

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: www.pci.nic.in

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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

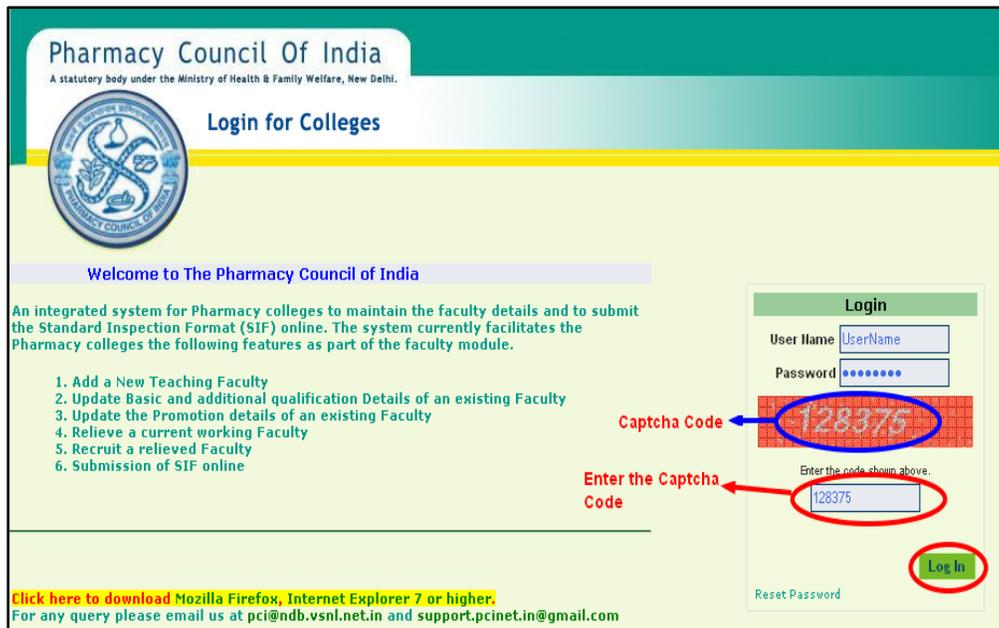
- ❖ The system can be accessed by using the link www.pci.nic.in using any standard web browser like Internet Explorer, Firefox, etc.
- ❖ Once the system is accessed using the above said link you will get the below page.

The screenshot shows the Pharmacy Council of India website. The header includes the council's name, logo, and a navigation menu with links for Home, Colleges & Courses, Right To Information Act 2005, and Contact Us. The main content area features a banner with the text "Making better provision for the regulation of the profession and practice of pharmacy" and a photo of four pharmacy professionals. Below the banner is a secondary navigation menu with links for General Information, Rules & Regulations, Faculty Database, Approved Colleges, Policy & Circulars, and Procedure/Forms. A search bar is also present. The main content area includes a welcome message, a "Highlights" sidebar with links for President's Message, For Students, For Colleges, For State Councils, Online Services (circled in red), Miscellaneous, and Public Notice, and an "Announcements" section with a "new! B.Pharm Course" announcement. At the bottom, there is a contact number (1800-180-5522), an email address (helpline@antir), and a note about online submission of student details.

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



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



- ❖ 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 Council Of India
A statutory body under the Ministry of Health & Family Welfare, New Delhi.

Login for Colleges

Please apply for SIF before 30 Sept of every year.

System Administration Standard Inspection Format(S.I.F) Faculty Management **Student Management** Principal Management Change Password

Users Online =

SIF Status			Department Wise Faculty Details
Tracking No.	Status	Academic Year	No Record Found !!
SIF/2011/100058	New Application	2012-2013	

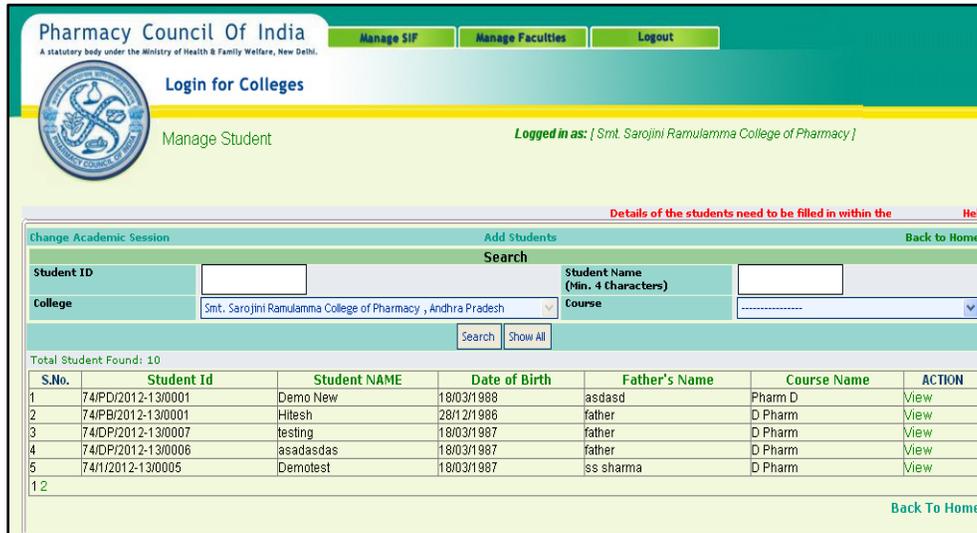
List of Approved Courses

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

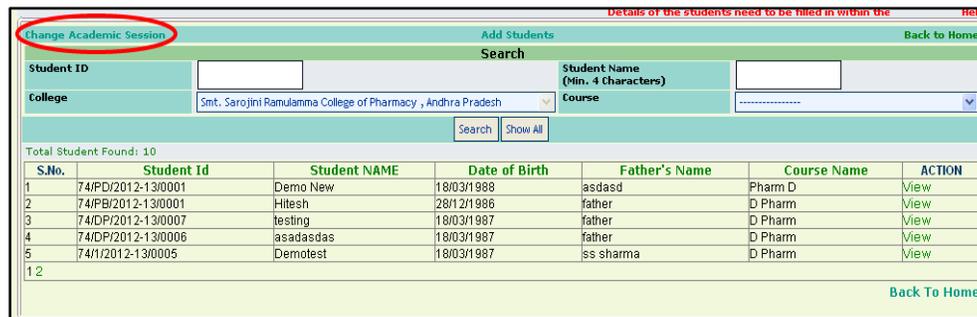
Manage Student helps you to Add and keep up the student’s details who pursuing their degree in the colleges that coming under pharmacy council of India. Here you can Add a new student details and view the same.



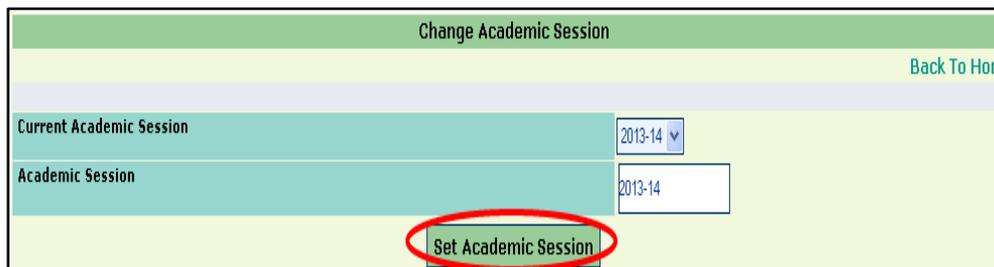
Procedure to Add Students details

3.1. Change Academic Session

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



- ❖ Click on the **Change Academic Session** in the home page (ref above fig.), you will get the below page “Change Academic Session”.



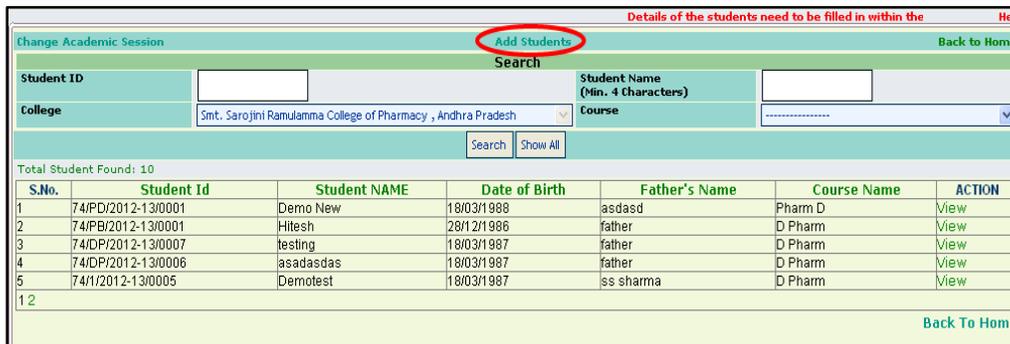
- ❖ **Current Academic Session:** Click on the drop-down box, you will be suggested with list of academic years in the drop down list. Select the appropriate one from the list.
- ❖ **Academic Session:** Once the Academic Session is selected in the “Current Academic Session” drop-down box, selected session 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.

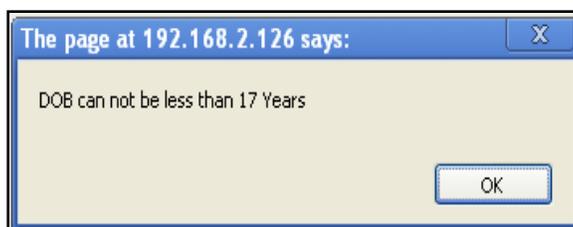


- ❖ Click on the **Add Student** in the home page (ref above fig.). You will get the page “Student Entry Form” which is shown as below.

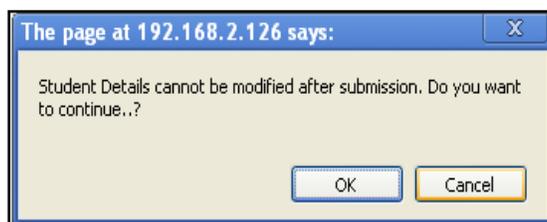
Note: Once the student details are submitted, it cannot be modified except “Board/University Enrolment number” until it is updated.

Student Entry Form	
Note: * denotes mandatory fields.	
Academic Year of Admission	2012-13
* Name of the Student	<input type="text" value="afsd"/>
* Gender	<input checked="" type="radio"/> Male <input type="radio"/> Female
* Category	SC <input type="button" value="v"/>
* Date of Birth (dd/mm/yyyy)	14/08/1987 <input type="button" value="calendar"/>
* Father's Name	<input type="text" value="sdfas"/>
Permanent Address of Student	<input type="text" value="sdfasdfsdfasdfsdf"/>
Year of Passing of 10+2	<input type="text"/>
10+2 Board Registration No.	<input type="text"/>
Percentage of Marks in 10+2 qualifying exam. for admission to the Pharmacy Course (Aggregate)	<input type="text"/>
Date of Admission to Pharmacy Course	<input type="text"/> <input type="button" value="calendar"/>
* Course Admitted	D Pharm <input type="button" value="v"/>
Admission Qualification to the Pharmacy Course	<input checked="" type="radio"/> 10+2 with Physics, Chemistry, Biology <input type="radio"/> 10+2 with Physics, Chemistry, Math
University/Examining Authority	S. H. D. T. Wamernis University Juhu Campus MUMBAI 400 054
Board/University Enrolment No.	<input type="text"/>
<input type="button" value="Add Student Details"/> <input type="button" value="Cancel"/>	

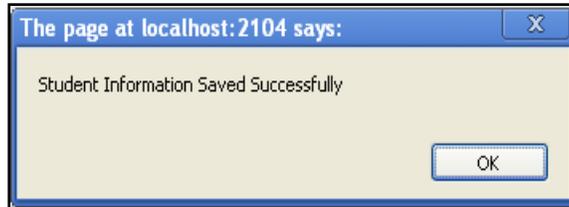
- ❖ Here the fields marked in * is mandatory
- ❖ **Academic Year of Admission:** Academic year of the admission will be automatically displayed. To set or edit ([ref sec 3.1](#)).
- ❖ **Name of the Student*:** Enter the name of the student in the respective box.
- ❖ **Gender*:** Select the gender, whether “Male” or “Female” using option button.
- ❖ **Category*:** Click on the drop-down box you will be suggested with list of category in the drop-down 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.



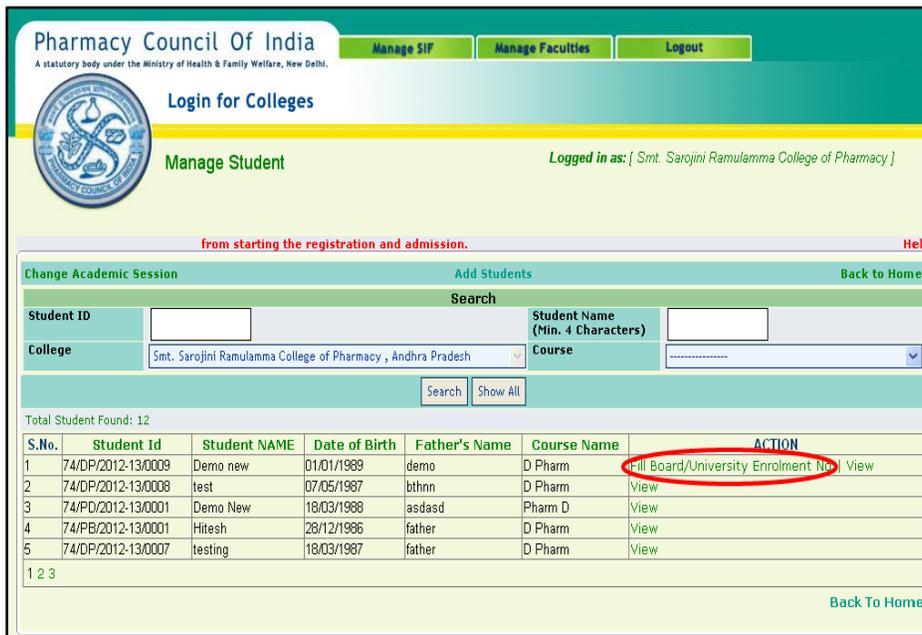
- ❖ Once the student details are submitted, it cannot be modified in future under any circumstances except "Board/University Enrolment number" until it gets entered. So if you wish to submit the details click on the **OK** button. Else click on the **Cancel** button, make the necessary changes and then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



- ❖ 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 mandatory fields.

Academic Year of Admission: 2012-13

* Name of the Student: Demo new

* Gender: Male Female

* Category: GEN

* Date of Birth (dd/mm/yyyy): 01/01/1989

* Father's Name: demo

Permanent Address of Student: dfbdfbfgb bgfbdfsg

Year of Passing of 10+2: 2010

10+2 Board Registration No.: 32145

Percentage of Marks in 10+2 qualifying exam. for admission to the Pharmacy Course (Aggregate): 52

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. Techniki Shiksha Board 287-Civil Line Dharamsala DISTT.KANGRA 176 215

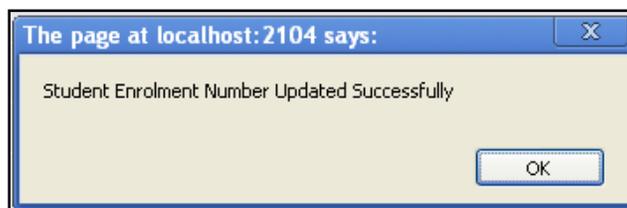
Board/University Enrolment No.: 123

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.



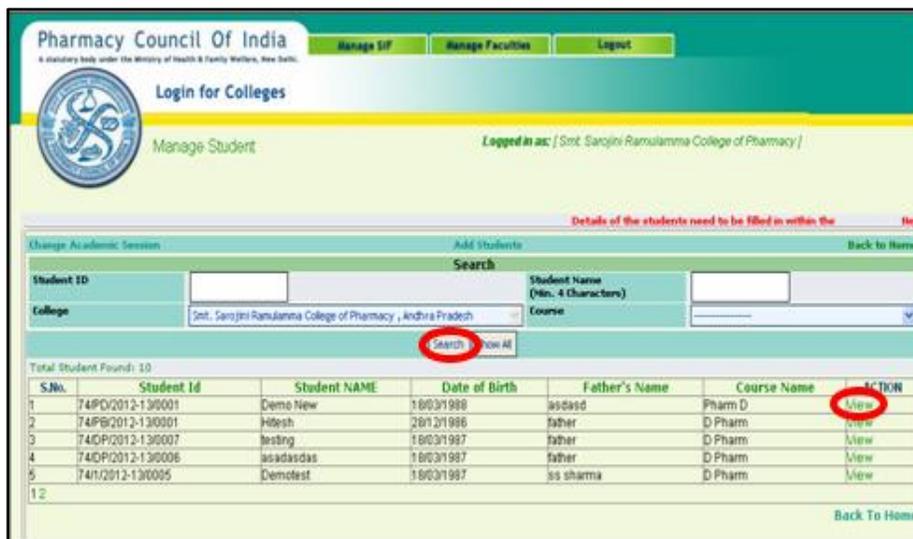
- ❖ Once the Enrolment number is submitted it cannot also be modified in future. If you wish to submit the details click on **OK** button (ref above fig.). Enrolment number will be submitted and you will get the confirmation message box which is shown as below.



- ❖ 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.).



- ❖ 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.

Student Detail(s)		Close Window
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	dfgdgfg	
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 Proudyogiki Vishwavidyalaya Airport Bypass Road Gandhi Nagar Bhopal 462 036	
Board/University Enrolment No.	55555	
		Close Window