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# RAMANUJAN Post Installation Quick Set Up Guide

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V 2.0

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# Preface

Welcome to RAMANUJAN User Guide! This guide provides information to help you get started with RAMANUJAN the Institute Resource Planning Suite. It provides steps to quick start RAMANUJAN and import regulations required for an institution. Please note that this guide is for internal purpose only.

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# 1. Quick Start RAMANUJAN

This guide describes how to quick start RAMANUJAN application after installation and make it ready to use for a particular educational institution. It has steps to setup various data required in the application. The steps below should be followed in that order.

## 1.1: Academic Calendar

### 1.1.1 Steps to set up Institute Working Days

1. Login as admin type user in the RAMANUJAN.
2. From top menu, select section Central Controller -> Admin
3. By default the INSTITUTE WORKING DAYS page is displayed.



4. Select an academic year from the drop down list
5. Select dates that fall under this academic year from the available calendar pop-ups for the semester 1 and semester 2 for that academic year. The dates should be chosen in such a way that all the course working days fall as a subset of the Institute working days.
6. Click Submit.

### 1.1.2 Steps to enter HOLIDAYS

1. Login as admin type user in the RAMANUJAN.
2. From top menu, select section Central Controller -> Admin
3. Select the HOLIDAY tab.

The screenshot shows the 'YEAR PLANNER' application with the 'HOLIDAYS' tab selected. At the top, there are tabs for 'INSTITUTE WORKING DAYS' and 'HOLIDAYS'. Below this is a table with the following structure:

DATE	TITLE	DESCRIPTION	ACTION
2018-04-18			<input checked="" type="checkbox"/>

Below the table is a large empty text area for entering details. The interface also includes a date picker for the DATE field.

4. Select holiday date from the calendar pop up.
5. Enter holiday title and description. Click
6. Repeat the steps above to enter all the holidays as per institute requirements.

### 1.1.3 Steps to enter EVENTS

1. Login as admin type user in the RAMANUJAN.
2. From top menu, select section Central Controller -> Admin
3. Select from the side menu ADMIN -> DEFINITION -> EVENTS.

The screenshot shows the 'EVENTS' application with tabs for 'INSTITUTE', 'DEPARTMENT', 'COURSE', and 'CLASS'. Below these are fields for DATE, TITLE, DESCRIPTION, START TIME, and END TIME. A date picker is visible next to the DATE field, showing '2018-04-18'. Below the form is a table with the following structure:

Num	Title	Description	Date	Start Time	End Time	Delete

4. The events could be just for a class or a course wise event. It could be an event for a single department or for the entire institute. Select the appropriate tab.
5. Select the event date from the calendar pop up. Enter event title and description. Select the start time and end time as applicable. Click
6. Repeat the steps above to enter all the events as per institute requirements.

## 1.2 Setup Academic Infrastructure

### 1.2.1 Steps to setup Department

1. Login as admin type user in the RAMANUJAN.
2. From top menu, select section Central Controller -> Admin
3. Select from the Admin dropdown menu Admin -> ACADEMIC INFRASTRUCTURE -> ACADEMIC INFRASTRUCTURE. Select the Department tab. Click the (+) button.

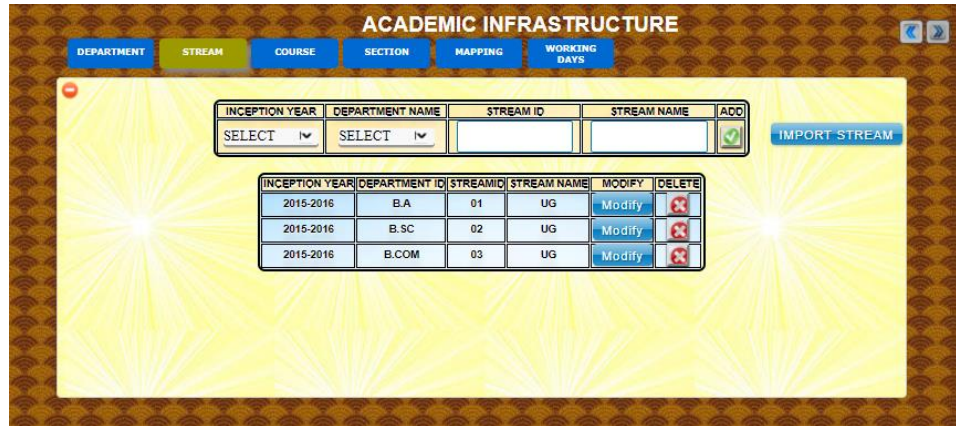
DEPT. ID	SHORT DEPT. ID	DEPARTMENT NAME	INCP. YEAR	MODIFY	DELETE
B.A	B.A	ARTS	2015-2016	Modify	
B.COM	B.COM	COMMERCE	2015-2016	Modify	
B.SC	B.SC	SCIENCE	2015-2016	Modify	


4. Enter Department Id and Department Name. Select the inception year from the drop down list.
5. Click button.
6. Repeat steps 4 & 5 to add each Department as per institute requirement.
7. By default the department ID has the same value as short department ID. If you wish to modify it, then click the Modify button. The editable fields will be displayed as text boxes.
8. Enter a unique short department id and click the Save button.
9. Repeat steps 7 & 8 for each Department.

### 1.2.2 Steps to enter Streams

1. Login as admin type user in the RAMANUJAN.
2. From top menu, select section Central Controller -> Admin
3. Select from the Admin dropdown menu Admin -> ACADEMIC INFRASTRUCTURE -> ACADEMIC INFRASTRUCTURE. Select the STREAMS tab. Click the (+) button.

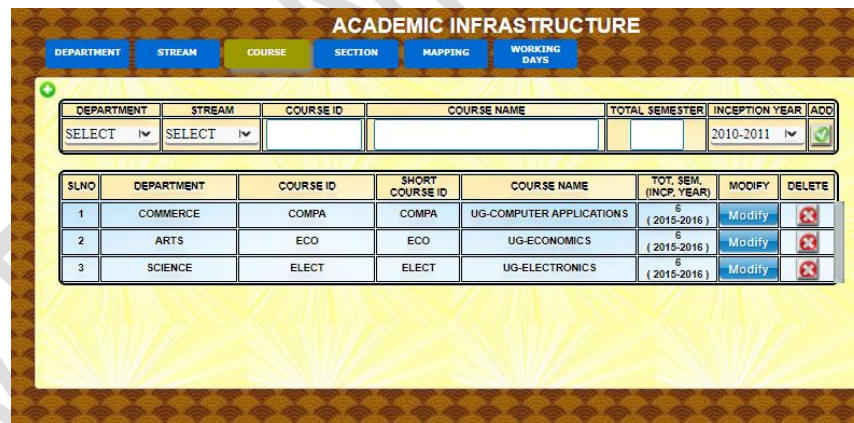





4. Select Inception year and Department from the drop down list. Enter Streams Id and Streams Name.
5. Click  button.
6. Repeat steps 4 & 5 to add each Stream as per Department requirement.

### 1.2.3 Steps to setup Course

1. Login as admin type user in the RAMANUJAN.
2. From top menu, select section Central Controller -> Admin
3. Select from the Admin dropdown menu Admin -> ACADEMIC INFRASTRUCTURE -> ACADEMIC INFRASTRUCTURE. Select the Course tab. Click the (+) button.



4. Choose a department from the drop down list. Select a Stream from the drop down list. Enter a unique Course ID, Course Name and total semesters and inception year.
5. Click  button.
6. Repeat steps 4 & 5 to add each Course in the selected department as per institute requirement.
7. Repeat steps 4, 5 and 6 for each Department in the institute.



## 1.2.4 Steps to set up Sections

1. Login as admin type user in the RAMANUJAN.
2. From top menu, select section Central Controller -> Admin
3. Select from the Admin dropdown menu Admin -> ACADEMIC INFRASTRUCTURE -> ACADEMIC INFRASTRUCTURE. Select the Section tab.

SECTION CODE	SECTION	DELETE
1	A	<input type="checkbox"/>
2	B	<input type="checkbox"/>
3	C	<input type="checkbox"/>
4	D	<input type="checkbox"/>

4. Enter a unique Section Code and Section Name in the corresponding textboxes.
5. Click  button.
6. Repeat steps 4 & 5 to add each Section as per institute requirement.

## 1.2.5 Steps to assign section(s) to Course Semesters


1. Login as admin type user in the RAMANUJAN.
2. From top menu, select section Central Controller -> Admin
3. Select from the Admin dropdown menu Admin -> ACADEMIC INFRASTRUCTURE -> ACADEMIC INFRASTRUCTURE. Select the MAPPING tab.

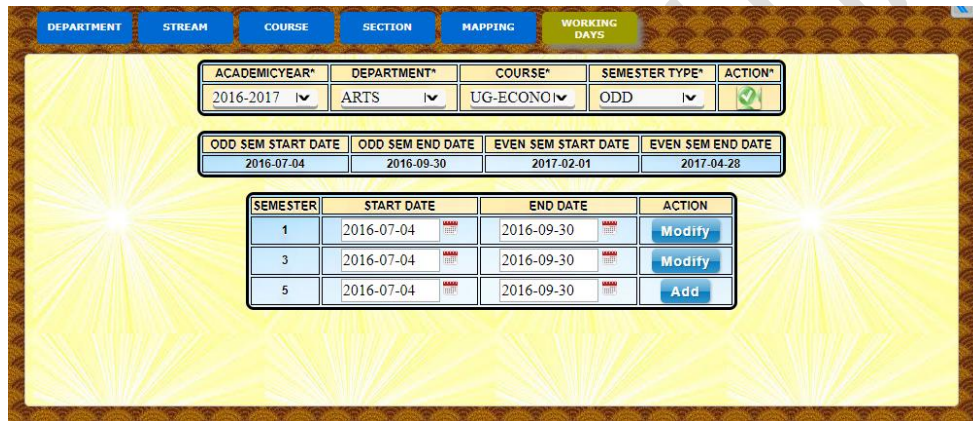
Semester	Sections	
	A	B
1	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6	<input checked="" type="checkbox"/>	<input type="checkbox"/>


4. Select from the drop down list academic year, department and course. Click the Action button.

5. A grid of semesters of the course and available sections is displayed. Select the sections for the semesters by clicking the check boxes in the grid. The selected sections will be assigned to the course for a given semester.

### 1.2.6 Steps to define the Course working days

1. Login as admin type user in the RAMANUJAN.
2. From top menu, select section Central Controller -> Admin
3. Select from left menu Admin-> ACADEMIC INFRASTRUCTURE -> ACADEMIC INFRASTRUCTURE. Go to WORKING DAYS tab.
4. Select an academic year, department, course and semester type (ODD or EVEN) from the drop down lists. Click  button.



ACADEMIC YEAR*	DEPARTMENT*	COURSE*	SEMESTER TYPE*	ACTION*
2016-2017	ARTS	UG-ECONO	ODD	

ODD SEM START DATE	ODD SEM END DATE	EVEN SEM START DATE	EVEN SEM END DATE
2016-07-04	2016-09-30	2017-02-01	2017-04-28

SEMESTER	START DATE	END DATE	ACTION
1	2016-07-04	2016-09-30	Modify
3	2016-07-04	2016-09-30	Modify
5	2016-07-04	2016-09-30	Add

5. A list of semester dates is displayed for the chosen set of academic year, department, courses and semester type combination. If this data is not previously entered, the text boxes for the dates will be pre-populated with the institute working days.
6. Choose the appropriate start and end dates by clicking on the calendar pop up for a semester. Click Add button.

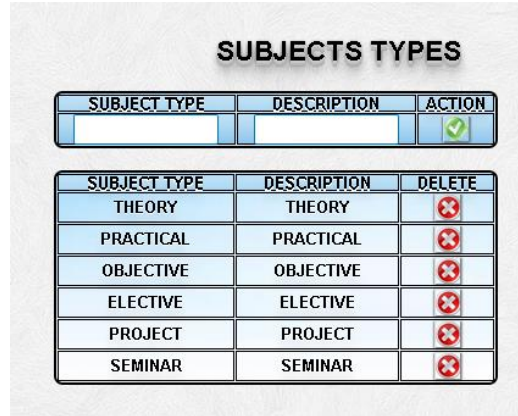
Repeat steps 5 and 6 for all the semesters.

## 1.3 Define Academic Curriculum

The Academic Curriculum section comprises of setting up the subjects, exam templates, etc. for each course offered by the institute. These subjects can be manually entered following the steps below or can be imported in few steps from a master table created for deemed universities. Currently RAMANUJAN is up-to-date with regulations from Anna University and Visvesvaraya Technological University and hence subjects from these deemed universities can be imported.

### 1.3.1 Steps to define Subject Types

1. Login as admin type user in the RAMANUJAN application.
2. From top menu, select section Academics -> Timetable
3. From the side menu select Timetable -> DEFINITION -> ADD SUBJECT. Select the SUBJECT TYPE tab.



The screenshot shows a web interface titled "SUBJECTS TYPES". It contains two tables. The top table has three columns: "SUBJECT TYPE", "DESCRIPTION", and "ACTION". The "ACTION" column contains a green checkmark icon. The bottom table has three columns: "SUBJECT TYPE", "DESCRIPTION", and "DELETE". The "DELETE" column contains a red 'X' icon. The rows in the bottom table are: THEORY, PRACTICAL, OBJECTIVE, ELECTIVE, PROJECT, and SEMINAR.

SUBJECT TYPE	DESCRIPTION	ACTION
		✓

SUBJECT TYPE	DESCRIPTION	DELETE
THEORY	THEORY	✗
PRACTICAL	PRACTICAL	✗
OBJECTIVE	OBJECTIVE	✗
ELECTIVE	ELECTIVE	✗
PROJECT	PROJECT	✗
SEMINAR	SEMINAR	✗

4. Enter a unique Subject Type and Description.
5. Click ✓ button.
6. Repeat steps 4 & 5 for each Subject Type as per institute requirement.

### 1.3.2 Steps to define a Template

1. Login as admin type user.
2. Select Academics -> Marklist from the top menu.
3. Select MARKLIST -> DEFINITION -> STANDARD TEMPLATE. Select Master Template tab
4. Enter a template id and template name, both as alphanumeric field. This should not be used for any template used earlier. One can check in the list of templates created previously displayed in the section below.
5. Click Add.

Here the template is created. Now each template has one or more exam type(s) associated with it.

### 1.3.3 Steps to define an Exam Type

1. Select EXAM TYPE tab
2. Select the template name from the drop down list, for which the exam type is being defined.
3. A list of all the exam type(s), if already created for this template, will be populated in the Exam Type list displayed.
4. Enter a unique Exam Type Id, Exam Type Name, Weightage, number of tests conducted and number of tests considered for marking. Select the

weightage option from the drop down list. The field weightage should be numeric and add up to 100 for all the exam types listed in this section. Only then it is considered fully and properly defined.

5. Click Add.

Here the system do warn the users when the weightage is less than or exceeding hundred.

### **1.3.4 Steps to define a Create Exam**

1. Select CREATE EXAM tab
2. Select the template and exam type from the drop down list for which exam type is being defined.
3. Enter the Exam Id, Exam Name, minimum marks and maximum marks field.
4. Click Add.

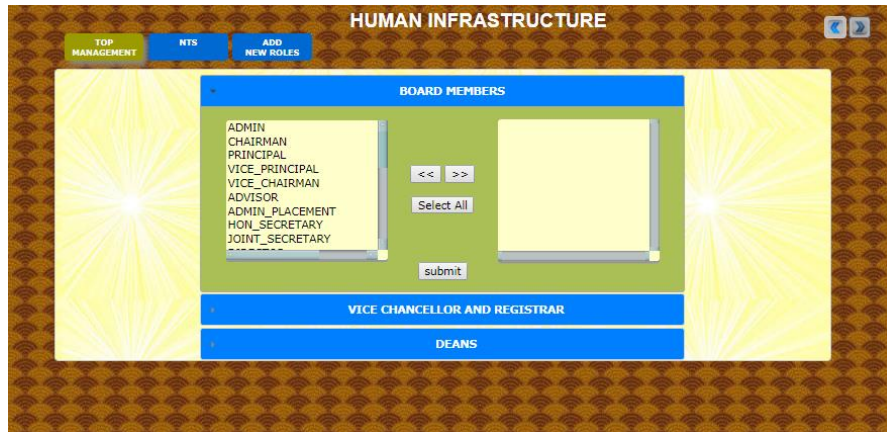
### **1.3.5 Steps to add subjects to Courses**

1. Login as admin type user
2. From top menu, select section Academics -> Timetable.
3. Select from side menu TIMETABLE -> DEFINITION -> ADD SUBJECT
4. Click on Add Subjects tab
5. Select Department, Course, Semester and Academic Year from the drop down list
6. Click Submit. This will open the subject entry page with all the previously added subjects, if any, listed in the section below the data entry section.
7. Enter the Subject Code, Subject Name, Description, Internal Maximum marks, Internal Minimum marks, External Maximum marks and External Minimum marks. Select the subject type and examination template from the drop down list.
8. Click Add.

## **1.4: Setup Academic Definitions**

### **1.4.1 Steps to select User Types**

1. Login as admin type user in the RAMANUJAN.
2. From top menu, select section Central Controller -> User Manager
3. Select from the User Manager drop down menu select User Manager -> DEFINITIONS -> HUMAN INFRASTRUCTURE.



4. By default the TOP MANAGEMENT tab is selected with BOARD MEMBERS list open. On the left is the list of available roles that can be selected for the institute as per requirements. Select the user type and click (>>) button to include in the selected list on the right. Select the user type from the right list and click the submit button. The selected user type or role will be added to RAMANUJAN. Click the VICE CHANCELLOR and REGISTRAR button to open up the user types in those sections. Select as per requirement.
5. Repeat to add NTS user types by clicking the NTS tab as per institute requirement. If a user type is not available in RAMANUJAN, you can even add a new one by clicking and entering information in the ADD NEW ROLES tab.

#### 1.4.2 Steps to set up Designations


6. Login as admin type user in the RAMANUJAN.
7. From top menu, select section Central Controller -> User Manager
8. Select from the User Manager drop down menu select User Manager -> DEFINITIONS -> DESIGNATION. Select the Designation tab.

DESIGNATION ID	DESIGNATION NAME	DESCRIPTION	RELATED TO	ACTION
				SELECT <input type="checkbox"/> <input type="checkbox"/>


  

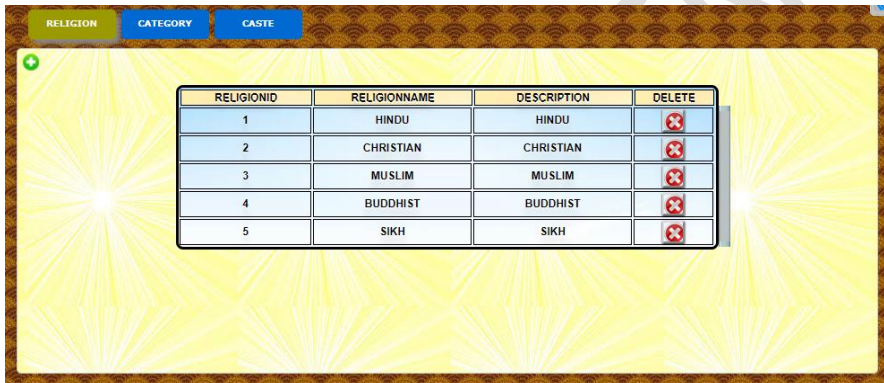
ID	DESIGNATION NAME	DESCRIPTION	RELATED TO	MODIFY	DELETE
0	DEAN	DEAN	MANAGEMENT	Modify	<input type="checkbox"/>
1	PRINCI	PRINC	MANAGEMENT	Modify	<input type="checkbox"/>
10	CHAIRMAN	CHAIRMAN	MANAGEMENT	Modify	<input type="checkbox"/>
11	VICECHAIRMAN	VICECHAIRMAN	MANAGEMENT	Modify	<input type="checkbox"/>
12	CLERK	CLERK	NONTEACHINGSTAFF	Modify	<input type="checkbox"/>
13	DRIVER	FLEET DRIVER	NONTEACHINGSTAFF	Modify	<input type="checkbox"/>








9. Enter a unique Designation ID, Designation Name and Description. Select from the dropdown list what the designation is related to. For example, Management, Non-teaching staff, etc.
10. Click  button. The new Designation will be added to RAMANUJAN.
11. Repeat steps 4 & 5 to add each Designation as per institute requirement.


### 1.4.3 Steps to setup Religions

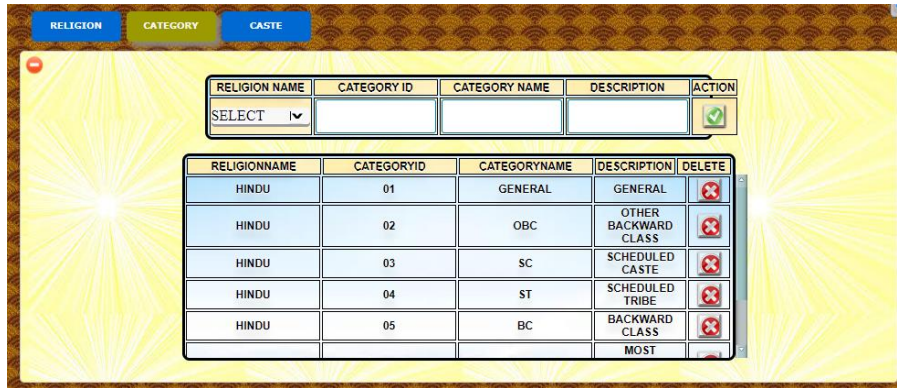
1. Login as admin type user in the RAMANUJAN.
2. From top menu, select section Central Controller -> Admin
3. Select from the Admin dropdown menu Admin -> DEFINITIONS -> RELIGION AND CATEGORY. Select the Religion tab.
4. Enter a unique Religion ID, Religion Name and Description.
5. Click  button. The new religion will be added to RAMANUJAN.
6. Repeat steps 4 & 5 to add each religion as per institute requirement.



RELIGIONID	RELIGIONNAME	DESCRIPTION	DELETE
1	HINDU	HINDU	
2	CHRISTIAN	CHRISTIAN	
3	MUSLIM	MUSLIM	
4	BUDDHIST	BUDDHIST	
5	SIKH	SIKH	

### 1.4.4 Steps to setup Category

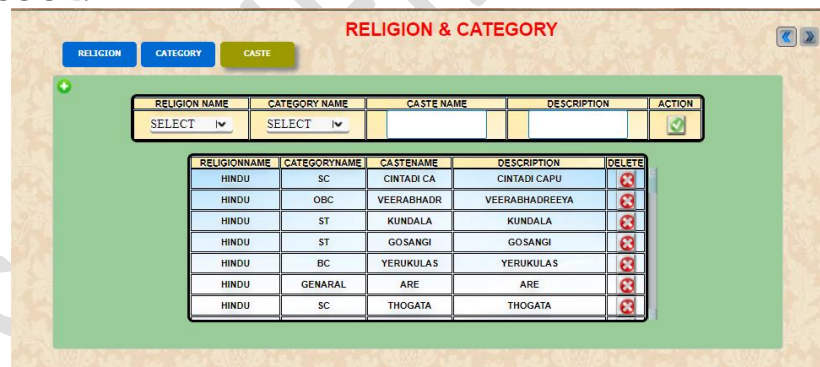
1. Login as admin type user in the RAMANUJAN.
2. From top menu, select section Central Controller -> Admin
3. Select from the Admin dropdown menu Admin -> DEFINITIONS -> RELIGION AND CATEGORY. Select the Category tab.
4. Enter a unique Category ID, Category Name and Description.
5. Click  button. The new category will be added to RAMANUJAN.



6. Repeat steps 4 & 5 for each category of your institute.

### 1.4.5 Steps to setup Caste

1. Login as admin type user in the RAMANUJAN.
2. From top menu, select section Central Controller -> Admin
3. Select from the Admin dropdown menu Admin -> DEFINITIONS -> RELIGION AND CATEGORY. Select CASTE tab.
4. Select a Religion name and Category name from the respective drop down list. Enter a unique Category ID, Category Name and Description.
5. Click button. The new category will be added to RAMANUJAN GURUCOOL.



6. Repeat steps 4 & 5 for each category of your institute.

## 1.5: Setup Attendance Definitions

### 1.5.1 Steps to set up Student Attendance types

1. Login as admin type user in the RAMANUJAN.
2. From top menu, select section ACADEMICS -> ATTENDANCE
3. Select from the ATTENDANCE dropdown menu ATTENDANCE -> DEFINITIONS -> STUDENTS.



**STUDENT**

ATTENDANCETYPEID	ATTENDANCETYPECODE	ATTENDANCEDESCRIPTION	TREATED AS	ACTION
5			PRESENT	

ATTENDANCETYPEID	ATTENDANCETYPE	ATTENDANCE DESCRIPTION	TREATED AS	DELETE
1	P	PRESENT	PRESENT	
2	A	ABSENT	ABSENT	
3	OD	ON DUTY	PRESENT	
4	L	LEAVE	ABSENT	

4. Enter a unique Attendance type ID, Attendance Type code and Description. Select from the dropdown list if this attendance type is to be treated as a present or absent.
5. Click button.
6. Repeat steps 4 & 5 to add each Attendance Type as per institute requirement.

## 1.6 Create RAMANUJAN Users

After the initial setup of the institute is done, we need to create different type of users, who will do further setups in their departments and modules. For example, we need to create an ADMIN type user to further setup fees for all the courses offered by the institute, the heads of each department to further setup the timetable for the courses, faculties to be allocated the timetables, members of non-teaching staff like clerks to carry out the admission process and so on.

### 1.6.1 Steps to create RAMANUJAN users

1. Login as admin type user
2. From the top menu select Central Controller -> User Manager
3. Select User Manager -> OPERATION -> ADD NEW Users from the left side User Manager menu.
4. The user entry screen as below would be displayed. Select appropriate tab from Elite (Management, Chairman, Principal, etc.), Staff (Faculty and HOD) or NTS (Non-teaching staff like clerks, drivers, etc).
5. Enter the data for the selected User Type as below:

ELITE STAFF NTS

RESERVED	M4	STATUS	Active	DOB*	2015-07-13	DOJ*	2015-07-13
NAME*		DEPT.*	GENERA*	USERTYPE*	SELECT	DESIG.*	SELECT
<a href="#">ADD USER</a>							

RESERVED	NAME	JOININGDATE	DESIGNATION	MODIFY
0	ADMIN			<a href="#">Modify</a>
M2	MEGHARANI	2015-07-10	CHAIRMAN	<a href="#">Modify</a>
M3	SAVITHA SHARMA	2015-07-10	PRINCIPAL	<a href="#">Modify</a>

6. Select the date of birth and date of joining from the calendar pop-ups. Enter name, select department, user type and designation.
7. Click ADD USER button.

# 2. Fee Set Up

Typically the fee set up is done by the ADMIN type user. The process consists of 3 broad steps, Fee Definition, Allocation and Collection.

## 2.1 Fee Definition

### 2.1.1 Steps to enter the Quota definition

1. Login as ADMIN type user in the RAMANUJAN application.
2. From top menu, select section Finance -> Fee
3. From the side menu select FEE -> DEFINITION -> QUOTA
4. Select from the drop down list academic year.
5. Enter the quota name, description and application fee in the available text boxes. The quota name and description are alphanumeric fields while the application fee is a numeric value.

The screenshot displays the 'QUOTA' management interface. At the top, there is a form for adding a new quota. Below it is a table listing existing quotas.

ACADEMIC YEAR	QUOTAID	QUOTA NAME	DESCRIPTION	APPLICATIONFEE	ACTION
2013-2014	3				<input type="checkbox"/>

SNO	ACADEMIC YEAR	QUOTAID	QUOTA NAME	DESCRIPTION	APPLICATION FEE	MODIFY	DELETE
1	2013-2014	1	GQ	GENERAL QUOTA	1000	Modify	<input type="checkbox"/>
2	2013-2014	2	MQ	MANAGEMENT QUOTA	5000	Modify	<input type="checkbox"/>

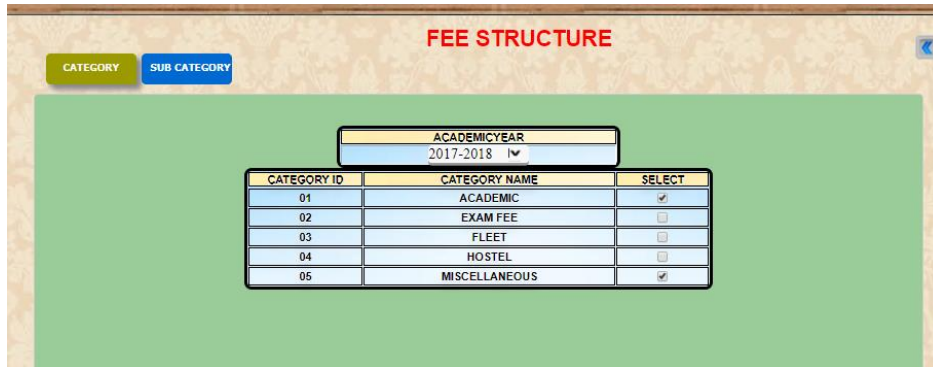
6. Click the action button.
7. Repeat the step 6 and 7 for all the remaining quotas for the selected academic year.

### 2.1.2 Steps to define fee category

The fee category is mainly used in RAMANUJAN to broadly organize different fee types. For example Academic Fees category may contain all education related fee, Hostel category may have the food and lodging fee types and so on.

1. Login as ADMIN type user in the RAMANUJAN application.
2. From top menu, select section Finance -> Fee
3. From the side menu select FEE -> DEFINITION -> DEFINE FEE STRUCTURE.


4. Select CATEGORY tab

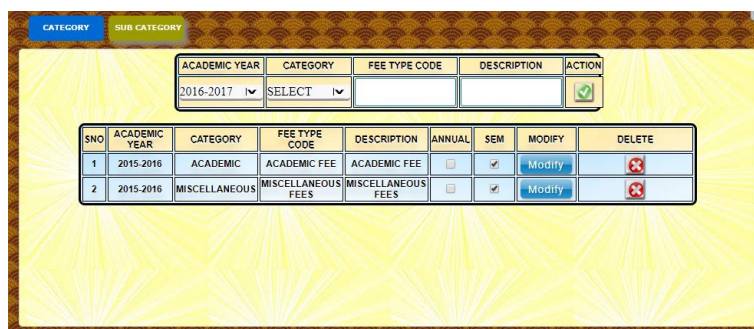



5. Select the academic year from the dropdown list
6. A list of Categories of fees will be displayed with a SELECT checkbox next to it.
7. Select all the fee categories required for your institute.

### 2.1.3 Steps to define fee sub category

The fee types are the actual fee types that will be associated with the fee amounts in the system. For example, tuition fees, lab fees, library fees, etc.

1. Login as ADMIN type user in the RAMANUJAN application.
2. From top menu, select section Finance -> Fee
3. From the side menu select FEE -> DEFINITION -> DEFINE FEE STRUCTURE.
4. Select SUB CATEGORY tab.
5. Select the academic year and category from the dropdown list.
6. Enter Fee Type Code and Description.
7. Click the add button .
8. By default these subcategories are applicable to all fee frequencies, namely Annual, Semester and Quarter. If a particular fee frequency is only applicable for a specific frequency, it can be modified by checking off the appropriate check boxes.



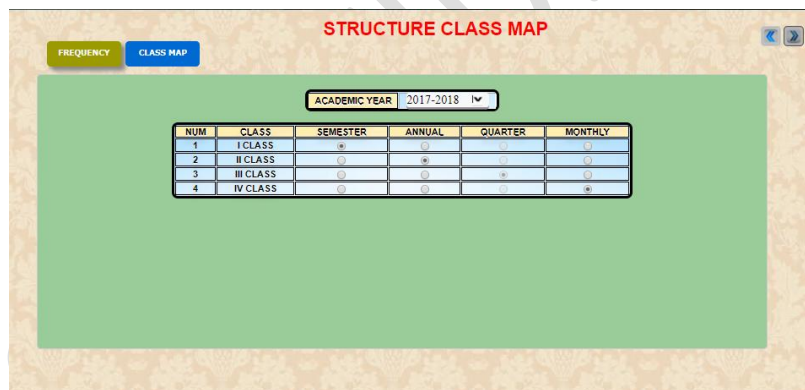
- In case of error you can delete the category in the list by clicking  and re-entering the data again.

Repeat the steps for entering all the sub categories as per institute requirements.

### 2.1.4 Steps to set fee frequency

The fee frequency page enlists the courses of the selected academic year. The user can select the fee frequency appropriately from the radio buttons options – Semester, Annual and Quarter. In the steps that follow, as per the frequency choice, if a course has semester selection for fee frequency, for each fee type and quota, the fees need to be defined and entered for both the semesters.

- Login as ADMIN type user in the RAMANUJAN application.
- From top menu, select section Finance -> Fee
- From the side menu select FEE -> ALLOCATION -> STRUCTURE CLASS MAP.
- Select the FREQUENCY tab.



The screenshot shows a web interface titled "STRUCTURE CLASS MAP". At the top, there are two tabs: "FREQUENCY" (selected) and "CLASS MAP". Below the tabs is a dropdown menu for "ACADEMIC YEAR" set to "2017-2018". The main content area contains a table with the following data:


NUM	CLASS	SEMESTER	ANNUAL	QUARTER	MONTHLY
1	I CLASS	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2	II CLASS	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3	III CLASS	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4	IV CLASS	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

- Select the academic year from the dropdown list. All the classes offered in that academic year will be listed.
- Select appropriate radio button located adjacent to the course for annual, semester, quarterly or monthly collection of fees.


### 2.1.5 Steps to set up fee course mapping

In this section, each fee type code needs to be associated with a particular course based on the fee frequency and the quota. For example, a fee category "Academic" has fee type code "Workshop", this fee type code may not be needed for all the courses defined for a particular academic year. Some fees that are department specific, or course specific



1. Login as FEE\_ADMIN type user
2. From top menu, select section Finance -> Fee
3. From the side menu select FEE -> ALLOCATION -> STRUCTURE CLASS MAP.
4. Select Fee Course Map tab
5. Select the academic year, fee frequency and quota from the dropdown list. Click the action button .
6. Based on the selection in step 5, all the courses for that fee frequency defined in that academic year and quota will be displayed in a grid format. In this list, the row consists of the courses and the column consists of all the fee type codes defined in the system for that category. At the time of fee definition, only the fee type codes that are clicked will appear to be added in the fee definition. So select or deselect by checking and unchecking the boxes against the fee type code.
7. Repeat steps above for all the frequency and quota types for the selected academic year.

**FEE COURSE MAP**

AcademicYear*	Frequency*	Quota*	Action
2013-2014 ▼	SEMESTER ▼	GQ ▼	

**Updated Fee Type**

FeeType	AUE	MEE
TUITION	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
IDCARD	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
SPORTS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
DEVELOPMENT	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
UNIFORM	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
WORKSHOP	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
LIBRARY CARD	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
ADDITIONAL BOOK	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

### 2.1.6 Steps to enter the Fee Amount

In this section we can see the steps to enter the actual fee amounts for the selected academic year, course, quota and frequency.

1. Login as ADMIN type user

2. From top menu, select section Finance -> Fee
3. From the side menu select FEE -> ALLOCATION -> FEE ALLOCATION.
4. Select the academic year, course. Based on the course selection, the fee frequency type drop down list will automatically populate. Select the appropriate frequency type and quota from the dropdown list.
5. This will populate all the courses mapped for the selected fee frequency.
6. A list of Fee category, Fee type code and Fee amount is displayed. Also is displayed the columns that displays if the fee is for new students or existing students.
7. Enter the amount of money for each fee type code and select the check box (es) for new students or existing students.
8. Click the Submit button.
9. Repeat the above steps for each quota.
10. If the fee frequency is of type annual, repeat the steps above for each year. In case of fee frequency type semester, repeat the steps above for each semester. For quarterly fee definition, repeat the steps above for each quarter.

This concludes the fee setup in RAMANUJAN. The next step is for management to confirm the fees.

### **2.1.7 Steps to confirm the fees**

In this section we can see the steps to confirm fee amounts for the selected academic year, course, quota and frequency.

1. Login as ADMIN type user
2. From top menu, select section Finance -> Fee
3. From the side menu select FEE -> ALLOCATION -> FEE ALLOCATION. Select the CONFIRMATION tab.
4. Select the academic year, fee frequency and course from the drop down list.
5. The fees to be allocated displays the Pending button. The allocated fees shows Confirm button and for the courses where confirmation is done, displays Done button. Check the amount and click the CONFIRM button wherever applicable.

This ends the completion of RAMANUJAN quick setup. Next steps involves the administrators of each module to setup the modules related data. More information about module set up can be found in RAMANUJAN Admin Guide.



# 3. Time Table

This chapter explains how to enter time table, which is the most essential part of an educational institution. RAMANUJAN caters to a wide variety of combinations when it comes to time table allocation which in turn adds highly to flexibility and ease. Some of the salient features offered are Segmented classes, Optional classes, Combined classes in addition to the simple and straightforward allocation of regular classes. These features are provided to incorporate real life situations in colleges. Continuing on the similar lines, once the master timetable is created, small modifications can be incorporated as per daily requirements. For example, in case of absence of a faculty, that faculty can be substituted with another one if available. Also, in case of unexpected holidays, for example, due to natural calamity or general or state election, the whole day can be substituted on another day.

## 3.1: Time table creation

Following are the pre-requisites to a time table allocation. This function can be performed by an admin type user or a head of the department (HOD) type user among the default users provided by RAMANUJAN. However, if a user types has access to time table module, it can also perform the same.

### 3.1.1: Pre Requisite to time table creation

- Departments, courses, sections should be entered in the system
- If the time table is to be allocated for a particular semester, all the subjects related to the same should be added for that particular course.
- All the faculties to be assigned to take the classes or subjects should be entered in the system. If faculty already exists, then consider this step done.
- If the allocation of timetable has allocation of segmented or optional classes, it is required that the students be entered in the system before timetable allocation. This is essentially because during the allocation, the students that comprises of a particular segment or students taking up a particular optional class need to be selected before allocation.

### 3.1.2: Faculty Subject Mapping

The first step to time table allocation is to map the faculty with the subjects. More than one faculty may be assigned the same subject or a particular faculty may be

assigned with more than one subjects. The steps to map faculty with subjects are as follow:

1. Login as a user type that has permissions to access and alter the time table module.
2. Select Academics -> TIMETABLE from the top menu.
3. From the side menu go to TIMETABLE -> ALLOCATION -> Faculty subject Map.
4. A row of drop down lists would be displayed. Select from the drop down list the Academic Year, Department, Course, Semester, Section and the Academic Year for which the time table is to be allocated. Click the Go button
5. A table or grid populates below the above choices that displays the list of faculties available for that academic year and the subjects pertaining to the selected course and semester combination. This list is displayed in such an order as to keep the selected department faculties first followed by the rest of the faculties of the institution. This is done keeping in mind the real situations where the faculties may take classes across different departments or certain subjects that may be common across the departments.

ACADEMICYEAR*	DEPARTMENT*	COURSE*	SEMESTER*	SECTION*	ACTION*
2016-2017	ARTS	UG-ECONC	1	A	<input checked="" type="checkbox"/>

Search

Num	EmployeeNo (Num of sub)	Faculty List	Department	LC	ELC	CC - I	CC - II	AC - I	VE
1	AR001 (0)	Manoj a a	B.A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	AR002 (2)	Senthil Vijay	B.A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	AR003 (2)	Sivarama Krishnan Visha	B.A	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	AR004 (1)	Ravi Vyasa	B.A	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	AR005 (1)	Vallimayil Samatshetti	B.A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	AR006 (2)	Devasena Reddv	B.A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

6. The contents of the table are the check boxes each of them associating a faculty to the subjects listed on the top row.
7. A checked box suggests that the faculty listed on the left is assigned and can be allocated for the subject listed on the top. Check/Uncheck the boxes as appropriate.
8. Click Next button for the next step to timetable allocation.

### 3.1.2: Allocating Regular Classes

This is the most common – simple and straightforward class allocation type, where you choose the academic year, department, course, semester, section, then go on to select the subject faculty combination to check the availability of the faculty and may reserve the faculty for that hour. This can be done as an extension to the section 3.1.1 when you click Next button after faculty subject mapping. In that case, you may omit to perform the first four steps listed below:

1. Login as a user type that has permissions to access and alter the time table module.
2. Select Academics -> TIMETABLE from the top menu.
3. From the side menu go to TIMETABLE -> ALLOCATION -> REGULAR CLASS.
4. A row of drop down lists would be displayed. Select from the drop down list the Academic year, Department, Course, Semester, Section for which the time table is to be allocated. Click the tick action button
5. Two sections are displayed at this point. One is the Subject - Faculty lock section. There are two drop down lists Subject and Faculty. When you select the subject from the drop down list, the Faculty list is auto populated with the faculty (ies) mapped to this subject. Select a faculty.
6. At this point, for all the unallocated (unchecked boxes in the grid) hours/classes the availability of faculty locked in step 5 is checked and displayed in the form of green color square. Each green square suggests the faculty busy for that hour. When the mouse is hovered over the square, it displays the department -course-class combination where the faculty is busy. If the square in the grid is not green, it can be allocated for the selected class by checking the box. This way the faculty will be assigned for this hour/class.

The screenshot displays the 'REGULAR CLASS' allocation interface. At the top, there are five dropdown menus: 'ACADEMIC YEAR\*' (2016-2017), 'DEPARTMENT\*' (ARTS), 'COURSE\*' (UG-ECONO), 'SEMESTER\*' (1), and 'SECTION\*' (A). An 'ACTION\*' button with a green checkmark is visible. Below these are two more dropdown menus: 'SUBJECT' (Language) and 'NO OF FACULTY' (1). The 'FACULTY1' dropdown is populated with 'Senthil.' and 'CO-FACULTY1' and 'CO-FACULTY2' are both set to 'Select'. The main part of the interface is a grid with columns for 'PERIOD NUM', 'TIME', and days of the week (MON, TUE, WED, THU, FRI). The grid shows time slots from 08:00-10:00 to 04:00-05:00. Checkmarks are present in the grid cells for periods 1 through 5, indicating faculty availability. A legend at the bottom identifies the colors: Regular (green), Combined (red), Comb-Seg (orange), Optional (yellow), Segment (blue), and Faculty Busy (green square).

PERIOD NUM	TIME	MON	TUE	WED	THU	FRI
1	08:00-10:00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2	10:00-11:00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3	11:00-12:00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4	12:00-01:00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
5	02:00-03:00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
6	03:00-04:00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	04:00-05:00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

7. The entire time table can be allocated by repeating steps 5 and 6 above.

### 5.1.3: Allocating Combined Classes

When there are common classes and common faculties, there might be a need to combine the classes for a common faculty. To fulfill this type of requirement the facility of combined classes is provided by RAMANUJAN. Here, more than one classes' time table could be allocated with the same faculty for the same hour.


Clearly, the pre-requisite for this action is that the hour in question should be unallocated for all the combined classes and the faculty in question should be available or unassigned.

1. Login as a user type that has permissions to access and alter the time table module.
2. Select Academics -> TIMETABLE from the top menu.
3. From the side menu go to TIMETABLE -> ALLOCATION -> COMBINED CLASS
4. A row of drop down lists would be displayed. Select from the drop down list the Academic year, Department, Course, Semester and Section of one of the classes that needs to be combined. Click the Go button.
5. For allocating combined classes, the combination has to be first defined. If the combination exists, omit the step 6.
6. Click New Combination button. Enter in the pop up window a combination id, name and the total number of classes to be combined. Click Add. Repeat till all the classes are listed. The new combination would be listed in the list of all the combinations. Select Academic year, Department, Course, Semester, Section for the combination to be allocated.
7. A list of combined classes displays that are part of the selected combination in step 6. On the right side of the screen is displayed the timetable grid with available combined classes of the selected combination to be allocated or vice versa. These are marked with editable checkboxes.
8. The rest of the process follows just like regular class allocation. That is, select the subject and faculty to be allocated and press the Select button/radio button. This action will check the system for faculty availability for the unallocated hour and display green box in the grid if faculty is busy. The exact engagement of the faculty can be known when we hover the mouse over the green box.
9. If the faculty is available, the classes can be allocated. The faculty subject combination is applied to the time table of all the classes that are selected in the combination selected in step 6.


#### **5.1.4: Allocating Segmented Classes**

This allocation in a nutshell is the opposite of combined class allocation. In this situation, a class is split into more than one segments or groups. Each student belongs to a particular group only. This allocation consists of creating the number of segments, adding student members to each group and then assigning faculty to each group. Let us look at it step by step.

1. Login as a user type that has permissions to access and alter the time table module.


2. Select Academics -> TIMETABLE from the top menu.
3. From the side menu go to TIMETABLE -> ALLOCATION -> SEGMENT CLASS
4. First, select the Academic year, department, course, semester and section. Click the  button.

ACADEMICYEAR*	DEPARTMENT*	COURSE*	SEMESTER*	SECTION*	ACTION*
2016-2017	ARTS	UG-ECONO	1	A	

5. Create the segment in the ADD SEGMENT section. Enter the segment id as an alpha numeric field. Select the number of student groups to be created from the drop down list. Click the  button to add the segment.

**ADD SEGMENT**

Segmentid	<input type="text"/>	No of Groups	select	
-----------	----------------------	--------------	--------	---

6. To assign students to various groups, click the  image button in the Add Members column. When clicked a new window appears that has a list of students in the selected class with the number of groups created in the ADD SEGMENT section in step 5.

Department	Course	Semester	Section	AcademicYear
ELECTRONICS	ELECTRONICS AND COMMUNICATION ENGINEERING	1	A	2013-2014

SNO	ENROLLNO	UNIQUE ID	STUDENT NAME	Group1	Group2
1	ECE1301	201311	BALAJI	<input type="radio"/>	<input type="radio"/>
2	ECE1302	201312	BALAKRISHNAN	<input type="radio"/>	<input type="radio"/>
3	ECE1303	201313	BALAKRISHNAN	<input type="radio"/>	<input type="radio"/>
4	ECE1304	201314	BHAGAMPRIYA	<input type="radio"/>	<input type="radio"/>
5	ECE1305	201315	DIVYA	<input type="radio"/>	<input type="radio"/>
6	ECE1306	201316	FAIROSE	<input type="radio"/>	<input type="radio"/>
7	ECE1307	201317	GOMATHIJEYAM	<input type="radio"/>	<input type="radio"/>
8	ECE1308	201318	HAINROJA	<input type="radio"/>	<input type="radio"/>
9	ECE1309	201319	INDUMATHI	<input type="radio"/>	<input type="radio"/>
10	ECE1310	201320	INDUMATHI	<input type="radio"/>	<input type="radio"/>


7. By selecting the radio buttons, assign each student to a particular group. This group of students will be allocated individual timetable as segments of the same class. If required, multiple such segments can be created for different subject allocation if the groups may differ by subject.
8. Select the Select Group radio button from ADD MEMBERS list for a particular segment to be allocated. Based on the number of groups in that segment, the SELECT GROUPS list will be populated with the groups. For example in the figure below, two groups are defined for this segment.




SELECT GROUPS	
1 <input type="radio"/>	2 <input type="radio"/>

- Select the group to be allocated by clicking the group radio button.
- Next, select the subject, number of faculty (ies) to be allocated and the name of faculty from the ADD FACULTY section.

ADD FACULTY		
Subject	No of Faculty	Faculty1
-Subje <input type="text"/>	1 <input type="text"/>	Select <input type="text"/>


- Select the day and period number from the drop down in the ADD PERIOD section. Click the  button. Here, this group of students are allocated.


ADD PERIOD		
Day	Period	ADD
MON <input type="text"/>	1 <input type="text"/>	


- Repeat from step 9 from for allocation for the rest of the group.


### 5.1.5: Allocating Optional Classes

This allocation is used for an elective subject taken by a part of the class. Here the process requires a group to be created, assign students to the group and then allocate the elective or optional class to this group. Each student belongs to a particular group only. Let us look at it step by step.

- Login as a user type that has permissions to access and alter the time table module.
- Select Academics -> TIMETABLE from the top menu.
- From the side menu go to TIMETABLE -> ALLOCATION -> OPTINOAL CLASS
- First, select the department, course, semester, section and academic year. Click the  button.

OPTIONAL CLASS					
Department*	Course*	Semester*	Section*	AcademicYear*	Action
COMPUTER <input type="text"/>	COMPUTER <input type="text"/>	1 <input type="text"/>	A <input type="text"/>	2013-2014 <input type="text"/>	

- Create the group of students in the CREATE GROUPS section. Select the subject from the drop down list and enter an alphanumeric name to identify the group. Click the  button.

CREATE GROUPS		
Subject	GroupName	Action
Select <input type="text"/>	<input type="text"/>	

- This group will be listed in the SELECT MEMBERS section. To enter students to this group, click on the members numeric field against the name. This field is a hyperlink, which when clicked opens up a window listing the students of the class selected in step 4.


7. Select the students opting for this class. Check the checkboxes against the names of the students. As shown below, the first five students are selected.

SNO	UNIQUE ID	ENROLLNO	STUDENT	DEPARTMENT	COURSE	SEMESTER	SECTION	Opt Computer
1	201301	CSE1301	ABHI	COMPUTER	COMPUTER SCIENCE AND ENGINEERING	1	A	<input checked="" type="checkbox"/>
2	201302	CSE1302	AJITH k	COMPUTER	COMPUTER SCIENCE AND ENGINEERING	1	A	<input checked="" type="checkbox"/>
3	201303	CSE1303	AKILA	COMPUTER	COMPUTER SCIENCE AND ENGINEERING	1	A	<input checked="" type="checkbox"/>
4	201304	CSE1304	ALAGU M	COMPUTER	COMPUTER SCIENCE AND ENGINEERING	1	A	<input checked="" type="checkbox"/>
5	201305	CSE1305	ANEES J	COMPUTER	COMPUTER SCIENCE AND ENGINEERING	1	A	<input checked="" type="checkbox"/>
6	201306	CSE1306	KANNI	COMPUTER	COMPUTER SCIENCE AND ENGINEERING	1	A	<input type="checkbox"/>
7	201307	CSE1307	ARCH B	COMPUTER	COMPUTER SCIENCE AND ENGINEERING	1	A	<input type="checkbox"/>
8	201308	CSE1308	AR GLEETA	COMPUTER	COMPUTER SCIENCE AND ENGINEERING	1	A	<input type="checkbox"/>
9	201309	CSE1309	AROCKIA	COMPUTER	COMPUTER SCIENCE AND ENGINEERING	1	A	<input type="checkbox"/>
10	201310	CSE1310	ARUL JOTHI	COMPUTER	COMPUTER SCIENCE AND ENGINEERING	1	A	<input type="checkbox"/>

8. Once the selection of student(s) is done, close the window. Again in the SELECT MEMBERS section, select the group by clicking the radio button against it as shown below.

**SELECT MEMBERS**

Subject	GroupName	Members	Select
near time systems	RTS	0	<input type="radio"/>
Java and J2EE	J2EE	0	<input type="radio"/>
Multimedia Computing	MC	0	<input type="radio"/>
Opt Computer	OC	0	<input checked="" type="radio"/>

9. Next, select the subject, number of faculty (ies) to be allocated and the name of faculty from the ADD FACULTY section.
10. Select the day and period number from the drop down in the ADD PERIOD section. Click the  button. The elective or optional class is allocated. As a result, it appears in DELETE MEMBERS section. To unallocated the class, the radio button against the allocation needs to be clicked. For example as shown below, the subject Opt Computer has been allocated for Friday first period and Thursday for third period.

**DELETE MEMBERS**

Opt Computer		
Day	Period Num	Delete
FRI	1	<input checked="" type="radio"/>
THU	3	<input checked="" type="radio"/>



# 4. Import Center

## 4.1 Import Center

The import center in RAMANUJAN is created for users to load the data in the software fast. This utility also makes it easy to load all the current and legacy data in few easy steps. The privilege to use the import center is only assigned to the admin super user.

### 4.1.1 Import Student

1. Login as admin user type.
2. Select MISCELLANEOUS -> UTILITY from the top menu.
3. From the side menu go to UTILITY -> IMPORT CENTER -> IMPORT STUDENT.
4. On the side menu, click Import Student link in the Import Center section.
5. Download the standard format file Import\_Student\_Sample.xls by clicking the link on the page.
6. Keep the header and insert rows of data in excel file from row 2 onwards. The given header is a guideline and will be ignored by the import program at the time of processing data.
7. This file contains sample data as expected by RAMANUJAN. The explanation of each field, whether it is mandatory or optional, and so on is mentioned in the table below.

*List of fields in Student\_Sample.csv*

<b>Sr No</b>	<b>Field Name</b>	<b>Description</b>	<b>Optional/ Mandatory</b>	<b>Comments</b>
1	EnrollNo	Enrollment Number	Optional	Alpha numeric value
2	ApplicationNo	Application Number	Mandatory	Numeric
3	StudentFirstName	First name of Student	Mandatory	Alphabetic
4	StudentMiddleName	Middle name of Student	Optional	Alphabetic
5	StudentLastName	Last name of Student	Mandatory	Alphabetic
6	FathersFirstName	First name of Student's father	Mandatory	Alphabetic
7	FathersMiddleName	Middle name of Student's father	Optional	Alphabetic

8	FathersLastName	Last name of Student's father	Optional	Alphabetic
9	MothersFirstName	First name of Student's mother	Mandatory	Alphabetic
10	MothersMiddleName	Middle name of Student's mother	Optional	Alphabetic
11	MothersLastName	Last name of Student's mother	Optional	Alphabetic
12	GuardianFirstName	First name of Student's guardian	Optional	Alphabetic
13	GuardianMiddleName	Middle name of Student's guardian	Optional	Alphabetic
14	GuardianLastName	Last name of Student's guardian	Optional	Alphabetic
15	Date of Birth Day	Day in numeric form	Mandatory	dd
16	Date of Birth Month	Month of birthday in numeric form	Mandatory	mm
17	Date of Birth Year	Birth year in numeric form	Mandatory	yyyy
18	BloodGroup	Blood group of Student. If anything other than specified value is entered, it will be taken as NULL or blank value	Optional	A-/A+/B-/B+/AB-/AB+/O-/O+
19	EnrollYear	Enrollment year of Student	Mandatory	e.g. 2012 yyyy format
20	QuotaName	Quota assigned to the Student. The Quota name should be exactly as spelled in RAMANUJAN at the time of Quota definition.	Mandatory	The quota value(s) should be inserted in RAMANUJAN prior to its use.
21	Current_AcademicYear	Current Academic Year	Mandatory	YYYY-yyyy format. For example 2001-2001
22	Gender	Gender of the Student	Mandatory	M/F or m/f for male/female
23	Category	Category of the Student. The Category should be	Optional	The category value(s) should be inserted in

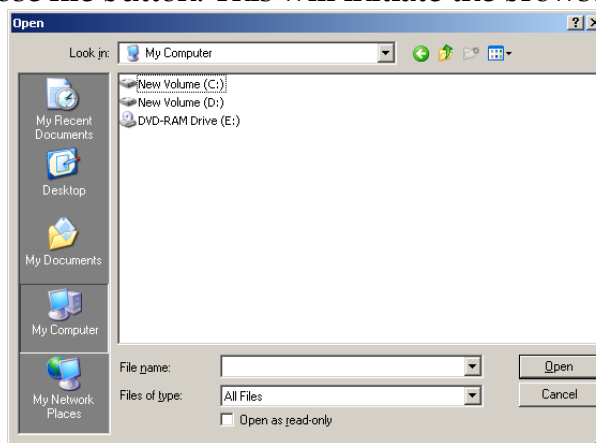
		exactly spelled as in RAMANUJAN at the time of Category definition. A discrepancy will result in NULL or blank value.		RAMANUJAN prior to its use
24	CurrentSemester	Student's current semester	Mandatory	Numeric positive value not exceeding the total semester of the course
25	DepartmentName	DepartmentName should be defined in the Course and Department section of RAMANUJAN for specific academic year for which the student is imported	Mandatory	The department should be defined in RAMANUJAN prior to its use
26	CourseName	CourseName as defined in the Course and Department section of RAMANUJAN for specific academic year for which the student is imported	Mandatory	The course should be defined in RAMANUJAN prior to its use
27	Bus	This value should be Yes if the Student needs the bus facility	Mandatory	Yes/No values only
28	Hostel	This value should be Yes if the Student needs the hostel facility	Mandatory	Yes/No values only
29	DateOfJoining Day	Date of Joining day in numeric form	Mandatory	dd
30	DateOfJoining Month	Date of Joining month in numeric form	Mandatory	mm
31	DateOfJoining Year	Date of Joining year in numeric form	Mandatory	yyyy

32	SectionName	Section name as defined in Course and Department section of RAMANUJAN for specific academic year for which the student is imported	Mandatory	The section(s) should be defined in RAMANUJAN prior to its use
33	Religion	Religion of Student as defined in the Academic Definitions section of RAMANUJAN. For any discrepancy in the defined and entered value, NULL or blank will be inserted.	Optional	The Religion(s) should be defined in RAMANUJAN prior to its use
34	StudentType	Type of Student	Mandatory	Regular/Lateral/Transfer
35	Graduation	Type of course pursued by the student. It could be either Under Graduate/Post Graduate	Mandatory	UG/PG
36	Address line1	Residential Address Line 1	Mandatory	Alpha numeric values including special characters a-z, A-Z, 0-9
37	Address line2	Residential Address Line 2	Mandatory	Alpha numeric values including special characters a-z, A-Z, 0-9
38	City	Residential Address city	Mandatory	Alphabetic
39	State	Residential Address State	Mandatory	Alphabetic
40	Country	Residential Address Country	Mandatory	Alphabetic
41	Pincode	Residential Address Zip Code	Optional	Unsigned Numeric value
42	Height	Height of Student	Optional	Positive decimal value

43	Weight	Weight of Student	Optional	Positive decimal value
44	EyeSight	If the Student has spectacles or not	Optional	Yes/No
45	Sightpower	Power of spectacles	Optional	Signed decimal value
46	Majorhealthproblem	Health problems, if any faced by the Student	Optional	Alpha numeric value
47	Library	If the Student uses library	Optional	Yes/No
48	FinancialAid	Descriptive field if any kind of financial aid is given to the Student	Optional	Alpha numeric value
49	Languagesknown	Languages known to Student	Optional	Alpha numeric value
50	ExtraSkills	Special Skills held by Student	Optional	Alpha numeric value
51	ExtraKnowledge	Descriptive field to understand Student knowledge	Optional	Alpha numeric value
52	Areaofinterest	Any special areas of interest	Optional	Alpha numeric value
53	Contribution	Contribution by the student to the college development	Optional	Numeric Value of donation
54	Entrance_Exam	Name of the entrance exam considered by the college.	Optional	For example CET, PGcet, COMET, etc.
55	Entrance_RegisterNo		Optional	
56	EntranceExam OrderNo	Seat number of the student in the above exam	Optional	For example CET registration number, and so on
57	Rank	Rank scored in the exam	Optional	Numeric value
58	Course Allotted Day	Date of Course Allocation during counseling day in numeric form	Optional	dd
59	Course Allotted Month	Date of Course Allocation during counseling month in numeric form	Optional	mm

60	Course Allotted Year	Date of Course Allocation during counseling year in numeric form	Optional	yyyy
61	Allotted Category	Actual category taken by student during allocation. This may not be necessarily his original category.	Optional	The category value(s) should be inserted in RAMANUJAN prior to its use. A discrepancy will result in NULL or blank value.
62	Document Submission	Yes if the original documents are submitted at the time of admission, No if not.	Optional	Yes/No. A discrepancy will result in NULL or blank value.
63	Sub Caste Name	Name of student's sub caste.	Optional	Alphabetic value
64	Reside_Type	K for candidate from Karnataka, N for Indian candidate out of Karnataka and FN for foreign nationals	Optional	K/N/FN
65	PCM Marks	Total marks obtained in PCM, i.e. Physics, Chemistry and Mathematics	Optional	Numeric Value
66	PCM Aggregate	PCM marks in percentile form	Optional	Only numeric value with decimal point without the '%' character
67	Qualified Exam Name	Qualifying Exam after which admission sought	Optional	For example, it could be PUC or a Diploma exam
68	Qualified Exam PassingYear	Passing year of the qualifying exam	Optional	yyyy
69	Qualified Exam Board Name	University or board of the qualifying exam.	Optional	Alphabetic value
70	Qualified Exam RegisterNo	Registration number of the student during the qualifying exam	Optional	Alphanumeric value.

- Enter appropriate information in the rows of this file and save it with a suitable name in the comma separated value format (.csv format).
- Click the Choose file button. This will initiate the browse window.



- Select the saved file and click Open.
- Click the import button. All the data entered in the file will be imported in the RAMANUJAN.

#### 4.1.2 Import Faculty

- Login as admin user type.
- Select MISCELLANEOUS -> UTILITY from the top menu.
- From the side menu go to UTILITY -> IMPORT CENTER -> IMPORT FACULTY.
- Download the standard format file Faculty\_Sample.csv by clicking the link on the page.
- This file contains sample data as expected by RAMANUJAN system. The explanation of each field, whether it is mandatory or optional, and so on is mentioned in the table below.

*List of fields in Faculty\_Sample.csv*

Sr No	Field Name	Description	Optional/Mandatory	Comments
1	EmployeeNo	Employee Number assigned by the institute to the Faculty	Mandatory	e.g. CSE001
2	FirstName	First name of Faculty	Mandatory	Alphabetic
3	MiddleName	Middle name of Faculty	Optional	Alphabetic
4	LastName	Last name of Faculty	Optional	Alphabetic
5	MothersName	Faculty's mother's name	Mandatory	Alphabetic



<b>6</b>	FathersName	Faculty's father's name	Mandatory	Alphabetic
<b>7</b>	Gender	This field is deduced at the time of import using the information in the Title field.	Not Required	For internal use only
<b>8</b>	AppointmentType	Whether the Faculty is Full Time or Part Time	Optional	FullTime /PartTime
<b>9</b>	Department Name	Department ID as defined in the Course and Department section of RAMANUJAN	Mandatory	The department should be defined in RAMANUJAN prior to its use
<b>10</b>	FacultyType	Type of faculty. Could only be one of the two values – Regular or RegularApproved	Optional	Regular/RegularApproved
<b>11</b>	Date of Birth Day*	Day	Optional	Numeric
<b>12</b>	Date of Birth Month*	Month	Optional	Numeric
<b>13</b>	Date of Birth Year*	Year	Optional	Numeric in YYYY format
<b>14</b>	Date of Joining Day*	Day	Optional	Numeric
<b>15</b>	Date of Joining Month*	Month	Optional	Numeric
<b>16</b>	Date of Joining Year*	Year	Optional	Numeric in YYYY format
<b>17</b>	Designation	Faculty Designation as defined in the Academic Definitions section of RAMANUJAN	Optional	The designation should be defined in RAMANUJAN prior to its use
<b>18</b>	Category	Faculty Category as defined in the Academic Definitions section of RAMANUJAN	Optional	The Category/Caste should be defined in RAMANUJAN prior to its use
<b>19</b>	BloodGroup	Blood group of Faculty	Optional	A-/A+/B-/B+/AB-/AB+/O-/O+

<b>20</b>	Religion	Faculty Religion as defined in the Academic Definitions section of RAMANUJAN	Optional	The Religion(s) should be defined in RAMANUJAN prior to its use
<b>21</b>	Bus	If bus facility is availed, enter Y or else N	Optional	Y/N
<b>22</b>	Hostel	If hostel facility is availed, enter Y or else N	Optional	Y/N
<b>23</b>	Qualification	Highest qualification acquired by Faculty	Optional	Alpha numeric value
<b>24</b>	Under Graduate Stream	Major in under graduation	Optional	Alpha numeric value
<b>25</b>	Under Graduate Institute	Under graduation Institute	Optional	Alpha numeric value
<b>26</b>	Under Graduate University	Name of the university attended during under graduation	Optional	Alpha numeric value
<b>27</b>	Under Graduate DegreeName	Name of the under graduate degree acquired by Faculty	Optional	Alpha numeric value
<b>28</b>	Under Graduate PassingYear	Passing year of under graduation	Optional	Unsigned numeric in yyyy format
<b>29</b>	Post Graduate Specialization	Major in post-graduation	Optional	Alpha numeric value
<b>30</b>	Post Graduate Institute	Post-graduation Institute	Optional	Alpha numeric value
<b>31</b>	Post Graduate University	Name of the university attended during post-graduation	Optional	Alpha numeric value
<b>32</b>	Post Graduate PassingYear	Passing year of post-graduation	Optional	Unsigned numeric in yyyy format
<b>33</b>	Post Graduate DegreeName	Name of the post graduate degree acquired by Faculty	Optional	Alpha numeric value

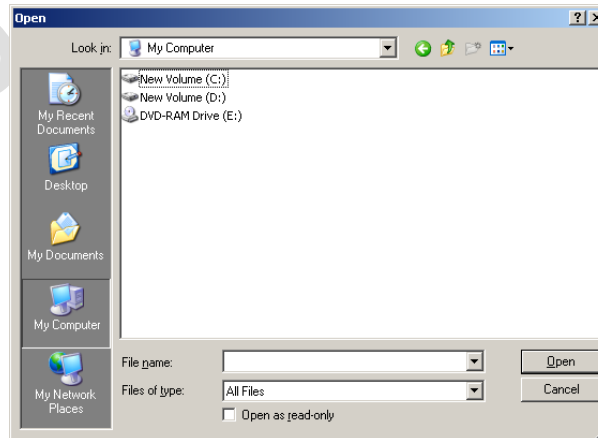
34	PhD Specilization	Major subject of doctorate	Optional	Alpha numeric value
35	PhD Institute	Institute name from where doctorate was earned	Optional	Alpha numeric value
36	PhD University	Name of the university attended during doctorate	Optional	Alpha numeric value
37	PhD PassingYear	Year of earning doctorate	Optional	Unsigned numeric in yyyy format
38	Other Qualification	Description of any other qualification	Optional	Alpha numeric value
39	BasicPay	Faculty's basic salary	Optional	Unsigned decimal value
40	DA	Daily Allowance	Optional	Unsigned decimal value
41	HRA	House Rent Allowance	Optional	Unsigned decimal value
42	OtherAllowances	Other Allowances	Optional	Unsigned decimal value
43	PayScale	Text field to be used as per institute requirements	Optional	Alphabetic value
44	GrossPayperMonth	Gross Pay per month	Optional	Unsigned decimal value
45	BankAccountNumber	Faculty's bank account number	Optional	Alpha numeric value
46	BankBranchName	Bank branch name for the account in #45	Optional	Alpha numeric value
47	BankName	Bank Name where Faculty account exists	Optional	Alpha numeric value
48	IFSCCode	Indian Financial System Code of the bank	Optional	Alpha numeric value

<b>49</b>	PAN	Permanent Account number as given by Income Tax Department	Optional	Alpha numeric value
<b>50</b>	Annuity No	As appearing in the pay slip	Optional	Alpha numeric value
<b>51</b>	ESI No	As appearing in the pay slip	Optional	Alpha numeric value
<b>52</b>	GratuityNo	As appearing in the pay slip	Optional	Alpha numeric value
<b>53</b>	PFNumber	Provident Fund Number	Optional	Alpha numeric value
<b>54</b>	SalaryMode	Direct Deposit or Cheque or Cash	Optional	Alphabetic value
<b>55</b>	Correspondence Address Line1	Correspondence Address Line 1	Optional	Alpha numeric values including special characters
<b>56</b>	Correspondence Address Line2	Correspondence Address Line 2	Optional	Alpha numeric values including special characters
<b>57</b>	Correspondence City	Correspondence Address city	Optional	Alphabetic
<b>58</b>	Correspondence State	Correspondence Address State	Optional	Alphabetic
<b>59</b>	Correspondence Country	Correspondence Address Country	Optional	Alphabetic
<b>60</b>	Correspondence Pincode	Correspondence Address Zip Code	Optional	Unsigned Numeric value
<b>61</b>	Permanent Address Line1	Residential Address Line 1	Optional	Alpha numeric values including special characters

<b>62</b>	Permanent Address Line2	Residential Address Line 2	Optional	Alpha numeric values including special characters
<b>63</b>	Permanent City	Residential Address city	Optional	Alphabetic
<b>64</b>	Permanent State	Residential Address State	Optional	Alphabetic
<b>65</b>	Permanent Country	Residential Address Country	Optional	Alphabetic
<b>66</b>	Permanent Pincode	Residential Address Zip Code	Optional	Unsigned Numeric value
<b>67</b>	HomeAreaCode	Area code of home phone number	Optional	Numeric Value
<b>68</b>	HomeNo	Home phone number	Optional	Numeric Value
<b>69</b>	WorkAreaCode	Area code of work phone number	Optional	Numeric Value
<b>70</b>	WorkNo	Work phone number	Optional	Numeric Value
<b>71</b>	FaxAreaCode	Area code of facsimile Number	Optional	Numeric Value
<b>72</b>	FaxNo	Facsimile Number	Optional	Numeric Value
<b>73</b>	PriMobileNo	Primary Mobile Number	Optional	Numeric Value
<b>74</b>	AltMobileNo	Alternate Mobile Number	Optional	Numeric Value
<b>75</b>	Website	Faculty's website	Optional	Alpha numeric value including special characters
<b>76</b>	EmailId	Faculty's email id	Optional	Alpha numeric value including special characters
<b>77</b>	PassportNo	Passport Number of Faculty	Optional	Alpha numeric value

78	AdharCardNo	Adhar card number of Faculty	Optional	Alpha numeric value
79	DrivingLicenseNo	Driving License number of Faculty	Optional	Alpha numeric value
80	AnyOther	Any other identification	Optional	Alpha numeric value
81	Total Experience	Total experience of Faculty	Optional	Unsigned Numeric value
82	Relevant Experience	Relevant experience	Optional	Unsigned Numeric value
83	Post Graduate Projects	Number of post graduate project(s) worked on by Faculty	Optional	Unsigned Numeric value
84	PhD projects	Number of PhD project(s) worked on by Faculty	Optional	Unsigned Numeric value
85	NationalPublications	National publications by the Faculty	Optional	Alpha numeric value
86	InternationalPublications	International publications by the Faculty	Optional	Alpha numeric value

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