

USER MANUAL

NIC-KER-KUFOS*SUITE
VERSION 8.0
2016



National Informatics Centre

GOVERNMENT OF INDIA

NIC

NATIONAL INFORMATICS CENTRE

Software Development & Training Centre

KOCHI

(KERALA)

FILE FLOW MANAGEMENT

- Open the Mozilla Firefox web browser.
- On clicking University*Suite Bookmarked link, University*Suite will be opened in the screen.
- For working in University*Suite you must have a User Name and password.
- Enter your username, password and type the characters you see in the picture (Captcha).
- Press the Enter key or click the **“Login”** button.
- After successful login, Blue Band Menus will be visible as follows.

The screenshot shows the login interface of the 'Kerala University of Fisheries and Ocean Studies Campus Suite'. The header features the university's logo and name. A navigation bar includes links for Home, Students Portal, Directory, Gallery, Website, and Help. On the left, there are links for Verify Document, Statistics, and Audit Login. The main content area contains a login form with fields for Username and Password, a CAPTCHA image showing the numbers '3965', and a 'Login' button. Below the form is a link for 'Trouble in Login. Click Here'. At the bottom, there is a 'News / Press Releases' section and a footer with logos for Digital India and NIC, along with text indicating the site was designed and developed by the National Informatics Centre, Kerala State Centre. A note at the very bottom states 'Best viewed in Mozilla Firefox web browser. Also enable Java Script in your web browser'.

Figure1: University portal

Click on your seat name code in the menu. A menu list will appear in the screen.

- Click **“Tapal Entry”**. A Tapal Entry form will appear.
- First fill the sender code (if available).
- Fill the Sender name and address.

- Enter the Mail ID and phone number.
- Select the mode of the Tapal
- Select the category of the Tape (it may be GO, DO, External PG, Internal PG etc)
- Select the priority – Low, Medium, High, and Very High (According to the importance of the Tapal)
- Select the language of the tapal.
- Type the reference number and reference date.
- Select the main subject.
- Select the sub subject. Dealing seat will be displayed automatically in the seat code.
- You may change seat if it is to be send to some other seat.

Campus*Suite @KUFOS User: University Admin Logged on: 15-02-2016 14:05:10

My Tapals My Files My Documents My Dispatch Logout

Tapal Entry

Tapal Data Entry
Please fill in all required fields

Tapal No: 2016 101
Receipt Date: 15/02/2016
Sender: 2.KUFOS
Sender Name: KUFOS
Address: Kerala University of Fisheries and Ocean : Panangad Kochi
Mail-ID: utypanangad@kufos.ac.in
Phone No: 0484 2700964
Mobile No:
Mode: 1.Ordinary
Category: 1.Others
Priority: 1.Low
Language: 1.English
Reference No.: Date: 15/02/2016
Level 1: Administration
Level 2: 3.GA3- Engineering
Level 3: 3.Renovation works
Level 4: 6.Electrical/Plumbing
Main Subject: Administration - GA3- Engineering
Sub Subject: Renovation works-Electrical/Plumbing
Seat (Subject): IT Administrator
Comment: tttt
Valuables(Y/N)?
Save

Figure 2: Tapal Entry

Tapal Entry

Tapal Data Entry
Please fill in all required fields

Tapal No: 2016 / 101 / 35 Tapal Accepted and Your Tapal No is 2016/101/35 [ScannedFileAttach](#)

Receipt Date: 15/02/2016

Sender: ZAKUFOS

*Sender Name: KUFOS

*Address: Kerala University of Fisheries and Ocean
Panangad
Kochi

Mail-ID: ufypanangad@kufos.ac.in

Phone No: 04842700964

Mobile No:

Mode: 1.Ordinary

Category: 1.Ordinary

Priority: 1.Low

Language: 1.English

Reference No.:

Main Subject: Administration - GA3 - Engineering

Sub Subject: Renovation works-Electrical/Plumbing

Seat: IT Administrator

Comment: tttt

Valuable(Y/N): N

Entered By: University Admin On 15/02/2016 14:07:37

Figure 3: Tapal Number generated

If the Tapal is saved then there is option for uploading a Scanned file to this Tapal. For this, click on the link “[ScannedFileAttach](#)”. Then fill the document class, topic, search key (if needed) and number of files to be attached in the window displayed. Then click “[OK](#)” button. Browse the files (only files in PDF formats can be uploaded).

File Document

Document Class: Tapal Document

Document Topic: Synopsis

Search Key: 1

Number of Files: 1

Select File: [Choose File](#) report.pdf

[Save](#)

Figure 4: Scanned File Attachment

Campus*Suite @KUFOS User: University Admin Logged on : 15-02-2016 14:14:33

My Tapals My Files My Documents My Despatch Logout

My Tapals

Tapal Verification

Enter Search Text Find

IT Administrator Move To - select a folder - Go

Tapal	Source	Subject	Category	Ref No	Received On	Attachments
<input type="checkbox"/> 2016/101/24	ssss	Administration - GA3- Engineering-Renovation works-Buildings	Others	-	05/02/2016	
<input type="checkbox"/> 2016/101/19	Government of Kerala	Administration - GA3- Engineering-QUARTERS-FRAMING RULES	Others	-	05/02/2016	
<input type="checkbox"/> 2016/101/26	test	Administration - GA3- Engineering-Renovation works-Buildings	Others	-	05/02/2016	
<input type="checkbox"/> 2016/101/28	Government of Kerala	Administration - GA3- Engineering-Renovation works-Buildings	Others	-	05/02/2016	

Showing 1-4 of Total 4 [First](#) [Previous](#) [Next](#) [Last](#) | [Tapals Under Me](#)

IT Administrator-Tapal Transfer Requested By Me

Tapal	Source	Subject	Category	Ref No	Requested To
2016/101/35	KUFOS	Administration - GA3- Engineering-Renovation works-Electrical/Plumbing	Others	-	GA3

Showing 1 - 1 Of Total 1 [First](#) [Previous](#) [Next](#) [Last](#)

Figure 5: Accepting/transferring Tapal from Tapal clerk

Campus*Suite @KUFOS User: University Admin Logged on : 15-02-2016 14:14:33

My Tapals My Files My Documents My Despatch Logout

Tapal to File

Tapal Edit/Transfer/File Creation - My Tapals

Tapal Details

Tapal Number: 2016/101/35

Priority: Low

Subject Main Code: Administration - GA3- Engineering

Subject Sub Code: Renovation works-Electrical/Plumbing

File Reference number: 15/02/2016

File Reference Date: 15/02/2016

File Source: KUFOS,Kerala University of Fisheries and Ocean Studies,Panangad,Kochi

Received On: 15/02/2016

Entered On: 15/02/2016

Comments: tttt

Valuable

File Operations: (No. of Attachments: 1)

Tapal Operations

Transfer Tapal:

National Informatics Centre, Kerala

Figure 6: Tapal to File

- Select the expected seat and click “*Forward*”.



Figure 7: Tapal Forwarding

- Click on the Tapal number under this category .Then two options “*Accept*” and “*Reject*” will be displayed.
- For Accepting Tapal, click “*Accept*” and for rejecting click “*Reject*”. If we click on “Accept” the tapal will be displayed in his “My Tapals” as follows:

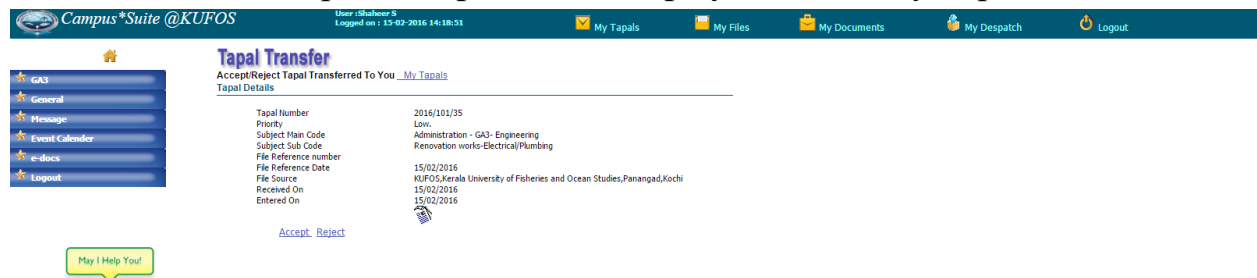


Figure 8: Accepting/Rejecting a transferred Tapal

If we click on “Reject”, then the tapal will be rejected and will not be visible in his “My Tapals”

- Click on “**My Tapals**”.
- Click on the Tapal number that you want to convert to file.
- Click “**New General**”.
- Enter “**File detailed Subject**” and “**Comments for public**”.

The screenshot shows the 'Campus Suite @KUFOS' interface. The top navigation bar includes links for 'My Tapals', 'My Files', 'My Documents', 'My Despatch', and 'Logout'. The left sidebar contains a menu with 'GA3', 'General', 'Message', 'Event Calendar', 'e-docs', and 'Logout'. The main content area is titled 'General' and 'General Data Entry/Verification/Update'. It contains a 'Tapal Details' section with the following fields: Tapal Number (2016/101/35), Seat Name (9 - General Administration3), Priority (1 - Low), Main Subject (3-Administration - GA3- Engineering), Sub Subject (8.Renovation works-Electrical/Plumbing), File Ref. number, File Ref. Date (15/02/2016), Name (KUFOS), Address (Kerala University of Fisheries, Panangad, Kochi), File detailed subject, and Comments for public. A 'Save File' button is located at the bottom of the form.

Figure9: Tapal converted to File

- Then click “**Save Me**”. Now the tapal is converted to a file

Campus*Suite @KUFOS User: Shahmeer S Logged on : 15-02-2016 14:18:51 My Tapals My Files My Documents My Despatch Logout

My Files

Enter Search Text Find

GA3- Move To: -select a folder- Go View: General

Order by	File	Seat	Last	Subject	Source	Date	Matter	Backfile No	Audit
Proposed		Owner	Seat						
<input type="checkbox"/>	2016/10/11/GA3 [kufos/est/2]	GA3	GA3	CONSTRUCTION-Buildings	elbm nbbnbbbn	04/02/2016	quarters file	kufos/est/2	
<input type="checkbox"/>	2016/10/14/GA3	GA3	GA3	CONSTRUCTION-Buildings	stfuf bbbvbb	04/02/2016			
<input type="checkbox"/>	2016/10/15/GA3 [4632/r]	GA3	GA3	QUARTERS-Alotments	Government of Kerala	05/02/2016	sddsd	M12/r	
<input type="checkbox"/>	2016/10/25/GA3	GA3	GA3	Renovation works-Electrical/Plumbing	Kerala University of Fisheries and Ocean Studies Panangad	15/02/2016	general file		

Showing 1-4 of Total 4 [All](#) [First](#) [Previous](#) [Next](#) [Last](#) [Print Files](#) [Files Under file](#) [All My Files](#)

Hide Files Forwarded

File	Subject	Source	Matter	Fwd Seat	Fwd Date	Present Seat
2016/10/11	Renovation works-Electrical/Plumbing	Test tapal	testtt file	50(GA Estt2)	29/01/2016	Record_Room
2016/10/15	QUARTERS-Alotments	Government of Kerala	sddsd	50(GA Estt2)	05/02/2016	GA3
2016/10/27	Renovation works-Buildings	Government of Kerala	tapal expected sear GA3	50(GA Estt2)	06/02/2016	

Showing 1-3 of Total 3 [All](#) [First](#) [Previous](#) [Next](#) [Last](#)

Figure10 : My Files

- Click on “My Files”.
- Click the *eye* icon in the left of file number.

Campus*Suite @KUFOS User: Shahmeer S Logged on : 15-02-2016 14:18:51 My Tapals My Files My Documents My Despatch Logout

File Details

File Details Verification-NotesFile Edit/Attachments/Transfer/Clipping/Record Room/Dispatch

File Number: 2016/10/35

Back FileNumber: 15/02/2016 00:00:00

File Originate Date: 15/02/2016 14:22:53

File Date: GA3

Seat Name: Renovation works-Electrical/Plumbing

Subject: 15/02/2016

File Ref.No: KUFOS

File Ref.Date: Kerala University of Fisheries and Ocean Studies

Name: Panangad

Address: Kochi

Created By: Shahmeer S

File Matter: general file

All Seats: Expected Seats: Forward:

Figure10: File details

- Click the button “Notes”.

From the below window displayed, Select the Document Class, type the Document Topic and write the notes to the file.

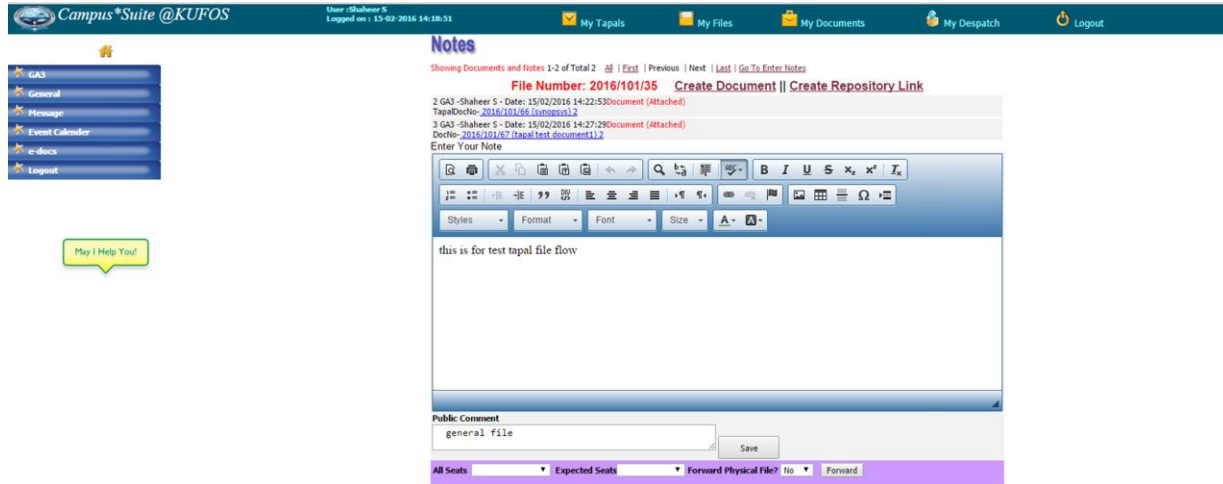


Figure11: Writing File note

- Click “**Save**”. Then a document is generated with a document number for the file.

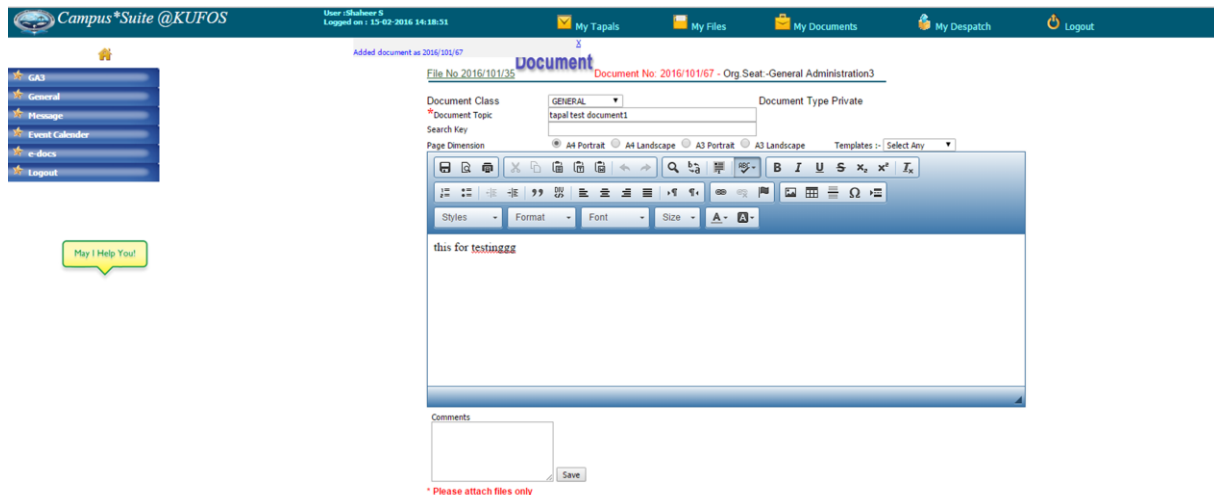


Figure12: Document generation For File

Creating Documents in a file

i. By “**Create Document**” link option

- Click on “**My files**”

- Click the **eye** icon in the left of file number
- Click on “**Notes**” button.
- Click on “**Create Document**” link.
- Select Document Class
- Enter Document Topic
- Enter Search Key (if required)
- Select Page Dimension (A4 Landscape, A4 Portrait etc.)
- Enter document data in the editor box

Added document as 2016/101/68

File No 2016/101/35 Document No. 2016/101/68 - Org Seat-General Administration3

Document Class: GO Document Type Private

*Document Topic: tapal test document2

Search Key:

Page Dimension: ☒ A4 Portrait ☐ A4 Landscape ☐ A3 Portrait ☐ A3 Landscape Templates: Select Any

Received Request letter from principal

Comments

Save

* Please attach files only

Figure12: Create File Document

- Click “**Save**” button. A window is displayed as follows.

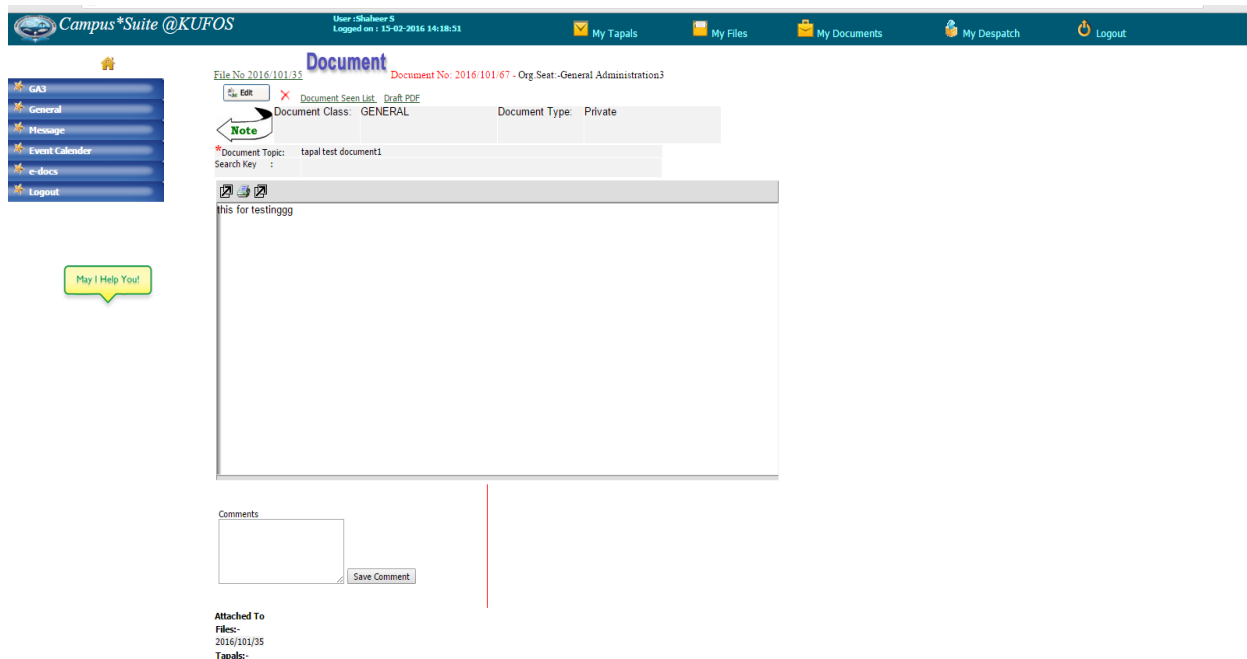


Figure13: Document generated

A document number in the following format will be generated and displayed at the top: **2013/438/1**, in which 2013 is the year, 236 is the Running Document No. for the document in the year and 1 is the Office Code.

ii. By “Create File Document” link option

Using this option open office/ PDF files can be attached as a document. Prepare the document by using Open office writer,

- Save in a folder in your computer.
- Click on **“My files”**
 - Click the **“eye”** icon in the left of file number
- Click on **“Notes”** button
- Select **“Create Document”** link
 - Click on **“Create File Document”** link.
 - Follow same steps as for creating documents using **“Create Document”** link option.
- Type No. of files to be inserted More than one file can be inserted if required
- Click **“OK”** button

- Click “**Browse**” button
- Select the file from the folder in your computer (only files in **PDF** or **ODT** formats are supported)

The screenshot shows the 'File Document' creation page in the Campus*Suite @KUFOB system. The top navigation bar includes links for 'My Tapals', 'My Files', 'My Documents', 'My Despatch', and 'Logout'. A sidebar on the left contains links for 'GA3', 'General', 'Message', 'Event Calendar', 'e-docs', and 'Logout'. The main content area is titled 'File Document' and includes a 'Note' icon. It features a 'Document Class' dropdown set to 'GENERAL', a 'Document Topic' field with 'file1', and a 'Search Key' field. Below these are radio buttons for 'A4 Portrait', 'A4 Landscape', 'A3 Portrait', and 'A3 Landscape'. A 'Choose File' button is present, with a file named '2016-101-97.pdf' selected. A 'Comments' text area and a 'Save' button are at the bottom. A red error message at the bottom states: '* Please attach odt files only'.

Figure14: Create File Document

- Click “**Save**” button. A document number (e.g.: **2013/439/1**) will be generated and displayed at the top of the window.
- iii. By “**Create Scan Document**” link *option*
Using this option scanned PDF files can be uploaded. The steps are same as above.
- Click on your seat name in the menu.
- Click on the Menu Item “**Document**”.
- Follow the same steps as for creating document using “**Create Document**” link *option*. The newly created document with a document number (e.g.: **2013/440/1**) will be displayed as follows .

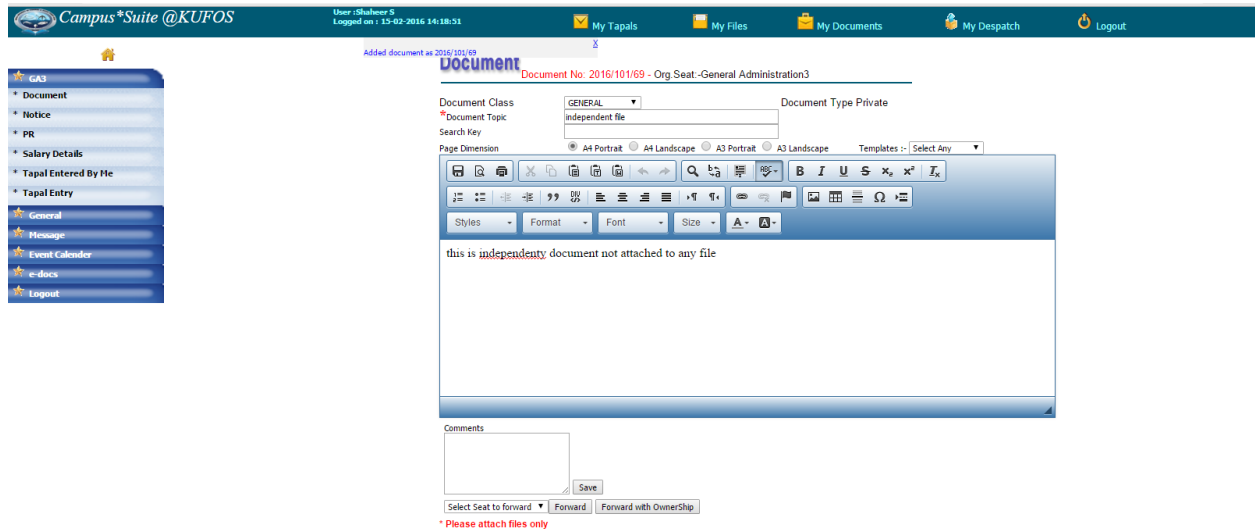


Figure 15: Creating Independent Documents (Not attached to any file)

Then, this document can be forwarded (if needed) by selecting the seat

Clubbing

- Click on “*My files*” and select the file number for clubbing.
- Click the “*Clubbing*” button.

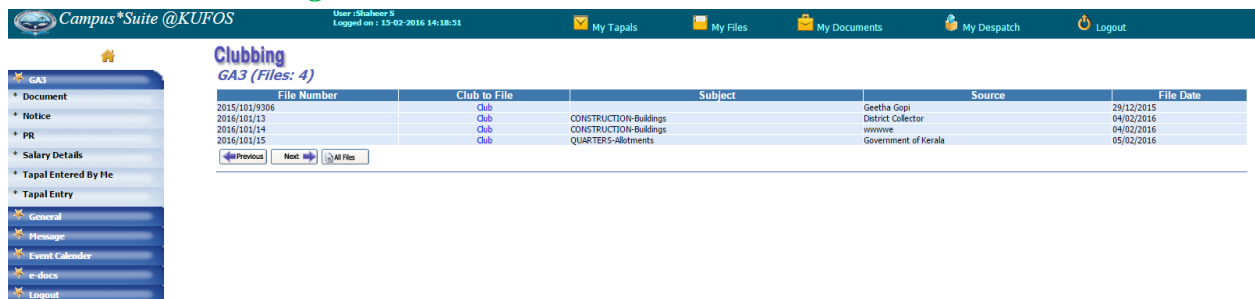


Figure 16: Number of file to clubbing

From the window, select the file number to which the new file is to be clubbed with and click the “**Club**” link. The following window appears.

File Originate Date	2016-02-15
File Date	2016-02-15 14:22:53
Seat Name	
Subject	3
File Ref No	
File Ref Date	2016-02-15
Source Name	KUPOS
Source Address	Kerala University of Fisheries and Ocean Studies
	Panangad
	Kochi
Active	0
Disposal Type	
Disposal Date	
Created By	S35
File Matter	general file

Comments

Figure 16: File clubbing

The new file (here **2013/4742/1**) is then set as the **Main file** and the file to which our file is clubbed (here **2013/2699/1**) is set as the **Sub File**. Click the “**Submit**” button. The the file is clubbed and following message is displayed: „**File 2013/2699/1 successfully clubbed to 2013/4742/1**”.

Attachments

Click on this button for viewing all the attachments related to the selected file. Also there is option for attaching multiple tapals, new document and files from record room

- Click on “**My files**” and select the file number.
- Click the “**Attachments**” button.

User :Shahmeer S
Logged on : 15-02-2016 14:18:51

My Tapals
My Files
My Documents
My Despatch
Logout

GA3
Document
Notice
PR
Salary Details
Tapal Entered By Me
Tapal Entry
General
Message
Event Calender
e-docs
Logout

Attachments

Expand All--Collapse All
Attach Multiple Tapals
Attach New Document
Attach Reference File
Back To File

File Number:2016/101/35

File:2016/101/15 | 05/02/2016 | GA3 | | Government of Kerala,Government of Kerala | ssdsdsd
Doc:2016/101/43 | Tapal Document | EXT | | tapal entry test 1
Doc:2016/101/44 | Tapal Document | EXT | | tapal entry test 1
Doc:2016/101/49 | GENERAL | INT | | file doc
Tap:2016/101/15 | Government of Kerala. | 05/02/2016 | QUARTERS-Allotments
Desp:2016/101/5
Doc:2016/101/43 | Tapal Document | EXT | | tapal entry test 1
Doc:2016/101/44 | Tapal Document | EXT | | tapal entry test 1
Doc:2016/101/66 | Tapal Document | EXT | | synopsis
Doc:2016/101/67 | GENERAL | INT | | tapal test document1
Doc:2016/101/68 | GO | INT | | tapal test document2
Tap:2016/101/35 | KUFOS,Kerala University of Fisheries and Ocean Studies | 15/02/2016 | Renovation works-Electrical/PL...
Doc:2016/101/66 | Tapal Document | EXT | | synopsis

Figure 17: File Attachment

File Forwarding

- Click on “*My files*”
- Click on the file number that you want to forward.

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The screenshot shows the 'Notes' section of the Campus Suite @KUFOS application. The top navigation bar includes the logo, user name 'User: dShaher S', login time '15-02-2016 14:18:51', and links for 'My Tapals', 'My Files', 'My Documents', 'My Despatch', and 'Logout'. The left sidebar contains a menu with options like 'GA3', 'Document', 'Notice', 'PR', 'Salary Details', 'Tapal Entered By Me', 'Tapal Entry', 'General', 'Message', 'Event Calendar', 'e-docs', and 'Logout'. The main content area is titled 'Notes' and displays a list of documents with details like 'File Number: 2016/101/35', 'DocNo-2016/101/66', and 'DocNo-2016/101/67'. Below the list is a rich text editor with a toolbar and a text area containing 'this is for test tapal file flow'. At the bottom, there is a 'Public Comment' section with a text input and a 'Save' button, and a footer with 'All Seats', 'Expected Seats', and a 'Forward' button.

Figure 18: File Forwarding

In the above window all the documents created (here for eg: **2013/434/1, 2013/438/1, 2013/439/1**) for the file can be seen with the document number and the seat name code who prepared the document.

- Select the seat from the “**Expected Seats**” or “**All Seats**”
- Click “**Forward**” button. The file is then forwarded to the seat selected and cannot be no more seen in “**My files**”.

Despatch

- Click on “**My Files**” and Click on the file number(Eg.2016/101/62).
- Click on the “Go for Despatch” link appear near by the document which is approved by authority.

Campus Suite @KUPOS

User: V M VICTOR GEORGE
Logged on : 29-03-2016 10:04:04

My Taps My Files My Documents My Despatch Logout

Notes

Showing Documents and Notes 1-2 of Total 2 | All | First | Previous | Next | Last | Go To Enter Notes

File Number: 2016/101/62 Create Document | Create Repository Link

2 Regr -V M VICTOR GEORGE - Date: 29/03/2016 09:53:12 Document (Attached)
DocNo-2016/101/101 --> Approved by Regr on 29/03/2016 (Administration-Establishment1) Go for Despatch | Push to Repository

3 Regr -V M VICTOR GEORGE - Date: 29/03/2016 09:54:08 Despatch Created
DespatchNo-2016/101/24 (Software development and training NSC SDTC Kochi)

Enter Your Note

Public Comment

test file 29-03-16

Save

If File ready to Close

Disposal Type Select Disposal Type Approve file Disposal and Forward file to -

Or continue for further action.

All Seats Expected Seats Forward Physical File? No Forward

- Check on the document and add content comment if any
- Click on save

Campus Suite @KUPOS

User: V M VICTOR GEORGE
Logged on : 29-03-2016 10:04:04

My Taps My Files My Documents My Despatch Logout

Despatch

Despatch Data Entry/Verification/Update

File Number: 2016/101/62
New Despatch

Files Documents

Enter Document No. Get

Document No.	Topic	Class	Date
2016/101/101	Administration-Establishment1	GENERAL	2016-03-29 09:53:12

Showing 1-1 of Total 1 | All | First | Previous | Next | Last |

Content Comments

Save

Figure 19: File Despatch

- Select Content List menu then click on the document image nearby file number.
- Despatch number will be generated and add despatch comment if any
- Click “**Save**”.

Campus*Suite @KUFOS User: V M VICTOR GEORGE Logged on : 29-03-2016 10:04:04

Despatch

Despatch Data Entry/Verification/Update

File Number : 2016/101/62
Despatch Number: 2016/101/25

Files	Documents	Content List	Address
Documents			
Document No.	Topic	Class	Date
2016/101/101	Administration-Establishment1	GENERAL	2016-03-29 09:53:12

Document: 2016/101/101
DespatchNo- 2016/101/25

Despatch Comments
Despatch created

Save

Figure 19: File Despatch number generated

- Click “**Address**” menu, A form will appear.
- Fill the Name and Address (Address to which the despatch to be forwarded)
- Select the “Despatch Type” and Click “**Save**” .Address list can be seen under “**Save**” button as follows.

Campus*Suite @KUFOS User: V M VICTOR GEORGE Logged on : 29-03-2016 10:04:04

Despatch

Despatch Data Entry/Verification/Update

File Number : 2016/101/62
Despatch Number: 2016/101/25

Files	Documents	Content List	Address
Documents			
Document No.	Topic	Class	Date
2016/101/101	Administration-Establishment1	GENERAL	2016-03-29 09:53:12

Address: 1.The Principal Secretary to Government

Select

Figure 20: Adding Send List for Despatch

- Click on the picture icon shown in the left side of address list. Then a link “**Send List**” will appear in the right side of “**Save**” button.
- Click on “**Send List**”, The Dispatched item”s list will be displayed .
- Click on checkbox shown along with the items that you want to forward
- Click “**Select**” button
- Click the “**Address**” menu.
- Select Despatch seat and click “**Forward**” button.

Despatch
Despatch Data Entry/Verification/Update

File Number: 2016/101/52
Despatch Number: 2016/101/25

Files	Documents	Content List	Address
Address Number	1	The Principal Secretary to Government.Govt.Secretariate	Despatch Type: Ordinary Post
Source Code		The Principal Secretary to Government	
Name		Govt	
Address		Secretariate	Address Comments
		Thiruvananthapuram	
Mail ID		Thiruvananthapuram-695001	
Phone Number			

Despatch Status: Not Dispatched | Save | Send List

AddressNo.	Destination Name	Destination Address	Mail Id	Phone Number
1	The Principal Secretary to Government	Govt,Secretariate,Thiruvananthapuram	Thiruvananthapuram-695001	

Select Despatch Seat: -Select Despatch- | Forward

Figure 21: Forwarding Despatch

Despatch Clerk Activity

- Click “**Despatch**” option from the seat menu.
- Select despatch type.
- Select despatch items from the “**Select Despatch**” list. [Seat Name- File No. (Address to which items are to be send) Date].
- Selected item will be listed below as “**New to List**”.
 - Tick the item to add to cover and enter Despatch Details if necessary.
- If you need to put the item to an existing cover which is not dispatched, select the Cover No. (**Eg.4/2016**) from “**Available cover**” list.
- For creating new cover, do not select the Cover No. from available list.

- Click “**Save**” button.

The screenshot shows the 'Despatch' selection interface. The top navigation bar includes 'Campus Suite @KUPOS', user information, and links to 'My Tapals', 'My Files', 'My Documents', 'My Despatch', and 'Logout'. The left sidebar lists various system functions. The main area is titled 'Despatch' and contains a 'Despatch Search' section with a 'File Number' field and a 'Search' button. Below this, there are dropdowns for 'DespatchType' (set to 'Ordinary Post') and 'SelectDespatch' (set to 'Regn-2016/101/61 (NIC, NIC, sdr; KOCH)28/03/2016'). There are also fields for 'Despatch/Details', 'Available Cover' (with a 'Select Available Cover' dropdown), 'Name and Address' (with multiple input lines), and 'Stamp' (with a 'DespatchCover' button). A 'CoverNo' field is at the bottom left with a 'Get' button. A 'Print' button is on the right. At the bottom, a table lists available despatches.

New to list	Address	Seat	File	Attachments	Comments	Desp Type	Cover No
<input type="checkbox"/>	1. NIC, NIC, sdr; KOCH		2016/101/61	Document : 2016/101/02	deepak	Ordinary Post	0/0

A 'Save' button is located at the bottom right of the table.

Figure 21: Despatch selection

- Despatch item will be added to the cover. Cover No. is displayed in right top corner.
- Click “**Set Address**” shown in the despatch item to set the address to which the content is to be sent.
- Enter Stamp amount and click “**Save**”.
- To print the Cover address, click “**Print**”.

Campus*Suite @KUFOS User: Abdul Hakeem H Logged on : 15-02-2016 14:53:54 My Tapals My Files My Documents My Despatch Logout

Despatch All Despatched | To be Despatched | Despatch Report

Despatch Search File Number Search

CoverNo: 2/2016 Despatched Cover : 2/2016

DespatchType Ordinary Post
 Select Despatch
 Despatch/Details
 Available Cover Select Available Cover
 Name and Address
 test
 test
 Panangad
 Kochi
 CoverNo Get /

Stamp 5 DespatchCover

Print

Available list	DespatchNo	Address	Attachments	Comments
2016/101/7	1.	test, test, Panangad, Kochi		Get Address

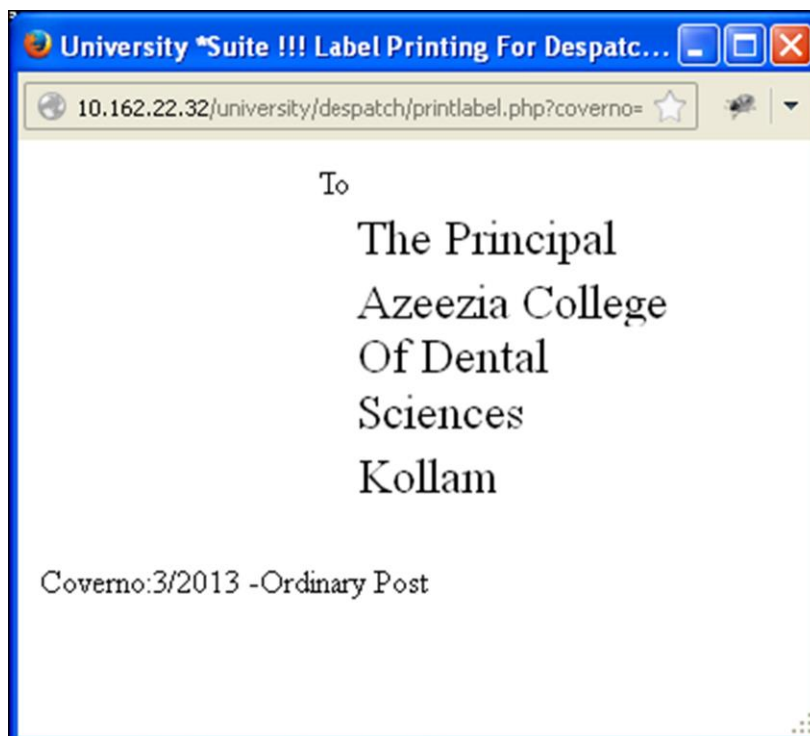


Figure 21: Despatch Cover Generation

- Click “**Despatch Cover**” to despatch item completely.
- An acknowledgment will be received by the clerk in his/her.
- “**My Despatch**” -> “**All Despatch**”.
- To get the cover along with all its contents enter Cover No. and click “**Get**”.

- All items in that cover will be displayed; we can change address, then Click **“Save”**.
- To search the File sent to despatch, enter File No and Click **“Search”**.
- To view the Despatch Report click **“Despatch Report”**.
- Select the despatch type and enter the „From” and „to” date fields to generate the report of despatch during that period as shown below in the window.
- Then click **“Get”**.

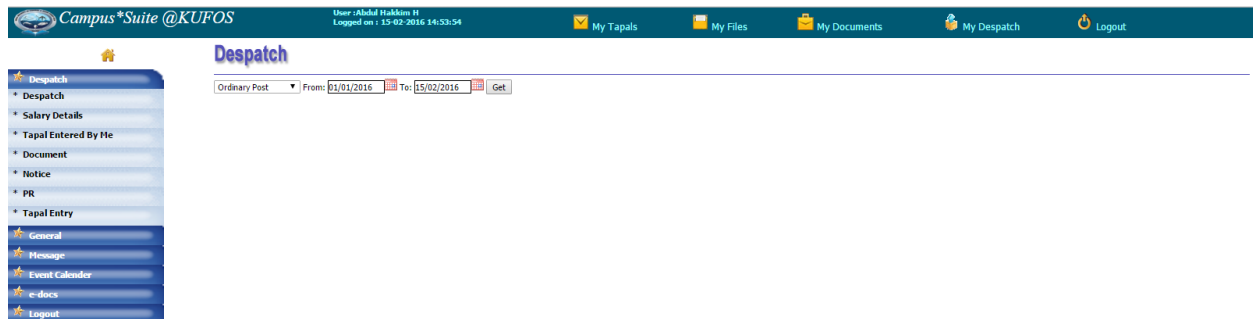


Figure 22: Despatch Report Generation

The following shows an example of a report generated during the given period of date entered.

Despatch Register Of Ordinary Post from 01/01/2016 To 15/02/2016						
Sl.No	CoverNo	Name and Address	DespNo	FileNo	Date	Stamp
1	1	Minnu CHETTIPARAMBU HOUSE karanakodam palarivattom	2016/101/6	2016/101/27	06/02/2016	5
2	2	test test Panangad Kochi	2016/101/7	2016/101/35	15/02/2016	5
3	3	test test Panangad Kochi	2016/101/8	2016/101/36	15/02/2016	5
Stamp Total						15

Figure 23: Despatch Report

File to Record Room

- Select “*My Files*” option.
- Click on file details (eye icon).
- Click on “*Record room*” button.
- Select record room seat and store type. (Call book or Permanent disposal).

Campus*Suite @KUFOS		User: Rajesh Babu B Logged on: 15-02-2016 15:10:53		My Tapals	My Files	My Documents	My Despatch	Logout
<div> <div>Despatch</div> <div>General</div> <div>Message</div> <div>Event Calendar</div> <div>e-docs</div> <div>Logout</div> </div> <div>May I Help You?</div>		<h3>Record Room</h3> <div> <div>File Number:</div> <div>2016/101/36</div> </div> <div> <div>Record Room Seats</div> <div>32.Record_Room</div> </div> <div> <div>Store Type</div> <div>2. Permanent Disposal</div> </div> <div> <div><input type="radio"/> R(Retain)</div> <div><input type="radio"/> L(Destroy after 1 year)</div> <div><input checked="" type="radio"/> K(Keep)</div> <div><input type="radio"/> F(Filed)</div> <div><input type="radio"/> D(Destroy after 10 year)</div> </div> <div>Save</div>						

Figure 24: Record Room

- Then click **“Save”**.

Then the file is no more available in **“My Files”** and further actions are carried out by Record Room Clerk.

Attaching a reference file to the current file

- Select **“My Files”** option.
- Click on file Details eye icon.
- Click on **“Attachments”** button.
- Click **“Attach Reference File”**.

Select the Section (Academic, Administration and General, Despatch, Record Room etc.), Period and disposal type and click **“Get”**. A list of files in record room will be displayed.

The screenshot shows the 'Reference File' search results in the Campus Suite @KUFOS interface. The top navigation bar includes links for 'My Tapals', 'My Files', 'My Documents', 'My Despatch', and 'Logout'. The left sidebar contains links for 'Regr', 'General', 'Message', 'Event Calendar', 'e-docs', and 'Logout'. The main content area displays a search form with fields for 'Section' (a dropdown menu), 'Disposal Type' (a dropdown menu with 'K' selected), and 'Period From' (a date picker set to '02/02/1999') and 'to' (a date picker set to '15/02/2016'). A 'Get' button is next to the date fields. Below the search form, a table lists the search results. The table has columns for 'File', 'Subject', 'Source', 'Date', 'Dis.Type', 'Rec.Seat', and 'Org.Seat'. The first row shows the file '2016/101/34' with subject 'ACQUISITION-Land', source 'vvvcvc', date '05/02/2016', disposal type 'K', and record seat 'Record_RoomRegr'. An 'Attach' link is visible at the end of the row. Below the table, there are navigation buttons: 'Previous', 'Next', and 'All Files'. A small green speech bubble with the text 'May I Help You?' is located at the bottom left of the interface.

File	Subject	Source	Date	Dis.Type	Rec.Seat	Org.Seat
2016/101/34	ACQUISITION-Land	vvvcvc	05/02/2016	K	Record_RoomRegr	Attach

Figure 24: Attachment Of Reference File

- Click **“Attach”** link shown along with file number.
- Before attaching, the system will ask for confirmation. If it is confirmed, you can see a text like **Ref.Requested**.

Record Room Clerk activity

- **“Files to CallBook”**: All lists of files in record Room for Call book.

- “**Record Room Search**”: To search the files in record room and also to search the bundle in which file is kept.

Record Room

Search Bundles Created in Record Room during a Particular period

Select Disposal Type: Enter From Date: Enter To Date: Search Bundles

Search Files Send To Record Room during a Particular period

Select Disposal Type: Enter From Date: Enter To Date: Search Files

File Details

File	Subject	Source	Date	Matter	Dis.Type	Org.Seat	Accept	Bundle Number
2016/10/11	Renovation works-Electrical/Plumbing	Test tapal	29/01/2016	testtt file L	SO(GA Ettt2)	No	No	0/0
2016/10/16	Repair-buildings	KUFOS	15/02/2016	dtututyu L	Despatch	No	No	0/0

Figure 25: Record Room Search

- Record Room clerk has two menus: “**Record Room In**” and “**Record Room Out**”.
 - Click “**Record Room In**”, select disposal type to list the files send to record room for disposal of that type.
 - Select the files to keep in the same bundle and click “**Save**”. A new bundle will be formed by bundle no (no/year). Bundles that are not kept in rack will be available in the 'Active Bundle' list. Files can be put into the listed active bundles.
 - Select the bundle No. to which the files are to be added and click “**Save**”. Bundles are available in “Active list” until they are kept in rack .
 - Enter Rack No., Row No. and Col No. E.g.: From the listed files select files that is to be kept in a bundle

Record Room Files to Callbook(Record_Room) | RecordRoom Search | Index Register

Disposal Type: L_Destroy after 1 year Bundle No: / Get New

Rack No: Row No: Col No: Active Bundles: Select an Active Bundle Save

New to bundle select the file eg:204/101/208 Select

File	Subject	Source	Date	Matter	Dis.Type	Org.Seat
<input type="checkbox"/> 2016/101/11	Renovation works-Electrical/Plumbing	Test tapal	29/01/2016	testtt file	L	SO(GA Estt2)
<input checked="" type="checkbox"/> 2016/101/36	Repair-buildings	KUFOS	15/02/2016	dtututyu	L	Despatch

Save

Figure 26: New Bundle Creation

Record Room Files to Callbook(Record_Room) | RecordRoom Search | Index Register

BundleNo: 2/2016 (No of Files:1) Bundle Created as : 2/2016

Disposal Type: L_Destroy after 1 year Bundle No: 2 / 2016 Get New

Rack No: 0 Row No: 0 Col No: 0 Active Bundles: Select an Active Bundle Save

New to bundle select the file eg:204/101/208 Select

File	Subject	Source	Date	Matter	Dis.Type	Org.Seat
<input type="checkbox"/> 2016/101/11	Renovation works-Electrical/Plumbing	Test tapal	29/01/2016	testtt file	L	SO(GA Estt2)

Save

Available in the bundle

File	Subject	Source	Date	Matter	Dis.Type	Org.Seat
<input type="checkbox"/> 2016/101/36	Repair-buildings	KUFOS	15/02/2016	dtututyu	L	Despatch

Delete

Figure 27: New Bundle Creation with file Number

To get a bundle from rack, enter the bundle no and then click “*Get*”. Add files to it.

- Click “**Record Room Out**”. List of files that are to be send back from “Call book” will be displayed.

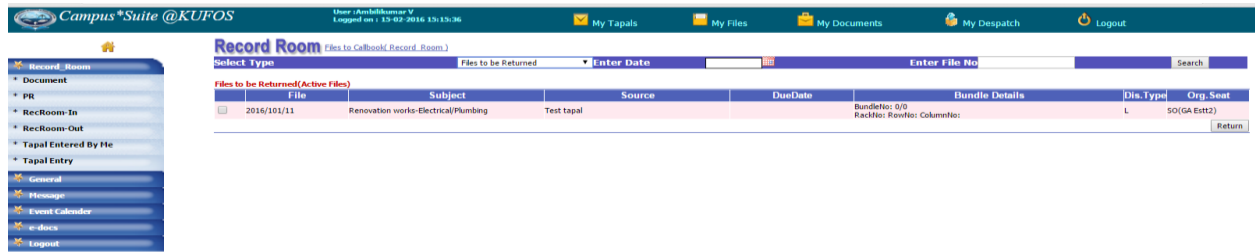


Figure 28: Record Room Out

- Check the files to send and click “**Return**”.
- To send the files that are requested for reference, select “**Files Requested for Reference**” from Select type list. Files that are requested for reference will be listed as follows.

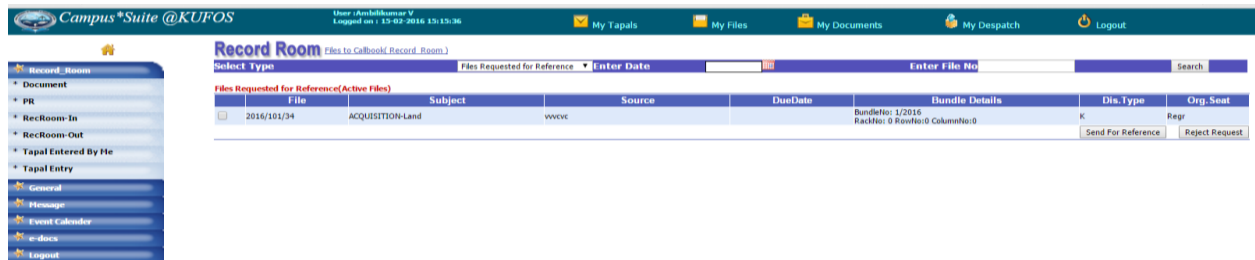


Figure 29: Files Requested For Reference

- Tick the files that are to be send for reference. Then click “**Send for Reference**”for accepting the reference request

or click on “*Reject Request*” to reject the reference request.

If the reference is sent the file will be available to the clerk who requested for it in his “*Attachments*” listed as “*req. accepted*”. To list the files that is sent for reference – select “**Files Sent for Reference**” as follows:

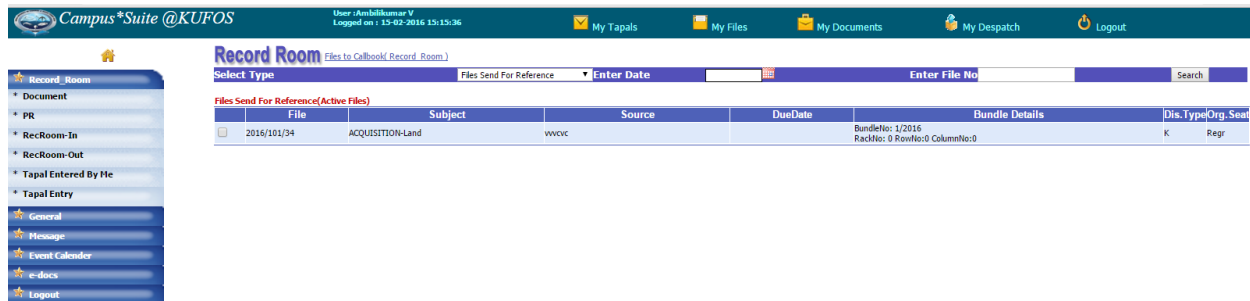


Figure 30: Files Sent For Reference

- To accept the files back to record room after reference, select “**Files Re-turned after Reference**”.
- Check the files to accept back then click “**Accept Back File**”. All the accepted back files will be added to the bundle where it was before.

University *Suite

User: Henry Paul
Logged on: 11-10-2013 11:59:34

Home
My Tapals
My Files
My Documents
My Despatch
Logout

Record Room

Files to CallBook: Record Room.1

Record Room

Document

RecRoom-In

RecRoom-Out

Tapal Entry

General

Message

Event Calendar

Docs

List of Colleges

Select Type

Files Returned after Reference

Enter Date

Enter File No

Search

Files Returned after Reference(Active Files)

	File	Subject	Source	DueDate	Bundle Details	Dis.Type	Org.Sea
<input checked="" type="checkbox"/>	2013/4014/1	Nursing-Offline Synopsis letter from college	ST.GREGORIOUS CON		BundleNo: 55/2013 RackNo: 0 RowNo:0 ColumnNo:0	K	PA to Regr
<input type="checkbox"/>	2013/4535/1	Medical-Synopsis notification	The Principal		BundleNo: 32/2013 RackNo: RowNo: ColumnNo:	K	PA to Regr

Accept Back file

Figure 31: Files Returned After Reference

INVENTORY MANAGEMENT

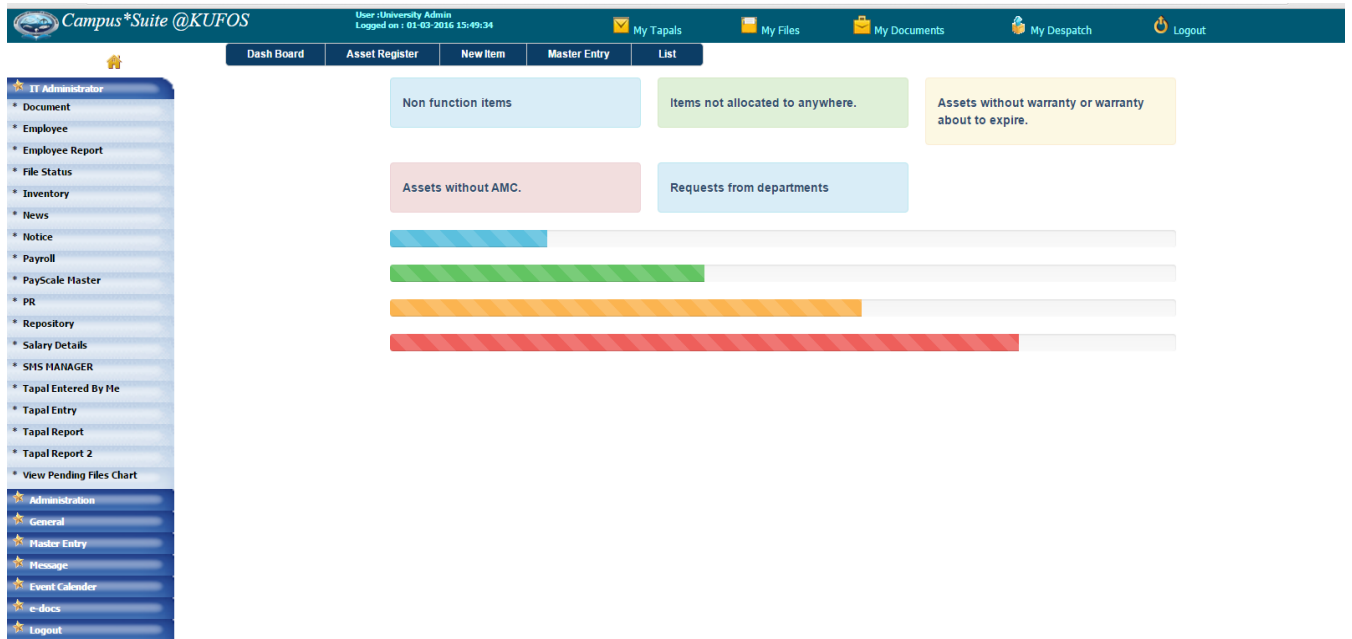
- Open the Mozilla Firefox web browser.
- On clicking campus*suite Bookmarked link, University*Suite will be opened in the screen.
- For working in campus*suite you must have a User Name and password.
- Enter your username, password and type the characters you see in the picture (Captcha).
- Press the Enter key or click the **“Login”** button.
- After successful login, Blue Band Menus will be visible as follows.



Figure 1:University portal

Click on your seat name code in the menu. A menu list will appear in the screen.

- Click **“Inventory”**. Inventory dashboard page will appear on screen.



- Click on “New item”
- Choose either Single or Bulk
- This tab is used for adding new Assets.

Single asset Entry

- Select category, select item, select vendor, select maker, maintained location, installed location, status, product details etc.
- Select the warranty and AMC if it applicable for the selected item.
- Click on Submit button for adding an asset.
- After adding, the details will be displayed in the Asset Register and it is possible to call back asset or reallot to department.

Campus*Suite @KUFOS User :University Admin Logged on : 01-03-2016 15:49:34

My Tapals My Files My Documents My Despatch Logout

Dash Board Asset Register New Item Master Entry List

Asset Register(Single) View Register

Show 10 entries Search:

#	Assets	Other Details	Issued Dept	Asset UID	Warranty	AMC	Vendor Details	Operations
1	Wipro X Series	Serial Number : AMNCH12JHH763HD	Academic	KUFOS/DT-/WIPRX/1	In warranty From 11-02-2016 To 20-06-2018	No AMC	M/s Forest Industries Ltd Pikkattukara Aluva 683 106	Call Back

Showing 1 to 1 of 1 entries Previous Next

IT Administrator

- * Document
- * Employee
- * Employee Report
- * File Status
- * Inventory
- * News
- * Notice
- * Payroll
- * PayScale Master
- * PR
- * Repository
- * Salary Details
- * SMS MANAGER
- * Tapal Entered By Me
- * Tapal Entry
- * Tapal Report
- * Tapal Report 2
- * View Pending Files Chart
- Administration**
- General
- Master Entry
- Message
- Event Calendar
- e-docs
- Logout

Single asset register

User: University Admin
Logged on : 01-03-2016 15:49:34

My Tapals
My Files
My Documents
My Despatch
Logout

Dash Board
Asset Register
New Item
Master Entry
List

IT Administrator
Document
Employee
Employee Report
File Status
Inventory
News
Notice
Payroll
PayScale Master
PR
Repository
Salary Details
SHS MANAGER
Tapal Entered By He
Tapal Entry
Tapal Report
Tapal Report 2
View Pending Files Chart
Administration
General
Master Entry
Message
Event Calendar
e-docs
Logout

Bulk Asset

*Select Category : Select Category

*Select Item : Select Item

*Select Vendor : Select Vendor

*Select Maker : Select Maker

Physical Register Details : Select Register

Issued to : Select Department

*Maintained By : Select Department

*No. of Items : No. of Items

Have Warranty ☐
Have AMC ☐

*More Details : Enter Product Details

Submit

Bulk asset entry

User: University Admin
Logged on : 01-03-2016 15:49:34

My Tapals
My Files
My Documents
My Despatch
Logout

Dash Board
Asset Register
New Item
Master Entry
List

IT Administrator
Document
Employee
Employee Report
File Status
Inventory
News
Notice
Payroll
PayScale Master
PR
Repository
Salary Details
SHS MANAGER
Tapal Entered By He
Tapal Entry
Tapal Report
Tapal Report 2
View Pending Files Chart
Administration
General
Master Entry
Message
Event Calendar
e-docs
Logout

Assest Register(Bulk)

View Register

Items per page: 10
1 All

#	Assets	Other Details	Total Nos.	Issued Count	Group UID	Warranty/AMC	Operations
1	Wooden Table	drawer with keys attached	75	75	KUFOS/GRP/FUR/TWT/1	✗ / ✗	Call Back/Re-Add
2	Philips double twisted	flurescent lamps	100	100	KUFOS/GRP/FLRL-ELECT/DTWST/1	✗ / ✗	Call Back/Re-Add
3	Stickers	stickers for Exam cell	50	50	KUFOS/GRP/STN/STK-M/1	✗ / ✗	Call Back/Re-Add
4	Wodden chair with arm	plates and back supports included.	100	100	KUFOS/GRP/FUR/TWC/1	✗ / ✗	Call Back/Re-Add
5	Ceiling Fan	More 3 leaf , 150W	50	0	KUFOS/GRP/ELECT/CFAN/1	✓ / ✗	Issue to Dept
6	Answer Book	Exam booklets for UG	1000	500	KUFOS/GRP/STN/AB/1	✗ / ✗	Issue to Dept Call Back/Re-Add

1 All
Page 1 of 1

Bulk asset register

- Click on the tab Master Entry
- This tab is used for add or edit different Masters (For ex:- add new register, add category, add item, add vendor, add maker and add department.)

Campus Suite @KUFOS

User: University Admin
Logged on: 01-03-2016 15:49:34

My Tapals My Files My Documents My Despatch Logout

Dash Board Asset Register New Item Master Entry List

Master Entry

Select an entry to be added

Select Type

- Select Type
- Add a New Register
- Add Category
- Add Item
- Add Vendor
- Add Maker
- Add Department

Campus Suite @KUFOS

User: University Admin
Logged on: 01-03-2016 15:49:34

My Tapals My Files My Documents My Despatch Logout

Dash Board Asset Register New Item Master Entry List

Master Entry

Select an entry to be added

Add Category

New Category

Category Short Code

Unique ID

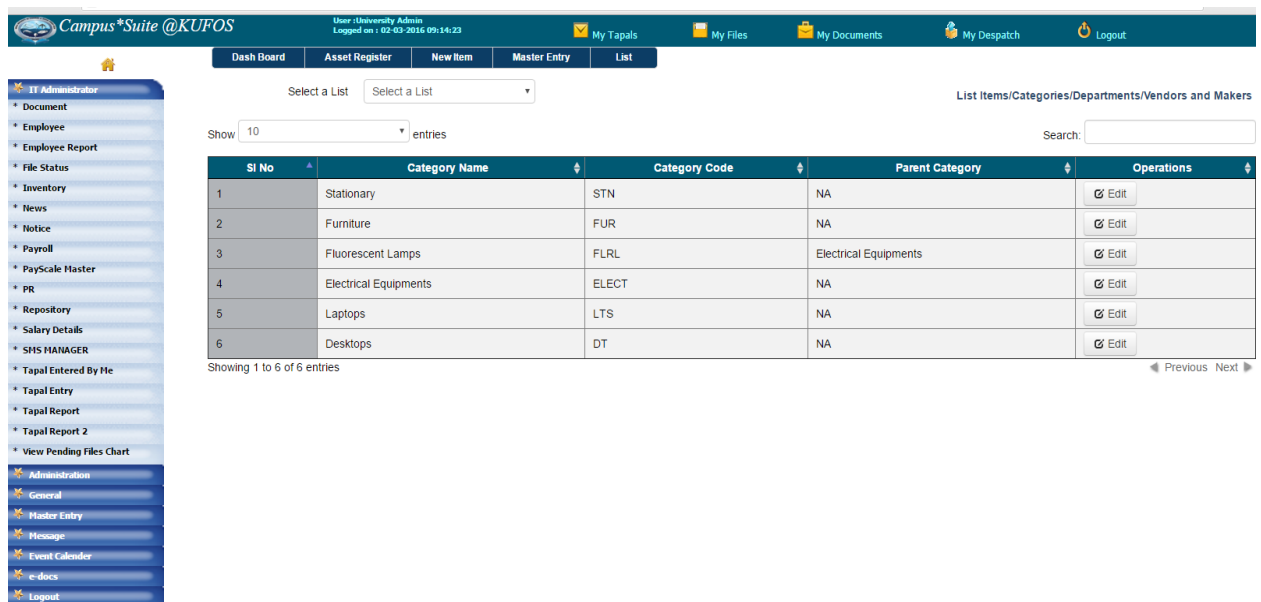
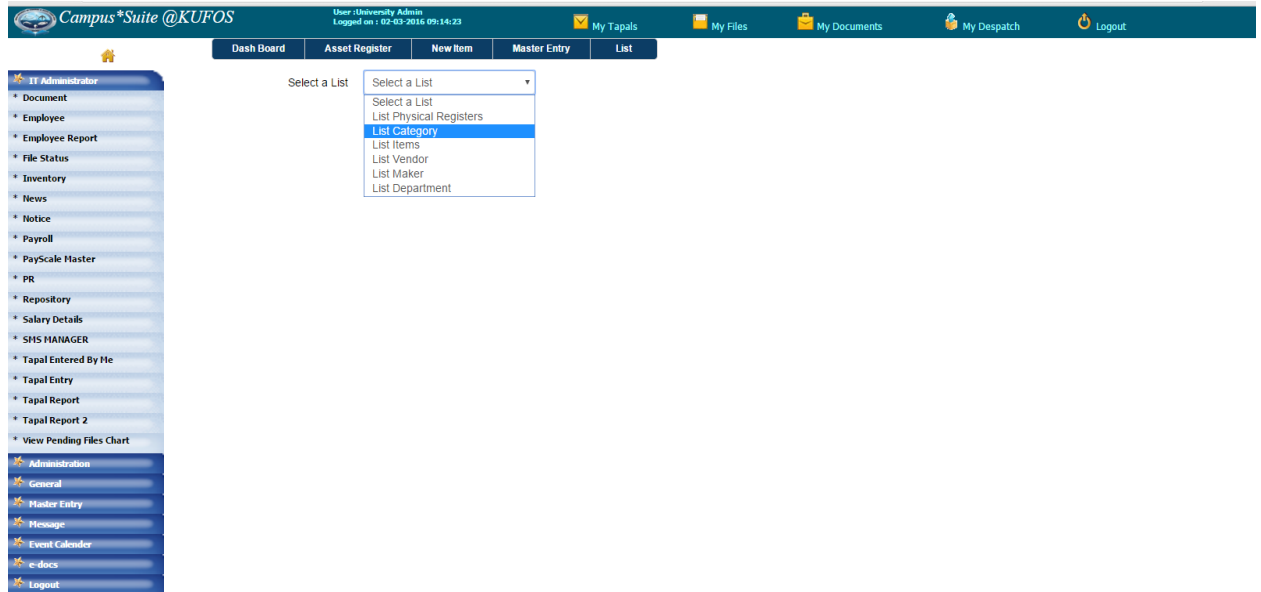
Choose Parent (Optional)

Select Category

Submit

Add category

- After Adding the masters, click on List
- It shows a dropdown list with the master's category.
- Click on any category, it will be display the list of items entered in the screen and it is possible to edit all saved details related with each master category.



List items in a particular category

NEWS MANAGEMENT

- Open the Mozilla Firefox web browser.
- On clicking campus*suite Bookmarked link, University*Suite will be opened in the screen.
- For working in campus*suite you must have a User Name and password.
- Enter your username, password and type the characters you see in the picture (Captcha).
- Press the Enter key or click the **“Login”** button.
- After successful login, Blue Band Menus will be visible as follows.

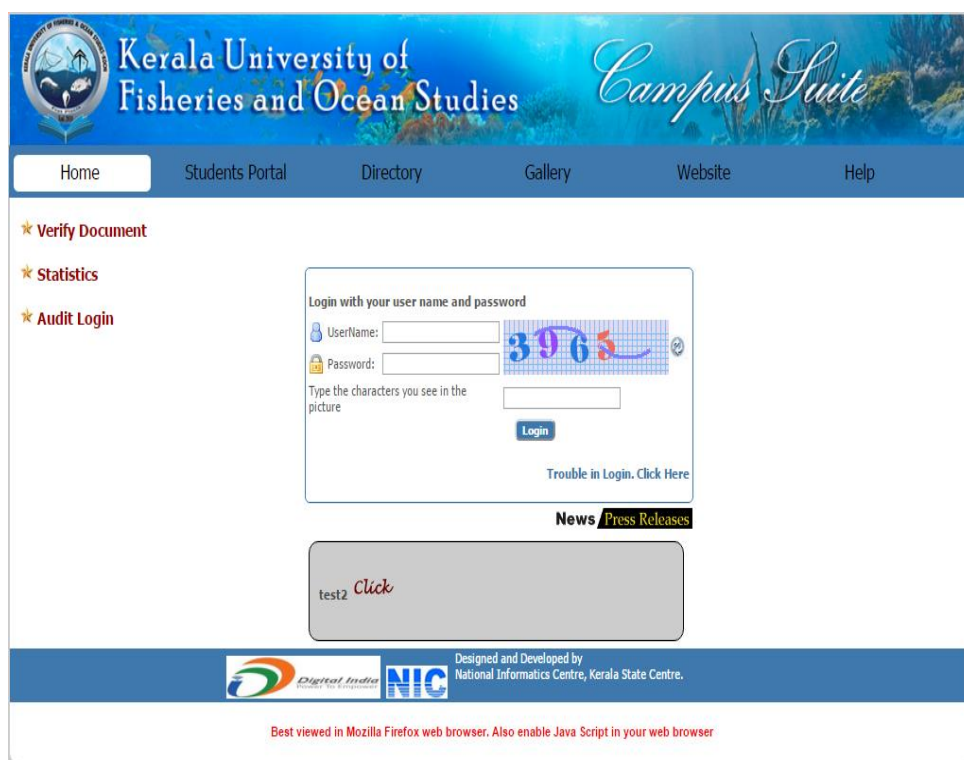


Figure 1:University portal

Click on your seat name code in the menu. A menu list will appear in the screen.

- Click **“News Manager”**.

Campus*Suite @KUFOS User: University Admin Logged on : 02-03-2016 09:14:23

My Tapals My Files My Documents My Despatch Logout

News Manager

News View For ☐ Students ☐ Schools ☐ University

Title

Description

File No file chosen (size less than 1048B)

Edit	Publish/Un Publish	News Code	News	Details	News View
					Student Schools University
		1	TEST NEWS1	tttt tttt	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
		2	test2	fgfgfgf	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>

IT Administrator

- Document
- Employee
- Employee Report
- File Status
- Inventory
- News
- Notice
- Payroll
- PayScale Master
- PR
- Repository
- Salary Details
- SHS MANAGER
- Tapal Entered By He
- Tapal Entry
- Tapal Report
- Tapal Report 2
- View Pending Files Chart
- Administration
- General
- Master Entry
- Message
- Event Calendar
- e-docs
- Logout

- News adding page will appear on screen.
- Choose News for whom (students, schools, and university). Can choose either one or more than one.
- Add title for News
- If there is any attachment, choose file.
- After completing click Submit to save.
- After submit, the details will be displayed in the screen.
- The News will be shown on Login page of user(University, student or school)

Kerala University of Fisheries and Ocean Studies Campus Suite

Home Students Portal Directory Gallery Website Help

★ Verify Document

★ Statistics

★ Audit Login

Login with your user name and password

UserName:

Password:

Type the characters you see in the picture

Trouble in Login. Click Here

News / Press Releases

TEST NEWS1 *Click*

Designed and Developed by National Informatics Centre, Kerala State Centre.

Best viewed in Mozilla Firefox web browser. Also enable Java Script in your web browser

NOTICE MANAGEMENT

- Open the Mozilla Firefox web browser.
- On clicking campus*suite Bookmarked link, University*Suite will be opened in the screen.
- For working in campus*suite you must have a User Name and password.
- Enter your username, password and type the characters you see in the picture (Captcha).
- Press the Enter key or click the **“Login”** button.
- After successful login, Blue Band Menus will be visible as follows.

The screenshot shows the login interface for the Kerala University of Fisheries and Ocean Studies Campus Suite. The header features the university's logo and name, along with the 'Campus Suite' title. A navigation bar includes links for Home, Students Portal, Directory, Gallery, Website, and Help. On the left, there are links for Verify Document, Statistics, and Audit Login. The central login area prompts users to enter their username and password, accompanied by a captcha image showing the numbers '3965'. Below the input fields is a 'Login' button and a link for 'Trouble in Login. Click Here'. At the bottom of the login area, there are links for 'News' and 'Press Releases'. A large grey button labeled 'test2 Click' is positioned below the login section. The footer contains logos for Digital India and NIC, along with text indicating the site was designed and developed by the National Informatics Centre, Kerala State Centre. A note at the very bottom states: 'Best viewed in Mozilla Firefox web browser. Also enable Java Script in your web browser'.

Figure 1:University portal

Click on your seat name code in the menu. A menu list will appear in the screen.

- Click **“Notice”**.

Campus*Suite @KUFOS User: University Admin Logged on : 02-03-2016 13:15:34

My Tapals My Files My Documents My Despatch Logout

IT Administrator

- Document
- Employee
- Employee Report
- File Status
- Inventory
- News
- Notice
- Payroll
- PayScale Master
- PR
- Repository
- Salary Details
- SHS MANAGER
- Tapal Entered By Me
- Tapal Entry
- Tapal Report
- Tapal Report 2
- View Pending Files Chart

Administration

- General
- Master Entry
- Message
- Event Calendar
- e-docs
- Logout

Notice

From: 02/03/2016 To: 02/03/2016

Notice

testtttttttt

body

Save

Your notice has been saved and will displayed from 02/03/2016 to 02/03/2016

Sl.No	From	To	Notice
1	02/03/2016	02/03/2016	Kufos university test notice

- Notice adding page will appear on screen.
- Choose the period for displaying notice on notice board. Select from date and to date.
- Add content for Notice
- After completing click save.
- After submit, the details will be displayed in the screen and it can delete at any time.
- The News will be shown on Home page of user.

Campus*Suite @KUFOS User: University Admin Logged on : 02-03-2016 13:17:36

My Tapals My Files My Documents My Despatch Logout

KUFOS CAMPUS*SUITE

University Admin
Programmer, Hr.Gr.

[Edit Profile](#)

May I Help You!

Notice Board

Date: 02/03/2016

Kufos university test notice

IT Administrator

PAYROLL

- Open the Mozilla Firefox web browser.
- On clicking University*Suite Bookmarked link, University*Suite will be opened in the screen.
- For working in University*Suite you must have a User Name and password.
- Enter your username, password and type the characters you see in the picture (Captcha).
- Press the Enter key or click the **“Login”** button.
- After successful login, Blue Band Menus will be visible on the left side of the screen. The preparation of payroll process is doing in the establishment section in University.

The screenshot shows the login interface for the Kerala University of Fisheries and Ocean Studies Campus Suite. The header features the university's logo and name, along with the 'Campus Suite' branding. A navigation bar includes links for Home, Students Portal, Directory, Gallery, Website, and Help. On the left, there are links for Verify Document, Statistics, and Audit Login. The main login area contains a form with fields for Username and Password, a captcha image showing the numbers '3965', and a 'Login' button. Below the form is a link for 'Trouble in Login. Click Here'. At the bottom, there are links for News and Press Releases, a 'test2 Click' button, and a footer with logos for Digital India and NIC, along with the text 'Designed and Developed by National Informatics Centre, Kerala State Centre.' and a note: 'Best viewed in Mozilla Firefox web browser. Also enable Java Script in your web browser'.

Figure1: University Portal Login

(NB: Payroll Process only permitted to use the Establishment/Administration Assistant).

- Click on **“New”** tab then a form will appear.

Campus Suite @KUFOS

User: University Admin
Logged on: 02-03-2016 15:37:23

My Tapals My Files My Documents My Despatch Logout

New Employee

For Editing Only

Office: select Employee Name: select

Title: select *
Name: *
Sex: Male *
Father's Name:
Mother's Name:
DOB:
Superannuation/Retirement Date:
Blood Group: select *
Religion: select *
Caste: Select Religion *
Category: select *
Ex.Service: No *
Physically Handicapped: No *
Nature of Handicap:

Username: *
Working Station: select *
Aadhar ID:
PAN No:
Ration Card No:
Voter Id Card No:
Marital Status: select *
Spouse Name:
Is interregion/caste: No *
Spouse Religion: select *
Spouse Caste: Select Religion *
Is Spouse employed: No *
Spouse employed in:
Identification Marks: 1. 2.
Height in cm:

Submit Reset

Figure2: Add/Edit Employee details

For Adding an employee, fill all the fields start from Title. You can also give a username for that employee in username field.

- Click on **“Submit”** button to save the details. While clicking on the **“Submit”** Button, **“Employee Basic details has been added”** message will be displayed in the same window.
- For editing purpose, first you should select office from office list and select an employee from Employee Name list.
- All data related with that employee which are already saved by you will be displayed in corresponding fields.
- Edit the data and Click on **“Submit”** button to update the details.
- While clicking on the **“Submit”** Button, **“Employee Basic details has been updated”** message will be displayed in the same window.

Employee Contact Details

Filter by Office:

Employee Name:

Permanent Address Details

Address:

Post:

City:

State:

District:

PIN:

Telephone No. (Resi):

Communication Address Details

Address:

Post:

City:

State:

District:

PIN:

Telephone No/Ext:

Mobile:

Email:

Figure3: Contact detail

- Fill all data corresponding to that employee in the fields which are coming under Permanent Address Details and Communication Address Details.
- Click on the button **“Submit”** to save the employee contact details.
- While clicking on the **“Submit”** button, **“Employee Contact details have been added”** message will be displayed in the same window.

Employee Service Details

Filter by Office:

Employee Name:

Employee Category:

Service Category:

PF Type:

P.F No.:

Date joining in Govt Service:

Date of joining in the Organization:

Details of Parent Department [For employees in Deputation]

Parent Department:

Designation in the Parent Department:

Order Number:

Order Date:

Deputation effect from:

Transfer and Posting Details

Office:

Designation:

Reporting Officer:

Posting Upto:

Department:

Type of Appointment:

Placement Date:

Service History

	Office	Designation	Reporting Officer	Placement Date	Up To	End Date	Appointment	
1.	KUFOS HeadQuarters Panangad	Section Officer		13/05/2015			Regular	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

- There are two sections **“service details”** ,**”Transfer & posting details ”** .When we add new faculty his/her service and posting details must be add properly.
- Mandatory fields (*) must be enter before submission.
- **Service details:** - Select an employee then fill corresponding details (such as employee category, service category, PF type, parent department details).
- **Transfer & posting details:-**Select an employee name from the top select box. Add posting details (Enter all mandatory fields such as designation, type of appointment, placement date).After adding that details show in the “Service History” List .If any faculty leave from the office, then must be edit the posting details .For editing Click “edit link image”, when we click on edit link image two extra fields shows in the posting details section. That is ‘relieving date’ and ‘relieving reason’. Update that details, then that faculty comes on the free list box in the “New” tab.

Educational Qualification

Filter by Office: KUFOS HeadQuarters Panangi

Employee Name: Abdul Hakim H

Qualification: select

Details:

SI No	Qualification	Details	Operations
1.	Post P.G	M.Phil Zoology ,1991, Kerala University	
2.	P.G	M.Sc.Zoology , 1989 ,Calicut University	
3.	Degree	B.Sc.Zoology , 1986 , Kerala University	

Figure5: Qualification details

- Click on **Edu Qualifications** tab.
- Select office and Employee from the corresponding select boxes.
- Select qualification from the select list.
- If the employee has qualified for any other specializations then enter the details in the text area which is named as Details.

The screenshot displays the 'Campus Suite @KUFOS' web application. The top navigation bar includes 'New', 'Contact', 'Service', 'Edu Qualifications', 'Prepare ID Card', 'Print ID Card', 'Photo', and 'Others'. The 'Photo' tab is selected. A green message box states 'The image has been uploaded'. Below this, the 'Photo' section contains a 'Filter by Office' dropdown set to 'KUFOS HeadQuarters Panang', an 'Employee Name' dropdown set to 'Abdul Hakkim H', and an 'ID' field showing '536'. A 'Photo' label is followed by a 'Choose File' button and the text 'No file chosen'. Below the file selection area, it specifies '(Supported formats jpg,jpeg)(Dimension 150*200)(Size between 15k & 30k)'. At the bottom of the photo section are 'Submit' and 'Reset' buttons. The left sidebar lists various administrative functions under 'IT Administrator' and 'Administration'.

Figure6: Upload photo

- Click on **Photo** tab.
- Select an employee from the list
- The ID field shows the selected employee's ID
- Browse a photo (jpg, jpeg formats only) and Click on the button Submit.

Campus*Suite @KUFOS

User: University Admin
Logged on: 02/03/2016 15:37:23

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New Contact Service **Ida Qualifications** Prepare ID Card Print ID Card Photo Others

Employee ID Card

Filter by Office: KUFOS HeadQuaters Panangad

Employee Name: Abdul Hakkim H 536

Identity Card No: 536

Designation on ID Card: Section Officer

Office: KUFOS HeadQuaters Panangad

ID Card Issue Date: Mar 2 2016

ID Card Expiry Date: Jan 1 2017

ID Card Surrendered On:

Remarks:

Save

sno	Card ID	Office	Designation	IssueDate	ValidUpTo	SurrenderDt	Approved by
1	536	KUFOS HeadQuaters Panangad	Section Officer	02/03/2016	01/01/2017		

[Print](#)

ET Administrator

- Document
- Employee
- Employee Report
- File Status
- Inventory
- News
- Notice
- Payroll
- PayScale Master
- PR
- Repository
- Salary Details
- SHS MANAGER
- Tapal Entered By Me
- Tapal Entry
- Tapal Report
- Tapal Report 2
- View Pending Files Chart
- Administration
- General
- Master Entry
- Message
- Event Calendar
- Index
- Logout

Figure 7: ID card Preparation

- Click on **prepare ID card** tab
- Select an employee
- The Identity number is same as the employee ID number
- Enter ID card issue date and expiry date.
- If the card has surrendered then enter the surrender date.
- If you have any remarks then enter it in the field named remarks.
- Click on **SAVE** button to save the ID card.

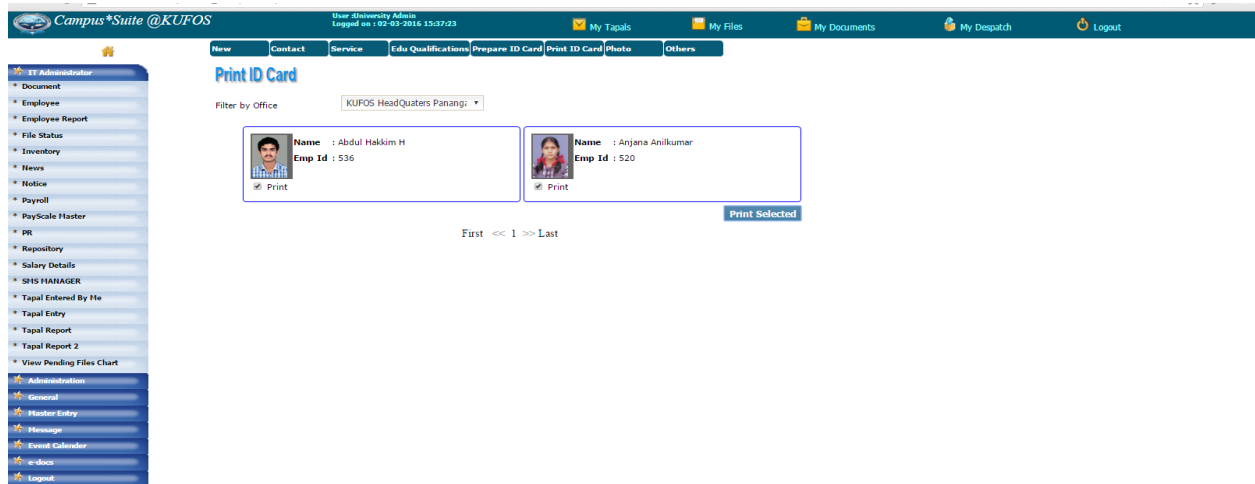


Figure 8: Printing ID card

- Click on **print ID card** tab.
- Select the office from the list
- Then the already saved ID card details will be shown.
- Tick on ID cards which you want to take print outs.
- Click on the button **Print selected** to print the ID cards.

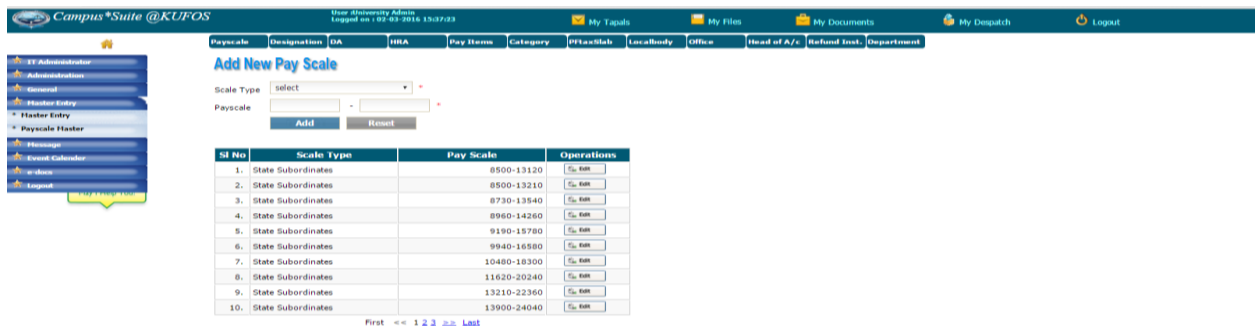


Figure 9: Pay Scale master Entry

- At first we should set some master entries before processing a bill.
- For that purpose, select the option **pay scale master** from the left side blue band menus.
- Then some tabs will be displayed on top of the page named as pay scale,

Designation, DA, HRA, pay items, category etc.

- Click on the tab pay scale.
- Select a scale type from the select box (For ex:- Central scale, AICTE, State subordinates, UGC).
- Give the pay scale range for the corresponding scale types
- Click on ADD button for adding a new pay scale.
- After adding, the details will be displayed in the screen and it is possible to edit the pay scale details.

The screenshot shows the 'Add New Designation' form in the Campus Suite @KUFOS application. The form includes fields for Designation, Category, Scale Type, and Pay Scale, each with a dropdown menu. Below the form is a table listing existing designations with columns for Sl No, Designation, Category, Scale Type, Pay Scale, and Operations.

Sl No	Designation	Category	Scale Type	Pay Scale	Operations
1.	Assistant Engineer-Civil	University	State Subordinates	20740 - 36140	[Edit] [Delete]
2.	Assistant Engineer-Electrical	University	State Subordinates	20740 - 36140	[Edit] [Delete]
3.	Assistant Public Information Officer	University	State Subordinates	22360 - 37940	[Edit] [Delete]
4.	Assistant Registrar	University	State Subordinates	22360 - 37940	[Edit] [Delete]
5.	Assistant Section Officer	University	State Subordinates	16980 - 31360	[Edit] [Delete]
6.	Associate Professor	University	UGC	37400 - 67000	[Edit] [Delete]
7.	Asst.Librarian	University	UGC	15600 - 39100	[Edit] [Delete]
8.	Asst.Professor	University	UGC	15600 - 39100	[Edit] [Delete]
9.	Class-IV Employee Senior Grade	University	State Subordinates	9190 - 15780	[Edit] [Delete]
10.	Computer Asst.(SLN.GRADE)	University	State Subordinates	16980 - 31360	[Edit] [Delete]
11.	Computer Asst SR Grade	University	State Subordinates	29180 - 43640	[Edit] [Delete]
12.	Controller of Examination	University	State Subordinates	44640 - 58640	[Edit] [Delete]
13.	Deputy Registrar	University	State Subordinates	44640 - 58640	[Edit] [Delete]
14.	Duplicating Machine Operator Senior Grade	University	State Subordinates	22360 - 37940	[Edit] [Delete]
15.	Farm Manager Gr.II	University	State Subordinates	18740 - 33680	[Edit] [Delete]
16.	Farm Officer Sr.Gr	University	State Subordinates	16180 - 29180	[Edit] [Delete]

Figure 10: Add Designation

- Click on the tab designation.
- This tab is used for adding a new designation in university/college side
- Enter the designation, select category (eg: college, university),select scale type (For ex:- Central scale, AICTE, State subordinates, UGC).
- Select the pay scale corresponding to the scale type from the pay scale select box
- Click on ADD button for adding a designation.
- After adding, the details will be displayed in the screen and it is possible to edit the designation details

Campus*Suite @KUFOS

User: University Admin
Logged on: 02-03-2016 15:37:33

My Tapsis My Files My Documents My Dispatch Logout

PayScale Designation DA HRA Pay Items Category PF LastTab Localbody Office Head of A/c Refund Inst. Department

DA Master

Scale Type:

DA Percentage:

DA w.e.f:

DA Upto:

Order No.:

Order Date:

Sl No	Scale Type	Percentage	w.e.f	Upto	Order No & Date	Operations
1.	UGC	119	2015-07-01			<input type="button" value="Edit"/> <input type="button" value="Delete"/>
2.	State Subordinates	92	2015-12-01		GA/A1 2015-11-02	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

First << 1 >> Last

Figure 11: Add DA

- Click on the tab DA.
- This tab is used to set a new DA percentage for corresponding scale types
- Select a scale type from the select box
- Enter the DA percentage
- Enter DA w.e.f (with effect from) date
- Enter DA upto date
- There should be an order for DA fixing for different scale types. So enter order number and order date in corresponding fields
- Click on Submit button for adding a DA percentage.
- After Submitting , the details will be displayed in the screen and it is possible to edit all saved details.

HRA Master

Scale Type:

HRA Amount:

Range [BP+GP+SP]: -

Sl No	Scale Type	Range [BP+GP+SP]	Amount	Operations
1.	State Subordinates	20740-43140	250	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
2.	UGC	20000-75000	250	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
3.	UGC	18000-20000	250	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
4.	State Subordinates	13900-24040	250	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
5.	State Subordinates	8500-12500	250	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

First << 1 2 >> Last

Figure 12: Add HRA

- Click on the tab HRA.
- This tab is used to set a new HRA for corresponding scale types
- Select a scale type from the select box
- Enter the HRA amount
- Enter the range (BP+GP+SP) . So that the above HRA amount will be fixed for that range values.
- Click on Add button for adding HRA amount.
- After Submitting, the details will be displayed in the screen and it is possible to edit HRA amount and range values.

Add New Pay Item

Name:

Short Name:

Type:

Recovery Type: [Applicable for Deductions and Recoveries/Loans only]

Bill Types: ☐ Contract ☐ Daily Wages ☐ Arrear Bill ☐ Estb Bill ☐ E.L.S

Posting Categories: ☐ Regular ☐ Deputation ☐ Employment ☐ Contract ☐ Daily wage

Click [here](#) to arrange payitems for reports.

Sl No	Name	Short Name	Type	Bill Types	Posting Categories	Operations
1.	Basic Pay	BP	Basic Items	Estb Bill	Regular	<input type="button" value="Edit"/>
2.	Grade Pay	GP	Basic Items	Estb Bill	Regular	<input type="button" value="Edit"/>
3.	Special Pay/Personal Pay	PP	Basic Items	Estb Bill	Regular	<input type="button" value="Edit"/>
4.	Daily Wage	Daily Wage	Basic Items	Daily Wages	Daily wage	<input type="button" value="Edit"/>
5.	Consolidated Pay	CP	Basic Items	Contract	Contract	<input type="button" value="Edit"/>
6.	DA	DA	Allowance/Advance	Estb Bill		<input type="button" value="Edit"/>
7.	HRA	HRA	Allowance/Advance	Estb Bill		<input type="button" value="Edit"/>
8.	Spl Allowance	SPA	Allowance/Advance	Estb Bill		<input type="button" value="Edit"/>
9.	Arrear DA	ADA	Allowance/Advance	Estb Bill		<input type="button" value="Edit"/>
10.	CCA	CCA	Allowance/Advance	Estb Bill		<input type="button" value="Edit"/>
11.	CA	CA	Allowance/Advance	Estb Bill		<input type="button" value="Edit"/>
12.	Marriage Advance	Mrg Adv	Allowance/Advance	Estb Bill	Contract	<input type="button" value="Edit"/>
13.	Festival Advance	FAdv	Allowance/Advance	Estb Bill	Regular	<input type="button" value="Edit"/>
14.	FA	FA	Allowance/Advance	Estb Bill	Regular	<input type="button" value="Edit"/>
15.	TRICK ALLOWANCE	TRICK ALLOWANCE	Allowance/Advance	Estb Bill	Regular	<input type="button" value="Edit"/>

Figure 13: Add New Pay Item

- Click on the tab pay items
- This tab is used for adding a new pay item (For ex:- Basic pay, Grade pay, GPF etc)
- Enter a pay item in the text field named as Name
- Enter a short name (For eg:- BP,GP,SWF etc)
- Select a type (eg:Allowance,Deductions,Recoveries/Loans) from the select box. It mentions the type of the pay item.
- Select a recovery type (Departmental recovery/other recovery/NA) from the select box.
- Tick on the corresponding bill types in which the pay item applicable for.
- Tick on the corresponding posting categories in which the pay item applicable for.
- Click on ADD button for adding the pay item.
- After Adding ,the details will be displayed in the screen and it is possible to edit all saved details related with pay item.

SI No	Category	Operations
1.	Title	Edit Add
2.	Service Category	Edit Add
3.	Religion	Edit Add
4.	Relieving Reason	Edit Add
5.	PF Type	Edit Add
6.	Pay Change	Edit Add
7.	Marital Status	Edit Add
8.	EMP Category	Edit Add
9.	Educational Qualifications	Edit Add
10.	Cast Category	Edit Add
11.	Blood Group	Edit Add
12.	blood group	Edit Add

Figure 14: Add or editing different Category

- Click on the tab category.
- This tab is used for add or edit different categories (For ex:- Service category, Religion, PF type etc.)
- By default Main category is the categories and we can add sub category under this main category. When we add a new category under the sub

Category then the sub category will become the main category and the new item will be the sub category as on.

- Click on ADD button for adding a new category.
- Here edit and add operations are possible.
- After the master entry, the next step is the payroll processing.
- For that purpose, select the option **Payroll** from the left side blue band menus under the seat menu.
- Then some tabs will be displayed on top of the page named as salary details, loans, promotion, increment, leave entry, prepare bill, process bill, process ADA, bill encashment, bill transfer and reports.

Allowances/Advances	Amount	effect from	effect upto
select	0		
D.A.	62177.5		
H.R.A.	250		
Spl Allowance	3000	01/01/2015	

Internal Deductions	Amount	A/C Details	With effect from	To date	
select	0				Add Reset
PFSUB	10000	10005	01/01/2015		Edit Delete
FBS	50	10005	01/01/2015		Edit Delete
INST	500	10005	01/01/2015		Edit Delete
I Tax	20000	10005	01/01/2015		Edit Delete
Total:	30550				

Figure 15: Salary Details

- click on the tab salary details and here we are setting their basic salary details
- select an employee from the list

- select the scale of pay. The scale of pay comes corresponding to that employee's designation and scale of pay we have already fixed in the pay scale master.
- If the employee is under contract then we have to enter their consolidated pay
- Enter basic pay, grade pay, special pay, NPA, DA and DRA. If we have already set DA and HRA for that scale type then tick both as default. Otherwise we can enter the DA and HRA amount for that employee
- Designation of the selected employee will be seen in the designation field.
- We can enter the employee's last pay change date, next increment date, bank with branch name, IFSC code and A/C No.
- Click Submit button for saving the salary basic details.
- Then a Deduction list will be displayed.
- Add the Deductions from the select box (for eg: I Tax, LIC, SWF, GPF etc) for the corresponding employee. The deduction items list will be displayed below.

Campus Suite @KUFOS
User: dmsystem Admin
Logged on: 02-03-2016 15:37:33

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External Deductions

Name of employee: Ambilikumar V

Deduction Item	A/C / Policy No	Total Amount	Installment Amount	Status		
1. LIC	780860266		225	Active	<input type="button" value="Delete"/>	<input type="button" value="Close"/>
2. LIC	781613735		605	Active	<input type="button" value="Delete"/>	<input type="button" value="Close"/>
3. LIC	781613099		420	Active	<input type="button" value="Delete"/>	<input type="button" value="Close"/>
Total			1250			

Deduction Item:

A/C / Policy No:

Total Amount:

Recovery Start From date:

Recovery Upto date:

Installment Amount:

No of Installments:

Last installment no:

Amount recovered:

Freeze recovery: ☐

Principle/Interest: ☐

Order No.:

Order Date:

Figure 16: External deduction Details

- Click on the tab External deduction
- Select an employee from the employees list
- Choose a deduction type (for e.g.: LIC, GPF loan, UPF loan, EPF loan) from the Loan type select box.
- Enter the deduction details (A/C, amount, Recovery start from date, Recovery up to date, Instalment amount, No of instalments, Last instalment no, Amount recovered, order no and order date) for that employee.
- The recovery can be freeze by click on the check box.
- Click on the submit button for saving the deduction details.

The screenshot displays the 'Employee Promotion' form within the Campus Suite @KUFOS application. The form is divided into two main sections: 'Current Details' and 'Promotion Details'. The 'Current Details' section shows the employee's current designation as 'Associate Professor' and their current scale of pay as '37400-67000'. The 'Promotion Details' section allows the user to select a new designation (currently 'Associate Professor'), a new scale of pay (currently '37400-67000'), and a new basic pay (currently '52250'). There are also checkboxes for 'Default' under 'N.P.A', 'D.A', and 'H.R.A'. At the bottom right, there are 'Add' and 'Reset' buttons.

Figure 17: Employee Promotion

- click on promotion tab
- There should a chance for getting promotion to the employees. At that time select the promotion tab.
- Select the employee.
- The salary details corresponding to that employee will be displayed in the screen.
- The left side details shows the employee's current salary details
- In the right side choose the new designation for the employee.
- Then the new salary details corresponding to that designation will be displayed.
- Click on ADD button for saving the promotion details.

Figure 18: Employee Increment

- click on increment tab
 - There should a chance for getting increment to the employees. At that time select the increment tab.
 - Select the employee.
 - The salary details corresponding to that employee will be displayed in the screen.
 - The left side details shows the employee's current salary details
 - In the right side enter the **with effect from** date for the new pay change (For eg: Basic pay, Grade pay etc)
 - Enter new basic pay, grade pay, special pay, DA,HRA for that employee.
- Click on ADD button for saving the increment details.

Figure 18: Leave Entry

- Click on Leave entry tab
- This tab is user for entering the type of leave of employees.
- Select an Employee from the list
- Select a Leave type. (Nb: Here we are considering 2 leaves only such as Loss of pay and Half pay leave)
- Enter From and To dates
- Enter Process no and Process Date
- Click on Submit button. Then the leave entry will be saved.
- According to this entry, the corresponding amount will be diminished from basic pay of selected employee.

Prepare Bill

Year: 2016
Month: January

Bill Type: ☒ Contract ☐ Daily Wages ☐ Arrear Bill ☐ Estb Bill ☐ ELS

Bill No.: billtestttt

Details: billtestt

Sl No	Year	Month	Bill Type	Bill No	Details	Actions
1.	2015	November	Estb Bill	t1		-
2.	2015	November	Estb Bill	t2	ttt	-
3.	2015	December	Estb Bill	t3		-
4.	2015	November	Estb Bill	tem5	november bill	-
5.	2015	November	Estb Bill	Vijayan		-

First << 1 2 3 4 5 6 >> Last Show All

Figure 19: Bill Preparation

- Select prepare bill tab.
- This tab is used for preparing different types of bills such as Contract bill, Establishment bill, Daily wages bill, Arrear Bill and ELS bill.
- Select year from the select box
- Select a month from the select box
- Select one of the bill types by clicking the radio button.
- Enter the Bill no in Bill No field
- Enter Details about the Bill for mentioning which type of bill you are created.
- Click on Submit button. The details will be listed below.

Campus*Suite @KUFOS User: iUniversity Admin Logged on: 02-03-2016 15:37:23

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Salary Details External Deduction Tax/Item Entries Promotion Increment Leave Entry Partial Salary Settings Prepare Bill Process Bill Freeze Bill Process ADA Bill Encashment Bill Transfer

Salary Slip Department Prepare Professional Tax Process Professional Tax Reports

Process Bill

Bill: Est bill feb 2016

Employee Category: All (SDOs & Non-SDOs)

Religion: All

Process Type: ☒ Individual Employee ☐ Multiple Employees

Emp. Name	Leave Details	Basic Pays	Allowances/Refunds	Deductions	Loans	Salary Footnote
1. <input checked="" type="checkbox"/> Abdulkhader A M VEHICLE SUPERVISOR	H.P.L : 0 L.P : 0	Basic Pay : 23480 Grade Pay : 0 Special Pay : 0 N.P.A : 0	D.A : 21601.6 H.R.A : 250 Spl Allowance : 250	FBS - 10049 : 50 WFS - 10049 : 50		
2. <input checked="" type="checkbox"/> Abdul Razaq V B Permanent Labourer	H.P.L : 0 L.P : 0	Basic Pay : 9690 Grade Pay : 0 Special Pay : 0 N.P.A : 0	D.A : 8914.8 H.R.A : 250	INST - 5016 : 4 WPF(SUB) - 5016 : 1000 WPF(REC) - 5016 : 1850 WFBS - 5016 : 25 WWFS - 5016 : 10		
3. <input checked="" type="checkbox"/> Ajitha T C Office Superintendent	H.P.L : 0 L.P : 0	Basic Pay : 27820 Grade Pay : 0 Special Pay : 0 N.P.A : 0	D.A : 25594.4 H.R.A : 250	PFSUB - 10073 : 5000 PFREC - 10073 : 5000 FBS - 10073 : 50 ITax - 10073 : 800	LIC - 771880126 : 408 LIC - 772001793 : 184	
4. <input checked="" type="checkbox"/> Alphy Korothe Associate Professor	H.P.L : 0 L.P : 0	Basic Pay : 62060 Grade Pay : 0 Special Pay : 0 N.P.A : 0	D.A : 73851.4 H.R.A : 250	PFSUB - 10011 : 5000 WFS - 10011 : 10 ITax - 10011 : 20500	LIC - 771861775 : 331 LIC - 772212928 : 600 LIC - 772182173 : 371	
5. <input checked="" type="checkbox"/> Ambilikumar V	H.P.L : 0	Basic Pay : 52250	D.A : 62177.5	PFSUB - 10005 : 10000	LIC - 780860266 : 225	

Submit Reset

Sl No	Name of Employee	Days	BP	GP	PP	Daily Wage	CP	DA	HRA	SPA	ADA	CCA	CCA	Mrs Adv	Adv	FA	RISK ALLOW	Sad	FA	DA Arrear	GPF	WFS	FBS	HBA	profax	WWFS	WHBA	FA
1.	Abdul Hakkim H	FP - 29	22920					21086	250													10	50					

Ret	FA(Rec)	LOP	DA Arrear	PF Ref	PFSUB	WPF(SUB)	WPF(REC)	INST	PFREC	WFS	GPF	LOA
					4000							

Figure 20: Bill Process

- Click on Process Bill Tab
- This tab is used for processing the bill we have created in Prepare bill.
- Here the employees are adding into the prepared bill
- Select Bill that we have already created
- Select Employee Category (Eg: GO or NGO)
- Select one of the process types(Individual Employee or Multiple employees)
- The Employees will be list out with their full salary details.
- By default all employees are ticked for processing.
- Uncheck the employees whom we are not including this bill.
- Click on Submit button.

Campus Suite @KUFOS
User: University Admin
Logged on: 02-03-2016 15:37:23

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Salary Details External Deduction TaxPayItem Entries Promotion Increment Leave Entry Partial Salary Settings Prepare Bill Process Bill Freeze Bill Process ADA Bill Encashment Bill Transfer

Salary Slip Department Prepare Professional Tax Process Professional Tax Reports

Bill Encashment Entry

Bill: Est bill feb 2016

Gross Amount: 44256

Net Amount: 39682

Date of Encashment: 02/03/2016

Submit Reset

Figure 21: Bill Encashment Entry

- Click on Bill encashment tab
- This tab is used for giving an encashment date for the bill
- Select Bill from the select box
- Enter Gross amount with respect to the bill
- Enter Net amount in the Net amount field
- Enter the Bill encashment date for the selected bill
- Click on Submit button for saving the encashment date.

Campus Suite @KUFOS
User: University Admin
Logged on: 02-03-2016 15:37:23

My Tapals My Files My Documents My Despatch Logout

Salary Details External Deduction TaxPayItem Entries Promotion Increment Leave Entry Partial Salary Settings Prepare Bill Process Bill Freeze Bill Process ADA Bill Encashment Bill Transfer

Salary Slip Department Prepare Professional Tax Process Professional Tax Reports

Bill Transfer

Bill: Est bill feb 2016

Employee Category: select

Sl No	Name of Employee	GPF	WFS	FBS	HBA	proftax	MARLOAN	IT	GPATIS	WC	Rent	FA(Rec)	LOI	WWTS	WHBA	DA Arrear	PF Ref	PFSUB	WPT(SUB)	WPT(REC)	INST	PREC	WFS	GPF LOAN	PTax
1.	Abdul Hakkim H		10	50														4000							

(Select applicable employees and the payitems you want to transfer to another office)

New Transfer Bill

Office Name:

Challan No:

Challan Date:

Remarks:

Submit Reset

Figure 22: Bill Transfer

- Click on Bill Transfer tab
- This tab is used for transferring the schedules of selected employees into their parent department
- This tab is useful for Deputation employees
- Select the Bill
- Select the Employee category
- All employees included in the Category will be displayed
- Select the Schedules for the employees they are used to transfer the amount to their parent department
- There is a caption named New Transfer Bill will be displayed.
- Enter the Office name where he wants to transfer the bill
- Enter Chelan No in challan no field
- Enter challan date in challan date field
- Enter remarks ,if any
- Click on Submit button to save the details.

Figure 22: Report

- Select the tab Reports
- This tab is used for taking reports like abstract, Payslip and paybill
- Click on the link Payslip/paybill
- Select year from the select box
- Select the month from select box
- Select the bill no

- | | | |
|-------------------------------|---|----------------------------|
| Pay Rs 39682 | Rs Thirty Nine Thousand Six Hundred and Eighty Two Only | |
| In Cash/Cheque Rs. Only | | |
| by RBR and Rs. | (Rupees. only) | by TC |
| POC No | Date | |
| Cheque No | Cheque Date | |
| Accountant | | |
| Received the Pay Order Cheque | | Pay Order Cheque issued by |
| Signature of the recipient | Accountant | |

1

EPB No: Est bill feb 2016		Kerala University of Fisheries and Ocean Studies, Kochi			
PAY SLIP FOR THE MONTH OF FEBRUARY-2016					
Name : Mr Abdul Hakkim H		Station : KUFOS HeadQuaters Panangad		Head of a/c : 101-10-0025-130	
Dept. :		Designation : Section Officer		Pay Scale : 18740-33680	
PAN :		IFSC :		Account No. : 57026270715	
		Audit no. :		Basic Pay : 22920	
Allowance		Internal Deductions		External Deductions	
Basic Pay (FP-29)	: 22920	FBS	: 50	LIC	: 514
DA	: 21086	PFSUB	: 4000		
HRA	: 250	WFS	: 10		
Gross Amount : 44256		Internal Deductions : 4060		External Deductions : 514	
Total Deductions : 4574		Net Amount : 39682			

Figure 25: Pay slip

EVENT MANAGEMENT

- Open the Mozilla Firefox web browser.
- On clicking campus*suite Bookmarked link, University*Suite will be opened in the screen.
- For working in campus*suite you must have a User Name and password.
- Enter your username, password and type the characters you see in the picture (Captcha).
- Press the Enter key or click the **“Login”** button.
- After successful login, Blue Band Menus will be visible as follows.

The screenshot shows the login interface for the Kerala University of Fisheries and Ocean Studies Campus Suite. The header features the university's logo and name, along with the title 'Campus Suite'. A navigation bar includes links for Home, Students Portal, Directory, Gallery, Website, and Help. On the left, there are links for Verify Document, Statistics, and Audit Login. The main login area contains a form with fields for Username and Password, a captcha image showing the characters '3965', and a text input for the captcha. A 'Login' button is positioned below the captcha. A link for 'Trouble in Login. Click Here' is located below the login button. Below the login form, there are links for News and Press Releases. At the bottom, there is a footer with logos for Digital India and NIC, and text indicating the site was designed and developed by the National Informatics Centre, Kerala State Centre. A note at the very bottom states 'Best viewed in Mozilla Firefox web browser. Also enable Java Script in your web browser'.

Figure 1:University portal

Click on your seat name code in the menu. A menu list will appear in the screen.

- Click **“Event Calendar”**.

Campus*Suite @KUFOS User: University Admin Logged on : 03-03-2016 09:17:31

My Tapals My Files My Documents My Despatch Logout

Event Calendar

<< Mar 2016 >>

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		01	02	03	04	05
06	07	08	09	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Period: From: Mar 3 2016 To: Mar 3 2016

Event Type: Personal

Description:

Reminder Date:

Repeat: ☐ Never ☐ Daily ☐ Weekly ☐ Monthly ☐ Yearly

CREATE

Events on: 03/03/2016

Sl No	Description	Entered By
1	personal event	University Admin

- Event adding page will appear on screen.
- Choose the period for displaying Event. Select from date and to date.
- Choose event type from dropdown menu such as personal, academic, non-academic or holidays.
- Add Description for the event.
- If want to remind the event add the reminder date and to repeat the event choose repeat type(never, daily, weekly, monthly or yearly)
- After completing click Create button.
- After submit, the details will be displayed in the screen and it can delete at any time.
- The Event will be shown on Home page of user.


Campus*Suite @KUFOS User: University Admin Logged on : 03-03-2016 09:38:36

My Tapals My Files My Documents My Despatch Logout

KUFOS CAMPUS*SUITE

University Admin Programmer, Hr.Gr. [Edit Profile](#)


May I Help You!



#1: Todays Event

No	Event	Date	Type
1	personal event	03/03/2016	Personal

Today's Birthdays

	Dr. Manojkumar B, Associate Professor click here to wish
---	--

MESSAGE/DASHBOARD/SMS MANAGEMENT

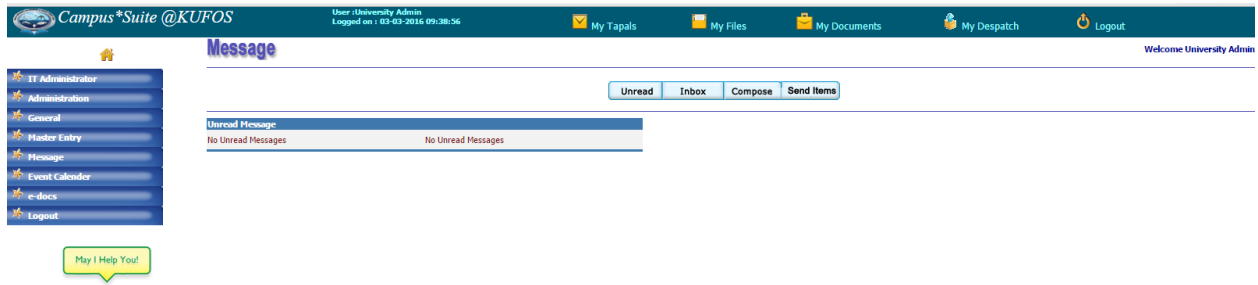
- Open the Mozilla Firefox web browser.
- On clicking campus*suite Bookmarked link, University*Suite will be opened in the screen.
- For working in campus*suite you must have a User Name and password.
- Enter your username, password and type the characters you see in the picture (Captcha).
- Press the Enter key or click the **“Login”** button.
- After successful login, Blue Band Menus will be visible as follows.

The screenshot shows the login interface for the Kerala University of Fisheries and Ocean Studies Campus Suite. The header features the university's logo and name, along with the 'Campus Suite' branding. A navigation bar includes links for Home, Students Portal, Directory, Gallery, Website, and Help. On the left, there are links for Verify Document, Statistics, and Audit Login. The central login form prompts users to enter their username and password, accompanied by a captcha image showing the numbers '3965'. Below the password field is a text input for the captcha and a 'Login' button. A link for 'Trouble in Login. Click Here' is provided. Below the login form, there are links for 'News' and 'Press Releases', and a 'test2 Click' button. The footer contains logos for Digital India and NIC, along with text indicating the site is designed and developed by the National Informatics Centre, Kerala State Centre. A note at the bottom states 'Best viewed in Mozilla Firefox web browser. Also enable Java Script in your web browser'.

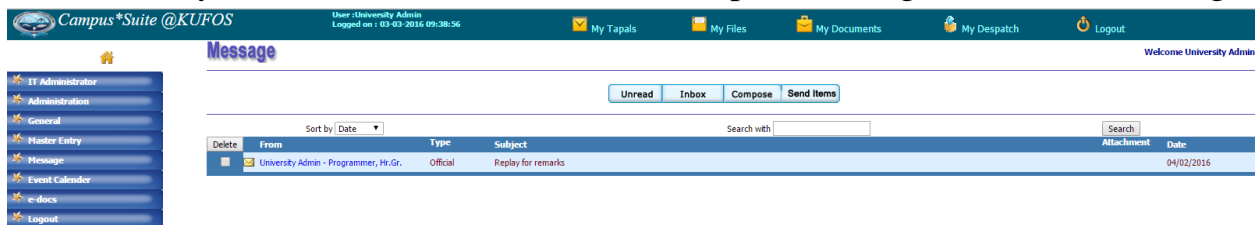
Figure 1:University portal

Click on your seat name code in the menu. A menu list will appear in the screen.

- Click on **“Message”**.

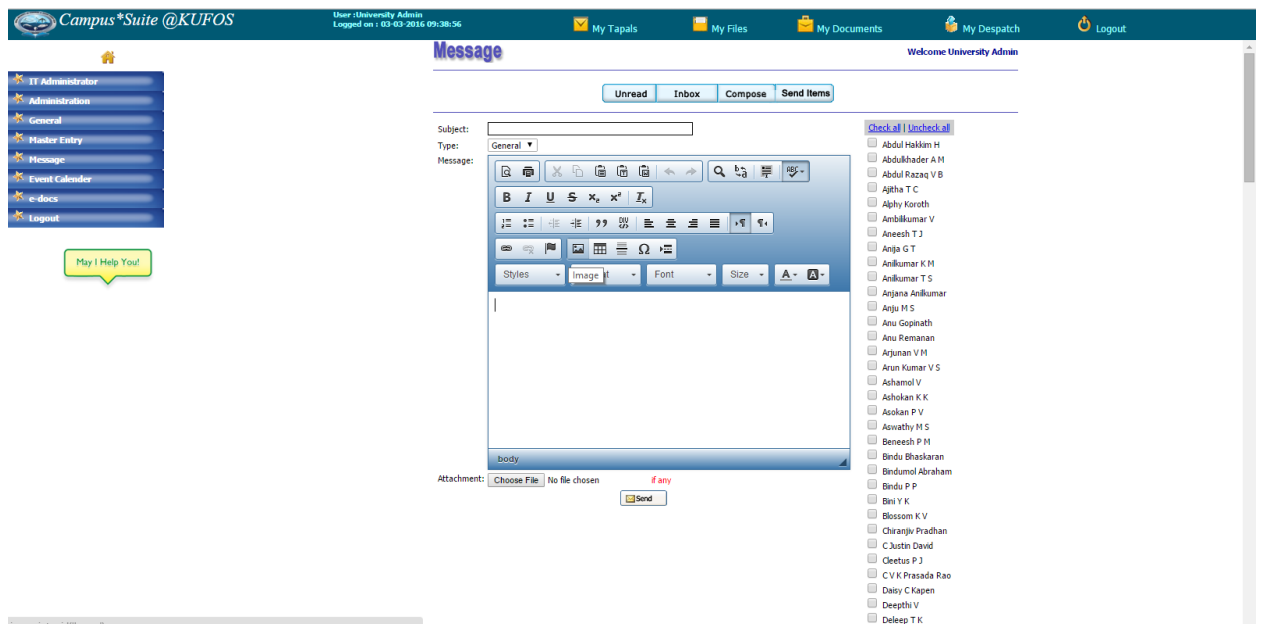


- Message page will appear on screen.
- Message is similar to our email which is used as internally sending message in between employees.
- Like mail system, it has inbox, sent items, compose message and unread message.



Inbox

- Add subject for the message.
- User can specify the type of message as general or official message.
- Add the message in the editor area and if there is any attachment choose the document.
- Check the employees whom you want to send message.
- Click send.



Compose message

For send SMS to employees,

- Click on “**SMS Manager**”
- Choose the office from the dropdown

Office Name: KUFOS HeadQuarters Panangadu

Send to Many

Show 10 entries

Employee Code	Employee Name	User Name	Mobile Number	Send sms
501	Mr .University Admin	ustyadmin		Send SMS
520	Ms .Arjana Anilkumar	9073	9447169571	Send SMS
521	Mrs.jameela K.M	jameelakm	9567695995	Send SMS
522	Mr .Faisal K.K	kufos522	9895233860	Send SMS
523	Dr .Jayachandran K.V	kufos523	9446493765	Send SMS
524	Dr .V.M VICTOR GEORGE	1004	9447035350	Send SMS
525	Mr .Mathew Sebastian	1018	9495395305	Send SMS
526	Mr .Sreekumar P.R	3012	9288137485	Send SMS
527	Mr .Muhammed Shanar V.M	3027	9495228873	Send SMS
528	Mrs.Rajamma K.M	3054	8129329023	Send SMS

Showing 1 to 10 of 163 entries

Previous Next

- Select the person whom you want to send SMS and click on send SMS link.
- The page will display the mobile number of that particular employee and enter the message.
- Then click Save

Send SMS

Mobile no.* 9447169571

Message* hai

save

- SMS will be sent to that particular employee and an alert will popup that the message sent successfully or not.
- If want to send same SMS to more than one employee then click “Sent to many” link

- Choose the group of employee from the dropdown(E.g. Office or principal)
- Check the employees for send SMS
- Then click Send

Campus*Suite @KUFOS User: University Admin Logged on : 03-03-2016 10:22:47

My Tapals My Files My Documents My Despatch Logout

SMS to Many

Select Group: KUFOS HQRS

Select All

<input checked="" type="checkbox"/> Malika V	<input checked="" type="checkbox"/> Priya M	<input type="checkbox"/> Arun Kumar V S	<input type="checkbox"/> Hareesh V H
<input checked="" type="checkbox"/> Geetha	<input checked="" type="checkbox"/> K Gopakumar	<input type="checkbox"/> Raghu Subin S	<input type="checkbox"/> C Justin David
<input type="checkbox"/> Bini Y K	<input type="checkbox"/> Bindu P P	<input type="checkbox"/> Manju Kuriakose	<input type="checkbox"/> Resmi M R
<input type="checkbox"/> Syamala V K	<input type="checkbox"/> Sreeja P V	<input type="checkbox"/> Mekha Bose K	<input type="checkbox"/> Hema A A
<input type="checkbox"/> Sudheer N B	<input type="checkbox"/> Mariya T Cheeran	<input type="checkbox"/> Ramya Raveendran	<input type="checkbox"/> Devassy T M
<input type="checkbox"/> Vijayshine K V	<input type="checkbox"/> Elizabeth L Edward	<input type="checkbox"/> Vijayan V	<input type="checkbox"/> Deleep T K
<input type="checkbox"/> Litty Fernandez	<input type="checkbox"/> Meera T M	<input type="checkbox"/> Raju Kurian M	<input type="checkbox"/> Mohammed Iqbal K M
<input type="checkbox"/> Abdul Hakkim H	<input type="checkbox"/> Alphy Koroth	<input type="checkbox"/> Bindumol Abraham	<input type="checkbox"/> Thomas A V
<input type="checkbox"/> Jaya K B	<input type="checkbox"/> Pradeep C	<input type="checkbox"/> Tessy K Thomas	<input type="checkbox"/> Devika Pillai
<input type="checkbox"/> Padma Narayana Pillai	<input type="checkbox"/> Reghuraj K K	<input type="checkbox"/> Vinu C V	<input type="checkbox"/> Vijayalakshmi P V
<input type="checkbox"/> Hameed P K	<input type="checkbox"/> Purushan P C	<input type="checkbox"/> Kunjamma M D	<input type="checkbox"/> Ramesan K K
<input type="checkbox"/> Kuttan P V	<input type="checkbox"/> Ummer K M	<input type="checkbox"/> Abdul Razaq V B	<input type="checkbox"/> Santhosh P
<input type="checkbox"/> Rachel Fernandez	<input type="checkbox"/> Juliet Joseph	<input type="checkbox"/> Sumangala Sivaraman	<input type="checkbox"/> Sreenal Sreedhar
<input type="checkbox"/> Mahesh J	<input type="checkbox"/> Preetha P M	<input type="checkbox"/> Daisy C Kapen	<input type="checkbox"/> Cleetus P J
<input type="checkbox"/> Rajamma K M	<input type="checkbox"/> Ajitha T C	<input type="checkbox"/> Sanju K	<input type="checkbox"/> Deepthi V
<input type="checkbox"/> Sunil Kumar P	<input type="checkbox"/> Rossily K D	<input type="checkbox"/> Rajeevan M P	<input type="checkbox"/> Mini A K
<input type="checkbox"/> Saboor A A	<input type="checkbox"/> Naseema T J	<input type="checkbox"/> Divya P D	<input type="checkbox"/> Pradeepkumar P N

- The screen shows the employees those who have selected
- Enter the message and click Send.
- SMS will be sent to that particular employees and an alert will popup that the message sent successfully or not.

Campus*Suite @KUFOS User: University Admin Logged on : 03-03-2016 10:22:47

My Tapals My Files My Documents My Despatch Logout

Send SMS

Group : KUFOS HQRS

1. Malika V 2. Priya M 3. Geetha 4. K Gopakumar

Message :

hai

Send

MAY I HELP YOU(PROBLEM REPORTING)

- Open the Mozilla Firefox web browser.
- On clicking campus*suite Bookmarked link, University*Suite will be opened in the screen.
- For working in campus*suite you must have a User Name and password.
- Enter your username, password and type the characters you see in the picture (Captcha).
- Press the Enter key or click the **“Login”** button.
- After successful login, Blue Band Menus will be visible as follows.

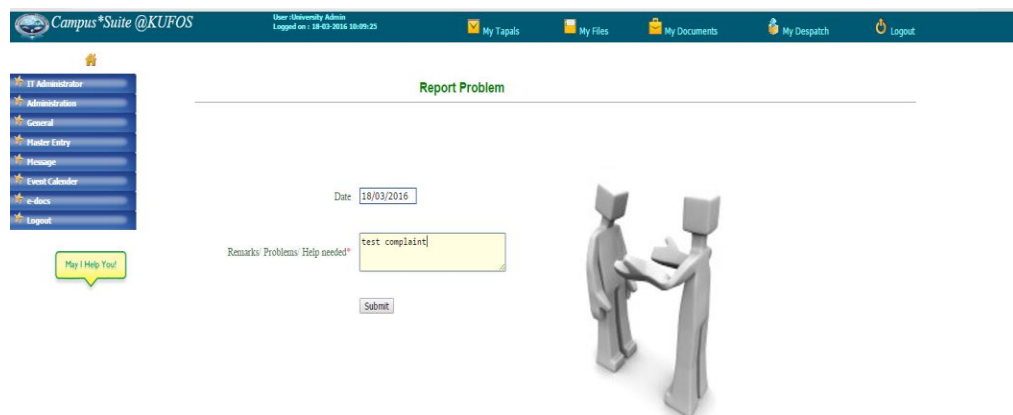
The screenshot shows the login interface for the Kerala University of Fisheries and Ocean Studies Campus Suite. The header features the university's logo and name, along with the 'Campus Suite' title. A navigation bar includes links for Home, Students Portal, Directory, Gallery, Website, and Help. On the left, there are links for Verify Document, Statistics, and Audit Login. The central login box prompts users to enter their username and password, followed by a captcha image showing the numbers '3965'. Below the captcha is a text input field for the characters and a 'Login' button. A link for 'Trouble in Login. Click Here' is also present. At the bottom of the login box, there are links for 'News' and 'Press Releases'. Below the login box is a large grey button labeled 'test2 Click'. The footer contains logos for Digital India and NIC, along with text indicating the site was designed and developed by the National Informatics Centre, Kerala State Centre. A note at the very bottom states 'Best viewed in Mozilla Firefox web browser. Also enable Java Script in your web browser'.

Figure 1:University portal

- If there is any problem then Click on **“may I help you”** link that appears at the bottom of the left menu

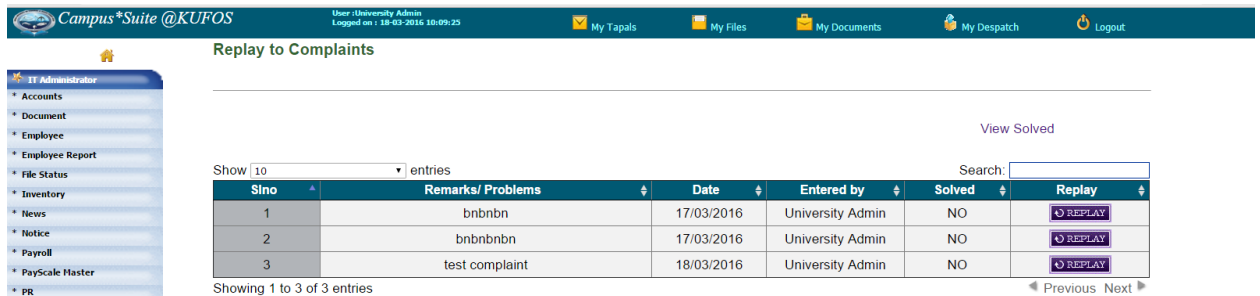


- Problem reporting page will appear on screen.
- The remarks or problem or any kind of assistance need can enter in the text area provided.
- Click on Save.



Click on your seat name code in the menu. A menu list will appear in the screen.

- Click on “**Reply to complaints**”.
- The problems that reported by the user will be listed on the screen.
- The authorised person can reply to the problem with a solution.



User: University Admin
Logged on : 18-03-2016 10:09:25

My Tapals
My Files
My Documents
My Despatch
Logout

IT Administrator

- Accounts
- Document
- Employee
- Employee Report
- File Status
- Inventory
- News
- Notice
- Payroll
- PayScale Master
- PR
- Replay to Complaints
- Repository
- Salary Details
- SHS MANAGER
- Tapal Entered By Me

Report Problem

Date: 18/03/2016

Remarks/ Problems: bnbnnb

Solution*: problem solution

Solved*: YES

Save

- Solved problems can be view on the “view solved” link appear on the page.

User: University Admin
Logged on : 18-03-2016 10:09:25

My Tapals
My Files
My Documents
My Despatch
Logout

IT Administrator

- Accounts
- Document
- Employee
- Employee Report
- File Status
- Inventory
- News
- Notice
- Payroll
- PayScale Master

Problems Solved

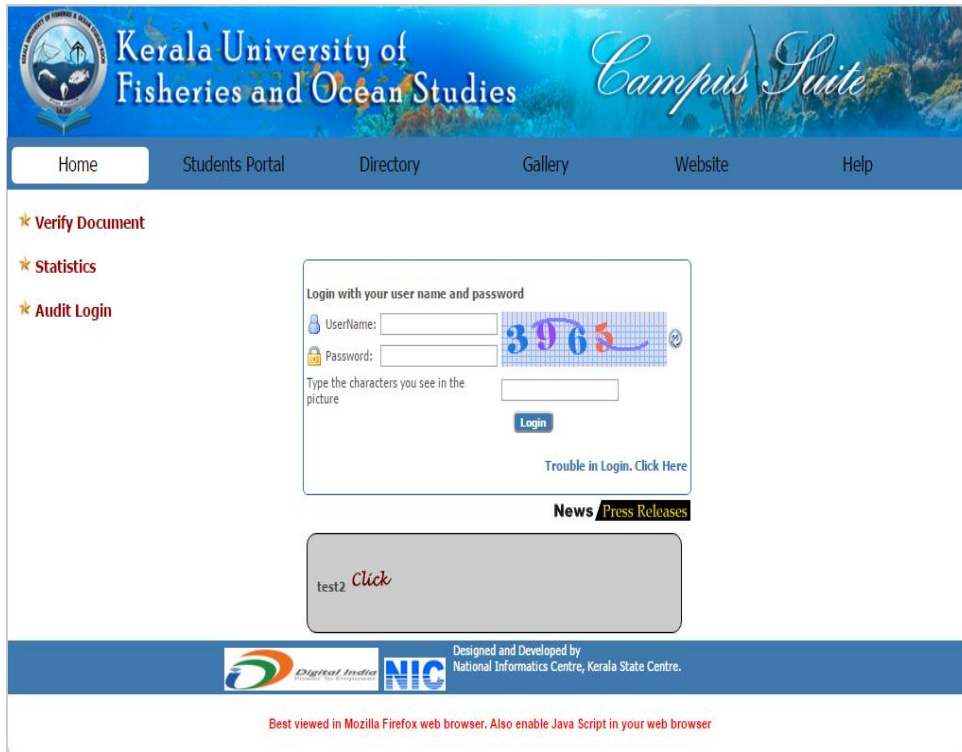
Show 10 entries
Search:

Sino ^	Remarks/ Problems	Date	Entered by	Solution	Solved
1	testt	04/02/2016	University Admin	solved	YES
2	vcccv	04/02/2016	University Admin	fggfgf	YES

Showing 1 to 2 of 2 entries
Previous Next

EMPLOYEE ATTENDANCE LATE ENTRY & REPORT

- Open the Mozilla Firefox web browser.
- On clicking campus*suite Bookmarked link, University*Suite will be opened in the screen.
- For working in campus*suite you must have a User Name and password.
- Enter your username, password and type the characters you see in the picture (Captcha).
- Press the Enter key or click the **“Login”** button.
- After successful login, Blue Band Menus will be visible as follows.



The screenshot shows the login interface of the Kerala University of Fisheries and Ocean Studies Campus Suite. The header features the university's logo and name, along with the 'Campus Suite' title. A navigation bar includes links for Home, Students Portal, Directory, Gallery, Website, and Help. On the left, there are links for Verify Document, Statistics, and Audit Login. The main login area contains a form with fields for Username and Password, a captcha image showing the characters '3965', and a 'Login' button. Below the form is a link for 'Trouble in Login. Click Here'. At the bottom, there is a 'News / Press Releases' section and a footer with logos for Digital India and NIC, along with text indicating the site is designed and developed by the National Informatics Centre, Kerala State Centre. A note at the very bottom states 'Best viewed in Mozilla Firefox web browser. Also enable Java Script in your web browser'.

Figure 1:University portal

- If there is any problem then Click on **“Employee attendance entry”** link that appear at the left menu
- For generating attendance late report of employees for a month, first we have to upload excel record generated by time check software.
- The excel file should be in .xls format.

- Choose IN time or OUT time excel sheet.

- Browse the excel sheet and click on Save button.
- The data in the excel sheet will save into a temporary table and click on View button for verifying records.
- Once the verification succeeded then clicks on Upload To Main button.
- A message will appear on top of the page.
- For getting attendance late report, click on Employee attendance report.

SNo	Time check Id	Employee Name	Total Late Time	No. of CL
1	1003	Jayachandran K V	00:52:00	0
2	1004	V M VICTOR GEORGE	01:42:00	0.5
3	1007	Raju M S	02:13:00	1
4	1012		03:37:00	1.5
5	1016		03:44:00	1.5
6	1017		04:18:00	2
7	1019		15:45:00	7.5
8	1020		01:37:00	0.5
9	1026		00:41:00	0
10	1030		08:40:00	4

- Choose the year and month then click on submit
- The attendance late list with the selected month will displays on the page.
- Print report link will print the list as in pdf format.

file:///C:/Users/NIC/AppData/Local/Temp/March2016_LateReprt.pdf

1 of 6

Kerala University of Fisheries and Ocean Studies Employee Attendance Late Report-March 2016

SINo	Time Check ID	Employee Name	Total Late Time	No. of CL
1	1003	Jayachandran K V	00:52:00	0
2	1004	V M VICTOR GEORGE	01:42:00	0.5
3	1007	Raju M S	02:13:00	1
4	1012		03:37:00	1.5
5	1016		03:44:00	1.5
6	1017		04:18:00	2
7	1019		15:45:00	7.5
8	1020		01:37:00	0.5
9	1026		00:41:00	0
10	1030		08:40:00	4
11	1031		04:01:00	2
12	1032		04:44:00	2
13	1033		01:01:00	0.5
14	1034		00:54:00	0
15	1037		04:24:00	2
16	1039		00:29:00	0
17	1040		04:52:00	2
18	1041		08:23:00	4
19	1042		02:44:00	1
20	1043		04:58:00	2
21	1044		01:39:00	0.5
22	1045		01:27:00	0.5
23	1047		01:12:00	0.5
24	1049		08:04:00	4
25	1051		15:03:00	7.5

Page 1/6

Generated on 03-05-2016

EMPLOYEE LEAVE MANAGEMENT

- Open the Mozilla Firefox web browser.
- On clicking campus*suite Bookmarked link, University*Suite will be opened in the screen.
- For working in campus*suite you must have a User Name and password.
- Enter your username, password and type the characters you see in the picture (Captcha).
- Press the Enter key or click the **“Login”** button.
- After successful login, Blue Band Menus will be visible as follows.

The screenshot shows the login interface for the Kerala University of Fisheries and Ocean Studies Campus Suite. The header features the university's logo and name, along with the 'Campus Suite' title. A navigation bar includes links for Home, Students Portal, Directory, Gallery, Website, and Help. On the left, there are links for Verify Document, Statistics, and Audit Login. The central login form prompts users to enter their username and password, followed by a captcha challenge. A 'Login' button and a 'Trouble in Login. Click Here' link are provided. Below the login form, there are links for News and Press Releases, and a 'test2 Click' button. The footer contains logos for Digital India and NIC, along with text indicating the site is designed and developed by the National Informatics Centre, Kerala State Centre. A note at the bottom suggests the best browser for viewing is Mozilla Firefox.

Figure 1:University portal

- If there is any problem then Click on **“Leave”** link that appears at the left menu
- Leave Menu contains Apply leave, Saved leave, Cancel leave, Join report, Leave register and Leave approve for approving officer login.
- Before apply leave, there must be credit balance for CL, HPL etc., map leave report officer for each employee.

- Click on Leave Master->Leave entry and add leave credit for employees. Authorised person can add credit for employees.

University *Suite

User: University Admins
Logged on : 25-07-2016 08:50:36

My Tapals 5 My Files 1 My Documents 4 My Despatch 1 Logout

Holiday Entry Leave Entry Leave Reporting Officer Entry

Leave Credit Saved successfully

Leave Credit Entry

*Select Office: School of Aquaculture and Biol [View All](#)

*Select Employee: C Justin David

*Leave Type: ☒ CL ☐ EL ☐ HPL

*No of Days To be Credited: *As On Date: (dd/mm/yyyy)

All fields marked * are mandatory

[Submit](#) [Clear](#)

Credited On	01-07-2016	Credited Days	10
Leave As On	25-07-2016	Days Aailed	0
		Balance	10

- Click on Holiday Entry for adding holidays.

University *Suite

User: University Admins
Logged on : 25-07-2016 08:50:36

My Tapals 5 My Files 1 My Documents 4 My Despatch 1 Logout

Holiday Entry Leave Entry Leave Reporting Officer Entry

Holiday Entry

Date :

Reason :

[Save](#)

Date	Reason	
05/06/2016	Sunday	
12/06/2016	sunday	
19/06/2016	hjhjhjhj	
26/06/2016	sss	

- Click on Leave Reporting officer entry and map the employee with their reporting officer.

University *Suite

User: University Admin
Logged on : 25-07-2016 11:45:36

My Tapals: 5 My Files: 1 My Documents: 4 My Despatch: 1 Logout

Leave Reporting Officer Entry

Leave Reporting Officer saved successfully

Leave Reporting Officer Entry

*Select Office: KUFOS HeadQuarters Pananga [View All](#)

*Select Employee: University Admin

*Select Reporting Officer Designation: select

*Select Reporting Officer: select

All fields marked * are mandatory

[Submit](#) [Clear](#)

Office	Employee Name	Reporting officer
KUFOS HeadQuarters Panangad.	University Admin	V M VICTOR GEORGE

- Now click on Leave menu and apply leave and fill necessary fields and click on save leave or Submit leave.

University *Suite

User: University Admin
Logged on : 25-07-2016 08:30:36

My Tapals: 5 My Files: 1 My Documents: 4 My Despatch: 1 Logout

Apply Leave **Leave Balance** **Cancel Leave** **Joining Report** **Leave Reports**

Leave Application Form

Name: University Admin

Leave Type: Casual Leave

Leave From: 25/07/2016 ☐ Full Day ☐ Fore Noon ☐ After Noon

Leave To: 25/07/2016 ☐ Full Day ☐ Fore Noon ☐ After Noon

Purpose: testtttttt

Address During Leave (if station leave required):

Holidays proposed to be prefixed/postfixed: [Add Holidays](#)

Select A File To Upload: [Choose File](#) No file chosen

Leave Reporting Officer:

[Submit Leave](#)

- Employee can view their balance leave, cancel leave application, manage joining report and view the leave reports in Leave menu.

- On Leave approving side, the employees those who are mapped as reporting officer will be show the Approve Leave link on the Leave menu.
- It displays the leave request, leave cancel request and joining report from employees.

University *Suite

User: M H VICTOR GEORGE
Logged on : 25-07-2016 11:56:39

My Tapals 0 My Files 3 My Documents 8 My Despatch 1 Logout

Apply Leave Leave Balance Cancel Leave Joining Report Leave Reports Leave Approval
Leave Requests Leave Cancel Requests Joining Report

Home

Register
General
Leave
Message
Event Calendar
e-docs
Logout

Leave Request of Employees

Leave From: 24-07-2016 Leave To: 25-07-2016 search

OR

Leave Applied on: 25-07-2016 search

Check	Sl.	Name	Leave Type	Purpose	Date From	Date To	No. of Days	View Details
<input type="checkbox"/>	1	University Admin	Casual Leave	test jj	16-06-2016 AN	17-06-2016 PD	1.5	view details
<input type="checkbox"/>	2	University Admin	Casual Leave	ghghghgh	10-06-2016 FN	10-06-2016 AN	1	view details

[Go Back To Leave Main Menu](#)

ACADEMIC MANAGEMENT

- Open the Mozilla Firefox web browser.
- On clicking campus*suite Bookmarked link, University*Suite will be opened in the screen.
- For working in campus*suite you must have a User Name and password.
- Enter your username, password and type the characters you see in the picture (Captcha).
- Press the Enter key or click the **“Login”** button.
- After successful login, Blue Band Menus will be visible as follows.

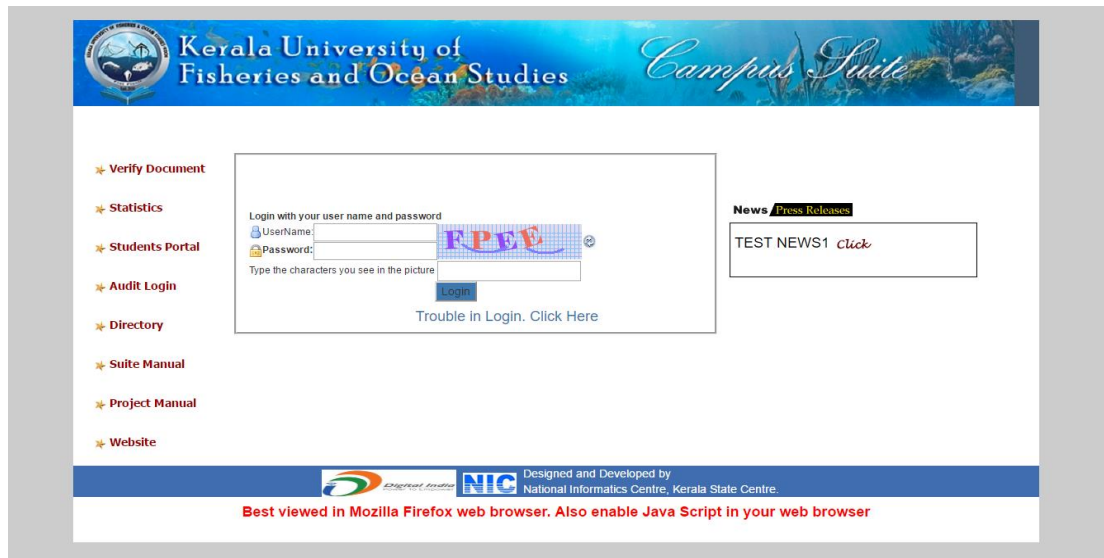


Figure 1:University portal

- In the academic section, first have to set the academic master data.
- Click on Academic->Acad.Master Entry from left menu.
- Click on Programmes tab and Add programmes.

University *Suite

User: Tenny K Thomas
Logged on: 17-10-2016 14:00:37

My Tapals My Files My Documents My Despatch Logout

Acad.Activity Acad.Dates List Admission Mode Programme Levels Faculty Schools Departments Programmes Regulation Programme Offered Credit Load- Semester Semester Calendar Subject Entry

Time Table Subject-Teacher Entry

Now View

Programmes

*School --Select One--

*Programme Level --Select--

*Course Stream --Select--

*Programme ID

*Programme Name

*Programme Name Short

*Minimum Semester

*Maximum Semester

*Total Years Years

Admission Mode Select One

Minimum GP to Pass

Save

- Click on Programme offered tab and Add Programme offered for every year.

University *Suite

User: Tenny K Thomas
Logged on: 17-10-2016 14:00:37

My Tapals My Files My Documents My Despatch Logout

Acad.Activity Acad.Dates List Admission Mode Programme Levels Faculty Schools Departments Programmes Regulation Programme Offered Credit Load- Semester Semester Calendar Subject Entry

Time Table Subject-Teacher Entry

Now View

Programme Offered

Add School Programme Offered

Select Regulation Select One

Academic Year Year

Select School Select One

Select Programme Select One

Programme Offered Name

Intakes 0

KUFOS Seats 0

ICAR Seats 0

Children of Farm Labour 0

Sports Quota 0

Jews 0

Children of Fisherman 0

Lakshadweep Nominees 0

Defence 0

Killing/Missing/Disabled 0

Inaction 0

Save

Student Administration:

- Click on Acc.Admission -> Admit student for admit a new student into a programme.

The screenshot shows the 'Add Student' form in the Student Administration module. The form includes fields for Academic Year, Select School, Select Programme, Student Name, Gender (Male/Female), DOB (DDMMYYYY), Category, Religion, Caste/Community, Admission Quota, and Physically challenged (Yes/No). A 'Save' button is at the bottom.

- Select academic year, school, programme and enter basic student details like name, dob, gender, category, religion, caste, admission quota etc.
- Click on submit for saving the basic details.
- Click on View and Edit Students tab.

The screenshot shows the 'View and Edit Students' table in the Student Administration module. The table displays a list of admitted students with columns for Sl.No, Name, Temp Admission No., Admission No., Admission Year, School, Programme, DOB, Gender, Details, and Proforma. The table is filtered by Academic Year, Select School, and Select Programme. The table shows 10 entries, with a search bar and pagination controls at the bottom.

Sl.No	Name	Temp Admission No.	Admission No.	Admission Year	School	Programme	DOB	Gender	Details	Proforma
1	AMALA PAUL	201600002	AQB201621001	2016	SCHOOL OF AQUACULTURE AND BIOTECHNOLOGY	MFSc. Fish Nutrition and Feed Technology 2016	12/12/1992	MALE	View	Print
2	Animon	201400002	201146	2014	SCHOOL OF AQUACULTURE AND BIOTECHNOLOGY	M.F.Sc Fish Nutrition feed tech 2014	12/12/1990	MALE	View	Print
3	anitha	201500001	20115	2015	SCHOOL OF AQUACULTURE AND BIOTECHNOLOGY	MFSc. Fish Nutrition 2015	12/12/1990	FEMALE	View	Print
4	ANOOP	201600004	AQB201621002	2016	SCHOOL OF AQUACULTURE AND BIOTECHNOLOGY	MFSc. Fish Nutrition and Feed Technology 2016	01/01/1992	MALE	View	Print
5	Anshad	201500003	20117	2015	SCHOOL OF AQUACULTURE AND BIOTECHNOLOGY	MFSc. Fish Nutrition 2015	12/12/1990	MALE	View	Print
6	ANU SREE	201600010	AQB201622001	2016	SCHOOL OF AQUACULTURE AND BIOTECHNOLOGY	MFSc. Aquatic Animal Health Management 2016	01/01/1992	FEMALE	View	Print
7	DIYA	201600006	AQB201621005	2016	SCHOOL OF AQUACULTURE AND BIOTECHNOLOGY	MFSc. Fish Nutrition and Feed Technology 2016	12/12/1992	FEMALE	View	Print
8	Jayakrishnan	201400001	201145	2014	SCHOOL OF AQUACULTURE AND BIOTECHNOLOGY	M.F.Sc Fish Nutrition feed tech 2014	12/12/1990	MALE	View	Print
9	LALY	201600012	BFS201601004	2016	BFS	B.F.Sc 2016	09/07/1997	FEMALE	View	Print
10	manikuttan	201500002	20118	2015	SCHOOL OF AQUACULTURE AND BIOTECHNOLOGY	MFSc. Fish Nutrition 2015	12/12/1990	MALE	View	Print

- It displays admitted students list and can update the basic details of each student like personal details, manage photo, qualifying exam details, entrance exam details and insurance details.

University *Suite User: University Admin Logged on : 25-07-2016 12:06:53 My Tapals 5 My Files 1 My Documents 4 My Despatch 1 Logout

Student Administration

View All Insurance Qualifying Exam Entrance Exam Personal Manage Photo

Student Administration


Edit Student

Academic Year: 2016
 Select School: SCHOOL OF AQUACULTURE AND BIOTECHNOLOGY
 Select Programme: MFSc.Fish Nutrition and Feed Technology
 Student Name: AMALA PAUL
 Gender: ☒ Male ☐ Female
 DOB: 12/12/1992 (DD/MM/YYYY)
 Category: General
 Religion: Christian
 Caste/Community: LATIN CATHOLICS
 Admission Quota: ICAR
 Physically challenged: ☐ No ☐ Yes
[Save](#) [Reset Password](#)

- Authorised person can print complete Proforma of student.


University *Suite User: University Admin Logged on : 25-07-2016 12:06:53 My Tapals 5 My Files 1 My Documents 4 My Despatch 1 Logout

Student Registration Proforma



Kerala University of Fisheries and Ocean Studies
Panangadu, Kerala - 682 506

Student Information Data Sheet

1.	Year of Admission	2016	
2.	Programme	MFSc.Fish Nutrition and Feed Technology	
3.	Name of School	SCHOOL OF AQUACULTURE AND BIOTECHNOLOGY	
4.	Student Admission No	AQB201621004	
5.	Student Name	RAHUL CHANDRAN	

Entrance Examination Details

Name of Examination	Authority	Reg.No	Rank No	Year
Kerala Entrance	Kerala	12345	12345	2013

Personal Details

Sex	Male	Address for Communication	
Date of Birth	12/12/1992	Vinayaka house	
Blood Group	O+	Kannoor	
Name of Parent/Guardian	Chandran	Palakkad	
		Kerala	
Mobile No	9895632325	District	Palakkad
Email ID	rahul@gmail.com	State	Kerala
Category	SEBC	Country	India
Religion	Hindu	Pin Code	682025
Caste	Ezhava		
Nationality	India		

Any Other Relevant Details, if any

☒ **DECLARATION**
 I hereby undertake to produce the documents listed below, at the time of joining the class/on or before I agree to treat my admission as provisional till those documents are produced. further I have no objection to cancel my admission in case of failure on my part to comply with the undertaking.

KERALA PROHIBITION OF RAGGING ACT 1997
 Ragging is a cognizable offence in Kerala. The Kerala prohibition of Ragging Act 1997 is promulgated to prohibit ragging in educational institutions in the state or Kerala. According to this Act Ragging' means display of disorderly conduct, during any act which causes or is likely to cause physical or psychological harm or raise apprehension or fear of shame or embarrassment to a student in any educational institution and includes (a) teasing or abusing of playing practical jokes or causing hurt to such students or (b) asking the student to do any act or perform something which such student will not in the ordinary course be willing to do. Ragging is a criminal offence and is punishable under this Act. The Penalty and punishment for the persons directly or indirectly commits, participate in abets or propagating ragging within or outside any educational institution is elaborated in this Act. Negligence on the part of the Head of the Institution in prohibiting ragging or neglect to take action in the man specified in the ordinance shall be punished as provided in the ACT.

UNDERTAKING AGAINST RAGGING
 We have read Kerala Prohibition Act 1997 and the Reghavan Committee Report regarding the relevant instructions/regulations against ragging as well punishments and that if the ward has been found guilty he/she will be proceeded against as per law. I assure that my son daughter will not indulge in ragging.

Details Submitted to School: [Print DataSheet](#)

- Admin can filter the students list with school, admission year and programme.

- For generating student initial user credential data list, click on Acc.Admission ->Student Login List.

University *Suite

User: University Admin
Logged on : 25-07-2016 14:29:48

My Tapals 5 My Files 1 My Documents 4 My Despatch 1 Logout

Student Administration

Student Initial Login Details

Academic Year: Year
Select School: Select One
Select Programme: Select One

Student Login Details(Click Here to Download)

Show 10 entries

Sl.No	Name	Temp Admission No.	Admission No.	DOB
1	AMALA PAUL	201600002	AQB201621001	12/12/1992
2	Animon	201400002	201146	12/12/1990
3	anitha	201500001	20115	12/12/1990
4	ANOO	201600004	AQB201621002	01/01/1992
5	Anshad	201500003	20117	12/12/1990
6	ANU SREE	201600010	AQB201622001	01/01/1992
7	Bashir	201400003	2011765	12/12/1990
8	DIYA	201600006	AQB201621005	12/12/1992
9	Jayakrishnan	201400001	201145	12/12/1990
10	LALY	201600012	BFS201601004	09/07/1997

Showing 1 to 10 of 20 entries

Previous Next

- For generating student report, click on Acc.Admission ->Student Admission List.

University *Suite

User: University Admin
Logged on : 25-07-2016 14:29:48

My Tapals 5 My Files 1 My Documents 4 My Despatch 1 Logout

Student Administration

Student Admission

Academic Year: Year
Select School: Select One
Select Level: Select One
Select Stream: Select One
Select Programme: Select One
Select Category: Select One
Select Gender: Select One

Print Report...(Click Here to Download)

Show 10 entries

Sl.No	Name	Temp Admission No.	Admission No.	Admission Year	School	Programme	DOB	Gender	Category	Religion	Caste
1	AMALA PAUL	201600002	AQB201621001	2016	SCHOOL OF AQUACULTURE AND BIOTECHNOLOGY	MFSc. Fish Nutrition and Feed Technology 2016	12/12/1992	MALE	General	Christian	LATIN CATHOLICS
2	Animon	201400002	201146	2014	SCHOOL OF AQUACULTURE AND BIOTECHNOLOGY	M.F.Sc Fish Nutrition feed tech 2014	12/12/1990	MALE	SC	Hindu	Ezhava
3	anitha	201500001	20115	2015	SCHOOL OF AQUACULTURE AND BIOTECHNOLOGY	MFSc. Fish Nutrition 2015	12/12/1990	FEMALE	General	Christian	Marthomite
4	ANOO	201600004	AQB201621002	2016	SCHOOL OF AQUACULTURE AND BIOTECHNOLOGY	MFSc. Fish Nutrition and Feed Technology 2016	01/01/1992	MALE	SEBC	Hindu	Ezhava
5	Anshad	201500003	20117	2015	SCHOOL OF AQUACULTURE AND BIOTECHNOLOGY	MFSc. Fish Nutrition 2015	12/12/1990	MALE	SEBC	Islam	Muslim
6	ANU SREE	201600010	AQB201622001	2016	SCHOOL OF AQUACULTURE AND BIOTECHNOLOGY	MFSc. Aquatic Animal Health Management 2016	01/01/1992	FEMALE	SEBC	Hindu	Ezhava
7	Bashir	201400003	2011765	2014	SCHOOL OF AQUACULTURE AND BIOTECHNOLOGY	M.F.Sc Fish Nutrition feed tech 2014	12/12/1990	MALE	SEBC	Islam	Muslim
8	DIYA	201600006	AQB201621005	2016	SCHOOL OF AQUACULTURE AND BIOTECHNOLOGY	MFSc. Fish Nutrition and Feed Technology 2016	12/12/1992	FEMALE	General	Christian	ROMAN CATHOLICS
9	Jayakrishnan	201400001	201145	2014	SCHOOL OF AQUACULTURE AND BIOTECHNOLOGY	M.F.Sc Fish Nutrition feed tech 2014	12/12/1990	MALE	SEBC	Islam	Muslim
10	LALY	201600012	BFS201601004	2016	B.F.Sc	B.F.Sc 2016	09/07/1997	FEMALE	General	Hindu	AmbalaVashiKurup

Showing 1 to 10 of 20 entries

Print Report (Click Here to Download)

Previous Next

- Admin can generate academic year wise, school wise, programme wise, category wise, gender wise etc., reports using this menu.

Admission Number Generation

- After completing admission process of the year, then generate admission number for students in each programme.
- Click on Acc.Admission ->Admit No. Generation
- Select academic year, school and programme.

University *Suite

User: University Admin
Logged on : 22-07-2016 14:29:48

My Tapals 5 My Files 1 My Documents 4 My Despatch 1 Logout

IT Administrator
Academic
Acc.Admission
Admit No. Generation
Admit Student
Data Port
Login Details
Student Admission List
View and Edit Students
Administration
General
Master Entry
Leave
Message
Event Calendar
e-docs
Logout

Student Admission Number Generation

Academic Year: 2015
Select School: SCHOOL OF AQUACULTURE AND BIOTECHNOLOGY
Select Programme: MFSc.Fish Nutrition and Feed Technology

SLNo.	Name	Temp Admission No.	Admission No.	Admission Year	School	Programme
1	anitha	201500001	20115	2015	SCHOOL OF AQUACULTURE AND BIOTECHNOLOGY	MFSc. Fish Nutrition 2015
2	Anshad	201500003	20117	2015	SCHOOL OF AQUACULTURE AND BIOTECHNOLOGY	MFSc. Fish Nutrition 2015
3	manikuttan	201500002	20118	2015	SCHOOL OF AQUACULTURE AND BIOTECHNOLOGY	MFSc. Fish Nutrition 2015

Generate admission Number

- Click on generate admission number link.
- It will redirect to a page with the admission number generated for each students.

University *Suite

User: University Admin
Logged on : 22-07-2016 14:29:48

My Tapals 5 My Files 1 My Documents 4 My Despatch 1 Logout

IT Administrator
Academic
Acc.Admission
Admit No. Generation
Admit Student
Data Port
Login Details
Student Admission List
View and Edit Students
Administration
General
Master Entry
Leave
Message
Event Calendar
e-docs
Logout

Student Administration

Student Admission Number Generation

School Name: SCHOOL OF AQUACULTURE AND BIOTECHNOLOGY
Programme Name: MFSc. Fish Nutrition 2015

Show 10 entries

SLNo.	Name	Admission No.	Admission Year	School	Programme
1	anitha	AQB201521001	2015	SCHOOL OF AQUACULTURE AND BIOTECHNOLOGY	MFSc. Fish Nutrition 2015
2	Anshad	AQB201521002	2015	SCHOOL OF AQUACULTURE AND BIOTECHNOLOGY	MFSc. Fish Nutrition 2015
3	manikuttan	AQB201521003	2015	SCHOOL OF AQUACULTURE AND BIOTECHNOLOGY	MFSc. Fish Nutrition 2015

Showing 1 to 3 of 3 entries

Print View Confirm Admission Number

- It provides a print view and after verification click on Confirm admission number.

Student Semester Registration

- For semester registration of each student first have to set the masters.
- Click on Academic->Acc.Sem.Registration.

The screenshot shows the 'Semester Calendar Dates' form in the University *Suite application. The form is titled 'Semester Calendar' and contains several fields for setting the academic calendar. The fields are: Academic Year (2016), Programme Offered (MFSc. Fish Nutrition and Feed Technology 2016), Programme (MFSc. Fish Nutrition and Feed), Semester (I), Semester Start Date (01/06/2016), Semester End Date (30/10/2016), Semester registration Opening Date (01/06/2016), Semester registration Closing Date (30/07/2016), Semester registration Closing Date with Fine (08/08/2016), Registration withdrawal End date (15/08/2016), Registration Addition End date (30/08/2016), Exam Result Publication Date (05/12/2016), and Exam Result Published Date (15/01/2017). There is a 'Save' button at the bottom right of the form.

- Add semester calendar for every programme offered. Click on Academic-> Acc.Sem.Registration->Semester Calendar Dates.
- Add Credit Load for each programme offered.
- Click on Academic-> Acc.Sem.Registration->credit Load-Semester.

The screenshot shows the 'Credit Load' form in the University *Suite application. The form is titled 'Credit Load - Semester' and contains several fields for setting the credit load. The fields are: Select Regulation (Regulation 2011), Select Programme Course (MFSc. Fish Nutrition and Feed Technology), Select Semester (I), Min Credit Load, and Max Credit Load. There is a 'Save' button at the bottom right of the form.

- Make student eligible: Click on Academic-> Acc.Sem.Registration-> Make student Eligible tab.
- Select academic year, school, programme offered, collection time and check the student name.

University *Suite

User: University Admin
Logged on : 26-07-2016 08:45:30

My Tapals 5 My Files 1 My Documents 4 My Despatch 1 Logout

IT Administrator
Academic
Acad. Master Entry
Acc. Sem. Registration
Certificates
Faculty List
Fee Management
Acc. Admission
Administration
General
Master Entry
Leave
Message
Event Calendar
e-docs
Logout

Credit Load- Semester Semester Calendar Mark Attendance Mark Student Eligible Register Single Student Register a student batch

Make Student Eligible

Now View

Mark Student Eligible

Academic Year: 2016
 Select School: SCHOOL OF AQUACULTURE AND BIOTECHNOLOGY
 Select Programme: MFSc. Fish Nutrition and Feed Technology
 Current Semester: I

Select Student

Student Name(ID)	Attendance	Fee Paid	Registered to Semester: 1
<input type="checkbox"/> AQB201621005 - DIYA	Yes	No	Yes
<input type="checkbox"/> AQB201621004 - RAHUL CHANDRAN	Yes	Yes	Yes

Mark Eligible for semester 2

☐ Yes ☒ No

Save

- Mark eligible or not and then click save.
- Student Semester Registration: Click on Academic-> Acc.Sem.Registration-> Register Single Student tab.

University *Suite

User: University Admin
Logged on : 26-07-2016 08:45:30

My Tapals 5 My Files 1 My Documents 4 My Despatch 1 Logout

IT Administrator
Academic
Acad. Master Entry
Acc. Sem. Registration
Certificates
Faculty List
Fee Management
Acc. Admission
Administration
General
Master Entry
Leave
Message
Event Calendar
e-docs
Logout

Credit Load- Semester Semester Calendar Mark Attendance Mark Student Eligible Register Single Student Register a student batch

Student Semester Registration

Now View

Student Semester Registration

Academic Year: 2016
 School: SCHOOL OF AQUACULTURE AND BIOTECHNOLOGY
 Programme Offered: MFSc. Fish Nutrition and Feed Technology 2016
 Programme: MFSc. Fish Nutrition and Feed
 Semester: I

Select Student

Select One
 Select One
 RAHUL CHANDRAN (AQB201621004)
 DIYA (AQB201621005)

- Select academic year, school, programme offered, collection time and choose the student name.
- Then click save.

Fees Management

- Setting up fees first has to manage fee components.
- Click on Academic->Fee Management->Fee Components.

University *Suite User :University Admin
Logged on : 26-07-2016 08:45:30 My Tapals 5 My Files 1 My Documents 4 My Despatch 1 Logout

[Fee Components](#) [Academic Fee Structure](#) [Hostel Fees structure](#) [Academic Fees Payments](#) [Fees Payments Receipt](#) [Hostel Fees Payments](#) [NO Dues](#)

Fee Structure Components New View

Fee Structure

* Select Main Item

* Select Sub Items

* Description

* Fee Type

* Fee Collecting Time ☐ Admission Time ☒ Semester Wise

* Collecting Location ☐ University ☐ School

* Concession ☐ Yes ☒ No

* Refund ☐ Yes ☒ No ☐ Conditional

University *Suite User :University Admin
Logged on : 26-07-2016 08:45:30 My Tapals 5 My Files 1 My Documents 4 My Despatch 1 Logout

[Fee Components](#) [Academic Fee Structure](#) [Hostel Fees structure](#) [Academic Fees Payments](#) [Fees Payments Receipt](#) [Hostel Fees Payments](#) [NO Dues](#)

Fee Structure Components New View

Fee Structure

Show 10 entries Search:

SLNo.	Main Item	Collection Time	Location	Concession	Refund	View
1	Admission Fee	Admission	University	No	No	Edit
2	Caution Deposit	Admission	University	No	Yes	Edit
3	Tution Fee	Semester	University	No	No	Edit
4	Library fee	Semester	University	No	No	Edit
5	Stationary Fee	Semester	University	No	No	Edit
6	Sports & Games Fee	Semester	University	No	No	Edit
7	Association Fee	Semester	University	No	No	Edit
8	Magazine Fee	Semester	University	No	No	Edit
9	Union Fee	Semester	University	No	No	Edit
10	Computer Fee	Semester	University	No	No	Edit

Showing 1 to 10 of 12 entries Previous Next

- Add fee amount for each fee component added in previous menu.
- Click on Academic->Fee Management->Academic Fee Structure.

University *Suite User: University Admin
Logged on : 26-07-2016 08:45:30 My Tapals 5 My Files 1 My Documents 4 My Despatch 1 Logout

Fee Components Academic Fee Structure Hostel Fees structure Academic Fees Payments Fees Payments Receipt Hostel Fees Payments NO Dues

Semester/Admission Fees Administration

[View](#) [Now](#)

Semester/Admission Fees Administration

* Academic year: 2016
 * Programme Offered: MFSc. Aquatic Animal Health Management 2016
 * Collection Time: Semester Wise
 * Semester No: 1

Tuition Fee:
 Library fee:
 Stationary Fee:
 Sports & Games Fee:
 Association Fee:
 Magazine Fee:
 Union Fee:
 Computer Fee:

[Save](#)

- Choose academic year, programme and collection time (admission or semester) and enter the amount in respective field provided.
- Like academic fee setting, set hostel fee structure and fees amount in Hostel Fee structure tab.

University *Suite User: University Admin
Logged on : 26-07-2016 08:45:30 My Tapals 5 My Files 1 My Documents 4 My Despatch 1 Logout

Fee Components Academic Fee Structure Hostel Fees structure Academic Fees Payments Fees Payments Receipt Hostel Fees Payments NO Dues

Hostel Fee Structure

[Now](#) [View](#)

Hostel Fee Structure

Academic year: 2016
 Programme Level: PG Programmes
 Hostel Fee: 2000

[Save](#)

Fee Payment:

- Click on Academic->Fee Management-> Fee Payments Receipts.

The screenshot shows the 'Fee Payment Receipts' form in the University *Suite application. The form is divided into two main sections: a top section for selecting the student and collection details, and a bottom section for entering the fee structure and receipt details.

Top Section:

- Admission Year: 2016
- School: SCHOOL OF AQUACULTURE AND BIOTECHNOLOGY
- Programme Offered: MFSc Aquaculture 2016
- Programme: MFSc Aquaculture
- Collection Time: Semester Wise
- Semester: I
- Select Student: Select One

FEE STRUCTURE:

Fee Type	Amount
Tuition Fee	500
Library fee	8000
Stationary Fee	9000
Association Fee	400
Magazine Fee	500
Union Fee	600
Computer Fee	200
If Late Fee1 Applicable	
Late Fee1	200
If Late Fee2 Applicable	
Late Fee2	500
Sports & Games Fee	300

Bottom Section (Table):

Sl No	Name of Student	Amount	Receipt No.	Receipt Book No.	Payment Date	Receipt
1	JAYAKRISHNAN P P	19900	124	120	20/09/2016	Print

- Select academic year, school, programme offered, and collection time.
- Enter the receipt number and book number for each student and then save.

Certificate Management

- Click on Academic->Certificates.
- Select academic year, school, programme offered, type of certificate (Conduct, Migration, Provisional, Transfer Certificate etc.) and choose the student name.

The screenshot shows the 'Student Certificates' form in the University *Suite application. The form is divided into two main sections: a top section for selecting the student and certificate type, and a bottom section for entering the certificate details.

Top Section:

- Home Master Admissions Fees Management Semester Registration Attendance Management Certificates Notifications
- Student Certificates

Bottom Section:

- Bonafide For Education Loan
- Bus Concession Certificate
- Conduct Certificate
- Course Completion
- Course Fee Structure
- Ph.D Entrolment Certificate
- Semester Wise Fee Structure
- Transfer Certificate

(List of Issued Certificates)

University *Suite

User :Shyama S
Logged on : 17-10-2016 13:44:43

My Tapals
My Files
My Documents
My Despatch
Logout

AQB_Dir
General
Student Admin
Student Admin
Leave
Message
Event Calendar
e-docs
Logout

Certificate (Bonafide For Education Loan)

Academic Year

Year

School

SCHOOL OF AQUACULTURE AND BIOTECHNOLOGY

Select Programme

Select One

Student Names

--Select--

Research Topic
Research Guide
Purpose
Date of Application

(DD/MM/YYYY)

Submit
Back

University *Suite

User :Shyama S
Logged on : 17-10-2016 13:44:43

My Tapals
My Files
My Documents
My Despatch
Logout

AQB_Dir
General
Student Admin
Student Admin
Leave
Message
Event Calendar
e-docs
Logout

Student Certificates

Academic Year

Year

School

SCHOOL OF AQUACULTURE AND BIOTECHNOLOGY

Select Programme

Select One

Category

Select One

Student Names

--Select--

Show 10 entries
Search:

SLNo.	School Code	Student Name	Programme Name	Certificate	Propose	Date Issued	Certificate No.	Print
1	AQB	JAYAKRISHNAN P P	MFSc Acquaculture	Course Fee Structure	edu loan	01/09/2016	001	Print
2	AQB	JAYAKRISHNAN P P	MFSc Acquaculture	Semester Wise Fee Structure	edu	01/09/2016	001	Print
3	AQB	JAYAKRISHNAN P P	MFSc Acquaculture	Course Fee Structure	erdrt	01/09/2016	002	Print
4	AQB	JAYAKRISHNAN P P	MFSc Acquaculture	Semester Wise Fee Structure	Educational Loan	02/09/2016	002	Print
5	AQB	JAYAKRISHNAN P P	MFSc Acquaculture	Semester Wise Fee Structure	Educational Loan	02/09/2016	003	Print
6	AQB	JAYAKRISHNAN P P	MFSc Acquaculture	Semester Wise Fee Structure	Educational Loan	02/09/2016	004	Print
7	AQB	JAYAKRISHNAN P P	MFSc Acquaculture	Semester Wise Fee Structure	Educational Loan	02/09/2016	005	Print
8	AQB	JAYAKRISHNAN P P	MFSc Acquaculture	Semester Wise Fee Structure	Educational Loan	02/09/2016	006	Print
9	AQB	JAYAKRISHNAN P P	MFSc Acquaculture	Semester Wise Fee Structure	Educational Loan	02/09/2016	007	Print
10	AQB	JAYAKRISHNAN P P	MFSc Acquaculture	Semester Wise Fee Structure	Educational Loan	02/09/2016	008	Print

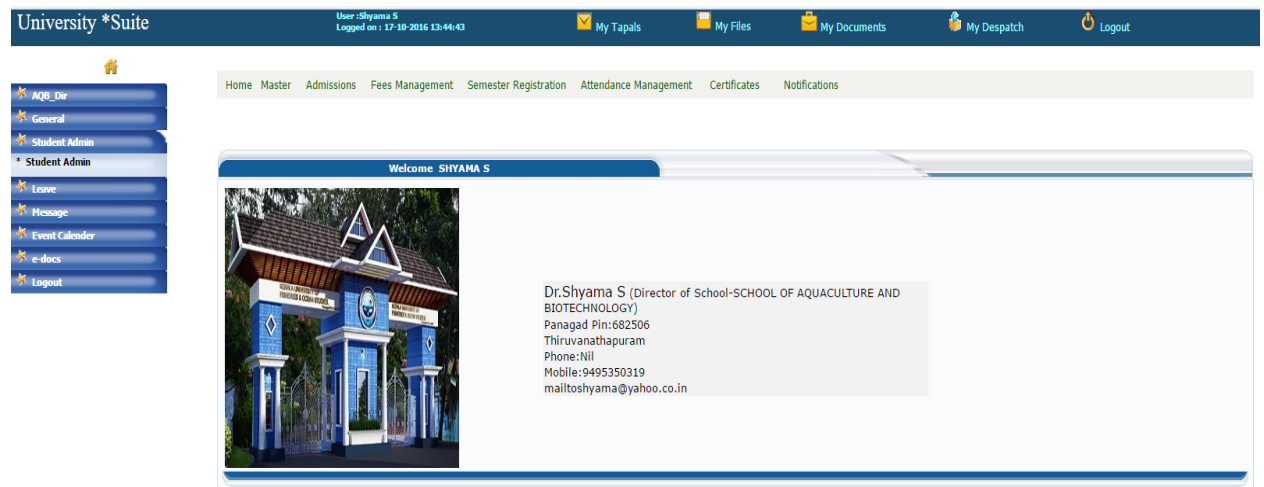
Showing 1 to 10 of 13 entries

Previous
Next

[Back To Certificates](#)

Director's Functionality:

Note: For Student Administration and other activities, Each Schools director's login will have Student admin link.



- Login provide for Principal of each school.
- Click on Master->School Profile. It displays details about the school. The logged in person can update the school profile.

School Profile

Add / Edit General Details

* Mandatory Fields

1.Name of the School with address & Agency running the School

School Name *

SCHOOL OF AQUACULTURE AND BIOTECHNOLOGY

Address 1 *

sdfdsf

Address 2

dfg

Address 3

dfgfd

District *

Emakulam

Pincode

685565

Phone 1

04842325323

(with STD code)

Phone 2

04842365236

(with STD code)

Fax 1

565656562

Fax 2

755434344

2.Name of the principal with address,contact no & e-mail id (can be change through thier profile)

Dr C Justin David
KUFOS, Panangad
Panangad-682506
Emakulam
Emakulam

Mob:963335816

3.Website & Email Id of the School

Email ID

tgf@edf.com

Admin Email ID Provided by University

asad@gg.com

Principal Email ID Provided by University

tgf@edf.com

Website

kukuk . com

4.Exam Confidential Room Details

Phone No

3223333321

(with STD code)

Fax

125258558

5.Head of the Institution Details (HOI)

Dean/Associate Dean

erft

HOI Name

dfg

Phone No

44344344441

(with STD code)

Mobile No

9995562363

6.Other Details

Established Year

1987

Distance from University

100

Affiliation

YES

NKN IP

sdfsd

Distance from Railway Station

100

Save

- The principal can view the admission list of each academic year.
- Click on Admission->Admission List.

KERALA UNIVERSITY OF FISHERIES AND OCEAN STUDIES
SCHOOL OF AQUACULTURE AND BIOTECHNOLOGY
 Logged in as C Justin David 26-07-2016 14:50:52

Home Master Admissions Fees Management Semester Registration Attendance Management Notifications Logout

Student Administration

Student Administration

Academic Year:
 Select School:
 Select Level:
 Select Stream:
 Select Programme:
 Select Category:
 Select Gender:
[Print Report..\(Click Here to Download\)](#)

Show entries

Sl.No	Name	Temp Admission No.	Admission No.	Admission Year	School	Programme	DOB	Gender	Category	Religion	Caste
1	AMALA PAUL	201600002	AQB201621001	2016	SCHOOL OF AQUACULTURE AND BIOTECHNOLOGY	MFSc. Fish Nutrition and Feed Technology 2016	12/12/1992	MALE	General	Christian	LATIN CATHOLICS
2	Animon	201400002	201146	2014	SCHOOL OF AQUACULTURE AND BIOTECHNOLOGY	M.F.Sc Fish Nutrition feed tech 2014	12/12/1990	MALE	SC	Hindu	Ezhava
3	anitha	201500001	20115	2015	SCHOOL OF AQUACULTURE AND BIOTECHNOLOGY	MFSc. Fish Nutrition 2015	12/12/1990	FEMALE	General	Christian	Marthomite
4	ANOOP	201600004	AQB201621002	2016	SCHOOL OF AQUACULTURE AND BIOTECHNOLOGY	MFSc. Fish Nutrition and Feed Technology 2016	01/01/1992	MALE	SEBC	Hindu	Ezhava
5	Anshad	201500003	20117	2015	SCHOOL OF AQUACULTURE AND BIOTECHNOLOGY	MFSc. Fish Nutrition 2015	12/12/1990	MALE	SEBC	Islam	Muslim
6	ANU SREE	201600010	AQB201622001	2016	SCHOOL OF AQUACULTURE AND BIOTECHNOLOGY	MFSc. Aquatic Animal Health Management 2016	01/01/1992	FEMALE	SEBC	Hindu	Ezhava
7	Bashir	201400003	2011765	2014	SCHOOL OF AQUACULTURE AND BIOTECHNOLOGY	M.F.Sc Fish Nutrition feed tech 2014	12/12/1990	MALE	SEBC	Islam	Muslim
8	DIYA	201600006	AQB201621005	2016	SCHOOL OF AQUACULTURE AND BIOTECHNOLOGY	MFSc. Fish Nutrition and Feed Technology 2016	12/12/1992	FEMALE	General	Christian	ROMAN CATHOLICS
9	Jayakrishnan	201400001	201145	2014	SCHOOL OF AQUACULTURE AND BIOTECHNOLOGY	M.F.Sc Fish Nutrition feed tech 2014	12/12/1990	MALE	SEBC	Islam	Muslim

- Admin can generate academic year wise, school wise, programme wise, category wise, gender wise etc., reports using this menu.
- For generating student initial user credential data list, click on Admission -> Login Details.

KERALA UNIVERSITY OF FISHERIES AND OCEAN STUDIES
SCHOOL OF AQUACULTURE AND BIOTECHNOLOGY
 Logged in as C Justin David 26-07-2016 15:35:54

Home Master Admissions Fees Management Semester Registration Attendance Management Notifications Logout

Student Administration

Student Initial Login Details


Academic Year:
 School:
 Select Programme:
[Student Login Details\(Click Here to Download\)](#)

Show entries

Sl.No	Name	Temp Admission No.	Admission No.	DOB
1	AMALA PAUL	201600002	AQB201621001	12/12/1992
2	Animon	201400002	201146	12/12/1990
3	anitha	201500001	20115	12/12/1990
4	ANOOP	201600004	AQB201621002	01/01/1992
5	Anshad	201500003	20117	12/12/1990
6	ANU SREE	201600010	AQB201622001	01/01/1992
7	Bashir	201400003	2011765	12/12/1990
8	DIYA	201600006	AQB201621005	12/12/1992
9	Jayakrishnan	201400001	201145	12/12/1990
10	manikuttan	201500002	20118	12/12/1990

Showing 1 to 10 of 14 entries

- Click on Admission->View and Edit Students .



KERALA UNIVERSITY OF FISHERIES AND OCEAN STUDIES

SCHOOL OF AQUACULTURE AND BIOTECHNOLOGY

Logged in as C Justin David 26-07-2016 15:35:54

HomeMasterAdmissionsFees ManagementSemester RegistrationAttendance ManagementNotificationsLogout

Student Administration

Student Administration

Academic Year

Year

Select School

Select One

Select Programme

Select One

Show10

entries

Search:

Sl.No	Name	Temp Admission No.	Admission No.	Admission Year	School	Programme	DOB	Gender	Details	Proforma
1	AMALA PAUL	201600002	AQ8201621001	2016	SCHOOL OF AQUACULTURE AND BIOTECHNOLOGY	MFSc. Fish Nutrition and Feed Technology 2016	12/12/1992	MALE	View	Print
2	Anmon	201400002	201146	2014	SCHOOL OF AQUACULTURE AND BIOTECHNOLOGY	M.F.Sc Fish Nutrition feed tech 2014	12/12/1990	MALE	View	Print
3	anitha	201500001	20115	2015	SCHOOL OF AQUACULTURE AND BIOTECHNOLOGY	MFSc. Fish Nutrition 2015	12/12/1990	FEMALE	View	Print
4	ANOOOP	201600004	AQ8201621002	2016	SCHOOL OF AQUACULTURE AND BIOTECHNOLOGY	MFSc. Fish Nutrition and Feed Technology 2016	01/01/1992	MALE	View	Print
5	Anshad	201500003	20117	2015	SCHOOL OF AQUACULTURE AND BIOTECHNOLOGY	MFSc. Fish Nutrition 2015	12/12/1990	MALE	View	Print
6	ANU SREE	201600010	AQ8201622001	2016	SCHOOL OF AQUACULTURE AND BIOTECHNOLOGY	MFSc. Aquatic Animal Health Management 2016	01/01/1992	FEMALE	View	Print
7	Bashir	201400003	2011765	2014	SCHOOL OF AQUACULTURE AND BIOTECHNOLOGY	M.F.Sc Fish Nutrition feed tech 2014	12/12/1990	MALE	View	Print
8	DIYA	201600006	AQ8201621005	2016	SCHOOL OF AQUACULTURE AND BIOTECHNOLOGY	MFSc. Fish Nutrition and Feed Technology 2016	12/12/1992	FEMALE	View	Print
9	Jayakrishnan	201400001	201145	2014	SCHOOL OF AQUACULTURE AND BIOTECHNOLOGY	M.F.Sc Fish Nutrition feed tech 2014	12/12/1990	MALE	View	Print
10	LALY	201600012	BFS201601004	2016	BFSc	B.F.Sc 2016	09/07/1997	FEMALE	View	Print

Showing 1 to 10 of 20 entries

Previous

Next

- It displays admitted students list and can update the basic details of each student like personal details, manage photo, qualifying exam details, entrance exam details and insurance details.

KERALA UNIVERSITY OF FISHERIES AND OCEAN STUDIES									
SCHOOL OF AQUACULTURE AND BIOTECHNOLOGY									
Logged in as C Justin David 26-07-2016 15:35:54									
Home Master Admissions Fees Management Semester Registration Attendance Management Notifications Logout									
Student Administration									
Student Administration									
View All Insurance Qualifying Exam Entrance Exam Personal Manage Photo									
Edit Student									
Academic Year		2016							
Select School		SCHOOL OF AQUACULTURE AND BIOTECHNOLOGY							
Select Programme		MFSc.Fish Nutrition and Feed Technology							
Student Name		RAHUL CHANDRAN							
Gender		<input checked="" type="radio"/> Male <input type="radio"/> Female							
DOB		12/12/1992 (DD/MM/YYYY)							
Category		SEBC							
Religion		Hindu							
Caste/Community		Ezhava							
Admission Quota		ICAR							
Physically challenged		<input checked="" type="radio"/> No <input type="radio"/> Yes							
		Save Reset Password							

- Authorised person can print complete Proforma of student.



Student Administration

[View All](#) [Insurance](#) [Qualifying Exam](#) [Entrance Exam](#) [Personal](#) [Manage Photo](#)


Student Registration Proforma



Kerala University of Fisheries and Ocean Studies

Panangadu, Kerala - 682 506

Student Information Data Sheet

1.	Year of Admission	2016			
2.	Programme	MFSc.Fish Nutrition and Feed Technology			
3.	Name of School	SCHOOL OF AQUACULTURE AND BIOTECHNOLOGY			
4.	Student Admission No	AQB201621004			
5.	Student Name	RAHUL CHANDRAN			
6.	Entrance Examination Details				
	Name of Examination	Authority	Reg No	Rank No	Year
	Kerala Entrance	Kerala	12345	12345	2013
7.	Personal Details				

Sex	Male	Address for Communication	
Date of Birth	12/12/1992	Vinayaka house Kannoor Palakkad Kerala 682025	
Blood Group	O+		
Name of Parent/Guardian	Chandran		
Relation with Parent/Guardian	Father		
Mobile No	9895632325	District	Palakkad
Email ID	rahul@gmail.com	State	Kerala
Category	SEBC	Country	India
Religion	Hindu	Pin Code	682025
Caste	Ezhava		
Nationality	India		
8.	Any Other Relevant Details, if any		

☒ **DECLARATION**

I hereby undertake to produce the documents listed below, at the time of joining the class/on or before I agree to treat my admission as provisional till those documents are produced. further I have no objection to cancel my admission in case of failure on my part to comply with the undertaking.

KERALA PROHIBITION OF RAGGING ACT 1997

Ragging is a cognizable offence in Kerala. The Kerala prohibition of Ragging Act 1997 is promulgated to prohibit ragging in educational institutions in the state or Kerala. According to this Act Ragging' means display of disorderly conduct, during any act which causes or is likely to cause physical or psychological harm or raise apprehension or fear of shame or embarrassment to a student in any educational institution and includes (a) teasing or abusing of playing practical jokes or causing hurt to such students or (b) asking the student to do any act or perform something which such student will not in the ordinary course be willing to do. Ragging is a criminal offence and is punishable under this Act. The Penalty and punishment for the persons directly or indirectly commits, participate in abets or propagating ragging within or outside any educational institution is elaborated in this Act. Negligence on the part of the Head of the Institution in prohibiting ragging or neglect to take action in the manner specified in the ordinance shall be punished as provided in the ACT.

UNDERTAKING AGAINST RAGGING

We have read Kerala Prohibition Act 1997 and the Reghevan Committee Report regarding the relevant instructions/regulations against ragging as well punishments and that if the ward has been found guilty he/she will be proceeded against as per law. I assure that my son daughter will not indulge in ragging.

Details Submitted to School. [Print DataSheet](#)

STUDENT LOGIN

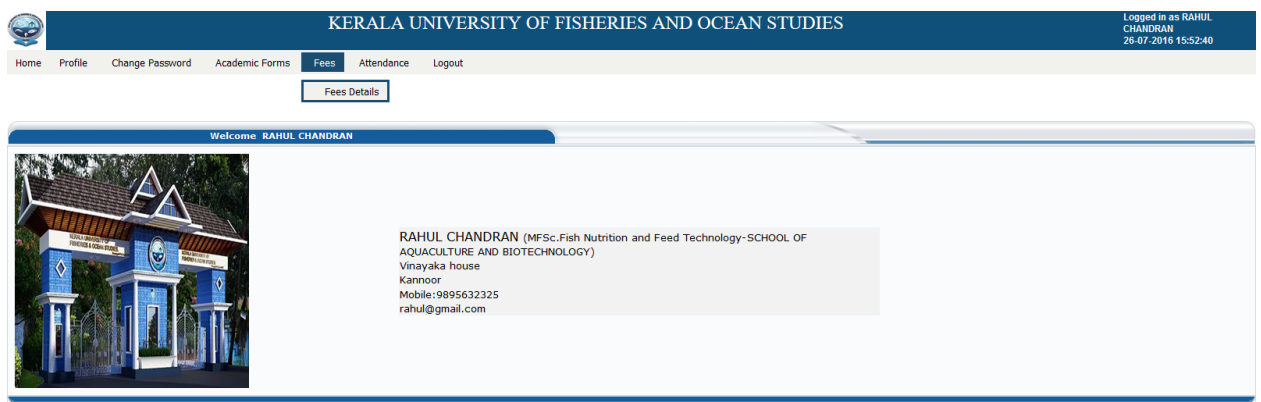
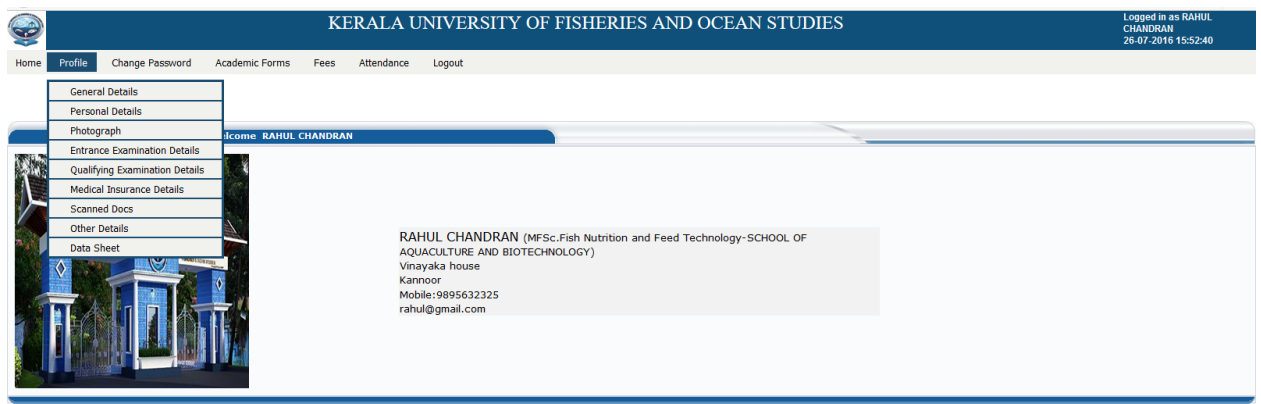
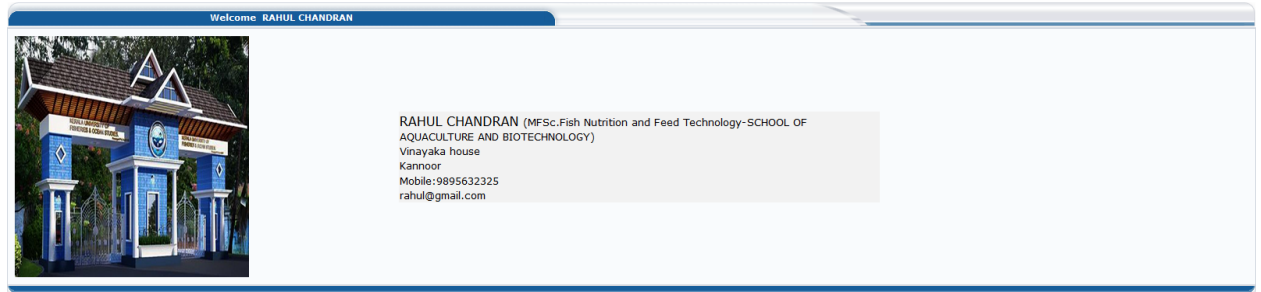
- Open the Mozilla Firefox web browser.
- On clicking University*Suite Bookmarked link, University*Suite will be opened in the screen.
- For working in University*Suite you must have a User Name and password.
- Enter your username, password and type the characters you see in the picture (Captcha).
- Press the Enter key or click the **“Login”** button.
- After successful login, Blue Band Menus will be visible as follows.



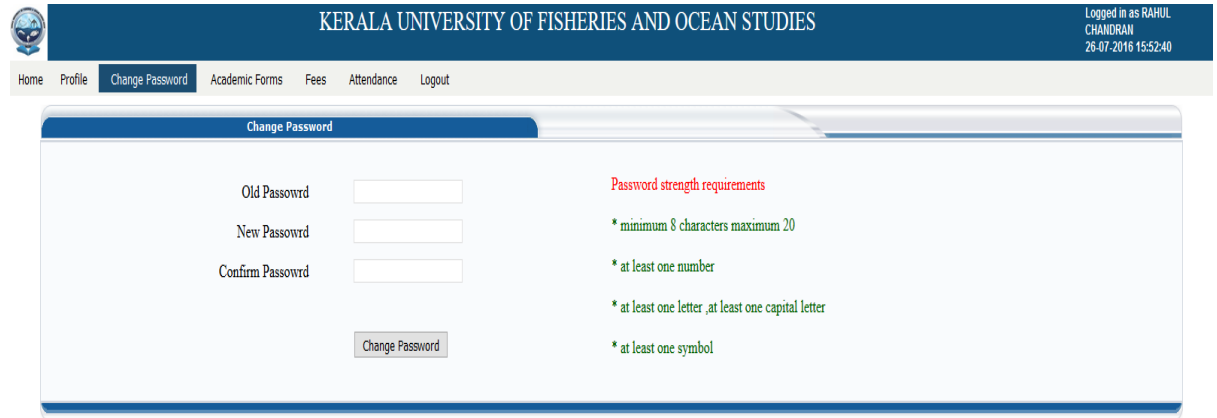
The screenshot displays the login interface for the Kerala University of Fisheries and Ocean Studies Campus Suite. The header features the university's logo on the left, the name 'Kerala University of Fisheries and Ocean Studies' in the center, and 'Campus Suite' in a cursive font on the right. The login form is centrally located and includes the following fields: 'ID Type' with a dropdown menu currently set to 'Temp Admission Numl', 'Student ID', 'Password', and 'Date of Birth' with separate dropdowns for 'Day', 'Month', and 'Year'. To the right of these fields is a CAPTCHA image showing the characters '1022'. Below the form fields is a text prompt 'Type the characters you see in the picture' followed by an input box. A 'Log In' button is positioned at the bottom of the form. The footer contains the 'Digital India' logo, the 'NIC' logo, and the text 'Designed and Developed by National Informatics Centre, Kerala State Centre.' A red note at the very bottom states 'Best viewed in Mozilla Firefox web browser. Also enable Java Script in your web browser'.

Figure 1: Student portal

Home Screen:



- Login provide for student at the time of admission with a username (Temp. Admission Number) and temporary password.
- Student can change the initial password in Change Password menu.



KERALA UNIVERSITY OF FISHERIES AND OCEAN STUDIES

Logged in as RAHUL CHANDRAN
26-07-2016 15:52:40

Home Profile **Change Password** Academic Forms Fees Attendance Logout

Change Password

Old Passowrd


New Passowrd

Confirm Passowrd

Password strength requirements

- * minimum 8 characters maximum 20
- * at least one number
- * at least one letter ,at least one capital letter
- * at least one symbol

- Profile->General Details contains Data provided at the time of admission by the student.




KERALA UNIVERSITY OF FISHERIES AND OCEAN STUDIES

Logged in as RAHUL CHANDRAN
26-07-2016 15:52:40

Home Profile **Change Password** Academic Forms Fees Attendance Logout

General Informations

Name	: RAHUL CHANDRAN
Student ID.	: 201600001
Admission Year	: 2016
Course	: MFSc.Fish Nutrition and Feed Technology
Admission Number	: AQB201621004
College Name	: SCHOOL OF AQUACULTURE AND BIOTECHNOLOGY
Gender	: Male
Category	: 158
Date Of Birth	: 12/12/1992



- Profile->Personal Details: student can view their basic details and communication details except the data provided at the time of admission.

KERALA UNIVERSITY OF FISHERIES AND OCEAN STUDIES Logged in as RAHUL CHANDRAN 26-07-2016 15:52:40

Home Profile Change Password Academic Forms Fees Attendance Logout

Add / Edit Personal Student Data

Student Name: RAHUL CHANDRAN

Personal Details

Gender: MALE
 Date Of Birth: 12/12/1992
 Blood Group: O+
 Name of Parent or Guardian: Chandran
 Relationship: Father
 Category: SEBC
 Religion: Hindu
 Caste: Ezhava
 Nationality: Indian
 Marital status: Single
 Mother Tongue: Malayalam
 Grant Type: Not Applicable

Address for Communication

a) House Name: Vinayaka house
 b) Post: Kannoor
 c) Street / District: Palakkad
 d) Pin: 682025
 State: Kerala
 District: Palakkad
 Country: India
 Mob: 9895632325
 e-mail Id: rahul@gmail.com

Bank Details

Account Holder Name: Rahul Chandran
 Account Number: 123456789
 Bank Name: SBI
 Bank Branch: EXM
 IFSC Code: SBIN0015915

Save

- Profile->Photograph: student can view their photo using this menu.

KERALA UNIVERSITY OF FISHERIES AND OCEAN STUDIES Logged in as RAHUL CHANDRAN 26-07-2016 15:52:40

Home Profile Change Password Academic Forms Fees Attendance Logout


Student Add photo

Student Name: RAHUL CHANDRAN

Add/Change Photo

Applicant

Photo requirements :- Maximum Size : 30Kb , Image Dimension : 150W X 200H , Image Type : JPG, Background color : White



Saved Image

Upload your image No file selected.

- Profile-> Entrance Examination Details: Student can view their entrance examination details under this menu

The screenshot shows the 'Add / Edit Entrance Student Data' form. The header includes the university logo, name, and a login status for RAHUL CHANDRAN. The form contains the following fields:

Student Name	RAHUL CHANDRAN
Entrance Examination Details (As Applicable)	
Name Of Examination	Kerala Entrance
Authority	Kerala
Reg No	12345
Rank No	12345
Year	2013
Admission Quota	--Select Quota--
<input type="button" value="Save"/>	

- Profile-> Qualifying examination Details: Student can view their Qualifying examination Details under this menu

The screenshot shows the 'Add / Edit Qualifying Examination Data' form. The header includes the university logo, name, and a login status for RAHUL CHANDRAN. The form contains the following fields:

Student Name	RAHUL CHANDRAN
Qualifying examination Details	
Name of Qualifying Examination	BFSc
Reg No	12345
Year	2013
Division/Grade	A
Board/University	MG
<input type="button" value="Save"/>	

- Profile-> Medical Insurance Details: Student can view their Medical Insurance Details under this menu

The screenshot shows the 'Student Medical Insurance' form. The header includes the university logo, name, and a login status for RAHUL CHANDRAN. The form contains the following fields:

Student Name	RAHUL CHANDRAN
Admission Number	AQ8201621004
Course	MFSc.Fish Nutrition and Feed Technology
Gender	MALE
Date Of Birth	12/12/1992
Blood Group	O+
Name of Father	Chandran
Address for Communication	Vinayaka house, Kannoor, 682025
Mob:	9895632325
details of Disability(If any)	nil
Nominee Details	
Name of Nominee	Radha
Relationship	Mother
Nominee Address	Vinayaka (B) , Kannoor, 682046
<input type="button" value="Save"/>	

- Profile-> Data Sheet: Student view their complete data provided in a data sheet format and it is printable.



KERALA UNIVERSITY OF FISHERIES AND OCEAN STUDIES

Home
Profile
Change Password
Academic Forms
Fees
Attendance
Logout

Logged in as RAHUL CHANDRAN
26-07-2016 15:52:40

Student Registration Proforma




Kerala University of Fisheries and Ocean Studies
Panangadu, Kerala - 682 506

Student Information Data Sheet

1.	Year of Admission	2016				
2.	Programme	MFSc.Fish Nutrition and Feed Technology				
3.	Name of School	SCHOOL OF AQUACULTURE AND BIOTECHNOLOGY				
4.	Student Admission No	AQB201621004				
5.	Student Name	RAHUL CHANDRAN				
6.	Entrance Examination Details					
	Name of Examination		Authority	Reg.No	Rank No	Year
	Kerala Entrance		Kerala	12345	12345	2013
7.	Personal Details					
	Sex	Male		Address for Communication		
	Date of Birth	12/12/1992		Vinayaka house		
	Blood Group	O+		Kannoor		
	Name of Parent/Guardian	Chandran		Palakkad		
	Relation with Parent/Guardian	Father		Kerala		
	Mobile No	9895632325		District	Palakkad	
	Email ID	rahul@gmail.com		State	Kerala	
	Category	SEBC		Country	India	
	Religion	Hindu		Pin Code	682025	
	Caste	Ezhava				
	Nationality	India				
8.	Any Other Relevant Details, if any					
<input checked="" type="checkbox"/> DECLARATION I hereby undertake to produce the documents listed below, at the time of joining the class/on or before I agree to treat my admission as provisional till those documents are produced. further I have no objection to cancel my admission in case of failure on my part to comply with the undertaking.						
KERALA PROHIBITION OF RAGGING ACT 1997 Ragging is a cognizable offence in Kerala. The Kerala prohibition of Ragging Act 1997 is promulgated to prohibit ragging in educational institutions in the state of Kerala. According to this Act Ragging' means display of disorderly conduct, during any act which causes or is likely to cause physical or psychological harm or raise apprehension or fear of shame or embarrassment to a student in any educational institution and includes (a) teasing or abusing or playing practical jokes or causing hurt to such students or (b) asking the student to do any act or perform something which such student will not in the ordinary course be willing to do. Ragging is a criminal offence and is punishable under this Act. The Penalty and punishment for the persons directly or indirectly commits, participate in abets or propagating ragging within or outside any educational institution is elaborated in this Act. Negligence on the part of the Head of the Institution in prohibiting ragging or neglect to take action in the man specified in the ordinance shall be punished as provided in the ACT.						
UNDERTAKING AGAINST RAGGING We have read Kerala Prohibition Act 1997 and the Reghevan Committee Report regarding the relevant instructions/regulations against ragging as well punishments and that if the ward has been found guilty he/she will be proceeded against as per law. I assure that my son daughter will not indulge in ragging.						
<div>Details Submitted to School.</div> <div>Print DataSheet</div>						

- Fees-> Fees Details: student can view the fee details and paid or not paid status in each semester.



KERALA UNIVERSITY OF FISHERIES AND OCEAN STUDIES

Logged in as RAHUL CHANDRAN

28-07-2016 15:52:40

[Home](#)
[Profile](#)
[Change Password](#)
[Academic Forms](#)
[Fees](#)
[Attendance](#)
[Logout](#)

Fee Payment Notifications

Name

Admission Number

Course

College Name

: RAHUL CHANDRAN

: AQB201621004

: MFSc.Fish Nutrition and Feed Technology

: SCHOOL OF AQUACULTURE AND BIOTECHNOLOGY

Current Semester

: 1

Semester registration Opening Date

: 2016-06-01

Semester registration Closing Date

: 2016-07-30

Semester registration Closing Date with Fine

: 2016-08-08

Semester

1

Sl No.	Item	Amount
1	Tution Fee	6000
2	Library fee	600
3	Stationary Fee	500
4	Sports & Games Fee	2000
5	Association Fee	1200
6	Magazine Fee	200
7	Union Fee	540
8	Computer Fee	420
9	Hostel Fee	
	Total	11460
	Payment Pending	