

EXAMINATION AUTOMATION SYSTEM

BSIM

User Manual



The Heritage Institution

**KANYA MAHA VIDYALAYA
JALANDHAR
(Autonomous)**

Kanya MahaVidyalaya, Jalandhar (Autonomous)

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EXAMINATION AUTOMATION SYSTEM

BITFIELD SOLUTIONS
Kanya Maha Vidyalaya, Jalandhar

Academic Session: 2022
User ID: ADMINISTRATOR
Password:
Select Module: Examination System
 College School

[Server Settings](#) Login

Institute Management System Developed By: BitField Solutions

As you login into Examination Module, it will bring session and class selection screen in front, select session and month to get list of the related classes. To short the list of classes, key in some word from the class name in the filter class column, it will filter the classes list on the bases of entered word to make class selection easy. Select Class from the list and click on GO button to proceed. Title of the screen will always show the selected option and class name. In next session you find detail of the options under different tabs.

Examination # Options under the head Examination are used to operate on entry and editing of student data in examination system; they are briefed in following section.

Enrolling Old Student:

The screenshot shows a web-based form for posting old candidate data. The form is titled "December, 2022". It has a left sidebar with navigation options: Examination, Old Student, Edit, Old Posting, Post Exam Data, Allot Roll No, Allot Centre, Change Roll No, Honour Subjects, Result, Reports, Masters, and Settings. The main form area is divided into several sections:

- Post Old Candidate:** Includes a dropdown for "Class From", input fields for "Session" and "Month", and an input field for "Roll No".
- Admission Details:** Includes a dropdown for "Capacity", an input field for "Registration Number", and an input field for "Roll Number".
- Particulars:** Includes input fields for "Name", "Father Name", and "Mother Name", and a dropdown for "Sex".
- Subjects:** Features two columns of subject names. The left column is for subjects available in the class, and the right column is for subjects opted by the student. Between the columns are ">>" (append) and "<<" (remove) buttons.

 At the bottom of the form, there is a checkbox labeled "Retest Candidate" and two buttons: "Save" and "Delete".

This option is used to post data of student who is already there in examination system. For example if a student has filled examination form of second semester and he/she has appeared in First semester, data will be posted in 2nd semester using details of 1st semester data.

Clicking on the link brings data posting screen in front. Select previous class; enter previous examination session and month. Value of month should be entered in numbers (5 for May, 12 for December). Enter previous examination roll number of the student; it will fill screen columns with data fetched from selections. Select Capacity (FC-full subject candidate, RP-reappear student, AC-additional subject candidate, SC-special chance candidate, IC-improvement candidate, DS-deficient subject candidate) as per examination form filled by student. There are two lists below the particulars containing subject names. List on the left contains subjects which belong to the class under operation (Subject Masters are to be prepared before entering examination forms using the provided options). And list on the right contains subjects opted by student under consideration. Subjects of the student are picked automatically based on the class settings and subjects opted by student while taking admission to the institute. If any alteration are to be made in subjects of students, it can be done with help of append (>>) and remove (<<) buttons. After completing the data; click on Save button to update student data in system. If everything goes well, Data Saved message will be displayed at the left bottom and if any discrepancy is found in data; error message will be displayed accordingly. In case of error message, make required corrections and save the data.

Edit:

December, 2022

Edit Particulars
Roll Number

Admission Details
Capacity
Registration Number Roll Number

Particulars
Name Sex
Father Name
Mother Name

Subjects
Subjects

Retest Candidate Save Delete

This option is used to edit data of student whose examination form is already entered.

Click on link to open page for data editing. Enter roll number; data will be loaded on screen, make required alteration and save the data. On this page there is possibility to delete wrongly entered examination form.

Old Posting:

December, 2022

Edit Particulars
Roll Number

Admission Details
Registration Number Roll Number

Particulars
Name Sex
Father Name
Mother Name

Examination Old Posting

Year	Month	Sem/ Part	Cap	Uni./Board	Roll No.	Result	Marks	Out Of	Q.Abbr	Q.Result	Annual	Uni./Board Name

Save M2013

This option is used to enter examination data of student who is new to the institute but has passed some semester/part of the registered course from some other institute. So that parts of the degree can be completed for the student.

Click on link to open page for feeding old data of student. Enter roll number of student whose data is to be entered. Details of the student will be loaded on the screen and below that there are columns to enter data of lower examinations. Enter year, month, semester/part, previous

university/board roll number, previous result, previous marks, total out of which marks are entered, qualifying exam abbreviation (if any), result of qualifying exam, tick Annual if the previous passed exam was in annual system and in last column enter university/board from where the class is passed. Click on Save to update the entered data.

Post Exam Data:

Roll No.	Name	Select
203601	KHUSHI DUA	<input type="checkbox"/>
203602	HARJEET KAUR	<input type="checkbox"/>
203603	SHRUTI	<input type="checkbox"/>
203605	NIRBHI SHARMA	<input type="checkbox"/>
203606	MEGHA DADWAL	<input type="checkbox"/>
203607	SIMARJIT KOUR	<input type="checkbox"/>
203610	KIRAN	<input type="checkbox"/>
203611	HARLEEN KAUR	<input type="checkbox"/>
203613	PRABHJOT KAUR	<input type="checkbox"/>
203617	YASHIKA SHARMA	<input type="checkbox"/>
203618	TARANJEET KAUR	<input type="checkbox"/>

Select All

Post Selected Roll No. Type College Roll Number To Delete Delete

Posted Roll No.'s Summary
Total Students: 5
211004-211007,211009

This option is used to post examination data of students who are appearing in first semester/part of the course. Data is fetched from student master created in Fees/General office management module.

Click on link to open page for posting data from student master. Select class from combo list; it will display student data in box below. College roll number and name of the student is displayed along with check box in front of every student detail. Tick check boxes of students whose data is to be posted to examination system. At the top you will find a check box with title Select All; tick this check box if all students are to be selected from fetched data. Click on Post Selected Roll No. button to post selected data in examination system. Posted students roll numbers will be summarized in Posted Roll No.'s Summary box. If a candidate is to be removed from examination system; enter college roll number of the student in space provided to enter roll number against Delete button. Click on Delete button to remove selected college roll number from examination data. In summary box total number of students and college roll numbers of the students are displayed, so that posted candidates can be verified.

Allot Roll No:

Bachelor of Arts (HONOURS), Semester - III

Last Alloted Roll No: 20103300013
Total Not Alloted: 0

From: 20103300014 To: 20103200199

Allot Roll No Print One Line View One Line

This option is used to allot examination roll numbers to the students, which are posted using Post Exam Data option. All operations in examination system are performed on examination roll number of a student. So this is the very first step to be performed on student data posted from student master.

Click on link to open page for allotment of examination roll numbers to fresh students. Select class to get details of students. On class selection a summary showing Last allotted roll number and students pending for roll number allotment along with range of examination roll numbers (already specified in examination masters) to be allotted to fresh students is displayed. Click on Allot Roll No button to allot examination roll numbers to the posted students. On successful allotment of roll number, message showing count of roll numbers allotted will be displayed of the screen. Beside Allot Roll No, two buttons Print One Line and View One Line are there on screen. One line is a statement showing examination roll number allotted against college roll number, to keep record of examination roll number allotment. So that student can be informed of the examination roll number they are to use while appearing in examination. Click on View One Line to view one line. Click on Print One Line to hard copy of the list.

Allot Centre:

COMMERCE BLOCK (ROOM NO. 19)

Bachelor of Arts (Journalism & Mass Communication), Semester -

Roll No

From: 21108700001
To: 21108700007

Allot

This option is used to allocate examination centre to the student who are appearing in the final exams. Allotted centre is displayed on the Roll Number Slip of the student.

Click on the link to open page for centre allotment. Select centre and then class from the drop down list; examination roll number are filled in from and to range from allotted roll numbers, make adjustments required in roll number series and click on Allot to allocate centers to the selected students. Message of centre allotment will be displayed on the screen which can be confirmed by viewing centre of the students on Cutlist under Reports.

Change Roll No:

Roll No	
Old Roll No	203601
Name	
Father's Name	
New Roll No	203609

Change

This option is used to change examination roll number of a student if required.

Click on the link to open page to change examination roll number of a student. On the page class under operation will be selected automatically. Enter old roll number; it will display particulars of the student for confirmation, enter new roll number to be assigned and click on Change. If entered new roll number is already allotted to some other student, system will display message of New Roll Number Already Exist and return to the page, otherwise will change the roll number of the student.

Result #

Options under the head Result are used to operate on result related data of students in examination system; they are briefed in following section.

Award Entry:

Subject **PUNJAB HISTORY AND CULTU**
To mark absent enter (-2), To mark satisfactory enter (-3), To mark accepted enter (-4), To mark Incomplete enter (-5)

Paper Award Number Min Marks Max Marks

Sr. Roll No. Marks

Marks Correction:

Roll Number
To mark absent enter (-2), To mark satisfactory enter (-3), To mark satisfactory enter (-4)

Sem./Part N:

Subject

Paper Min Marks Max Marks

Marks Result

Marks Detail

Subject	Paper No	Paper Abbr	Marks	Award No.

Subject	Paper No	Paper Abbr	Marks(Old)	Marks(New)

Marks Result Status:

Roll Number
Name
Father Name
Mother Name
Result
Status
Remarks
New Status

Code	Name
AB	Absent
AW	RL(A)
CA	Cancelled
DE	RL(D)
EL	RL(E)
FA	Fail
FE	RL(FEE)
LD	RL(LOWER & D)
LO	RL(LOWER)
ML	RL(Marks Late)
RC	Re-Eval. Cancelled
RE	RL(Regn.)
UM	RL(UMC)
DIS2Y10A	Disqualified from appearing in any examination of the College/University f
DIS2Y10AH	Disqualified from appearing in any examination of the College/University f
DIS2Y10J	Disqualified from appearing in any examination of the College/University f
DIS2Y10J13	Disqualified from appearing in any examination of the College/University f

Subjects/Papers:

Subject: **BASIC PUNJABI** 0214

Subj Code: Order: Optional Qualifying Grade

Subj Abbr: Pbi Abbr: Max Marks: Min Marks: Credits: Min Grade: Ret_Max Marks: Ret_Min Marks:

Paper Type	Adm. Type	Abbr	Max Marks	Min Marks	Order	Fix Grace	To Pass Grace	Percent Grace	Ret_Max Marks	Ret_Min Marks
<input type="text"/>										

Paper Type	Admission Type	Abbr	Max. Marks	Min. Marks	Order	Fix Grace	To Pass Grace	Percent Grace
TH	R	L	40	14	1	0	0	0
IN	R	I	10	0	2	0	0	0

Paper No: Adm. Type: Paper Type: Paper Abbr: Paper Name:

Max Marks: Min Marks: Paper Order: Fix Grace: To Pass Grace: Percent Grace: Ret_Max Marks: Ret_Min Marks:

Paper No	Adm. Type	Paper Type	Paper Abbr	Paper Name	Max. Marks	Min. Marks	Paper Order	Fix Grace	To Pass Grace	Percent Grace
1	R	TH	L		40	14	1	0	0	0
2	R	IN	CA		10	0	2	0	0	0

This option is used to prepare subjects master of class under operation. Subjects master is the base to every operation which leads to prepare result of students, so subjects master are to be prepared very carefully; otherwise lead to error in operations/result processing.

Click on the link to prepare subjects master. List of the subjects related to selected class will be available on the page. A button Copy From is available on the screen to pick subjects master from a previous session. If the subject master for the class is already prepared in previous session click on the button Copy From; it will prompt to enter the session from which the master is to be posted; enter session and click on Copy Masters From Session. This will prepare master from the selected session subject master. Now alteration can be made according to new syllabus (if any) in the current session.

A subject master has three parts; first part is the subject detail, second part is the internal division of the subject in terms of theory/practical/internal parts and third part is further division of theory/practical/internal in terms of their subdivision. Each part of the subject master is explained as follows.

Notification Processing:

Notification is part of Re-evaluation and re-processing of results/Gazette this parts process notification for new results and if required to re-process of results.

The screenshot shows a software interface for notification processing. It features several input fields and buttons. At the top, there are dropdown menus and input boxes for 'Notification No.' (value 0), 'Degree No.' (value 0), 'New Notification No.', and 'Degree No.'. Below these are navigation arrows '>>' and '<<'. A 'Signing Authority Abbr' field is on the left, and a 'Delete RNO' button is next to it. A checked checkbox labeled 'Show Notification Number' is present, along with 'Prepare', 'View', and 'Print' buttons. The number '0' appears in several locations, possibly indicating a default or empty state.

Reports:

Roll No Slip:

Roll no slips for final examination are generated in this module and having class wise printing for the same

The screenshot displays a software interface for generating roll number slips. It includes a 'Roll No' section with 'From' (21107500001) and 'To' (21107500005) fields, and 'View' and 'Print' buttons. Below this, there is a 'Duplicate' checkbox and several configuration options: 'Width' (650), 'Height' (420), 'Font Size' (14), 'Gap In Slips' (20), and 'Time Before Start' (15).

Cutlist:

Cut-List is Major part of examination system it provides report of candidates who will appear in final examinations

Roll No		View			
From	21107500001				
To	21107500005	Print			
<input type="checkbox"/> Duplicate					
Width	650	Height	420		
Font Size	14	Gap In Slips	20	Time Before Start	15

Result Sheet:

This module provides us results sheet for checking and preparation of final results

Roll No		View
From	21107500001	
To	21107500005	Print
Page No	1	
Left Margin	100	

DMC:

This module related to printing of DMC after declaration of results DMC printing plays in roll

Notification No		<input type="checkbox"/> Duplicate			
Roll No		<input type="checkbox"/> Provisional			
From	21107500001	<input checked="" type="checkbox"/> Print Stamp			
To	21107500005	View			
			Print		
Margin		Stamp			
Left	40	Right	40	Width	100
Top	40	Bottom	40	Height	40

Gazette:

Gazette contains overall result of class

The screenshot shows a form for generating a Gazette. It includes a 'Roll No' section with 'From' (21107500001) and 'To' (21107500005) fields. Below this are 'Page No' (1) and 'Bottom Margin' (30) fields. There are three checkboxes: 'Show Notification Number' (checked), 'Show Audit Course Line' (unchecked), and 'Show Covid Lines' (unchecked). To the right of the form are two buttons: 'View' and 'Print'.

Top Positions:

This module shows merit candidates in a particular class

The screenshot shows a form for displaying top positions. It includes a '%Age of Appear Candidates' field (1) and a 'Minimum Merit Positions' field (2). There is also a 'Minimum Merit Positions' field (2) and a 'Page No' field (1). To the right, there is a 'Provisional' checkbox (checked) and three buttons: 'View', 'Print', and 'Marks List'.

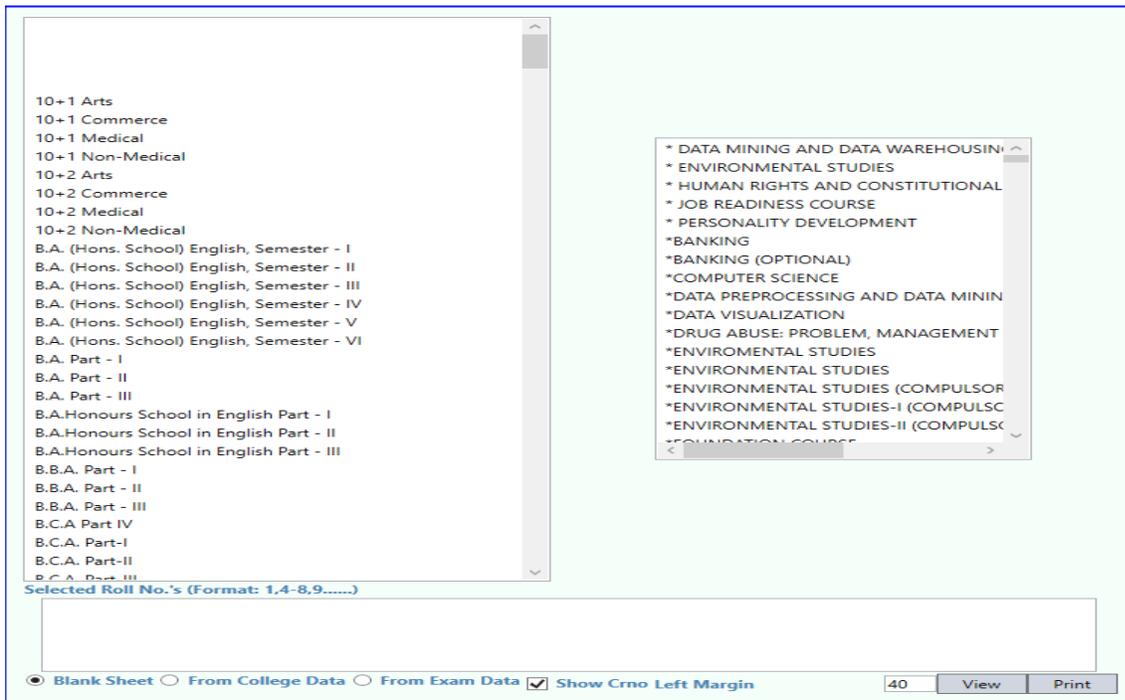
Pass %age:

Provides pass percentage of a particular class by clicking on prepare it processes the data and after clicking on view it displays the overall pass percentage of a class

The screenshot shows a form for calculating pass percentage. It includes a 'Page No' field (1) and four checkboxes: 'Subject Wise' (checked), 'With Signature' (unchecked), 'With Signature (Board Members)' (unchecked), and 'Include Grace Marks' (checked). There is also an 'Include University Pass Percentage' checkbox (unchecked). To the right are three buttons: 'Prepare', 'View', and 'Print'. Below the form is a table header with columns: 'Subject', 'Type', 'Appear', 'Pass', and 'Percentage'.

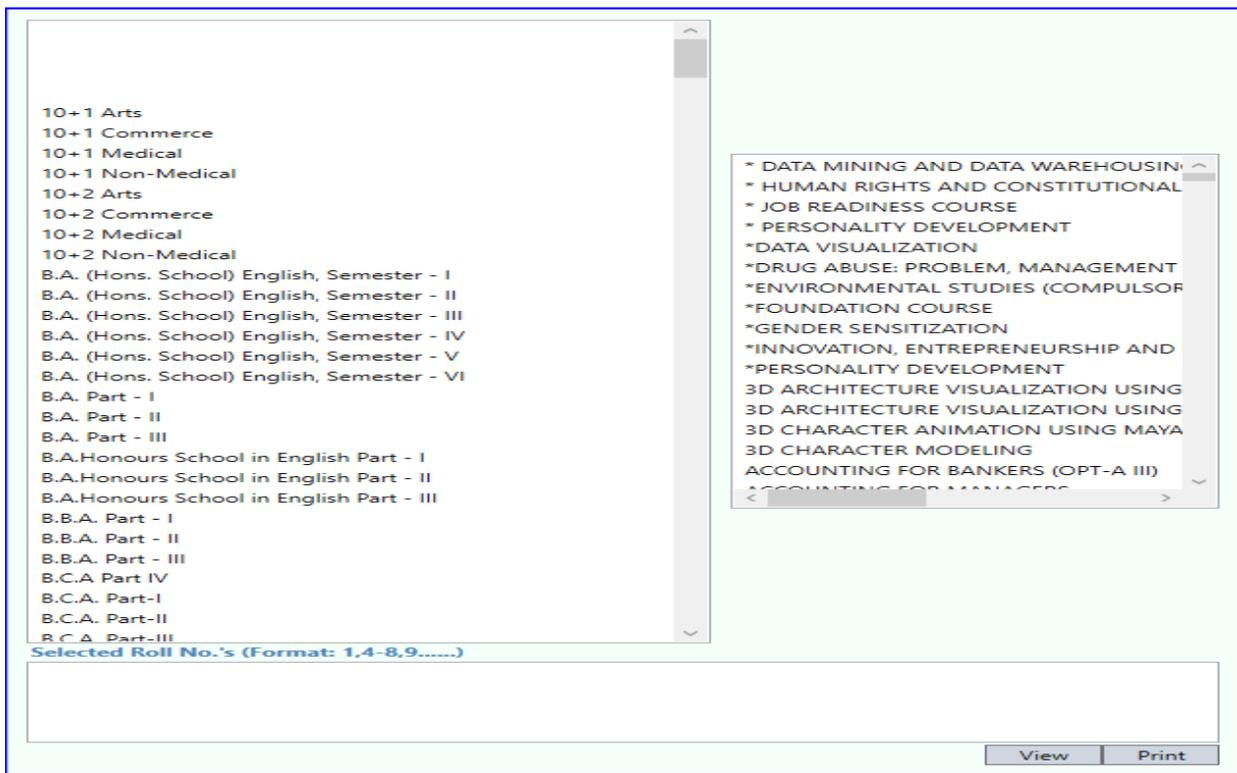
Signature Chart:

Signature charts are part of printing offline signature charts for candidates appeared in examination



Internal Assessment Performa:

Internal Assessment Performa is calculation of internal assessment (CP-I,CP-II,MST, Attendance) on one sheet.



Result Stats:

Results Statistics are processed here and after processing shows the results

The screenshot shows a software window with a list of academic programs and semesters. The list includes:

- Bachelor of Arts (Honours) English, Semester-I
- Bachelor of Arts (Honours) English, Semester-III
- Bachelor of Arts (Honours) English, Semester-V
- Bachelor of Arts (HONOURS), Semester - III
- Bachelor of Arts (HONOURS), Semester - V
- Bachelor of Arts (Journalism & Mass Communication), Semester - I
- Bachelor of Arts (Journalism & Mass Communication), Semester - III
- Bachelor of Arts (Journalism & Mass Communication), Semester - V
- Bachelor of Arts, Semester - I
- Bachelor of Arts, Semester - III
- Bachelor of Arts, Semester - V
- BACHELOR OF ARTS, Semester-I
- BACHELOR OF ARTS, Semester-III
- Bachelor of Business Administration, Semester - I
- Bachelor of Business Administration, Semester - III
- Bachelor of Business Administration, Semester - V
- Bachelor of Commerce (Honours), Semester - I
- Bachelor of Commerce (Honours), Semester - III
- Bachelor of Commerce (Honours), Semester - V
- Bachelor of Commerce (Hons.), Semester - III
- Bachelor of Commerce (Hons.), Semester - V
- Bachelor of Commerce, Semester - I
- Bachelor of Commerce, Semester - III
- Bachelor of Commerce, Semester - V
- Bachelor of Computer Applications, Semester - I
- Bachelor of Computer Applications, Semester - III
- Bachelor of Computer Applications, Semester - V

At the bottom of the window, there are two checkboxes: Re-Evaluation and INFO. To the right of these checkboxes are two buttons: View and Print.

Other:

The screenshot shows a vertical menu with the following options:

- Master List
- Wanting Awards
- Surplus Awards
- Marks Frequency Chart
- Check Data
- Pending / Reappear Results
- Update Blank Rno

A small white box with the letter 'A' is positioned to the right of the 'Check Data' option.

Masters #

Options under the head Masters are used to operate on master tables which form bases to examination system; these masters are to be set carefully in start of every examination session for proper working of examination system. Options under the group are briefed in next section.

Class Management:

This option is used to manage class titles and the subjects of the class.

Click on the link to call class and subject management page. On the page there is a list of classes, a filter box, list of subjects on left, list of subjects on right and five buttons in middle (Append, Save, Cancel, New Class, New Subject). Almost all the classes/subjects under taken by the institute are incorporated in the system before implementation, but with the course of time new classes and subjects are required to enter/managed in the system; to perform the same class management page is used.

Process; select a class, if subjects for the class are already entered they will appear in right pan of the screen. All class titles and subject titles are to be entered only once in the system, duplication in class/subject is not desired at any label. So whenever a new class/subject is to be entered first check for its prior existence (care of this is taken by the system; but space in between and wrong spelled words may let one create duplicate class/subject). To simplify the checking procedure a text box Filter is given on the screen, type a few letters from the subject title; list of subjects below the box will be filtered accordingly. Locate for the subject to be added to selected class, select the subject and click on **Append** this will add subject from the left list to right side list, meaning that the selected subject is now a part of the selected class. If a subject is to be removed (not recommended) from the class, select subject from the list and press **del** button from keyboard, it will remove subject from the list. Finalize the operation with **Save** button. If save button is not clicked and page is changed, job done will not be saved and need to be performed again.

Select Class **B. Vocational (Automobile Technology), Semester - I**

Filter

Subj. Name	Subj Code
DRAMA	0001
ESSAY IN URDU AND PERSIAN TEXT	0002
ORAL	0003
PUNJABI COMPULSORY	0004
RURAL DEVELOPMENT	0005
THE ART OF INDIAN ASIA (EXCLUDING IN	0006
UTTAR RAM CHARIT	0007
(I) VOCATIONAL AND WORK EDUCATION	0008
(II) HEALTH AND PHYSICAL EDUCATION	0009
(III) PEACE AND VALUE EDUCATION	0010
(IV) GUIDANCE AND COUNSELING	0011
(PRACTICAL) COMMERCIAL DESIGNING (I	0012
(PRACTICAL) GRAPHIC DESIGNING WITH	0013
(PRACTICAL) PHOTOGRAPHY	0014
(PRACTICAL) WEB DESIGNING & ANIMAT	0015
(THEORY) ADVERTISING	0016
(THEORY) ADVERTISING PRACTICE	0017
(THEORY) DESIGN & COMMERCIAL ART	0018

Subject	Uni. Code	Optional	Practical	Min Marks	Max Marks	Order	Pape
PUNJABI COMPULSORY	104	<input type="checkbox"/>	<input type="checkbox"/>	18	50	4	IV (P)
BASICS OF AUTOMOBILE TEC	106	<input type="checkbox"/>	<input type="checkbox"/>	35	100	5	V
BASICS OF AUTOMOBILE TEC	102	<input type="checkbox"/>	<input type="checkbox"/>	35	100	2	II
COMMUNICATIVE SKILLS IN I	103	<input type="checkbox"/>	<input type="checkbox"/>	18	50	3	III
FUNDAMENTALS OF COMPU	101	<input type="checkbox"/>	<input type="checkbox"/>	35	100	1	I
MUDHLI PUNJABI	105	<input type="checkbox"/>	<input type="checkbox"/>	18	50	4	IV (BP

Append >>
Save
Cancel
New Class
New Subject

Adding a New Class;

if a new course is to be started in the institute and the course is required to be added in the system, click on button New Class in the center; it will call a new page on screen. In the top left pan; are the column to be enter for new class and on the right is the list of classes already entered in the system. Before creating a new class; check for its existence in the system by filtering the classes in right pan of the page. Enter few letters from the class in Search Class column and list below that will be filtered based on entered letters to make checking easy.

Class Code

Institute Type

Class Name

Punjabi Name

Abbreviation

P. Abbreviation

Total Subjects Fix Subjects

Carry Subjects CBES

Save New Close

Available Codes

000001-000001, 000005-100002, 100011-100011, 100077-100080, 100082-100089, 100095-100096, 100104-100104, 100106-100106, 100108-100110, 010084-101000, 101006-101010, 101012-101020, 101022-101100, 101103-101200, 101204-101300, 101307-101400, 101407-103200, 103207-103300, 103307-103400, 103407-103500, 103507-103600, 103607-105400, 105407-105700, 105707-105800, 105812-106000, 106009-106100, 106107-106200, 106207-106300, 106317-106400, 106407-106500, 106509-106800, 106807-106900, 106907-107200, 107207-107300, 107307-107400, 107407-107500, 107507-107600, 107607-107700, 107709-107800, 107807-107900, 107907-108002, 108007-108100, 108109-108200, 108207-108300, 108309-108500, 108507-108600, 108607-108700, 108707-108900, 108909-109000, 109005-109200, 109207-109300, 109307-109400, 109407-109500, 109507-109600, 109607-109700, 109707-109800, 109807-109900, 109907-110000, 110007-110100, 110107-110200, 110207-110300, 110307-110400, 110407-110500, 110507-110600, 110607-110700, 110707-110800, 110805-110900, 110907-111000, 111017-111100, 111107-111200, 111207-111300, 111307-111400, 111407-111500, 111507-111600, 111607-111700, 111707-111800

Search Class

- 10+1 Arts
- 10+1 Commerce
- 10+1 Medical
- 10+1 Non-Medical
- 10+2 Arts
- 10+2 Commerce
- 10+2 Medical
- 10+2 Non-Medical
- ADVANCE DIPLOMA COURSE IN PERSIAN (PART TIME), Semester-I
- ADVANCE DIPLOMA COURSE IN PERSIAN (PART TIME), Semester-II
- ADVANCE DIPLOMA COURSE IN RUSSIAN (PART TIME), Semester-I
- ADVANCE DIPLOMA COURSE IN RUSSIAN (PART TIME), Semester-II
- ADVANCE DIPLOMA COURSE IN URDU (PART TIME), Semester-I
- ADVANCE DIPLOMA COURSE IN URDU (PART TIME), Semester-II
- Advance Diploma in Animation-3rd Sem
- Advance Diploma in Animation-4th Sem
- Assitant Fashion Designer
- Asst. Fashion Designer, Semester-I
- B. A. (Women Empowerment), Semester - I
- B. A. (Women Empowerment), Semester - II
- B. A. (Women Empowerment), Semester - III

To create a new class we need to enter class code, institute type (school/college), class name, Punjabi name, abbreviation, Punjabi abbreviation, Total subjects, Fix subjects, carry subject's and CBES (credit base evaluation system). List of available class codes for allotment to new class is given below the entry columns along with buttons Save, New and Close. Class codes are allotted to classes based on a fix system, if class codes are assigned in wrong manner they will lead to error while preparing results. So, class codes are to be assigned very carefully. First four characters of a class code represent course code and last two represent part/semester. For example course Bachelor of arts has course code 1032, so its classes have code like 103201-B.A. Semester-I, 103202-B.A. Semester-II, 103203-B.A. Semester-III up to 103206-B.A. Semester-VI, as Bachelor of arts under semester system have six semesters. So whenever a new course is to be created in system, above mentioned strategy is to be exercised and codes are to be used from available code list provided on the page. To make alterations in existing class details, select the class from list on right and make the required changes.

Click on button **New** to create a new class, **Save** to save the changes made and **Close** to close the current page and return to main page.

Adding a New Subject;

if a new subject is to be added in the system, click on button New Subject in the center; it will call a new page on screen. In the top left pan; are the column to be enter for new subject and on the right is the list of subjects already entered in the system. Before creating a new subject; check for its existence in the system by filtering the subjects in right pan of the page. Enter few letters from the subject in Search Subject column and list below that will be filtered based on entered letters to make checking easy.

To create a new subject we need to enter subject code, subject name, Punjabi name, abbreviation and Punjabi abbreviation. List of available subject codes for allotment to new subject is given below the entry columns along with buttons Save, New and Close. A four digit code is to be allotted to and codes are to be used from available code list provided on the page. To make alterations in existing subject details, select the subject from list on right and make the required changes. Every effort should be made not to duplicate a subject.

Click on button **New** to create a new class, **Save** to save the changes made and **Close** to close the current page and return to main page.

Master Tables:

This option is used to prepare different master tables which are used in examination system.

Click on the link; it will bring on screen containing expanders with master tables attached to them. To edit a table; click on expander’s down arrow. Click on up arrow of expander to close the table. Auto saving system is implemented on the page, so there is no button on screen to save the data. When you leave a column data is saved automatically. Tables and their Columns are briefed as follows.

The screenshot displays three master tables within a software interface. Each table is preceded by a collapse/expand icon (a small triangle in a circle).

Exam Paper Types

Paper Ty	Type Name
IN	Continuous Assessment
PJ	Project
PR	Practical
RE	Report
SM	Seminar
TH	Theory

Result Status Master

Code	Status
AB	Absent
AW	RL(A)
CA	Cancelled
DE	RL(D)
EL	RL(E)
FA	Fail
FE	RL(FEE)
LD	RL(LOWER & D)
LO	RL(LOWER)
ML	RL(Marks Late)
RC	Re-Eval. Cancelled
RE	RL(Regn.)
UM	RL(UMC)

UMC Heads

Code	UMC Head
DIS2Y10A	Disqualified from appearing in any examination of the College/University f
DIS2Y10AH	Disqualified from appearing in any examination of the College/University f
DIS2Y10J	Disqualified from appearing in any examination of the College/University f
DIS2Y10I3	Disqualified from appearing in any examination of the College/University f

Exam Paper Types;

This table contains the types of papers that constitute a subject for exam. The table has two columns **Paper Type** and **Type Name**. Paper type is the abbreviation used to represent type of the paper conducted at various places in system. For example TH stands for theory paper, PR for practical etc.

Result Status Master;

This table contains the status values that are used while preparing result of a student. The table has two columns **Code** and **Status**. Code is the abbreviation used to represent result status of a student. For example AB stands for ABSENT; depicting that student was absent in all exams. CA represents CANCELLED; means result of the student is cancelled. FE stands for result is late due to pending fees etc.

UMC Heads:

This table contains the different codes to be used for declaring punishment to a student in case a student is caught for using unfair means in examination hall. The table has two columns **CODE** and **UMC HEAD**. CODE is the abbreviation used to represent details of punishment given to the student for being proved guilty in case of using unfair means in examination centre.

UMC Heads

GAZ Titles

Code	Title	Abbr
1	ADMINISTRATOR	BSC1
2	Bachelor of Science, Semester II	BSC-II
3	B.Sc. Semester III	BABSC3
4	Bachelor of Science, Semester IV	BSC-IV
5	B.Sc. Semester V	BABSC5
6	Bachelor of Science, Semester VI	BSC6

DMC Titles

Code	DMC Title Name	DMC Title Name (Punjabi)
1	B.A. SEMESTER-I (12+3 System of Educati	ਬੀ.ਏ. ਸਮੇਸਟਰ ਪਹਿਲਾ (੧੨+੩ ਸਿੱਖਿਅਕ)
2	Bachelor of Science, Semester-I	ਬੈਚਲਰ ਆਫ ਸਾਇੰਸ, ਸਮੇਸਟਰ ਪਹਿਲਾ
3	B.A. Semester-II (12+3 System of Educati	ਬੀ.ਏ. ਸਮੇਸਟਰ ਦੂਜਾ (੧੨+੩ ਸਿੱਖਿਅਕ)
4	Bachelor of Science, Semester-II	ਬੈਚਲਰ ਆਫ ਸਾਇੰਸ, ਸਮੇਸਟਰ ਦੂਜਾ
5	B.A. Semester-III (12+3 System of Educati	ਬੀ.ਏ. ਸਮੇਸਟਰ ਤੀਜਾ (੧੨+੩ ਸਿੱਖਿਅਕ)
6	Bachelor of Science, Semester-III	ਬੈਚਲਰ ਆਫ ਸਾਇੰਸ, ਸਮੇਸਟਰ ਤੀਜਾ
7	B.A. Semester-IV (12+3 System of Educati	ਬੀ.ਏ. ਸਮੇਸਟਰ ਚੌਥਾ (੧੨+੩ ਸਿੱਖਿਅਕ)
8	Bachelor of Science, Semester-IV	ਬੈਚਲਰ ਆਫ ਸਾਇੰਸ, ਸਮੇਸਟਰ ਚੌਥਾ
9	B.A. Semester-V (12+3 System of Educati	ਬੀ.ਏ. ਸਮੇਸਟਰ ਪੰਜਵਾਂ (੧੨+੩ ਸਿੱਖਿਅਕ)
10	Bachelor of Science, Semester-V	ਬੈਚਲਰ ਆਫ ਸਾਇੰਸ, ਸਮੇਸਟਰ ਪੰਜਵਾਂ
11	B.A. Semester-VI (12+3 System of Educati	ਬੀ.ਏ. ਸਮੇਸਟਰ ਛੇਵਾਂ (੧੨+੩ ਸਿੱਖਿਅਕ)
12	Bachelor of Science, Semester-VI	ਬੈਚਲਰ ਆਫ ਸਾਇੰਸ, ਸਮੇਸਟਰ ਛੇਵਾਂ
13		

Exam Session

Ses	Time From	Time To	Session Name
E	1:30 PM	4:30 PM	Evening
M	9:00 AM	12:00 PM	Morning

Grade Point Table

No.	GP Table Name
1	Grade Point Table
2	CBES Grade Point Table

GAZ Titles:

This table contains the different codes to be used for printing title of class on result gazette in case if title other than original name of the class is to be printed on result gazette. The table has three columns **CODE**, **Title** and **ABBR**. CODE is the numeric value to be used in other table for

representing the selected gazette title. Title is value which will be printed on result gazette and abbreviation is the short form of title.

DMC Titles

This table contains the different codes to be used for printing title of class on DMC in case if title other than original name of the class is to be printed on DMC. The table has three columns **CODE**, **DMC Title Name** and **DMC Title Name (Punjabi)**. CODE is the numeric value to be used in other table for representing the selected DMC title. DMC Title Name is value which will be printed on DMC and DMC Title Name (Punjabi) will be printed on DMC in Punjabi language.

Exam Session:

This table contains the different exam sessions in which exams are to be conducted. Exam sessions are printed on Roll Number Slips, Attendance chart etc from this table only. The table has four columns **Session**, **Time From**, **Time To** and **Session Name**. Session is the abbreviation value used to represent exam session. Time from is the starting time of exam session, Time to is the ending time of exam session and Session Name describes the session.

Grade Point Table:

This table contains the list of different Grade Point Table to be used for calculating grade of exams. More than one table can be used to calculate grades for different classes, so different table titles are created in this list. The table has two columns **No.** and **GP Table Name**. No. is a unique numeric value to represent a Grade Point Table. GP Table name is the title of table. The tables created in this list will be populated using separate option which is explained in later section of this document.

Exam Paper Types

Result Status Master

UMC Heads

GAZ Titles

DMC Titles

Exam Session

Grade Point Table

Degree Titles

Code	Degree Title Name	Degree Title Name (Punjabi)
1	Diploma in Cosmetology	ਡਿਪਲੋਮਾ ਇਨ ਕਾਸਮੇਟਾਲੋਜੀ
2	Post Graduate Diploma in Cosmetology	ਪੋਸਟ ਗ੍ਰੈਜੂਏਟ ਡਿਪਲੋਮਾ ਇਨ ਕੋਸਮੇਟੋਲੋਜੀ
3	Diploma in Computer Applications	ਡਿਪਲੋਮਾ ਇਨ ਕੰਪਿਊਟਰ ਐਪਲੀਕੇਸ਼ਨਸ
4	Diploma in Early Childhood Care and Edu	ਡਿਪਲੋਮਾ ਇਨ ਅਰਲੀ ਚਾਈਲਡਹੁਡ ਕੇਅਰ
5	Post Graduate Diploma in Computer Appl	ਪੋਸਟ ਗ੍ਰੈਜੂਏਟ ਡਿਪਲੋਮਾ ਇਨ ਕੰਪਿਊਟਰ
6	Post Graduate Diploma in Financial Servic	ਪੋਸਟ ਗ੍ਰੈਜੂਏਟ ਡਿਪਲੋਮਾ ਇਨ ਫਾਇਨੈਂਸਿਅ
7	Post Graduate Diploma in Nutrition & Die	ਪੋਸਟ ਗ੍ਰੈਜੂਏਟ ਡਿਪਲੋਮਾ ਇਨ ਨਿਊਟ੍ਰੀਸ਼ਨ
8	Post Graduate Diploma in Garment Const	ਪੋਸਟ ਗ੍ਰੈਜੂਏਟ ਡਿਪਲੋਮਾ ਇਨ ਗਾਰਮੈਂਟ ਕੰ
9	Master of Arts (Psychology)	ਮਾਸਟਰ ਆਫ ਆਰਟਸ (ਸਾਈਕੋਲੋਜੀ)
10	Master of Arts (English)	ਮਾਸਟਰ ਆਫ ਆਰਟਸ (ਇੰਗਲਿਸ਼)
11	Master of Arts (Economics)	ਮਾਸਟਰ ਆਫ ਆਰਟਸ (ਇਕਨਾਮਿਕਸ)

Degree Titles:

This table contains the different codes to be used for printing title of class on Degree in case if title other than original name of the class is to be printed on Degree. Usually all classes have titles different than the final part/semester of the course. So these codes are to be used against final part/semester of a course. The table has three columns **CODE**, **Degree Title Name** and **Degree Title Name (Punjabi)**. CODE is the numeric value to be used in other table for representing the selected Degree title. Degree Title Name is value which will be printed on degree and Degree Title Name (Punjabi) will be printed on degree in Punjabi language.

Rule Management:

This option is used to prepare Result Rule Master for classes. Click on the link; it will bring on screen showing different values of result rule for the selected class.

Session	2021	Month	December	Filter Class		Class	Bachelor of Arts, Semester - I
Class/Exam Code	103201		Paper Column Width	20			
Start Roll No.	20103200001		Particulars Column Width	300			
End Roll No	20103200199		Prev Result Column Width	90			
Total for Part/Sem	400		Result Column Width	100			
Grand Total	400		DMC Row Height	40			
Total Grace	4		Course Type				
Total Subjects	7		Course Type Name				
Fix Subjects	<input checked="" type="checkbox"/>		Program Duration(Years)	5			
Semester	<input checked="" type="checkbox"/>		Min/Max Detail on DMC	<input type="checkbox"/>			
Distance Education	<input type="checkbox"/>		Show Qualifying on DMC	<input checked="" type="checkbox"/>			
Carry Subjects	<input type="checkbox"/>		Show Subject Name on DMC	<input checked="" type="checkbox"/>			
Include Previous Class Total	<input type="checkbox"/>		Show Subject Abbr on Gazette	<input checked="" type="checkbox"/>			
Show Previous Class Total	<input type="checkbox"/>		Particulars In Punjabi	<input checked="" type="checkbox"/>			
Incl. Reapp. Subject Marks	<input type="checkbox"/>		Sheet Printed	<input type="checkbox"/>			
Allow Division Grace	<input type="checkbox"/>		M.Phil	<input type="checkbox"/>			
Allow Division Grace At 55%	<input type="checkbox"/>		Paper Type Abbr on Sheet	<input type="checkbox"/>			
Decl. not appeared: Absent	<input type="checkbox"/>		Grade Point Table	Grade Point Table			
Distinction %age	75		Min Credit	0			
Distinction %age in Subject	0		Min CGPA	0.00			
Maximum Reappears	5		CBES CS	<input type="checkbox"/>			
Reappears Chances	0		Sheet Columns (Count)	0			
Minimum Pass Aggregate	0		Subject Column Title (DMC)				
Minimum Reappear Aggreg.	0		DMC Note				
Minimum Reappear %age	0		Skip DMC Note if not FC	<input type="checkbox"/>			
Previous Result Percentage	0						
Allowed Reappears (in %)	0						
Prev. Result Column Width	90						
Particulars In New Row	<input checked="" type="checkbox"/>						
Show Result's Percentage	<input type="checkbox"/>						
Show Qualified on Sheet	<input checked="" type="checkbox"/>						
Include Prev. Sem in Merit	<input type="checkbox"/>						
Show Result Grade	<input type="checkbox"/>						
Paper Size	Legal						
Paper Orientation	Landscape						
No. Candidate on One Page	7						

In the very first row details of selected examination session and class under operation is displayed. If rules of some other class are to be set, select that class from the drop down list and values for the selected class will be displayed on the screen. A system to filter class list is provided on the screen, so that class list can be shortened for easy selection. Provide few letters from the class title in the filter box; it will filter the class selection list accordingly. Most of the values on screen are editable (other than some values which are read only), so that they can be set according to the requirement of current examination session. Values of the columns are briefed as follows.

Class/Exam Code:

Which is 103201 in the above case. It is the program/course code the class under selection and this column is non-editable as this is fixed for every class.

Start Roll No.

The column is used to specify start Examination Roll Number for the class.

End Roll No.

The column is used to specify last Examination Roll Number for the class.

Total for Part/Sem.

The Column is used to specify Total of marks for which examination is to be conducted.

Grand Total:

The Column is used to specify Grand Total of marks (Total of current examination and previous examination marks of the course, if previous parts/semesters are to be included in the current examination). If the result of the examination is to be declared only for the current part/semester, in that case Total for Part/Sem. And Grand Total will have the same value.

Total Grace: Are 1% of the total marks and is Read Only Column as this value is fixed.

Total Subjects: specifies the total numbers of subject a student has to study in this examination.

Fix Subjects: specifies the number of subjects which are fixed for every student; each student has to study these subjects. Difference of Total Subjects and fixed subjects tells us about the number of optional subject which a student has to study at his/her choice.

Semester:

Specifies if the class is under Semester System of Annual System. A tick in the column means class is under semester system; otherwise class is under annual system.

Distance Education:

Specifies if the course is running in Distance Mode or Regular Mode. A tick in the column means course is under Distance Mode; otherwise course is under Regular Mode.

Carry Subjects:

Specifies if same subjects are to be studied in the next part/semester of the course or not. Generally this option is turned on in case of B.A./B.Sc. as in these courses same subject combination is to be studied in every part/semester of the course.

Include Previous Class Total:

Specifies if total marks obtained in the lower parts/semesters of the course are to be added to the current total marks while preparing result for the current part/semester. Generally this option is turned on in final part/semester of the course.

Show Previous Class Total

Specifies if total marks of the lower parts/semester are to be displayed on the result sheet of current part/semester. Turning this option ON does not includes previous total in the current part/semester, it just prints previous totals on the sheet.

Allow Division Grace:

Specifies if Division Grace is to be given or not in this part/semester. Generally this option is turned ON in final Part/Semester of course.

Allow Division Grace For 55%:

Specifies if Division Grace is to be given to round total marks of the student to 55%. Generally this option is turned ON in final parts of Post Graduate Courses.

Decl. Not Appeared: Absent:

Specifies if candidate who were absent in all exams of the current part are declared to be ABSENT in result; otherwise they are declared as Reappear in those subjects.

Distinction %age

Value is set greater than zero; if distinction is to be given to student in result for scoring more than specified %age.

Distinction %age in Subject

Value is set greater than zero; if distinction is to be given in subjects to students for scoring more than specified %age in individual subjects.

Maximum Reappears

Specifies the number of maximum reappears allowed in the result of a student; if the reappear count is more than specified value; result is declared as Fail.

Reappear Chances

Specifies the number of reappear appearing chances allowed to a student whose result is declared as reappear in some subjects.

Minimum Pass Aggregate

Specifies the minimum total marks a candidate need to score to pass the exam; irrespective of the fact that he/she has passed all the subjects of the course. Generally this value is set greater than zero in final part of the course.

Minimum Reappear Aggregate

Specifies the minimum aggregate marks a candidate need to score to get reappear in result; if a candidate fail to score specified minimum aggregate; his/her result is declared as Fail instead of Reappear in failed exams.

Incl. Reappear Subject Marks

Specifies if the marks of the subject in which candidate have reappear are to be counted towards Minimum Reappear Aggregate or not.

Minimum Reappear %age

Specifies the minimum percentage of marks a candidate need to score to get reappear in result; if a candidate fail to score specified minimum percentage; his/her result is declared as Fail instead of Reappear in failed exams.

Allowed Reappear (in %)

Specifies the percentage of exams a candidate need to pass to get reappear in result; if a candidate fail to score minimum percentage of exams; his/her result is declared as Fail instead of Reappear in failed exams. As in Semester Examination system this percentage is 50 in every EVEN semester exam and in ODD semester it is Zero.

Particulars in New Row

Specifies if the particular of a candidate are to be printed in different row on result sheet of the class; otherwise particulars of the candidate will be displayed in the same row along with marks of the candidate.

Particulars in Punjabi

Specifies if the particular of a candidate are to be printed in Punjabi also on result sheet or not.

Show Result's Percentage

Specifies if the %age of marks scored is to be printed along with marks on result sheet or not.

Show Qualified on Sheet

Specifies if Qualified or Not Qualified is to be printed along with result on result sheet if class have a Qualifying Nature subject in class subjects.

Include Prev. Sem. in Merit

Specifies if total marks of previous part/semester are to be counted towards total while preparing merit of the class under operation.

Show Result Grade specifies if Grade of the result is to be specified along with result or not.

Paper Size specifies which size paper sheet is to be used to print result sheet (A4, Legal, A3)

Paper Orientation specifies orientation (Portrait/Landscape) while printing result sheet.

No. of Candidates on One Page:

Specifies the maximum number of candidates that are to be printed on single page of result sheet.

Paper Column Width:

Specifies the width of column to be used while printing a paper on result sheet.

Particulars Column Width:

Specifies the width of column to be used to print particulars of the candidate on result sheet.

Prev. Result Column Width specifies the width of column to be used to print previous class result of the candidate on result sheet.

Result Column Width specifies the width of column to be used to print current class result of the candidate on result sheet.

Sheet Columns (Count) specifies the maximum number of columns to be used to print current class result on result sheet.

Paper Type Abbr. on Sheet specifies if paper type abbr. is to be printed on sheet or not.

DMC Row Height specifies the height of row to be used to print subjects on Detail Marks Card.
Course Type specifies the nature of course under study. It can be a Certificate Course/Diploma Course/Advance Diploma Course/Addition Subject in class; a degree course otherwise. This selection of course type has impact on preparing result and DMC for the course.

Course Type Name specifies the title (if any) is to be used on DMC for the course under study.

Program Duration (Years) specifies the full duration of a course in years. Candidate has to pass the specified course in the specified duration; if not so his/her result will be declared as failed.

Min/Max Detail on DMC specifies if the minimum and maximum marks of papers are to be printed on DMC or not.

Show Qualifying on DMC specifies if the Qualifying Subject Result is to be printed on DMC.

Show Subject Name of DMC specifies if the subtitles of the subjects are to be printed on DMC.

Subject Column Title (DMC) specifies the title of subject column while printing DMC

DMC Note specifies if some special note is to be printed at the bottom of DMC

Skip DMC Note if not FC specifies if the DMC Note is to be skipped or not in case candidate is not appearing as Full Subject Candidate.

Show Subject Abbr. on Gazette specifies if the abbreviations of the subjects studied by student are to be printed on Result Gazette or not.

Sheet Printed specifies if the result sheet for current exam is prepared or not. Once the result sheet is printed; alterations in the score award are locked for editing. If awards are to be edited; this column is required to be turned off.

M. Phil specifies if the course under selection is a M. Phil class; as for M. Phil a different process of preparing result sheet is used.

Grade Point Table:

Is the table used to prepare subject grades based on the marks scored by candidate in a particular subject. Every class can have different grade point table. Different tables are prepared in master tables for calculation of subject grades. Here the table to be applied for the class under operation is selected from the list of grade point tables.

Min Credits:

Specifies minimum credits to be scored; if the class under consideration is a Credit Based Evaluation System class.

Min CGPA:

Specifies minimum CGPA to be scored; if the class under consideration is a Credit Based Evaluation System class.

CBES CS:

Specifies the nature of Credit Based Evaluation System to be used for this class. If the option is turned on; candidate has to clear reappears in same semester of the class; otherwise reappear will be carried to the next odd/even semester of the candidate. CGPA is to be calculated in final part/semester of the course.

Click on **Save** button to update the changes made.

Grade Point Table: This option is used to prepare Grade Point Table used to calculate grade scored by student.

Click on the link; it will bring on screen; prompting to select table for entry/editing of rules used for calculating grade. As in above case Grade Point Table is selected and its related calculation rules are loaded in grid below the selection list. Columns of the table are briefed as follows.

Grade Point Table							
Sr.No	Academic Performance	Grade Point	Letter Grade	Condition From	%Age From	Condition To	%Age To
1	Outstanding	10.00	O		90.10		100.00
2	Excellent	9.00	A+		80.10		90.00
3	Very Good	8.00	A		70.10		80.00
4	Good	7.00	B+		60.10		70.00
5	Above Average	6.00	B		50.10		60.00
6	Average	5.00	C		45.00		50.00
7	Pass	4.00	P		35.00		44.90
8	Fail	0.00	F		0.00		34.99
9	Absent	0.00	Ab		0.00		0.00

Save

Sr. No. is just to assign a serial order to rules, it is a unique order, no two rules can have same serial number.

Academic Performance denotes the performance of a candidate in exams.

Grade Point is the value of grade points to be assigned to student based on his/her performance in the exam. It's a 10 point based scale.

Letter Grade is the alphabetic representation of earned grade.

Condition From is used to specify the lower limit condition of %age scored in exam e.g. > or >=, if not specified it is taken to be >=.

%Age From is the lower limit of percentage marks scored; to be checked to calculate grade.

Condition To is used to specify the upper limit condition of %age scored in exam e.g. < or <=, if not specified it is taken to be <=.

%Age To is the upper limit of percentage marks scored; to be checked to calculate grade.

Click on **Save** button to update the changes made.

College Master: This option is used to prepare table of college names and their registered abbreviations; as these abbreviation are to be used in printing of DMC.

Click on the link; it will bring on screen; table for entry/editing of college records. Columns of the table are briefed as follows.

Code	Name	Abbr.	Abbr.(Punjabi)
1		MJ	ਐਮਜੇ
2		DC	ਡੀਸੀ
3		HJ	ਐਚਜੇ
4		SDJ	ਐਸਡੀਜੇ
5		JE	ਜੇਈ
6		NZ	ਪਵ
7		AB	ਏਬੀ
8		K	ਕੇ
9	ADMINISTRATOR	RKJ	ਆਰਕੇਜੇ
10		DA	ਡੀਏ
11		J	ਜੇ
12		ST	ਐਸਟੀ
13		B	ਬੀ
14		MK	ਐਮਕੇ
15		SD	ਐਸਡੀ
16		DW	ਡੀਡਬਲਯੂ
17		DWB	ਡੀਡਬਲਯੂਬੀ
18		KW	ਕੇਡਬਲਯੂ
19		KWJ	ਕੇਡਬਲਯੂਜੇ
20		STJ	ਐਸਟੀਜੇ
21		WP	ਡਬਲਯੂਪੀ

Code is just to assign a serial order to college, it is a unique order, no two colleges can have same code.

Name specifies the name of college (optional as it is not to be used anywhere in system).

Abbr. is the registration abbreviation of the college. This is mandatory entry; as this forms part of the registration number allotted to candidate. In absence of this abbreviation its Punjabi equivalent will not be printed on DMC.

Abbr. (Punjabi) is the registration abbreviation of the college in Punjabi language. This is mandatory entry; as this forms part of the registration number allotted to candidate. In absence of this abbreviation, part in Punjabi of registration number will not be printed on DMC.

Click on **Save** button to update the changes made in colleges record.

Class Master: This option is used to set different properties of classes related to examination system.

Click on the link; it will bring on screen; table for editing of class records. Columns of the table are briefed as follows.

Class	Class (Punjabi)	Part No.	Group	New Crno	Gaz. Code	Dmc Code	Degree Code	Group Name	Semeste
Bachelor of Arts, Semester - I	ਬੈਚਲਰ ਆਫ ਆਰਟਸ, ਸਮੈਸਟਰ-ਪਹਿਲਾ	1	1	<input checked="" type="checkbox"/>	0	0	0		<input checked="" type="checkbox"/>
Bachelor of Arts, Semester - II	ਬੈਚਲਰ ਆਫ ਆਰਟਸ, ਸਮੈਸਟਰ-ਦੂਜਾ	2	1	<input type="checkbox"/>	0	0	0		<input checked="" type="checkbox"/>
Bachelor of Arts, Semester - III	ਬੈਚਲਰ ਆਫ ਆਰਟਸ, ਸਮੈਸਟਰ-ਤੀਜਾ	3	1	<input checked="" type="checkbox"/>	0	0	0		<input checked="" type="checkbox"/>
Bachelor of Arts, Semester - IV	ਬੈਚਲਰ ਆਫ ਆਰਟਸ, ਸਮੈਸਟਰ-ਚੌਥਾ	4	1	<input checked="" type="checkbox"/>	0	0	0		<input checked="" type="checkbox"/>
Bachelor of Arts, Semester - V	ਬੈਚਲਰ ਆਫ ਆਰਟਸ, ਸਮੈਸਟਰ-ਪੰਜਵਾਂ	5	1	<input checked="" type="checkbox"/>	0	0	0		<input checked="" type="checkbox"/>
Bachelor of Arts, Semester - VI	ਬੈਚਲਰ ਆਫ ਆਰਟਸ, ਸਮੈਸਟਰ-ਛੇਵਾਂ	6	1	<input type="checkbox"/>	0	0	0		<input checked="" type="checkbox"/>
BACHELOR OF ARTS, Semester-I	ਬੈਚਲਰ ਆਫ ਆਰਟਸ, ਸਮੈਸਟਰ-ਪਹਿਲਾ	0	0	<input checked="" type="checkbox"/>	0	0	0		<input type="checkbox"/>
BACHELOR OF ARTS, Semester-II	ਬੈਚਲਰ ਆਫ ਆਰਟਸ, ਸਮੈਸਟਰ-ਦੂਜਾ	0	0	<input checked="" type="checkbox"/>	0	0	0		<input type="checkbox"/>
BACHELOR OF ARTS, Semester-III	ਬੈਚਲਰ ਆਫ ਆਰਟਸ, ਸਮੈਸਟਰ-ਤੀਜਾ	0	0	<input checked="" type="checkbox"/>	0	0	0		<input type="checkbox"/>
BACHELOR OF ARTS, Semester-IV	ਬੈਚਲਰ ਆਫ ਆਰਟਸ, ਸਮੈਸਟਰ-ਚੌਥਾ	0	0	<input type="checkbox"/>	0	0	0		<input type="checkbox"/>
BACHELOR OF ARTS, Semester-V	ਬੈਚਲਰ ਆਫ ਆਰਟਸ, ਸਮੈਸਟਰ-ਪੰਜਵਾਂ	0	0	<input type="checkbox"/>	0	0	0		<input type="checkbox"/>
BACHELOR OF ARTS, Semester-VI	ਬੈਚਲਰ ਆਫ ਆਰਟਸ, ਸਮੈਸਟਰ-ਛੇਵਾਂ	0	0	<input type="checkbox"/>	0	0	0		<input type="checkbox"/>
Bachelor of Business Administration, Semest	ਬੈਚਲਰ ਆਫ ਬਿਜਨਸ ਐਡਮਿਨਿਸਟ੍ਰੇਸ਼ਨ, ਸਮੈਸਟਰ-ਪਹਿ	1	0	<input checked="" type="checkbox"/>	0	0	0		<input checked="" type="checkbox"/>
Bachelor of Business Administration, Semest	ਬੈਚਲਰ ਆਫ ਬਿਜਨਸ ਐਡਮਿਨਿਸਟ੍ਰੇਸ਼ਨ, ਸਮੈਸਟਰ-ਦੂ	2	0	<input checked="" type="checkbox"/>	0	0	0		<input checked="" type="checkbox"/>
Bachelor of Business Administration, Semest	ਬੈਚਲਰ ਆਫ ਬਿਜਨਸ ਐਡਮਿਨਿਸਟ੍ਰੇਸ਼ਨ, ਸਮੈਸਟਰ-ਤੀ	3	0	<input checked="" type="checkbox"/>	0	0	0		<input checked="" type="checkbox"/>
Bachelor of Business Administration, Semest	ਬੈਚਲਰ ਆਫ ਬਿਜਨਸ ਐਡਮਿਨਿਸਟ੍ਰੇਸ਼ਨ, ਸਮੈਸਟਰ-ਚੌ	4	0	<input type="checkbox"/>	0	0	0		<input checked="" type="checkbox"/>
Bachelor of Business Administration, Semest	ਬੈਚਲਰ ਆਫ ਬਿਜਨਸ ਐਡਮਿਨਿਸਟ੍ਰੇਸ਼ਨ, ਸਮੈਸਟਰ-ਪੰ	5	0	<input checked="" type="checkbox"/>	0	0	0		<input checked="" type="checkbox"/>
Bachelor of Business Administration, Semest	ਬੈਚਲਰ ਆਫ ਬਿਜਨਸ ਐਡਮਿਨਿਸਟ੍ਰੇਸ਼ਨ, ਸਮੈਸਟਰ-ਛੇ	6	0	<input type="checkbox"/>	0	0	0		<input checked="" type="checkbox"/>
BACHELOR OF COMMERCE (FINANCIAL SER)		0	0	<input type="checkbox"/>	0	0	0		<input type="checkbox"/>
Bachelor of Commerce (Financial Services), S		0	0	<input type="checkbox"/>	0	0	0	0	<input type="checkbox"/>
Bachelor of Commerce (Honours), Semester	ਬੈਚਲਰ ਆਫ ਕਾਮਰਸ (ਆਨਰਜ਼), ਸਮੈਸਟਰ-ਪਹਿਲਾ	3	0	<input checked="" type="checkbox"/>	0	0	0		<input checked="" type="checkbox"/>
Bachelor of Commerce (Honours), Semester	ਬੈਚਲਰ ਆਫ ਕਾਮਰਸ (ਆਨਰਜ਼), ਸਮੈਸਟਰ-ਦੂਜਾ	4	0	<input type="checkbox"/>	0	0	0		<input checked="" type="checkbox"/>

Class specifies name of the class.

Class (Punjabi) specifies name of class in Punjabi language.

Part No. denotes the part/semester number of the course.

Group specifies the group of class. Group acts as an ID for a course. For example Bachelor of Arts has six semester, its group code can be set as 1 and it's Part No. from 1 to 6 for semester-I to semester-VI

New Crno specifies if students of the selected class have to be assigned new class roll numbers or not. Generally this setting is turned on for first part/semester of a course.

Gaz. Code is set to value other than zero if the title of the selected class on gazette is to be printed from a table where class titles are stored for printing on result gazette. For example title of classes B.A, B. Sc (Medical, Non Medical, Computer Science and Economics) are to be printed under title B.A./B. Sc on the gazette of these classes. So Gaz. Code value of these classes is to be set with the code which represent title B.A. /B. Sc. in the Gazette Titles table. If the value of Gaz. Code is zero; that means name of the selected is to be printed on result gazette.

DMC Code functions in the same manner as of Gaz. Code, with only difference that it prints the title for another table which contains titles to be printed on DMC; rest mechanism of working is the same as that of Gaz. Code.

Degree Code functions in the same manner as of Gaz. Code, with only difference that it prints the title for another table which contains titles to be printed on Degree; rest mechanism of working is the same as that of Gaz. Code.

Semester specifies if the selected class belongs to semester system or not. If the field is turned on; means class belong to semester system; otherwise it belongs to annual system.

CBES specifies if the selected class belongs to Credit Based Evaluation System or not. If the field is turned on; means class belong to CBES; otherwise it belongs to pass course (marks based) system.

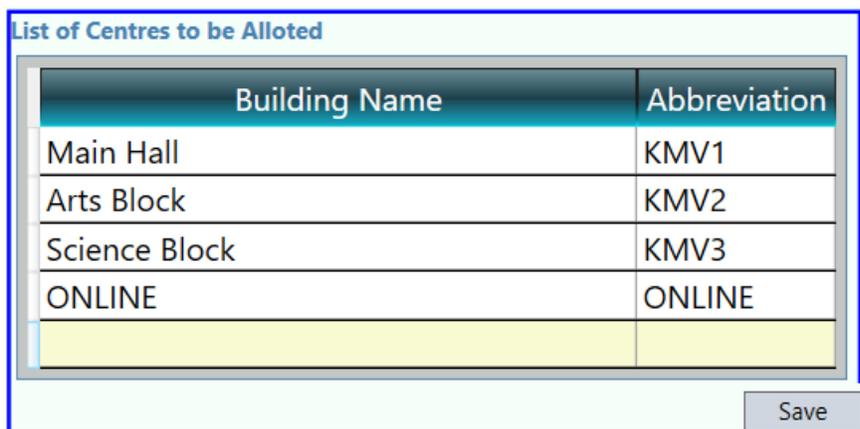
Even Sem. specifies if the class under selection is even semester or not. If turned on means it's an even semester odd otherwise.

Class Abbr. specifies the abbreviation of selected class.

Honour Classcode is specified if the class under selection has a honors specialization attached to it. Class code of honours class is specified in this column which is specialization of this class.

Centre Master: This option is used to prepare examination centers list.

Click on the link; it will bring on screen; table for editing of examination centres. Columns of the table are briefed as follows.



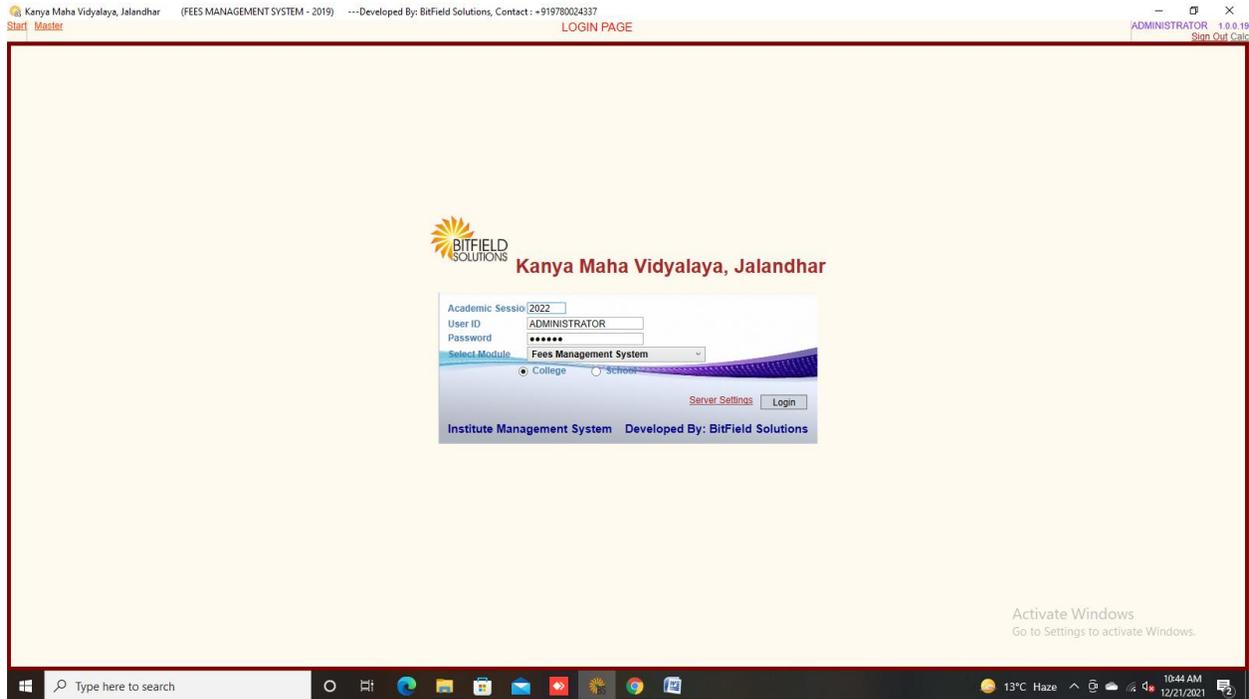
Building Name	Abbreviation
Main Hall	KMV1
Arts Block	KMV2
Science Block	KMV3
ONLINE	ONLINE

Building Name specifies the building in which examination centre is located. **Abbreviation** specifies the short name of examination centre. Examination Centre allotted to a student is printed of Roll Number slip issued for examination hall.

Click on **Save** button to update the changes made in colleges record.

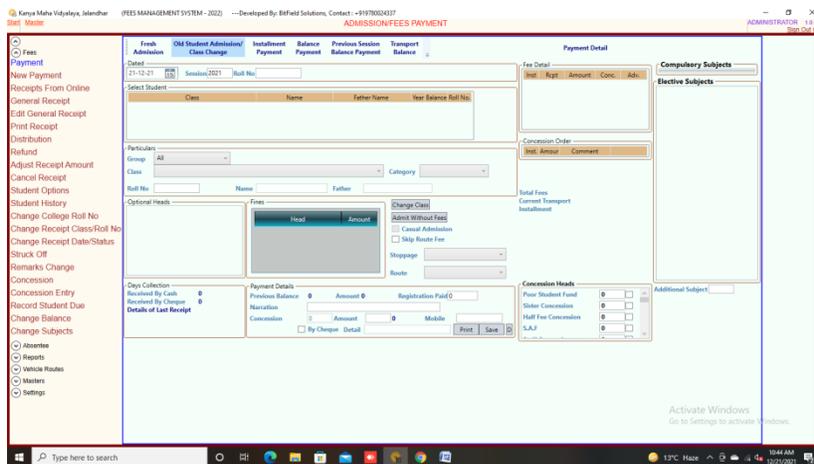
Fee Management:

Automate Fee Management and Generate insightful reports with BSIM (Bitfield Solutions Information Management) this module is installed and assessable local in the campus following is the login screen in this fig we taken Administrator as user-id we have created users for all fee management staff.



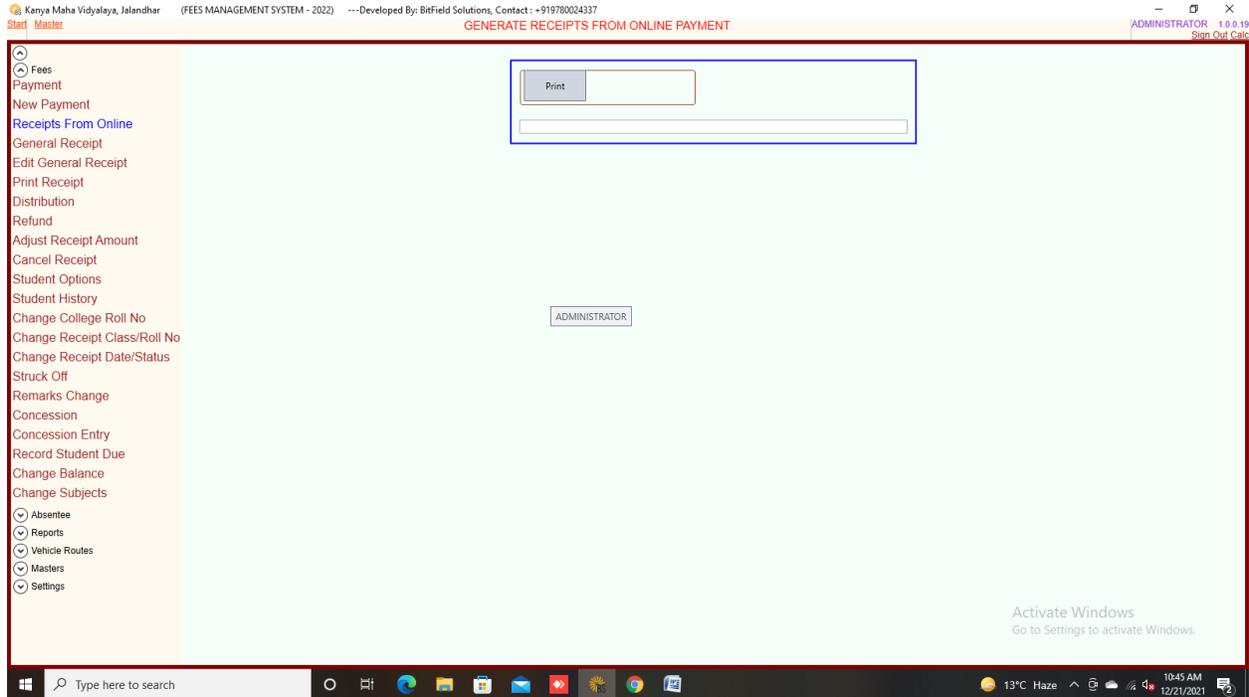
Admission:

In this menu we have two types of entries 1st is old student (who are already studding) and 2nd are fresh to campus as if students are already enrolled then old class rollno is required and for fresh there is proper form.



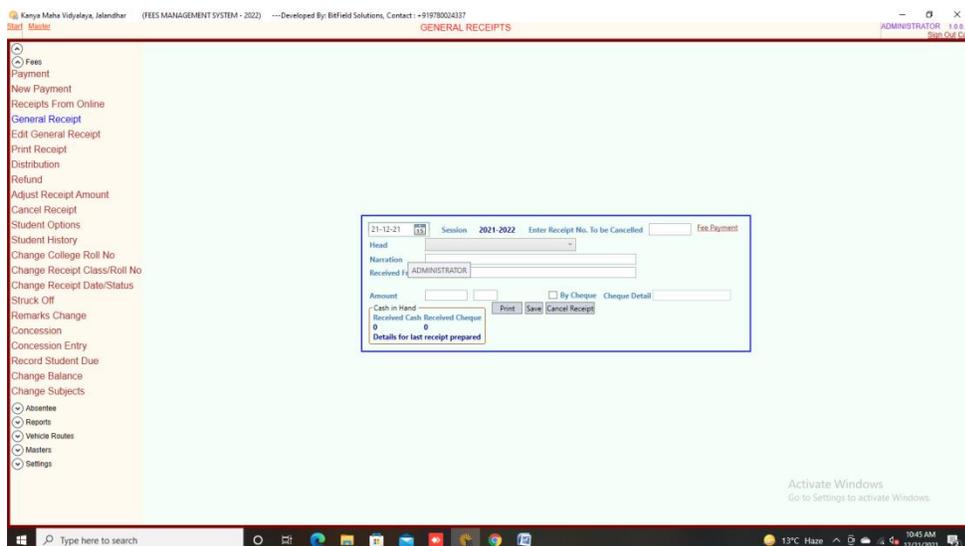
Receipt From Online:

We also have an online portal for admissions of students so this menu link local database to online server and shift all entities from online to campus ERP by just a click.



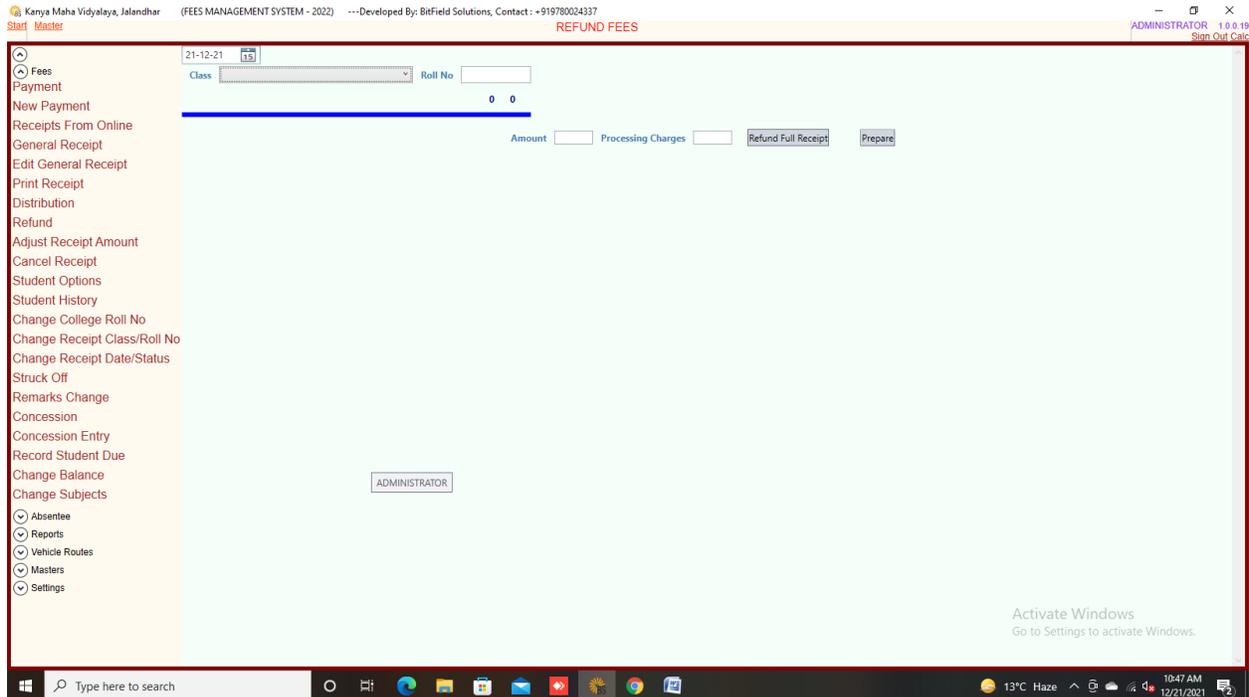
General Receipt:

This menu deals with GR (General Receipt) in this module General fees heads like certificate fee of fee of special cases are collected.



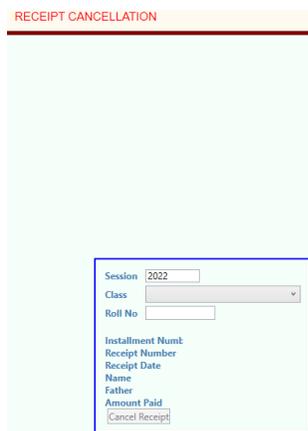
Refund:

Refunds are one of the common cases in all organizations we generate refunds under refund menu for creating refunds have to select class and roll no EPR software display details of student and amount deposited as well in this tab we have processing charges column to those charges are deducted through actual amount and reaming amount will be refunded against the student



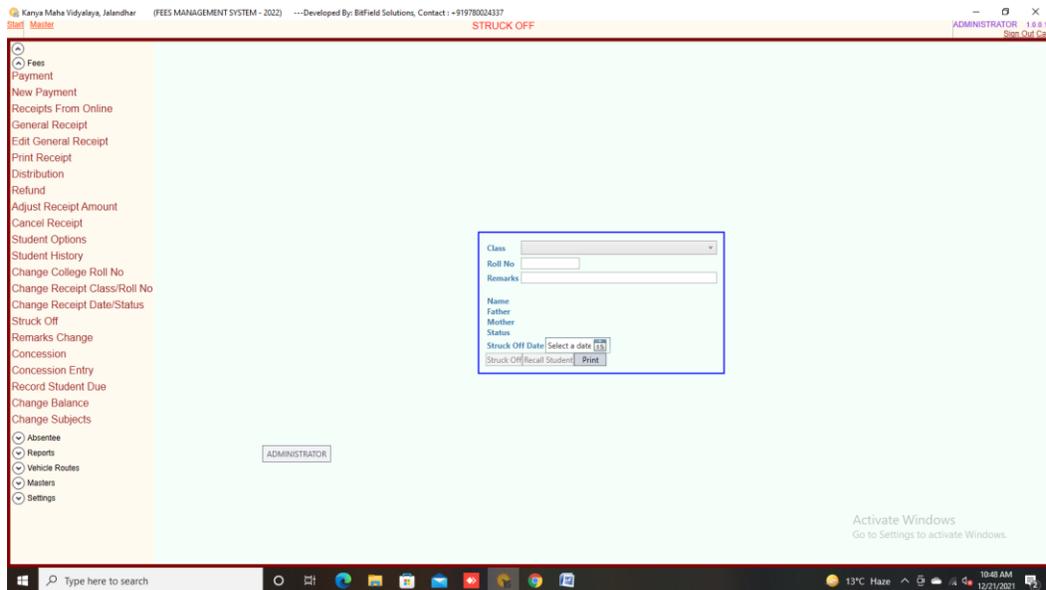
Cancel Receipt:

This menu is for cancel a particular receipt for canceling a receipt user has the numeric box to enter receipt number after entering receipt number database fetch details entered against that receipt (i.e. name, class, Amount) after verifying particular user may click on cancel button for performing the cancel action.



Struck Off:

This menu is for cancel admission of a particular student for cancel the admission we use this menu in this menu we have to choose class and rollno of the student who wants to withdraw her admission, so after entering the roll-no it will display the name, father Name of student after verifying user can put it in stuck off .



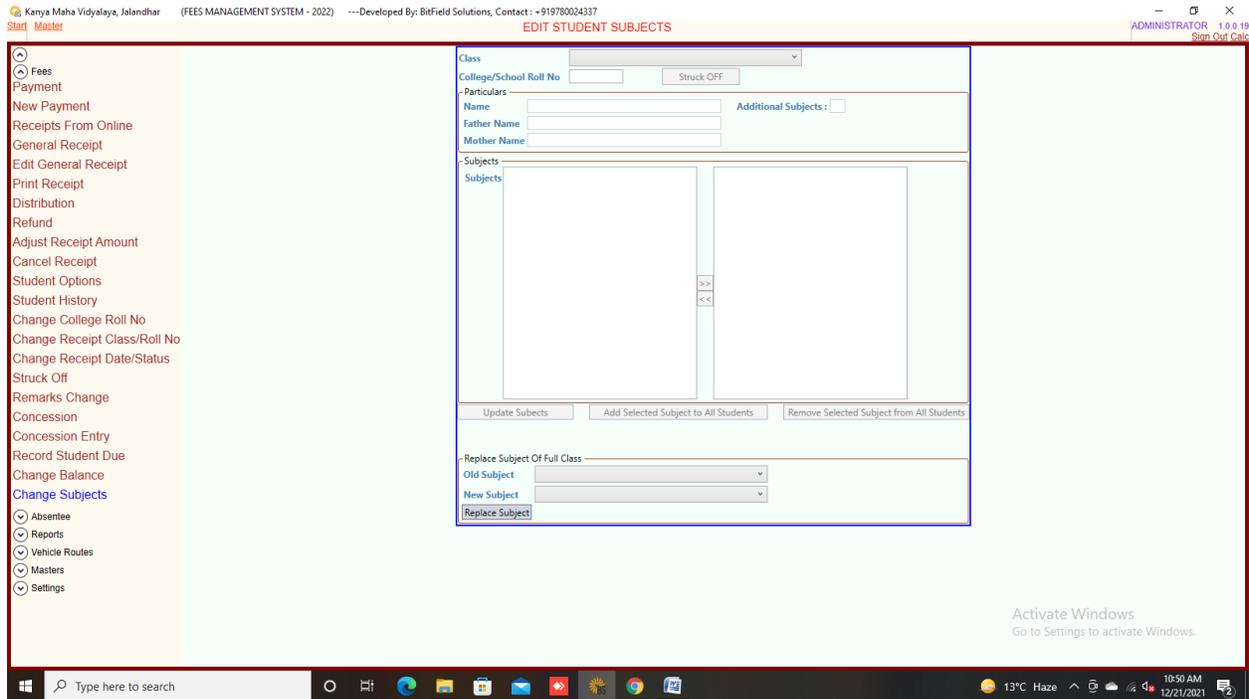
Concession:

This menu is for providing concession on various bases we have multiple categories for the same so in this menu user create deferent heads for providing concessions, user has to enter roll-no of the student and add concession amount against their roll-no.



Change Subjects:

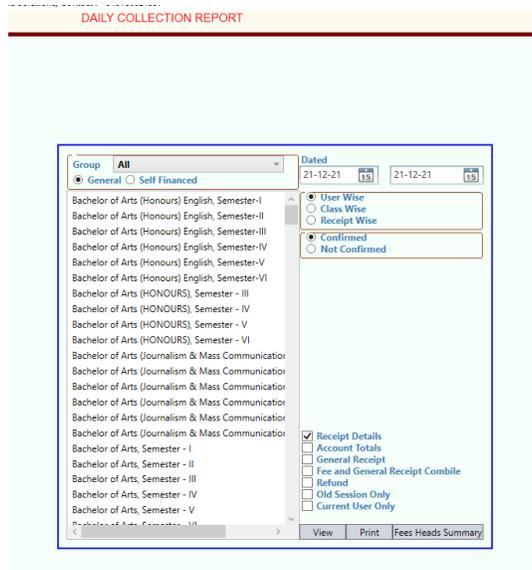
This ERP have provision for changing the subjects too, for changing the subject user have to choose class from the class dropdown menu and enter the roll-no of that particular student who is willing to change her subject.



Reports

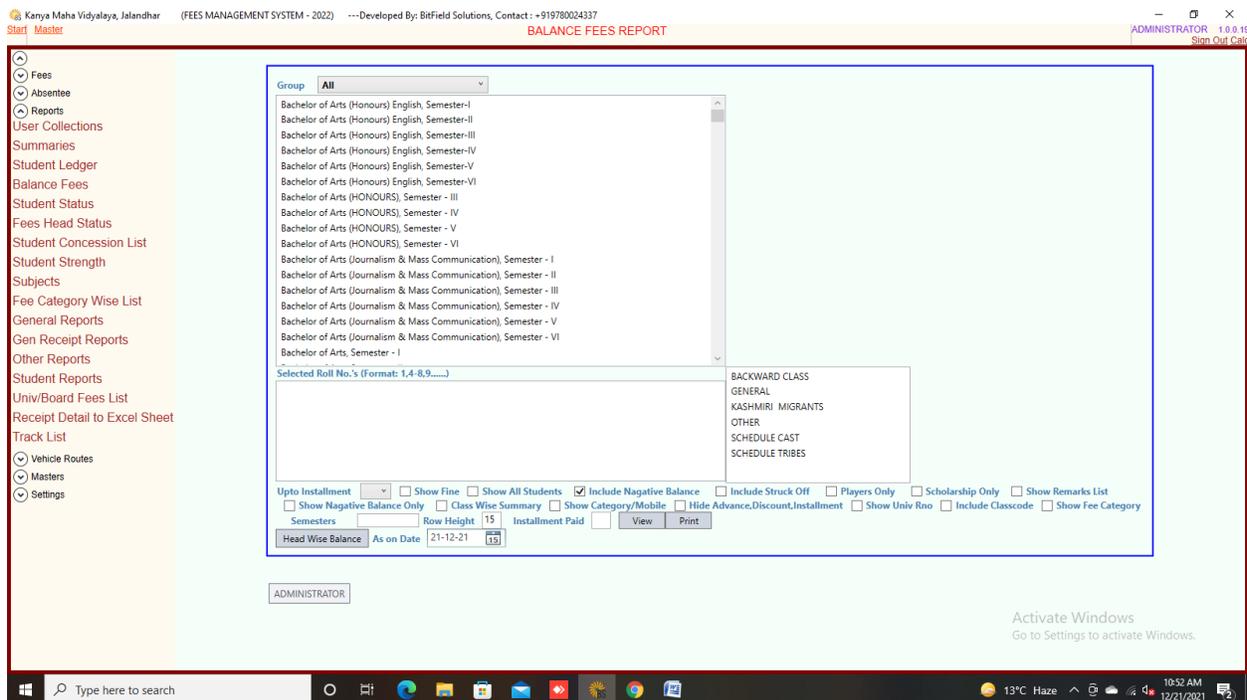
User Collections

This menu is under reports; user collection shows all the collection collected by a particular user or collective reports also have deferent module collection reports at same link in this module also have collection of transportation and General Receipts (GR).



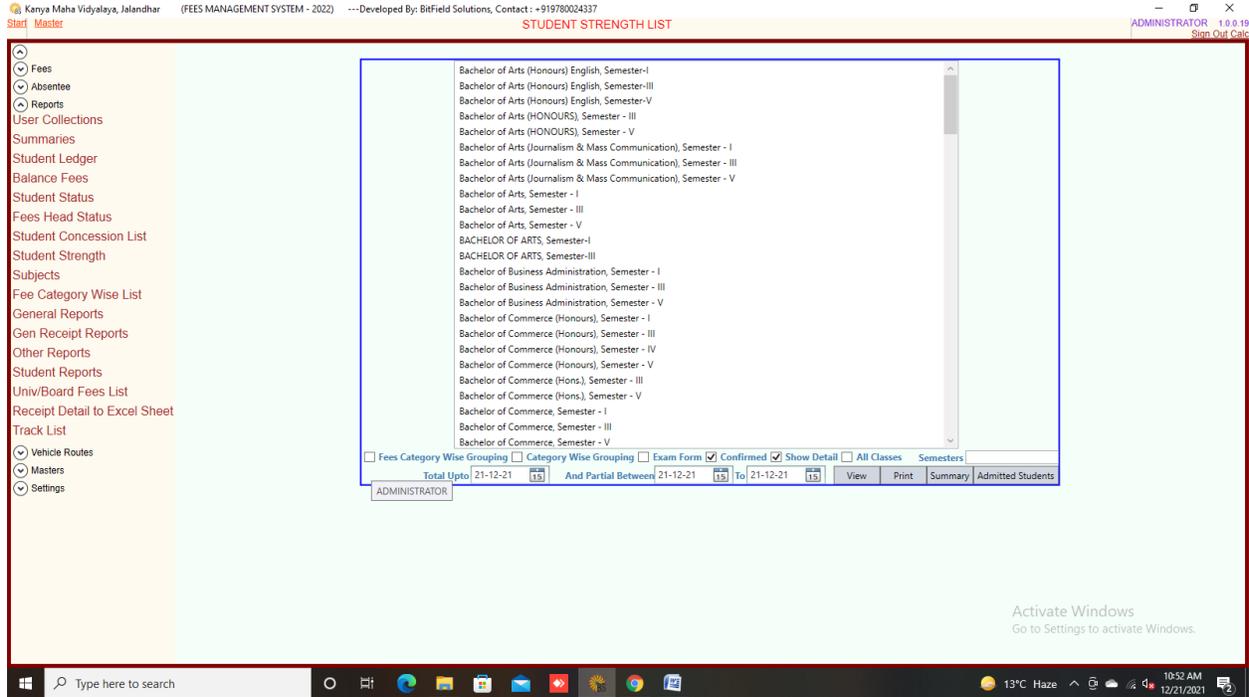
Balance Fee

In this menu user can view or take printouts of class wise student balance.



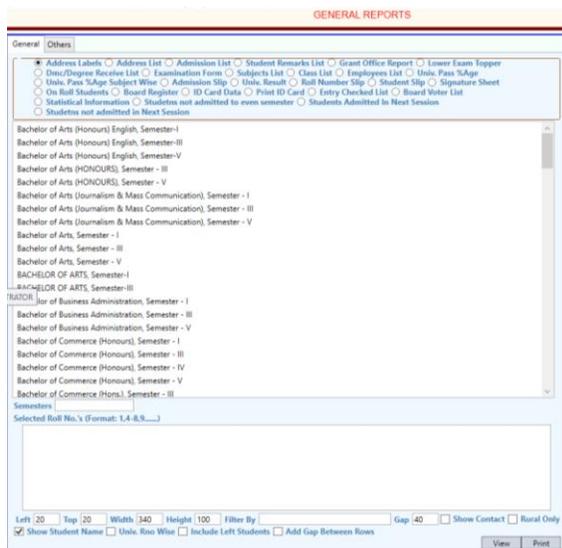
Student Strength:

Under this menu user can view or take printouts of class wise / overall campus strength of students.



General Reports

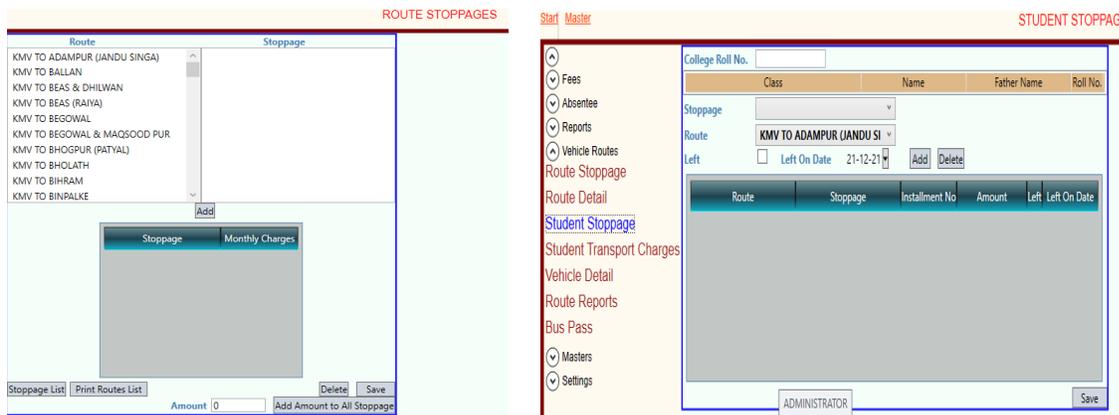
This menu considered many general reports like categories wise students, students statistical data, admissions status and many more .



Transportation Module

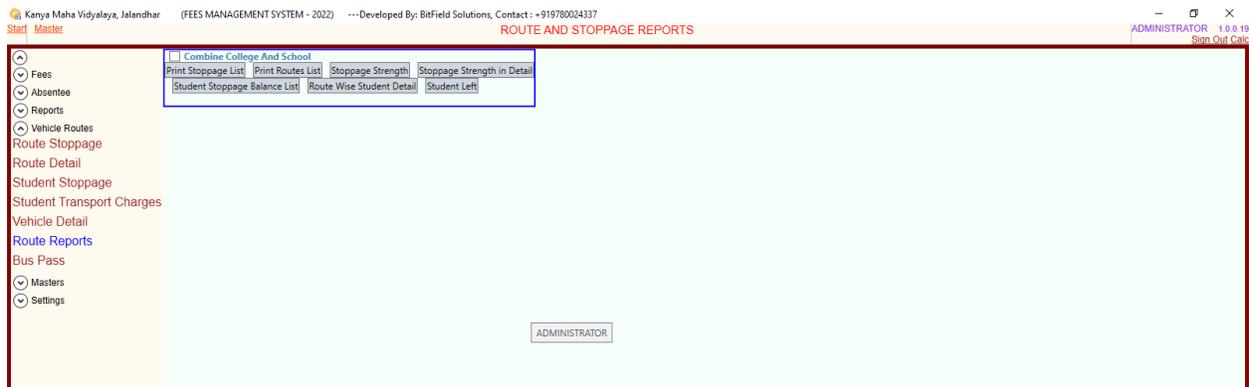
Routes/Stoppage

Transportation module basically based on transportation details in this module first of all have to enter routes and stoppages against routs and has to enter months amount it's a onetime process. So while enrolling student for a particular stoppage just has to enter their roll-no and class for the same and choose the stoppage and it will add amount against the student account



Reports

Under reports menu user will found all kind of Transport related reports like overall active routes, routes/stoppage wise students list and balance of students



Hostel Fee Management

This module works same as we enroll students in campus so in the fig below user has login with their id and password we use Administrator as example for the same

The screenshot shows the login page for the Hostel Fee Management module. At the top, it says "LOGIN PAGE". Below that is the logo for BITFIELD SOLUTIONS and the text "Kanya Maha Vidyalaya, Jalandhar". The login form includes fields for "Academic Sessio" (set to 2022), "User ID" (ADMINISTRATOR), and "Password" (masked with dots). There is a "Select Module" dropdown menu with "Hostel Fees Management" selected. Below the form are radio buttons for "College" and "School", a "Server Settings" link, and a "Login" button. At the bottom, it says "Institute Management System Developed By: BitField Solutions".

Enrollment:

This menu is similar to fee management enrollment but the difference is only that student has to enroll in some program under fee management the issued roll-no will used here for enrollment, so in hostel enrollment user has to enter rollno of student wo wants to be avail hostel and ERP automatically fetch details related to their information from the database

The screenshot shows the "ADMISSION/FEEES PAYMENT" module. It has a navigation bar with tabs for "Hostel Admission", "Installment Payment", "Balance Payment", "Previous Sesion Balance Payment", and "Mess Fee Payment". The "Hostel Admission" tab is active. The form includes a "Dated" field (21-12-21), a "Roll No" field, and a "Select Student" table with columns for Class, Name, Father Name, Year Balance, and Roll No. There are "Particulars" and "Optional Heads" sections. A "Fines" table with "Head" and "Amount" columns is visible. The "Payment Details" section shows "Previous Balance" (0), "Amount" (0), "Narration", and "Concession" (0). There are "Print" and "Save" buttons at the bottom right.

General Receipt

General Receipt related to hostel are managed in this menu works at similar basis to fee management

GENERAL RECEIPTS

21-12-21 15 Session 2021-2022 Enter Receipt No. To be Cancelled Fee Payment

Head

Narration

Received From

Amount By Cheque Cheque Detail:

Cash in Hand

Received Cash Received Cheque

0 0

Details for last receipt prepared

Print Save Cancel Receipt

Receipts from online

This menu is used for shift online admissions to offline by just one click data transferred from online module into offline.

RECEIPTS FROM ONLINE PAYMENT

Print

Refund

Refunds are one of the common cases in all organizations we generate refunds under refund menu for creating refunds have to select class and roll no EPR software display details of student and amount deposited as well in this tab we have processing charges column to those charges are deducted through actual amount and reaming amount will be refunded against the student

Start Master REFUND FEES

21-12-21 15

Class Roll No

0 0

Amount Processing Charges Refund Full Receipt Prepare

- Fees
- Payment
- General Receipt
- Edit General Receipt
- Receipts From Online
- Print Receipt
- Distribution
- Refund
- Adjust Receipt Amount

Cancel Receipt

This menu is for cancel a particular receipt for canceling a receipt user has the numeric box to enter receipt number after entering receipt number database fetch details entered against that receipt (i.e. name, class, Amount) after verifying particular user may click on cancel button for performing the cancel action.

The screenshot shows a web application interface. On the left is a vertical menu with items like 'Distribution', 'Refund', 'Adjust Receipt Amount', 'Cancel Receipt', 'Struck Off', etc. The main area has a light green background. A blue-bordered box highlights a form with the following fields: 'Session' (text box with '2022'), 'Class' (dropdown menu), 'Roll No' (text box), 'Installment Num' (text box), 'Receipt Number' (text box), 'Receipt Date' (text box), 'Name' (text box), 'Father' (text box), 'Amount Paid' (text box), and a 'Cancel Receipt' button.

Struck Off:

This menu is for cancel admission of a particular student for cancel the admission we use this menu in this menu we have to choose class and rollno of the student who wants to withdraw her admission, so after entering the roll-no it will display the name, father Name of student after verifying user can put it in stuck off .

The screenshot shows a web application interface. At the top, it says 'Start Master' and 'STRUCK OFF'. On the left is a vertical menu with items like 'Fees', 'Payment', 'General Receipt', 'Edit General Receipt', 'Receipts From Online', 'Print Receipt', 'Distribution', 'Refund', 'Adjust Receipt Amount', 'Cancel Receipt', 'Struck Off', etc. The main area has a light green background. A blue-bordered box highlights a form with the following fields: 'Class' (dropdown menu), 'Roll No' (text box), 'Remarks' (text box), 'Name' (text box), 'Father' (text box), 'Mother' (text box), 'Status' (text box), 'Struck Off Date' (text box with 'Select a date' and '15'), and buttons for 'Struck Off', 'Recall Student', and 'Print'.

Reports:

User Collections:

This menu is under reports; user collection shows all the collection collected by a particular user or collective reports also have deferent module collection reports at same link in this module also have collection of transportation and General Receipts (GR).

The screenshot shows the 'DAILY COLLECTION REPORT' interface. The sidebar menu on the left includes: Fees, Reports, User Collections, Summaries, Student Ledger, Balance Fees, Student Status, Head Status, Other Reports, Student Reports, Hostel Strength, Save As Excel Sheet, Track List, Masters, and Settings. The main content area displays a search filter for 'ADMINISTRATOR' and a list of reports including: 10+1 Arts, 10+1 Commerce, 10+1 Non-Medical, 10+2 Arts, 10+2 Commerce, 10+2 Medical, Bachelor of Arts (Honours) English, Semester-I, Bachelor of Arts (Honours) English, Semester-II, Bachelor of Arts (Honours) English, Semester-III, Bachelor of Arts (Honours) English, Semester-IV, Bachelor of Arts (Honours) English, Semester-V, Bachelor of Arts (Honours) English, Semester-VI, Bachelor of Arts (HONOURS), Semester - III, Bachelor of Arts (HONOURS), Semester - IV, Bachelor of Arts (HONOURS), Semester - V, Bachelor of Arts (HONOURS), Semester - VI, Bachelor of Arts (Journalism & Mass Communication), Bachelor of Arts (Journalism & Mass Communication), Bachelor of Arts (Journalism & Mass Communication), Bachelor of Arts (Journalism & Mass Communication). A dropdown menu is open, showing options for 'User Wise', 'Class Wise', and 'Receipt Wise'. The 'User Wise' option is selected, and a sub-menu shows 'Confirmed' and 'Not Confirmed' options. The 'Confirmed' option is selected. At the bottom, there are buttons for 'View', 'Print', and 'Fees Heads Summary'.

Hostel Strength:

Under this menu user can view or take printouts of class wise / overall campus Hostel strength of students.

The screenshot shows the 'STUDENT STRENGTH LIST' interface. The sidebar menu on the left includes: Fees, Reports, User Collections, Summaries, Student Ledger, Balance Fees, Student Status, Head Status, Other Reports, Student Reports, Hostel Strength, Save As Excel Sheet, Track List, Masters, and Settings. The main content area displays a search filter for 'Confirmed' and a table with columns for 'Total Upto', 'And Partial Between', and 'To'. The table contains data for '21-12-21' and '15'. At the bottom, there are buttons for 'View', 'Print', 'Summary', 'Date Wise Summary', and 'Refresh'.

Students Report:

This menu contains multiple options from which we have to pick required fields and it will provide related data for the same.

Start Master Student Reports

- ⊖ Fees
- ⊖ Reports
- ⊖ User Collections
- ⊖ Summaries
- ⊖ Student Ledger
- ⊖ Balance Fees
- ⊖ Student Status
- ⊖ Head Status
- ⊖ Other Reports
- ⊖ Student Reports
- ⊖ Hostel Strength
- ⊖ Save As Excel Sheet
- ⊖ Track List
- ⊖ Masters
- ⊖ Settings

Select Report: ▼

Column	Width	Display Order	Sort Order	Descending	Show
10-1 Arts					
10-1 Commerce					
10-1 Medical					
10-1 Non-Medical					
10-2 Arts					
10-2 Commerce					
10-2 Medical					
10-2 Non-Medical					
Bachelor of Arts (Honours) English, Semester-I					
Bachelor of Arts (Journalism & Mass Communication), Semester - I					
Bachelor of Arts (Journalism & Mass Communication), Semester - II					
Bachelor of Arts (Journalism & Mass Communication), Semester - III					
Bachelor of Arts (Journalism & Mass Communication), Semester - IV					
Bachelor of Arts (Journalism & Mass Communication), Semester - V					
Bachelor of Arts (Journalism & Mass Communication), Semester - VI					
Bachelor of Arts, Semester - I					
Bachelor of Arts, Semester - II					
Bachelor of Arts, Semester - III					
Bachelor of Arts, Semester - IV					
Bachelor of Arts, Semester - V					

Semesters: ▼
 Select State: All
 Select District: All
 ADMINISTRATOR

Selected Roll No.'s (Format: 1,4-8,9.....):

Additional Subjects Only
 Sports Persons Only
 Left Students
 Refund Cases
 Show All Students
 Only Other State Candidates
 Only Differently Abled
 Particulars In Punjabi
 Class Break
 F.Income<800000

BACKWARD CLASS
 GENERAL
 KASHMIRI MIGRANTS
 OTHER
 SCHEDULE CAST
 SCHEDULE TRIBES

Date From: 01-04-21 13 View
 Date To: 21-12-21 13 Scrollable View
 Row Height: 25
 Left margin: 20
 Export To Excel

Report Title:

General Office Management System

General Office Management System it's basically an entry based module here in this module general information of student's particulars are managed.



Students Particulars

This menu is for entering student's particulars for entering attributes in this menu has to select class from class drop down menu. After selection of class has to enter roll-no of student and against that roll-no has to enter their particulars and after entering all the data have click on save it will perform save operation on server.

Start Master STUDENT PARTICULARS ENTRY/EDITING

Registration

Class College/School Roll No Uni./Board Roll No:

D.O.Adm. 21-12-2021 Section Uni./Board Name

Regd. No Date of Birth 21-12-2021 Stream

Particulars

Name Gender

Father

Mother

Subjects

Additional Medium Subjects

Previous Examination

Previous School/College P.Uni./Board State

Class Roll No Month Year Result Marks Out Of Sasa

Personal Details

Blood Group Religion Email ID Father/Gaurdian Occupation Income

Aadhaar No NAD ID Univ.StudentID Category

Address City District Pin State Area Type

Nationality Phone Mobile Mobile(F)

Remarks Other Inf.

Other Information

Hostel Hostel Room N.C.C. Wing NSS Member Student Council

NRI Handicap Vehicle

Blind Foreigner Border Area Sports Person Defence Personal Terrorist Effected Kashmiri Migrant Detained

Class Not Selected Entry Complete Save Delete

Reports

Manual Script

Manual Scripts has deferent forms under used for universities returns purpose

RETURNS/MANUSCRIPT PRINTING

Bachelor of Arts (Honours) English, Semester-I
 Bachelor of Arts (Honours) English, Semester-III
 Bachelor of Arts (Honours) English, Semester-V
 Bachelor of Arts (HONOURS), Semester - III
 Bachelor of Arts (HONOURS), Semester - V
 Bachelor of Arts (Journalism & Mass Communication), Semester - I
 Bachelor of Arts (Journalism & Mass Communication), Semester - III
 Bachelor of Arts (Journalism & Mass Communication), Semester - V
 Bachelor of Arts, Semester - I
 Bachelor of Arts, Semester - III
 Bachelor of Arts, Semester - V
 BACHELOR OF ARTS, Semester-I
 BACHELOR OF ARTS, Semester-III
 Bachelor of Business Administration, Semester - I
 Bachelor of Business Administration, Semester - III
 Bachelor of Business Administration, Semester - V
 Bachelor of Commerce (Honours), Semester - I
 Bachelor of Commerce (Honours), Semester - III
 Bachelor of Commerce (Honours), Semester - IV
 Bachelor of Commerce (Honours), Semester - V

None
 HUMANITIES & SOCIAL SC
 SCIENCE
 COMMERCE
 INFORMATION TECHNOLC
 VOCATIONAL COURSES
 DIPLOMAS
 CERTIFICATE COURSES

Peharar(9)
 Peharar(9)
 Peharar(9)
 Peharar(9)

FeMale
 Male
 Both

Univ. Roll No. Wise
 Exam Form
 Include Fix Subjects

From: 01-04-21 [15]
 To: 31-03-22 [15]

View Print

Selected Roll No.'s (Format: 1.4-8.9.....)

University/Board	Univ. Fees	Migration. Fee	Late Fees
PUNJAB SCHOOL EDUCATION BOARD	700	0	0
ALREADY REGISTERED WITH GURU NANAK DEV UNIVERSITY	400	0	0
MIGRATE FROM OTHER UNIV. & ALREADY REGISTERED WITH GNDU	750	1800	0
CANDIDATE OF OTHER UNIVERSITY/BOARD (EXCEPT GNDU/PSEB)	1750	1800	0
CANDIDATE OF PU CHD/PU PATIALA	750	350	0
FOREIGN/NRI	6500	6500	0

Registration List:

This menu is used for students who are new to GNDU education system for those a Registration number has allocated and list of the same has been printed here.

REGISTRATION LIST

Bachelor of Arts (Honours) English, Semester-I
 Bachelor of Arts (Honours) English, Semester-III
 Bachelor of Arts (Honours) English, Semester-V
 Bachelor of Arts (HONOURS), Semester - III
 Bachelor of Arts (HONOURS), Semester - V
 Bachelor of Arts (Journalism & Mass Communication), Semester - I
 Bachelor of Arts (Journalism & Mass Communication), Semester - III
 Bachelor of Arts (Journalism & Mass Communication), Semester - V
 Bachelor of Arts, Semester - I
 Bachelor of Arts, Semester - III
 Bachelor of Arts, Semester - V
 BACHELOR OF ARTS, Semester-I
 BACHELOR OF ARTS, Semester-III
 Bachelor of Business Administration, Semester - I
 Bachelor of Business Administration, Semester - III
 Bachelor of Business Administration, Semester - V
 Bachelor of Commerce (Honours), Semester - I
 Bachelor of Commerce (Honours), Semester - III
 Bachelor of Commerce (Honours), Semester - IV
 Bachelor of Commerce (Honours), Semester - V
 Bachelor of Commerce (Hons), Semester - III
 Bachelor of Commerce (Hons), Semester - V
 Bachelor of Commerce, Semester - I
 Bachelor of Commerce, Semester - III
 Bachelor of Commerce, Semester - V
 Bachelor of Computer Applications, Semester - I
 Bachelor of Computer Applications, Semester - III
 Bachelor of Computer Applications, Semester - V
 Bachelor of Science (Bio-Technology), Semester - I

None
 HUMANITIES & SOCIAL SC
 SCIENCE
 COMMERCE
 INFORMATION TECHNOLC
 VOCATIONAL COURSES
 DIPLOMAS
 CERTIFICATE COURSES

Peharar(9)
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REGISTRATION PROCESS

Allot Registration
 Print Registration Pages
 Print Registration Card

PAYROLL SYSTEM

Particulars:

In this menu is used for entry of particulars of employees like personal details as well as other information related to salary

STAFF PARTICULARS ENTRY/EDITING

Department: **None** | Search Name:

Enter Addr:

Personal Information | Employment Detail

Name: | Gender:

Wife Of:

Father's Name: | Mother's Name:

Abbreviation: | Category:

DOB: 21-12-2021 | PAN:

Address:

City: | Pin: | State:

Email ID:

Aadhar:

Phone: | Mobile:

ADMINISTRATOR

ID	Emp.No	Name	Designation	Department
27214	5400	AAARTI BANSI	SECURITY GUARD	SECURITY
28141	8040	AAARTI BANSI	LECTURER	MACHINERY
19953	5403	AAARTI CHAWLA	LECTURER	TEXTILE DESIGNER
28923	5403	AAARTI CHAWLA	LECTURER	TEXTILE DESIGNER
27283	5411	AAARTI GUPTA	LECTURER	ECONOMICS
27283	5411	AAARTI GUPTA	ASSISTANT PROF.	ECONOMICS
25073	5218	AAARTI PARASHAR	LECTURER	ENGLISH
25073	5218	AAARTI PARASHAR	LECTURER	ENGLISH
25073	5218	AAARTI PARASHAR	LECTURER	ENGLISH
25443	3201	ABHAY KUMAR	TABLE PLAYER	MUSIC
24896	5132	ABHIMANU DHIR	ASSISTANT PROF.	CHEMISTRY
29780	8070	ADITI GULATI	LECTURER	COMPUTER SCIEP
28537	5297	AGRIMA JAIN	LECTURER	ENGLISH
28537	5297	AGRIMA JAIN	LECTURER	ENGLISH
29787	8072	AISHWARYA KDHU	ASSISTANT PROF.	FASHION DESIGN
29689	8050	AJAYTA PRINCE	LECTURER	RETAIL MANAGEN
29794	8059	AKASH CHAMANI	LECTURER	ENGLISH (B.VOC)
23789	5035	ALISHA KAKKAR	LECTURER	COMMERCE
29608	8086	AMAN BISHNOI	LECTURER	COMMERCE
24095	5073	AMAN KUMAR	CLERK	GENERAL OFFICE
24095	5073	AMAN KUMAR	CLERK	GENERAL OFFICE
24095	5073	AMAN KUMAR	CLERK	GENERAL OFFICE
24095	5073	AMAN KUMAR	CLERK	GENERAL OFFICE
24095	5073	AMAN KUMAR	CLERK	GENERAL OFFICE
24095	5073	AMAN KUMAR	CLERK	GENERAL OFFICE
29084	8047	AMAN SINGH	SYSTEM OPERAT	GENERAL OFFICE
24735	5025	AMANDEEP KAUR	LECTURER	MATHEMATICS
24735	5025	AMANDEEP KAUR	LECTURER	MATHEMATICS
25186	5243	AMANDEEP KAUR	LECTURER	HOMI SCIENCE

Qualification | Experience

Sno	Examination	Univ./Board	Subjects	Year	Marks	Outof	Division	Achievements
Sno	Examination	Univ./Board	Subjects	Year	Marks	Outof	Division	Achievements

Save | Re-Appoint/Promote | Relieving Letter | Salary as per Norms | Appointment Letter | Experience Certificate | Appointment Details | Extension Details | Pay Structure Details

Show Terms of Contract | Show Department On Following | Left Margin: 30 | Right Margin: 30 | Top Margin: 10 | Font Size: 12

Pay Structure:

Under this module may structure of employees are created for creation of pay structure

EMPLOYEE SALARY SETTINGS

Select Group: **PAY BUS STAFF (MANAGEMENT)** | 27313

Employee: **HARBANS SINGH (BUS)** | HBS2 | 27313

Name: **HARBANS SINGH** | Father's Name: **AJIT SINGH** | Designation: **DRIVER**

Job Status: **Regu** | ADMINISTRATOR

Enter Amount - 1 to skip Selected Head

Head	Head Formula
Basic Pay	
Pay Due	@BP
AGP	
AGP Due	@AGP
Total Pay Regular	PD+AR+AGDP-LD
DA	(PD+AR+AGDP-LD)*1.48
MA	
HRA/NT	(PD+AR+AGDP-LD)*15
P.F Mgt. B&A 10%	(PD+AGDP+AR-LD)*10
PF/FF 12%	(PD+AR+AGDP+DA-LD)*12
Adjustment Income	
Total Salary	PD+AGDP+ADJII+DA+MA+HRA+HRENT+PFEB+PFEMSC+PFM
Mess Charges	
PF/FF MGT. SHARE 12%	PF/FF*2
P.F Mgt. B&A 20%	PFEB*2
Staff Welfare	
Revenue Stamp	
ESI	TPR*0075
Rent Qtrs	
Loan	
GLIP	
T.D.S With Edu. Cess	
T.D.S.	TDS/1.04
Edu.Cess	TDS-OTDS
Prof.Tax	

Gross Salary: 0 | Deductions: 0 | Net Payable: 0

Add Amount to Selected Group Employee

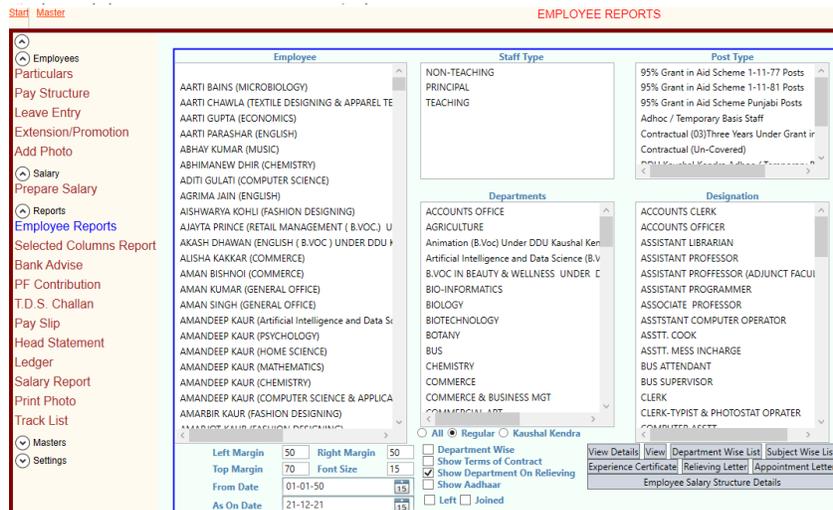
Imp. Date: 21-12-21 | Amount: | Narration: | Add

Add New | Update | View Detail

Reports:

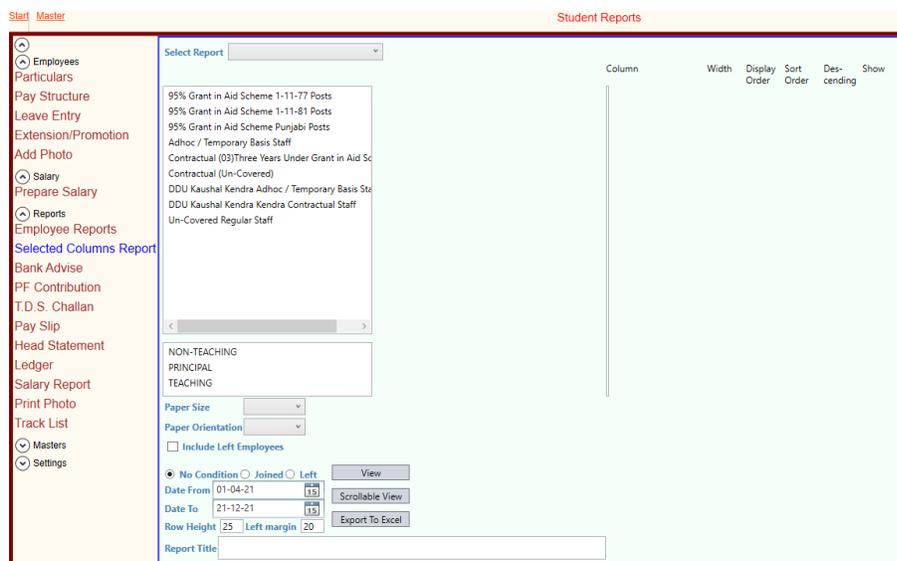
Employee Reports:

Employee reports consists categorized data there are various categories like teaching based data , Non-Teaching based data , department wise , designation wise.



Selected Columns Report:

This menu provide the liability and freedom to select various column as per requirement and sort order algorithms and quires as required so in shot here we can extract data as per requirement on particular entry basis.



Bank Advice:

Bank Advice is basically a single document which is sent to bank after creation of monthly salary in shot bank advice is summary document for bank provided by organization to credit salary to their employees. It conations bank account number name and salary details to be credit

