



## INSTRUCTIONS

### Read the instructions carefully before starting the process

1. **Install MS-OFFICE 2003 in your system**
2. Download the MS Access database student.mdb from the download forms option in the Bharathiar university official website (www.b-u.ac.in) and store it in the local hard disk.
3. Double click the downloaded student.mdb database to start the process. The related database files required for the process are given below

**MS Access Database name : student.mdb**

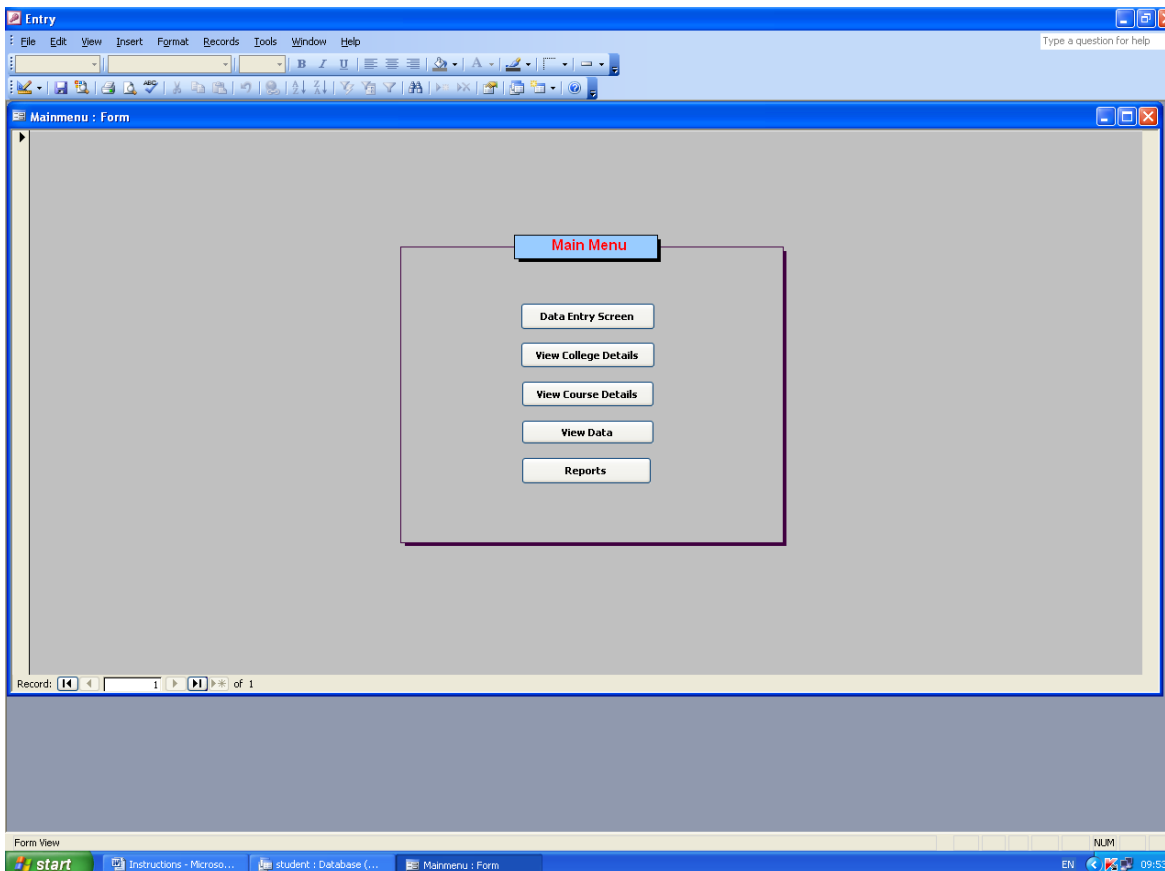
**Table name : i) BIODATA** (The information about the students will get stored inside this table)

**ii) CMASTER** ( This table contains course code and course name)

**ii) COLLMAST** ( This table contains college code and college name)

### Data entry

1. Double click the downloaded student.mdb database which leads to a MAIN MENU screen as shown below



2. Click the option DATA ENTRY SCREEN to start the data entry. A sample data entry screen is shown below.
3. Enter the student data and to get it saved and go to next record click the arrow mark which is available with \* at the bottom left of the data entry screen.
4. To perform any corrections in the saved record click the arrow mark (which indicates previous record) to go to that particular record and do the modifications.
5. After completing the entire data entry process copy the **student.mdb** file in a CD and submit one copy of the CD to the Registrar's section and another one copy to COE's section of the University.

Click this option to delete a record

- View previous Record To view First Record
- Shows Total Records
- Click this button to add new record and also to save
- Click this button to view last record
- Click this button to view next record

## Database Fields and its description

**\*All the fields should be entered compulsorily and in Capital letters.**

1. Register No.	: To be filled by the University
2. Name	: Name of the candidate as per SSLC Mark sheet.
3. Father's Name	: Father's Name
4. F.Occupation	: Father's Occupation
5. Year of Admn.	: Current Year
6. Date of Birth	: Date of Birth as per SSLC Mark sheet
7. Age	: Student's age
8. Sex	: Male candidate (M) Female candidate (F) Transgender (T)
9. College code	: Refer COLLMAST table
10. Course code	: Refer CMASTER table
11. Branch	: Refer COE's Instructions
12. Medium	: English (E) Tamil (T)
13. Current Sem.	: I Semester (1) II Semester (2), etc.,
14. U/P/C/D/PD	: UG (U), PG (P), Certificate (C), Diploma (D), PG Dip. (PD)
15. Community	: OC – 1, BC – 2, MBC – 3, SC – 4, ST – 5, SCA – 6
16. Qualifying Exam	: For Tamilnadu Candidates – 1 For Other Boards – 2 Foreign Candidates (UG/PG) - 3 BU admitted for PG - 4 Other Universities - 5 Lateral Entry (II year) - 6 Diploma for SBTE - 7
17. University Fees	: Tamilnadu candidates (UG) - 730/- Other Boards (UG) - 1150/- Foreign candidates (UG) - 1450/- Foreign candidates (PG) - 1420/- BU admitted PG - 400/- Other Universities PG - 1120/- B.U. MCA candidates - 480/- Other Univeristy MCA - 1200/- Foreign candidates MCA - 1500/- Certificate / Diploma - 180/- PG Diploma candidates - 230/- <b>M.Sc. Software System (5 Yrs.)</b> - TN Candidates - 940/- - OB Candidates - 1360/- - Foreign Candidates - 1660/-
18. Ancillary	: Refer COE's Instructions
19. Category	: Refer COE's Instructions

20. Date of Admn	: Date of the Admission of the candidate
21 Passing Year	: Month and Year of Passing (Example: MAR-10 )
22 Percentage	: Percentage of marks
23 First Language	: Refer COE's Instructions
24 Nationality	: Indian (I), Foreign (F)
25 Phone(L)	: Phone number (Land line) (or) type NIL
26 Phone(M)	: Phone number (Mobile) (or) type NIL
27 Residential Status	: Hosteller or Day scholar
28 Physically Challenged	: Either physically challenged or not
29 Free Education	: Whether admitted under poor student quota
30 Sports Quota	: Whether admitted under sports quota
31 Scholarship Type	: Govt. of Tamilnadu Post-Matric Scholarship (GTPMS) Govt. of India Scholarship (GIS) Minority Scholarship (MS)
32 School / College Dist.	: Studied +2 / College in Coimbatore District (CBE-DIST) Studied +2 / College in Other District (OTH-DIST)
33 School / College State	: Studied +2 / College in Tamilnadu State (TN) Studied +2 / College in Other State (OTHER)
34 NSS / NCC	: Whether joined in NSS or NCC or NIL
35 Email	: Provide Email Id if any (or) type NIL
36 Sanctioned	: Students sanctioned strength for the courses as per R's Office order.
37 Photo	: Type the <b>10<sup>th</sup> or 12<sup>th</sup> Mark Sheet Serial number</b> of the particular student which is available in the top most right hand corner of the 10 <sup>th</sup> or 12 <sup>th</sup> mark sheet. Example <b>432568.jpg</b>

### **INSTRUCTIONS FOR PHOTO SUBMISSION (Photo field should be filled compulsorily)**

1. Create a folder in the local hard disk by college code number and short form of the college name  
For example :

College code (02)

College name (Government Arts College Coimbatore)

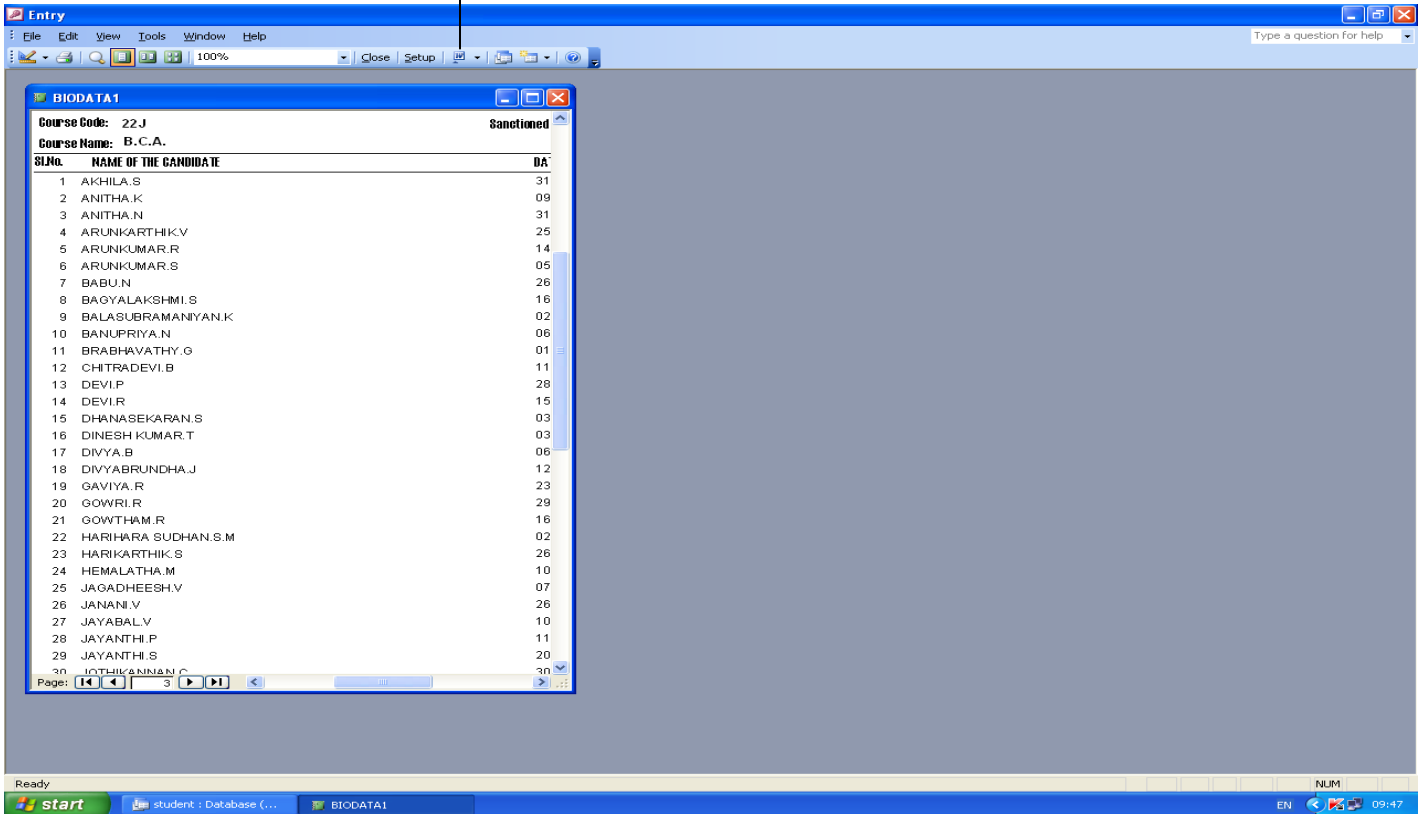
The created folder should hold the name as **02-GACC**

2. Create another sub folder inside the main folder **02-GACC** for example UG B.Sc. Physics as **UGPHY**
3. Scan the candidate's passport size photo and save the photo in JPG file format inside the subfolder. For example if you are scanning U.G. B.Sc. Physics candidate photo of Government Arts College Coimbatore then, scan it and save it in the subfolder **UGPHY** which is under the main folder **02-GACC**. The name to be given for the scanned photo file is **10<sup>th</sup> or 12<sup>th</sup> mark sheet serial number** in order to avoid the duplication.  
**For example : 432568.jpg**
4. Each candidate photo should be scanned **compulsorily** and must be stored under the folder in the local hard disk with their irrespective 10<sup>th</sup> or 12<sup>th</sup> Standard Mark sheet serial number.

## Report Generation

1. After completing the entire data entry, select Reports option from the MAIN MENU
2. Report will be generated after clicking the Reports option.
3. Export the report to MS-Word by clicking the **“W”** button which is available at the top below the tool bar. (A sample screen shot of the report is shown below for reference)
4. Align the report in MS-Word if needed and take print outs.

Click this button to export to MS-WORD



## ONLINE STUDENTS DATA ENTRY

1. The above said instructions have to be followed for online entries also.
2. Type the exact 10<sup>th</sup> or 12<sup>th</sup> Mark sheet Serial number of the candidate in the Text box provided for that.
3. After typing all the database field entries click the save button which will lead to another screen to add the photo.
4. To attach the photo, click the browse button under the field photo and choose the photograph. The photograph link will be attached to the photo field, then click the submit button.

**All the fields are to be entered compulsorily.**

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