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<td>1. Administration</td>
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<td>2. Finance and Accounts</td>
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<td></td>
<td>3. Student Admission and Support</td>
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<td>4. Examination</td>
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<table>
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<tr>
<td>Administration</td>
<td>i)Managing Staff and Student Details</td>
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<tr>
<td></td>
<td>ii)Student &amp; Staff Search Details</td>
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<td>iii) Staff Role</td>
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<td>iv) Work flow Process</td>
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<td>i)Financial Transactions</td>
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<td>iii)Students Fees due Details</td>
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<td>Student Admission and Support</td>
<td>i) Student Admission Portal</td>
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<td>ii)Admission Registration Form</td>
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<td>Examination</td>
<td>i)Scheduling Exams</td>
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## Manage Staff and Student Details

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  - TIDE DST: 416 LAKHS
  - AICTE - Research Proposal Scheme/Scheme: 476 LAKHS
  - COMPUTER SOCIETY OF INDIA: 30,000
  - AICTE-AGS: 7 LAKHS
  - TIDE DIVISION DST: 28,56,003
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**ADMINISTRATION**
FINANCE & ACCOUNTS

PRINCIPAL,
RAJALAKSHMI ENGINEERING COLLEGE
AN AUTONOMOUS INSTITUTION
THANDALAM, CHENNAI - 602 105.
FINANCE & ACCOUNTS
Verify Student details
Please confirm your details and click on "Submit Payment" to proceed.

Student Name: JASON JOSEPH

<table>
<thead>
<tr>
<th>Roll no</th>
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<th>Course</th>
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<tr>
<td></td>
<td>9176099571</td>
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E-mail ID:
jason.joseph.2018-auto@rajalakshmi.edu.in

Fee Summary

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</tbody>
</table>

Agree with Terms & Conditions

Initiate Payment

FINANCE & ACCOUNTS
STUDENT ADMISSION & SUPPORT

REC PROGRAMME

Rajalakshmi Engineering College, approved by AICTE, New Delhi, established in the year 1997 currently offers 16 UG and 9 PG courses and also offers 9 Research programs (Ph.D., M.S.). It consists of both classroom training as well as out-bound training which will make our students industry-ready from the day they graduate from RCE.

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Applicant's Info

gopal@gmail.com

+91 9340021579

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Tamil Nadu

Chennai

An OTP will be sent to your Email for Verification. Kindly enter the OTP on the next page.

APPLY NOW

REC ADVANTAGE

2nd MOST PREFERRED CAMPUS FOR ENGINEERING ADMISSIONS AMONG ALL SELF-FINANCING COLLEGES IN TAMILNADU

17
UG Courses

9
PG Courses

1900+
Student Offices

25+CR
Research Funding

NAAC
A级

Admissions Open 2022

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APPLY NOW

Type here to search
B.E./B.TECH REGISTRATION FORM

USER REGISTRATION (FIELDS ARE MANDATORY)

Name: 
Geeta B.

Email ID: *
gpeeta.b@gmail.com

Phone Number: 
9849011599

OTP: *
1234

An OTP will be sent to your Email for Verification. Kindly enter the OTP above

Date: *
09/02/2022

Gender:  Male  Female

Adhar Number: 
321234567890

REGISTER
END SEMESTER EXAMINATION RESULT - ODD 2021-2022

Branch: B.Tech-T

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GPA: 8.25

Result Published Date: 05-08-2022

Principal
RAJALAKSHMI ENGINEERING COLLEGE
AN AUTONOMOUS INSTITUTION
THANDALAM, CHENNAI - 602 105.

Disclaimer: The result published at www.rajalakshmi.in is PROVISIONAL only. We are not responsible for any unauthorised error that may have crept in the data/results being published on the internet. This is being published on the internet just for immediate information to the examinees.

For all final results, please contact Admissions.

Printed: 05-08-2022
E-Governance – Unified Portal
Campus Automation System
E-Governance – Unified Portal – Campus Automation System

The country's social and economic success is dependent in great part on its citizens having access to a vast amount of data and knowledge obtained through new learning channels. It is critical to ensure that the education sector evolves. In this context, e-Governance can help improve transparency, provide quick information, disseminate information, improve administrative efficiency, and provide educational services. All stakeholders, including management and authorities, teaching and nonteaching personnel, parents, students, alumni, and other government entities such as the parent university, UGC, and AICTE, should be included in governance as a concept. All of the aforementioned are factors in active decision-making. It's critical to make sure that governance is not simply democratic but also responsible and transparent. Accountability and responsibility are essential components of the system's proper operation. Implementing e-Government increases accountability, integrity, credibility, transparency, and efficiency in the institution's day-to-day operations, allowing it to provide effective services to all of its stakeholders. There will be no communication breakdowns, and data processing will be hastened to facilitate the flow of information inside the institution. Through connection with industry and society, E-Governance delivers excellent governance, empowers stakeholders, decreases process costs and time, and improves administrative performance.


Main Objectives

1. To use an automation system to digitalize the campus and assure efficient operation in all areas of the institution's management.

2. To instill responsibility, honesty, trustworthiness, transparency, and efficiency in the institution's day-to-day operations.

Roles & Responsibilities

Campus Automation System Team shall be responsible for the following activities:

1. Staff Management
2. Academic Management Module
3. Library Management
4. Evaluation & Assessment
5. Finance & Accounts
6. Administration and maintenance of REC Web Portal
Implementation Details of Campus Automation System in REC

Rather than the conventional method of employing paper records, it facilitates current management in the institution. The campus management system delivers complete control of the institution through the desktop of the Chairperson, Principal, and other management heads, allowing management to make decisions faster than earlier. Its ability to display the data graphically allows the users to have a clear view of the information of students, employees, finances, and libraries.

ADMINISTRATION
Administration module will be used to include master data for STAFF, STUDENT, PARENT and ALUMNI.

STUDENT MANAGEMENT
The academic begins with admission and ends with receiving the degree. The software module should process each phase of a student's life cycle on campus. This module allows the institution to perform more as follows:
1. Registration of Students.
2. Student ID Card, Promotion/Transfer/Debar/Exit.

STAFF MANAGEMENT
This module is responsible for all the staff activities, including academic information, scheduling classes, and so and so forth. This module enables the institution to do the following of other activities:
1. Students attendance.
2. Conduct CAT tests and evaluations
4. Subject Preference and Subject Allocation.
5. Event arrangements like Seminars, Sports, Industrial Visits, Projects, Parents' Meetings, etc. Event creation is quiet common of functionality which will be used while scheduling all events like staff meetings, Student meetings, Special Classes, and Training. Through this functionality of all events can be tracked/sorted.
   w.r.t event type wise, month wise. Participants with specific criteria can also be selected through dynamic filter option provided in this functionality.

ACADEMIC MANAGEMENT
The examination module is responsible for managing and controlling all information about examinations and their scheduling. This module enables the institution to do the following of other activities:
1. Course and Subject Management.
2. Plan and Conduct internal tests.
3. View subjects being taken by each department in a year.
4. Issue hall tickets after checking.
5. Record CAT and End Semester mark details and performance evaluation.
6. Access marks obtained by all the students in all exams with Current and Arrears.
7. Calculate internal marks based on CAT tests and Assignment.
PAYROLL
In this module user can manage functionalities like Grade Pay Master, Pay Earning Master, Pay Tax Master, Professional Tax Master, Pay Tax Section, Grade Pay Earnings Master, Salary Processing, Pay Slip Generation, Loans and Advances, Pay Transaction Master.
1. Maintain a record of your master accounts, ledgers, and groups.
2. Fee definition management for various seat types, quotas, and concessions.
3. Using Bank Conciliations to manage your bank and cheques
4. Budgeting and financial management are two of the most important aspects of business.
5. Day Book Receipts, Payments, and Journal Transactions

LIBRARY
This module will keep track of all the books, magazines, and other publications, as well as their purchase and distribution information. This module enables the institution to do the following, among other things:
1. Use barcode systems for faster transactions. Sort books into categories and manage them accordingly.
2. Look over books that are frequently used and more.
3. Inward entries by staff, students, and non-members; rack management; issue, return, lost, and renewal
4. Look through the OPAC and keep an eye on the inventory status.

HRMS
This module is responsible for managing and maintaining all aspects of human resource development and employee management. Manage staff data entry contains staff personal information, Family details, Educational information, Prior experience (if any), projects & publications if they participated, and any additional information such as Bank details, insurance, etc. All Education and experience certificates can be uploaded and saved through this functionality. The institution can use this module to do the following, among other things:
1. Staff ID card, appraisal, research activities, papers and Manage Bio-Data.
2. Code, designation, category, scale, slab, allowance, deduction, leave masters.
3. Apply and approval of leave and loan.
4. Maintain payroll and generate pay slips.
5. Staff Profile management.
6. Biometric Attendance of the staff.

PLACEMENT
In this module user can manage functionalities like Schedule Campus Placement, Student registration/acceptance, Approve Placement Schedule. Apart from this we have developed functionalities like Update Placement Details and Update Placement attendance.
HOSTEL MANAGEMENT
In this module various functionalities are added to automate the manual workflow and to enhance the existing process in REC Hostels. Key Features in UNIFIED Hostel Module:

1. Managing Hostel Room Assignments.
2. Attendance Upload.
3. High-level and Drilldown view of hostel student attendance.
4. Leave Request Management.
5. Device Registration Request Process.

VISITOR MANAGEMENT
Helps to track the visitors visiting the Staff or the Students, who are being permitted by the SecurityAdmin for issuing the visitor’s pass & Gate pass.

TRANSPORTATION
In this module users can manage functionalities like Managing the Route Master i.e. entry and update of Route including the Pickup locations and Parking locations etc. Assigning the routes to a vehicle and driver, Trip sheet details and Transport request and approval process is also included in this delivery.
UNIFIED PORTAL

User Guide Ver1.0

ADMINISTRATION

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<th>Author</th>
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<td>First release to client</td>
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Administration

Administration module will be used to include master data for STAFF, STUDENT, PARENT and ALUMNI. Added data will be used in all other further processing in this UNIFIED portal.

Admin Masters

Batch Master

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<td>8</td>
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<td>Bachelor of Engineering</td>
</tr>
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</table>

This functionality helps in creating the Batch concerning the Departments and Courses.

Below is the process which follows for adding details in Batch Master:

Steps Involved:

1. Click Add New.
2. Enter the Batch Code, Batch Name and Description.
3. Batch Code and Batch Name are Mandatory fields.
4. Click Submit.
5. Click Edit for updating the details, Click Update.
6. Click Delete, Click OK for deleting the details.
Course Master

This functionality deals with adding courses of REC. Administering the course can be performed like entry of masterdata and updating by searching the respective course details.

Below is the process which follows for adding details in Course Master:

Steps Involved:

1. Click Add New.
2. Enter the Course Code, Course Name, Select the Department, Degree, Semester and Enter Description.
3. Course Code, Course Name, Department, Degree, Semester are Mandatory fields.
4. Click Submit.
5. Click Edit for updating the details, Click Update.
6. Click Delete, Click OK for deleting the details.
Department Master

This functionality deals with departments of REC. Administering the departments can be performed by entry of master data and updating by searching the respective department.

Below is the process which follows for adding details in Department Master:

**Steps Involved:**

1. Click Add New.
2. Enter the Department Code, Department Name, Department Manager, and Description and Check the Academic Flag for Academic departments and Time Table Flag for Time Table Processing.
3. Click Submit.
4. Click Edit for updating the details, Click Update.
5. Click Delete, Click OK for deleting the details.
This functionality deals with creating Teaching and Non-teaching staff designations in REC. All staff designations can be entered and updated by using this.

Below is the process which follows for adding details in Job Master:

**Steps Involved:**

1. Click Add New.
2. Enter the Job Code, Job Name and Description.
3. Job Code and Job Name are Mandatory fields.
4. Click Submit.
5. Click Edit for updating the details, Click Update.
6. Click Delete, Click OK for deleting the details.
This functionality helps in adding Academic Year, Exam or Semester details in the institution calendar master. Each Schedule type should ensure whether the relevant parent information has been added. Process flow will happen as they are inter-related to schedule type created.

- For Academic Year creation, ensure the START DATE against the COURSE selected and submitted.
- For adding SEMESTER, ensure ACADEMIC YEAR data has been provided.
- After creating ACADEMIC YEAR and SEMESTER data successfully, then we can add EXAM details

Below is the process which follows for adding details in Institution Calendar:

**Steps Involved:**

1. Select Schedule Type, Schedule Type Value, Parent Schedule Type, Parent Schedule.
2. Start Date and End Date.
3. Click Submit.
4. Click Edit for updating the details, Click Update.
5. Click Delete, Click OK for deleting the details.
This functionality deals with adding sections to courses based on actual student strength and also allocated room strength. Entry of master data section, data and updating by searching the respective section.

Below is the process which follows for adding details in Section Master:

**Steps Involved:**

1. Click Add New.
2. Enter the Section Code, Section Name, Select Department, Course, Semester and Enter Description.
3. For all Primary Sections, Primary Flag check box has to be selected. If it is Split Class, Primary Flag selection is not Mandatory
4. Section Code, Section Name, Select Department, Course, Semester are Mandatory fields.
5. Click Submit.
6. Click Edit for updating the details, Click Update.
7. Click Delete, Click OK for deleting the details.
Syllabus Master

This functionality deals with subject details of REC. Administering subjects can be performed like entry of master data and updating by searching the respective subject.

Below is the process which follows for adding details in Syllabus Master:

**Steps Involved:**

1. Select Regulation, Degree, Enter Subject Code, Subject Name, Description, Lecture, Tutorial, Practical, Credits, Total Period, Distance, Weight age.
2. Select Elective if Elective subject or Lab Flag and Consecutive Flag.
3. Regulation, Degree, Enter Subject Code, Subject Name, Description, Lecture, Tutorial, Practical, Credits, Total Period, Distance, Weight age are Mandatory fields.
4. Click Save.
5. Click Edit for updating the details, Click Update.
6. Click Delete, Click OK for deleting the details.
Look Up Master

This functionality helps in adding values in the Dropdown list for all the Modules.
Below is the process which follows for adding details in Look up Master:

Steps Involved:

1. Enter the details in the Respective and Mandatory Fields.
2. Enter Lookup Module, Lookup Type, Lookup Meaning are Mandatory fields.
3. Click Save.
4. Click Edit for updating the details, Click Update.
5. Click Delete, Click OK for deleting the details.
Vendor Master

Through this functionality all registered vendor details can be managed. Entry and update of vendor details can be done using this functionality.

Below is the process which follows for adding details in Vendor Master:

**Steps Involved:**

1. Click Add Vendor.
2. Select and Enter the details in the Respective and Mandatory Fields.
3. Name, Service Tax No, PAN No, Payment Term, CST Number, CST Date, TIN or Local ST Number, Title, First Name, Last Name, Email, Phone are Mandatory fields.
4. Click Add Vendor Site.
5. Select and Enter the details in the Respective and Mandatory Fields.
6. Address line 1, Address line 2, City, Pin code are Mandatory fields.
7. Click Submit.
8. Click Edit for updating the details, Click Update.
9. Click Delete, Click OK for deleting the details.

**Block & Room Master**

This functionality deals with Buildings and respective Room database of REC. Block master will have details of each building with floor details, Block type etc... Respective rooms of each block can be managed through Room Master.

Both masters can be edited by searching with appropriate values

Below is the process which follows for adding details in Block and Room master:

**Steps Involved:**

1. Click Add Block.
1. Enter and Select the details in the Respective Fields.
2. Block Name, Block Code and Block Type are Mandatory fields.
3. Click Save.
4. Click Edit for updating the details, Click Update.
5. Click Search Block for searching the Block.

1. Click Add Room.

2. Enter and Select the details in the Respective Fields.
3. Block, Floor No, Room Type, Room Code, Room Capacity, No. of Rows and Columns are Mandatory fields.
4. If want to Select the Classroom, Click YES.
5. Select the Block No. and Room No.
6. Click Edit for updating the details, Click Update.
7. Click Search for searching the Block and Floor No.

**Company Master**

This functionality helps in adding the details of a New or Existing Company(Vendor) with respect to the Type and Category. After adding the details of Company, the respective details of the Company would be linked to the Vendor Master, Placement.

Below is the process which follows for adding details in Company Master:

**Steps Involved:**

1. Enter Name, Number, Select Type, Category and Status.
2. Name, Type, Category and Status are Mandatory fields.
3. Click Submit.
4. Click Edit for updating the details, Click Update.
5. After adding the details of the Company, then click Add Customer it navigates to Company SiteMaster.
6. Enter Site Name, Contact Person, Email Address, Phone Number, Mobile Number, Select Status, Enter Address and Description and Click Submit.
7. Click Edit for updating the details, Click Update.
Student Fee Confirmation Master

This functionality helps in confirming the details of the Student Fees with respect to Academic Year, Department, Course, Batch and Fees Type.

Below is the process which follows for adding details in Student Fee Confirmation Master:

**Steps Involved:**

1. Select the details in Respective and Mandatory Fields.
2. Academic Year, Department, Course and Batch are Mandatory Fields.
3. Click Search for Searching the details.
4. In Payment details, Click Edit and enter the Amount, Receipt and Remarks.
5. Click Save for saving the details.
6. In the Payment Summary, Click Edit and enter the Amount.
7. Click Save for saving the details.
This functionality helps in adding the Menu Name and Description. Below is the process which follows for adding details in Menu Master:

**Steps Involved:**

1. Enter Menu Name, Menu Description, Select Parent Menu, Enter Menu URL and Menu Sequence.
2. Menu Name and Menu Sequence are Mandatory.
3. Click Save.
4. Click Edit for updating the details, Click Update.
5. Click Delete, Click OK for deleting the details.
Administer Menu Rights

This Functionality helps in giving the rights for the Respective Roles. Below is the process which follows for giving the rights in Menu Rights:

**Steps Involved:**
1. Select the Respective Role, after selecting the Grid will be shown.
2. Search for the Menu to be given rights in the Search field.
3. Click Save.

NCR Form

This Functionality helps in adding the Non-Compliance Report details of student/staff with the type of NCR and Event Name. Below is the process which follows for adding details in NCR Form:

**Steps Involved:**
1. Select and Enter the details in the Respective and Mandatory Fields.
2. Academic Year, Semester, Name, Status and Type of NCR are Mandatory.
3. Click Save.
4. Click Edit for updating the details, Click Update.
5. Click Delete, Click OK for deleting the details.

**Feedback Questions**

<table>
<thead>
<tr>
<th>S.No</th>
<th>Feedback Question</th>
<th>Select</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>How did you hear or learn about the conference?</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Who do I contact if I have a complaint?</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>What happens if I leave early from the Conference?</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>What was the most beneficial aspect of the conference?</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Which speaker(s) were you mostly interested in listening?</td>
<td></td>
</tr>
</tbody>
</table>

This Functionality helps in adding the Feedback Questions with respect to Feedback Type and Event Type.

Below is the process which follows for adding details in Feedback Questions:

**Steps Involved:**

1. Select the Feedback Type and the required Event Type.
2. Enter the Feedback Questions in the Fields below.
3. Click (+) button for adding Additional Feedback Questions.
4. Click (-) for deleting the unwanted Field.
5. Select the Check box for Submitting the required Feedback Questions.
6. Click Submit.
Student Fees Master

This Functionality helps in adding the details of the Course Fees with Respect to Quota Type, Academic Year, Degree, Course and Batch.

Below is the process which follows for adding details in Student Fees Master:

Steps Involved:

1. Select and Enter the details in the Respective and Mandatory Fields.
2. Quota Type, Academic Year, Degree, Course, Batch, Tuition Fees, Various Facility, Transport Fees and Hostel Fees are Mandatory.
3. Click Save.
4. Click Edit for updating the details, Click Update.
5. Click Delete, Click OK for deleting the details.

Work Flow Rights

This Functionality helps in adding the Workflow Process for the Concerned Staff.

Below is the process which follows for adding details in Workflow Rights:
Steps Involved:

2. Search by Roles for the Workflow to be Assigned.
3. Select the Check box for the required Roles.
4. Click Save.

Holiday Master

<table>
<thead>
<tr>
<th>Type</th>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local Holiday</td>
<td>15-06-2018</td>
<td>Independence Day</td>
</tr>
<tr>
<td>Regional Holiday</td>
<td>25-08-2015</td>
<td>Odd</td>
</tr>
<tr>
<td>Local Holiday</td>
<td>22-08-2015</td>
<td>Even</td>
</tr>
<tr>
<td>Local Holiday</td>
<td>14-12-2015</td>
<td>BYD</td>
</tr>
<tr>
<td>Local Holiday</td>
<td>17-03-2016</td>
<td>AGDAD</td>
</tr>
<tr>
<td>Local Holiday</td>
<td>20-06-2015</td>
<td>SDFDF</td>
</tr>
<tr>
<td>Local Holiday</td>
<td>24-06-2015</td>
<td>Sample</td>
</tr>
<tr>
<td>National Holiday</td>
<td>29-06-2015</td>
<td>Sample</td>
</tr>
</tbody>
</table>

This functionality helps in adding the Holidays with Respect to Type, Date and Description.

Below is the process which follows for adding details in Workflow Rights:

Steps Involved:

1. Select the Type, Date and Enter Description.
2. Type, Date and Description are Mandatory.
3. Click Submit.
4. Click Edit for updating the details, Click Update.
5. Click Delete, Click OK for deleting the details.
Admin Requests

Change of Course Request

This functionality helps in changing the Course requested by the Student with respect to required Course. Below is the process which follows for adding details in Change of Course Request:

Steps Involved:
1. Login from the respective Student Login.
2. Select the Course and Enter Remarks.
3. Click Submit.

Student Elective Subject Request

This functionality helps in raising an Elective Subject request by the Student with respect to Semester and Elective Subjects. Below is the process which follows for adding details in Change of Course Request:

Steps Involved:
1. Login from the respective Student Login.
2. Select the Semester.
3. From the Grid list of Elective Subjects, Select any one Subject.
4. Enter Remarks.
5. Click Save.
6. Click Edit for updating the details, correct the details.
7. Click Update.
8. Click Delete for deleting the details.

**Admin Approvals**

**Change of Course Request Approval**

This Functionality helps in Approval of Course Change requested by the Student with respect to required Course, which will be approved by the Admin.

Below is the process which follows for approving details in Change of Course Request Approval:

**Steps Involved:**

1. Login from the Admin Login.
2. Select the Request from the grid raised by the Student.
3. Select the Effective Date.
4. Click Approve or Reject.
5. If Reject, Enter the Reason and click Reject.
Elective Subject Request Approval

This Functionality helps in Approval of Elective Subject requested by the Student with respect to required Subject, which will be approved by the HOD.

Below is the process which follows for approving details in Change of Course Request Approval:

**Steps Involved:**

1. Login from the Faculty Login.
2. Click on the Notification Approval and Click Approve or Reject.
3. Login from the HOD Login.
4. Click on the Notification Approval or Click from the Approval menu.
5. Select the Request from the grid raised by the Student.
6. Click Approve, If Reject enter Remarks and Click Reject.

Arrangement Request Approval
This functionality helps to approve the details in the Arrangement Request Approval form by which it is approved by the respective department managers and Admin.

Below is the process which follows for Approving details in Arrangement Request Approval:

**Steps Involved:**

1. Login from the respective Department Manager’s Login or Admin Login.
2. Click on the Notifications and Click View details.
3. Or Click Admin Approval and Arrangement Request Approval from the Menu.
4. Click Edit.

5. Click Approve, If Reject enter Remarks and Click Reject.
6. If the document that is attached needs to be viewed, then click on the Download button.
**UNIFIED PORTAL**

User Guide Ver1.0

**ATTENDANCE**

<table>
<thead>
<tr>
<th>Date</th>
<th>Version</th>
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Attendance

In this module, the user can manage attendance functionalities like attendance entry and updating the class details like topics as per the lesson plan/not as per the lesson plan including new topics that are taught which are not included in the syllabus of the subject. This functionality has integration with Timetable, Lesson plan and student grouping. Functionality related to Leave, Permission and OD request pertaining to students and staff is covered under this module.

Similarly managing Staff attendance like uploading biometric data can be executed through this module.

Attendance Transactions

Class Attendance

![Image of Attendance Module]

**Mark Attendance**

- Name: [Names of students]
- Status: Present/Absent
- Percentage: [Calculations for attendance]
- Remarks: [Any additional information]

**Attendance Transactions**

- Upload biometric data
- Manage leave, permission, and OD requests

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Through this functionality faculty can log attendance for the periods handled in a day. This functionality is integrated with timetable and lesson plan. Faculty can also update the class details through this functionality which will in-turn update the lesson plan entries table with actual details.

If any new topic is taught apart from the lesson plan, the functionality provides an option to select the other topic from the lesson plan which is scheduled on a different day or to enter the new topic. If not planned earlier, new topic details will be updated in the lesson plan with Unit as “999”.
The below steps can be followed for adding details in Class Attendance:

**Steps Involved:**

1. Login to Faculty.
2. Select all the details in the Respective and Mandatory Fields.
3. Period, Batch, Course, Semester, Section, Subject and Status are Mandatory.
4. Topic as per lesson plan if selected Yes, then it is shown according to Lesson plan.

5. Topic as per lesson plan if selected No, then the Topics will be shown with the periods, according to the Faculty login.
6. Select Reason and Enter Remarks.
7. If reason is selected as a new topic, Select Unit and enter the title of the topic that is discussed.
8. Click Select All.
9. Select the attendance type in the attendance log
10. Select Present/Absent in the Grid

**Upload Staff Attendance**

---

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Through this functionality the HR can upload the staff biometric data as per the predefined template on daily basis. The HR exports the report from the biometric machine and imports into the Unified portal database through this functionality. While importing it will also integrate with the leave management system and update the details accordingly.

Below is the process which follows for adding details in Upload Staff Attendance:

**Steps Involved:**

1. Click Browse and Upload the Files.
2. Click Upload.

### Update Training Attendance

This functionality helps to check the No. of Students who has paid the Training fee and also the admin is able check whether the students are present or absent.

Below is the process for Managing details in Update Training Attendance:

**Steps Involved:**

1. Select Date, Training Type and Event.
2. Select the Attendance Type.
3. Check If Attendance to be Selected All.
Update Exam Attendance

This functionality helps the Admin to check the No. of Students those are present or absent. Below is the process which follows for Managing details in Update Exam Attendance:

Steps Involved:

1. Click Show hall.
2. Select the Required Hall from the Hall List and Click View Seating Arrangements.
3. Click on the No. of Student that is to be noted as Absent or Present.
4. Select Present All or Absent All if all the students are Present or Absent.
5. Click Save for Attendance to be Generated.
6. Click Print for the details to be Printed.

Attendance Requests

Leave/Permission/OD Request
Through this functionality student/staff can raise their leave/permission request in case they are going on leave/permission/OD. After getting the approval the attendance will be updated in the register and exceptions will be sent to faculty while taking attendance in case of OD. In case of no leave balance available for staff then it will be considered as LOP while payroll processing.

Below is the process which follows for adding details in Leave/Permission/OD Request:

**Steps Involved:**
1. Select and Enter the details in the Respective and Mandatory Fields.
2. Leave Type, Reason Type, Start Date and End Date are Mandatory.
3. Click Save.
4. Click Edit for updating the details, correct the details.
5. Click Update.
6. Check if the Request to be Cancelled.
7. Click Cancel Leave Request.

**Attendance Approvals**

**Approve Leave/Permission/OD**

Through this functionality Staff/HOD can approve their leave/permission request raised. It would be approved by the Faculty/HOD/HRD Manager. After the approval the attendance will be updated in the register and exceptions will be sent to faculty while taking attendance in case of OD. In case of no leave balance available for staff then it will be considered as LOP while payroll processing.

Below is the process which follows for Approving details in Approve Leave/Permission/OD:

**Steps Involved:**
1. Click on the Notifications and Click Approve or Reject in Faculty Login.
2. Click on the Notifications and Click Approve or Reject in HOD Login.
3. Click on the Notifications and Click Approve or Reject in HRD Manager Login.
4. Click on the Notifications and Click Approve or Reject in Principal Login.
5. Click View Details and Proceed to Approval form.
6. Or Click Attendance Approval and Approve Leave/Permission/OD from the Menu.
7. Select the details from the Grid by Clicking the Check box for Approval.
8. Click Approve or Reject.
## Revision History

<table>
<thead>
<tr>
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Hostel Management

In this module various functionalities are added to automate the manual workflow in order to enhance the existing process in REC Hostels.

Key Features in UNIFIED Hostel Module:

- Managing Hostel Room Assignments.
- Uploading the attendance.
- High-level and Drilldown view of hostel student attendance.
- Leave Request Management.
- Device Registration Request Process.

Hostel transactions

Upload Hostel Attendance

Hostel attendance data can be uploaded on this screen. Excel template can be uploaded as per the specified formatting.

Note: Ensure that the student data is matching in both the template and also the List of Assigned Students.

Below is the process which follows for Upload Hostel Attendance screen:

Steps Involved:

1. Click Browse.
2. Select the File to be Uploaded.
3. Ensure uploaded template formatting.
4. Click Upload.
Hostel-Student Assignment

This functionality helps in managing the Hostel Block, Floor and room details, where the No. of Students to be assigned.

Ensure the below mentioned preliminary processes are completed:

1. Hostel Block, No. of Floors, and rooms are assigned appropriately.
2. Ensure the room capacity is mentioned while adding the room details.
3. The List of hostel students will be displayed based on HRMS hostel students.

Below is the process which follows for adding details in Hostel Student Assignment:

**Steps Involved:**

1. Select Hostel Block, Floor and Room.
2. Select No. of Students to be Assigned in a room.
3. Click Assign.
4. Click Delete for deleting the details.

<table>
<thead>
<tr>
<th>Student no.</th>
<th>student name</th>
<th>roll no.</th>
<th>branch</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>S Priya</td>
<td>14112102779532</td>
<td>B.E</td>
</tr>
<tr>
<td>2</td>
<td>Linak Ravi</td>
<td>1510101302742</td>
<td>M.E</td>
</tr>
<tr>
<td>3</td>
<td>S Priya</td>
<td>15101013026142</td>
<td>M.E</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>List of Hostel Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hostel Block: Hostel 1</td>
</tr>
<tr>
<td>Floor: Ground Floor</td>
</tr>
<tr>
<td>Room: M201</td>
</tr>
<tr>
<td>Room Capacity: 7</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Selected Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hostel Block: Hostel 1</td>
</tr>
<tr>
<td>Floor: Ground Floor</td>
</tr>
<tr>
<td>Room: M201</td>
</tr>
<tr>
<td>Room Capacity: 7</td>
</tr>
<tr>
<td>Students</td>
</tr>
</tbody>
</table>

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Hostel Attendance Drilldown

This functionality helps in viewing the No. of students who are present or absent for the given date range. Attendance details will be displayed based on the uploaded data. High-level and Drill-down views can be viewed by clicking BLOCK name or No. of Present or No. of Absent.

Below is the process which follows for managing details in Hostel Attendance Drilldown:

**Steps Involved:**

1. Select From Date and End Date.
2. Click Show.
3. Click Cancel to clear.

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Hostel Requests

Hostel Leave Request

Hostel student leave requests will be managed on this screen.

Hostel Leave request/approval workflow:

- The registered hostel student can raise hostel leave request.
- Approval flow: Level 1: Hostel Warden; Level 2: Class In-charge; Level 3: HOD; Level 4: Admin Officer.

Below is the process which follows for adding details in Hostel Leave Request:

Steps Involved:

1. Select and Enter the details in the Respective and Mandatory Fields.
2. Leave Type, Reason Type, Start and End Date are Mandatory.
3. Click Save.
4. Click Edit for updating the details and Click Update.
5. Select if the Request to be Cancelled and Click Cancel Leave Request.
Register Device

All the hostel students who have Laptop/Tablet should apply for usage of college network through this functionality. After applying the request for registration TPO will confirm the details after verifying the device and approve the same. After the approval of the TPO request goes to the IT admin for password issue confirmation.

Below is the process which follows for adding details in Register Device:

Steps Involved:

1. Click Raise Request.

2. Select Device Type, Enter Make, Serial No., Model and Description.
3. Click Save.
4. Click Edit for updating the details, correct the details.
5. Click Update.
6. Click Delete.
7. Click OK for deleting the details.
Hostel Approvals

Leave Request approvals will be done based on the workflow mentioned above. Warden or final approver can issue the Gate Pass.

Request approvals can be in Workflow Notifications for Warden/Class In-charge/HOD/AO logins.

Approve Hostel Leave

Below is the process which follows details in Approve Hostel Leave:

Steps Involved:

1. Click on the Notifications for Partial Approval in HOD Login.
2. Click on the Notification and Click View Details in Warden Login.
3. Select the Hostel Leave Request for Approval.
4. If want Gate Pass return Click Yes or else No.
5. Check if want to Click Select All.
6. Click Approve or Reject for the Request.
7. Click Print for Report.
This functionality helps in the Approval of Device Registration Approval, which is approved by the TPO. Below is the process which follows for Approving details in Approve Device:

**Steps Involved:**

1. Click on the Notification and Click View Details in TPO Login.
2. Or Click Approval in the Menu and in it Click Device Approve.
3. Click Approve, If Reject enter Remarks and Click Reject.
This functionality helps in sharing the Password to the Student, which is confirmed by the Admin.

Below is the process which follows for Approving details in Issue Cyber Roam Password:

Steps Involved:

1. Click on the Notification and Click View Details in Admin Login.
2. Or Click Approval in the Menu and in it Click Confirm Password Sharing.
3. Click Approve.
4. Click Yes/No for Password Information to be Shared.
5. Click Save.
# UNIFIED PORTAL

## User Guide Ver1.0

**HRMS**

<table>
<thead>
<tr>
<th>Date</th>
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</tbody>
</table>
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Login Page

Enter the below mentioned URL to login with the credentials shared.

http://www.rajalakshmi.in/UI/Modules/Login/UniLogin.aspx
HRMS

In this module we can add details of STAFF, STUDENT, ALUMNI and PARENTS.

Masters that can be managed through this module consists of Staff, Student, Subject, Course, Batch, Department, Jobs, Grade and sections. Also we can add their details in relevant functionality.

HRMS Masters

Masters that can be managed through this module consists of Student, Staff, Subject, Course, Batch, Department, Jobs, Holiday, Grade and sections.

Manage Staff

This functionality in HRMS deals with the Staff database. Manage staff data entry contains staff personal information, Family details, Educational information, Prior experience (if any), projects & publications if they participated and any additional information such as Bank details, insurance etc.

All Education and experience certificates can be uploaded and saved through this functionality. All the details will be auto saved by default and also manually it can be saved by clicking APPLY.

If the CANCEL button is clicked, it will navigate to the home screen after clearing the data entered to start the data entry from beginning.

Below is the tab wise process which follows for adding details in Manage Staff:

Personal Information

To add their personal details, this tab will be used.
Steps Involved:

1. In Personal Information Tab.
2. Select Person Type as Staff.
3. Email ID and Staff Code fields will be auto generated after entering all the required information.

Note: Email field can be edited and updated with their existing ID

4. Upload a Passport size photograph which is less than 1MB. (JPEG/PNG format).
5. Select and Enter the details in the Respective and Mandatory Fields.
6. The following are the Mandatory Fields, Department, Title, Gender, First Name, Last Name, Date of Birth, Place of Birth, Designation, Employee Category, Job Category and Supervisor.
7. Portal access, College transport and Hostel flags can be selected if required.
8. All the details will be auto saved, before navigating to next tab.
9. Click Apply and Click Next to proceed further.

More Information

To add their additional personal details, this tab will be used.

Steps Involved:

1. Select and enter the details in the Respective and Mandatory Fields.
2. The following are the Mandatory Fields, Nationality, Marital Status, Mother Tongue, Caste, Category, Religion, Height, Weight, First Identification Mark, Second Identification Mark.
3. All the details will be auto saved, before navigating to the next tab.
4. Click Apply and Click Next to proceed further.
Contact Details

To add the communication details of staff members, please enter the required details in three tabs which are mandatory.

Steps Involved:

1. In Contact Details Tab.
2. Select and enter the details in the Respective and Mandatory Fields.
3. Personal Email and Primary Mobile Number are Mandatory Fields.
4. All the details will be auto saved, before navigating to the next tab.
5. Click Next to proceed further.
Steps Involved:

1. Please enter details in the required/mandatory fields and also fill your address for communication in ‘Permanent Address tabs’ respectively.
2. Address Line 1, Address Line 2, City, District, State, Pin code and Country are the Mandatory Fields that must be entered manually.
3. If the Permanent Address is the same as the Communication Address, Please select the flag. It will load the same details entered in the communication details tab.
4. If there is a different address, it must be filled with the following procedure: Address Line 1, Address Line 2, City, District, State, Pin code and Country, which are Mandatory Fields.
5. All the details will be auto saved, before navigating to next tab.

Click Next to proceed further

Family Details

This screen will capture your family details. We can select any one Primary Contact person from Father/Mother/Spouse.
Steps Involved:

1. In Sibling Tab, enter the count details and if any relative(s) studying in REC, please enter therequired details by clicking Add Relative button.
2. Enter Name, Batch and Department which are Mandatory Fields.
3. All the details will be auto saved, before navigating to next tab.
4. Click Next to proceed further.
Father/Mother/Spouse

Enter the Family member's details in the following tabs.

Steps Involved:

1. Select Father or Mother or Spouse as your Primary Contact.
2. Select and enter the details in the Respective and Mandatory Fields.
3. The following are the Mandatory Fields, Father Name, Occupation, Organization Name, Organization Address, Organization Phone Number, Email ID, Primary Mobile Number, Address Line 1, Address Line 2, City, District, State, Pin code and Country.
4. Select the flag if the addresses are the same as entered in the previous screens for auto populating in respective fields.
5. All the details will be auto saved, before navigating to the next tab.
6. Click Next to proceed further.
Prior Experience

Enter the past experience details by filling the required mandate fields. Click **Add Experience** to start with.

**Steps Involved:**

1. Select Prior Experience Tab.
2. Click Add Experience.
3. Select and enter the details in the Respective and Mandatory Fields.
4. The following are Mandatory Fields, Enter Employer Name, Designation, Duration Start, Duration End, Experience Type, Annual Income, Job Profile, and Job Category.
5. Click Add.
6. To add multiple experiences, click Add Experience.
7. All the details will be auto saved, before navigating to the next tab.
8. Click Next to proceed further.

**Education Details**

To enter the education details click the relevant tabs SSLC, Diploma, HSC, UG, PG and PHD

---

**Steps Involved:**

1. Select Education Details Tab.
2. Select and enter the details in the relevant tab to complete the entire process.
3. Medium of Instruction, Year of Passing, Board, School Name, Marks Obtained and Marks Got/Total Marks are Mandatory Fields.
4. Enter the Details in the Tabs below SSLC, Diploma, HSC, UG, PG and PHD.
5. Ensure that the least Year of Passing should be SSLC and in the following tabs it should be greater than SSLC.
6. All the details will be auto saved, before navigating to the next tab.
7. Click Next to proceed further.
Publication & Projects

To include any Publications or Project works that are done, the details can be added in this tab by clicking ADD Publication / ADD Project buttons respectively.

Steps Involved:

1. In Publication & Project Tab.
2. Click Add Publication.

1. Select and Enter the details in the Respective and Mandatory Fields.
2. Conference Type, Date, Conference/Journal Title, Organized by, Topic, Co Author 1 Name, Co Author 1 Institute Name, Co Author 2 Name, Co Author 2 Institute Name, Co Author 3 Name, CoAuthor 3 Institute Name are Mandatory Fields.

3. Click Add.

1. Click Add Project.

1. Select and Enter the details in the Respective and Mandatory Fields.
2. Title, Role, Start Date, End Date, Role Description, Sponsor Name are Mandatory Fields.
3. Click Add.
4. All the details will be auto saved, before navigating to next tab.
5. Click Next to proceed further.
Documents

To add all the required ACADEMIC and NON-ACADEMIC documents, this screen can be used. Only PDF or JPEG file formats can be uploaded.
Steps Involved:
1. Select Documents Tab.
2. Click Browse and Upload the Files in Academic, Graduation and Experience Certificates.
3. Click Submit.
4. Once all the required/Mandate information is entered successfully in all tabs, EMAIL ID and STAFF CODE will be auto generated to ensure the process is completed successfully.

Manage Student

This functionality in HRMS deals with the Student database. Manage student data entry contains student personal information, Family details, Educational information, Prior experience (if any), projects & publications if they participated and any additional information such as Bank details, insurance etc.

All Education and experience certificates can be uploaded and saved through this functionality. All the details will be auto saved by default and also manually it can be saved by clicking APPLY.

If the CANCEL button is clicked, it will navigate to the home screen after clearing the data entered to start the data entry from beginning.

Below is the process which follows for adding details in Manage Student:

Personal Information

To add their personal details, this tab will be used.
Steps Involved:

1. Select Person Type as Student.
2. Email ID and Roll Number fields will be auto generated after entering all the required information.
   
   Note: Email field can be edited and updated with their existing ID.

3. Upload a Passport size photograph which is less than 1MB, (JPEG/PNG format).
4. Select and Enter the details in the Respective and Mandatory Fields.
5. Department, Title, Gender, First Name, Last Name, Date of Birth, Place of Birth, DOTE, Application Number, University Registration Number, Entry Mode, Quota, Batch, Degree, Course and Supervisor are Mandatory Fields.
6. Portal access, College transport and Hostel flags can be selected if required.
7. All the details will be auto saved, before navigating to next tab.
8. Click Apply and Click Next to proceed further.

More Information

To add their additional personal details, this tab will be used.

Steps Involved:

1. Select and Enter the details in the Respective and Mandatory Fields.
2. The following are Mandatory Fields, Nationality, Marital Status, Mother Tongue, Caste, Category, Religion, Height, Weight, First Identification Mark, Second Identification Mark.
3. All the details will be auto saved, before navigating to the next tab.
4. Click Apply and Click Next to proceed further.
Contact Details

To add the communication details of staff members, please enter the required details in three tabs which are mandatory.

Steps Involved:

1. In Contact Details Tab.
2. Select and Enter the details in the Respective and Mandatory Fields.
3. Personal Email and Primary Mobile Number are Mandatory Fields.
4. All the details will be auto saved, before navigating to next tab.
5. Click Next to proceed further.
Steps Involved:

1. Please enter the details in the required/mandatory fields for Communication and Permanent Address tabs respectively.
2. Address Line 1, Address Line 2, City, District, State, Pin code and Country are Mandatory Fields which can be entered manually.
3. If the Permanent Address is the same as the Communication Address, Please select the flag. It will load the same details entered in the communication details tab.
4. If there is a different address, kindly fill Address Line 1, Address Line 2, City, District, State, Pin code and Country, which are Mandatory Fields.
5. All the details will be auto saved, before navigating to the next tab.
6. Click Next to proceed further.

Family Details

This screen will capture your family details. We can select any one Primary Contact person from Father/Mother/Spouse.
Steps Involved:

1. In Sibling Tab, enter the count details and if any relative(s) studying in REC, please enter therequired details by clicking Add Relative button.
2. Enter Name, Batch and Department are Mandatory Fields.
3. All the details will be auto saved, before navigating to next tab.
4. Click Next to proceed further.
Father/Mother/Spouse
Enter the Family member’s details in the following tabs.

Steps Involved:

1. Select Father or Mother or Spouse as your Primary Contact.
2. If the STAFF marital status is SINGLE he can fill GUARDIAN details if applicable.
3. Select and Enter the details in the respective and mandatory fields.
4. The following are Mandatory Fields, Father Name, Occupation, Organization Name, Organization Address, Organization Phone Number, Email ID, Primary Mobile Number, Address Line 1, Address Line 2, City, District, State, Pin code and Country.
5. Select the flag if the addresses are the same as entered in the previous screens for auto populating in respective fields.
6. All the details will be auto saved, before navigating to the next tab.
7. Click Next to proceed further.
Prior Experience

Enter the past experience details by filling the required mandate fields. Click **Add Experience** to start with.

Steps Involved:
1. In Prior Experience Tab.
2. Click Add Experience.
1. Select and Enter the details in the Respective and Mandatory Fields.
2. The following are Mandatory Fields Enter Employer, Designation, Duration Start, Duration End, Experience Type, Annual Income, Job Profile, and Job Category.
3. To add multiple experiences, click Add Experience.
4. All the details will be auto saved, before navigating to the next tab.
5. Click Next to proceed further.

Education Details
To enter the education details click the relevant tabs SSLC, Diploma, HSC, UG, and PG.

Steps Involved:
1. In Education Details Tab.
2. Select and Enter the details in relevant tab wise to complete the entire process.
3. The following are Mandatory Fields, Medium of Instruction, Year of Passing, Board, School Name, Marks Obtained and Marks Got/Total Marks.
4. Enter the Details in the Tabs below SSLC, Diploma, HSC, UG, PG and PHD.
5. Ensure that the least Year of Passing should be SSLC and in the following tabs it should be greater than SSLC.
6. All the details will be auto saved, before navigating to next tab.
7. Click Next to proceed further.
Publication & Projects

To include any Publications or Project works that are done, the details can be added in this tab by clicking ADD Publication / ADD Project buttons respectively.

**Steps Involved:**

1. In Publication & Project Tab.
2. Click Add Publication.

1. Select and Enter the details in the Respective and Mandatory Fields.
2. Conference Type, Date, Conference/Journal Title, Organized by, Topic, Co Author 1 Name, Co Author 1 Institute Name, Co Author 2 Name, Co Author 2 Institute Name, Co Author 3 Name, Co Author 3 Institute Name are Mandatory Fields.
3. Click Add.

1. Click Add Project.

1. Select and Enter the details in the Respective and Mandatory Fields.
2. Title, Role, Start Date, End Date, Role Description, Sponsor Name are Mandatory Fields.
3. Click Add.
4. All the details will be auto saved, before navigating to the next tab.
5. Click Next to proceed further.
Documents
To add all the required ACADEMIC and NON-ACADEMIC documents, this screen can be used. Only PDF or JPEG file formats are allowed.
Steps Involved:

1. In Documents Tab.
2. Click Browse and Upload the Files in Academic, Graduation and Experience Certificates.
3. Click Submit.
4. Once after all the required/Mandate information is entered successfully in all tabs, EMAILID and STUDENT ROLL NUMBER will be auto generated to ensure the process completed successfully.

Manage Staff and Student Search

This functionality in HRMS deals with Staff and Student databases. Manage Staff and Student Search helps in searching the details based on Staff, Student etc.

Steps Involved:

1. Select Person Type as Staff, Student.
2. Enter the Name, Staff Code/Roll Number and Select Department for Searching the Specific Staff/Student.
3. Click Search for getting the details of the Person type.
4. Click Edit for updating the details, correct the details.
5. Click Submit.
HRMS Transactions

Administer Student Details

This Functionality helps manage the details of the students that have already been added in the Student database. We can change the current status of the Student. There should be only one ACTIVE ASSIGNMENT for a student. Based on semester START date and END date should be selected.

Steps Involved:

1. Click Edit for updating the details.
2. Select the Status, Start date and End date.
3. Click Submit.
Administer Staff Details

This functionality helps in editing the details of the students that have already been created in the Manage Staff details for changing the current status of the Staff. There should be only one ACTIVE ASSIGNMENT for a Staff. Based on role, START date and END date should be selected.

Steps Involved:

1. Click Edit for updating the details.
2. Select Role, Status, Start date and End date manually from the pop-up window.
3. Click Submit.

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**Group Email Registration**

This functionality helps in creating a Group Email Id for the Respective Departments.

**Steps Involved:**

1. Click Add Group.
2. Enter Group Name, Select Department, Enter Email.
3. Click Save.
Generate Roll Number

This functionality helps in Assigning the Roll Number for the Students with replacement of the Temporary Roll Number assigned for the Students.

Once after Student data are successfully loaded, select ACADEMIC YEAR, BATCH and DEPARTMENT. Click ASSIGNROLLNUMBER it will load the student data based on selected criteria.

Steps Involved:

1. Select Academic Year, Batch and Department.
2. Click Assign Roll Number.
3. Roll Number Generated Successfully validation message is shown.
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## PAYROLL

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Payroll

In this module user can manage functionalities like Grade Pay Master, Pay Earning Master, Pay Tax Master, Professional Tax Master, Pay Tax Section, Grade Pay Earnings Master, Salary Processing, Pay Slip Generation, Loans and Advances, Pay Transaction Master

Pay Masters

Grade Pay Master

This functionality helps to add different employment Grades of REC. Grades can be created and mapped against the designation. Update, delete and search functionalities are available. It is done by an HR Assistant.

Below is the process which follows for adding details in Grade Pay master:

Steps Involved:

1. Click Add Item.
2. Enter and Select the Respective and Mandatory Fields.
3. Designation and Grade are Mandatory.
4. Click Save.
5. Click Edit for updating the details, correct the details.
6. Click Update.
7. Click Delete and click OK for deleting the details.

**Pay Earning Master**

This functionality is detailed with adding various types of Pay earnings and deductions. Also the component can be added to Pay Slip View. Tax components can be mapped. Master can be edited by searching with appropriate values. It is done by an HR Assistant.

Below is the process which follows for adding details in Pay Earnings master:

**Steps Involved:**

1. Click Add Item.
2. Enter and Select the Respective and Mandatory Fields.
3. Enter the Name, Select the Earning Type, Enter Order of Sequence and then select Yes/No in View in Pay slip and Is Taxable.
4. Name, Earning Type and Order of Sequence are Mandatory.
5. Click Save.
6. Click Edit for updating the details, correct the details.
7. Click Update.
8. Click Delete, Click OK for deleting the details.

Pay Tax Master

Addition of various tax slabs can be performed with Minimum and Maximum salary range. Based on the range set TAX PERCENTAGE is set. Also, it can be added to Pay slip View. Update, delete and search functionalities are available. It is done by an HR Assistant.

Below is the process which follows for adding details in Pay Tax master:

**Steps Involved:**

1. Select Gender and Click Add Tax.

2. Enter and Select the Respective and Mandatory Fields.
3. Tax Slab, Min Salary, Max Salary and Tax Percentage are Mandatory.
4. Click Save.
5. Click Edit for updating the details, correct the details.
6. Click Update.

Pay Professional Tax Master

Professional tax component can be added based on the state and salary range. Tax amount will be assigned accordingly. As per the Government of India regulations the Tax components will be set. Master can be viewed or edited by searching by State. It is done by an HR Assistant.

Below is the process which follows for adding details in Professional Tax master:

Steps Involved:

1. Click Add Item.

2. Select and Enter the Respective and Mandatory Fields.
3. State, Min Salary, Max Salary and Tax Amount are Mandatory.
4. Click Save.
5. Click Edit for updating the details, correct the details.
6. Click Update.
Pay Tax Section

Based on the section look-up table values are loaded. In this master we can define the deduction amount. Dates can be picked for enabling the component to the tax calculation. It is done by an HR Assistant.

Below is the process which follows for adding details in Pay Tax Section master:

**Steps Involved:**

1. Click Add Tax Section.

2. Select and Enter the Respective and Mandatory Fields.
3. Section and Deduction are Mandatory.
4. Click Save.
5. Click Edit for updating the details, correct the details.
6. Click Update.
Grade Pay Earning Master

This screen enables to apply the pay earnings and deductions to a designation and grade. Based on conditional filters of designation and grade Staff details will be auto suggested. This will enable for applying the earnings and deductions which are already mapped. Updating existing or added components can be done by choosing Designation, Grade and Staff name and Code. It is done by an HR Assistant.

Below is the process which follows for adding details in Grade Pay Earnings master:

Steps Involved:
1. Select the Respective and Mandatory Fields.
2. Designation, Grade, Staff Code and Name are Mandatory.
3. Enter the details in the Fields for the Monthly Component Amount.
4. Click Apply.

Pay Transaction Master

This functionality is to track Increment, Arrears and any modifications towards existing Earnings and Deductions for an employee. Based on Transaction Type, the employees list will be populated in the grid, by clicking edit, where it can be updated. It is done by an HR Assistant.

Below is the process which follows for adding details in Pay Transaction master:
Steps Involved:

1. Click on the types of required Transaction Type and Search for the Required Staff Code/Name/Department/Designation.
2. Select Show button, inside that enter the details of Revised Monthly Compensation.
3. Click Save.

Payroll Transactions

Salary Process

This screen is for processing salary for a payroll cycle. Dummy processing can be performed for validating the salary generated to overcome any deviations. Salary processed can be viewed in a detailed summary report. It is done by an HR Assistant.

If we choose as final processing, the pay processing will be applied where it will not be recalled. Below is the process which follows for adding details in Salary Processing:

Steps Involved:

1. Select the respective Pay process Month, Pay process Year, Is final Process as Yes/No.
2. Click Start Process and Click OK.

Employee Loans and Advance
In this functionality, any eligible employee can avail Loans and Salary advances from the management based on requests and approvals.

Based on the loan type, take home salary, loan amount and repayment tenure, the loan would be approved.

Below is the process which follows for adding details in Employee Loans and Advances:

**Steps Involved:**

1. Click Add Item.

2. Select the Loan Type, Effective Date and Enter the Loan Amount, Repayment tenure and Remarks.

3. Loan Type, Loan Amount, Effective Date and Remarks are Mandatory.

4. Click Save.

5. Click Edit for updating the details, correct the details.

6. Click Update.

7. Click Delete.

8. Click OK for deleting the details.

9. Click View, Report will be shown.

**Issue Salary Cheque**

This functionality helps in Issuing the Salary Cheque with respect to the Month, Year and Cheque.
Start Number. It is done by an HR Assistant.

Below is the process which follows for adding details in Issue Salary Cheque:

**Steps Involved:**

1. Select Month and Year.
2. Enter Starting Row Number, Ending Row Number and Cheque Start Number.
3. Starting Row Number, Ending Row Number and Cheque Start Number are Mandatory.
4. Click Apply, Cheque No. sequence applied.
5. Click Submit.

**Full and Final Settlement**

This functionality helps in clearing the loan of the user and performs a full and final settlement. It is done by an HR Assistant.

Below is the process which follows for adding details in full and final settlement:

**Steps Involved:**

1. Select and Enter the Respective and Mandatory Fields.
2. Select Designation, Staff Code and Name, Date of Apply, Date of Leaving and Enter Cheque Number.
3. If, Is Final Process is selected as No and then when clicking Start Process, Full and Final Process is completed successfully.
4. If, Is Final Process is selected as Yes and then when clicking Start Process, The Final Process is Proceeded Successfully.
5. Click View FFS Slip for Viewing the Report.
Payroll Approvals

Employee Loan and Advance Approval

This functionality helps in the approval of the loans and salary advances requested by the faculty, which is approved or rejected by the HR Manager.

Based on the loan type, take home salary, loan amount and repayment tenure, the loan will be approved.

Below is the process which follows for approving the details in employee loans and advances:

Steps Involved:

1. Click on the Notification and Click View Details in HR Manager Login.
2. Click Pay Approval and Employee Loan and Advance Approval Form from the Menu.
3. Click on the Check box of the request from the Grid.
4. Click Approve or Reject.
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### PLACEMENT

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Placement

In this module, the user can manage functionalities like Scheduling Campus Placement, Student registration/acceptance, approve Placement Schedule. Apart from this, we have developed functionalities like updating placement details and updating placement attendance.

Placement Transactions

Schedule Campus Placement

This functionality helps to schedule campus placement like on campus, off campus and notify students for registration or acceptance. Provision given to attach students based on specific criteria for attending the campus placement. Students can give his/her acceptance through the system on his participation. Admin will update the campus placement details. Once the Campus placement details are updated, then the Placement attendance can be done and the event will be automatically closed after entering the final attendance in the Admin Assistant Login.

Below is the process which follows for adding the details in Schedule Campus Placement:

Steps Involved:

1. Select Academic Year, Placement Type, Placement Category, Select Curriculum Vitae as Required/ Not Required, Enter CTC Range, Select Transport Registration as Yes/No, Select Registration Due Date.
2. If Placement Selected as Off Campus, then Enter Company Details and Select Event Location.
3. If Placement Selected as On Campus, then Enter Venue Details and Company Details.
4. Enter the Venue Details, Name of the Venue, Contact Person, Mobile No., Address and Email.
5. Enter the Company Details, Company, Contact Person, Mobile No., Address and Email.
6. Click Add.
7. Click Edit for updating the details, correct the details.
8. Click Update.
9. Click Delete.
10. Click Submit.

### Make Arrangements

This functionality helps to select the priority, enter the Intercom No. and the mobile number. The request is being raised respectively to the department and after the request is being raised, it is being approved by the respective department managers.

Below is the process which follows for adding the details in making arrangements:

**Steps Involved:**

1. Select Priority and Enter Intercom No. and Mobile Number.
2. Select the Request type.
3. Enter the Description in the Request Form.
4. Click Save.
5. Click Events from Menu.
7. Click Edit for updating the details, correct the details.
8. Click Update.
Update Placement Details

This functionality helps in selecting the participant for the placement with respect to the Academic Year and event name in the Admin Assistant Login.

Below is the process which follows for adding the details in Update Placement Details:

Steps Involved:

1. Select Academic Year and Event name.
2. Select the Status as Selected or Not Selected.
3. Click Save.

Placement Approvals

Approve Placement Schedule

This functionality helps in approval of the details in the Placement Approval form in the TPO Login. Below is the process which follows for Approving details in Approve Placement Schedule:

Steps Involved:

1. Click on the Notifications in TPO Login.
2. Click View Details.
3. Click Approve Button.
4. Click Ok for Approving the details.
5. Click View in the Grid for viewing the Event.
6. Click Cancel Button to cancel the Event.
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### SCHEDULE EVENTS

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Event Details

Schedule Events

Event creation is a common functionality which will be used while scheduling all events like staff meetings, student meetings, special class, and training. Through this functionality all events can be tracked/sorted w.r.t event type wise, month wise. Participants with specific criteria can also be selected through the dynamic filter option provided in this functionality.

Below is the process which follows for adding the details in Schedule Events:

Steps Involved:

1. Select Event, Enter the Event Title, Sponsor, Event Description, Select Event Location.
2. Enter the Name of the Participants and Select it from the Auto suggested field.
3. Select All Day/ Each Day Different Time.
4. If Selected All Day then Select the Event Start date, Event End date, Start Time and End Time.
5. If Selected Each Day Different Time then Select Date, Start Time and End Time.
6. Attach a Document by Clicking Browse.
7. Click Submit.
Make Arrangements

This functionality helps to select the priority, enter the intercom no. and the mobile number. The request is being raised respective to the department and after the request is being raised it is being approved by the respective department managers.

Below is the process which follows for adding the details in Make Arrangements:

**Steps Involved:**

1. Select Priority and Enter Intercom No. and Mobile Number.
2. Select the Request type.
3. Enter the Description in the Request Form.
4. Click Save.
5. Click Events from Menu.
7. Click Edit for updating the details, correct the details.
8. Click Update.
Event Calendar – Day wise

This functionality helps in editing the details of an Event or completely removing (cancel) an Event by the Person who created it.

Below is the process which follows for viewing the details in Event Calendar – Day wise:

**Steps Involved:**

1. Login from the respective Login.
2. Click Browse by Type or Today’s Event.
3. Or Select the date from the Calendar for an Event to be shown.
4. Select the Event.
5. Click Download for downloading the uploaded file.
6. Click Edit for editing and updating the details of an Event.
7. Click Remove for removing (cancelling) an Event.
Event Calendar – Month wise

This functionality helps in editing the details of an Event or completely removing (cancel) an Event by the Person who created it.

Below is the process follows for viewing the details in Event Calendar – Month wise:

**Steps Involved:**

1. Login from the respective Login.
2. Select Event Type or Click Today’s Event.
3. Or Select the Event from the Calendar for an Event to be shown.
4. Click Download for downloading the uploaded file.
5. Click Edit for editing and updating the details of an Event.
6. Click Remove for removing (cancelling) an Event.
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**SCHEDULE MANAGEMENT**

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Schedule Management

In this module user can manage functionalities like Block & Room Master, Subject Course linking, Syllabus Master, Event Creation, Make Arrangement, Subject preference, Subject Assignment, Lesson Plan, Student Grouping & Question Bank Creation

Schedule Transactions

Subject Course Linking

Based on University Syllabus regulations for all the subjects will be assigned to a course as one time activity. Subjects will be remained active to the course till the time it gets updated based on revised syllabus regulation or norms given by the University.

Below is the process which follows for adding details in Subject Course Linking:

Steps Involved:

1. Select Regulation, Degree, Course and Semester.
2. Select the list of Subjects to be Assigned.
3. Click Delete button if selected unwanted Subject.
4. Click Assign Subject.
5. Click Delete for deleting the List of Linked Subjects.
Subject Preference

This functionality helps the faculty to give preference to a subject before the start of a semester. HOD can check the list of faculty who have given their preference. The same can be seen by the HOD while assigning subjects to Faculty.

Below is the process which follows for adding details in Subject Preference:

**Steps Involved:**

1. Select Regulation, Degree, Course and Semester.
2. Choose the Order by clicking (+).

1. Select the Preferred subject, Competency on the Subject and the List of Subjects and Click Choose.
2. Click Submit.
3. Click Delete for deleting the List of Preferred Subjects.
Subject Assignment

This functionality helps the HOD assign the subjects to a Faculty at the beginning of the semester. This functionality helps the HOD in decision making while assigning subjects. HOD can see the names of the faculty who have given their preference to the respective subject. The application will also suggest the list of faculty based on their assessment for the previous semester.

Below is the process which follows for adding details in Subject Assignment:

Steps Involved:

1. Select Regulation, Degree, Course, Batch, Semester, Subject and Section.
2. Enter the Current Count.
3. Select the Faculty.
4. If any TUTORIAL or PRACTICAL subject faculty are to be assigned, Select Designation as INCHARGE/ASSISTANT to define their role for that subject.
5. If faculty selection made apart from the preferred, Enter Remarks and Click Assign.
6. For deleting the List of Assigned Faculty click Delete.

Lesson Plan Master

This functionality helps the faculty upload the lesson plan at the beginning of the semester after SUBJECT has been assigned. The entire lesson plan will follow a workflow as part of the process. Faculties submit their plan to the HOD for review and approval. Lesson plan details like actual date, actual period and status will be updated while taking class attendance and planned date and planned period will be updated from time table.
Below is the process which follows for adding details in Lesson Plan Master:

**Steps Involved:**

1. Select Regulation, Course, Semester and Subject.
2. Enter S. No, Select Unit, Topic.
3. Click Add (+), for adding additional fields.
4. Click Delete, for deleting additional fields.
5. Click Submit.
6. Click Copy Lesson Plan to copy the Subject details to other department.

7. Select the Course for copying the details.
8. Click Copy.
Lesson Plan Entry

In this screen, faculty should enter the lesson plan for the subjects assigned for that semester. List of subjects which are assigned and also if LESSON PLAN MASTER entry is available.

Below is the process which follows for adding details in Lesson Plan Entry:

**Steps Involved:**

1. Select Name, Regulation, Batch, Course, Subject and Section.
2. Enter S. No, Select Plan Date; Enter Unit, Status and Remarks.

3. Click Shift Lesson Plan Dates if there are any deviations.
4. Select Shift Date from and Period.
5. Shift Date from and Period are Mandatory fields, click SAVE after date changing process.
6. Click Submit once after all ENTRY process is done.
Section Student Grouping

This functionality helps the HOD group the students dynamically based on the Course and Semester, in which the Grouping by Roll Number is done from the list of Ungrouped Students. Sections are to be created, which should map against that course and semester before starting the grouping process. Grouping strength can be defined based on requirements and should not exceed the maximum ROOM CAPACITY.

Below is the process which follows for adding details in Section Student Grouping:

**Steps Involved:**

1. Select Course and Semester.
2. Select the YES/NO in the Type of Grouping as Roll Number.
3. Enter the No. of Students in Section(s) Manually.
4. Select (+) button for adding the Student according to the Section.
5. Click Group.
1. To Ungroup or Delete the Assigned Students in the Grid, Click Select all and Click Delete button

**Subject Student Grouping**

This functionality helps the HOD to group the students dynamically based on the Course, Semester, Subject and Section in which the Grouping is done with respect to the Subject where the Ungrouped Students are grouped with Section wise. List of students for Subject wise grouping will contain the student’s data grouped by ROLL NUMBER.
Below is the process which follows for adding details in Subject Student Grouping:

**Steps Involved:**

1. Select Course, Semester, Subject and Section.
2. Enter the No. of Students in Section(s) Manually.
3. Select (+) button for adding the Student according to the Section.
4. Click Group.

1. To Ungroup or Delete the Assigned Students in the Grid, Click Select all and Click Delete button
## UNIFIED PORTAL

**User Guide Ver1.0**

**TRANSPORT**

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Transportation

In this module user can manage functionalities like Managing the Route Master i.e. entry and update of Route including the Pickup locations and Parking locations etc. Assigning the routes to a vehicle and driver, Trip sheet details and Transport request and approval process is also included in this delivery.

Transport Masters

Route Master

This functionality helps to create/update Route details of REC transport. Also we can add the pickup points and parking location for a respective route. All master screens will be maintained by Transport Admin only.

Based on Transaction Type, the employees list will be populated in the grid, by clicking edit, where it can be updated.

Below is the process which follows for adding details in Route master:

**Steps Involved:**

1. Click Add Route.
2. Enter and Select the details in the Respective Fields.
3. Click Add Stoppings.
4. Enter and Select the details in the Respective Fields.
5. Click Save for saving the Stoppings and Route.
6. Click Edit for updating the details, correct the details.
7. Click Update.
8. Click Delete.
9. Click OK for deleting the details.
Through this functionality all routes can be assigned to a vehicle along with driver details. Periodical route mapping changes/updating can also be tracked. It will be maintained by Transport Admin.

Below is the process which follows for adding details in Route Map:

**Steps Involved:**

1. Enter and Select the details in the Respective Fields.
2. Click Save.
3. Click Edit for updating the details, correct the details.
4. Click Update.
5. Click Delete.
6. Click OK for deleting the details.
Transport Transactions

Trip Sheet

Through this functionality all vehicle movement of REC can be tracked for future reference. We can also track the fuel efficiency and transport delays using this functionality. It will be maintained by Transport Admin.

Below is the process which follows for adding details in Trip Sheet:

Steps Involved:

1. Enter and Select the details in the Respective Fields.
2. Click Save.
3. Click Edit for updating the details, correct the details
4. Click Update.
5. Click Delete.
6. Click OK for deleting the details.
Transport Requests

Transport Request

Students/Staff who is willing to avail for REC transport can raise the request through this functionality. Provision to select the route and pick up point is been given. Workflow process for student/staff requests for approvals is implemented accordingly.

Below is the process which follows for adding details in Transport Request:

**Steps Involved:**

1. Click Select Route.
2. Select the Route and Pickup Point.
3. Click Apply.
Transport Approvals

Transport Request Approval

This functionality helps to approve the details in the Transport Request Approval form by which it is approved by the Accounts manager for the confirmation of Transport fees.

Below is the process which follows for Approving details in Transport Request Approval:

**Steps Involved:**

1. Click on the Notifications and Click View details.
2. Click Transport Approvals and Request Approval Form from the Menu.
3. Select the Request from the Grid for Confirmation.
4. Click on the View button for Request Approval Pop up.
5. Select Payment Status as Yes, Enter Receipt No. and Receipt Date.
6. If No, Enter Remarks.
7. Click Confirm.
Transport Request Approval

This functionality helps to approve the details in the Transport Request Approval form by which it is approved by the Transport manager after the fees confirmation note from accounts department.

Below is the process which follows for Approving details in Transport Request Approval:

**Steps Involved:**

1. Click on the Notifications and Click View details.
2. Click Approval and Request Approval Form from the Menu.
3. Select the Request from the Grid for Approval.
4. Click Approve or Reject.
5. Select the details from the Grid by Clicking the Check box.
6. Click Print Bus pass.
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VISITOR MANAGEMENT

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Visitor Management

Visitor Transactions

Issue Visitor Pass

This functionality helps to track the visitors visiting the Staff or the Student, which is being permitted by the Security Admin by issuing Visitor pass & Gate pass.

Below is the process which follows for adding details in Issue Visitor Pass:

Steps Involved:

2. Click Capture for Capturing the Visitor.

3. Enter and Select the details in the Respective and Mandatory Fields.
4. Mobile Number, Visitor Name, Total Number of Visitors, Address Line 1, City, Meeting Person and Purpose are Mandatory.
5. Select Whom to Meet as Student and Staff and Enter and Select the Meeting Person from the Auto suggested field.
6. Select the Purpose.
7. Click Submit.
8. Click Edit for updating the details, correct the details.
9. Click Submit.
10. Click Delete.
11. Click OK for deleting the details.
12. Click Edit, Select Yes/No for Gate Pass Return.

13. Click Submit.
14. Click Print for Printing Visitor Gate Pass details.