



# **vMIS**

## **User Manual**

**Vidyalankar School of Information Technology**

## 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 □ 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.



The screenshot displays the vMIS dashboard for user Umesh Koyande. The interface includes a top navigation bar with various modules like My Dashboard, My Attendance, My vDrive, Request, Approve Leaves, Approve Reversals, Request Consumables, Guest info to Security, Activity Calendar, Achievements / Contribution, Need Help?, Staff Assignments, and My Assignments. The main content area is divided into several sections:

- Upcoming Events:** A table listing activities with columns for Inst, Activity Name, Activity Owner, For, Date, Time, Venue, and Conducted.
- Balance Leaves:** A table showing leave balances for different types (EL, SL, CL, CO) with columns for Leave and Balance.
- Attendance History:** A table with columns for Date, IN, and OUT, showing attendance records for various dates.
- Library Book Issue Details:** A table with columns for Acc. No., Title, Date, and Name.
- Holidays:** A table with columns for Date and Name, listing dates like 19-02-2022 (CHHATRAPATI SHEVAJI MAHARAJA JAYANTI) and 18-03-2022 (HOLI (SECOND DAY)).
- Today's Attendance Messages:** A section displaying a message: "YOUR IN TIME IS REGISTERED".

**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.

**Bonafide Certificate (Editing Record)**

Roll Number : 19302C0049

**Student Details:**  
 Institute : Vidyankar School of Information Technology  
 Name : SAKSHI SALUNKHE  
 Level : UNDER GRADUATE  
 Course : BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY  
 Course Year : THIRD YEAR  
 Semester : 5  
 Mobile : 8779273821  
 Email : sakshisalunkhe.1809@gmail.com

**Bonafide Certificate issued 1 times**  
 Date of Issue : 31-01-2022  
 Reason : FATHER'S OFFICE  
 Show Reason

Buttons: Preview, Save (F2), Cancel (ESC)

Reason for Issue	Certificates Issued
FATHER'S OFFICE	1
FATHER'S OFFICE	2
CHOLARSHIP PURPOSE	1
PASSPORT PURPOSE	1
BANK ACCOUNT PURPOSE	1
FATHER'S OFFICE	1
CHOLARSHIP PURPOSE	1
FATHER'S OFFICE	1
CHOLARSHIP PURPOSE	1
NON-CREAMY LAYER	1
CHOLARSHIP PURPOSE	2
CHOLARSHIP PURPOSE	4
INTERNSHIP PURPOSE	1
INTERNSHIP PURPOSE	1

Table below the form:

BC No	Roll Number	First Name	Middle Name	Last Name
612	19302C0049	SAKSHI	SURESH	SALUNKHE
23	21310A1010	ALCINA	MARQUIS	D'SOUZA
396	21305A0035	MALLIKA	RAJESH	NAIK
611	21302C0025	PRATIK	UDAY	KORDE
86	21304A0032	ARYAN	JAGDISH	GEDDAM
610	20302C0020	PRADNESH	DINESH	PAL
29	21306A1019	OMKAR	SAMBHAJI	JADAV
39	20311A0051	SHASHANK	SHARAD	BHOSLE
395	21305A0018	RAMJIYAVAN	VIJAY BAHADUR	GURJAN
609	19302B0007	ATHARV	ABHINAV	AM
608	20302A0016	SHRAVANI	ANAND	KAD
394	19305C0020	SAGRIKA	ASHOK	BAN
393	20305A0027	NIKHIL	YOGRAJ	SHA
302	20305B0027	ARVA	PRAKASH	RO

(All) Total Records : 1 - 20 of 1633



### 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.

The image shows two side-by-side screenshots of the vMIS application. The left window is titled 'Apply for No Dues' and displays student details for KAUSHAL GUPTA (Roll No. 19311A3002). It includes sections for 'Dues' (System, Library, Exam, Placement, Registrar, Accounts) with checkboxes for 'No' or 'Yes'. The right window is titled 'Alumni Information (Adding New)' and shows the same student details, plus fields for 'Facebook Link', 'LinkedIn Link', 'Aggregate', 'Job' type, 'Institute', 'Degree', 'Admission', and 'Entrance'.

### 2.1.4 Update Admission Category

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

The image shows a browser window displaying the vMIS application. The 'Update Admission Category' form is open, showing a search for student ANKIT MANDAL (Roll No. 20301A0001). The form displays a table with columns for Roll No., Student Name, Course Year, Semester, and Category. Below the table, there is a dropdown menu to select a category for ANKIT MANDAL, and 'Save (F2)' and 'Cancel (ESC)' buttons.





### 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.

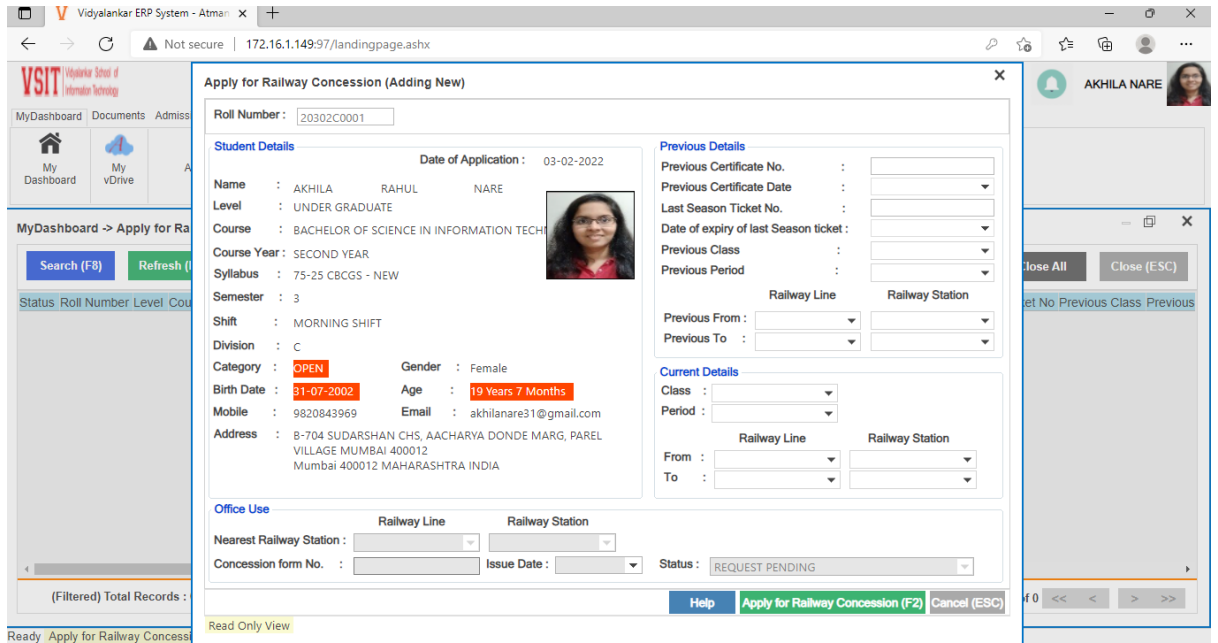
### 2.1.6. Modify Division

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



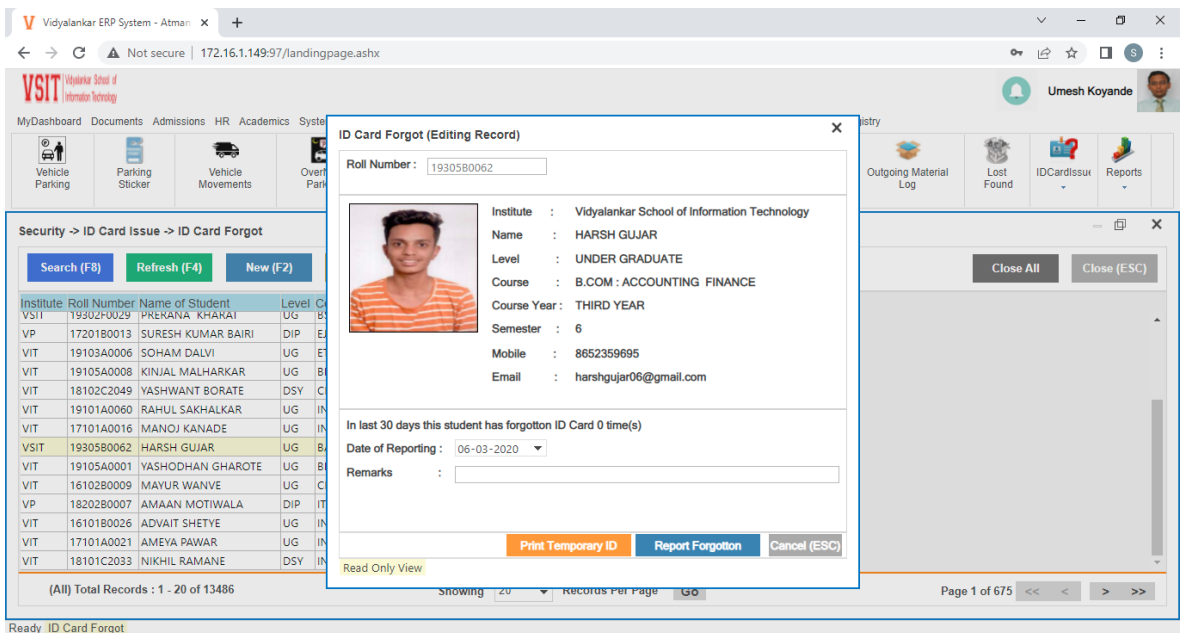
### 2.1.7 Issue Railway Concession

- 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

**ID Card Lost (Editing Record)**

Roll Number : 19302A0058

**Student Details:**  
 Institute : Vidyalankar School of Information Technology  
 Name : SAHIL RAI  
 Level : UNDER GRADUATE  
 Course : BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY  
 Course Year : THIRD YEAR  
 Semester : 6  
 Mobile : 9004621927  
 Email : iamraisahil@gmail.com

In last 30 days this student has forgotten ID Card 0 time(s)

Date of Reporting : 04-04-2022

Remarks :

Sript No	Remarks	Lost	Status
20		1 times	Prepared
58		1 times	Prepared
02		1 times	Prepared
75		1 times	Prepared
19		1 times	Prepared
11		1 times	Prepared
24		1 times	Prepared
28		1 times	Prepared
43		1 times	Prepared
02		2 times	Prepared
18		1 times	Prepared
60		1 times	Prepared
09		1 times	Prepared
92		1 times	Prepared

(All) Total Records : 1 - 20 of 1493

### 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.

**Duplicate I Card Printing**

Sl. No.	Institute	Roll Number	Name of Student	Level	Course	Sem	Sex	Date of Reporting	Reported By	Fees Paid	Receipt No.
1	VIT	17125A0001	RICHA SHUBAL	B.A.	BHARATI	A	F	23-04-2018	NITIN ADSULKAR	Rs.300	333877
2	VP	14252A0007	ABHISHEK SHINDE	DIP	IT	4	A	23-04-2018	NITIN ADSULKAR	Rs.300	333877
3	VIT	18163C0027	KAVITA SAROSE	2ND YR	EXT	6	F	21-04-2018	SATISH GODE	Rs.300	334401
4	VIT	18163C0038	AKHIL JOGDEKAR	UG	COM	6	A	21-04-2018	SATISH GODE	Rs.300	334852
5	VIT	18163C0005	RAJAS DANGLE	2ND YR	EXT	6	C	20-04-2018	SATISH GODE	Rs.300	334866
6	VP	13202C0154	THELHAM MALAP	DIP	IT	3	C	17-04-2018	PRABHAKAR JANYE	Rs.300	335867
7	VP	17202C0012	SARTHAK TANGRE	DIP	IT	3	C	17-04-2018	PRABHAKAR JANYE	Rs.300	335869
8	VP	14251A0008	PICHEL NATH	DIP	EXT	4	A	16-04-2018	PRABHAKAR JANYE	Rs.300	335864
9	VIT	14381A0038	SUMAYYAMMA	B.A.	BHARATI	A	A	16-04-2018	SATISH GODE	Rs.300	348243

Proceed to Print | Cancel (ESC)



### 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.

**New Inward (Editing Record)**

Inward No. : 24123 Original Copy is with you

Date\* : 19-01-2019 Time\* : 12:29

Sender\* : ROHINI KELKAR

Letter Type\* : PERSONAL LETTER (P)

Staff\* : UMESH KOYANDE

Subject\* : IDOL ENVELOP

Reference No.\* : IDOL

Description : LETTER

Remarks :

Enter Remarks

(Filtered) Total Records : 1 - 1 of 1

Showing 20 Records Per Page

Page 1 of 1

### 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.

**Outward (Adding New)**

Outward No. : -

Date\* : 02-02-2022 Time\* : 11:08 Inward Reference Number : IDOL

Sender\* : UMESH SURESH KOYANDE

Letter Type\* : OFFICIAL LETTER (O)

Description\* : EXAMINATION DETAILS

Reference No.\* : IDOL

Subject : EXAMINATION DETAILS

Dispatch Mode\* : HAND DELIVERY

Approx Charges :

Remarks :

Select the Dispatch Mode

(Filtered) Total Records : 0 - 0 of 0

Showing 20 Records Per Page

Page 0 of 0



### 2.1.13. Modify Social Welfare Status

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

The screenshot shows the 'Modify Social Welfare Status (Adding New)' window in the VSIT vMIS system. The window is divided into two main sections: a list of students and a detailed view for a selected student.

**Student List:**

Roll Number	Name of Student	Academic Year	Pay
20312A1009	ANMOL RANI MITTAL	2020-2021	2021
20312A1009	ANMOL RANI MITTAL	2020-2021	2021
20310A1011	PRAFULL JADHAV	2020-2021	2021
20310A1011	PRAFULL JADHAV	2020-2021	2021
20310A1010	YASH WALAVALKAR	2020-2021	2021
20310A1010	YASH WALAVALKAR	2020-2021	2021
20312A1010	ADITI PATIL	2020-2021	2021
20312A1010	ADITI PATIL	2020-2021	2021
20312A1011	MANISH SALAV	2020-2021	2021
20312A1011	MANISH SALAV	2020-2021	2021
20312A1012	MANISH VADAV	2020-2021	2021
20312A1012	MANISH VADAV	2020-2021	2021
20312A1013	BOGAYA KOMENDU	2020-2021	2021

**Student Details (Selected):**

- Roll Number:** 20310A1010
- Name:** YASH WALAVALKAR
- Mobile:** 7021426620
- Email:** yashwalavalkar99@gmail.com
- Quota:** INST
- Institute:** Vidyalankar School of Information Technology
- Level:** POST GRADUATE
- Course:** MASTER OF COMMERCE - BANKING
- Course Year:** SECOND YEAR
- Semester:** 4
- Category:** OPEN

**Activity Log:**

Sr. No.	Course Year	Sem	Eligibility	SW Activity	Not Eligible for SW Scholarship	Remarks	SW formalities completed
1	SECOND YEAR	3	Eligible	Incomplete	<input type="checkbox"/>		<input type="checkbox"/>
2	FIRST YEAR	1	Eligible	Incomplete	<input type="checkbox"/>		<input type="checkbox"/>

### 2.1.14. Entry Pass

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

The screenshot shows the 'Entry Pass' window in the VSIT vMIS system. The window is divided into two main sections: a list of entry passes and a detailed view for a selected pass.

**Entry Pass List:**

Name of Person	Valid From	Valid To	Reason
NAMAN SHAH	15-01-2016	31-12-2016	ERP
PAVAL SHAH	15-01-2016	31-12-2016	ERP
DHEERAJ BABULAL SHAH	01-10-2013	31-12-2015	ERP
JIGNESH DEEPAK DONGARE	01-10-2013	31-12-2015	ERP
SAURABH PANDURANG GHADI	01-10-2013	31-12-2015	ERP

**Long Duration Entry Pass (Edit Mode) Details:**

- Name\*:** DHEERAJ BABULAL SHAH
- Organisation\*:** ATMAN INFOTEC
- Valid From\*:** 01-10-2013
- Valid To\*:** 31-12-2015
- Reason\*:** ERP
- Approved By\*:** PRABHAKAR JANJE
- With Vehicle



### 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.

The screenshot shows the VSIT vMIS interface with the 'Security' module selected. A 'Parking Sticker (Read Only View)' modal is open, displaying details for a staff member:

- Registration No.\*: 0809 (MH-43-AW-0809)
- Name: Rumeli Sharma
- From Date\*: 30-10-2017
- To Date\*: 31-12-2019
- Mobile: 9821414720
- Role: Staff
- Remarks: (Empty field)
- Driven By: S
- Driver Name: -

The modal also includes a photo of the staff member and buttons for 'Save (F2)', 'Cancel (ESC)', and 'Read Only View'. In the background, a table lists issued parking stickers with columns for Issued On, Remarks, Ticket No., and Valid To.

### 2.1.18 Security Remarks

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

The screenshot shows the VSIT vMIS interface with the 'Security' module selected. A 'Security Remarks (Editing Record)' modal is open, displaying a list of staff members and a form for reporting a security issue:

- Roll No. / Staff Code\*: 19101A0079
- Conduct Rating\*: A scale from 1 to 5 with a legend:
  - 1: Ok
  - 2: Bad
  - 3: Very Bad
  - 4: Repeater
  - 5: Punishable
- Remarks: MISUSE OF ID
- Upload Documents: (Empty field with 'Upload' button)
- Document Remarks: (Empty field with 'Add' button)

The modal also includes a table of staff members with columns for Roll Number, Student Name, and Employee Code. Buttons for 'Save (F2)', 'Cancel (ESC)', and 'Read Only View' are present at the bottom of the modal.



### 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.

Vehicle Registration No	Approved By	From Date	To Date	Reason	Name	Mobile	Role	Driven By	Driver Name
MH-01-CQ-9980	NITIN ADSULKAR	24-10-2017	24-10-2017	BREAK DOWN	VIT0816				
MH-46-AU-0227	NITIN ADSULKAR	19-09-2017	19-09-2017	BREAK DOWN	VP0315				
MH-02-CY-0937	PRABHAKAR JAN	09-09-2017	10-09-2017	BREAK DOWN	VSIT0095				
mh-04-hk-5367	NITIN ADSULKAR	04-08-2017	04-08-2017	BREAK DOWN	VIT0486				
MH-06-AF-5338	NITIN ADSULKAR	24-06-2017	26-06-2017	OUTSTATION	VSIT0251				
MH-46-AL-5332	NITIN ADSULKAR								
MH-01-CQ-9980	NITIN ADSULKAR								
MH-31-G-3061	NITIN ADSULKAR								
MH-01-BU-1329	PRABHAKAR JAN								
MH-08-Q-6573	NITIN ADSULKAR								
MH-12-CV-7259	NITIN ADSULKAR								
MH-02-DC-2094	NITIN ADSULKAR								
MH-01-CF-5525	NITIN ADSULKAR								
MH-08-AH-7554	NITIN ADSULKAR								





### 2.1.21 Gymkhana Login

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

Inst	Roll No	Name	In Time	Out Time	Coins	Exit
VSIT	21315A0003	SAHL CHAVAN	11:21	12:21		Issue Exit
VSIT	21315A0010	HARSH SALGAONKAR	11:21	12:21		Issue Exit
VSIT	21315A0002	TEJAS JADHAV	11:21	12:21		Issue Exit
VSIT	19301A0040	PRASHANT CHAUBEY	11:16	12:16		Issue Exit
VSIT	19301C0032	SAATVIK SACHDE	11:16	12:16		Issue Exit

Total Entry 11      Total Exit 6      Current Entry 5      To be Exited 0

### 2.1.22 Block/unblock Gym

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

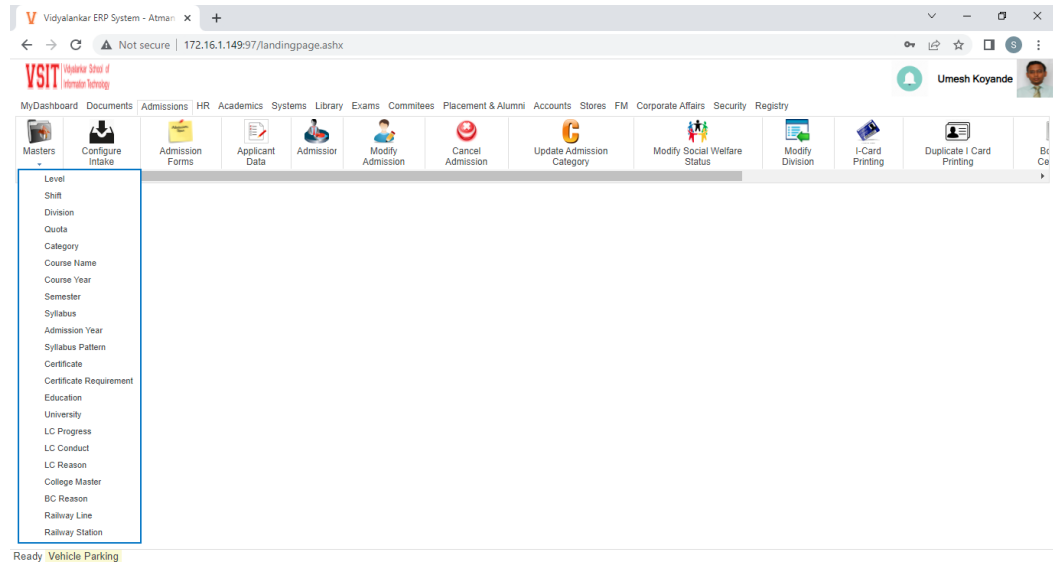
Roll No	Student Name	Block
19305B0026	VAIBHAV SAWANT	27-0-
21201A0016	RUDRA NISAR	13-0-
21103B0039	TEJAL JAISWAL	07-0-
19201A0020	MANSI JADHAV	08-0-
19201A0044	TANVI KOLI	08-0-
19202C0044	MOHD SADDAM SHAIKH	21-0-
21301F0014	ABRAHAM PULLIKOTTIL	25-0-
21301F0006	TANISH PAREKH	25-0-
21301F0007	DHRUV MEHTA	25-03-2022 10:03
21301F0008	MEER GUDHAKA	25-03-2022 10:02
21301F0011	JASH DOSHI	25-03-2022 10:01
21302E3017	YASHAS DABHOLKAR	24-03-2022 17:12
19311A0007	DARSHAN CHINCHPURE	24-03-2022 14:58
21305C0056	ALI ISMAIL SHAIKH	24-03-2022 13:47

(All) Total Records : 1 - 20 of 533      Showing 20 Records Per Page      Go      Page 1 of 27



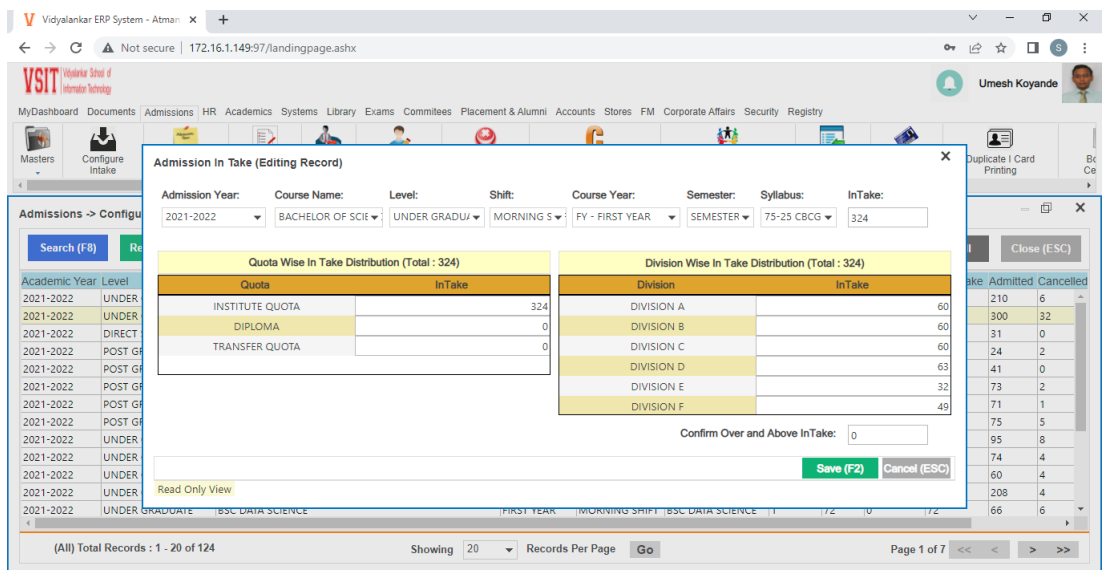
## 2.2. Admission

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 Waiver 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.

The screenshot shows the 'Admission Forms (Editing Record)' window in the vMIS system. The window contains a table of admission records and a form for editing a specific record.

Academic Year	Form No	Receipt No	Date of Sale	Name of Student	Admission Category	Mobile No.	Remarks
2019-2020	393223	579637	11-10-2019	SUSHIL B...			
2019-2020	393160	579636	11-10-2019	MAVUR D...			
2019-2020	3923021	579635	11-10-2019	KUNAL G...			
2019-2020	392987	579634	11-10-2019	SHREYASH...			
2019-2020	392986	579633	11-10-2019	PRATHAM...			
2019-2020	392985	579632	11-10-2019	NILESH PA...			
2019-2020	392984	579631	11-10-2019	PANKAJ M...			
2019-2020	392686	579630	11-10-2019	ESHA GA...			
2019-2020	392036	579629	11-10-2019	MELVIN ...			
2019-2020	391653	579628	11-10-2019	AJAY BHIL...			
2019-2020	391504	579627	11-10-2019	PANKAJ NAWLE	9999999999	BSCIT	
2019-2020	393271	579626	11-10-2019	RIDDHESH AWADE	9082013900	BSCIT 57.08	
2019-2020	393270	579625	11-10-2019	SURAJ GECHAND	7977385230	UNKNOWN 7.80	
2019-2020	393269	579624	18-09-2019	SABJI RATHIWAR	9823567662	RMS	

The 'Admission Forms (Editing Record)' form includes the following fields:

- Date of Sale : 11-10-2019
- Academic Year : 2019-2020
- Form No. : 3923021
- Name : KUNAL GOLIWALA
- Mobile No. : 9764593201
- Email ID : Format : email@example.com
- Remarks : BMS

Buttons: Save (F2), Cancel (ESC), Read Only View

### 2.2.3 Applicant Data

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

The screenshot shows the 'Applicant Data (Adding New)' form in the vMIS system. The form is divided into several sections:

- Course Preferences:** Level, Course, Category, Registration No.
- Personal Details:** Name as on the Std. Xth OR Equivalent Certificate, Date of Birth, Birth Place, Gender, Nationality, First Name, Middle Name, Last Name, Mother Name, Religion, Subcaste, Aadhar Card No.
- Contact Details:** Permanent Address, Address (to be Printed on the I - Card), Country, State, City, Pin Code, Mobile, Phone, Email, Native Place, Native Place Address.
- Academic Details:** Education Name, Board/University, School/College, Year Of Passing, % Marks/CGPA, Class, Specialization.
- Merit Details:** (Partially visible)

Buttons: Load, Search, Clear, Save (F2), Cancel (ESC), Read Only View



## 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.

**Enrollment to VSIT**

Reference Number: 20305A0008

Name: SHRAVANI MANE  
 Email: shravanimane26@gmail.com  
 Mobile: 9653324120  
 Address: C-37/13, GAYATRI CHS, SEC-48, SEAWOOD

Admission Year: 2021-2022  
 Shift:   
 Level:   
 Course:   
 Course Year:   
 Semester:   
 Quota:   
 Division:   
 Apply Discount (if any)

Proceed (F2) Cancel (ESC)

## 2.2.5 Modify Admission

- This tab is there to allow modification in admission.

**Modify Admission in VSIT**

Roll Number: 20301A0003

Name: SWARUPI DHURI  
 Email: swarupidhuri20@gmail.com  
 Mobile: 9137593099  
 Address: BUILDING NO.37, ROOM NO.2651, ABHUL

Admission Year: 2020-2021  
 Shift: MORNING SHIFT  
 Level: UNDER GRADUATE  
 Course: BACHELOR OF MANAGEMENT  
 Course Year:   
 Semester:   
 Quota:   
 Division:   
 Category: OPEN CATEGORY  
 Apply Discount (if any)

Proceed (F2) Cancel (ESC)



## 2.2.6 Cancel Admission

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

**Cancel Admission from VSIT**

Roll Number:  Load

**Admission To**

**VSIT** | Vidyalankar School of Information Technology

Name : AVADHUT RANE  
 Email : raneavadhut1@gmail.com  
 Mobile : 8454047440  
 Address : F-1203, OXFORD, SHIV SAI PARADISE, MA

Admission Year: 2020-2021  
 Shift: MORNING SHIFT  
 Level: UNDER GRADUATE  
 Course: BACHELOR OF MANAGEMENT  
 Course Year:  
 Semester:  
 Quota:  
 Division:  
 Category: OPEN CATEGORY

## 2.2.7 I-card Printing

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

**Student ID Card Printing**

Admission Year: 2021-2022  
 Course: B.COM : ACCOUNTING & FINANCE  
 Division: A  
 Level: UNDER GRADUATE  
 From: 21305A0 005 To: 21305A0 010

Enter Roll No. (comma seperated):

Face  Back

**VSIT** | Vidyalankar School of Information Technology

HARSH CHEULKAR  
 B.COM - ACCOUNTING & FINANCE

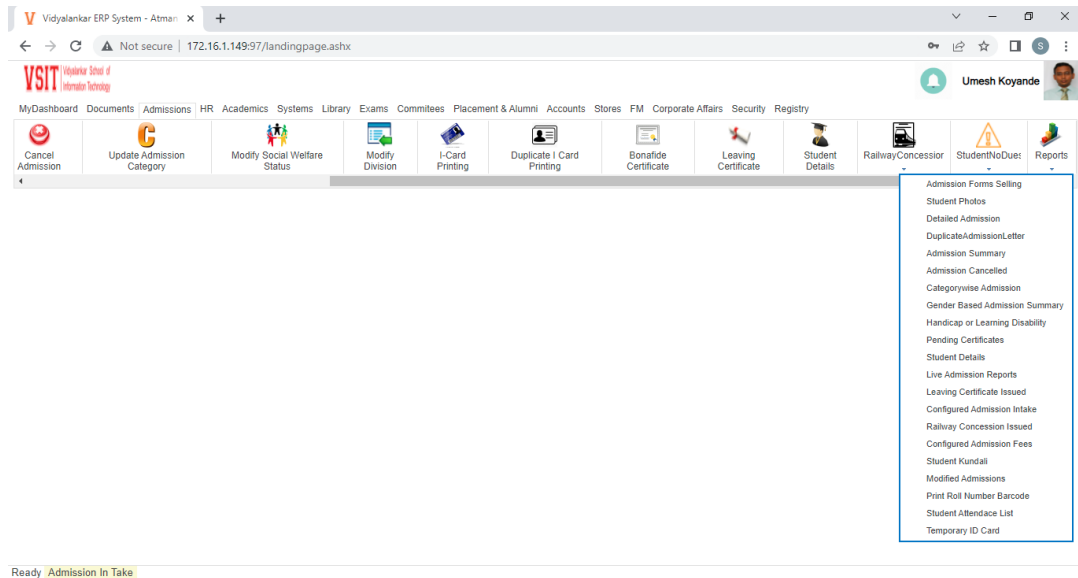
Div A  
 \*21305A0005\*

21305A0005



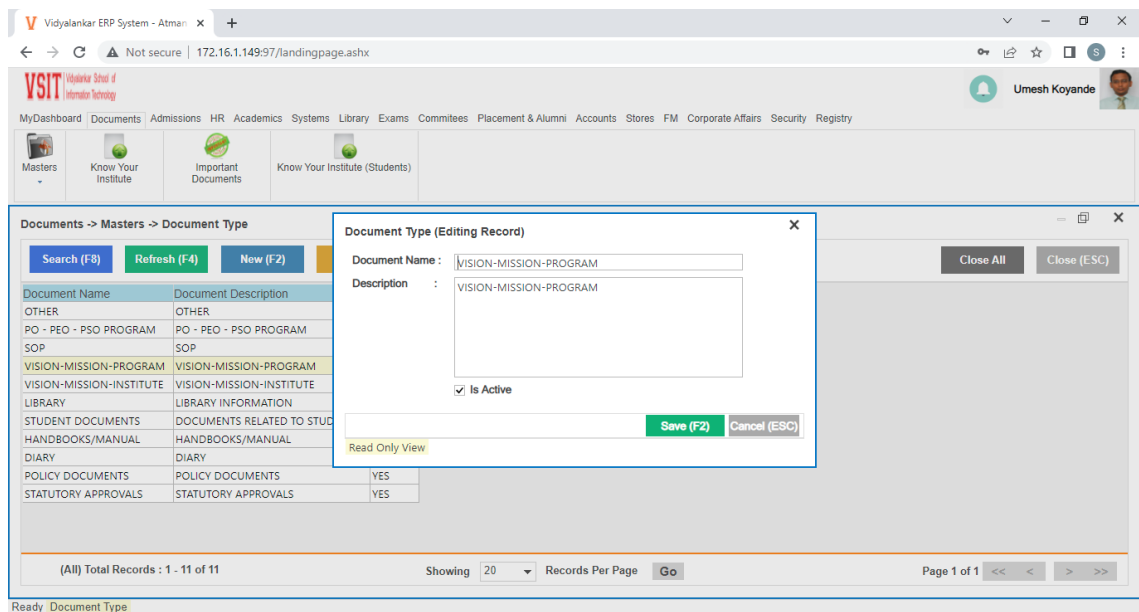
### 2.2.8 Reports

- 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 evaluate 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.

### 2.4.2 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.

**Approval By Department**

Academic Year : 2021-2022    Level : UNDER GRADUATE  
 Course : B.COM : ACCOUNTING & FINAI    Syllabus : 75-25 CBCGS - NEW  
 Sem : SEMESTER 2    Month Year : UG-BAF-2-(75-25 CBCGS - NEV)    Load Students

**Exam Summary :**  
 Enrolled Students : 204    Pending Students : 204  
 Approved Students : 0    Rejected Students : 0

Sr. No.	Roll Number	Name of Student	Attempt	Exam Fees	Status
1	2130SA0001	MALVIYA SAROJ KUMARI BABULAL LAHRIDEVI	Fresh	0	Pending
2	2130SA0002	JAKKA ISHAN MANOHAR REENA	Fresh	0	Pending
3	2130SA0003	HANDE VAIBHAVI PRAVIN PRIYANKA	Fresh	0	Pending
4	2130SA0004	THUBE VIGHNESH RAJENDRA SWATI	Fresh	0	Pending
5	2130SA0005	CHEULKAR HARSH PRASANNA NEHA	Fresh	0	Pending
6	2130SA0006	HARALKAR SHREYASH SURESH SUREKHA	Fresh	0	Pending
7	2130SA0007	KADAM DEVRAJ KISAN SONALI	Fresh	0	Pending
8	2130SA0008	NAIR MANASI JITEN SWATI	Fresh	0	Pending
9	2130SA0009	YADAV ANKITA MAHADEV USHA	Fresh	0	Pending
10	2130SA0010	JAMSANDEKAR SONAL BHAGWAN BHAGYASHREE	Fresh	0	Pending

Buttons: Approve, Reject, Cancel (ESC)

### 2.4.4 Generate Exam Number:

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

**Exam Seat Number List**

Vidyalankar School of Information Technology  
 Vidyalankar College Marg, Wadala (E) Mumbai - 400037  
 (Affiliated to University of Mumbai)

B.COM : FINANCIAL MARKETS : 4 : UG-BFM-4-(75-25 CBCGS - NEW)APR-2022  
 Exam Seat Numbers List

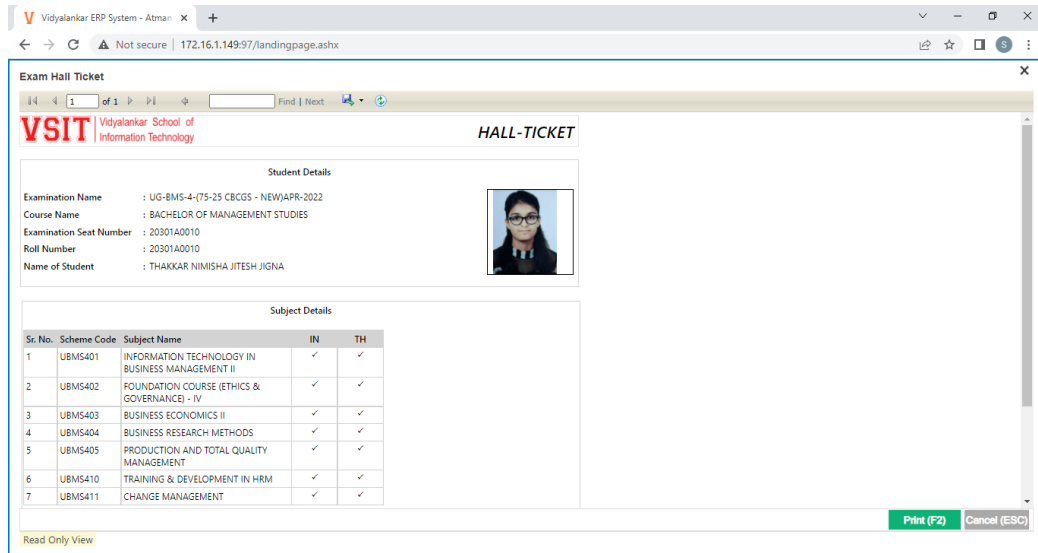
Sr. No.	Roll Number	Name of Student	Exam Seat Number
1	20304A0001	KADAM PRAJAKTA MAHESH PALLAVI	20304A0001
2	20304A0002	USHAGAMA VINAYAK BHARATH KAVITHA	20304A0002
3	20304A0004	PAWAR SHRIYASH SHIRISH UJWALA	20304A0004
4	20304A0006	PARAB CHAITANYA VINAYAK RENU	20304A0006
5	20304A0007	VENGURLEKAR ADITI ANANT MANSI	20304A0007
6	20304A0009	JHA URJITA ANIL NEETA	20304A0009
7	20304A0010	RANE ROHAN SANTOSH ASHA	20304A0010
8	20304A0011	KONDEKAR MRUDULA CHANDRAHAS CHETNA	20304A0011
9	20304A0012	PAWAR ATUL SHASHIKANT SHALINI	20304A0012
10	20304A0013	VARMA ROSHNI JAIPRAKASH USHA	20304A0013
11	20304A0014	PATKESHWAR HIMANSHU MANDAR SHARMILA	20304A0014
12	20304A0015	SONAWANE KUNAL PRAFULL MEENA	20304A0015

Buttons: Print (F2), Cancel (ESC)



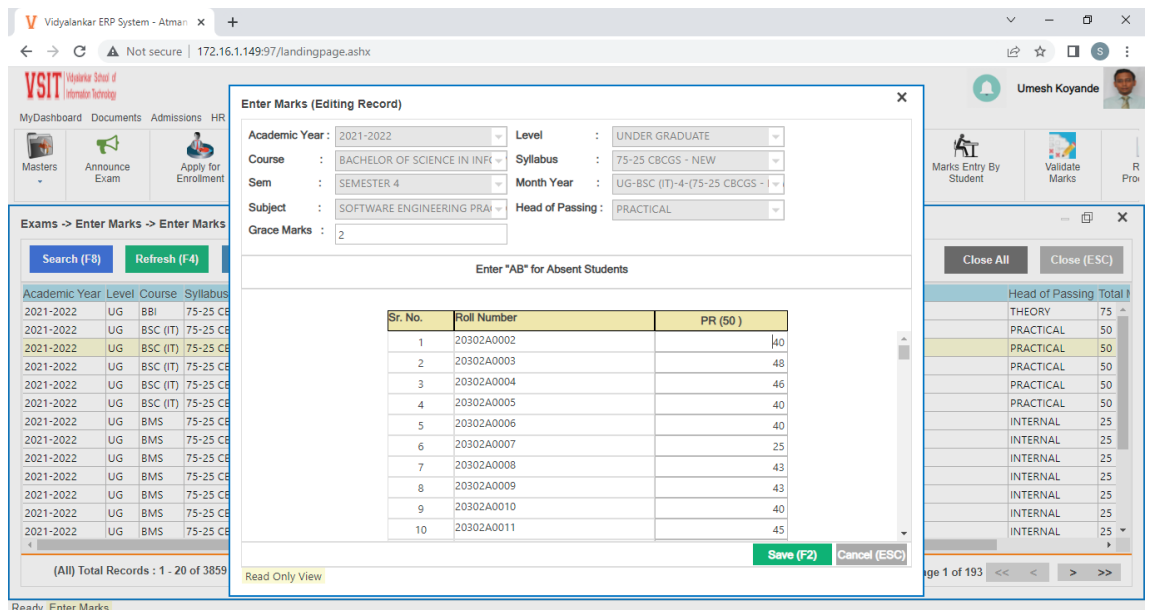
### 2.4.5 Hall Tickets:

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.

**Validate Marks (Adding New)**

Academic Year : 2021-2022    Level : UNDER GRADUATE  
 Course : B.COM : BANKING & INSURAN...    Syllabus : 75-25 CBCGS - NEW  
 Sem : SEMESTER 1    Month Year : UG-BBI-1-(75-25 CBCGS - NEW)  
 Subject : BUSINESS COMMUNICATION-I    Head of Passing : INTERNAL

Grace Marks : 0

Enter "AB" for Absent Students

Sr. No.	Roll Number	IN (25)
1	21303A0001	
2	21303A0002	
3	21303A0003	
4	21303A0004	
5	21303A0005	
6	21303A0006	
7	21303A0007	
8	21303A0008	
9	21303A0009	
10	21303A0010	

Buttons: Validate, Cancel (ESC)

### 2.4.9 Result Processing

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

**Result Processing**

Academic Year : 2021-2022    Level : UNDER GRADUATE  
 Course : B.COM : ACCOUNTING & FINANCE    Syllabus : 75-25 CBCGS - NEW  
 Sem : SEMESTER 1    Month Year : [Dropdown]

Exam Seat Numbers  
 From : [Dropdown]    To : [Dropdown]  
 Date to be Printed : 25-04-2022

Result Type :  Normal     Revaluation

Buttons: Process Result (F2), Cancel (ESC)



### 2.4.10 Publish/Unpublish Result

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

The screenshot shows the 'Publish / Unpublish Result' window in the VSIT vMIS system. The window has a search bar with buttons for Search (F8), Refresh (F4), New (F2), and Edit (F7). Below the search bar is a table of exam records with columns for Academic Year, Exam Name, and From Date. A modal window titled 'Publish/Unpublish Result (Editing Record)' is open, showing details for a specific exam record. The modal includes dropdown menus for Academic Year, Level, Course, Syllabus, Sem, and Month Year. It also has buttons for 'Unpublish Result' and 'Cancel (ESC)'. At the bottom of the modal, there is a 'Read Only View' button. The background window shows a grid of exam records with columns for Academic Year, Exam Name, From Date, and other details. The status bar at the bottom indicates 'Ready Publish/Unpublish Result'.

### 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.

The screenshot shows the 'Map Student <-> Syllabus' window in the VSIT vMIS system. The window has a search bar with a 'Load' button and a 'Search Student' button. Below the search bar is a table with columns for Roll No., Student Name, Course Year, Semester, and Syllabus. The table shows a single record for roll number 20302A0004, student name SHRAVANE KORGAONKAR, course year SY, semester Sem 4, and syllabus 75-25 CBCGS - NEW. At the bottom of the window, there are buttons for 'Save (F2)' and 'Cancel (ESC)'. The status bar at the bottom indicates 'Ready Announce Exam'.



### 2.4.12 Student Manual Promotion

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

**Student Manual Promotion (Editing Record)**

Level: DIRECT SECOND YEAR | Course: BACHELOR OF MANAGEMENT | Syllabus: 75-25 CBCGS - NEW  
 Semester: SEMESTER 3 | Shift: MORNING SHIFT | Division: A

Sr. No.	Roll Number	Name of Student	Current Semester	Last Promoted On	Current Status	New Status
1	21301A2001	SWAGATAM MALIK	4	13-04-2022 13:56:21	STUDENT-ON-	ELIGIBLE

Buttons: Search (F3), Refresh (F4), New (F2), Read Only View, Cancel (ESC)

### 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.

**Passed Out Students (Adding New)**

Level: UNDER GRADUATE | Course: BACHELOR OF SCIENCE IN INFC | Syllabus: 75-25 CBCGS - NEW  
 Semester: SEMESTER 6 | Shift: MORNING SHIFT | Division: B

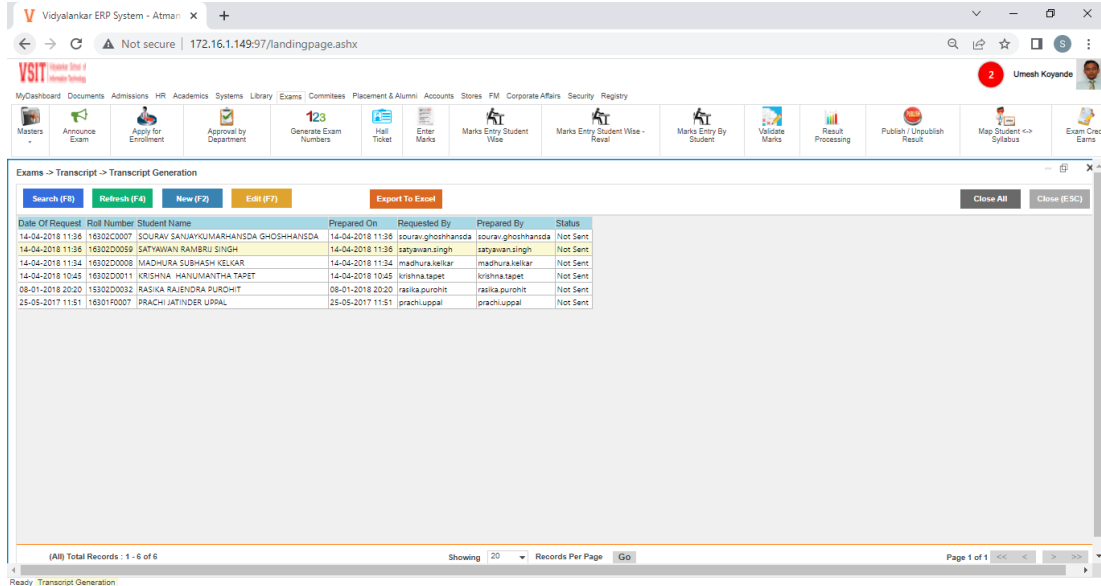
Sr. No.	Roll Number	Name of Student	Current Semester	Last Promoted On	Current Status	New Status
1	19302B0036	GIRIRAJ KOKANE	6	02-11-2020 12:48:19	PASSED-OUT	EX STUDENT-A
2	19302B0003	JUHILE MANE	6	02-11-2020 12:48:19	PASSED-OUT	EX STUDENT-A
3	19302B0004	BHARTI MORE	6	02-11-2020 12:48:19	PASSED-OUT	EX STUDENT-A
4	19302B0007	VINYAS SHETTY	6	02-11-2020 12:48:19	PASSED-OUT	EX STUDENT-A
5	19302B0008	SARVESH GURAV	6	02-11-2020 12:48:19	PASSED-OUT	EX STUDENT-A
6	19302B0010	MELWIN MASCARENHAS	6	02-11-2020 12:48:19	PASSED-OUT	EX STUDENT-A
7	19302B0012	MAKRAND TODKAR	6	02-11-2020 12:48:19	PASSED-OUT	EX STUDENT-A
8	19302B0016	TEJAS ADHIKARI	6	02-11-2020 12:48:19	PASSED-OUT	EX STUDENT-A
9	19302B0017	ASHUTOSH RAUT	6	02-11-2020 12:48:19	PASSED-OUT	EX STUDENT-A
10	19302B0018	DIVYA NIKAM	6	02-11-2020 12:48:19	PASSED-OUT	EX STUDENT-A
11	19302B0019	SOHAIL SHAIKH	6	02-11-2020 12:48:19	PASSED-OUT	EX STUDENT-A
12	19302B0021	SWAPNIL VASAM	6	02-11-2020 12:48:19	PASSED-OUT	EX STUDENT-A
13	19302B0022	ROHAN SHINDE	6	02-11-2020 12:48:19	PASSED-OUT	EX STUDENT-A
14	19302B0023	JINSON -	6	02-11-2020 12:48:19	PASSED-OUT	EX STUDENT-A
15	19302B0029	SUMEDHA SHEDGE	6	02-11-2020 12:48:19	PASSED-OUT	EX STUDENT-A

Buttons: Search (F3), Refresh (F4), New (F2), Edit (F7), Update Status (F2), Cancel (ESC)



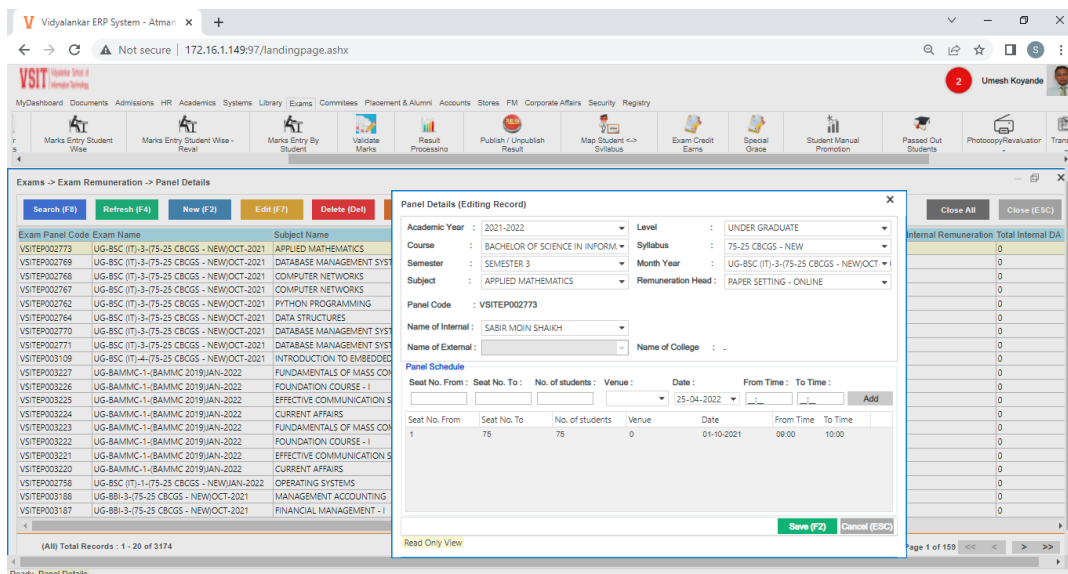
### 2.4.14. Transcript

- 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 Remuneration 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.



**Remuneration Details (Editing Record)**

Panel Code : VSITEP02773  
 Academic Year : 2021-2022  
 Course : BSC (IT)  
 Semester : 3  
 Subject : APPLIED MATHEMATICS  
 Level : UG  
 Syllabus : 75-25 CBCGS - NEW  
 Month Year : UG-BSC (IT)-3-(75-25 CBCGS - NEW)OCT-2021  
 Remuneration Head : PAPER SETTING - ONLINE  
 Name of Internal : SABIR MOIN SHAIKH  
 Name of External :  
 Name of College :

Sr. No.	Seat No. From	Seat No. To	Total students	Venue	Exam Date	Time	Actual students	INT-Rate	INT-Rem	INT-DA	INT-TA	INT-Food	EXT-Rate	EXT-Rem	EXT-DA	EXT-TA	EXT-Food	EXT-Total		
1	1	75	75	0	01-10-2021	09:00 - 10:00	75	7	525	0	0	0	0	7	525	0	0	0	525	
<b>Total</b>							75	7	525	0	0	0	0	525	7	525	0	0	0	525

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

**Remuneration Payment (Editing Record)**

Remuneration Payment for :  Internal  External  
 Exam Month - Year : Oct - 2019  
 Name of Staff : SHAHID M QURESHI  
 Name of College : CORPORATION BANK  
 Account No. : 520101063213385  
 IFSC Code : CORP0000106

Panel Code	Exam Name	Subject	Rem. Head	Exam Date	No. of Students	Rate	Rem.	DA	TA	Food	Total
VSITEP001760	UG-BAF-1-(75-25 CBCGS - NEW)OCT-2019	FINANCIAL MANAGEMENT (INTRODUCTION TO FINANCIAL MANAGEMENT)	PAPER MODERATION	25-10-2019	20	15	300	0	200	0	500
<b>Total</b>					20	15	300	0	200	0	500
VSITEP001765	UG-BAF-3-(75-25 CBCGS - NEW)OCT-2019	TAXATION-4 (DIRECT TAXES PAPER-I)	PAPER MODERATION	14-10-2019	20	15	300	0	0	0	300
<b>Total</b>					20	15	300	0	0	0	300

Paying Amount : 600  
 Total amount (₹) : 800  
 Mode of Payment : UTR  
 Bank : HDFC BANK  
 Cheque / DD No. : FT91209928978  
 Cheque / DD Date : 09-12-2019





## 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.

VSIT Vidyankar ERP System - Atman x +

Not secure | 172.16.1.149:97/landingpage.aspx

MyDashboard Documents Admissions HR Academics Systems Library Exams Committees Placement & Alumni Accounts Stores FM Corporate Affairs Security Registry

Marks Entry By Student Validate Marks Result Processing Publish / Unpublish Result Map Student <-> Syllabus Exam Credit Earns Special Grace Student Manual Provision Passed Out Students Photocopy/Revaluator Transcript Resource Exam Remunerator Lock/Unlock Reports

Exams -> Lock/Unlock -> Marks Entry

Search (F8) Refresh (F4) New (F2) Edit (F7) Delete (Del) Export To Excel

Academic Year	Exam Name	From Date	To Date	F
2021-2022	UG-BMS-1-(75-25 CBCGS - NEW)MAR-2022	26-03-2022 10:45	31-03-2022 10:45	0
2021-2022	UG-BSC (IT)-3-(75-25 CBCGS - NEW)MAR-2022	26-03-2022	31-03-2022	0
2021-2022	UG-BSC (IT)-1-(75-25 CBCGS - NEW)MAR-2022	26-03-2022	31-03-2022	0
2021-2022	UG-BBI-1-(75-25 CBCGS - NEW)MAR-2022	26-03-2022	31-03-2022	0
2021-2022	UG-BFM-3-(75-25 CBCGS - NEW)MAR-2022	26-03-2022	31-03-2022	0
2021-2022	UG-BFM-1-(75-25 CBCGS - NEW)MAR-2022	26-03-2022	31-03-2022	0
2021-2022	UG-BAMMNC-1-(BAMMNC 2019)MAR-2022	26-03-2022	31-03-2022	0
2021-2022	UG-BAF-3-(75-25 CBCGS - NEW)MAR-2022	26-03-2022	31-03-2022	0
2021-2022	UG-BAF-1-(75-25 CBCGS - NEW)MAR-2022	26-03-2022 10:47	31-03-2022 10:47	0
2020-2021	UG-BAF-1-(75-25 CBCGS - NEW)DEC-2020	21-11-2020	30-11-2020	0
2021-2022	UG-BSC (IT)-1-(75-25 CBCGS - NEW)JAN-2022	15-12-2021 13:04	31-01-2022 13:04	0
2021-2022	UG-BSCDS-1-(BSCDS)JAN-2022	15-12-2021	31-01-2022	0
2021-2022	UG-BAF-1-(75-25 CBCGS - NEW)JAN-2022	15-12-2021	31-01-2022	0
2021-2022	UG-BMS-1-(75-25 CBCGS - NEW)JAN-2022	15-12-2021 13:03	31-01-2022 13:03	0
2021-2022	UG-BAMMNC-1-(BAMMNC 2019)JAN-2022	15-12-2021 13:02	31-01-2022 13:02	0
2021-2022	UG-BAF-2-(75-25 CBCGS - NEW)OCT-2021	20-11-2021	30-11-2021	0
2021-2022	UG-BFM-1-(75-25 CBCGS - NEW)JAN-2022	15-12-2021 13:01	31-01-2022 13:01	0
2021-2022	UG-BBI-1-(75-25 CBCGS - NEW)JAN-2022	15-12-2021 13:00	31-01-2022 13:00	0
2021-2022	UG-BSC (IT)-3-(75-25 CBCGS - NEW)OCT-2021	22-10-2021	30-10-2021	0
2021-2022	UG-BAF-3-(75-25 CBCGS - NEW)OCT-2021	22-10-2021	31-10-2021	0

(All) Total Records : 1 - 20 of 390

Showing 20 Records Per Page Go

Page 1 of 20

Ready Lock/Unlock Marks Entry

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

VSIT Vidyankar ERP System - Atman x +

Not secure | 172.16.1.149:97/landingpage.aspx

MyDashboard Documents Admissions HR Academics Systems Library Exams Committees Placement & Alumni Accounts Stores FM Corporate Affairs Security Registry

Marks Entry By Student Validate Marks Result Processing Publish / Unpublish Result Map Student <-> Syllabus Exam Credit Earns Special Grace Student Manual Provision Passed Out Students Photocopy/Revaluator Transcript Resource Exam Remunerator Lock/Unlock Reports

Exams -> Lock/Unlock -> Result Processing

Search (F8) Refresh (F4) New (F2) Edit (F7) Delete (Del) Export To Excel

Academic Year	Exam Name	From Date	To Date	F
2021-2022	UG-BMS-1-(75-25 CBCGS - NEW)MAR-2022	26-03-2022 10:45	31-03-2022 10:45	0
2021-2022	UG-BAF-3-(75-25 CBCGS - NEW)MAR-2022	26-03-2022	31-03-2022	0
2021-2022	UG-BSC (IT)-3-(75-25 CBCGS - NEW)MAR-2022	26-03-2022	31-03-2022	0
2021-2022	UG-BSC (IT)-1-(75-25 CBCGS - NEW)MAR-2022	26-03-2022	31-03-2022	0
2021-2022	UG-BBI-1-(75-25 CBCGS - NEW)MAR-2022	26-03-2022	31-03-2022	0
2021-2022	UG-BFM-3-(75-25 CBCGS - NEW)MAR-2022	26-03-2022	31-03-2022	0
2021-2022	UG-BFM-1-(75-25 CBCGS - NEW)MAR-2022	26-03-2022	31-03-2022	0
2021-2022	UG-BAMMNC-1-(BAMMNC 2019)MAR-2022	26-03-2022	31-03-2022	0
2021-2022	UG-BAF-1-(75-25 CBCGS - NEW)MAR-2022	26-03-2022 10:47	31-03-2022 10:47	0
2020-2021	UG-BAF-1-(75-25 CBCGS - NEW)DEC-2020	21-11-2020	30-11-2020	0
2021-2022	UG-BSC (IT)-1-(75-25 CBCGS - NEW)JAN-2022	15-12-2021 13:04	31-01-2022 13:04	0
2021-2022	UG-BSCDS-1-(BSCDS)JAN-2022	15-12-2021	31-01-2022	0
2021-2022	UG-BAF-1-(75-25 CBCGS - NEW)JAN-2022	15-12-2021 13:03	31-01-2022 13:03	0
2021-2022	UG-BMS-1-(75-25 CBCGS - NEW)JAN-2022	15-12-2021	31-01-2022	0
2021-2022	UG-BAMMNC-1-(BAMMNC 2019)JAN-2022	15-12-2021 13:02	31-01-2022 13:02	0
2021-2022	UG-BAF-2-(75-25 CBCGS - NEW)OCT-2021	20-11-2021	30-11-2021	0
2021-2022	UG-BFM-1-(75-25 CBCGS - NEW)JAN-2022	15-12-2021 13:01	31-01-2022 13:01	0
2021-2022	UG-BBI-1-(75-25 CBCGS - NEW)JAN-2022	15-12-2021 13:00	31-01-2022 13:00	0
2020-2021	UG-BSC (IT)-2-(75-25 CBCGS - NEW)MAY-2021	11-04-2021	30-04-2021	0
2021-2022	UG-BSC (IT)-3-(75-25 CBCGS - NEW)OCT-2021	22-10-2021	30-10-2021	0

(All) Total Records : 1 - 20 of 367

Showing 20 Records Per Page Go

Page 1 of 19

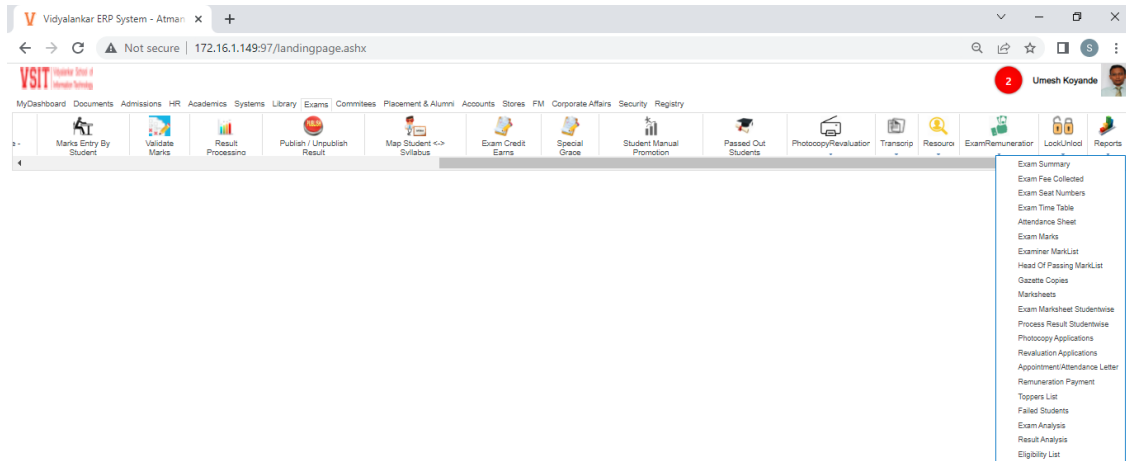
Ready Lock/Unlock Result Processing





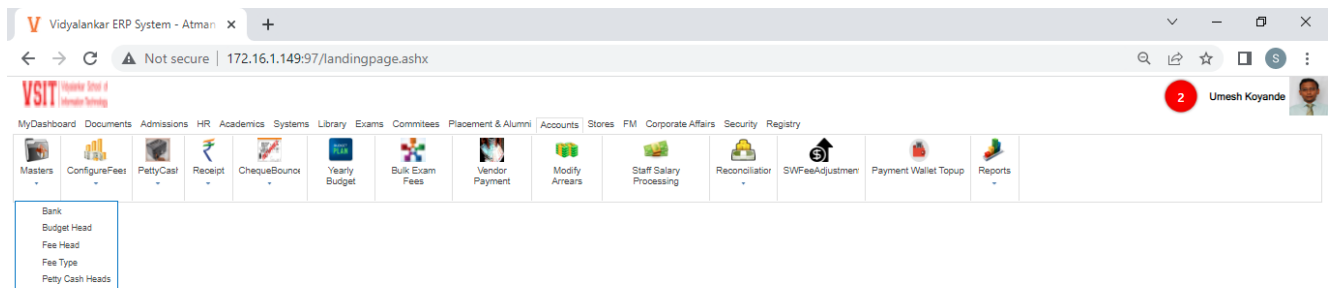
### 2.4.17 Reports:

- 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.

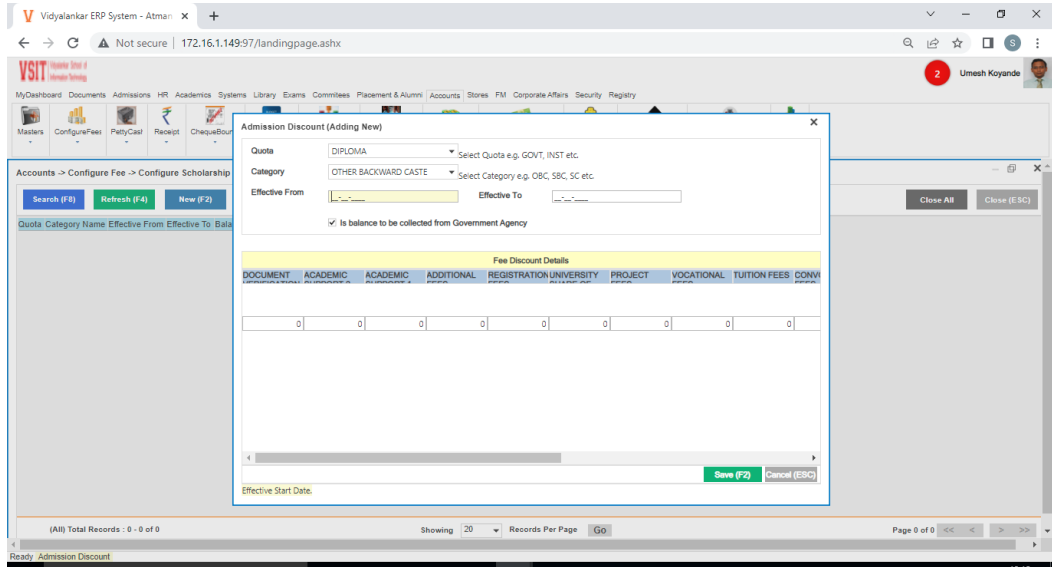
The screenshot shows the 'Configure Admission Fees' window in the VSIT vMIS system. The window is titled 'Fees Configuration (Editing Record)'. It contains several dropdown menus for 'Admission Year', 'Payable Admission Year', 'Syllabus', 'Course', and 'Level'. The 'Total Course Fee' is displayed as ₹79,980.00. Below the form is a table with columns for 'Course Year', 'ACADEMIC SUPPORT 1', 'ACADEMIC SUPPORT 2', 'ADDITIONAL FEES', 'CONVOCATION FEES', 'DEVELOPMENT AND UTILITY FEES', 'DOCUMENT VERIFICATION', 'DOCUMENT VERIFICATION AND ELIGIBILITY', and 'ELIGIBILITY'. The table shows data for 'FIRST YEAR', 'SECOND YEAR', and 'THIRD YEAR'. At the bottom of the window, there are 'Save (F2)' and 'Cancel (ESC)' buttons.

- Configure Miscellaneous Fees

The screenshot shows the 'Configure MISC Fees' window in the VSIT vMIS system. The window is titled 'MISC Fee Config (Editing Record)'. It contains dropdown menus for 'Fee Type' and 'Effective From' to 'Effective To' dates. The 'Fees' field is labeled 'Amount'. At the bottom of the window, there are 'Save (F2)' and 'Cancel (ESC)' buttons. The background shows a table of 'MISC Fee Config' records with columns for 'Fee Type Name', 'Fees Effective From', and 'Effective To'.

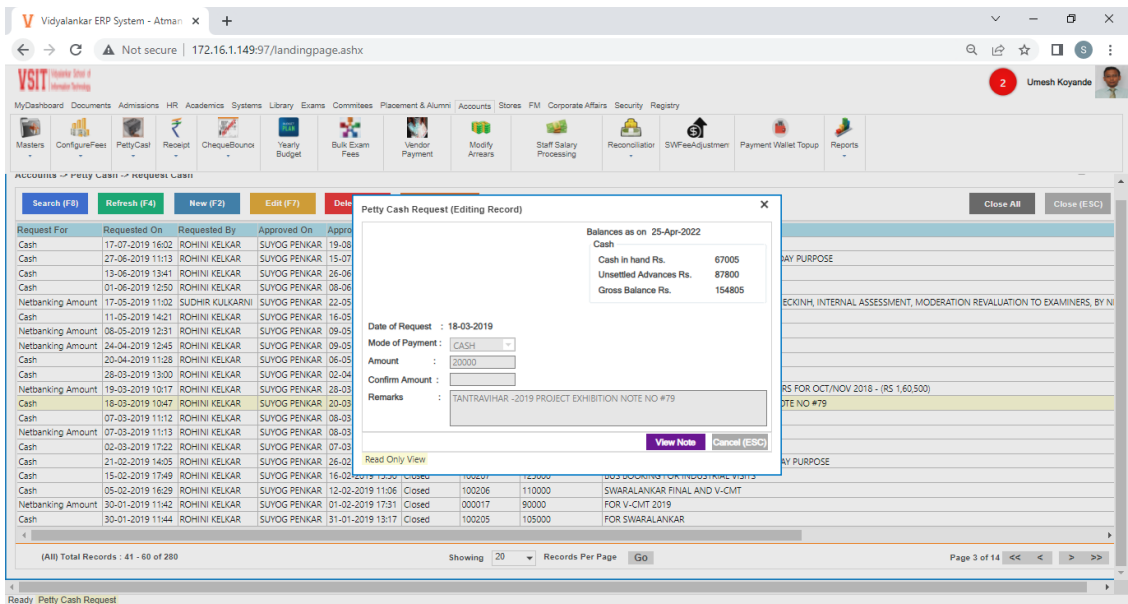


➤ **Configure Scholarship Fees**



**2.5.2 Petty Cash Head**

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



➤ Petty Cash Request

**Petty Cash Request (Adding New)**

Balances as on 25-Apr-2022

Cash	
Cash in hand Rs.	67005
Unsettled Advances Rs.	87800
Gross Balance Rs.	154805

Date of Request : 25-04-2022  
 Mode of Payment : CASH  
 Amount : 10000  
 Confirm Amount : \*\*\*\*\*  
 Remarks : REFRESHMENT

Buttons: Upload Note, View Note, Delete Note, Save (F2), Cancel (ESC)

➤ Approve Cash

**Petty Cash Approve (Editing Record)**

Balances as on 25-Apr-2022

Cash	
Cash in hand Rs.	67005
Unsettled Advances Rs.	87800
Gross Balance Rs.	154805

Date of Request : 13-04-2022  
 Mode of Payment : NETBANKING  
 Amount : 55950  
 Remarks :

Buttons: View Note, Approve, Reject, Cancel (ESC)



➤ Petty Cash Receipt

**Petty Cash Receipt (Adding New)**

Balances as on 25-Apr-2022

Cash

Cash in hand Rs. 67005  
Unsettled Advances Rs. 87800  
Gross Balance Rs. 154805

Date of Receipt : 25-04-2022  
Mode of Payment : CASH  
Reference No. :  
Amount :  
Confirm Amount :  
Received By :  
Remarks :

Save (F2) Cancel (ESC)

Receipt No.	Roll No.	Name	Amount	Date of Paym
606162	21301A0042	ESHA VIJAY NAIK	18000	April 25, 2022
606161	18301A0022	LOBHAS SHANKAR DHURI	300	April 25, 2022
606160	19301A0057	VIRAJ SHMASUNDAR DHAKDRKAR	24675	April 25, 2022
606159	19302A0044	NIHAR BHOOMESHWAR MORA	75	April 23, 2022
606158	19302A0044	NIHAR BHOOMESHWAR MORA	31500	April 23, 2022
606157	21304A0002	VISHAL SHANKAR RAJBHAR	19380	April 23, 2022
606156	20302B0062	ARSALAN JAVED SHAIKH	10000	April 23, 2022
606155	19302C0029	ABHISHEK ASHOK VISHWAKARMA	11575	April 23, 2022
606154	19302A0056	JAHNVI MALLAPPA NATEKAR	21575	April 22, 2022
606153	19311A0074	ADITYA VILAS YESUNIKAR	765	April 22, 2022
606152	21302D0061	FAZALITEKHAR SHAIKH	30000	April 22, 2022
606151	19302C0053	ROHAN RAMBHIRA YADAV	5000	April 22, 2022
606150	19301A0027	KAJSTUBH DIWAKAR SHETTY	28750	April 22, 2022
606149	20311A0018	ASHLESHA NIKETAN ADVIRKAR	230	April 22, 2022
606148	20311A0064	ANUSHKA NIKETAN ADVIRKAR	249	April 22, 2022
606147	19305A0013	SMRUTI NARENDRA MOHITE	21000	April 22, 2022
606146	19302A0056	JAHNVI MALLAPPA NATEKAR	-21575	April 22, 2022
606145	21315A0066	DHIRAJ SUJHAKAR JAKKA	-24985	April 22, 2022
606144	19301B0055	PRIVASH RAMNATH NAGWEKAR	20000	April 22, 2022
606143	20301B0066	VEDANT SANDESH PALANDE	28000	April 22, 2022

➤ Petty Cash Advance

**Petty Cash Advance (Editing Record)**

Balances as on 25-Apr-2022

Cash in hand Rs. 67005  
Unsettled Advances Rs. 87800  
Gross Balance Rs. 154805

Date of Request : 04-03-2022  
Issued To : ANINDITA BANERJI  
Amount : 20000  
Confirm Amount : \*\*\*\*\*  
Remarks : V-TALKIES  
No. of Payments : Load Details

Settle Advances Save (F2) Cancel (ESC)

Read Only View

Reference No.	Issued To	Issued By	Advance Amount	Date Of Advance
100513	ANINDITA BANERJI	RUPALI MORE	20000	04-03-2022 15:3
100519	VIJAY GAWDE	RUPALI MORE	60000	22-03-2022 09:4
100520	SAGAR GAIKWAD	RUPALI MORE	4500	06-04-2022 15:3
100521	SHRUTI CHAVAN	RUPALI MORE	2600	06-04-2022 15:3
100522	BHARAT PAWAR	RUPALI MORE	700	21-04-2022 12:4



### 2.5.3 Receipt

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

**Fee Payment to VSIT**

Receipt Type : Student

Student Roll No.: 20301A0001

**Name** : ANKIT MANDAL (OPEN) (INST)  
**Course** : BACHELOR OF MANAGEMENT STUDIES  
**Level** : UNDER GRADUATE  
**Course Year** : SECOND YEAR (Student on Roll)  
**Semester** : 4  
**Mobile** : 7045760619  
**Email** : mandalankit64@gmail.com  
**Eligible for Scholarship** : -  
**SW activity status** : -

Payment Summary	Amount (₹)	Payment History			
Total Amount to be Paid	1,12,585.00	Receipt No.	Paid on	Amount (₹)	Pay Mode
Total Amount Paid	1,12,585.00	605686	29-03-2022	28,000.00	RTGS
Total Arrears	0.00	600049	20-09-2021	23,925.00	RTGS
		595145	18-03-2021	1,040.00	Cash
		589293	04-12-2020	1,040.00	RTGS
		582624	29-07-2020	14,170.00	NEFT
		582623	29-07-2020	30,000.00	NEFT
		582622	29-07-2020	14,410.00	NEFT

**Fee Type**

Fee Type	Amount	Paid	Current
BMM SEM I ATKT - MAY 2022	0.00	0	<input type="checkbox"/>
BMM SEM II ATKT - MAY 2022	0.00	0	<input type="checkbox"/>
BMM SEM III ATKT - MAY 2022	0.00	0	<input type="checkbox"/>
BMM SEM IV ATKT - MAY 2022	0.00	0	<input type="checkbox"/>
BSC DS SEM I ATKT - MAY 2022	0.00	0	<input type="checkbox"/>
Other	-	-	-

Calculated Total :

Total Amount Paid :   
 Confirm Total Amount:   
 Payment Mode :

Remarks (Not Printed):   
 Remarks (Printed) :

### ➤ Negative Receipt

**VSIT (Negative Receipt)**

Receipt Type : Student

Student Roll No.: 20301A0001

**Name** : ANKIT MANDAL (OPEN) (INST)  
**Course** : BACHELOR OF MANAGEMENT STUDIES  
**Level** : UNDER GRADUATE  
**Course Year** : SECOND YEAR  
**Semester** : 4  
**Mobile** : 7045760619  
**Email** : mandalankit64@gmail.com

Payment Summary	Amount (₹)	Payment History			
Total Amount to be Paid	1,12,585.00	Receipt No.	Paid on	Amount (₹)	Pay Mode
Total Amount Paid	1,12,585.00	605686	29-03-2022	28,000.00	RTGS
Total Arrears	0.00	600049	20-09-2021	23,925.00	RTGS
		595145	18-03-2021	1,040.00	Cash
		589293	04-12-2020	1,040.00	RTGS
		582624	29-07-2020	14,170.00	NEFT
		582623	29-07-2020	30,000.00	NEFT
		582622	29-07-2020	14,410.00	NEFT

**Fee Type**

Fee Type	Amount	Paid	Current
Refund/Reimbursement	-	-	<input checked="" type="checkbox"/>

Uncheck  if this amount is not to be recovered from student

Calculated Total : ₹0.00

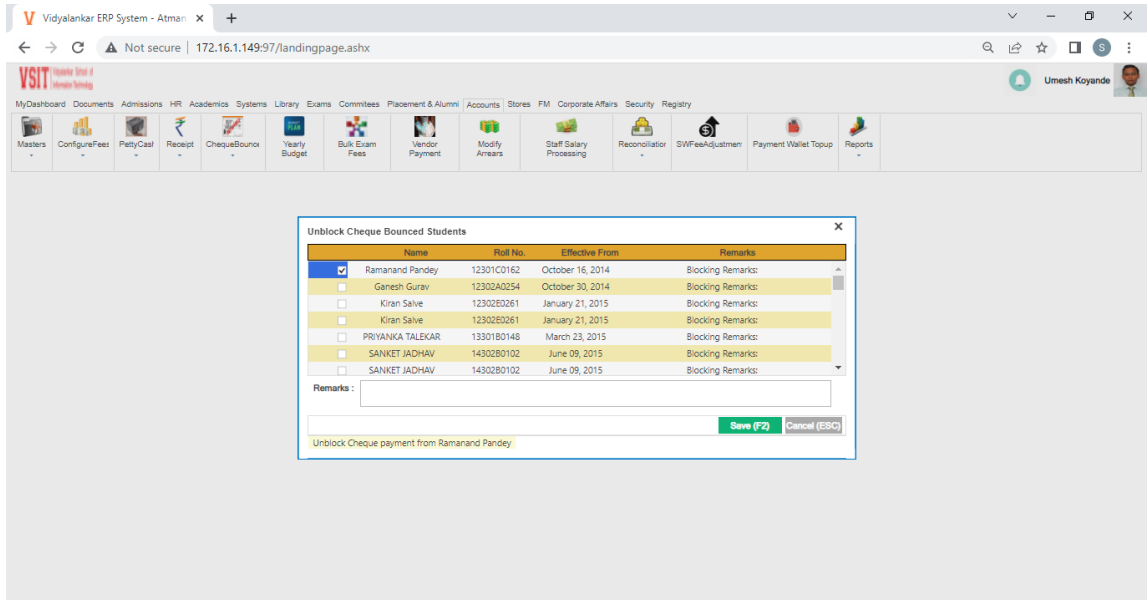
Total Amount Paid :   
 Confirm Total Amount:   
 Payment Mode :

Remarks (Not Printed):   
 Remarks (Printed) :

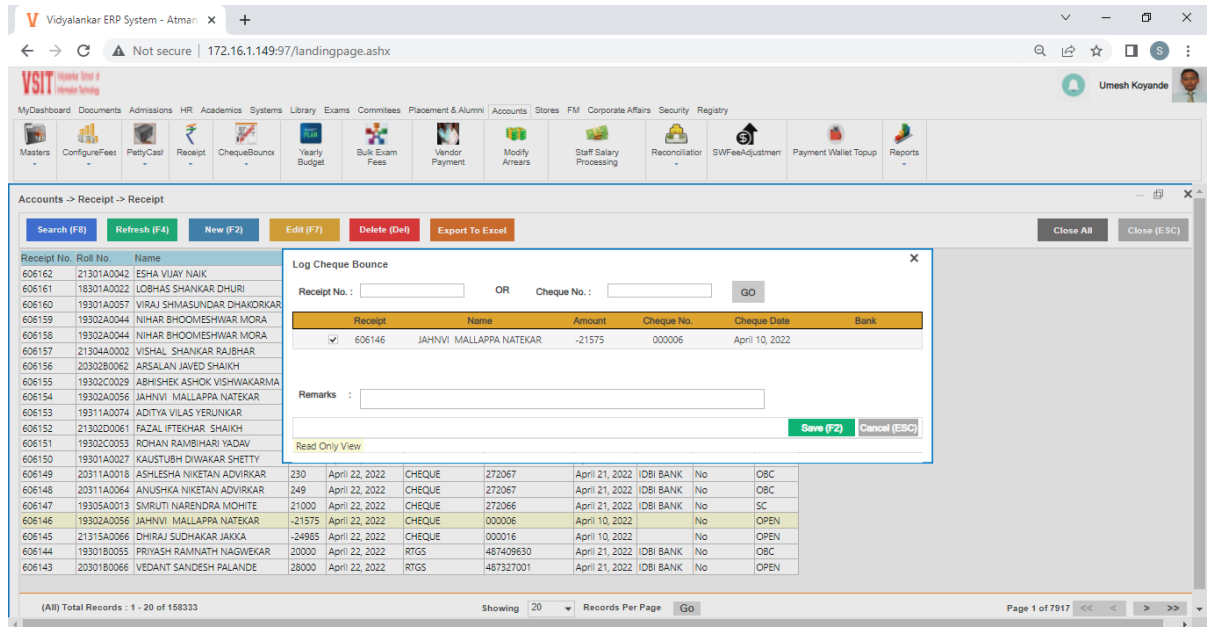


### 2.5.4 Cheque Bounce

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

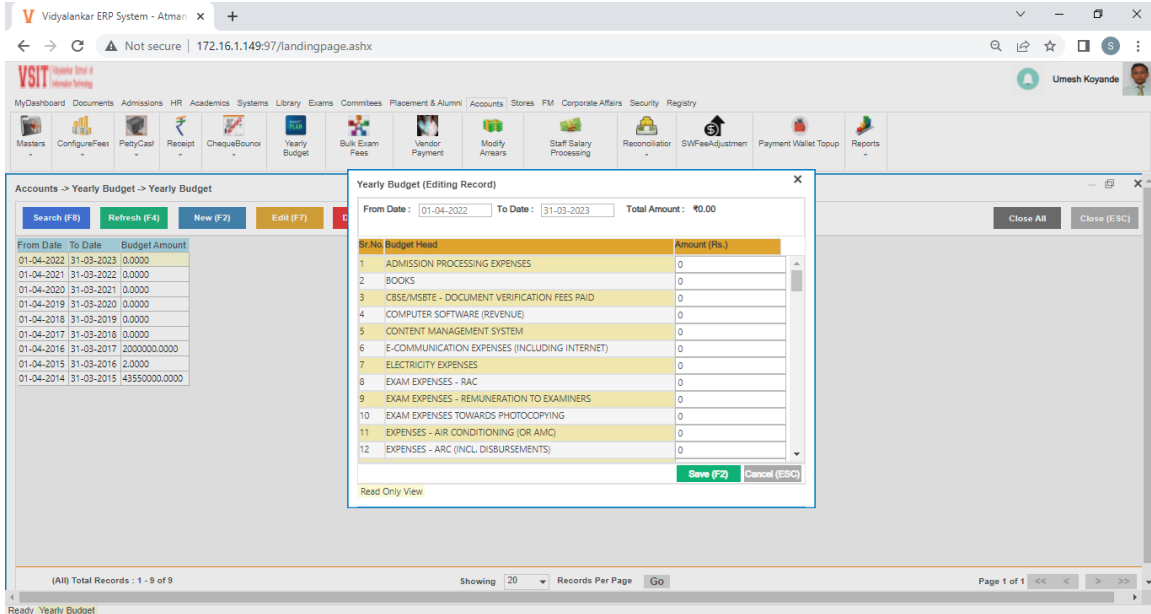


- Log Check Bounce



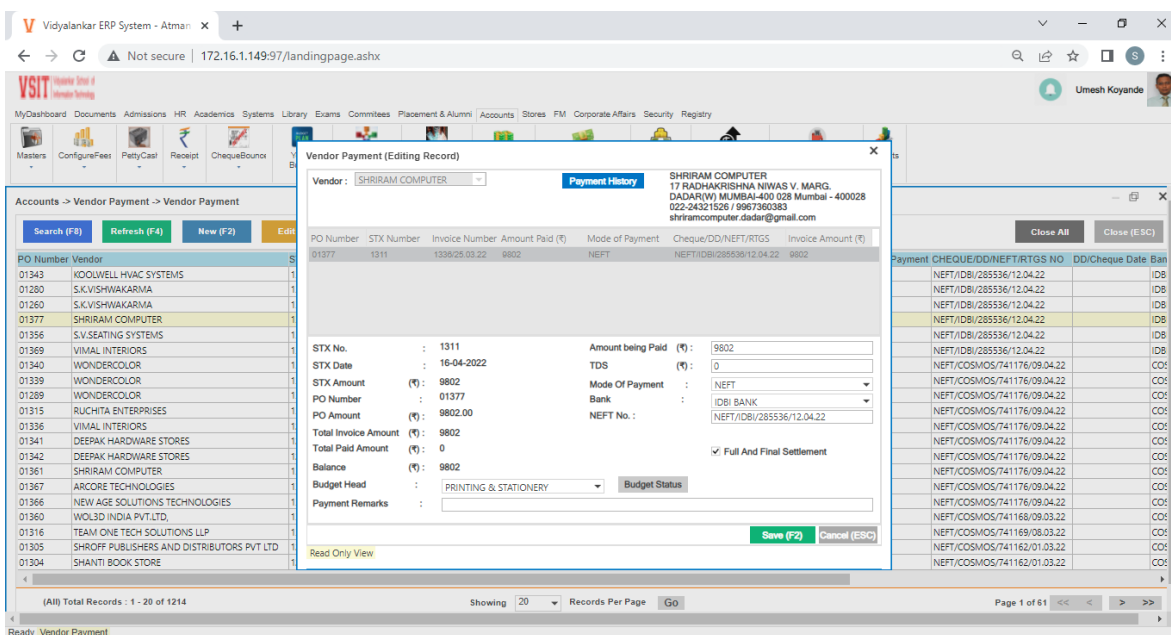
### 2.5.5 Yearly Budget

- 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.

**Accounts -> Modify Arrears -> Modify Arrears**

**Modify Arrears (Adding New)**

Roll Number : 20302C0050

**Student Details:**

- Institute : Vidyalankar School of Information Technology
- Name : SURBHI RAUT
- Mobile : 9870036406
- Email : rdraut5@gmail.com
- Quota : INST
- Level : UNDER GRADUATE
- Course : BACHELOR OF SCIENCE IN INFOR
- Course Year : FIRST YEAR
- Semester : 1
- Category : OBC

Sr. No.	Fee Head	Fee Type	Amount	Paid	Actual Amount	New Amount	Remarks
1	ADMISSIONS	FY - TUITION FEES	0	400	0		

**Arrears Table:**

Sr. No.	Fee Head	Fee Type	Amount	Paid	Actual Amount	New Amount	Remarks
1	Late Fine - Students		0	0	5		sanjivani.mohite2 25-08-2018 CLEARED FINE
2	Late Fine - Students		0	0	5		sanjivani.mohite2 24-08-2018 CLEARED FINE
3	Late Fine - Students		0	0	20		sanjivani.mohite2 24-08-2018 CLEARED FINE

(All) Total Records : 1 - 20 of 377

## 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.

**StaffSalaryProcessing**

Month : March Year : 2022

Lock Processing

Emp	Name	IT	WP From	WP To	Adv/Other	Bank
VSIT0165	AASHA MAHESH CHAVAN	16969	0	0	0	CICI BANK
VSIT0238	AGNIUS ANTHONY MELEDATH	0	0	0	0	CICI BANK
VSIT0290	AJAYKUMAR SADASHIV POOJARY	0	0	0	0	CICI BANK
VSIT0149	AKSHATHA CHAITENYA JAIN	0	0	0	0	CICI BANK
VSIT0294	AKSHAY SURYAKANT MOHITE	0	0	0	0	CICI BANK
VSIT0169	AKSHAY VISHWANATH PARAB	0	0	0	0	CICI BANK
VSIT0181	AMIT KISHOR KABRA	16804	0	0	0	CICI BANK
VSIT0303	AMITA ASHOK KUMAR JAIN	0	0	33	0	STATE BANK OF INDIA
VSIT0184	AMRAJA KRISHNA SHIVKAR	28826	0	0	0	CICI BANK
VSIT0236	ANINDITA BHARGESHWAR BANERJI	14769	0	0	0	CICI BANK
VSIT0205	APURVA VILAS MAHADIK	0	0	0	0	CICI BANK
VSIT0061	ASHWINI UMESH KOYANDE	0	0	0	0	CICI BANK
VSIT0031	ASIF KUTBUDDIN RAMPURAWALA	24651	0	0	0	CICI BANK

**Save Process** **Cancel (ESC)** **Publish**



### 2.5.9 Reconciliation

➤ This tab appears under Accounts Module.

**RR Reconciliation (Adding New)**

Reconciliation Date : 02-02-2022  
 Receipt From : 604532      Receipt To : 604534  
 Total Cost : ₹2,015.00

		X		Total :
1.	2000	X	<input type="text"/>	
2.	1000	X	<input type="text"/>	
3.	500	X	<input type="text"/>	
4.	200	X	<input type="text"/>	
5.	100	X	<input type="text"/>	
6.	50	X	<input type="text"/>	
7.	20	X	<input type="text"/>	
8.	10	X	<input type="text"/>	
9.	5	X	<input type="text"/>	
10.	2	X	<input type="text"/>	
11.	1	X	<input type="text"/>	

Overall Total : ₹0.00  
 Difference : ₹2,015.00

Total Cheque Amount Received :   
 Total Cheque Amount Issued :

Save (F2)    Cancel (ESC)

➤ Petty Cash Reconciliation

**Petty Cash Reconciliation**

Reconciliation Date : 02-02-2022  
 Total Cost : ₹580.00

		X		Total :
1.	2000	X	<input type="text"/>	₹0.00
2.	1000	X	<input type="text"/>	₹0.00
3.	500	X	<input type="text"/>	₹500.00
4.	200	X	<input type="text"/>	₹0.00
5.	100	X	<input type="text"/>	₹0.00
6.	50	X	<input type="text"/>	₹0.00
7.	20	X	<input type="text"/>	₹0.00
8.	10	X	<input type="text"/>	₹80.00
9.	5	X	<input type="text"/>	₹0.00
10.	2	X	<input type="text"/>	₹0.00
11.	1	X	<input type="text"/>	₹0.00

Overall Total : ₹580.00  
 Difference : ₹0.00

Cancel (ESC)



➤ Library receipt Reconciliation

**Library Receipt Reconciliation**

Reconciliation Date: 24-02-2021

Receipt From: 12132      Receipt To: 12135      Refresh

Total Cost : ₹135.00

Sr.No	Receipt No	Receipt No To	Reconciled By	Total
1.	2000	X	b	₹0.00
2.	1000	X	0	₹0.00
3.	500	X	0	₹0.00
4.	200	X	0	₹0.00
5.	100	X	1	₹100.00
6.	50	X	0	₹0.00
7.	20	X	0	₹0.00
8.	10	X	3	₹30.00
9.	5	X	1	₹5.00
10.	2	X	0	₹0.00
11.	1	X	0	₹0.00

Overall Total : ₹135.00  
Difference : ₹0.00

Cancel (ESC)

Read Only View

Accounts -> RR Reconciliation -> Library RR Reconciliation

Search (F8)   Refresh (F4)   New (F2)   Edit (F7)

Reconciliation Date	Receipt No From	Receipt No To	Reconciled By
02-12-2021	603167	603167	RUPALI MORE
30-10-2021	602621	602621	RUPALI MORE
14-10-2021	601613	601613	RUPALI MORE
08-09-2021	599763	599763	RUPALI MORE
24-02-2021	594159	594159	RUPALI MORE
27-02-2020	582440	582440	JAYMALA BANDH
24-01-2020	581004	581004	RUPALI MORE
15-01-2020	580426	580426	JAYMALA BANDH
31-12-2019	580279	580279	RUPALI MORE
16-12-2019	579970	579970	RUPALI MORE
27-11-2019	579864	579864	RUPALI MORE
07-11-2019	579793	579793	RUPALI MORE
05-10-2019	579579	579579	JAYMALA BANDH
24-09-2019	579228	579228	RUPALI MORE

(All) Total Records : 1 - 20 of 277

Ready LibraryRRReco

2.5.10 SWFee Adjustment

**SW Fee Adjustment**

Head : ADMISSIONS      Fee : LIBRARY, GYMKHANA, LABORA      Quota :      All

Level : UNDER GRADUATE      Course : B.COM : ACCOUNTING & FINAN      Semester : SEMESTER 2

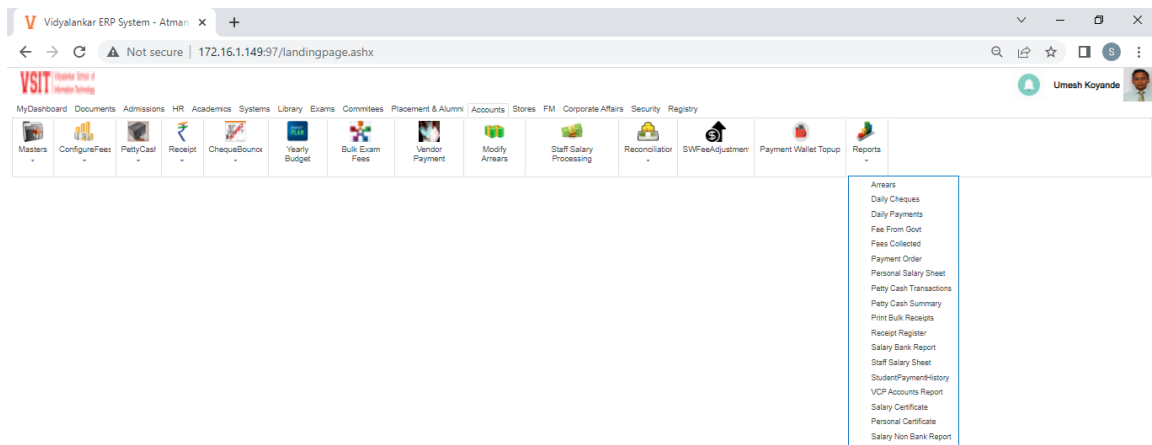
Cat :      Elig :      All      Load Students      Clear

Sr.No.	Roll	Name	Division	Quota	Category	SW Eligible	Payable (Copy to all)
1	21305A0001	SARJU KUMARI MALVIYA	A	INST	OPEN	Not-Eligible	
2	21305A0002	ISHAN JAKKA	A	INST	SBC	Not-Eligible	
3	21305A0003	VAIBHAVI HANDE	A	INST	OPEN	Not-Eligible	
4	21305A0004	VIGNESH THUBE	A	INST	OBC	Not-Eligible	
5	21305A0005	HARSH CHEULKAR	A	INST	OPEN	Not-Eligible	
6	21305A0006	SHREYASH HARALKAR	A	INST	OPEN	Not-Eligible	
7	21305A0007	DEVRAJ KADAM	A	INST	OPEN	Not-Eligible	
8	21305A0008	MANASI NAIR	A	INST	OPEN	Not-Eligible	
9	21305A0009	ANKITA YADAV	A	INST	OPEN	Not-Eligible	
10	21305A0010	SONAL JAMSANDEKAR	A	INST	OBC	Not-Eligible	
11	21305A0011	DIXIT HANDE	A	INST	OBC	Not-Eligible	

Save (F2)      Cancel (ESC)



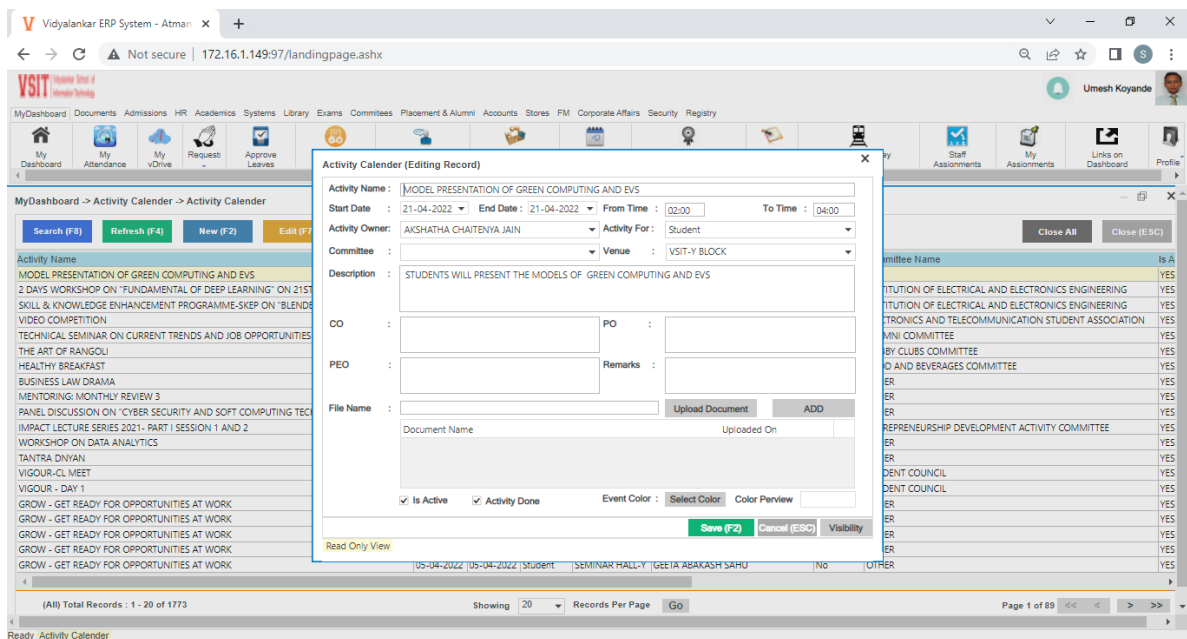
## 2.5.11 Reports



## 2.6 Planning and Development

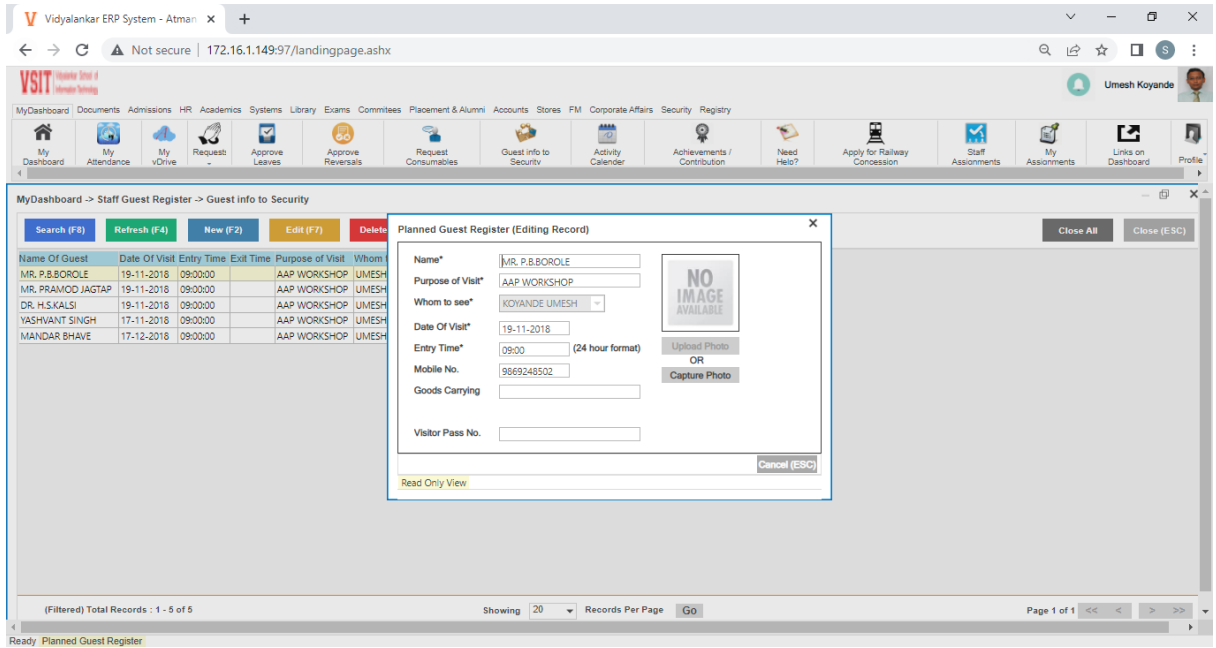
### 2.6.1 Activity Calendar

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



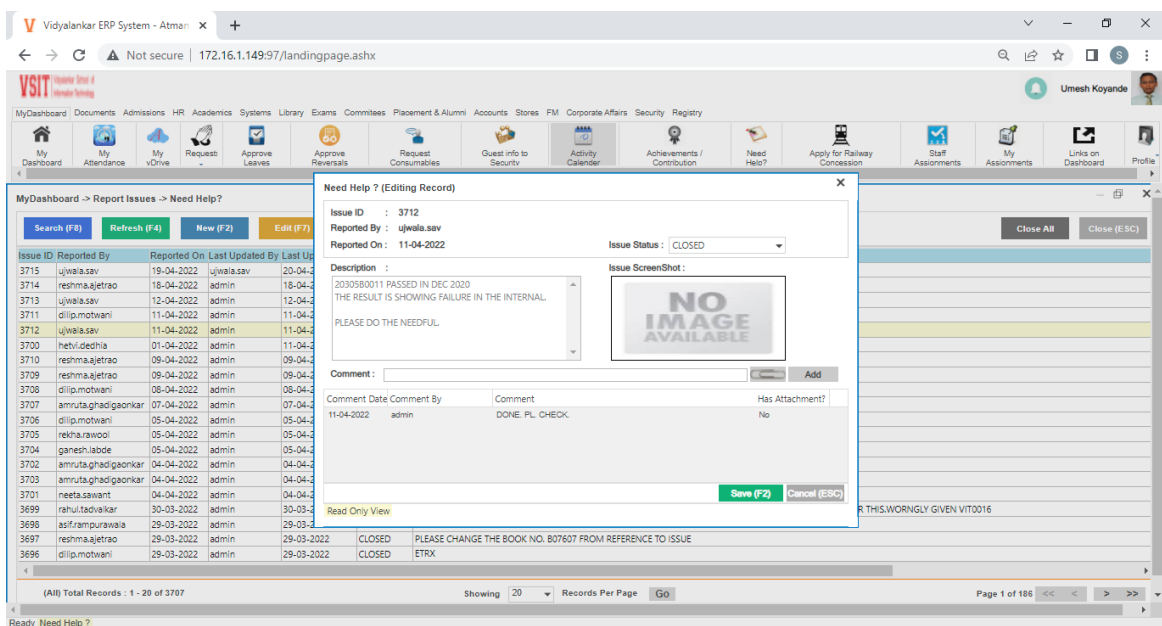
### 2.6.2 Guest Information

- 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.





### 2.7.3 My Receipts

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

Receipt No.	Roll No.	Name	Amount	Date of Payment	Mode of Payment	Cheque No.	Cheque Date	Bank	Is Library RR	Category
606162	21301A0042	ESHA VIJAY NAIK	18000	April 25, 2022	CASH				No	OPEN
606161	18301A0022	LOBHAS SHANKAR DHURI	300	April 25, 2022	CASH				No	OPEN
606160	19301A0057	VIRAJ SHMASUNDR DHAKORKAR	24675	April 25, 2022	NEFT	KKBK221036298941	April 13, 2022	HDFC BANK	No	OBC
606159	19302A0044	NIHAR BHOOmeshwar MORA	75	April 23, 2022	CASH				No	SBC
606158	19302A0044	NIHAR BHOOmeshwar MORA	31500	April 23, 2022	CASH				No	SBC
606157	21304A0002	VISHAL SHANKAR RAJBHAR	19380	April 23, 2022	RTGS	487625563	April 22, 2022	DBI BANK	No	OPEN
606156	20302B0062	ARSALAN JAVED SHAIKH	10000	April 23, 2022	RTGS	487553124	April 22, 2022	DBI BANK	No	OPEN
606155	19302C0029	ABHISHEK ASHOK VISHWAKARMA	11575	April 23, 2022	RTGS	487466028	May 22, 2022	DBI BANK	No	OPEN
606154	19302A0056	JAHNVI MALLAPPA NATEKAR	21575	April 22, 2022	RTGS	486995737	April 19, 2022	DBI BANK	No	OPEN
606153	19311A0074	ADITYA VILAS VERJUNGAR	765	April 22, 2022	CASH				No	OPEN
606152	21302D0061	FAZAL IFTEKHAR SHAIKH	30000	April 22, 2022	CASH				No	OPEN
606151	19302C0053	ROHAN RAMBIHARI YADAV	5000	April 22, 2022	CASH				No	OPEN
606150	19301A0027	KAUSTUBH DIWAKAR SHETTY	28750	April 22, 2022	CHEQUE	272067	April 21, 2022	DBI BANK	No	OPEN
606149	20311A0018	ASHLESHA NIKETAN ADVIRKAR	230	April 22, 2022	CHEQUE	272067	April 21, 2022	DBI BANK	No	OBC
606148	20311A0064	ANUSHKA NIKETAN ADVIRKAR	249	April 22, 2022	CHEQUE	272067	April 21, 2022	DBI BANK	No	OBC
606147	19305A0013	SMRUTI NARENDRA MOHITE	21000	April 22, 2022	CHEQUE	272066	April 21, 2022	DBI BANK	No	SC
606146	19302A0056	JAHNVI MALLAPPA NATEKAR	-21575	April 22, 2022	CHEQUE	000006	April 10, 2022		No	OPEN
606145	21315A0066	DHIRAJ SUDHAKAR JAKKA	-24985	April 22, 2022	CHEQUE	000016	April 10, 2022		No	OPEN
606144	19301B0055	PRAYASH RAMNATH NAGVEKAR	20000	April 22, 2022	RTGS	487409630	April 21, 2022	DBI BANK	No	OBC
606143	20301B0066	VEDANT SANDESH PALANDE	28000	April 22, 2022	RTGS	487327001	April 21, 2022	DBI BANK	No	OPEN

### 2.7.4 Apply for enrolment

- This tab appears under Exam Module

Roll Number	Exam Seal Number	Name of Student	Fees Paid	Date of Payment	Remarks	Receipt No.	HOD Approval	Exam Fees
21302F0046		CHEENA IBRAHIM YUSUF BANU	0				Pending	N/A
21302F0045		IVER ADHIKA SRINIVASAN CHITRA	0				Pending	N/A
21302F0044		NERURKAR TANMAY ASHAY APARNA	0				Pending	N/A
21302F0043		GAWDE SOHAM SAMIR MANISHA	0				Pending	N/A
21302F0042		RAHADIA AKSHITA PALI SUNITA	0				Pending	N/A
21302F0041		JAIN VANSH PRADEEP SEEMA	0				Pending	N/A
21302F0040		NIGADE RUTUJA VINOD RASIKA	0				Pending	N/A
21302F0039		BADHWAL NAVPREET KAUR NARINDER SINGH RANJIT	0				Pending	N/A
21302F0038		MATHEW KEVIN SHIBU LUY	0				Pending	N/A
21302F0037		KHARADE OM SANTOSH ROHINI	0				Pending	N/A
21302F0036		PAWAR ANANYA VIJAY PADMAJA	0				Pending	N/A
21302F0035		CHABUKSWAR GALURI SUPHAS RHUJTA	0				Pending	N/A
21302F0034		WHAHAREY ADITYA UMESH MAHURA	0				Pending	N/A
21302F0032		CHATTERJEE NOISHADHA KUNAL SUCHANDRA	0				Pending	N/A
21302F0031		MAJED SAIB SURIYAN SAFYA	0				Pending	N/A
21302F0029		THAKKAR RUCHI RAJESH RADHIKA	0				Pending	N/A
21302F0028		SHAIKH ABDUL KADIR NISHAT	0				Pending	N/A
21302F0027		WADKE TANISHQ MILIND MANJIRI	0				Pending	N/A
21302F0026		MALOO PRANAY SUNIL AMITA	0				Pending	N/A
21302F0025		TAWDE VARAD JAIDEEP SONALI	0				Pending	N/A





## 2.7.5 Apply for Photocopy

- This tab appears under Exam Module.

**Apply for Photocopy (Adding New)**

Roll Number : 20301A0001

Name : ANKIT MANDAL (OPEN)  
 Level : UNDER GRADUATE  
 Course : BACHELOR OF MANAGEMENT STUDIES  
 Course Year : SECOND YEAR  
 Syllabus : 75-25 CBCGS - NEW  
 Semester : 4  
 Mobile : 7045760619  
 Email : mandalankit04@gmail.com

Exam Name :  Load Exam Details

Total Amount : ₹0.00

Cancel (ESC)

Fees Paid	Receipt No.	Date of Payment	Academic Year	Level	Course	Syllabus	Semes	
50	80275	6-12-2019	2017-2018	UG	BSC (IT)	75-25 CBCGS - NEW	6	
50	80276	6-12-2019	2018-2019	UG	DSY	BSC (IT)	75-25 CBCGS - NEW	5
50	80276	6-12-2019	2018-2019	UG	DSY	BSC (IT)	75-25 CBCGS - NEW	5
50	80187	0-12-2019	2018-2019	UG	BAF	75-25 CBCGS - NEW	6	
50	80189	0-12-2019	2018-2019	UG	BAF	75-25 CBCGS - NEW	6	
50	80189	0-12-2019	2018-2019	UG	BAF	75-25 CBCGS - NEW	6	
50	80250	3-12-2019	2018-2019	UG	BMS	75-25 CBCGS - NEW	6	
0			2019-2020	UG	BSC (IT)	75-25 CBCGS - NEW	4	
0			2019-2020	UG	BSC (IT)	75-25 CBCGS - NEW	4	
50	80019	9-12-2019	2019-2020	UG	BSC (IT)	75-25 CBCGS - NEW	6	
100	70350	4-06-2019	2017-2018	UG	BSC (IT)	75-25 CBCGS - NEW	6	
75	70588	6-06-2019	2016-2017	UG	BSC (IT)	75-25 CBCGS - NEW	6	
150	69915	3-06-2019	2017-2018	UG	BSC (IT)	75-25 CBCGS - NEW	6	
150	69977	3-06-2019	2017-2018	UG	BAF	75-25 CBCGS - NEW	6	
50	72091	1-06-2019	2017-2018	UG	BAF	75-25 CBCGS - NEW	4	
0			2017-2018	UG	BAF	75-25 CBCGS - NEW	6	
50	69311	1-05-2019	2017-2018	UG	BSC (IT)	75-25 CBCGS - NEW	6	
100	69127	0-05-2019	2018-2019	UG	BAF	75-25 CBCGS - NEW	6	
0			2017-2018	UG	BMS	75-25 CBCGS - NEW	6	

## 2.7.6 Apply for Railway Concession

- This tab appears on the dashboard for Student login

**Apply for Railway Concession (Adding New)**

Roll Number : 20302C0001

Date of Application : 03-02-2022

**Student Details**  
 Name : AKHILA RAHUL NARE  
 Level : UNDER GRADUATE  
 Course : BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY  
 Course Year : SECOND YEAR  
 Syllabus : 75-25 CBCGS - NEW  
 Semester : 3  
 Shift : MORNING SHIFT  
 Division : C  
 Category : OPEN  
 Gender : Female  
 Birth Date : 31-07-2002  
 Age : 19 Years 7 Months  
 Mobile : 9820843969  
 Email : akhilara31@gmail.com  
 Address : B-704 SUDARSHAN CHS, AACHARYA DONDE MARG, PAREL VILLAGE MUMBAI 400012, Mumbai 400012 MAHARASHTRA INDIA

**Previous Details**  
 Previous Certificate No. :  
 Previous Certificate Date :  
 Last Season Ticket No. :  
 Date of expiry of last Season ticket :  
 Previous Class :  
 Previous Period :  
 Railway Line :  
 Railway Station :

**Current Details**  
 Class :  
 Period :  
 Railway Line :  
 Railway Station :  
 From :  
 To :

**Office Use**  
 Nearest Railway Station :  
 Railway Line :  
 Railway Station :  
 Concession form No. :  
 Issue Date :  
 Status : REQUEST PENDING

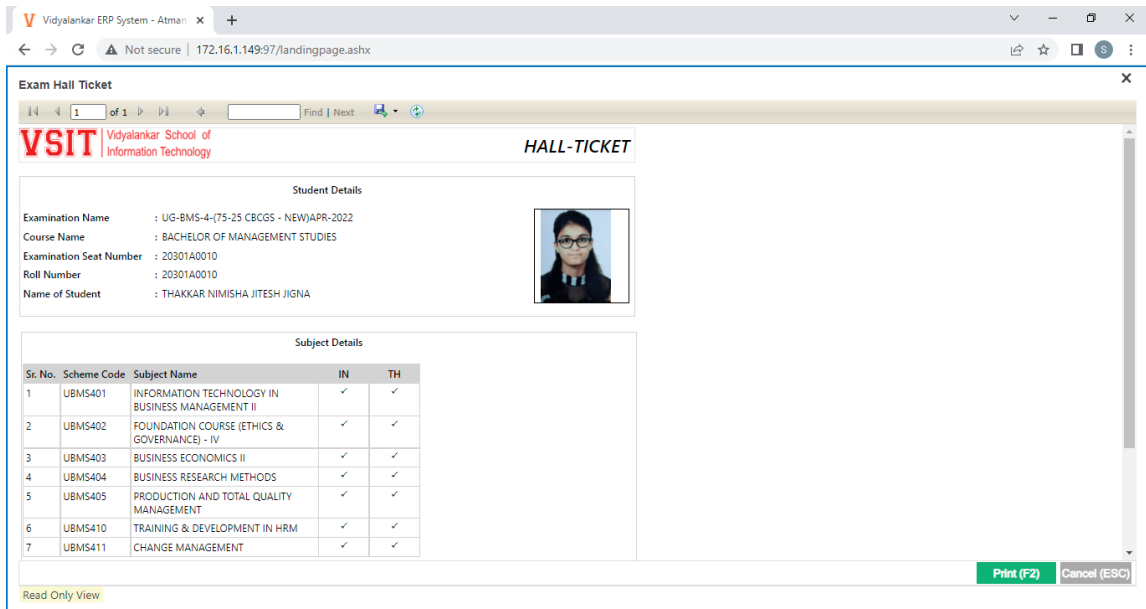
Help Apply for Railway Concession (F2) Cancel (ESC)





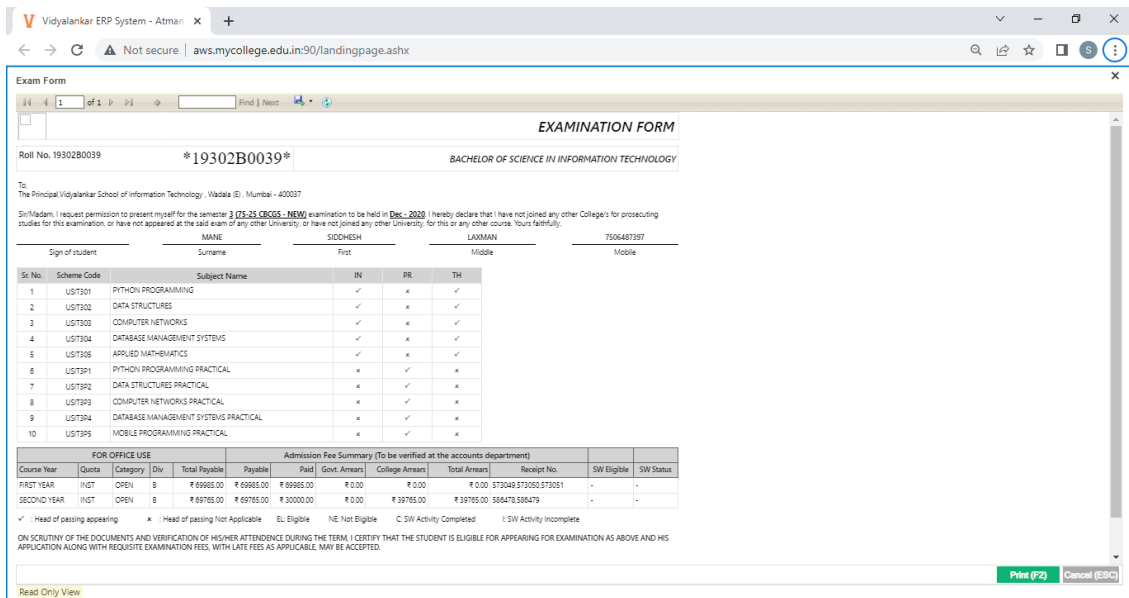
### 2.7.7 Exam Hall Ticket

- 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.

**Apply for Revaluation (Adding New)**

Roll Number : 20301A0001    Load    Search Student    Clear

Name : ANKIT MANDAL (OPEN)  
 Level : UNDER GRADUATE  
 Course : BACHELOR OF MANAGEMENT STUDIES  
 Course Year : SECOND YEAR  
 Syllabus : 75-25 CBCGS - NEW  
 Semester : 4  
 Mobile : 7045780619  
 Email : mandalankit64@gmail.com

Exam Name :     Load Exam Details

Total Amount : ₹0.00

Cancel (ESC)

## 2.7.10 Transcript Generation

- This tab appears under Exam Module.

**Transcript Generation**

Search (F8)    Refresh (F4)    New (F2)    Edit (F7)    Export To Excel

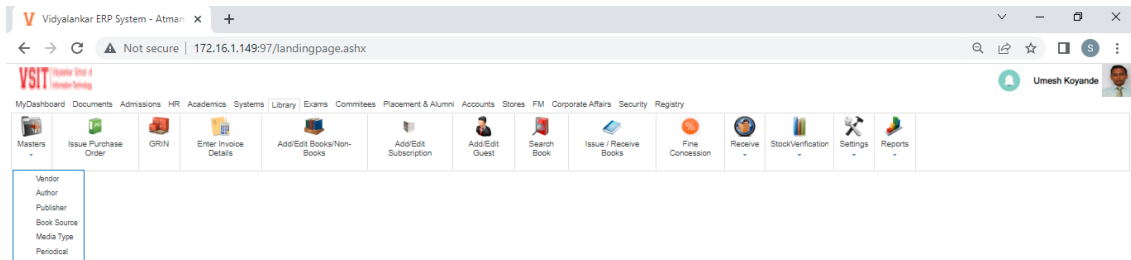
Date Of Request	Roll Number	Student Name	Prepared On	Requested By	Prepared By	Status
14-04-2018 11:39	16302C0007	SOURAV SAUJANYUJARIHANISDA GHOSH-HANSDA	14-04-2018 11:39	sourav.ghoshhansda	sourav.ghoshhansda	Not Sent
14-04-2018 11:38	16302C0059	SATTARAWAN RAMBERU SINGH	14-04-2018 11:38	jayarajn.singh	jayarajn.singh	Not Sent
14-04-2018 11:34	16302D0008	MADHURA SUBHASHI KELKAR	14-04-2018 11:34	madhura.kalkar	madhura.kalkar	Not Sent
14-04-2018 10:45	16302D0011	KRISHNA HANUMANTHA TAPET	14-04-2018 10:45	krishna.tapet	krishna.tapet	Not Sent
08-01-2018 20:20	15302D0032	RASIKA RAJENDRA PUROHIT	08-01-2018 20:20	rasika.purohit	rasika.purohit	Not Sent
25-05-2017 11:51	16301F0007	PRACHI JATINDER UPPAL	25-05-2017 11:51	prachi.uppal	prachi.uppal	Not Sent

(All) Total Records : 1 - 6 of 6    Showing 20 Records Per Page    Go    Page 1 of 1



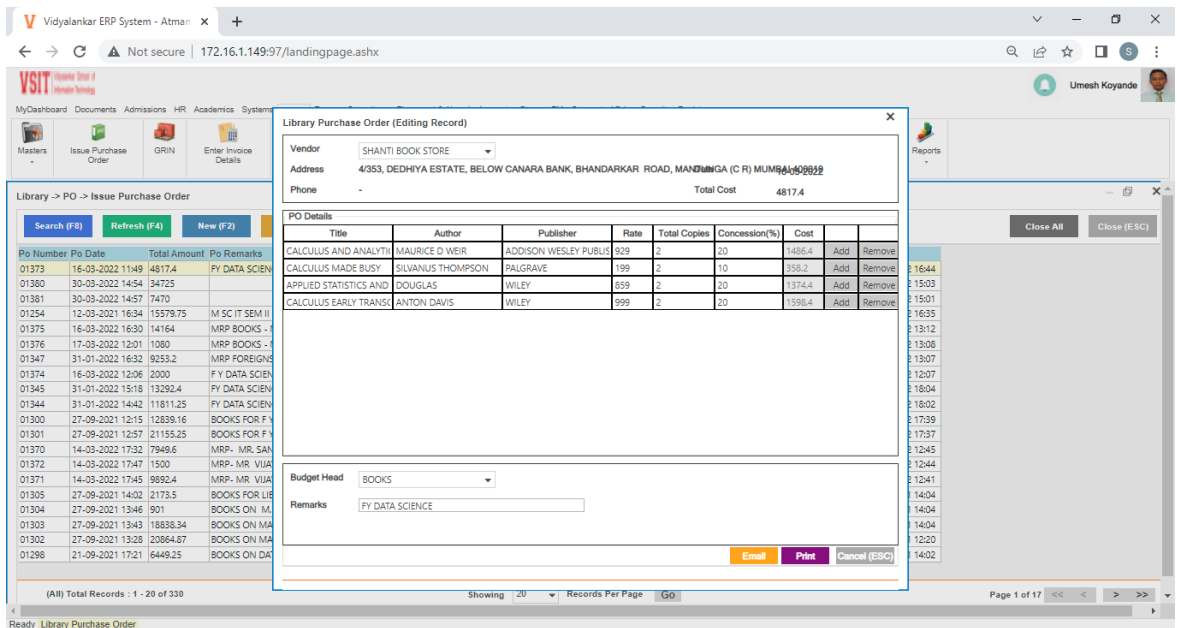
## 2.8 Library

- 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.

Acc No	Title	Author	Date Of Issue	Due Date	Action
B09485	MAZI	SAVARKAR,	07-09-2021	06-12-2021	RETURN



