ERP DOCUMENTS

ADMISSION & EXAMINATION

Mr. Mahendrakumar Yadav

I/C PRINCIPAL
M.K.E.S. COLLEGE OF LAW
Malad (West), Mumbai - 400 064

V. R. Dube
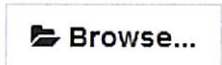I/C PRINCIPAL
M.K.E.S. COLLEGE OF LAW
Malad (West), Mumbai - 400 064

V. R. Dube
I/C PRINCIPAL
M.K.E.S. COLLEGE OF LAW
Malad (West), Mumbai - 400 064

Common Functionalities used in the application:

- Click <**Edit or Modify/** 🖉> to modify the record

- Click <**Delete /** ✕ > to delete the record

- Click < 💾 **Submit** > or <**Save**> to save the record.

- Click < 🗁 **Browse...** > for attachment

- Click < ⊘ **Cancel** > to clear the fields and start over fresh.

- Click on < ⊘ **Close** > to close the screen

- Click <**Add New**> or < **Add New Record** > to add new record

- <***>** shows fields are marked as mandatory.

- <**+**> shows auto showbox. To select the data from auto showbox, press space bar.

- Enter the relevant characters in <**Search**> field shown on right top of the screen to search the specific record.

- Click on <⊫> to sort out the records. It sorts out record alphabetically or in ascending/descending order.

- Click on < ⊕ > to expand the record and to view the details. Click on< ⊖ > to hide the details.

- Facility to move to <**Previous**> or <**Next**> page is given on right bottom of the screen.

- Click on <**Back**> button to go back to previous window.

- To select the date, click on Date field. On click, it opens the calendar from which date is to be selected.

- Active ☑ Check if Active - Check or uncheck the checkbox to make the master data activated or deactivated

The terms that frequently used in the User Manual:

- **Field Set**

Field Set/Panel

- **Table**

Table

- **Drop-Down List**

Drop-Down List

EXAMINATION MANAGEMENT SYSTEM

Examination Management module is used for overall examination related work of the college. Basic use of this module is to maintain the complete data of examination of each sessions conducted by college under the defined Rules. It contains Pre and Post Examination Work such as Exam Creation, Exam Marks Patterns, Exam Time Table, Exam Registration, and Exam Roll No. Allocation, Marks Entry by Faculty/Staff, Result Processing and printing grade cards etc. Detail information about this module is given in this User manual.

■ LOGIN

After entering specified URL in the Browser, User login form appears on the screen as shown below.
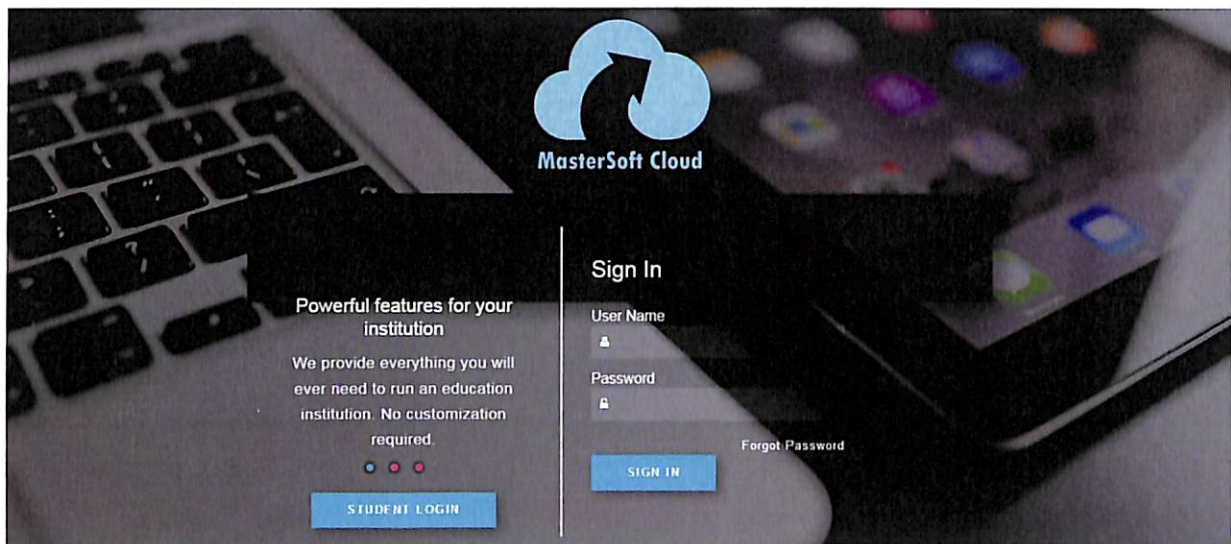
Figure - Login Form
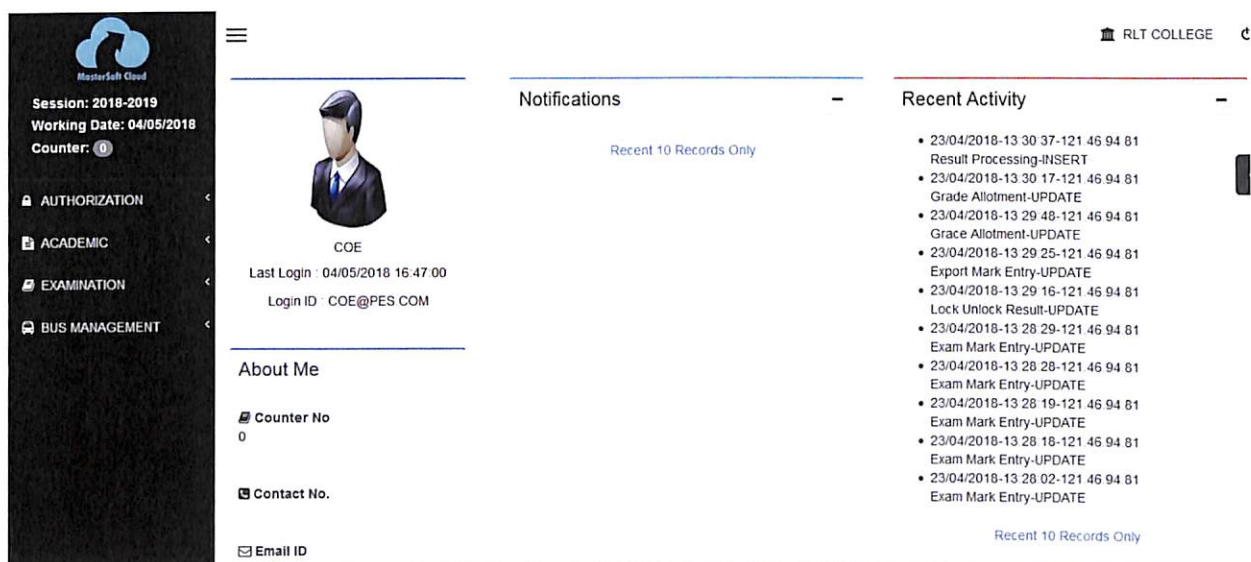
■ MAIN MENU

Figure – Main Menu On Left Side

On click of link <u>Examination</u> (menu shown on left side), it opens the screen as shown below.
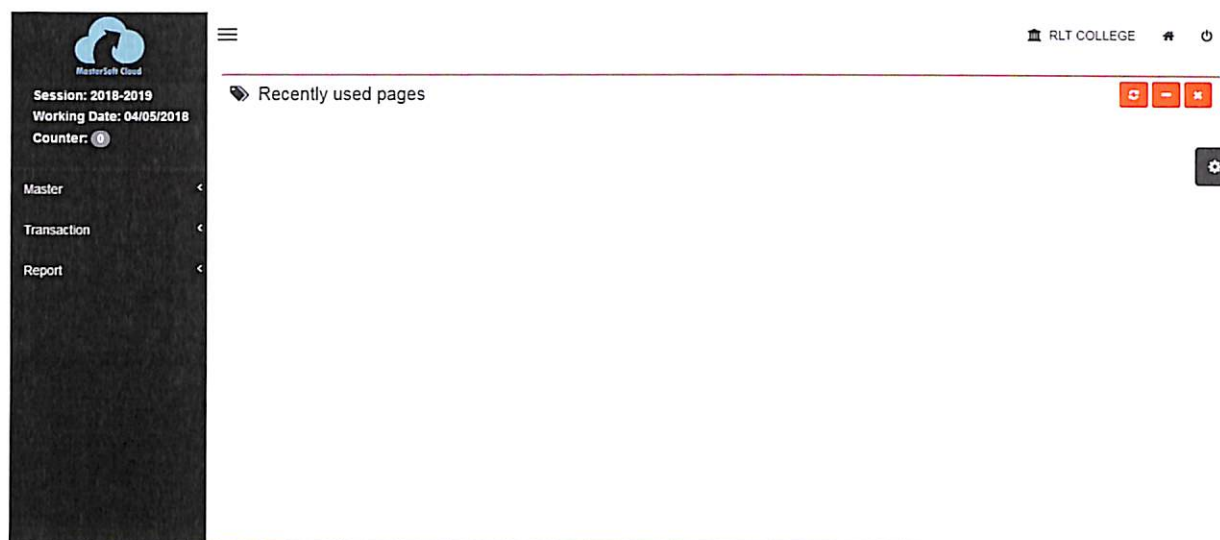
Figure – On click of Link 'Examination'

1. MASTERS
2. TRANSACTIONS
3. REPORT

Master, deals with various masters such as Exam Session, Exam Creation, Exam Time Table, Exam Grades, Room Master etc. Highest care should be taken while defining these masters. Complete success depends on proper data entry here.

Transaction deals with Bulk Exam Registration and its locking/unlocking, Exam Registration for backlogs, Roll No Allocation, Mark Entry & it's locking/unlocking, and Result Processing etc.

Reports deals with student related reports which includes Registration Form, Student Registration Reports, Subject wise Student Registration Reports, Grade Card School Report, Subject wise Mark Entry Report, Result Reports and Statistical Report etc.

V. R. Dube
I/C PRINCIPAL
M.K.E.S. COLLEGE OF LAW
Malad (West), Mumbai - 400 064

MASTER

Masters menu is used to define the entries, which will be used repetitively in the modules wherever necessary. This minimizes the work of the User & maintains accuracy in the package.

■ EXAM SESSION

This form is used to define exam session.
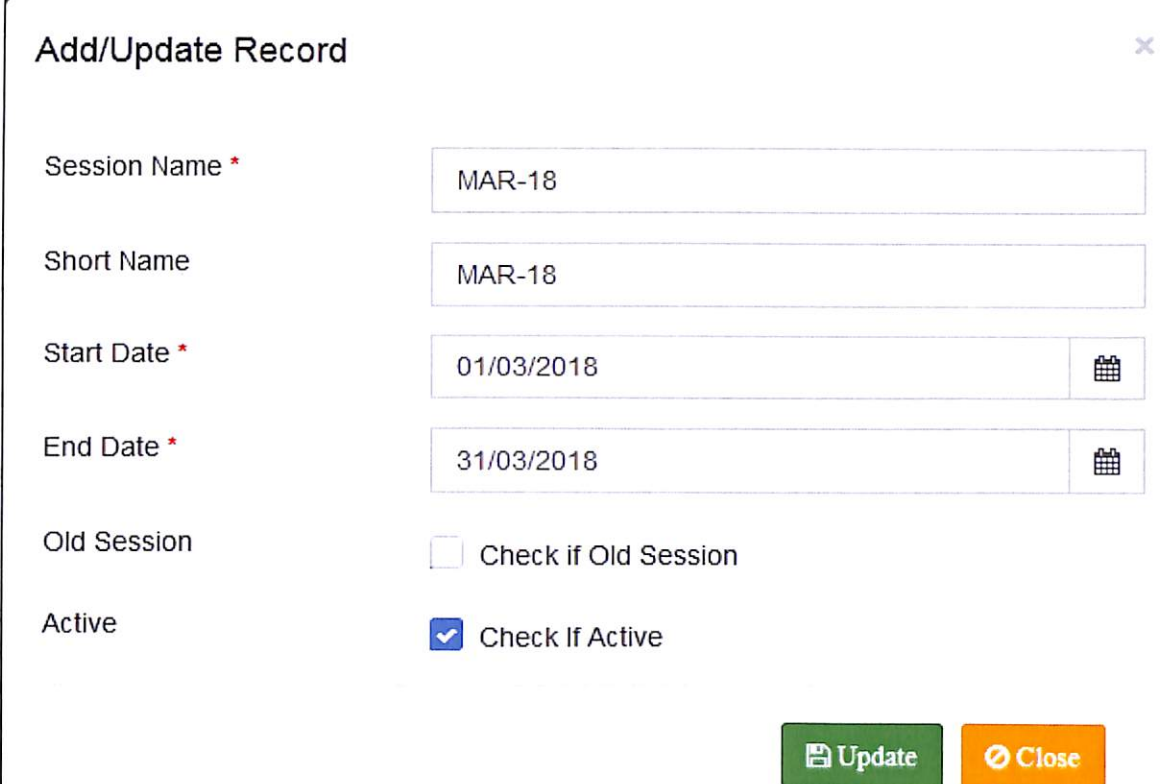
Link: Examination -> Master -> Common Master -> Exam Session

On click of link, it opens the screen, showing already created exam sessions.

Click on < **Add New Record** > to define exam session.

Enter the Session Name, Short Name. Select the session start date and end date.

Old Session - Check the checkbox to set the session as old session if the transactions are to be done in old session

---

Add/Update Record   ✕

Session Name *	MAR-18

Short Name	MAR-18

Start Date *	01/03/2018 📅

End Date *	31/03/2018 📅

Old Session	☐ Check if Old Session

Active	☑ Check If Active

💾 Update   **⊘ Close**

Figure – Exam Session

On submit, it adds the session on opening screen (which opens on click of link)

■ EXAM DIVISIONS

This form is used to define exam divisions. On right side of the screen, it shows already created exam divisions.

Link: Examination -> Master -> Common Master -> Exam Division

- ▪ Session - Select the session from drop-down list. On selection of session, it shows already created exam divisions for the selected session.
- ▪ Enter division name, Description. Enter starting and End range for exam division.

Exam Divisions

				Show 10 ▾ entries		Search:	

Session *   MAR-18

Division Name*   O

Description   O

Start Range *   7.00

End Range *   7.99

Active   ☑ Check If Active

🖫Update   📋Copy   📄Report

⊘Cancel

EDIT ↕	DIVISION ↕	START RANGE ↕	END RANGE ↕
☑	O	7.00	7.99
☑	A	6.00	6.99
☑	B	5.00	5.99
☑	C	4.00	4.99
☑	F	0.00	3.99

Showing 1 to 5 of 5 entries   Previous 1 Next

Figure – Exam Division

Click on < 📋 Copy > if the defined divisions of selected sessions are same for other session and so to be copied for the other session. Select 'Session' from drop-down. Click of < 📋 Copy >, it appears a screen as shown below.

Copy Table   ✕

New Session *   Select New Session   ▾

🖫 Submit   ⊘ Close

Figure – Selecting New Session

Select the desired new session from drop-down list and click on < 🖫 Submit >, the already defined divisions will be copied to new session.

■ EXAM GRADES

This form is used to define exam grades.

Link: Examination -> Master -> Common Master -> Exam Grades

On click of link, it opens the screen , showing following fields.

- ▪ Select the session from drop-down list. On selection of session, it shows already created exam grades for the selected session.
- ▪ Enter Grade Name, Grade Points.
- ▪ Enter minimum and maximum percentage for exam grade

V. R. Dube
I/C PRINCIPAL
M.K.E.S. COLLEGE OF LAW
Malad (West), Mumbai - 400 064

Exam Grade

Session*	MAR-18		Min. Percent*	70.00	
Grade Name*	O		Max. Percent*	100.00	
Grade Point*	7.00		Active	☑ Check If Active	

[🖫 Update] [🗐 Copy] [🖨 Report] [⊘ Cancel]

Show 10 ▾ entries   Search:

EDIT ⭥	GRADE NAME ↕	GRADE POINT ↕	MIN. PERCENT ↕	MAX. PERCENT ↕
☑	O	7.00	70.00	100.00
☑	A	6.00	60.00	69.99
☑	B	5.00	55.00	59.99
☑	C	4.00	50.00	54.99
☑	D	3.00	45.00	49.99
☑	E	2.00	40.00	44.99
☑	F	0.00	0.00	39.99

Figure – Exam Grades

Click on < 🗐 Copy > if the defined grades of selected sessions are same for other session and so to be copied for the other session. Select 'Session' from drop-down. Click of < 🗐 Copy >, it appears a screen as shown below.

Copy Table   ✕

New Session *   Select New Session   ▾

[🖫 Submit] [⊘ Close]

Figure – Selecting New Session

Select the desired new session from drop-down list and click on < 🖫 Submit >, the already defined grades will be copied to new session.

■ SUBJECT TYPE

This form is used to define the subject type. E.g. Electronic-Theory, Science-Theory, Science Practical, Science-Both (If the subject is of both type, Theoretical and Practical). It will be using while defining the subject (Link: Academic -> Pre Admission -> Subject -> Subject Definition)

E.g. Chemistry is science subject and if applicable only as 'Theoretical' subject, then Subject type can be selected as Science-Theory.

Link: Academic -> Pre Admission -> Subject -> Subject Type

On click of link, it opens the Subject Type form, showing already defined subject types.

Click on < **Add New Record** > to create new record I.e. subject type. It opens the screen showing following fields:

- Subject Type – Enter subject type such as theory, practical etc.
- School - It is applicable for school and not for college.
- MCQ - MCQ means Multiple Choice Question. It is applicable for school and not for college.
- Select the subject type from the options - Theory, Practical etc

Add/Update Record ×

Note : * **Marked Is Mandatory !**

Subject Type*	THEORY
School	☐ Check If School
MCQ	☐ Check If MCQ
Type	◉ Theory ○ Practical ○ Both ○ Project
Active	☑ Check If Active

🖺 Update **⊘ Close**

Figure – Defining Subject Type

■ EXPORT EXAMS AND MARKS PATTERN

This form is used to export the exam and mark pattern from one session to another.

Link: Examination -> Master -> Common Master -> Export Exam and Marks Pattern

- Select Source Session from which exam and mark pattern is to be exported.
- Select Basic Course, Course from respective drop-down list.
- Select Destination Session to which exam and mark pattern to be exported
- Click on < **🗇 Copy** > to copy exam and mark pattern.

V. R. Duke

I/C PRINCIPAL
M.K.E.S. COLLEGE OF LAW
Malad (West), Mumbai - 400 064

Figure – Export Exam and Marks Pattern

■ EXAM CREATION

This form is used to create the exam. It is mandatory to create the exams in sequence E.g. If backlog exams are to be conducted before regular exam, then backlog exam must be created before regular exam.

Link: Examination -> Master -> Common Master -> Exam Creation

- Select Basic Course, Session, Subject Type from respective drop-down list. On selection of subject type, it shows already created exams on right side of the screen.
- Internal - Check the checkbox if exam is internal. Once it is saved, it will get disabled. If unchecked, it will be treated as external.
- Select Exam Code from drop-down list. If checkbox 'Internal' is checked, it shows I1, I2 in its drop-down list etc. If unchecked, it will be treated as 'External' and will be shown as E1, E2 etc
- Description – Enter the description for the exam.
- Sequence No. – Enter sequence no. According to this sequence no., exam name will be shown on right side grid.

Figure – Exam Creation

Report can be generated from same page.

■ GRACE CATEGORY

This form is used to define grace categories such as NCC, Sports etc under which special gracing can be allotted depending upon rules.

V. R. Dube
I/C PRINCIPAL
M.K.E.S. COLLEGE OF LAW
Malad (West), Mumbai - 400 064

Link: Examination -> Master -> Common Master -> Grace Category

On click of link, it opens the Grace Category form, showing already defined grace categories.

Click on < **Add New Record** > to create new record I.e. grace category.

- Enter grace category.
- LD - Check the checkbox if grace category is applicable for LD I.e. Learning Disability.
- Check the checkbox if grace category is sport category. If checked, it appears a field to select sport level

Figure – Grace Category Entry

■ SUBJECT DEFINITION

This form is used to define the subject.

Link: Examination -> Master -> Subject -> Subject Definition

- Select Basic Course/Branch, Course/Year, Medium from respective drop-down list. On selection of medium, it displays the list of already defined subjects for the selected course code below the < **Submit** > button.
- Part - Select part under which subject is to be included. Use of this field is depending upon college. If it is required, then it will be defined in Academic -> Master Menu
- Enter Subject Code, Serial Number. According to this serial no., the subject will be shown in the list shown at the bottom of page.
- Enter Subject Name, Subject Short Name, Credits, Exam Fee, Subject Language, Subject Type from respective drop-down list.
- Optional – Check the checkbox if the subject is optional. If it is unchecked, it will be treated as compulsory.
- Grace Applicable – Check the checkbox if the grace is applicable for the said subject
- Subject Avg. 100/2 - Check the checkbox if the average as 100/2 is to be considered for the said subject. E.g. If student has scored 88 marks, then by concept of 100/2, 44 marks will be considered (88/2)

V. R. Dube
I/C PRINCIPAL
M.K.E.S. COLLEGE OF LAW
Malad (West), Mumbai - 400 064

- Passing Head - Check the checkbox if passing head is applicable. If it is checked, then on mark sheet, instead of 'Obtained Marks', subject will be showing with 'Grade'. E.g. Physical Education type subjects

Figure – Subject Definition Master

Click on < **Copy** > if the defined subject of selected course is same for other course and so to be copied for the other course. Select the desired subject to be copied by click on < ✎ >

shown at the bottom of page and then on click of < **Copy** >, it opens the screen to select New Basic Course, New Course/Year, New Medium and New Subject Code.

V. R. Dube
I/C PRINCIPAL
M.K.E.S. COLLEGE OF LAW
Malad (West), Mumbai - 400 064

Copy Table ✕

New Basic Course *	Select Basic Course ▾
New Course/Year *	▾
New Medium *	Select Medium ▾
New Subject Code *	Please Enter New Subject Code

💾 Submit ⊘ Close
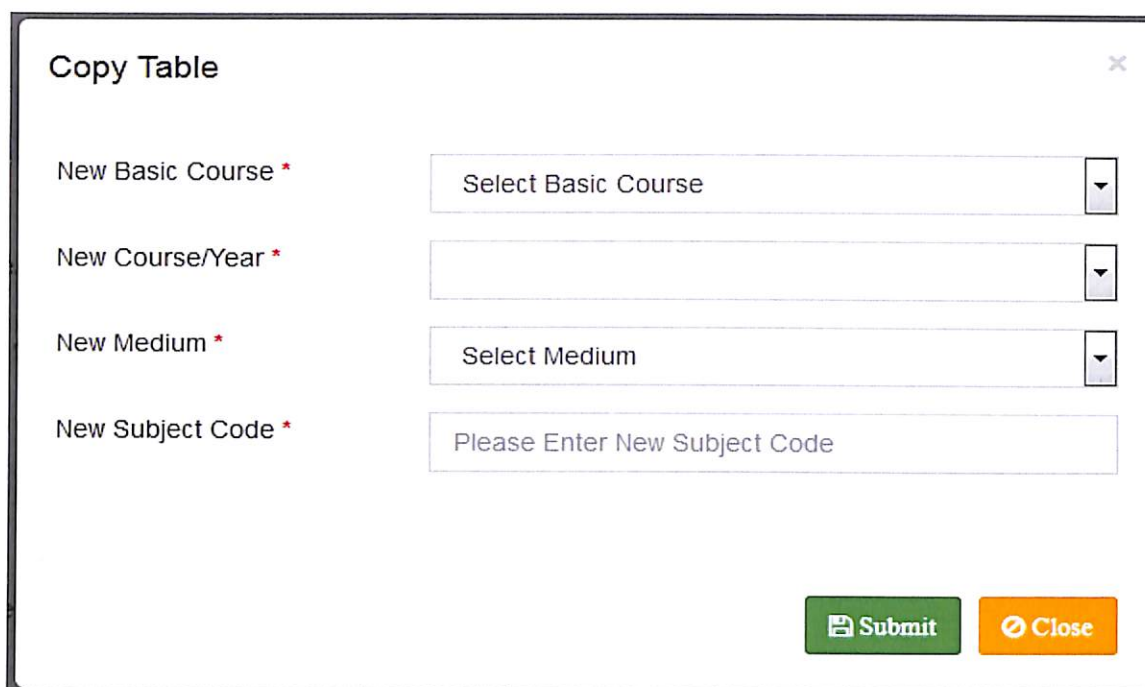
Figure – To Copy The Subject

Select and enter the desired details from respective fields and click on < 💾 Submit >, the already defined subject will be copied to other course.

■ SUBJECT MARK PATTERN (use this Exam/Subject Marks Pattern)

This form is used to define the mark pattern for the subject. E.g. Subject wise minimum and maximum marks for internal and external exam can be defined.

Link: Examination -> Master -> Subject -> Subject Mark Pattern

- Select Session, Basic Course, Course, Subject from respective drop-down list. On selection of course, it shows already defined mark patterns for the subject on right side of the screen.
- Internal Min Marks – Enter internal minimum & Maximum marks for the subject
- External Min Marks – Enter external minimum & maximum marks for the subject.
- External Max Marks – Enter external maximum marks for the subject.

  E.g. Here, Internal min and max marks are 10 and 40 respectively. External min and max marks are 24 and 60 respectively

V. R. Dube
I/C PRINCIPAL
M.K.E.S. COLLEGE OF LAW
Malad (West), Mumbai - 400 064

Figure – Subject Mark Pattern

Report can be generated from the same form.

◼ EXAM MARK PATTERN (use this Exam/Subject Marks Pattern)

This form is used to define the mark pattern for the exam.

Link: Examination -> Master -> Subject -> Exam Mark Pattern

- Select Session, Course and Subject from respective drop-down list. On selection of subject, it shows already defined exam mark patterns on right side of the screen
- Exam Type – Select exam type from drop-down list E.g. Internal, External etc
- Exam – It displays the exams according to selection of exam type in above 'Exam Type' field. E.g. It is showing two external exams (Fetched from Link: Examination -> Master -> Common Master -> Exam Creation). Select exam from drop-down list
- Min Marks – Enter minimum marks for the subject
- Max Marks – Enter maximum marks for the subject

    Divide total external min (24 marks) and max (60 marks) (as defined in Link: Examination -> Master -> Subject -> Subject Mark Pattern) for two internal exams which can be as per requirement i.e. max marks 60 can be divided for two exams as 30/30 or 40/20... and min marks as 12/12 or 14/10...But note that if it should not be exceeded than minimum and maximum marks limit. If it exceeds, it displays the message accordingly.

V. R. Dube
I/C PRINCIPAL
M.K.E.S. COLLEGE OF LAW
Malad (West), Mumbai - 400 064

Figure – Exam Mark Pattern

Report can be generated from the same form.

■ EXAM SLOT

This form is used to define exam slots.

Link: Examination -> Master -> Time Table -> Exam Slot

- Exam Type – Select exam type from drop-down list. On selection of Exam Type, it shows already defined exam slots for the selected exam type on right side of the page.
- Slot Name – Enter slot name
- From Time & To Time – Enter Starting and ending time of exam in the respective fields

Figure – Exam Slot

■ EXAM TIME TABLE

This form is used to create the exam time table for the particular session. Once the time table is locked and user wants to modify the time table, it needs to unlock from Link: Examination -> Master -> Time Table -> Lock/Unlock Time Table.

Link: Examination -> Master -> Time Table -> Exam Time Table

On click of link, it opens the screen as shown below.

Examination-> Master-> Exam Time Table

Note : * Marked Is Mandatory !

Session *	Please Select
Exam Type *	Please Select
Basic Course *	Please Select
Course *	Please Select
Subject *	Please Select
Exam Date *	Enter Exam Date
Exam Time Slot *	Please Select
Active	☑
Lock	☑

Submit   Cancel   Report

Figure – Exam Time Table Form

- Select Session, Exam Type, Basic Course, Course, Subject from respective drop-down list. Select the date and Exam Time Slot.
- Active - Check or uncheck the checkbox to make the time table activated or deactivated.
- Lock – By default, it is checked to lock the time table. Uncheck it if not to lock.

Figure – Exam Time Table

◼ LOCK/UNLOCK TIME TABLE

This form is used to lock/unlock exam time table for the particular session.

Link: Examination -> Master -> Time Table -> Lock/Unlock Time Table

- Select Session, Exam Type, Basic Course, And Course from respective drop-down list.
- On selection of course, it shows already defined time table with its 'Lock/Unlock' status (Last Column) on right side. Locked subject will be shown with 'Checked' checkboxes whereas unlocked subjects will be shown with 'Unchecked' checkboxes

To unlock, uncheck the checkbox for the subject which are to be unlocked.

To lock, check the checkbox for the subjects which are to be locked.

V. R. Dube
I/C PRINCIPAL
M.K.E.S. COLLEGE OF LAW
Malad (West), Mumbai - 400 064

Click on < 💾 Submit > to save the changes. Now, the 'Lock' status of the subject would have been changed to 'Unlock' and 'Unlock' status would have been changed to 'Lock'.

■ ROOM

The form is used to define rooms which will be used for exams.

Link: Examination -> Master -> Time Table -> Room

On click of link, it opens the form 'Room', showing already defined rooms.

V. R. Duke
I/C PRINCIPAL
M.K.E.S. COLLEGE OF LAW
Malad (West), Mumbai - 400 064

Click on < **Add New Record** > to create new record I.e. room.

- Enter Room Name which can be Alphanumeric.
- Block No. – Enter Block No. A room can contain more than one block depending on the number of benches.
- Benches Capacity – Enter capacity of benches in the block
- Sequence No. - Enter sequence no. The room will be allocated according to this sequence no. E.g. While allocation, if capacity of first room (Sequence no 1) is over, then it automatically starts allocation for next room (Sequence no 2) (Link: Academic -> Transaction -> Pre Exam -> Room Allocation)

V. R. Dube
I/C PRINCIPAL
M.K.E.S. COLLEGE OF LAW
Malad (West), Mumbai - 400 064

TRANSACTION

Transaction deals with Student Exam Registration, Roll No Allocation, Mark Entry & it's locking/unlocking, and Result Processing etc.

Note – There is 'ORDER BY' facility has been given in almost all transaction forms to sort the records in ascending order. Select the desired option e.g. 'Roll No.', it will display the report in 'Roll No.' wise ascending order.

PRE EXAM

■ ACTIVITY SCHEDULE

This form is used to make activity pages e.g. Exam Marks Entry, Lock/Unlock Mark Entry By Teacher etc accessible during entered date range.

Link: Examination -> Transaction -> Pre Exam -> Activity Schedule

- ■ Select Session, Activity, Start & End Date. On saving, the activity page will be accessible during entered date range

Figure - Activity Schedule

■ STUDENT EXAM REGISTRATION

The Bulk Exam Registration Form is used for students registration for exam.

Link: Examination -> Transaction -> Pre Exam -> Student Exam Registration

- Select Session, Basic Course, Course, Medium, Section from respective drop-down list. On selection of medium, it appears list of subjects on right side as well as student list at bottom. It shows the student list with allotted subject with 'Reg Status' and 'Lock Status'.
- Select the student by checking the checkbox in the first column which are to be registered. If all the students are to be selected at a time, click on checkbox of the first column heading 'Select'. Uncheck the checkboxes for the students which are not to be registered.
- Click on < **🖫 Submit** > to register the students.
- Select the students by checking the checkbox in the first column. If all the students are to be selected at a time, check the checkbox of the first column heading Select'.
- Click on < **🔒 Lock** > to lock the registration. After locking the registration, then only student will be appeared for mark entry.

V. R. Dube
I/C PRINCIPAL
M.K.E.S. COLLEGE OF LAW
Malad (West), Mumbai - 400 064

■ EXAM REGISTRATION UNLOCK

The Bulk Exam Registration Unlock Form is used to unlock and unregister the locked students.

Link: Examination -> Transaction -> Pre Exam -> Exam Registration Unlock

- Select Session, Basic Course, Course, Medium, Section from respective drop-down list. On selection of medium, it appears student list at bottom of the screen.
- Select the students by checking the checkbox, which are to be unlocked. If all the students are to be selected at a time, click on checkbox of the first column heading 'Select'.
- Keep the checkboxed as it is I.e unchecked, which are to be 'Locked'.

Figure – Unlock the Registration

If the student is registered and locked, it doesn't allow to change student details (e.g. Subject Updation, Roll No Updation). So to make the changes:

- Click on < **🔒 UnLock** >. Now go to 'Link: Examination -> Transaction -> Pre Exam -> Student Exam Registration', it will change the previously 'Locked' status as 'Unlocked'.

- To unregister the student, < **🔒 UnLock** > the student and then click on < **🗑 UnRegister** >.

■ ROOM ALLOCATION

The Room Allocation Form is used to allocate the room .

Link: Examination -> Transaction -> Pre Exam -> Room Allocation

- Select Session, Exam Date, Exam Type from respective drop-down list. On selection of Session, it displays already allocated room on right side.
- Select course. If exam is not scheduled for entered date and course, it will not display the course in its list.
- Starting Block - Select the starting block. It starts allocation from this selected block.
- Operation Type - Select the option on which basis room allocation is to be done. The options are - Roll No. Wise Allocation, Subject Wise Allocation or Clear Allocation. Clear Allocation means it clears all the allocations, which were already done.

U. R. Duke
I/C PRINCIPAL
M.K.E.S. COLLEGE OF LAW
Malad (West), Mumbai - 400 064

Figure – Room Allocation

■ EXAM ROLL NO. ALLOCATION

This form is used to allot examination roll nos. to the students. The roll nos can be updated multiple times. On updation, previously allotted roll no will be overwritten with new one.

Link: Examination -> Transaction -> Pre Exam -> Exam Roll No. Allocation

- Select Session, Basic Course, Course from respective drop-down list
- Copy Academic Roll No. - Check the checkbox if academic roll no. are to be used as exam roll no. It copies only roll no. and not its prefix.
- Enter prefix and starting no.

■ STUDENT DETAILS UPDATE

This form is used to update student details such as Academic Roll No., Exam Roll No Prefix, Exam Roll No. And Unique Code

Link: Examination -> Transaction -> Pre Exam -> Student Details Update

- Select Session, Basic Course, Course from respective drop-down list
- Select Fields from drop-down list, which is to be updated. It displays the student list with field with its original value.
- Update the field for desired student and click on < Update > respective button.
- If field is updated for all students, then click directly on < **Update All** >.

V. R. Dube

I/C PRINCIPAL
M.K.E.S. COLLEGE OF LAW
Malad (West), Mumbai - 400 064

■ GRACE CATEGORY ALLOCATION

This form is used to allot the grace category to the student.

Link: Examination -> Transaction -> Grace Category Allocation

- Select Session, Basic Course and Course from drop-down list. On selection of course, it displays a student list.
- Select the grace category from drop-down list (last column) which is to be allotted to the student.

RESULT PROCESS

■ SUBJECT TEACHER ALLOTMENT

This form is used to allot the teacher to subjects. This particular teacher will be allowed for mark entry for that particular subject.

Link: Examination -> Transaction -> Result Process -> Subject Teacher Allotment

On click of the link, it opens the screen as shown below.

- Select Session, Course, Medium, Subject, Section(Optional field) from drop-down list. On selection of subject, it shows the name of the faculties on right side, if faculty is allotted to the selected subject.
- Teacher – Select teacher from drop-down list to whom selected subject is to be allotted

■ EXAM MARK ENTRY

This form is used by Admin, Clerical Staff or any type of user to whom the link is assigned. The form is used to enter the mark for any subjects that allotted to registered student. On right side, it shows the codes for disciplinary actions, which can be used while mark entry if required.

Link: Examination -> Transaction -> Result Process -> Exam Mark Entry

- Select Session, Basic Course, Course, Section (Optional Field), Subject, Exam Name from respective drop-down list
- On selection of exam name, it appears list of student with text box to enter the marks.
- Enter the marks for all the students
- Enter the codes for disciplinary action if required. Note is given for the same on right side.
- Click on < **Lock** > button. It is mandatory to enter the marks for all the students. Then only, mark entry can be locked.
- Follow the same process for all subjects

V. R. Dube
I/C PRINCIPAL
M.K.E.S. COLLEGE OF LAW
Malad (West), Mumbai - 400 064

Figure - Exam Mark Entry by Authorized Person

Report can be generated from same form

It has a facility to export the student list in Excel format and import the same after completion or updating the mark entry.

Click on <**Export to Excel**> button, it exports list of student in Excel file.

Enter or update the mark entry for all the students.

Save it in **Excel 97-2003 (.xls)** format.

Select the same criteria and click on <**Import from Excel**>. It appears a buttons - <**Browse**> and <**Upload**> button below the <**Import from Excel**> button.

Click on <**Browse**> button and select the Excel file

Click on <**Upload**> button, the marks will be appeared in the grid.

Click on <**Submit**> and <**Lock**> button to save and lock the mark entry.

Note - If mark entry is already done and locked, but user wants to update the marks through Excel by using 'Export to Excel' facility, it can be done.

Export the Excel and update the marks as explained above.

But to import, unlock the mark entry through 'Link - Examination -> Transaction -> Lock Unlock Mark Entry'.

■   MARK ENTRY BY TEACHER

The form is used by the teacher to enter the mark for subject that allotted to particular teacher. On right side, it shows the codes for disciplinary actions, which can be used while mark entry if required.

Link: Examination -> Transaction -> Result Process -> Mark Entry By Teacher

- Select Session, Basic Course, Course, Section (Optional Field), Subject, Exam Name from respective drop-down list
- On Subject field, it shows only those subjects which are allotted teacher & who is logged in.
- On selection of Exam Name, it appears list of student with text box to enter the marks.

- Enter marks for all the students
- Enter the codes for disciplinary action if required. Note is given for the same on right side.
- Click on < **Lock** > button. It is mandatory to enter the marks for all the students. Then only, mark entry can be locked.
- Follow the same process for all subjects

Report can be generated from same form

It has a facility to export the student list in Excel format and import the same after completion or updating the mark entry.

Click on <**Export to Excel**> button, it exports list of student in Excel file.

Enter or update the mark entry for all the students.

Save it in **Excel 97-2003 (.xls)** format.

Select the same criteria and click on **<Import from Excel>.** It appears a buttons - **<Browse> and <Upload>** button below the **<Import from Excel>** button.

Click on **<Browse>** button and select the Excel file

Click on **<Upload>** button, the marks will be appeared in the grid.

Click on <**Submit**> and <**Lock**> button to save and lock the mark entry.

Note - If mark entry is already done and locked, but user wants to update the marks through Excel by using 'Export to Excel' facility, it can be done.

Export the Excel and update the marks as explained above.

But to import, unlock the mark entry through 'Link - Examination -> Transaction -> Lock Unlock Mark Entry'

V. R. Dube

I/C PRINCIPAL
M.K.E.S. COLLEGE OF LAW
Malad (West), Mumbai - 400 064

◼ LOCK UNLOCK MARK ENTRY

The form is used to lock/unlock mark entry.

Link: Examination -> Transaction -> Result Process -> Lock Unlock Mark Entry

On click of the link, it opens the screen as shown below.

- Select Session, Subject Type, Basic Course, Course, Section (Optional Field), Exam Name from respective drop-down list
- On selection of course, it displays the subject list on right side.
- Exam Name – Select exam name from drop-down list. If it is not selected, it will lock/unlock the subjects for all exams.
- To 'Lock' the subject, check the checkbox for desired subject
- To 'Unlock', uncheck the checkbox for desired subject. If all the subjects are to be checked or unchecked at a time, Check or uncheck the checkbox of first column heading 'Select'.
- Click on <**🖫 Submit**>.
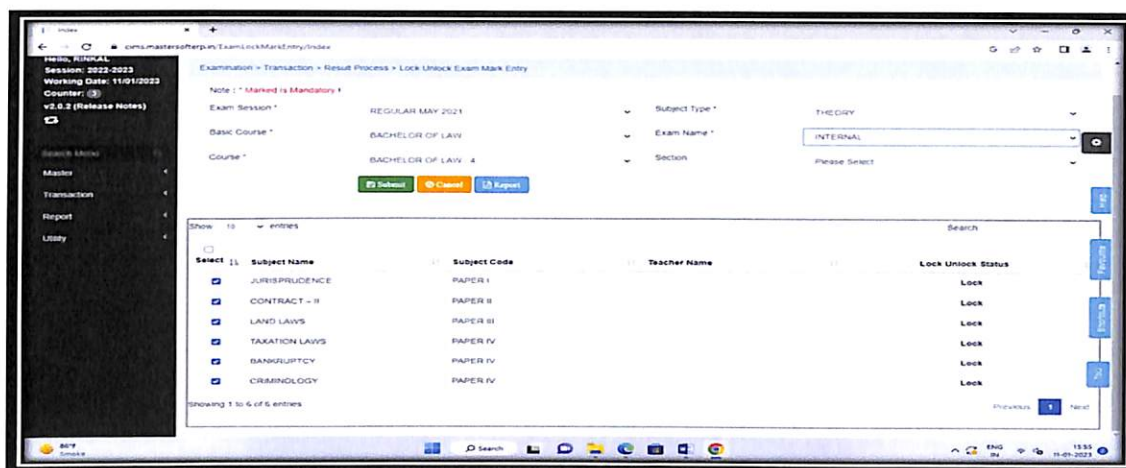
Figure – Lock Unlock Mark Entry

Now, user can go to 'Link: Examination -> Transaction -> Exam Mark Entry' **OR** 'Link: Examination -> Transaction -> Mark Entry By Teacher'

Update the marks.

Click on <**Lock**> button, which is given on both the forms

Or

Go to Link: Examination -> Transaction -> Result Process -> Lock Unlock Mark Entry

V. R. Dube
I/C PRINCIPAL
M.K.E.S. COLLEGE OF LAW
Malad (West), Mumbai - 400 064

■ EXPORT MARK ENTRY

The form is used by administrator to export mark entry (in database tables). Unless and until mark entry is exported, there will no reflections on report, grade card etc.

It is very important process which works in back-end. It is not only one time process, but to be processed every time, whenever there are changes in marks.

Link: Examination -> Transaction -> Result Process -> Export Mark Entry

- Select Session, Basic Course, Course, Section (Optional Field), and Student from respective drop-down list
- Student - Select student from drop-down list if required. Or else, it will export mark for all students.

■ TEACHER GRACING

This is the special feature which is used by teacher to give the gracing marks. This gracing marks will be directly added to original obtained marks. This type of gracing will not be shown by any marking (E.g. *) on grade card.

Link: Examination -> Transaction -> Result Process -> Teacher Gracing

- Select Session, Basic Course, Course, Section (Optional Field), Subject, Exam Type, from respective drop-down list.
- Marks From and To - Enter the mark range.
- On click of < **Show** >, it displays the list of students who obtained marks in this range and needs teacher gracing possibly. It shows required gracing marks in column 'Gracing'.

    Select the student by checking the checkbox in the first column to whom gracing is to be given. If all the students are to be selected at a time, check the checkbox of the first column heading.

- Click on < **Submit** >.
- Go to Link: Examination -> Transaction -> Export Mark Entry to export the mark entry and to get the reflection.

V. R. Dube
I/C PRINCIPAL
M.K.E.S. COLLEGE OF LAW
Malad (West), Mumbai - 400 064

■ GRACE ALLOTMENT

The form is used to allot the grace to pass the student in exams. This grace allotment is different from Link - 'Examination -> Transaction -> Grace Category Allocation' which is used only to allot grace category such as NCC, Sports etc.

Link: Examination -> Transaction -> Result Process -> Grace Allotment

- Select Session, Basic Course, Course, Section (Optional Field), Category from respective drop-down list.
- Student - As the field is optional, do not select the student esp. when grace allotment is to be done for very first time. In such scenario, grace will be allotted for all students.
- If grace allotment is done and there is change in marks for particular student, then to update the grace, select that particular student. In this case, grace will be allotted only for that particular student, instead of processing for all students unnecessarily.
- Apply Combine Passing Rules - Check the checkbox to apply combine passing rule. In combine passing rule, student will have to score not only total passing marks 40, but also to clear both, internal and external exam separately.

■ GRADE ALLOTMENT

The form is used to allot the grade to the student.

Link: Examination -> Transaction -> Result Process -> Grade Allotment

- Select Session, Basic Course, Course, and Section (Optional Field) from respective drop-down list.
- Student - As the field is optional, do not select the student esp. when grade allotment is to be done for very first time. In such scenario, grade will be allotted for all students.
- If grade allotment is done and there is change in marks for particular student, then to update the grade, select that particular student. In this case, grade will be updated only for that particular student, instead of processing for all students unnecessarily.

■ RESULT PROCESSING

The form is used to process the result of all the students or a single student. Before processing the result, mark entry and its locking is mandatory. On processing the result, it automatically locks the result.

Link: Examination -> Transaction -> Result Process -> Result Processing

- Select Session, Basic Course, Course, Section (Optional Field), Category, Faculty Type, and Result Date from respective drop-down list
- Students – Selection of student is optional. If student is selected from the list, then the result will be processed for the selected student only. Or else, it will be processed for all students.

Figure – Result Processing

V. R. Dube
I/C PRINCIPAL
M.K.E.S. COLLEGE OF LAW
Malad (West), Mumbai - 400 064

■ LOCK UNLOCK RESULT

As result is already locked after result processing, this Lock / Unlock Result form is used to unlock the result first, and then to lock the result.

Link: Examination -> Transaction -> Result Process -> Lock / Unlock Result

On click of the link, it opens the screen as shown below.

- Select Session, Basic Course, Course, Section (Optional Field) from respective drop-down list
- Check the checkbox for the student, whose result is to be locked / unlocked. If entire students   are to be selected at a time, check the checkbox of first column heading.

- Click < **🔓 Unlock** > to unlock the result.
- Click < **🔒 Lock** > to lock the result.

V. R. Dube
I/C PRINCIPAL
M.K.E.S. COLLEGE OF LAW
Malad (West), Mumbai - 400 064

REPORT

Reports Menu deals with student related reports which includes Student Registration Reports, Subject wise Student Registration Reports, Grade Card School Report, Subject wise Mark Entry Report etc.

Note – There is 'ORDER BY' facility has been given in almost all reports to sort the records in ascending order. Select the desired option E.g. 'Date', it will display the report in 'Date' wise ascending order.

PRE EXAM REPORTS

■ REGISTRATION FORM

This form is used to generate the student registration form. It automatically fetches student details and in rest of the field, student has to fill up the data accordingly. After signing of the form, student will submit the form.

Link: Examination -> Report -> Pre Exam Reports -> Registration Form

■ STUDENT REGISTRATION REPORT

This form is used to generate the student registration report.

The option 'Registered/Not Registered' has been also given to generate the report for registered/not registered students. The report can be generated according to 'Lock Status' also.

Link: Examination -> Report -> Pre Exam Report -> Student Registration Report

It shows the details - Student ID, Roll No., Student Name, Subject and Lock Status

■ SUBJECT WISE STUDENT REGISTRATION REPORT

This form is used to generate subject wise student registration report.

The option 'Student List/MIS Report' has been also given to generate the student list or MIS report.

Report can be generated for single subject, or for all subjects at a time. To generate for all subject, do not select the subject.

Link: Examination -> Report -> Pre Exam -> Subject wise Student Registration Report

In Student List, it shows the details - Roll No, Name of Student, Gender and Subject.

In MIS report, it shows the details - Subject Code, Subject, No. Of Male/Female Students and their Total.

■ EXAM WISE STUDENT REGISTRATION REPORT

This form is used to generate exam wise student registration report.

Link: Examination -> Report -> Pre Exam -> Exam wise Student Registration Report

It shows the details - Roll No, Name of the Student, and Subject

■ ROOM ALLOCATION REPORT

This form is used to generate room allocation report.

Link: Examination -> Report -> Pre Exam -> Room Allocation Report

It shows the details - Name of the Supervisor, Block No., Room No., Date & Time, Subject Name, Exam Roll No. and Total No of Student.

V. R. Dube
I/C PRINCIPAL
M.K.E.S. COLLEGE OF LAW
Malad (West), Mumbai 400 064

■ HALL TICKET

This form is used to generate hall ticket. Hall Ticket can be generated for single student, or for all students at a time. To generate for all students, do not select the student.

Link: Examination -> Report -> Pre Exam -> Hall Ticket

■ BLANK REPORT

This form is used to print the blank report for - Assessment, Internal Assessment, Practical Assessment Sheet, and Assignment Sheet. User can fill up the data manually as per requirement.

Link: Examination -> Report -> Pre Exam Report -> Result Report

RESULT REPORT

■ RESULT REPORT

This form is used to generate various types of result report such as - Class Topper, Subject Topper, Subject Group wise Topper, Exam Resolution Report.

Link: Examination -> Report ->   Result Report -> Result Report

'Declaration Report' means result declaration report, which shows student wise Pass/Fail status.

'Exam Resolution Report' shows subject wise student counts who are eligible for teacher gracing and how many gracing marks are required? (Column '-1..-5..-10' shows the gracing marks required).

■ BACKLOG RESULT REPORT

This form is used to generate backlog result report by using various option such as - Backlog Students Registration Report, Backlog Course wise Report, Backlog Subject wise Report, Backlog Subject wise MIS Report, and Backlog Caste wise MIS Report etc.

Link: Examination -> Report -> Result Report -> Backlog Result Report

■ GRADE CARD

This form is used to generate grade cards and tabulation register.

Link: Examination -> Report -> Result Report -> Grade Card

■ SUBJECT WISE REPORT

This form is used to generate subject wise failure and absent report.

Link: Examination -> Report -> Result Report -> Subject wise Failure Report

STATISTICAL REPORT

■ STATISTICAL REPORT

This form is used to generate various types of statistical report such as - Class wise Result, Caste wise Result, Subject Wise Result, and Minority wise Result etc.

Link: Examination -> Report -> Statistical Report -> Statistical Report

Table of Contents

V. R. Dube
I/C PRINCIPAL
M.K.E.S. COLLEGE OF LAW
Malad (West), Mumbai - 400 064

V. R. Dube
I/C PRINCIPAL
M.K.E.S. COLLEGE OF LAW
Malad (West), Mumbai - 400 064

ACADEMIC MANAGEMENT SYSTEM

Academic Management module is used by Academic Sections from schools and colleges, Basic use of this module is for recording of Academic, Personal, Fees, Attendance, and Marks information of students.

❖ LOGIN

After entering specified URL in the Browser, User login form appears on the screen as shown below.
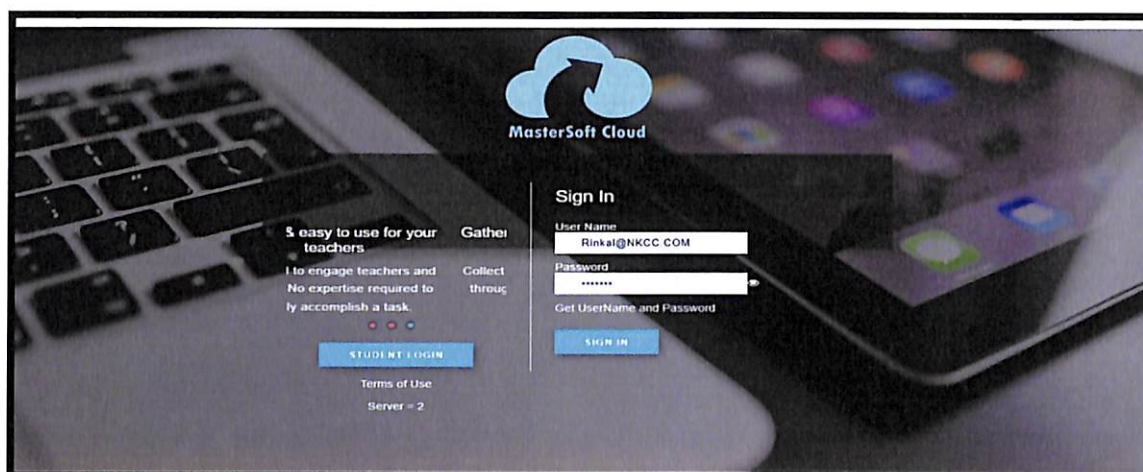
Figure – Login form
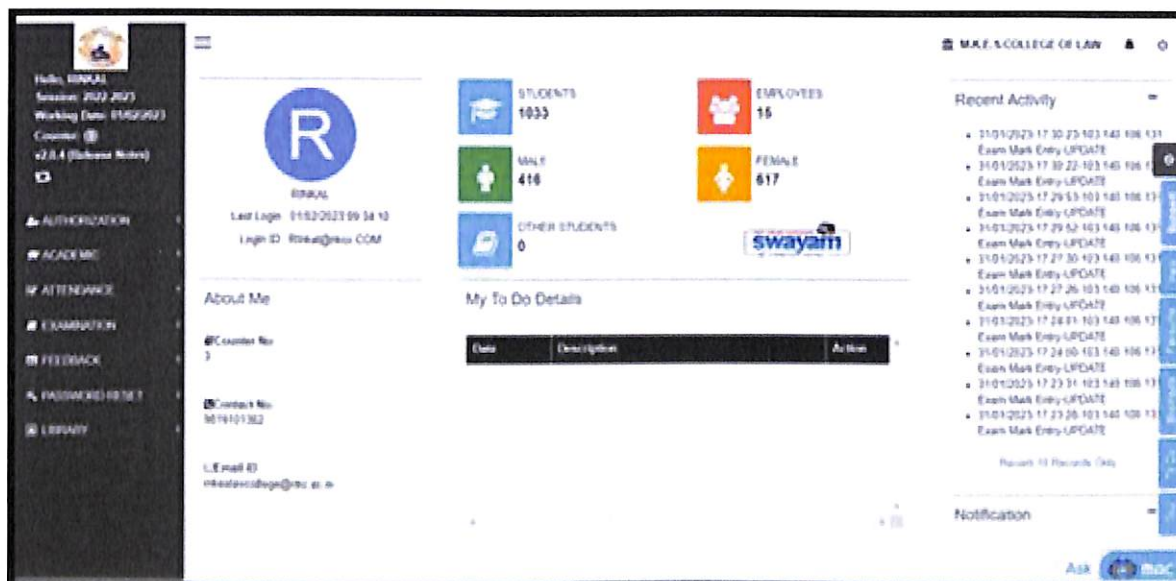
❖ MAIN MENU

Figure – Main Menu on Successful Login

On click of link **ACADEMIC** (shown on left side), it expands the academic menu as shown below.
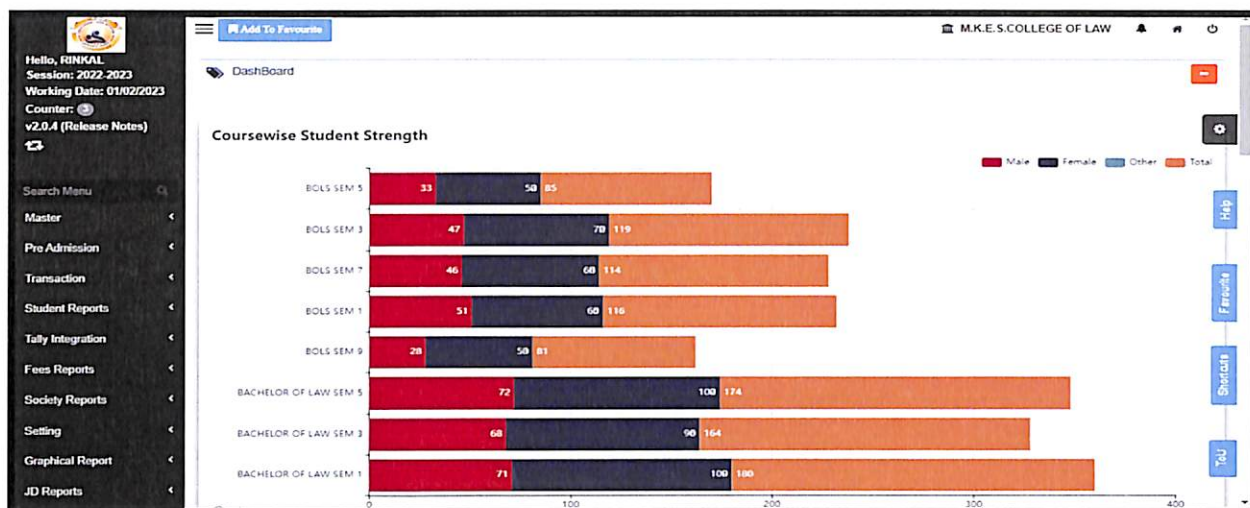
Figure – On click of Link 'Academic'

In main menu, following are the sub menus:

1. MASTERS
2. PRE-ADMISSION
3. TRANSACTION
4. STUDENT REPORT
5. TALLY INTEGRATION
6. FEES REPORT
7. SOCIETY REPORTS
8. SETTINGS

Masters – In master menu, User can define various Master Entries required throughout the module such as Academic Data – Academic Session, Payment Type, Student Type, Common Master – Caste Category, Sub Caste, Gender, Religion, area and Bank Details etc.

Pre Admission deals with the sub menus such as Courses – Year, Semester, Fee Heads, Cash Book, Cashbook rights; Fees – Basic Course, Course Updation, Fee Heads, Standard Fees, Subject Fees, and Installment Fees etc.

Transaction deals with – Registration & Merit List, Collect Fees – Student Admission, Fees Collection, Receipt Reconciliation, Outstanding Fees; Other Fees, Receipt – Admission Cancellation, Receipt Cancellation, Course Type Change, Fee Type Change; and Data entry – Student Information, Student Subject Updation, Roll /no. Updation etc.

Students Reports – It deals with student related reports. User can generate reports such as Admission – Prospectus & Registration Sales Summary, Student Admission Report; Certificate Reports – Attempt, Bonafide Student TC; MIS Reports, Student Graphical Report etc.

Fees Report - This is used to generate various fees related report which includes daily collection register which shall be printed on day to day basis. It also includes reports such as Receipt Cancellation Report, Admission Cancelled Report and Outstanding Fees Report etc. Along with this, it is used to generate Miscellaneous Fees Collection Register, Fees Write-Off report etc.

Society Reports - This is used to generate report, which will be using by society user. It includes - Fee Collection Report, Admission MIS Report.

Settings - This menu is used for settings the values that assigned to an application. It includes various forms such as Configuration – to configure the settings, Reset Password; Year/End Semester Promotions, User Profile etc.

MASTER

Masters menu is used to define the entries, which will be used repetitively in the modules wherever necessary. This minimizes the work of the User & maintains accuracy in the package. The different options are shown in following image.

❖ ACADEMIC SESSION

This form is used to define academic session details.

Link: Academic -> Master -> Academic Data -> Academic Session

This form includes:

- Session Name - Enter the session name
- Short Name - Enter the short name.
- Start Date - Select the start date.
- End Date - Enter the End date.
- Active – Check or uncheck the checkbox to make the session activated or deactivated
- Old Session - Check the checkbox if previous session data (Student Information, Outstanding Fees) is to be fetched in current session.

Figure - Session Creation Master

❖ PAYMENT TYPE

This form is used to define payment types.

Link: Academic -> Master -> Academic Data -> Payment Type On click of link, it opens the screen as shown below, showing already defined types of Payment.

Click on < **Add New Record** > to create new record I.e. payment type. It opens the screen showing following fields:

- Payment Type – Enter the name of payment type.
- Description - Enter the description for payment type.
- Active – Check or uncheck the checkbox to make payment type activated or deactivated.

Figure – Payment Type Master

❖ STUDENT TYPE

This form is used to define student types.

Link: Academic -> Master -> Academic Data -> Student Type

On click of link, it opens the screen as shown below, showing already defined student types.

Click on <Add New Record> to create new record I.e. student type. It opens the screen showing following fields:

- Student Type – Enter the student type.
- Active – Check or uncheck the checkbox to make student type activated or deactivated.

Add/Update Record ✕

Note : * **Marked Is Mandatory !**

Student Type*   Home University

Active   ☑ Check If Active

💾 Submit   ⊘ Close

Figure – Student Type Master

❖ FACULTY

This form is used to define the faculties.

Link: Academic -> Pre Admission -> Course -> Faculty

On click of link, it opens the screen as shown below, showing already defined faculties.

Faculty

Add New Record

Show 10 ∨ entries   Search:

ACTION	FACULTY	STATUS
✎	LAW	ACTIVE

Showing 1 to 1 of 1 entries   Previous 1 Next

Figure – On Click of Link

V. R. Duke
I/C PRINCIPAL
M.K.E.S. COLLEGE OF LAW
Malad (West), Mumbai - 400 064

Click on < **Add New Record** > to create new record I.e. Faculty. It opens the screen showing following fields:

- Faculty / Stream – Enter the name of faculty / Stream.
- Active – Check or uncheck the checkbox to make the faculty activated or deactivated.

Add/Update Record ✕

Faculty / Stream *   LAW

Active   ☑ Check If Active

💾 Submit   **⊘ Close**

Figure – Faculty Master

❖ CASTE CATEGORY

This form is used to define caste category type.

Link: Academic -> Master -> Common Master -> Caste Category

On click of link, it opens the screen as shown below, showing already defined caste categories.

Add New Record

Show 10 ✔ entries   Search:

ACTION ⬍	CASTE CATEGORY ⬍	DESCRIPTION ⬍	CODE ⬍	SERIAL NO. ⬍
☑	NT	NT	NT	0
☑	NT B	VIMUKTA JATI AND NOMADIC TRIBES B	NT B	4
☑	NT C	VIMUKTA JATI AND NOMADIC TRIBES C	NT C	5
☑	NT D	VIMUKTA JATI AND NOMADIC TRIBES D	NT D	6
☑	OBC	OTHER BACKWARD CLASS	OBC	7
☑	OPEN	OPEN	OPEN	9
☑	SBC	SPECIAL BACKWARD CLASS	SBC	8
☑	SC	SCHEDULE CLASS	SC	1
☑	ST	SCHEDULE TRIBE	ST	2
☑	VJNT	VIMUKTA JATI /DENOTIFIED TRIBES	VJNT	3

Showing 1 to 10 of 10 entries   Previous **1** Next

Figure – On Click of Link

V. R. Duke
I/C PRINCIPAL
M.K.E.S. COLLEGE OF LAW
Malad (West), Mumbai - 400 064

Add New Record

Click on < **Add New Record** > to create new record I.e. caste category. It opens the screen showing following fields:

- Caste Category – Enter the caste category name.
- Description – Enter the description of caste category.
- Code – Enter the code for caste category.

❖ TITLE

This form is used to define Title.

Link: Academic -> Master -> Common Master -> Title

On click of link, it opens the screen as shown below, showing already defined Title.

Title		
	Add New Record	

ACTION ↕	TITLE	STATUS
☑	MR	ACTIVE
☑	MRS	ACTIVE
☑	MISS	ACTIVE
☑	MASTER	ACTIVE

Show 10 ▾ entries   Search

Showing 1 to 4 of 4 entries   Previous 1 Next

Figure – On Click of Link

Click on < **Add New Record** > to create new record I.e. Title. It opens the screen showing following fields:

- Title – Enter the title such as Mr. Mrs. etc.
- Active – Check or uncheck the checkbox to make title activated or deactivated

V. R. Dube
I/C PRINCIPAL
M.K.E.S. COLLEGE OF LAW
Malad (West), Mumbai - 400 064

Add/Update Record

Title *   Dr

Active   ☑ Check If Active

💾 Submit   ⊘ Close

Figure - Title Master
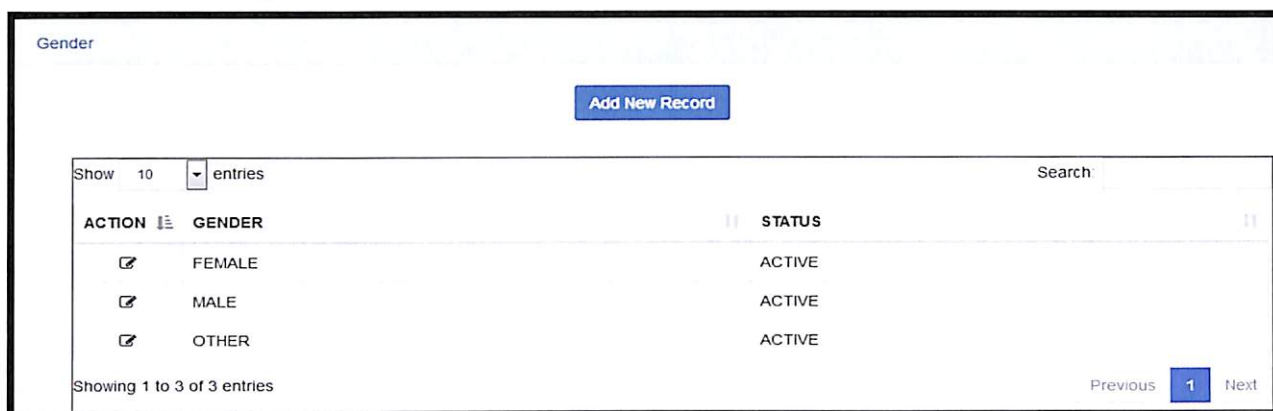
❖ GENDER

This form is used to define Gender.

Link: Academic -> Master -> Common Master -> Gender

On click of link, it opens the screen as shown below, showing already defined gender.

Gender		
	Add New Record	

ACTION ⇅	GENDER	STATUS	
☑	FEMALE	ACTIVE	
☑	MALE	ACTIVE	
☑	OTHER	ACTIVE	

Show 10 entries   Search:

Showing 1 to 3 of 3 entries   Previous **1** Next

Figure – On Click of Link

Click on < **Add New Record** > to create new record I.e. gender. It opens the screen showing following fields:

- Gender – Enter the gender.
- Active – Check or uncheck the checkbox to make gender activated or deactivated

Add/Update Record   ✕

Gender *   MALE

Active   ☑ Check If Active

🖫 Submit   **⊘ Close**

Figure - Gender Master

❖ ID PROOF

This form is used to enter various types of ID proof.

Link: Academic -> Master -> Common Master -> ID Proof

On click of link, it opens the screen as shown below, showing already defined ID proofs.

Id Proof

Add New Record		

Show 10 ▾ entries		Search:
ID PROOF NAME	**ACTIVE STATUS**	**ACTION**
AADHAR CARD	ACTIVE	✎
LICENSE	ACTIVE	✎

Showing 1 to 2 of 2 entries　　　　　　　　　　　　　　Previous　**1**　Next

Figure – On Click of Link

Click on < **Add New Record** > to create new record I.e.ID proof. It opens the screen showing following fields:

- ID Proof Name – Enter the ID proof type.
- Active – Check or uncheck the checkbox to make ID proof activated or deactivated

Add/Update Record　　　　　　　　　　　　　　×

ID Proof Name *　　　　　PAN Card

Active　　　　　　　　　☑ Check If Active

💾 Save　　⊘Close

Figure – ID Proof Master

❖ BANK

This form is used to define the banks.

Link: Academic -> Master -> Bank Details -> Bank

On click of link, it opens the screen as shown below, showing already defined banks.

Bank

Add New Record		

Show 10 ▾ entries			Search
ACTION	**BANK CODE**	**BANK NAME**	**STATUS**
✎	PNB	PUNJAB NATIONAL BANK	ACTIVE
✎	SBI	STATE BANK OF INDIA	ACTIVE

Showing 1 to 2 of 2 entries　　　　　　　　　　　　Previous　**1**　Next

Figure – On Click of Link

Click on < **Add New Record** > to create new record I.e. Bank. It opens the screen showing following fields:

- Bank code- Enter the Bank code.
- Bank name – Enter the Bank name.
- Bank Address – Enter Bank address
- Active – Check or uncheck the checkbox to make bank activated or deactivated

Add/Update Record	✕
Bank Code*	BOI
Bank Name*	Bank of India
Bank Address	Bajaj Nagar
Active	☑ Check If Active
	🖺 Submit ⊘ Close

Figure - Bank Master

❖ BANK ACCOUNT

This form is used to define the bank account. On right side, it shows the list of account no. but according to the selection of bank.

Link: Academic -> Master -> Bank Details-> Bank Account

Bank Account	
Bank Name *	Please select Bank Name ▾
Account No. *	Please enter account no
Active	☑ Check If Active
	🖺 Submit ⊘ Close

Figure – On Click of Link

This form includes:

- Bank name – Select bank name from drop-down list.
- Account No. – Enter bank account no.
- Active – Check or uncheck the checkbox to make the bank account activated or deactivated

V. R. Dube
I/C PRINCIPAL
M.K.E.S. COLLEGE OF LAW
Malad (West), Mumbai - 400 064

❖ FEE HEAD

This form is used to define fee head under the particular receipt book. Maximum 40 heads can be defined under particular receipt book.

Link: Academic -> Pre Admission -> Course -> Fee Head

Good amount of homework is required before User defines fees head. User has to properly write down all the possible fees head in cash book & sequence in which it shall appear in receipt given to students & all other reports. Also decide short fees name, which will appear in all the report such as DCR – Daily Collection register, Student ledger, Demand register etc. Get it approved from principal. Now, perform following procedure to define fees heads of a cashbook. When User clicks on fee heads sub menu, the screen showing following fields will appear.

On click of link, it opens the screen showing following field:

- Receipt Book – Select receipt book from drop-down list. On selection, it displays the list of already created fee head under the selected receipt book on its right side.
- Head Description – Enter the description of fee head
- Short Name – Enter short name for fee head
- Other Fee Head – If the defined fee head is to be considered in other fees also, check the checkbox. Else, uncheck.
- Installment Head – If fee under the defined fee head is to be allowed in installment, check the checkbox. Else, uncheck.
- Caution Money - If the defined fee head is for caution money, check the checkbox. Else, uncheck.
- Excess Fee - If the defined fee head is for excess fee, check the checkbox. Else, uncheck. Only single fee head can be defined as excess fee. So, after defining the fee head for excess fee, it gets disabled next time. Refer the following figure.
- Sr. No. – Enter serial no. According to this serial no., fee head will be shown on right side grid of the same page. Also, this fee head will be shown on generated receipt according to this serial no.
- Bank Name – Select bank name from drop-down list.
- Bank A/c No. – Select bank a/c from drop-down list. The fee head will be linked to this bank account no.
- Active – Check or uncheck the checkbox to make the fee head is activated or deactivated.

Figure – Fee Head Master

❖ BASIC COURSE

This form is used to define basic course.

Link: Academic -> Pre Admission -> Fees -> Basic Course

On click of link, it opens the screen as shown below, showing already defined basic courses.

Figure – On Click of Link

Click on <Add New Record> to create new record I.e. basic course. It opens the screen showing following fields:

- Faculty – Select faculty from drop-down list
- Degree – Select degree from drop-down list
- Receipt Book - Select receipt book from drop-down list. Now onwards, next transactions that related to this basic course will be done under the selected receipt book.
- Basic Course – Enter name of basic course.
- Course Level - Select course level from drop-down list E.g. under graduate, post graduate
- Select Major - Select major from drop down list if applicable
- Sr. No. – Enter serial no. According to this serial no., basic course will be shown on opening screen (on click of link). Also, this basic course will be shown according to this sr. no. in the drop-down of respective field. E.g. Link: Academic -> Transaction -> Collect Fees -> Student Admission -> Field 'Basic Course' on left-top
- Active – Check or uncheck the checkbox to make basic course is activated or deactivated.

V. R. Dube
I/C PRINCIPAL
M.K.E.S. COLLEGE OF LAW
Malad (West), Mumbai - 400 064

Figure – Basic Course Master

❖ COURSE CREATION

This form is used to create the courses.

Link: Academic -> Pre Admission -> Fees -> Course Creation

On click of link, it opens the screen as shown below.

Figure – On Click of Link

V. R. Dube
I/C PRINCIPAL
M.K.E.S. COLLEGE OF LAW
Malad (West), Mumbai - 400 064

This form includes:

- Basic Course – Select basic course from drop-down list. On selection of basic course, it displays the list of created course on its right side, if it is already created.
- Duration – Enter duration of the course
- Course Pattern – Select course pattern from drop-down list. According to the duration and course pattern, it creates the courses. It can be seen on its right-side grid after saving the record. Then, it also updates the course in Link: Academic -> Pre Admission -> Fees -> Course Updation
- Fee Pattern – Select fee pattern from drop-down list.
- Active – Check or uncheck the checkbox to make the courses activated or deactivated.

Figure – Course Creation Master

Figure – On Selection Of Basic Course, Created Course Can Be Seen On Right Side (But After Saving Record)

❖ COURSE UPDATION

This form is used to update the courses.

Link: Academic -> Pre Admission -> Fees -> Course Updation

On click of the link, it opens the screen as shown below.

Course Updation				
Basic Course *	Select Basic Course	▾	⊘ Cancel	⚙

Figure – Course Updation Form

This form includes:

- Basic Course – Select basic course from drop-down list. It displays the created courses accordingly (i.e. according to the duration & course pattern for selected basic course (Link: Academic -> Pre Admission -> Fees -> Course Creation).

Course Updation

Basic Course *	BACHELOR OF LEGAL SCIENCE ▾	⊘ Cancel

Show 10 ▾ entries   Search:

ACTION	COURSE / YEAR	SHORT NAME
☑	BACHELOR OF LEGAL SCIENCE FIRST YEAR	BOLS SEM 1
☑	BACHELOR OF LEGAL SCIENCE - 2	BOLS SEM 2
☑	BACHELOR OF LEGAL SCIENCE SECOND YEAR	BOLS SEM 3
☑	BACHELOR OF LEGAL SCIENCE - 4	BOLS SEM 4
☑	BACHELOR OF LEGAL SCIENCE THIRD YEAR	BOLS SEM 5
☑	BACHELOR OF LEGAL SCIENCE - 6	BOLS SEM 6
☑	BACHELOR OF LEGAL SCIENCE FOURTH YEAR	BOLS SEM 7
☑	BACHELOR OF LEGAL SCIENCE - 8	BOLS SEM 8
☑	BACHELOR OF LEGAL SCIENCE FIFTH YEAR	BOLS SEM 9
☑	BACHELOR OF LEGAL SCIENCE - 10	BOLS SEM 10

Showing 1 to 10 of 10 entries   Previous **1** Next

Figure – Showing Created Course

- Click on <☑> of the desired course. It opens the screen and fetches its details in the respective fields.

Update Record

Course/Year Name *	BACHELOR OF LEGAL SCIENCE FIRST YEAR
Short Name *	BOLS SEM 1
Max Seats	0
Next Course/Year	BACHELOR OF LEGAL SCIENCE SECOND YEAR ⌄
University Course	Select University Course ⌄
Last Admission Date	24/08/2021 📅
Course Start Date	Enter Course Start Date 📅
Course End Date	Enter Course End Date 📅
Fee Course	☑ Check If Fee Course

🖫 Update   ⊘ Close

Figure – On Click of <✎ >

- Course/Year Name – It is automatically fetched (on click of <✎ > of the desired course)
- Short Name – It is automatically fetched e.
- ADM Seats – Enter no. of admission seats.
- Next Course/Year – Select next course/year from drop-down list.
- Last Admission Date – Enter last date of admission.
- Course Start Date – Enter start date of course.
- Course End Date – Enter end date of course.
- Fee Course - By default, it is checked as fee is applicable for the course. Uncheck it if fee is not applicable

Update Record

Course/Year Name *	BACHELOR OF LEGAL SCIENCE FIRST YEAR
Short Name *	BOLS SEM 1
Max Seats	120
Next Course/Year	BACHELOR OF LEGAL SCIENCE SECOND YEAR ⌄
University Course	Select University Course ⌄
Last Admission Date	04/02/2023 📅
Course Start Date	16/02/2023 📅
Course End Date	18/02/2023 📅
Fee Course	☑ Check If Fee Course

🖫 Update   ⊘ Close

Figure – Updating Course

V. R. Dube
I/C PRINCIPAL
M.K.E.S. COLLEGE OF LAW
Malad (West), Mumbai - 400 064

❖ STANDARD FEE

This form is used to define standard fee for courses. Before using this form, user has to define courses, fee types, & standard fee titles in each cash books.

Good amount of homework is required before defining of standard fee. User has to enter the exact applicable fee amounts in each fees head for the selected fee type. Get it checked & approved from concerned authorities.

Link: Academic -> Pre Admission -> Fees -> Standard Fee

Figure – Standard Fee Form

This form includes:

- Session - Select session from drop-down list
- Basic Course – Select basic course from drop-down list.
- Course / Standard - Select course / standard from drop-down list
- Fee Type – Select fee type from drop-down list.
- Student Type – Select student type from drop-down list. On selection of Course, Fee Type and then Student Type, it appears fee details on right side of the screen. Enter the fee details.
- Active – Check or uncheck the checkbox to make the standard fee activated or deactivated.

V. R. Dube
I/C PRINCIPAL
M.K.E.S. COLLEGE OF LAW
Malad (West), Mumbai - 400 064

Figure – Standard Fee Master

❖ SUBJECT TYPE

This form is used to define the subject type. E.g. Electronic-Theory, Science-Theory, Science Practical, Science-Both (If the subject is of both type, Theoretical and Practical). It will be using while defining the subject (Link: Academic -> Pre Admission -> Subject -> Subject Definition) E.g. Chemistry is science subject and if applicable only as 'Theoretical' subject, then Subject type can be selected as Science-Theory.

Link: Academic -> Pre Admission -> Subject -> Subject Type

On click of link, it opens the Subject Type form, showing already defined subject types.

Click on < **Add New Record** > to create new record I.e. subject type. It opens the screen showing following fields:

- Subject Type – Enter subject type such as theory, practical etc.
- School - Check the checkbox 'Check If School' for the said subject types, if applicable for school. On checking this checkbox (and NOT checking the next checkbox 'MCQ'), the subjects type will be available as 'Scholastic' in CBSE Pattern. Subject defined under 'Scholastic' will be seen in 'CBSE Exam -> Transaction -> Scholastic Mark Entry'.

   This checkbox is not applicable for college.

- MCQ - Means Multiple Choice Question. Along with above checkbox 'School' with 'Checked' Status, if this checkbox 'MCQ' is checked, the subject type will be MCQ subject. In addition, same subjects type will be available as 'Co-scholastic' in CBSE Pattern. Subject defined under 'Co-scholastic' will be seen in 'CBSE Exam -> Transaction -> Co-scholastic Mark Entry'.

   This checkbox is not applicable for college

- Select the subject type from the options - Theory, Practical etc

V. R. Dube
I/C PRINCIPAL
M.K.E.S. COLLEGE OF LAW
Malad (West), Mumbai - 400 064

Figure – Subject Type

❖ SUBJECT DEFINITION

This form is used to define the subject.

Link: Academic -> Pre Admission -> Subject -> Subject Definition

- Select Basic Course/Branch, Course/Year, Medium from respective drop-down list. On selection of medium, it displays the list of already defined subjects for the selected course code below the < 🖫 Submit > button.
- Enter Subject Code, Serial Number. According to this serial no., the subject will be shown in the list shown at the bottom of page.
- Enter Subject Name, Subject Short Name, Credits, Exam Fee, Subject Language, Subject Type from respective drop-down list.
- Optional – Check the checkbox if the subject is optional. If it is unchecked, it will be treated as compulsory.
- Grace Applicable – Check the checkbox if the grace is applicable for the said subject
- Subject Avg. 100/2 - Check the checkbox if the average as 100/2 is to be considered for the said subject. E.g. If student has scored 88 marks, then by concept of 100/2, 44 marks will be considered (88/2)
- Passing Head - Check the checkbox if passing head is applicable. If it is checked, then on mark sheet, instead of 'Obtained Marks', subject will be showing with 'Grade'. E.g. Physical Education type subjects

V. R. Dube
I/C PRINCIPAL
M.K.E.S. COLLEGE OF LAW
Malad (West), Mumbai - 400 064

Figure – Subject Definition Master

❖ SUBJECT GROUPING

This form is used to define the group of subject.

Link: Academic -> Pre Admission -> Subject -> Subject Grouping

- Select Course Code, Medium from drop-down list. On selection of medium, it displays the list of already defined subject groups for the selected course code.

- Click on < **Add New Record** > button, it opens the screen as shown below.

Figure – On Click of < Add New Record >

- Group Name – Enter group name.
- Maximum Subject – By default, it displays the no. of compulsory subjects and reflects according to selection of optional subjects.
- Total Subject – By default, it displays total no. of subjects that defined in 'Link: Academic -> Pre Admission -> Subject -> Subject Definition' for selected course.

Add/Update Record							✕

Group Name * [PLE] Total Subject * [3]

Maximum Subject * [3] Adm Max Seats [ ]

Academic Year [2021-2022 ▾] ☑ Check If Active

Compulsory Subjects

PART	SUBJECT CODE	SUBJECTS
NA	PAPER III	POLITICAL SCIENCE III
NA	PAPER II	LOGIC II
NA	PAPER I	ENGLISH II

Optional Subjects

☐ All	PART	SUBJECT CODE	SUBJECTS	SEQ. NO.

💾 Submit   ⊘ Close

Figure – Subject Grouping

On click of < 💾 Submit >, it adds the group on opening screen, which opens on click of link.

I/C PRINCIPAL
M.K.E.S. COLLEGE OF LAW
Malad (West), Mumbai - 400 064

TRANSACTION

Using this menu, user can accept various fees from students such as prospectus/registration fees, admission fees etc. User can cancel a receipt or admission and reprint also.

Note: Student admission process can be started in following ways:

1. Registration -> Merit List -> Student Admission. Skip 'Merit List' if not required and go directly to Student Admission.

2. Student Admission can also be done directly i.e. by skipping Prospectus, Registration, Merit List etc.

❖ REGISTRATION

This form is used for registration of student. Registration can be done either on the basis of prospectus or directly.

Link: Academic -> Transaction -> Registration and Merit List -> Registration

Panel 'Student Details':

- Course/Year/Standard – Select course/year/standard name from drop-down list. On selection of course name, it automatically fetches the registration amount accordingly (fetched from Link: Academic -> Pre Admission -> Course -> Cash Book)
- Enter Student Name – To select student, enter relevant characters. It displays the list accordingly (Fetched from Link: Academic -> Transaction -> Registration and Merit List -> Prospectus). Select the desired student. It fetches student details in its respective fields of panel 'Student Details'.

Skip the selection of student if direct registration is to be done. In this case, enter the details in the following fields as explained.

- Title – Select title from drop-down list.
- Enter Last Name/Surname, First Name, Middle Name of student
- Select the gender, Caste Category, Religion from drop-down list
- Enter Mother Name and Father Name
- Form No. – Enter the form no. which may be attached with prospectus
- Provisional ADM No. – Enter provisional admission no.
- Enter Address, Email ID, Mobile no.
- DoB - Enter date of birth

Panel 'Payment': It is to be done for both type of registration i.e. prospectus based or direct registration

- Amount – It is automatically fetched. Change if required.
- Payment Mode – Select payment mode from drop-down list. If payment mode is cheque or demand draft (DD), it appears a field set on its right side to enter the cheque or demand draft details.
- Remark – Enter the remark if any.

Once the registration of a student on the basis of prospectus is done, student will be disappeared from the drop-down list of field 'Student List'.

❖ EDIT REGISTRATION

This form is used to edit the registration details of student as well as to register the new student. Along with this, it also allows prospectus-based registration.

Registration details can be edited if registration is done (Link: Academic -> Transaction -> Registration and Merit List -> Registration).

Link: Academic -> Transaction -> Registration and Merit List -> Edit Registration

On click of link, it opens the screen as shown below.

Insert/Update Registration

Note : * Marked Is Mandatory !

👤 Student Details

Course *	Select Course ▾	Mother Name	Enter Mother Name
Registration Type *	⦿ New Update	Father Name	Enter Father Name
Enter Student Name	Prospectus Student Name to search 🔍	Form No.	Enter Form No
Title *	Select Title ▾	Provisional ADM No	Enter Provisionl Admission No
Last Name/Sirname *	Enter Last Name	Address	Address
First Name	Enter First Name		
Middle Name	Enter Middle Name	Email Id	Enter Email e.g. xyz@domainname.com ✉
Gender *	Select Gender ▾	Mobile No.	Enter Mobile No 📞
Caste Category	Select Caste Category ▾	DOB	Enter Date of Birth 📅
Religion	Select Religion ▾		

₹ Payment

Amount	₹ 0 00
Payment Mode	Please Select ▾
Remark	Remark

Figure – Edit Registration Form

This form includes:

Panel 'Student Details':

- Course – Select course name from drop-down list. On selection of course name, it automatically fetches the amount accordingly (fetched from Link: Academic -> Transaction -> Registration and Merit List -> Cash Book)
- Registration Type - Select the desired option New or Update. If 'Update' is selected, it shows the list of students in the respective field (next field 'Enter Input'), whose registration is done (Link: Academic -> Transaction -> Registration and Merit List -> Registration).
- Search By - Search the student by any of the criteria i.e. by Registration Id, Student Name. E.g. if criteria 'Name' is selected, enter the at least 3 relevant characters in the following field 'Enter Input'. It displays the list accordingly. Select the desired student. It fetches the student details in the respective fields. Along with this, it also fetches registration details in the following panel 'Registration Details'.

V. R. Dube
I/C PRINCIPAL
M.K.E.S. COLLEGE OF LAW
Malad (West), Mumbai - 400 064

Note : * Marked Is Mandatory !

Student Details

Course *	BACHELOR OF LEGAL SCIENCE FIRST YEAR	Mother Name	Enter Mother Name
Registration Type *	○ New ● Update	Father Name	SUDHAKAR
Search By *	Registration Id	Form No.	152
Enter Input *	Enter Registration Id	Provisional ADM No	Enter Provisionl Admission No
Title *	MISS	Address	Address
Last Name/Surname *	MANDAVKAR		
First Name	VAISHNAVI	Email Id	Enter Email e.g. xyz@domainname.com
Middle Name	SUDHAKAR	Student Mobile No.	Enter Mobile No
Gender *	FEMALE	DOB	Enter Date of Birth
Caste Category	Select Caste Category	Last School/College	Please select Last School/College!
Religion	Select Religion	Parent Mobile No.	Enter Parent Mobile No

Figure – Showing Details on Selection Of Student

On click of < **💾 Submit** >, it displays the message about successful registration on left-top.

❖ DEMAND UPDATION

Once standard fee is defined, it automatically applies the demand to the student while student admission (Link: Academic -> Transaction -> Collect Fees -> Student Admission).

If student had already paid the fees according to previously applicable standard fee, but there is rise in fees, then to collect the difference in amount, Demand will have be updated form will be used.

Once the demand is updated, the difference will be collected through Link: Academic -> Transaction -> Collect Fees -> Outstanding Fees

If student had already paid the fees according to previously applicable standard fee, but there is deduction in fees, then to pay the difference in amount, it doesn't need to update the demand.

It will be refunded through Link: Academic -> Transaction -> Collect Fees -> Fees Refund

Link: Academic -> Transaction -> Collect Fees -> Demand Updation

On click of link, it opens Demand Updation form showing following fields:

1. Select Session, Course/Year/Standard from drop-down list.
2. Search By - Search the student by any of the criteria i.e. by Student Id, Name, or User Defined Field. E.g. if criteria 'Name' is selected, enter the relevant characters in the following field 'Enter Input'. It displays the list accordingly. Select the desired student, it appears the student details - Name, Fee Type, Student Type on left bottom and fees details on right-top.
3. With the help of option 'User Defined Field' in 'Search By' field, user can search the student on the basis of fields such as Enrollment No., Mobile No.

Now, change the demand by updating the desired fee heads of top right panel 'Fees Details'. E.g. Change 'Tuition Fee' head amount. It reflects 'Total Fees' accordingly.

V. R. Dube
I/C PRINCIPAL
M.K.E.S. COLLEGE OF LAW
Malad (West), Mumbai - 400 064

Page no. 27

Figure – Updating Demand in 'Tuition Fee' Head

It also reflects the amount in Link: Academic -> Transaction -> Collect Fees -> Outstanding Fees.

❖ FEES COLLECTION

This form is used to collect the fees from the student.

Link: Academic -> Transaction -> Collect Fees -> Fees Collection

On click of link, it opens screen showing following fields:

4. Search Criteria - Search the student by any of the criteria i.e. by Student Id, Name, or Serial No. E.g. if criteria 'Name' is selected, enter the relevant characters in the following field. It displays the list accordingly. Select the desired student, it fetches the student details in the respective fields.

5. Along with this, it also fetches fees details in the fields of the panel 'Student Fees Details' shown on the right side of the screen. If any of the fee head is set as 'Installment', it reflects the field 'Total' according to the installment amount. In this case, this 'Total' and 'Bal Fees' (shown on left middle) may be mismatched.

6. It also includes the subject fee in 'Bal Fee' if subject fee is applicable for the student.

7. Enter or select the data in remaining fields - Remarks, Payment Option, Payment ID

Panel 'Payment Details':

Select payment mode. If 'Cheque' or 'Demand Draft (DD)' is selected, it appears a panel with fields to enter cheque or demand draft details. Enter the details accordingly.

Click on < **Add** >, it adds the details in the adjacent panel 'Payment Details', which is shown on right bottom. At the same time, it also reflects the field 'Amount' on left-middle.

In the same transaction, it allows to use another payment mode along with already selected payment mode.

I/C PRINCIPAL
M.K.E.S. COLLEGE OF LAW
Malad (West), Mumbai - 400 064

Page no. 28

If full payment is done, it doesn't need to adjust the amount in respective fee head, but part payment is done, then adjust the amount manually in the fee head accordingly (right side). Enter '0' (Zero) in the fee heads whichever not applicable.

Select 'Receipt Type' either 'Cash', or 'Challan' from the drop-down of field 'Receipt Type' from same panel (On right top)

Figure - Fee Collection

Click on < **Submit** >. If receipt type as 'Cash' is selected, it generates admission receipt. If 'Challan' is selected, it generates the challan. It sends the SMS on respective mobile no.

Now, the challan will be printed and will be given to student. Student will pay the fees in the respective bank and will get one of the challan copies. This copy will be shown to the concerned authority from the college. Then, reconciliation against the challan will be done through Link: Academic -> Transaction -> Collect Fees -> Receipt Reconciliation and afterward student's admission will be confirmed. Receipt Reconciliation is explained in details on the upcoming pages.

Once the fee is collected, though partially, student will be disappeared from this form and remaining amount (outstanding/installment) will be collected through Link: Academic -> Transaction -> Fee Collection -> Outstanding Fees, which is explained in details on the upcoming pages.

Installment Fee Collections for Schools:

Overall fee collection procedure for school is as same as college which is explained above in the same 'Fee Collection Content'. Only the difference may be there - in the amount in the Fee Head that set as 'Installment Fee' through Link: Academic -> Pre Admission -> Other Fees Definition -> Installment Fee. By default, it displays the installment amount for that particular month. But the previous installment is pending, then it adds the previous installment in next month.

❖ OUTSTANDING FEE

This form is used to collect outstanding fees from the student.

If first fee collection is partial and by challan, then 'Receipt Reconciliation' is mandatory (Link: Academic -> Transaction -> Fee Collection -> Receipt Reconciliation). Unless and until the receipt is reconciled, it will be neither available for outstanding fee collection nor in DCR. 'Receipt Reconciliation' is explained in the upcoming pages.

Link: Academic -> Transaction -> Collect Fees -> Outstanding Fees

On click of link, it opens Outstanding Fees form showing following fields:

- Select Basic Course/Branch/Standard, Course/Year/Standard from respective drop-down list.
- Search Criteria - Search the student by any of the criteria i.e. by Student Id, Name, or User Field E.g. if criteria 'Name' is selected, enter the relevant characters in the following field. It displays the list accordingly. Select the desired student by click of mouse. It fetches the student details in the respective fields. With the help of option 'User Field', user can search the student on the basis of fields such as such as Enrollment No., Mobile No.

On left side – Field 'Paid Fees' - it shows the already paid fees.

On right side panel 'Student Fees Details' – It also shows the reflection in the respective fee heads.

Panel 'Payment':

Select 'Receipt Mode' either 'Cash', or 'Challan' from the drop-down of the field 'Receipt Mode' from same panel.

Select payment mode. If 'Cheque' or 'Demand Draft (DD)' is selected, it appears a panel with fields to enter cheque or demand draft details. Enter the details accordingly.

Click on < Add >, it adds the details in the adjacent panel 'Payment Details', which is shown on right bottom. At the same time, it also reflects the field 'Payable Fees' on left-middle.

In the same transaction, it allows to use another payment mode along with already selected payment mode.

If full payment is done, it doesn't need to adjust the amount in respective fee head, but part payment is done, then adjust the amount manually in the fee heads accordingly (right side). Enter '0' (Zero) in the fee heads whichever not applicable.

Figure - Outstanding Fee Collection

Click on < **💾 Submit** >. If receipt type as 'Cash' is selected, it generates admission receipt. If 'Challan' is selected, it generates the challan. It sends the SMS on respective mobile no.

Now, the challan will be printed and will be given to student. Student will pay the fees in the respective bank and will get one of the challan copies. This copy will be shown to the concerned authority from the college. Then, reconciliation against the challan will be done through Link: Academic -> Transaction -> Collect Fees -> Receipt Reconciliation and afterward student's admission will be confirmed. Receipt Reconciliation is explained in details on the upcoming pages.

If the fee is collected partially, remaining amount (outstanding/installment) will be collected through the this same form.

Installment Fee Collections for Schools:

Overall fee collection procedure for school is as same as college which is explained above in the same 'Fee Collection Content'. Only the difference may be there - in the amount in the Fee Head that set as 'Installment Fee' through Link: Academic -> Pre Admission -> Other Fees Definition –> Installment Fee. By default, it displays the installment amount for that particular month. But the previous installment is pending, then it adds the previous installment in next month.

V. R. Dube
I/C PRINCIPAL
M.K.E.S. COLLEGE OF LAW
Malad (West), Mumbai - 400 064

❖ ADMISSION CANCELLATION

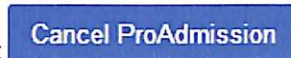This form is used to cancel the admission and to re-admit the student. On cancellation, it cancels the admission only and not the receipt. Also, the student will not be available for next transactions E.g. Link: Academic -> Receipt -> Course Change. The fees against the cancellation of admission can be refunded through the respective form. In case of admission cancellation, there is no effect on DCR.

Link: Academic -> Transaction -> Receipt -> Admission Cancellation

On click of link, it opens Admission Cancellation form showing following fields:

- Select Session, Course Code from respective drop-down list
- Search by – Select the desired 'Search By' criteria from drop-down list. E.g. Student Name.
- Enter Input - Enter the relevant characters, it shows the list of student accordingly. Select desired student. Also, < Submit > button turns into < Cancel Admission >. If the student has taken provisional admission, it will be shown as < Cancel ProAdmission >. With the help of option 'User Field', user can search the student on the basis of fields such as Enrollment No., Mobile No.
- Enter Reason
- Clear All Receipts - Check the checkbox if all the receipts are to be cleared. The logic is if the student paid the Rs. 2000/- fees out of Rs. 10000/- total fees and cancelled the admission. If checkbox is unchecked, then on Re-admission, student will have to pay remaining fees Rs. 8000/-. But if checked, then student will have to pay total fees Rs. 10000/-. So, check or uncheck the checkbox accordingly.
- Click on < Cancel Admission >, it cancels the admission of selected student

---

Admission Cancellation

Note : * Marked Is Mandatory !

Session *	2022-2023 ⌄
Basic Course *	BACHELOR OF LAW ⌄
Course *	BACHELOR OF LAW FIRST YEAR ⌄
Search By *	Student Name ⌄
Enter Input *	ANKITA RAKESHKUMAR SINGH --> ⦿Show Balance
Reason	TRANSFER
Admission Date	14 Dec 2022
Fee Type	FULL PAYMENT
Student Type	HOME UNIVERSITY
Status	ADMISSION

☐ Cancelled Admission

☐ Clear All Receipts

[Cancel Admission] [Cancel]

Figure – Admission Cancellation

- Now to re-admit, select the same student as explained above. It turns < **Submit** > button into < **ReAdmission** >. If canceled admission was provisional, then it will be shown as < **Pro ReAdmission** >.
- The options 'Cancelled Admission' and 'Clear All Receipts' will be disabled.

Click on < **ReAdmission** >, it readmits the selected student

Figure – Readmission of Student

❖ OUTSTANDING FEES REMINDER

This form is used to send the outstanding fees reminder, which will be sending through Email or SMS

Link: Academic -> Transaction -> Data Entry -> Outstanding Fees Reminder

On click of link, it opens Outstanding Fees Reminder form showing following fields:

- Select Session, Receipt Book, Basic Course/Branch, Course/Year, Last Date from respective drop-down list
- Category Type – Select desired category type. Option 'All Student' - It considers both type of categories - Provisionally Admitted and Admission Confirmed Students; Admitted Students - Considers who has paid the fees and, thereby confirmed the admission; and Provisionally Admitted - Considers the student who only taken the admission and not paid any fees.
- Click on < **Show** >, it displays student list on right side according to the selection of 'Category Type'. By default, all students are selected by checking the checkbox. Uncheck the students to whom reminder is not be sent.
- Click on < **Send SMS** > to send SMS and < **Send Email** > for Email.

Figure – Outstanding Fees Reminder

V. R. Dube
I/C PRINCIPAL
M.K.E.S. COLLEGE OF LAW
Malad (West), Mumbai - 400 064

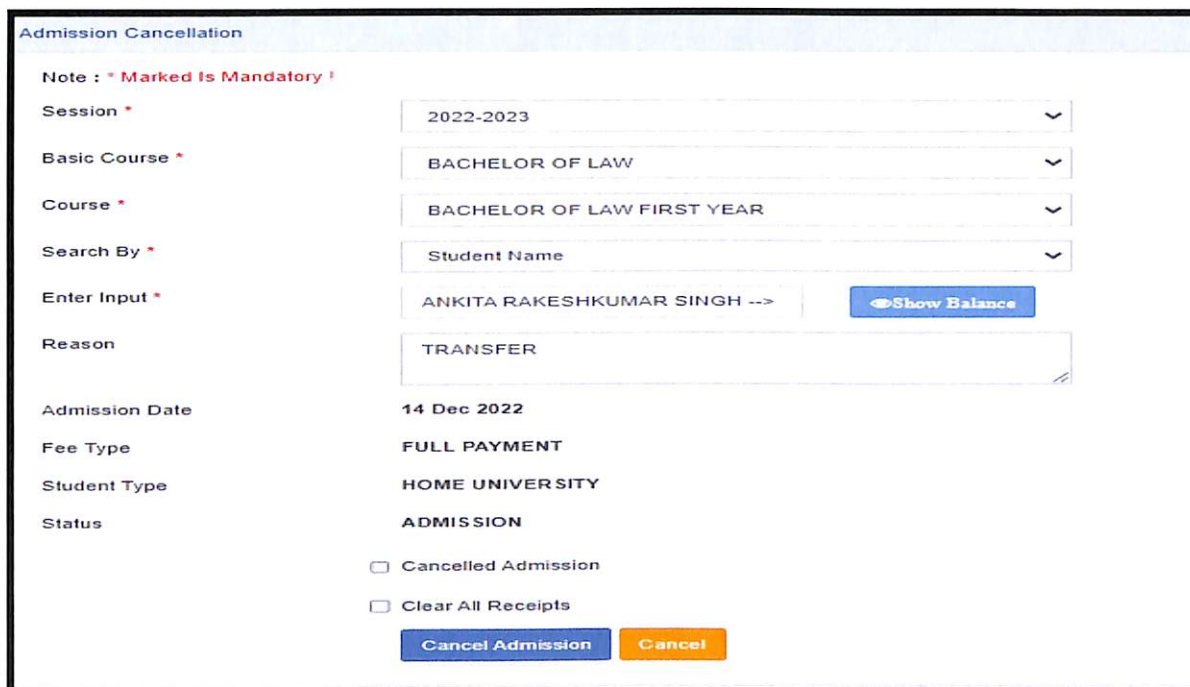# DATA ENTRY

Data Entry menu used to enter full details of students such as academic details, personal details, last exams details, subjects offered details, certificates & documents received and special achievements details etc.

❖ STUDENT INFORMATION

This form is used to update the student information. Unless and until the admission is confirmed, student will not be appeared in this form.

Link: Academic -> Transaction -> Data Entry -> Student Information

On click of the link, it opens student information form with following fields.

- Select Academic Session, Course/Year/Standard from drop-down list
- Course - Select course from drop-down list
- Search By - Select the desired option in 'Search By' criteria. E.g. Name. Enter the relevant characters in the next field. It shows the list of students in the same field accordingly. Select the desired student.
- With the help of option 'User Field' in 'Search By' field, user can search the student on the basis of fields such as Enrollment No., Mobile No.

'Student Details' panel has various links to enter Personal Details, Address Details, Academic Details, Photo & Signature Details, and Document Details. Click on desired link.
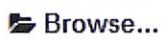
Click on ⚲ ACADEMIC DETAILS, it displays the student academic details. Select the concession if applicable.

Click on ⊖ PERSONAL DETAILS, it automatically fetches some of details such as Last Name/Surname, First Name, and Email ID etc. Enter the other personal details such as Religion, Mother Tongue, ID Proof, Passport & Visa details in the respective field.

Click on ⌂ ADDRESS DETAILS ; enter or select the data from respective drop-down of 'Permanent Address' & 'Temporary Address' panel. If temporary address is as same as permanent address, then after entering the 'Permanent Address', check the checkbox of **<Same as Permanent Address>**.

Click on 🖼 PHOTO AND SIGNATURE DETAILS. Click on <⛯ Browse...>, go to desired location, and select the file. Follow the same procedure for signature also.

Click on 🖿 DOCUMENTS DETAILS. Read the instructions given in red font on middle of the page. This form is used to maintain the documents in softcopy. To upload the scanned document, click on <⛯ Browse...>, go to desired location, and select the document. Enter No. of Original, no. of Xerox, Document No. in respective fields. It generates the document receipt no. after saving the record. It is also linked with 'Link: Academic -> Transaction -> Data Entry -> Student Document Receipt' i.e. if any changes done in this form, it will reflect in 'Link: Academic -> Transaction -> Data Entry -> Student Document Receipt' also.

Click on ✎ EXAMINATION DETAILS to enter exam details

Click on 🖨 SUBJECT DETAILS to enter subject details, which are allotted to the student for the selected session.

Figure – Student Information Form

❖ STUDENT SUBJECT UPDATION

This form is used to change the subject that allotted to the students.

Link: Academic -> Transaction -> Data Entry -> Student Subject Updation

On click of the link, it opens Student Subject Updation form with following fields:
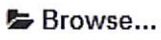
- Select Session, Course, Medium from drop-down list. Select section if to be filtered on the basis of section.
- The checkboxes of optional subject will be enabled. Check the checkboxes of optional subjects which are to be assigned to students. Compulsory subjects will be assigned by default whose checkboxes will be disabled.
- Check the checkboxes of students to whom selected subjects are to be assigned. If all the students are to be selected on single click, check the checkbox of first column-heading.

Figure – Updating Student Subject

To remove the any of the optional subject from assigned subject, select student by checking checkbox. Check the checkbox of the subject which is to be unchanged. Do not check the checkbox of the subject which is to be removed.

Malad Kandivali Education Society's
M.K.E.S.COLLEGE OF LAW
BHAVISHYA BHARAT CAMPUS,S.V.ROAD, MALAD (WEST), MUMBAI- 400064
Student Allotted Subjects

Session : 2022-2023   Medium : ENGLISH
Course Name : BACHELOR OF LAW SECOND YEAR

Sr.No.	Stud.Id.	Student Name	Gender	Reg/Roll No.	Subjects
1	4311194	SAKET VIVEK AGARWAL SEEMA	MALE	1	PAPER I, PAPER II, PAPER III, PAPER IV, PAPER V
2	3640635	NIKHIL GHANSHYAM AGRAWAL LAXMI GHANSHYAM AGRAWAL	MALE	2	PAPER I, PAPER II, PAPER III, PAPER IV, PAPER V
3	3640633	SHARDUL PRASHANT AMBRE PRIYANKA PRASHANT AMBRE	MALE	3	PAPER I, PAPER II, PAPER III, PAPER IV, PAPER V
4	3619473	/SONIA CHINNAMUTHU ARUMUGAM JANAKI	FEMALE	4	PAPER I, PAPER II, PAPER III, PAPER IV, PAPER V
5	3631530	ANIRUDH VADIRAJ ASHTAPUTRE VIBHA	MALE	5	PAPER I, PAPER II, PAPER III, PAPER IV, PAPER V
6	3640667	/ANJALI MURJI BHANUSHALI JAVER	FEMALE	6	PAPER I, PAPER II, PAPER III, PAPER IV, PAPER V
7	3618249	MAYUR ASHVANIKUMAR BHUVA LEELAVATI	MALE	7	PAPER I, PAPER II, PAPER III, PAPER IV, PAPER V
8	3631500	/DRISHTI BOKARIA SAMRIDHI	FEMALE	8	PAPER I, PAPER II, PAPER III, PAPER IV, PAPER V
9	3640634	/SONAKSHI KAUSHAL CHAUBEY REETA	FEMALE	9	PAPER I, PAPER II, PAPER III, PAPER IV, PAPER V
10	3631532	/BHUMIKA KAMLESH CHAUHAN VARSHA	FEMALE	10	PAPER I, PAPER II, PAPER III, PAPER IV, PAPER V

Figure – Subject Allotted To Student

❖ ROLL NO. UPDATION

This form is used to allot the roll nos. to the students.

Link: Academic -> Transaction -> Data Entry -> Roll No. Updation

On click of the link, it opens Roll No Updation form with following fields:

- Select Session, Basic Course/Branch, Course/Year from drop-down list. Rest of the fields are optional.
- Enter prefix and starting no.
- Click on < **Show** >, it will displays the list of students on right side of the screen.
- On < **Submit** >, it shows the generated roll nos. in the column 'Roll No.' of the table shown on right side of the screen.

V. R. Dube
I/C PRINCIPAL
M.K.E.S. COLLEGE OF LAW
Malad (West), Mumbai - 400 064

Note : * Marked Is Mandatory !

Session *	2022-2023	⌄
Basic Course/Branch *	BACHELOR OF LAW	⌄
Course/Year *	BACHELOR OF LAW SECOND YEAR	⌄
Medium	ENGLISH	⌄
Section	Select Section	⌄
Gender	Select Gender	⌄
Subject	Select Subject	⌄
Prefix	Please Enter Prefix	
Start Range *	Enter Start Range	
Order By	Roll No	⌄

	Stud. Id	Student Name	Roll No	ADM. Date	Status
☐	4311194	SAKET VIVEK AGARWAL	1	12/12/2022	Unlock
☐	3640635	NIKHIL GHANSHYAM AGRAWAL	2	08/12/2022	Unlock
☐	3640633	SHARDUL PRASHANT AMBRE	3	08/12/2022	Unlock
☐	3619473	SONIA CHINNAMUTHU ARUMUGAM	4	03/12/2022	Unlock
☐	3631530	ANIRUDH VADIRAJ ASHTAPUTRE	5	08/12/2022	Unlock
☐	3640667	ANJALI MURJI BHANUSHALI	6	12/12/2022	Unlock
☐	3618249	MAYUR	7	10/12/2022	Unlock

Show **Submit** **Report** **Cancel**

Export to Excel **Lock** **Unlock**

Figure – Showing Generated Roll no

Malad Kandivali Education Society's
M.K.E.S.COLLEGE OF LAW
BHAVISHYA BHARAT CAMPUS,S.V.ROAD, MALAD (WEST), MUMBAI- 400064
Student Roll Number

Course : BACHELOR OF LAW SECOND YEAR

Session : 2022-2023

Medium : ENGLISH

Sr.No.	Stud.Id.	Student Name	Roll No.	Adm.Date
1	4311194	SAKET VIVEK AGARWAL	1	12/12/2022
2	3640635	NIKHIL GHANSHYAM AGRAWAL	2	08/12/2022
3	3640633	SHARDUL PRASHANT AMBRE	3	08/12/2022
4	3619473	SONIA CHINNAMUTHU ARUMUGAM	4	03/12/2022
5	3631530	ANIRUDH VADIRAJ ASHTAPUTRE	5	08/12/2022
6	3640667	ANJALI MURJI BHANUSHALI	6	12/12/2022
7	3618249	MAYUR ASHVANIKUMAR BHUVA	7	10/12/2022
8	3631500	DRISHTI BOKARIA	8	10/12/2022
9	3640634	SONAKSHI KAUSHAL CHAUBEY	9	12/12/2022
10	3631532	BHUMIKA KAMLESH CHAUHAN	10	10/12/2022
11	3640655	BHUPENDRA INDRABHAN CHAUHAN	11	10/12/2022
12	3631502	CHIRAG ARVINDBHAI CHAUHAN	12	09/12/2022
13	3640610	PARTH DEVYASH CHAURASIA	13	09/12/2022
14	3619464	PRIYADARSHINI MILAN CHEDDA	14	10/12/2022
15	3619469	VIDHI ATUL CHHADVA	15	16/12/2022
16	3631506	PALAK MANISH CHHEDA	16	08/12/2022
17	3646145	PRIYANKA NARESHBHAI CHITRODA	17	08/12/2022
18	3619472	RAVIRAJ RAMNAYAN CHOURASIYA	18	08/12/2022
19	3640649	SWETA VIKASH DADHEECH	19	15/12/2022

Figure – Roll no. Updation Report

V. R. Dube
I/C PRINCIPAL
M.K.E.S. COLLEGE OF LAW
Malad (West), Mumbai - 400 064

❖ BULK UPDATION

This form is used to update the details of students in bulk.

Link: Academic -> Transaction -> Data Entry -> Bulk Updation

On click of the link, it opens Bulk Updation form with following fields:

- Select Session, Basic Course, Course , Medium and Section from drop-down list
- Fields – Select fields that to be updated in bulk. On selection of field, it displays the list of students at the bottom of the screen along with column. This column is named and appeared according to selection of field. E.g. if field to update is selected as 'Date of Birth', column will be named as 'Date Of Birth' and show the calendar on click of field. If 'Medium' is selected, it will be named 'Medium' and appeared with drop-down to select medium.
- Select the student by checking checkbox in the first column. If all the students are to be selected at a time, check the checkbox of the first column. Select or enter the data in the last column for respective student.
- Apply to All – Select all the students by checking checkbox in the first column. If data is common for all students and so wants to apply for all E.g. Medium, then change the data i.e. 'Medium' for the first student. Check the checkbox of 'Apply to All' which is shown on right-middle of the screen. It updates the data automatically for all students. If required, uncheck the checkbox for those students to which selected data i.e. 'Medium' is not applicable.

Figure – Bulk Updation

I/C PRINCIPAL
M.K.E.S. COLLEGE OF LAW
Malad (West), Mumbai - 400 064

STUDENTS REPORT

Students Reports deals with student related reports. User can generate reports such as Student Admission Report, Provisional Admission Report; certificate Reports – Migration, Bonafide etc, Student TC, MIS Reports – Basic Course wise/Course wise/Religion wise/Caste Category wise/Concession wise, and student ID card printing etc.

Note – There is 'ORDER BY' facility has been given in almost all reports to sort the records in ascending order. Select the desired option E.g. 'Date', it will display the report in 'Date' wise ascending order.

The option 'With/Without Cancelled' has also been given to generate the report with admission cancelled or without admission cancelled. Cancelled admission is denoted by '#' and regarding this, note has been given at the bottom of report.

ADMISSION

❖ PROVISIONAL ADMISSION REPORT

This form is used to generate provisional admission report.

Link: Academic -> Students Report -> Admission -> Provisional Admission Report

❖ STUDENT ADMISSION REPORT

This form is used to generate the student admission report. To generate the report, selection of 'Session' and 'From and To Date' is mandatory. To generate the specific record, select or enter the data in the respective fields as per requirement.

The option 'With/Without Cancelled' has also been given to generate the report by considering the cancelled admission or without considering cancelled admission. Cancelled admission is denoted by '#' and note regarding this has been given at the bottom of report.

Link: Academic -> Students Report -> Admission -> Student Admission Report

❖ PROSPECTUS AND REGISTRATION SALE SUMMARY

This form is used to generate the Prospectus and Registration Sale Summary.

Link: Academic -> Students Report -> Admission -> Prospectus and Registration Sale Summary

❖ COURSE AND FEE TYPE CHANGE REPORT

This form is used to generate report for course change and fee type change.

Link: Academic -> Students Report -> Admission -> Course and Fee Type Change Report

❖ COURSE WISE STRENGTH REPORT

This form is used to generate course wise strength report.

Link: Academic -> Students Report -> Admission -> Course wise Strength Report

❖ ADMISSION POSITION REPORT

This form is used to generate admission position report on the basis of various criteria such as Medium wise, Caste Category Wise, Fee Type Wise, Subject Wise etc. Different formats has been given to generate the report

Link: Academic -> Students Report -> Admission -> Admission Position Report

❖ STUDENT DETAILS EXPORT

This form is used to generate student details report, which will be exported in Excel

Link: Academic -> Students Report -> Admission -> Student Details Export

CERTIFICATE

❖ STUDENT ICARD

This form is used to print student ID Card.

Link: Academic -> Students Report -> Certificate -> Student Id Card

❖ STUDENT TC

This form is used to generate transfer certificate (TC) of the student. TC can be generated only after the cancellation of student admission (Link - Academic -> Transaction -> Receipt -> Admission Cancellation). TC can be generated in various formats - Senior / Junior, With/without Institute Name, Original / Duplicate etc

After generation of transfer certificate, then only migration certificate can be generated.

Link: Academic -> Students Report -> Certificate -> Student TC

TC can be generated for Particular Student, Bulk Students, and External Students by using respective option.

For option '**Particular Studen**t' - Select the student by using any of the option from field 'Search By'. Enter the relevant characters in next field 'Search Text'. It displays the list accordingly. Select the desired student. With the help of option 'User Defined Column', user can search the student on the basis of fields such as Enrollment No., Mobile No. Enter or select the data in all the mandatory fields as well as in optional fields as per requirement.

To regenerate the TC for particular student, select - session, course, and search the particular student. It fetches the details in its respective field. Click on < Report > to regenerate the TC.

For option '**Bulk Student**' - Select the students by checking the checkboxes for whom TC is to be generated. If all the students are to be selected at a time, check the checkbox of the 1st column. Enter or select the data in all the mandatory fields as well as in optional fields as per requirement.

To regenerate the TC for particular student whose TC was generated through the option 'Bulk Student', select the option 'Particular Student'. Select session, course, and search the particular student. It fetches the details in its respective fields. Click on < Report > to regenerate the TC.

For option '**External Student**' - Enter the student details in the respective fields which are essential for TC such as Title, First Name, Middle Name, Last Name, Birth Place, Conduct, Progress, Leaving Date, Result etc. If it is required to re-generate the TC for external student, click on < ✎ > button for the desired external student. It fetches its details in respective fields. Then, click on < Report >.

❖ ATTEMPT CERTIFICATE REPORT

This form is used to generate attempt certificate. The certificate can be generated 'With/Without Header' to print the certificate on a paper with/without header

Link: Academic -> Students Report -> Certificate -> Attempt Certificate

Enter or select the data in all the mandatory fields.

In 'Search By' field, search the student by any of the criteria i.e. by Student ID, Student Name, or User Field. E.g. if criteria 'Name' is selected, enter the relevant characters in the following field. It displays the list accordingly. Select the desired student. With the help of option 'User Field', user can search the student on the basis of fields such as Enrollment No., Mobile No.

❖ NOC CERTIFICATE REPORT

This form is used to generate NOC certificate (No Objection Certificate). The certificate can be generated 'With/Without Header' to print the certificate on a paper with/without header

Link: Academic -> Students Report -> Certificate -> NOC Certificate

Enter or select the data in all the mandatory fields.

In 'Search By' field, search the student by any of the criteria i.e. by Student ID, Student Name, or User Field. E.g. if criteria 'Name' is selected, enter the relevant characters in the following field. It displays the list accordingly. Select the desired student. With the help of option 'User Field', user can search the student on the basis of fields such as Enrollment No., Mobile No.

❖ DOB CERTIFICATE REPORT

This form is used to generate DOB certificate (Date of Birth Certificate). The certificate can be generated 'With/Without Header' to print the certificate on a paper with/without header

Link: Academic -> Students Report -> Certificate -> DOB Certificate

Enter or select the data in all the mandatory fields.

In 'Search By' field, search the student by any of the criteria i.e. by Student ID, Student Name, or User Field. E.g. if criteria 'Name' is selected, enter the relevant characters in the following field. It displays the list accordingly. Select the desired student. With the help of option 'User Field', user can search the student on the basis of fields such as Enrollment No., Mobile No.

❖ BONAFIDE CERTIFICATE

This form is used to generate bonafide certificate.

Link: Academic -> Students Report -> Certificate -> Bonafide Certificate

In 'Search By' field, search the student by any of the criteria i.e. by Student ID, Student Name, or User Defined Field'. E.g. if criteria 'Name' is selected, enter the relevant characters in the following field. It displays the list accordingly. Select the desired student. With the help of option 'User Defined Field', user can search the student on the basis of fields such as Enrollment No., Mobile No.

MIS

❖ STUDENT MIS

This form is used to generate student MIS (Management Information System) report to analyse the various types of information such as Basic Course Wise Admission, Course Wise Admission, Religion wise Admission, Caste Category Wise Admission etc. The option 'With/Without Cancelled' has also been given to generate the report by considering cancelled admission or without considering cancelled admission.

Link: Academic -> Students Report -> MIS -> Student MIS

❖ SUBJECT WISE REPORT

This form is used to generate subject wise admissions report.

Link: Academic -> Students Report -> MIS -> Subject Wise Report   Enter or select the data in all the mandatory fields. If subject is not selected, it generates report for all subjects.

FEES REPORT

This menu is used to generate various fees related report which includes daily collection register which shall be printed on day to day basis. It also includes reports such as cancellation receipt report, admission cancelled report and outstanding fees report etc. Along with this, it is used to generate Miscellaneous Fees Collection Register, Fees Write-Off report etc.

Note – There is 'ORDER BY' facility has been given in almost all reports to sort the records in ascending order. Select the desired option E.g. 'Date', it will display the report in 'Date' wise ascending order.

❖ CHALLAN COLLECTION

This report shows challan details, which includes - Student Name, Mobile No., Course, Transaction Date & Time along with Amount and Challan Status - Reconciled or Not Reconciled. The report can be exported to Excel format.

Link: Academic -> Fees Reports -> Fees Report -> Challan Collection

❖ STUDENT LEDGER

This form is used to generate student ledger which summarizes the student details along with its financial transactions.

Link: Academic -> Fees Report -> Fees Report -> Student Ledger

In 'Search By' field, search the student by any of the criteria i.e. by Student ID, Student Name, or User Field. E.g. if criteria 'Name' is selected, enter the relevant characters in the following field. It displays the list accordingly. Select the desired student. With the help of option 'User Field', user can search the student on the basis of fields such as Enrollment No., Mobile No.

In financial details, it has separate panel to show Admission Fee and Other Fee Detail. For both types of fees, it shows Total Fees, Paid Fees & Balance Fees.

In Student Details, it shows Student Name, Mobile Number, Email, Student Type, Current Fee Type, Current Class etc along with student's current course subjects.

❖ BANK REPORT

It allows the user to view all the banking transactions for the selected session and date range. Report can be generated for single or multiple banks.

Link: Academic -> Fees Report -> Fees Report -> Bank Report

Select the data in all the mandatory fields. Check the checkbox of the bank for which report is to be generated. If all the Banks are to be selected at a time, check the checkbox of first column heading.

The report shows the details such as - Student Name and ID, Receipt No., Cheque Details and Amount.

❖ RECEIPT CANCELLATION REPORT

This report is used to generate receipt cancellation report. It can also be generated User wise, I.e. user who had cancelled the receipts, particular session wise and date range.

Link: Academic -> Fees Report -> Fees Report -> Receipt Cancellation Report

Select the data in all the mandatory fields. Select the desired user by checking the respective checkbox. It will generate the cancellation report for the selected user who had cancelled the receipts. If all the users are to be selected on single click, check the checkbox of first column heading

The report shows the details - Session, Roll No., Student Name, Course Name, Receipt No. and Amount.

❖ ADMISSION CANCELLATION REPORT

This report is used to generate the report for admission that canceled during the entered date range. The report can be generated by applying the filtration such as - Receipt Book, Course etc

Link: Academic -> Fees Report -> Fees Report -> Admission Cancellation Report

The report shows the details - Student Name & ID, Course, Fee Type, Student Type, Student Category, Admission Date, and Admission Cancellation Date etc.

❖ OUTSTANDING FEES REPORT

This report is used to check outstanding fees for the selected Session, Receipt Book, Report Type - Short / Detailed. Report can be filtered on - Course, Fee type, Medium and Section.

Link: Academic -> Fees Report -> Fees Report -> Outstanding Fees Report

The option 'With/Without Cancelled Students' has been given to generate the report by considering ccancelled admissions or without considering cancelled admissions.

The Report shows the details such as - Session, Receipt Book Name, Student Name, Student ID and Roll No., Caste Category, and Fees Details - Total Fees, Paid Fees and Balance Fees.

The report can be exported in Excel format also.

❖ DEMAND OUTSTANDING FEES REPORT

This report is used to generate outstanding demand report for the selected Session and Receipt Book. With mandatory field, report can be generated by selection criteria such as Course, Fee Type, Medium, Section etc. Short and Detailed Report can be generated through this form.

Link: Academic -> Fees Report -> Fees Report -> Demand Outstanding Fees Report

The Report shows the details such as - Session, Receipt Book Name, Student Name, Student ID and Roll No., Caste Category, and Fees Details - Total Fees, Paid Fees and Balance Fees.

❖ PAYMENT GATEWAY TRANSACTION REPORT

This report is used to generate student wise payment gateway transaction report, which shows the details such as Student Name, Date & Time, Cash Book, Transaction Status as Captured or Failed and Amount.

Link: Academic -> Fees Report -> Fees Report -> Payment Gateway Transaction Report

SOCIETY REPORT

❖ FEE COLLECTION REPORT

This form is used by society user to view various fee collection report. It generates the report in graphical manner. The Fee Collection reports that can be generated are - Fee Type wise, Cash Book Wise, Basic Course / Branch wise Fees Collection and Payment Type wise.

Link: Academic -> Society Reports -> Society Report -> Fee Collection Report

To generate report, select session. Institute name is automatically fetched according the user who is logged in.

Figure – Fee Collection Report

❖ ADMISSION MIS REPORT

This form is used by society user to view student strength report. It generates the report in graphical manner. The student strength reports that can be generated are - Fee Type wise, Gender Wise, Basic Course / Branch - Gender wise and Religion wise.

Link: Academic -> Society Reports -> Society Report -> Admission MIS Report

To generate report, select session. Institute name is automatically fetched according the user who is logged in.

V. R. Dube
I/C PRINCIPAL
M.K.E.S. COLLEGE OF LAW
Malad (West), Mumbai - 400 064

Figure – Admission MIS Report

V. R. Dube
I/C PRINCIPAL
M.K.E.S. COLLEGE OF LAW
Malad (West), Mumbai - 400 064