

**PAF – KARACHI INSTITUTE OF
ECONOMICS & TECHNOLOGY**

STUDENT ADMISSION SYSTEM

USER MANUAL

**by
MIS Department**

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Acknowledgements

Student Admission System and its User Manual has been possible due to the team work of the members of PAF-KIET Management Information System (MIS) Department.

Special thanks to Mr Arif H. Soomro, Assistant Manager, for his valuable contributions in the project. His excellent analysis and design, and his high level programming enabled the system to provide required performance.

Also thanks to Mr Shahzad Halani, Senior Application Developer and Tester, for building user-friendly interfaces for the system. He also applied all required triggers and user security throughout the system. His contribution in this User Manual is worth mentioning.

Lastly, special thanks to Mr Najm Muneer, Senior Application Developer and Tester, for building complex, parameterized reports for the system and providing his expertise as a tester.

I have made my humble effort to supervise the project and provide my guidance to my team at every stage. I hope that the Business Rules and User Manual of the system will provide better understanding of the system to its users.

F.A.Meghani

DBA & Deputy Director, MIS

Student Admission System

The system fully automates the process of student admission in the Institute campus and in the desired Program of study and also registers him/her in the first semester courses of the program. It copies all required parameters for registration in first semester courses, like Syllabus Id, Fee Id, etc. from pre-built setup module.

ADM1: Admission Form Module

The screenshot displays the ADM1 Admission Form Module interface. It is divided into several sections:

- STUDENT DATA:** A table with columns: Form No (22427), Pid (7), Pcode (BE), Area Id (68), Area (MTEE), Campus Id (1), Tno (MAIN), Term (37), Sup (FALL 2009), Pro Adm (N), Shift (M), Inter MS (Grad MS), and COMBINED. Below this, fields include Name (ZAIN-UL-ABDIN), Father (AZHAR HUSSAIN), Guardian (AZHAR HUSSAIN), NIC No (42101-1998401-1), Address 1 (46/3 C-1), Address 2 (AREA LIAQUTABAD), Address 3 (KARACHI), Loc Id (18 LIAQUATABAD), City (KARACHI), Post Code, Sex (M), College (GOVT. DEGREE COLLEGE GIRLS & BOYS ST.ROAD), and Remarks.
- Personal Information:** Relation with Guardian (FATHER), Date of Birth (27-10-90), Phone (4925954-021-4926216), Mobile (03002146409), Office (NA), and Email (as_engineerings@yahoo.com). A photo of the student is visible on the right.
- Qualification:** Inter Pre-Eng. A **SAVE** button is present.
- Submitted/Issued:** Submitted (04-JUL-2009), Issued (04-JUL-2009).
- Father / Guardian Data:** Address (SAME AS ABOVE), City (KARACHI), Phone (NA), Cell (0300-2146409), and Email (NA).
- G_OCCUPATION:** (Empty field)
- Education:** A table with columns: Matric (79), Inter (58), Graduate (0), Master (0), Education Marks (137).
- Total Marks:** A table with columns: Q1 (31), Q2 (16), Q3 (4), Q4 (5), Q5 (5), Total Test Marks + Test (61), Education (198), Interview, and Selection.
- Selected:** A checkbox that is currently unchecked.
- Footer:** Edited By MAHWISH HIRA, 04-JUL-2009 10:52:21.

ADM1: This module can be used by Admission Officer to record particulars of the applicant from his/her Admission Form. Data related to applicant's previous academic qualifications are entered under Education label. Data related to applicant's performance in Aptitude Test, Interview, etc. are entered under Test Marks label. Selected candidates are also marked here. SAVE button saves the data.

ADM8: Prospectus Fee Receipt Module

Form No	Pid	Pcode	Area Id	Area	Tno	Term	Campus
16007	6	BS	50	TC	31	FALL 2007	1 MAIN

Name	ARSHAD ALI	Mode of Payment	Cash
Father	ZAFFAR YAB	Amount	1000
Address 1	H # B-10 DARUS SALAM SOCIETY	Pay Order/Cheque No	
Address 2	SECTOR 31-F	Receipt Date	29-JUN-2007
Address 3	MAIN KORANGI ROAD	Receipt Id	1007
City	KARACHI	Post Code	
Sex	M		
Loc_Id	4 KORANGI		
Phone	5076705,6027642	Mobile	0300-2866848
Office			
Email	ARSHADYAB@HOTMAIL.COM		
Remarks	APPLIED FOR BS TELECOMM & NETWORK		


Edited By: **AKBAR MANZOOR** Edit Date: **24-JUL-2007**

Receipt (ADM 18)

ADM8: This module can be used to create Prospectus Fee Receipt for the prospective program applicant. The Receipt, as displayed below, can be generated through the button after entering the required data such as Mode of Payment, Amount, Pay Order / Cheque Number, if not Cash, etc.

PROSPECTUS FEE RECEIPT

Report run on: **MAIN Server** October 26, 2007



Student Copy

Prospectus Receipt

Name: **Arshad Ali** Father's Name: **Zaffar Yab**
 Address: **H # B-10 DARUS SALAM SOCIETY, SECTOR 31-F, MAIN KORANGI ROAD**
 Contacts: **5076705,6027642** Mobile: **0300-2866848** Email: **ARSHADYAB@HOTMAIL.COM**

Form No. 16007	Program Applied For: BS
Receipt No. 1007	Semester Applied For: FALL 2007
Mode of Payment: Cash	Cash
	Amount Rs. 1000

Received Rupees One Thousand Only.

Admission Officer
 (Signature & Stamp)

ADM9: Admission Setup Module

ADM 9 Admission Setup Module

Did	1	COLLEGE OF HUMANITIES & SCIENCES	Campus	
Fee Id	13	BCS NEW	1	MAIN
Tno	40	FA10	Pid	4 BCS
Syid	89	BSCS 40+4		

Entry By: SHAH Entry Date: 26-OCT-2007

Cno	Course Title	CR HOURS	Tno	Term
50	International Marketing	3	40	FA10
62	Leadership in Organizations	3	40	FA10
85	Office and Record Management	3	40	FA10
96	Principles of Management	3	40	FA10
10	Analysis of Financial Statements	3	40	FA10
138	Written Expression	3	40	FA10

Entry By: SHAH Entry Date: 26-OCT-2007

ADM9: Admission Setup data is the prerequisite for admission of new students. The system features highly flexible setup module where the Academic Officer has to provide required parameters for admission of new students in offered programs of the college. These required parameters are: Campus Id, Dept. Id, Semester / Term Id, Program Id, Fee Id and Syllabus Id.

To enroll new students in first semester courses of the selected program the Academic Officer is required to enter Course Numbers and Credit Hours of the courses offered in first semester of the program. This small data automates the process of student admission in the program and course registration in first semester courses. Fee Id is required to calculate course and other fees to generate Fee Bill at the time of admission of the applicant.

The Academic Officer has to fill this data once for each program of the college. This setup data can be used for multiple semesters to admit new students in a program by changing the Semester / Term Id in each semester. Other data in the module can be modified, whenever required.

Note: Program applicant cannot be admitted in the absence of the Admission Setup data.

ADM 5: ADMIT MODULE

The screenshot displays the ADM5 Student Admission System interface. At the top, it shows the 'ADMISSION MODULE' with various filters and a 'COMBINED' dropdown. The main area contains a form for a student named ZAIN-UL-ABDIN, with details such as father's name (AZHAR HUSSAIN), guardian (AZHAR HUSSAIN), NIC No (42101-1998401-1), address (46/3 C-1, AREA LIAQUTABAD, KARACHI), and phone numbers. A 'SAVE' button is visible. Below the form is a table for 'Education' and 'Total Marks'.

Education				Total Marks					Total Test Marks		Interview Selection	
Matric	Inter	Graduate	Master	Q1	Q2	Q3	Q4	Q5				
79	58	0	0	31	16	4	5	5	61	198		

At the bottom, there are buttons for 'Main (ADM 11)', 'City (ADM 13)', and 'ADMITTED'. A timestamp '04-JUL-2009 10:52:21' is shown.

ADM 5: This module can be used to admit the selected candidates in the offered programs.

To admit a candidate as a new student in the Institute campus, the Admission Officer presses the ADMITTED button. This will :

1. Auto-generate Student Number (SNO) and Registration Id (RCODE) for the new student and admit him/her in the Institute campus and in the selected Program of study with Specialization Id.
2. Assign Program Syllabus Id and Fee Id to the new student.
3. Register the new student in the first semester courses.
4. Send SMS to the new student with SNO and Password for login to the Student Application.

To admit an existing student in any higher program, e.g. Bachelor to Master, the Admission Officer has to enter the student's Student Number (SNO) in the box provided and press the ADMITTED button. This will :

1. Register the existing student in the new Program of study with specialization id.
2. Register him/her in the first semester courses.

System marks the applicant as 'Admitted'. This prevents duplicate admission of the applicant as a student, and also prevents duplicate registration in the same program

The Main or City button generates Registration Form report, as displayed below, for the new student. The report displays registered courses, schedule of class sessions and fee bill details.

REGISTRATION FORM

REGISTRATION FORM

Sno:	52584	Form No.:	176661	Semester:	FALL 2007
Name:	MUZAMMIL ABBAS NOORI	Program:	MBA	Registration Code:	MB-3-07-52584
Address:	FLAT # CHANDI ARCADE, AL-FRED STREET GARDEN WEST, KARACHI KHI				
Phone:	021-2232916	Mobile:	0321-8701404	Email:	marulz17@hotmail.com

S.No.	Class Id	Course No	Course Name	Course Abbrev	Credit Hours
1		5094	Principles of Marketing	PrMkt	3
2		5096	Principles of Management	PrMgm	3
3		5076	Micro Economics	Micro	3
4		5016	Business Communication and Report Writing	BCRW	3
5		5004	Advanced Business Mathematics	AdvBMth	3

Applicant's Signature & Date

Admission Officer

Registration Officer

Class Schedule

Day Id	Day	AdvBMth		BCRW		Micro		PrMgm		PrMkt	
		CID	Period	CID	Period	CID	Period	CID	Period	CID	Period
1	MON			51601	1						
2	TUE					51611	1	51621	1	51602	1
3	WED	51617	1					51755	1		
4	THU	51618	1					51604	1		
5	FRI					51605	1			51623	1
						51701	1				
6	SAT			51607	2			51606	1	51613	1
				51708	2						
7	SUN	51624	2	51615	2	51608	1	51614	1	51610	3
						51629	2				

Fee Details

Fee	Amount
Admission Fee	6,000
Others	100
Caution Money R/F	5,000
Tuition Fee	35,250
Total	46,350

Accounts Officer

Rupees Forty-Six Thousand Three Hundred Fifty Only.

The new student may deposit the fee in the Accounts Office.

ADM 2: Admission Reports

ADM2 Admissioin Reports

Select Report Format

PDF

1	Percentage Criteria of a New Selected Students	11	Admission Registration Form (Main Campus)
2	Data in Excel	12	Gender wise Percentage Criteria in Intermediate
3		13	Admission Registration Form (City Campus)
4	Admissions in a semester	14	Intake with Percentage Criteria(College, Term wise)
5		15	Education and Aptitude test marks (Term wise)
6	Intake wise Previous Academic Qualification	16	Entry Qualification wise list of students and last CGPA
7		17	Admission Setup
8		18	
9		19	Programwise Applicants
10	Qualification Detail (College wise)	20	Termwise Admission Applicants (Count)

ADM2 Admissioin Reports

Select Report Format

PDF

HTML

HTMLCSS

DELIMITED

RTF

XML

SPREADSHEET

DELIMITED DATA

1	Percentage Criteria of a New Selected Students	11	Admission Registration Form (Main Campus)
2		12	Gender wise Percentage Criteria in Intermediate
3		13	Admission Registration Form (City Campus)
4	Admissions in a semester	14	Intake with Percentage Criteria(College, Term wise)
5		15	Education and Aptitude test marks (Term wise)
6	Intake wise Previous Academic Qualification	16	Entry Qualification wise list of students and last CGPA
7		17	Admission Setup
8		18	
9		19	Programwise Applicants
10	Qualification Detail (College wise)	20	Termwise Admission Applicants (Count)