

## Digitally Yours: Transforming Education in the Digital Age

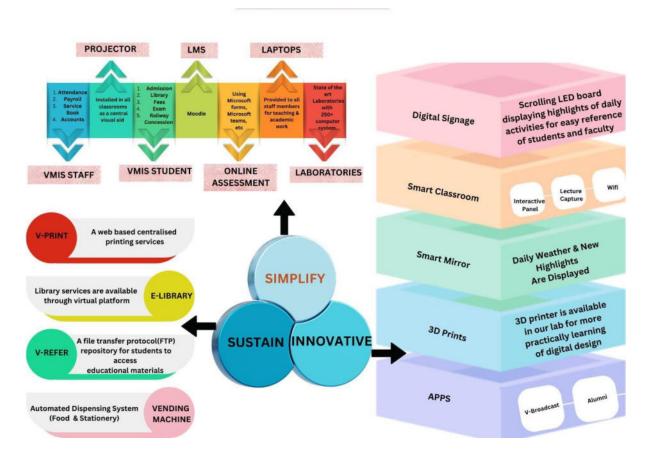
In an era where information and technology reign supreme, educational institutions must adapt to meet the evolving needs of students and faculty. We have embraced this challenge and have created a distinctive area of excellence — Digitally Yours. Digitally Yours is not just a catchphrase; it represents a comprehensive and technologically advanced approach to education that sets VSIT apart in the educational landscape.

## **Why Digitally Yours Matters**

In a world where digital literacy and technological competence are essential skills, it is imperative for educational institutions to provide an environment that fosters these abilities. The use of technology in education is not merely an option but a necessity, and VSIT recognizes this. Digitally Yours is our commitment to harnessing the power of technology to enhance the learning experience and streamline administrative processes.

We will delve into the key components of Digitally Yours at VSIT, illustrating how our institution has prioritized and excelled in this area.





- Wi-Fi Enabled Campus: The foundation of any digitally empowered institution is a
  robust Wi-Fi infrastructure. VSIT boasts a Wi-Fi-enabled campus with nine access
  points, offering blazing-fast speeds of 800 Mbps. We understand the importance of
  security, and our Sophos security system ensures that unauthorized access is prevented
  while maintaining a seamless and secure digital environment.
- 2. vMIS (Vidyalankar Management Information System): At the heart of Digitally Yours is our customized Enterprise Resource Planning (ERP) system. vMIS manages a wide array of academic, administrative, auxiliary, and financial processes on campus. It caters to the needs of students, handling admissions, exams, library services, and account management, among others. For staff, it manages attendance, payrolls, leaves, and inventory, ensuring efficient operations.
- 3. **vPrint**: Printing on campus has never been more convenient. Our web-based centralized printing service, vPrint, allows users to submit print jobs from anywhere and retrieve them from "Any Time Print" (ATP) stations at the institute. This service not only saves time but also reduces paper wastage.



- 4. **vRefer**: For students seeking access to educational materials, vRefer provides a user-friendly file transfer protocol (FTP) repository. This resource ensures that learning resources are readily available to support their academic journey.
- 5. **vLive** (**Lecture Capture**): Recognizing the importance of flexible learning, we have equipped selected classrooms with lecture capture capabilities. This system records classroom lectures live and archives them for future reference. Students can access these recordings in real-time or at their convenience, promoting active learning.
- 6. **vBroadcast**: In keeping with our commitment to providing relevant content, we have developed our own app for systematic broadcasting. This app disseminates entertainment, information, educational content, and more to the campus community.
- 7. **Laptops for Innovation**: VSIT understands the integral role technology plays in teaching and academic work. To facilitate this, all staff members are provided with laptops to enhance their teaching and research capabilities.
- 8. **Projectors**: In every classroom, you'll find a projector, which serves as a central visual aid. This technology enhances the learning experience, making lessons more engaging and interactive.
- 9. **Smart Interactive Panels**: VSIT has embraced Smart Interactive Panels in classrooms. These panels empower both teachers and students, making learning more interactive and engaging. With easy access to online resources, these panels are a powerful tool in the digital classroom.
- 10. **Laboratories**: Our state-of-the-art laboratories feature over 250 computer systems, all equipped with the necessary software for students and faculty. These labs provide a comfortable and conducive environment for hands-on learning.
- 11. **Online Teaching and Assessments**: Online tools like Microsoft Teams, Forms, Streams, etc for conducting online tests and assignments. This approach enhances flexibility and efficiency in the learning process.
- 12. **Digital Noticeboard**: Staying informed is crucial in any educational institution. Our digital noticeboard highlights events, student and faculty achievements, upcoming events, important news, and celebrations, ensuring that everyone is well-informed and engaged.
- 13. **3D Printer**: To promote practical learning in digital design, VSIT has introduced a 3D printer in our labs. This technology empowers students to explore the world of digital design in a hands-on manner.



- 14. **Vending Machine for Stationery**: Convenience is key, and our customized vending machines dispense various stationery products and IT accessories. This automated system offers complete control and ease of access.
- 15. **Digital Display Board**: Our scrolling LED board provides daily highlights of campus activities, making it easy for students and faculty to stay updated on important events.
- 16. **Smart Mirror**: Daily weather updates and news highlights are displayed on our Smart Mirrors, providing valuable information to our campus community.
- 17. **Almashines Alumni**: Connecting with fellow alumni is vital for networking and personal growth. Almashines Alumni is our platform for alumni to stay connected with their batchmates and the institution.
- 18. **TCS iON**: To further enhance our administrative processes, we have implemented TCS iON, an advanced MIS system tailored to our specific requirements. This system streamlines operations and ensures efficiency across all stakeholders.
- 19. E-Library: E-Library provides students with access to a vast array of digital resources, including eBooks, research papers, journal articles, project literature, novels, and competitive exam materials. This comprehensive digital library enhances research and learning capabilities.

Digitally Yours is more than just a collection of technological solutions; it represents our commitment to providing a technologically advanced, efficient, and engaging learning environment.

Our dedicated Helpdesk system ensures that all IT-related matters are promptly addressed, providing technical support to students and faculty. We believe that technology should be an enabler, not a hindrance, and our support systems reflect this philosophy.





In conclusion, Digitally Yours is not just a priority at VSIT; it is our thrust towards Education 4.0. Our institution is aligned with Government of India's Digital India initiative, and we continuously strive to lead the way in embracing technology to transform education. With a Wi-Fi-enabled campus, a comprehensive ERP system, cutting-edge teaching tools, and a commitment to innovation, VSIT is setting the standard for digitally empowered education in the digital age. We are Digitally Yours, and we invite you to join us on this exciting journey of knowledge and technology.



# vMIS User Manual



## **USER'S MANUAL**

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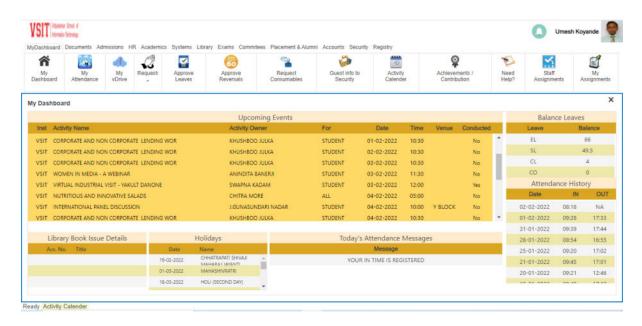
#### 1.0 Introduction

Due to its ever growing and competitive nature, the education sector has always been in need of a quality solution to manage and serve the Institute resources efficiently. IT sector is giving number of solutions to Institute like smart classroom, digital learning solutions to make learning easier and manage Institute administration effectively. Today educational institution is not limited to imparting education alone, but it is adapting latest trends in IT for improving the quality of education and handling various activities of Institute including admissions, class management, library management, logistics, inventory, fee management, alumni, accounts etc. Our ERP simplifies and automates Institute administration process. The ERP is accurate and reliable and can be conveniently accessed from Institute intranet as well as from the public internet. It is fully browser-based which also includes virtual campus which can be linked with Institute portal and contains powerful online access to bring parents, teachers and students on a common interactive platform. Yet another advantage of the ERP system is that it runs on minimal hardware and easily fits in the budget of Institutes. In ERP users have role based access rights which tightly models existing Institute hierarchy. Institute ERP is totally customizable according to the needs of Institute.

#### 1.1 Major Benefits:

- Transparency in Institute operations.
- Availability of real time up to date information.
- Better management of Institute academic process & administration.
- Instant access to required information and activities of the Institute  $\Box$  A centralized system which makes reporting possible at one place.
- Easy access through a web browser having an Internet connection.
- Online Registration, easy follow up and Admission.
- Efficient computing centralized storage, high memory and fast process.
- Integration of Academic Calendar, Notices and other activities.
- High level security at application level user level and program level.





## **Quantitative Benefits:**

- Savings from phased out legacy systems
- **Streamlines Education Processes**
- **Automates Important Functions**
- Increases Productivity and Efficiency
- Big Savings in Person hours

#### **Qualitative Benefits**

- Improves data and process integrity
- Enhances operational security
- Reinforces accountability and transparency

#### **General Benefits**

- Single system to manage all Institute related information from anywhere in the Institute
- Easy to use
- Reliable and secure system



- Complete Automation of operations
- More Time to focus on Strategic Tasks
- Better informed decision making for management

## Benefits to Management

- Using Institute ERP, Institute management has a systematic and easy approach towards maintaining and updating the different aspects of their institute.
- Administrative staff can reap several benefits from ERP, some of which are as follows:
  - Single Point ERP
  - > Zero redundancy in managing the institutions records
  - Complete automation of all operations
  - Centrally stored information with zero redundancy
  - Best possible resource optimization
  - Generate timetables with dynamic substitute management
  - Cost effective one-point solution for total management
- Easy performance monitoring of individual modules leading to uncomplicated error detection
- Automated and quick report generation along with process turnaround time
- Centralized data repository for trouble free data access
- Authenticated profile dependent access to data
- User friendly interface requiring minimal learning and IT skills
- High level data security
- Design for unproblematic scalability
- Elimination of people dependent processes
- Minimal data redundancy

#### Benefits to Staff:

- Staff can check their Attendance
- Staff can check leave status and holidays
- They can check Activity Calendar
- Check library books status
- Request for leave and leave reversal as well.
- They can request for consumables
- Check their salary sheets
- Add contribution and achievement
- Check their Service Book

#### Benefits to Students:

- Students get a new platform not only to gain but also to express the knowledge inside them.
- Freedom to browse through library books catalogue and identify the book(s) to be issued
- Prior information about all events and holidays
- Railway Concession

#### 1.2 Features:

#### 1. End-to-End solution

Whether it's the enrolment of a new student or calculation of salary for the staff, It provides you a fully integrated end-to-end solution to manage all the functions and activities required for your education institution. It ensures that offices, faculty and students have access to timely and up-to-date information. It manages high volumes of critical information with hundred percent of accuracy helping you to run your institution more smoothly and efficiently. It creates a foundation for new processes that can yield significant returns on investment.



#### 2. N-Tier Architecture

ERP is designed on an N-Tier architecture allowing multiple users to work simultaneously from multiple locations on a single database. This helps in sharing information between different departments and users on a real-time basis.

- 3. Streamlines Educational process ERP often prompts significant process reengineering and could breathe life into ineffective and inefficient departments or processes. It helps in proper documentation and standardization of education process by setting up protocols for each and every process. ERP also provides you an opportunity to correct broken processes and replace them with modern, system-enabled, state-of-the-art business practices.
- 4. Increases productivity and efficiency of the staff Automation helps staff to work out things well in time helping them to give more time to take care of the other issues and problems. ERP helps organizations to handle the same amount of work by less staff thereby allowing the rest of the man power to be deputed in other productive works.
- 5. Reduces paper work: ERP has an in-built Document Management System that helps organizations to reduce their paper consumption to a great extent which is not just cost effective but is eco-friendly as well.
- 6. User Friendly Interfaces of ERP play an important role to make it successful and a popular solution. ERP is designed with easy to use, interactive and user friendly interfaces that help non-expert users to perform complex functions without any difficulty.

7. Comprehensive Reporting System: Organizations around the world consider effective reporting system as a vehicle for evaluating and enhancing the performance of the entire system. Thus reports have become the most vital part of any application System. What so ever new features there may be in an application, the end user evaluates the quality of System by its quality of reports. ERP offers a powerful mechanism to generate accurate and robust reports with a great deal of flexibility. Whether you want a report for a single student or for the entire institute, it gives you plenty of options and flexibility to generate reports at multiple levels helping you to enhance the performance and productivity of your institution

## 8. Ensures Data Security

Data Security is also an important factor while designing an ERP solution. ERP ensures complete security of data. We make sure that the data isn't in the direct access of the users. Various security measures have been implemented to tighten the security at the database level as well as at the application level.

- Login security and single sign-on: Users sign on once within a secure environment and are automatically authenticated for all applications they are allowed to access.
- Security roles and permissions: Users see and access only what their individual roles and permission levels grant them.
- Workflows and approval processes: Workflows and approval processes ensure proper task routing among departments.

## 9. Easy Centralized Backup Options

Database Backup is the most critical part of any ERP solution. ERP comes with easy to manage database-backup system. The database backup and restoration processes both are simple and easy and don't require any database expert to perform these

activities.



#### 2.0 Modules:

#### 2.1 Administration

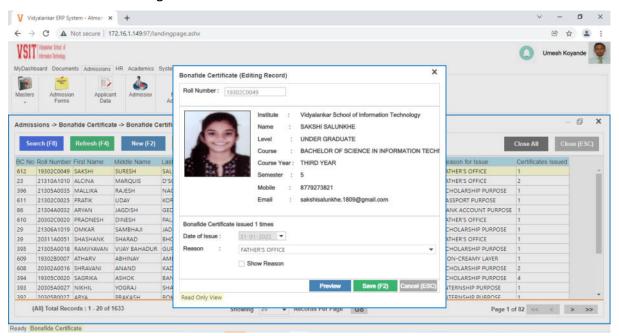
This contains various features which are useful for all users-admin, staff and students.

#### 2.1.1 Student details

> Student need to fill this details during Admission.

#### 2.1.2 Bonafide Certificate

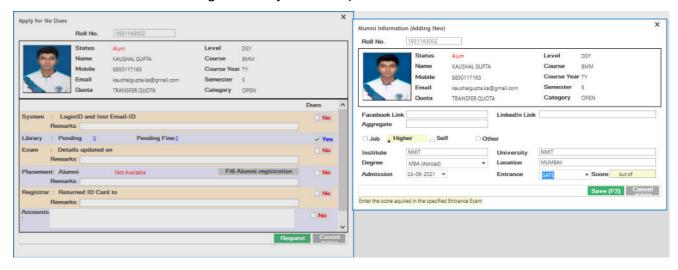
> Click on Admission Module, in that bonafide certificate tab to issue the certificate to eligible student.





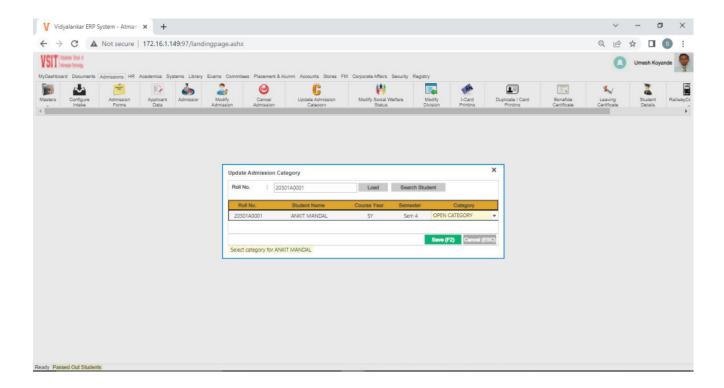
## 2.1.3 Apply for No-dues

> Student can Apply for no dues by clicking on this tab under Admission module. Through this way we can update Alumni Information as well.



## 2.1.4 Update Admission Category

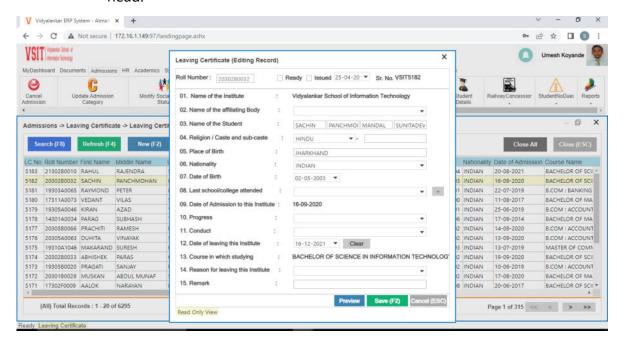
Admin can update caste category by clicking on the respective tab present under admission module





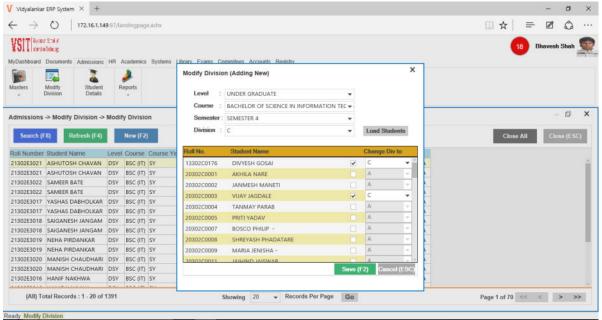
## 2.1.5. Leaving Certificate

> This is under admission module. Students' have to fill this form and submit it to the Admin which later after verification will get printed on the letter head.



#### 2.1.6. Modify Division

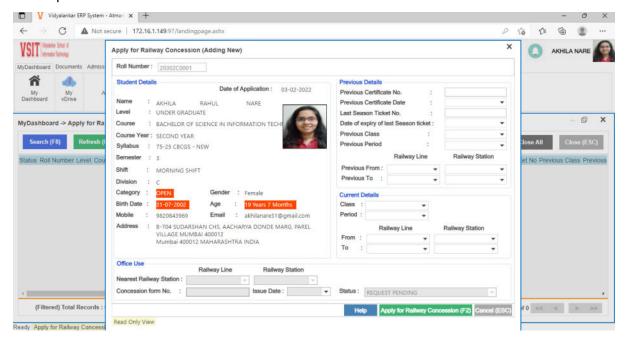
This tab is available under Admission Module. Admin can modify the division details using this tab





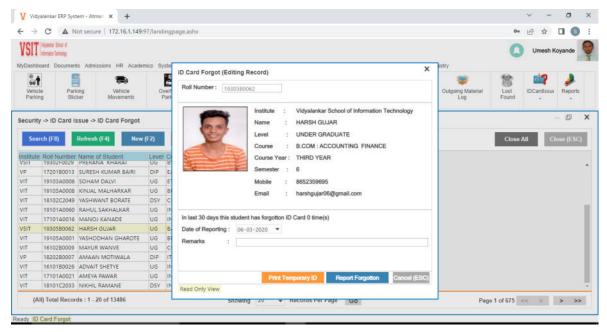
## 2.1.7 Issue Railway Concession

> Students will first apply for Railway Concession using their credential and the department executive can process the request using this tab which is present in Admission module



#### 2.1.8 ID Card Forgot

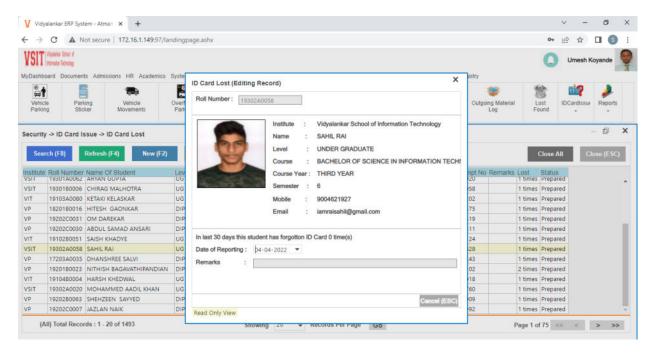
Under Security Module, security admin collects the data and issue a Temporary I card.





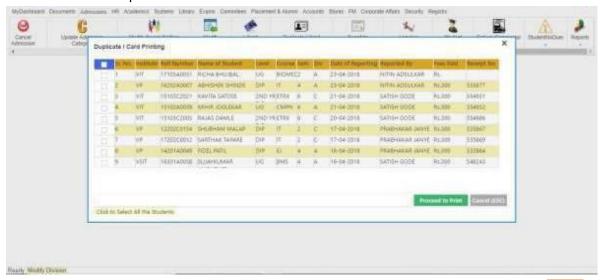
#### 2.1.9 I card Lost

> This tab is under security module. Security admin collects the details related to this and create a duplicate I-card



## 2.1.10 Duplicate I-card Printing

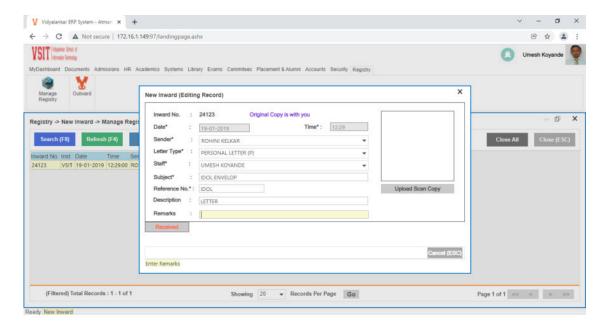
> This is under Security Module. Here he can get complete list of students to whom Duplicate I-cards were issued.





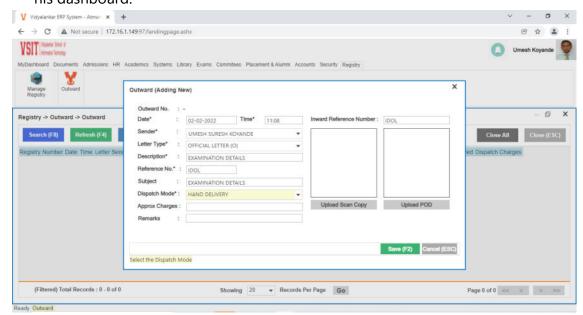
#### 2.1.11 Inward Details

➤ This tab is under Registry module. The Department executive can update the inward details in this which will be notified to the concerned person in his dashboard.



## 2.1.12. Outward Details

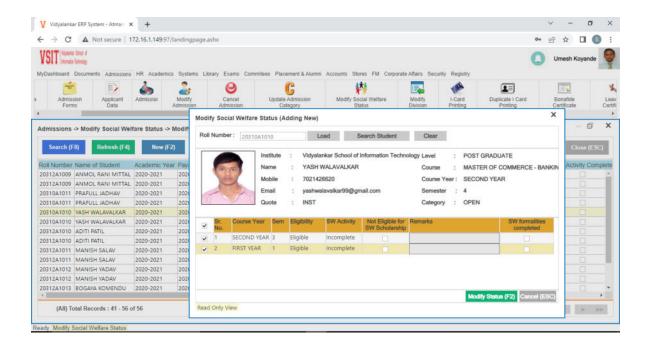
➤ This tab is under Registry module. The Department executive can update the outward details in this which will be notified to the concerned person in his dashboard.





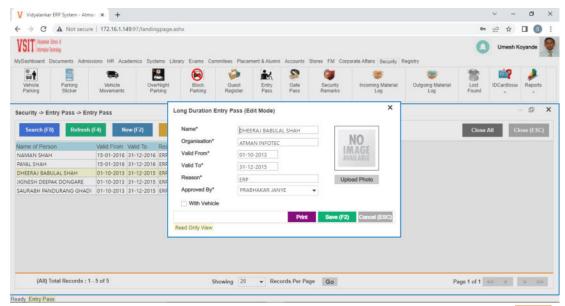
## 2.1.13. Modify Social Welfare Status

This tab appears under Admission Module. This is to update the caste validity details.



### 2.1.14. Entry Pass

> This tab appears under security module. Using this security admin can create pass for visitors.

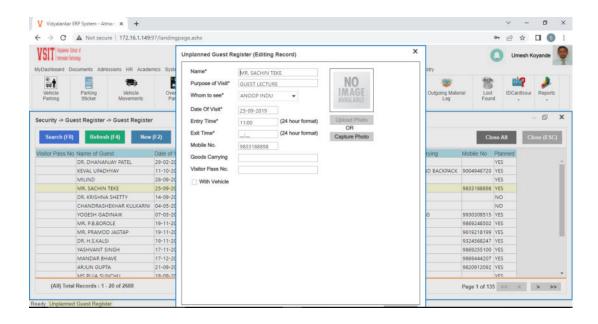


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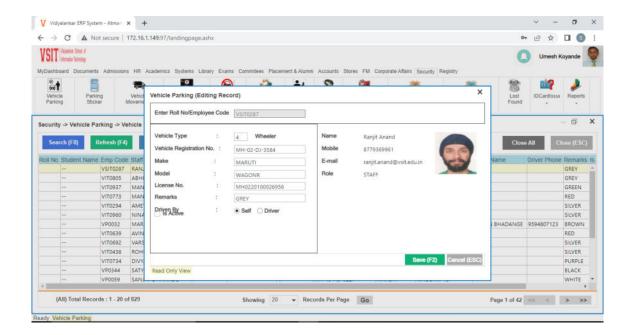
## 2.1.15. Guest Register

This tab appears under Security Module. This is used to record guest/visitors of the Institute.



## 2.1.16. Vehicle Parking

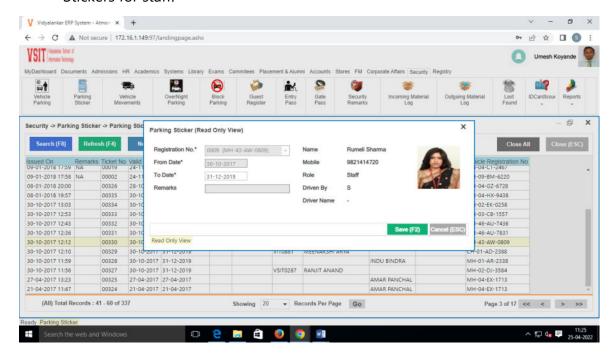
This tab appears under Security Module. This is used to record Vehicle Parking details of Employees.





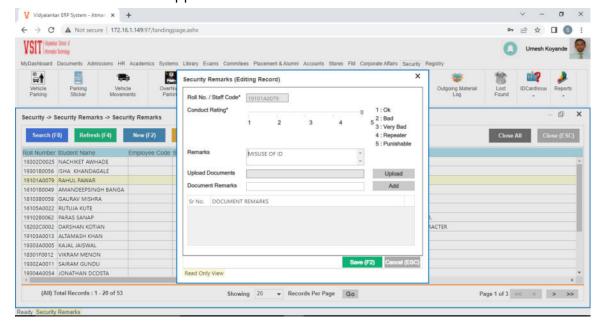
## 2.1.17 Parking Sticker

This tab appears under Security Module. Using this admin can print Parking Stickers for staff.



## 2.1.18 Security Remarks

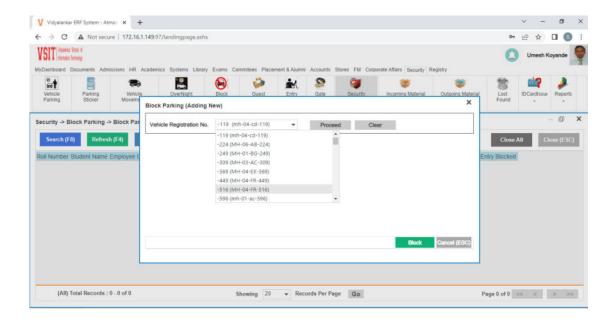
> This tab appears under Security Module. It is used to report any security issues which happens in Institute





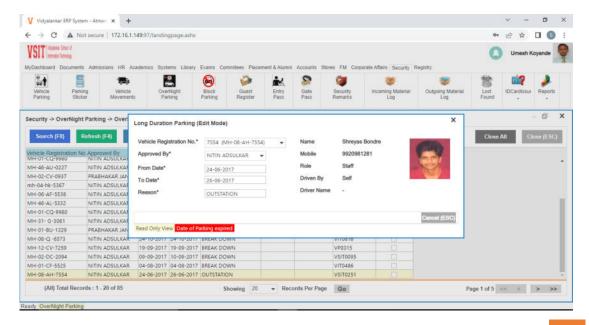
## 2.1.19 Block Parking

This tab is under Security Module. It is used to fill parking details.



## 2.1.20 Overnight Parking

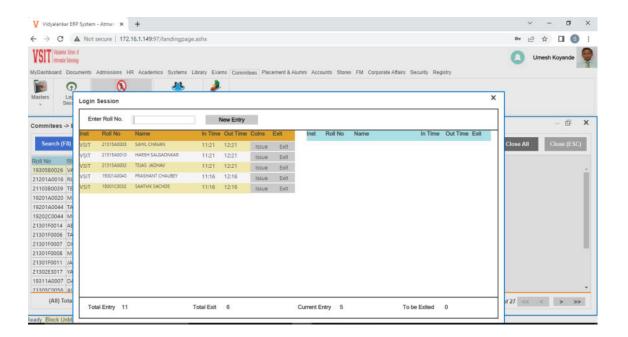
> This tab is under Security Module. This is used to fill details about overnight parking.





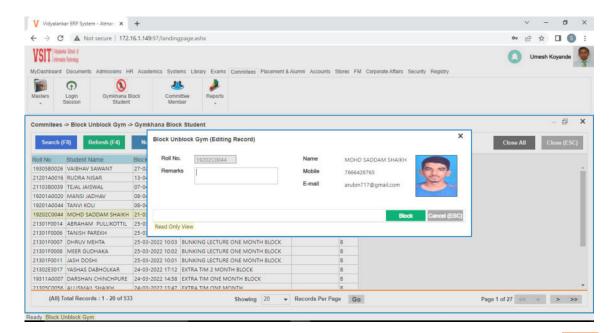
## 2.1.21 Gymkhana Login

> This tab is under committee module. It is used to keep track of Gymkhana entry.



## 2.1.22 Block/unblock Gym

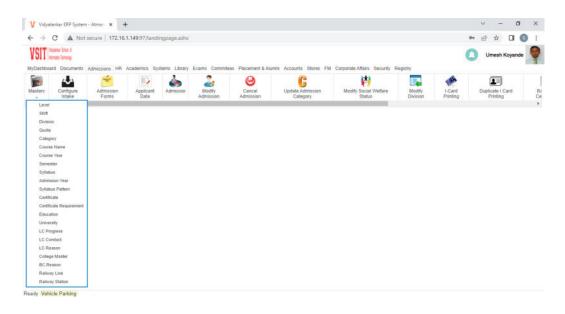
> This tab appears under Committee module. It is used to block/unblock a student from entering Gymkhana





#### 2.2. Admission

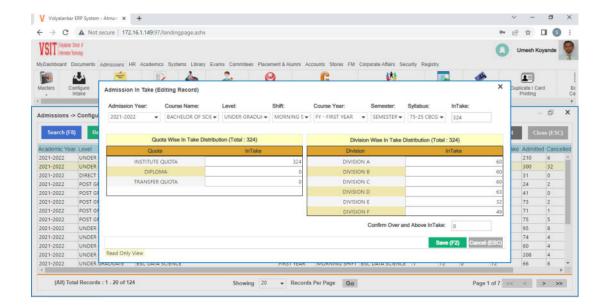
Admission details can be updated in this module



## 2.2.1 Configure Intake

Admin can configure intake by clicking the tab Configure Intake and then filling the table stating Intake of Government Quota, Tuition Fee Waver Scheme, JK quota, Institute Quota PM JK and division wise intake distribution

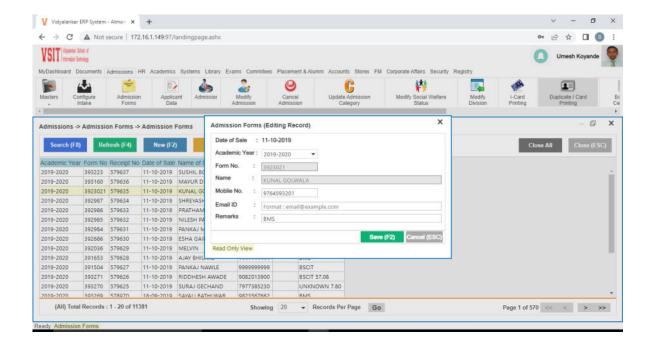
and save it.





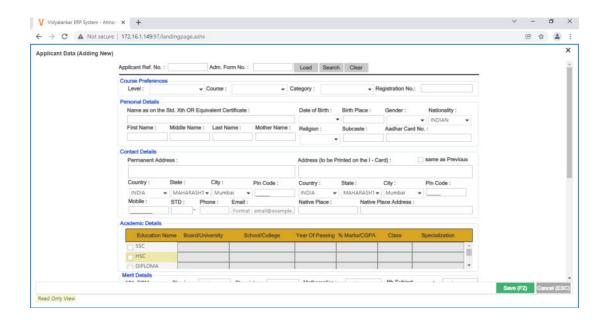
#### 2.2.2 Admission Form

Using this tab Admin will fill the necessary details about students after admission.



## 2.2.3 Applicant Data

In this tab students will be required to fill an application form.





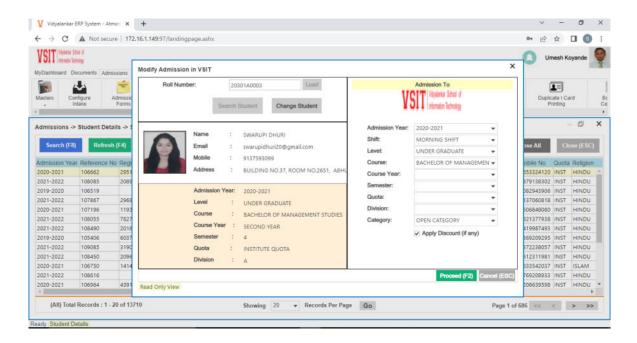
#### 2.2.4 Admission

> After filling the students details once the student gets admitted to our Institute, ERP will fetch the details once he write his reference number and then he can proceed to create ID card.



## 2.2.5 Modify Admission

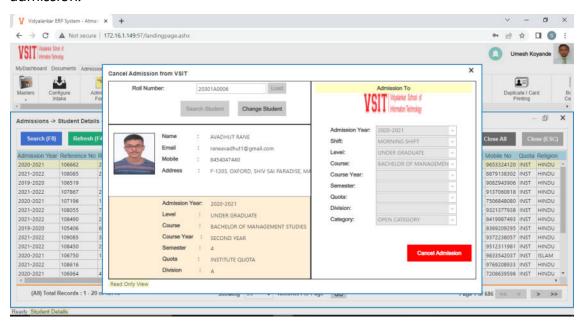
This tab is there to allow modification in admission.





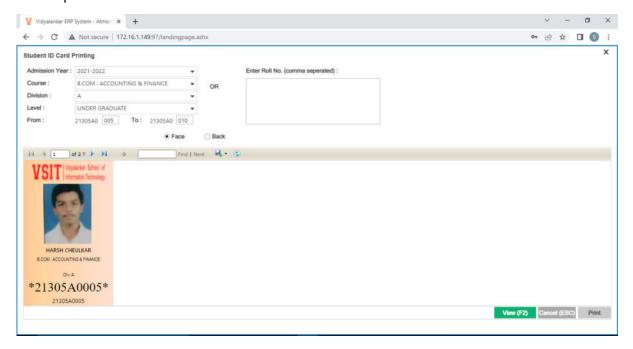
#### 2.2.6 Cancel Admission

> Admin can update the admission status if the student cancel their admission.



## 2.2.7 I-card Printing

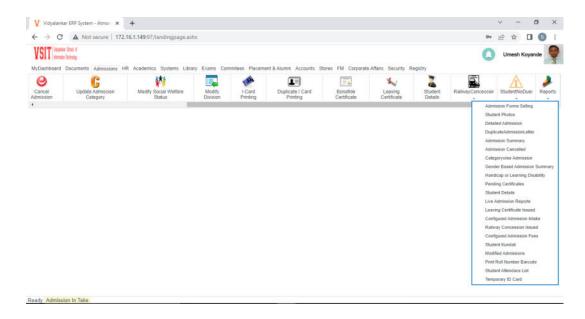
Using this tab we can print Temporary I-cards of admitted student by filling a particular form.





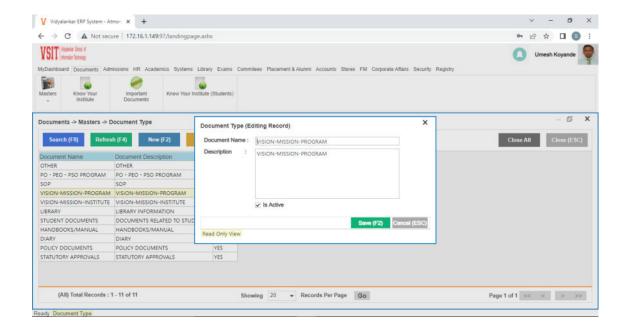
#### 2.2.8 Reports

> Admin can get consolidated report of admission status, cancelled admission, I card printed etc. by clicking on Reports Tab



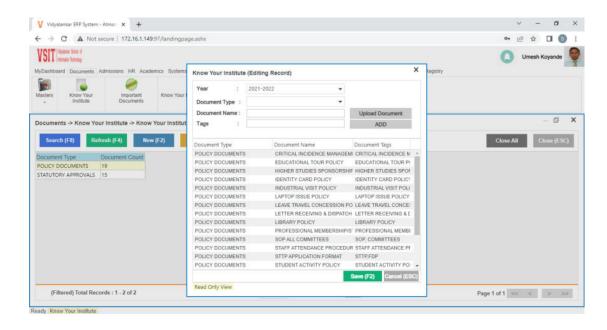
#### 2.3. Documents

This module contains Standard Operating Procedure (SOP) for various activities. It contains Vision and Mission and Statutory Approval.





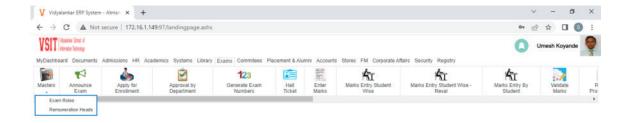
#### 2.3.1 Know Your Institute



#### 2.4. Examination

Every education institute organizes assessment / examination to evaluates progress of their Students.

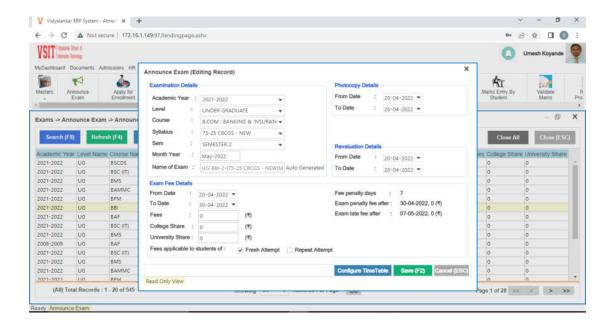
For this in our ERP we have divided the work in following module:



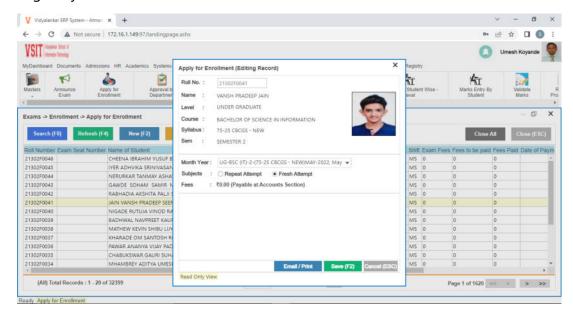


#### 2.4.1 Announce Exam

> Exam Admin has to announce exam first by going to the tab **Announce Exam** where he will fill all the detail related with Examination, Photocopy, Renumeration and Exam Fees and save it.



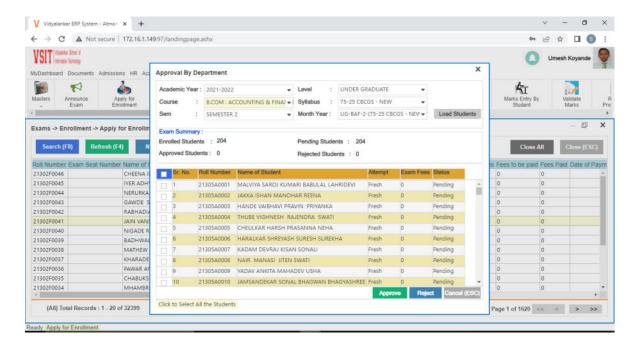
Apply for Enrolment: Admin will then enrol students for the exam based on eligibility criteria.





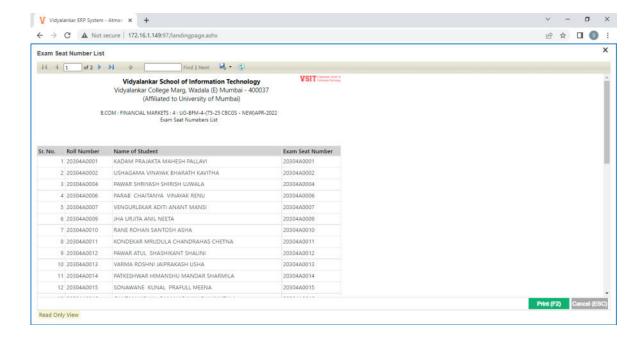
#### 2.4.3 Approval by Department:

- Exam admin will fill the form putting details about Academic Year, level, course, syllabus semester and Month Year.
- Then click on Load students
- Click on Approve if student is eligible for the exam.



#### Generate Exam Number:

In this tab Exam Admin can generate Exam Seat Number by filling all the details.





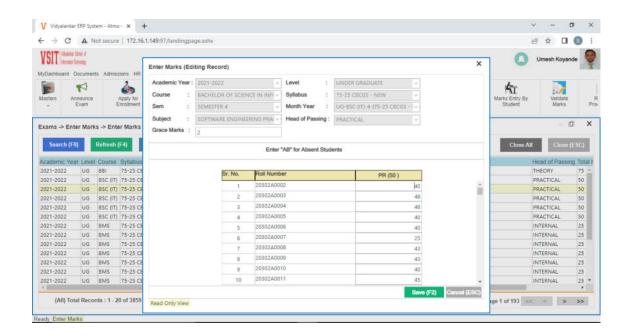
#### 2.4.5 Hall Tickets:

Hall Tickets can be generated using this tab and students can take its print by logging in their dash board using their individual credential.



#### 2.4.6 Enter Marks:

- Exam admin can enter marks by filling all details about the examination.
- Marks can be entered for all heads like Oral, Term Work, End Semester Exams and Internal Assessment (IA) from University Gazette Copy.
- > These marks later then needs to be verified, as it will be useful for students while applying for transcript.



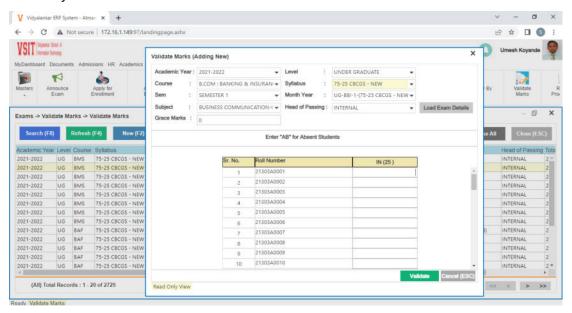


## 2.4.6 Marks Entry Student Wise

- This tab will be helpful if we have to enter marks of all the eligible students.
- Exam Roll Number we can get from reports from **Reports** tab, inside that Exam seat Number Report.

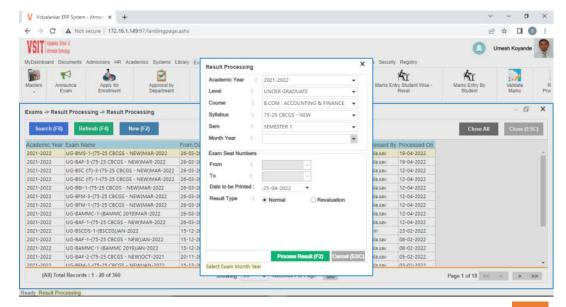
#### 2.4.8 Validate Marks:

> Students' marks are validated, there is also an option for filling grace marks if any.



## 2.4.9 Result Processing

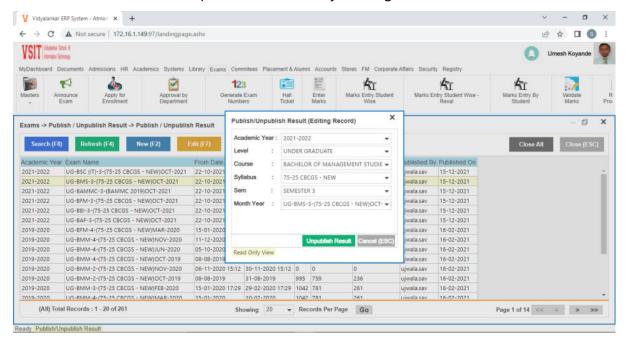
Exam Admin can process the result by filling the form and then click on Process Result tab.





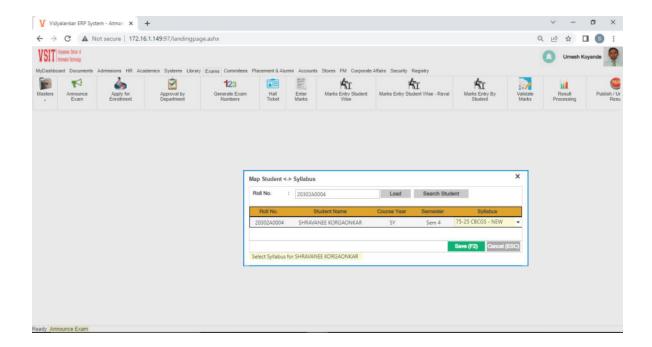
#### 2.4.10 Publish/Unpublish Result

Exam Admin can publish the result by clicking on this tab.



# 2.4.11.Map Student-Syllabus

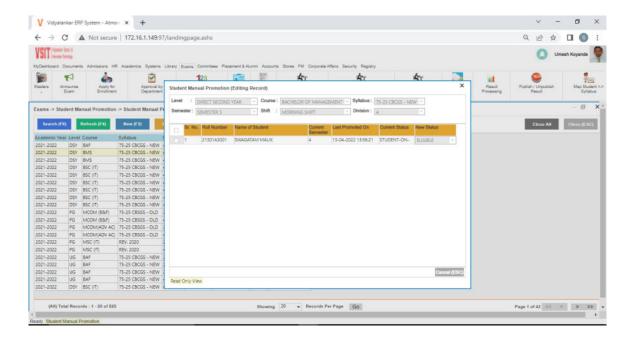
As there can be many students who might be giving exams based on old syllabus because of DROP/KT so for such details this tab is there, where exam admin can map student with the syllabus.





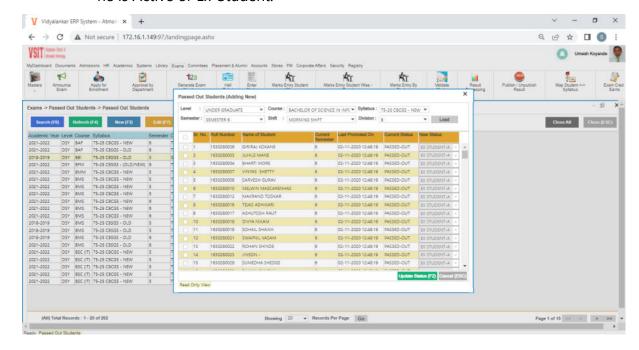
#### 2.4.12 Student Manual Promotion

> This tab will help Exam admin to change the status of students i.e. Eligible or provisional.



#### 2.4.13 . Passed Out Students

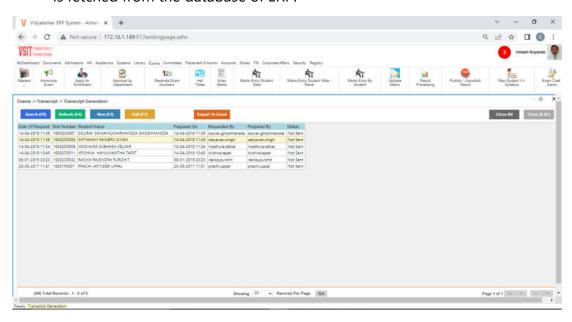
> This tab will be useful in modifying the admission status of student whether he is Active or Ex-Student.





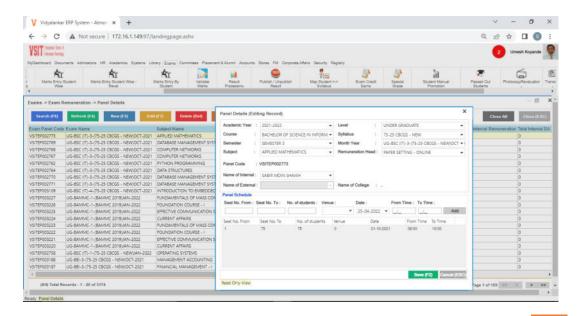
#### 2.4.14. Transcript

> Students who go for MS or any higher education will apply for Transcript. Using ERP, Exam admin can approve/disapprove based on the details which is fetched from the database of ERP.

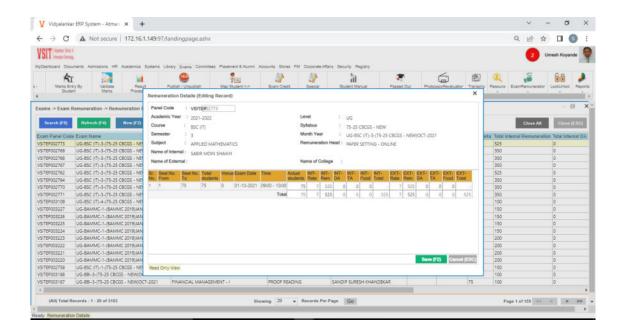


#### 2.4.15 Exam Remuneration

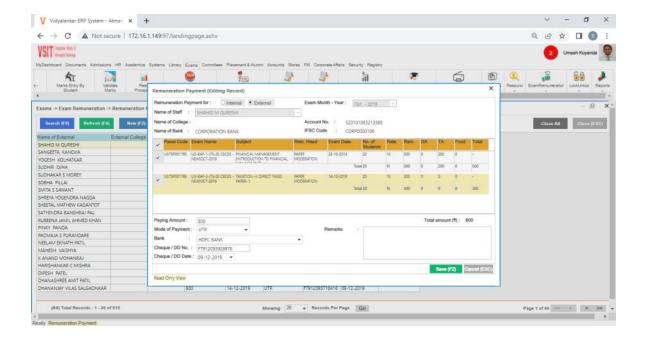
> For calculating Exam Renumeration in ERP there is a tab called Exam Remuneration. In this we need to fill details about Internal and External, Subject details, Number of Students and save it.







> Then for payment go to Renumeration Payment Tab and enter Bank details and save it. Payments notification will appear in accounts module and they will do the needful.

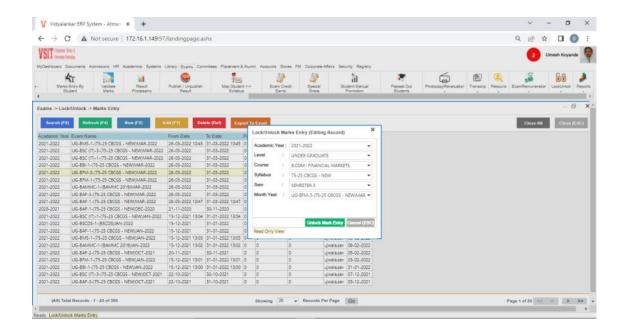




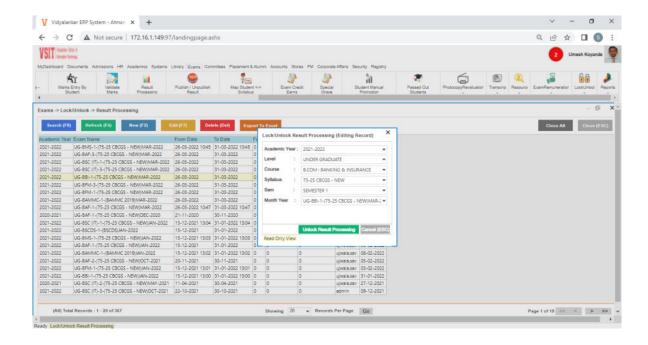
#### 2.4.16 Lock/Unlock

This tab has drop down menu with two options

➤ Lock/Unlock Marks Entry: In this we can lock/unlock marks entered by admin if any discrepancy is there.



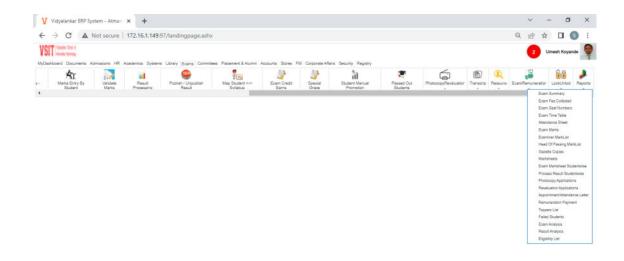
➤ Lock/Unlock Result Processing: In this we can lock/unlock result processed by admin if any discrepancy is there.





# 2.4.17 Reports:

> All reports generated by ERP can be seen by clicking in this tab.



#### 2.5 **Finance and Accounts**

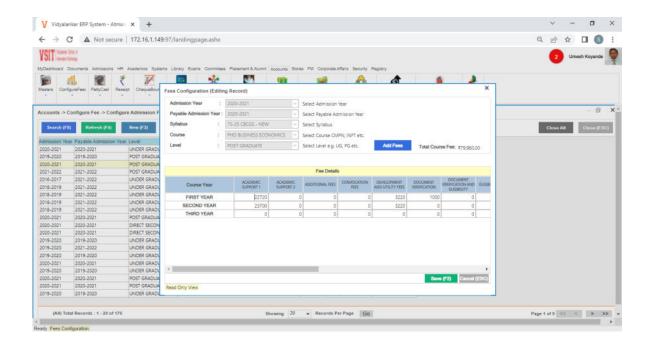
> This Module deals with details of all finance related transaction.



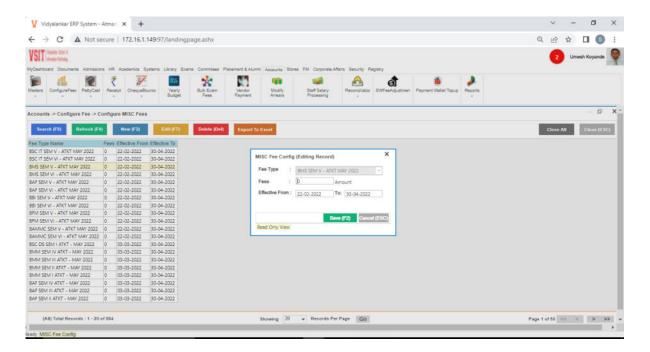


# 2.5.1 Configure Fees

> This tab appears under Accounts Module. It is used to keep details of the Admission fees paid by students.

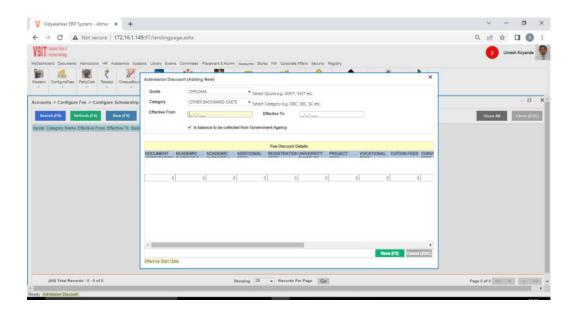


Configure Miscellaneous Fees



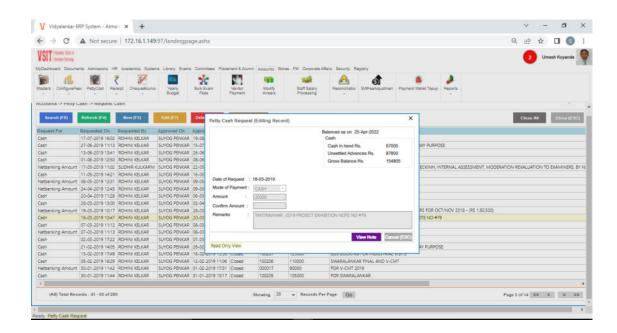


Configure Scholarship Fees



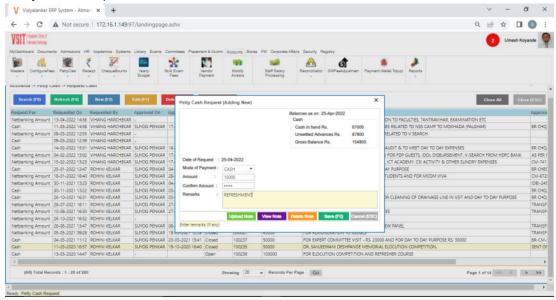
#### 2.5.2 Petty Cash Head

This appears under Account Module. It is used to keep track of Petty Cash Payment.

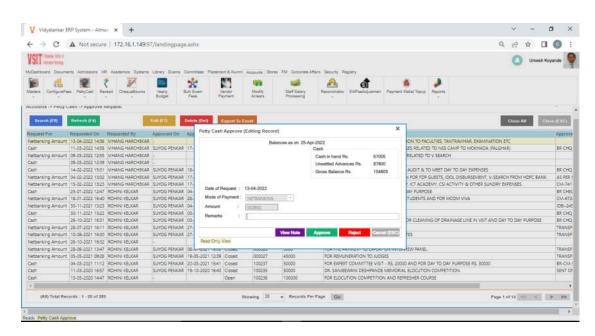




# Petty Cash Request

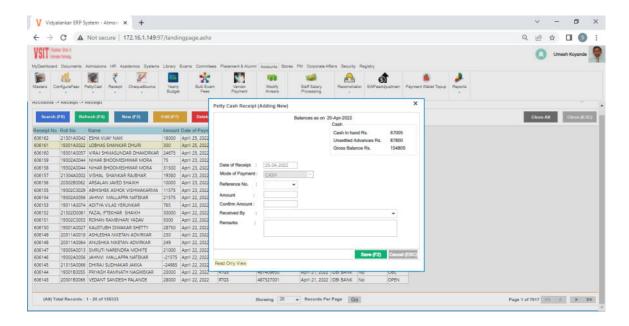


# > Approve Cash

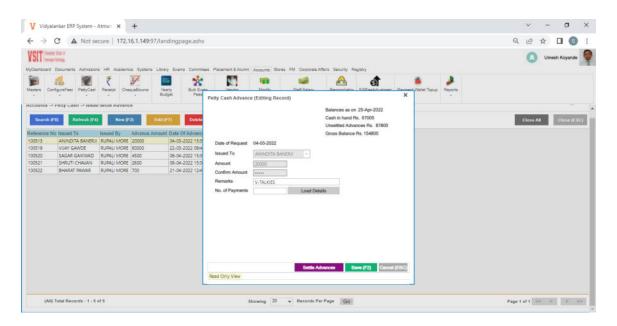




#### Petty Cash Receipt



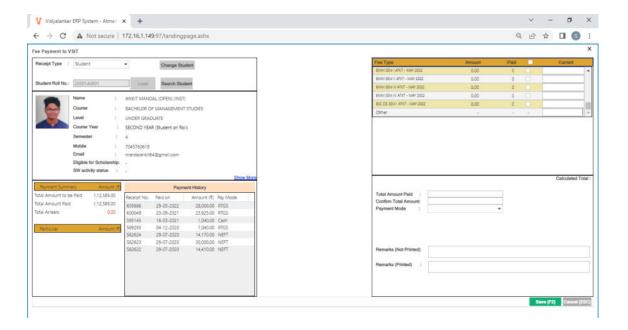
#### Petty Cash Advance



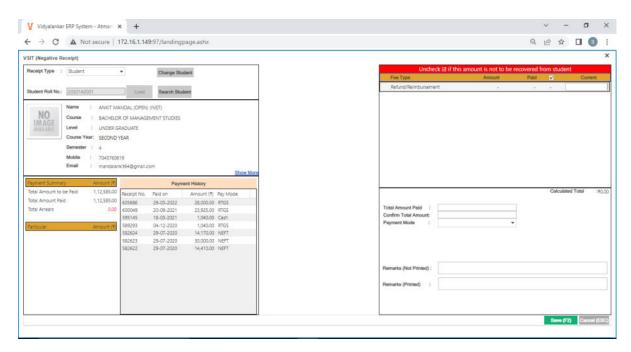


#### 2.5.3 Receipt

> This tab appears under Accounts Module. It is used to print receipt as acknowledgment to the fees paid by student.



Negative Receipt

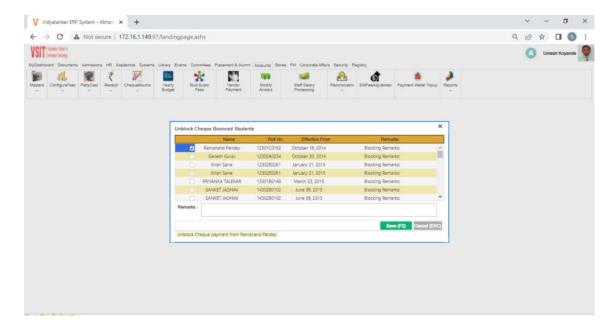


www.vsit.edu.in 42

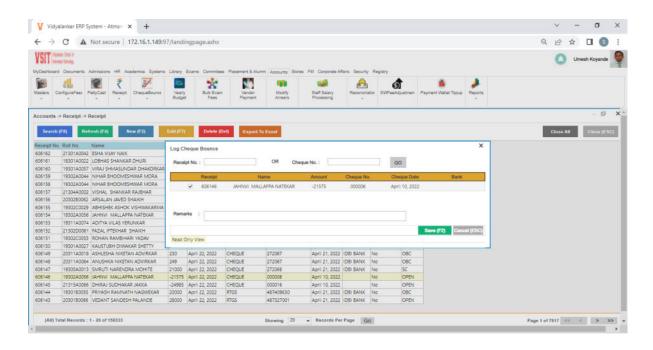


#### 2.5.4 Cheque Bounce

> This tab appears under Accounts head. It is used to not the details of block/unblocked bounced cheques.



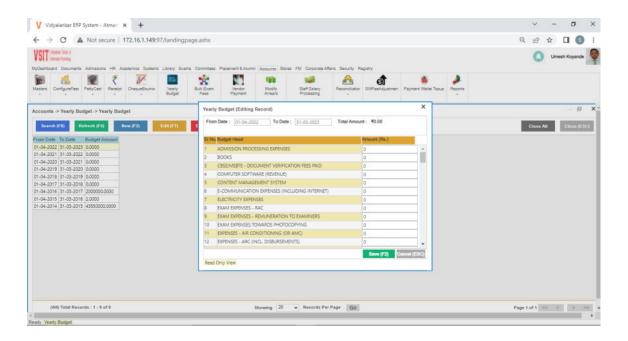
➤ Log Check Bounce





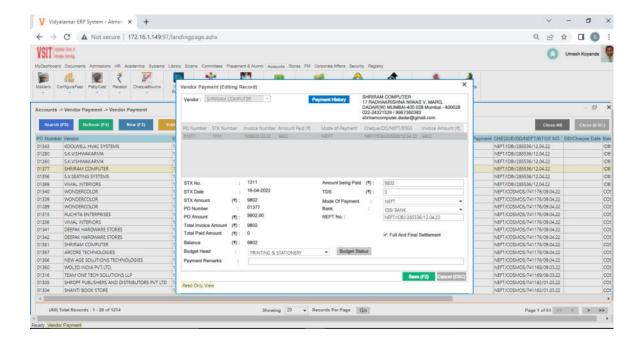
# 2.5.5 Yearly Budget

This tab appears under Accounts Module. It is to keep track of Yearly expenditure.



# 2.5.6 Vendor Payment

> This tab appears under Accounts Module. It is used to keep track about Vendor details, payment, mode of payment etc.





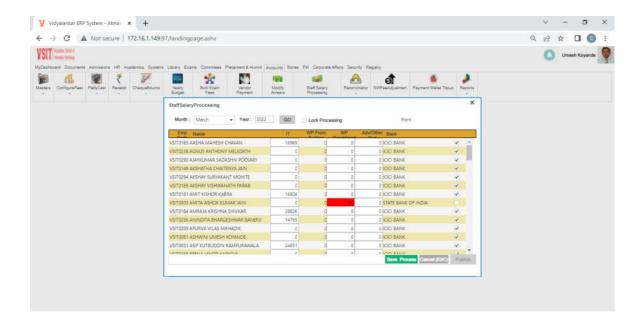
#### 2.5.7 Modify Arrears

This tab appears under Accounts module. It is used to update arrears details.



#### 2.5.8 Staff Salary Processing

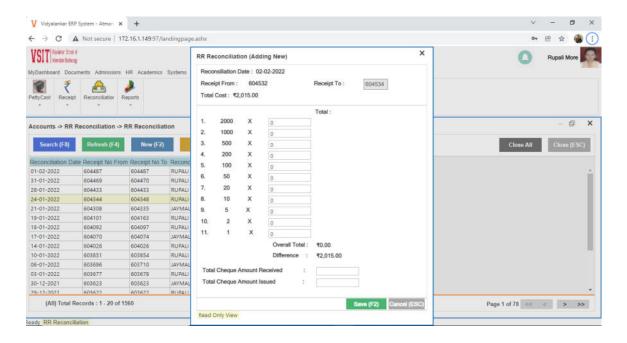
> This tab appears under Accounts department. It is used to process staff salary. If there exist no discrepancy then save and process it.



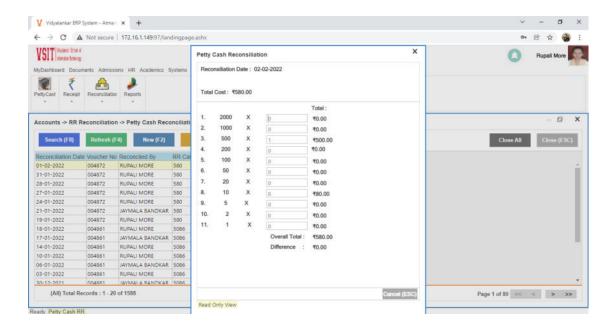


#### 2.5.9 Reconciliation

> This tab appears under Accounts Module.

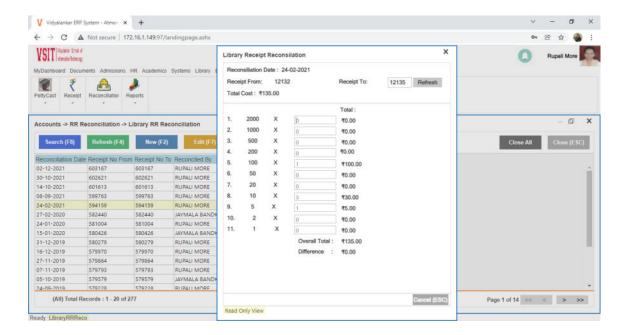


Petty Cash Reconciliation

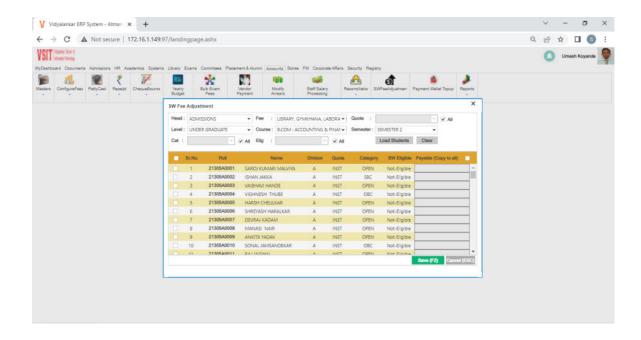




# Library receipt Reconciliation

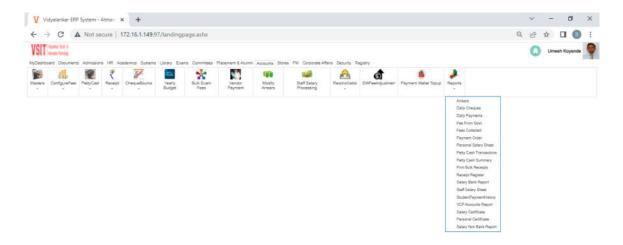


# 2.5.10 SWFee Adjustment





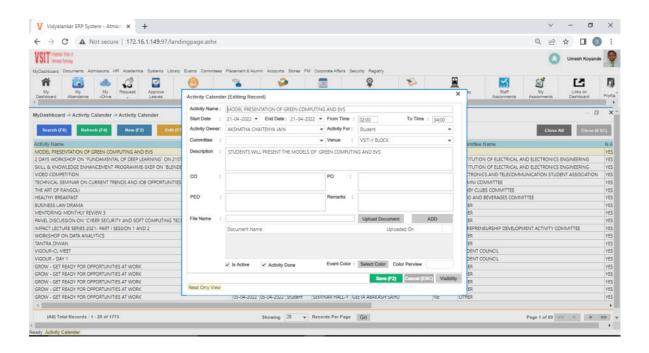
#### 2.5.11 Reports



#### 2.6 Planning and Development

#### 2.6.1 Activity Calendar

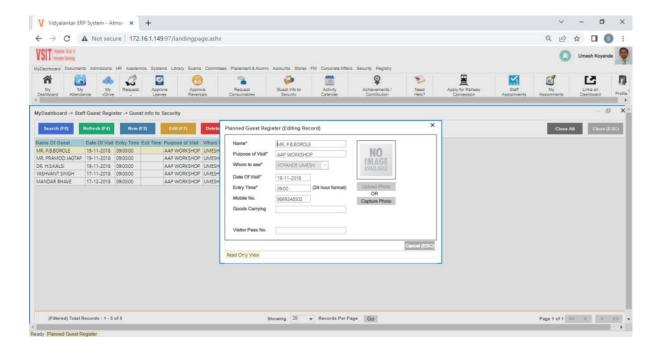
> This tab appears on Dashboard. Here you can update details about an activity.





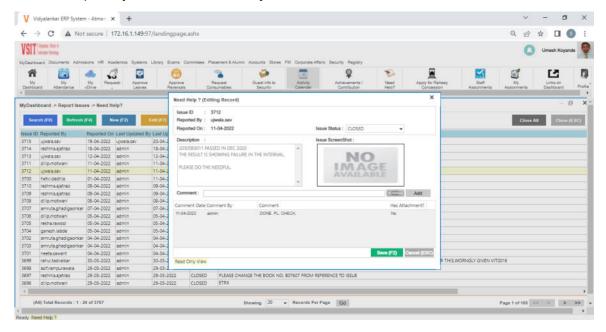
#### 2.6.2 Guest Information

> This tab appears on Dashboard under Staff Guest Register. This will directly give notification to security admin.



#### 2.6.3 Need Help

> This is separate module which appears on the dash board and it is used to report systems admin for any technical issue related to ERP.

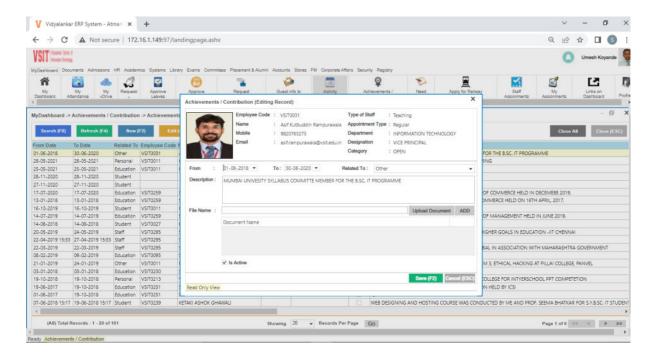




#### 2.7 Student and Staff

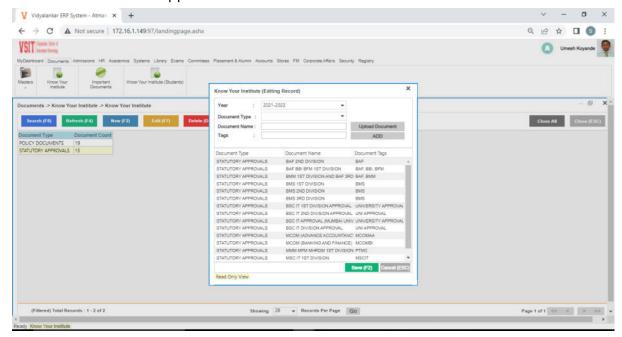
#### 2.7.1 Achievement and Contribution

> Faculties can update their achievement in ERP by going to the tab Achievements and Contribution in Dashboard.



#### 2.7.2 Know your Institute

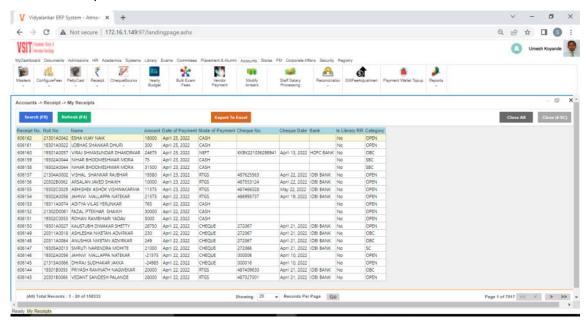
This tab appears under Documents tab.





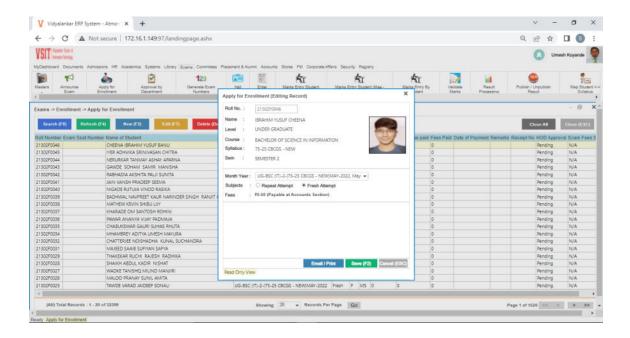
# 2.7.3 My Receipts

> This tab is under Accounts department. In this Students can see their receipts.



#### 2.7.4 Apply for enrolment

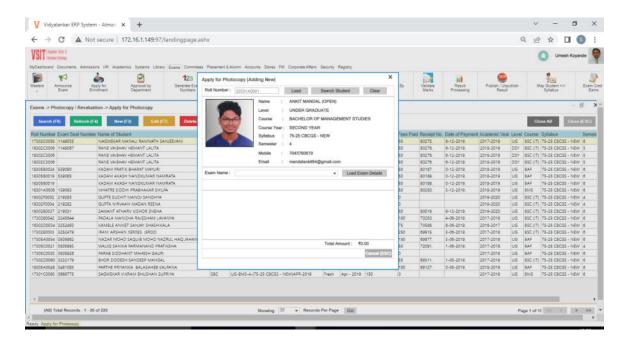
> This tab appears under Exam Module





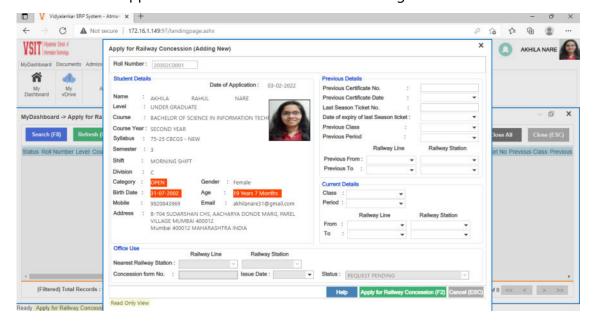
# 2.7.5 Apply for Photocopy

> This tab appears under Exam Module.



# 2.7.6 Apply for Railway Concession

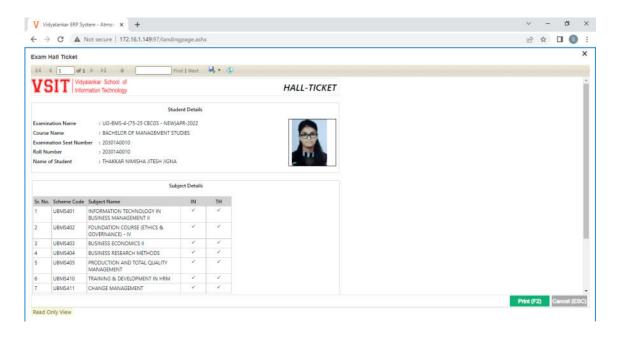
> This tab appears on the dashboard for Student login





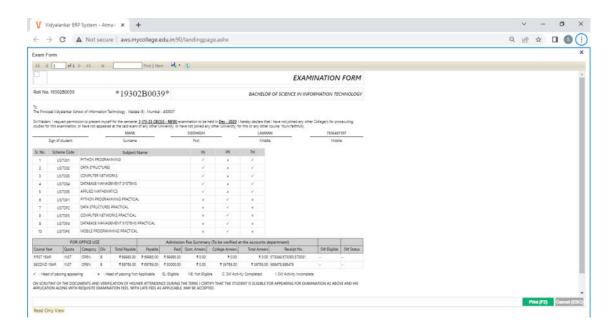
#### 2.7.7 Exam Hall Ticket

> This tab appears under exam module.



#### 2.7.8 Exam Form

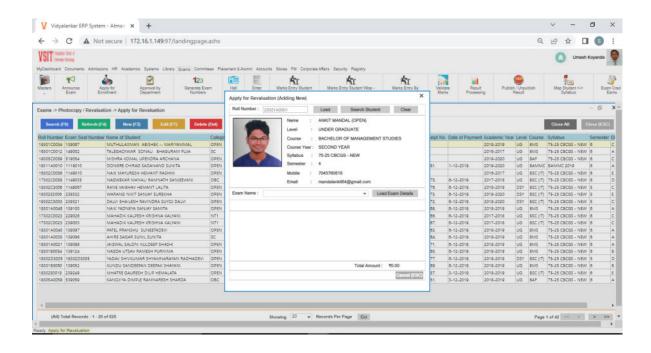
Students can get their exam form under Exam Module.





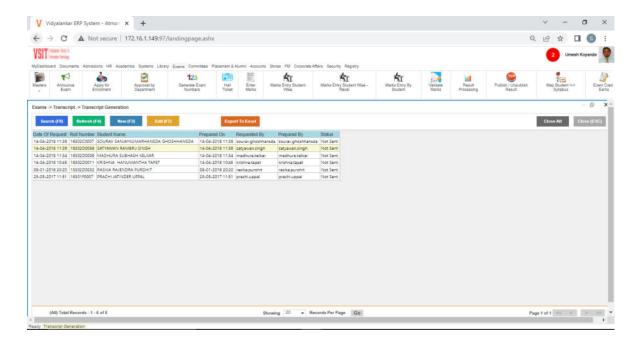
#### 2.7.9 Apply for Revaluation

This tab appears under Exam Module.



# 2.7.10 Transcript Generation

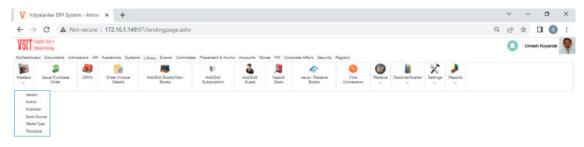
This tab appears under Exam Module.





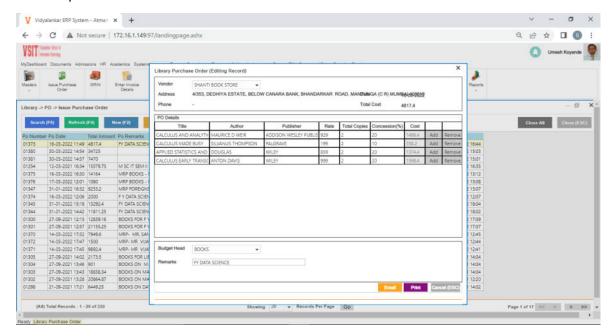
# 2.8 Library

> This Module deals with all library management activities.



#### 2.8.1 Issue Purchase Order

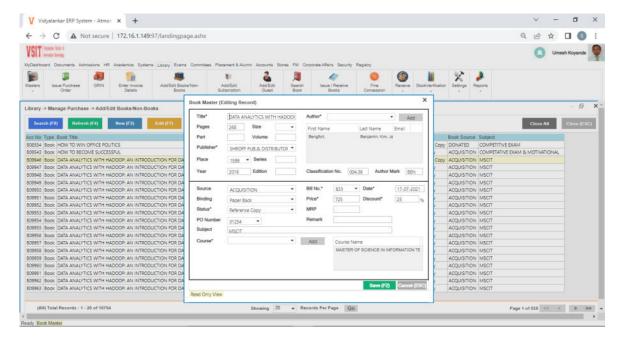
> This tab appears under Library Menu and allows librarian to issue new book purchase order.





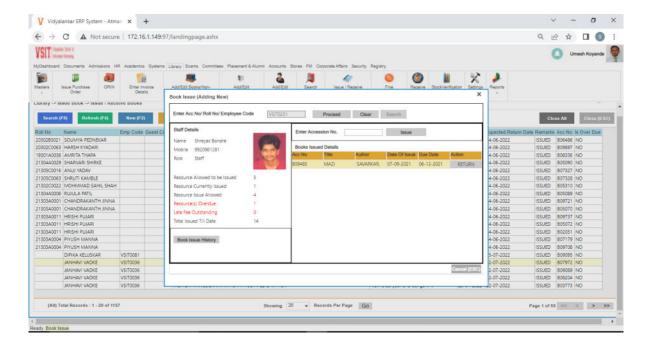
#### 2.8.2 add/Edit Books

> This tab appears under Library Menu and allows librarian to add or edit any books details.



#### 2.8.3 Issue/receive Book

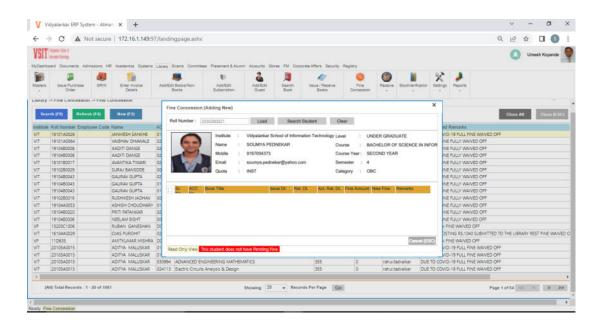
This tab appears under Library Menu and allows to issue or return a book.





#### 2.8.4 Fine Concession

> This tab appears under Library Menu and used for fetching fine details for issued book.



# User Manual Of

# **Learning Management System**

(Microsoft Teams, Forms & Stream)







#### Table of Content

#### I MS Teams

How to Create Class and Team Members?

How to share code to join the class and add memebrs?

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How to share another apps or website in our team?

How to use Forms in Teams?

How to use Assignments?

#### II MS Forms

How to add Feedback?

How to add choice based question?

How to preview and share the form?

#### III MS Stream

How to add video in Stream?

How to add group or channel?

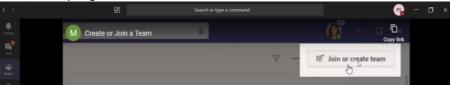
#### References

#### **MS Teams**

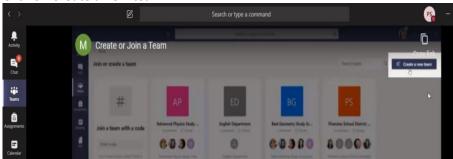
#### How to Create Class and Team Members?

1 Once you open Teams, on the left side of the screen you ill find Teams Tab. Click on it.

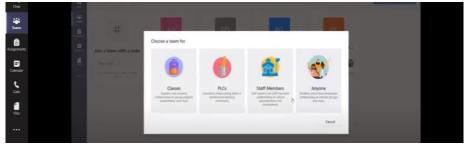
Now, On Top Right side of the screen click on Join or create Team.



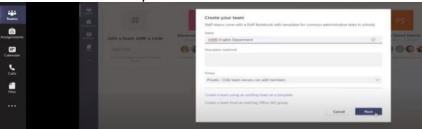
2 Click on Create a new team



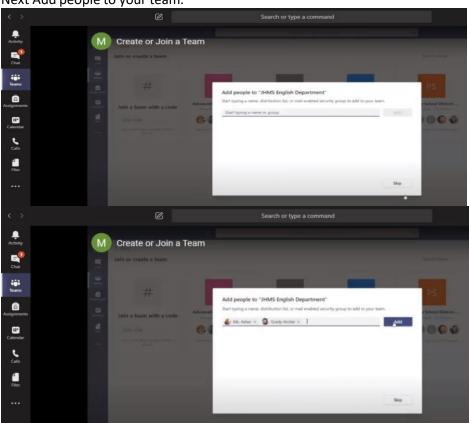
3 We can Choose a Team to create. Here we can create Classes as our Team.



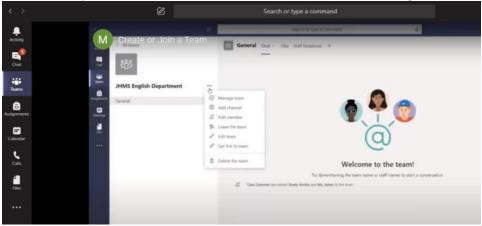
4 Give a suitable name to your team



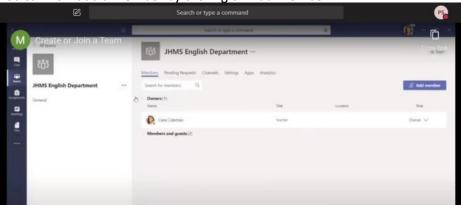
5 Next Add people to your team.



6 Now besides your team name click on three dots then Click on Manage Teams



7 You can now add a member by clicking on Add Member.

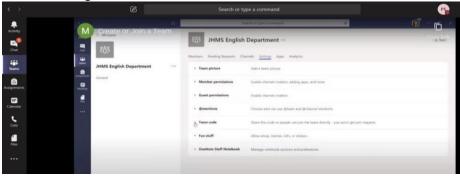


\*\*\*\*

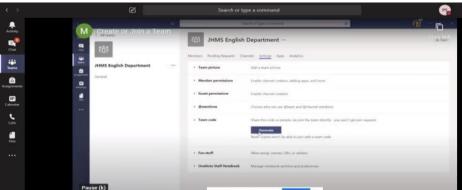
# How to share code to join the class?

1 To share the code so people can join team directly and you won't get any join request.

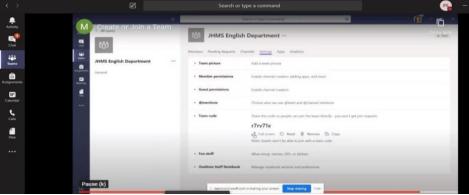
Click on settings and then Team Code



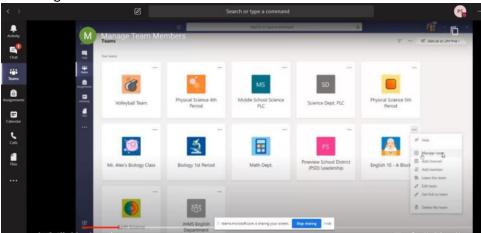
2 Click on Generate



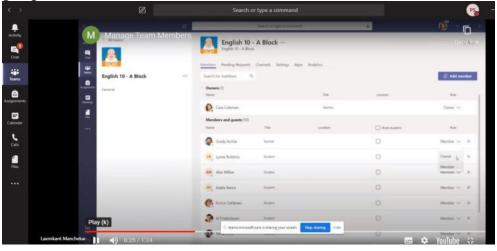
3 The code that is visible you can copy it and share with your team.



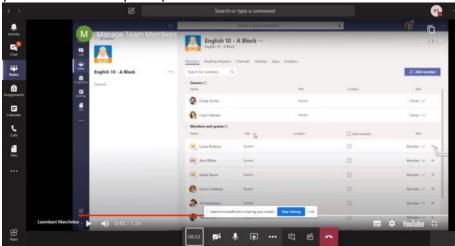
4 Now, to add or delete Member
On the Teams Pane you can see your team name. Click on the three dots and click
on manage teams.



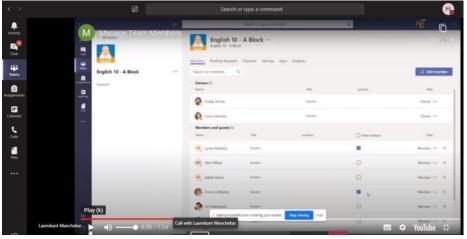
You can Create Owner for other teacher by selecting the name of the teacher and giving the suitable role.



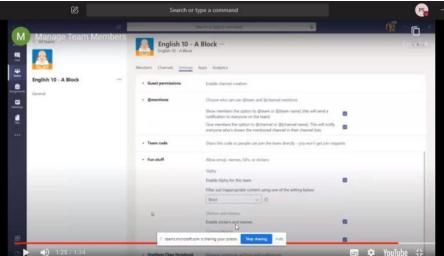
6 Now, To remove any member from the list click on the member and click on "X" so you can remove the participant.



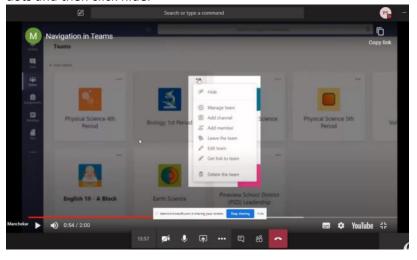
7 To mute any participant or all the participant you can click on the check box besides the participant name or to mute all participant click on Mute Students.



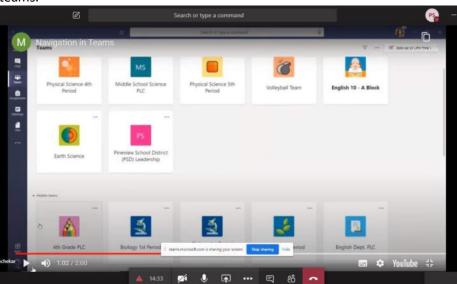
For enabling sticker and memes so participants can reply in chat box.Go to Settings and go to Fun Stuff and check mark on Enable Giffy for this team.



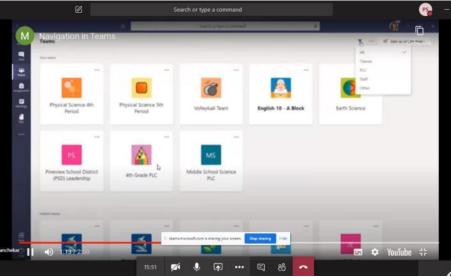
9 Now if you want to hide any team click on the team name and click on the three dots and then click hide.



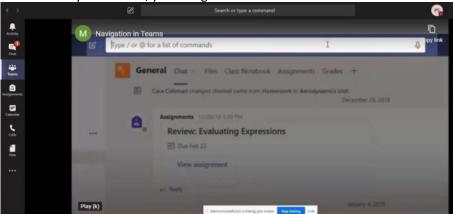
10 If you want to see the hidden team you can scroll down and check the hidden teams.



11 To filter the team, click on the filter icon and select the necessary filters.



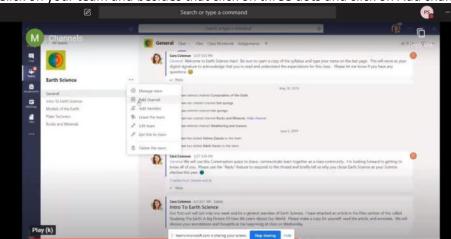
12 To search any command, you can go to search bar.



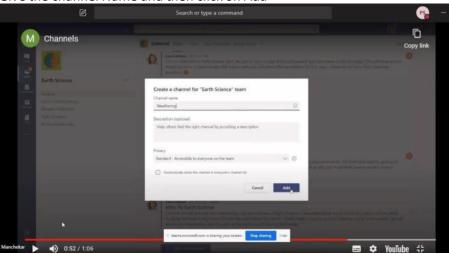
\*\*\*\*

# How to manage channel?

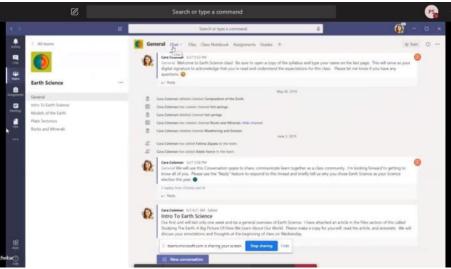
1 Click on your team and besides that click on three dots and click on Add channel.



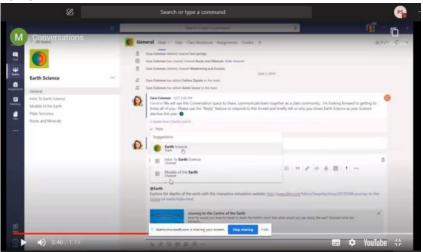
2 Give the channel Name and then click on Add



3 To start new conversation click on Chat tab and click on new conversion

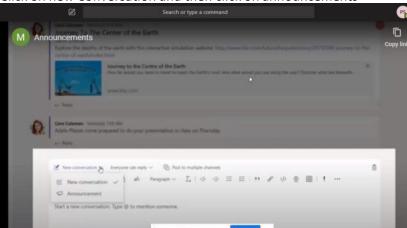


4 For the team you want to send the conversation You need to put @ and team name

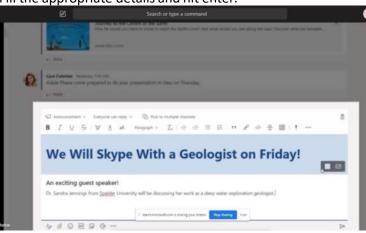


## How to send Announcements?

1 Click on new Conversation and then click on announcements



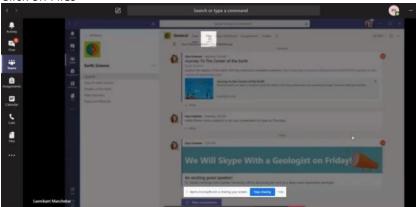
2 Fill the appropriate details and hit enter.



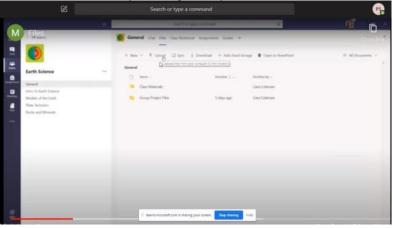
\*\*\*\*

# How to Share and Collaborate Files?

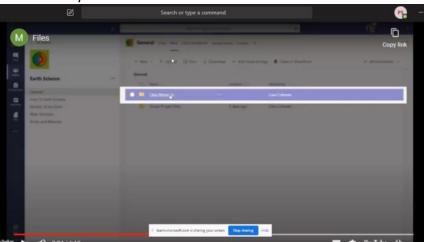
1 Click on Files



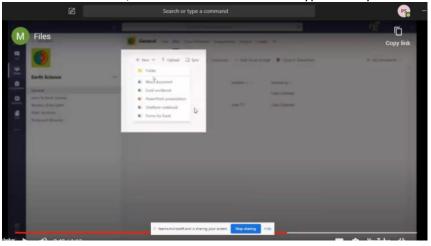
2 For editable contents you can go to Upload



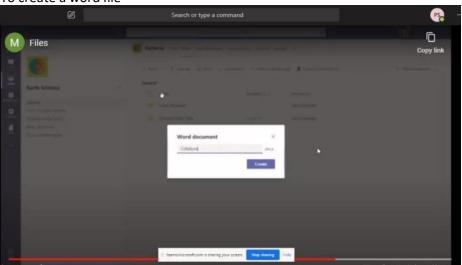
3 For Read Only Add the contents in Class Materials



4 To create a new Files, Click on New and select the type of file you want to create.



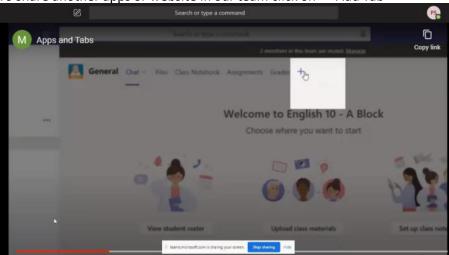
## 5 To create a word file



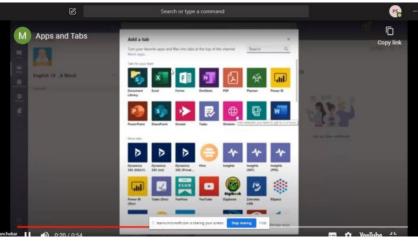
\*\*\*\*

# How to share another apps or website in our team?

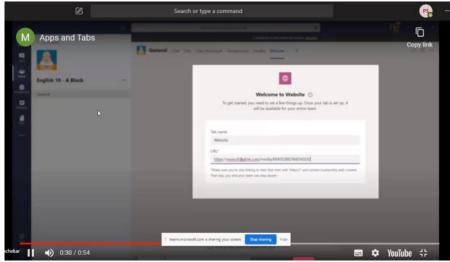
1 To share another apps or website in our team click on + "Add Tab"



2 Click on website icon



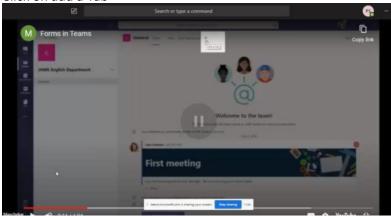
3 Enter the appropriate details and check mark on the Post to the channel finally click on save.



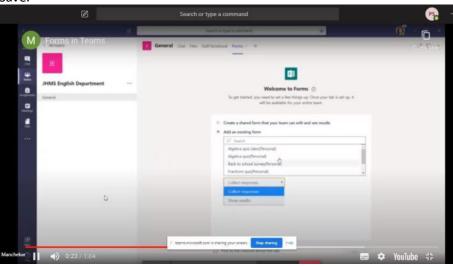
\*\*\*\*

# How to use Forms in Teams?

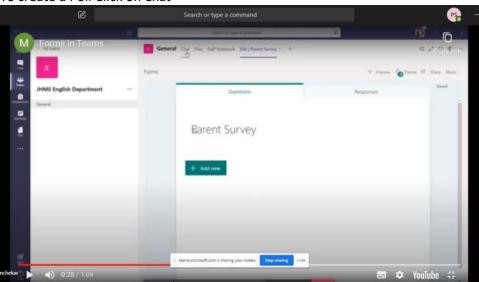
1 Click on add a Tab



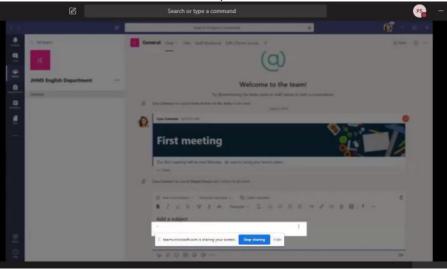
2 lick on Forms and Fill the necessary Details & check mark on Post finally click on Save.

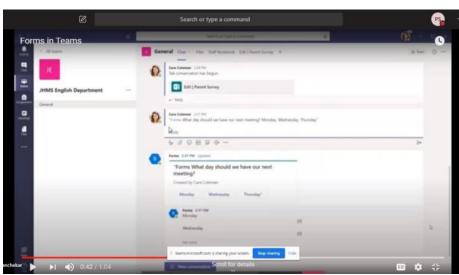


3 To create a Poll Click on Chat

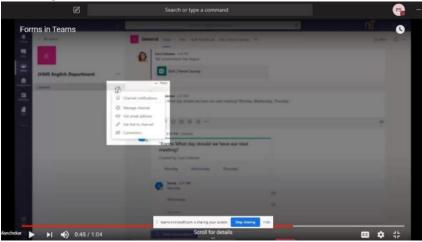


4 For the team name add @ followed by the name.

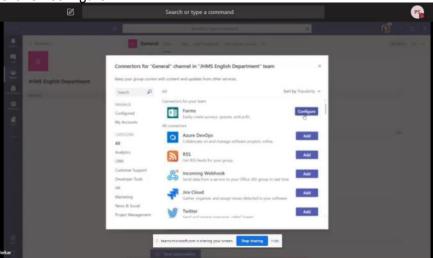




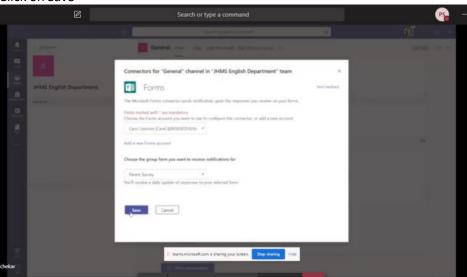
5 To get the responses within team we need to link MS forms with MS Teams Click on general three dots and click on Connectors



6 Click on Configure



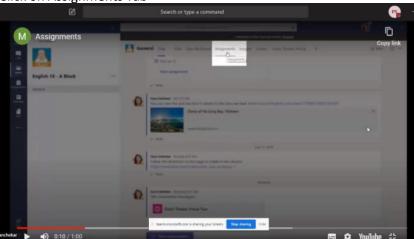
#### 7 Click on Save



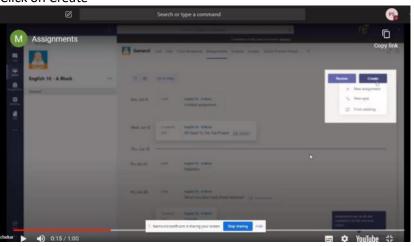
\*\*\*\*

# How to use Assignments?

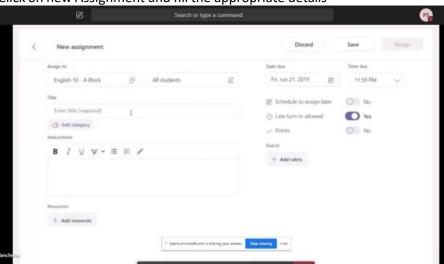
1 Click on Assignments Tab



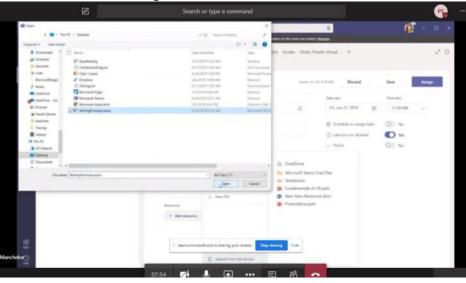
2 Click on Create



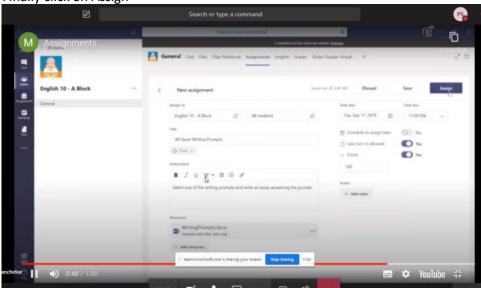
3 Click on new Assignment and fill the appropriate details



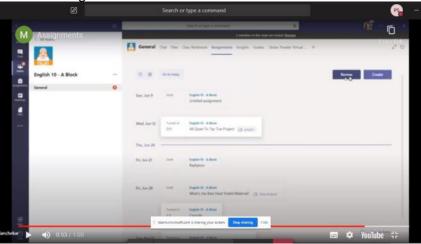
4 To add Resources like assignment document etc click on "Add resources"



5 Finally click on Assign



6 To check Assignment click on review



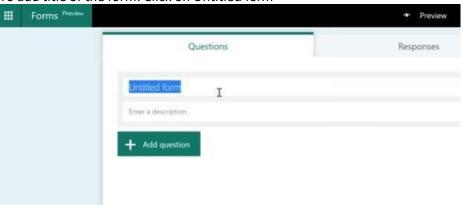
## **MS Forms**

## How to add Feedback?

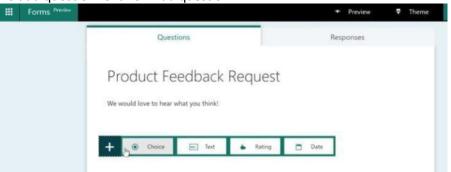
1 To create forms: click on New Form



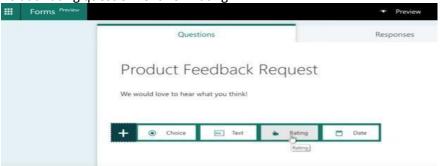
2 To add title of the form: Click on Untitled form



3 To add question: Click on Add question



4 To add rating question: Click on Rating



5 Then type your question.

You can add Five star rating or 10 star rating by clicking on Levels

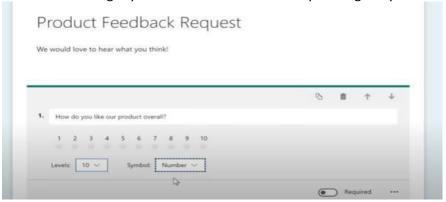
Product Feedback Request

We would love to hear what you think!

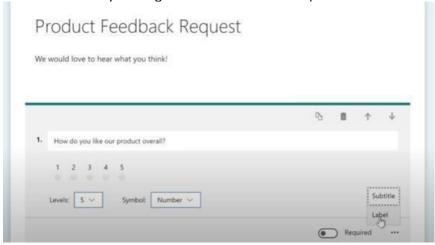
1. How do you like our product overall?

Levels: 5 Symbol: Star

6 You can also change symbols from star to number by clicking on symbols



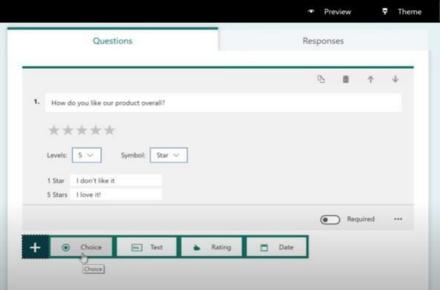
7 can add subtitle by clicking on three dots beside Required button



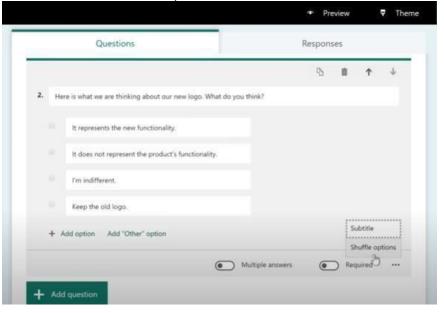
\*\*\*

## How to add choice based question?

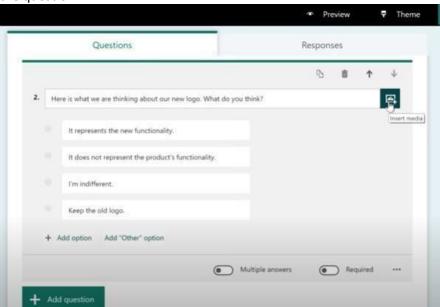
1 To add choice based question: Click on Add question and then on Choice



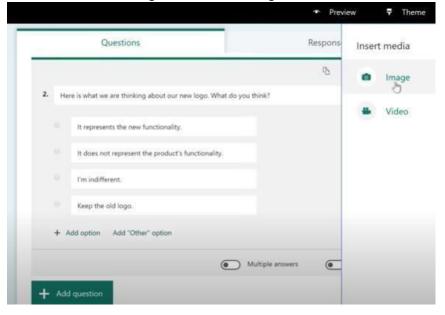
2 To shuffle options of choice based questions: Click on three dots beside Required button and then on Shuffle options



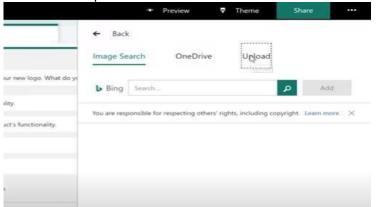
3 To insert image or video in question: Click on Insert media Symbol at the end of the question



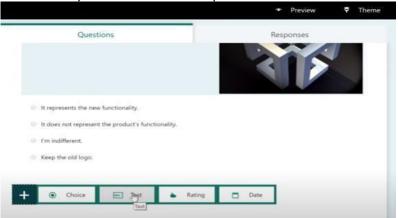
4 Then click on either image or video according to our need



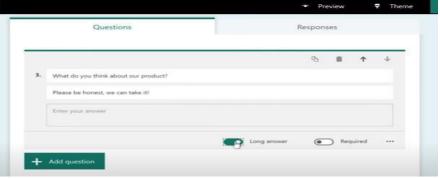
5 Then click on Upload



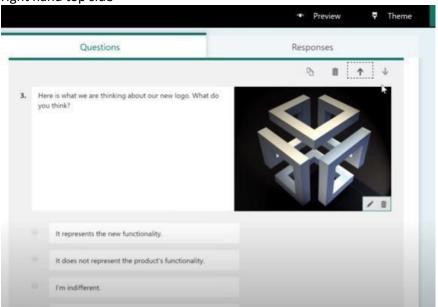
6 To add Text question: Click on Add question and then on Text



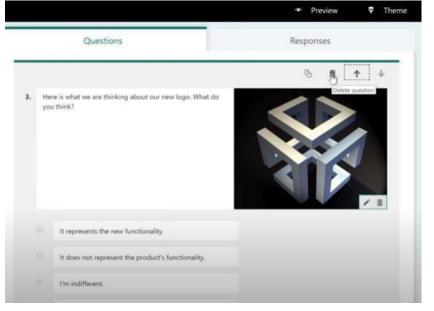
7 For a long answer question: Select Long answer button



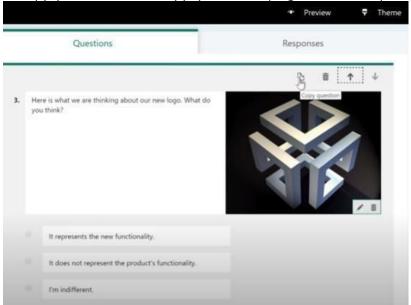
8 To move questions up or down: Click on either on up arrow or down arrow on right hand top side



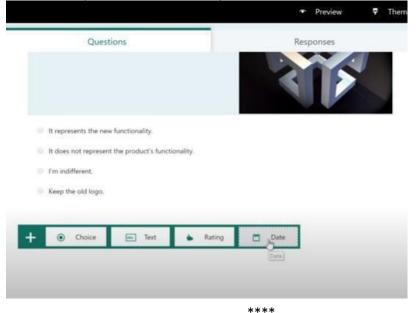
9 To delete question: Click on bin symbol on top right side of the question



10 To copy question: Click on copy symbol on top right side of the question

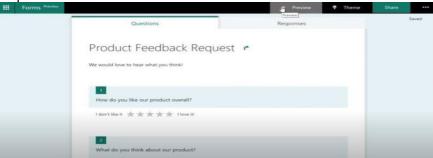


11 To add date question: Click on Add question and then on Date

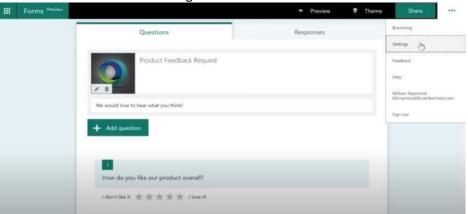


# How to preview and share the form?

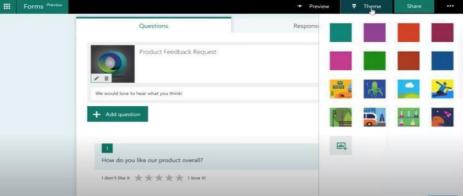
1 To preview the form: Click on Preview



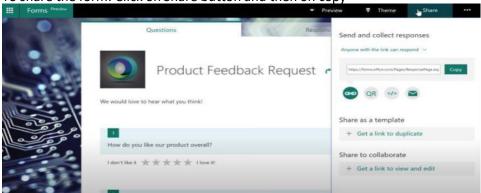
2 To add start date and end date for form submission: Click on three dots on extreme left and then on settings



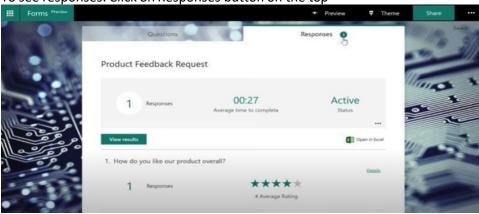
3 To add Theme: Click on Theme and select appropriate theme



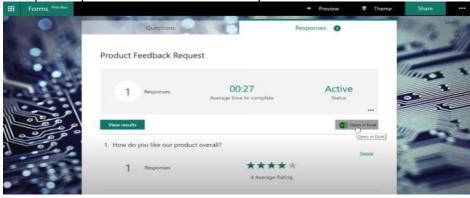
4 To share the form: Click on Share button and then on copy



5 To see responses: Click on Responses button on the top



6 To export responses in MS Excel: Click on Open in Excel

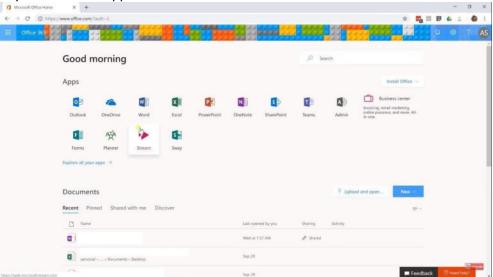


\*\*\*\*

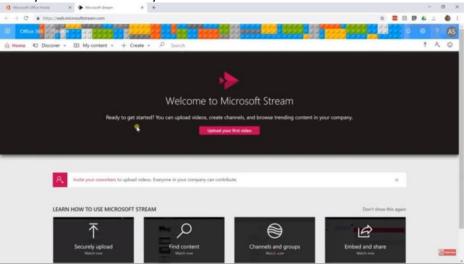
#### **MS Stream**

## How to add video in Stream?

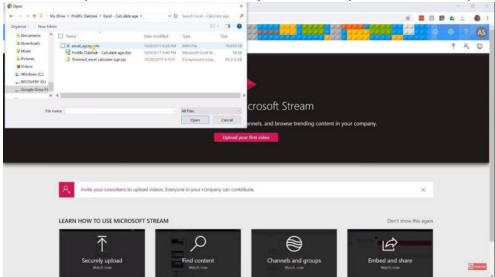
1 In your MS office Apps click on Streams



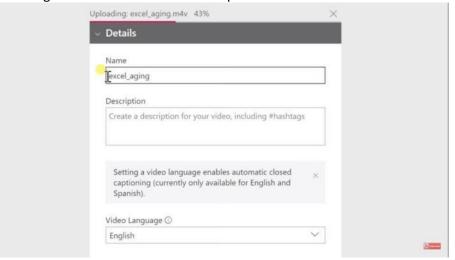
2 Once you click on Stream you will be redirected to the web.microsoftstream.com



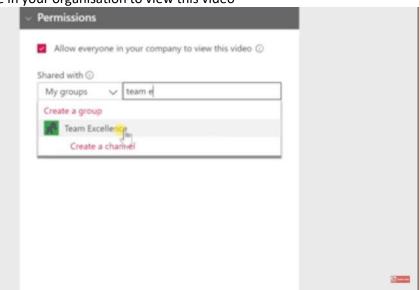
3 Click on the Upload Your first video, select your Video to upload and click on Open



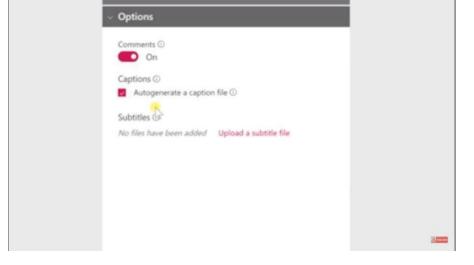
4 You can give the name and other description



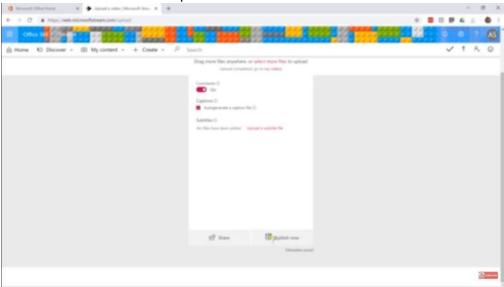
5 You can give Permission to either individual or you can select the group to whether allow everyone in your organisation to view this video



6 If you want your audience to comment on your video you can enable this also if u have caption file you can enable that too



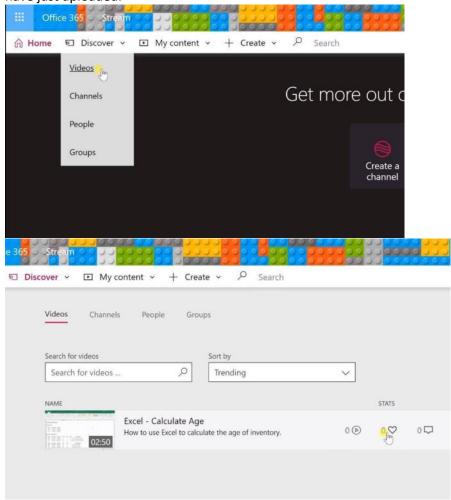
7 You can now click on Share or publish Now



Once you clicked on Publish you will see the option you have selected



8 Now go to Discover tab and click on Video. You will be able to see the Video that you have just uploaded.



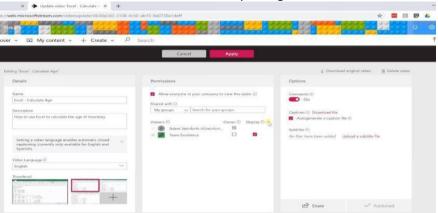
\*\*\*\*

# How to add group or channel?

1 If you want to add group or channel click on the Action



2 You can also edit and make the necessary changes



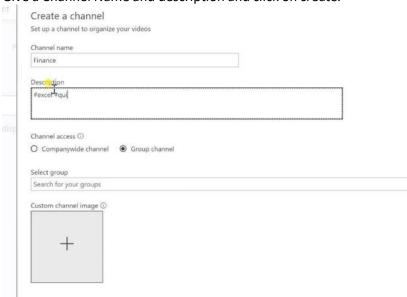
3 You can search the video from the search bar provided.



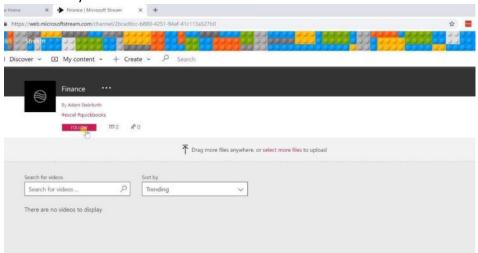
4 Go to Channels and click on create tab and create channel



5 Give a Channel Name and description and click on create.



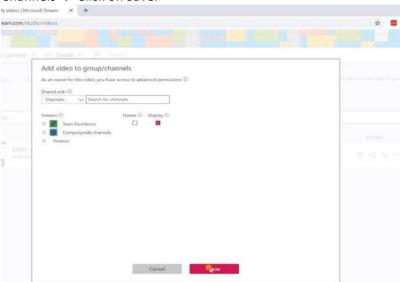
6 You can see your channel created and click on Follow



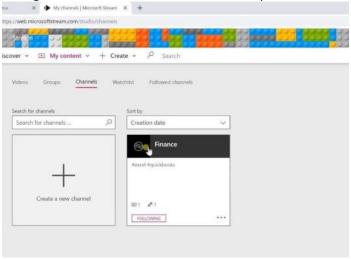
7 Now you have to add your video to the channel. So click on Video tab and click on second option of Action.



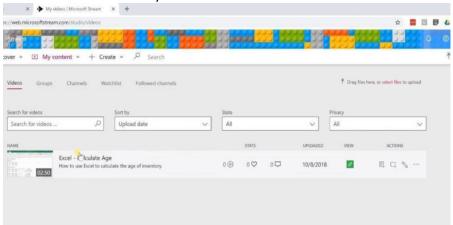
8 You will see an new window. You need to select Channels → Select Finance as Channels → Click on Save.



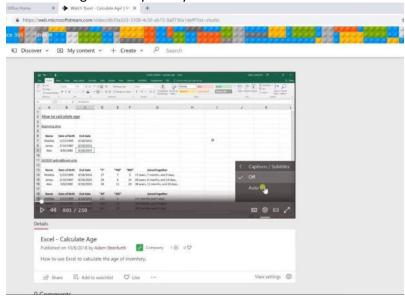
9 Now go to Channels You will be able to see your video in this channel.



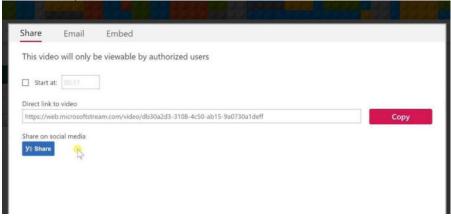
10 Go to videos and click on your video



11 Select Settings → In captions you can select Off or Auto



12 You can Finally share the video by clicking on Share and Email or Copy and paste where ever you need to.



\*\*\*\*

#### References

#### MS Teams

 Teams Course Link: https://education.microsoft.com/en-us/course/9c9f5c11/0

#### MS Forms

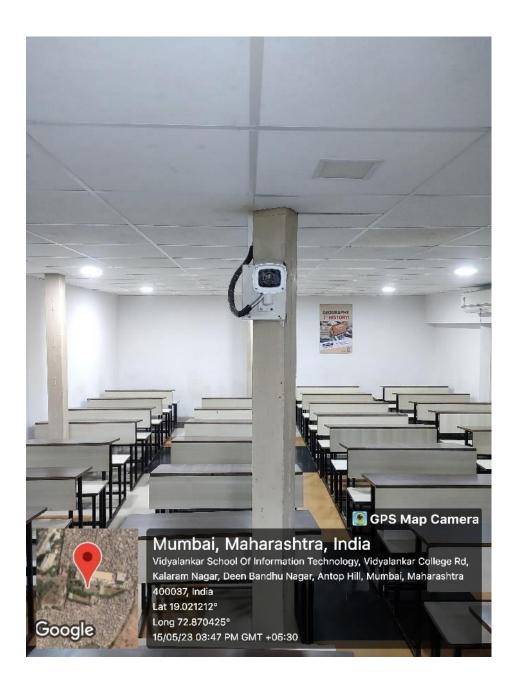
- Create quiz in MS forms <u>https://education.microsoft.com/en-us/resource/9a966668</u>
- 2. Reviewing Participants' Responses in Forms https://education.microsoft.com/en-us/resource/14877275
- Exporting Data from Microsoft Forms to Excel https://education.microsoft.com/en-us/resource/497454c4

#### MS Stream

1. Microsoft stream

https://www.youtube.com/watch?v=4ZTXpYexIHA

## V-live (Lecture capture):





**V-Refer** is the online repository of all the academic content generated in the Institute by faculty and students for a specific subject. Data is categorized and hence easy to locate and is a virtual treasure trove for learners.

#### **V-Refer Upload**

Every faculty teaching the course will upload the contents on V-Refer.

Link to Access V-Refer - <a href="http://live.vsit.edu.in/vrefer/index.php/login">http://live.vsit.edu.in/vrefer/index.php/login</a>

Each faculty teaching the course should have following folder for upload. All the folders must be created and populated.

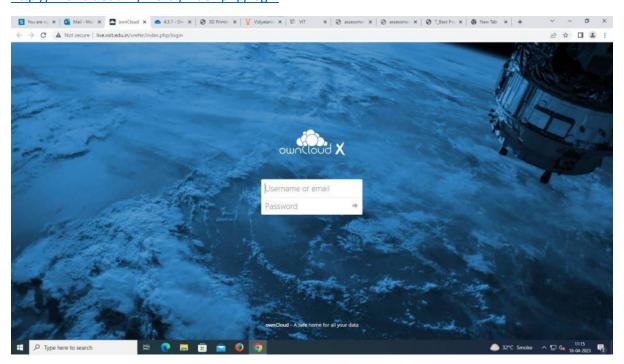
- 1. Academic Administration Plan (AAP)
- 2. Assignments
- 3. Digital Content
- 4. E-books
- 5. Lecture Slides
- 6. Online Lecture Links
- 7. Others
- 8. Paper Solutions
- 9. Practical
- 10. Syllabus

#### **Steps to Upload the Content.**

1. Login

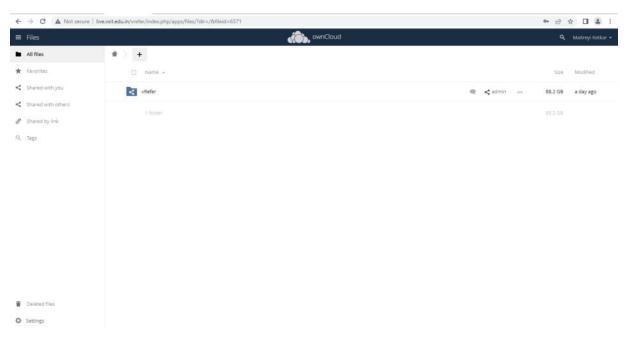
Click on following url and enter login credentials to login to V-Refer portal.

http://live.vsit.edu.in/vrefer/index.php/login

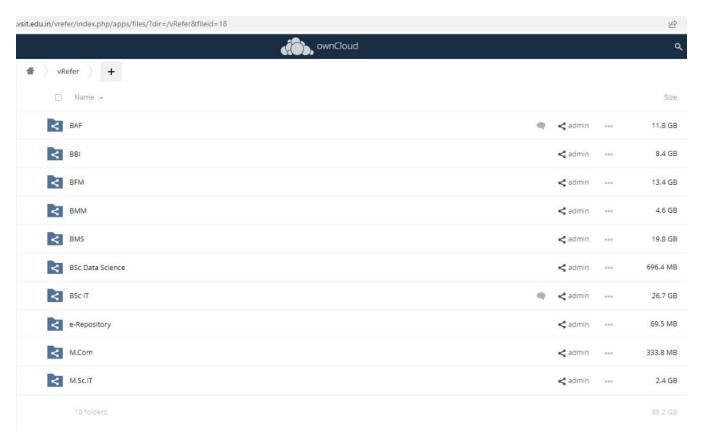




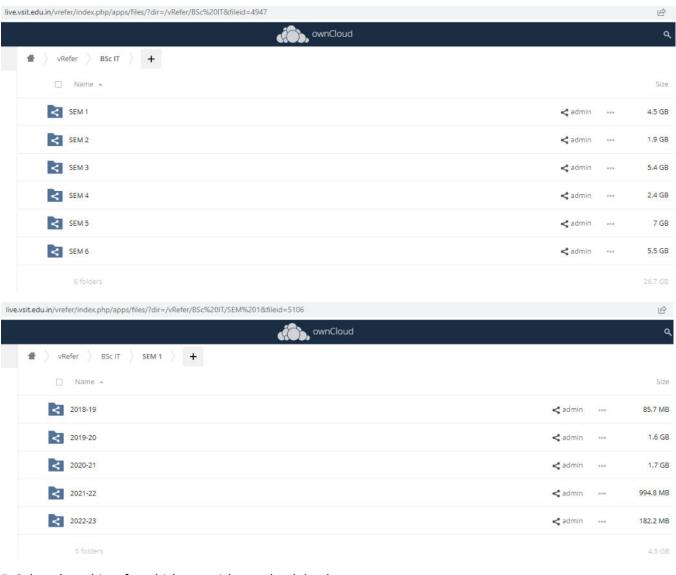
2. After logging in open folder vRefer.



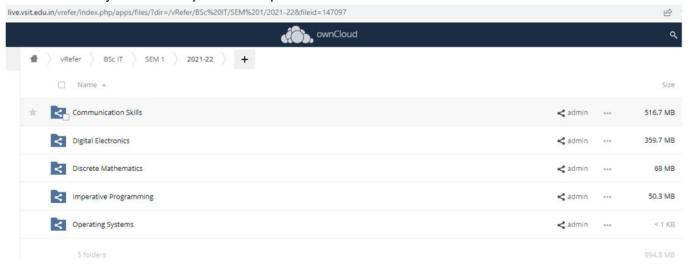
3. Folders are created for each course. Select the course.



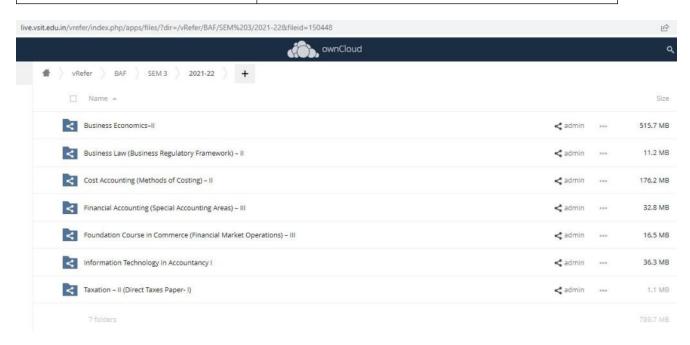
#### 4. Then Select semester and academic year.

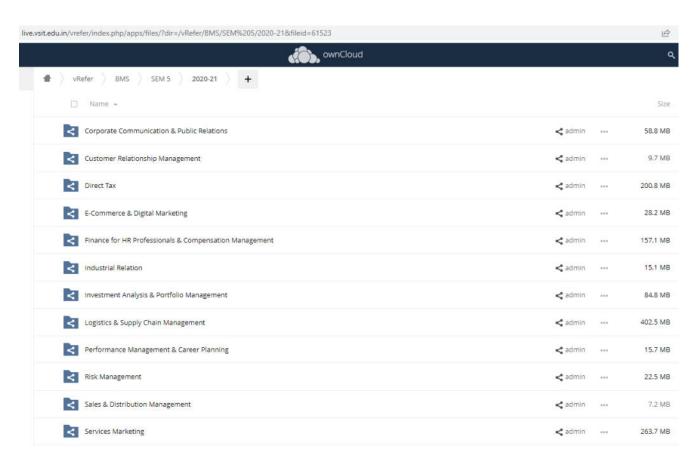


5. Select the subject for which you wish to upload the documents.



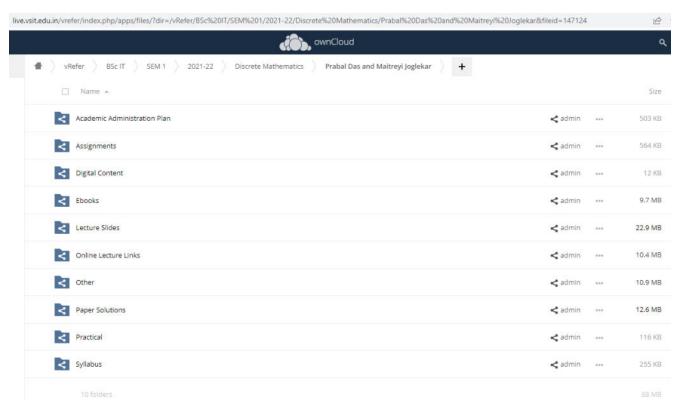


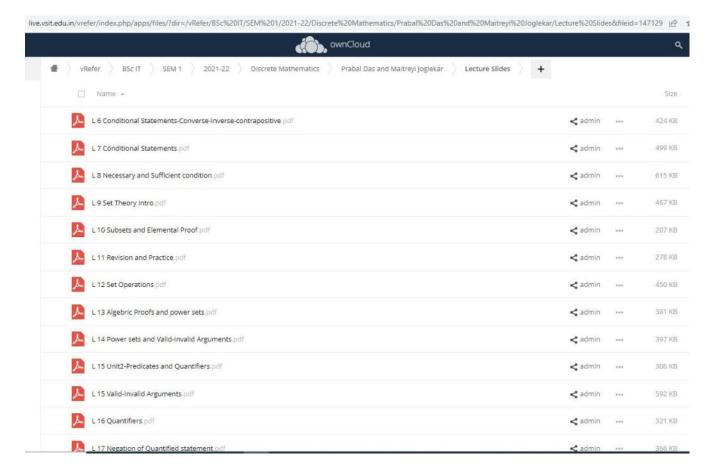




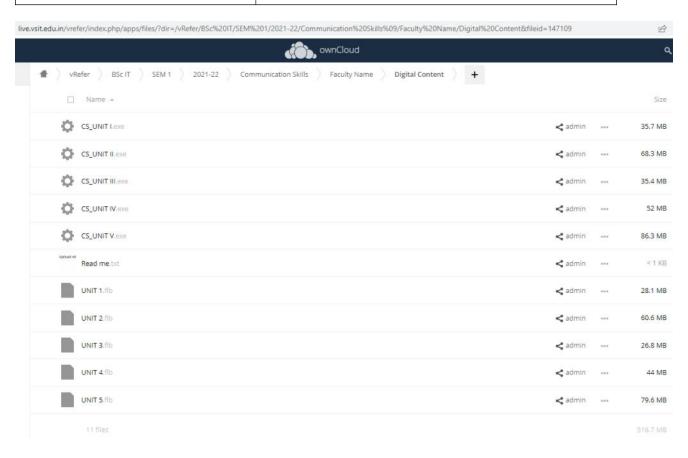


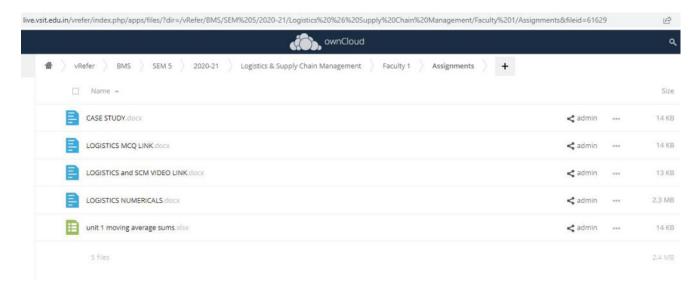
#### 6. Start uploading the documents in the folders prepared for each subject.



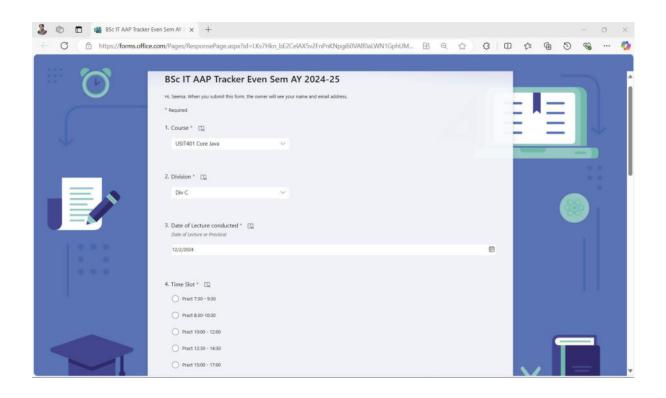


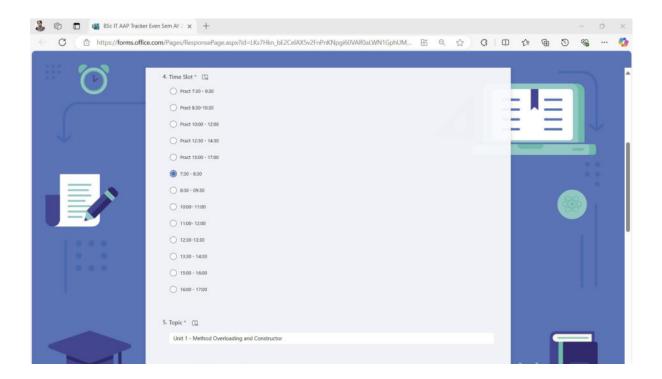


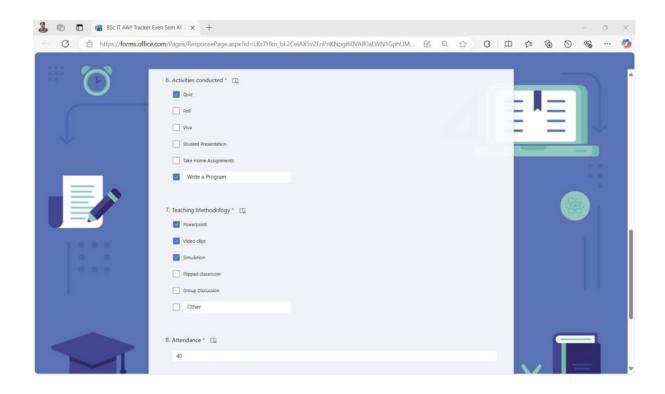


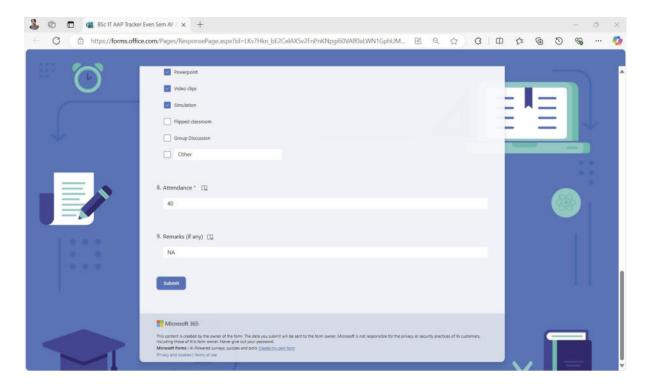




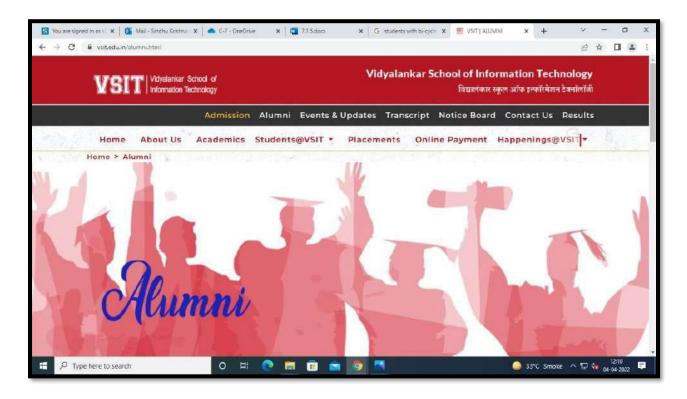




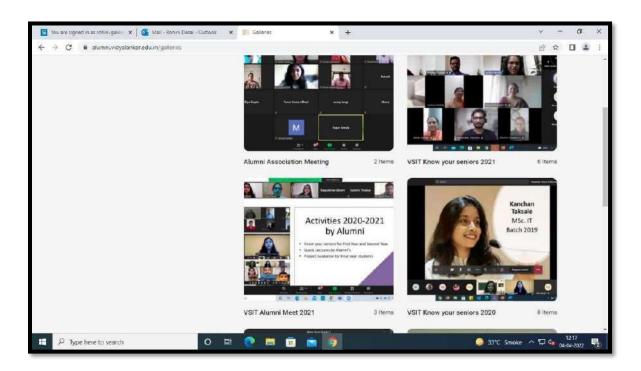


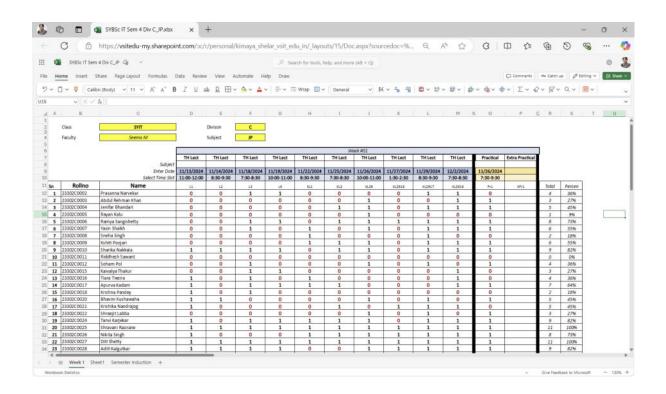


# VSIT's Alumni App is used effectively for communication with Alumni

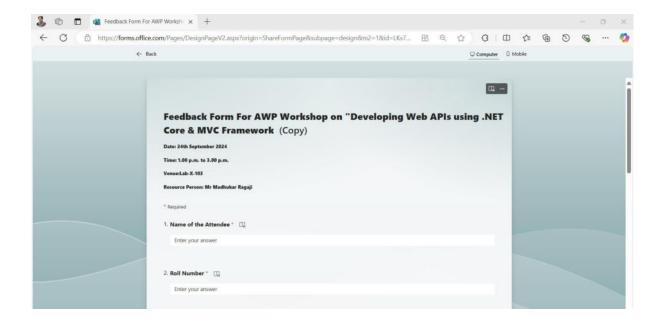


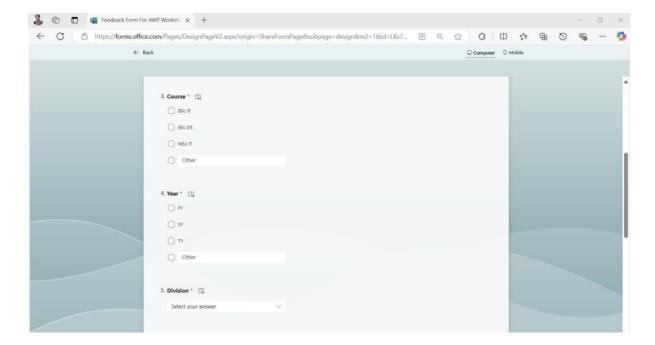


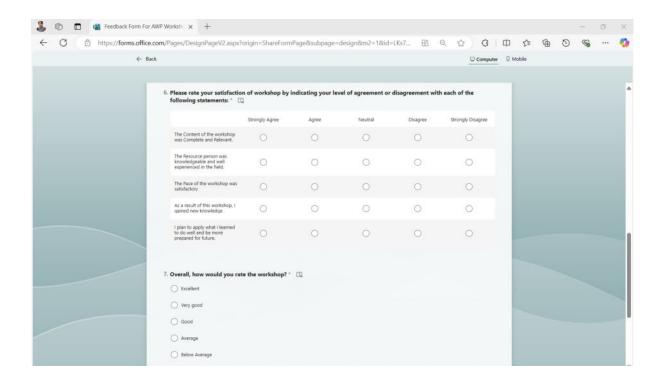


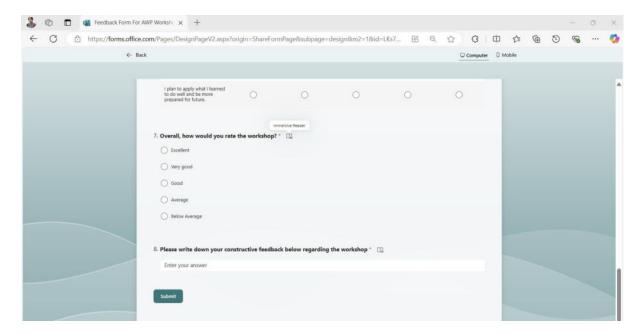


VSIT			Departme	nt of IT a	nd DS	
	- 20	Co	ourse Outco	mes		
C	ourse : Java I	Programming	(Practical)		Class:	SY BSc IT (Sem IV)
CO1	Learn the ar	chitecture of J	ava			
CO2	Identify data	types, contro	I flow, classe	s, inheritan	ce, excepti	ons and event handling
CO3	Use object-	oriented conce	pts for probl	em solving	real-life ap	plications
CO4	Build GUI p	rograms		1000		205
CO5	Create even	t driven progra	ams using jav	a	111	
	PO1	PO2	PO3	PO4	PO5	
CO1	1	1	1	2	1	
CO2	3	2	2	2	3	
CO3	3	3	3	3	3	
CO4	2	1	2	1	2	
CO5	3	3	3	2	3	
Avg	2.4	2.0	2.2	2.0	2.4	







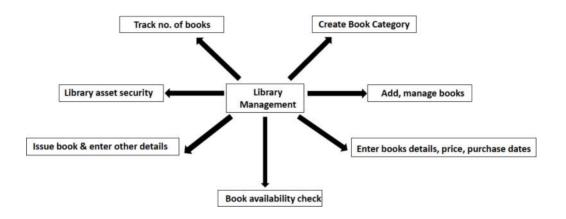


## **Automated Library**

#### **Vidyalankar Management Information System**

### **Functioning of VSIT ILMS:**

The Institute has introduced its own Library Management Software and is available to all through Vidyalankar's Management Information System (V-MIS). All the Library functions are fully automated and are listed below.



Overview of VSIT's Library Management System Software through V-MIS



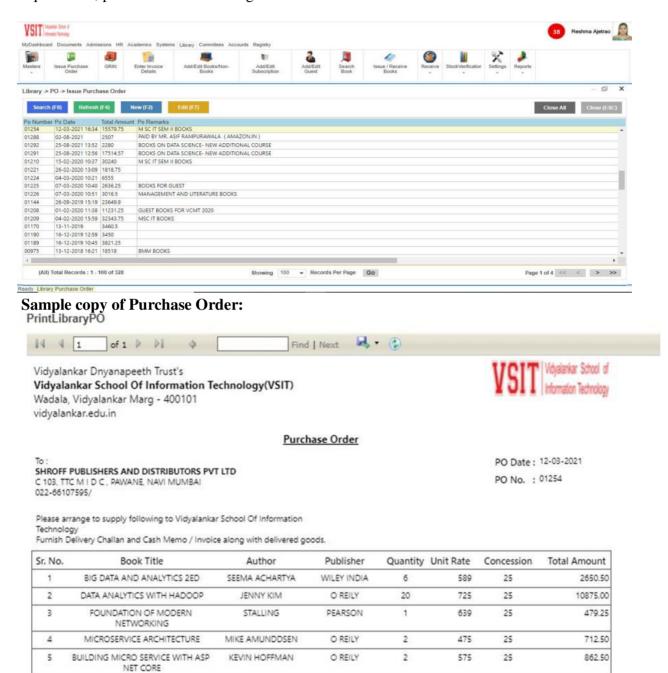
#### **Modules:**

V-MIS library module well equipped with all the library functions for e.g.,

- Issuing library purchase order,
- Entry of Invoice Details
- Creation of book, and Journal Database
- Add Edit Guest (Inter Library Loan)
- Online Public Access Catalogue (OPAC)
- Circulation Issue / Receive Books
- stock verification etc.
- Report Creation: VMIS is easily able to generate various reports like issue return reports, stock check report, user history, book history, optimum utilized resources etc.

#### **Acquisitions:**

**Issuing Purchase Order:** V-MIS also facilitates creation of purchase order as per the library requirement, purchase order can be generated and sent via mail to concern vendor.



15579.75

15580

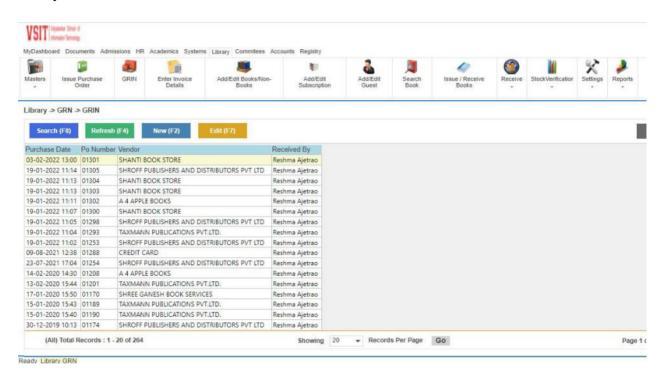
Total Amount : Round Off Amount :

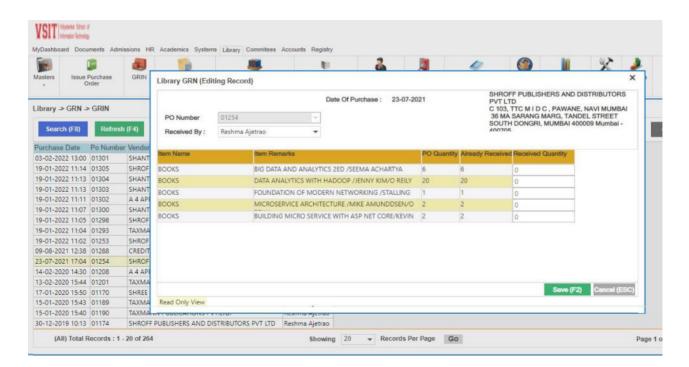
PO Remarks: M SC IT SEM II BOOKS

Amount In Words: Fifteen Thousand Five Hundred and Eighty rupees only

Principal

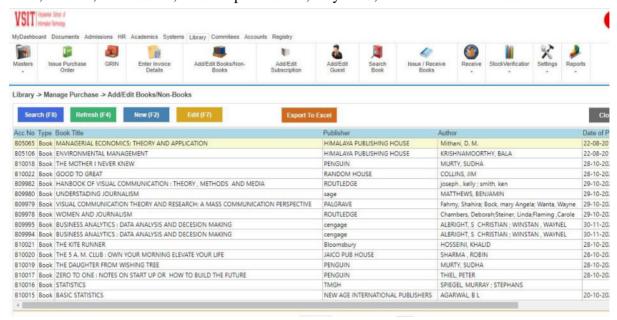
**Goods Receiving & Inspection Note Function:** This function is working as an inward register of Library resources specially books. So, inspect book quantity of material received in the library



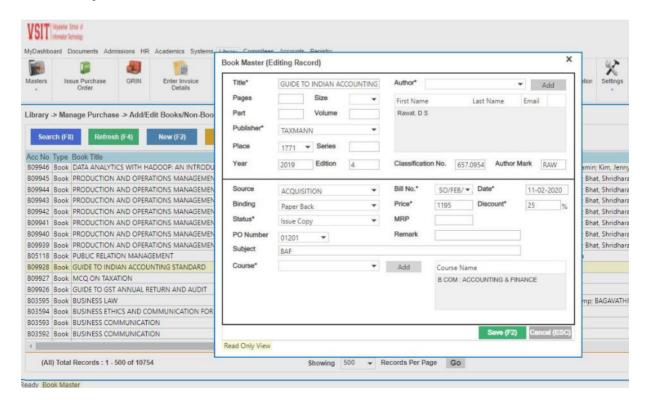


#### 2.2 Cataloguing:

**Creation of Book Database:** This function is similar to a book catalogue. Where all the book details can be entered with the help of generated form. This form is content filed like Title, Author, Publication, Year of publication, Keyword, Price and vendor details etc.

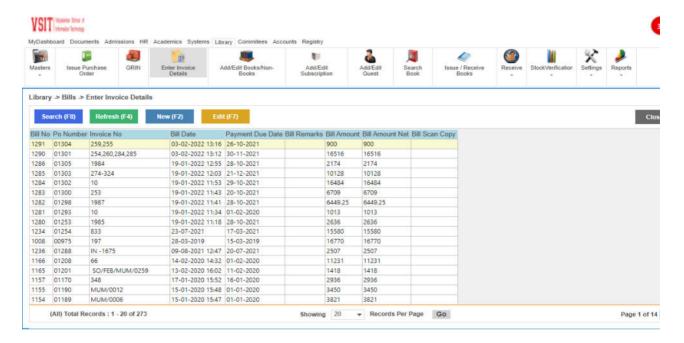


#### **Book Entry Form:**



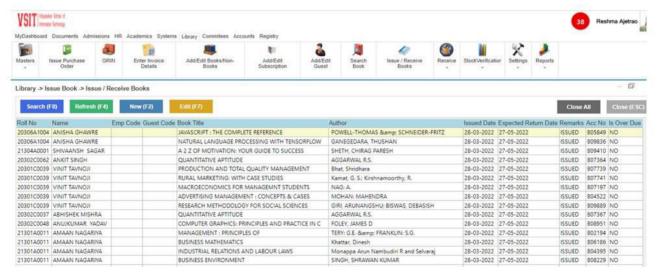
**Add/Edit subscription:** Add/ Edit subscription provides a form whereby the Journal database can be created. This form contains information like the name of the journal, vendor, Subscription price, frequency, Volume number, Issue number etc.

Creation of Invoice Database (Billing Function): This function facilitates to enter invoice details of purchase book in the library. Vendor wise purchase details can be easily generated with the help of this module.

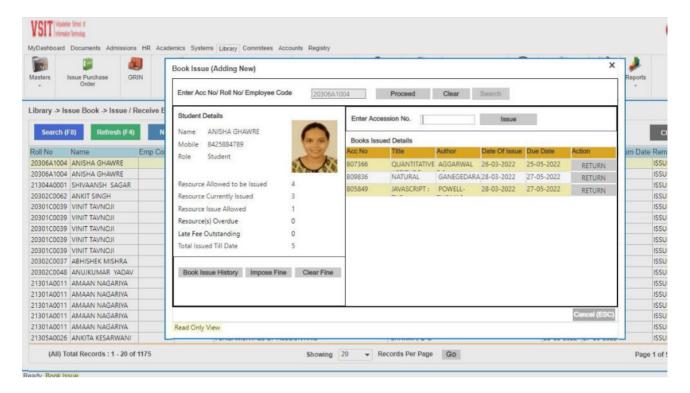


#### 2.3 Circulation - Issue/receive books function:

This function work for circulation purpose that is issue return purpose. Library resources can easily issue to library user students, staff, and other stakeholders. The data can be easily generated



#### Issue -Return Window:

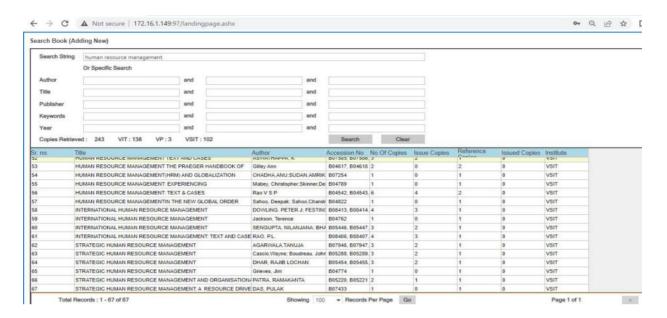


## 2.4 Guest Membership:

Guest user can be added through this function

#### 2.5 Book Search (OPAC):

OPAC (Online Public Access Catalogues): As soon as new books are purchased and processed, their bibliographic description is added in the database. It can be easily search through Internet/Intranet.

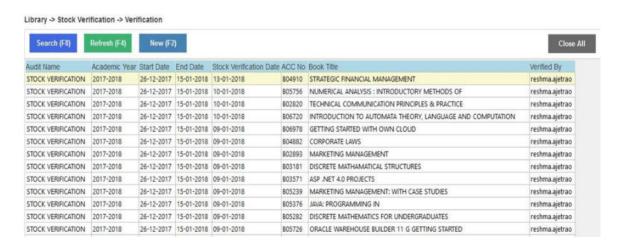


#### 2.6 Report:

#### **Report Generation Function**



#### 2.7 Annual Stock Verification:



# Pearson eBook User Manual

# Content

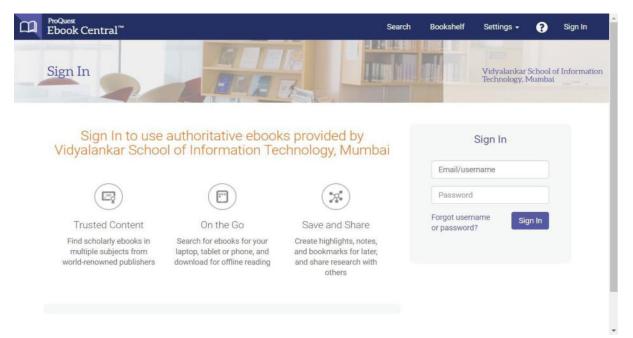
Sr	Activity	Page
No.		No
1	How to Login on Pearson e Book	2
2	How to Browse your books?	3
3	List of Pearson E books	4, 5

#### 1. Pearson E books:

To have access of Pearson e books students need to follow below steps:

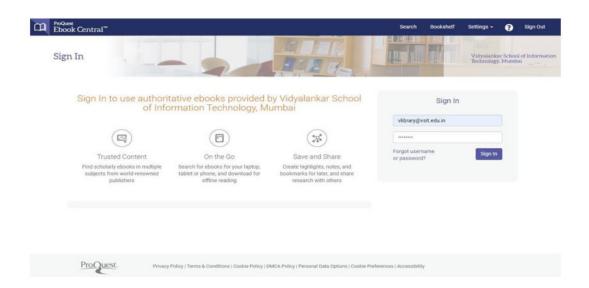
Step1: Go to URL

https://ebookcentral.proquest.com/auth/lib/vsitm/login.action

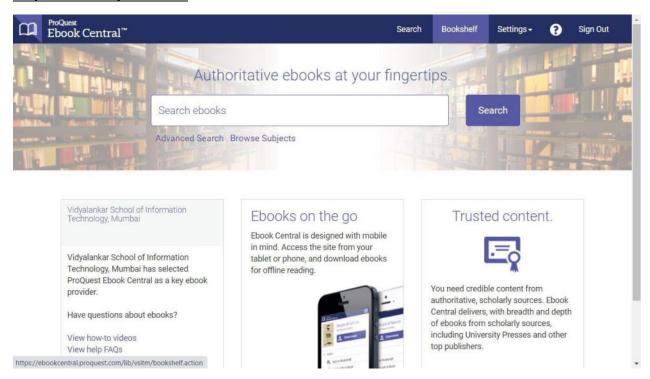


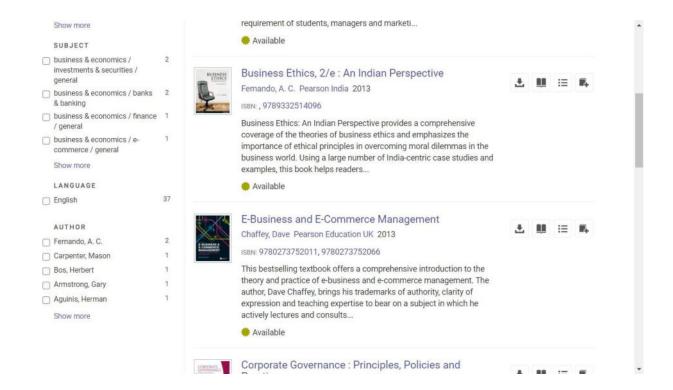
#### Step 2: Enter following User Id and Password

User Id: vlibrary@vsit.edu.in Password: Vsit@123



## Step 3: Browse you books.





# E Books:

Sr. No.	Particulars	Link to Access resources
1	Pearson	https://ebookcentral.proquest.com/auth/lib/vsitm/login.action_  https://admin.elibrary.in.pearson.com/sso/login?service=https%3A//ebooks.elibrary.in.pearson.com/wr/index.html&eulogin=true
2	Mc Graw hill	https://bit.ly/411iFPk
3	IEEE Xplore Digital Library	https://ieeexplore.ieee.org/Xplore/home.jsp
4	EBSCO	https://web.p.ebscohost.com/ehost/search/basic?vid=0&sid=022dc963-4cd3-4df7-8718-a3c05e206761%40redis



# Library E-resources - Report

# • E Book List:

Sr. No	Title	Publisher
1	ISE eBook Online Access for Discrete Mathematics and Its Applications	McGraw Hill
2	ISE eBook Online Access for Software Engineering: A Practitioner's Approach	McGraw Hill
3	ISE eBook Online Access for Introduction to Geographic Information Systems	McGraw Hill
4	ISE eBook Online Access Applied Numerical Methods MATLAB Engineers & Scientists	McGraw Hill
5	ISE eBook Online for Database System Concepts	McGraw Hill
6	Embedded Systems EB	McGraw Hill
7	Effective Technical Communication	McGraw Hill
8	Programming with JAVA	McGraw Hill
9	Neural Networks, A Classroom Approach	McGraw Hill
10	Introduction To Embedded Systems	McGraw Hill
11	Indian Financial System	McGraw Hill
12	Operating Systems	McGraw Hill
13	Introduction To Computing and Problem-Solving Using Python	McGraw Hill
14	Mastering C	McGraw Hill
15	Object Oriented Programming with C	McGraw Hill
16	Modern Cost and Management Accounting	McGraw Hill
17	Modern Accountancy Vol-1	McGraw Hill
18	Human Resource Management	McGraw Hill
19	MODERN ACCOUNTANCY VOL-II	McGraw Hill
20	International Economics	McGraw Hill
21	ESSENTIALS OF MGMT	McGraw Hill
22	Indian Accounting Standards	McGraw Hill
23	Software Testing	McGraw Hill
24	Artificial Intelligence EB	McGraw Hill
25	International Business	McGraw Hill
26	Internet of Things	McGraw Hill
27	Professional Communication	McGraw Hill



# **Library E-resources - Report**

28	Management: A Global, Innovative, and Entrepreneurial Perspective	McGraw Hill
29	The Craft of Business Letter Writing	McGraw Hill
30	Marketing Research EB	McGraw Hill
31	Marketing Management, 6/E	McGraw Hill
32	Modern Digital Electronics EB	McGraw Hill
33	Management Accounting	McGraw Hill
34	Quantitative Techniques in Management	McGraw Hill
35	Principles of Management	McGraw Hill
36	Core Java, Volume I: Fundamentals	Pearson
37	Core Java, Volume II: Advanced Features	Pearson
38	Fundamentals of Software Engineering	Pearson
39	Introductory Methods of Numerical Methods	Pearson
40	Fundamentals of Database Systems,	Pearson
41	Data structure and Algorithm Analysis in C	Pearson
42	Modern Operating Systems	Pearson
43	Data Communications and Computer Networks	Pearson
44	Electronic devices and circuits – An introduction	Pearson
45	"C" Programming"	Pearson
46	Object-oriented Programming in Python	Pearson
47	Fundamentals of Digital Image Processing	Pearson
48	Neuro-Fuzzy and Soft Computing	Pearson
49	Electronic Communication Systems-Fundamentals through Advanced	Pearson
50	Data Mining: Introductory and Advanced Topics	Pearson
51	Electronic devices and Circuit Theory	Pearson
52	The 8051 Microcontroller and Embedded Systems	Pearson
53	Computer Networks	Pearson
54	Network Security	Pearson
55	Software Engineering	Pearson
56	Software Engineering, 10/e	Pearson
57	Artificial Intelligence	Pearson
58	Digital Image Processing	Pearson
59	Artificial Intelligence: A Modern Approach	Pearson
60	Modern Electronic Communication	Pearson
61	Wireless Communications and Networks	Pearson
62	Thomas' Calculus	Pearson



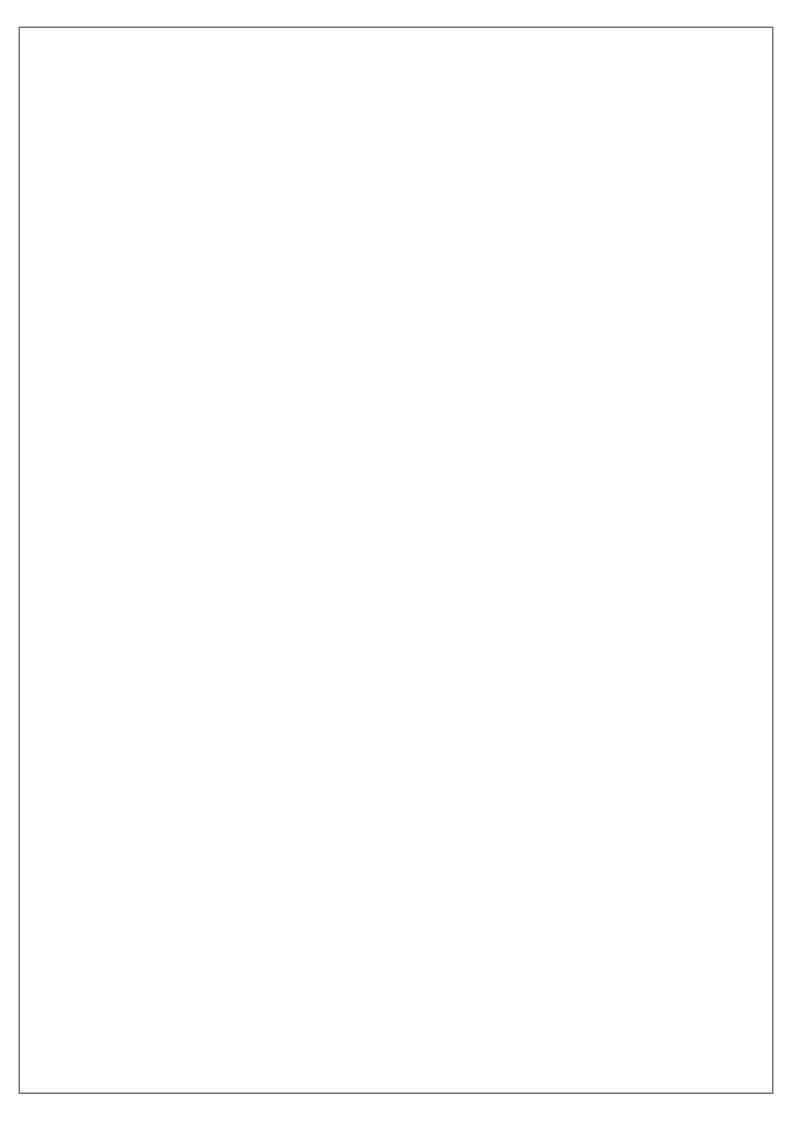
**Library E-resources - Report** 

63	Management, Global Edition	Pearson
64	Financial Accounting	Pearson
65	Advertising & IMC: Principles and Practice	Pearson
66	Essentials of Marketing Research, Global Edition	Pearson
67	Macroeconomics, Global Edition	Pearson
68	Operations Research An Introduction, eBook, Global Edition	Pearson
69	Horngren's Cost Accounting: A Managerial Emphasis, Global Edition	Pearson
70	E-Commerce 2019: Business, Technology and Society, Global Edition	Pearson
71	Business Ethics and Corporate Governance, 2/e	Pearson
72	Marketing Management, 15/e	Pearson
73	Indian Financial System, 5/e	Pearson
74	Cost Accounting,16/e	Pearson
75	Organizational Behavior 18e	Pearson
76	Introduction to Materials Management, 8e	Pearson
77	Human Resource Management, 16e	Pearson
78	Strategic Brand Management, 5e	Pearson
79	Artificial Intelligence: A Guide to Intelligent Systems	Pearson
80	Auditing and Assurance for CA IPCC	Pearson
81	Banking and Insurance	Pearson
82	Business Ethics, 2/E: An Indian Perspective	Pearson
83	Business Ethics: Pearson New International Edition	Pearson
84	Computer Graphics with Open GL: Pearson New International Edition	Pearson
85	Corporate Governance: Principles, Policies and Practices: Principles, Polices and Practices	Pearson
86	CRM Handbook, The: A Business Guide to Customer Relationship Management	Pearson
87	Customer Relationship Management: Getting It Right!	Pearson
88	Data Warehousing and Mining	Pearson
89	Derivatives Markets: Pearson New International Edition	Pearson
90	Design and Analysis of Algorithms	Pearson
91	Discrete and Combinatorial Mathematics	Pearson
92	E-Business and E-Commerce Management	Pearson
93	E-Commerce: Business, Technology, Society	Pearson
94	Environment Studies (for VTU)	Pearson
95	Environmental Science, Revised 2e	Pearson
96	Financial Accounting	Pearson
97	Framework for Human Resource Management, A	Pearson

# Vidyalankar School of Information Technology

Library E-resources - Report

Library E-resources - R	
The Pearson Guide to Quantitative Aptitude for Competitive Examinations	Pearson
Fundamentals of Accounting and Financial Analysis (For U.P.T.U.)	Pearson
Fundamentals of Financial Management	Pearson
GATE Computer Science and Information Technology 2017	Pearson
Industrial Relations, Trade Unions, and Labour Legislation	Pearson
Introduction to Financial Accounting: Global Edition	Pearson
Investment Analysis and Portfolio Management	Pearson
Logistics And Supply Chain Management	Pearson
Logistics Management	Pearson
Macroeconomics	Pearson
Management Research Methodology: Integration of Principles, Methods and Techniques	Pearson
Mastering Derivatives markets	Pearson
Modern Operating Systems	Pearson
Operating Systems: Internals and Design Principles: International Edition	Pearson
Operations Research, 2e	Pearson
Performance Management: Pearson New International Edition	Pearson
Practical Guide to Fedora and Red Hat Enterprise Linux, A	Pearson
Principles of Marketing, Global Edition	Pearson
Services Marketing	Pearson
Services Marketing: Text and Cases	Pearson
Sociology: Pearson New International Edition	Pearson
Starting out with Visual C# 2010: Pearson New International Edition	Pearson
Strategic Management: Pearson New International Edition: Concepts and Cases	Pearson
Web Development and Design Foundations with HTML5: International Edition	Pearson
Discrete Mathematical Structures 6e	Pearson
UGC NET/SET Paper I—Teaching and Research Aptitude, 2e	Pearson
Theory and Application of Digital Signal Processing, 1/e	Pearson
	The Pearson Guide to Quantitative Aptitude for Competitive Examinations Fundamentals of Accounting and Financial Analysis (For U.P.T.U.) Fundamentals of Financial Management GATE Computer Science and Information Technology 2017 Industrial Relations, Trade Unions, and Labour Legislation Introduction to Financial Accounting: Global Edition Investment Analysis and Portfolio Management Logistics And Supply Chain Management Logistics Management Macroeconomics Management Research Methodology: Integration of Principles, Methods and Techniques Mastering Derivatives markets Modern Operating Systems Operating Systems: Internals and Design Principles: International Edition Operations Research, 2e Performance Management: Pearson New International Edition Practical Guide to Fedora and Red Hat Enterprise Linux, A Principles of Marketing, Global Edition Services Marketing Services Marketing: Text and Cases Sociology: Pearson New International Edition Starting out with Visual C# 2010: Pearson New International Edition Strategic Management: Pearson New International Edition Concepts and Cases Web Development and Design Foundations with HTML5: International Edition Discrete Mathematical Structures 6e UGC NET/SET Paper I—Teaching and Research Aptitude, 2e



# V- Print-





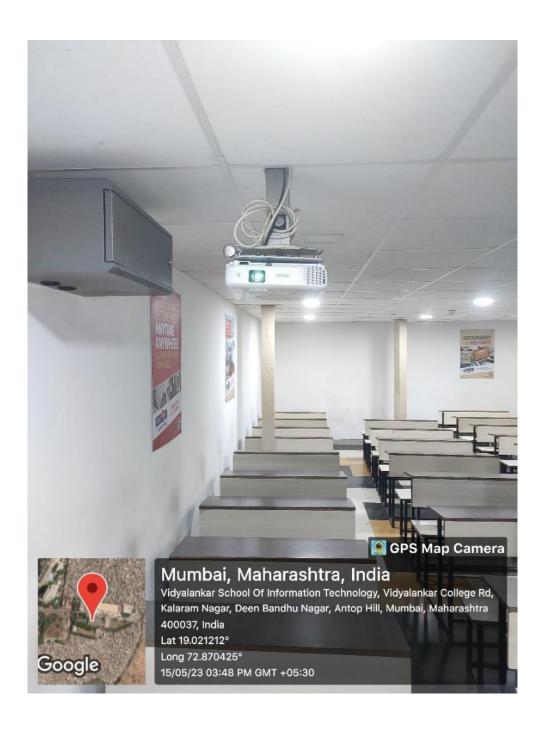
### V-live (Lecture capture):





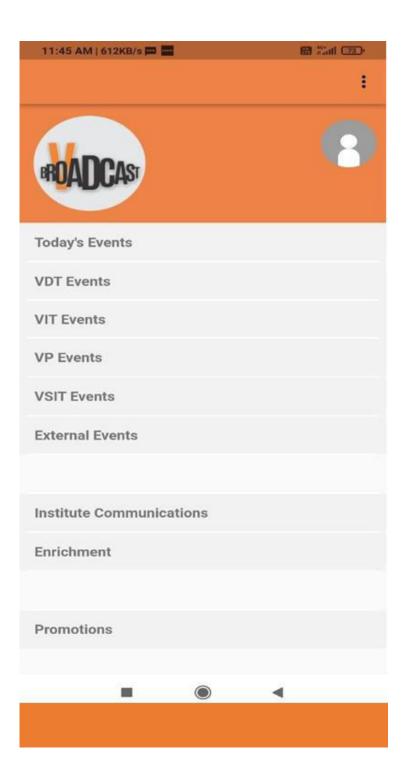


Portable projector: All classrooms have a portable projector installed as a central visual aid.





**V- Broadcast** - Broadcasting may be described as the systematic dissemination of entertainment, information, educational programming, and other features and this app is created by our own institution.

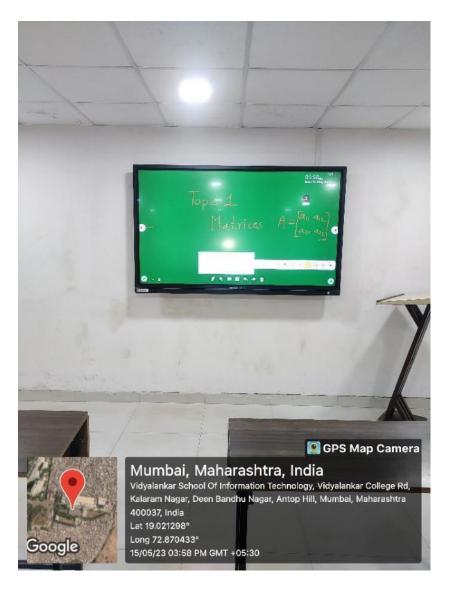




## **Vending Machine for stationary –**



### **Smart Interactive Panel in Classrooms**



## 7.3.1 Institutional Distinctiveness

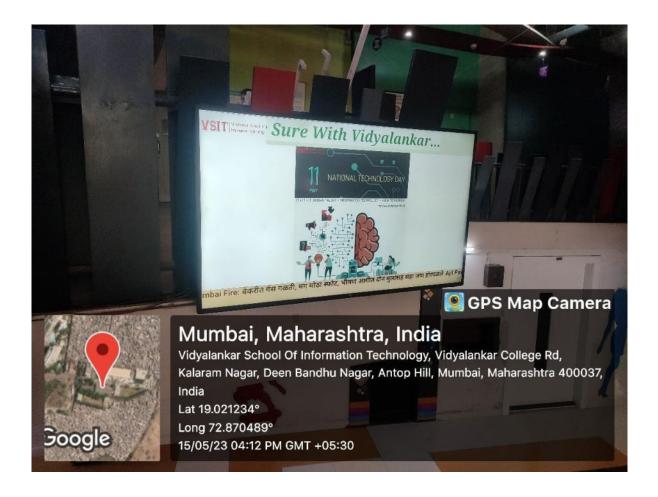
 $\label{eq:Digital Display board - Scrolling LED board to display the highlight of the daily routines for easy reference of students and faculty.$ 



Scrolling Display at main Entrance
Place- Vidyalankar School of Information Technology

### **Digital Notice Board -**

Highlights of events conducted, achievements of students and faculty, promotion of upcoming events, important news, celebration of days, etc.



Smart Mirror- Daily weather and news highlights are displayed.





Use of Smart Interactive Panels in Classrooms to enhance Teaching Learningexperience.









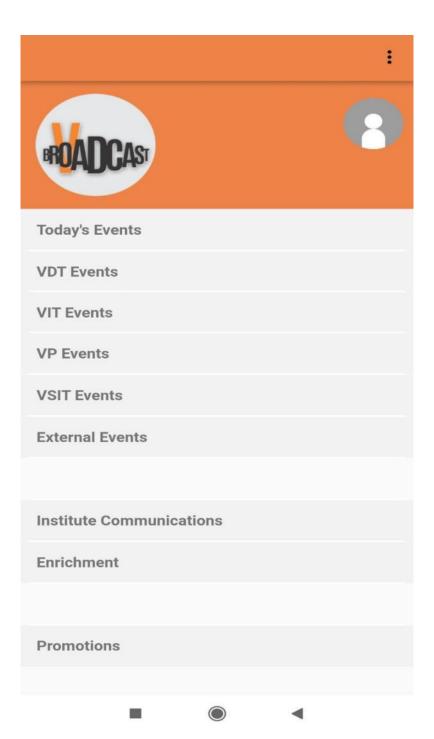
## **Vending Machine for stationary –**



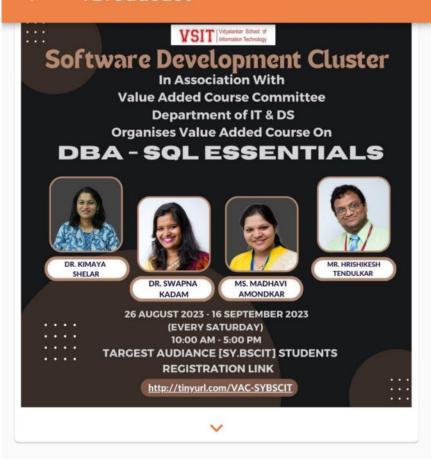
#### About vBroadcast-

vBroadcast is an application designed for Vidyalankar group of Educational Institutes (Vidyalankar Institute of Technology (VIT), Vidyalankar Polytechnic (VP) and Vidyalankar School of Technology (VSIT) for notifying updates of various events and happening in each of the institutes to students and staff members across all institutes in the campus.

#### Screenshots-

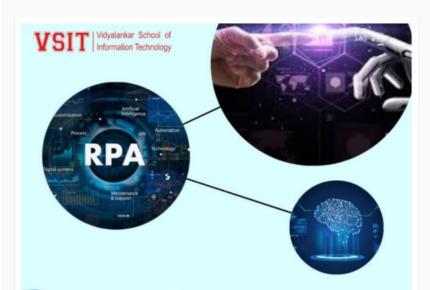


## ← vBroadcast





## vBroadcast



Department of Information Technology & Data Science organizes

# Seminar on Robotic Process Automation



Mr. Dilip Wakdikar Senior RPA Developer at UiPath



Mr. Nitish Shah, Senior Director of Sales Engineering at UiPath

Date: 16th September 2023 Time: 11:00 AM - 1:00 PM Venue: Y block Seminar Hall



Register Here !!!





### V- Print-



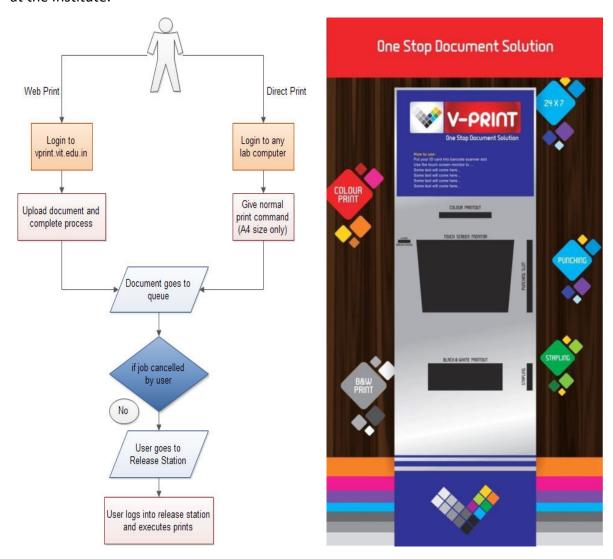






## **V-PRINT**

The Institute has devised and created a state of the art, web-based centralized printing service that allows users to give print jobs from around the globe to "Any Time Print" (ATP) stations at the Institute.



#### Features of VPrint:

- Manages accounts and usage history for all users.
- ► Provides in-house, cheaper printing
- ► facility compared to alternatives available in the market.

- ► Provides colour and B/W printing options.
- ► Facilitates duplex printing option to save paper and cost.Also, Provides punching and stapling facility.

#### Rate:

No.	Туре	Cost Breakup	Cost in Rupees
1	B/W Normal	1	Rs. 1
2	B/W Duplex	1.74	Rs. 1.74
3	B/W Duplex	1.74+1	Rs. 2.74
4	B/W Duplex	1.74 + 1.74	Rs. 3.48
5	B/W Normal	1+1+1+1+1	Rs. 5
1	Colour Normal	1	Rs.5

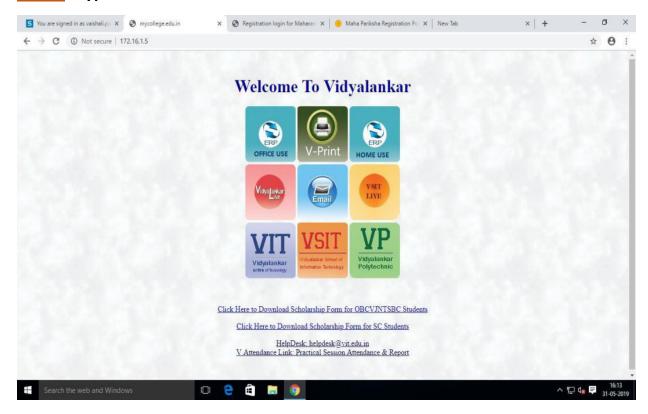
## **Web Printing**

Web Printing will enable you to give print commands from anywhere. Let us consider a few scenarios where this way of printing becomes appropriate.

- Printing using a home-based computer/laptop
- Printing without installing drivers/printers
- Printing using a mobile device
- Printing using a laptop on campus connected to the Wi-Fi
- Printing from a lab computer where your friend is logged in (you want your account credits to be used for printing)

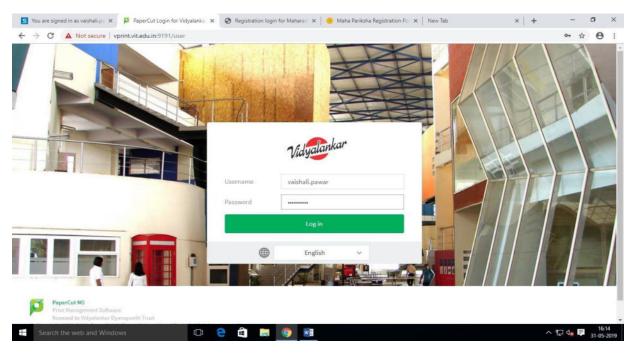
## **HOW TO USE VPRINT**

**Step 1:-Type URL: 172.16.1.5** 

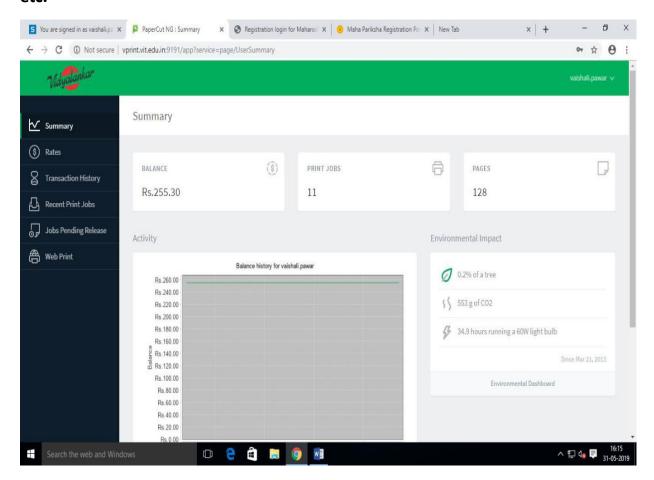


**Step 2:-Click on V-PRINT** 

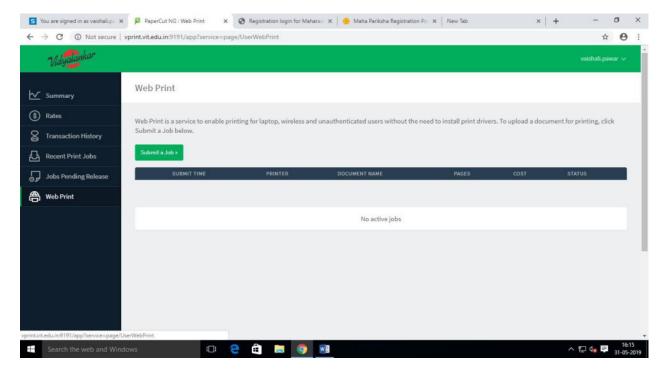
**Step 3**:- Do login from your user, that is same Network Authentication user name and password.



## **Step 4**:- You will find all summary, like your account balance, printing rate etc.



**<u>Step 5</u>**:- Then, Click On **Web Print** for selection of printer and uploading documents.



## **Step 6**:- Select printer by name.

Institute Name Printer Name

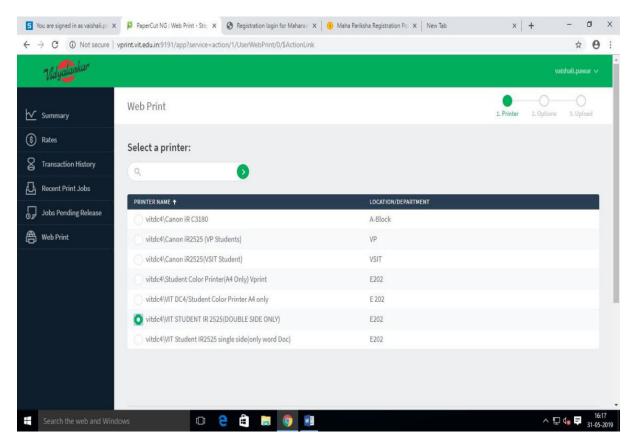
VSIT (Only B\W) VSIT students

VIT (Only B\W)

VIT students

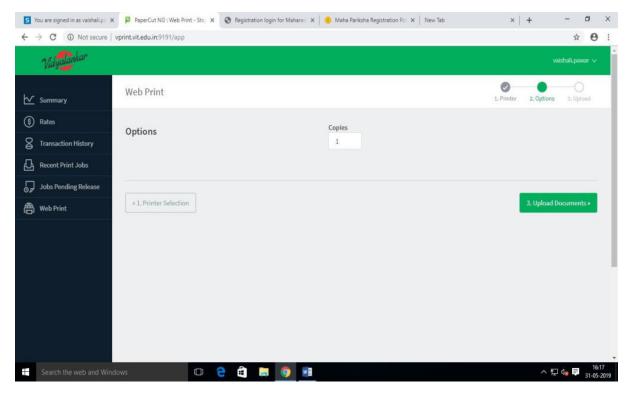
VIT (Color) Student color

VP VP students



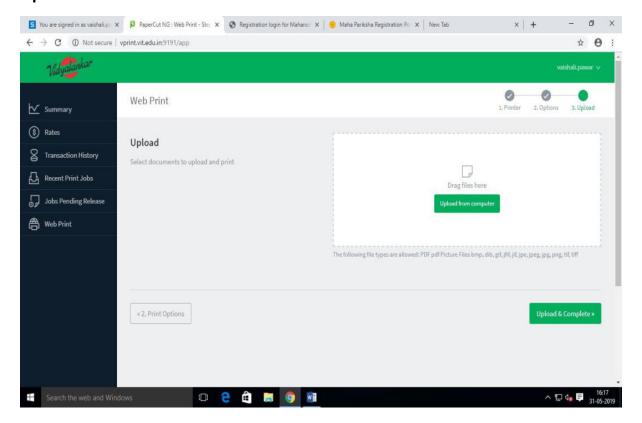
### **Step 7:-**

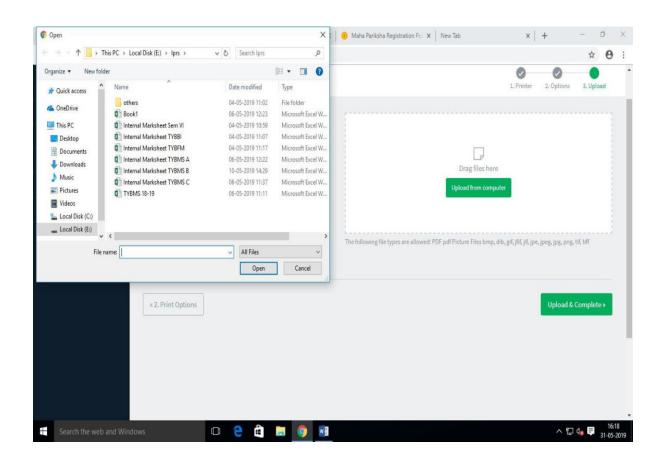
## After selection of required printer, type no. of copies.

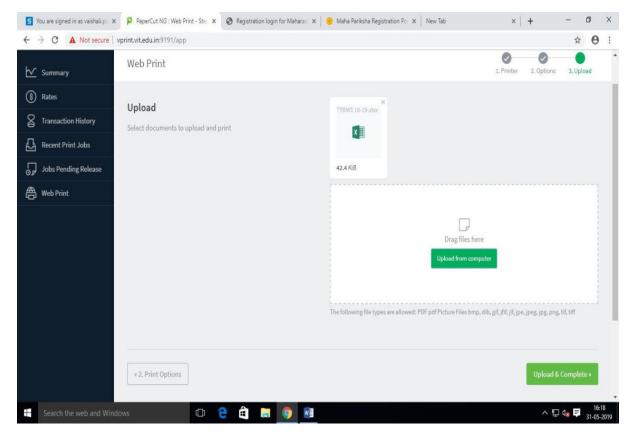


## **Step 8:-**

### Upload documents.

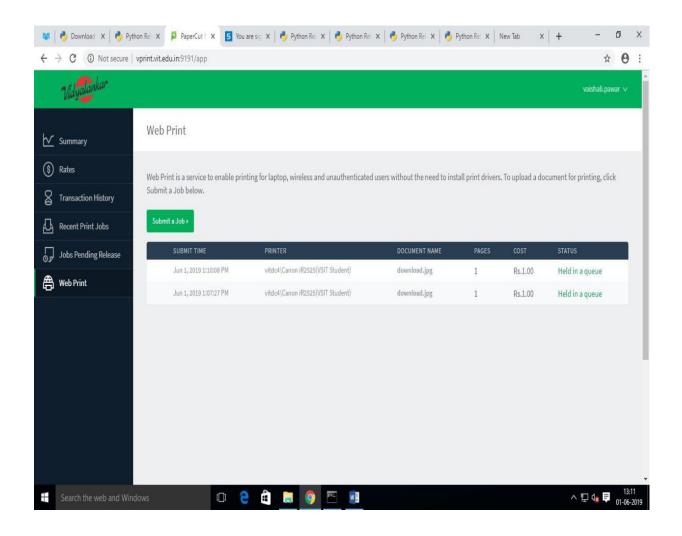




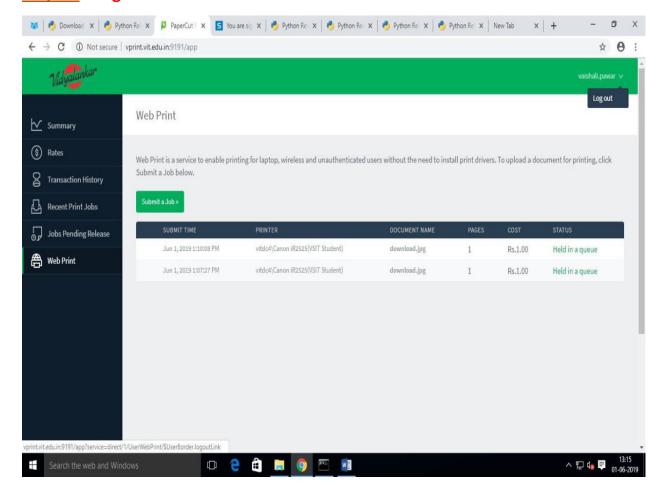


## **Step 9:- Press button upload & complete.**

Here, We can see attached filess in queue.



### Step 10:- Log out



**Step 11**:-After logout we have to go near VPrint printer and scan barcode from Vprint barcode scanner.

<u>Step 12:-</u> We will see our attached files. Then press "print" or "print all" button .

## **Steps for Virtual Office Desk**

### 1. Inauguration







#### Welcome to Virtual Office Desk Service

#### Instructions:

- Please fill in the service request form with the link (http://bit.ly/ASIIofficedesk) provided in chat box.

  Vidyalankar School of
- After submitting the request the administrative staff will attend you as soon as possible
- · Virtual Office Timings:
  - Mon Sat 9:00 a.m. to 1:00 p.m.

#### 2. Steps to operate

