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1. LOGIN PAGE
Login with respective **HOD Login** credentials & click on sign in button.

After clicking on **Sign In** button below screen we be displayed.
2. SEMESTER DETENTION

**Purpose:** Using this screen, Semester wise user can detained the respective student.

Select **Examination Process-> Semester Detention.** Click on **Semester Detention** menu.

1. After clicking on **Semester Detention**, below screen is displayed.
**Steps to Semester Detention:**

1. Select Program & Semester and Click on **Search** button as shown below.

**Note:**

1. Based on HOD’s login program will be seen in program drop down.
2. This selection is for semester detain student, student who are not selected will be by default considered as “Not Detained”

3. After clicking on **Search** button, All enrolled student’s in records will be seen.
4. Click on the check box of the students whom to be detained from semester.
5. Click on Save button.

Note:
1. If no student is selected and Save is pressed then validation message will be displayed as **No student is detained**.
2. For selected student, **Remark** is mandatory in order to save the record otherwise you will get validation as **Please select remarks to detention for Enroll no 200420109004**
3. When select all subjects to detain for a student then those student will be seen in semester detention with auto tick mark & will get remove from subject detention screen.
4. Now If the student is unticked from semester detention then all the data should be deleted in subject detention.
5. If semester detention period is over then user will get validation as **Period of semester detention is expired**.
6. After clicking on Save button, ‘Data Saved Successfully’ message will be displayed.

7. Once subject detention process is done, Click on submit button for final submission.
9. After clicking on Submit button, ‘Data Submitted Successfully’ message will be displayed.

Note:
1. If submit button is pressed, editing is not permitted and Save & Submit button will get disabled.
2. Now again if user search the already submitted record then validation message will be seen as Semester detention is already submitted.
3. SUBJECT DETENTION

**Purpose:** Using this screen, Subject wise user can detained the respective student.

Select Examination Process-> Subject Detention. Click on Subject Detention menu.

1. After clicking on Subject Detention, below screen is displayed.
Steps to Subject Detention:
1. Select Program, Semester & Student.
2. Click on Search button as shown below.

Note:
1. Based on HOD’s login program will be seen in program drop down.
2. Students who have been detained from the semester will not be visible here.
3. Only those student will be seen who has done subject registration.

3. After clicking on Search button, based on subject selection done by colleges-only those subjects will be seen here.
4. Click on the check box of the subject which is to be Detained & Select Remarks.

<table>
<thead>
<tr>
<th>Check</th>
<th>Subject Code</th>
<th>Subject</th>
<th>Th. Hr</th>
<th>Pr. Hr.</th>
<th>T. Hr</th>
<th>Total Cr.</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>✔</td>
<td>3110014</td>
<td>Mathematics—I</td>
<td>3</td>
<td>0</td>
<td>2</td>
<td>5</td>
<td>Presence criteria of 75% not fulfilled</td>
</tr>
<tr>
<td>✔</td>
<td>3110017</td>
<td>Induction Program</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>All items checked</td>
</tr>
<tr>
<td></td>
<td>3110005</td>
<td>Basic Electrical Engineering</td>
<td>3</td>
<td>2</td>
<td>0</td>
<td>4</td>
<td>Select Remarks</td>
</tr>
<tr>
<td></td>
<td>3110012</td>
<td>Workshop/ Manufacturing Practices</td>
<td>0</td>
<td>4</td>
<td>0</td>
<td>2</td>
<td>Select Remarks</td>
</tr>
<tr>
<td></td>
<td>3110016</td>
<td>Basic Electronics</td>
<td>3</td>
<td>2</td>
<td>0</td>
<td>4</td>
<td>Select Remarks</td>
</tr>
</tbody>
</table>

5. Click on Save button.
6. After clicking on **Save** button, ‘Data Saved Successfully’ message will be displayed.

### Subject Detention

Note: This selection is for subject detain student, student who are not selected will be by default considered as “Not Detained”

<table>
<thead>
<tr>
<th>Academic Year*</th>
<th>Program*</th>
<th>Semester*</th>
</tr>
</thead>
<tbody>
<tr>
<td>2020-21</td>
<td>BE (ELECTRICAL ENGINEERING) 01-09</td>
<td>Semester 1</td>
</tr>
<tr>
<td>Exam</td>
<td>Winter 2020</td>
<td></td>
</tr>
</tbody>
</table>

#### Data saved successfully

<table>
<thead>
<tr>
<th>Check</th>
<th>Subject Code</th>
<th>Subject</th>
<th>Th. Hr</th>
<th>P. Hr.</th>
<th>T. Hr</th>
<th>Total Cr.</th>
<th>Remarks</th>
</tr>
</thead>
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<td>0</td>
<td>2</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>✔</td>
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<td>Induction Program</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>All items checked</td>
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<tr>
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<td>3</td>
<td>2</td>
<td>0</td>
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<td>Workshop / Manufacturing Practices</td>
<td>0</td>
<td>4</td>
<td>0</td>
<td>2</td>
<td>Select Remarks</td>
</tr>
<tr>
<td>✔</td>
<td>3110010</td>
<td>Basic Electronics</td>
<td>3</td>
<td>2</td>
<td>0</td>
<td>4</td>
<td>Select Remarks</td>
</tr>
</tbody>
</table>

**Note:**

1. If no student is selected and Save is pressed then validation message will be displayed as **No student is detained**.
2. For selected student, **Remark** is mandatory in order to save the record otherwise you will get validation as **Please select remarks to detention for subject code 3110014**.
3. If subject detention period is over then user will get validation as **Period of subject detention is expired**.
4. Once detention is done, Click on submit button for final submission.
8. After clicking on Submit button, ‘Data Submitted Successfully’ message will be displayed.

Note:
1. If submit button is pressed, editing is not permitted and Save & Submit button will get disabled.
2. Now again if user search the already submitted record then validation message will be seen as Subject detention is already submitted.
4. SEMESTER DETENTION REPORT

**Purpose:** Using this screen, User can view the student list who has been detained from semester

Select Exam Reports -> Semester Detention Report. Click on Semester Detention Report menu.

1. After clicking on Semester Detention Report, below screen is displayed.
2. Select the required Program & Stream etc. from respective drop downs.

3. **View Summary**: After clicking on **View** summary, the student who has been detained from semester will be displayed on the same screen just for viewing purpose at anytime.
4. **Print Report**: After clicking on **Print Report**, the report will be displayed in PDF format.

**Note**: Print report will be only available after submit dates are over. In order to do this we will be setting the last date in the **Academic Calendar** and on the last date only everyone will be able to see the final report.
5. SUBJECT DETENTION REPORT

**Purpose:** Using this screen, User can view the student list who has been detained from subject.

Select Exam Reports-> Subject Detention Report. Click on Subject Detention Report menu.

1. After clicking on **Subject Detention Report**, below screen is displayed.
2. Select the required Program, Stream & Subject etc. from respective drop downs.

3. **View Summary**: After clicking on View summary, the student who has been detained from subject will be displayed on the same screen just for viewing purpose at anytime.
4. **Print Report**: After clicking on **Print Report**, the report will be displayed in PDF format.

**Note**: Print report will be only available after submit dates are over. In order to do this we will be setting the last date in the **Academic Calendar** and on the last date only everyone will be able to see the final report.

![Subject Detention Report](image)

**Note**: **Semester Detention Report & Subject Detention Report** will be available in HOD, College & Exam Section login.

Process is same as above to view the reports.
END MANUAL