 10(b): Apply For Refund

- Enter refund plan name & code
- Select the **fee head**
- Select the **type of deduction**(flat/percentage)
- Enter the **amount**
- Click on **create plan**

CU Search CollPoll

< Create New Refund Plan

Refund Plan Name * Caution money

Refund Plan Code * CM2022

Description

Create Plan

Fee Head	Type of Deduction	Amount/Percentage to be Deducted
TUITION FEE	FLAT	4000

+ Add Fee Head



STUDENT ONLINE FEE PAYMENT



Step 1: Student Wise Report

CU Search CollPoll

Fees Management

Student Fees Programme Fee Fee Management Scholarships Penalty Plans Instalment Plans Refund Plans Fee Reports

Report: Student Wise Report Filter: All Fee Plans Download

Student Name	Registration Id	Year	Email
Jeepak	--	1	deepakus@leadsquared.com
Bharath	--	1	bharath@gmail.com
PRIYANKA	--	2	pink12345@isqm.in
Raj Singh	--	--	raj@mailinator.com
Alice	--	2	alice111@isqm.in
Clem	--	2	clem@isqm.in
Ashley	--	2	ashley@isqm.in
Dennis	--	2	dennis@isqm.in
eskishorettest	--	1	kishore454@gmail.com
Nituparna	--	2	nituparnamitra1995@gmail.com
Jeepak V K	--	1	deepakvk19876@gmail.com
vitta001	--	1	vittal233@gmail.com
David D	--	2	dummy08@demc.com

- Under fee reports, select **student wise report**
- Select fee plan
- Click on **download** on the right corner
- The downloaded report will be sent to you on email in excel format



Step 2: Transaction Wise Report

CU Search CollPoll

Fees Management

Student Fees Programme Fee Fee Management Scholarships Penalty Plans Instalment Plans Refund Plans **Fee Reports**

Report **Transactions Report** Filter **All Fee Plans** Download Date Range

Search by student Name/Registration No

Student Name	Father Name	Registration Id	Year	Receipt No	Receipt Date	Fee Plan
Abhishek Bagali	--	M21PGPPost Graduate Program...	2	941	20/09/2022 07:01 am	Academic Fee for testing 2022 BY
Mitchell Starc	--	DEMO5693	1	939	19/09/2022 10:55 am	PGDM 2022
Mitchell Starc	--	DEMO5693	1	937	19/09/2022 09:50 am	PGDM 2022
Pat Cummins	--	DEMO5694	1	936	19/09/2022 09:48 am	PGDM 2022
Mitchell Starc	--	DEMO5693	1	935	19/09/2022 09:40 am	PGDM 2022
Gunal Deep	--	1234987	1	934	19/09/2022 09:38 am	PGDM 2022
Raman Lal	--	DASIDNILAK21CollPollME2001	2	--	--	Fee For Testing policy 2022
Rachit Arora	Manish Arora	CollPoll Student 1	2	--	--	2022 New Fee Plan
Rachit Arora	Manish Arora	CollPoll Student 1	2	--	--	2022 New Fee Plan
Rachit Arora	Manish Arora	CollPoll Student 1	2	--	--	2022 New Fee Plan
Arunab Gupta	--	M2022101	1	932	14/09/2022 07:52 am	MS in Artificial Intelligence and D...
TEST TEST	--	M2022105	1	931	13/09/2022 01:37 pm	Fee for policy testing 234

- Under fee reports, select **transaction wise report**
- Select fee plan
- Click on **download**



Step 1(f): Manual Settlement Of Offline Payment- Based On Bank Settlement Date



BI Search CollPoll

Transcript Management

Finance Management (5)

Payments Fees Management Dues Management Finance Configuration Payment Gateway

HR Management (3)

Under Finance Management, select **payments**



Step 1(g): Manual Settlement Of Offline Payment- Based On Bank Settlement Date



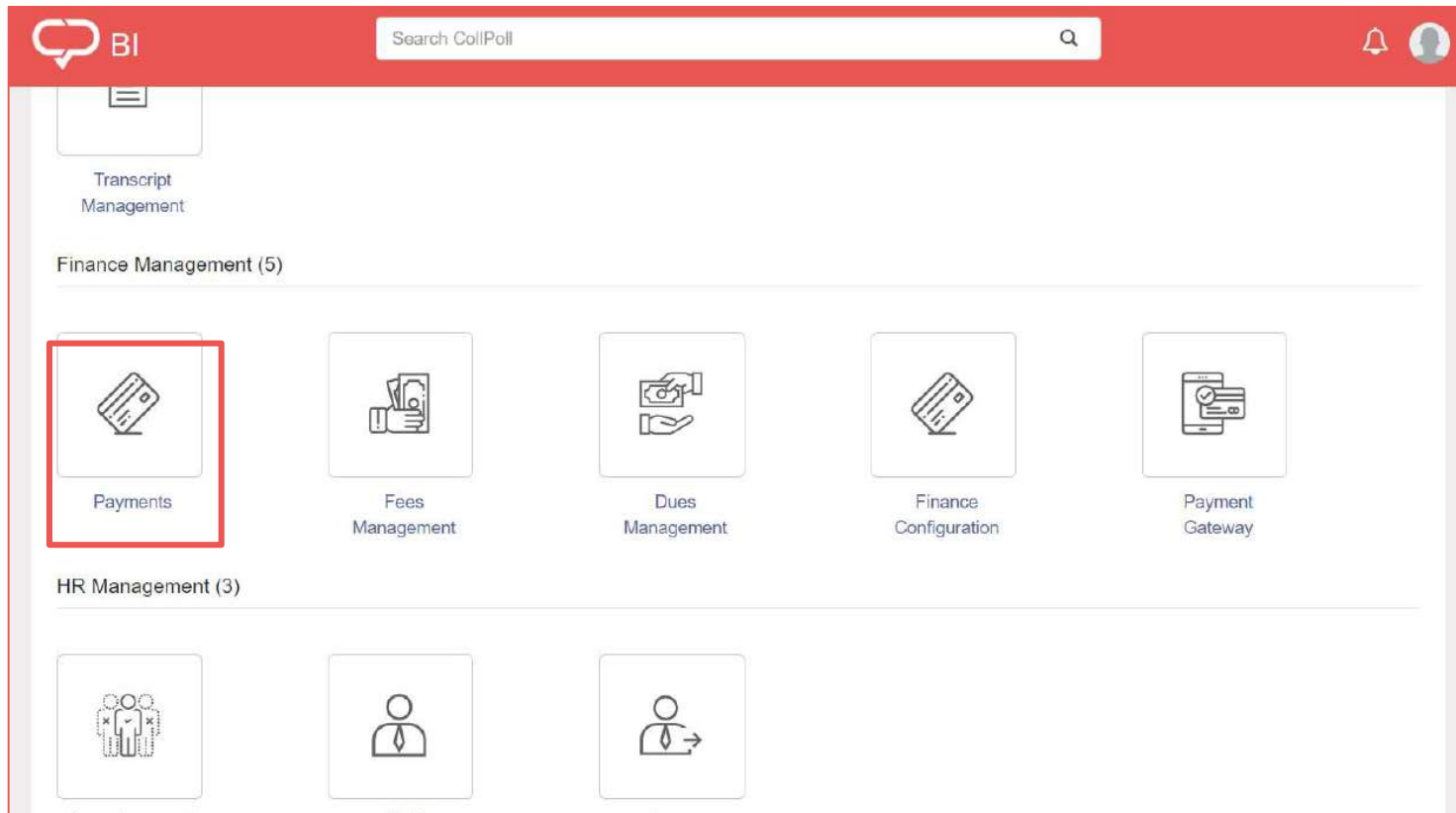
The screenshot shows the CollPoll Payments interface. At the top, there is a search bar and navigation icons. Below, there are tabs for 'Payments' and 'Approvals'. A date range filter is set from '21 Aug 2022' to '21 Sep 2022'. A table lists payment transactions with columns for ID, USER, COST CENTER, COST ITEM, TIME, and MODE. An 'Actions' dropdown menu is open over the first row, highlighting the 'Add Bank Settlement Date' option. Other buttons like 'Add Payment' and 'Download Report' are also visible.

ID	USER	COST CENTER	COST ITEM	TIME	MODE
<input checked="" type="checkbox"/> 648817	Test 240 CP9307	BI	Dues Management	20 Sep 22 05:33 pm	Online
<input type="checkbox"/> 648816	Test 247 CP9305	BI	Dues Management	20 Sep 22 05:19 pm	Online
<input type="checkbox"/> 648815	Test 247 CP9305	BI	Dues Management	20 Sep 22 05:15 pm	Online
<input type="checkbox"/> 648814	Test 247 CP9305	BI	Dues Management	20 Sep 22 05:11 pm	Online
<input type="checkbox"/> 648813	Test 247 CP9305	BI	Dues Management	20 Sep 22 05:08 pm	Online
<input type="checkbox"/> 648812	Test 247 CP9305	BI	Dues Management	20 Sep 22 01:03 pm	Online
<input type="checkbox"/> 648811	Test 247 CP9305	BI	Dues Management	20 Sep 22 01:03 pm	Online
<input type="checkbox"/> 648810	Test 247	BI	Dues Management	20 Sep 22 01:02 pm	Online

Enter the settlement date and confirm



Step 2(a): Approval Of Offline Payment Proof Submitted By students



Under Finance Management, Select **payments**



Step 2(b): Approval Of Offline Payment Proof Submitted By students

Amount	INR 2,222
Date	20 Sep 2022
Cash Number	-
Bank name	-
Cash Copy	-
Additional attachment	-
Comments	-

Bank Settlement Date *

Approval/Rejection Comments

Apply auto-settlement

Note:
1. On Approval, a new order for the student will be generated for the proof.
2. On Rejection, the proof will be rejected for the student.
3. Changes cannot be reverted once Approved/Rejected.


- Once the Offline payment is done from the student's end, the college needs to Approve the same
- Go to finance management
 - payments □ approvals
- From here the payment can be approved or rejected as the case maybe



Step 3(a): Receipt Generation (Student Copy)

- Once the payment is added successfully, you can view the receipt for admin as well as the student

✔ Successfully added payment ✕

 **Abhishek Bagali**
M21PGPost Graduate Programme0001
[Show More](#) ▾

[Show Receipt \(admin copy\)](#) [Show Receipt \(student copy\)](#)

Paid Amount	Payment Mode	Status	Paid On
INR 100,000	Cash	Success	20 Sep 22 12:31 pm

[Done](#)



Step 3(b): Receipt Generation (Student Copy)



CollPoll University

[Adjust Size](#) [Print](#)

Fee Receipt (Student Copy)

Name: Abhishek Bagali
Registration Id: M21PGPPost Graduate Programme0001
Email: M21PGPPostGraduateProgramme0001@collpollE.onmicrosoft.com
Phone: 91-7894561232
Programme: Post Graduate Programme
Batch Year: 2021
Year: 2nd year
Academic Year: 2022 - 2023
Quota: General

Receipt Number: 941
Date: 20 Sep 2022

S No.	Particulars	Payable Amount	Paid Amount	Due Amount
1	Carry Over	INR 9,600	INR 9,600	INR 0
2	Penalty	INR 14,500	INR 14,500	INR 0
3	TUITION FEE	INR 100,000	INR 75,900	INR 24,100
4	TRANSPORT FEE	INR 200	INR 0	INR 200
5	TRANSPORT CAUTION FEE	INR 3,500	INR 0	INR 3,500

Summary

Total Payable Amount	INR 127,800
Total Amount Paid	INR 100,000 One Lakh rupees only
Amount Due	INR 27,800



BABA FARID COLLEGE OF ENGG. & TECHNOLOGY

BENEFITS OF USING THE SMART FEE MANAGEMENT SYSTEM!





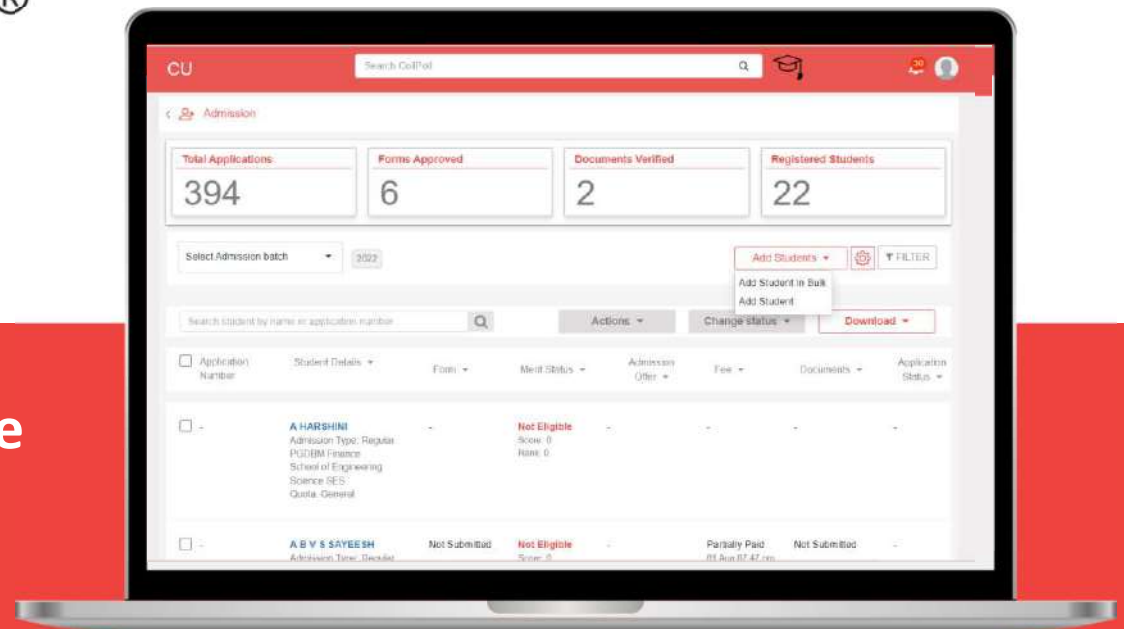
BABA FARID COLLEGE OF ENGG. & TECHNOLOGY

**Smart Admission Management For Hassle-Free
Operation Of Complete Admission Process**



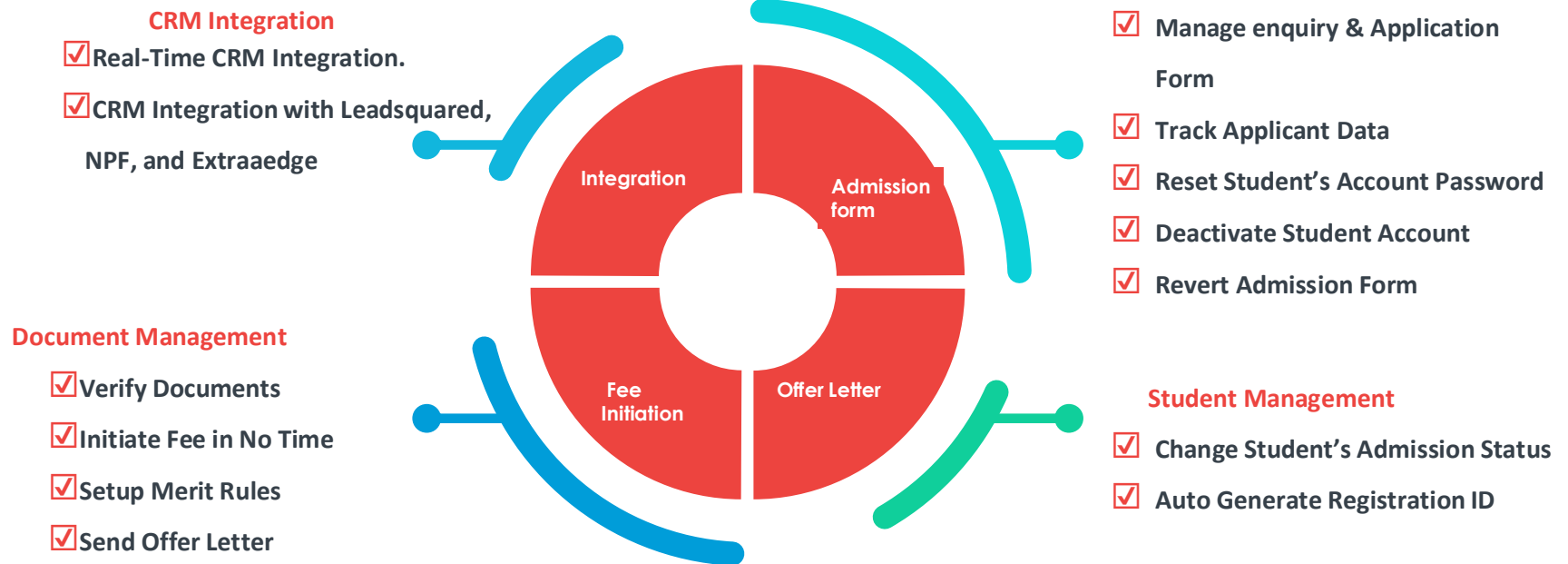
Smart Admission Management For Hassle-Free Operation Of Complete Admission Process

Manage Your Online And Offline Admissions With Relative Ease And Increased Efficiency



BABA FARID COLLEGE OF ENGG. & TECHNOLOGY

Smart Admission Management



PRE-REQUISITES

INSTITUTIONAL DATA SETUP

- Register Institution Details in Core Data Management (Structure)
- Add Academic and Non-academic Departments
- Add Programmes and Courses under Departments
- Create an Active Term in Core Data Management (Academic Management)
- Map Term to Batch Year and Programme
- Create Quota and Define Admission Category (Programme + Batch Year + Quota)
- Setup Fee for every Admission Category
- Set Scholarship Criteria and Merit Rules

MASTER DATA SETTINGS

APPLICANT DATA UPLOAD

- Lead Management CRM Integrations (like NPF, ExtraEdge, LeadSquared)





ADMISSION MANAGEMENT



The screenshot displays the CollPoll Admin Console interface. At the top, there is a red header with the CU logo, a search bar for CollPoll, and notification and user profile icons. Below the header, the Admin Console is shown with a search bar for module names. The main content area is divided into sections: Admissions (3) and Core Data Management (6). Under the Admissions section, three modules are listed: Admission Management (highlighted with a red box), Admission Enquiries, and Admission Applications. Each module is represented by an icon and a text label.



Add Applicants

CU Search CollPoll

Admission

Total Applications: 394

Forms Approved: 6

Documents Verified: 2

Registered Students: 22

Select Admission batch: 2022

Date Range: Last 30 days

Search student by name or application number

Application Number: -

Student Details: A HARSHINI

Admission Type: Regular

PGDBM Finance

School of Engineering

Science SES

Quota: General

Change status

Download

Add Students

Add Student In Bulk

Add Student

- Add applicants individually
- Add applicants in bulk
- NOTE: Applicants can be added via CRM integration as well



Add Applicants

Application Number * 2782738 Auto Generate Application Number ⓘ

Student Name Abhimanyu Middle Name Singh

Department * School of Mechanical Engineering

Programme * B.Tech in Mechanical Engineering

Batch Year * 2023

Admission Type* Regular

Admission Quota * DT/VJ NT(A)

Email ID * abhi@mailinator.com

Phone Number * 8792749018

Gender * Male

Cancel Confirm

- Fill basic information like student name, contact details, programme, quota etc
- Add prospective students who are joining 1st year batch in the current year
- Option to add lateral entries by selecting a previous batch year and **“Lateral Entry”** in **“Admission Type”**, keeping Year of joining same as year of admission i.e. current year
- An email will go to the prospective student with CollPoll login credentials, to complete the application form



Create Prospective Student Accounts In Bulk

[Download Sample CSV](#)

[Upload File](#)

Last Bulk Process Details

Data Processed Successfully
([Download Logs](#))

Note:

1. Mandatory fields are application number, name, programme name, batch year, admission type, quota name, email ID, phone number, gender, Send account creation email notification
2. Password will be auto generated.
3. If auto generation is configured then application number of students can be empty
4. If the student admission type is 'lateral entry' then 'joining year' field cannot be empty

- Click on **Add Student in Bulk**
- **Download CSV Template**
- Read the notes carefully



Adding Applicants in Bulk

Create Prospective Student Accounts In Bulk

[Download Sample CSV](#)

Sample_prospective_student_creation.csv

Create Accounts

Last Bulk Process Details

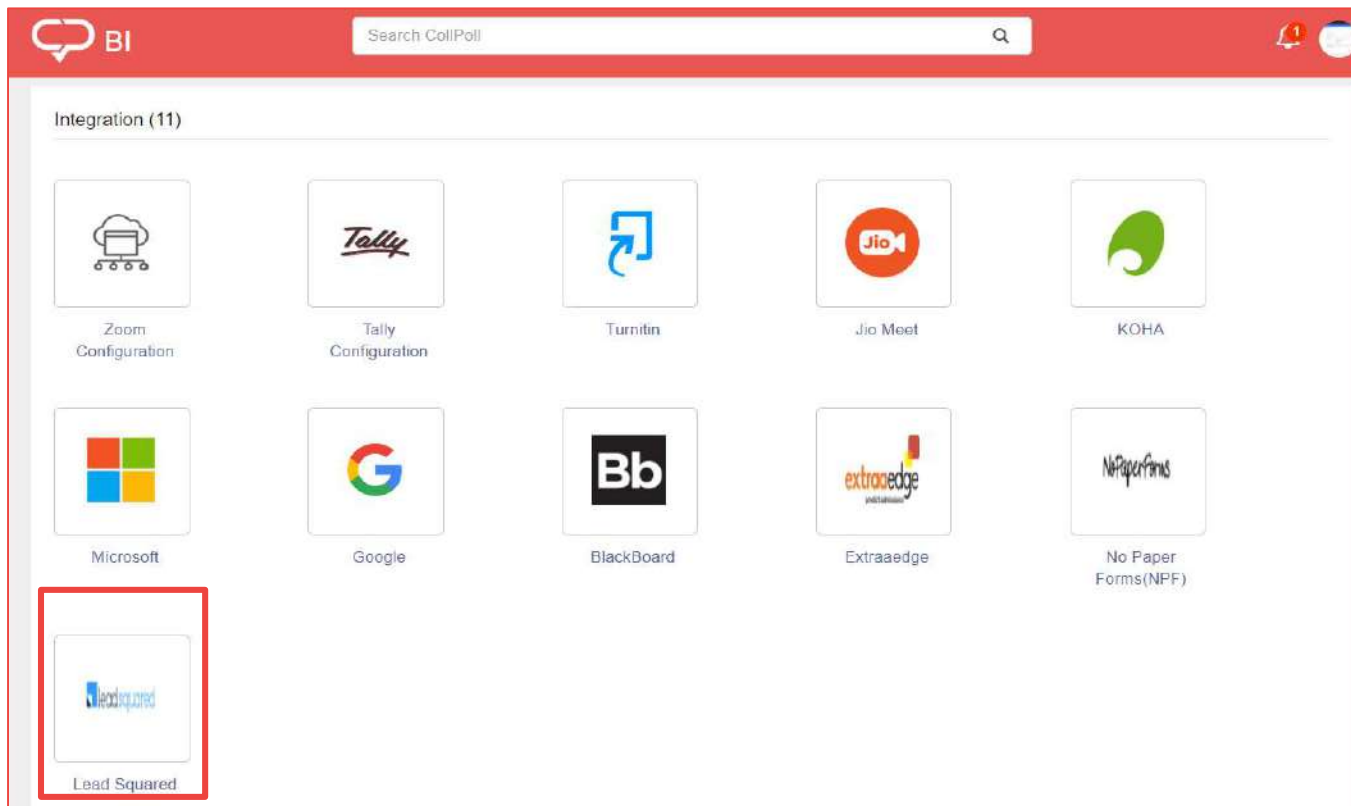
Data Processed Successfully
([Download Logs](#))

Note:

1. Mandatory fields are application number, name, programme name, batch year, admission type, quota name, email ID, phone number, gender, Send account creation email notification
2. Password will be auto generated.
3. If auto generation is configured then application number of students can be empty
4. If the student admission type is 'lateral entry' then 'joining year' field cannot be empty

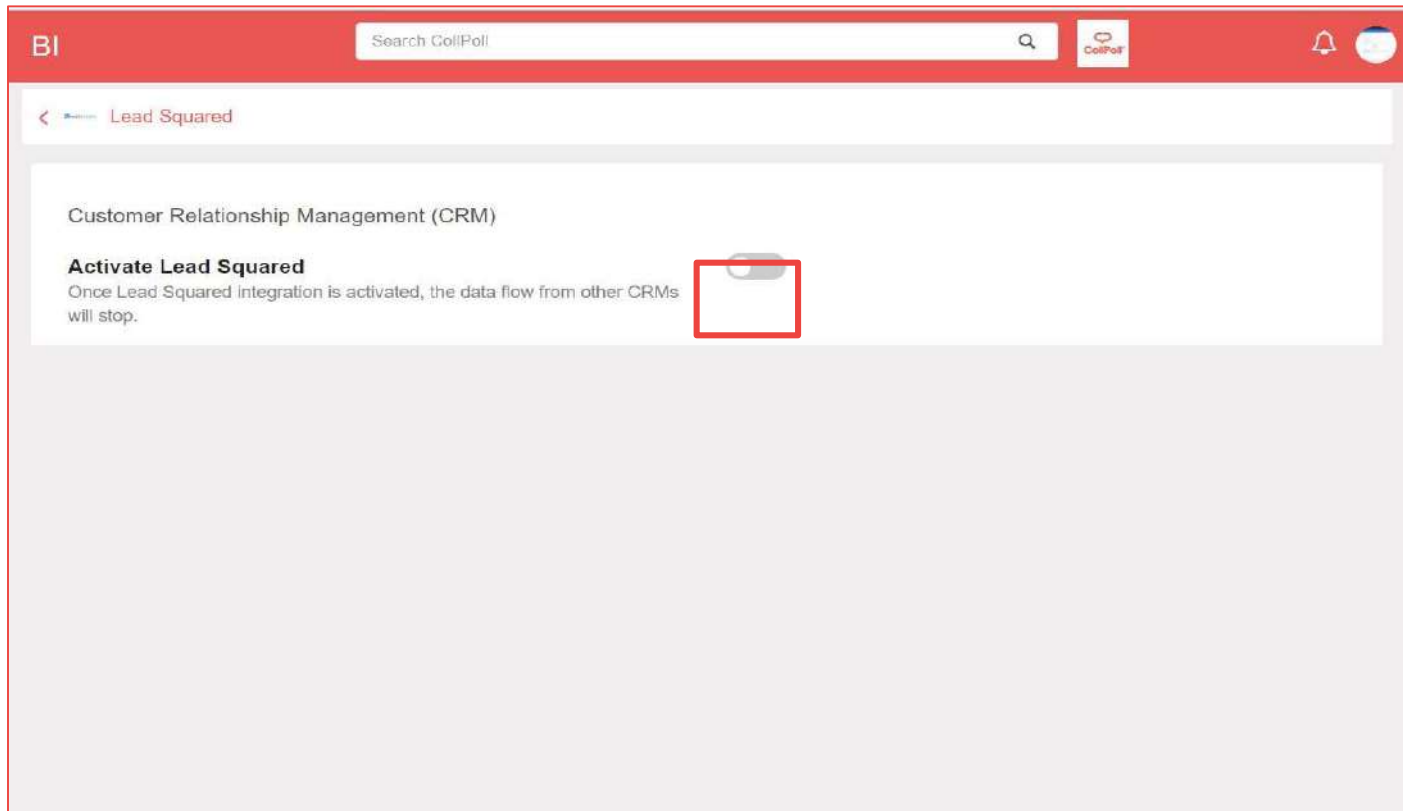
Upload the file and,
click on create
accounts





- Under **admin console**, go to **integration**
- Click on the platform you want to integrate
EX: Lead Squared





The screenshot shows the CollPoll user interface. At the top, there is a navigation bar with 'BI' on the left, a search bar labeled 'Search CollPoll', and icons for CollPoll, a notification bell, and a user profile. Below the navigation bar, the page title is 'Lead Squared'. The main content area is titled 'Customer Relationship Management (CRM)'. Under this title, there is a section for 'Activate Lead Squared' with a subtext: 'Once Lead Squared integration is activated, the data flow from other CRMs will stop.' To the right of this text is a toggle switch, which is currently in the 'off' position. A red rectangular box highlights the toggle switch.

Click on the toggle button to **activate Lead Squared**



Track Applicant's Form Status

The screenshot displays the CollPoll admission management interface. At the top, there's a search bar and navigation icons. Below that, a summary section shows key statistics: Total Applications (38), Forms Approved (2), Documents Verified (2), and Registered Students (4). A filter section allows selecting a batch (2022) and a date range (Last 30 days). A search bar for students is present, along with buttons for Actions, Change status, and Download.

The main table lists applicants with columns for Application Number, Student Details, Form, Merit Status, Admission Offer, Fee, Documents, and Application Status. A dropdown menu is open over the 'Form' column, showing the following options:

- All Form Statuses
- Not Submitted
- Not Approved
- Approved
- Resubmission Requested
- Resubmitted
- Form Reverted
- Form Not Reverted

Application Number	Student Details	Form	Merit Status	Admission Offer	Fee	Documents	Application Status
<input checked="" type="checkbox"/> 3000	Md Asim Admission Type: Regular Post Graduate Diploma in Management - PGDM School of Management Quota: General	Not Submitted	Eligible	-	Initiated Mr. Admin Demo Person 01 Mar 03:45 pm Due Amount 53,000	Verified Mr. Admin Demo Person 01 Mar 03:43 pm	Registered Student
<input type="checkbox"/> 234567	Kajal Kumari Admission Type: Regular Post Graduate Diploma in Management - PGDM School of Management Quota: General	Not Submitted	Eligible	-	Initiated Mr. Admin Demo Person 28 Feb 11:57 am Due Amount 153,000	Not Submitted	Accepted Applicant
<input type="checkbox"/> 202201	Aaditya01	Approved	Eligible	-	Fully Paid	Verified	Registered



Track Applicant's Merit Status

The screenshot shows the CU Admission portal interface. At the top, there are four summary boxes: Total Applications (38), Forms Approved (2), Documents Verified (2), and Registered Students (4). Below these are filters for 'Select Batch' (2022) and 'Date Range' (Last 30 days). A search bar for students is present, along with 'Actions', 'Change status', and 'Download' buttons. A table lists applicants with columns for Application Number, Student Details, Form, Merit Status, Admission Offer, Fee, Documents, and Application Status. A dropdown menu for 'Merit Status' is open, showing options: All Merit Statuses, Eligible, Not Eligible, Score Range (From/To), and Rank Range (From/To).

Application Number	Student Details	Form	Merit Status	Admission Offer	Fee	Documents	Application Status
<input checked="" type="checkbox"/> 3000	Md Asim Admission Type: Regular Post Graduate Diploma in Management - PGDM School of Management Quota: General	Approved Mr. Admin Demo Person 01 Mar 03:43 pm	Eligible	Initiated Mr. Admin Demo Person 01 Mar 03:45 pm Dus Amount: 53,000	Verified Mr. Admin Demo Person 01 Mar 03:43 pm	Registered Student	
<input type="checkbox"/> 234567	Kajal Kumari Admission Type: Regular Post Graduate Diploma in Management - PGDM School of Management Quota: General	Not Submitted		Initiated Mr. Admin Demo Person 28 Feb 11:57 am Dus Amount: 153,000	Not Submitted	Accepted Applicant	
<input type="checkbox"/> 202201	Aaditya01	Approved	Eligible	Fully Paid	Verified	Registered	

Merit Status ▾

- All Merit Statuses
- Eligible
- Not Eligible
- Score Range

 - From
 - To

- Rank Range

 - From
 - To

Merit Status ▾

Not Eligible

Score Range

From

To

Rank Range

From

To

Score: 0



Approve Application Form



CU Search CollPoll

Admission

Total Applications	Forms Approved	Documents Verified	Registered Students
38	2	2	4

Select Batch 2022 Date Range Last 30 days Add Students FILTER

Search student by name or application number

Actions Change status Download

Application Number	Student Details	Form	Merit Sta	Documents	Fee	Documents	Application Status
<input checked="" type="checkbox"/> 3000	Md Asim Admission Type: Regular Post Graduate Diploma In Management - PGDM School of Management Quota: General	Approved Mr. Admin Demo Person 01 Mar 03:43 pm	Not Eligible Score: 0 Rank: 0	Verify Documents Initiate Fee Send Offer Letter	Initiated Mr. Admin Demo Person 01 Mar 03:45 pm Due Amount: 53,000	Verified Mr. Admin Demo Person 01 Mar 03:43 pm	Registered Student
<input type="checkbox"/> 234567	Kajal Kumari Admission Type: Regular Post Graduate Diploma In Management - PGDM School of Management Quota: General	Not Submitted	Not Eligible Score: 0 Rank: 0		Initiated Mr. Admin Demo Person 28 Feb 11:57 am Due Amount: 153,000	Not Submitted	Accepted Applicant
<input type="checkbox"/> 202201	Aaditya01	Approved	Eligible		Fully Paid	Verified	Registered

- Once an applicant submits the application form, admin can verify the details and approve his/her form and start the process of document verification



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Approve Application Form

The screenshot displays the CollPoll web interface. At the top, there is a search bar and a notification bell. Below the navigation bar, the page title is "Admission". A summary card shows "Total Applications" as 2. A modal dialog box is centered on the screen, containing the text: "1 [view list] student's form will be approved. Do you wish to continue?". The dialog has "Cancel" and "Confirm" buttons, with the "Confirm" button highlighted by a red box. In the background, a table lists application details for a student named AADITYA GUPTA, who is marked as "Not Eligible".

Application Number	Student Details	Form	Merit Status	Admission Offer	Fee	Documents	Application Status
<input checked="" type="checkbox"/>	AADITYA GUPTA Admission Type: Regular MDS in Oral Medicine & Radiology Department of Prosthodontics and Crown & Bridge - NIMSDC&H Quota: General	-	Not Eligible Score: 0 Rank: 0	-	-	-	-

Click on **confirm**



Verify Documents

CU

Admission

Total Applications	Forms Approved	Documents Verified	Registered Students
38	2	2	4

Select Batch: 2022 Date Range: Last 30 days Add Students Add Students FILTER

Search student by name or application number

Actions Change status Download

Application Number	Student Details	Form	Mentor	Admission	Fee	Documents	Application Status
<input checked="" type="checkbox"/> 3000	Md Asim Admission Type: Regular Post Graduate Diploma in Management - PGDM School of Management Quota: General	Approved Mr. Admin Demo Person 01 Mar 03:43 pm	Not Eligible Score: 0 Rank: 0	-	Initiated Mr. Admin Demo Person 01 Mar 03:45 pm Due Amount: 53,000	Verified Mr. Admin Demo Person 01 Mar 03:43 pm	Registered Student
<input type="checkbox"/> 234567	Kajal Kumari Admission Type: Regular Post Graduate Diploma in Management - PGDM School of Management Quota: General	Not Submitted	Not Eligible Score: 0 Rank: 0	-	Initiated Mr. Admin Demo Person 28 Feb 11:57 am Due Amount: 153,000	Not Submitted	Accepted Applicant
<input type="checkbox"/> 202201	Aaditya01	Approved	Eligible	-	Fully Paid	Verified	Registered

Once the admission form is approved, click on **verify documents**



Verify Documents

The screenshot shows the CollPoll web application interface. At the top, there is a navigation bar with the CollPoll logo and a search bar. Below the navigation bar, the main content area displays a confirmation dialog box. The dialog box contains the text: "1 [view list] student's documents will be verified. Do you wish to continue?". There are two buttons: "Cancel" and "Confirm". The "Confirm" button is highlighted with a red border. In the background, a table of applications is visible, with columns for Application Number, Student Details, Form, Merit Status, Admission Offer, Fee, Documents, and Application Status. The table shows two rows of data, with the second row selected.

Application Number	Student Details	Form	Merit Status	Admission Offer	Fee	Documents	Application Status
-	1JP02 Admission Type: Regular B.Tech in Mechanical Engineering School of Mechanical Engineering Quota: Management	Not Submitted	Not Eligible Score: 0 Rank: 0	-	Not Initiated	Not Submitted	Registered Student
<input checked="" type="checkbox"/>	21tbi00001 Kumar Admission Type: Regular	-	Not Eligible Score: 0	-	-	-	-

Click on **confirm**



Verify Documents

Student details

Approve Form Verify Documents Initiate Fee Download Resources

Preview Form Reset Password

naveen S

Application Number : 19BSMEE11VIT0016
Registration ID : Not Available
Gender : Male
Email : naveens12@mailinator.com
Phone : 91-32578538
Programme : B.Tech in Mechanical Engineering
Department : School of Mechanical Engineering
Batch Year : 2019
Quota : General
Admission Type : Regular

Personal Details

Date Of Birth 20-08-2015

- Documents can be uploaded by applicants in different formats- .png, .jpeg, .pdf
- Admin can either download these documents through download resources tab
- NOTE: Verification of all the documents is necessary



Revert Admission Form

The screenshot displays the 'Student details' page for Ashwin Ramesh Tendulkar. At the top, there are three status indicators: 'Form Approved' (29 Sep 01:01 pm), 'Documents Verified' (29 Sep 01:04 pm), and 'Fee Initiated' (06 Jul 06:10 pm). A 'Download Resources' button is located to the right. Below these are buttons for 'Preview Form', 'Reset Password', and a 'Revert' button (pencil icon) which is highlighted with a red box. The student's details are listed as follows:

Application Number :	APP2019001
Registration ID :	Not Available
Gender :	Male
Email :	ashwin_101@mailinator.com
Phone :	91-9906667878
Programme :	M.Tech in Mechanical Engineering
Department :	School of Mechanical Engineering
Batch Year :	2021
Quota :	General
Admission Type :	Regular

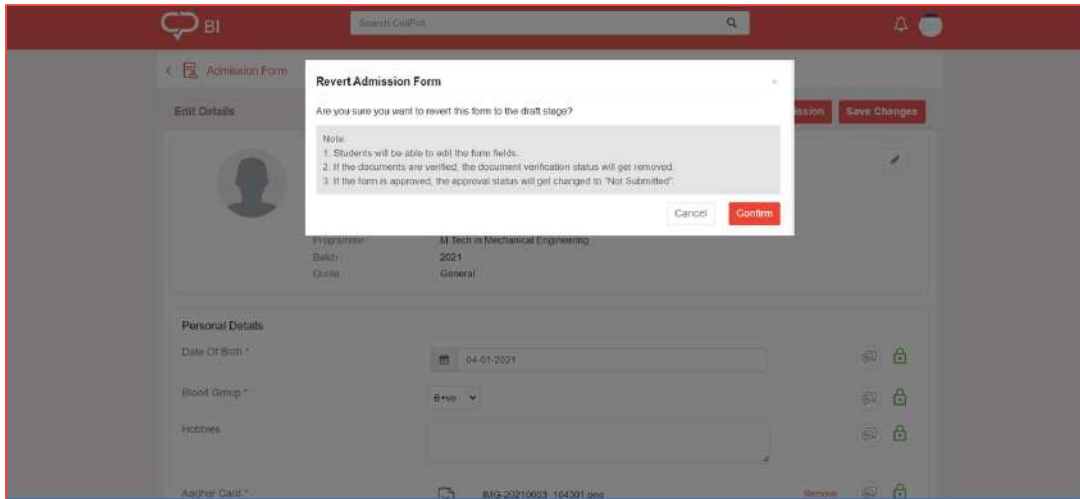
Below the student details is a 'Personal Details' section with the following information:

Date Of Birth	04-01-2021	Action taken
Blood Group	B+ve	

- Admins have the option to **Revert the Admission Form**, if any information or document submitted by the students are incorrect or incomplete.

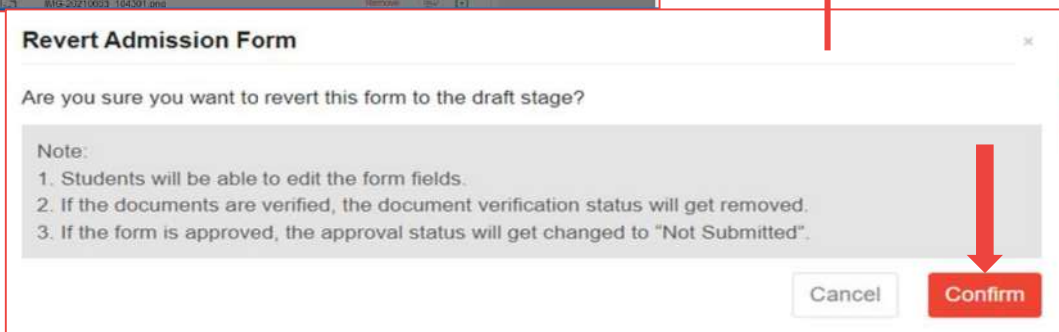


Revert Admission Form



The screenshot shows the CollPoll interface for editing an admission form. A dialog box titled "Revert Admission Form" is overlaid on the form. The dialog asks, "Are you sure you want to revert this form to the draft stage?" and includes a "Note" section with three points: 1. Students will be able to edit the form fields. 2. If the documents are verified, the document verification status will get removed. 3. If the form is approved, the approval status will get changed to "Not Submitted". There are "Cancel" and "Confirm" buttons at the bottom of the dialog. A red box highlights the "Confirm" button.

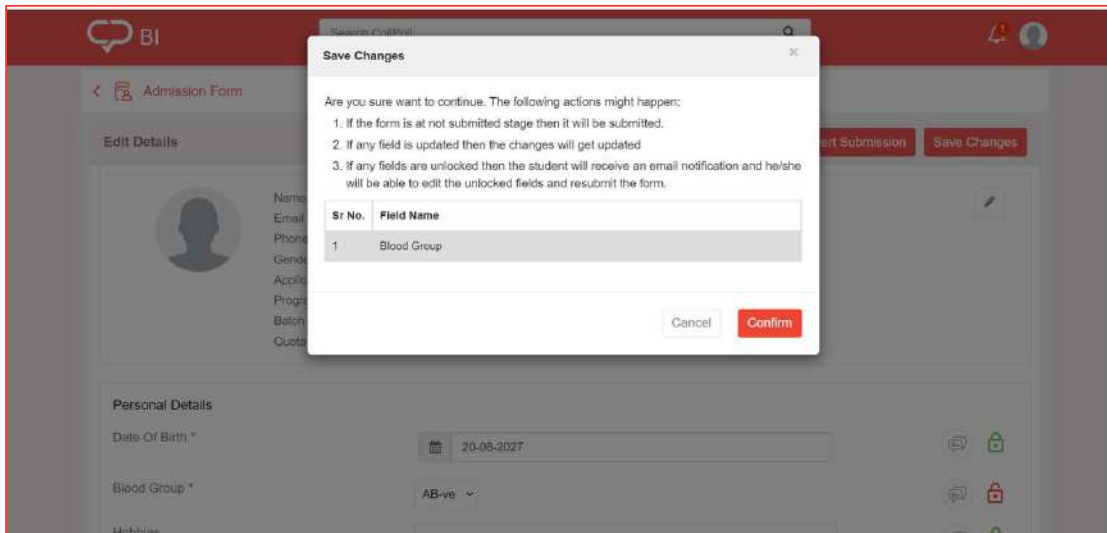
- Click on **revert submission**
- Click on **confirm**
- It will unlock all the fields of admission form for students to fill again



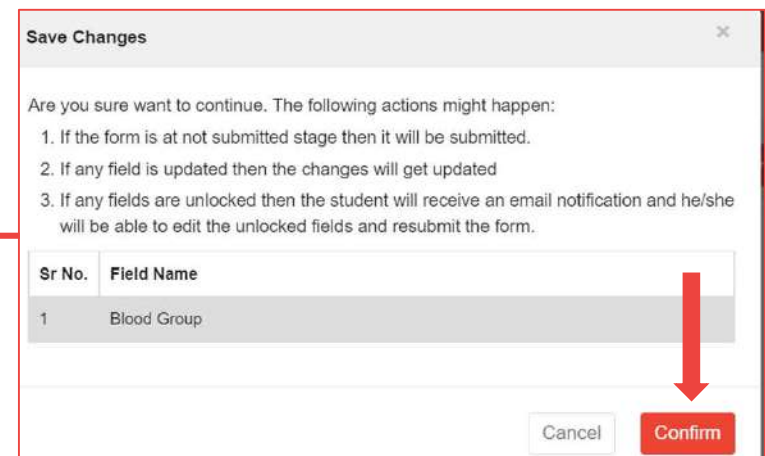
This is a close-up of the "Revert Admission Form" dialog box. It contains the same text as the dialog in the previous screenshot. A red arrow points to the "Confirm" button, which is highlighted in red.



Revert Admission Form



- The changes would be made once admin confirms after clicking on save changes



Revert Admission Form

The screenshot displays the CollPoll admin interface. At the top, there is a search bar labeled "Search CollPoll" and a notification bell icon. The main content area shows the "Student details" for a student named "naveen S". The details include:

- Application Number: 19BSMEE11VIT0016
- Registration ID: Not Available
- Gender: Male
- Email: naveens12@mailinator.com
- Phone: 91-32578538
- Programme: B.Tech in Mechanical Engineering
- Department: School of Mechanical Engineering
- Batch Year: 2019
- Quota: General
- Admission Type: Regular

Below the details, there are buttons for "Approve Form" and "Verify Form". A notification dropdown menu is open, showing "1 New Notification" and a "Mark All Read" button. The notifications list several instances of students re-submitting their forms, such as "naveen S has re-submitted the form. Please check..." and "Mishli shetty has re-submitted the form. Please check...". A red arrow points from the notification bell icon to the dropdown menu.

Admin receives the notification once the student re-submits the form



Revert Admission Form

The screenshot shows the CollPoll web application interface. At the top, there is a search bar labeled 'Search CollPoll' and a user profile icon. Below the search bar, there are filters for 'Select Admission batch' (set to 2019) and buttons for 'Add Students', 'FILTER', 'Actions', 'Change status', and 'Download'. A table lists student applications with columns for Application Number, Student Details, Resubmission Requested, Merit Status, Admission Offer, Fee, Documents, and Application Status. One student, '19BSMEE11VIT001@aveen S', is highlighted with a red box around the 'Resubmission Requested' cell, which contains the text 'Resubmission Requested'. The student's status is 'Not Eligible' with a score of 0 and rank of 0.

Application Number	Student Details	Resubmission Requested	Merit Status	Admission Offer	Fee	Documents	Application Status
<input type="checkbox"/> 19BSMEE11VIT001@aveen S	Admission Type: Regular B.Tech in Mechanical Engineering School of Mechanical Engineering Quota: General	Resubmission Requested	Not Eligible Score: 0 Rank: 0	-	Not Initiated	Not Verified	Accepted Applicant


Through 'resubmission requested' under form's dropdown, admin can check the students who have been asked to re-submit forms



Selective Locking & Unlocking Of Admission Form

Student details

Approve Form Verify Documents Initiate Fee Download Resources

Preview Form Reset Password 

naveen S

Application Number :	19BSMEE11VIT0016
Registration ID :	Not Available
Gender :	Male
Email :	naveens12@mailinator.com
Phone :	91-32578538
Programme :	B.Tech in Mechanical Engineering
Department :	School of Mechanical Engineering
Batch Year :	2019
Quota :	General
Admission Type :	Regular

Personal Details

Date Of Birth 20-08-2015

Upon form submission by student, admin can click on the edit icon to choose the fields to be reopened



Selective Locking & Unlocking Of Admission Form

Edit Details [Cancel] [Revert Submission] [Save Changes]

Name : naveen S
Email : naveens12@mailinator.com
Phone : 91-32578538
Gender : Male
Application Number : 19BSMEE11VIT0016
Programme : B.Tech in Mechanical Engineering
Batch : 2019
Quota : General

Personal Details

Date Of Birth * [20-08-2015] [Comment] [Lock] [Unlock]

Blood Group * [AB+ve] [Comment] [Lock] [Unlock]

Hobbies [Skating, dancing] [Comment] [Lock] [Unlock]

- Beside each field, admin gets to see the comment, lock and unlock icons
- Admin can unlock particular fields which are incorrect



Selective Locking & Unlocking Of Admission Form

The screenshot displays the 'Edit Details' page in the CollPoll system. At the top, there is a search bar and navigation buttons: 'Cancel', 'Revert Submission', and 'Save Changes'. The user profile section includes fields for Name, Email, Phone, Gender, Application Number, Programme, Batch, and Quota. Below this is the 'Personal Details' section with fields for Date Of Birth, Blood Group, and Hobbies. A red arrow points to a comment box that has been opened for the 'Blood Group' field, which is currently set to 'AB+ve'. The comment box contains the text: 'Blood group is wrong. So kindly change it.' and has a 'Save' button.

Name :	naveen S.
Email :	naveens12@mailinator.com
Phone :	91-32578538
Gender :	Male
Application Number :	19BSMEE11VIT0016
Programme :	B.Tech in Mechanical Engineering
Batch :	2019
Quota :	General

Personal Details

Date Of Birth * : 20-08-2015

Blood Group * : AB+ve

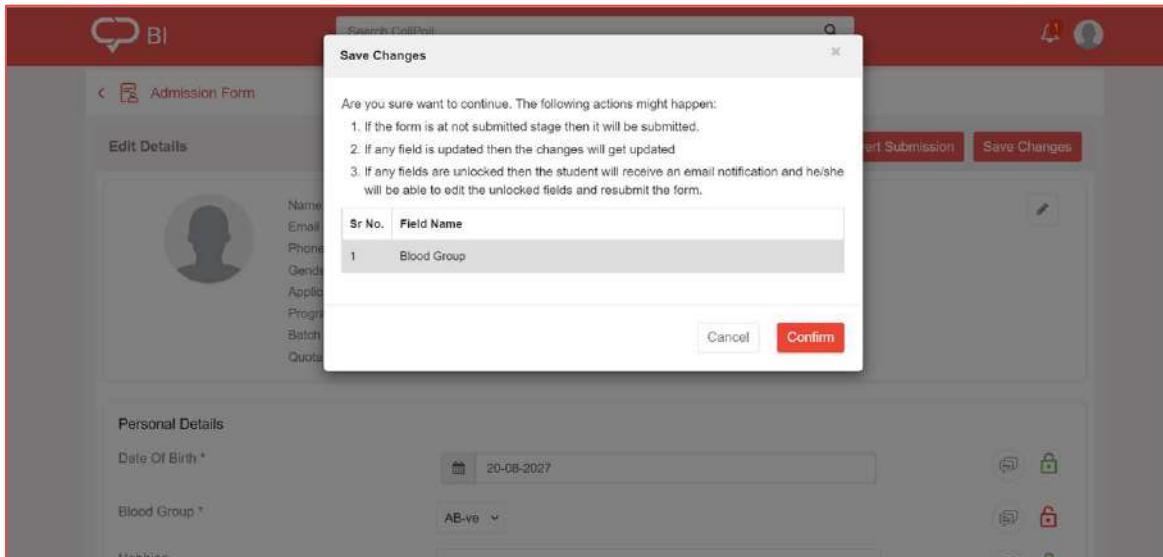
Hobbies : Skating, dancing

Comment: Blood group is wrong. So kindly change it.

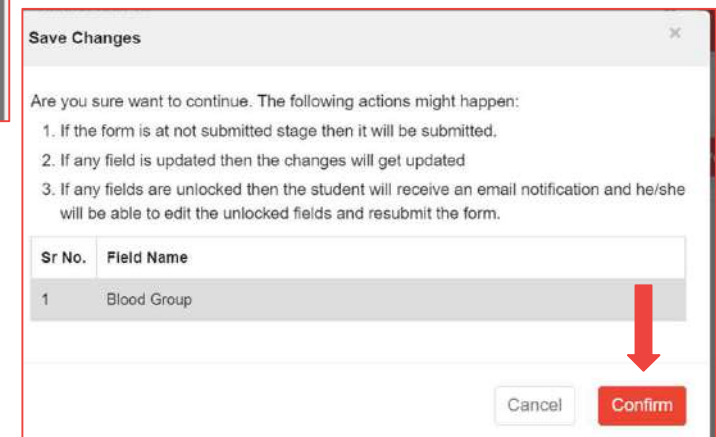
Admin can comment the required changes pertaining to the unlocked fields



Selective Locking & Unlocking Of Admission Form



- The changes would be made once admin confirms after clicking on save changes



Selective Locking & Unlocking Of Admission Form

The screenshot displays the CollPoll web interface. At the top, there is a red navigation bar with the CollPoll logo and a search bar. Below this, the main content area shows a 'Student details' page for a student named 'naveen S'. The page includes a profile picture placeholder and a list of personal and application details. A red arrow points from the 'Student details' header to a notification dropdown menu that is open, showing a list of recent notifications. The notifications list includes messages such as 'naveen S has re-submitted the form. Please check...' and 'Mishri shetty has re-submitted the form. Please check...'. The interface also features 'Approve Form' and 'Verify' buttons.

Field	Value
Application Number :	19BSMEE11VIT0016
Registration ID :	Not Available
Gender :	Male
Email :	naveens12@mailinator.com
Phone :	91-32578538
Programme :	B.Tech in Mechanical Engineering
Department :	School of Mechanical Engineering
Batch Year :	2019
Quota :	General
Admission Type :	Regular

Personal Details

Date Of Birth	27-08-2015
---------------	------------

- The student then receives the mail as well as notification in their Collpoll account to resubmit form
- Admin receives the notification once the student resubmits the form



Set Up Merit Rules

Eligibility

Arun Vijay kumar
APP2019002

Score - 0 Rank - 0 **Eligible**

Criteria	Cutoff	Value	Status	
JEE rank	less than or equal to 1000	500	Eligible	
CET rank	less than or equal to 1200	150	Eligible	

- Merit Rules are set up from the backend
- It can have “OR” as well as “AND” functionalities
- It can be different for different programmes
- Students who pass the criteria will be shown as **Eligible** and those who don't pass it will be marked as **Not Eligible**



Send Offer Letter

The screenshot displays the CollPoll web application interface. At the top, there is a search bar labeled 'Search CollPoll' and a user profile icon. Below this, a table lists student applications. The table has columns for 'Application Number', 'Student Details', 'Form', 'Eligible', 'Released', 'Fee', 'Documents', and 'Application Status'. Two students are listed: Ashish Paul (Application Number BU21BTCN207358) and Daksh Vasudev (Application Number BU21BTCN207353). Both are in 'Not Approved' status and are 'Eligible'. The 'Released' status for both is 'Not Released'. The 'Fee' status is 'Initiated' with a due amount of 260,000. The 'Documents' status is 'Not Verified' and the 'Application Status' is 'Accepted Applicant'. An 'Actions' dropdown menu is open over the first student's row, with 'Send Offer Letter' highlighted in a red box. Other options in the menu include 'Approve Form', 'Verify Documents', and 'Initiate Fee'.

Application Number	Student Details	Form	Eligible	Released	Fee	Documents	Application Status
<input checked="" type="checkbox"/> BU21BTCN207358	Ashish Paul Admission Type: Regular B.Tech. Computer Science Engineering School of Engineering and Applied Sciences Quota: General	Not Approved	Eligible Score: 0 Rank: 0	Not Released - Offered On : 26th Aug 2021 11:08 am Expires On : 10th Sep 2021 11:08 am	Initiated CollPoll Admin 26 Aug 11:08 am Due Amount 260,000	Not Verified	Accepted Applicant
<input type="checkbox"/> BU21BTCN207353	Daksh Vasudev Admission Type: Regular B.Tech. Computer Science Engineering School of Engineering and Applied Sciences Quota: General	Not Approved	Eligible Score: 0 Rank: 0	Not Released - Offered On : 26th Aug 2021 11:01 am Expires On : 10th Sep 2021 11:01 am	Initiated CollPoll Admin 26 Aug 11:01 am Due Amount 260,000	Not Verified	Accepted Applicant



Send Offer Letter



Form Status	Document Verification Status	Merit Status	Fees Status
Form Submitted CollPoll Admin 26th Aug 2021 11:08 am	Documents Submitted CollPoll Admin 26th Aug 2021 11:08 am	Eligible Score - 0 Rank - 0	Fee Initiated

Programme: B.Tech. Computer Science En

Batch Year: 2021

Quota: General

Scholarship: Select Scholarship

Offer Expires On: Date Start Time

Note: An automated email and notification will be sent to the candidate on confirmation

- **Select Programme** for which the offer letter is being sent
- Select the **Batch Year**
- Select the Quota to which the student belongs
- Select Scholarship if the student is eligible. **Scholarship can also be auto-applied, based on merit**
- Mention **offer letter expiration date and time**
- **Auto initiate fee process** simultaneously



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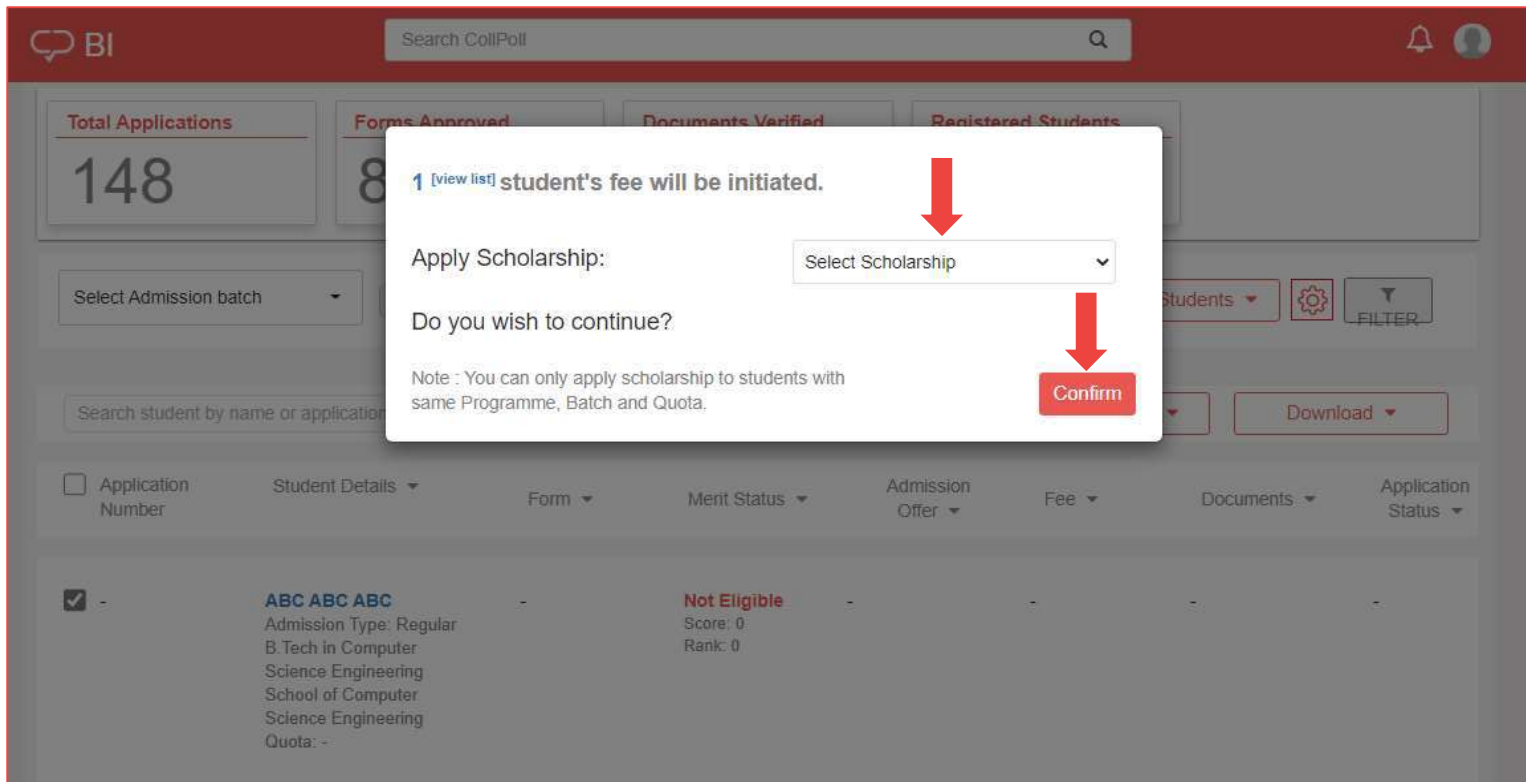
Manual Fee Initiation

The screenshot shows the 'Admission' management interface. At the top, there are summary cards for 'Total Applications' (38), 'Forms Approved' (2), 'Documents Verified' (2), and 'Registered Students' (4). Below these are filters for 'Select Batch' (2022) and 'Date Range' (Last 30 days). A search bar is present for 'Search student by name or application number'. An 'Actions' dropdown menu is open, with 'Initiate Fee' highlighted in a red box. The main table lists applicants with columns for Application Number, Student Details, Form status, Merit status, Fee status, Documents status, and Application Status.

Application Number	Student Details	Form	Merit	Fee	Documents	Application Status
<input checked="" type="checkbox"/> 3000	Md Asim Admission Type: Regular Post Graduate Diploma in Management - PGDM School of Management Quota: General	Approved Mr. Admin Demo Person 01 Mar 03:43 pm	Not Eligible Score: 0 Rank: 0	Initiated Mr. Admin Demo Person 01 Mar 03:45 pm Due Amount: 53,000	Verified Mr. Admin Demo Person 01 Mar 03:43 pm	Registered Student
<input type="checkbox"/> 234567	Kajal Kumari Admission Type: Regular Post Graduate Diploma in Management - PGDM School of Management Quota: General	Not Submitted	Not Eligible Score: 0 Rank: 0	Initiated Mr. Admin Demo Person 28 Feb 11:57 am Due Amount: 153,000	Not Submitted	Accepted Applicant
<input type="checkbox"/> 202201	Aaditya01	Approved	Eligible	Fully Paid	Verified	Registered

Manually initiate the fee process for eligible applicants, without generating the offer letter





1 [view list] student's fee will be initiated.

Apply Scholarship:

Do you wish to continue?

Note : You can only apply scholarship to students with same Programme, Batch and Quota.

Confirm

Application Number	Student Details	Form	Merit Status	Admission Offer	Fee	Documents	Application Status
<input checked="" type="checkbox"/>	ABC ABC ABC Admission Type: Regular B.Tech in Computer Science Engineering School of Computer Science Engineering Quota: -	-	Not Eligible Score: 0 Rank: 0	-	-	-	-

- Apply scholarship for the respective applicant, if eligible for any state or central scholarship
- While initiating the fee process, scholarship can be applied to applicants at a single point of time who fall into the same programme, batch or quota



Configure Admission Settings

CU

< Admission

Total Applications 38	Forms Approved 2	Documents Verified 2	Registered Students 4
---------------------------------	----------------------------	--------------------------------	---------------------------------

Select Batch **2022** Date Range

<input type="checkbox"/>	Application Number	Student Details	Form	Merit Status	Admission Offer	Fee	Documents	Application Status
<input checked="" type="checkbox"/>	3000	Md Asim Admission Type: Regular Post Graduate Diploma in Management - PGDM School of Management Quota: General	Approved Mr. Admin Demo Person 01 Mar 03:43 pm	Not Eligible Score: 0 Rank: 0	-	Initiated Mr. Admin Demo Person 01 Mar 03:45 pm Due Amount 53,000	Verified Mr. Admin Demo Person 01 Mar 03:43 pm	Registered Student
<input type="checkbox"/>	234567	Kajal Kumari Admission Type: Regular Post Graduate Diploma in Management - PGDM School of Management Quota: General	Not Submitted	Not Eligible Score: 0 Rank: 0	-	Initiated Mr. Admin Demo Person 28 Feb 11:57 am Due Amount 153,000	Not Submitted	Accepted Applicant
<input type="checkbox"/>	202201	Aaditya01	Approved	Eligible	-	Fully Paid	Verified	Registered



Configure Admission Settings

BI Search CollPoll

< Admission Settings

Allow prospective student to be accepted and converted to student if: [Edit](#)

Form status: Not Submitted

- Not Submitted ✓
- Submitted and Not Approved ✓
- Approved ✓

Fee status: Not Initiated

- Not Initiated ✓
- Initiated and Not Paid ✓
- Partially Paid ✓
- Paid ✓

Document status: No Documents

- No Documents ✓
- Not Submitted ✓
- Submitted and Not Verified ✓
- Partially Verified ✓
- Verified ✓

- Configure admission settings after adding the applicants to system and before the approval process starts
- Set mandatory requirements for application form, documents and fee, to convert the status of prospective students to converted students



Applicant successfully converted to Student

CollPoll®

The screenshot displays the CollPoll web interface. At the top, there is a navigation bar with the CollPoll logo, a search bar, and user profile icons. Below this, the page title is "Student details". Three status indicators are shown: "Form Approved" (22 Jul 01:34 pm), "Documents Verified" (22 Jul 01:35 pm), and "Fee Initiated" (02 Aug 04:50 pm), all marked with green checkmarks. The main content area features a profile card for "Anita" with a "Reset Password" button. The profile card lists the following details:

Application Number :	10262018
Registration ID :	Not Available
Gender :	Female
Email :	anita26@mailinator.com
Phone :	44-662276444554
Programme :	M.Tech in Mechanical Engineering
Department :	School of Mechanical Engineering
Batch Year :	2021
Quota :	General
Admission Type :	Regular

Below the profile card, there is a section titled "Personal Details".



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Change Applicant Status

The screenshot displays the CollPoll admission management interface. At the top, there are summary cards for 'Total Applications' (38), 'Forms Approved' (2), 'Documents Verified' (2), and 'Registered Students' (4). Below these are filters for 'Select Batch' (2022) and 'Date Range' (Last 30 days). A search bar is present for 'Search student by name or application number'. A table lists applicants with columns for Application Number, Student Details, Form, Merit Status, and Admission Offer. A dropdown menu is open over the 'Change status' column, showing options: Accepted Applicant, Provisional Allotment, Registered Student (highlighted with a red box), Waitlisted, Cancelled / Withdrawn, Rejected, Call Back, Selected For Group Discussion, Dropped, Resurrected, and Initiated. The 'Initiated' option shows a score of 0, rank of 0, and a due amount of 153,000.

Application Number	Student Details	Form	Merit Status	Admission Offer
<input checked="" type="checkbox"/> 3000	Md Asim Admission Type: Regular Post Graduate Diploma in Management - PGDM School of Management Quota: General	Approved Mr. Admin Demo Person 01 Mar 03:43 pm	Not Eligible Score: 0 Rank: 0	-
<input type="checkbox"/> 234567	Kajal Kumari Admission Type: Regular Post Graduate Diploma in Management - PGDM School of Management Quota: General	Not Submitted	Not Eligible Score: 0 Rank: 0	-
<input type="checkbox"/> 202201	Aaditya01	Approved	Eligible	Fully Paid, Verified, Registered

- Once the applicants submit the fee, their status can be changed in bulk by first selecting the applicants by applying filters and then clicking on **Registered Student** in **Change Status** section
- After changing the status, auto generate student ID



Access Reports

CU Search CollPoll

Admission

Total Applications	Forms Approved	Documents Verified	Registered Students
38	2	2	4

Select Batch 2022 Date Range Last 30 days Add Students FILTER

Search student by name or application number

Application Number Student Details Form Merit Status Admission Offer Fee Doc

Application Number	Student Details	Form	Merit Status	Admission Offer	Fee	Doc	Registered
<input checked="" type="checkbox"/> 3000	Md Asim Admission Type: Regular Post Graduate Diploma in Management - PGDM School of Management Quota: General	Approved Mr. Admin Demo Person 01 Mar 03:43 pm	Not Eligible Score: 0 Rank: 0	-	Initiated Mr. Admin Demo Person 01 Mar 03:45 pm Due Amount 53,000	Verified Mr. Admin Demo Person 01 Mar 03:43 pm	Registered Student
<input type="checkbox"/> 234567	Kajal Kumari Admission Type: Regular Post Graduate Diploma in Management - PGDM School of Management Quota: General	Not Submitted	Not Eligible Score: 0 Rank: 0	-	Initiated Mr. Admin Demo Person 28 Feb 11:57 am Due Amount 153,000	Not Submitted	Accepted Applicant
<input type="checkbox"/> 202201	Aaditya01	Approved	Eligible	-	Fully Paid	Verified	Registered

Download

- Student Form Status Report
- Fee Payment Log Report
- Student Fee Report
- Student Detail Report

- Option to download the Report which has all the components of application form that applicants filed out in the initial process of the admission - personal, academic, family details etc



BENEFITS OF USING THE MANAGEMENT SYSTEM!

ADMISSION



**Simplified & Automated
Admissions Process From
One Place**



**More Flexibility To
Access The
Applications Anytime
Anywhere**



**Reduced Human
Labour & Costs**



**Track & Monitor All
The Information At
Your Fingertips**



**Convert All
Documentation To
Digital & Reduce Paper
Waste**



**Get Deeper Insights
With Detailed Reports**





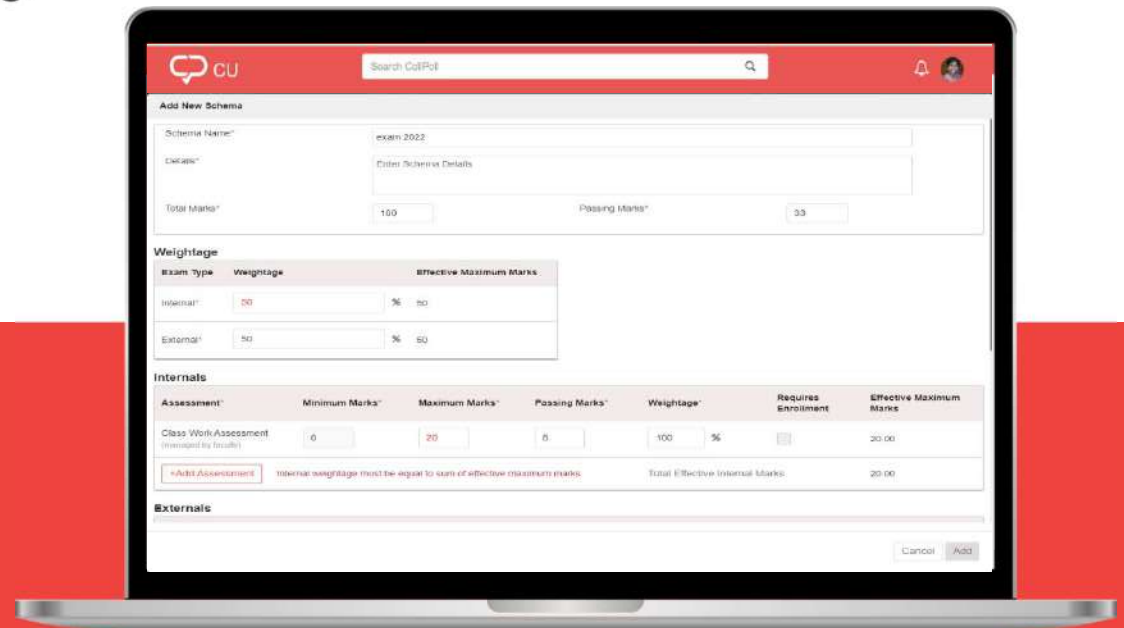
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**Smart EMS For Flawless & Complete Examination
Management**



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CollPoll[®]



Smart EMS For Flawless & Complete Examination Management

Execute Each & Every Step Of Taking Exams From One Place

What Is Examination Management In CollPoll ?



For Students

Examination Management system automates & streamlines the examination schedule, conduction, and result declaration process while ensuring 100% accuracy of results.



For Administrators

A software that's been developed to manage the entire exam process. It covers all the activities that are related to examination management, right from receiving enrollment and examination forms, to the processing of exams, printing, distribution, and statistical reports.



Smart Examination Management

Examination Planning

- ✓ Add a New Exam Type
- ✓ Import Gradesheet
- ✓ Bulk Download in Gradesheet

Access Control

- ✓ Grant Privileges for Examination Planning & Evaluation Schema



Evaluation Schema

- ✓ Define Marks Distribution
- ✓ Apply Schema
- ✓ Create a New Schema
- ✓ Map/Unmap a Schema

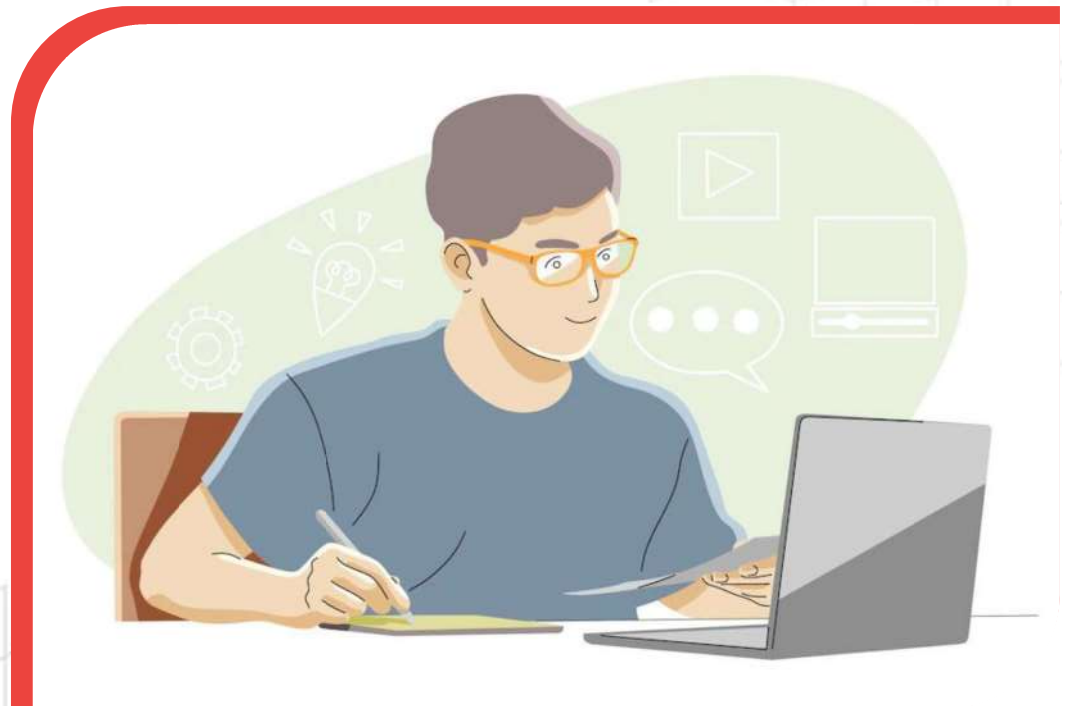
Detailed Configuration

- ✓ Add Assessments
- ✓ Define Maximum/Passing Marks
- ✓ Configure Make-up/Re-Exam



PREREQUISITES FOR EXAM MANAGEMENT

- Automation of planning and execution
- Configuration of exam types
- Online exam registrations
- Exam Timetable Configuration
- Result Generation



EXAMINATION PLANNING



Admin Privileges

CU Search CollPoll

Course Master OBE Dashboard

Privileges and Permissions (3)

- Roles & Designation
- Assign Roles
- Admin Privileges**

Reports And Logs (2)

- Audit Logs
- Feedback

Go to **admin privileges** under **admin console**



Admin Privileges

CU Search CollPoll

< Admin Privileges

Privileges	Name	Department	Designation	Entity	
exam	Prof. Swati Naik	School of Management	Professor	null-2017-A	x
Exam Enrollment Management	Prof. Swati Naik	School of Management	Professor	null-2017-B	x
Examination Configuration Rights	Prof. Swati Naik	School of Management	Professor	null-2018-A	x
Examination Evaluation Schema	Prof. Swati Naik	School of Management	Professor	null-2019	x
Examination Management	Prof. Swati Naik	School of Management	Professor	null-2017	x
Examination Reports	Prof. Swati Naik	School of Management	Professor	null-2018	x
Examination Transcript Management	Prof. Swati Naik	School of Management	Professor	null-2019	x
Examinations	Prof. Swati Naik	School of Management	Professor	CollPoll University	x
Institutional Calendar	Dr. Anand Mallick	School of Management	Professor	CollPoll University	x
	Mr. Apci Apci	JGU Department	-	CollPoll University	x
	Faculty 1234	School of Management	-	CollPoll University	x
	Prof. Sneha P	School of Management	Dean	CollPoll University	x

- Search for **examination management**
- Click on **add** tab on the bottom right



Admin Privileges

Examination Management

Aaditya Gupta
e21cseu0853@mailinator.com
91-7015463639

Grant Privilege

Name	Department	Role	Institution
Shayak Ghosh	HOME OF ENGINEER MANAGEMENT	Principal	Sri Venkateswara Institute of Medical Sciences
Mr. Jay Panchal	School of Engineering	-	Sri Venkateswara Institute of Medical Sciences
Mr. Santosh A	CollPoll School of Engineering	-	Sri Venkateswara Institute of Medical Sciences
Dr. Aryan S	Department of Electronics & Communication (ATC)	-	CollPoll University

Search for the faculty name then, click on **grant privilege**



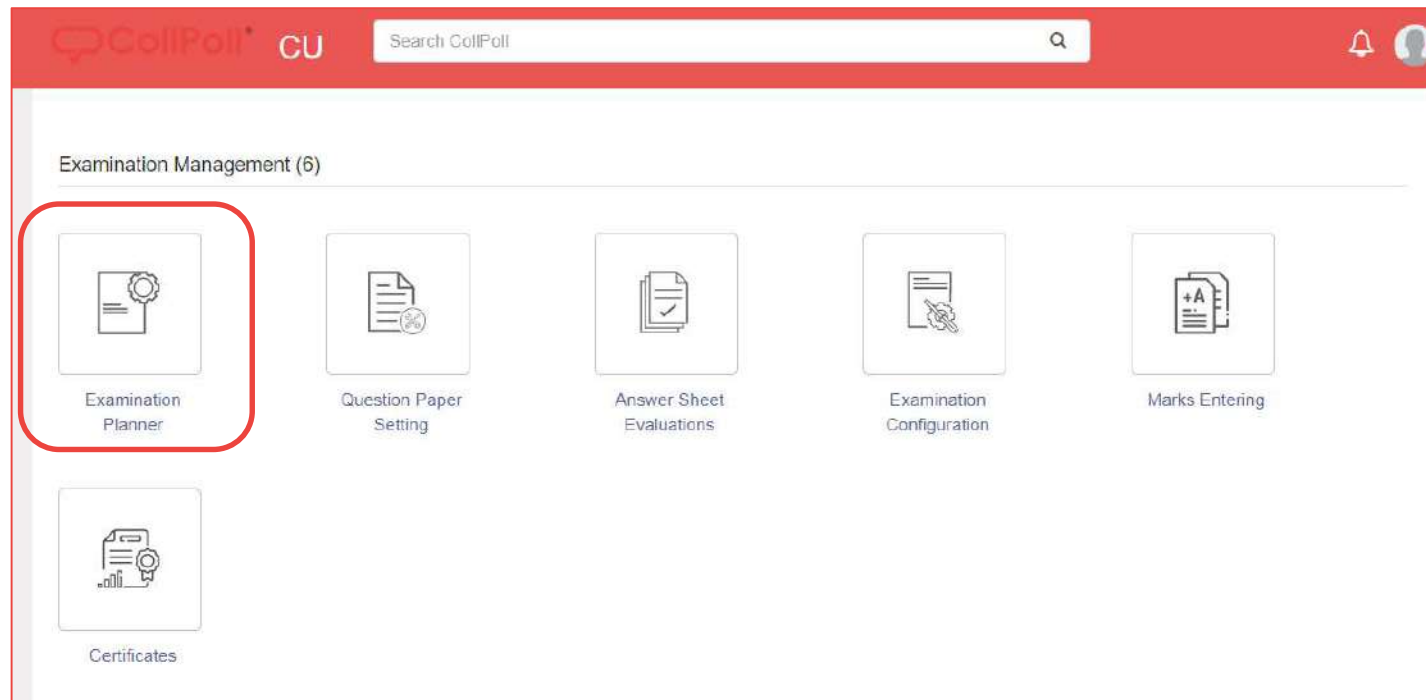
Navigating To Examination Planner



The screenshot displays the CollPoll user interface for a user named 'Mr. Admin Demo Person'. The interface includes a search bar at the top, a navigation menu on the left, and a main content area. The 'Admin Console' option is highlighted with a red box in the 'Dashboards' section. The 'Actions' section includes options like 'Post Notice', 'Ask Question', 'Schedule Event', and 'Post Update'. The main content area shows a post from 'Book club' and a notification from 'CollPoll University'.

- Automation of planning and execution can be done
- System will allow to configure the multiple exam types

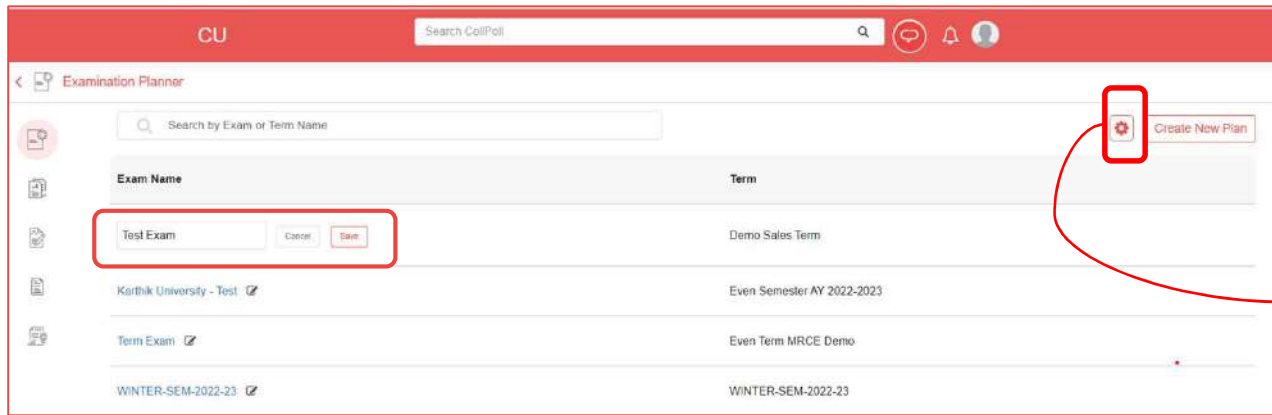




In the Admin Console, we need to click on **Examination Planner**

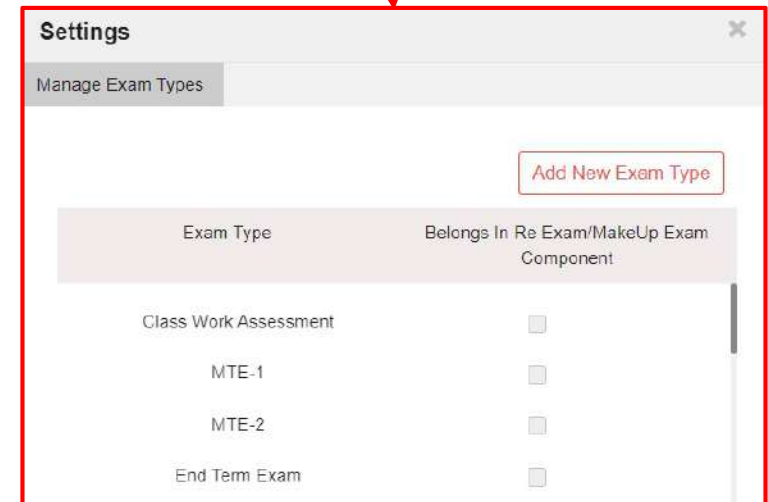


Examination Planner - Exam Type Configuration



- Click on the **settings** button as shown for defining the exam types. (For ex: **Mid-sem exams,End sem exam**)
- Click on the edit icon to change exam name

- On defining the exam types as followed by the university click on the boxes as shown if only it needs to be considered for **Re Exam/Make up Exam**.
- On selecting the checkboxes those exam types won't be visible for regular exams.



Exam Name	Term
Test Exam	Demo Sales Term
ISBR Executive Exam	demo11
Quiz_1 Testing	2022-PGDM(C)-2TM
PGDMAY 2021 Examination	BBA BA

Create New Plan

Examination Name:

Term:

- Click on **Create New Plan**
- Create New Pan for the **active term** for which exam needs to be conducted.

Examination Planner - Front Page Settings



CU Search CollPoll

Examination Planner > Examination 2022-2023 > Term Results > Front Page Settings

Course Results Term Results Publish Results **Settings**

Access Results **Gradesheet** Publish


Front Page Preview Import

Header & Range Settings

Institute Logo

Institute Name

Institute Address



CollPoll University

D. Y. PATIL ARTS, COMMERCE & SCIENCE JUNIOR COLLEGE

- Click on the edit icon to update the institute name, address, and logo.



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Examination Planner - Import Gradesheet

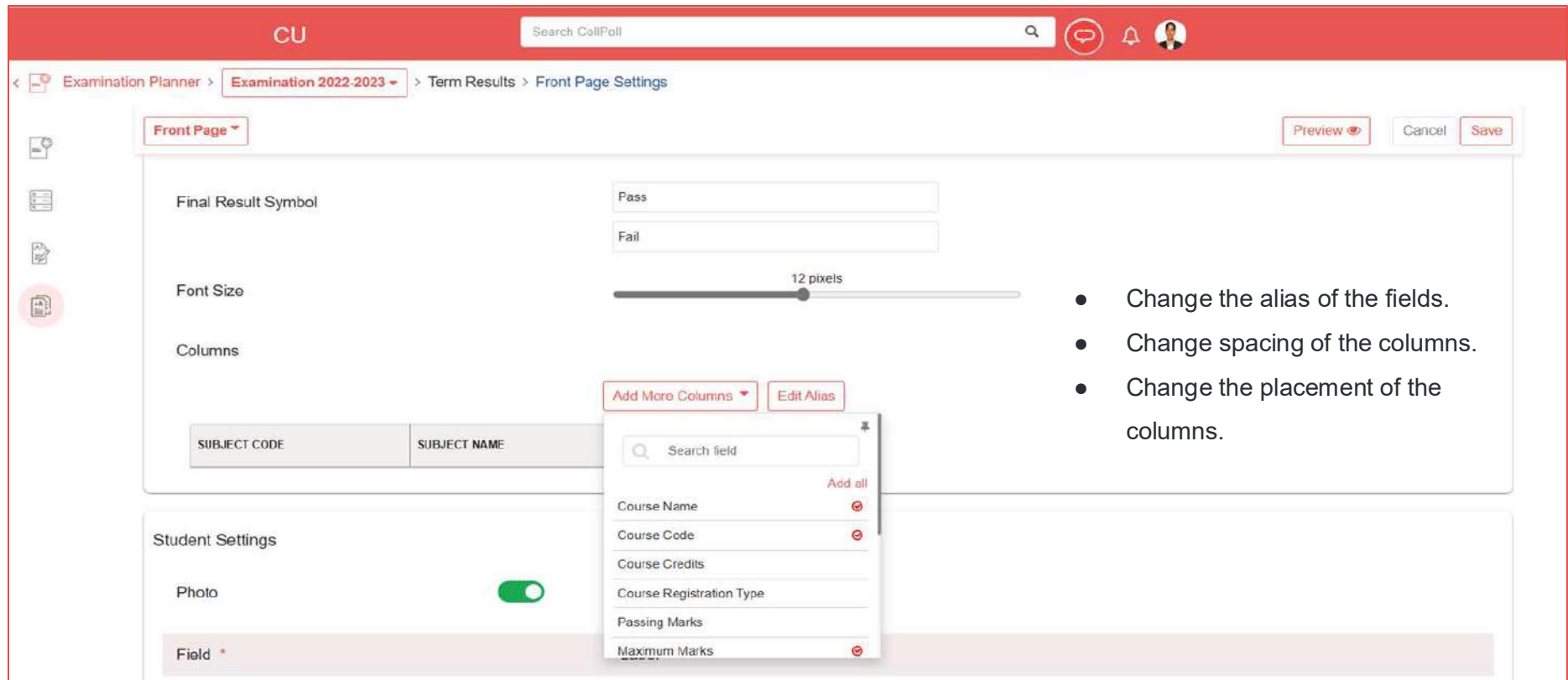


The screenshot displays the 'Examination Planner' interface for 'Examination 2022-2023'. The 'Gradesheet' tab is active. A modal dialog titled 'Import Settings' is open, asking 'Are you sure you want to import another exam settings?'. The dialog includes a dropdown menu with 'Examination 2022-2023' selected, a note stating 'Existing setting will be overridden with selected exam settings', and 'Cancel' and 'Import' buttons. The background interface shows 'Header & Range Settings' with toggle switches for 'Institute Logo', 'Institute Name', and 'Institute Address'. The institute name is 'CollPoll University' and the address is 'D. Y. PATIL ARTS, COMMERCE & SCIENCE JUNIOR COLLEGE'.



BABA FARID COLLEGE OF ENGG. & TECHNOLOGY

Examination Planner - Column Control In Gradesheet



The screenshot displays the 'Front Page Settings' configuration page in the CollPoll system. The breadcrumb trail indicates the path: Examination Planner > Examination 2022-2023 > Term Results > Front Page Settings. The 'Front Page' tab is active, and the 'Columns' section is expanded to show a table with two columns: 'SUBJECT CODE' and 'SUBJECT NAME'. A dropdown menu is open over the 'SUBJECT CODE' column, listing various fields for selection: Course Name, Course Code, Course Credits, Course Registration Type, Passing Marks, and Maximum Marks. The 'Add More Columns' button is highlighted in red. To the right of the table, a list of bullet points provides instructions on how to use these settings.

Final Result Symbol

Pass

Fail

Font Size

12 pixels

Columns

Preview Cancel Save

- Change the alias of the fields.
- Change spacing of the columns.
- Change the placement of the columns.

Student Settings

Photo

Field *



Examination Planner - Bulk Download In Gradesheet



The image displays two screenshots of the CollPoll Examination Planner interface. The top screenshot shows a 'Student Grade Sheets' dialog box for Naresh Chopra (ID: 123, Email: naru@gmail.com, Course: CollPoll B.Tech Mechanical Engineering 2016). The dialog box contains a table with the following data:

Regular			
Type	Term Name	Generated On	PDF
Original	Demo Term [Forenrollement]	Feb 3, 2023 11:25:32 AM	

The bottom screenshot shows the same interface with the 'Gradesheet(s)' button highlighted, indicating the bulk download process.



BABA FARID COLLEGE OF ENGG. & TECHNOLOGY

Examination Planner - Bulk Download In Gradesheet



CU

< Examination Planner > Examination 2022-2023 > Term Results

Course Results **Term Results** Publish Results Settings

FILTER

All 20 students selected across this page.

Generate Actions Download

<input checked="" type="checkbox"/>	Students (449)	Programme	Courses	SGPA	CGPA	Gradesheet(s)
<input checked="" type="checkbox"/>	A HARSHINI b 2111CS020164 newupdatedemail@m...	Five-Year Dual Degree Program	View	Not Generated	Not Generated	Not Generated
<input checked="" type="checkbox"/>	aaaaaa aaaaaaaa aaaaa elon@gmail.com	passed out batch	View	Generated	Not Generated	Not Generated
<input checked="" type="checkbox"/>	Aaditya Gupta E21CSEU0852 e21cseu0853@mailin...	CollPoll B.Tech Mechanical Engineering	View	Not Generated	Not Generated	Not Generated

Download dropdown menu:
Gradesheets
Consolidated Report



Download Gradesheets ✕

Total Selected Students : 20

Are you sure you want to download gradesheets for selected students?

Attempt Type:

Regular Re Exam Backlog

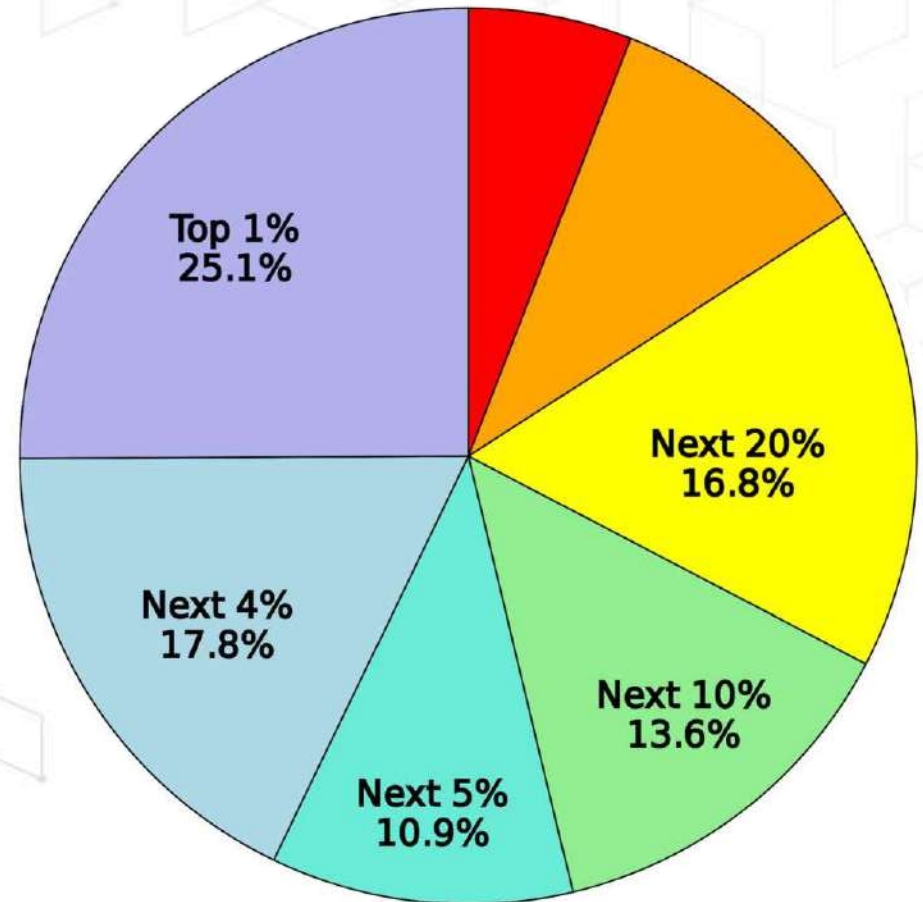
[Download](#)

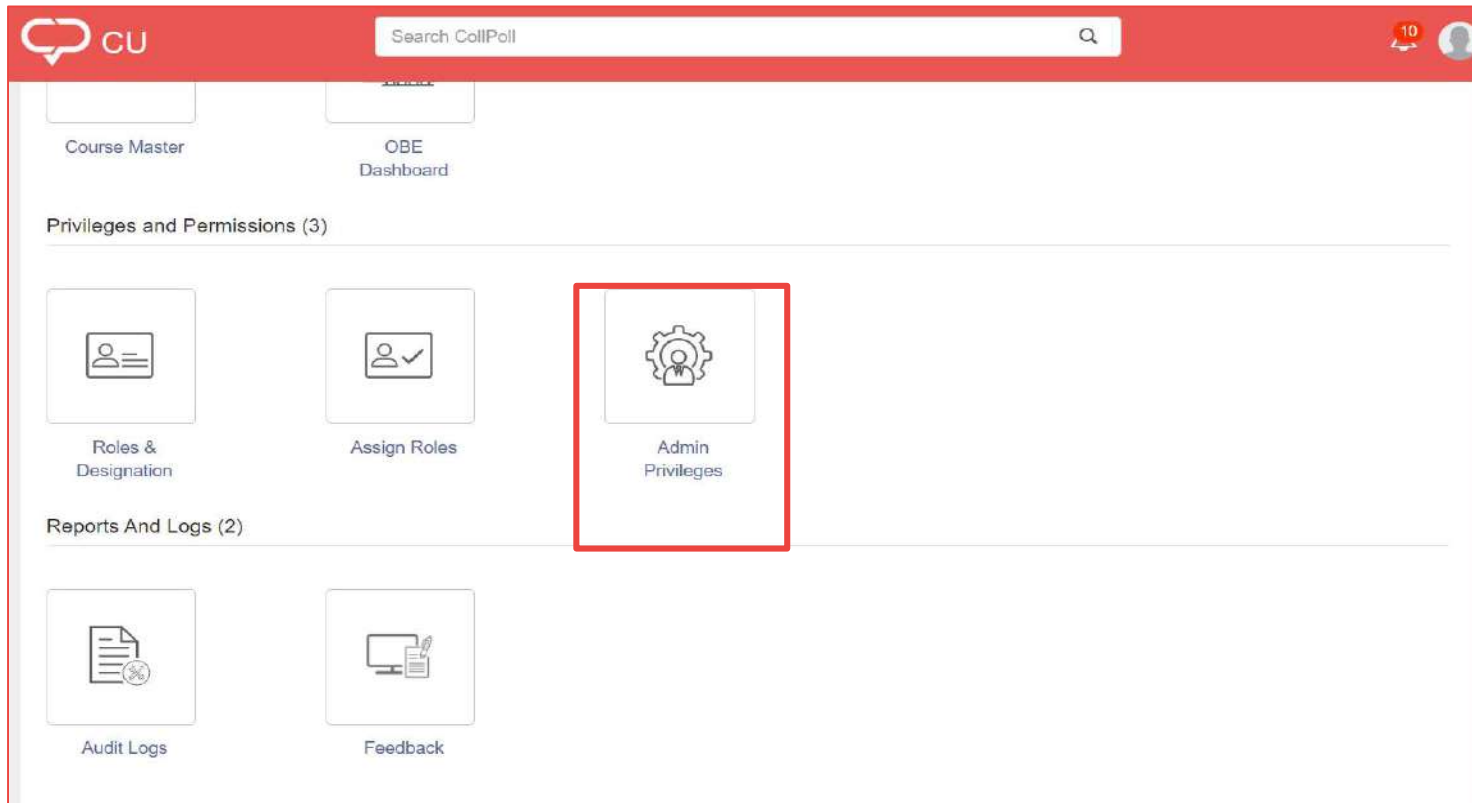
Note:

- If the Number of Grade sheets generated are more than 50 than the generation will follow Batch processing.
- Each Grade sheet size is ranging from 1.25 to 2 MB so a fast internet speed is recommended for downloading large set of grade sheets.
- At a time 200 grade sheets can be download, if the institution tries to download 2000 grade sheets, 10 folders with 200 grade sheets will get downloaded.



EVALUATION SCHEMA





Go to **admin privileges** under **admin console**



Admin Privileges

CU Search CollPoll

< Admin Privileges

Privileges	Name	Department	Designation	Entity	
exam	Dr. Lakshmi Ahuja	CollPoll School of Engineering	-	CollPoll University	x
Exam Enrollment Management	Dr. Gunwant Sharma	School of Management	-	FORENROLLMENT	x
Examination Configuration Rights	CollPoll Admin	-	-	CollPoll University	x
Examination Evaluation Schema	Gunisha	CollPoll School of Engineering	-	General Administration	x
Examination Management	Prof. Geeta Nair	SCHOOL OF ENGINEERING(EXCELLENCE)	-	Sri Venkateswara Institute of Medical Sciences	x
Examination Reports	Prof. Sujan GK	HOME OF ENGINEER MANAGEMENT	HOD	Sri Venkateswara Institute of Medical Sciences	x
Examination Transcript Management	Prof. Sujan GK	HOME OF ENGINEER MANAGEMENT	HOD	Sri Venkateswara Institute of Medical Sciences	x
Examinations	Shayak Ghosh	HOME OF ENGINEER MANAGEMENT	Principal	Sri Venkateswara Institute of Medical Sciences	x
Institutional Calendar	Mr. Jay Panchal	School of Engineering	-	Sri Venkateswara Institute of Medical Sciences	x

Add

- Search for **examination evaluation schema**
- Click on **add** tab



Admin Privileges

Examination Management

Aaditya Gupta
e21cseu0853@mailinator.com
91-7015463639

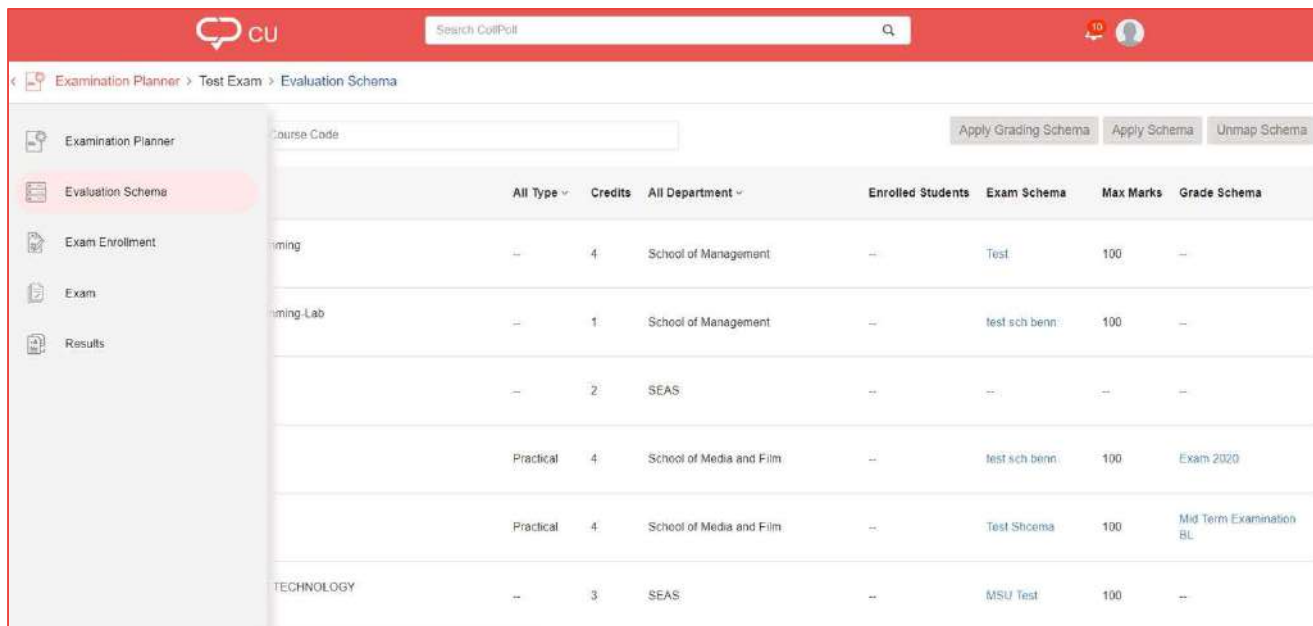
Grant Privilege

Name	Department	Role	Institution
Shayak Ghosh	HOME OF ENGINEER MANAGEMENT	Principal	Sri Venkateswara Institute of Medical Sciences
Mr. Jay Panchal	School of Engineering	-	Sri Venkateswara Institute of Medical Sciences
Mr. Santosh A	CollPoll School of Engineering	-	Sri Venkateswara Institute of Medical Sciences
Dr. Aryan S	Department of Electronics & Communication (ATC)	-	CollPoll University

Add

Search for the faculty name then, click on **grant privilege**





The screenshot shows the 'Evaluation Schema' page in the CollPoll system. It features a sidebar with navigation options: Examination Planner, Evaluation Schema (highlighted), Exam Enrollment, Exam, and Results. The main content area displays a table with columns for Course Code, All Type, Credits, All Department, Enrolled Students, Exam Schema, Max Marks, and Grade Schema. There are also buttons for 'Apply Grading Schema', 'Apply Schema', and 'Unmap Schema'.

Course Code	All Type	Credits	All Department	Enrolled Students	Exam Schema	Max Marks	Grade Schema
...	...	4	School of Management	...	Test	100	...
...-Lab	...	1	School of Management	...	test sch benn	100	...
...	...	2	SEAS
...	Practical	4	School of Media and Film	...	test sch benn	100	Exam 2020
...	Practical	4	School of Media and Film	...	Test Shcema	100	Mid Term Examination BL
TECHNOLOGY	...	3	SEAS	...	MSU Test	100	...

Evaluation Schema - where to define the marks distribution for the assessments concerning the courses

- **COURSES:** States the courses list which all are present in the system
- **ALL TYPE/CREDITS:** It defines the course types ex. Theory, practical etc and its credits.
- **ENROLLED STUDENTS:** States the count of students who are actively studying this course in this term.
- **EXAM SCHEMA:** Where we can see the course schema which we will configure
- **GRADE SCHEMA-** Where we can see the grade schema in which we will define the grades with respect to the marks.



Evaluation Schema



Examination Planner > FORENROLLMENT EXAMINATION > Evaluation Schema

Search by Course Name or Course Code

Apply Grading Schema **Apply Schema** Unmap Schema

Course Name (3147)	All Type	Credits	All Department	Enrolled Students	Exam Schema	Max Marks	Grade Schema
<input checked="" type="checkbox"/> NET Framework And Programming (BCST-701)	--	4	School of Management	--	--	--	--
<input type="checkbox"/> NET Framework And Programming-Lab (BCSP-701)	--	1	School of Management	--	Schema Name	100	--
<input type="checkbox"/> 00 Test (BCA101L)	--	2	SEAS	--	Schema Name	100	--
<input type="checkbox"/> 2D Digital Animation I (CPMF2005)	Practical	4	School of Media and Film	2	Schema Name	100	--

Apply Schema

Selected Courses : 1

Select Schema **+Create New Schema**

Updating schema for this course will erase marks for all the assessments. Class Work Assessment(Faculty Grade Book) marks will remain unaffected.

Cancel Apply

- **Select the course** to which you want to apply **Course Schema**.
- Click on **Apply Schema**
- This page will appear
- Click on **Create New Schema** or you can select the already created schemas by clicking **Select Schema**
- Schema can be unmapped using **Unmap Schema**



Add New Schema

Schema Name*

Details*

Total Marks* Passing Marks*

Weightage

Exam Type	Weightage	Effective Maximum Marks
Internal*	<input type="text" value="50"/> %	50
External*	<input type="text" value="50"/> %	50

Internals

Assessment*	Minimum Marks*	Maximum Marks*	Passing Marks*	Weightage*	Requires Enrollment	Effective Maximum Marks
Class Work Assessment <small>(managed by faculty)</small>	<input type="text" value="0"/>	<input type="text" value="20"/>	<input type="text" value="8"/>	<input type="text" value="100"/> %	<input type="checkbox"/>	20.00
+Add Assessment	Internal weightage must be equal to sum of effective maximum marks			Total Effective Internal Marks		20.00

Externals

- Fill the necessary details i.e **Schema name, Details, Total Marks & Passing Marks**
- **Define the weightage** for the assessments
- Using the **Add Assessment** you can add multiple assessments which got configured under **Exam Type**
- **Define the Maximum, passing marks with** respect to the internal assessments
- Similarly, define the **marks for the externals**



Makeup (Optional)

Makeup Exam Assessment	Minimum Marks	Maximum Marks	Passing Marks	Requires Enrollment	Substitute For	Weightage
					Assessment	

[+Add Assessment](#) Note: If a student is enrolled for makeup his makeup marks will be distributed as per the above schema.

Re-Exam (Optional)

Re-Exam Assessment*	Minimum Marks*	Maximum Marks*	Passing Marks*	Requires Enrollment	Substitute For	Weightage
Re-Exam	0			✔	Component	
					Select Component	100
					Internal	
					External	

- **Two Optional Assessments can be configured:**

1. **Makeup Exam-** Create make up as per exam policy. No separate grade sheet will generated.
2. **Re-Exam-** Create Re-Exam as per exam policy. Separate Grade sheet can be generated.
3. Makeup & Re-Exam can be substitute on Assessment & Component Level.





BABA FARID COLLEGE OF ENGG. & TECHNOLOGY

BENEFITS OF USING THE SMART EXAMINATION MANAGEMENT SYSTEM!



**Hassle-Free
Examination Process
Management**



**Boost Students Interest
With Multiple Exam
Formats**



**Single Cost Efficient
Solution For Complete
Examination Process**



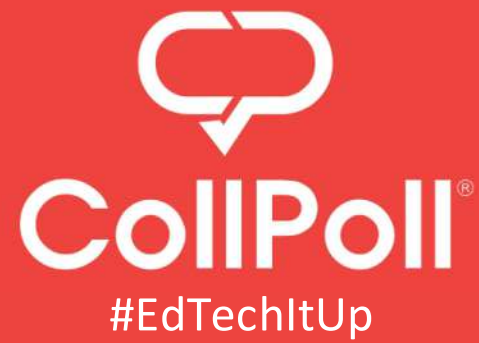
**Greater Accuracy &
Precision**



**Seamless Accessibility
From Anytime
Anywhere**



**Conduct Exams For
Mass Students With
Highly Scalable EMS**



702, 3rd Floor, 6th A Cross Rd, 3rd Block, Koramangala, Bengaluru, Karnataka 560034

www.collpoll.com | support@collpoll.com | 8045688015



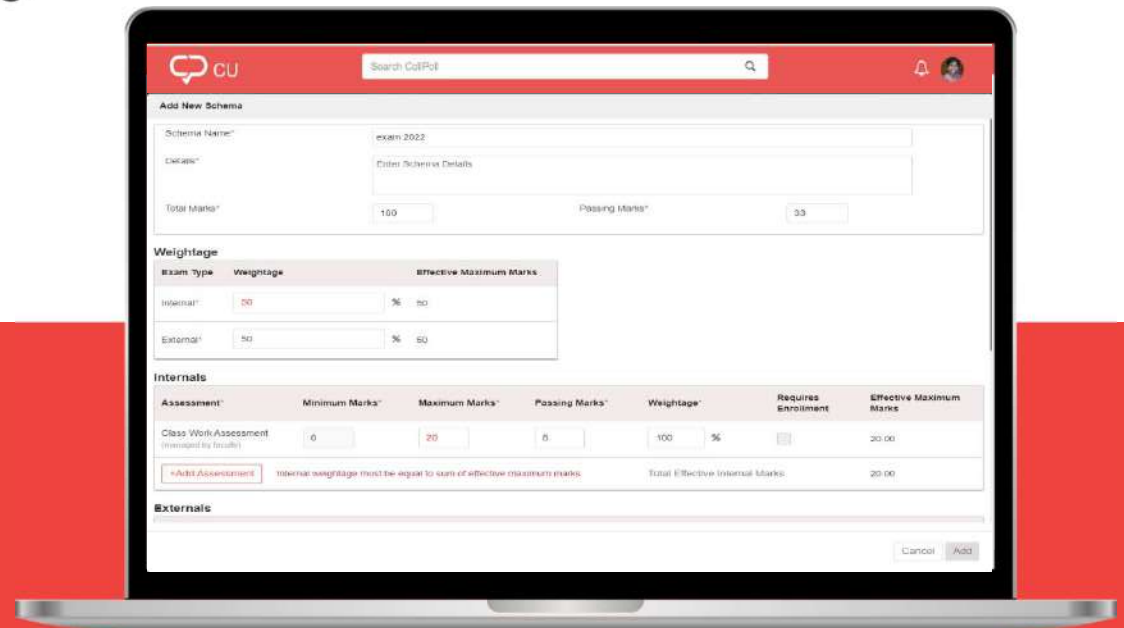
BABA FARID COLLEGE OF ENGG. & TECHNOLOGY

**Smart EMS For Quick & Error Free Result
Management**



BABA FARID COLLEGE OF ENGG. & TECHNOLOGY

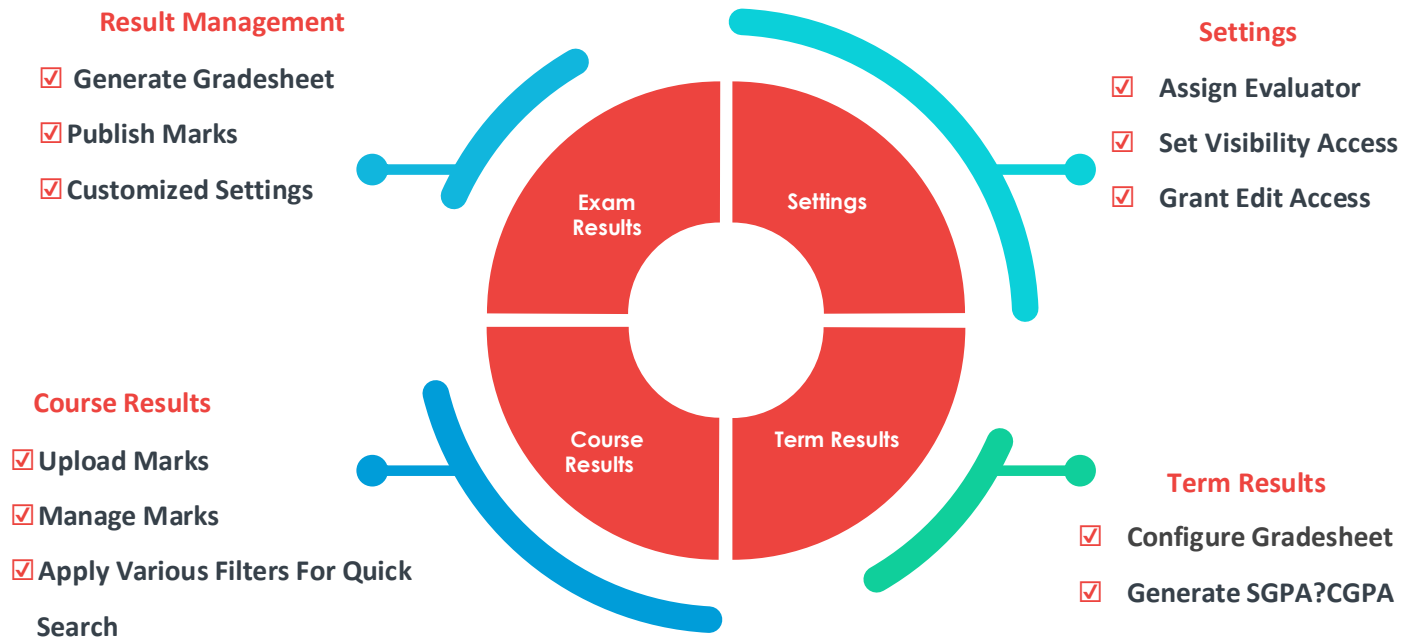
CollPoll[®]



Smart EMS For Quick &
Error Free Result
Management

Seamlessly Manage & Evaluate Results At Your
Convenience

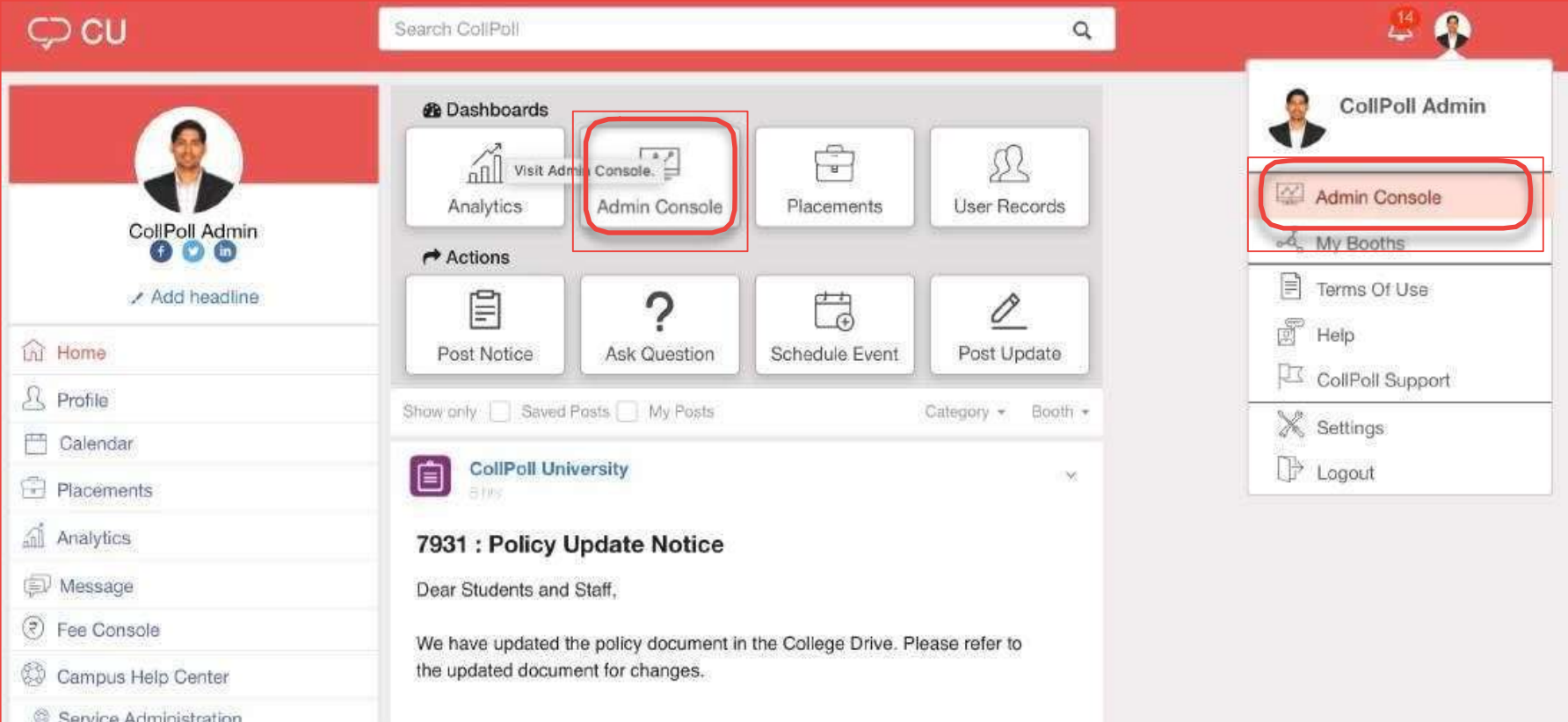
Smart Result Management



RESULT MANAGEMENT



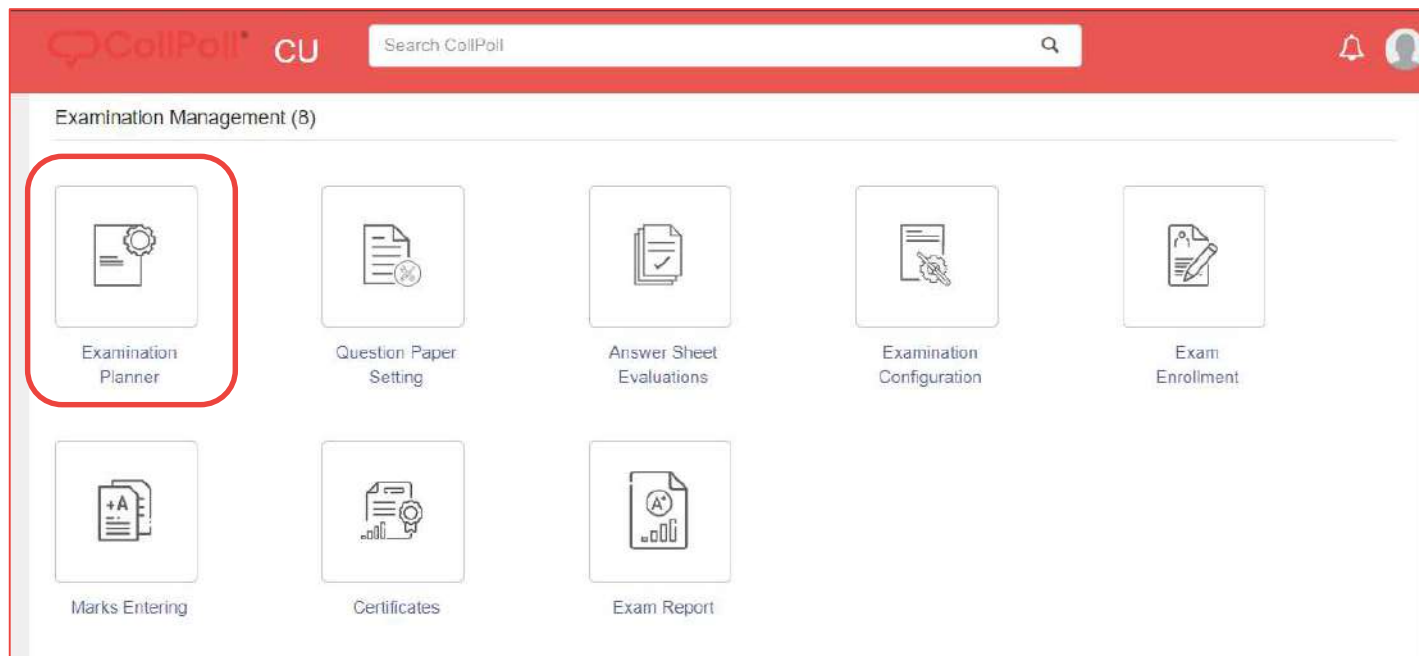
Navigating To Result Management



The screenshot displays the CollPoll Admin dashboard. At the top, there is a search bar labeled "Search CollPoll" and a notification bell icon with the number "14". The user profile "CollPoll Admin" is visible in the top right corner. The dashboard is divided into several sections:

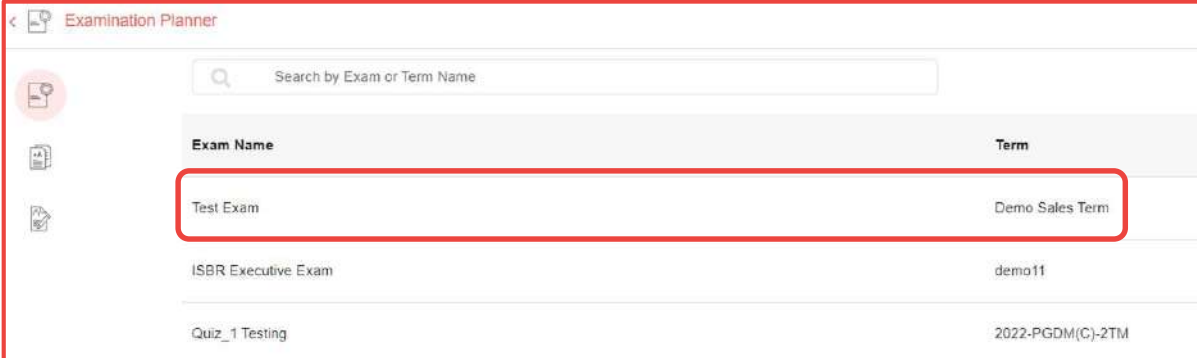
- Left Sidebar:** Contains navigation links for Home, Profile, Calendar, Placements, Analytics, Message, Fee Console, Campus Help Center, and Service Administration.
- Top Left Profile:** Shows the user's profile picture, name "CollPoll Admin", and social media icons for Facebook, Twitter, and LinkedIn. There is an "Add headline" button below.
- Dashboards Section:** Features four tiles: "Analytics" (with a bar chart icon), "Admin Console" (with a computer monitor icon and a red box around it), "Placements" (with a briefcase icon), and "User Records" (with a person icon).
- Actions Section:** Features four tiles: "Post Notice" (with a document icon), "Ask Question" (with a question mark icon), "Schedule Event" (with a calendar icon), and "Post Update" (with a pencil icon).
- Right Sidebar:** Contains a user profile "CollPoll Admin" and a list of menu items: "Admin Console" (with a red box around it), "My Booths", "Terms Of Use", "Help", "CollPoll Support", "Settings", and "Logout".
- Main Content Area:** Shows a post from "CollPoll University" titled "7931 : Policy Update Notice". The text of the notice reads: "Dear Students and Staff, We have updated the policy document in the College Drive. Please refer to the updated document for changes."





In the Admin Console, we need to click on **Examination**





Examination Planner

Search by Exam or Term Name

Exam Name	Term
Test Exam	Demo Sales Term
ISBR Executive Exam	demo11
Quiz_1 Testing	2022-PGDM(C)-2TM



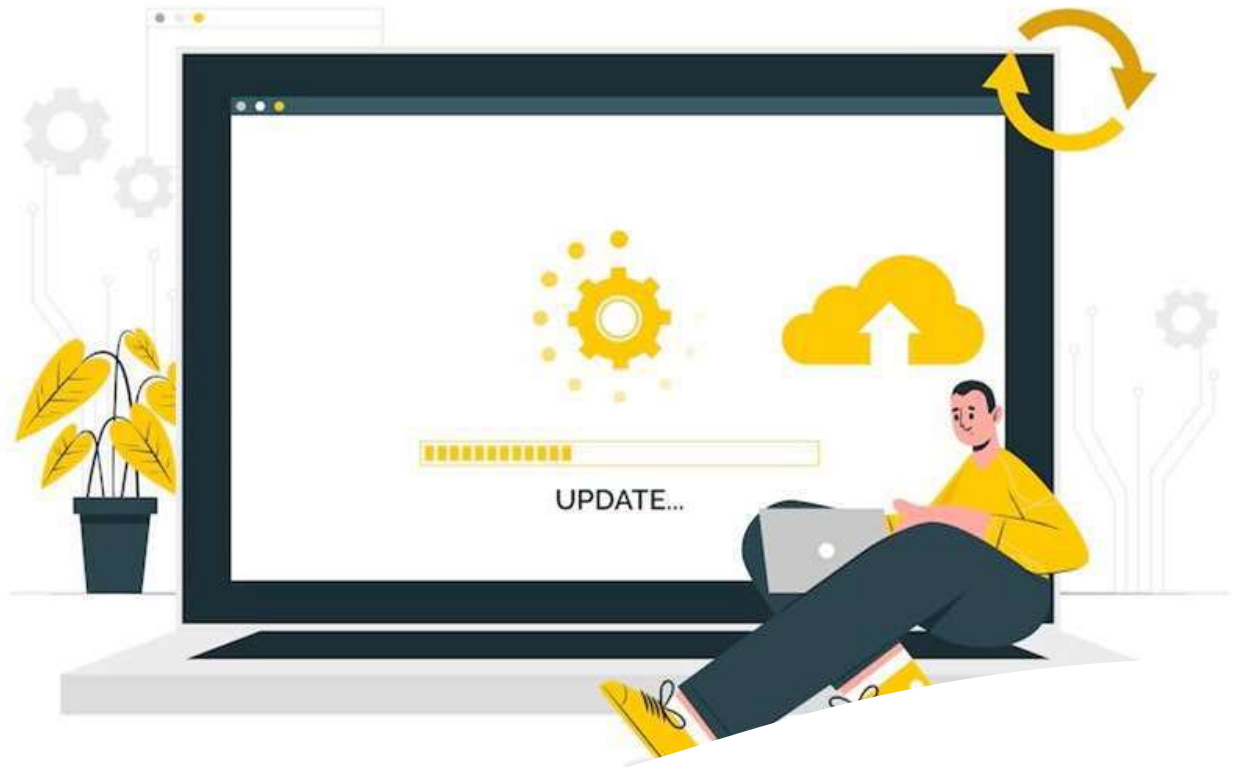
Examination Planner > FORENROLLMENT EXAMINATION > Evaluation Schema

- Examination Planner
- Evaluation Schema
- Exam Enrollment
- Exam
- Results

- After clicking on **Examination Planner**
- Select the term and hover to the left hand side
- Click on **Results** tab and go to **Access Settings**



ACCESS SETTINGS



Marks Entering - Access Settings



Course (55)	Classes	Evaluator	Visible Exams	View	Access	Edit	Grade/Scheme Access	Status
Basic English [eng001] Theory School Of Arts And Sciences Custom	5	<input checked="" type="checkbox"/> Aakash Admin	Class Work Assessment Practical MTE-3	<input checked="" type="checkbox"/>	31 Oct 22 04:09 pm	31 Oct 22 04:09 pm	1. Grade Auto Generation Access 2. Grade SLM Access 3. Relative Grade Scheme Complete Access	UNLOCKED
		<input checked="" type="checkbox"/> Varad Ujainkar	Class Work Assessment Practical MTE-3	<input checked="" type="checkbox"/>	31 Oct 22 04:09 pm	31 Oct 22 04:09 pm	-	UNLOCKED
		<input checked="" type="checkbox"/> Aakash Jaje	Class Work Assessment Practical MTE-3	<input checked="" type="checkbox"/>	31 Oct 22 04:09 pm	31 Oct 22 04:09 pm	-	UNLOCKED

Assign Evaluator

Evaluator: Class Faculty Custom

Search:

Assigned Faculty

Rohan Gupta
181099
rohangupta123@gmail.com

Note:

1. If Class Faculty option is selected, then all the faculties mapped to classgroups will have access to enter marks.
2. If a faculty is assigned via Custom option, he/she will have access to enter results of all students of that course.
3. Evaluators can only enter marks of exam types as per the Result Visibility set for examination.
4. Class Work Assessment marks cannot be edited by assigned faculty.

- Under Access Settings, an admin firstly need to **assign evaluator** to the course.
- Evaluator can be assigned in two ways-
 1. **Class Faculty**- who is part of that class
 2. **Custom Faculty**- any random evaluator it can be.



The screenshot shows the 'Access Settings' page for a course. The table below represents the data visible in the interface:

Course (55)	Classes	Evaluator	Visible Exams	View	Access	Edit	Grade/Schema Access	Status
Basic English [eng001] Theory School Of Arts And Sciences Custom	5	<input checked="" type="checkbox"/> Aakash Admin	Class Work Assessment Practical MTE-3	<input checked="" type="checkbox"/>	31 Oct 22 04:09 pm	31 Oct 22 04:09 pm	1. Grade Auto Generate Access 2. Grade S&M Access 3. Relative Grade Scheme Complete Access	UNLOCKED
		<input checked="" type="checkbox"/> Varad Ujainkar	Class Work Assessment Practical MTE-3	<input checked="" type="checkbox"/>			-	UNLOCKED
		<input checked="" type="checkbox"/> Aakash Jaje	Class Work Assessment Practical MTE-3	<input checked="" type="checkbox"/>				

The 'Examination Result Visibility' dialog box contains the following elements:

- Search bar: Search by exam name (Close)
- Buttons: Remove all | Add all
- Exam Types List:
 - UNIT TEST 1 (Added)
 - UNIT TEST 2 (Added)
 - External Exam (Added)
 - Class Work Assessment (Added)
 - Re-Exam (Added)
 - Makeup Exam (Added)
- Save button

- Under Access Settings secondly need to set the **exam visibility** for the evaluator.
- Admin can give access to evaluator exam wise.
- Using Add all evaluator will be able to add the marks for all the exam types.



Marks Entering - Access Settings



Course (56)	Classes	Evaluator	Visible Exams	View	Access	Edit	Grade/Schema Access	Status
Basic English [engD01] Theory School Of Arts And Sciences Custom	5	<input checked="" type="checkbox"/> Aakash Admin	Class Work Assessment - Theory Practical - MTE-I	<input checked="" type="checkbox"/> 31 Oct 22 04:09 pm	<input checked="" type="checkbox"/> 31 Oct 22 04:09 pm	<input checked="" type="checkbox"/> 31 Oct 22 04:09 pm	1. Grade Auto Generate Access 2. Grade Edit Access 3. Relative Grade Schema Complete Access	UNLOCKED
		<input checked="" type="checkbox"/> Varad Ujankar	Class Work Assessment - Theory Practical - MTE-I	<input checked="" type="checkbox"/> 31 Oct 22 04:09 pm	<input checked="" type="checkbox"/> 31 Oct 22 04:09 pm	<input checked="" type="checkbox"/> 31 Oct 22 04:09 pm	—	UNLOCKED
		<input checked="" type="checkbox"/> Aakash Jagje	Class Work Assessment - Theory Practical - MTE-I	<input checked="" type="checkbox"/> 31 Oct 22 04:09 pm	<input checked="" type="checkbox"/> 31 Oct 22 04:09 pm	<input checked="" type="checkbox"/> 31 Oct 22 04:09 pm	<input checked="" type="checkbox"/> 31 Oct 22 04:09 pm	1. Grade Auto Generate Access 2. Grade Edit Access 3. Relative Grade Schema Complete Access

- Under Access Settings the last step is to give **edit and view access** to evaluator.
- Evaluator with the **View access** along with the defined deadline will be able to view the marks till the due date.
- Evaluator with the **Edit access** along with the defined deadline will be able to edit the marks till the due date.
- Evaluator with the access of **Relative Grading Schema Access** will be able to define the grades by their own.

Access Settings

View Access Deadline: 17-09-2022 10:01

Edit Access Deadline: 17-09-2022 10:01

Auto Generate Grade Access

Edit Grade Access(Manually/Bulk Upload)

Complete Relative Grading Schema Access

Note:
1. If evaluator course is LOCKED, making edit access true will UNLOCK it
2. Evaluator will get access to grades only if they have visibility to complete course schema(exam types)

Cancel Save



Access Settings - Relative Grading



Access Settings

View Access Deadline:

Edit Access Deadline:

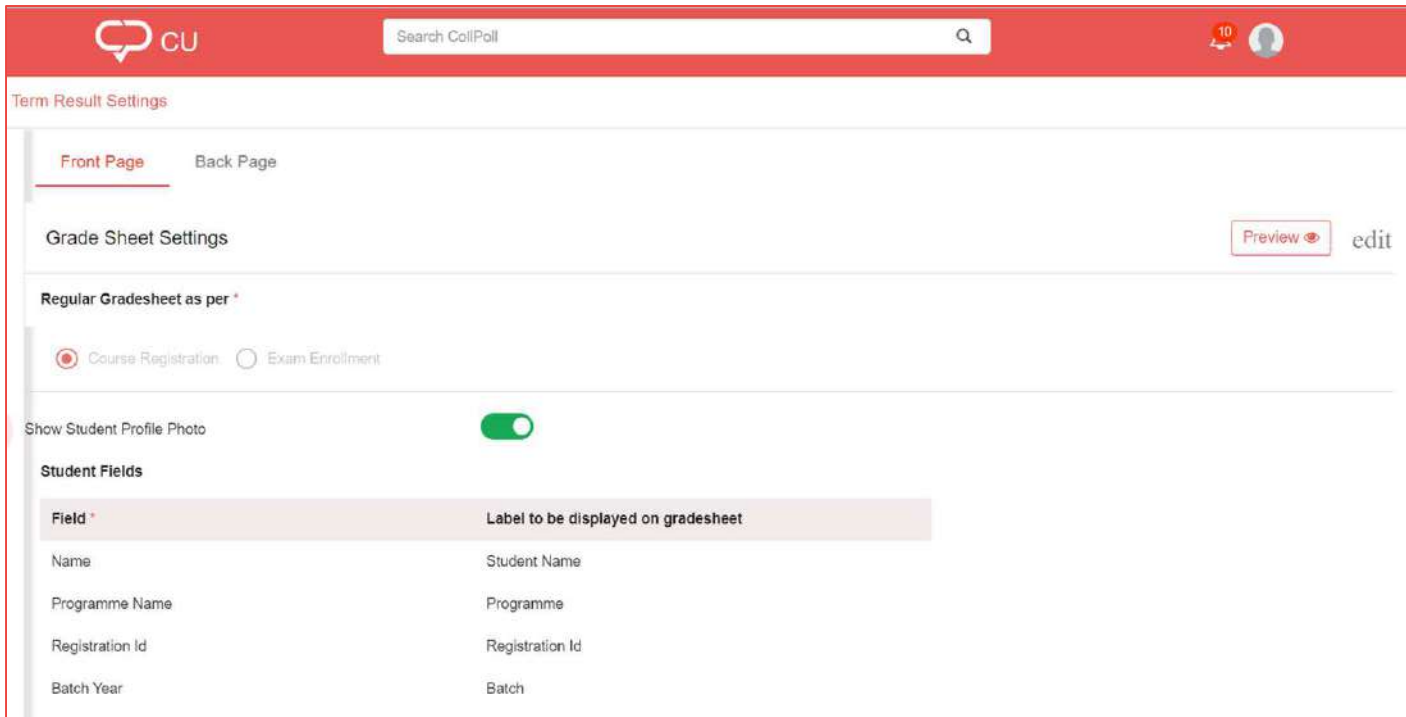
Complete Relative Grading Schema Access

Note:
1. If evaluator course is LOCKED, making edit access true will UNLOCK it

It refers to the process of allowing the teacher to interpret the results of an evaluation and deciding and assigning grades based on student performance as compared to the others in the class.

After giving access of Complete Relative Grading Schema evaluator can **edit** the schema





Term Result Settings

Front Page Back Page

Grade Sheet Settings Preview edit

Regular Gradesheet as per *

Course Registration Exam Enrollment

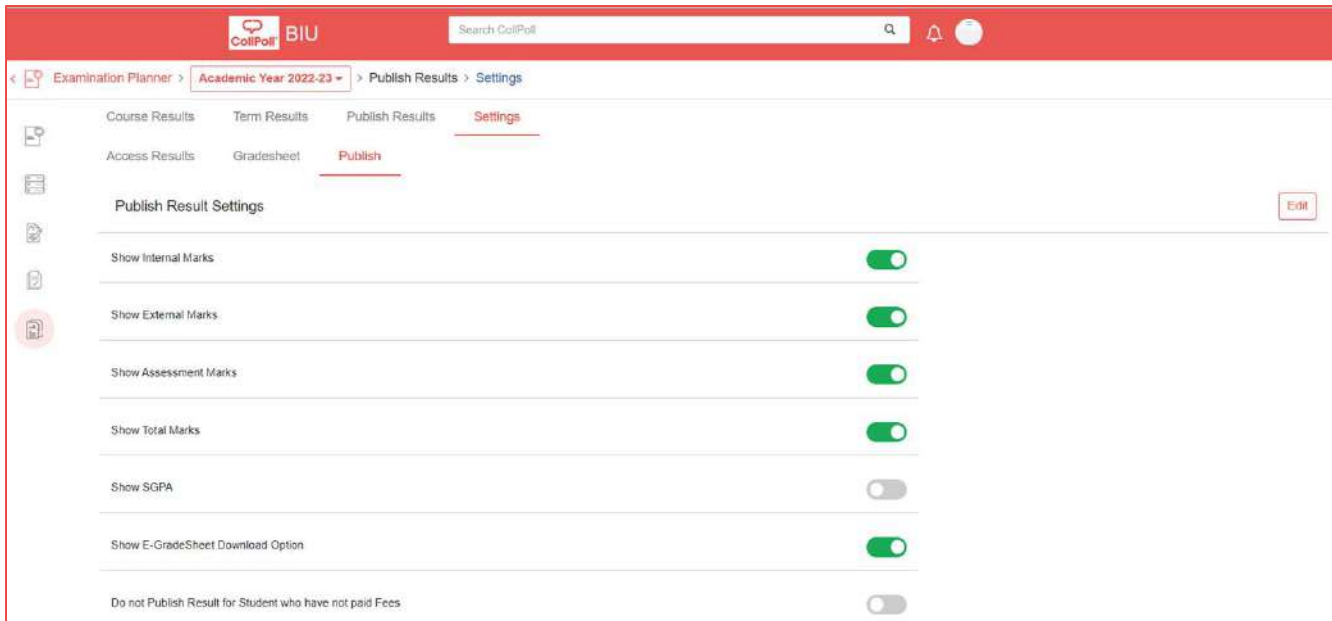
Show Student Profile Photo

Student Fields

Field *	Label to be displayed on gradesheet
Name	Student Name
Programme Name	Programme
Registration Id	Registration Id
Batch Year	Batch

- **Grade sheet front page** which includes student personal details, marks concerning the courses, CGPA along with the QR generation can be configured.
- **Grade sheet back page** which includes the marks calculation & marks schema can be configured.





Examination Planner > Academic Year 2022-23 > Publish Results > Settings

Course Results Term Results Publish Results Settings

Access Results Gradesheet Publish

Publish Result Settings Edit

Show Internal Marks	<input checked="" type="checkbox"/>
Show External Marks	<input checked="" type="checkbox"/>
Show Assessment Marks	<input checked="" type="checkbox"/>
Show Total Marks	<input checked="" type="checkbox"/>
Show SGPA	<input type="checkbox"/>
Show E-GradeSheet Download Option	<input checked="" type="checkbox"/>
Do not Publish Result for Student who have not paid Fees	<input type="checkbox"/>

Edit and update the publish results settings from the publish tab under settings.



COURSE RESULTS

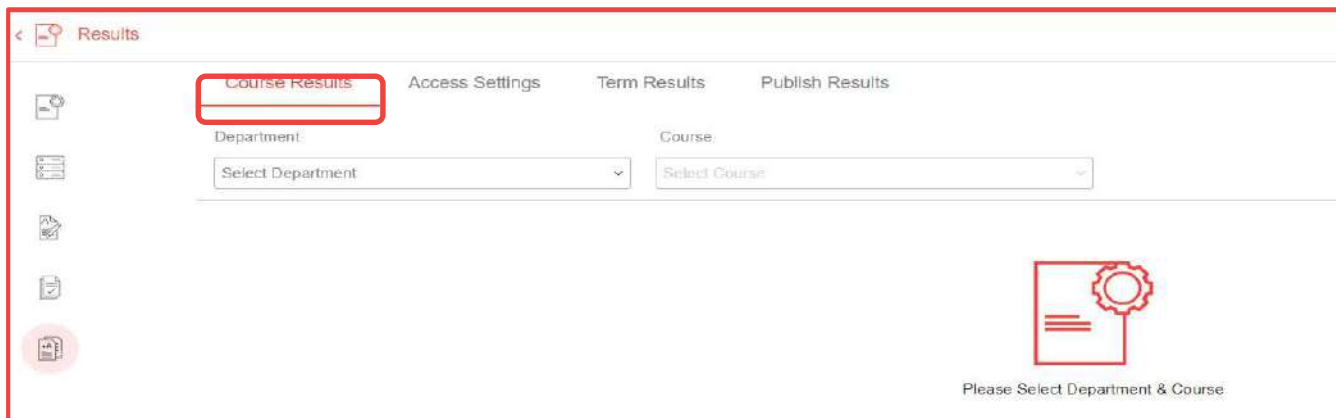




The screenshot shows the 'Marks Entering' page with a search bar and a 'Create New Plan' button. Below is a table with the following data:

Exam Name	Term
MECH ODD SEM 2020-21	ODD TERM
FORENROLLMENT EXAMINATION	FORENROLLMENT_T
UT 1 for E-Commerce	E-Commerce EVEN
Economics class Exam (Term 2)	B.com semester 2(term 2)

- Select the configured **term** for which marks needs to be uploaded



The screenshot shows the 'Results' page with tabs for 'Course Results', 'Access Settings', 'Term Results', and 'Publish Results'. The 'Course Results' tab is selected. Below the tabs are two dropdown menus: 'Department' (with 'Select Department' as the current selection) and 'Course' (with 'Select Course' as the current selection). At the bottom, there is a gear icon and the text 'Please Select Department & Course'.

- After selecting the term this window will appear
- Under **Course Results** select **department and courses** for which we want to upload the marks.



Marks Entering - Course Results



Results > Test Exam > Result

Course Results Access Settings Term Results Publish Results

Department: School of Management Course: Management Accountin... Sync Students

Number of Students: 3 Exam Schema: Architecture Schema - BLDEA 2021
Course Name: Management Accounting 1 Grade Schema: --
Course Credits: 6 View Access: Admin Access

Search by Student Name Id

Grades Generation Export as Excel Change Status

Students (3)	Internals					Externals			
	Class Work Assessment Max. Marks 10.00 (managed by faculty)	MTE-1 Max. Marks 20.00	Revaluation MTE-1 Marks Max. Marks 20.00	MTE-2 Max. Marks 20.00	Revaluation MTE-2 Marks Max. Marks 20.00	Total Internal Marks Eff. Max. Marks 50.00	End Term Exam Max. Marks 50.00	Revaluation End Term Exam... Max. Marks 50.00	Tot Exter Mar Eff. v Marks
Aaditya Gupta E21CSEU0852 Backlog	--	--	--	--	--	0.00	--	--	--

- After applying filter the students of respective departments & courses starts appearing
- Faculty can now manage the marks for the students with the access settings.
- Faculty can publish the marks to students



Course Results - Relative Grading



The screenshot shows the CollPoll interface for course results. At the top, there's a search bar and a user profile icon. Below that, navigation tabs include 'Course Results', 'Access Settings', 'Term Results', and 'Publish Results'. The 'Course Results' tab is active, showing filters for Department (School of Management) and Course (Management Accountin...). A 'Sync Students' button is visible. Below the filters, course details are listed: Number of Students (3), Course Name (Management Accounting 1), Course Credits (6), Exam Schema (Architecture Schema - BLDEA 2021), Grade Schema (--), and View Access (Admin Access). A search bar for 'Search by Student Name Id' is present. A 'Grades Generation' dropdown menu is open, with 'Export as Excel' highlighted by a red box. Below this, a table displays student results for 'Internals' and 'Externals'. The table has columns for 'Class Work Assessment', 'MTE-1', 'MTE-2', 'Revaluation MTE-1', 'Revaluation MTE-2', 'Total Internal Marks', 'End Term Exam', 'Revaluation End Term Exam', and 'Total External Marks'. The student 'Aaditya Gupta' is listed with a backlog status and zero marks in all categories.

Students (3)	Internals					Externals			
	Class Work Assessment Max. Marks 10.00 (managed by faculty)	MTE-1 Max. Marks 20.00	Revaluation MTE-1 Max. Marks 20.00	MTE-2 Max. Marks 20.00	Revaluation MTE-2 Max. Marks 20.00	Total Internal Marks Eff. Max. Marks 50.00	End Term Exam Max. Marks 50.00	Revaluation End Term Exam Max. Marks 50.00	Total External Marks Eff. Max. Marks
Aaditya Gupta E21CSEU0852 Backlog	--	--	--	--	--	0.00	--	--	--

- If we have given the access of **Complete Relative Grading access** then faculty can click on the same
- After clicking faculty can edit the schema
- Faculty can edit the **maximum marks, schema details & grades**



CU

Schema Code

Name

Description

Grading Type Absolute

Max. Marks

Regular/Makeup Exam

Grade	Qualitative Meaning	Marks Range		Grade Point	Failed	Consider for SGPA	Enrollment Status	Attendance Status	Fairness Status
		From	To						
F	Failed	NA	NA	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Enrolled	Absent	--
I	Failed	NA	NA	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Enrolled	Absent Condonation	--

- After clicking on schema, evaluator can update the **schema details**
- Evaluator will be able to update the **grades** and the **grade points**
- After making changes evaluator can simply click on **Refresh Grades**



Course Results - Relative Grading

Course Name: Accounting
Exam Schema: BBA Schema
Grade Schema: GRA 150
Course Credits: 2
View Access: Admin Access

Total 1 student(s) selected across all pages.

Search by Student Name Id

Students (7)	Externals		Regular Exam		Final Marks	Grade	Student Status		
	Revaluation IE Marks Max. Marks	Practical Max. Marks	Revaluation Practical Max. Marks	Total External Marks Eff. Max. Marks			Enrollment	Attendance	Fairness Status
<input checked="" type="checkbox"/> Amy Tribhoyani REG1002 Backlog	--	--	--	0.00	0.00	--	--	--	--
<input type="checkbox"/> Bernadette Cooper 112233445 Backlog	--	--	--	0.00	0.00	--	--	--	--
<input type="checkbox"/> Mohan Kumar Singh Pandit 14MECH009 Backlog	--	--	--	0.00	0.00	--	--	--	--
<input type="checkbox"/> Monica Timberlake 998033 Backlog	--	--	--	0.00	0.00	--	--	--	--

- After updating the schema, under manage grades, an evaluator can edit grades, auto generate grades and download the grade report

- Choose the grade type, grade and mention the reason (non-mandatory field) if required.

Edit Grades

Total Selected Students - 1

Grade Type Regular Exam Re Exam

Grade

Reason



REPORT VIEW

<u>COLLPOLL B.TECH MECHANICAL ENGINEERING - 2015</u>							
S.NO.	REGISTRATION NO.	STUDENT NAME	OBT. MARKS	GRADE	UPDATED OBT. MARKS	UPDATED GRADE	
1	PGDM019	ROHIT NAIK	20	F	-	-	

<u>COLLPOLL B.TECH MECHANICAL ENGINEERING - 2016</u>							
S.NO.	REGISTRATION NO.	STUDENT NAME	OBT. MARKS	GRADE	UPDATED OBT. MARKS	UPDATED GRADE	
1	1665-CU	FAIZ KHAN	85	AA	79	B+	
2	123	NARESH CHOPRA	74	B+	-	-	
3	AADD1123	DIVYA BHARATHI	39	F	-	-	
4	9526847165	TESTING DYPIEMR	20	F	-	-	
5	RNSD125	RAGHAVI.K	20	F	-	-	

<u>COLLPOLL B.TECH MECHANICAL ENGINEERING - 2017</u>							
S.NO.	REGISTRATION NO.	STUDENT NAME	OBT. MARKS	GRADE	UPDATED OBT. MARKS	UPDATED GRADE	
1	SOMPGP0117	ABHISHEK SINGH	32	F	-	-	
2	SOMS1171	SENTHIL GURU	20	F	-	-	

<u>COLLPOLL B.TECH MECHANICAL ENGINEERING - 2018</u>							
S.NO.	REGISTRATION NO.	STUDENT NAME	OBT. MARKS	GRADE	UPDATED OBT. MARKS	UPDATED GRADE	
1	SOMS416	JAY SHETTY	20	F	-	-	



Course Results - Configure Grade Generation Status On Grade Report



CU Search CollPoll

Examination Planner > **Test Exam** > Course Results

Course Results | Term Results | Publish Results | Settings

Department: School of Management | Course: Management Accountin... Sync Students

Number of Students: 3 | Exam Schema: Architecture Schema - BLDEA 2021
 Course Name: Management Accounting WUD | Grade Schema: --
 Course Credits: 3 | View Access: Admin Access

Total 2 student(s) selected across all pages

Search by Student Name Id

Students (3)	Internals					Manage Grades	Externals		Re
	Class Work Assessment Max. Marks 10.00 (managed by faculty)	MTE-1 Max. Marks 20.00	Revaluation MTE-1 Max. Marks 20.00	MTE-2 Max. Marks 20.00	Revaluation MTE-2 Max. Marks 20.00		Revaluation End Term Exam... Max. Marks 50.00	Total External Marks Eff. Max Marks 50.00	
<input checked="" type="checkbox"/> Aaditya Gupta E21CSEU0852	--	--	--	--	--	0.00	--	0.00	0.00

Manage Grades dropdown menu: Edit, Auto Generate, Grade Report



Course Results - Configure Grade Generation Status On Grade Report



CU Search CollPoll

Examination Planner > FORENROLLMENT EXAMINATION > Course Results

Course Results Term Results Publish

Department School of Management

Number of Students 15

Course Name

Course Credits 3

Search by Student Name Id

Sync Students

Chu Test

Engineering Courses Schema

Admin Access

Manage Grades Manage Marks Manage Status

1-10 of 15

Grade Report

Are you sure you want to generate Grade Report for this course?

Show Grade Generation Type

Cancel Generate

Students (15)	Total External Marks Eff. Max Marks 50.00	Externals			Regular Exam		Student Status			
		End Term Exam Max. Marks 50.00	Revaluation End Term Exam Max. Marks 50.00	Total External Marks Eff. Max Marks 50.00	Final Marks Eff. Max Marks 100.00	Grade	Enrollment Status	Attendance Status	Fairness Status	Consider for SGPA calculation
Aaditya Gupta E21GSEU0852 Backlog		--	--	0.00	0.00	F Grade point 0	Enrolled	Present	Fair	<input checked="" type="checkbox"/>
Aakaansha Arya										



Course Results - Configure Grade Generation Status On Grade Report



B TECH MECHANICAL ENGINEERING - 2019							
S.NO.	REGISTRATION NO.	STUDENT NAME	OBT. MARKS	GRADE	UPDATED OBT. MARKS	UPDATED GRADE	
1	REG1062	AMY TRIBBIYANI	90	A SYSTEM	-	-	

MASTERS IN LAW - 2019							
S.NO.	REGISTRATION NO.	STUDENT NAME	OBT. MARKS	GRADE	UPDATED OBT. MARKS	UPDATED GRADE	
1	1122233	JOHN LOWELL	0	B SYSTEM	-	-	
2	REG1061	JOEY TRIBBIYANI	0	B SYSTEM	-	-	

MASTERS IN LAW - 2020							
S.NO.	REGISTRATION NO.	STUDENT NAME	OBT. MARKS	GRADE	UPDATED OBT. MARKS	UPDATED GRADE	
1	99847766	AMY COOPER	2	B SYSTEM	-	-	
2	11234455	SHELDON COOPER	0	B SYSTEM	-	-	
3	112233444	BERNADATTE COOPER	0	B SYSTEM	-	-	
4	1122333	PENNY COOPER	0	B SYSTEM	-	-	
5	11222233	JOYDEEP	0	B SYSTEM	-	-	



BABA FARID COLLEGE OF ENGG. & TECHNOLOGY

TERM RESULTS



Marks Entering - Term Results



Examination Planner > Academic Year 2022-23 > Term Results

Course Results | **Term Results** | Publish Results | Settings

Search by student name or id

Generate | Actions | Download

Students (356)	Programme	Courses	SGPA	CGPA	Gradesheet(s)
1JP02 1JP02 1jp02@mailinator.co...	B.Tech in Mechanical Engineering	View	Generated	Not Generated	Not Generated
3242 45 DEMO22BSMEE112... karan123.cp01@maili...	B.Tech in Mechanical Engineering	View	Generated	Not Generated	Not Generated
A.venkateswar raosds 0098766789 a.venkateswar@asm...	B.Tech in Computer Science Engineering	View	Not Generated	Not Generated	Not Generated
AA Arpit. 00998899 aarptj@mailinator.com	B.Tech Computer science-CR	View	Not Generated	Not Generated	Not Generated

Now you can generate SGPA and CGPA and upload them at your fingertips from the term results tab.



BABA FARID COLLEGE OF ENGG. & TECHNOLOGY

The screenshot shows the 'Term Results' page in the CollPoll system. The interface includes a search bar, navigation tabs (Course Results, Term Results, Publish Results, Settings), and a table of student results. A red arrow points to the 'Generate' dropdown menu, which is open, showing options like 'SGPA', 'CGPA', 'Gradesheets(Original)', 'Gradesheets(Duplicate)', and 'Gradesheet Serial Number'.

Students (356)	Programme	Courses	SGPA	CGPA	Gradesheet Serial Number
1JP02 1JP02 1jp02@mailinator.co...	B.Tech in Mechanical Engineering	View	Generated	Not Generated	Not Generated
3242 45 DEMO22BSMEE112 ... karan123.cp01@maili...	B.Tech in Mechanical Engineering	View	Generated	Not Generated	Not Generated
A.venkates war raods 0098765789 a.venkateswar@asm...	B.Tech in Computer Science Engineering	View	Not Generated	Not Generated	Not Generated
AA Arpit. 00888999 aarptj@mailinator.com	B.Tech Computer science-CR	View	Not Generated	Not Generated	Not Generated

- Evaluator can now generate the **SGPA/CGPA** Simply by going on the generate tab dropdown.
- After SGPA/CGPA generation **grade sheets** can be generated
- For **grade sheet configuration** we need to click on **grade sheets** under generate



Examination Planner > Academic Year 2022-23 > Term Results

Course Results **Term Results** Publish Results Settings

Search by student name or id FILTER

Generate Actions Download

Students (356)	Programme	Courses	SGPA	CGPA	Gradesheet(s)
1JP02 1JP02 1jp02@mailinator.co...	B.Tech in Mechanical Engineering	View	Generated	Not Generated	Not Generated
3242 45 DEMO22BSMEE112... karan123.cp01@maili...	B.Tech in Mechanical Engineering	View	Generated	Not Generated	Not Generated

- Admin can view the SGPA & CGPA by clicking on **view**
- Admin can click on **generated** to see the grade sheets concerning the students.



Marks Entering - Term Results



Students (366)	Programme	Courses	SGPA	CGPA	Actions
1JP02 1JP02 1p02@mailinator.co...	B.Tech in Mechanical Engineering	View	Generated	Not Generated	Update Course Details Upload SGPA Upload CGPA
3242 45 DC4-0228BMEE112... karan123.cp01@mail...	B.Tech in Mechanical Engineering	View	Generated	Not Generated	
A.venkateswar roosds 008756709 a.venkateswar@esm...	B.Tech in Computer Science Engineering	View	Not Generated	Not Generated	
AA Arpit 0089399 aarpt@mailinator.com	B.Tech Computer science-CR	View	Not Generated	Not Generated	

From the actions button dropdown, you can update the course list, upload SGPA and CGPA.

Update Course Details

Are you sure you want to update student course details?

Note:
1. It will sync the data from AMS course registration to EMS.
2. Sync will be done on term course basis for every student.
3. The data can be reflected on gradesheets.

[Cancel](#) [Confirm](#)

Update SGPA in Bulk

Update SGPA by uploading a CSV file.

Include students in sample CSV?

[Download Sample CSV](#)

[Upload File](#)

Last Bulk Process Details

Data processing aborted by user **Collpoll Admin** with reason **kk**

0 [\[view logs\]](#) out of 354 [\[view raw data\]](#) records were processed

0 out of 0 records were successful

0 out of 0 records were failed

Notes

1. Either Registration ID or Email.
2. Learning Pathways is a combination of Specialization Type - Specialization Name.
3. TGPA can be an Integer or in decimal points till 2 digits and is a mandatory field.
4. Uploading the SGPA will override the Current SGPA of the student(s).
5. Uploaded SGPA will not have any impact on future or past calculation.
6. Uploaded SGPA will be reflected in new grade sheet(s) and transcripts until any further change.

[Close](#)



Marks Entering - Term Results (Download Gradesheets and Consolidated Report)



CollPoll BIU Search CollPoll

Examination Planner > Academic Year 2022-23 > Term Results

Course Results **Term Results** Publish Results Settings

Search by student name or id FILTER

Generate Actions Download

Gradesheets Consolidated Report

Students (356)	Programme	Courses	SGPA	CGPA	Gradesheet(s)
1JP02 1JP02 1jp02@mailinator.co...	B. Tech in Mechanical Engineering	View	Generated	Not Generated	Not Generated
3242 45 DEMO22BSMEE 112... karan123.cp01@maili...	B. Tech in Mechanical Engineering	View	Generated	Not Generated	Not Generated
A.venkateswar raods 0098766789 a.venkateswar@asm...	B. Tech in Computer Science Engineering	View	Not Generated	Not Generated	Not Generated
AA Arpit. 00898989 aarpitji@mailinator.com	B. Tech Computer science-CR	View	Not Generated	Not Generated	Not Generated



BABA FARID COLLEGE OF ENGG. & TECHNOLOGY

Marks Entering - Term Results (Download Gradesheets and Consolidated Report)



18MA LAW 001000004



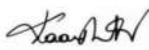

Vijay Talkies Road, Katra Bazar, Delhi

MARK SHEET
2021-2022

STUDENT NAME : JOEY TRIBHUVANI BATCH : 2019
 SEMESTER : FIRST PROGRAMME : MASTERS IN LAW
 REGISTRATION ID : REG1001 FATHER FIRST NAME : NOT AVAILABLE
 FATHER LAST NAME : NOT AVAILABLE PROGRAMME SPECIALIZATION : NOT AVAILABLE
 EXAM TYPE : REGULAR
 STATUS : ORIGINAL

MASTERS IN LAW


NAME	CREDITS	CODE	MAX MARKS	PASSING MARKS	GRADE	RESULT
FLUID MECHANICS THEORY	12.0	MECH 001	100.0	35.0	N	FAIL
FLUID MECHANICS LAB	7.0	MECH 002	100.0	35.0	D	FAIL
MICRO PROCESSORS	3.0	EEEE001	100.0	30.0	N	FAIL
AUTOMOTIVE ENGINEERING	3.0	MECH 006	100.0	35.0	D	FAIL
AUTOMOTIVE ENGINEERING LAB	0.0	MECH 007	100.0	35.0	D	FAIL
INTRODUCTION TO SOCIOLOGY	3.0	BS-306-195	100.0	30.0	BB	PASS
COMPANY LAW I	3.0	L-CT-0017	100.0	35.0	A	PASS
INTELLECTUAL PROPERTY RIGHTS	3.0	L-CL-0002	100.0	35.0	A	PASS
JURISPRUDENCE II	3.0	L-CT-0029	100.0	35.0	C	PASS
PUBLIC INTERNATIONAL LAW	3.0	L-CT-0024	100.0	35.0	N	FAIL




 Prof. RAMA Head of Academics Department of Engineering
 Shiva R Registrar Department of Registry
 Kartik Jain Controller of Examination Examination Department

Gradesheet Report

18MA LAW 001000004

Vijay Talkies Road, Katra Bazar, Delhi

JURISPRUDENCE	3.0	L-CT-0016	100.0	35.0	A	PASS
CADD	3.0	MECH 004	100.0	35.0	D	FAIL
GLOBAL LOGISTICS	3.0	ABC/ KKJK	100.0	35.0	D	FAIL
ACCOUNTING	2.0	ACC	100.0	10.0	D	FAIL
ANUSHIL COURSE	3.0	AKJ	100.0	35.0	N	FAIL
AUTOMOBILE ENGG	3.0	AUTO ENGG I	100.0	35.0	D	FAIL
BUSINESS STATISTICS	3.0	[BS-DSC-167]	100.0	35.0	D	FAIL
A / B	1.0	TS	100.0	35.0	B	PASS
GRE	1.0	GR45	100.0	35.0	D	FAIL
A1	5.0	ASDF, ASKL D	100.0	35.0	B	PASS
ASDF	5.0	NANI 0	100.0	35.0	D	FAIL
COURSE NAME	7.0	DJI	100.0	35.0	D	FAIL
ABC	30.0	ABC	100.0	35.0	A	PASS
UG COURSE I	20.0	UG001	100.0	10.0	N	FAIL

SCGPA (SCGPA)




 Prof. RAMA Head of Academics Department of Engineering
 Shiva R Registrar Department of Registry
 Kartik Jain Controller of Examination Examination Department



BABA FARID COLLEGE OF ENGG. & TECHNOLOGY

Consolidated Report

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
registrationId	studentName	program	batch	Year	department	courseCode	courseName	Registration	examType	courseSchedule	gradeScheme	classWork	other	Internal	external	IM	totalMark	grade	gradePercentage
1JPO2	1JPO2	B.Tech in Mechanical	2021		School of Imech	001	Fluid Mechanics the	REGULAR	Class 1	EMS 5.1	0								
DEMO22B324245		B.Tech in Mechanical	2022		School of Ieng	001	Basic English	REGULAR	Mid Term	EMS Grad	0								
00987667	A.venkate	B.Tech in Computer	2021		School of ITMBU Co		ITMBU Course TP	REGULAR	BBA Scher	CR17 Grad	0								
00898989	AA Arpit.	B.Tech Computer sci	2021		CollPoll- S-L-CT-0021		Administrative Law a	BACKLOG	Test 1		0								
00898989	AA Arpit.	B.Tech Computer sci	2021		CollPoll- S-cse001		C Programming	BACKLOG	kalindi schema 3		0								
00898989	AA Arpit.	B.Tech Computer sci	2021		CollPoll- S-MECH100		CADD	BACKLOG	Class 1	EMS 5.1	0	0	0	0	0	0	0	J	
00898989	AA Arpit.	B.Tech Computer sci	2021		CollPoll- S-eng002		Basic English Lab	BACKLOG	No Enrollr	EMS Grad	0	40	30	70	A*				
00898989	AA Arpit.	B.Tech Computer sci	2021		CollPoll- S-L-CT-0016		Jurisprudence	BACKLOG	Class 1	EMS 5.1	3	8	25	36	J				
00898989	AA Arpit.	B.Tech Computer sci	2021		CollPoll- S-s1603		Advanced character	BACKLOG	EMS LATE FINE		0								
00898989	AA Arpit.	B.Tech Computer sci	2021		CollPoll- S-Tattu		Basic	BACKLOG	Testing the tool tip		0								
20BSJEE07	Aaarya Gi	B.Tech in Computer	2021		School of Ieng	004	Advanced English Lab	BACKLOG	Schema Te	Engineerir	0	15	35	0	F+				
20BSJEE07	Aaarya Gi	B.Tech in Computer	2021		School of Ieng	002	Basic English Lab	BACKLOG	No Enrollr	EMS Grad	1	21	31	53	C				
20BSJEE07	Aaarya Gi	B.Tech in Computer	2021		School of Ieng	001	Basic English	BACKLOG	Mid Term	EMS Grad	0.1	26.75	22.5	50	J				
25110172	(AAKANSH)	MDS in Oral Medicin	2021		Departme eng	001	Basic English	REGULAR	Mid Term	EMS Grad	0								
129892	AAKASH SI	Bachelor of Dental St	2019		Departme mech	001	Fluid Mechanics the	REGULAR	Class 1	EMS 5.1	0								
129892	AAKASH SI	Bachelor of Dental St	2019		Departme ACC		Accounting	REGULAR	Kalindi Sci	EMS 5.1	0								
abc021	AAKASH SI	B.Tech in Mechanical	2020		School of IBS-SOS-17		Philosphy & Business	REGULAR	Fani	Engineerir	0								
reg10106-	Aarush Ku	B.Tech in Computer	2021		School of (MECH100		CADD	BACKLOG	Class 1	EMS 5.1	0	0	0	0	J				
reg10106-	Aarush Ku	B.Tech in Computer	2021		School of (s1603		Advanced character	BACKLOG	FMS LATE FINE		0								



PUBLISH RESULTS



Marks Entering - Publish Results



Examination Planner > Academic Year 2022-23 > Publish Results

Course Results Term Results **Publish Results** Settings

Search by student name or id

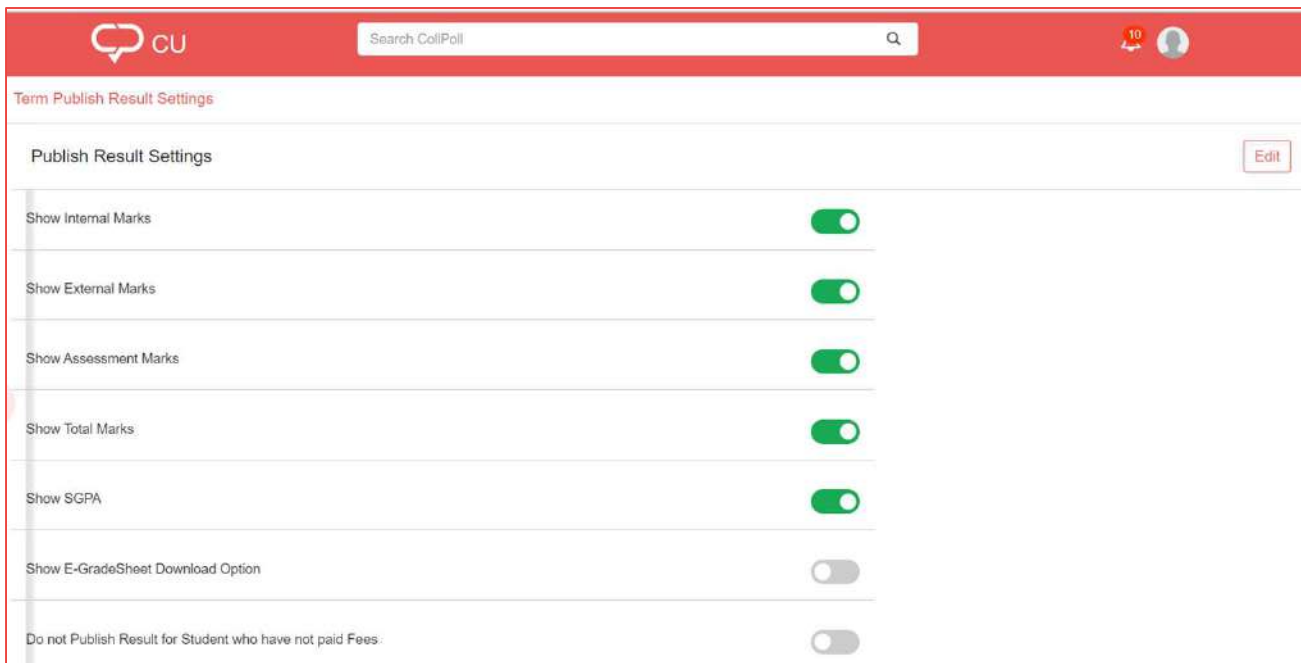
Institutional filters Publish

Students (356)	Programme	Publish Status	Result Publisher
<input checked="" type="checkbox"/> 1JP02 1JP02 1jp02@mailinator.comghyjth	B.Tech in Mechanical Engineering	<input type="checkbox"/>	--
<input checked="" type="checkbox"/> 3242 46 DEMO22BSMEE112012 karan123.cp01@mailinator.com	B.Tech in Mechanical Engineering	<input type="checkbox"/>	--
<input checked="" type="checkbox"/> A.venkateswar raods 0098766789 a.venkateswar@asmedu.org F920394920390	B.Tech in Computer Science Engineering	<input type="checkbox"/>	--
<input type="checkbox"/> AA Arpit. 00898989 aarpij@mailinator.com 920394059403920	B.Tech Computer science-CR	<input checked="" type="checkbox"/>	COLLPOLL-ADMIN Collpoll Admin 25-04-2022 07:48:54

After Grade sheet generation **marks can be published** to the students



BABA FARID COLLEGE OF ENGG. & TECHNOLOGY



Setting	Status
Show Internal Marks	On
Show External Marks	On
Show Assessment Marks	On
Show Total Marks	On
Show SGPA	On
Show E-GradeSheet Download Option	Off
Do not Publish Result for Student who have not paid Fees	Off

- **Show Internal/External Marks** - the marks for the internal & external assessments will be visible at student side
- **Show Assessment Marks**- Class work assessment marks will be visible at student side
- **Show total marks**- student can see the total marks of that particular course in profile
- **Show SGPA**- the generated SGPA will be visible at student side if we turn it on
- **Show E-Grade sheet**- students can download the e-grade sheets if we will turn it on
- **Do not publish result for student who have not paid fees**- students with dues won't be able to see the result.



AASIF ALI

Posts
Academics
E-portfolio

Current Term All Terms

CGPA major: 8.15

Odd Term 2017-2018 (All Sem)
Result Declared ^

SGPA major: 8.4

View E-GradeSheet

Courses (5)	Enrollment Type	Credits	Marks	Grade
English-I (BL-101)	Regular	4	0	A <small>Grade Point: 9</small>
History-I (BL-103)	Regular	4	0	B+ <small>Grade Point: 8</small>
Political Science-I (BL-105)	Regular	4	0	A <small>Grade Point: 9</small>
Economics-I (BL-107)	Regular	4	0	B+ <small>Grade Point: 8</small>
Law Of Contract-I (BL-109)	Regular	4	0	B+ <small>Grade Point: 8</small>





BENEFITS OF USING THE SMART EXAMINATION MANAGEMENT SYSTEM!



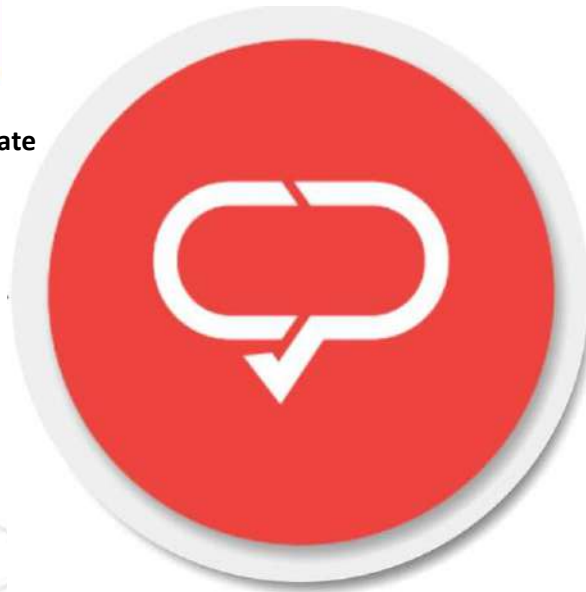
**Automatically Calculate
& Publish Results
Within No Time**



**Bias Free Checking Of
Marks**



**Get Organized data As
Per Your Institution's
Need**



**Generate Error-Free &
Accurate Results**



**Access Results With
Great Convenience**



**Auto Generate Grades
Without Any Hassle**



Screen shots of Vmedulife user interfaces of each module

Title	Page No.
Administration	298 - 367
Finance and Accounts	368 - 397
Student Admission and Support	398 - 452
Examination	453 - 467



BABA FARID COLLEGE OF ENGG. & TECHNOLOGY

Administration

ONLINE GRIEVANCES

Raise & View e-Grievances > **Add Grievance**

Click here to Add Grievance

Raise & View e-Grievances > **View Grievances**

You can view Grievance



BABA FARID COLLEGE OF ENGG. & TECHNOLOGY

E-Grievance Redressal Portal

e-Grievance Redressal Portal > **View Pending Grievances**

e-Grievance List [Online Grievance Link](#)

Pending In Progress Closed From Date: 06/01/2021 To Date: 06/09/2022 [Apply Filter](#) [Clear Filter](#) [View Latest Grievances](#) [Download Report](#)

Sanyal Borato Faculty
First Year Engineering
7447496288
sanyal.borato@bapvmedulife.com
2021-07-22 13:22:52

Subject: water fall
Description: water fall
Assigned Committee: No committee assigned to this grievance.
Add Remark: Enter remark here (Maximum 1500 characters allowed)

[Mark as In Progress](#) [Close Grievance](#)

Click here to
**View pending
Grievance**

e-Grievance Redressal Portal > **Grievance Committee and Members**

e-Grievance Redressal Portal [Online Grievance Link](#)

46 Total
10 Closed
10 In Progress
26 Pending

Grievance Committees and Members

Test 03

Alka Is Testing Committee

S.No.	Member Name	Member Role	Member Responsibility
1	Alka Datta	Teaching	conduct the meetings
2	Ashish Datta	Teaching	conduct the meetings
3	Anandita Datta	Students	conduct the meetings
4	Shreya Datta	Student	conduct the meetings

NAAC NDA Committee
Sanyal Borato Committee

You can view Grievance
Committee and Members



BABA FARID COLLEGE OF ENGG. & TECHNOLOGY

e-Grievance Redressal Portal > **View Latest Grievances**

e-Grievance List Online Grievance Link

Pending In Progress Closed

From Date: dd/mm/yy To Date: dd/mm/yy

Click here to View latest Grievance

Latest Grievances

Rahul Prashant Dumbre
Faculty

Computer Engineering
779892040
Rahul.Prashant@Corp.Vmedulife.Com
2022-09-01 00:00:00

Subject: Bullying and Harassment
Description: Bullying and Harassment

e-Grievance Redressal Portal > **View Latest Grievances - Assign to Committee, Accept, Decline**

Latest Grievances

Rahul Prashant Dumbre
Faculty

Computer Engineering
779892040
Rahul.Prashant@Corp.Vmedulife.Com
2022-09-01 00:00:00

Subject: Bullying and Harassment
Description: Bullying and Harassment

Click here to Assign Committee

Click here to Accept

Click here to Decline

Assign Committee

- Test D3
- Alka Is Testing Committee
- NAAC NBA Committee
- Sayali Borate Committee
- Ashish Dighe Committee
- Abchra
- Cleaning
- 09082021 01
- Dishabh Test3
- Anti Ragging
- Club Committee
- Online Grievance
- Festival Meeting



BABA FARID COLLEGE OF ENGG. & TECHNOLOGY

e-Grievance Redressal Portal > **Approved Grievance – Mark as In Progress, Close Grievance**

Note
You have to write remark in order to take an action.

Confirmation
Are you sure you want to mark the grievance as in-progress ?
Yes No

Confirmation
Are you sure you want to close the grievance ?
Yes No

Click here to Mark as In progress Grievance

Click here to Close Grievance

e-Grievance Redressal Portal > **Filter Grievance**

e-Grievance List [Online Grievance Link](#)

Pending In Progress Closed From Date: 06/01/2021 To Date: 06/09/2022 [Apply Filter](#) [Clear Filter](#) [View Latest Grievances](#) [Download Report](#)

Subject
water fall

Description
water fall

Assigned Committee
No committee assigned to this grievance.

Add Remark*
Enter remark here (Maximum 1500 characters allowed)

Mark as In Progress **Close Grievance**

Click here to Apply Filters



BABA FARID COLLEGE OF ENGG. & TECHNOLOGY

LEADERBOARD

Dashboard > All Credits

Leaderboard
Academic Year: 2021-22
User: Rahul Pradhan Dummy
Static Credit: 2 | Dynamic Credit: 2284

Online Feedback
2278

National Level Ranking (Top 10)

Institution	Ranking
Bharati Vidyapeeth College of Pharmacy, Kolhapur	763
Rajmata Jijau Shikshan Prasarak Mandal's College of Pharmacy, Durgam, Pune	647
Tatyasaheb Kore College of Pharmacy, Warananagar	530
Shri Chhatrapati Sambhaji Shikshan Sanstha's Sitabai Thike College of Pharmacy, Shirur, (Chandwad), Pune	529
Yash Institute of Pharmacy, Aurangabad	527
VISHAL INSTITUTE OF PHARMACEUTICAL EDUCATION AND RESEARCH, ALE TAL - JUNNAR, DIST - PUNE-42478	527

Want to Earn More Credits
You will be earning green credits for every activity which you have done in a paperless mode.

ALL CREDITS

- Added Fee Struct... (2)
- Added Committee (2)
- Added Grievance (1)
- Added Grievance (1)
- Added Training (2)
- Added Opening (2)
- Fees Collected (1)
- Posted Notice (2)
- Added Assignment (2)

[Click here to View all credits](#)

Dashboard > My Credits

Leaderboard
Academic Year: 2021-22
User: Rahul Pradhan Dummy
Static Credit: 2 | Dynamic Credit: 2284

Online Feedback
2278

National Level Ranking (Top 10)

Institution	Ranking
Bharati Vidyapeeth College of Pharmacy, Kolhapur	763
Rajmata Jijau Shikshan Prasarak Mandal's College of Pharmacy, Durgam, Pune	647
Tatyasaheb Kore College of Pharmacy, Warananagar	530
Shri Chhatrapati Sambhaji Shikshan Sanstha's Sitabai Thike College of Pharmacy, Shirur, (Chandwad), Pune	529
Yash Institute of Pharmacy, Aurangabad	527
VISHAL INSTITUTE OF PHARMACEUTICAL EDUCATION AND RESEARCH, ALE TAL - JUNNAR, DIST - PUNE-42478	527

Want to Earn More Credits
You will be earning green credits for every activity which you have done in a paperless mode.

ALL CREDITS | **MY CREDITS**

- Added Fee Struct... (2)
- Added Committee (2)
- Added Grievance (1)
- Added Grievance (1)
- Added Training (2)
- Added Opening (2)
- Fees Collected (1)
- Posted Notice (2)
- Added Assignment (2)

[Click here to View all credits](#)



BABA FARID COLLEGE OF ENGG. & TECHNOLOGY

Dashboard > Module Wise Credits Ranking

Leaderboard
Academic Year: 2021-22
2286 (Static Credit) | 2284 (Dynamic Credit)

Online Feedback
2278

Navigation Menu: Online Feed..., Inventory, Outcome, Online Ques..., Admissi..., Academic Pla..., Online Exam, Assignment, Result Anal..., LMS

National Level Ranking (Top10)
How It is calculated?
Bharati Vidyapeeth College of Pharmacy, Kolhapur: 763
Rajmata Jijau Shikshan Prasarak Mandal's College of Pharmacy, Duvdurgani, Pune: 647
Tatyashree Kore College of Pharmacy, Warananagar: 530
Shri Chhatrapati Sambhaj Shikshan Sanstha's Sitabal Thike College of Pharmacy, Shirur, (Chodnadri) Pune: 529
Yash Institute of Pharmacy, Aurangabad: 527
VISHAL INSTITUTE OF PHARMACEUTICAL EDUCATION AND RESEARCH A/E, TAL - JUNNAR, DIST - PUNE 412113: 527

Want to Earn More Credits
You will be earning green credits for every activity which you have done in a paperless mode.
View Green Credit Distribution >

ALL CREDITS | MY CREDITS

- Added Fee Struct. (2)
- Added Committee (2)
- Added Grievance (1)
- Added Grievance (1)
- Added Training (2)
- Added Opening (2)
- Fees Collected (1)
- Posted Notice (2)
- Added Assignment (2)

You can view Module wise Credit Ranking

Dashboard > National Level Ranking

Leaderboard
Academic Year: 2021-22
2286 (Static Credit) | 2284 (Dynamic Credit)

Online Feedback
2278

Navigation Menu: Online Feed..., Inventory, Outcome, Online Ques..., Admissi..., Academic Pla..., Online Exam, Assignment, Result Anal..., LMS

National Level Ranking (Top10)
How It is calculated?
Bharati Vidyapeeth College of Pharmacy, Kolhapur: 763
Rajmata Jijau Shikshan Prasarak Mandal's College of Pharmacy, Duvdurgani, Pune: 647
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Yash Institute of Pharmacy, Aurangabad: 527
VISHAL INSTITUTE OF PHARMACEUTICAL EDUCATION AND RESEARCH A/E, TAL - JUNNAR, DIST - PUNE 412113: 527

Want to Earn More Credits
You will be earning green credits for every activity which you have done in a paperless mode.
View Green Credit Distribution >

ALL CREDITS | MY CREDITS

- Added Fee Struct. (2)
- Added Committee (2)
- Added Grievance (1)
- Added Grievance (1)
- Added Training (2)
- Added Opening (2)
- Fees Collected (1)
- Posted Notice (2)
- Added Assignment (2)

Note
You can view National Level Ranking



BABA FARID COLLEGE OF ENGG. & TECHNOLOGY

Dashboard > [Learn more about Green Credits Distribution](#)

Leaderboard
Academic Year: 2021-22
User: Rahul Pradhan Dummy (2286)
Static Credit: 2 | Dynamic Credit: 2284

Online Feedback
2278

National Level Ranking (Top10)

College Name	Rank
Bharati Vidyapeeth College of Pharmacy, Kolhapur	763
Rajmata Jijau Shikshan Prasarak Mandal's College of Pharmacy, Duvdugaon, Pune	847
Tatyashree Kore College of Pharmacy, Wairanagar	530
Shri Chhatrapati Sambhaj Shikshan Sanstha's Sitabal Thite College of Pharmacy, Shirur, (Dhondad) Pune	529
Yash Institute of Pharmacy, Aurangabad	527
YISHAL INSTITUTE OF PHARMACEUTICAL EDUCATION AND RESEARCH A/E, TAL - JUNNAR, DIST - PUNE 424118	527

Want to Earn More Credits
You will be earning green credits for every activity which you have done in a paperless mode.

ALL CREDITS

Activity	Count	Details
Added Fee Struct.	2	Dynamic 4th Sep, 2022 03:50:24
Added Committee	2	Committee Dynamic 4th Sep, 2022 03:48:38
Added Grievance	1	Online Gri. Dynamic 4th Sep, 2022 03:54:28
Added Grievance	1	Online Gri. Dynamic 4th Sep, 2022 02:54:08
Added Training	2	Training s. Dynamic 4th Sep, 2022 03:02:24
Added Opening	2	Dynamic 4th Sep, 2022 03:01:58
Fees Collected	1	Fees Dynamic 4th Sep, 2022 03:00:28
Posted Notice	2	NOTICE BO... Dynamic 4th Sep, 2022 03:00:18
Added Assignment	2	Assignment Dynamic 4th Sep, 2022 03:00:18

Click here to [Learn more about Green Credits Distribution](#)

Dashboard > [Monthly Green Credits \(Static + Dynamic\)](#)

Monthly Green Credits (Static + Dynamic) < Sep 2022 >

Module wise Dynamic Green Credits

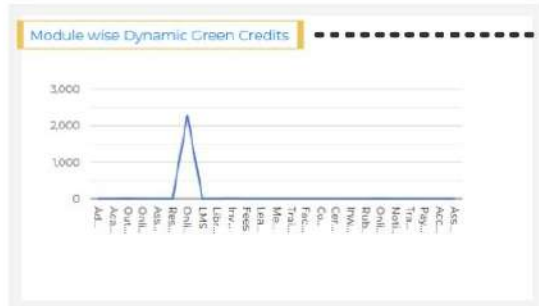
Module	Dynamic Green Credits
ADL	0
ACIA	0
Out...	0
Chil...	0
Ass...	0
Res...	0
Chil...	2284
LMS	0
LIBR...	0
Int...	0
Lea...	0
Me...	0
Fees	0
Car...	0
Fac...	0
Tril...	0
North...	0
Chil...	0
Rid...	0
Intw...	0
Car...	0
Pay...	0
Ass...	0

You can view [Monthly Credits \(Static + Dynamic\)](#)



MODULE-WISE CREDITS

Dashboard > [View Module Wise Dynamic Green Credits](#)



Click here to [View Module wise Dynamic Green Credits](#)

Module Wise Dynamic Green Credits

This is your module wise credits distribution. If you want to reevaluate your credit score please click on icon and your score will be updated.

Sr. No.	Module Name	Earned Credits	Reevaluate
1	Online Exam	0	
2	Result Analysis	0	
3	Academic Planning	0	
4	Assignment	0	
5	LMS	0	
6	Online Feedback	2278	
7	Outcome	2	
8	Notice board	0	
9	Leave Management	0	
10	Inventory	4	
11	Committee and meeting	0	

Dashboard > [Reevaluate Credit Score](#)

Module Wise Dynamic Green Credits

This is your module wise credits distribution. If you want to reevaluate your credit score please click on icon and your score will be updated.

Sr. No.	Module Name	Earned Credits	Reevaluate
1	Online Exam	0	
2	Result Analysis	0	
3	Academic Planning	0	
4	Assignment	0	
5	LMS	0	
6	Online Feedback	2278	
7	Outcome	2	
8	Notice board	0	
9	Leave Management	0	
10	Inventory	4	
11	Committee and meeting	0	

Click here to [Reevaluate Credits Score](#)



BABA FARID COLLEGE OF ENGG. & TECHNOLOGY

LEAVE MANAGEMENT

DASHBOARD

Dashboard

Count of your Leaves

Category	Count
Total	3
Balance	21
Approved	2
Pending	1
Rejected	0

Your Applied Leaves

Start Date	End Date	Reason	Status
03 Jul 2022	03 Jul 2022	Wedding	Applied
20 Jul 2022	20 Jul 2022	Family Function	Approved
27 Jul 2022	27 Jul 2022	Fever	Approved

Weekly Attendance

Day	Mon	Tue	Wed	Thu	Fri	Sat	Sun
In Time	25	26	27	28	29	30	31
Out Time	0	10	10	10	0	0	0

Leave Update for the Day

Employee Name	Role	Leave Type	Start Date	End Date
Nikita Bhagat	QA	Full Day	28 Jul 2022	28 Jul 2022
Mamta Sawant	associate	Full Day	28 Jul 2022	28 Jul 2022

In Dashboard you can see all your activity about Leave and Attendance



BABA FARID COLLEGE OF ENGG. & TECHNOLOGY

MY LEAVES

My Leaves > Request / Modify Leaves

Request New Leave

Modify Applied Leaves

My Leaves > My Applied Leaves

Sr. No.	Date	Days	Leave Type	Requested On	Reason	Attachment	Status	Approver	Action
1	From - 26 Jul, 2022 To - 26 Jul, 2022	Leave - 1 Paid - 0 Unpaid - 1	Casual Leave	28th Jul, 2022 09:59 AM	Family ...	1	Applied	1 Mamta Sawant yet to approve ...	
2	From - 22 Jul, 2022 To - 22 Jul, 2022	Leave - 0.5 Paid - 0 Unpaid - 0.5	Casual Leave	28th Jul, 2022 09:56 AM	Emerge...	1	Applied	1 Mamta Sawant yet to approve ...	
3	From - 29 Jul, 2022 To - 29 Jul, 2022	Leave - 1 Paid - 0 Unpaid - 1	Casual Leave	28th Jul, 2022 09:57 AM	Fever, C...	1	Approved	1 Mamta Sawant Approved on 28 Jul, 2022 10:03 AM,	
4	From - 28 Jul, 2022 To - 28 Jul, 2022	Leave - 1 Paid - 0 Unpaid - 1	Casual Leave	28th Jul, 2022 09:36 AM	Cold,	1	Approved	1 Mamta Sawant Approved on 28 Jul, 2022 10:03 AM,	
5	From - 08 Jul, 2022 To - 08 Jul, 2022	Leave - 1 Paid - 0 Unpaid - 1	Casual Leave	27th Jul, 2022 05:29 PM	Wedding	1	Applied	1 Mamta Sawant yet to approve ...	

Can view list of request and status of your applied for leaves



BABA FARID COLLEGE OF ENGG. & TECHNOLOGY

My Leaves > Filter and Cancel Leaves

Dashboard [My Leaves](#) [My Team](#) [My Attendance](#) [Leave Policy](#) [Attendance Regularization](#) [Team Regularization](#) [Leave Setting](#)

Action - Show 10 entries [Request A Leave](#)

Cancel Applied Leaves	Days	Leave Type	Requested On	Reason	Attachment	Status	Approver	Action
<input type="checkbox"/> 1	From - 26 Jul, 2022 To - 26 Jul, 2022 Leave - 1 Paid - 0 Unpaid - 1	Casual Leave	26th Jul, 2022 09:59 AM	Family ...	0	Applied	1 Mamta Sawant yet to approve .	
<input type="checkbox"/> 2	From - 22 Jul, 2022 To - 22 Jul, 2022 Leave - 0.5 Paid - 0 Unpaid - 0.5	Casual Leave	28th Jul, 2022 09:58 AM	Emerge...	0	Applied	1 Mamta Sawant yet to approve .	
<input type="checkbox"/> 3	From - 29 Jul, 2022 To - 29 Jul, 2022 Leave - 1 Paid - 0 Unpaid - 1	Casual Leave	28th Jul, 2022 09:57 AM	Fever, C...	0	Approved	1 Mamta Sawant Approved on 26 Jul, 2022 10:03 AM .	

Can Cancel Applied Leaves

Filter By

Status:

Applied Date:

Policy Assigned Year:

Filter by Applied Status, Applied Date, Policy Assigned Year

MY TEAM

My Team > Subordinates Leave Approval

Dashboard [My Leaves](#) [My Team](#) [My Attendance](#) [Leave Policy](#) [Attendance Regularization](#) [Team Regularization](#) [Leave Setting](#)

Action - Show 10 entries

Sr. No.	Requested By	From Date	To Date	Days	Leave Type	Applied On	Reason	Attachment	Approver	Status	Action
<input type="checkbox"/> 1	Mamta Sawant (faculty)	29 Jul, 2022	29 Jul, 2022	Leave - 1 Paid - 0 Unpaid - 1	Casual Leave	28th Jul, 2022 09:57 AM	Fever...	0	1 Mamta Sawant Approved on 28 Jul, 2022 10:03 AM .	Approved	
<input type="checkbox"/> 2	Mamta Sawant (faculty)	28 Jul, 2022	28 Jul, 2022	Leave - 1 Paid - 0 Unpaid - 1	Casual Leave	28th Jul, 2022 09:36 AM	Cold	0	1 Mamta Sawant Approved on 28 Jul, 2022 10:03 AM .	Approved	
<input type="checkbox"/> 3	Mamta Sawant (faculty)	27 Jul, 2022	27 Jul, 2022	Leave - 1 Paid - 0 Unpaid - 1	Casual Leave	27th Jul, 2022 05:26 PM	Fever	0	1 Mamta Sawant Approved on 27 Jul, 2022 5:30 PM .	Approved	
<input type="checkbox"/> 4	Mamta Sawant (faculty)	26 Jul, 2022	26 Jul, 2022	Leave - 1 Paid - 0 Unpaid - 1	Casual Leave	28th Jul, 2022 09:59 AM	FamilL...	0	1 Mamta Sawant yet to approve .	Applied	
<input type="checkbox"/> 5	Mamta Sawant (faculty)	22 Jul, 2022	22 Jul, 2022	Leave - 0.5 Paid - 0	Casual Leave	28th Jul, 2022 09:58 AM	Emer...	0	1 Mamta Sawant yet to approve .	Applied	

In the My Team section, you will get the leaves of the employees for whom you are the approver. You can approve / reject the leaves from My Team section.



My Team > View, Approve or Reject Leaves

Dashboard My Leaves **My Team** My Attendance Leave Policy Attendance Regularization Team Regularization Leave Setting

Action Show 10 entries Select Year

Approve / Reject Request	From Date	To Date	Days	Leave Type	Applied On	Reason	Attachment	Approver	Status	Action
<input checked="" type="checkbox"/> 1 Mamta Sawant (faculty)	29 Jul, 2022	29 Jul, 2022	Leave -1 Paid -0 Unpaid -1	Casual Leave	28th Jul, 2022 09:57 AM	Fever...	0	1 Mamta Sawant Approved on 28 Jul, 2022 10:05 AM,	Approved	
<input type="checkbox"/> 2 Mamta Sawant (faculty)	28 Jul, 2022	28 Jul, 2022	Leave -1 Paid -0 Unpaid -1	Casual Leave	28th Jul, 2022 09:36 AM	Cold	0	1 Mamta Sawant Approved on 28 Jul, 2022 10:05 AM,	Approved	
<input type="checkbox"/> 3 Mamta Sawant (faculty)	27 Jul, 2022	27 Jul, 2022	Leave -1 Paid -0 Unpaid -1	Casual Leave	27th Jul, 2022 05:26 PM	Fever	0	1 Mamta Sawant Approved on 27 Jul, 2022 5:30 PM,	Approved	
<input type="checkbox"/> 4 Mamta Sawant (faculty)	26 Jul, 2022	26 Jul, 2022	Leave -1 Paid -0	Casual Leave	28th Jul, 2022 09:59 AM	Famil...	0	1 Mamta Sawant yet to approve.	Applied	

Can Approve, Reject Request

Approve / Reject Request

Approve

Provisional Approval Approve Reject

My Team > Provisional Leave Approver

Dashboard My Leaves **My Team** My Attendance Leave Policy Attendance Regularization Team Regularization Leave Setting

Action Show 10 entries Select Year

Approve / Reject Request	From Date	To Date	Days	Leave Type	Applied On	Reason	Attachment	Approver	Status	Action
<input checked="" type="checkbox"/> 1 Mamta Sawant (faculty)	29 Jul, 2022	29 Jul, 2022	Leave -1 Paid -0 Unpaid -1	Casual Leave	28th Jul, 2022 09:57 AM	Fever...	0	1 Mamta Sawant Approved on 28 Jul, 2022 10:05 AM,	Approved	
<input type="checkbox"/> 2 Mamta Sawant (faculty)	28 Jul, 2022	28 Jul, 2022	Leave -1 Paid -0 Unpaid -1	Casual Leave	28th Jul, 2022 09:36 AM	Cold	0	1 Mamta Sawant Approved on 28 Jul, 2022 10:05 AM,	Approved	
<input type="checkbox"/> 3 Mamta Sawant (faculty)	27 Jul, 2022	27 Jul, 2022	Leave -1 Paid -0 Unpaid -1	Casual Leave	27th Jul, 2022 05:26 PM	Fever	0	1 Mamta Sawant Approved on 27 Jul, 2022 5:30 PM,	Approved	
<input type="checkbox"/> 4 Mamta Sawant (faculty)	26 Jul, 2022	26 Jul, 2022	Leave -1 Paid -0	Casual Leave	28th Jul, 2022 09:59 AM	Famil...	0	1 Mamta Sawant yet to approve.	Applied	

Note

The purpose of provisional leave is to approve leave by considering the present scenario, later it can be approved/declined.

Approve / Reject Request

Approve

Provisional Approval Approve Reject



My Team > Filter the subordinates leave

Dashboard | My Leaves | **My Team** | My Attendance | Leave Policy | Attendance Regularization | Team Regularization

Action | Show 10 entries | Select Year

Approve / Reject Request	From Date	To Date	Days	Leave Type	Applied On	Reason	Attachment	Approver	Status	Action
<input checked="" type="checkbox"/>	29 Jul, 2022	29 Jul, 2022	Leave -1 Paid -0 Unpaid -1	Casual Leave	28th Jul, 2022 09:57 AM	Fever...	0	1 Mamta Sawant Approved on 28 Jul, 2022 10:03 AM,	Approved	
<input type="checkbox"/>	28 Jul, 2022	28 Jul, 2022	Leave -1 Paid -0 Unpaid -1	Casual Leave	28th Jul, 2022 09:36 AM	Cold	0	1 Mamta Sawant Approved on 28 Jul, 2022 10:05 AM,	Approved	
<input type="checkbox"/>	27 Jul, 2022	27 Jul, 2022	Leave -1 Paid -0 Unpaid -1	Casual Leave	27th Jul, 2022 05:26 PM	Fever	0	1 Mamta Sawant Approved on 27 Jul, 2022 5:30 PM,	Approved	
<input type="checkbox"/>	26 Jul, 2022	26 Jul, 2022	Leave -1 Paid -0	Casual Leave	28th Jul, 2022 09:59 AM	Famil...	0	1 Mamta Sawant yet to approve.	Applied	

Filter By

Name:

Employee Role:

Status:

Applied Date:

From Date:

To Date:

Show leaves to be approved by me.

Filter by Name, Employee Role, Status, Applied Date, From Date, To Date etc.

Click here to Apply the filter

MY ATTENDANCE

My Attendance > View Month-wise Biometric Punch Logs

Home | Leave Management

Dashboard | My Leaves | My Team | **My Attendance** | Leave Policy | Attendance Regularization | Team Regularization

Days: 30 | Paid leave: 4 | Unpaid leave: 0

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Week 1						1 Apr 2022	2 Apr 2022
Week 2	3 Apr 2022	4 Apr 2022	5 Apr 2022	6 Apr 2022	7 Apr 2022	8 Apr 2022	9 Apr 2022
Week 3	10 Apr 2022	11 Apr 2022 09:30:00 19:30:00	12 Apr 2022	13 Apr 2022	14 Apr 2022	15 Apr 2022	16 Apr 2022
Week 4	17 Apr 2022	18 Apr 2022	19 Apr 2022	20 Apr 2022	21 Apr 2022	22 Apr 2022	23 Apr 2022



In My Attendance can view Month-wise Biometric Punch Logs

LEAVE POLICY



BABA FARID COLLEGE OF ENGG. & TECHNOLOGY

Leave Policy > View Leave Policy

To Date	Description	Action
27 June , 2021		
30 September , 2022	Leave Policy	
31 October , 2022		
31 December , 2022	Leave Policy for Teaching Staff	
29 January , 2023		
30 November , 2022		

You can view detailed leave policy by clicking on the button mentioned in action column

View Leave Policy

Title: Policy for Employee Production Based

Description:

Leave Title	Leave Days	Complimented Leave
Casual Leave	0	0
Maternity Leave	0	0
Paternity Leave	0	0
Domestic / Paid Leave	0	0

In Time Setting

Allowed Delay in Minutes:

Consider As Leave For Late Mark: Full Day
Half Day: 1

Out Time Setting

Allowed Early Going in Minutes:

Consider As Leave For Early Going: Full Day
Half Day: 2

Work Day

Work Day	Week 1	Week 2	Week 3	Week 4	Week 5
Monday	09:00 AM To 03:00 PM	09:00 To 12:00	09:30 To 06:00	09:30 To 06:00	09:00 To 06:00
Tuesday	09:00 To 03:00	09:00 To 12:00	09:30 To 06:00	09:30 To 06:00	09:00 To 06:00
Wednesday	09:00 To 03:00	09:00 To 12:00	09:30 To 06:00	09:30 To 06:00	09:00 To 06:00
Thursday	09:00 To 03:00	09:00 To 12:00	09:30 To 06:00	09:30 To 06:00	09:00 To 06:00
Friday	09:00 To 03:00	09:00 To 12:00	09:30 To 06:00	09:30 To 06:00	09:00 To 06:00
Saturday	Off	09:00 To 03:00 PM	Off	09:30 To 06:00 PM	Off
Sunday	Off	Off	Off	Off	Off

Number of working days within which the attendance requirement should be based and approved from the actual regularization date: 30

Number of working days before which an employee should apply for the leave: 3

Maximum Allowed Leave Pattern: Quarterly

Deduction from the payroll in case of policy violation:

Auto Leave Type in case the working hours aren't completed: Medical Leave

Type of leave to be excluded for the rule: Number of working days before which an employee should apply for the leave: 3

Maximum Allowed Leave: 0

ADMIN – EMPLOYEE

Settings > View Employee's Consumed and Balanced Leaves

Sr. No.	Name	Role	Consumed Leaves	Leaves Balance	View
1	Megha Gavankar	Teaching	1	11	
2	Pooja Fatakare	Teaching	0	12	
3	Kiran Patil	Teaching	1.5	0	

View Employee - Wise Consumed Leaves

View Employee - Wise Balanced Leaves



BABA FARID COLLEGE OF ENGG. & TECHNOLOGY

Settings > View Employee Leaves , Attendance Summary, Leave Policy and Employee Regularization

View Details of Each Employee with



Leaves Attendance Summary Leave Policy Employee Regularization

Show 10 entries

+ Add Leave

<input type="checkbox"/>	Sr. No.	Date	Leave Type	Days	Requested On	Reason	Status	Approver	Action
<input type="checkbox"/>	1	From - 04 Feb, 2022 To - 04 Feb, 2022	Medical Leave	Leave - 1 Paid - 0 Unpaid - 1	-	Reason	Approved	Added by Admin.	

Settings > Add Leave on behalf of Employee

Add Leave on behalf of Employee

From Date *

To Date *

Day *

Leave Type *

Paid - Unpaid -

Reason *

(Maximum 500 characters are allowed)

Attachment



BABA FARID COLLEGE OF ENGG. & TECHNOLOGY

Settings > Employee Leaves > View Leave Application

Leaves Attendance Summary Leave Policy Employee Regularization

Show 10 entries

+ Add Leave

Sr. No.	Date	Leave Type	Days	Requested On	Reason	Status	Approver	Action
1	From - 04 Feb, 2022 To - 04 Feb, 2022	Medical Leave	Leave -1 Paid -0 Unpaid -1	-	Reason	Approved	Added by Admin.	



View Leaves Application

View Leave Application

PRINT

Leave Requester	From Date	To Date	Leave Type	Total number of days	Reason
Test Dummy	08 October, 2022	10 October, 2022	Casual Leave Full Day	6	rtrh/hdty/hf/nu
Approver					
Approver Name	Status	Approved On	Comments		

You can click here to print the application

Settings > View Attendance Summary

vms

Home | Leave Management | Employee | Employee View

Employee - 1

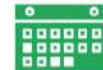
Leaves Attendance Summary Leave Policy Employee Regularization

Days: 0 | Paid leave: 0 | Unpaid leave: 0 | Extra working: 0

October 2022

Regularize Report Import

Week	Date in time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Week 1	Date in time Outtime						1 Apr 2022	2 Apr 2022
Week 2	Date in time Outtime	3 Apr 2022	4 Apr 2022	5 Apr 2022	6 Apr 2022	7 Apr 2022	8 Apr 2022	9 Apr 2022
Week 3	Date in time Outtime	10 Apr 2022	11 Apr 2022 09:00:00 18:30:00	12 Apr 2022	13 Apr 2022	14 Apr 2022	15 Apr 2022	16 Apr 2022
Week 4	Date in time Outtime	17 Apr 2022	18 Apr 2022	19 Apr 2022	20 Apr 2022	21 Apr 2022	22 Apr 2022	23 Apr 2022



You can view attendance summary of the selected employee.

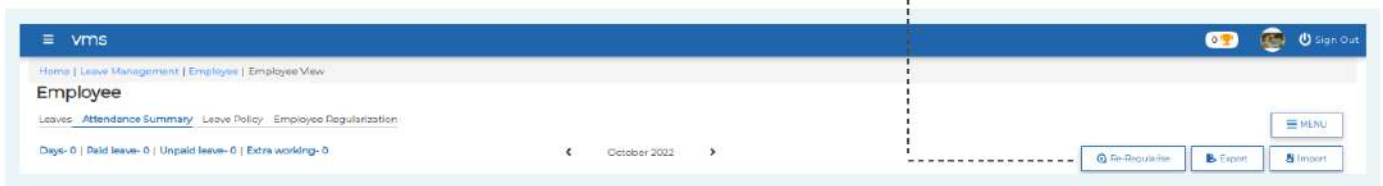
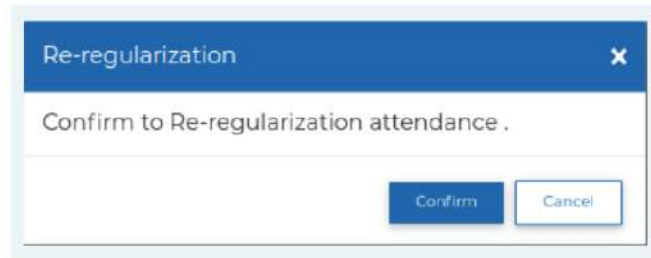


BABA FARID COLLEGE OF ENGG. & TECHNOLOGY

Settings > View Attendance Summary > Re-regularisation



You can click here to **Confirm Re-regularisation**



Settings > View Attendance Summary > Re-regularisation



You can click here to **Export the excel file.**





BABA FARID COLLEGE OF ENGG. & TECHNOLOGY

Settings > View Attendance Summary > Import

Step 2

Validate Attendance

Date	1/10/22	2/10/22	3/10/22	4/10/22
In Time	09:00:00	09:00:00	09:00:00	09:00:00
Out Time	18:30:00	18:30:00	18:30:00	18:30:00

Check if you want to consider regularization for attendance.

[Confirm](#)

Click here to
Import the CSV file

vms
Sign Out

Home | Leave Management | Employee | Employee View

Employee

Leaves | Attendance Summary | Leave Policy | Employee Regularization

Days: 0 | Paid leave: 0 | Unpaid leave: 0 | Extra working: 0

October 2022

[Regularize](#)
[Export](#)
[Import](#)

Settings > View Leave Policy

Description	View
This policy is active from 01st, Jan, 2021 to 01st, Jan, 2022	View
This policy is active from 01st, Jan, 2018 to 01st, Jan, 2019	View
This policy is active from 01st, Jan, 2019 to 01st, Jan, 2020	View



You can view, the Leave policy assigned to the selected employees.

View Leave Policy

Title: Policy for Employee Regularization/Devout

Description:

Leave Title	Leave Days	Compensated Leave
Casual Leave	0	0
Maternity Leave	0	0
Paternity Leave	0	0
Control / Paid Leave	0	0

In Time Setting:
 Allowed Delay in Minutes: 15
 Consider As Leave For Late Mark: Half Day
 4552

Out Time Setting:
 Allowed Early Going in Minutes: 5
 Consider As Leave For Early Going: Full Day
 2

Work Days

Work Day	Week 1	Week 2	Week 3	Week 4	Week 5
Monday	09:00 To 18:30	09:00 To 18:30	09:00 To 18:30	09:00 To 18:30	09:00 To 18:30
Tuesday	09:00 To 18:30	09:00 To 18:30	09:00 To 18:30	09:00 To 18:30	09:00 To 18:30
Wednesday	09:00 To 18:30	09:00 To 18:30	09:00 To 18:30	09:00 To 18:30	09:00 To 18:30
Thursday	09:00 To 18:30	09:00 To 18:30	09:00 To 18:30	09:00 To 18:30	09:00 To 18:30
Friday	09:00 To 18:30	09:00 To 18:30	09:00 To 18:30	09:00 To 18:30	09:00 To 18:30
Saturday	Off	09:00 To 18:30	Off	09:00 To 18:30	Off
Sunday	Off	Off	Off	Off	Off

Number of working days within which the attendance regularization should be added and approved from the actual regularization date: 15

Number of working days before which an employee should apply for the leave: 3

Maximum Allowed Leave Pattern: Quarterly

Deduction from the payroll in case of policy violation: 0

Auto Leave Tab: In case the working hours are not completed, the leave will be auto-approved.

Type of leave to be excluded for the leave: Number of working days before which an employee should apply for the leave: 3

Maximum Allowed Leave: 0



BABA FARID COLLEGE OF ENGG. & TECHNOLOGY

Settings > View Employee Regularisation

vms

Home | Leave Management | Employee | Employee View

Employee

Leaves Attendance Summary Leave Policy **Employee Regularization**

Show 10 entries

Select year

Sr. No.	Regularization Date	Day	In Time	Out Time	Status	Regularization Type	Reason	Source	Request Raised On	Approver
1	07 Oct, 2022	Friday	00:00:00	00:00:00	Approved	Office Work	hgghghgjj	User Requested	10 Oct, 2022 5:51 PM	1 Nikita Bhagat Approved on 10 Oct, 2022 5:51 PM,
2	25 Sep, 2022	Sunday	00:00:00	00:00:00	Approved	Office Work	You	User Requested	25 Jul, 2022 2:18 PM	1 Nikita Bhagat Approved on 07 Oct, 2022 6:15 PM,
3	01 Sep, 2022	Thursday	00:00:00	00:00:00	Applied	Office Work	Shohshhshs	User Requested	01 Aug, 2022 3:15 PM	1 Nikita Bhagat yet to approve
4	06 Aug, 2022	Saturday	00:00:00	00:00:00	Applied	sws	IT	User Requested	04 Aug, 2022 10:50 AM	1 Nikita Bhagat yet to approve
5	05 Aug, 2022	Friday	00:00:00	00:00:00	Applied	casual work b	Let's discuss test	User Requested	04 Aug, 2022 10:46 AM	1 Nikita Bhagat yet to approve
6	04 Aug, 2022	Thursday	00:00:00	00:00:00	Applied	Office Work	Hgqj	User Requested	04 Aug, 2022 10:44 AM	1 Nikita Bhagat yet to approve
7	01 Aug, 2022	Monday	00:00:00	00:00:00	Applied	casual work b	Tulip	User Requested	01 Aug, 2022 5:20 PM	1 Nikita Bhagat yet to approve
8	30 Jul, 2022	Saturday	00:00:00	00:00:00	Applied	Office Work	DF	User Requested	26 Jul, 2022 3:27 PM	1 Nikita Bhagat yet to approve
9	29 Jul, 2022	Friday	00:00:00	00:00:00	Applied	Office Work	fre	User Requested	18 Jul, 2022 10:34 AM	1 Nikita Bhagat yet to approve
10	26 Jul, 2022	Tuesday	00:00:00	00:00:00	Applied	casual work b	Hugh	User Requested	25 Jul, 2022 8:22 AM	1 Nikita Bhagat yet to approve



You can **Select the date range and view the data accordingly**

ADMIN – ATTENDANCE LOGS

Settings > View Attendance Log

Filter the data

Name

Enter name

Date

28/07/2022

Filter Show 10 entries

Import Attendance Log MENU

28 Jul, 2022

Sr. No.	Name	Official In Time (From Policy)	Actual In Time	Remark	Official Out Time	Actual Out Time	Remark
1	Megha Govankar	09:30 AM	09:00 AM	On Time	06:00 PM	06:00 PM	On Time
2	Pooja Patil	09:00 AM	09:05 AM	Late by 5 min	06:00 PM	05:50 PM	Early going by 10 min
3	Kiran Patil	09:00 AM	09:00 AM	On Time	06:00 PM	06:00 PM	On Time
4	Vinay Kadam	09:00 AM	09:10 AM	Late by 10 min	06:00 PM	06:00 PM	On Time
5	Keshav Kumbhar	09:00 AM	09:45 AM	Late by 45 min	06:00 PM	05:40 PM	Early going by 20 min

Get individual remark about **In Time & Out Time**



Settings > Import Attendance Logs

Import attendance Day- Wise

- 24-hour format
- 12-hour format

Instruction
Attendance can be imported in CSV format.
CSV should be in specified format for import to work correctly.
CSV format

24 hour format 12 hour format

Sr. no.	Text Id	Biometric Id	Name	In Time	Out Time
1	FCSIT4311	23	John Doe	9:00:00	18:30:00
2	SFCSIT4312	24	Mike Ross	9:00:00	18:30:00

Download sample attendance CSV [Download CSV](#)

Select date *
dd/mm/yyyy

Import Attendance *
Choose an CSV file or drag it here.

Check if you want to consider regularization for attendance.

ADMIN – HOLIDAYS

Settings > Add / Modify Organisation Holidays

Title *
Enter title
(Maximum 50 characters are allowed)

Short Code *
Enter short code
(Maximum 25 characters are allowed)

From Date *
dd/mm/yyyy

To Date *
dd/mm/yyyy

Description
Enter holiday description
(Maximum 250 characters are allowed)

Academic Year *
 2012-13
 2013-14
 2014-15
 2015-16
 2016-17
 2017-18
 2018-19

Department *
 Computer Engineering
 Electrical Engineering
 First Year Engineering
 Mechanical Engineering
 Stream 2
 Stream 3



Holidays

Action * Show 10 entries

<input type="checkbox"/>	Sr. No.	Academic Year	Department	Title	Shortcode	From Date	To Date	Description	Action
<input type="checkbox"/>	1	2019-20	Computer Engineering Electrical Engineering	Dwali Vacation	Dwali Vacation	03 October, 2021	03 October, 2021		
<input type="checkbox"/>	2	2020-21	Computer Engineering Electrical Engineering	Holi		03 October, 2021	03 October, 2021		
<input type="checkbox"/>	3	2021-22	Computer Engineering Electrical Engineering	Christmas Day		24 December, 2021	25 December, 2021		

[+ Add Holiday](#) [MENU](#)



BABA FARID COLLEGE OF ENGG. & TECHNOLOGY

Settings > Assign / Remove Leave Policy

Leave Policy

Action: Show 10 entries

Assign / Remove Leave Policy

Delete

<input checked="" type="checkbox"/>	1	INSTRUCTORS
<input type="checkbox"/>	2	Admin Leave Policy-2020
<input type="checkbox"/>	3	Leave Policy 1

Assign/Remove Leave Policy

Click here to Add Assign/Remove Leave Policy

Assign Leave Policy-Demo Strct 1

Department: Select All

Search: (Enter text to search)

Policy Assigned to:

U	Emp No.	Employee / User	Start Date	End Date
<input type="checkbox"/>	1	Shil Choudhri	2021-12-16	2021-02-28
<input type="checkbox"/>	2	Julia Buckingham	2021-12-16	2021-02-28
<input type="checkbox"/>	3	Wahid Dewar	2021-12-16	2021-02-28
<input type="checkbox"/>	4	Wahid Dewar	2021-12-16	2021-02-28
<input type="checkbox"/>	5	Christi Hale	2021-12-16	2021-02-28

From Date: 01/11/2021 To Date: 01/11/2021

Assign Cancel

Settings > Copy Leave Policy

Leave Policy

Action: Show 10 entries

+ Add Leave Policy Manage Leave Policy Help

<input type="checkbox"/>	Sl. No	Title	Description	View	Actions
<input type="checkbox"/>	1	INSTRUCTORS		View	✎ ⚙ ⌵
<input type="checkbox"/>	2	Admin Leave Policy-2020		View	✎ ⚙ ⌵

Copy Leave Policy

Click here to Copy Leave Policy

Copy Leave policy

Policy Title *

Enter title (Maximum 50 characters are allowed)

Description

Enter description (Maximum 250 characters are allowed)

Add Cancel



ADMIN – LEAVE AND REGULARIZATION TYPE

Settings > Add/Modify Leave Type

Leave Type Regularization Type

Show 10 entries

Sr. No.	Title	Shortcode	Description	Action
1	Medical Leave	MED_LE	Medical Leave	
2	Paid Leave	PAID_LE	Paid Leave	

[+ Add Leave Type](#) [MENU](#)

Title*
Enter title:
(Maximum 50 characters are allowed)

Leave Short Code*
Enter leave short code:
(Maximum 25 characters are allowed)

Check if you want to make attachment mandatory for this leave type during the leave application
(In case of medical leave, if you are expecting that the leave applicant should attach the medical certificate then you must select the above checkbox.)

Description
Enter description:
(Maximum 250 characters are allowed)



Settings > Add/Modify Regularisation Type

Leave Type Regularization Type

Show 10 entries

Sr. No.	Title	Shortcode	Description	Action
1	Office Work	CW	OFFICE WORK	
2	casual work th	CL	its casual work	

[+ Add Regularization](#) [MENU](#)

Title*
Enter title:
(Maximum 50 characters are allowed)

Short Code*
Enter short code:
(Maximum 25 characters are allowed)

Description
Enter description:
(Maximum 250 characters are allowed)





ADMIN – LEAVE APPROVER

Settings > Assign / Remove Leave Approver

Sr. No.	Name	Role	Leave Approver
<input checked="" type="checkbox"/> 1	Prasad Patil	Teaching	1 <input checked="" type="checkbox"/> Abraham Lincoln Assigned on 11 Aug, 2021 7:56 PM,

Select the Employee for which you want to Assign the Approver

Click on Action :
Select Assign Leave Approver

Action ▾ Show 10 entries ▾

- Assign Leave Approver
- Assign Attendance Regularization Approver
- Remove Leave Approver
- Remove Attendance Regularization Approver

Select the Approver Faculty

- First Approver
- Second Approver
- Third Approver
- Fourth Approver
- Fifth Approver
- Sixth Approver
- Seventh Approver
- Eighth Approver
- Ninth Approver
- Tenth Approver

Search

Type to search employee

- Prasad Patil
- Ash Ach
- Jasons Michaels
- Dummy Stage
- teja navale
- Test Test

Settings > Assign / Remove Regularization Approver

Sr. No.	Name	Role	Leave Approver
<input checked="" type="checkbox"/> 1	Prasad Patil	Teaching	1 <input checked="" type="checkbox"/> Abraham Lincoln Assigned on 11 Aug, 2021 7:56 PM,

Select the Employee for which you want to Assign the Regularization Approver

Click on Action :
Select Assign Attendance Regularization Approver

Action ▾ Show 10 entries ▾

- Assign Leave Approver
- Assign Attendance Regularization Approver
- Remove Leave Approver
- Remove Attendance Regularization Approver

Select the Approver Faculty

- First Approver
- Second Approver
- Third Approver
- Fourth Approver
- Fifth Approver
- Sixth Approver
- Seventh Approver
- Eighth Approver
- Ninth Approver
- Tenth Approver

Assign Attendance Regularization Approver

Search

Type to search employee (Press enter to search)

- Test Dummy
- Demo User12
- Tes env
- Yash Last
- Manish Veale
- Prasad Patil



ADMIN – REPORTS

Settings > Reports – Leave Policy Report

Leave Policy Report✕

Export To Excel
PRINT

Leave Policy Title
Leave policy 1

Description
Leave policy for first 6 month with 1 medical leave, 1 paid leave and 1 non paid leave with 9 to 6 job 1 & 3 sat off and sun off

Leave Details

Leave Title	Leave Days	Carryforward Leave
Medical Leave	3	0
Paid Leave	3	0
Non paid leave	3	0
Casual Leave	3	0



Print and Export Report

Settings > Reports – Employees Leave Count Report

Employees Leave Count Report✕

Show 10 entries
Export To Excel
Print

Leave Policy Year * 01 Jan , 2022 - 31 Dec , 2022 | **Leave Applied From Date** dd/mm/yyyy | **Leave Applied To Date** dd/mm/yyyy | **Name** Enter name | **Select Role** Select Role

Apply Clear

Year From 01 Jan , 2022 To 31 Dec , 2022

Sr.No	First Name	Last Name	Role	Leaves as per policy	Consumed Leaves	Paid Leaves	Unpaid Leaves	Balanced Leaves
1	Prasad	Borkar	Teaching	12	1	0	1	11
2	Megha	Gavankar	Teaching	12	0	0	0	12
3	Rushi	Marathe	Teaching	0	1.5	0	1.5	0




Print and Export Report



BABA FARID COLLEGE OF ENGG. & TECHNOLOGY

Settings > Reports – Individual Employee Leave Summary Report

Show entries

[Export To Excel](#) [Print](#) 

From 01 Jan , 2022 To 31 Dec , 2022

Sr. No.	From Date	To Date	Type	Applied On	Reason	
1.	01-01-2022	01-01-2022	Medical	30-12-2022	Fever	
2.	15-01-2022	16-01-2022	Casual	15-01-2022	Function	
3.	30-01-2022	01-02-2022	Casual	29-01-2022	Function	Leslie Alexander
4.	10-02-2022	12-02-2022	Medical	13-02-2022	Cold	Cody Fisher
5.	15-02-2022	16-02-2022	Medical	15-02-2022	Fever	Esther Howard
6.	21-03-2022	21-03-2022	Casual	21-03-2022	Emergency	Albert Flores
7.	30-03-2022	30-03-2022	Medical	30-03-2022	Fever	Cameron Williamson
8.	20-04-2022	20-04-2022	Casual	20-04-2022	Going Home	Eleanor Pena
9.	30-04-2022	30-04-2022	Casual	29-03-2022	Function	Annette Black
10.	15-01-2022	15-01-2022	Medical	16-01-2022	Stomach Pain	Devon Lane

From date
To date
Type
Applied On
Reason
Approver

Can Export, Print and Customize Column as per need.



BABA FARID COLLEGE OF ENGG. & TECHNOLOGY

Settings > Reports – Monthly Leave Summary Report

Monthly Leave Summary Report

Show 10 entries 01 Jan, 2022 - 31 Dec, 2021

Export To Excel Print

From: 01/01/2021 To: 31/01/2021

Name: Enter name

Select Role: Teaching Non-teaching

First Name
Last Name
Role
Consumed Leaves

Apply Clear

Date From 01 Jan, 2021 To 31 Jan, 2021

Sr.No	First Name	Last Name	Role	Consumed Leaves
1	Prasad	Patil	teaching	2
2	Demo Megha	User 12 Gavonkar	teaching	15
3	Tes Rushi	env Marathe	teaching	35

Can Export, Print and Customize Column as per need.

Settings > Reports – Monthly Attendance Summary Report

Monthly Leave Summary Report

Show 10 entries 01 Jan, 2022 - 31 Dec, 2021

Export To Excel Print

From: 01/01/2021 To: 31/01/2021

Name: Enter name

Select Role: Teaching Non-teaching

Apply Clear

Date From 01 Jan, 2021 To 31 Jan, 2021

Sr.No	First Name	Last Name	Role	Consumed Leaves
1	Prasad	Patil	teaching	2
2	Demo Megha	User 12 Gavonkar	teaching	15
3	Tes Rushi	env Marathe	teaching	35

Can Export, Print and Customize Column as per need.



BABA FARID COLLEGE OF ENGG. & TECHNOLOGY

Settings > Reports – Daily Attendance Summary Report

Filter by **Date, Name, Role**

Can Export and Print Report

Daily Attendance Summary Report

Show 10 entries

Export To Excel Print

Year From 01 Jan, 2022 To 31 Dec, 2022 | 01 Sep, 2021

SrNo	First Name	Last Name	Role	In Time	Out Time	Status
1	Dimple	User	Teaching			-
2	Umesh	Kumawat	Teaching			-
3	Vijay	Pawar	Teaching			-
4	Niketa	Bhagat Dummy.	Teaching			-
5	CHRIS	Hale	Teaching			-
6	Rahul	Pradhan Dummy	Teaching			-
7	Amanda	Wilkinson	Teaching			-
8	Vivienne	Stern	Teaching			-
9	Test	Test	Teaching			-
10	Bhakti	Soman dummy	Teaching			-

Can customised column as per need

Settings > Reports – Regularization Summary Report

Filter by **Name Status, Role, Select Assigned Policy Year**

Can Export and Print Report

Regularization Summary Report

Show 10 entries Select year

Export To Excel Print

Name: Enter name Select Role: Teaching Non-teaching

Year From 01 Jan, 2022 To 31 Dec, 2022

SrNo	First Name	Last Name	Role	In Time	Out Time	Status
1	Mira	Kulkarni	Teachin	09:00 AM	06:00 PM	Approved
2	Prasad	Patil	Teaching	09:05 AM	06:05 PM	Applied
3	Rahini	Singh	Teaching	09:15 AM	06:15 PM	Approved
4	Sunil	Kumar	Non-teaching	09:05 AM	06:05 PM	Applied

Can customised column as per need



Settings > Reports – Monthly Attendance Summary Report (List View) Report

Filter by **Month, Year, Department**

Monthly Attendance Summary Report (List View) Report

Export To Excel Print

April 2022 | Umesh Kumavat

Date	In Time	Remarks	Out Time	Remarks
1st Apr, 2022	09:00 AM		06:00 PM	
2nd Apr, 2022	09:05 AM		06:10 PM	
3rd Apr, 2022	09:00 AM		06:05 PM	
4th Apr, 2022	09:10 AM		06:15 PM	
5th Apr, 2022	09:05 AM		06:05 AM	
6th Apr, 2022	09:00 AM		06:00 AM	
7th Apr, 2022	09:10 AM		06:10 AM	
8th Apr, 2022	09:05 AM		06:05 AM	
9th Apr, 2022	09:00 AM		06:00 AM	
10th Apr, 2022	09:10 AM		06:10 AM	
11th Apr, 2022	09:00 AM		06:00 AM	
12th Apr, 2022	09:00 AM		06:00 AM	

Can Export and Print

ADMIN – BIOMETRIC INTEGRATION

Settings > Bio metric Machine Setting

Biometric Integration Configuration

+ Add Configuration MENU

Sr. No.	Machine Name	Serial Number	Service Tag ID	Encryption Key	Auth Token	Action
1	Machine 1	1	*****	*****	*****	✖
2	Machine 2		*****	*****	*****	✖

Biometric Integration Configuration

Machine Name* (Maximum 50 characters are allowed)

Machine Company*

Service Tag ID

Auth Token

Encryption Key

Add Configuration



BABA FARID COLLEGE OF ENGG. & TECHNOLOGY

TRAINING AND PLACEMENT

Dashboard > View Latest – Openings & Drives, Training, Recruiters

Training & Placement

Batches

Current Batch

- Total: 46
- Job Holder: 0
- Entrepreneurs: 5
- Higher Studies: 6

2012-13 Batch

- Total: 382
- Job Holder: 0
- Entrepreneurs: 3
- Higher Studies: 3

The count of batches does not include students those who has opted for higher studies or entrepreneurship.

Openings and Drives (45)

- Sales (XL) | Pune
- Operation Head | Accenture | Pune
- Marketing executive | Tata Steel | Pune
- Automation | Tata Consultancy Services222
- asSawdack | Wipro | Pune
- SR FELLOW | Tata Steel | Pune

Training (78)

- Self development training | 3rd May 2022 | From 0:00 PM To 6:00 PM
- Mock Training | 6th May 2022 | From 2:00 PM To 1:00 PM
- College Training | 31st May 2022 | From 10:00 AM To 5:00 PM
- Institute Public Speaking | 24th May 2022 | From 10:00 AM To 12:00 AM

Recruiters (40)

- Tata Consultancy Services222 | Pune, Maharashtra, India
- Testing World | Pune, Maharashtra, India
- Organization1 | Pune, Maharashtra, India
- Wipro | Pune, Andaman, India

Annotations:

- View Latest **Opening and Drives** (points to the Openings and Drives section)
- View **Training (Latest 10 training)** (points to the Training section)
- View **Recruiters with Company Name and Location** (points to the Recruiters section)

Batches > View Batch-wise Students and its Placement Details

Batches

2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 | 2015-16

46 Candidates | 0 Job Holders | 6 Higher Studies | 5 Entrepreneurs

Search Student Name: [Filter Student Name] | Department: [Select department] | Group: [Select group] | Status: [Select Status] | Type: [Select Job Type] | No. of Interview Attended: [Filter Interview] | Interview Date: [dd/mm/yyyy]

Sr. No.	Name	Department	Status	Internship	Placed in Company	Last Interview	Next Interview
1	Ashwin 68222345 ashwin.gopalwaz@gmail.com	First Year Engineering First Year	Higher Studies	vmedulife software services24/09/2020	Organization1, test D1, Testing World	7/31/2021 (2:00 PM)	
2	Ashwin Thakur 62002021 ashwin.thakur@gmail.com	First Year Engineering First Year	Entrepreneur		Organization1	4/01/2021 (10:00 AM)	
3	Ashwin Thakur 62717777 ashwin.thakur@gmail.com	First Year Engineering First Year	Entrepreneur		Organization1	6/04/2021 (10:00 AM)	
4	Ashwin Thakur 78458232 ashwin.thakur@gmail.com	First Year Engineering First Year	Higher Studies			04/01/2021 (10:00 AM)	

Placement Details of Ashwin

Sr.No.	Opening	Organization	Location	Type	Action
1	QA (FESTER)	Testing World	Pune	Job	✗
2	Internship	vmedulife software servic.	Pune	Internship	✗
3	job	test D1	pune	Job	✗
4	job	Organization1	pune	Job	✗

Annotations:

- Search students by applying above **Filter** (points to the search filters)
- In **Batches** Section View **Batch wise (e.g. 2021-22, 2020-21)** Students and its **Placement details** (points to the Placement Details of Ashwin window)



BABA FARID COLLEGE OF ENGG. & TECHNOLOGY

Batches > Filter Students

Filter student by

Student name, Department, Group, Status, Job type, No. of interviews attended count, Interview date

Batches
2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 | 2015-16

46 Candidates | 0 Job Holders | 6 Higher Studies | 5 Entrepreneurs

Search Student Name: [Enter Student Name] | Department: Computer Engineering | Group: Second Semester | Status: Job Holder | Type: Internship | No. of Interviews Attended: [Enter Number] | Interview Date: dd/mm/yyyy

Sr. No.	Name	Department	Status	Internship	Placed in Company	Last Interview	Next Interview
1	Ashwini 670202545 nikhishaykhe03@gmail.com	First Year Engineering First Year	Higher Studies	vmedulife software services(24/02/2020)	Organization 1 Test D:Testing World	7 Jul 2022 12:00 PM ...	
2	Akash D'Silva 836032812 akash0@gmail.com	First Year Engineering First Year	Entrepreneur		Organization 1	6 Oct, 2021 10:00 AM ...	
3	Sumy Kumar 629777777 ashwini.kumar27@gmail.com	First Year Engineering First Year	Entrepreneur		29/7/2021	6 Oct, 2021 10:00 AM ...	

Batches > View Detailed Student Information

Batches
2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 | 2015-16

46 Candidates | 0 Job Holders | 6 Higher Studies | 5 Entrepreneurs

Search Student Name: [Enter Student Name] | Department: Computer Engineering | Group: Second Semester | Status: Job Holder | Type: Internship | No. of Interviews Attended: [Enter Number] | Interview Date: dd/mm/yyyy

Sr. No.	Name	Department	Status	Internship	Placed in Company	Last Interview	Next Interview
1	Ashwini 670202545 nikhishaykhe03@gmail.com	First Year Engineering First Year	Higher Studies	vmedulife software services(24/02/2020)	Organization 1 Test D:Testing World	7 Jul 2022 12:00 PM ...	
2	Akash D'Silva 836032812 akash0@gmail.com	First Year Engineering First Year	Entrepreneur		Organization 1	6 Oct, 2021 10:00 AM ...	

View Detailed Student Information by Clicking on Student Name

One by one you can view the student details (Like Personal --> Details, Interview Details, Mentoring, Attendance, and many more..)

Profile Details - Ashwini

- Profile Details
- Interview Details
- Mentoring
- Attendance
- Exam
- Assignment
- Library
- Learning Management System
- Events & Event
- Feedback

Profile Details

First Name	Ashwini	Date of Joining	
Last Name	ash	Permanent Address	F-01, First Floor, Parkside & Business Park, ...
Parent's Name		Date of Birth	09/07/2004
Mother's Name		Contact No.	833020342
Parent's Email	nikhishaykhe03@gmail.com	Admission Details	123-000000000
Local Address		Nationality	IN
Gender	Male	Religion	EC
Blood Group	A+	Admission Number	100
Parents Contact No.	833020342		
Roll No.	2018201204		
Parents Email ID	nikhishaykhe03@gmail.com		
Admission Type	CAF		



BABA FARID COLLEGE OF ENGG. & TECHNOLOGY

Batches > Update Entrepreneur/Higher Studies Status

Sr. No.	Name	Department	Status	Internship	Placed In Company	Last Interview	Next Interview
1	Abhinav abhinav250302 nikhilgk141017@gmail.com	Fifth Year Engineering Full Year	Higher Studies	vmedulife software services (26/06/2020)	Organization Udat Offshoring World	7 Jul, 2022 (12:00 PM) ...	
2	Abdul Qayyum abqayyum2020 abqayyum@gmail.com	Fifth Year Engineering Full Year	Entrepreneur		Organization	6 Oct, 2022 (10:00 AM) 0...	

Can **Update Student Status** by **Entrepreneur or Higher Studies**

Update Student Status [X]

Entrepreneur Higher Studies

Update Cancel



BABA FARID COLLEGE OF ENGG. & TECHNOLOGY

OPENINGS

Opening > Add / Modify Opening

Sl. No.	Opening	Type	Organization	Divs(Faculty)	Share	Total Applicants	Attachment	Start Date	End Date
1	Open (123456)	Job	Training school		0	0		Wednesday 08th Nov 2023 10:00 AM	Tuesday 07th Jul 2023 10:00 AM
2	Internship	Internship	virtualcode software services (PVT) LTD		0	0		Friday 28th Jun 2023 02:00 AM	Thursday 28th Jun 2023 24:00 AM
3	Job	Job	Top CI		0	0		Thursday 19th Jul 2023 10:00 AM	Thursday 19th Jul 2023 10:00 AM
4	Job	Job	Organization 1		0	0		Thursday 19th Jul 2023 10:00 AM	Thursday 19th Jul 2023 10:00 AM
5	Job Manager	Job	Contract		0	0		Thursday 19th Jul 2023 10:00 AM	Thursday 19th Jul 2023 10:00 AM

Add Opening

Modify Opening by clicking Update Opening Details

Add Opening

Type*
 Job Internship

Organization*

Position*

Divs(Faculty)

Vacancies

Offered CTC

Job Location

Eligibility

Interview Address

Responsibilities

Experience

Contact

Application Deadline

Attachment

Allowed file formats: uploaded are jpeg, png, bmp, pdf (Maximum file size 5 MB)

Opening > Share Public Link

Sl. No.	Opening	Type	Organization	Divs(Faculty)	Share	Total Applicants	Attachment	Start Date	End Date
1	Open (123456)	Job	Training school		0	0		Wednesday 08th Nov 2023 10:00 AM	Tuesday 07th Jul 2023 10:00 AM
2	Internship	Internship	virtualcode software services (PVT) LTD		0	0		Friday 28th Jun 2023 02:00 AM	Thursday 28th Jun 2023 24:00 AM
3	Job	Job	Top CI		0	0		Thursday 19th Jul 2023 10:00 AM	Thursday 19th Jul 2023 10:00 AM
4	Job	Job	Organization 1		0	0		Thursday 19th Jul 2023 10:00 AM	Thursday 19th Jul 2023 10:00 AM
5	Job Manager	Job	Contract		0	0		Thursday 19th Jul 2023 10:00 AM	Thursday 19th Jul 2023 10:00 AM

Can Share Public Link of Opening

Share Link

Please share below link with the interested applicants for this opening. Any non-registered vmedulife users can apply using the below link for respective opening. Registered vmedulife users of your institute should apply from their vmedulife account.

<https://www.vmedulife.com/public/tnp/#/bopening/dummy-data/NTY=>



BABA FARID COLLEGE OF ENGG. & TECHNOLOGY

Opening > Filter Opening

Openings

Search By Opening: Enter Opening Name | Type: Select type | Search By Organization: Enter organization name | Search By Drive: Enter drive name | Date: Select Date | Apply | Clear

Sr. No.	Opening	Type	Organization	Drive (If Any)	Share	Total Applicants	Attachment	Start Date	End Date
1	QA (TESTER)	Job	Testing World			25	0	Wednesday 06th Oct 2021 11:00 AM	Tuesday 27th Jul 2021 7:00 AM
2	Internship	Internship	vmedulife software services(jw/c312020)			0	0		
3	Job	Job	Test D1			0	0	Friday 25th Jun 2021 10:54 AM	Thursday 26th Jun 2021 2:43 AM
4	Job	Job	Organization 1			0	0		
5	java developer	Job	25072021			0	0	Saturday 17th Jul 2021 1:00 AM	Saturday 17th Jul 2021 9:00 AM



Opening Filter by
Opening name, Type, Organization name, Drive name, Date

Opening > View Applicants

Search By Drive: Enter drive name | Date: Select Date | Apply | Clear

Drive (If Any)	Share	Total Applicants	Attachment	Start Date	End Date
		25		11:00 AM	7:00 AM
		0	0		

View the list of applicants with their Details.

Applicants - QA (TESTER)

Show 10 entries

Sr. No.	Applicant Name	Institute Name	Source	Round 01	Round 02	Round 03
1	Aswini	vmedulife	learner	27th Jul 2021 3:00 AM Qualified	27th Jul 2021 3:00 AM Qualified	27th Jul 2021 3:00 AM Qualified
2	Aswini	vmedulife	learner		27th Jul 2021 3:00 AM	27th Jul 2021 3:00 AM
3	test	sdaf	public			
4	Akash Shevate	vmedulife	learner	27th Jul 2021 3:00 AM		
5	Karan Thakkar	vmedulife	learner	27th Jul 2021 3:00 AM		
6	rummy learner B	vmedulife	learner	27th Jul 2021 3:00 AM		27th Jul 2021 3:00 AM



BABA FARID COLLEGE OF ENGG. & TECHNOLOGY

Opening > Customization Application Form

Source	Round 01	Round 02	Round 03
teacher	27th Jul, 2021 3:00 AM Qualified	27th Jul, 2021 3:00 AM Qualified	27th Jul, 2021 3:00 AM Qualified
teacher		27th Jul, 2021 3:00 AM	27th Jul, 2021 3:00 AM
public			
teacher	27th Jul, 2021 3:00 AM		

You can customize the application form by adding new fields.

×
Customize Application Form - QA (TESTER)

NOTE: Full Name, Email, Contact and Institute are default forms fields. You can add new fields by using 'Add New fields' option below.

Full Name *
Enter Full Name Here

Email *
Enter email

Contact *
Enter contact

Institute *
Enter institute name

Form *

Label
Enter Labels

✎ 🗑

✎ 🗑

[+ Add New Field](#)

Select Field

Select Field

Single Line

Multi-line

Date

time

Checkbox

Attachment

Opening > Share All Opening Link

Openings
[All Openings](#) [+ Add Opening](#)

Search By Opening: Type: Search By Organization: Search By Drive: Date: [Apply](#) [Clear](#)

<input type="checkbox"/>	Sr. No.	Opening	Type	Organization	Drive(F Any)	Share	Total Applicants	Attachment	Start Date	End Date
<input checked="" type="checkbox"/>	1	QA (TESTER)	Job	Testing Vitor Id		Share	20	0	Wednesday 06th Oct,2021 1:00 AM	Tuesday 27th Jul,2021 7:00 AM
<input type="checkbox"/>	2	Internship	Internship	vmedulife software services(DU/19/2020)		Share	0	0		
<input type="checkbox"/>	3	job	Job	Test 01		Share	0	0	Friday 25th Jun,2021 10:54 AM	Thursday 24th Jun,2021 2:43 AM

Share All Opening Link



Public Link For All Openings
×

Please share below link with the interested applicants for all the openings of your organizations. Any non-registered vmedulife users can apply using the below link for respective opening. Registered vmedulife users of your institute should apply from their vmedulife account.

<https://www.vmedulife.com/public/tnp/#/openings/dummy-data>

[Copy URL](#) [Close](#)



BABA FARID COLLEGE OF ENGG. & TECHNOLOGY

Opening > Delete Opening

Sr. No.	Opening	Type	Organization	Drive (If Any)	Share	Total Applicants	Attachment	Start Date	End Date
1	DA (IES) EHI	Job	Testing World			25	0	Wednesday 06th Oct 2021 11:0 AM	Tuesday 27th Jul 2021 7:00 AM
2	Internship	Internship	vmedulife software services(24/09/2020)			0	0		
3	job	Job	test 03			0	0	Friday 29th Jun 2021 10:54 AM	Thursday 29th Jun 2021 2:43 AM

Delete Opening



Delete Opening ?

Opening once deleted, cannot be retrieved. All data associated with the opening will be deleted permanently.

If you want to delete the opening , type **DELETE PERMANENTLY** in block/capital letters in below input text for confirmation.

Please type **DELETE PERMANENTLY**

PLACEMENT DRIVES

Placement Drives > Add / Modify Drive

Sr. No.	Drive Name	Openings	Added By	Updated On
1	College Placement Drive	2	Umesh Kumarvat	Thursday 27th May 2021 at 06:25:10 AM
2	Drive for all	2	Alice Chohan	Friday 16th 3 Jul 2021 at 06:11:40 AM
3	Off Campus	2	Ashish Digne	Friday 16th 3 Jul 2021 at 06:59:24 AM
4	Drive for the best	1	Umesh Kumarvat	Tuesday 19th Jul 2021 at 11:06:32 AM
5	22072021_03	2	Umesh Kumarvat	Tuesday 23rd Jul 2021 at 11:08:27 AM
6	22072021_04	0	Umesh Kumarvat	Tuesday 23rd Jul 2021 at 11:53:56 AM
7	test	2	Umesh Kumarvat	Monday 22nd Nov 2021 at 12:22:13 PM

Can Add and Modify Placement Drive by Name and Academic Year

Add Drive

Name of Drive *

(Maximum 100 characters are allowed.)

Academic Year *



TRAININGS

Training > Add Training

The screenshot shows the 'Training' management page. At the top right, there is a '+ Add Training' button. Below it, there are search filters for Academic Year, Added By, Category, Resource Person Name, Organization, and Date. A table lists training records with columns: Sr. No., Training Title, Category, Training Slots, Training Hours, Resource Person Name, Organization, Participants, Attachment, Added By, Updated By, and Status.

Sr. No.	Training Title	Category	Training Slots	Training Hours	Resource Person Name	Organization	Participants	Attachment	Added By	Updated By	Status
1	Organization IIII	Aptitude	4	5.00		Organization 1	10		Institute	Nikhil Gaykhe 7th Jul 2022 2:24 PM	Approved
2	Training	Test Year	2	3.56	Test 01		6		Institute	Umesh Kumar 19th Jan 2022 3:47 PM	Approved
3	1407202	CommSER	1	2.00	RP01	ORCO1	3		Institute	Nikhil Gaykhe 7th Jul 2022 2:24 PM	Approved

Add Training by filling all details

The 'Add Training' modal form contains the following fields:

- Academic Year * (dropdown)
- Department * (dropdown)
- Title * (text input)
- Resource Person Name (text input)
- Organization (text input)
- Category * (dropdown)
- Overview (text area)

There are also checkboxes for 'Display resource person name to student' and 'Display training to student'. Buttons for 'Add' and 'Cancel' are at the bottom right.

Training > Add Training Category

This screenshot is identical to the one above, showing the 'Training' management page with the same table of records.

Add Category of Training first before adding training.

The 'Manage Training Category' modal form shows a table of existing categories:

Sr. No.	Training Category	Action
1	CommSER	
2	Test Year	
3	Soft Skills	
4	Aptitude	
5	Mock	
6	Industrial	

At the top right of the modal, there is a '+ Add Training Category' button.



BABA FARID COLLEGE OF ENGG. & TECHNOLOGY

Training > Add Training Slots

Training Slots - Organization 11111						+ Add Slot
9 Jan, 2022 10:00 AM to 11:30 AM	Denise	Public				
18 May, 2022 10:00 AM to 11:30 AM	Ridgang Offline	LOCATION avgjgqg				

<input type="checkbox"/>	Sr. No.	Training Title	Category	Training Slots	Trail
<input type="checkbox"/>	1	Organization 11111	Aptitude	4	5.08
<input type="checkbox"/>	2	Training	Test Year	2	3.54
<input type="checkbox"/>	3	14072021	CommstER	1	2.00
<input type="checkbox"/>	4	23072021	CommstER	0	0.00

Add Training Slots by clicking slots count.
Add online, offline, or both slots

Add Slot

Training Slot Type *

Online

Offline

Offline & Online (Both)

Topic *

Date *

Start Time *

End Time *

Location *

Training Meeting Link *

Meeting ID

Meeting Password

Training > Filter Training



Training Filter by
Academic Year, Added By, Category, Resource
Person Name, Organization, Date

Training + Add Training

Academic Year: Added By: Category: Resource Person Name: Organization: Date:

<input type="checkbox"/>	Sr. No.	Training Title	Category	Training slots	Training Hours	Resource Person Name	Organization	Participants	Attachment	Added By	Updated By	Status
<input type="checkbox"/>	1	Organization 11111	Aptitude	4	5.08		Organization 1	119		institute	Nikhil Gaylehe 9th Jul, 2022 2:24 PM	Approved
<input type="checkbox"/>	2	Training	Test Year	2	3.54	Test DJ		6		institute	Umesh Kurnawat 19th Jan, 2022 3:47 PM	Approved
<input type="checkbox"/>	3	14072021	CommstER	1	2.00	FPQI	ORCOI	3		institute	Nikhil Gaylehe 9th Jul, 2022 2:24 PM	Approved



BABA FARID COLLEGE OF ENGG. & TECHNOLOGY

Training > Add Training Slots

Organization	Training Title	Category	Training Slots	Trail
Organization 1111	Debate	Pure	4	5.08
Organization 1111	Editing	Offline	0	0.00

Sr. No.	Training Title	Category	Training Slots	Trail
1	Organization 1111	Aptitude	4	5.08
2	Training	Test Year	2	3.54
3	14072021	CommstER	1	2.00
4	23072021	CommstER	0	0.00

Add Training Slots by clicking slots count.
Add online, offline, or both slots

Add Slot

Training Slot Type *

Online
 Offline
 Offline & Online (Both)

Topic *

Enter Topic

Date *

dd/mm/yyyy

Start Time * **End Time ***

--:--:-- **Location ***

Enter Location

Training Meeting Link *

Enter Meeting Link

Meeting ID **Meeting Password**

Enter Meeting ID Enter Meeting Password

Add **Cancel**

Training > Approve / Decline Bulk Training Request

Sr. No.	Training Title	Category	Training Slots	Training Hours	Resource Person Name	Organization	Participants	Attachment	Added By	Updated By	Status	
1	Organization 1111	Aptitude	4	5.08	user1	Organization 1	14	📎	Institute	Unmesh Kumar	20/08/2021 5:31 PM	Approved
2	Training	Test Year	2	3.54	user1	Organization 1	8	📎	Institute	Unmesh Kumar	20/08/2021 5:31 PM	Approved
3	14072021	CommstER	1	2.00	user1	Organization 1	3	📎	Institute	Hitesh Gajjar	16/07/2021 12:47 PM	Approved
4	23072021	CommstER	0	0.00	user1	Organization 1	0	📎	Institute	Unmesh Kumar	23/07/2021 5:47 AM	Approved

Approve / Decline Bulk Training Request.
Select status and add remark.

Approve / Decline Request

Select Status *

Approve
 Request For Change
 Decline

Remarks *

Type here

Save **Cancel**



BABA FARID COLLEGE OF ENGG. & TECHNOLOGY

Training > Assign Training

Training Participants

Show 10 entries

<input type="checkbox"/>	Sr. No.	Name	Department	Academic Year	Attendance Status	Status
<input type="checkbox"/>	1	ASHWIN			-	Applied
<input type="checkbox"/>		CHRISTIAN PREEC			Absent	Applied
<input type="checkbox"/>		SHIKHA SING			-	Applied
<input type="checkbox"/>	4	NIKHIL CHAKRABORTY	Computer Engineering	2020-21	-	Assigned
<input type="checkbox"/>	5	JANAK VERMA	Computer Engineering	2022-23	-	Assigned
<input type="checkbox"/>	6	MADHUP SINGH	Computer Engineering	2022-23	-	Assigned

+ Assign Training

Assign Training to Student

Search student by Year, Department, Group

Assign Training

Select Year* 2020-21 Select Department* Computer Engineering Select Group* 1st semester

<input type="checkbox"/>	Sr. No.	Roll No.	Name
<input checked="" type="checkbox"/>	1		Ashwin
<input checked="" type="checkbox"/>	2		Ashish Shrivastava
<input checked="" type="checkbox"/>	3		Abby Watkins
<input checked="" type="checkbox"/>	4		Bhoney Shrivastava
<input type="checkbox"/>	5		Raj Malhotra

Training > Update Applicants Attendance

Training Participants

Show 10 entries

<input type="checkbox"/>	Sr. No.	Name	Department	Academic Year	Attendance Status	Status
<input checked="" type="checkbox"/>		John Kennedy	Computer Engineering	2020-21	Present	Assigned
<input checked="" type="checkbox"/>		Terry Booker	Computer Engineering	2020-21	-	Assigned
<input checked="" type="checkbox"/>		John Steinbeck	Computer Engineering	2020-21	-	Assigned
<input type="checkbox"/>		Dulan Davis	Computer Engineering	2020-21	Absent	Assigned
<input type="checkbox"/>		Emily Robson	Computer Engineering	2020-21	Present	Assigned
<input type="checkbox"/>		Richard Sherman	Computer Engineering	2020-21	Present	Assigned
<input type="checkbox"/>		Evan Stein	Computer Engineering	2020-21	Present	Assigned
<input type="checkbox"/>		Kelina Lucia	Computer Engineering	2020-21	Absent	Assigned
<input type="checkbox"/>		Skyler Sumner	Computer Engineering	2020-21	Absent	Assigned
<input type="checkbox"/>		Angelo Toledo	Computer Engineering	2020-21	Absent	Assigned

Can Update the Applicants Attendance by clicking on Update Attendance

Update Attendance Status

Attendance Status*

Absent

Present

Update Cancel



BABA FARID COLLEGE OF ENGG. & TECHNOLOGY

RECRUITERS

Recruiters > Add Organization

Sr. No.	Organization Name	Location	Drives Conducted	Registered Recruiters
1	Test Organization (Sample)	Pune	Total 1 (1 Year 2021-22)	10
2	Test Organization	Pune	Total 1 (1 Year 2021-22)	5
3	Organization 1	Pune	Total 1 (1 Year 2021-22)	5
4	Orgs	Pune	Total 1 (1 Year 2021-22)	2

Add Organization

Name*
Enter name

About Organization
Enter about organization

Organization Logo
Choose file No file chosen

Country*
Enter country

State*
Enter state

City*
Enter city

Email
Enter email

Contact
Enter contact number

Company Website
Enter company website

Address
Enter address

Pincode
Enter pincode

Date of incorporation
dd/mm/yyyy

Save Cancel

In recruiters section you can Add Organization

Recruiters > Import Organization

Location	Drives Conducted	Registered Recruiters
Pune	Total 1 (1 Year 2021-22)	10
Pune	Total 1 (1 Year 2021-22)	5
Pune	Total 1 (1 Year 2021-22)	5
Pune	Total 1 (1 Year 2021-22)	2

Import Organization List

INSTRUCTION:

- Organization List can be imported in csv format.
- CSV should be in specified format for import to work correctly.

CSV Format

Sr. No.	Organization Name	About Organization	Country	State	City	Email	Contact	Addr
1	Organization name	about the organization	India	Maharashtra	Pune	example@example.com	9876543210	Addr

You can download the sample csv for your reference

[Download sample organization list CSV](#)

Import Organization List

[Import Organization List](#)

Cancel

Download sample organization list CSV - - - - - [Download sample organization list CSV](#)

Import Organization List - - - - - [Import Organization List](#)



BABA FARID COLLEGE OF ENGG. & TECHNOLOGY

Recruiters > Add Recruiter

Recruiter View
Organization - Tata Consultancy Services222

Show 10 entries

<input type="checkbox"/>	Sr.No.	Name	Location	Email	Contact	
<input type="checkbox"/>	1.	Mehar Wade	Pune	mehar100@gmail.com	775415555	View Email History
<input type="checkbox"/>	2.	Vishal Borse	Pune	vishalb@bse254@gmail.com	942408409	View Email History
<input type="checkbox"/>	3.	Shweta Phantige	Pune	shwetali@widy2507@gmail.com	7777777	View Email History
<input type="checkbox"/>	4.	2767202127672021		2767202127672021	989564298	View Email History

+ Add Recruiter

Add Recruiter

First Name *
Enter first name (Maximum 50 characters are allowed)

Last Name *
Enter last name (Maximum 50 characters are allowed)

Email
Enter email

Contact
Enter contact number

Designation
Enter designation (Maximum 50 characters are allowed)

Date of birth
dd/mm/yyyy

Employee Id
Enter employee id (Maximum 50 characters are allowed)

City
Enter city (Maximum 50 characters are allowed)

Add Cancel

- Add recruiter by clicking registered recruiters count.
- Add recruiter by filling in all the details of recruiter.

Recruiters > Send Mail to Recruiters

Recruiter View
Organization - Tata Consultancy Services222

Show 10 entries

<input type="checkbox"/>	Sr.No.	Name	Location	Email	Contact	
<input checked="" type="checkbox"/>	1.	Mehar Wade	Pune	mehar100@gmail.com	775415555	View Email History
<input type="checkbox"/>	2.	Vishal Borse	Pune	vishalb@bse254@gmail.com	942408409	View Email History
<input type="checkbox"/>	3.	Shweta Phantige	Pune	shwetali@widy2507@gmail.com	7777777	View Email History



Will able to **Send mail to recruiters** by selecting

Send Mail

Template
Select Template

Subject *
Enter subject (Maximum 100 characters allowed)

Subject *
Parameters

File Edit Insert View Format Table Tools

Paragraph 14px B I Paragraph B I

0 WORDS POWERED BY TINY
Maximum 1000 characters allowed.
View all Mail Templates

Save this as a Template

Send Email Cancel



Recruiters > View Email History of Recruiter

Recruiter View

Organization - Tata Consultancy Services222

Show 10 entries

<input type="checkbox"/>	Sr. No.	Name	Location	Email	Contact	
<input type="checkbox"/>	1.	Manish Yeole	Pune	myeole26@gmail.com	775415555	View Email History
<input type="checkbox"/>	2.	Vrushali Borse	Pune	vrushaliborse1994@gmail.com	9404084018	View Email History
<input type="checkbox"/>	3.	SheetaI bhardiya	Pune	sheetaIbhardiya2307@gmail.com	77777777	View Email History

[+ Add Recruiter](#)

View the **email history** of the recruiter

Email History

Resume for TCS opening
11th Mar, 2022 | 05:28 PM

New Subject
11th Mar, 2022 | 04:27 PM

New Subject
11th Mar, 2022 | 04:27 PM

Resume
11th Mar, 2022 | 04:25 PM

New Subject
25th Jan, 2022 | 09:55 AM

Subject: Resume for TCS opening

Manish Yeole
Tata Consultancy Services
Pune
myeole26@gmail.com
775415555

vmedulife
Satyam Singh

PLACEMENT PROFILE

Placement Profile > Add Placement Profile

Placement Profile

Show 10 entries

<input type="checkbox"/>	Sr. No.	Profile Name	Description	Created On	Total Application
<input type="checkbox"/>	1.	BACHELORS DEGREE	One should have a bachelors degree	21 May, 2021 Friday 04:33 AM	77
<input type="checkbox"/>	2.	My Placement profile	sdjgt	22 May, 2021 Thursday 06:37 AM	31
<input type="checkbox"/>	3.	Top D Placement	This is D placement profile	21 Jun, 2021 Monday 10:44 AM	24
<input type="checkbox"/>	4.	Java dev	java dev student	19 Jul, 2021 Friday 10:22 AM	4
<input type="checkbox"/>	5.	Form 1		19 Jul, 2021 Friday 10:20 AM	31
<input type="checkbox"/>	6.	marisa		20 Jul, 2021 Monday 10:28 AM	2
<input type="checkbox"/>	7.	27072021	27072021	20 Jul, 2021 Monday 02:06 AM	44

[+ Add Profile](#)



Placement profile added by **Profile name & Description**

Add Placement Profile

Name *

Enter name (Maximum 100 characters are allowed)

Description

Enter description (Maximum 200 characters are allowed)

[Add](#) [Cancel](#)



Placement Profile > Add Resume Template

Resume Template

Sr. No.	Template Name	Default
1.	templ1	No
2.	templ2	No
3.	templ3	No

Sr. No.	Profile Name
1	BACHELORS DEGREE
2	My Placement profile
3	Test Placement

Add Template

Template Name:

Template Design:

Buttons: Save, Cancel

Add Resume Template



Placement Profile > View Profile Applicants

Profile Application - IT

Sr. No.	Name	Roll Number	Department	Grade	Rank	Primary Email	Mobile Number	Date Of Birth	Joining Date and Time	Expected CTC	Experience (in Year)	Resume
1	Saul Raik		Computer Engineering	First Semester (I)		nikhilcol@21ibamulicm	7340044547	1995-08-29				
2	My Profile		Computer Engineering	First Semester (I)		nikhilcol@21ibamulicm						
3	My Profile		Computer Engineering	First Semester (I)		nikhilcol@21ibamulicm						
4	Student Student		Electrical Engineering	Student-At	Rank Of Profile Page	nikhilcol@21ibamulicm	98020992	2019-05-14	2021-02-20T19:11:01	24	2	Chibasa@vmedulife
5	Student		Computer Engineering	First Sem	rank rank of profile	nikhilcol@21ibamulicm	9876543210	2019-09-29	2022-03-20T10:51:01	65	34	https://vmedulife

Can view the full profile of applicants by clicking on applicant's name

View Profile

Student Name -> Saul Raik

Single Column Fixed Width

Rank

Primary Email*

Mobile Number

Date Of Birth

Joining Date and Time

Expected CTC

Experience (in Year)

Resume

Choose Distance

Pick List

Select Course Type*

Buttons: Print, Edit



BABA FARID COLLEGE OF ENGG. & TECHNOLOGY

Placement Profile > Assign Profile

Profile Application - 11

Show 10 entries

Assign Profile

Single Column fixed width												
Sr. No.	Name	Roll Number	Department	Group	Bank	Primary Email	Mobile Number	Date Of Birth	Joining Date and Time	Expected CTC	Experience (In year)	Resume
1	Saul Dalls		Computer Engineering	First Semester (I)		nikhilgajkhe123@gmail.com	7249684347	1995-06-29				
2	Haseem Bk Khiladi		Computer Engineering	First Semester (I)		nikhilgajkhe123						
3	Mridha IL		Computer Engineering	First Semester (I)		nikhilgajkhe@redmoble.com						
4	Electrical Student		Electrical Engineering	Division A1	Bank Of India Pano	info@vmedulife.com	9867219743	2021-12-18	2022-05-20T11:18	2.4	2	C7f0kepatthresze
5	Taycen		Computer Engineering	First Sem	state bank of institute	email@gmail.com	9876563216	2021-03-25	2022-05-18T13:55	8.5	34	https://vmedulife-

Assign the profile to the students by searching student from **Academic Year, Department and Group**

Assign Profile (BACHELORS DEGREE)

Select Year * 2020-21

Select Department * Computer Engineering

Select Group * First Semester (Div A)

Sr. No.	Roll No.	Name
1		Nikhil Gajkhe
2		Mridhup Singh
3		Hirata
4		Lakshya
5		Kishu

Placement Profile > Filter Applicants

Profile Application - 11

Show 10 entries

Assign Profile

Single Column fixed width												
Sr. No.	Name	Roll Number	Department	Group	Bank	Primary Email	Mobile Number	Date Of Birth	Joining Date and Time	Expected CTC	Experience (In year)	Resume
1	Saul Dalls		Computer Engineering	First Semester (I)		nikhilgajkhe123@gmail.com	7249684347	1995-06-29				
2	Haseem Bk Khiladi		Computer Engineering	First Semester (I)		nikhilgajkhe123						

Filter Applicant by Name, Academic Year, Department, Group

Filter By

Name

Academic Year

Department

Group

Apply Clear



BABA FARID COLLEGE OF ENGG. & TECHNOLOGY

REPORTS

Reports > Academic Year wise Student Placement List

Filter by
Academic Year, Department

Academic Year wise Student Placement List

Show 10 entries Filter

Academic Year: 2020-21 Department: Computer Engineering

Apply Clear

Academic Year - 2020-21
Department - Computer Engineering

Sr. No.	Student Name	Contact Details	Company Name	Position	Location	Status	Offered CTC
1.	Jennifer With Long Name in First Name & First's Caree. With Long Name in Last Name Field's	jenniferg@ms.in 9945270760					
2.	Elizabeth Holmes	Elizabeth@gmail.com 7994567230					
3.	Peter Thiel	myo6e2b@gmail.com 942193789					
4.	John Kennedy	johnkennedy@apcc.ac 7990736660					
5.	Larry Page	teja.n@compvmedulife.com 0220661531					
6.	John Steinbeck	sdfgsadfd 7994567265					

Academic Year wise Student Placement List Report

Reports > Individual Student Training Report

Filter by
Academic Year, Department

Print and Export Report

Individual Student Training Report

Filter

Academic Year: 2020-21 Department: Computer Engineering Group: First Semester (Div A) Student: Ashwini Status: Select Status

Apply Clear

Export Print

Student Name: Ashwini

Academic Year	Training Name	Training Category	Start Date	End Date	Resource Person Name	Organization
2020-21	Organization 11111	Aptitude	19 Jan, 2022	18 Mar, 2022		Organization 1
2020-21	Training	Test Year	01 Aug, 2021	30 Apr, 2022	Test 01	
2020-21	14072021	CommnetER	20 Aug, 2021	20 Aug, 2021	RPO1	ORGO1
2020-21	Test	CommnetER	01 Jan, 1970	01 Jan, 1970	Test	Test
2020-21	konkq	soft Skill	08 Jan, 2022	08 Jan, 2022	saryanarayan	vmedulife
2020-21	Self development training	Self development training	05 May, 2022	05 May, 2022	Riha	College
2020-21	Mock Training	Mock	06 May, 2022	06 May, 2022	Yasudhe	XL
2020-21	College Training	Mock Interview Training	23 May, 2022	23 May, 2022		
2020-21	123456	Mock test training	07 Jul, 2022	07 Jul, 2022	Vinu	vmedulife
2020-21	Test 01	Mock test training	13 Jul, 2022	13 Jul, 2022	Dr PSB	Wipro

Individual Student Training Report



BABA FARID COLLEGE OF ENGG. & TECHNOLOGY

Reports > Training Calendar Report

Filter by Academic Year, Department

Print and Export Report

Training Calendar Report

Show 10 entries Export Print

Academic Year: 2020-21 | Department: Computer Engineering Apply Clear

Sr. No.	Training Title	Category	Date	Resource Person Name	Organization	Training Hours	No. of Students
1.	Training	Test Year	30th Apr. 2022	Test D1		3.54	6
2.	14072021	CommSER	20th Aug. 2021	RPO1	OPCCI	2	3
3.	PI	Mock	20th Aug. 2021	Sayli	College	0	17
4.	26072021	CommSER	20th Aug. 2021	26072021	26072021	0	2
5.	Industrial training	Industrial	9th Aug. 2021	Sayli	College	10.5	8
6.	training for diploma		28th Aug. 2021	poornima	college	15.67	0
7.	Communication skills	CommSER	28th Aug. 2021	yugandhara		0	3
8.	titles	Test Year	29th Oct. 2021	person	.org	0.97	1
9.	aptitude	Aptitude	12th Nov. 2021	HCO		2	14
10.	New Training	Test Year	12th Nov. 2021	nikhil gayke		0	0

List of Training Calendar Report

Reports > Recruiter Details Report

Print and Export Report

Recruiter Details Report

Show 10 entries Export Print

Sr. No.	Organization Name	Location	Company Website	Dives Conducted	Recruiters Name	Designation	Contact Number	Email
1.	Tata Consultancy Services22	Pune		1 in 2022-23 Total: 6	Manshi Yeole	Manager	775415555	mnyeole26@gmail.com
					Vrushali Borse	Tester	9434084019	vushaliborse99@gmail.com
					Sheeral Bhardiya	Support	77777777	sheeral.bhardiya2307@gmail.com
							9876543210	2707202102@gmail.com
							098654321	0707202101@gmail.com
							989586958	2707202103@gmail.com
					Madhup Singh	QA	777878624525	madhup2@gmail.com
					Madhup Singh	QA	775785872	smadhup0@gmail.com
					Cyrus Mistry			madhupasingh14@gmail.com
					SDC D		30964667485	DSC
2.	Testing Ivand	Pune		1 in 2020-21 Total: 1	test1 Employee	qwert	5433443345345345	test@vcd.st
					Test2 Empl	qa engg	2	empl@vcd.st
					test3 Employee	developer	3	test@vcd.st
					Employee1 Test	designer	5	empl@vcd.st
					Raj Shahj			
3.	Organization 1	pune		1 in 2020-21 Total: 1	test test	test	1	tes
					vrushali Borse	test	1	test@test.in
					test tm	at	1	tes
					test 24720		0000000	test@test.in
					test 24720		1	test@test.in
	Wipro	Pune		1 in 2021-22	normal R		1234567890	nikhilgchrfv@gmail.com

List of Recruiter Details Report



BABA FARID COLLEGE OF ENGG. & TECHNOLOGY

Reports > Groupwise / Semesterwise Training Report

Filter by
Academic Year, Department & Group

Print and Export Report

Groupwise/Semesterwise Training Report

Sr. No.	Roll No.	Name of the Candidate	Contact Number	Email Id	Training Undertaken	Tenure of the Training	Attachments
1.		Ashwini	8825228605	nishilgajhel23@gmail.com			
2.		Abish Shekale	8390352072	akash@outmail.com			
3.		Bummy learner 5	4272777777	adhwinsulumsans13@gmail.com			
4.		Bummy learner 8	7894281230	inn@vmedulife.com			
5.		Manish Yedla	7234567890	manish@vmedulife.com			
6.	7520	Students With Long Name in First Name's Field's Goes With Long Name in Last Name's Field	5545478788	jenet@vmedulife.com			
7.	7548	Elizabeth Holmes	7894281230	elizabeth@gmail.com			
8.	7562	Deer Thre	94279319	thre@vmedulife.com			
9.	7562	John Kennedy	786789090	john@kennedy@vmedulife.com			
10.	7543	Tary Booker	8234567890	taryan@vmedulife.com			
11.	7564	John Starbuck	7894281230	sd@starbuck.com			
12.	7565	Jurish Castro					

Reports > Academic Year wise Student Count Report

Filter by
Academic Year

Print and Export Report

List of Academic Year wise Student Count Report

Academic Year	Total no. of students	No. of students opted for higher education	% of students opted for higher education	No. of students placed for job	% of students placed for job	No. of self-employed students	% of self-employed students
2018-19	3	0	0	4	134	2	67
2019-20	788	9	2.	14		9	2.
2020-21	431	9	3	14	4	9	3.
2021-22	50	0	11	22	40	5	9
2022-23	42	4	10	16	39	0	0



BABA FARID COLLEGE OF ENGG. & TECHNOLOGY

Reports > Opening Interview Attended Report

Filter by Academic Year

Print and Export Report

Opening Interview Attended Report

Show 10 entries [Filter](#)

Opening *
QA (TESTER)

[Apply](#) [Clear](#)

Sr. No.	Name of the Candidate	Email	Contact	Institute	Round 01	Round 02	Round 03	Form	Label
1.	Ashwinis	nikhilgajkhet23@gmail.com	6552525545	vmedulife	27th Jul, 2021 3:00 AM Qualified	27th Jul, 2021 3:00 AM Qualified	27th Jul, 2021 3:00 AM Qualified		
2.	Ashwinis	nikhilgajkhet23@gmail.com	6552525545	vmedulife		27th Jul, 2021 3:00 AM	27th Jul, 2021 3:00 AM		
3.	Test	myoole@od.fo	1231231231	soiaf				pdf	
4.	Akash Shewale	akash@gmail.com	8350352872	vmedulife	27th Jul, 2021 3:00 AM				
5.	Karan Thakkar	karan1221407@gmail.com	7972999323	vmedulife	27th Jul, 2021 3:00 AM				

List of Opening Interview Attended Report

Reports > Opening Selected Candidates Report

Filter by Academic Year

Print and Export Report

Opening Selected Candidates Report

Show 10 entries [Filter](#)

Opening *
job

[Apply](#) [Clear](#)

Sr. No.	Name of the Candidate	Email	Contact	Institute
1.	Ashwinis	nikhilgajkhet23@gmail.com	6552525545	vmedulife
2.	Ashwinis	nikhilgajkhet23@gmail.com	6552525545	vmedulife
3.	Akash Shewale	akash@gmail.com	8350352872	vmedulife
4.	Ashwinis	nikhilgajkhet23@gmail.com	6552525545	vmedulife

1

List of Opening Interview Attended Report



BABA FARID COLLEGE OF ENGG. & TECHNOLOGY

Reports > Percentage of Students undertaking Project work / Field work / Internship Report

Filter by
Academic Year, Department

Print and Export Report

Percentage of Students undertaking Project work / Field work / Internship Report

Filter: Academic Year* (Click to select academic year) 2015-16, 2016-17, 2017-18, 2018-19, 2019-20

Department (Click to select department) Computer Engineering, Mechanical Engineering, First Year Engineering

Quantitative Data | Supportive Project work / Field work Data | Supportive Internship Data

Year - 2015-16		
Programme Code	Programme Name	Student Count
CE2022	Computer Engineering	0
ME2022	Mechanical Engineering	0
	First Year Engineering	0
Year - 2016-17		
Programme Code	Programme Name	Student Count
CE2022	Computer Engineering	0
ME2022	Mechanical Engineering	0
	First Year Engineering	0
Year - 2017-18		
Programme Code	Programme Name	Student Count
CE2022	Computer Engineering	0
ME2022	Mechanical Engineering	0
	First Year Engineering	0
Year - 2018-19		
Programme Code	Programme Name	Student Count
CE2022	Computer Engineering	0
ME2022	Mechanical Engineering	0
	First Year Engineering	0

List of Percentage of Students undertaking Project work / Field work / Internship Report

Reports > Average Percentage of Placement of Outgoing Students Report

Filter by
Academic Year

Print and Export Report

Average Percentage of Placement of Outgoing Students Report

Filter: Academic Year* 2015-16, 2016-17, 2017-18, 2018-19, 2019-20, 2020-21, 2021-22, 2022-23, 2023-24, 2024-25, 2025-26, 2026-27, 2027-28, 2028-29, 2029-30, 2007-08, 2008-09, 2009-10, 2010-11, 2011-12, 2012-13, 2013-14, 2014-15

Quantitative Data | Supportive Data

Year - 2018-19			
Name of Student Placed and contact details	Program graduated From	Name of the Employer with contact Details	Pay Package at Appointment
Category: check 724838242c something@gmail.com	Computer Engineering	ABC Recruiter seeeeeeeeee info@vmedulife.co.in	10000
test test 754f324880 test@exam.com	Computer Engineering	VH Software 8541079402 abc@abc.com	23000
boni boni 8054200096 mmg@ig.co	Mechanical Engineering	Test loader update 101216022 testloader@test.test	17000
445494fR 9504098503 lgf4f444444444	First Year Engineering	10000000 organization 7504493210 organization@vmed.com	22000
Terry Aki 825916281 naashri.chaudhary@workhive.vmedulife.com	Mechanical Engineering	Test loader update 101216022 testloader@test.test	17000

List of Average Percentage of Placement of Outgoing Students Report



BABA FARID COLLEGE OF ENGG. & TECHNOLOGY

Reports > Average Percentage of Students Progressing to Higher Education Report

View data in 2 ways (Quantitative Data, Supportive Data)

Print and Export Report

Average Percentage of Students Progressing to Higher Education Report

Filter: [v] | Export | Print

Quantitative Data | Supportive Data

Year - 2016-19			
Name of Student Enrolling into Higher Education	Program Graduated From	Name of Institution Joined	Name of Programme Admitted to
category check	Computer Engineering	Cambridge University	PhD
test test	Computer Engineering	Cambridge University	PhD
banti banti	Mechanical Engineering	Harvard University	ME(Mech)
addege@h	First Year Engineering	School of Business Management	MBA
Terry AM	Mechanical Engineering	School of Business Management	BBA
planning@h	First Year Engineering	Mahipal University	PhD
Vrushali Bose	Mechanical Engineering	IT	ME (Mech)
Jayesh Chavan	computer engineering	International Literature School	MA (MPhil)
Rajiv Rajaj	First Year Engineering	Royal Roads University	Master of Arts in Higher Education Administration and Leadership
Jenny Testtt	Mechanical Engineering	University of the Highlands and Islands	MEd in Tertiary and Higher Education
Year - 2016-20			
Name of Student Enrolling into Higher Education	Program Graduated From	Name of Institution Joined	Name of Programme Admitted to
Nikhil Goghe	Mechanical Engineering	Universidad Panamericana de Guatemala	Master in Innovation and Higher Education (International)
first last first	Computer Engineering	Georgia Southern University	Master of Education in Higher Education Administration
sample student	First Year Engineering	Alaska State University	Master of Education Management in Leadership and Management in Higher Education
Brje Sodhi	Mechanical Engineering	University of Missouri Kansas City School of Education	MA in Higher Education Administration
Bob Acioe	First Year Engineering	Baylor University School of Education	The Master of Science in Higher Education & Student Affairs

List of Average Percentage of Students Progressing to Higher Education Report

INWARD AND OUTWARD

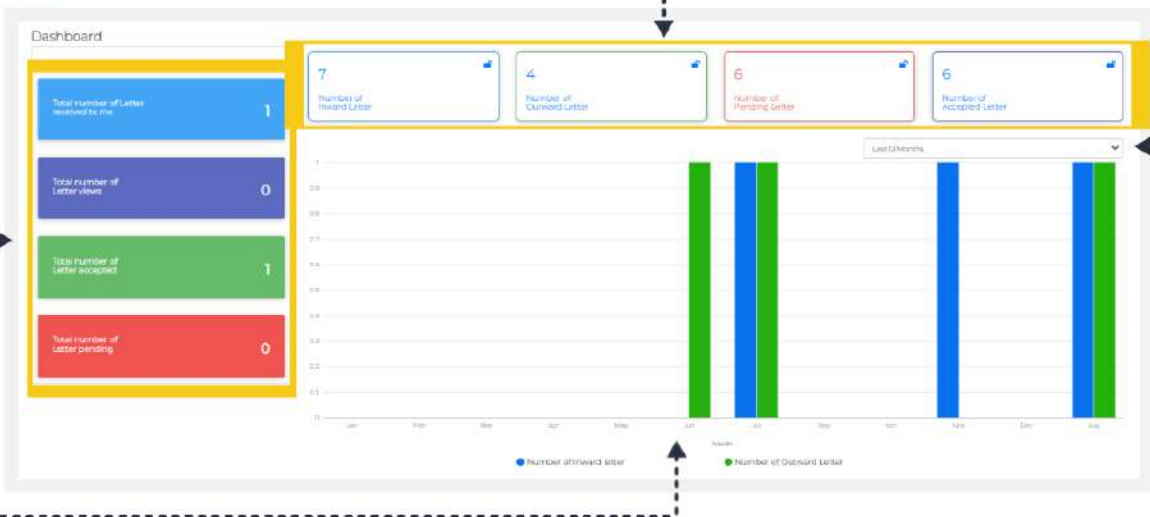
Dashboard > Admin Dashboard Access

Note
These buttons will navigate you to the letters, which are related to you

Note
These buttons Access based and only admin can operate these options. Admin can view letters, which are related to institute.

Click here to
View graph Monthly, Daily, Annually.

Note
These graphs will show you total numbers of inward and outward letters.





BABA FARID COLLEGE OF ENGG. & TECHNOLOGY

INWARD LETTERS

Inward Letter > **Add Inward**

Inward Outward

Show 10 entries Total Records: 7

Export Add Inward

Inward Number	Date	Letter Name	Received from	Department	Source
principa1	Entry - 3rd Aug, 2022 Received On - 2nd Aug, 2022 Letter - 3rd Aug, 2022	miba department	university	education	Courier
Office3	Entry - 25th Jul, 2022 Received On - 16th Jul, 2022 Letter - 25th Jul, 2022	Timetable	University	Office	Courier

Inward Outward

Add Inward Letter

Select Series: [dropdown]

Date of Entry: [dropdown]

Received From: [dropdown]

Department: [dropdown]

Select Source: [dropdown]

Remarks: [text area]

Series Number: [text input]

Received On: [dropdown]

Date in Letter: [dropdown]

Name of Letter: [text input]

Letter Description: [text input]

Attach: [upload icon]

Submit

Click here to Attach scanned copy of letter

Click here to Add Inward

Inward Letter > **Export Inward Letters**

Inward Outward

Show 10 entries Total Records: 7

Export Add Inward

Inward Number	Date	Letter Name	Received from	Department	Source	Letter Description	Inward
principa1	Entry - 3rd Aug, 2022 Received On - 2nd Aug, 2022 Letter - 3rd Aug, 2022	miba department	university	education	Courier	time table of miba	
Office3	Entry - 25th Jul, 2022 Received On - 16th Jul, 2022 Letter - 25th Jul, 2022	Timetable	University	Office	Courier		
Diploma3	Entry - 18th Nov, 2021 Received On - 15th Nov, 2021 Letter - 17th Nov, 2021	University	University	Exam	Email		
Office2	Entry - 17th Jul, 2021 Received On - 14th Jul, 2021 Letter - 16th Jul, 2021	Exam details	University	Exam	Letter		
Diploma2	Entry - 17th May, 2021 Received On - 15th May, 2021 Letter - 17th May, 2021	Exam time table	University	Exam	Letter		

Click here to Export/Download the CSV file of records



BABA FARID COLLEGE OF ENGG. & TECHNOLOGY

Inward Letter > Filter Inward Letters

The interface displays a table of letter records with columns: Inward Number, Date, Letter Name, Received from, Department, Source, Letter Description, and Inward. A 'Filter By' dialog box is open, allowing users to filter records based on the following criteria:

- Select Series: [Dropdown]
- Select Source: [Dropdown]
- From Date: [Date Picker]
- Status: [Dropdown]
- Department: [Dropdown]
- Reply Mandatory: [Dropdown]
- Series Number: [Text Input]
- Date Type: [Dropdown]
- To Date: [Date Picker]
- Received From: [Text Input]
- Letter Name: [Text Input]
- Outward Linked: [Dropdown]

Click here to Apply Filter

Inward Letter > Transfer Inward Letters

The interface displays a table of letter records with columns: Inward Number, Date, Letter Name, Received from, Department, Source, Letter Description, and Inward. A 'Transfer' dialog box is open, allowing users to transfer a letter to a specific recipient:

- Academic Branch: [Dropdown]
- Institute Department: [Dropdown]
- Search: [Text Input]
- Name: [List of names with checkboxes]
- Role: [List of roles]

Click here to Transfer



BABA FARID COLLEGE OF ENGG. & TECHNOLOGY

Inward Letter > [View & Print Inward Letters](#)


Inward Number	Date	Letter Name
OP10001	Entry - 1st Aug, 2022 Received On - 2nd Aug, 2022 Letter - 3rd Aug, 2022	mba department
OP10003	Entry - 26th Jul, 2022 Received On - 16th Jul, 2022 Letter - 25th Jul, 2022	Transtable
OP10002	Entry - 15th Nov, 2021 Received On - 15th Nov, 2021 Letter - 15th Nov, 2021	University
OP10004	Entry - 19th Jul, 2021 Received On - 14th Jul, 2021 Letter - 16th Jul, 2021	Exam details
OP10002	Entry - 17th May, 2021 Received On - 19th May, 2021 Letter - 17th May, 2021	Exam time table

[Click here to View Inward Data](#)

Note
This image is Preview of attached files.

View Inward

Letter Name	University	Letter Number	OP10001
Entry Date	15th Nov, 2021	Letter Date	15th Nov, 2021
Received From	University	Received On	15th Nov, 2021
Department	MBBA	Course	MBBA
Address	Entry In process	Transmitted To	Head Office
Outward Number		Media	Hard Copy
Letter Description		Remarks	Hard Copy of Letter is Attached to this file



[Click here to Print](#)



BABA FARID COLLEGE OF ENGG. & TECHNOLOGY

OUTWARD LETTERS

Outward Letters > **Add Outward Letters**

Click here to Print

Click here to Attach File to Upload the Outward File.

Outward Letters > **Export Outward Letter**

Outward Number	Inward Letter Reference	Date of Outward	Receiver Name	Receiver Address	Letter Description	Department	On
Audit reports1	External audit 1	29th Jul, 2022	university	pune		Audit	KGr
out42		13th Jul, 2022	Damech	Pune		Comp	
out 62		13th Jul, 2022		Pune		computer	
out41		7th Jul, 2022	Xyz	Pune		Civil	
out 81		5th Jul, 2022	HMM	Pune		Prashant Ganawade	

Click here to Export/Download the CSV file of records



BABA FARID COLLEGE OF ENGG. & TECHNOLOGY

Outward Letters > Filter Outward Letters

Inward **Outward** Menu

Show 10 entries TC Total Records: 15 Export + Add Outward

<input type="checkbox"/>	Outward Number	Inward Letter Reference	Date of Outward	Receiver Name	Receiver Address	Letter Description	Department	On
<input type="checkbox"/>	Audit reports1	External audit 1	29th Jul, 2022	university	pune		Audit	Kir
<input type="checkbox"/>	out42		13th Jul, 2022	flamesh	Pune		Comp	

Filter By ×

Select Series:

Series Number:

From Date:

To Date:

Added By:

Receiver name:

On Behalf of:

Select Source:

Filter

Click here to Apply Filters

Outward Letters > View & Print Outward Letter

Inward **Outward**

Show 10 entries TC Total Records: 15

<input type="checkbox"/>	Outward Number	Inward Letter Reference	Date of Outward
<input type="checkbox"/>	Audit reports1	External audit 1	29th Jul, 2022
<input type="checkbox"/>	out42		13th Jul, 2022
<input type="checkbox"/>	out 62		15th Jul, 2022

View Outward × Print

Letter Name	University	Send To/Receiver	University
Policy Date	29/07/2022	Letter Date	29/07/2022
Received From	University	Outward Date	13/07/2022
Department	Basic	Source	Basic
Added By	Deepa Kulkarni	Outward To	University
Outward number		Status	Pending - 0 View - 0 Received - 0 Rejected - 0
Letter Description	University		

Click here to View Outward Data

Click here to Print



MANAGE SERIES

Manage Series > **Add Inward Series**

Letter Name Received from

abc	college
-----	---------

Menu

- Manage Series
- Manage Source
- Manage Department
- Report

Click here to View Outward Data

Manage Series

Series for Inward Outward

Sr. No.	Series	Colour	Action
1	External audit	Purple	[Edit] [Delete]
2	Dummy 123456789	Blue	[Edit] [Delete]
3	Test	Orange	[Edit] [Delete]
4	module	Purple	[Edit] [Delete]
5	Arts 1	Pink	[Edit] [Delete]
6	Degree	Yellow	[Edit] [Delete]

Add

Click here to Add Inward Series

Manage Series > **Add Outward Series**

Letter Name Received from

abc	college
-----	---------

Menu

- Manage Series
- Manage Source
- Manage Department
- Report

Click here to View Outward Data

Manage Series

Series for Inward Outward

Sr. No.	Series	Colour	Action
1	principal	Blue	[Edit] [Delete]
2	Demo	Blue	[Edit] [Delete]
3	Diploma	Blue	[Edit] [Delete]
4	Computer dep	Blue	[Edit] [Delete]
5	2020/21	Green	[Edit] [Delete]
6	Degree	Blue	[Edit] [Delete]

Add

Click here to Add Inward Series



BABA FARID COLLEGE OF ENGG. & TECHNOLOGY

MANAGE SOURCE

Manage Source > Add / Modify Source

The screenshot shows the 'Manage Source' interface. On the left, there is a table with columns 'Letter Name' and 'Received from'. The 'Letter Name' column contains 'abc' and the 'Received from' column contains 'college'. A menu is open over this table, with 'Manage Source' highlighted. A dashed arrow points from the text 'Click here to Open Manage Source' to the 'Manage Source' menu item. Below the menu, there is a 'Manage Source' dialog box. It contains a table with columns 'Sr. No.', 'Source Name', and 'Action'. The table has five rows with source names: 'courier_c', 'ABC', 'Letter', 'Post', and 'Courier'. A dashed arrow points from the text 'Click here to Edit Source' to the edit icon in the first row. At the bottom of the dialog, there are 'Add' and 'Clear' buttons. A dashed arrow points from the text 'Click here to Add Source' to the 'Add' button.

Sr. No.	Source Name	Action
1	courier_c	
2	ABC	
3	Letter	
4	Post	
5	Courier	

MANAGE DEPARTMENT

Manage Department > Add / Modify Department

The screenshot shows the 'Manage Department' interface. On the left, there is a table with columns 'Letter Name' and 'Received from'. The 'Letter Name' column contains 'abc' and the 'Received from' column contains 'college'. A menu is open over this table, with 'Manage Department' highlighted. A dashed arrow points from the text 'Click here to Open Manage Department' to the 'Manage Department' menu item. Below the menu, there is a 'Manage Department' dialog box. It contains a table with columns 'Sr. No.', 'Department', and 'Action'. The table has six rows with department names: 'education', 'Inventory', 'Library', 'Training & Placement', 'Exam', and 'Office'. A dashed arrow points from the text 'Click here to Edit Department' to the edit icon in the first row. At the bottom of the dialog, there are 'Add' and 'Clear' buttons. A dashed arrow points from the text 'Click here to Add Department' to the 'Add' button.

Sr. No.	Department	Action
1	education	
2	Inventory	
3	Library	
4	Training & Placement	
5	Exam	
6	Office	



BABA FARID COLLEGE OF ENGG. & TECHNOLOGY

REPORTS

Reports > **Received Letter Report**

Click here to **Apply/ Clear Filters**

Click here to **Select/ Deselect column**

Click here to **Export/ Print**

Sr.No.	Letter In date	Courier date	Letter date	Letter Name	Received from	Added By
1	20th Apr, 2021	18th Apr, 2021	18th Apr, 2021	Exam Timetable	University	Jenny Thompson
2	2nd Apr, 2021	1st Apr, 2021	1st Apr, 2021	Guideline	AICT	Jenny Thompson
3	17th May, 2021	17th May, 2021	15th May, 2021	Exam time table	University	Jenny Thompson
4	17th Jul, 2021	18th Jul, 2021	14th Jul, 2021	Exam details	University	Jenny Thompson
5	18th Nov, 2021	17th Nov, 2021	15th Nov, 2021	University	University	Jenny Thompson

Reports > **Transferred Letter Report**

Click here to **Select/ Deselect column**

Click here to **Export/ Print**

Sr.No.	Letter In date	Courier date	Letter date	Letter Name	Received from	Transferred To
1	20th Apr, 2021	18th Apr, 2021	18th Apr, 2021	Exam Timetable	University	Prof. Rawn
2	2nd Apr, 2021	1st Apr, 2021	1st Apr, 2021	Guideline	AICT	Prof. STENLO
3	17th May, 2021	17th May, 2021	15th May, 2021	Exam time table	University	Prof. JOHNSON
4	20th Apr, 2021	18th Apr, 2021	18th Apr, 2021	Exam Timetable	University	Manish Yeole
5	17th May, 2021	17th May, 2021	15th May, 2021	Exam time table	University	Jenny Thompson
6	2nd Apr, 2021	1st Apr, 2021	1st Apr, 2021	Guideline	AICT	Jenny Thompson
7	20th Apr, 2021	18th Apr, 2021	16th Apr, 2021	Exam Timetable	University	Prof WILLIAMS
8	20th Apr, 2021	18th Apr, 2021	18th Apr, 2021	Exam Timetable	University	Jenny Thompson
9	17th May, 2021	17th May, 2021	15th May, 2021	Exam time table	University	Prof. SERENA
10	20th Apr, 2021	18th Apr, 2021	18th Apr, 2021	Exam Timetable	University	Vasudha B



BABA FARID COLLEGE OF ENGG. & TECHNOLOGY

Reports > Individual Employee Transferred Letter History Report

Click here to Apply/ Clear Filters

Click here to Select/ Deselect column

Click here to Export/ Print

The screenshot shows a web application interface for the 'Individual Employee Transferred Letter History Report'. At the top, there is a 'Filter' button and a 'Show 10 Entries' dropdown. Below this is a 'Select Employee' section with a search box for 'Manish Yeole' and 'Apply' and 'Clear' buttons. On the right, there are 'Export' and 'Print' buttons, a settings gear icon, and a column selection icon. The main table has the following data:

Sr.No	Letter in date	Courier date	Letter date	Letter Name	Received from	Status
1	20th Apr, 2021	18th Apr, 2021	18th Apr, 2021	Exam Timetable	University	Pending
2	18th Nov, 2021	17th Nov, 2021	15th Nov, 2021	University	University	Pending

Reports > Pending Letters Report

Click here to Select/ Deselect column

Click here to Export/ Print

The screenshot shows a web application interface for the 'Pending Letters Report'. It features a 'Show 10 Entries' dropdown and 'Export' and 'Print' buttons. The main table has the following data:

Sr.No	Letter in date	Courier date	Letter date	Letter Name	Received from	Transferred To	Pending Letter Count
1	20th Apr, 2021	18th Apr, 2021	18th Apr, 2021	Exam Timetable	University	Vasudha B, Jenny Thompson, Prof WILLIAMS, Manish Yeole, Prof. Dawn	5
2	2nd Apr, 2021	1st Apr, 2021	1st Apr, 2021	Guideline	AICT	Jenny Thompson, Prof. STENLO	2
3	17th May, 2021	17th May, 2021	15th May, 2021	Exam time table	University	Prof. SERENA, Jenny Thompson, Prof. JOHNSON	3
4	18th Nov, 2021	17th Nov, 2021	15th Nov, 2021	University	University	Vasudha B, Manish Yeole, Jenny Thompson	3
5	26th Jul, 2022	25th Jul, 2022	16th Jul, 2022	Timetable	University	Sayali Borate, Prof. MILLER, Prof. Dawn, Prof. JOHNSON, Prof. STENLO	5



BABA FARID COLLEGE OF ENGG. & TECHNOLOGY

Reports > Accepted Letter Report

Accepted Letters Report

Show 10 Entries

Export Print

Sr.No.	Letter In date	Courier date	Letter date	Letter Name	Received from	Transferred To	Accepted Letter Count	Accepted Note
1	20th Apr, 2021	18th Apr, 2021	18th Apr, 2021	Exam Timetable	University	Vasudha B	1	
2	2nd Apr, 2021	1st Apr, 2021	1st Apr, 2021	Guideline	AICT	Jenny Thompson	1	Accept
3	17th May, 2021	17th May, 2021	15th May, 2021	Exam time table	University	Prof. JOHNSON	1	
4	17th Jul, 2021	16th Jul, 2021	14th Jul, 2021	Exam details	University	Jenny Thompson	1	
5	26th Jul, 2022	25th Jul, 2022	16th Jul, 2022	Timetable	University	Sayali Borate	1	
6	3rd Aug, 2022	3rd Aug, 2022	2nd Aug, 2022	mba department	university	Satyannarayan Kenka	1	Received

« | 1 | »

Click here to Select/Deselect column

Click here to Export/Print

Reports > Rejected Letters Report

Rejected Letters Report

Show 10 Entries

Export Print

Sr.No.	Letter In date	Courier date	Letter date	Letter Name	Received from	Transferred To	Rejected Letter Count	Rejected Note
1	20th Apr, 2021	18th Apr, 2021	18th Apr, 2021	Exam Timetable	University	Vasudha B	2	
2	17th May, 2021	17th May, 2021	15th May, 2021	Exam time table	University	Jenny Thompson	1	

« | 1 | »

Click here to Select/Deselect column

Click here to Export/Print



BABA FARID COLLEGE OF ENGG. & TECHNOLOGY

MANAGEMENT DASHBOARD

Faculty Summary > Search Employee and Select Academic Year

Click here to Search Employee

Click here to Select Academic Year and view data accordingly

Click here to In Case if there are multiple Institute then, you can select Institute

Department	Subject	Type	No. of Students	No. of completed Lectures	Average Student Attendance
Computer Engineering (First semester (I))	Cloud Computing and its Applications	Theory Regular	141	0	0.00%
Computer Engineering (First semester (I))	Core Java	Theory Elective	19	1	100.00%
Computer Engineering (First semester (I))	Web Tech	Theory Elective	11	0	0.00%
Computer Engineering (First semester (I))	Subject 10920	Theory Regular	141	0	0.00%
Computer Engineering (First semester (I))	Java Lab (Batch A-RC)	Practical Elective	7	0	0.00%
Computer Engineering (First semester (I))	Java Lab (Batch B)	Practical Elective	7	0	0.00%

You can view the content by Scrolling down

Summary
On this page user can all the relevant information about faculty

Faculty Summary > Print Management Dashboard

Click here to Print Module Wise Faculty Summary

Department	Subject	Type	No. of Students	No. of completed Lectures	Average Student Attendance
Computer Engineering (First semester (I))	Cloud Computing and its Applications	Theory Regular	141	0	0.00%
Computer Engineering (First semester (I))	Core Java	Theory Elective	19	1	100.00%
Computer Engineering (First semester (I))	Web Tech	Theory Elective	11	0	0.00%
Computer Engineering (First semester (I))	Subject 10920	Theory Regular	141	0	0.00%
Computer Engineering (First semester (I))	Java Lab (Batch A-RC)	Practical Elective	7	0	0.00%
Computer Engineering (First semester (I))	Java Lab (Batch B)	Practical Elective	7	0	0.00%

You can view the content by Scrolling down



BABA FARID COLLEGE OF ENGG. & TECHNOLOGY

Faculty Summary > View Academic Planning

The screenshot displays the 'Academic Planning' section for Nikita Bhagat. It includes a table with columns for Department, Subject, Type, No. of students, No. of completed lectures, and Average Student Attendance. Below the table is a line graph titled 'Academic Planning' showing 'Average Student Attendance' over time. The graph shows attendance peaks for various subjects, with the highest peak at 100% for 'Computer Engineering (First Semester) - Core Java'.

Department	Subject	Type	No. of students	No. of completed lectures	Average Student Attendance
Computer Engineering (First semester [3])	Cloud Computing and its Applications	Theory Regular	14	0	0.00%
Computer Engineering (First semester [3])	Core Java	Theory Elective	19	1	100.00%
Computer Engineering (First semester [3])	Web Tech	Theory Elective	11	0	0.00%

The above-highlighted section shows selected faculty's academic planning summary with subject-wise student count and completed session count with Subject-wise student average attendance data.

You can view the content by Scrolling down



Faculty Summary > View Outcome

The screenshot displays the 'Outcome' section for Nikita Bhagat. It includes a table with columns for Department, Subject, Type, No. of CO, No. of LO, and CO & PO Mapping. The table lists various subjects and their corresponding outcomes, including 'Maths', 'PHYSICS PRACTICAL (Batch 1)', 'Software Testing (Batch 1)', 'Web Technology', 'Data Science', 'O-ORIENTED', 'Core Java', 'Software Testing', 'Core Java (Batch 2)', 'PHYSICS PRACTICAL (Batch 2)', 'Software Testing (Batch 2)', 'PHYSICS PRACTICAL (Batch 3)', 'Software Testing (Batch 3)', 'PHYSICS PRACTICAL (Batch 3)', 'PHYSICS', 'Computer Science', and 'Computer Science Practical (Practical Batch 1)'.

Department	Subject	Type	No. of CO	No. of LO	CO & PO Mapping
Computer Engineering (First Sem)	Maths	Theory Regular	7	1	Yes
Computer Engineering (2)	PHYSICS PRACTICAL (Batch 1)	Practical Regular	9	0	No
Computer Engineering (2)	Software Testing (Batch 1)	Practical Regular	9	0	No
Computer Engineering (Second Semester)	Web Technology	Theory Regular	9	0	No
Computer Engineering (Second Semester)	Data Science	Theory Regular	9	0	No
Computer Engineering (Second Semester)	O-ORIENTED	Theory Regular	9	0	No
Computer Engineering (1st Semester)	Core Java	Theory Elective	9	0	No
Computer Engineering (1st Semester)	Software Testing	Theory Regular	3	7	Yes
Computer Engineering (1st Semester)	Core Java (Batch 2)	Practical Elective	9	0	No
Computer Engineering (1st Semester)	PHYSICS PRACTICAL (Batch 2)	Practical Regular	9	0	No
Computer Engineering (1st Semester)	Software Testing (Batch 2)	Practical Regular	1	1	No
Computer Engineering (1st Semester)	PHYSICS PRACTICAL (Batch 3)	Practical Regular	9	0	No
Computer Engineering (1st Semester)	Software Testing (Batch 3)	Practical Regular	1	1	No
Computer Engineering (2)	PHYSICS PRACTICAL (Batch 3)	Practical Regular	9	0	No
Computer Engineering (1st Semester)	PHYSICS	Theory Regular	1	0	Yes
Computer Engineering (1st Semester)	Computer Science	Theory Elective	1	0	Yes
Computer Engineering (1st Semester)	Computer Science Practical (Practical Batch 1)	Practical Elective	1	0	No

The above highlighted section shows Subject wise quantitative analysis of the Course Outcome and Learning/Unit Outcome

You can view the content by Scrolling down





BABA FARID COLLEGE OF ENGG. & TECHNOLOGY

Faculty Summary > View Attendance and Leaves

Subscription Installment Due | To Be Paid By Wednesday, 14th Sep, 2022

Testing Stream (First Semester) Science (Batch 2) Practical | Regular 0 0 No

Faculty Summary Student Summary Institute Summary Module Analysis

Attendance & Leaves

Leaves

Leaves Consumed 17 Balance 29.5 Approved 6 Pending 16.5 Rejected 0

Latest Week's Attendance

Mon	Tue	Wed	Thu	Fri	Sat	Sun
10 Oct	11 Oct	12 Oct	13 Oct	14 Oct	15 Oct	16 Oct
12:00PM - 02:00PM		06:00AM - 09:00AM		12:00PM - 01:30PM		

Online Feedback

Department	Subject	Type	No. of Feedbacks Conducted	Total Responses	Average Performance
Computer Engineering (First Sem)	Maths	Theory Regular	1	1	63.2%

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The above-highlighted section shows Selected faculty's leave summary along with the attendance data of the current week

You can view the content by Scrolling down



Faculty Summary > View Committee and Meeting

Subscription Installment Due | To Be Paid By Wednesday, 14th Sep, 2022

Testing Stream (First Semester) Science (Batch 2) Practical | Regular 0 0 No

Faculty Summary Student Summary Institute Summary Module Analysis

Attendance & Leaves

Leaves

Leaves Consumed 47 Balance 34 Approved 16 Pending 21 Rejected 5.5

Latest Week's Attendance

Mon	Tue	Wed	Thu	Fri	Sat	Sun
05 Sep	06 Sep	07 Sep	08 Sep	09 Sep	10 Sep	11 Sep

No Attendances and Leave details found.

Committee & Meetings

Committee Name	Role	Total Members	Attended Meetings	Total Meetings
Hostel Management	Student	10	0	1
Ness Committee	Teaching Faculty	2	0	1
Orinance Committee	Non Teaching Faculty	3	0	21

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The above-highlighted section shows List of committees assigned to the faculty and quantitative data of the meetings

You can view the content by Scrolling down





BABA FARID COLLEGE OF ENGG. & TECHNOLOGY

Faculty Summary > View Online Feedback

Department	Subject	Type	No. of Feedbacks Conducted	Total Responses	Average Performance
Computer Engineering (First Sem)	Maths	Theory Regular	1	1	0.00%
Computer Engineering (I)	PHYSICS PRACTICAL	Practical Regular	0	0	0.00%
Computer Engineering (I)	Software Testing	Practical Regular	0	0	0.00%
Computer Engineering (Second Semester)	Web Technology	Theory Regular	0	0	0.00%
Computer Engineering (Second Semester)	PHYSICS	Theory Regular	0	0	0.00%
Computer Engineering (Second Semester)	CHEMISTRY	Theory Regular	0	0	0.00%
Computer Engineering (Ist Semester)	Core Java	Theory Elective	0	0	0.00%
Computer Engineering (Ist Semester)	software testing	Theory Regular	3	3	0.00%
Computer Engineering (Ist Semester)	Core Java	Practical Elective	0	0	0.00%
Computer Engineering (Ist Semester)	PHYSICS DIDACTICAL	Practical Regular	0	0	0.00%
Computer Engineering (Ist Semester)	Software Testing	Practical Regular	0	0	0.00%
Computer Engineering (I)	PHYSICS PRACTICAL	Practical Regular	0	0	0.00%

The above-highlighted section shows Course-wise feedback analysis and average performance of the feedback submitted by the students Faculty feedback: Feedback about the faculty and the average performance

You can view the content by Scrolling down



Faculty Summary > View Faculty Profile and Library

Faculty Profile

Qualification	Certification	Professional Experience	Achievements / Awards
Publications	Seminars / Workshops	Books / Monograph	Datasets Created / Filed
Consultancy Provided	Professional Affiliation	Grants Received	Extension Activities
References	Core Competency area	Curriculum Development and Assessment Related Activities	

Library

1 Issued Resource	8 e-Resource Viewed	3 Library Entry Record	5 Requisition Resource Request Raised
-------------------	---------------------	------------------------	---------------------------------------

The above-highlighted section shows A quick summary of the qualification, achievements and research data added by the faculties in their profile and below you can view library's data.

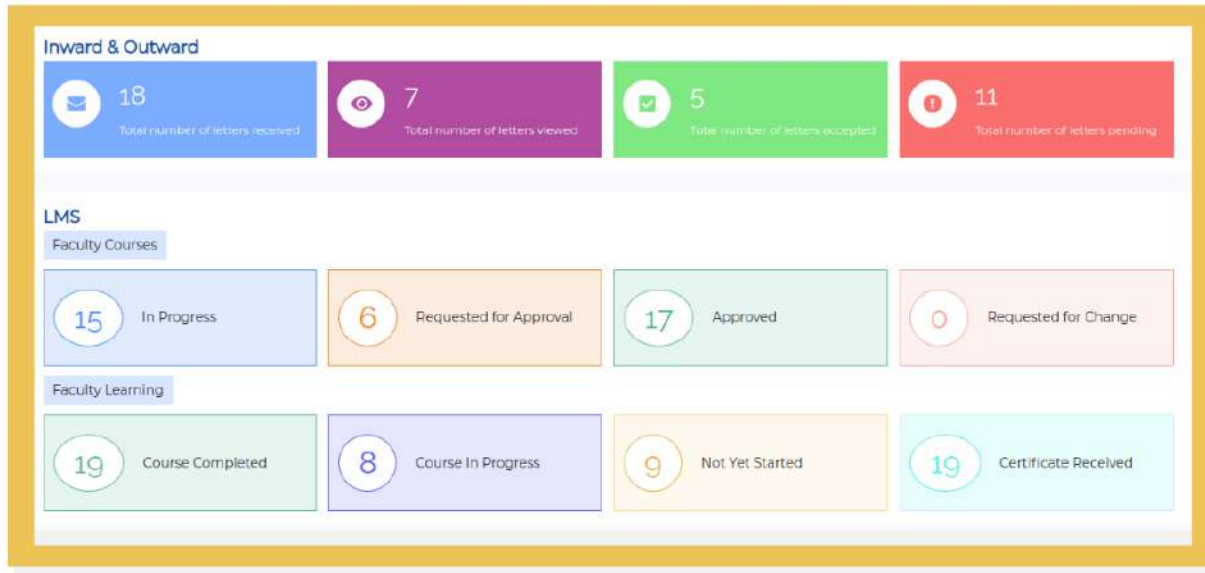
You can view the content by Scrolling down





BABA FARID COLLEGE OF ENGG. & TECHNOLOGY

Faculty Summary > View Inward & Outward, LMS

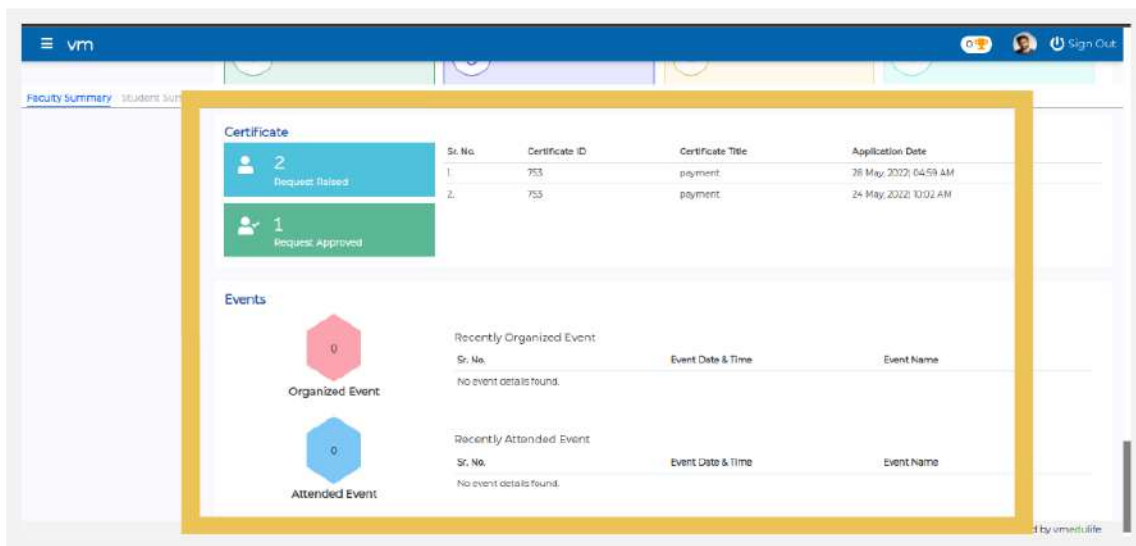


The above-highlighted section is Analysis of the inward letters received by the faculty. Quantitative analysis of the online courses created by the faculty, and below that The learning progress of the faculty is for the online courses.

You can view the content by Scrolling down



Faculty Summary > View Certificate, Events



The above-highlighted section is List of latest certificates issued by the faculty. Number of certificate requests raised and approved, and in the following section, you will find a list of the faculty's events and a quantitative data of the attendees.

You can view the content by Scrolling down





STUDENT SUMMARY

Student Summary > Search Student

vm | Home | System Features | Administrative Dashboard

Faculty Summary | **Student Summary** | Institute Summary | Module Analysis

vmedulife | 2021-22 | Computer Engineering | First Semester | 3C | Male | Search Students | Search

Show 25 entries Total Records: 15

Ashwin	vmedulife	Computer Engineering(Ist Semester)	65525545 ashwin@vm22@vmedulife.com	View Details
RAHUL SINGH	vmedulife	Computer Engineering(CS14)	750925470 rahulvm22@vmedulife.com	View Details
Dummy Last	vmedulife	Computer Engineering(First sem Computer engg)	7945758468 dummylast@gmail.com	View Details
Demo User	vmedulife	Computer Engineering(First sem Computer engg)	9856757596 demo@vm22@vmedulife.com	View Details
parash	vmedulife	Computer Engineering(First sem Computer engg)	980032451 demonuser@gmail.com	View Details
parash	vmedulife	Computer Engineering(First sem Computer engg)	9860032452 demonusergh@gmail.com	View Details
parash	vmedulife	Computer Engineering(First sem Computer engg)	980032459 demonuser7@gmail.com	View Details

Computer Engineering(First sem) | Download App | Privacy Policy | Terms of Use | Powered by vmedulife

Click here to Search Students

On this page user can all the relevant information about selected Student

Student Summary > View Student Details

Rajat More | Student ID: STDVENV21232 | First sem Computer engg | Student | rajatLm@bcpurvmedulife.com | Male | Blood Group - not present

Profile Details | Interview Details | Mentoring | Attendance | Exam | Assignment | Library | Learning Management System | Institute Event | **Feedback**

Feedback | Print | Export

2022-23 | Computer Engineering | 1st Semester

Title	Type	Details	Status
Feedback Date is not available for any subject of 1st Semester .			

2021-22 | Computer Engineering | First Semester |

Title	Type	Details	Status
Faculty Feedback(I)	Instructor	Satyanarayan Konka	Pending
Demo bulk	Activity		Pending
feedback 5	Course	Physics - Theory Regular	Pending
feedback 5	Course	Electronics - Theory Regular	Pending
testim.	Course	Chemistry - Theory Regular	Pending
FAST RESPONSE	Instructor	Dr. MC.MAHANTHESH MATTAD	Pending
ABCDEF	Activity		Pending

Click here to Print/Export

Click here to View Feedback Details

You can view the content by Scrolling down

This section shows information about submission status of feedback assigned to selected student.



BABA FARID COLLEGE OF ENGG. & TECHNOLOGY

INSTITUTE SUMMARY

Institute Summary > View Attendance Summary

Click here to View Employee Attendance Summary

Click here to Apply Filters

Click here to Print

On this page user will come to know all the information about Institute.

Institute Summary > View Student Summary

Click here to View Date wise Sessions and their attendance

Click here to Apply Filters

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BABA FARID COLLEGE OF ENGG. & TECHNOLOGY

Institute Summary > View Fees Summary

Click here to Print

vm

Home | Salient Features | Administrative Dashboard

Faculty Summary | Student Summary | **Institute Summary** | Module Analysis

Attendance Summary

Student Attendance

Fees Summary

Daily Fees Collection

vmmedulife

Department	Student count	Applicable		Collected		Outstanding	
		Fees	Scholarship	Fees	Scholarship	Fees	Scholarship
Computer Engineering	94	1993719	432482	282484	22286	1711235	470196
Mechanical Engineering	191	232800	217000	113950	65900	118850	151500
First Year Engineering	0	0	0	0	0	0	0
Total	285	2226519	649482	396434	87786	0	561896

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Click here to View Department wise Fees Summary

Module Analysis > Module Analysis Overview

Click here to Edit Target Value

Click here to Export/ Print

vm

Home | Salient Features | Administrative Dashboard

Faculty Summary | Student Summary | Institute Summary | **Module Analysis**

Select Academic Year: 2021-22

Select Month And Year: September 2022

Apply

Print

vmmedulife

Computer Engineering | Academic Year - 2021-22 | Month - September, 2022

Achieved - 5 | To be achieved - 15 | Minimum 80% required to have a Green Badge

Performance 25.00 %

Sr. No.	Module	Criterion	Status	Target Value	Actual Value	Action
1.	Admission Umesh Kumarvet Vijay Bawar Nikita Bhagat Dummy Vinayak Chappekar	Payment Category Must Be Updated To All Students (Yearly Department Level)	Not Achieved	All (1040)	462	Edit
2.	Academic Planning	Minimum Responses To Any Of The Admission Form (Default Min 30) (Yearly Institute Level)	Achieved	30	30	Edit
3.	Academic Planning	Minimum Lectures/Sessions In A Month (Default Min 10) (Monthly Department Level)	Achieved	10	10	Edit

Click here to Apply Filters

Module analysis represents the overall usage of modules. We can measure usage based on some parameters. Each parameter will have a predefined minimum value, and this tool allows you to set the target value, and the target value must be greater than the minimum value. As a result, once the user's usage value exceeds the target value, the system will display the status as "achieved" or "yet to achieve".



BABA FARID COLLEGE OF ENGG. & TECHNOLOGY

Finance and Account

FEE (Quick Collect)

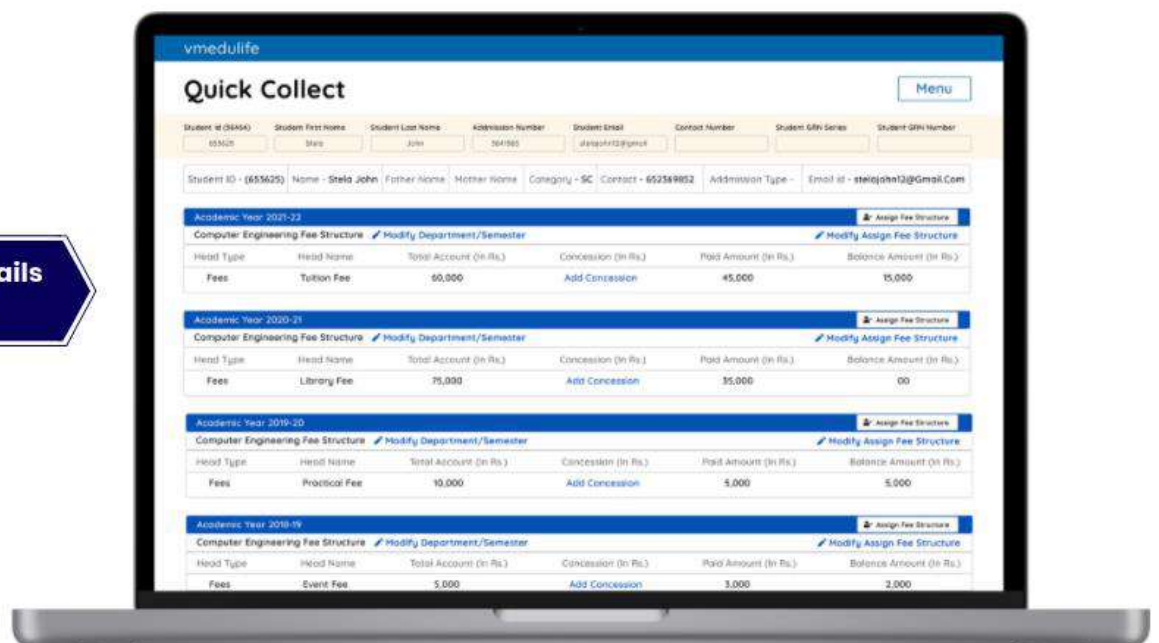
Fees - Quick Collect

- Search student by any one option



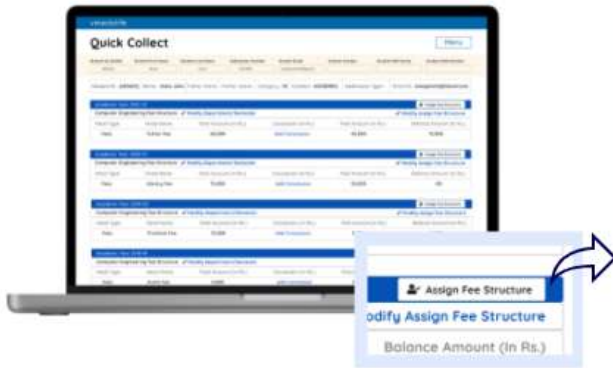
Quick Collect

View student fees details of all academic year.



Quick Collect > Assign fee structure

• Assign Fee Structure



X
Assign Fee Structure

Academic Year
2021-22

Group and Department *
Ist Semester | Computer Engineering

Fee Structure *
Computer engineering fee structure

Sr. No.	Fee Head Type	Fee Head Name	Amount
1	Fee	Tuition Fee	5000
2	Fine	Breakage Fine	500
3	Fee	Development fee	2000
4	Scholarship	Scholar Academic	5000

Total 12500.00

Assign
Cancel

Quick Collect

• Modify department/ Semester

(Computer Engg - Fourth Semester) ✎ Modify Department/Semester

Id Type	Head Name	Total Amount(In Rs.)
	Development fee	400.00

- This feature allows you to modify fee structure assigned by mistake to other groups.
- You can modify the department/ semester if the student gets migrated to another department/semester for the academic year.

Select Academic Year

2020-21

Select Department

Computer Engineering

Select Group

Third Semesters

Update
Cancel

(Computer Engg - Third Semester) ✎ Modify Department/Semester

Id Type	Head Name	Total Amount(In Rs.)
	Development fee	400.00

Modify department/semester by selecting **Academic year, Department, Group**

Department/Semester updated **sucesfully**.



Quick Collect



• Modify Assigned Fee Structure

Configure the assigned fee structure amount for a **specific student** if required.

Sr. No.	Fee Head Type	Fee Head Name	Amount
1	Fee	Tuition Fee	500
2	Fee	test 1 times assigned.	50
3	Fee	Mamta tuition fee	50000
4	Scholarship	Government Scholarship	5000
5	Scholarship	Mamta study scholarship 1 times assigned.	5000
6	Fine	Mamta breakage fine	500

Total 61050.00

Update

Cancel

Quick Collect



• Add Concession

Add head-wise concession for a student.

Select concession type that we have added earlier from fees settings

Can add attachments of any document

X Add Concession

Concession Type	Amount
Institute Concession	2000

+ Add more

Remarks

Attachments

Choose Files

Add Cancel

Add any comment

Add more concession slot through this option



BABA FARID COLLEGE OF ENGG. & TECHNOLOGY

Quick Collect



• Collect Payment

Payment Modes

Online, Cheque, DD, NEFT, Wallet, SSC(Student credit card)

Payment Date

Select the date of payment

Receipt Series

To generate receipt number automatically as per the series. Series is the prefix before the auto generated number

Receipt Number

The receipt series number is auto-generated according to the selected series

Balance Amount

Total balance amount to be paid by the student

X Fee Payment

Student Details

Name - Mamta	Mobile - 9569569569	Category - NA	Admission Type -	Total Fees - 73150	Balance Fees - 73150
--------------	---------------------	---------------	------------------	--------------------	----------------------

Payment Details

Mode *	Cash	Bank Account	Select Bank Acco
Payment Date *	Date of Payment	Transaction Id / Cheque No. / DD No.	Transaction/Ref
Receipt Series	Select Receipt Se	Receipt No *	Receipt Num
Balance Amount	73150	Previous excess Amount	0
Amount *	Amount	Amount from previous excess	Amount From

Payment Structure

Generate receipt of the payment paid by the student in **cash** or some other **payment modes**.

Quick Collect



• Collect Payment

Bank Account

Select the bank account in which the payment will be deposited

Transaction id/ Cheque No./ DD No.

Transaction details of the payment like cheque number, transaction ID or DD number can be added

Previous Excess Amount

Any excess amount paid by the student earlier will be displayed

Amount from Previous Excess

You can use that amount for the current payment

X Fee Payment

Student Details

Name - Mamta	Mobile - 9569569569	Category - NA	Admission Type -	Total Fees - 73150	Balance Fees - 73150
--------------	---------------------	---------------	------------------	--------------------	----------------------

Payment Details

Mode *	Cash	Bank Account	Select Bank Acco
Payment Date *	Date of Payment	Transaction Id / Cheque No. / DD No.	Transaction/Ref
Receipt Series	Select Receipt Se	Receipt No *	Receipt Num
Balance Amount	73150	Previous excess Amount	0
Amount *	Amount	Amount from previous excess	Amount From

Payment Structure

Generate receipt of the payment paid by the student in **cash** or some other **payment modes**.



Quick Collect



• Generate Challan

Generate challan by **Challan series, Bank account, Amount, Date, Transaction ID**

Generate Challan✕

Challan Series *

Bank Account *

Amount *

Challan Generation Date

Transaction Id

Head Type	Template / Fee Head Name	Total Amount(In Rs.)	Balance Amount(In Rs.)	
Template	2020-21 (computer engg) 2020-21 (computer engg)	61050.00	61050	61050

Head Type	Template / Fee Head Name	Total Amount(In Rs.)	Balance Amount(In Rs.)	
Template	Challan I	12100.00	12100	12,100

vmedulife Software

Fees Management System

Quick Collect

• Update Challan Status

• Payment in Process

Students have paid, but it has not been deposited in the bank yet.

• Confirm Challan

Once paid amount gets reflected in your bank account, you can confirm the challan.

• Rejected

You can reject the challan in case the payment gets failed for any reason.

Update Challan✕

Challan Number *

Challan Number	BPHARM 356	Student First Name	Maimta	Student Last Name	
Father First Name	Anil	Mother First Name		Status	Generated Fri, 08th Jul, 2022
Remark	Highigh	Amount	200		

Payment Mode *

Transaction Id

Receipt Series

Receipt No

By entering the **challan number** of a particular student, you can find out the details of the challan, and then you can update it.

vmedulife Software

Fees Management System



BABA FARID COLLEGE OF ENGG. & TECHNOLOGY

COLLECT

Fees - Collect

Yearwise Student Fee Data

Select Academic Year *

2021-22

Select Stream *

Computer Engineering

Select Group *

31231

Search Student

Search here

View Student



To view list of students, kindly select stream and group accordingly.

Name	Father Name	Student ID	Category	Mobile	Admission Type	Fees		Scholarship		Fine		Previous Excess Amount	Actions
						Total	Balance	Total	Balance	Total	Balance		
Wilma Mumduya		STSTG1930	Open	7848575895	CAP	11000	11000.00	100	100.00	1000	1000.00	0.00	₹ 0
Ravi patil	Anil	STSTG20235	OBC	9812545498	Spoart	11000	11000.00	100	100.00	1000	1000.00	0.00	₹ 0
Buster Hymar	Om	STSTG1931	NT	7485769583	CAP	11000	11000.00	100	100.00	1000	1000.00	0.00	₹ 0
Nikhil Gaykhe	Mohan	STSTG20236	SC	8695675465	Institutional Level	11000	11000.00	100	100.00	1000	1000.00	0.00	₹ 0

Collect > Payment History

Fine		Previous Excess Amount	Actions
Total	Balance		
0	0.00	2900.00	₹ 0
0	0.00	0.00	₹ 0

X
Payment History

Student Details

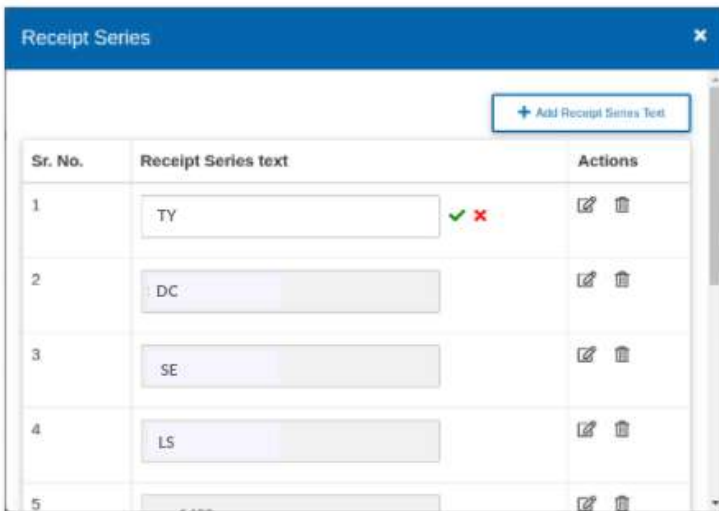
Name	John Doe	Mobile	965487452
Roll No	56	Category	NA
Total Fees	50020	Balance	39920











Payment History

#	Amount	Payment Mode	Paid Date	Excess Amount	Consumed Amount	Actions
1	20000	Cash	8-February, 2021	0	10000	🗑️
2	15000	Cash	20-April, 2021	0	10000	🗑️

Student Payment History

Fee Structure > Collect > Add Receipt Series



Sr. No.	Receipt Series text	Actions
1	TY ✓ x	 
2	DC	 
3	SE	 
4	LS	 
5		 

Add Receipt Series

The receipt series is used while generating the fee receipts. The receipt series helps you to distinguish the fee receipts according to the department or academic year.

CHALLAN

Fees – Challan

• Features that covered in Challan

1. Challan Series
2. Generate Challan
3. Import Challan
4. Challan Status
5. Challan Status
6. Print Challan Details



Challan > Generate Challan

User ID *

STSTG

Enter User ID

Verify User



Name: Jayesh Email: jayeshchavan043@gmail.com Mobile No: 7896542301

Year	Fees		Fine		Scholarship		Action
	Total	Balance	Total	Balance	Total	Balance	
2020-21	61801.00	1795.50	100.00	100.00	51050.00	1109.50	Generate Challan
2021-22	164300.90	135424.50	0	0.00	4000.00	2000.00	Generate Challan



Generate challan

Search student by user id and can able to generate challan for that student.

Generate Challan

Name: Jayesh Father First Name: father Email: jayeshchavan043@gmail.com Mobile No: 7896542301
 Mother First Name: mother Academic Year: 2020-21

Challan Series * Challan Series Number * Bank Account *

Amount * Challan Generation Date Transaction ID

Head Type: 1, 561.00, -104.5



Challan > Challan Series



Add challan series

Can add, edit, delete challan series.



Challan Series

[+ Add Challan Series Text](#)

Sr. No.	Challan Series text	Actions
1	SE ✓ ✗ <small>Maximum 100 characters are allowed</small>	
2	DF <input type="text"/>	
3	JK <input type="text"/>	
4	PF <input type="text"/>	



Challan > Import Challan

Quick and Easy Step to Import Challan

Generate sample CSV

First you have to select Academic Year, Branch, Parent Group, Group then click on generate.

Download prerequisite CSV

Prerequisite CSV contains the data added by you that can be used for importing the challan.

Import Challan

Import your challan CSV.

Import Challan List✕

Sample CSV Format

Sr. No.	Student Id	Student Name	GRN Series	GRN Number	Admission Series	Admission Number	Account Name	Challan Series	Challan No	Challan Date	Payment Mode	Fee Head 1	Fee Head 2	Fee Head 3

Instructions

- Select the academic year.
- After selecting Academic Year, click on Stream to select the respective Stream.
- After selecting Stream, click on Group to select the respective Group.
- You can also view the CSV Format for your reference by downloading the sample CSV Format.
- After downloading the sample csv format, the date should be in "yyyy-mm-dd" format.

Use the following prerequisite data for importing the challan data. [Download Prerequisite Data CSV](#)

Now you have downloaded the CSV for respective semester/group. Please update the challan details in the downloaded CSV and import it.

***Note** - Do not change the User Id and if you have multiple entries in for the same student then use the same User Id for the multiple challan of same student.



Challan > Update Challan

Update Challan

Challan Number *

SE

23

Verify Challan Number

Update challan

By entering the **challan number** of a particular student, you can find out the details of the challan, and then you can update it.

Challan Number	Challan e.g 1 355	Student First Name	Marina	Student Last Name	Marisha
Remark		Father First Name	Anil	Mother First Name	Generated Thu, 07th Jul, 2022
		Amount	200	Status	

Payment Mode *

Transaction Id

Receipt Series

Receipt No

Payment Date *



Challan



- Filter by
- Date
- Challan series
- Challan number
- Student id
- Challan status

Filter ✕

Challan Generation Date

From Date To Date

Challan Series **Challan Number**

Student Id **Challan Status**

Challan > Print Challan

- Student Challan Receipt
- Office Challan Receipt
- Bank Challan Receipt

Office Copy	Student Copy	Bank Copy																											
 Institute of technology SBI Current A/c No. 358992163821523456	 Institute of technology SBI Current A/c No. 358992163821523456	 Institute of technology SBI Current A/c No. 358992163821523456																											
Challan No Challan 101	Challan No Challan 101	Challan No Challan 101																											
Student Name Ntorg Tvs Geo	Student Name Ntorg Tvs Geo	Student Name Ntorg Tvs Geo																											
Student Id STDMEV21211	Student Id STDMEV21211	Student Id STDMEV21211																											
Stream Computer Engineering	Stream Computer Engineering	Stream Computer Engineering																											
Standard 1st year (2021-22)	Standard 1st year (2021-22)	Standard 1st year (2021-22)																											
Roll No	Roll No	Roll No																											
Sum of Rs. 1000	Sum of Rs. 1000	Sum of Rs. 1000																											
Rs. (In words) Rupees One Thousand Only	Rs. (In words) Rupees One Thousand Only	Rs. (In words) Rupees One Thousand Only																											
Date & Time Fri, 08th Jul, 2022	Date & Time Fri, 08th Jul, 2022	Date & Time Fri, 08th Jul, 2022																											
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><th>Sr. No</th><th>Head</th><th>Total</th></tr> <tr><td>1</td><td>Tuition Fee</td><td>1000</td></tr> <tr><td colspan="2">Total</td><td>1000</td></tr> </table>	Sr. No	Head	Total	1	Tuition Fee	1000	Total		1000	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><th>Sr. No</th><th>Head</th><th>Total</th></tr> <tr><td>1</td><td>Tuition Fee</td><td>1000</td></tr> <tr><td colspan="2">Total</td><td>1000</td></tr> </table>	Sr. No	Head	Total	1	Tuition Fee	1000	Total		1000	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><th>Sr. No</th><th>Head</th><th>Total</th></tr> <tr><td>1</td><td>Tuition Fee</td><td>1000</td></tr> <tr><td colspan="2">Total</td><td>1000</td></tr> </table>	Sr. No	Head	Total	1	Tuition Fee	1000	Total		1000
Sr. No	Head	Total																											
1	Tuition Fee	1000																											
Total		1000																											
Sr. No	Head	Total																											
1	Tuition Fee	1000																											
Total		1000																											
Sr. No	Head	Total																											
1	Tuition Fee	1000																											
Total		1000																											
Paid by cheque/Cash No. : Date :-	Paid by cheque/Cash No. : Date :-	Paid by cheque/Cash No. : Date :-																											
<input type="button" value="Print"/>																													
Receiving Cashier Student Sign Principal Sign	Receiving Cashier Student Sign Principal Sign	Receiving Cashier Student Sign Principal Sign																											
Date :	Date :	Date :																											



BABA FARID COLLEGE OF ENGG. & TECHNOLOGY

FEE RECEIPT

Fee Receipt

View of all student fee receipt details. Print and Export fee receipt.

<input type="checkbox"/>	Sr. No.	Receipt Number	Student First Name	Student Last Name	Father Name	Mother Name	Student ID	Group	Department	Year	Receipt Date	Source	Receipt Generated by	Payment Mode	Amount	Action
<input type="checkbox"/>	1	First Year-23430	Jayesh	Chavan		Ela	STSTG20241	First Sem	Computer Engineering	2020-21	Mon, 11th Jul, 2022	Collect		Cash	200.00	
<input type="checkbox"/>	2	new 1409-3	Sam	Last Name		Stela	STSTG20243	First Sem	Computer Engineering	2020-21	Fri, 08th Jul, 2022	Collect		Cash	90	



Export

Fee Receipt

Print Fee Receipt

- Student copy
- Office Fee Receipt

Institute of technology		
Student Regular Receipt		
Rcpt No: 1242	Date : Wed, 13th Jul, 2022	
Student Name: Rajesh Patil		
Class: 1st yearComputer Engineering	ERP No:	
Sr. No.	Head	Total
1	Tution Fee1	100.00
2	Library Fee	100.00
3	Practical Fee	100.00
4	Event Fee	100.00
5	Field trip fee	100.00
6	Exam Fee	100.00
7	Late Fine Fee	100.00
Total		700
Amount(In Words): Seven Hundred only		
		CASHIER
NOTE: 1) Please do not loose this receipt it is very important document and shall have to be produced whenever asked for 2) Fee Once Paid is not Refundable		

Fees - Fee Receipt



Filter by

- Date
- Receipt Series
- Receipt Number
- Student ID
- Source
- Transaction ID
- Payment Mode
- Academic Year
- Department
- Group

Filter✕

Receipt Date	
From Date	To Date
<input type="text" value="From Date"/>	<input type="text" value="To Date"/>
Receipt Series	Receipt Number
<input type="text" value="Select Receipt Series"/>	<input type="text" value="Enter Receipt Number"/>
Student Id	Source
<input type="text" value="Enter Student Id"/>	<input type="text" value="Select Source"/>
Transaction Id	Payment Mode
<input type="text" value="Transaction Id"/>	<input type="text" value="Select Payment Mode"/>
<input type="button" value="Apply"/> <input type="button" value="Clear"/>	

FEE STRUCTURE

Fees - Fee Structure



Add Fee Structure

You can add fee structure according to name, display name, default receipt series, admission year, payment category, a year down any may more



Import Fee Structure

Import fee structure allows you to import multiple fee structures along with auto assign to the students with the matching criteria



Configure Fee Structure

Configure fee amount, configure scholarship amount, configure fine amount



Assign Fee Structure to Matching Student

Assign multiple fee structures to the students according to fee structure configuration



Assign Fee Structure

Assign fee structure to the required students



Remove Assigned Fee Structure

You can remove the assigned fee structure for students who haven't done payment.

Fee Structure > Import

Import Fee Structure List

INSTRUCTION

- Fee structure List can be imported in csv format.
- CSV should be in specified format for import to work correctly.

CSV Format

Sr. No.	Academic Year	Department	Parent Group	Payment Category	Student Admission Year	Year Down / Regular	Recognt Series	(fee) Tuition Fee	(fine) Breakage Fine	(fine) Late Exam Fine	(fine) Late Fees Fine	(fee) Development fee

You can download the sample csv for reference. [Download Sample Fee structures List CSV](#)
 Prerequisite data to import fee structure list. [Download Prerequisite Data CSV](#)

Import Fee Structure List
[Import Fee Structure List](#)

Download sample CSV
 Predefine csv format to download

Download prerequisite CSV
 Prerequisite CSV contains the data added by you that can be used for importing the fee structure

Import fee structure list
 Import your configure fee structure CSV

Fee Structure > Configure Fee Structure

Home | Fees | Dashboard | Fee Structure | Configure Fee Structure

Configure Fee Structure - 1st Year OBC Student

Configure Payment Gateway for Online Fee Collection

<input type="checkbox"/>	Sr. No.	Title	Amount	Gateway Bank Account	Action
<input checked="" type="checkbox"/>	2	Library Fee	1000	Vredulife account, oves 1 0000000000	
<input type="checkbox"/>	2	TUITION FEE	2000	Vredulife account, oves 1 0000000000	
<input type="checkbox"/>	3	Exam Fees	1000	Vredulife account, oves 1 0000000000	
<input type="checkbox"/>	4	Admission Fees	50000	Vredulife account, oves 1 0000000000	
<input type="checkbox"/>	5	Application Fees	100	Vredulife account, oves 1 0000000000	

Scholarship List

<input type="checkbox"/>	Sr. No.	Title	Amount	Gateway Bank Account	Action
<input type="checkbox"/>	1	Good Scholarship	10000	Vredulife account, oves 1 0000000000	

Configure Fee Type

<input type="checkbox"/>	Title	Amount	Start Date	End Date	Gateway Bank Account	Action
<input type="checkbox"/>	Exam Fees Late Fee	10	Saturday 12th Feb, 2022	Monday 28th Feb, 2022	Vredulife account, oves 1 0000000000	

Configure Payment Gateway for Online Fee Collection from Students

Configure Fee Amount

Configure Scholarship Amount

Configure Fine Amount



Fee Structure > Assign Fee Structure



Filter by :

Academic Year, Branch, Parent Group, Group, Category, Admission Year, Student Type

<input type="checkbox"/>	Sr. No.	Roll No.	Admission Number	GRN	PRN/University Number	First Name	Last Name	Middle Name	Mother Name	Category	Payment Category	Admission Year	Regular/Year Down
<input checked="" type="checkbox"/>	1	56	4564	21	96562	John	Nick	--	--	Open		2019-20	Regular
<input checked="" type="checkbox"/>	2	30	6236	63	75965	Harry	Jordan	--	--	OBC		2019-20	Regular
<input type="checkbox"/>	3	12	4353	41	13652	Ham	Shah	--	--	SC		2019-20	Regular
<input type="checkbox"/>	4	41	5622	94	96563	David	Singh	--	--	NT		2019-20	Regular

Assign Student

Cancel

Select and assign fee structure to students

Fee Structure > Action

Assign Fee Structure to Matching Student(s)

Assign multiple fee structures to the students according to fee structure configuration

Assign Fee Structure to Matching Student(s)
✕

Fee Structure Name	Fee Head Count	Student Count
Computer engineering fee structure	4	0

Update



Fee Structure > Filters



Filter by:

Academic Year, Admission Year, Department, Parent Group, Fee Structure Name, Payment Category

[Import Fee Structure](#) [+ Add Fee Structure](#)

<input type="checkbox"/>	Sr. No.	Title	Display Name	Department	Academic Year	Payment Category	Year Down / Regular	Admission Year	Total Amount	Head Count	Assigned Student Count	Default Receipt Series	Consider for Direct Payment	Actions
<input type="checkbox"/>	1	BCom Fee Structure	BSc Fee Structure	BSc	2021-22	OPEN	Regular	2021-22	50000	Fee (2) Fine (3) Scholarship (1)	50		Yes	
<input type="checkbox"/>	2	BSc Fee Structure	BSc Fee Structure	BSc	2021-22	DBC	Regular	2021-22	30000	Fee (2) Fine (1) Scholarship (1)	100		Yes	

Assign Fee Structure

Configure Fee Structure

GENERAL RECEIPT

General Receipt

General Receipt Purpose

You can add the required purpose for which you wish to generate a payment receipt.

General Receipt Purpose ×		
+ Add General Receipt Purpose		
Sr. No.	Purpose	Actions
1	<input type="text" value="Id card"/>	
2	<input type="text" value="College event"/>	
3	<input type="text" value="Journal"/>	
4	<input type="text" value="Breakage"/>	
5	<input type="text" value="Fine"/>	



Fees - General Receipt



Filter by

User role

Name

Purpose

Payment date

Series

Series Number

Payment Mode

Bank Account

Filter✕

<p>User Role</p> <input type="text" value="Student"/>	<p>User Name</p> <input type="text" value="Enter user name"/>
<p>Purpose</p> <input type="text" value="Select Purpose"/>	<p>Payment Date</p> <input type="text" value="dd/mm/yyyy"/>
<p>Series</p> <input type="text" value="Select Series"/>	<p>Series Number</p> <input type="text"/>
<p>Payment Mode</p> <input type="text" value="Select Payment Mode"/>	<p>Bank Account</p> <input type="text" value="Select Bank Account"/>

Print General Receipt

Print General Print Receipt in

Student General Receipt

Faculty General Receipt

External General Receipt

Institute of technology

(Student Copy)

Rcpt No: 4 **Dated:** Thu, 09th Jun, 2022

Student Name: Riya Singh

Branch: 1First Year Computer Engineering

Sr. No.	Purpose	Amount
1	Canteen	100
Total		100

Payment Mode: online

Amount(In Words): One hundred only

Clerk Sign





General Receipt Delete and Export

Sr. No.	Receipt Number	User Role	User Name	Purpose	Amount	Total	Payment Mode	Payment Date	Transaction Id	Bank Name	Remarks	Receipt	Actions
1	SE-21	Student	Riya Singh Computer Engineering 2021-22	Id card	1500	1500.00	Cash	9th Jul, 2022	8651264646	SBI			
2	AM-35	Student	Manoj Patil Mechanical Engineering 2021-22	Breakage	50	50.00	Cash	10th Jun, 2022	8596455665	Bank of India			

Add new general receipt

Select Rate *

Mode * Payment Date *

Purpose Amount:

Receipt Series Receipt No. *

Bank Account Transaction Id / Cheque No. / DD No.

Remarks (If Any)



Delete



Export

Available quick easy Export and Delete option.

ONLINE TRANSACTION LOGS

Fees - Online Transaction Logs

• Easy search student filter by **Date, Student Name, Status- Initiated, Success, Failed.**

• View all details of online transaction done by student.

Sr.No.	Transaction Date	Payment Gateway	Status	Order ID	Transaction ID	Amount	Student ID	Student Name	Student Email	Department	Group
1	6th Jul, 2022 11:51 AM	CCavenue	initiated	155708851977613281		7	STSTG20192	Jayesh	jayeshchavan041@gmail.com		
2	30th Jun, 2022 06:17 PM	RazorPay	success	order_in9r7caSEpUNf	order_in9r7caSEpUNf	1	STSTG2138	Nikita Bhagat Student	nikita.bhagat123@gmail.com	Computer Engineering	



Export



REPORTS

Fees - Report

- 01** Daily Collection Report
- 02** Daily Collection via General Receipt
- 03** Academic Year wise Fee Analysis
- 04** Number of Student(s) benefited by Government Scholarship & Freeship
- 05** Number of Student(s) benefited by Institution Scholarship & Freeship
- 06** Student(s) benefited by Government Scholarship & Freeship
- 07** Student(s) benefited by Institution Scholarship & Freeship
- 08** Yearwise Student(s) Previous and Current Balance Fee Report
- 09** Individual Student's Fee Summary Report
- 10** General Fee Register
- 11** Headwise Daily Collection
- 12** Excess / Refund Amount Report

Reports > Daily Collection Report

Filter by :
 Academic Year, Date (From , To), Order By, Branch, Payment Mode, Category, Fee Heads

Customize view of Daily Collection report. ✕

- Date
- Student
- Academic Year
- Stream
- Year
- Fees
- Scholarship
- Fine
- Payment Mode
- Receipt Number



Customize view of daily collection report >



Sr.No.	Transaction Date	Payment Gateway	Status	Order ID	Transaction ID	Amount	Student ID	Student Name	Student Email	Department	Group
1	6th Jul, 2022 11:51 AM	CCAvenue	initiated	165708851977613281		7	STSTG20192	Jayesh	jayeshchavan041@gmail.com		
2	30th Jun, 2022 06:17 PM.	RazorPay	success	order_JnI9r7caSEpUNf	order_JnI9r7caSEpUNf	1	STSTG2138	Nixita Bhagat Student	nikita.bhagat123@gmail.com	Computer Engineering	IIIrd Semester



BABA FARID COLLEGE OF ENGG. & TECHNOLOGY

Reports > Daily Collection via General Receipt

Filter by :

User role, purpose, payment date, series, series no., payment mode, bank account

Sr. No.	Receipt Number	User Role	User Name	Purpose	Amount	Total	Payment Mode	Payment Date	Transaction Id	Bank Name	Remarks
1	Second Year-5667	Student	Jayesh 2021-22 Computer Engineering First Sem	id card	1500	1500	Cash	9th Jul, 2022	8651264646	Bank of India	
2	FY-8566	Student	Matt Innae 2020-21 Computer Engineering First Sem	Breakage	50	50	Cash	10th Jun, 2022	8459636561	Bank of India	

Quick Print, Export option is present.



Print



Export

You can customize list column view of list.



- Date
- Student
- Academic Year
- Stream

Reports > Academic year wise fee analysis

Filter by :

Academic year, Branch, Fee Heads

Sr. No.	Year	Fees			Scholarship			Fine			Total	Paid	Balance
		Total	Paid	Balance	Total	Paid	Balance	Total	Paid	Balance			
Computer Engineering													
1	First Year1234	25000.00	15000.00	10000.00	10000.00	5000.00	5000.00	40000.00	20000.00	20000.00	80000.00	40000.00	40000.00
Electrical Engineering													
1	First Year	23000.00	15000.00	8000.00	14200.00	23000.00	91200.00	40000.00	20000.00	20000.00	80000.00	40000.00	40000.00

List view of year wise fee analysis department wise. Also you can print and export the list.



Print



Export

You can customize list column view of list.



- Year
- Fees
- Scholarship
- Fine
- Total
- Paid
- Balance



BABA FARID COLLEGE OF ENGG. & TECHNOLOGY

Reports > Number of student(s) benefited by Government Scholarship & Freeship Report

Government Scholarship

Academic Year	Number of Students
2019-20	150
2020-21	145
2021-22	160



Export



Print

Reports > Number of student(s) benefited by Institutional Scholarship & Freeship Report

Institutional Scholarship

Academic Year	Number of Students
2019-20	150
2020-21	145
2021-22	160



Export



Print



BABA FARID COLLEGE OF ENGG. & TECHNOLOGY

Reports > Student(s) Benefited by Government Scholarship & Freeship Report



Filter by :

Academic year, Branch

Sr. No.	Group/ Year	Stream	First Name	Last Name	Father Name	Mother Name	Academic Scholarship	Trustee Scholarship
1	First Sem - 2022	Computer Engineering	Vrushalis	Patil	Anil	Mina	100	4500
2	First Sem - 2022	Computer Engineering	Pauls	Jadhav	Sam	Rupa	100	1000



Export



Print

You can customize list column view of list.



Group/ Year

Stream

First Name

Last Name

Reports > Student(s) Benefited by Institutional Scholarship & Freeship Report



Filter by :

Academic year, Branch



Export



Print

Academic Year - 2021-22

Sr. No.	Group/ Year	Stream	Name	Father Name	Mother Name	Institute Scholarship	Merit Scholarship	Scholar - Institute1	Scholar Instit2
1	First Year	Computer Engineering	Petey	Anil	Manisha	500	800	120	-
2	First Year	Computer Engineering	Terry	Mohan	Mona	800	300	1000	500
3	First Year	Computer Engineering	Jenny Testtt	Deepak	Disha	300	740	500	800
4	First Year	Computer Engineering	Jayesh	Sam	Riya	0.5	-	800	300

You can customize list column view of list.



Group/ Year

Name

Stream



BABA FARID COLLEGE OF ENGG. & TECHNOLOGY

Reports > Yearwise Student(s) Previous and Current Balance Fee Report

Filter by :

Academic year, Department, Group, Fee heads

Sr. No.	Student First Name	Current									Total							
		Fee			Scholarship			Fine			Fee			Scholarship			Fine	
		Total	Paid	Balance	Total	Paid	Balance	Total	Paid	Balance	Total	Paid	Balance	Total	Paid	Balance	Total	P
1	Vrushalis	127300	102300	25000	0	50000	-50000	0	100	-100	3849351	109012	3740339	0	47200	-50000	0	1
2	Petey	10000	10	9990	0	0	0	0	0	0	10000	10	9990	0	0	0	0	0



Export



Print

You can customize list column view of list.



- Admission Number
- First Name
- Last Name
- Father Name
- Mother Name
- Category
- Mobile Number
- Previous
- Current
- Total

Reports > Individual Student's Fee Summary Report

Filter by :

Academic year, Department, Group, Fee heads

X Students List

Select Academic Year: 2021-22
 Select Stream: Computer Engin's
 Select Group: New Group2
 View Student

Sr. No.	Roll No	Name	User ID
1		Matt Ince	ST37G2905
2	11	Ranj	ST37G2135
3	12	Ryt	ST37G2135



Detail view of Individual Student's Fee Summary Report

Electrical Engineering First Year 2021-22				
Type	Head	Total Amount	Paid Amount	Balance Amount
Fee	Tuition Fee	13000	0	13000
Fee	Development Fee	11000	0	11000

Computer Engineering First Year1234 2021-22				
Type	Head	Total Amount	Paid Amount	Balance Amount
Fee	Tuition Fee	2000	0	2000
Fee	Library Fee	1000	0	1000



BABA FARID COLLEGE OF ENGG. & TECHNOLOGY

Reports > General Fee Register



Filter by :

Academic year, Department, Year

Roll No.	First Name	Last Name	Father Name	Mother Name	Category	By Scholarship		
						Academic Scholarship	Institute Scholarship	Merit Schola
1	Juan	Annaloo				13342	1000	1050
					Total			
2	Robin	Banks	Sam	Monalisa		13082	2500	1050
					Total			



Export



Print

You can customize list column view of list.



Roll No.
First Name
Last Name
Father Name
Mother Name
Category
By Scholarship



Reports > Headwise Daily Collection Report



Filter by :

Academic year, Date, Payment mode, Fee heads, Scholarship head

Sr. No.	Roll No.	Student Name	Academic Year	Department	Payment Date	Payment Mode	Tuition Fee			Development fee			Library fee			Development 1		
							Total	Current Paid	Balance	Total	Current Paid	Balance	Total	Current Paid	Balance	Total	Current Paid	Bala
1	20CQ1R0008	Jayesh	2021-22	Computer Engineering	19th Apr, 2022	Dd	40000.5	0	39997.5	10000	100	8128	5000	5000	00	4000	2000	2000



Export



Print

You can customize list column view of list.



Roll No
Student Name
Academic Year
Department
Payment Date
Payment Mode



Reports > Excess / Refund Amount Report

Filter by :

Academic year, Department, Parent Group/ Year

Sr. No.	Student First Name	Student Last Name	Father Name	Mother Name	Admission Category	Excess Amount	Refund Amount
1	Samiksha	Patil	Dheeraj	Meera	Open	10000	0
Total						10000.00	0.00
Grand Total						10000.00	0.00



Export



Print

SETTINGS

Fees - Settings

- Fee Type/ Fee Head
- Fine Type
- Concession Type
- Categories
- Scholarship Type
- Challan Print Format
- Custom Fee Receipt
- Payment Gateway
- Bank Account
- Configuration
- General Receipt Print Design (Student)
- General Receipt Print Design (Faculty)
- General Receipt Print Design (External)



Settings > Fee Type/ Fee Head

e.g.

- Tuition Fee
- Development Fee

Add Fee Type/ Fee Head by Name, Description

Fee Types

Name *

Description *

Maximum 50 characters are allowed.

Maximum 50 characters are allowed.

Add

Sr. No.	Fee Type/ Fee Head	Description
1.	Tuition Fee	Tuition fee for 2021-22
2.	Development Fee	Development fee for student
3.	Library Fee	Library fee for year 2021-22

Settings > Fine Type

e.g.

- Breakage Fine
- Late Exam Fine

Add Fine Type by Name, Description

Fine Types

Name *

Description *

Maximum 50 characters are allowed.

Maximum 50 characters are allowed.

Add

Sr. No.	Fine Type	Description
1.	Breakage Fine	Breakage fine for student
2.	Late Exam Fine	Late exam fine for student
3.	Late Fees Fine	Late fees fine for student



Settings > Concession Type

Add new concession type by **Name & Description**

Concession Types

Name *	Description *
<input type="text"/>	<input type="text"/>
<small>Maximum 50 characters are allowed.</small>	<small>Maximum 50 characters are allowed.</small>

Sr. No.	Name of concession	Description
1.	Institute concession	Institute concession for student
2.	Other concession	Consession for student

e.g.

- Institute Concession
- Other Concession

Settings > Scholarship Type

2 Types of Scholarship



Government

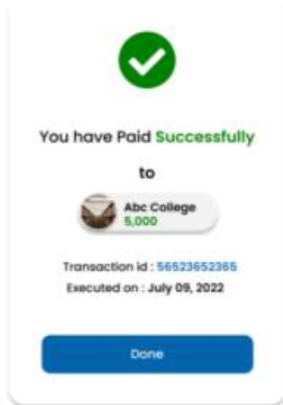


Institutional

Sr. No.	Name of scholarship	Description	Type
1.	Government scholarship	Scholarship of year 2021-22	Government
2.	Institutional scholarship	Scholarship of year 2022-23	Institutional

Settings > Configuration

• SMS Setting (SMS to Parents)



By turning on the button, the fees collection message will send to parent's registered mobile number.

Settings > Bank Account

Add multiple bank accounts to the system. These bank account details will be useful for identifying the collection.



X
Add Bank Account

Account Name *

(Maximum 50 characters are allowed)

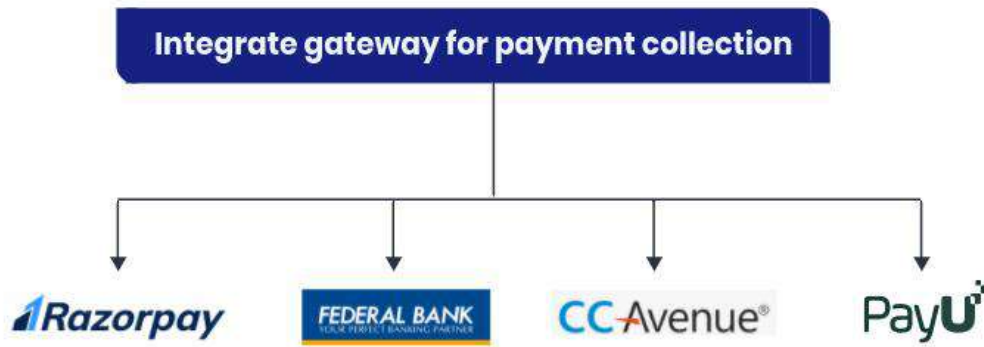
Bank Name *

(Maximum 50 characters are allowed)

Branch Address *

Sr. No.	Account Name	Bank Name	Account No.	Branch Code	IFSC Code	ICMR Code
1.	Vidyalaya technology	TJSB Bank	236521456456	0002	12312	424242
2.	Patil institute technology	Axis Bank	425125625225	0003	45215	745411
3.	Bedekar college of research	BOB Bank	424546263244	0004	45613	46312

Settings > Payment Gateway



Note : Gateway charges as per the gateway company.

Settings > Custom Fee Receipt

Fee Receipt design as per the institute requirement



Fee Receipt



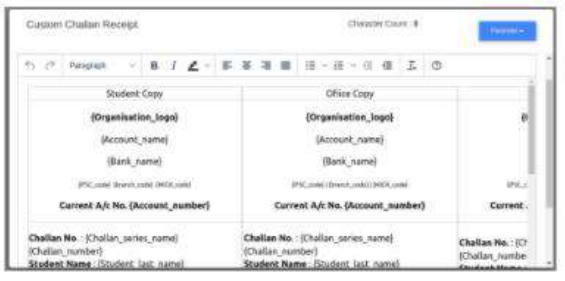


BABA FARID COLLEGE OF ENGG. & TECHNOLOGY

Settings > Design Challan Format

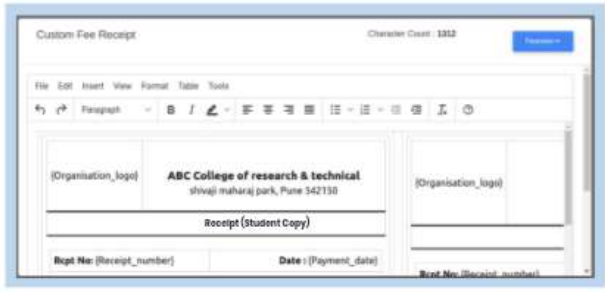
Office Copy	Student Copy	Bank Copy																											
 Institute of technology SBI Current A/c No. 358992163821523456	 Institute of technology SBI Current A/c No. 358992163821523456	 Institute of technology SBI Current A/c No. 358992163821523456																											
Challan No. Challan 101 Student Name Nitorq Tvs Geo Student Id STDMENV21211 Stream Computer Engineering Standard 1st year (2021-22) Roll No Sum of Rs. 1000 Rs. (In words) Rupees One Thousand Only Date & Time Fri, 08th Jul, 2022	Challan No. Challan 101 Student Name Nitorq Tvs Geo Student Id STDMENV21211 Stream Computer Engineering Standard 1st year (2021-22) Roll No Sum of Rs. 1000 Rs. (In words) Rupees One Thousand Only Date & Time Fri, 08th Jul, 2022	Challan No. Challan 101 Student Name Nitorq Tvs Geo Student Id STDMENV21211 Stream Computer Engineering Standard 1st year (2021-22) Roll No Sum of Rs. 1000 Rs. (In words) Rupees One Thousand Only Date & Time Fri, 08th Jul, 2022																											
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Design Challan Format



Settings > Custom General Receipt (Student)

- Useful for payment receipt other than regular fees.
eg. Hostel, Transport



Design your receipt here

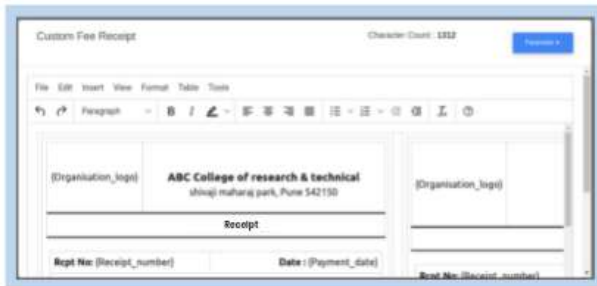
Fee receipt



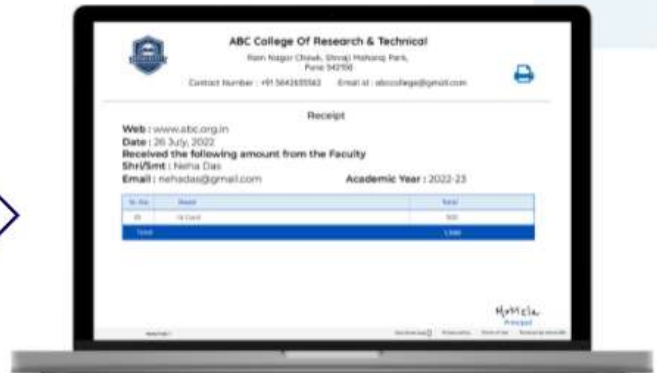
BABA FARID COLLEGE OF ENGG. & TECHNOLOGY

Settings > Custom General Receipt (Faculty)

- Useful to generate payment receipt for faculties
eg. Id Card



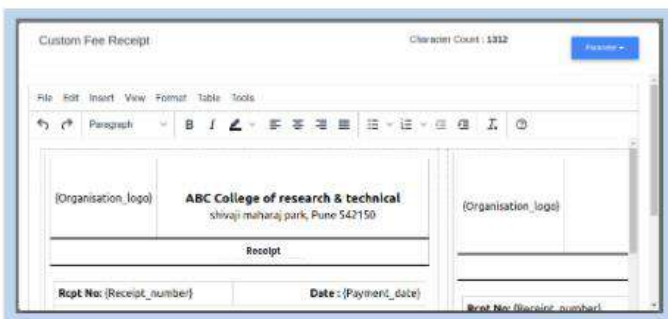
Design your receipt here



Fee receipt

Settings > Custom General Receipt (External)

- Useful to generate payment receipt for External Members
eg. Practical Lab, Machine



Design your receipt here



Fee receipt



REGISTERED STUDENTS

Students Registration



**New student
Registration**



**Modify data of
existing student**

Registered Students > Registration Form

Personal Details



- First Name
- Last Name
- Gender
- Email ID
- Contact Number
- Aadhar Card
- PAN Number
- Date of Birth
- Blood Group
- etc

Parent Details



- Father Full Name
- Mother Name
- Parent Email ID
- Parent Mobile Number
- etc

Address Details



- Local Address
- Permanent Address
- Address line
- Landmark
- Country
- State
- District
- Taluka
- etc

Admission Details



- Year of Admission
- PRN Number
- GRN Number
- Category
- Religion
- Student Admission Type
- Payment Category
- Student Admission Number
- etc

Bank Details



- Bank Name
- Branch Address
- Branch Code
- IFSC Code
- etc



Registered Students > Form View

Registration Form

Registered Students > Import



Prepare the CSV file



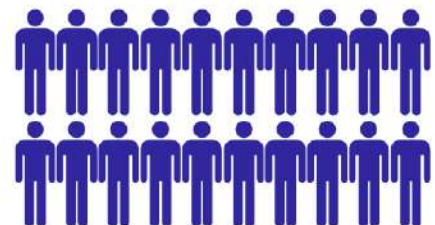
Upload the CSV file



Validate the CSV file



**Bulk Student Import
Successfully !**





Registered Students > Import

Import Student Details ✕

Note: Use this import facility only for new students registration. For registered students in other department or group / semester, you can migrate easily from one group/semester to another one.

• Please do not edit column name of the csv file.

Columns which are selected as customized columns will be available in sample CSV.

[Download Prerequisite CSV](#) [Download Sample CSV File](#)

First Name *	Middle Name	Last Name *	Date of Admission (yyyy-mm-dd)	Year of Admission *	Contact Number *	Gender *	Email Id *	Aadhar Number	Date of Birth (yyyy-mm-dd)	Religion	Admission Number Series	Admission Number / Ap
Dummy	Father	Last Name 1	2022-05-30	2020-21	7845756469	Male	dummysfost@gmail.co.in	905475625365	1995-04-21	Hindu	New Year series	1
Demo	Middle	Last Name 2	2021-11-26	2021-22	9856857596	Female	demouser@gmail.co.in	745876958625	1997-11-12	Muslim	0704	2



Download the sample CSV.
Modify the data. (Do not change the headers)
Upload the file.

Registered Students > Customization

Add more fields in the registration form



New Field

Select New Field

Select New Field

Single Line

Multi Line

Dropdown

Checkbox

Radio Button

Email

Phone

Date

Number

Decimal

Attachment



BABA FARID COLLEGE OF ENGG. & TECHNOLOGY

Registered Students > Customization

Sort/Arrange the fields as per your choice

Selected Fields

Father Full Name	Default	X
Mother Name	Default	X
Parent Email Id	Default	X
Parent Mobile Number	Default	X
parent Details 1	Custom	X

Registered Students > Update Individual Student Details

Update Student

Personal Details

Profile Image (jpeg, jpg, png)
[Attach File](#) display_profile_pic.jpg X
Maximum upload size 5MB

First Name *
Bradley
Maximum 100 characters are allowed.

Middle Name
bradly
Maximum 100 characters are allowed.

Last Name
Georgia
Maximum 100 characters are allowed.

Contact Number *
8989896534
Maximum 10 digits are allowed.

Email ID *
Bradley123@gmail.com
Maximum 250 characters are allowed.

Gender *
Male

Date of Joining...
dd/mm/yyyy

Date of Birth
01/07/2020

Place of Birth
delhi
Maximum 100 characters are allowed.

Blood Group
A+

Aadhar Number
21022334252627
Minimum 12 and maximum 20 digits are allowed.

PAN Number
CVB123456V
Only 10 and alphanumeric characters are allowed.

Languages Known...
 Hindi
 English
 Marathi
 Other

mobile *
9846554646

New MultiLine F...
Enter New Multi-Line Field
Maximum 30 characters are allowed.

New Attachment ... (pdf, jpeg, jpg, png)
[Attach File](#)
Maximum upload size 5MB



Individual Student Details



Registered Students > Bulk Update Student Details

Update Student Details with Import

Note: Use this import facility only for updating student details.
 • Please do not update column name of the csv file.
 Columns which are selected as customized columns will be available in registered student list.

[Download Prerequisite CSV](#) [Download Registered Student List](#)

ERP Id	First Name *	Middle Name	Last Name	Email Id *	Contact Number *	Aadhar Number	PAN Number	Gender *	Date of Joining (yyyy-mm-dd)	Date of Birth (yyyy-mm-dd)	Place of Birth	Blood Group	Student Admi
STDMEV781	Ashwinis	ashw		nikhilgajke123@gmail.com	6552025565	12345678912320	QWER1234564	Female		2022-04-06	pune	A-	CAP
STDMEV792	Akash	Rahul	Shewale	akash@gmail.com	8330352872	019870543218	ASD1234568	Female		2020-06-03	mumbai	A-	Direct Diploim
STDMEV793	dumny	df	learner 6	ashwinsukumar1023@gmail.com	6217777777	112233443366	ZXC123456	Male		2021-10-01	delhi	B+	Direct Diploim
STDMEV794	dumny	Ravindra	learner 8	info@vmedulife.com	7894501230	778899001122	MNB123456	Male	2021-02-02	2020-06-03	pune	B-	Test
STDMEV795	Prasad	Father's name	Patil		8977777777			Male	2020-07-01	1993-10-06			
STDMEV796	Test	tster	User	zoodyl@awe@gmail.com	7796643308	77447002255	LKJ123456	Male		1977-06-29	mumbai	O+	
STDMEV797	Manish	manish	Yeole	mysole26@gmail.com	7234567890	665544998877	POI123456	Male		1997-10-05	delhi	O-	
STDMEV798	Jim	John	Sewell	jim2fg@kadiuin	7777777777	33221144556600	TVU123456	Male	2021-09-28	2009-07-20	pune	A5+	Army Quota A

Please choose your csv file to update student details data *

[Choose File](#) No File Selected.

[Continue to Update](#) [Cancel](#)



Registered Students > Customize Columns

Personal Details		Selected Fields	
First Name	Default	Roll Number	Default <input checked="" type="checkbox"/>
Middle Name	Default	First Name	Default
Last Name	Custom	Middle Name	Default <input checked="" type="checkbox"/>
Contact Number	Default	Last Name	Custom <input checked="" type="checkbox"/>
Student Email	Default	Serial Number	Default <input checked="" type="checkbox"/>
Gender	Default	Date of Admission	Custom <input checked="" type="checkbox"/>
Blood Group	Default		
Admission	Custom		



Customize Columns

Roll Number	First Name	Middle Name	Last Name	Serial Number	Date of Admission
23	John	Andy	Doe	2	22 Jun, 2022
22	Robin	Harold	Wilson	1	15 Jun, 2022



Registered Students > Filter Students

Search student by any one of the filter



- First Name
- Last Name
- Contact Number
- Email ID
- Admission Type
- ERP ID
- Admission Type
- Category
- Admission Status
- Admission Number Series
- Admission Number
- GRN Series
- GRN Number
- Academic Year
- Department
- Group
- Access
- Registration From - To Date

Registered Students > Export Data



Export Student Data in the form of CSV

Sr. No.	Roll Number	First Name	Middle Name	Last Name	Admission Status	Email Id	Contact Number	Default Academic Year	Default Department
1	19-01	John	Jacob		Approved	john2@gmail.com	7894542121	2021-22	Computer Engineering
2	19-03	Akash	Rahul	Shewale	Pending	akash@gmail.com	8350352872	2020-21	Computer Engineering
3	19-02	Minal	Kumar	Rathod		minalr@gmail.com	9845124532	2019-20	Mechanical Engineering
4	19-04	Kiran	Ravindra	Patil		kiran@gmail.com	8898142532		
5	19-05	Rajesh	Tushar	Ramane		rajesh.r@gmail.com	8977777777		



GROUP / SEMESTERS

Admission – Group /Semester Management

Add
Group/Semester



- Department Wise Group/Semesters.
- Customize group(s)/semester as per your organization need.

Add Group / Semester

Group Name *
Enter group name
(Maximum 100 characters are allowed)

Parent Group * ⚙️
Parent group is useful to link to multiple groups into one group. e.g If you are having two semesters i.e First Sem and Second Sem. Then you can add First Year parent group and link it to First Sem and Second Sem.
Select Parent Group

Batch ⚙️
Batch refers to the admission batch e.g Batch 2020-21, Batch 2021-22 etc.
Select Batch

Order Number
Enter order number
(You can add upto 100 numbers)

Group/Semester Management > Add Year / Parent Group

Group / Semester List					
<input type="checkbox"/>	Sr. No.	Order Number	Group	Sub Group	Year / Parent Group
<input type="checkbox"/>	1.	0	First Semester	0	First Year
<input type="checkbox"/>	2.	0	Second Sem	4	Third Year



Add Year / Parent Group

You can club multiple groups / semesters under a parent group / year as per academic year

Manage Year / Parent Group

Sr. No.	Year / Parent Group Name	
1.	First Year	
2.	Second Year	
3.	Third Year	
4.	Fourth Year	

✓ ✗

+ Add Year / Parent Group

Group/Semester Management > Assign to Group

Academic Year: 2020-21

Department: Computer Engineering

Group: first semester (Div afgfgfgf) View List

<input type="checkbox"/>	Sr. No.	Admission Number	GRN	PRN / University Number	First Name	Last Name	Father Name	Mother Name
<input checked="" type="checkbox"/>	1		41	PRN2000	Vrushalis		abcdof	xyzxu
<input checked="" type="checkbox"/>	2				Pauls		abcef	xyz
<input checked="" type="checkbox"/>	3				Barb	Ackue		
<input checked="" type="checkbox"/>	4				Buck	Kinnear		
<input checked="" type="checkbox"/>	5				Rick	Oshea		mother
<input checked="" type="checkbox"/>	6				Pete	Sariya		
<input checked="" type="checkbox"/>	7				Monty	Carlo		

Assign to Group

Assign to Group With Fee Structure

Are you sure you want to assign selected students to group ?

Please check if you want to mark 003 semester/group as current semester/group for the students.

Yes
No

- Add students to the added Group.
- Also, you can mark a group/semester as a current group.





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Group/Semester Management > Assign to Group with Fee Structure

Academic Year: 2020-21 | Department: Computer Engineering | Group: first semester (Div afgfgfgf) | View List

Assign to Group | **Assign to Group With Fee Structure**

1 Are you sure you want to assign selected students to group ?
 2 Please check if you want to mark 003 semester/group as
 3 current semester/group for the students.
 4
 5
 6
 7

Yes No

Sr. No.	Admission Number	GRN	PRN / University Number	First Name	Last Name	Father Name	Mother Name
1		41	PRN2000	Vrushalis		abcdof	xyzxu
2				Pauls		abcef	xyz
3				Barb	Ackue		
4				Buck	Kinnhear		
5				Rick	Oshea		mother
6				Pete	Sariya		
7				Monty	Carlo		

Assign to Group with Fee Structure

- Assign the current fee structure to the student while migrating from one group to another.
e.g If you are migrating one student from **First Year** to **Second Year** you can assign the same fee structure or can modify.

Group/Semester Management > View Students

Academic Year: 2021-22 | Department: Computer Engineering | Group: CS 3-1 | Display Type: Annual | Student Count: 12

Import Export

ERP ID	Serial Number	Roll Number	Seat Number	Action	Admission Type	Admission Year	Admission Number Series	Admission Number	GRN Series	GRN	PRN / Universit
<input type="checkbox"/> STDMENV21222						2021-22					
<input type="checkbox"/> STDMENV2225						2022-23					
<input type="checkbox"/> STDMENV21204	1	1			CAP	2021-22	CS101	10008		2022	ABC12345
<input type="checkbox"/> STDMENV21205	2	2				2021-22	11	1406			ABC12354
<input type="checkbox"/> STDMENV21206	3	3				2021-22	12	1406			
<input type="checkbox"/> STDMENV21207	4	4				2021-22	13	1406			
<input type="checkbox"/> STDMENV21208	5	5				2021-22	BC5	1407			



View students



Group/Semester Management > Update Subgroup / Practical Batches students details using CSV import

Update Student Details With Import

Instructions:

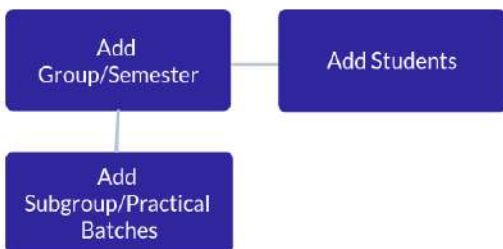
- Students can be imported in CSV format.
- **First download sample csv file.**
- Make changes to the fields you want to update.
- Upload the csv file in which you make changes.
- **Please do not make changes in headers and ERP Id column.**
- **First Name and Last Name will not be changed through import.**

[Download Prerequisite CSV](#) | [Download Assigned Student List](#)

ERP Id	Serial Number	Roll Number	Seat Number	Admission Type	Admission Number Series	Admission Number	GRN Series	GRN
STSTC191	1	20CQ1R10009	20CQ1R10009				MCS_GRN	41
STSTC1918	2	20Q1RIDFG		CAP		0045		
STSTC1919	3	20Q1RIDDG						
STSTC1920	4	20Q1RIDAE		Institute Level				
STSTC1921	5	20Q1RIDS6A						
STSTC1925	2	20CQ1R10010	20CQ1R10010					



Group/Semester Management > Add Subgroup/Practical Batches



Add Sub Group

Subgroup Name *

(Maximum 100 characters are allowed.)

Customize subgroup/practical batches



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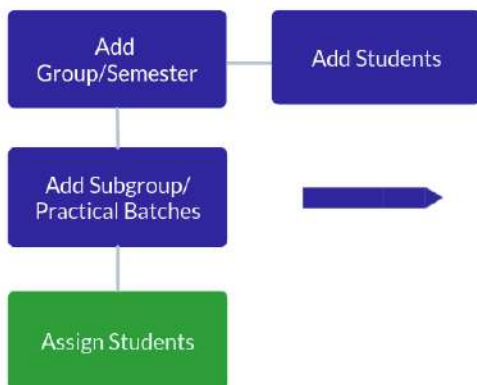
Group/Semester Management > View Subgroup/Practical Batches

Subgroup Details - semester group

<input type="checkbox"/>	Sr. No.	Sub Group	Student Count		Sub Group Linking	Status
<input type="checkbox"/>	1.	Subgroup 1	4	+	Linked From Group- ARCHITECH	Active
<input type="checkbox"/>	2.	Practical batch A	100	+	-	Active
<input type="checkbox"/>	3.	Practical batch B	0	+	-	Active
<input type="checkbox"/>	4.	Practical Batch C	6	+	Linked To Group(s)- Second Semester,First Semester I	Active

View added Subgroup/Practical batches

Group/Semester Management > Assign Students



Assign Student To Subgroup

NOTE: If you are looking to add students from other group/semester in the batch then you can link the same batch in respective group/semester. In that case, you can add the students from different groups/semesters in one practical batch.

Academic Year: 2021-22 Department: Computer Engineering Group: 003

<input checked="" type="checkbox"/>	Sr. No.	Batch Name	Serial Number	Roll Number	First Name	Last Name	Father Name	Mother Name	Email Id
<input checked="" type="checkbox"/>	1				Darshan	Bhagat			nikita.bhagat@corp.vmedulife.com
<input checked="" type="checkbox"/>	2				Nikhil	Pacil			Test30@email.com
<input checked="" type="checkbox"/>	3				Bhakti				bhakti.somani@corp.vmedulife.com
<input checked="" type="checkbox"/>	4				Pravin	Pacil			Test37@email.com
<input checked="" type="checkbox"/>	5				Rohan	Pacil			Test38@email.com

Assign students to subgroup

Students that are added to the group can only be added to Subgroup/Practical batches.



Group/Semester Management > View Subgroup/Practical Batches

Subgroup Details - viii semester group

<input type="checkbox"/>	Sr. No.	Sub Group	Student Count		Sub Group Linking	Status
<input type="checkbox"/>	1.	STUDIO	4	+	Linked From Group- ARCHITECH	Active
<input type="checkbox"/>	2.	Practical batch A	100	+	-	Active
<input type="checkbox"/>	3.	Practical batch B	0	+	-	Active
<input type="checkbox"/>	4.	Practical Batch C	6	+	Linked To Group(s)- Second Semester,First Semester I	Active

View added Subgroup/Practical batches

Group/Semester Management > Import & Export

Update Student Details With Import

Instructions:

- Students can be imported in CSV format.
- First download [sample csv file](#).
- Make changes to the fields you want to update.
- Upload the csv file in which you make changes.
- Please do not make changes in headers and ERP Id column.
- First Name and Last Name will not be changed through import.

[Download Prerequisite CSV](#) | [Download Assigned Student List](#)

ERP Id	Serial Number	Roll Number	Seat Number	Admission Type	Admission Number Series	Admission Number	CRN Series	CRN
STSTC191	1	20CQ1R10009	20CQ1R10009				MCS,GRN	41
STSTC1918						0045		
STSTC1919								
STSTC1920								
STSTC1921								
STSTC1925	2	20CQ1R10010	20CQ1R10010	dfg21				

Import

Export





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Group/Semester Management > Send Student Login Details & Download Student Password

<input type="checkbox"/>	ERP Id	Serial Number	Roll Number	Seat Number	Action	Admission Type
<input type="checkbox"/>	STDMENV21222					

Update Remove selected students from group Send Students Login Details Download Student Password

Are You Sure?

Are you sure you want send login details to selected students?

Are You Sure?

Password for the selected student(s) will reset with the click of confirm button. Please click on confirm only if you want to **reset and download** the password.

By selecting the student, you can **Send Login Details**.

Note: On download, password for the selected student(s) will reset with the click of confirm button.

Group/Semester Management > Send Parent Login Details & Download Parent Password

<input type="checkbox"/>	ERP Id	Serial Number	Roll Number	Seat Number	Action	Admission Type	Admission Year	Admission Number Series	Admiss
<input checked="" type="checkbox"/>	STDMENV21222						2021-22		

Update Remove selected students from group Send Students Login Details Download Student Password Send Parent Login Details Download Parent Password

Are You Sure?

Are you sure you want send login details to selected student's parents?

Are You Sure?

Password for the selected student's parent will reset with the click of confirm button. Please click on confirm only if you want to **reset and download** the password.

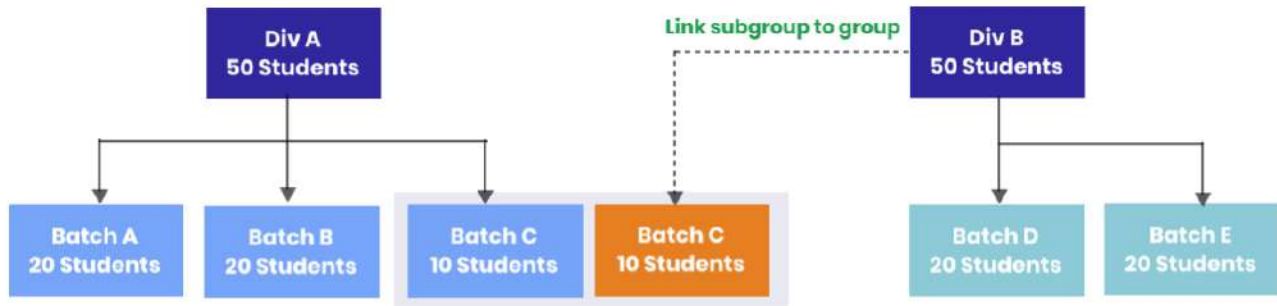
By selecting the student, you can **Send Login Details to Student's Parents**.

Note: On download, password for the selected student's parents will reset with the click of confirm button.



BABA FARID COLLEGE OF ENGG. & TECHNOLOGY

Group/Semester Management > Link Subgroup to Group



Link sub-groups if you have any common batch consisting of students from more than one semester.

Use case - If you have 100 students in the second year and two divisions i.e. Division 1 and Division 2 with 50 students each. Total 5 practical batches each with 20 students. But in the case of the C batch, you need to have 10 students from Division 1 and 10 from Division 2. You have created Batch C under division 1. Now, you need to have the same batch C in division 2 also. In such a scenario, you can use the option of Link Batches, and by using that you can link Batch C from division 1 to division 2. So Batch C will be reflected in both divisions.

Group/Semester Management > Active-Inactive Group

Group / Semester List										
<input type="checkbox"/>	Sr. No.	Order Number	Group	Sub Group	Year / Parent Group	Batch	Display Type	Student Count		Status
<input checked="" type="checkbox"/>	1.	0	First Semester	1	First Year	Admission 2022	Annual	33	+	Inactive
<input type="checkbox"/>	2.	0	Second Semesterr	2	Third Year	Batch 2022-2023	Odd	63	+	Active
<input type="checkbox"/>	3.	0	Third Semesterr	0	First Year	Batch 21-22	Annual	6	+	Active

Mark as Active

Making selected groups active will make the groups accessible for the upcoming users.

Please click on **Update** button to mark the selected groups as 'Active' or click on **Cancel** button to cancel the process.

Update **Cancel**

Making selected group active will make the groups accessible for the upcoming users.

Mark as Inactive

Making selected groups inactive will make the groups inaccessible for the upcoming users. Inactive groups will be associated with the previously registered users.

Please click on **Update** button to mark the selected groups as 'Inactive' or click on the **Cancel** button to cancel the process.

Update **Cancel**

Making selected group inactive will make the groups inaccessible for the upcoming users. Inactive groups will be associated with the previously registered users.



Group/Semester Management > Unlink Subgroup from Group

Subgroup Details - First Semester I

<input type="checkbox"/>	Sr. No.	Sub Group	Student Count		Sub Group Linking	Status
<input checked="" type="checkbox"/>	1.	Subgroup 1	15	+	Linked To Group(s)- 3rd semester,six sem,III rd Semester	Active
<input type="checkbox"/>	2.	Subgroup 2	1	+	Linked To Group(s)- Second Semester	Active
<input type="checkbox"/>	3.	Batch - A	2	+	Linked From Group- 1st Semester Linked To Group(s)- SDSADFSF	Active



Are You Sure?

Are you sure you want unlink selected subgroup from group?

Yes No

YEAR-WISE INTAKE

Admission - Year-wise intake

Academic Year *

Select Academic year

Total Intake *

Enter total intake

Category-wise Intake (Please click on 'Add Intake' to specify category-wise intake.)

+ Add Intake

Add Cancel

Department-wise Intake Specification.



Admission – Year-wise intake

Category-wise Intake (Please click on 'Add Intake' to specify category-wise intake.)

Category	Number of Intake Student
SC	12
Select Category	Enter intake

[+ Add Intake](#)

Category-wise Intake Specification.



ENQUIRY/ADMISSION FORM

Admission – Enquiry / Admission Form

- Add Form as per your need.
- Share its public link .

Sr. No.	Form Title	Form Fields	Response
1.	Admission form 2020-21	9	4
2.	Admission form 2021-22	12	6
3.	Admission form 2022-23	5	2



Add Form ✕

Name *

Maximum 100 characters are allowed.

Description *

Maximum 250 characters are allowed.

Category *

Academic Year *

Department

[Add](#) [Cancel](#)



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Enquiry/Admission Form > Filter

Filter the form with all this parameter

Form Title	Academic Year	Status
Department	Category	Email Verification

Enquiry/Admission Form > Category Management

Create your own form category to distinguish all the form.

e.g

- 2020-21 First Year Admission
- Event Registration Form
- Enquiry Form
- 2021-22 Second Year Admission
- 2022-23 First Year Admission

Manage Category ✕

Sr. No.	Category Name	
1.	First Year Admission	
2.	2020-21 Third Year Admission	
3.	Event Registration Form	
4.	Enquiry Form	
5.	2020-21 Second Year Admission	
6.	2022-22 First Year Admission	



BABA FARID COLLEGE OF ENGG. & TECHNOLOGY

Enquiry/Admission Form > Custom Fields to Form

- Add custom fields to your form.
- Sort/Alter the sequence of the fields as per your choice.

Fields

- Single Line
- Multi-Line
- Email
- Phone
- Pick-list
- Checkbox
- Date
- Time
- Number
- Decimal
- Radio Button
- Notes
- Attachment
- Grid Input
- Grid-Checkbox
- Grid-Radio
- Payment
- Country
- States
- City
- Country + State + City

Drag & Drop Fields

Single Line	Multi-Line
Email	Phone
Pick List	Checkbox
Date	Time
Number	Decimal
Radio Button	Notes
Attachment	Grid Input
Grid-Checkbox	Grid Radio
Payment	Country
State	City
Country + State + City	
Section	

Enquiry/Admission Form > Custom Fields to Form

Sort/Alter the sequence of the fields as per your choice.

Date of Birth	Date	☰
Bonafide Certificate	Attachment	☰
First Name	Single-Line	☰
Email ID	Email	☰
Pick Listersy	Pick List	☰
Country + State + City	Country + State + City	☰
Country + State + City	Country + State + City	☰
select the year	Grid Checkbox	☰
Select the year	Checkbox	☰





BABA FARID COLLEGE OF ENGG. & TECHNOLOGY

Enquiry/Admission Form > Custom Fields to Form

Payment Field

- Through this field you can collect the payment from the students.
- You can also customize the payment gateway as per your need.

Update Payment Gateway Properties

Payment Gateway Name *
Payment
Maximum 250 characters allowed.

User Help
Enter user help
(Maximum 500 characters are allowed.)

Receipt Series *
Select Receipt Series

Payment Gateway *
Select Bank Account

Fixed Amount Variable Amount Configure Manually

Check if you want to mark this field as mandatory field for users.

Save Cancel

Enquiry/Admission Form > Form Template

Template 1 | Template 2

Personal Details

1. First Name of the Candidate	Fathers / Husband's Name
Last Name (Surname)	Mother's Name
Recent Passport Size Color Photograph	2. Gender
3. Date of Birth	4. Blood Group
Aadhar No.	PAN No.
5. Place of Birth: town	6. District
State	7. Parent's/Guardian's Full Name
7. Address for Correspondence	Pin Code
Telephone No. with STD Code	Mobile 1
Mobile 2	E-mail Address
8. Permanent Address	Telephone No. with STD Code
Mobile 1	Mobile 2
9. Candidate is Domicile of	10. Nationality
11. Caste recognized in Maharashtra State	Name of Caste (if applicable)
12. Whether belongs to Minority Community	13. Total Annual Family Income: Rs.

Bank Details

Account Holder Name (as per Bank Passbook)
Name of the Bank
Branch Name
Bank Address
Account Number
Type of Account
IFSC Code
MICD Code
Name of the Candidate (as appearing on the statement of marks for HSC / equivalent examination)

14. Declaration by the Candidate:
I declare that, I have read all the rules as contained in the prospectus of the institute and the admission brochure of government of Maharashtra. I undertake and bind myself rules and on understanding these rules, I have filled this application form for consideration for admission to Second Year / Third Year / Final Year B.Pharm. at this institute. I understand and accept that my admission will be provisional and subject to the verification of all documents mentioned in the prospectus and required by the DTE / SPPU, Pune, as also to the fulfillment of eligibility condition laid down Statutory provision. This information is given by me in good faith and I am not aware of any fraud or misstatement.

Ready to use templates for easy and fast form building.





Enquiry/Admission Form > Share Link



Share the link publically with link or with QR Code in order to get the form response.



Enquiry/Admission Form > Form Preview

Form Title	FORM_1
Description	dUMMY
Form Field(s) Count	9
Form Response(s) Count	1
Form Link	https://stage.vmedulife.com/public/admission/#/form/stage-env/Mjgy
Academic Year	2021-22
Department	Computer Engineering
Category	new category34
Email Verification	Enable
Status	Active
Created By	Rahul Pradhan

Close





Form Preview



Enquiry/Admission Form > Form Template

Form Response

Academic year - 2020-21				Department - Computer Engineering															
Total Intake - 0		Forms Filled - 4		Forms Approved - 3				Available Intake - 3											
Sr. No.	Response Number	Registered as Student	Email ID	Print	Status	Date & Time	Date of Birth	Bonafide Certificate	First Name	Email ID	Pick Listerysy	Country	State	City	Country	State	City	select	
1	SER-0	Registered 06 Nov 2019 03:10 PM			complete	30th Apr, 2022 01:57 PM	31 Jan, 1999		first	something@mail.com									Fy 1 2 3
2	SER-201	Registered 06 Nov 2019 03:10 PM			submit	08th Jun, 2022 11:40 AM													Fy 1 2 3

Enquiry/Admission Form > Filter

Filter

Status:

Date of Birth:

Email ID:

Select the year: Q z c

Student Registration Status: Registered Not yet registered

First Name:

Pick Listerysy:



Filter

- Get a dynamic filter as per your form fields.
- Get an easy search of the responses.



Enquiry/Admission Form > Response

Actions that you can take on each response

- Register as Student
- Check Registration Status
- Delete Response
- Send Email
- Update Status
- Fee Remittance

Sr. No.	Response Number	Registered as Student	Email ID	Print	Status	Date & Time	Payment	Last Name	Transaction History
<input checked="" type="checkbox"/>	SET-100	Registered 01 Apr 2021 03:27 PM	nikhilguykhet23@gmail.com		New Status	26th Jul, 2021 02:22 PM	Rs. 10 Payment Success	Gaykhet2	View History
<input type="checkbox"/>	SET-101	Registered 22 Mar 2021 06:50 PM	jayeshchevan04@gmail.com		New Status	27th Jul, 2021 04:39 PM	Rs. 5 Payment Success	Chavan	View History
<input type="checkbox"/>	SET-102	Registered 06 Nov 2019 03:10 PM			New Status	10th Aug, 2021 10:54 AM	Rs. 105 Payment Success	test	View History
<input type="checkbox"/>	SET-103	Not yet registered	test041@gmail.com			15th Jan, 2022 12:06 PM	Rs. 10 Payment Initiated	test	View History

- Update Transaction
- Update Amount

Enquiry/Admission Form > Response

Register as Student

While registering a student, map the fields of the Enquiry Form to the Registration Form.

You have to map details for the **First Response**, after that all responses will be mapped automatically.

Student Registration Field(s)	Form Field(s)
First Name *	Select Field
Middle Name	Select Field
Last Name *	Select Field
Contact Number *	Date of Birth
Email Id *	Domestic Certificate
Gender *	First Name
Blood Group	Email ID
Admission	Pin Location
Date of Admission	Country + State + City
Languages Known	Country + State + City
Is handicapped	Select the year
Aadhar Number	Response Number
PAN Number	Select Field
Date of Birth	Select Field
Last Name	Select Field
Father Full Name	Select Field
Mother Name	Select Field
Parent Email Id	Select Field



BABA FARID COLLEGE OF ENGG. & TECHNOLOGY

Enquiry/Admission Form > Response

Check Registration Status

The status of the response can be checked if you want to know if the student has registered or not.

Check Registration Status

Are you sure you want to check registration status for selected responses?

Proceed Cancel



You can delete the unwanted responses. Also once the entry got deleted you will receive Email Notification.

Enquiry/Admission Form > Response

Send Email

- Email customization as per your need.
- Send email to multiple recipient students at a time.

Send Email

Subject *

Enter mail subject Maximum 100 characters are allowed.

Content *

Send Email Cancel



Enquiry/Admission Form > Response

Update Status

- Define status as per your requirement.
- Assign a responsible person to every defined status.

Manage Status

Select admins to configure form status: Assign Status Admin

Approved
John Doe

Pending
Rebecca Mike

Enquiry/Admission Form > Response

Update Transaction

Update Transaction Details

Amount *
10

Transaction Type *
Cash

Receipt Series *
Select Receipt Series

Transaction ID
Test06082021

Payment Date *
05/08/2021, 12:42

Update Cancel



BABA FARID COLLEGE OF ENGG. & TECHNOLOGY

Enquiry/Admission Form > Response

Update Amount

Update Transaction Amount

Payment Amount *

Enquiry/Admission Form > Response

Fee Remittance

Academic Year: 2020-21 | Department: Computer Engineering | Group: First semester (Div a/g/t/g/t/g)

Sr.No.	Roll Number	First Name	Last Name	Category
<input type="radio"/>	1.	Virushols		
<input type="radio"/>	2.	Pauls		
<input type="radio"/>	3.	Barti	Ackur	
<input checked="" type="radio"/>	4.	Buck	Kinnear	
<input type="radio"/>	5.	Rick	Oshra	
<input type="radio"/>	6.	Pete	Sanyo	
<input type="radio"/>	7.	Monty	Caris	
<input type="radio"/>	8.	Sw	Monelle	
<input type="radio"/>	9.	Jimmy	Changa	

Name: Buck Kinnear | Category: SC | Admission Type: New Admission (Type1) | Total Fees: Rs. 855272 | Balance Fees: Rs. 855272

Payment Details

Mode *	<input type="text" value="Select Mode"/>	Bank Account *	<input type="text" value="Select Bank Account"/>
Payment Date *	<input type="text" value="dd/mm/yyyy"/>	Transaction id	<input type="text" value="Enter transaction id"/>
Receipt Series *	<input type="text" value="Select Series"/>	Receipt No *	<input type="text" value="Enter receipt number"/>
Balance Amount	Rs. 355272	Previous Excess Amount	Rs. 0
Amount *	<input type="text" value="0"/>	Amount from previous excess	<input type="text" value="Enter amount from previous excess"/>



BABA FARID COLLEGE OF ENGG. & TECHNOLOGY

Enquiry/Admission Form > Print / Modify Status

Response Document Verification Email Communication

Academic Year - N/A		Department - N/A	
Total Intake - 0	Forms Filled - 4	Forms Approved - 1	Available Intake - 1

Select Status

- Select Status
- Applied
- pending
- approved
- done

T2

Gender

SSC Marksheet

New

FORM-0
2nd Jul, 2021 08:28 PM
Not yet registered
Approved
Nikhil
Male
3, 2

Print Applicants Response and Modify Status

Enquiry/Admission Form > Document Verification

Aadhar Card

0000 1111 2222

आधार - आम आदमी का अधिकार



Document Verification

Faculty can easily verify the documents

Approve Document ✕

Are you sure you want to approve document ?



BABA FARID COLLEGE OF ENGG. & TECHNOLOGY

Enquiry/Admission Form > Response

Email Communication History

Date	8th Jul, 2022 10:17 AM	From	toja navale
Subject		Regarding Admission	
Content		Dear Students, This is John Doe from the Admission Department of the college, I want to congratulate you that you have been qualified for Admission, and you are requested to contact the administration department for further process. Your first semester classes will start on 22 July 2022. Kindly meet the concerned person for fee structure, course details, etc. You are among those lucky people who have got the chance to study at such a renowned university. Looking forward to your action against this letter and hope that you will contact us as early as possible. Yours sincerely,	
Date	8th Jul, 2022 10:21 AM	From	toja navale
Subject		Admission Confirmation Letter	
Content		Dear Student, We would like to inform you that you have successfully passed the entrance exam for Subject in Department, and you have secured a seat in our department. You have all the right to be happy about being a part of our institute. Kindly meet the concerned person for fee structure, course details, etc. Looking forward to your action against this letter and hope that you will contact us as early as possible. Regards,	

[View all Email Communication of a applicant here.](#)

Enquiry/Admission Form > Transaction Log(s)



Transaction Logs

You can get all transaction history here, also you can check the payment status e.g **Success** or **Failed**

Sl. No.	Order ID	Transaction ID	Email Id	Gateway Source	Amount	Transaction Status	Date & Time	Check Status
1.	16273826384590326			CCAvenue	500	Initiated	27th Jul, 2021 04:33 PM	Check Status
2.	16273393147477154			CCAvenue	5	Initiated	27th Jul, 2021 06:46 PM	Check Status
3.		Test06032021	nikhilguykhet23@gmail.com		10	Success	4th Aug, 2021 12:42 PM	NA
4.		TEST06062021	jayeshchavan041@gmail.com		5	Success	0th Aug, 2021 02:44 PM	NA



PROFILE

Profile > Add Template

Sr. No.	Template Title	Template Fields	Assignees
1	mamta sawant	25	21
2	Mamta Sawant	7	8

- Can Add Template In Profile Template Section
- View list of Added Template



Template Title*

Template 1

[Maximum 100 characters are allowed.]

Add Cancel

Profile > Template Fields > Add section

Personal Details

Field	Type	Edit	Delete
First Name Name	Single Line	<input type="checkbox"/>	<input type="checkbox"/>
Last Name	Single Line	<input type="checkbox"/>	<input type="checkbox"/>
Institute Name	Single Line	<input type="checkbox"/>	<input type="checkbox"/>
Email	Radio Button	<input type="checkbox"/>	<input type="checkbox"/>
Phone	Radio Button	<input type="checkbox"/>	<input type="checkbox"/>
Telephone	Data/Time	<input type="checkbox"/>	<input type="checkbox"/>

Qualification Details

Field	Type	Edit	Delete
Qualification	Grid Input	<input type="checkbox"/>	<input type="checkbox"/>
SSC Board	Single Line	<input type="checkbox"/>	<input type="checkbox"/>
SSC Saet Number	Single Line	<input type="checkbox"/>	<input type="checkbox"/>

Can Edit and Delete
Template

Section Label*

Section Setting

Section Layout*	Tab Order	Section Width
<input type="checkbox"/> Single-Column	<input type="checkbox"/> Left to right	<input type="checkbox"/> Fixed width
<input type="checkbox"/> Double-Column	<input type="checkbox"/> Top to bottom	<input type="checkbox"/> Dynamic width
<input type="checkbox"/> Show Fields in two rows		

Save Cancel



Profile > Template Fields > Section > Single Column Section

Update Section

Section Label *
Personal Details (Maximum 100 characters are allowed)

Section Setting

Section Layout *
 Single-Column
 Double-Column
 Show fields in two rows

Tab Order
 Left to right
 Top to bottom

Section Width
 Fixed width
 Dynamic width

Save Cancel

You can set the Section Width by selecting any one option

Fields will be added to the section in a single column when you select a single column

mamta sawant

+ Add Section Template Preview

Personal Details Edit Delete

First Name Name	Single Line	✎ ✖
Last Name	Single Line	✎ ✖
Institute Name	Single Line	✎ ✖
Email	Radio Button	✎ ✖
Phone	Radio Button	✎ ✖
Telephone	Date/Time	✎ ✖

+ Add New Field Use Existing Fields

Profile > Template Fields > Section > Double Column Section

Update Section

Section Label *
Personal Details (Maximum 100 characters are allowed)

Section Setting

Section Layout *
 Single-Column
 Double-Column
 Show fields in two rows

Tab Order
 Left to right
 Top to bottom

Section Width
 Fixed width
 Dynamic width

Save Cancel

You can set the Section Width by selecting any one option

Fields will be added to the section in a Double column when you select a Double column

Student Profiles Profile Templates

mamta sawant

+ Add Section Template Preview

Personal Details Edit Delete

First Name Name	Single Line	✎ ✖	Last Name	Single Line	✎ ✖
Institute Name	Single Line	✎ ✖	Email	Radio Button	✎ ✖
Phone	Radio Button	✎ ✖	Telephone	Date/Time	✎ ✖

+ Add New Field Use Existing Fields



Profile > Template Fields > Add field, Use existing fields

Student Profiles Profile Templates

Template 1

+ Add Section Template Preview

Field Name	Field Type	Actions
First Name Name	Single Line	Edit Delete
Last Name	Single Line	Edit Delete
Institute Name	Single Line	Edit Delete
Email	Radio Button	Edit Delete
Phone	Radio Button	Edit Delete
Telephone	Date/Time	Edit Delete

+ Add New Field Use Existing Fields

• You can Use existing fields for the template section

Add Field - Personal Details

Field Type *
Select field type

Field Label *
Order field label

Check if you want to mark this field as mandatory field for users.

Add Cancel

• Add new fields in Section

Use Existing Fields - Personal Details

All Fields

- Personal Details
- Profile Picture
- Middle Name
- Last Name
- Date of Joining
- Place of Birth
- Blood Group
- Aadhar Number
- PAN Number
- Languages Known...
- New MultiLine Field
- New Attachment Field 1
- New Attachment Field 2
- mobile
- address

Selected Field(s)

- First Name Name Single Line
- Last Name Single Line
- Institute Name Single Line
- Email Radio Button
- Phone Radio Button
- Telephone Date/Time

Profile > Template Fields > Template Preview

Student Profiles Profile Templates

Template 1

+ Add Section Template Preview

Field Name	Field Type	Actions
First Name Name	Single Line	Edit Delete
Last Name	Single Line	Edit Delete
Institute Name	Single Line	Edit Delete

• Can Preview and Print the Template

Template Preview - mamta sawant

Personal Details

First Name Name *	
Last Name *	
Institute Name	
Email	
Phone	
Telephone	

Qualification Details

Qualification *	Marked	Marked	Marked
HSC Physics Marks	95	95	100
HSC Aggregate Marks			
HSC Mathematics Marks			
HSC Chemistry Marks			

SSC Passing Year: 2018 SSC Seat Number: 123456



Profile > Assignees

Template Fields	Assignees
25	21
7	8
58	13

- View list of Assignees with History
- Can Assign Template to students

Student Profiles Profile Templates

Show 10 entries

Academic Year: 2021-22 Department: Select Department Template: Template 1

[View Profiles](#)

<input type="checkbox"/>	Sr. No.	First Name	Last Name	Template Name	Status	Approval History
<input checked="" type="checkbox"/>	1	Ashwinis		Template 1	Submit	View History
<input type="checkbox"/>	2	Akash	Shewale	Template 1	RequestedForChange	View History
<input type="checkbox"/>	3	Neha	Singh	Template 1	Submit	
<input type="checkbox"/>	4	Sagar	Shukla	Template 1	Pending	

Profile > Assign Profile Template

Academic Year: 2021-22 Department: Select Department Template: mamta sawant

[View Profiles](#)

<input type="checkbox"/>	Sr. No.	First Name	Last Name	Template Name	Status	Approval History
<input checked="" type="checkbox"/>	1	Ashwinis		<input type="checkbox"/>	Submit	View History
<input checked="" type="checkbox"/>	2	Akash	Shewale	<input type="checkbox"/>	RequestedForChange	View History
<input checked="" type="checkbox"/>	3	Dumny	Learnw G.	<input type="checkbox"/>	Submit	
<input type="checkbox"/>	4	Dumny	Learnw B.	<input type="checkbox"/>	Pending	
<input type="checkbox"/>	5	Prasad	Datil	<input type="checkbox"/>	Pending	



- Assign Profile Template by selecting Students and Choose the Profile Template

Assign Profile Template

Profile Template

- Template 1
- Template 2
- Template 3
- Template 4
- Template 5
- Template 6
- Template 7
- Template 8

[Assign](#) [Cancel](#)



Profile > Assign Profile Template

Academic Year: 2021-22 | Department: Select Department | Template: mamta saavrit

[View Profiles](#)

Sr No.	First Name	Last Name	Template Name	Status	Approval History
<input checked="" type="checkbox"/>	1	Ashwinis	<input type="checkbox"/>	Submit	View History
<input checked="" type="checkbox"/>	2	Akash	<input type="checkbox"/>	RequestedForChange	View History
<input checked="" type="checkbox"/>	3	Dummy	<input type="checkbox"/>	Submit	
<input type="checkbox"/>	4	Dummy	<input type="checkbox"/>	Pending	
<input type="checkbox"/>	5	Prasad	<input type="checkbox"/>	Pending	

[Assign Profile Template](#) | [Export Student Profiles](#) | [Unassign Profile Template](#)

Assign Profile Template

• Assign Profile Template by selecting Students and Choose the Profile Template

Assign Profile Template

Profile Template

- Template 1
- Template 2
- Template 3
- Template 4
- Template 5
- Template 6
- Template 7
- Template 8

[Assign](#) [Cancel](#)

Profile > Assign Profile Template

Academic Year: 2021-22 | Department: Select Department | Template: mamta saavrit

[View Profiles](#)

Sr No.	First Name	Last Name	Template Name	Status	Approval History
<input checked="" type="checkbox"/>	1	Ashwinis	<input type="checkbox"/>	Submit	View History
<input checked="" type="checkbox"/>	2	Akash	<input type="checkbox"/>	RequestedForChange	View History
<input checked="" type="checkbox"/>	3	Dummy	<input type="checkbox"/>	Submit	
<input type="checkbox"/>	4	Dummy	<input type="checkbox"/>	Pending	
<input type="checkbox"/>	5	Prasad	<input type="checkbox"/>	Pending	

[Assign Profile Template](#) | [Export Student Profiles](#) | [Unassign Profile Template](#)

Assign Profile Template

• Assign Profile Template by selecting Students and Choose the Profile Template

Assign Profile Template

Profile Template

- Template 1
- Template 2
- Template 3
- Template 4
- Template 5
- Template 6
- Template 7
- Template 8

[Assign](#) [Cancel](#)



Profile > Assign Profile Template

Academic Year: 2021-22 | Department: Select Department | Template: msanta saavnt

[View Profiles](#)

Sr No.	First Name	Last Name	Template Name	Status	Approval History
<input checked="" type="checkbox"/>	Ashwinis		<input type="checkbox"/>	Submitted	View History
<input checked="" type="checkbox"/>	Akash	Shrivale	<input type="checkbox"/>	RequestedForChange	View History
<input checked="" type="checkbox"/>	Dummy	Learnar G	<input type="checkbox"/>	Submitted	
<input type="checkbox"/>	Dummy	Learnar G	<input type="checkbox"/>	Pending	
<input type="checkbox"/>	Prasad	Patil	<input type="checkbox"/>	Pending	

[Assign Profile Template](#) | [Export Student Profiles](#) | [Unassign Profile Template](#)



• Assign Profile Template by selecting Students and Choose the Profile Template

Assign Profile Template

Profile Template

- Template 1
- Template 2
- Template 3
- Template 4
- Template 5
- Template 6
- Template 7
- Template 8

[Assign](#) [Cancel](#)

Profile > Assign Profile Template

Academic Year: 2021-22 | Department: Select Department | Template: msanta saavnt

[View Profiles](#)

Sr No.	First Name	Last Name	Template Name	Status	Approval History
<input checked="" type="checkbox"/>	Ashwinis		<input type="checkbox"/>	Submitted	View History
<input checked="" type="checkbox"/>	Akash	Shrivale	<input type="checkbox"/>	RequestedForChange	View History
<input checked="" type="checkbox"/>	Dummy	Learnar G	<input type="checkbox"/>	Submitted	
<input type="checkbox"/>	Dummy	Learnar G	<input type="checkbox"/>	Pending	
<input type="checkbox"/>	Prasad	Patil	<input type="checkbox"/>	Pending	

[Assign Profile Template](#) | [Export Student Profiles](#) | [Unassign Profile Template](#)



• Assign Profile Template by selecting Students and Choose the Profile Template

Assign Profile Template

Profile Template

- Template 1
- Template 2
- Template 3
- Template 4
- Template 5
- Template 6
- Template 7
- Template 8

[Assign](#) [Cancel](#)



Profile > Assign Profile Template

Academic Year: 2021-22 | Department: Select Department | Template: msanta saavnt

[View Profiles](#)

Sr No.	First Name	Last Name	Template Name	Status	Approval History
<input checked="" type="checkbox"/>	Ashwinis		<input type="checkbox"/>	Submitted	View History
<input checked="" type="checkbox"/>	Akash	Shrivale	<input type="checkbox"/>	RequestedForChange	View History
<input checked="" type="checkbox"/>	Dummy	Learnar G	<input type="checkbox"/>	Submitted	
<input type="checkbox"/>	Dummy	Learnar G	<input type="checkbox"/>	Pending	
<input type="checkbox"/>	Prasad	Patil	<input type="checkbox"/>	Pending	

[Assign Profile Template](#) | [Export Student Profiles](#) | [Unassign Profile Template](#)

Assign Profile Template

Profile Template

- Template 1
- Template 2
- Template 3
- Template 4
- Template 5
- Template 6
- Template 7
- Template 8

[Assign](#) [Cancel](#)



• Assign Profile Template by selecting Students and Choose the Profile Template

Profile > Assign Profile Template

Academic Year: 2021-22 | Department: Select Department | Template: msanta saavnt

[View Profiles](#)

Sr No.	First Name	Last Name	Template Name	Status	Approval History
<input checked="" type="checkbox"/>	Ashwinis		<input type="checkbox"/>	Submitted	View History
<input checked="" type="checkbox"/>	Akash	Shrivale	<input type="checkbox"/>	RequestedForChange	View History
<input checked="" type="checkbox"/>	Dummy	Learnar G	<input type="checkbox"/>	Submitted	
<input type="checkbox"/>	Dummy	Learnar G	<input type="checkbox"/>	Pending	
<input type="checkbox"/>	Prasad	Patil	<input type="checkbox"/>	Pending	

[Assign Profile Template](#) | [Export Student Profiles](#) | [Unassign Profile Template](#)

Assign Profile Template

Profile Template

- Template 1
- Template 2
- Template 3
- Template 4
- Template 5
- Template 6
- Template 7
- Template 8

[Assign](#) [Cancel](#)



• Assign Profile Template by selecting Students and Choose the Profile Template



Profile > View Semester-wise Student Profile

View Semester wise Student Profile

Student Profiles | Profile Templates

Show 10 entries

Academic Year: 2021-22 | Department: Computer Engineering | Group: Second Semester | Template: Template sample

[View Profiles](#)

<input type="checkbox"/>	Sr. No.	First Name	Last Name	Template Name	Status	Approval History
<input type="checkbox"/>	1	Ashwinis		Template 1	Submit	View History
<input type="checkbox"/>	2	Mohit	Shewale	Template 2	Request For Change	View History
<input type="checkbox"/>	3	Dummy	Learnar G	Template 3	Submit	View History
<input type="checkbox"/>	4	Dummy	Learnar D	Template 4	Pending	View History
<input type="checkbox"/>	5	Prasad	Ratil	Template 5	Pending	View History

Profile > Assign Profile Template

Academic Year: 2021-22 | Department: Select Department | Template: mamta sawant

[View Profiles](#)

<input type="checkbox"/>	Sr. No.	First Name	Last Name	Template Name	Status	Approval History
<input checked="" type="checkbox"/>	1	Ashwinis		<input type="checkbox"/>	Submit	View History
<input checked="" type="checkbox"/>	2	Akash	Shewale	<input type="checkbox"/>	Requested For Change	View History
<input checked="" type="checkbox"/>	3	Dummy	Learnar G	<input type="checkbox"/>	Submit	View History
<input type="checkbox"/>	4	Dummy	Learnar D	<input type="checkbox"/>	Pending	View History
<input type="checkbox"/>	5	Prasad	Ratil	<input type="checkbox"/>	Pending	View History

[Assign Profile Template](#) | [Export Student Profiles](#) | [Unassign Profile Template](#)

Assign Profile Template

Profile Template

- Template 1
- Template 2
- Template 3
- Template 4
- Template 5
- Template 6
- Template 7
- Template 8

[Assign](#) [Cancel](#)

Assign Profile Template

• Assign Profile Template by selecting Students and Choose the Profile Template



Profile > Unassign Profile Template

Academic Year: 2021-22 | Department: Select Department | Template: template 2022

[View Profiles](#)

Sr. No.	First Name	Last Name	Template Name	Status	Approval History	
<input checked="" type="checkbox"/>	1	Ashwinis	Template 1	Submit	View History	
<input checked="" type="checkbox"/>	2	Akash	Shewale	Template 2	RequestedForChange	View History
<input checked="" type="checkbox"/>	3	Dummy	Learner 6	Template 3	Submit	



Unassign Profile Template by selecting Students and and Template

Unassign Template ✕

Are you sure you want to unassign templates for selected student(s) ?

Profile > Export Student Profiles

Academic Year: 2021-22 | Department: Select Department | Template: template 2022

[View Profiles](#)

Sr. No.	First Name	Last Name	Template Name	Status	Approval History	
<input type="checkbox"/>	1	Ashwinis	Template 1	Submit	View History	
<input type="checkbox"/>	2	Akash	Shewale	Template 1	RequestedForChange	View History
<input type="checkbox"/>	3	Dummy	Learner 6	Template 1	Submit	
<input checked="" type="checkbox"/>	4	Riya	Das	Template 1	Pending	
<input checked="" type="checkbox"/>	5	Prasad	Patil	Template 1	Pending	
<input checked="" type="checkbox"/>	6	Tim	Usser	Template 1	Pending	
<input checked="" type="checkbox"/>	7	Jim	Sewell	Template 1	Pending	
<input checked="" type="checkbox"/>	8	Bradley	Georgia	Template 1	Pending	
<input checked="" type="checkbox"/>	9	Robert	Stanton	Template 1	Pending	
<input checked="" type="checkbox"/>	10	Andy	Sewell	Template 1	Pending	



Export Student Profiles in CSV Format

	Sr. No.	First Name	Last Name	Template Name	Template Status
2	4	Dummy	Learner 8	Template 1	pending
3	5	Prasad	Patil	Template 1	pending
4	6	Riya	Das	Template 1	pending
5	7	Jim	Sewell	Template 1	pending
6	8	Bradley	Georgia	Template 6	pending
7	9	Robert	Stanton	Template 7	pending
8	10	Andy	Sewell	Template 1	pending
9					



Profile > View Approval History

Academic Year: 2021-22 | Department: Select Department | Template: template 2022

[View Profile](#)

Sr. No.	First Name	Last Name	Template Name	Status	Approval History
1	Ashwin		Template_1	Submit	View History
2	Akash	Shekhar	Template_2	RequestedForChange	View History
3	Darsh	Learner: 6	Template_3	Submit	

Can View Approval History with Approval Name, Request status, Approved Date and Comments added by approval of Particular Student

Approval History

Approver Name Manish Yadav	Request Status Requested for Change
Comment Fill all data	Approved On 25 Aug, 2020
Approver Name Satyanshayan Konka	Request Status Approved
Comment No comments added.	Approved On 10 Jan, 2022 (12:45:41)
Approver Name Rajashree Chaudhari	Request Status Approved
Comment	Approved On

[Close](#)

APPLICATIONS

Applications > Add Application Form

Applications

Show 10 entries

Sr. No.	Title	Series	Series Number	Fee(s)	Responses	Category	Description	Status	Created By
1	Second Year Admission	1	1	3	0/2	Admission 1	Max form	Active	Umesh Kumar
2	Third Year Admission	100	1	3	0/2	Admission 1	240/2521	Active	Umesh Kumar

[+ Add Application Form](#)

Choose the category you have added from the category section

Can set Form Series and Number

Check this box if you want to Mark this form Active

Add Application Form

Name *
Enter application form name
Maximum 100 characters are allowed

Description *
Enter application form description
Maximum 250 characters are allowed

Category *
Select Category

Form Series *
Enter form series text
Maximum 50 characters are allowed

Series Starting Number *
Enter starting number for series

Mark this as active
(Note: Once the form is marked as active, users can submit the data by using form link.)

[Add](#) [Cancel](#)

Can Add New Application Form by +Add Application Form Button



BABA FARID COLLEGE OF ENGG. & TECHNOLOGY

Applications > View Form

Applications

Show 10 entries

<input type="checkbox"/>	Sr. No.	Title	Series
<input type="checkbox"/>	1	Second Year Admission	1
<input type="checkbox"/>	2	Third Year Admission	
<input type="checkbox"/>	3	Fourth Year Admission	

Can View Form Details by clicking on Form Title

Can Edit and Print View Form

View Form

Form Title	Second Year Admission
Description	Application form of second year
Form Field(s) Count	20
Form Response(s) Count	150
Category	Category 1
Status	Active
Created By	Umesh Kumavat

Close

Applications > Form Category

Applications

Show 10 entries

<input type="checkbox"/>	Sr. No.	Title	Series	Series Number	Field(s)	Responses	Category
<input type="checkbox"/>	1	Second Year Admission	1	1	3	0/1	Admission
<input type="checkbox"/>	2	Third Year Admission	100	1	5	1/2	Admission
<input type="checkbox"/>	3	Fourth Year Admission	TEST	1	5	1/63	Admission

Can Add New Category

Manage Category

Sr. No.	Category Name	
1.	First Year 1	
2.	Second Year	
3.	Third Year	
4.	Application Form-Computer Engineering	
5.	Fifth Year	
6.	Computer Engineering	
7.	Engineering	
8.	Application Form Testing Category...	
9.	Mechanical Engg	

Category 1

+ Add Form Category

Delete Category



BABA FARID COLLEGE OF ENGG. & TECHNOLOGY

Applications > Form Fields

Applications

Show 10 entries

[+ Add Application Form](#)

Sr. No.	Title	Series	Series Number	Field(s)	Responses	Category	Description	Status	Created By
1	Second Year Admission	1	1	2	0/1	First Year 1	New Form	Inactive	Umesh Kumawat
2	Third Year Admission	100	1	4	1/2	First Year 1	04092021	Active	Umesh Kumawat
3	Fourth year Admission	TEST	1	5	2/63	First Year 1	TEST FORM	Active	Poojitima Pillel

Add form fields for that particular form by clicking on fields option.

Form Components - Second Year Admission

[Application Preview](#)

Section Name

Drag & Drop Fields

- Single Line
- Multi Line
- Email
- Phone
- URL
- Checkbox
- Date
- Time
- Number
- Dropdown
- Radio Button
- Notes
- Attachment
- Link Input
- Grid/Checkbox
- Grid Radio
- Fee Payment

Section

Edit Properties
Remove Fields

Applications > Form Fields

Form Components - Second Year Admission

[Application Preview](#)

Section Name

Drag & Drop Fields

- Single Line
- Multi Line
- Email
- Phone
- URL
- Checkbox
- Date
- Time
- Number
- Dropdown
- Radio Button
- Notes
- Attachment
- Link Input
- Grid/Checkbox
- Grid Radio
- Fee Payment

Section

Edit Properties
Remove Fields

1. In Form Fields first you have to add Section

2. You can add properties in that section by clicking on Edit Properties.

Add Section Properties

Field Label*

Personal Details

Section Setting

Section Layout:

- Single-Column
- Double-Column
- Show fields in two rows

Tab Order

- Left to right
- Top to bottom

Section Layout:

- Fixed width
- Dynamic width

[Save](#) [Cancel](#)



BABA FARID COLLEGE OF ENGG. & TECHNOLOGY

Applications > Form Fields

• Once a section has been added, you can **drag and drop the fields** that you want to appear in the form.

2. You can set the properties of fields like **Field Label Name, Number of characters allowed.**

Applications > Application Preview

Can view Application Preview with the fields you added

Print Application Preview Form



Applications > Mark as Active

Applications

Show 10 entries

+ Add Application Form

Sr. No.	Title	Series	Series Number	Field(s)	Responses	Category	Description	Status	Created By
<input checked="" type="checkbox"/>	Second Year Admission	1	1	2	0/1	First Year 1	New form	Inactive	Umesh Kumawat
<input type="checkbox"/>	Third Year Admission	100	1	4	1/2	First Year 1	04092021	Active	Umesh Kumawat
<input type="checkbox"/>	Fourth Year Admission	TEST	1	5	3/6	First Year 1	TEST FORM	Active	Poornima Pillai

- Select form and click on **Mark as Active** Button.
- Making selected forms active will make the **forms accessible** for the upcoming users. Active forms will be associated with the previously registered users.

Mark as Active

Making selected forms active will make the forms accessible for the upcoming users. Active forms will be associated with the previously registered users.

Please click on 'Update' to mark the selected forms as 'Active' and 'Cancel' to cancel the process.

Applications > Mark as Inactive

Applications

Show 10 entries

+ Add Application Form

Sr. No.	Title	Series	Series Number	Field(s)	Responses	Category	Description	Status	Created By
<input checked="" type="checkbox"/>	Second Year Admission	1	1	2	0/1	First Year 1	New form	Inactive	Umesh Kumawat
<input type="checkbox"/>	Third Year Admission	100	1	4	1/2	First Year 1	04092021	Active	Umesh Kumawat
<input type="checkbox"/>	Fourth Year Admission	TEST	1	5	3/6	First Year 1	TEST FORM	Active	Poornima Pillai

- Select form and click on **Mark as Inactive** Button.
- Making selected forms inactive will make the **forms accessible** for the upcoming users. Active forms will be associated with the previously registered users.

Mark as Inactive

Making selected forms inactive will make the forms inaccessible for the upcoming users. Inactive forms will be associated with the previously registered users.

Please click on 'Update' to mark the selected forms as 'Inactive' and 'Cancel' to cancel the process.



Applications > Assign Forms to Students

Applications

Show 10 entries

+ Add Application Form

Sr. No.	Title	Series	Series Number	Field(s)	Responses	Category	Description	Status	Created By
1	Second Year Admission	1	1	2	0/1	First Year 1	New form	Inactive	Umesh Kumawat
2	Third Year Admission	100	1	4	1/2	First Year 1	04092021	Active	Umesh Kumawat
3	Fourth Year Admission	TEST	1	5	3/4	First Year 1	TEST FORM	Active	Poonima Pillai

Assign Forms to Students

The student list can be viewed by **Academic Year, Department, or Group**.
Select the students and **Assign Form**.

Assign Form(s) to Student(s)

Academic Year: 2020-21 | Department: Computer Engineering | Group: First Semester (Div A) | View List

Sr. No.	Roll Number	First Name	Last Name
1	F51	Ashwinis	
2	F515	Akash	Shewale
3	F516	dummy	learner C
4	F517	dummy	learner B
5	F518	Teat	User
6	F519	Manish	Wole
7	F528	Jim	Sevel
8	F529	Cherl	Clark

Applications > Filter

Applications

Show 10 entries

Sr. No.	Title	Series	Series Number	Field(s)	Responses	Category
1	Second Year Admission	1	1	2	0/1	First Year 1
2	Third Year Admission	100	1	4	1/2	First Year 1



Filter By **Title, Status, Category**

Filter

Title: Enter form title

Status: Select Status

Category: Select Category

Apply Clear



SETTINGS

Admission - Settings

-  Admission Type
-  Admission Batch
-  Admission Status
-  Category
-  Payment Category
-  Religion
-  Series
-  Student Type

Settings > Admission Type



Admission type can be **CAP, Institutional Level, Against CAP**



CAP Student



Institutional level Student



Against CAP Student



BABA FARID COLLEGE OF ENGG. & TECHNOLOGY

Settings > Admission Type

Define your own admission type

Sr. No.	Admision Type	Added On
1.	CAP	06 Jun, 22 11:08 AM
2.	Institutional Level	15 Jun, 22 12:45 PM
3.	Against CAP	21 Jun, 22 04:30 AM

Admission Type *

Enter Admission Type Maximum 100 characters are allowed

e.g. CAP, Institutional Level, Against CAP

Description

Enter Type Description Maximum 250 characters are allowed

Settings > Admission Batch



2019-20 Batch



2020-21 Batch



2021-22 Batch



Settings > Admission Batch

Define your own admission batch



Sr. No.	Admission Batch	Added On
1.	Batch 2020-21	10 Jul, 22 10:20 AM
2.	Batch 2021-22	17 Jul, 22 09:10 PM
3.	Batch 2022-23	27 Jul, 22 07:12 AM

Admission Batch *

Maximum 100 characters are allowed.
e.g. 2020-21, 2021-22, 2022-23

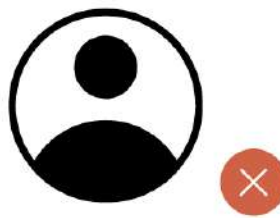
Description

Maximum 250 characters are allowed.

Settings > Admission Status



Admitted



Cancelled



Provisional



BABA FARID COLLEGE OF ENGG. & TECHNOLOGY

Sr. No.	Admision Status	Added On
1.	Admitted	10 Jul, 22 10:20 AM
2.	Cancelled	17 Jul, 22 09:10 PM
3.	Provisional	27 Jul, 22 07:12 AM

Admission Status *

Enter Admission Status Maximum 100 characters are allowed.

e.g. Confirmed, Provisional, Cancelled

Description

Enter Status Description Maximum 250 characters are allowed.

Status Color *

Select Status Color

Settings > Admission Status

Define your own admission status

Settings > Category

Add Category and sub-category

- OBC
- SC
- NT
- etc

Category Name *

Enter Category Name Maximum 100 characters are allowed.

Description

Enter Category Description Maximum 250 characters are allowed.



Settings > Payment Category

Add Payment Category

- Open/General
- SC
- NT

Category Name *

Maximum 100 characters are allowed.

Description

Maximum 250 characters are allowed.

What is difference between category and payment category ?

- If a student is admitted under a certain category, he or she is eligible for a government scholarship.
- There might be case, where some students fail to provide relevant documents because of their higher income or other issues. In such case, students are required to pay Open/General category fees.
- So **Category** will be **OBC, NT, SC** and **Payment Category** will be **OPEN / General Category**.





Settings > Religion

Add Religion

- Hindu
- Christians
- Sikhs
- Buddhists
- etc

Religion Name *

Maximum 100 characters are allowed.

Description

Maximum 250 characters are allowed.

Settings > Series

Series is useful to auto-generate the next number in the sequence.

e.g Series - CSE

e.g Numbers - CSE101, CSE102, CSE103, CSE104,...

Type

- Admission Number Series
- General Registered Number (GRN) Series

Series Name *

Maximum 100 characters are allowed.

Note : Series is useful to get the next number for the selected series which is auto-generated.
e.g Series - CSE, BCS
e.g Numbers - CSE101, CSE102, BCS201, BCS202

Series Type *

Sr. No.	Series Name	Added On
1.	ABC Admission Number Series	10 Jul, 22 10:20 AM
2.	XYZ GRN Series	17 Jul, 22 09:10 PM
3.	PQR Admission Number Series	27 Jul, 22 07:12 AM



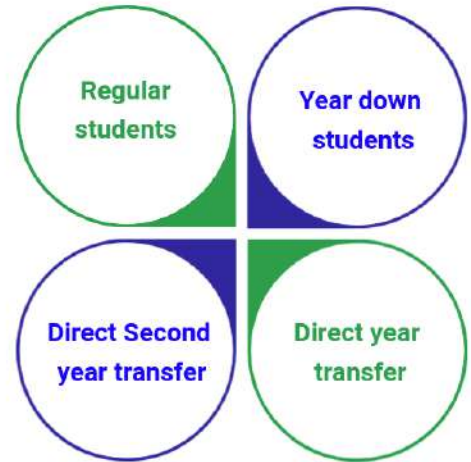
Settings > Student Type

Add custom student type as per your requirement.

Student Type*

Maximum 100 characters are allowed.

e.g. Regular, DSY, Year Down



REPORTS

Admission - Report

1. Admission List Report
2. Category Wise Admission Report
3. Admission Type Wise Admission Report
4. Gender Wise Admission Report
5. Admission Group Details Report
6. Locked / Unlocked Student Report
7. Department Semester-Wise Students Count Report
8. Average Enrollment Percentage Report
9. Average Percentage of Seats filled against Seats Reserved for various Categories Report
10. Year-wise Student Count Report



BABA FARID COLLEGE OF ENGG. & TECHNOLOGY

Reports > Admission List Report

Filter by : Registration From Date, Registration To Date, Blood Group, Admission Type, Category, Access, Academic Year, Department, Group

Sr. No.	Admission Status	Admission Type	Access	First Name	Father Name	Last Name	Mother Name	Registered On	Gender	Date of Birth	Blood Group	Contact Number	Email Id	Admission Number	ERP Id
1	Approved		Open	Vrushalis	abcdef		xyzku	06 Nov 2019 09:32 AM	Female	12 Feb, 2002	B+	6985231471	aimruan@corpvmedulife.com		STSTG191
2	Approved		Open	Petey	abcdef		xyzr	06 Nov 2019 09:32 AM	Female		AB+	7896456545	asdasclmf@gmail.com		STSTG192

Get all students data of admission list within a few clicks with help of above filters.

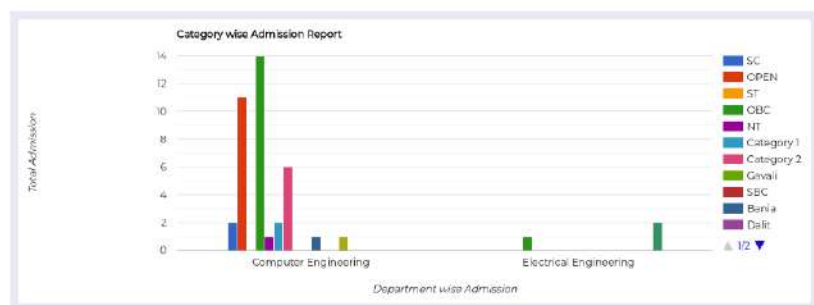
Reports > Category Wise Admission Report

Academic Year: Export Print

[Graphical Data](#) [Quantitative Data](#) [Supporting Data](#)

	SC	OPEN	ST	OBC	NT	Category 1	Category 2	Govail	SBC	Bania	Dalit	Hindu	Maratha	Kahatriya	Hindu Brahmin	Jain	Catholic	Unassigned
Computer Engineering	2	11	0	14	1	2	6	0	0	1	0	0	1	0	0	0	0	0
Electrical Engineering	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	2

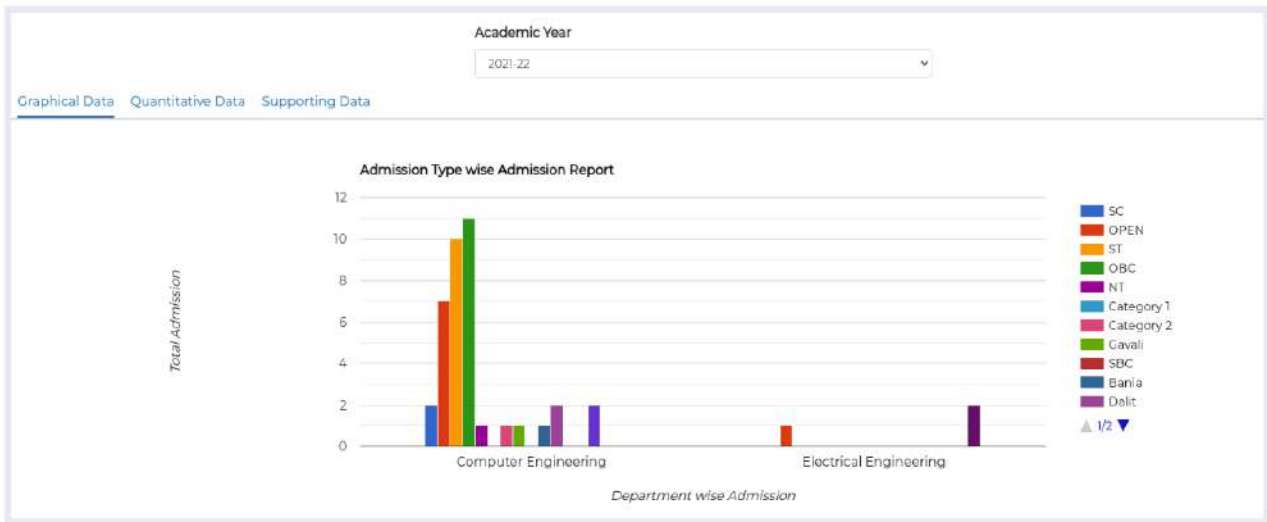
Get category wise student list easily with this report.



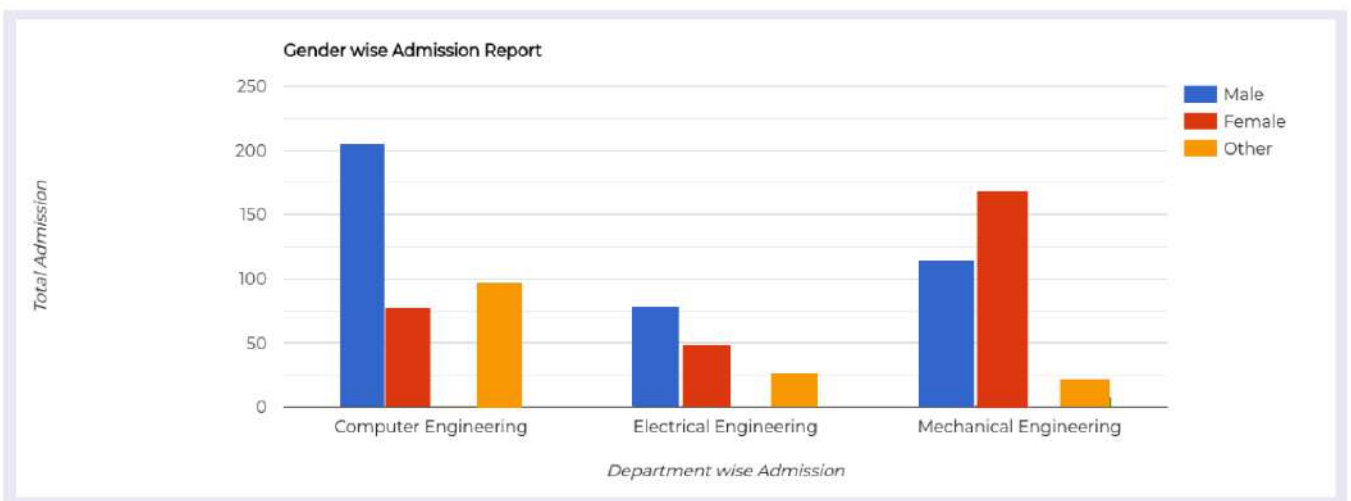


BABA FARID COLLEGE OF ENGG. & TECHNOLOGY

Reports > Admission Type Wise Admission Report



Reports > Gender Wise Admission Report





BABA FARID COLLEGE OF ENGG. & TECHNOLOGY

Reports > Admission Group Details Report

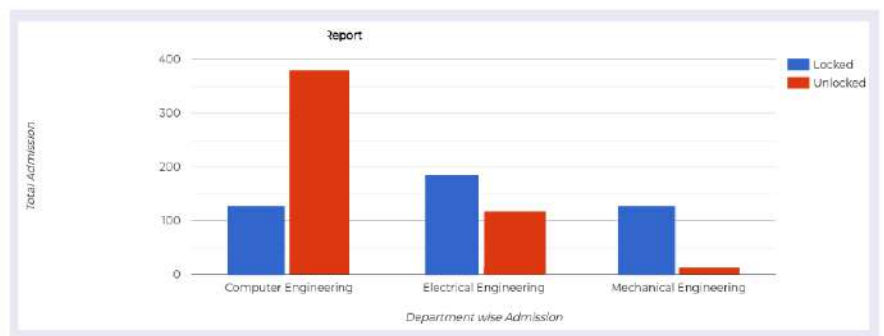
Academic Year: 2021-22

Sr.No.	Department Name	Group Count	Distinct Student Count
1	Computer Engineering	35	124
2	Electrical Engineering	1	14
3	First Year Engineering	1	0
4	Mechanical Engineering	2	14

Reports > Locked/Unlocked Student Report



Lock /
Unlock



Academic Year: 2021-22 | Department: Select Department | Parent Group: Select Parent Group | Status: Select Status | Apply | Clear | Export | Print | Settings

Sr. No.	Admission Status	Admission Type	Access	First Name	Father Name	Last Name	Mother Name	Registered On	Gender	Date of Birth	Blood Group	Contact Number	Email Id	Admission Number	ERP Id
1		CAP	Open	Jayesh				22 Mar 2021 01:20 PM	Male	27 May, 2000	A+	7896542301	jayeshchavano4@gmail.com	dvsv	STSTC
2	Approved	CAP	Open	Minal				25 Sep 2021 02:25 PM	Male		O+	5671236540		123456	STSTC



BABA FARID COLLEGE OF ENGG. & TECHNOLOGY

Reports > Department Semester - Wise Students Count Report

Sr.No.	Department	Semester / Group							
Academic Year - 2018-19									
1.	Computer Engineering	First Sem							
			73						
2.	First Year Engineering	First Semester							
			0						
Academic Year - 2019-20									
1.	Computer Engineering	First Semester	Second Semester	test	Test 4720	Test 4720			
		90	61	54	1	0			
2.	Electrical Engineering	First semester	Second Semester						
		51	50						
3.	First Year Engineering	First Semester	Second Semester						
		50	50						
4.	Mechanical Engineering	First Semester	Second Semester						
		52	52						

Reports > Average Enrollment Percentage Report

Sr.No.	Department	2020-21			Average Enrollment	Average Enrollment Percentage
1.	Computer Engineering	Sanctioned Intake	No. of Enrollments	% of Enrollment	88 %	75 %
		100	500	90 %		



BABA FARID COLLEGE OF ENGG. & TECHNOLOGY

Reports > Average Percentage Of Seats Filled Against Seats Reserved For Various Categories Report

Filter
Export Print

Academic Year *

2007-08 2008-09 2009-10 2010-11 2011-12 2012-13 2013-14 2014-15 2015-16
 2016-17 2017-18 2018-19 2019-20 2020-21 2021-22 2022-23 2023-24 2024-25
 2025-26 2026-27 2027-28 2028-29 2029-30

Department:

Apply Clear

Sr.No.	Department	2019-20			2020-21			Average Enrollment	Average Enrollment Percentage
		Sanctioned Intake	No. of Enrollments	% of Enrollment	Sanctioned Intake	No. of Enrollments	% of Enrollment		
1.	Computer Engineering	0	22	0.00%	0	139	0.00%	80.50	0%

Reports > Year - Wise Student Count Report

Filter
Export Print

Sr.No.	Department	Total	Year / Parent Group
Academic Year - 2018-19			
1.	Computer Engineering	73	First Year ²³⁴ 73
2.	First Year Engineering	0	First Year 0
Total		73	
Academic Year - 2019-20			
1.	Computer Engineering	118	First Year ²³⁴ 118
2.	Electrical Engineering	101	First Year 101
3.	First Year Engineering	99	First Year 99
4.	Mechanical Engineering	104	First Year 104
Total		422	



Examination

EXAM LIST

Exam List > **View Examinations as per Academic Year and Department**

Select Academic Year and Department

The screenshot shows the 'Online Exam' interface. At the top right, there are two dropdown menus: '2020-21' for the Academic Year and 'Computer Engi' for the Department. Below these, there are two exam entries. The first entry is 'Maths (mtg) (ELECTIVE) Theory [First Semester m]' by Mamta Sawant, with a 'Create Exam' button. The second entry is 'Operating System and Design Theory [First Semester m]' by Mamta Sawant, also with a 'Create Exam' button. Below each entry is a table with columns: Title, Date, Marks, Display Questions, Access, Manage Exam, Copy Exam, and Delete Exam. The first table row shows 'Math Internal Examination' with Date '2022-08-11 12:00 PM', Marks '40', Display Questions '10', Access 'Block', and buttons for 'Manage Exam', 'Copy Exam', and 'Delete Exam'. The second table row shows 'Operating System' with Date '2022-08-14 02:00 PM', Marks '50', Display Questions '20', Access 'Block', and buttons for 'Manage Exam', 'Copy Exam', and 'Delete Exam'.

Based on your selection of **Academic Year and Department**, a list of your **assigned subjects** will appear. Where you can **Create or Manage** the exam.

Exam List > **Create Exam**

The screenshot shows a close-up of the 'Create Exam' button in the exam list interface. The button is blue with white text. Below it are 'Copy Exam' and 'Delete Exam' buttons, and icons for copying and deleting.

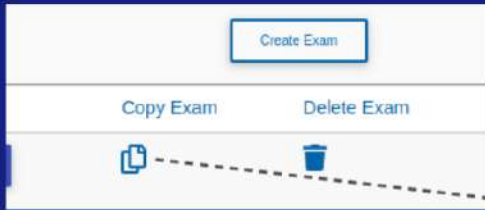
The screenshot shows the 'Create Exam' form. It has a blue header with 'X' and 'Create Exam'. Below the header, there are several fields: 'Title*' (with a red asterisk indicating mandatory), 'Syllabus*' (with a red asterisk), 'Select Start Date*' (with a red asterisk), 'Select End Date*' (with a red asterisk), 'Display Question Number*' (with a red asterisk), 'Access Start Time(*24 Hrs. Clock)*' (with a red asterisk), 'Access End Time(*24 Hrs. Clock)*' (with a red asterisk), 'Duration (In Minutes)*' (with a red asterisk), 'Total Marks*' (with a red asterisk), 'Negative Marking' (with radio buttons for 0%, 25%, 33%, and 50%), 'Type of Exam' (with radio buttons for Internal and External), and 'Percentage of Weightage' (with a text input field for Percentage Weightage).

- Create Exam For that Subject by clicking on **Create Exam Button**.
- To Create an exam need to insert the detail of Examination.
- Choose some options and then click on **Create Exam Button**.



BABA FARID COLLEGE OF ENGG. & TECHNOLOGY

Exam List > Copy Exam



- Can **Copy and Create** the Exam for Desired Subject
- Once you will copy the examination, you can **add or remove the questions from existing set**, you can schedule exam accordingly.

Copy Exam

Exam Title
Copy_Math Internal Examination

* Select Year
Select Academic Year

Select Branch/Stream
 Computer Engineering

Select Subject/Course

Select Date
2022-08-11

Display Question Number
10

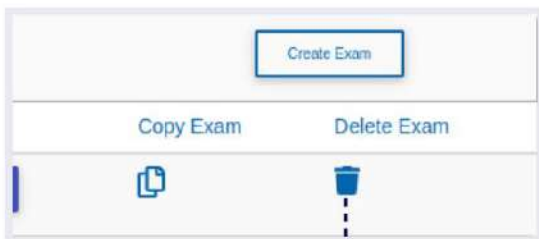
Manage Default Access
 Open Block

Total Marks
40

Once you will copy the examination, you can add or remove the questions from existing SET. You can schedule exam and manage access accordingly. You need to assign exam again to students from selected semester.

Copy Exam Cancel

Exam List > Delete Exam



Delete Exam Accordingly

Are you sure?

NOTE :

Exam set once deleted, cannot be retrieved.

Exam won't be deleted in case

- Any student has submitted the exam
- Any student has been assigned the exam
- Any question is added to the exam

If you want to delete the exam, type **YES** in block/capital letters in below input text for confirmation.

Please Type YES

No Yes



BABA FARID COLLEGE OF ENGG. & TECHNOLOGY

EXAM – QUESTIONS

Exam Questions > **Question List**



Can view the **Question List** with the Question details like **Question Type, Question SET, Mark of that Question, Course Outcome, Bloom's Level, Performance Indicator, Added by, Shuffle Answer**

Math Internal Examination - Add / Update / Remove Questions From Examination Total Marks 40

Preview Question Paper SET A [4 Questions] [4 Marks]

QUESTION LIST + SINGLE CORRECT + MULTIPLE CORRECT + TRUE/FALSE + ONE WORD IMPORT ACTION QUESTION BANK

#	Question	Question Type	Question SET	Mark	Course Outcome	Bloom's Level	Performance Indicator	Action	Added by/from	Shuffle Answers
1	Which number is equivalent to $3^4 \div 3^2$?	Single Correct	A	1		Remember		<input checked="" type="checkbox"/> <input type="checkbox"/> Me	Me	No
2	There are 49 dogs signed up for a dog show. There are 36 more small dogs than large dogs. How many small dogs have signed up to compete?	Multiple Correct	A	1		Remember		<input checked="" type="checkbox"/> <input type="checkbox"/> Me	Me	No
3	I am an odd number, Take away one letter and I become even. What number am I?	True/False	A	1		Remember		<input checked="" type="checkbox"/> <input type="checkbox"/> Me	Me	No
4	Using only an addition, how do you add eight 8's and get the number 1000?	Single Correct	A	1		Remember		<input checked="" type="checkbox"/> <input type="checkbox"/> Me	Me	No

Exam Questions > **Single Correct Question**

+ Question with single correct option

(* indicates mandatory field)

Question * (Maximum 1500 characters)
Write your question here

Question Image :

Explanation : (Maximum 1500 characters)
Write explanation here

Explanation Image :

Select The Question SET

Enter Marks * (Default 1 Mark)

Answers * (Maximum 250 characters)
NOTE : Selected answer will be considered as a CORRECT answer. Please avoid answers like "Both A and B", "None of the above" as all answers will be displayed in shuffled manner for students.

Answer

Answer

+ Add Answer

Shuffle Answers During Exam
 Yes No

Default Tags:

Custom Tags:

Accessible from question bank with
 Only me My Institute Global



There is only a single correct answer and the rest of the options are distractors.

Custom Tags

If you wish to save this question in question bank then you can apply the tag

Add Marks for the Question

You can access the questions from question bank by

Only me - Only you can view the questions.

Institute - Questions can view by your organisation only.

Global - Questions can view by anyone who are using vm.



Exam Questions > Multiple Choice Question

Question with multiple correct option

(* indicates mandatory field)

NOTE : Data is not editable due to below reason(s)

- Question data (Question, answers) is not editable as this question is used by others in question bank.

Question* : (Maximum 1500 characters)

There are 49 dogs signed up for a dog show. There are 36 more small dogs than large dogs. How many small dogs have signed up to compete?

Question Image :

Explanation : (Maximum 1500 characters)

Explanation Text

Explanation Image :

Select The Question SET

Enter Marks* (Default 1 Mark)

Answers* (Maximum 250 characters)

NOTE : Selected answer will be considered as a CORRECT answer. Please avoid answers like 'Both A and B', 'None of the above' as all answers will be displayed in shuffled manner for students.

<input type="checkbox"/>	42.5	<input type="button" value="ATTACH IMAGE"/>	<input type="button" value=""/>
<input checked="" type="checkbox"/>	43.5	<input type="button" value="ATTACH IMAGE"/>	<input type="button" value=""/>
<input type="checkbox"/>	41.5	<input type="button" value="ATTACH IMAGE"/>	<input type="button" value=""/>
<input checked="" type="checkbox"/>	40.5	<input type="button" value="ATTACH IMAGE"/>	<input type="button" value=""/>

[+Add Answer](#)

Shuffle Answers During Exam

YES NO

Default Tags

Custom Tags

Can Add **Multiple Choice Question**

Exam Questions > True OR False Question

True OR False

(* indicates mandatory field)

NOTE : Data is not editable due to below reason(s)

- Question data (Question, answers) is not editable as this question is used by others in question bank.

Question* : (Maximum 1500 characters)

The absolute value of a real negative number is negative.

Question Image :

Explanation : (Maximum 1500 characters)

Explanation Text

Explanation Image :

Select The Question SET

Answers*

NOTE : Selected answer will be considered as a CORRECT answer.

<input type="radio"/>	TRUE
<input checked="" type="radio"/>	FALSE

Default Tags

Custom Tags

Accessible from question bank with

Only me My Institute Global

Can Add **True OR False Question**



Exam Questions > One Word Question

+ One Word

(* indicates mandatory field)

Question * : (Maximum 1500 characters)

A person who regards the whole world as his country

Question Image :

Explanation : (Maximum 1500 characters)

Write explanation here

Explanation Image :

Select The Question SET

Enter Marks * (*Default 1 Mark)

Answer * (Maximum 30 characters)

Write your one word answer here

WARNING : This question will be evaluated automatically. Please be careful while adding answer of the question.

For example, if question is 'What is the capital of India ?' and you have mentioned correct answer as 'New Delhi'. In this case, if student answered as 'Delhi' then this will be considered as **INCORRECT** answer and student will not get marks for this question.

- If student will answer as 'New Delhi' then only it will be considered as **CORRECT**.
- Only case sensitivity is not considered while checking answer so 'new delhi' will be considered as **CORRECT**.
- Only alphanumeric characters are allowed.
- Special characters, operators (+, -, /, *) are not allowed in answer.

Default Tags

Can Add **One Word Question**

Exam Questions > Import Questions

Preview Question Paper SET A [4 Questions] [4 Marks]

Import Question(s)

INSTRUCTION

- Question(s) can be imported in csv format.
- CSV should be in specified format for import to work correctly.

CSV Format

SET	TYPE	MARKS	QUESTION	CO	PI	Bloomrs Level	Accessible For	ANSWER-ONE	ANSWER-ONE-STATUS	ANSWER-TWO	ANSWER-TWO-STATUS	ANSWER-THREE	ANS-THR STA
A	SINGLE-CORRECT	1	What is the capital of India ?	CO1	PI1	Apply	Only Me	Delhi	Correct	Mumbai	Incorrect	Banglore	Incor
A	MULTIPLE-CORRECT	2	Which of the following elements are used to form water?				My Institute	Hydrogen	Correct	Helium	Incorrect	Carbon	Incor
A	TRUE-FALSE	1	A is the most common letter used in the English language	CO2		Remember	Global	TRUE	Correct	FALSE	Incorrect		

Can Import the Questions in **CSV** format



BABA FARID COLLEGE OF ENGG. & TECHNOLOGY

Exam Questions > Question Bank

FALSE + ONE WORD IMPORT + ACTION + QUESTION BANK

Can **Add or Remove** Question from Question Bank

Question Bank

Question : 2 The number of enrolments in a school has increased from 1800 to 2016. The percentage increase in the enrolments is

0.1
0.11
0.12
0.13

Multiple choice Moina Sawant Tue Jul 26 2022 @ 15:18:42 dummy-data Question usage count: 1

Question : 3 The value of $(244 \div 8) \times 4 - 318 \div 6 =$

203
NA
592
356

Multiple choice Moina Sawant dummy-data Question usage count: 1

Question : 4 A car owner buys petrol at Rs. 7.50, Rs. 8 and Rs. 8.50 per litre for three successive years. What approximately is the average cost per litre of petrol if he spends Rs. 4000 each year?

0.95
0.23
0.4
0.83

Multiple choice Moina Sawant dummy-data Question usage count: 1

Question : 5 The average weight of 8 persons increases by 2.5 kg when a new person comes in place of one of them weighing 65 kg. What might be the weight of the new person?

85 KG
55 KG
23 KG
46 KG

Multiple choice Moina Sawant dummy-data Question usage count: 1

Question : 6 A car owner buys petrol at Rs 7.50, Rs. 8 and Rs. 8.50 per litre for three successive years. What approximately is the average cost per litre of petrol if he spends Rs. 4000 each year?

55
42
72

Exam Questions > Update Question Marks

+ ACTION + QUESTION BANK

Update Question Marks
Update Course Outcome
Update Bloom's Level
Update Performance Indicator
Update Question SET
Update Access For
Update Question Shuffle Answers
Delete Questions

Once you have added a question, you can **update the question marks by selecting the question and clicking Update Question Marks**

NOTE

- Marks will be updated to the selected questions.
- If a selected question is attempted by any student in an exam, new marks wont be updated for that particular question.

Enter Marks Update



BABA FARID COLLEGE OF ENGG. & TECHNOLOGY

Exam Questions > Update Course Outcome

+ ACTION → + QUESTION BANK →

- Update Question Marks
- Update Course Outcome
- Update Bloom's Level
- Update Performance Indicator
- Update Question SET
- Update Access For
- Update Question Shuffle Answers
- Delete Questions

Once you have added a question, you can **update the course outcome** by selecting the question and clicking **Update Course Outcome**

	Course Outcome	Description
<input type="checkbox"/>	co1	Course outcome 1.1
<input type="checkbox"/>	co2	Course outcome 2
<input type="checkbox"/>	co3	Course outcome 3

Update

Exam Questions > Update Bloom's Level

+ ACTION → + QUESTION BANK →

- Update Question Marks
- Update Course Outcome
- Update Bloom's Level
- Update Performance Indicator
- Update Question SET
- Update Access For
- Update Question Shuffle Answers
- Delete Questions

Once you have added a question, you can **update the Bloom's Level** by selecting the question and clicking **Update Bloom's Level**

	Level		
<input checked="" type="checkbox"/>	Level 6	Create	Produce new or original work <i>Design, assemble, construct, conjecture, develop, formulate, author, investigate</i>
<input type="checkbox"/>	Level 5	Evaluate	Justify a stand or decision <i>appraise, argue, defend, judge, select, support, value, critique, weigh</i>
<input type="checkbox"/>	Level 4	Analyze	Draw connections among ideas <i>differentiate, organize, relate, compare, contrast, distinguish, examine, experiment, question, test</i>
<input type="checkbox"/>	Level 3	Apply	Use information in new situations <i>execute, implement, solve, use, demonstrate, interpret, operate, schedule, sketch</i>
<input type="checkbox"/>	Level 2	Understand	Explain ideas or concepts <i>classify, describe, discuss, explain, identify, locate, recognize, report, select, translate</i>
<input type="checkbox"/>	Level 1	Remember	Recall facts and basic concepts <i>define, duplicate, list, memorize, repeat, state</i>

Update



BABA FARID COLLEGE OF ENGG. & TECHNOLOGY

Exam Questions > Update Performance Indicator

+ ACTION ▾ + QUESTION BANK ▾

- Update Question Marks
- Update Course Outcome
- Update Bloom's Level
- Update Performance Indicator
- Update Question SET
- Update Access For
- Update Question Shuffle Answers
- Delete Questions

Once you have added a question, you can **update Performance Indicator** by selecting the question and clicking **Update Performance Indicator**

Performance Indicator Selection Panel

#	Program Outcome	Competency Level ID	Performance Indicator ID	Performance Indicator Description	
<input checked="" type="checkbox"/>	1	Computer PO1	CL 1	P 16	PI 2
<input type="checkbox"/>	2	Computer PO1	CL 2	P 16	P 3
<input checked="" type="checkbox"/>	3	Computer PO1	CL 2	PI1	PI1 Description
<input type="checkbox"/>	4	Computer PO1	CL 2	PI2	PI2 Description
<input type="checkbox"/>	5	Computer PO1	CL 2	PI3	PI3 Description
<input type="checkbox"/>	6	Computer PO1	CL 2	P 14	PI3 Description
<input type="checkbox"/>	7	Computer PO1	CL 2	PI5	PI5 Description
<input type="checkbox"/>	8	Computer PO1	CL 2	PI6	PI6 Description
<input type="checkbox"/>	9	Computer PO1	CL 2	PI7	PI7 Description

CONFIRM

Exam Questions > Update Question SET

+ ACTION ▾ + QUESTION BANK ▾

- Update Question Marks
- Update Course Outcome
- Update Bloom's Level
- Update Performance Indicator
- Update Question SET
- Update Access For
- Update Question Shuffle Answers
- Delete Questions

Once you have added a question, you can **update Question SET** by selecting the question and clicking **Update Question SET**

NOTE

- SET will be updated to the selected questions.
- If a selected question is from a SET of which exam is already started or attempted by the students then new SET wont be updated for questions in that particular SET.

Select SET ▾ Update



BABA FARID COLLEGE OF ENGG. & TECHNOLOGY

Exam Questions > Update Question Shuffle Answer

+ ACTION → + QUESTION BANK →

- Update Question Marks
- Update Course Outcome
- Update Bloom's Level
- Update Performance Indicator
- Update Question SET
- Update Access For
- Update Question Shuffle Answers
- Delete Questions

Once you have added a question, you can **update Question Shuffle Answer** by selecting the question and clicking **Update Question Shuffle Answer**

Update Question Shuffle Answers ✕

Select 'Yes' if you want to shuffle answers for the students during the examination else 'No'.

Yes No

Exam Questions > Delete Questions

+ ACTION → + QUESTION BANK →

- Update Question Marks
- Update Course Outcome
- Update Bloom's Level
- Update Performance Indicator
- Update Question SET
- Update Access For
- Update Question Shuffle Answers
- Delete Questions

Once you have added a question, you can **Delete Question** by selecting the question and clicking **Delete Question**

Are You Sure? ✕

NOTE:

- Once deleted cannot be retrieved.
- All data associated with this entry will be deleted permanently.

If you want to delete the entry, type **DELETE PERMANENTLY** in block/capital letters in below input text for confirmation.

Please type DELETE PERMANENT



BABA FARID COLLEGE OF ENGG. & TECHNOLOGY

Exam Questions > Preview Question Paper

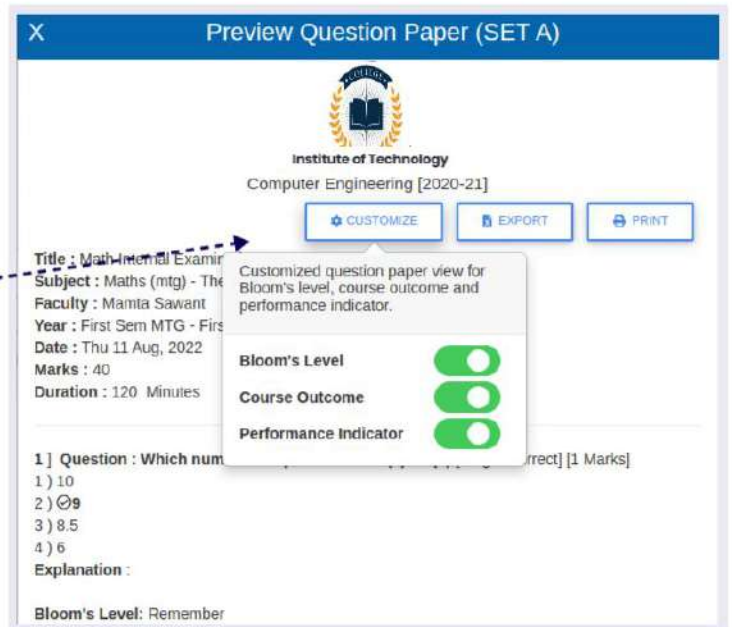


Once you have added a questions in the list, you can preview the question paper



Exam Questions > View of Customized Question Paper

Customized question paper view for Bloom's level course outcome and performance indicator






BABA FARID COLLEGE OF ENGG. & TECHNOLOGY

Exam Questions > Export Question Paper

Preview Question Paper (SET A)



Institute of Technology
Computer Engineering [2020-21]

[CUSTOMIZE](#) [EXPORT](#) [PRINT](#)

Title : Math Internal Examination
Subject : Maths (mtg) - Theory
Faculty : Mamta Sawant
Year : First Sem MTG - First Semester m
Date : Thu 11 Aug, 2022
Marks : 40
Duration : 120 Minutes


1] Question : Which number is equivalent to $3^4(4)+3^2(2)$ [Single Correct] [1 Marks]
1) 10
2) 9
3) 8.5
4) 6

Can Export the Question Paper

A	B	C	D
SET	TYPE	MARKS	QUESTION
A	SINGLE-CORRECT	1	Which number is equivalent to $3^4(4)+3^2(2)$.
A	MULTIPLE-CORRECT	1	There are 49 dogs signed up for a dog show. There are 36 more small dogs than large dogs. I am an odd number. Take away one letter and I become even. What number am I?
A	TRUE-FALSE	1	Using only an addition, how do you add eight 8 and get the number 1000?
A	SINGLE-CORRECT	1	

Exam Questions > Print Question Paper

Preview Question Paper (SET A)



Institute of Technology
Computer Engineering [2020-21]

[CUSTOMIZE](#) [EXPORT](#) [PRINT](#)

amination
- Theory
ant
- First Semester m
22
es

number is equivalent to $3^4(4)+3^2(2)$ [Single Correct] [1 Marks]



Institute of Technology
Computer Engineering [2020-21]

Title : Math Internal Examination
Subject : Maths (mtg) - Theory
Faculty : Mamta Sawant
Year : First Sem MTG - First Semester m
Date : Thu 11 Aug, 2022
Marks : 40
Duration : 120 Minutes

1] Question : Which number is equivalent to $3^4(4)+3^2(2)$ [Single Correct] [1 Marks]
1) 10
2) 9
3) 8.5
4) 6
Explanation :
Bloom's Level: Remember

2] Question : There are 49 dogs signed up for a dog show. There are 36 more small dogs than large dogs. How many small dogs have signed up to compete? [Multiple Correct] [1 Marks]
1) 42.5
2) 43.5
3) 41.5
4) 40.5
Explanation :
Bloom's Level: Remember

Can Print the Question Paper



BABA FARID COLLEGE OF ENGG. & TECHNOLOGY

EXAM – ASSIGN EXAM

Assign Exam > Assign Set

Math Internal Examination

Exam Questions | **Assign Exam** | Result Analysis | Assignments | Edit Details

Add / Update / Remove Assigned Exam From Students | Total Marks 40 | Display Questions 10

You will not be able to add or edit any question from SET if any student has appeared for examination.

SET A [4 Questions] [4 Marks]

- ASSIGN SET A
- REMOVE SET
- RESET PERFORMANCE
- RE-EVALUATE PERFORMANCE

Roll Number	First Name	Last Name	Question Set	Exam Status	Exam Started	Exam Finished	Submission Type	Re-Evaluation Time
<input checked="" type="checkbox"/>	Elon	Musk						
<input checked="" type="checkbox"/>	Tiger	Woods						
<input checked="" type="checkbox"/>	Elizabeth	Holmes						
<input checked="" type="checkbox"/>	Bhagyashri	Balki						
<input checked="" type="checkbox"/>	Rajashree	Chaudhari						
<input checked="" type="checkbox"/>	Survama	Survama						

Select Students and **Assign Set**. Once you assign the set to student. **They can able to see the question paper set in their account.**

Assign Exam > Remove Set

Math Internal Examination

Exam Questions | **Assign Exam** | Result Analysis | Assignments | Edit Details

Add / Update / Remove Assigned Exam From Students | Total Marks 4 | Display Questions 4

IMPORTANT: You will not be able to add or edit any question from SET if any student has appeared for examination.

SET A [4 Questions] [4 Marks]

- ASSIGN SET A
- REMOVE SET
- RESET PERFORMANCE
- RE-EVALUATE PERFORMANCE

Roll Number	First Name	Last Name	Question Set	Exam Status	Exam Started	Exam Finished	Submission Type	Re-Evaluation Time
<input checked="" type="checkbox"/>	Elon	Musk	A [4 question(s) for 4 mark(s)]					
<input checked="" type="checkbox"/>	Tiger	Woods	A [4 question(s) for 4 mark(s)]					
<input type="checkbox"/>	Elizabeth	Holmes	A [4 question(s) for 4 mark(s)]					
<input type="checkbox"/>	Bhagyashri	Balki	A [4 ...					

Select Students and **Remove Set**. Once you assign the set to student. **They can able to Remove the set by selecting students and click btnn on remove set.**

Note : You will not be able to add or edit any question from SET if any student has appeared for examination.



BABA FARID COLLEGE OF ENGG. & TECHNOLOGY

Assign Exam > Re-evaluate Performance

Math Internal Examination

Exam Questions | Assign Exam | Result Analysis | Assignments | Edit Details

Add / Update / Remove Assigned Exam From Students | Total Marks 4 | Display Questions 4

IMPORTANT : You will not be able to add or edit any question from SET if any student has appeared for examination.

SET A [4 Questions] [4 Marks]

ASSIGN SET A
REMOVE SET
RESET PERFORMANCE
RE-EVALUATE PERFORMANCE

Roll Number	First Name	Last Name	Question Set	Status	Exam Started	Exam Finished	Submission Type	Re-Evaluation Time
<input checked="" type="checkbox"/>	Elon	Musk	A [4 question(s) for 4 mark(s)]					
<input checked="" type="checkbox"/>	13	Ashwinis	A [10 question(s) for 10 mark(s)]	Completed	13th May, 2022 @ 05:30 am APP Version 8.01	09:41 AM	Submit	11th Aug, 2022 @ 04:27 PM

Select Students and **Revaluate Performance**. Faculty can reset existing performance of students who have completed the exam.

EXAM – RESULT ANALYSIS

Result Analysis > Print Result with Analysis

ACTION | EXPORT

Print Result
Print Result With Analysis

Institute of Technology
Stream : Computer Engineering

Title: Math Internal Examination
Subject: Maths (mtg) - Theory (Elective) | **Faculty:** Mamta Sawant
Academic Year: 2020-21 | **Year:** First Sem MTG - First Semester m | **Negative Marking:** Not Applicable
Marks: 4 | **Date:** 2022-08-11 | **Duration:** 120 minutes

Roll Number	Seat Number	First Name	Last Name	Father Name	Score (Out of 50)	Percentage (%)
001	52633	Rajashree	Chaudhari	Ravi	46	92 %
002	42516	Elizabeth	Holmes	Sagar	38	79 %
003	45632	Elon	Musk	Manoj	45	89 %
004	74956	Bhagyaashri	Baki	Nikhil	34	85 %
005	74965	Tiger	Woods	Raj	43	87 %
006	45756	Mmaia		Lalit	33	75 %

Analysis of Math Internal Examination (2020-21) [Theory]

Sr. No.	Name of Subject	Theory / Practical	Marks Obtained Lowest	Marks Obtained Highest	No. of Student appeared	No. of Student pass	% Pass	% of Student Above 60%
1	Maths (mtg)	Theory	33	46	06	06	100 %	100 %

Signature of subject teacher (Mamta Sawant)



BABA FARID COLLEGE OF ENGG. & TECHNOLOGY

Result Analysis > View Individual Student Performance

ACTION * Click on 'Roll No.' Column Header to arrange list of Students in ascending order.

*** Recommended to reevaluate students score once from 'Assign Exam' before considering results.**

Roll Number	Seat Number	First Name	Last Name	Father Name	Score (Out of 10)	Percentage (%)	View Performance
13	13	Ashwinis		ashw	7	70	View Performance

Name of Student	Ashwinis
Roll No.	13
Mobile Number	6552525545
Registered Mail	nikhilgaykhe123@gmail.com
Exam Title	MAY 13
Subject	Java(Theory)
Exam Date	Fri 13 May, 2022
Total Marks	10
Student Score	7
Correct	7
Incorrect	3

1] Question : It working fine ? [True/False] [1 Mark/s]
 1) TRUE
 2) FALSE
 Answer Status: Correct

2] Question : sdfgkdsf ? [Single Correct] [1 Mark/s]
 1) sdf
 2) sdf
 Answer Status: Correct

3] Question : QUE? [One Word] [1 Mark/s]
 Correct Answer - abc123
 Student Answer - Hey
 Answer Status: Incorrect

4] Question : BYe ? [Single Correct] [1 Mark/s]
 1) OK
 2) No

Can view individual student details with Performance

Result Analysis > View Question-wise Analysis

[View Questionwise Analysis](#)

Title: MAY 13
 Subject: Java - Theory | Faculty: Manita Sawant
 Academic Year: 2021-22 | Year: 1 First Year - First Semester I | Negative Marking: Not Applicable

Marks: 10 | Date: 2022-05-13 | Duration: 5 minutes

SET A

#	Student	Que 1	Que 2	Que 3	Que 4	Que 5	Que 6	Que 7	Que 8	Que 9	Que 10
1	Ashwinis	1	1	0	0	1	0	1	1	1	1

	Que 1	Que 2	Que 3	Que 5	Que 6	Que 7	Que 8	Que 9	Que 10	Que 11
No. of student(s) attempted question	1	1	1	1	1	1	1	1	1	1
No. of student(s) above threshold	1	1	0	0	1	0	1	1	1	1
Linked Course Outcome										
Attainment	3	3	0	0	3	0	3	3	3	3

Course Outcome	CO1	PMCD CO 1	CO3	CFE1.1T1	CFE1.1T2
Final Attainment	0.00	0.00	0.00	0.00	0.00



BABA FARID COLLEGE OF ENGG. & TECHNOLOGY

EXAM – ASSIGNMENTS

Assignments > **Differential Assignments based on Student Performance**

Apply your custom range in percentage to filter students and allocate assignment based on performance

Apply your custom range in percentage to filter students and allocate assignment based on performance

40 80 [APPLY FILTER](#) [Add Assignment](#)

* Click on 'Roll No.' Column Header to arrange list of Students in ascending order.

<input type="checkbox"/>	Roll Number	First Name	Last Name	Score	Percentage (%)	Assignments
<input type="checkbox"/>	13	Ashwinis	Thakur	32	70	1 Assignment/s
<input type="checkbox"/>	14	RAHUL	SINGH	45	90	0 Assignment

View student individual assignments details and can assign the assignments to students.

EXAM – EDIT DETAILS

Edit Details > **Update Exam Details**

Exam [Result Analysis](#) [Assignments](#) [Edit Details](#)

You can Edit Exam Details from this option.

Update Exam Details

(* Indicates mandatory field)

Title*
Math Internal Examination

Syllabus*
Unit 1, 2, 3, 4, 5

Select Date* 2022-08-10 **Select End Date*** 2022-08-13 **Display Question Number** [How it works ?*](#) 4

Access Start Time (*24 Hrs. Clock) 13:00 **Access End Time (*24 Hrs. Clock)** 22:00

Duration (In Minutes)* 120 **Total Marks*** 4

Negative Marking 0% 25% 33% 50% **Type of Exam** Internal External **Percentage of Weightage** 50