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Nagpur

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PRIYADARSHINI COLLEGE OF ENGINEERING

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Phone : 07104 – 299681 Fax : 07104 – 237648
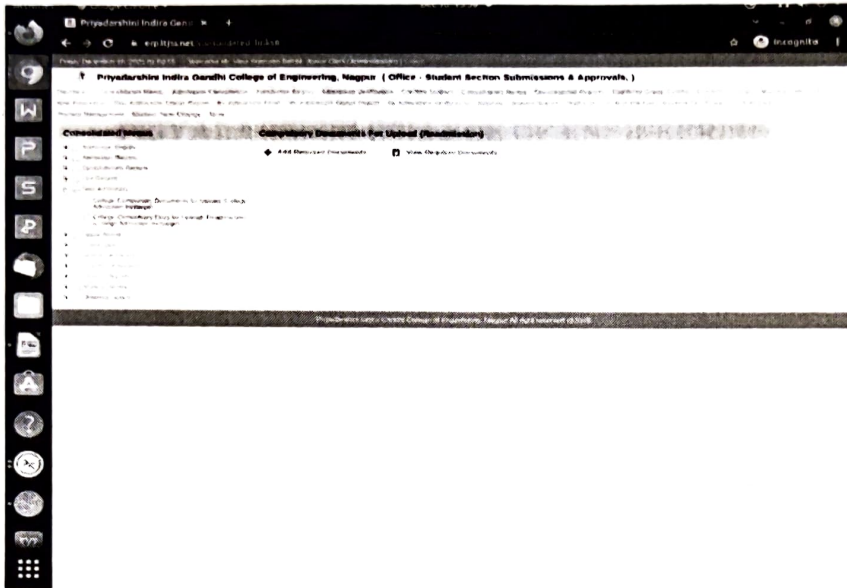email : principal.pce.ngp@gmail.com, www.pcenagpur.edu.in

Readmission Procedure

Define Documents to be uploaded while filling Re-admission form.

Click on Consolidated menu in College Admission incharge login (Student section incharge)

Select new admission

Select College Compulsory Documents to upload(Re-admission)

Following screen will appear

Click on 'add Required Documents', Following screen will appear
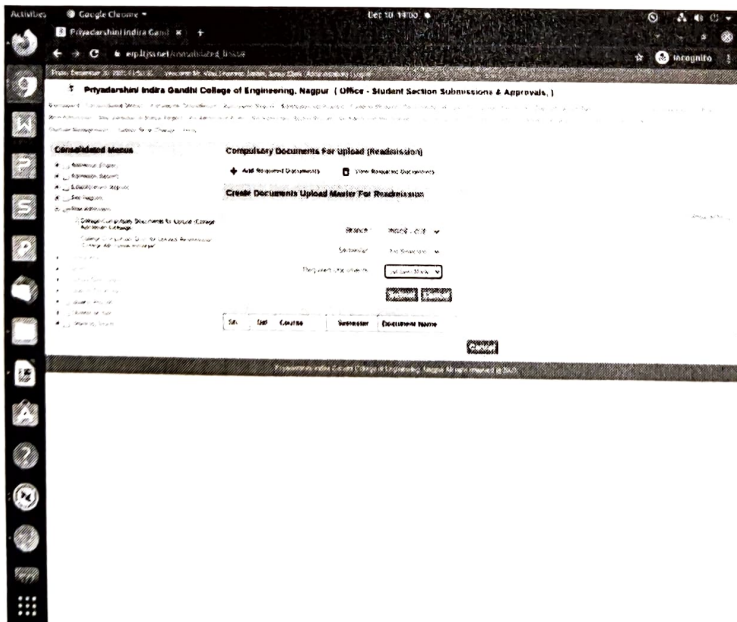
Select Branch, Semster and Document click on Submit button.

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Creation of Holiday Calender in ERP for accepting Leave application

It has been noted that many faculty members are applying for EL/ML application in parts when their is a leave in between the leave period which is against the rule. Now the Establishment Department will have to create the Holiday list Including Sunday and 2nd 4th Saturday when ever applicable in ERP and approve it in consolidated Menu. This list will be used for checking the leave applications of faculty members. In case calender is not created and/or leaves are not marked and Approval is not given in ERP faculty members will not be able to send their leave request in ERP.

Link for creation of holiday list is available in Consolidated Menu

Click Establishment in consolidated menu click on Create Holiday list.
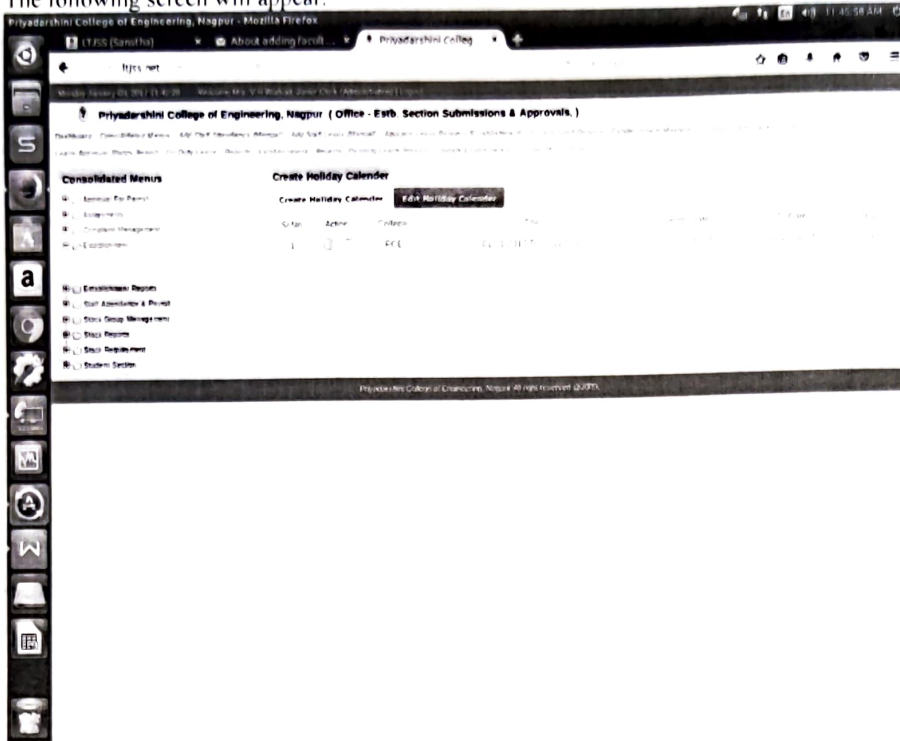Following screen will appear
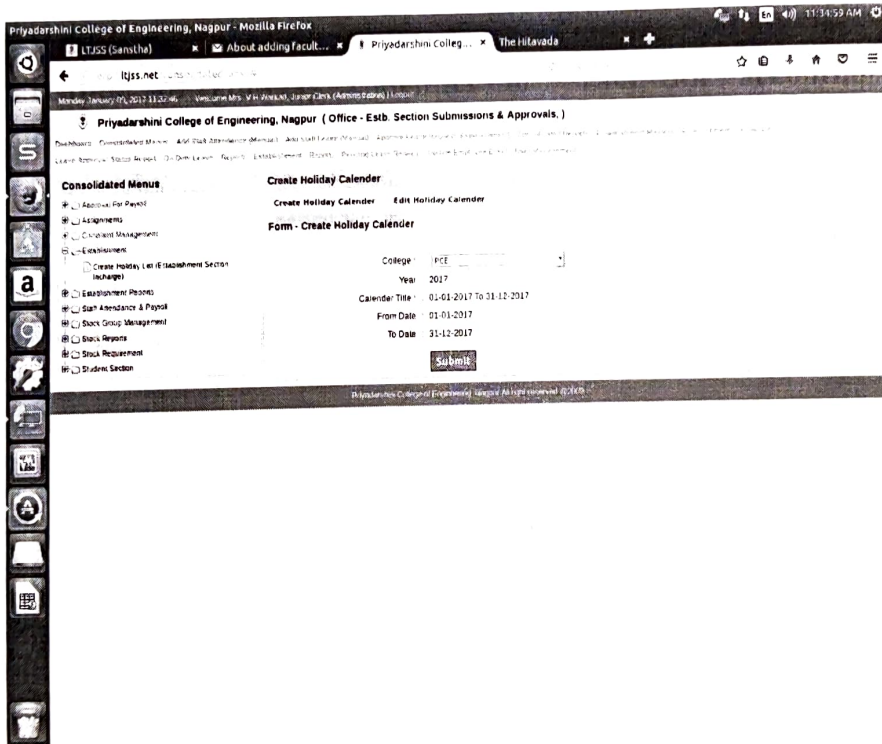
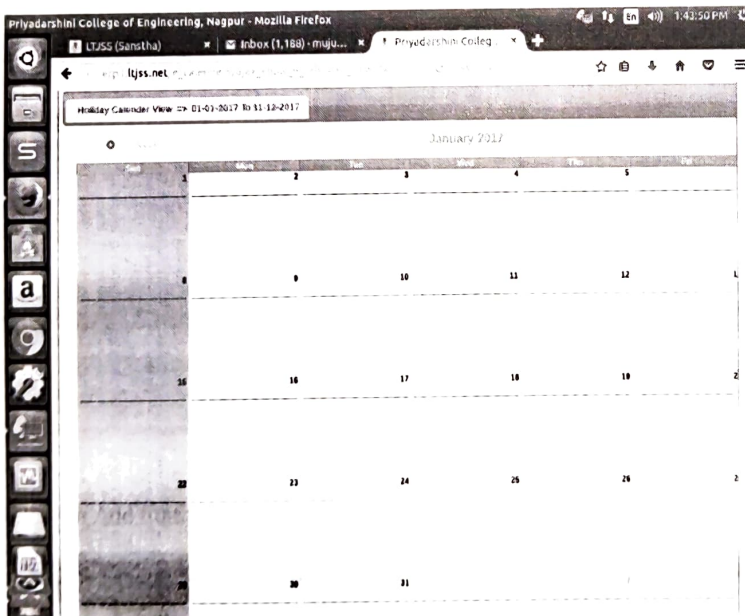Select College name and click on submit button. Calender will be created.

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Click in Edit Holiday calender tab to mark Sunday and holidays
The following screen will appear.

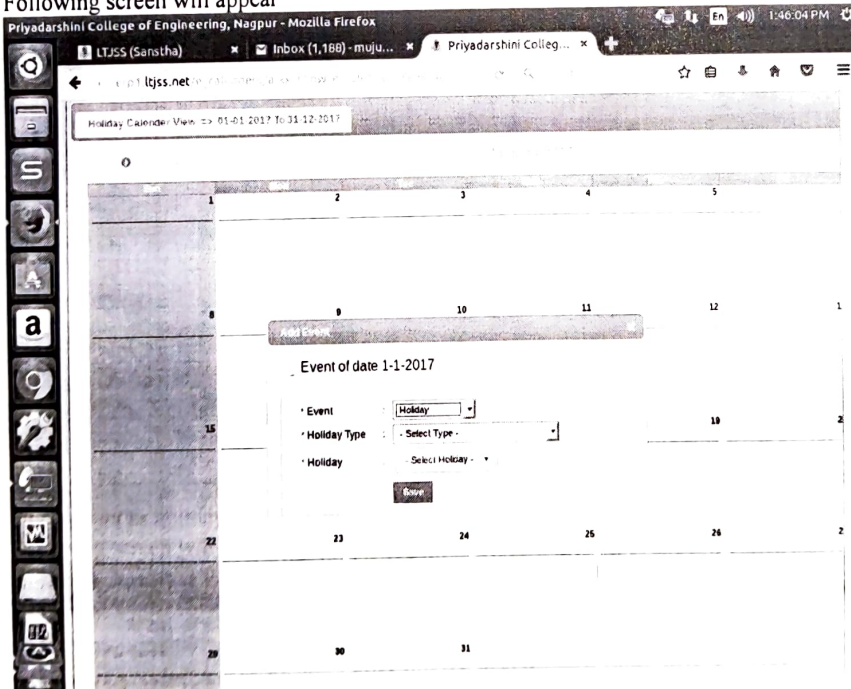Click on Add Edit tab under action column following screen will appear

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Keep the mouse pointer in the date square to be marked as holiday and click the following will appear on the screen.
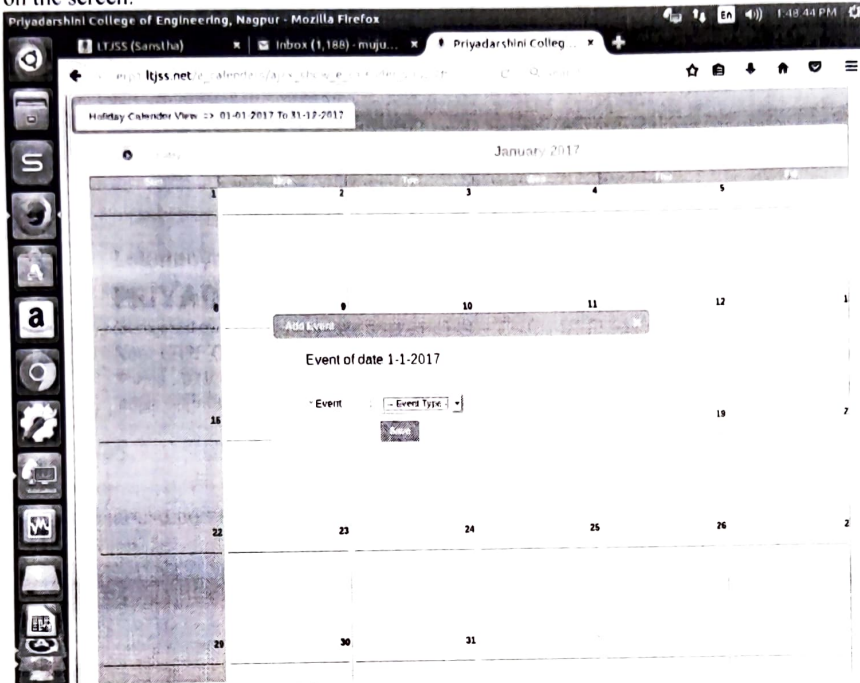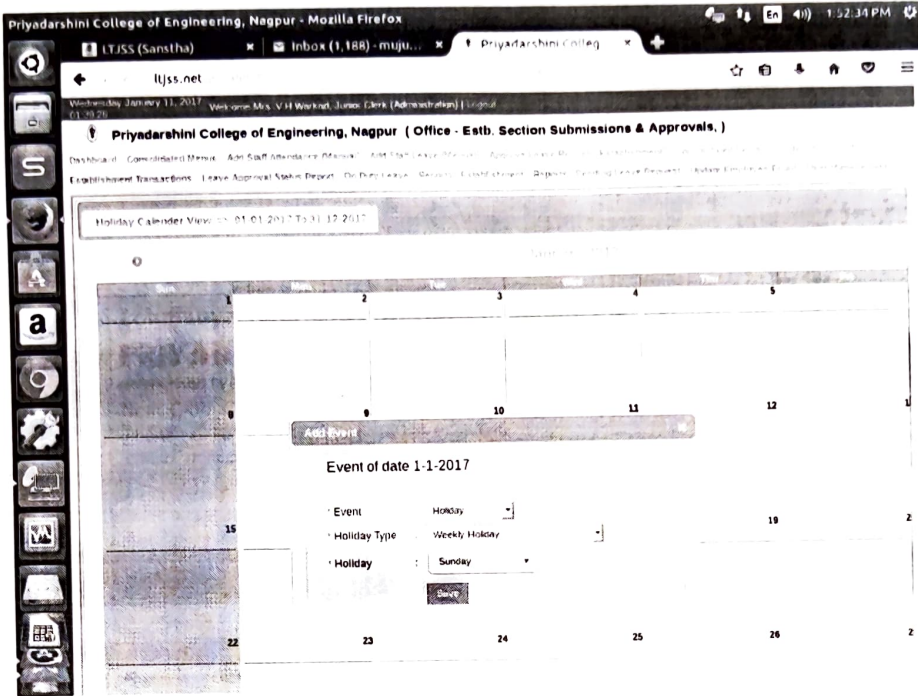

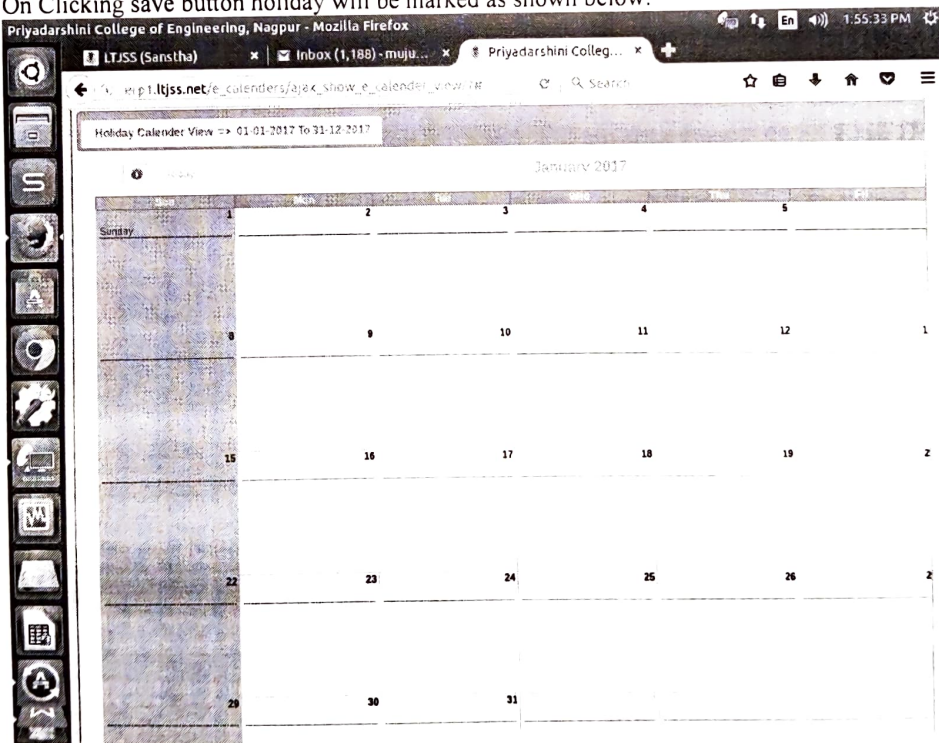Select event as holiday and click on save

Following screen will appear

Select holiday type and holiday and click on save button.

Principal
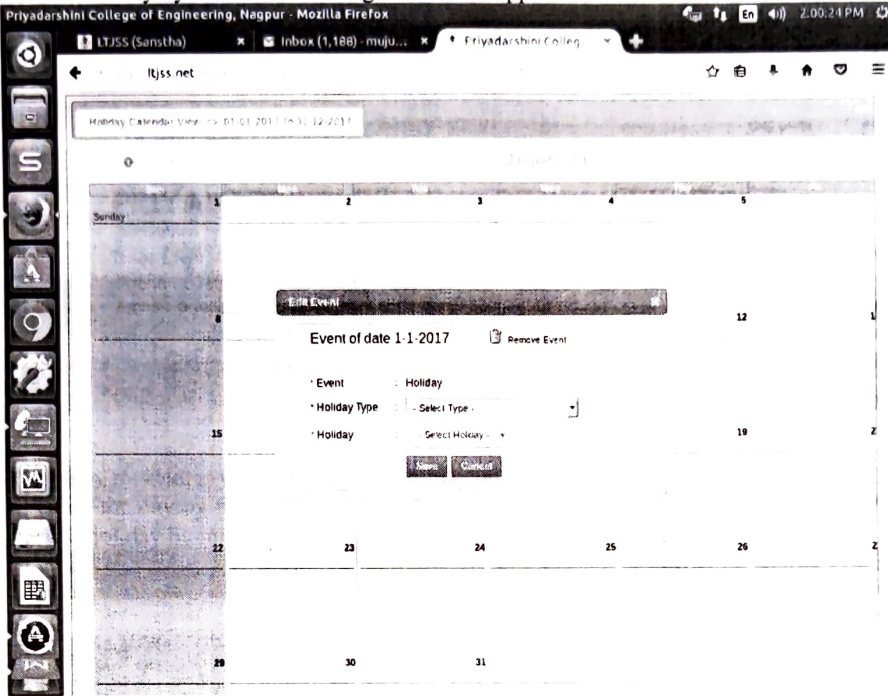Priyadarshini College of Engg.
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On Clicking save button holiday will be marked as shown below.

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In case by mistake if you have marked holiday on wrong date you can correct it

Click on the day by placing mouse pointer near Sunday (mouse pointer turn to finger point) which is marked holiday by mistake following screen will appear.

Click on the remove event. Remove event Confirmation dialog box will appear
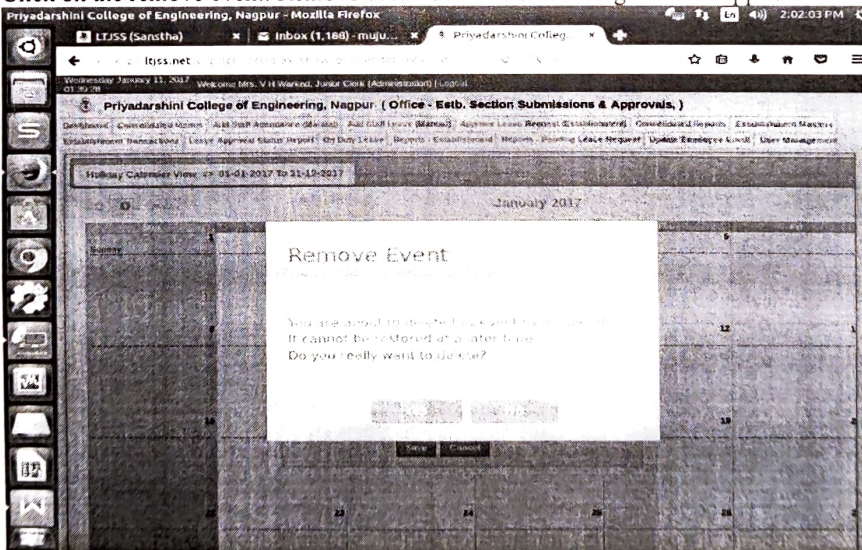
Click Yes tab to remove the event.

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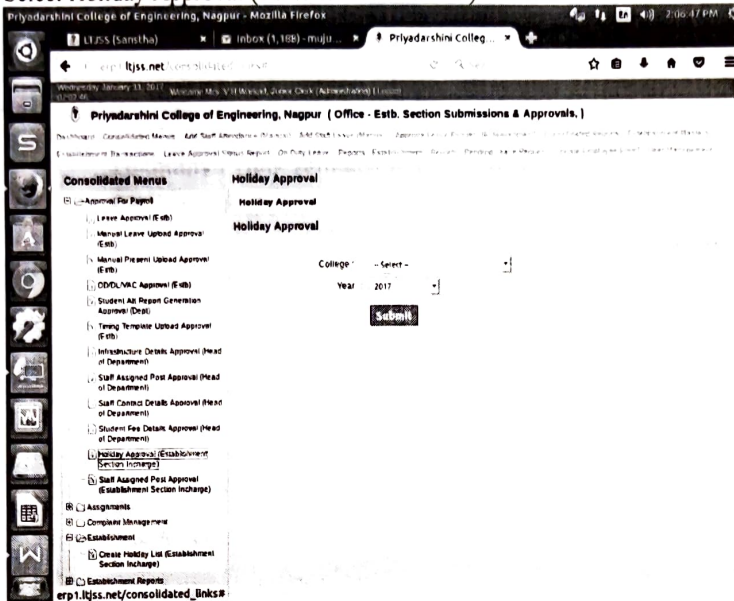
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After marking all the holidays of the year you will have to approve it from the consolidated menu as shown below.

From consolidated menu of Establishment section select Approval for payroll.

Select Holiday Approval (Establishment section)

Select College and year in the drop down box following will appear on screen
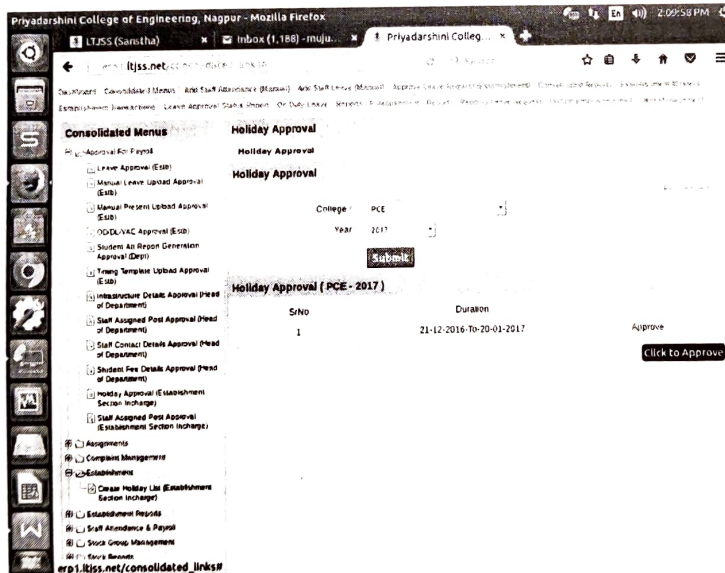
Click on approve against the salary duration.

Once you approve you cannot edit the holiday list for that duration.

Faculty members and staff members will not be able to apply for leave online until Establishment section approves holiday list for that salary duration.
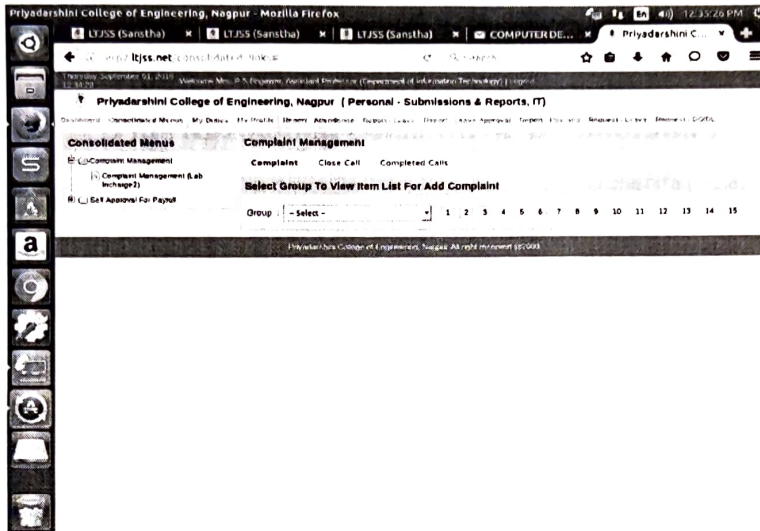
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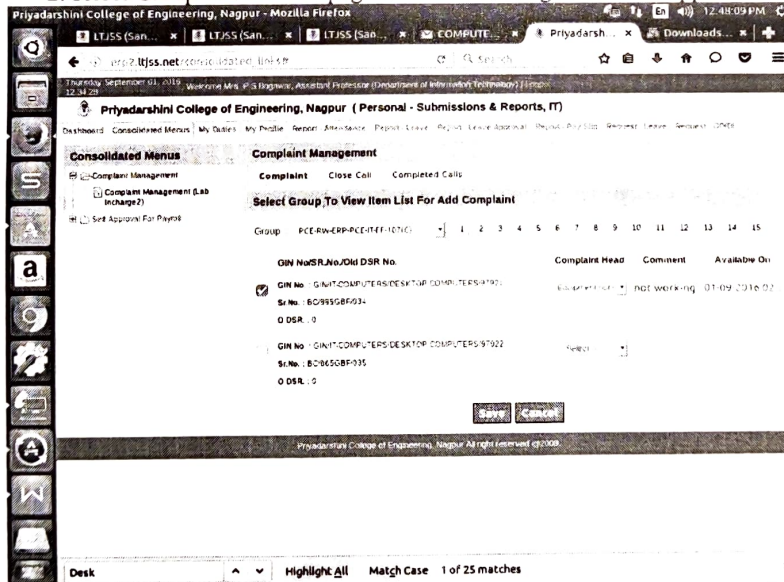Principal

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User manual for complaint management in ERP

Now We have done away with Maintenance incharge panel.

Procedure to lodge complaint and close the complaint is given below.

Lab Incharge will lodge the complaint from the Consolidated Menu by selecting Complaint management(Lab incharge) Following screen will appear.

2. select Group and click on page number following screen will appear.

Select computer select complaint head from drop down list, Add comment and select tentative time when lab incharge will be available in lab or cabin.

Click on save button. Complaint mail will be automatically sent to the concerned people.
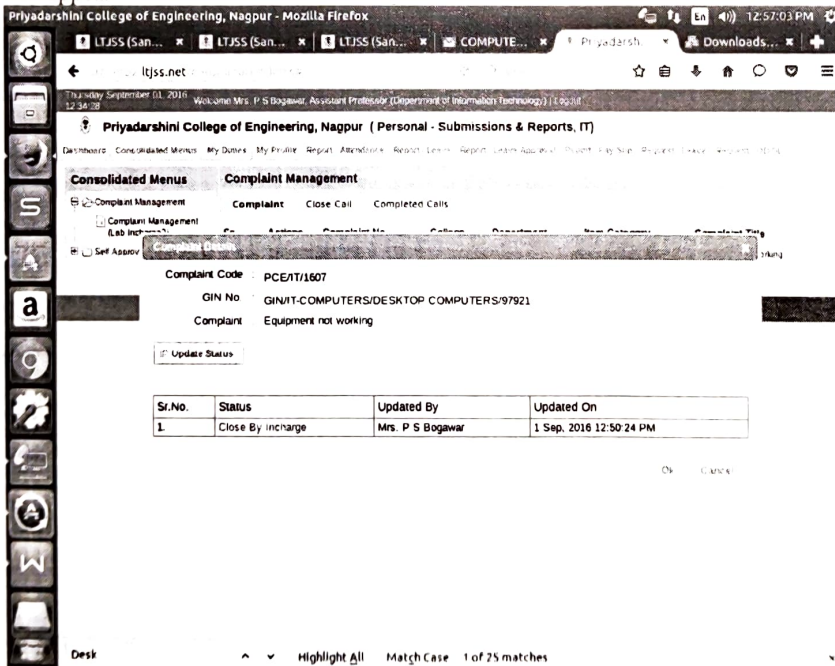
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CLOSE Call

Click on close call button in complaint management once the complaint is solved. Following screen will be displayed.
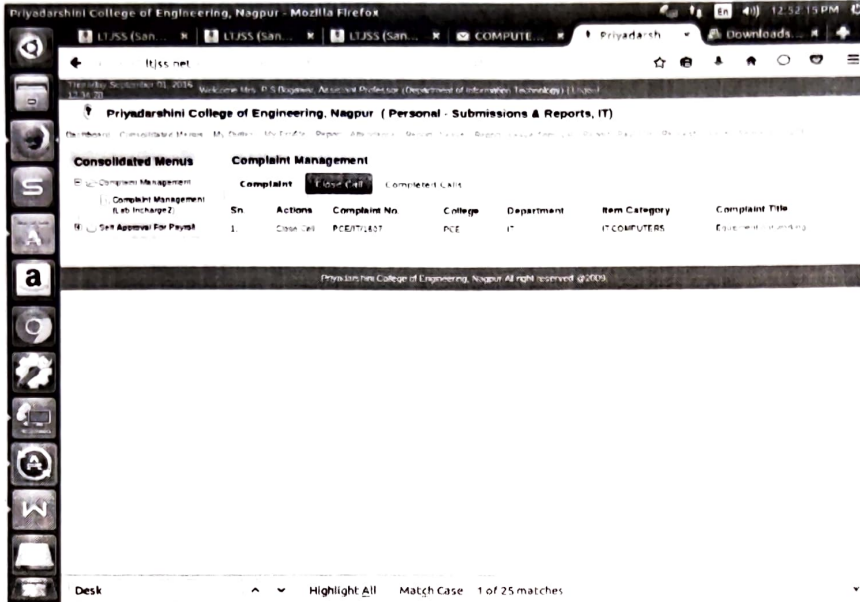
To close the call click on close call link under action column against the complaint. Following screen will appear

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Click on 'update status', following screen will appear

Select Status update to from drop down box, Type the comment/remark and click on Completed/rejected tab , Complaint will be closed and moved to the completed call tab.

To view the completed or closed calls click on completed Calls tab. Following screen will appear.

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New Academic Module

Note - Every Time Table In-charge has to work for the Semester which has been allotted to him/her.
- Faculty should create Teaching Plan for Every Allotted Theory and Practical Subject (Teaching Load).

Main Users of the academic module are
3. Head of the Department
4. Semester wise Time Table In-charges
5. Teaching Faculty

Academic Report is available to the Principal and Vice Principal, Dean Academics (at College Level), HOD (at Department Level) and Teaching Faculty (at Personal Level)

Head of the Department Panel has following Links :

A) **Classrooms/ Lab.** :- This link is used to Add, Edit and Delete Classroom and Laboratory Names required to make Departmental Time Table.

B) **Slot Management** :- This link has four tabs that are to be used to create Period timings and to create slots by using period timings.

i) **Create Period Timings** :- Select Course, Period Number, Start time and End Time.

ii) **Create Slots** :- Create number of slots using period timings so that it can be used to create time table (Theory, Practical, Tutorial, Project and Seminar)

iii) **View/Delete Period Timings** – View and Delete Period Timings created.

iv) **View/Delete Slot**, - View or Delete Slots created.

Above tabs are required to create master record for Period Timings and Time Slots at department level. These Period Timings and Time Slots are required to Create Section wise Time Table.

C) **Dept-Academic Report** :- Select Academic Term, Course, Semester, and Date to see Academic Report for (Theory, Practical, Tutorial, Project and Seminar)

D) **Weekly Time Table** :- This link shows the weekly time table details with Engaged or Not Engaged Status for complete academic span.

E) **Master Attendance Report** :- This link provide user interface to create consolidated attendance report based on eligibility criteria for the specific date span.

To create master attendance report, Select Academic Term, Course, Semester, Section, Eligibility for (CAT1, CAT2, Sessional Exam.), Eligibility Criteria (eg. 75% Attendance) and Date span to see subject wise and overall attendance for (Theory, Practical, Tutorial, Project and Seminar).

Time Table In-charge Panel Consist following Links :

A) **Student Section Assignment** :- This link have three tabs that can be used to assign Section and Roll number and create section wise student roll list

Assign Confirm Students - This tab show the list of students who completed their regular admission process and they have been sent to the department for their academic activity.

Select the students from the list and assign them section, and roll number (eg. Section-A, Section-B) As soon as section and roll no. is assigned student name will be removed from the list.

Assign Provisional Students - This tab show the list of students from the last academic year even semester, who can be provisionally admitted to their next Semester for their academic activity.

Select the students from the list and assign them to section and roll number (eg. Section-A, Section-B)

Section wise Students List - This tab shows the section wise roll list with current status (ie. Confirm Provisional) of the students.

B) **Batch Management.** :- This link have Five Tabs to create and manage Practical,Ttutorial, Project and Seminar batches.

Create Batch - To create new batch name (eg. A1, A2.... B1, B2) as per batch type.

Practical Batches – This tab shows the list of Practical Batches along with the links to Delete batch, Assign Students to batch and View Students in the batch.

To **Delete** created batch, Click on Delete link , make sure before delete any batch or students.

To **Add Students** in practical batch, click on Assign Students link, Students roll list will be displayed on

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the screen. Select the student to add to practical batch and press SUBMIT
button to confirm and SAVE.

To **View student list**, Click on View Students. The Students roll list will be displayed on the screen for selected batch. The Delete link in the list can be used to remove the students from the practical batch. This removed student will be available to assign in other batch.

Tutorial Batches – The same process as mentioned for the Practical Batches

Project Batches - The same process as mentioned for the Practical Batches

Seminar Batches - The same process as mentioned for the Practical Batches.

C) ***Student Subject Management*** :- This link consist two tabs Assign subject to students and View Subject wise students list.

1) **Assign Subjects to Student** - This tab shows the Subject List (Compulsory subjects as well as Elective subjects). Elective subject will have check box in front of subject name to select and assign to students.

Select Section from dropdown section list, this will show the list of available students for the section.

Select the students from the list and press SUBMIT to assign subjects to the students. The assigned students will be immediately removed from the available student list.

If no students are available in section roll list, this means that all the students have been already assigned their semester subjects.

2) View Subject Students - Select Section and Subject Name from dropdown menu to see the student list for the selected subject

D) ***Teaching Load*** :- This link have five tabs and are used to assign teaching load to the faculty members and view their teaching load details.

1) **Assign Subject** – Click on this tab to assign subject to faculty.

- Select Section, Subject type, Subject Name, Load type, College, Dept, Teacher and number of slots from the dropdown menus.

- Press the submit button to add teaching load to the faculty member.

- Immediately entered details will be displayed in the Subject and Teacher list below.

2) **Theory** – This tab shows the list of theory subject assigned to the faculty name along with Edit and Delete facility. Edit link will provide user interface to change the no. of slot information. Delete link will provide facility to remove subject load from the faculty.

Delete link will required to insert Date of Deletion. Date of deletion means the date from which you wants to remove the subject load from the faculty name.

It has some rules or constraints to delete subject load, these are :-

- The subject with faculty name should not be active in the Time Table on or after the date of deletion.
- All the attendance data for the days before the Date of Deletion should be available in the attendance record.

3) **Pracatical** – Same process as given above for **Theory Subjects**.

4) **Tutorial** - Same process as given above for **Theory Subjects**.

5) **Projects** - Same process as given above for **Theory Subjects**.

6) **Seminar** - Same process as given above for **Theory Subjects**.

E) ***Time Table Management*** :- This link consists three tabs which helps to create and manage Academic Time Table for the specific Semester Section.

1) **Create academic Span** - This tab provides user interface to create academic span (ie. Start date and End date of teaching span) to specified semester, section for the current academic session. This helps us to create Time Table for the given span and show the week wise personal time table for current academic session.

2) **Time Table Entry** - Click on this tab to make time table data entry. Select Section, Day, Slot type, Batch, Period Number, Subject Name, Classroom/Lab, Teacher Name, Effective Date and press the SUBMIT button to confirm and save the timetable entry.

- The entered details will be immediately available in the timetable shown below.

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- The Effective Date plays very important role in the time table data entry, so be careful while entering Date, by default it shows the start date of Teaching session.

- To delete time table data you just entered, Click on the period/slot data shown in time table view below.

(** **Important Note** - *Time table data entry is very important and logical task, some rules are there to delete data for specific Day and Period No.(slot) from the Time Table.*

Delete From Date *is an important field to be entered. This means from which date you do not want to show time table period entry for remaining time table date-span. This will helps us to re-enter the new/changed time table data for same day and period no.*

Deletion of time table entry requires that the attendance entry of the particular subject for the previous days should be done prior to deletion. Also attendance beyond the date of deletion should not be available there in attendance record.

Date of Deletion should be of the same DAY for which period/slot data to be deleted

Also while re-entering time table entry for deleted slot, the DATE should be of the same DAY and should not less than the Date of Deletion.)

3) **View Time Table** - To view time table, click on this View Time Table tab. Select section time table. This shows a complete view of the Current Time Table.

Print button helps to take the hard copy and **Excel** button helps to download the time table in excel format.

Teaching Faculty Panel Consist following Links :

1) Personal Teaching Plan

- This link displays personal teaching load details (ie. Theory, Tutorial batches, Practical Batches, Project Batches, Seminar Batches if any)

- This report also shows link in action column to Add Teaching Plan for selected subject.

Add Teaching Plan :-

To add teaching plan click on the green Plus button in Action Column.

Data entry screen for Teaching Topic will be available on computer screen. Select topic code, select topic from the syllabus and press SUBMIT button to save.

2) Personal Time Table

- This link shows Personal Academic Time Table for the selected academic term.

- To view time table for particular week (ie. Week-1, Week-2.....), click on the Number button.

- This weekly time table details shows the day wise and period wise time table as per your personal teaching load along with day and dates for the selected week.

Add Students Attendance

To Add students attendance for specific Date and Day with allotted period/slot, click on the add button of that particular slot. Then facility for attendance entry will be available on the screen.

Students Roll list with default Present checked mark will be displayed on the computer screen.

- Select Class Status (Engaged / Not Engaged)

If Engaged then select Topic Code from the dropdown menu, (you can select at most three regular topic from dropdown menu). Other Topic text box is available, faculty wanted to add topic details beyond teaching plan can use them. Finally make check mark for present student and uncheck for absent students.

For confirmation and save, press SUBMIT button.

If **Not Engaged** then select the reason for not engaging the period/slot.

Once attendance data added then Add button will be changed into View button with green background for Engaged slot/period and with orange background for Not Engaged slot/period.

Delete Students Attendance

Deletion for attendance data will be available only for the Same Date on which you made data entry, it will not available from next day onward.

To delete attendance entry, click on view button - It shows the complete details of the attendance available, along with DELETE button and Cancel button.

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Extra Period Entry

Every blank slot in time table will have ADD button. Click on button will show you list of theory subjects allotted to you with one of the column name is Action.

This facility is for Extra Theory Class with some rules and restrictions.

Rule1 - The Period/slot should be completely free in the time table

Rule2 - If occupied by other faculty then his/her Attendance status should be NOT Engaged with any reason from the list except reason MASS BUNK.

If the above conditions are TRUE then the Plus sign will be available in Action column. Click on Plus sign, this will provide you screen for attendance entry for EXTRA period.

In any other case, Plus button in Action column will **NOT** be available for extra period entry.

Tutorial to Extra Theory –

If Faculty wants to covert his/her Tutorial period into Extra Theory period. Any one of the faculty can add the extra theory for the same tutorial slot. To do this, both faculty should Add attendance with Not Engages status with the reason **Released for Extra Theory**, the extra Add button will be appear in the same slot to the both faculties in their personal time table.

All the other reasons except MASS BUNK in the reasons for NOT Engaged tab will release this slot for extra theory for other faculties teaching for the same Semester, Section. (Not Engaged status should be entered for Both TUTORIAL batches ie. T1 and T2)

3) Personal Academic Report

This link provides Personal Academic Report for your complete teaching load. Click on the **Number** in Yellow background column name (ie. *Average % of students attendance till date*) to see detail attendance report.

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Procedure to Apply, Generate and Issue Transfer Certificates to Students

Now Colleges can issue Transfer Certificate to Students through ERP by using the following procedure
1. Application for TC by student on ERP form his/her ERP login.

When student will login in ERP and select Certificate the following screen will appear
Click on Apply for Certificate

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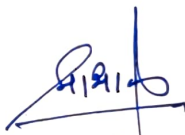email : principal.pce.ngp@gmail.com, www.pcenagpur.edu.in

On Clicking Apply for Certificate following screen will appear
Select Transfer Certificate, Select the reason, and Remark in the drop down and click on Submit button.

Application for certificate will appear
Fill in the required information and update Educational qualification and click on save button.

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(Recognised by A.I.C.T.E., New Delhi & Govt. of Maharashtra, Affiliated to R.T.M.Nagpur University)

Near CRPF Campus, Hingna Road, Nagpur-440 019, Maharashtra (India)

Phone : 07104 – 299681 Fax : 07104 – 237648

email : principal.pce.ngp@gmail.com, www.pcenagpur.edu.in

Application for TC

ERP No. : 150100401		DTE ID No. EN15700444
Enrollment No.	:	2015016600111964
Name of the Pupil in full	:	KUNAL VILAS KUMBHARE
Father's Name	:	Vilas Kumbhare
Mother's Name	:	Sadhana
Race and caste with sub caste	:	KOSHTI
Nationality	:	Indian
Date of birth,month and year according to the Christian era in words and figures	:	11-02-1997 Eleven February Nineteen Ninety Seven
Last Institute Attended	:	VIMALTAI TIDKE CONVENT & JUNIOR COLLEGE NAGPUR
Date of Admission	:	19-06-2015
Date of leaving the Institute	:	07-2016
Year(i.e.standard)in which studing and since when	:	2nd Semester BE First Year 2015-2016
Reason for leaving the Institute	:	Own Request
Remarks	:	Exam Not in BE First Year in Fall in Winter 2015
Roll No.	:	397084

Update your Educational Details upto last appearing examinations

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Update your Educational Details upto last appearing examinations

Class	Uni/Board	Year	Roll No.	Result	Out of	Obtained	%age	Division	Passout
CET/JEE /GATE/MASA			25914418		360	28	7.78	III	
10th	Maharashtra Board	2013	J068318		500	365	73.00	I	
12th	Maharashtra Board	2015	N027130		650	378	58.15	II	
Diploma		0	0		0	0	0.00		
Degree									
1st Sem	RTMNU, MH	2015/W	330517	Fail	50	19	38.00	N.A	
- Select -	- Select -	- Select -		- Select -				Select	
- Select -	- Select -	- Select -		- Select				Select	
- Select -	- Select -	- Select -		- Select -				- Select	
- Select -	- Select -	- Select -		- Select -				Select	
- Select -	- Select -	- Select -		- Select -				Select	
- Select -	- Select -	- Select -		- Select -				Select	
- Select -	- Select -	- Select -		- Select -				- Select	
- Select -	- Select -	- Select -		- Select -				- Select	

Update Your Mobile No.   :

Mother Mobile No.   :   7798583624

Email ID   :

Upload Document   :   Upload

Similarly Student can also apply for Character certificate.

For Office Use
Now in Admission Incharge Panel click on Student Certificate
Following Screen will appear.
Select Year(Student took admission in college) Select Month and College.

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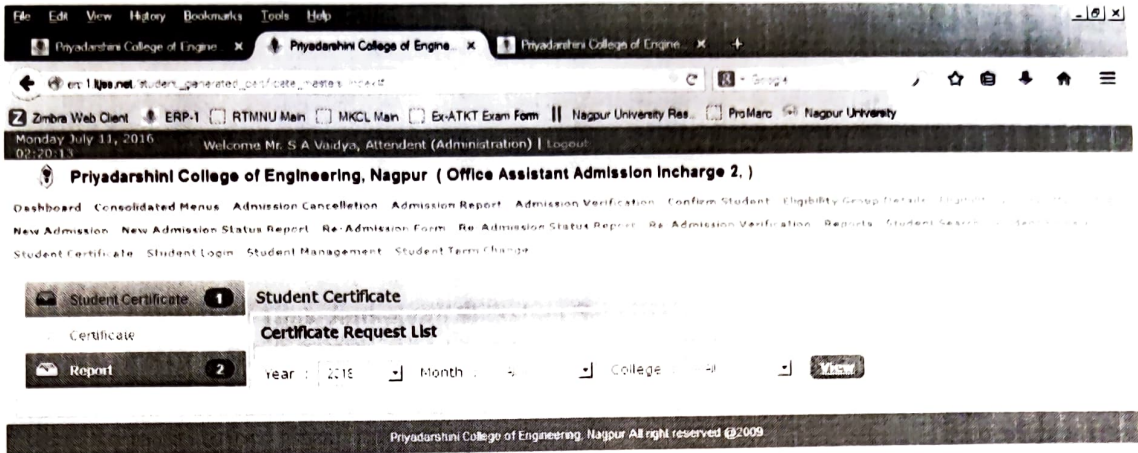
Click on View button
Following Screen will appear.
Before Verifying The TC application Data sent by student Please Verify and if needed correct the student data
from Student management Panel of Admission Incharge.

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Nagpur

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Lokmanya Tilak Jankalyan Shikshan Sanstha's
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First click on Verify and then Generate button will appear if needed edit Last institute attended, Date of admission, Date of leaving the institute, Year in which studying and since when, reason of leaving , remarks, Roll no.

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First click on Verify Following screen will appear
IF data is found correct then select Verify and click on submit or else reject and submit (Student will have to re submit the application with correct data in case rejected)

Details of Academic Record

Class	Uni/Board	Year	Roll No.	Result	Out of	Obtained	%age	Division	Passed	Failed
CET/JEE/GATE/MASA			24403182		360	25	6.94	III		
10th	Maharashtra State Board of Secondary and Higher Secondary Education, Pune	2008	H096445		650	499	76.77	I		
12th	Maharashtra State Board of Secondary and Higher Secondary Education, Pune	2011	V024605		600	269	44.83	II		
Diploma										
Degree										

Uploaded Documents :

Verify   Reject

Submit

erp.ltjss.net//doc/student_certificate_marksheets/marksheet_110101509_FYBE_1446187258.jpg

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Following screen will appear again with generate tab in place of verify

Click on Generate following screen will appear

Again check the data and fill the required information

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1.	Enrollment No.	:	2015016600111964 Discharge No : 13114
2.	Name of the Pupil in full	:	KUNAL VILAS KUMBHARE
	Father's Name	:	Vilas Kumbhare
	Mother's Name	:	Sadhana
3.	Race and caste with sub caste	:	KOSHTI
4.	Nationality	:	Indian
5.	Date of birth,month and year according to the Christian era in words and figures	:	11-02-1997 Eleven February Nineteen Ninety Seven
6.	Last Institute Attended	:	VIMALTAI TIDKE CONVENT & JUNIOR COLLEGE, NAGPUR
7.	Date of Admission	:	19-06-2015
8.	Date of leaving the Institute	:	11-02-2016
9.	Year(i.e standard)in which studing and since when	:	2nd Semester BE First year 2015-2016
10.	Conduct	:	Good
11.	Reason for leaving the Institute	:	Own Request
12.	Remarks	:	Failed in BE First Year in Fail in Winter in 2015
	Roll No.	:	397084

Certified that above information is in according with the Institute Register .

Principal
Priyadarshini College of Engg.
Nagpur

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Lokmanya Tilak Jankalyan Shikshan Sanstha's

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3.	Race and caste with sub caste	:	BAIRAGI
4.	Nationality	:	Indian
5.	Date of birth,month and year according to the Christian era in words and figures	:	01-01-1990 First January, Nineteen Ninety
6.	Last Institute Attended	:	B.E.
7.	Date of Admission	:	29-06-2011
8.	" Date of leaving the Institute	:	07-07-2016
9.	Year(i.e.standard)in which studing and since when	:	M.Tech. in Mechanical Engineering Design 2012-2013
10.	" Conduct	:	Good
11.	" Reason for leaving the Institute	:	Completed Four Semester Degree
12.	" Remarks	:	Passed M.Tech. in Mechanical Engineering Design in First Division in Winter 2015
	Roll No.	:	

Certified that the above information is in accordance with the Institute Register .

Date:

Prepared By :   Principal :

Generate

And click on Generate Button.

Principal
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Following Screen will appear now in place of Generate you will find Edit print and Issue.

Welcome Mr. S A Vaidya, Attendent (Administration) | Logout

Priyadarshini College of Engineering, Nagpur (Office Assistant Admission Incharge 2.)

Student Certificate

Certificate Request List

Student Certificate Request Li

	Cancel	Certificate	Student Name	College	Course	Semester	Applied On	Reason
erif	🗑	Transfer Certificate	Pranav Rajendra Chhangani	PCE	FYBE	2nd Sem		
Generate	🗑	Character Certificate	Vaibhav Narendra Kukde Kukde	PCE	CT	8th Sem		
Revoke		Transfer Certificate	Manish kumar Akhileshwar prasad singh Prasad	PCE	EN	8th Sem		
Generate	🗑	Transfer Certificate	Vandana Krishna mohan shahi Kumari	PCE	IT	8th Sem	08-07-2016	Passed out
Generate	🗑	Character Certificate	Vandana Krishna mohan shahi Kumari	PCE	IT	8th Sem		
Edit Print Issue	🗑	Transfer Certificate	Kunal Vilas kumbhare Kumbhare	PCE	FYBE	2nd Sem	08-07-2016	Failed
Edit Print Issue	🗑	Transfer Certificate	Vaibhav Narendra Kukde Kukde	PCE	CT	8th Sem	07-07-2016	Passed out
Revoke		Transfer Certificate	Pankaj Sunil Shrimanwar	PCE	ET	4th Sem	07-07-2016	Failed
Generate	🗑	Character Certificate	Rajesh Bhanudas Ramavat	PCE	MTech-MEC	4th Sem		
Generate	🗑	Transfer Certificate	Rajesh Bhanudas Ramavat	PCE	MTech-MEC	4th Sem	07-07-2016	Passed out
Revoke		Transfer Certificate	Akshay Chanraj Thamke	PCE	ET	8th Sem		
Revoke		Transfer Certificate	Majursingh Ganeshsingh Janakkar	PCE	ET	3rd Sem		

Print Excel

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You can edit data in point no. 8 to 12 in the following screen.

1.	Enrollment No.	:	2015016600111964 Discharge No. : 13114
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6.	Last Institute Attended	:	VIMALTAI TIDKE CONVENT & JUNIOR COLLEGE, NAGPUR
7.	Date of Admission	:	19-06-2015
8.	Date of leaving the Institute	:	11-07-2016
9.	Year(i.e.standard)in which studing and since when	:	2nd Semester BE First Year 2015-2016
10.	Conduct	:	Good
11.	Reason for leaving the Institute	:	Own Request
12.	Remarks	:	Failed in BE First Year in Fail in Winter in 2015
	Roll No.	:	397084

Certified that above information is in according with the Institute Register .

On clicking Print you will get Print and PDF tab.
On clicking on PDF tab PDF file of the TC will be generated.
Get the Print out of the PDF file on College Letter Head Sign and stamp it and then click the issue button in ERP panel. Issue the printed Copy of TC to student.
For issuing Duplicate TC please PUT Rubber stamp Mentioning DUPLICATE TC on Printed Copy of TC.
You can cancel the generated TC by Revoking it. But keep the printed copy of TC marked as Canceled in the Record.

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