Implementation Manual for

AICTE
360 Degree
Feedback Capture
and Reporting
System

Overview

Protsahan Bharati / Smart Cookie is a Student-Teacher reward platform where students from colleges are rewarded for performing well in any day-to-day activity by their Teachers. Primarily, it is an effort to make the whole process of education more fun, interactive and most importantly, 'Rewarding' because a person who feels appreciated will always do more than what is expected.

Currently in association with AICTE we are implementing the 360 Degree Feedback for Teachers as part of their requirement for the 7th pay commission.

The 360-Degree Feedback is based on the following parameters.

a. *Teaching Process (Max 25 Points)*

b. *Students' Feedback (Max 25 Points)*

c. *Departmental Activities (Max 20 Points)*

d. *Institute Activities (Max 10 Points)*

e. *ACR (Max 10 Points)*
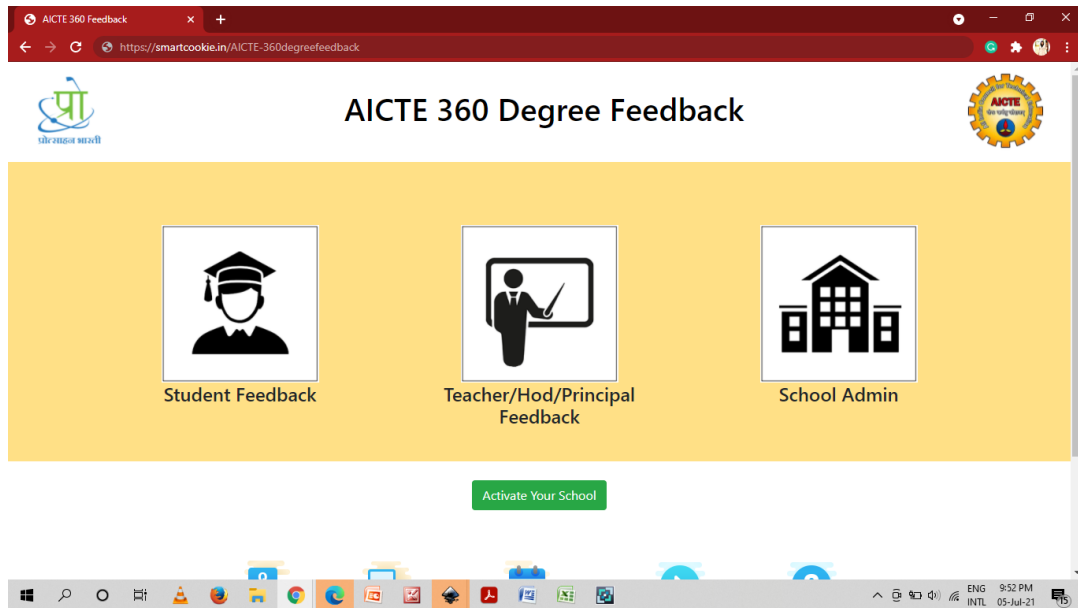
f. *Contribution to Society (Max 10 Points)*

Contents

Section -A

Guideline
to
Activate Your
School

Guidelines To activate your School

1.Enter URL https://smartcookie.in/AICTE-360degreefeedback


The webpage above will appear.

1. Then click on the the Green **Activate Your School** Button option available.
2. After you click on that button you will get the **Activate School Admin** Login Page .
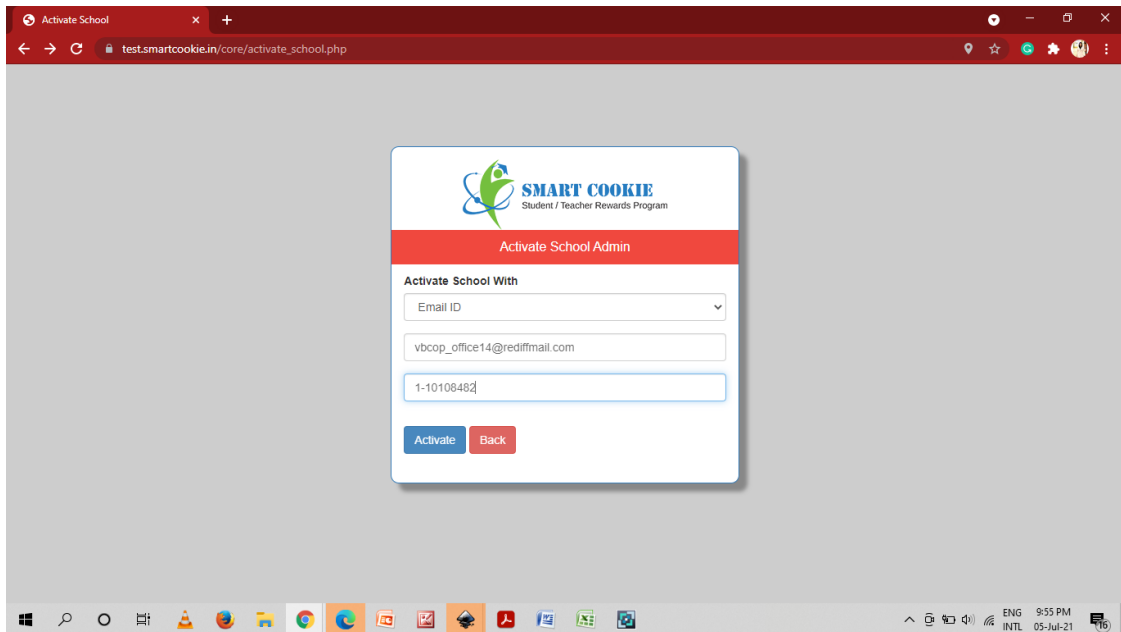
3. In that Login page select the Email ID option and enter the correct and accurate email id which is registered in our platform while creating the admin for your school if your Email is not registered with us need not to worry fill in the form as usual and click on the Activate button.
   Credentials:- Email[id of institute registered with AICTE]
   Password[PID Permanent ID of the institute].
4. If your email id is correct and matches the password then you will be redirected to the specific page.
5. If your Email Id is not registered then a screen like below will appear
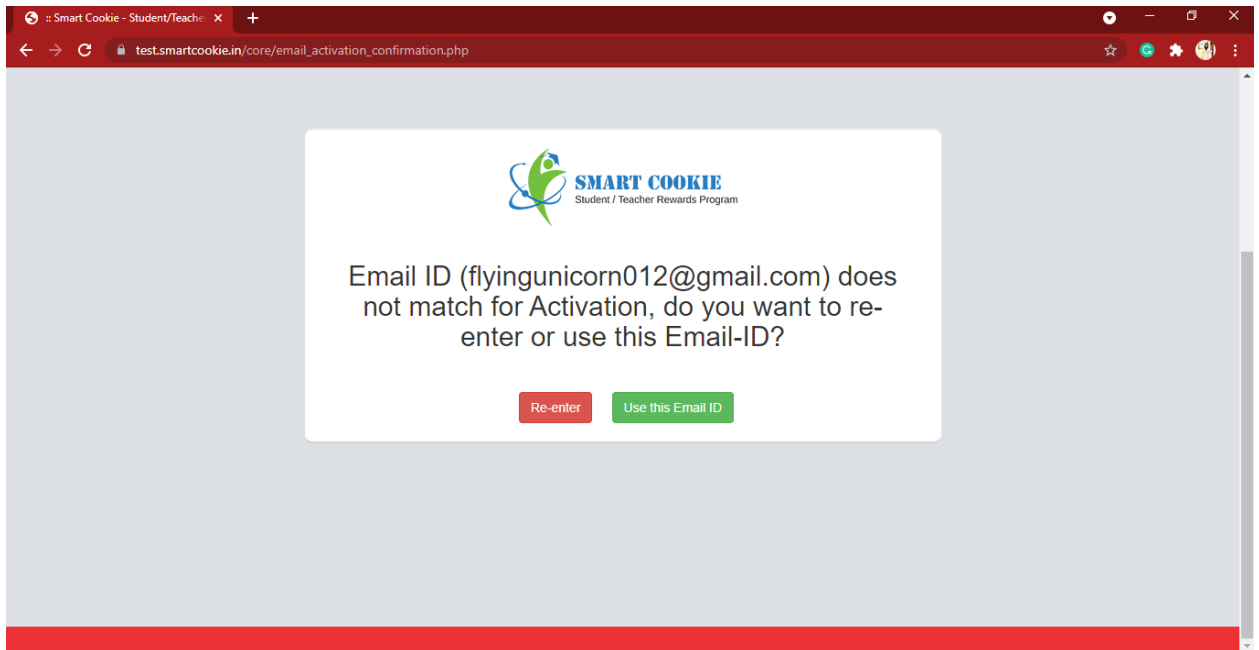
- If you wish to re-enter the email click on the **Re-enter** button
- If you want to continue with same email id then click on the **Use this Email ID** button.

Once you click on re-enter it will redirect you towards the Login page to activate .

If you choose to click on the Green button it will redirect you towards the page like below

In this page fill the form in which Name, Designation, Country Code, Phone number are marked as required fields. Once you fill that form Agree to the T&C and click on the submit button.

6. Once the Submit Button is clicked You will receive otp to the mail ID specified and mobile number given. And confirmation Screen will appear.
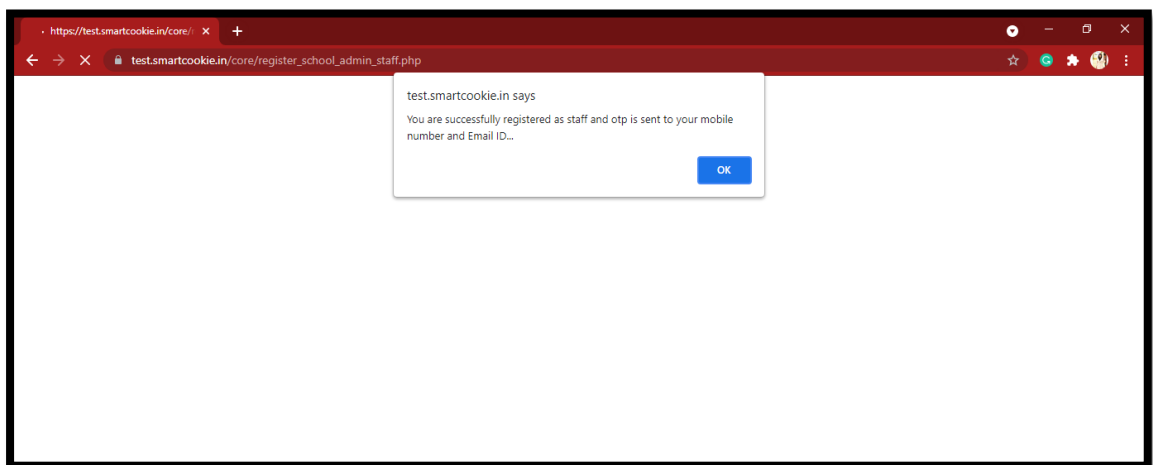
7. Once you click on the OK button on the alert box it will automatically takes you to the School Admin Verification Panel.
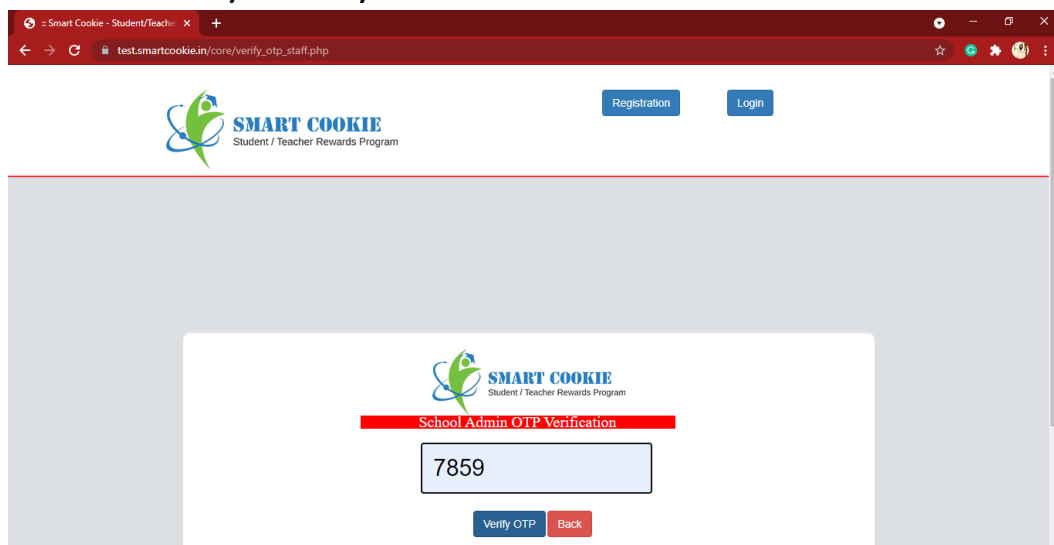
8. Enter the OTP that you have received on your mobile number and click on Verify OTP option.

Once the OTP is verified you will get a alert message on the screen like below
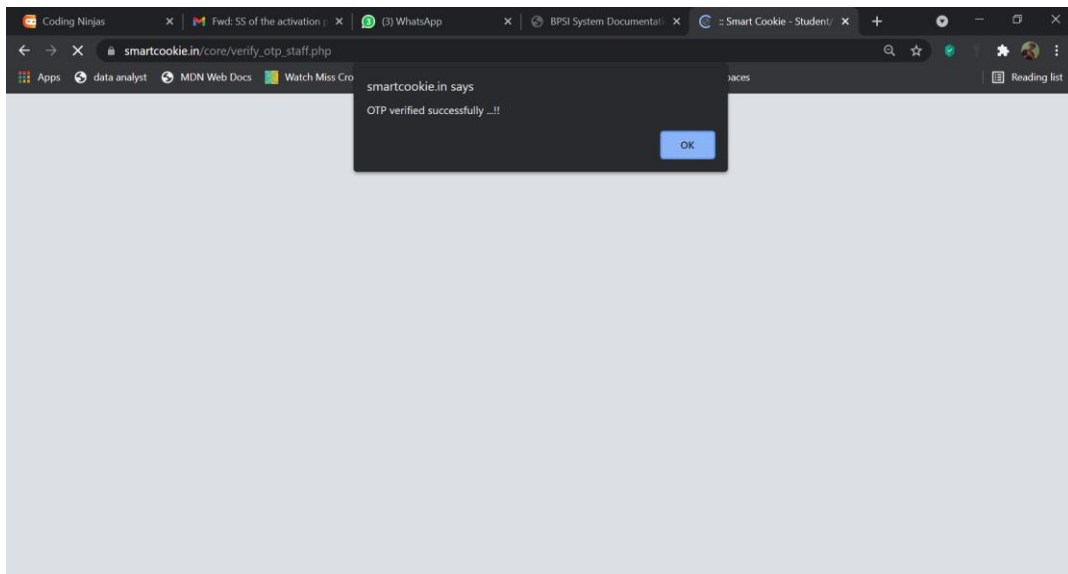
9. After that click on OK button then you will land on the terms and condition page .
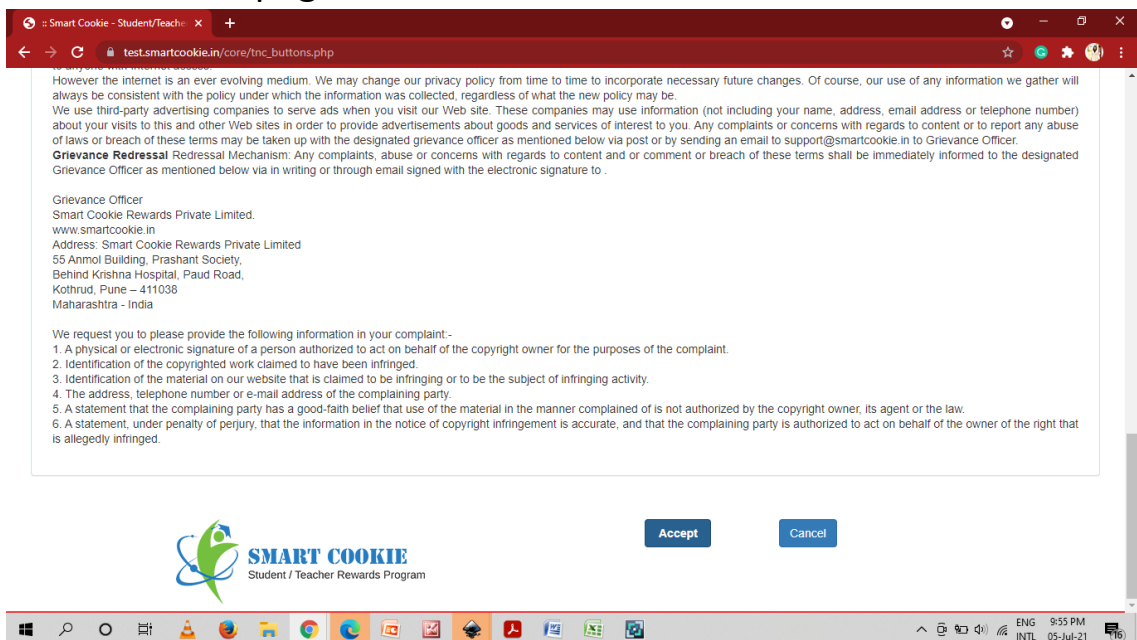
Read the terms and condition properly and click on the accept or cancel button as of your requirement.

10. Once you click on the Accept button Password Updation Panel of the Admin will appear

- Here update the password.
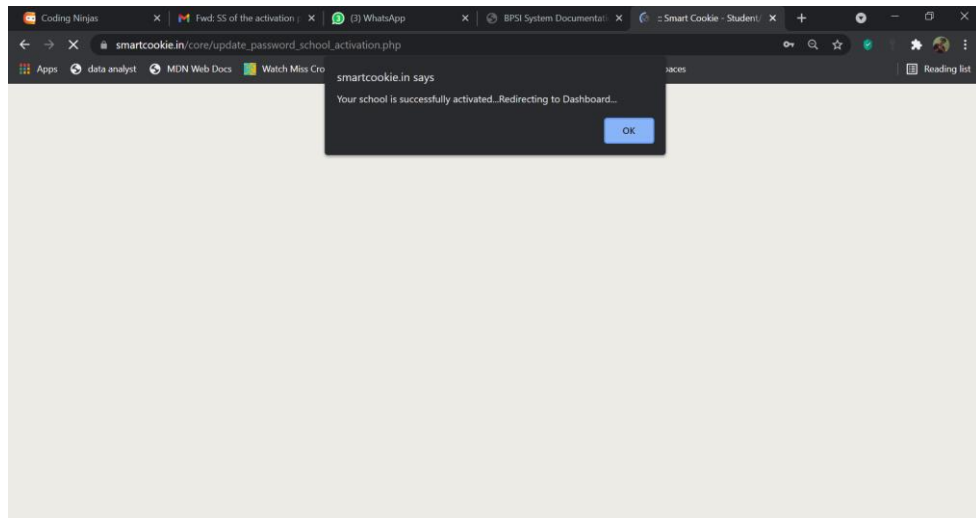
11.   And once it's done you will directly land up in the dashboard section of your college/school.
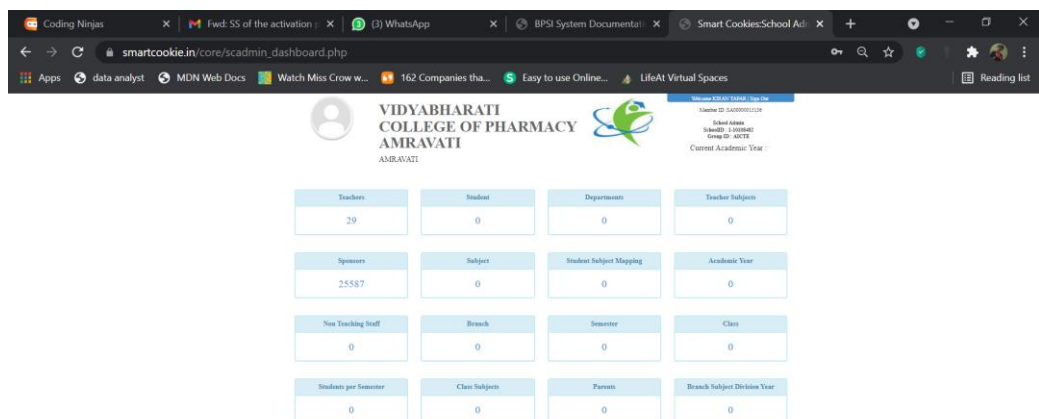
This is the Procedure to activate your College/School.

Section -B

Data Requirement

&

Implementation

Process

Data Requirement

To enable this feedback, we would require the data listed below.

The Data is categorized into 4 Different Categories.

1. Organization Data
    a. Departments
    b. Course Level
    c. Degree
    d. Branch
    e. Class
    f. Division
2. Entities / Masters
    a. Students
    b. Teachers
    c. Subject
    d. Semester
    e. Activity
3. Mapping Data
    a. Teacher – Subject
    b. Student – Subject
    c. Student – Semester
4. Time Capsule Data
    a. Academic Year
    b. Branch – Subject – Division – Year

Implementation Steps

Login Details

1. Email ID registered with AICTE for all correspondence
2. School ID / Institute ID is the AICTE Permanent ID
3. Initial Password is the AICTE Permanent ID

Once you enter the password, you will be required to accept the standard terms and conditions after which the person logging in would have to change the password on first login.

Section-C

General Guidelines to fill the Standard Data Formats

Guidelines to fill Standard Data Input Formats

After Creating the new updated password, the School Admin can login and Upload Data after creating the data files as specified in the files attached formats in the given order.

1. Course Level
2. Degree
3. Department
4. Branch
5. Class
6. Division
7. Subject
8. Academic Year
9. Semester
10. Teacher
11. Teacher Subject
12. Branch-Subject-Div-Year
13. Class Subject
14. Student
15. Student Semester
16. Student Subject
17. Parent

Please Double Click on the Excel Icon to Open the Required Files

1. Course Level

This is the streams taught at the school / college. This would be
a. UG – Under Graduation
b. PG – Post Graduation
c. Diploma

CourseLevel.csv

Description of Fields
a. **SchoolID**
    AICTE Permanent ID provided by AICTE
b. **ExtCourseLevelID**
    If you have deployed an internal computerized system at your school / college / institute / university you can provide the Internal CourseLevelID, if no system is deployed then simply use the serial number 1,2,3 etc.
c. **CourseLevel**
    As described you need to enter the relevant course levels taught at the school / college / institute.

SchoolID *	ExtCourseLevelID *	CourseLevel *
1-441962951	1	UG
1-441962951	2	PG
1-441962951	3	DIPLOMA

** ExtCourseLevelID should be different in each entry.

2. Degree

This is where we define the different degrees offered in the school / college like.

a. B.Tech
b. M.Tech
c. Diploma

DegreeMaster.csv

Description of Fields

a. SchoolID
   AICTE Permanent ID provided by AICTE
b. DegreeID
   If you have deployed an internal computerized system at your school / college you can provide this Internal DegreeID, if no system is deployed then simply use the serial number 1,2,3 etc.
c. DegreeName
   Full Description of Degree as explained
d. DegreeCode
   Short Name of the Degree's offered
e. CourseLevel
   As earlier defined in the Course upload, you need to mention the course level, UG, PG, PhD, Diploma, etc.

SchoolID *	DegreeID *	DegreeName *	DegreeCode *	CourseLevel *
1-441962951	1	Bachelor of Engineering	BTECH	UG
1-441962951	2	Master of Engineering	MTECH	PG
1-441962951	3	Diploma in Computer Engineering	DCE	DIPLOMA

3. Departments

Department.csv

Description of Fields
a. **SchoolID**

   AICTE Permanent ID provided by AICTE
b. DepartmentCode

   Short Name / Code of the Department.
c. DepartmentName

   Name of the Department
d. DepartmentID

   If you have deployed an internal computerized system at your school / college you can provide this Internal DepartmentID, if no system is deployed then simply use the serial number 1,2,3 etc
e. EstablimentYear

   Year in which this department began in your school / college.
f. PhoneNo

   Phone Number of this department.
g. FaxNo

   Fax number of this department.
h. EmailID

   Email ID of this department.
i. IsEnabled

   If this department is currently active in the system then IsEnabled is True else you need to set it to False.

SchoolID *	DepartmentCode *	DepartmentName *	DepartmentID *
1-441962951	CSE	Computer Engineering	1
1-441962951	CIL	Civil Engineering	2
1-441962951	ELE	Electronics	3

EstablimentYear	PhoneNo	FaxNo	EmailID	IsEnabled
2007	2164271462		computer.dte@gmail.com	1
2007	2164271462		civil.dte@gmail.com	1
2007	2164271462		electronics.dte@gmail.com	1

** DepartmentCode and DepartmentID entery should not be same into template

4. Branch

This is the sub division of the department.

BranchMaster.csv

Description of Fields

a. **SchoolID**

AICTE Permanent ID provided by AICTE

b. **BranchID**

If you have deployed an internal computerized system at your school / college you can provide this Internal BranchID if any.

c. **BranchName**

Name of Branch

d. **Specialization**

Specialization taught at this Branch.

e. **Duration**

The Duration in terms of years that the degree offered at this Branch.

f. **IsEnabled**

If this Branch is currently active in the system, then IsEnabled is True else you need to set it to False.

g. **DepartmentName**

Name of the Department where this branch is part of.

h. **CourseLevel**

As earlier defined in the Course upload, you need to mention the course level, UG, PG, PhD, Diploma, etc.

SchoolID	BranchID	Branch	Specialization
1-441962951	1	Digital Communication	Digital Communication
1-441962951	2	VLSI and Embedded	Digital Communication

Duration	IsEnabled	DepartmentName	CourseName
3	1	Electronics	UG
3	1	Electronics	UG

DepartmentName :- Enter Same name Department name entered into Department File

CourseName :- Enter Same course level entered into Course Level File.

5. Class

This is where we define the Class as F.Y. B.Tech, S.Y. B.Tech, etc.

Class.csv

Description of Fields

a. SchoolID

AICTE Permanent ID provided by AICTE

b. Class

List of Class at the school / college like

1. F.Y. B.Tech
2. S.Y. B.Tech
3. T.Y. B.Tech
4. F.Y. M.Tech
5. S.Y. M.Tech
6. Etc.

c. ClassID

If you have deployed an internal computerized system at your school / college you can provide this Internal BranchID if any.

d. CourseLevel

As earlier defined in the Course upload, you need to mention the course level, UG, PG, PhD, Diploma, etc.

SchoolID	Class	ClassID	CourseLevel
1-441962951	F.Y. Electronics	1	UG
1-441962951	S.Y. Electronics	2	UG
1-441962951	F.Y. Civil	3	UG
1-441962951	S.Y. Civil	4	UG

ClassID :- 1) Should be Numeric.

2) Value should not be same. Keep same sequence 1-2-3-4.

6. Division

This is where we define the divisions of the School / College like Division A, B, C or Division 1,2,3 etc.

DivisionMaster.csv

Description of Fields

a. SchoolID

   AICTE Permanent ID provided by AICTE

b. DivisionID

   If you have deployed an internal computerized system at your school / college you can provide this Internal ID if any.

c. Division

   As in definition this is the list of Divisions in the School / College.

SchoolID	DivisionID	Division
1-441962951	1	Div A
1-441962951	2	Div B
1-441962951	3	Div C
1-441962951	4	Div D

DivisionID:- 1) Should be Numeric.

2) Value should not be same. Keep same sequence 1-2-3-4.

7. Subject

List courses offered at the School / College.

Subject.csv

Description of Fields

a. SchoolID
   AICTE Permanent ID provided by AICTE.
b. SubjectID
   If you have deployed an internal computerized system at your school / college you can provide this Internal ID if any.
c. SubjectCode
   Code defined for the Subject
d. Subject
   Name of the Subject
e. SubjectType
   Type of subject like Theory / Lab
f. SubjectShortName
   Short Name for the Subject
g. SubjectCredit
   Total Marks / Credits for the Subject.

SchoolID	SubjectID	SubjectCode	Subject	SubjectType	SubjectShortName	SubjectCredit
1-441962951	22211	22211	Database management	Theory	DMS	6
1-441962951	22518	22518	Software Testing	Theory	STE	5
1-441962951	22519	22519	Steel Design	Theory	SST	5
1-441962951	22520	22520	Concrete Structures	Theory	CNS	6

8. Academic Year

AcademicYear.csv

Description of Fields

a. SchoolID
   AICTE Permanent ID provided by AICTE.
b. YearID
   If you have deployed an internal computerized system at your school / college you can provide this Internal ID if any.
c. AcademicYear
   List of Academic Years offered at the School / College like 2014-15, 2015-16, 2016-17 etc.
d. Year
   This is the beginning year i.e 2014, 2015, 2016 etc.
e. IsEnabled
   This is the current year that is in operation like 2016 will be set to True all others will be set to False.

SchoolID	YearID	AcademicYear	Year	IsEnabled
1-441962951	15	2015-2016	2015	0
1-441962951	16	2016-2017	2016	0
1-441962951	17	2017-2018	2017	0
1-441962951	18	2018-2019	2018	1
1-441962951	19	2019-2020	2019	0

9. Semester

SemesterMaster.csv

Description of Fields

a. SchoolID

   AICTE Permanent ID provided by AICTE.

b. BranchID

   If you have deployed an internal computerized system at your school / college you can provide this Internal ID if any.

c. SemesterID

   If you have deployed an internal computerized system at your school / college you can provide this Internal ID if any.

d. SemesterName

   This is where the semester names like Semester 1, Semester 2 etc. are defined.

e. SemesterCredit

   Sum of Marks/Credits of the course / subjects conducted in that semester.

f. IsRegularSemester

   If the semester is applicable to every student then IsRegularSemester is set to True and if it is an optional semester applicable to selected students then it is set to False.

g. BranchName

   Branch where this semester is applicable, if you have defined Branch ID then this is optional

h. DepartmentName

   Department where this semester is applicable, if you have defined Branch ID then this is optional.

i. DepartmentID

j. If Branch ID or Semester ID is defined then this is optional else you would need to enter the Department ID as defined in the Department list.

k. CourseLevel

   As earlier defined in the Course upload, you need to mention the course level, UG, PG, PhD, Diploma, etc., if you have defined Branch ID then this is optional

l. Class

   Class where semester is applicable.

m. IsEnabled

   If this is the current semester of that Class / Branch / Department then IsEnabled set to True and all other semesters for that Class / Branch / Department need to be set to False.

SchoolID	BranchID	SemesterID	SemesterName	SemesterCredit	IsRegularSemester	BranchName	DepartmentName	DepartmentID	CourseLevel	Class	IsEnabled
1-441962951	1	1	Semester 1	5	1	Digital Communication	Electronics	3	UG – Under Graduation	F.Y. Electronics	1

10. Teachers / Employees

Teacher.csv

Description of Fields

a. SchoolId

   AICTE Permanent ID provided by AICTE.

b. EmployeeRegCode

   Teacher Code by which they would be unique to the system.

c. EmployeeName

   Name of the Teacher

d. Mobile

   Phone Number of the Teacher

e. DeptName Name of the Department

   Internal Department name where the Teacher is attached to.

f. DeptID

   Internal Department name where the Teacher is attached to.

g. Gender

   Gender of the Teacher, Male / Female

h. EmailID

   Email ID of the Teacher which will be used for login into the system.

i. Country.

j. City

k. PermanentAddress

l. DOB

   Date of birth of teacher.

m. IntEmail

   Internal Email used by the School / College, this is optional

n. PhoneNo

o. AppointmentDate

p. EmployeeType

   Teaching Staff is identified as 133 or 134 ,135 identified by HOD and 137 identified by Principaland non-teaching staff is identified by any other ID.

SchoolID	EmployeeRegCode	EmployeeName	Mobile	DeptName	DeptID	Gender	EmailID	Country	City	DOB	PermanentAddress	IntEmail	PhoneNo	AppointmentDate	EmployeeType
1-44196295 1	1-3182333 167	Rahul Mundhe	8805 0801 00	Engineering	1	M	rahul.mundhe@gpk.ac.in	India	Karad	02-07-1983	Barshi, Solapur	gpkarad.dte@gmail.com	2164 2714 62	07-12-2011	133
1-44196295 1	1-3180918 678	Shivaji Sakhalkar	8308 2151 25	Engineering	1	M	sakhalkarshivaji@gmail.com	India	Karad	12-07-1983	SHEGAON ROAD AMARAVATI	gpkarad.dte@gmail.com	2164 2714 62	09-12-1985	135
1-44196295 1	1-3194557 933	Vitthal Bandal	9421 0174 62	Engineering	1	M	vitthalsbandal@gmail.com	India	Karad	02-07-1983	Aundh, Pune	gpkarad.dte@gmail.com	2164 2714 62	08-07-2016	137

11. Teacher – Subject

TeacherSubject.csv

Description of Fields

a. SchoolID
   AICTE Permanent ID provided by AICTE.
b. TeacherID
   Unique ID of the Teacher as defined in the Teacher List.
c. SubjectID
   Subject ID as defined in the Subject List that this teacher teaches.
d. SubjectCode
   If Subject ID is defined, then this is optional else you would need to enter the Subject Code as defined in the Subject List.
e. SubjectName
   If Subject ID is defined, then this is optional else you would need to enter the Subject Name as defined in the Subject List.
f. YearID
   Year ID as defined in the Academic Year list.
g. DivisionID
   As defined in the Division List.
h. Division
   If Division ID is defined, then this is optional else you would need to enter the Division as defined in the Division list.
i. SemesterID
   As defined in the Semester List.
j. Semester
   If Semester ID is defined, then this is optional else you would need to enter the Semester as defined in the Semester list.
k. BranchID
   If Semester ID is defined, then this is optional else you would need to enter the Branch ID as defined in the Branch list.
l. BranchName
   If Branch ID or Semester ID is defined, then this is optional else you would need to enter the Branch name as defined in the Branch list.
m. DepartmentID
   If Branch ID or Semester ID is defined, then this is optional else you would need to enter the Department ID as defined in the Department list.
n. DepartmentName
   If Branch ID or Semester ID or Department ID is defined, then this is optional else you would need to enter the Department Name as defined in the Department list.
o. CourseLevel

As earlier defined in the Course upload, you need to mention the course level, UG, PG, PhD, Diploma, etc., if you have defined Branch ID then this is optional

    p. AcademicYear

As defined in the Academic Year List.

SchoolID	TeacherID	SubjectID	Subject Code	Subject Name	YearID	DivisionID	Division
1-441962951	1212	125	MAT	Maths	19	1	A

Semester ID	Semester	BranchID	Branch	Depart mentID	Department	Course Level	AcademicY ear
2	II	5	Electronics	1	Electronics	UG	2018-19

12. Branch – Subject – Year – Division

Branch_Subject_Divisi
on_Year.csv

13. Class Subject

14. Student

Student.csv

a. SchoolID
   AICTE Permanent ID provided by AICTE
b. StudentPRN
   Student PRN provided by University or Internal Student id
c. StudentName
   Full Name of Student
d. PhoneNo
   Phone number of student
e. BranchName
   Branch where this semester is applicable, if you have defined Branch ID then this is optional
f. YearID
   Current Academic Year Id
g. Gender
   Gender of Student
h. EmailID
   Student Email id
i. Country
   Country of Student.
j. FatherName
   Student Father Name
k. DOB
   Student Birth of date.
l. Class
   Student class
m. PermanentAddress
   Student Permanent address
n. City
   Student city
o. TemporaryAddress
   Temporary address of student.
p. PermanentVillage
q. PermanentTaluka
r. PermanentDistrict
s. PermanentPincode
t. InternalEmailID
u. Specialization
   Student Specialization
v. CourseLevel

As earlier defined in the Course upload, you need to mention the course level, UG, PG, PhD, Diploma, etc., if you have defined Branch ID then this is optional

w. AcademicYear

Current academic Year

x. Department

Department where this semester is applicable, if you have defined Branch ID then this is optional.

SchoolID	Student PRN	StudentName	PhoneNo	BranchName	Year ID	Gender	EmailID	Country	FatherName	DOB	Class
1-441962951	1800100016	Jagadale Sonali Shankar	9423457810	Electronics	18	Female	sonali@gmail.com	India	Shankar	01-06-2002	F.Y. Electronics
1-441962951	1800100225	Ghadage Haridas dattartra	9423703018	Electronics	18	Male	Hari@yahoo.com	India	D	21-07-2001	F.Y. Electronics
1-441962951	1800100129	Patil Sanika Sanjay	9987654321	Electronics	18	Female	sanika@gmail.com	India	Sanjay	02-06-2002	F.Y. Electronics
1-441962951	1800100210	Suryavanshi Aditya Ramesh	9827503010	Electronics	18	Male	aditya@gmail.com	India	Ramesh	03-04-2001	F.Y. Electronics

PermanentAddress	City	TemporaryAddress	PermanentVillage	PermanentTaluka	PermanentDistrict	PermanentPincode	InternalEmailID	Specialization	CourseLevel	AcademicYear	Department
Kolhapur	Ichalkaranji	Karad	Ichalkaranji	Hatkanangale	Kolhapur	416115	sonali@gmail.com	Electronics	UG – Under Graduation	2019	Electronics
Solapur	Solapur	Karad	Solapur	North Solapur	Solapur	416789	hari@yahoo.com	Electronics	UG – Under Graduation	2019	Electronics
Sangli	Tasgaon	Karad	Tasgaon	Tasgaon	Sangli	410125	sanika@gmail.com	Electronics	UG – Under Graduation	2019	Electronics

15.Student – Semester

StudentSemester.csv

Description of Fields
a. SchoolID
   AICTE Permanent ID provided by AICTE.
b. StudentID
   As defined in the Student List.
c. SemesterID
   As defined in the Semester List
d. SemesterName
   If Semester ID is defined then this is optional else you would need to enter the Semester
   as defined in the Semester list.
e. YearID
   Year ID as defined in the Academic Year list.
f. AcademicYear
   If YearID is defined then it is optional else as defined in the Academic Year List.
g. DivisionID
   As defined in the Division List.
h. Division
   If DivisionID is defined then optional else as defined in the Division List.
i. BranchID
   As defined in the Branch List.
j. BranchName
   If BranchID is defined then optional else as defined in the Branch List.
k. Specialization
   If BranchID is defined then optional else as defined in the Branch List.
l. DepartmentID
   If BranchID is defined then optional else as defined in the Branch List or Department List.
m. Department
   If BranchID / Department ID is defined then optional else as defined in the Branch List or
   Department List.
n. CourseLevelID
   If BranchID / Department ID is defined then optional else as defined in the Branch List or
   Department List.
o. CourseLevel
   If BranchID / Department ID / CourseLevelIDis defined then optional else as defined in
   the Branch List or Department List or Course List.
p. IsCurrentSemester
   If this is the Current Semester then it is set to True else to False

SchoolID	StudentID	SemesterID	SemesterName	YearID	AcdemicYear	ExtDivisionID	Divsion
1-441962951	102030	II	S.Y.	19	2019-20	1	A

BranchID	Branch	Specialization	DepartmentID	Department	CourseLevelID	CourseLevel	IsCurrentSemester
1	Electronics	Electronics	1	Electronics	1	UG	Yes

16.Student – Subject

StudentSubject.csv

Description of Fields

a. SchoolID

AICTE Permanent ID provided by AICTE.

b. StudentID

Enter Student id provided to student.

c. SubjectCode

If Subject ID is defined then this is optional else, you would need to enter the Subject Code as defined in the Subject List.

d. SemesterID

As defined in the Semester List.

e. BranchID

As defined in the Branch List.

f. SubjectID

Subject ID as defined in the Subject List that the student learns.

g. YearID

Year ID as defined in the Academic Year list.

h. DivisionID

As defined in the Division List.

i. SubjectName

If Subject ID is defined, then this is optional else you would need to enter the Subject Name as defined in the Subject List.

j. Division

If DivisionID is defined, then optional else as defined in the Division List.

k. Semester

If Semester ID is defined, then this is optional else you would need to enter the Semester as defined in the Semester list.

l. Branch

If BranchID is defined, then optional else as defined in the Branch List.

m. Department

If BranchID / Department ID is defined, then optional else as defined in the Branch List or Department List.

n. CourseLevel

If BranchID / Department ID / CourseLevelID is defined, then optional else as defined in the Branch List or Department List or Course List.

o. AcademicYear

If YearID is defined, then it is optional else as defined in the Academic Year List.

p. TeacherID

As defined in the Teacher List.

SchoolID	StudentID	SubjectCode	SemesterID	BranchID
1-441962951	102030	MAT	1	1

SubjectID	YearID	DivisionID	SubjectName	Division
123	19	1	Maths	A

Semester	Branch	Department	CourseLevel	AcademicYear	TeacherID
II	Electronics	Electronics	UG	2019-20	105070

17. Parent

Section-D

Guideline to Upload Filled Template

Guidelines to upload Filled data templates

1. Enter URL https://smartcookie.in
2. Click on 'Login' drop-down and select "School Admin".
3. You can login with (Email, Phone Number).
4. After successfully logged in, **School Admin** 'Dashboard' will appear.
5. Now, click on 'Upload Panel' option from the Dashboard.
6. Now, you have to fill out some options which are as follows:
   i. On the right side you will see the option 'Download Format' Now, choose the appropriate option from the dropdown list and click on 'Download Format' button for downloading the format for the same.
   ii. To see the downloaded, excel file: On the right side a popup will blink, click on the popup and then choose "Always allow pop-ups" option.
   iii. Now, open the excel sheet and fill in all the details. Save the file.
   iv. Now, go back to the 'Upload Panel', fill in the required details like, 'Uploaded By' (Your Name), Select the dropdown option for which you want to Upload.
   v. Choose the Excel sheet in which you have saved the changes.
   vi. Click on 'Upload' button.
   vii. Now, go to 'Batch Upload Status' option on right side of the 'Upload Panel' page.
   viii. Click on 'Scan' button. Now, the in the Status column, you will see whether the file was successfully inserted.
   ix. Now, go back to 'Batch Upload Status' and click on 'Process' button.
   x. Now, 'Batch Master' window will open, from the drop down list select the excel sheet which you uploaded.

xi.   Now, 'Batch Master' window is displayed which will show that your excel file was successfully uploaded.

Below is example for Login with Email Id....
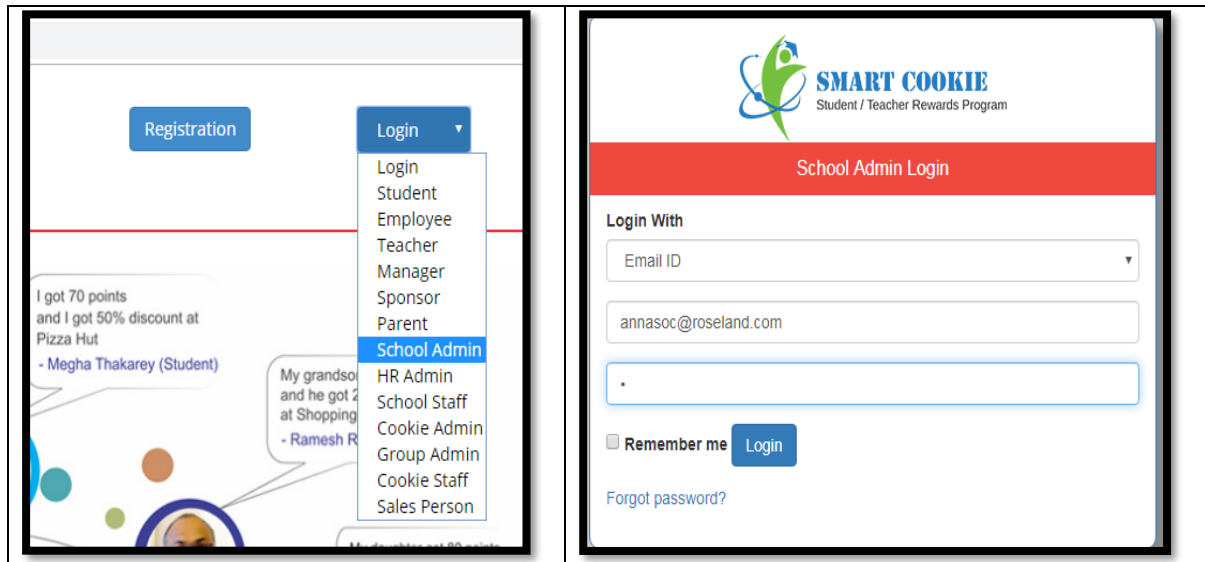
(Fig 1:- Login Option for School Admin)

7.   After Successfully login click on 'Upload Panel ' functionality

(Fig 2:- Dashboard for School Admin)

8. After that click on Drop-Down and select file and click on 'Download Format' button. From this optionSchool Admin can download blank (.CSV formats) in which School Admin can fill data for respective school and then upload it using Upload Panel Option.
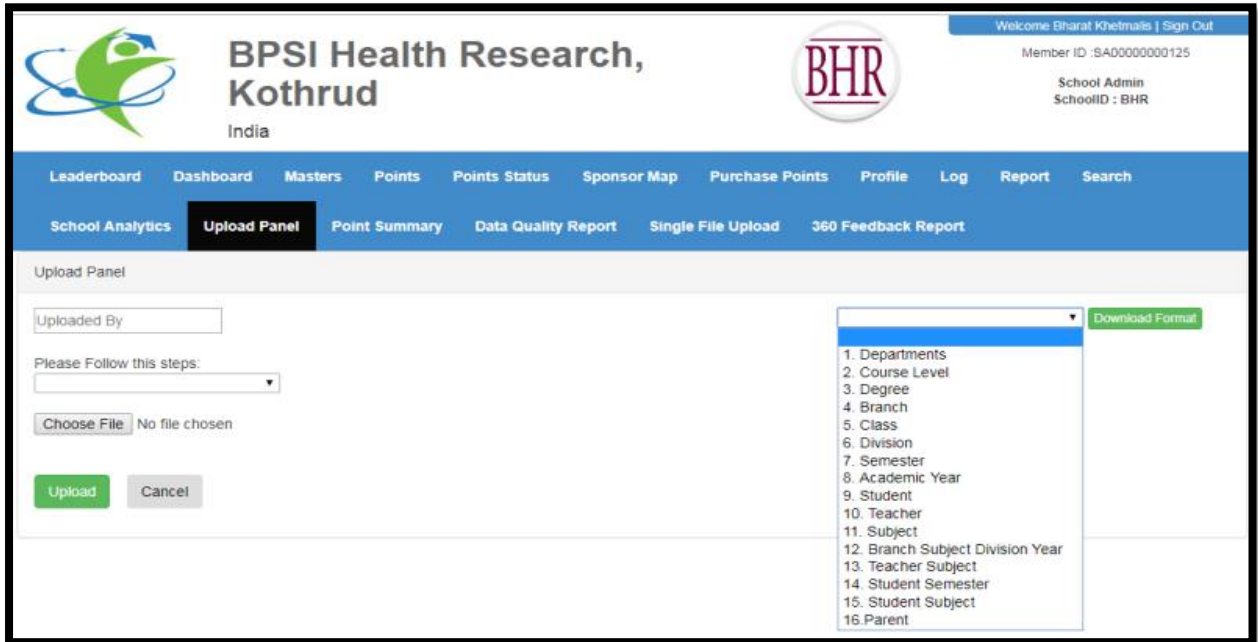
(Fig 3:- Upload Panel - Download Format to Upload Master data for School)

9. Selected file format will be downloaded and after that enter data of all fields.

Sequence for upload must be as follows.

Master Option
1. Department
2. Course Level
3. Degree
4. Branch
5. Class
6. Division
7. Semester
8. Academic Year
9. Student
10. Teacher
11. Subject
12. Branch Subject Division Year
13. Teacher Subject
14. Student Semester
15. Student Subject
16. Parent

Below is example for 1) Department Master.

Fill data for school and prepare it for upload.
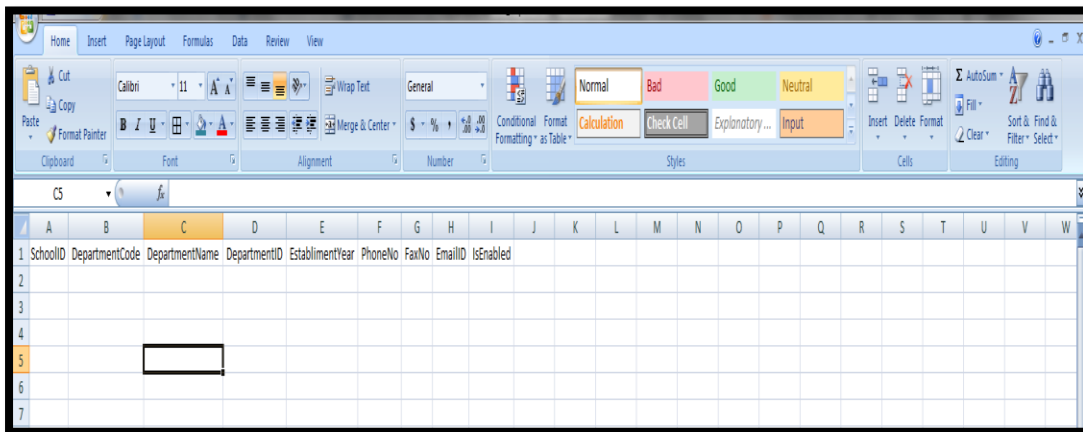
(Fig 4:- Downloaded blank template for Department)

10. Again go to upload Panel and Enter your name for 'Uploaded By' option.
11. Choose master file option from Drop-Down which (1. Department as shown in Fig 5)
12. Choose excel sheet in which you have filled the details.
13. Click on Upload button.
14. Click on 'OK' button.

(Fig 5:- Upload Panel Procedure to upload Fill Template)
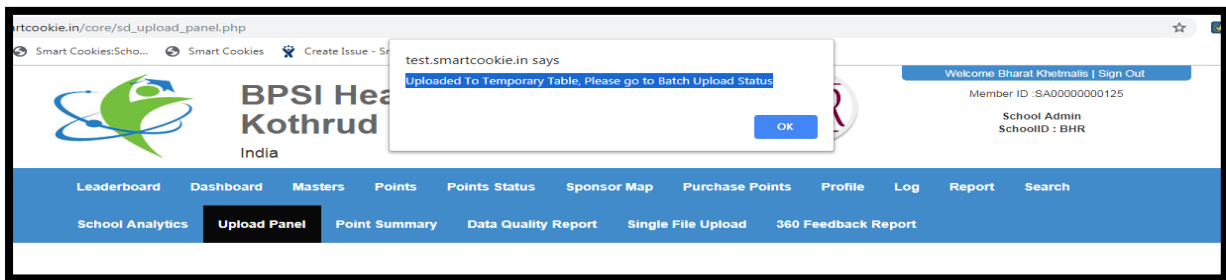
15. After that click on "Batch Upload Status"
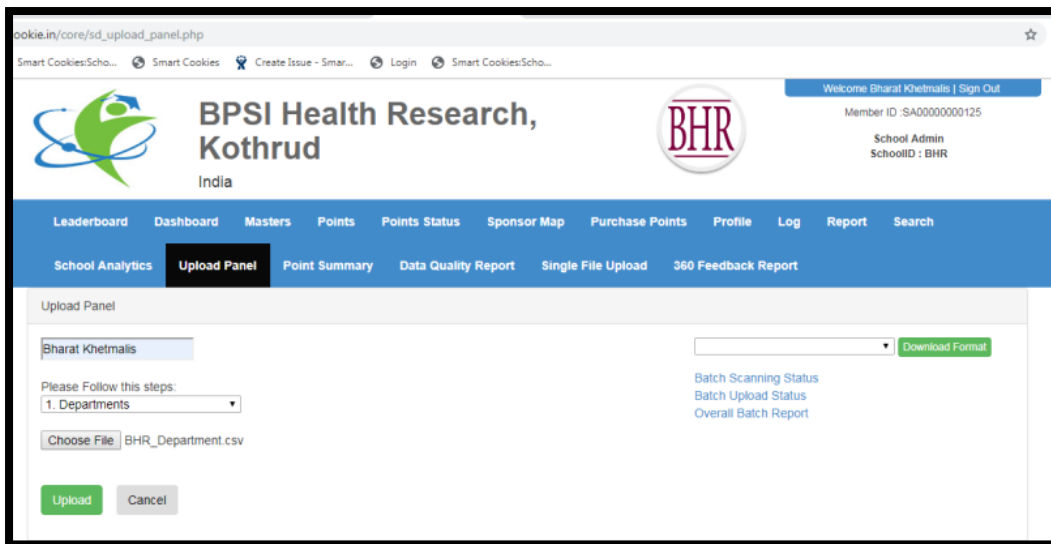
16. Recently uploaded file should display on top and click on on 'Scan' button on that particular file.
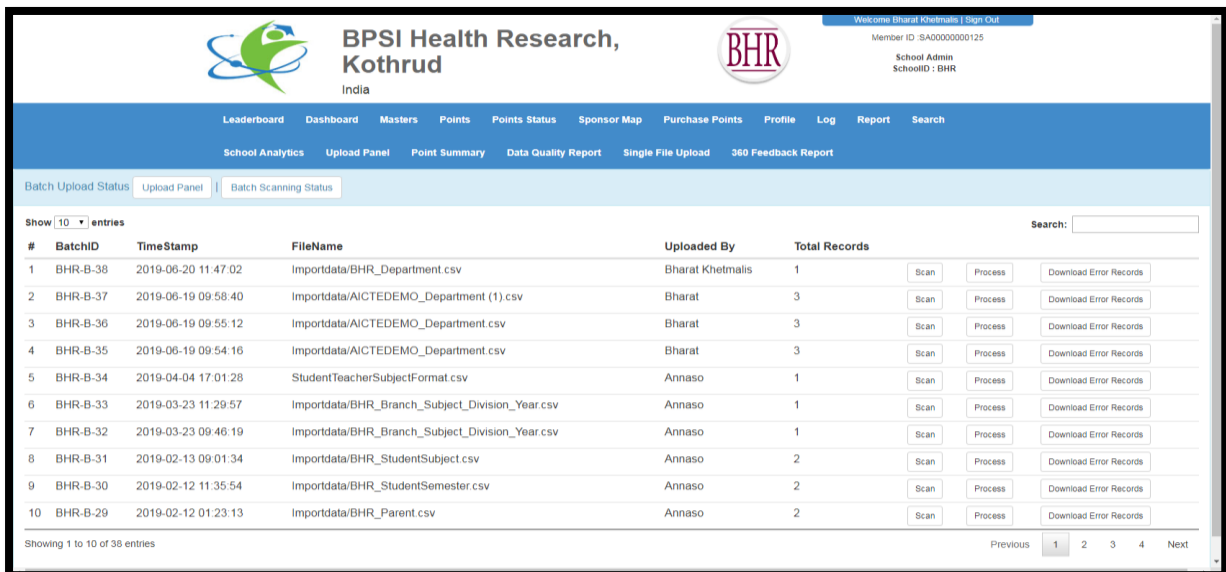
17. Click on 'Batch Upload Status' button.

18. Click on 'Process' button.

19. After successfully upload Batch Master window is displayed. Then from the drop down select recent uploaded file.

20. Now, 'Batch Master' window will open, which will show that your excel file was successfully uploaded.

BPSI Health Research, Kothrud
India

Welcome Bharat Khetmalis | Sign Out
Member ID :SA00000000125
School Admin
SchoolID : BHR

Leaderboard   Dashboard   Masters   Points   Points Status   Sponsor Map   Purchase Points   Profile   Log   Report   Search

School Analytics   Upload Panel   Point Summary   Data Quality Report   Single File Upload   360 Feedback Report

Batch Master

Department ▾

Sr.No	Uploaded_Batch_ID	Input File name	Batch_Date	Batch_Time	Uploaded Records	Errors Records	Duplicate Records	Correct Records	Updated Records	Inserted Records	Existing Records	Uploaded By
1	BHR-B-38	Importdata/BHR_Department.csv	2019-06-20	11:47:02	1	0		1	0			Bharat Khetmalis
2	BHR-B-37	Importdata/AICTEDEMO_Department (1).csv	2019-06-19	09:58:40	3	0		2	1			Bharat
3	BHR-B-36	Importdata/AICTEDEMO_Department.csv	2019-06-19	09:55:12	3							Bharat
4	BHR-B-35	Importdata/AICTEDEMO_Department.csv	2019-06-19	09:54:16	3							Bharat
5	BHR-B-6	Importdata/BHR_Department.csv	2019-02-02	10:23:10	1	0		1	0			Annaso
6	BHR-B-2	Importdata/BHR_Department.csv	0000-00-00	00:00:00	26	0		26	0			Anna
7	BHR-B-1	Importdata/BHR_Department.csv	0000-00-00	00:00:00	26	0		26	0			bharat