

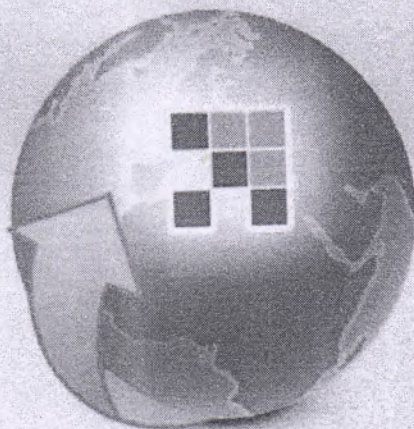


HINDUSTAN COLLEGE OF SCIENCE & TECHNOLOGY  
FARAH, MATHURA



# SIM


SOFTWARE FOR INSTITUTIONAL MANAGEMENT



# TRAINING MANUAL

VERSION: 2.1

## STUDENT

 **GLOBAL INFOWAYS**  
...global ideas ...global values

RAJEEV  
KUMAR  
UPADHYAY

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CN=RAJEEV KUMAR UPADHYAY  
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8) **STUDENT:**

A **student** is a learner, or someone who attends an educational institution.

8.1) **Additional Attendance:**

**Purpose:** During the entire academic cycle of students are not able to attend regular classes due to involvement in different activities (Seminar's, Placement Drive, College representation etc) or due to Absenteeism (Health concerns or Personal Matters). Shortage of attendance can result in the students being restricted from appearing in exams. To counter such instances additional attendance is marked for such students resulting in minimum requirement of attendance being achieved and by creating a healthy academic record.

**Procedure:**

How to mark the additional attendance?

- 1.1 Go to the "STUDENT" module.
- 1.2) Select the "ADDITIONAL ATTENDANCE" form.
- 1.3) Select the Session name, group name, Time- table slot and click on "Show Attendance".
- 1.4) Click on "Update" Button to save the changes made by you.

**Note:** You will get the list of student on the basis of session name and group name.

S.H	Uni Enroll.No	Roll.No	Admission No	Student Name	Period	Subject	LTP No(Absent)	Mark Att
1	1	1203210002	2012CS053	Aayush Jain (FW)	09:05 AM-10:00 AM	(AS201)Engineering mathematics-I Lecture	1	1
2	2	1203210003	2012CS103	Abhijeet Singh	09:05 AM-10:00 AM	(AS201)Engineering mathematics-I Lecture	1	0
3	3	1203210008	2012CS140	Abhishek Bahadur Singh	09:05 AM-10:00 AM	(AS201)Engineering mathematics-I Lecture	1	1

4

## 8.2) Attendance Daily Entry:

**Purpose:** Student attendance has the greatest influence on student engagement and achievement. Irregular attendance may be an early indicator of problems with student motivation or teaching effectiveness. This page is used to keep a track of students attending classes and to maintain a record of any leaves taken by the student further defining it as an excused or unexcused absence on daily basis.

### Procedure:

How to mark the daily attendance?


- 1.1) Go to the “**STUDENT**” module.
- 1.2) Select the “**ATTENDANCE DAILY ENTRY**” form.
- 1.3) Select the Session name, group name, faculty code and subject code then click on “**Show**” Student.
- 1.4) By default all the student are marked present in case you want to mark any student absent just click on “**Check boxes**” in front of the student names.
- 1.5) Click on “**Save**” button.

**Note:** You will get the list of student on the basis of session name and group name.

SIMWEB
STUDENT MODULE
ATTENDANCE DAILY ENTRY

Finance Admin Employee Fee Hostel Inventory Library
1
Student

**Student**



**News**  
News Constant

**Quick Links**

- 2 Additional Attendance
- 2 Attendance Daily Entry
- Attendance Monthly Entry
- Attendance Transfer

Transactional
  Populate
  Master

- Student Counselling
- Student Promotion
- Syllabus Entry
- Time Table Substitution

**Daily Attendance** Search Search Result Faculty Analysis

Attendance Parameter

Att Date: 19/07/2013 Default: Present Time Slot: (B Tech IInd year P1) 09:05 AM-10:00 AM Sorted By: Serial No

Session: 2012-2013

Group Name: BATCH-CS-A1

Program: B.Tech. (CS) Batch Name: Sem II

Students: 125

Faculty Code: 1CSE11437 Name: Mohan Rawat

Subject Code: AS201 Sub Name: (AS201)Engineering mathematics-I

Att Type: Lecture Sub Type: Seminar

Present: 125 (100.00 %) Absent: 0 Total: 125 Class Type: Regular Classes

3 Show Student

Search Attendance Total 125 record(s) found

Att SR No	Roll No	Admission No	Student Name	Session	Program	Semester	Faculty Name	Status
<span style="border: 1px solid #ccc; border-radius: 50%; padding: 2px 5px;">4</span>	1203210070	2012CS050	Deepankar Sharma	2012-2013	B.Tech. (CS)	Sem II		Present

**RAJEEV  
KUMAR  
UPADHYAY**

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SERIALNUMBER=AA3E8C12CFAA908785ACF2B07E  
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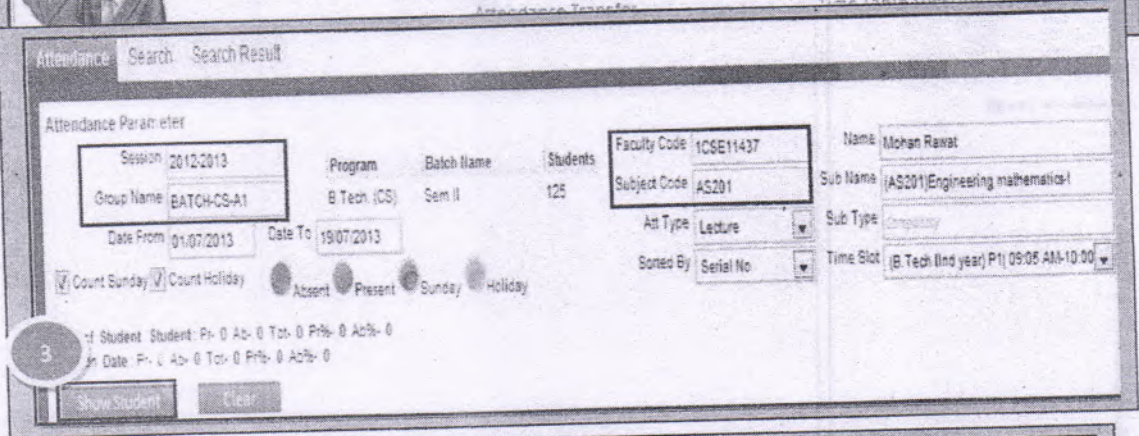
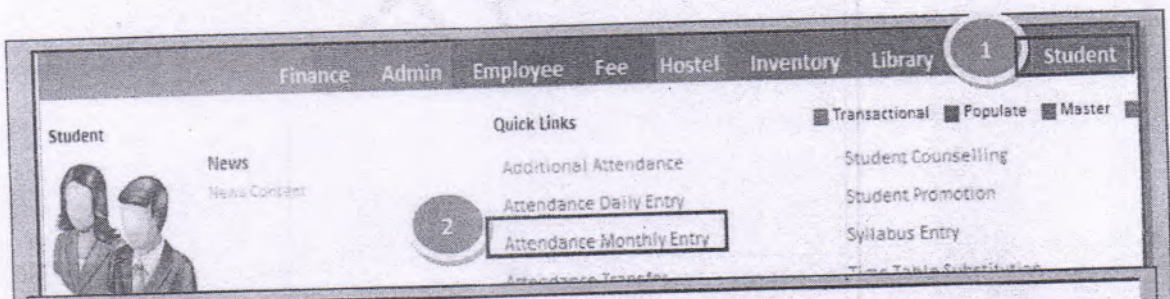
### 8.3) Attendance Monthly Entry:

**Purpose:** This form has the same purpose like the above mentioned form but on monthly basis. It is also used to mark the attendance in bulk and to check the attendance percentage of a student.

**Procedure:**

How to mark the monthly attendance?

- 1.1) Go to the “STUDENT” module.
- 1.2) Select the “ATTENDANCE MONTHLY ENTRY” form.
- 1.3) Select the Session name, group name, faculty code and subject code then click on “Show Student”.
- 1.4) Now, select the check box & Click on Button “Present”, “Absent”, and “Blank” to save.



Search Attendance

Year	2013	2013	2013	2013	2013	2013	2013	2013	2013	2013
Month	7	7	7	7	7	7	7	7	7	7
Day	1	2	3	4	5	6	7	8	9	10
Adm No	D No	S No	Student Name	Selected						
2012C6066	1203210070	1	Deevankar Sharma	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2012C6063	1203210002	1	Aayush Jain (FW)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2012C6060	1203210075	2	Esha Saxena	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

#### 8.4) Attendance Transfer:

**Purpose:** To transfer the attendance of students from one faculty to another faculty or to rectify a human error resulting in incorrect attendance marking.

**Procedure:**

How to mark the transfer attendance?

- 1.1) Go to the "STUDENT" module.
- 1.2) Select the "ATTENDANCE TRANSFER" form.
- 1.3) Select the Session name, group name, faculty code and subject code in attendance parameter and then select the faculty code and subject code on which the attendance is to be transferred and click on "Search" button.
- 1.4) Click the "Check Box" which will select all the student and then click on "Transfer" button.

**SIMWEB > STUDENT MODULE > ATTENDANCE TRANSFER FORM**

Finance Admin Employee Fee Hostel Inventory Libra **1** Student

Student Transactional Populate Master

News Quick Links

News Content Additional Attendance Student Counselling

**2**

Attendance Transfer

Attendance Daily Entry Student Promotion

Attendance Monthly Entry Syllabus Entry

Time Table Substitution

Attendance Transfer

Attendance Parameters

Session: 2012-2013	Program: B Tech (CS)	Batch Name: Sem II	Students: 125
Group Name: BATCH-CS-A1	Time Slot: (B Tech IInd year) P1 (09:00)	Faculty Code: ICSE11437	Name: Mohan Rawat
Date From: 19/7/2013		Subject Code: AS201	Sub Name: (AS201)Engineering mathematics-I
		Att Type: Lecture	Sub Type: compulsory

Attendance to be Transferred on

Faculty Code: ICSE11455	Name: pulkit sharma	Subject Code: AS201	Sub Name: (AS201)Engineering mathematics-I
Att. Date: 19/7/2013	Time Slot: (B Tech IInd year) P1 (09:00)	Att Type: Lecture	Sub Type: compulsory

**3** Search

Total 125 record(s) found...!!!

<input checked="" type="checkbox"/>	<input type="checkbox"/>	S.N	Uni.Enroll.No	Roll No	Admission No	Student Name	Session	Program	Semester	Status	Valid Subject
<input checked="" type="checkbox"/>	<input type="checkbox"/>	12	5	1203210083	2012CS020	Hemant Kumar	2012-2013	B.Tech. (CS)	Sem II	P	No
<input type="checkbox"/>	<input type="checkbox"/>	13	38	1203210050	2012CS021	Anurima Chatterjee	2012-2013	B.Tech. (CS)	Sem II	P	No
<input checked="" type="checkbox"/>	<input type="checkbox"/>	14	17	1203210022	2012CS022	Alok Kumar Verma	2012-2013	B.Tech. (CS)	Sem II	P	Yes
<input type="checkbox"/>	<input type="checkbox"/>	15	9	1203210088	2012CS023	J. Vignesh	2012-2013	B.Tech. (CS)	Sem II	P	No

4

Transfer Delete

### 8.5) Change Student Record:

**Purpose:** This Form allows us to change the unique data such as Enrollment Number, Admission number etc of the students. Changes can be made in bulk through usage of this single form.

**Procedure:**

How to change the records of the student?

- 1.1) Go to the "STUDENT" module.
- 1.2) Select the "CHANGE STUDENT RECORD" form.
- 1.3) Select the Student group through different criteria's like college name, session, etc and select the Item to be Change through drop down menu option.
- 1.4) Click the "Show" button, all the students matching your criteria will be displayed in the grid with Item to be changed field will appear in existing grid and Change to grid will be opened to make the changes.
- 1.5) Click the "Update" button.

SIMWEB > STUDENT MODULE > CHANGE STUDENT RECORD FORM

1

Student

News

News Content

Quick Links

- Additional Attendance
- Attendance Daily Entry
- Attendance Monthly Entry
- Attendance Transfer
- Change Student Records

Transactional  Populate  Master

- Student Counselling
- Student Promotion
- Syllabus Entry
- Time Table Substitution
- Admission

2

3

Records

College: GU    Program: B.Tech. (CS)    Group Name: BATCH-CS-A1    Status: Active

Session: 2013-14    Semester: Sem III    Gender:     Sub Status: Regular

Item to Change: Admission No

Particular

Age

Eng

PCM%

4

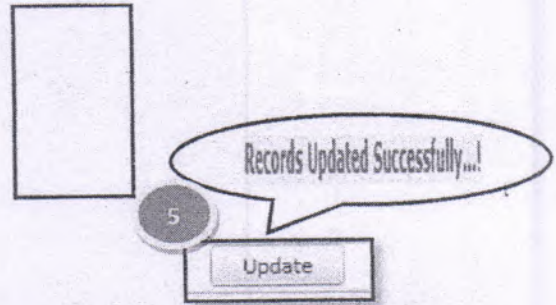
Show Clear

4 records out of

Fill Grid Automatically   
  Already Exists in Grid   
  Already Exists in Database

S.N	Admission No	Student Name	Father Name	Existing	Change To	College	Session	Program	Se
-----	--------------	--------------	-------------	----------	-----------	---------	---------	---------	----





**Note:** In-case you want to make similar kind of changes in the entire field you can check the "Fill grid automatically" option.

**8.6) Elective Subject Mapping:**

**Purpose:** In a particular session there are multiple subjects which are taught. For better management of resources the subjects are further defined as Elective or compulsory subjects. The students are divided in groups as per the subjects they choose and are assigned to a particular faculty. It is on this page that mapping for such subjects are done

**Procedure:**

How to create a group of students for elective subject?


- 1.1) Go to the "STUDENT" module.
- 1.2) Select the "ELECTIVE SUBJECT MAPPING" form.
- 1.3) Search the student data according to various parameter like college name, session, program etc as per your requirement and select the elective subject on which you want to map the students.
- 1.4) Select the required students from the grid by check the checkbox.
- 1.5) Select the faculty name & enter the group name in elective group name field.
- 1.6) Click the "Save" button which will create a new group for that elective subject.

SIMWEB > STUDENT MODULE > ELECTIVE SUBJECT MAPPING FORM

Finance Admin Employee Fee Hostel Inventory Library **1** Student

---

**Student**



**Description**

Student Description

**Quick Links**

- Additional Attendance
- Attendance Daily Entry
- Attendance Monthly Entry
- Attendance Transfer
- Change Student Records
- Elective Subject Mapping** (2)

Transactional 
  Populate 
  Master

- Student Counselling
- Student Promotion
- Syllabus Entry
- Time Table Substitution
- Admission
- Entry (3)

New Entry Save Delete

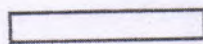
**4** Elective Subject Mapping

College: GU Session: 2013-14 Program: B.Tech. (CS) Semester: Sem III Student Name: \_\_\_\_\_

Subject Name: Analog Communication Subject Code: EC003 Status: Active Sub Status: Regular Admission No: \_\_\_\_\_ Search

Elective Subject Mapping 7 records out of 7

<input type="checkbox"/>	S.N	Admission No	Student Name	Roll No	Father Name	College	Session	Program	Semester	Category	Faculty Name
<input checked="" type="checkbox"/>	1	20130000000000000000	Mohan Rawat	CS003	abcd	GU	2013-14	B.Tech. (CS)	Sem III	Management	



Saved Successfully !!

### 8.7) Exam Marks Entry:

**Purpose:** Examinations have come to play an important part in one's educational career. The idea behind this exercises it to evaluate one's ability to learn and display his thought process. These evaluations are conducted at certain periods and it is on this form that the results are uploaded which enables the faculty, management & students to track the performance and highlight the areas of concern enabling academic excellence.

**Procedure:**


How to enter the exam marks of the students?

- 1.1) Go to the "STUDENT" module.
- 1.2) Select the "EXAM MARKS ENTRY" form.
- 1.3) Select the session, group name, etc as per the requirement then click the "Show" button.
- 1.4) Click the "Edit" button, enter the marks of the students.
- 1.5) Click the "Save" button.

SIMWEB
STUDENT MODULE
EXAM MARKS ENTRY

Finance Admin Employee Fee Hostel Inventory Library
1
Student

**Student**



News  
News Content

Description  
Student Directory

**Quick Links**

- Additional Attendance
- Attendance Daily Entry
- Attendance Monthly Entry
- Attendance Transfer
- Change Student Records
- Elective Subject Mapping
- Exam Marks Entry

Transactional Populate Master

- Student Counselling
- Student Promotion
- Syllabus Entry
- Time Table Substitution
- Admission
- Enquiry
- Registration

**Exam Marks Entry**

Session:

Group Name:

Group Wise Course Semester

Course	Semester	Semester For
B.Tech. (CS)	Sem III	Sem III

Subject Code:  Name:

Exam Code:  Name:

AB [0] (0%) 
  Fail [0] (0%) 
  Pass [0] (0%) 
  Not Fill [4] (100%) 
  Between 40 & 59.99 [0] (0%) 
  Between 60 & 74.99 [0] (0%) 
  Between 75 & 89.99 [0] (0%) 
  Between 90 & 100 [0] (0%)

Serial No	Roll No	Admission No	Student Name (4)	Marks	Min/Max	Remarks
1	0	CS004	2013ABES03004	Deepak Sharma	40/100	
2	0	CS003	2013ABES03003	Mohan Rawat	40/100	
3	0	CS002	2013ABES03002	Ronit Rawat	40/100	
4	0	CS001	2013ABES03001	vishal	40/100	

AYS



Serial No	Roll No	Admission No	Student Name (4)	Marks	Min/Max	Remarks	
1	0	CS004	2013ABES03004	Deepak Sharma	25	40/100	
2	0	CS003	2013ABES03003	Mohan Rawat	65	40/100	
3	0	CS002	2013ABES03002	Ronit Rawat	70	40/100	
4	0	CS001	2013ABES03001	vishal	45	40/100	

AB [0] (0 %) Fail [0] (0 %) Pass [0] (0 %) Not Fill [4] (100 %) Between 40 & 59.99 [0] (0 %) Between 60 & 74.99 [0] (0 %) Between 75 & 89.99 [0] (0 %) Between 90 & 100 [0] (0 %)

5 Save Cancel Print

Saved Successfully

8.8) Exam Mark sheet Formula:

**Purpose:** Every exam conducted has its own weight age in the performance evaluation process of the student and is recognized at the end of every academic year. In this form we can go ahead and define the formula & weight age of marks for a particular exam and their calculation.

**Procedure:**

How to create Exam Mark Sheet Formula?

- 1.1) Go to the "STUDENT" module.
- 1.2) Select the "EXAM MARK SHEET FORMULA" form.
- 1.3) Click the "New Entry" button at the bottom of the page.
- 1.4) Define the Formula name and short name.
- 1.5) Select the Formula Head, Operator and Numeric value for Formula Expression.
- 1.6) If you are satisfied with the preview just click on "Save" button and your exam mark sheet formula is defined.

Navigation: Finance Admin Employee Fee Hostel Inventory Library **1** Student

Student News News Content

Quick Links

- Additional Attendance
- Attendance Daily Entry
- Attendance Monthly Entry
- Attendance Transfer
- Change Student Records
- Elective Subject Mapping
- Exam Marks Entry
- Exam Marks Sheet Formula

Transactional Populate Master

- Student Counselling
- Student Promotion
- Syllabus Entry
- Time Table Substitution
- Admission
- Enquiry
- Registration
- Subject Entry

2

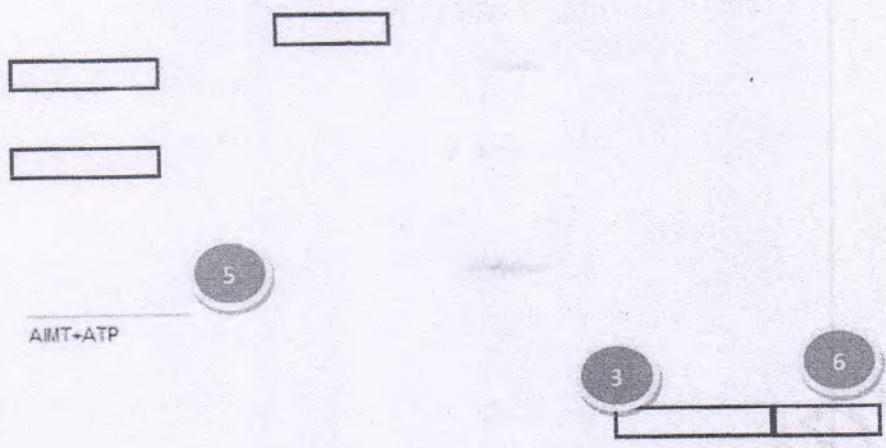
Formula Expression Grade point

Formula Name:  Short Name:

Remark:

Formula Head:  Operator:  Numeric Values:  Map To:  Formula Alias:

4



8.9) Exam Marks View:

**Purpose:** To attain academic excellence it is a must for the students to keep a track of their performance in every exam. It is not just the students but the faculty's as well which are impacted by the performance. On this form the marks can be viewed by selecting the desired parameters at any given point of time.

**Procedure:**

How to view the marks details of the student?

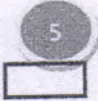
- 1.1) Go to the "STUDENT" module.
- 1.2) Select the "EXAM MARKS VIEW" form.
- 1.3) Select the session & group name and then Click on "Show" Button.

SIMWEB > STUDENT MODULE > EXAM MARKS VIEW FORM

**Student Module Interface:**

- Navigation: SIMWEB > STUDENT MODULE > EXAM MARKS VIEW FORM
- Menu: Finance, Admin, Employee, Fee, Hostel, Inventory, Library, **Student**
- Student Profile: News, Description
- Quick Links:
  - Additional Attendance
  - Attendance Daily Entry
  - Attendance Monthly Entry
  - Attendance Transfer
  - Change Student Records
  - Elective Subject Mapping
  - Exam Marks Entry
  - Exam Marks Sheet Formula
  - Exam Marks View**
- Transactional, Populace, Master
  - Student Counselling
  - Student Promotion
  - Syllabus Entry
  - Time Table Substitution
  - Admission
  - Enquiry
  - Registration
  - Subject Entry
  - Subject Specialization (Faculty)
- Buttons: **New Entry**, **Show**
- Exam Marks View Form:
 

Exam Marks View	Exam	Subject
Session: 2013-14	* AMT - All India Mohan Test	* CS201P : (CS201P)Computer Programming Lab
Group Name: BATCH-CS-A1	* CAT-1 : Cumulative Assessment	
	* CAT-2 : Cumulative Assessment	



**Note:** You can get the list of student on different basis like admission no, serial no, student name etc by selecting the options from dropdown menu of "List Based On".

**8.10) Gate Attendance:**

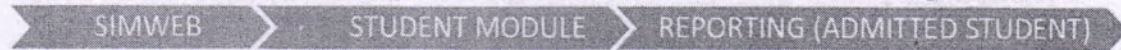
Purpose:

### 8.11) Reporting (Admitted Student)

**Purpose:** At the beginning of every new academic semester/year students report to the institution and it is on this page that the details of students are captured and their reporting is maintained.

**Procedure:**

- 1.1) Go to the "STUDENT" module.
- 1.2) Select the "REPORTING (ADMITTED STUDENT)" form.
- 1.3) Fill the Admission number or select the Student Name then click "Report" button.



Navigation: Finance Admin Employee Fee Hostel Inventory Library **Student**

Student News News Content

Quick Links

- Additional Attendance
- Attendance Daily Entry
- Attendance Monthly Entry
- Attendance Transfer
- Change Student Records
- Elective Subject Mapping
- Exam Marks Entry
- Exam Marks Sheet Formula
- Exam Marks View
- Gate Attendance
- Reporting (Admitted Student)**

Transactional Popular Master

- Student Counselling
- Student Promotion
- Syllabus Entry
- Time Table Substitution
- Admission
- Enquiry
- Registration
- Subject Entry
- Subject Specialization (Faculty)
- Test Schedule
- Admission No Formula

Reporting

Student Details

Admission No	2011MCA151	College	GU	Enroll No		Adm Status	Active
Student Name	Asharisha Sharma	Session	2011-2012	Roll No	1148914001	Sub Status	Regular



3

Student reported successfully

**8.12) Reporting (Registered Student):**


**Purpose:** Every candidate who is willing to join an institution has to go through the admission process in which he has to register himself. The selection process of candidates is done on various parameters and shortlisted candidates are informed about the joining formalities and process. Such candidates are supposed to report to the institution on a particular date with the required documents or as per the joining formalities. Data of such students is captured on this form.

**Procedure:**

- 1.1) Go to the **"STUDENT"** module.
- 1.2) Select the **"REPORTING (REGISTERED STUDENT)"** form.
- 1.3) Fill the Enquiry number.
- 1.4) Click the **"Report"** button.

SIMWEB > STUDENT MODULE > REPORTING (REGISTERED STUDENT)

Finance Admin Employee Fee Hostel Inventory Library **1** Student

<p><b>Student</b></p>  <p><b>News</b> News Content</p> <p><b>Description</b> Student Description</p>	<p><b>Quick Links</b></p> <ul style="list-style-type: none"> <li>Additional Attendance</li> <li>Attendance Daily Entry</li> <li>Attendance Monthly Entry</li> <li>Attendance Transfer</li> <li>Change Student Records</li> <li>Elective Subject Mapping</li> <li>Exam Marks Entry</li> <li>Exam Marks Sheet Formula</li> <li>Exam Marks View</li> <li>Gate Attendance</li> <li>Reporting (Admitted Student)</li> <li>Reporting (Registered Student)</li> </ul>	<p> <input type="checkbox"/> Transactional                 <input type="checkbox"/> Populate                 <input type="checkbox"/> Master             </p> <ul style="list-style-type: none"> <li>Student Counselling</li> <li>Student Promotion</li> <li>Syllabus Entry</li> <li>Time Table Substitution</li> <li>Admission</li> <li>Enquiry</li> <li>Registration</li> <li>Subject Entry</li> <li>Subject Specialization (Faculty)</li> <li>Test Schedule</li> <li>Admission No Formula</li> <li>Attendance Setup</li> </ul>
---	--	---

2

**Reporting**

**Student Details**

App. Form No.  Gender: Male Phone:   
 Form Place:  Mobile: 9999999998  
 Address: XYZ  
 Mayur Vihar  
 New Delhi

Father Name: Sojjeet Roy  
 Status: Registered

**Test Detail**

S.No. Name Roll No. Rank/Score  
 No records available...

**Course College Priority**

Priority: 1 College: GU Program: B Tech. (CS) Category: Direct

Student reported successfully

Reported on: 22/07/2013 [Display] [Print]

**8.13) Student Counseling:**

**Purpose:** As mentioned earlier, every institution has its own admission process for direct/management seats. Based on the performance of students in different type of entrance exam/test like JEE-MAIN/ /State, a letter is issued and are invited for the counseling process in which students select course and college. It is on this form that the counseling activity is performed.

**Procedure:**

- 1.1) Go to the "STUDENT" module.
- 1.2) Select the "STUDENT COUNSELLING" form.
- 1.3) Select the Test Name and click Refresh button. List of students will appear on the page.
- 1.4) Select the student and check the availability of the seats.
- 1.5) Click the "Issue Letter" button.
- 1.6) After issuing the letter, click the "Admit student" button. Student will be admitted.

SIMWEB > STUDENT MODULE > STUDENT COUNSELLING

Finance Admin Employee Fee Hostel Inventory Library **1 Student**

**Student**

News  
 News Content

**Quick Links**

Additional Attendance  
 Attendance Daily Entry  
 Attendance Monthly Entry  
 Attendance Transfer  
 Change Student Records

Transactional Populate Master

**2 Student Counselling**  
 Student Promotion  
 Syllabus Entry  
 Time Table Substitution  
 Admission



Student Counselling

Reporting Between 06/07/2012 and 22/07/2013 Test Name: AIEEE Refresh

Student Details: App Form No: 2013-777 Student: Amit Kumar Father: Hemant Kumar College: GU Program: B.Tech. (CS) Total Seats: 50 Seats Left: 35

Test Details:

S.No.	Test	Roll No.	Rank
1	AIEEE	11111	344
2	CAT	54	545

Registration Choice:

Priority	College	Program	Category	Status
1	GU	ECE	Direct	Passed

Student Marks: PCMT% Agg% Eng: 47.00% (Admitted Student) Report Type: Select Print Report Issue Letter Admit Student

Searched Details: 1 records out of 1

S.N	Student Name	Father Name	In Time	EnqReg No	App FormNo	Pros Given	ProsSold At	EnqReg Status	Reg Date	Address
1	Amit Kumar	Hemant Kumar	12:15:32	1001100831	2013-777	No	Delhi	Active	12/06/2013	A-215 Janeta Flat Kaushambi Panipat

8.14) Student Promotion:

**Purpose:** Based on the performance of students in exams they are promoted or detained semester wise or year wise. It is on this form that such activity of promoting or detaining is performed.

**Procedure:**

How to Promote the student?

- 1.1) Go to the "STUDENT" module.
- 1.2) Select the "STUDENT PROMOTION" form.
- 1.3) Click the "Edit" button at the bottom of the page.
- 1.4) Select the college, session, program, semester, status and sub status.
- 1.5) Click on "Show" button, list of students will appear, select the students who are to be promoted to next semester.
- 1.6) Click the "Save" button.

SIMWEB > STUDENT MODULE > STUDENT PROMOTION

Navigation: Finance Admin Employee Fee Hostel Inventory Library **1** Student

Student News: News Content

Quick Links:

- Additional Attendance
- Attendance Daily Entry
- Attendance Monthly Entry
- Attendance Transfer
- Change Student Records
- Elective Subject Mapping
- Student Counselling
- 2** Student Promotion
- Syllabus Entry
- Time Table Substitution
- Admission
- Enquiry

Buttons: Transactional Populate Master

College  Session  Program  Semester  Status  Sub Status

3

**Student Promotion**

College  Session  Program  Semester  Status  Sub Status

0 records out of 0

S.N	Admission No	Roll No	Student Name	Father Name	College	Session	Program	Semester	Status	Sub Status
-----	--------------	---------	--------------	-------------	---------	---------	---------	----------	--------	------------

College  Session  Program  Semester  Status  Sub Status

**Student Promotion**

College  Session  Program  Semester  Status  Sub Status

186 records out of 186

<input checked="" type="checkbox"/>	S.N	Admission No	Roll No	Student Name	Father Name	College	Session	Program	Semester	Status	Sub Status
<input checked="" type="checkbox"/>	2012CS183	1203210037	Ankur Sharma	Mahesh Sharma	GU	2012-2013	B.Tech. (CS)	Sem II	Active	Regular	
<input checked="" type="checkbox"/>	2012CS182	1203210163	Rakhi	Mahesh Kumar	GU	2012-2013	B.Tech. (CS)	Sem II	Active	Regular	
<input checked="" type="checkbox"/>	2012CS179	1203210069	Deepak Tomar	Shivkumar Tomar	GU	2012-2013	B.Tech. (CS)	Sem II	Active	Regular	
<input checked="" type="checkbox"/>	2012CS175	1203210188	Shashank Gupta	Anil Gupta	GU	2012-2013	B.Tech. (CS)	Sem II	Active	Regular	
<input checked="" type="checkbox"/>	2012CS174	1203210230	Tarun Bansal	Pawan Bansal	GU	2012-2013	B.Tech. (CS)	Sem II	Active	Regular	
<input checked="" type="checkbox"/>	2012CS173	1203210025	Amit Yadav	Ram Naresh Yadav	GU	2012-2013	B.Tech. (CS)	Sem II	Active	Regular	
<input checked="" type="checkbox"/>	2012CS172	1203210108	Kunal Dhawan	Pankaj Dhawan	GU	2012-2013	B.Tech. (CS)	Sem II	Active	Regular	
<input checked="" type="checkbox"/>	2012CS171	1203210064	Bhavya Saini	Rajesh Kumar Saini	GU	2012-2013	B.Tech. (CS)	Sem II	Active	Regular	
<input checked="" type="checkbox"/>	2012CS170	1203210130	Mukesh Kumar Yadav	Budhie Yadav	GU	2012-2013	B.Tech. (CS)	Sem II	Active	Regular	
<input checked="" type="checkbox"/>	2012CS169	1203210062	Ayusha Jain	Yogesh Jain	GU	2012-2013	B.Tech. (CS)	Sem II	Active	Regular	

College  Session  Program  Semester  Status  Sub Status

5

Software for Institutional Management

Record Updated Successful

College GU Session 2012-2013 Program B.Tech. (CS) Semester 6 Subject Status Sub Status

Save Cancel

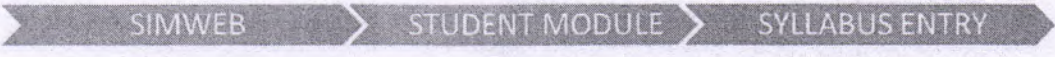
### 8.15) Syllabus Entry:

**Purpose:** Syllabus and curriculum are often fused, and usually given to each student during the first class session so that the objectives and the means of obtaining them are clear. A syllabus usually contains specific information about the course, such as information on how, where and when to contact the lecturer and teaching assistants; an outline of what will be covered in the course; a schedule of test dates and the due dates for assignments; the grading policy for the course; specific classroom rules; etc

**Procedure:**

How to enter the syllabus of the student?

- 1.1) Go to the **“STUDENT”** module.
- 1.2) Select the **“SYLLABUS ENTRY”** form.
- 1.3) Click the **“New Entry”** button at the bottom of the page.
- 1.4) Select the session, program, semester, subject code, etc as per the requirement of the form.
- 1.5) Click the **“Save”** button.



Finance Admin Employee Fee Hostel Inventory Library 1 Student

Student News News Consent

Quick Links

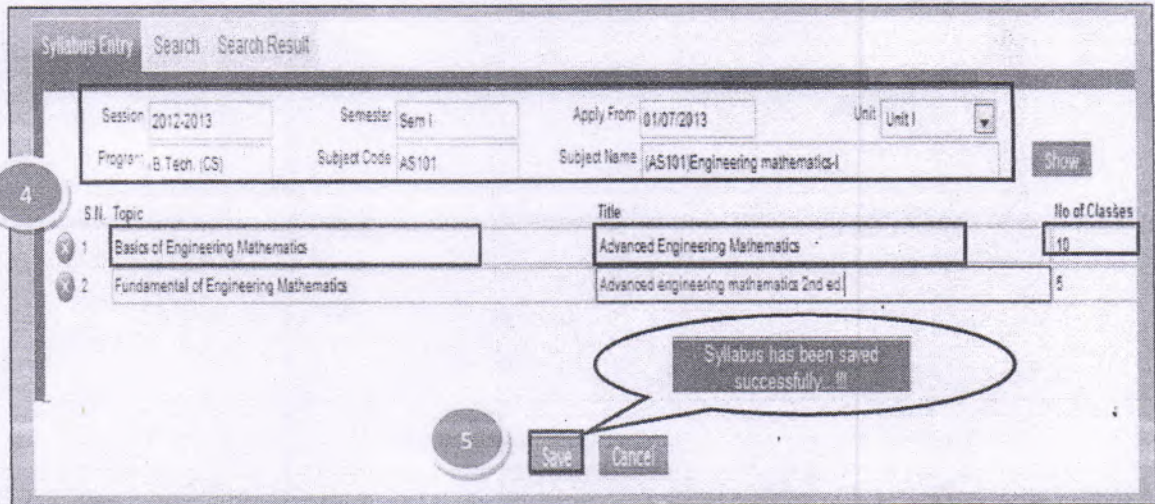
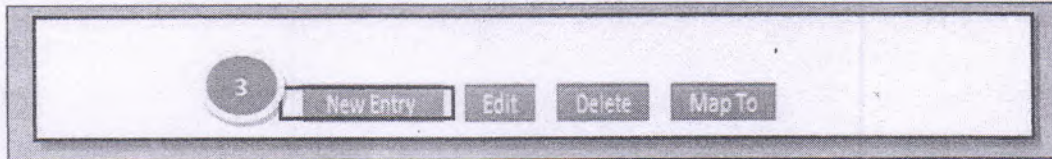
Transactional Populate Master

Additional Attendance Student Counselling

Attendance Daily Entry Student Promotion

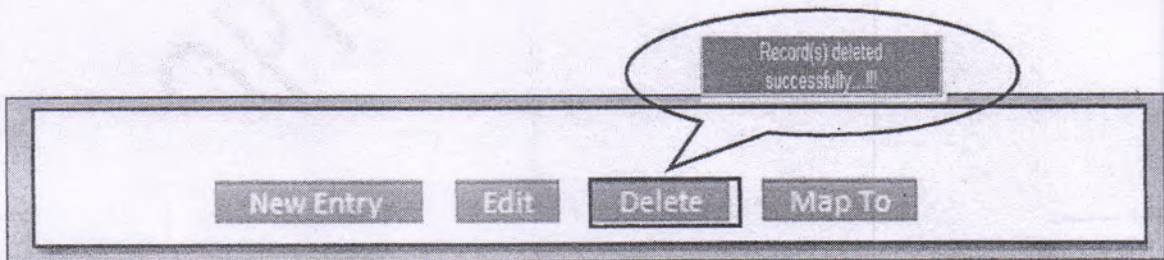
Attendance Monthly Entry 2 Syllabus Entry

217



### How to Delete Syllabus Entry?

1.1) Please follow above steps to search the desired data and Click on "Delete" button.



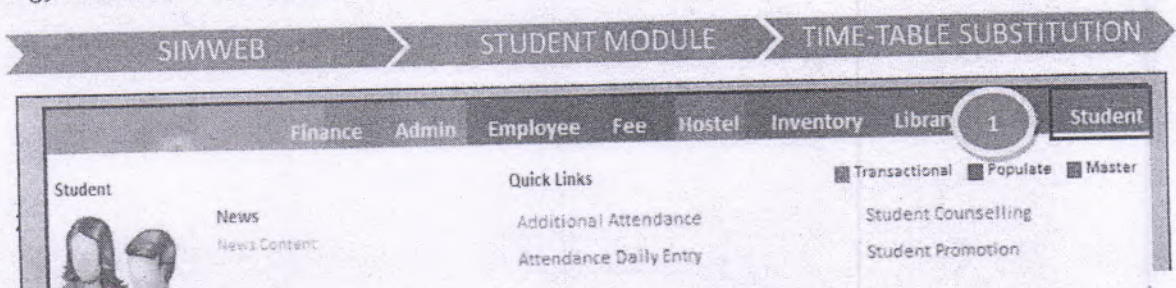
### 8.16) Time Table Substitution:

**Purpose:** The faculty assigned to a particular course plays a major role in imparting knowledge and is responsible for the overall performance, but at times it is humanly not possible for the faculty to be present. In such cases the classes are supervised by some other faculty so that the academic schedule/process is not hampered. It is on this form that substitution of faculties is done.

#### Procedure:

How to substitute the faculty according to the time- table?

- 1.1) Go to the "**STUDENT**" module.
- 1.2) Select the "**TIME TABLE SUBSTITUTION**" form.
- 1.3) Select the Substitution day and faculty code/faculty name then click the "Show" button.
- 1.4) List of the period assigned to the faculty appears who has to put substitute at his/ her place and select the period at which you want the substitute and fill the information of the substitute faculty like faculty code and subject name.
- 1.5) Click the "Save" Button.



2

Time Table Substitution Search Search Result

Substitution of the day  Faculty Code  Faculty Name

3

Time Table Substitution Search Search Result

Substitution of the day  Faculty Code  Faculty Name

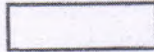
<input type="checkbox"/>	Session	Program	Semester	Group	Hall Name	Subs Faculty Code	Subs Faculty Name	New Subject Code	New Subject Name
<input checked="" type="checkbox"/>	2011-2012			BATCH-CE-1	121	1CSE11437	Mohan Rawat	ECE401	Structural Analysis
<input type="checkbox"/>	2011-2012			BATCH-CE-1	121				
<input checked="" type="checkbox"/>	2011-2012			BATCH-CE-1	121	1CSE11437	Mohan Rawat	EAS401	Mathematics-III(E
<input type="checkbox"/>	2011-2012			BATCH-CE-1	121				
<input checked="" type="checkbox"/>	2011-2012			BATCH-CE-2	121	1CSE11437	Mohan Rawat	EAS401	Mathematics-III(E

4

5

### How to Delete Time Table Substitution?

1.1) Please follow above steps to search the desired data and Click on "Delete" Button.



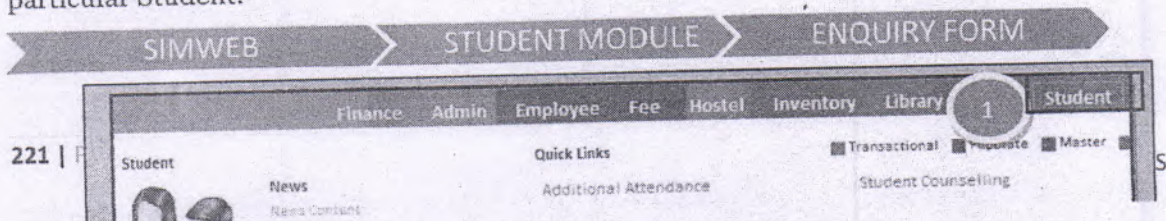
**8.17) Enquiry:**

Purpose: AT the beginning of every academic year there are candidates who enquire about courses, fee structure, infrastructure and many other things before taking or short listing a college/institution. On this form we can generate a Unique Enquiry Number for every such candidate further preventing any duplicity & maintain a database based on which the management can decide on marketing strategies.

Procedure:

How to create a new enquiry?

- 1.1) Go to the “**STUDENT**” module.
- 1.2) Select the “**ENQUIRY**” form.
- 1.3) Click the “New Entry” button at the bottom of the page. Which will give a blank form with Mandatory Fields with Red outlines.
- 1.4) After filling all the mandatory fields, if you want to save the record just click on “Save” button at the bottom of the page, which will generate a new unique enquiry id for that particular Student.



2

3

New Entry Edit Delete Remark Entry

4

Student Detail Parent Detail Qualification Fee Search Search Result

Enquiry/Registration No.  Student Name  Student Status Enquiry

**Personal Info**

Student	First Name	Middle Name	Last Name
Student	Simran		
Father	K	K	Koul
Mother	Ranjana		Koul
Gender	Female	DOB	04-05-1994
			Martial Status
			Single

Email: simran@gmail.com

Nationality: Indian Minority: -Select- Physically Handicapped:

Domicile: -Select- Domicile Cert No.

Passport No.  Aadhar No.

Mobile No. 8997524212

**Official Info**

Enquiry Date: 29/07/2013 Enquiry No. Auto. Session: 2021-2022

Source:  Specify Source:

Status: Active Appl. Form No.

Place:  Lateral Entry:  Prospectus Given:

Program Type: UG Result Awaited:

**College/Program Preference**

Priority	College	Program	Category	Status
1	GU	B.Tech. (CS)	Direct	Passed

**Qualification Subjects**

Subject	Formula	Marks	Max. Obtained Marks	
1	Chemistry	Physics-50 and Mathematics-45 and Chemistry-40	70	100
2	Mathematics	Physics-50 and Mathematics-45 and Chemistry-40	70	100
3	Physics	Physics-50 and Mathematics-45 and Chemistry-40	70	100

Enquiry detail has been created successfully

5

Save Cancel

6

Student Detail Parent Detail Qualification Fee Search Search Result

Enquiry/Registration No. 1001200850 Student Name Simran Student Status Enquiry

**Personal Info**

Student	First Name	Middle Name	Last Name
Student	Simran		
Father	K	K	Koul
Mother	Ranjana		Koul
Gender	Female	DOB	04-05-1994
			Martial Status
			Single

**Official Info**

Enquiry Date: 29/07/2013 Enquiry No. 1001200850

Source:  Specify Source:

Status: Active Appl. Form No.

Place:  Lateral Entry:  Prospectus Given:

Program Type: UG Result Awaited:



### How to edit an old enquiry?

- 1.1) In Case, you know the enquiry id number or Student name just enter the details in the specific field which will give you the options to select the required student.
- 1.2) Now, you can make changes in the data & then Click on "Save" button.

New Entry
Edit
Delete
Remark Entry

Student Detail		Parent Detail	Qualification	Fee	Search	Search Result
Enquiry/Registration No. 1001200850		Student Name Simran		Student Status Enqu		
<b>Personal Info</b>				<b>Official Info</b>		
Student	First Name Simran	Middle Name	Last Name Keul	Enquiry Date	29/07/2013	
Father	K	K	Keul	Source	Specify	
Mother	Ranjana		Keul	Status	Active	
Gender	Female	DOB	04/05/1994	Place	Latera	
			Marital Status	Program Type	UG	
			Single		Result A	
Email	simran@gmail.com			<b>College/Program Preference</b>		
Nationality	Indian	Minority	-Select-	Priority College	Program	
Domicile	-Select-	Domicile Cert. No.	Physically Handicapped	1	GU B.Tech. (CS)	
Passport No.	H463474E8		Teacher No.	568658669685665		
Mobile No.	8897524212			Selected enquiry detail has been updated successfully		

Save
Cancel

### How to Delete an Enquiry?

- 1.1) Please follow above steps to search the desired data and Click on "Delete" Button.

New Entry
Edit
Delete
Remark Entry

Enquiry detail has been deleted successfully.

### 8.18) Registration:

**Purpose:** Once an enquiry has been done, the next step is to register the candidate. Every institution has its own process for registering a candidate. This happens to be a very important step in the admission cycle as it is here that the candidate declares his caste, religion, domicile etc and it based on such information that seats are reserved based on such criteria's. It is on this form that such information is gathered and processed.

#### Procedure:

How to register an existing candidate?

- 1.1) Go to the "STUDENT" module.
- 1.2) Select the "REGISTRATION" form.
- 1.3) Click the "New Entry" button at the bottom of the page. Which will give a blank form with Mandatory Fields with Red outlines.
- 1.4) In Case, you know the enquiry id number or Student name just enter the details in the specific field which will give you the options to select the required student.
- 1.5) Click the "Save" button which will generate a unique receipt number & the Student will be registered. (You can take printout of the receipt through print button)

SIMWEB > STUDENT MODULE > REGISTRATION FORM

Navigation: Finance Admin Employee Fee Hostel Inventory Library **1** Student

Student News (News Content)

Quick Links:
 

- Additional Attendance
- Attendance Daily Entry
- Attendance Monthly Entry
- Attendance Transfer
- Change Student Records
- Elective Subject Mapping
- Exam Marks Entry
- Student Counselling
- Student Promotion
- Syllabus Entry
- Time Table Substitution
- Admission
- Enquiry
- 2** Registration

Transactional Populate Master

**3** New Entry Edit Delete Remark Entry

**4** Parent Detail Qualification Fee Search Search Result

Enq./Reg. No. Appl. Form No. Student Name Student Status Enquiry

Personal Info:
 

- Student: Reena, Father: Satish, Mother: Neha, Gender: Female, DOB: 14/07/1993, Marital Status: Single, Email: reena@gmail.com, Mobile No: 8871321212

Official Info:
 

- Reg. Date: 28/07/2013, Source: Specify Source, Enquiry Status: Active, Appl. Form No., Program Type: UG, Priority College: 1 CU, Program: B.Tech. (CS), Category: Direct

College Program Preference:
 

Priority	College	Program	Category	Status
1	CU	B.Tech. (CS)	Direct	Passed

Permanent Address:
 

- City: New Delhi, Tehsil, Dist: New Delhi, State

Qualifying Subject:
 

Subject	Marks	Max. Obtained Marks
Physics-50 and Mathematics-48 and		

**5** Save Cancel

registration detail has been created successfully

**6** Student Parent Detail Qualification Fee Search Search Result

Enq./Reg. No. **1001200849** Appl. Form No.

Personal Info:
 

- Student: Reena, Father: Satish, Mother: Neha, Gender: Female, DOB: 14/07/1993

**How to edit an old Regis**  
1.1) In Case, you know the re

2. RECEIPT NO. WILL BE GENERATED

1. CLICK ON SAVE BUTTON

Selected enquiry detail has been updated successfully

Receipt Mode: SNo. Mode: 1. Cash

Amount: 3,000.00

New Entry Edit Delete Remark Entry

specific field which will give you the options to select the required student.  
 1.2) Now you can make changes in the data & then Click on "Save".

**How to Delete a Registration Id?**

1.1) Please follow above steps to search the desired data and Click on "Delete" button.

**8.19] Admission:**

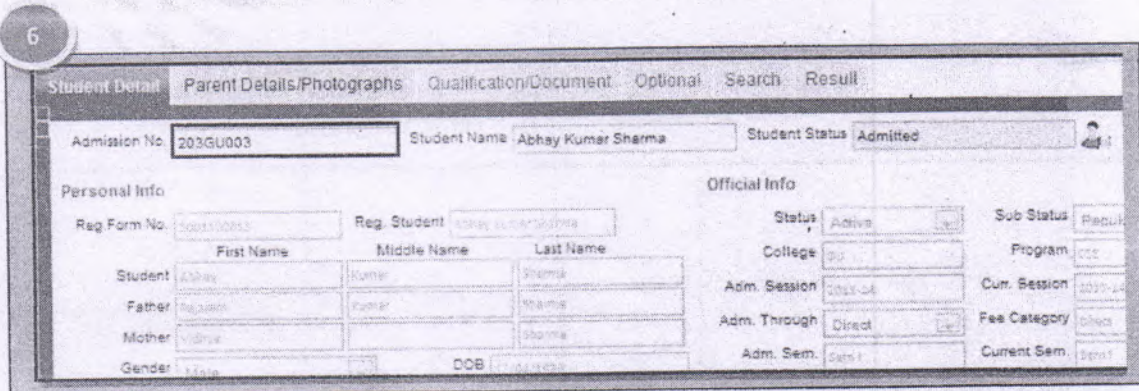
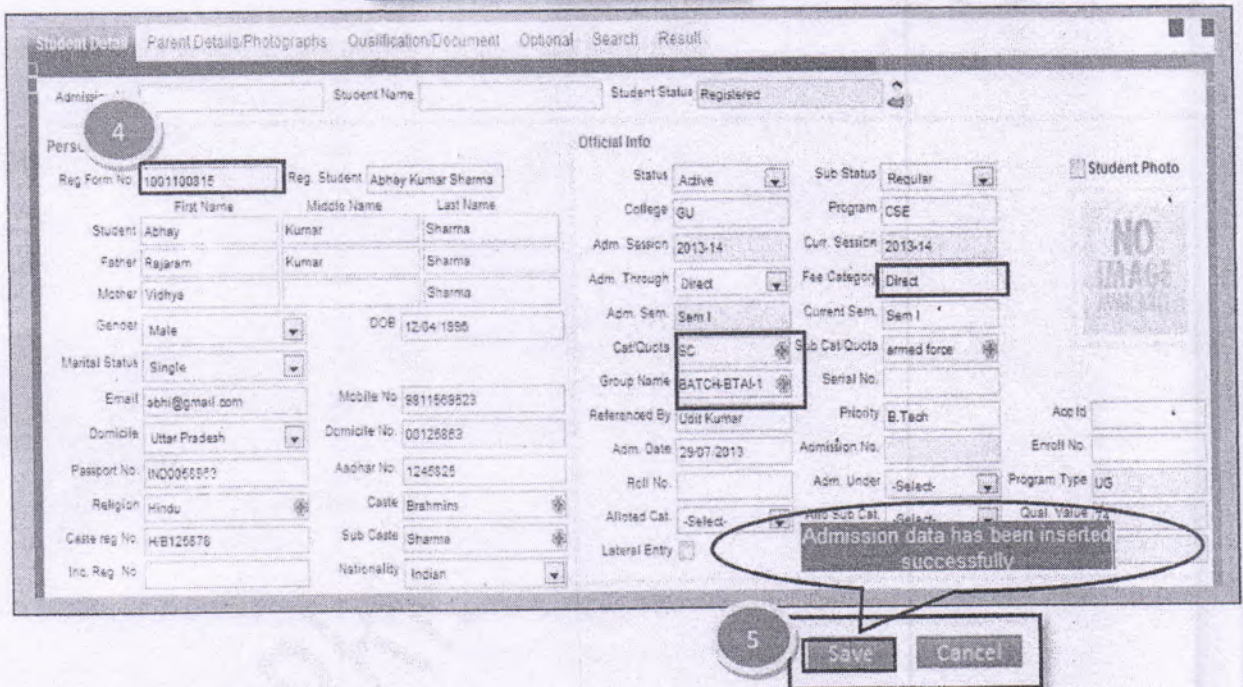
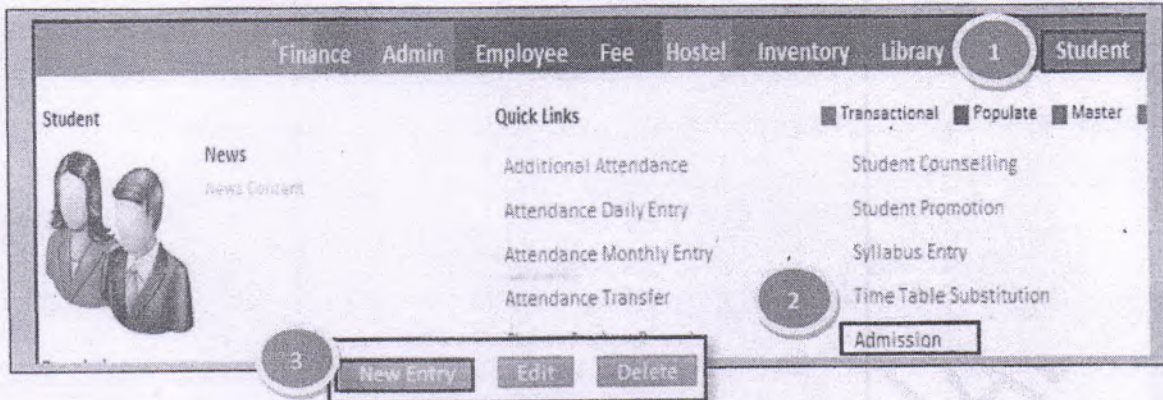
Purpose: Once a candidate decides on the college & course or as per the allotment of seats in the counseling, the candidate submits fee and confirms his willingness to take admission. This form is used to convert registrations to admissions. Once the admission is done a Unique Admission Number is generated.

Procedure:

How to admit a registered candidate?

- 1.1) Go to the "STUDENT" module.
- 1.2) Select the "ADMISSION" form.
- 1.3) Click the "New Entry" button at the bottom of the page. Which will give a blank form with Mandatory Fields with Red outlines.
- 1.4) In Case, you know the registration id number or Student name just enter the details in the specific field which will give you the options to select the required student.

1.5) Fill the required field for admission, then click on Save button which will save the data & will generate a unique Admission Number.



### How to edit an old Admission Record?

- 1.1) In Case, you know the registered id number or Student name just enter the details in the specific field which will give you the options to select the required student.
- 1.2) Now you can make changes in the data & then Click on "Save"

1

New Entry Edit Delete

Student Details | Parent Details/Photographs | Qualification/Document | Optional | Search | Result

Admission No: [ ] Student Name: [ ] Student Status: Registered

**Personal Info**

Reg Form No: 1001100815 Reg. Student: Abhay Kumar Sharma

Student	Abhay	Kumar	Sharma
Father	Rajaram	Kumar	Sharma
Mother	Vidhya		Sharma

Gender: Male DOB: 12/04/1998

Mental Status: Single

Email: abhi@gmail.com Mobile No: 9811559523

Domicile: Uttar Pradesh Domicile No: 00125803

Passport No: IND0058963 Aadhar No: 1245625

Religion: Hindu Caste: Brahmins

Caste reg No: B125878 Sub Caste: Sharma

Inc. Reg. No: [ ] Nationality: Indian

**Official Info**

Status: Active Sub Status: Regular

College: GU Program: CSE

Adm. Session: 2013-14 Cur. Session: 2013-14

Adm. Through: Direct Fee Category: Direct

Adm. Sem: Sem I Current Sem: Sem I

Cat/Quota: SC Sub Cat/Quota: armed force

Group Name: BATCH-BTAL-1 Serial No: [ ]

Referenced By: Udit Kumar Priority: B.Tech

Adm. Date: 29/07/2013 Admission No: [ ] Enroll No: [ ]

Roll No: [ ] Adm. Under: [ ]

Alotted Cat: -Select- Also Sub Cat: [ ]

Lateral Entry: [ ] Rate in Eng: [ ]

Student Photo: NO IMAGE AVAILABLE

Selected admission has been updated successfully

2

Save Cancel

### How to Delete Admission Record?

- 1.1) Please follow above steps to search the desired data and Click on "Delete" button.

Record(s) Deleted Successfully

New Entry Edit Delete Remark Entry

### How to Allot Hostel from Admission Form?

- 1.1) Click on the "Allot Hostel" button.
- 1.2) Click on the "Find Room" or fill the hostel details & fee structure.
- 1.3) Click on the "Save" button.

1

New Entry Edit Delete Allot Hostel Allot Transport Remark Entry

**Hostel Allotement**

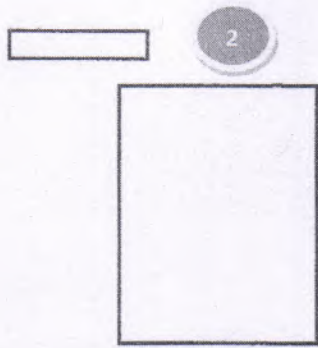
Admission No.203GU003 Student Abhay Kumar Sharma

College GU Session 2013-14 Course CSE

Single  With friends

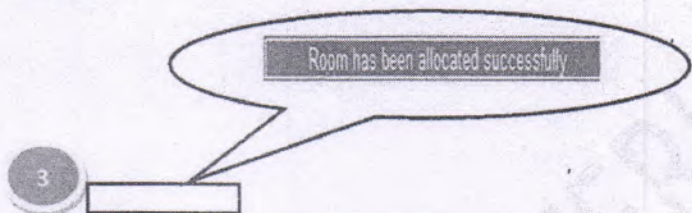
Find Room

2



3

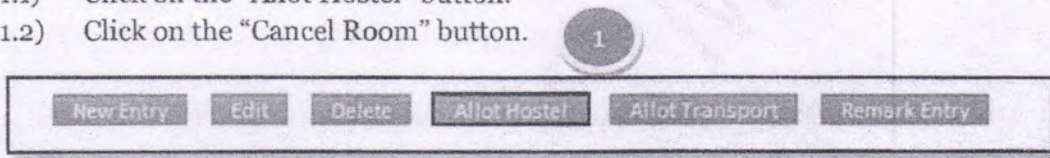
Room has been allocated successfully



### How to cancel the hostel allotment?

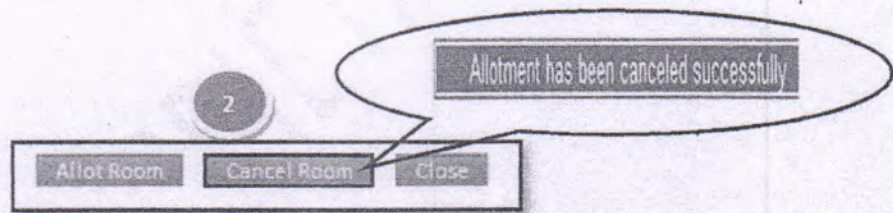
- 1.1) Click on the "Allot Hostel" button.
- 1.2) Click on the "Cancel Room" button.

1



2

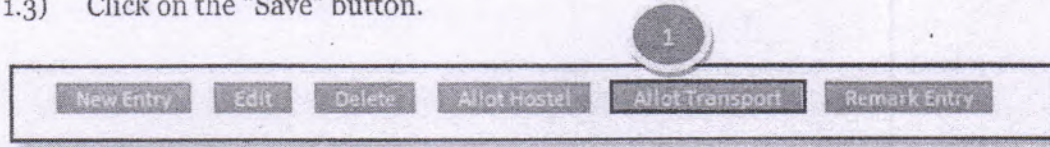
Allotment has been canceled successfully



### How to Allot Transport from Admission Form?

- 1.1) Click on the "Allot Transport" button.
- 1.2) Fill the Route details & fee structure.
- 1.3) Click on the "Save" button.

1



2

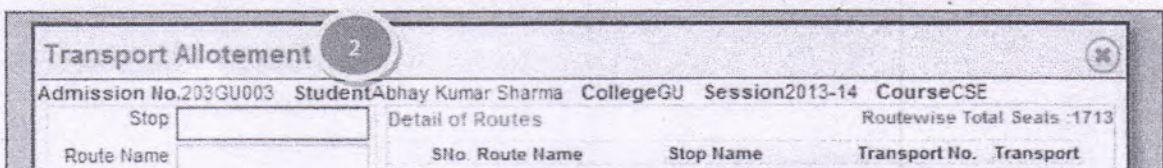
Transport Allotement

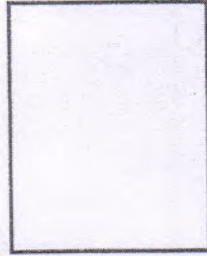
Admission No.203GU003 Student Abhay Kumar Sharma CollegeGU Session2013-14 CourseCSE

Stop  Detail of Routes Routewise Total Seats :1713

Route Name	SNo	Route Name	Stop Name	Transport No.	Transport
------------	-----	------------	-----------	---------------	-----------

YS





3

### How to Cancel the Transport allotment?

- 1.3) Click on the "Allot Transport" button.
- 1.4) Click on the "Cancel Room" button.

1

New Entry Edit Delete Allot Hostel Allot Transport Remark Entry

2

Allot Transport Cancel Close

Allotment has been canceled successfully

### 8.20) Subject Entry:

Purpose: Before we can map a subject to a particular course we have to first store its information. Every subject has its own unique code which is used for classification & mapping. It is on this form that the subjects and their codes are defined.

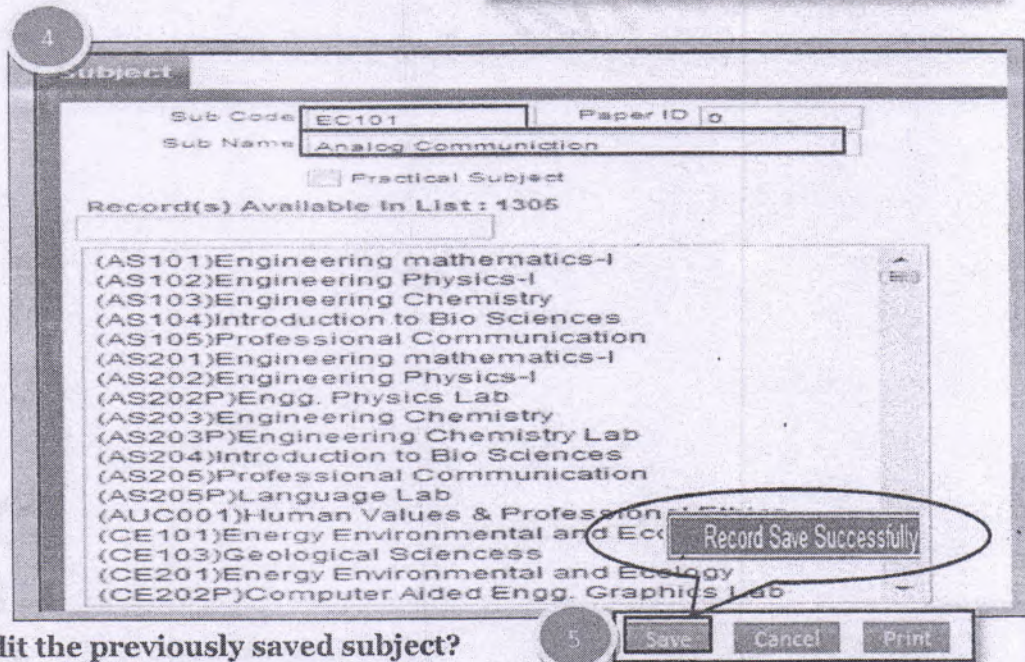
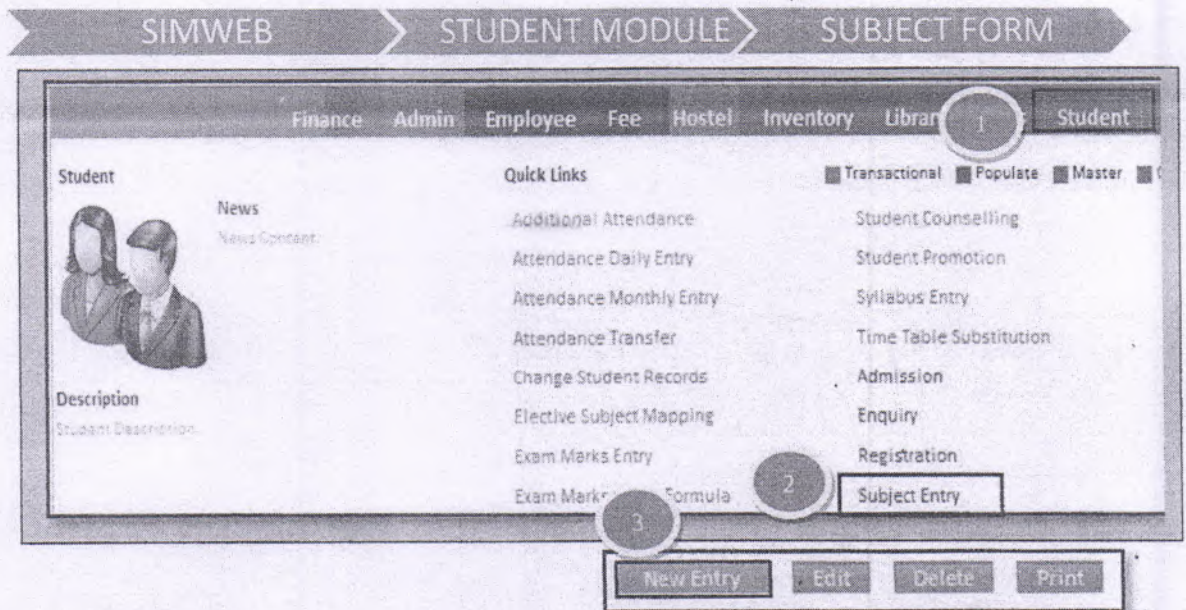
Procedure:

How to create the Subjects & Subject Code?

- 1.1) Go to the "STUDENT" module.
- 1.2) Select the "SUBJECT ENTRY" form.
- 1.3) Click the "New Entry" button at the bottom of the page. Which will give a blank form

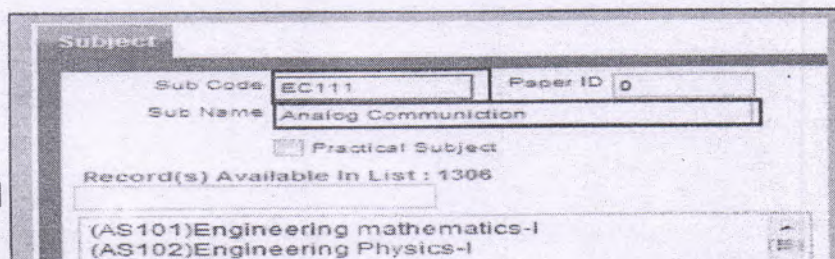
with Mandatory Fields with Red outlines.

- 1.4) Fill the required fields like Unique Subject Code & Unique Subject Name.
- 1.5) Click on "Save" button and Subject is created successfully.

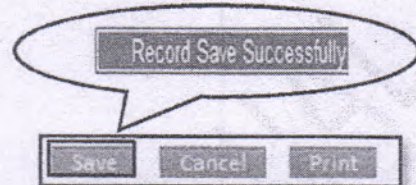


### How to edit the previously saved subject?

- 1.1) Select the Subject Name from the list Box in which you want to edit.
- 1.2) Now make the changes you want to make in that subject.
- 1.3) Click on "Save" button, which will update the Record successfully.

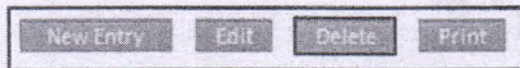






**How to delete the previously saved subject?**

- 1.1) Follow the above steps to select the subject name which you want to delete.
- 1.2) Click the "Delete" button, which will delete the selected subject.



**8.21) Subject Specialization (Faculty):**

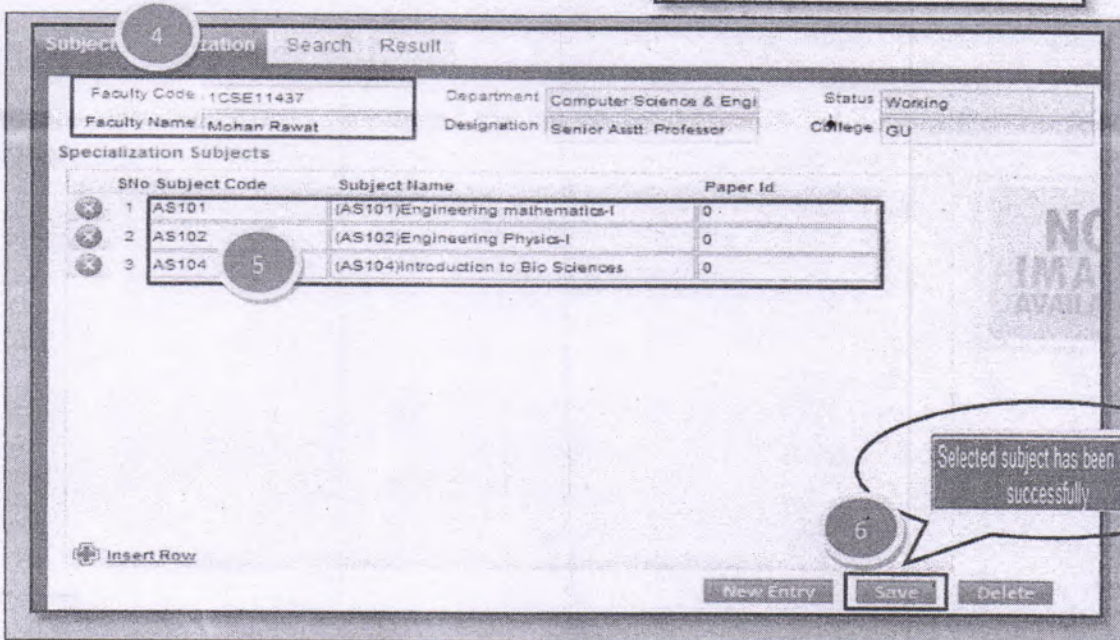
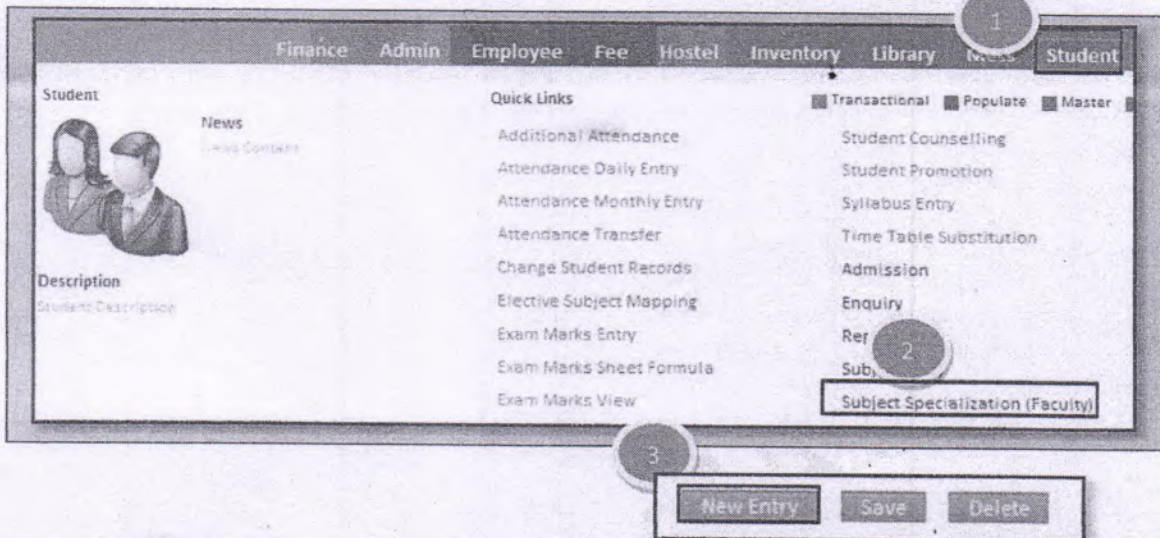
Purpose: To be the best it is important to deliver the best hence every institution hires faculties depending upon the specialization on courses being offered by it. It is on this form that the faculties are assigned groups as per their area of expertise.

Procedure:

How to assign or Map the particular subjects to a particular faculty?

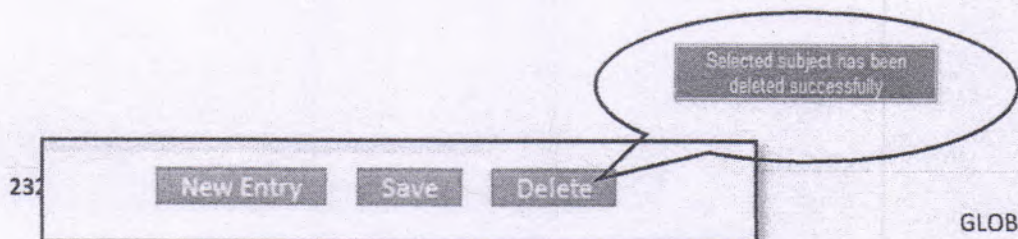
- 1.1) Go to the "STUDENT" module.

- 1.2) Select the **"SUBJECT SPECIALIZATION (FACULTY)"** form.
- 1.3) Click the **"New Entry"** button at the bottom of the page. Which will give a blank form with Mandatory Fields with Red outlines.
- 1.4) Select the faculty through Faculty Name or Faculty Code searching option.
- 1.5) Add the Subjects in the grid through Subject Name or Subject Code.
- 1.6) Click the **"Save"** button, which will save the particular subjects to that particular faculty.



### How to delete the Subject Specialization of any faculty?

- 1.1) Follow the above procedure up to step (1.4).
- 1.2) Now, Grid will show you the mapped or assigned on that faculty. Click the **"Delete"** Button to delete the record.



### 8.22) Test Schedule:

Purpose: : An institutions rapport in today's time is measured by the number of student it gets placed. At the time of placements the visiting companies conduct different types of tests which works like a filter. These tests can be oral, written, online etc. It is on this page that the details of such tests are maintained which can be used as a reference in future.

Procedure:

How to create the test schedule for the students?

1.1) Go to the "STUDENT" module.

- 1.2) Select the **“TEST SCHEDULE”** form.
- 1.3) Click the **“New Entry”** button at the bottom of the page. Which will give a blank form with Mandatory Fields with Red outlines.
- 1.4) Select the Company name, Registration from, visit from, etc. as per the requirement of the form.
- 1.5) Click the **“Save”** button and Test Schedule is created successfully.

The screenshot shows the 'Student' menu with 'Test Schedule' highlighted. Below it is the 'New Entry' button. The 'Test Schedule' form is shown with fields for Company Name (APOLLO INTERNATIONAL LTD.), Registration Date From (31-07-2013), Visit Date From (15-09-2013), and Job Location (Dahli). Below the form is a table of test records.

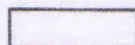
Test Name	Sequence	S.No.	Session Name	Course Name	Batch Name
<input checked="" type="checkbox"/> Written Test	0	26	2008-2010	B.Tech. (EEE)	Sem VIII
<input checked="" type="checkbox"/> Group Discussion	0	27	2008-2010	B.Tech. (ME)	Sem VIII
<input checked="" type="checkbox"/> Technical Round	0	28	2008-2010	B.Tech. (EC)	Sem V
<input checked="" type="checkbox"/> HR Round	0	29	2008-2010	B.Tech. (EC)	Sem VIII
<input checked="" type="checkbox"/> Aptitude Test	0	30	2008-2010	B.Tech. (CG)	Sem VIII
<input checked="" type="checkbox"/> Final	0	31	2008-2010	B.Tech. (IT)	Sem VIII
		32	2008-2010	MCA	Sem III
		33	2008-2010	MCA	Sem VI

Below the table is a 'Test Detail' section with fields for S.No., Date, Time, Venue, Contact Person, and Contact No. A message box says 'Interview Schedule Details inserted Successfully. !!!'.

### How to Delete Test Schedule?

- 1.1) Please follow above steps to search the desired data and Click on **“Delete”** Button.

The screenshot shows the 'Delete' button and a message box saying 'Record(s) Deleted Successfully'.



PROPRIETARY / CONFIDENTIAL

8.23) Admission No Formula:

Purpose: At the beginning of every academic year the students are allocated unique identification numbers which makes it easy to identify the type of student he/she is. These are known as admission numbers and it is on this page where we can design a formula for such unique admission numbers.

Procedure:

How to create Admission No Formula?

- 1.1) Go to the "STUDENT" module.

- 1.2) Select the “**ADMISSION NO FORMULA**” form.
- 1.3) Click the “New Entry” button at the bottom of the page.
- 1.4) Select the particular, number & character of field name.(particular here refers to either left or right side of the field and number indicates how many characters you want from that selected field name)
- 1.5) And Click “then” button to add the next criteria with selecting the particular, number & field name.
- 1.6) Click the “Create” Button, which will show your created formula in box like shown in figure. You can check the preview of admission number which will be generated by your created formula by clicking on “Preview” Button.
- 1.7) If you are satisfied with the preview just click on “Save” button and your admission formula is saved and applied on the current session from now.(it will shown in green color in the grid)

The screenshot illustrates the 'Admission No Formula' creation process. The top navigation bar includes Finance, Admin, Employee, Fee, Hostel, Inventory, Library, and Student. The 'Student' menu is open, showing 'Admission No Formula' selected. Below, the 'New Entry' button is highlighted. The 'Formula' dialog box is shown with fields for 'Particular', 'Number', and 'Field Name'. The 'Field Name' dropdown is set to 'Session Name'. The 'Then' button is highlighted. The 'Existing Admission Form' table shows a list of formulas. The 'Preview' button is highlighted, and the preview text is 'Left(Session Name,1)+Left(Course Code,2)+Right(College Short Name,3)+'. The 'Create' button is highlighted, and a message box says 'Formula has been saved successfully'.

### How to Edit the created the Admission No Formula?

Once Admission No Formula is created it can't be edited but you can use old Admission No Formula to create a new one.

Please follow these steps for that:

- 1.1) Follow the previous steps up to (1.2)
- 1.3) Select the existing admission formula from the grid through click on “Select button” of desired formula.
- 1.4) Edit or add the changes and then Click on Save Button New Admission No Formula will be

New Entry

Edit

**Admission Formula**

Particular	Number	Character(s) of	Field Name	Then
Left	1	Character(s) of	Session Name	Then
Left	2	Character(s) of	Course Code	Then
Right	3	Character(s) of	College Short Code	Then

**Existing Admission**

SNo.	Formula
1	Left(Session ShortName
2	Left(Session Course_Co
3	Left(Session Course_Co
4	Left(Session Course_Co
5	Left(Session Course_Co
6	Left(Session Course_Co
7	Left(Session Course_Co

Left(Session Name.1)+Left(Course Code.2)+Right(College Short Name.3)+

Preview   Create   **Save**   Cancel

Formula has been saved successfully

### 8.24) Attendance Setup:

**Purpose:** : Timely marking of attendance is one of the most concerned areas in the entire student lifecycle and any discrepancy arising out of it takes a lot of effort to be resolved. To counter such discrepancies the management defines certain rules at the beginning of the academic year or as and when required. Such rules are defined on this form.

**Procedure:**

How to create the test schedule for the students?

- 1.1) Go to the "STUDENT" module.
- 1.2) Select the "ATTENDANCE SETUP" form.
- 1.3) Select the rules which are required for the Daily attendance for the students.
- 1.4) Click the "Save" button.

SIMWEB > STUDENT MODULE > ATTENDANCE SETUP

**Student Attendance Setup**

Back logs attendance day's: 20

Deploy login security

Show students based on criteria in case of elective subjects

Select student subject according to specialization of faculty

Syllabus feeding is must in attendance

faculty wise back log

Only present employee can marks the student attendance

Default list based on: All

Show list of student according to group combination(For LU)

Elective subject according to faculty

No change in attendance after update

With group wise

With time table

Open Extra Classes

Total 588 record(s) found....!!!

S.No	Faculty Code	Name	Department	Designation	Days
1	08415445	Manoj Kumar	Electrical	Professor Emer	
2	08415446	Manoj Kumar	Electrical	Asst. Professor	
3	08415447	Manoj Kumar	Electrical	Asst. Professor	
4	08415448	Manoj Kumar	Electrical	Asst. Professor	
5	08415449	Manoj Kumar	Electrical	Asst. Professor	
6	08415450	Manoj Kumar	Electrical	Asst. Professor	
7	08415451	Manoj Kumar	Electrical	Asst. Professor	
8	08415452	Manoj Kumar	Electrical	Asst. Professor	

Student attendance setup has been successfully added

8.25) Class Room Building:

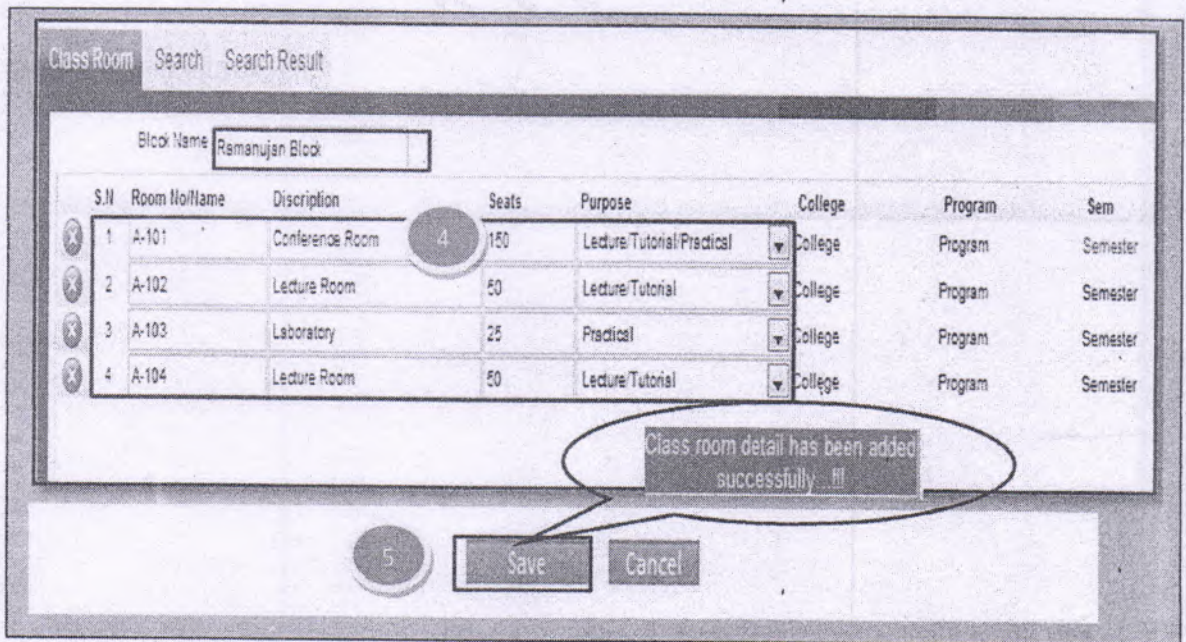
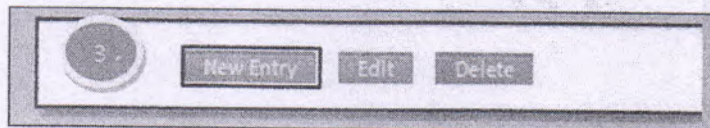
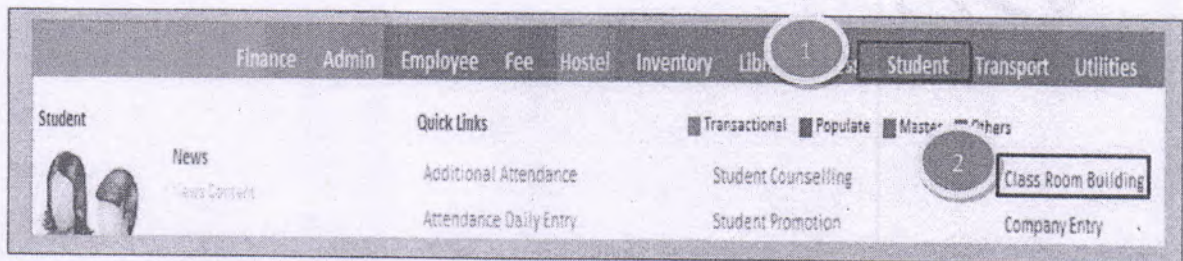
**Purpose:** To successfully conduct a lecture, tutorial or Practical it is a must that adequate space be allocated for the activity. This form is used to allocate the location of classes, rooms and the type of activity it will be used for.



**Procedure:**

How to create class room building?

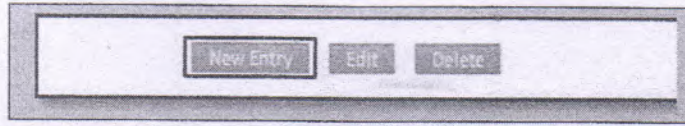
- 1.1) Go to the “**STUDENT**” module.
- 1.2) Select the “**CLASS ROOM BUILDING**” form.
- 1.3) Click the “**New Entry**” button at the bottom of the page. Which will give a blank form with Mandatory Fields with Red outlines.
- 1.4) Select the Block name, room type, description, etc as per the requirement of the form.
- 1.5) Click the “**Save**” button.



**How to edit or makes changes in the class room building?**

- 1.1) Click the “**Edit**” button.
- 1.2) Now you can make the changes in the Block name, room type, etc.

1.3) Click the “Save” button, which will save the changes made on that particular Information changed by you.



Class Room Search Search Result

Block Name Ramanujan Block

S.No	Room No/Name	Description	Seats	Purpose	College	Program	Sem
1	A-101	Conference Room	150	Lecture/Tutorial/Practical	College	Program	Semester
2	A-102	Lecture Room	50	Lecture/Tutorial	College	Program	Semester
3	A-103	Laboratory	25	Practical	College	Program	Semester
4	A-104	Lecture Room	50	Lecture/Tutorial	College	Program	Semester

Class room detail has been added successfully!!!

Save Cancel

### How to Delete Class Room Building?

1.1) Please follow above steps to search the desired data and Click on “Delete” button.

### 8.26) Company Entry:

**Purpose:** To maintain a strong and a healthy relationship with companies conducting placement drives in the campus it is necessary that contact details pertaining to the

organization be maintained and be updated periodically. It is on this form that such activity can be performed.

### Procedure:

How to enter company information?

- 1.1) Go to the "STUDENT" module.
- 1.2) Select the "COMPANY ENTRY" form.
- 1.3) Click the "New Entry" button at the bottom of the page. Which will give a blank form with Mandatory Fields with Red outlines.
- 1.4). Fill the required field for company entry, then click on "Save" button which will the save the data.

SIMWEB > STUDENT MODULE > COMPANY ENTRY

The screenshot shows the 'COMPANY ENTRY' form with the following details:

**Company Details**

Company Name: Angel Brick Construction Company

Address: XYZ, A- Block, Panchsheel Park, New Delhi

Land Line No: 011-222478

Email ID: info@angelbrick.com

Area Of Activities: Construction

City: New Delhi

District: New Delhi

**Contact Person(s)**

S.No.	Name	PhoneNo	Mobile	Designation	EmailID	OfficialMailID
1	Mr Sandeep Singh	011-2224788	99601688	PR Manager	sandeep@angelbrick.com	sandeep@angelbrick.com

Buttons: New Entry, Edit, Delete, Save, Cancel

Message: Inserted Successfully...!!!

### How to edit or makes changes in the company entry?

- 1.1) Follow above procedure up to step (1.4).
- 1.2) Now you can make the changes in the required fields like company name, address, etc.

1.3) Click the Save Button, which will save the changes made on that particular Information changed by you.



Company Detail Search Search Result

Company Details

Company Name: Angel Brck Construction Company

Address: XYZ, A- Block  
Panchsheel Park  
New Delhi

Land Line No: 011-222478

Email ID: info@angelbrck.com

Area Of Activities: Construction

City: New Delhi

District: New Delhi

Contact Person(s)

S.No	Name	Phoneno	Mobile	Designation	EmailID	OfficialMailID
1	Mr Sandeep Singh	011-2224788	999601555	PR Manager	sandeep@angelbrck.com	sandeep@angelbrck.com

Inserted Successfully...

Save Cancel

### How to Delete Company Entry?

1.1) Please follow above steps to search the desired data and Click on Delete Button.

Deleted successfully...

New Entry Edit Delete

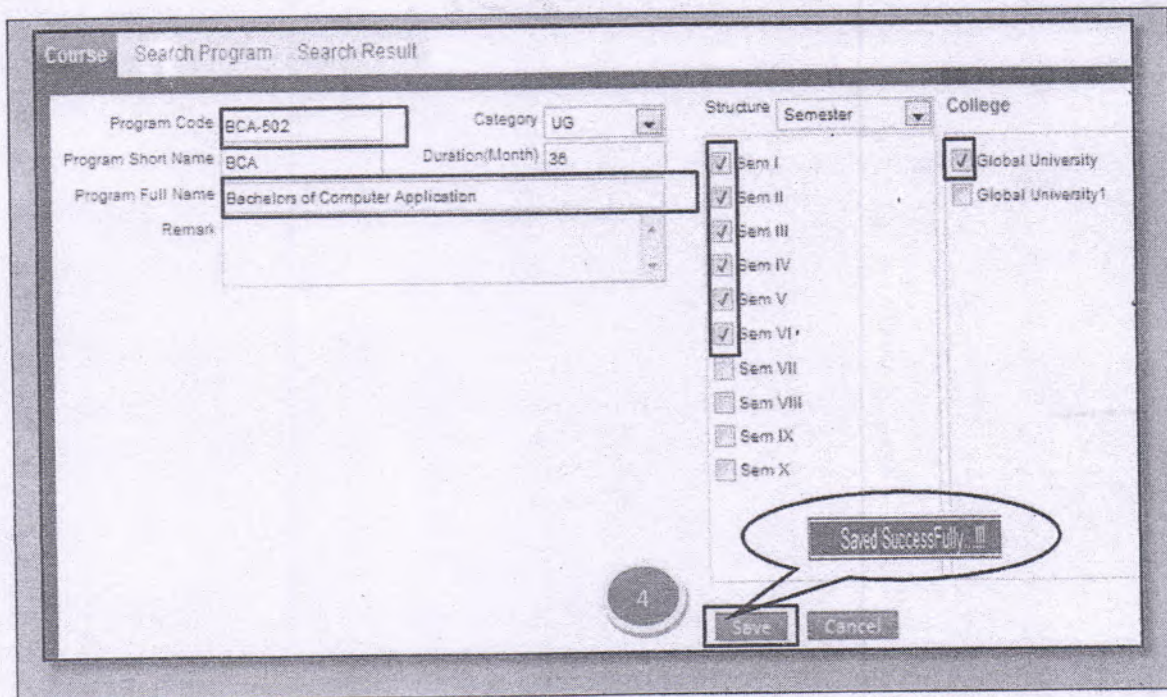
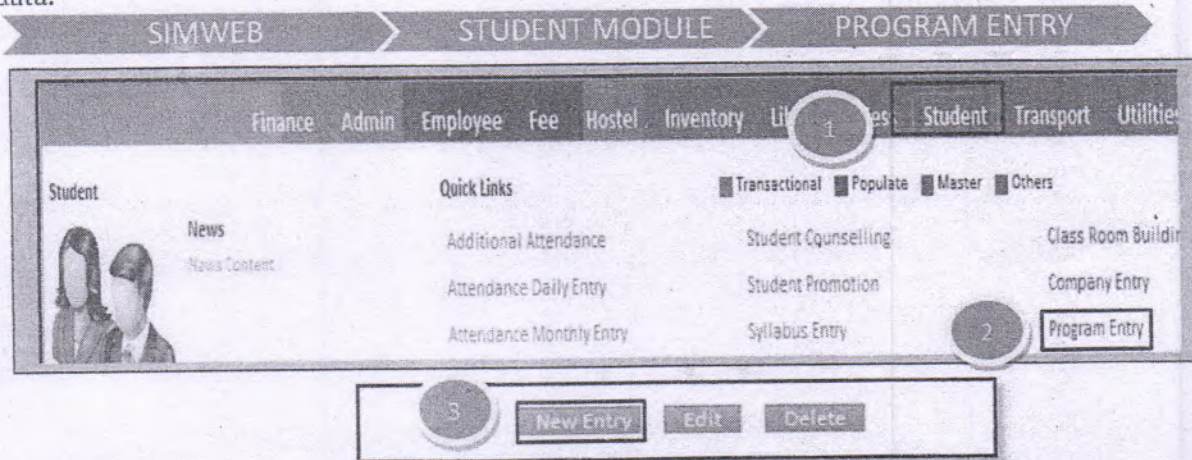
8.27) Program Entry:

**Purpose:** Whenever a new course is introduced in an institution, there are certain details that are mapped with it such as Prog code, Prog Short Name, category, etc. All such information's are entered in this form.

**Procedure:**

How to enter course information?

- 1.1) Go to the "STUDENT" module.
- 1.2) Select the "PROGRAM ENTRY" form.
- 1.3) Click the "New Entry" button at the bottom of the page. Which will give a blank form with Mandatory Fields with Red outlines.
- 1.4) Fill the required field for course entry, then click on "Save" button which will save the data.

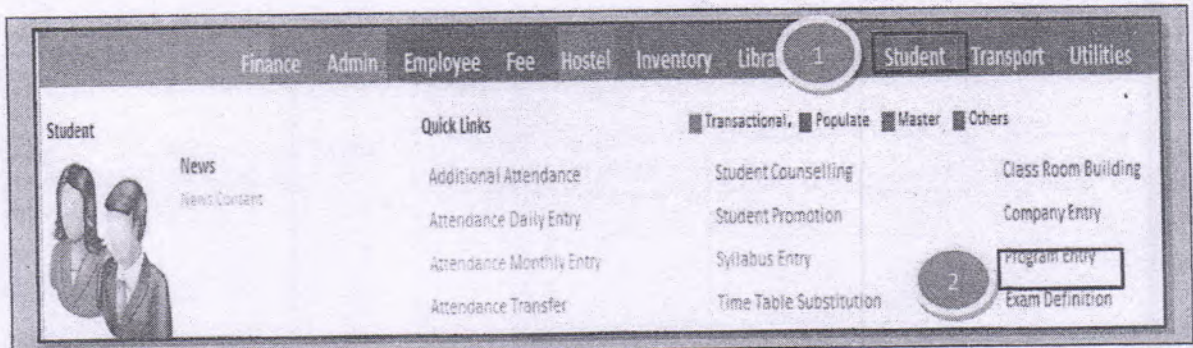


8.28) Exam Definition:

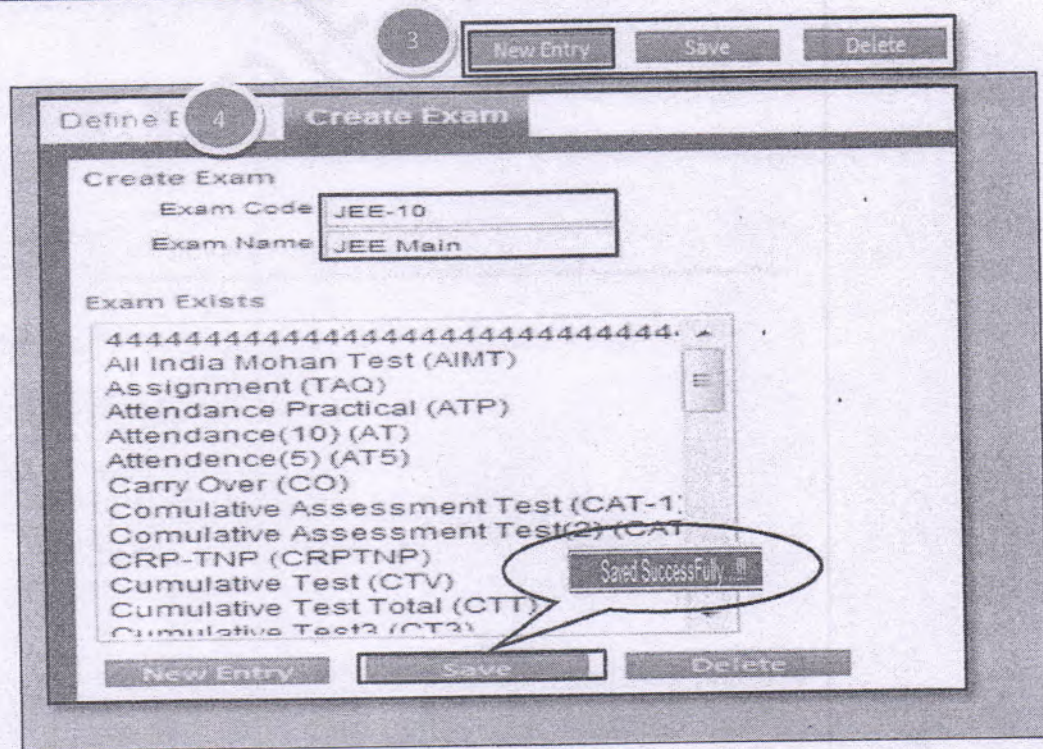
**Purpose:** In the previous form while defining the importance of exams we have understood the importance of this activity. We can create, define & map the Exam for particular subject in particular program in particular session in this form.

**Procedure:**

- 1.1) Go to the “STUDENT” module.
- 1.2) Select the “EXAM DEFINITION” form.
- 1.3) Exam Definition form consists of Define Exam and Create Exam.
- 1.4) In Create Exam, click the “New Entry” button. Fill the Exam Code and Exam name and click the “Save” button, new Exam has been created.
- 1.5) In Define Exam, click the “New Entry” button. List of Session will appear, select the session, College name, Program name, Semester and Subject then according to list appears. You can filter the list by Exam Code or by Exam Name and enter the requirements. Click the “Save” button.



**CREATE EXAM FORM:**



**DEFINE EXAM FORM:**

5

New Entry Save

Define Exam Create Exam

Exam Definition

Show Sem 2013-14 - GU - B Tech. (CS) - Sem I (AS10)

Filter With Exam Name AII India Mohan Test OR Exam Code AIIIT Clear

College	Session	Program	Semester	Subject	Exam	Max Marks	Min Marks
GU	2013-14	B Tech. (CS)	Sem I	(AS10) Engineering mathematics	AII India Moh	100	50

Insert Row

Updated successfully..!!

New Entry Save

**How to Delete Exam Definition?**

1.1) Please follow above steps to search the desired data and Click on "Delete" button.

Deleted successfully..

New Entry Save Delete

### 8.29) Group Combination:

**Purpose:** At the initiation of a academic year/semester student groups are combined for an easy and timely updation of attendance as per the LTP (Lecture/Tutorial/Practical) model. It is on this form that the combination is done.

**Procedure:**

How to enter course information?

- 1.1) Go to the “STUDENT” module.
- 1.2) Select the “GROUP COMBINATION” form.
- 1.3) Click the “New Entry” button at the bottom of the page. Which will give a blank form with Mandatory Fields with Red outlines.
- 1.4) Define the combined group and select the session, group name and L/T/P which has to be combined in the group
- 1.5) Click the “Save” button.

SIMWEB      STUDENT MODULE      GROUP COMBINATION

Navigation: Finance Admin Employee Fee Hostel Inventory Librar **1** Student Transport Utilities

Student      Quick Links      Transactional Populate Master Others

News      Additional Attendance      Student Counselling      Class Room Building

News Content      Attendance Daily Entry      Student Promotion      Company Entry

Attendance Monthly Entry      Syllabus Entry      Program Entry

Attendance Transfer      Time Table Substitution      Exam Definition

Change Student Records      Admission      **2** Group Combination

**3** New Entry Edit Delete

**4** Group Combined Search Search Result

Combined Group xyz      LTP in use

S.No	Session	Group	L	T	P	
<input type="checkbox"/>	1	2001-2002	Adm. Withdn	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	2	2002-2003	BATCH-EC-A2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	3	2003-2004	BATCH-AI-1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	4	2003-2004	BATCH-AI-2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	5	2003-2004	BATCH-ME-1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	6	2003-2004	M.C.A-BATCH-A2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	7	2004-2005	BATCH-EC-B2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	8	2005-2006	BATCH-EC-A1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	9	2005-2006	MCA-A2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	10	2005-2007	BATCH-AI-2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	11	2006-2007	BATCH-EC-B1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	12	2008-2010	Adm. Withdn	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	13	2008-2010	BATCH-CS-A1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	14	2008-2010	BATCH-CS-B2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	15	2008-2010	BATCH-EC-A2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	16	2008-2010	BATCH-EC-B1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	17	2008-2010	BATCH-EEE-2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**5** Save Cancel

Grouping detail has been successfully added.



### How to edit or makes changes in the group combination of the students?

- 1.1) Follow above procedure up to step (1.4).
- 1.2) Now you can make the changes in the session, group name and L/T/P which has to be combined in the group
- 1.3) Click the "Save" button, which will save the changes made on that particular Information changed by you.

Group Combined
Search
Search Result

Combined Group 
 LTP in use

<input type="checkbox"/>	S.No	Session	Group	<input type="checkbox"/> L	<input type="checkbox"/> T	<input type="checkbox"/> P
<input type="checkbox"/>	1	2003-2004	BATCH-AI-1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	2	2003-2004	BATCH-AI-2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	3	2001-2005	BATCH-EC-A1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Grouping detail has been successfully added.

### How to Delete Group Combination?

- 1.1) Please follow above steps to search the desired data and Click on "Delete" button.

Group deleted successfully..

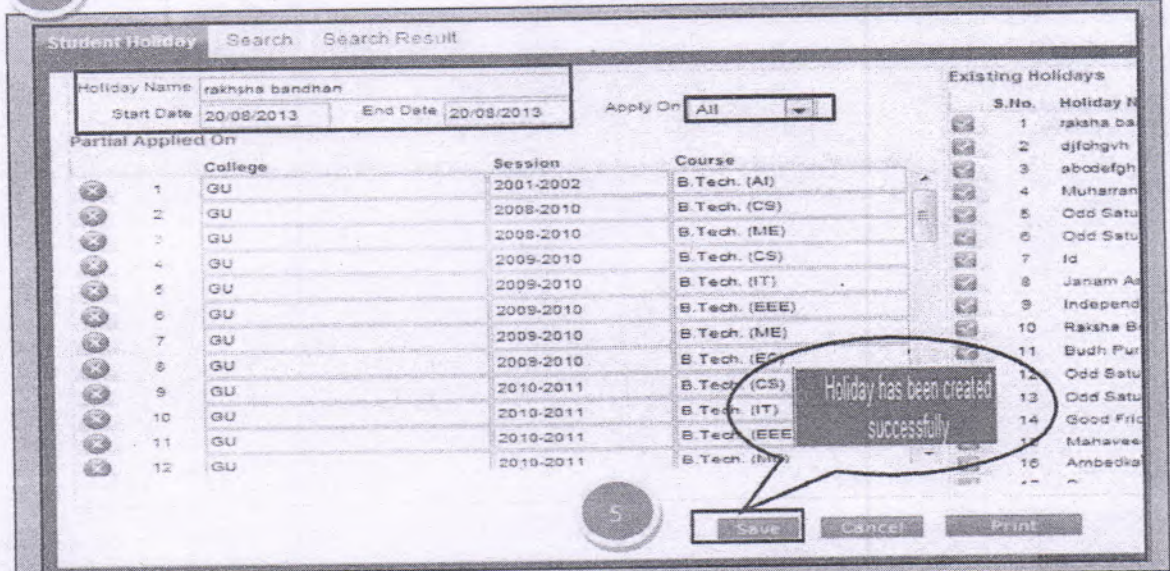
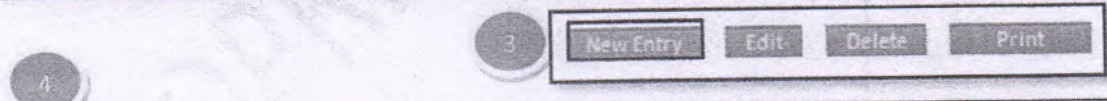
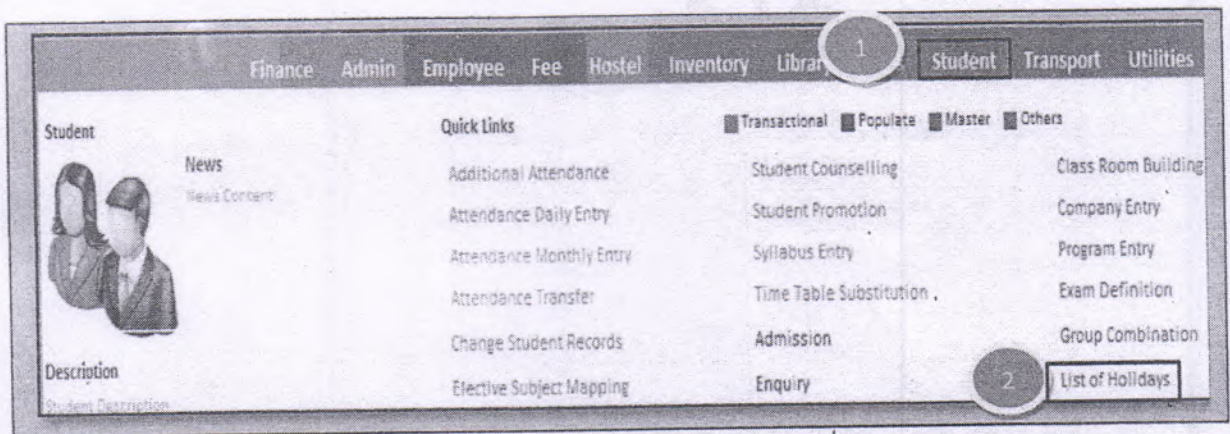
8.30) List Of Holidays:

Purpose: Holidays form an important aspect of every academic year. These holidays have to be carefully mapped with both students and faculties while keeping their sentiments in mind. This form is used to predefine list of holidays at the beginning of every session which helps in better resource management.

Procedure:

How to define list of holidays?

- 1.1) Go to the "STUDENT" module.
- 1.2) Select the "LIST OF HOLIDAYS" form.
- 1.3) Click the "New Entry" button at the bottom of the page. Which will give a blank form with Mandatory Fields with Red outlines.
- 1.4) Enter the Holiday name with start date and end date. Select on which the holiday has to be applied. List appears on which the holiday is to be applied.
- 1.5) Click the "Save" button.



**How to edit or makes changes in the list of holidays?**

- 1.1) Follow above procedure up to step (1.4).
- 1.2) Now you can make the changes in the required fields like Holiday name, start date, end date and apply on.
- 1.3) Click the "Save" button, which will save the changes made on that particular Information changed by you.



Student Holiday Search Search Result

Holiday Name: raksha bandhan  
 Start Date: 20-08-2013 End Date: 20-08-2013  
 Apply On: All

Partial Applied On			
	College	Session	Course
1	GU	2001-2002	B.Tech. (AI)
2	GU	2008-2010	B.Tech. (CS)
3	GU	2008-2010	B.Tech. (ME)
4	GU	2009-2010	B.Tech. (CS)
5	GU	2009-2010	B.Tech. (IT)
6	GU	2009-2010	B.Tech. (EEE)
7	GU	2009-2010	B.Tech. (ME)
8	GU	2009-2010	B.Tech. (EC)
9	GU	2010-2011	B.Tech. (CS)
10	GU	2010-2011	B.Tech. (IT)
11	GU	2010-2011	B.Tech. (EEE)
12	GU	2010-2011	B.Tech. (ME)

Existing Holidays	
S.No.	Holiday Name
1	raksha bandhan
2	djlongvin
3	abcdefgh
4	Muharran
5	Odd Satu
6	Odd Satu
7	Id
8	Janam As
9	Independ
10	Raksha B
11	Budh Pur
12	Odd Satu
13	Odd Satu
14	Good Frie
15	Mahavee
16	Ambedka

Holiday has been updated successfully

Save Cancel Print

**How to Delete a Holiday?**

- 1.1) Please follow above steps to search the desired data and Click on "Delete" button.

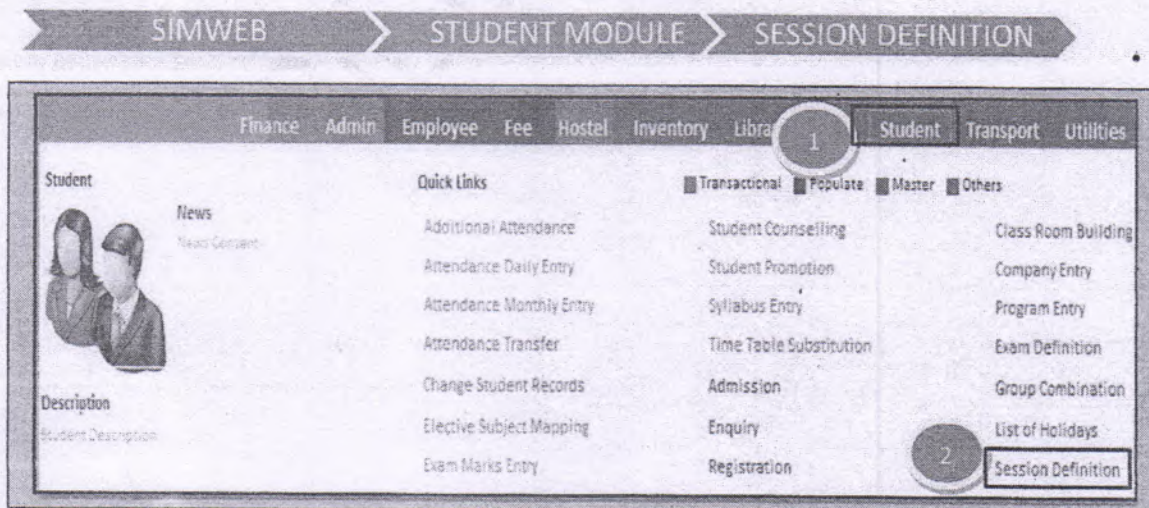
Holiday has been updated successfully

## 8.31) Session Definition:

**Purpose:** At the beginning of every session there are details like Session, Program Definition, Test Details or Admission Criteria and various other factors that have to be predefined. On this form there are multiple forms for such entries.

**Procedure:**

- 1.1) Go to the **"STUDENT"** module.
- 1.2) Select the **"SESSION DEFINITION"** form.
- 1.3) The Session Definition form consist of four forms- Session, Program Definition, Test Details/ Admin Criteria and Seat Transfer.
- 1.4) In Session form, click the "New Entry" button. Select the Session, Program, College, Affiliated By, etc as per the requirements and select the documents which are required to be submitted at the time of Admission. Click the "Save" button.
- 1.5) In Program Definition form, click the "New Entry" button. Select Session, Program and Semester and click the "Show" button. List will appear, select the Type, Name and code and click the "Save" button.
- 1.6) Test Detail and Admin Criteria are divided into two parts. In Test Detail, click the "New Entry" button. Select the Session and Program and click on "Show" button, list will appear you can select the options from it. Click the "Save" button. Whereas, in Adm Criteria, click the "New Entry" button. Select the Quota, Sub- Quota Admission Through and fill the Criteria. Click the "Save" button.
- 1.7) In Seat Transfer form, click the "New Entry" button. Select the Category To and fill the Transferred Seats. Click the "Save" button. By clicking the "Show" button, you can see the students whose seats have been transferred.



**SESSION FORM:**

3

New Entry Edit Delete

Session Program Definition Test Details/Adm Criteria Seat Transfer Search Search Result

Session: 2013-14	Program: B Tech. (CS)	Duration(Month): 48
College: GU	Affiliated By: MAHAMAYA TECHNICAL UNIVERSITY	
Total Seats: 120	Seats Left: 120	No of Working: 60
Start Date: 01/07/2013	End Date: 30/06/2017	Current Session: X

Documents To Be Submitted

- 0th Class Certificate (Photostat)
- 2th Certificate (Original)
- 2th Class Mark-Sheet(Photostat)
- 2th Provisional Certificate
- Affidavit of the Gap Period(if any)
- Affidavit On Stamp Paper
- All the DID produced at the time of Counselling
- Allotment Letter (Photocopy)
- ... Signing Affidavit
- ... Copy Of High School Marksheet
- ... Copy Of Intermediate Marksheet

Semester Running Status

S.No.	Semester	Start Date	End Date
1	Sem I	01/07/2013	31/12/2013
2	Sem II	01/01/2014	30/06/2014
3	Sem III	01/07/2014	31/12/2014
4	Sem IV	01/01/2015	30/06/2015
5	Sem V	01/07/2015	31/12/2015
6	Sem VI	01/01/2016	30/06/2016
7	Sem VII	01/07/2016	31/12/2016
8	Sem VIII	01/01/2017	30/06/2017

Category Details

Category Name	Percentage	Value	Left	Transferred	Qualifying
Counselling	60	72	72	0	<input checked="" type="checkbox"/>
Direct	40	48	0	0	<input checked="" type="checkbox"/>

Save Cancel Create Next Session Map To Program

Saved Successfully

**PROGRAM DEFINITION:**

4

New Entry Save Delete

Session Program Definition Test Details/Adm Criteria Seat Transfer Search Search Result

Program Definition

Session: 2013-14 Program: B Tech. (CS) Sem: Sem I Show

S.No.	Session	Program	Semester	Type	Name	Sub Code
1	2013-14	B.Tech. (CS)	Sem I	Activity(Elective)	Cultural Activity	
2	2013-14	B.Tech. (CS)	Sem I	Subject(Compulsory)	(AS101)Engineering mathematics-I	AS101
3	2013-14	B.Tech. (CS)	Sem I	Subject(Compulsory)	(AS102)Engineering Physics-I	AS102
4	2013-14	B.Tech. (CS)	Sem I	Subject(Compulsory)	(AS103)Engineering Chemistry	AS103
5	2013-14	B.Tech. (CS)	Sem I	Subject(Compulsory)	(AS104)Introduction to Bio Sciences	AS104
6	2013-14	B.Tech. (CS)	Sem I	Subject(Compulsory)	(AS105)Professional Communication	AS105
7	2013-14	B.Tech. (CS)	Sem I	Subject(Elective)	Professional Development Program	PDF101

Insert Row

New Entry Save Delete

Saved Successfully

25



**TEST DETAILS/ ADM CRITERIA FORM:**

5

New Entry Save Delete

Session Program Definition Test Details/Adm Criteria Seat Transfer Search Search Result

Test Details

Session 2019-20 Program Automobile Show

Admission Criteria

Quota	SubQuota	Admission Through	Criteria
Agarwal (General)	armed force	Counselling	50

Insert Row

New Entry Save Delete

AIEEE UPSEE Inserted

Inserted Successfully

New Entry Save Delete

**SEAT TRANSFER FORM:**

6

New Entry Save Delete

Session Program Definition Test Details/Adm Criteria Seat Transfer Search Search Result

Seat Transfer Details

Category From	Seats Left	Category To	Transferred Seat	Show
Counselling	50	Direct	10	<input type="checkbox"/>
Direct	50	Counselling	5	<input type="checkbox"/>

Transferred Successfully !!

New Entry Save Delete

2



8.32) Session Entry:

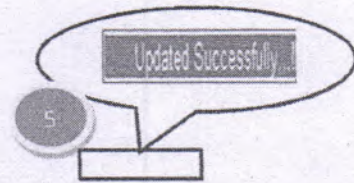
**Purpose:** At the beginning of every academic year it has to be first created and it has to be marked as current session or else rest of the process cannot be completed. It is on this form that the session is created and selected as a current session.

**Procedure:**

How to create a new session?

- 1.1) Go to the **"STUDENT"** module.
- 1.2) Select the **"SESSION ENTRY"** form.
- 1.3) Click the **"New Entry"** button.
- 1.4) Input the Details of Session like 2012-2013 in session text box and check the current session check box if you want to make this new created session as current session.
- 1.5) Click the **"Save"** button to save your entry.

SIMWEB > STUDENT MODULE > SESSION ENTRY FORM



### How to edit or delete a Session?

- 1.1) Select the Student Module from the Menu Bar.
- 1.2) Select the Session Entry Form.
- 1.3) Select the desired session from the grid in which you want to make changes or delete.
- 1.4) Edit the data and Click on "Save" button.
- 1.5) If you want to delete the session just select the session and click on "delete" button.

**Session**

Session:

Current Session:

**Already Exists Session**

2000-2007
2007-2008
2008-009
2009-2010
2010-2011
2011-2012
2012-2013
2013-14
2013-2014
2014
2014-2015
2015
2016
2017-2018
2019-20
2020-2021
2021-2022(CurrentSession)

Updated Successfully...

Record Deleted...



## 8.33) Time Slot Setup:

**Purpose:** In every semester there are multiple classes that are held on regular basis for every course and every class has a specified time slot. This form is therefore used To define the time slot of a period and also define the difference between two periods.

**Procedure:**


How to create a new time slot?

- 1.1) Go to the "STUDENT" module.
- 1.2) Select the "TIME SLOT SETUP" form..
- 1.3) Click the "New Entry" button to setup a new time slot.
- 1.4) Select the add new head from the time slot head drop down list.
- 1.5) Fill the new head name tab.
- 1.6) Enter the time period and number of desired periods.
- 1.7) Click on "Save" after entering the necessary details.

**SIMWEB**      **STUDENT MODULE**      **TIME SLOT SETUP FORM**

Finance   Admin   Employee   Fee   Hostel   Inventory   Libran   **1**   Student   Transport   Utilities

**Student**



**News**  
New Content

**Description**  
Student Description

**Quick Links**

- Additional Attendance
- Attendance Daily Entry
- Attendance Monthly Entry
- Attendance Transfer
- Change Student Records
- Elective Subject Mapping
- Exam Marks Entry
- Exam Marks Sheet Formula
- Exam Marks View

Transactional   Populate   Master   Others

- Student Counselling
- Student Promotion
- Syllabus Entry
- Time Table Substitution
- Admission
- Enquiry
- Registration
- Subject Entry
- Subject Specialization (Facu

- Class Room Building
- Company Entry
- Program Entry
- Exam Definition
- Group Combination
- List of Holidays
- Session Definition
- Session Entry
- 2**   Time Slot Setup

**3**   **4**   **New Entry**   **Edit**   **Delete**

**Time Slot Setup**

Time Slot Head   **B.Tech**  

New Head Name  

Period	From	To	Type
P1	08:00 AM	09:00 AM	Morning
P2	09:01 AM	10:00 AM	Morning
P3	10:00 AM	11:00 AM	Morning
P4	11:01 AM	12:00 PM	Afternoon
P5	12:01 PM	13:00 PM	Afternoon

Record Saved Successfully

5

Save Cancel

### How to update an already build time slot?

- 1.1) Select the student module from the Menu Bar.
- 1.2) Select the time slot setup in Student module.
- 1.3) Select the required time slot from the Time Slot Head drop down list.
- 1.4) Make the necessary changes in the time periods and click on "Save".

New Entry Edit Delete

**Time Slot Setup**

Time Slot Head: B.Tech

New Head Name: ec

Period	From	To	Type
F1	08:00 AM	09:00 AM	Morning
F2	09:01 AM	10:00 AM	Morning
F3	10:00 AM	11:00 AM	Morning
F4	11:01 AM	12:00 PM	Afternoon
F5	12:01 PM	13:00 PM	Afternoon
F6	13:01 PM	14:00 PM	Afternoon
F7	15:00 PM	16:00 PM	Evening
F8	16:01 PM	17:00 PM	Evening

Insert Row

Record Updated Successfully

Save Cancel

### How to Delete the Time Table Slot?

- 1.1) Please follow above steps to search the desired data and Click on "Delete" button.

Record Deleted Successfully !!!

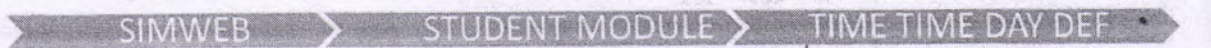
New Entry Edit Delete

8.34) Time Table Day Definition:

**Purpose:** On this page we can go ahead and define the number of lectures that will be conducted weekday wise.

**Procedure:**

- 1.1) Go to the "STUDENT" module.
- 1.2) Select the "TIME TABLE DAY DEFINITION" form.
- 1.3) Define the number of periods to be taken according to Day Name.
- 1.4) Click the "Save" button.



Navigation: Finance Admin Employee Fee Hostel Inventory Libra 1 Student Transport Utilities

Student News News Consent

Quick Links

- Additional Attendance
- Attendance Daily Entry
- Attendance Monthly Entry
- Attendance Transfer
- Change Student Records
- Elective Subject Mapping
- Exam Marks Entry
- Exam Marks Sheet Formula
- Exam Marks View
- Gate Attendance
- Student Counselling
- Student Promotion
- Syllabus Entry
- Time Table Substitution
- Admission
- Enquiry
- Registration
- Subject Entry
- Subject Specialization (Faculty)
- Test Schedule
- Class Room Building
- Company Entry
- Program Entry
- Exam Definition
- Group Combination
- List of Holidays
- Session Definition
- Session Entry
- Time Slot Setup
- Time Table Day Def 2

Transactionals Populate Master Others

Time Table 3

S.No	Day Name	Period
1	Monday	8
2	Tuesday	8
3	Wednesday	8
4	Thursday	8
5	Friday	8
6	Saturday	8

Save

Days have been updated successfully

WAYS

## 8.35) Exam Preparation:

**Purpose:** On this page we can assign the type of exams that will be conducted and can arrange for the rooms, date of exam and assign the invigilators for the exam.


**Procedure:**

- 1.1) Go to the "STUDENT" module.
- 1.2) Select the "EXAM PREPARATION" form.
- 1.3) The Exam Preparation consists of four forms- Date Sheet, Seating Arrangements, Exam Duty and Print Admit Card.
- 1.4) In Date Sheet form, click the "New Entry" button. Select the college, session, program and semester then click the "Show" button. List will appear on the page, fill the Exam Date and Exam Time then click the "Save" button.
- 1.5) In Seating Arrangement form, click the "New Entry" button. Select the College, Session, Program and Semester and click the "Make Arrangement" button. Now, fill the number of seats according to the requirement of the college. Click the "Save" button.
- 1.6) In Exam Duty form, click the "New Entry" button. Select the Exam Date and click the "Show" button. List will appear on the page, select the invigilator accordingly and click the "Save" button.
- 1.7) In Print Admit Card form, select the College, Session, Program and Semester and click the "Show" button. List of students will appear, select the students and click the "Print admit Card" button.

SIMWEB > STUDENT MODULE > TIME TIME DAY DEF

Finance	Admin	Employee	Fee	Hostel	Inventory	Library	1	Student	Transport	Utilities
---------	-------	----------	-----	--------	-----------	---------	---	---------	-----------	-----------

<p><b>Student</b></p>  <p><b>News</b> News Content</p> <p><b>Description</b> Student Description</p>	<p><b>Quick Links</b></p> <ul style="list-style-type: none"> <li>Additional Attendance</li> <li>Attendance Daily Entry</li> <li>Attendance Monthly Entry</li> <li>Attendance Transfer</li> <li>Change Student Records</li> <li>Elective Subject Mapping</li> <li>Exam Marks Entry</li> <li>Exam Marks Sheet Formula</li> <li>Exam Marks View</li> <li>Gate Attendance</li> </ul>	<p style="text-align: center;"> <input type="checkbox"/> Transactional             <input type="checkbox"/> Populate             <input type="checkbox"/> Master             <input type="checkbox"/> Others         </p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Student Counselling</td> <td style="width: 33%;">Class Room Building</td> </tr> <tr> <td>Student Promotion</td> <td>Company Entry</td> </tr> <tr> <td>Syllabus Entry</td> <td>Program Entry</td> </tr> <tr> <td>Time Table Substitution</td> <td>Exam Definition</td> </tr> <tr> <td>Admission</td> <td>Group Combination</td> </tr> <tr> <td>Enquiry</td> <td>List of Holidays</td> </tr> <tr> <td>Registration</td> <td>Session Definition</td> </tr> <tr> <td>Subject Entry</td> <td>Session Entry</td> </tr> <tr> <td>Subject Specialization (Faculty)</td> <td>Time Slot Setup</td> </tr> <tr> <td>Test Schedule</td> <td>Time Table Day Def</td> </tr> </table>	Student Counselling	Class Room Building	Student Promotion	Company Entry	Syllabus Entry	Program Entry	Time Table Substitution	Exam Definition	Admission	Group Combination	Enquiry	List of Holidays	Registration	Session Definition	Subject Entry	Session Entry	Subject Specialization (Faculty)	Time Slot Setup	Test Schedule	Time Table Day Def
Student Counselling	Class Room Building																					
Student Promotion	Company Entry																					
Syllabus Entry	Program Entry																					
Time Table Substitution	Exam Definition																					
Admission	Group Combination																					
Enquiry	List of Holidays																					
Registration	Session Definition																					
Subject Entry	Session Entry																					
Subject Specialization (Faculty)	Time Slot Setup																					
Test Schedule	Time Table Day Def																					

2

3

Datesheet Seating Arrangement Exam Duty Print Admit Card

**DATESHEET FORM:**

New Entry Save Delete

4

Datesheet Seating Arrangement Exam Duty Print Admit Card

College: GU Session: 2013-14 Program: B.Tech. (CS) Semester: Sem I Show

S No	Subject Code	Subject Name	Exam Date	Exam Time
1	HU101	Professional Communication (HU101)	09.07.2013	09:00
2	PH101	Physics(PH101)	12.07.2013	09:00
3	CY101	Chemistry(CY101)	15.07.2013	09:00
4	MA101	Mathematics-I(MA101)		
5	EE101	Electrical Engg (EE101)		
6	ME101	Mechanical Engg (ME101)		
7	CS101	Computer And Languages(CS101)		
8	WS101	Workshop Practice(WS101)		
9	EC101	Basic Electronics(EC101)		
10	ME102	Engg. Mechanics(ME102)		
11	PH101	Physics(PH101)		
12	CY101	Chemistry(CY101)		
13	EE101	Electrical Engg (EE101)		

Record Saved Successfully !!!

New Entry Save Delete

**SEATING ARRANGEMENT FORM:**

New Entry Save Delete

5

Datesheet		Seating Arrangement		Exam Duty		Print Admit Card	
S.No	Hall No.	Hall Type	No of Seats	Make Arrangement For			
1	abcd	Lecture	10	College	GU		
2	Romm 13	Lecture/Tutorial/Practical	15	Session	2013-14		
3	A	Lecture/Tutorial/Practical	10	Program	B.Tech. (CS)		
4	a	Lecture	5	Semester	Sem I		
5	Romm 12	Lecture/Practical	10	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">Make Arrangement</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">Student Arrangement Process Successfully Completed !!!</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">Record Saved Successfully !!!</div>			
6	121	Tutorial	15				
7	Aryabhatta	Practical	12				
8	ghgh	Lecture	6				
9	A-101	Lecture/Tutorial/Practical	9				
10	A-104	Lecture/Tutorial	20				
11	ghhjgj	Lecture	5				
12	bfxfog	Practical	5				
13	A-102	Lecture/Tutorial	12				
14	A-103	Practical	10				

New Entry Save Delete

**EXAM DUTY FORM-**

5

Datesheet Seating Arrangement **Exam Duty** Print Admit Card

Exam Date:

S.No	Hall No.	Hall Type	Invigilator 1	Invigilator 2
1	vivekananda block abod	Lecture	Ajay Kumar Goel	Birendra Kumar Singh
2	New block for ABES Romm 13	Lecture/Tutorial/Practical	Ghan Shyam Das	Mamta
3	test block 1 A	Lecture/Tutorial/Practical	Devendra Singh	N.P.S. Bhandari
4	ttt a	Lecture		
5	New block for ABES Romm 12	Lecture/Practical		
6	Vishwakarma Block 121	Tutorial		
7	Raman Block Aryabhata	Practical		
8	Aryabhata Block gjhgh	Lecture		
9	Ramanujan Block A-101	Lecture/Tutorial/Practical		
10	Ramanujan Block A-104	Lecture/Tutorial		
11	Bheeba Block ghjhgj	Lecture		
12	Bheeba Block bfgxfg	Practical		
13	Ramanujan Block A-102	Lecture/Tutorial		
14	Ramanujan Block A-103	Practical		

Record Saved Successfully...!!!

**PRINT ADMIT CARD FORM-**

Datesheet Seating Arrangement Exam Duty **Print Admit Card**

7 records out of 7

Admission No	Roll No	Enroll No	Student Name
✓ 2013ABE503009			Sonu Dubey
✓ 2013ABE503008			bhawna
✓ 2013ABE503005			shikha



8.36) Marks sheet Verification:

Purpose: