

Project Edulead

## USER MANUAL

### Student Lifecycle Management System

#### Module-Academics

February 2021,

Version 1.0



**Sustainable Outreach and Universal Leadership  
Limited**

**Sign off Date**

**Signature Client**

**Signature Consulting**



## About this Manual

This User Manual acts as a reference for ERP- **EduLead** by describing its various concepts and abilities, and by leading the user through the basics of **EduLead** software. It also provides a detailed reference for all of the **EduLead** SLCM (Student Lifecycle Management) functionalities. The User Manual describes all the processes and functionalities regarding various modules and its abilities to conduct the smooth transactions and integrations within the modules.

The software **EduLead** is open-source, easy to use and customize, actively maintained, economical and well supported. Throughout this manual it is assumed that the reader has a working knowledge of about Student Lifecycle Management and basic computer skills and knows how to:

- ❖ Use keyboard and mouse
- ❖ Use web browsers to access the **EduLead** website
- ❖ Locate, open and save data files.
- ❖ Edit, cut, paste and text.

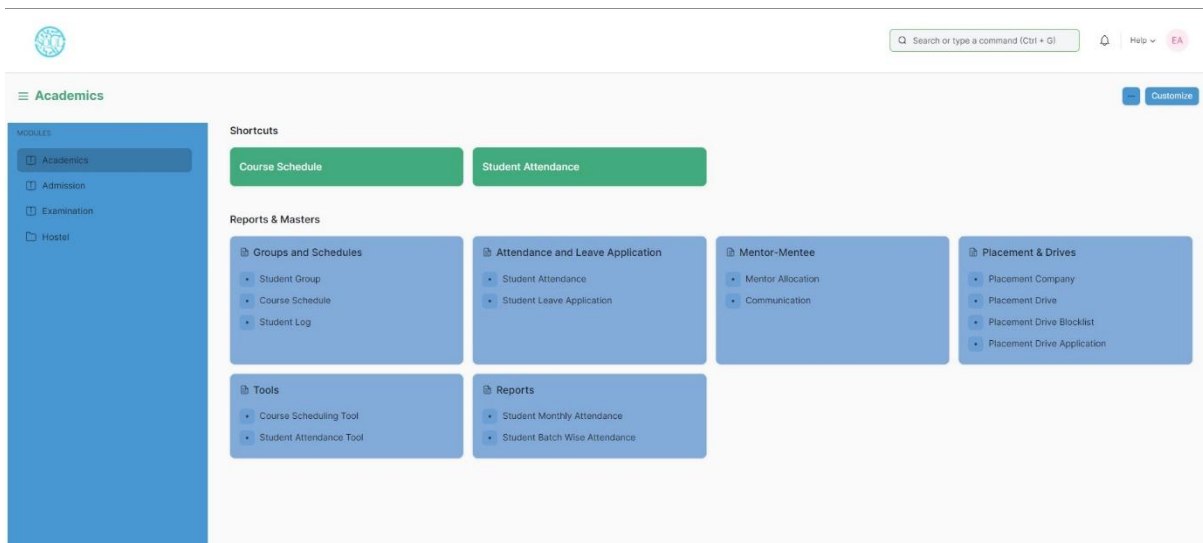
The SLCM consists of 3 Modules mainly:

1. Admission
2. Academics
3. Examination

This User Manual consists of the **Academics Module** for End User reference and guidance. The manual describes how to use the Standard interface. As mentioned, it contains instructions that the users must follow during the operation and servicing of **EduLead**. Diverting from the workflow as mentioned in the user manual may result in errors and non-functioning of the software **EduLead**. It is advisable that the end users must abide by the instructions as mentioned in the user manual.



# Module: Academics



## 1. Groups & Schedules

Groups & Schedules consist of transactions which would allow to form a student group based on various criteria for a particular class and help to schedule classes for different courses for different classes. The transactions in Groups & Schedules consists of:

- a. [Student Group](#)
- b. [Course Schedule](#)
- c. [Student Log](#)

### 1.1 Student Group

The Student Group allows you to create a group of students for different classes for the ongoing Academic Year based on different criterion like:

- a. Batch
- b. Exam Declaration
- c. Course
- d. Activity
- e. Combined Course
- f. Mentor-Mentee

To access the Student Group Process, go to:

[Home](#) > [Academics](#) > [Group & Schedules](#) > [Student Group](#)



The screenshot displays the 'Student Group' management page. On the left, a sidebar contains filters for 'Assigned To', 'Created By', 'Tags', and a 'Filter Name' field. The main area shows a table of student groups. The table has columns for 'Name', 'Status', 'Group Based on', 'Academic Term', and 'Last Modified On'. The table lists 12 groups, including 'Jugal Kishore Mishra Mentor-Mentee Group 4', 'Odia Semester I 2021-22 Group', 'Psychology Semester I 2021-22 Group', 'Education Semester I 2021-22 Group', 'History Semester I 2021-22 Group', 'Botany Semester I 2021-22 Group', 'English Semester I 2021-22 Group', 'Jugal Kishore Mishra Mentor-Mentee Group 3', 'Demo 21/02/2022', 'english end exam', 'ML Course Group', and 'ML Batch Group'. Each group has a status of 'Enabled' and a 'Group Based on' value (e.g., 'Mentor-Mentee', 'Batch', 'Exam Declaration'). The 'Academic Term' for all groups is '2021-22 (SEMESTER 1)'. The 'Last Modified On' column shows the last modified date and time for each group.

## Prerequisites

Before creating a Student Group, it is advisable that you create the following first:

1. Student
2. Class Enrollment
3. Student Batch Name
4. Student Category
5. Instructor

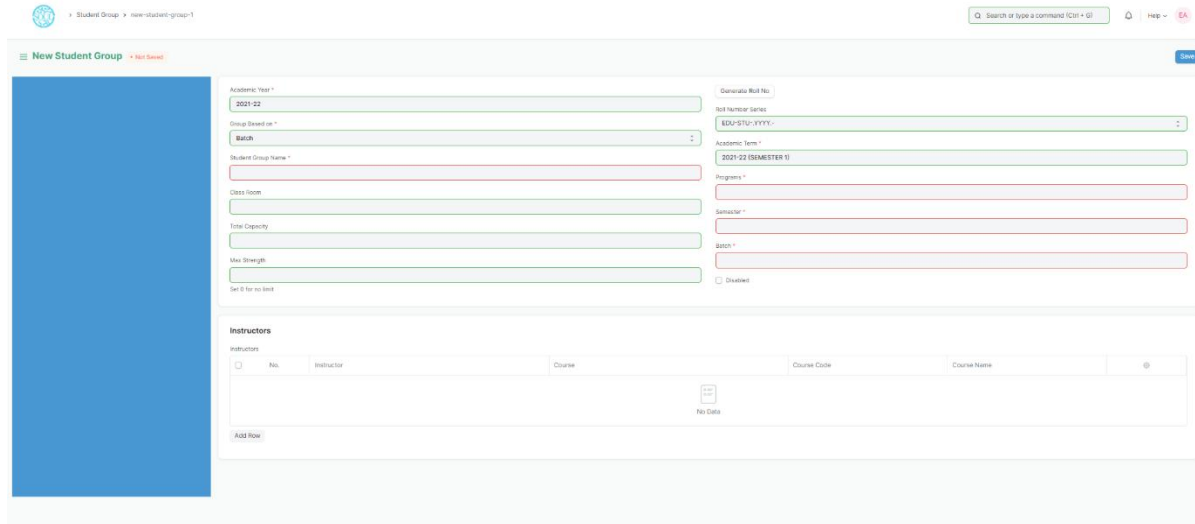
## How to create a Student Group?

1. Go to the Student Group list and click on 'Add Student Group'
2. Select and enter the Academic Year
3. Select and choose from the drop-down list for 'Group Based on'.
4. **Batch**- Select and enter Class, Section and Batch (from the drop-down).
5. **Course**- Select and enter Class, Section and Course (from the drop-down).
6. **Section**- Select and enter Class and Section.
7. **Activity**- Select and enter Class and Section.
8. **Exam Declaration**- Select and enter Class, Course and Exam Declaration.
9. Enter the name for the Student Group
10. Select and Enter the classroom from the drop-down list.
11. Select and Enter the maximum strength.
12. Select and Enter the Student Category(ST/General) from the drop-down list.
13. In the 'Instructor' table, enter the details like Course and associated Instructors for the particular Class or Section.



14. Save.

15. Click on the 'Get Student' button, all the students present will automatically be fetched on the basis of 'Group Based On'.



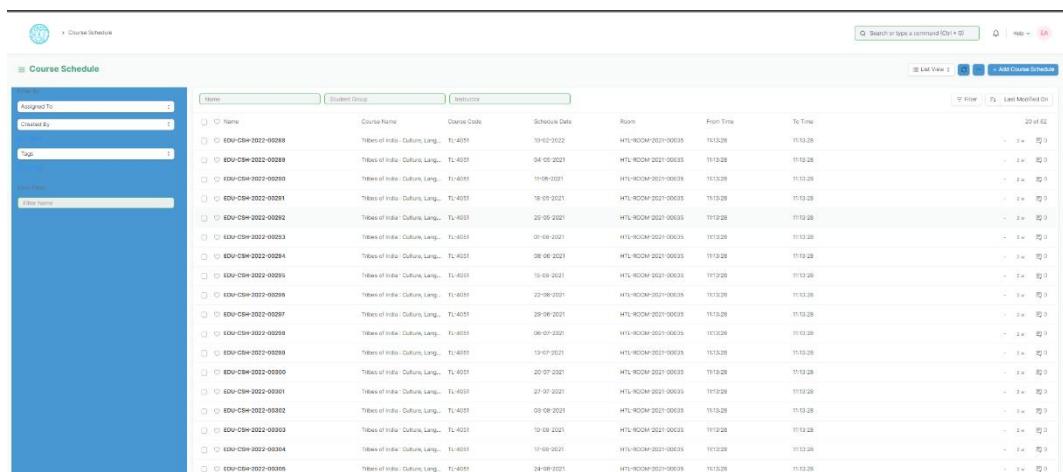
## 1.2 Course Schedule

The Course Schedule can be used for scheduling a particular course by an Instructor or Education Administrator.

Using this feature, a timetable can be created for a University, wherein each slot will be scheduled via Course Schedule.

To access the Course Schedule, go to:

[Home > Academics > Group & Schedules > Course Schedule](#)



Name	Course Name	Course Code	Schedule Date	Room	Room Time	To Time	Prerequisites
EDU-CSM-2022-00288	History of India - Culture, Lang...	FL-4028	19-02-2022	HTL-ROOM-2021-00035	10:30-11:30	11:30-12:30	
EDU-CSM-2022-00289	History of India - Culture, Lang...	FL-4029	04-03-2021	HTL-ROOM-2021-00035	10:30-11:30	11:30-12:30	
EDU-CSM-2022-00290	History of India - Culture, Lang...	FL-4030	19-03-2021	HTL-ROOM-2021-00035	10:30-11:30	11:30-12:30	
EDU-CSM-2022-00291	History of India - Culture, Lang...	FL-4031	16-03-2021	HTL-ROOM-2021-00035	10:30-11:30	11:30-12:30	
EDU-CSM-2022-00292	History of India - Culture, Lang...	FL-4032	25-03-2021	HTL-ROOM-2021-00035	10:30-11:30	11:30-12:30	
EDU-CSM-2022-00293	History of India - Culture, Lang...	FL-4033	01-04-2021	HTL-ROOM-2021-00035	10:30-11:30	11:30-12:30	
EDU-CSM-2022-00294	History of India - Culture, Lang...	FL-4034	08-04-2021	HTL-ROOM-2021-00035	10:30-11:30	11:30-12:30	
EDU-CSM-2022-00295	History of India - Culture, Lang...	FL-4035	15-04-2021	HTL-ROOM-2021-00035	10:30-11:30	11:30-12:30	
EDU-CSM-2022-00296	History of India - Culture, Lang...	FL-4036	22-04-2021	HTL-ROOM-2021-00035	10:30-11:30	11:30-12:30	
EDU-CSM-2022-00297	History of India - Culture, Lang...	FL-4037	29-04-2021	HTL-ROOM-2021-00035	10:30-11:30	11:30-12:30	
EDU-CSM-2022-00298	History of India - Culture, Lang...	FL-4038	06-05-2021	HTL-ROOM-2021-00035	10:30-11:30	11:30-12:30	
EDU-CSM-2022-00299	History of India - Culture, Lang...	FL-4039	13-05-2021	HTL-ROOM-2021-00035	10:30-11:30	11:30-12:30	
EDU-CSM-2022-00300	History of India - Culture, Lang...	FL-4040	20-05-2021	HTL-ROOM-2021-00035	10:30-11:30	11:30-12:30	
EDU-CSM-2022-00301	History of India - Culture, Lang...	FL-4041	27-05-2021	HTL-ROOM-2021-00035	10:30-11:30	11:30-12:30	
EDU-CSM-2022-00302	History of India - Culture, Lang...	FL-4042	03-06-2021	HTL-ROOM-2021-00035	10:30-11:30	11:30-12:30	
EDU-CSM-2022-00303	History of India - Culture, Lang...	FL-4043	10-06-2021	HTL-ROOM-2021-00035	10:30-11:30	11:30-12:30	
EDU-CSM-2022-00304	History of India - Culture, Lang...	FL-4044	17-06-2021	HTL-ROOM-2021-00035	10:30-11:30	11:30-12:30	
EDU-CSM-2022-00305	History of India - Culture, Lang...	FL-4045	24-06-2021	HTL-ROOM-2021-00035	10:30-11:30	11:30-12:30	

**Prerequisites**

Before creating a Course Schedule, it is advisable that you create the following first:

### 1. Student Group

Instructor



3. Course
4. Class
5. Classroom

## How to create a Course Schedule?

1. Go to the Course Schedule list and click on 'Add Course Schedule'.
2. Select and enter the Student Group.
3. Select and enter the Instructor who will be tutoring the students for the course.
4. Select and enter the Course from the drop down menu for which the schedule is being prepared.
5. Select and Enter the 'From Time' and 'To Time' for the course schedule.
6. Select and Enter the Classroom wherein the class could be conducted.
7. Save.

**\*\*Note:** [Course Scheduling Tool](#) can be used for bulk scheduling of a course. **\*\***

## 2. Attendance and Leave Application

Attendance and Leave Application consists of transactions which would allow to mark attendance for a particular student of a class and keep the track of leaves for a student. The transactions in Attendance and Leave Application consists of:

- a. [Student Attendance](#)
- b. [Student Leave Application](#)

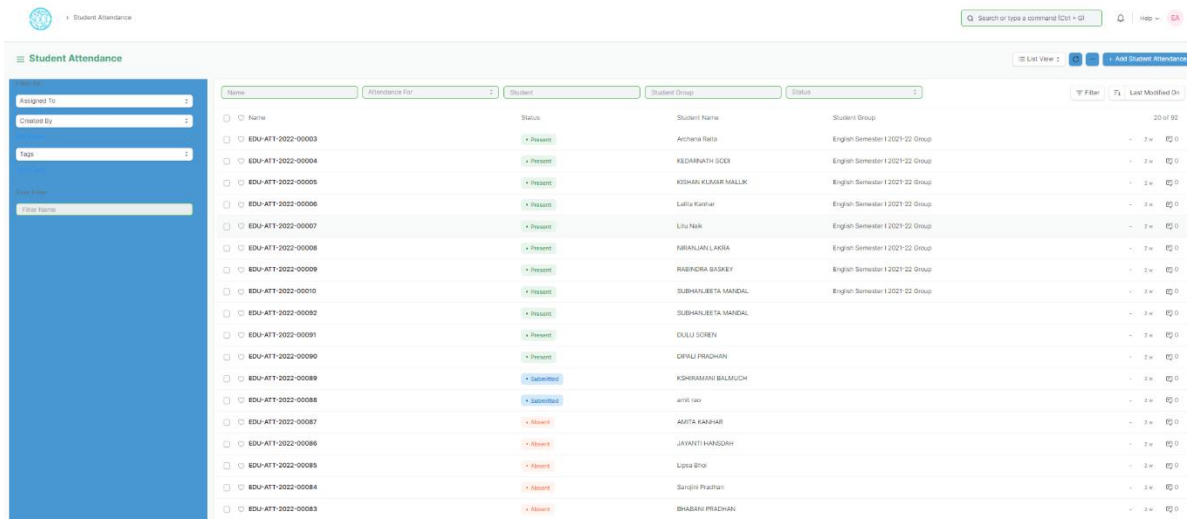
### 2.1 Student Attendance

The Student Attendance allows you to keep track and mark the attendance of a student for a day. Attendance records can be created against Students on a daily basis.

To access the Student Attendance process, go to:



## Home > Academics > Attendance and Leave Application > Student Attendance

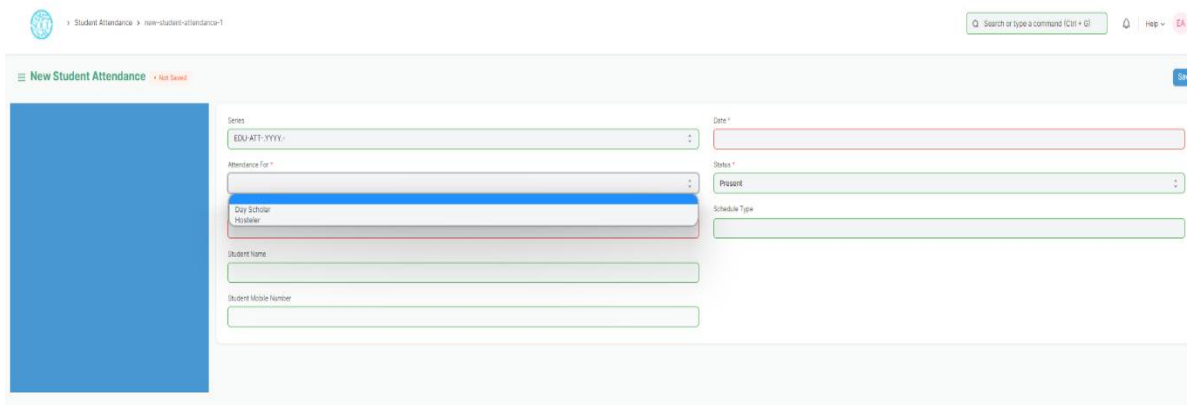


Name	Attendance For	Student	Student Group	Status	Last Modified On
<input type="checkbox"/> Name					20 of 92
<input type="checkbox"/> EDU-ATT-2022-00003		Present	Acharya Rishi	English Semester I 2021-22 Group	24 0
<input type="checkbox"/> EDU-ATT-2022-00004		Present	KEDARAKHIN SIDER	English Semester I 2021-22 Group	24 0
<input type="checkbox"/> EDU-ATT-2022-00005		Present	KISHAN KUMAR MALLIK	English Semester I 2021-22 Group	24 0
<input type="checkbox"/> EDU-ATT-2022-00006		Present	Latha Kumar	English Semester I 2021-22 Group	24 0
<input type="checkbox"/> EDU-ATT-2022-00007		Present	Litu Nair	English Semester I 2021-22 Group	24 0
<input type="checkbox"/> EDU-ATT-2022-00008		Present	NIRANJAN LAKSHI	English Semester I 2021-22 Group	24 0
<input type="checkbox"/> EDU-ATT-2022-00009		Present	RABINDRA BASKEY	English Semester I 2021-22 Group	24 0
<input type="checkbox"/> EDU-ATT-2022-00010		Present	SUBHANLEETA MANDEL	English Semester I 2021-22 Group	24 0
<input type="checkbox"/> EDU-ATT-2022-00012		Present	SUBHANLEETA MANDEL	English Semester I 2021-22 Group	24 0
<input type="checkbox"/> EDU-ATT-2022-00011		Present	OUULI SORREN	English Semester I 2021-22 Group	24 0
<input type="checkbox"/> EDU-ATT-2022-00010		Present	OPILLI PRADHAN	English Semester I 2021-22 Group	24 0
<input type="checkbox"/> EDU-ATT-2022-00019		On Leave	KSHIRAMANI BALMUCH	English Semester I 2021-22 Group	24 0
<input type="checkbox"/> EDU-ATT-2022-00018		On Leave	AKH JAK	English Semester I 2021-22 Group	24 0
<input type="checkbox"/> EDU-ATT-2022-00017		On Leave	AMITA KASHAB	English Semester I 2021-22 Group	24 0
<input type="checkbox"/> EDU-ATT-2022-00016		On Leave	JAYANTI HANSSOH	English Semester I 2021-22 Group	24 0
<input type="checkbox"/> EDU-ATT-2022-00015		On Leave	Lipsa Sinha	English Semester I 2021-22 Group	24 0
<input type="checkbox"/> EDU-ATT-2022-00014		On Leave	Sanjay Pradhan	English Semester I 2021-22 Group	24 0
<input type="checkbox"/> EDU-ATT-2022-00013		On Leave	BHABANI PRADHAN	English Semester I 2021-22 Group	24 0

### Prerequisites

Before creating a Student Attendance, it is advisable that you create the following first:

1. Student
2. Course Schedule
3. Student Group



### How to create a Student Attendance?

1. Go to the Student Attendance list and click on 'Add Student Attendance'.
2. Select and enter the Student.
3. Select and enter date and course.
4. Select and enter the Student Group and Course Schedule.
5. Set the Status to Present/Absent/On Leave.

Save and Submit.



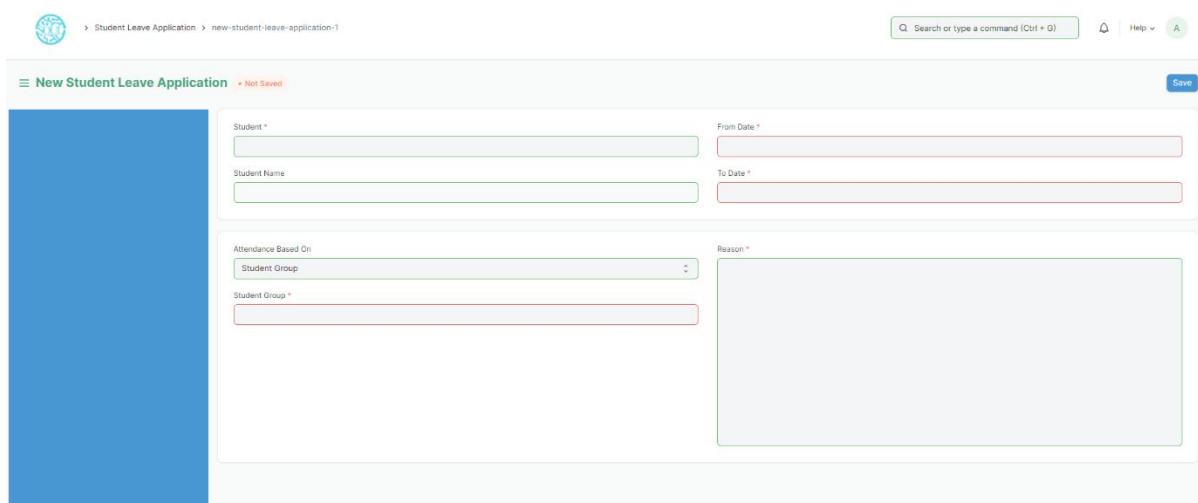
**\*\*Note:** The Attendance can be marked for the Exams and also the [Student Attendance Tool](#) can be used for bulk updation of the attendance. **\*\***

## 2.2 Student Leave Application

The Student Leave Application allows you to keep a track of leaves for a Student.

To access the Student Leave Application process, go to:

[Home](#) > [Academics](#) > [Attendance and Leave Application](#) > [Student Attendance](#)



### Prerequisites

Before creating a Student Leave Application, it is advisable that you create the following first:

1. [Student](#)
2. [Student Group](#)

### How to create a Student Leave Application? (From Student Login)

1. Go to the Student Leave Application list and click on 'Add Student Leave Application'.
2. Student details like Student Name, Student ID, Student Group will be auto-fetched.
3. Select and enter "From Date" and "To Date".
4. Select and enter Reason.
5. Save.

**\*\*Note:** The Attendance will be marked automatically**\*\***

## 3. Mentor-Mentee

Mentoring is a guidance system where one person (the mentor) imparts their knowledge, skills, and experiences with another person (the mentee or student). The goal of mentorship





is to help mentees learn skills and information that will help lead them to success in their careers. Mentors are available to offer and serve as a resource to the mentee whenever a need may arise.

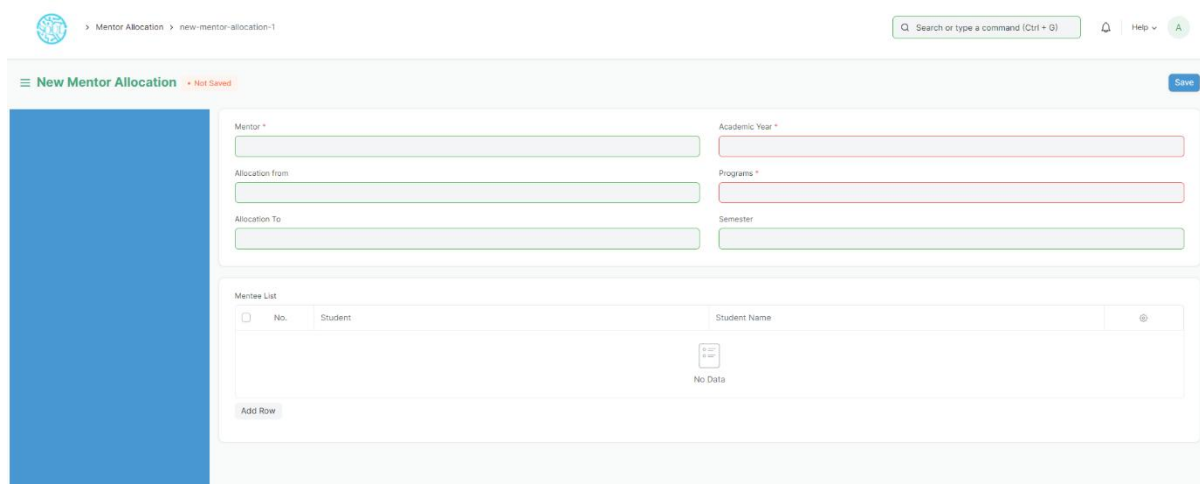
Mentoring is more than just sharing knowledge. Mentors help mentees identify their own goals and offer empowerment and encouragement to guide them to achieve their goals, or solve any challenges along the way. Mentors aren't intended to dictate how to do something, but rather, they are there to offer insight and support as their mentees develop their own methods during their career path.

### 3.1 Mentor Allocation

Mentor Allocation is a process in which Mentors (Instructors) are allocated to different student groups or students on various basis. It can either be a hostel mentor allocation or program wise allocation.

To access Mentor Allocation, go to:

[Home](#) > [Academics](#) > [Mentor-Mentee](#) > [Mentor Allocation](#)



### Prerequisite

1. [Student](#)
2. [Program](#)
3. [Semester](#)



## How to create Mentor Allocation?

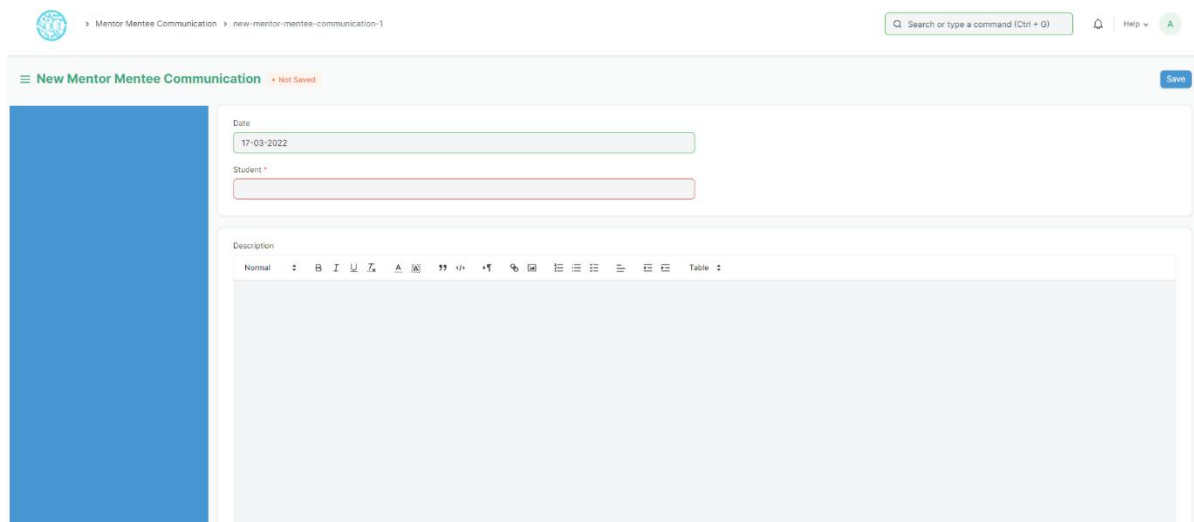
1. Click on add Mentor Allocation.
2. Select and add Mentor from the dropdown list.
3. Select and enter Academic Year.
4. Select and enter Program and Semester.
5. Select and enter the period in "Allocation from" and "Allocation to".
6. Select and enter the student in Mentee List.
7. Save and submit.

## 3.2 Mentor-Mentee Communication

As in any relationship where information is being shared on an on-going basis, you and your mentee need to interact and communicate effectively. Communicating accomplishes three basic things - It is used to get things done, to indicate feelings and thoughts, and to develop the relationship. In impersonal interactions, a minimum of these three things are accomplished. But in a mentoring relationship, the communication process should accomplish all three tasks.

To access Mentor Mentee Communication, go to:

[Home > Academics > Mentor-Mentee > Communication](#)



## Prerequisite

1. [Mentor Allocation](#)

## How to create Mentor-Mentee Communication?

1. Go to Communication, click on add Mentor Mentee Communication.
2. Select and enter the Student for whom communication is implemented.
3. The details regarding the student is auto-fetched.
4. Enter the details of the Communication in the Description Box.  
Save and submit.



## 4. Placement & Drives

Placement refers to the process of connecting the selected person and the employer in order to establish an ongoing employment relationship. It is the determination of the job to which an accepted candidate is to be assigned and his assignment to that job.

### 1. Placement Company

A placement agency is an organization or agency which connects candidates (fresher and experience) to employers (of companies looking for candidates to fill in their vacant positions). A candidate seeking for job can contact a placement consultant or can mail them resume/CV for any available job position matching the candidates profile. These placement consultants then contact back the candidates for any vacant jobs matching their qualifications and skills.

To access Placement Company, go to:

[Home](#) > [Academics](#) > [Placement & Drives](#) > [Placement Company](#)

The screenshot shows a web application interface for creating a new placement company. The breadcrumb trail at the top is 'Home > Academics > Placement & Drives > Placement Company'. The page title is 'New Placement Company' with a 'Not Saved' indicator. The form contains the following fields:

- Company Name \***: A text input field.
- About Company**: A large text area for describing the company.
- Belong to department**: A table with two columns: 'No.' and 'Department'. It contains one row with '1' in the 'No.' column. There are 'Add Row' and 'Edit' buttons.

At the top right of the form, there are 'Create' and 'Save' buttons.

### How to create a Placement Company?

1. Click on Add Placement Company.
2. Select and enter Company Name.
3. Select and enter about Company (if required).
4. Select and enter Department to which it can belong.
5. Save.
6. Select and enter Address of the Company in the “New Address”.
7. Select and enter Contact details in the “New Contact”.
8. Save.

### 2. Placement Drive



Placement drives are golden opportunities that every college student eagerly awaits. Colleges announce a particular period, mostly during the final year of graduation, for companies to visit for college hiring. These placement drives are often conducted over a long period including three important phases - pre campus placement, placement drive, and post-campus placement.

On-campus recruitment drive not only boosts the morale of the students but also provide a brand image to the college/institution. During an on-campus recruitment drive, the students have to face aptitude test, group discussions, technical interview and HR interview.

To access Placement Drive, go to:

[Home > Academics > Placement & Drives > Placement Drive](#)

The screenshot shows a web application interface for creating a new placement drive. The breadcrumb trail at the top is 'Home > Academics > Placement & Drives > Placement Drive'. The page title is 'New Placement Drive' with a 'Not Saved' status and a 'Save' button. The form includes the following fields:

- Title: Text input field.
- Posting Date: Text input field, pre-filled with '17-03-2022'.
- Placement Company: Text input field.
- Academic Year: Text input field.
- Academic Term: Text input field.
- Type of Drive: Dropdown menu.
- Location of Drive: Text input field.
- Application Start Date: Text input field.
- Application End Date: Text input field.
- Designations Position: Table with columns for Designation, No., and Position.

## How to create Placement Drive?

1. Go to and click on Add Placement Drive.
2. Select and enter Title.
3. Select and enter Type of Drive whether “In-campus” or “Off-Campus”.
4. Select and enter Placement Company.
5. Select and enter Application Start Date.
6. Select and enter Application End Date.
7. Select and enter Designation and No of Positions.
8. Select and enter the Programs and respective Semesters for which drive is to be conducted.
9. Select and enter Eligibility Criteria and Process of Placement.
10. Save and Submit.



### 3. Placement Block List

It depends whether the internship/placement offer is regular or not. If one rejects a regular offer after getting selected, then don't think the PAT office will trouble you much. In this case, you will be eligible for the rest of the placement drives of other companies.

The placement department has every right to debar a student from selected or further placement drives based on any disciplinary actions or complaints.

To go to Placement Block list, go to:

[Home](#) > [Academics](#) > [Placement & Drives](#) > [Placement Block List](#)

#### How to create Placement Block list?

1. Click on Add Placement Blocked Student
2. Select and enter Program and Semester.
3. Select and enter the Placement Drive from which the students are to be blocked.
4. Select and enter the student name in the Blocked Student table.
5. Save and Submit.

### 4. Placement Drive Application

Placement drives are golden opportunities that every college student eagerly awaits. Colleges announce a particular period, mostly during the final year of graduation, for companies to visit for college hiring. Placement drive application are filled by students who are applying for the respective company.

To go Placement Drive Application, go to:

[Home](#) > [Academics](#) > [Placement & Drives](#) > [Placement Drive Application](#)



## Prerequisites

1. [Placement Drive](#)

## How to create Placement Drive Application?

1. Go to Placement Drive Application, click on Add Placement Drive Application.
2. Select and enter Student.
3. Select and set the value for Naming Series.
4. The details of the Student are auto fetched accordingly.
5. Select and enter the Placement Drive.
6. Select and attach Resume.
7. Save and Submit.

## 5. Tools

### 5.1 Course Scheduling Tool

The Course Scheduling Tool allows you to create Course Schedules in bulk for the particular Course.

To access the Student Scheduling Tool process, go to:

[Home](#) > [Academics](#) > [Tools](#) > [Course Scheduling Tool](#)



The screenshot shows the 'Course Scheduling Tool' interface. At the top, there is a search bar with the text 'Search or type a command (Ctrl + G)' and a help icon. The main form is titled 'Course Scheduling Tool' and contains the following fields:

- Student Group \*
- Course \*
- Instructor \*
- Room \*
- Instructor Name
- From Time \*
- To Time \*
- Course Start Date \*
- Course End Date \*
- Day \*
- ☐ Reschedule

A 'Schedule Course' button is located at the top right of the form.

## Prerequisites

Before using Course Scheduling Tool, it is advisable that you create the following first:

1. Student Group
2. Instructor
3. Course
4. Class
5. Classroom

## How to use a Course Scheduling Tool?

1. Go to the Course Scheduling Tool.
2. Select and enter the Student Group.
3. Select and enter the Instructor who will be tutoring the students for the course.
4. Select and enter the Course from the drop down menu for which the schedule is being prepared.
5. Select and Enter the 'From Time' and 'To Time' for the course schedule.
6. Select and Enter the Start Date and End Date of the Course.
7. Select and Enter the Day.
8. Click on 'Schedule Course' Button.

**\*\*Note:** The system will create the course schedules if the classroom and Instructor are available and there is no conflict for the selected Student Group with other course schedules. **\*\***



## Rescheduling:

1. You can reschedule the course schedules created.
2. Check the 'Reschedule Checkbox and then click on 'Schedule Course'.
3. System will delete the existing Course Schedules for the particular Course within the mentioned Start Date and End Date and will create a new Course Schedules.

**\*\*The entries for all the Course Scheduling Tools are created in the Course Schedule Document. \*\***

## 5.2 Student Attendance Tool

The Student Attendance Tool allows you to bulk update the Attendance for Students based on Student Group and Course Schedule.

To access the Student Attendance Tool process, go to

[Home > Academics > Tools > Student Attendance Tool](#)

Student Attendance Tool

Based On: Student Group  
Group Based On: Batch  
Student Group: Batching Semester  
Academic Term: 2022-23  
Date: 18-03-2022

Attendance

Check all | Uncheck all | Mark Attendance

- ☐ 1 CHANESWAR MALLICK (STU-2022-00137)
- ☐ 2 PIRALI PRADHAN (STU-2022-00138)
- ☐ 3 KIRANJIT MAJHI (STU-2022-00139)
- ☐ 4 MALATI MAJHI (STU-2022-00140)
- ☐ 5 PRIYANKA MAJHI (STU-2022-00141)
- ☐ 6 PRANSHU MAJHI (STU-2022-00142)
- ☐ 7 REENA MAJHI (STU-2022-00143)
- ☐ 8 SHUBHANGI KUMAR (STU-2022-00144)
- ☐ 9 SOHAM CHAKRABORTY (STU-2022-00145)
- ☐ 10 SHIKANTA MAJHI (STU-2022-00146)
- ☐ 11 SUCHITHRA NARAYAN (STU-2022-00147)
- ☐ 12 SUDHANSU CHAKRABORTY (STU-2022-00148)
- ☐ 13 SUMITRA SINGH (STU-2022-00149)
- ☐ 14 TILOTAMA BHOWMIK (STU-2022-00150)
- ☐ 15 AMRITA JUNGHA (STU-2022-00151)

## Prerequisites

Before using Student Attendance Tool, it is advisable that you create the following first:

1. Student
2. Course Schedule
3. Student Group

## How to use a Student Attendance Tool?

Go to the Student Attendance Tool.





2. Select and Enter the 'Based On' from the drop-down menu
3. **Student Group**: Select and Enter 'Group Based On(Batch/Section/Activity/Course), Student Group, Academic Year and Date.
4. **Course Schedule**: Select and Enter Academic Year and Course Schedule.
5. Students will be automatically fetched.
6. Mark the Attendance.
7. Save.

The entries for all the Students' Attendance Tool is created in the Student Attendance Document.



Project Edulead

## USER MANUAL

### Student Lifecycle Management System

#### Module-Admission

February 2021,

Version 1.0



**Sustainable Outreach and Universal Leadership  
Limited**

**Sign off Date**

**Signature Client**

**Signature Consulting**



## Table of Contents

About this Manual .....	3
Education Settings .....	4
Education Configuration .....	5
Module 1: Admission .....	7
1. Masters.....	7
1.1 Department .....	7
1.2 Program Grade .....	8
1.3 Program .....	9
1.4 Semesters .....	11
1.5 Courses .....	12
1.6 Classroom .....	13
1.7 Academic Year .....	15
1.8 Academic Term .....	16
2. Student & Instructor.....	17
3. Admission Masters.....	30
4. Counselling.....	35
5. Application & Enrolment.....	36
6. Branch Change & Exchange Application.....	42
7. Fees.....	47
8. Tools.....	51
9. Reports.....	52



# About this Manual

This User Manual acts as a reference for ERP- EduLead by describing its various concepts and abilities, and by leading the user through the basics of EduLead software. It also provides a detailed reference for all of the EduLead SLCM (Student Lifecycle Management) functionalities.

The User Manual describes all the processes and functionalities regarding various modules and its abilities to conduct the smooth transactions and integrations within the modules.

The software EduLead is an open-source, easy to use and customize, actively maintained, economical and well supported.

Throughout this manual it is assumed that the reader has a working knowledge of about Student Lifecycle Management and basic computer skills and knows how to:

- ❖ Use keyboard and mouse
- ❖ Use web browsers to access the EduLead website
- ❖ Locate, open and save data files.
- ❖ Edit, cut, paste and text.

The SLCM consists of 3 Modules mainly:

1. Admission
2. Academics
3. Examination

This User Manual consists of the **Admission Module** for End User reference and guidance. The manual describes how to use the Standard interface. As mentioned, it contains instructions that the users must follow during the operation and servicing of **EduLead**. Diverting from the workflow as mentioned in the user manual may result in errors and non-functioning of the software EduLead. It is advisable that the end users must abide by the instructions as mentioned in the user manual.



## Education Settings

The Education Settings will allow you to do a basic setup for your Institute wherein you can define the Academic Year, Academic Term, and other defaults for your EduLead account.

These configuration settings will have an impact throughout the module.

To access Academic term, go to:

> Education Settings

Search or type a command (Ctrl + G)

Help

---

## Education Settings

**Navigation**

- + Add New
- + Attachments
- + Attach File
- + Reviews
- + Shared With

FOLLOW

**Current Academic Year**

2021-22

**Current Academic Term**

2021-22 (SEMESTER I)

**Attendance Freeze Date**

**Instructor Records to be created by**

Full Name

**Learning Management System Settings**

☐ Enable Learning Management System

[Home](#) > [Admission](#) > [Settings](#) > [Education Settings](#)

## Steps to configure Education Settings

1. Select the current Academic Year. This will become the default Academic Year throughout your account.
2. Select the current Academic Term. This will become the default Academic Term throughout your account.
3. Select the Attendance Freeze date. Any attendance captured after the Attendance Freeze Date would not be valid.
4. Select how you want the Instructor Records to be created, using Full Name, using Naming series or using Employee Number.

5. **Instructor Record to be created by:** You can select how you want the Instructor Records to be created in your EduLead system, whether it should be by Full Name, by Naming series, or by Employee Code.

## Configuring Properties

1. **Validate Batch for Students in Student Group:** When adding students to a student group via Batch, the system will verify whether the student belongs to that batch or no, and if the same has not happened, an error will be shown while saving the Student Group.
2. **Validate Batch for Students in Student Group:** When adding students to a student group via Course, the system will verify whether the student is enrolled to that course or no, and if the same has not happened, an error will be shown while saving the Student Group.
3. **Make Academic Term Mandatory:** When enabled, this option will ensure that while creating a Program Enrollment via the [Program Enrollment Tool](#), the user has to enter the Academic Term.
4. **Skip User Creation for New Student:** Whenever a new student is created, by default a User is created against it. If this option is enabled, no new User will be created when a new Student is created.

## Education Configuration

The Education Configuration will allow you to do a basic setup for your Institute wherein you can define the Student Registration Naming for Admission process, Seat Reservation based on Category, Exam Fees and other defaults for your EduLead account.

These configuration settings will have an impact throughout the module.

To access Academic term, go to:

[Home](#) > [Admission](#) > [Settings](#) > [Education Configuration](#)



## Steps to configure Education Settings

1. Select the current Academic Year format such as **academic\_year.-.#####**. This will become the default Naming Options for Student Registration Naming.

Naming Options can be defined in various ways such as:

- **field: [fieldname]** - By Field
  - **naming\_series:** - By Naming Series (field called naming\_series must be present)
  - **Prompt** - Prompt user for a name
  - **[series]** - Series by prefix (separated by a dot); for example, **PRE.#####**
  - **format: MM.-.fieldname1.-.{#####}** - Replace all braced words (fieldnames, date words (DD, MM, YY), series) with their value.
2. Select the Seat Reservation based on Category. This will become the various categories based on which Admission shall be conducted.
  3. The Categories that can be implemented are:
    - Student Category
    - Gender
    - Physically Disabled
  4. Select if Exam Fees applicable or not



# Module 1: Admission

## 1. Masters

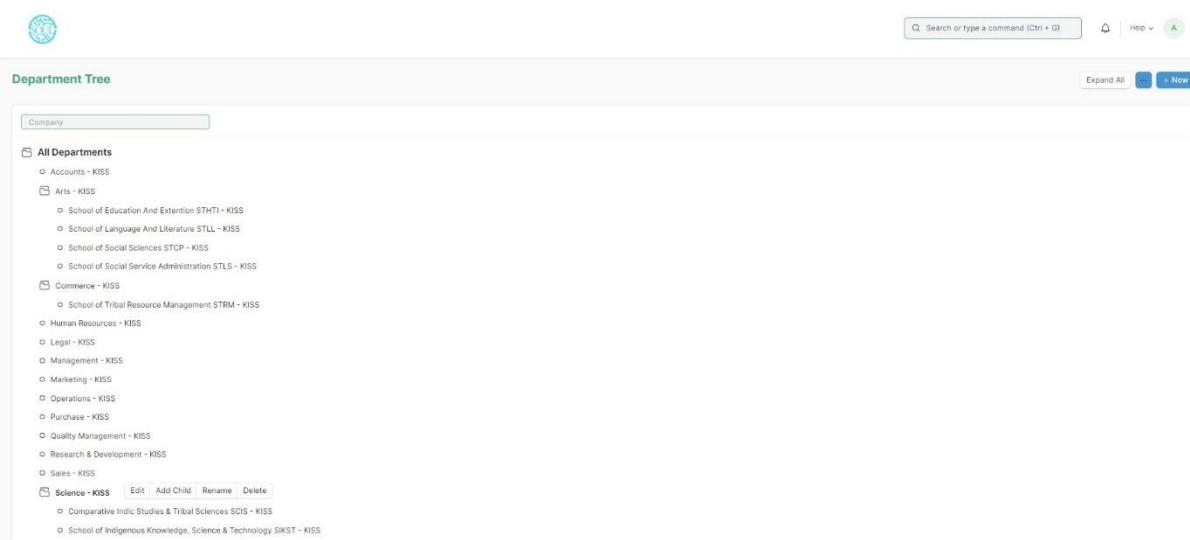
### 1.1 Department

A Department is a specialized functional area or a division within an organization.

You can configure the Departments in your organization, set Leave Block List, and also Leave and Expense Approvers for the same.

To access Department, go to:

[Home](#) > [Admission](#) > [Masters](#) > [Department](#)



Department is a tree-structured master, which means you can create parent departments and sub-departments as shown below:

### Prerequisites

Before creating a Department, it is advisable you create the following documents:

- Company
- Leave Block List





## How to create a Department?

1. Go to the Department list, click on New.
2. Enter Department name.
3. Select Company name.
4. Select “[Is Group](#)” and “[Is Stream](#)” if there are any child department under the parent department.
5. Select Leave Block List (optional) applicable for this department.
6. Save.

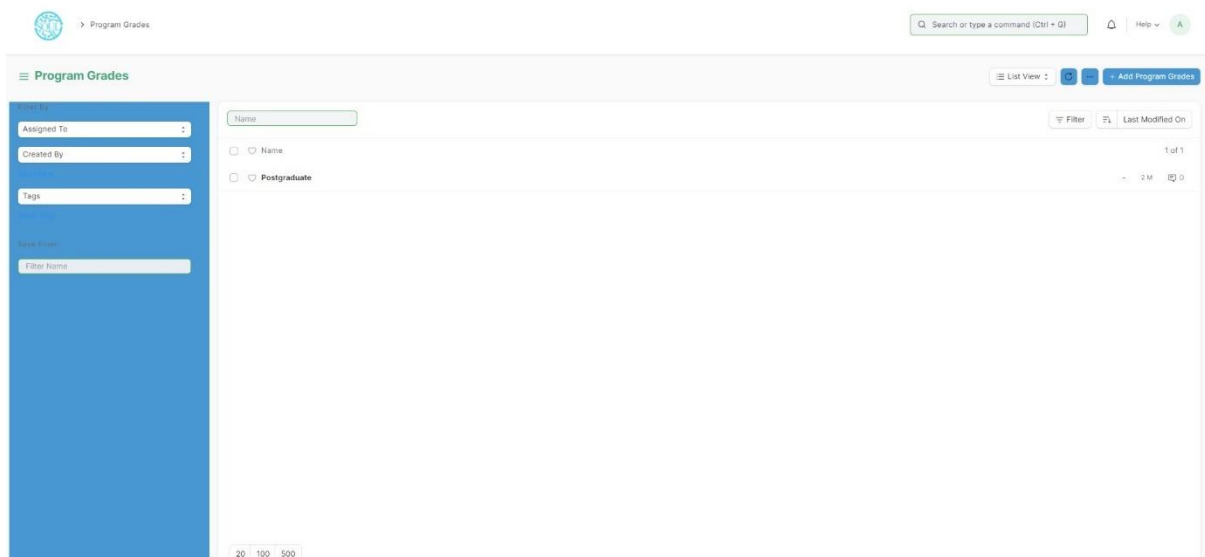
### 1.2 Program Grade

A Program Grade is a specialized functional area or a division within the Department.

You can add Program Grade, modify and Programs can be linked to it.

To access Program Grade, go to:

[Home](#) > [Admission](#) > [Masters](#) > [Program Grade](#)



## How to create a Program Grade?

- a) Go to Program Grade list, click on Add Program Grade.
- b) Enter Program Grade Name
- c) Save.



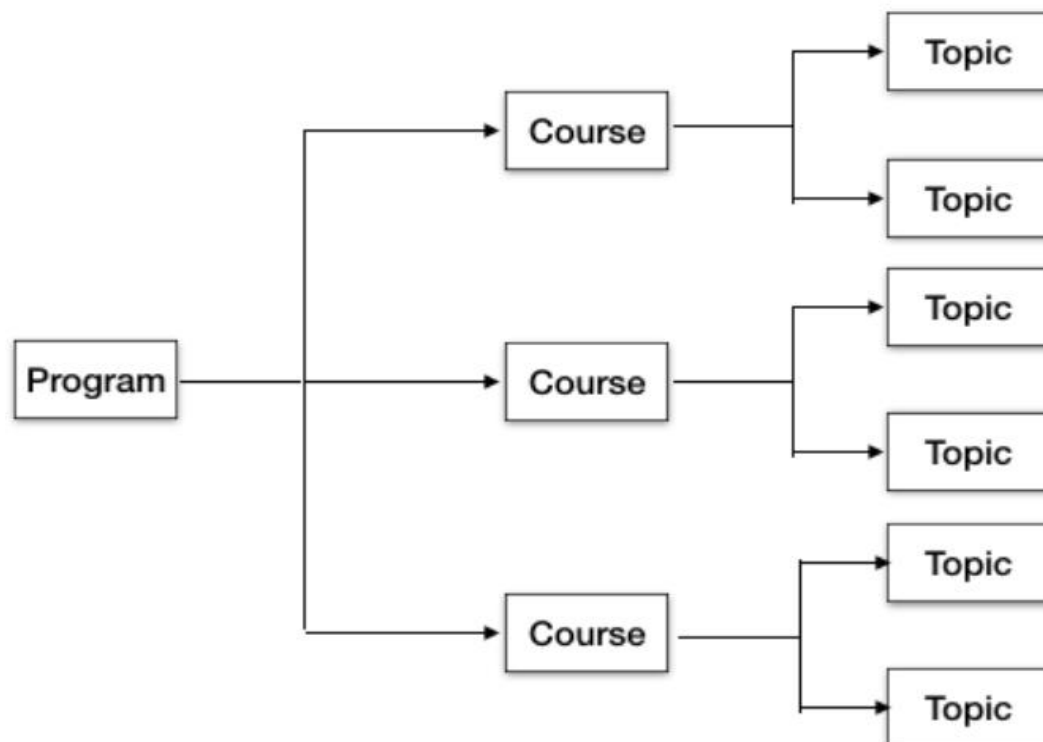
The following are the various forms where Program Grade is a relevant field:

1. Student Admission
2. Student Applicant
3. Programs
4. Student Reregistration Tool
5. Counselling Structure
6. Program Enrollment

### 1.3 Program

A Program will have an educational curriculum defined by your institute to streamline the learning process and goals in each subject or course.

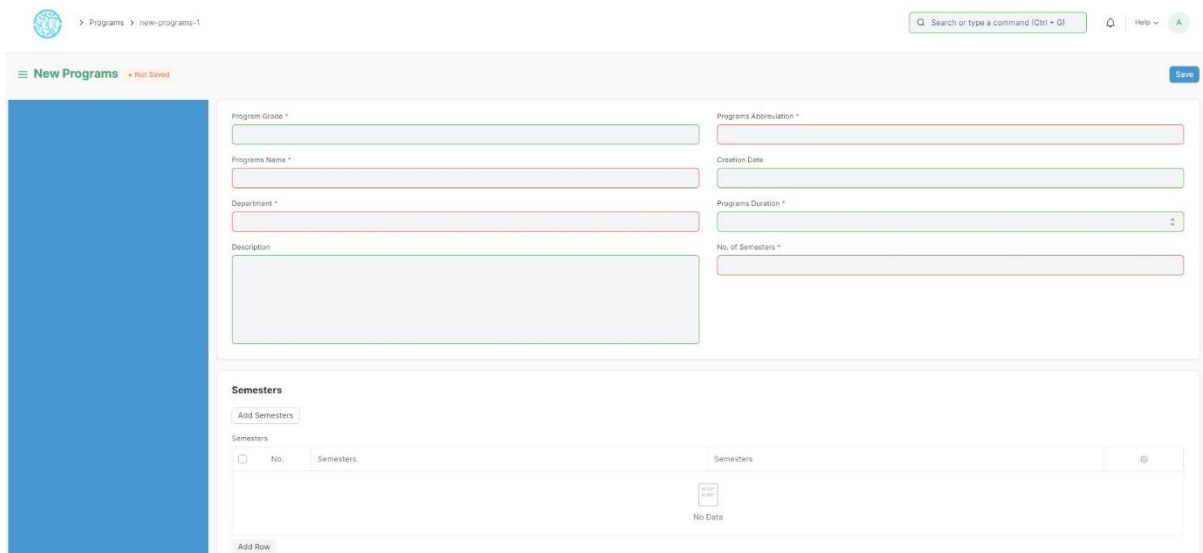
For example, Economics Major would be a Program taught at an institution that will have



various courses within.

To access the Program list, go to:

Home > Admission > Masters > Program



## Prerequisites

To create a New Program, it is advised to create the following first:

1. Department
2. Course

## How to create a new Program?

1. Go to the Program list and click on New.
2. Enter the Program Name and the Program Abbreviation.
3. Select the Department for the Program.
4. Select and add the courses within the Program.
5. Save.

\*Description: Add the description of the Program which you want to be visible on the portal\*.



## 1.4 Semesters

A semester is individual part of a program. A semester system divides the academic year into different sessions which have various course enrollments enlisted in them.

For example, a program in Computer Science in B. Tech can consists of 4 semesters.

To go to Semesters, go to:

[Home](#) > [Admission](#) > [Masters](#) > [Semesters](#)

The screenshot shows a web application interface for creating a semester. The breadcrumb trail is 'Home > Admission > Masters > Semesters'. The page title is 'Master of Arts in History With Specialisation in Tribal Culture, Philosophy and Eco-spiritualism Semester I'. The form includes a sidebar with a 'Mo' logo and a 'FOLLOW' button. The main content area has a 'Connections' section with links for 'Admission and Enrollment', 'Student Activity', 'Fee', and 'Criteria Wise Evaluation'. Below this are input fields for 'Department' (School of Social Sciences STCP - KISS), 'Programs' (Master of Arts in History With Specialisation in Tribal Culture, Philosophy and Eco-spiritualism), 'Semester Order' (0), and 'Semester Abbreviation'. At the bottom is a 'Courses' table with one row: CRS-01091 Indian Historiography.

No.	Course	Course Name	Mandatory	Modes	
1	CRS-01091	Indian Historiography		Theory	Edit

## Prerequisites

To create a New Semester, it is advised to create the following first:

1. Program

## How to create a new Semester?

1. Method 1:
  - a. Upon saving the Program we can add Semesters in the Semesters table and save the Program.
  - b. The semesters get automatically saved and linked with the respective programs.
2. Method 2:
  - a. Go to the Semester list and click on add Semester.
  - b. Select and enter the Semester Name.
  - c. Select and enter Program.
  - d. Select and enter the Semester Abbreviation.
  - e. Select and add courses if required.
  - f. Save.



## 1.5 Courses

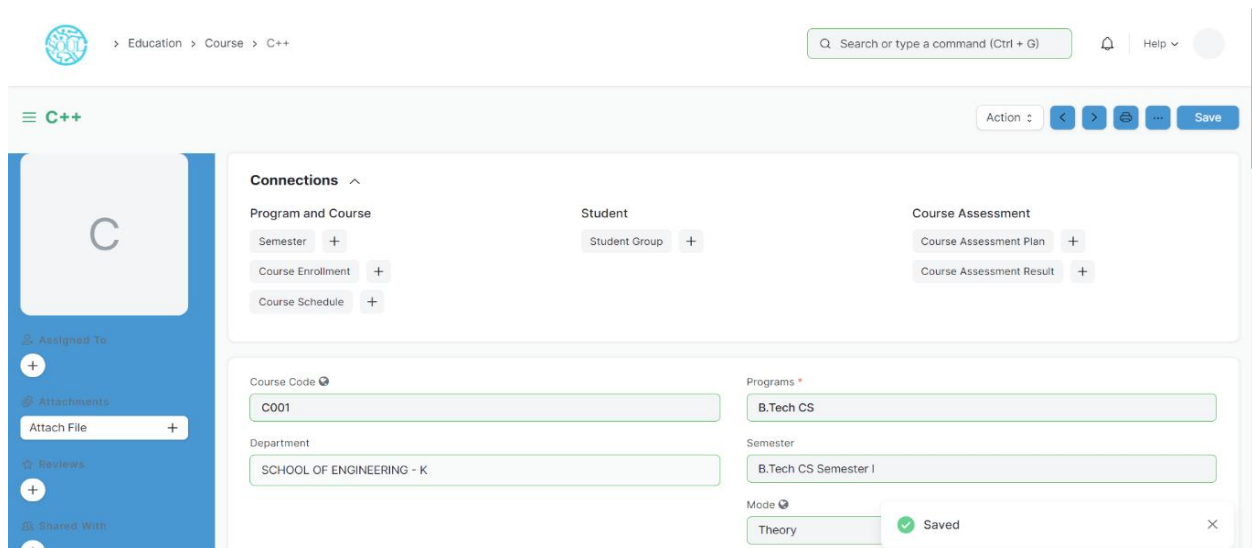
A course can be considered as a subject or a part of an educational program which is to be taught for a term.

For example, if for a particular term, Economics Major is a program taught in the institute, then Mathematical Methods for Economics would be a Course covered under the program.

A course will have a set of topics that are to be covered under its scope.

To access the course list, go to:

[Home](#) > [Admission](#) > [Masters](#) > [Course](#)



The screenshot shows the 'Course' creation page in a web application. The breadcrumb trail at the top is 'Home > Admission > Masters > Course'. The page has a search bar and a 'Help' link. On the left, there is a sidebar with a 'C++' icon and a list of actions: 'Assigned To', 'Attachments', 'Attach File', 'Reviews', and 'Shared With'. The main content area is titled 'Connections' and contains three sections: 'Program and Course' with fields for 'Semester', 'Course Enrollment', and 'Course Schedule'; 'Student' with a 'Student Group' field; and 'Course Assessment' with fields for 'Course Assessment Plan' and 'Course Assessment Result'. Below these, there are input fields for 'Course Code' (C001), 'Department' (SCHOOL OF ENGINEERING - K), 'Programs' (B.Tech CS), 'Semester' (B.Tech CS Semester I), and 'Mode' (Theory). A 'Save' button is at the bottom right, and a 'Saved' confirmation message is displayed.

## Prerequisites

Before creating a course, it is advised to create:

1. Department
2. Topics

## How to create a course?

1. Go to Course List and click on New.
2. Enter the Course Name.
3. Select the Department under which this course is being made.
4. Add the Topics. You can also create the topics from here itself.
5. Add the Description for the course.
6. Save.



## Course Evaluation

For every new Course a User can have an Evaluation setting where in they can define the criteria based on which the students will be assessed for the course.

1. Default Grading Scale: A default [Grading Scale](#) can be set up for the course, wherein you can define what would be the achievement level of the student based on the scores they earn for a course.
2. Assessment Criteria: You can define the [Criteria-wise Evaluation](#) for this course wherein based on the different parameters of assessment, the student's understanding of the subject would be assessed.

## More Actions

Once the course has been created, the following documents can be created from the course, which will later be linked to the course.

- a. [Program](#)
- b. [Student Group](#)
- c. [Course Schedule](#)
- d. [Evaluation Plan](#)

## 1.6 Classroom

Classroom refers to a tutoring space which can be set as the venue for courses or examinations.

[Examples of a room are Examination Halls, Classrooms, or Labs. The Room will have details like Room number and Room Capacity.](#)

To access Room, go to:

[Home](#) > [Admission](#) > [Masters](#) > [Classroom](#)



Education > Room

Search or type a command (Ctrl + G)

Room

List View

Filter

Assigned To

Created By

Tags

Filter Name

Name	Room Name	Room Number	Seating Capacity	Name	Last Modified On
<input type="checkbox"/> Room Name					20 of 71
<input type="checkbox"/> LT-998	LT-998	128		HTL-ROOM-2021-00434	now 0
<input type="checkbox"/> TEST ROOM	TR-101	200		HTL-ROOM-2021-00433	3 w 0
<input type="checkbox"/> Test_Siffon_Room1				HTL-ROOM-2021-00432	2 M 0
<input type="checkbox"/> Test_Room	12	100		HTL-ROOM-2021-00431	3 M 0
<input type="checkbox"/> R-404	R-404	128		HTL-ROOM-2021-00430	3 M 0
<input type="checkbox"/> R-Anth Lab				HTL-ROOM-2021-00429	3 M 0
<input type="checkbox"/> LT - 491	LT - 491	100		HTL-ROOM-2021-00428	3 M 0
<input type="checkbox"/> LT - 413	LT - 413	128		HTL-ROOM-2021-00427	3 M 0

## How to create a Room?

1. Go to the Room list and click on New.
2. Add the name of the room.
3. Add the Room Number for the selected room.
4. Enter the Seating capacity for the room.

Education > Room > HTL-ROOM-2021-00434

Search or type a command (Ctrl + G)

LT-998

Assigned To

Attachments

Attach File

Reviews

Shared With

Tags

Add a tag

0 0 FOLLOW

Connections

Course

Course Schedule

Course Assessment

Course Assessment Plan

Room Name \*

LT-998

Room Number

LT-998

Seating Capacity

128

Save

Added

Add a comment

## Other Actions

A Room can be further linked to a [Course Schedule](#).



## 1.7 Academic Year

An academic year is a period which the Educational Institutes, Schools and Universities use to measure a quantity of study.

The Academic year form have the Start and End date for the Academic year. Within an Academic Year, you can have multiple Academic Terms. An academic Year can be further liked to a [Student Group](#), which can be created from an Academic Year.

If the Academic Year has been specified in the [Education Settings](#), then it will become the default Academic Term in all the forms and will be editable if required.

To go to Academic Year, go to:

[Home](#) > [Admission](#) > [Masters](#) > [Academic Year](#)

The screenshot displays the 'Academic Year' management page. On the left, a sidebar offers filtering options: 'Assigned To', 'Created By', 'Tags', and a 'Save Filter' section. The main area features a table with columns for 'Name', 'Year Start Date', 'Year End Date', and 'Name'. The table lists academic years from 2018-19 to 2024-25. Each row includes a checkbox, a heart icon, and a 'Last Modified On' timestamp. The top navigation bar indicates the current location: Home > Admission > Masters > Academic Year.

Name	Year Start Date	Year End Date	Name	Last Modified On
<input type="checkbox"/> 2014-15			2014-15	4 M
<input type="checkbox"/> 2024-25			2024-25	4 M
<input type="checkbox"/> 2023-24			2023-24	5 M
<input type="checkbox"/> 2022-23			2022-23	5 M
<input type="checkbox"/> 2021-22			2021-22	5 M
<input type="checkbox"/> 2019-20			2019-20	6 M
<input type="checkbox"/> 2020-21			2020-21	7 M
<input type="checkbox"/> 2018-19			2018-19	7 M

The following are the various forms where Academic Year is a relevant field:

1. Student Log
2. Student Group
3. Student Applicant
4. Student Admission
5. Program Enrollment
6. Assessment Plan
7. Assessment Result
8. Assessment Criteria





9. Fees
10. Fee Schedule
11. Fee Structure
12. Fee Category
13. Course Schedule

## 1.8 Academic Term

An Academic Term would become a part of the Academic Year, during which the Institute will assess its students on the curriculum defined for that term. It could be a Quarter, Trimester or a Semester.

To access Academic term, go to:

[Home](#) > [Admission](#) > [Masters](#) > [Academic Term](#)

The screenshot shows the 'Academic Term' management page. The sidebar on the left includes filters for 'Assigned To', 'Created By', and 'Tags'. The main content area features a table with the following columns: Name, Academic Year, Term Start Date, Term End Date, and Name. The table lists several academic terms for the year 2021-22, including '2021-22 (Semester 1)', '2021-22 (Semester 4)', '2021-22 (Semester 3)', '2021-22 (+3 1st sem)', '2021-22 (2021-22(Semester II))', '2021-22 (BBA 1st year)', and '2021-22 (Soul\_Program 1st year)'. The table also shows the number of items per page (20, 100, 500) and a '7 of 7' indicator.

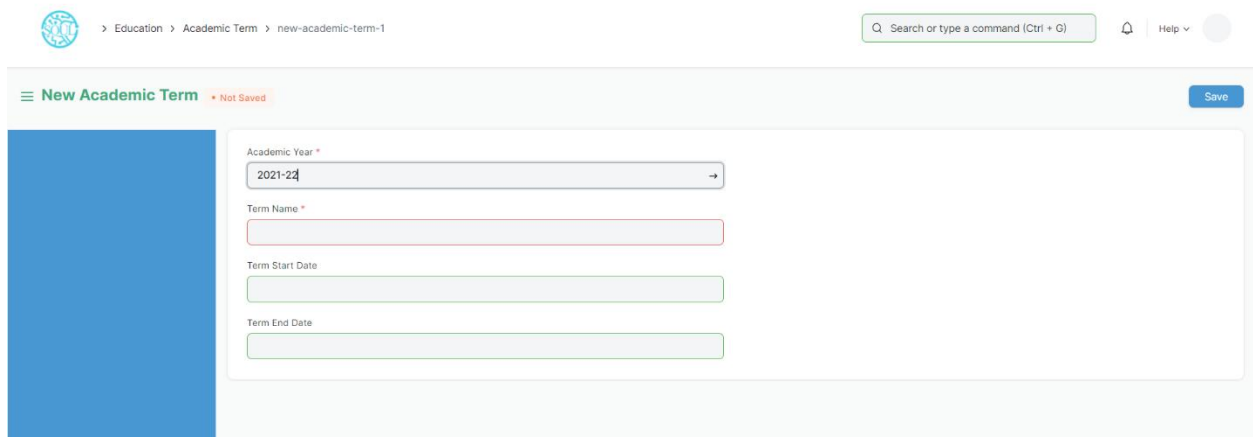
The Academic term form in EduLead enables you to create academic terms within in an Academic Year. Based on the term schedule enter the start and end date for the schedule and generate the Academic Term.

If the Academic Term has been specified in the [Education Settings](#), then it will become the default Academic Term in all the forms and will be editable if required.



The following are the various forms where Academic Term is a relevant field:

1. Student Log
2. Student Group
3. Student Applicant
4. Student Admission
5. Program Enrollment
6. Assessment Plan
7. Assessment Result
8. Assessment Criteria
9. Fees
10. Fee Schedule
11. Fee Structure
12. Fee Category
13. Course Schedule



The screenshot shows a web application interface for creating a new academic term. At the top, there is a breadcrumb trail: > Education > Academic Term > new-academic-term-1. A search bar on the right contains the text 'Search or type a command (Ctrl + G)'. Below the breadcrumb, the page title is 'New Academic Term' with a red 'Not Saved' indicator and a blue 'Save' button. The form itself is a light gray box with a blue sidebar on the left. It contains four input fields: 'Academic Year \*' with a dropdown menu showing '2021-22', 'Term Name \*' with a red border, 'Term Start Date' with a green border, and 'Term End Date' with a green border.

## 2. Student & Instructor

### Student

The Student document will hold all the data of any Student in your Academy like their Personal Information, Photo, Date of Birth, Address, etc.



This form will also contain any additional details like the Student's Guardian and Sibling details.

The student is enrolled in a Program when the application is approved. Once the enrollment is done the Student Applicant status is update to Admitted.

To access Student, go to:

[Home](#) > [Admission](#) > [Student & Instructor](#) > [Student](#)

Name	Title	Status	Joining Date	Name
<input type="checkbox"/> ♥ Title		Enabled	03-11-2021	EDU-STU-2021-00856
<input type="checkbox"/> ♥ Deepak Mohapatra		Enabled	03-11-2021	EDU-STU-2021-00855
<input type="checkbox"/> ♥ Ananya Pandey		Enabled	03-11-2021	EDU-STU-2021-00854
<input type="checkbox"/> ♥ Amarjit Pradhan		Enabled	03-11-2021	EDU-STU-2021-00853
<input type="checkbox"/> ♥ Jeff Bezos		Enabled	03-11-2021	EDU-STU-2021-00852
<input type="checkbox"/> ♥ Sundar Pichai		Enabled	03-11-2021	EDU-STU-2021-00851
<input type="checkbox"/> ♥ Subhajit Saha		Enabled	27-10-2021	EDU-STU-2021-00848
<input type="checkbox"/> ♥ Abhishek Adhikari		Enabled	27-10-2021	EDU-STU-2021-00849
<input type="checkbox"/> ♥ Nehal Kumar		Enabled		

## Prerequisites

Before creating a student, it is advised to create the following first:

- User (If Applicable)

## How to create a New Student?

1. Go to the student list and click on New.
2. Enter the First Name, Middle Name and Last Name of the student.
3. Enter other details like Student Email Address, User ID (If Applicable) and Joining Date.
4. Save.



## Features

Apart from the aforementioned details, some additional details of the student that can be captured are as follows:

### I. Personal Details

Personal details of the Student like their Date of Birth, Gender, Blood Group, and Nationality can be added here.

### II. Home Address

The address of the student, along with the City, State, and Pin code can be captured here. Two address lines can be captured for each student.

### III. Guardian Details

The details of the student's guardian and their relationship with the student can be captured here. You can create a Guardian from here itself, or create a guardian first and then create the Student.

### IV. Sibling Details

This section will have all the details of the Student's Siblings. You can select if the sibling is studying in the Same Institute or no. If the Sibling is also a student of your institute, you will



be required to enter their Student ID, if not, you can enter the name of the Institution they are associated with. Their academic details like Program and personal details like Gender and Date of Birth can also be captured.

## V. Exit Details

The Student's exit details can be captured here, like their Date of Leaving, and Leaving Certificate Number as captured in your institute's records can be captured. Further, you can also enter the Reason for Leaving in here.

\*\*\*Note: On top of the student form, there is an 'Enabled' checkbox using which the student by default would always be enabled. Once you have recorded the Student's Exit Details, you must uncheck this box to disable the student.

## VI. After Saving

Once you save the Student Form, the student gets created in the system and you will be able to link this document to other documents related to Admission, Assessment, Attendance, Student Activity, Student LMS Activity, and Fees. Further, you will also be able to see a dashboard that will indicate their activities throughout the year.

## Other actions

Once a student is created in the system, you can also view the Accounting Ledger, which will show a report of all the payments made by the student.

## Related Topics

- I. [Guardian](#)
- II. [Student Group](#)
- III. [Student Attendance](#)
- IV. [Program](#)
- V. [Course](#)



## Instructor

An instructor is a teacher, tutor, or a professor that will be responsible for teaching a particular topic or course to the students.

This document can be used to maintain the Instructor Log in the form of a list of topics/courses covered by the Instructor. This log will have the entire history of the courses taught by the Instructor.

To access the instructor list, go to:

[Home](#) > [Education](#) > [Masters](#) > [Instructor](#)

The screenshot displays the 'Instructor' management page. On the left is a sidebar with filter options: 'Assigned To', 'Created By', 'Tags', and a 'Filter Name' input field. The main area shows a table of instructors. The table has columns for 'Name', 'Instructor Name', 'Employee', 'Status', 'Department', and 'Name'. The 'Status' column shows 'Active' for all listed instructors. The 'Department' column lists various departments like 'School of Tribal Res...' and 'School of Comparat...'. The 'Name' column shows the full name of each instructor. At the top right, there is a search bar and a '+ Add Instructor' button.

Name	Instructor Name	Employee	Status	Department	Name
<input type="checkbox"/>	<input type="checkbox"/>	Instructor Name	Employee	Status	Department
<input type="checkbox"/>	<input type="checkbox"/>	Namaswinee Dash	HR-EMP-00144	Active	School of Tribal Res...
<input type="checkbox"/>	<input type="checkbox"/>	Ankita Rath	HR-EMP-00106	Active	Ankita Rath
<input type="checkbox"/>	<input type="checkbox"/>	Sasanka Prusty	HR-EMP-00077	Active	Sasanka Prusty
<input type="checkbox"/>	<input type="checkbox"/>	Amarendra Bhuyan	HR-EMP-00145	Active	School of Tribal Res...
<input type="checkbox"/>	<input type="checkbox"/>	Udayan Mohanty	HR-EMP-00066	Active	Udayan Mohanty
<input type="checkbox"/>	<input type="checkbox"/>	Annada Shankar Dash		Active	School of Tribal Res...
<input type="checkbox"/>	<input type="checkbox"/>	Dr. Parikshita Khatua	HR-EMP-00140	Active	School of Tribal Res...
<input type="checkbox"/>	<input type="checkbox"/>	Mitali Sahoo		Active	School of Comparat...

## Prerequisites

Before creating an instructor, it is advisable to first create the following:

1. Employee
2. Department
3. Academic Year
4. Academic Term
5. Program
6. Course
7. Student Group



## How to create an Instructor?

1. Click on New Instructor.
2. Select the Employee ID/Employee Name for the Instructor.
3. Select the Department for which you are creating an Instructor.
4. Save.

The screenshot shows the 'Namaswinee Dash' interface. At the top, there's a breadcrumb trail: > Education > Instructor > Namaswinee Dash. A search bar on the right says 'Search or type a command (Ctrl + G)'. Below the breadcrumb, the page title 'Namaswinee Dash' is followed by a status 'Active'. On the left, there's a sidebar with a blue header and several icons: a plus sign, a document with a plus sign, a magnifying glass, a person, a gear, and a tag. The main content area has a header 'This is based on the course schedules of this instructor'. Below this, there's a 'Connections' section with two columns: 'Course and Course Assessment' and 'Students'. Under 'Course and Course Assessment', there are buttons for 'Course Schedule' and 'Course Assessment Plan'. Under 'Students', there's a button for 'Student Group'. Below the connections, there's a form for creating an instructor. It includes fields for 'Instructor Name \*' (filled with 'Namaswinee Dash'), 'Status' (a dropdown menu with 'Active' selected), 'Employee' (filled with 'HR-EMP-00144'), 'Department' (a dropdown menu with 'School of Tribal Resource Management (STRM) - K' selected), and 'Gender' (filled with 'Female'). At the bottom, there's a section titled 'Instructor Log'.

## Features

### ❖ Instructor Log

- Academic Year: The Academic Year for which the Instructor is created.
- Academic Term: The Academic Term for which the Instructor is created.
- Department: The department to which the Instructor belongs to.
- Program: The Program for which the Instructor Log is being made.
- Course: The course for which the Instructor Log is being made.
- Student Group: The Student Group for which the user is making the Instructor Log.
- Other Details: Any other details regarding the Instructor Log can be recorded here.



## ❖ After Submitting

Once the Instructor and Instructor Log is saved, you can create the following from there:

1. [Student Group](#)
2. [Course Schedule](#)
3. [Assessment Plan](#)

\*\*\*Note: While creating an Evaluation Plan from the Instructor, the user can select whether the Instructor has to be kept as a Moderator or as an Paper Setter for the Evaluation plan.

## Guardian

Guardian allows you to record the details of the Guardians of a Student.

Every student can have multiple guardians like Father, Mother, Brother, or Sister.

To access Guardian, go to:

[Home](#) > [Education](#) > [Student](#) > [Guardian](#)

The screenshot shows the 'Guardian' management page. At the top, there's a breadcrumb trail: Home > Education > Guardian. A search bar is present with the placeholder 'Search or type a command (Ctrl + G)'. Below the breadcrumb, the page title 'Guardian' is displayed. On the left, there's a sidebar with filter options: 'Filter By' (Assigned To, Created By, Tags), 'Save Filter' (Filter Name), and 'Show Saved'. The main area shows a table of guardians. The table has columns for Name, Email Address, Mobile Number, and Name. The table lists several guardians, including 'Demo Parent 2', 'Demo Parent 1', 'AK Kujur', 'Idjkc', 'asha dey', 'DUKHI PRADHAN', 'NAYINGA PRADHAN', and 'MUTAI PEDENTI'. Each row has a checkbox, a heart icon, and a 'Last Modified On' timestamp.

Name	Email Address	Mobile Number	Name	Last Modified On
<input type="checkbox"/> Guardian Name				20 of 660
<input type="checkbox"/> Demo Parent 2			EDU-GRD-2021-00660	- 2 M 0
<input type="checkbox"/> Demo Parent 1			EDU-GRD-2021-00659	- 2 M 0
<input type="checkbox"/> AK Kujur			EDU-GRD-2021-00658	- 3 M 0
<input type="checkbox"/> Idjkc			EDU-GRD-2021-00657	- 4 M 0
<input type="checkbox"/> asha dey			EDU-GRD-2021-00656	- 4 M 0
<input type="checkbox"/> DUKHI PRADHAN			EDU-GRD-2021-00655	- 4 M 0
<input type="checkbox"/> NAYINGA PRADHAN			EDU-GRD-2021-00654	- 4 M 0
<input type="checkbox"/> MUTAI PEDENTI			EDU-GRD-2021-00653	- 4 M 0

## Prerequisites

Before creating a Guardian, it is advised to create the following first:

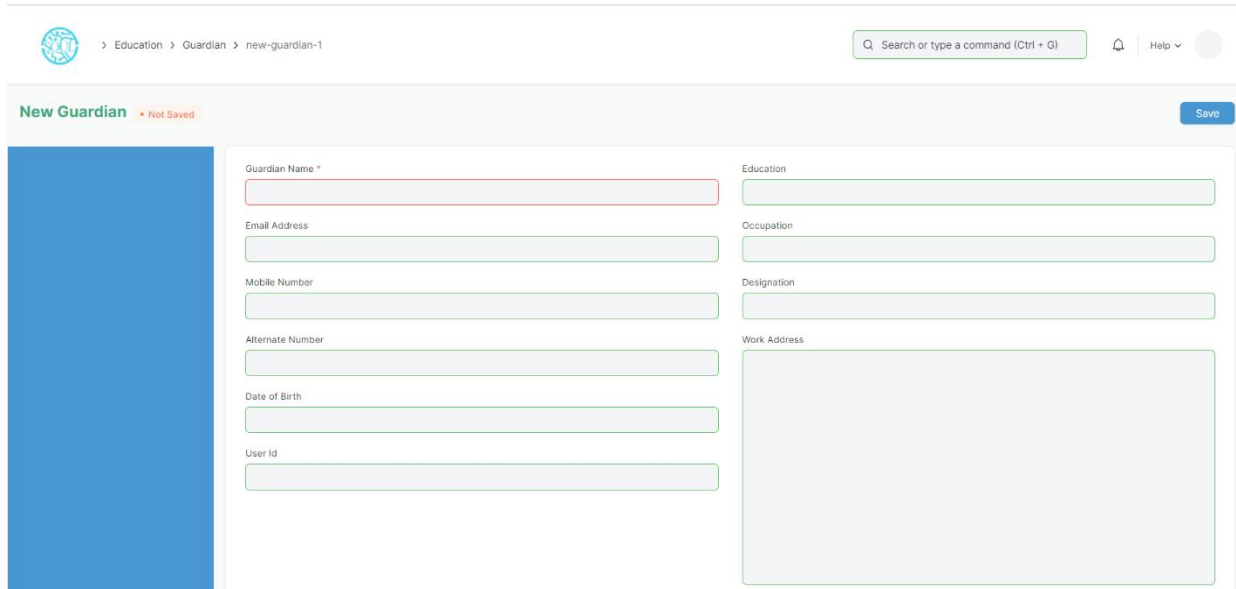
- [Student](#)
- [User](#)





## How to create a Guardian?

1. Click on New Guardian in the Guardian List.
2. Add the name of the Guardian and click on Save.



## Additional Options while creating a Guardian

Apart from the mandatory details of the Guardian, you can also add the following details:

1. **Email Address:** Enter the email address of the Guardian. The email address can be linked to an email group for sending Newsletters or Announcements.
2. **Mobile Number:** The mobile number of the Guardian can be recorded here.
3. **Alternate Mobile Number:** You can add the Alternate Mobile Number of the Guardian over here for emergency purposes.
4. **Date of Birth:** The date of birth of the Guardian can be recorded here.
5. **User ID:** If the Guardian is a User of the system, their User Id can be mentioned here.
6. **Education:** The Academic and Educational details of the Guardian can be recorded here.
7. **Occupation:** The occupation of the Guardian can be captured here.



8. **Designation:** You can enter the designation of the Guardian here.
9. **Work Address:** The Work Address of the Guardian can be recorded here for emergency purposes.

## Features

### a. Guardian of Students

While creating a Student, if you have selected a Particular Guardian for them, the name of that Student will automatically be fetched here. Multiple students can have the same person as their guardian. In that case, multiple entries will be made in this section. However, on the front end, one will not be able to add more students to this section.

### b. Making the Guardian a User

Once Guardian has been saved, you can find a button Invite as User on the top right corner of the form. This button would allow you to invite the guardian as a User of EduLead by sending them an invitation email on the recorded email ID.

## Related Topics

### Student

### Student Category

Student Category allows you to classify the students based on various categories.

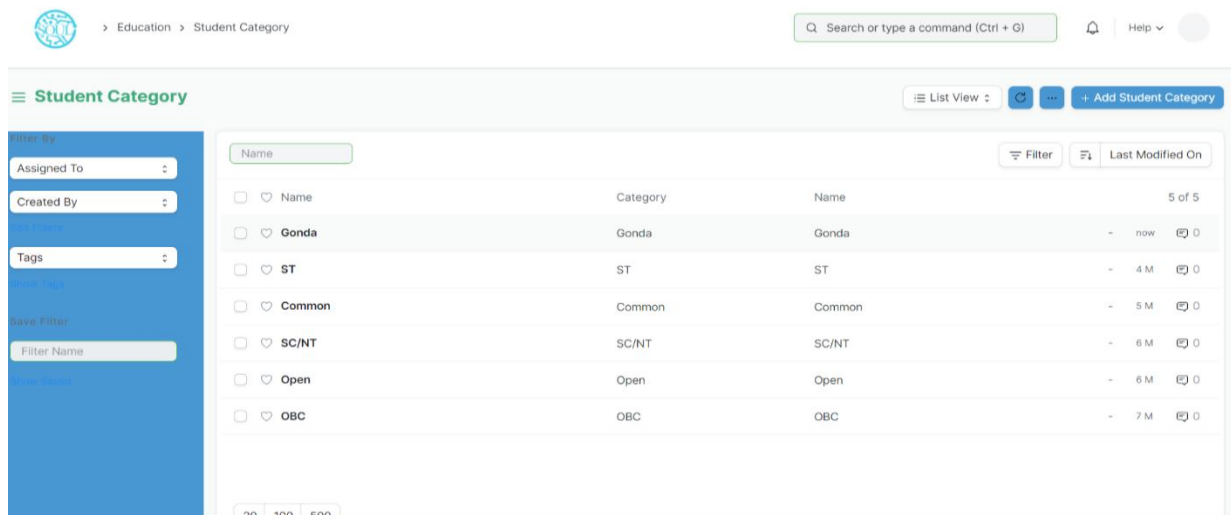
In Institutions, there may be fee concession for some categories such as Handicapped Students, Foreign Nationals, Reserved Categories by the government, etc.

When a Student is enrolled for a [Program](#), you can select the select the Category for the Student.

To access Student category, go to:

[Home](#) > [Education](#) > [Settings](#) > [Student Category](#)

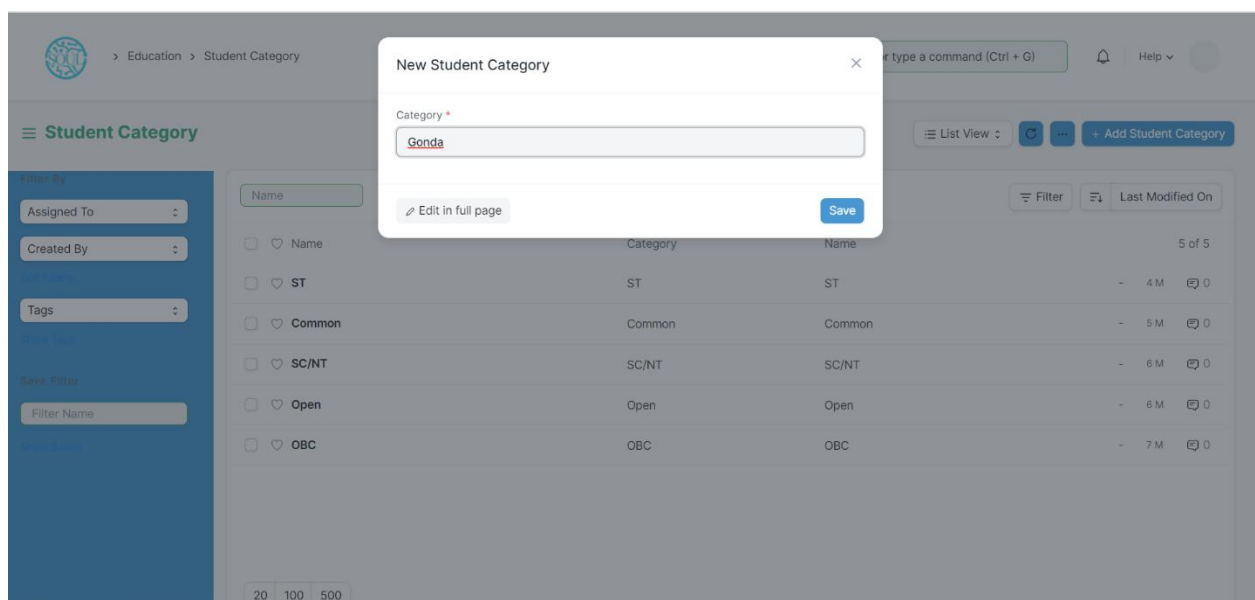




## How to create a Student Category?

To create a new student category, click on New Student Category and add the name of the Student Category.

You can select the Student Category while making the Fee Structure and accordingly the student from the selected groups can be filtered out while making the Fee Schedule.



## Student Log

The student Log will act as a Student Diary, wherein, all their logs and other notes can be recorded.

A student log can be used to record the student's performance in General, Academic, Medical or Achievement terms.

To access Student Log, go to:

[Home](#) > [Education](#) > [Student](#) > [Student Log](#)

The screenshot displays the 'Student Log' interface. On the left is a blue sidebar with filters: 'Assigned To', 'Created By', 'Tags', and a 'Filter Name' input field. The main area shows a table with columns: 'Name', 'Student', 'Student Name', 'Type', 'Date', 'Name', and 'Last Modified On'. Two entries are listed: 'RAJESH KUMAR NAYAK' with type 'General' and ID 'EDU-SLOG-2021-00002', and 'mohit panigrahi' with type 'General' and ID 'EDU-SLOG-2021-00001'. At the top right, there is a search bar and a '+ Add Student Log' button. At the bottom left, there are pagination controls for 20, 100, and 500 items.

## Prerequisites

- Student
- Academic Year
- Academic Term
- Program
- Student Batch

## How to create a Student Log?

1. Go to Student Log List and click on New.
2. Enter the Student ID. The moment you do this; the name of the student will automatically be fetched.
3. Save.



The screenshot shows a web application interface for creating a new student log. At the top, there is a navigation bar with a logo, a breadcrumb trail (Education > Student Log > new-student-log-1), a search bar, and a help icon. The main form is titled 'New Student Log' and includes a 'Not Saved' status indicator and a 'Save' button. The form is divided into several sections: a sidebar on the left with a list of students, a main form area with input fields for 'Student', 'Academic Year', 'Academic Term', 'Semester', and 'Student Batch', and a large text area for the log entry with a rich text editor toolbar. The student list in the sidebar includes entries like 'EDU-STU-2021-00856 Deepak Mohapatra', 'EDU-STU-2021-00855 Ananya Pandey', 'EDU-STU-2021-00854 Amarjit Pradhan', 'EDU-STU-2021-00853 Jeff Bezos', and 'EDU-STU-2021-00852 Sushrut Dikshit'. The main form area has a 'Student' dropdown menu, and the text area has a toolbar with options like Bold, Italic, Underline, Text Color, Background Color, Bulleted List, Numbered List, Indent, Outdent, Link, and Table.

## Additional Options while creating a Student Log

- **Type:** You can enter the type of the Log that is being created for the student. A student log can be a General, Academic, Medical or Achievement log.

Following are some examples wherein you can make a log for the student:

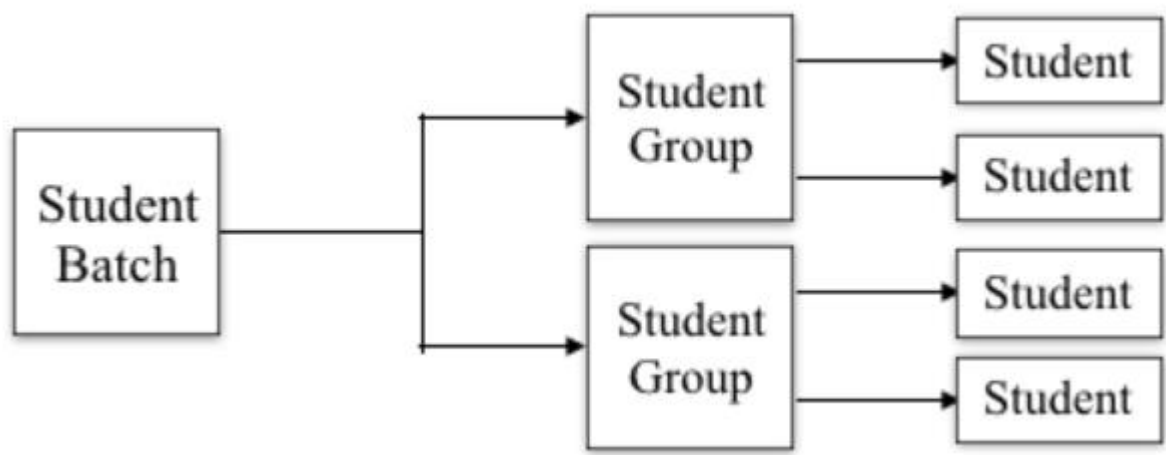
- **General:** If the student was extremely well behaved during the entire day or if they were sleeping during the class.
- **Academic:** If a student gets a full score in a surprise test, or if they get a very bad score.
- **Medical:** If the student was found not having their lunch, or if they complained of some other medical issue.
- **Achievement:** If the student scored a goal for the team in a football match.
- **Date:** You can select the date on which the log was entered.
- **Academic Year:** You can select the academic session for which this log is being made.
- **Academic Term:** You can select the term in which this log is being recorded.
- **Program:** Select the Program under which the student is enrolled.
- **Student Batch:** Select the batch of which this student is a part of.
- **Log:** This field will have your note of log for the student.



# Student Batch


A Student batch is a collection of students from within Student Groups.

For example, a group of students studying the same Program together will be called a Student Batch.



To access the Student Batch, go to:

[Home](#) > [Education](#) > [Settings](#) > [Student Batch Name](#)

 > Education > Student Batch Name

Q Search or type a command (Ctrl + G)

Help

Student Batch Name

List View + Add Student Batch Name

Filter By

Assigned To

Created By

Tags

Save Filter

Filter Name

Name

☐

♥

Name

Batch Name

Name

20 of 56

☐

♥

CSE Batch

CSE Batch

CSE Batch

- now 0

☐

♥

M.COM Semester I 2021-22

M.COM Semester I 2021-22

M.COM Semester I 2021-22

- 1 w 0

☐

♥

Zoology Semester I 2021-22

Zoology Semester I 2021-22

Zoology Semester I 2021-22

- 1 w 0

☐

♥

B.TECH CS

B.TECH CS

B.TECH CS

- 3 w 0

☐

♥

Test New Batch101

Test New Batch101

Test New Batch101

- 2 M 0

☐

♥

Test 1 batch

Test 1 batch

Test 1 batch

- 2 M 0

☐

♥

History Semester I 2020-21

History Semester I 2020-21

History Semester I 2020-21

- 3 M 0

☐

♥

History Semester II 2020-21

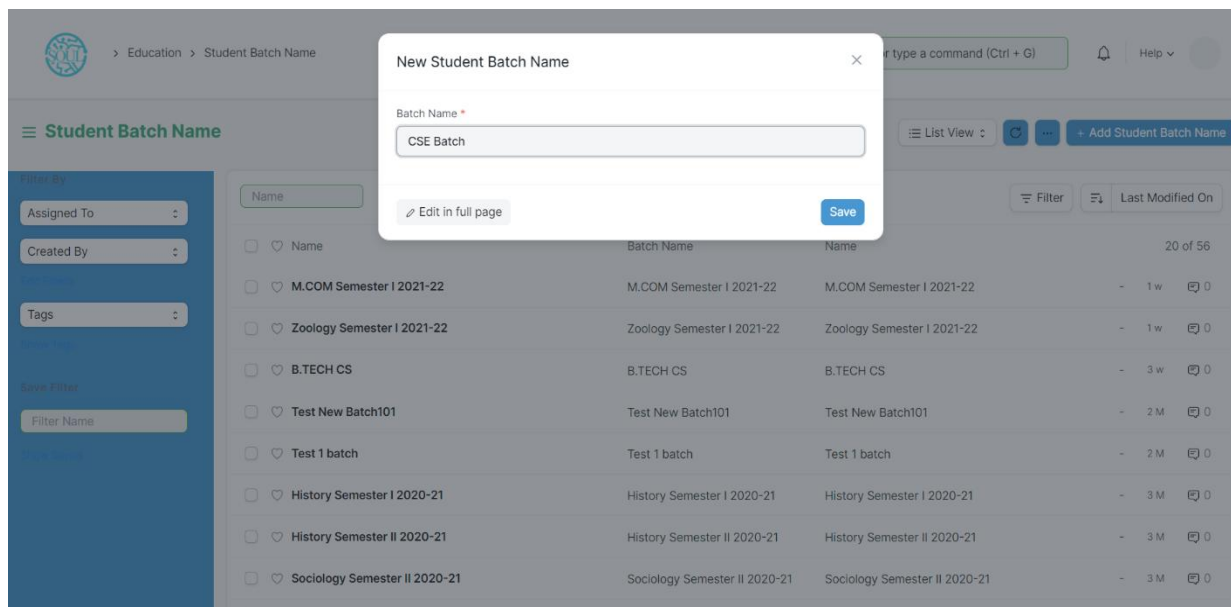
History Semester II 2020-21

History Semester II 2020-21

- 3 M 0

When a student is enrolled for a Program, the batch can be selected for the student, and they shall be a part of that batch.

You can also get a Student Batch-Wise Attendance report to view the number of students present from the Batch.



### 3. Admission Masters

#### Document Template

Document Template is a list of all the different templates required for getting admission in a particular class. Document Template is primarily used while creating a student admission for a class.

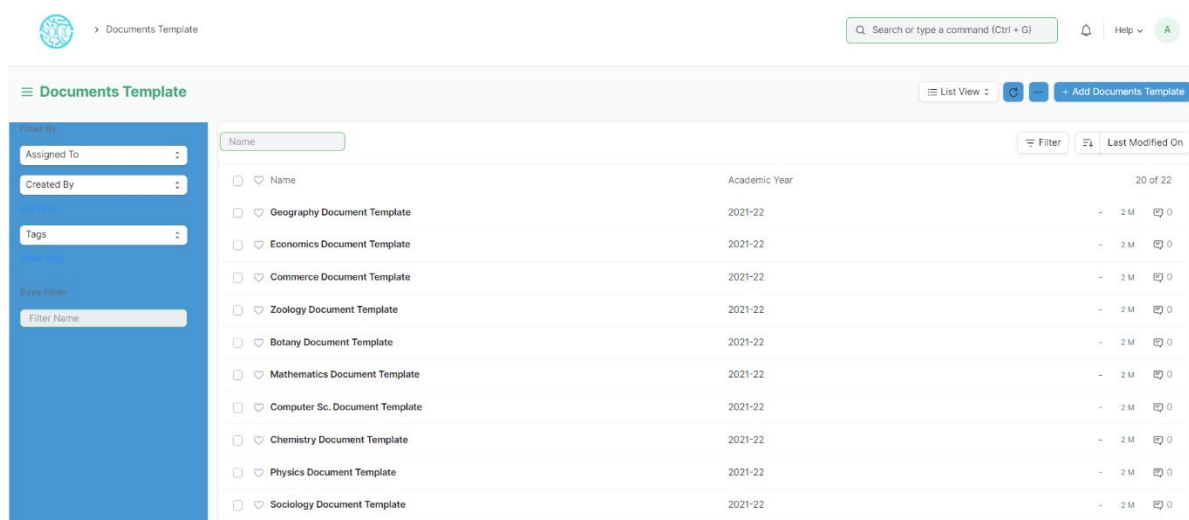
To access Document Template, go to:

[Home](#) > [Admission](#) > [Admission Masters](#) > [Document Template](#)

#### Prerequisite:

- Academic Year
- Student Category
- Documents





## How to create a Document Template?

1. Click on Add Documents Template.
2. Add Template Name, Academic Year.
3. Check Is Active button.
4. Add Description.
5. Select Student Category from the list of dropdown that appears.
6. In the Document Required Table add all the different Documents.
7. Save.

## Academic Events

An Academic Events are individual events which is used for creating Academic Calendar while preparing Schedule for a Class.

To access Academic Events, go to:

[Home](#) > [Admission](#) > [Admission Masters](#) > [Academic Events](#)





**Academic Events**

Filter by:

- Assigned To
- Created By
- Tags

Save Filter

Filter Name

Table Headers:

- Name
- Last Modified On

Table Data:

Name	Last Modified On
End Term Examination	20 of 27
Filling up Examination Form	2 M
Mid Term Examination	2 M
Annual Parents/Guardians Meet	2 M
Death Anniversary of Pradyumna Bal	2 M
Human Rights Day	2 M
Children's Day	2 M
Birth Anniversary of Pradyumna Bal	2 M
Utkalmani Gopabandhu Jayanti	2 M
Gandhi 'O' Shastri Jayanti	2 M

## How to create an Academic Event?

1. Click on Add Academic Events.
2. Add Event Name.
3. Save.

## Academic Calendar Template

Academic Calendar Template is a list of all different events that will be happening in an Academic year for a particular class.

For Every Class a separate Academic Calendar Template will be created and later be linked while declaring admission for that class.

To access Academic Calendar Template, go to:

[Home](#) > [Admission](#) > [Admission Masters](#) > [Academic Calendar Template](#)

**New Academic Calendar Template** - Not Saved

Template Name

Academic Year \*

Programs \*

Semester \*

Academic Events table

No.	Academic Events	Start Date	End Date	Duration
No Data				

Add Row



## Prerequisite:

1. Academic Year
2. Class
3. Academic Events

## How to create an Academic Calendar Template?

1. Click on Add Academic Calendar Template.
2. Add Template Name.
3. Select Academic Year and Class from the List that appears on clicking on those fields.
4. Select Academic Events and add Starting date, End date for the events.
5. Save.

## Academic Calendar

Academic calendar is a schedule of all of the events that occur in an academic year. These events may include examination dates, spring break or reading week and the last day of the semester. It can also be useful for prospective students, alumni, and parents as well. Each educational institution creates its own academic calendar with their own defined dates.

To access Academic Calendar, go to:

[Home](#) > [Admission](#) > [Admission Masters](#) > [Academic Calendar](#)

The screenshot shows a web application interface for creating an Academic Calendar. The breadcrumb trail at the top is "Home > Admission > Admission Masters > Academic Calendar". The page title is "ACD-CAL-00007". On the left, there is a sidebar with a search bar and a list of items: "Academic Calendar", "Attach File", "Academic Year", "For Program", "Semester", "Academic Calendar Template", and "Academic Events table". The main content area contains several input fields: "Calendar Name" (Education Academic Calendar), "Academic Year" (2021-22), "For Program" (Master of Arts in Education With Specialisation in Tribal Heritage and Tribal Indology), "Semester" (Master of Arts in Education With Specialisation in Tribal Heritage and Tribal Indology Semester I), and "Academic Calendar Template" (CAL-TMP-00007). Below these fields is a table titled "Academic Events table" with columns: No., Academic Events, Start Date, End Date, Duration, and Edit. The table contains four rows of events.

No.	Academic Events	Start Date	End Date	Duration	Edit
1	Swami Vivekananda Jayanti	12-01-2021	12-01-2021	1	Edit
2	Netaji Subhas Bose Jayanti	23-01-2021	23-01-2021	1	Edit
3	Republic Day	26-01-2021	26-01-2021	1	Edit
4	Saraswati Puja (Basanta Panchami)	10-02-2021	10-02-2021	1	Edit



## Prerequisite:

1. Academic Calendar Template
2. Academic Year
3. Program

## How to create an Academic Calendar?

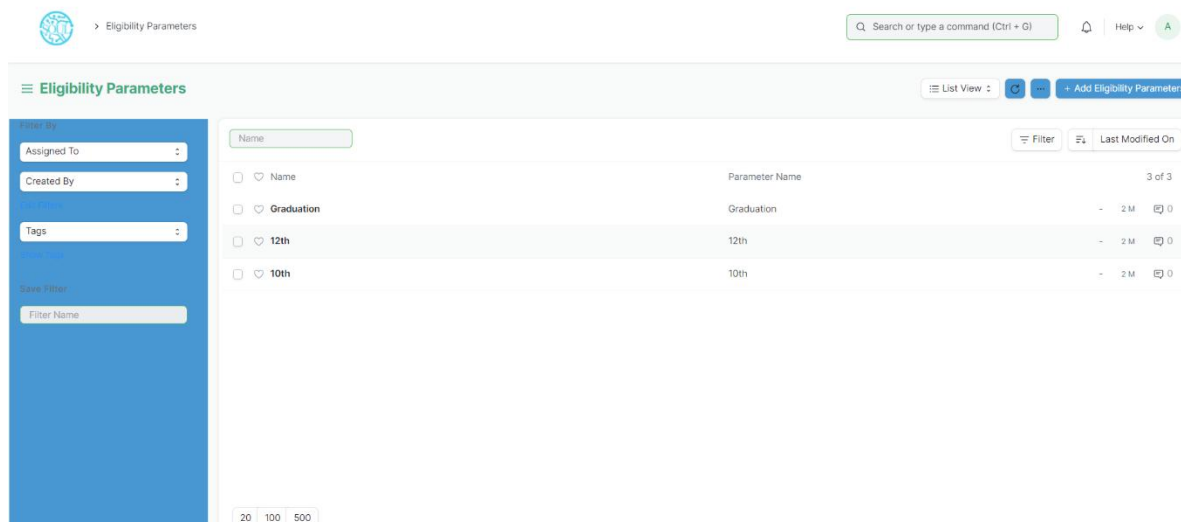
1. Click on Add Academic Calendar Template.
2. Select and enter Calendar Name.
3. Select and enter Academic Year.
4. Select and enter “For Program”.
5. Select and enter “Academic Calendar Template”.
6. The details mentioned in Academic Calendar Template is auto-fetched.
7. Save and Submit.

## Eligibility Parameter

An Eligibility Parameter is a label based on which Students eligibility is checked while defining Student admission.

To access Eligibility Parameter, go to:

[Home](#) > [Admission](#) > [Admission Masters](#) > [Eligibility Parameter](#)



## How to create an Eligibility Parameter?

1. Click on Add Eligibility Parameter.
2. Add Parameter name.
3. Save.



## 4. Counselling

### Counselling Structure

During counseling it will suggest college according to your rank and branch which will show on display if you choose any college then your request will be locked and you have to pay some amount which will discount on admission time. In most of courses like medical or engineering, college counselling is engaged so a student can know about the various courses offered by different colleges where he or she can pursue his/her career confidently.

To access Counselling Structure, go to:

[Home](#) > [Admission](#) > [Counselling](#) > [Counselling Structure](#)

The screenshot shows a web application interface for creating a new counselling structure. The page title is 'New Counselling Structure' with a 'Not Saved' indicator. The form contains several input fields: 'Counselling Name', 'Start Date', 'Academic Year', 'End Date', 'Program Grade', and 'Department'. Below these fields are two tables: 'Counselling Programs' and 'Eligibility Parameter List'. Both tables are currently empty, displaying 'No Data'. There are 'Add Row' buttons for both tables. The interface also includes a search bar at the top right and a sidebar on the left.

### How to create Counselling Structure?

1. Click on Add Counselling Structure.
2. Select and enter Counselling Name.
3. Select Start Date and End Date.
4. Select and enter Academic Year(optional).
5. Select and enter Program Grade.
6. Select and enter Department.
7. Select and enter Programs ([from the above selected Department only](#)) in the “Counselling Programs” table.
8. Select and enter “Eligibility Parameters” table.
9. Select and fill the “Fees” table (if any).
10. Select and fill the “Required Documents” table.
11. Save and Submit.



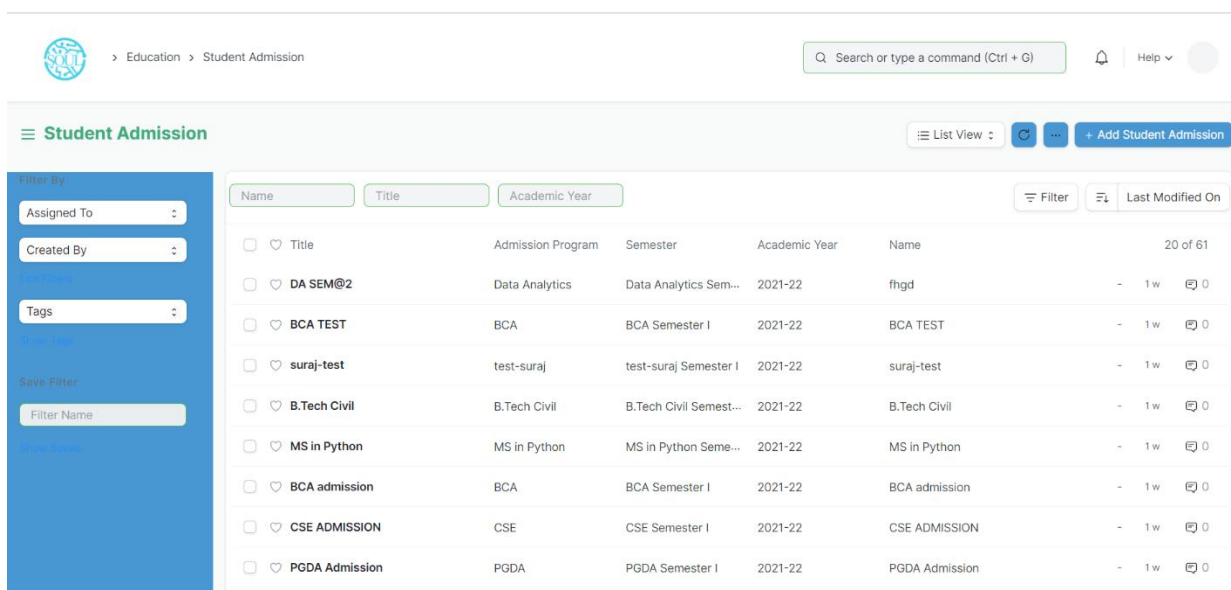
## 5. Application & Enrolment

### 5.1 Student Admission

Student Admission is a document which can be configured to initiate an Admission Process for your institution by publishing it on the EduLead generated website.

To access student Admission, go to:

[Home](#) > [Admission](#) > [Application & Enrollment](#) > [Student Admission](#)



The screenshot displays the 'Student Admission' interface. On the left is a blue sidebar with filter options: 'Assigned To', 'Created By', 'Tags', and a 'Save Filter' section with a 'Filter Name' input. The main area shows a table of admissions with columns for Name, Title, Admission Program, Semester, Academic Year, and Name. The table lists 20 of 61 items, including 'DA SEM@2', 'BCA TEST', 'suraj-test', 'B.Tech Civil', 'MS in Python', 'BCA admission', 'CSE ADMISSION', and 'PGDA Admission'. Each row has a checkbox, a heart icon, and a 'Last Modified On' timestamp (e.g., '1 w'). At the top right of the main area are buttons for 'List View', 'Add Student Admission', and a search bar.

### Prerequisites

Before creating a Student Admission, it is advisable that you first create the following:

1. Academic Year
2. Program

### How to create a Student Admission?

1. Go to Student Admission list and click on New.
2. Select the Academic Year for the Student Admission.
3. Enter the Application Form Route. This is the navigation URL for the Online Admission portal.
4. Save.



Once the Student Admission has been saved, you will be able to see a link on the left sidebar, saying See on Website. This link will allow you to see the Student Admission Portal on EduLead generated website.

## Additional Details while creating a Student Admission

1. Title: Enter the title for the Student Admission Portal.
2. Route: Enter a desirable path which will become the URL extension for the admission portal.
3. Admission Start Date: Select the date for the start of online Admission Process.
4. Admission End Date: Select the last date for applying to online Admission Process.
5. Publish on Website: Check this box when the content of the portal is ready and the Admission Process can be kick started on the website.

## Eligibility and Details

- Program: Here you can select which program are the admissions being called for.
- Minimum Age: Enter the probable birth-date of the youngest person that can seek admission in the program.
- Maximum Age: Enter the probable birth-date of the oldest person that can seek admission to the program.
- Application Fee: You can choose to declare the application fee for the selected program.



- **Naming Series:** Here you can define the Naming series based which the forms of the Admission Seekers will be named and ordered.

**\*\*Introduction:** You can add a brief introductory information about the admission process so that it is better understood to the admission seekers. **\*\***

## 5.2 Student Applicant

A Student Applicant record gets created when a student applies to your institute for admission.

You can Approve or Reject a student applicant. By accepting a student applicant, you can add them to the student master.

To access student Applicant, go to:

[Home](#) > [Education](#) > [Admission](#) > [Student Applicant](#)

The screenshot displays the 'Student Applicant' management page. On the left, a blue sidebar contains filters for 'Assigned To', 'Created By', 'Tags', and a 'Save Filter' button. The main area shows a table of applicants with columns for Name, Programs, Semester, and Title. The table lists several applicants, all with a status of 'Approved'. The top navigation bar includes a search bar and a '+ Add Student Applicant' button.

## Prerequisites

Before creating a Student Applicant, it is advisable to first create the following:

1. [Academic Term](#)
2. [Academic Year](#)
3. [Program](#)

## How to create a Student Applicant?

1. Go to the student Applicant and click on New.
2. Enter the First Name of the student Applicant.



3. Enter the Program for which the student has applied.
4. Enter the Student Email Address.
5. Save.

## Features

### Online Application via a Web Form

A Student Applicant gets automatically created when a student applies online. This can be made possible through the Student Applicant Web Form which is created by default in the system. Search for "[Web Form List](#)" in the awesome bar to access the list of all the web forms in the system.

Once the student applies, the status of the application by default is "Applied". You can either "Approve" or "Reject" the form.

Once the application is approved, you can "Enroll" the student to a program. When you click the Enroll button, the system shall create a student against that applicant and redirect you to the [Program Enrollment form](#).

\*\*\*Note: Once a student is created against the student applicant, the system will set the application status to 'Admitted' and will not allow you to change the application status unless the student record is deleted.

## 5.3 Program Enrollment

Program Enrollment is the record of enrollment of a student in a given program and chosen courses for a particular Academic Term.

To ensure that students are associated with a particular program in the system, their Program Enrollment must be created. The mandatory course in that program is automatically filled in the Enrolled Courses table while the elective or optional courses can be selected manually.


If the student has applied online for the admission in a particular Program and the application is approved, then the Program Enrollment can be created from within the Student Applicant record via clicking on the Enroll button. Checkout [Student Applicant](#) for more information on this.

To access Program Enrollment, go to:

[Home](#) > [Admission](#) > [Application & Enrollment](#) > [Program Enrollment](#)






Education > Program Enrollment

Help

### Program Enrollment

List View
+ Add Program Enrollment

Filter By

Assigned To

Created By

Tags

Save Filter

Filter Name

Name	Student Name	Master of Science	Academic Year		Filter	Last Modified On
<input type="checkbox"/> Student Name	Status	Semester	Academic Year	Name		20 of 35
<input type="checkbox"/> Jeff Bezos	Submitted	Master of Science i...	2021-22	EDU-ENR-2021-008...	- 1w	0
<input type="checkbox"/> Sundar Pichai	Submitted	Master of Science i...	2021-22	EDU-ENR-2021-008...	- 1w	0
<input type="checkbox"/> Subhajit Saha	Submitted	Master of Science i...	2021-22	EDU-ENR-2021-008...	- 1w	0
<input type="checkbox"/> Jeff Bezos	Submitted	Master of Science i...	2021-22	EDU-ENR-2021-008...	- 1w	0
<input type="checkbox"/> Sundar Pichai	Submitted	Master of Science i...	2021-22	EDU-ENR-2021-008...	- 1w	0
<input type="checkbox"/> Subhajit Saha	Submitted	Master of Science i...	2021-22	EDU-ENR-2021-008...	- 1w	0
<input type="checkbox"/> Jeff Bezos	Submitted	Master of Science i...	2021-22	EDU-ENR-2021-008...	- 1w	0
<input type="checkbox"/> Sundar Pichai	Submitted	Master of Science i...	2021-22	EDU-ENR-2021-008...	- 1w	0

## Prerequisites

Before creating a Program Enrollment, it is advisable that you create the following first:

1. [Student](#)
2. [Program](#)
3. [Student Category](#)
4. [Student Batch](#)
5. [Academic Year](#)
6. [Academic Term](#)
7. [Course](#)
8. [Fee Structure](#)

## How to create a Program Enrollment?

1. Go to Program Enrollment List and click on new.
2. Select the Student whom you are getting enrolled in the program.
3. Select the Program under which you are getting the student enrolled.
4. Enter the Academic Year for which the student is getting enrolled.
5. The Enrollment Date for the form would by default be set on the current date, the same, however, can be changed if needed.
6. Save and Submit.



## Additional Options while creating a Program Enrollment

1. Student Category: Select the category if the student belongs to a particular student category.
2. Academic Term: Select the Academic Term.
3. Student Batch: Select the batch if the student belongs to a particular student batch.
4. Student House: Select the House if the student belongs to a particular student house.
5. Boarding Student: Check this if the Student is residing at the Institute hostel. In this case, the fee structure would accordingly be updated.

## Features

### ❖ Enrolled Courses

Select and add the courses which the student has opted to study during the course of the program.

## 5.4 Course Enrolment

Course Enrollment is the record of enrollment of a student in a given program and chosen courses for a particular Academic Term.

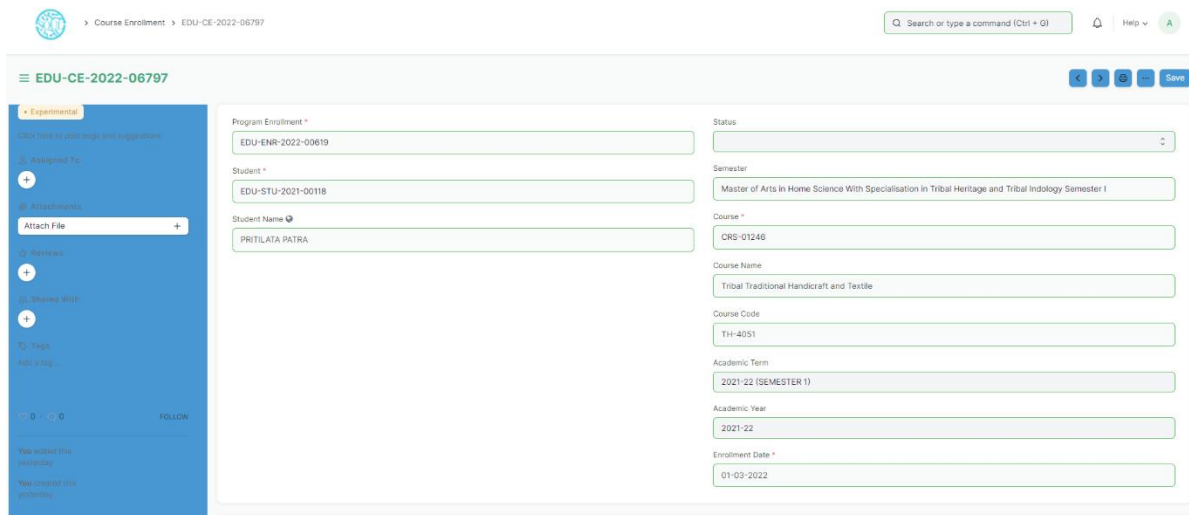
To ensure that students are associated with a particular program in the system, their Course Enrollment must be created/auto-generated. The mandatory course in that program is automatically filled in the Enrolled Courses table while the elective or optional courses can be selected manually.

If the student has applied online for the admission in a particular Program and the application is approved, then the Course Enrollment is auto-created from within the Program Enrollment record.



To access Course Enrollment, go to:

[Home](#) > [Admission](#) > [Application & Enrollment](#) > [Course Enrollment](#)



The screenshot shows a web application interface for Course Enrollment. At the top, there is a breadcrumb trail: Home > Admission > Application & Enrollment > Course Enrollment. Below this, a search bar and a help icon are visible. The main content area is titled 'EDU-CE-2022-06797'. On the left, there is a sidebar with a blue header 'Experimental' and a list of actions: 'Click here to view logs and suggestions', 'Assign To', 'Adjustments', 'Attach File', 'Reviews', 'Share With', 'Tags', and 'Add a tag'. The main form area contains several input fields: 'Program Enrollment \*' (EDU-ENR-2022-09619), 'Student \*' (EDU-STU-2021-00118), 'Student Name' (PRITILATA PATRA), 'Status' (dropdown), 'Semester' (Master of Arts in Home Science With Specialisation in Tribal Heritage and Tribal Indology Semester I), 'Course \*' (CRS-01246), 'Course Name' (Tribal Traditional Handicraft and Textile), 'Course Code' (TH-4051), 'Academic Term' (2021-22 (SEMESTER 1)), 'Academic Year' (2021-22), and 'Enrollment Date \*' (01-03-2022). A 'Save' button is located at the bottom right of the form.

## 6. Branch Change & Exchange Application

### 6.1 Branch Change Declaration

There are generally three methods of changing stream after taking admission in an engineering college. Firstly, when you are filling your entrance form for admission in college. There will be obvious an upward movement in the whole scenario so that you can upward your branch from the current allotted branch.

Second method of branch changing is college level internal sliding which seldom present in all colleges.

Third method is by your first year grades. You can change your branch before entering in second year if you have good grades in your first year exam.

To access Branch Change Declaration, go to:

[Home](#) > [Admission](#) > [Branch Change & Exchange Application](#) > [Branch Change Declaration](#)



Branch Change Declaration > new-branch-change-declaration-1

Search or type a command (Ctrl + G) | Help | A

**New Branch Change Declaration** • Not Saved Save

Date: 02-03-2022

Application Start Date \*

Academic Year \*

Application End Date \*

For Program \*

**Sliding Details**

Branch Sliding Criteria

No.	Programs	Semester	Eligibility score	Total Seats	Available Seats	
1				0	0	Edit

Add Row

## How to create Branch Change Declaration?

1. Go to Branch Change Declaration, click on Add Branch Change Declaration.
2. Select and enter “For Program”.
3. Select and enter Application Start Date and Application End Date.
4. Select and enter in Sliding Details table.
5. Select and enter Program Name in Branch Sliding Criteria for which Branch Change is declared.
6. Select and enter the Semester.
7. Select and enter Eligibility score.
8. Click on Edit option.
9. Select Update Seats option in the new pop-up screen.
10. Select Add or Deduct Balance in “Type”.
11. Select and enter no of seats.
12. Save.
13. Submit.

## 6.2 Branch Change Application

Branch change gives a student another chance to pursue the branch of his/her choice and passion. It is a second chance for those who have got into the institute of their choice but failed to get into their preferred branch, like a blessing which comes with a cost but the prize is more than worth it.



Changing your branch allows you to re-define your stay in the institute. A decision to be considered seriously and work hard for, to achieve what they want.

At the end of the first year, CGPA is the most important criterion for the eligibility of the branch change. Moreover, since the number of students entering into a certain department is limited the competition is tough which requires a greater amount of efforts from the students who are desperate for a branch change.

To access Branch Change Application, go to:

[Home](#) > [Admission](#) > [Branch Change & Exchange Application](#) > [Branch Change Application](#)

The screenshot shows a web application interface for a 'New Branch Change Application'. The breadcrumb trail at the top is 'Home > Admission > Branch Change & Exchange Application > Branch Change Application'. The form itself has a title bar 'New Branch Change Application' with a 'Not Saved' indicator and a 'Save' button. The form contains several input fields: 'Application Date' with the value '02-03-2022', 'Student' with a dropdown menu showing a list of students (e.g., EDU-STU-2021-00107, JALI SABAR), 'Sliding In Program', and 'Last Year Score'. A search bar is visible in the top right corner of the application.

## How to create a Branch Change Application?

1. Go to Branch Change Application, click on Add Branch Change Application.
2. Select and enter Student Name.
3. Select “Sliding in” and choose the option from the dropdown menu.
4. Select and enter Last Year Score (In Percentage).
5. Save and Submit.



## 6.3 Exchange Program Declaration

A student exchange program is a program in which students from an educational institution travel to a foreign country as a student of their institution's partner institution in the host country and vice versa. It needs to be understood that the student who travels abroad on this program may or may not be required to study at the foreign university or school.

For students to register for an exchange program, an exchange program declaration is created first so that they can apply for this exchange programme.

To go to Exchange Program Declaration, go to:

[Home](#) > [Admission](#) > [Branch Change & Exchange Application](#) > [Exchange Program Declaration](#)

The screenshot shows a web application interface for creating a new exchange program declaration. The breadcrumb trail at the top is: Home > Admission > Branch Change & Exchange Application > Exchange Program Declaration. The form title is "New Exchange Program Declaration" with a "Not Saved" indicator and a "Save" button. The form contains several input fields: "Posting Date" (pre-filled with 03-03-2022), "Application Start", "Application End", "Academic Year", "Academic Term", "Program To Exchange", "Semester", and "Academic Calendar Template". There is a checkbox labeled "is active" which is checked. Below these fields is a section titled "Student Exchange Program Criteria" which includes a text area for "Criteria" and a rich text editor for "Criteria Details". The rich text editor has a toolbar with various formatting options like bold, italic, underline, link, and list.

### How to create Exchange Program Declaration?

- 1 Go to exchange program declaration, click on Add Exchange Program Declaration
- 2 Select and enter Application Start Date and Application End Date.
- 3 Select and enter "Program to Exchange".
- 4 Select and enter the corresponding semester.
- 5 Select and enter Academic Template.
- 6 Select and enter Criteria for Student Exchange Program.



- 7 Select and enter any information in the Criteria Details if required.
- 8 Select and enter list of Required Documents/Document Template.
- 9 Select if Fees applicable.
- 10 Save and Submit.

## 6.4 Student Exchange Applicant

A student exchange program application is submitted by a student who wants to go for exchange programmes in a university study abroad at one of their institution's partner institutions. A student exchange program may involve international travel, but does not necessarily require the student to study outside their home country.

To go to Student Exchange Application, go to:

[Home](#) > [Admission](#) > [Branch Change & Exchange Application](#) > [Student Exchange Applicant](#)

### How to create Student Exchange Applicant?

- 1 Go to Student Exchange Applicant, click on Add Student Exchange Applicant.
- 2 Select and enter First Name, Middle Name and Last Name.
- 3 Select and enter Student Exchange Program.
- 4 Select and enter Student Category.
- 5 Select and attach the required documents as mentioned in the Document List.
- 6 Select and enter the Personal Details in the next table accordingly:
  - a) Date of Birth
  - b) Gender
  - c) Student Email Address
  - d) Student Mobile Number
  - e) Blood Group



f) Nationality

- 7 Select and enter Home Address.
- 8 Select and enter Education Qualification Details.
- 9 Select and enter Guardian Details.
- 10 Save.
- 11 Submit.

## 7. Fees

### 7.1 Fee Structure

A Fee Structure is a template that can be used while making Fees records or generating them via the Fee Schedule.

The Fee structure can be fetched while creating the Fees for each student.

To access Fee Structure, go to:

[Home](#) > [Admission](#) > [Fees](#) > [Fee Structure](#)

The screenshot shows a web application interface for creating a new fee structure. The top navigation bar includes a search bar and a 'Help' link. The main header shows the breadcrumb 'Home > Admission > Fees > Fee Structure'. The form is titled 'New Fee Structure' and has a 'Not Saved' indicator. The form fields are as follows:

- Naming Series:** A dropdown menu with the value 'EDU-FST-YYYY-'.
- Academic Year:** A text input field.
- Is Hostel Fees:** A checkbox.
- Programs:** A text input field.
- Semester:** A text input field.
- Student Category:** A text input field.
- Fee Type:** A text input field.
- Academic Term:** A text input field.

Below the form fields is a table for 'Components' with the following columns: No., Fees Category, Description, Amount, and an 'Edit' button. The table has one row with the value '1' in the 'No.' column. There is an 'Add Row' button at the bottom of the table.

### Prerequisites

Before creating a Fee Structure, it is advisable that you create the following first:

1. Class
2. Academic Year
3. Fee Type
4. Fee Category





## How to create a Fee Structure?

1. Go to Fee Structure List and click on new.
2. Select Class, Academic Year, Student Category, Fee Type.
3. Add Fee Category and Amount in the Components table.
4. Save.

## 7.2 Fee Schedule

Fee Schedule would help you in defining a time-line for the Fee payment of the students, based on the Student Group.

To access Fee Schedule, go to:

[Home](#) > [Admission](#) > [Fees](#) > [Fee Schedule](#)

The screenshot shows the 'New Fee Schedule' form. It has a sidebar on the left with a blue background. The main form area contains several input fields and a table. The fields are: Fee Structure (text input), Academic Year (text input), Posting Date (text input, value: 03-03-2022), Due Date (text input), Naming Series (dropdown menu, value: EDU-FSH-YYYY-), and Academic Term (text input). There is a checkbox for 'Send Payment Request Email'. Below these fields is a table with columns: No., Student Group, and Total Students. The table has one row with '1' in the 'No.' column and an 'Add Row' button. At the bottom, there is a 'Total Amount per Student' field with a value of ₹ 0.00.

## Prerequisites

Before creating a Fee Schedule, it is advisable that you create the following first:

1. Fee Structure
2. Student Group

## How to create a Fee Schedule?

1. Go to Fee Schedule List and click on new.
14. Select Fee Structure.
15. Add Due date.
16. Select Student Group
17. Save.



## 7.3 Fee Category

Fee Category would form all the components for calculation of Fees or creation of Fee Structure.

For example, Tuition Fees and Hostel fees would make the different categories of fees.

To access Fee Schedule, go to:

[Home > Admission > Fees > Fee Category](#)

The screenshot displays the 'Fee Category' management page. On the left, there is a sidebar with filters for 'Assigned To', 'Created By', and 'Tags'. The main area features a table with columns for 'Name', 'Description', and 'Last Modified On'. A search bar is located at the top right, and a 'Add Fee Category' button is visible in the top right corner of the main area.

### How to create a Fee Category?

1. Go to Fee Category List and click on new.
2. Enter Fee Category Name.
3. Save

## 7.4 Fees

By Creating Fees, we can maintain the Fee Records of the students.

At the time of submission of Fees by each student, a new Fees Record will be created wherein all the details of the student, Class they are enrolled in, Accounting information, etc. would be maintained.

To access Fee Schedule, go to:

[Home > Admission > Fees > Fees](#)



> Fees > new-fees-1
 Q Search or type a command (Ctrl + G) Help A

**New Fees** Not Saved Save

Naming Series: 
 Institution:

Student: 
 Date:

☐ Send Payment Request
 ☐ Edit Posting Date and Time

Valid From: 
 Due Date:

Valid To:

☐ Is Return

Fee Structure:

Components

No.	Fees Category	Description	Amount	
1				Edit

Add Row

## Prerequisites

Before creating a Fee Schedule, it is advisable that you create the following first:

1. Student
2. Fee Category
3. Fee Structure

## How to create a Fees?

1. Go to Fee Category List and click on new.
2. Select Student, Due Date, Valid from, Valid to.
3. Select Fee Structure
4. Add Receivable Account.
5. Save.

> Fees > new-fees-1
 Q Search or type a command (Ctrl + G) Help A

**New Fees** Not Saved Save

**Fees Waiver**

Waiver Type:

Waiver Amount:

Printing Settings:

**Accounting**

Receivable Account: 
 Return Against:

Income Account:

**Accounting Dimensions**

Cost Center: 
 Hostel Admission:



## 8. Tools

### 8.1 Student Reregistration Tool

Students Reregistration tool is a tool for Reregistering the students once they have completed the examination and there is a need to promote the entire group of students to the next class.

To access Fee Schedule, go to:

[Home](#) > [Admission](#) > [Tools](#) > [Student Reregistration Tool](#)

The screenshot shows the 'Student Reregistration Tool' interface. It features a header with a logo and navigation links. Below the header, there are input fields for 'Program Grade', 'Academic Year', 'Programs', 'Academic Term', and 'Semester'. A 'Get Students' button is located below these fields. Below the button is a table with columns: 'No.', 'Student', 'Student Name', 'Student Batch Name', 'Additional Course 1', and 'Additional Course 2'. The table is currently empty, showing 'No Data'. At the bottom, there is an 'Enrollment Details' section with input fields for 'New Semester' and 'New Academic Year'.

### Prerequisites

Before using the Student Reregistration tool, it is advisable that you create the following first:

1. Class
2. Section
3. Class Teacher
4. Class Coordinator
5. Academic Year

### How to use Student Reregistration Tool?

1. Open Student Reregistration Tool.
2. Select Program Grade, Programs, Semester, Academic Year, Academic Term.



3. Click on the Get Student button and all the students for that program will be fetched in the table.
4. Select Additional Course if required.
5. Select and enter New Semester, New Student Batch, New Academic Year, New Academic Term.
6. The mandatory courses for the next semester will be auto fetched.
7. Click on “Enroll Students” button.

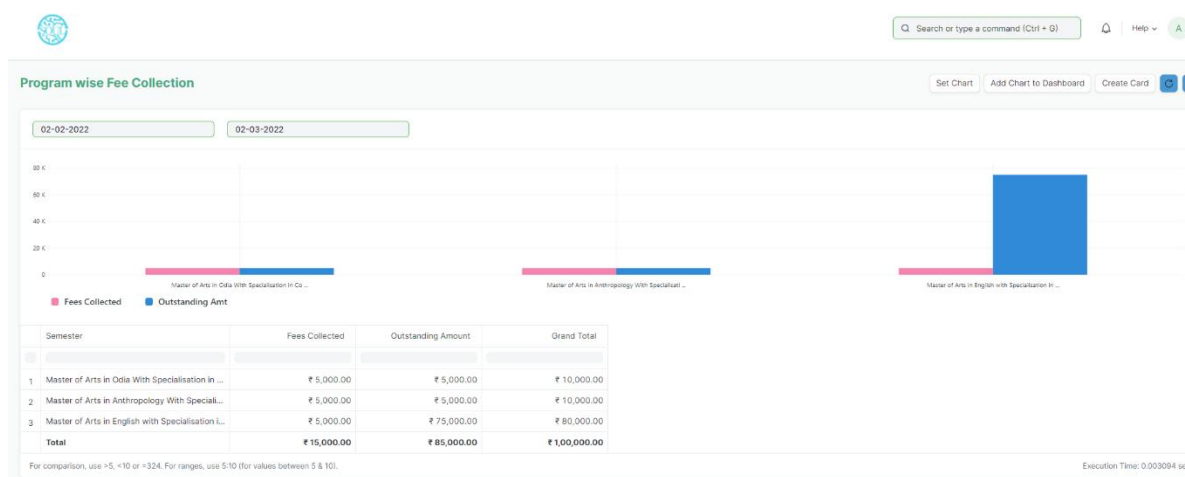
## 9. Reports

### 9.1 Program Fees Report

Program Fees Report means the illustrative report of all amounts charged to the Applicant by the College in exchange for the Services the College provides which includes the Annual Fee and the Additional Fees.

To access Program Fees Report, go to:

[Home](#) > [Admission](#) > [Report](#) > [Program Fees Report](#)



### How to generate Program Fees Report?

1. Click on Program Fees Report.
2. Select the time duration during which the report is to be generated.
3. Filter the report for individual semesters if required.



4. Filter according to outstanding amount as well as fees collected.

## 9.2 Student Fee Collection Report

The main objective of the Student Fee Collection Report is to compute and display the fees of a student studying in a university. It is used to analyze the total amount collected from the Student as well as any outstanding amount remaining.

To access Student Fee Collection Report, go to:

[Home](#) > [Admission](#) > [Report](#) > [Student Fee Collection Report](#)

Q Search or type a command (Ctrl + G)

Help

Student Fee Collection

Create Card

Set Chart

	Student	Student Name	Paid Amount	Outstanding Amount	Grand Total
1	EDU-STU-2021-00168	BISHNUPRASAD DEHURI	₹ 0.00	₹ 1,55,000.00	₹ 1,55,000.00
2	EDU-STU-2021-00169	JYOTSNA TIRKEY	₹ 0.00	₹ 1,55,000.00	₹ 1,55,000.00
3	EDU-STU-2021-00170	KUMUDINI BHUYAN	₹ 0.00	₹ 1,55,000.00	₹ 1,55,000.00
4	EDU-STU-2021-00171	KUNTI MAJHI	₹ 0.00	₹ 1,55,000.00	₹ 1,55,000.00
5	EDU-STU-2021-00172	LIZA NAYAK	₹ 0.00	₹ 1,55,000.00	₹ 1,55,000.00
6	EDU-STU-2021-00173	PADMA CHARAN GOND	₹ 0.00	₹ 1,55,000.00	₹ 1,55,000.00
7	EDU-STU-2021-00174	Phulomani Hansdah	₹ 0.00	₹ 1,55,000.00	₹ 1,55,000.00
8	EDU-STU-2021-00175	Raju Mallick	₹ 0.00	₹ 1,55,000.00	₹ 1,55,000.00
9	EDU-STU-2021-00176	RITARANI RAITA	₹ 0.00	₹ 1,55,000.00	₹ 1,55,000.00
10	EDU-STU-2021-00177	SAILAJA PRADHAN	₹ 0.00	₹ 1,55,000.00	₹ 1,55,000.00
11	EDU-STU-2021-00178	SINDHU MAJHI	₹ 0.00	₹ 1,55,000.00	₹ 1,55,000.00
12	EDU-STU-2021-00179	TULASHI MAJHI	₹ 0.00	₹ 1,55,000.00	₹ 1,55,000.00
13	EDU-STU-2021-00330	AJAYA NAYAK	₹ 0.00	₹ 3,10,000.00	₹ 3,10,000.00
14	EDU-STU-2022-00316	Archana Raita	₹ 5,000.00	₹ 15,000.00	₹ 20,000.00
15	EDU-STU-2022-00317	KEDARNATH SODI	₹ 0.00	₹ 10,000.00	₹ 10,000.00
16	EDU-STU-2022-00318	KISHAN KUMAR MALLIK	₹ 0.00	₹ 10,000.00	₹ 10,000.00
17	EDU-STU-2022-00319	Leitta Kanhar	₹ 0.00	₹ 10,000.00	₹ 10,000.00
18	EDU-STU-2022-00320	Litu Naik	₹ 0.00	₹ 10,000.00	₹ 10,000.00

## How to generate Student Fee Collection Report?

1. Click on Student Fee Collection Report.
2. Filter according to Student Name.
3. The Total Amount Paid, Outstanding Amount and Grand Total is all displayed accordingly.



**User Manual**

**Student Lifecycle Management System**

**Module-Examination**

**February 2021, Version-1.0**



**Sustainable Outreach and Universal Leadership  
Limited**

**Sign off Date**

**Signature Client**

**Signature Consulting**

## Table of Contents

About this Manual .....	3
Module: Examination .....	4
1. Examination Master: .....	4
1.1 Exam Type .....	5
1.2 Assessment Criteria .....	6
1.3 Grading Scale .....	6
1.4 Student Exam Block Criteria .....	7
2. Examination: .....	8
2.1 Exam Declaration .....	8
2.2 Exam Application .....	10
2.3 Exam Paper Setting .....	11
2.4 Exam Block List .....	12
2.5 Admit Card .....	12
How to create an Admit Card? .....	13
Other Features .....	14
2.6 Post Exam Declaration .....	14
2.7 Photocopy Application .....	15
2.8 Revaluation Application .....	16
3. Evaluation .....	18
3.1 Exam Evaluation Plan .....	18
3.2 Criteria-wise Evaluation .....	20
3.3 Continuous Evaluation .....	21
3.4 Final Exam Result .....	24
4. Tools .....	25
4.1 Criteria Wise Evaluation Tool .....	25
4.2 Final Result Declaration Tool .....	26
5. Transcripts .....	27
5.1 Leaving Certificate .....	27
5.2 Provisional Certificate .....	28
5.3 Migration Certificate .....	29
8.4 Conduct Certificate .....	29
8.5 Cumulative Marksheet .....	30
6. Reports .....	30
6.1 Course Evaluation Report .....	30
6.2 Course wise Result .....	32





# About this Manual

This User Manual acts as a reference for ERP- EduLead by describing its various concepts and abilities, and by leading the user through the basics of EduLead software. It also provides a detailed reference for all of the EduLead SLCM (Student Lifecycle Management) functionalities.

The User Manual describes all the processes and functionalities regarding various modules and its abilities to conduct the smooth transactions and integrations within the modules.

The software EduLead is an open-source, easy to use and customize, actively maintained, economical and well supported.

Throughout this manual it is assumed that the reader has a working knowledge of about Student Lifecycle Management and basic computer skills and knows how to:

- ❖ Use keyboard and mouse
- ❖ Use web browsers to access the EduLead website
- ❖ Locate, open and save data files.
- ❖ Edit, cut, paste and text.

The SLCM consists of 3 Modules mainly:

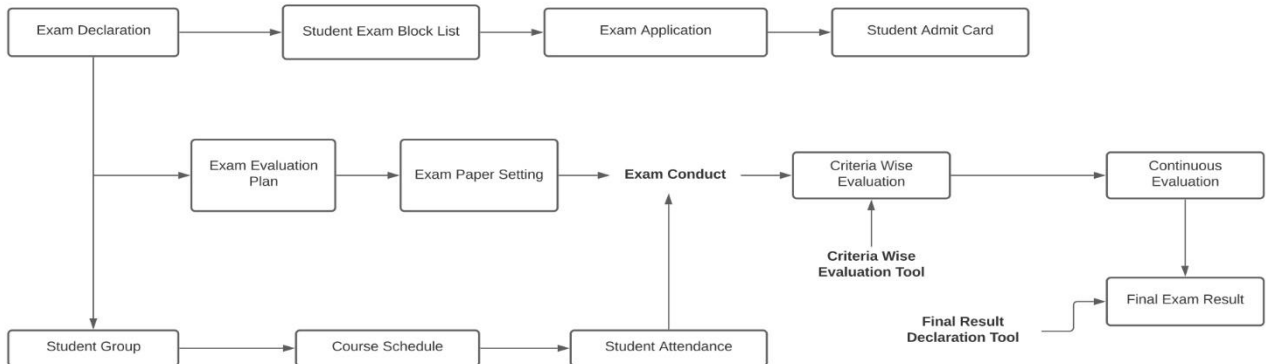
1. Admission
2. Academics
3. Examination

This User Manual consists of the Examination Module for End User reference and guidance. The manual describes how to use the Standard interface. As mentioned, it contains instructions that the users must follow during the operation and servicing of **EduLead**. Diverting from the workflow as mentioned in the user manual may result in errors and non-functioning of the software EduLead. It is advisable that the end users must abide by the instructions as mentioned in the user manual.

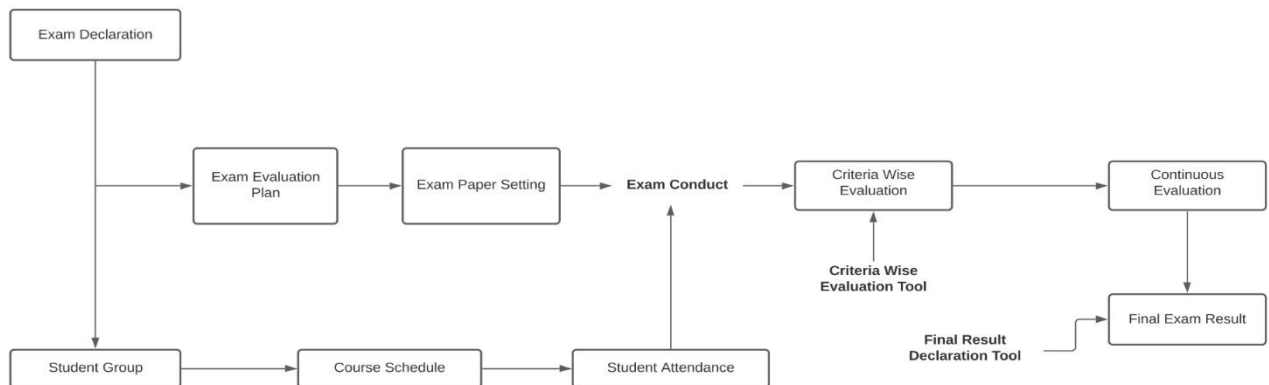


# Module: Examination

Exam Declaration with "is Application Required" :



Exam Declaration without "is Application Required" :

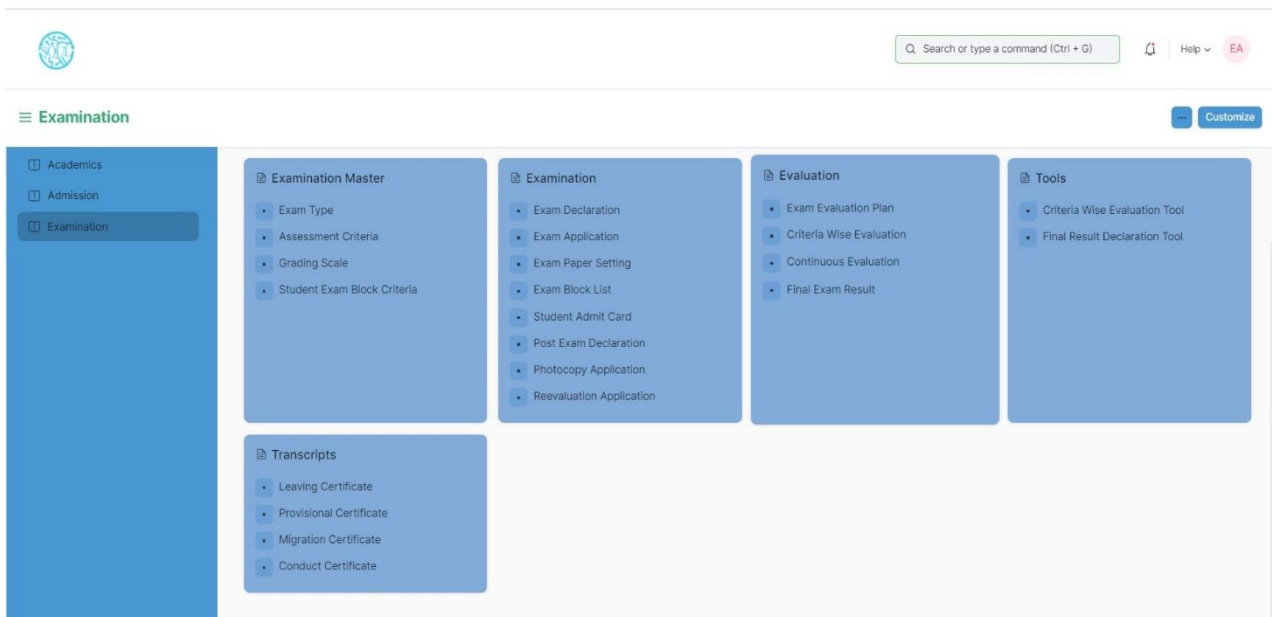


## 1. Examination Master:

The Examination Masters consists of transactions which would allow to determine and set the values for the Examination Module to process easily. The transactions in Examination Master consists of:

- Exam Type
- Assessment Criteria
- Grading Scale
- Student Exam Block Criteria





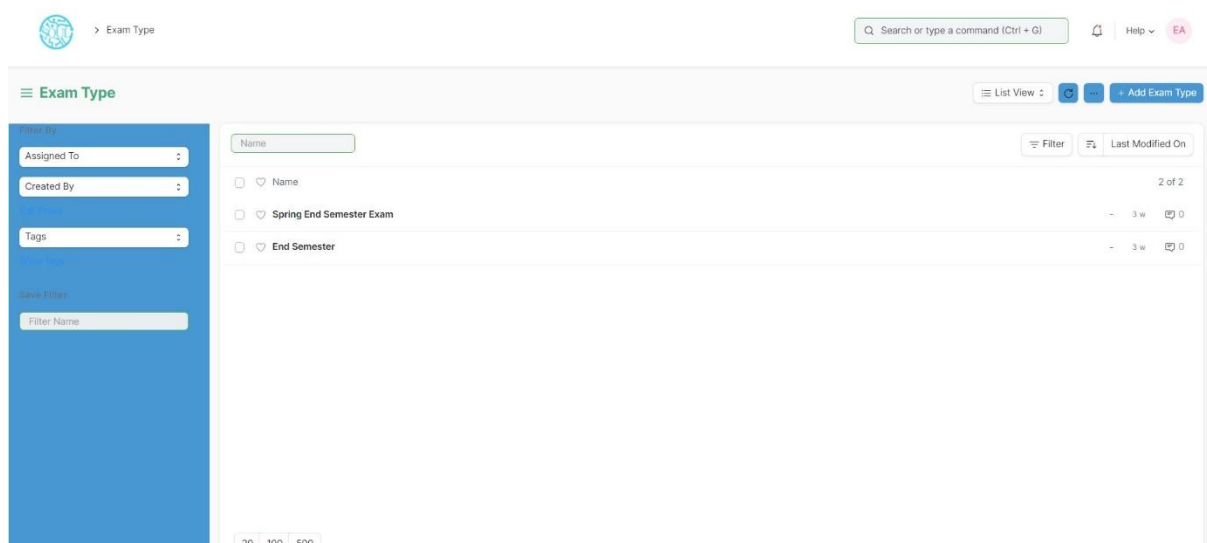
## 1.1 Exam Type

The Exam Type allows you to create and set values for a particular Exam Declaration which shall be beneficial to determine the type of examinations that are being conducted and can be evaluated on the basis of it.

For example, An Exam Declaration can be classified as Mid Term Examination or End Term Examination.

To access Exam Type list, go to:

[Home](#) > [Examination](#) > [Examination Master](#) > [Exam Type](#)



## 1.2 Assessment Criteria

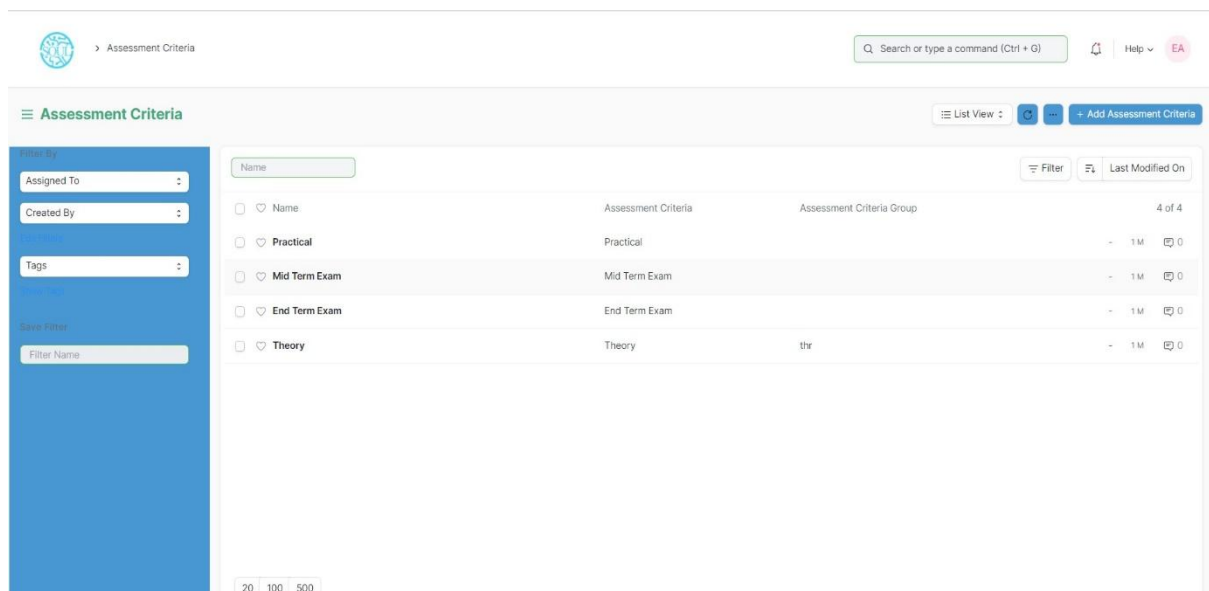
The Assessment Criteria various components of Continuous Evaluation on the basis of which Evaluation shall be conducted.

Also, multiple Assessment Criteria can be grouped together under **Assessment Criteria Group** as well as **Maximum Credit** can be allotted to them. It can also be linked with Exam Declaration if required.

For example, Assessment Criteria can be specified as Mid Term, Practical, End Term, Quiz, Viva, etc.

To access Assessment Criteria list, go to:

[Home](#) > [Examination](#) > [Examination Master](#) > [Assessment Criteria](#)



## 1.3 Grading Scale

Under Grading Scale, you can define the threshold for the different grades obtained by the students, based on their scores in the assessment.

For example, Students obtaining a score of 90% and above would be graded as A+, students obtaining a score of 80% and above would be graded A- and so on.

To access Assessment Criteria list, go to:

[Home](#) > [Examination](#) > [Examination Master](#) > [Grading Scale](#)



Grading Scale > Examination Grade

Search or type a command (Ctrl + G) Help EA

Examination Grade Submitted

Attachments  
Attach File +

Reviews  
+

Shared With  
+

Tags  
Add a tag...

0 0 0 FOLLOW

Administrator created this 2 weeks ago

Administrator created this 2 weeks ago

Connections

Course Criteria Wise Evaluation

Course + Course Assessment Plan +

Grading Scale Intervals

Intervals	No.	Grade Code	Grade Point	Threshold	Result	
<input type="checkbox"/>	1	O	10	90%	PASS	<a href="#">Edit</a>
<input type="checkbox"/>	2	E	9	80%	PASS	<a href="#">Edit</a>
<input type="checkbox"/>	3	A	8	70%	PASS	<a href="#">Edit</a>
<input type="checkbox"/>	4	B	7	60%	PASS	<a href="#">Edit</a>
<input type="checkbox"/>	5	C	6	50%	PASS	<a href="#">Edit</a>
<input type="checkbox"/>	6	D	5	40%	PASS	<a href="#">Edit</a>
<input type="checkbox"/>	7	F	4	30%	FAIL	<a href="#">Edit</a>
<input type="checkbox"/>	8	G	1	0%	FAIL	<a href="#">Edit</a>

## 1.4 Student Exam Block Criteria

The Student Exam Block Criteria is used to create various criteria based on which students are blocked from applying for an exam declaration.

For example, Attendance, Fees can be used as Student Exam Block Criteria for an Exam Declaration.

To access Assessment Criteria list, go to:

[Home](#) > [Examination](#) > [Examination Master](#) > [Student Exam Block Criteria](#)

Student Exam Block Criteria

Search or type a command (Ctrl + G) Help EA

Student Exam Block Criteria List View + Add Student Exam Block Criteria

Filter By

Assigned To

Created By

Tags

Filter Name

Name

Filter Last Modified On

☐ Name

☐ Attendance

1 of 1

now 0

20 100 500

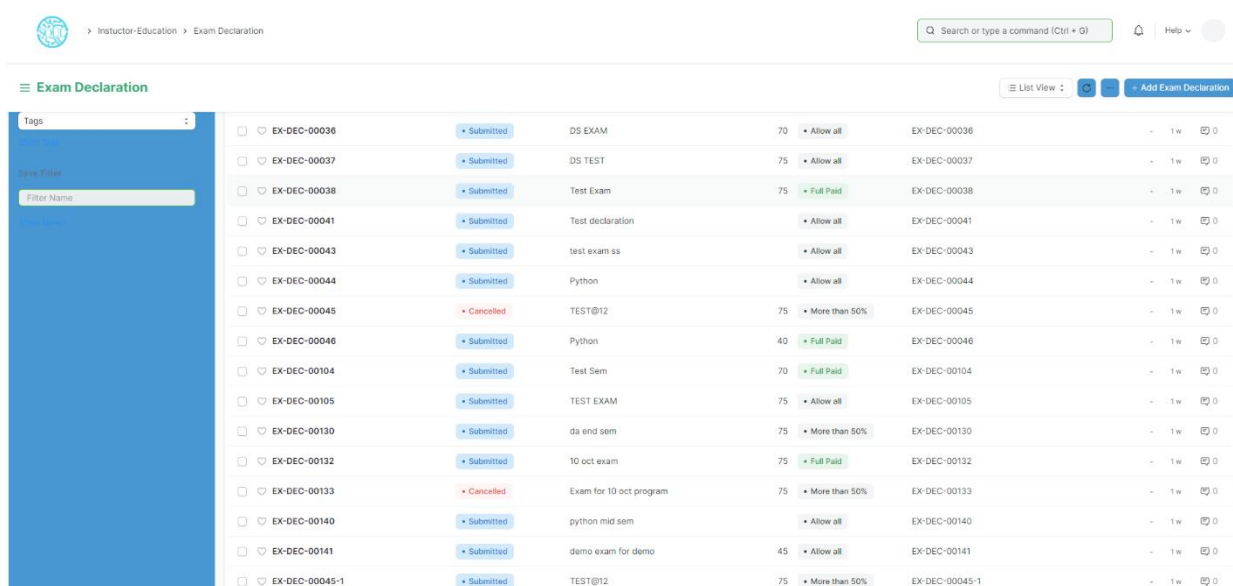


## 2. Examination:

### 2.1 Exam Declaration

The Exam Declaration will allow you to declare an exam for various programs with accordance to the 'Academic Calendar template which was used during the start of each session.

To access the Exam Declaration Process, go to:



The screenshot shows the 'Exam Declaration' page in a web application. On the left is a sidebar with a 'Tags' section and a 'Filter Name' input field. The main area displays a table of exams. Each row includes a checkbox, a heart icon, an ID (e.g., EX-DEC-00036), a status (Submitted, Cancelled, or Full Paid), the exam name, a percentage, a dropdown menu, another ID, a date, and an icon.

Checkbox	Heart	ID	Status	Exam Name	Percentage	Dropdown	ID	Date	Icon
<input type="checkbox"/>	♥	EX-DEC-00036	Submitted	DS EXAM	70	Allow all	EX-DEC-00036	- 1w	🗨
<input type="checkbox"/>	♥	EX-DEC-00037	Submitted	DS TEST	75	Allow all	EX-DEC-00037	- 1w	🗨
<input type="checkbox"/>	♥	EX-DEC-00038	Submitted	Test Exam	75	Full Paid	EX-DEC-00038	- 1w	🗨
<input type="checkbox"/>	♥	EX-DEC-00041	Submitted	Test declaration		Allow all	EX-DEC-00041	- 1w	🗨
<input type="checkbox"/>	♥	EX-DEC-00043	Submitted	test exam ss		Allow all	EX-DEC-00043	- 1w	🗨
<input type="checkbox"/>	♥	EX-DEC-00044	Submitted	Python		Allow all	EX-DEC-00044	- 1w	🗨
<input type="checkbox"/>	♥	EX-DEC-00045	Cancelled	TEST@12	75	More than 50%	EX-DEC-00045	- 1w	🗨
<input type="checkbox"/>	♥	EX-DEC-00046	Submitted	Python	40	Full Paid	EX-DEC-00046	- 1w	🗨
<input type="checkbox"/>	♥	EX-DEC-00104	Submitted	Test Sem	70	Full Paid	EX-DEC-00104	- 1w	🗨
<input type="checkbox"/>	♥	EX-DEC-00105	Submitted	TEST EXAM	75	Allow all	EX-DEC-00105	- 1w	🗨
<input type="checkbox"/>	♥	EX-DEC-00130	Submitted	da end sem	75	More than 50%	EX-DEC-00130	- 1w	🗨
<input type="checkbox"/>	♥	EX-DEC-00132	Submitted	10 oct exam	75	Full Paid	EX-DEC-00132	- 1w	🗨
<input type="checkbox"/>	♥	EX-DEC-00133	Cancelled	Exam for 10 oct program	75	More than 50%	EX-DEC-00133	- 1w	🗨
<input type="checkbox"/>	♥	EX-DEC-00140	Submitted	python mid sem		Allow all	EX-DEC-00140	- 1w	🗨
<input type="checkbox"/>	♥	EX-DEC-00141	Submitted	demo exam for demo	45	Allow all	EX-DEC-00141	- 1w	🗨
<input type="checkbox"/>	♥	EX-DEC-00045-1	Submitted	TEST@12	75	More than 50%	EX-DEC-00045-1	- 1w	🗨

[Home](#) > [Examination](#) > [Examination>Exam Declaration](#)

The Exam Declaration can be declared with or without the requirement of an Exam Application.

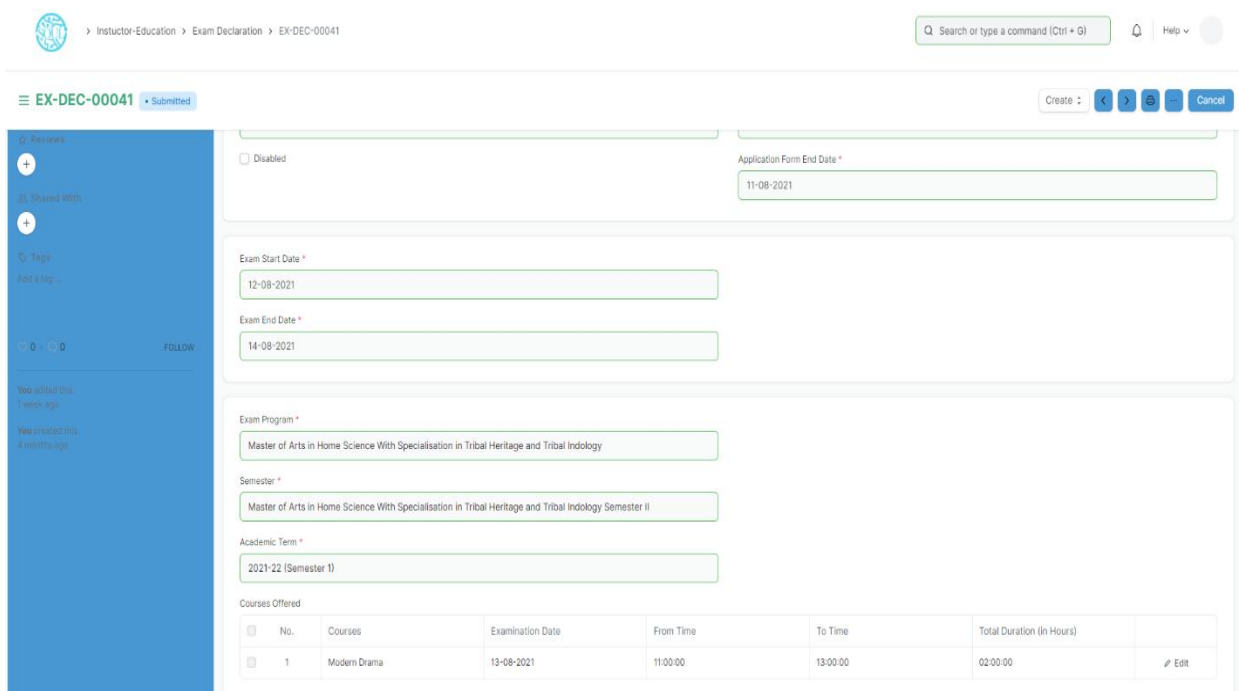
### Prerequisites:

- 1.Academic Calendar
- 2.Program
- 3.Academic Year



## How to create an Exam Declaration?

1. Add Exam Declaration: Enter the Exam Type, Exam Name, Academic Year, Academic Term.
2. If Exam Application is required then mark the checkbox: Enter Application Form Start Date, Application Form End Date
3. Select and add the Exam Start Date.
4. Select and add the Exam End Date.
5. Select and add the Block List Display Date.
6. Select and add the Admit Card Issue Date.
7. Select and add the Exam Program.
8. Semesters related to the selected Exam Program will be displayed on the drop-down list.
9. Select Get Courses.
10. Courses Offered Table:
  - a. Courses from the semesters selected are auto populated in the table.
  - b. Select and the Examination Date
  - c. Change the “From Time” and “To Time” to your desirable schedule.
  - d. Total duration (in Hours) will be auto generated.
11. Select and enter the eligibility details:
  - a. Select and add Minimum Attendance Criteria
  - b. Select the Fee Status from the list of drop-down options
12. Select and add Exam Fees:
  - i. Select and add Exam Fees if applicable-If Yes, then select and add various fee structures along with due date in the fee structure table according to Student Category.



The screenshot shows a web application interface for creating an exam declaration. The breadcrumb trail is 'Instructor-Education > Exam Declaration > EX-DEC-00041'. The form is titled 'EX-DEC-00041' and is marked as 'Submitted'. The form contains several input fields and a table for 'Courses Offered'.

Form Fields:

- ☐ Disabled
- Application Form End Date \*: 11-08-2021
- Exam Start Date \*: 12-08-2021
- Exam End Date \*: 14-08-2021
- Exam Program \*: Master of Arts in Home Science With Specialisation in Tribal Heritage and Tribal Indology
- Semester \*: Master of Arts in Home Science With Specialisation in Tribal Heritage and Tribal Indology Semester II
- Academic Term \*: 2021-22 (Semester I)

Courses Offered Table:

No.	Courses	Examination Date	From Time	To Time	Total Duration (in Hours)	
1	Modern Drama	13-08-2021	11:00:00	13:00:00	02:00:00	<a href="#">Edit</a>



## 2.2 Exam Application

The Exam Application will allow you to apply for an exam that has been declared for a particular program with accordance to the 'Academic Calendar' template which was used during the start of each session.

To access the Exam Application Process, go to:

[Home](#) > [Examination](#) > [Examination](#)>[Exam Application](#)

Name	Student Name	Status	Current Program	Name
EX-APP-00065	ROBIN UTHAPPA	Submitted	CSE	EX-APP-00065
EX-APP-00066	Umesh Mahajan	Submitted	Post Graduation Diploma in ...	EX-APP-00066
EX-APP-00067	RUPESH KUMAR PRADHAN	Submitted	Master of Arts in Home Scie...	EX-APP-00067
EX-APP-00068	Devdutt Paddikal	Submitted	Master of Arts in Home Scie...	EX-APP-00068
EX-APP-00069	ANIL TADINGI	Draft	Master of Arts in Home Scie...	EX-APP-00069
EX-APP-00070	Asmit Kujur	Submitted	MS in Python	EX-APP-00070
EX-APP-00071	Nihal Kokate	Draft	Data Analytics	EX-APP-00071
EX-APP-00072	Asmit Kujur	Submitted	MS in Python	EX-APP-00072
EX-APP-00073	Fname Lname	Submitted	test 10 oct	EX-APP-00073
EX-APP-00074	Amey Rathod	Cancelled	test 10 oct	EX-APP-00074
EX-APP-00075	Amey Rathod	Submitted	test 10 oct	EX-APP-00075
EX-APP-00076	Jay Bhanushali	Submitted	test 10 oct	EX-APP-00076
EX-APP-00077	Jay Shah	Submitted	test 10 oct	EX-APP-00077
EX-APP-00078	Asmit Kujur	Submitted	MS in Python	EX-APP-00078

### Prerequisites:

#### 1.Exam Declaration

### How to create an Exam Application?

1. Add Exam Application: The current date is auto fixed and cannot be changed.
2. Select and Add Student
3. Student Name automatically is reflected in the below field.
4. Select and Add the Exam Declaration for which is the student is applying.
5. Data is auto fetched for:
  - a. Program Academic Year
  - b. Academic term
  - c. Exam Fees





6. Select the Save button
7. Current Academic Courses will be automatically fetched.

## 2.3 Exam Paper Setting

The Exam Paper Setting is used to prepare paper setting schedules and plan for paper setters and moderators for a particular exam declaration.

To access the Exam Paper Setting, go to:

[Home](#) > [Examination](#) > [Examination](#)> [Exam Paper Setting](#)

The screenshot shows the 'New Exam Paper Setting' form. The form is titled 'New Exam Paper Setting' and has a 'Not Saved' status. It contains several input fields: 'Posting Date' (14-02-2022), 'Exam Evaluation Plan \*', 'Course', 'Academic Year \*', 'Academic Term \*', 'Examiner \*', 'Moderator Name', 'Schedule Date', 'From Time', and 'To Time'. There is a 'Save' button in the top right corner.

### Prerequisites:

- 1.Exam Evaluation Plan
- 2.Exam Declaration

**\*\*Note:** The Exam Paper Setting is already created as a draft when Exam Evaluation Plan is submitted. The Paper Setter has to only attach the exam paper set for that particular exam declaration and then approved by the Moderator if any. **\*\***

### How to create an Exam Paper Setting?

1. Select and Add Exam Paper Setting:
2. Select and Add Exam Evaluation Plan, Academic year, Academic Term.
3. Select and add Course
4. Select the Examiner from the dropdown menu and then the Moderator Name.
5. Select the Schedule Date: Select “From Time” & “To time”.
6. Select and attach the Paper Copy.



7. Save.

## 2.4 Exam Block List

The Exam Block List displays the list of students that are blocked from applying for a particular Exam Declaration as they are not being able to clear the eligibility exam criteria.

To access the Student Exam Block List Process, go to:

[Home](#) > [Examination](#) > [Examination](#) > [Exam Block List](#)

The screenshot shows the 'New Student Exam Block List' form. It includes a header with a logo, breadcrumb navigation (Instructor-Education > Student Exam Block List > new-student-exam-block-list-1), a search bar, and a 'Save' button. The form has three input fields: 'Program of Exam \*', 'Exam Declaration \*', and 'Semester \*'. Below these is a table titled 'Student Block Item' with columns for 'No.', 'Student', 'Student Name', and 'Criteria'. The table has one row with '1' in the 'No.' column and an 'Edit' button in the 'Criteria' column. An 'Add Row' button is at the bottom left of the table.

### How to create Student Exam Block List?

- 1 Add Student Exam Block List: Select and add Program of Exam
- 2 Select and add Exam Declaration
- 3 Semester is auto fetched
- 4 Select and add row in Student Block Item:
  - a. Enter Student ID
  - b. Student Name is auto fetched
  - c. Select and add criteria
- 5 Select Save button

## 2.5 Admit Card

The Admit Card process is used to download the admit card after exam application has been applied for the particular exam declaration.

To access the Admit Card Process, go to:



## Home > Education > Examination> Admit Card

Student Admit Card

Assigned To: [Dropdown]  
Created By: [Dropdown]  
Tags: [Dropdown]  
Save Filter  
Filter Name: [Text]

Name [Text] Filter Last Modified On

<input type="checkbox"/>	Name	Student Name	Photo	Name	6 of 6
<input type="checkbox"/>	STU-ADM-00018	Umesh Mahajan	/files/images.jpeg	STU-ADM-00018	1w 0
<input type="checkbox"/>	STU-ADM-00020	XYZ ASD		STU-ADM-00020	1w 0
<input type="checkbox"/>	STU-ADM-00021	hfg dhfg		STU-ADM-00021	1w 0
<input type="checkbox"/>	STU-ADM-00022	Amey Rathod		STU-ADM-00022	1w 0
<input type="checkbox"/>	STU-ADM-00023	Amey Rathod		STU-ADM-00023	1w 0
<input type="checkbox"/>	STU-ADM-00019	MANGAL SOREN		STU-ADM-00019	2M 0

20 100 500

## Prerequisites

1. Exam Declaration
2. Exam Application
3. Eligibility Criteria
4. Admit Card Issue Date

Student Admit Card

Assigned To: [Dropdown]  
Created By: [Dropdown]  
Tags: [Dropdown]  
Save Filter  
Filter Name: [Text]

Name [Text] Filter Last Modified On

<input type="checkbox"/>	Name	Student Name	Photo	Name	6 of 6
<input type="checkbox"/>	STU-ADM-00018	Umesh Mahajan	/files/images.jpeg	STU-ADM-00018	1w 0
<input type="checkbox"/>	STU-ADM-00020	XYZ ASD		STU-ADM-00020	1w 0
<input type="checkbox"/>	STU-ADM-00021	hfg dhfg		STU-ADM-00021	1w 0
<input type="checkbox"/>	STU-ADM-00022	Amey Rathod		STU-ADM-00022	1w 0
<input type="checkbox"/>	STU-ADM-00023	Amey Rathod		STU-ADM-00023	1w 0
<input type="checkbox"/>	STU-ADM-00019	MANGAL SOREN		STU-ADM-00019	2M 0

20 100 500

## How to create an Admit Card?

- 1 Select Add Student Admit Card
- 2 Select and Add Registration No
- 3 All other fields are auto fetched accordingly



#### 4 Add Save button

### Other Features

- 1 The Admit card can be view in print form and downloaded.
- 2 The admit card contains information regarding the exam schedule.
- 3 It also contains photo of the student.

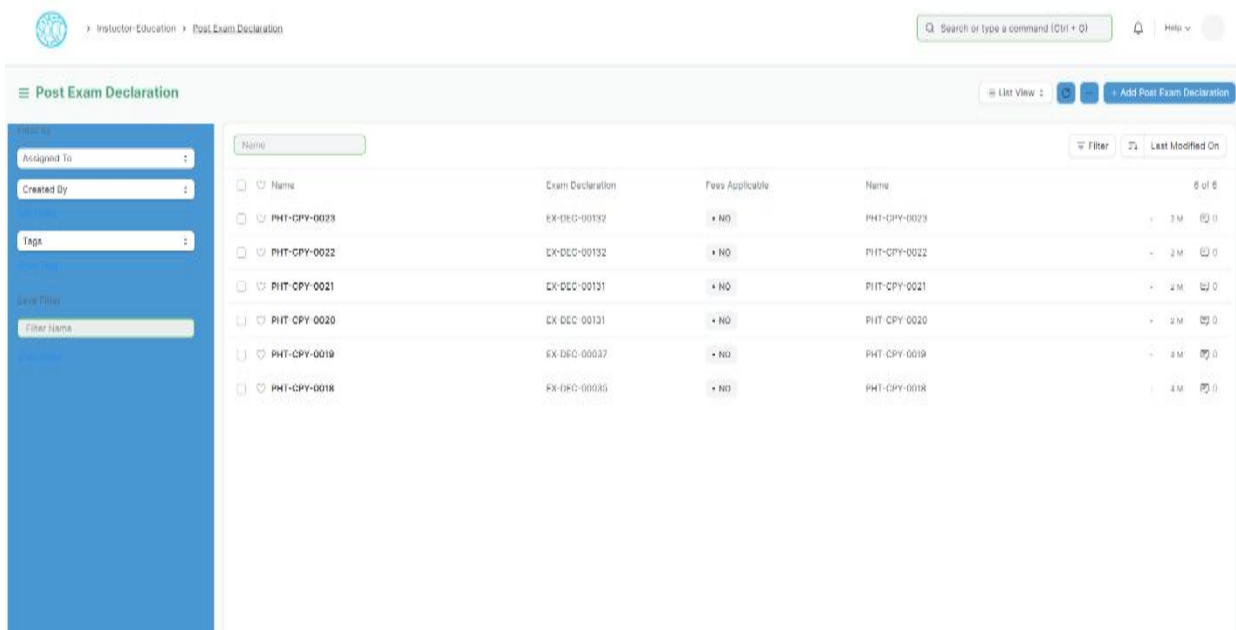
## 2.6 Post Exam Declaration

There are some processes that needs to be available to the students and institutes, post examination and before result declaration in order to have a fair chance given to students so that they can have their doubts cleared about the marks they secure and the results that are published.

The post exam declaration consists of 2 declarations that are mostly made open for students to apply:

- 1 Photocopy Application
- 2 Re-evaluation Application

To access the Post Exam Declaration Process, go to:



[Home](#) > [Examination](#) > [Examination](#) > [Post Exam Declaration](#)

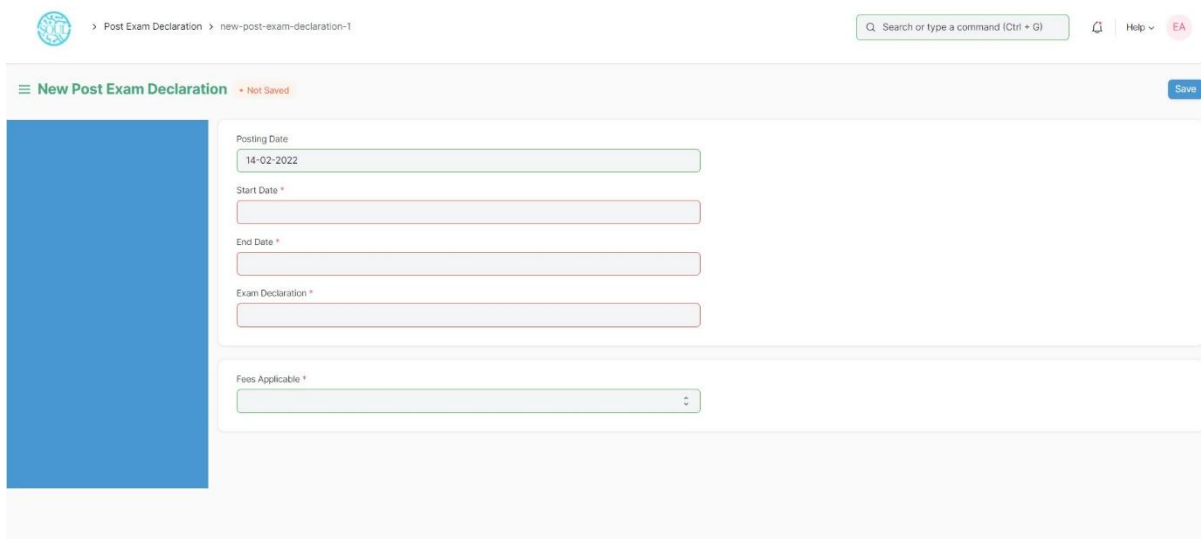


## Prerequisites

1. Exam Declaration
2. Fees Applicable

## How to create Post Exam Declaration?

- 1 Select and Post Exam Declaration
- 2 Select and add Start Date.
- 3 Select and add End Date
- 4 Select and add Exam Declaration for which Post Exam Declaration is being issued.
- 5 Select if Fees Applicable.
  - i. Select and add Fee Structure.



## 2.7 Photocopy Application

After a post-exam declaration, if the student wants to view his exam answer sheet, then they apply to photocopy application. The exam section attaches the copy of the student's scanned answer sheet which is accessible from the student ID. Through this process, the student can raise any issues regarding his evaluation of the answer sheet by the faculty/instructor.

To access the Photocopy Application, go to:

[Home](#) > [Examination Module](#) > [Examination](#)> [Photocopy Application](#)



> Instuctor-Education > Photocopy Application > new-photocopy-application-1

Search or type a command (Ctrl + G) Help

**New Photocopy Application** • Not Saved

Make Save

Application Date  
11-11-2021

Status  
Draft

Student \*

Student Name

Exam Declaration \*

## Prerequisites

1. Exam Declaration
2. Post Exam Declaration
3. Fees Applicable

## How to create Photocopy Application?

- 1 Select and add Photocopy Application
- 2 Select and add Student Name
- 3 Select and add Exam Declaration
- 4 Select and add Post Exam Declaration
- 5 Select Photocopy Item:
  - a. Select and add Course Name from the list of courses for which Post Exam Declaration is issued.
  - b. Select attach button and upload photocopy.



## 2.8 Revaluation Application

After a post-exam declaration, if the student wants to have his answer sheet re-counted for the marks he has been assigned, then he applies for the revaluation application. The re-counted score is placed at the disposal of the student after the revaluation by the Exam section but the scanned copy for the answer sheet is not accessible at the student ID.

To access the Photocopy Application, go to:



[Home > Education > Examination > Revaluation Application](#)




 > Instructor-Education > Reevaluation Application
 
 Search or type a command (Ctrl + G)
 
 Help

---

**Reevaluation Application**

 List View
 

 + Add Reevaluation Application

Filter By

Assigned To

Created By

Tags

Save Filter

Filter Name

Name

Name	Status	Student Name	Name	
REV-APP-00038	Cancelled	Fname Lname	REV-APP-00038	18 h
REV-APP-00039	Cancelled	Fname Lname	REV-APP-00039	3 w
REV-APP-00037	Submitted	ROBIN UTHAPPA	REV-APP-00037	4 M
REV-APP-00036	Submitted	Umesh Mahajan	REV-APP-00036	4 M
REV-APP-00035	Submitted	ROBIN UTHAPPA	REV-APP-00035	4 M

20 | 100 | 500

## Prerequisites

1. Exam Declaration
2. Post Exam Declaration
3. Fees Applicable

## How to create Revaluation Application?

- 1 Select and add Reevaluation Application
- 2 Select and add Student Name
- 3 Select and add Exam Declaration
- 4 Select and Post Exam Declaration
- 5 Select Photocopy Item:
  - a. Select and add Course Name from the list of courses for which Post Exam Declaration is issued.
  - b. Select attach button and upload photocopy.

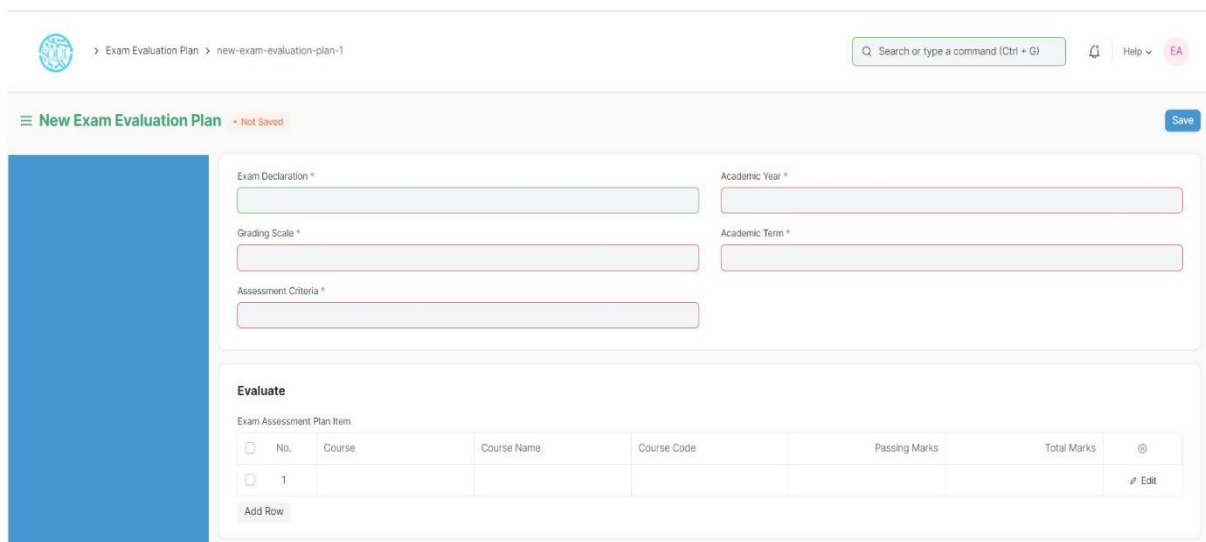


## 3. Evaluation

### 3.1 Exam Evaluation Plan

An Exam Evaluation Plan is a schedule to conduct the examination/assessment of a particular course for a group of students studying that course in an on-going academic term.

To access the Exam Evaluation Plan, go to



Exam Declaration \*

Academic Year \*

Grading Scale \*

Academic Term \*

Assessment Criteria \*

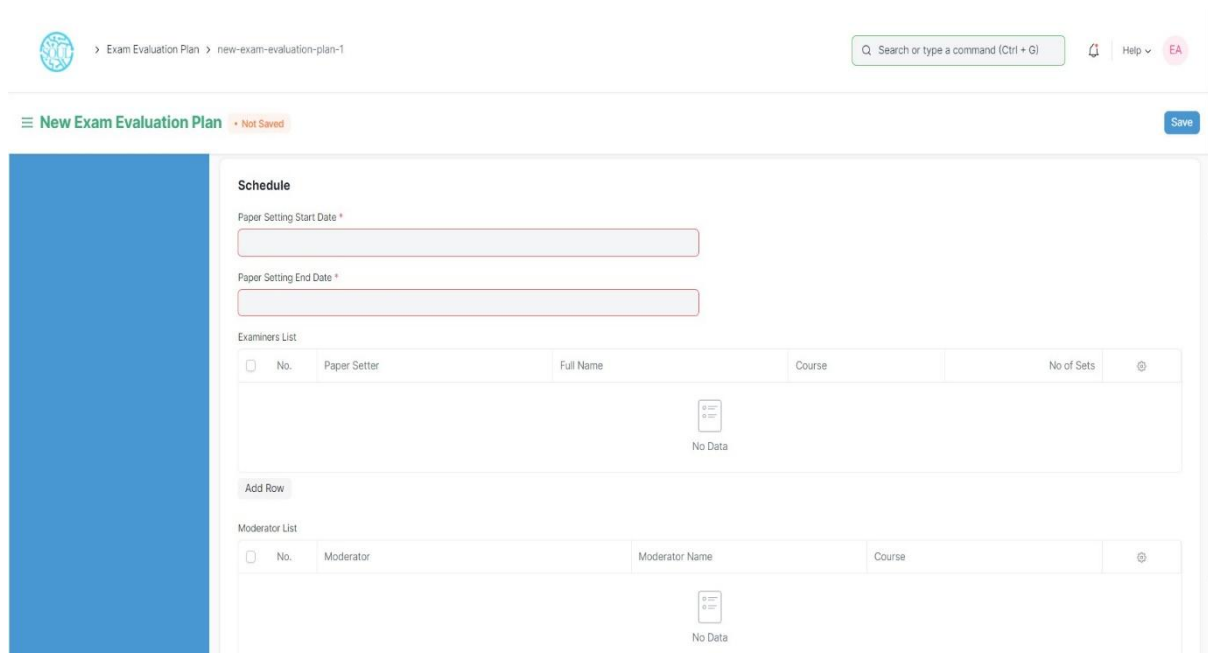
**Evaluate**

Exam Assessment Plan Item

<input type="checkbox"/>	No.	Course	Course Name	Course Code	Passing Marks	Total Marks	
<input type="checkbox"/>	1						

Add Row

[Home](#) > [Examination](#) > [Evaluation](#) > [Exam Evaluation Plan](#)



**Schedule**

Paper Setting Start Date \*

Paper Setting End Date \*

**Examiners List**

<input type="checkbox"/>	No.	Paper Setter	Full Name	Course	No of Sets	
No Data						

Add Row

**Moderator List**

<input type="checkbox"/>	No.	Moderator	Moderator Name	Course	
No Data					





## Prerequisites

Before creating an Exam Evaluation Plan, it is advisable that you create the following first:

1. [Student Group \(Based on Exam Declaration\)](#)
2. [Course](#)
3. [Program](#)
4. [Evaluation Group](#)
5. [Grading Scale](#)

## How to create an Exam Evaluation Plan?

1. Go to the Exam Evaluation Plan list and click on New.
2. Select the Exam Declaration for which you want to conduct the evaluation plan.
3. Select the Academic Year, Academic Term, Grading Scale, Assessment Criteria for which you are conducting the evaluation plan.
4. The courses for which the exam declaration has been made, gets auto fetched in the “Evaluate” table along with passing marks and total marks.
5. Select the Paper Setting Start Date and Paper Setting End Date.
6. Select the faculties in the Examiners List and select the courses which are present in their respective Instructor Log.
7. Select the faculties as Moderators along with the courses specified to them.
8. Save.
9. Once you save the Exam Evaluation Plan, the Exam Paper Setting would automatically be created for the evaluation which needs to be verified and submitted.
10. Submitted.

## Features

### Exam Schedule

1. Schedule Date: Enter the date on which the evaluation is to be conducted.
2. From Time: Enter the start date for the evaluation.
3. To Time: Enter the end time for the evaluation.
4. Room: Select the room in which the evaluation would be conducted.
5. Examiner: Add the name of the Examining Instructor for this assessment.
6. Supervisor: Add the name of the Supervising Instructor for this assessment.



### 3.2 Criteria-wise Evaluation

Criteria-wise Evaluation allows us to create an evaluation for a particular assessment criterion in a course for a student enrolled in that course.

To access the Criteria-wise Evaluation, go to:

Criteria Wise Evaluation

Q Search or type a command (Ctrl + G)

Help

EA

Criteria Wise Evaluation

List View

+ Add Criteria Wise Evaluation

Filter By

Assigned To

Created By

Tags

Save Filter

Filter Name

Name

Filter

Last Modified On

<input type="checkbox"/>	♥ Name	Status	Student	Course	Assessment Criteria		8 of 8
<input type="checkbox"/>	♥ CRASM-00006	Submitted	EDU-STU-2022-00316	CRS-01370	End Term Exam	- 6 d	0
<input type="checkbox"/>	♥ CRASM-00007	Submitted	EDU-STU-2022-00316	CRS-01370	Mid Term Exam	- 6 d	0
<input type="checkbox"/>	♥ CRASM-00008	Submitted	EDU-STU-2022-00316	CRS-01370	End Term Exam	- 6 d	0
<input type="checkbox"/>	♥ CRASM-00005	Draft	EDU-STU-2022-00314	CRS-02250	Theory	- 1 w	0
<input type="checkbox"/>	♥ CRASM-00004	Submitted	EDU-STU-2022-00313	CRS-02250	Practical	- 1 w	0
<input type="checkbox"/>	♥ CRASM-00003	Submitted	EDU-STU-2022-00313	CRS-02251	Practical	- 1 w	0
<input type="checkbox"/>	♥ CRASM-00002	Submitted	EDU-STU-2022-00313	CRS-02250	Theory	- 1 w	0
<input type="checkbox"/>	♥ CRASM-00001	Submitted	EDU-STU-2022-00313	CRS-02251	Theory	- 1 w	0

Home > Examination > Evaluation > Criteria wise Evaluation

Criteria Wise Evaluation

Q Search or type a command (Ctrl + G)

Help

EA

New Criteria Wise Evaluation

Not Saved

Save

Student \*

Student Name

Academic Year \*

Academic Term \*

Course \*

Assessment Criteria \*

Exam Declaration

Exam Evaluation Plan

Earned Marks

Total Marks

20 | Page

## Prerequisites

Before creating Criteria-wise Evaluation, it is advisable that you create the following first:

1. [Exam Declaration](#)
2. [Course](#)
3. [Assessment Criteria](#)
4. [Exam Evaluation Plan](#)
5. [Grading Scale](#)

## How to create Criteria-wise Evaluation?

1. Go to Criteria Wise Evaluation; Select and add Criteria Wise Evaluation.
2. Select and enter the Student Name
3. Select and enter Academic Year and Academic Term
4. Select the Course from the dropdown list.
5. Select and add Assessment Criteria.
6. Select and add Exam Declaration and Exam Evaluation Plan if any.
7. Save.

### 3.3 Continuous Evaluation

Continuous Evaluation is used to assess the Assessment Criteria done for a course for an individual student.

To go to Continuous Evaluation, go to:



Continuous Evaluation

Search or type a command (Ctrl + G)

Filter

Name	Status	Student	Course	Assessment Criteria	Last Modified On
AS-CRD-00008	Submitted	EDU-STU-2022-00313	CRS-02250	Practical	3 d
AS-CRD-00006	Cancelled	EDU-STU-2022-00316	CRS-01370	Mid Term Exam	6 d
AS-CRD-00007	Submitted	EDU-STU-2022-00316	CRS-01370	End Term Exam	6 d
AS-CRD-00006-1	Submitted	EDU-STU-2022-00316	CRS-01370	Mid Term Exam	6 d
AS-CRD-00004	Submitted	EDU-STU-2022-00313	CRS-02251	Practical	1 w
AS-CRD-00003	Submitted	EDU-STU-2022-00313	CRS-02251	Theory	1 w
AS-CRD-00002	Submitted	EDU-STU-2022-00313	CRS-02250	Practical	1 w
AS-CRD-00001	Submitted	EDU-STU-2022-00313	CRS-02250	Theory	1 w

[Home](#) > [Examination](#) > [Evaluation](#) > [Continuous Evaluation](#)

## Prerequisites

Before creating Continuous Evaluation, it is advisable that you create the following first:


### 1. [Criteria wise Evaluation](#)

## How to create Continuous Evaluation?

1. Go to Continuous Evaluation; Select and add Continuous Evaluation.
2. Select and enter the Student Name
3. Select the Course from the dropdown list.
4. Select and add Assessment Criteria.
5. Select Get Assessments.
6. The Assessment Criteria for that particular course is auto fetched.
7. Enter Grace Marks if required.
8. Earned Credits and Weightage Marks is auto fetched.
9. Enter the Final Marks after any revision.






10. Save.



> Continuous Evaluation > new-continuous-evaluation-1

Q Search or type a command (Ctrl + G)

 Help 



New Continuous Evaluation

Not Saved

Save

Student \*

Course \*

Assessment Criteria \*

Academic Year \*

Academic Term \*

Grace Marks

Weightage Marks

Earned Credits

Final Marks

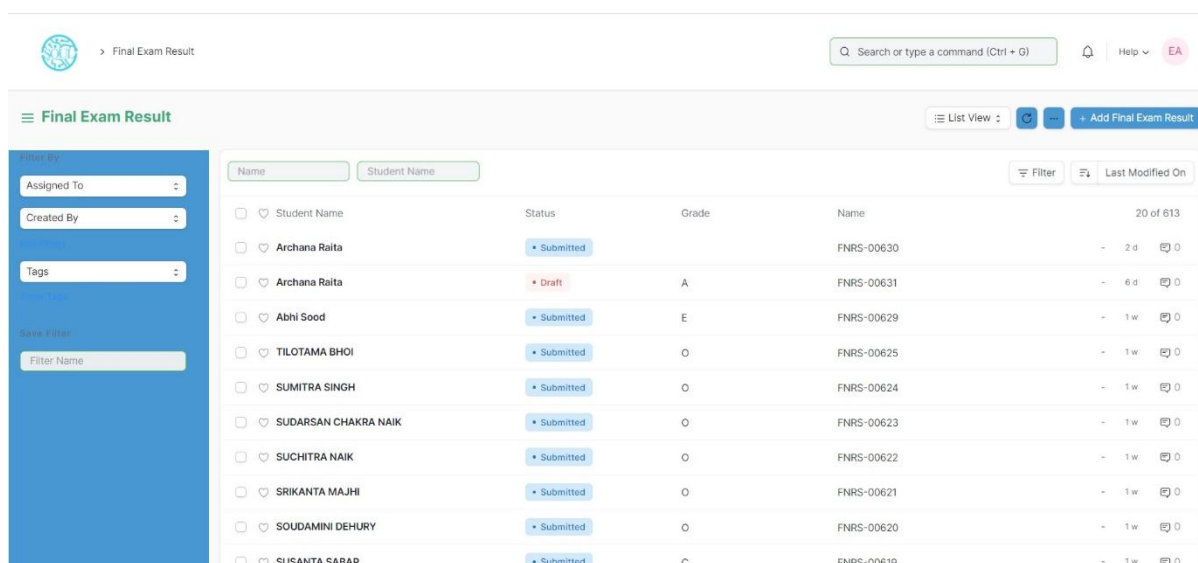


## 3.4 Final Exam Result

Final Exam Result is used to evaluate the final assessment of a student for a particular semester.

To go to Final Exam Result, go to:

[Home](#) > [Examination](#) > [Evaluation](#) > [Final Exam Result](#)



Name	Student Name	Status	Grade	Name	Last Modified On
<input type="checkbox"/> Student Name					20 of 613
<input type="checkbox"/> Archana Raita		Submitted		FNRS-00630	- 2 d
<input type="checkbox"/> Archana Raita		Draft	A	FNRS-00631	- 6 d
<input type="checkbox"/> Abhi Sood		Submitted	E	FNRS-00629	- 1 w
<input type="checkbox"/> TILOTAMA BHOI		Submitted	O	FNRS-00625	- 1 w
<input type="checkbox"/> SUMITRA SINGH		Submitted	O	FNRS-00624	- 1 w
<input type="checkbox"/> SUDARSAN CHAKRA NAIK		Submitted	O	FNRS-00623	- 1 w
<input type="checkbox"/> SUCHITRA NAIK		Submitted	O	FNRS-00622	- 1 w
<input type="checkbox"/> SRIKANTA MAJHI		Submitted	O	FNRS-00621	- 1 w
<input type="checkbox"/> SOUDAMINI DEHURY		Submitted	O	FNRS-00620	- 1 w
<input type="checkbox"/> SUSANTA SABAR		Submitted	C	FNRS-00619	- 1 w

## Prerequisites

Before creating Final Exam Result, it is advisable to create the following first:

1. [Criteria wise Evaluation](#)
2. [Continuous Evaluation](#)

## How to create Final Exam Result?

1. Go to Final Exam Result; Select and add Final Exam Result.
2. Select and enter the Student Name
3. All the information required is auto fetched.
4. Select and add Grading Scale.
5. Select Get Result.
6. The Assessment Result items for that particular student is auto fetched.



7. The Evaluation Result item is also auto fetched and calculated on the basis of grading scale.
8. The SGPA, Result and Grade is also calculated and automatically fetched.
9. Submit and Save the Final Exam Result.
10. The final exam result is declared for a particular Student.

Final Exam Result > FNRS-00630

Search or type a command (Ctrl + G)

Archana Raita • Not Saved

Update

Assigned To

Attach File

Reviews

Download With

Tags

Follow

Programs

Master of Arts in English with Specialisation in Comparative Tribal Language and Literature

Semester

Master of Arts in English with Specialisation in Comparative Tribal Language and Literature Semester I

Academic Year

2021-22

Academic Term

2021-22 (SEMESTER I)

Student \*

EDU-STU-2022-00316

Student Name

Archana Raita

Grading Scale \*

Examination Grade

Assessment Status

Completed

Result

Get Result

No.	Course	Assessment Criteria	Earned CR	Total CR	Earned Marks	Total Marks	Grade	Result	
1	CRS-01370	End Term Exam	4	4	35	40			Edit
2	CRS-01370	Mid Term Exam	0	0	40	60			Edit

## 4. Tools

### 4.1 Criteria Wise Evaluation Tool

Criteria Wise Evaluation Tool helps in entering marks earned by the students in a semester for a particular course and particular assessment criteria.

To go to Criteria Wise Evaluation Tool, go to:

[Home](#) > [Examination](#) > [Tools](#) > [Criteria Wise Evaluation Tool](#)



## How to use Criteria Wise Evaluation Tool?

- 1 Go to Criteria Wise Evaluation Tool.
- 2 Select and add Academic Year, Academic Term.
- 3 Select and add Programs, Semesters.
- 4 Select and add Course for which assessment criteria is to be evaluated.
- 5 Select and add Assessment Criteria.
- 6 If the Assessment Criteria is linked to any exams, then:
  - a. Select and add Exam Declaration from the dropdown list.
  - b. Select and add Exam Evaluation Plan from the dropdown list.
7. The total number of Students along with the Student list is fetched.
8. Select and enter the marks for each student in the Earned Marks field.
9. Save.

The entries for all the Students' Criteria Wise Evaluation is created in the Criteria Wise Evaluation Document which can be verified and finally submitted.

## 4.2 Final Result Declaration Tool

Final Result Declaration Tool is used to declare the final exam results for a particular group/batch of students in a semester.

To go to Final Result Declaration Tool, go to:

[Home](#) > [Examination](#) > [Tools](#) > [Final Result Declaration Tool](#)





The screenshot shows a web application interface for 'New Final Result Declaration'. The top navigation bar includes a search bar and a user profile icon. The main form area has a blue sidebar on the left. The form fields are as follows:

- Programs:** Master of Arts in Anthropology With Specialisation in Tribal Legal Studies and Tribal Rights
- Academic Year:** 2020-21
- Semester:** Master of Arts in Anthropology With Specialisation in Tribal Legal Studies and Tribal Rights Semester I
- Academic Term:** 2020-21 (Semester 1)
- Grading scale \*:** Examination Grade
- Get Students:** A button to fetch student data.
- Total Enrolled Student:** A field displaying the value '0'.

## How to use Final Result Declaration Tool?

- 1 Go to Final Result Declaration Tool; Add Final Result Declaration
- 2 Select and add Programs.
- 3 Select and add Semester.
- 4 Select and add Grading Scale.
- 5 Select and add Academic Year, Academic Term.
- 6 Select “Get Students”.
- 7 Total Enrolled Students is shown in the field.
- 8 The Result Declaration Student List is auto fetched along with Completion Status/Pending Status.
- 9 Save.
- 10 The draft entries from the Final Result Declaration Tool is created in Final Exam Result.
- 11 The draft entries are now then verified and submitted.

## 5. Transcripts

### 5.1 Leaving Certificate

Leaving Certificate is issued when the students have completed their programs. In the ERP the leaving certificate is issued when their Assessment Status is complete. **It is a certificate showing a person has completed his or her time at school**, sometimes requiring the passing of an exam or exams.



To go to Leaving Certificate, go to:

[Home](#) > [Examination](#) > [Transcripts](#) > [Leaving Certificate](#)

## Prerequisites

The Student should have completed his/her respective program.

### How to create a Leaving Certificate?

1. Go to Leaving Certificate; Add Leaving Certificate
2. Select and enter Student Name.
3. The details related to Student is auto fetched.
4. Select and add Character details.
5. Select and add Annual Exam.
6. Select and add Reason for Leaving the College.
7. Save.
8. Select the Print icon.
9. Change the standard form to Leaving Certificate

## 5.2 Provisional Certificate

Provisional Certificate is issued in order to make sure that the student is not deprived of any future opportunities in the form of a job or higher education. It helps the college administration in keeping a record of students who have passed from the university.

To go to Provisional Certificate, go to:

[Home](#) > [Examination](#) > [Transcripts](#) > [Provisional Certificate](#)

### How to create Provisional Certificate?

1. Go to Provisional Certificate; Add Provisional Certificate
2. Select and enter Student Name
3. The related details to Student are auto fetched.
4. Select and add Place.
5. Select and add Name of Degree.
6. Save.



7. Select the Print icon.
8. Change the standard form to Provisional Certificate.

### 5.3 Migration Certificate

Migration Certificate is a **document issued by the concerned University or Board in which one studies**. It helps in getting admission to another institution or any education board and it is issued at the completion of the course along with other necessary documents.

To go to Migration Certificate, go to:

[Home](#) > [Examination](#) > [Transcripts](#) > [Migration Certificate](#)

#### How to create Migration Certificate?

1. Go to Migration Certificate; Add Migration Certificate.
2. Select and enter Student Name
3. The related details of the Student are auto fetched.
4. Select and add Place.
5. Select and add Name of Degree.
6. Save.
7. Select the Print icon.
8. Change the standard form to Migration Certificate.

### 8.4 Conduct Certificate

A conduct certificate **specifies the behavior of an individual during a period of time, in an official place**. It is also sometimes referred to as a character certificate. A conduct certificate is given to a student when he wants to get admission in another institute or in case of transfer.

To go to Conduct Certificate, go to:

[Home](#) > [Examination](#) > [Transcripts](#) > [Conduct Certificate](#)

#### How to create Conduct Certificate?

1. Go to Conduct Certificate; Add Conduct Certificate.
2. Select and enter Student Name.



3. The related details of the Student are auto fetched.
4. Select and add Place
5. Add name of degree.
6. Save.
7. Select the Print icon.
8. Change the standard form to Conduct Certificate.

## 8.5 Cumulative Marksheet

Cumulative Marksheet is a compilation of all the semesters with their grades in a single certificate. The Cumulative marksheet will have a list of subjects, grades obtained and CGPA (Cumulative Grade Point Average). And also details of students, such as roll number, name, age and date of birth, program enrollment.

To go to Cumulative Marksheet, go to:

[Home](#) > [Examination](#) > [Transcripts](#) > [Conduct Certificate](#)

### How to create Cumulative Marksheet?

1. Go to Cumulative Marksheet; Add Cumulative Marksheet.
2. Select and enter Student Name.
3. The related details of the Student are auto fetched.
4. Save.
5. Select the Print icon.
6. Change the standard form to Cumulative Marksheet.
7. Print the Cumulative Marksheet.

## 6. Reports

### 6.1 Course Evaluation Report

The Course Evaluation Report displays **a summary of information for course evaluation data** of a student.

The Evaluation Report can be used to derive the reports of evaluation relative to any of the following fields:

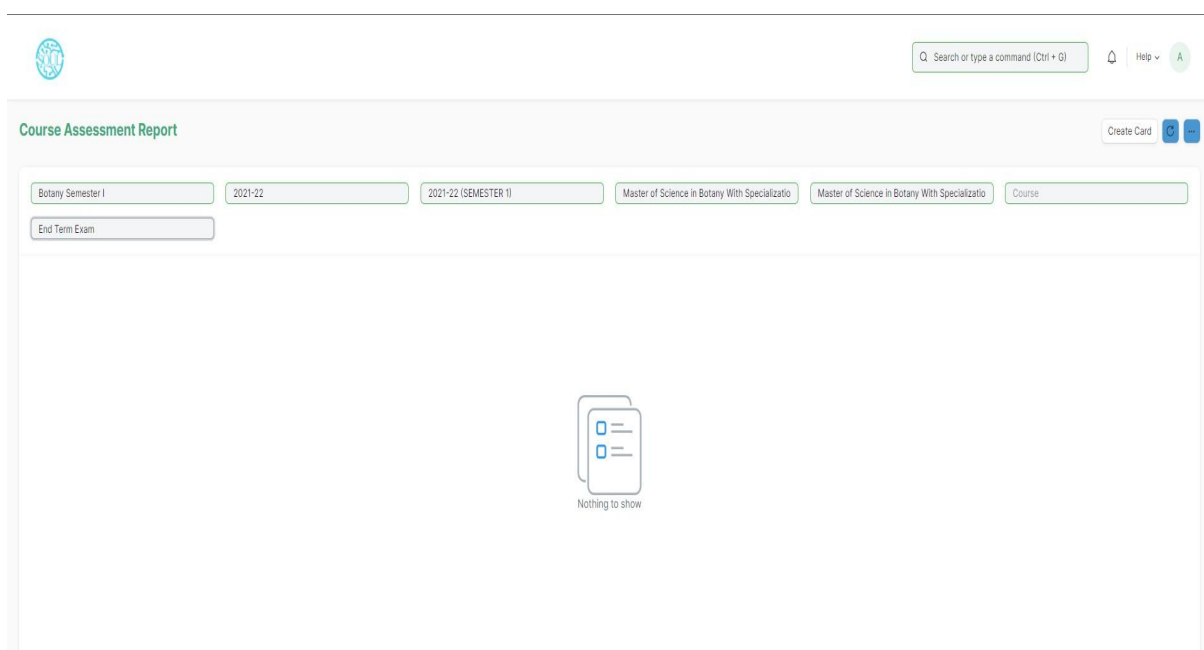
- 1 [Student Group](#)



- 2 [Academic Year](#)
- 3 [Academic Term](#)
- 4 [Programs](#)
- 5 [Semester](#)
- 6 [Course](#)
- 7 [Course Evaluation Criteria](#)

To go to Course Evaluation Report, go to:

[Home](#) > [Examination](#) > [Reports](#) > [Course Evaluation Report](#)



Course Assessment Report

Q Search or type a command (Ctrl + G) Help A

Create Card

Botany Semester I 2021-22 2021-22 (SEMESTER I) Master of Science in Botany With Specializatio Master of Science in Botany With Specializatio Course

End Term Exam

Nothing to show

## How to create a Course Evaluation Report?

- 1 Go to Course Evaluation Report
- 2 Select and enter Student Group
- 3 Select and enter Academic Year, Academic Term
- 4 Select and enter Programs
- 5 Select and enter Semester
- 6 Select and enter Course
- 7 Select and enter Course Assessment Criteria.
- 8 Save.



## Features

The Course Evaluation Report can be generated with respect to any values/fields.

In Course Evaluation Report, extra values/fields can also be added to view the report.

The Report can be edited, exported and emailed also.

## 6.2 Course wise Result

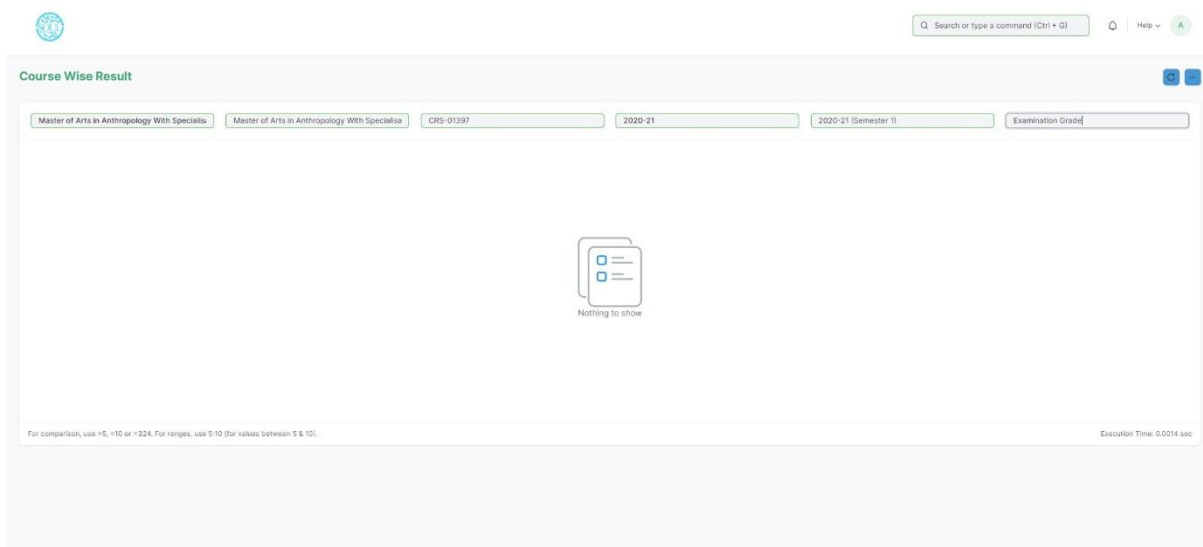
The Course Wise Result Report displays a summary of information of students' performance for that particular enrolled course/subject.

The Course Wise Result Report can be generated using the values for any of the following fields:

1. [Programs](#)
2. [Semester](#)
3. [Course](#)
4. [Academic Term](#)
5. [Academic Year](#)
6. [Grading Scale](#)

To go to Course Wise Result Report, go to:

[Home](#) > [Examination](#) > [Reports](#) > [Course Wise Result Report](#)



## Prerequisites

1. Programs
2. Academic Year

## How to generate a Course Wise Result report?

- 1 Go to Course Wise Result Report
- 2 Select Show Report
- 3 Select and enter Program(mandatory)
- 4 Select and enter Semester
- 5 Select and enter Course
- 6 Select and enter Academic Year(mandatory)
- 7 Select and enter Academic Term.
- 8 Select and enter Grading Scale.
- 9 Print or export the generated report.

