USER MANUAL

OF

CERTIFICATES MONITORING

MODULE

FOR

AIMS

VERSION 1.1

(7-April-2014)

Prepared By

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Introduction

1.1 About Certificate Monitoring System

The task of the CCC/BCCC certificate monitoring module is to provide an online system so that Certificates could be monitored online through its life cycle. This modules assist in seven activities pertaining to certificates as listed below

1. Nominated user at HQ has to first create an Exam using fields like course, exam month, exam date etc. This sub-module named as ‘Generate Exam Cycle’ will generate an Exam Cycle according to the details provided.

2. Then each regional centres have to use this exam Cycle and so has to update their number of qualified candidates’ for this exam using a sub module named as ‘Update exam result’.

3. Once the result has been updated by the regional centres using step 2 then HQ may dispatch Blank Certificates to the Regional Centres (optionally in lots if required). Any such dispatch should be recorded in the sub module called ‘dispatch certificate’ sub module.

4. Once the regional centre would receive the physical certificates dispatched by the HQ then that centre may then issue the received certificates to the qualified candidates. This detail can be entered in the system using sub module called ‘issued certificate’ this process will complete the life cycle of the certificates dispatched to the centres.

5. Occasionally if require HQ may also issue duplicate certificates (Already issued to candidates) such certificate will also be recorded by the sub module ‘dispatch certificate’.

6. Search for desired Exam Cycle: - when the user is having multiple parameters and needed to know current certificate status for that exam. In this situation ‘search exam cycle’ sub-module may be used to assist in the mentioned activity.

7. Further at any point of time MIS may also be required from the management to know the current certificate dispatched/Issued/pending status. This activity will be assisted by ‘Status Report of Exam Cycle’ & ‘Status Report of Issued Certificate’ reporting sub-module.
2. About User Roles

2.1 Role of NIELIT HQ

- Nominated user of NIELIT HQ once logged-in will be able to create new exam. He / She can do this by selecting ‘Create exam Cycle’ link available at their menu page.

- Once the exam result has been updated by any regional centre then the other nominated HQ personal will be able to enter the dispatched certificates detail for that centre. To initiate this activity mentioned user has to select ‘dispatch certificate’ option available in his/her menu list.

- At any point of time MIS can be generated at HQ to analyse the current certificate dispatched/pending status corresponding to any exam cycle.

- At any point of time MIS can also be generated at HQ to analyse the current certificate issued/canceled status corresponding to that exam cycle.

2.2 Role of Regional Centre

- Once logged in applicable user will be able to update the exam result of that regional centre by entering the total number of candidate qualified at his/her centre.

- Once the centre received the physical certificates from the HQ and like to issue these certificates to students. Then Centre can record this activity by entering the relevant detail at ‘Issue Certificate’ link available at their menu page.

- At any point of time some MIS can also be provided to Regional Centre to analyse the current certificate issued/canceled status corresponding to that exam cycle.
F01 – User Menu

Working:
1. Displays the menu associated with the logged in User
2. Click on a link and it will navigate to the corresponding form.
3. Clicking on Logout icon, the user will be logged out.
4. Clicking on Help icon, User Manual will be displayed.
F02 – Create Exam Cycle

Working:
1. Select the Course for which exam has to be conducted.
2. Select Year when Exam has to be conducted.
3. Select Exam Month when exam has been conducted.
4. Select the date when the exam is scheduled to be started.
5. Select the date when exam will complete.
6. Once all the detail has been properly entered click on the submit button otherwise you can reset the form by clicking on the cancel button.
7. Exam detail entered will be then validated for uniqueness at the server and once validated a report mentioning the exam cycle, exam date will be generated as provided below

7. For keeping the record print out of this page can be taken by clicking on the print button.

8. Once the record has been printed user can go back to create another exam by clicking on back button or otherwise can go to menu page by clicking on the menu button.
F03 – Update Result

Working:
1. Select the Regional centre where result has to be updated.
2. Once regional centre selected then select the Exam Cycle whose result has to be updated.
3. Enter the total student qualified at this regional centre (including the result of all nodal centre under its jurisdiction).
4. Once all the detail has been properly entered click at the submit button to store the data in the database otherwise user can reset the form any time by clicking on the reset button.
5. Detail hence submitted will be first validated at the server and once successfully validated a report indicating the successful update will be generated indicating successful transection as displayed below.

7. If due to any congestion in network or other reason in case if data could not be stored at database then it will raise an error message. At such scenario user should logout and should re-try again after doing re-login.
F04 – Dispatch Certificate

Working:
1. Select the Regional centre where the certificates is to be dispatched.
2. Once regional centre selected then select the Exam Cycle.
3. Now once exam cycle is selected it will show the detail of corresponding exam like exam dates, total student qualified etc. highlighted as A.
4. Along with the exam details total certificates already dispatched (if certificates dispatched previously) will also be displayed.
5. Now HQ like to dispatch new lot of certificates the same should be entered at the space highlighted as B.
6. To dispatch new certificates select the new certificates otherwise if duplicate certificate is being dispatched then select re-issued option.
7. Once certificate type is selected then select the date of dispatch.
8. Once dispatch date is selected then select start certificate number and end certificate number from the lot which is being dispatched.
9. Then enter the total number of certificates being dispatched.
10. Enter remarks if any to be stored in database otherwise leave the field blank.
11. Once all detail has been appropriately entered then click on the submit button to store the form’s data in database.
12. Once the values is validated it will generate the acknowledgment report as under

13. If report as shown above is generated then it indicates that submitted data is successfully stored in the server database

14. Two print out of the above report may be taken one for record purpose one to be sent to regional centre along with the certificates.

15. To dispatch more certificates click on the bank button or otherwise to navigate to menu page click on the menu button.
F05 – Issue Certificate

Working:

1. Select the Exam Cycle.
2. Now once exam cycle is selected then select the lot number provided along with certificate.
3. Once the lot number is also selected it will show detail of the selected exam highlighted as A and general dispatch detail like total number of certificates dispatch, date of dispatch etc., highlighted as B.
4. Along with the details of the dispatched certificates it will also show the total number of certificates issued/canceled (if any).
5. Now if centre is issuing certificates to students then the record should be updated at the given area highlighted as C.
6. Enter the detail of total number of certificates issued to the candidates.
7. Once total number of certificates has been entered then enter first certificate number which is being issued.
9. and then also enter the last certificate number which is being issued.
10. Then Enter total number of certificates canceled.
11. Enter remarks if any to be stored in database otherwise leave this field blank.
12. Once all detail has been appropriately entered then click on the submit button to store the form’s data in database.
13. The submitted values will be validated first once successfully validated it will generate the acknowledgment report as under
**F06 – Exam Cycle Search Form**

Working:
1. Select the course category to restrict the search result to the specify course.
2. If no course is selected it will display the exam cycle’s detail of all the courses.
3. Similarly selecting the ‘exam after’ will only display the exam cycle whose exam was conducted after the given date.
4. For selecting the ‘exam before’ it will show the detail of only those exam cycle which is created before the provided date.
5. Similarly we can restrict the result by Regional Centre, Minimum Result, Maximum Result, Minimum certificate dispatched, maximum certificate dispatched etc.
6. As stated above by selecting the ‘dispatched after’ will show only those exam cycle whose certificate has been dispatched after the provided date vice-versa for dispatch before.
7. On successful search it will show the result like as shown below
R01 – To display Status Report of Exam Cycle

Working:
1. On clicking on ‘status report of exam cycle’ link available at the menu will show following

   It displays total number of candidates passed all over the country for a particular exam cycle, and also
   the total No. of Certificate dispatched for that exam cycle and total dispatched pending.

2. On clicking over the exam Cycle (for example on 120140401) it will show following detail of the
   selected exam cycle as displayed below

   It shows the lot wise dispatch detail of the exam cycle and regional centre selected in step 2 & step 3.

3. Similarly on clicking over the lot number it will display the lot detail for the corresponding exam
   cycle and regional centre. Displayed as below
Working:
1. On clicking ‘Status Report of Issued’ Link on menu page it will show the following detail

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Exam Cycle</th>
<th>Course</th>
<th>Candidate Passed</th>
<th>Dispatched</th>
<th>Issued</th>
<th>Cancelled</th>
<th>Pending</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>12014001</td>
<td>CCC</td>
<td>4366</td>
<td>5000</td>
<td>3</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>2</td>
<td>12014001</td>
<td>CCC</td>
<td>3038</td>
<td>5000</td>
<td>10</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td></td>
<td>10000</td>
<td>10</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

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It displays total Certificate dispatched, Certificate Issued, and Certificate Cancelled for that exam cycle and total Certificate yet to be issued (pending).

2. On clicking over the exam Cycle (for example on 12014001) it will shows following detail of that exam cycle as displayed below

<table>
<thead>
<tr>
<th>Sr. NO.</th>
<th>Exam Cycle</th>
<th>Candidate Passed</th>
<th>Dispatched</th>
<th>Issued</th>
<th>Cancelled</th>
<th>Pending</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>12014001</td>
<td>NIELIT Delhi</td>
<td>7000</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>2</td>
<td>12014001</td>
<td>NIELIT Delhi</td>
<td>5000</td>
<td>10</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td>12000</td>
<td>10</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

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3. Now clicking on the exam centre it will show the detail of that centre as shown below

<table>
<thead>
<tr>
<th>Sr. NO.</th>
<th>Exam Cycle</th>
<th>Candidate Passed</th>
<th>Dispatched</th>
<th>Issued</th>
<th>Cancelled</th>
<th>Pending</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>12014001</td>
<td>NIELIT Delhi</td>
<td>5700</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>2</td>
<td>12014001</td>
<td>NIELIT Delhi</td>
<td>5000</td>
<td>10</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td>10700</td>
<td>10</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

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It shows the lot wise certificate issued status detail for the exam cycle and regional centre selected in step 2 & step 3.

4. Similarly on clicking over the lot number it will display the lot detail for the corresponding exam cycle and regional centre. Displayed as below

<table>
<thead>
<tr>
<th>Lot No.</th>
<th>Exam Cycle</th>
<th>Candidate Passed</th>
<th>Dispatched</th>
<th>Issued</th>
<th>Cancelled</th>
<th>Pending</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>12014001</td>
<td>NIELIT Delhi</td>
<td>5700</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>2</td>
<td>12014001</td>
<td>NIELIT Delhi</td>
<td>5000</td>
<td>10</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td>10700</td>
<td>10</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

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