

iBoss Education Management System

For

P .S .R. ENGINEERING COLLEGE (Autonomous)

HOD WEB PORTAL – USER MANUAL

Web Portal URL : iboss.cmsvirtual.com

User name : Your employee code with 'emp' as prefix

Password : DOB (yyyy/mm/dd)







The Head Of Department (HOD) can access iBoss ERP web portal for the following Modules/ Features:

- Student Details
- Student Elective
- Subject Allocation
- Student Attendance
- View Attendance
- Internal Mark Calculation
- Dash Board
- Change Password

Student Details:

This menu helps to view the student details of different batch

- Batch should be chosen in the left side panel
- Provision to update student under “Student Operation” Menu
- Provision to update Name & DOB under “Student Operation” Menu
- Provision to Export Student detail Report under “Report” Menu
- Student Photo can be uploaded by clicking upload icon in “Upload Photo” column
- Recent photographs can be updated with given provision as shown

Roll No	Register No	Student Name	Parent Name	Student Name in...	Initial Expansion	Date of Birth	Student Type	Photo	Upload Photo
1 001	1602002	Sankar	selvaraj			05-03-1997	Regular Student		
2 002	1602004	senthil	arumugam			13-09-1995	Regular Student	Photo Not Uploaded	
3 003	1602003	Saravanan	kumar			12-08-1997	Regular Student	Photo Not Uploaded	
4 004	1602005	srini	senthil			03-02-1999	Regular Student	Photo Not Uploaded	
5 105	1602001	kannan	kumar			06-09-1995	Regular Student	Photo Not Uploaded	

Upload Constraints:

Allowed File types and size are mentioned in the header.

Upload Student Photo - 001 ✕

Allowed Extensions: **.png .jpeg .jpg** Maximum photo width*height: **150*200 (pixels)**

Roll No: **001**

Student Name: **Sankar**

Photo Upload: No file selected.



Student Elective:

This menu is given to choose/change student elective for Subject type like Part I, Part III (Allied/ Elective) and Part IV if there is more than one subject as choices

On selection of required information in left side panel, the list of students will be displayed with choice of subject names as shown in the below screen shot

The screenshot displays the iBoss Education Management System interface. The top navigation bar includes various management tools such as Subject Allocation, Student Elective, Student Details, Internal Exam, Exam Application, Payment Tracking, Student Attendance, and Academic Calendar. The main content area is divided into two sections: 'Department List' on the left and 'Student List' on the right. The 'Department List' section shows a tree view of academic departments, with 'B.E Electronics and Comm' selected. The 'Student List' section displays a table of student records for 'Engineering Chemistry - I'.

Roll No	Register No	Student Name	Engineering Chemistry - I
001	1602002	Sankar	<input type="radio"/>
002	1602004	senhill	<input type="radio"/>
003	1602003	Saravanan	<input type="radio"/>
004	1602005	sirini	<input type="radio"/>
105	1602001	kannan	<input type="radio"/>

- Provision is given in Student portal to choose their choice of elective subjects
- Provision is given in HOD Login to add or edit student elective
- If there is only one subject in any subject type, automatically all the students will be mapped to that particular subject.
- There is a report to highlight the student who have not chosen their electives

Subject Allocation:

This menu helps to allocate staff members for each subject. It should be done for every semester.

On selection of required batch, the list of subjects will be displayed as shown in the below screen shot

iBoss Education Management System Welcome PSRFSHPsrinivasan

Management

Subject Allocation Student Attendance Academic Calendar View Attendance Assessment Mark Entry CIA Component Mark View CA Mark Verification MyClass TimeTable
 Internal Mark Posting Consolidate Attendance Consolidate CA Mark Print Revaluation Exam Application Od Posting Search Profile
 Change Password About Logout

Subject Allocation

Batch: 2016 Batch Save

Code	Subject Name	Semester	College Type	Offered to Department	Class	Assigned Staff
Offered to Department: B.E Electronics and Communication Engineering						
16F1Z1	Technical English - I	Sem -1	FULL TIME	B.E Electronics and Communication Engine...	Section A	Gopalakrishnan
16F1Z2	Engineering Mathematics - I	Sem -1	FULL TIME	B.E Electronics and Communication Engine...	Section A	Suman
16F1Z3	Engineering Physics - I	Sem -1	FULL TIME	B.E Electronics and Communication Engine...	Section A	Sankaragomathi
16F1Z4	Engineering Chemistry - I	Sem -1	FULL TIME	B.E Electronics and Communication Engine...	Section A	<input type="checkbox"/> Suman
16F1Z5	Computer Programming	Sem -1	FULL TIME	B.E Electronics and Communication Engine...	Section A	<input type="checkbox"/> Jagatheeswari
16F1Z6	Engineering Graphics	Sem -1	FULL TIME	B.E Electronics and Communication Engine...	Section A	<input type="checkbox"/> Jayapushpa
16F1Z7	Physics and Chemistry Laboratory - I	Sem -1	FULL TIME	B.E Electronics and Communication Engine...	Section A	<input type="checkbox"/> Latha
16F1Z8	Computer Practices Laboratory - I	Sem -1	FULL TIME	B.E Electronics and Communication Engine...	Section A	<input type="checkbox"/> Meenakumari
16F1Z9	Engineering Practices Laboratory - I	Sem -1	FULL TIME	B.E Electronics and Communication Engine...	Section A	<input type="checkbox"/> Muthuvanitha
Offered to Department: B.TECH Bio-technology(BT)						
16F1Z1	Technical English - I	Sem -1	FULL TIME	B.TECH Bio-technology(BT)	Section A	<input type="checkbox"/> Padmaja
16F1Z2	Engineering Mathematics - I	Sem -1	FULL TIME	B.TECH Bio-technology(BT)	Section A	<input type="checkbox"/> Shahirabanu
16F1Z3	Engineering Physics - I	Sem -1	FULL TIME	B.TECH Bio-technology(BT)	Section A	<input checked="" type="checkbox"/> Arumugam
16F1Z4	Engineering Chemistry - I	Sem -1	FULL TIME	B.TECH Bio-technology(BT)	Section A	<input type="checkbox"/> Jayabalan
16F1Z5	Computer Programming	Sem -1	FULL TIME	B.TECH Bio-technology(BT)	Section A	<input type="checkbox"/> Kesavan
16F1Z6	Engineering Graphics	Sem -1	FULL TIME	B.TECH Bio-technology(BT)	Section A	<input type="checkbox"/> Meena
16F1Z7	Physics and Chemistry Laboratory - I	Sem -1	FULL TIME	B.TECH Bio-technology(BT)	Section A	<input type="checkbox"/> Ramamurthi
16F1Z8	Computer Practices Laboratory - I	Sem -1	FULL TIME	B.TECH Bio-technology(BT)	Section A	<input type="checkbox"/> Ramamurthi

- Offered subjects by the department will be listed.
- On clicking the Assigned Staff Column, Drop down list will be shown. Respective staff can be chosen and assigned
- Provision to assign more than one staff for single subject is given
- HOD can delete assigned staff and re-assign new staff

Pre-requisites:

Elective subjects should be chosen by then it will be displayed in Subject Allocation screen

Student Attendance:

This menu helps to post attendance for allocated subjects

Attendance Closing Date : 26-12-2016

Help or

Subject: B.E Electronics and Communication Engineering (ECE) - 2016 Batch - Section A - Technical English - I

Date: 03-08-2016 1st Hour 2nd Hour 3rd Hour 4th Hour 5th Hour 6th Hour 7th Hour 8th Hour

Student Attendance - B.E Electronics and Communication Engineering (ECE) - 2016 Batch - Section A - Technical English - I

Role No	Register No	Student Name	OD-1hr	Leave-1hr	Absent-1hr
B.E Electronics and Communication Engineering (5 Students)					
1 105	1602001	kannan	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
2 001	1602002	Sankar	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
3 003	1602003	Saravanan	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4 002	1602004	senhil	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
5 004	1602005	sriini	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Attendance Closing Date : 26-12-2016

Help or

Subject: B.E Electronics and Communication Engineering (ECE) - 2016 Batch - Section A - Technical English - I

Date: 03-08-2016 1st Hour 2nd Hour 3rd Hour 4th Hour 5th Hour 6th Hour 7th Hour 8th Hour

Student Attendance - B.E Electronics and Communication Engineering (ECE) - 2016 Batch - Section A - Technical English - I

Role No	Register No	Student Name	OD-1hr	Leave-1hr	Absent-1hr
B.E Electronics and Communication Engineering (4 Students)					
1 001	1602002	Sankar	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
2 003	1602003	Saravanan	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
3 002	1602004	senhil	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4 004	1602005	sriini	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

- On the event of subject allocation in HOD login, the staff can view allocated subjects in subject drop down box
- Subject should be chosen from the list
- Date and hour to be selected for which attendance to be marked.
- On clicking “Generate Attendance” button, Student Names will be listed out with their Roll Number/ Reg No
- **OD, Leave and absent can be marked by choosing the respective radio button.**
- **Reg no search is also there. Absentees register number can be given with “,” separated**

- Name wise Search Provision also given
- Save button should be clicked if absentees are marked completely.

Note: Even for no absentees, save should be done

Pre-requisite:

Subject Allocation has to be done in Corresponding department HOD Login to enable the staff to post attendance.

View Attendance:

- In View attendance screen, subjects which are assigned for the employee will be listed in left side panel.
- Employee can view the posted attendance month wise for the semester subjects.
- Absent students will be highlighted in Red color while od students in blue color. OD hours are considered in Present hours count
- Faculty can delete the attendances which are posted by him if any mistake occurred.

The screenshot displays the 'iBoss Education Management System' interface. The main navigation bar includes options like 'Subject Allocation', 'Student Attendance', 'Academic Calendar', 'View Attendance', 'Assessment Mark Entry', 'CIA Component Mark View', 'CA Mark Verification', and 'MyClass TimeTable'. The current view is 'Month Wise Attendance : Technical English - I'. The left sidebar shows a tree view of 'Departments/Subjects' with 'B.E Electronics and Communication Engineering' selected. The main content area shows a table for 'August-2016' attendance for 'ATTENDANCE FOR B.E Electronics and Communication Engineering (ECE)-Sem 1 - Section A'. The table has columns for Roll No, Register No, Students, O3 (HI), Absent, Present, Total, and Percentage. A 'Delete Attendance' button is visible in the top right of the table area.

Roll No	Register No	Students	O3 HI	Absent	Present	Total	Percentage
001	1602002	Sankar	OD	0	1	1	100.00
002	1602004	senthil	P	0	1	1	100.00
003	1602003	Saravanan	OD	1	0	1	0.00
004	1602005	sriini	OD	0	1	1	100.00
105	1602001	kannan	P	0	1	1	100.00

Consolidate Attendance:

- Consolidate attendance for the selected subject
- In Consolidated Attendance screen, Students will be listed in four categories such as: Above 75%.,65-75%, 50- 65%, and below 50%
- Faculty can view the Overall student attendance till the latest posted attendance.

OD Posting:

This menu helps to mark OD for students

- OD can be posted for attendance hours that are already marked as absent
- Subject should be chosen
- Date and Roll number should be given
- The screen shows only absented hours. By clicking the check box it can be marked as OD

Internal Exam:

Internal Exam menu helps to create the internal exam (Internal Class Assessment I, Internal Class Assessment II, Pre- Semester Exam)

Already created Exam will be listed out as shown below

iBoss Education Management System Welcome PSRFECramar

Management

Subject Allocation | Student Elective | Student Details | Internal Exam | Exam Application | Payment Tracking | Student Attendance | Academic Calendar
 View Attendance | Assessment Mark Entry | CIA Component Mark View | CA Mark Verification | MyClass TimeTable | Internal Mark Posting | Consolidate Attendance
 Consolidate CA Mark Print | Revaluation Exam Application | Od Posting | Search | MyClass TimeTable | Profile | Change Password | About
 LogOut

Exam Creation

Department: 2016 Batch

Sem 1/B.E Electronics and Communication Engineering (ECE) - Exams List

Exam Type: Internal Assessment I | Time Table Department Wise

ExamType	Class	Subject	Exam Date	Session	Max Mark
Class: Section A					
Internal Assessment I	Section A	Technical English - I	2016-07-27	FN	100
Internal Assessment I	Section A	Engineering Physics - I	2016-07-29	FN	100
Internal Assessment I	Section A	Engineering Chemistry - I	2016-07-30	AN	100
Internal Assessment I	Section A	Computer Programming	2016-07-28	FN	100
Internal Assessment I	Section A	Engineering Graphics	2016-08-01	AN	100
Internal Assessment I	Section A	Engineering Mathematics - I	2016-07-28	AN	100

To create new Exam, "Add New Exam" button should be clicked. A Pop-up window shows list of subjects for the selected batch.

iBoss Education Management System Welcome PSRFECramar

Management

Subject Allocation | Student Elective | Student Details | Internal Exam | Exam Application | Payment Tracking | Student Attendance | Academic Calendar
 View Attendance | Assessment Mark Entry | CIA Component Mark View | CA Mark Verification | MyClass TimeTable | Internal Mark Posting | Consolidate Attendance
 Consolidate CA Mark Print | Revaluation Exam Application | Od Posting | Search | MyClass TimeTable | Profile | Change Password | About
 LogOut

Exam Creation

Department: 2016 Batch

Sem 1/B.E Electronics and Communication Engineering (ECE) - Exams List

Exam Type: Internal Assessment I

Create New Exam of Sem 1/B.E Electronics and Communication Engineering (ECE)

Subject Code	Subject Name	Exam Date	Session	Minimum Mark	Maximum Mark
16F1Z1	Technical English - I	27-07-2016	FN	40	100
16F1Z2	Engineering Mathematics - I	28-07-2016	AN	40	100
16F1Z3	Engineering Physics - I	29-07-2016	FN	40	100
16F1Z4	Engineering Chemistry - I	30-07-2016	AN	40	100
16F1Z5	Computer Programming				
16F1Z6	Engineering Graphics				

Save

osr.test/employee/#

- Exam Date & session type to be given for each subject
- Minimum Mark to pass & Maximum mark will be displayed automatically based on subject policy
- All the entered information will be saved automatically
- ‘Save’ Button is also given to Save the information from user side

Pre-requisites:

- **Elective subject should be chosen by then it will be displayed in Internal Exam subject list**

Update Exam:

HOD can “Update” the Internal Exam

Edit Constraints:

- Exam Date, Session, Min mark and Maximum mark can be edited till exam date.

The screenshot displays the 'iBoss Education Management System' interface. The main window is titled 'Exam Creation' and shows a list of exams for 'Sem 1/B.E Electronics and Communication Engineering (ECE)'. An 'Update Exam' dialog box is open, allowing the user to modify the details of an exam. The dialog box contains the following fields:

- Subject Name: Technical English - I
- Exam Date: 07/27/2016
- Session: FN
- Min Mark: 40
- Maximum Mark: 100

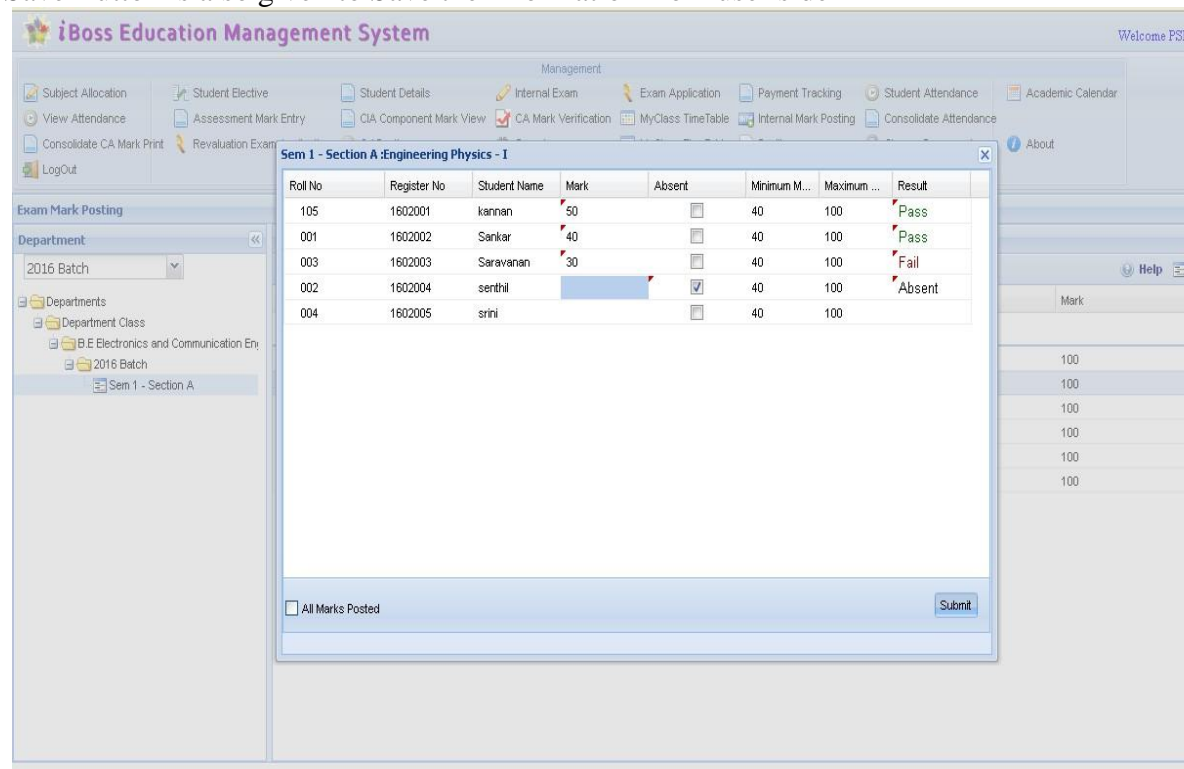
The background shows a table with columns for 'Session' and 'Max Mark'. The table contains the following data:

Session	Max Mark
FN	100
FN	100
AN	100
FN	100
AN	100
AN	100

Internal Mark Posting:

This menu helps to post marks for Internal Assessment Exam

- On selecting the respective batch in left panel, scheduled/ conducted exams will be shown in right side panel
- Exam name should be selected and Mark Posting button should be pressed
- A pop up window will be showing the list of students
- Mark should be entered. Absent Check box should be clicked of Absentees. Based on the Minimum mark Results will be displayed (Pass/Fail) automatically while entering marks
- Entered marks would be saved automatically
- Save Button is also given to Save the information from user side



The screenshot shows the iBoss Education Management System interface. The main window displays a table of students with their marks and results. A pop-up window titled "Sem 1 - Section A :Engineering Physics - I" is open, showing a list of students with their marks and results. The "All Marks Posted" checkbox is checked, and the "Submit" button is visible.

Roll No	Register No	Student Name	Mark	Absent	Minimum M...	Maximum ...	Result
105	1602001	kannan	50	<input type="checkbox"/>	40	100	Pass
001	1602002	Sankar	40	<input type="checkbox"/>	40	100	Pass
003	1602003	Saravanan	30	<input type="checkbox"/>	40	100	Fail
002	1602004	senthil		<input checked="" type="checkbox"/>	40	100	Absent
004	1602005	sriini		<input type="checkbox"/>	40	100	

Mark Posting Constraints:

- Assigned staff alone can post the internal mark for the corresponding subject (including HOD)
- Staff/HOD can edit the internal exam mark until "All Marks Posted" flag is clicked

Internal Mark Calculation:

This menu helps to calculate final internal mark for each student.

- There is a provision to get average of Internal exam marks
- Provision to enter other component mark such as Assignment and Seminar for theory subjects and Record mark, Lab model Exam mark for practical subjects
- Provision to calculate best of marks from the internal exams conducted
- Attendance mark will be automatically calculated based on the policy

On selecting the required batch, department and subject from Left side tree, Internal marks break-ups are shown in the centre column of the screen as shown (It is shown based on the subject policy it associated)

The screenshot displays the software interface for internal mark calculation. The left sidebar shows a tree view of the department structure, with 'Technical English - I' selected. The main panel shows the configuration for the selected subject, including input fields for various mark components and a table for the student-wise mark list.

The right most column display the internal exams that were conducted for the selected subject. The exams have to be selected and Exam average will be calculated if “Calculate marks” button is clicked.

There is a provision to select best of one, best of two and best of three from internal marks scored by each student.

2016 Batch : Sem 1 - Section A - Technical English - I Internal Mark Calculation for University Exam

Assisments:	<input type="text" value="15"/>	Exams List
Internal Exam:	<input type="text" value="60"/>	
Attendance:	<input type="text" value="10"/>	
Seminars:	<input type="text" value="15"/>	

Exam Name:
 Internal Assessment I:
 Internal Assessment II:

Best Of:

Student wise Mark List

Registration No	Student Name	Internal Asse...	Internal Asse...	Model Exam	Exam Average	Assisments	Attendance	Seminars	Internal Mark
001	Sankar	34	34	47	41	10	10	15	76
002	senthil	54	15	15	25	9	10	10	54
003	Saravanan	8	47	47	38	11	10	8	67
004	srini	30	30	9	20	12	10	14	56
105	kannan	27	30	47	38	15	10	12	75

- Average of internal assessment exam are calculated and shown in “Exam Average” Column
- Attendance mark will be calculated automatically based on overall attendance percentage of the student
- Assignment mark can be enter in “Assignment” Column
- Seminar mark can be enter in “Seminars” Column
- Internal Mark total will be calculated and shown in “Internal Mark 100” column
- Final Internal mark will be shown the “Final Internal Mark” Column

The marks can be saved by clicking the “save” button.

The final internal mark can be submitted to HOD by clicking the “Submit to HOD” button. After submitting the marks to HOD, the staff is not allowed to edit the marks

Pre-requisites to submit internal mark:

- **All the internal exam marks i.e IA1,IA2, Pre-semester exam marks should be posted**
- **Other component marks should be posted in this screen**
- **The final internal marks can be submit to HOD only if the upcoming semester exam has been initiated**

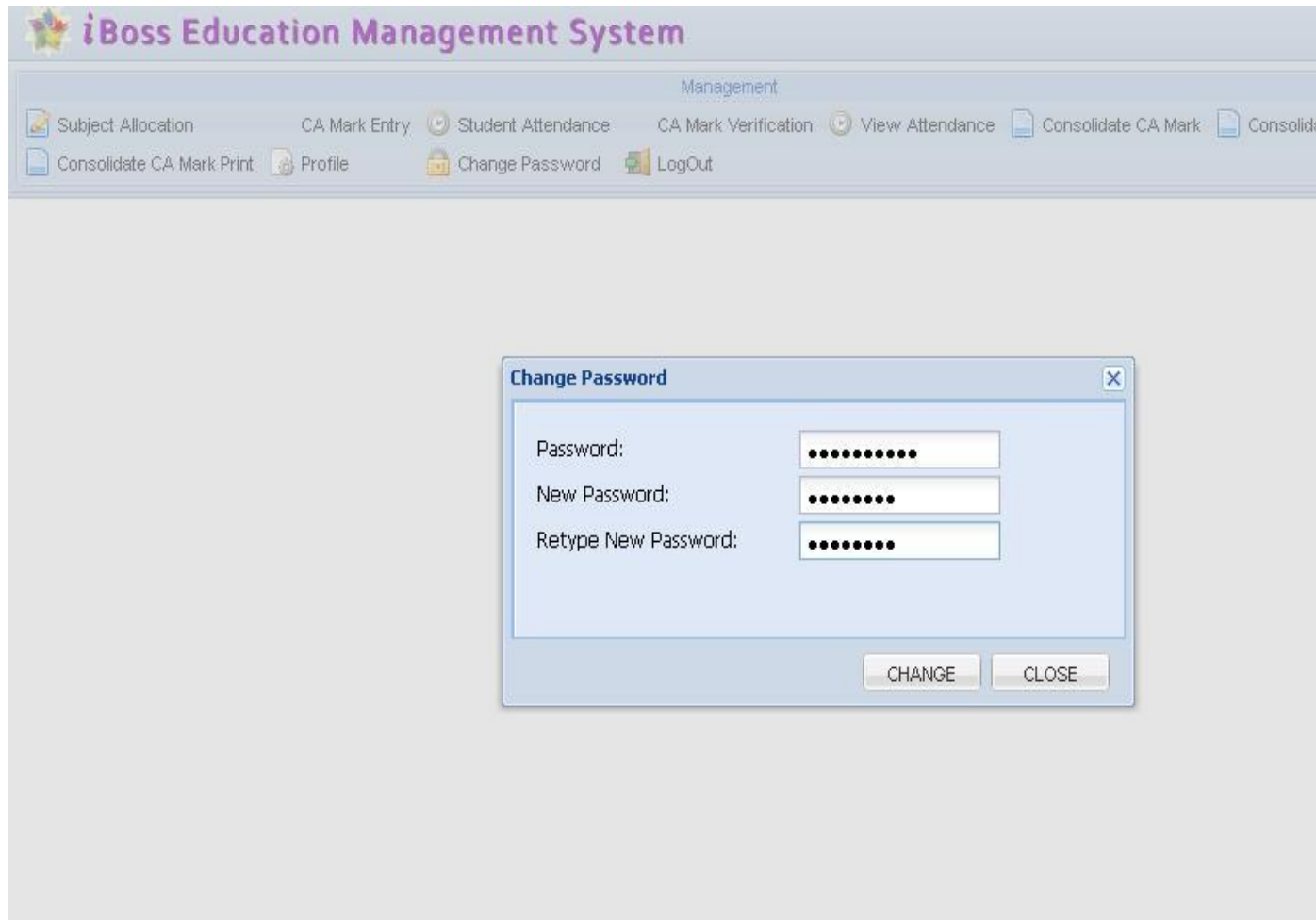
Dash Board:

The staff can view his/her own time table in dash board as shown below. Master time table will be created by admin login. Based on that individual staff work load will be shown in their dashboard.

The current day time table will be highlighted with yellow colour

Day/Periods	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	Period 8
Sunday								
Monday				Dep : B.TECH Bio-technolo Sub Code : 16F1Z2		Dep : B.E Electronics and Communica Engineering Sub Code : 16F171		
Tuesday			Dep : B.TECH Bio-technolo Sub Code : 16F1Z2	Dep : B.E Electronics and Communica Engineering Sub Code : 16F171				
Wednesday					Dep : B.TECH Bio-technolo Sub Code : 16F1Z2	Dep : B.E Electronics and Communica Engineering Sub Code : 16F171		
Thursday			Dep : B.E Electronics and Communica Engineering Sub Code : 16F171	Dep : B.TECH Bio-technolo Sub Code : 16F1Z2				
Friday		Dep : B.TECH Bio-technolo Sub Code : 16F1Z2	Dep : B.E Electronics and Communica Engineering Sub Code : 16F171			Dep : B.TECH Bio-technolo Sub Code : 16F1Z2		

Change Password:



The screenshot displays the iBoss Education Management System interface. The main header reads "iBoss Education Management System" with a logo on the left. Below the header is a navigation bar with the word "Management" centered. The navigation bar contains several menu items: "Subject Allocation", "CA Mark Entry", "Student Attendance", "CA Mark Verification", "View Attendance", "Consolidate CA Mark", "Consolidate CA Mark Print", "Profile", "Change Password", and "LogOut". The "Change Password" menu item is highlighted with a yellow background. In the center of the screen, a "Change Password" dialog box is open. The dialog box has a title bar with a close button (X) on the right. It contains three input fields: "Password:" with 10 dots, "New Password:" with 8 dots, and "Retype New Password:" with 8 dots. At the bottom of the dialog box, there are two buttons: "CHANGE" and "CLOSE".

- HOD can change their new password in this screen