



Vishnu Waman Thakur Charitable Trust's

VIVA INSTITUTE OF APPLIED ART

(Approved by A. I. C. T. E., Affiliated to University of Mumbai)

Block A, Veer Sawarkar Marg, Shirgaon, Virar-East, Dist: Palghar – 401 305

07756937795 | www.vivaappliedart.org | contact@vivaappliedart.org

6.2 STRATEGY DEVELOPMENT & DEPLOYMENT

Implementation of e-Governance





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ERP DOCUMENT



STAFF PORTAL



Sr. No.		Page No.
1	Profile	
	<ul style="list-style-type: none"> • View Profile • Edit Profile • Change Password 	2-10
2	Employee	
	<ul style="list-style-type: none"> • Employee Master • Employee Details • Employee Search 	10-14
3	Pre Admission	
	<ul style="list-style-type: none"> • Applicant ID/Password • Student Eligibility • New Student 	15-16
4	Admission	
	<ul style="list-style-type: none"> • Admission Statistics • Send SMS 	17-18
5	Fees	
	<ul style="list-style-type: none"> • Fee Master • Fees Entry • Student Fees Report • Fees Receipt Report • Fee Receipt Search 	18-21
6	Students	
	<ul style="list-style-type: none"> • SearchStudent ID/Password • Student Information • Student Modify • Get Report • Student Transfer • Leaving Certificate 	22-27
7	Exam	
	<ul style="list-style-type: none"> • Subject Master • Exam Master • Assign Exam • Assign Seat Number • Marks Entry • Gazette • Result Declare • Report Card 	28-41



PROFILE :

1. Profile Includes Three Modules.
2. They are : View Profile, Edit Profile, Change Password.

VIEW PROFILE :

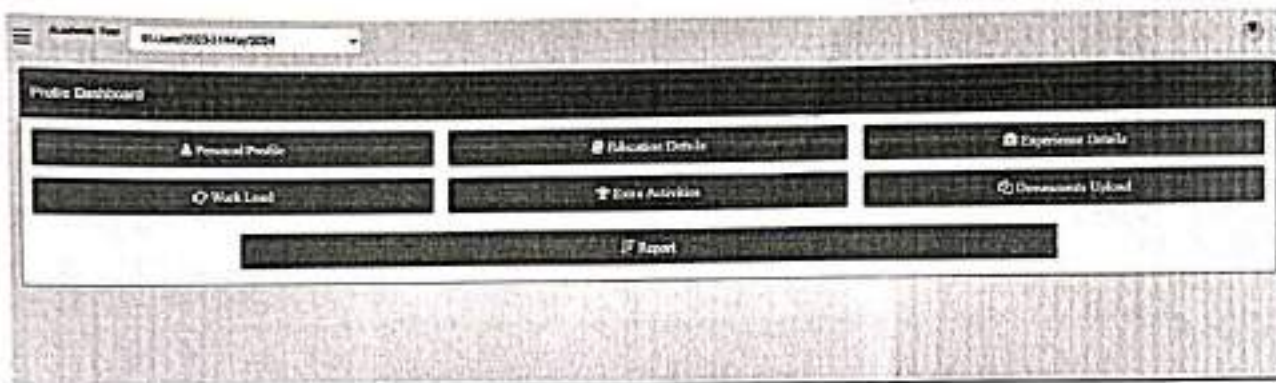
1. View Profile is the First Module of Profile Module.
2. In View Profile, You can only view profile.
3. View Profile is that where employee can check their data.

Personal Details		
User Details		
First Name JANUJ	Middle Name KUNJ	Last Name SARMA
DOB 30/07/1991 12:00:00 AM	Gender Male (F)Female	Married / Unmarried Married / Unmarried
Address A-303, JYOTI APARTMENT VET'S SANITARIUM ROAD, RAMU COMPOUND, NEAR ANANDAM COMPLEX, VIJAY EAST, TN - 600 087 - PALURU - KERALA		
Other Details		
Cell 9846229412/9846229414	Card -Select-	Category OPEN
Mobile No 98776664	Email ID januj@vivaapostoffice.org	Blood Group B+
Department WORKING STATE OF APPLIED ART	Designation CLERK	

EDIT PROFILE :

1. Edit Profile is the second module of profile module.
2. In Edit Profile there are seven buttons.
3. They are : Personal Profile, Education Details, Experience Details, Work Load, Extra Activities, Documents Upload, and Report.





Personal Profile :

1. Click on Personal Profile button.
2. Select Academic year of that year you want to edit.
3. The basic details of employee loads.
4. Edit the basic details and other details, then click on submit button.

The screenshot displays the 'Personal Details' form. It is divided into three main sections: 'Basic Details', 'Current Address', and 'Permanent Address'. Each section contains several input fields for user information.

Basic Details

Title	Last Name	First Name	Middle Name	Mother Name
Mr	SARVANT	RAJIT	VIJAYANT	MAHITA
D.O.B (YYYYMMDD)	Gender	Marital Status		
22/07/1991	Male / Female	Married / Unmarried		

Current Address

Address Line 1	Address Line 2	Address Line 3
A 201, JINDAN APARTMENT VEER SARVANT MANS, RAMJI COMPO	Ward	Street
State	City	Pin Code
GUJARAT	VIRAR	401205

Permanent Address

Address Line 1	Address Line 2	Address Line 3
A 201, JINDAN APARTMENT VEER SARVANT MANS, RAMJI COMPO	Ward	Street
State	City	Pin Code
GUJARAT	VIRAR	401205



Education Details :

1. Click on Education Details button.
2. In qualification details there are multiple education details is given.
3. They are SSC, HSC, Diploma, Degree, PG, M.Phill, Ph.D, Net, Set and Others Qualification given.

The screenshot shows a web interface titled "Qualification Details". At the top right, there is a "Go to Home" button. Below the title, there is a grid of buttons for different qualifications: SSC, HSC, Diploma, Degree, PG, and Net. Each button is a dark rectangle with white text.

SSC :

1. Click on SSC button.
2. Fill the SSC details, Upload document by clicking on "Choose Files" button and then click on submit button.

The screenshot shows the "SSC" form. It has two columns of input fields. The left column includes: State (dropdown), Institute Name, Institute Name (text), Passing Year (dropdown), Total Marks Obtained (text), Total Marks Obtained (text), Grade Obtained (text), Grade Obtained (text), and Document Upload (with a "Choose Files" button). The right column includes: Board (dropdown), Institute place (text), Institute place (text), Passing Month (dropdown), Out of Marks (text), Out of Marks (text), Seat No (text), and Seat No (text). At the bottom right, there is a "Submit" button.

HSC :

1. Click on HSC button.
2. Fill the HSC details, Upload document by clicking on "Choose Files" button and then click on submit button.



HSC	
State <input type="text" value="--Select--"/>	Board <input type="text" value="--Select--"/>
Institute Name	Institute place
Institute Name	Institute place
Passing Year	Passing Month
<input type="text" value="--Select--"/>	<input type="text" value="--Select--"/>
Total Marks Obtained	Out of Marks
Extra Marks Obtained	Out of Marks
Grade Obtained	Seat No.
Grade Obtained	Seat No.
Document Upload	Seat No.
<input type="button" value="Choose Files"/> No file chosen	
<input type="button" value="Submit"/>	

Diploma :

1. Click on Diploma button.
2. Fill the Diploma details, Upload document by clicking on "Choose Files" button and then click on submit button.

Diploma	
State	Board
<input type="text" value="--Select--"/>	<input type="text" value="--Select--"/>
Institute Name	Institute place
Institute Name	Institute place
Passing Year	Passing Month
<input type="text" value="--Select--"/>	<input type="text" value="--Select--"/>
Total Marks Obtained	Out of Marks
Extra Marks Obtained	Out of Marks
Grade Obtained	Seat No.
Grade Obtained	Seat No.
Document Upload	Seat No.
<input type="button" value="Choose Files"/> No file chosen	
<input type="button" value="Submit"/>	

Degree :

1. Click on Degree button.
2. Fill the Degree details, Upload document by clicking on "Choose Files" button and then click on submit button.



Degree	
State --Select--	Board --Select--
Institute Name Institute Name	Institute place Institute place
Passing Year --Select--	Passing Month --Select--
Total Marks Obtained Total Marks Obtained	Out of Marks Out of Marks
Grade Obtained Grade Obtained	Seat No. Seat No.
Course / Subject Name Course / Specialize Subject	Document Upload <input type="button" value="Choose Files"/> No file chosen
<input type="button" value="Submit"/>	

PG :

1. Click on PG button.
2. Fill the PG details, Upload document by clicking on "Choose Files" button and then click on submit button.

Post Graduate	
State --Select--	Board --Select--
Institute Name Institute Name	Institute place Institute place
Passing Year --Select--	Passing Month --Select--
Total Marks Obtained Total Marks Obtained	Out of Marks Out of Marks
Grade Obtained Grade Obtained	Seat No. Seat No.
Course / Subject Name Course / Specialize Subject	Document Upload <input type="button" value="Choose Files"/> No file chosen
<input type="button" value="Submit"/>	

M.Phil :

1. Click on M.Phil. button.
2. Fill the M.Phil. details, Upload document by clicking on "Choose Files" button and then click on submit button.



M.Phil	
State	Board
<input type="text" value="--Select--"/>	<input type="text" value="--Select--"/>
Institute Name	Institute place
<input type="text" value="Institute Name"/>	<input type="text" value="Institute place"/>
Passing Year	Passing Month
<input type="text" value="--Select--"/>	<input type="text" value="--Select--"/>
Total Marks Obtained	Out of Marks
<input type="text" value="Total Marks Obtained"/>	<input type="text" value="Out of Marks"/>
Grade Obtained	Dist. No
<input type="text" value="Grade Obtained"/>	<input type="text" value="Dist. No"/>
Course / Specialize Subject	Document Upload
<input type="text" value="Course / Specialize Subject"/>	<input type="button" value="Choose Files"/> No file chosen
<input type="button" value="Submit"/>	

Ph.D :

1. Click on Ph.D button.
2. Fill the Ph.D details, Upload document by clicking on "Choose Files" button and then click on submit button.

Ph.D	
State	Board
<input type="text" value="--Select--"/>	<input type="text" value="--Select--"/>
Institute Name	Institute place
<input type="text" value="Institute Name"/>	<input type="text" value="Institute place"/>
Passing Year	Passing Month
<input type="text" value="--Select--"/>	<input type="text" value="--Select--"/>
Total Marks Obtained	Out of Marks
<input type="text" value="Total Marks Obtained"/>	<input type="text" value="Out of Marks"/>
Grade Obtained	Dist. No
<input type="text" value="Grade Obtained"/>	<input type="text" value="Dist. No"/>
Specialize Subject	Document Upload
<input type="text" value="Specialize Subject"/>	<input type="button" value="Choose Files"/> No file chosen
<input type="button" value="Submit"/>	

Net :

1. Click on Net button.
2. Fill the Net details.
3. Select Net exam, year, and month, Upload document by clicking on "Choose Files" button and then click on submit button.



Set	
Set Exam	Document Upload
-Select-	<input type="button" value="Choose Files"/> No file chosen
Year	Month
-Select-	-Select-
<input type="button" value="Submit"/>	

Set :

1. Click on Set button.
2. Fill the Set details.
3. Select Set exam, year, and month, Upload document by clicking on "Choose Files" button and then click on submit button.

Set	
Set Exam	Document Upload
-Select-	<input type="button" value="Choose Files"/> No file chosen
Year	Month
-Select-	-Select-
<input type="button" value="No"/>	<input type="button" value="Submit"/>

Others :

1. Click on Other button.
2. Fill the other course/certification details, Upload document by clicking on "Choose Files" button and then click on submit button.



Other Course / Certification	
Name	Board
<input type="text"/>	<input type="text"/>
Year	Passing Month
<input type="text"/>	<input type="text"/>
Total Marks Obtained	Out of Marks
<input type="text"/>	<input type="text"/>
Grade Obtained	Out of Marks
<input type="text"/>	<input type="text"/>
Course / Certificate Name	Grade No.
<input type="text"/>	<input type="text"/>
<input type="text"/>	Document Upload
<input type="text"/>	<input type="button" value="Choose File"/> <input type="button" value="No file chosen"/>
<input type="button" value="Submit"/>	

By VIVA Software Solution

Experience Details :

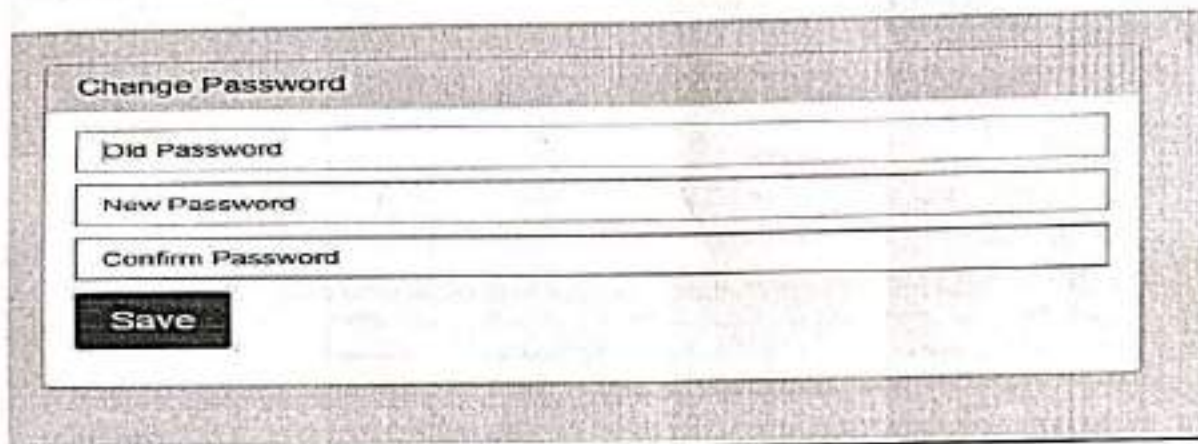
1. Click on Experience Details button.
2. Fill the personal Experience details and then click on submit button.
3. The experience details will shown in gridview.
4. You can edit and delete the experience details by clicking on "Edit" link button and "Delete" link button.

Professional Experience			
Previous Organization	Previous Designation	Previous Job Title	<input type="button" value="Add New Experience"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Previous Salary	Previous Job From (dd/mm/yyyy)	Previous Job To (dd/mm/yyyy)	Job Type
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="Submit"/>			



Change Password :

1. Change password is the third module of profile module.
2. Click on change password module.
3. To change Password, select academic year from "Academic Year" dropdown list, enter old password, enter new password that you want to generate in "New password" column and enter same password in "Confirm Password" column.
4. Click on "Save" option.



The screenshot shows a web form titled "Change Password". It contains three input fields: "Old Password", "New Password", and "Confirm Password". Below these fields is a "Save" button.

Employee :

1. Employee Includes Three Modules.
2. They are : Employee Master, Employee Details, Employee Search.

Employee Master :

1. Click on Employee Master module.
2. There are Five modules of Employee Details module.
3. They are: Employee, Education, Department Details, Account Details, Experience Details.



Employee :

1. Click on Employee Module.
2. Click on "New Employee" or Enter Employee ID/Name.
3. Then the following details will appear on the portal.

Employee Details

Employee | Education | Department Details | Address Details | Experience Details

New Employee | Form ID: 123456

Personal Details

First Name* | Middle Name* | Last Name | Middle Name* |

DOB* | Role of joining* | Start Date | Gender* | Blood Group* | Privately

Category* | Referral* | Medical Status* | Email ID* | Permanent

Address/Personal Residency Details

Address* | Pincode* | State* | Phone Number* | Telephone Number*

Address/Residence Details/State as Permanent Address

Address* | Pincode* | State* | Phone Number* | Telephone Number*

Other Details

Aadhar Card No.* | PAN Card No.* | PF No.* | Salary*

Enter Current Department

Department* | Designation* | Role* | Month*

Education :

1. Click on "Education" option.
2. Then the following details will appear on the portal.



Employee Education Department Details Account Details Experience Details **View Employee** Date: 01/10/2016

Educational Details

College Name: Branch/Institution: Degree Name: Degree Type: Pending

Marks Obtained: Total Marks: Year/Institution Subject: Class/Subject: Year of Passing: Month of Passing:

ADD EDUCATIONAL DETAILS **EDIT/DELETE EDUCATIONAL DETAILS**

Department Details :

1. Click on "Department Details" option.
2. Then the following details will appear on the portal.

Employee Education **Department Details** Account Details Experience Details **View Employee** Date: 02/10/2016

Department

Department: Institution: Mark/Insty: Date From Department Inst:

Current Department Working: **Add** **Print**

Account Details :

1. Click on "Account Details" option.
2. Then the following details will appear on the portal.



Experience Details :

1. Click on "Experience Details" option.
2. Then the following details will appear on the portal.

Employee Details :

1. Click on "Employee Details" option.
2. Then the following details will appear on the portal.



Employee Details

Employee Details														
Employee ID	Name of Employee	POST	DOB	POB	BLOOD GROUP	GENDE	MARITAL STATUS	CATEGORY	CASTE	RELIG	MOBILE No.	EMAIL ADDRESS	PH No.	ALTERNATIVE MOBILE
ART0001	AMALI VINODI SANKET	CLERK	20/01/91	21/03/01	B+ve	FEMALE	UNMARRIED	OFDC			9876543210	amali@vivaapplied.org	98765	98765
ART0002	JAYIBANJARI BANJARA	CLERK	15/01/90	20/03/01	O+ve	FEMALE	UNMARRIED	OFDC			9876543210	jayiba@vivaapplied.org	98765	98765
ART0003	NEHA VIDHANATH SANGERA	ASST PROFESSOR	05/01/85	07/03/01	O+ve	FEMALE	UNMARRIED	OFDC			9876543210	neha@vivaapplied.org	98765	98765
ART0004	CHANDRABHAVI JAYARAM SANGERA	ASSOCIATE PROFESSOR	20/01/80	20/03/01	A+ve	MALE	MARRIED	OFDC			9876543210	chandra@vivaapplied.org	98765	98765

Employee Search :

1. Click on "Search Employee ID/Password" module.
2. Enter First Name or Middle Name or Last Name and click on search option.
3. Then the following details will appear on the portal.

Search Employee ID/Password

First Name	Middle Name	Last Name			
RIKSHA		VICE	Search	Clear	
Employee ID	Name	Design	Phone	Address	Password
ART0001	RIKSHA	VICE	9876543210	RIKSHA	RIKSHA

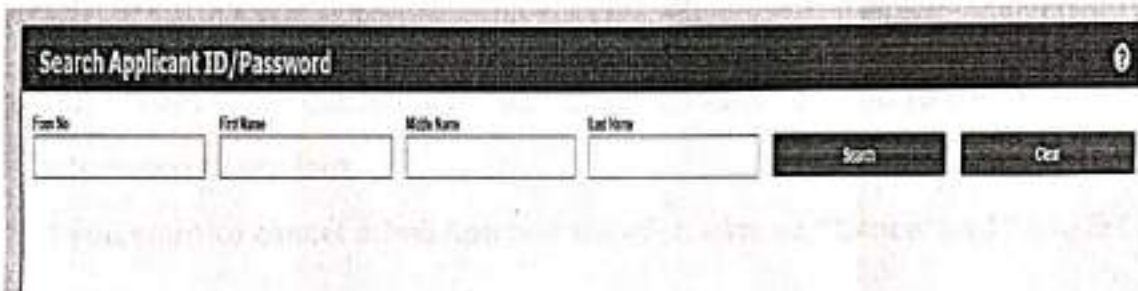


Pre Admission :

1. Pre Admission Includes Three Modules.
2. They are : Applicant ID/Password, Student Eligibility, New Student

Applicant ID/Password :

1. Enter Form Id, First Name or Middle Name or Last Name and then click on "Search" button.
2. Click on "Clear" button, all selection will be removed.



The screenshot shows a web interface for searching applicant information. At the top, there is a dark header with the text "Search Applicant ID/Password" and a help icon. Below the header, there are four input fields labeled "Form No", "First Name", "Middle Name", and "Last Name". To the right of these fields are two buttons: "Search" and "Clear".

Student Eligibility :

1. Click on Student Eligibility module.
2. Set eligibility by entering the following details.
3. Enter "From Year" and "To Year" in column, select Course, Sub-Course, From Group and To Group.
4. Click on "Get Data" button.
5. After clicking on "Get Data" button, gridview shows student details.



STUDENT ELIGIBILITY					
From Year		To Year		<input type="checkbox"/> Check All	
FROM 2020-JAN-01		TO 2021-MAY-31			
From	To	From	To		
APPLIED	SECOND YEAR IS APPLIED	SECOND YEAR IS APPLIED	THIRD YEAR IS APPLIED	<input type="button" value="Get Data"/>	<input type="button" value="Cancel"/>
Enable	Serial No	STUDENT ID	STUDENT NAME	CATG	
<input type="checkbox"/>	1	2173029	ADARSH ILLA RISHMILA	SG	
<input type="checkbox"/>	2	2173031	SARAJAYAN RAJESWAR	OPEN	
<input type="checkbox"/>	3	2173032	DEBIPRIYANU PRASAD	OPEN	
<input type="checkbox"/>	4	2270004	CHANDRASEKHAR SURESH	OPEN	
<input type="checkbox"/>	5	2173034	DEEPTHI DEVI PRANEET	SG	
<input type="checkbox"/>	6	2173037	DUSKAMINI HARSH KALPANI	SG	
<input type="checkbox"/>	7	2173040	DIKSHA SANGHVI	OPEN	
<input type="checkbox"/>	8	2173038	GANESH SURESH CHANDRANANT	SG	
<input type="checkbox"/>	9	2173030	GHOSH SAKSHI SHAMBU	OPEN	
<input type="checkbox"/>	10	2173042	GRACE ARYAN PANINI	REG (NITE)	

New Student :

1. Enter Form Id, fill the details and click on "Confirm" button to confirm admission of student.
2. If you want to cancel admission and transfer, click on "Cancel and Transfer" Button.
3. Click on "Refresh" button, all selection will be removed.

STUDENT ADMISSION			
Academic Year	Form ID		
2020-2021-01-01-31-03-2021	FORM 12345		
First Name	Middle Name	Last Name	Sex (M/Male, F/Female)
Family Name	Course Name	Section Name	Group Name
<input type="button" value="Confirm"/> <input type="button" value="Cancel and Transfer"/> <input type="button" value="Refresh"/>			

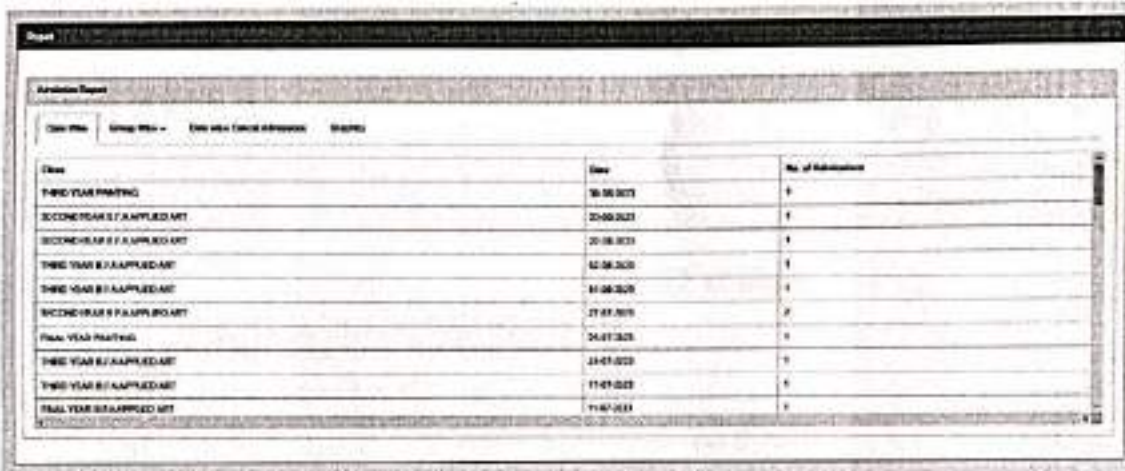


Admission :

1. Admission Includes two Modules.
2. They are : Admission Statistics ,Send SMS

Admission Statistics :

1. Click on "Date Wise" option.

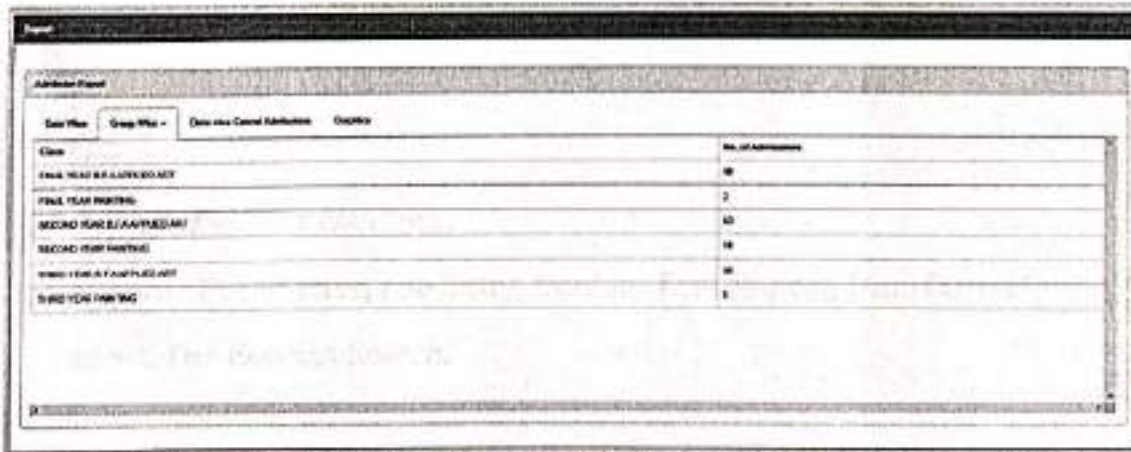


The screenshot shows a web application interface for an Admission Report. At the top, there are navigation tabs: "Date Wise", "Group Wise", "Date Wise - Group Admissions", and "Graphs". Below the tabs is a table with the following data:

Class	Date	No. of Admissions
THIRD YEAR PARTING	30-06-2023	1
SECOND YEAR B1 / APPLIED ART	23-06-2023	1
SECOND YEAR B2 / APPLIED ART	20-06-2023	1
THIRD YEAR B1 / APPLIED ART	12-06-2023	1
THIRD YEAR B2 / APPLIED ART	11-06-2023	1
SECOND YEAR B1 / APPLIED ART	27-07-2023	2
THIRD YEAR PARTING	24-07-2023	1
THIRD YEAR B1 / APPLIED ART	23-07-2023	1
THIRD YEAR B2 / APPLIED ART	17-07-2023	1
THIRD YEAR B2 / APPLIED ART	17-07-2023	1

Then the following details will appear on the portal.

2. (a) Click on "Group Wise - Data" option.



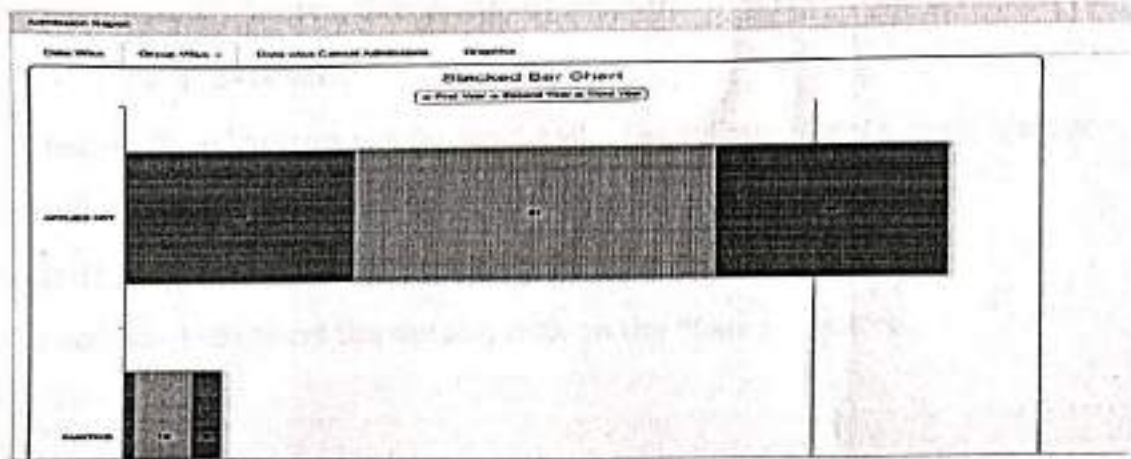
The screenshot shows the same web application interface, but with the "Group Wise" tab selected. The table displays the following data:

Class	No. of Admissions
THIRD YEAR B2 / APPLIED ART	10
THIRD YEAR PARTING	2
SECOND YEAR B1 / APPLIED ART	10
SECOND YEAR PARTING	10
THIRD YEAR B1 / APPLIED ART	10
THIRD YEAR PARTING	1

Then the following details will appear on the portal.

- (b) Click on "Group Wise - Graph" option.





Send SMS :

The screenshot shows a web form titled "Send SMS". It contains the following fields and elements:

- Send To:** A text input field.
- Phone No:** A text input field.
- Message:** A large text area for entering the SMS content.
- Buttons:** "Send" and "Get Report".
- Help:** A section with instructions: "1) Enter Student ID and Phone No in the given format. 2) Student_ID (Student_ID Length 10) Phone_No (Phone No Length 10) 3) 256 Maximum Characters should be 256".

Fees :

1. Fees Includes Five Modules.
2. They are : Fee Master, Fee Entry, Student Fees Report, Fees Receipt Report, Fee Receipt Search.

Fee Master :

1. Click on "Fee Master" option.



2. Select Faculty, Course, Subcourse, Group, Structure Name, Amount, Rank, Last Date of payment.
3. Click on "Add" button to add the details, The following details will appear on the portal.
4. you can "Edit" or "Delete" the details.
5. If you want to cancel the details, click on the "Cancel" button.

Admission Master

Fee Master

Faculty: VVAAPPLIEDART Course: APPLIEDART Subcourse: FIRST YEAR BFAAPPLIEDART Group: FIRST YEAR BFAAPPLIEDART Structure Name: Amount:

Rank: Last Date Of Payment:

Faculty	Course	Subcourse	Group	Structure Name	Amount	Rank	Last Date Of Payment	AM	Cancel
VVAAPPLIEDART	APPLIEDART	FIRST YEAR BFAAPPLIEDART	FIRST YEAR BFAAPPLIEDART	Admission Processing Fee	100	1	30/6/2023	0	0
VVAAPPLIEDART	APPLIEDART	FIRST YEAR BFAAPPLIEDART	FIRST YEAR BFAAPPLIEDART	Development Fee	500	1	30/6/2023	0	0
VVAAPPLIEDART	APPLIEDART	FIRST YEAR BFAAPPLIEDART	FIRST YEAR BFAAPPLIEDART	State Tax	100	1	30/6/2023	0	0
VVAAPPLIEDART	APPLIEDART	FIRST YEAR BFAAPPLIEDART	FIRST YEAR BFAAPPLIEDART	Tuition Fee	8000	1	30/6/2023	0	0
VVAAPPLIEDART	APPLIEDART	FIRST YEAR BFAAPPLIEDART	FIRST YEAR BFAAPPLIEDART	Workshop/DP	50	10	30/6/2023	0	0
VVAAPPLIEDART	APPLIEDART	FIRST YEAR BFAAPPLIEDART	FIRST YEAR BFAAPPLIEDART	University Charge	50	10	30/6/2023	0	0

Fee Entry :

1. Click on Fee Entry module.
2. Enter Student ID and click on search button or press enter.
3. A gridview loads details of student.
4. Click on "View" button, a gridview shows fee details, Select fee type.

Student Fee Entry

Student Details

Select Class To Pay Fee

GROUP	STUDENT ID	NAME	COURSE	CLASS	ACADEMIC YEAR	Fee
FIRST YEAR BFAAPPLIEDART	2021100	PRADA SIVIL SURYASH	APPLIED ART	FIRST YEAR BFAAPPLIEDART	2023-2024	View
SECOND YEAR BFAAPPLIEDART	2021100	PRADA SIVIL SURYASH	APPLIED ART	SECOND YEAR BFAAPPLIEDART	2023-2024	View



Academic Year: 2020-2021

Student Fees Entry

STUDENT: [Name] [Roll No.] [Section]

NAME: PUNJAB BANK GROUP COURSE: APPLIED ART CLASS: FIRST YEAR BFA APPLIED ART DATE: 07/01/2021

GROUP: FIRST YEAR BFA APPLIED ART TOTAL COURSE FEE: 8000 TOTAL PAY AMOUNT: 8000 ACADEMIC YEAR: 2020-2021

Fee Type: [None]

TYPE	RECEIPT NO	AMOUNT	PN MODE	PAYABLE	COURSE	RECEIPT	LN	NOTE
FEES	146	8000	EX	1900002	Admission/Permission	RECEIPT	EX	OK
FEES	147	8000	EX	1900002	Admission/Permission	RECEIPT	EX	OK

Student Fees Report :


1. Click on "Student Fee Report" option.

Academic Year: 2020-2021

Fee Report

Year: 2020-2021 Class: APPLIED ART SR Course: SECOND YEAR BFA APPLIED ART Course Group: SECOND YEAR BFA APPLIED

Fee Paid
 Fee Balance
 Balance
 Fee/No/Collection
 Check Book
 Fee Details
 Download Fee
 Student Fee



Late Shri Baldev Thakur Charitable Trust's
VIVA INSTITUTE OF APPLIED ART
 Balgagan, Kashtarpada, Vihar (I), Tal. Nawal, Dist. Patna
 Ph.-431201 Fax No.-112881798

STUDENT ID	STUDENT NAME	SR NO	CATEGORY	RECEIPT NO	DATE	AMOUNT	SR NAME	SR TYPE	SR FEE	TOTAL FEE PAID	TOTAL COURSE FEE	BALANCE	ACADEMIC YEAR	SECOURSE NAME	APPROVED BY	REMARKS
2176307	MOH SHREYA KUMAR	2000003	GEN	24				OTHER FEE	370	370	7070	6700	2020-2021	SECOND YEAR BFA APPLIED ART	SC	Fee Paid/Collection
2176308	MOH ALAN MOH SAJESH	1980003	SD	8	04/03/20	3600	BANKER CHQ/DP BANK	OTHER FEE	370	7070	7070	0	2020-2021	SECOND YEAR BFA APPLIED ART	2020-21	Admission/Permission
2176309	MOH ANNA MOH SAJESH	1980003	SD	8	04/03/20	3600	BANKER CHQ/DP BANK	OTHER FEE	6700	7070	7070	0	2020-2021	SECOND YEAR BFA APPLIED ART	2020-21	Admission/Permission
2176310	MOH ANNA MOH SAJESH	1980003	SD	8	04/03/20	3600	BANK OF INDIA	OTHER FEE	370	7070	7070	0	2020-2021	SECOND YEAR BFA APPLIED ART	Total	Fee Paid

Then the following details will appear on the portal.



Fees Receipt Report :

1. Click on "Fee Receipt Report" option.

Fee Report

Roll No:
 Course:
 Sub Course:
 Course Date:

Mode:
 From Date & Time:
 To Date & Time:

VIVA INSTITUTE OF APPLIED ART								
Sl. No.	Name	Class	Class No.	Course Date	Fee Name	Branch	Amount	
1	SHY SHREYAS SHIRSI	SECOND YEAR PARTIAL	2102	06/06/23	ADD BANK	MUMBAI	1076	
2	SHY SHREYAS SHIRSI	SECOND YEAR PARTIAL	2102	06/06/23	ADD BANK	MUMBAI	1076	
Totals (Incl. Tax)								2152

Then the following details will appear on the portal.

Fee Receipt Search :

1. Click on "Fee Receipt Search" option.
2. Select Academic Year and Enter DD/Cheque/NEFT No.
3. Click on "Search" Option.

Fee Receipt Search

Academic Year:
 DD/Cheque/NEFT No:

FEE RECEIPT DETAILS										
Sl	NAME	BRANCH	AMOUNT PAID	PD DATE	MODE	CHEQUE/NEFT NO.	RECEIPT NO.	BANK NAME & BRANCH		STATUS
201917	SHY SHREYAS SHIRSI	SECOND YEAR PARTIAL	2152	25/1/2023	Cheque	Cheque-1806	42	APNA SANGHVI BANK LTD - LONER PHEL		Done

By VIVA Institute of Applied Art

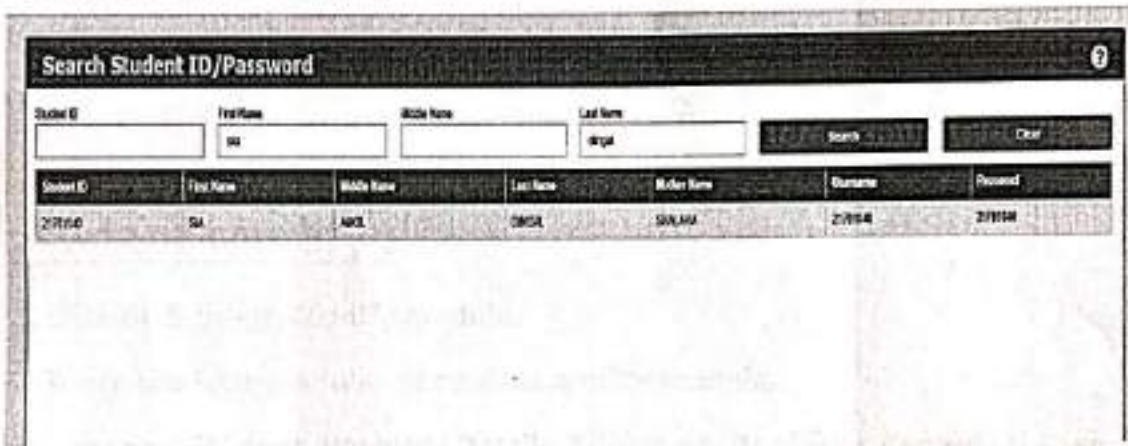


Students :

1. Student Includes Six Modules.
2. They are : Search Student ID/Password, Student Information, Student Modify, Get Report, Student Transfer, Leaving Certificate.

Search Student ID/Password :

1. Enter Student ID or First Name, Middle Name or Last Name and then click on "Search" option.
2. Click on "Clear" button, all selection will be removed.



Student ID	First Name	Middle Name	Last Name	Student Name	Username	Password
2/1910	SA	AKI	DESA	SA,AKI	2/1910	2/1910

Student Information :

1. Click on Student Information module.
2. Enter Student ID or First Name or Last Name as you want to search.
3. The Student information gets loaded in gridview.



Student Information

Stud ID <input type="text"/>	First Name <input type="text"/>	Last Name <input type="text"/>	<input type="button" value="Search"/>
---------------------------------	------------------------------------	-----------------------------------	---------------------------------------

Stud ID	Password	Student Name	Roll No	Date
201904	217100	SAUR, DINKA		19/09/19 17:44:55
<input type="button" value="View More"/>				

Student Modify :

1. Click on Student Modify module.
2. There are four modules of student modify module.
3. They are: Student, Personal Details, Education, Academic Records & Fees Details.

Student :

1. Click on Student Module.
2. Click on "Edit Student" option.



Student Personal Details

Home | Personal Details | Location | Academic Records & Fees Details | **OK**

Personal Details

Name: [Text Field] Student ID: [Text Field] DOB: [Text Field]

Gender: [Text Field] Religion: [Text Field] Email ID: [Text Field]

Address: [Text Field]

Contact Details

Email ID: [Text Field] Address: [Text Field]

Address

Flat No.: [Text Field] Building: [Text Field] Floor: [Text Field]

3. Enter Student ID and click on "OK" option.

4. Student details get filled.

Student Personal Details

New Student

Enter Student ID: [Text Field] 12345678

OK Cancel

Personal Details :

1. Personal Details is the Second Module.
2. Click on personal details module.



Student Personal Details | **Family Details** | Academic Records & Fees Details | **Logout**

Father Details

First Name* Middle Name Last Name*

Occupation* Phone*

Residential Address Same as Student Address Business Address

Mother Details

First Name* Middle Name Last Name*

Occupation* Phone*

Residential Address Same as Student Address Business Address

Guardian Details

First Name* Middle Name Last Name* Phone Number*

Address Same as Student Address

Is Of Parent In The Family/Not In Family

Family* Non-Family*

Isal

Student Author Card No. Family Income Of Student/Income of Student Spouse

Educational :

1. Educational is the Third Module.
2. Click on Educational module.

Student Personal Details

Student | Personal Details | **Educational** | Academic Records & Fees Details | **Logout**

Educational Details

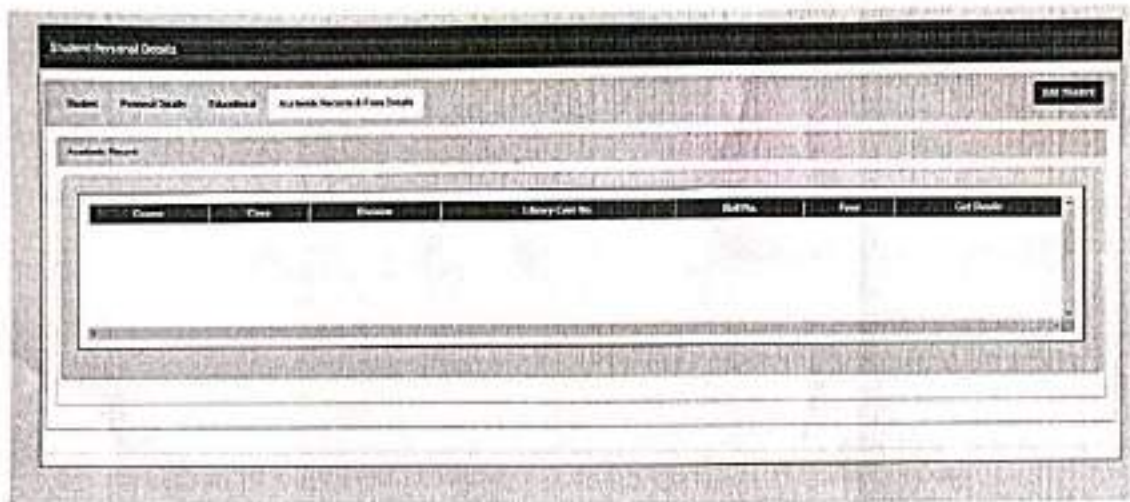
Exam	Institute Name*	Institute Place	Major Subject
Exam Number*	Start/Registration	Specialization	Certificate No.
Passing Month*	Passing Year*	Obtained Marks*	Out of How*
- Select -			

Exam	Institute Name	Institute Place	Start/Registration	Major Subject	Specialization	Certificate No.
Exam Number	Start/Registration	Specialization	Obtained Marks	Out of How		

Academic Records & Fees Details :

1. Academic Records & Fees Details is the Fourth Module.
2. Click on Academic Records & Fees Details module.





Get Report :

1. Click on "Get Report" module.
2. Select the "View report" or "Get Report" option.

Get Student Report

Sr No.	Student ID	Name of Students	Roll No.	DD Date	Class	Bank Name	Branch	Amount
1	1812044	KIRAN KUMAR LID-30404	19002	19120919	SECOND YEAR	VIVA VIKASH SARANS Bank	VILAS	2000
2	1819014	PRATHAMESH PRALAD SHARDA	88188	17122019	SECOND YEAR	BANK OF INDIA	MUMBAI	4281
3	1812005	MANOJ KUMAR MISHRA	21833	19122819	THIRD YEAR	CENTRAL BANK OF INDIA	MUMBAI	4034
4	1812007	MANOJ KUMAR MISHRA	21833	19122819	THIRD YEAR	CENTRAL BANK OF INDIA	MUMBAI	500
5	1712111	DEEPAK KUMAR	80187	03122819	THIRD YEAR	THE BHARAT SARANS BANK	MUMBAI	2000
6	1712082	PRAMOD KUMAR MISHRA	80201	28122819	THIRD YEAR	SHARDA BANK	MUMBAI	200

View Report Get Report

3. Then the following details will appear on the portal.

Student Transfer :

1. Click on the "Student Transfer" module.
2. Enter "Student ID" and following details will appear on the portal.



Student Search Page Header

Account No: Student ID:

01Jan2023 10:45:00AM 2070407

Student ID	Student Name	PROG TITLE	DOB (YYYYMMDD)	PH
2070407	NIKHIL HEARGARKARI	PHD, PLUMBAFAPPELART		

Family Address: City:

Leaving Certificate :

1. Click on the "Leaving Certificate" module.
2. Enter "Student ID" and personal details will appear on the portal.
3. Student other details get filled.

Leaving Certificate

Student ID:

Personal Details

First Name: Middle Name: Last Name:

DOB: Date of Birth:

College Details

Last College Attended: Date of Admission:

Last Examination Passed (Year and Class): Status: Class: MONTH: YEAR: Register:

Grade:

Other Details

Date of Leaving College: Program: Contact:

Reason: Discipline:



Exam :

1. Exam Includes Eight Modules.
2. They are : Subject Master, Exam Master, Assign Exam, Assign Seat Number, Marks Entry, Gazette, Result Declare, Report Card.

Subject Master :

1. Select Academic year, Branch, Semester, Group and Subject from dropdown list.

Note : If credits are already defined a message appears "Credits already defined for this subject and selected criteria. Use edit button to make changes".

2. Click on "SELECT" in dropdown list if you want to select all subject and then click save button.

The screenshot shows a web application interface for 'Subject Master'. At the top, there is a header 'Subject Master'. Below it, there is a section for 'Academic year' with a dropdown menu showing '01/Jan/2022 01/Jan/2022'. The main area contains four dropdown menus: 'Branch' (APPLIED ART), 'Semester' (Semester1), 'Group' (FIRST YEAR'S FAAPPLIEDART), and 'Subject' (Advertising in & Mass). Below these is a 'No. Of Credits' input field. At the bottom, there are three buttons: 'Save', 'Edit', and 'Cancel'. A dropdown menu for the 'Subject' field is open, showing a list of subjects: '-SELECT-', 'Advertising in & Mass', 'Ability of Visual Communication', 'Drawing', 'Nature & Object Drawing', '3D Design & Colour', 'Graphic Design', 'Typography & Calligraphy', and 'Layout'. The 'Typography & Calligraphy' option is highlighted.



For Adding :

Add Subject×

Select Subject

Subject Name

Subject Code

Select Subject Group:

FIRST YEAR B.F.A APPLIED ART

SaveEditRefreshClose

1. A panel appears " Add Subject".
2. Enter Subject name and Subject code and click on save button.
3. To select subject group check-checkbox.
4. For removing subject group uncheck the check box.
5. For editing : Click on edit button to edit.
6. Select subject from "Select Subject" dropdown list.

Exam Master :

Define Exam :

1. How to Generate Exam :
2. Select Academic year, Branch, Held in (Year), Month from dropdown list, Select the button if it is Regular Exam/ATKT/Additional and click on save button.



3. Held in (year) Selection is based on which academic year you select.

Define Exam

Branch: APPLIED ART | Held in (Year): 2021 | Month: May

Regular Exam ATKT Additional

Save Cancel Status Add Exam

Steps for status :

Define Exam

Branch: APPLIED ART | Held in (Year): 2021 | Month: May

Regular Exam ATKT Additional

Exam Code	Exam Name	Status	Link	Delete
EXM01	May 2021 (ART)	<input type="checkbox"/>	<input type="checkbox"/>	

1. Select Academic year, Branch, Held in (Year), Month from dropdown list, Select the button if it is Regular Exam/ATKT/Additional and click on save button.
2. A grid view appears.



3. Information of defined exam will be viewed in grid view such as Exam Code, Exam Date, Is_Current and Is_Lock.
4. Check-checkbox of your current exam from Is_current column to allow to Show that exam for student assigning.
5. For removing the current exam uncheck the checkbox.

Steps for Editing Exam :

Exam Date:

(Note : You cannot edit exam code column.)

1. For rename the exam date.
2. Click on Edit exam button, rename the exam date as per your requirement and click on update button.
3. How to lock the exam :
 - 1) Use : After exam get lock none exam entry change marks entry of the particular exam.
 - 2) Check-checkbox of your lock exam from Is_Lock column.



- 3) For Unlocking Exam : Uncheck the checkbox.
- 4) Click on update Button for deleting the exam.

Assign Exam :

1. After defining or generating exam, you need to assign student for particular exam.
2. Select academic year, branch, exam, semester, group and Subject on subject selection student get visible.
3. Check one by one student or use select all option.
4. If you want to assign all the student for all the subject then use "For all subject" or else save data subject wise by clicking on save button.

Assign Students For Exam

Branch	Exam	Semester	Group
APPLIED ART	May 2023 (Regular)	Semester I	FIRST YEAR B.FA APPLIED ART
Subject	<input type="checkbox"/> For all <input type="checkbox"/> Subject		
-Select- Select Advertising Art & Ideas History of Visual Communication Drawing Nature & Object Drawing 2D Design & Colour Graphic Design Typography & Calligraphy Layout	<input type="button" value="OK"/> <input type="button" value="Save"/> <input type="button" value="Refresh"/>		

For Editing Exam :

1. Once you have assigned student, you can edit.
For edit :
2. Select academic year, branch, exam, semester, group, subject.



3. On subject selection a dialog box appears Students are already eligible for this Exam you can "Edit" click on "ok" button to edit and all assigned student will appear on below grid.
4. Uncheck the checkbox if you want to remove that student for that exam.

Assign Students For Exam

Branch: APPLIED ART | Exam: May 2025 (Regular) | Semester: Semester I | Group: FIRST YEAR B.F.A APPLIED ART

Subject: Advertising Art & Ideas | For all Subject

<input type="checkbox"/>	Student ID	Roll No.	Student Name
<input type="checkbox"/>	21191002		SOOHI PRANJEET JASER

Assign seat number :

Steps for assign Seat number :

1. After assigning students for exam, you need to assign seat number.
2. Select academic year, branch, semester, group, and exam from dropdown list and then click on get data button.
3. After clicking on get data button, a grid view appears with list of student.
4. If shows information of student Id, student name, quota type, roll number show automatically, exam seat number.

Case 1 : If your exam seat number are different from roll number then enter seat number in " Exam seat number" column.



Case 2 : Automatically generate seat number.

If you have entered first student seat no then click on checkbox to increase the seat no for remaining student.

5. For removing seat number in sequence uncheck the checkbox.

The screenshot shows a web application titled "Assign Seat Number". It features several dropdown menus for "Branch" (APPLIED ART), "Semester" (Semester I), "Group" (FIRSTYER BBA APPLIED ART), and "Exam" (May 2020 Regular). Below these is a "Search By ID/Name" input field and a checkbox labeled "Auto Generate Seat Number". To the right, a "Quota Type" table is visible with columns for "1st", "2nd", "3rd", and "4th" years. At the bottom, there are three buttons: "Get Data", "Save", and "Print Seat No".

Assign Seat Number			
Branch	Semester	Group	Exam
APPLIED ART	Semester I	FIRSTYER BBA APPLIED ART	May 2020 Regular
Search By ID/Name		<input type="checkbox"/> Auto Generate Seat Number	Quota Type
			1st 2nd 3rd 4th
[Get Data] [Save] [Print Seat No]			

For Edit :

For editing seat number and quota type follow the above procedure:

1. Enter seat number you want to edit and enter quota type in quota type Column if you want to edit.
2. Save the data by clicking on save button.



Assign Seat Number

Branch: Semester: Group: Exam:

Search By Exam: Assign Course Seat Number

Grade Type:

Student ID	Student Name	Credit	ESE/PR/OR	IA/TW
271942	ANJAN KOL			4
271943	KISHAN MOGHE			10
271945	AJAY SHIVJIJI SAWAD			7
271947	ANIL PUNJJI SINGH			2
271948	ABHIRAM SANGHVI			3
271949	SHRI SAKHDEVJIJI			5
271951	SAHAJ TEJAS USFI			5
271957	SHAFIKER MISHRA			7
271962	SHASHI KISHORJI SINGH			5
271963	SHRIHARI SHRIHARI			3
271964	SHRI KANAKJIJI			10
271965	CHANDRANATHJI SINGH			11
271966	SHUBHAM SHIVDASJI SINGH			10
271968	CHANDRANATHJI SINGH			10

Marks Entry

1. After assigning seat number to students, you need to do marks entry of students.
2. Select Academic year, Branch, Exam, Semester, Group, and Subject and then click on get data button.
3. After clicking on get data button a grid view appears with list of student.
4. It shows information of Student ID, Student Name, Credit, ESE/PR/OR, and IA/TW
5. You Can do marks entry of students in two ways which are as follows.
 - I. Enter student marks entry of ESE/PR/OR, and IA/TW in textbox and then click on save button, marks will get saved
 - II. Click on Get Excel button.



Marks Entry

Branch	Exam	Semester		
APPLIED ART	May 2023 (Regular)	Semester I		
Group	Subject	Subject Rank		
FIRST YEAR B.F.A APPLIED ART	Advertising Art & Media			
Get Data	Save	Get Extra	Choose File	Import

STUDENT ID	SEAT NO	STUDENT NAME	CREDIT	E-SEMIOR	MARKS
22F10612	0	SANANT AMRUT VASANT	2		
22F10620	1	ALSET SHREYASH SANTOSH	2	37	8
22F10603	2	AMERALE KUNAL SUNIL	2	37	13
22F10606	3	AMR VISHWAN SHALESH	2	66	12
22F10608	4	ARTIK SUNIL	2	51	8

For Edit:

For editing student's marks entry follow the above procedure:

1. Select academic year, Branch, Exam, Semester, Group, and Subject and click on get data button all student entered marks for that subject will appear on below grid.
2. Edit the marks you want to edit in textbox.
3. Save the data by clicking on save button.



Marks Entry

Branch	Exam	Semester		
APPLIED ART	May 2023 (Regular)	Semester I		
Group	Subject	Subject Rank		
FIRST YEAR B.FA APPLIED ART	Advertising Art & Mass			
Get Data	Save	Get Excel	Choose File N...	Import

STUDENT ID	SEAT NO	STUDENT NAME	CREDIT	ESU/POOR	AUTW
22110012	8	SARANT AMRIT VIKANT	2		
22110020	1	ALSET SHREYASH SANTOSH	2	37	8
22110023	2	AMRALK KUNAL SUNIL	2	32	13
22701026	3	AMN VIKRAN SHALESH	2	55	12
22701028	4	ARIAN SUNIL	2	31	8

Gazette:

1. After marks entry, you need to generate gazette.
2. Select Academic year, branch, semester, exam, and group from dropdown list.
3. Click on "Get Date" button.
4. After clicking on "Get Data" button, a Grandview appears with list of students marks with their grace marks is loaded of selected year, branch, semester, exam, and group.
5. Click on "Get Excel" Button.



Branch	Semester	Exam	Group
APPLIED ART	Semester I	May 2023 (Regular)	FIRST YEAR B.F.A APPLIED ART
Get Data		Refresh	Get Excel

Late Shri Vishnu Waman Thakur Charitable Trust's VIVA INSTITUTE OF APPLIED ART (Approved by L.C.T.E., Affiliated to University of Mumbai) Shilpa, Anar East, Palghar-401305																			
FIRST YEAR B.F.A APPLIED ART ANNUAL EXAM RESULT																			
Total Marks 100 (each subject) (24 exam + 24 class work) Minimum Marks for Passing All (each subject) (22 exam + 8 class work)																			
Roll No.	Student Name	Group (THEORY)				Group (PRACTICAL)											Group Total (20)	Group %	
		Advertising Art & Ideas (20)	Class Work (20)	History of Visual Communication (20)	Class Work (20)	Drawing (20)	Class Work (20)	Picture & Object Drawing (20)	Class Work (20)	2D Design & Colour (20)	Class Work (20)	Graphic Design (20)	Class Work (20)	Typography & Calligraphy (20)	Class Work (20)	Layout (20)			Class Work (20)
0	SANJAY AMRUT VISKOT																	1	1
11	ALBERT SHREYASH SATORSH	37	18	40	18	49	18	33	58	35	19	55	10	41	18	38	68	181	3
12	INDRAJE KUNAL SUNIL	33	13	38	13	36	18	34	45	18	55	18	37	25	45	18	36	96	3
13	AASH VIKRAM	55	12	58	15	32	18	23	25	38	18	40	11	37	18	31	69	141	3

6. After clicking on "Get Excel" button, an excel is downloaded.
7. To refresh the selection, click on "Refresh" button.
8. After refresh the selection has been removed.



VIVA INSTITUTE OF APPLIED ART

(Approved by L.C.T.E, Affiliated to University of Mumbai)

Shirgaon, Virar East, Palghar-401305

FIRST YEAR B.F.A APPLIED ART

ANNUAL EXAM RESULT

Roll No	Student Name	Total Marks-100(each subject)(80 exam +20 class work)																Class				
		Minimum Marks for Passing-40(each subject)(32 exam + 8 class Work)																				
		Group I(THEORY)								Group II(PRACTICAL)												
		Advertising Art & News(80)	Class Work (20)	History of Visual Communication(80)	class work (20)	Drawing(80)	Class Work (20)	Nature & Object Drawing(80)	Class Work (20)	2D Design & Colour(80)	Class Work (20)	Graphic Design(80)	Class Work (20)	Typography & Calligraphy(80)	Class Work (20)	Layout(80)	Class Work (20)		Group Total(200)	Group Total(200)	Group Total(200)	percentage %
70	SAWANT ANRUT VASANT																0	0	0	0.00%	Fail	
71	ALSET SHREYASH SANTOSH	37	8	48	8	49	10	33	8	35	9	55	10	40	10	35	8	101	303	404	51.50%	Second
72	AMBRALE KUNAL SUNIL	32	13	38	13	16	9	34	10	41	11	55	10	32	9	46	10	95	304	400	50.00%	Second
73	AMIN VISHAM SHARLESH	55	12	59	15	32	9	33	8	39	9	40	11	37	9	33	9	141	270	411	51.38%	Second
74	ARIAN SUNIL	51	8	49	9	40	10	48	10	46	9	47	8	37	9	38	9	117	311	428	53.50%	Second
75	SADHE SAKSHI NILESH	42	16	44	16	33	9	41	8	34	10	44	11	31	8	44	9	118	283	401	50.13%	Second
76	BANAWALI TEJAS UDAY	65	13	61	15	54	11	50	10	44	9	47	12	42	12	53	10	154	354	508	63.50%	First
77	BHAT NIDHIL NITIN	67	15	67	17	45	10	48	9	32	10	35	11	41	10	32	9	166	292	458	57.25%	Second
78	/ BHATIA PREKSHA SARANY	60	14	62	14	45	11	37	8	32	10	44	10	39	9	43	9	150	267	447	55.88%	Second
79	BORKAR ANSH SHRIKANT	48	11	53	9	50	12	49	9	34	8	43	9	41	9	35	8	121	307	428	53.50%	Second
710	/ BORSE ASMI MAHENDRA	55	13	52	12	37	11	37	11	43	11	43	13	35	11	51	12	132	315	447	55.88%	Second
711	/ CHAUDHARI BHAKTI VIJAYDEV	58	14	52	17	38	13	34	9	32	10	45	12	40	11	45	10	141	299	440	55.00%	Second
712	/ CHAUDHARI SHRADHA LAXMIBHAI	46	14	51	15	47	10	36	9	43	10	34	11	34	11	37	10	126	292	418	52.25%	Second
713	/ CHAUHAN ABHINAV	59	12	55	13	53	11	38	11	32	10	50	11	38	9	52	9	129	314	463	57.88%	Second
714	/ CHAVAN SHREYA ANKUSH	18 @ 4	8	35	8	32	8	35	9	32	8	49	9	38	8	35	9	83	272	355	44.38%	Pass
715	/ CHAVAN TAMI SAMIR	58	12	55	14	33	9	36	9	40	9	34	9	38	10	48	9	139	304	443	55.38%	Second
716	DAVI SOUMIL RAJESH	50	13	50	15	55	12	36	11	32	9	47	12	38	9	41	13	129	316	445	55.63%	Second

Gazette Report



Result Declare

1. After generate gazette, you need to set Result Declare Date.
2. Select Branch, Exam, Semester, Group, Exam Declare Date, Save Declare Date.

Result Declare

Branch	Exam	Semester	Group
APPLIED ART v	-SELECT- v	-SELECT- v	-SELECT- v
Exam Declare Date*	Save Declare Date	Status	Refresh
<input type="text"/>			

Report Card

1. After generating gazette of student marks, you need to generate report card
2. Select academic year, branch, exam, semester, group, result type from selection such as all (Pass /Fail)/Pass/Fail as per condition you want to get result, and select from selection such as All Student/single Student as per condition you want to generate result.
3. Cases: Case 1: If you select 'All Student' from selection, click on "Generate result button all student result will be generated on next page.
Cases 2: If you select Single Student, a Student ID box appears.
 1. Enter student ID you want to generate result.



II. Click on "Generate Result" button.

Result

Branch	Exam	Semester
-SELECT-		-SELECT-
Group	Result Type	
	CM/Practical/Other/Ofat	All Student/Single Student

Generate Result

4. After clicking on "Generate Result" button, your result will get generated on next page.
5. Click on print button to print.

