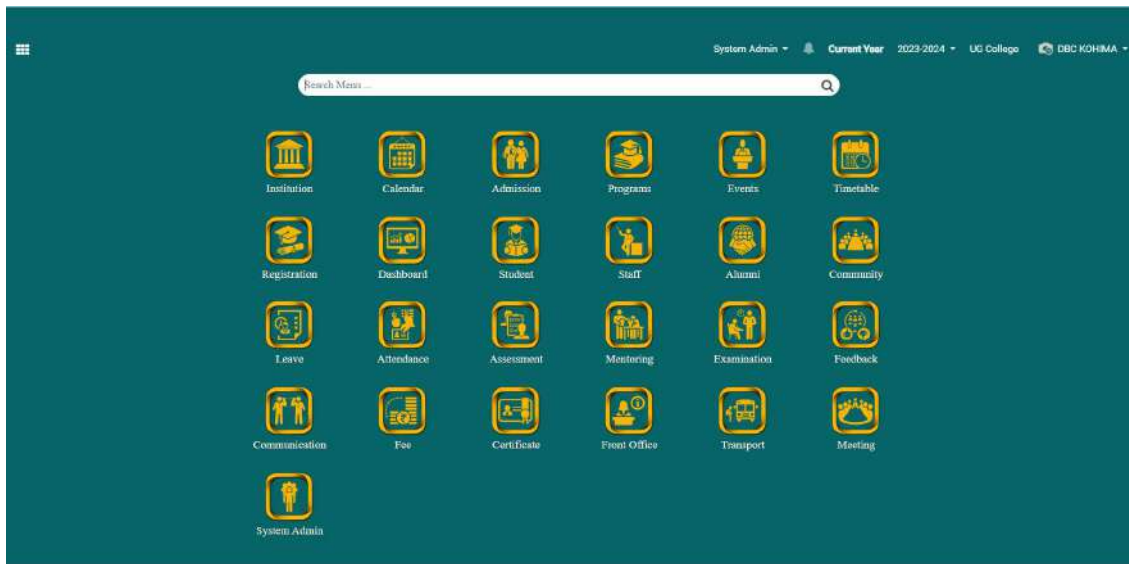


HIGRADE MODULES



1. INSTITUTION

The screenshot shows the 'Institution' module interface. At the top, there is a header for 'Don Bosco College, Kohima' and a navigation bar with 'Institution', 'Process', 'Report', 'Configuration', 'System Admin', 'Current Year', '2023-2024', 'UG College', and 'DBC KOHIMA'. Below the header, there is a search bar and a table of units. The table has columns for Name, Head, Category, and Year of Establishment. The units listed are:

| Name | Head | Category | Year of Establishment |
|-------------------------|------|------------|-----------------------|
| PRINCIPAL | | Office | |
| BOTANY | | Department | 2022 |
| CHEMISTRY | | Department | 2022 |
| COMMERCE | | Department | 2021 |
| EDUCATION | | Department | 2015 |
| ENGLISH | | Department | 2015 |
| ENVIRONMENTAL STUDIES | | Department | 2017 |
| HISTORY | | Department | 2015 |
| NATIONAL CADET CORPS | | Department | 2024 |
| NATIONAL SERVICE SCHEME | | Department | 2015 |
| POLITICAL SCIENCE | | Department | 2015 |
| PSYCHOLOGY | | Department | 2021 |
| SOCIOLOGY | | Department | 2016 |
| TALLY and CCC | | Department | 2022 |
| VALLE EDUCATION | | Department | 2020 |
| ZOOLOGY | | Department | 2022 |

2. CALENDAR

Don Bosco College, Kohima

Calendar Process Activity Report Configuration System Admin Current Year 2023-2024 UG College DBC KOHIMA

Calendar (August 2023) Search...

Today Day Week Month Filters Favorites

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|---------------|--------------------|--------------------|--------------------|--------------------|--------------------|---------------|
| 31 Holiday | 30 Dayorder - 1 | 31 Dayorder - 2 | 1 Dayorder - 3 | 2 Dayorder - 4 | 3 Dayorder - 5 | 4 Holiday |
| 32 Holiday | 6 Dayorder - 1 | 7 Dayorder - 2 | 8 Dayorder - 3 | 9 Dayorder - 4 | 10 Dayorder - 5 | 11 Holiday |
| 33 Holiday | 13 Dayorder - 1 | 14 Holiday | 15 Dayorder - 3 | 16 Dayorder - 4 | 17 Dayorder - 5 | 18 Holiday |
| 34 Holiday | 20 Dayorder - 1 | 21 Dayorder - 2 | 22 Dayorder - 3 | 23 Dayorder - 4 | 24 Dayorder - 5 | 25 Holiday |
| 35 Holiday | 27 Dayorder - 1 | 28 Dayorder - 2 | 29 Dayorder - 3 | 30 Dayorder - 4 | 31 Dayorder - 5 | 1 Holiday |
| 36 Holiday | 3 Dayorder - 1 | 4 Dayorder - 2 | 5 Dayorder - 3 | 6 Holiday | 7 Dayorder - 5 | 8 Holiday |

Aug 2023

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|-----|-----|-----|-----|-----|
| 30 | 31 | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | 1 | 2 |

Type

- Holiday
- Working Day

3. ADMISSION

Don Bosco College, Kohima

Admission Process Activity Report Configuration System Admin Current Year 2023-2024 UG College DBC KOHIMA

Applicant Search...

Filters Group By Favorites 1-80 / 629

| | Applied Date | Applicant's Name | Application No... | Programme of Study... | Gender | Date of Birth | Mobile | City / Town / Village | Residence | Due Date... |
|--------------------------|--------------|----------------------|-------------------|-----------------------|--------|---------------|-------------|-----------------------|-----------|-------------|
| <input type="checkbox"/> | | KIHITO K AYE | APP0673 | B.SC ZOOLOGY | Male | 10/10/2005 | 87299111... | | Nil | |
| <input type="checkbox"/> | 21/05/2024 | DZIESEKHRIENUO KI... | APP0672 | B.SC ZOOLOGY | Female | 17/01/2006 | 98560718... | | Nil | 21/05/2024 |
| <input type="checkbox"/> | 21/05/2024 | SANGMONGCHANG | APP0671 | B.A PSYCHOLOGY | Male | 22/12/2004 | 93780686... | Kohima | Nil | 21/05/2024 |
| <input type="checkbox"/> | 20/05/2024 | YANSARHONI NGUL... | APP0670 | B.A ENGLISH | Female | 24/01/2006 | 93665715... | | Nil | 20/05/2024 |
| <input type="checkbox"/> | 18/05/2024 | THIYAM JINENDRA ... | APP0669 | B.A PSYCHOLOGY | Male | 07/02/2006 | 83609884... | | Nil | 18/05/2024 |
| <input type="checkbox"/> | | EMMANUEL KENT | APP0668 | B.A PSYCHOLOGY | Male | 14/07/2005 | 87875556... | | Nil | |
| <input type="checkbox"/> | 15/05/2024 | SHWENCHILE SEMP | APP0667 | B.A PSYCHOLOGY | Female | 15/05/2006 | 87877540... | KOHIMA | Nil | 15/05/2024 |
| <input type="checkbox"/> | | ZHOKUSA KEYHO | APP0666 | B.A ENGLISH | Male | 11/05/2005 | 76279857... | | Nil | |
| <input type="checkbox"/> | 14/05/2024 | NISUKA B. ZHIMOMI | APP0665 | B.A ENGLISH | Male | 07/04/2006 | 93623591... | Kohima | Transport | 14/05/2024 |
| <input type="checkbox"/> | 14/05/2024 | S PHAMNA KONYAK | APP0664 | B.SC ZOOLOGY | Female | 20/10/2006 | 92339595... | | Nil | 14/05/2024 |
| <input type="checkbox"/> | | THEJALELIE KEYHO | APP0663 | B.A PSYCHOLOGY | Male | 20/04/2007 | 60096305... | | Hostel | |
| <input type="checkbox"/> | | H.CHINGKAP KONYAK | APP0662 | B.SC BOTANY | Male | 26/10/2006 | 96123491... | | Nil | |
| <input type="checkbox"/> | 13/05/2024 | MHABENI KITHAN | APP0661 | B.SC ZOOLOGY | Female | 28/11/2004 | 63644437... | | Nil | 13/05/2024 |
| <input type="checkbox"/> | | IMSOTET OZUKUM | APP0660 | B.A PSYCHOLOGY | Female | 11/09/2003 | 90776210... | | Hostel | |
| <input type="checkbox"/> | | KEYINRIALAKBO PA... | APP0659 | B.A PSYCHOLOGY | Male | 03/04/2006 | 80144201... | | Hostel | |
| <input type="checkbox"/> | | SANGPELONGCHOB | APP0658 | B.A PSYCHOLOGY | Male | 04/11/2005 | 93661228... | | Transport | |

GENDER: All, Male, Female, Transgender

STATUS: Initiated, Submitted, Applied, Shortlisted, Selected, Waitlisted, Rejected, Disclaimed, Admitted, Quit

4. TIMETABLE

Don Bosco College, Kohima

Timetable Process Activity Report System Admin Current Year 2023-2024 UG College DBC KOHIMA

Allocations Search... 1-80 / 498

| TERM | Academic Year | Term | Day | Hour | Class | Course / Team / Mentoring | Faculty |
|------|---------------|------|-----|------|-------------------|--|-------------------------------------|
| Even | 2023-2024 | Even | 1 | 1 | 1 B.A.HIS - S1 | History of India (Post Gupta to 1200 C.E.) | Mr. S.LOKHO ANTHONY - HISTORY |
| Even | 2023-2024 | Even | 1 | 1 | 1 B.A.POL SEC - A | Political Process in India | Mrs. KEZIEUO - POLITICAL SCIEN |
| Even | 2023-2024 | Even | 1 | 1 | 2 B.A.POL SEC - C | Perspective on International Relations and World History | Mr. LUKHWEISO KAPFO - POLITIC |
| Even | 2023-2024 | Even | 1 | 1 | 3 B.A.EDN - S1 | POL 601(S1) | Dr. TOVIRA SWU - POLITICAL SCIEN |
| Even | 2023-2024 | Even | 1 | 1 | 3 B.A.ENG - S1 | | |
| Even | 2023-2024 | Even | 1 | 1 | 3 B.A.HIS - S1 | | |
| Even | 2023-2024 | Even | 1 | 1 | 3 B.A.POL - S1 | | |
| Even | 2023-2024 | Even | 1 | 1 | 3 B.A.SOC-S1 | | |
| Even | 2023-2024 | Even | 1 | 1 | 1 B.A.POL SEC - C | Political Process in India | Ms. BUKUOMENUO RIO - POLITIC |
| Even | 2023-2024 | Even | 1 | 1 | 1 B.A.SOC-S1 | Introduction to Sociology- II | Mrs. VIKHESENO YHOKHA - SOCI |
| Even | 2023-2024 | Even | 1 | 1 | 2 B.A.POL SEC - B | Perspective on International Relations and World History | Mr. IMTINAPANG T LONGKUMER - ... |
| Even | 2023-2024 | Even | 1 | 1 | 2 B.A.EDN - S1 | Educational Technology | Ms. KEWALE WIZAH - EDUCATION |
| Even | 2023-2024 | Even | 1 | 1 | 1 B.A.ENG - S1 | Indian Writing in English | Dr. PINKY SAGOLSEM - ENGLISH |
| Even | 2023-2024 | Even | 1 | 1 | 2 B.A.SOC-S1 | Sociology of Geder | Dr. VEIHOI ROZA - SOCIOLOGY |
| Even | 2023-2024 | Even | 1 | 1 | 1 B.A.POL SEC - B | Political Process in india | Ms. KINITOLI SAGHU - POLITICAL S... |
| Even | 2023-2024 | Even | 1 | 1 | 2 B.A.POL SEC - A | Perspective on International Relations and World History | Mr. N ZUPENTHUNG S-HITIRI - POLI |
| Even | 2023-2024 | Even | 1 | 1 | 3 B.A.POL - S1 | Sociological Foundation of Education | Dr. KAPHEISO YHOKHA - POLI |

5. STUDENT

Don Bosco College, Kohima

Student Process Activity Report Configuration System Admin Current Year 2023-2024 UG College DBC KOHIMA

Profile Current Students Search... 1-80 / 575

+ Create Import

| GENDER | RESIDENCE | DEPARTMENT | NAME | ID | CLASS | LOCATION |
|--------|-------------|------------|-----------------------|-----------|----------------|--------------------------|
| Female | Day Scholar | EDUCATION | ALICE KHONGSAI | A23530036 | 1 B.A.ENG - S1 | Moava Village, India |
| Female | Day Scholar | EDUCATION | BODEVINUO SUOKHRIE | A23530039 | 1 B.A.ENG - S1 | Kohima, India |
| Female | Day Scholar | EDUCATION | CRYSTAL JENTIMENLA AO | A23530042 | 1 B.A.ENG - S1 | Kohima, India |
| Female | Day Scholar | EDUCATION | FLORENCE A PATTON | A23530043 | 1 B.A.ENG - S1 | Akuk Village, India |
| Female | Day Scholar | EDUCATION | HOLLUNA YIMCHUNGRU | A23530046 | 1 B.A.ENG - S1 | Zhimkar Village, India |
| Female | Day Scholar | EDUCATION | IMNANARO I PONGENER | A23530047 | 1 B.A.ENG - S1 | Aliba Village, India |
| Female | Day Scholar | EDUCATION | JONSIBENI YANTHAN | A23530048 | 1 B.A.ENG - S1 | Lakhuo Village, India |
| Female | Day Scholar | EDUCATION | JULIE THYU | A23530049 | 1 B.A.ENG - S1 | Terogonyu Village, India |
| Female | Day Scholar | EDUCATION | KAOLI AWOMI | A23530050 | 1 B.A.ENG - S1 | Mukhami Village, India |
| Female | Day Scholar | EDUCATION | KEHE-U AKAMI | A23530051 | 1 B.A.ENG - S1 | Chozazi Village, India |
| Female | Day Scholar | EDUCATION | KETOUSENUO MERATSU | A23530053 | 1 B.A.ENG - S1 | Kiwama Village, India |
| Female | Day Scholar | EDUCATION | KEVILENUO KIEWHUUO | A23530054 | 1 B.A.ENG - S1 | Nihama Village, India |

6. STAFF

| Don Bosco College, Kohima | | | | | |
|--|--|-------------------------|-----------------------------|----------------------|---------------|
| Staff | | Process | Activity | Report | Configuration |
| | | System Admin | Current Year | 2023-2024 | UG College |
| Staff | | Teaching Staff Search | | | |
| + Create Import | | Filters | | Group By | Favorites |
| | | 1-53 / 53 | | | |
| DEPARTMENT | Name | Mobile | E-Mail | Department | Profession |
| <input type="checkbox"/> BOTANY | Dr. ADENUO SHIRAT LUIKHAM - ENGLISH | 9160770125 | adenuo@gmail.com | ENGLISH | |
| <input type="checkbox"/> CHEMISTRY | Ms. AKANGTOLA T LEMTUR - NATIONAL CADET CORPS | 7085762494 | akangtolalemtur@gmail.com | NATIONAL CADET CORPS | |
| <input type="checkbox"/> COMMERCE | Mr. BENDANG JAMIR - POLITICAL SCIENCE | 7095562364 | bendangjamir0007@gmail.com | POLITICAL SCIENCE | |
| <input type="checkbox"/> EDUCATION | Mr. BENDANGNIKSHI - COMMERCE | 9615185855 | bendangnik83@gmail.com | COMMERCE | |
| <input type="checkbox"/> ENGLISH | Pr. Dr.SURESH INNOCENT - VALUE EDUCATION | 8610567227 | innocentsureshsdb@gmail.com | VALUE EDUCATION | |
| <input type="checkbox"/> ENVIRONMENTAL STUDIES | Ms. ESTHER JUNGIO - POLITICAL SCIENCE | +91 88373 26315 | estherjungio@gmail.com | POLITICAL SCIENCE | |
| <input type="checkbox"/> HISTORY | Ms. HELIKA SHOHE - ENGLISH | 7095056366 | helikal.shohe@gmail.com | ENGLISH | |
| <input type="checkbox"/> NATIONAL CADET CORPS | Dr. IMTINARO LONGKUMER - EDUCATION | | imtyaro@gmail.com | EDUCATION | |
| <input type="checkbox"/> NATIONAL SERVICE SCHEME | Mr. IMTIWAPANG T LONGKUMER - POLITICAL SCIENCE | 8794407339 | wapangkr09@gmail.com | POLITICAL SCIENCE | |
| <input type="checkbox"/> POLITICAL SCIENCE | Dr. JARANI MAO - EDUCATION | 6009167761 | jaranimhao@gmail.com | EDUCATION | |
| <input type="checkbox"/> PSYCHOLOGY | Ms. KETHOUVINUO METHA - COMMERCE | 9774213676 / 7005173369 | kethouvinuo7@gmail.com | COMMERCE | |
| <input type="checkbox"/> SOCIOLOGY | Ms. KEWALE WOZAH - EDUCATION | 8974684955 | awawozah@gmail.com | EDUCATION | |
| <input type="checkbox"/> TALLY and OCC | Mrs. KEZIENUO - POLITICAL SCIENCE | 8837485001 | kezienuomez@gmail.com | POLITICAL SCIENCE | |
| <input type="checkbox"/> VALUE EDUCATION | Dr. KHIKEYA SEMY - BOTANY | 8638031744 | khikeyasemy@gmail.com | BOTANY | |
| <input type="checkbox"/> ZOOLOGY | Ms. KINITOLI SAGHU - POLITICAL SCIENCE | 9855468398 | kinitolisaghu94@gmail.com | POLITICAL SCIENCE | |
| | Dr. KIZUKALA JAMIR - BOTANY | 8331843860 | kizujamir@gmail.com | BOTANY | |

7. LEAVE

| Don Bosco College, Kohima | | | | | |
|---|------|--------------|------------------|-------------------------------------|---------------|
| Leave | | Process | Activity | Report | Configuration |
| | | System Admin | Current Year | 2023-2024 | UG College |
| Leave Category | | Search | | | |
| + Create Import | | Filters | | Group By | Favorites |
| | | 1-5 / 5 | | | |
| Name | Code | Type | Eligibility Type | Is Active ? | |
| <input type="checkbox"/> Casual Leave | CL | Leave | All | <input checked="" type="checkbox"/> | |
| <input type="checkbox"/> Medical Leave | ML | Leave | All | <input checked="" type="checkbox"/> | |
| <input type="checkbox"/> Loss of Pay | LDP | LDP | All | <input checked="" type="checkbox"/> | |
| <input type="checkbox"/> On Duty | OD | OD | All | <input checked="" type="checkbox"/> | |
| <input type="checkbox"/> Vacation Leave | VL | Leave | All | <input checked="" type="checkbox"/> | |

| Don Bosco College, Kohima | | | | | |
|--|--|--------------|--------------|-----------|---------------|
| Leave | | Process | Activity | Report | Configuration |
| | | System Admin | Current Year | 2023-2024 | UG College |
| OD Reason | | Search | | | |
| + Create Import | | Filters | | Group By | Favorites |
| | | 1-5 / 5 | | | |
| Name | | | | | |
| <input type="checkbox"/> Exam Duty | | | | | |
| <input type="checkbox"/> Training | | | | | |
| <input type="checkbox"/> Sports | | | | | |
| <input type="checkbox"/> Educational Tour | | | | | |
| <input type="checkbox"/> To Attend Seminar | | | | | |

8. ATTENDANCE

| Don Bosco College, Kohima | | | | | | | | | | |
|--|------------|---------|------------------|---------------------------------|---------------|--------------|--------------------------|---|-----------------------------|------------|
| Attendance | | Process | Activity | Report | Configuration | System Admin | Current Year | 2023-2024 | UG College | DBC KOHIMA |
| Student Attendance | | | | | | | | | | |
| Search... | | | | | | | | | | |
| Filters - Group By - Favorites - 1-80 / 4881 | | | | | | | | | | |
| TERM | Date | Term | Class | Course / Team / Mentoring | Day Order | Hours | Nil Absentees | Students | Staff | |
| <input type="checkbox"/> Odd <input checked="" type="checkbox"/> Even | 15/02/2024 | Even | 2 B.A SOC-S1 | Sociology of Geder | 4 | 1 | <input type="checkbox"/> | <input type="checkbox"/> Khuli K (AH22930110) <input type="checkbox"/> Mekhmetu Mlachie (AH2...) | Dr. VELHOU KOZA - SOCIO... | |
| | 15/02/2024 | Even | 1 B.A HIS -S1 | Social Formation and Cultu... | 4 | 1 | <input type="checkbox"/> | <input type="checkbox"/> Alhneus (A22530092) <input type="checkbox"/> Dieholloakho Stephen (A...) <input type="checkbox"/> Seyevinao Angami (A2353...) <input type="checkbox"/> Thejokhib Kezo (A235301...) <input type="checkbox"/> Vika A Aye (A23530136) | Ms. SENJANO MURRY - HI... | |
| | 15/02/2024 | Even | 2 B.A POL SEC -A | Perspective on Internation... | 4 | 1 | <input type="checkbox"/> | <input type="checkbox"/> Imtongzuk Longchar (AH... | Mr. N.ZUPENTHUNG SHITI... | |
| | 15/02/2024 | Even | 1 B.A POL SEC -A | Political Theory: Concepts ... | 4 | 1 | <input type="checkbox"/> | | Ms. ESTHER JUNGIO - POL... | |
| | 15/02/2024 | Even | 1 B.A EDN - S1 | Sociological foundation of ... | 4 | 1 | <input type="checkbox"/> | <input type="checkbox"/> Verhohi Yero (A23530029) <input type="checkbox"/> Vizevohi Rapre (A23530...) | Ms. NEIKETHONUO PHEW... | |
| | 15/02/2024 | Even | 2 B.A ENG - S1 | British Literature: 18th Cen... | 4 | 2 | <input type="checkbox"/> | <input type="checkbox"/> Lunglang A Phom (AH225...) <input type="checkbox"/> Moiom Konyak D (AH2253) | Dr. TOSHIMENLA Kichu - E... | |
| | 15/02/2024 | Even | 2 B.A POL SEC -A | Modern Political Philosophy | 4 | 2 | <input type="checkbox"/> | <input type="checkbox"/> Imtongzuk Longchar (AH... | Mr. ZECHE PETER KOZA - ... | |
| | 15/02/2024 | Even | 1 B.A SOC-S1 | Sociology of India -II | 4 | 2 | <input type="checkbox"/> | | Dr. VELHOU KOZA - SOCIO... | |
| | 15/02/2024 | Even | 2 B.A HIS -S1 | History of India (C.1605-17... | 4 | 2 | <input type="checkbox"/> | <input type="checkbox"/> Chenibemo Yanthan (AH2...) <input type="checkbox"/> Kapu Ayem (AH22530068) <input type="checkbox"/> Thungben T Tongpe (AH22...) | Ms. SENJANO MURRY - HI... | |

9. ASSESSMENT

| Don Bosco College, Kohima | | | | | | | | | | |
|--|-----------|-------------|----------------------|----------------|---------------|--|--------------------------|-----------|------------|------------|
| Assessment | | Process | Activity | Report | Configuration | System Admin | Current Year | 2023-2024 | UG College | DBC KOHIMA |
| Assessment | | | | | | | | | | |
| Search... | | | | | | | | | | |
| Filters - Group By - Favorites - 1-80 / 15959 | | | | | | | | | | |
| ACTIVE TERM | Roll No | Register No | Student | Class | Course Code | Course | Component | Internal | Max Ma... | |
| <input type="checkbox"/> Odd <input checked="" type="checkbox"/> Even | A23530001 | 23530001 | A Shaomei Konyak | 1 B.A EDN - S1 | EDN C-4 | 1 B.A EDN - S1 - Basics of Educational... | Assignment / Activiti... | 6.0 | 10 | |
| | A23530001 | 23530001 | A Shaomei Konyak | 1 B.A EDN - S1 | EDN C-4 | 1 B.A EDN - S1 - Basics of Educational... | Class Test | 2.0 | 5 | |
| | A23530001 | 23530001 | A Shaomei Konyak | 1 B.A EDN - S1 | EDN C-4 | 1 B.A EDN - S1 - Basics of Educational... | CIA Test | 12.0 | 30 | |
| | A23530001 | 23530001 | A Shaomei Konyak | 1 B.A EDN - S1 | EDN C-3 | 1 B.A EDN - S1 - Sociological foundatio... | Assignment / Activiti... | 6.0 | 10 | |
| | A23530001 | 23530001 | A Shaomei Konyak | 1 B.A EDN - S1 | EDN C-3 | 1 B.A EDN - S1 - Sociological foundatio... | Class Test | 5.0 | 5 | |
| | A23530001 | 23530001 | A Shaomei Konyak | 1 B.A EDN - S1 | EDN C-3 | 1 B.A EDN - S1 - Sociological foundatio... | CIA Test | 4.0 | 30 | |
| | A23530001 | 23530001 | A Shaomei Konyak | 1 B.A EDN - S1 | AEC ALTENG-1 | AEC ALTENG-1 (SEC A) - Alternative En... | CIA Test | 17.0 | 24 | |
| | A23530001 | 23530001 | A Shaomei Konyak | 1 B.A EDN - S1 | SOC/H/M-3 | SOC/H/M-3 - Introduction to Sociology... | Assignment / Activiti... | 6.0 | 10 | |
| | A23530001 | 23530001 | A Shaomei Konyak | 1 B.A EDN - S1 | SOC/H/M-3 | SOC/H/M-3 - Introduction to Sociology... | Class Test | 4.0 | 5 | |
| | A23530001 | 23530001 | A Shaomei Konyak | 1 B.A EDN - S1 | SOC/H/M-3 | SOC/H/M-3 - Introduction to Sociology... | CIA Test | 8.0 | 30 | |
| | A23530001 | 23530001 | A Shaomei Konyak | 1 B.A EDN - S1 | IDC PSY | IDC PSY (SEC A) - Stress Management | Assignment / Activiti... | 7.0 | 10 | |
| | A23530001 | 23530001 | A Shaomei Konyak | 1 B.A EDN - S1 | IDC PSY | IDC PSY (SEC A) - Stress Management | CIA Test | 20.0 | 25 | |
| | A23530001 | 23530001 | A Shaomei Konyak | 1 B.A EDN - S1 | VAC-NCC | VAC-NCC (SEC-A) - National Cadet Cor... | Assignment / Activiti... | 4.0 | 5 | |
| | A23530001 | 23530001 | A Shaomei Konyak | 1 B.A EDN - S1 | VAC-NCC | VAC-NCC (SEC-A) - National Cadet Cor... | Class Test | 3.0 | 5 | |
| | A23530001 | 23530001 | A Shaomei Konyak | 1 B.A EDN - S1 | VAC-NCC | VAC-NCC (SEC-A) - National Cadet Cor... | CIA Test | 11.0 | 25 | |
| | A23530000 | 23530002 | A. Alisela Senpta... | 1 B.A HIS - S1 | HIS/MJ-202 | 1 B.A HIS - S1 - Social Formation and C... | Assignment / Activiti... | 0.0 | 10 | |

10. FEEDBACK

| Don Bosco College, Kohima | |
|---|---------------------------------------|
| Feedback | Process Activity Report Configuration |
| System Admin Current Year 2023-2024 UG College DBC KOHIMA | |
| Templates | |
| Search | |
| + Create | |
| Filters Group By Favorites 1-5 / 5 | |
| Name | Is Active ? |
| <input type="checkbox"/> Feedback on Curriculum by Student (1 Year) | <input checked="" type="checkbox"/> |
| <input type="checkbox"/> Feedback on Curriculum by Employee/Faculty | <input checked="" type="checkbox"/> |
| <input type="checkbox"/> Feedback on Curriculum by Parents | <input checked="" type="checkbox"/> |
| <input type="checkbox"/> Feedback on Curriculum by Student (3 Year) | <input checked="" type="checkbox"/> |
| <input type="checkbox"/> Feedback on Curriculum by Student (2 Year) | <input checked="" type="checkbox"/> |

11. FEE

| Don Bosco College, Kohima | | | | | |
|---|---------------------------------------|----------|---------------|--------------------------|---|
| Fee | Process Activity Report Configuration | | | | |
| System Admin Current Year 2023-2024 UG College DBC KOHIMA | | | | | |
| Category | | | | | |
| Search | | | | | |
| + Create Import | | | | | |
| Filters Group By Favorites 1-4 / 4 | | | | | |
| Category Name | Code | Category | Category Type | Bank Account | In-charge |
| <input type="checkbox"/> Semester Fee | TF | Regular | Fixed | Don Bosco College Kohima | KULLO MANIKHO - GENERAL |
| <input type="checkbox"/> Late Arrival Fine | LA | Spot | | Don Bosco College Kohima | FENGOMANG HANGSING - GENERAL ZHUKHULU RITSE - GENERAL |
| <input type="checkbox"/> Application Fee | APF | Regular | Fixed | Don Bosco College Kohima | KULLO MANIKHO - GENERAL |
| <input type="checkbox"/> Lab Fee | PLF | Regular | Fixed & Flexi | Don Bosco College Kohima | KULLO MANIKHO - GENERAL |

12. CERTIFICATE

| Don Bosco College, Kohima | | | |
|---|--------------------------------|---------------------------|-------------------------------------|
| Certificate | Process Activity Configuration | | |
| System Admin Current Year 2023-2024 UG College DBC KOHIMA | | | |
| Certificate Settings | | | |
| Search | | | |
| Filters Group By Favorites 1-3 / 3 | | | |
| Name | Acronym | Type | Need Serial Number ? |
| <input type="checkbox"/> + Bonafide Certificate | BONAFIDE | Institutional Certificate | <input type="checkbox"/> |
| <input type="checkbox"/> + Transfer Certificate | TRANSFER-CERTIFICATE | Institutional Certificate | <input checked="" type="checkbox"/> |
| <input type="checkbox"/> + Conduct Certificate | CONDUCT | Institutional Certificate | <input checked="" type="checkbox"/> |

13. TRANSPORT

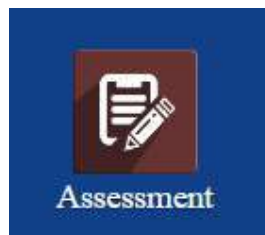
| Don Bosco College, Kohima | |
|---------------------------|--------------------------|
| Transport | |
| Boarding Point | |
| <input type="checkbox"/> | Boarding Point |
| <input type="checkbox"/> | BDC |
| <input type="checkbox"/> | Bible College |
| <input type="checkbox"/> | De' Oriental Grand Hotel |
| <input type="checkbox"/> | Fishery Department Area |
| <input type="checkbox"/> | G.Rio |
| <input type="checkbox"/> | High School |
| <input type="checkbox"/> | Kohima |
| <input type="checkbox"/> | Oking Hospital |
| <input type="checkbox"/> | Razhu Point |
| <input type="checkbox"/> | Secretariat |
| <input type="checkbox"/> | Tinpati |

14. SYSTEM ADMIN

| Don Bosco College, Kohima | |
|---------------------------|----------------------|
| System Admin | |
| Staff | |
| <input type="checkbox"/> | First Name |
| <input type="checkbox"/> | ADENUO SHIRAT LUKHAM |
| <input type="checkbox"/> | AKANGTOLA T |
| <input type="checkbox"/> | BENDANG |
| <input type="checkbox"/> | BENDANGNIKSHI |
| <input type="checkbox"/> | DAIAKMENLANG |
| <input type="checkbox"/> | DBC KOHIMA |
| <input type="checkbox"/> | Dr.SURESH INNOCENT |
| <input type="checkbox"/> | ESTHER |
| <input type="checkbox"/> | HELIKA |
| <input type="checkbox"/> | HENGOMANG HANGSING |
| <input type="checkbox"/> | IMTINARO LONGKUMER |
| <input type="checkbox"/> | IMTIWAPANG T |
| <input type="checkbox"/> | JARANI MAO |
| <input type="checkbox"/> | KELHOUVINUO |
| <input type="checkbox"/> | KEWALE |
| <input type="checkbox"/> | KEZIENUO |

HIGRADE

Assessment



User Manual

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1. Introduction

The Assessment module is used to evaluate the student's performance on CIE, Assignments, Seminar, and Model Exam for the particular course, The components of an assessment are personalized to teachers, this assessment will be done throughout the term and the final score will be updated as internal assessment score for a particular course.

The assessment module has the following menus

- Configuration
- Activity
- Process
- Report

1.1. Configuration

Configuration feature allows you to predefine “Course Category, Course Components, Course Components Group details, so that the details can be used while recording assessment mark details of the students it is integrated with students marks during assessment procedure and evaluation of marks procedures it is predefined by the staff or course coordinators.

The configuration menu has the following features:

- Course Components
- Course Components Group
- Course Category

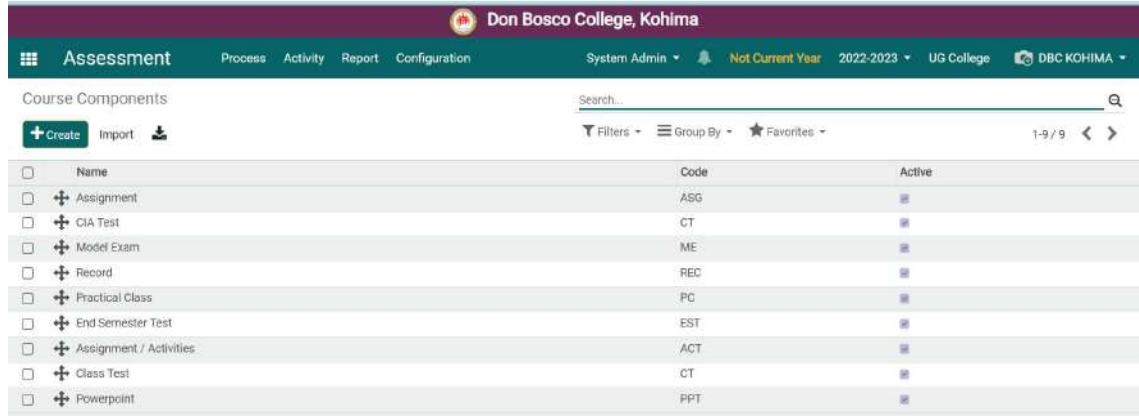
1.1.1. Course Components


Course components feature allows you to define and maintain different components for assessment and needed components for every course category for internal assessment based on the nature of course such as [Practical, Theory].

To define course components:

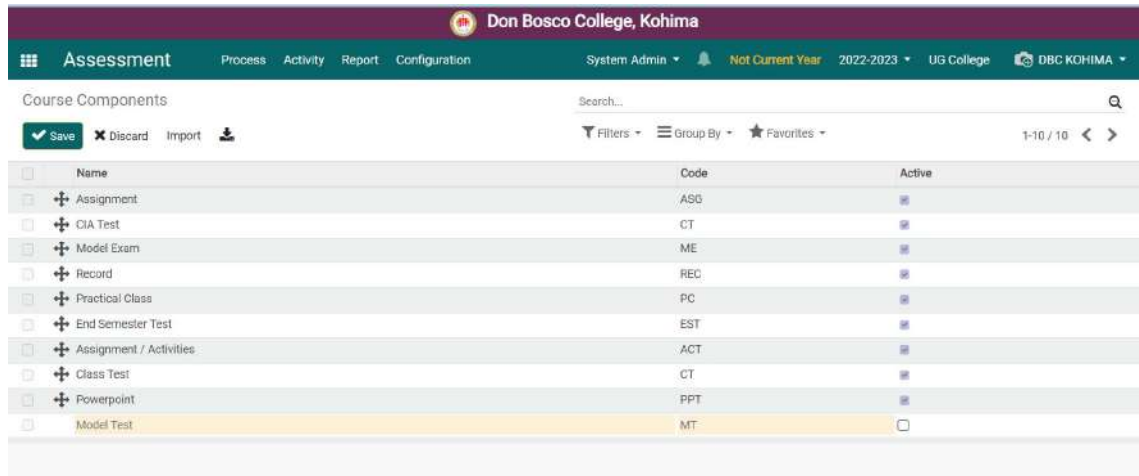
1. Under the **Configuration** menu > click **Course Components**

The *Course Components* page is displayed.




2. Click  to create course component.

The row will be enabled.



3. Type course component **Name** and **Code** in the textboxes.

4. Click  to save the course component details.

1.2. Course Components Group


This feature allows you to configure and maintain the course component group details, based on the course component the course teacher will fix the components group mark, it will integrate with Internal Mark.

To define course components group:

1. Under the **Configuration** menu > click **Course Components Group**


The *Course Components Group* page is displayed.

| Academic Year | Name | Calculation Type | Round Type | Best | Component Group Mark |
|---------------|-----------------------|------------------|------------|------|----------------------|
| 2023-2024 | Assignment | Actual | None | 0 | 10.00 |
| 2023-2024 | CIA Test | Actual | None | 0 | 10.00 |
| 2023-2024 | Model Exam | Actual | None | 0 | 10.00 |
| 2023-2024 | CIA | Actual | None | 0 | 6.00 |
| 2023-2024 | Model | Actual | None | 0 | 6.00 |
| 2023-2024 | Semester Test | Actual | None | 0 | 30.00 |
| 2023-2024 | Record | Actual | None | 0 | 10.00 |
| 2023-2024 | Practical Class | Actual | None | 0 | 10.00 |
| 2023-2024 | CIA & ME | Actual | None | 0 | 15.00 |
| 2023-2024 | Assignment/Activity | Actual | None | 0 | 15.00 |
| 2023-2024 | Class Test | Actual | None | 0 | 5.00 |
| 2023-2024 | ASSIGNMENT / ACTIVITY | Actual | None | 0 | 10.00 |
| 2023-2024 | AEC | Actual | None | 0 | 12.00 |
| 2023-2024 | ASG / ACT | Actual | None | 0 | 5.00 |
| 2023-2024 | cia test | Actual | None | 0 | 2.00 |
| 2023-2024 | B SEC-06 | Actual | None | 0 | 12.00 |


2. Click  to create course component group.

The row will be enabled.

3. The **Academic Year** is autogenerated.
4. Type **Name** in the textbox.
5. Select **Calculation Type** as **Actual** or **Best** from the listbox.
 - a. If you select Calculation Type as Best, then type Count for the components.
6. Type **Component Group Mark** in the textbox.



- **Actual:** The Overall component mark is converted into the component group mark and it's integrated with Internal Marks
- **Best:** Highest marks scored in any of the components by the students. (Based on the Best count, the system will take the highest mark of the student) and its integrated with Internal Marks.

7. Click  to save the course component group details.

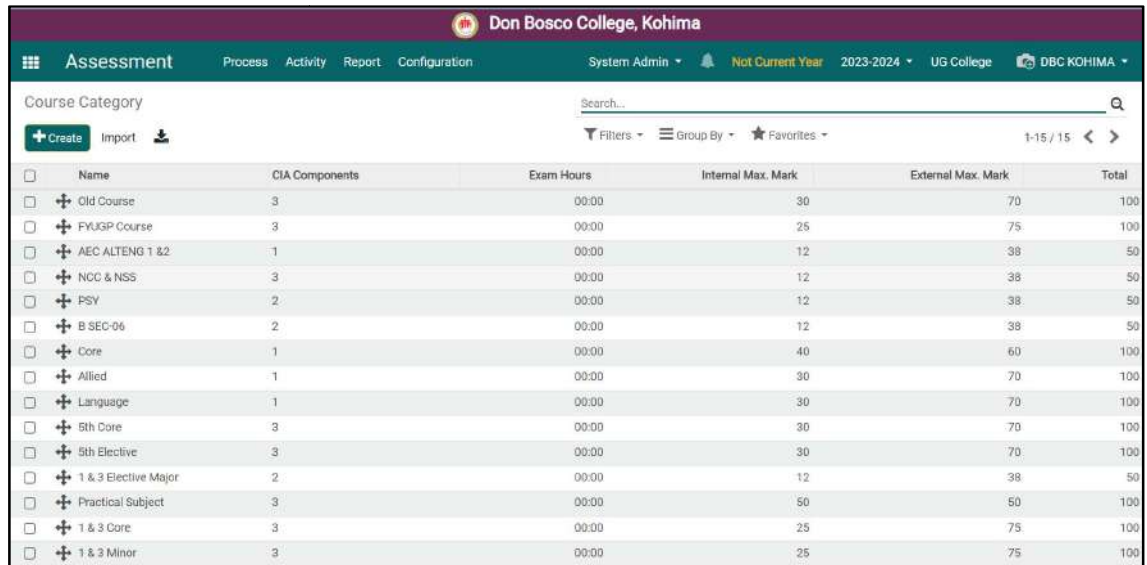
1.2.1. Course Category

Course Category feature allows you to organize the different sets of Course subject names of the academic year for the departments which is allocated for students and these details are predefined here so it gets used by the faculty for conducting assessment for students.


To define course category:

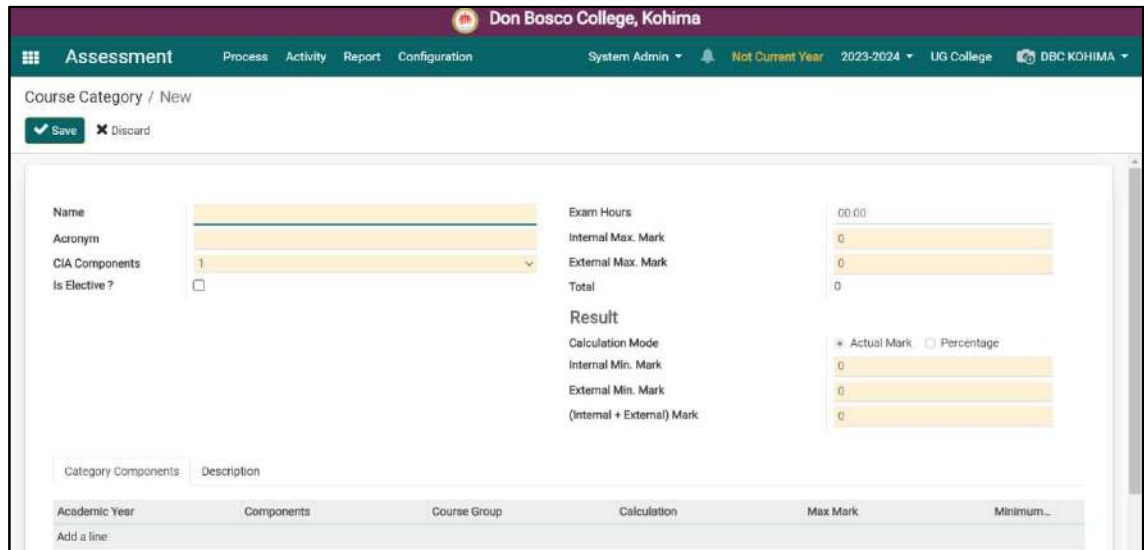
1. Under the **Configuration** menu, click **Course Category**

The *Course Category* page is displayed.




| <input type="checkbox"/> | Name | CIA Components | Exam Hours | Internal Max. Mark | External Max. Mark | Total |
|--------------------------|----------------------|----------------|------------|--------------------|--------------------|-------|
| <input type="checkbox"/> | Old Course | 3 | 00:00 | 30 | 70 | 100 |
| <input type="checkbox"/> | FYUGP Course | 3 | 00:00 | 25 | 75 | 100 |
| <input type="checkbox"/> | AEC ALTENG 1 & 2 | 1 | 00:00 | 12 | 38 | 50 |
| <input type="checkbox"/> | NCC & NSS | 3 | 00:00 | 12 | 38 | 50 |
| <input type="checkbox"/> | PSV | 2 | 00:00 | 12 | 38 | 50 |
| <input type="checkbox"/> | B SEC-06 | 2 | 00:00 | 12 | 38 | 50 |
| <input type="checkbox"/> | Core | 1 | 00:00 | 40 | 60 | 100 |
| <input type="checkbox"/> | Allied | 1 | 00:00 | 30 | 70 | 100 |
| <input type="checkbox"/> | Language | 1 | 00:00 | 30 | 70 | 100 |
| <input type="checkbox"/> | 5th Core | 3 | 00:00 | 30 | 70 | 100 |
| <input type="checkbox"/> | 5th Elective | 3 | 00:00 | 30 | 70 | 100 |
| <input type="checkbox"/> | 1 & 3 Elective Major | 2 | 00:00 | 12 | 38 | 50 |
| <input type="checkbox"/> | Practical Subject | 3 | 00:00 | 50 | 50 | 100 |
| <input type="checkbox"/> | 1 & 3 Core | 3 | 00:00 | 25 | 75 | 100 |
| <input type="checkbox"/> | 1 & 3 Minor | 3 | 00:00 | 25 | 75 | 100 |

- Click  to create course category details.
The *Course Category / New* page is displayed.



- Type **Name** in the textbox.
- Select **CIA Components** from the listbox.



- *Based on the CIA Components count, the Category Components should be created, otherwise the following message will be displayed.*

Something went wrong ! ✕

The Category Components Count is not matched with the CIA Components!

Ok


- *If the Calculation is Actual, then user can give any Max Mark*
- *If the Calculation is Best, then the Max Mark should be same for all the components, otherwise the following error message will be displayed.*

Something went wrong ! ✕


The Maximum Mark should be same for the BEST calculation Course Groups!

Ok

- *The Sum of Course Group mark (Configuration>Course Components Group) should be equal to Internal Marks.*




5. Type **Exam Hours**, **Internal Mark** and **External Mark** in the textboxes, based on the internal mark and external mark the **Total** will be calculated automatically.



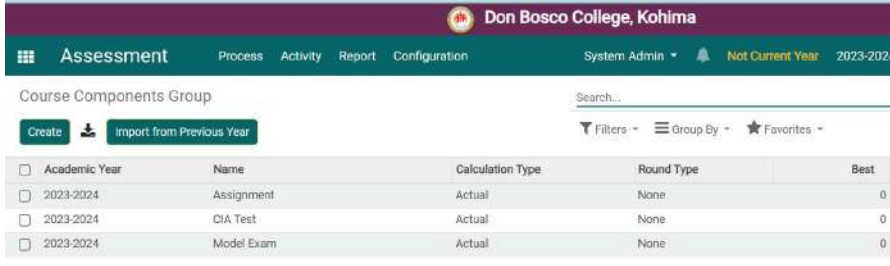
- *The Internal Mark is integrated with Course Components Group*

6. In the **Category Components** tab, click **Add a line** button, and the row will be enabled.

- The **Academic Year** is autogenerated.
- Select **Components** and **Course Group** from the listbox.
- The **Calculation** is autogenerated.
- Type **Max Mark** in the textbox.




- *The Component Max Mark will be converted into the Course Group mark (the course group mark is defined in the course components group page)*



| Academic Year | Name | Calculation Type | Round Type | Best |
|------------------------------------|------------|------------------|------------|------|
| <input type="checkbox"/> 2023-2024 | Assignment | Actual | None | 0 |
| <input type="checkbox"/> 2023-2024 | CIA Test | Actual | None | 0 |
| <input type="checkbox"/> 2023-2024 | Model Exam | Actual | None | 0 |

7. Click on the **Description** tab, and describe the course category details in the textbox.

- Click  to save the course category details.

1.3. Activity

The activity feature allows you to Record Assessment details of the students and Assessment Extension request details of the staff details are maintained here.

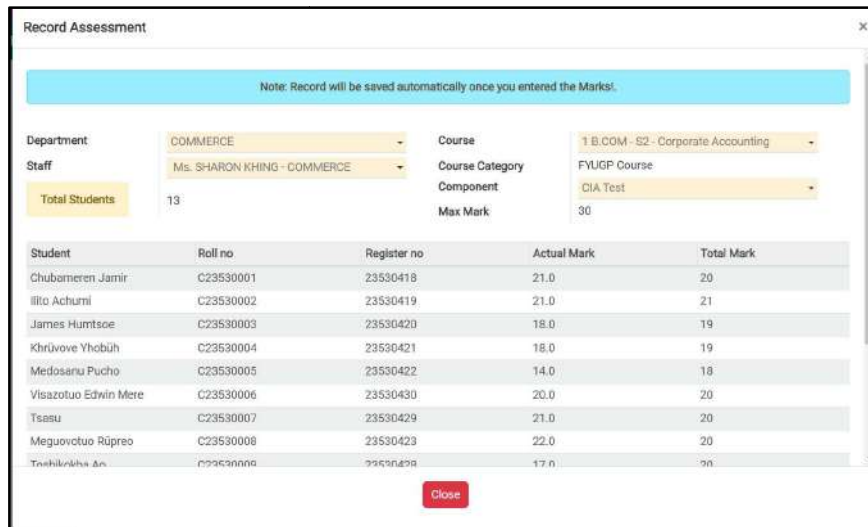
1.3.1. Record Assessment

The Record Assessment feature allows the academic course teacher to enter and maintain the assessment mark entry details of the students based on each component (such as Assignments, Model exams, CIA, etc.).

To record assessment mark:

- Under the **Activity** menu, click **Record Assessment**


The *Record Assessment* page is displayed.



| Student | Roll no | Register no | Actual Mark | Total Mark |
|----------------------|-----------|-------------|-------------|------------|
| Chubameren Jamir | C23530001 | 23530418 | 21.0 | 20 |
| Illto Achurni | C23530002 | 23530419 | 21.0 | 21 |
| James Humtsoe | C23530003 | 23530420 | 18.0 | 19 |
| Khrüvove Yhobüh | C23530004 | 23530421 | 18.0 | 19 |
| Medosaru Pucho | C23530005 | 23530422 | 14.0 | 18 |
| Visazotuo Edwin Mere | C23530006 | 23530430 | 20.0 | 20 |
| Tsasu | C23530007 | 23530429 | 21.0 | 20 |
| Meguovotuo Rüpreo | C23530008 | 23530423 | 22.0 | 20 |
| Trekhikvika An. | C23530009 | 23530424 | 17.0 | 20 |

- Select **Department** and **Staff** from the listboxes.
- Select a **Course** from the list, based on the course the **Total Students** and **CourseCategory** will be autogenerated.
- Select **Component** from the listbox, based on the component the **Max Marks** is captured automatically.
- The **Studentname**, **Roll no**, **Register no**, are automatically displayed after selecting course and course category.

6. Type **Actual Mark** in the textbox, based on the actual mark the **Total Mark** is calculated automatically.

| | |
|---|--|
|  | <ul style="list-style-type: none"> The Record will be saved automatically once course teacher entered the marks. <p>Total Mark Formula: Actual & Best</p> <p>Total Mark = Sum (Actual Mark of the Component) / Sum (Max. Mark of the Component) * Group Mark</p> <p>Example:</p> <p><i>CIE 1 Actual Mark – 45 /50</i></p> <p><i>CIE 2 Actual Mark – 40 /50</i></p> <p>Max. Mark of <i>CIE 1</i> – 50</p> <p>Max. Mark of <i>CIE 2</i>– 50</p> <p>Component Group mark – 10</p> <p>Total Mark = Sum (<i>CIE 1</i> Actual Mark + <i>CIE 2</i>Actual Mark) / Sum (Max. Mark of <i>CIE 1</i> + Max. Mark of <i>CIE 2</i>) * Component Group Mark</p> <p>Total Mark = (45+40) / (50+50) * 10</p> <p style="text-align: center;">= 85/100*10 = 8.5</p> |
|---|--|


1.3.2. Extend Assessment Entry

If the staff has missed to enter the assessment mark details during academic sessions, then the course teacher may request the system admin to extend assessment entry date. These details are maintained here.

Request to extend the assessment entry:

1. Under the **Activity** menu, click **Extend Assessment Entry**

The *Extend Assessment Entry* page is displayed.

2. Select **Term, Department, Staff** and **Component** from the list boxes.
3. Select **Extend date** from the Calendar dialog box.
4. Click  to extend the assessment entry.

1.4. Process

The Process menu allows you to view the Assessment mark of the students.

To view assessment:

1. Under the **Process** menu, click **Assessment**

The *Assessment* page is displayed.

| Roll No | Register No | Student | Class | Course Code | Course | Component | Internal | Max Ma... |
|-----------|-------------|---------------------|----------------|--------------|--|--------------------------|----------|-----------|
| A23530001 | 23530001 | A Shaomei Konyak | 1 B.A EDN - S1 | EDN C-4 | 1 B.A EDN - S1 - Basics of Educational ... | Assignment / Activiti... | 6.0 | 10 |
| A23530001 | 23530001 | A Shaomei Konyak | 1 B.A EDN - S1 | EDN C-4 | 1 B.A EDN - S1 - Basics of Educational ... | Class Test | 2.0 | 5 |
| A23530001 | 23530001 | A Shaomei Konyak | 1 B.A EDN - S1 | EDN C-4 | 1 B.A EDN - S1 - Basics of Educational ... | CIA Test | 12.0 | 30 |
| A23530001 | 23530001 | A Shaomei Konyak | 1 B.A EDN - S1 | EDN C-3 | 1 B.A EDN - S1 - Sociological foundatio... | Assignment / Activiti... | 6.0 | 10 |
| A23530001 | 23530001 | A Shaomei Konyak | 1 B.A EDN - S1 | EDN C-3 | 1 B.A EDN - S1 - Sociological foundatio... | Class Test | 5.0 | 5 |
| A23530001 | 23530001 | A Shaomei Konyak | 1 B.A EDN - S1 | EDN C-3 | 1 B.A EDN - S1 - Sociological foundatio... | CIA Test | 4.0 | 30 |
| A23530001 | 23530001 | A Shaomei Konyak | 1 B.A EDN - S1 | AEC ALTENG-1 | AEC ALTENG-1 (SEC A) - Alternative En... | CIA Test | 17.0 | 24 |
| A23530001 | 23530001 | A Shaomei Konyak | 1 B.A EDN - S1 | SOC/H/M-3 | SOC/H/M-3 - Introduction to Sociology... | Assignment / Activiti... | 6.0 | 10 |
| A23530001 | 23530001 | A Shaomei Konyak | 1 B.A EDN - S1 | SOC/H/M-3 | SOC/H/M-3 - Introduction to Sociology... | Class Test | 4.0 | 5 |
| A23530001 | 23530001 | A Shaomei Konyak | 1 B.A EDN - S1 | SOC/H/M-3 | SOC/H/M-3 - Introduction to Sociology... | CIA Test | 8.0 | 30 |
| A23530001 | 23530001 | A Shaomei Konyak | 1 B.A EDN - S1 | IDC PSY | IDC PSY (SEC A) - Stress Management | Assignment / Activiti... | 7.0 | 10 |
| A23530001 | 23530001 | A Shaomei Konyak | 1 B.A EDN - S1 | IDC PSY | IDC PSY (SEC A) - Stress Management | CIA Test | 20.0 | 25 |
| A23530001 | 23530001 | A Shaomei Konyak | 1 B.A EDN - S1 | VAC-NCC | VAC-NCC (SEC-A) - National Cadet Cor... | Assignment / Activiti... | 4.0 | 5 |
| A23530001 | 23530001 | A Shaomei Konyak | 1 B.A EDN - S1 | VAC-NCC | VAC-NCC (SEC-A) - National Cadet Cor... | Class Test | 3.0 | 5 |
| A23530001 | 23530001 | A Shaomei Konyak | 1 B.A EDN - S1 | VAC-NCC | VAC-NCC (SEC-A) - National Cadet Cor... | CIA Test | 11.0 | 25 |
| A23530001 | 23530002 | A. Aliscia Sante... | 1 B.A HIS - S1 | HIS/MJ-202 | 1 B.A HIS - S1 - Social Formation and C... | Assignment / Activiti... | 0.0 | 10 |

1.5. Report

The report menu allows you to generate a Class Assessment Record, Course Assessment Record and Non Compliance Log reports.

1.5.1. Class Assessment Record


This feature allows you to maintain Class wise Assessment details & internal assessment and external assessment marks of the students' details are generated into Excel or PDF format.

To generate class assessment report:

1. Under the **Report** menu, click **Class Assessment Record**

The *Class Assessment Record* wizard is displayed.

2. Select **Term** and **Department** from the listboxes.
3. Select **Class** from the list box or select all classes by selecting checkbox.

4. Click  to generate a report into excel format. (or)

Click  to generate a report into PDF format.

1.5.2. Course Assessment Record

This feature allows you to generate a Course wise Assessment detail into Excel and PDF formats.


To generate coursewise assessment report:

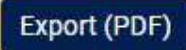
1. Under the **Report** menu, click **Course Assessment Record**

The *Course Assessment Record* page is displayed.

The screenshot shows a web form titled "Course Assessment Record". On the left, there are several input fields: "Term" with a dropdown menu showing "Even", "Department" with a dropdown menu showing "COMMERCE", "Paper Format" with radio buttons for "Portrait" (selected) and "Landscape", and "Require Header" with a checked checkbox. On the right, there are three sections: "Staff", "Course", and "Component". Each section has a list of items with a checkbox to its left. The "Staff" list includes names like "Mr. BENDANGNIKSHI - COMMERCE", "Ms. KELHOLVINIJO METHA - COM...", "Ms. SAVITONU PUCHO - COMMERCE", "Ms. SHARON KHING - COMMERCE", and "Ms. YIZOTHANUO VICTORIA YHOM...". The "Course" list includes "1 B.COM - S2 - Corporate Accounting", "2 B.COM - S2 - Cost Accounting", and "3 B.COM - S2 - Financial Market Ope...". The "Component" list includes "CIA Test". At the bottom of the form, there are three buttons: "Export (XLS)", "Export (PDF)", and "Cancel".

2. Select **Term** and **Department** from the listboxes.
3. Select **Staff** from the list box or select all staff by selecting checkbox.
4. Select **Course** from the list box or select all course by selecting checkbox.

5. Click  to generate a report into excel format. (or)

Click  to generate a report into PDF format.

1.6. Non-Compliance Log

This feature allows you to generate incomplete assessment mark entry details into PDF or excel format.

To generate Non – compliance log report:

1. Under the **Report** menu, click **Non Compliance Log**

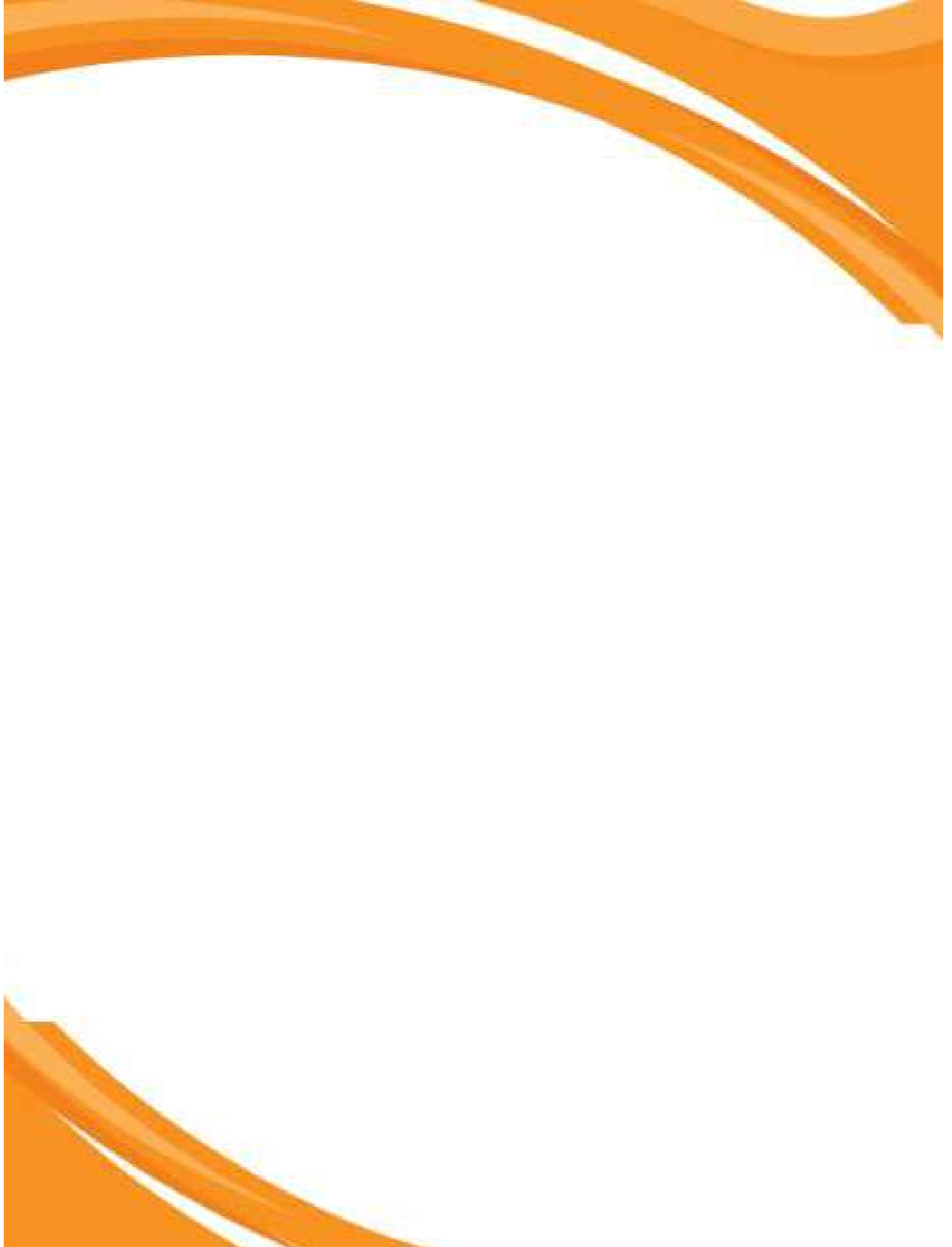
The *Non Compliance Log* page is displayed.



2. Select **Department** from the list box or select all departments by selecting checkbox.
3. Select **Staff** from the listbox or select all staff by selecting checkbox.
4. Select **Component** from the listbox or select all components by selecting checkbox.

5. Click **Export (XLS)** to generate a report into excel format. (or)

Click **Export (PDF)** to generate a report into PDF format.



HIGRA⁺DE

Student Attendance



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1. Attendance

The Student Attendance module is used to record the Student Attendance in hourly basis. The Course Teacher can record the attendance to their wards in the particular hour. The absence of the students are alone captured which in turn leads to generate the Presence and Absence of the Students in the Daily Attendance Log. The facility to mark “On Duty” is also given so that the students shall not be marked absent for the particular Day/Hour though they would have not attended the class.

This process allows the staff to send notifications to the parents on the absence of their children.

Various reports are facilitated to keep track of the student’s attendance in Daily, Hourly, Course wise and Class wise basis.

2. Process


2.1. Student Attendance

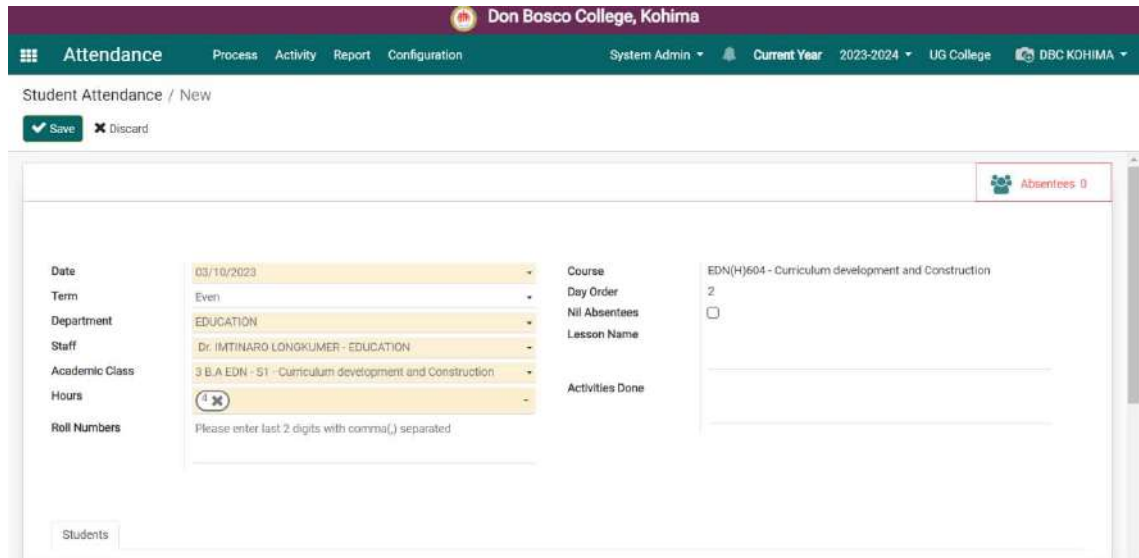
To create student attendance

1. Under the **Process** main menu, click **Student Attendance** submenu


The *Student Attendance* page is displayed.

| Date | Term | Class | Course / Team / Mentoring | Day Order | Hours | Nil Absentees | Students | Staff |
|------------|------|-------------------|---------------------------------|-----------|-------|---------------|--|-----------------------------|
| 15/02/2024 | Even | 2 B.A SOC-ST | Sociology of Gender | 4 | 1 | | Shuli K (AH22530318) Makhmeto Makhoe (AH22530319) | Dr. VELHOU KOZA - SOCIO... |
| 15/02/2024 | Even | 1 B.A HIS - S1 | Social Formation and Cultu... | 4 | 1 | | Akhriano (A22530092) Dietrichoukho Stephen (A22530093) Seyevino Angami (A22530094) Theokho Kezo (A22530095) Vika A Aye (A22530136) | Ms. SENJANO MURRY - HI... |
| 15/02/2024 | Even | 2 B.A POL SEC - A | Perspective on Internation... | 4 | 1 | | Emitorqzok Longchar (AH22530318) | Mr. N.ZUPENTHUNG SHITI... |
| 15/02/2024 | Even | 1 B.A POL SEC - A | Political Theory. Concepts ... | 4 | 1 | | | Ms. ESTHER JUNGIO - POL... |
| 15/02/2024 | Even | 1 B.A EDN - S1 | Sociological foundation of ... | 4 | 1 | | Verhola Vero (A22530029) Vizavolle Rapreo (A22530030) | Ms. NEIKETHONJIO PHEW... |
| 15/02/2024 | Even | 2 B.A ENG - S1 | British Literature: 18th Cen... | 4 | 2 | | Langlang A Phom (AH22530318) Molom Konyak O (AH22530319) | Dr. TOSHIMENLA Kichu - E... |
| 15/02/2024 | Even | 2 B.A POL SEC - A | Modern Political Philosophy | 4 | 2 | | Emitorqzok Longchar (AH22530318) | Mr. ZECHE PETER KOZA - ... |
| 15/02/2024 | Even | 1 B.A SOC-ST | Sociology of India -II | 4 | 2 | | | Dr. VELHOU KOZA - SOCIO... |
| 15/02/2024 | Even | 2 B.A HIS - S1 | History of India (C.1605-17... | 4 | 2 | | Chembere Yanhan (AH22530318) Eapu Ayemi (AH22530319) Thungban T Tongoo (AH22530320) | Ms. SENJANO MURRY - HI... |

- Click  to add student attendance detail
The *Student Attendance / New* page is displayed.



- Select **Date** from the calendar dialogbox. (As per the institution policy it will be defined by the management in System Admin module -> Process menu -> Term -> Attendance Settings tab)
- Select **Term**, **Department**, **Staff** and **Academic Class** from the listboxes.
- If the timetable is fixed, then the **Hours** will be autogenerated.
If the timetable is not fixed, then the staff have select the **Hours** from the listbox.



- If the subject is **Student Choice (E.g. French)**, then the system allows to enter an attendance for the same class and same hour formultiple times.
- If the subject **Direct / Indirect**, then system will not allow to enter an attendance for the same class andsame hour for multiple time. (If staff enter multiple time then following pop-up message appears)

Something went wrong ! ×

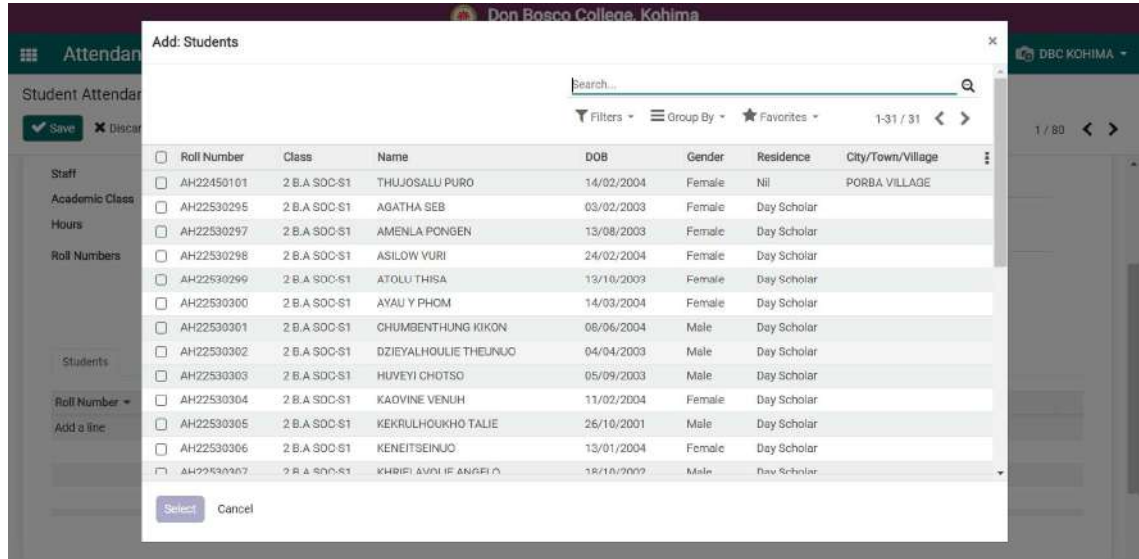
Attendance absentees already exist for this hour (1) !!!

Ok

- The **Course** and **Day Order** is autogenerated.

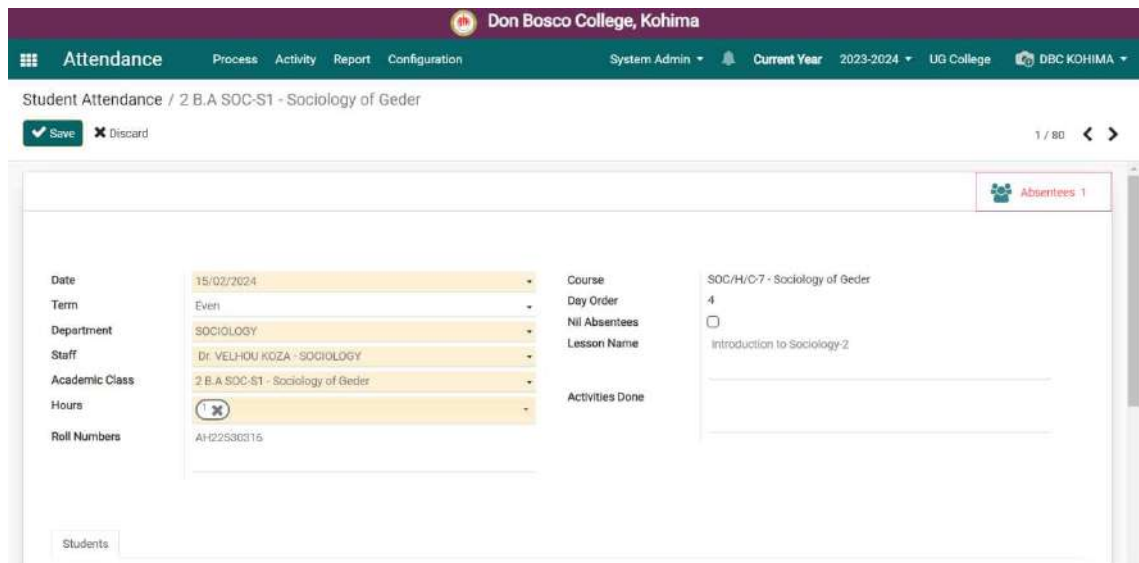
7. Select **Nil Absentees**checkbox, if there are no absentees
8. Under **Student** tab, click **Add a line** button (to select the student who are all absent on a particular hour of the day)

The *Add: Students* page is displayed.





- a. Select the student checkboxes, who are all the absent on a particular hour of the day.
- b. Click **Select** to select the students.

9. Once the staff selected the absentees' details, it will be displayed in the students tab.




10. Based on the selected students the **Roll Numbers** will be displayed automatically.

11. At the top right corner  the absentees count will be displayed automatically. *(Based on the no of selected, the absentees count will be displayed automatically)*

12. Click  to save the absentees details. (Or)

Click  to prevent from saving.



- **Faculty** – Faculty can enter the attendance for their allotted classes
- **Department Admin** – Department Admin can enter their department staff allotted class attendance
- **System Admin** – System Admin can enter any department attendance

3. Activity

3.1. Send SMS (Absentees)

The Send SMS feature facilitates to send a SMS notification to the parents mobile number, if the student is absent.

To send SMS to the parents:

- Under the **Activity** main menu, click **Send SMS (Absentees)**

The *Send SMS (Absentees)* page is displayed.

Send SMS (Absentees)

Date: 10/08/2022

Department: Mathematics

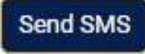
Class: 2MA

Send All:

Students:

| Students | Mobile | Hours | Send SMS ? |
|--------------------|------------|-------|--------------------------|
| Ashwin. S (B21302) | 7810007386 | 0 | <input type="checkbox"/> |

Absentees Template
 Dear Parent, Your \$(ctx.relation) \$(object.display_name) \$(object.academic_class_id.acronym) is absent on \$(ctx.date). Kindly contact HoD and give the REASON for ABSENCE. -Principal, DBCYL3

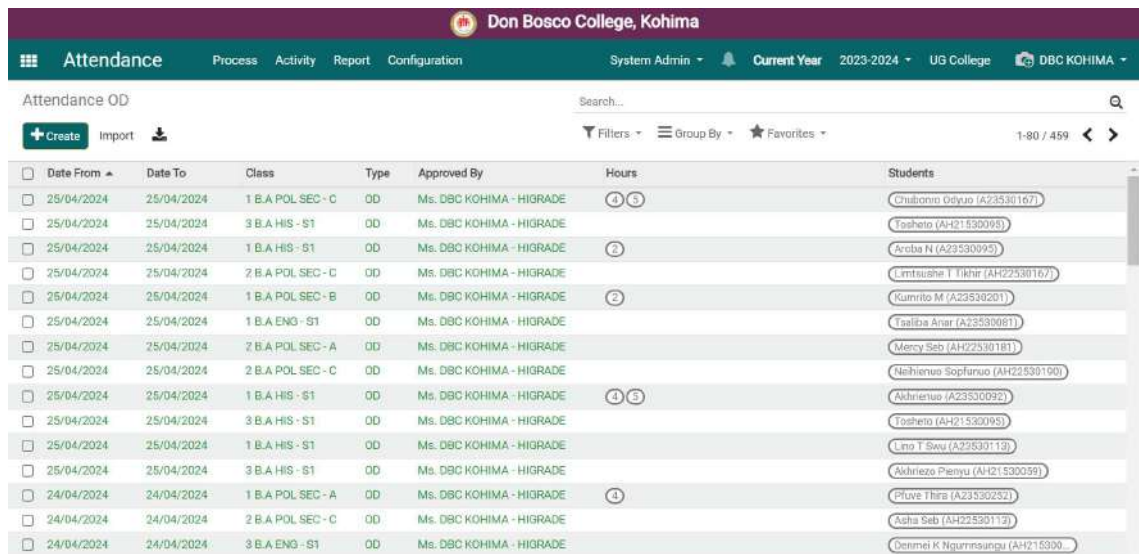
2. Select **Date** from the calendar dialogbox.
3. Select **Department** from the list box or select all departments by selecting checkbox.
4. Select **Class** from the list box or select all departments by selecting checkbox.
5. The **Absentees Template** is autogenerated. *(The template will be retrieved from the communication module)*
6. Based on the selected department and class the absentee’s student will be displayed under the **Students** tab.
7. Select **Sendall** checkbox to send SMS to all the absentees parents (Or)select **Send SMS?** checkbox in the student column, to send a SMS to the particular student’s parent.
8. Click  on the button to send SMS to the parents.

3.2. On Duty

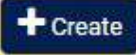
This feature enables to create On duty for students, the respective academic coordinator/ HOD / class in-charge or any academic staff can create and approve the on duty. Once OD is created, it will be reflected in the student attendance, **OD Students tab**.

To create on duty details:

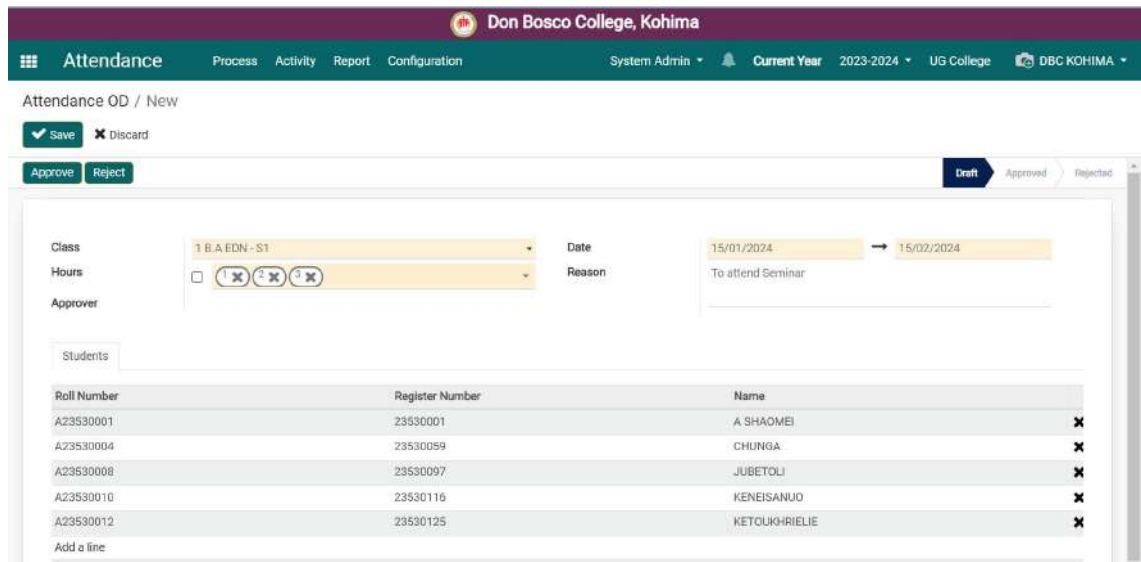
1. Under the **Activity** main menu, click **On Dutysub** menu
The *Attendance OD* page is displayed.



| Date From | Date To | Class | Type | Approved By | Hours | Students |
|------------|------------|-------------------|------|--------------------------|-------|---------------------------------|
| 25/04/2024 | 25/04/2024 | 1 B.A POL SEC - C | OD | Ms. DBC KOHIMA - HIGRADE | 4 5 | Chaltono Odyuo (A23530167) |
| 25/04/2024 | 25/04/2024 | 3 B.A HIS - S1 | OD | Ms. DBC KOHIMA - HIGRADE | | Tasheto (AH21530095) |
| 25/04/2024 | 25/04/2024 | 1 B.A HIS - S1 | OD | Ms. DBC KOHIMA - HIGRADE | 2 | Archa N (A23530095) |
| 25/04/2024 | 25/04/2024 | 2 B.A POL SEC - C | OD | Ms. DBC KOHIMA - HIGRADE | | Limbushie T Iikhr (AH22530167) |
| 25/04/2024 | 25/04/2024 | 1 B.A POL SEC - B | OD | Ms. DBC KOHIMA - HIGRADE | 2 | Kumrito M (A23530201) |
| 25/04/2024 | 25/04/2024 | 1 B.A ENG - S1 | OD | Ms. DBC KOHIMA - HIGRADE | | Taaliba Anar (A23530061) |
| 25/04/2024 | 25/04/2024 | 2 B.A POL SEC - A | OD | Ms. DBC KOHIMA - HIGRADE | | Mercy Seb (AH22530181) |
| 25/04/2024 | 25/04/2024 | 2 B.A POL SEC - C | OD | Ms. DBC KOHIMA - HIGRADE | | Nehieruo Sopolunuo (AH22530190) |
| 25/04/2024 | 25/04/2024 | 1 B.A HIS - S1 | OD | Ms. DBC KOHIMA - HIGRADE | 4 5 | Akhieruo (A23530092) |
| 25/04/2024 | 25/04/2024 | 3 B.A HIS - S1 | OD | Ms. DBC KOHIMA - HIGRADE | | Tosheto (AH21530095) |
| 25/04/2024 | 25/04/2024 | 1 B.A HIS - S1 | OD | Ms. DBC KOHIMA - HIGRADE | | Lino T Swu (A23530113) |
| 25/04/2024 | 25/04/2024 | 3 B.A HIS - S1 | OD | Ms. DBC KOHIMA - HIGRADE | | Akhieruo Panyu (AH21530099) |
| 24/04/2024 | 24/04/2024 | 1 B.A POL SEC - A | OD | Ms. DBC KOHIMA - HIGRADE | 4 | Pfureo Thira (A23530252) |
| 24/04/2024 | 24/04/2024 | 2 B.A POL SEC - C | OD | Ms. DBC KOHIMA - HIGRADE | | Asha Seb (AH22530112) |
| 24/04/2024 | 24/04/2024 | 3 B.A ENG - S1 | OD | Ms. DBC KOHIMA - HIGRADE | | Denmei K Ngumunpu (AH2153000) |

2. Click  to create attendance OD details.

The *Attendance OD / New* page is displayed.



Attendance OD / New

Save Discard

Approve Reject Draft Approved Rejected

Class: 1 B. A EDN - S1 Date: 15/01/2024 → 15/02/2024

Hours: [] [X] [X] [X] Reason: To attend Seminar

Approver:

Students

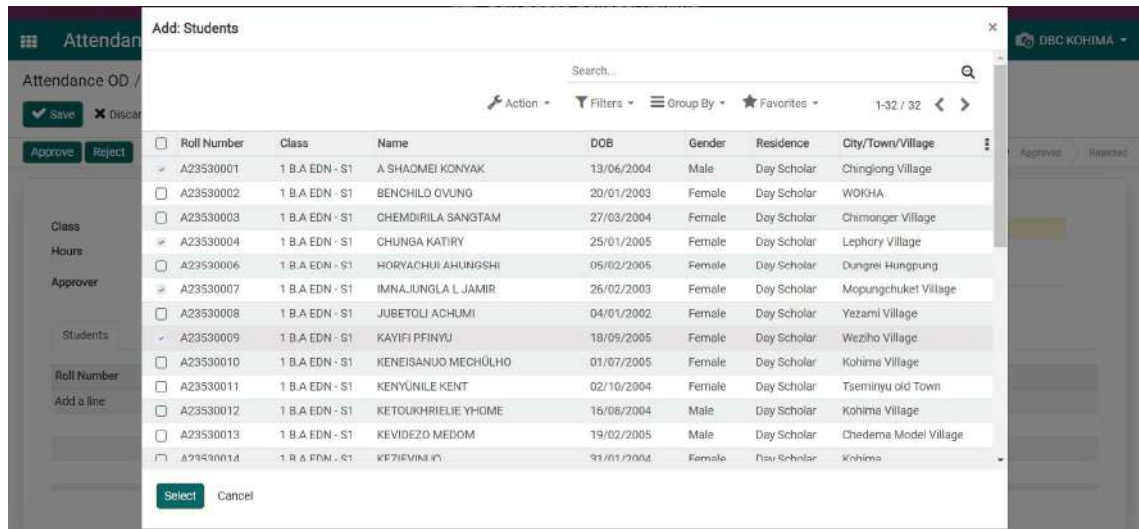
| Roll Number | Register Number | Name |
|-------------|-----------------|---------------|
| A23530001 | 23530001 | A SHAOMEI |
| A23530004 | 23530059 | CHUNGA |
| A23530008 | 23530097 | JUBETOLI |
| A23530010 | 23530116 | KENEISANUO |
| A23530012 | 23530125 | KETOUKHRIELIE |

Add a line

3. Select **Class** from the list.
4. Select **Hours** from the list box or select all hours by selecting checkbox.
5. Select **Approved By** from the list. (*The authority who can approve the On Duty of the student*).
6. Select **Date** from the calendar dialogbox.
7. Type **Reason** in the textbox.


8. Under the **Students** tab, click **Add a line** button

The *Add: Students* page is displayed.



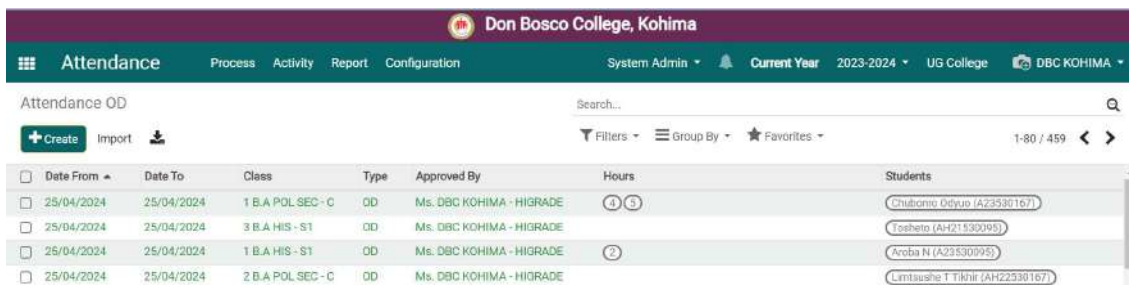
- a. Select the checkboxes to select on duty student records.

- b. Click  to select the students.

9. Click  to save the attendance OD(On Duty) details.

To view OD student’s details in student attendance:

Once the OD is created for the particular class student’s. The staff one who handle the class he/she can view the OD student details in the OD Students tab.



Note: The OD Students details will not be shown in the students’ tab to mark Absent for the students.

4. Report

Following are the available reports in student attendance:

- Daily Absentees Log

- Non -Compliance log
- Non - Compliance Percentage
- Overall Semester Attendance
- Classwise Percentage
- Course wise Absentees Statement
- Course wise Absentees Percentage
- Hostel Students Absentees

4.1. Daily Absentees Log


This report is generated to view the daily absentees and OD log of the students and reports can be downloaded in PDF Format.

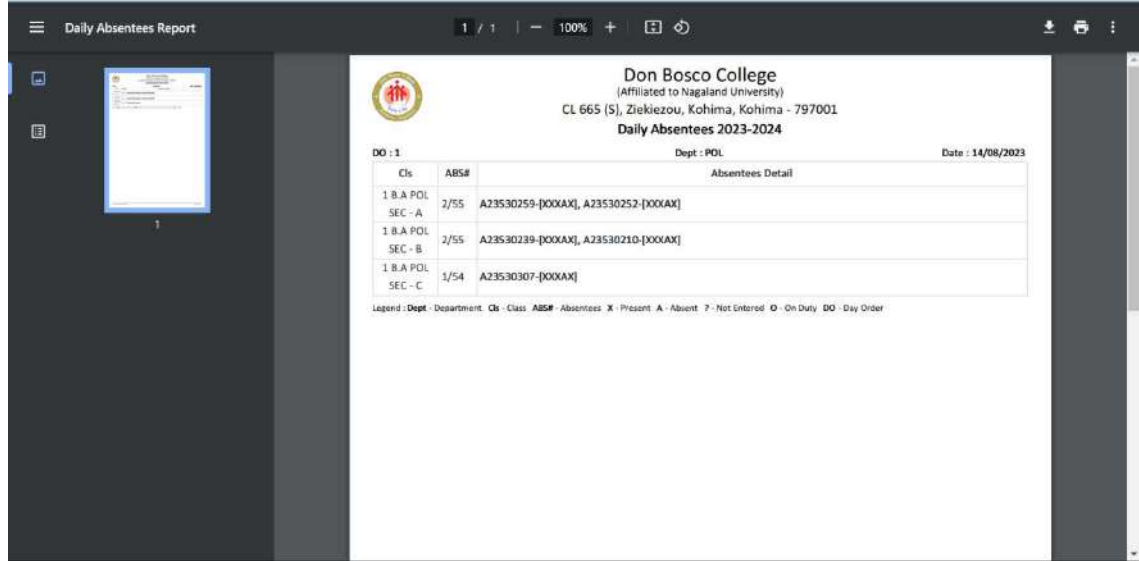
To generate daily absentee's log:

1. Under **Report** main menu, click **Daily Absentees Log** sub menu

The *Daily Absentees Log* wizard is displayed.

2. Select **Department** from the list (Or) click Department checkbox, to select all departments.
3. Select **Class** from the list (Or) click Class checkbox, to select all classes.
4. The **Term** is autogenerated.
5. Select **DateWise** as **Today / Yesterday / Custom** from the list.
 - a. If user select **Custom**, the Date field will be enabled, then select **Date** from the list.

- Click  to generate a report into PDF format.



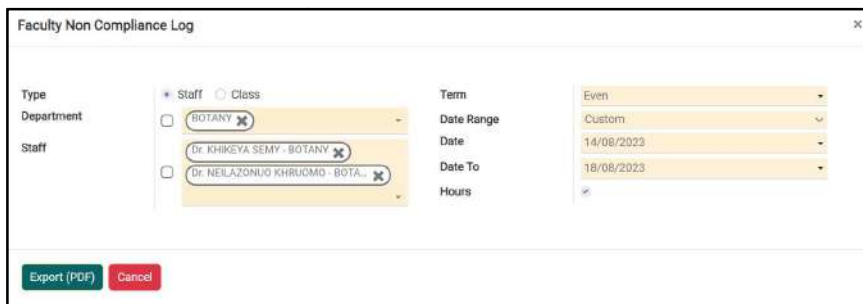
4.2. Faculty Non -Compliance log

Faculty Non-Compliance report generates incomplete attendance entry details taken by the assigned staff for each course, and the report can be generated into PDF format. Only, if the timetable is fixed then user can generate faculty Non-compliance log report.

To generate faculty non-compliance report:

- Select **Report** main menu and select **FacultyNon – Compliance Log** sub menu

The *FacultyNon Compliance Log*wizard is displayed.



- Select **Department** from the List box.
- Select **Staff** from the list box or select all staff by selecting checkbox.
- Select **Term** from the List box.
- Select **DateWise** as **Today / Yesterday / Weekly/ Custom** from the list.

- a. If you select **Custom**, the Date field will be enabled, then select **DateFrom** and **Date To** from the calendar dialogboxes.
6. Click **Export (PDF)** to generate a report into PDF report.

After selecting *Export PDF*, the report is generated into PDF Format as like the following image

| # | Code | Staff Name | Date | DO | Cls | Course | Hrs | Absentees | Sign |
|----|-----------|------------------|------------|----|-----------------|--|-----|-----------|------|
| 1 | DBCKS2211 | Dr. KHIKEYA SEMY | 14/08/2023 | 1 | 1 B.SC BOT - 52 | Mycology and Phytopathology | 4 | | |
| 2 | DBCKS2211 | Dr. KHIKEYA SEMY | 14/08/2023 | 1 | 1 B.SC BOT - 52 | Mycology and Phytopathology | 5 | | |
| 3 | DBCKS2211 | Dr. KHIKEYA SEMY | 16/08/2023 | 3 | BCC-03 | BCC-03 | 6 | | |
| 4 | DBCKS2211 | Dr. KHIKEYA SEMY | 16/08/2023 | 3 | 1 B.SC ZOD - 52 | Mycology and Phytopathology | 5 | | |
| 5 | DBCKS2211 | Dr. KHIKEYA SEMY | 16/08/2023 | 3 | SEC-3 (SEC-C) | SEC-3 (SEC-C) | 4 | | |
| 6 | DBCKS2211 | Dr. KHIKEYA SEMY | 17/08/2023 | 4 | BCC-03/MN(P) | BCC-03/MN(P) | 5 | | |
| 7 | DBCKS2211 | Dr. KHIKEYA SEMY | 17/08/2023 | 4 | BCC-03/MN(P) | BCC-03/MN(P) | 6 | | |
| 8 | DBCKS2211 | Dr. KHIKEYA SEMY | 17/08/2023 | 4 | SEC-3 (SEC-C) | SEC-3 (SEC-C) | 4 | | |
| 9 | DBCKS2211 | Dr. KHIKEYA SEMY | 18/08/2023 | 5 | 1 B.SC ZOD - 52 | Mycology and Phytopathology | 4 | | |
| 10 | DBCKS2211 | Dr. KHIKEYA SEMY | 18/08/2023 | 5 | SEC-3 (SEC-C) | SEC-3 (SEC-C) | 4 | | |
| 11 | DBCKS2211 | Dr. Neilazomuo | 14/08/2023 | 1 | 1 B.SC | Archegoniate(Bryophytes, Charophytes and | 6 | | |

4.3. Faculty Non Compliance (%)

Faculty NonCompliance Percentagereport generates incomplete attendance entry details taken by the assigned staff for each course, and the report can be generated into PDF format. Only, if the timetable is fixed then user can generate faculty Non-compliance percentage report.

To generate faculty non compliance (%)

1. Select **Report** main menu and select **Faculty Non Compliance(%)** sub menu

The *FacultyNon Compliance (%)* wizard is displayed.

2. Select **Department** from the list box or select all departments by selecting checkbox.

3. Select **Staff** from the listbox or select all staff by selecting checkbox.
4. Select **Term** from the List box.
5. Select **DateRange** as **Today / Yesterday /Weekly/ Custom** from the list.
 - a. If you select **Custom**, the Date field will be enabled then select **DateFrom** and **Date To** from the calendar dialogboxes.
6. Click **Export (PDF)** to generate a report into PDF report.

After selecting Export PDF, the report is generated into PDF Format as like the following image

The screenshot displays a PDF report titled "Daily Attendance Compliance" for Don Bosco College, affiliated with Nagaland University. The report is for the Department of Botany, staffed by Dr. Khikeya Semy, covering the period from 14/08/2023 to 18/08/2023. The report shows a 100% compliance rate with 10 total hours and 10 non-compliance hours.

| Dept | Code | Faculty | Total Hrs | NC Hrs | Compliance % |
|------|-----------|------------------|-----------|--------|--------------|
| BOT | DBCKS2211 | Dr. Khikeya Semy | 10 | 10 | 100 % |

Legend : NC Hrs-Non Compliance Hours, Total Hrs-Total Hours, WK Days-Working Days

4.4. Classwise Attendance (%)

Classwise Attendance Percentage report generates the students' attendance percentages by class. It provides the attendance details based on the selected department and class.

To generate classwise attendance (%) report:

1. Select **Report** main menu and select **Classwise Attendance(%)** sub menu

The *Classwise Attendance Percentagewizard* is displayed.

The screenshot shows a window titled "Classwise Attendance (%)". It contains several input fields: "Term" with a dropdown menu showing "Odd"; "Date" with a calendar icon and "01/06/2022"; "Date To" with a calendar icon and "16/08/2022"; "Department" with a list box containing "Management Studies" and "Commerce"; and "Class" with a list box containing "1CU" and "1MS". There are checkboxes next to the Department and Class list boxes. At the bottom, there are two buttons: "Export (PDF)" in a blue box and "Cancel" in a red box.

2. Select **Term** from the list box
3. Select **From Date** and **Date To** from the calendar dialogboxes.
4. Select **Department** from the list box or select all departments by selecting checkbox
5. Select **Class** from the list box or select all classes by selecting checkbox
6. Click **Export (PDF)** to generate a report into PDF report.

After selecting Export PDF, the report is generated into PDF Format as like the following image

4.5. Coursewise AttendanceStatement

This feature allows you to generate a coursewise attendance statement. It provides the attendance details based on the selected department and course.

To generate course wise attendance statement:

1. Select **Report** main menu and select **Course wise Attendance Statement** sub menu

The *Coursewise Attendance Statement*wizard is displayed.

The screenshot shows a window titled "Coursewise Attendance Statement". It contains several input fields: "From Date" with a calendar icon and "14/08/2023"; "To Date" with a calendar icon and "18/08/2023"; "Department" with a list box containing "EDUCATION"; "Staff" with a list box containing "Dr. IMTIMARO LONGPLIMER - EDUC..."; and "Course" with a list box containing "2 B.A.EDN - 61 - Trends and Issues...". There are checkboxes next to the Department and Course list boxes. At the bottom, there are two buttons: "Export (PDF)" in a green box and "Cancel" in a red box.

2. Select **From Date** and **To Date** from the calendar dialogboxes.
3. Select **Department** from the list box or select all departments by selecting checkbox.

4. Select **Staff** from the listbox or select all staff by selecting checkbox.
5. Select **Course** from the listbox or select all courses by selecting checkbox.

6. Click **Export (PDF)** to generate a report into PDF report.

After selecting Export PDF, the report is generated into PDF Format as like the following image

| S.No | Dept | C.Code | Date | Hour | Absentees | Abs# |
|------|------|---------|------------|------|---|------|
| 1 | EDN | EDN C-5 | 14-08-2023 | 2 | | 0 |
| 2 | EDN | EDN C-5 | 16-08-2023 | 2 | Kekhriseselle Rio (AH22530005), Neiketho O Yhame (AH22530009), Nolevavuo Pienyu (AH22530010), Pavine Lamai (AH22530011), Rakovi Kapazi (AH22530013), Ruguolenuo Mechulho (AH22530015), Zeizino P Tanyi (AH22530049) | 7 |
| 3 | EDN | EDN C-5 | 17-08-2023 | 2 | Zeizino P Tanyi (AH22530049) | 1 |
| 4 | EDN | EDN C-5 | 18-08-2023 | 2 | | 0 |

Legend: Dept - Department, Abs# - Absentees Count, C.Code - Course Code

4.6. Coursewise Attendance (%)

This feature allows you to generate a coursewise attendance percentage. It provides the attendance details based on the selected class and course.

To generate coursewise attendance (%) report:

1. Select **Report** main menu and select **Coursewise Attendance (%)** submenu

The *Coursewise Attendance (%)* wizard is displayed.

Coursewise Attendance (%)

Report Type: Staff Class

From Date: 15/01/2024

To Date: 19/04/2024

Class: TBA EDN - S1

Course: TBA EDN - S1 - Basics of Educatio...

Percentage: 0.00 to 100.00

Buttons: Export (XLS), Export (PDF), Cancel

2. Select **Term** from the listbox.
3. Select **From Date** and **To Date** from the calendar dialogboxes.
4. Select **Class** from the list box or select allclasses by selecting checkbox.
5. Select **Course** from the list box or select all courses by selecting checkbox.
6. Click **Export (PDF)** OR **Export (XLS)** to generate a report.

After selecting Export PDF/ Export XLS , the report is generated into Excel Sheet as like the following image

| S.No | Roll No | Name | Class | TWH | PWH | AWH | Present(%) |
|------|------------|-----------------------|---------------|-----|-----|-----|------------|
| 1 | AH22150160 | KEVILANUO SACHU | 2 B.A HIS -S1 | 46 | 42 | 4 | 91.3 |
| 2 | AH22530050 | ABRAHAM ACHUMI | 2 B.A HIS -S1 | 46 | 39 | 7 | 84.78 |
| 3 | AH22530051 | AGAPE KIHO | 2 B.A HIS -S1 | 46 | 41 | 5 | 89.13 |
| 4 | AH22530052 | AJO KESEN | 2 B.A HIS -S1 | 46 | 40 | 6 | 86.96 |
| 5 | AH22530053 | AUTO SWU | 2 B.A HIS -S1 | 46 | 43 | 3 | 93.48 |
| 6 | AH22530054 | ASANGLA YIMCHUNGER | 2 B.A HIS -S1 | 46 | 43 | 3 | 93.48 |
| 7 | AH22530055 | AVELU SHIHO | 2 B.A HIS -S1 | 46 | 44 | 2 | 95.65 |
| 8 | AH22530056 | BENCHUMLO M KIKON | 2 B.A HIS -S1 | 46 | 41 | 5 | 89.13 |
| 9 | AH22530057 | CAROLEAN C | 2 B.A HIS -S1 | 46 | 43 | 3 | 93.48 |
| 10 | AH22530059 | CHIONGRULA PHOM | 2 B.A HIS -S1 | 46 | 41 | 5 | 89.13 |
| 11 | AH22530090 | CHIPENCHILA CHANG | 2 B.A HIS -S1 | 46 | 43 | 3 | 93.48 |
| 12 | AH22530061 | FUTHERNA SUMI | 2 B.A HIS -S1 | 46 | 42 | 4 | 91.3 |
| 13 | AH22530062 | GABRIELA MAGH | 2 B.A HIS -S1 | 46 | 42 | 4 | 91.3 |
| 14 | AH22530063 | HILO TEP | 2 B.A HIS -S1 | 46 | 40 | 6 | 86.96 |
| 15 | AH22530064 | ILBO KIHO | 2 B.A HIS -S1 | 46 | 43 | 3 | 93.48 |
| 16 | AH22530065 | IMLUNKSHI KICHU | 2 B.A HIS -S1 | 46 | 42 | 4 | 91.3 |
| 17 | AH22530066 | IZINGLUNGBE | 2 B.A HIS -S1 | 46 | 32 | 14 | 69.57 |
| 18 | AH22530067 | JOSHUA D RUANGMEI | 2 B.A HIS -S1 | 46 | 39 | 7 | 84.78 |
| 19 | AH22530068 | KAPU AYEMI | 2 B.A HIS -S1 | 46 | 17 | 29 | 36.96 |
| 20 | AH22530069 | KENEL-U KERA | 2 B.A HIS -S1 | 46 | 42 | 4 | 91.3 |
| 21 | AH22530070 | KENYUSILO SEB | 2 B.A HIS -S1 | 46 | 42 | 4 | 91.3 |
| 22 | AH22530071 | KETHOLELIE THEUNUO | 2 B.A HIS -S1 | 46 | 43 | 3 | 93.48 |
| 23 | AH22530072 | KEZHA KUONUO SUOKHRIE | 2 B.A HIS -S1 | 46 | 42 | 4 | 91.3 |
| 24 | AH22530073 | KHOZUO A BASHE | 2 B.A HIS -S1 | 46 | 32 | 14 | 69.57 |
| 25 | AH22530074 | KHIBELAZI-U MEZHU | 2 B.A HIS -S1 | 46 | 46 | 0 | 100 |
| 26 | AH22530075 | KIHONI SHECJ | 2 B.A HIS -S1 | 46 | 41 | 5 | 89.13 |
| 27 | AH22530076 | LIMAWAPANG LONGRUMER | 2 B.A HIS -S1 | 46 | 41 | 5 | 89.13 |

4.7. Hostel Students Absentees

This feature allows you to generate anabsentee’s detail of the hostel students. It provides the attendance details based on the selected category, department and class.

To generate hostel students absentees report:

1. Select **Report** main menu and select **Hostel Students' Absentees** sub menu

The *Hostel Students Absentees*wizard is displayed.

2. Select **Term** from the list box.
3. Select **Date** from the calendar dialog box.
4. Select **Category** as **Boys** or **Girls** from the options.
5. Select **Department** from the list box or select all departments by selecting checkbox.
6. Select **Class** from the list box or select allclasses by selecting checkbox
7. Click **Export (PDF)** to generate a report into PDF report.

After selecting *Export PDF*, the report is generated into PDF Format as like the following image

| S.No | Roll No | Name | Dept | Class | Absent Hrs | Note |
|------|---------|----------------------|------|-------|------------|------|
| 1 | B19223 | CLINTON R | CA | 3CAA | 5 | |
| 2 | B19226 | DENIS JERMANUS A | CA | 3CAA | 4,5 | |
| 3 | B19231 | DONAVEN L | CA | 3CAA | 4,5 | |
| 4 | B19264 | MATHEW RUBAN Y | CA | 3CAB | 1,2,5 | |
| 5 | B19269 | NELSON RAJ M | CA | 3CAB | 1,2,5 | |
| 6 | B19285 | SAKTHIVEL V | CA | 3CAB | 1,2,5 | |
| 7 | B192A5 | ALEXANDER A | CA | 3CAA | 5 | |
| 8 | B20230 | GAVIN SABASTY FIGO R | CA | 2CAA | 1,5,6 | |
| 9 | B20250 | LINSTEN JENO A | CA | 2CAA | 1,5,6 | |

Acme Screenshot

Home Finance Statutory Reports Utilities Update admin (acperp)

Finance Home 01-Apr-2022 to 31-Mar-2023

Home X Report - Monthly Abstract (Payments)

Projects

DON BOSCO COLLEGE SOCIETY - Local
Don Bosco Hr.Sec.School Kohima - Local

Friday, 31 March 2023

Cash 138,909.05 DR +
Bank 13,573,755.61 CR +
FD 1,076,706.00 DR +

Receipts and Payments for the Month Apr 2022 to Mar 2023

| Month | Receipt | Payment | |
|--------------|----------------------|----------------------|------------------|
| Apr-2022 | 447,280.00 | 1,615,194.28 | \$ 24,000,000.00 |
| May-2022 | 1,397,590.00 | 1,141,826.72 | \$ 21,000,000.00 |
| Jun-2022 | 10,626,939.00 | 2,190,225.79 | \$ 18,000,000.00 |
| Jul-2022 | 1,534,104.00 | 1,745,430.56 | \$ 15,000,000.00 |
| Aug-2022 | 396,220.00 | 22,169,225.70 | \$ 12,000,000.00 |
| Sep-2022 | 839,235.00 | 2,745,751.90 | \$ 9,000,000.00 |
| Oct-2022 | 1,346,520.22 | 2,128,095.30 | \$ 6,000,000.00 |
| Nov-2022 | 408,090.00 | 1,663,041.58 | \$ 3,000,000.00 |
| Dec-2022 | 2,294,479.00 | 1,857,820.54 | \$ 0.00 |
| Jan-2023 | 10,040,950.00 | 2,222,050.92 | |
| Feb-2023 | 171,000.00 | 3,281,181.61 | |
| Mar-2023 | 364,778.00 | 2,268,718.64 | |
| Total | 29,867,185.22 | 45,041,563.48 | |

Chart Type Bar

Upload Voucher Status Show All Portal Messages Amendments Ticket Status

Record 0 of 0

6587 Cheques have to be Reconciled/Cleared

License Period : 01-Apr-2020 to 31-Mar-2015 BO : KOHIMA Logged in Branch : acperp

Last Refreshed on 01 September 2014

Ctrl-Shift-F4 (F3) (F5) Configuration (F12)

Finance

- Masters
- Accounting
- Receipt
- Payment
- Contra
- Journal
- Bank Reconciliation
- Budget - Annual
- Third Party Integration
- Fixed Deposit
- Options
- Views
- Vouchers
- Journal
- Audit Log

Voucher - Receipt

Home Report - Monthly Abstract (Payments) Voucher - Receipt X

Project: DON BOSCO COLLEGE SOCIETY - Local From: 01/03/2023 To: 31/03/2023 Receipt Payment Contra

| Opening Balance | | Cash \$227,893.05 DR | Bank \$11,758,798.97 CR | FD \$1,024,003.00 DR | | | | |
|-----------------|------|----------------------|---|----------------------|-------------|-----------------------------------|---------------------|---------------------|
| Date | V.No | V.Type | Particulars | Cash / Bank | Ref No./... | Narration | Debit | Credit Name/Address |
| 01/03/2023 | 43 | Payment | Stationery and Consumables | Cash | | Paid for taxi for transportab... | 200.00 | |
| 01/03/2023 | 44 | Payment | Domestic Staff Salary | Cash | | Paid domestic staff salary fo... | 8,200.00 | |
| 01/03/2023 | 45 | Payment | Domestic Staff Salary | Cash | | Paid domestic staff salary fo... | 8,200.00 | |
| 01/03/2023 | 46 | Payment | Domestic Staff Salary | Cash | | Paid domestic staff salary fo... | 9,000.00 | |
| 01/03/2023 | 47 | Payment | Domestic Staff Salary | Cash | | Paid domestic staff salary fo... | 4,124.00 | |
| 01/03/2023 | 48 | Payment | Domestic Staff Salary | Cash | | Paid domestic staff salary fo... | 4,000.00 | |
| 01/03/2023 | 49 | Payment | Domestic Staff Salary | Cash | | Paid domestic staff salary fo... | 4,000.00 | |
| 01/03/2023 | 50 | Payment | Domestic Staff Salary | Cash | | Paid domestic staff salary fo... | 3,500.00 | |
| 01/03/2023 | 51 | Payment | Domestic Staff Salary | Cash | | Paid domestic staff salary fo... | 7,500.00 | |
| 03/03/2023 | 02 | Payment | Fees paid to university/council | 196701000043... | | Paid to prof CR Deb Nagaland... | 13,000.00 | |
| 03/03/2023 | 03 | Payment | Provident Fund Paid | 196701000043... | | Paid for february 2023 Provid... | 6,232.00 | |
| 03/03/2023 | 04 | Contra | 19670100004398 - THE FEDERAL BANK MAIN COLLEGE ACCOU... | 068605300000... | | Paid for EMI for Mrch 2023 t... | | 350,915.00 |
| 03/03/2023 | 05 | Payment | BEEA Activites | 196701000043... | | Paid college anthem music pro... | 50,000.00 | |
| 03/03/2023 | 06 | Payment | Internet Expenses | 196701000043... | | Paid for internet expense for ... | 1,945.32 | |
| 03/03/2023 | 07 | Payment | Internet Expenses | 196701000043... | | Paid for internet expense for ... | 1,945.32 | |
| 03/03/2023 | 25 | Receipt | Interest on SB | 068605300000... | | Int.: 1-12-2022 To 28-02-2023 | | 707.00 |
| 03/03/2023 | 52 | Payment | Food Expenses | Cash | | Paid for refreshment to NU pr... | 640.00 | |
| | | | | | | | 2,268,718.64 | 1,069,182.00 |

| Ledger Details | | | | Cost Centre Details | | | |
|----------------------------|--------|--------|------------|---------------------|-----------------|------|--------|
| Ledger | Debit | Credit | Account No | Ref No./Cheque No. | Materialized On | Name | Amount |
| Stationery and Consumables | 200.00 | | | | | | |
| Cash | | 200.00 | | | | | |

Closing Balance Cash \$138,909.05 DR Bank \$13,573,755.61 CR FD \$1,076,706.00 DR

137 100%

Report - Monthly Abstract (Payments)

01-Apr-2022 to 31-Mar-2023

Home Report - Monthly Abstract (Payments) X Voucher - Receipt Report

Abstract Bank Activities Book of Accounts Final Accounts NEW Audit Foreign Contribution Cost Centre Financial Records Budget

100% X

DON BOSCO KOHIMA

Don Bosco kohima

Monthly Abstract (Payments)

For the Period: 01/04/2022 - 30/03/2023

DON BOSCO COLLEGE SOCIETY

| Code | Particulars | For the Period (\$) | Progressive Total (\$) |
|------|---|---------------------|------------------------|
| | Loan Processing and documentation charges | 208,978.00 | 208,978.00 |
| | Tally certificate course expenses | 142,898.00 | 142,898.00 |
| 100 | Other Duties and Taxes | 132,320.00 | 132,320.00 |
| 107 | Telephone Expenses | 13,930.00 | 13,930.00 |
| 108 | Internet Expenses | 66,552.22 | 66,552.22 |
| 11 | Postage and Communication | 117.00 | 117.00 |
| 115 | Events and Celebrations | 848,300.00 | 848,300.00 |
| 119 | Worship Expenses | 2,300.00 | 2,300.00 |
| 13 | Electricity | 137,566.04 | 137,566.04 |
| 148 | Electrical repair and maintenance | 26,480.00 | 26,480.00 |
| 16 | Travelling and Conveyance | 109,211.14 | 109,211.14 |
| 163A | BEEA Activities | 235,909.00 | 235,909.00 |
| 163A | Green Campus | 41,320.00 | 41,320.00 |
| 16A | Courier & Transportation charges | 81,282.00 | 81,282.00 |
| 17 | Audit Fees | 38,940.00 | 38,940.00 |
| 170 | Contribution to the Province | 500,000.00 | 500,000.00 |
| 176 | Society Expenses | 14,460.00 | 14,460.00 |

DON BOSCO COLLEGE SOCIETY

PAYMENT

Voucher Type **Receipt**

Payments

Contra

Voucher

Date **11/01/2012**

Donor Info Delete Voucher Print Voucher

Press F11 to Single Entry

- F3 Date
- F4 Next Date
- F6 Receipts
- F7 Payment
- F8 Contra
- F9 Journal
- F10 Ledger
- Bank Account
- Cost Centre
- Dgnr
- Voucher View
- Mapping
- Ledger Options
- F12 Settings

Opening Balance Cash \$ 168,639.05 DR Bank \$ 13,493,031.47 CR FD \$ 1,024,003.00 DR

| Ledger | | Amount | Current Balance |
|-------------|--|--------------|---|
| Dr | Tally certificate course expenses - Direct Expenses | 52,864.00 | \$ 582,291.00 DR |
| | | | \$ 52,864.00 |
| Cash / Bank | | Amount | Ref. No (DD/Cheque) Materialized On Current Balance |
| Cr | 19670100004398 (THE FEDERAL BANK MAIN COLLEGE ACCOUNT - KOHIMA) | 52,864.00 | \$ 11,791,935.44 DR |
| | | \$ 52,864.00 | |

Narration Paid for tally essential certificate course Tally Education private limited

Name & Address

Save New Close

Closing Balance Cash \$ 167,069.05 DR Bank \$ 13,558,295.47 CR FD \$ 1,024,003.00 DR

Ctrl+D Delete Trans Alt+D Delete Cash/Bank Ctrl+I Move Trans Alt+I Move to Cash/Bank Alt+S Save Alt+N New Alt+C Close

MOODLE LMS

Moodle LMS in Don Bosco College, Kohima

Moodle LMS started its first initial trial with students starting from June 2023 to December 2023 Academic session, after the successful trials, it was finally introduced to all students starting from January 2024, on a new academic session period.

With students and Lectures continuous participation and consistent update of relevant information on Moodle LMS website, it thus can be said that Moodle LMS was a successfully launched in Don Bosco College, Kohima

Advantages of Moodle LMS:-

1. Open source
2. Accessibility
3. Secure
4. Flexible and Feature Rich
5. Integration

Moodle LMS website Link for Don Bosco College, Kohima

<https://elearning.dbckohima.ac.in/moodle/>

The user can use both link and QR code scan to log in into

MoodleLMS:

1. Go to Play Store
2. Type Moodle and download Moodle
3. Once downloaded use the Link or either QR code to Log in.

Mobile app

QR code for mobile app access

Scan the QR code with your mobile app to fill in the site URL in your app.



Let us give a quick tour on Don Bosco College, Kohima MoodleLMS Site

1. Front Page:-

The following picture shows the front page to be shown when a user has log in into the College Moodle LMS site Page

Once pressing the log in page that is in the Far Corner of the right side, a user can easily enter its Id and Password and log in into the said page

Don Bosco College - Kohima

Available courses

Advanced Learner group
Teacher: Admin User

Note:

Every staff is provided a personal ID and password that even admin also is unaware of i.e. a staff is given a chance to change their Password accordingly to their preferable choice.

The Students are also provided with password and Id for log in

Once Logged in the page will appear as follows

Reset page to default

Dashboard

+ Add a block

Timeline

Next 7 days Sort by dates Search by activity type or name

Three sub Heading are shown as Home, Dashboard and My Course for both staff and students

Advanced Learner group

Bulk actions

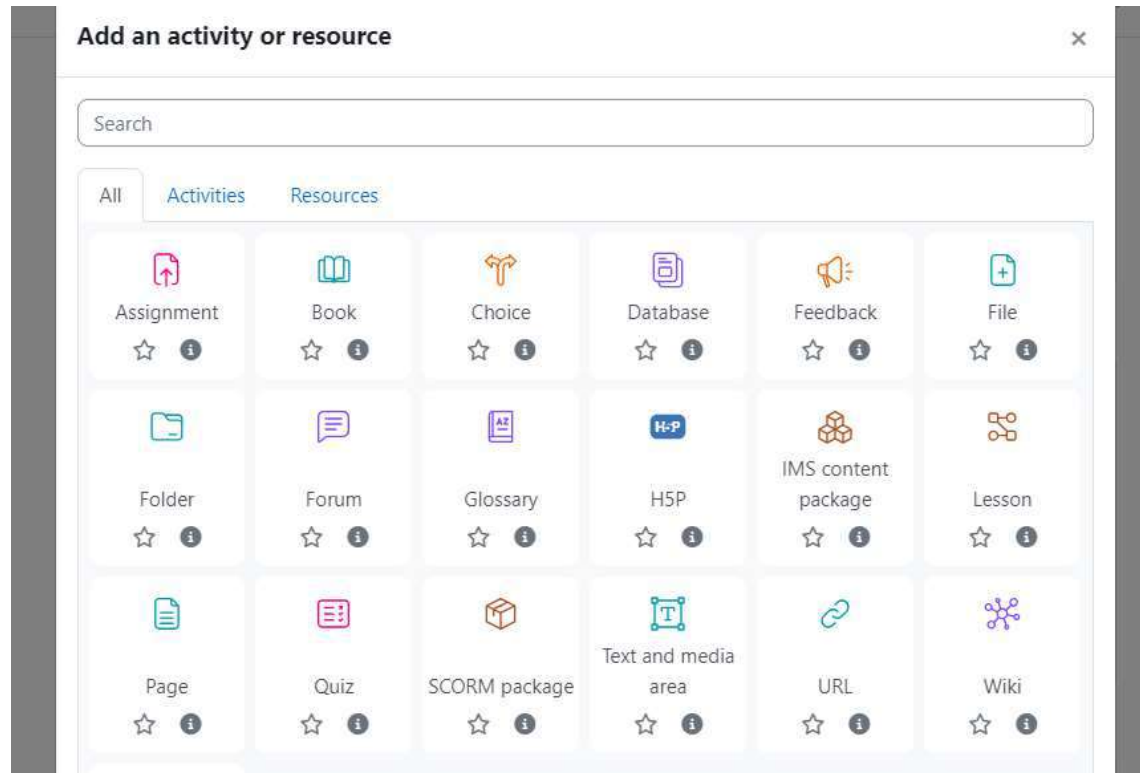
QuizTime Collapse all

Every test contains 100 questions

+ Add an activity or resource

The next page shown above indicates the Course a particular Staff will be assigned to accordingly to their course taken up,

For Example: the course I am currently assigned to is as **Advanced Learner Group**



The above image shown are the options a user receive when they press to 'add an activity'

The Activity or Resource can vary accordingly to user choice as to how they prefer to, if they want to upload PPT they can either use File or Folder, if they want to create an assignment, as such can be created, MCQ/True or False/ Multiple choice/Short answers etc all such can be done in Quiz (Note: The Quiz are naturally auto Correction, i.e. the computer will automatically correct the answers and show the result) and many more such wonderful activity are provide for users to utilize accordingly to their preference choice.

Likewise a user also have the ability to edit the sitting for more exciting programmes and usage of any set of rules and regulations.

Moodle now helps empower educators in two-thirds of academic institutions and thousands of organisations worldwide with open-source technology.

As an open-source platform, you can completely control your Moodle site's reliability, design, customisation, and longevity. Our Moodle Certified Partners and Service Providers can help your institution ensure a reliable, customisable, and resilient Moodle site for effective learning.

The image show below is a Prime example of how Moodle LMS (MCQ)are done:

Back

Question 1

Not yet answered

Marked out of 1.00

🚩 Flag question

✎ Edit question

🔄 (latest)

Gonkoken nanci is the newly discovered species of herbivorous dinosaur found in which country?

- a. Chile
- b. Egypt
- c. China
- d. Brazil

Next page

+ Add a block

Quiz navigation

| | | | | | | |
|----|----|----|----|----|----|----|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | 32 | 33 | 34 | 35 |
| 36 | 37 | 38 | 39 | 40 | 41 | 42 |
| 43 | 44 | 45 | 46 | 47 | 48 | 49 |

MOODLE

The screenshot shows the Moodle 'My courses' page. At the top, there is a navigation bar with 'LMS-DBCKOHIMA', 'Home', 'Dashboard', and 'My courses'. Below this is a 'My courses' section with a 'Course overview' sub-section. It features a search bar, a filter set to 'All', and a sort option 'Sort by course name'. Three course cards are displayed: 'Basic of Education Research Semester II', 'Educational Technology (Major) Semester IV', and 'Educational Technology (Minor) Semester IV'. A help icon is visible in the bottom right corner.

The screenshot shows the Moodle course page for 'Basic of Education Research'. The top navigation bar includes 'LMS-DBCKOHIMA', 'Home', 'Dashboard', 'My courses', and an 'Edit mode' toggle. A sidebar on the left lists course sections: 'Basic of Education Resea...', 'Announcements', 'Concept and types of Sam...', 'Unit 1: Introductions of E...', 'Unit 2: The Hypotheses a...', and 'Unit 3: Research Design a...'. The main content area shows the course title 'Basic of Education Research' with tabs for 'Course', 'Settings', 'Participants', 'Grades', 'Reports', and 'More'. Under the 'Basic of Education Research' section, there is a 'FORUM Announcements' and an 'ASSIGNMENT Concept and types of Sampling' with a 'Mark as done' button. An announcement is visible: 'Opened: Thursday, 7 March 2024, 12:00 AM' and 'Assignment on Concept and types of Sampling'. A help icon is in the bottom right corner.