## **User Reference Manual**

Of

Web-based Application for Online Submission of Students detail

# **Student Monitoring System**

Release 0.1 dated 14th August 2012

Brought to you by:

Pharmacy Council of India



Pharmacy Council of India, Combined Council's Building, Kotla Road, Aiwan-E-Ghalib Marg, New Delhi-110 002. Website: <u>www.pci.nic.in</u>

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### In this manual, you will learn about ...

How to add a new Student details

#### 1. Introduction

Student Monitoring System is developed to provide a facility for the colleges on Pharmacy Council of India's website to maintain students registered every year against the courses approved by Pharmacy Council of India. This feature is available within the existing interface available for colleges in line with Standard Inspection Format (S.I.F), Faculty Management and Principal Management.

Student Monitoring System is web enabled system, it can be used 24\*7 by the authorized users.

All colleges should login using provided credentials to access complete Student Monitoring System. Once logged in colleges can submit data upto the approved numbers of intake against each course they are offering. Through this system colleges can add, update and view new student details.

#### How to access the system

- The system can be accessed by using the link <u>www.pci.nic.in</u> using any standard web browser like Internet Explorer, Firefox, etc.
- Once the system is accessed using the above said link you will get the below page.



Click on the "Online Services" (ref above fig.). It will redirect to a page which is shown as below.

Pharmacy Council Of India A statutory body under the Ministry of Health & Family Welfare, New Delhi.	
Login for coneges	
Login For Users/Colleges	
Login For State Pharmacy Council	

Click on the "Login For Users/Colleges" (ref above fig.), It will redirect to the Login Page which is shown below.

Pharmacy Council Of India A statutory body under the Ministry of Health & Family Welfare, New Delhi. Login for Colleges		
Welcome to The Pharmacy Council of India           An integrated system for Pharmacy colleges to maintain the faculty details and the Standard Inspection Format (SIF) online. The system currently facilitates the Pharmacy colleges the following features as part of the faculty module.           1. Add a New Teaching Faculty         2. Update Basic and additional qualification Details of an existing Faculty           3. Update the Promotion details of an existing Faculty         4. Relieve a current working Faculty           5. Recruit a relieved Faculty         6. Submission of SIF online	co submit e Captcha Code <del>&lt;</del>	Login User Ilame Password ••••••• U2883755 Etter the code down above.
<mark>Click here to download Mozilla Firefox, Internet Explorer 7 or higher.</mark> For any query please email us at pci@ndb.vsnl.net.in and support.pcinet.in@gma	Enter the Captcha Code	Log In Reset Password

Enter the User Name, Password and Captcha code in the respective boxes and then click on the
 Log In button. You will be redirected to the home of the Colleges login.

#### 2. Home Page

This is the Home page of Colleges login.

Pharmacy A statutory body under t	Council Of In he Walstry of Health & Family Welfare, Login for Colle	dia New Delbi. <b>Igges</b>	
System Administratio	Please app n Standard Inspection Fo	oly for SIF before 30 S rmat(S.I.F) Faculty Ma	agement Student Management Principal Management Change Password 😈
Users Unine -	SIF Status		Department Wise Faculty Details
Tracking Ilo. SIF/2011/100058	Status New Application	Academic Year 2012-2013	No Record Found !!
-	List of Approved Cou	rses	
No Record Found !!			

To Manage Student's details click on the Student Management (ref above fig.). You will get the page "Manage Student".

#### 3. Manage Student

Manage Student helps you to Add and keep up the student's details who pursuing their degree in the colleges that coming under pharmacy council of India. Here you can Add a new student details and view the same.

Phar	rmacy Counc y bedy under the Winistry of Heu Logi	cil Of Inc alth & Family Welfare, I in for Colle	dia New Delhi. ges	Manage Faculties	Logout		
and the second	Manage Student       Logged in as: [Smt. Sarojini Ramulamma College of Pharmacy]         Details of the students need to be filled in within the       Help						
Change Academic Session Add Students							Back to Home
				Search			
Student	ID			Scarch !	itudent Name Min. 4 Characters)		
College		Smt. Sarojini Ra	mulamma College of Pharmacy ,	Andhra Pradesh 🛛 🔽 🖞	Course		*
				Search Show All			
Total Stu	ident Found: 10						
S.No.	Student	Id	Student NAME	Date of Birth	Father's Name	Course Name	ACTION
1	74/PD/2012-13/0001		Demo New	18/03/1988	asdasd	Pharm D	View
2	74/PB/2012-13/0001		Hitesh	28/12/1986	father	D Pharm	View
3	74/DP/2012-13/0007		testing	18/03/1987	father	D Pharm	View
4	74/DP/2012-13/0006		asadasdas	18/03/1987	father	D Pharm	View
5	74/1/2012-13/0005		Demotest	18/03/1987	ss sharma	D Pharm	View
12							
							Back To Home

#### **Procedure to Add Students details**

#### 3.1. Change Academic Session

This option helps you to set the Academic session for which the student's details need to be added.

Details of the students need to be filled in within the										Hel	
(	Change A	cademic Session			Add	Students					Back to Home
L					Sea	arch					
	Student	ID					Stu (Mii	dent Name n. 4 Characters)			
L	College	Smt. Sarojini Ramulamma College of Pharmacy , And			ndhra Pradesh	~	Cou	rse			*
					Search	Show All					
L	Total Stu	dent Found: 10									
L	S.No.	Student	Id	Student NAME	Date	of Birth		Father's Name	Course N	ame	ACTION
L	1	74/PD/2012-13/0001	Den	no New	18/03/1988			asdasd	Pharm D		View
L	2	74/PB/2012-13/0001	Hite	ish	28/12/1986			father	D Pharm		View
L	3	74/DP/2012-13/0007	testi	ing	18/03/1987			father	D Pharm		View
	4	74/DP/2012-13/0006	asa	dasdas	18/03/1987			father	D Pharm		View
L	5	74/1/2012-13/0005	Den	notest	18/03/1987			ss sharma	D Pharm		View
L	12										
										В	ack To Home

Click on the Change Academic Session in the home page (ref above fig.), you will get the below page "Change Academic Session".

Change	Academic Session
	Back To Hom
Current Academic Session	2013-14 🗸
Academic Session	2013-14
Set A	cademic Session

- Current Academic Session: Click on the drop-down box, you will be suggested with list of academic years in the drop down list. Select the appropriate one from the list.
- Academic Session: Once the Academic Session is selected in the "Current Academic Session" drop-down box, selected session will be displayed in this box.
- Now click on the Set Academic Session button (ref above fig.), selected Academic session will be set and you will get the confirmation message box which is shown as below.



• Now click on the **OK** button to return to previous screen.

#### 3.2. Add Students

This option helps you to Add a new student details.

						Details of the students n	eed to be filled in wi	thin the	Help
Change A	cademic Session			Add Students	>				Back to Home
				Search					
Student	ID				Stude (Min.	ent Name 4 Characters)			
College						e			
concyc		Smt. Sarojini Ra	mt. Sarojini Ramulamma College of Pharmacy , Andhra Pradesh 🛛 😽 😽						~
				Search Show All					
Total Stu	dent Found: 10								
S.No.	Student	Id	Student NAME	Date of Birth		Father's Name	Course Na	me	ACTION
1	74/PD/2012-13/0001		Demo New	18/03/1988	as	sdasd	Pharm D		View
2	74/PB/2012-13/0001		Hitesh	28/12/1986	fat	ither	D Pharm		View
3	74/DP/2012-13/0007		testing	18/03/1987	fat	ither	D Pharm		View
4	74/DP/2012-13/0006		asadasdas	18/03/1987	fat	ither	D Pharm		View
5	74/1/2012-13/0005		Demotest	18/03/1987	se	s sharma	D Pharm		View
12									
								В	ack To Home

 Click on the Add Student in the home page (ref above fig.). You will get the page "Student Entry Form" which is shown as below.

**Note:** Once the student details are submitted, it cannot be modified except "Board/University Enrolment number" until it is updated.

	Student Entry Form
Note: * denotes mandatory fields.	
Academic Year of Admission	2012-13
* Name of the Student	afsd
* Gender	O Male O Fermale
* Category	sc 💌
* Date of Birth (dd/mm/yyyy)	14/08/1987
* Father's Name	sifies
Permanent Address of Student	sta fastifasta (
Year of Passing of 10+2	
10+2 Board Registration No.	
Percentage of Marks in 10+2 qualifying exam. for admission to the Pharmacy Course (Aggregate)	
Date of Admission to Pharmacy Course	
* Course Admitted	D Harm 💌
Admission Qualification to the Pharmacy Course	<ul> <li>O 10+2 with Physics, Chemistry, Biology</li> <li>○ 10+2 with Physics, Chemistry, Math</li> </ul>
University / Examining Authority	S. H. D. T. Wamer's University July Compus (#UMBA) 452 054
Board/University Enrolment No.	
	Add Student Detrils Cancel

- Here the fields marked in \* is mandatory
- Academic Year of Admission: Academic year of the admission will be automatically displayed. To set or edit (ref sec 3.1).
- Name of the Student\*: Enter the name of the student in the respective box.
- **Gender\*:** Select the gender, whether "Male" or "Female" using option button.
- Category\*: Click on the drop-down box you will be suggested with list of category in the dropdown list. Select the corresponding one from the list.
- Date of Birth (dd/mm/yyyy)\*: Click on the calendar and pick the date of birth from it. Ensure that the entering student date of birth should be less than 17 years from the current date. It means that student age should be 17 or above, else it will not allow you to submit the details. By entering the student age as less that 17 years and when you proceed to submit the details you will get the warning message box which is shown as below.



- In this case click on OK button to return to previous screen, make the necessary changes and then proceed to submit.
- Father's Name: Enter the Father's name of the student in the respective box.
- Permanent Address of Student: Enter the Permanent address of the students in the respective box.
- Year of Passing of 10+2: Enter the year of passing of HSC.
- ◆ **10+2 Board Registration No.:** Enter the HSC board Registration Number.
- Percentage of Marks in 10+2 qualifying exam. For admission to the Pharmacy Course (Aggregate): Enter the Student HSC mark in Percentage.
- Date of Admission to Pharmacy Course: Click on the calendar and pick the Admission Date of pharmacy course from it.
- Course Admitted\*: Click on the drop-down box. You will be suggested with list of courses in drop-down. Select the appropriate one from it.
- Admission Qualification to the Pharmacy Course: Depending upon the course selected, here it will ask for the qualification details so. Select the qualification using option button.
- University/Examining Authority: Click on the drop-down box and pick the college from the drop-down list.
- Board/University Enrolment No.: Enter the Enrolment number if available, else you can enter it later.
- After entering the above said details click on the Add Student details button. You will get the below intimation message box.



- Once the student details are submitted, it cannot be modified in future under any circumstances except "Board/University Enrolment number" until it gets entered. So if you wish to submit the details click on the **OK** button. Else click on the **Cancel** button, make the necessary changes and then proceed to submit.
- Once the details are submitted you will get the below confirmation message box.



• Now click on the **OK** button to return to previous screen.

#### **Fill Enrolment Number**

- Once the student information's are updated and the enrollment number alone pending. It will intimate as Fill Board/University Enrolment No. button in the "ACTION" column of that particular student (ref below fig.).
- Students with only View button in "ACTION" Column shows that all the details are updated.
   Using this you can just view the submitted details of a student.

Ph A stat	armacy (	COUP	ncil Of Indi Health & Family Welfare, New	a Manag Delhi.	je SIF	Mana	ge Faculties		Logout		
		Lo	gin for College	25							
	Y	Ма	nage Student				Logged in as	: [ Smt.	Sarojini Ramular	nma College of	Pharmacy ]
			from starting the	registration and	admission.						Help
Chang	e Academic Ses	ssion			Add	Studen	ts				Back to Home
					Sea	rch					
Stude	Student ID						Student Name (Min. 4 Characte	ers)			
Colle	ge	Smt. Sa	rojini Ramulamma Colle	ge of Pharmacy , An	of Pharmacy , Andhra Pradesh 🗸 🔽		Course				~
					Search	Show All					
Total S	Student Found: 12										
S.No.	Student !	Id	Student NAME	Date of Birth	Father's	Name	Course Name			ACTION	
1	74/DP/2012-13/0	009	Demo new	01/01/1989	demo		D Pharm (	Fill Bo	ard/University	Enrolment No	View
2	74/DP/2012-13/0	008	test	07/05/1987	bthnn		D Pharm	View	View		
3	74/PD/2012-13/0	)001	Demo New	18/03/1988	asdasd		Pharm D	View			
4	4 74/PB/2012-13/0001 Hitesh 28/1		28/12/1986	father		D Pharm	View				
5	74/DP/2012-13/0	007	testing	18/03/1987	father		D Pharm	View			
123										E	3ack To Home

To Update Enrolment number for any particular Student click on the "Fill Board/University Enrolment No." button which is available in the "ACTION" column of that particular student (ref above fig.). You will get the page "Student Entry Form" which is shown as below.

	Student Entry Form
Note: * denotes mandato	ry fields.
Academic Year of Admission	2012-13
* Name of the Student	Demo new
* Gender	Male Female
* Category	GEN
* Date of Birth (dd/mm/yyyy)	D1/01/1989
* Father's Name	demo
Permanent Address of Student	dfbdfbfgb bgfbdfsg
10+2	2010
10+2 Board Registration No.	32145
Percentage of Marks	
in 10+2 qualifying exam, for admission	52
to the Pharmacy	
Date of Admission to	
Pharmacy Course	13/08/2012
* Course Admitted	D Pharm 🔽
Admission Qualification to the	
Pharmacy Course	10+2 with Physics, Chemistry, Biology
	10+2 with Physics, Chemistry, Math
University/Examining Authority	H.P. Takniki Shiksha Board 287-Civil Line Dharamsala DISTT. KANGRA 176 215
Board/University Enrolment No.	123
	Fill Board/University Enrolment No Cancel

- Since the details are already updated it will not allow you to add or modify any details except Board/University Enrolment Number.
- Enter the "Board/University Enrolment No." in the respective box and click on the Fill Board/University Enrolment No. button (ref above fig.). You will get the warning message box which is shown as below.

The page at localhost:2104 says:	Ţ
Student University/Board Enrolment Number cannot be Changed after submission. Do you want to continue?	
OK Cancel	

Once the Enrolment number is submitted it cannot also be modified in future. If you wish to submit the details click on **OK** button (ref above fig.). Enrolment number will be submitted and you will get the confirmation message box which is shown as below.



Now click on the **OK** button to return to previous screen.

#### 3.3. Searching for a student details

- Search options help you get any particular student details from the large number of lists. Here you can search by (Student ID, Student Name, College wise and Course wise) if you know any one of these details enter that details in the respective box and then click on the Search button (ref below fig.). You will get the required information.
- To view the complete list of students, click on the **Show All** button (ref below fig.).

Pha	Login	for Colleges	SIF Banage Facult	les Legnit		
	Manag	) Student	Lopped	fån as:   Smt Sangini Ramularum	a College of Pharmacy	
Channelo	An editorial Terretory		A.44 (1997)	Decision of the Property	Theed to be finded in writing to	Bark to Ba
Citanda a	in particular, particular, c		Caurh			D D D D D D D D D D D D D D D D D D D
Student ID			Searca	Student Name (Nin, 4 Characters)		
College 2		nt. Sarojini Ranulanma College of Pharm	rojini Ramulanma College of Pharmacy , Andhra Pradech			
			CAAPOD YON AL			
Total St	udent Found: 10					
S.No.	Student Id	Student NAME	Date of Birth	Father's Name	Course Name	ACTION.
1	74/PD/2012-13/0001	Demo New	16/03/1988	asdasd	Pharm D	Men
2	74/PB/2012-13/0001	Hitesh	28/12/1986	father	D Pharm	(ATR W
3	74/DP/2012-13/0007	testing	18/03/1987	father	D Pharm	Meni
	74/DP/2012-13/0006	asadasdas	18/03/1987	father	D Pharm	Merw
4	74/10/04/3 10/00/06	Demotest	18/03/1987	ss shama	D Pharm	Mew
4	114(172912-100000					

To view the complete details for any particular student, click on the View button of that particular student which is available in the "Action" column (ref above fig.). Details will be displayed in a pop-up window which is shown as below.

	Close Window			
Student Detail(s)				
Academic Year of Admission	2012-13			
Student ID	74/PD/2012- 13/0001			
Student Name	Demo New			
Gender	Female			
Category	Other : tst			
Date of Birth	18/03/1988			
Father's Name	asdasd			
Permanent Address of Student	dfdgdfg			
Year of Passing of 10+2	2007			
10+2 Board Registration No.	21312312			
Percentage of Marks in 10+2 qualifying exam. for admission to the Pharmacy Course (Aggregate)	88.5 %			
Date of Admission to Pharmacy Course	08/08/2012			
Course Admitted	Pharm D			
Admission Qualification To the Pharmacy Course	10+2 with Physics, Chemistry, Math			
University/Examining Authority	The Registrar, Rajiv Gandhi Prodyogiki Vishwavidyalaya Airport Byepass Road Gandhi Nagar Bhopal 462 036			
Board/University Enrolment No.	55555			
	Close Window			