ભારતીય શિક્ષક પ્રશિક્ષણ સંસ્થાન
Indian Institute of Teacher Education
(A State Public University established by Government of Gujarat)

INDEX

Facilities Provided in Principal Login
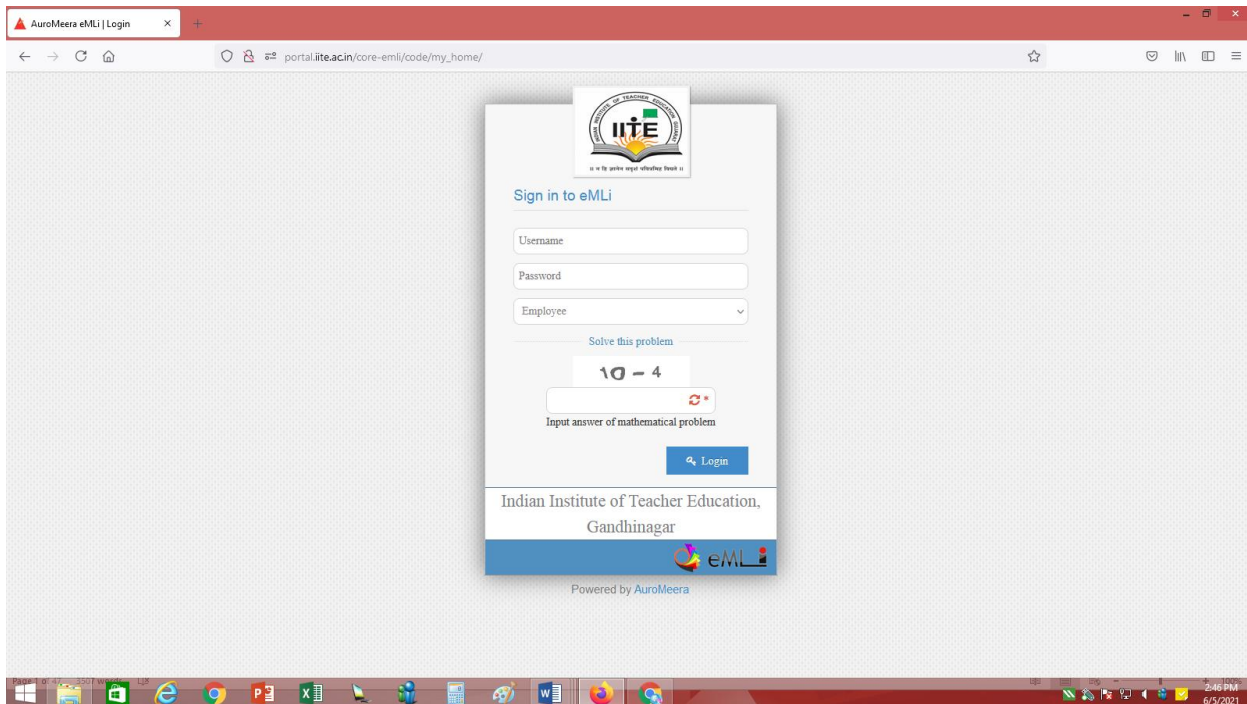
URL: http://portal.iite.ac.in

> Two Menu Given in Principal Login

Student

1. Admission list
2. Enrolled student list
   Admission cancel process after enrollment number
   Admission cancel process before enrollment Number
3. Details change request
4. College Transfer
5. Internship Report
6. Attendance
7. Academic Form

URL: http://portal.iite.ac.in

Exam

1. Program Structure
2. Exam Form
3. Pre exam dashboard
   Exam date wise student list & Exam Attendance report
   Session all exam student list
   Internal marks entry
4. Post exam dashboard
   Office record (O.R) Report
   Ranker report
   Repeater Student Report

Once Login it will show as below

Student menu

1. Student admission list

2. Enrolled student list

Shown total students of particular course. And also download in excel

Admission cancel process after enrollment number

First of all, request of cancel admission will be generated from college/principal login.
Once they login in their portal, then go to Student>Enrolled Student list.
In that list it will show all students with Action column to cancel admission

For whichever student admission needs to be cancelled for them college can take action and fill all details as per need.
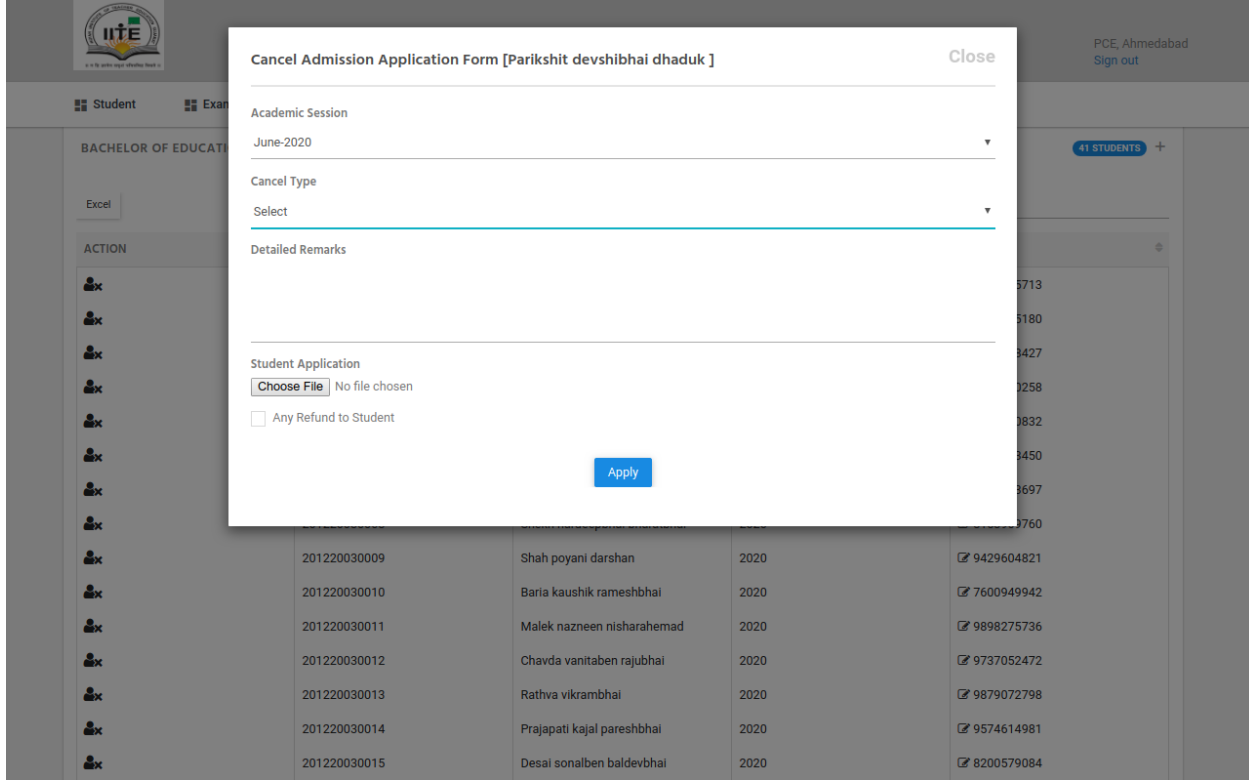
If any refund needs to be given, then they can enter those details as per below
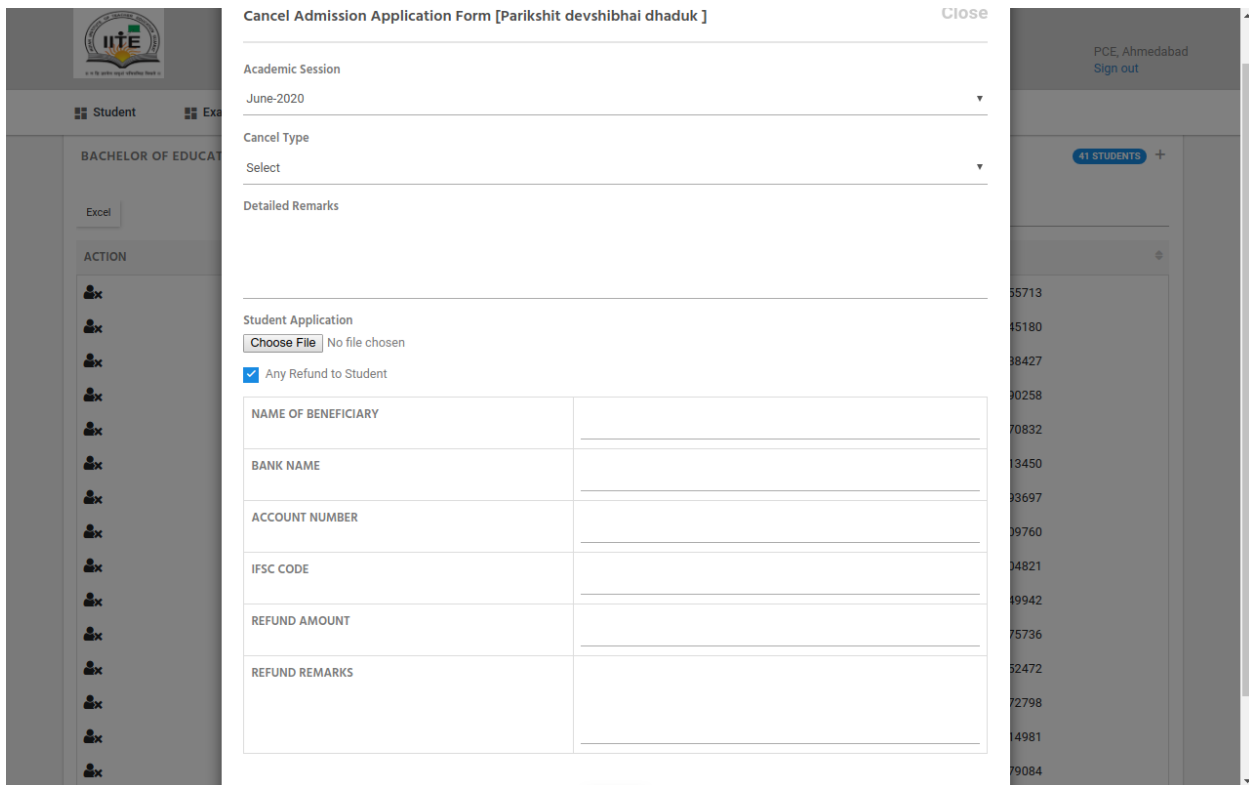
After college has completed their request part then university needs to take further action.

Admission cancel process before enrollment Number

The students which are not verified by college so their final admission process is not yet done and they need to be cancelled from counselling process data. For that panel was already there in university login under admission dashboard menu> Cancel admission.

But since you requested that this process will be performed only by college only and no action by university so we have provided the same.

College login will have a menu as Admission List (from where they use to verify documents and migration certificates). In that cancel admission icon is also added. They can cancel admission from that panel and those students counselling data will be flushed off. Kindly see below screenshots:
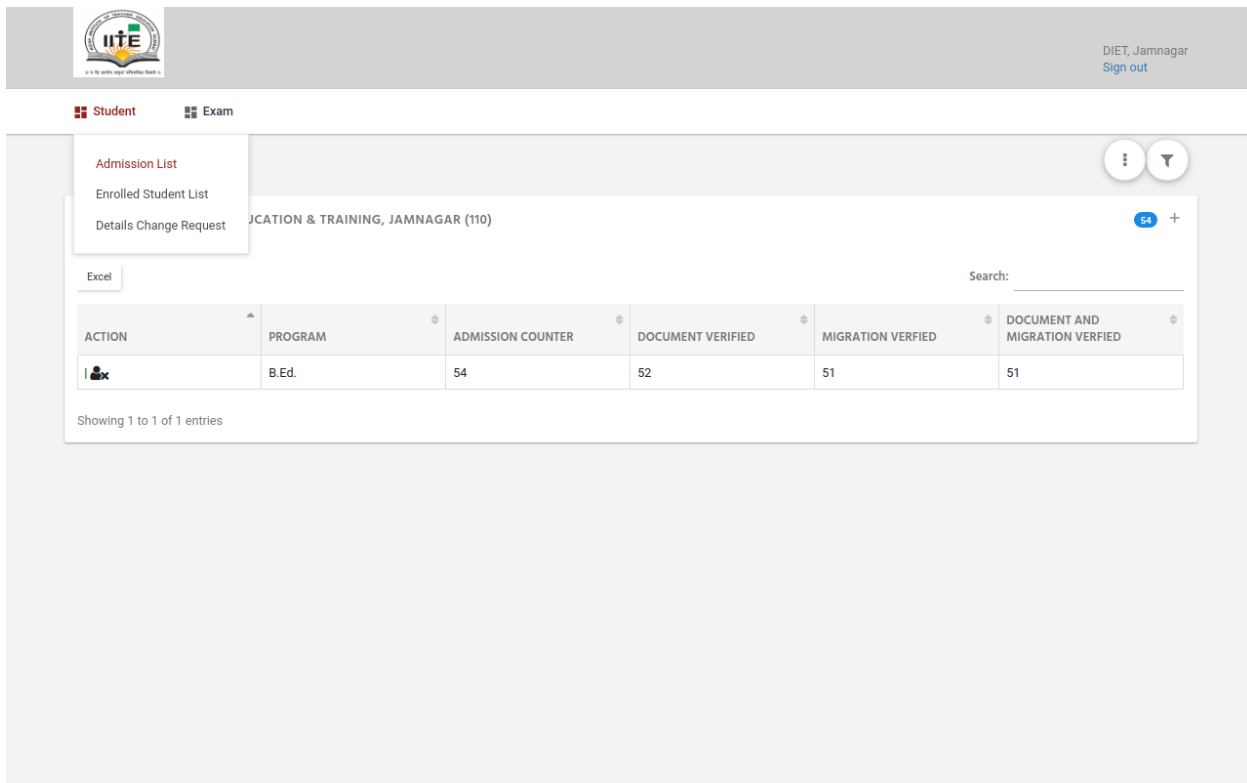
Once panel is open click on action column icon for cancel
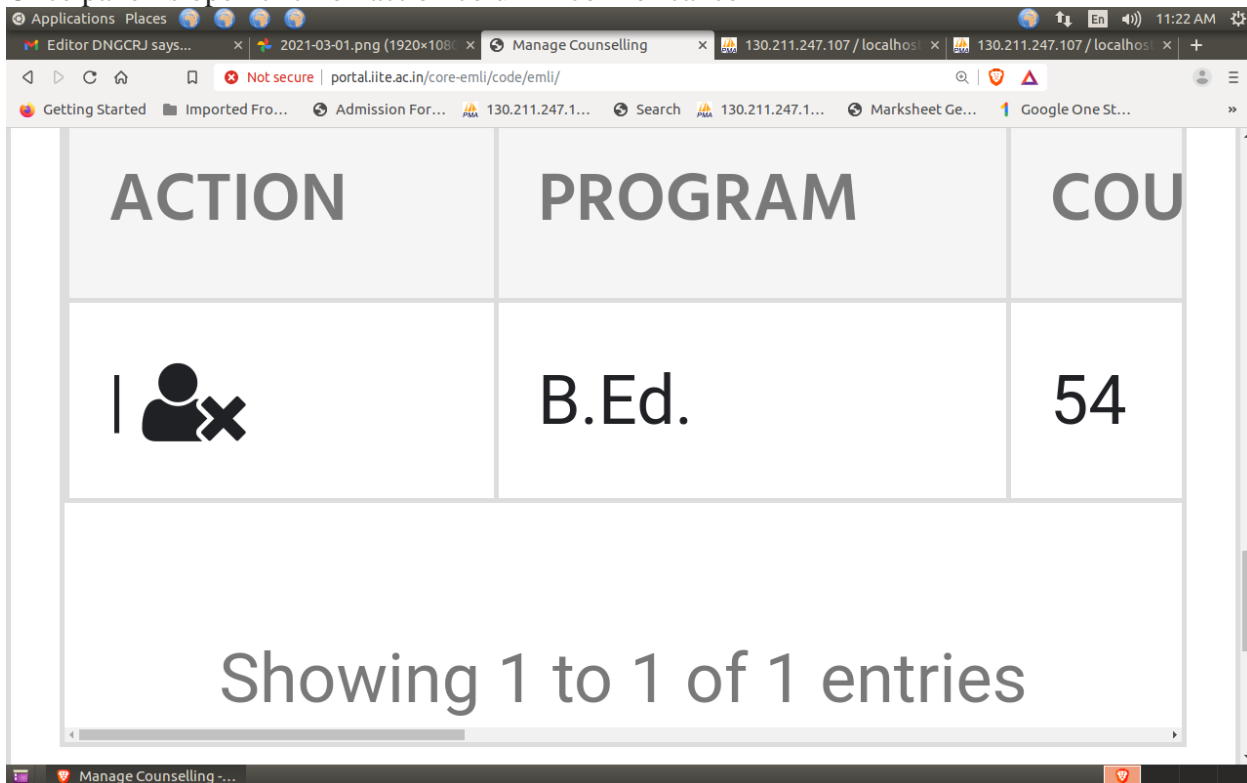
Students which were not verified will directly show and college users can cancel those unverified students directly by pressing the red button of cancel admission with remarks.

Excel   Search: _____

FORM NO.	STUDENT NAME	ADMISSION CATEGORY	VERIFICATION STATUS	ADMISSION MERIT NO	ADMISSION PROGRAM	ADMISSION METHOD	ADMISSION DATE	GENDER	MOBILE	EMAIL
4638	NODE KHUSHBU ASLAM	SEBC	Enter Remarks / Cancel Admission	370	B.Ed.	English	03/09/2020	Female	9327603606	khushbu
7941	CHAUDHARI NISHABEN GOVINDBHAI	ST	Enter Remarks / Cancel Admission	2282	B.Ed.	Science	12/09/2020	Female	7046175928	chaudhai
13582	MAGHODIYA VIPUL TULSHIBHAI	General	Enter Remarks / Cancel Admission	557	B.Ed.	Science	11/09/2020	Male	8128093546	vipulmag

Showing 1 to 3 of 3 entries

Kindly take action by proper verifying form number. Also there is search functionality to search form number and then take action since once taken won't be rollback.

3. Details change request

Once a student makes the request for changing the details, the admin can view the request in their login. Once they login click in that select student >> Details Change Request.

IITE

DIET, Anand
Sign out

Student   Exam

Admission List
Enrolled Student List   New Request ▼
Details Change Request

Search: _____

ACTION	REQUEST ID	ENROLLMENT NO.	STUDENT NAME	MOBILE	REQUEST DATE TIME
☑	1611151325	201040030001	Patel amiben dineshbhai	9428868999	2021-01-20 19:32:05

Showing 1 to 1 of 1 entries

| | Application Status | New Request ▾ | | | | |

Excel					Search:	
ACTION ▴	REQUEST ID ⇕	ENROLLMENT NO. ⇕	STUDENT NAME ⇕	MOBILE ⇕	REQUEST DATE TIME ⇕	AFFILIATED COLLEGE ⇕
☑	1611146744	200010020033	Aabha patel	9099993003	2021-01-20 18:15:44	Center of Education,IITE,Gandhinagar

Showing 1 to 1 of 1 entries

After that by selecting the **"New Request"**, it will show all requests made by students. To give the action to the student request from the admin side click on the icon available in the **ACTION** column beside the **Request Id**. Once you select that icon, you can view all the fields with old values and new values, for which the student makes a request to change.

Details Change Action of [Aabha patel]   Close

Excel					Search:	
FIELD NAME ▴	OLD VALUE ⇕	NEW VALUE ⇕	PROOF ⇕	ACTION ⇕	REMARKS ⇕	
City	Gandhinagar	Gandevi		NOT_CHECKED ▾	_____	
Email Address	patelaabha1304@gmail.com	patelaabha1@gmail.com		NOT_CHECKED ▾	_____	
State	Gujarat	Haryana		NOT_CHECKED ▾	_____	

Showing 1 to 3 of 3 entries

Note: Once You Save request will move to `Verified Request`. After that no action will be allowed. So, Select Action to perform for each Field.

Save

After that you can give actions to the request as follows like **"APPROVED"**, **"NOT_APPROVED"** and **"NOT_CHECKED"** using the dropdown shown in the Action column. For some fields whatever proof document is attached by a student that also will be shown. So kindly verify that document and then approve change. For e.g.: if a student put a request for name/birthdate or adhar card number etc. they must have uploaded a document for verification. So colleges need to view that and then take appropriate action.

Details Change Action of [Aabha patel]   Close

Excel					Search:	
FIELD NAME ▴	OLD VALUE ⇕	NEW VALUE ⇕	PROOF ⇕	ACTION ⇕	REMARKS ⇕	
City	Gandhinagar	Gandevi		NOT_CHECKED ▾	_____	
Email Address	patelaabha1304@gmail.com	patelaabha1@gmail.com		APPROVED / NOT_APPROVED / NOT_CHECKED	_____	
State	Gujarat	Haryana		NOT_CHECKED ▾	_____	

Showing 1 to 3 of 3 entries

Note: Once You Save request will move to `Verified Request`. After that no action will be allowed. So, Select Action to perform for each Field.

Save

Once selecting action, **it is necessary to give Remarks for the "NOT_APPROVED" action**. But it is not compulsory to give remarks for the "APPROVED" and "NOT_CHECKED" action.

Details Change Action of [Aabha patel]   Close

Excel   Search: _____

FIELD NAME ▲	OLD VALUE ⇕	NEW VALUE ⇕	PROOF ⇕	ACTION ⇕	REMARKS ⇕
City	Gandhinagar	Gandevi		APPROVED ▾	
Email Address	patelaabha1304@gmail.com	patelaabha1@gmail.com		NOT_APPROVED ▾	Invalid email ID
State	Gujarat	Haryana		NOT_CHECKED ▾	

Showing 1 to 3 of 3 entries

Note: Once You Save request will move to `Verified Request`. After that no action will be allowed. So, Select Action to perform for each Field.

Save

After selecting the action and giving the remarks to the "NOT_APPROVED" action, you can save the action by clicking on the "Save" button. **But before clicking the "Save" button, once verify all the actions given to all the fields. Because only once you can give the action for one Request Id. If by mistake any field remains without giving action and you save the action, then after you can't do any change for that particular Request Id.**

Once saved your action will be saved and that request will be moved in the "Verified Request". To view the verified requests, select the **"Verified Request"** menu from the Application Status dropdown. Once you select that, it will show all the verified requests.

Application Status   Verified Request   ▾

Excel   Search: _____

ACTION ▲	REQUEST ID ⇕	ENROLLEMENT NO. ⇕	STUDENT NAME ⇕	MOBILE ⇕	REQUEST DATE TIME ⇕	AFFILIATED COLLEGE ⇕
👁	1610540764	201270030017	Labana samirbhai mohanbhai	9512354730	2021-01-13 17:56:04	Government B.Ed. College, Meghraj
👁	1610552988	190010010022	Chitroda jay sharadbhai	9824385332	2021-01-13 21:19:48	Center of Education,IITE,Gandhinagar
👁	1610553034	200010020046	Patel chiragkumar dineshbhai	9510112735	2021-01-13 21:20:34	Center of Education,IITE,Gandhinagar
👁	1610554541	200010020063	Divyaraj Joshi	9429307574	2021-01-13 21:45:41	Center of Education,IITE,Gandhinagar

But to view only one verified request there is one functionality **"Search"** is available. You can filter the record by searching Request Id, Enrollment no. etc. as follows.

Application Status   Verified Request   ▾

Excel   Search: 200010020033

ACTION ▲	REQUEST ID ⇕	ENROLLEMENT NO. ⇕	STUDENT NAME ⇕	MOBILE ⇕	REQUEST DATE TIME ⇕	AFFILIATED COLLEGE ⇕
👁	1610975889	200010020033	Aabha patel	9099993003	2021-01-18 18:48:09	Center of Education,IITE,Gandhinagar
👁	1611146744	200010020033	Aabha patel	9099993003	2021-01-20 18:15:44	Center of Education,IITE,Gandhinagar

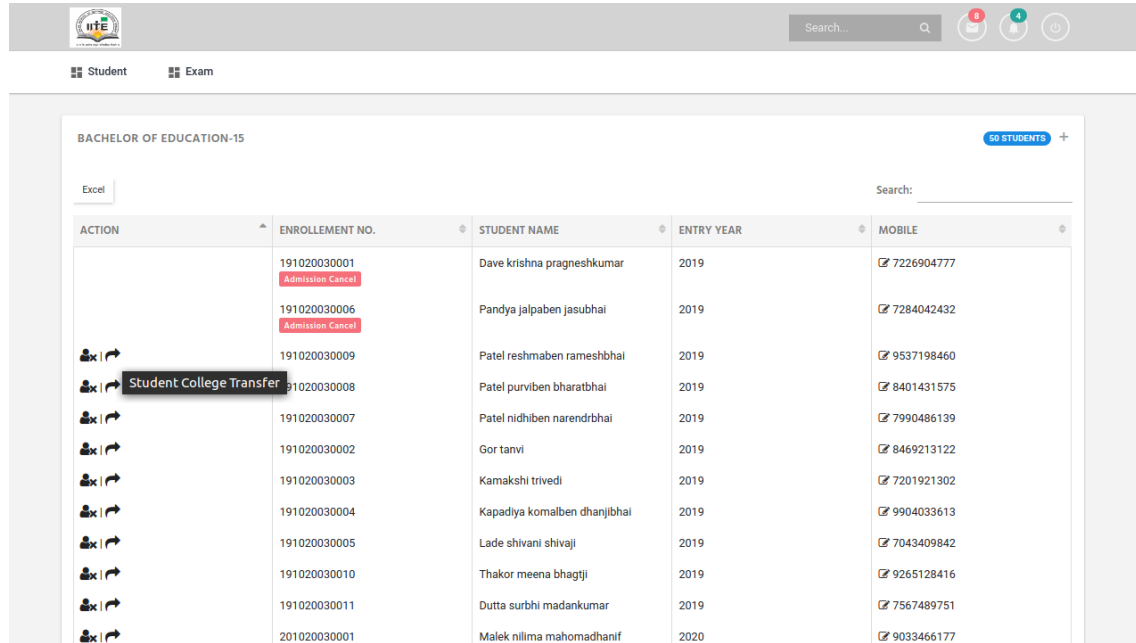Showing 1 to 2 of 2 entries (filtered from 20 total entries)

After searching the record, to view the action given, click on the icon available in the **ACTION** column beside the **REQUEST ID**. Once you click on that icon, you can view all the actions given to that Request Id.

4. College Transfer

Transfer module is completed as per your request and steps you shared
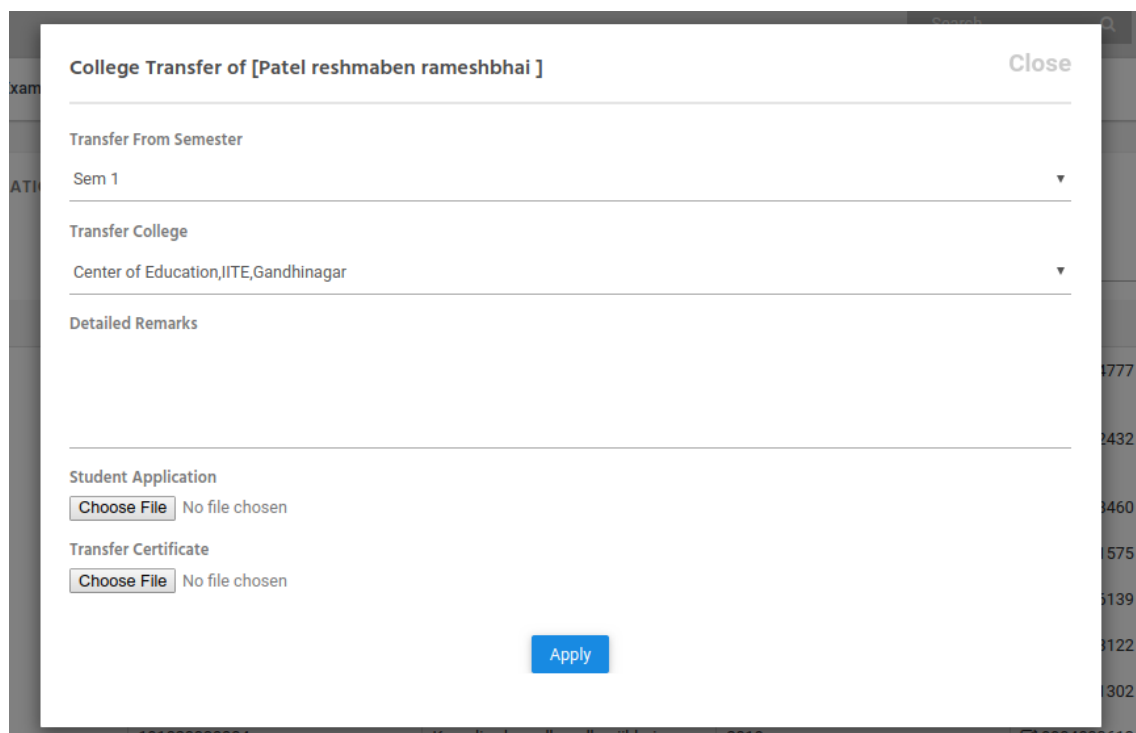**Step-1 : COLLEGE REQUEST**
College can keep request for transfer from their login by going to Enrolled Student list menu and

click on icon ↱ as shown below

Once college clicks on that below screen will be shown in which whatever (last passed semester by student + 1) will be shown in Transfer from semester.Ex: if student passed sem-1 then directly sem-2 will come and if student has not appeared sem-1 in that college then sem-1 only will come. Then select transfer college and upload documents and apply

Once request is done then college can view their request and their status by using menu COLLEGE TRANSFER

Enrolled student list

Step-3: COLLEGE ACCEPTANCE

Once university approves, after that college to which student is transferred needs to approve and upload their acceptance certificate so that student finally transfers

Unless university has not approved it will show status as approval pending from university. Same way if college acceptance is not done then status will be shown as below. So each step performance done their action will be shown under status of each application.

For that same process, go to the College Transfer menu. In that status IN PROCESS select and icon click and move ahead to take action and upload a document.

Once this process is complete then only student will get transferred.

Internship Report

GO to Student – Internship report

Attendance

To take attendance in Principal login.

Open your ERP login . Go to Student – Attendance

Select appropriate course, session and semester then submit

Select date in which you want to take the attendance. To take the attendance daily for that Go to Student >Attendance
Select the appropriate from the filter option provided on the right side.

Once selected then date wise list will appear and in that ACTION column will have a tick sign .

 by clicking this you can view student list. Tick only absent students. By default, all are present.

Currently no restrictions are kept since past records also need to be updated.

Academic Form

- Login to the portal.
- Select the **Academic Form** option under the **Student** menu as shown in the screenshot below.
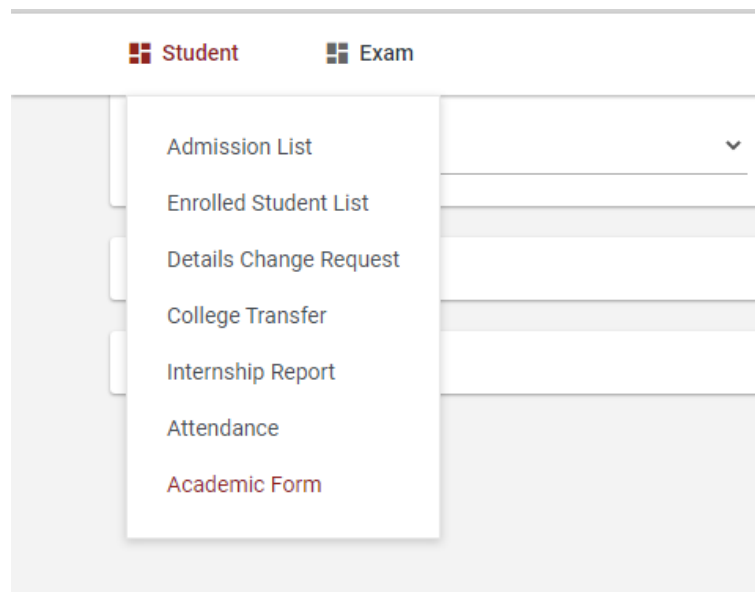
- Select **Migration Certificate** option in Form combo as shown in the screenshot below.

- As you select the **Migration Certificate** option, you can view the student details of who applied for the migration certificate.

- Now click on the ☑ icon shown under the **ACTION** column.
- So you can view all the details of the student like personal details, application details, application status etc.. and also the migration certificate of the student as shown in the screenshot below.

Approval Process For Student [Savan] [#1]   Close

PERSON DETAILS

NAME	Savan
COLLEGE	Shrirang Shikshan Mahavidyalaya, Bilimora
UNIQUE ID.	211540030025
EMAIL	dsp91020@gmail.com
MOBILE NO.	9737687354

APPLICATION DETAILS

APPLICATION NO.	1
DATE OF APPLICATION	06/10/2021 16:32:26
APPLICATION STATUS	Approval Pending from College
FULL ADDRESS WITH PINCODE	91, Hill drive, Bhavnagar - 364001
EMAIL ADDRESS	krupali.atpl@gmail.com
LAST SEMESTER MARKSHEET	UPLOADED
LEAVING CERTIFICATE (L.C)	UPLOADED
ATTEMPT CERTIFICATE	UPLOADED
PROVISIONAL ELIGIBILITY CERTIFICATE (P.E.C)	UPLOADED
FEES RECEIPT OF NEW ADMISSION COLLEGE	UPLOADED
CERTIFICATE FROM LAST ATTENDED COLLEGE	UPLOADED
PURPOSE	Need to submit certificate in other university.
NEED CERTIFICATE BY	Courier

APPLICATION STATUS

Approval Pending from College

ACTION TAKEN TILL NOW

ACTION	ACTION BY	REMARKS	DATE TIME
Apply			2021-10-06 16:32:26
Make Payment			2021-10-06 16:32:26

TAKE ACTION

Action

Select Action   ⌄

Remarks/Notes/Description/Query

Enter Here

✎ Save

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v8AbQBQAEQARgAgADUALgA0KQovQ3JlYXRpb25EYXRlKCgy...   1 / 1   —   100%   +   ☐   ↺   ↓   🖨   ⋮

भारतीय शिक्षक प्रशिक्षण संस्थान

Indian Institute of Teacher Education

(A State Public University established by Government of Gujarat)

MIGRATION CERTIFICATE

IITE/REGI.CELLMIG/2021/211540030025/   Fee receipt No.

This is to certify that DEVANI SAVAN PRAVINBHAI enrolled to this University in 2021 and left it in after Incompelete at the B.Ed. 2 year Course, Semester 0 examination which was held in .

He/She has received education at Shrirang Shikshan Mahavidyalaya, Bilimora.

This University has no objection to his/her joining any other University.

Gandhinagar-382016.

Date: 06/10/2021

Checked By :
Approved By :   Registrar

- Now to give action go to the **TAKE ACTION**.
- If you want to reject the application then select the **Reject** option, enter **Remarks** and **Save** the application.

- As you save the application, the application will be rejected and the student can view the action given in his/her login as shown in screenshot below.

- If you want to approve the application then select the **Forward to University** option, enter **Remarks** and **Save** the application.

TAKE ACTION

Action

Forward to University ⌄

Remarks/Notes/Description/Query

Your application is approved..

✎ Save

- As you save the application, the application will be forwarded to the university and the student can view the action given in his/her login as shownin screenshot below.

Certificate			emli / Pages / Certificate

Apply

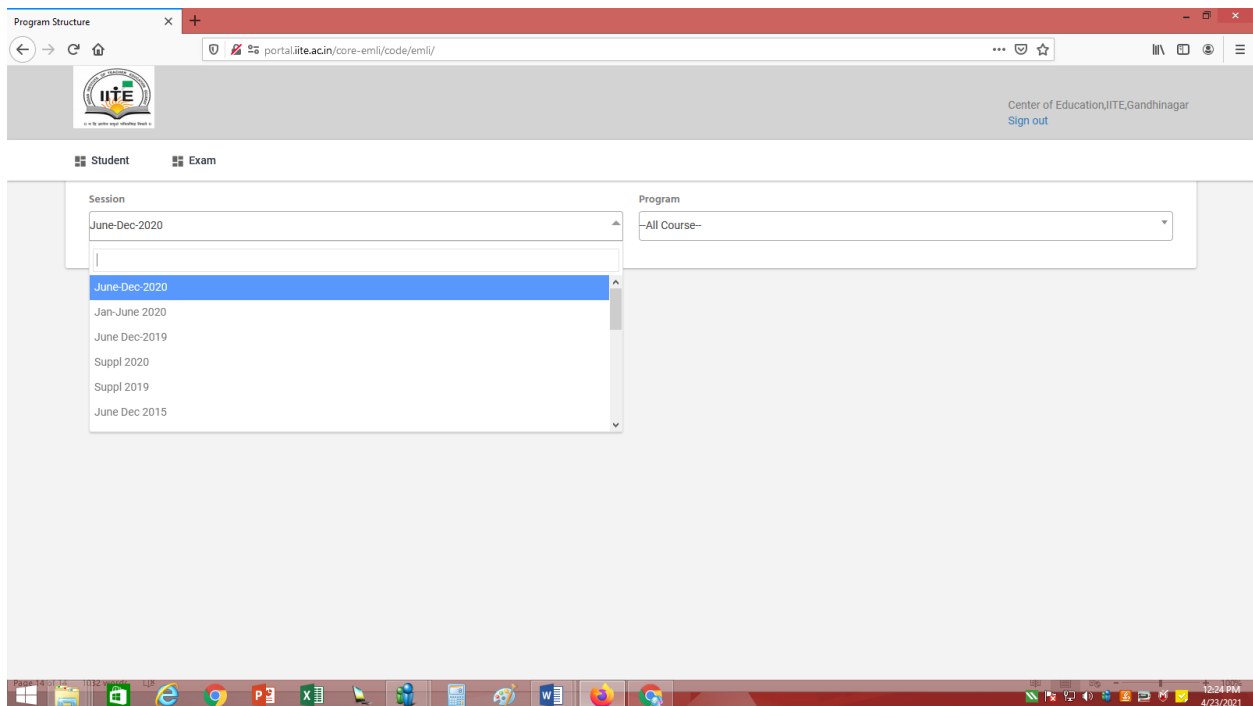| #	APPLICATION TITLE	APPLICATION DATE	APPLICATION STATUS
1	Migration Certificate	06/10/2021 16:32:26	Forwarded to University

- Now the university will approve/reject the application. For that kindly follow the steps mentioned below.
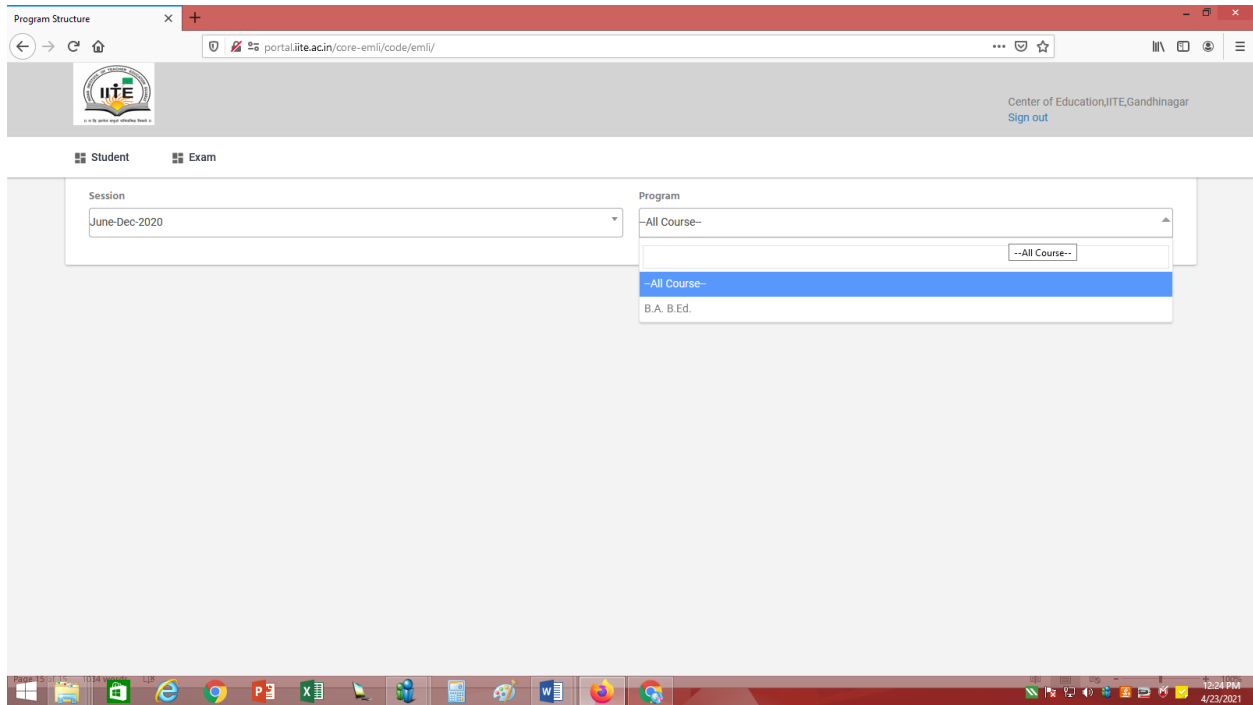
Exam
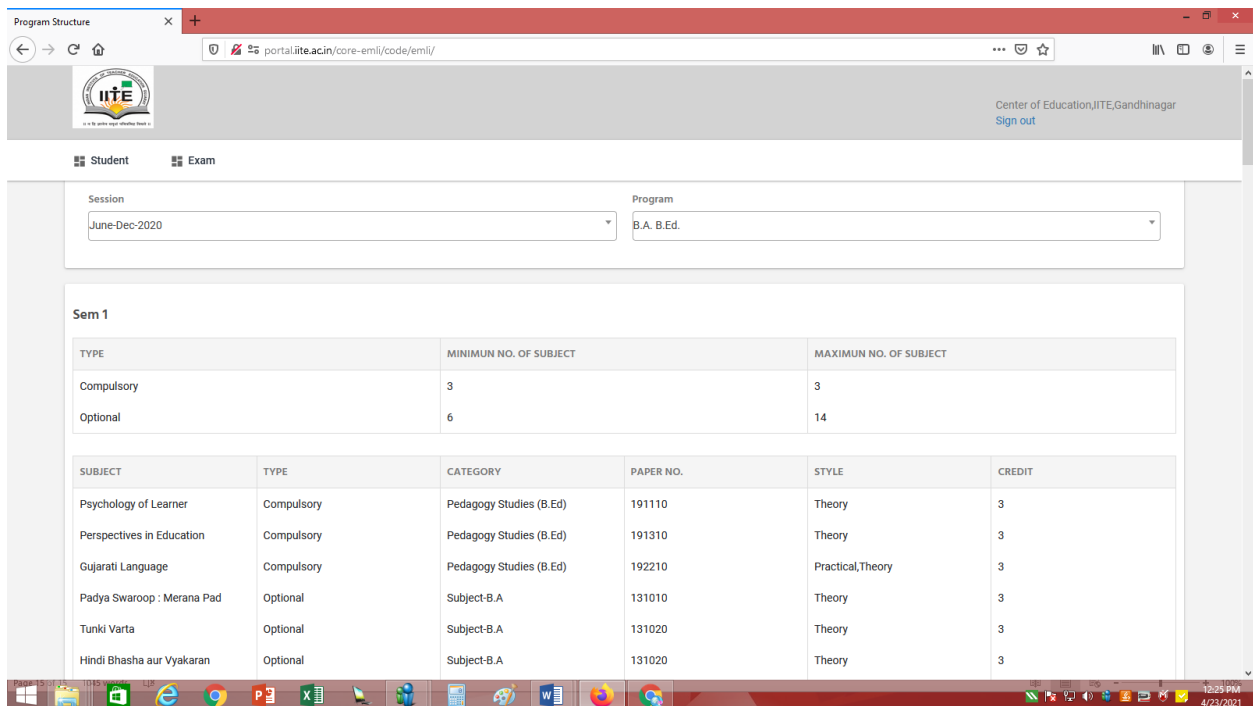
1. Program structure
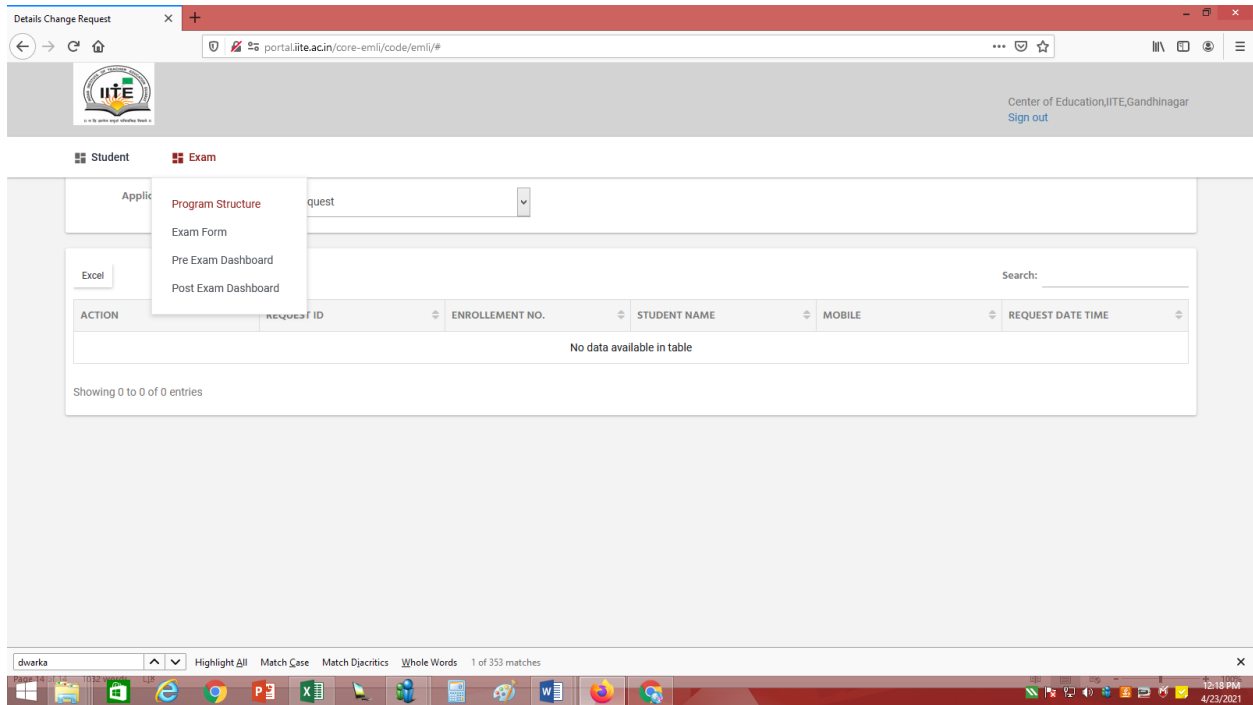
Select session

Select program

It shown which course is running in every college.

It shows all odd semester of Ba Bed as per session is Jun-19 to Dec-19 so odd semester is there.

Sem 3

TYPE	MINIMUN NO. OF SUBJECT	MAXIMUN NO. OF SUBJECT
Compulsory	5	5
Optional	6	18

SUBJECT	TYPE	CATEGORY	PAPER NO.	STYLE	CREDIT
English: CS - III	Compulsory	Pedagogy Studies (B.Ed)	10313010	Theory	2
Sanskrit (ICL) Shrimad Bhagvad Gita (Shlok 1 - 30) & Meghdutam	Compulsory	Pedagogy Studies (B.Ed)	10313030	Theory	2
Drama and Art in Education	Compulsory	Pedagogy Studies (B.Ed)	10343010	Theory	2
Development of Learner Conception to Age 11 (Child Psychology)	Compulsory	Pedagogy Studies (B.Ed)	20313010	Theory	2
Introduction to Curriculum and Curriculum Development: Concept	Compulsory	Pedagogy Studies (B.Ed)	40313010	Theory	2
History of English Literature - I (Old	Optional	Subject-B.A	30253010	Theory	3

2. Exam form

Once opened Menu then select appropriate examination for which you want to take necessary action.

After selection of Examination list of student will be displayed

List has column of Action in which there are 3 icons:

1. Take Action Button☑ : This will be used to make students not eligible or eligible for particular exam. **(By Default all the students are marked eligible)**
2. **In case of marking student as ineligible follow steps mentioned below**
   a. Click on Take Action button of particular student to not eligible to fill the semester end exam form.
   b. Add remarks and click on save Action.
   That student is not able to fill the semester end exam form.
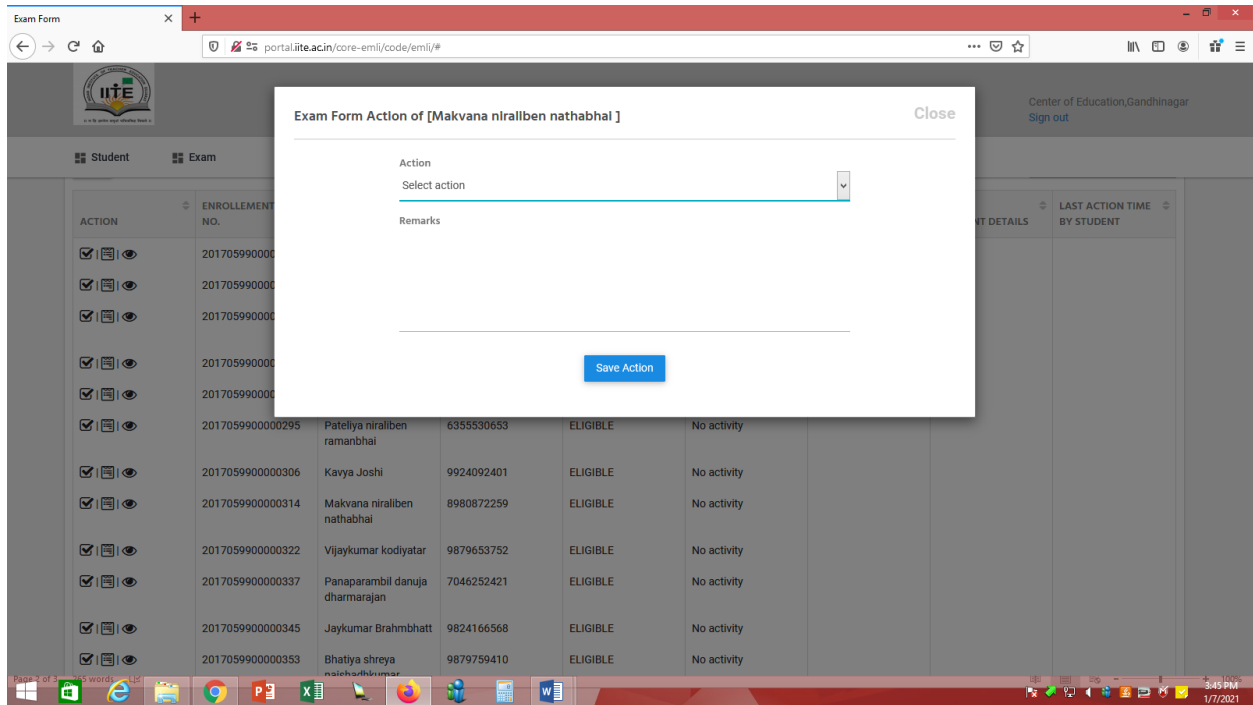
3. View Exam form button ![icon]: This button will show a list of subjects which a student can opted in this semester end examination.

    a. **Once exam form live then that menu will automatically activated.**

4. View Action taken button 👁 : This button will show the log during the whole process of exam form action taken for a particular student. (Ex.: When student filled form, when student paid exam fees, when student exam form locked etc. details)

Once the exam form is filled by the student then the list which is seen in that SUBJECT, FORM STATUS, AND LAST ACTION DATE TIME will get updated.

Same way if a student has submitted and Paid then PAYMENT DETAILS would be seen.

How to Edit Student Subject and exam center detail after Form Status as "SUBMIT" and "PAID"

1. Login using credentials provided by university.
2. Then select the menu "Exam Form" under "Exam". Once you select the "Exam Form", you can view the screen as shown below:

3. Select the "Examination" from the dropdown. Once you select the examination you can view the list of students who are eligible to fill up the exam form.

4. In this panel for the selected examination you can view the counts of the students for different actions like Total students, Eligible and Not eligible students, how many students saved the form as draft, how many students submitted the form and how many students did the payment as shown on the above screen.

5. There is also a functionality called "Search" shown on the above screen. From there you can directly search the student by using Enrollment No., Name etc. For example, in the below screenshot the student is searched by the enrollment number.

6. In this panel you can view all the activities which the student does. At first the form status shows as **"No activity"** when the student doesn't apply to fill up the form.

7. But when the student does any activity in the form you can view the form status of that student according to his/her changes. For example, when the student saves the form as draft you can view the form status as **"DRAFT"** along with the selected subjects and date time.

8. After that when the student makes the change in a form you can view those changes in this panel for example when the student selects the subjects and save the form as draft then you can view those selected subjects as below.

9. Once the student submits the form the "Form Status" shows as **"SUBMIT"** as shown below.

Now, there are three cases when a student can edit the form.
a. When a student saves the form as draft then he/she can edit the form until finally submitted. --> For this case the procedure is mentioned above.
b. When a student submitted the form but didn't make payment, in this case the student can edit the form only after college changes action from SUBMIT status to DRAFT status. (detailed explanation below)
c. When a student has made payment, also in this case the student can edit the form only after the college changes action from PAID status to DRAFT status. (detailed explanation below)

when a student submitted the form but didn't make payment, in this case the student can edit the form only after college changes action from SUBMIT status to DRAFT status. (detailed explanation below)

1. After submitting the form, the edit action is closed from the student side so the student can't edit the form after submitting the form. But if a student makes a mistake in the form and he/she want to edit the form then follow the procedure as mentioned below:

2. There are following three icon shows in the "**Action**" column beside the Enrollment No. of the student.

☑ | 🗐 | 👁

2(A). At first click on the first icon. Once you click on that icon you can view the following screen. Then select the action as "DRAFT", enter the Remarks and click on the "Save Action" button. Once saved the "Form Status" gets updated as "DRAFT" and then inform student to edit the form.

Exam Form Action of [Parmar parthrajsinh mahendrasinh]   Close

Action

Select action   ⌄

Remarks

Save Action

2(B). After editing the form when the student submits the form the "Form Status" gets updated in the panel as "**SUBMIT**". And then the student can pay the exam form fees. After the student gets payment success the "Form Status" gets updated as the "**PAID**" in the panel.

ACTION	ENROLLEMENT NO.	STUDENT NAME	MOBILE	STATUS	FORM STATUS	SUBJECT	LAST ACTION TIME BY STUDENT	AFFILIATED COLLEGE
☑ 📋 👁	190010010018	Chaudhari kavan mukeshbhai	9687864457	ELIGIBLE	PAID	English: CS - III, Sanskrit (ICL) Shrimad Bhagvad Gita (Shlok 1 - 30) & Meghdutam, Drama and Art in Education, Development of Learner Conception to Age 11 (Child Psychology), Introduction to Curriculum and Curriculum Development Concept,	11-01-2021 18:09:38	Center of Education,IITE,Gandhinagar

c. **When a student has made payment, also in this case the student can edit the form only after the college changes action from PAID status to DRAFT status. (detailed explanation below)**

1. If the student wants to edit the subjects in the form after payment then follow the procedure mentioned below:
2. There are following three icon shows in the "**Action**" column beside the Enrollment No. of the student.

☑ | 📋 | 👁

2(A). Click on the first icon. Once you click on that icon you can view the following screen. Then select the action as "**NEED_CORRECTION**", enter the Remarks and click on the "Save Action" button. Once action is saved then the "Form Status" gets updated as "**NEED_CORRECTION**" and then the student can edit the subjects in the form.

Exam Form Action of [Parmar parthrajsinh mahendrasinh]   Close

Action

Select action   ▾

Remarks

Save Action

Bhagvad Gita

Exam Form Action of [Parmar parthrajsinh mahendrasinh]   Close

Admission

Excel

Action

NEED_CORRECTION   ⌄

Remarks

Edit form after payment

[Save Action]

ACTION	ENROL NO.								AFFILIATED COLLEGE
☑ | 🖹 | 👁	19001								er of cation,IITE,Gandhinagar

Meghdutam,
Drama and Art
in Education,
Development
of Learner
Conception to
Age 11 (Child
Psychology),
Introduction to
Curriculum and
Curriculum
Development
Concept,
Solid State
Physics - I,
Optics II,
Practical Solid
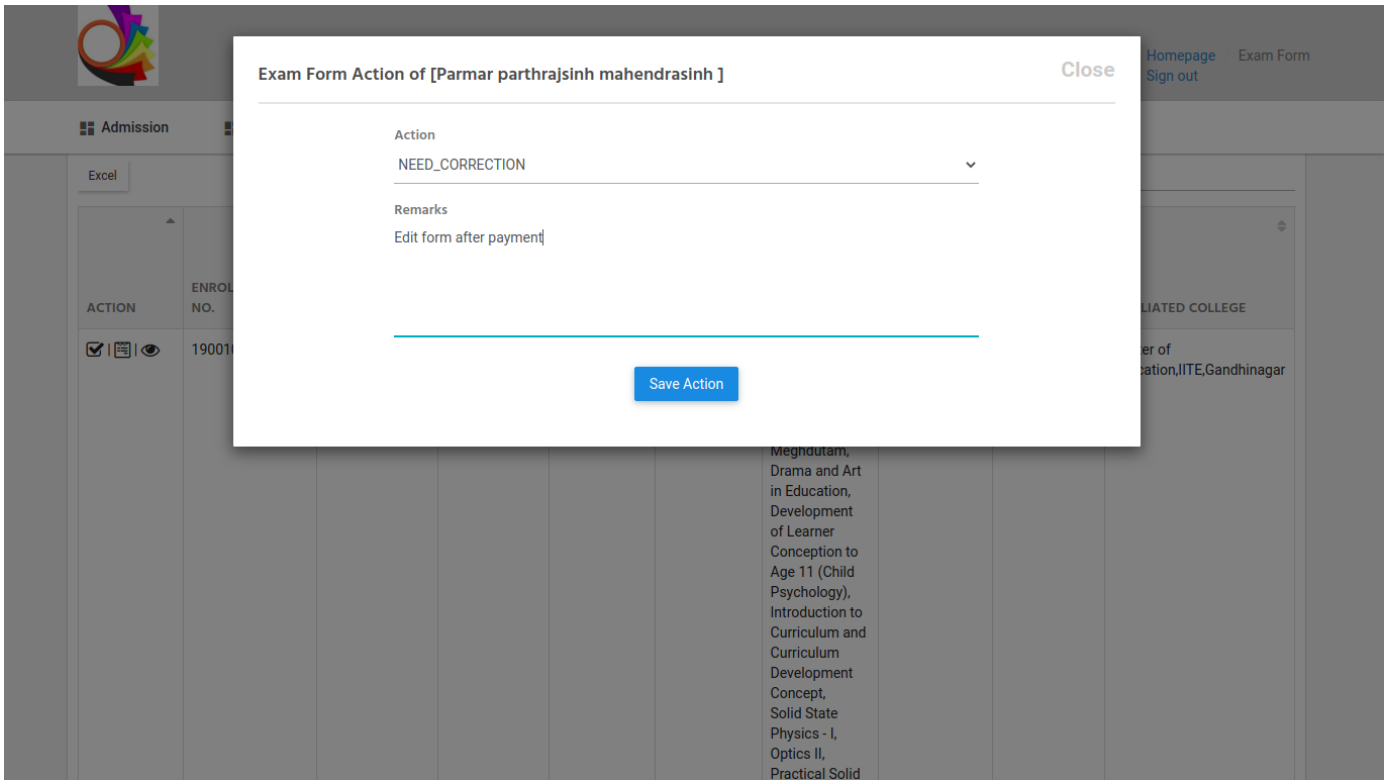
2(B). After editing the form when the student submits the form the "Form Status" gets updated again in the panel as "PAID".

☑ | 🖹 | 👁	190010010018	Chaudhari kavan mukeshbhai	9687864457	ELIGIBLE	PAID	English: CS - III, Sanskrit (ICL) Shrimad Bhagvad Gita (Shlok 1 - 30) & Meghdutam, Drama and Art in Education, Development of Learner Conception to Age 11 (Child Psychology), Introduction to Curriculum and Curriculum Development Concept, Voctor	11-01-2021 18:09:38	Center of Education,IITE,Gandhinagar

Now, the college either approves or not approves the exam form of the student after all the procedures done by the student like payment, edit etc., Once the form status

shows "PAID", the college verifies the form of student and give the action as approve or not approve using the following procedure:

1. To approve or not approve click on the first icon when "Form Status" is "PAID". Once you click on that icon, you can view the following screen. When all the details of the student in the form are OK then select the action "**APPROVED**". And if due to any reason the exam form is not approved then select the action "**NOT_APPROVE**". After selecting the action either **APPROVE** or **NOT_APPROVE**, enter the Remarks and click on the "Save Action" button.

Exam Form Action of [Chaudhari kavan mukeshbhai]   Close

Action
Select action   ⌄

Remarks

Save Action

Exam Form Action of [Chaudhari kavan mukeshbhai]   Close

Action

Select action   ⌄

Select action
APPROVED
NOT_APPROVED
NEED_CORRECTION
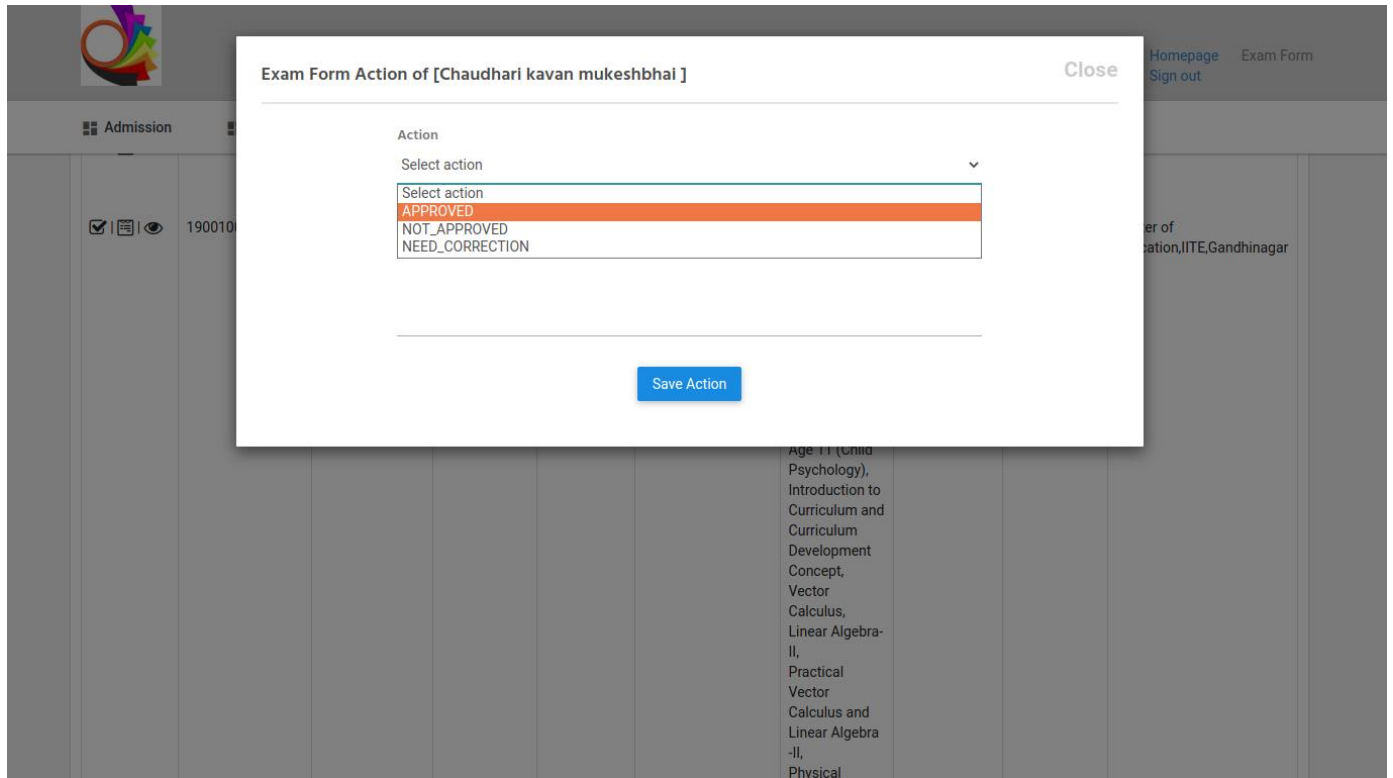
Save Action

2. As you save the action, the "Form Status" gets updated as per your action either "APPROVED" or "NOT_APPROVED". **If you approve the form, then the student becomes eligible for the exam. And if you do not approve the form of student then his/her form is rejected and he/she can't give the exam.**

To view the form application of the student, click on the second icon shown in the below screen.

Ｉ🖹Ｉ

As you click on that icon you can view the screen as shown below.

Exam Form Application   Close

Exam Centre Selected : Idar

Exam Form Subject

Excel   Search:

SUBJECT	SUBJECT TYPE	PAPER NO.	ASSESSMENT TYPE
Chemistry of Hydrocarbons	OPTIONAL	30143020	Written
Development of Learner Conception to Age 11 (Child Psychology)	COMPULSORY	20313010	Written
Drama and Art in Education	COMPULSORY	10343010	Written
English: CS - III	COMPULSORY	10313010	Written
Introduction to Curriculum and Curriculum Development Concept	COMPULSORY	40313010	Written
Linear Algebra-II	OPTIONAL	30113020	Written
Physical Chemistry - I	OPTIONAL	30143010	Written
Practical Semi Micro and Volumetric Analysis	OPTIONAL	30143030	Practical
Practical Vector Calculus and Linear Algebra -II	OPTIONAL	30113030	Practical
Sanskrit (ICL) Shrimad Bhagvad Gita (Shlok 1 - 30) & Meghdutam	COMPULSORY	10313030	Written
Vector Calculus	OPTIONAL	30113010	Written

Showing 1 to 11 of 11 entries

To view the action log of the student, click on the third icon shown in the below screen.

👁

As you click on that icon you can view the screen as shown below. In the action log you can view all the actions taken in the form with date and time.

Exam Form Action Log of [Chaudhari kavan mukeshbhai]   Close

Excel   Search: _____

ACTION ▲	REMARKS ⇕	USER ⇕	DATE TIME ⇕
APPROVED	Approve Exam Form	iitedemo	2021-01-12 12:06:32
SUBMIT		0101010220190010	2021-01-11 18:09:38

Showing 1 to 2 of 2 entries

In the college login Exam >>Exam form all will get a button of '**Submit to University**' as shown below image. All **approved** students will be **default selected** to be submitted to the university.

In case any approved student needs not to be submitted to the university then college users need to unselect the checkbox provided under the action column with blue color before pressing the submit to university button.

Once submitted and locked then no action can be taken for those students.

As they press the button, the user will get a counter of how many student data are submitted to the university.

3. Pre exam Dashboard
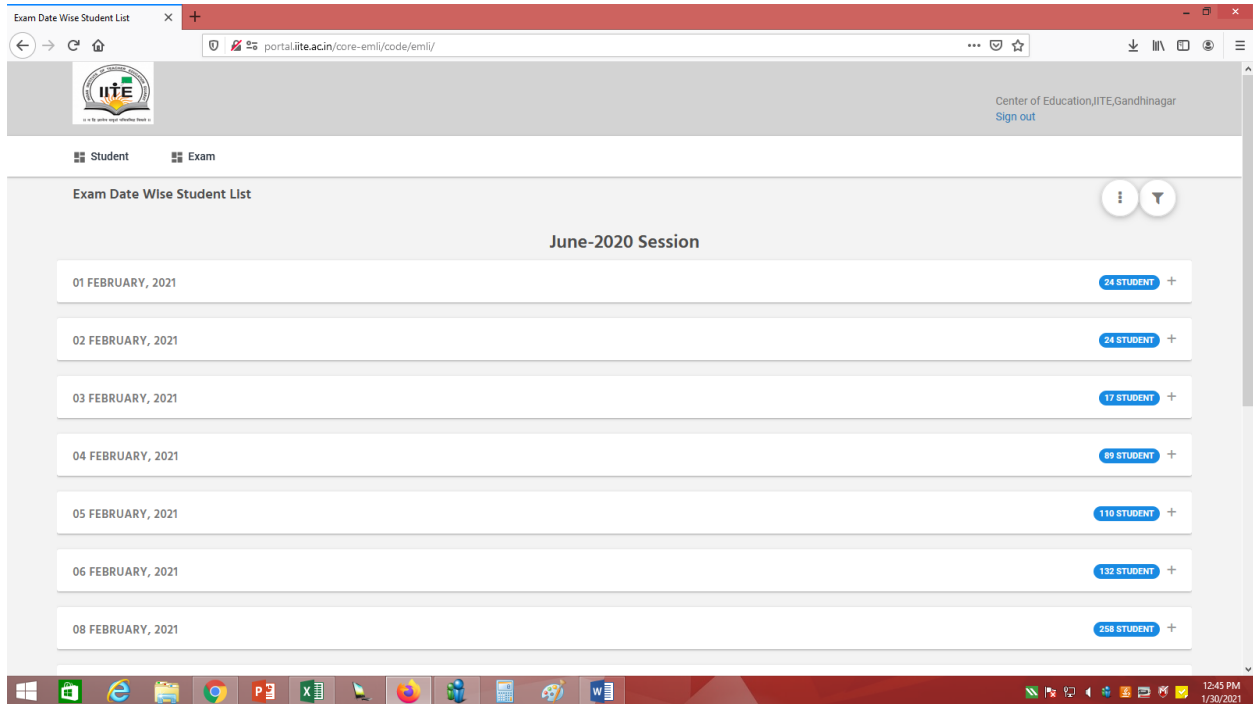
Exam date wise student list

1. In principal login arranged students is shown which are going to appear exam in your center.

   Login after then go to Exam>Pre exam dashboard

2. Above screen shows date wise exam and subject conducted in their centers with number of students.

3. Next click on + icon to have detailed view as per below screenshot.

Click on Action button ☑ to see the seat number, affiliated college name, center name, enrollment number and student name

Exam Attendance report

1. Login with credentials and go to **Exam>Pre Exam dashboard**
2. Then on the right side top 3 dots will be shown in that select **"Exam date wise student list".**
3. Once opened below screen will be shown for each date wise exam to be conducted in particular center

4. Then click on the + icon shown for each date to open a particular date details.

5. Next for each subject action column has a tick sign as

6. Once click on the tick sign below the screen will open having a student list with seat number for the exam paper.

In that select only those who are absent and save it. And if no absent students then just press the save button. Default all will be saved as present.

30 January, 2021 [BSc BEd Sem 1 ATKT] [Center of Education,IITE,Gandhinagar] [Vertebrate Zoology] Student List   Close

Exam Attendance Found.

1 students were marked as Absent.

Excel   Search:

#	SEAT NUMBER	ENROLLEMENT NO.	STUDENT NAME	AFFILIATED COLLEGE
☑	21010210084	190010010057	Mahaliya milan manojbhai	Center of Education,IITE,Gandhinagar

Showing 1 to 1 of 1 entries

Only Tick Those Student Who are **Absent.**

SAVE

03 FEBRUARY, WEDNESDAY, 2021   10 TOTAL +

04 FEBRUARY, THURSDAY, 2021   1 PRESENT 1 ABSENT 122 TOTAL +

05 FEBRUARY, FRIDAY, 2021   121 TOTAL +

7. Once saved, the counter will be shown as seen in the above screens.
   Exam attendance will remain open till 6 hours after the exam is over and it will start on the date of exam.

Session all exam student list

To get student wise detail data for that click on 3 dots icon provided right side and select "Session All exam student list" as shown below.

Once selected you will get a detailed report as per below with all details of the student; their subjects and paper date and time.

Center can search it as per their need and can view and can download it for their further use.

Internal Marks entry

1. At first login with your credentials. Then select **Exam >> Pre Exam Dashboard**. Then click on the top three dots available on the right hand side corner. As you click on that icon you can view the list of menus as shown in the below screenshot.
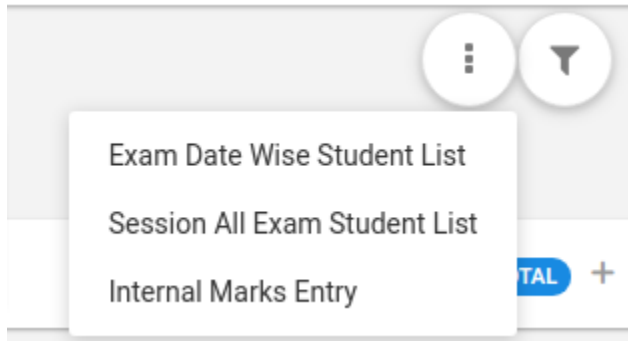
2. From the above menus click on the **"Internal Marks Entry"**. As you click on that you can view all the exams.
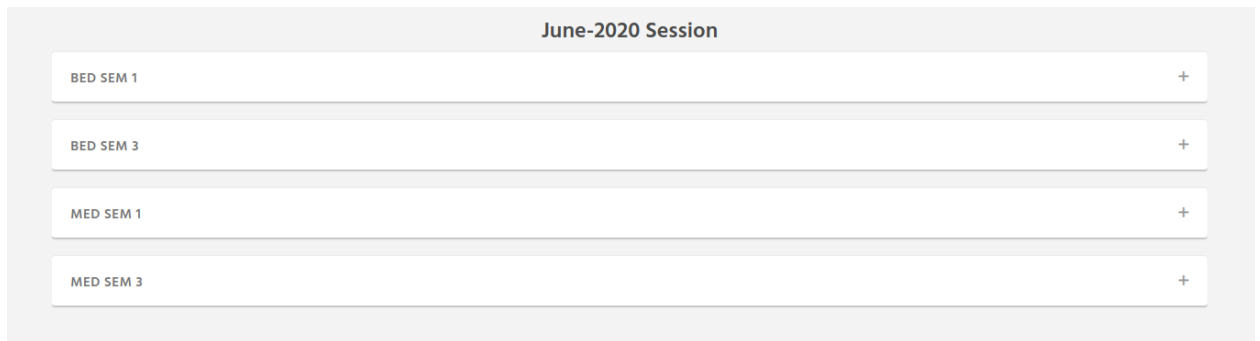
3. Then click on the **"+"** icon available at the right side of the exam name. As you click on that you can view the list of subjects along with entry year and the counters of the students in particular subject.

ACTION	SUBJECT	ENTRY YEAR	TOTAL STUDENT	STATUS
👁	Curriculum Development Principles	2020	52	
👁|☁	General Pedagogy for Languages, Social Sciences and Commerce	2020	28	
👁|☁	General Pedagogy for Mathematics and Sciences	2020	24	
👁|☁	Gujarati Language	2020	52	
👁|☁	Perspective in Education	2020	52	
👁|☁	Psychology of Learner	2020	52	
👁|☁	Art in Education	2021	1	
👁|☁	Curriculum Development Principles	2021	1	

4. At first there are two icons that will be shown in the **Action** column as shown below.

5. Once you click on the eye icon you can view the list of students along with the **Enrollment No.** and **Status as Not Entered**. Then if you don't have the excel of the students then download the excel of the students by clicking on the **Excel** shown in the above screen. After downloading the excel remove both columns Status and Aggregate Marks from the excel and enter the Written marks of the students. And if you already have the excel of the students then please verify the column names because the column names must be the same as in the system as **"Enrollment No.", "Student Name"** and **"Written"**. While preparing the excel the "Written" marks must be in the excel. And you can also add other optional marks by adding the one by one component like Quiz, Debate, Puzzle etc. in the excel. **But in case of adding the optional marks you have to enter the marks as "Obtained/Total" for example "5/10". If you enter only the obtained marks in the excel then the system prompts the error.**

6. After preparing the excel click on the icon to upload the excel. As you click on that icon you can view the screen shown below.

BEd Sem 1 [2020] [General Pedagogy for Languages, Social Sciences and Commerce] Upload   Close

EXAM NAME	BED SEM 1
SUBJECT NAME	GENERAL PEDAGOGY FOR LANGUAGES, SOCIAL SCIENCES AND COMMERCE
NO. OF STUDENTS	28

TITLE	COLUMN TYPE	DESCRIPTION	REMARKS
Enrollment No.	Compulsory		
Written	Compulsory	Maximun Marks : 30 Passing Marks : 12	This marks will be considered in the student final marksheet.
Component 1	Optional	Name of Component (i.e Quiz, Case Study, Assigment, Project, Report, Debate, Puzzle, Attendace, other activity,etc)	This marks will not be considered for marksheet. Example for values(Obtained/Out Of) 20/50
Component 2	Optional		
Component N	Optional		
Excel File	Choose File No file chosen	Preview	

7. Then choose the excel file which you have prepared. **The extension of the excel file must be .xlsx.** After choosing the excel you can view that excel by clicking on the **"Preview"** button. In the preview of the excel you can view all the columns which is to be uploaded in the system. And if the excel is not perfect then the system prompts error. After successful upload of the excel there are four icons will be shown under the **Action** column as shown below.

8. To view the marks entry of the students, click on the first eye icon. As you click on that icon you can view the screen with the updated status **SAVED** as shown below.

BEd Sem 1 [2020] [Pre-practice Teaching (Micro-Simulation, School Exposure)] Student List   Close

Excel   Search:

ENROLLMENT NO.	STUDENT NAME	STATUS	PRACTICAL	AGGREGATE MARKS
201150030001	Jyoti ashishbhai padhiyar	SAVED	15	
201150030002	Dodiya payal dipak	SAVED	1	
201150030003	Joshi khushbu ashokbhai	SAVED	4	
201150030004	Gojiya hardik jetshibhai	SAVED	13	
201150030005	Thanki janki ashokbhai	SAVED	7	
201150030006	Dabhi parth govindbhai	SAVED	4	
201150030007	Thanki avani chandulal	SAVED	2	
201150030008	Makwana janki kishorbhai	SAVED	10	
201150030009	Mital	SAVED	2	

9. If you found the mistake then you can also delete the excel by clicking on the delete

   icon 🗑 or you can directly upload the corrected excel by clicking on the ☁ icon.

   After that to publish the excel click on the 📇 icon.

10. As you click on that icon the marks will be published and the students can view the marks in their login. After publishing the marks there are three icons which will be shown under the **Action** column as shown below.

   👁 | ☁ | 🔒

11. By clicking on the eye icon you can view the screen with the updated status **PUBLISHED** as shown below.

BEd Sem 1 [2020] [Art in Education] Student List   Close

Excel   Search:

| ENROLLMENT NO. ▲	STUDENT NAME ⇕	STATUS ⇕	PRACTICAL ⇕	AGGREGATE MARKS ⇕
201150030001	Jyoti ashishbhai padhiyar	PUBLISHED	8	8
201150030002	Dodiya payal dipak	PUBLISHED	0	0
201150030003	Joshi khushbu ashokbhai	PUBLISHED	14	14
201150030004	Gojiya hardik jetshibhai	PUBLISHED	1	1
201150030005	Thanki janki ashokbhai	PUBLISHED	2	2
201150030006	Dabhi parth govindbhai	PUBLISHED	6	6
201150030007	Thanki avani chandulal	PUBLISHED	3	3
201150030008	Makwana janki kishorbhai	PUBLISHED	12	12
201150030009	Mital	PUBLISHED	10	10

12. If you find any mistake in the published data then by the ☁ icon you can also upload the corrected excel even after publishing the marks. But if not found any mistake then

   you can lock the data by clicking on the 🔒 icon. **But be careful while locking the data because once you lock the data then the data will be submitted to the university and the college can't edit/modify the data.** As you lock the data the only eye icon will be shown under the Action column. And by clicking on that icon you can view the screen with the updated status as **SUBMITTED_TO_UNIVERSITY** as shown below.

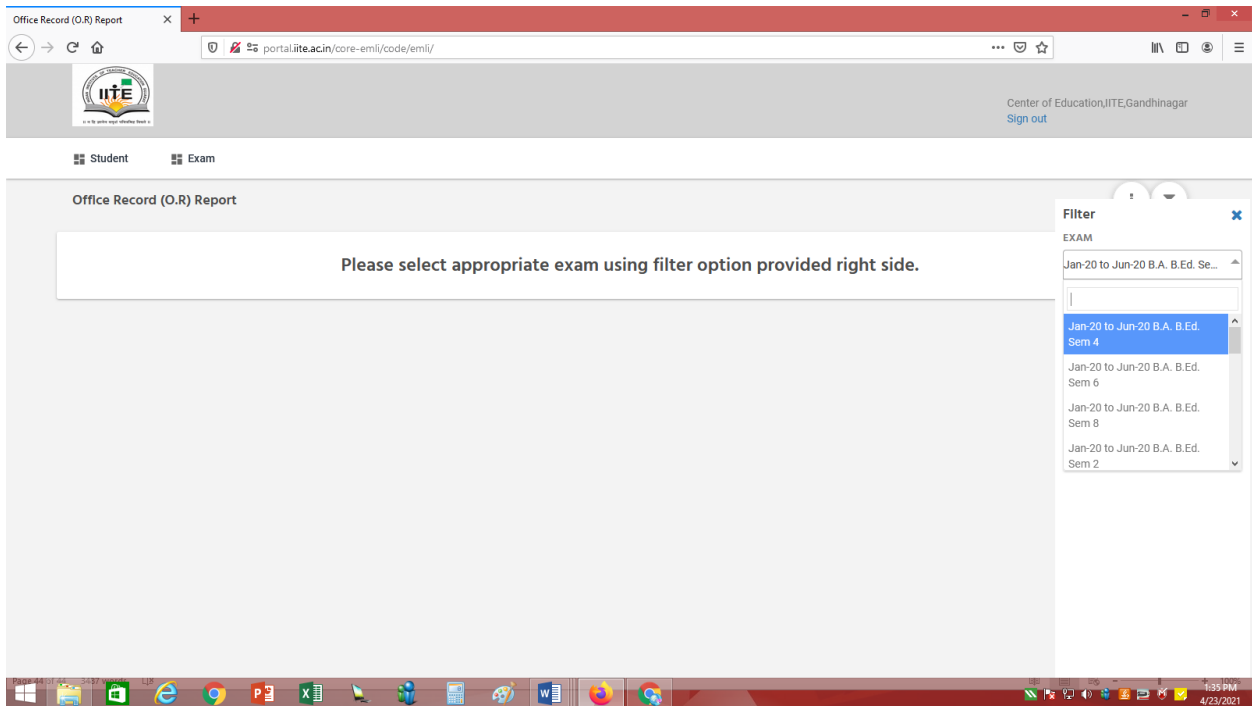**BEd Sem 1 [2020] [Curriculum Development Principles] Student List**

Excel   Search:

ENROLLMENT NO.	STUDENT NAME	STATUS	WRITTEN	AGGREGATE MARKS
201150030001	Jyoti ashishbhai padhiyar	SUBMITTED_TO_UNIVERSITY	30	30
201150030002	Dodiya payal dipak	SUBMITTED_TO_UNIVERSITY	15	15
201150030003	Joshi khushbu ashokbhai	SUBMITTED_TO_UNIVERSITY	5	5
201150030004	Gojiya hardik jetshibhai	SUBMITTED_TO_UNIVERSITY	11	11
201150030005	Thanki janki ashokbhai	SUBMITTED_TO_UNIVERSITY	10	10
201150030006	Dabhi parth govindbhai	SUBMITTED_TO_UNIVERSITY	30	30
201150030007	Thanki avani chandulal	SUBMITTED_TO_UNIVERSITY	0	0

4. **Post exam Dashboard**
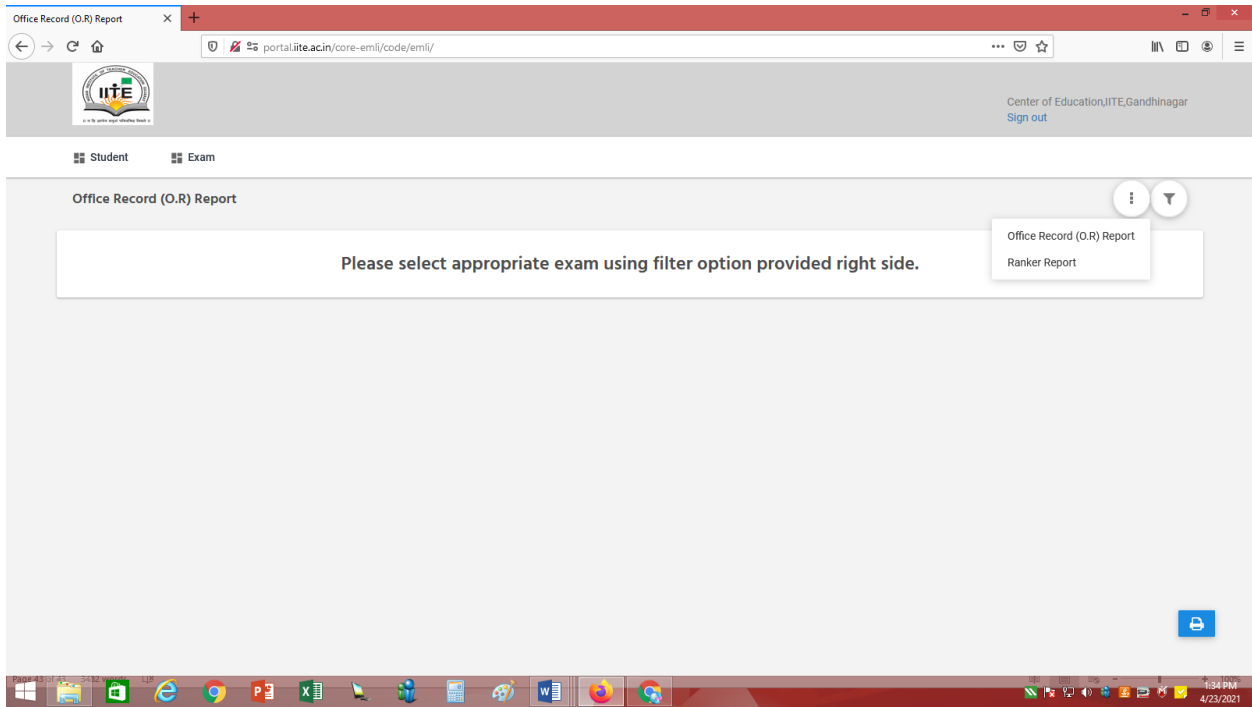
Select Office record and session

Submit

Office Record (O.R) Report

Please select appropriate exam using filter option provided right side.

Filter

EXAM

Jan-20 to Jun-20 B.A. B.Ed. Se...

Center Center of Education,IITE,Gandhinagar

Submit

Center of Education,IITE,Gandhinagar
Sign out

Student   Exam

Center of Education,IITE,Gandhinagar
Sign out

Student   Exam

Office Record (O.R) Report

Please select appropriate exam using filter option provided right side.

| Course | Bachelor of Arts & Bachelor of Education | | Semester | IV |
| Academic Year | Jan-20 to Jun-20 | | Datetime | 23-04-2021 13:36:15 |

Code	Name	Credits	External Assessment		Internal Assessment		Total	
			Max	Min	Max	Min	Max	Min
10314010	English: CS - IV	2	70	25	30	11	100	36
10314030	Sanskrit (ICL) Ishavasyo Upnishad and Nitishatak Shlok (1-30)	2	70	25	30	11	100	36
20324010	Development of Learner Adolescent (Psychology of Adolescence)	2	70	25	30	11	100	36
30254010	History of English Literature - II (17th Century to Romantic Period)	3	70	25	30	11	100	36
30254020	Major Literary Texts (17th Century to Romantic Period)	3	70	25	30	11	100	36
30254030	English Language Teaching at School	3	70	25	30	11	100	36
30264010	Gadya Sahitya Swaroopo no Abhyas	3	70	25	30	11	100	36
30274020	Nibandhettar Gadya Vidhyae	3	70	25	30	11	100	36
30284010	Swasthya Chintan (Charak Samhita- Swasthavrutta V ane VI	3	70	25	30	11	100	36
40324010	Principles and Theories of Curriculum Transactions	2	70	25	30	11	100	36
50314010	Pre-Practice Teaching - I	2	70	25	30	11	100	36

Sr. No.	Grade	Min Marks	Max Marks	Min GPA	Max GPA	Status	GradePoint	Description
1	O+	90	100	9	10	PASS	10	Outstanding

Name : CHAREL JAYKUMAR TERSINGBHAI
College : Center of Education,IITE,Gandhinagar
Seat No : 2007014018
Statement No: 5043

Mother Name : SAVITABEN
PRN: 2017059900000183
SID : 0101010120170105

Subject Code	Subject Type	External Exam Max	External Exam Obt	External Exam (Agg.) Max	External Exam (Agg.) Obt	Internal Exam Max	Internal Exam Obt	Total Max	Total Obt	Grade Code	Grade Point	EGP	Status	Remark	Subject Log
10314010	Written	70	26	70	26	30	21	100	47	B	5	10	P	E,C	
20324010	Written	70	0	70	0	30	18	100	18	F	0	0	F	N,C	
30254020	Written	70	0	70	0	30	21	100	21	F	0	0	F	N,C	
30254030	Written	70	0	70	0	30	20	100	20	F	0	0	F	N,C	
40324010	Written	70	0	70	0	30	14	100	14	F	0	0	F	N,C	

Credit : 18	EGP : 115	SGPA : 6.39	Status : FAIL	Grade : F
Total Credit : 91	Total EGP : 626	CGPA : 6.88	Final Status : FAIL	Final Grade : A
Ordinance: Not Applied				

	TOTAL CREDIT OFFERED	CREDIT EARNED	TOTAL EGP	CGPA	GRADE
Pedagogy Studies (B.Ed)	36	28	206	7.36	A+
Subject-B.A	72	63	420	6.67	A
OverAll B.A. B.Ed.	108	91	626	6.88	A

Select Ranker report

Click on course, semester, session and then submit

Show the overall marks

Repeater student Report

Go to exam – Post exam dashboard – Repeater student Report

Select course from filter

Shown as academic year wise report

Click on the blue button of No. Of students list will be open