

ERP Manual



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Cyborg ERP Login Process In Web

Open any browser (like google chrome) & insert Url Provided by your Admistration

Login Page will be Open.







- **Step 1**: Enter the User ID.
- **Step 2**: Enter the password.
- Step 3: Click on Login Button.







After Login All Modules will be Visible. Click on Academic Management.

1 Academic

1.1 Attendance

This interface is used by the employee to mark student's attendance daily, to check the monthly attendance register and to view the unit details.

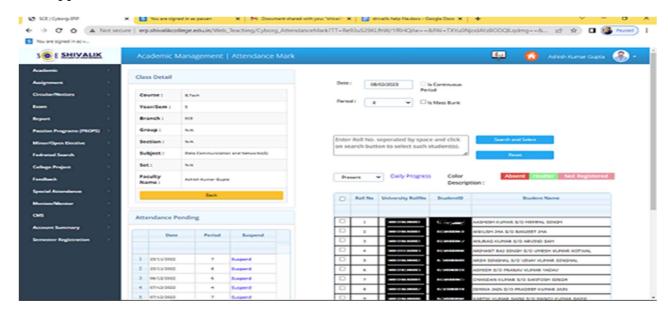


Step 1-Select the subject for which the attendance has to be marked and click on attendance button.

- The green mark subject is the subject, whose lecture is today (the day in which user logged in). Check on the check box to mark the attendance.
- Attendance to mark the attendance, Unit Details- To check the unit details, Attendance Register- in this you may check the attendance register (whether of whole month, marked date etc.)



When you click on attendance a new page will open where the list of students will appear.





Step 2- Click on daily progress to select the topic taught on the same day.

• When the daily progress will open then fill the DPR from the drop down, whether it is Unit Detail or other than teaching.

Step 3-Now, select the topic, status and teaching type.

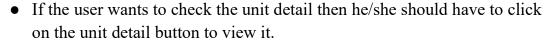
Step 4-Just click on the topic serial no. **(+) button** by which the Topic grid will open, you may select from it, and then select the status of the Topic (it's complete, partial or Start).

Step 5-Click on add button.

Step 6-Click on back button, Select the status as absent/present and mark the student according to the status selected.

Step 7-Once the attendance is marked, click on the **submit** button.

- ✓ Note-Please mark the student's attendance daily. Henceforth, attendance pending due to any reason will stop you for marking the current day attendance unless you complete the backlogs.
- ✓ If the user fails to mark the attendance within 24 hrs. Than She/he would take the BACK DATE Wright permission from the Authorize person.)



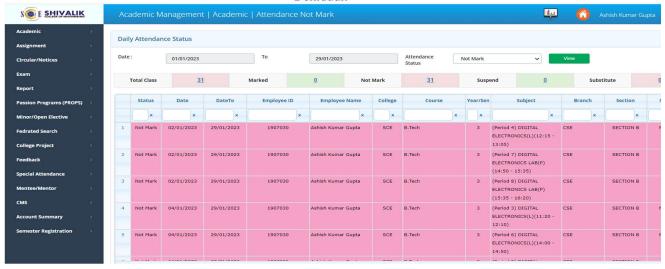
• If the user wants to check the complete Register of the students then he/she should have to click on the Attendance Register.

1.2 Attendance Not mark

In attendance not mark, List of faculties will display who had not marked the attendance on the date the user has set the combination.

First set the **date duration**, in which the user wants to check the not mark attendance, and then click on the VIEW button.





There is an option, whether the user wants this report in **Exce**l format or in **PDF**, just click on **Export Button**. By this you may export in the prescribed type according to your reference.

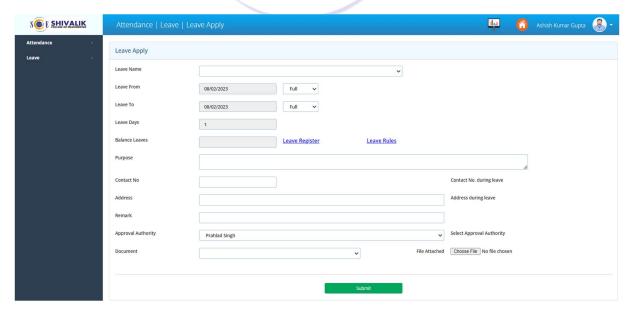
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1.3 Assign substitute

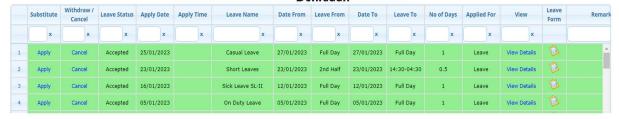
This interface is used by the employee to assign a substitute to another employee in their absence.

Step 1-Select the department and click on the view button.

Step 2-Select the particular subject for which the substitute has to be assign and click on assign button.

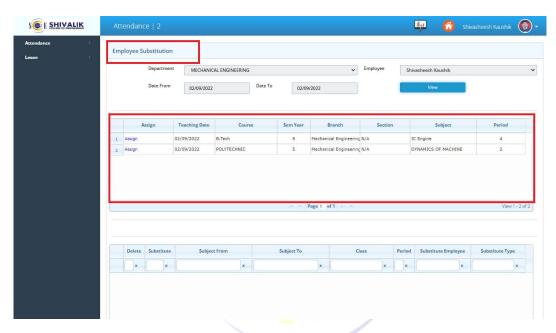






When you click on the assign button a new window will open.

Step 3-Select the employee which the user wants to assign as a substitute and click on save button.



The saved data will be shown in the below grid on the same page.

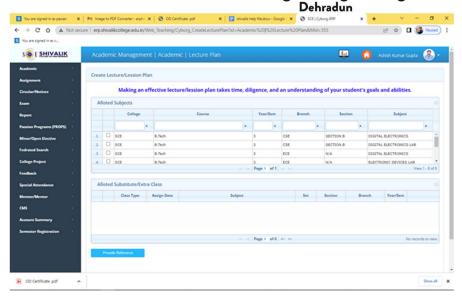
1.4 Employee lecture Plan

A lesson plan is the instructor's road map of what students need to learn and how it will be done effectively during the class time. Then, you can design appropriate learning activities and develop strategies to obtain feedback on student learning.

Through this interface a lecture plan is created.

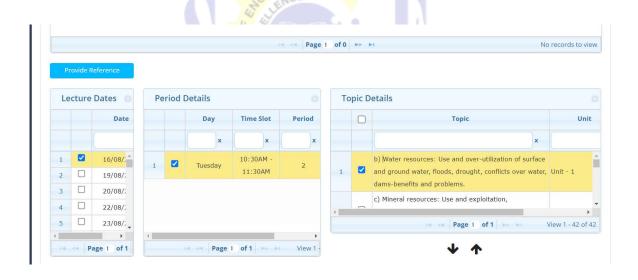
Step 1-Select the allotted subject from the grid (These subjects are bound from timetable i.e., faculties will see only his/her subject).





Step 2- Select the lecture dates, period details and the topic details.

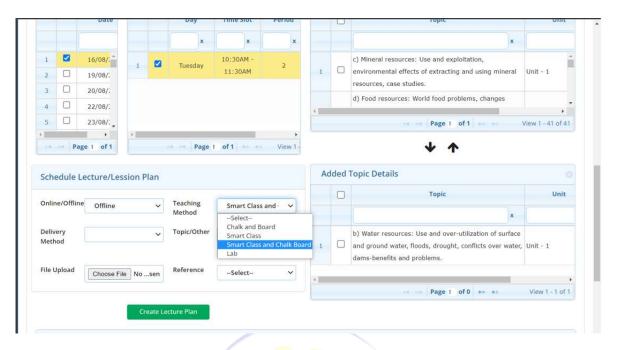
Step 3- Add the topic details by clicking on the arrow icon as shown in below figure: -



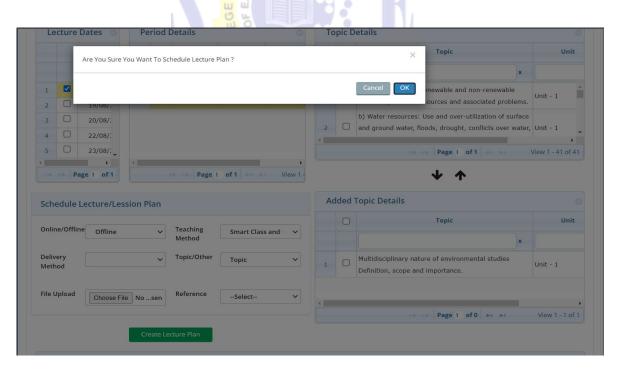
Step 4- The user can also revert the selected topic by clicking on the upside arrow icon.

- Step 5-Now, select the method, mode by which the lesion plan has to be taught.
- Step 6-Attach file or document for the selected topic (not mandatory).



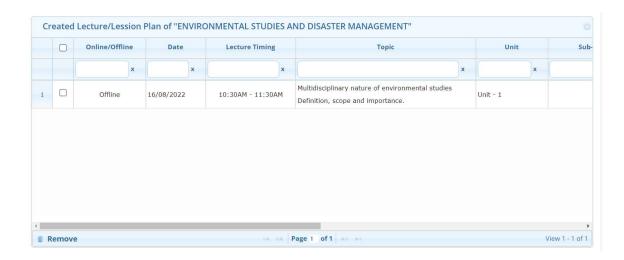


Step 7-Click on **create lecture plan** button to save the data.



The saved data will show in the below saved grid. The user can also remove the saved lesion plan if required.





1.5 Faculty Timetable

In this interface faculty can check his/her class timetable and can even generate the report.



1.6 Attendance modification

This interface is used to modify the class attendance of the students.

- If in case the faculty has marked the attendance of the date when he/she was absent, then the user can delete the attendance from this interface.
- Also, the class which has been suspended can be deleted from this interface so that the faculty can mark the attendance again.

Step 1-Search the employee and select. The details of the employee will be shown in the below grid.



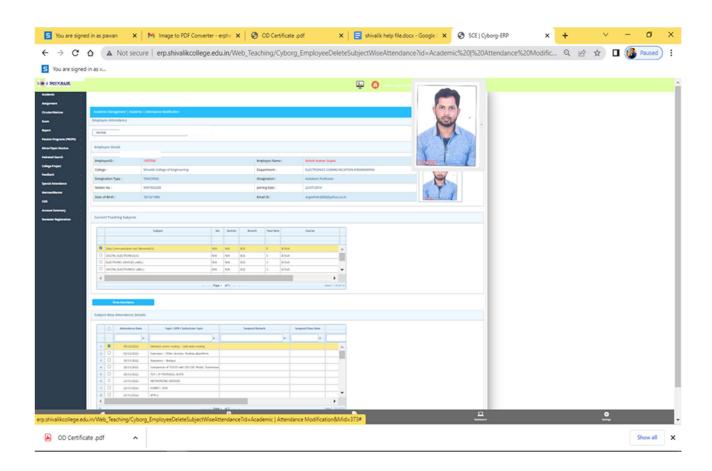
Step 2-Select the subject for which the attendance has to be modified from the current teaching subject grid.

Step 3- Click on **Show Attendance** button.

Subject wise attendance details grid will open where the attendance will be shown date wise.

Step 4-Check on the particular row for which the attendance has to be modified and click on delete on button.

Now the employee can mark the attendance from his/her login.



1.7 Cumulative Attendance

The **Cumulative Attendance** report provides a view of students' daily **attendance** marks and present/absent counts over a selected time period. Present and absent counts are totaled per **student**, per **grade** level



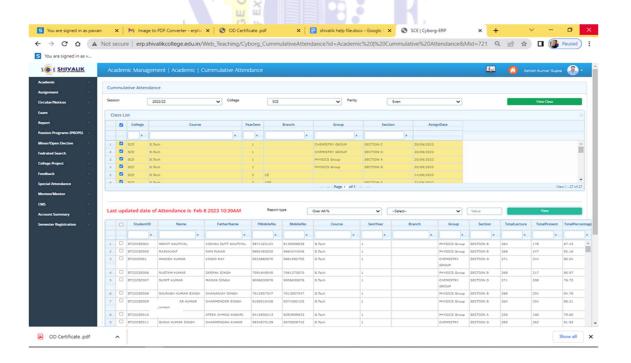
and **attendance** program, and per **attendance** program. Here overall%, subject wise % attendance report can be viewed and generated.

In Cumulative attendance user can check the class wise attendance in bulk. User can select more than one course or semester by checking it in check box.

From this interface the user can also send text SMS to the student/Parent regarding the attendance.

- Step 1-Select the Session, College, Parity.
- Step 2-Click on View Class button. The class List will appear in the below grid.
- **Step 3-** Select the Course for which the attendance has to be checked.
- Step 4-Select the Report type, Equation and criteria and click on View Button.

The list of the students along with the complete details of the total lecture taken, total percentage etc. will appear in the below grid.

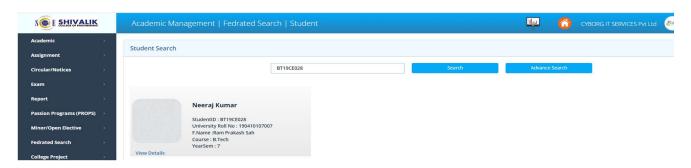




1.8 Fedrated Search

1.8.1 Student

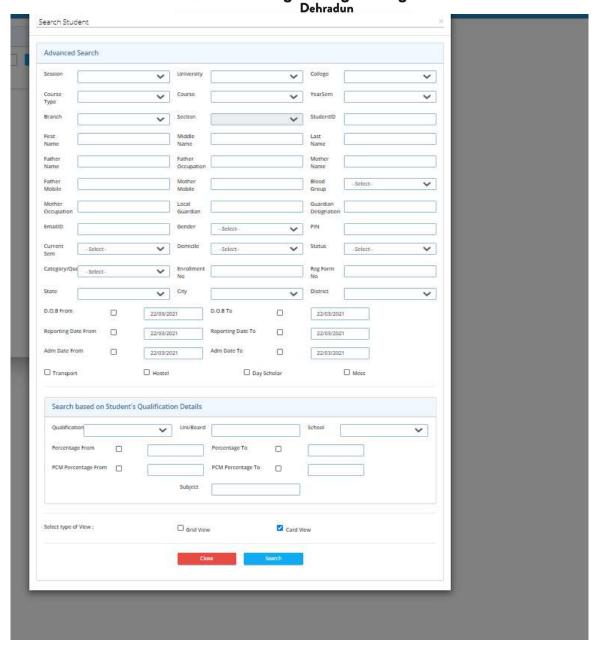
This interface is used to search the student by his/her name, Student ID, Mobile no. or Aadhaar no.



There is another option of **ADVANCE** Search, by which you may filter according to the user reference.



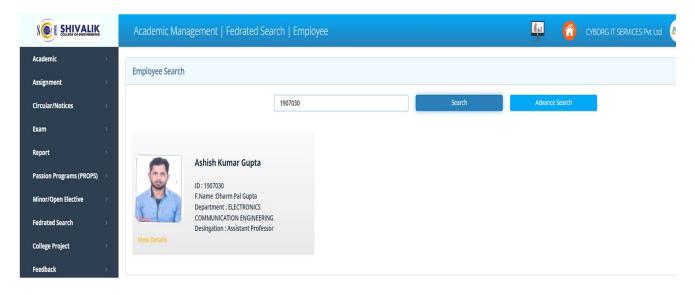




1.8.2 Employee

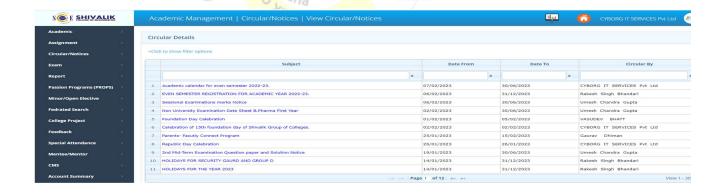
This interface is used to search the Employee by his/her name, Employee ID, Mobile no. or Aadhaar no.





1.9 Circular/Notice

This interface is used to view the circular/notice details which are held or about to be held in the given university/college/school.



1.10 Mentee/Mentor

A **mentor** is a person who has professional and life experience and who voluntarily agrees to help a **mentee** develop skills, competencies, or goals. Put another way, a **mentor** is an advisor and role model who is willing to invest in the **mentee's** personal growth and professional development.

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1.11 Assign Mentee to Mentor

This interface is used to assign mentee under the selected mentor. For any query a mentee faces, he/she should have to reach their mentor for the better resolution.

Step 1-Select the course details like session, university, college, course, course type, semester, section and branch (if any).

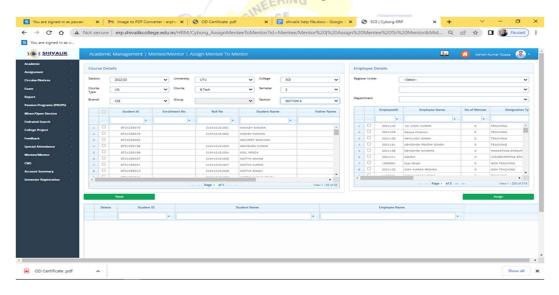
Step 2-The list of the students will appear as per the course combination. Select the students (mentee)

Step 3- Select the employee details on the next grid like college, department.

The list of the employees will appear as per the selection.

Step 4-Select the mentor (employee) which you want to assign to the selected students and click on assign button.

The saved data will be shown in the below grid.



1.11.1 Mentor Transfer

Employees must have a certain set of skills in order to accomplish the tasks at hand.

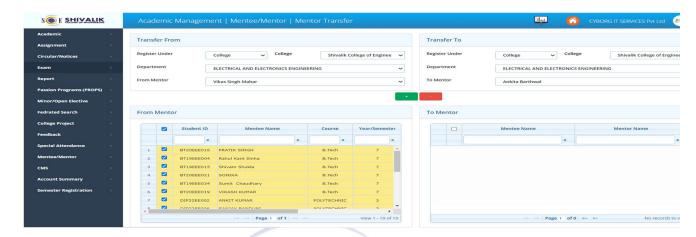
This interface is used to transfer the assigned mentee's to another mentor in case he/she has left the university/college.

Step 1- Select college, department, name of the employee from the **transfer from** box.



The list of the students under the selected mentor will appear in the below grid. **Step 2-**Select the mentee.

Step 3-In **transfer to** grid select the employee under which the mentee has to be transferred and click on **transfer** button.



1.11.2 Forward Mentor/Mentee

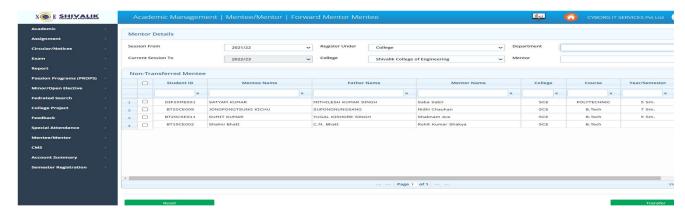
This interface is used to forward the mentor and their mentee from the previous session to the current session.

- **Step 1-**Select the session from which the mentor/mentee has to be forwarded.
- **Step 2**=Select the college, department and the name of the mentor.

The list of the mentee will appear in the below non transferred mentee grid.

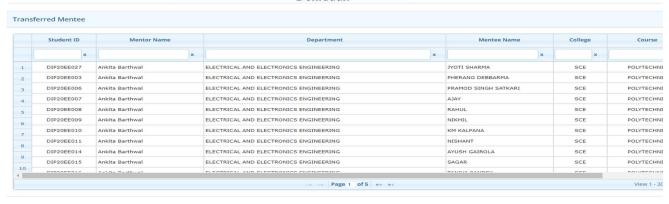
Step 3-Select the list and click on transfer button.

The data will be transferred to the current session and will reflect in **transferred mentee** grid.



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1.11.3 Mentor/Mentee Assign Status

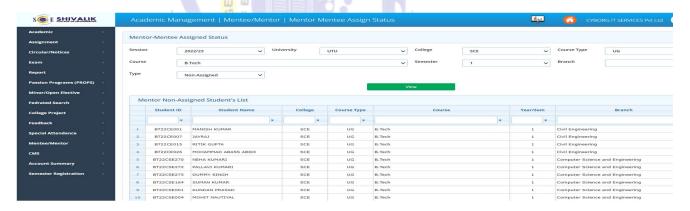
This interface is used to check mentor/mentee assign Status College wise.

Step 1- Select session, university, college, course type, course, Semester, branch (if any) and type.

Step 2-Click on view button.

The list of the Mentor Assigned Students List will appear in the below grid. The user can export the data in the form of excel or PDF.

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1.11.4 Mentee Comm. Log

In this interface the mentor used to communicate with the parents and mentee regarding the issue which the mentee faces and end up with a conclusion. The user has to maintain the record of the discussion.

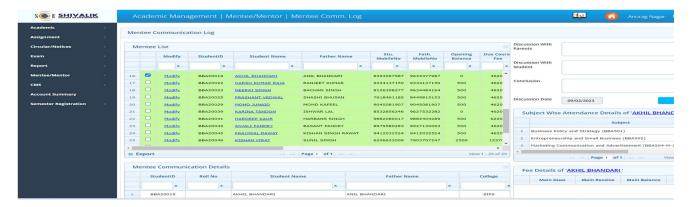
Step 1- Select the student from the grid.

In the right side of the page mentee's complete detail of the attendance, fee, and exam is shown.



The mentor has to enter the discussion done with the parents/student and enter the conclusion and save the data to maintain the record.

The saved record will be shown in the Mentee communication details grid.



1.12 Reports

1.12.1 Syllabus Status

This interface is sued to view the status of the syllabus.

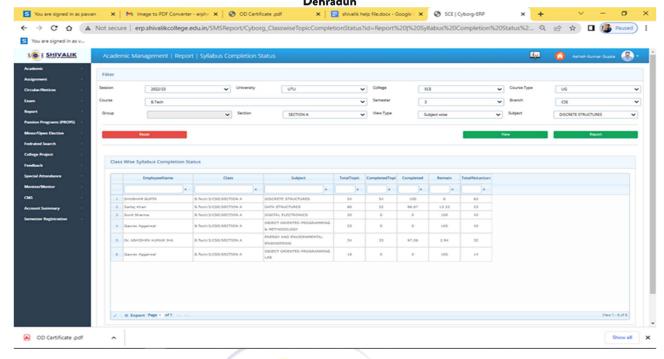
Step 1-Select session, university, college, course type, course, and semester, branch (if any).

Step 2- Click on view button.

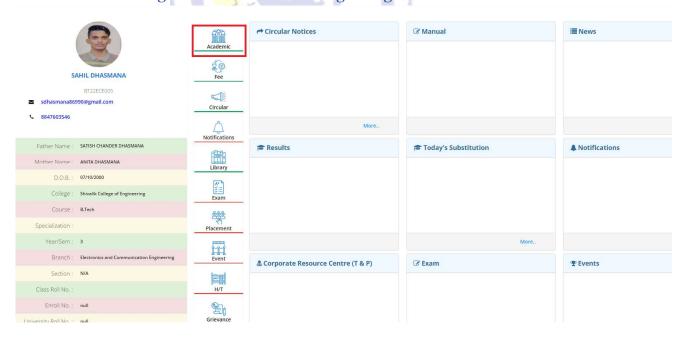
Syllabus completion details will appear in the view grid. The user can export the data also by clicking on export button.

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1.12.2 Semester Registration in Student Login Page



Step 1: click on academic module

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Step 1: click on registration form

- Step 2: fill personal & Corresponding Address Information
- Step 3: Then click on update button present over there
- Step 4: fill Final Approve Should Be Done After Update Above All Information
- Step 5: finally click on Final approval Button

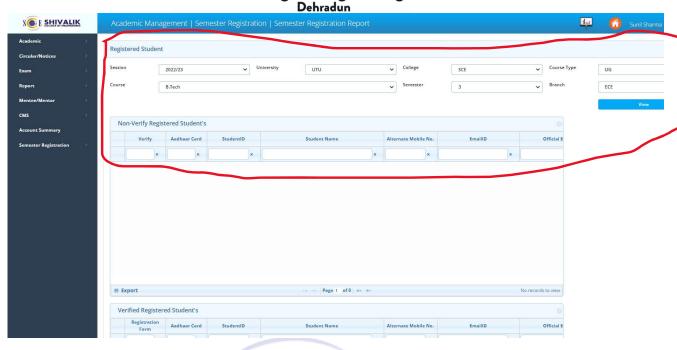


1.12.3 Semester Registration Form for faculty Which Student Done In Their Form



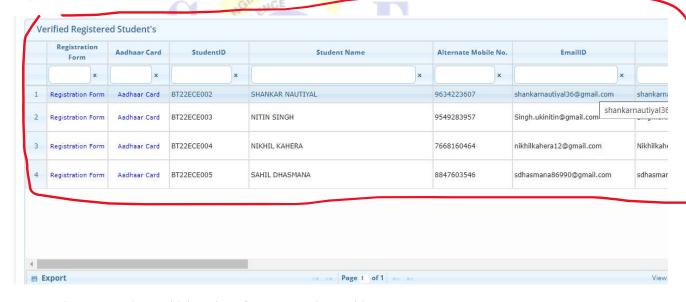
Step 1: click on Academic management Module

Step 2: click on semester registration report



Step 1: Select the combination of student

Step 2: Here verified and non-verified students grid present



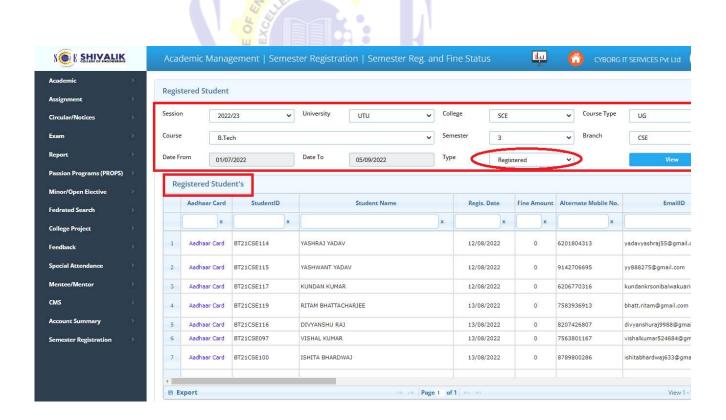
Steps 1: these are students which register from non-register grid.

1.12.4 Semester Registration Fine Status

Here This Interface give Information about the report of overall Semester register students and fine status ...



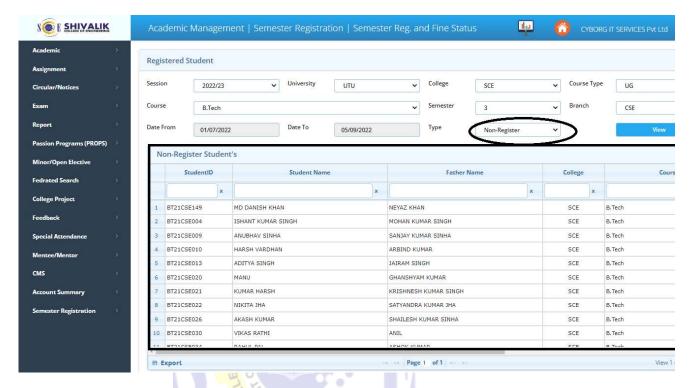






STEP 1: fill the course combination as present over there such as session, university, college, course type and so on

STEP 2: then if u select registered and then click on view all info about register students shown in grid



STEP 1: fill the course combination as present over there such as session, university, college, course type and so on

STEP 2: then if u select non-Registered and then click on view all info about non-Registered students shown in above grid ..

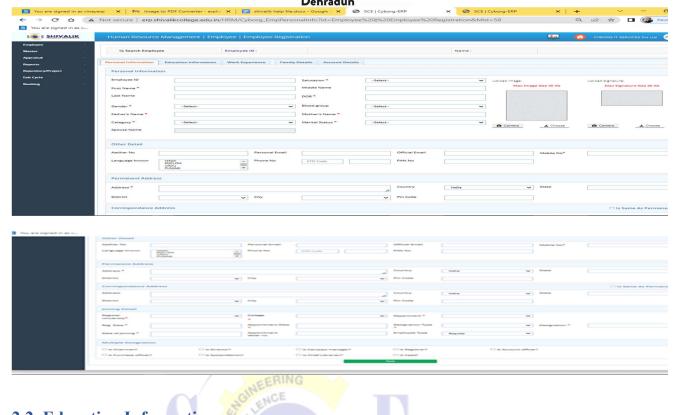
2 Human Capital Governance

2.1 Employee Registration

This interface is used to register the employee of a university/college/school and then the register employee will receive a System generated Permanent registration ID.

- **Step 1-** Fill the personal information of the employee, other details, Permanent Address, Correspondence address, joining details.
- **Step 2-** Click on choose file to upload the image of the employee.
- Step 3- Click on save button.
 - The user admin can also **update** the information of the **registered employee**.



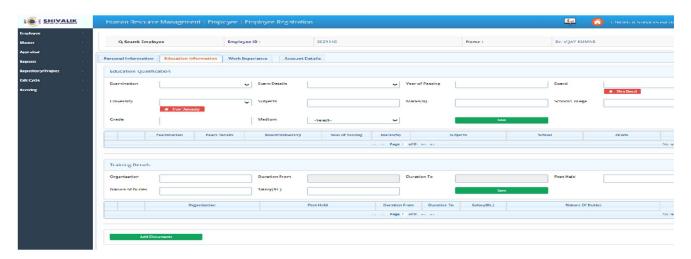


2.2 Education Information

This interface is used to update the educational qualification of the registered employee.

MYAVIHS

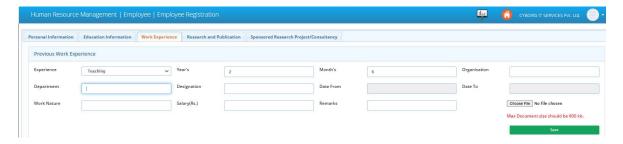
- **Step 1-** Fill and add the education qualifications.
- Step 2-Fill the training details.
- Step 3- Click on save button.
 - ❖ The user may also **delete** the saved data by clicking on the delete icon.





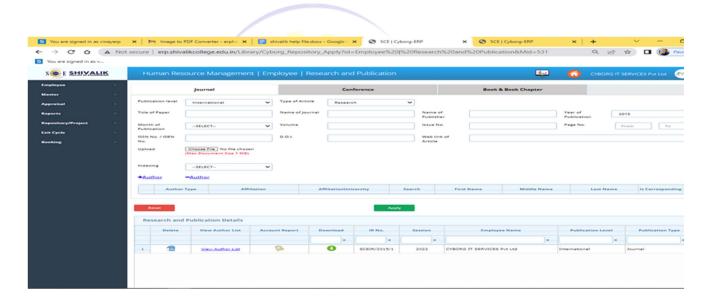
2.3 Work Experience

This interface is used to update the previous work experiences of the registered employee. The user admin can also upload the documents/certificate of his work experience.



2.4 Research and publisher

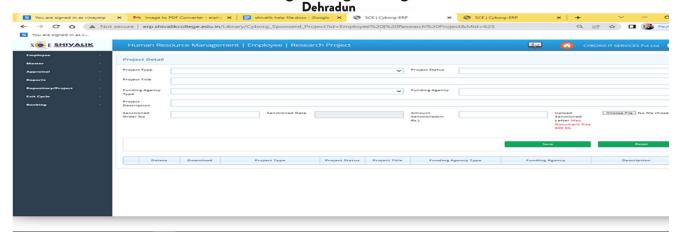
Here the admin user can update the research and publication paper of the registered employee if the employee had done any research work or publish any research paper and click on save button to save the data.



2.5 Sponsored Research project/Consultancy

Here the admin user can update the sponsored project of the registered employee if he/she had done any research work and click on save button.



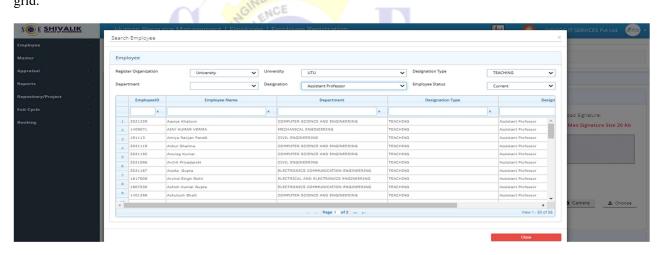


2.6 Employee Information fill up status

This interface is used to view the registered employee information as information updated by the employee or user admin.

Step 1- Select the college, department, designation type, designation.

The list of the employee as per the selection will be shown in the employee information fill us status grid.



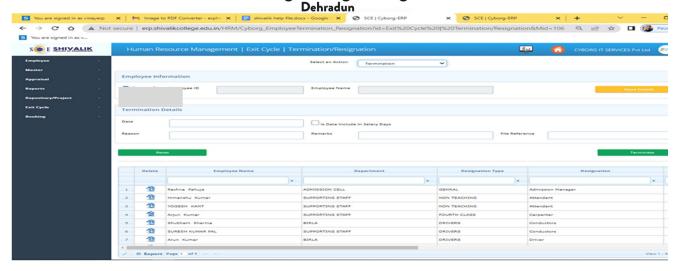
2.7 Termination/Resignation

This interface is used by the user admin to terminate/resignate the employee.

Termination –It means the end of employee work.

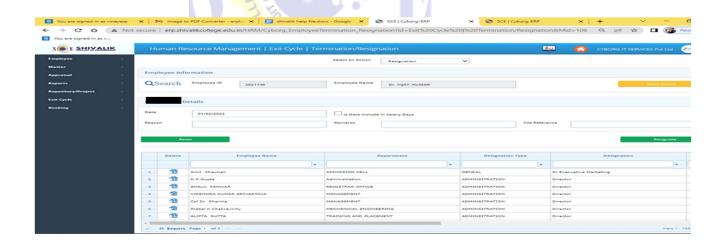
- **Step 1-** Select the action as termination.
- Step 2- Search the employee by clicking on search button.
- Step 3- Fill the termination details.
- Step 4- Click on terminate button.





Resignation- Resignation is the act of resigning—quitting the job or giving up one's position.

- **Step 1-** Select the action as resignation.
- Step 2- Search the employee by clicking on search button.
- Step 3- Fill the resignation details.
- Step 4- Click on resignate button.



Cyborg ERP Login Process in Web

Open any web browser(Google Chrome)& insert URL provided by your Administrator.

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Login page will be open

Step 1: Enter the User ID & Password.

Step 2: click on Login Button.

After Login All Modules will be Visible.





Click on Administrator.

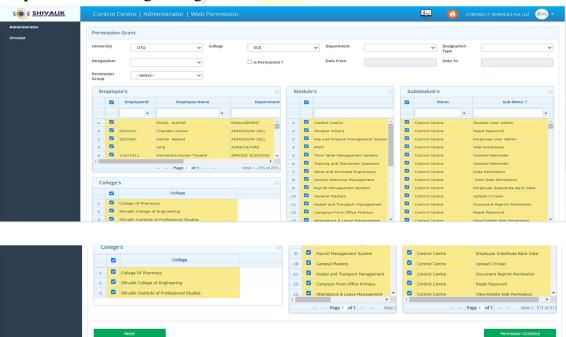
3 Administrator

3.1 Web Permission

This interface is used to give permission of the web interface to the employees, so that they can access the modules and function properly.

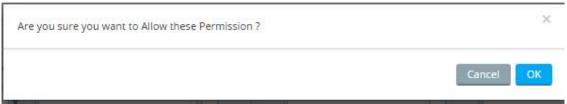
Permission Granted

- **Step 1:** Select University, College, Department, Designation Type, Designation using combo box.
- Step 2: Check Is Permanent check box.
- Step 3: Check Module using check box.
- Step 4: Check Sub Module to give permission to use module using check box.
- **Step 5:** Check College using check box.



Step 6: Click on Permission Granted button.

After clicking on Permission Granted button, a pop-up message will display.





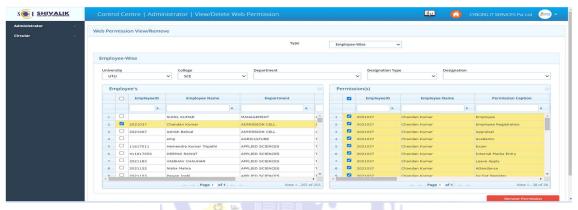


Then click on **Ok** button.



3.2 View/Delete Permission

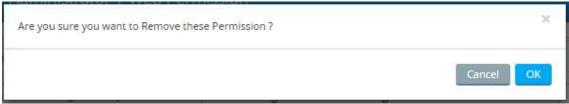
This interface is used to View/Delete granted permission either employee wise or module wise.



- Step 1: Select Module & Check Is College Wise Remove Wrights.
- Step 2: Select College using combo box.
- **Step 3:** Insert Employee Name in text box for Permission Allowed to Employee from allowed permission Forms grid & check Form name which you want to delete.

Step 4: Click on **Remove Permission**.

After click on Remove Permission button,a confirmation message will display.



Click on Ok button, Granted Permission wil be Removed Permantelly.

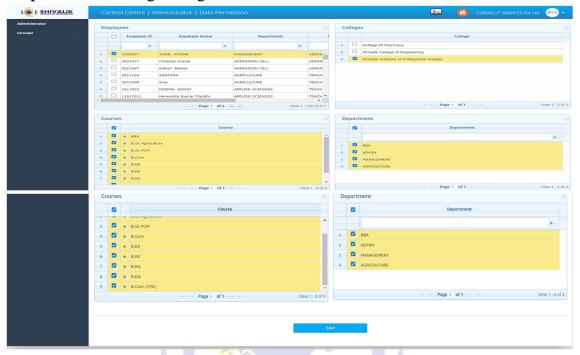


3.3 Data Premisson

This interface is used to give data permission to the employee.

Step 1: Insert employee name into the text box of employee name using check box.

Step 2: Check college using check box.



Step 3: Check Courses & Department using check box.

Step 4: Click on Save Button

After clicking on Save button,a pop up message will display.



Click on **Ok** button

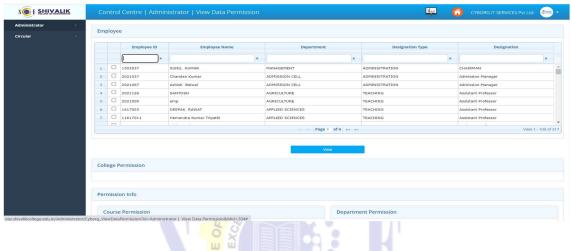




3.4 View Data Permission

This interface is used to view the data permission wrights given to the employee.

- Step 1: Insert employee name into the text box to check web permission.
- Step 2 : Select employee using check box.
- Step 3: Click on View button.



3.5 Employee Substitute Back date

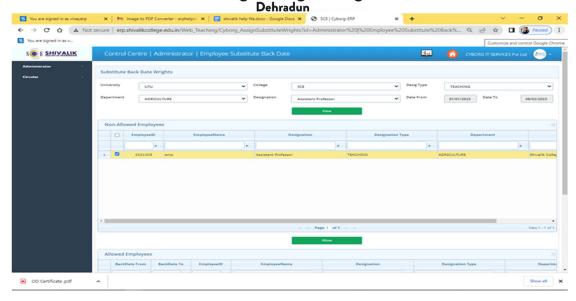
This interface is used to give substitute Back date wrights to the employee.

- **Step 1-** Select the university, college, designation type, department and designation.
- Step 2- Select date from and date to.
- Step 3-Click on view button.

The list of the employee will appear in the non-allowed employees grid.

- **Step 4-**Select the employee from the grid whose back date wrights has to be open.
- Step 5-Click on allow button.





3.6 Circular/notice

This interface is used to send circular/notice to the group of people. It may be staff or students.

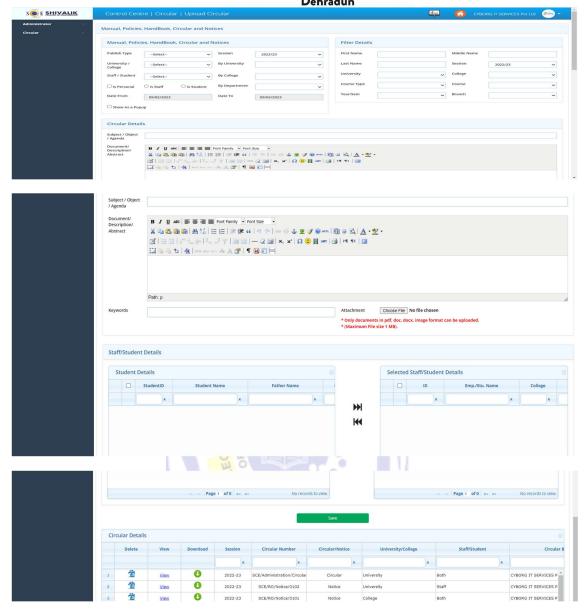
EERING

- Step 1-Select the publish type as notice, circular, order etc.
- **Step 2**-Select session, university.
- Step 3-Select either staff or student from the drop down.
- Step 4-Check on is personal box.
- Step 5-Select by college and by department from where the message has to be circulated.
- Step 4-Select date from and date to.

Note:-If the user wants to send the notice to the selected department or students then he/she should have to filter the details from the right side grid.

Step 5-Now, Enter the object/subject of the notice or circular and browse your path to choose the file.



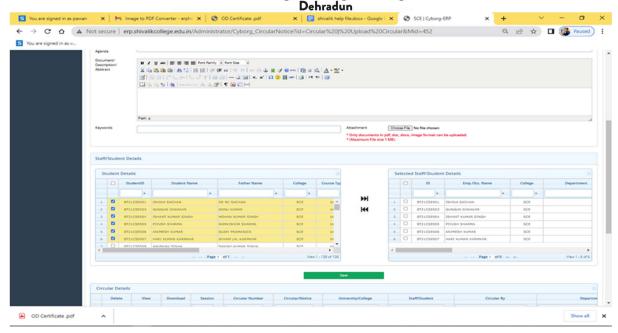


Step 6-Select the students/employee from the below **Staff/student details grid** and click on the arrow icon.

Step 7-Click on save button.

Hence the saved data will be shown in the bellow grid.





4 STUDENT ADDMISSION

4.1 Syllabus Creation

Syllabus creation is basically the contract between the teacher and the students, laying out the responsibilities and expectations on both sides. It should set forth **what is** expected to happen during the semester, delineate the responsibilities of students and of the instructor, and describe appropriate procedures and course policies.

This interface is used by the employee to create the syllabus, add units, subunits and enter the name of the topics.

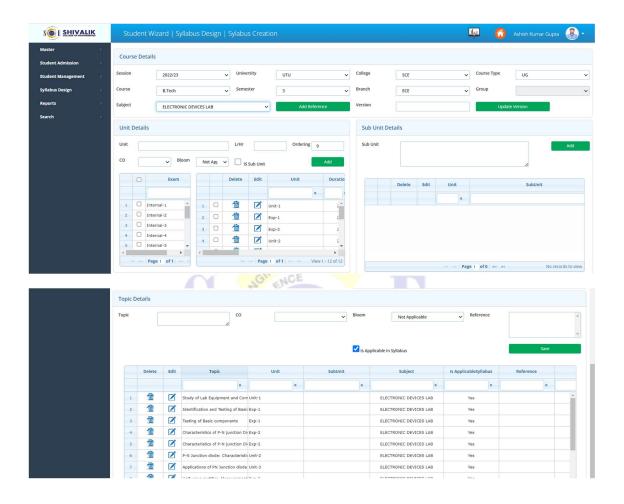
Step 1-Select session, university, college, course type, course, semester, branch (if any).

- **Step 2-** Select the subject name.
- **Step 3**-In unit detail grid, enter the unit, unit order, L/hr. Check on the sub unit if there is any subunit and click on add button.
- Step 4- Enter the sub unit in the sub unit details grid and click on add button.



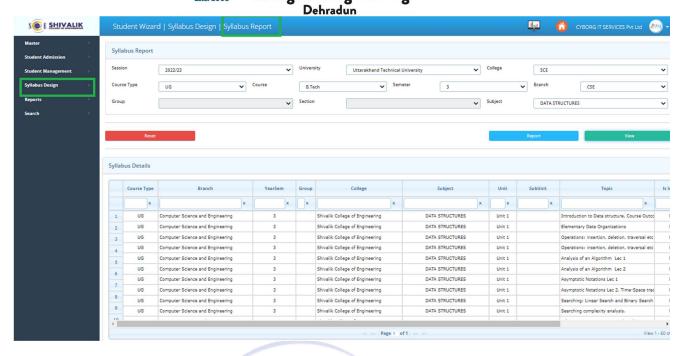
Step 5-Enter topic in the topic details grid and click on save button.

Click on edit/delete icon to edit or delete the syllabus.



4.2 SYLLABUS REPORT:

This interface provide you syllabus report



Step 1: Select all given combination of the course

Step 2: Select subject

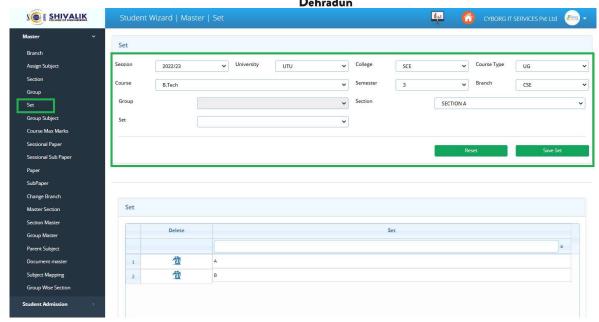
Step 3-Then click on the report button for the report of syllabus report

4.3 MASTER:

4.3.1 SET

THIS INTERFACE HELP YOU TO CREATE SET...



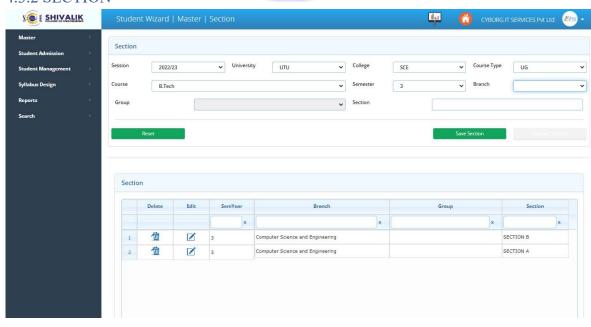


Step 1: CLICK ON SET

Step 2: FILL ALL GIVEN BOX OVER THERE

Step 3- THEN SELECT SECTION THEN MAKE SET AND SAVE IT

4.3.2 SECTION





Step 1: CLICK ON SECTION

Step 2: FILL ALL ABOVE COURSES COMBINATION

Step 3-MAKE SECTION A OR SECTION B AS PER THE NEEDS

4.4 STUDENT MANAGEMENT 4.4.1 SECTION ASSINGMENT: Set SHIYALK Student Management | Section Assignment | Sec

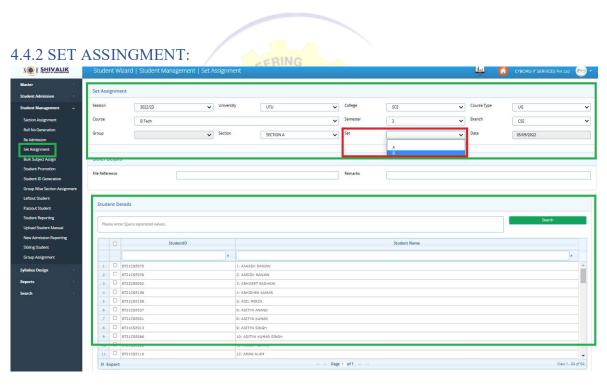
Step 1: CLICK ON SECTION ASSINGMENT MODULE

Step 2: FILL ALL ABOVE CHECK BOX AS PER NEEDS AND SELECT SECTION WHICH U MADE IN SECTION MODULE

Step 3-NOW SELECT STUDENT WHOM U WANTED TO ASSIGN SECTION







Step 1: CLICK ON THE SET ASSINGMENT

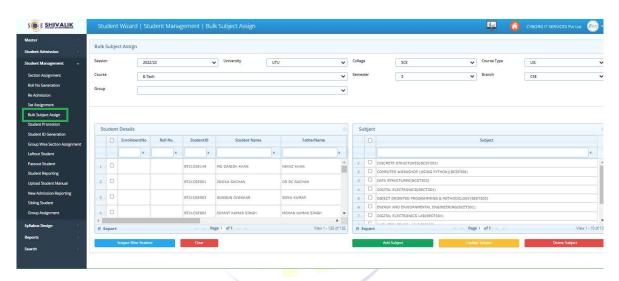
Step 2: FILL ALL ABOVE CHECK BOX AS PER NEEDS AND SELECT SET WHICH U MADE IN SET MODULE

Step 3- NOW SELECT STUDENT WHOM U WANTED TO ASSIGN SET



4.4.3 BULK SUBJECT ASSING

THIS INTERFACE IS USED TO ASSING SUBJECTS TO THE STUDENTS



Step 1: SELECT ALL ABOVE CHECK BOXES

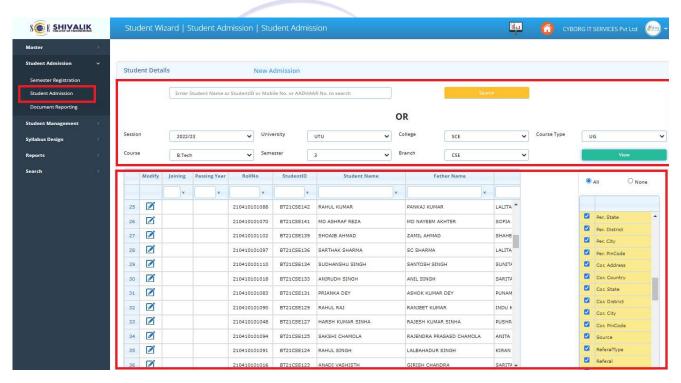
Step 2: SELECT STUDETS AND SELECT SUBJECTS

Step 3- AND SELECT ADD SUBJECT



4.5 STUDENT ADDMISSION:

THIS INTERFACE USED FOR DO ADDMISSION OF STUDENTS



Step 1: CLICK ON STUDENT ADDMISSION FORM

Step 2: SELECT ALL COMBINATION TO SEE THE STUDENT ADDMISION

Step 3: BY CLICKING ON NEW ADMISSION UI WILL SEE STUDENTS WHICH ARE REGESTER FROM CFOP FORM I.E SUDENT REGISTRATION FORM

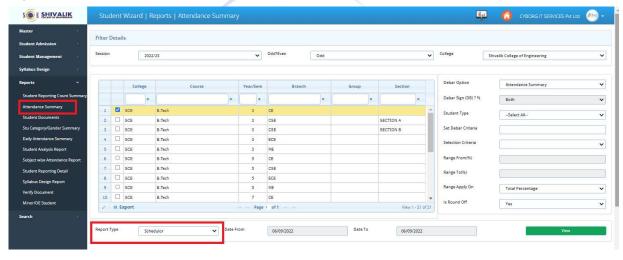
46



4.6 REPORTS:

THIS MODULE PROVIDE YOU REPORTS SUCH AS GIVEN BELOW

4.6.1 ATTEDANCE SUMMARY:

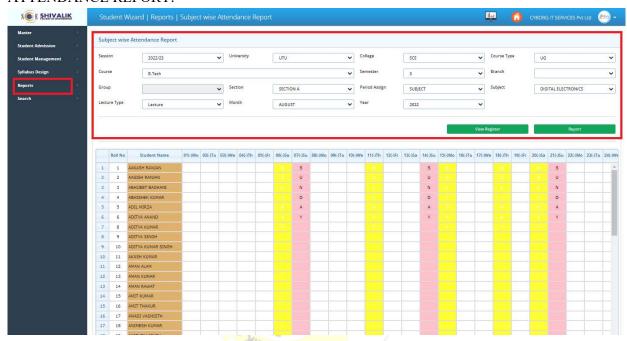


- Step 1: click on attendance summary
- Step 2: Select session /odd/even and college
- **Step 3**: select course then click on report type as per you need u can take it as scheduler or live attendance can be say as Date to Date from option
- Step 4: At the last click on view



4.6.2 Subject wise Attendance Report:

THIS MODULE HELP YOU TO TAKE OUT REPORT OF SUBJECT WISE ATTENDANCE REPORT:



Step 1: CLICK ON MODULE REPORT

Step 2: SELECT ALL COMBINATION AS PER YOUR NEEDS

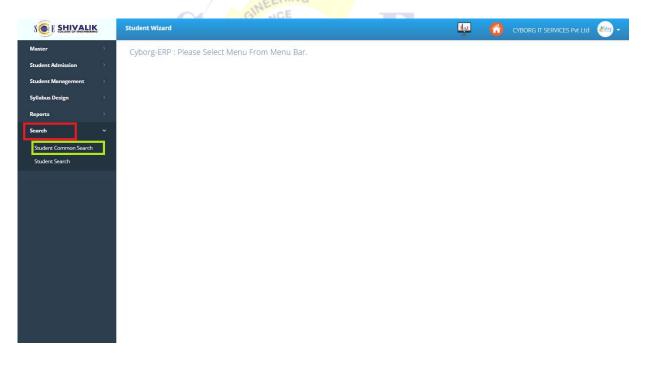
Step 3: THEN SELECT SUBJECT WHOSE REPORT YOU NEED

Step 4: THEN CLICK ON VIEW IF U WANT TO SEE IT AND CLICK ON REPORT IF U WANT TO TAKE OUT THE REPORT



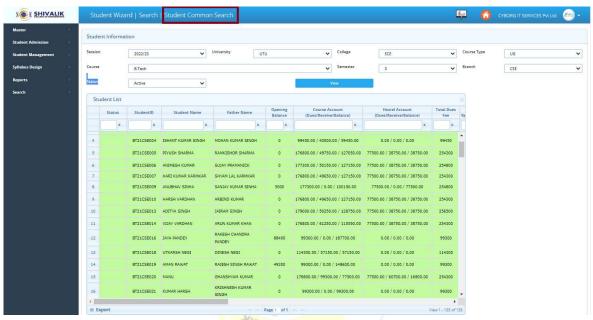
4.7 SEARCH:

THIS MODULE HELP U TO SEARCH ABOUT STUDENTS DETAILS IN DIFFERENT FORMS





4.7.1 COMMON SEARCH:



Step 1: CLICK ON SEARCH INTERFACE

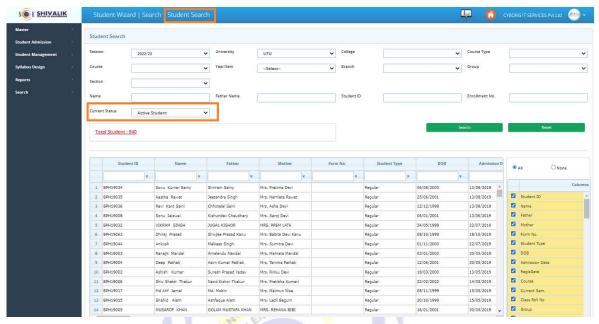
Step 2: THEN CLICK ON STUDENT COMMON SEARCH

Step 3: FILL ABOVE THE BOXES AND CLICK ON VIEW

Step 4: HERE YOU WILL FIND STUDENTS ACC. DETAILS AND ETC



4.7.2 STUDENTS SEARCH:



Step 1: CLICK ON SEARCH INTERFACE

Step 2: THEN CLICK ON STUDENT SEARCH

Step 3: FILL ABOVE THE BOXES AND CLICK ON VIEW

Step 4: HERE YOU WILL FIND STUDENTS WHOLE DETAILS

5 Time Table Management System

5.1 Master

5.1.1 Plan Name

This interface is used to create plan name for the time table.

Step 1- Click on Add Button & enter Plan Name.

Step 2-Click on Submit button.



Step 3-You may edit or delete the plan name, by clicking on edit or delete button.





5.1.2 Plan Period

This interface is used to add number of periods in a time table.

- Step 1- Click on Add Button.
- Step 2- Select the plan name and enter no. of periods.
- **Step 3-**Click on Submit button.
- **Step 4-**You may edit or delete the plan period, by clicking on edit or delete button.

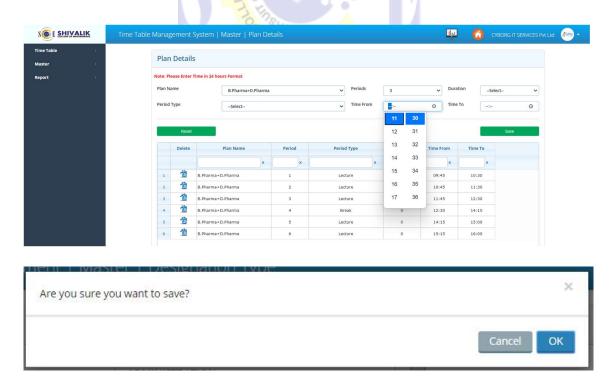




5.1.3 Plan Details

Here the user admin has to fill the complete plan details of each period along with the time.

Step 1-Select Plan name, Period, Duration, Period Type, Time From Time to Then Click on Save Button.



• If you do not want to save data click on Cancel button.



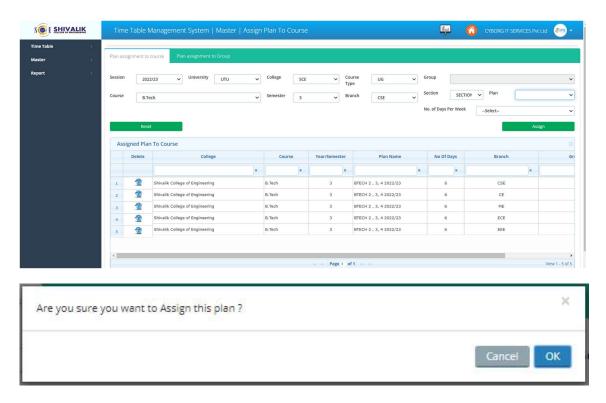
• If you want to save data then click on **Ok** button.

When you click on YES button your data is saved & shown in below grid.

5.1.4 Assign Plan to Course

This interface is used to assign plan to the course in which the time table should have to be created.

Step 1- Select Session, University, College, Course Type, Course, Semester, Branch, section, Plan, No of per days per week & click on Assign Button.



- If you do not want to Assign data click on Cancel button.
- If you want to Assign data then click on **Ok** button.

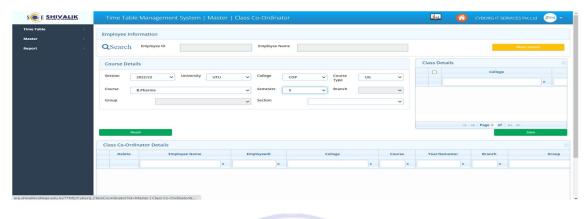
When you click on **YES** button data is Assign and is shown in the below **Assigned plan to course grid.**

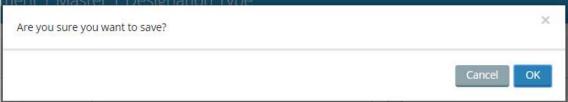


5.1.5 Class Coordinator

Step 1- Click on Search Button & you can search Employee.

Step 2- Select Session, University, college, Course Type, Course, Semester, Branch, section, select class & click on save button.





- If you do not want to save data click on Cancel button.
- If you want to save data then click on **Ok** button.

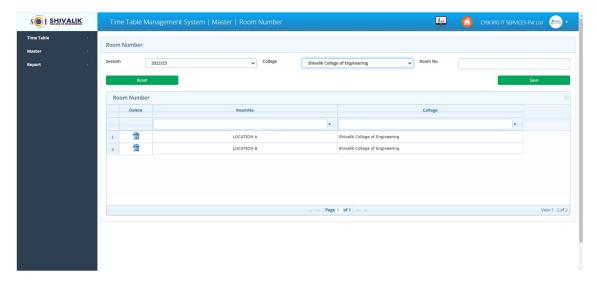
When you click on YES button your data is saved & shown in grid.

5.1.6 Room Number

Faculty can assign the room number during the creation of the time table for his/her lecture.

- Step 1- Select Session, College & Type the Room no.
- **Step 2-** Click on the save button.







- If you do not want to save data click on Cancel button.
- If you want to save data then click on **Ok** button.

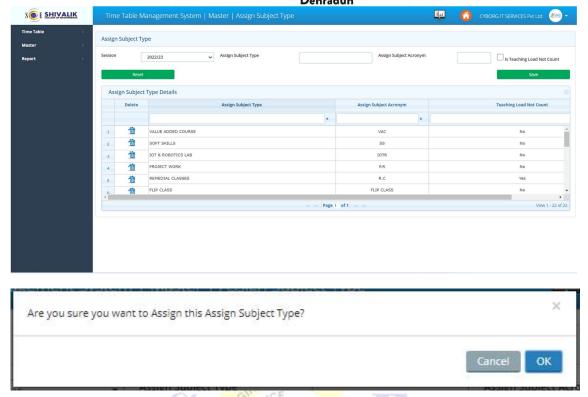
When you click on YES button your data is saved & shown in grid.

5.1.7 Assign Subject type

In this Interface the user can add the subject type as subject, seminar, workshop etc. along with the subject acronym.

- Step 1- Select Session, Assign subject type.
- Step 2- Type the Subject name & Acronym.
- **Step 3-** Click on the save button.





- If you do not want to save data click on Cancel button.
- If you want to save data then click on **Ok** button.

When you click on YES button your data is saved & shown in grid.

5.2 Time Table

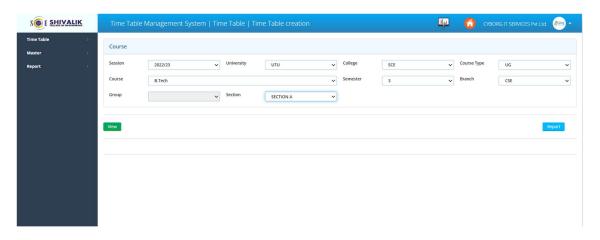
A **timetable** is a plan of the times when particular events are to take place. In a University or college, a **timetable** is a list that shows the times in the week at which particular subjects are taught. You can also refer to the range of subjects that a student learns or the classes that a teacher teaches as their **timetable**.

5.2.1Time Table Creation

This interface is used to create time table .It specifies activities that *are* supposed to be carried out in a college/ university on a particular day or the entire week.



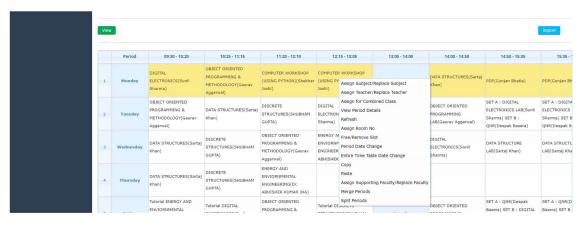
Step 1- Select Session, University, and College, course Type, Course, Semester, Branch, Group, & Section.



Step 2- Click on the view Button



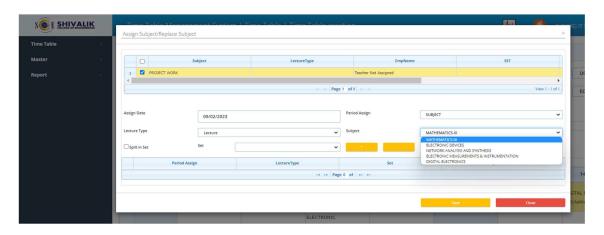
Step 3-Right click on the Period Slot.



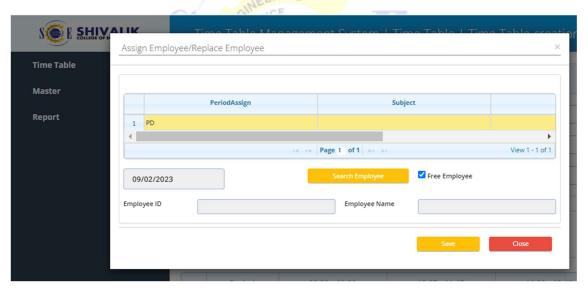
Step 4-click on the Assign Entire Plan



Step 5-Assign Subject/ Replace Subject& select lecture type, Subject & click on save button.

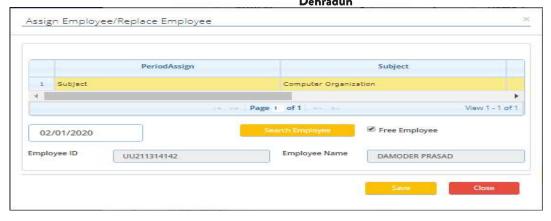


Step 6-Click on Assign Teacher/Replace teacher.



Step 7- Select the subject & then Click on the Search Employee Button.



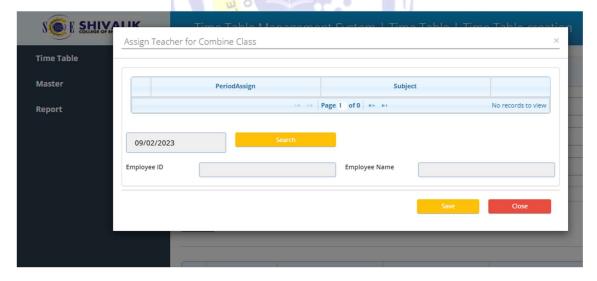


Step 8- Click on the save button.



Step 9-Click on the Assign for combined class.

Step 10- Select the subject & then Click on the Search Employee Button.

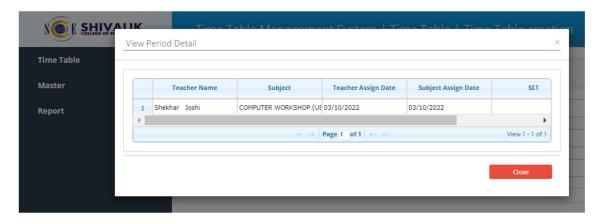


Step 11-Click on the save button



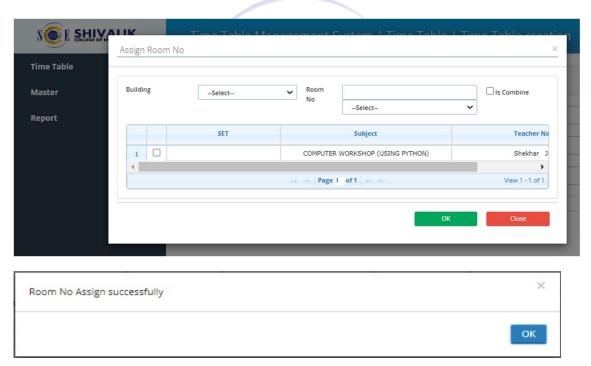


Step 12-Click on the View Period Details & you can see Period Details.



Step 13-Click on the Assign Room no.

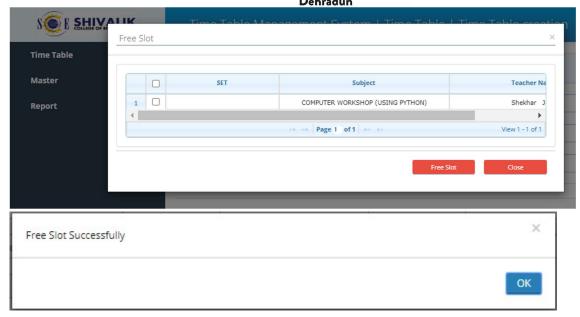
Step 14-Select Building, Room no, Select subject grid & then click on **OK** button.



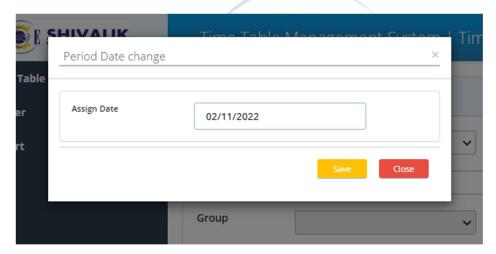
Step 15-Click on the Free/Remove slot

Step 16-Select the subject grid & click on the Free Slot Button





Step 17-Click on Period date change



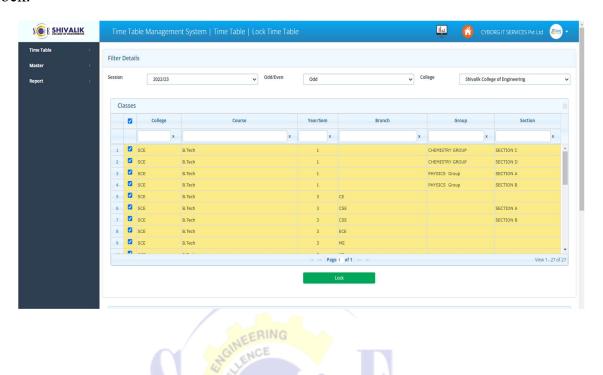
5.2.2 Lock Time Table

This Interface used to lock time table during the time of examination or any other event.

Step 1-Select Session, Odd/Even & College.



Step 2- Select to the Course & click on Lock Button. Then time table will be lock.



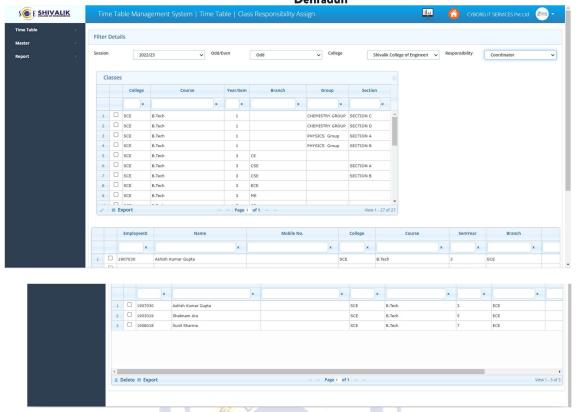
5.2.3 Responsibility Assign

This interface used to Assign Responsibility to the Class Coordinator, Department, Class Representative.

Step 1-Select Session, Odd/Even /College & Responsibility.

Step 2- Select to the Course, select employee & then click on Assign Button.





- You can view of Assigned employee list in the below grid.
- If you want Delete Assigned employee then select employee & click on Delete button.

TITAVIHS

5.3 Report

5.3.1 Teacher Time Table

This interface is used to view the report of Teacher time table.

Step 1-Select Session/Odd/Even /College & Employee

Step 2-After all selection then click on View or report button.



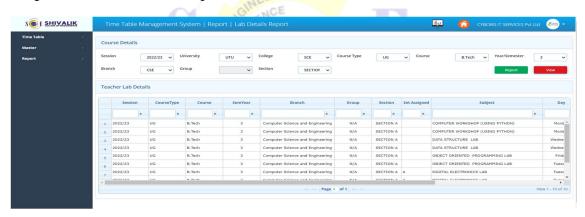


5.3.2 Lab details Report

This Interface is used to view lab details report.

Step 1-Select Session/University/college/Course type/Course/year sem/Branch/group/section.

Step 2-click on view or Report button, & view Lab details.



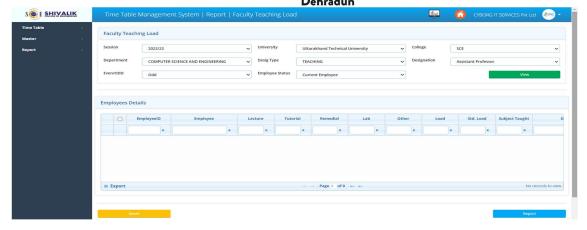
5.3.3 Faculty Teaching Load

This Report is used to view faculty teaching load.

Step 1- Select Session/University/college/Department/Designation Type/Designation

Step 2-Click on view button. you can view faculty teaching load.



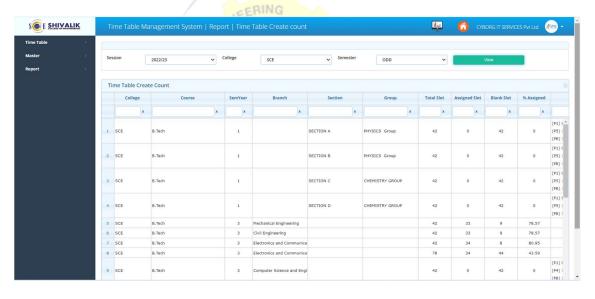


5.3.4 Time Table Create Count

This Report is use to view Time table create count.

Step 1-Select Session/college/Semester

Step 2- click on view button, then you can view time table create count.





Cyborg ERP Login Process In Web

Open any browser (like google chrome) & insert Url Provided by your Admistration

Login Page will Be Open.



Step 1: Enter the User ID.

Step 2: Enter the password.

Step 3: Click on Login Button.



After Login All Modules will be Visible. Click on Academic Management.







CYBORG IT SERVICES Pvt Ltd

admin

9997106003,9

Father Name	CYBORG
Desig. Type	ADMINSITRATION
Designation	Administrator
Department	Administration
Joining Date	24/12/2006
Total Exp.	16 Y,1 M-14 D
Curr. Org. Exp.	16Y-1M-14D
Pre. Org. Exp. :	

System IP:





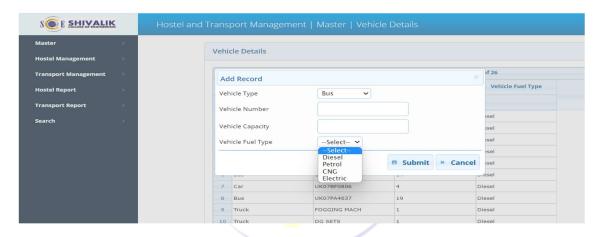
6 Hostel and Transport Management

6.1 Master

6.1.1 Vehicle Details

This interface is used to fill vehicles details type wise.

- **Step 1-** Click on the Add Button.
- **Step 2**-Select the vehicle type, add vehicle number and capacity.
- **Step 3**-Click on submit button. A pop-up message will generate record saved successfully.



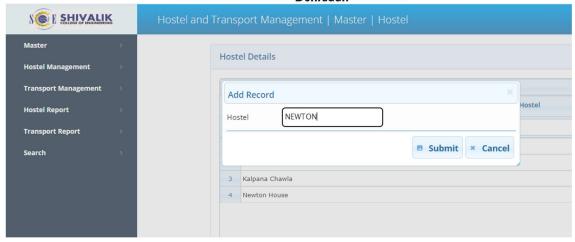
Step 4-You may edit or delete it, by clicking on edit or delete button.

6.1.2 Hostel

This interface is used to add/edit/delete hostel name.

- **Step 1-** Click on adds button and enter the hostel name.
- **Step 2-** Click on Submit Button to add the hostel. If user want to edit or delete it , click on edit/delete button.





After Adding it will show in below grid.

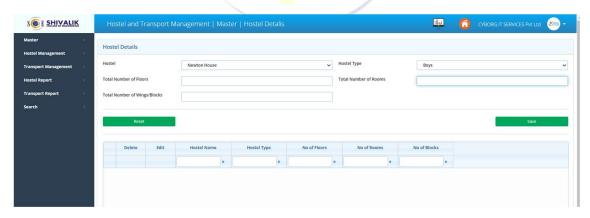
6.1.3 Hostel Details

In this interface user feed the hostel details like no. of floor, no. of rooms etc.

Step 1- First select the hostel for which user want to add details, then select Hostel type.

Step 2-Add no. of floors, no. of rooms and no. of wings/block (if any) in the text box.

Step 3- Click on save button.



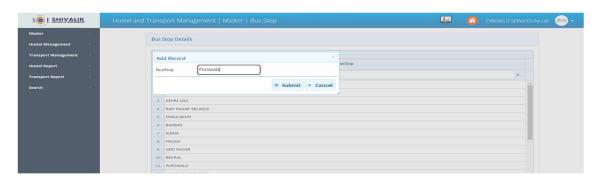
6.1.4 Bus Stop

Bus stop is a point where bus route stars or ends.



Step 1- Add bus Stop in Text Box.

Step 2- Click on submit button, if user want to edit or delete it, click on edit/delete button.



6.1.5 Hostel Room

This interface is used by the user to add the room number.

There are two methods of generating room no.

- Manual Generation
- Auto Generation

Manual Generation: The Room will be generated manually, where user adds Room no. in text box.

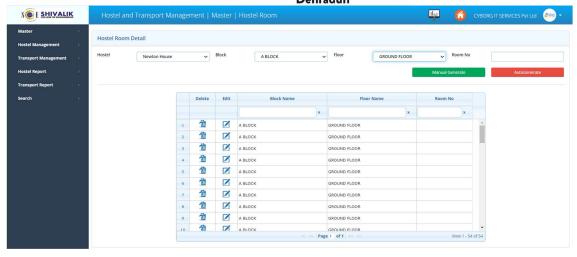
Auto Generation: In this Room no. are generated automatically for that particular Floor.

Step 1-Select hostel name, block (in any), then Floor and then click if you want to generate manually room no.

OR

Step 2-Click on Auto Generate if user wants to generate room no. automatically.



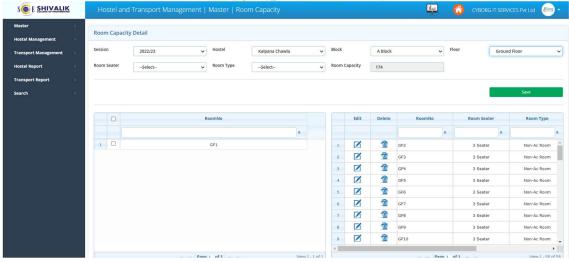


6.1.6 Room Capacity

In this interface, user may describe the room capacity.

Step 1-Select the session, Hostel, Block /Floor.

Step 2-Select Room seater and Room type and add the room capacity. Save the data.



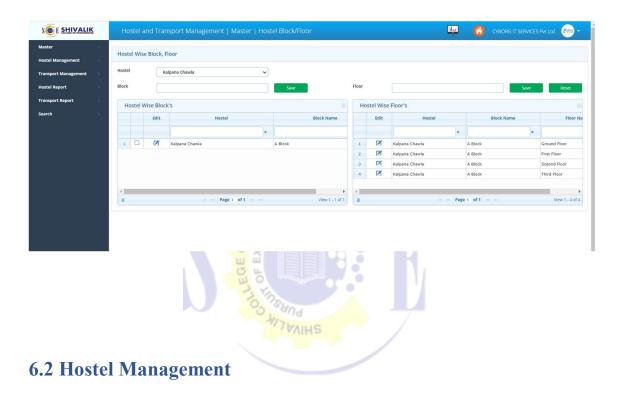


6.1.7 Hostel Block/Floor

In this interface user may define that the hostel building has any floor or block.

Step 1- Select the Hostel from the drop down.

Step 2-Add Block Name or Floor Name and click on save Button.



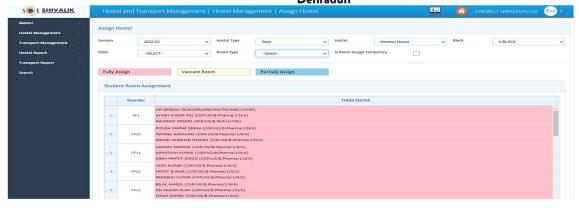
6.2.1 Assign Hostel

This interface is used to assign hostel to the students.

Step 1-Select session, Hostel type, hostel, block, and floor & room type.

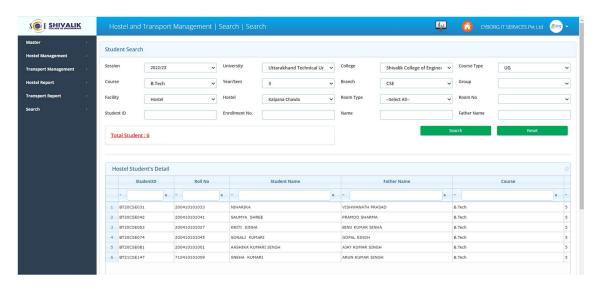
Right Click on vacant room, the tab will open from where the user can assign the room.





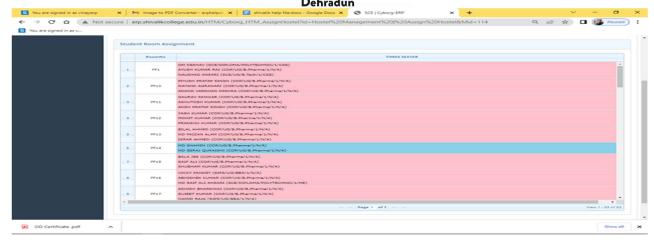
Step 2- Click on Room Assign.

Step 3-Search the student and click on save button.



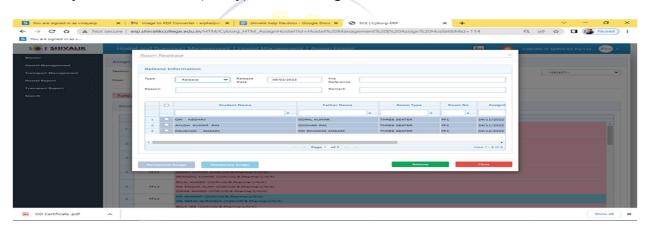
After assigning the hostel, it will appear in the bellow **Student room assignment** grid where necessary details of student like, course type, course, sem, and branch (if any) are mentioned.



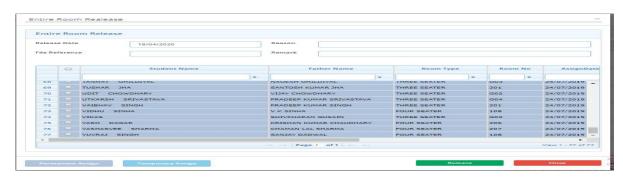


Room Release: - When users right click on the mouse, a dialogue box will open. Click on Room Release, User can Release room one by one or select all from the grid and click on **RELEASE** button

User may also add reason (if any) for releasing the room.



Entire Room Release:- Through this user may free that particular hostel rooms by selecting all the students.



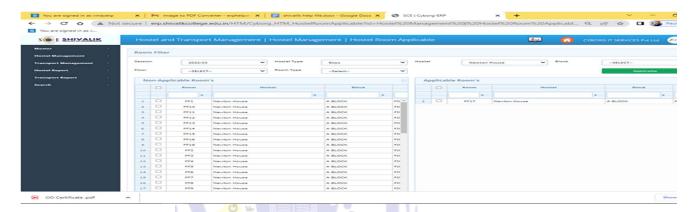


6.2.2 Hostel Room Applicable

This interface is used for online hostel booking. By this interface the hostel administrator select the room. Once the room has been filled for applicable, it will show in students log in page, where the student can select the room as per their preference.

How to choose the room: There are two grid, NON-Applicable Room's and applicable room.

Select the room from the left side grid (non-applicable rooms) and then click on Applicable button. The selected rooms are now applicable for the students.



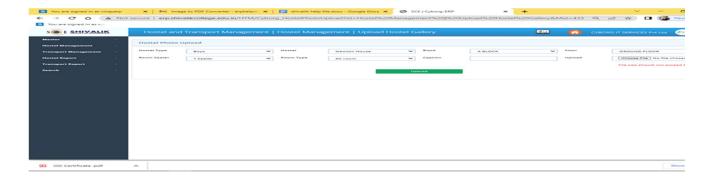
6.2.3 Upload Hostel Gallery

Here in this interface the user may upload the images of hostel like hostel room, building etc.

Step 1-Select Hostel type, Hostel and all the fields mention below, add the caption (caption is for picture description)

Step 2-Select the image from your system and upload it.

Note: - File size should not exceed 500KB.



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User may download it by clicking on the right side download sign and also delete it by the adjacent button of delete.

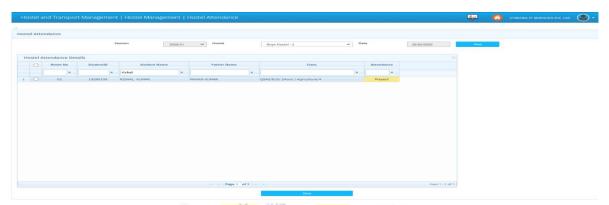
6.2.4 Hostel Attendance

This interface is used to mark and check the hostel attendance of the students.

Step 1-Select the hostel and date.

Step 2- Click on View button.

The list of students will appear in the below hostel attendance detail grid along with the attendance.



User may also update the attendance and click on save button.

6.3 Hostel report

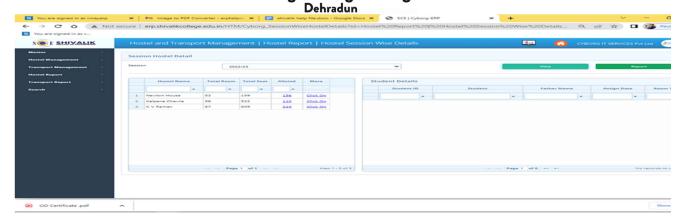
6.3.1 Hostel Session Wise details

This report generate the session wise hostel report in which user may see the no. seats hostel wise, total alloted, vacant, student details etc.

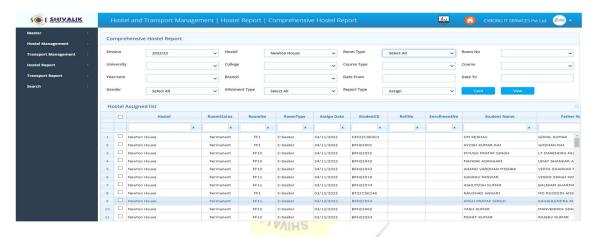
Step 1- Select the session and click on view button.

There are two links shown in below gird – Alloted and More.

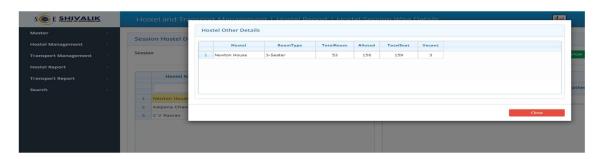




Alloted: when user click on the numbered link the pop-up will generate. In which Students details like Father name, Fee Status and assign date mention who are assigned in that particular hostel.



More: - In more details of total no. of room, room type, allotted, total seats and vacant room are shown.



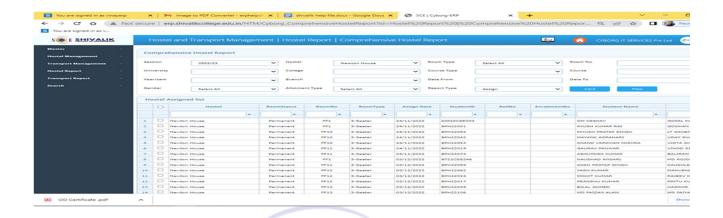
6.3.2 Comprehensive Hostel Report

Basically it's the over-all hostel report in which user can see all the details, whether hostel wise or session wise.



Step 1- Select any of the given field (mainly session and hostel) and click on view , the list of the students will appear in hostel Assigned list grid .

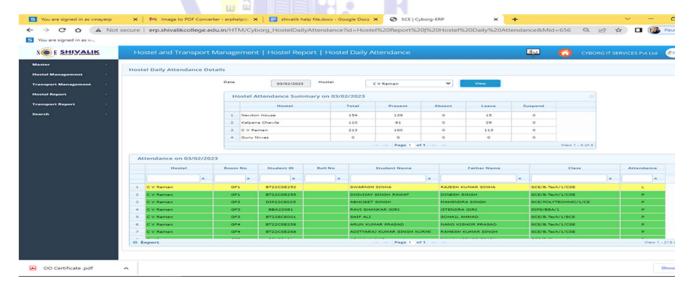
Here user can also export it for future reference.



6.3.3 Hostel Daily Attendance

This interface is used to check and generate Hostel Daily Attendance Report date wise.

Select the date and hostel and click on view button.



6.4 Transport Report

6.4.1 Transport Facility report

This interface is used to check Student Transport list and also to generate transport facility report.

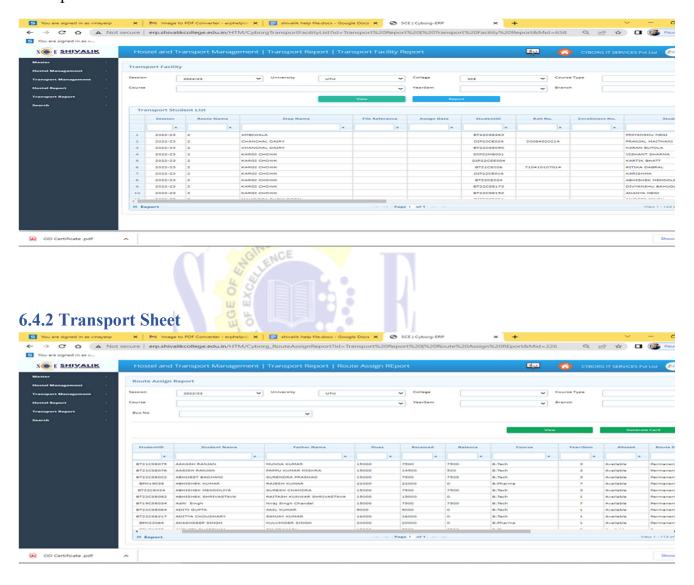
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Step 1-Select session, university, college, course type, course, semseter, branch (if any).

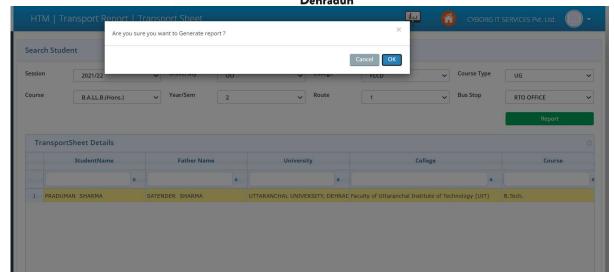
Step 2-Click on View button.

If the user wants to generate the transport facility report he should have to click on Report button.

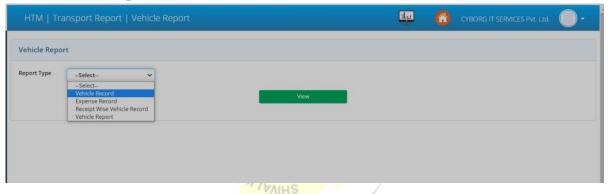


80

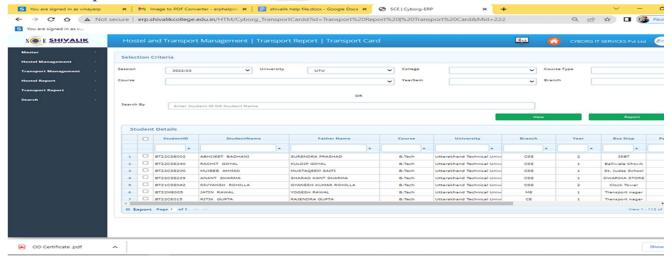




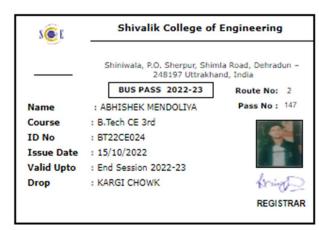
6.4.3 Vehicle Report



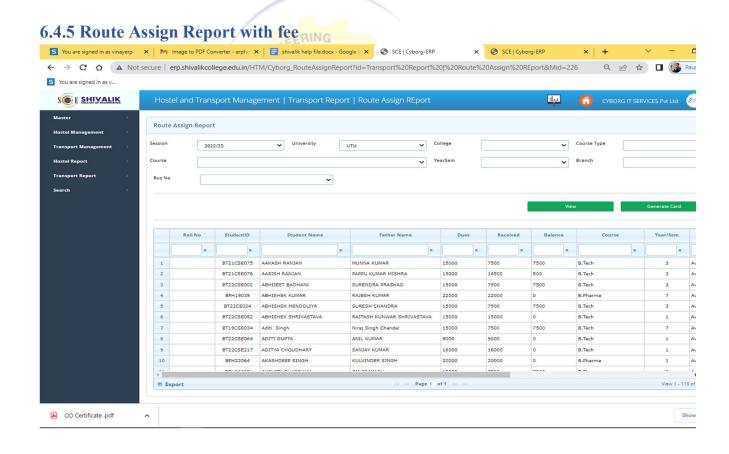
6.4.4 Transport Card





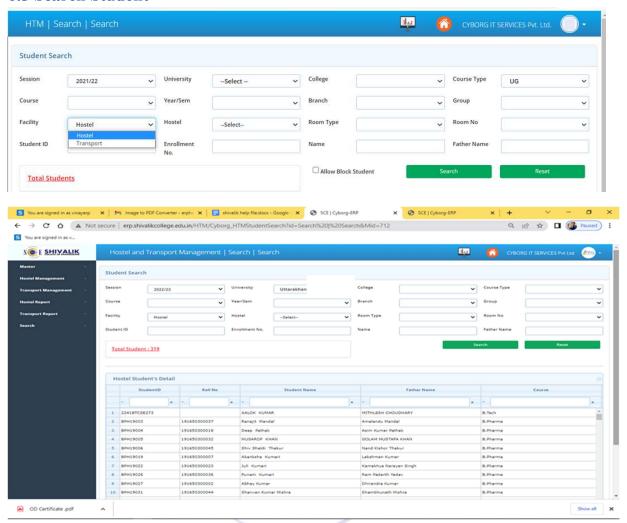


1. Students will carry this pass with them and show it to the staff at the time of boarding the bus. 2. Proper decoram shall be maintained inside the bus. Fighting, shouting or use of obscene language is not permitted. 3. Always keep your head, arms and hand inside the bus. 4. College bus is allotted on first come first serve basis. No student is allowed to withdraw bus facility in the middle of the academic year. WWW.SCE.org.in





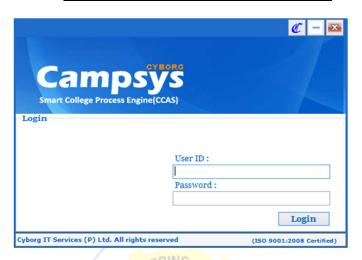
6.5 Search Student





7 Fee & Finance

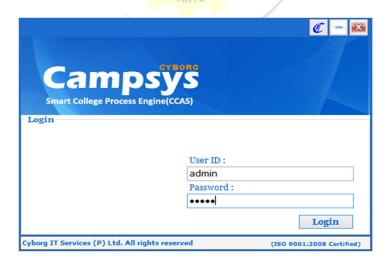
Cyborg ERP Login Process In Window



Step 1: Enter the User ID.

Step 2: Enter the password.

Step 3: Click on Login Button.





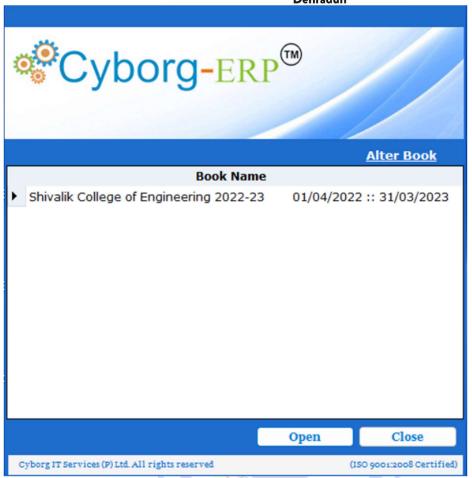
After Login new window will be visible.

Select collge name ,Application(Fee and Finance Management),Financial year and University.Click on Open button.



After Login select the name of the book.





A new window will open as shown in figure below:-





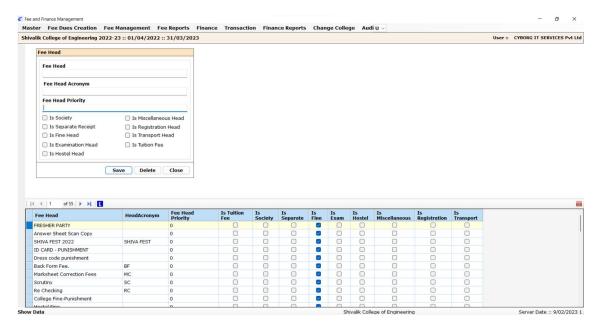
7.1 Master

7.1.1 Fee Head

This interface is used to create different fee head.

- **Step 1**-Create fee head by entering fee head name in the text box.
- **Step 2-**Meantion Fee head acronym and set fee head priority.
- **Step 3**-Check the check box under which fee head will append.
- **Step 4** Click on save button.

The saved fee head setting will be shown in below show data grid.



- If you want to **delete** the fee head, Select fee head from show data and click on delete button.
- If you want to **update** Fee head, double click on the fee head from show data >Make the necessary changes and click on Update button.



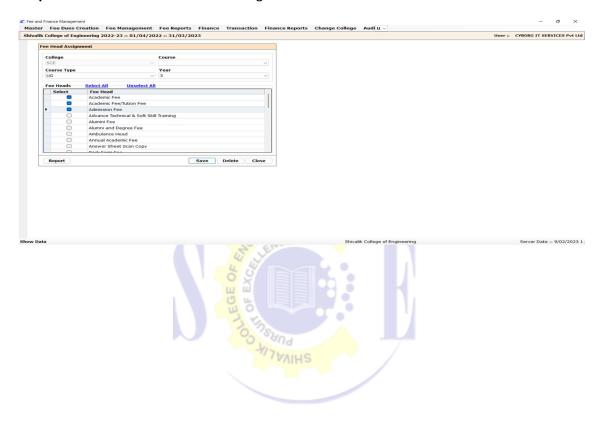
7.1.2 Fee Head Assignment

This interface is used to assign fee head to the different courses.

Step 1-Select College, course type, course and semester.

Step-2 Add header.

Step 3- Click on the Save button to assign Fee head.



7.1.3 Fee Amount

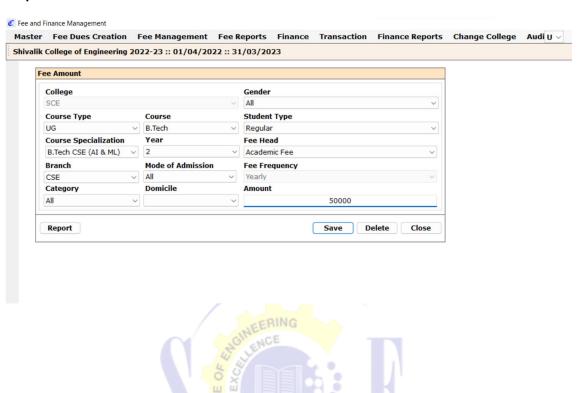
This interface is used to set the fee amount for different courses .

- **Step 1** fill the entire drop down like College, Course type, Course and Semester.
- **Step 2** Select the Course specialization and branch if the course has branch/ specialization.
- **Step 3** Select Mode of admission, Category, domicile, Gender, Student type.



Step 4- Select the Fee head in which user want to add fee amount.

Step 5- Set amount in Amount box and click on save button.



7.1.4 Other Fee

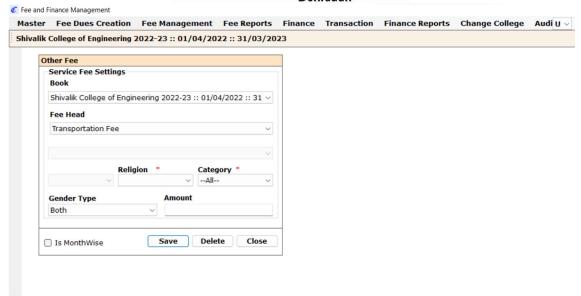
Step1- Select Book name.

Step2-Select fee head (other than Academic Fee).

Step3-Insert amount and save the data.

The saved amount will be shown in below show data grid.







7.1.5 Fine

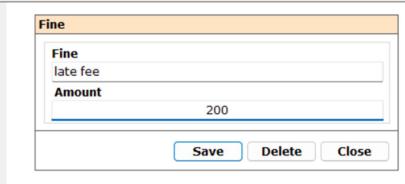
Step 1- Make fine head.

Step 2-Insert the amount.

Step 3- Click on save button.



Master Fee Dues Creation Fee Management Fee Reports Finance
Shivalik College of Engineering 2022-23 :: 01/04/2022 :: 31/03/2023





7.1.6 Last Date of fee submission

This interface is used to set the last date of fee submission.

- **Step1** Select College, course type course semester and Fee type.
- Step 2-Click on check box of Last date of fee submission (Given by authorize person).
- Step 3- Select how the user wants to append the Fine:-
 - Fine Per Day
 - Aggregate Fine

Step 4- Enter the amount and click on save button.

The amount and date will be set & saved and is shown in below show data grid.



Master Fee Dues Creation Fee Management Fee Reports Finance Transaction Finance Reports Change College Shivalik College of Engineering 2022-23 :: 01/04/2022 :: 31/03/2023 Last Date of Fee Submission Select All **College** Shivalik College of Engineering Select Course B.Tech Course Type O Sem Wise Course O Year Wise Course Odd O Even Fee Type General Last Date of Fee Submission 09/02/2023 1 3 5 7 9 11 O Fine Per Day O Aggregate Fine Fine Per Day Cut-off Range Save Delete Close

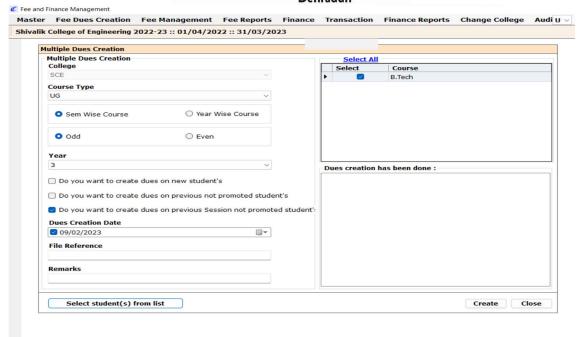


7.2 Fee Due creation

7.2.1 Multiple Ledger Creation

- **Step 1**-Select College, course type, semester and course.
- Step 2- Select Dues creation date.
- Step 3- Click on create button.





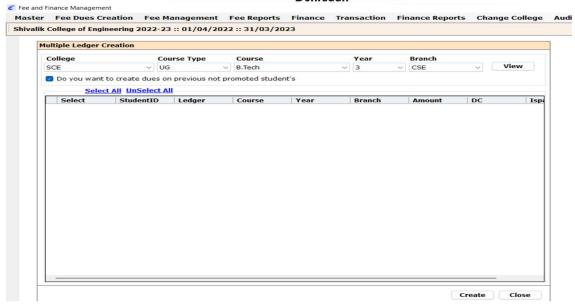


7.2.2 Multiple Ledger Creation

This interface is used to create multiple ledgers at single click.

- **Step 1**-Select College, course type, course.
- Step 2-Select year, branch (if any).
- Step 3- Click on View button.







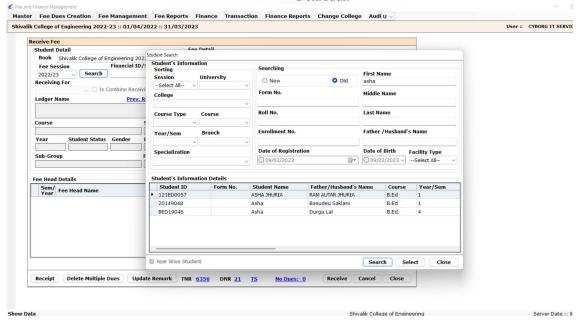
7.3 Fee Management

7.3.1 Receive Fee

Step 1-Search student by Roll No., Enrollment no or name and Select the student from grid.

If you know student id then write in text box and click **TAB** button.



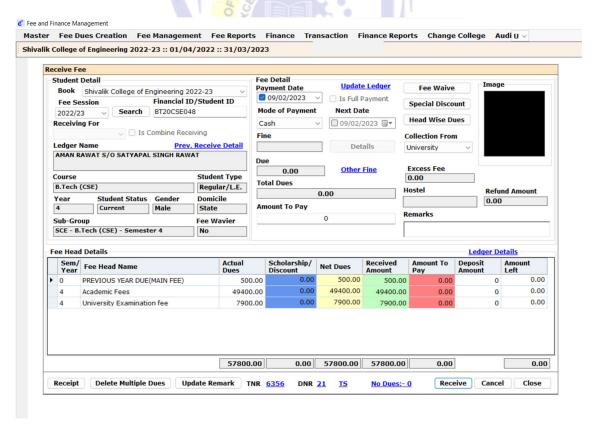


Step 2- Select the student from the grid.

After that all fee head will be visible.

Once the dues are created, it will reflect in below table of fee head details.

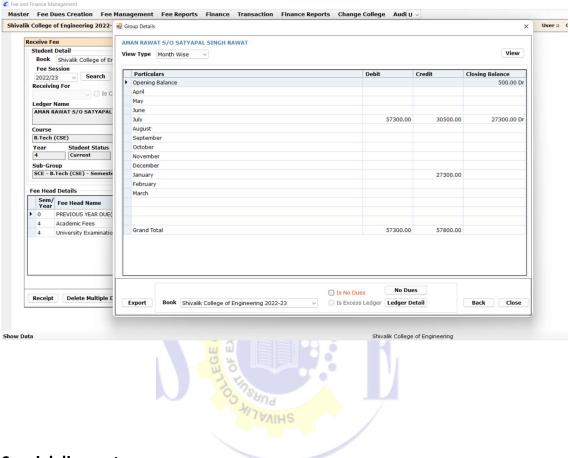
EERING





Step 3- If you want to check the ledger click on ledger details a new window will open where the entire ledger will be shown.

Step 4- Select the mode of payment and click on receive button to receive the fee.



Special discount

Step 1-click special Discount button for discount

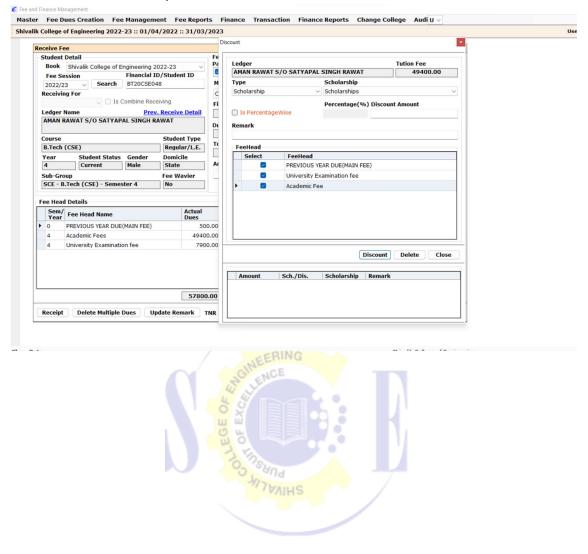
Step 2- fill amount with remarks

There are two options available for appending scholarship

- 1-Is percentage wise
- 2- Is Amount wise



Select either one of the option.

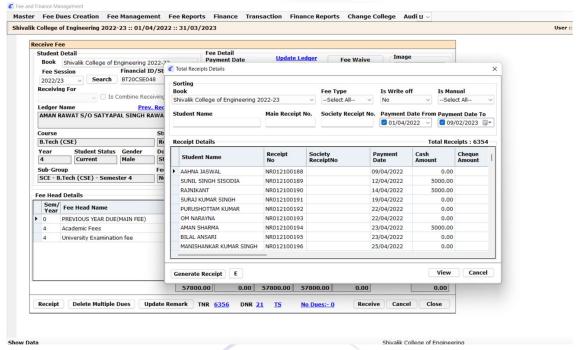


TNR (Total no. of Receipt)

If you want to check the total number of receipt click on TNR.

Check the student and click on generate receipt.





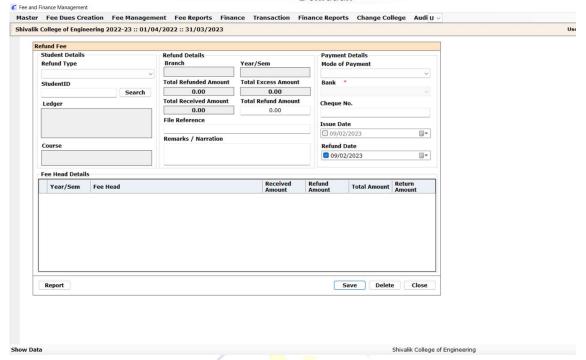
NEERING

7.3.2 Refund Fee

This interface is used to refund the fee.

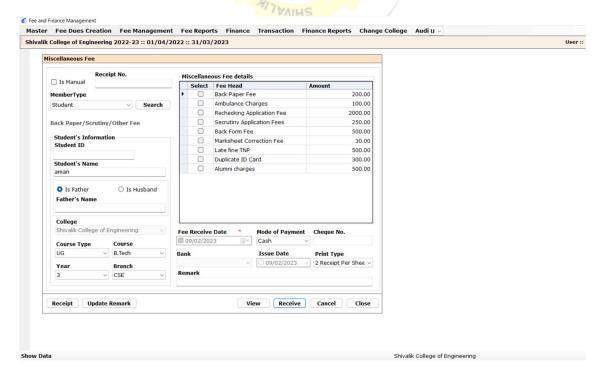
- **Step 1** Select the refund type method.
- **Step 2**-Either enter the student id or search by clicking on search button.
- Step 3- Select the student from the grid.
- Step 4- Select the mode of payment method.
- Step 5- Click on save button.





7.3.3 Miscellaneous Fee

- **Step 1**-Search the student by clicking on search button and select the student from there.
- Step 2-Mark head in miscellaneous fee details.
- **Step 3** Click on Receive button to receive the miscellaneous fee.



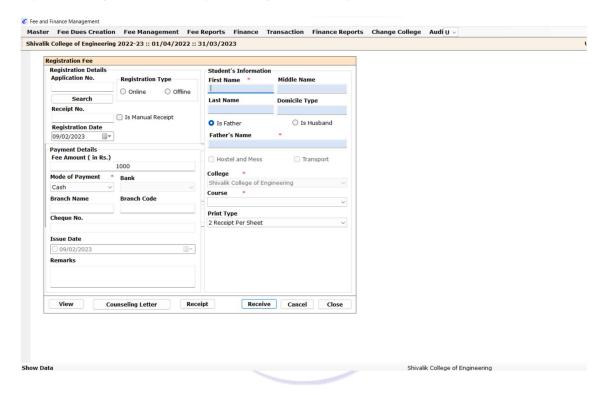


7.3.4 Registration Fee

This interface is used for registration fee.

- **Step 1**-Search the student by clicking on search button.
- **Step 2**-Select the student.
- **Step 3**-Select the deposit date and click on receive button.

If you want to generate the receipt click on generate receipt.

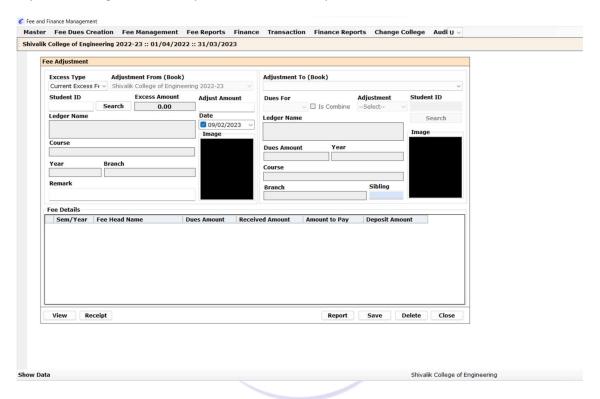


7.3.5 Fee Adjustment



- Step 1-Search student.
- Step 2- Select adjustment to (book), Dues for.
- **Step 3**-Select Adjustment self, other, sibling.
- Step 4- Click on save button.

If you want to generate receipt, then click on receipt button.



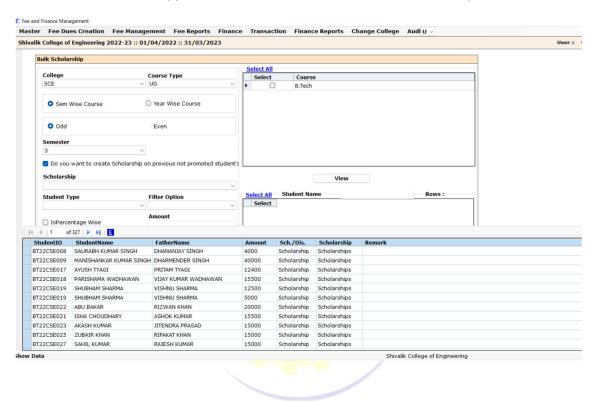
7.3.6 Bulk Scholarship

This interface is used to apply scholarship in bulk to the total number of students.



- Step 1-Select College, course type.
- Step 2-Select semester, student type.
- **Step 3** Select the scholarship which you want to apply.
- **Step 4**-Select course and click on view button.

The list of students will appear. Select the students and click on scholarship.

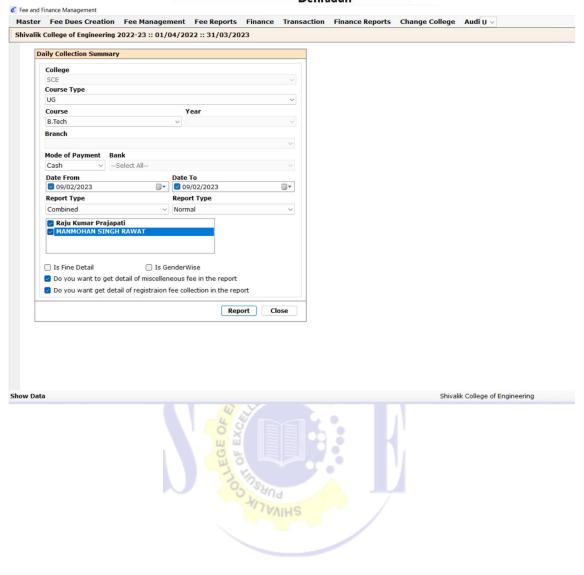


7.4 Fee Reports

7.4.1 Daily Collection summary

- **Step 1** Select the mode of payment and report type.
- Step 2- Select date from and date to.
- **Step 3**-There are two options of generating report, either you may click on view button to generate it in excel or can click on Report button to directly take a print.





7.4.2 Fee Receipt

Step 1-Either enter the Receipt no. or search the student by clicking on search button.

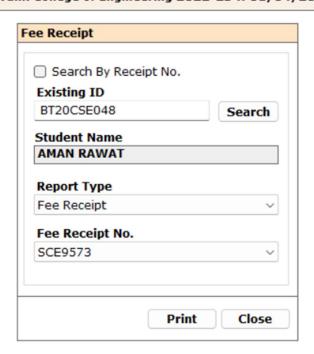
Step 2- Click on Print button.



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Master Fee Dues Creation Fee Management Fee Reports Finan

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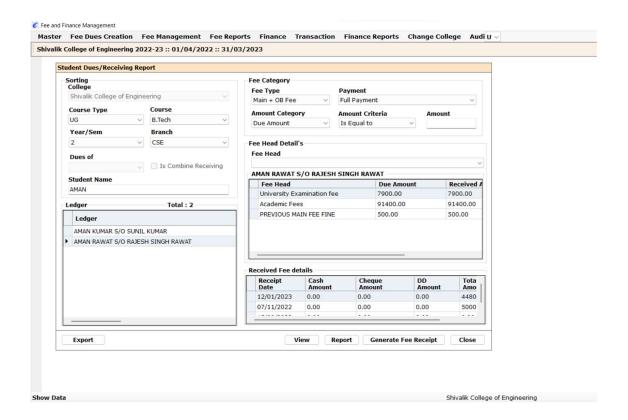






7.4.3 Student Dues/Receiving Report

- **Step 1** select college name, college type, fee type, Amount Category/criteria and payment.
- **Step 2**-Select course and semester and click on view button.
- **Step 3** If you want to export the list then, click on export button else click on report button.

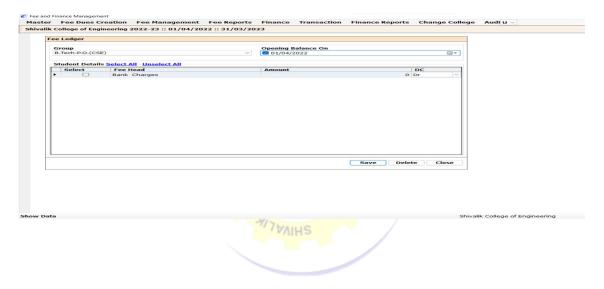




7.5 Finance

7.5.1 Fee Ledger

- **Step 1**-Select the group.
- **Step 2** Select the opening balance on date.
- **Step 3** Select the fee head from the grid and click on save button.





8 Examination

8.1Marks Entry

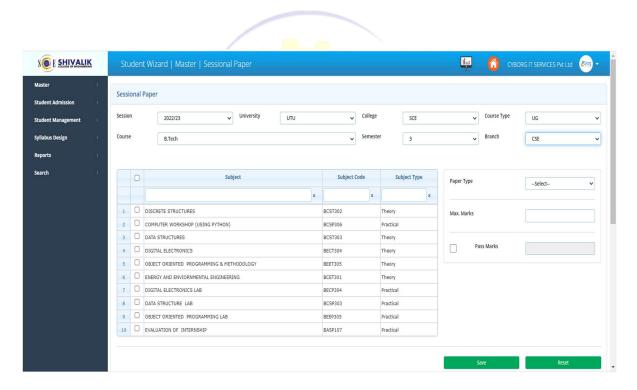
This interface is used to Marks Entry

- 1. Process to Marks Entry:-
- 2 Marks Entry

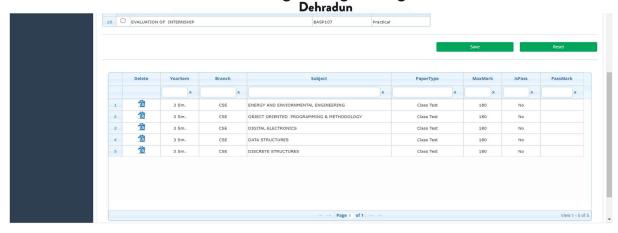
This interface is used to Check Marks entry

1. Process to check marks Entry :-

First Open the Interface



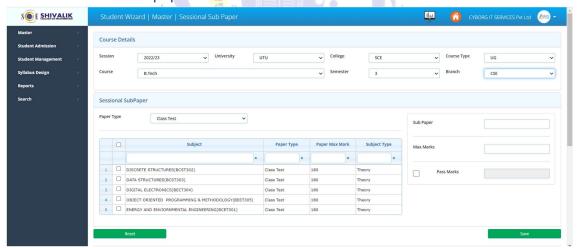


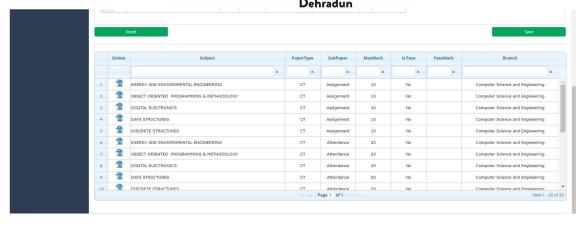


- **Step 1:** Select session/University/college/Course type/Course/Semester/Branch.
- Step 2: Click on Subject checkbox.
- **Step 3:** Select paper type.
- **Step 4:** Enter max marks.
- **Step 5:** Click on save button.

After saving max marks above below given grid would be displayed.

8.2 Set sessional sub paper.





Step 1: Select session/University/college/course type/course/semester/branch.

Step 2: Select paper type

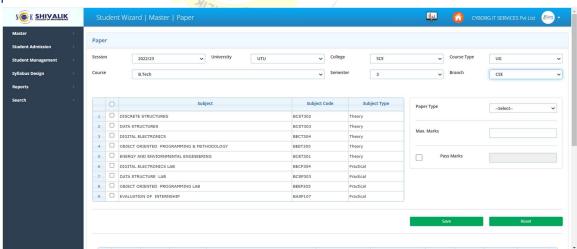
Step 3: set paper name

Step 4: Enter maximum marks & click on save button.

Saved data would be shown in the above given below grid.



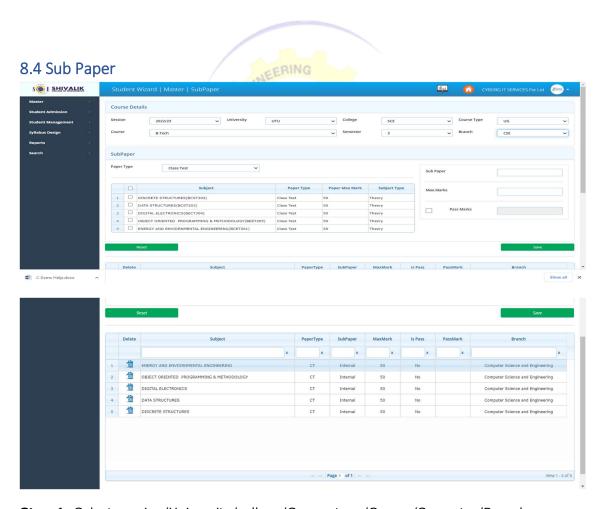
8.3 Paper







- **Step 1:** Select session/University/college/Course type/Course/Semester/Branch.
- **Step 2:** Select subject from the grid, enter paper type & enter max marks.
- Step 3: click on save button.



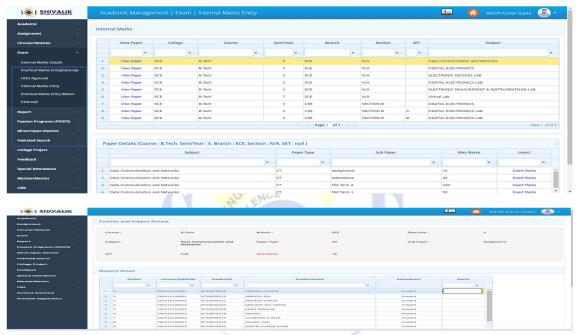
- **Step 1:** Select session/University/college/Course type/Course/Semester/Branch.
- **Step 2:** Select subject from the grid, enter sub paper type & enter max marks.



Step 3: click on save button & saved data will be shown in the above given below grid.

8.5 Marks entry done by faculty.

This interface is used to enter marks.



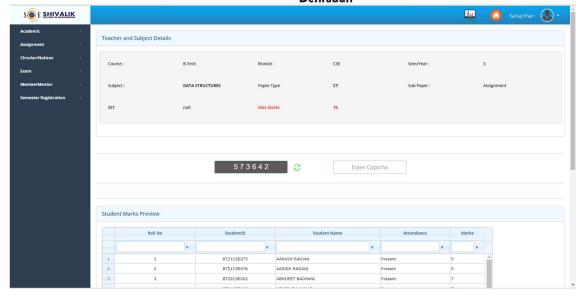
Step 1: Click on view paper.

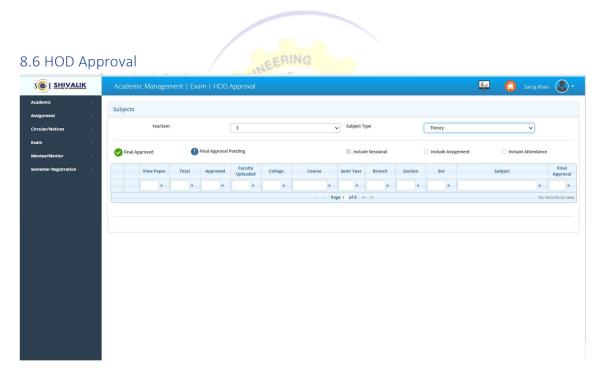
Step 2: Click on insert marks.

Step 4: Enter marks.

Step 5: Enter captcha & click on save button. After saving the marks, all the marks would be shown in the below grid.







This form will get open only at HOD or Dean/ Director log in as per given rights. In this form HOD verify the internal marks of each student & can scale up and down the total marks.