CLOUD NXT VISION

CloudEMS

"Academic Module"

For Institutes

Owner's Manual

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CloudEMS

Introduction:

Congratulations, and thanks for choosing “CloudEMS” as your campus management solution. To fully enjoy your purchase, please read this manual carefully and retain it for future reference, and use this software only as directed.

We would be happy to serve your institution to enhance your productivity; to simplify your process complexity; to adhere better communications; quick availability of secure & accurate real time information; to help in enabling the top management to make effective managerial decisions. With the sentence, “We honor great Education & We honor great Educationist”.

Maintaining a smooth operation at your Campus, Cloud NextVision now offers you a new style of performance and production with CloudEMS. Ideal for performance and report generation, CloudEMS is a highly scalable, secured and complete solution for your campus that contains more than 40 Modules. If you have an internet and a login, you can operate it from anywhere.

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Main Features:

i. Three Layers of Data Storage and security systems

ii. Welcome to a new Cloud world, where your campus and resources are ready for a new transformation, with same old tools.

iii. Easily record your performances, and share your information at a right place on Cloud

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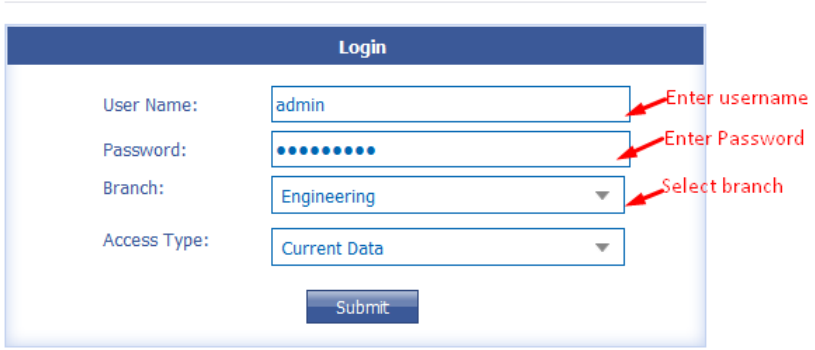
Getting Ready:

12.1. You are advised to type the CloudEMS "url" that you have purchased as your Cloud Campus ERP.
12.2. CloudEMS "UI" shall appear on your screen.
12.3. Then follow following steps to log-in.

STEPS

1. Select a Branch (eg. Engg., Med, etc.)
2. Type respective user name.
3. Type the password.
4. Select Access type
5. Click Submit

Screen Shorts



Once you get your log-in, then you have to do the "Basic Setting" to run the ERP successfully.

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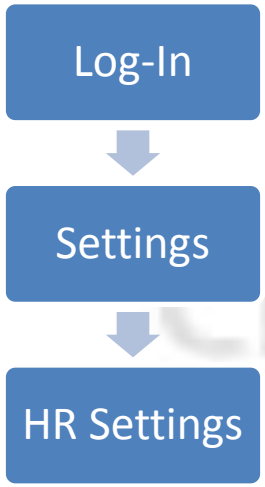
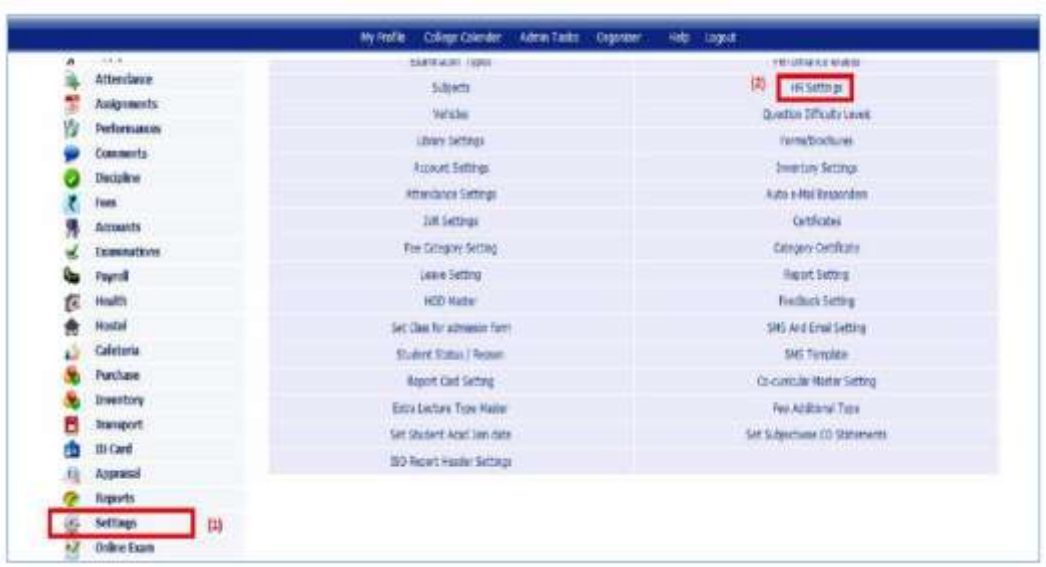
1. Basic Settings:

- Before set your ERP live, your administrator has to set the basic settings.
- To set your basic setting you need to click the “SETTINGS” Button on the left panel of your screen.

1.1. HR Settings:

- Being an Educational Institute, your main functional area is your academic. Thus, here we propose you to set the Academic Areas for a smooth operation.
- Choose “HR SETTINGS” from the list.





1.1.1. Create Department:

- Creating department is a basic tool to run the software. For adding employee and student, who are the main resources for an Educational Institute.
- Department shall be used in many other functions in this ERP such as Pay Roll, Fees, Allotment of subjects etc.

STEPS

HR Settings

↓

Department & Designation

↓

Click On New Depart

↓

Enter Department Name

↓

Click On Submit

SCREEN

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1.1.2. Create Designation:

- After creation of Department we need to create the Designation for smooth operation.

STEPS

HR Settings

↓

Department & Designation

↓

Click on Designation

↓

Click On Add Designation

↓

Enter Designation Name

↓

Select Type

↓

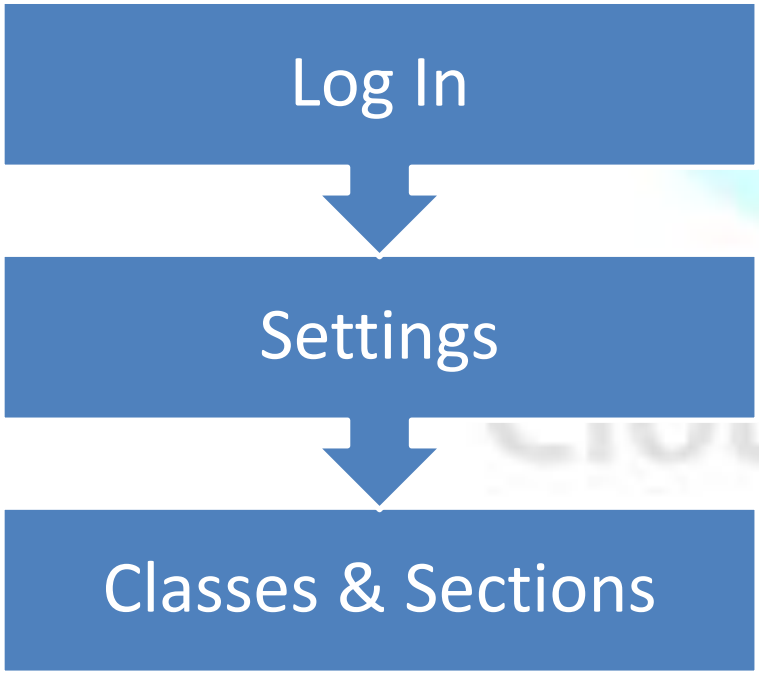
Click On Add

SCREEN

1.2. *Classes & Sections Settings:*

- An Educational Institution's core segmentation is its classes, division and Sections, without this the operation may fails.
- To add classes and divisions into the systems.

STEPS



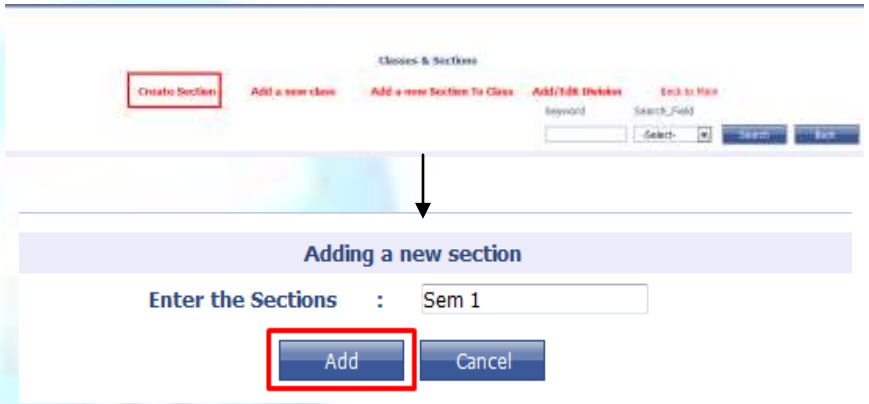
SCREEN

1.2.1. Add Sections:

- To add classes and divisions this basic setting is necessary.
- It also mandatory to run your ERP.

STEPS

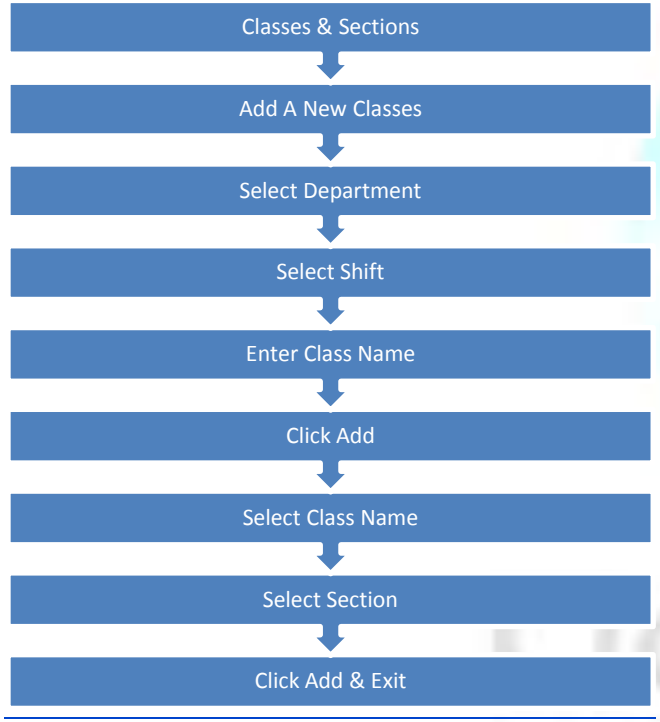
SCREEN



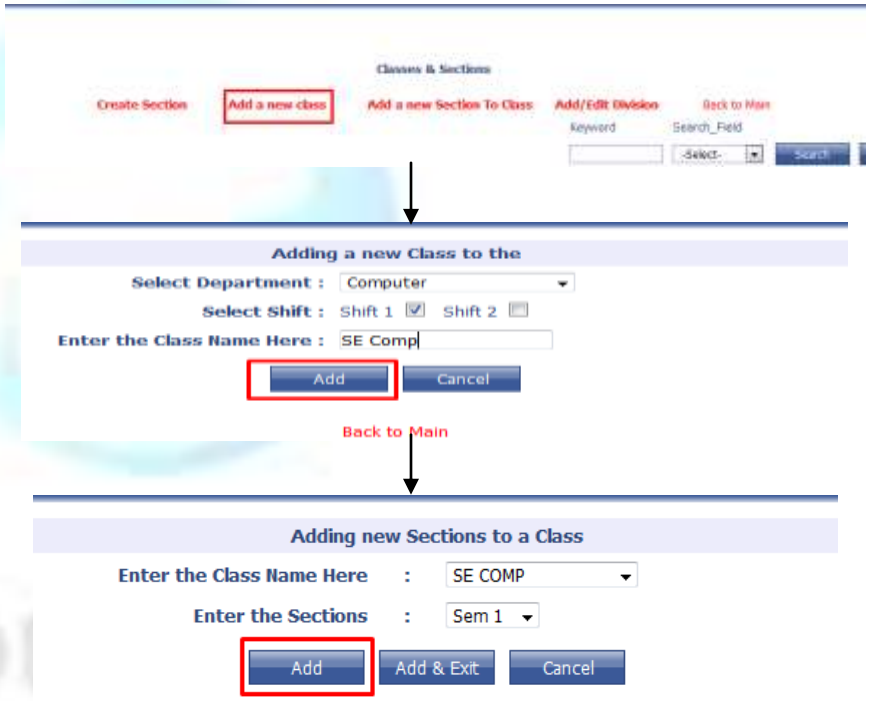
1.2.2. Add Classes:

- To define classes of your institutions. After adding sections you need to follow the following steps.

STEPS



SCREEN



1.2.3. Add or Edit Division

- To define division of a particular class.

STEPS

Classes & Sections

↓

Add or Edit Division

↓

Select Class

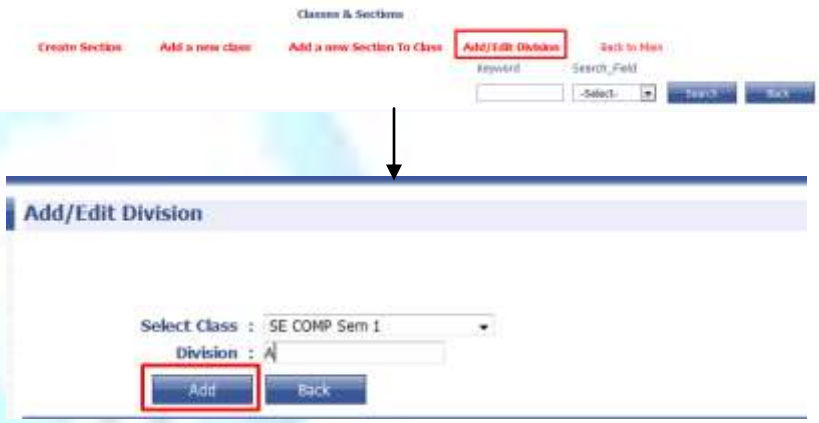
↓

Enter Division Name

↓

Click on Add

SCREEN



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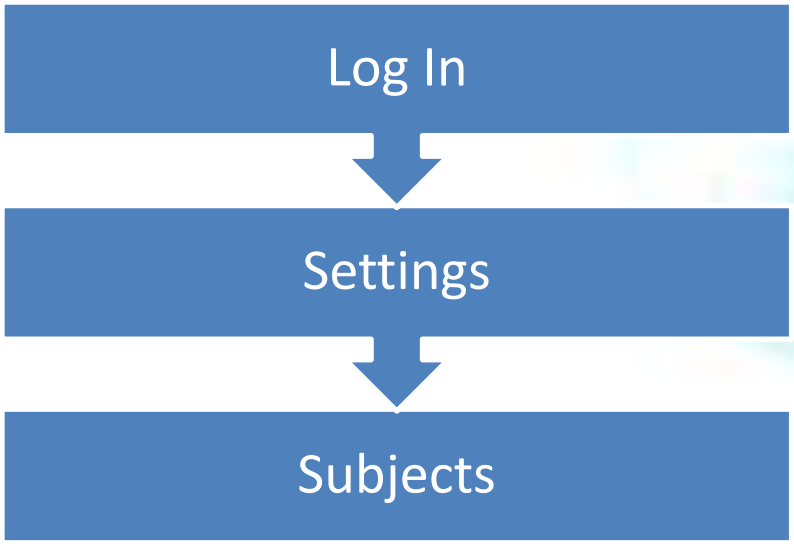
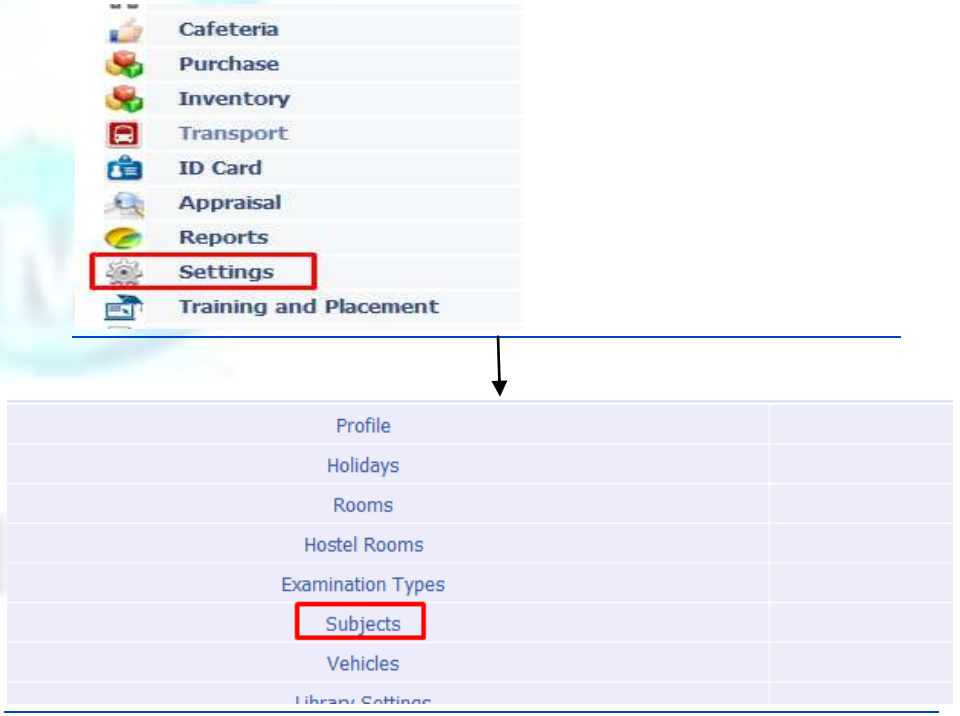
1.3. Subjects:

- To define the subject of particular classes.

STEPS



SCREEN



1.3.1. Add Subjects:

- How to add Subjects

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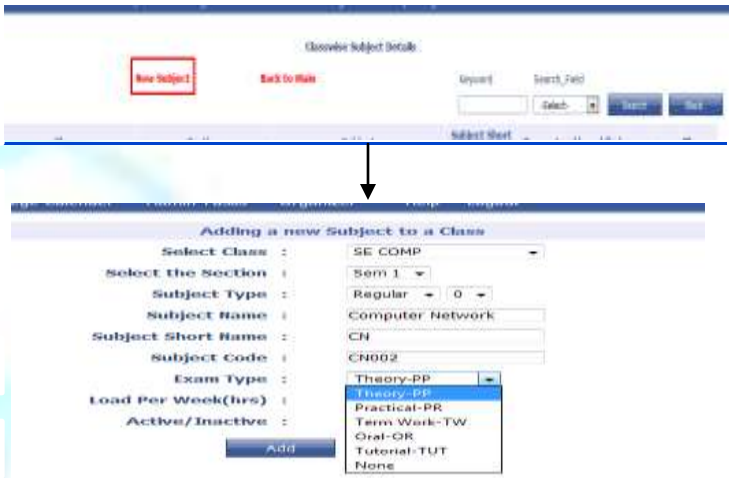
STEPS

- New Subject
- Select Class
- Select Section
- Select Subject Type
- Enter Subject Name
- Enter Subject Short Name
- Enter Subject Code
- Select Exam Type
- Enter Load per week
- Click on Add

SCREEN



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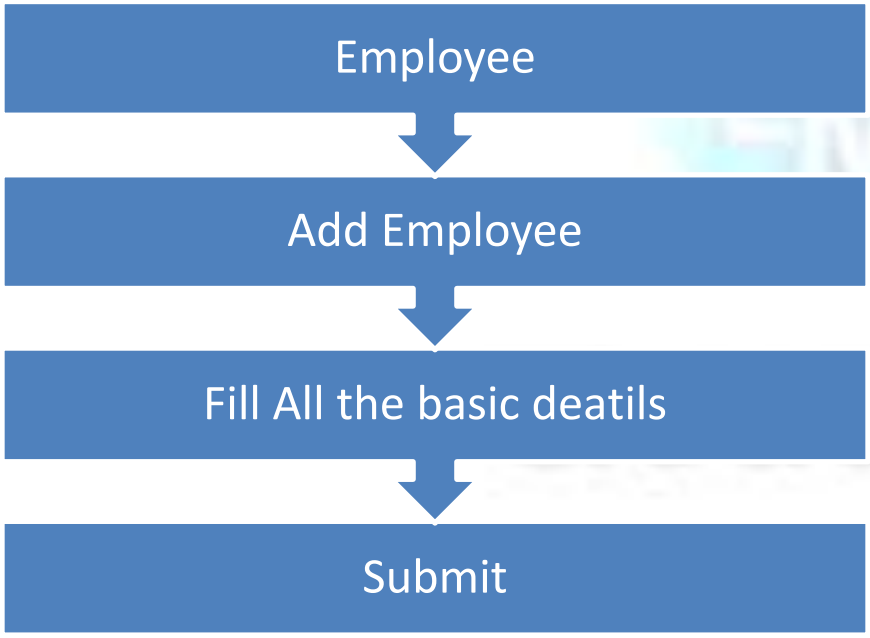
2. Employee:

- Employee is the basic part of ERP, so we have to add employee First.

2.1. *Add Employee:*

- After All the basic settings you can add Employee.

STEPS



SCREEN

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2.2. Employee Search:

- After adding employee you can search employee, you can edit single employee's basic details.

STEPS

Employee

Search Employee

Enter Name or you can search by other details

Search

Click on Name

Edit

Modify

SCREEN

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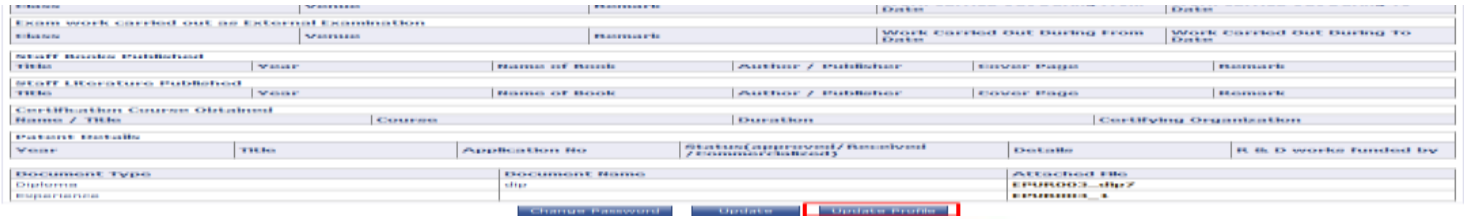
Employee can edit his full profile from his own login by click on Update profile. By click on Edit profile all text box will be editable.

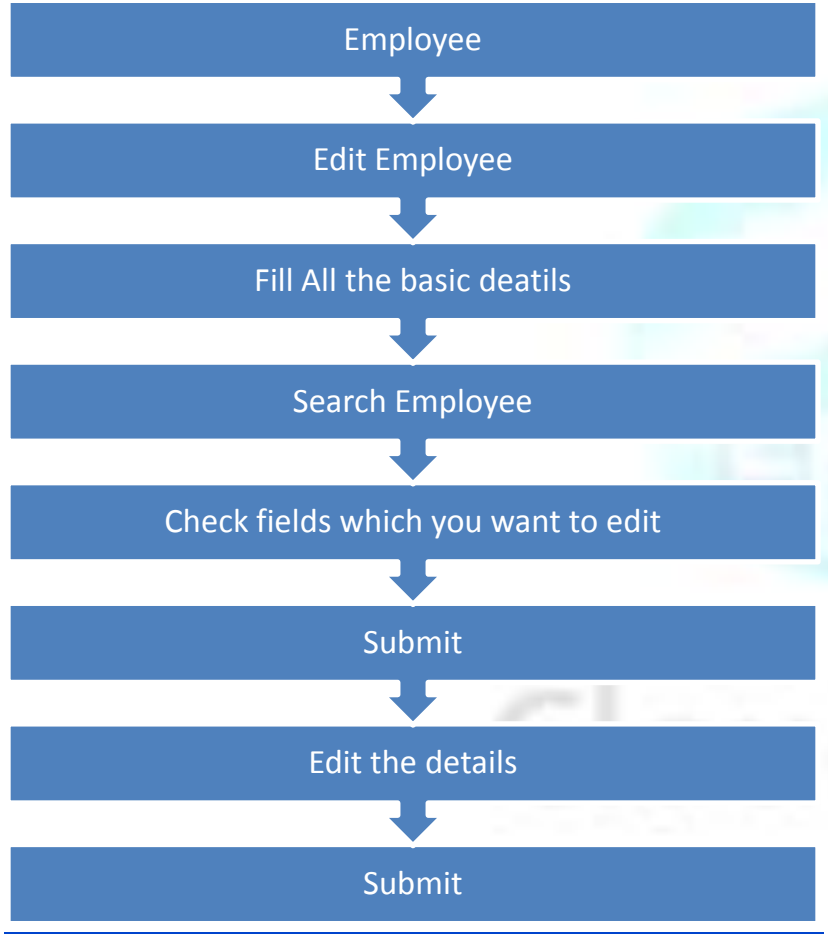


2.3. Edit Employee:

- Admin or faculty who has the access of edit employee can edit employee's all information.

STEPS

SCREEN

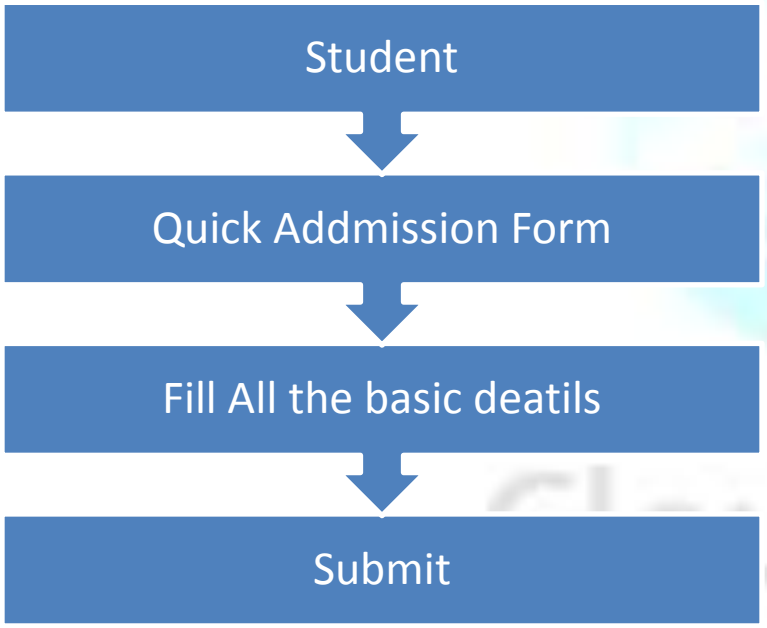

Employee
Edit Employee
Fill All the basic deatils
Search Employee
Check fields which you want to edit
Submit
Edit the details
Submit

3.Student

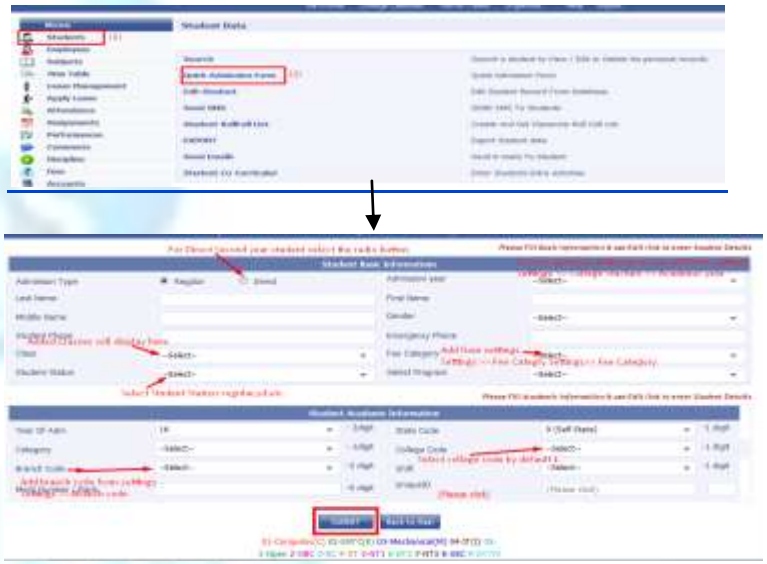
- Student is another important module in ERP

3.1. *Add Student:*

STEPS



SCREEN



3.2. Student Search:

- Search particular student in the ERP.
- Edit or fill the full admission form of student.

STEPS

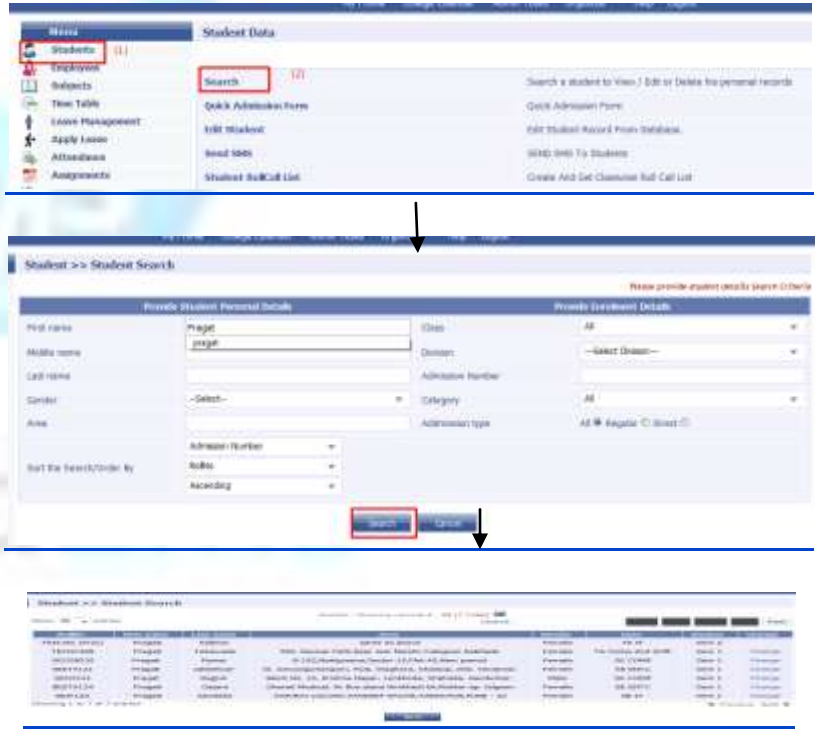
Student

Search

Enter name as per search criteria

Search

SCREEN



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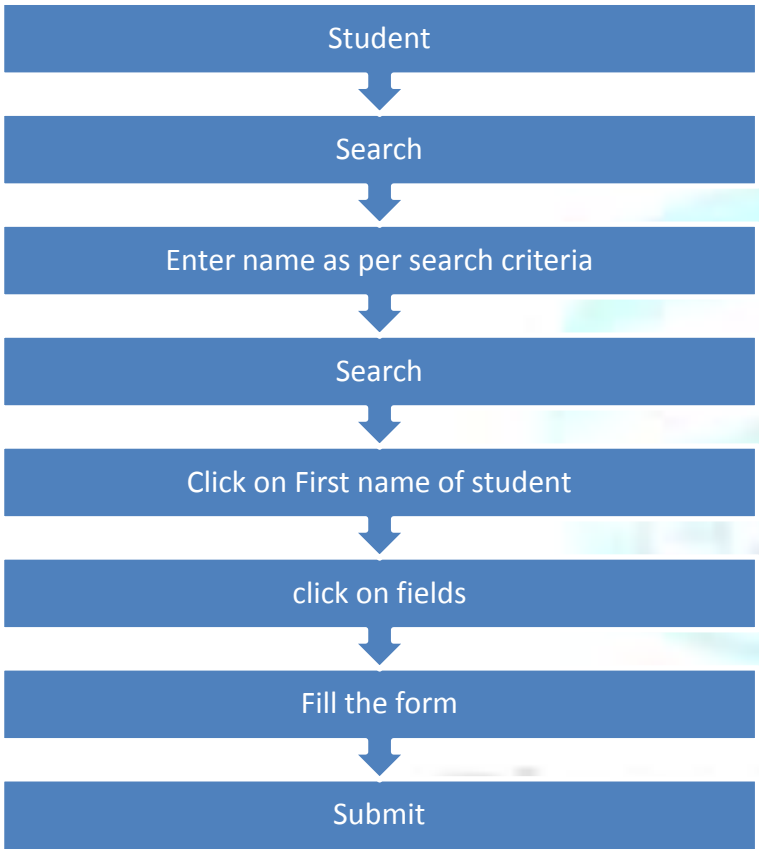

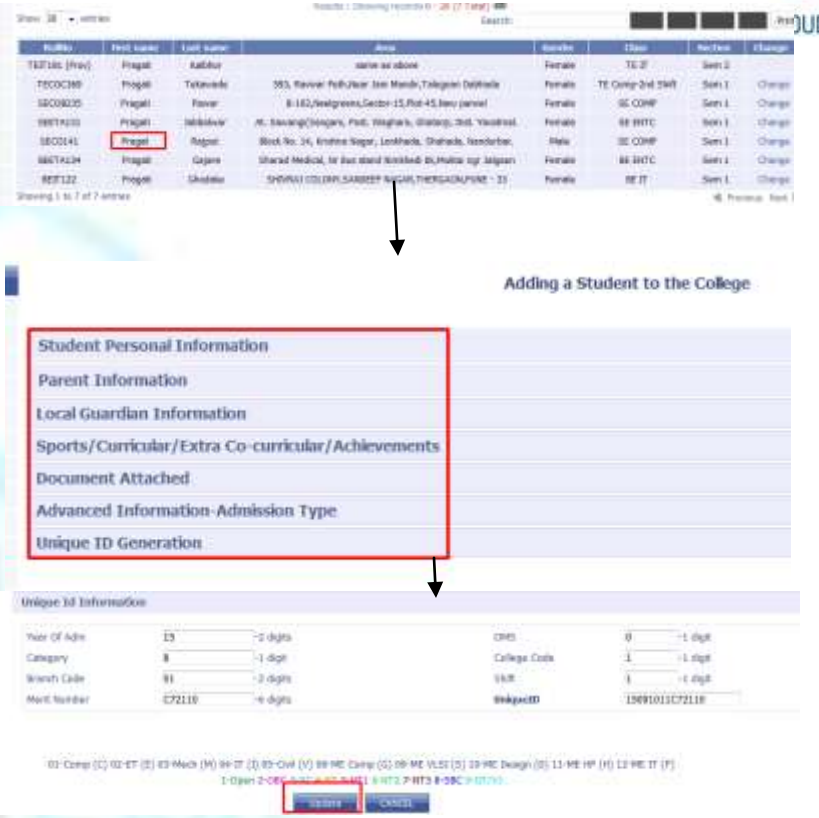

3.3. Edit Student:

- Admin or faculty can edit students all the information.

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STEPS

Student

↓

Edit Student

↓

Search Student or bulk of students

↓

Submit

↓

Check the fields

↓

Click on Submit

↓

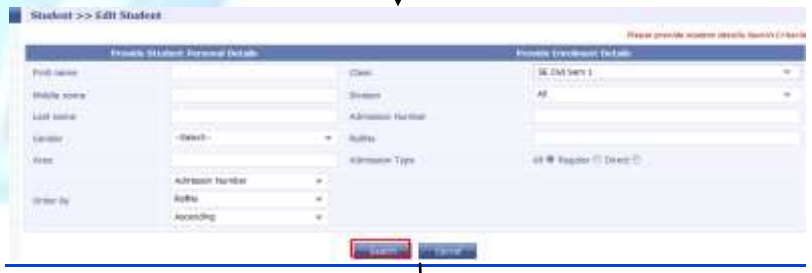
Edit Student info

↓

Submit

SCREEN

↓



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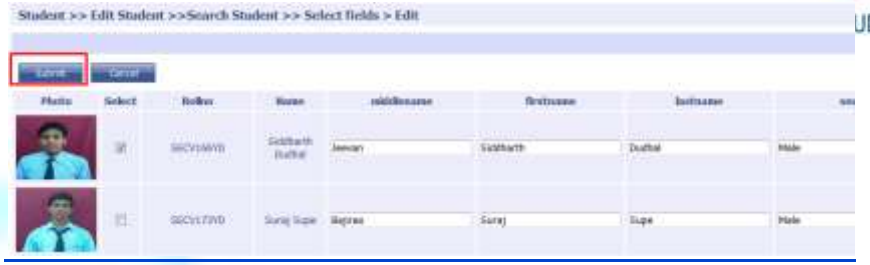
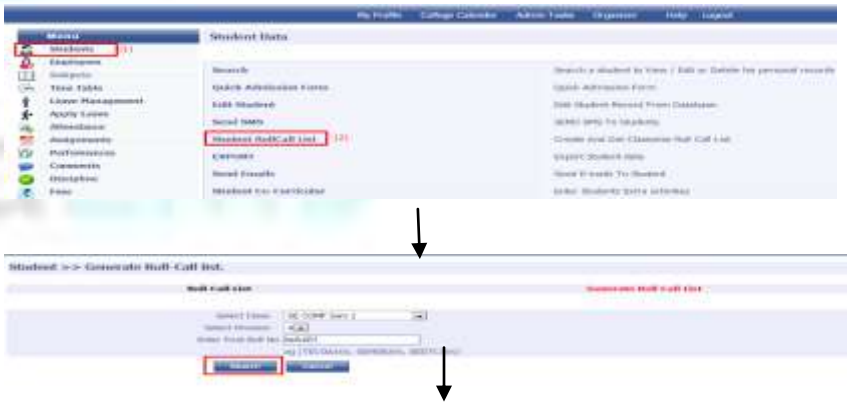


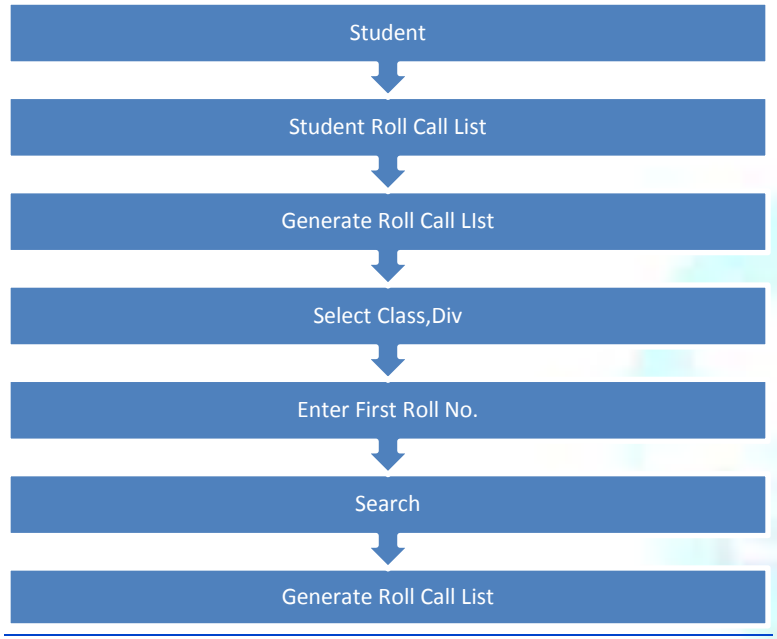
3.4. Student Roll Call List:

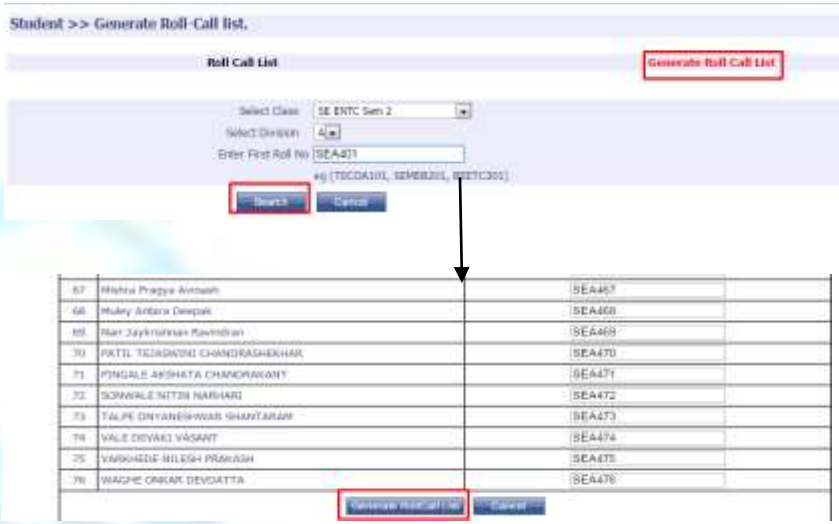
3.4.1. To generate roll call of student.

STEPS

SCREEN

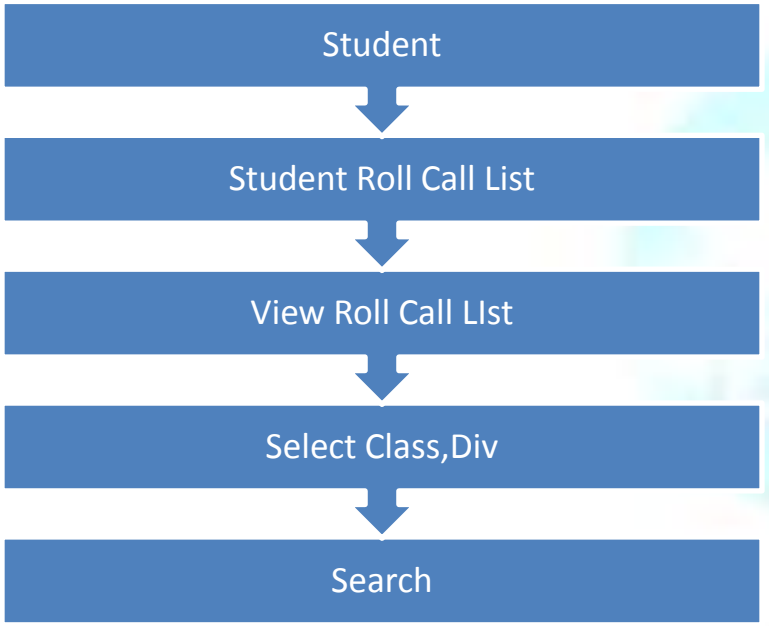




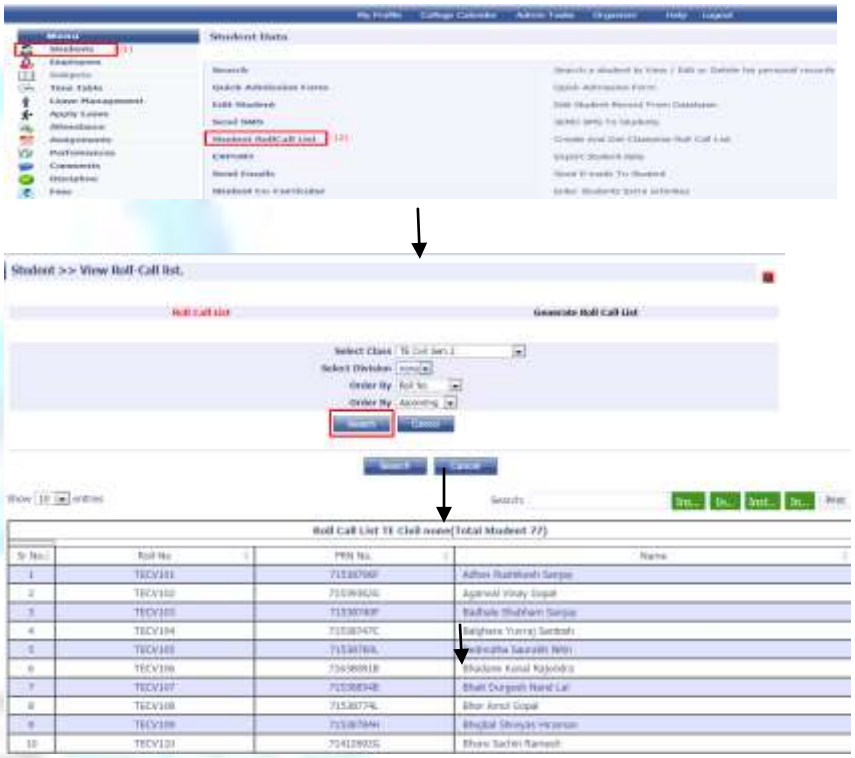


3.4.2. View Roll Call List:

STEPS



SCREEN



3.5. *Reports:*

- In admission reports we can generate different types of reports such as student report or general Information report.

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STEPS

SCREEN

Reports

Admission Reports

CloudEMS

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3.5.1. Admission Report:

The form will display the following fields

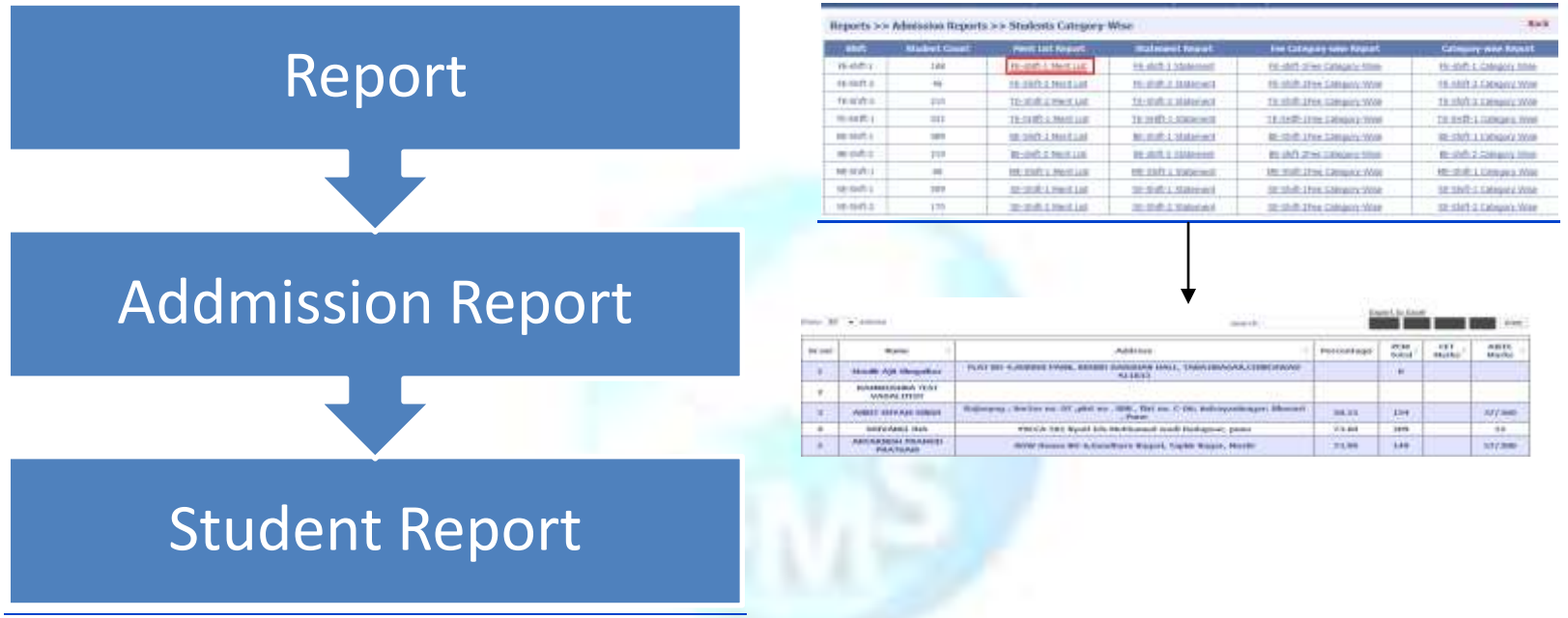
- Student report.
- Other report.
- Admission registers report.
- General information report.
- Student data in excel.
- Last year admission register.

3.5.1.1. Student Report:

- You can see the details of the student shift wise and also you can see the student count.

STEPS

SCREEN



3.5.1.2. Other Report:

- Next one is other reports, select the other reports from the list, it displays the PNS numbers with respect to the class, branch, and student count.

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STEPS

Report

Addmission Report

Other Report

PNS Format / Eligibility format

SCREEN

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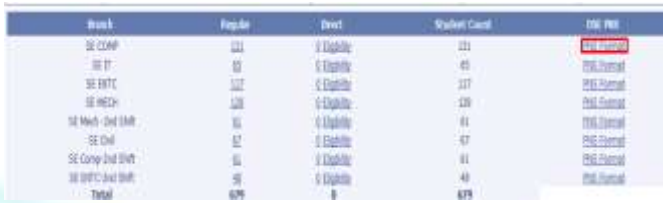
For Direct Admission student



3.5.1.3. Admission Register Report:

STEPS

- Report
- Addmission Report
- Admission Register Report
- search student
- Search
- Check the check box of single or multiple student
- Generate Admission Register

SCREEN

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3.5.1.4. General Information Report:

CLOUD NXT VISION

STEPS

Reports

Admission Reports

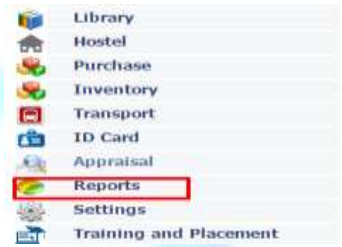
General Information Report

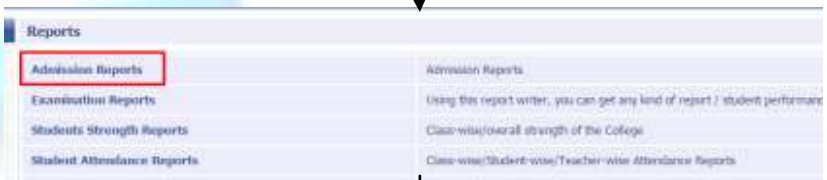
Select Department

Select Branch

Search

SCREEN





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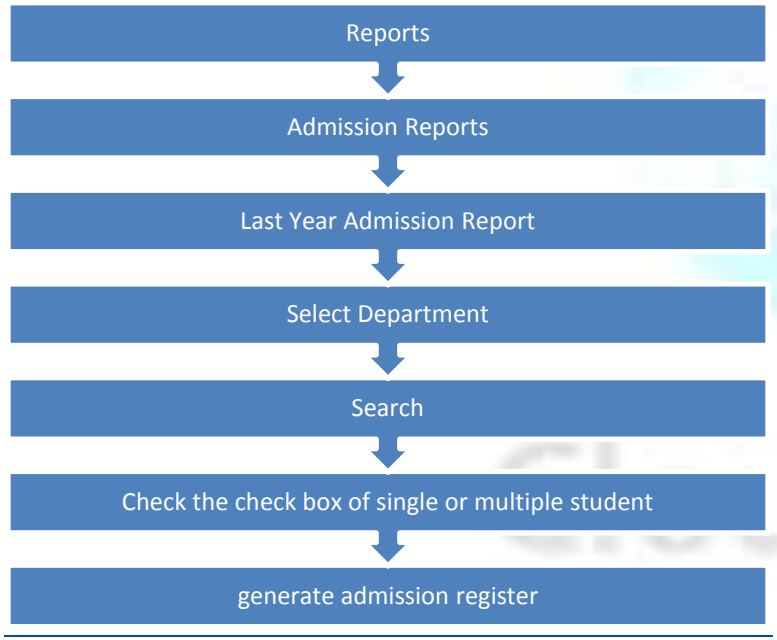
3.5.1.5. Last Year Admission Report:

STEPS



SCREEN

D NXT VISION

Check All	RollNo	First name	Last name	Area	Gender	Class	Admission No
☑	SECOA183	Pratiksha	Yadav	SE COMP	Sem 2	SECOA183	12SECOA189
☐	SECOA180	Supriya	Gadhave	SE COMP	Sem 1	SECOA180	1302144
☐	SECOA186	GAITAI	KASHINATH	SE COMP	Sem 1	SECOA186	1302145

Second Year Comp **Admission Register(Student Register)**

Admission Year	2012-13	**University PRN No.**	71348417K
Class	SE Comp	**UNI PUNE ID**	
Roll No.	SECOA183		
Name	**Pratiksha Madhukar Yadav**		
Mother's Name	ANITA		
Address	103/62 VIJAY NAGAR,GANESH COLONY,KALEWADI, PIMPRI, PUNE 411017		
Pin Code			
Phone	7387173885		
Mobile	7387173885		
Fee	**Receipt No**		
Date of Receipt	01-01-1970	**Admission round**	CAP1
Shift	1		
Date of Birth	02-26-1993 MM/DD/YYYY		
Place of Birth	Pandharpur		
Category	Open		
Sub Cast	Maratha		
Qualifing Exam Name	Diploma		
Prev Coll Name			
Email	ingawalepratiksha2@gmail.com		
Remark			

Session of Admission

	Fee	Receipt No	Date
FE			
SE			01-01-197
TE			

Result

First Year		Second Year		Third Year		Final Year	
I	II	I	II	I	II	I	II

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4. Roll Wise Set UP:

- Roll Wise set up is important for giving the access of modules to particular employee.

STEPS

Admin Login

↓

Admin Task

↓

User Privileges

↓

Enter Employee name

↓

Search

↓

Click on Name

↓

Check the Check box of modules

↓

Submit

SCREEN

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5.HOD Master:

- After adding subject, employee and giving the access of modules to the employee next step is allot and sharing of employee to the particular subject.
- So faculty can fill the session plan and take attendance for his subject only.

STEPS

Settings

HOD Master

SCREEN

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5.1. Departmental Staff:

- You can assign role to particular staff or you can Share a faculty with other Department.

5.1.1. Assign Role to Faculty:

CLOUD NXT VISION

STEPS

Settings

HOD Master

Deparmental Staff

Click on Role

Check the check box of role which you want to assign to perticular faculty. You can assign multiple role also.

Click on Submit

SCREEN

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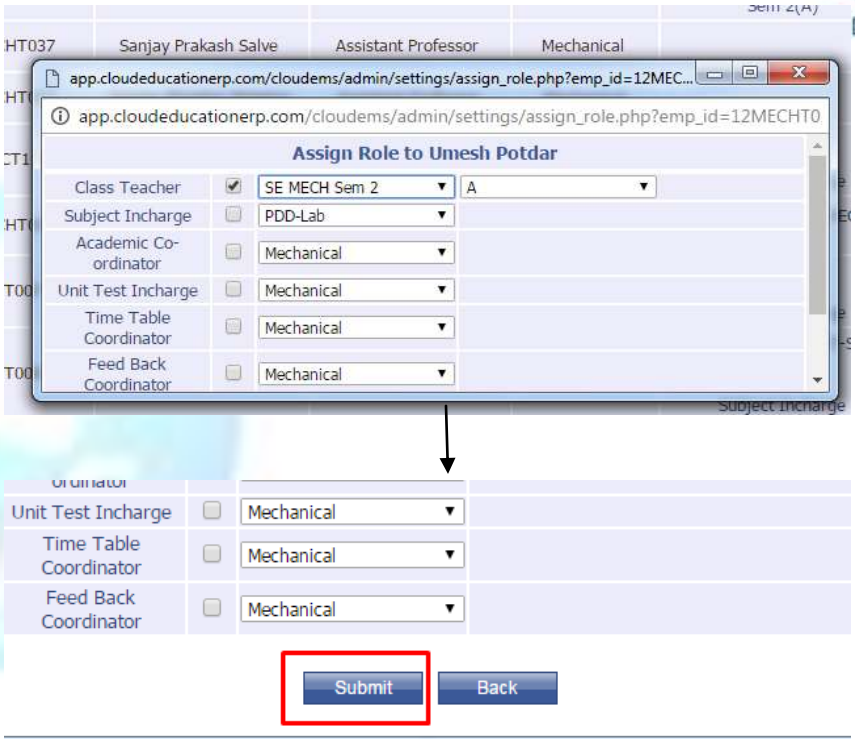


5.1.2. Share Faculty:

CLOUD NXT VISION

STEPS

HOD Master

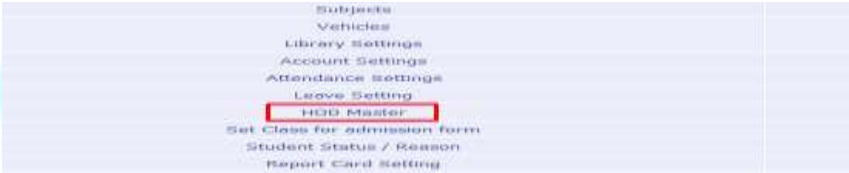
Departmental Staff

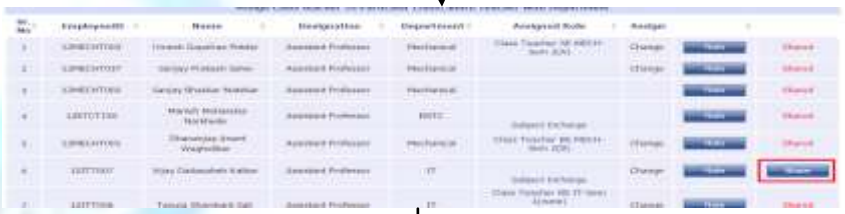
Click on Share

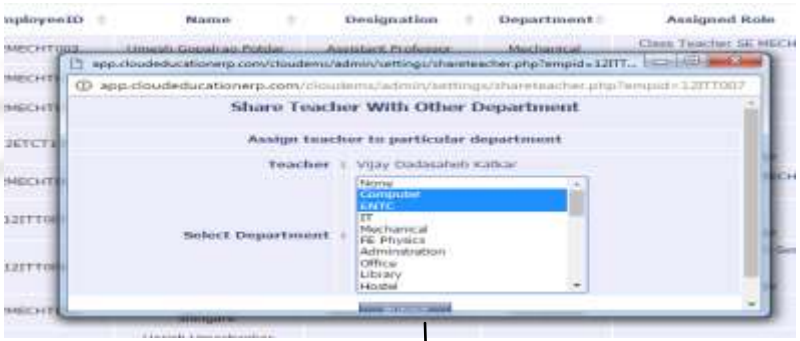
Select one or multiple department by holding ctrl role

Click on Submit

SCREEN







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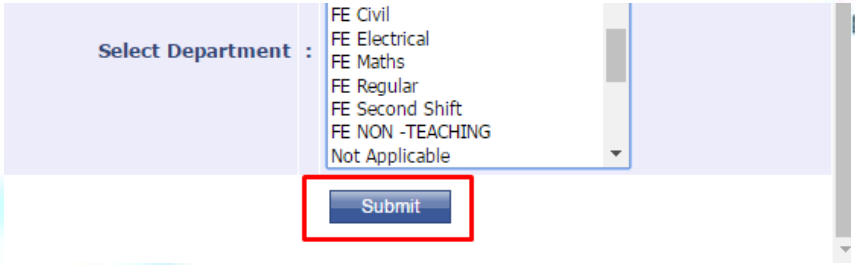


i. Eg.Vijay Katkar is from IT Department and now you want to share him with E&TC and Computer department Click on Submit.

5.2. Allot Subject:

- Allot particular subject to particular faculty for taking attendance for only his allotted subject.
- You can do allotment from HOD login for his department only.

Allotment for Theory Subject:

CLOUD NXT VISION

STEPS

HOD login

↓

HOD Master

↓

Allot Subject

↓

Select Class.Div

↓

Select Academic Year

↓

Select Subject

↓

Select Teacher for that subject

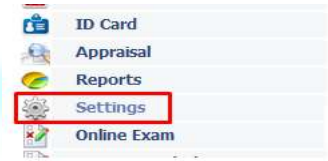
↓

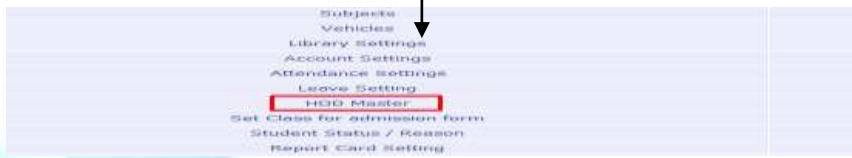
Enter Load per week

↓

Click on Allot Subject

SCREEN





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- Allotted Subject will display in below list.
- Edit: For edit the allotment.
- Delete: For Deleting the allotment. You can delete the allotment only when if your attendance and timetable is not linked with that allotment.

Allotment for Practical Subject:

- Before allotment of Practical batches you have to create practical batches

Create Practical Batch:

STEPS

Login as Admin/Faculty/HOD

↓

Settings

↓

HOD Master

↓

Practical Batches

↓

Select Class

↓

Enter Batch name

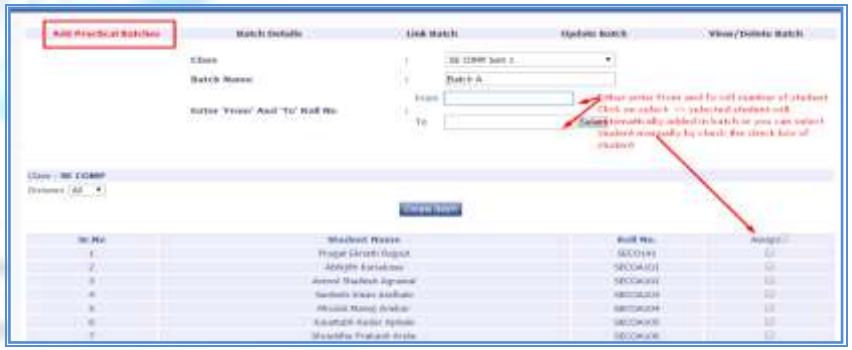
↓

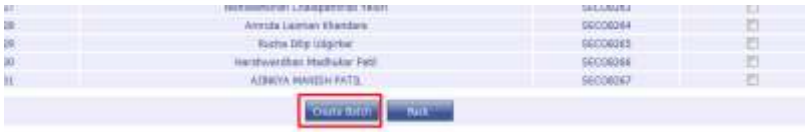
Enter First roll no. and Last roll no. or You can Manualy select Student.

↓

Click on Create Batch

SCREEN





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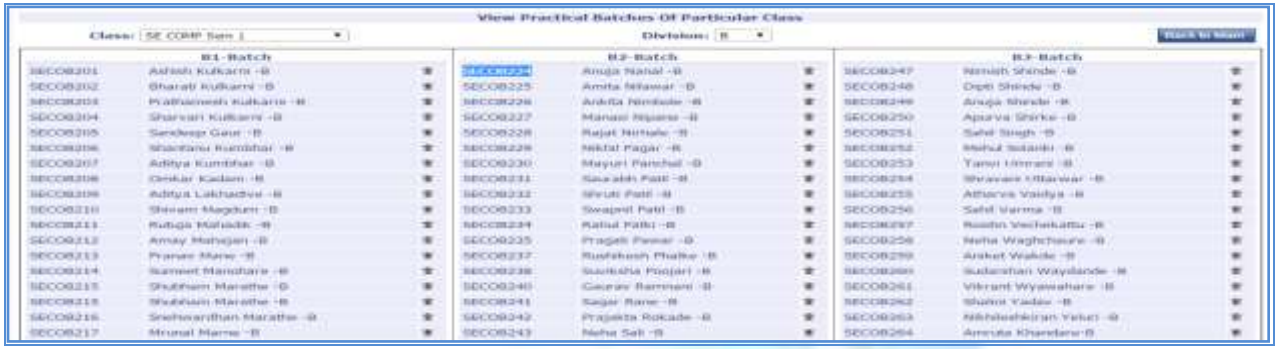
Batch Details:

- You can see the batch details by click on batch details or delete the student from the batch.



You can delete particular student from batch

Link Batch:

- After creating batch you have to link batches with particular practical subjects.

CloudEMS

CLOUD NXT VISION

STEPS

HOD Master

Practical Batch

Link Batch

Select Class And Division

Check the check box batche with the perticular subject.

Click on Link Batch

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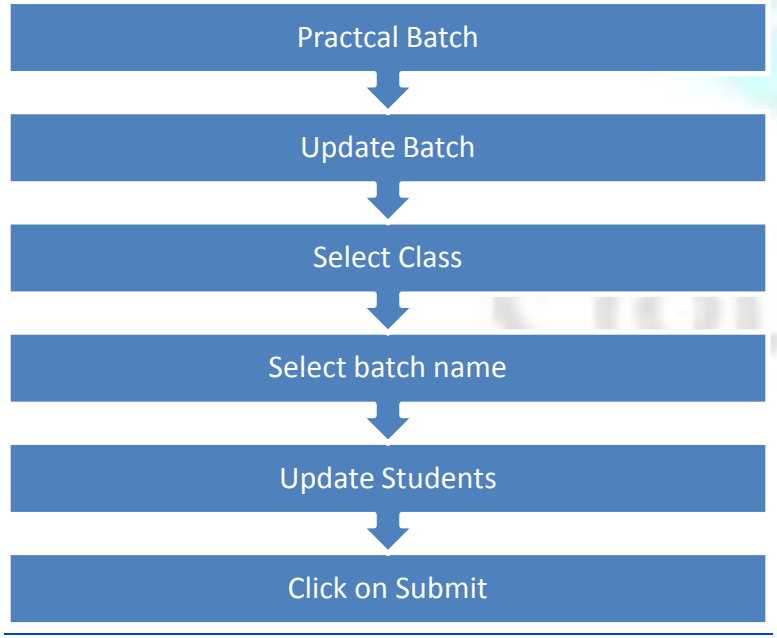
Update Batch:

- If you want to update the practical batch click on Update Batch.

STEPS



SCREEN

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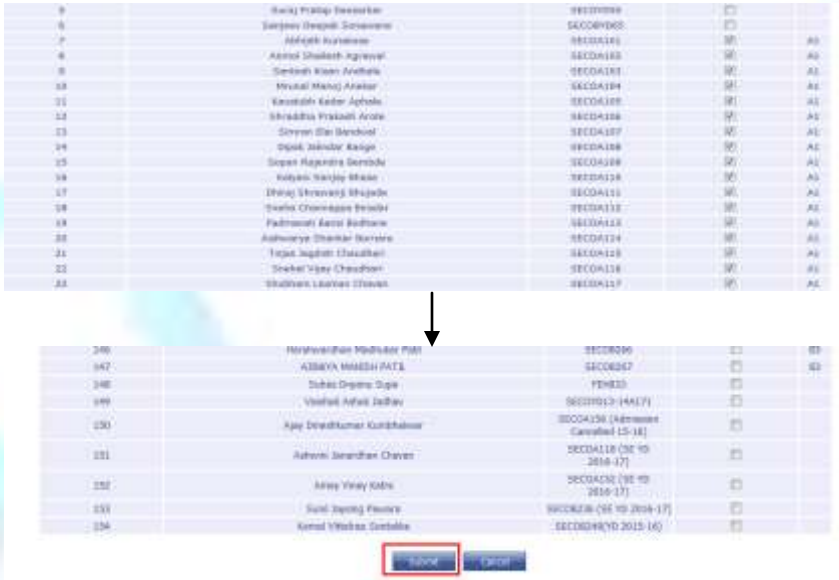
Phone: +91 20 41202654, +91 20 41226236, **Email:** contact@cloudems.in



Allotment for Practical Subject:

STEPS

SCREEN

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HOD Master

Allot Subject

Select Class and Division

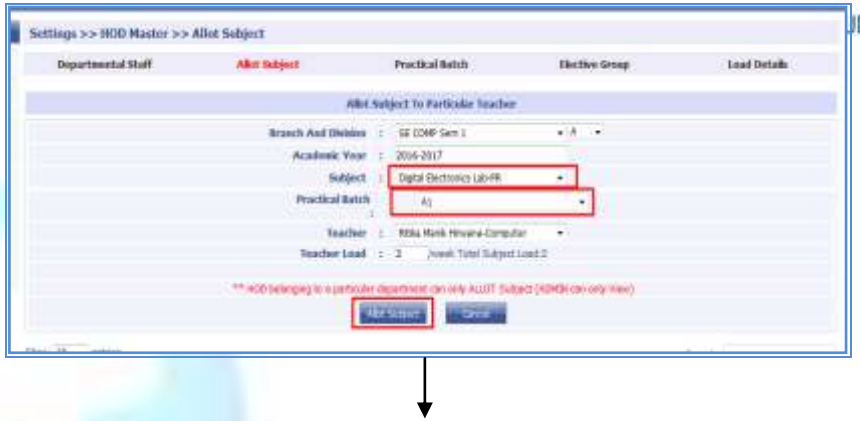
Select Pr Subject

Select batch name

Select Teacher

Enter TEacher load per week

Click on Allot Subject



Allotment for Elective Subject:

- For allotment for elective subject first create elective group of elective subjects.

Create Elective Group:

CLOUD NXT VISION

STEPS

Login as Faculty/admin/HOD

↓

Click on Elective Group

↓

Select Class

↓

Select Elective Subject

↓

Enter Batch Name

↓

Check the check box of student for selected subject.

↓

Click on Create Group

SCREEN

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CLOUD NXT VISION

View Elective Group:

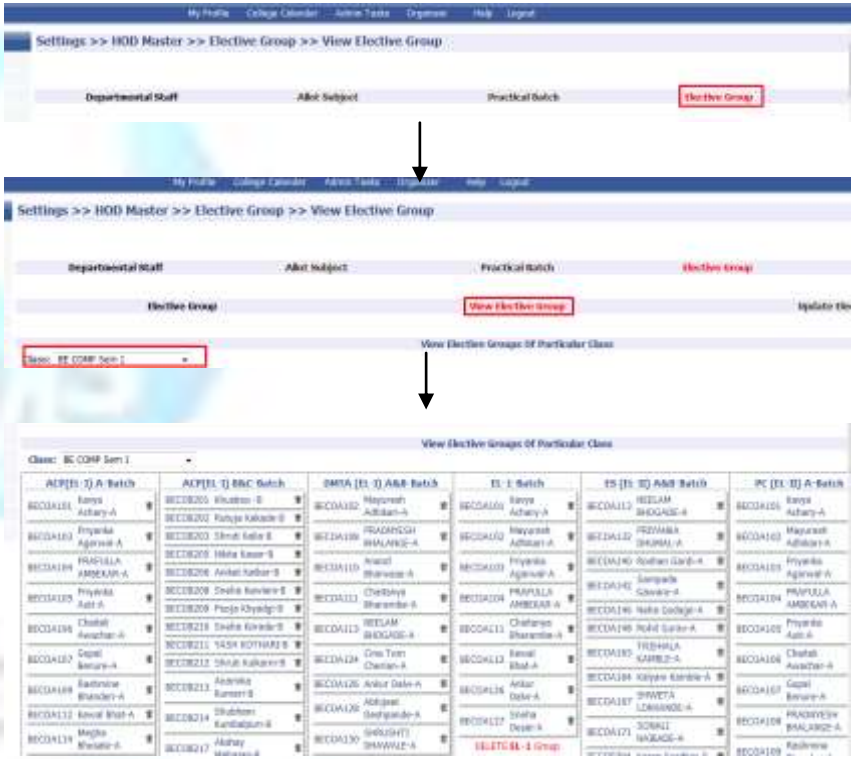
STEPS

Elective Group

View Elective Group

Select Class

SCREEN



You can delete particular student from group.

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Update Elective Group:

STEPS

Elective Group

↓

Update Elective Group

↓

Select Class

↓

Select Subject

↓

Select Group Name

SCREEN

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CLOUD NXT VISION

Allot Elective Subject:

STEPS

HOD login

↓

Allot subject

↓

Select class and Div

↓

Select Subject

↓

Select Elective Group

↓

Select Teacher

↓

Enter load per week

↓

Click on Allot Subject

SCREEN

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6. Topic List and Teaching Plan:

- For taking attendance it is necessary to create Teaching plan
- Prerequisites: Subject Should allotted to that faculty
- Access of attendance module should given to that particular faculty

6.1. How to Create Topic list:

STEPS

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faculty login

My Profile

Topic List & Teaching plan

Click on Topic List of perticular subject

Enter Topic No. we can add the topic names in bulk or Single topic also.

Click on Submit

i. **Note:** If you want to add topic names in bulk then just add semicolon at the end of the topic name. Adding semicolon will enter the topic name line by line.

ii. You can edit or Delete topic list by click on edit or delete respectively.

iii. If teaching plan linked with topic list then you can't delete topic list in that case delete teaching plan first and then delete topic list.

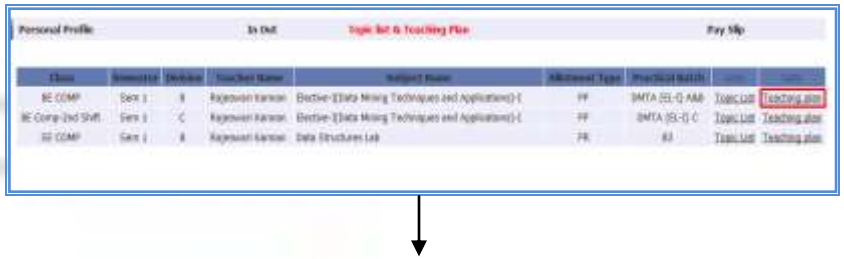
6.2. How to Create Teaching Plan:

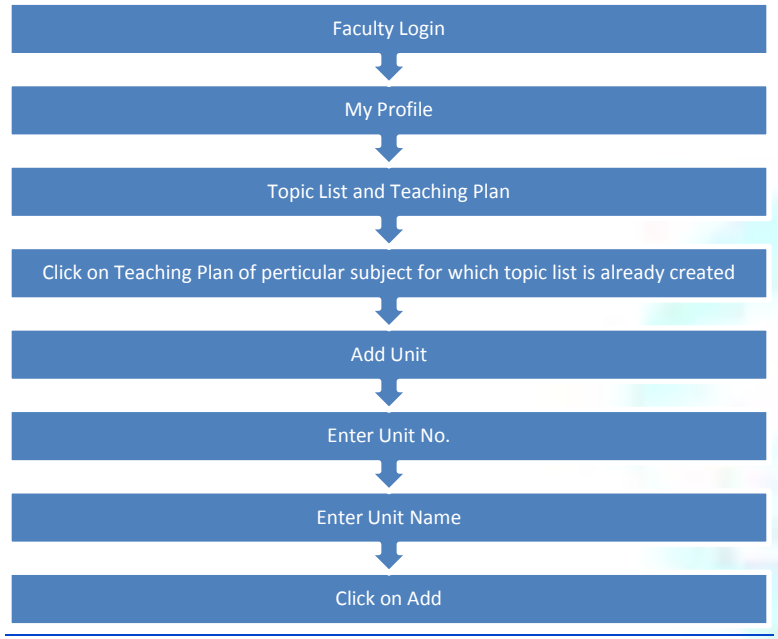
- After creating topic list now we can create Teaching Plan.
- Before Creating Teaching Plan we have add Units.

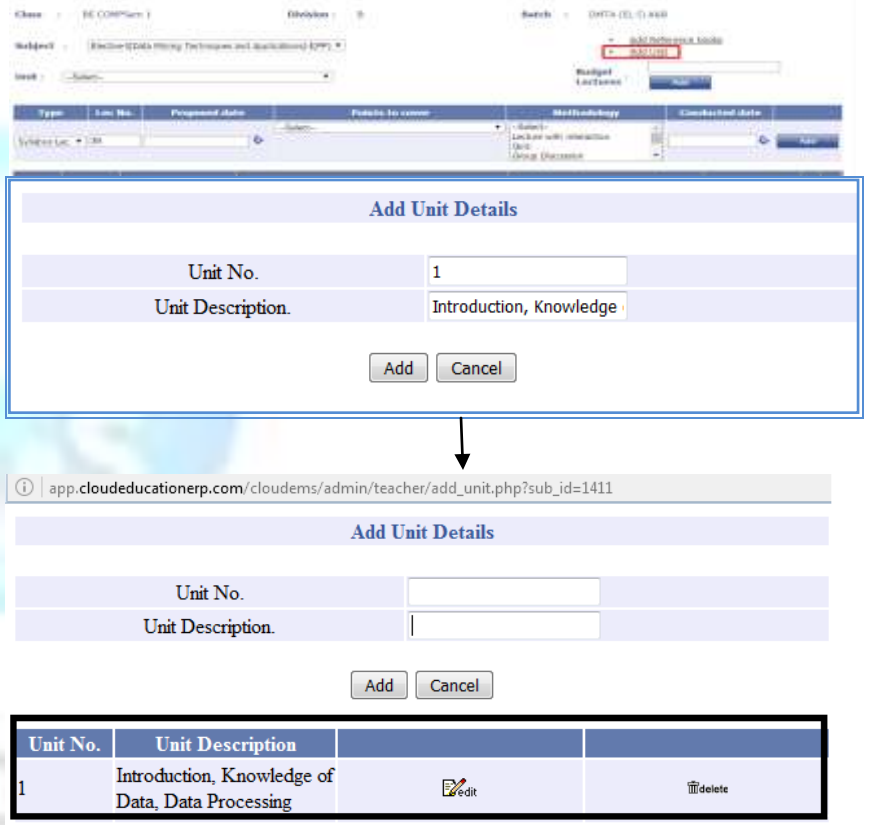
6.2.1. Add Units

STEPS

SCREEN







6.2.2. Create Teaching Plan:

- After creating Topic list and Units now we can create Teaching Plan.

CLOUD NXT VISION

STEPS

- Topic List and Teaching Plan
- Teaching Plan
- Select Unit
- Select Lecture Type((syllabus lecture or extra lecture)
- Enter Proposed Date
- Select Topic From Points To Cover
- Select Methodology
- Click on Add

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Note:

i. Points to cover (topic names in green color indicates that topics are already planned)

ii. Methodology: You can select multiple methodologies by holding ctrl key with down or up arrow key.

iii. (The topic number will be generated automatically and the conducted date will be generated automatically once the attendance is taken with respect to teaching plan)

6.2.3. Add Reference Book:

STEPS

SCREEN

Faculty login

Teaching Plan

Add Reference Book

Enter reference book name

Click on Add

6.2.4. Copy Teaching Plan:

- You can copy teaching from one faculty to another if both are from same department.
- Prerequisite: Topic list, Session Plan should be prepared for one class.

CLOUD NXT VISION

STEPS

Faculty login

↓

Topic List &Teaching Plan

↓

Select Teaching plan of subject for which you have to copy session plan

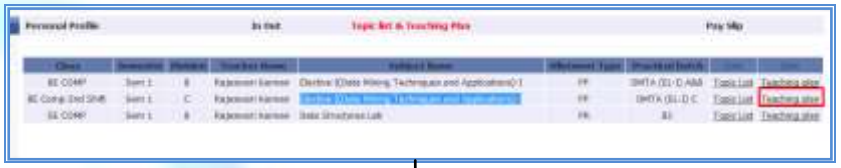
↓

Select Class, Division and Subject for which teaching plan is already prepared or we want to copy from

↓

Click on copy Teach Plan

SCREEN



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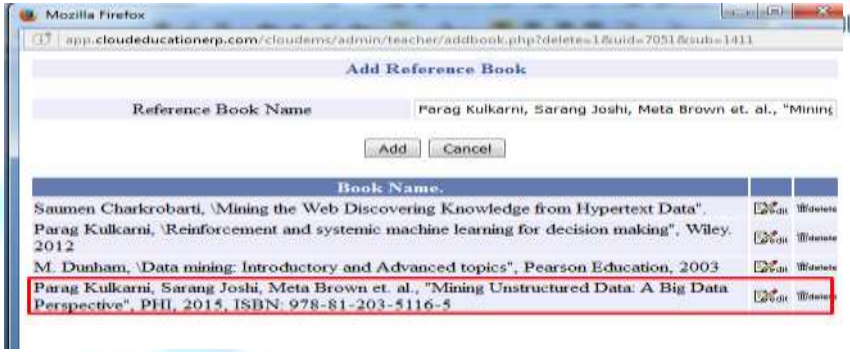


Eg. We have prepared session plan for BE COMP Sem 1 Div: B for subject: Elective-I(Data Mining Techniques and applications)-I.

Now We will copy above teaching plan to BE Comp-2nd Shift Sem 1 Div: C for subject: Elective-I(Data Mining Techniques and Applications)-I

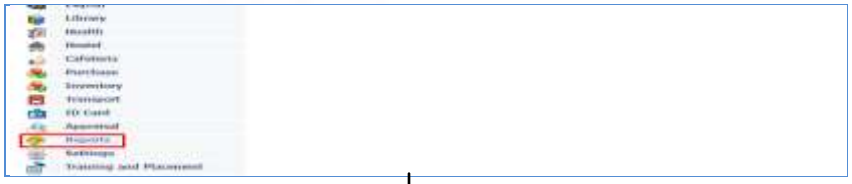
Now teaching plan, Topic list, Reference book copied to BE Comp-2nd ShiftSem 1 Division C.

Note: For coping teaching plan you no need to create topic list, units and reference book. All these fields are get copied from subject for which teaching plan is already created.

6.3. Report:

STEPS

SCREEN



Report

Teaching Plan

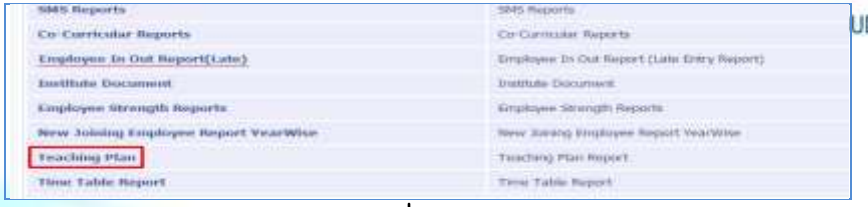
Select Academic Year, Class & Div.

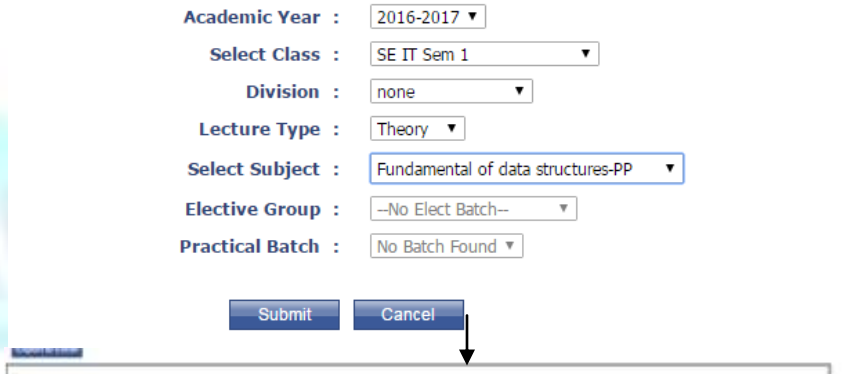
Select Lecture Type

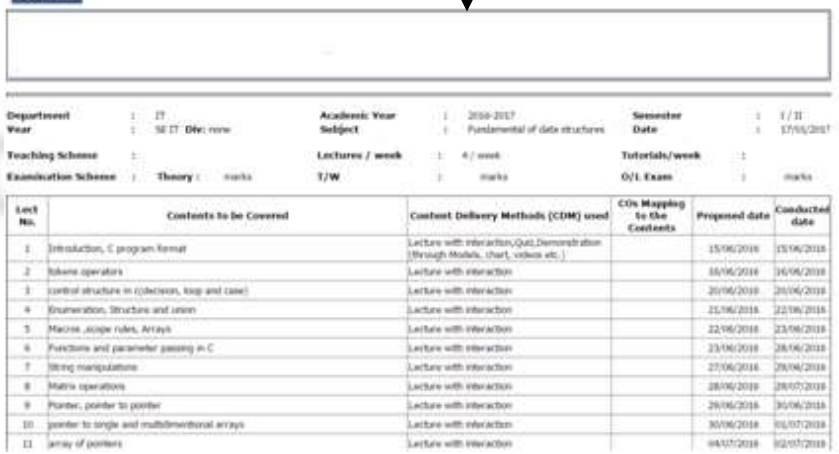
Select Subject

Select Elective Group or Practcal Batch If Any

Click on Submit







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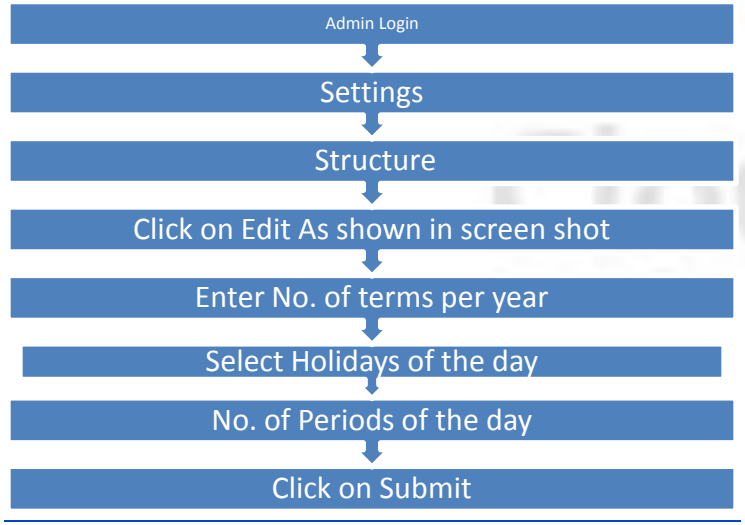
7.Timetable:

- Timetable you can prepare timetable for institute.
- Timetable structure require for taking attendance.
- Before preparing timetable you have to do some basic settings.

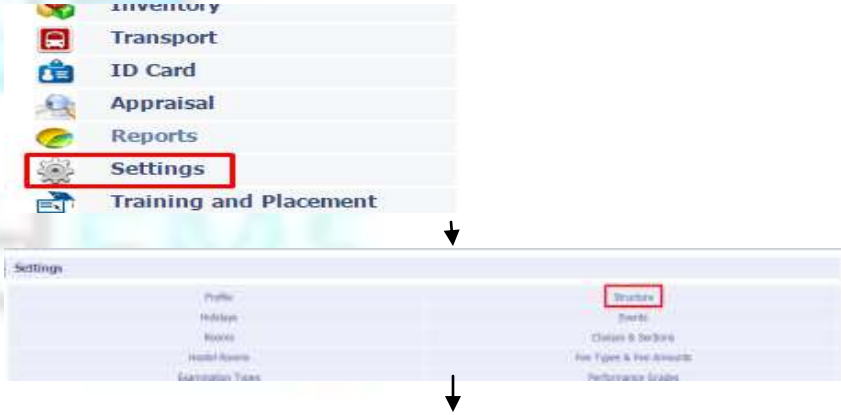
7.1. Timetable Structure:

7.1.1. Structure:

STEPS



SCREEN



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Note: You can select multiple holidays by selecting ctrl + click on that holiday name.

7.1.2. Add Time slots for Preparing Timetable

- We can set time slot for department wise (same time slot for all classes in that department) or Class wise (different time slot for different classes in that same department) by click on Add/Update Lecture Timings Class wise.

7.1.2.1. Add /Update Lecture Timing Department Wise:

STEPS

Structure

↓

Click on Add Lecture timings

↓

Add /Update Lecture timing department Wise

↓

Select Department from drop down

↓

Select Shift

↓

Enter Lecture time for Lecture 1 from (Start Time) and Lecture 1's To time (End Time) i.e. Eg. From 08:00 To 09:00

↓

Click On submit

SCREEN

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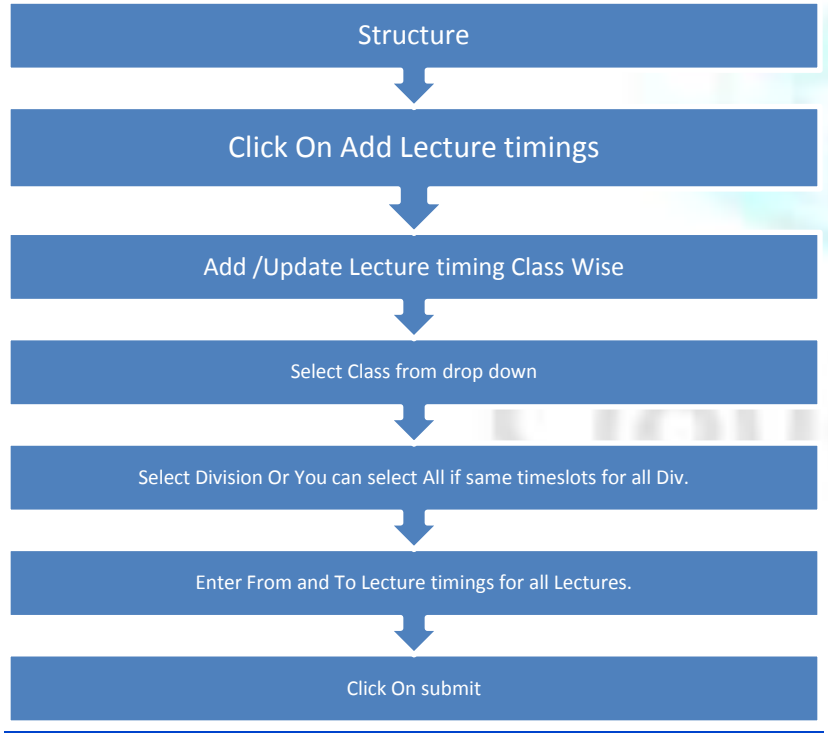
Note:

i. Time Slot should be in 24 hr format.

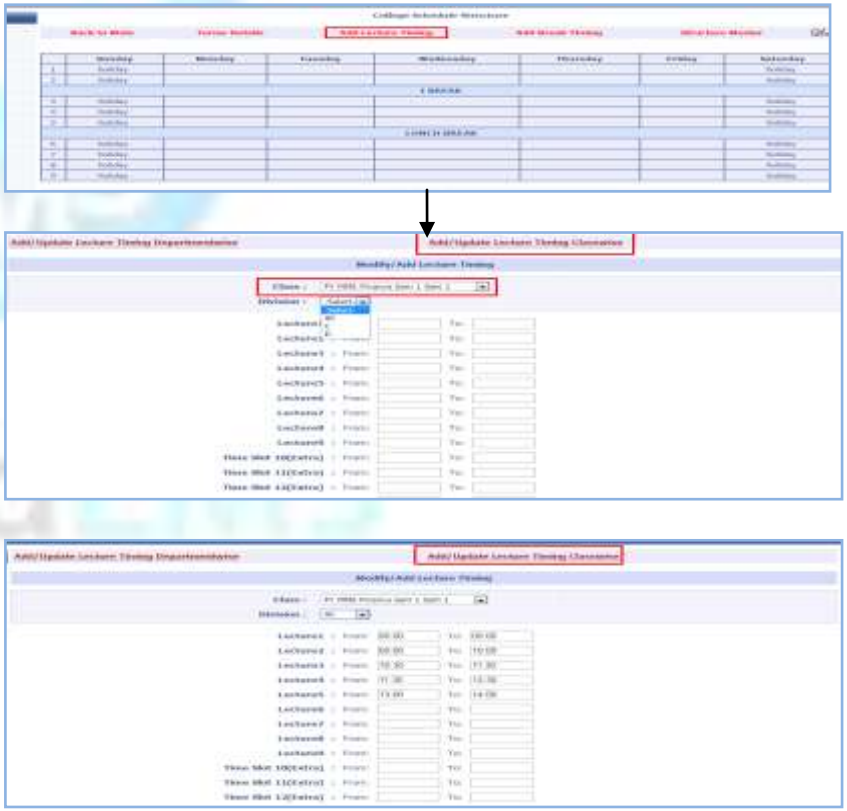
ii. Do not Enter break timings

7.1.2.2. Add Update Lecture Timing Class Wise:

STEPS



SCREEN



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7.1.3. Add Break Timings:

- After preparing timetable timeslots you need to add break timings

STEPS

Structure

↓

Click On Add Break Timings

↓

Select Department

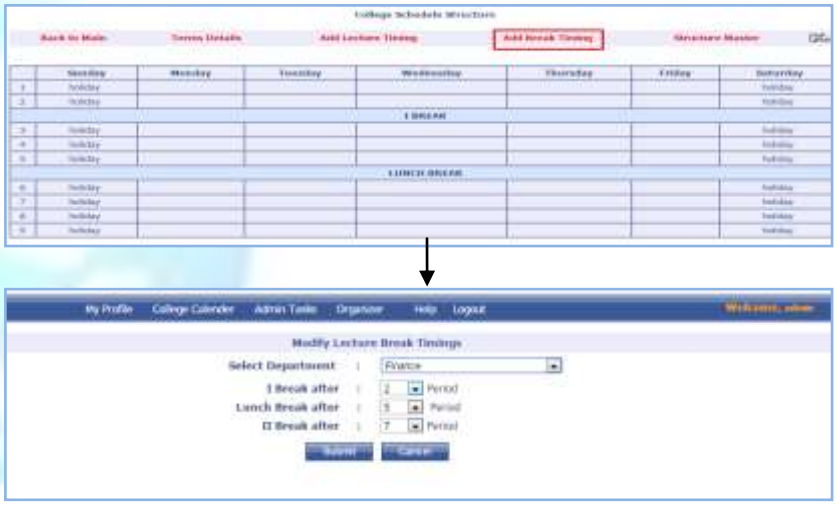
↓

enter All break timing(after which period you have Ist break, Lunch Break and IInd break.)

↓

Click On submit

SCREEN



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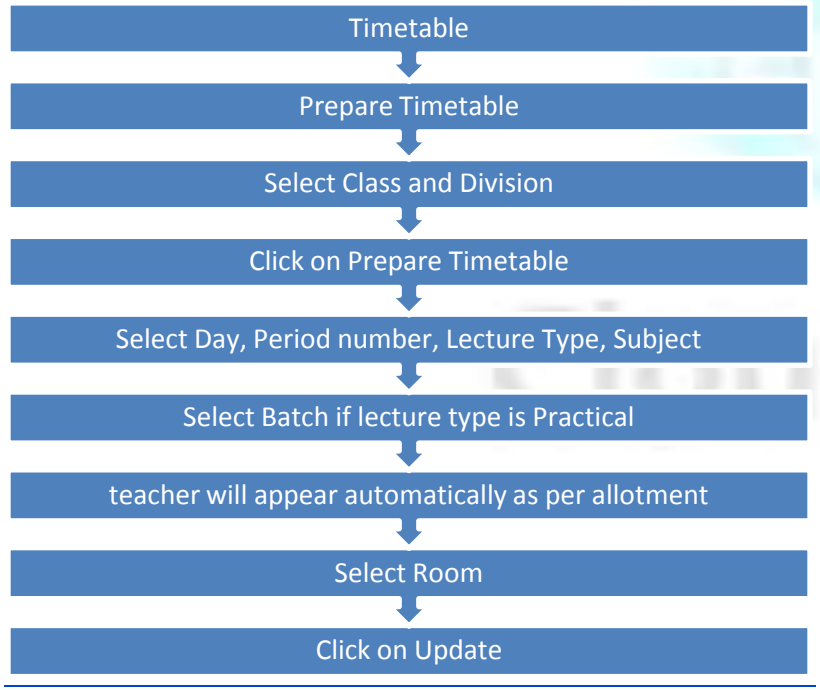
7.2. *Prepare Time Table:*

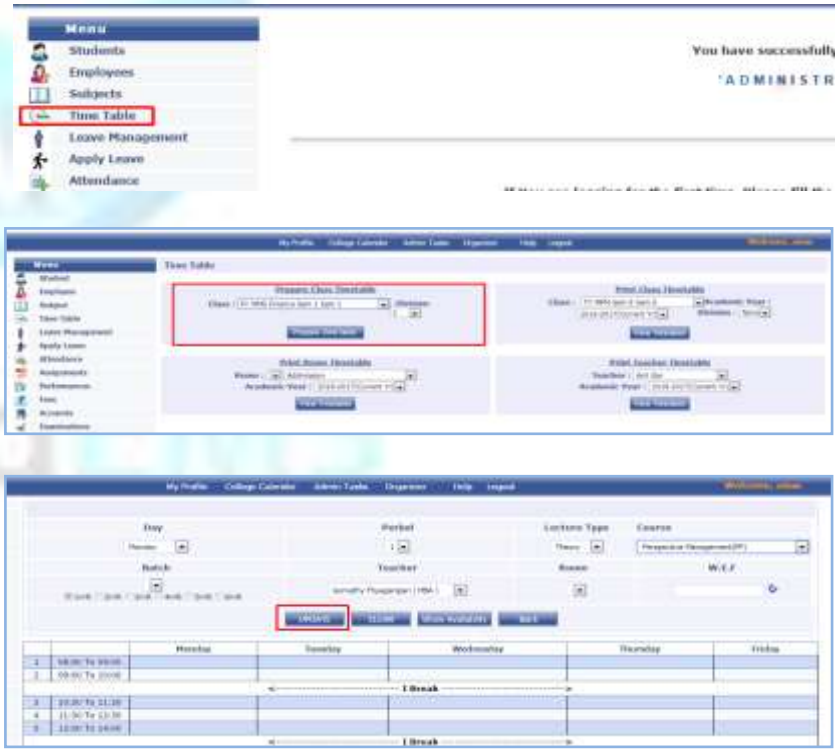
- Once we have allotted the subjects to respective teachers and Set time slots, now we can prepare the time table, Print Class wise, Room wise and Individual Timetable.
- Time Table can be prepared from Admin login or Faculty which have access of Time Table Module

7.2.1. Prepare Time Table

STEPS



SCREEN



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Delete The Record From Time Table:

STEPS

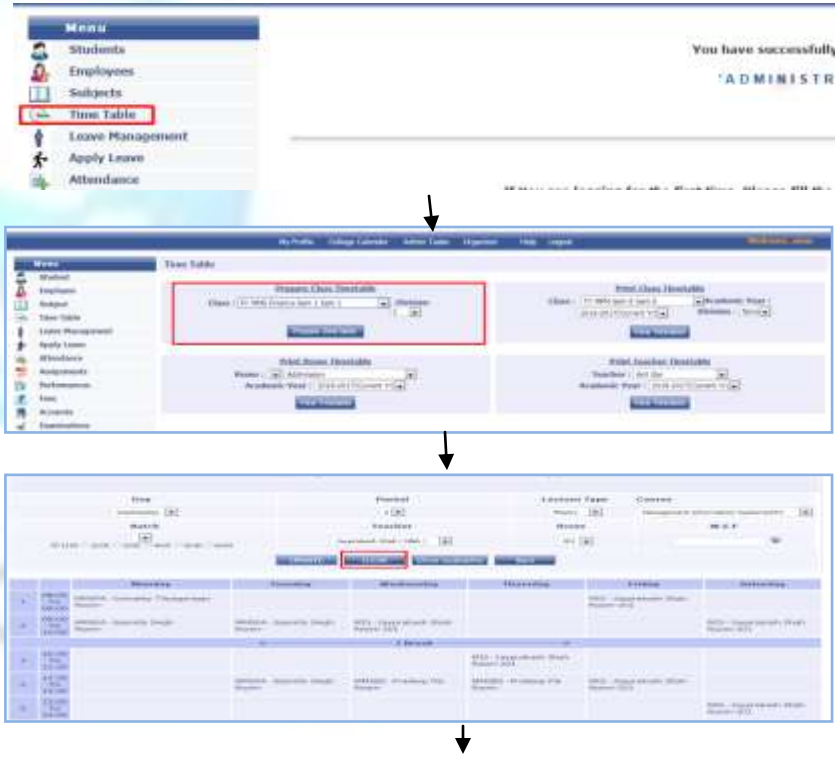
Timetable

Select Day, Period number, Lecture Type, Subject

Select Batch if lecture type is Practical

Click on Clear

SCREEN



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Show Availability:

- By click on Show Availability you can see which teacher and Room is free for that selected time slot.

STEPS

SCREEN

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Timetable

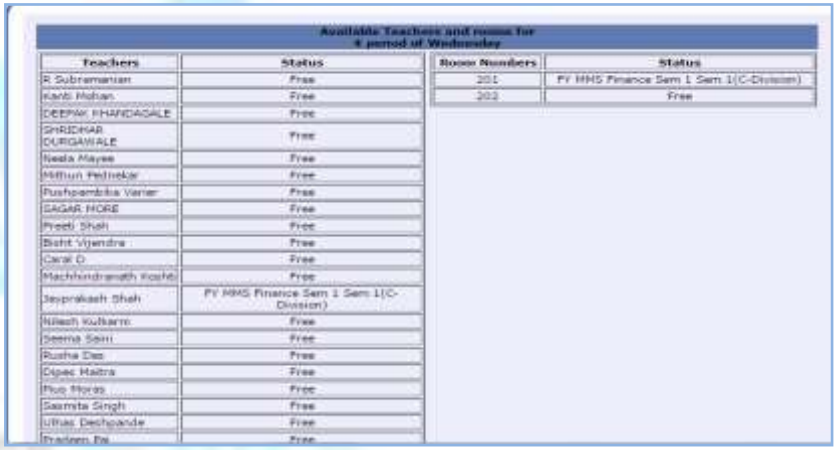
Prepare Timetable

Select Class and Division

Click on Prepare Timetable

Select Day, Period number, Lecture Type, Subject

Click on Show Availability



Available Teachers and rooms for 4 period of Wednesday

Teachers	Status
R Subramanian	Free
Kanti Mohan	Free
DEEPAK PHANDAGALE	Free
SHRIDHAR DURGAWALE	Free
Neela Mayee	Free
Mithun Pednekar	Free
Pushpambika Varier	Free
SAGAR HORE	Free
Preeti Shah	Free
Bisht Vijendra	Free
Carol D	Free
Machhindranath Kashti	Free
Jayprakash Shah	FY MMS Finance Sem 1 Sem 1(C-Division)
Nilesh Kulkarni	Free
Seema Soni	Free
Rusha Das	Free
Dipac Maitra	Free
Pius Floras	Free
Sarmita Singh	Free
Uttas Deshpande	Free
Pradeep Pa	Free

Room Numbers	Status
201	FY MMS Finance Sem 1 Sem 1(C-Division)
202	Free

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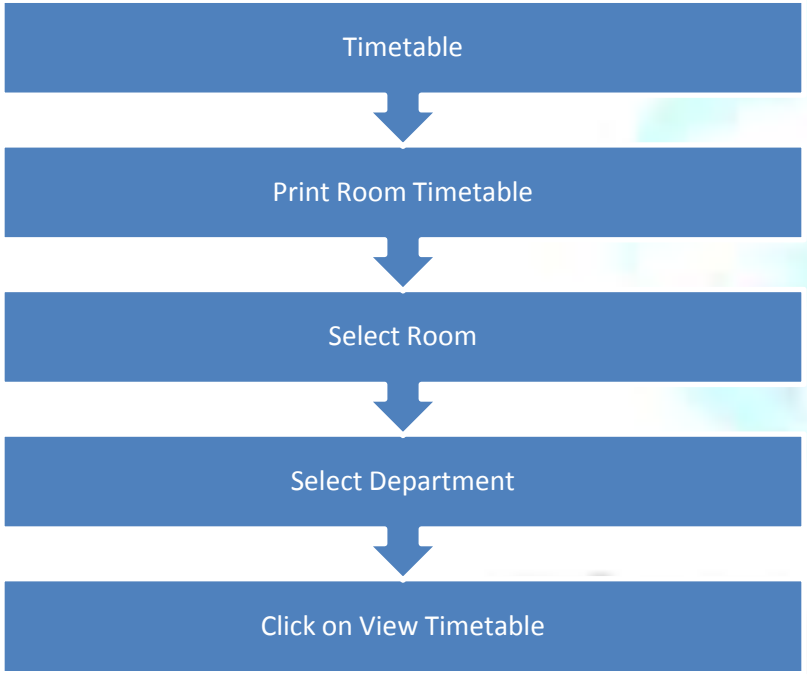
7.2.2. To View Room Wise Timetable

STEPS



SCREEN

7.2.3. To Print Class Wise Time Table:

CLOUD NXT VISION

STEPS

SCREEN

Timetable

Print Class Timetable

Select Class

Select Division

Select Academic Year

Click on View Timetable

7.2.4. To View Teacher Wise Time Table:

CLOUD NXT VISION

STEPS

Timetable

Print Teacher Timetable

Select Teacher

Select Academic Year

Click on View Timetable

SCREEN

CloudEMS

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7.3. Reports:

7.3.1. Class Time Table

CLOUD NXT VISION

STEPS

Report

Timetable Report

Select Department

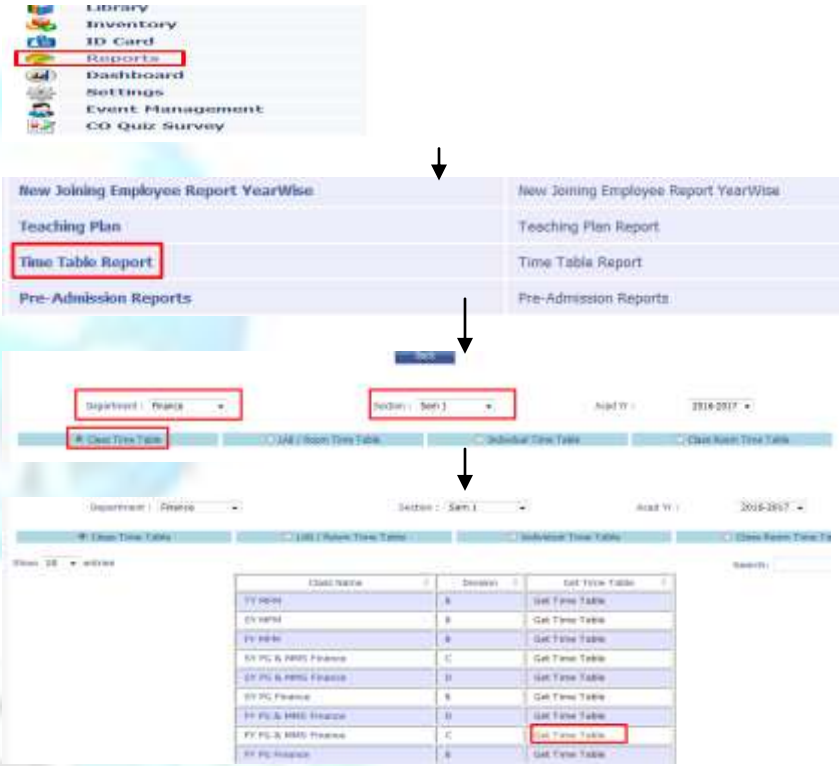
Select Section

Select Academic Year

Click on the radio button of Class Timetable

Click on Get Timetable of perticular Class

SCREEN



7.3.2. Lab/Room Timetable:

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STEPS

SCREEN

Report

Timetable Report

Select Department

Select Section

Select Academic Year

Click on Radio button of Lab/Room Timetable

Click on Get Timetable of perticular room

7.3.3. Individual Timetable:

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CLOUD NXT VISION

STEPS

SCREEN

Report

Timetable Report

Select Department

Select Section

Select Academic Year

Click on Radio button of Individual Timetable

Click on Get Timetable of perticular Employee

8.Attendance:

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8.1. *Take Attendance:*

- You can take attendance for theory, practical and Elective Subject.

STEPS

Faculty Login

Attendance

Select Date

Select Class and Division(Only alloted Subject's Class will visible)

Select Subject

Select Time Slot

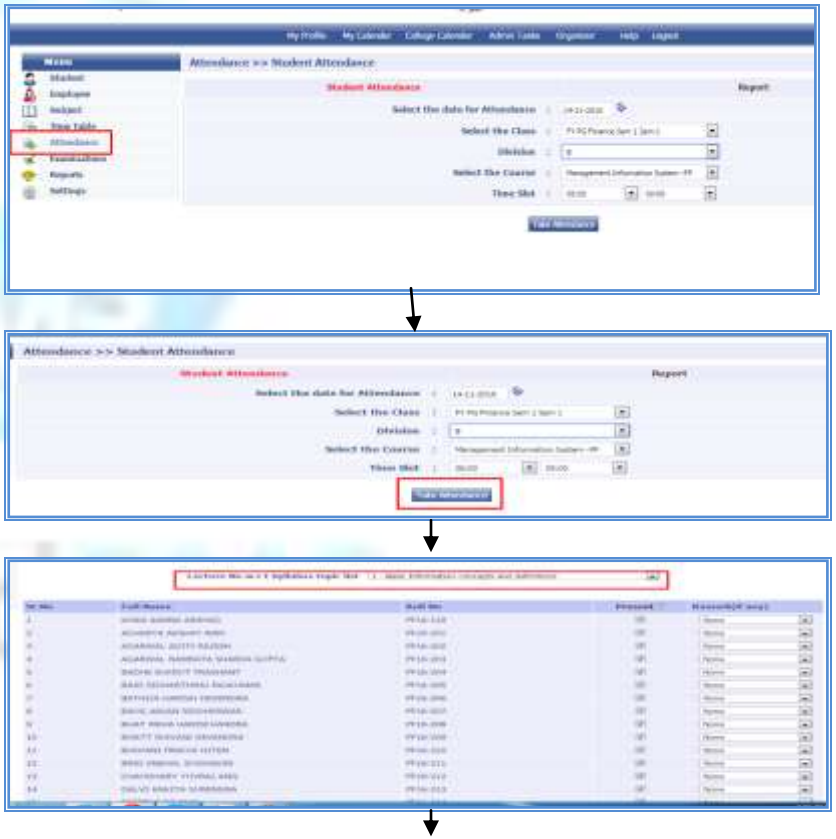
Click on Take Attendance

Select If Extra Lecture otherwise select Topic from topic list

just need to un- tick those students who were absent for the respective lecture. put the remarks if any.

Click on Submit

SCREEN



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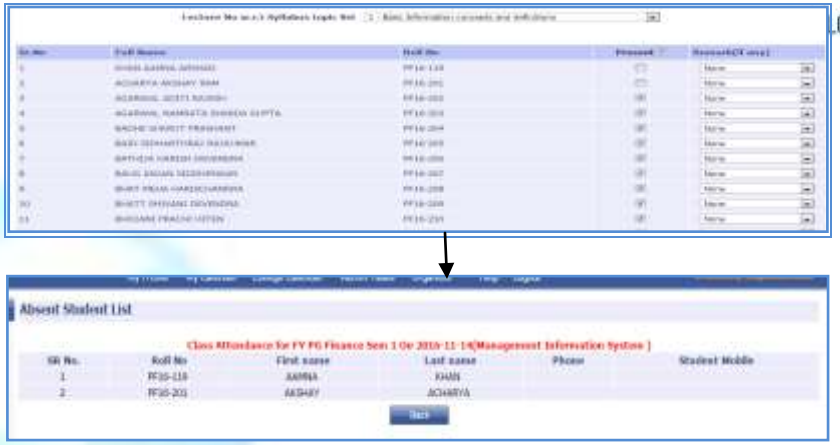

Note:

You can also update Attendance.

Click on Attendance >> Select the date, Class, Division, Subject and Timeslot for which you want to update the attendance.

Attendance which already taken will display in green Color, Update attendance and click on Submit.

Attendance for Practical Subject (Batches):

CLOUD NXT VISION

STEPS

Attendance

↓

Select Date

↓

Select Class and Division(Only alloted Subject's Class will visible)

↓

Select Practical Subject

↓

Select Timeslot

↓

Click on Take Attendance

↓

Select allotted practical batch

↓

we just need to un- tick those students who were absent for the respective lecture. put the remarks if any.

↓

Click on Submit

SCREEN

Note:

If you want to update the batch,

Attendance >> Select date, Class, Div, Subject >> Take Attendance.

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Same process you have to follow for Take attendance for elective groups.

8.2. Reports:

Now we will go through the attendance report.

The form will display the following fields:

1. View attendance taken.
2. First day report.
3. Subject wise report.
4. Attendance based on percentage.
5. Attendance Based on Percentage Subject wise.
6. Attendance monitoring.
7. Academic monitoring.
8. Extra lecture report.
9. Attendance deleted report.

8.2.1. View attendance taken.

- The list of class whose attendance was taken on the respective date will be displayed.

CLOUD NXT VISION

STEPS

Report

Student Attendance Report

View Attendance Taken

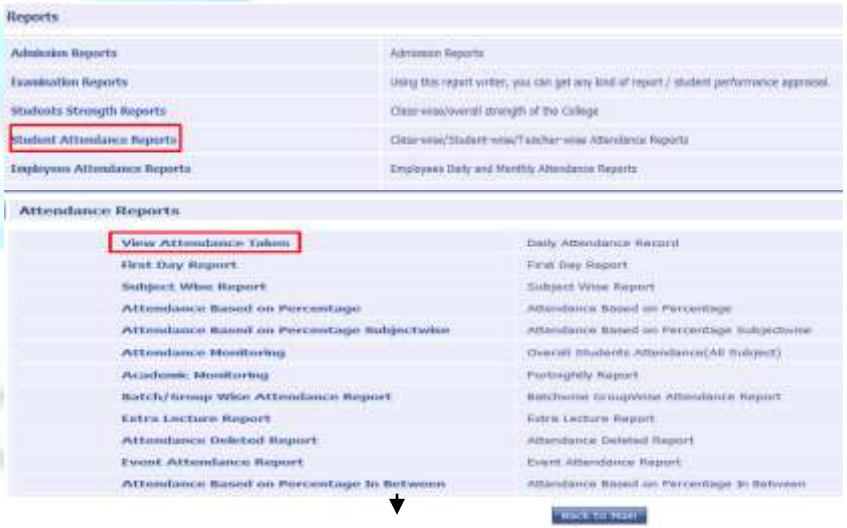
Select Department

Select Semester

Select Date

Click on Search

SCREEN



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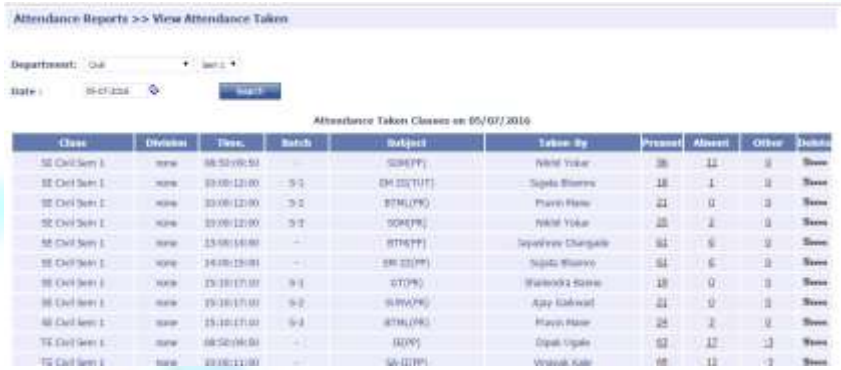
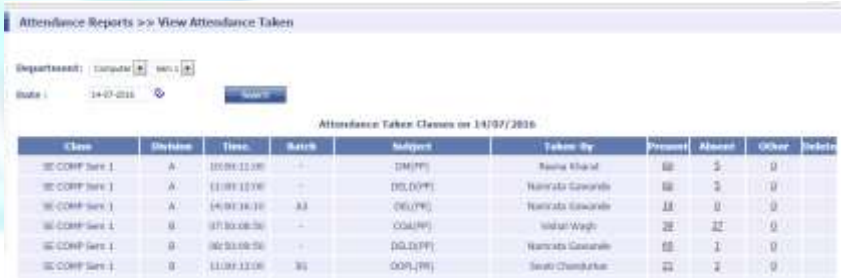


From Employee Login



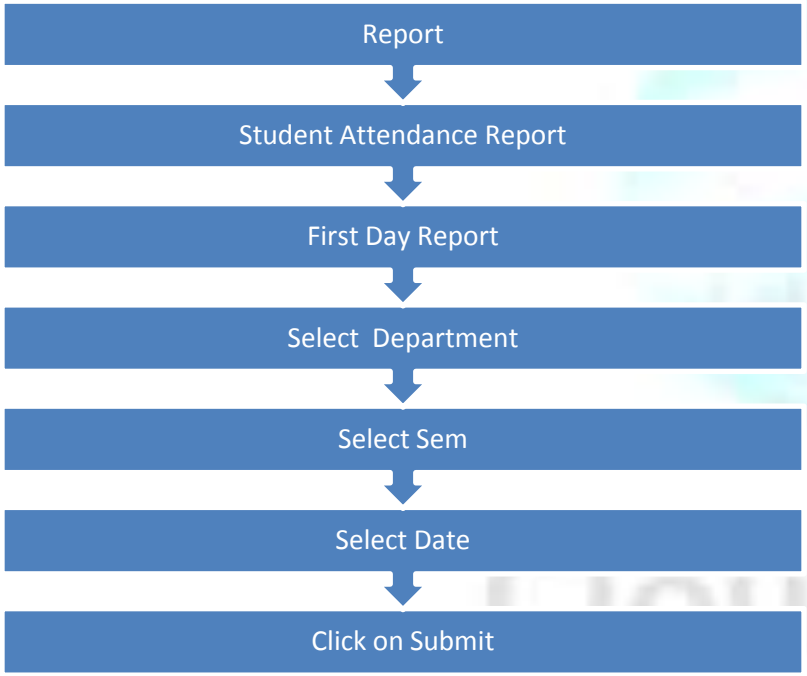
Note:

- Admin Can delete any taken attendance where as Faculty can delete his attendance only.

8.2.2. First Day Report:

- This report will display the details of student with respect to the department and date.

STEPS



SCREEN

8.2.3. Subject Wise Report:

- It will display the attendance report subject wise percentage of students.

STEPS

Report

Student Attendance Report

Subject Wise Attendance

Select Academic Year

Select Class and Div.

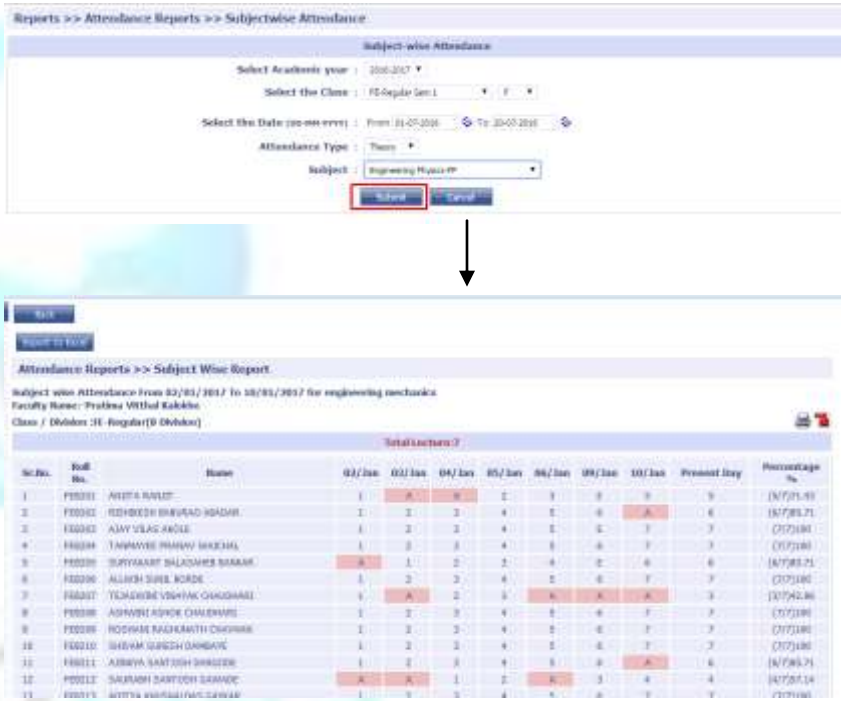
Select Date Range

Select Attendance Type

Select Subject

Click on Submit

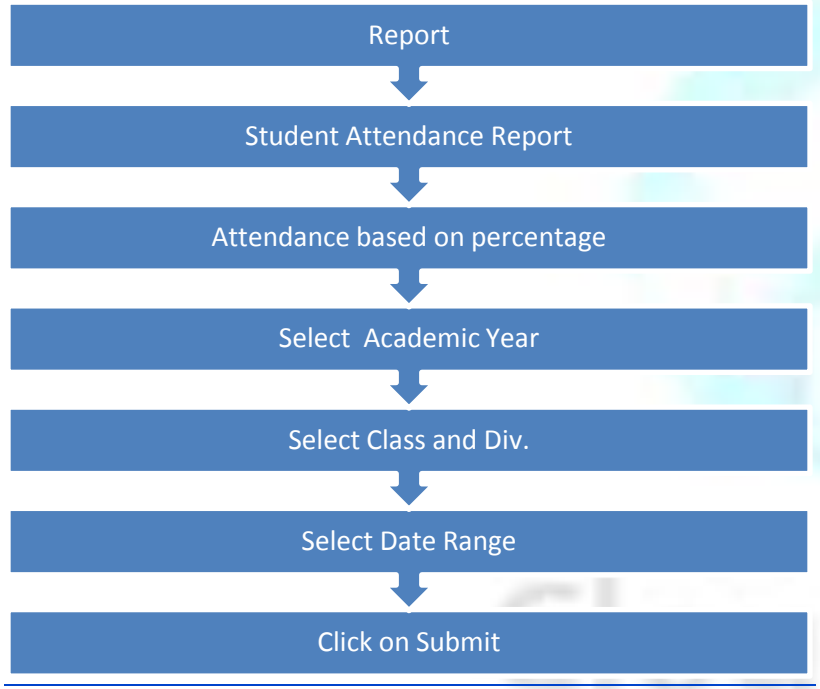
SCREEN



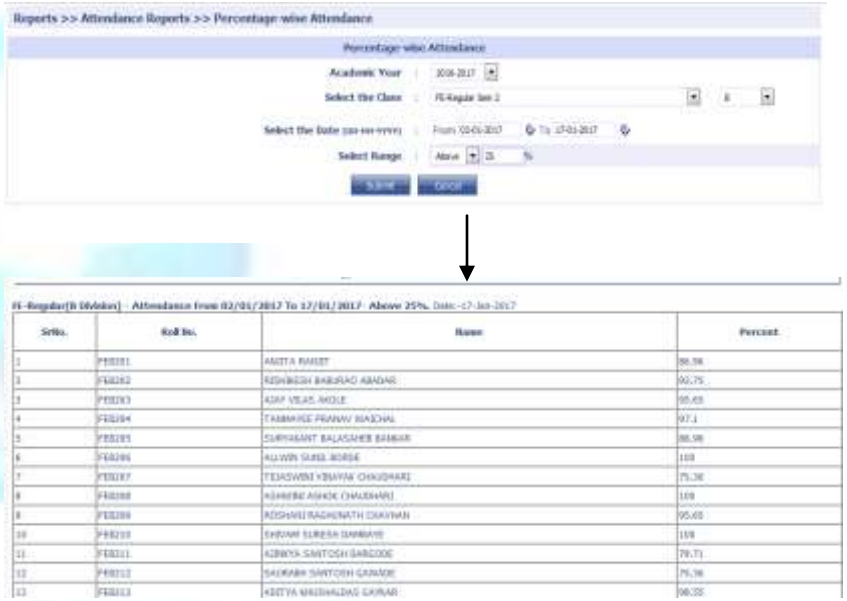
8.2.4. Attendance Based on Percentage

- Here we can see the attendance percentage of students, below or above a particular range of date.

STEPS



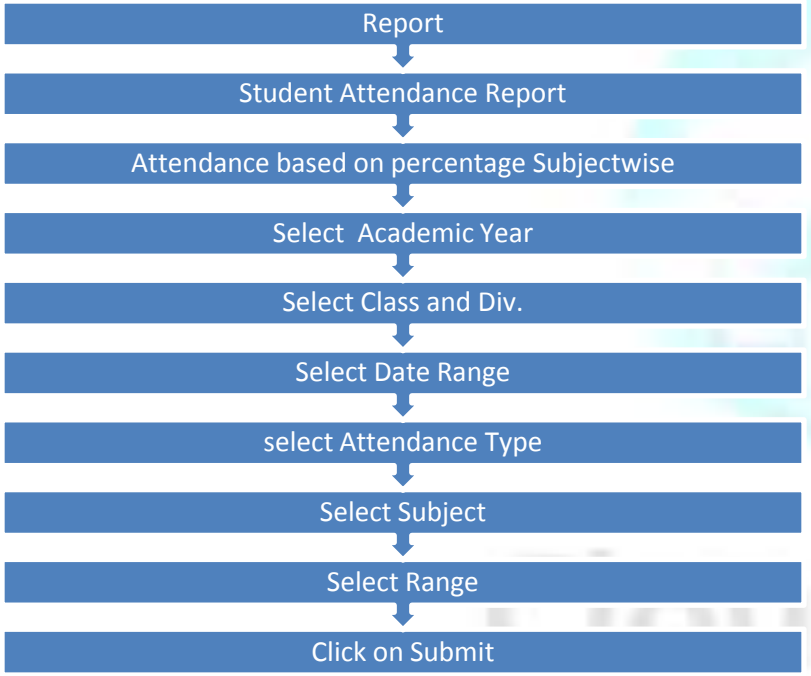
SCREEN



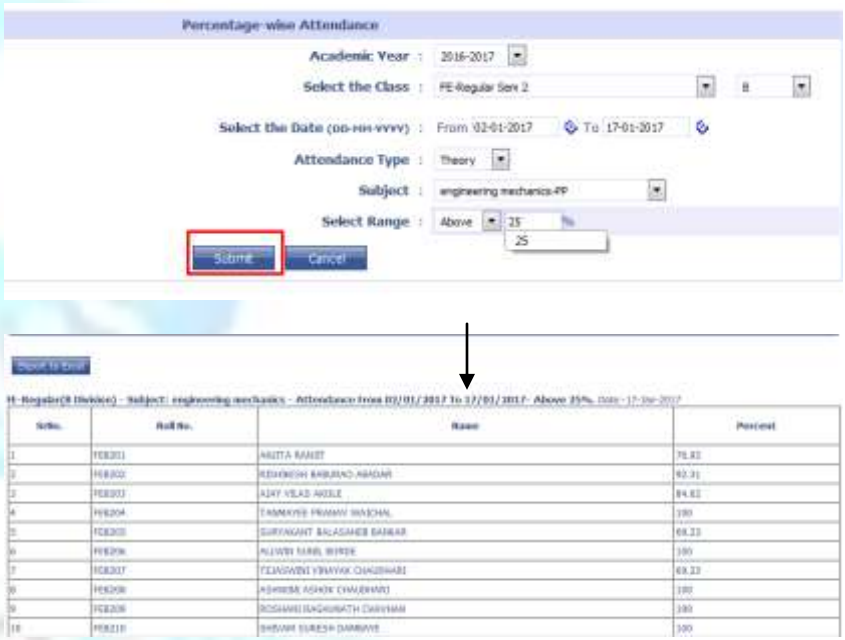
8.2.5. Attendance Based on Percentage Subject wise:

- Report will display subject wise attendance percentage of students.

STEPS



SCREEN



8.2.6. Attendance Monitoring:

- Attendance monitoring report will display all subject's Percentage and avg. attendance between that date range.

CLOUD NXT VISION

STEPS

SCREEN

Report

Student Attendance Report

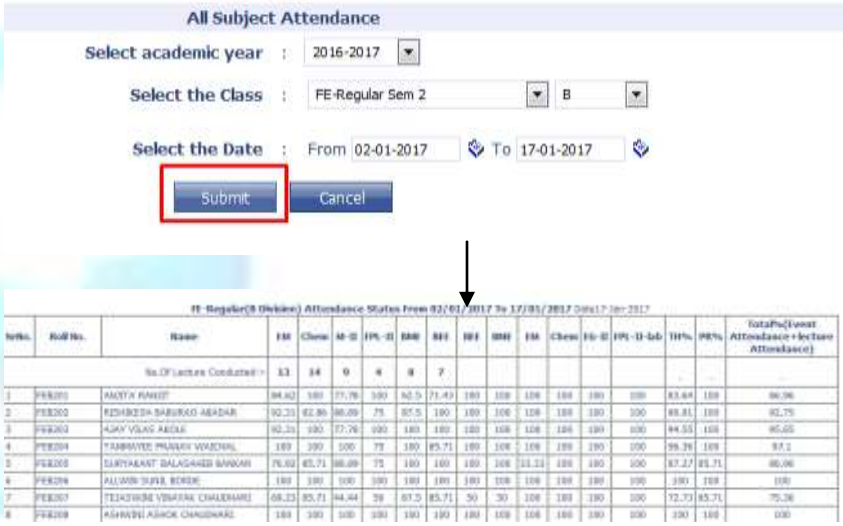
Attendance Monitoring

Select Academic Year

Select Class and Div.

Select Date Range

Click on Submit



8.2.7. Academic Monitoring:

- Academic monitoring report which mainly indicates the teacher staff who have taken the lectures.

CLOUD NXT VISION

STEPS

SCREEN

Report

Student Attendance Report

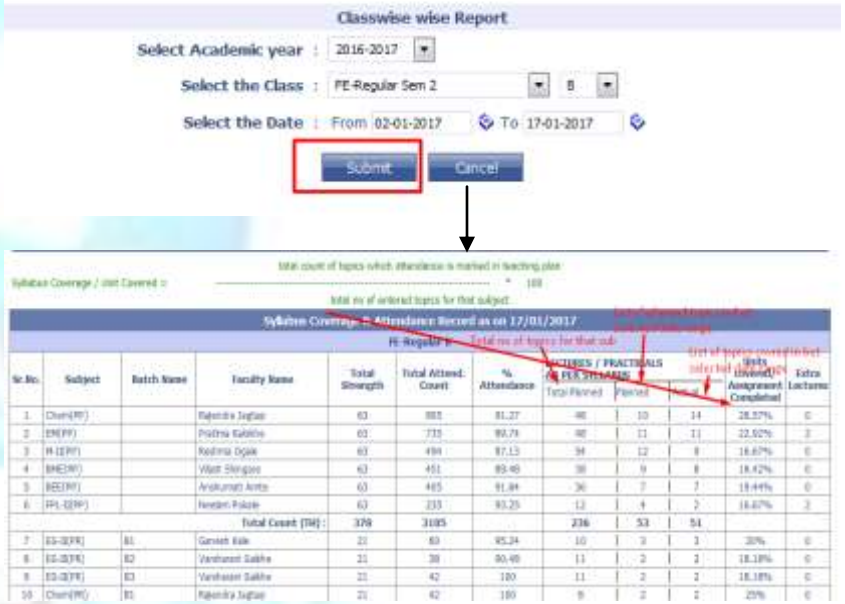
Attendance Monitoring

Select Academic Year

Select Class and Div.

Select Date Range

Click on Submit

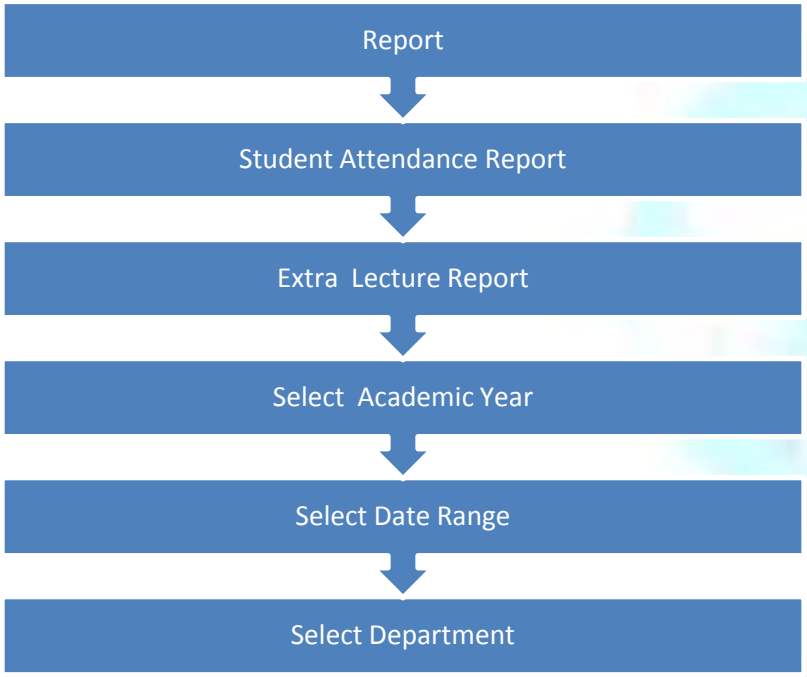


8.2.8. Extra Lecture Report:

- This report will display how many lectures taken bet. Selected date range

CLOUD NXT VISION

STEPS



SCREEN

8.2.9. Attendance Delete Report:

- This report will display all deleted attendance

CLOUD NXT VISION

STEPS

SCREEN

Report

Student Attendance Report

Attendance Deleted Report

Select Academic Year

Select Department

Select Date Range

Click on Search

9.Apply Leave:

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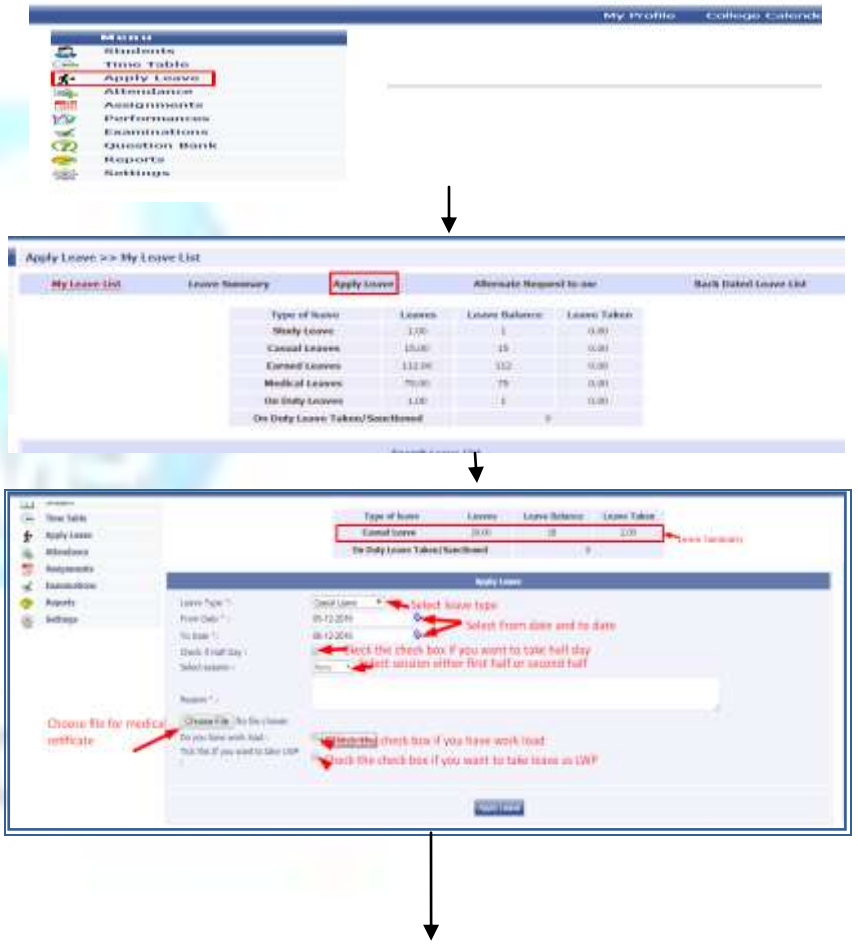
- In this module a staff (Teaching or Non Teaching) belonging to a department can apply for leave. The Leaves will be recommended by department's HOD & then finally approved by the respective authority Eg. Registrar /Principal.
- Prerequisites: Now the Employee/staff can apply leave. He can see how many types of leaves he is allowed. Check the Leave Summary will display Total Leaves Allotted, taken and Remaining.

CloudEMS

CLOUD NXT VISION

STEPS

SCREEN



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Faculty Login

Apply Leave

Click on Apply Leave

Select leave type

Select From Date

Select To Date

Check the check box of Half Day(If any)

Select section if leave is Half Day

Enter reason

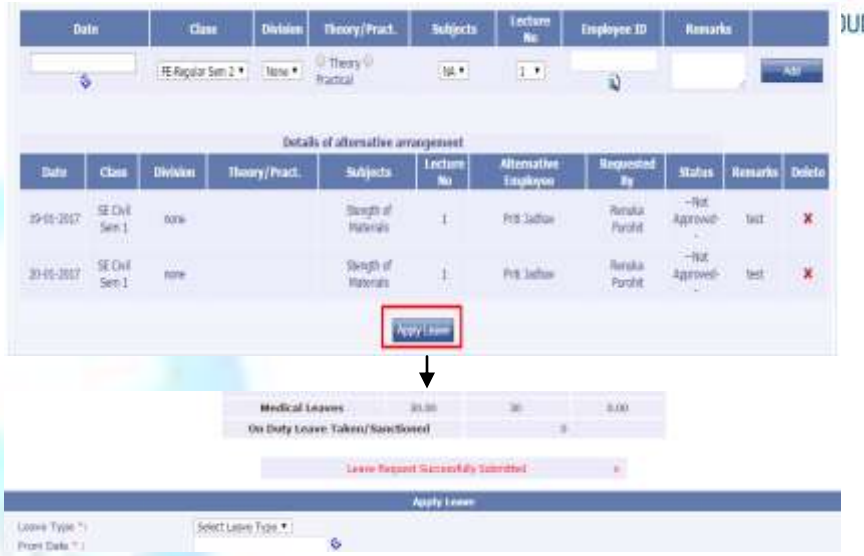
Check the check box of Load if you have load if no directly click on Apply Leave

If you have load Add Date, Class,Div. Lecture type.Lecture no

Select Employee

Click on Add

Click on Apply leave



Note:

- If you want to apply back dated leave then take access from HOD or Registrar.
- If there is no leave balance, Lave can go –ve. It will consider as LWP.
- Check the check box LWP if you want to take leave as LWP.
- On duty leave can be applied on fly. It does not need any setting in the Leave Management

How to Approve Alternative Leave Request:

STEPS

Faculty Login

Apply Leave

Click on Alternative Leave request to me

Click on Approve if you want to approve the alternative leave request

Otherwise click on cancel

SCREEN

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Delete Leave:

STEPS

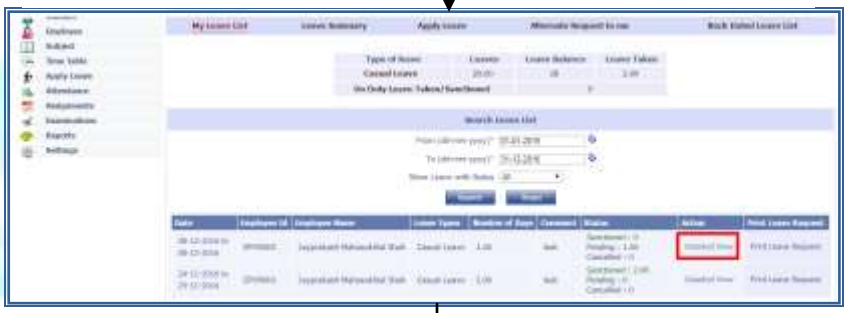
Faculty Login

Apply Leave

Click Detailed View

Click on Delete

SCREEN



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How To Apply Comp Off

- Comp Off should assigned to respective faculty.

STEPS

Faculty Login

↓

Apply Leave

↓

Click Apply leave

↓

Select leave type Comp Off

↓

Select comp off from list

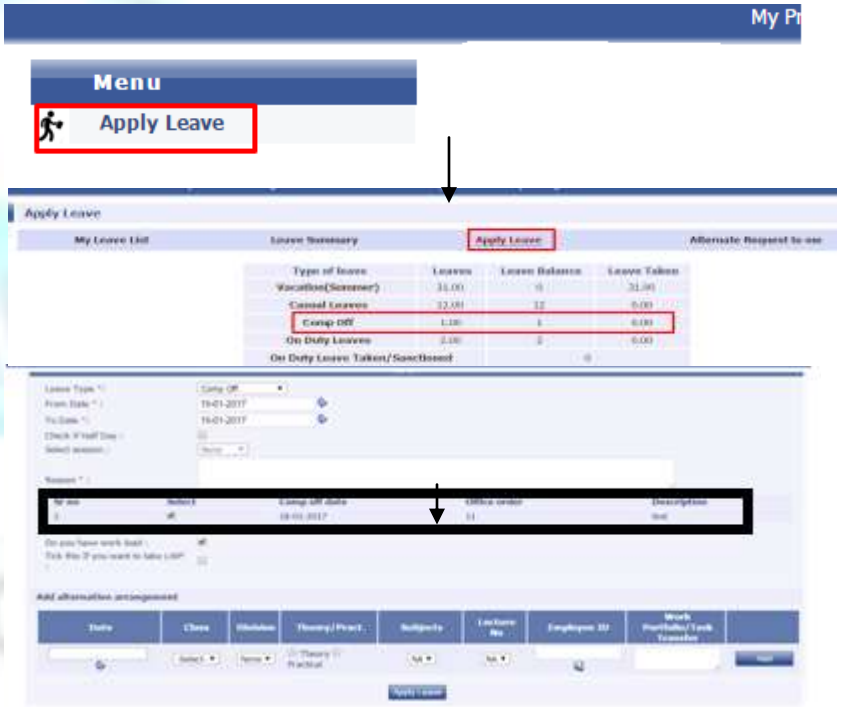
↓

If you have load Check the check box of Load and fill all the details

↓

Click on Apply Leave

SCREEN



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CLOUD NXT VISION

Access Of apply Back date leave:

STEPS

HOD Login

↓

Leave Management

↓

Click Back date Setting

↓

Select Department

↓

Select Employee

↓

Click on Search

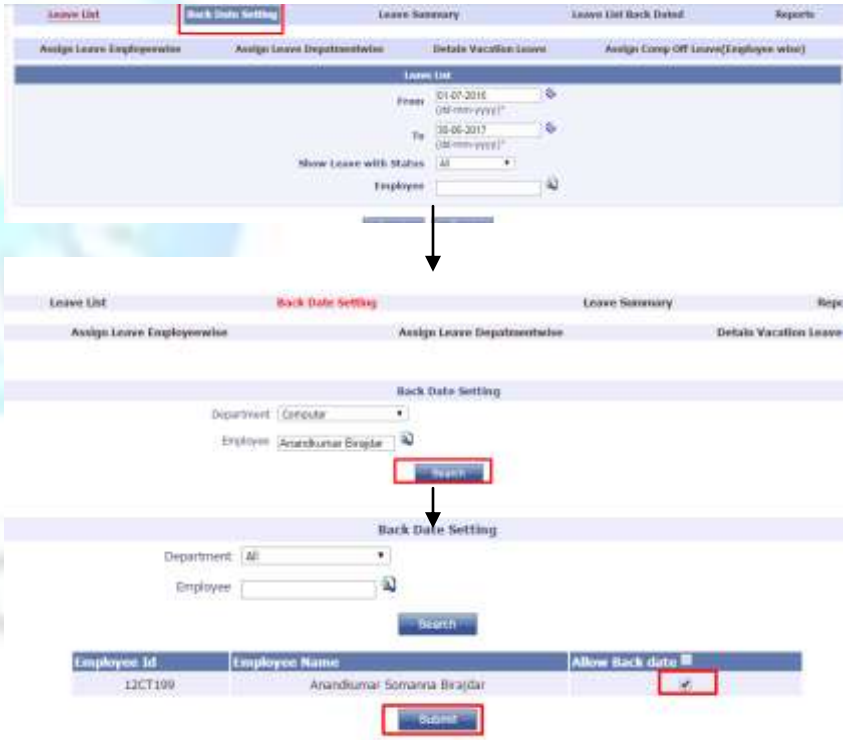
↓

Check the check box of Allow Back Date

↓

Click on Submit

SCREEN



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How to Recommend Leave:

STEPS	SCREEN
HOD Login	
Leave Management	
Click on Detailed view	
Click on Recommend / Click on Delete if you want to delete the leave	

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Steps to sanction leave from Final Authority login:

STEPS

Principale's / Registrar's Login

↓

Leave Management

↓

Click on Detailed view / Click on Highlighed Eye Symbol

↓

Click on sanction / Click on Delete if you want to delete the leave

SCREEN

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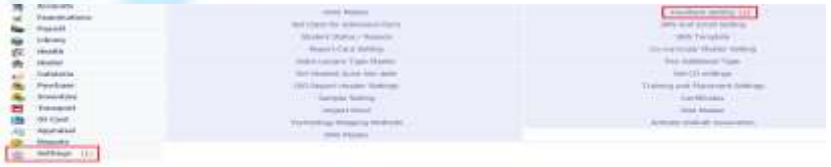
10. Feedback

- For taking feedback from student you have to do some basic settings.

10.1. Feedback Settings:

10.1.1. Feedback turn Setting:

STEPS	SCREEN
	

Admin / Faculty Login

↓

Settings

↓

Feedback Settings

↓

Feedback Turn Setting

↓

Click the radio button for which you want to set the feedback.

↓

Set student attendance date range which you want to consider for feedback.

↓

Click on Set Turn.

↓

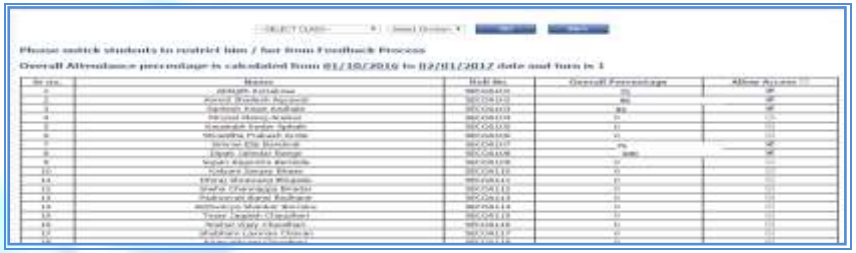
Student list will display whos Attendance percentage is greater that 75%

↓

You also can allow other students by check the check box of students whose attendance is less than 75%.

↓

Click on Submit



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Note:

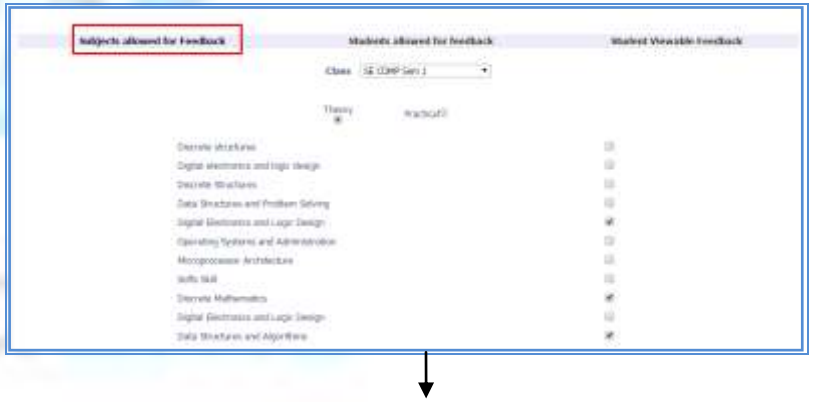
- Feedback turn setting not visible then click on student viewable feedback first.

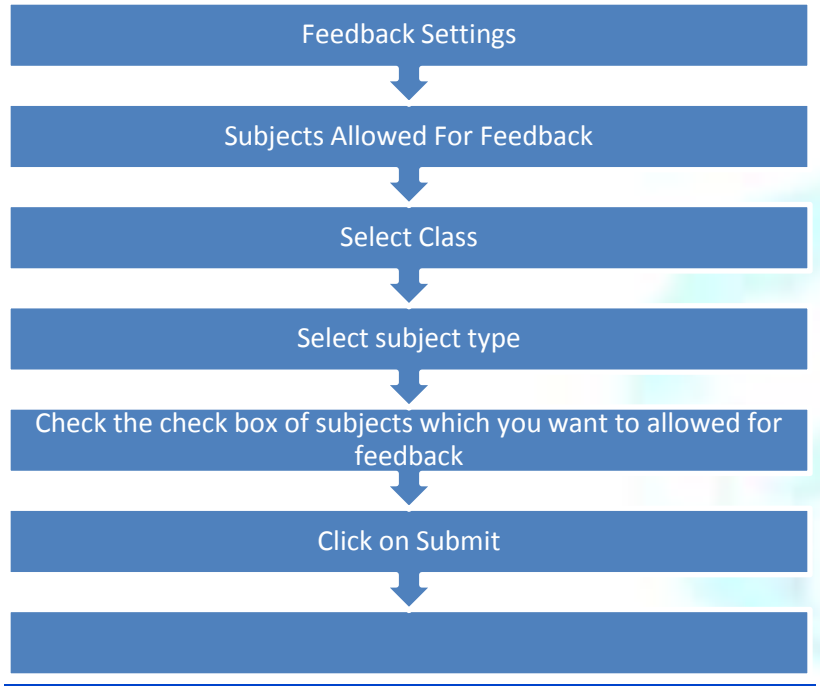
10.1.2. Subject Allowed For Feedback:

- You have to select subject for particular class for feedback.

STEPS

SCREEN



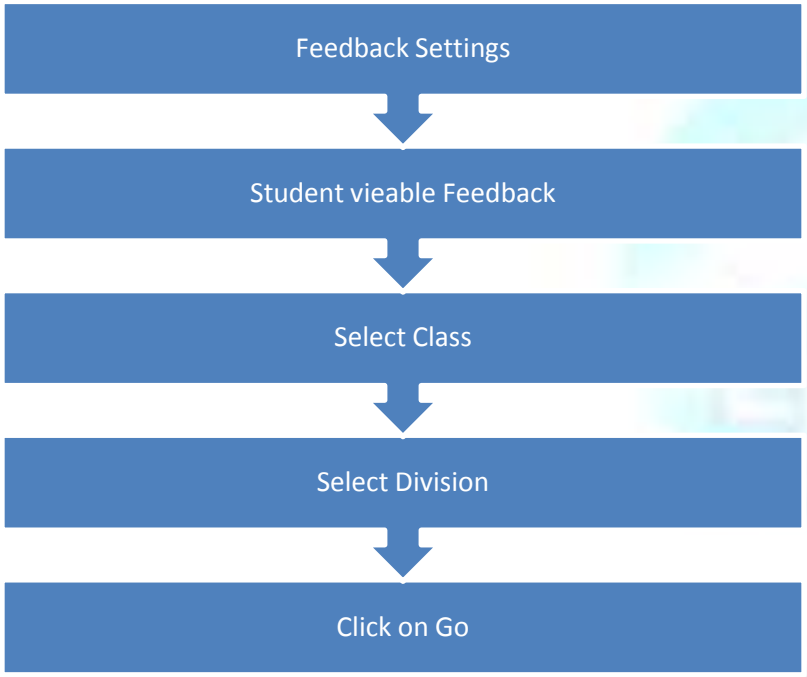


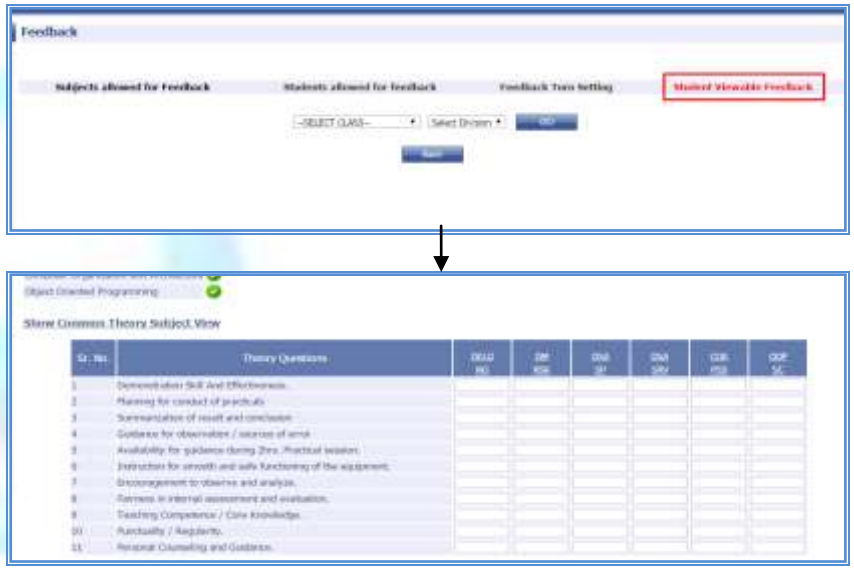
10.1.3. Student Viewable Feedback:

- Student can view feedback in this format.

STEPS

SCREEN





10.2. Feedback Report:

Teacher vise report:

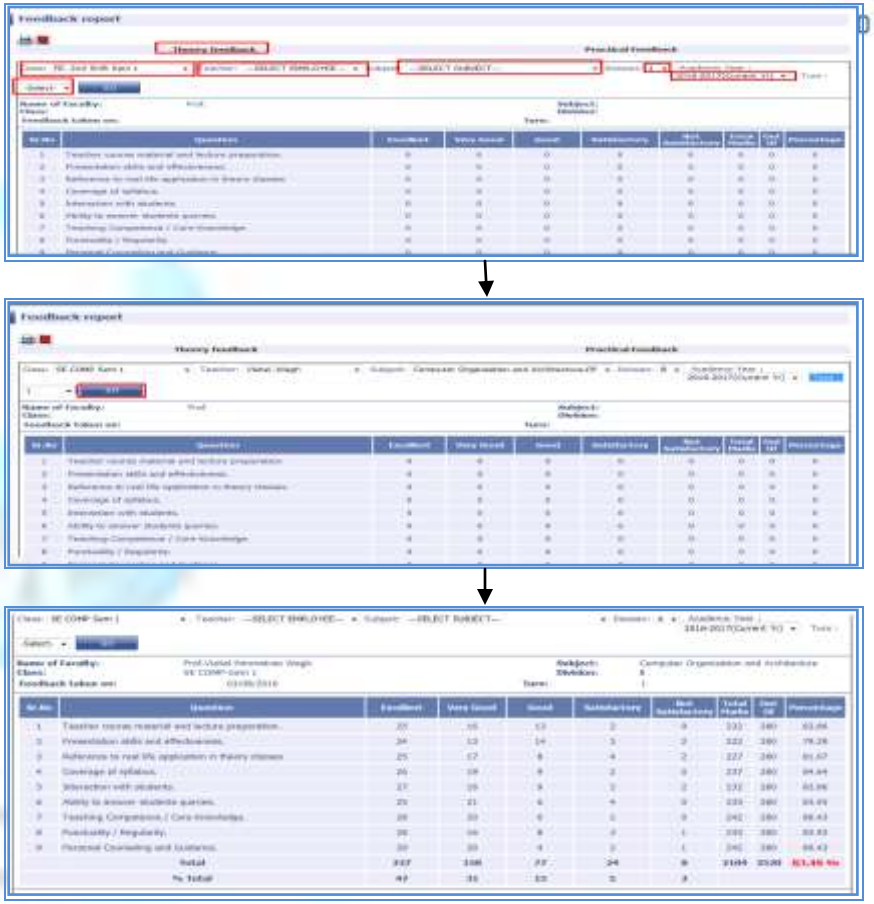
10.2.1. Teacher Wise Report:

- In this report you can view feedback faculty wise.

STEPS

Report
↓
Feedback Report
↓
Click on Teacher wise Report
↓
Select Class
↓
Select Teacher
↓
Select Subject
↓
Select Division
↓
Select Turn
↓
Click on Go

SCREEN



Note:

- Same process for practical subject and respective teacher.

10.2.2. Student Suggestion Report

- You can view suggestions given by student

STEPS

Report

Feedback Report

Select Department

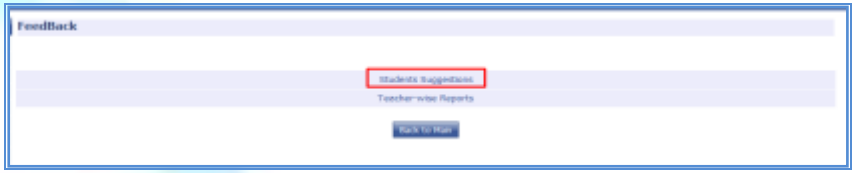
Select Acad year

Select Semester

Select Turn

Click on Search

SCREEN



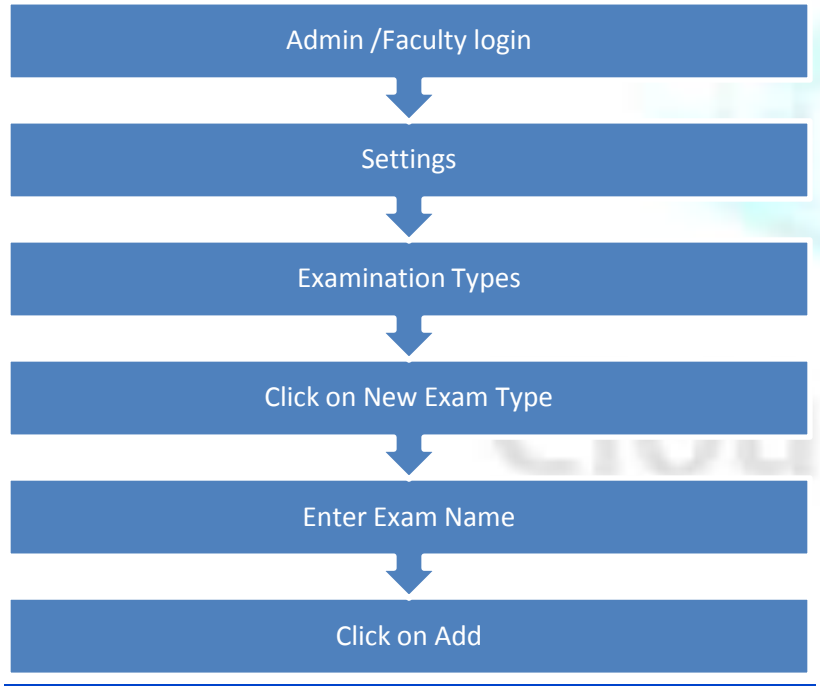
11. Examination:

- There are some basic settings for Examination.

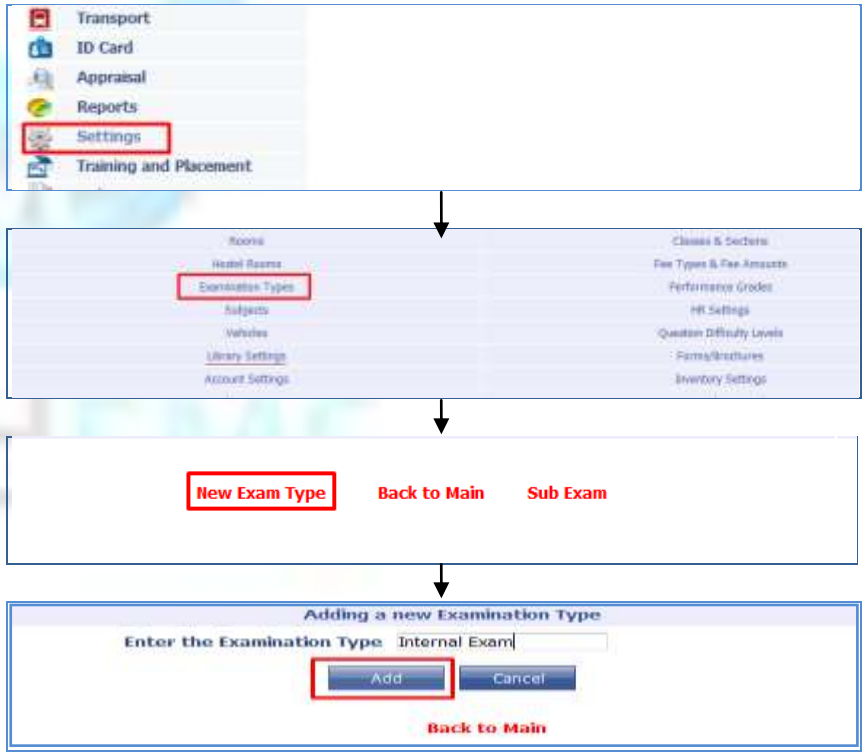
11.1. Examination Settings:

- For adding examination types

STEPS



SCREEN



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For Adding Sub Exam Type:

STEPS

Admin /Faculty login

↓

Settings

↓

Examination Types

↓

Click on Sub Exam type

↓

Select Main Exam type

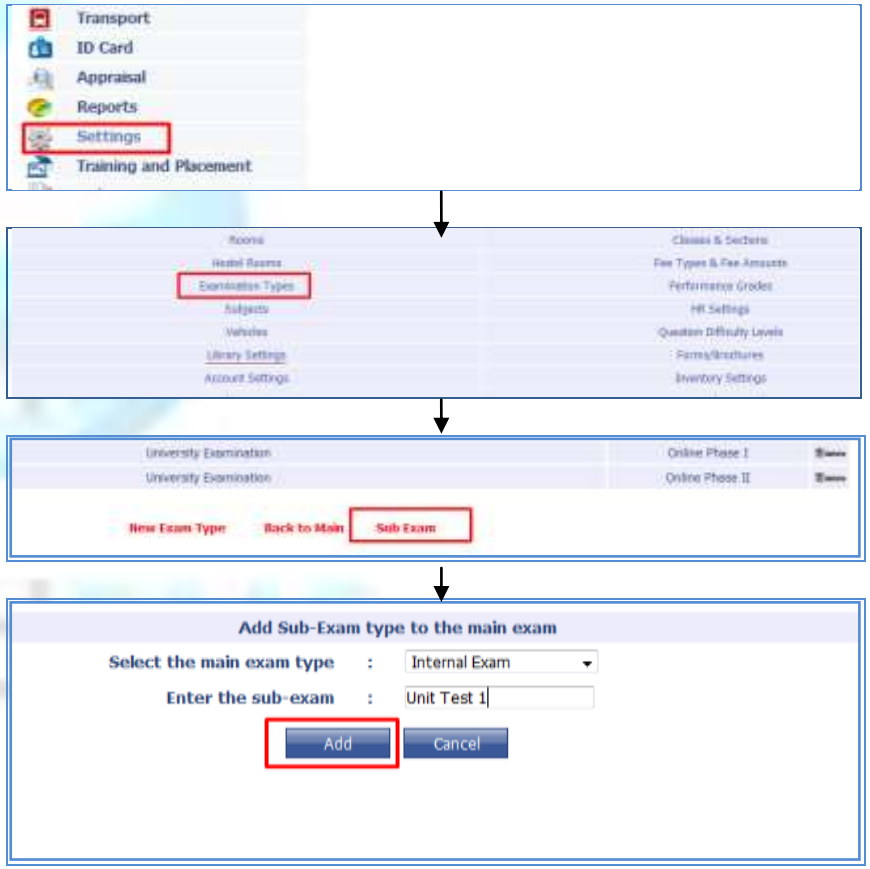
↓

Enter Sub Exam Name

↓

Click on Add

SCREEN



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11.2. Prepare Schedule:

STEPS

- Admin /Faculty login
- Examination
- Prepare Schedule
- Select Main Exam type
- Select Sub Exam Name
- Select Class And Division for which you want to prepare timetable
- Click on Submit
- Check the check box of Subject for which you want top prepare exan schedule
- Select Date and From and To time.
- Click on Submit
- Select from roll no, to roll number, room number and Supervisor for preparing seating arrangement.
- Click on Done.

SCREEN

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11.3. View Schedule:

STEPS

- Admin /Faculty login
- Examination
- View Schedule
- Select Main Exam type
- Select Class And Division
- Select Sub Exam Type
- Click on Submit

SCREEN

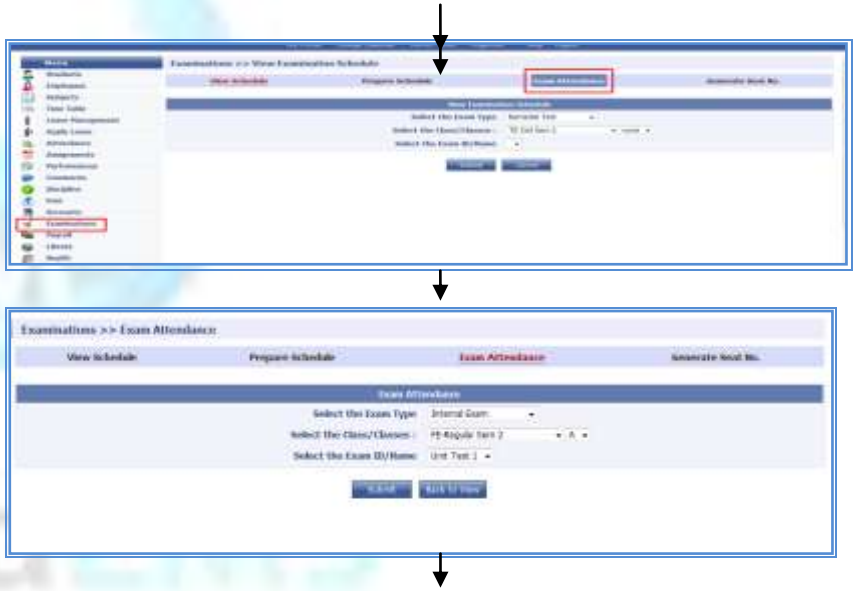
Note: You can Edit the schedule by click on Edit.

11.4. Examination Attendance:

- For adding marks Examination attendance is necessary.

STEPS

SCREEN



Admin /Faculty login

Examination

Examiantion Attendance

Select Main Exam type

Select Class And Division

Select Sub Exam Type

Click on Submit

We just need to un-tick those students who were absent for the exam

Click on submit

12. Performance:

- It is necessary to adding marks.

CLOUD NXT VISION

STEPS

- Admin /Faculty login
- Performance
- Click on adding Marks
- Select Main Exam type
- Select Class And Division
- Click on Submit
- Select Sub Exam Type
- Click on Submit
- Check the check box for which Subject you want to add marks.
- Enter maximum marks for that subject
- Click on enter marks.
- Enter marks for present student only for absent student by default it shows AB.
- Click on Done.

SCREEN

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12.1. Reports:

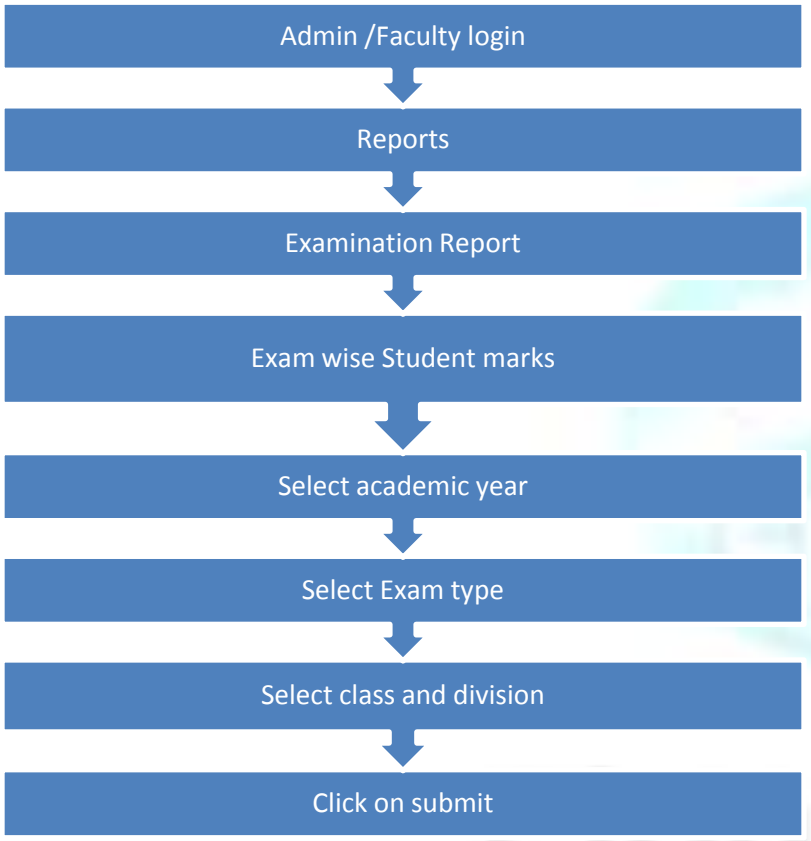
- There are different types of examination reports.
- Exam wise student marks
- Dept/Class wise Performance Report
- Class Wise Exam failed /absent student report
- Remedial Test Report
- Supervision report
- End term submission report
- End term unit test marks
- Result Analysis Report

12.1.1. Exam Wise Student Marks:

- In this report faculty can view student's exam wise marks.

STEPS

SCREEN



If marks are not entered for subject then it will display as N/A

If student is absent it will display as A

12.1.2. Dept/Class wise Performance Report

- This report will display class wise or department wise report of that particular faculty.

CLOUD NXT VISION

STEPS

SCREEN

Admin /Faculty login

Reports

Examinaion Report

Dept/classwise performance report

Select radio button of class wise/dept wise

Select academic year

Select Class and division

Select Exam type

Select Subexam type

Click on Submit

12.1.3. Class Wise Exam failed /absent student report:

- This report will show list of absent and failed student for selected subject.

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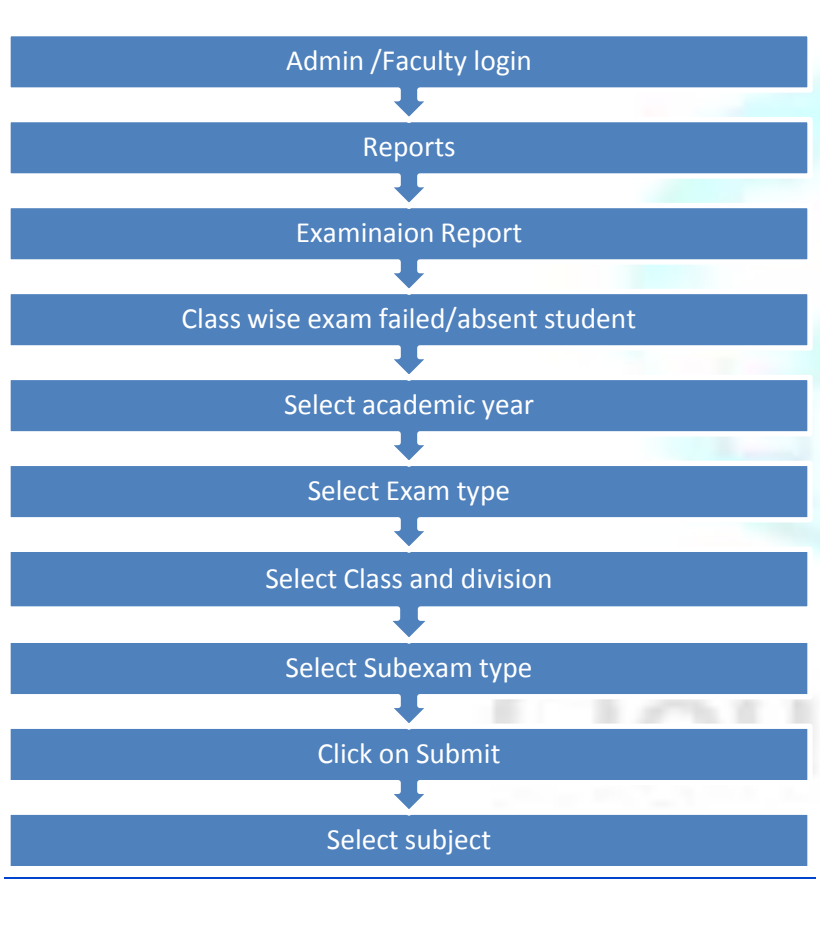
STEPS

SCREEN



12.1.4. Remedial Test Report:

- You can view the result of remedial test.

CLOUD NXT VISION

STEPS

SCREEN

Admin /Faculty login

Reports

Examinaion Report

Remedial Test Report

Select radio button of class wise or dept. wise

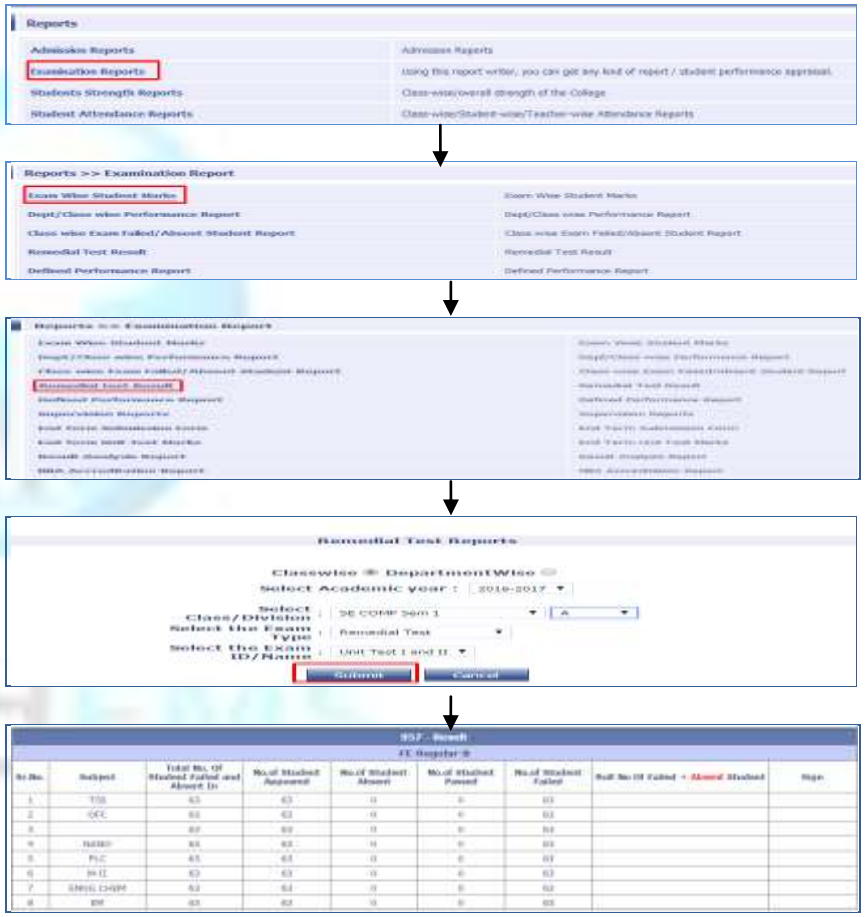
Select academic year

Select Class and division

Select Exam type

Select Subexam type

Click on Submit



12.1.5. Supervision report:

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STEPS

SCREEN

Admin /Faculty login

Reports

Examinaion Report

Supervision Report

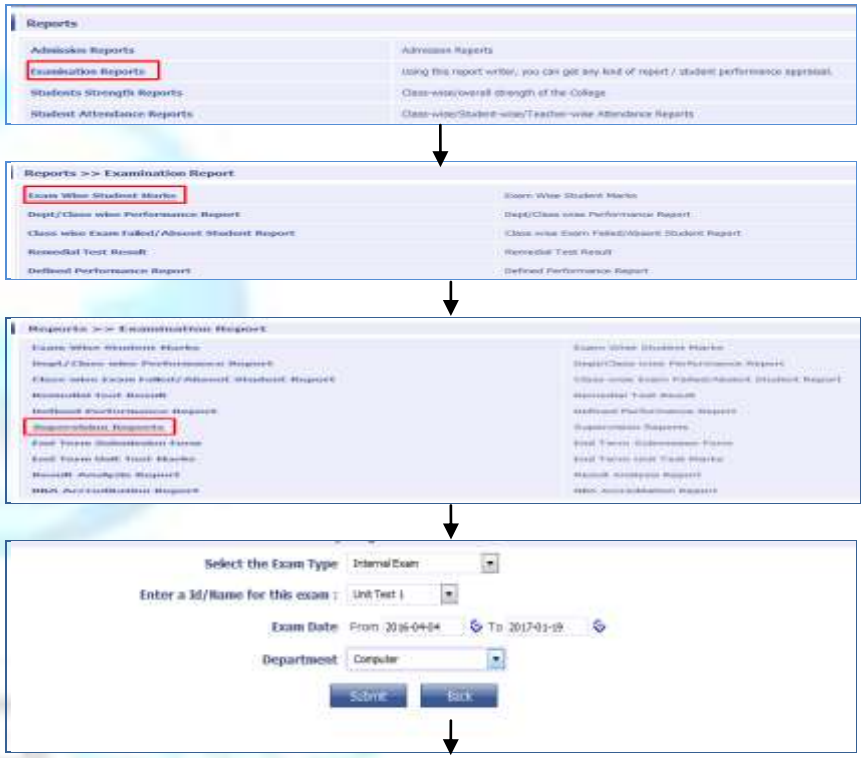
Select Exam type

Select Subexam type

Select date range

Select computer

Click on Submit



12.1.6. End Term submission Report

CLOUD NXT VISION

STEPS

Admin /Faculty login

↓

Reports

↓

Examinaion Report

↓

End term submission report

↓

Search Student

↓

Click on Search

↓

Check the check box of student

↓

Click on Print Excel

↓

Click on Submit

SCREEN

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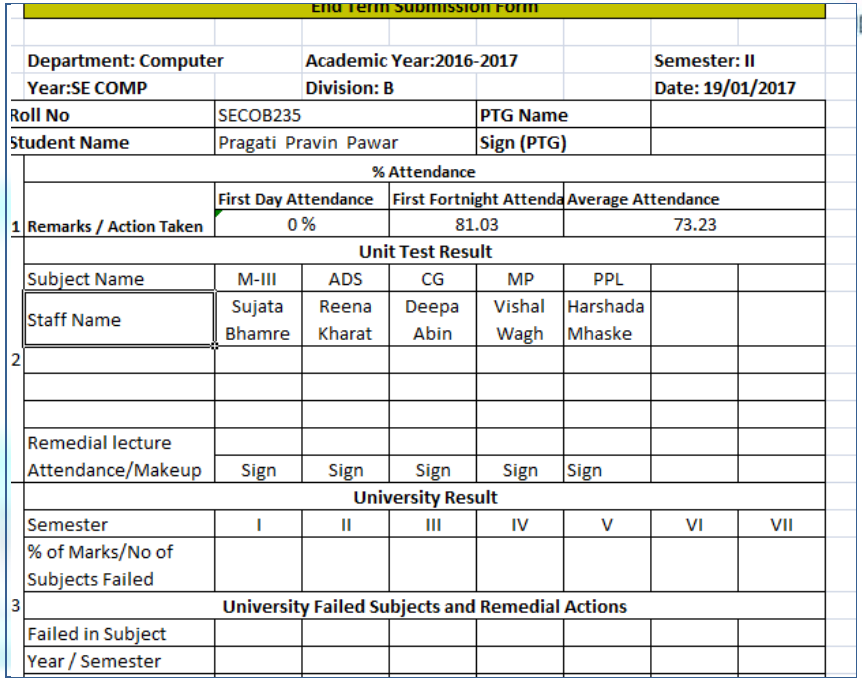


	End Term Submission Form						
	Department: Computer	Academic Year:2016-2017			Semester: II		
	Year:SE COMP	Division: B			Date: 19/01/2017		
	Roll No	SECOB235		PTG Name			
	Student Name	Pragati Pravin Pawar		Sign (PTG)			
	% Attendance						
		First Day Attendance	First Fortnight Attenda	Average Attendance			
1	Remarks / Action Taken	0 %	81.03	73.23			
	Unit Test Result						
	Subject Name	M-III	ADS	CG	MP	PPL		
	Staff Name	Sujata Bhamre	Reena Kharat	Deepa Abin	Vishal Wagh	Harshada Mhaske		
2								
	Remedial lecture Attendance/Makeup	Sign	Sign	Sign	Sign	Sign		
	University Result							
	Semester	I	II	III	IV	V	VI	VII
	% of Marks/No of Subjects Failed							
3	University Failed Subjects and Remedial Actions							
	Failed in Subject							
	Year / Semester							

12.1.7. End Term Unit Test Marks:

CLOUD NXT VISION

STEPS

Admin /Faculty login

↓

Reports

↓

Examinaion Report

↓

End term unit test marks

↓

Select Academic year

↓

Select exam type

↓

Select Class and div.

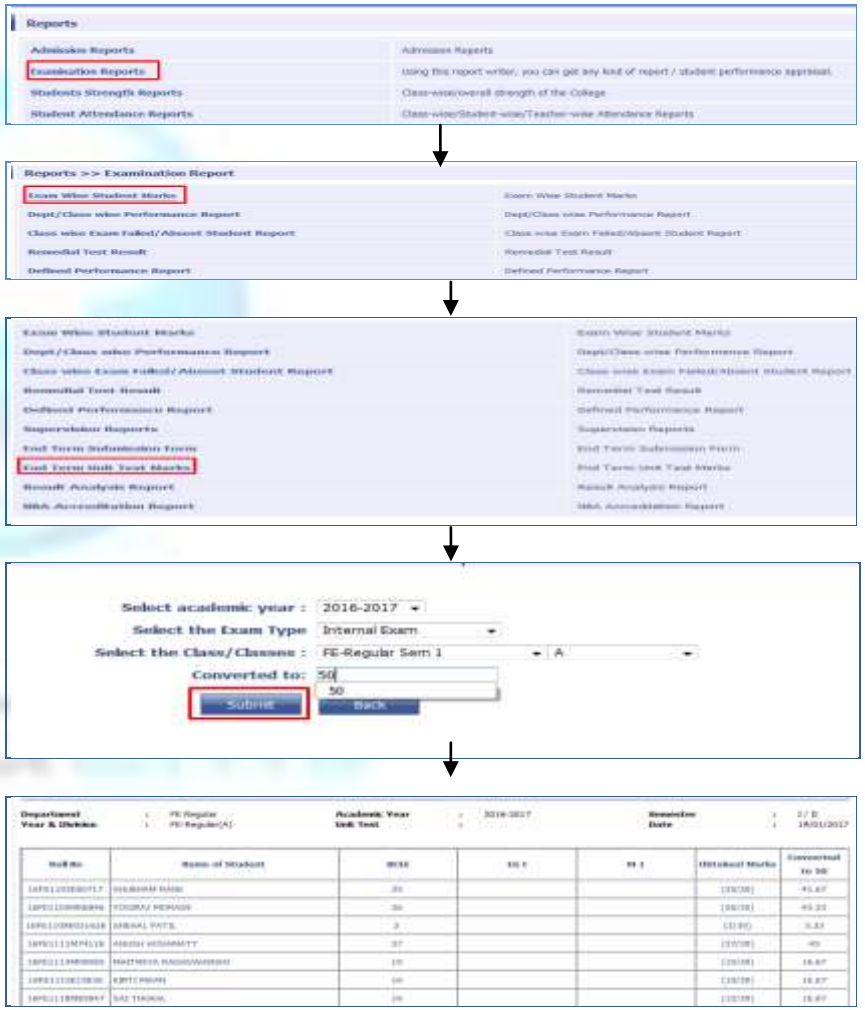
↓

Enter Converted to marks

↓

Click on Submit

SCREEN



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12.1.8. Result Analysis Report:

This report shows all unit tests' result of semester.

STEPS

Admin /Faculty login

↓

Reports

↓

Examinaion Report

↓

Result Analysis Report

↓

Select Academic year

↓

Select exam type

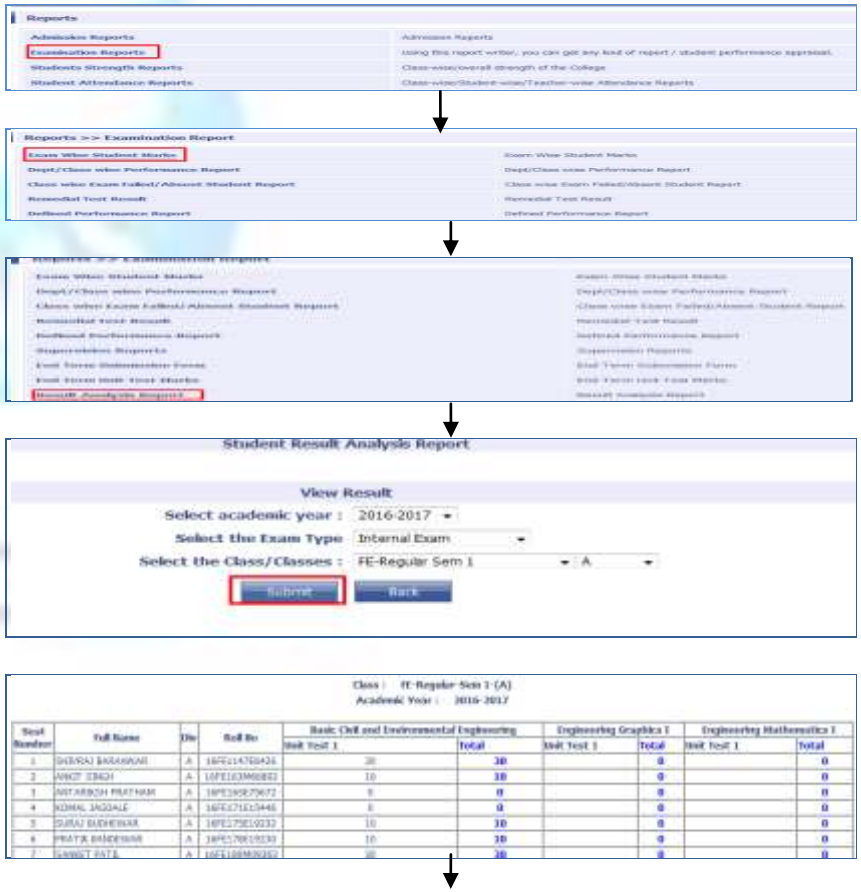
↓

Select Class and div.

↓

Click on Submit

SCREEN



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13. ID Cards:

- You can Print ID cards from ERP.

STEPS

Admin /Faculty login

ID Card

For printing student ID card in bulk

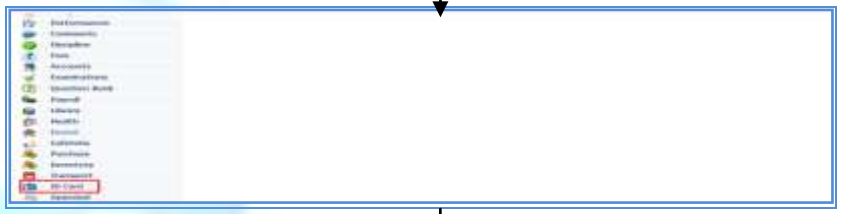
Select Class And Division

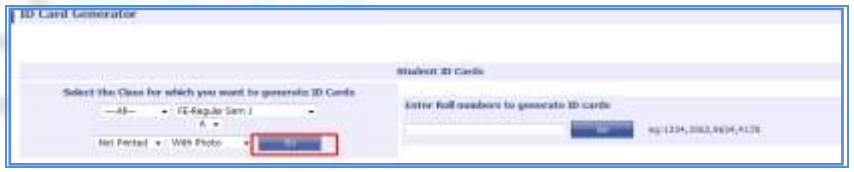
Click on Go

Check the check box for which you want to print the ID card.

Click on Print

SCREEN





If you want to print attendance for single student:

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CLOUD NXT VISION

STEPS

Admin /Faculty login

ID Card

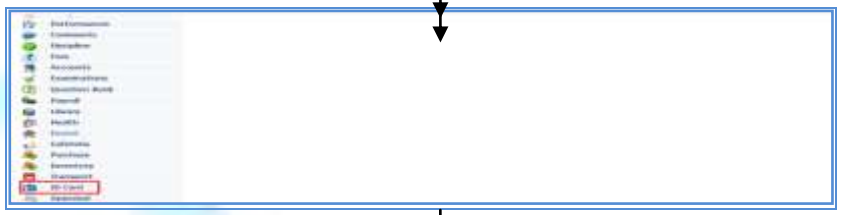
Enter Addmission No

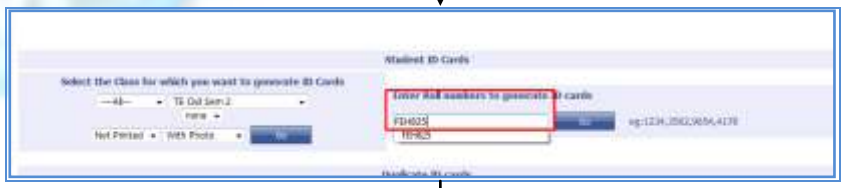
Click on Go

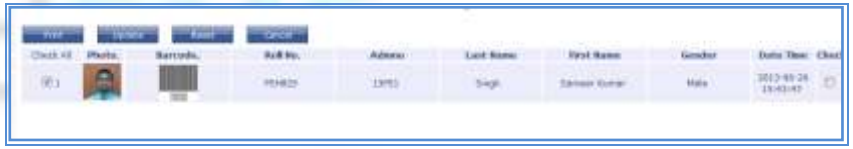
Check the check box of student

Click on Print

SCREEN







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14. SMS Template:

- For sending SMS you have prepare SMS Template

STEPS

Admin /Faculty login

↓

Settings

↓

SMS Template

↓

Select Module name from the dropdown list, give Tamplate Name Eg.Guest Lecture in below screen shot.

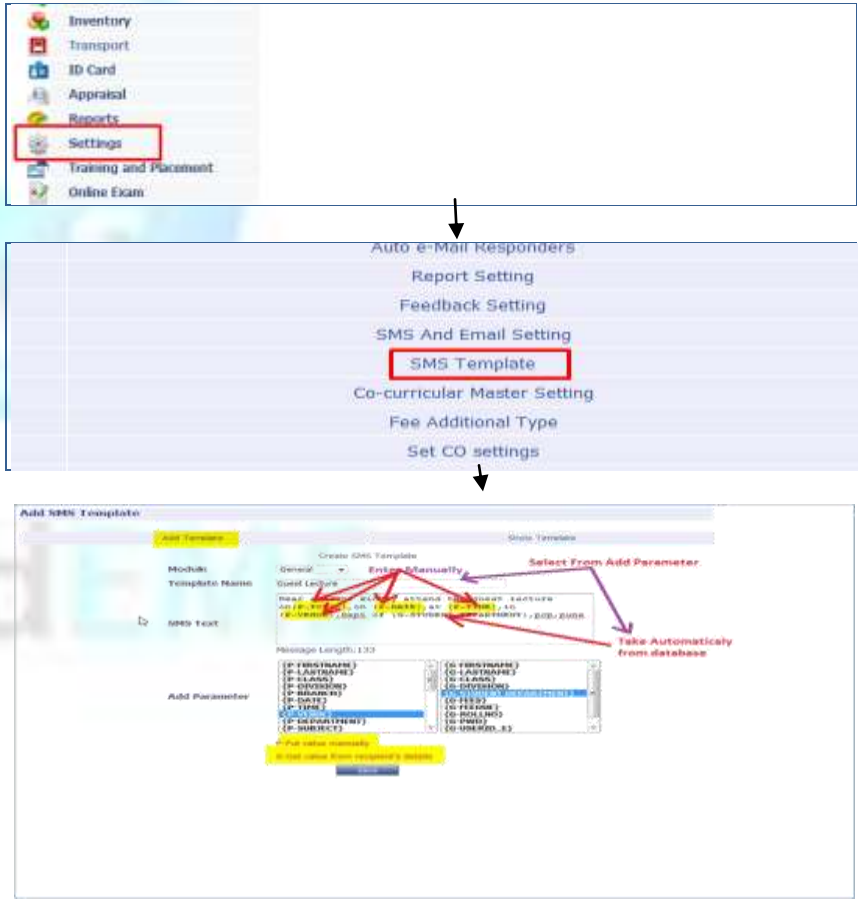
↓

Type SMS Text and Select Parameter from “Add Parameter” which you want add in the SMS body.

↓

Click on “Save”.

SCREEN



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For view Template:

STEPS

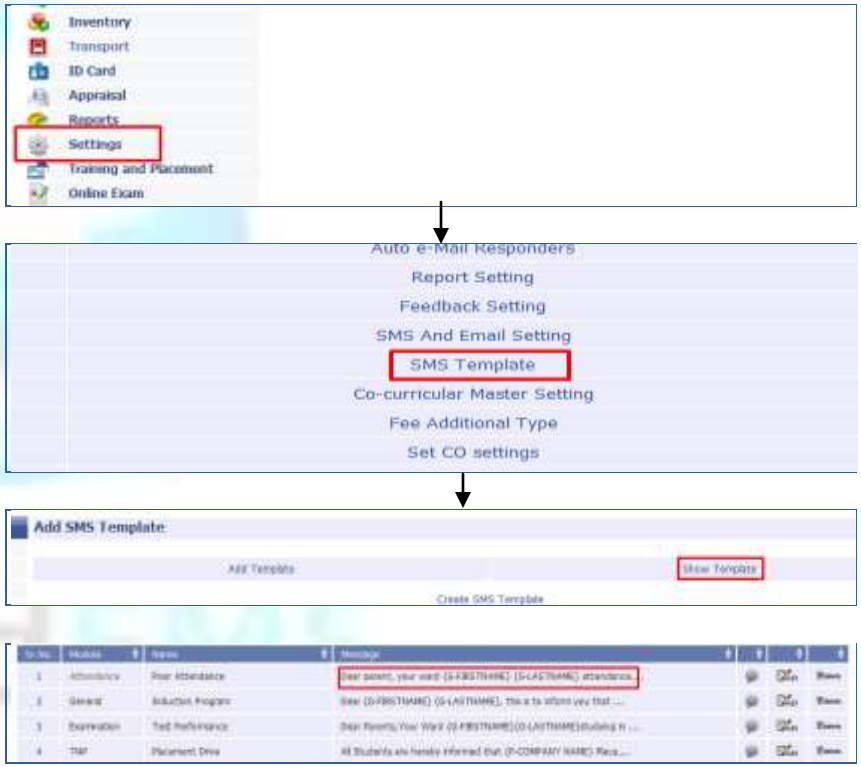
Admin /Faculty login

Settings

SMS Template

Show Template

SCREEN



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14.1. Send SMS

STEPS

Admin /Faculty login

Student

Send SMS

Click on the respective template from the given template list to send the SMS.

Enter P-Parameter

Select the Radio Button, to whom you want to send SMS. Click on select member.

Select department, class and division click on go. List of the students with respective department, class and division will appear

Select the students to add in the list

Now tick those names you want to send SMS and click on Send

SCREEN

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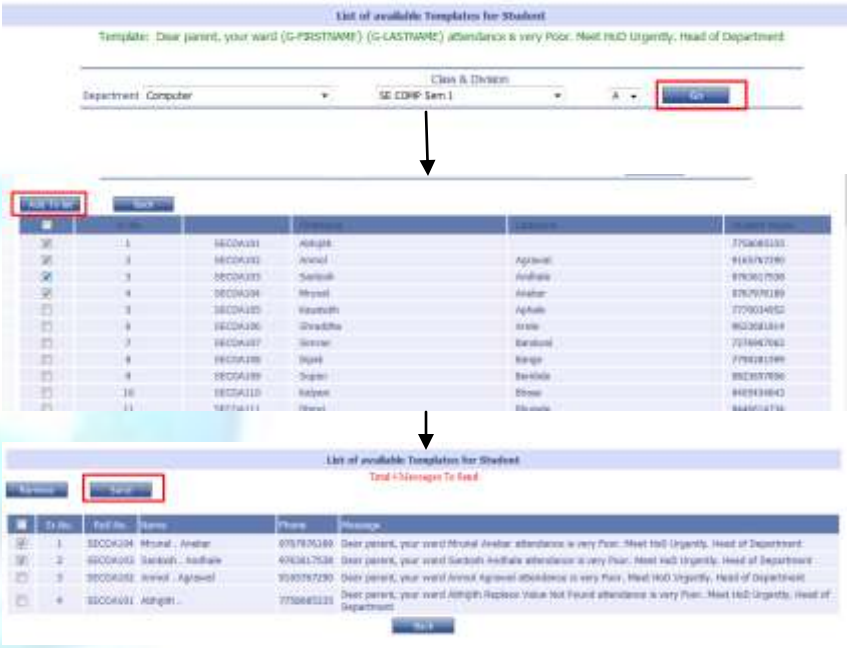


NOTE: **(NOTE – G parameters are automatically retrieved from the database Where as P parameters are needed to be entered such as DATE)**

You can also remove student from the list by click on remove. As shown in last screen shot.

15. Assignment:

15.1. Assigning Assignment:

- Faculty can assign a assignment to student and student can view his assignment from his own login.
- Faculty can upload all types of document like PDF, PPT, word file, Excel etc.

STEPS

SCREEN

Admin /Faculty login

Assignment

Assigning assignment

Select Class, Div and subject for which you have to assign the assignment.

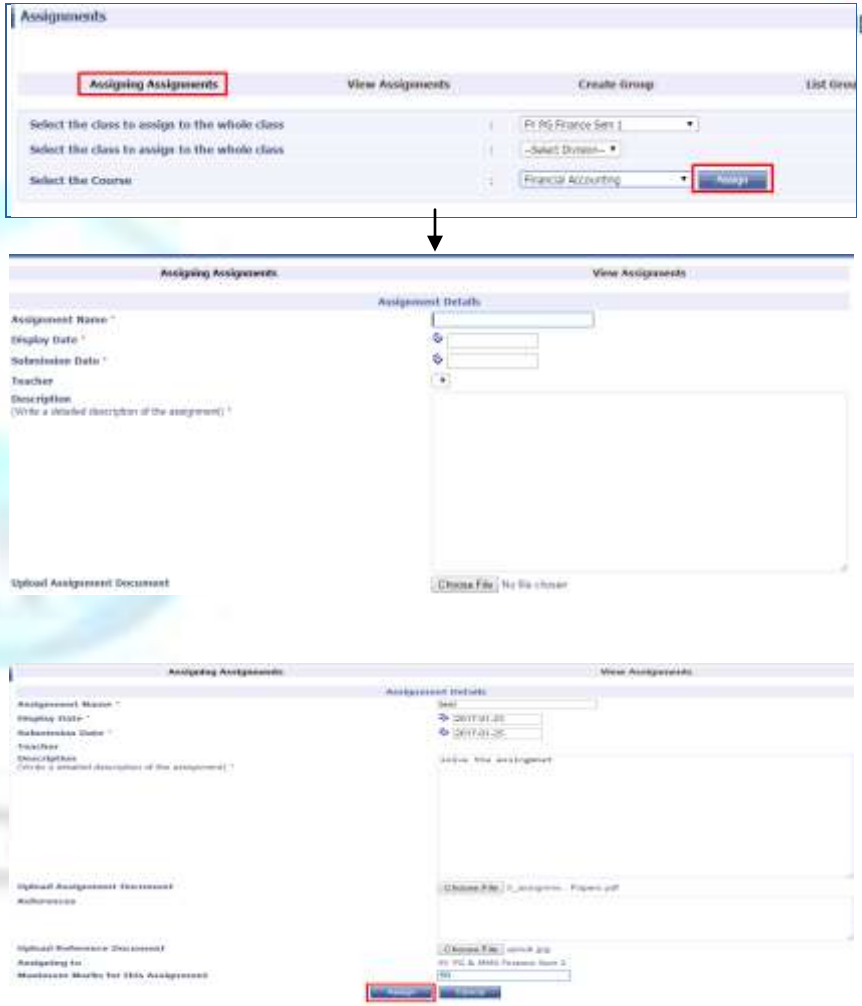
Click on Assign.

Enter asignment name, Display date,Submission date,Description and upload assignment document

Give references and upload reference document

Enter maximum marks

Click on Assign



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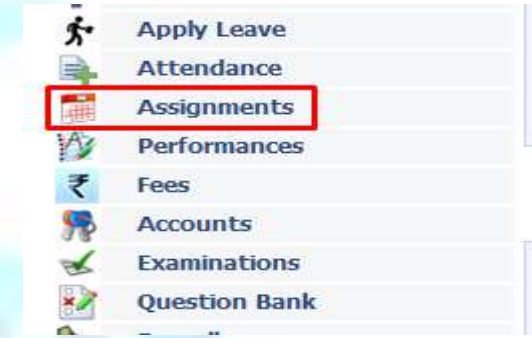
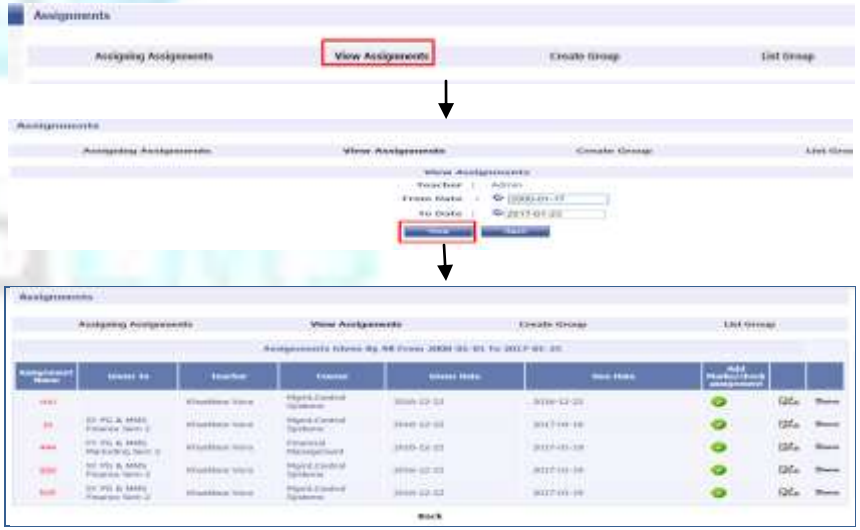
15.2. View Assignment:

STEPS

- Admin /Faculty login
- Assignment
- View assignment
- Select Date range
- Click on view
- Click on Edit for editing assignment delete for delete the assignment.
- Click on Highlighted area as shown in screen shot
- Click on Submit

SCREEN





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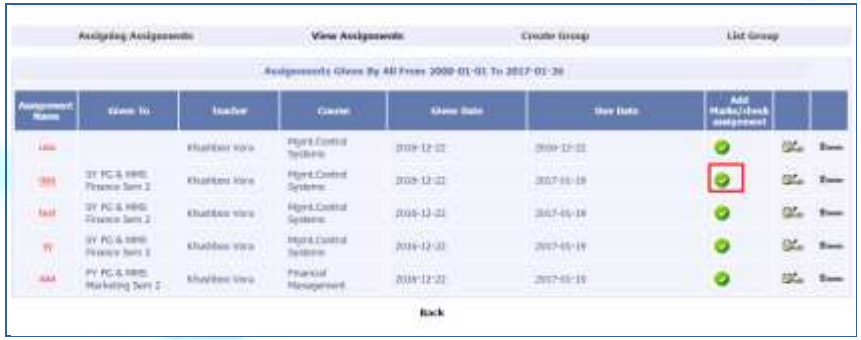
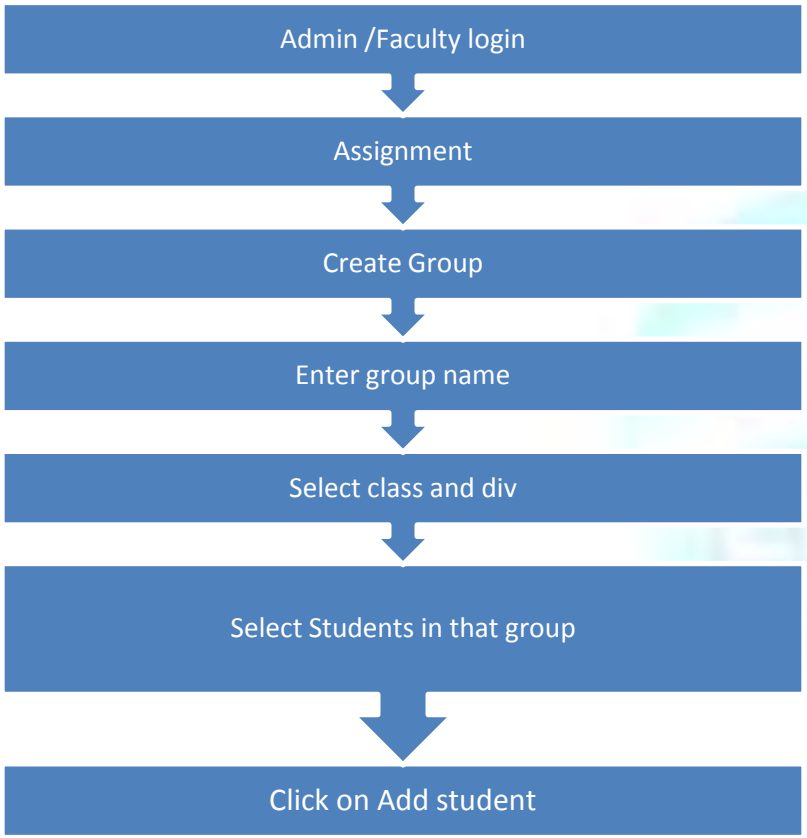


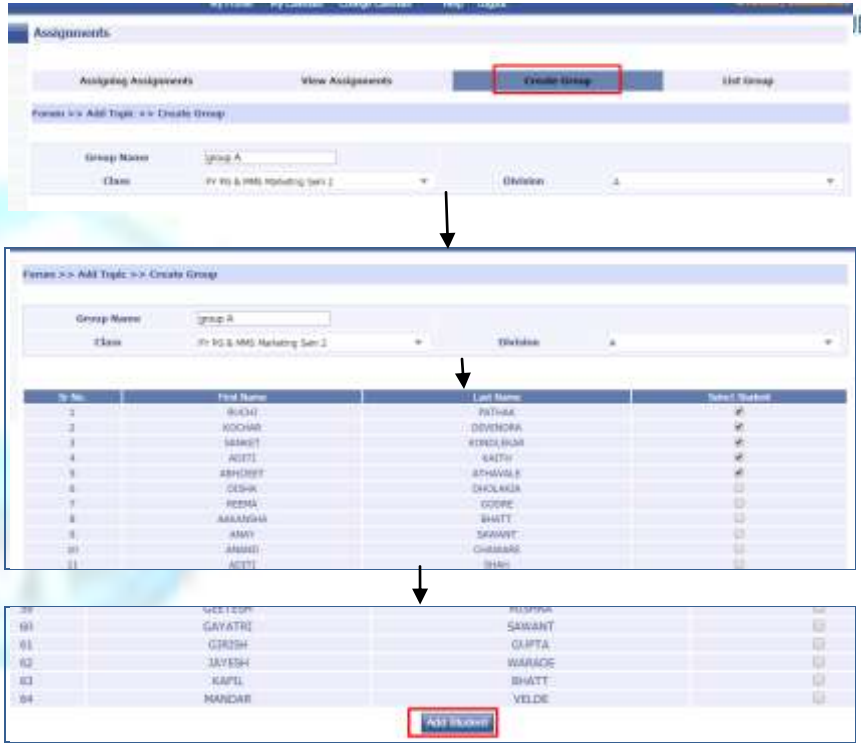
15.3. Create Group

- If faculty wants to assign assignment group wise the first create group then assign assignment group wise.

STEPS

SCREEN





15.4. List Group:

- Faculty can view the list of groups.

CLOUD NXT VISION

STEPS

Admin /Faculty login

Assignment

List Group

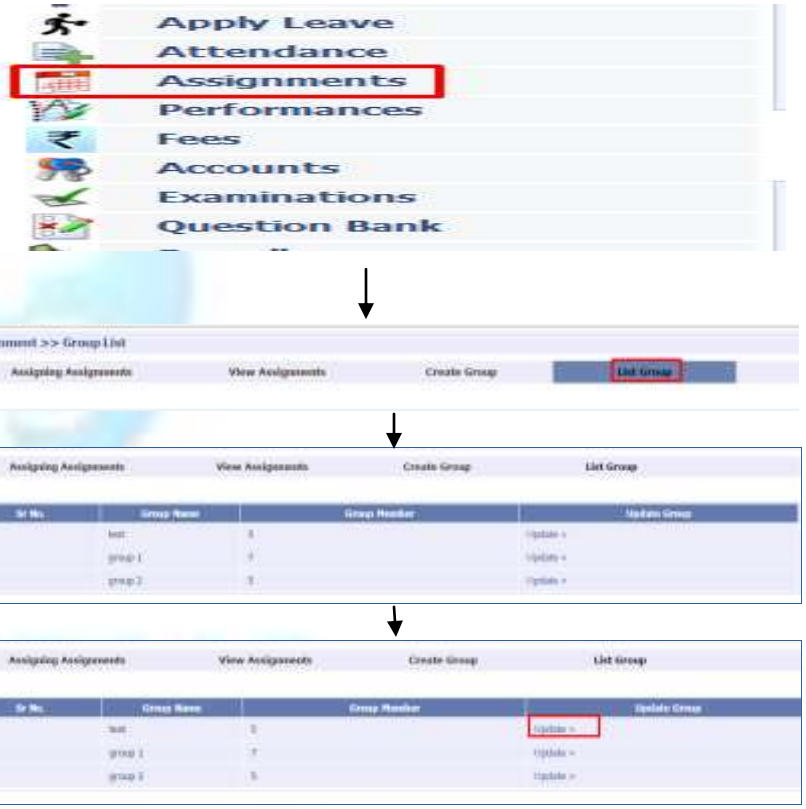
Click on update if you want to update the group

Select class and div

Select Students in that group

Click on Add student

SCREEN



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- For assigning assignment group wise procedure is same as assigning assignment class wise just select the created group.
- You can also assign the assignment single student wise in last window.

STEPS

SCREEN

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Admin /Faculty login

Assignment

Assign assignment

Enter student name or search student as per search criteria

Click on Search

Check the check box of student

Click on Assign

Follow the process of assigning assignment

16. Online Examination:

- You can assign the examination

16.1. Student:

- You can view the list of students.

16.1.1. Student:

STEPS

Admin /Faculty login

Online Exam

Student

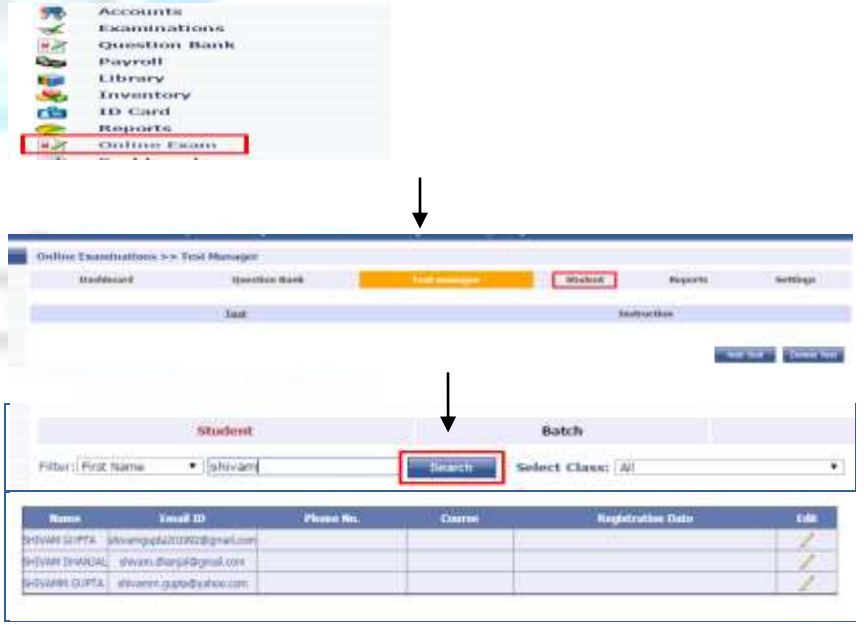
Click on Student

Select search criteria

Enter name as per criteria

Click on Search

SCREEN



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16.1.2. Batch:

- You have to create batch students to assign test to particular batch.

STEPS

SCREEN

Admin /Faculty login

Online Exam

Student

Click on Student

Select Batch

Click on Add Batch

Enter batch name

Enter Start name and end date

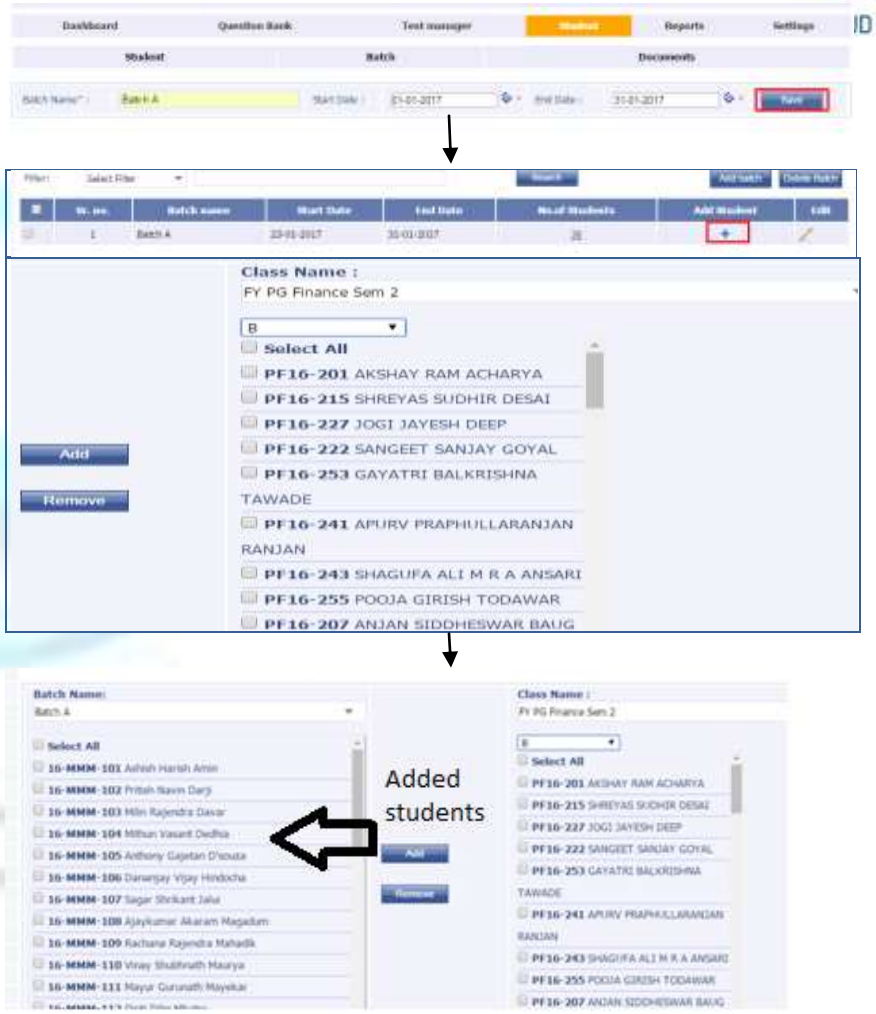
Click on Save

For adding student click on "+" Sign of add student

Select class and divsion

Check the check box of students or select all

Click on Add for adding student in the batch.



Note: For removing student check the check box of selected student and click on remove.

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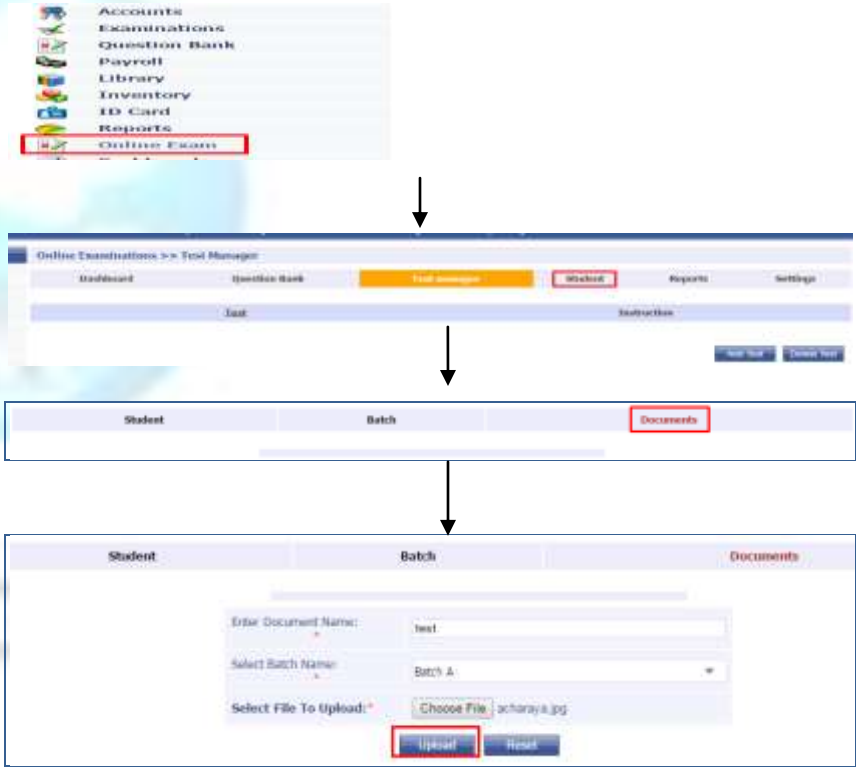
16.1.3. Document:

STEPS

- Admin /Faculty login
- Online Exam
- Student
- Click on Document
- Enter Document name
- Select batch
- Upload document
- Click on Upload

SCREEN



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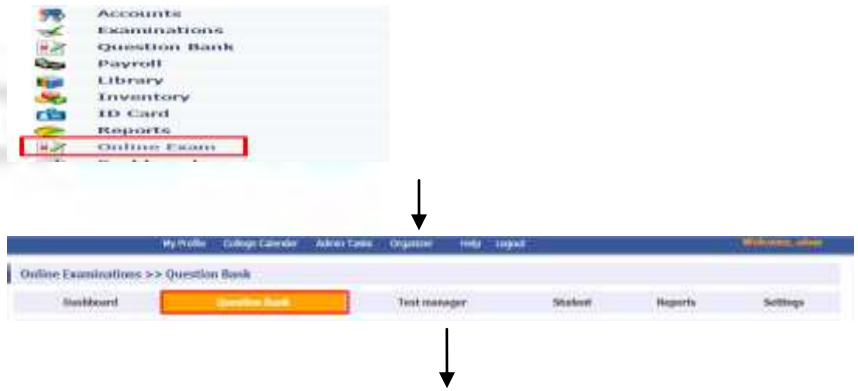
16.2. Question Bank:

- You can add questions for test.

STEPS

SCREEN



Admin /Faculty login

Online Exam

Question Bank

Click on Add Question

Select Class

Select Subject

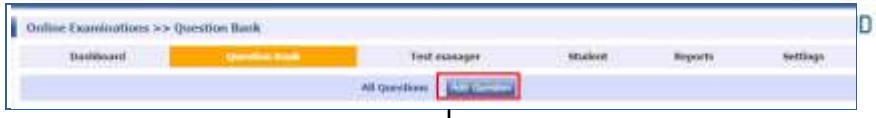
Select question Type

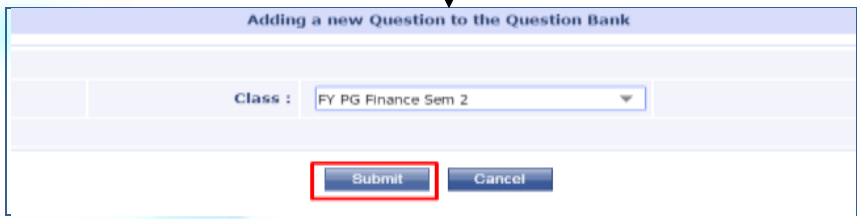
Download the excel sheet for adding questions in bulk | Enter question and save that excel

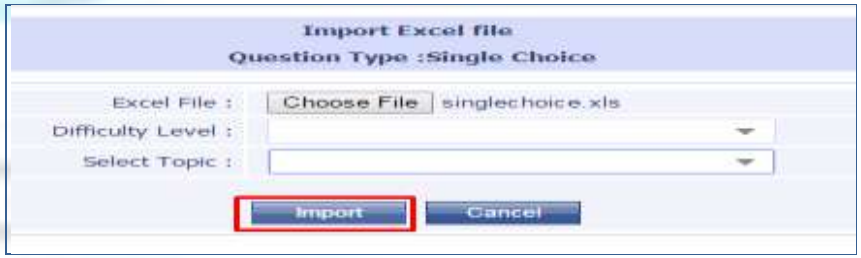
Click on Import Excel

Select that excel

Click on Import







- You can add single questions also instead of click on import excel enter Option number Click on Add.
- Add question enter Options select correct answer click on Submit.

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16.3. Test Manager:

- You can create test and assign to particular batch.

16.3.1. Instruction:

- You can add instruction for student for particular test.

STEPS

Admin /Faculty login

Online Exam

Test Manager

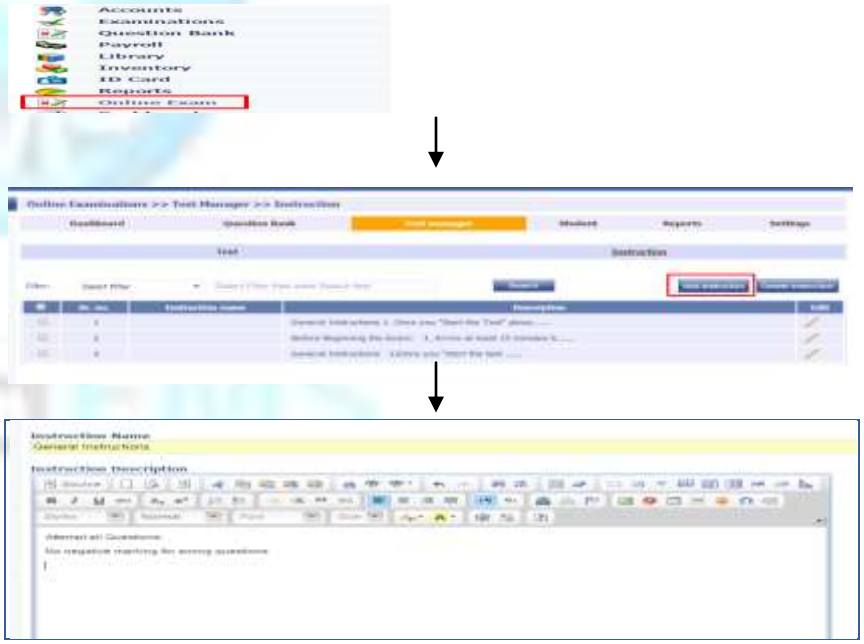
Click on Instruction

Enter Instruction name

Description

Click on Save

SCREEN



16.3.2. Test:

STEPS

SCREEN

CLOUD NXT VISION

Admin /Faculty login

Online Exam

Test Manager

Add Test

Enter test name and description and all data shown in screen shot

Click on Save

For adding question to selected test click on highlighed sign.

Search question

Check the check box of question enter possitive marks and negative marks

Click on Submit.

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