



NAGALAND UNIVERSITY

SCHOOL OF ENGINEERING AND TECHNOLOGY

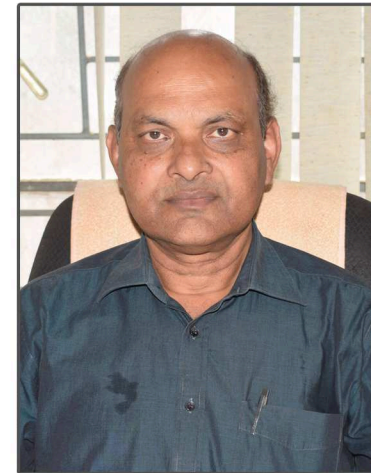
Software Manual

SET-MIS V1.0

A. FOREWORD

It gives me immense pleasure to introduce this Software Manual which will act as a guide for using the Management Information System (MIS) Software. The MIS Software is indigenously developed by Er. Shanchamo Yanthan who is currently working as Assistant Professor in the Department of Information Technology. With years of hardwork and dedication since 2015, this Software has evolved with many features like ID card printing, admit card printing, gradesheet printing, result tabulation, marks entry, attendance report of students etc. It has helped in managing students' data, academic and examination data, employees's data and is a great example of integrating technology with Academics.

I wish him all the best in his future endeavours.



A handwritten signature in black ink, which appears to read 'S K Sharma', is written over a circular blue stamp. The stamp contains the text 'CENTRE OF ENGINEERING & TECHNOLOGY' around the top edge, 'ESTD-2007' in the center, and 'DUARAH' at the bottom.

(S K SHARMA)
DEAN, NU-SET

B. ACKNOWLEDGEMENT

I would like to thank the Almighty God for giving me the courage and the skills to develop this MIS software which has been used in the School of Engineering and Technology, Nagaland University since 2015. Initially, it started with Excel sheets and it proved to be quite cumbersome to maintain the results. The work started in 2012 when I decided to develop a software for managing Results and a full fledged MIS came into being with the first version in 2015. It took some time to print this manual and I also would like to thank Prof. S. K. Sharma who encouraged me to carry out this task of printing a software manual. I also thank my colleagues in the Department for their ideas and support in making this software into a real product. My special thanks goes to my wife, Dr. Thungbeni Ngullie, who has been a constant source of support in my work and my inspiration to achieve newer heights.

I would like to dedicate this work to my Wife and my two adorable sons and hope that this work of mine will be of good help to those who use the MIS Software.



(SHANCHAMO YANTHAN)

ASSISTANT PROFESSOR,

DEPARTMENT OF INFORMATION TECHNOLOGY

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1. LOGIN

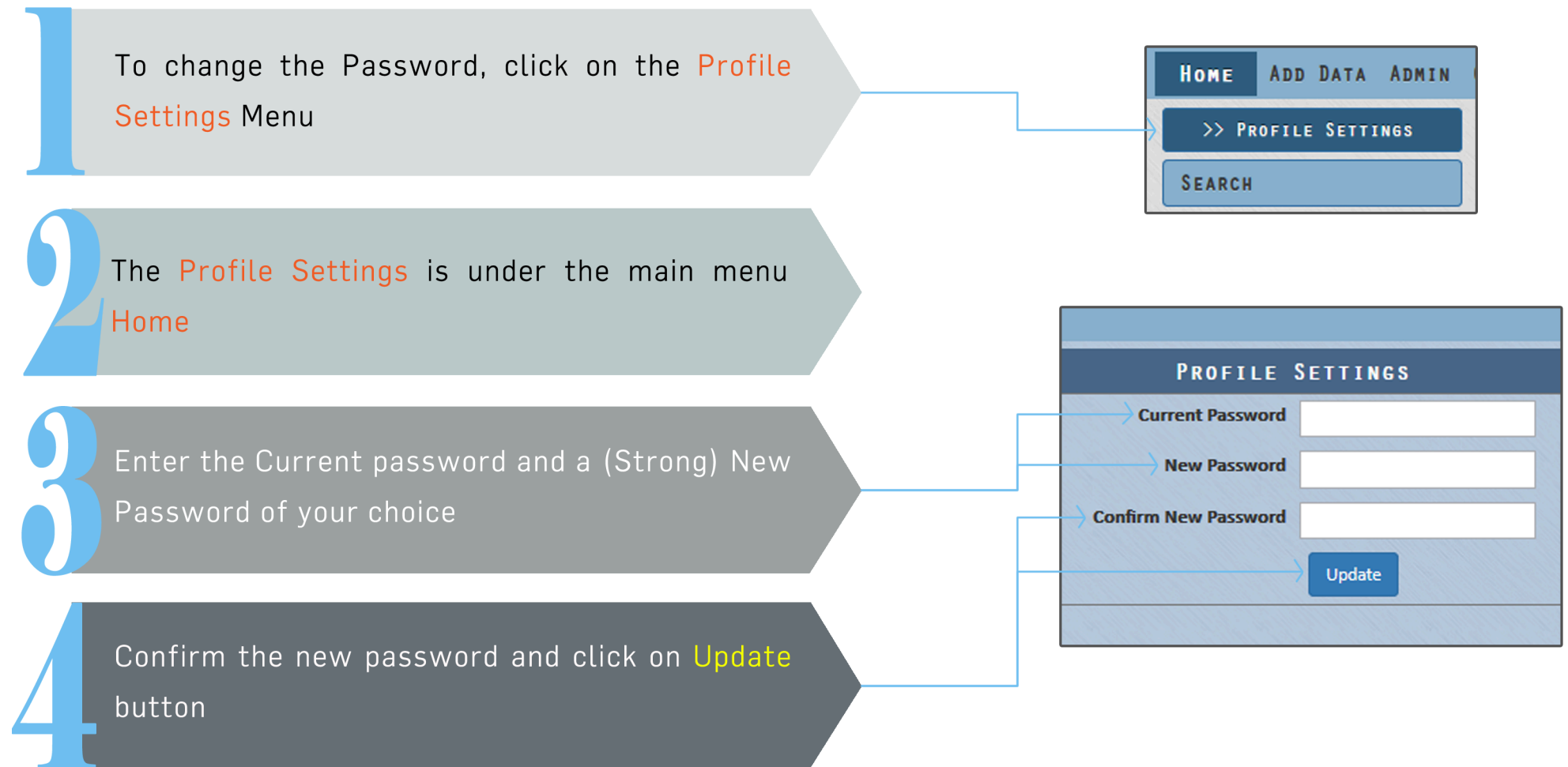
- 1 The MIS can be accessed by typing 192.168.3.199/mis in any browser (e.g. firefox, chrome etc.)
- 2 The default user name is **admin**. This user is the main administrator of the system
- 3 Password must be obtained physically from the System Administrator for security reasons
- 4 Enter the login id and password and click on **Login** button

The screenshot displays a web browser window with the address bar showing `192.168.3.199/mis/home/index.php`. The page header features the Nagaland University logo and the text "School of Engineering and Technology". The main content area contains a "Login to Continue.." form with the following fields:

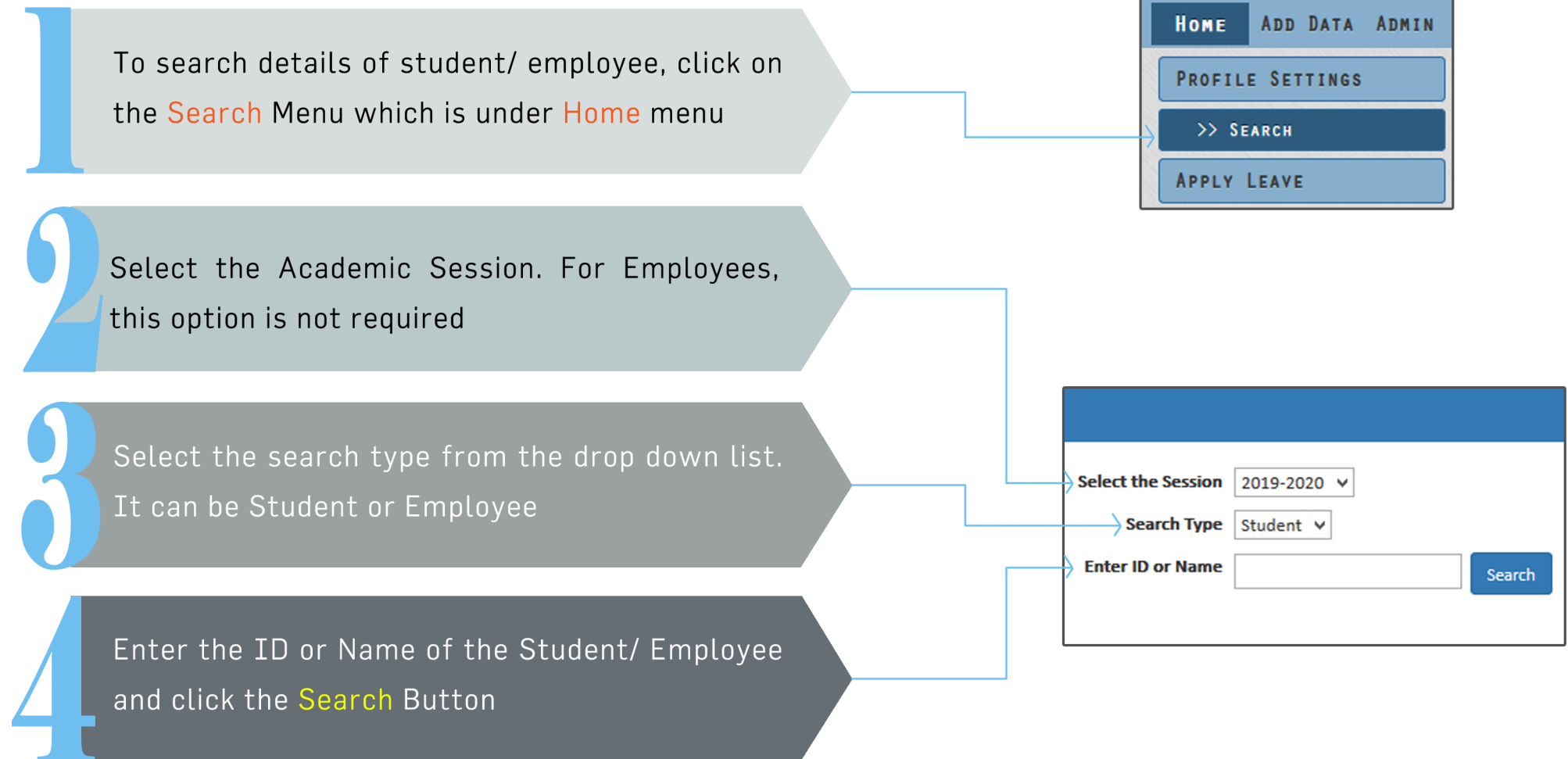
- Login ID:**
- Password:**
- Login button:** A blue button labeled "Login".

The footer of the page includes the Nagaland University logo and the text "Software developed by Shanchamo Yenthan © 2015".

2. CHANGING PASSWORD

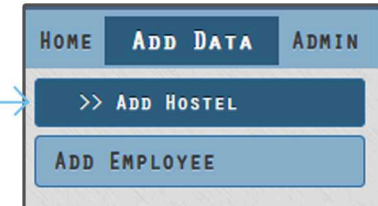


3. SEARCH STUDENT/ EMPLOYEE DETAILS



4. ADD HOSTEL INFORMATION

1 To ADD hostel information, click on the **Add Hostel** Menu under **Add Data** main menu



2 The List of Hostel is displayed. Click on **Add Hostel** Button

Add Hostel

AVAILABLE HOSTELS					
Operation	Hostel Id	Hostel Name	Hostel Type	Capacity	Warden
Edit Delete	1	Birds View	Female	50	EMP0020-CHIPEM ZIMIK
Edit Delete	3	Doyang	Male	100	EMP0012-TEISOVI ANGAMI

3 Enter the details of the Hostel like name, capacity and hostel type

ADD HOSTEL

Hostel Name

Capacity

Hostel Type

Warden

Add Hostel

4 Select the Warden from the drop down list and click **Add Hostel** button

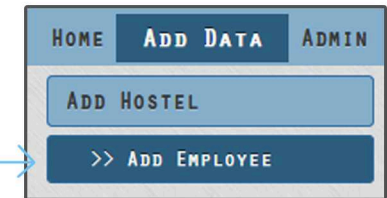
5. ADD EMPLOYEE

1 To ADD Employee details, click on **Add Employee** under **Add Data** Main menu

2 Enter personal details of the Employee in the space provided

3 In the official section, select whether employee is a Teacher or Staff

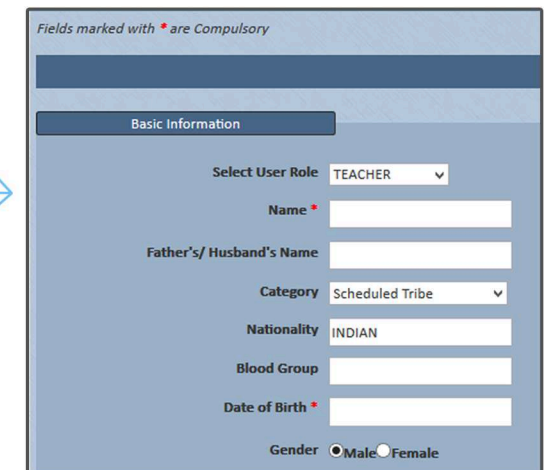
4 After entering all compulsory fields, click on **Add Data** button



HOME ADD DATA ADMIN

ADD HOSTEL

>> ADD EMPLOYEE



Fields marked with * are Compulsory

Basic Information

Select User Role TEACHER

Name *

Father's/ Husband's Name

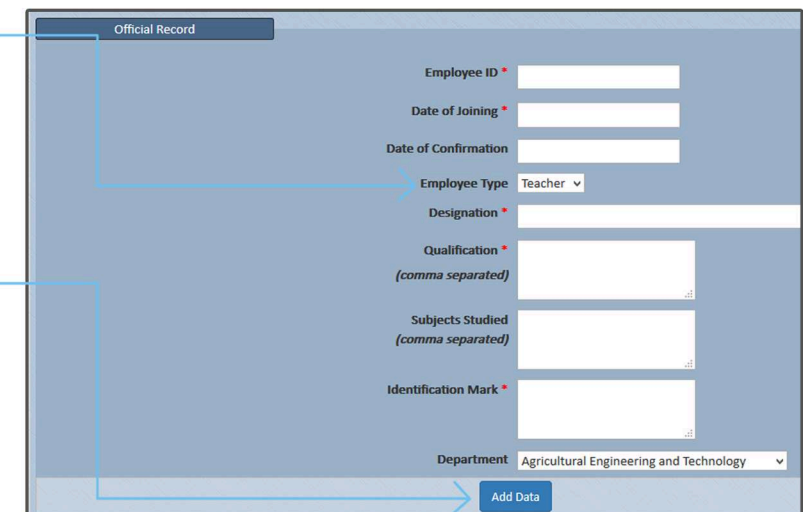
Category Scheduled Tribe

Nationality INDIAN

Blood Group

Date of Birth *

Gender ☒ Male ☐ Female



Official Record

Employee ID *

Date of Joining *

Date of Confirmation

Employee Type Teacher

Designation *

Qualification *
(comma separated)

Subjects Studied
(comma separated)

Identification Mark *

Department Agricultural Engineering and Technology

Add Data

6. CREATE USER ROLE

1 User Roles allows different users to have different rights in accessing the software. For e.g. a staff should not be allowed to enter marks

2 To Add a new User Role, Click on **User Roles** under **Admin** main menu

3 Enter the Role Name and Description for the User Role

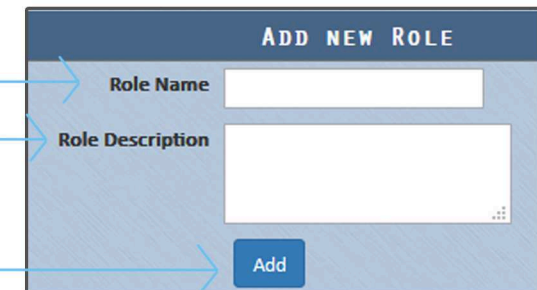
4 Click on **Add** button. Existing User Roles can be edited or deleted



HOME ADD DATA ADMIN

>> USER ROLES

ASSIGN ROLES

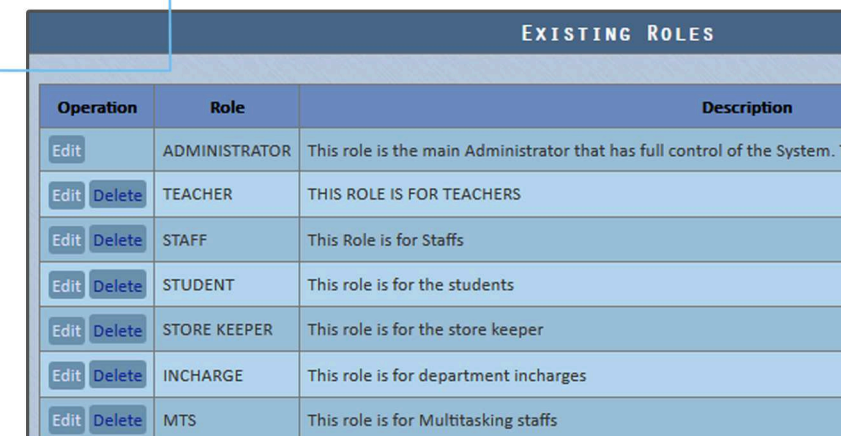


ADD NEW ROLE

Role Name

Role Description

Add



EXISTING ROLES		
Operation	Role	Description
Edit	ADMINISTRATOR	This role is the main Administrator that has full control of the System. T
Edit Delete	TEACHER	THIS ROLE IS FOR TEACHERS
Edit Delete	STAFF	This Role is for Staffs
Edit Delete	STUDENT	This role is for the students
Edit Delete	STORE KEEPER	This role is for the store keeper
Edit Delete	INCHARGE	This role is for department incharges
Edit Delete	MTS	This role is for Multitasking staffs

7. ASSIGNING USER ROLE

HOME ADD DATA ADMIN

USER ROLES

>> ASSIGN ROLES

MODULES

1 Every user must be assigned to a specific User Role. Click on the **Assign Roles** menu under the **Admin** main menu

2 Select the user whose role you would like to assign or update. Multiple selection can be done

Operation	User ID	User Name
☐ Select	EMP0001	D P CHATURVEDI
☐ Select	EMP0002	SOURAV HAZARIKA
☐ Select	EMP0003	SUDIPTA PATOWARY
☐ Select	EMP0004	HAITILO KATH

3 Select the User Role from the dropdown list and click **Update Role**

ASSIGN ROLES

Select the Role **TEACHER**

4 You can reset the password of any user incase the user forgot his/ her password. It will reset with the default password

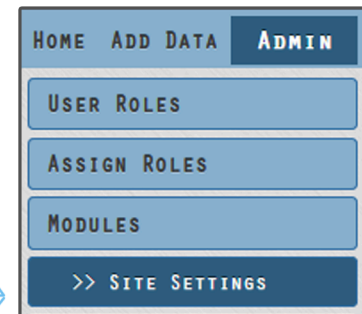
Search:

Reset Password
Reset Password
Reset Password
Reset Password
Reset Password

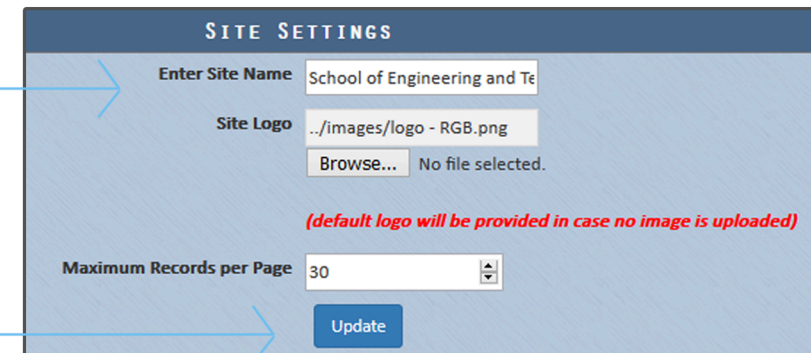
8. SITE SETTINGS

1 site Settings allows you to change site name, logo and max records per page while displaying large number of data

2 Click **Site Settings** under the **Admin** main menu

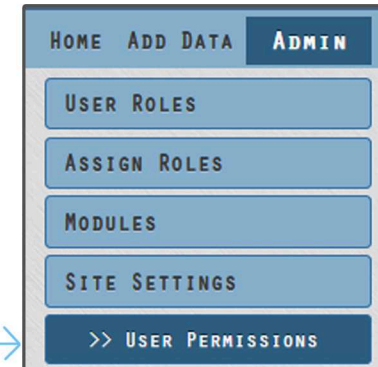


3 Enter the Site name, upload the site logo and also specify maximum records per page

A screenshot of the 'SITE SETTINGS' form. It has a dark blue header. The form contains: 'Enter Site Name' with the text 'School of Engineering and Te'; 'Site Logo' with the path './images/logo - RGB.png' and a 'Browse...' button; a red note '(default logo will be provided in case no image is uploaded)'; 'Maximum Records per Page' with a value of '30' and a dropdown arrow; and an 'Update' button at the bottom right. Blue arrows from the instructions point to the Site Name, Site Logo, and Update button.

4 Click on the **Update** Button to make necessary changes to the site

9. USER PERMISSIONS



1 User permissions allows you to control the way different user roles access the different modules

2 Click **User Permissions** under **Admin** main menu to set the user permissions

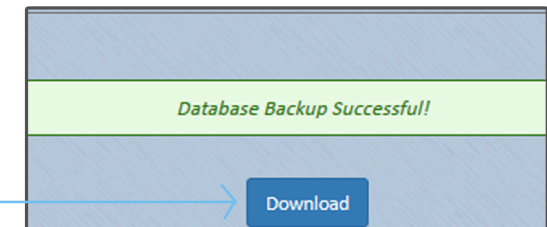
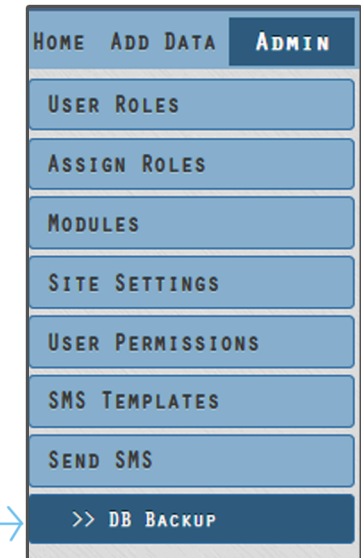
3 A user may be assigned **Can Access** (Read), **Can Edit** (Modify) or **Can Delete** (All Access)

4 Check the required permissions for each user role and click **Update** button

Modules	ADMINISTRATOR	TEACHER	STAFF	STUDENT
ADD DATA				
Can Access?	☒	☐	☒	☐
Can Edit?	☒	☐	☒	☐
Can Delete?	☒	☐	☐	☐
No permission	☐	☒	☐	☒
ADMIN MODULE				
Can Access?	☒	☐	☐	☐
Can Edit?	☒	☐	☐	☐
Can Delete?	☒	☐	☐	☐
No permission	☐	☒	☒	☒
COURSES MODULE				
Can Access?	☒	☒	☒	☐
Can Edit?	☒	☐	☐	☐

10. DATABASE BACKUP

- 1 Database Backup is an essential operation to be performed by the Admin for safekeeping of your MIS data
- 2 To Backup the database, click on **DB Backup** under **Admin** main menu
- 3 The database is stored in the server with .sql extension and file name will have current date
- 4 Click the **Download** button to keep the database file on another machine



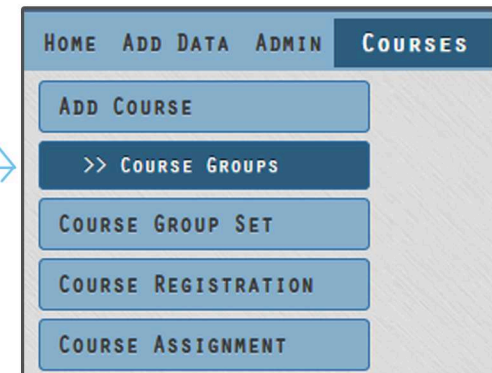
11. COURSE GROUPS

1 Course Groups allows you to group the courses for different batch of students in case of syllabi revision

2 Click **Course Groups** under **Courses** main menu and click **Add New Group**

3 Fill the Group Code and give a short description. Select the grade system. The grade system may differ for different batch of students

4 Check the course group details and click on **Add Group** button



Existing Course Groups

Show 10 entries

Operation	Group Code	Group Description
Edit Delete View Courses	2012_COURSE	This course Group is for 2012 batch
Edit Delete View Courses	2015_COURSE	This is for all Departments since 2015
Edit Delete View Courses	2016_COURSE	This group is for all courses from 2016 batch
Edit Delete View Courses	2018_COURSE	This is for 2018 batch

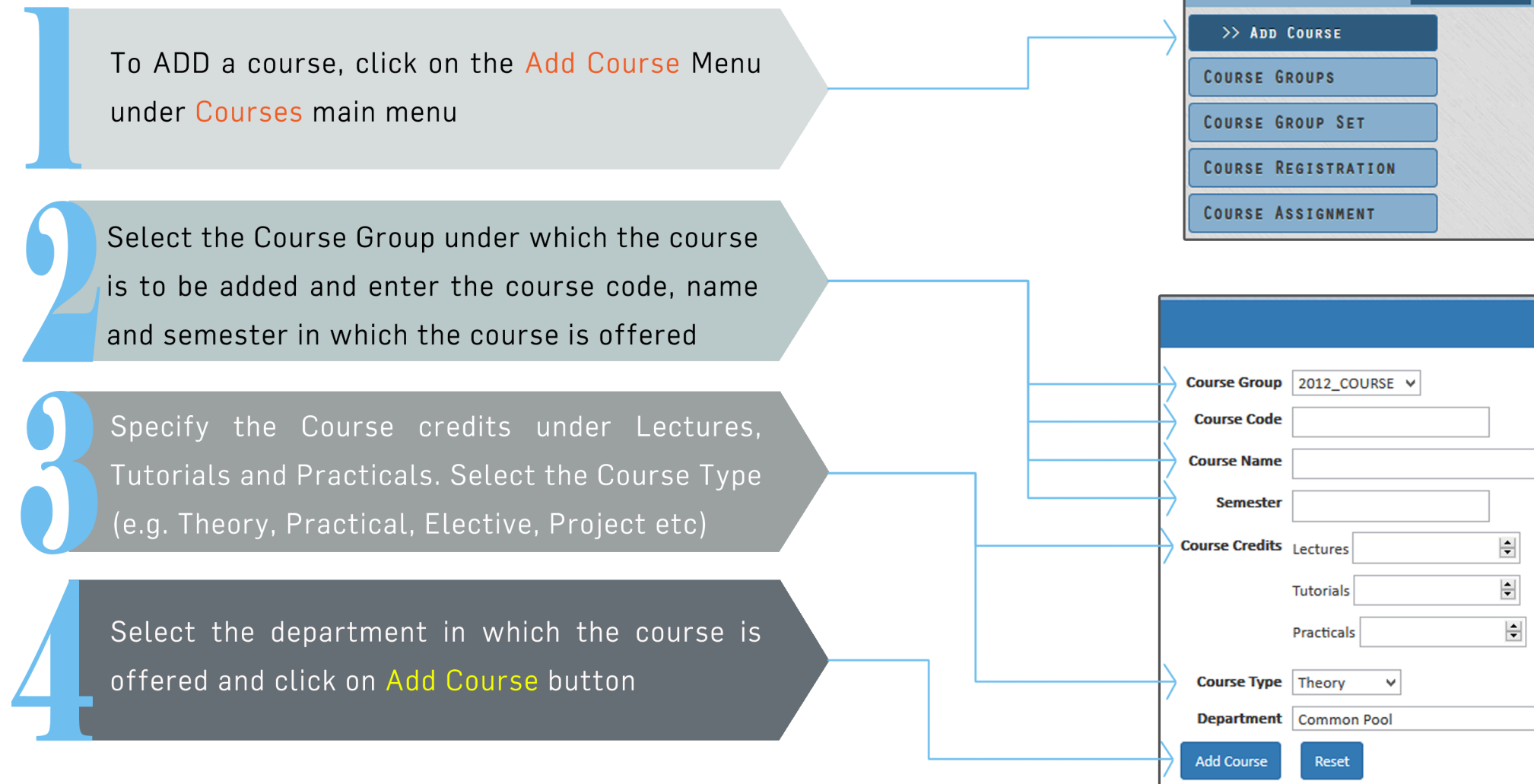
Group Code

Group Description

Grade System Grade-2015

Add Group **Reset** **Cancel**

12. ADD COURSE DETAILS



13. COURSE GROUP SET

- 1 Course Group Set allows you to select certain courses as a set that can be assigned to students
- 2 Click **Course Group Set** under the **Courses** main menu and click **Add New Set**
- 3 Select the Group Code, semester, department for which the set is to be created
- 4 Give a short code and description and click the **Proceed** button

The interface consists of a top navigation bar with links: HOME, ADD DATA, ADMIN, and COURSES. Under the COURSES menu, there is a list of options: ADD COURSE, COURSE GROUPS, >> COURSE GROUP SET (highlighted), COURSE REGISTRATION, and COURSE ASSIGNMENT.

Below the navigation bar is the 'Existing Course Group Sets' section. It includes a table with columns: Select, Id, Group Code, Semester, Department, and Short Code. The table contains three entries:

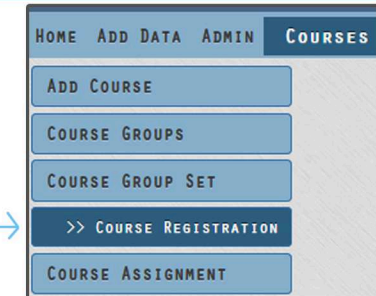
Select	Id	Group Code	Semester	Department	Short Code
Edit Delete	1	2015_COURSE	1	Common Pool	SEM1-2015
Edit Delete	2	2015_COURSE	2	Common Pool	SEM2-2015
Edit Delete	3	2015_COURSE	3	Agricultural Engineering and Technology	SEM3-AET15

Below the table is the 'Add New Set' form. It contains the following fields:

- Group Code: 2012_COURSE (dropdown menu)
- Semester: (dropdown menu)
- Department: Common Pool (text input)
- Short Code: (text input)
- Group Description: (text area)

At the bottom of the form are two buttons: Proceed and Cancel.

14. COURSE REGISTRATION



HOME ADD DATA ADMIN COURSES

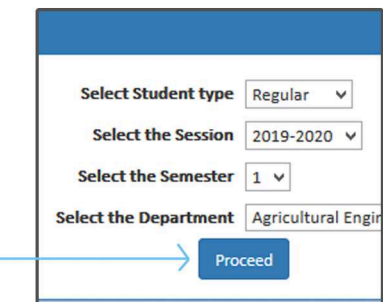
ADD COURSE

COURSE GROUPS

COURSE GROUP SET

>> COURSE REGISTRATION

COURSE ASSIGNMENT



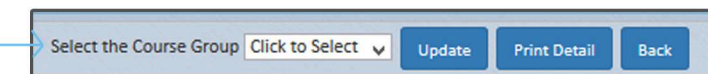
Select Student type Regular

Select the Session 2019-2020

Select the Semester 1

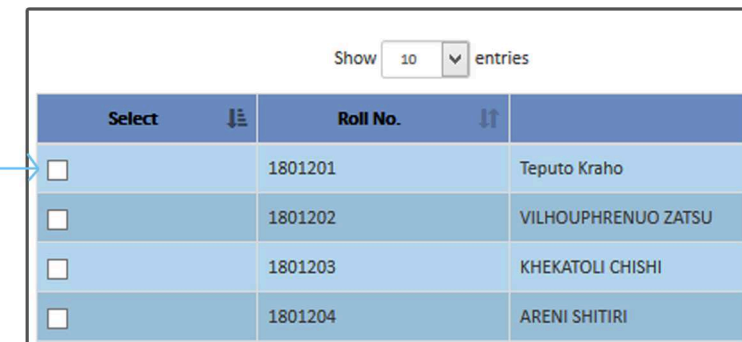
Select the Department Agricultural Engin

Proceed



Select the Course Group Click to Select

Update Print Detail Back



Show 10 entries

Select	Roll No.	
☐	1801201	Teputo Kraho
☐	1801202	VILHOUPHRENUO ZATSU
☐	1801203	KHEKATOLI CHISHI
☐	1801204	ARENI SHITIRI

1 You can register course group set to selected students. Click **Course Registration** menu under the **Courses** main menu

2 Select the Academic details from the options menu and click **Proceed** button

3 Select the Course Group Set that you would like to assign to selected students

4 Select the students by checking the checkboxes and click on **Update** button

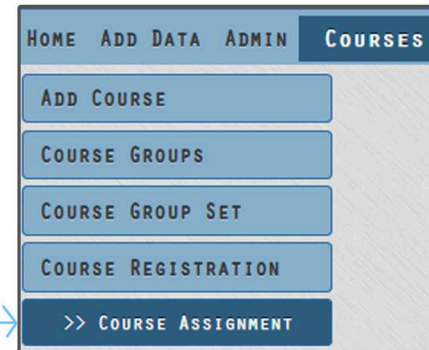
15. COURSE ASSIGNMENTS

1 Courses can be assigned to faculties to allow them to add marks, attendance report etc.

2 Click **Course Assignment** under **Courses** main menu. Select the details and click **Proceed** button

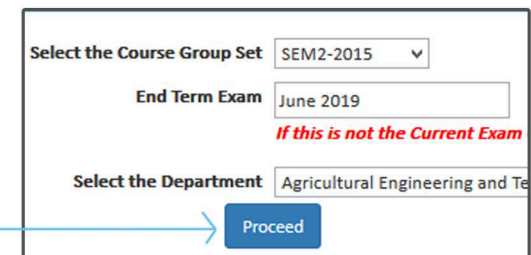
3 Check the courses for assigning to a particular faculty

4 Select the faculty and click **Assign Subject** button



HOME ADD DATA ADMIN **COURSES**

- ADD COURSE
- COURSE GROUPS
- COURSE GROUP SET
- COURSE REGISTRATION
- >> COURSE ASSIGNMENT**

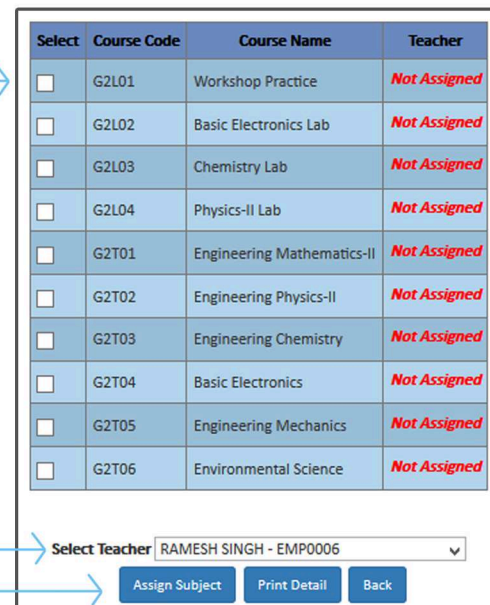


Select the Course Group Set SEM2-2015

End Term Exam June 2019
If this is not the Current Exam

Select the Department Agricultural Engineering and Te

Proceed



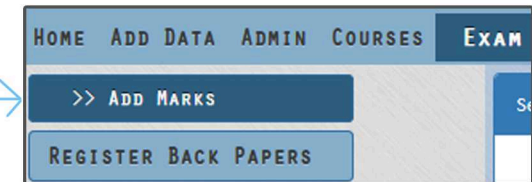
Select	Course Code	Course Name	Teacher
☐	G2L01	Workshop Practice	Not Assigned
☐	G2L02	Basic Electronics Lab	Not Assigned
☐	G2L03	Chemistry Lab	Not Assigned
☐	G2L04	Physics-II Lab	Not Assigned
☐	G2T01	Engineering Mathematics-II	Not Assigned
☐	G2T02	Engineering Physics-II	Not Assigned
☐	G2T03	Engineering Chemistry	Not Assigned
☐	G2T04	Basic Electronics	Not Assigned
☐	G2T05	Engineering Mechanics	Not Assigned
☐	G2T06	Environmental Science	Not Assigned

Select Teacher RAMESH SINGH - EMP0006

Assign Subject **Print Detail** **Back**

16. ADDING MARKS

- 1 A Faculty will be able to add marks for those courses that are assigned to him/ her. For Course Assignment refer [Page 21](#)
- 2 Click on [Add Marks](#) under [Exam](#) main menu
- 3 Select the Details of the course and click on the [Proceed](#) button
- 4 In the next page, select the Course Group from the drop down. Contd..



Select Exam Type Regular ▾

End Term Exam June 2019

Select the Semester 6 ▾

Select the Department Biotechnology

Proceed

Select Course Group Click to Select ▾

Click to Select

SEM6-BT15-1

SEM6-BT16

CONTD..

5 Select the course that has been assigned to you from the dropdown and click on the **Proceed** button

Cancel

Select Course Group SEM6-BT16

Select the Course BT6EL01-Stem Cell in Health Care

Proceed

6 Enter the marks obtained by the students in the appropriate boxes. The system automatically checks the upper limits for each box

7 In case a student is **absent** or **found cheating**, it may be mentioned in the Remarks column by clicking on the dropdown list

8 The Admin has permission to edit marks or select Teacher's name in case of correcting wrong entries. Click **Add Marks** button to save

B. Tech End-Term (regular) Examination, June 2019
Department of Biotechnology

Course Code BT6EL01 Course Name Stem Cell in Health Care Credit 3 Semester 6

Sl No	Roll No	Name of Student	Internal Marks (10)	Mid Term (30)	Sub Total (40)	End Term (60)	Grand Total (100)	Remarks
1	1502109	MS. LIZA GOSWAMI			0		0	
2	1602113	MR. RITAM DADHARA			0		0	
3	1602114	MS. IMLINUNGLA PONGEN			0		0	
4	1602116	MS. SENTINARO			0		0	
5	1602117	MS. BEHUNLE KEPPEEN			0		0	
6	1602121	MR. NGAUGIAPEU			0		0	
7	1602123	MR. IMLITONGZUK S LONGKUMER			0		0	

Select Examiner EMP0008-RAJKRISHNA MONDAL Add Marks

17. REGISTERING BACK PAPERS

- 1 This action must be done along with the back paper form that the students fill up and submits to the Exam Section
- 2 Click on **Register Back Papers** button under the **Exam** main menu. **Check Back Papers** button can be used to verify the registered back papers
- 3 Enter the Roll Number of the Student and select the course group to which the student has been enrolled
- 4 Enter the back course codes one by one and click on **Add Back Papers** button

HOME ADD DATA ADMIN COURSES **Exam**

ADD MARKS

>> REGISTER BACK PAPERS

Roll Number Check Back Papers

Course Group 2012_COURSE ▾

End Term Exam June 2019

If this is not the Current Exam Go and add New Exam

Enter Course 1

Enter Course 2

Enter Course 3

Enter Course 4

Enter Course 5

Enter Course 6

Enter Course 7

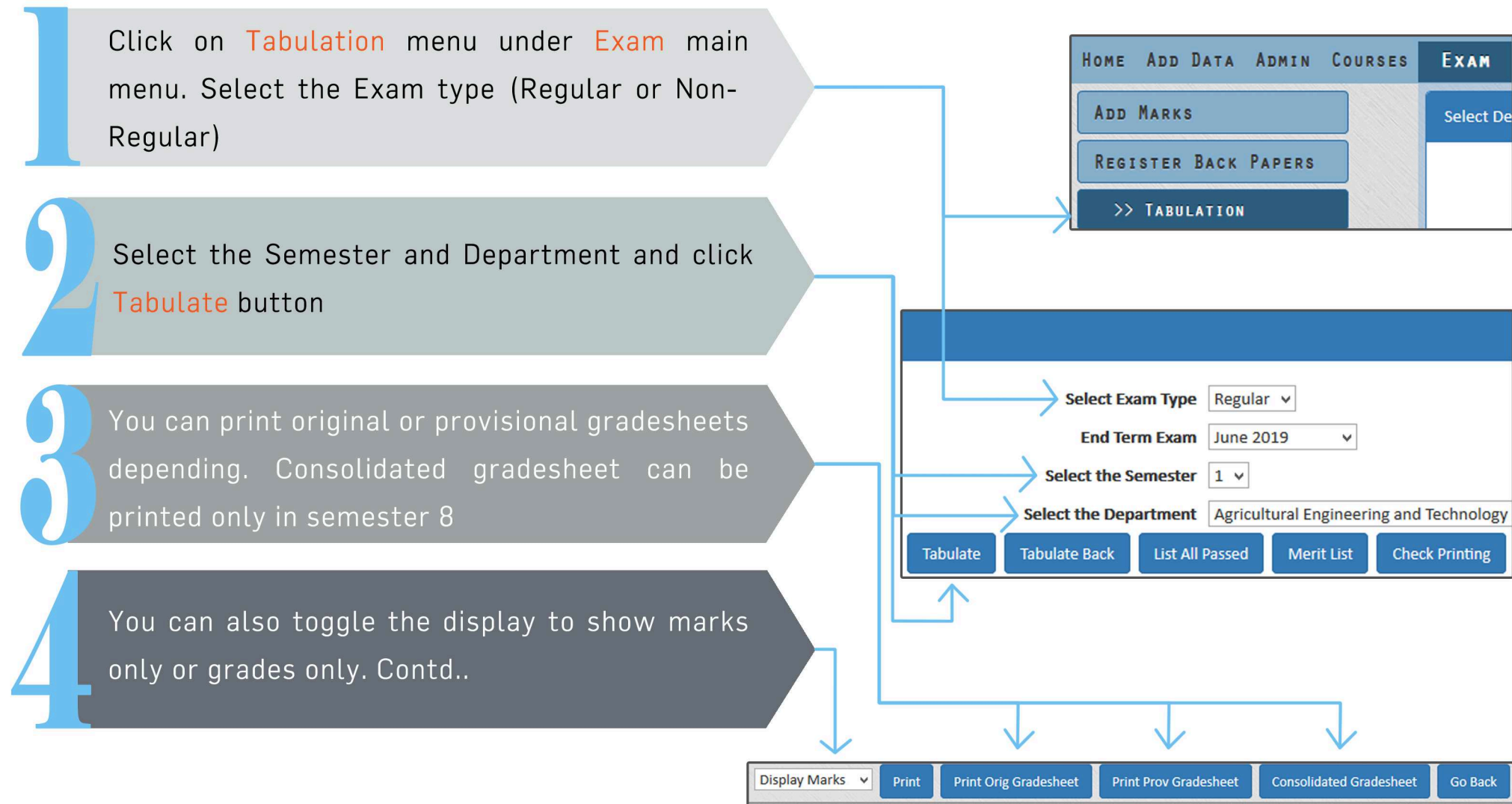
Enter Course 8

Enter Course 9

Enter Course 10

Add Back Papers Cancel

18. TABULATING RESULTS



CONTD..

5 To Tabulate back papers, select the semester and department and click on the **Tabulate Back** button

6 To view students who passed in all subjects, Select semester and department and click on **List All Passed** button

7 To View merit list who are passing out, Select the Department and click **Merit List** button

8 To keep track of gradesheet printing, click **Check Printing** button. This shows the records of those gradesheets which has not been printed

The screenshot shows a web interface with the following elements:

- Select Exam Type:** A dropdown menu with 'Regular' selected.
- End Term Exam:** A dropdown menu with 'June 2019' selected.
- Select the Semester:** A dropdown menu with '1' selected.
- Select the Department:** A dropdown menu with 'Agricultural Engineering and Technology' selected.
- Action Buttons:** A row of five buttons: 'Tabulate', 'Tabulate Back', 'List All Passed', 'Merit List', and 'Check Printing'. A blue arrow points from the 'Tabulate Back' button to the instruction box for step 5.

The screenshot shows a table titled 'Merit List : B. Tech End-Term Examination, June 2019' and 'Department of Agricultural Engineering and Technology'. The table has four columns: 'Name of Student', 'CGPA', 'Division', and 'Rank'. It lists 15 students with their respective CGPA, Division, and Rank. A note at the bottom states '* indicates Multiple Attempts'.

Name of Student	CGPA	Division	Rank
MR. TEMJENTOSHI	7.39	First Class	1
MS. VIZUNO MEKRO	7.28	First Class	2
MS. DIMPI GOSWAMI	7.80	First Class*	--
MS. SILPISIKHA CHETIA	7.77	First Class*	--
MS. RUBIKA AYEMI	7.68	First Class*	--
MS. MUNUVELU VESE	7.48	First Class*	--
MR. IMLISUNEP IMCHEN	7.31	First Class*	--
MS. DONA H ZHIMO	7.17	First Class*	--
MS. MUTHIAM KHIAMNIUNGAN	7.04	First Class*	--
MS. ABENI LOTHIA	6.96	First Class*	--
MS. VISAKHONUO KUOTSU	6.80	First Class*	--
MIR. RUPAM SINHA	6.56	First Class*	--
MIR. LOPEZ CH MARAK	6.28	Second Class*	--

* indicates Multiple Attempts

19. VIEWING SGPA

1 This feature allows you to verify the Semester Grade Point Average of students from Semester 1 till the current semester

2 Click **View SGPA** menu under the Exam main menu

3 Select the Session, Semester and the Department and click **Proceed** button

4 The SGPA, CGPA, number of back papers and the Year in which the exam was appeared are displayed



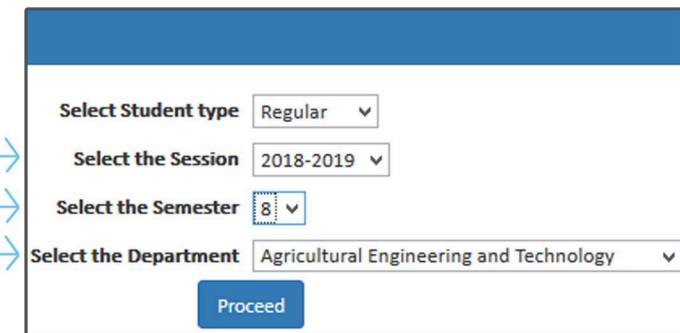
HOME ADD DATA ADMIN COURSES **EXAM**

ADD MARKS

REGISTER BACK PAPERS

TABULATION

>> VIEW SGPA



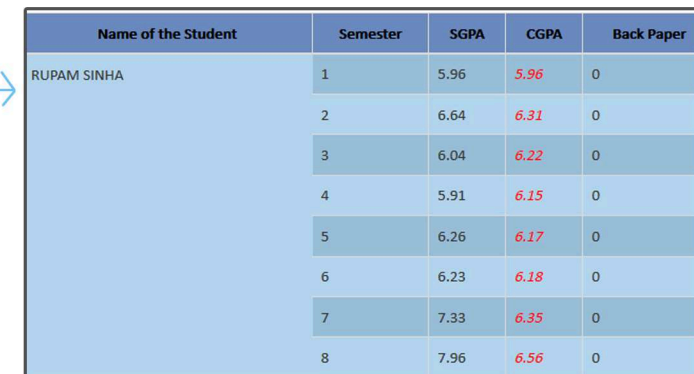
Select Student type Regular

Select the Session 2018-2019

Select the Semester 8

Select the Department Agricultural Engineering and Technology

Proceed



Name of the Student	Semester	SGPA	CGPA	Back Paper
RUPAM SINHA	1	5.96	5.96	0
	2	6.64	6.31	0
	3	6.04	6.22	0
	4	5.91	6.15	0
	5	6.26	6.17	0
	6	6.23	6.18	0
	7	7.33	6.35	0
	8	7.96	6.56	0

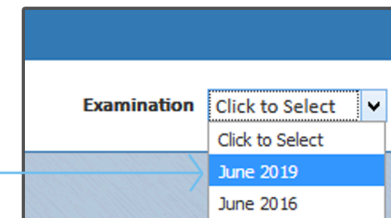
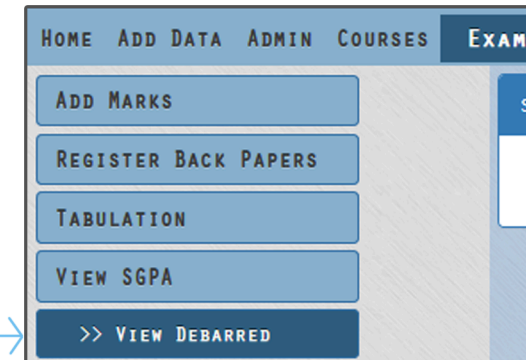
20. VIEWING DEBARRED LIST

1 The debarred list displays the list of students whose attendance is less than 75%

2 Click **View Debarred** under **Exam** main menu

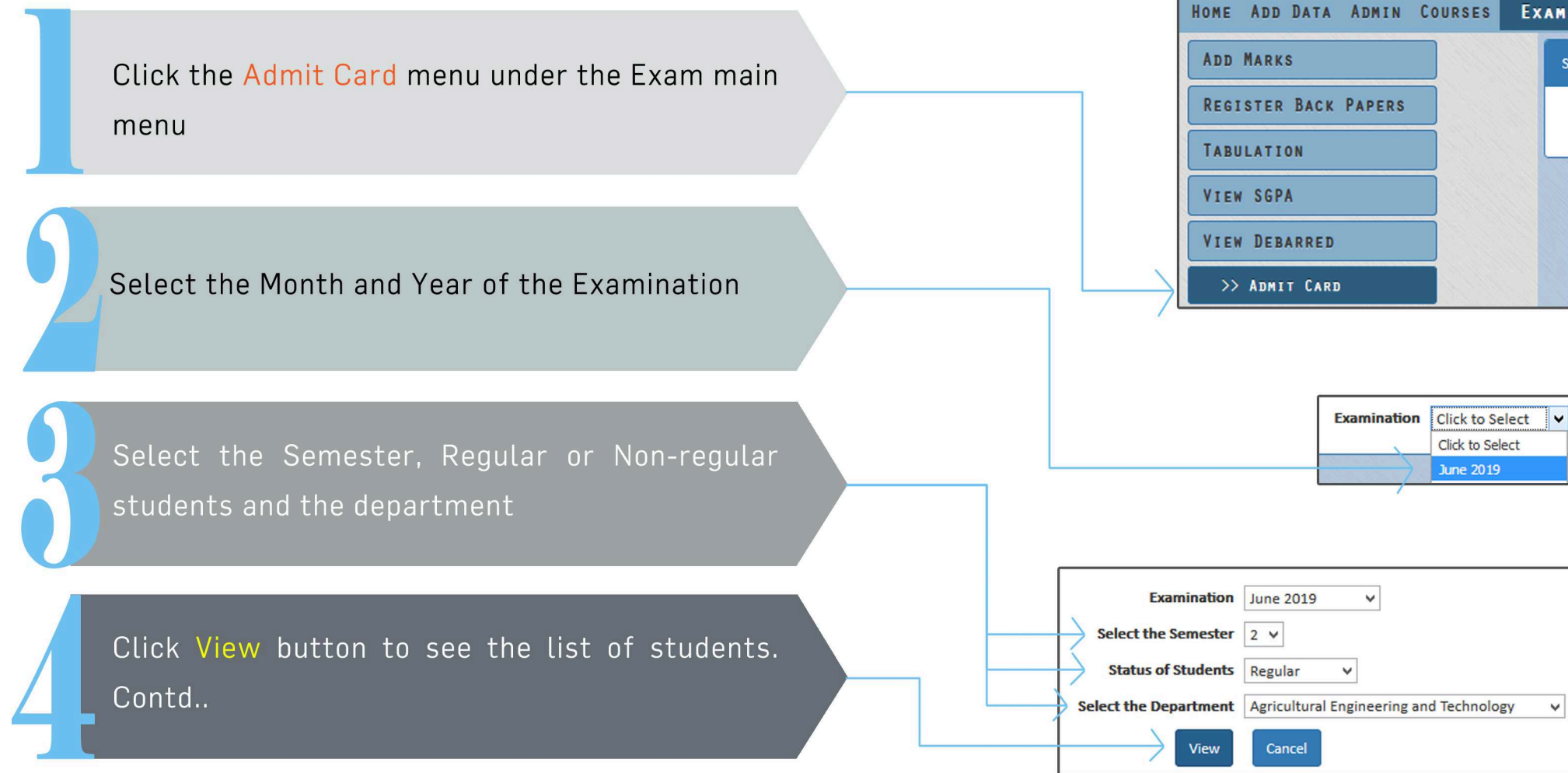
3 Select the Month and Year of Examination from the dropdown list

4 The debarred list displays the details of the courses in which the students got debarred



List of Debarred Students, End-Term Examinations - June 2019					
Course	Roll No.	Name	Semester	Department	Percentage
G2L04 - Engineering Physics-II Lab	1803180	MR. SELIPA SANGTAM	2	Computer Science and Engineering	0
	1804205	MR. KISMAT SINGH	2	Electronics and Communication Engineering	38.46
G2T06 - Technical English	1803180	MR. SELIPA SANGTAM	2	Computer Science and Engineering	0
	1804205	MR. KISMAT SINGH	2	Electronics and Communication Engineering	43.48
G2T02 - Engineering Physics-II	1803180	MR. SELIPA SANGTAM	2	Computer Science and Engineering	0
	1804205	MR. KISMAT SINGH	2	Electronics and Communication Engineering	33.33
	1803180	MR. SELIPA SANGTAM	2	Computer Science and Engineering	0

21. PRINTING ADMIT CARDS



CONTD..

5 Select the students by clicking the check boxes and click the **Print** button

6 The admit cards for the selected students are displayed. Click on **Print** button again to print

List of Students in Semester 2 (2018-2019) , Agricultural Engineering and Technology			
☐ Select			
Select	Roll No.	Reg No.	Profile Picture
☒	1801201		
☒	1801202		



SCHOOL OF ENGINEERING AND TECHNOLOGY
(D. C. Court Junction, Dimapur-797112)

ADMIT CARD



Roll No: 1801201
Name: MR. TEPUTO KRAHO
Examination: Semester 2 End-Term Examination, June 2019
Department: Agricultural Engineering and Technology

List of Regular Courses

Sno.	Code	Course Name	Cr.	Remarks
1	G2L01	Workshop Practice	2	
2	G2L02	Basic Electronics Lab	1	
3	G2L03	Engineering Chemistry Lab	1	
4	G2L04	Engineering Physics-II Lab	1	
5	G2T01	Engineering Mathematics-II	4	
6	G2T02	Engineering Physics-II	3	
7	G2T03	Engineering Chemistry	3	
8	G2T04	Basic Electronics	3	
9	G2T05	Engineering Mechanics	4	
10	G2T06	Technical English	4	

List of Back Courses

Sno.	Code	Course Name	Cr.	Remarks
1	G1T01	Engineering Mathematics-I	4	
2	G1T02	Engineering Physics-I	3	
3	G1T04	Electrical Engineering	3	
4	G1T06	Engineering Graphics	3	



SCHOOL OF ENGINEERING AND TECHNOLOGY
(D. C. Court Junction, Dimapur-797112)

ADMIT CARD



Roll No: 1801201
Name: MR. TEPUTO KRAHO
Examination: Semester 2 End-Term Examination, June 2019
Department: Agricultural Engineering and Technology

List of Regular Courses

Sno.	Code	Course Name	Cr.	Remarks	Signature
1	G2L01	Workshop Practice	2		
2	G2L02	Basic Electronics Lab	1		
3	G2L03	Engineering Chemistry Lab	1		
4	G2L04	Engineering Physics-II Lab	1		
5	G2T01	Engineering Mathematics-II	4		
6	G2T02	Engineering Physics-II	3		
7	G2T03	Engineering Chemistry	3		
8	G2T04	Basic Electronics	3		
9	G2T05	Engineering Mechanics	4		
10	G2T06	Technical English	4		

List of Back Courses

Sno.	Code	Course Name	Cr.	Remarks	Signature
1	G1T01	Engineering Mathematics-I	4		
2	G1T02	Engineering Physics-I	3		
3	G1T04	Electrical Engineering	3		
4	G1T06	Engineering Graphics	3		

22. PRINTING PASS CERTIFICATE

1 Click **Pass Certificate** menu under the Exam main menu



2 Select the Examination and the Department and click **View** button

A screenshot of a form for selecting examination details. It has two dropdown menus: 'Examination' with 'June 2018' selected, and 'Select the Department' with 'Agricultural Engineering and Technology' selected. Below the dropdowns are two buttons: 'View' and 'Cancel'. Two blue arrows point from the second instruction to the 'Examination' and 'Select the Department' dropdowns, and a third blue arrow points to the 'View' button.

3 Select the students by using the check boxes and click **Print** button

A screenshot of a table showing a list of passed-out students. The table has columns for 'Select', 'Roll No.', 'Reg No.', 'Profile Picture', and a name column. There are two rows of student data, both with the 'Select' checkbox checked. Above the table is a 'Print' button. A blue arrow points from the third instruction to the 'Print' button.

Select	Roll No.	Reg No.	Profile Picture	
☒	1501118	2150010		MR. RUPAM SINHA
☒	1501119	2150011		MR. IMLISUNEP IMCHEN

4 The Pass certificate can be printed only for those students who have passed out

23. GRADE SYSTEMS

1 Click on **Grade Systems** menu under **Exam** main menu

2 To add a new Grade System (in case of changes to existing grade system), click **Add New Grading** button

3 Fill out the grade details like lower range, upper range, grade point, letter grade and performance (e.g. 91, 100, 10, A+, Distinction)

4 Click on the **Add Grading System** button to make the changes

The interface shows a navigation bar with 'HOME', 'ADD DATA', 'ADMIN', 'COURSES', and 'EXAM'. Under 'EXAM', there is a 'PASS CERTIFICATE' button and a '>> GRADE SYSTEMS' button. Below this is a table of existing grading systems for 'Grade-2015'.

Operation	Grading Code	Lower Range	Upper Range	Grade Point	Letter Grade	Performance
Edit Delete	Grade-2015	91	100	10	O	OUTSTANDING
		81	90	9	A	VERY GOOD
		71	80	8	B	GOOD
		61	70	7	C	GOOD
		51	60	6	D	AVERAGE
		45	50	5	E	AVERAGE
		0	44	0	F	FAILED

Below the table is a 'Grading Code' input field. At the bottom, there is a table for adding a new grading system with columns: 'Click to Edit', 'Lower Range', 'Upper Range', 'Grade Point', 'Letter Grade', and 'Performance'. The table has 10 empty rows. At the bottom right, there are 'Add Grading System' and 'Cancel' buttons.

24. MARK SETTINGS

1 Click on **Mark settings** menu under **Exam** main menu and click **Add Marks Setting** button to add new marks setting

2 Select the course group (Ref. p17), add a short code for this marks setting and fill up the details like label, total marks and pass marks

3 e.g. 1. Assignments, 10, 0
2. Mid-Term, 30, 0
3. End-Term, 60, 0....
6. Total, 100, 45

4 Check the Subject types to which these mark settings apply and click **Add Settings** button

PASS CERTIFICATE

GRADE SYSTEMS

>> MARK SETTINGS

Add Marks Setting

Existing Mark Settings

Operation	Settings Id	Short Description	Course Group	Mark Components
Edit Delete	2	Theory marks for 2015 batch	2015_COURSE	☐ Click to Expand/ Collapse
Edit Delete	3	Practical Marks for 2015 Batch	2015_COURSE	☐ Click to Expand/ Collapse

Add Mark Settings

Select Course Group 2012_COURSE

Short Code

Select	Sl.No.	Label	Total Marks	Pass Marks (if any)
☐	1			
☐	2			
☐	3			
☐	4			
☐	5			
☐	6			

Mark Settings apply to ☐ Select All

Select	Course Type
☐	Colloquium
☐	Elective
☐	Practical
☐	Project
☐	Seminar
☐	Theory

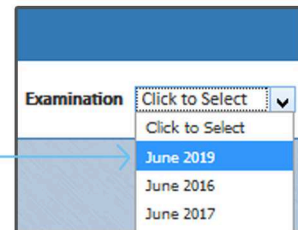
Add Settings Cancel

25. VIEWING BACK PAPER LIST

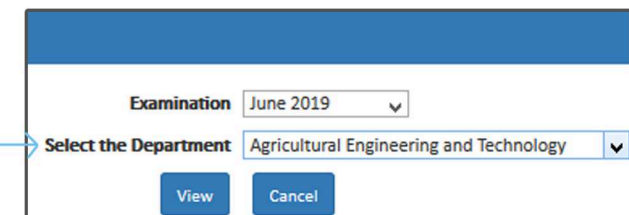
1 Click on the **Back Paper List** menu under **Exam** main menu



2 Select the Month and Year of the Examination from the dropdown list



3 Select the Department from the dropdown list and click **View** button



4 The list of students with the registered back papers (Ref p24) are displayed

A screenshot of a table titled 'List of Back Paper Students (2018-2019) , Agricultural Engineering and Technology'. The table has four columns: Roll No., Profile Picture, Name, and Back Papers. There are two rows of student data. A 'Print' button is located at the top right of the table.

Roll No.	Profile Picture	Name	Back Papers
1501123		KAKEK DULOM	AE4T01-Heat & Mass Transfer AE4T06-Crop Process Engineering AE5T06-Drying & Storage Engineering
1501125		JINGLILA SANGTAM	AE4T02-Theory of Machines AE4T06-Crop Process Engineering

26. EXAMINATION SETTINGS

1 Exam Settings allows you to set the signature of Academic I/C, assign tabulators, set month and year of exams etc

2 Click **Exam Settings** under **Exam** main menu

3 Click on **Add Examination** button and Enter the details of the examinations and select the tabulators from the dropdown list

4 Upload the scanned signature of the Academic I/C and click **Add Exam Info**

HOME ADD DATA ADMIN COURSES **EXAM**

MARK SETTINGS

BACK PAPER LIST

>> EXAM SETTINGS

Add Examination

Operation	Examination	Semester	Tabulator 1	Tabulator 2	Tabulator 3	Academic Session	I/C Acad Sign	Current Exam
Edit Delete	June 2019	even	LANUYANGER	RAJKRISHNA MONDAL	SHANCHAMO YANTHAN	2018-2019		Yes
Edit Delete	June 2016	even	SUDIPTA PATOWARY	LANUYANGER	SHANCHAMO YANTHAN	2015-2016		
Edit Delete	June 2017	even	LANUYANGER	IMESANGLA AO	SHANCHAMO YANTHAN	2016-2017		

Examination (e.g. December 2016)

Current Exam ☐ Yes ☒ No

Semester

Select Tabulator 1

Select Tabulator 2

Select Tabulator 3

Select the Session

Upload Signature of I/C Academic No file selected.

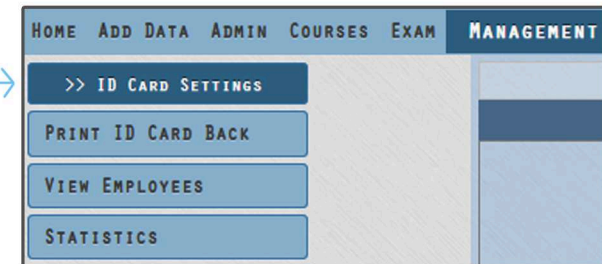
27. ID CARD SETTINGS

1 This feature allows you to print student's/ employee's ID card on PVC card

2 Click **ID Card Settings** menu under Management main menu

3 Select whether the settings apply to student's /employee's ID card from the dropdown list

4 Enter the dimension details for the ID card (in centimeters). Contd..



A screenshot of the 'ID CARD SETTINGS' form. At the top, there is a dropdown menu labeled 'These Settings applies to' with 'Student' selected. Below this is the 'ID CARD PREVIEW' section, which shows a sample student ID card for 'SCHOOL OF ENGINEERING AND TECHNOLOGY'. The card includes fields for Roll No, Name, Gender, Blood Group, DOB, P/ Name, Department, Address, and Id Mark. To the right of the preview is a box with 'Important Instructions' and a 'Signature of the Student' line. Below the preview is the 'ID CARD DIMENSIONS' section, which contains input fields for 'Size of ID card (in cm)', 'With of ID card' (9.4), 'Height of ID card' (5.8), 'Height of the Header' (2), and 'Size of Picture (in cm)'. A red note below the preview says 'Some Lines may appear out of the box due to added borders. Adjust accordingly while printing.' Blue arrows point from the third and fourth steps of the instructions to the dropdown menu and the dimension input fields respectively.

CONTD..

5 The labels are the details printed on the ID card. Enable by checking/unchecking the checkbox. 100% width will print the label on single line

6 The weight determines the order in which the labels are printed. Click **Update Labels** button to make the changes

7 You can change the header image as well as signature of the HOI. Specify the font size as well as the validity of the ID card

8 The Text that appears on the back of the ID card can be customized too. Click **Update Settings** button to save the changes

LABEL SETTINGS				
☐ Select All				
Select	Field	Label Name	Label Width	Label Weight
☐	reg_no		100% ▾	
☒	roll_no	Roll No	75% ▾	1
☒	dept_id	Department	100% ▾	8
☒	first_name	Name	100% ▾	3
☐	last_name		100% ▾	

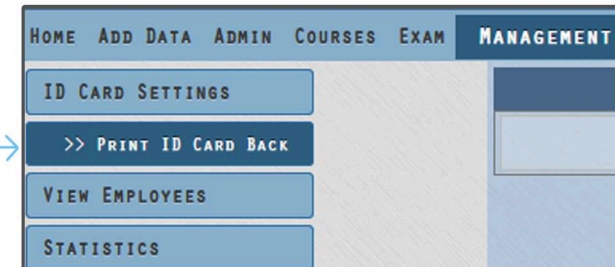
Update Labels **Delete Labels**

OTHER SETTINGS	
Upload Header Image	Browse... No file selected.
Upload Signature Image	Browse... No file selected.
Designation of Signatory	DEAN, SET
Font Size (in em)	0.84
Valid Upto	31.06.2020
Title	Important Instructions
Back Text	1. This card must be in the personal custody of the Holder.
 2. Misuse of this Identity Card is illegal.

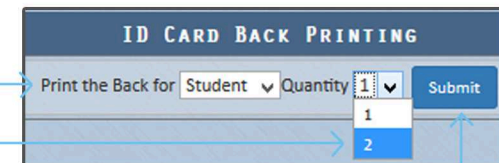
<i>For New line, put "
" without the quotes.</i>	
Update Settings	

28. PRINTING ID CARDS

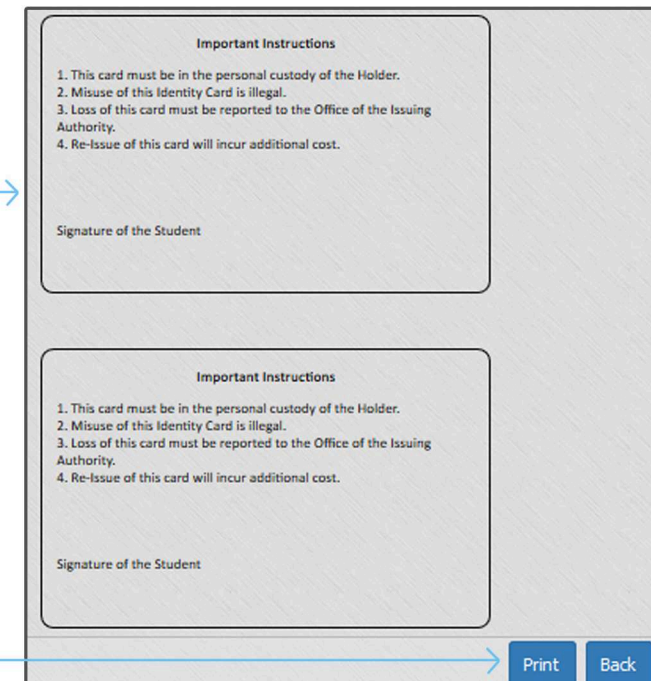
1 Click **Print ID Card Back** menu under the **Management** main menu to print the back side of the ID card



2 Select the ID card type (Student or Employee), set the quantity and click **Submit** button



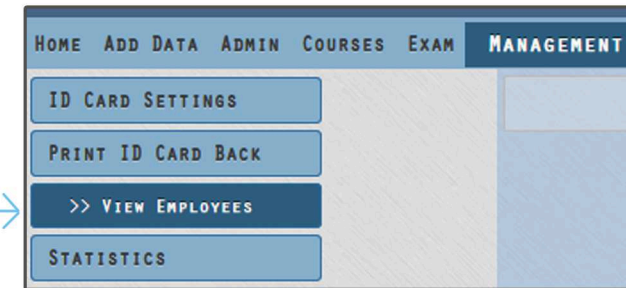
3 The ID card back preview is displayed. Verify the details and click **Print** button



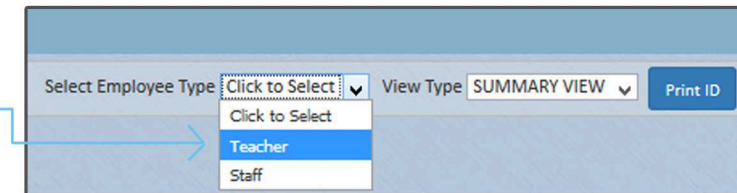
4 The front of the ID card can be printed by View-
ing Students (Ref. p42) or Viewing Employees
(Ref. p39)

29. VIEWING EMPLOYEES

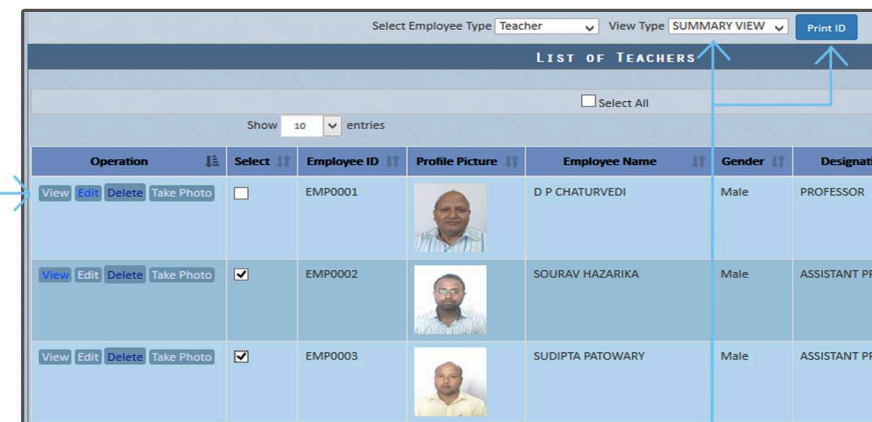
1 Click on **View Employees** menu under **Management** main menu



2 Select the type of Employee from the filter (Teacher or Staff)



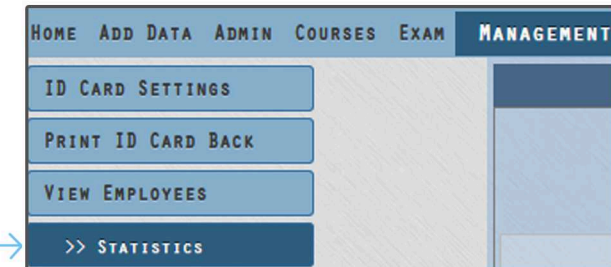
3 The list of employees is displayed with different operations like View, Edit, Delete or Take Photo depending on the user rights



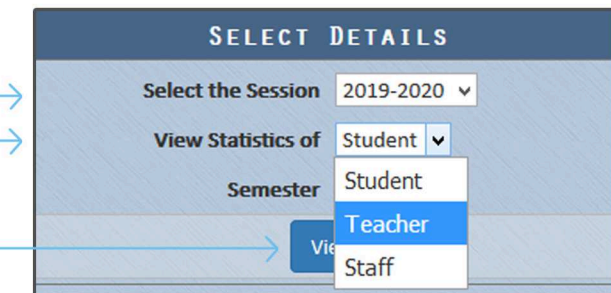
4 You can also change the view type to DETAILED VIEW to see more details. Select Employee by checking and Click Print ID button

30. STATISTICS

1 Click on **Statistics** menu under **Management** main menu



2 Select the Session and Semester (only for Students) and select the view type i.e. Students, Teachers or Staffs



3 Click **View** button after selecting the correct choices

The screenshot shows a table with the following data:

Department	Semester	Male Students				Female Students				Total Students
		GEN	SC	ST	OBC	GEN	SC	ST	OBC	
Agricultural Engineering and Technology	1	0	0	7	1	1	0	14	0	23
	3	4	2	11	1	3	0	9	0	30
	5	0	1	9	1	0	1	12	1	25
	7	0	0	5	1	1	0	8	1	16
Total		4	3	32	4	5	1	43	2	94
Biotechnology	1	1	0	3	0	0	0	7	1	12
	3	1	0	2	1	0	0	1	0	5
	5	1	0	2	0	1	0	4	0	8
	7	1	0	0	0	0	0	2	0	3
Total		4	0	7	1	1	0	14	1	28
	1	3	0	6	1	0	0	3	0	13

4 The statistic shows the details of male/ female students admitted under different categories

31. ADDING STUDENTS

1 Click on **Add Student** menu under **Students** main menu

HOME ADD DATA ADMIN COURSES EXAM MANAGEMENT STUDENTS

>> ADD STUDENT

TRANSFER CERTIFICATE

ASSIGN HOSTEL

VIEW STUDENTS

PROMOTION & TRANSFER

ATTENDANCE

Fields marked with * are Compulsory

Add Student

Basic Information

First Name *

Last Name

2 Fill up the basic information about the students like name, date of birth, blood group etc. Photo can be uploaded later

Fields marked with * are Compulsory

Add Student

Basic Information

First Name *

Last Name

Father's Name

Occupation of Father

Mother's Name

Category Scheduled Tribe

Blood Group

Date of Birth

Gender ☒ Male ☐ Female

Identification Mark

Nationality INDIAN

Upload Profile Picture

Browse... No file selected.

Upload Picture

3 Fill up the official information like Roll Number, Semester, Department etc.

4 Verify the details and click on **Add Data** button to save the changes

Regular/Year Back Regular

Select the Session 2019-2020

Registration No.

Roll No. *

Semester * 1

Department Agricultural Engineering and Technology

Year of Final 2016

Lateral Entry ☐ YES ☒ NO

Add Data

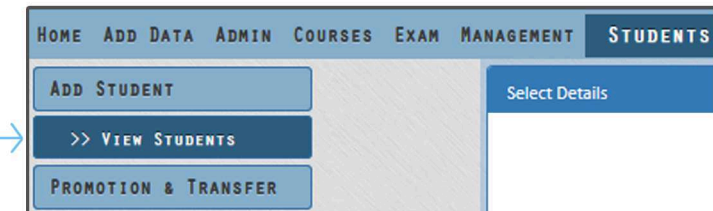
32. VIEWING STUDENTS

1 Click **View Students** under **Students** main menu. Select the Details and click **Proceed** button

2 You can also search students by entering their name or Roll Number and click **Search** button

3 The List of Students along with operations like View, Edit, Delete and Take Photo are displayed

4 Check the checkboxes and click **Print ID** button for printing ID card.



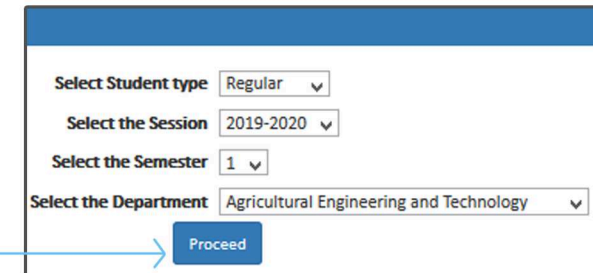
HOME ADD DATA ADMIN COURSES EXAM MANAGEMENT STUDENTS

ADD STUDENT

>> VIEW STUDENTS

PROMOTION & TRANSFER

Select Details



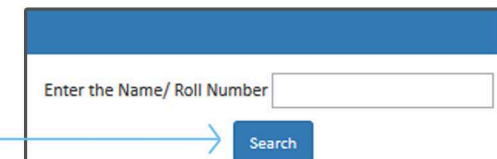
Select Student type Regular

Select the Session 2019-2020

Select the Semester 1

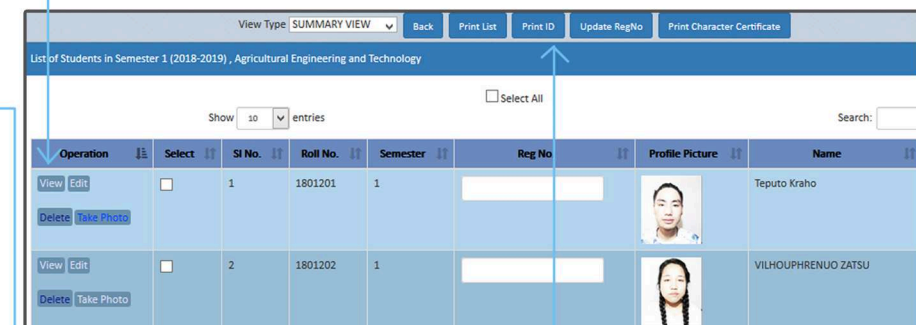
Select the Department Agricultural Engineering and Technology

Proceed



Enter the Name/ Roll Number

Search



View Type: SUMMARY VIEW Back Print List Print ID Update RegNo Print Character Certificate

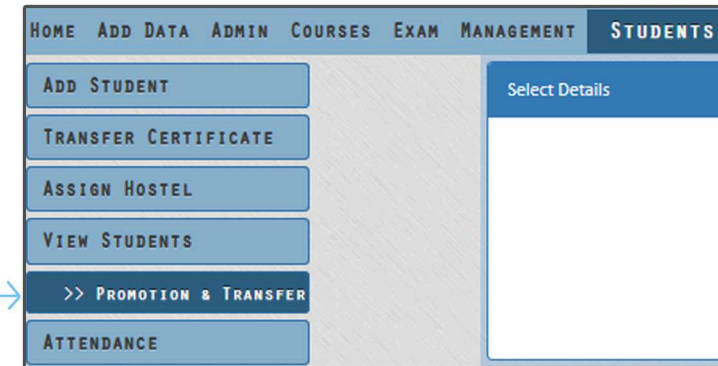
List of Students in Semester 1 (2018-2019) , Agricultural Engineering and Technology

Show 10 entries ☐ Select All Search:

Operation	Select	Sl No.	Roll No.	Semester	Reg No.	Profile Picture	Name
View Edit Delete Take Photo	☐	1	1801201	1			Teputo Kraho
View Edit Delete Take Photo	☐	2	1801202	1			VILHOUPHRENUO ZATSU

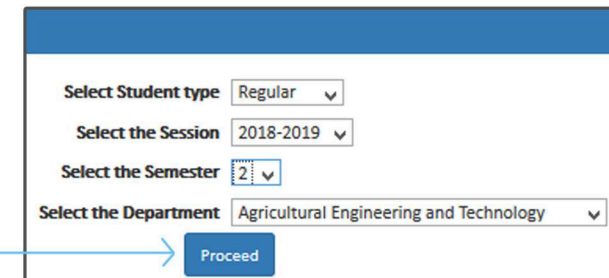
33. PROMOTING STUDENTS

1 Click **Promotion & Transfer** menu under the **Students** main menu



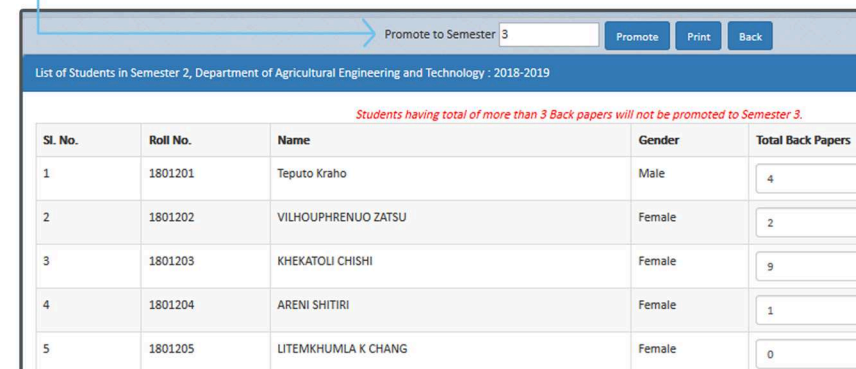
A screenshot of a web application's navigation menu. The menu is titled 'STUDENTS' and contains several options: 'ADD STUDENT', 'TRANSFER CERTIFICATE', 'ASSIGN HOSTEL', 'VIEW STUDENTS', '>> PROMOTION & TRANSFER' (which is highlighted with a blue background), and 'ATTENDANCE'. To the right of the menu is a 'Select Details' section with a large empty box.

2 Select the details and click **Proceed** button



A screenshot of a form for selecting student details. It includes four dropdown menus: 'Select Student type' (set to 'Regular'), 'Select the Session' (set to '2018-2019'), 'Select the Semester' (set to '2'), and 'Select the Department' (set to 'Agricultural Engineering and Technology'). A blue 'Proceed' button is located at the bottom right of the form.

3 Verify the Semester and click **Promote** button to promote the qualified students



A screenshot of the student promotion interface. At the top, there is a 'Promote to Semester' dropdown set to '3', followed by 'Promote', 'Print', and 'Back' buttons. Below this is a table titled 'List of Students in Semester 2, Department of Agricultural Engineering and Technology : 2018-2019'. A red note above the table states: 'Students having total of more than 3 Back papers will not be promoted to Semester 3.' The table has five columns: 'Sl. No.', 'Roll No.', 'Name', 'Gender', and 'Total Back Papers'. It lists five students with their respective roll numbers, names, genders, and the number of back papers they have.

Sl. No.	Roll No.	Name	Gender	Total Back Papers
1	1801201	Teputo Kraho	Male	4
2	1801202	VILHOUPHRENUO ZATSU	Female	2
3	1801203	KHEKATOLI CHISHI	Female	9
4	1801204	ARENI SHITIRI	Female	1
5	1801205	LITEMKHUMLA K CHANG	Female	0

4 The System automatically checks the number of back papers and promotes only those students who are eligible

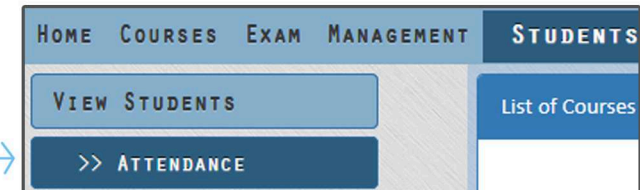
34. ATTENDANCE REPORT

1 Click **Attendance** menu under the **Students** main menu. The Admin can select any course by giving the details and clicking **Proceed** button

2 The Admin can also check submissions or debarred list. A faculty will be able to select only the courses assigned to him/ her

3 Enter the Total Classes conducted and classes attended by each student

4 The name of the faculty can be chosen by the Admin (not required if faculty is logged in). Click **Submit** button to update

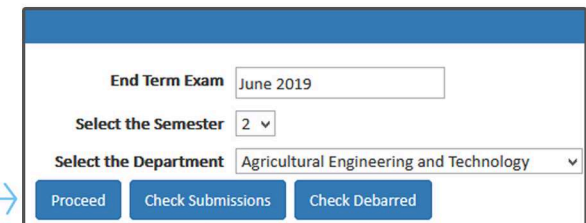


HOME COURSES EXAM MANAGEMENT STUDENTS

VIEW STUDENTS

>> ATTENDANCE

List of Courses

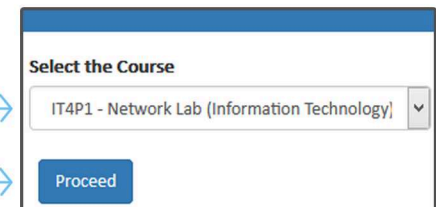


End Term Exam June 2019

Select the Semester 2

Select the Department Agricultural Engineering and Technology

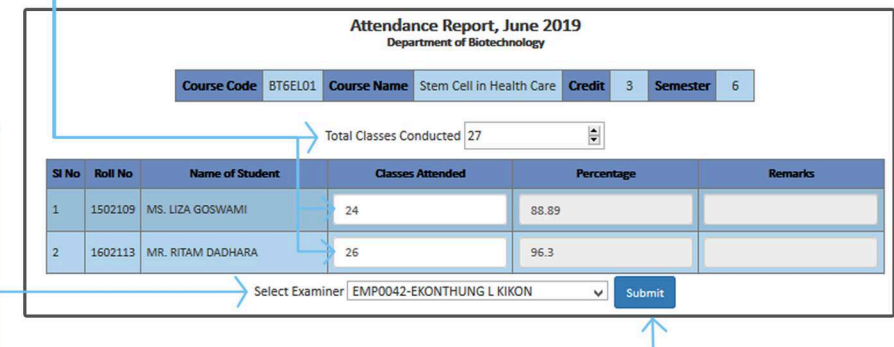
Proceed Check Submissions Check Debarred



Select the Course

IT4P1 - Network Lab (Information Technology)

Proceed



Attendance Report, June 2019
Department of Biotechnology

Course Code BT6EL01 Course Name Stem Cell in Health Care Credit 3 Semester 6

Total Classes Conducted 27

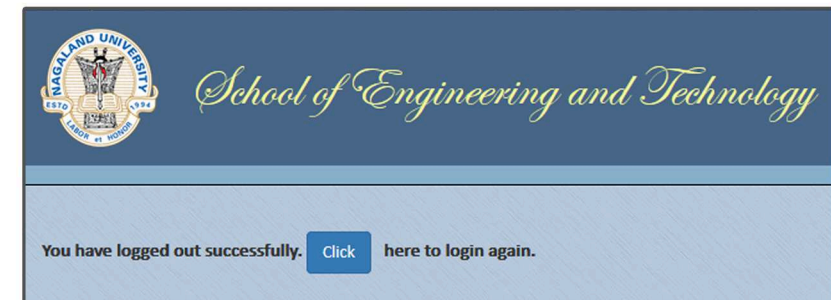
Sl No	Roll No	Name of Student	Classes Attended	Percentage	Remarks
1	1502109	MS. LIZA GOSWAMI	24	88.89	
2	1602113	MIR. RITAM DADHARA	26	96.3	

Select Examiner EMP0042-EKONTHUNG L KIKON

Submit

35. LOGGING OUT

- The System maintains session with each login and automatically logs out if there are no activities for 10 minutes or more
- To prevent misuse of the system, it is better to Logout when the System is not in use
- Click on the **Logout** button on the main menu panel
- Once you have logged out no operations can be performed until the next login.





ABOUT THE AUTHOR

The Author is an Assistant Professor in the Department of Information Technology with a working experience of 12 years. He completed his Bachelor of Engineering in Computer Science and Engineering from Mumbai University in 2004. He worked as a Senior Game Developer in Jump Games Pvt. Ltd. in Mumbai for almost two years. He completed his M. Tech in Computer Science and Engineering from Indian Institute of Technology, Guwahati in the year 2013.

