D BASE SOLUTIONS PVT LTD.,

Innovation through ideas...

GSTIN . 37AAICD1854G1ZM

D.No. 16-58/33, Sri Sairam Nagar, Hanuman Nagar, Eluru, 534001, W.G. Dist. A.P.
☎ 08812-233466, ✆ 93943 22300

DATE: 25-09-2023

TO,
THE PRINCIPAL,
D.N.R. AUTONOMOUS COLLEGE,
WEST GODAVARI,
BHIMAVARAM.

SUB: AMC For i-Campus Examination software for PG course for the academic year 2023-2024
Ref: Quotation No DBS I CAMPUS-EXAM/ 2019-09, dated 30-10-19.

* * *

Respected Sir,

With reference to the above cited, we have completed AMC for the academic year of 2022-23, hence we are requesting you to pay the AMC for the academic year of 2023-2024.

S.NO	DESCRIPTION	AMOUNT
1	AMC for the year of 2023-24 (AMC Charges are 15% on the total cost (1,50,000/-) of the software)	22,500.00
	GST 18%	4,050.00
	TOTAL	26,550.00

FOLLOWING IS OUR ACCOUNT DETAILS:

Name of the Bank: IDBI
Name: D BASE SOLUTIONS PRIVATE LIMITED
Account Number: 0440102000006859
IFSC Code: IBKL0000440
Branch: Eluru

Thanks & Regards,

(Y R M RAJU),
MANAGER (Mkt & Dev),
For D Base Solutions Pvt Ltd.,
Mobile: 093943-22302(O), 098665-43636(P).

eSign
Signed by: MOSES GUTLA
Reason: Verified
Location: Bhimavaram, India
Date: 07-Aug-2024 (03:02 PM)

15-7-22

PROFORMA INVOICE

WEBPROS SOLUTIONS PVT. LTD.
Reg.Office & Factory: # 39-34-15/3, Ambedkar Colony,
Behind RTO Office, Near R & B, Muralinagar, Visakhapatnam - 530007
Mobile: 9866078889, 9705748149 Email:ravi@webprosindia.com

Invoice No:	**WS1077**
Date:	**28-09-2022**
P.O. No:	**Verbal**
P.O. Date:	
Supplier's Ref. No:	
Dispatched Through:	
Dispatch No:	
Dispatch Date:	
Destination:	
Packing Details: / Terms of Delivery:	
Contact Person: / Contact No:	
Terms of Payment	

Buyer's Name & Address:

DANTULURI NARAYANA RAJU COLLEGE ASSOCIATION
BHIMAVARAM ,WEST GODAVARI-534202

Buyer's TIN No.:

Ship to:

DANTULURI NARAYANA RAJU COLLEGE ASSOCIATION
BHIMAVARAM ,WEST GODAVARI-534202

Buyer's TIN No.:

Sl. No.	Description of Goods	Qty Nos	Unit Rate ₹	Amount ₹
1	**Package** College Automation Package	1	105000	1,05,000.00
2	Data Uploading & Configuration Charges	1	15000	15,000.00
				-
				-
	Add: TAX @		18%	21,600.00
In words				
ONE LAKH EIGHTEEN THOUSAND ONLY	Total after Tax	2	₹	1,41,600

Terms & Conditions

1. Payment to be made in favour of **Webpros Solutions Pvt. Ltd.**
2. Interest @18% will be charged if the bill is not paid within the stipulated time.
3. Goods once sold will not be taken back.
4. No Warranty for burn and physical damage.
5. All disputes subject to Visakhapatnam Jurisdiction only.

For Webpros Solutions Pvt. Ltd.

(Authorized Signatory)

Company's Bank Details: Bank Name: **HDFC BANK LTD**
Current Account. No. **00502000018344.**
Branch Name: **Dwarakanagar.**
IFSC Code: **HDFC0000050**

pay in 4 instalments

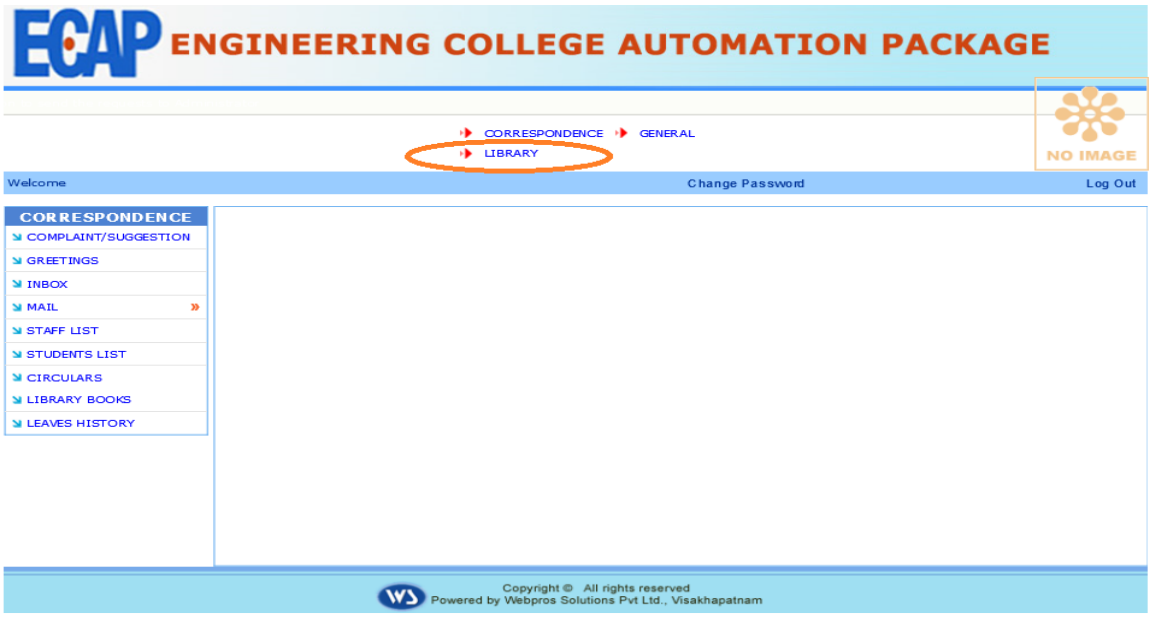
eSign
Signed by: MOSES GUTLA
Reason: Verified
Location: Bhimavaram, India
Date: 07-Aug-2024 (03:02 PM)

LIBRARY MODULE

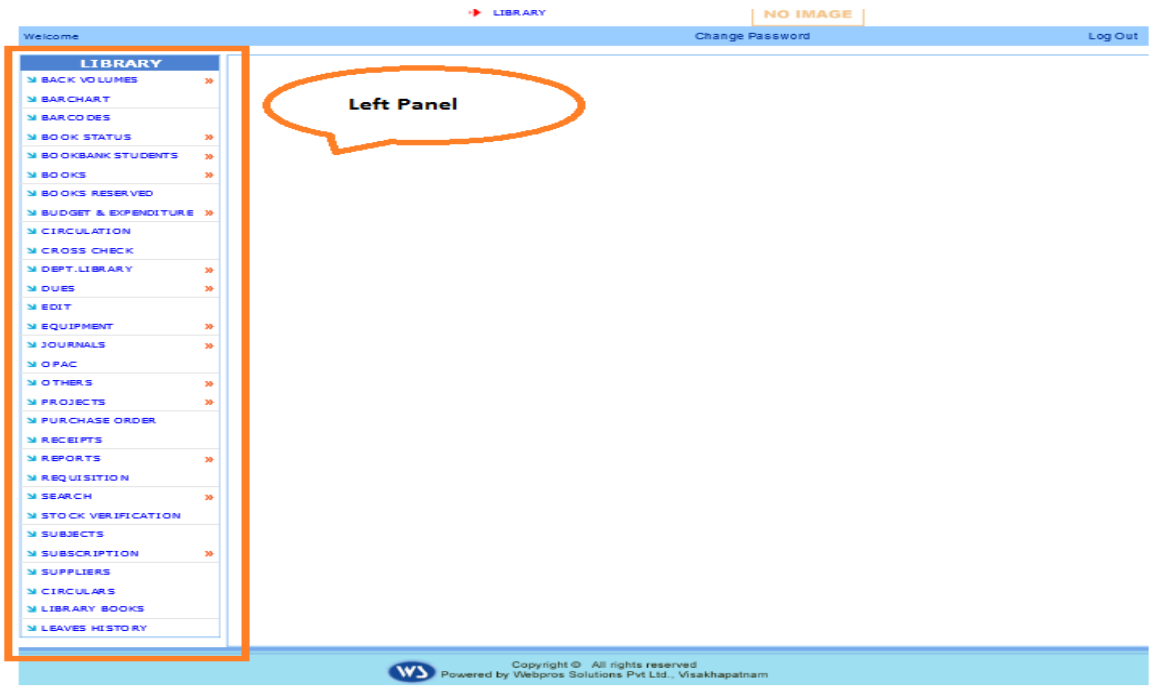
1) How Can I Enter New Supplier Data In To Package?

Ans:-Step 1:-Please Login In To ECAP By Using Your Username And Password

Step 2:- Please Click On "Library" Module As Shown In Below.

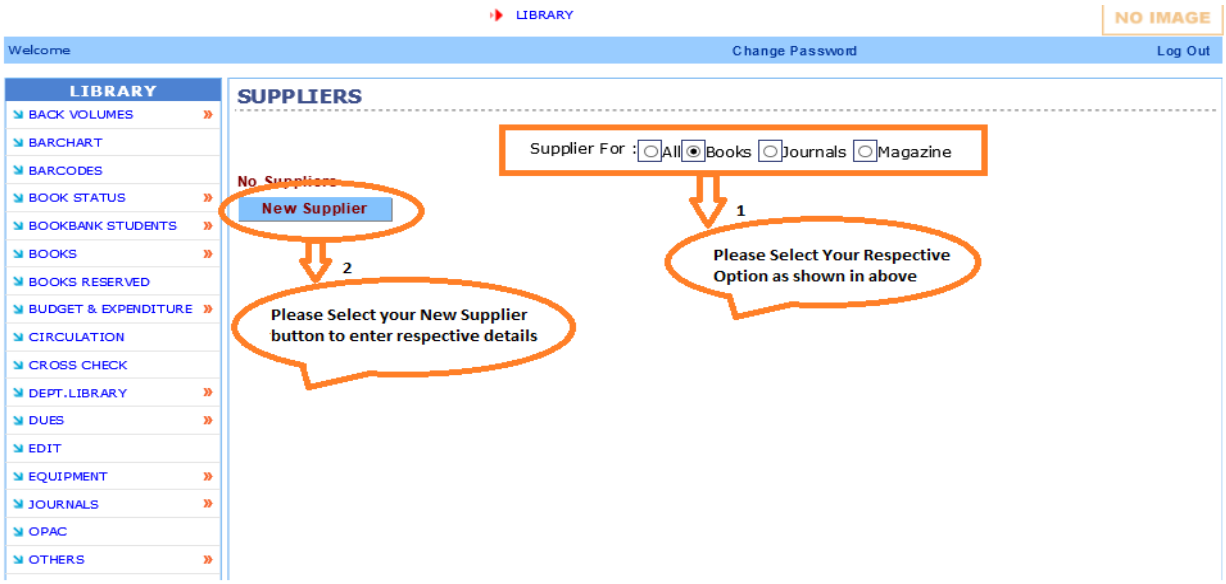


Step 3:-You Will Find "Left Panel" After Clicking On Library Module As Shown In Below.

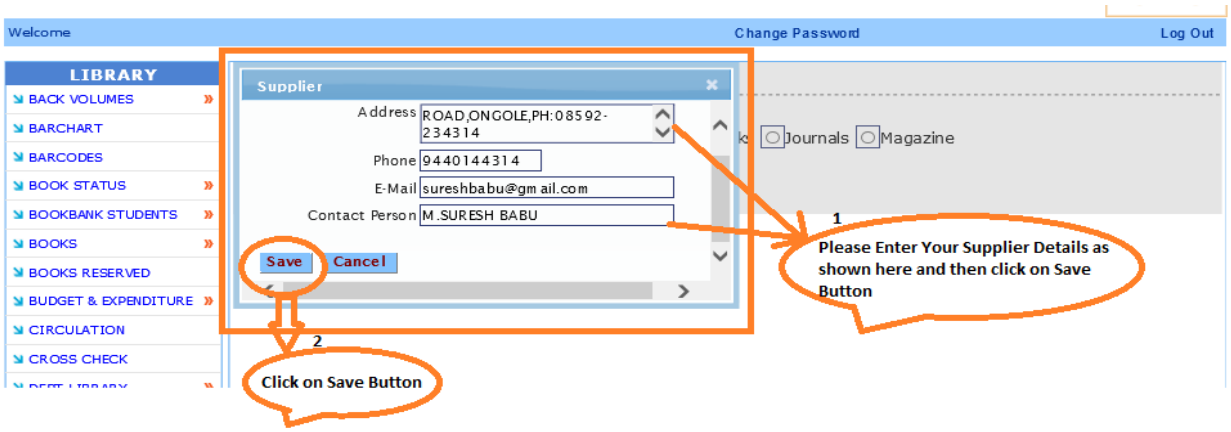


Step4:- **Please Click On "Suppliers" Option Which Is Available In Left Menu As Shown In Below.**

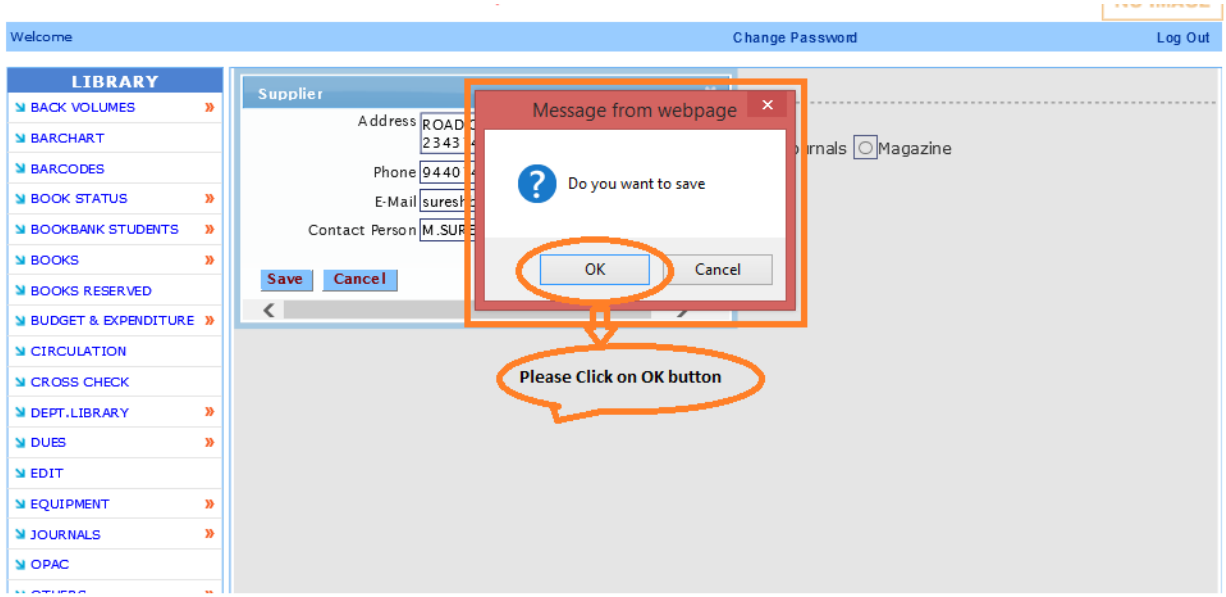
Step5:- **You Will Get The Below Screen After Click On Suppliers Option Here Please Select Your Option And Click On New Supplier Button To Enter Details.**



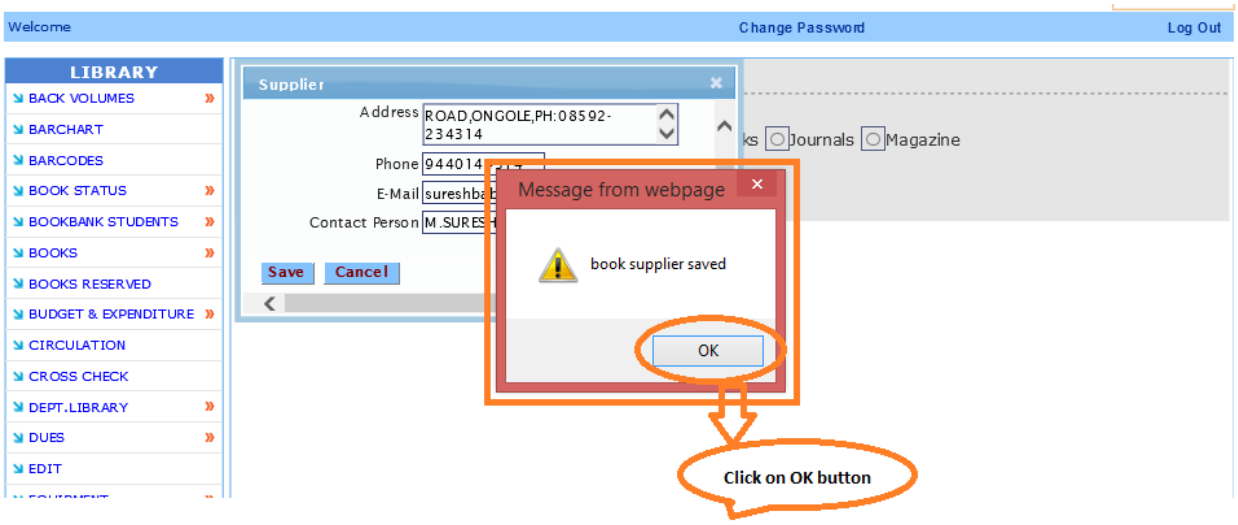
You Will Get The Below Pop To Enter Details. Here Please Enter Supplier Details And Click On Save Button



Step6:- You Will Get Popup Confirmation Alert Here Please Click On OK Button As Shown In Below.



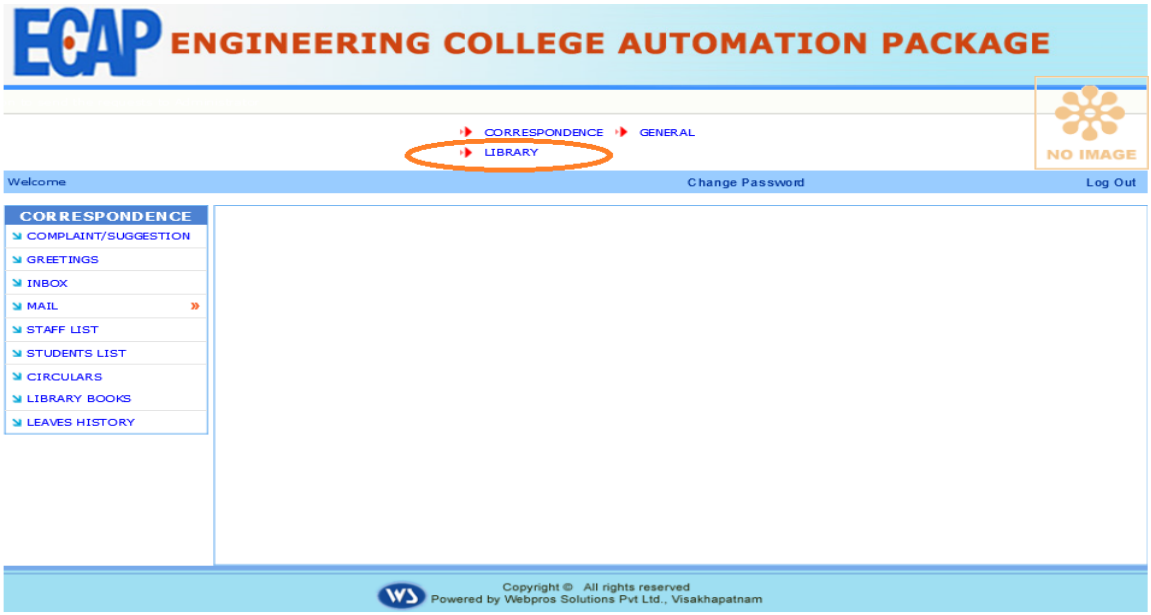
Step7:-You Will Get Popup Confirmation After Click On OK Button. Here Please Click On OK Button



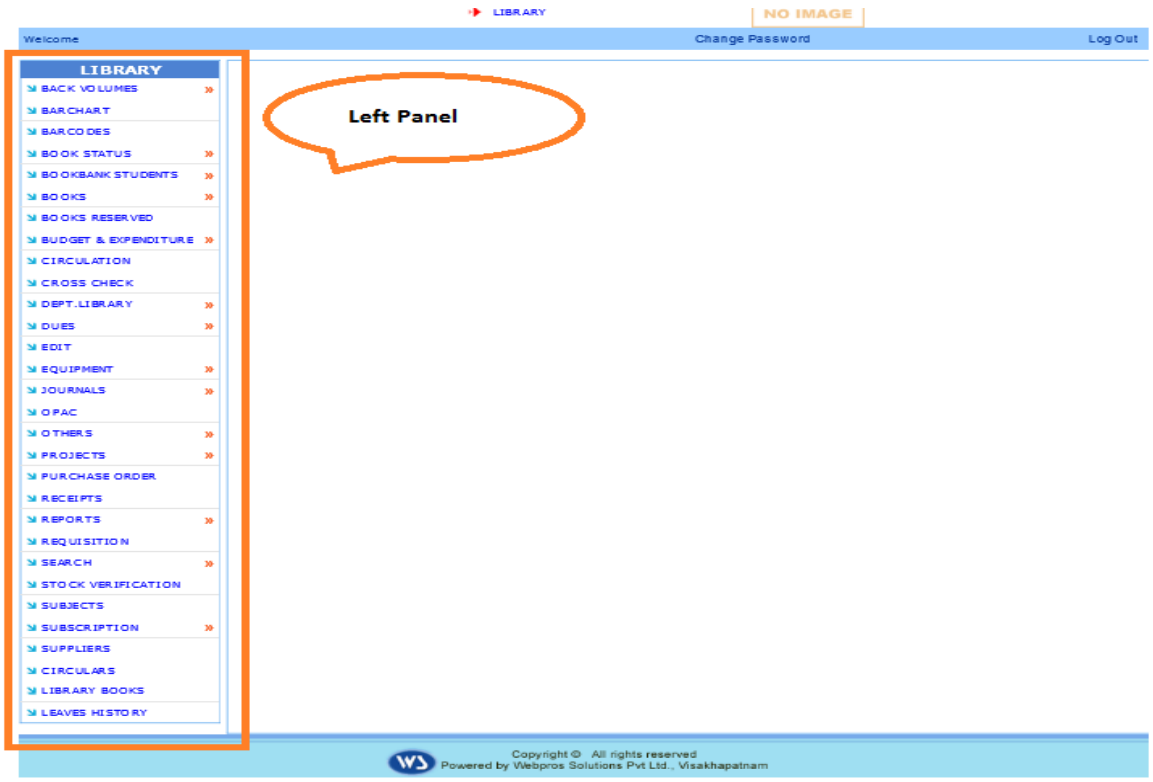
2) How Can I Edit And Delete Existing Supplier From Package?

Ans:-Step 1:-Please Login In To ECAP By Using Your Username And Password

Step 2:- Please Click On "Library" Module As Shown In Below.

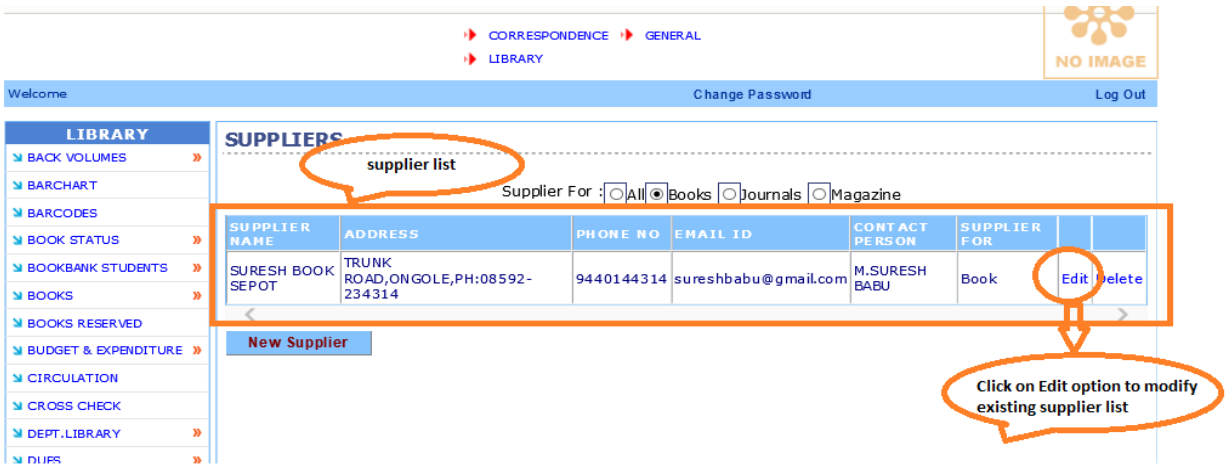


Step 3:-You Will Find "Left Panel" After Clicking On Library Module As Shown In Below.

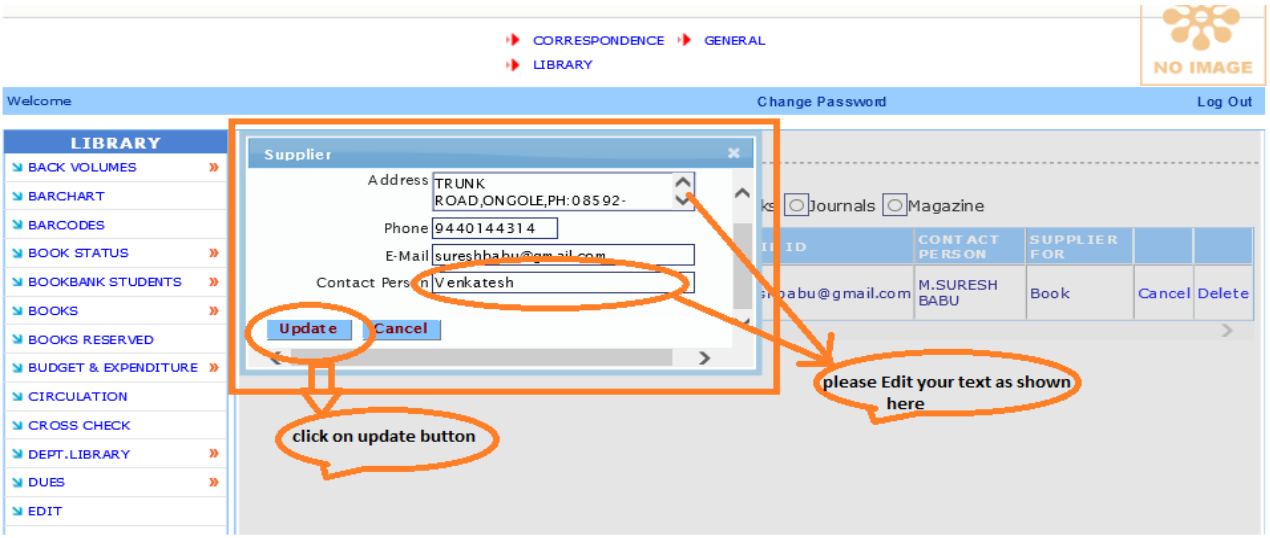


Step4:- Please Click On "Suppliers" Option Which Is Available In Left Menu As Shown In Below.

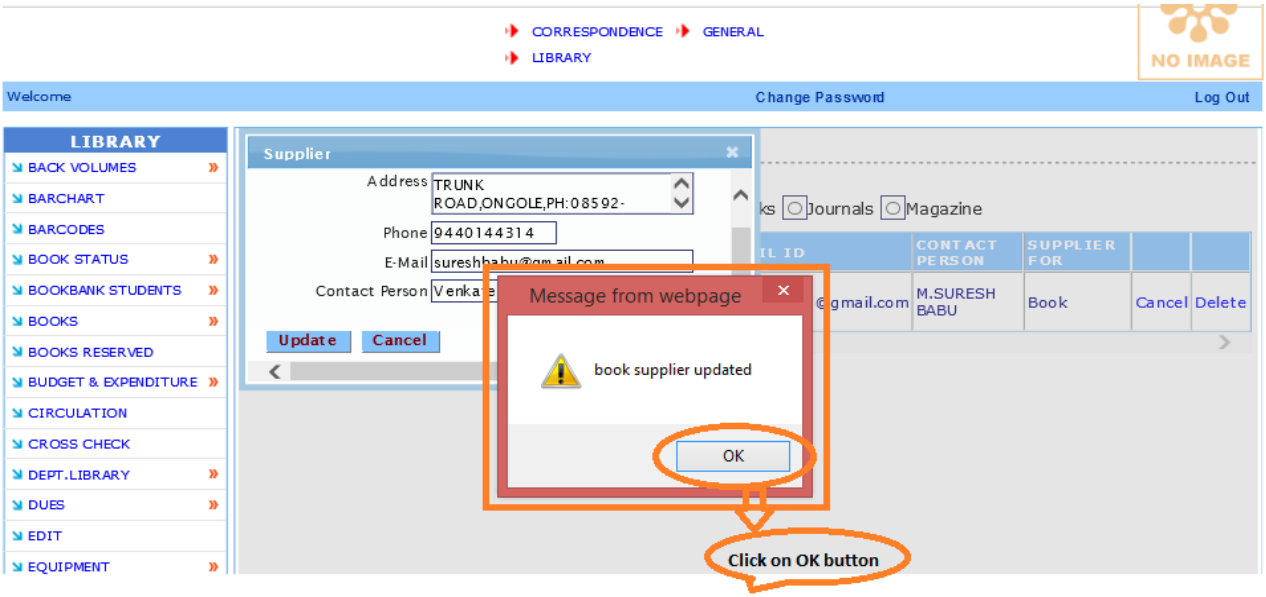
Step5:-You Will Get The Below Screen After Click On Suppliers Option Here Please Select Your Option To Get Existing Supplier List As Shown In Below.



You Will Get The Below Popup. Here Please Enter Your Text And Click On Update Button As Shown In Below.



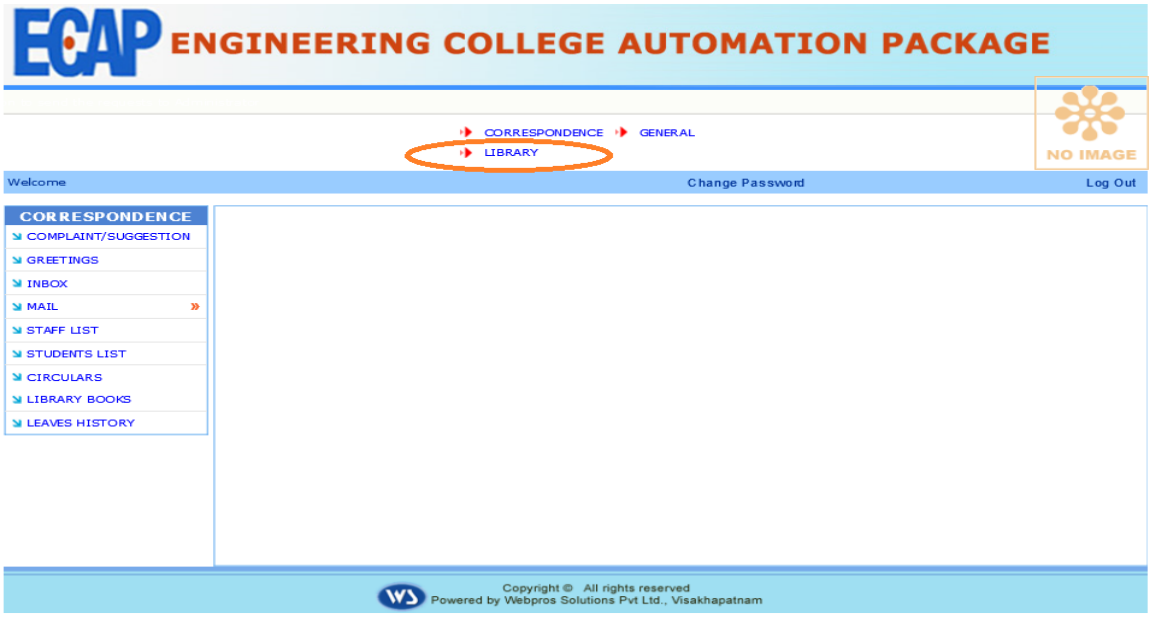
You Will Get The Below Confirmed Message As Shown In Below.



Deleting A Existing Supplier:-

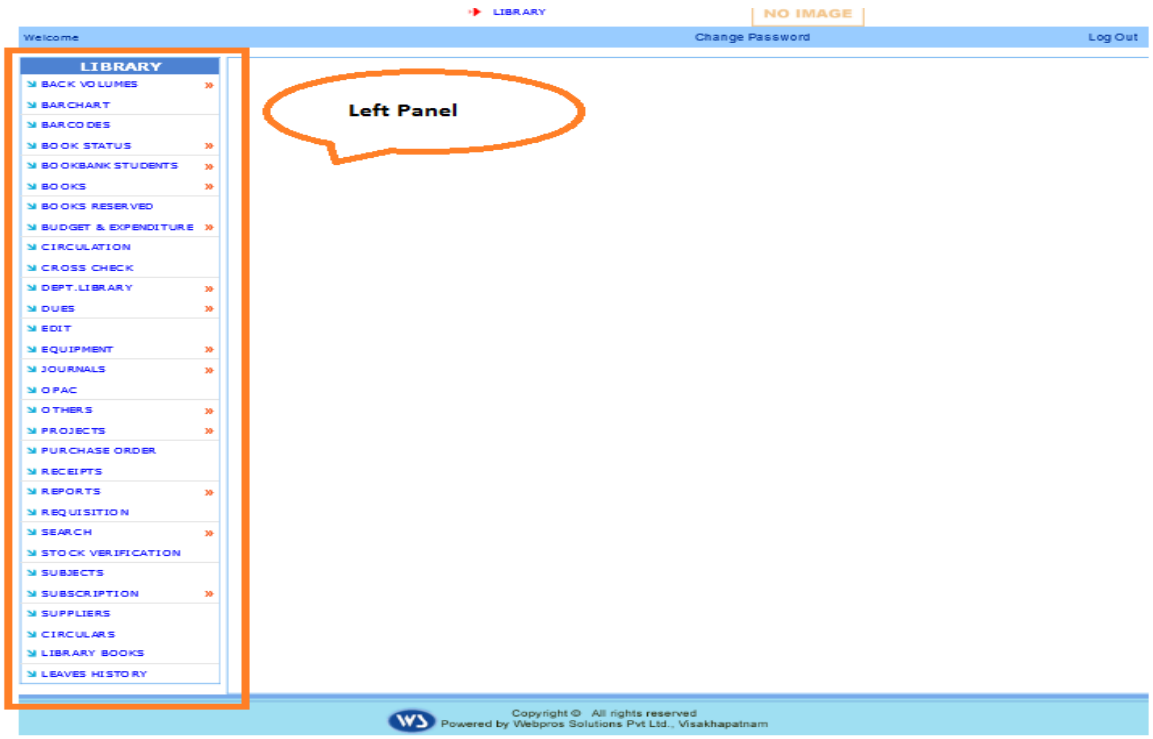
Step 1:-Please Login In To ECAP By Using Your Username And Password

Step 2:- Please Click On "Library" Module As Shown In Below.



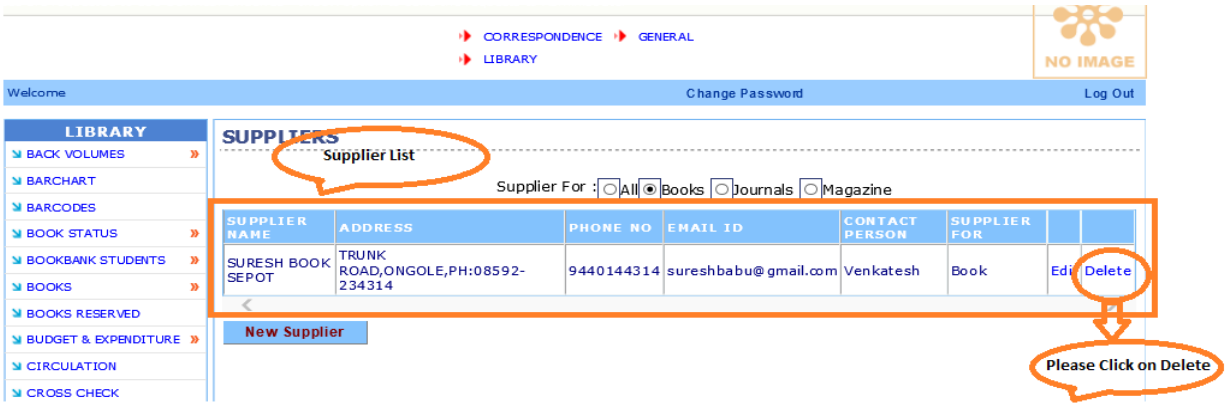
Step 3:-You Will Find "Left Panel" After Clicking On Library Module As Shown In Below.

----------Please Go To Next Page For Continuation----------

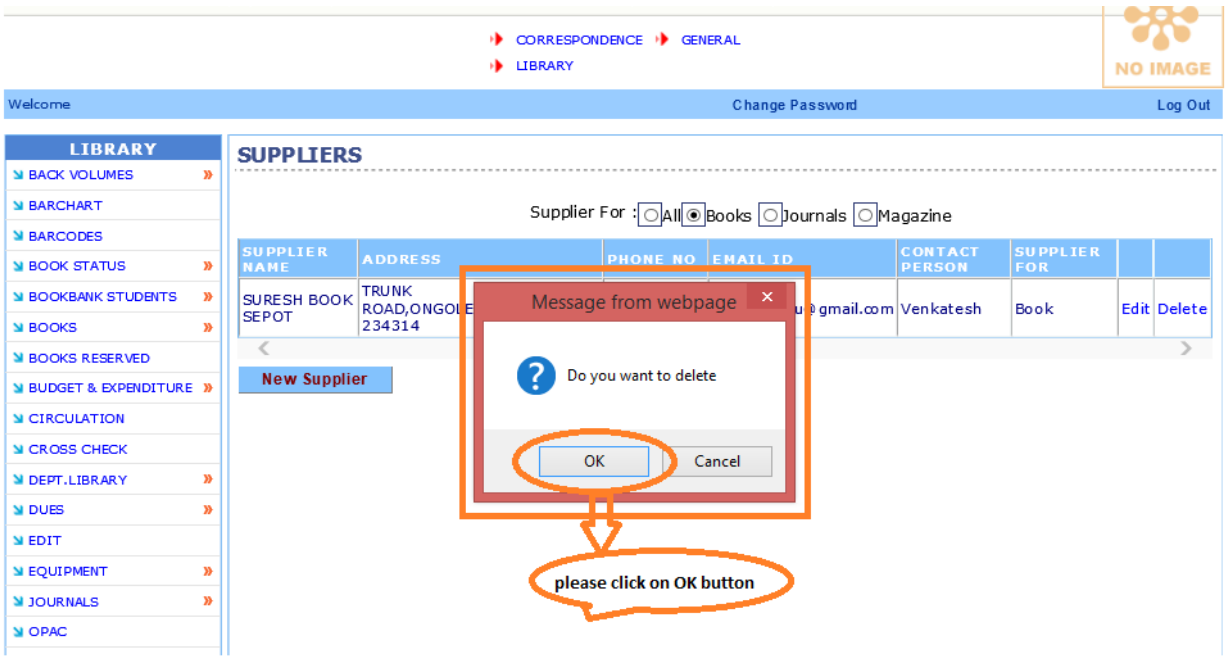


Step4:- Please Click On "Suppliers" Option Which Is Available In Left Menu As Shown In Below.

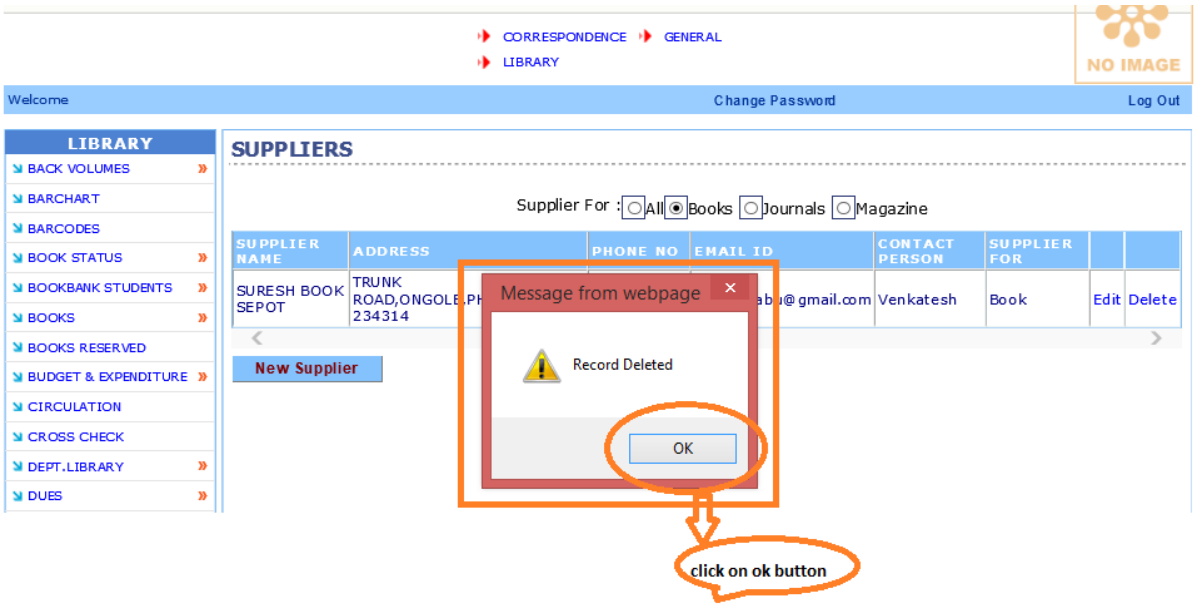
Please Click On Delete Option To Delete Existing Supplier.



Step6:-You Will Get The Below Popup Confirmation Alert After Click On Delete Option As Shown In Below.



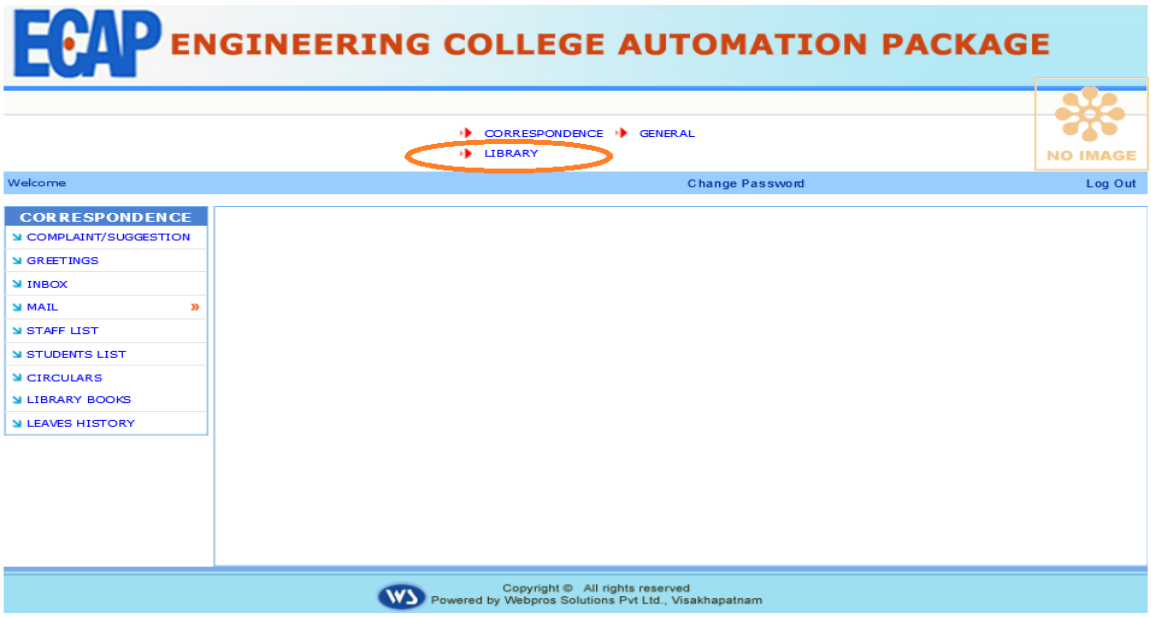
You Will Get Below Confirmed Message After Click On Ok Button. Here Please Click On OK Button.



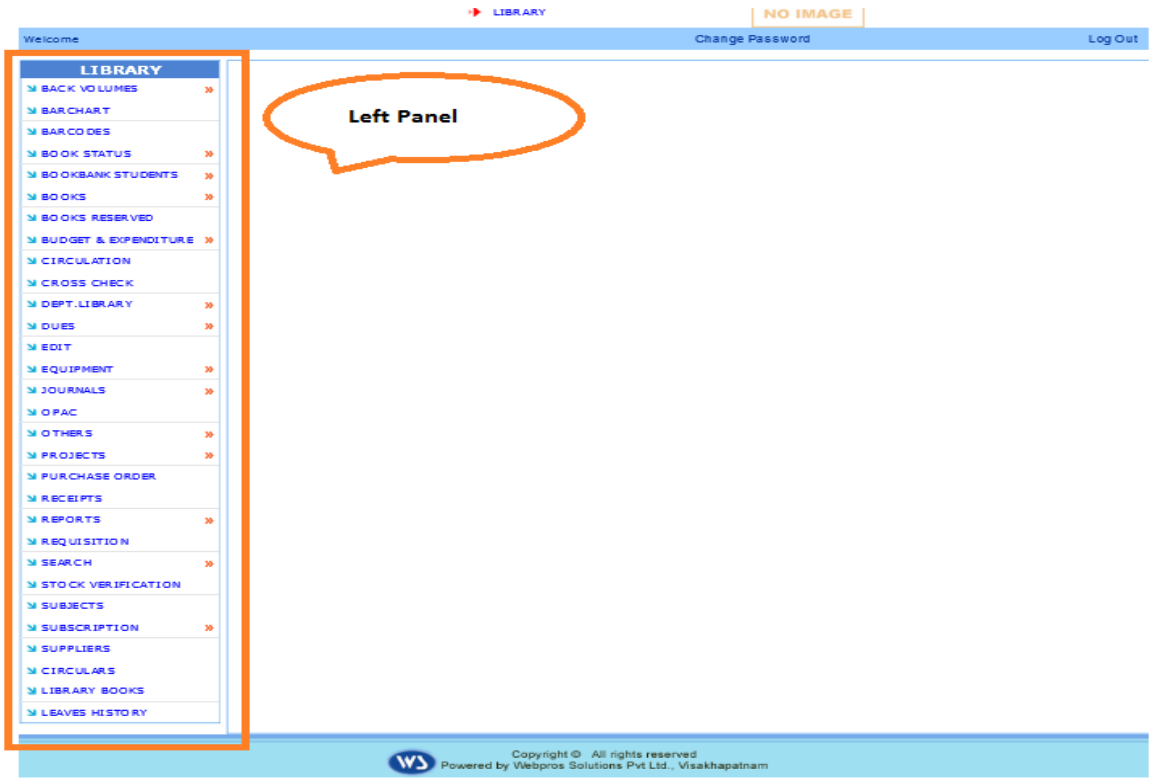
3) How Can I Enter Library Subjects In To Package?

Ans:-Step 1:-Please Login In To ECAP By Using Your Username And Password

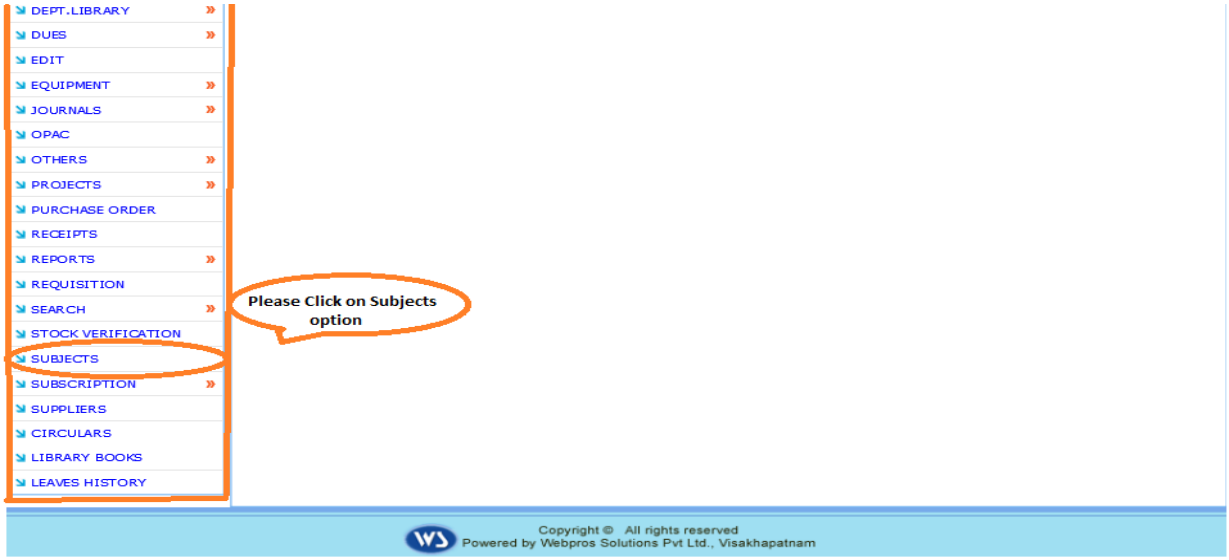
Step 2:- Please Click On "Library" Module As Shown In Below.



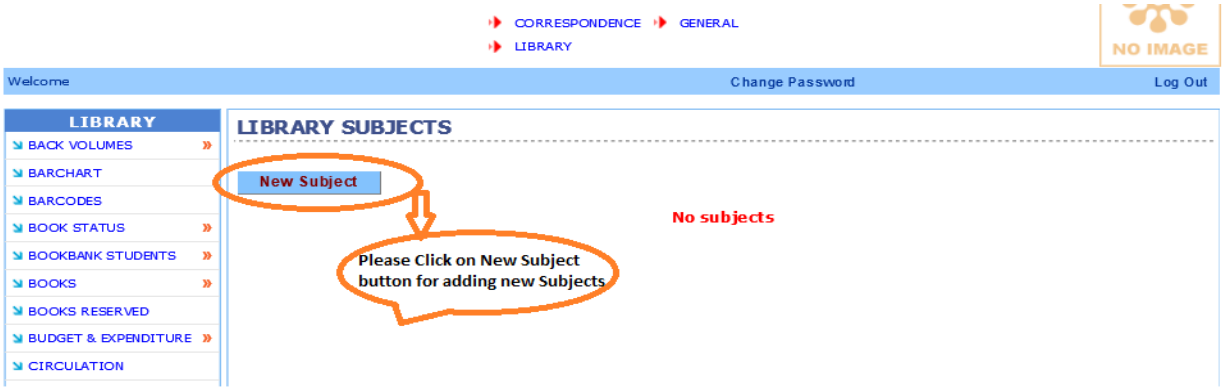
Step 3:-You Will Find "Left Panel" After Clicking On Library Module As Shown In Below.



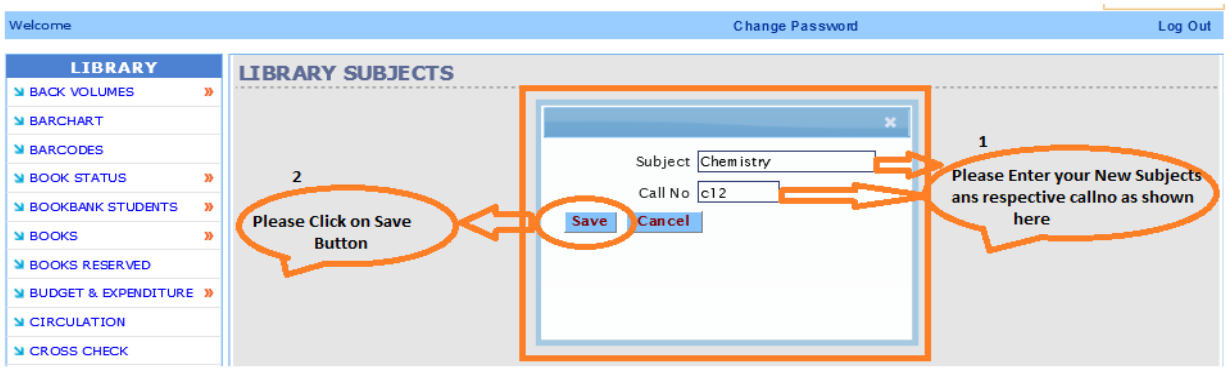
Step4:- Please Click On "Subjects" Option Which Is Available In Left Menu As Shown In Below.



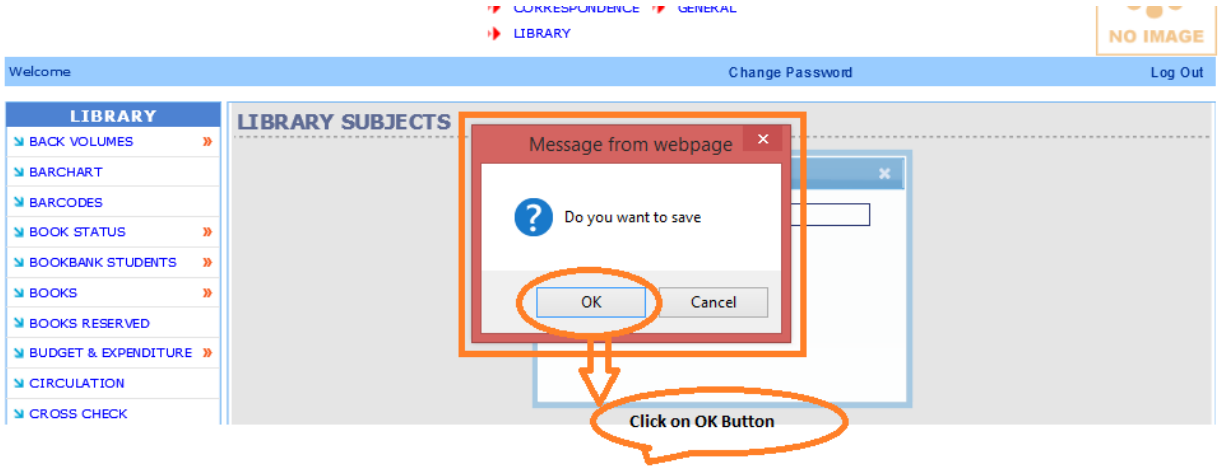
Step5:- You Will Get The Below Screen After Click On Subjects Option. Here Please Click On New Subjects Button For Adding New Subjects As Shown In Below.



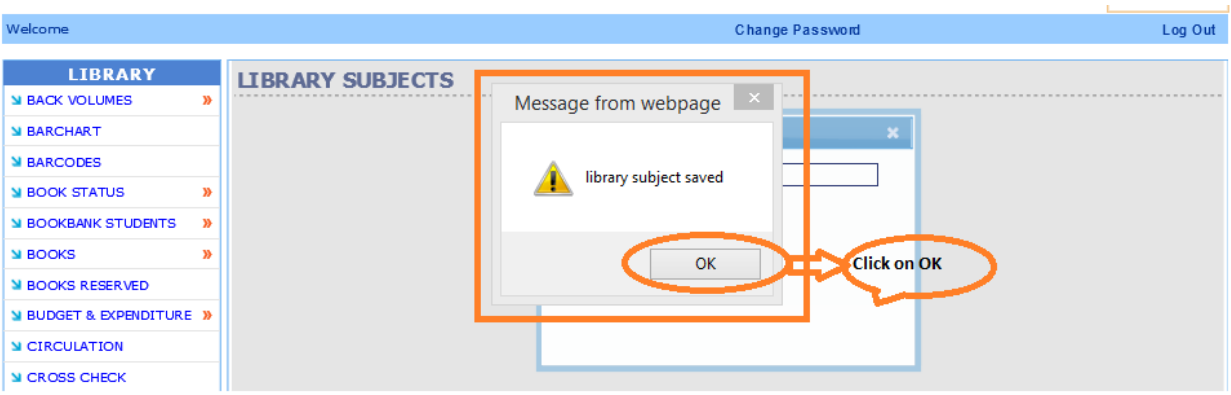
Step5:-You Will Get The Below Window To Adding New Subject .Here Please Enter Subject&Callno And Then Click On Save Button As Shown Here.



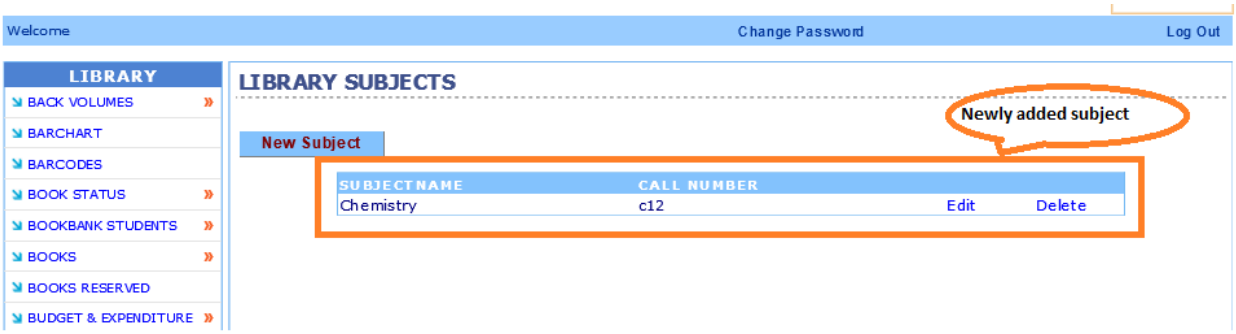
Step5:-You Will Get Confirmation Popup After Click On Save Button .Here Please Click On OK Button As Shown In Below.



You Will Get The Below Confirmation Popup After Click On Ok Button Here Please Click On OK Button As Shown In Below.



After Click On OK Button You Can Find Newly Added Subject List.

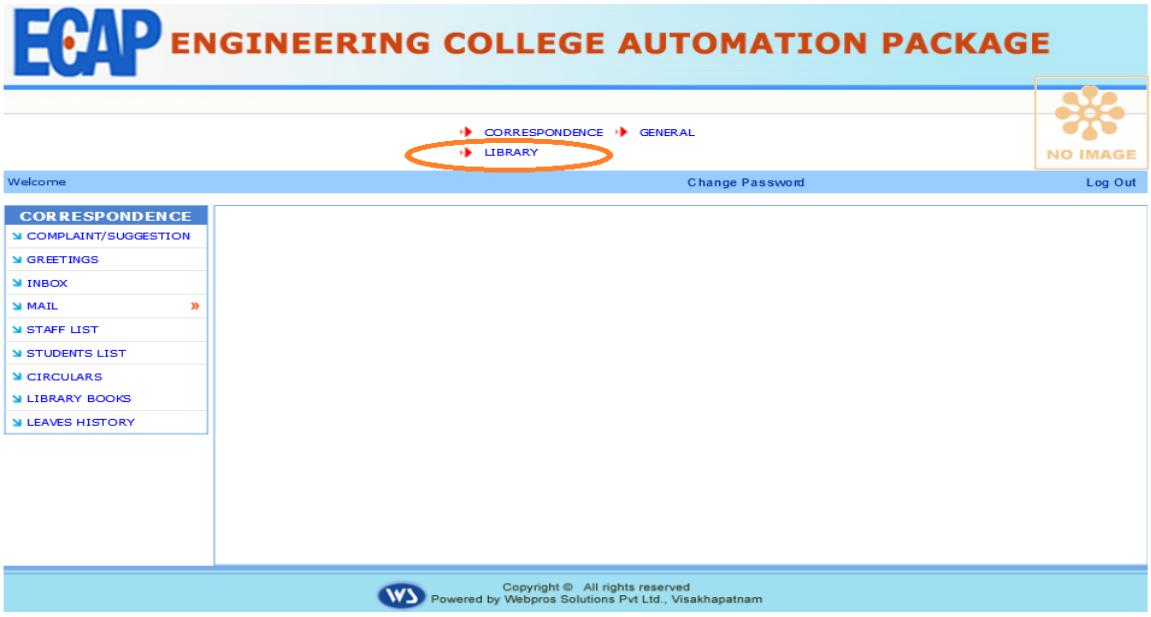


Steps For Editing Existing Subject:-

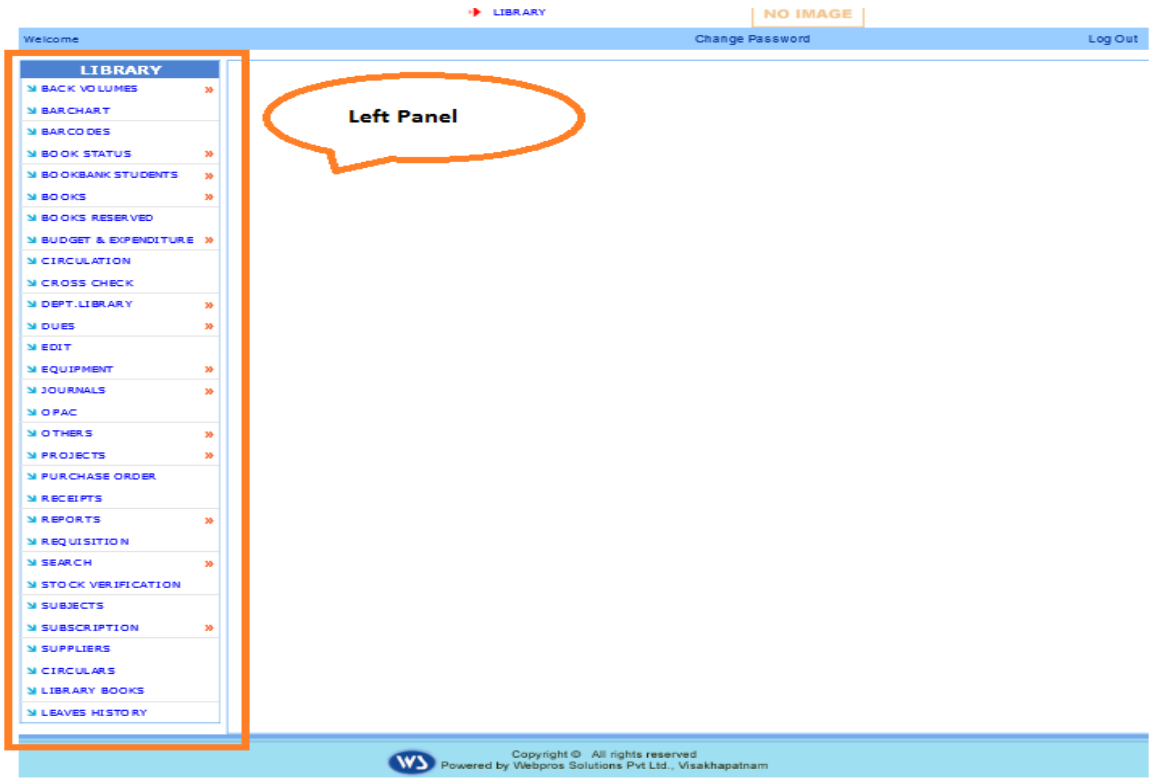
If You Want To Edit Existing Subject Then Please Follow The Below Steps.

Step 1:-Please Login In To ECAP By Using Your Username And Password

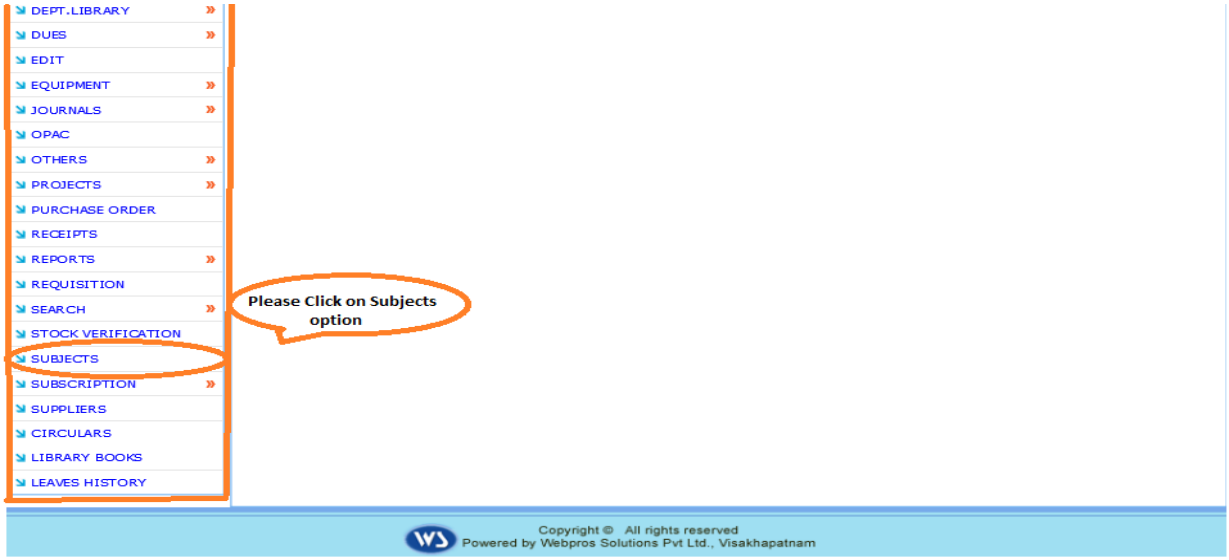
Step 2:- Please Click On "Library" Module As Shown In Below.



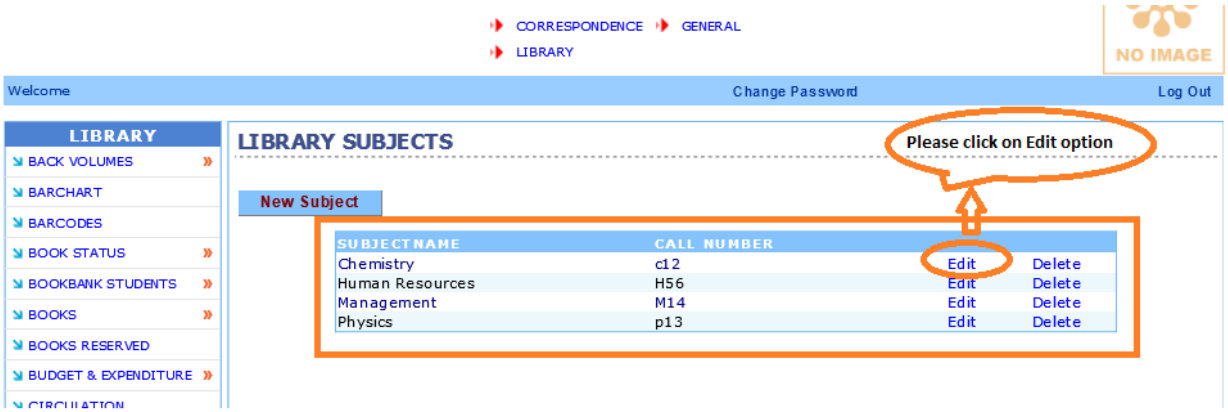
Step 3:-You Will Find "Left Panel" After Clicking On Library Module As Shown In Below.



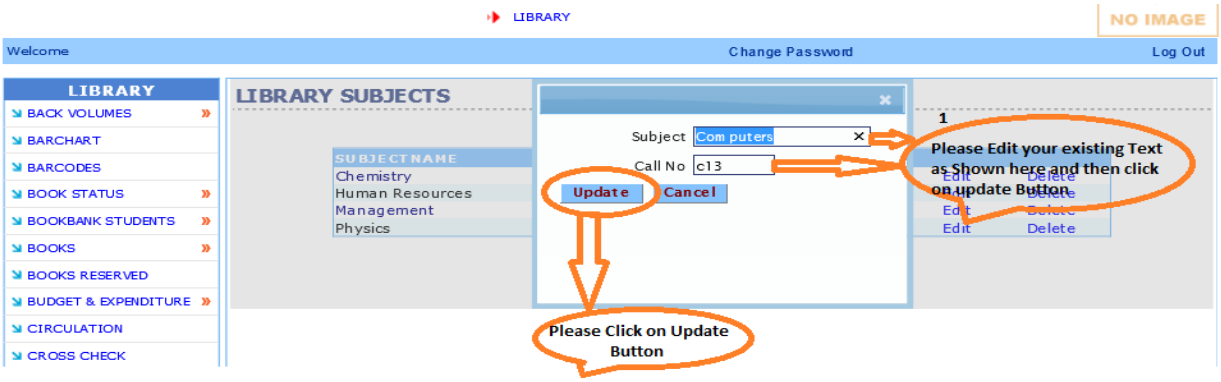
Step4:- **Please Click On "Subjects" Option Which Is Available In Left Menu As Shown In Below.**



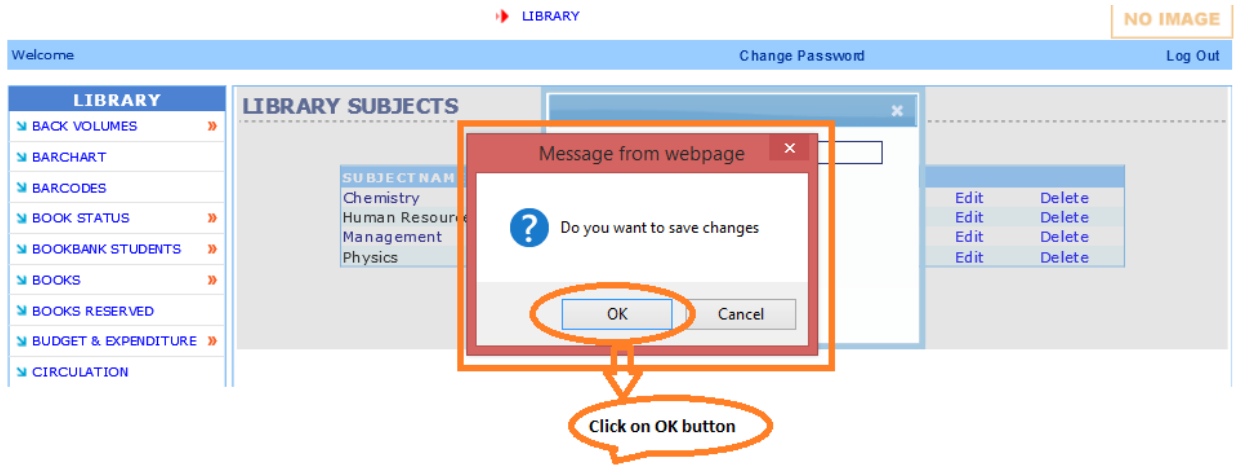
Step5:- **You Will Find Listed Subjects As Shown In Below Here Please Click On Edit Option To Modifying Existing Subject.**



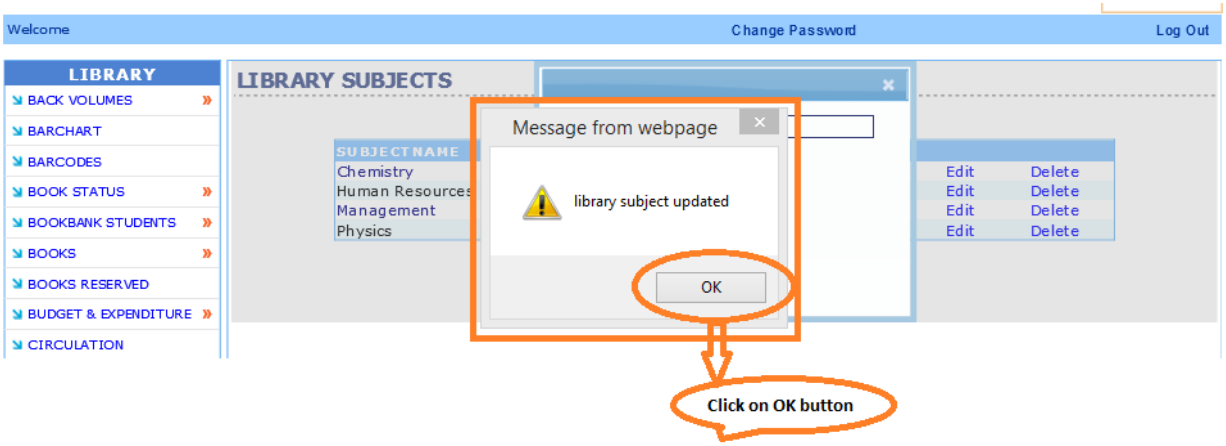
You Will Get Below Pop Up After Click On Edit Option. Here Please Modify Your Existing Subject And Then Click On Update Button As Shown In Below.



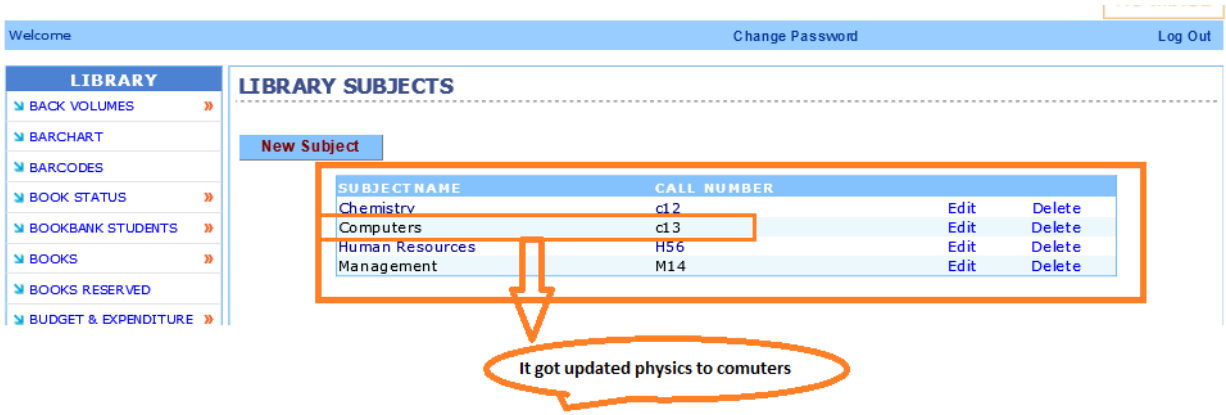
You Will Get Confirmation POP Up After Click On Update Button. Here Please Click On OK Button As Shown In Below.



You Will Get The Below Confirmation Message After Click On OK Button. Here Please Click On OK Button.



You Can Find Updated Subject Like Below After Click On OK Button.

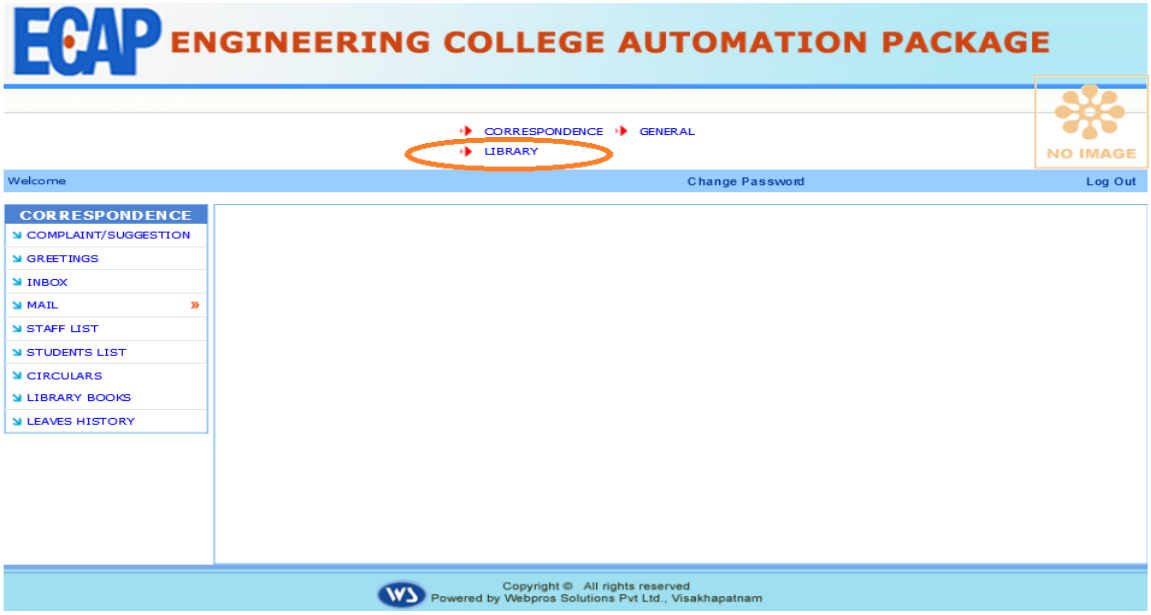


Steps For Deleting Existing Subject:-

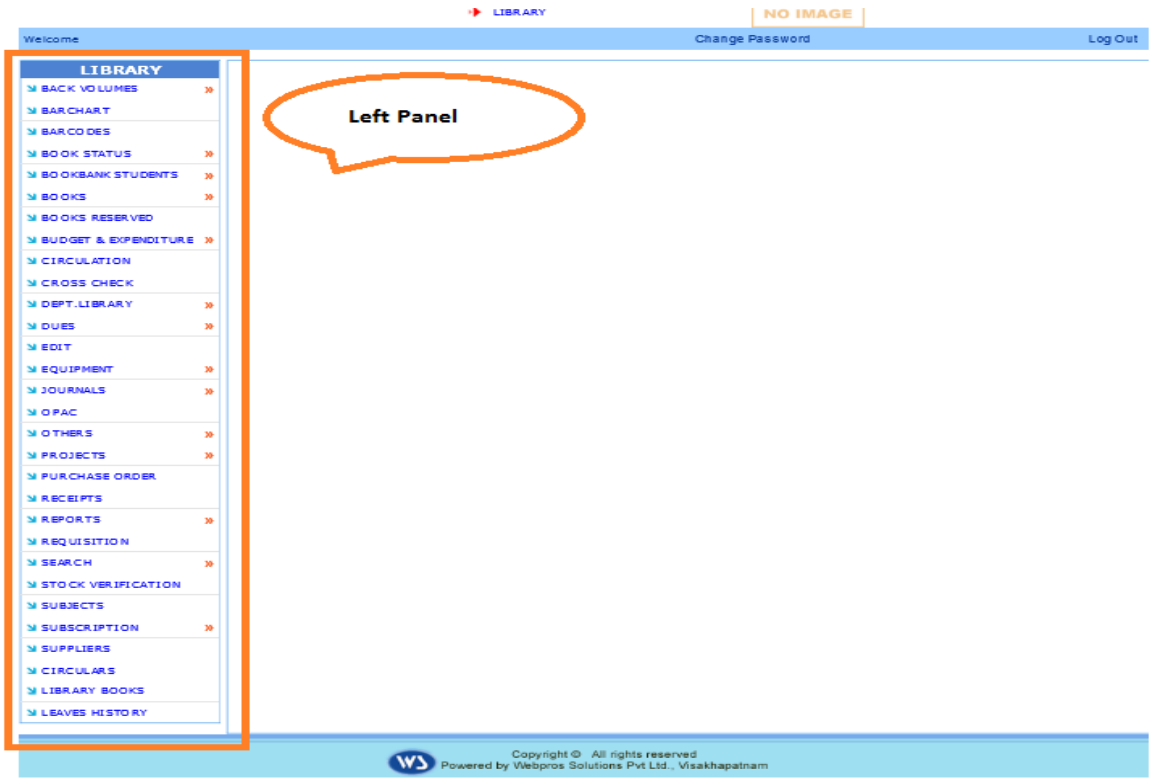
If You Want To Delete Existing Subject Then Please Follow The Below Steps.

Step 1:-Please Login In To ECAP By Using Your Username And Password

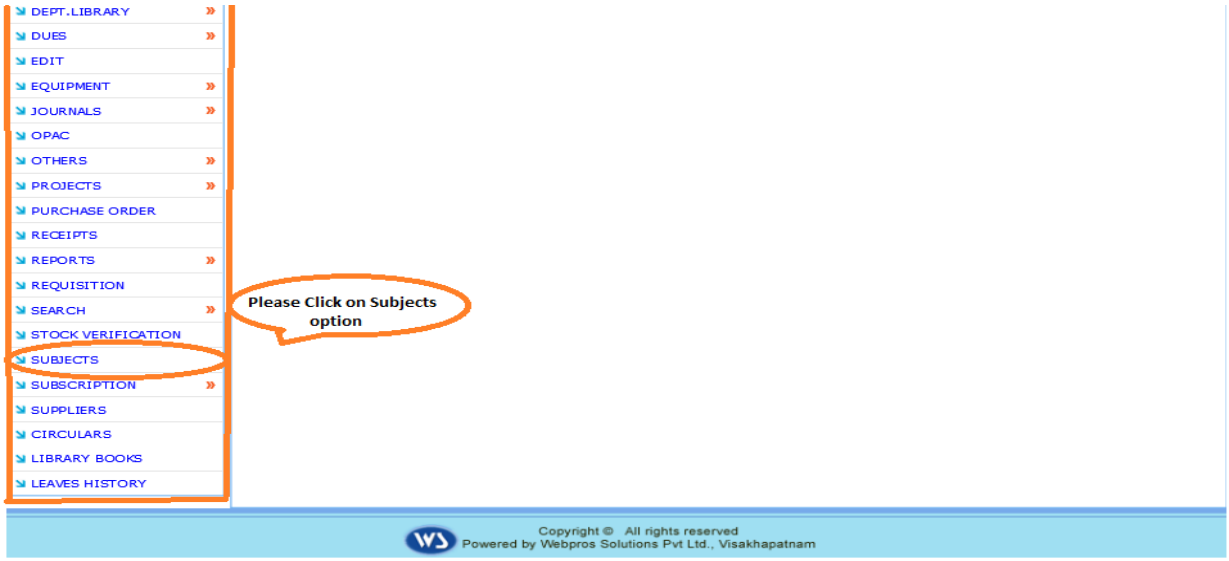
Step 2:- Please Click On "Library" Module As Shown In Below.



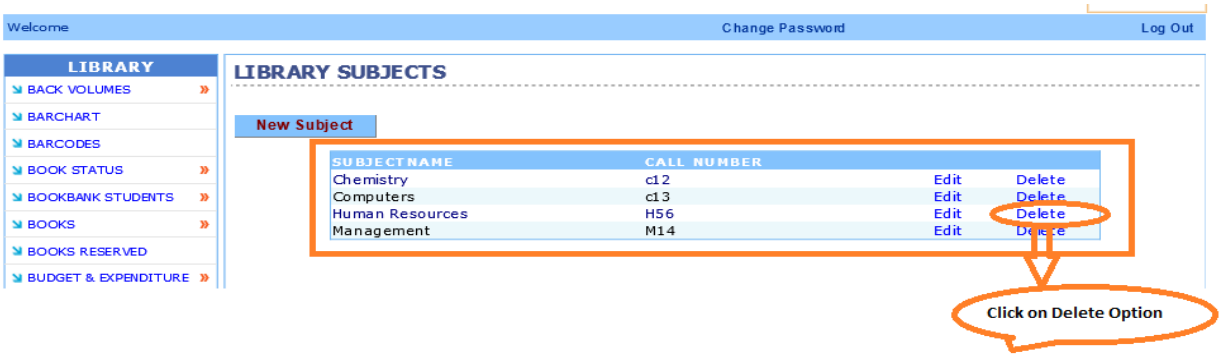
<u>Step 3</u>:-You Will Find "Left Panel" After Clicking On Library Module As Shown In Below.



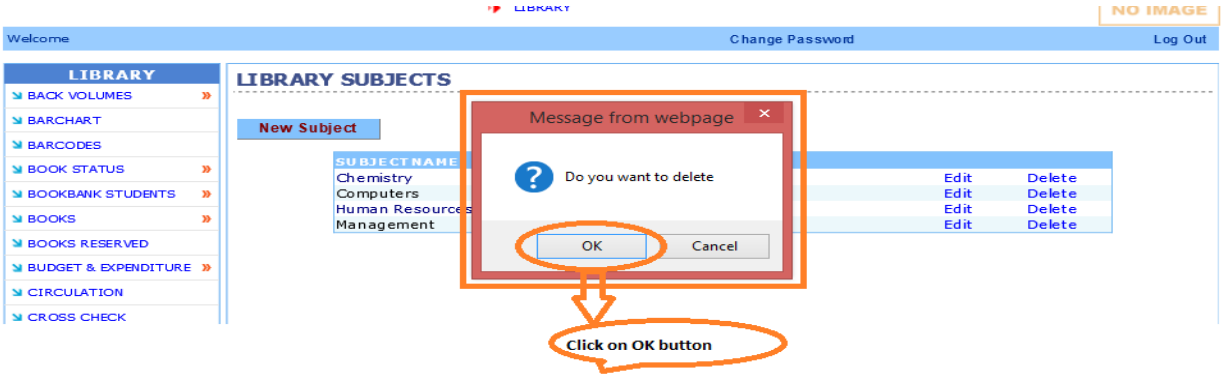
<u>Step4:-</u> Please Click On "Subjects" Option Which Is Available In Left Menu As Shown In Below.



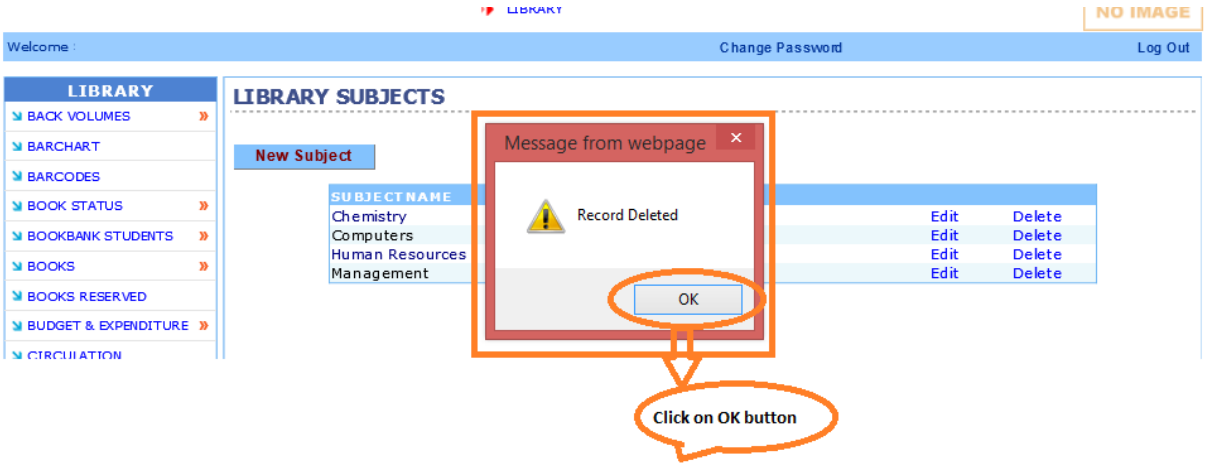
<u>Step5:-</u> You Will Find Listed Subjects As Shown In Below Here Please Click On Delete Option To Delete Existing Subject.



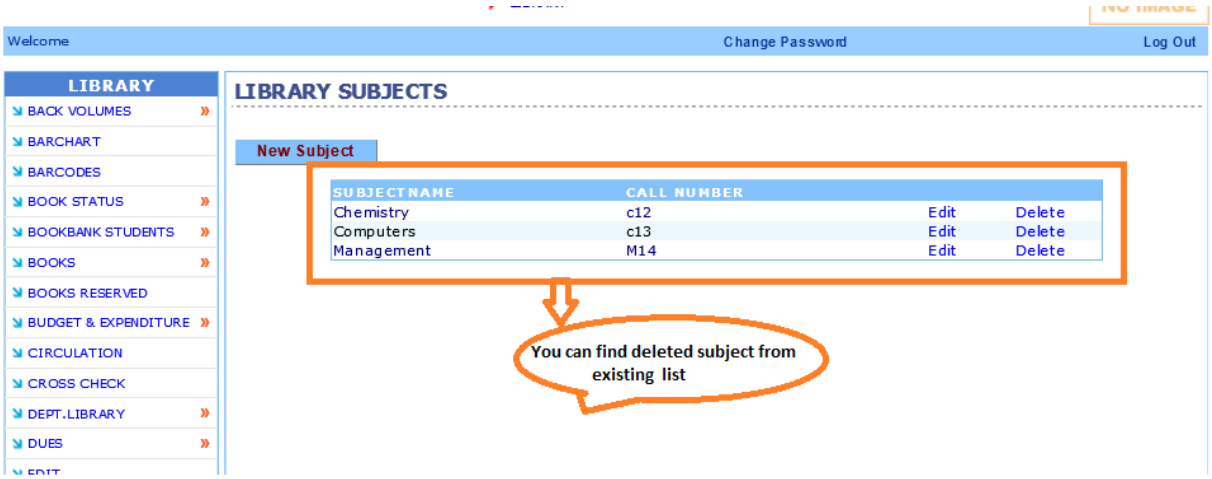
You Will Get Below Confirmation Message Here Please Click On OK Button As Shown In Below



You Will Get Confirmation Message After Click On OK Button. Here Please Click On Ok Button As Shown In Below.



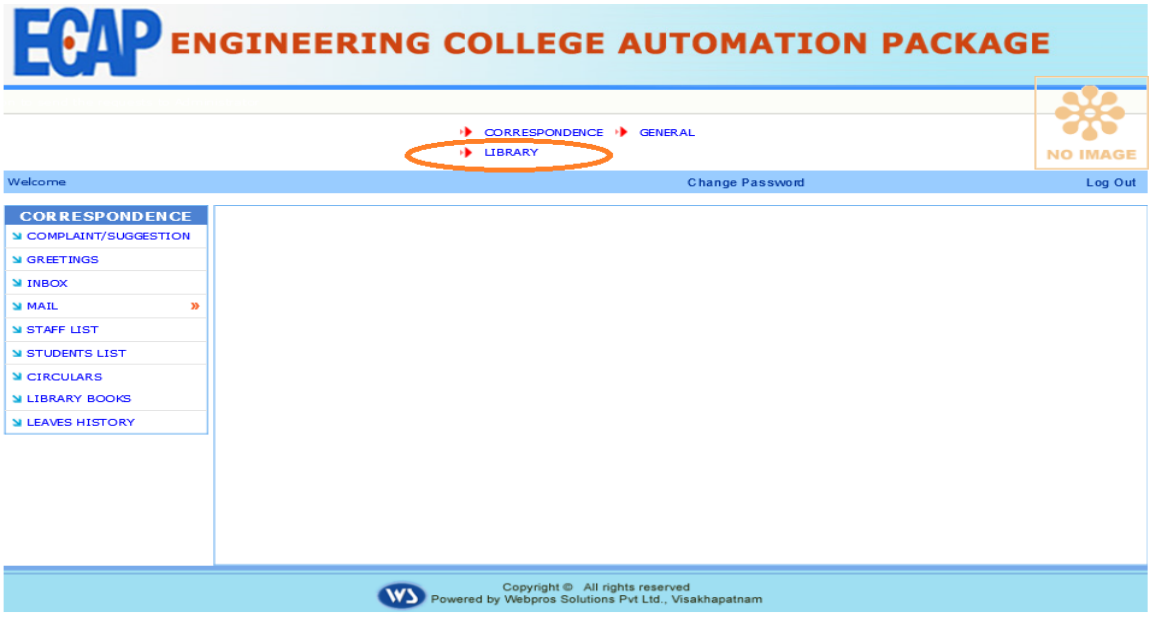
Now You Can Find Subjects List After Deleting Unrequited Subject As Shown In Below.



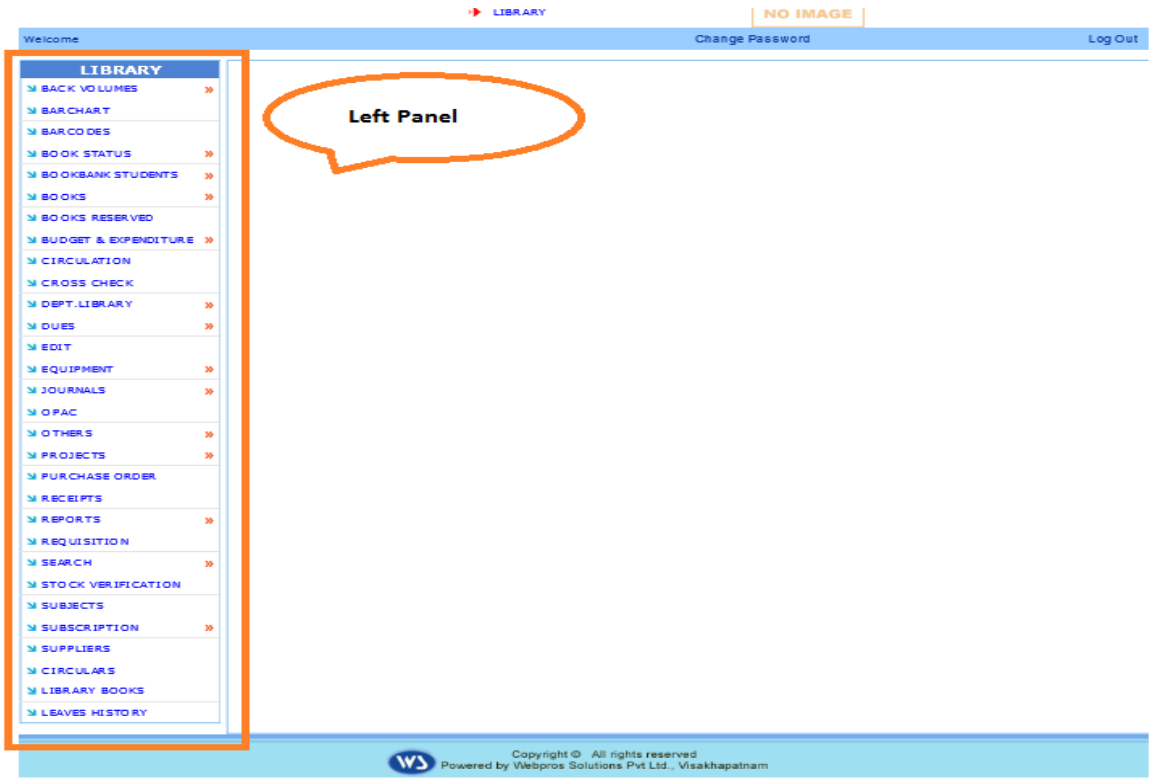
4) How Can I Enter Library Books Through Online?

Ans:-Step 1:-Please Login In To ECAP By Using Your Username And Password

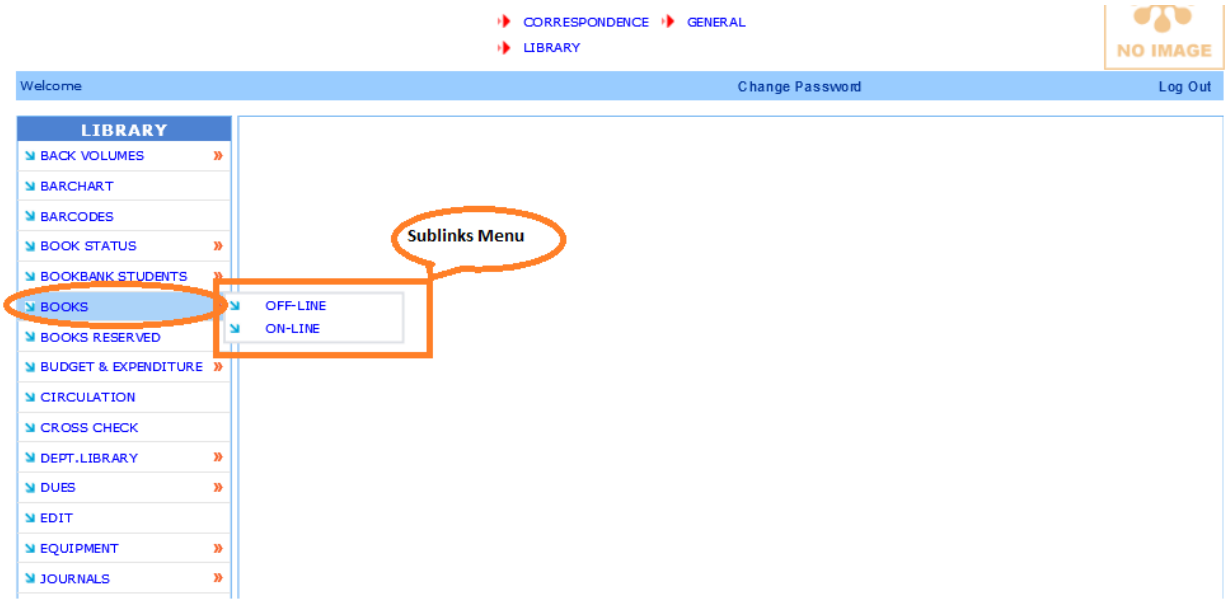
Step 2:- Please Click On "Library" Module As Shown In Below.



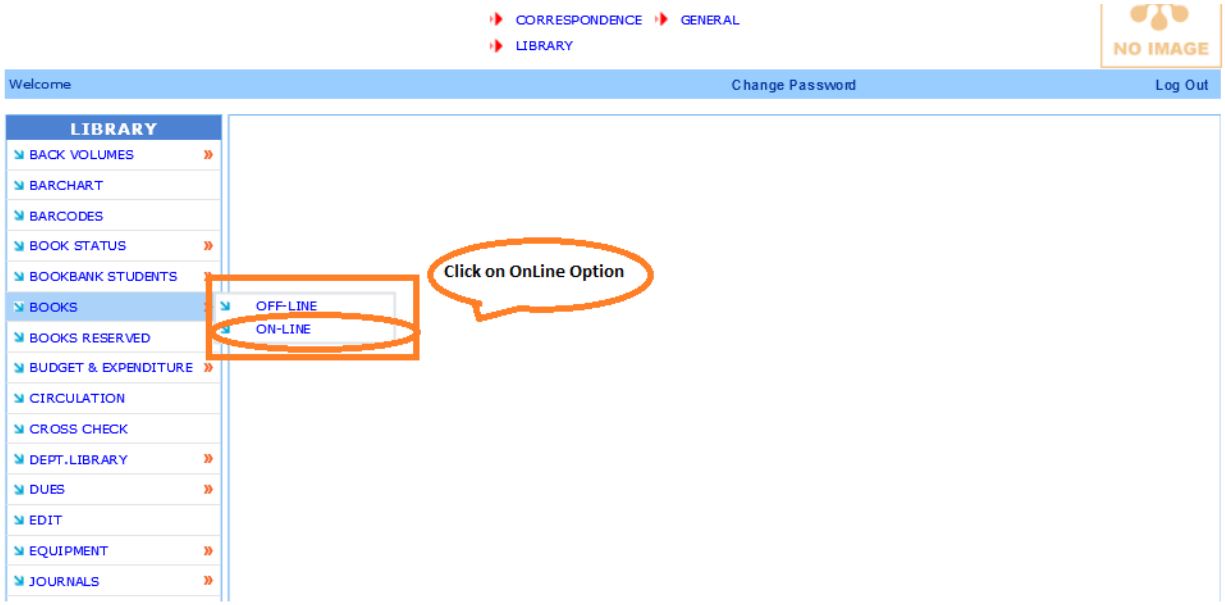
Step 3:-You Will Find "Left Panel" After Clicking On Library Module As Shown In Below.



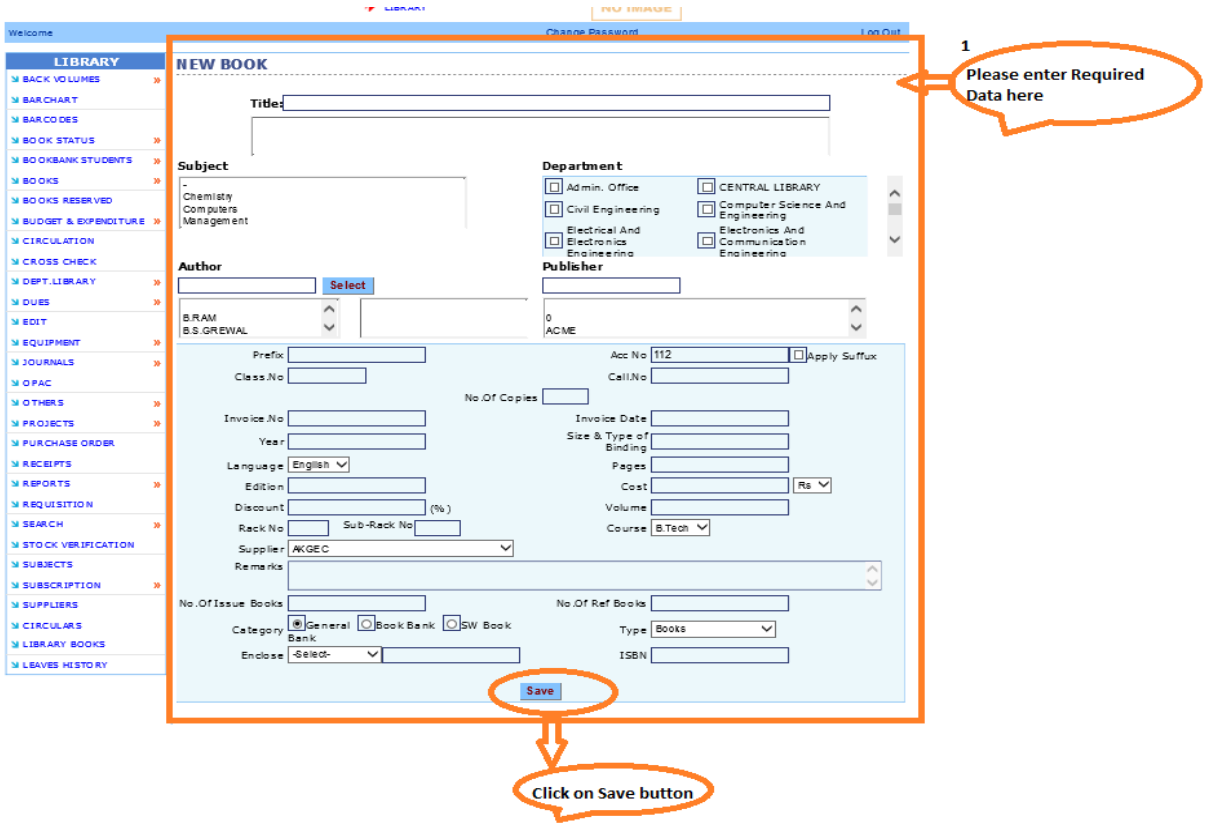
Step4:- Please Place Your Mouse Pointer On "Books" Option Which Is Available In Left Menu As Shown In Below. Then You Will Find Sub Links Menu.



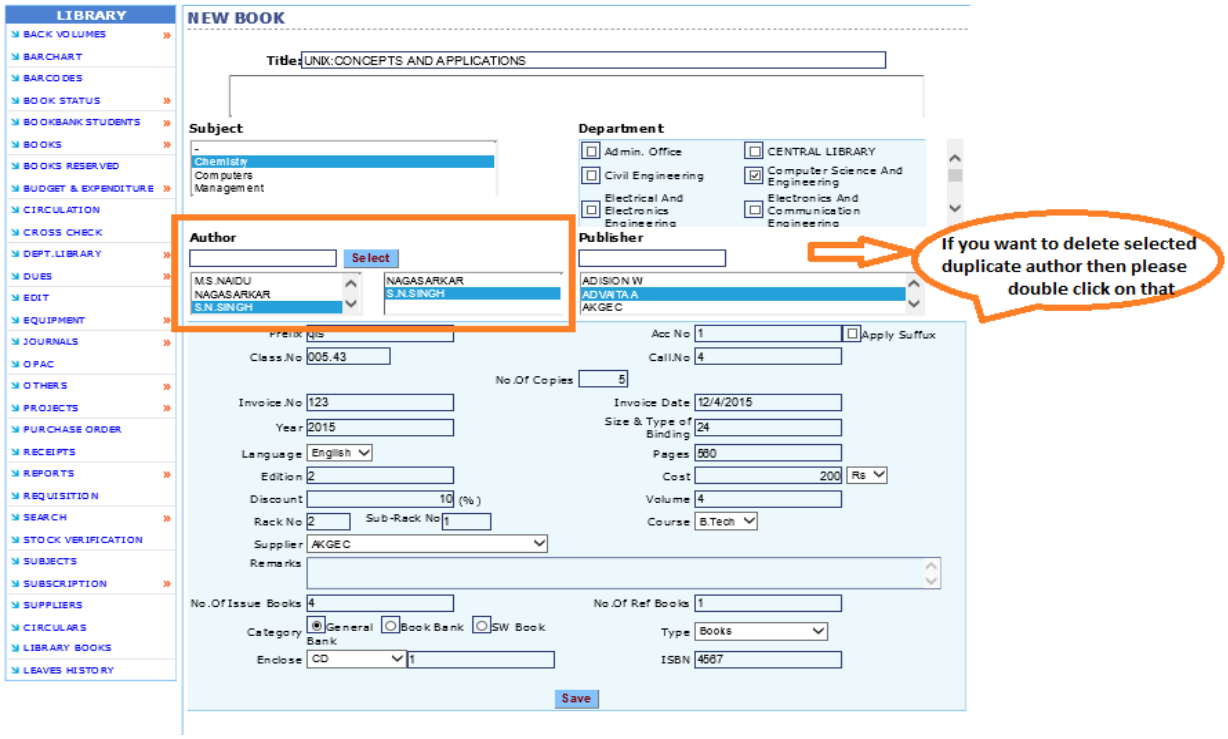
Step5:- Please Click On ONLINE Option Which Is Available In Sub Links Menu.



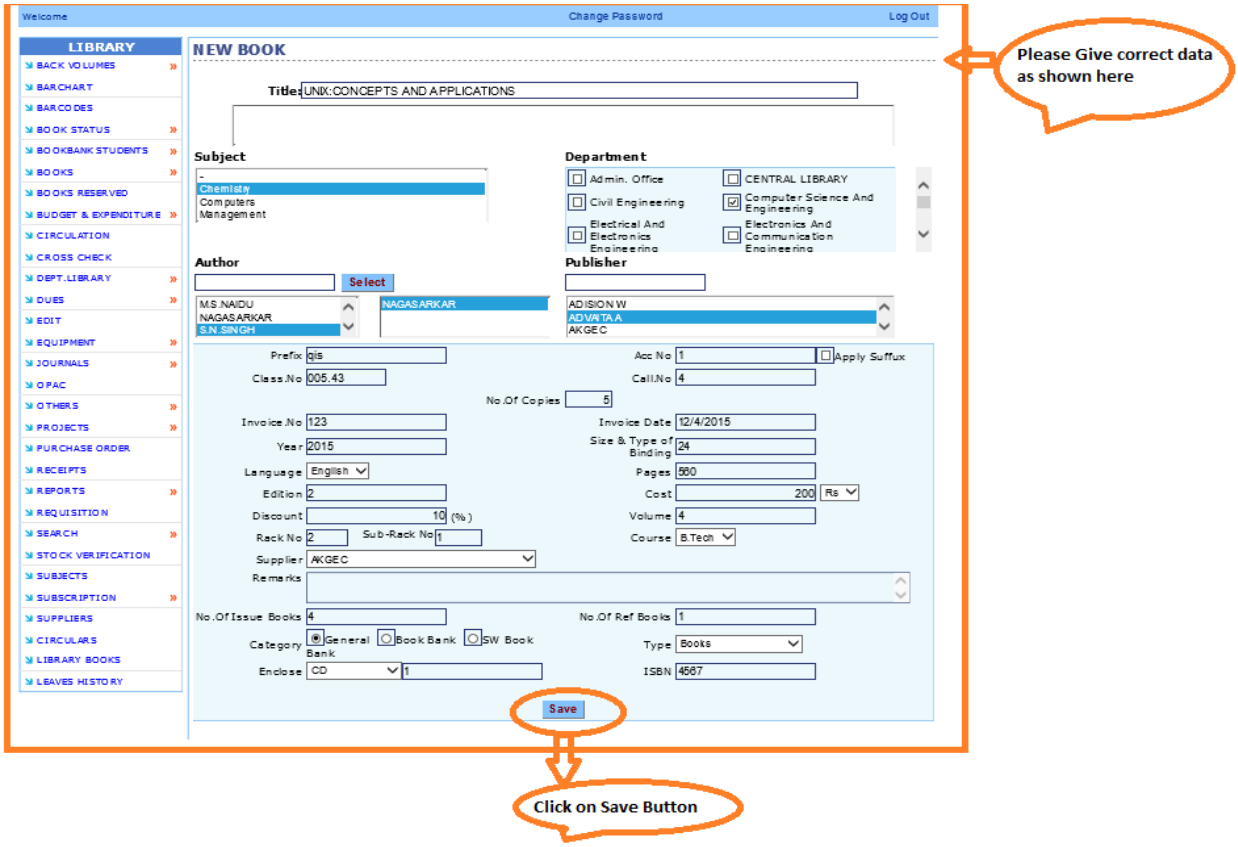
You Will Get The Below Screen After Click On ONLINE Option As Shown In Next Page.



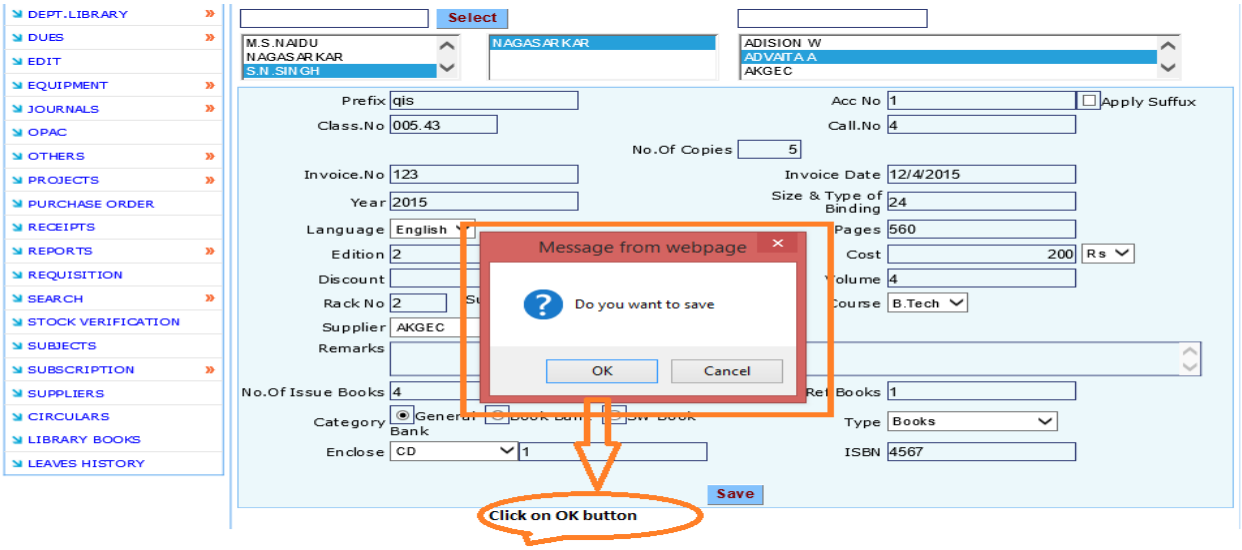
Please Don't Give Multiple Authors At A Time Like Below. If You Want To Delete Selected Duplicate Author Then Please Double Click On That As Shown In Below.



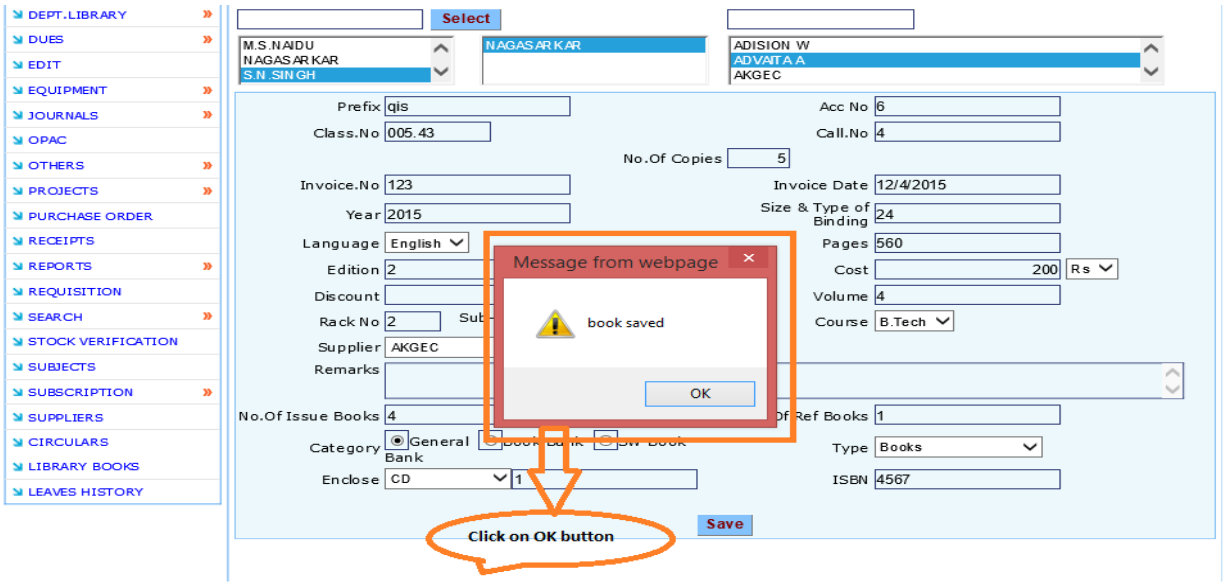
<u>Step6:-</u> Here Please Give Required Field Data With Correct Formats As Shown In Below. And Then Click On SAVE Button As Shown In Below.



Step7:-You Will Get Confirmation Alert After Click On Save Button. Here Please Click On OK Button As Shown In Below.



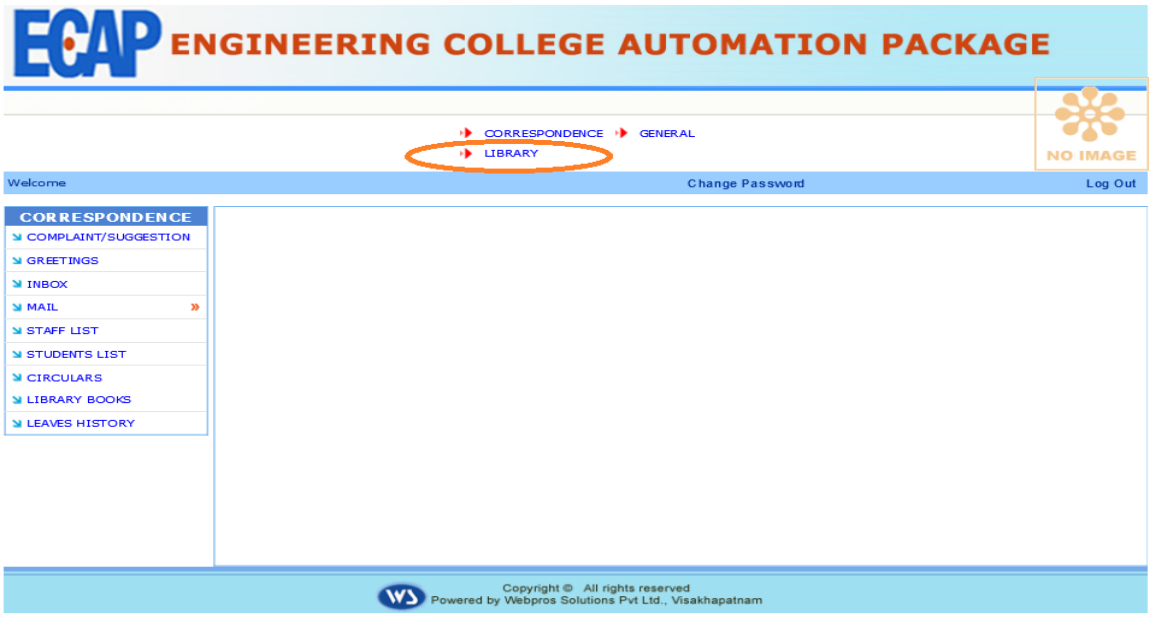
Step8:- You Will Get Confirmed Alert After Click On OK Button Here Please Click On OK Button As Shown In Below.



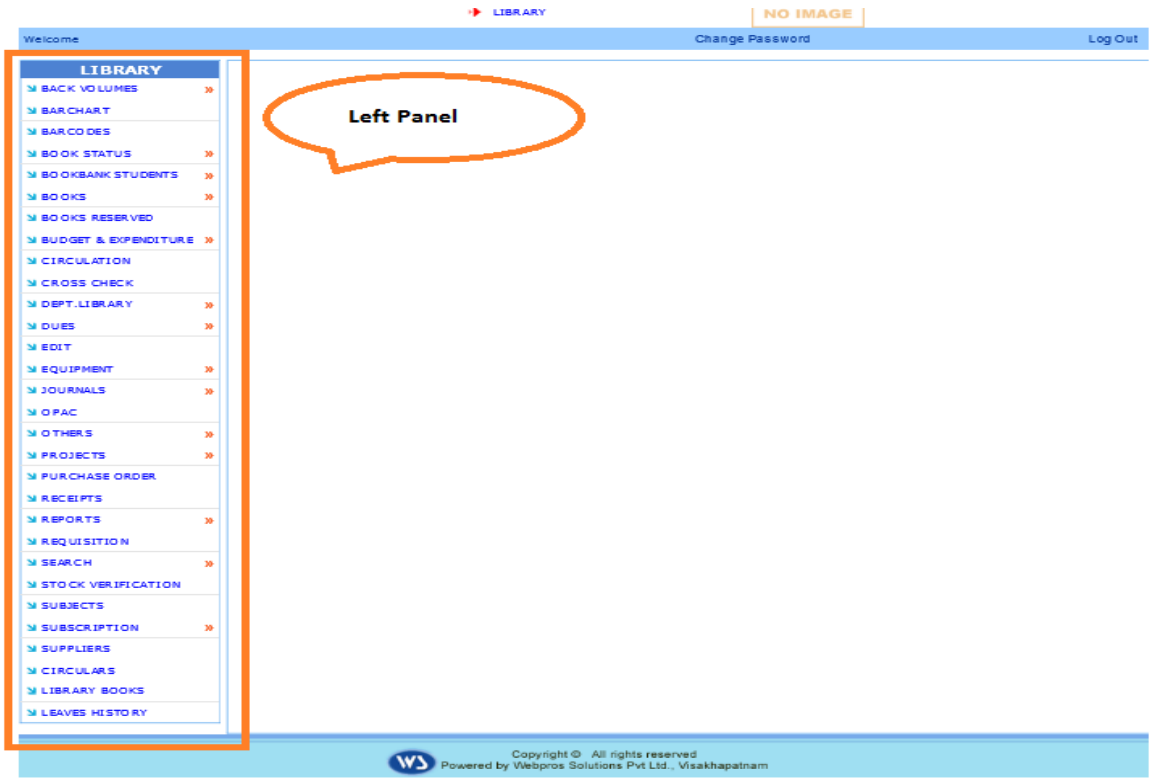
5) How Can I Import Library Books Data In To Package Which Is Available In Excel Sheet?

Ans:-Step 1:-Please Login In To ECAP By Using Your Username And Password

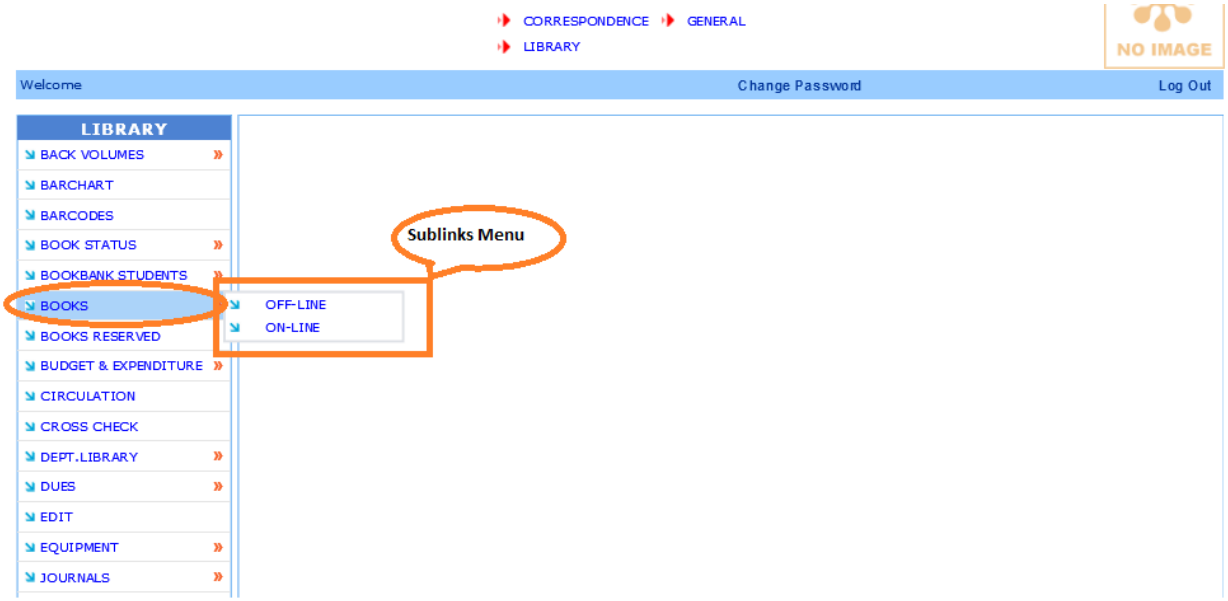
Step 2:- Please Click On "Library" Module As Shown In Below.



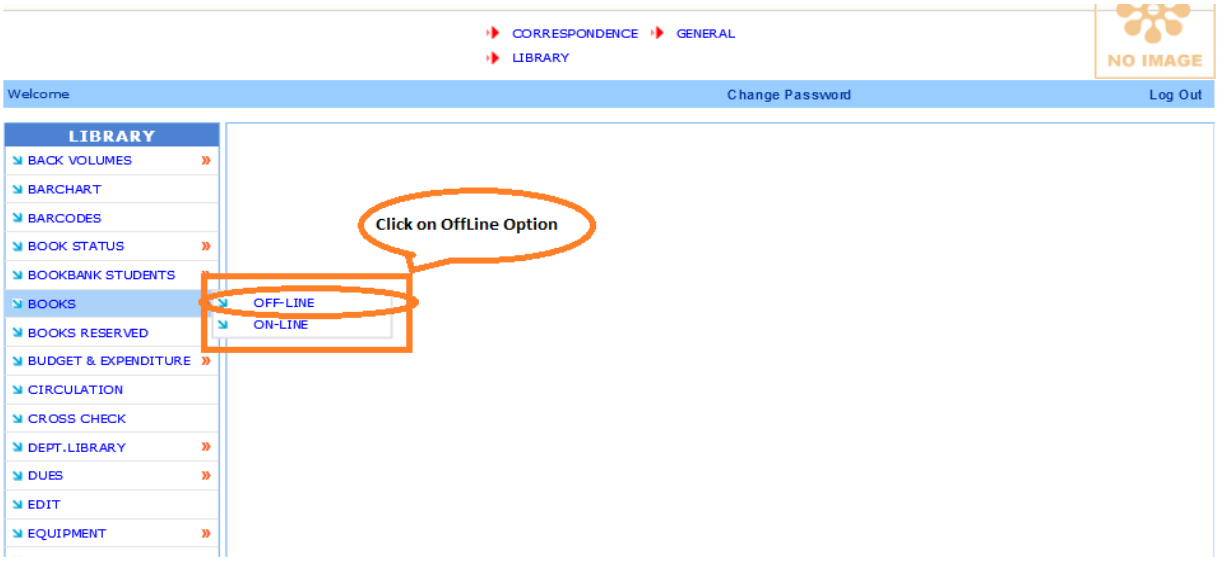
Step 3:-You Will Find "Left Panel" After Clicking On Library Module As Shown In Below.



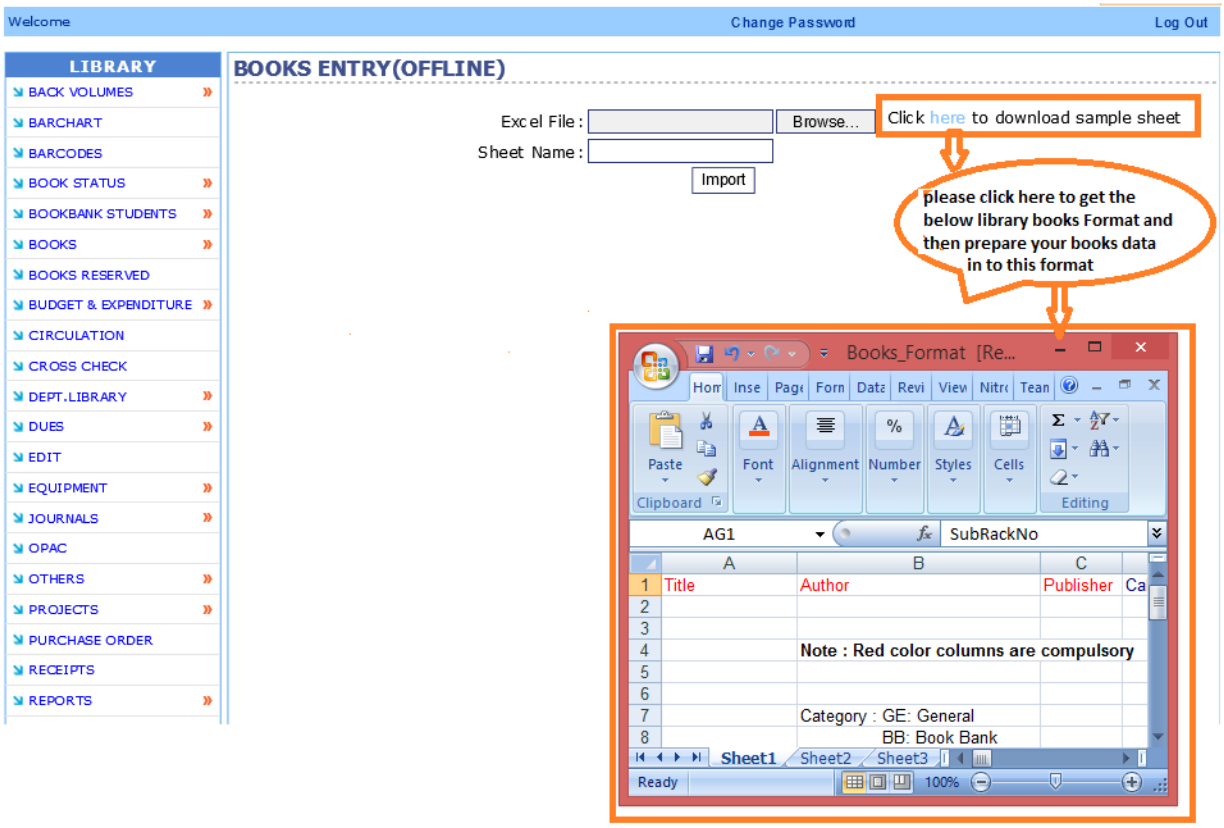
Step4:- Please Place Your Mouse Pointer On "Books" Option Which Is Available In Left Menu As Shown In Below. Then You Will Find Sub Links Menu.



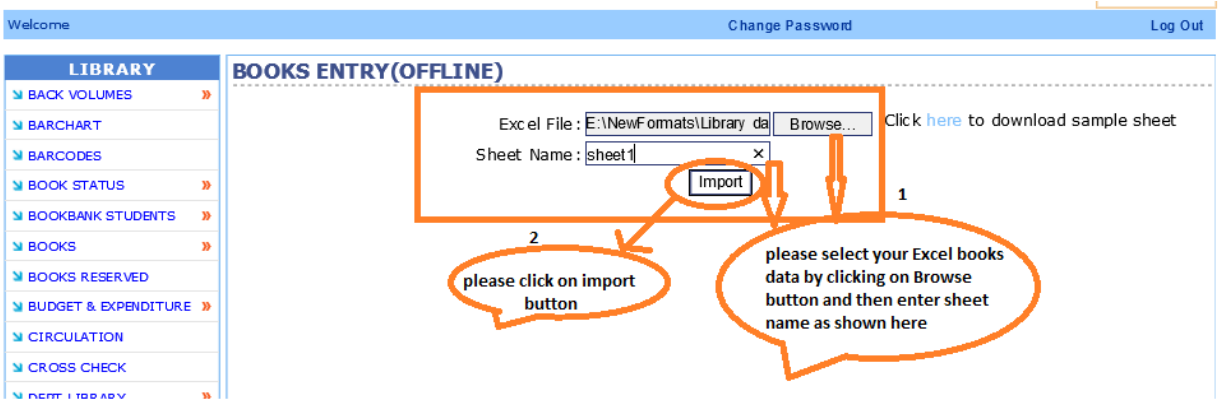
Step5:- Please Click On OFFLINE Option Which Is Available In Sub Links Menu.



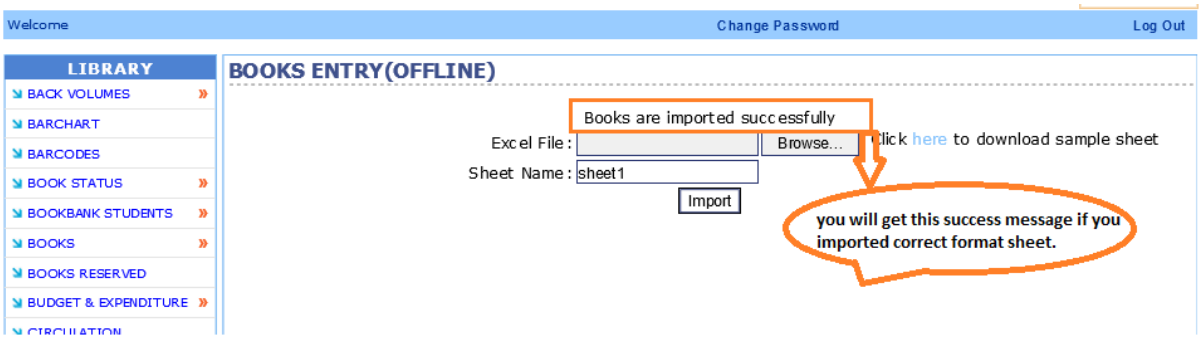
Step6:- **You Will Get The Below Screen After Click On Offline Option .Here Please Click On "Click Here To Download Sample Sheet" Option To Get Library Sample Sheet Format As Shown In Below. Before Uploading File You Should Format The Data In To This Excel Sheet First And This Sheet Should Be In .XLS Format Only.**



Step7:-Please **Select Excel File By Clicking On Browse Button And Then Click On Import Button.**

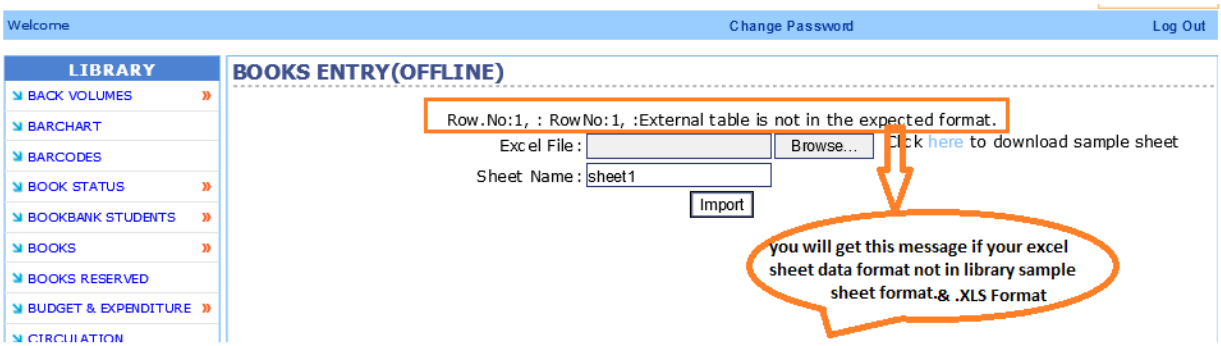


Step8:-You Will **Get Below Success Message** After Click On Import Button .You Will Get This Success Message If You Imported Correct Format Excel File Sheet.



NOTE:-If You Are Getting The Below Message Means Excel Sheet Is Not In Library Sample Sheet Format Or Excel File Is Not In .XLS Format.

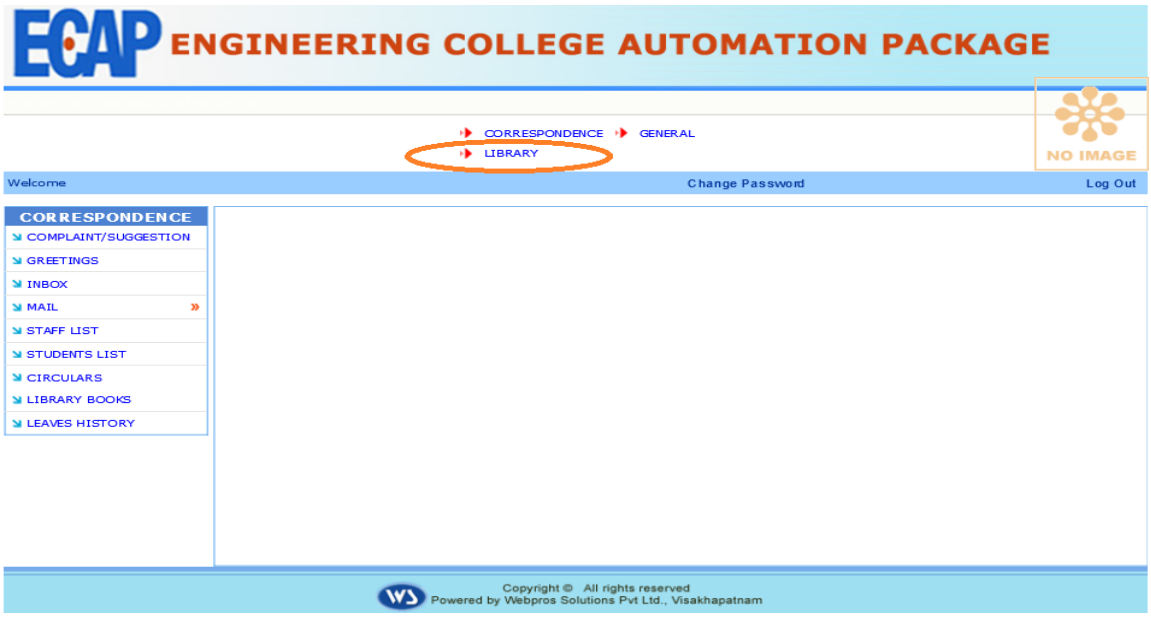
If You Are Getting Any Other Message Please Call To Our Technical Support Number 8121562677.



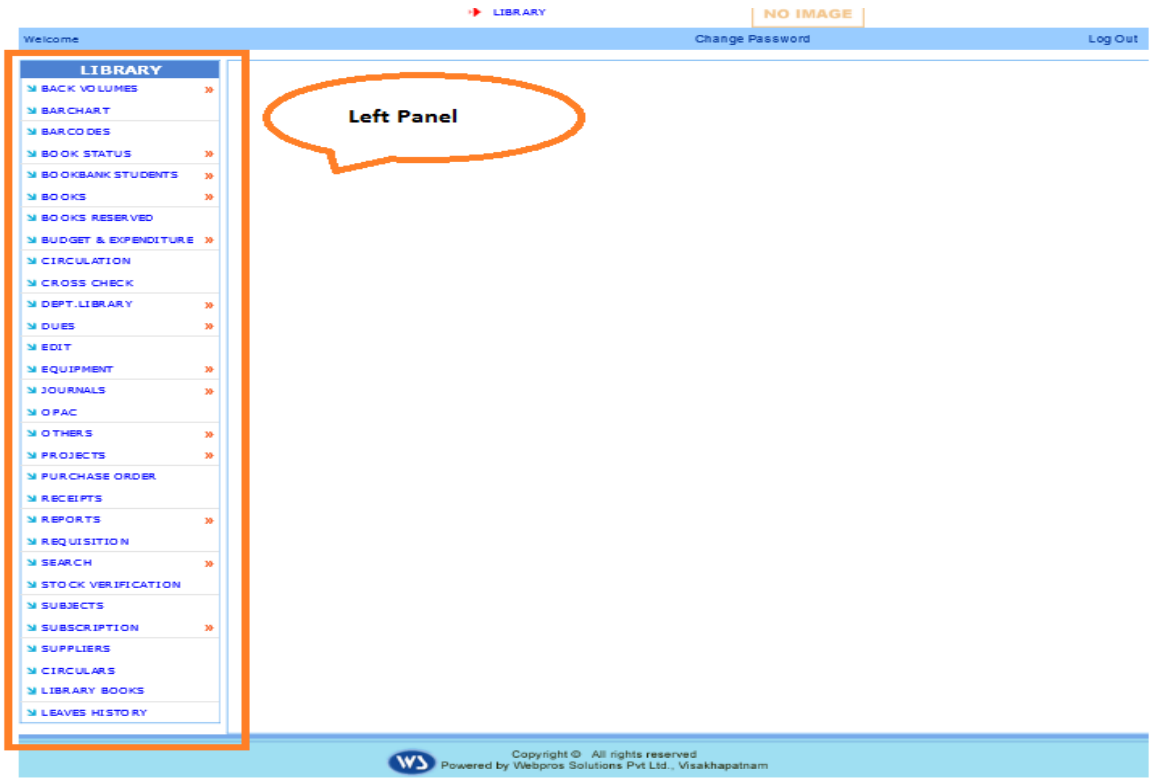
6) How Can I Generate Barcodes By Giving Range And By Giving Random Numbers?

Ans:-Step 1:-Please Login In To ECAP By Using Your Username And Password

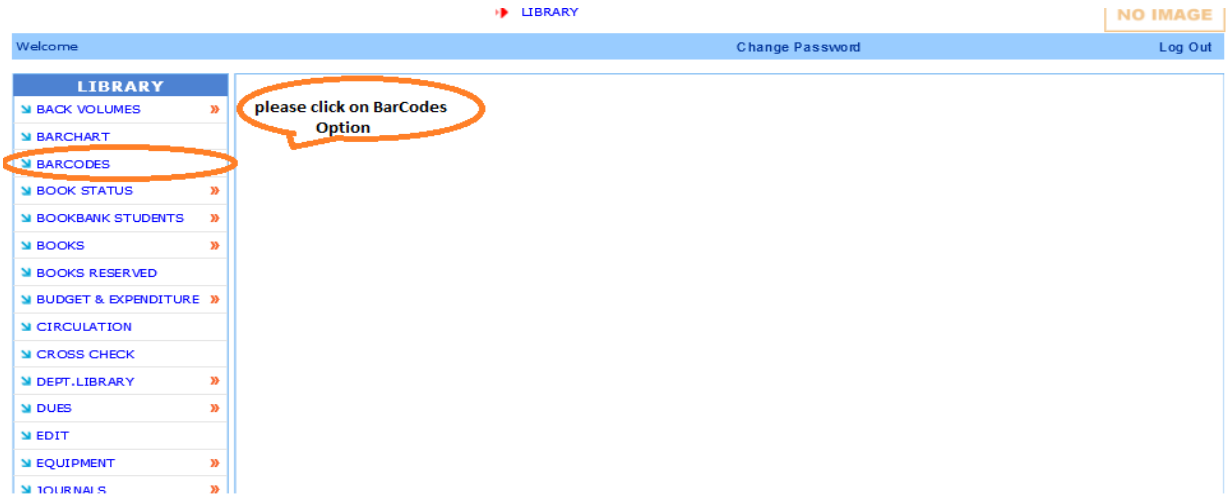
Step 2:- Please Click On "Library" Module As Shown In Below.



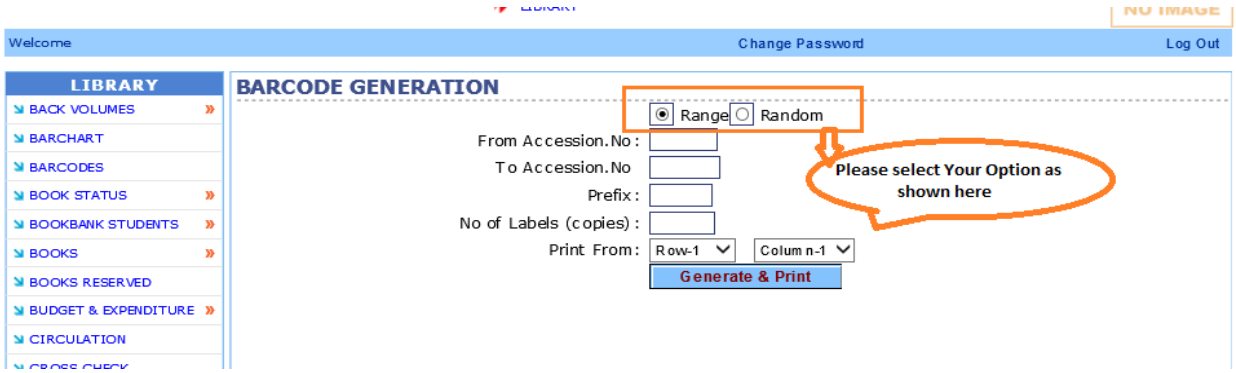
Step 3:-You Will Find "Left Panel" After Clicking On Library Module As Shown In Below.



Step4:- Please Place Your Mouse Pointer On "Books" Option Which Is Available In Left Menu As Shown In Below. Then You Will Find Sub Links Menu.

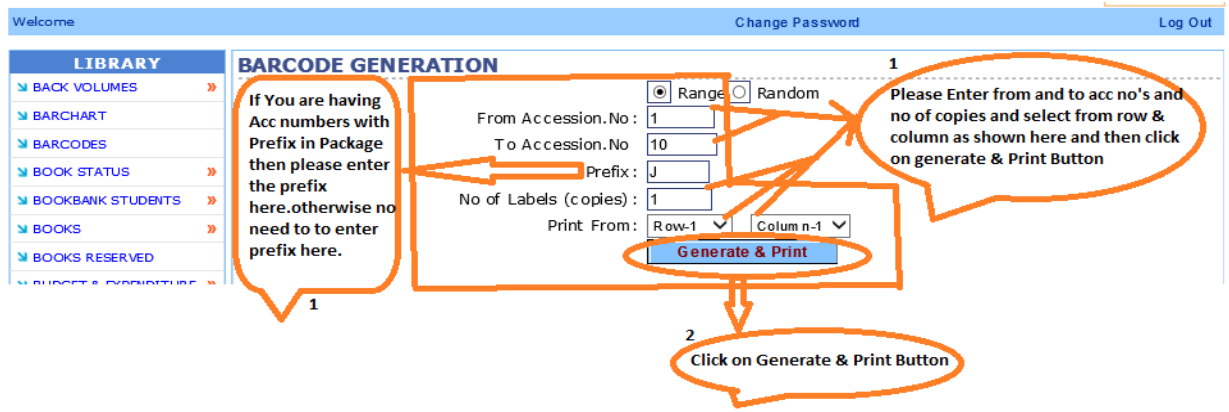


Step5:- You Will Get The Below Screen .Here Please Select Your Option Here As Shown In Below.

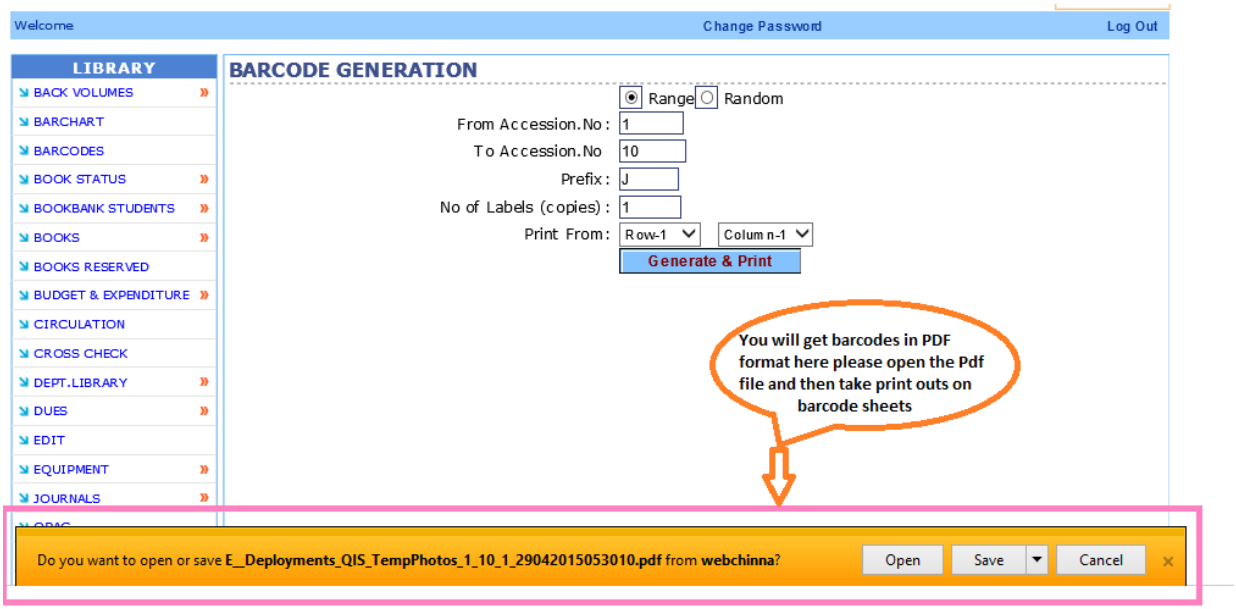


Steps For Generating Barcodes Within Range:-

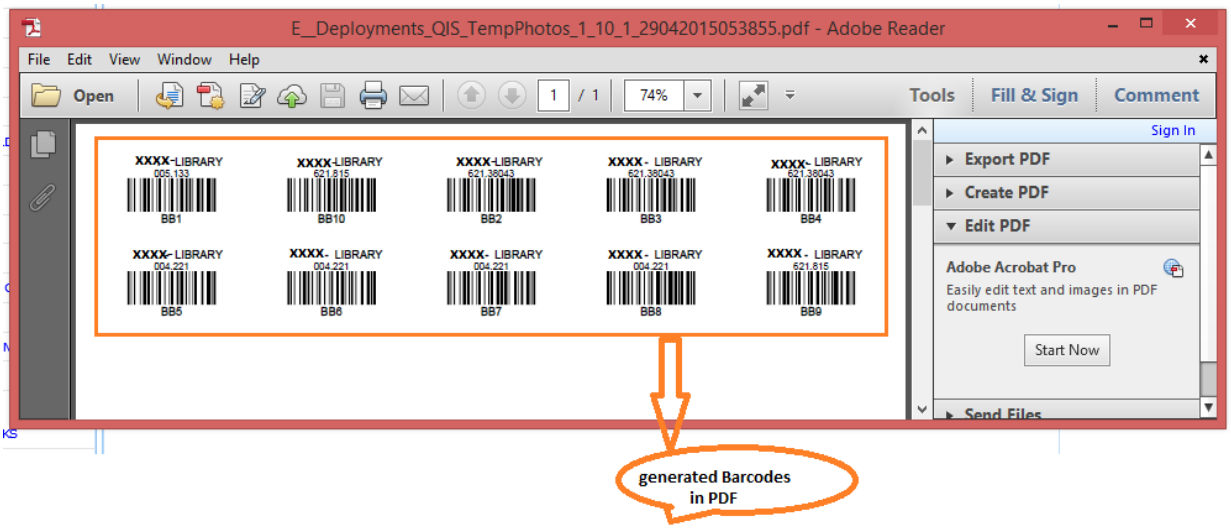
Please Select Range Radio Button And The Enter Number Range And Then Click On Generate & Print Button As Shown In Below.



Step6:-You Will Get The Below Message After Click On Generate & Print Button .Here Please Click On Open To Find Out Generated Barcodes In PDF As Shown In Below.



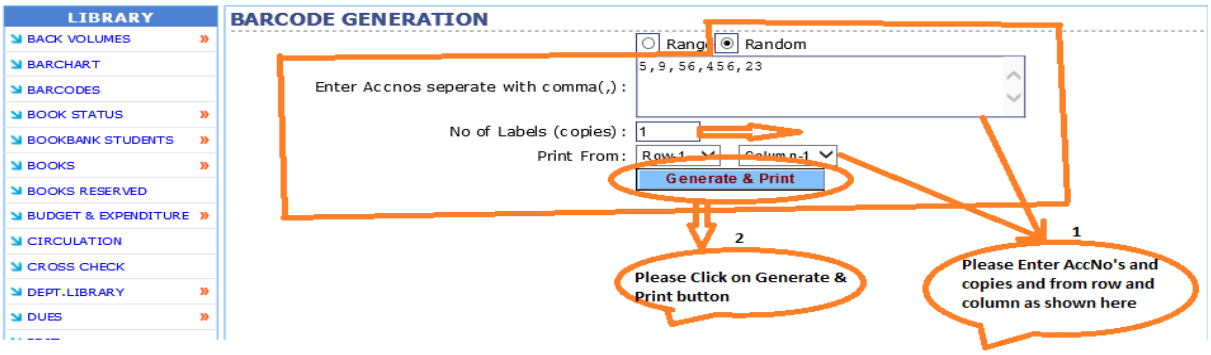
You Will Get Like Below PDF With Generated Barcodes Here Upper Number Of Barcode Is Call No And Below Number Of Barcode Is Accession Number.



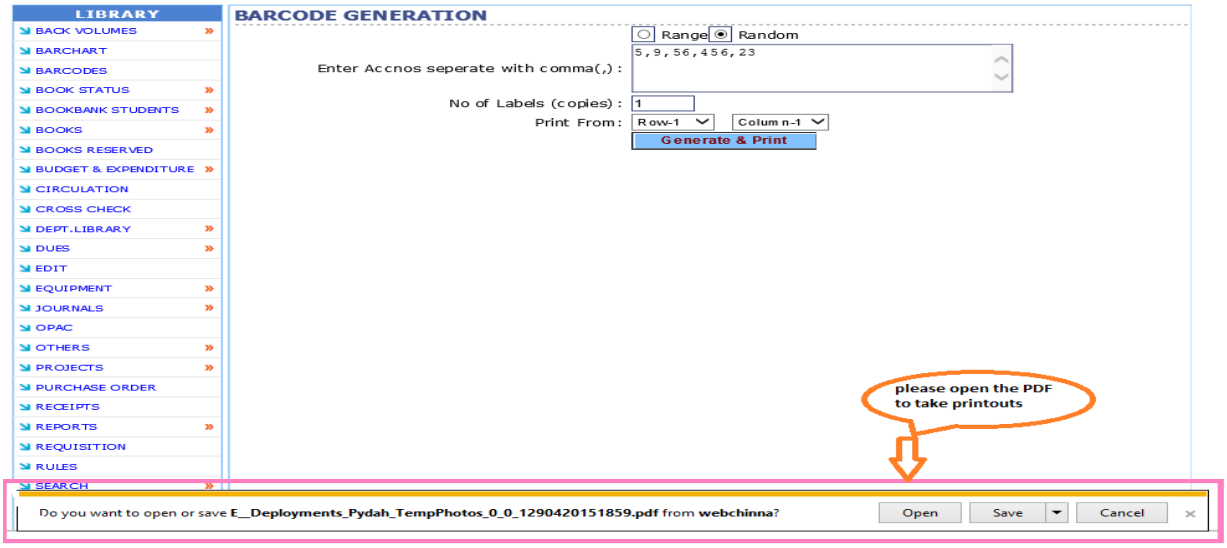
Please Give Print By Using Ctrl+P Option After Using These Keys You Will Find Out Print Options Window Here You Can Take Print Outs.

Steps For Generating Barcodes By Giving Random Numbers:-

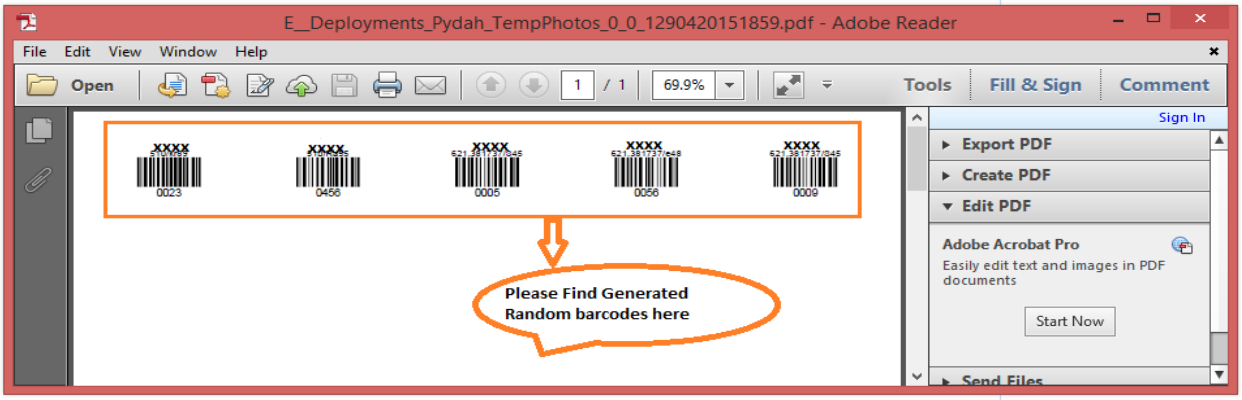
Please Select Random Radio Button And The Enter Number Range And Then Click On Generate & Print Button As Shown In Below.



You Will Get Below Message Here Please Click On Open Button To Check Generated Barcodes In PDF.



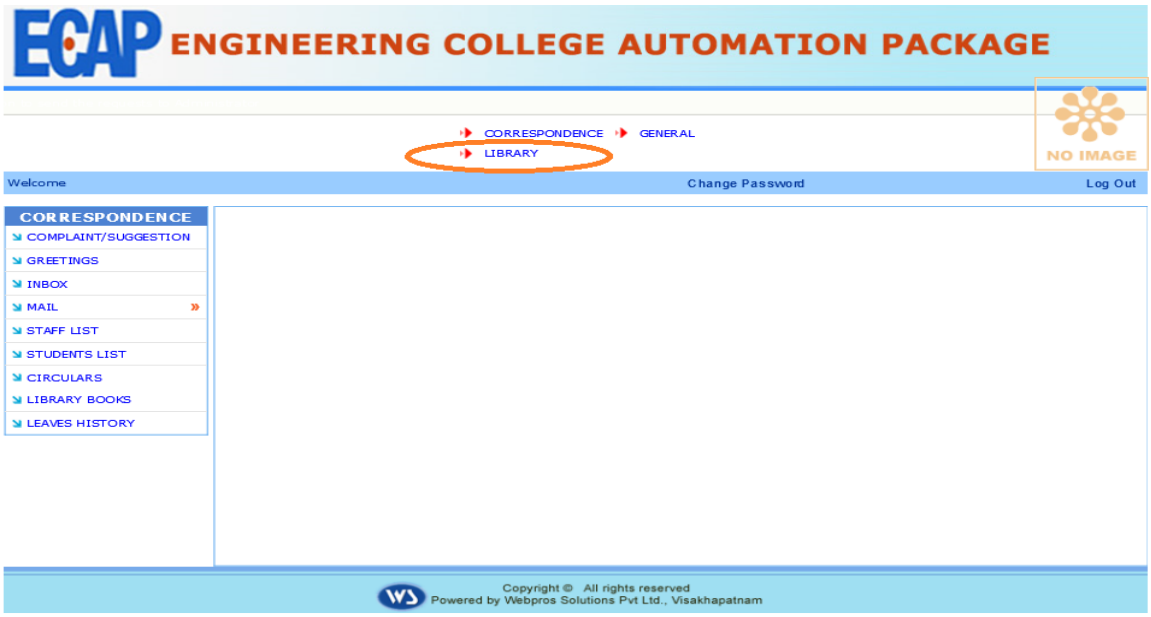
You Will Find Like This Here Please Give Print By Using Ctrl+P .



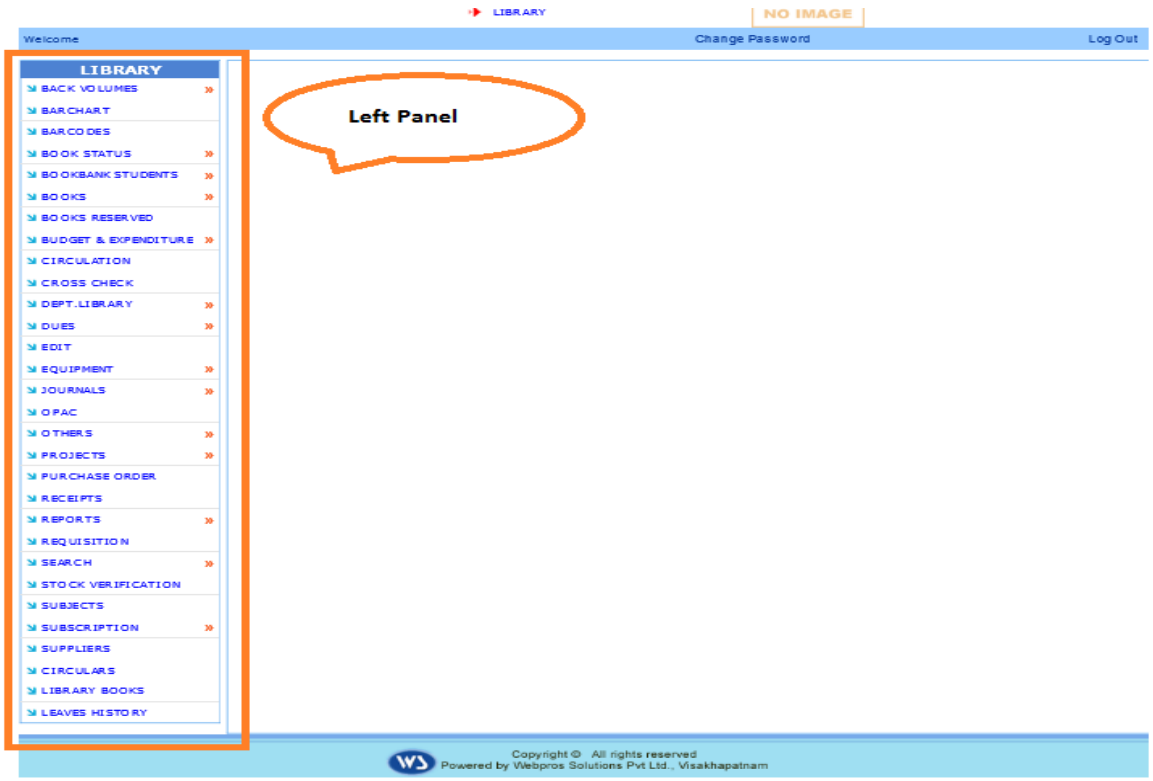
7) How Can I Enter Book Bank Students In To Package?

Ans:-Step 1:-Please Login In To ECAP By Using Your Username And Password

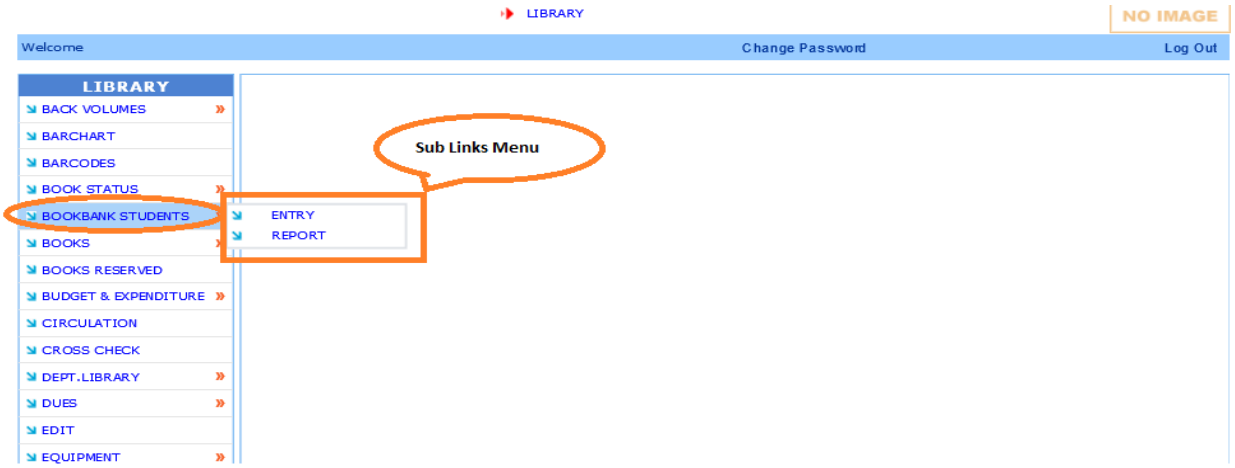
Step 2:- Please Click On "Library" Module As Shown In Below.



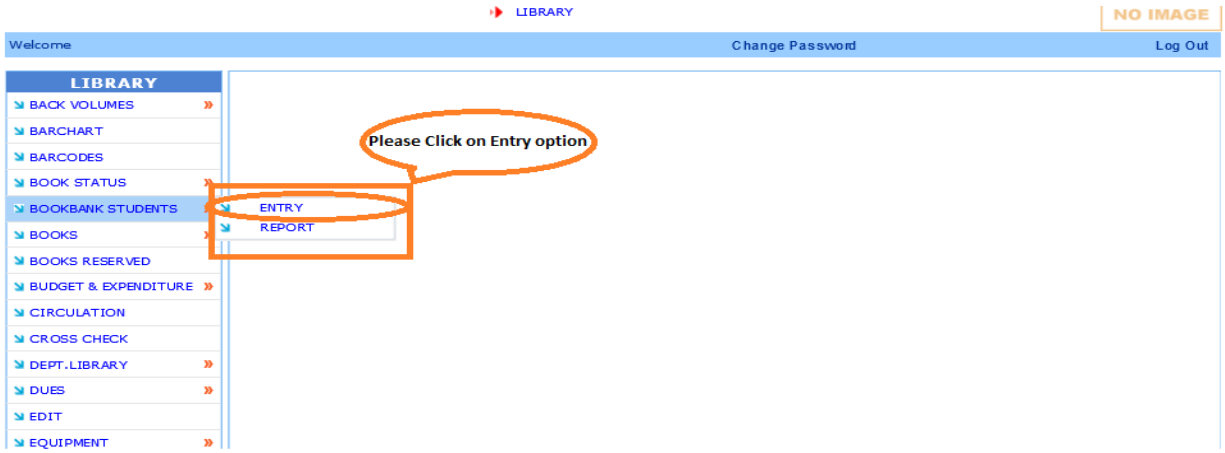
Step 3:-You Will Find "Left Panel" After Clicking On Library Module As Shown In Below.



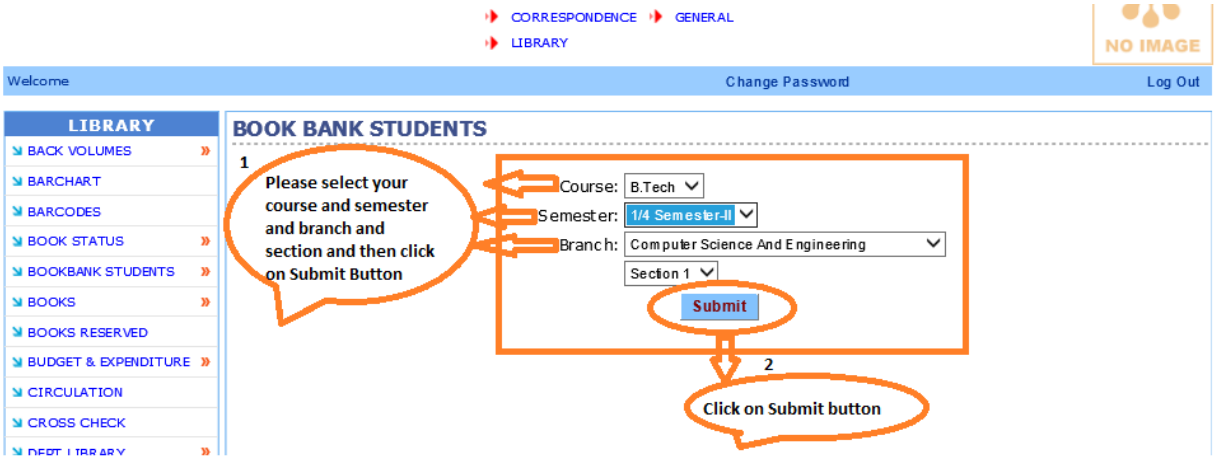
Step4:- Please Place Your Mouse Pointer On **"Book Bank Students"** Option Which Is Available In Left Menu As Shown In Below. Then You Will Find Sub Links Menu.

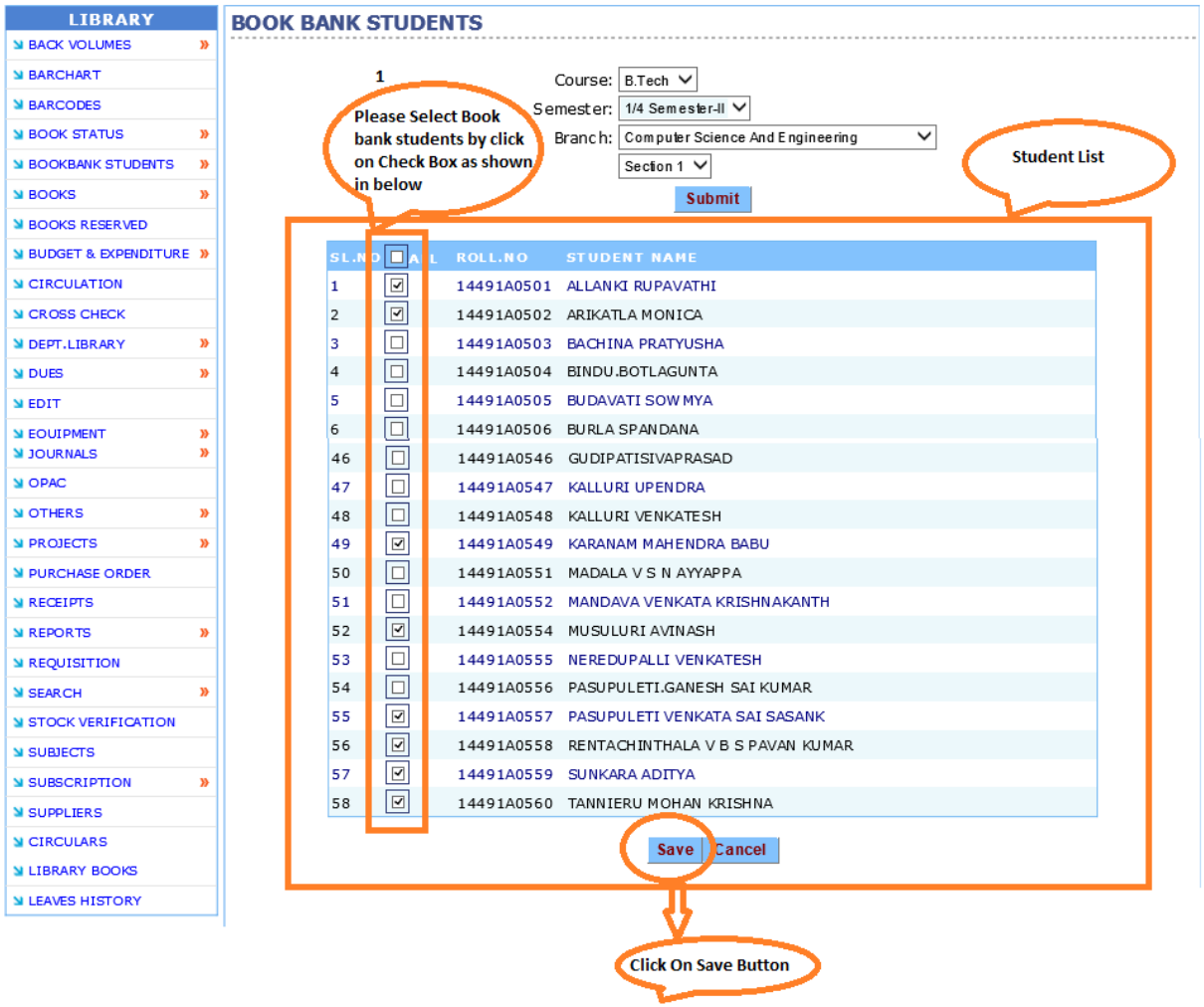


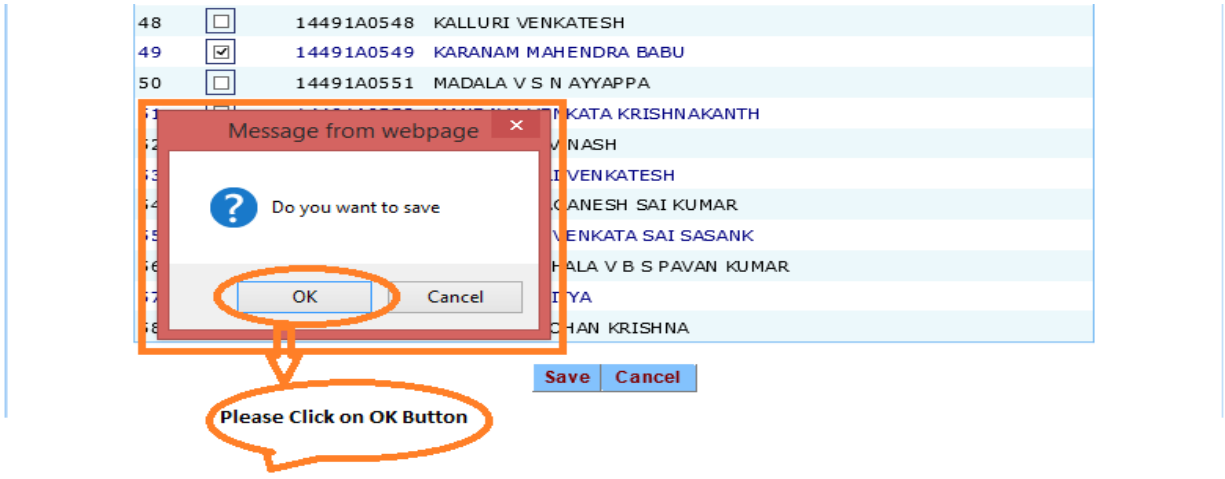
Step5:- Please **Click On Entry Option** Which Is Available In Sub Links Menu As Shown In Below.

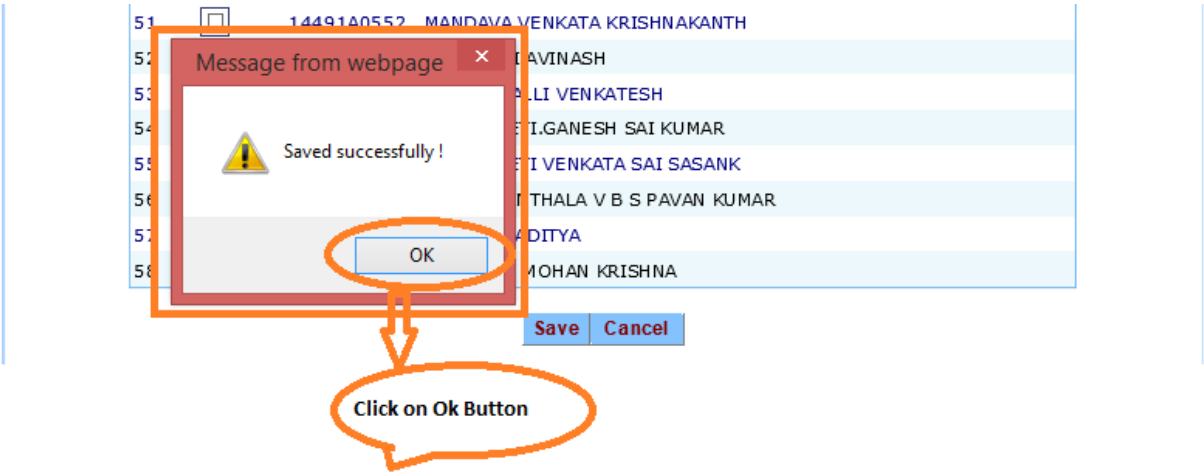


Step6:- Please **Select Your Course, Semester And Branch/Section** And Then **Click On Submit** Button.




LIBRARY
BACK VOLUMES
BARCHART
BARCODES
BOOK STATUS
BOOKBANK STUDENTS
BOOKS
BOOKS RESERVED
BUDGET & EXPENDITURE
CIRCULATION
CROSS CHECK
DEPT.LIBRARY
DUES
EDIT
EQUIPMENT
JOURNALS
OPAC
OTHERS
PROJECTS
PURCHASE ORDER
RECEIPTS
REPORTS
REQUISITION
SEARCH
STOCK VERIFICATION
SUBJECTS
SUBSCRIPTION
SUPPLIERS
CIRCULARS
LIBRARY BOOKS
LEAVES HISTORY
BOOK BANK STUDENTS
1
Please Select Book bank students by click on Check Box as shown in below
Course: B.Tech
Semester: 1/4 Semester-II
Branch: Computer Science And Engineering
Section 1
Submit
Student List
SL.NO
ROLL.NO
STUDENT NAME
1 14491A0501 ALLANKI RUPAVATHI
2 14491A0502 ARIKATLA MONICA
3 14491A0503 BACHINA PRATYUSHA
4 14491A0504 BINDU.BOTLAGUNTA
5 14491A0505 BUDAVATI SOWMYA
6 14491A0506 BURLA SPANDANA
46 14491A0546 GUDIPATISIVAPRASAD
47 14491A0547 KALLURI UPENDRA
48 14491A0548 KALLURI VENKATESH
49 14491A0549 KARANAM MAHENDRA BABU
50 14491A0551 MADALA V S N AYYAPPA
51 14491A0552 MANDAVA VENKATA KRISHNAKANTH
52 14491A0554 MUSULURI AVINASH
53 14491A0555 NEREDUPALLI VENKATESH
54 14491A0556 PASUPULETI.GANESH SAI KUMAR
55 14491A0557 PASUPULETI VENKATA SAI SASANK
56 14491A0558 RENTACHINTHALA V B S PAVAN KUMAR
57 14491A0559 SUNKARA ADITYA
58 14491A0560 TANNIERU MOHAN KRISHNA
Save
Cancel
Click On Save Button

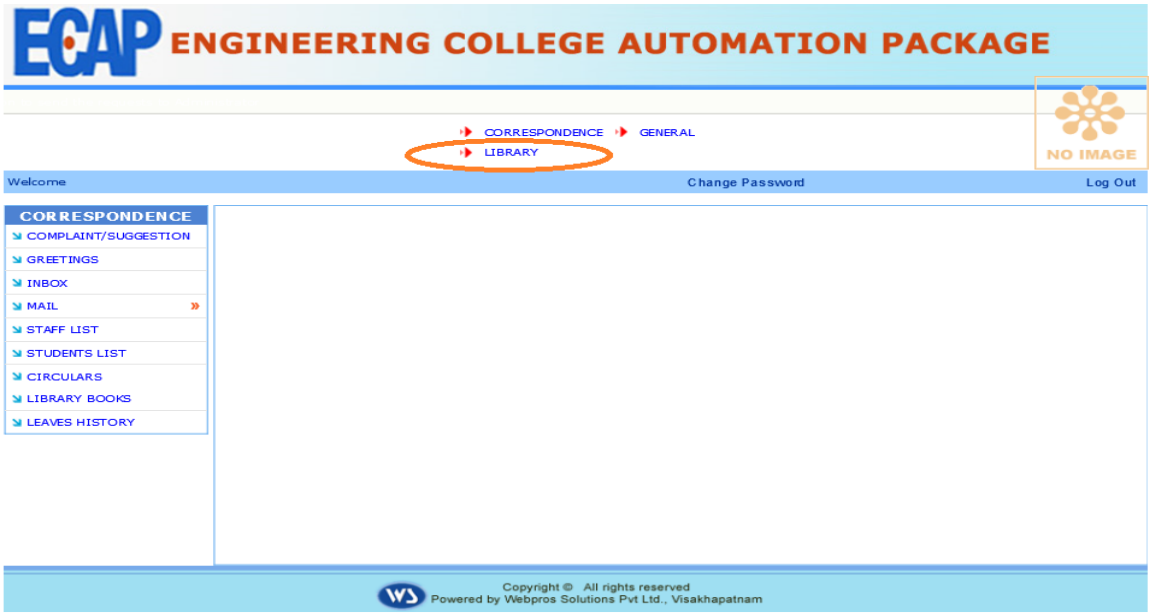

48 14491A0548 KALLURI VENKATESH
49 14491A0549 KARANAM MAHENDRA BABU
50 14491A0551 MADALA V S N AYYAPPA
Message from webpage
Do you want to save
OK
Cancel
Save
Cancel
Please Click on OK Button



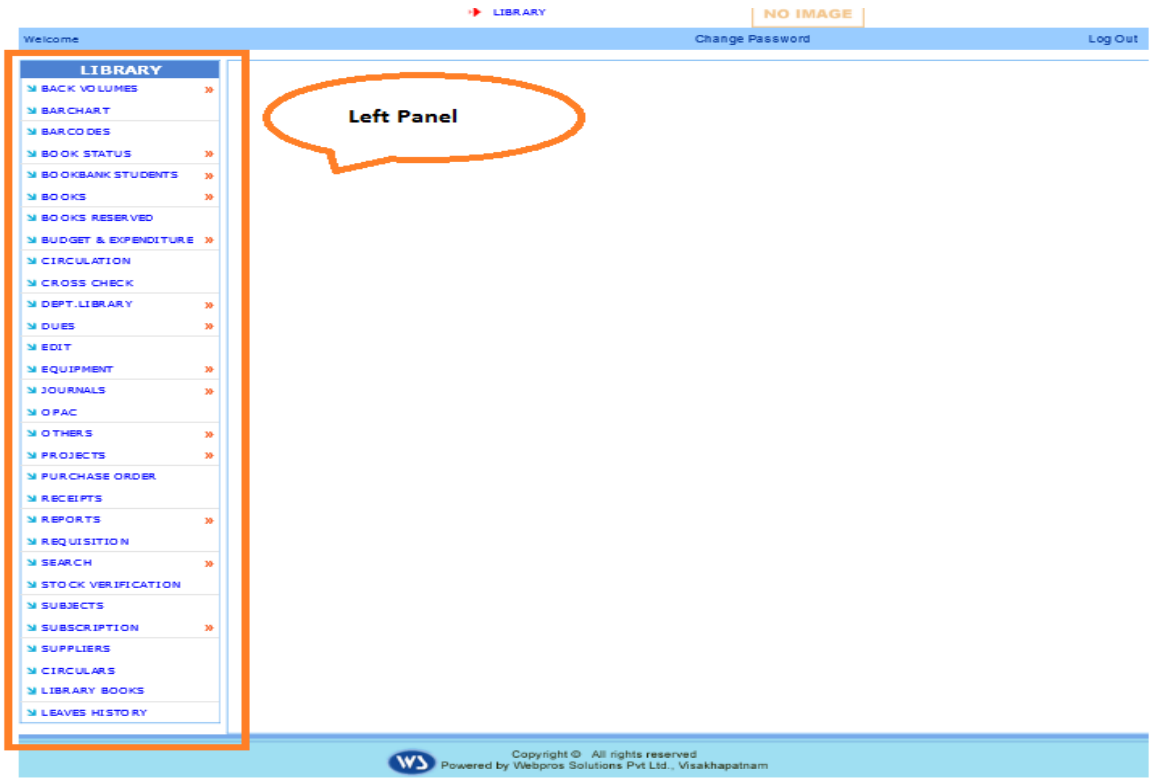
8) How Can I Check Book Bank Students Report By Course, Semester, Branch Wise?

Ans:-Step 1:-Please Login In To ECAP By Using Your Username And Password

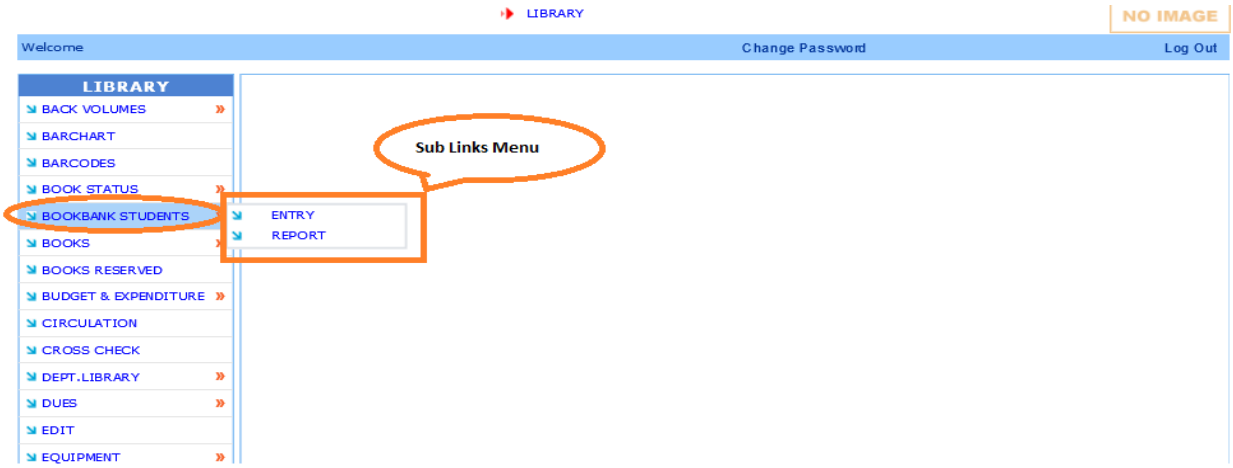
Step 2:- Please Click On "Library" Module As Shown In Below.



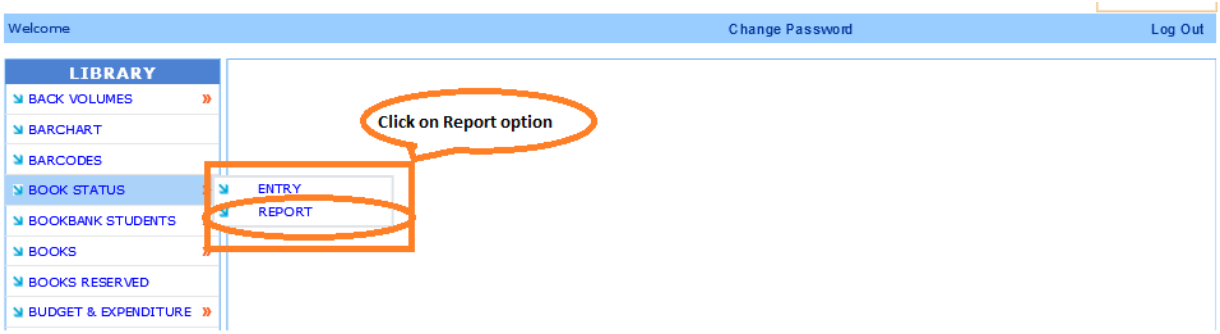
Step 3:-You Will Find **"Left Panel"** After Clicking On Library Module As Shown In Below.



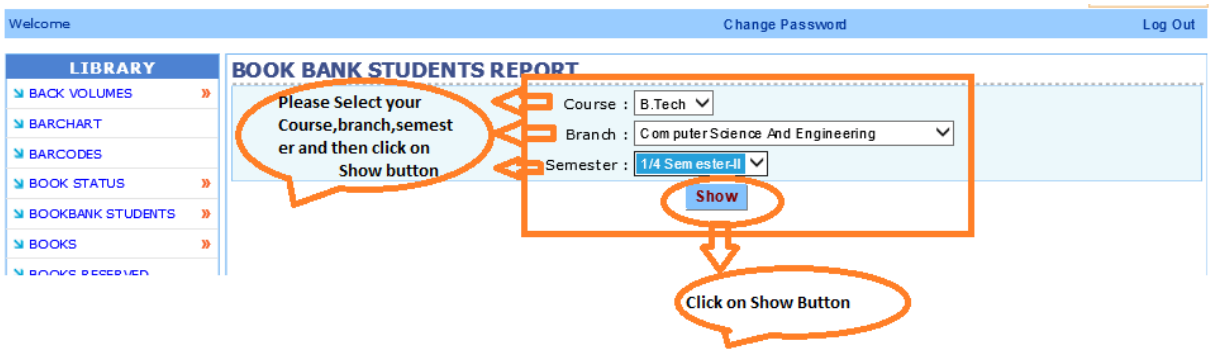
Step4:- **Please Place Your Mouse Pointer On "Book Bank Students" Option Which Is Available In Left Menu As Shown In Below. Then You Will Find Sub Links Menu.**



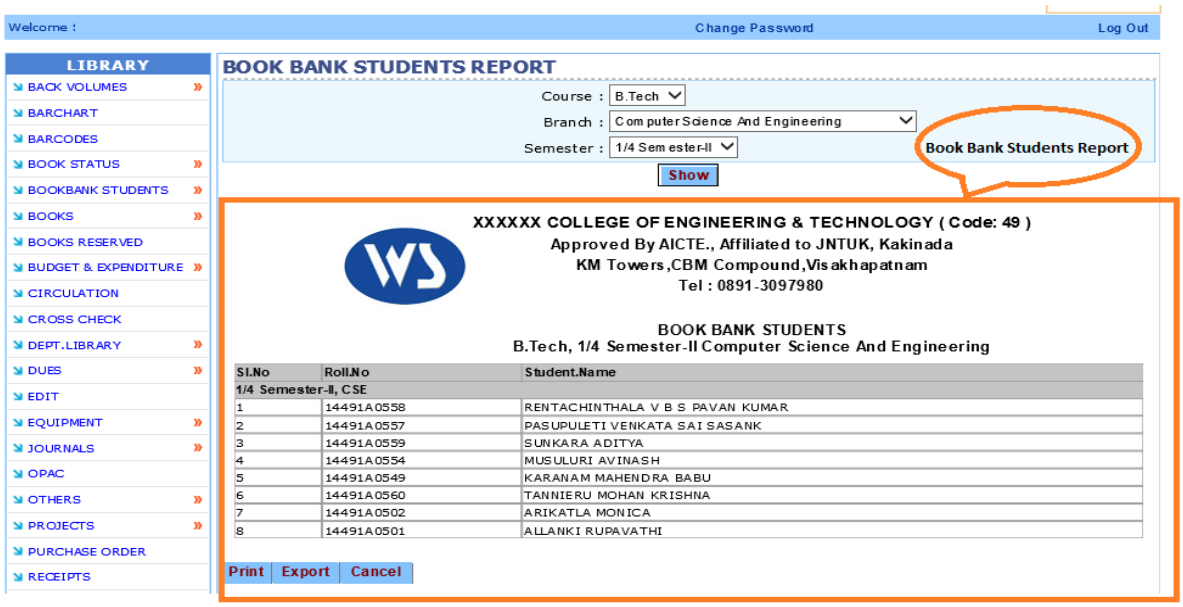
Step5:- Please **Click On Report Option** Which Is Available In Sub Links Menu As Shown In Below Page



Step6:- Please **Select Your Course, Semester And Branch/Section** And Then **Click On Submit** Button.



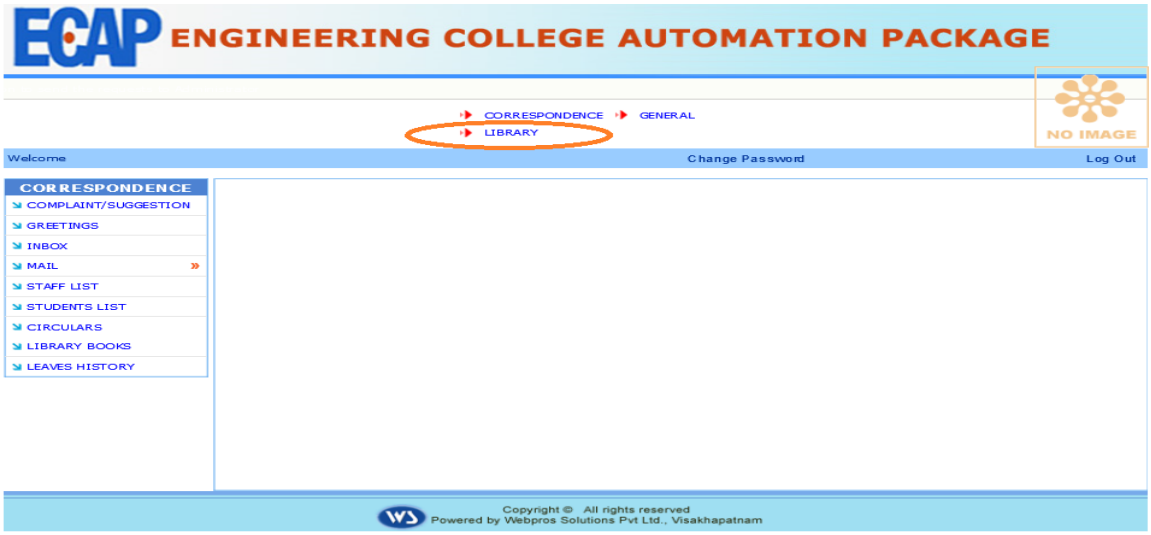
You Will Find Like Below Report After Click On Show Button.



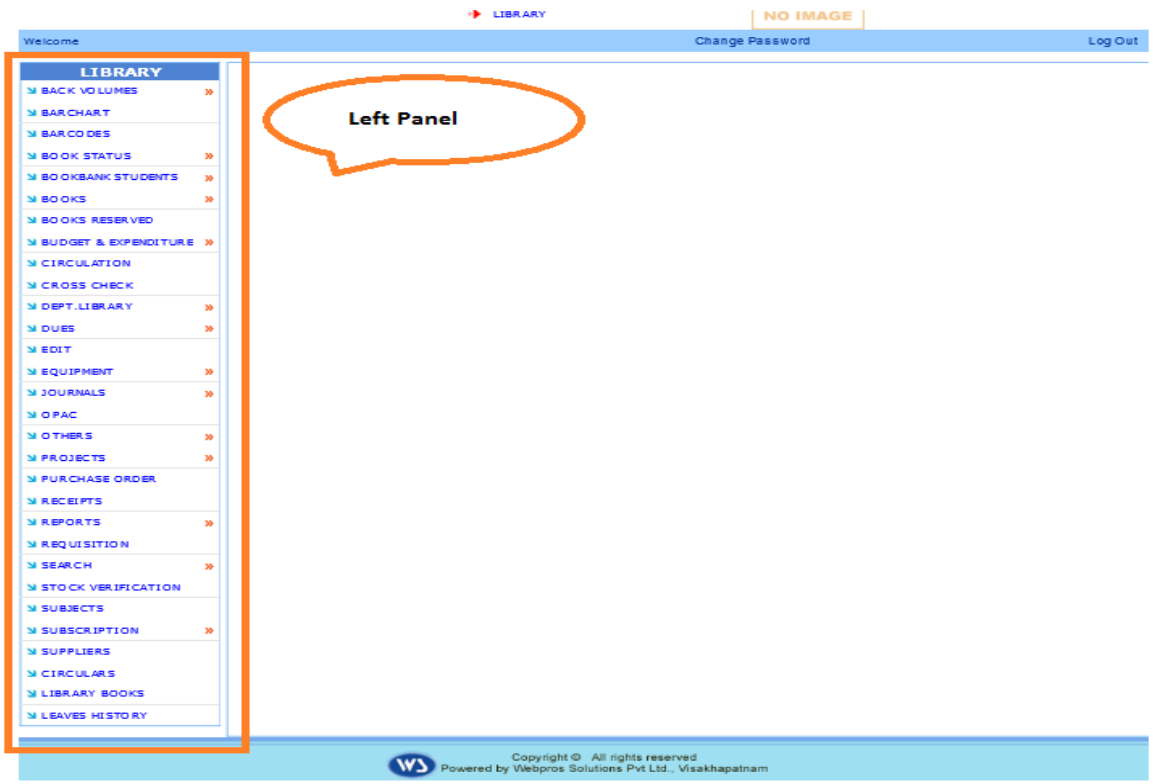
9) How Can I Assign Issue Tickes, Reference Tickets To General, Social Welfare, Book Bank Students And To Staff?

Ans:-Step 1:-Please Login In To ECAP By Using Your Username And Password

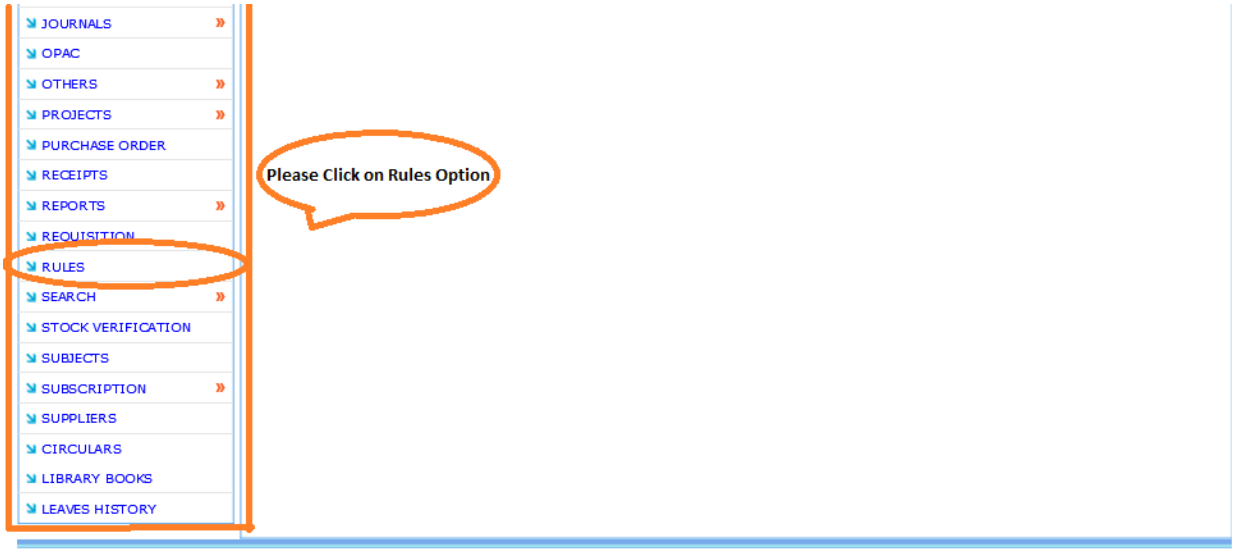
Step 2:- Please Click On "Library" Module As Shown In Below.



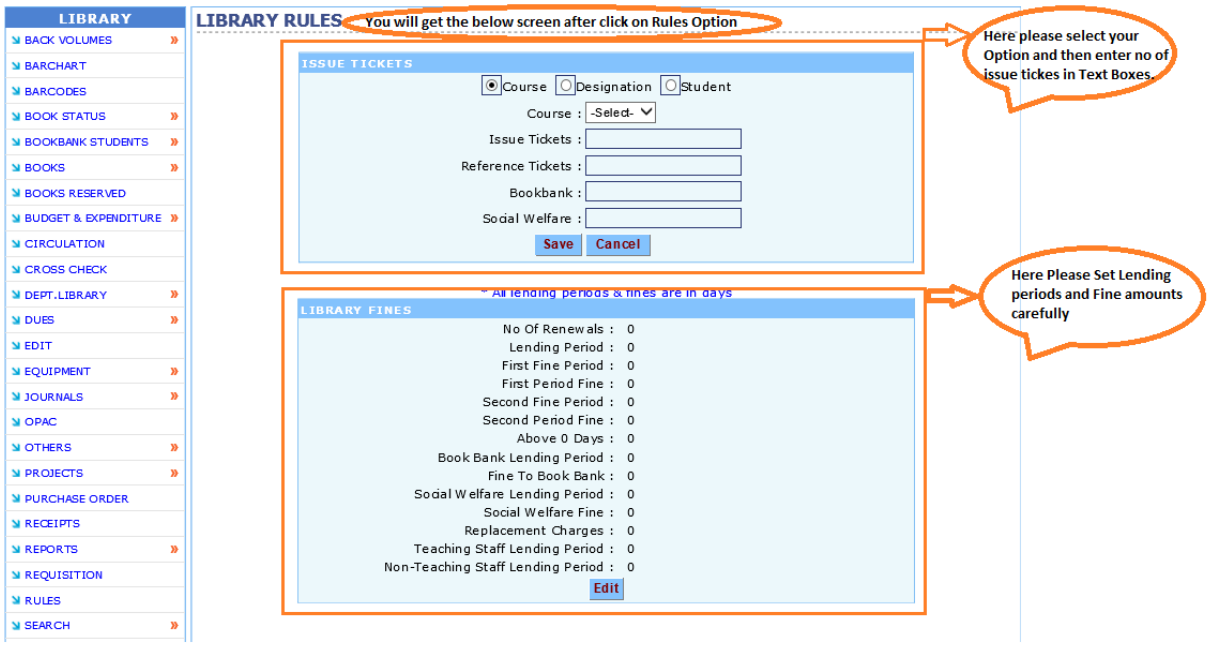
Step 3:-You Will Find "Left Panel" After Clicking On Library Module As Shown In Below.



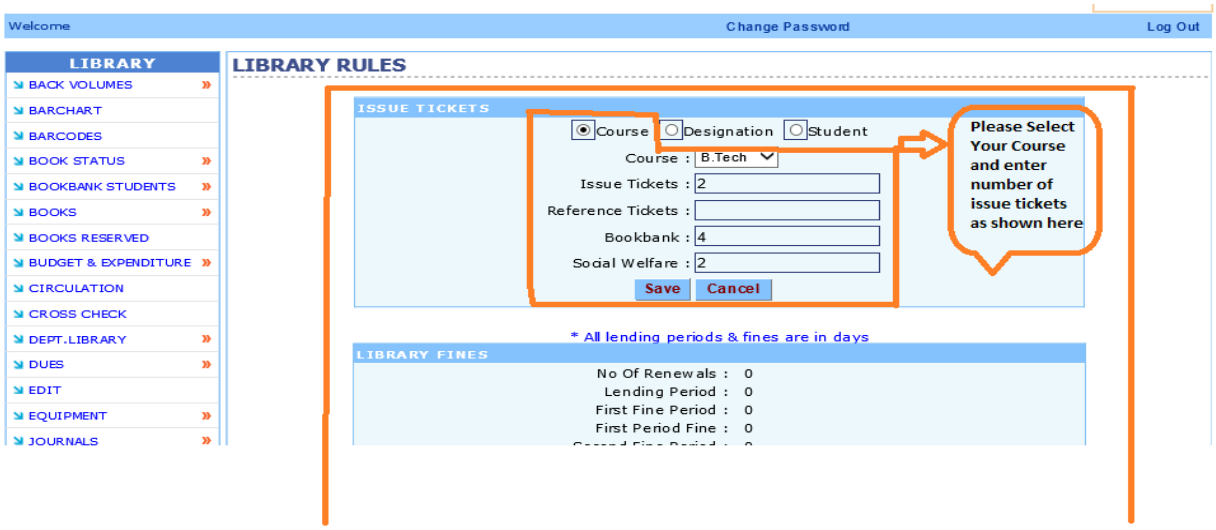
<u>Step4:-</u> Please Click On "Rules" Option Which Is Available In Left Panel As Shown In Below.



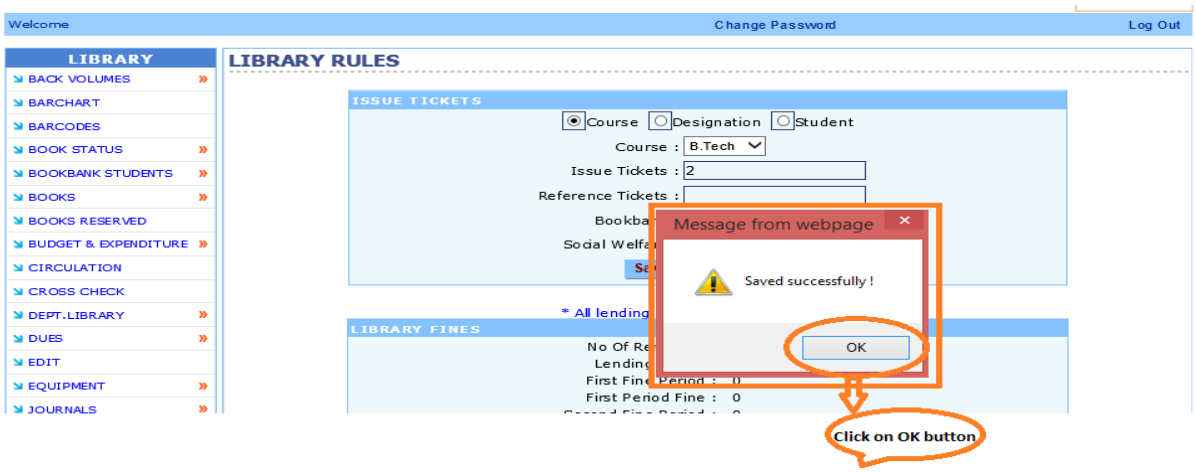
You Will Get The Below Screen After Click On Rules Option.



<u>Rules For Course Wise:-</u> Here Please Select Course Radio Button And Then Select Your Course And Enter Your Number Of Issue Tickets For General Category And Then Enter Your Number Of Issues Tickets For Book Bank And Social Welfare Category As Shown In Below.

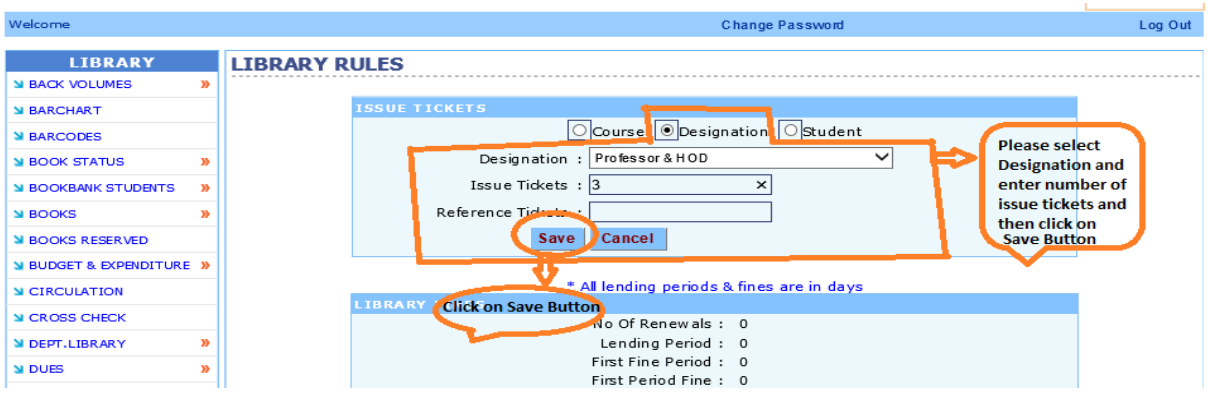


You Will Get Confirmed Pop Up Here Please Click On OK Button.

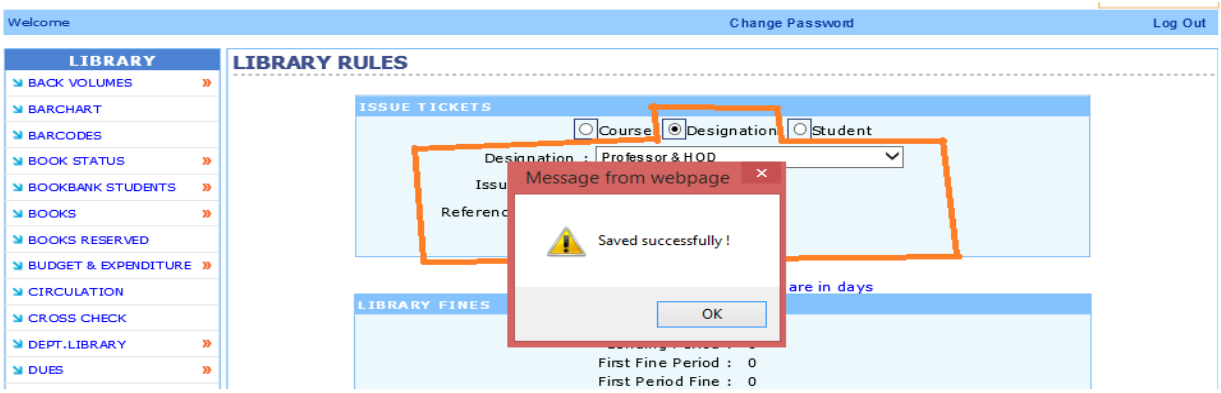


Rules For Designation Wise:-

Here Please Select Designation And Enter Number Of Issues And Then Click On Save Button.

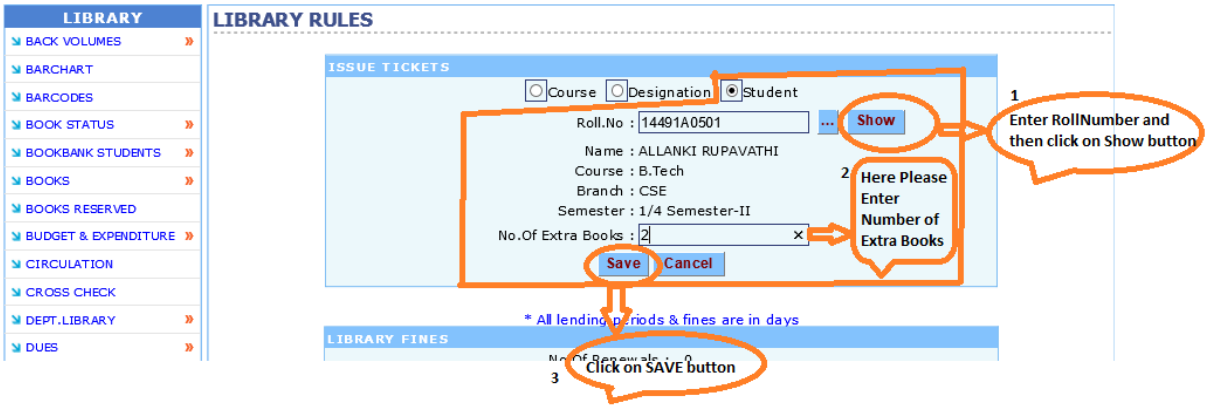


You Will Get Confirmation Message After Click On Save Button Here Please Click On OK Button.

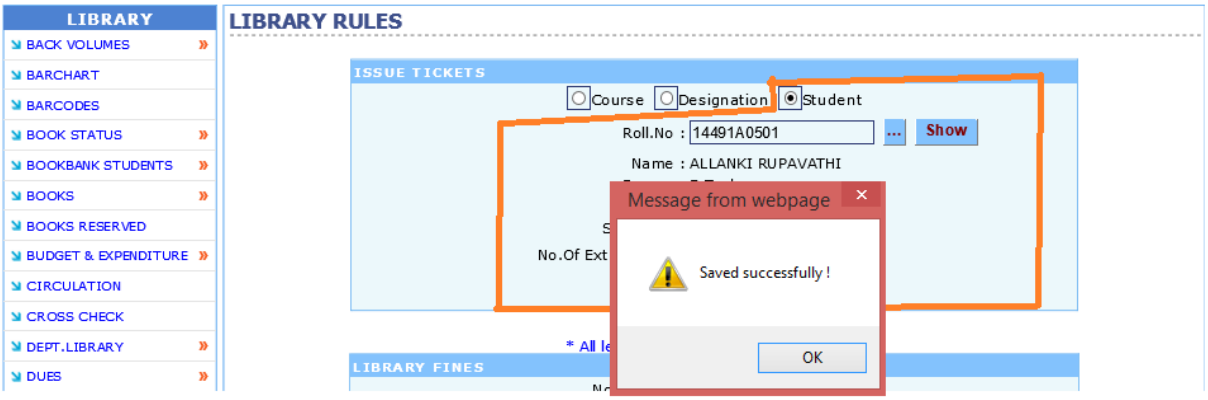


Rules For Student Wise:-

Here Please Select Student Radio Button And Then Enter Rollno And Then Click On Show Button. Then You Will Get Like Below Here Please Enter Number Of Extra Books And Then Click On Save Button.



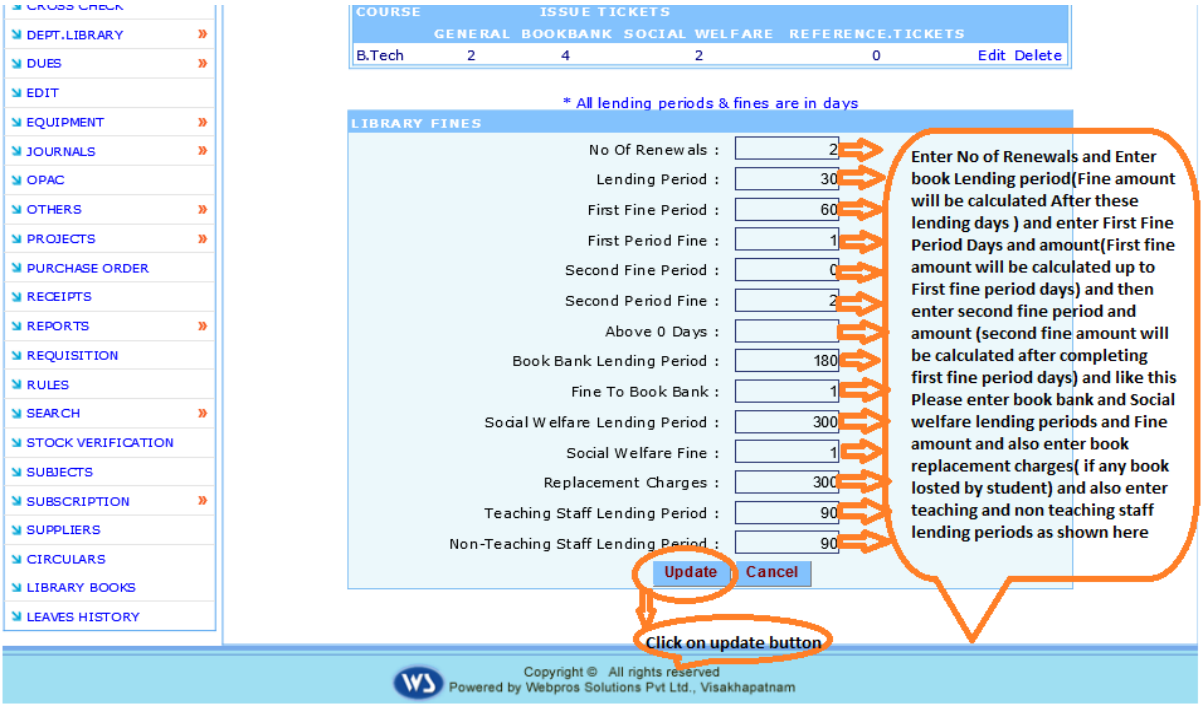
You Will Get Confirmation Message Like Below Here Please Click On Ok Button.



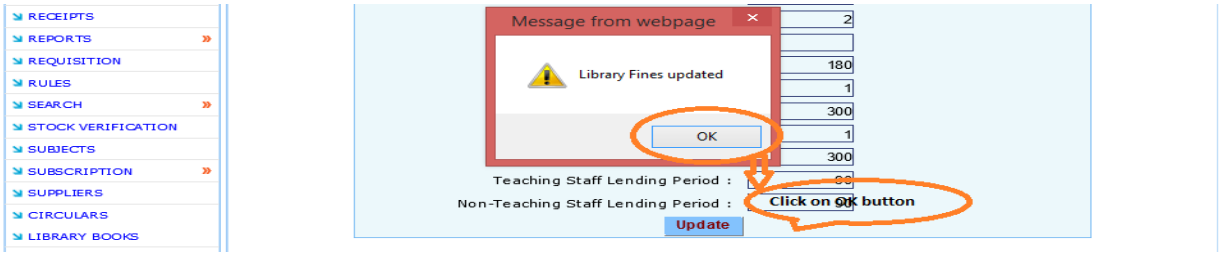
Steps For Set Lending Periods And Fine Amounts:-

Here Please Click On Edit Button To Set Lending Periods And Fine Amount.

You Will Get Below Screen For Enter Text Here Please Enter Required Field As Shown In Below.



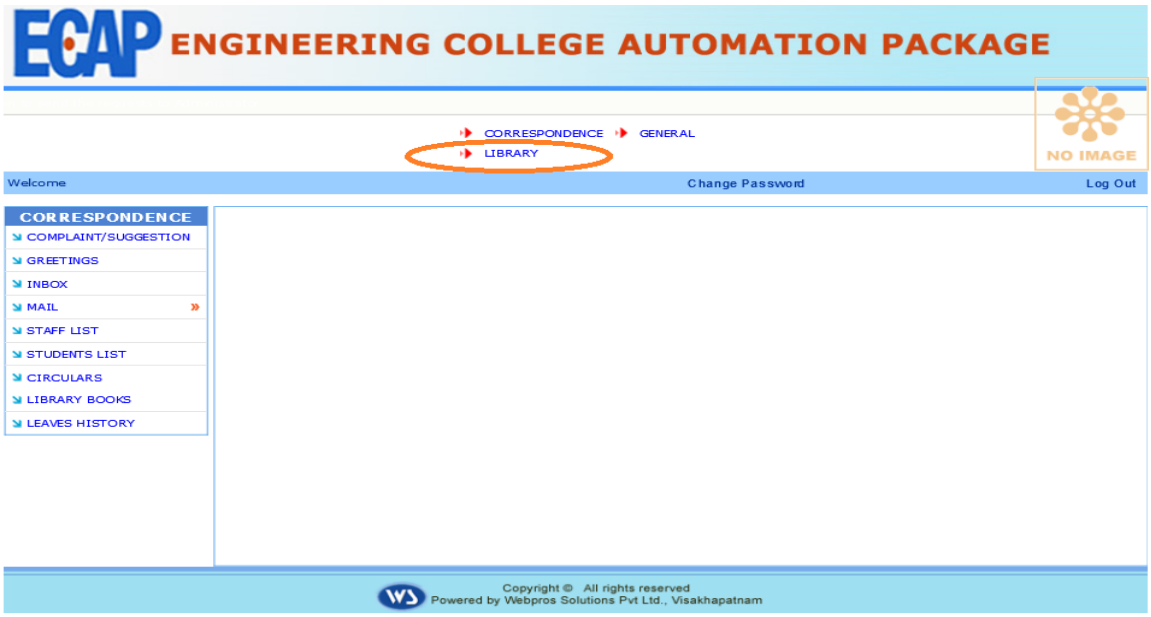
You Will Get Confirmed Message As Shown In Below.



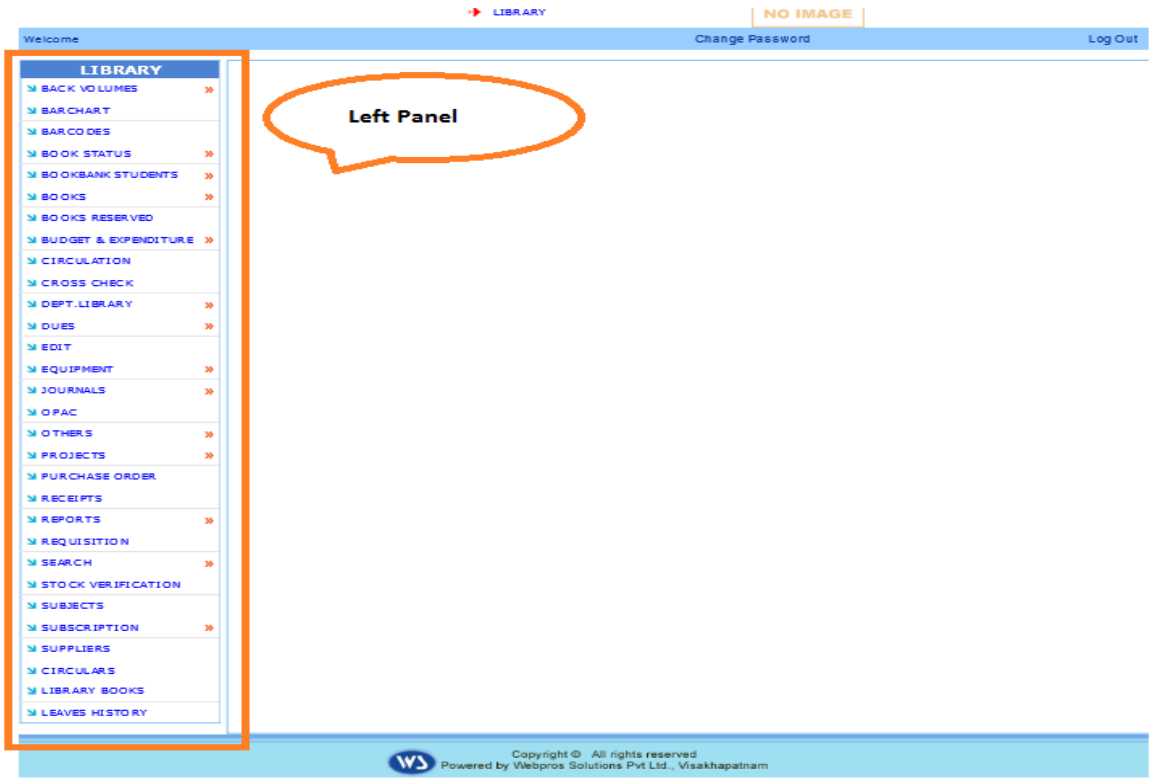
10) How Can I Subscribe Journal And Magazines?

Ans:-Step 1:-Please Login In To ECAP By Using Your Username And Password

Step 2:- Please Click On "Library" Module As Shown In Below.



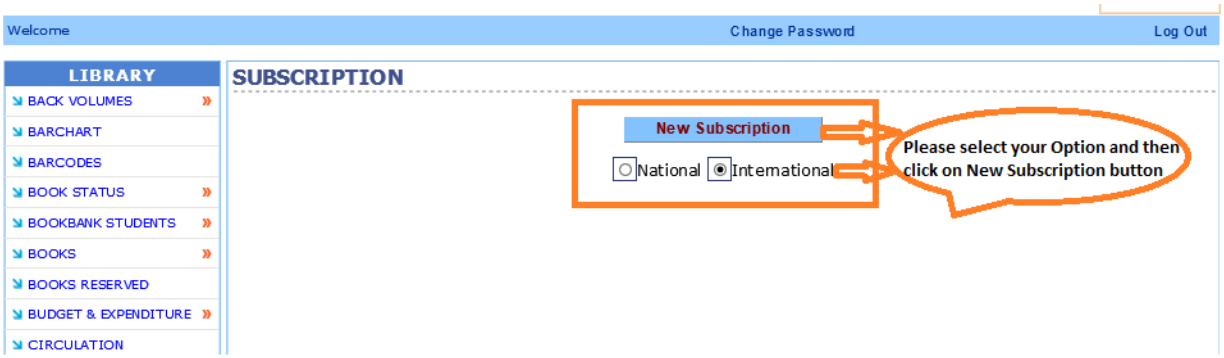
Step 3:-You Will Find "Left Panel" After Clicking On Library Module As Shown In Below.



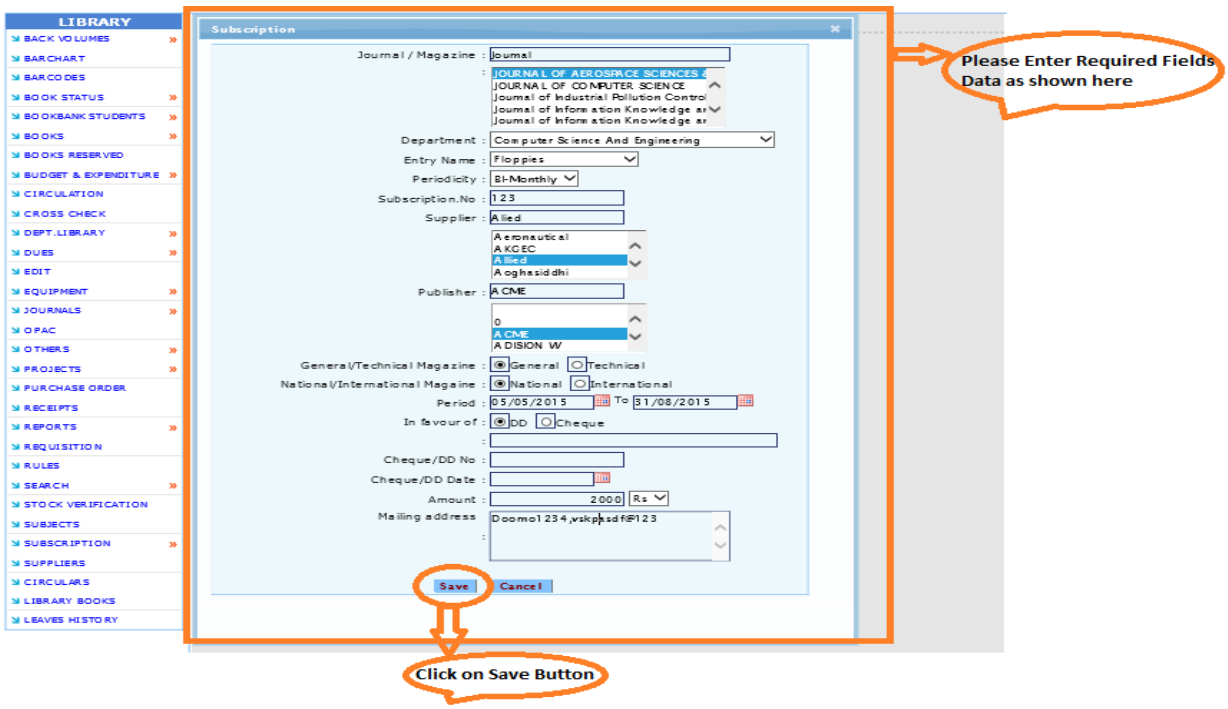
<u>Step4:-</u> Please Place Your Mouse Pointer On "Subscription" Option Which Is Available In Left Menu As Shown In Below. Then You Will Find Sub Links Menu.

Here Please Click On "New Option" Which Is Available In Sub Links Menu.

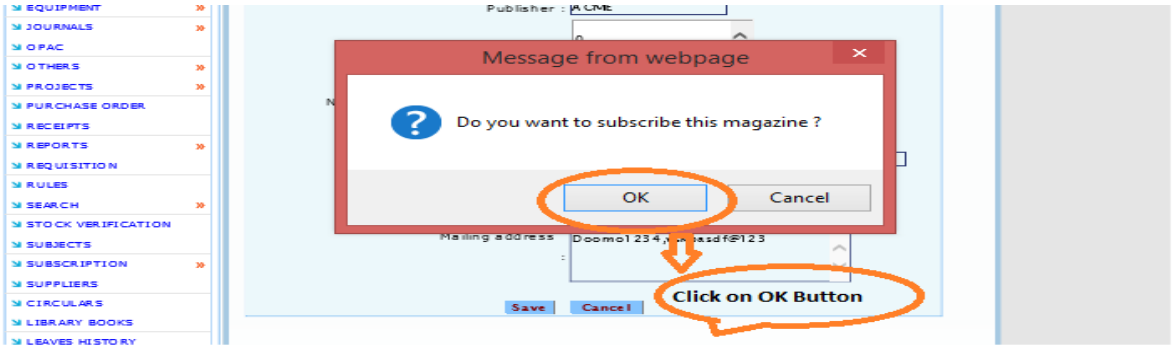
You Will Get Below Screen After Click On New Option As Shown In Below Here Please Select Your Option And Then Click On New Subscription Button.



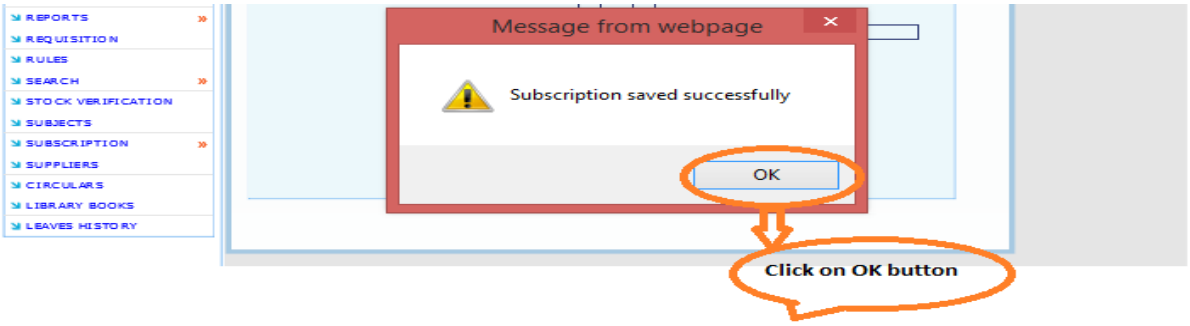
You Will Get The Below Screen After Click On New Subscription Button. Here Please Enter Required Field Data And Click On Save Button As Shown In Below.



You Will Get Confirmation Popup After Click On Save Button Here Please Click On Ok Button.



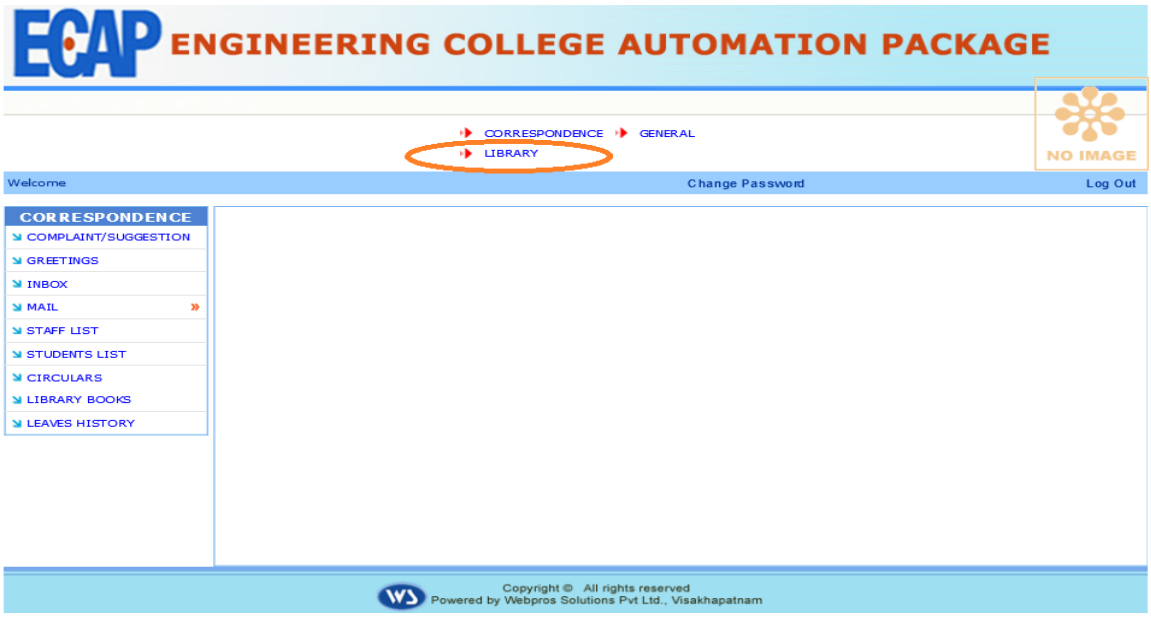
You Will Get Confirmation Message After Click On Ok Button Here Please Click On Save Button Here.



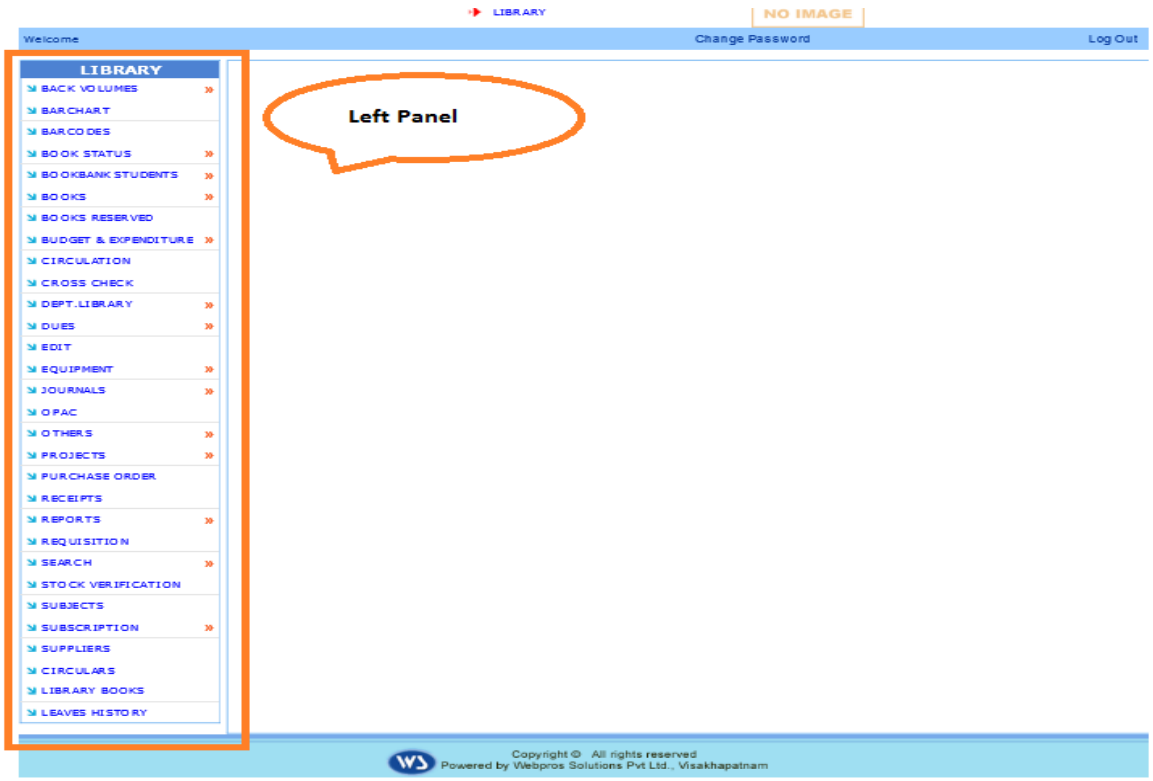
11) How Can I Check Subscriptions Mailing Address Report?

Ans:-Step 1:-Please Login In To ECAP By Using Your Username And Password

Step 2:- Please Click On "Library" Module As Shown In Below.

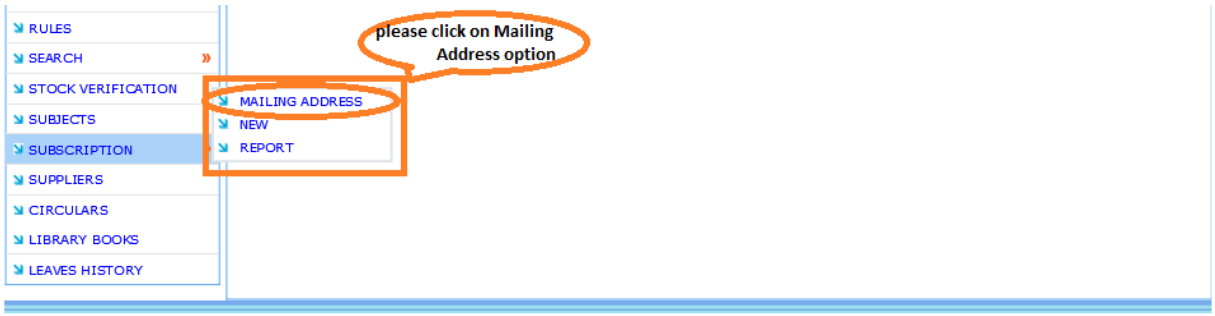


Step 3:-You Will Find "Left Panel" After Clicking On Library Module As Shown In Below.

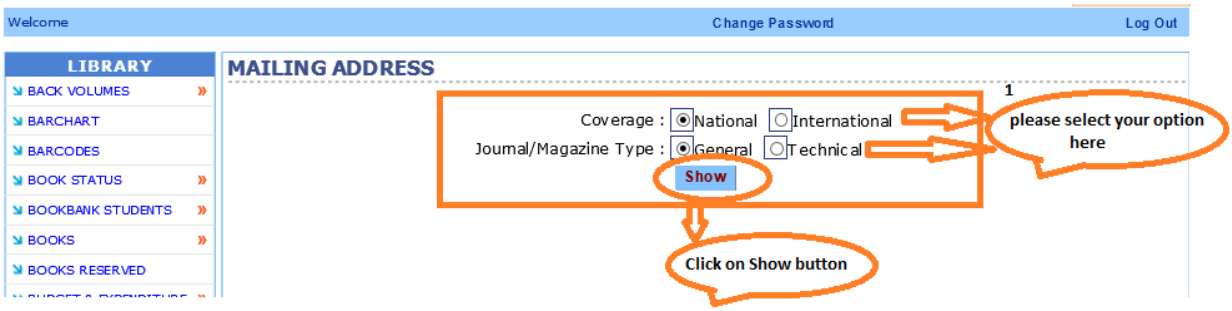


Step4:- **Please Place Your Mouse Pointer On "Subscription" Option Which Is Available In Left Menu As Shown In Below. Then You Will Find Sub Links Menu.**

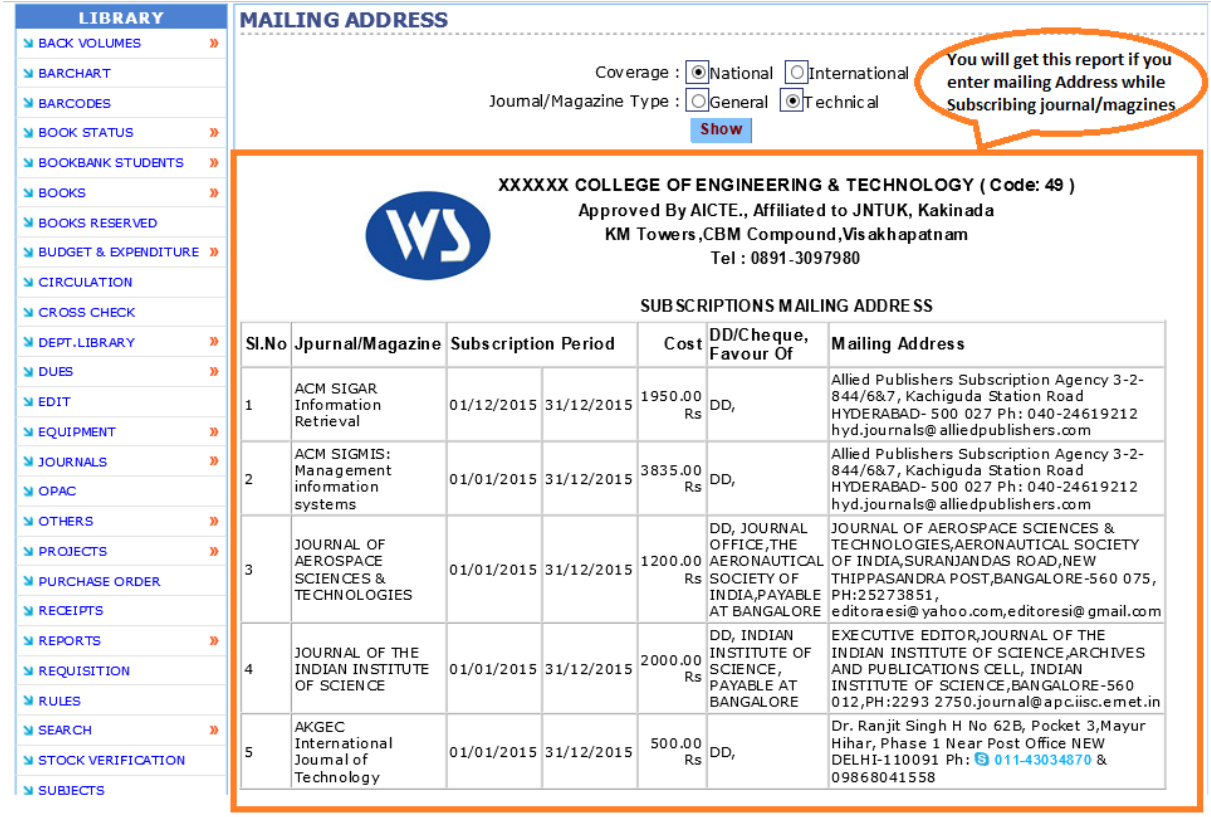
Here Please Click On "Mailing Address Option" Which Is Available In Sub Links Menu.



You Will Get Below Screen After Click On Mailing Address Option .Here Please Select Your Option And Click On Show Button As Shown In Below.



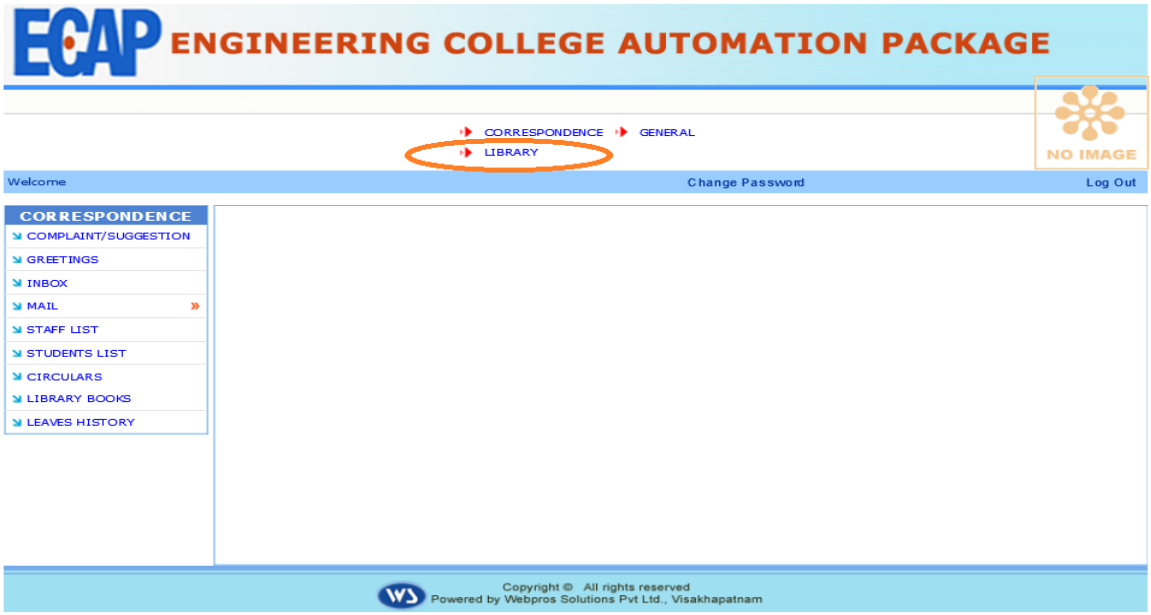
You Will Get Report Like Below If You Entered Mailing Address While Subscribing Journals/Magazines



12) How Can I Check Subscriptions Valid Date Report?

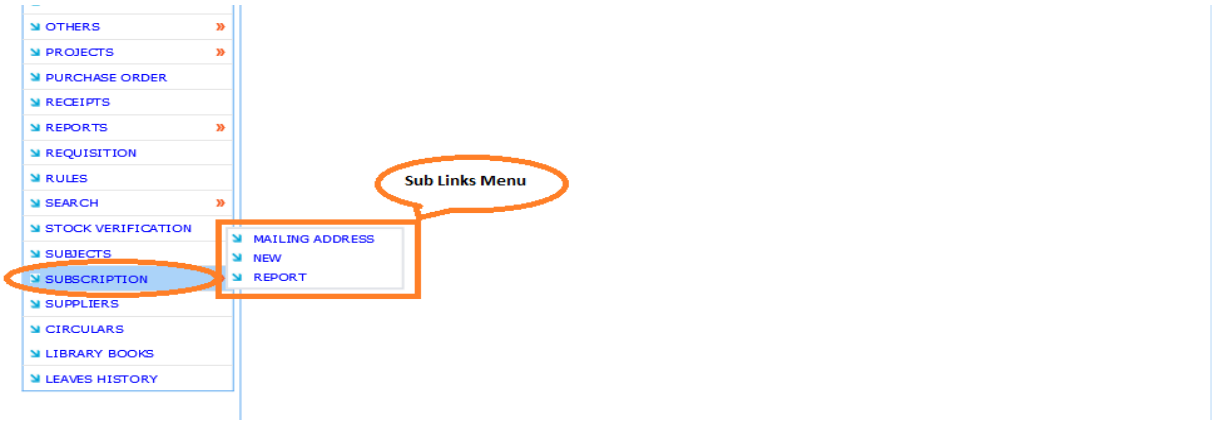
Ans:-Step 1:-Please Login In To ECAP By Using Your Username And Password

Step 2:- Please Click On "Library" Module As Shown In Below.

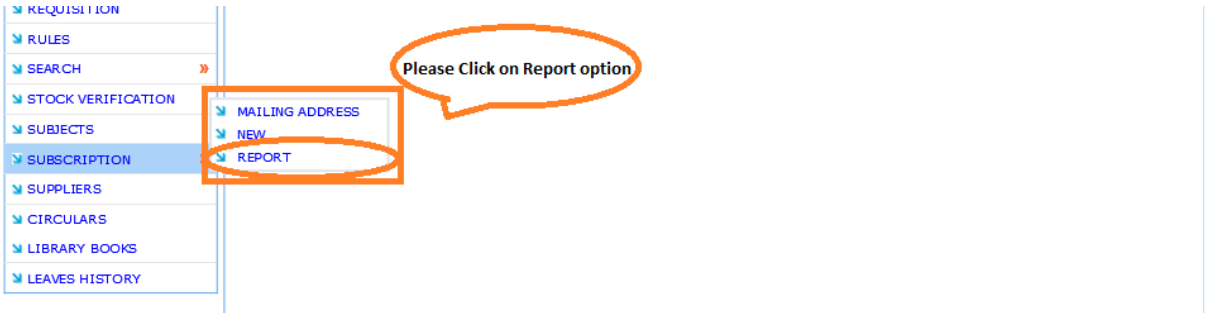


Step 3:-You Will Find "Left Panel" After Clicking On Library Module As Shown In Below.

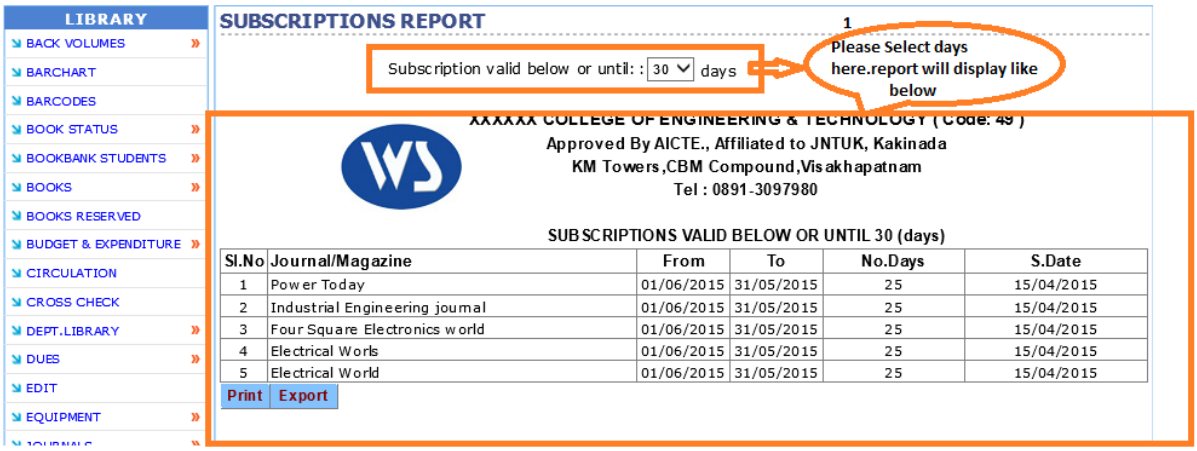
Step4:- Please Place Your Mouse Pointer On "Subscription" Option Which Is Available In Left Menu As Shown In Below. Then You Will Find Sub Links Menu.



Here Please Click On "Report Option" Which Is Available In Sub Links Menu.



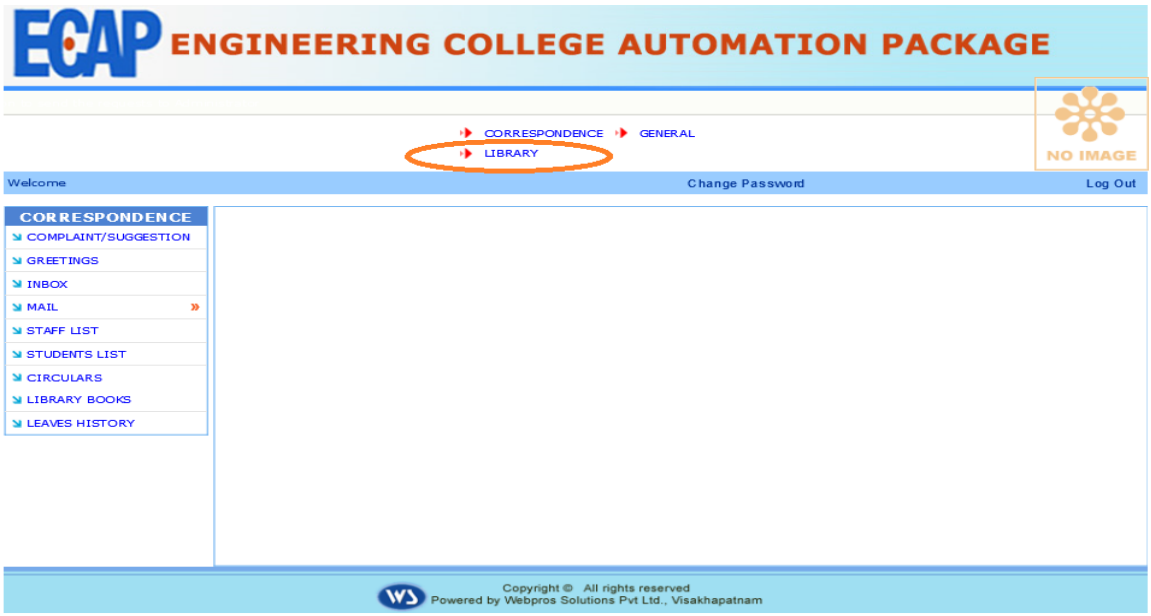
You Will Get Below Screen After Click On Report Option Here Please Select Days Then You Will Find Report Based On Your Selection.



13) How Can I Enter Journal And Magazines In To Package?

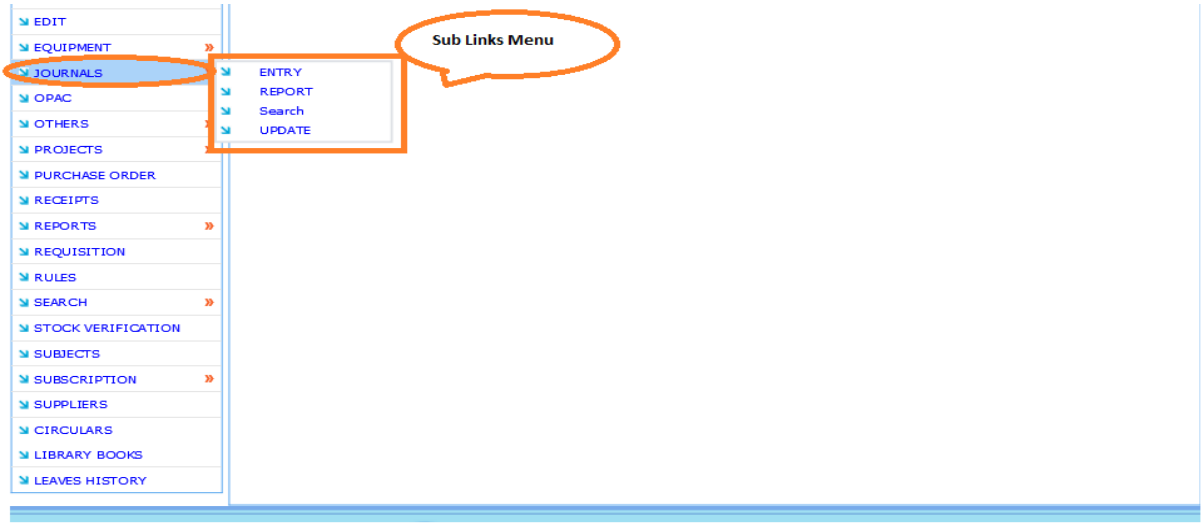
Ans:-<u>Step 1</u>:-Please Login In To ECAP By Using Your Username And Password

<u>Step 2</u>:- Please Click On "Library" Module As Shown In Below.

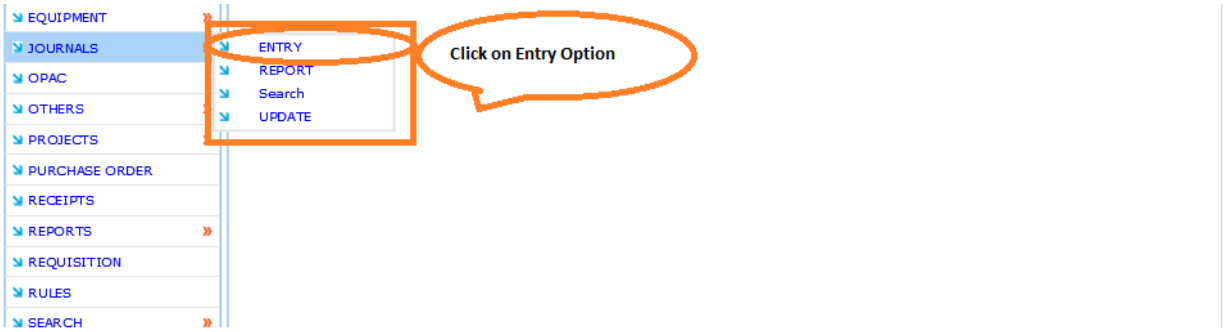


Step 3:-You Will Find "Left Panel" After Clicking On Library Module As Shown In Below.

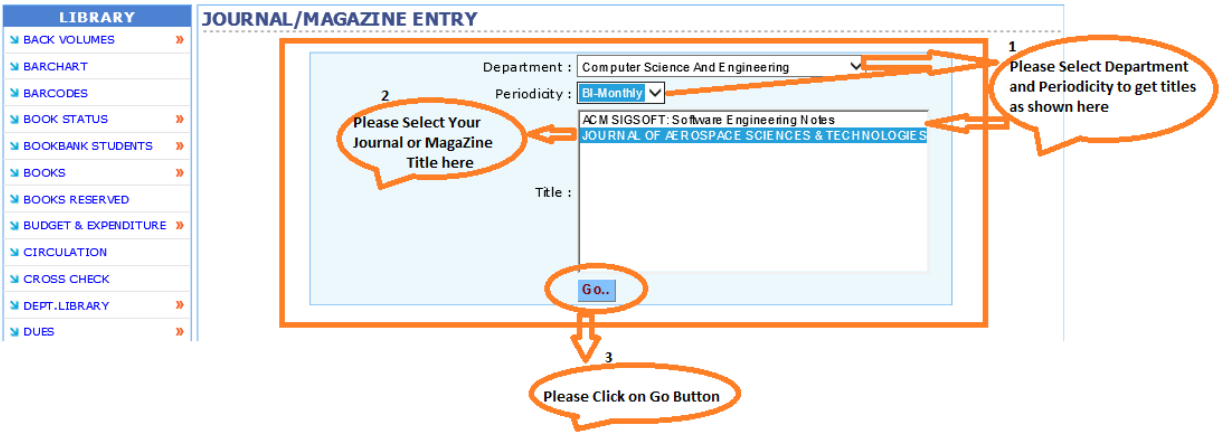
Step4:- Please Place Your Mouse Pointer On "Journals" Option Which Is Available In Left Menu As Shown In Below. Then You Will Find Sub Links Menu.



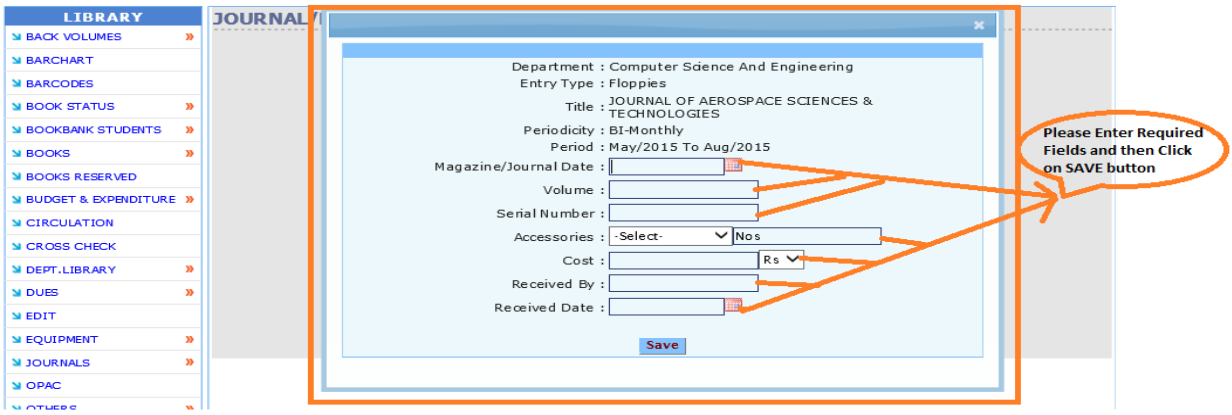
Step5:- Here Please Click On "Entry Option "Which Is Available In Sub Links Menu.



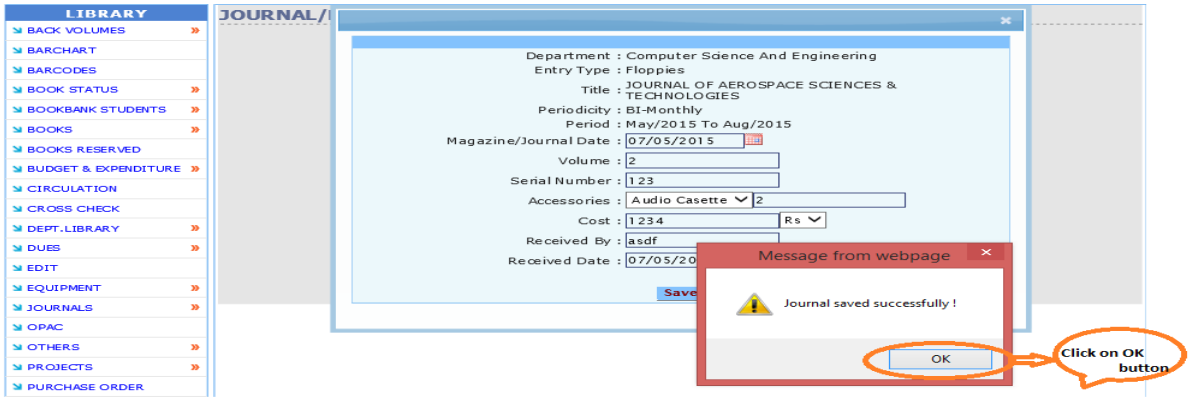
Step6:- You Will Get Below Screen .Here Please Select Department And Periodicity To Get Journal/Magazine Titles And Then Click On GO Button As Shown In Below.



You Will Get Below Screen After Click On GO Button Here Please Enter Required Fields And Then Click On Save Button.



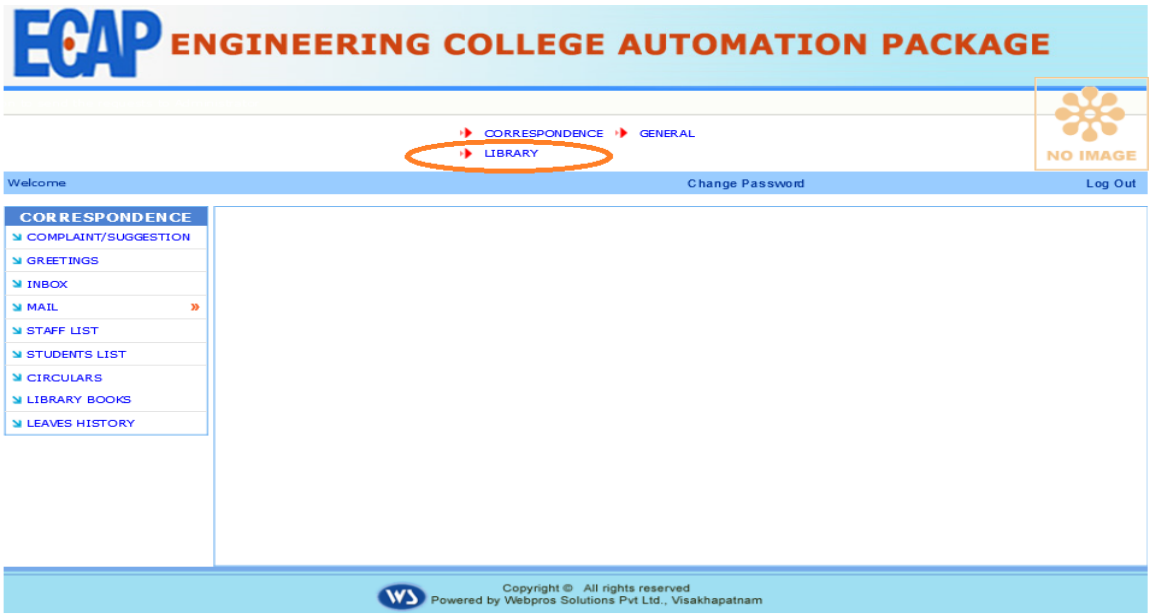
Please Enter Data And Then Click On Save Button As Shown In Below. Then You Will Get Confirmed Message Here Please Click On OK Button As Shown In Below.



14) How Can I Search Existing Journals And Magazines?

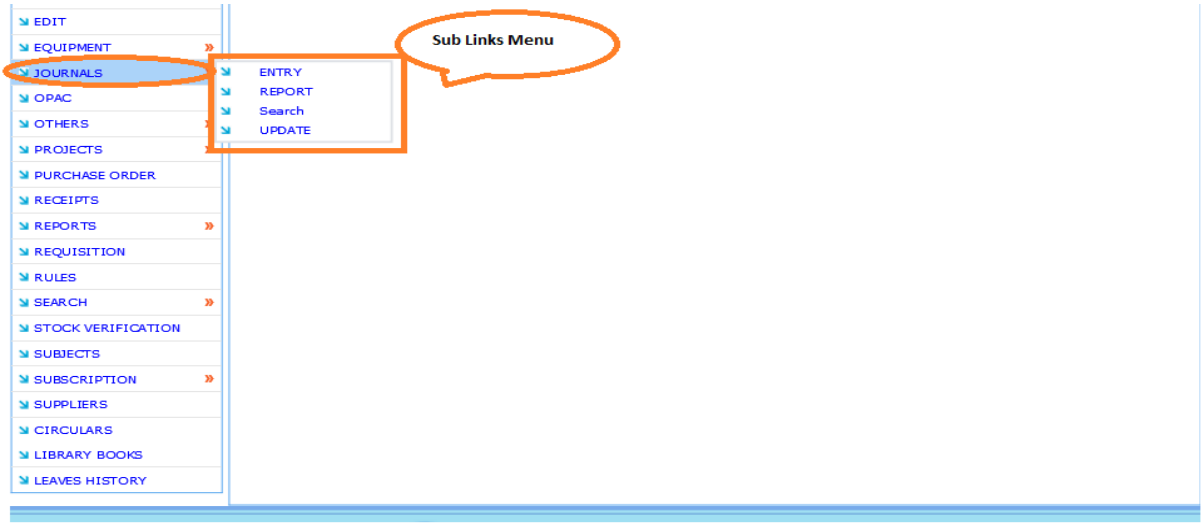
Ans:-Step 1:-Please Login In To ECAP By Using Your Username And Password

Step 2:- Please Click On "Library" Module As Shown In Below.

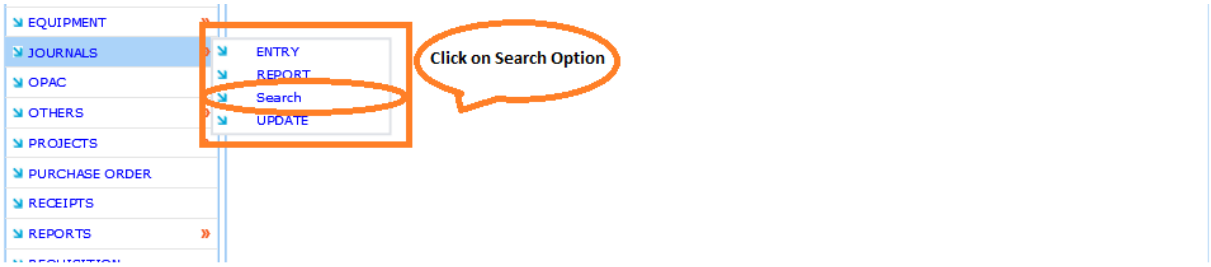


Step 3:-You Will Find "Left Panel" After Clicking On Library Module As Shown In Below.

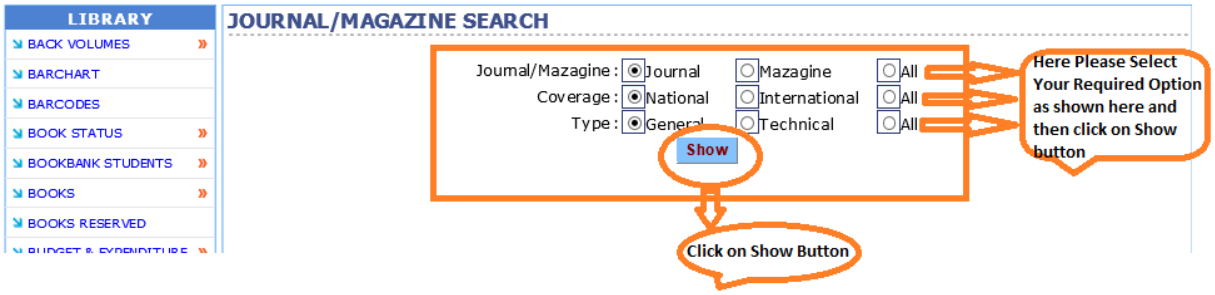
Step4:- Please Place Your Mouse Pointer On "Journals" Option Which Is Available In Left Menu As Shown In Below. Then You Will Find Sub Links Menu.



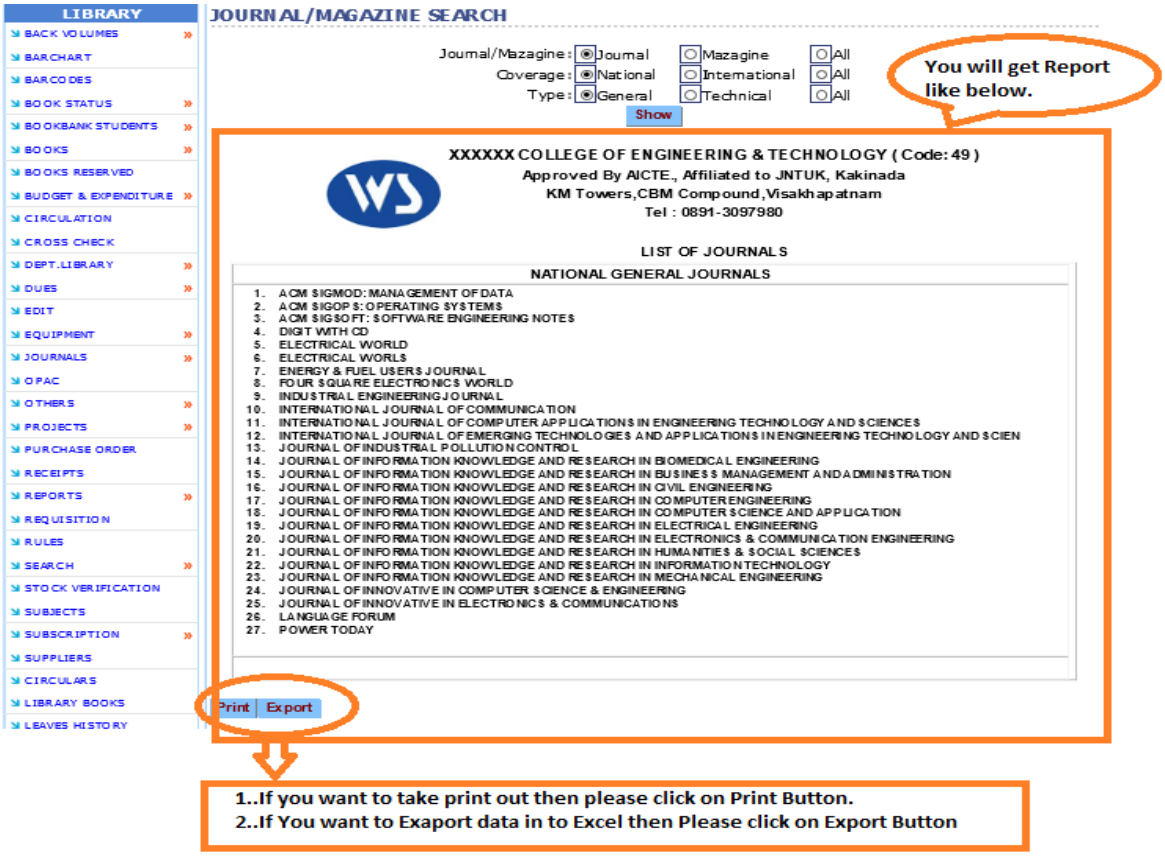
Step5:- Here Please Click On "Search Option "Which Is Available In Sub Links Menu.



Step6:- You Will Get Below Screen After Click On Search Option. Here Please Select Your Required Options And Then Click On Show Button As Shown In Below.



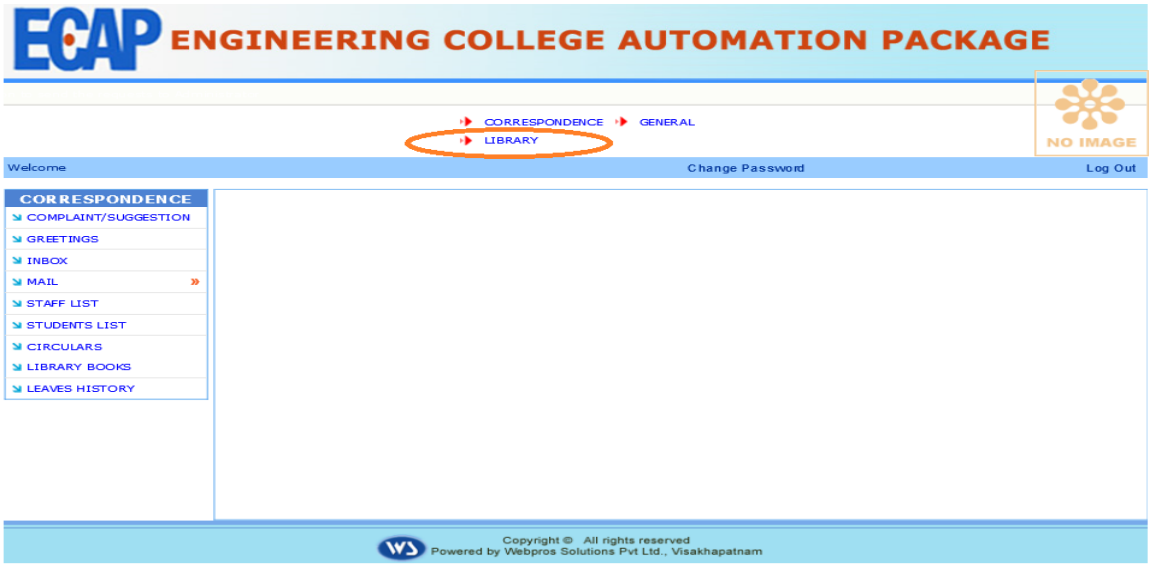
You Will Get Report Like Shown In Next Page. You Will Get The Report Based On Your Selection As Shown In Below



15) How Can I Edit And Delete Existing Journals And Magazines?

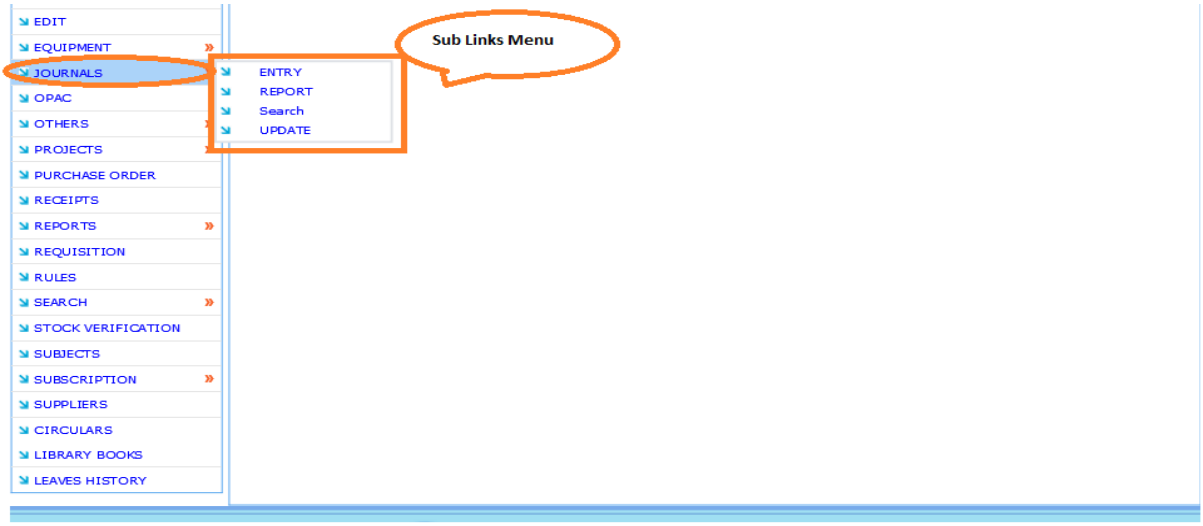
Ans:-Step 1:-Please Login In To ECAP By Using Your Username And Password

Step 2:- Please Click On "Library" Module As Shown In Below.

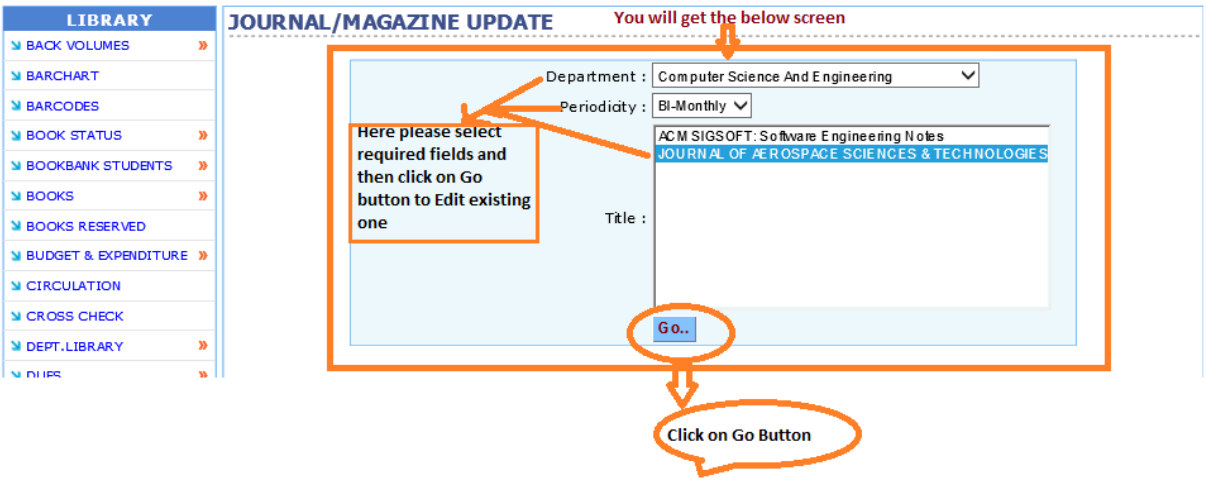


Step 3:-You Will Find "Left Panel" After Clicking On Library Module As Shown In Below.

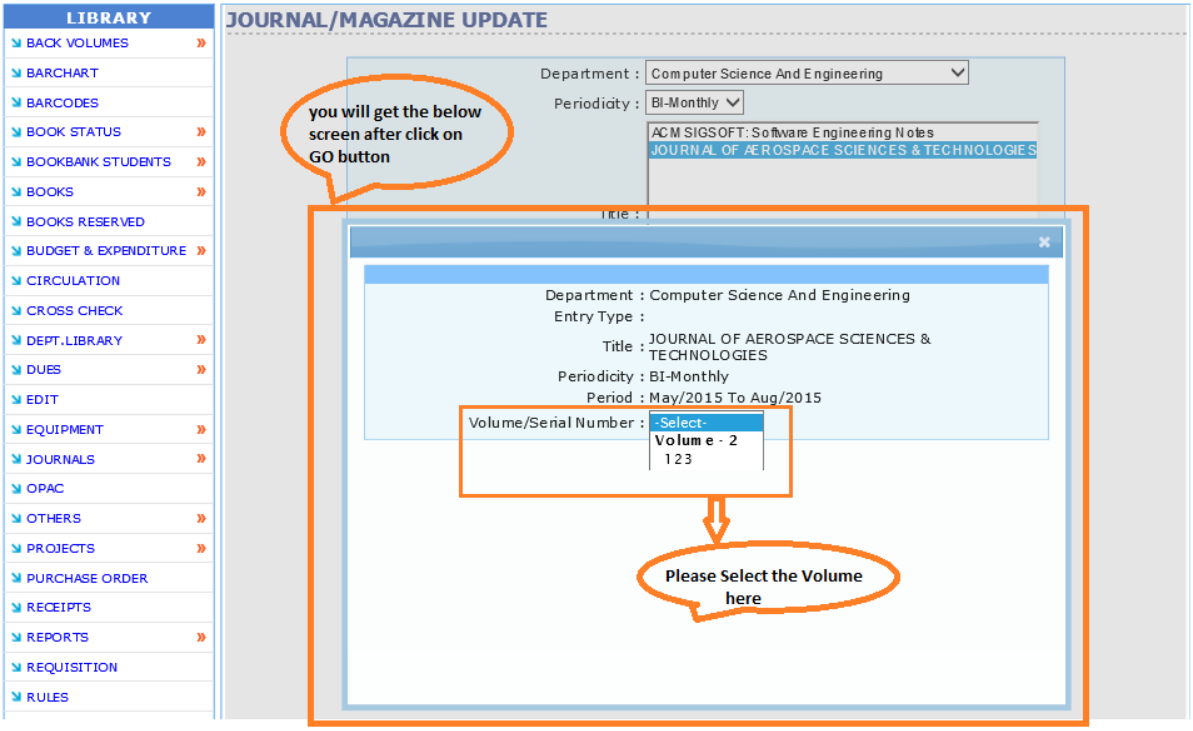
Step4:- Please Place Your Mouse Pointer On "Journals" Option Which Is Available In Left Menu As Shown In Below. Then You Will Find Sub Links Menu.



Step5:- Here Please Click On "Update Option "Which Is Available In Sub Links Menu.

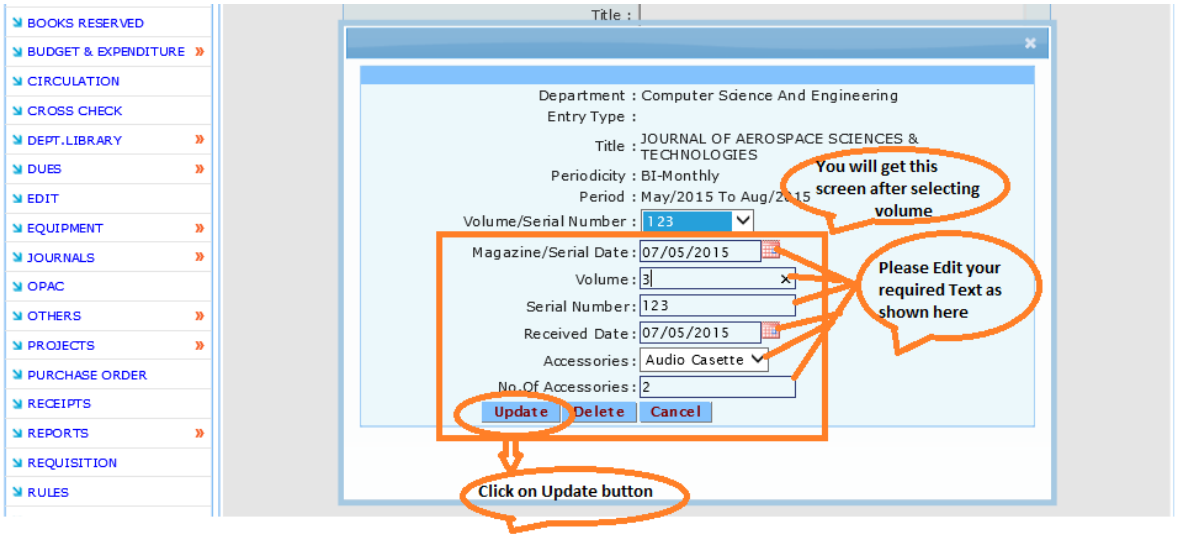


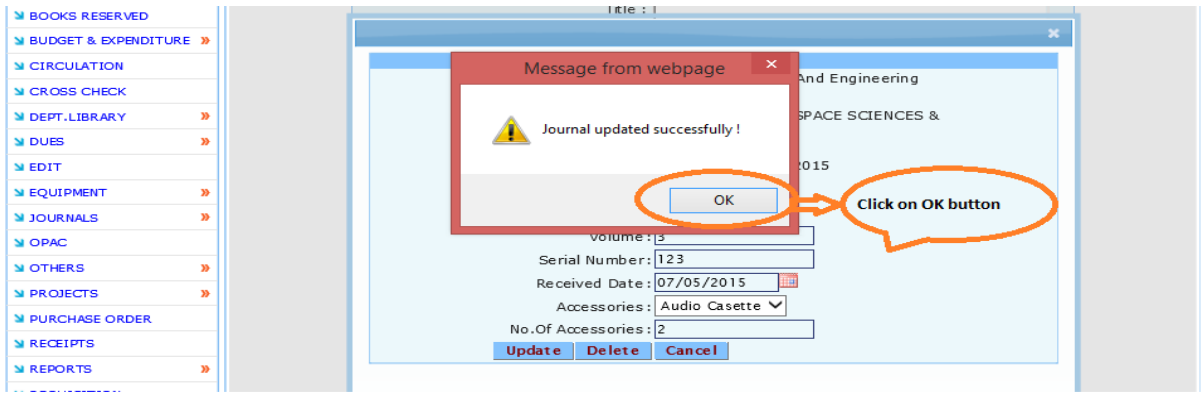
You Will Get Below Screen After Click On GO Button. Here Please Select Volume To Get Screen For Editing As Shown In Below.



Editing Existing Journal/Magazine:-

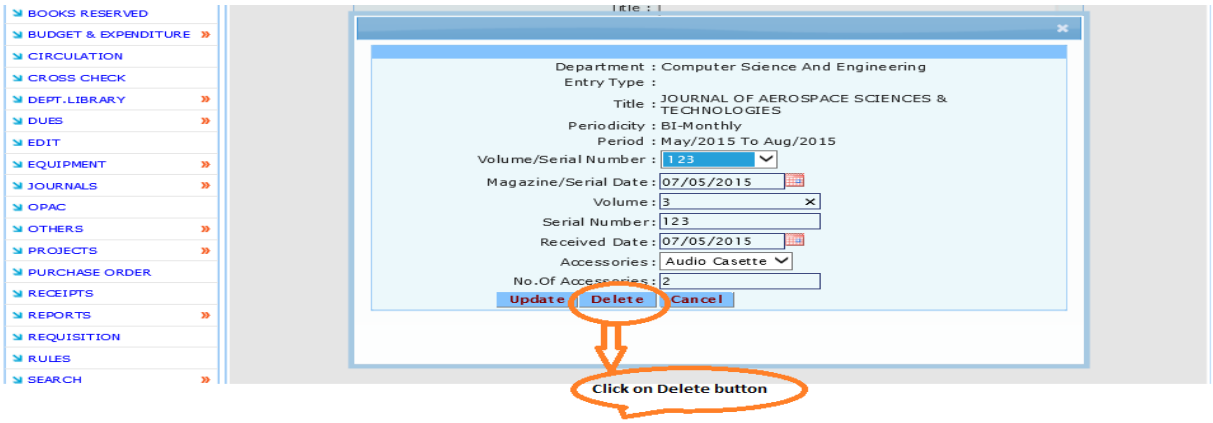
You Will Get The Below Screen After Selecting Volume/Serial Number. Here Please Edit Existing Required Text And Then Click On Update Button As Shown In Below Page.



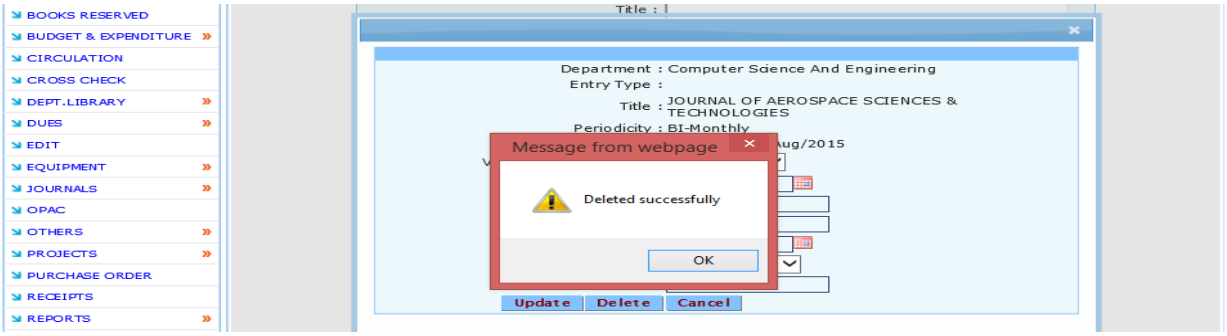


Delete Existing Journal/Magazine:-

You Will Get The Below Screen After Selecting Volume/Serial Number. Here Click On Delete Button As Shown In Below Page.



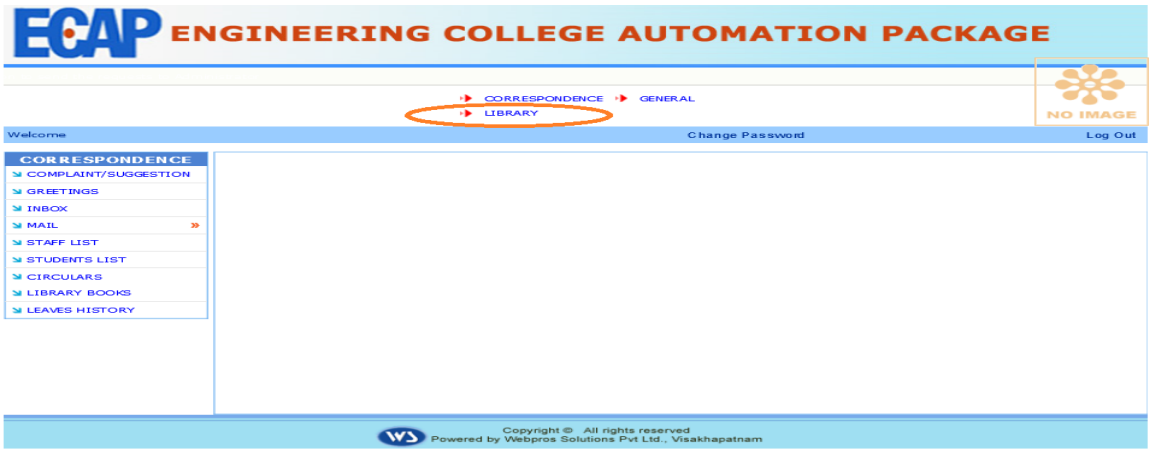
You Will Get Confirmed Message After Click On Delete Button Here Please Click OK Button.



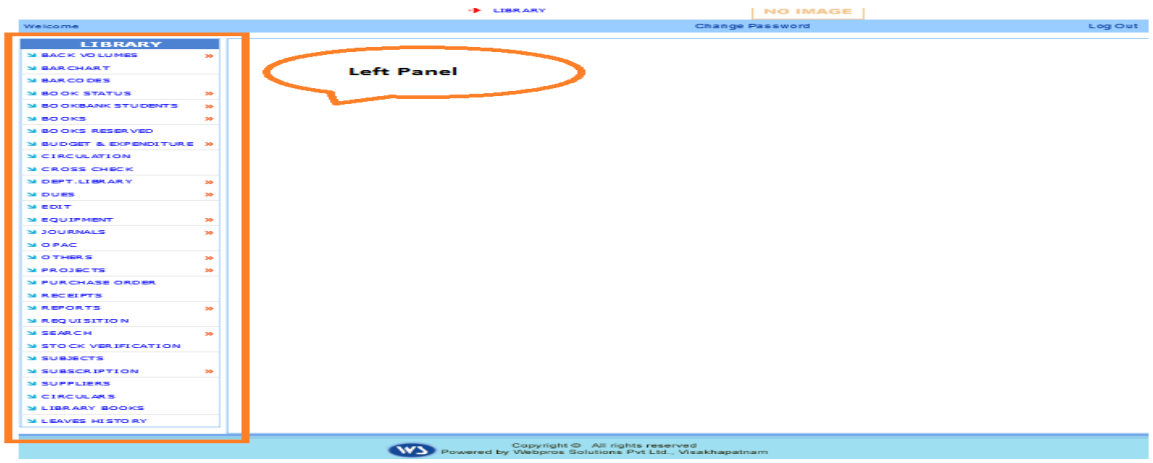
16) How Can I Check Journals And Magazines Report?

Ans:-Step 1:-Please Login In To ECAP By Using Your Username And Password

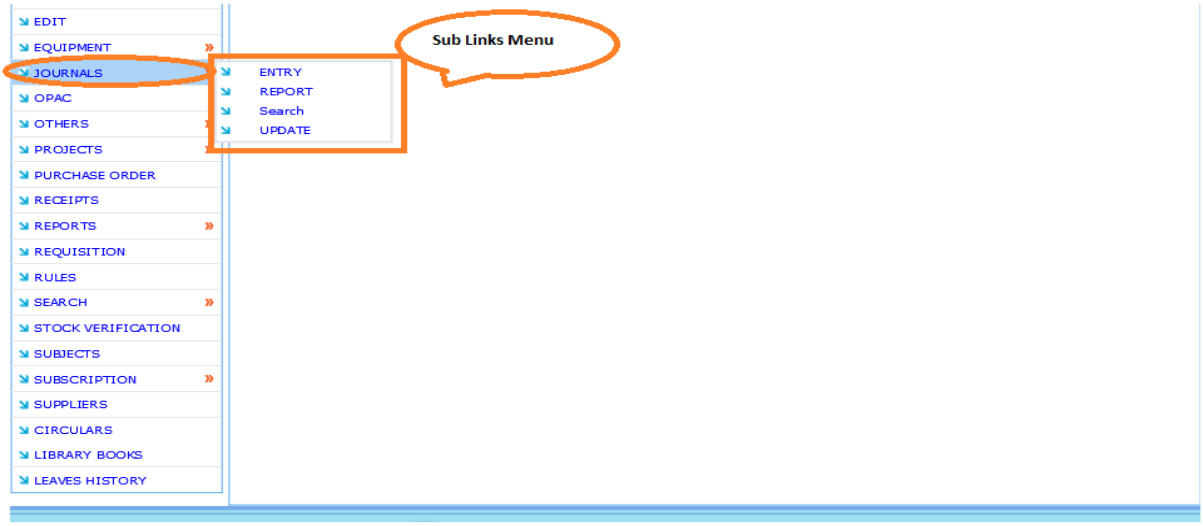
Step 2:- Please Click On "Library" Module As Shown In Below.



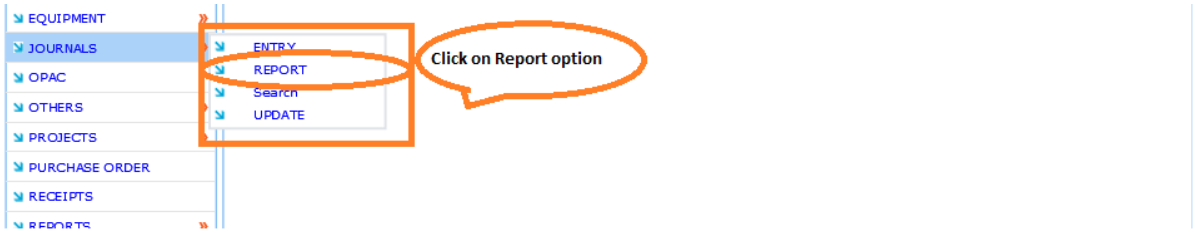
Step 3:-You Will Find "Left Panel" After Clicking On Library Module As Shown In Below.



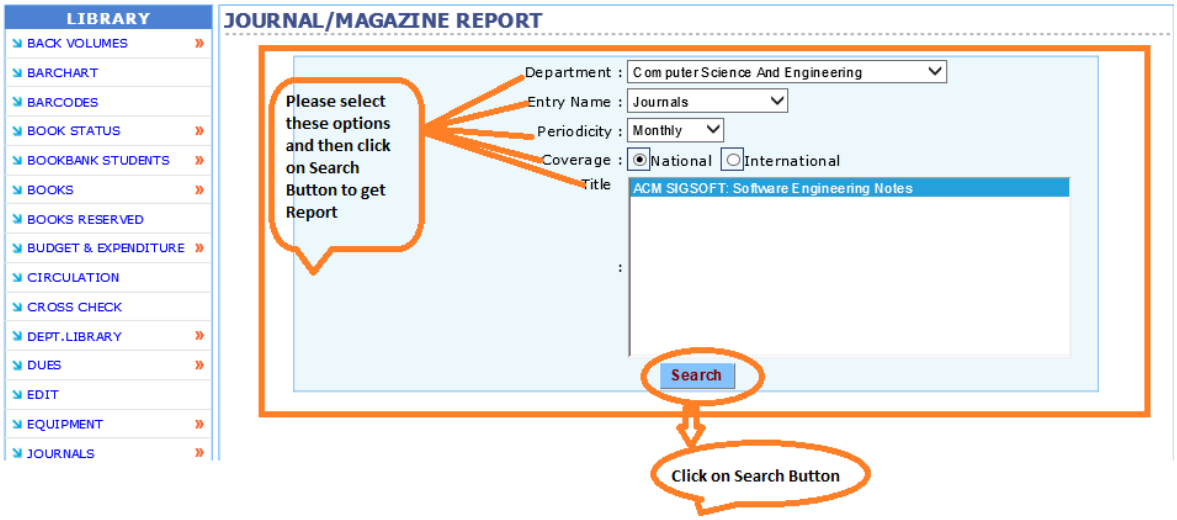
Step4:- Please Place Your Mouse Pointer On "Journals" Option Which Is Available In Left Menu As Shown In Below. Then You Will Find Sub Links Menu.



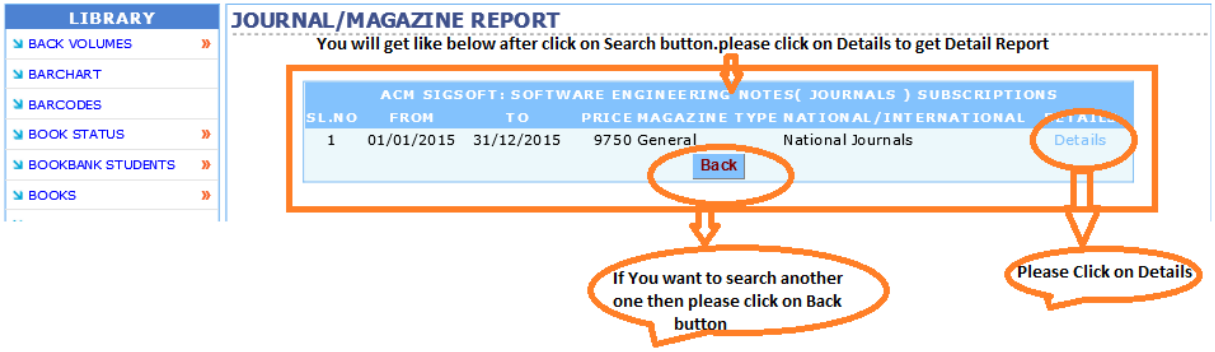
Step5:- Here Please Click On "Report Option "Which Is Available In Sub Links Menu.



You Will Get Below Screen After Click On Report Option. Here Please Select Required Fields And Then Click On Search Button.



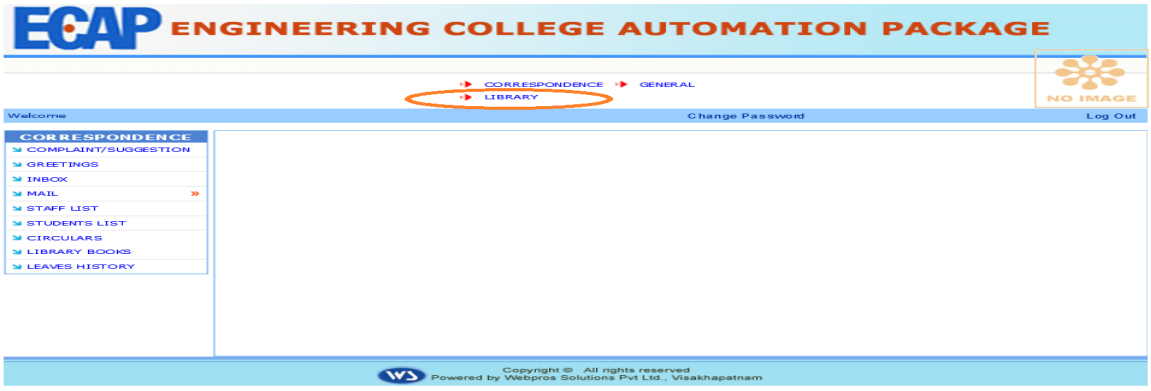
You Will Get Like Below After Click On Search Button. If You Want To Check Details Then Please Click On Details. There You Can Find Detail Report.



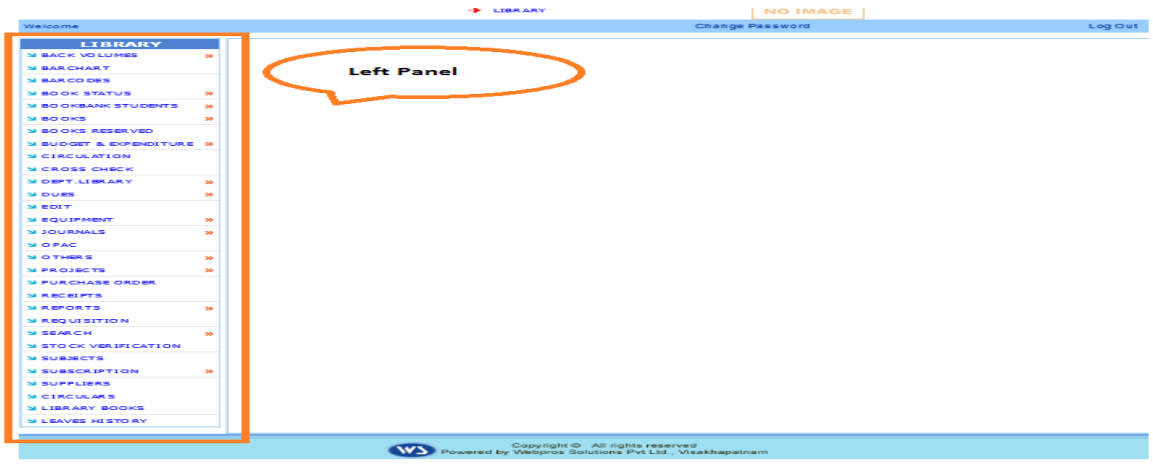
17) How Can I Issue Books To Particular Student Or Staff?

Ans:-<u>Step 1</u>:-Please Login In To ECAP By Using Your Username And Password

<u>Step 2</u>:- Please Click On "Library" Module As Shown In Below.



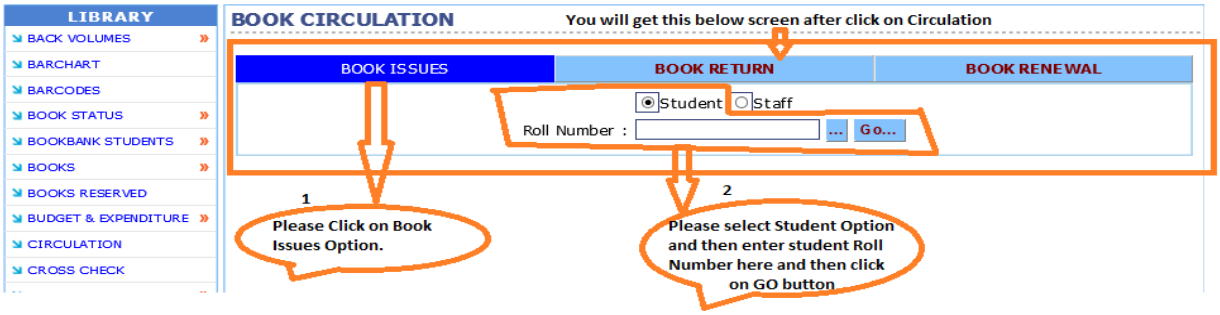
<u>Step 3</u>:-You Will Find "Left Panel" After Clicking On Library Module As Shown In Below.



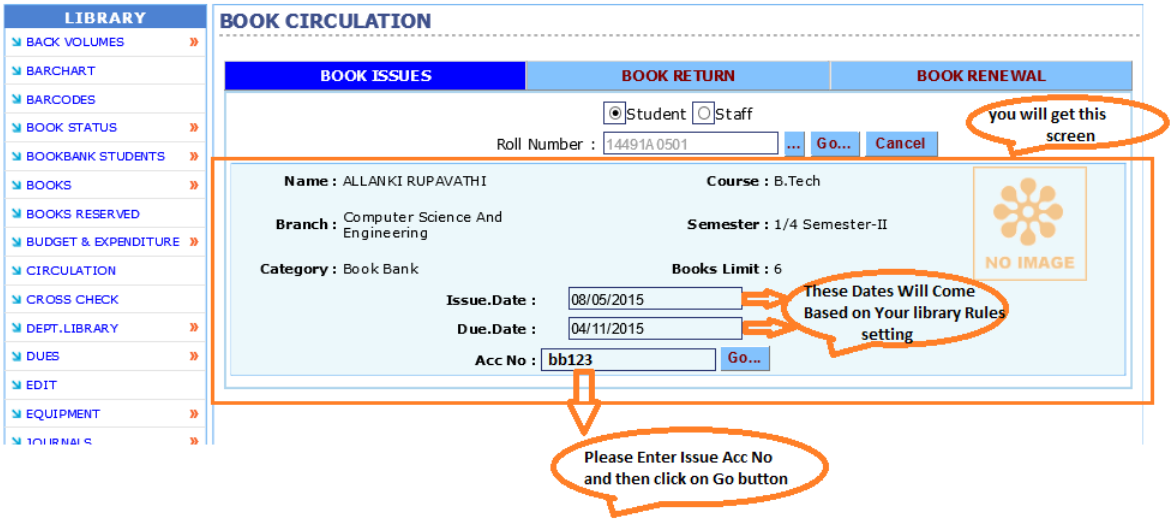
Step4:- Please Click On "Circulation" Option As Shown In Below

Issuing Book To Student:-

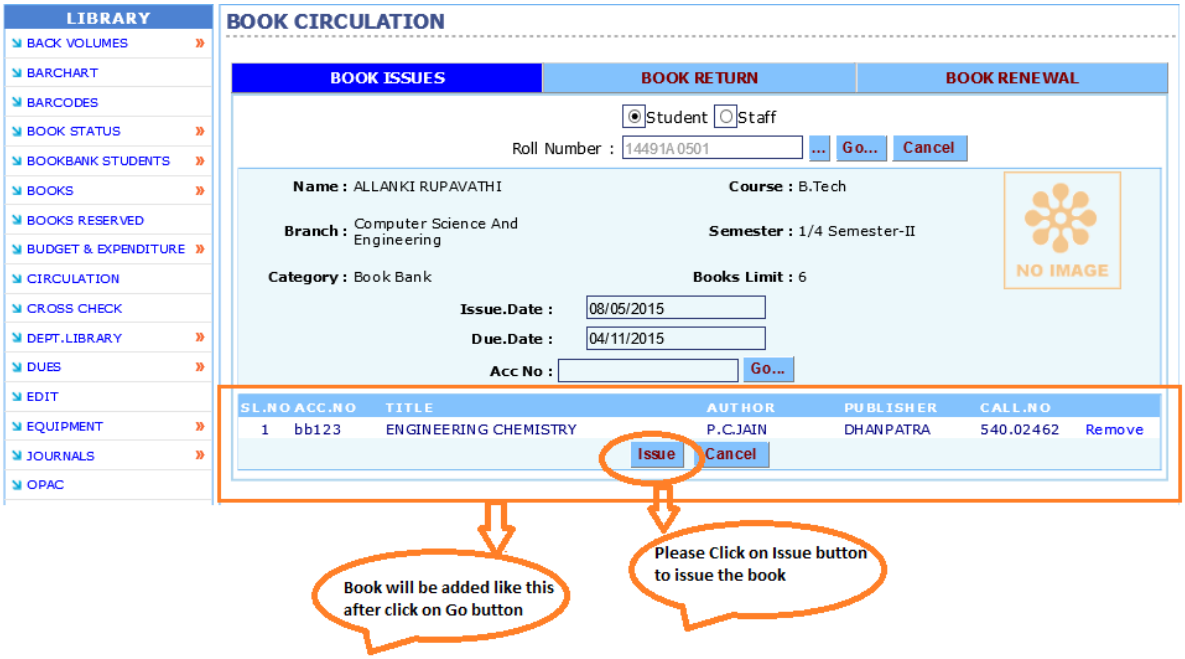
Step5:- You Will Get Below Screen After Click On Circulation Option Which Is Available In Left Menu. Here Please Select Book Issues Option And Then Please Select Student Option And Then Enter Roll Number And Then Click On Go Button As Shown In Below



Step6:- You Will Get Below Screen After Click On Go Button. Here Please Observe Issue Date And Due Date .Due Date Will Display Based On Your Lending Periods Which One You Have Set On Rules Option And Then Please Enter Accession Number And Then Click On Go Button As Shown In Below.



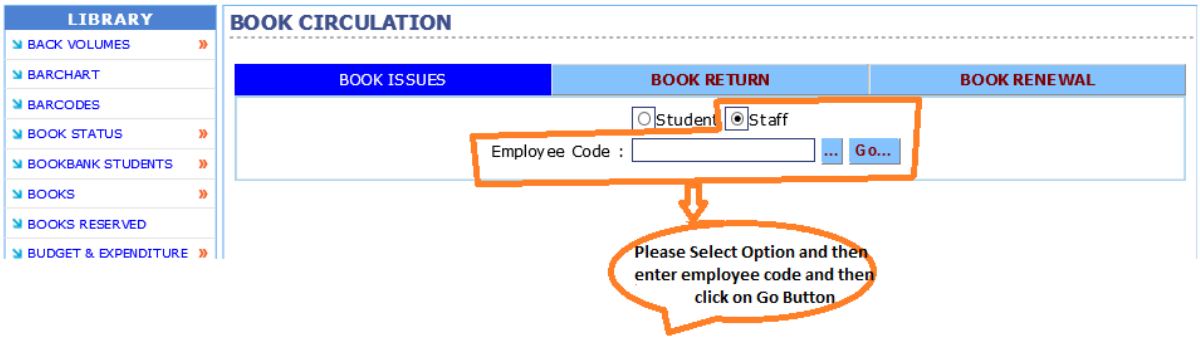
Please Click On Issue Button To Issue The Book To That Particular Student As Shown In Below.



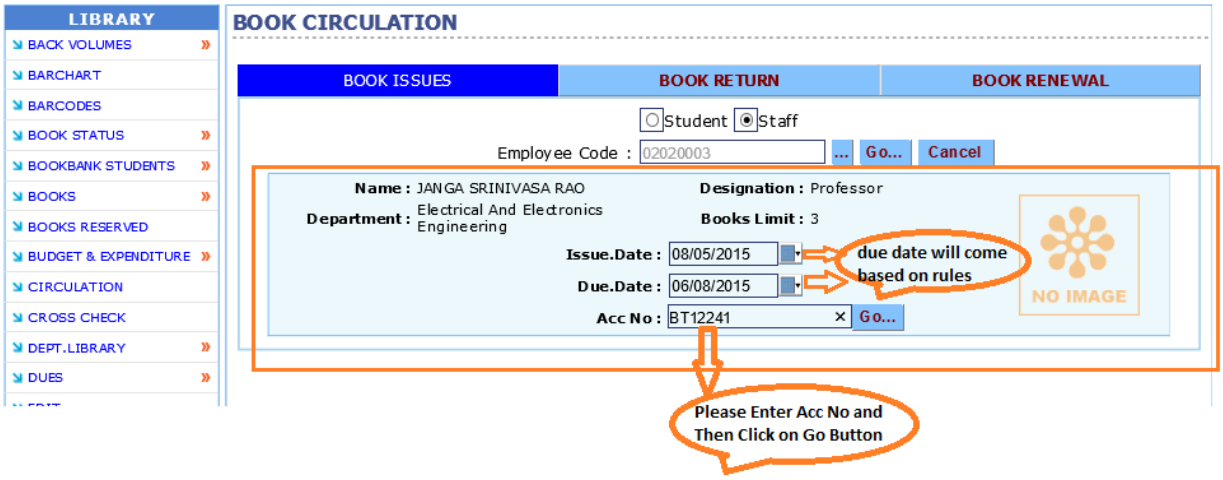
Book Will Be Issued After Click On Issue Button. If You Want To Check The Issued Report Then Please Go On Report->Issues->Please Select Your Required Date -> Click On Show Button

Issuing Book To Staff:-

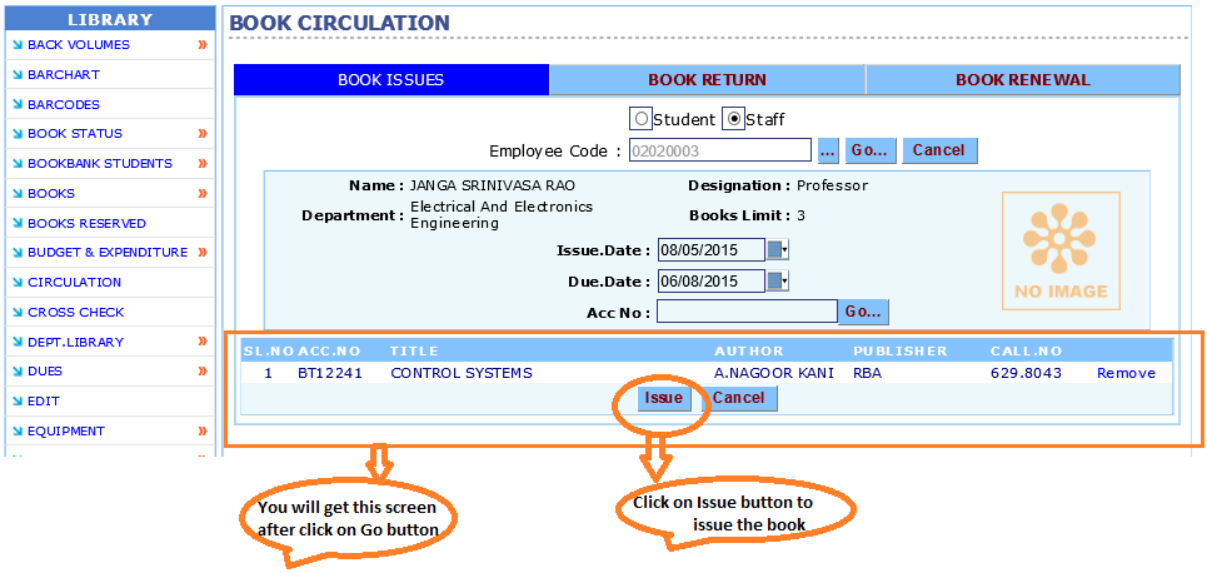
Step5:- You Will Get Below Screen After Click On Circulation Option Which Is Available In Left Menu. Here Please Select Book Issues Option And Then Please Select Staff Option And Then Enter Employee Code And Then Click On Go Button As Shown In Below



Step6:- You Will Get Below Screen After Click On Go Button. Here Please Observe Issue Date And Due Date .Due Date Will Display Based On Your Lending Periods Which One You Have Set On Rules Option And Then Please Enter Accession Number And Then Click On Go Button As Shown In Below.



Please Click On Issue Button To Issue The Book To That Particular Student As Shown In Below.

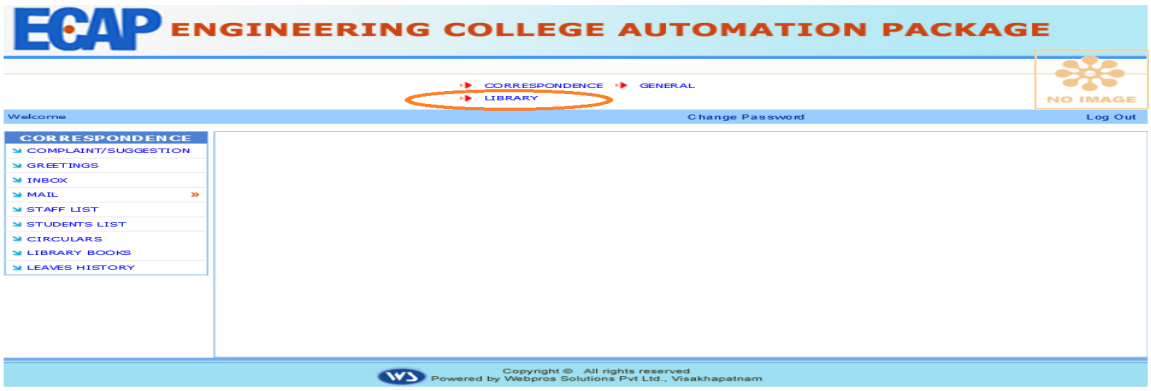


Book Will Be Issued After Click On Issue Button. If You Want To Check The Issued Report Then Please Go On Report->Issues->Please Select Your Required Date -> Click On Show Button.

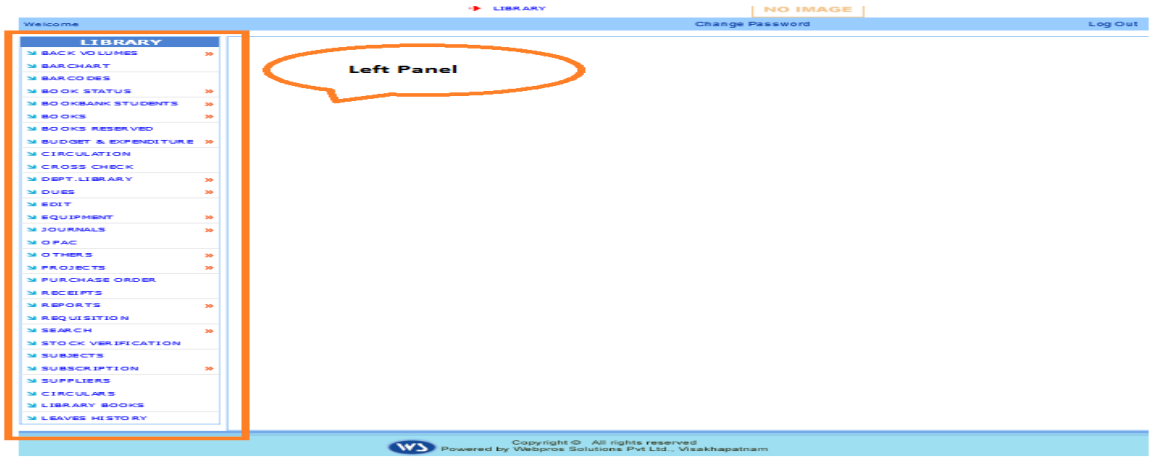
18) How Can I Check Issues Report Within Date Range?

Ans:-Step 1:-Please Login In To ECAP By Using Your Username And Password

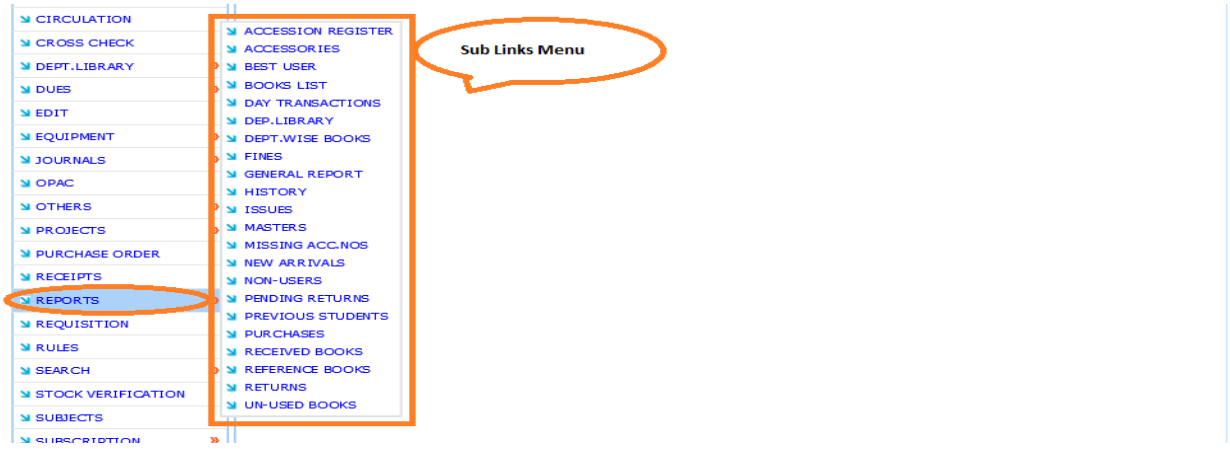
Step 2:- Please Click On "Library" Module As Shown In Below.



Step 3:-You Will Find "Left Panel" After Clicking On Library Module As Shown In Below.

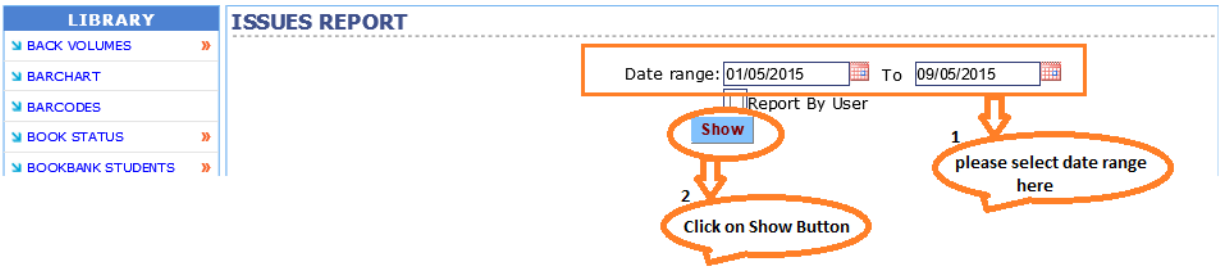


Step4:- Please Place Your Mouse Pointer On "Reports" Option Which Is Available In Left Menu As Shown In Below. Then You Will Find Sub Links Menu.

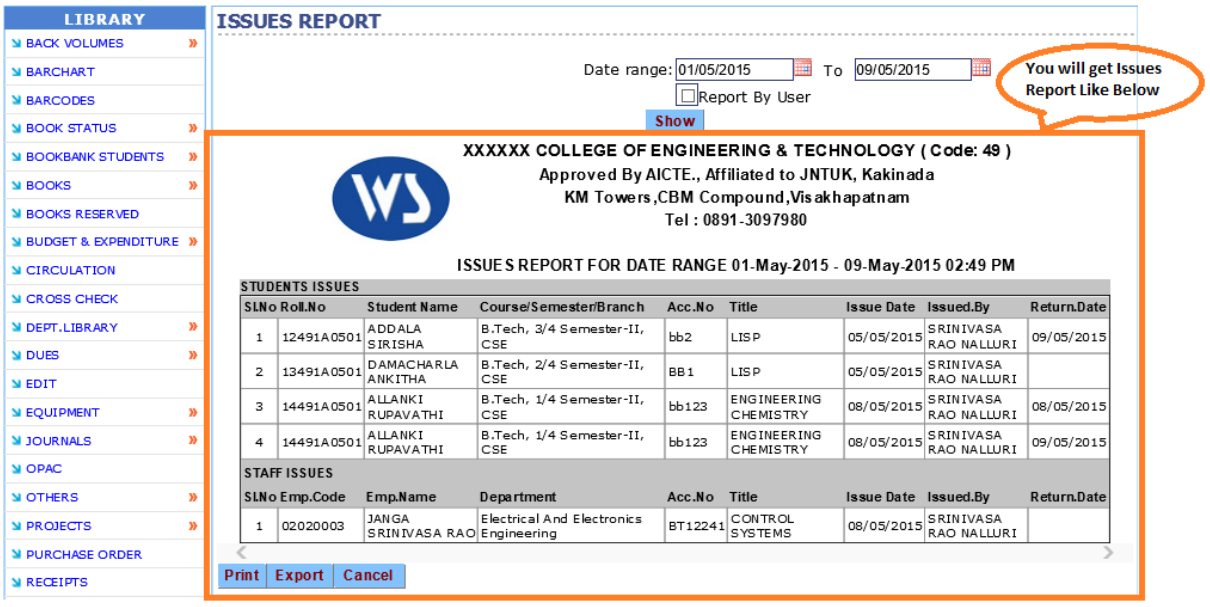


Step5:-Please Click On Issues Option Which Is Available On Left Menu.

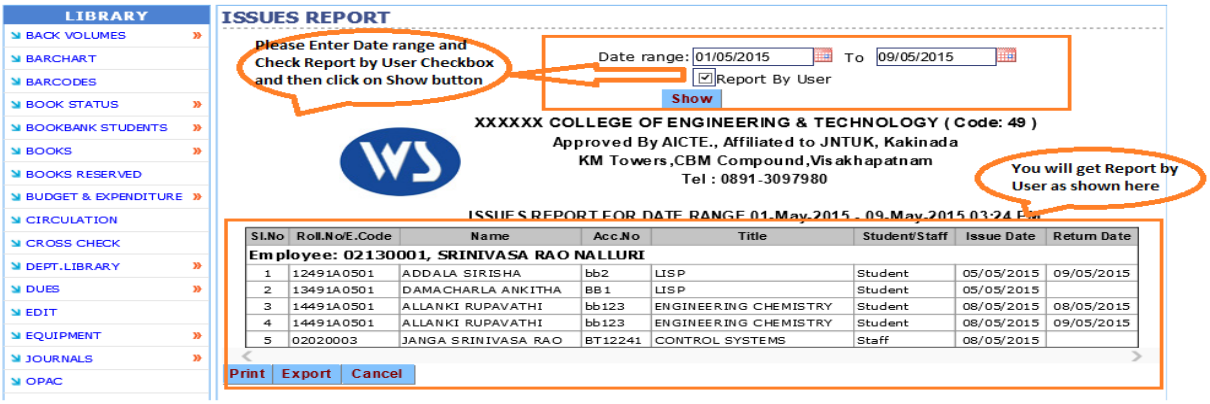
Step5:- You Will Get Below Screen After Click On Issues Option. Here Please Select Your Date Range And Then Click On Show Button.



Then You Will Get Report Like Below.



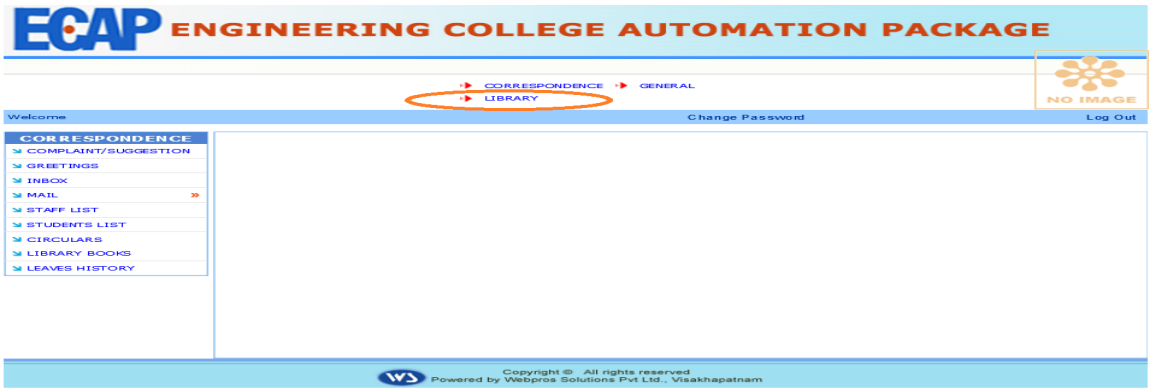
If You Want See Report By User. Then Please Check Check Box As Shown In Below And Then Click On Show Button. Then You Will Get Report Like Below.



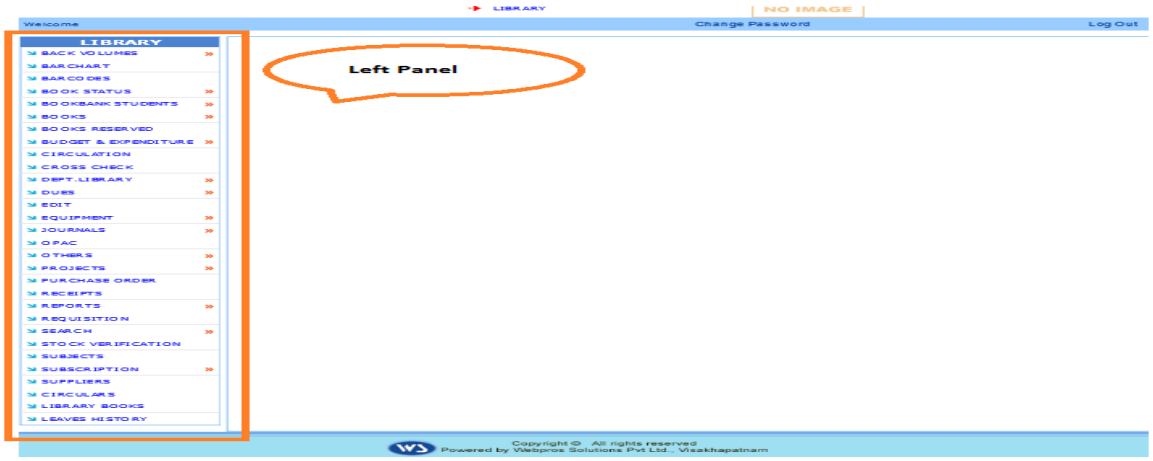
19) How Can I Return A Student Or Staff Books Which Is Issued To Them?

Ans:-<u>Step 1</u>:-Please Login In To ECAP By Using Your Username And Password

<u>Step 2</u>:- Please Click On "Library" Module As Shown In Below.

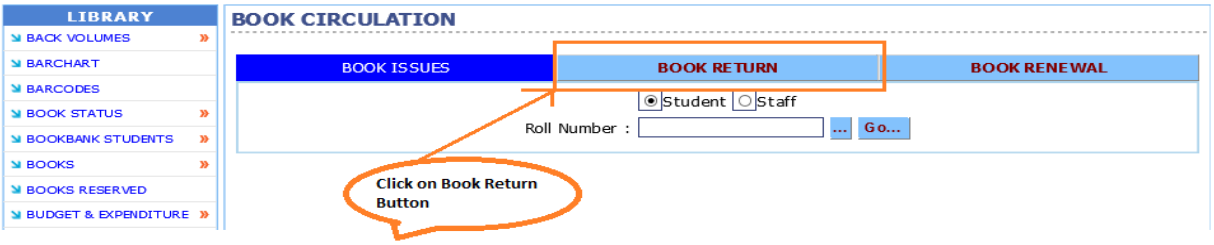


<u>Step 3</u>:-You Will Find "Left Panel" After Clicking On Library Module As Shown In Below.

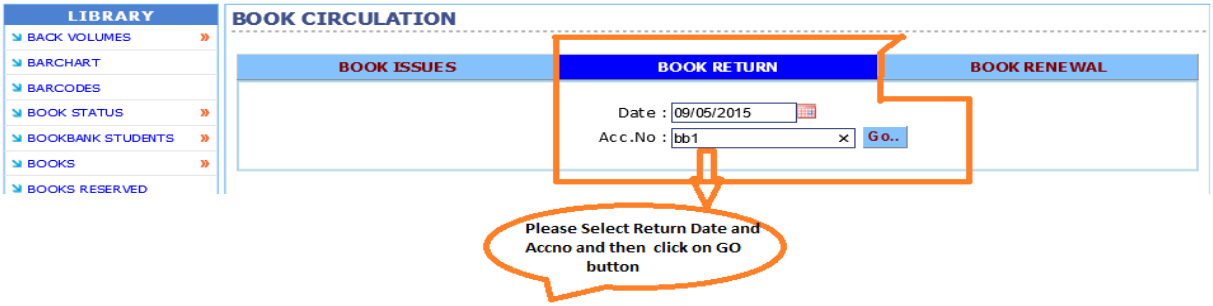


Step4:- Please Click On "Circulation" Option As Shown In Below

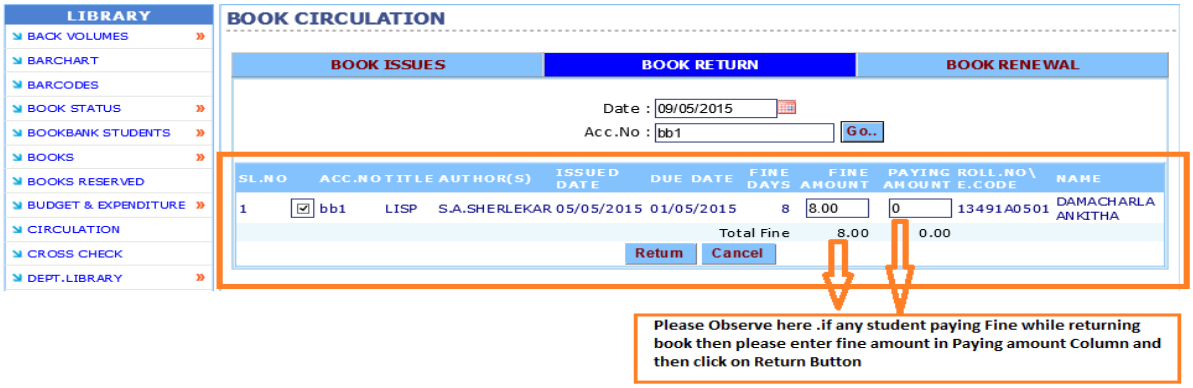
You Will Get Below Screen After Click On Circulation. Here Please Click On Book Return Button As Shown In Below.



Step5:- Here Please Enter Return Book Acc No And Then Click On Go Button.

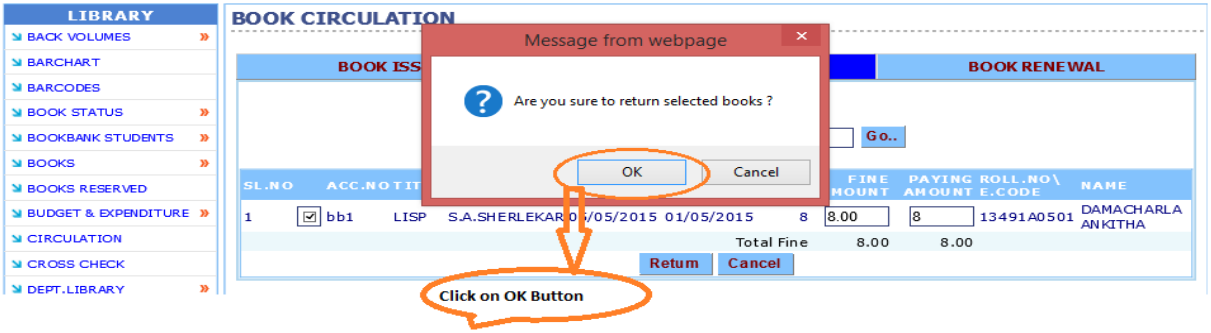


You Will Get Below Screen After Click On Go Button. Please Enter Fine Amount And Then Click On Return.

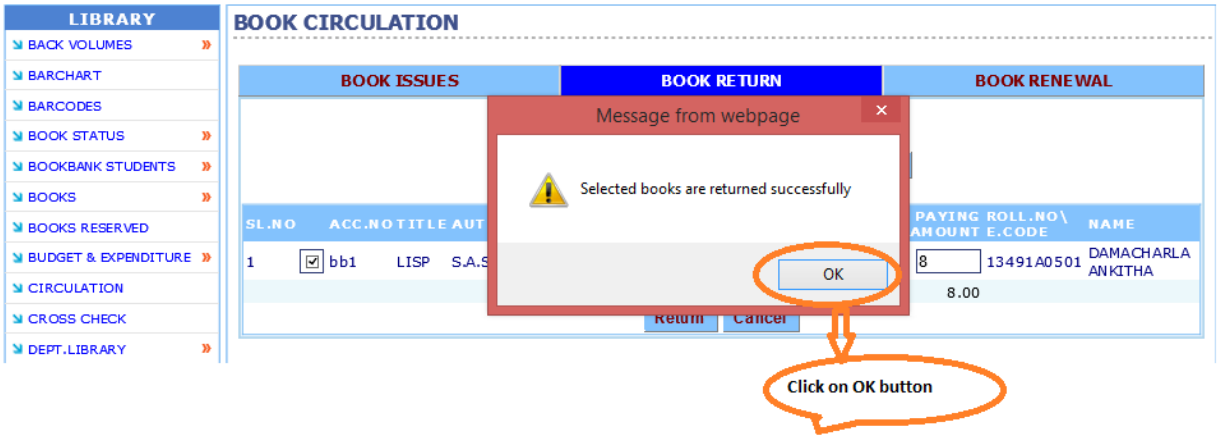


Note:- Please Observe Above .If Any Student Paying Fine While Returning Book Then Please Enter Fine Amount In Paying Amount Column And Then Click On Return Button

Step6:- You Will Get Below Confirmation Message After Click On Return Button. Please Click On OK Button.



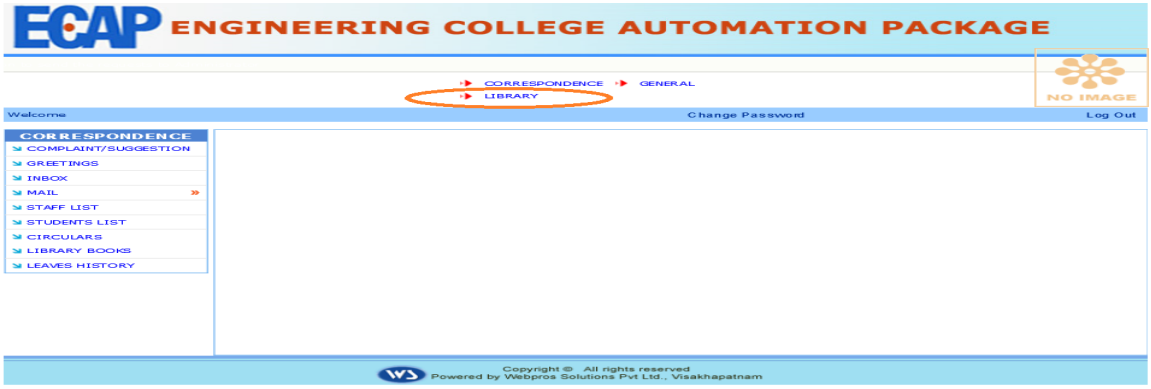
You Will Get Confirmation Message After Click On OK Button Here Please Click On OK Button.



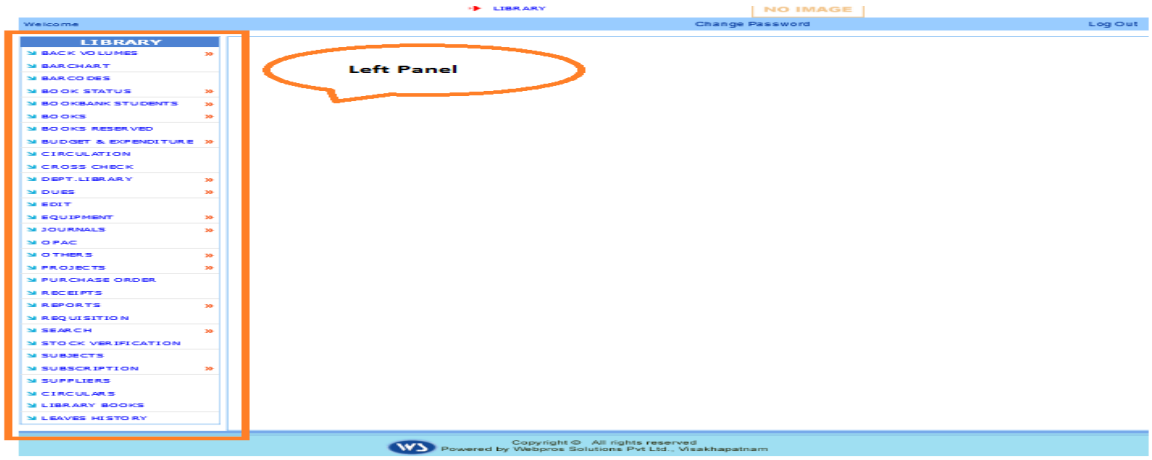
20) How Can I Check Return Report Within Date Range?

Ans:-Step 1:-Please Login In To ECAP By Using Your Username And Password

Step 2:- Please Click On "Library" Module As Shown In Below.

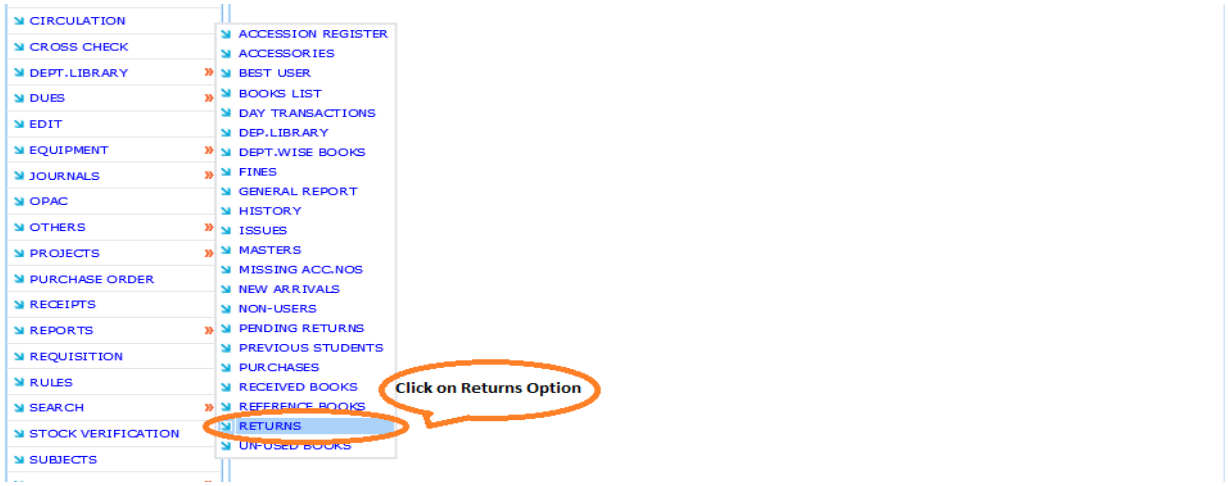


Step 3:-You Will Find "Left Panel" After Clicking On Library Module As Shown In Below.

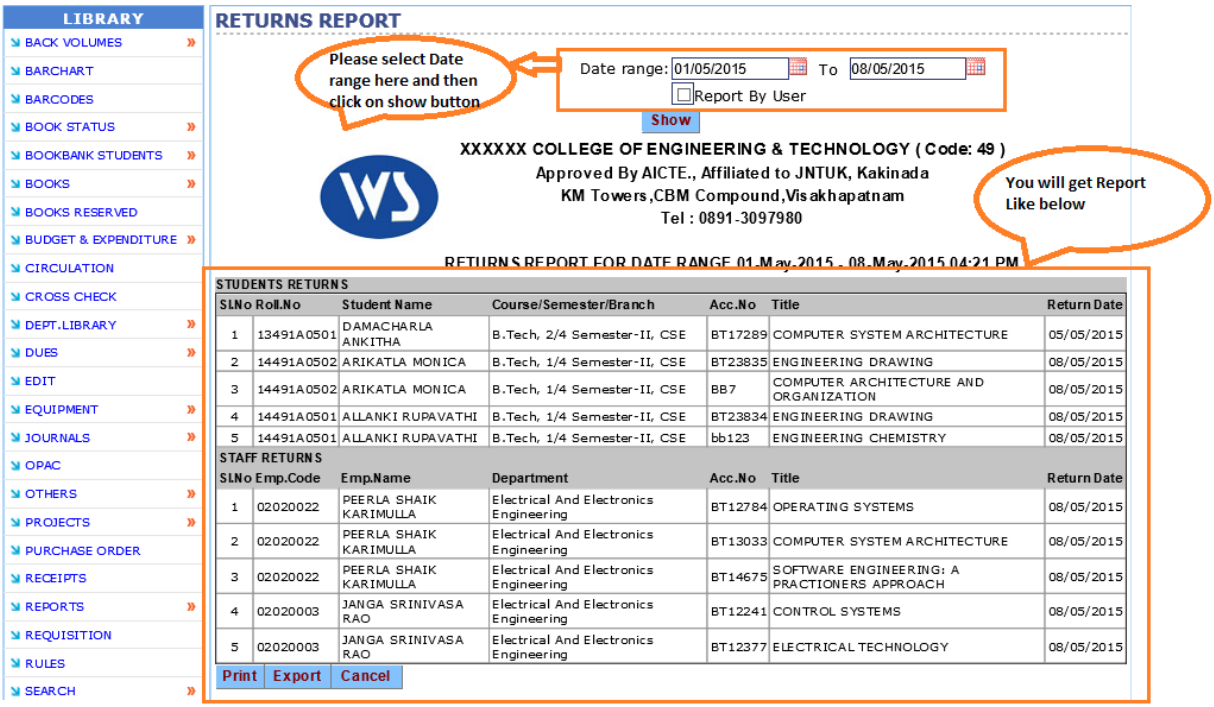


Step4:- Please Place Your Mouse Pointer On "Reports" Option Which Is Available In Left Menu As Shown In Below. Then You Will Find Sub Links Menu.

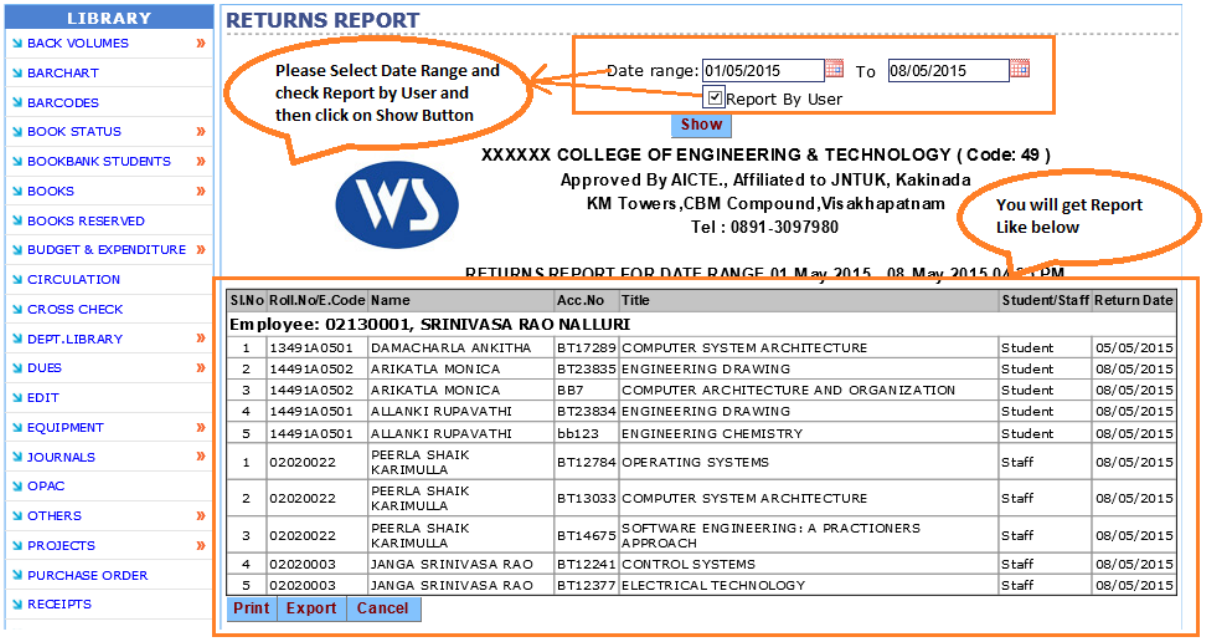
Please Click On Returns Option Which Is Available In Sub Links Menu As Shown In Below.



<u>Step5</u>:- You Will Get Below Screen After Click On Returns Option. Here Please Select Date Range And Then Click On Show Button And Then You Will Get Report Like Below.



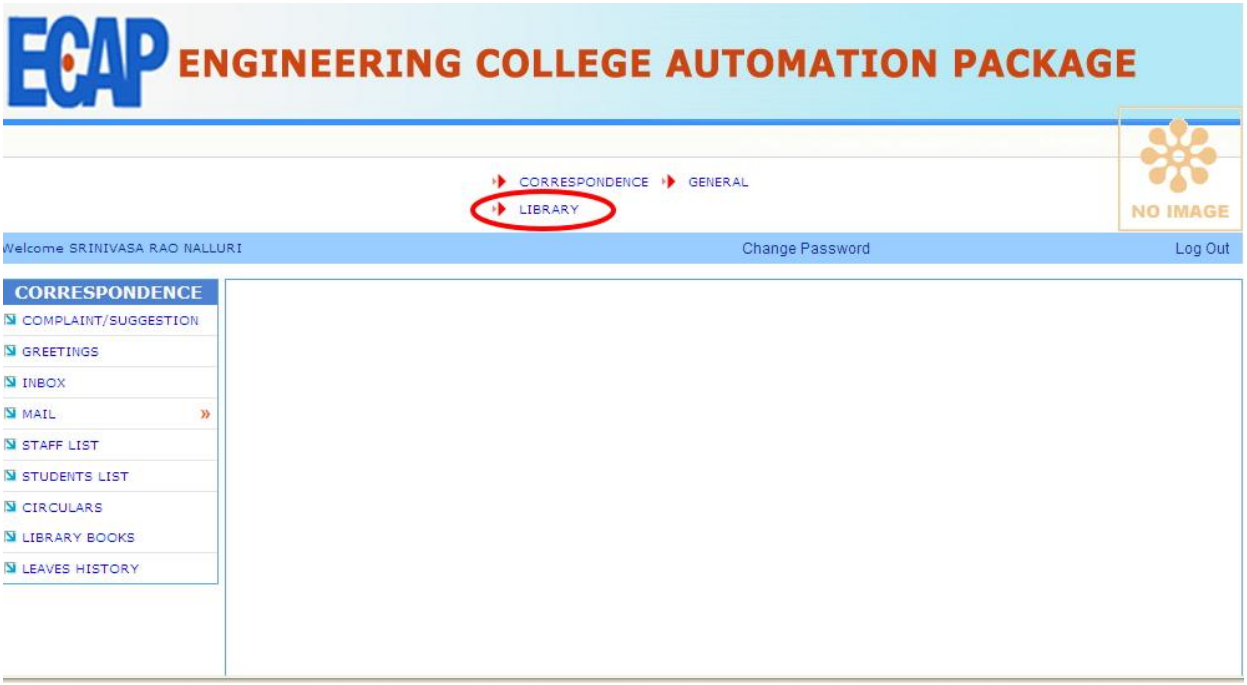
If You Want To See Report By User Then Please Check Report By User Checkbox And Then Click On Show Button Then You Will Get Report Like Below.



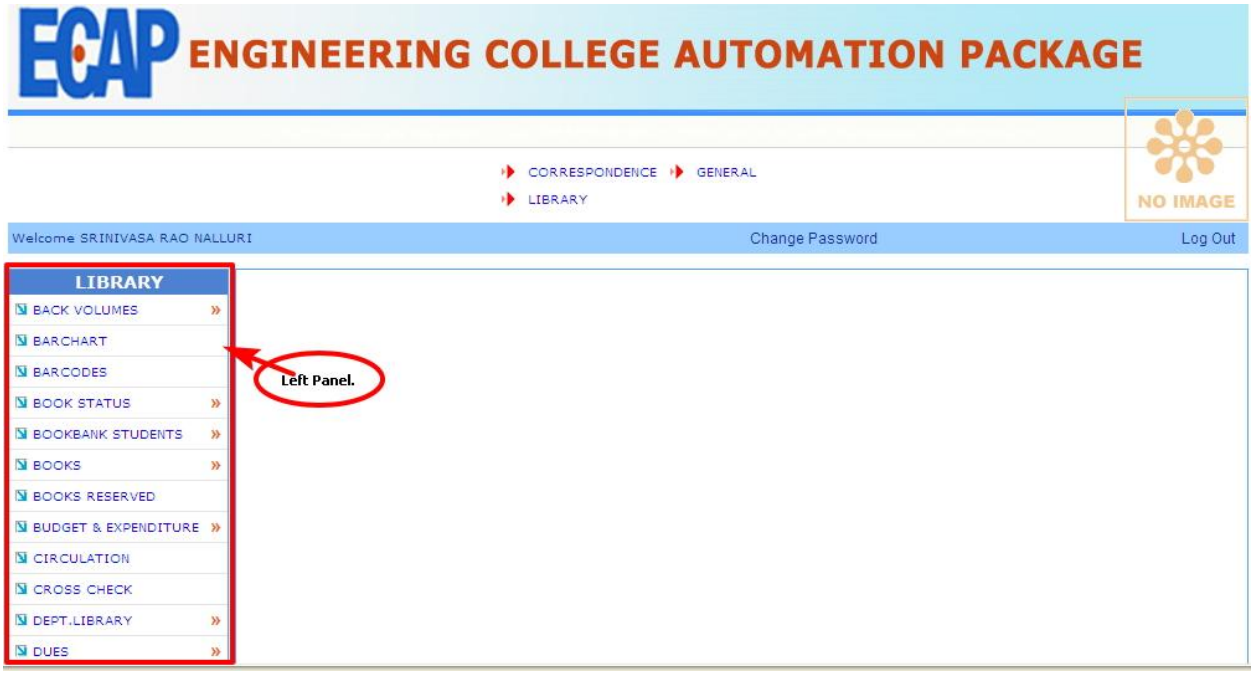
21) How To Renewal A Issued Book?

Ans:- Step 1:- Please Login In To "ECAP" By Using Your Username And Password.

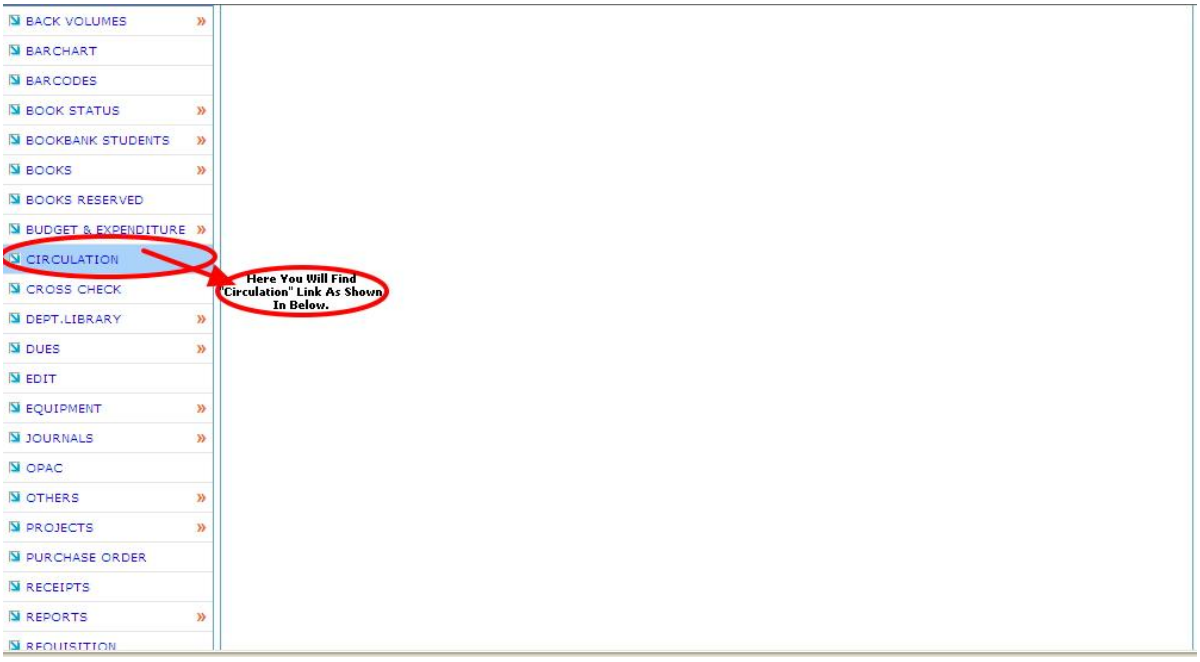
Step2:- Please Click On "LIBRARY" Module As Shown In Below.



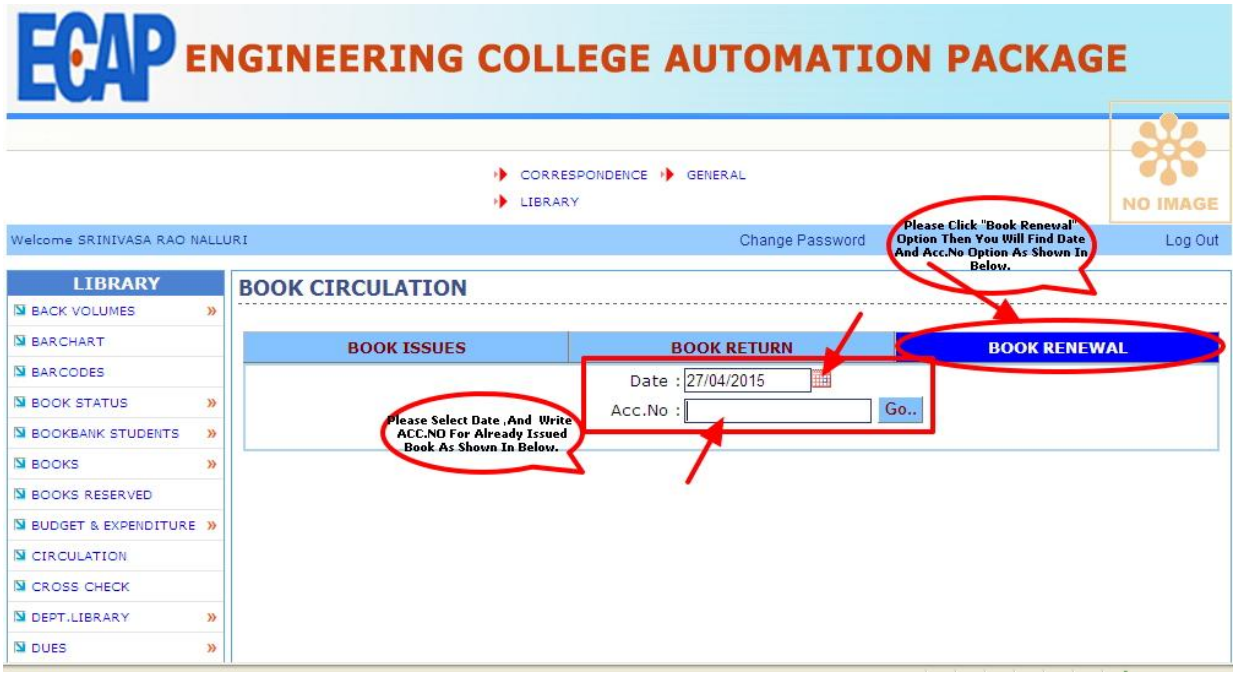
Step3:- :- After Clicking on "Library Module" You Will Find "Left Panel" As Shown in Below.



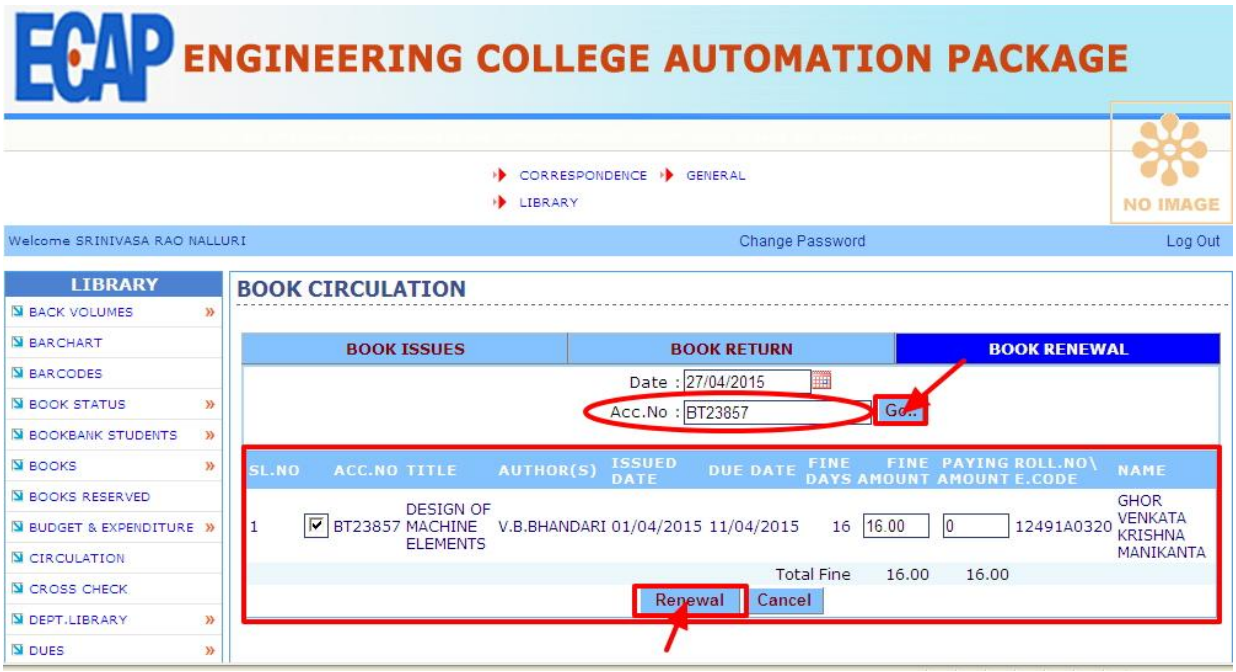
Step4:-Please Click On "Circulation" Link Which Is Available In Left Panel Menu As Shown In Below.



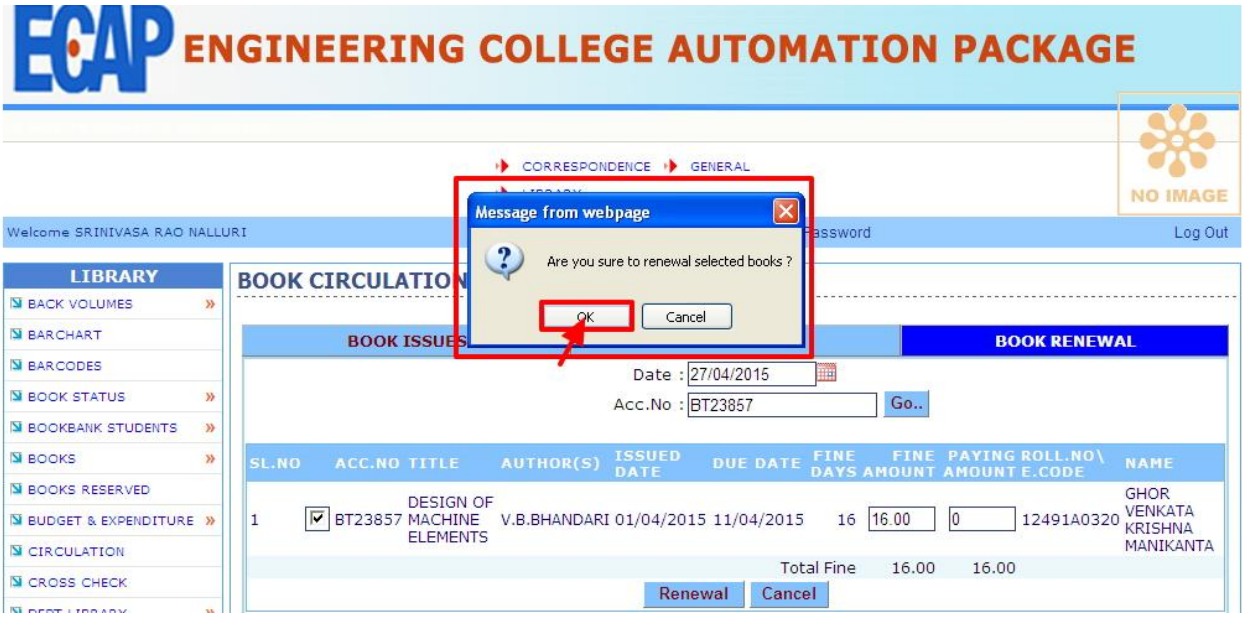
Step5:-After Click On "Circulation" Link As Shown In Above Screen, Then You Will Find "Book Renewal" Option Then You Will Find "Date", "Acc.No", As Shown In Below.



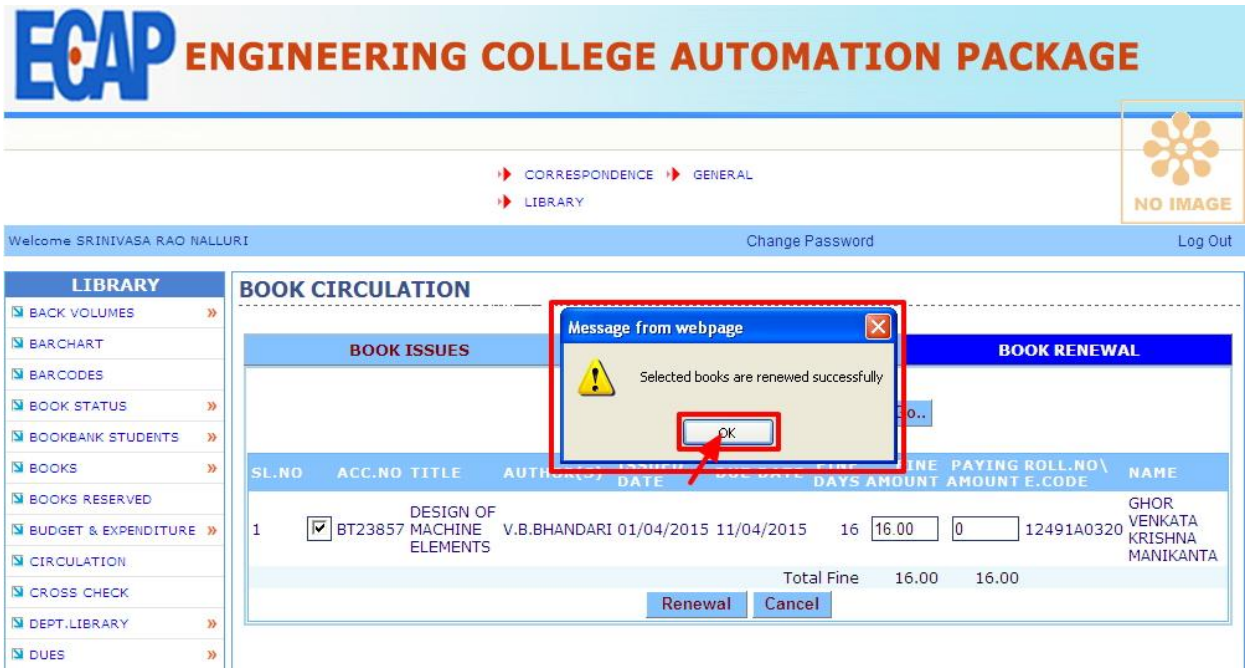
Step6:-Please Select On "Date" And "Acc.No" And Click On "Go" Button Then You Will Find Already Issued Book Details As Shown Below.



Step7:-After Click On "Renewal" Button As Shown In Above Screen, Then You Will Find Message From Webpage Click On "OK" Option As Shown In Below.



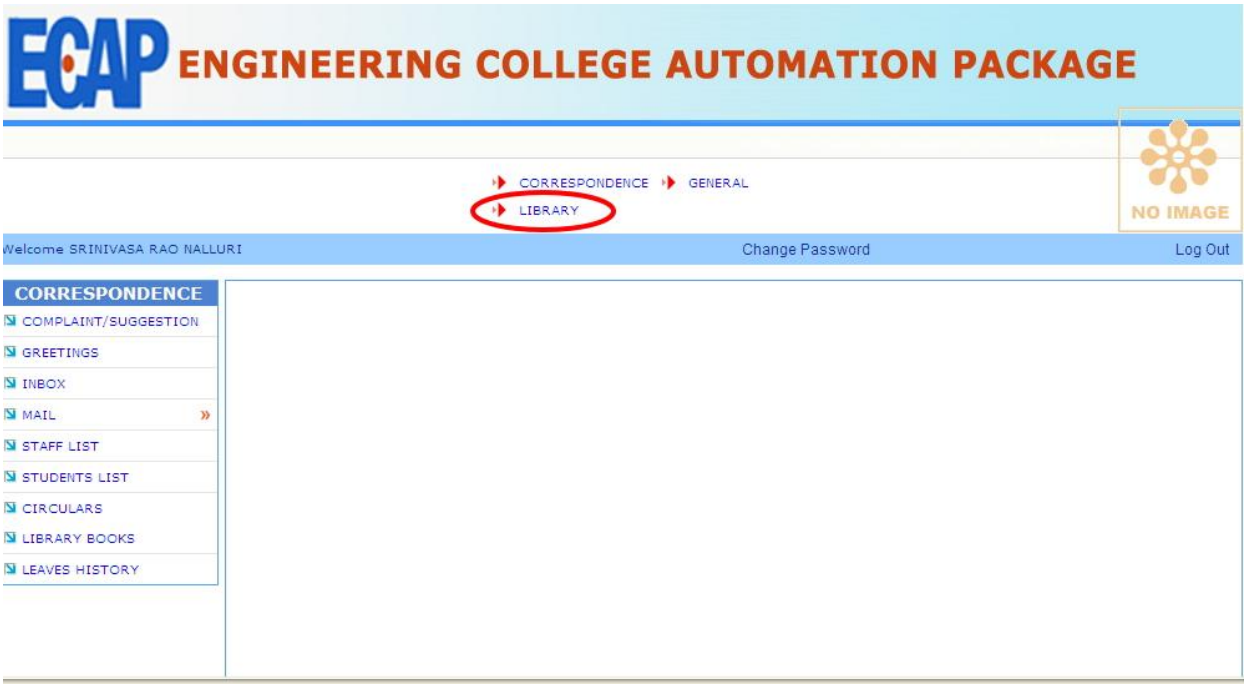
Step8:-After Click On "OK" Option As Shown In Above Screen, Then You Will Find Message From Webpage Then Click On "OK" The Issued Book Is Renewed Successfully As Shown In Below.



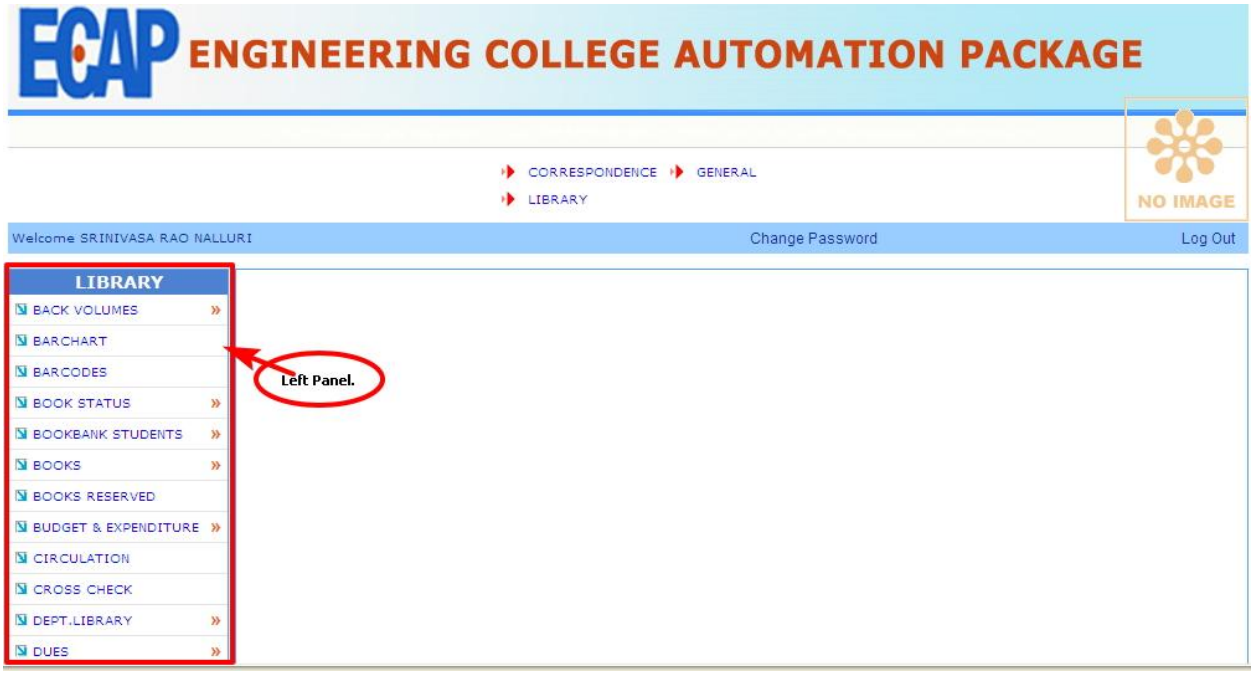
22) How Can I Issue Particular Book To Department Library?

Ans: - Step 1:- Please Login In To "ECAP" By Using Your Username And Password.

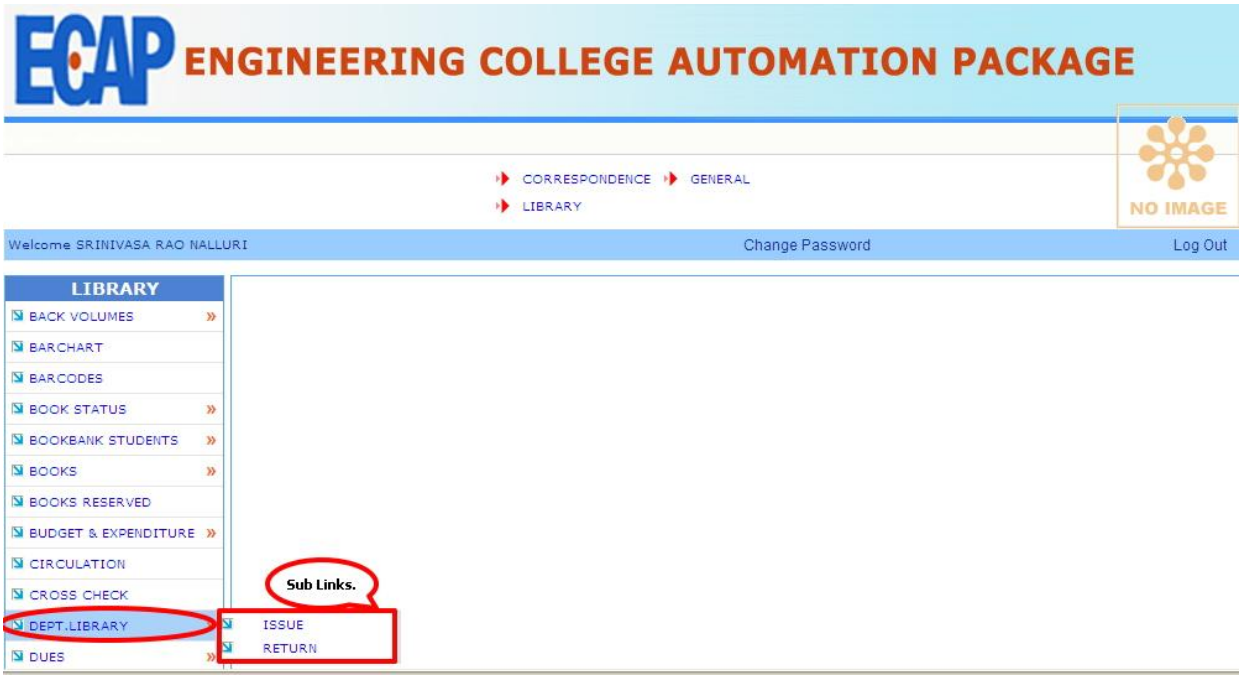
Step2:- Please Click On "LIBRARY" Module As Shown In Below.



Step3:- :- After Click on "Library Module" You Will Find "Left Panel" As Shown in Below.

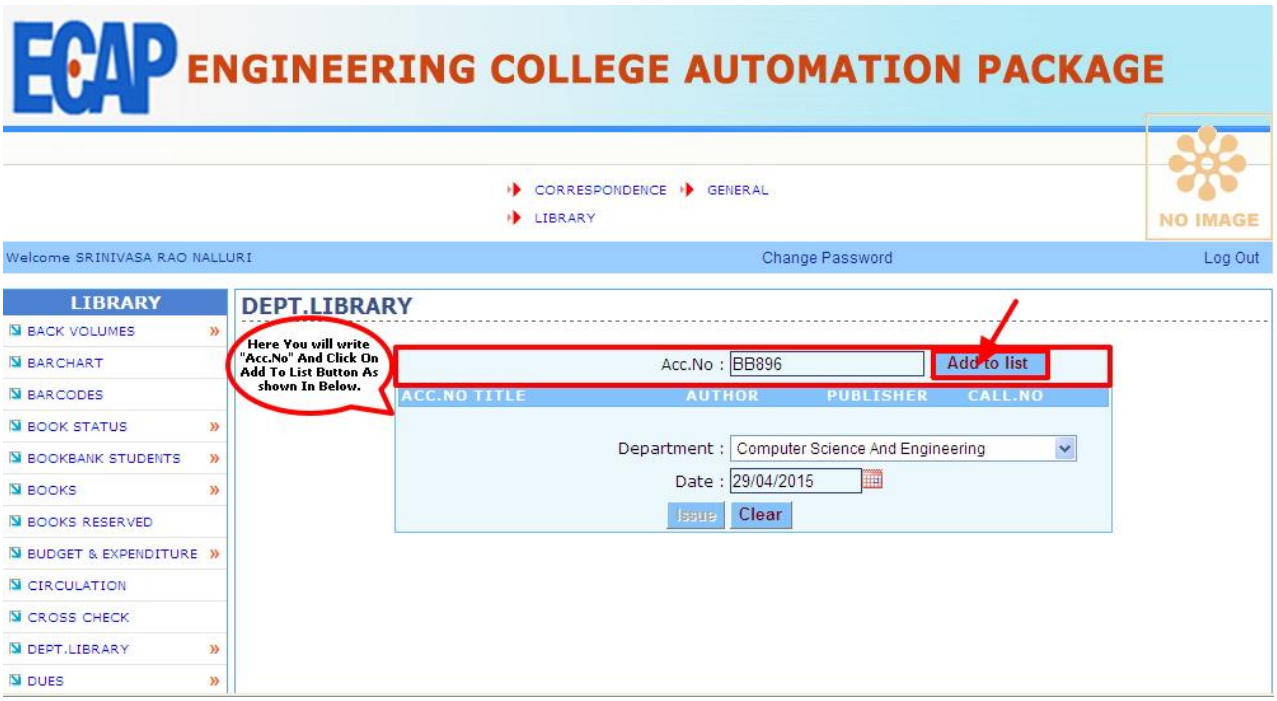


Step4:- Please Place Your Mouse Pointer On "Dept.Library" Link Which Is Available In Left Menu Sublink As Shown In Below.

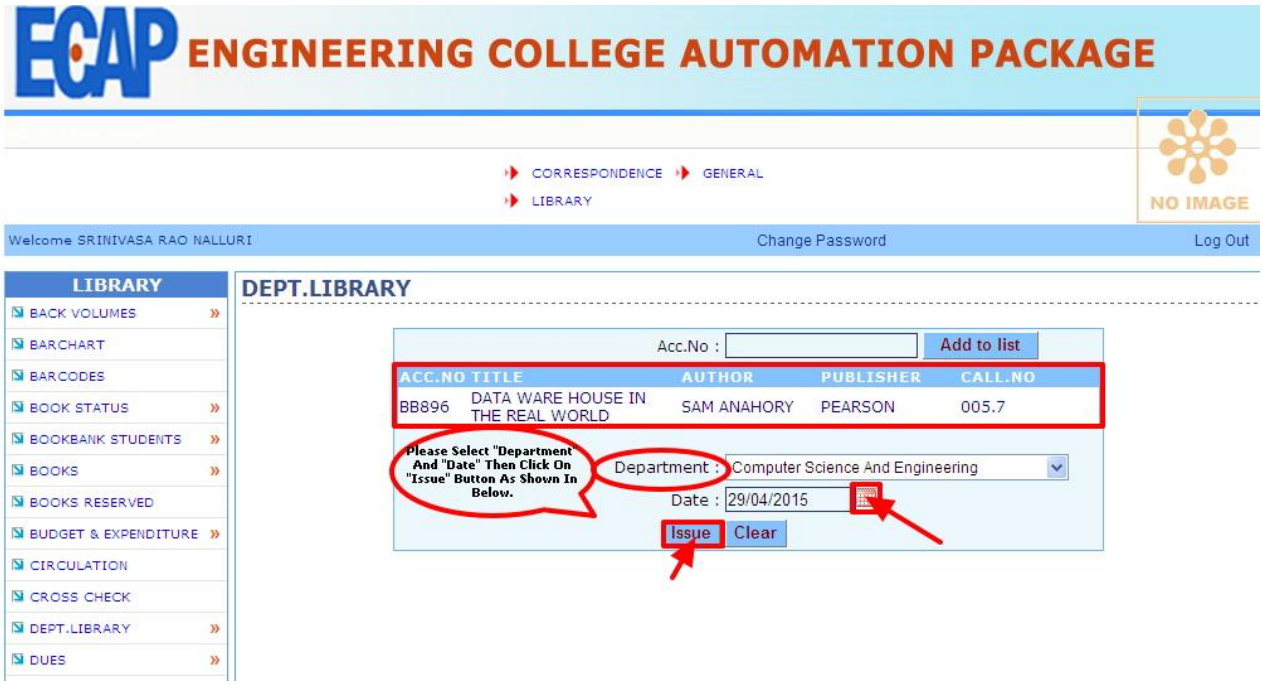


Step5:-Please Click On "Issue" Option Which Is Available In Sub Links Menu As Shown In Below.

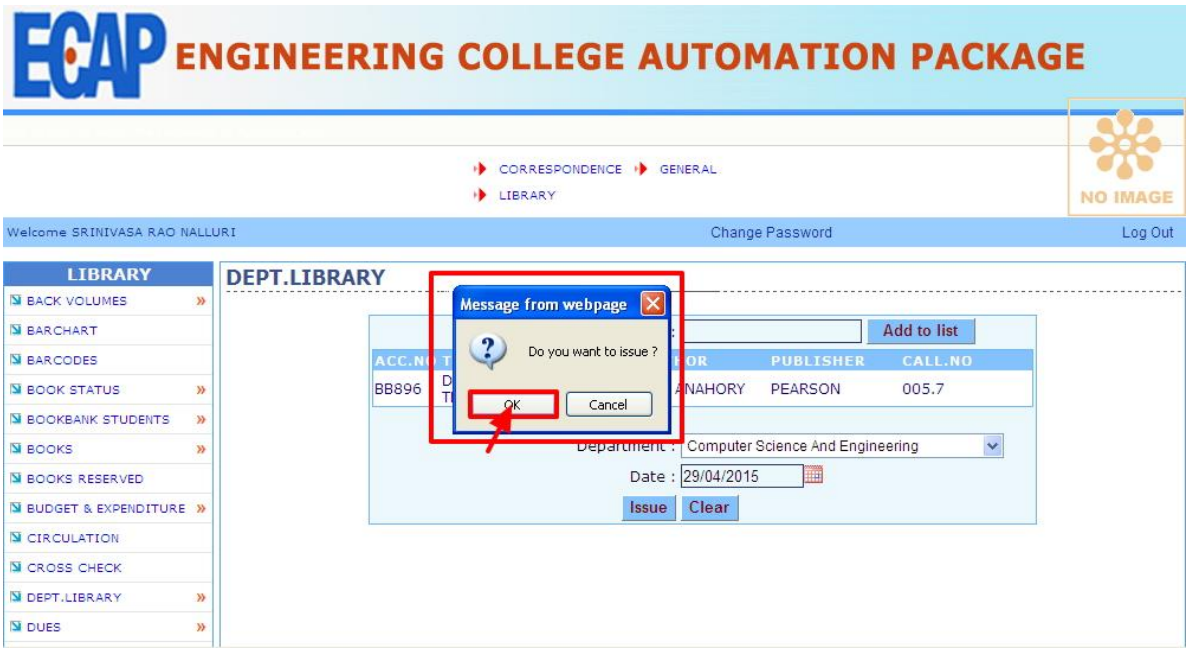
Step6:-After Click On "Issue" Sub Link Option As Shown In Above Screen, Then You Will Find "Acc.No" In That Write Book Acc.No And Then You Will Find "Add To List" Button Click On That Button As Shown In Below.



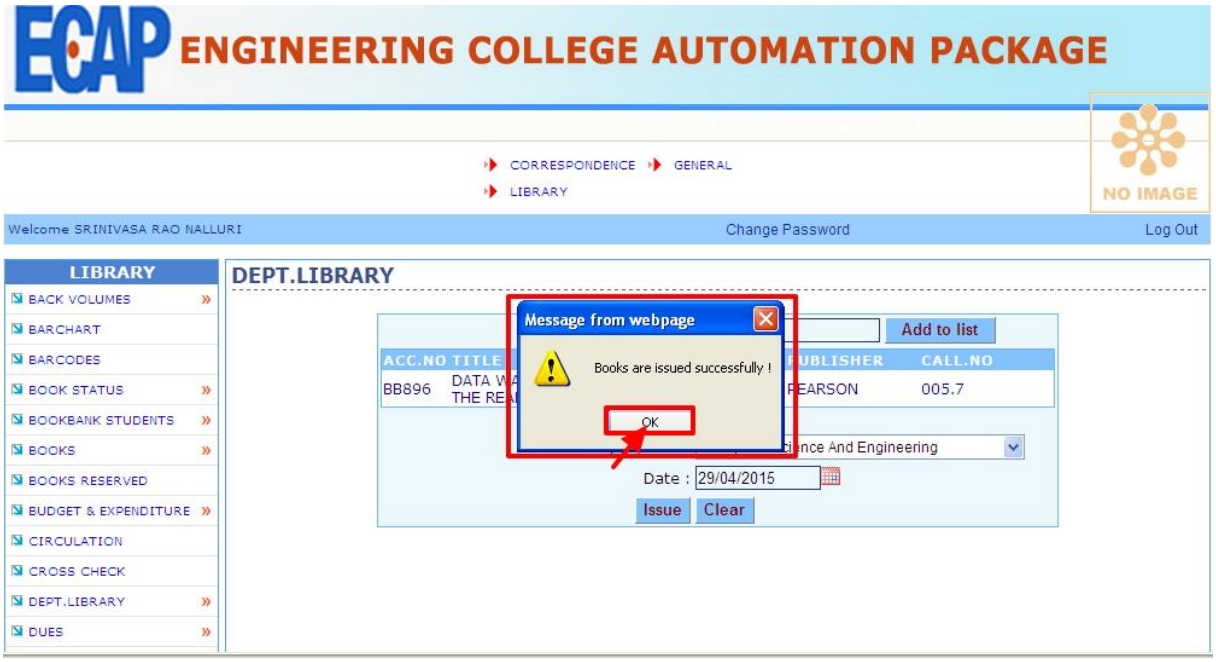
Step7:-After Adding On Acc.No As Shown In Above Screen, Then You Will Select "Department" And "Date" Then Click On "Issue" Button As Shown In Below.



Step8:-After Click On "Issue" Button As Shown In Above Screen, Then You Will Find Message From Webpage Please Click On "OK" As Shown In Below.



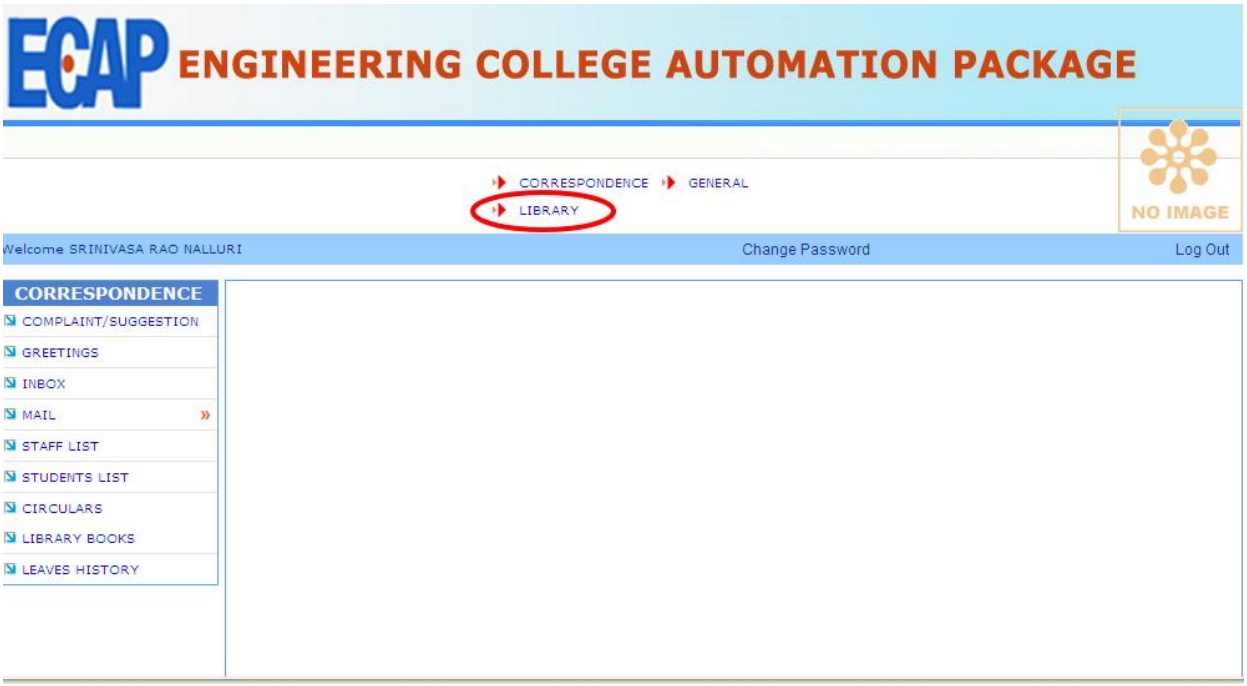
Step9:-After Click On "OK" Option As Shown In Above Screen, Then You Will Find Another Message From Webpage Then Click On "OK" As Shown In Below.



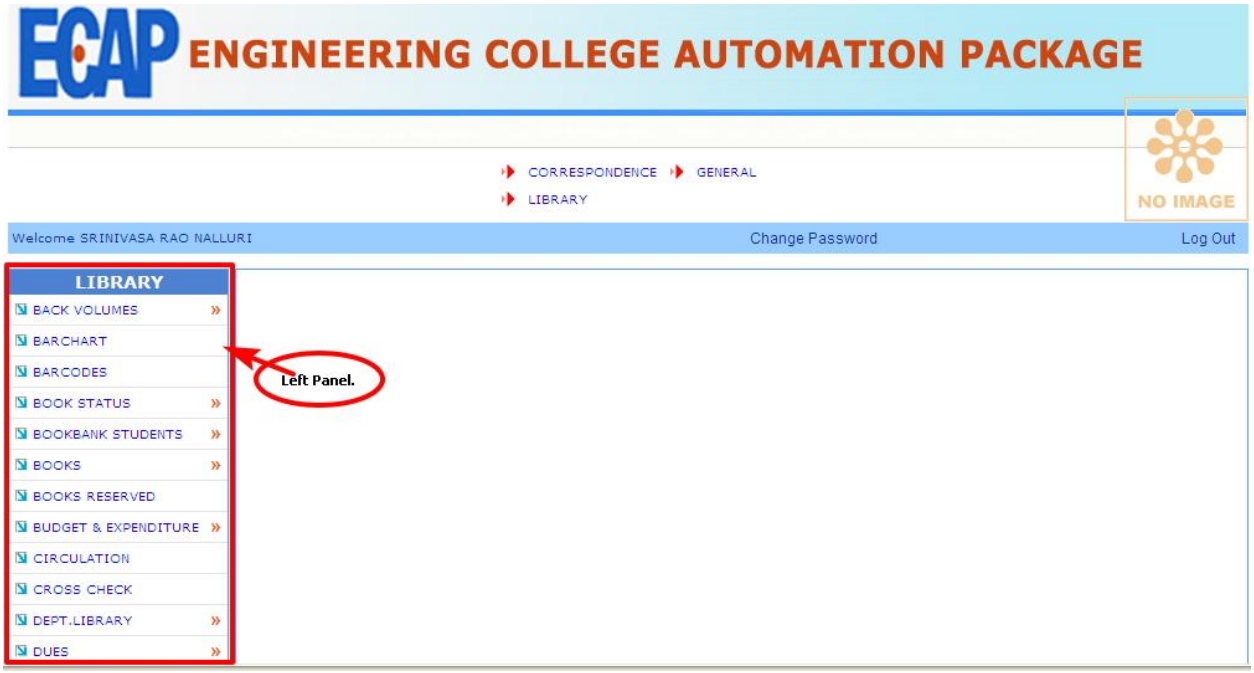
23) How Can I Return A Book Which Is Issued To Particular Department Library?

Ans: - Step 1:- Please Login In To "ECAP" By Using Your Username And Password.

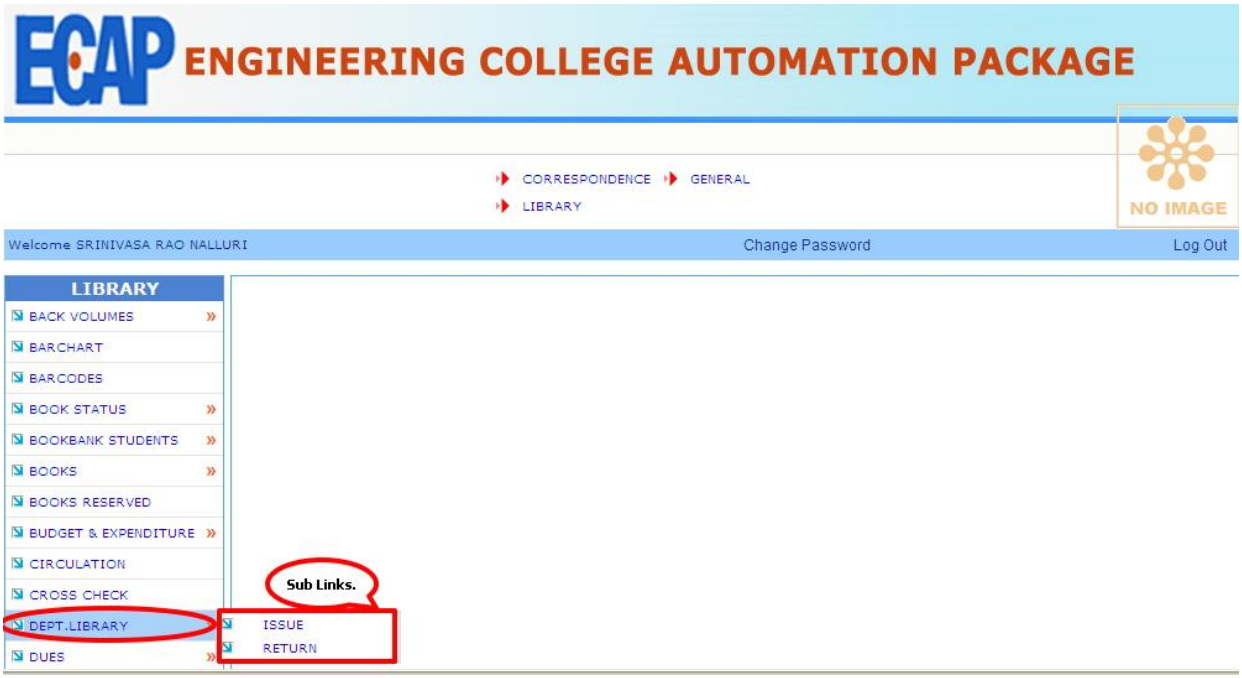
Step2:- Please Click On "LIBRARY" Module As Shown In Below.



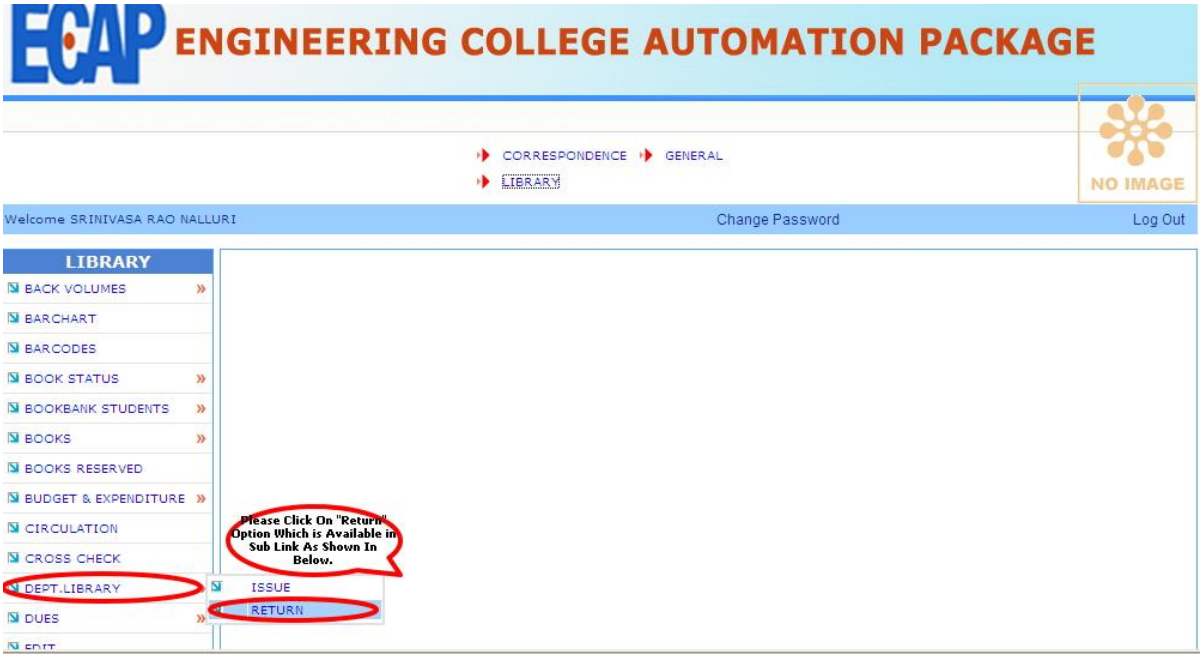
Step3:- :- After Click on "Library Module" You Will Find "Left Panel" As Shown in Below.



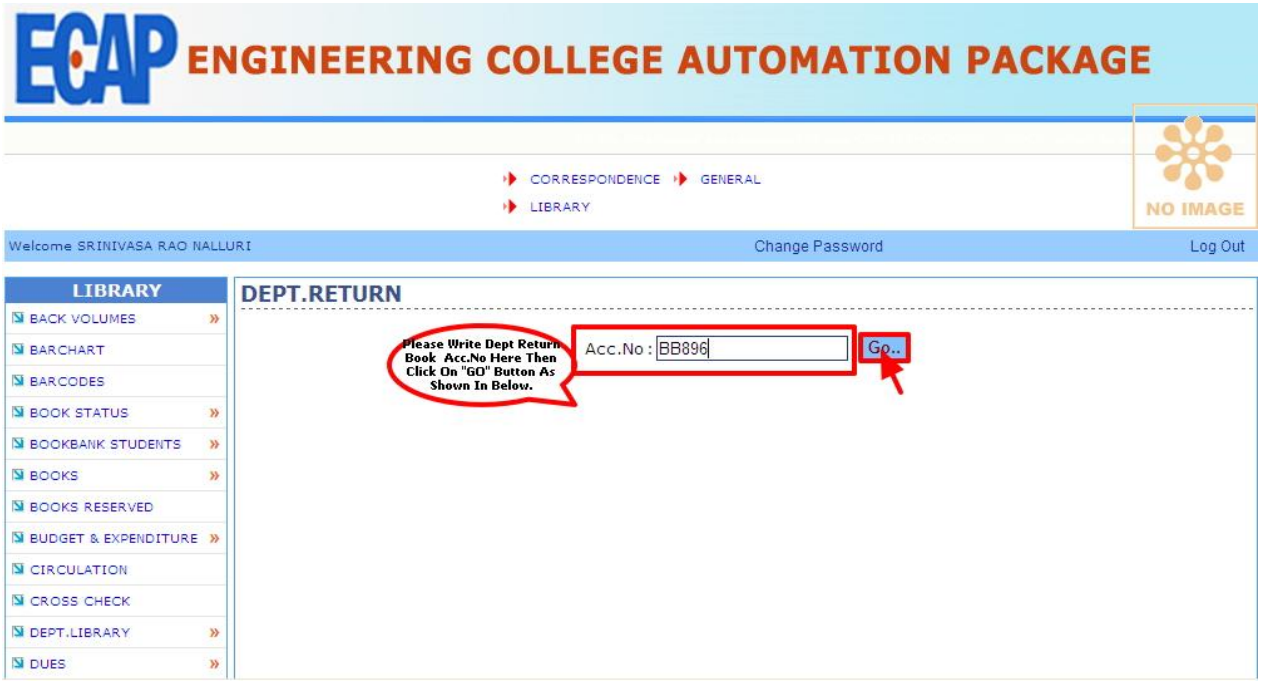
Step4:- Please Place Your Mouse Pointer On "Dept.Library" Link Which Is Available In Left Menu Sublink As Shown In Below.



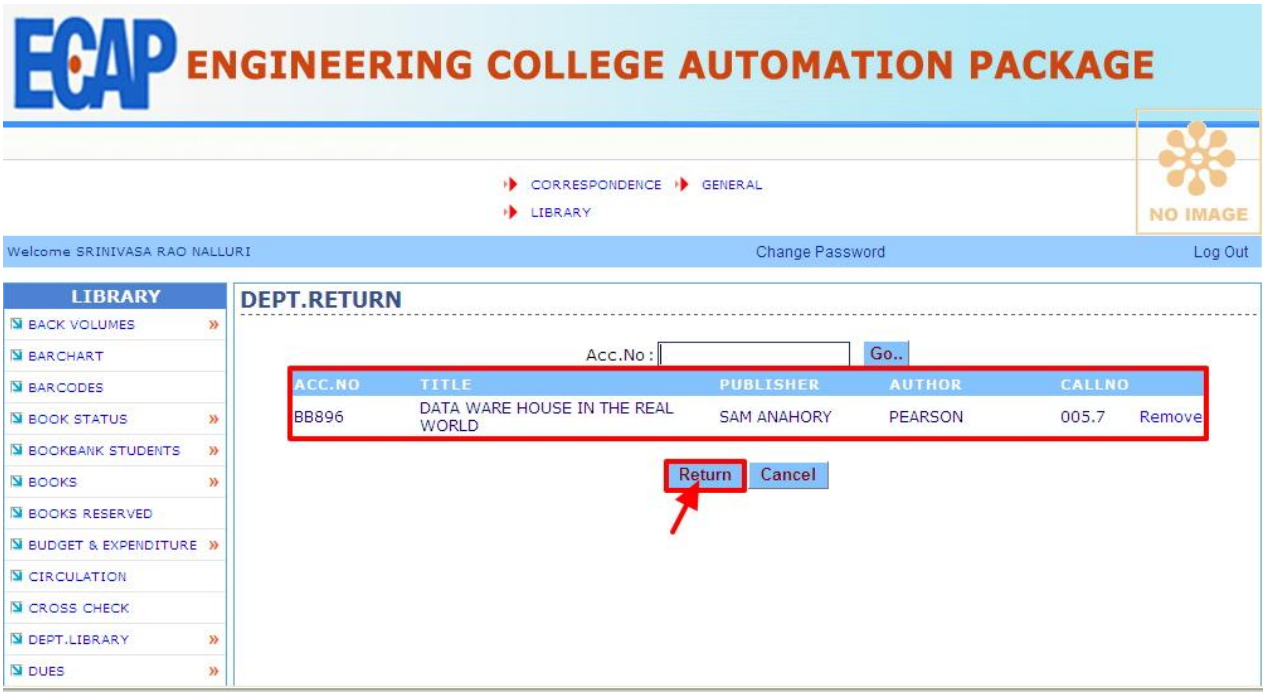
Step5:- Please Click On "Return" Option Which Is Available In Sub Links Menu As Shown In Below.



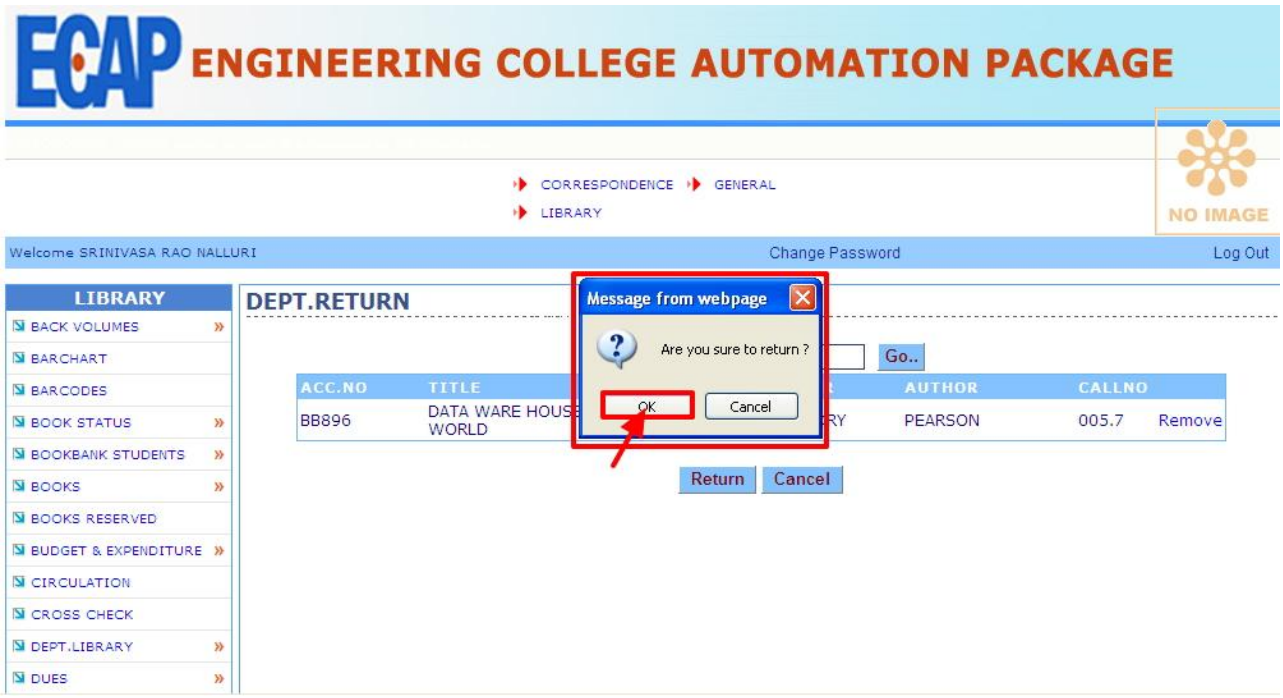
Step6:-After Click On "Return" Sub Link Option As Shown In Above Screen, Then You Will Find Acc.No Option Type Return Book Acc.No Then Click On "GO" Button As Shown In Below.



Step7:-After Click On "GO" Button Option As Shown In Above Screen, Then You Will Find Return Book Details Then Please Click On "Return" Button As Shown In Below.



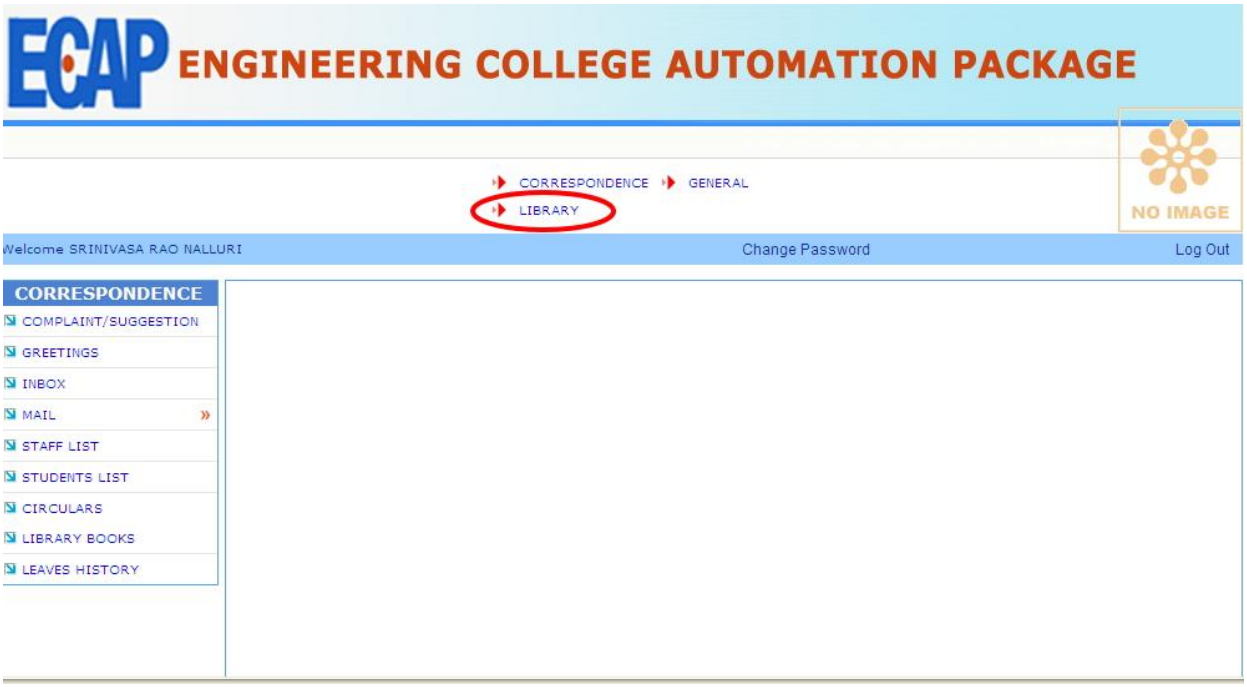
Step8:-After Click On "Return" Button As Shown In Above Screen, Then You Will Find Message From Webpage Then Click On "OK" Button Then Books Are Returned Successfully As Shown In Below.



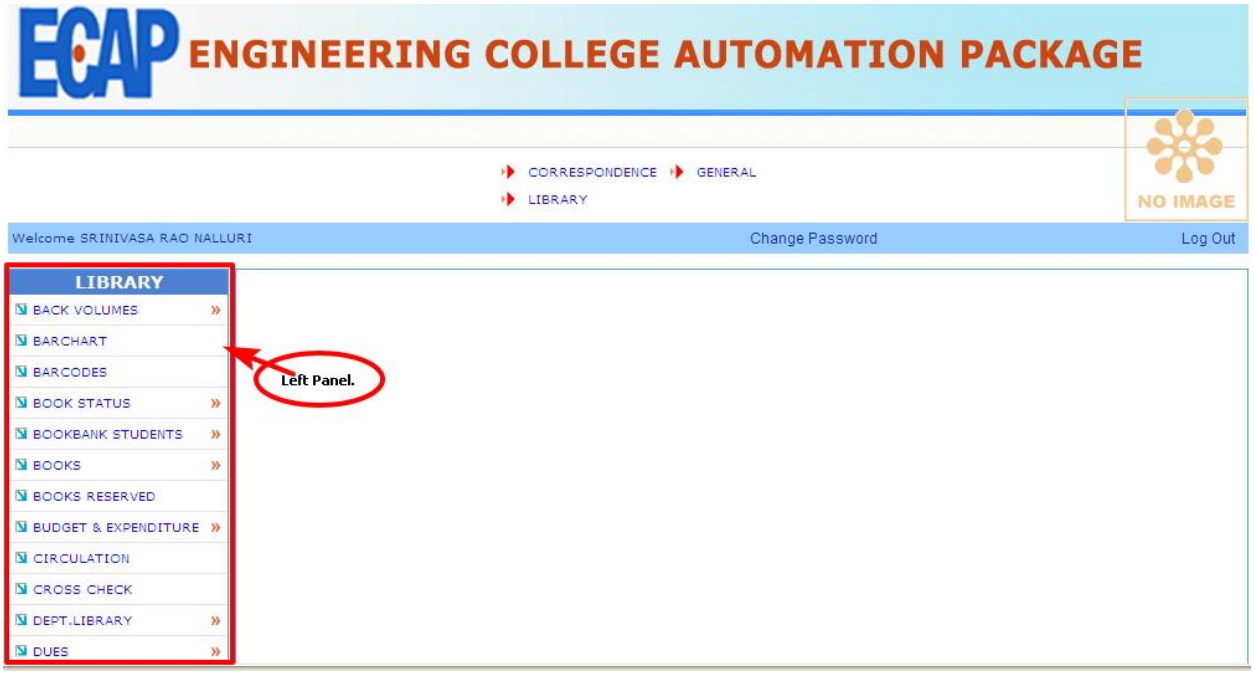
24) How Can I Edit Existing Book Details?

Ans: - Step 1:- Please Login In To "ECAP" By Using Your Username And Password.

Step2:- Please Click On "LIBRARY" Module As Shown In Below.

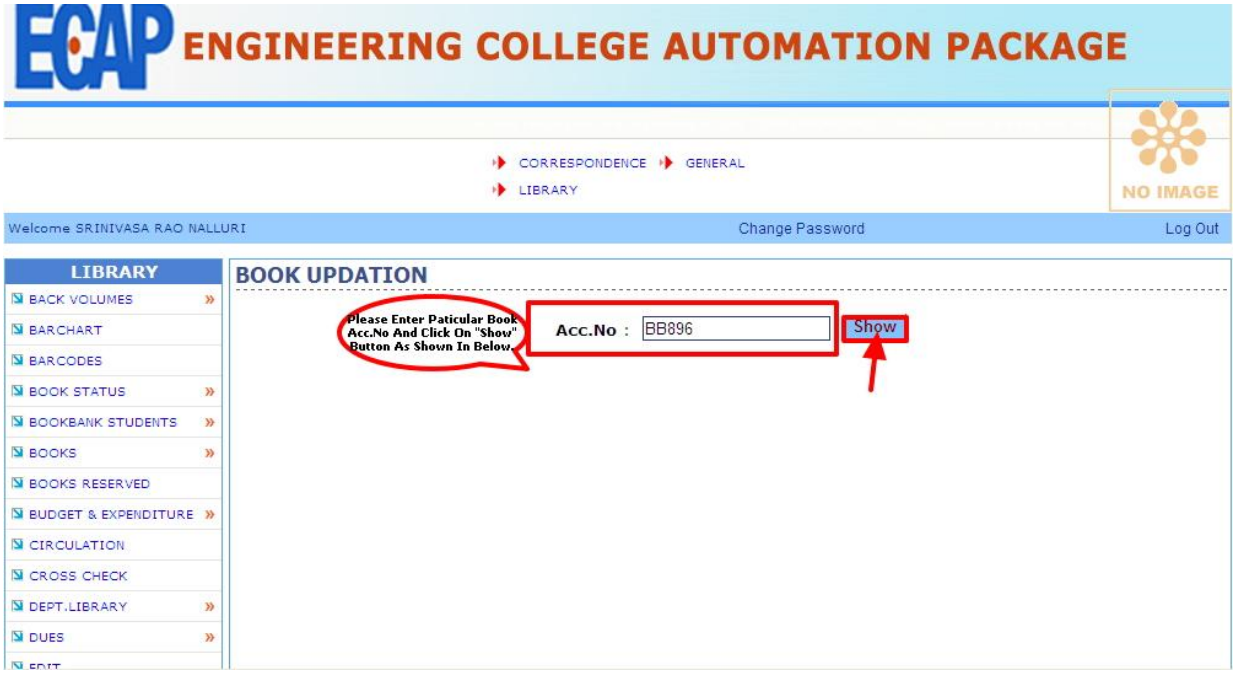


Step3:- :- After Click on "Library Module" You Will Find "Left Panel" As Shown in Below.

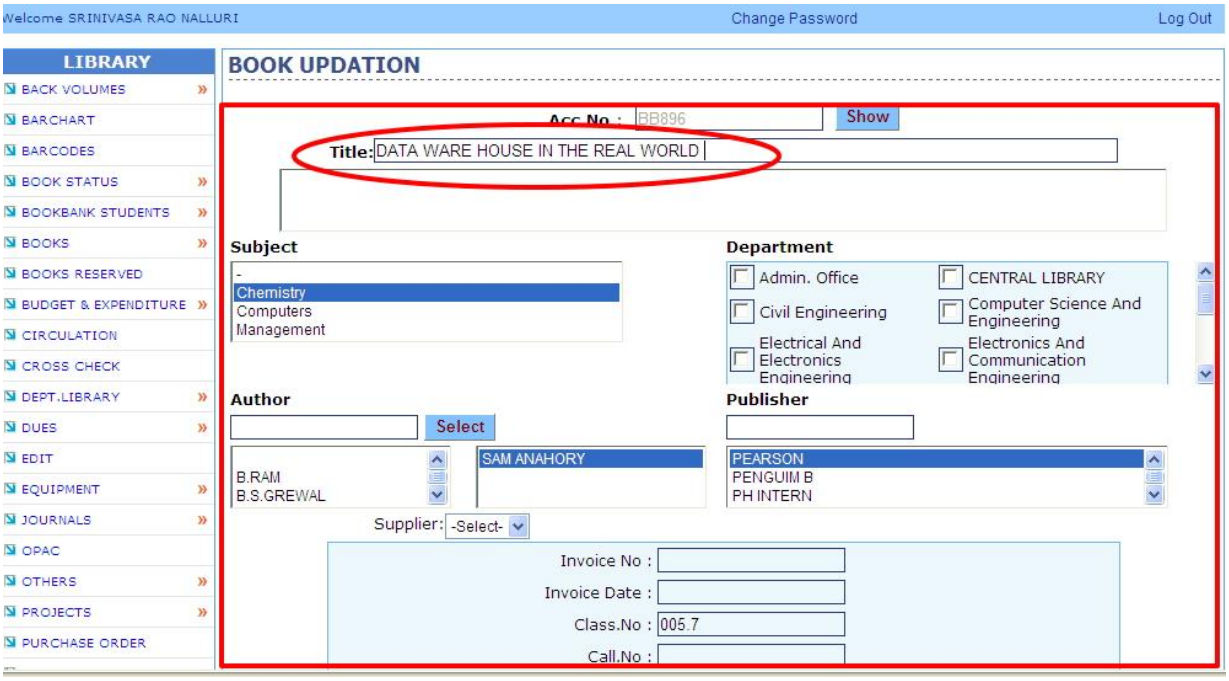


Step4:-Please Click On "Edit" Button Which Is Available In Left Panel Menu As Shown In Below.

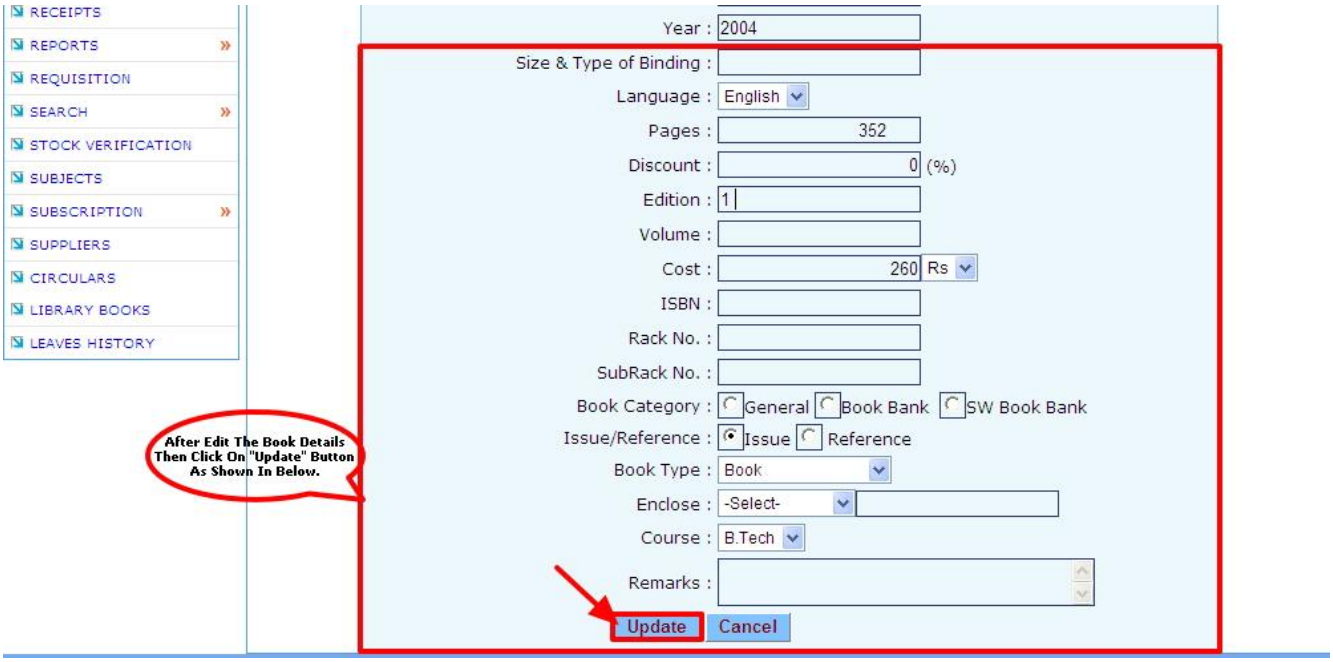
Step5:-After Click On "Edit" Option As Shown In Above Screen, Then You Will Find Acc.No Option, Here You Will Enter Particular Book Acc.No And Click On "Show" Button As Shown In Below.



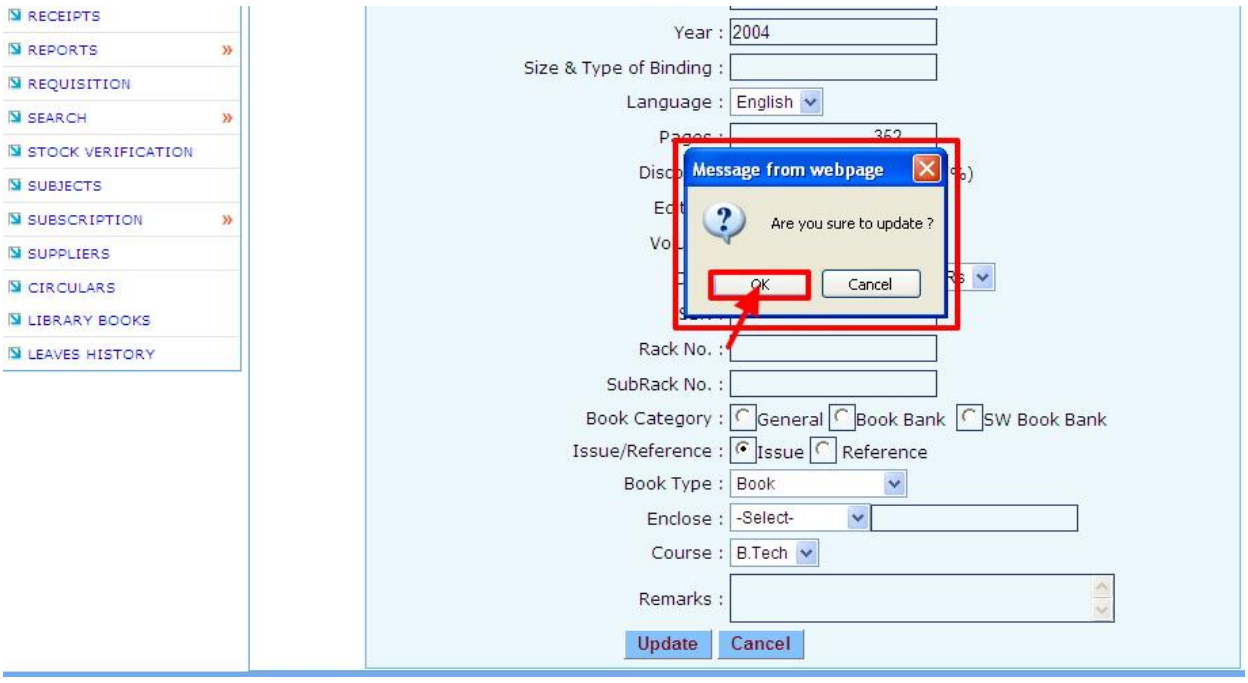
Step6:-After Click On "Show" Button As Shown In Above Screen, Then You Will Find Total Details Of Particular Acc.No Book You Can "Edit" Here For Particular Book As shown In Below.



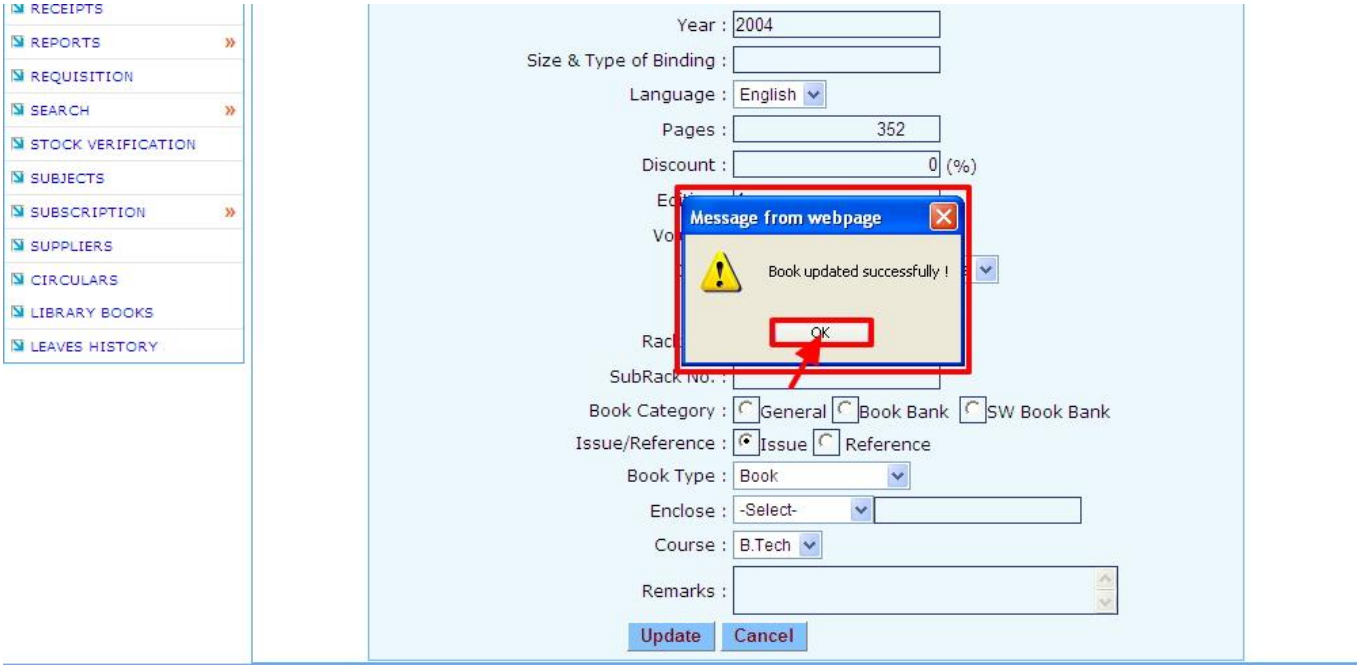
Step7:-After Editing The Particular Book Details As Shown In Above Screen, Then You Will Click On "Update" Button Option As Shown In Below.



Step8:-After Click On "Update" Button As Shown In Above Screen, Then You Will Find Message From Webpage Then Click On "OK" Option As Shown In Below.



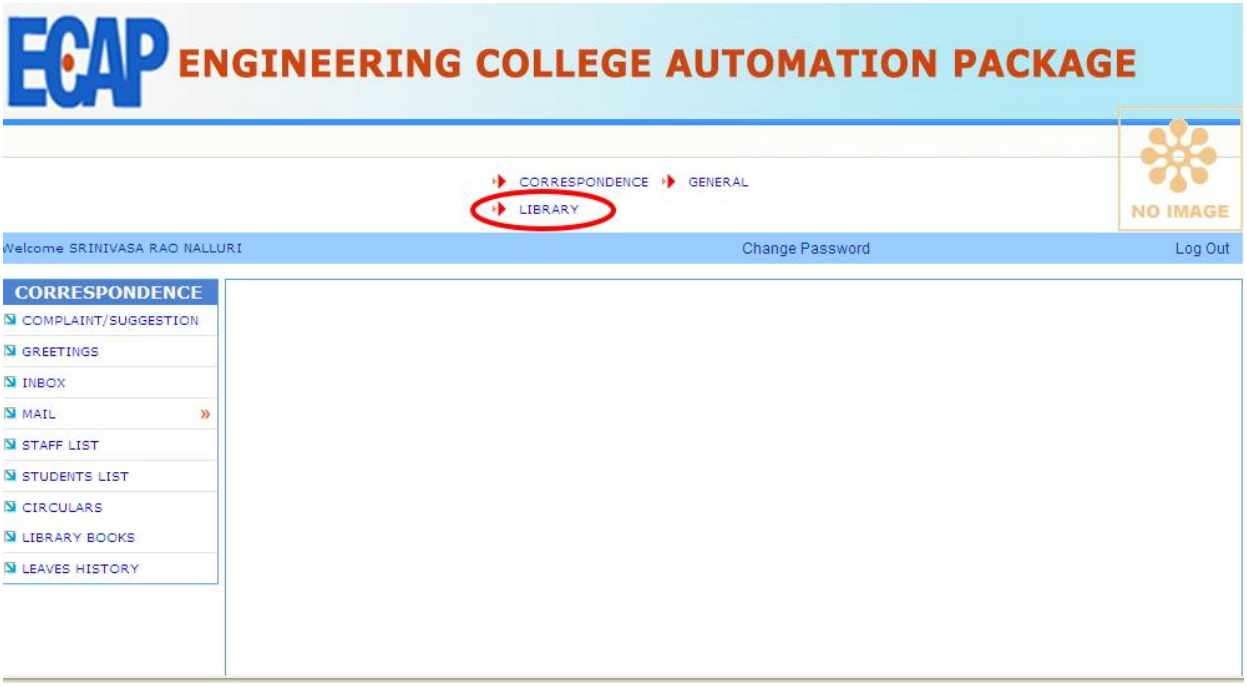
Step9:-After Click On "OK" Button Option As Shown In Above Screen, Then You Will Find Another Message From Webpage Then Click On "OK" Option As Shown In Below.



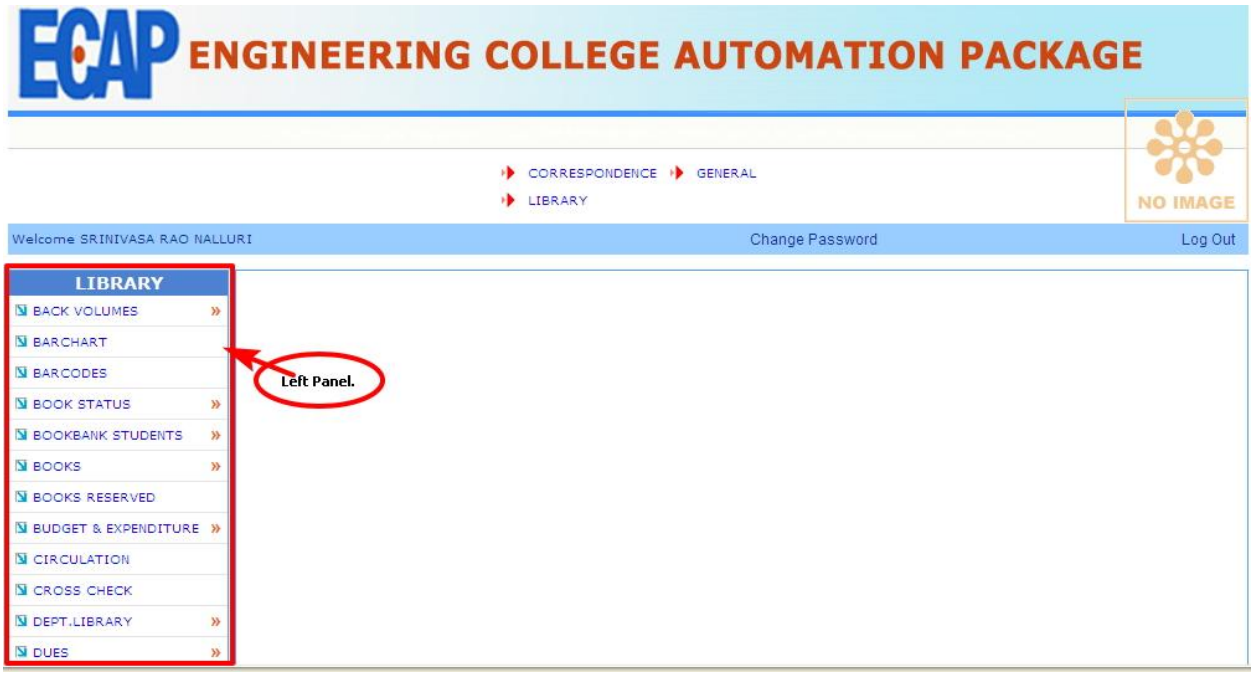
25) How Can I Delete Existing Accession Number From Package?

Ans: - Step 1:- Please Login In To "ECAP" By Using Your Username And Password.

Step2:- Please Click On "LIBRARY" Module As Shown In Below.

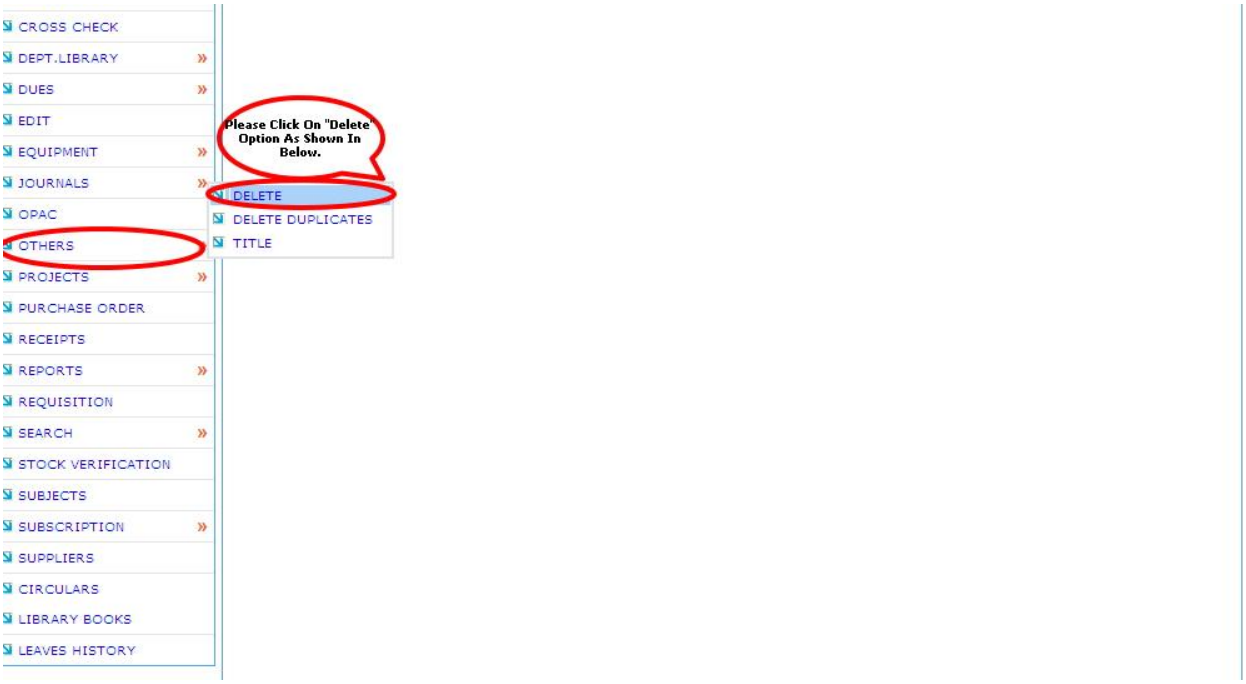


Step3:- :- After Click on "Library Module" You Will Find "Left Panel" As Shown in Below.

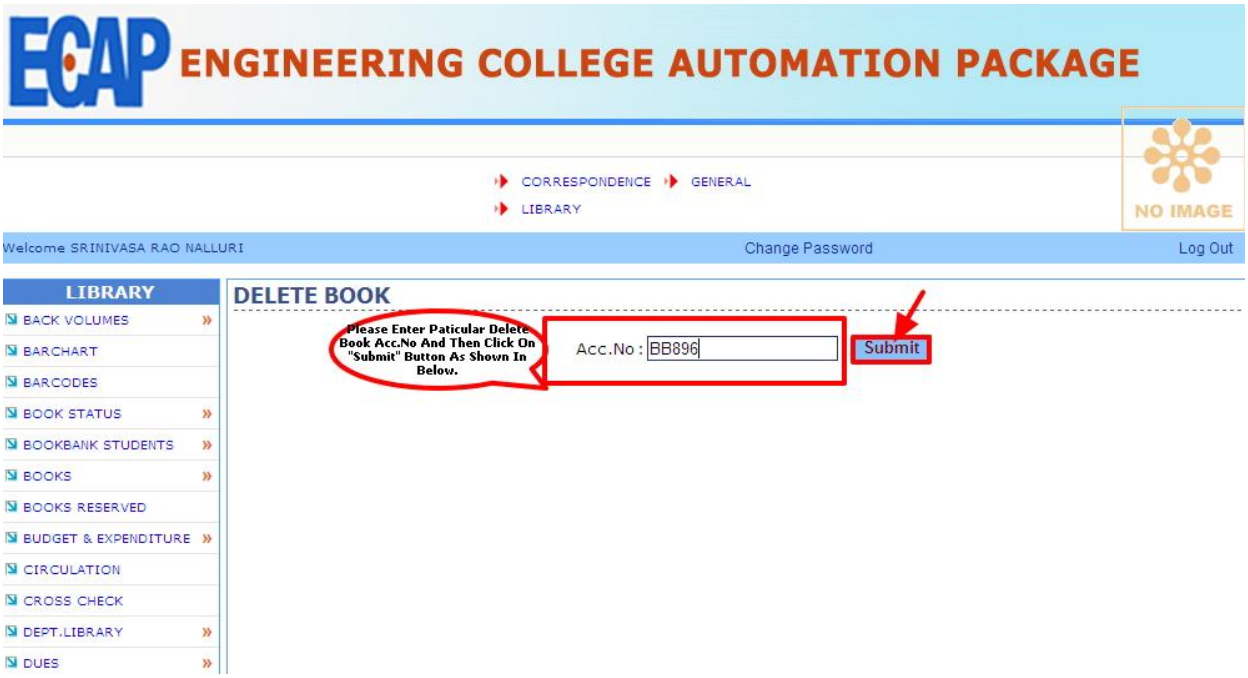


Step4:- :- **Please Place Your Mouse Pointer On “Others” Link Which Is Available In Left Menu Sublink As Shown In Below.**

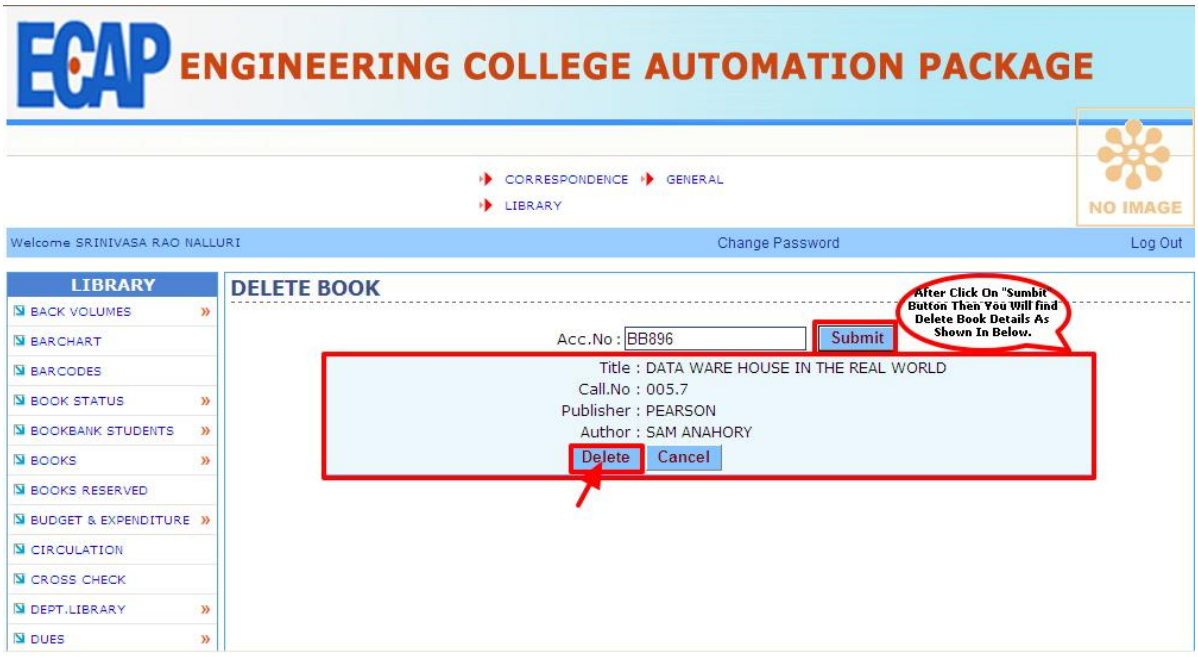
Step5:-Please Click On “Delete” Sub Link Option As Shown In Below.



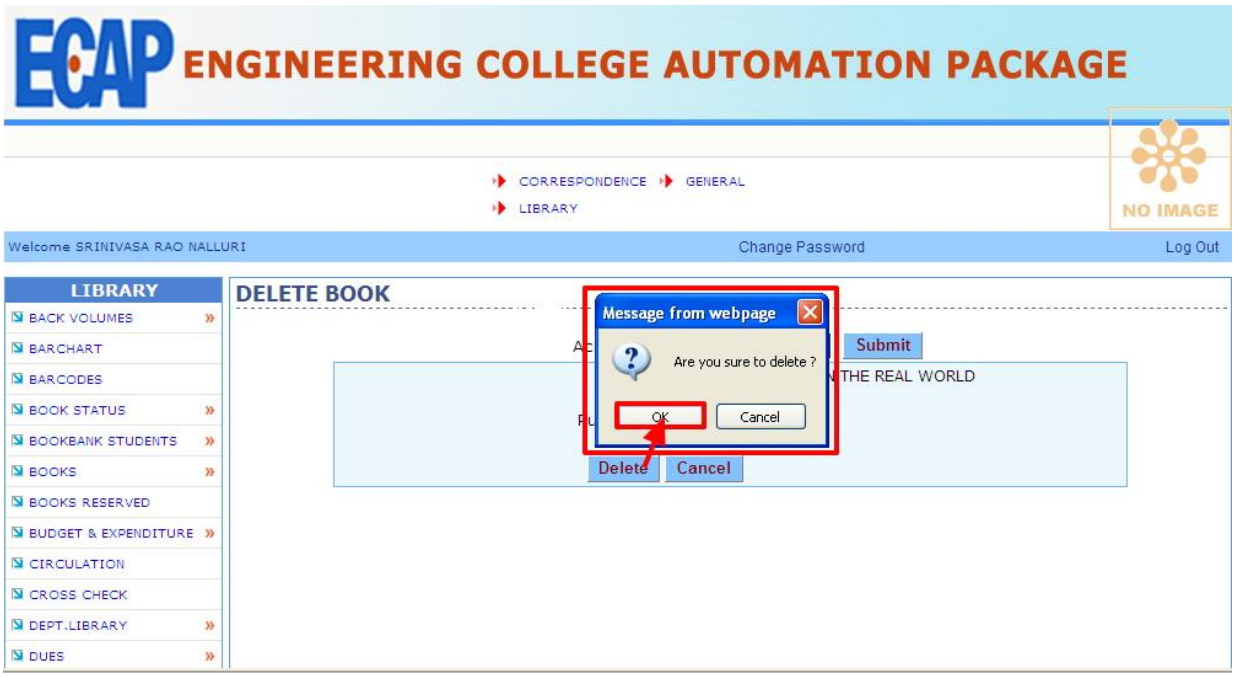
Step6:-After Click On "Delete" Sub Link As Shown In Above Screen, Then You Will Find Acc.No Option, In That Please Enter Particular Book Acc.No And Click On "Submit" Button As Shown In Below.



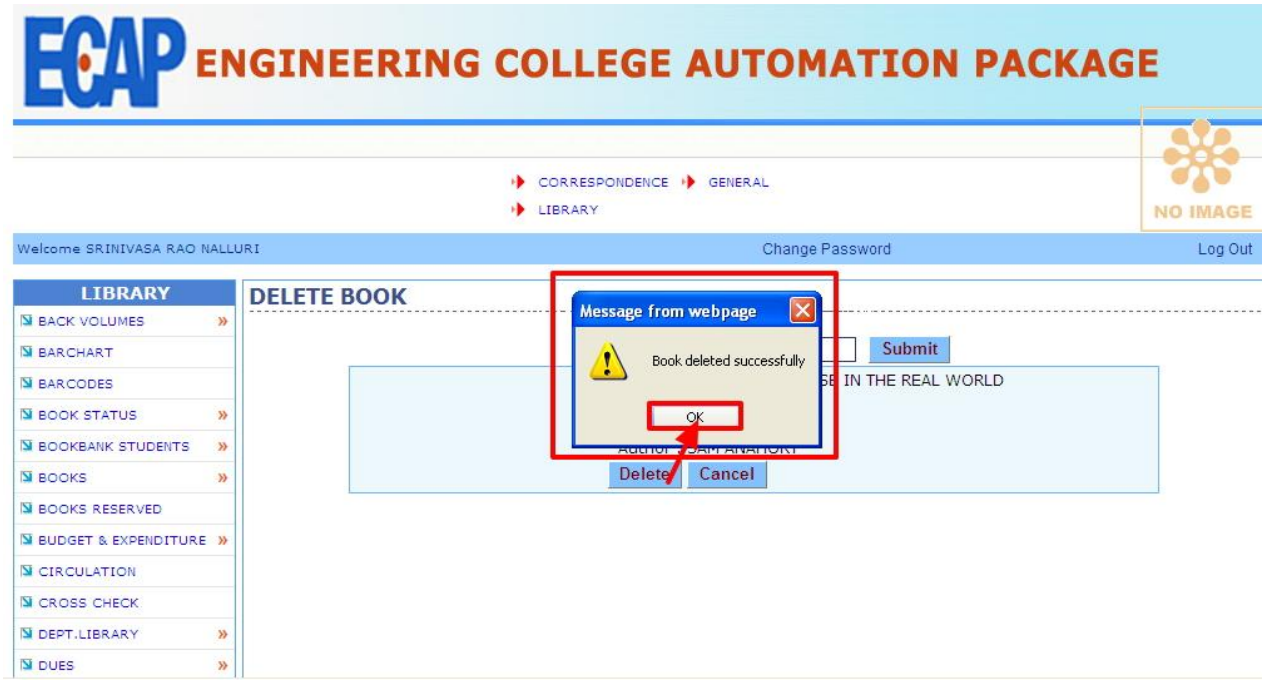
Step7:-After Click On "Submit" Button As Shown In Above Screen, Then You Will Find Particular Delete Book Details, And Then Click On "Delete" Button Option As Shown In Below.



Step8:-After Click On "Delete" Button Option As Shown In Above Screen, Then You Will Find Message From Webpage Please Click On "OK" Option As Shown In Below.



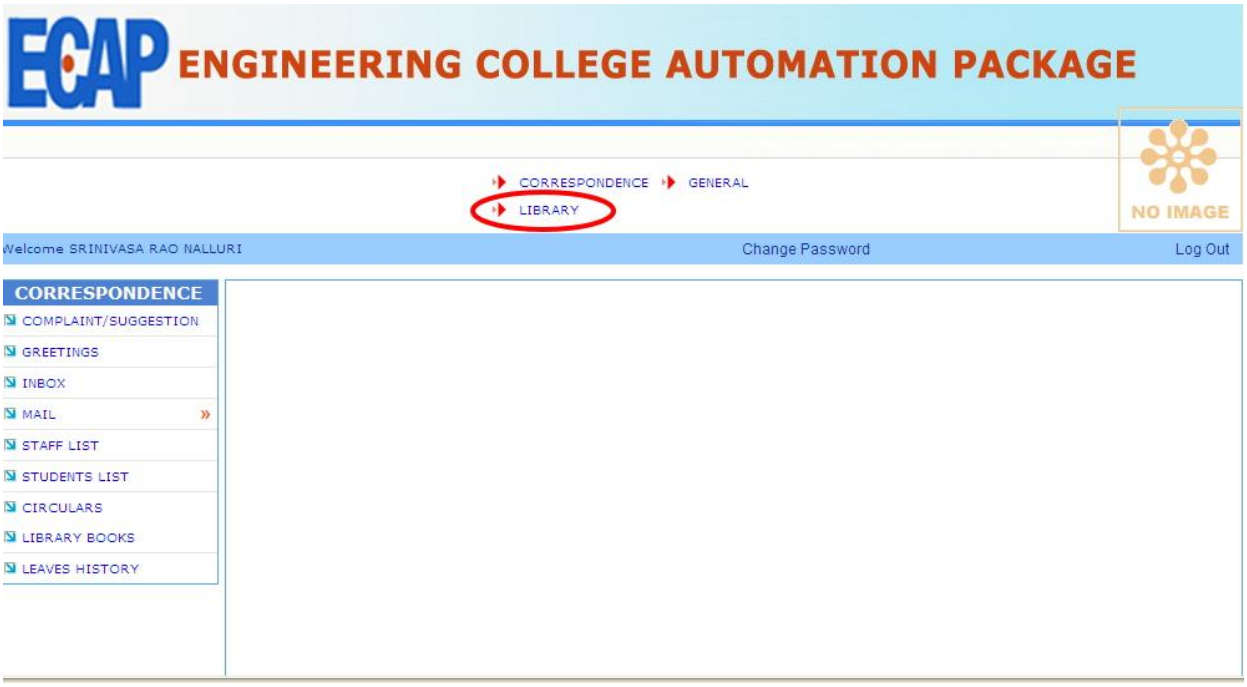
Step9:-After Click On "OK" Option As Shown In Above Screen, Then You Will Find Another Message From Webpage Click On "OK" Option As Shown In Below.



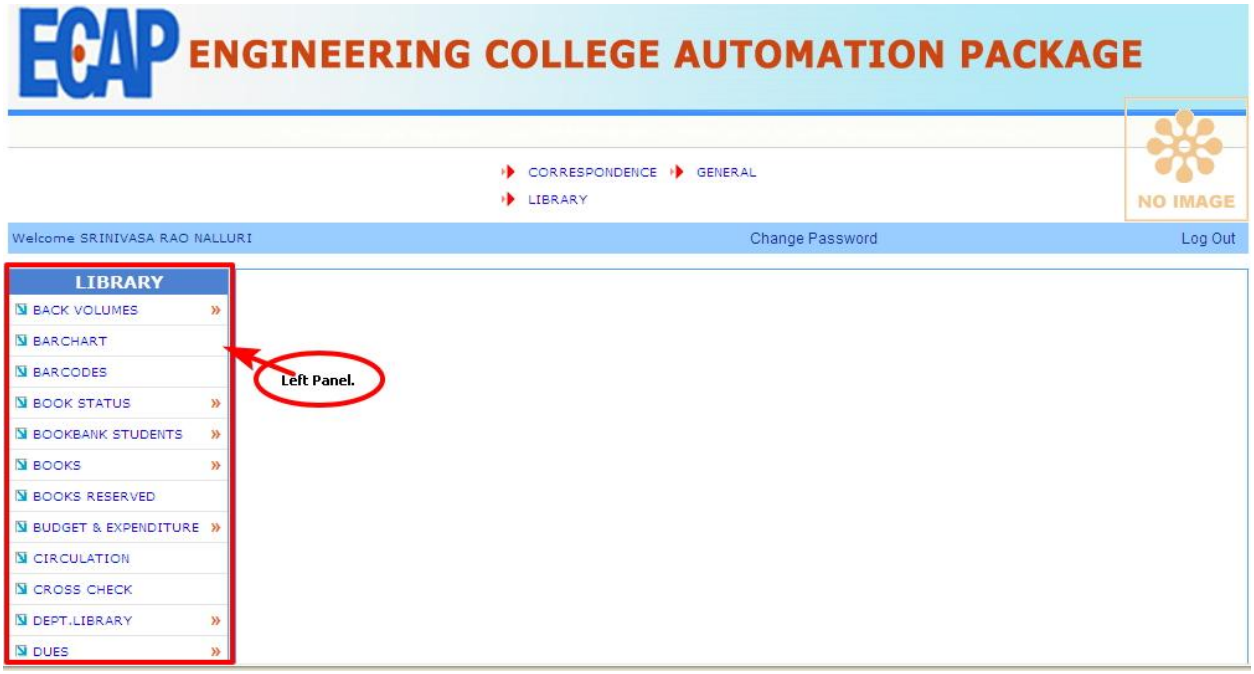
26) How Can I Delete Existing Book Titles From Package?

Ans: - Step 1:- **Please Login In To "ECAP" By Using Your Username And Password.**

Step2:- **Please Click On "LIBRARY" Module As Shown In Below.**

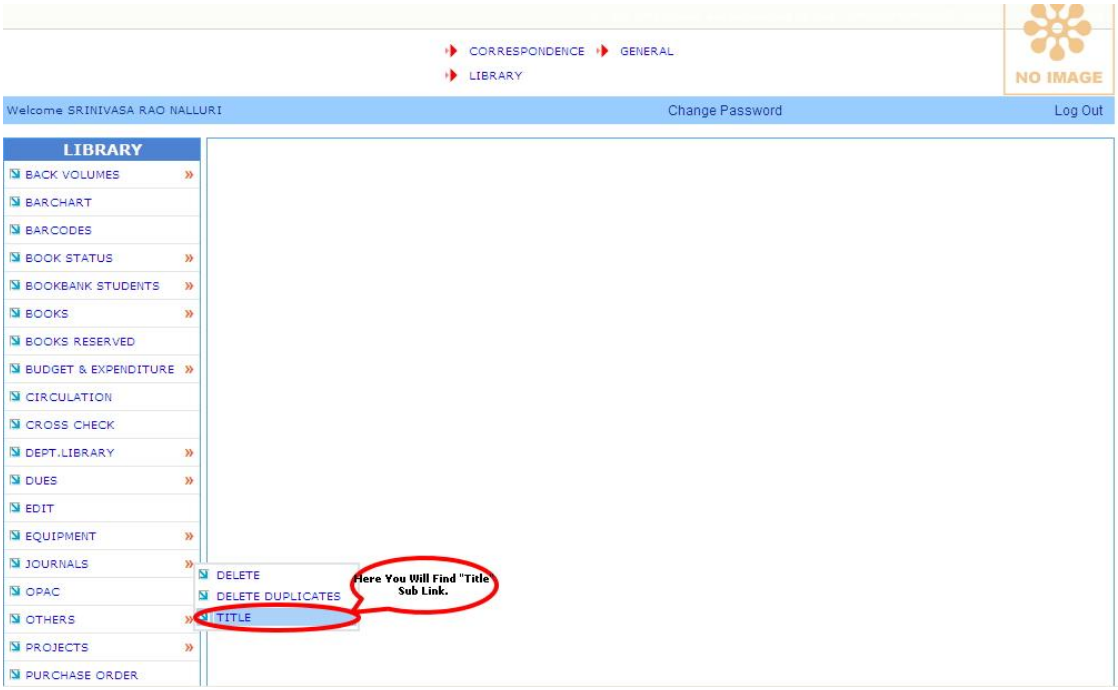


Step3:- :- **After Clicking on "Library Module" You Will Find "Left Panel" As Shown in Below.**

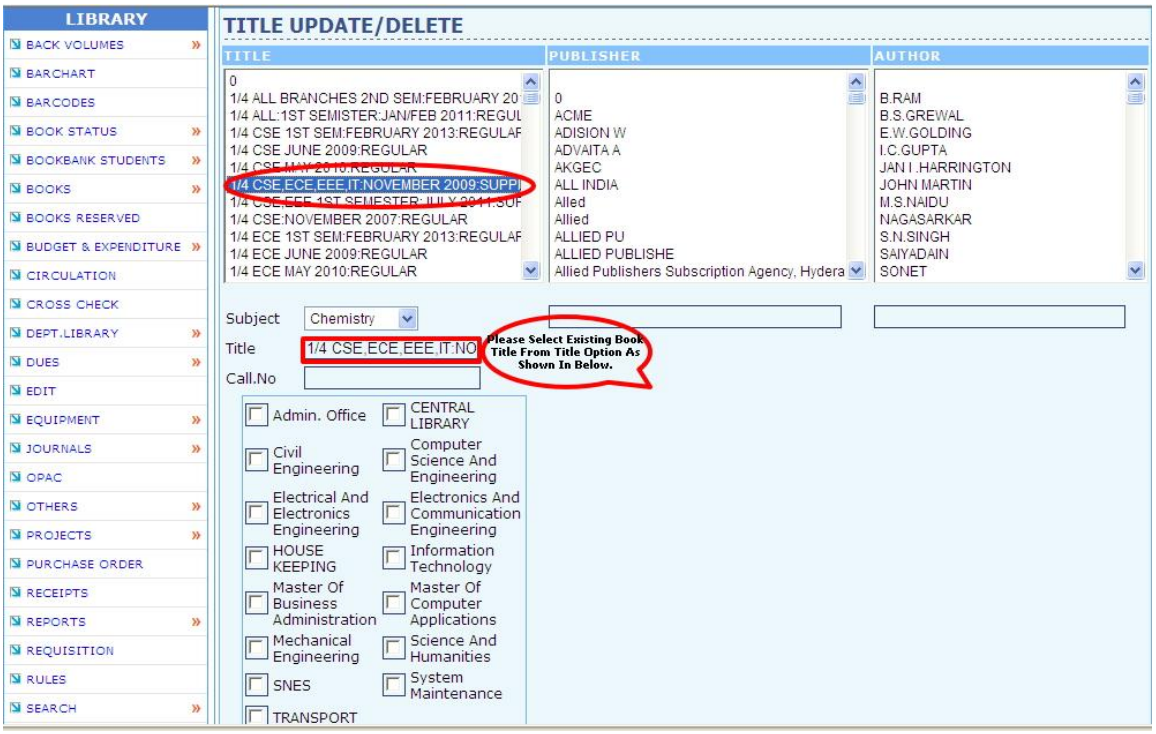


Step4:- :- **Please Place Your Mouse Pointer on "Others" Link Which Is Available In Left Menu Sub Link As Shown in Below.**

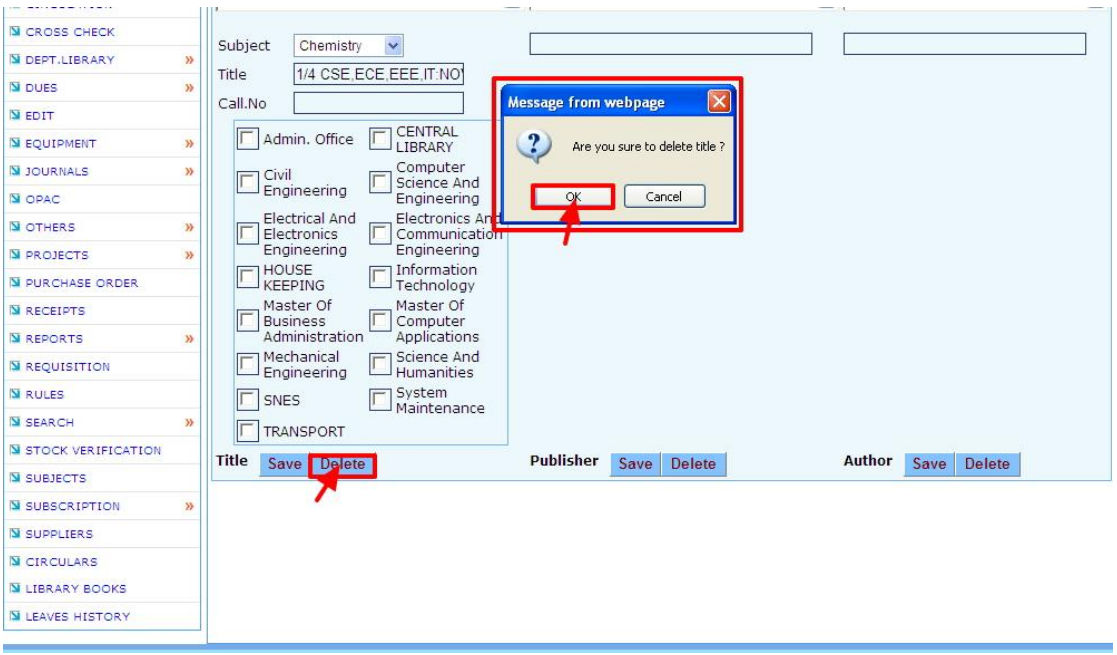
Step5:-Please Click On "Title" Sub Link As Shown In Below.



Step6:-After Click On "Title" Sub Link Option As Shown In Above Screen, Then You Will Find "Existing Book Titles" From Title Option Please Select Existing Book As Shown In Below.



Step7:- After Selecting On Existing Book "Title" As Shown In Above Screen, Then Please Click On "Delete" Button Then You Will Find Message From Webpage Then Click On "OK" Button As Shown In Below.

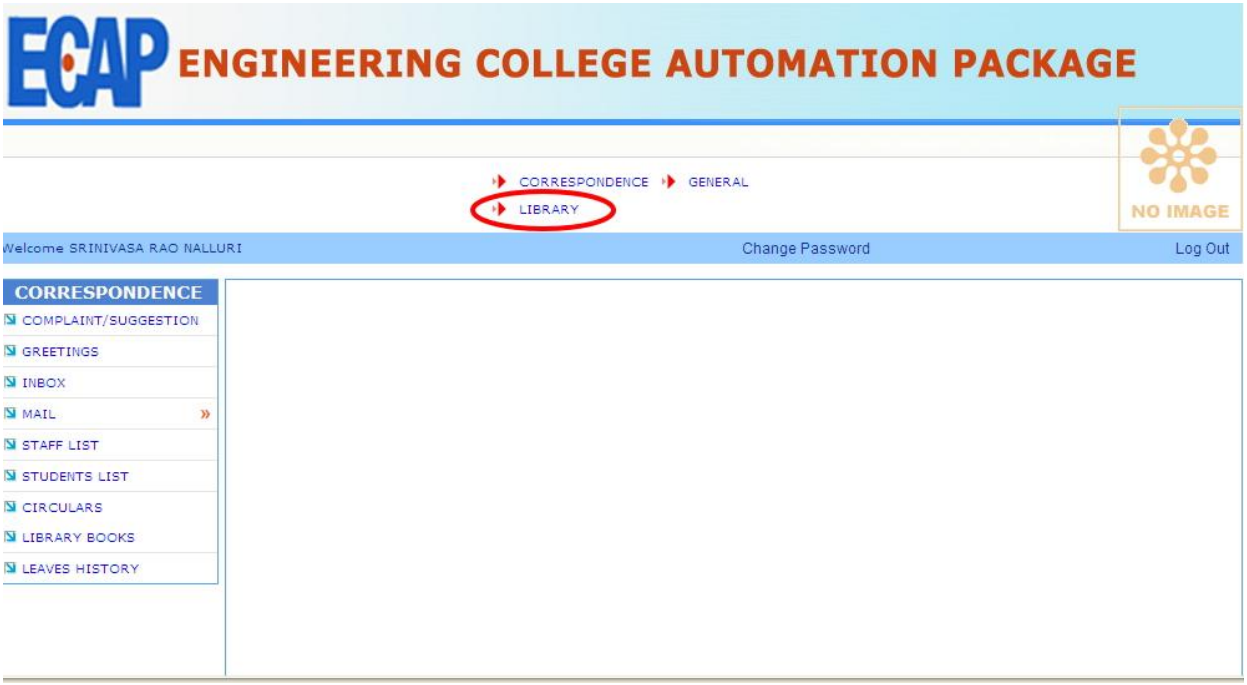


Step8:-After Click On "OK" Button Option As Shown In Above Screen, Then You Will Find Another Message From Webpage Like "Title Deleted Successfully" .

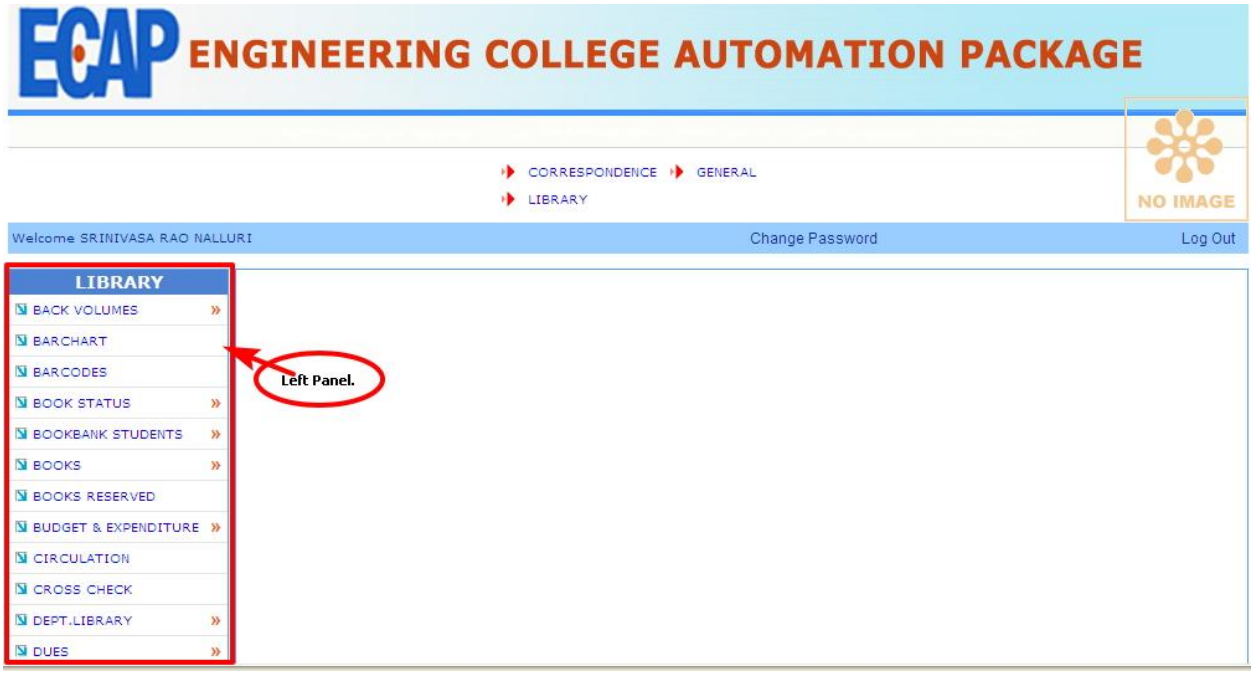
27) How Can I Delete Duplicate Data of Titles and Authors And Publishers?

Ans: - Step 1:- Please Login In To "ECAP" By Using Your Username And Password.

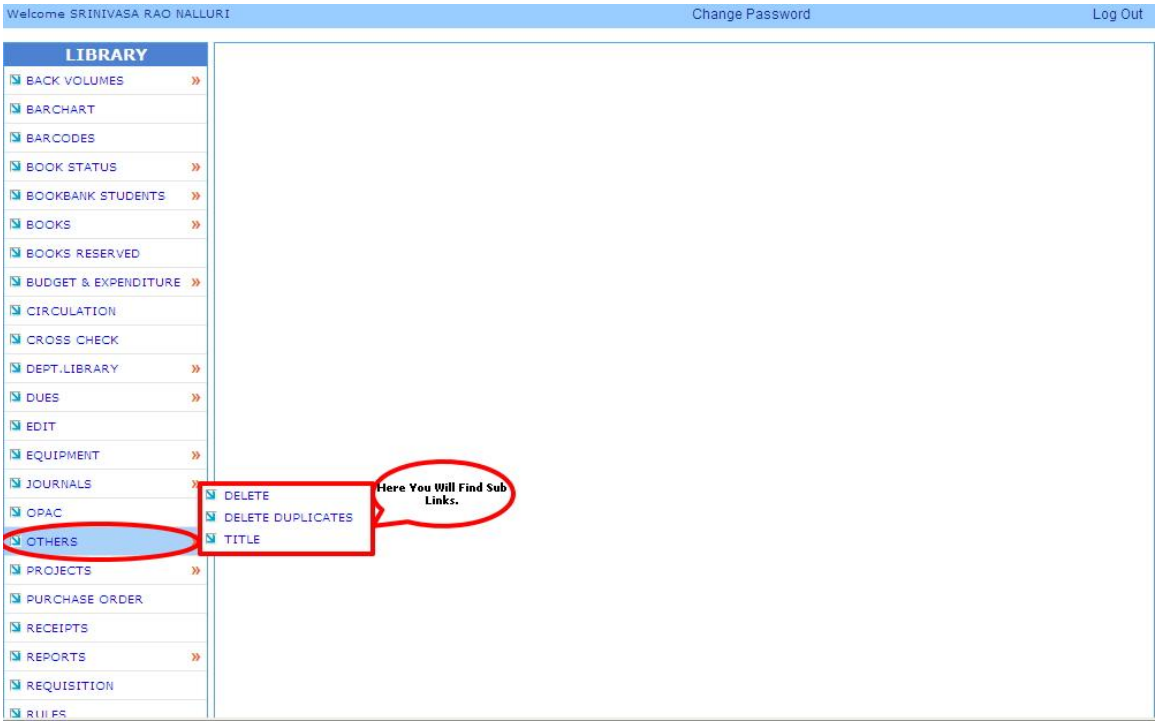
Step2:- Please Click On "LIBRARY" Module As Shown In Below.



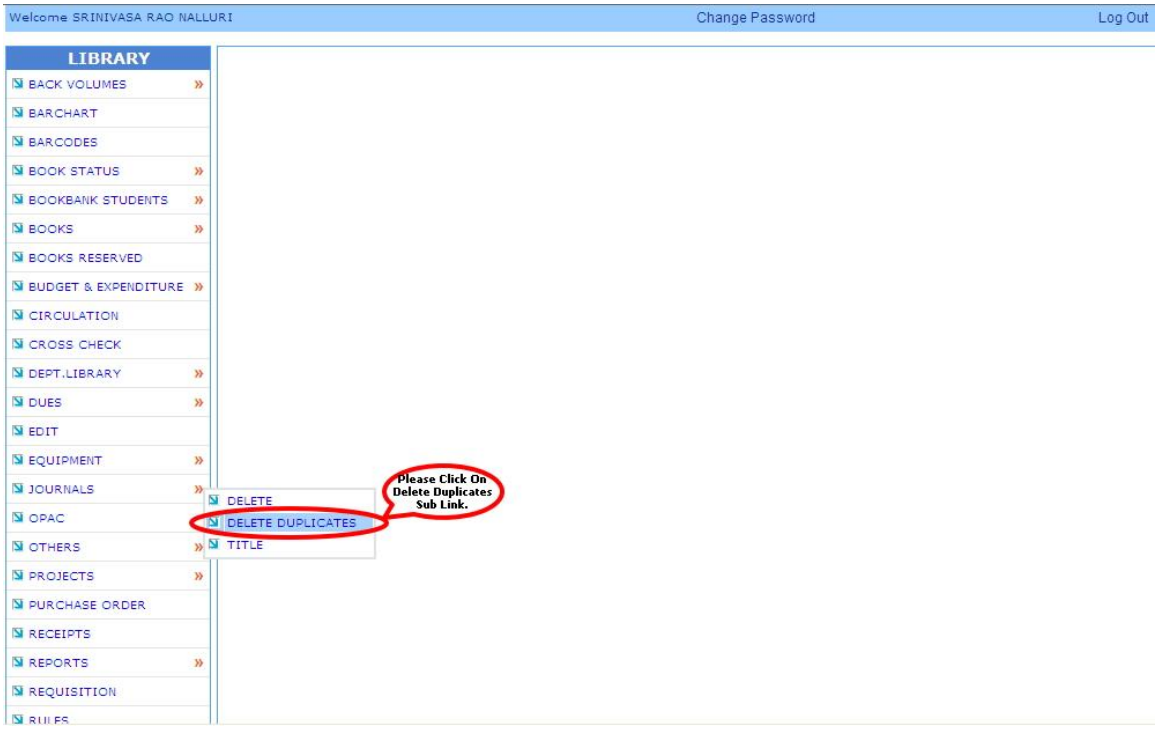
Step3:- :- After Click on "Library Module" You Will Find "Left Panel" As Shown in Below.



Step4:- Please Place Your Mouse Pointer on "Others" Link Which Is Available In Left Menu Sub Link As Shown In Below.

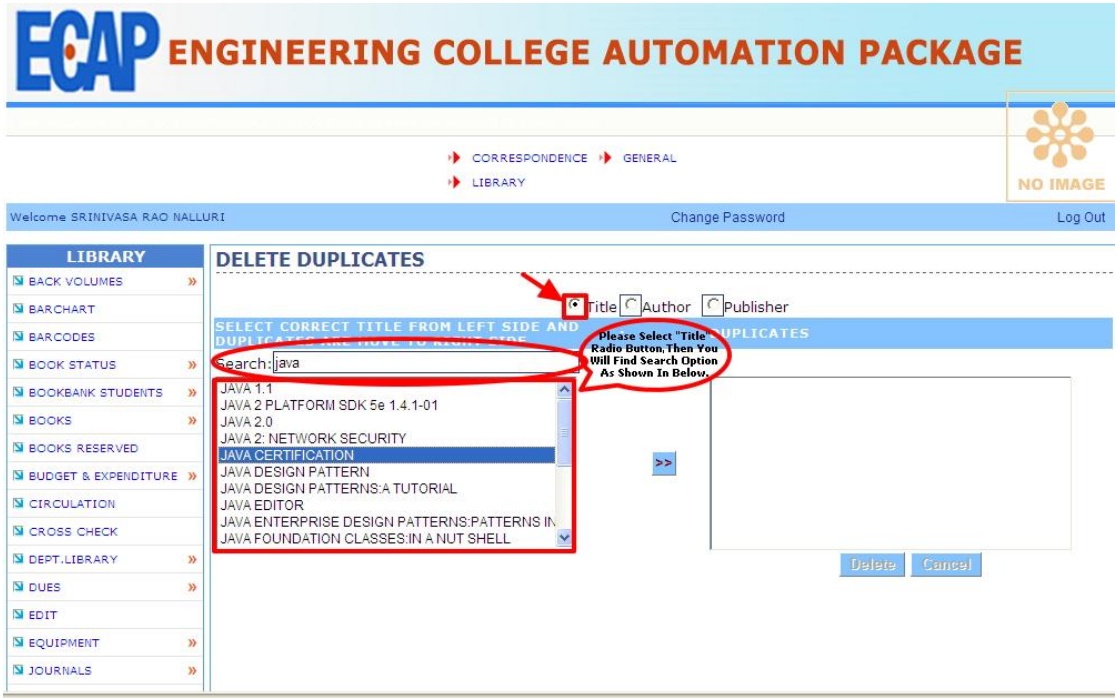


Step5:-Please Click On "Delete Duplicates" Sub Link As Shown In Below.

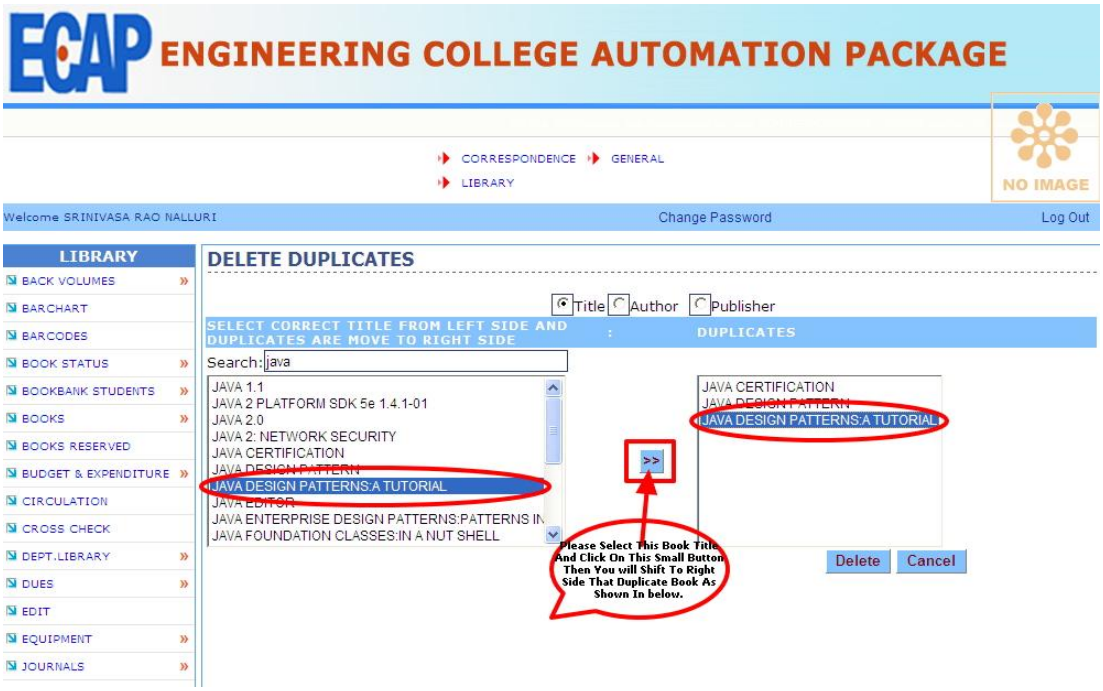


Step6:-After Click "Delete Duplicates" Sub Link Then You Will Select "Title" Radio Button And Then Option Called "Search" In This You Will Enter Duplicate Book Title Names And You Will Find Books As Shown In Below.

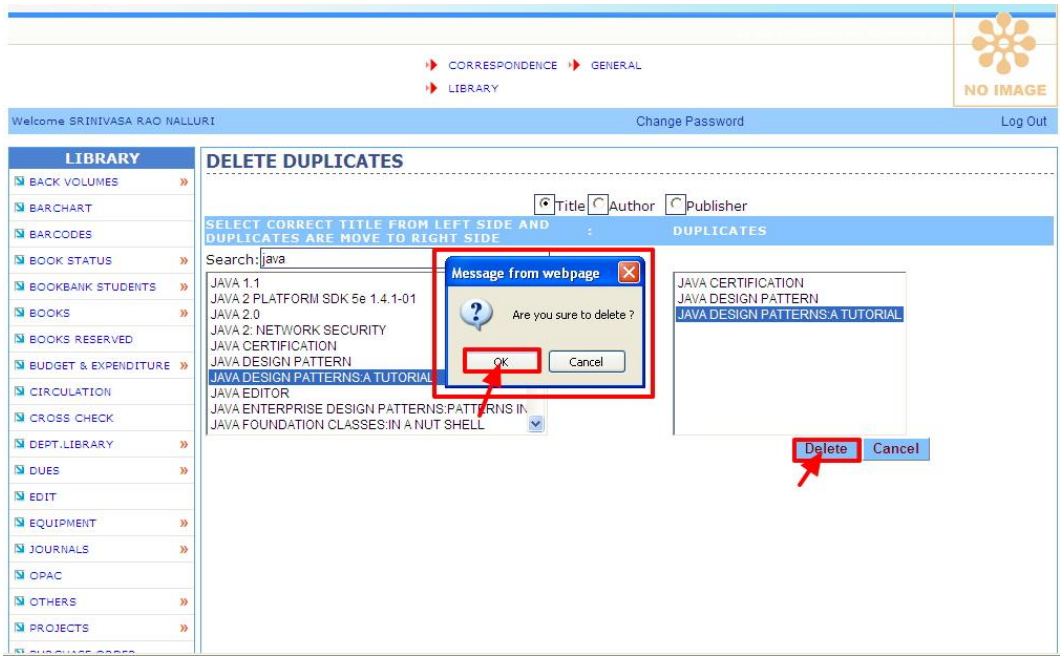
Step7:-Here "Author" And "Publisher" Also Same As Like "Title" Option As Shown In Below, Please Follow Those Steps For Author And Publisher.



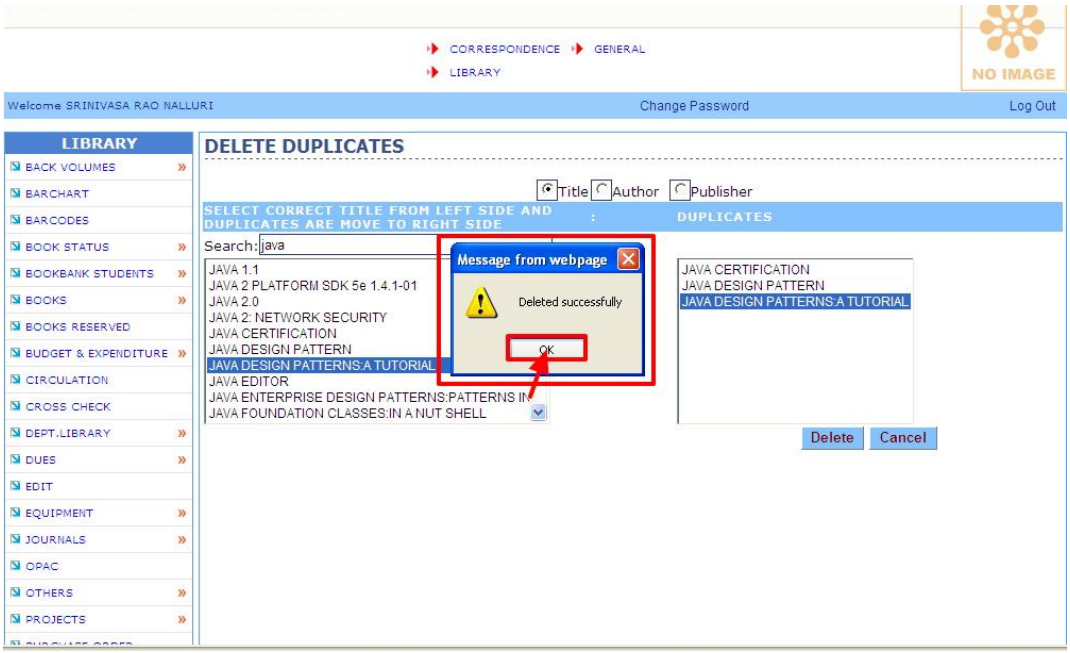
Step8:-After Select On Duplicate Book Then Click On Small "Button" Then Duplicate Books Are Move To Right Side As Shown In Below.



Step9:-Please Click On "Delete" Button Then You Will Find Message From Webpage Then Click On "OK" Option Button As Shown In Below.



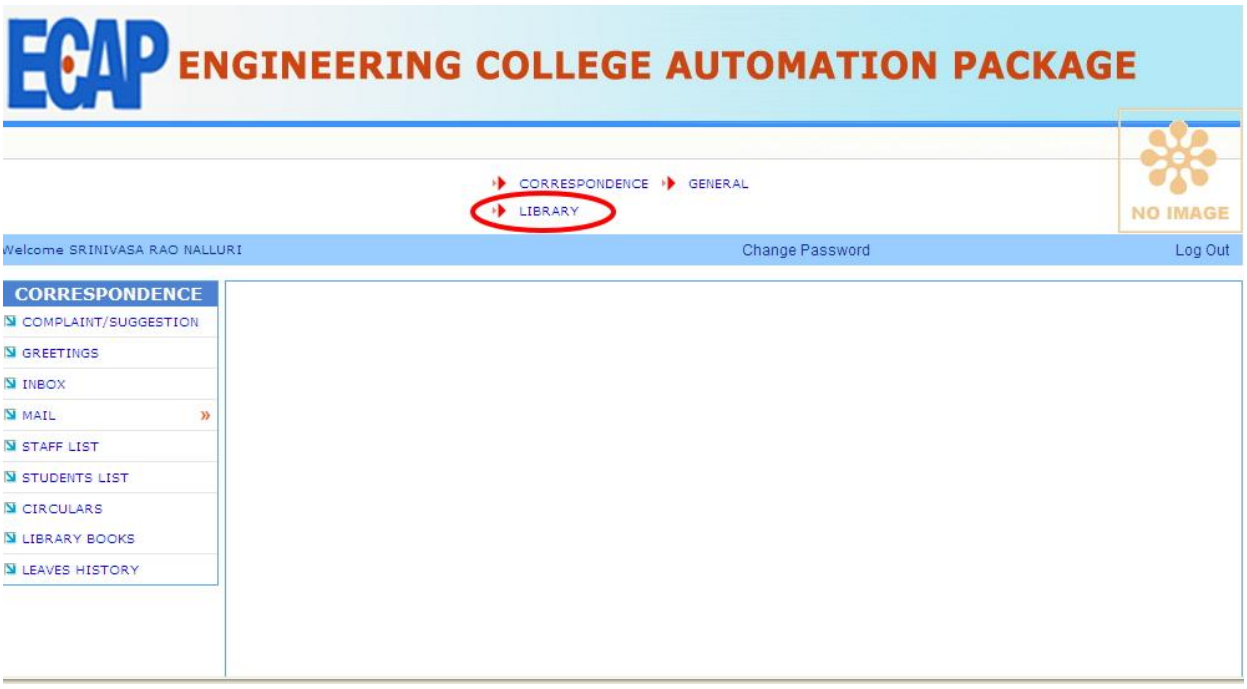
Step10:-After Click On "OK" Button As Shown In Above Screen, Then You Will Find Another Message From Webpage Please Click On "OK" Button As Shown In Below.



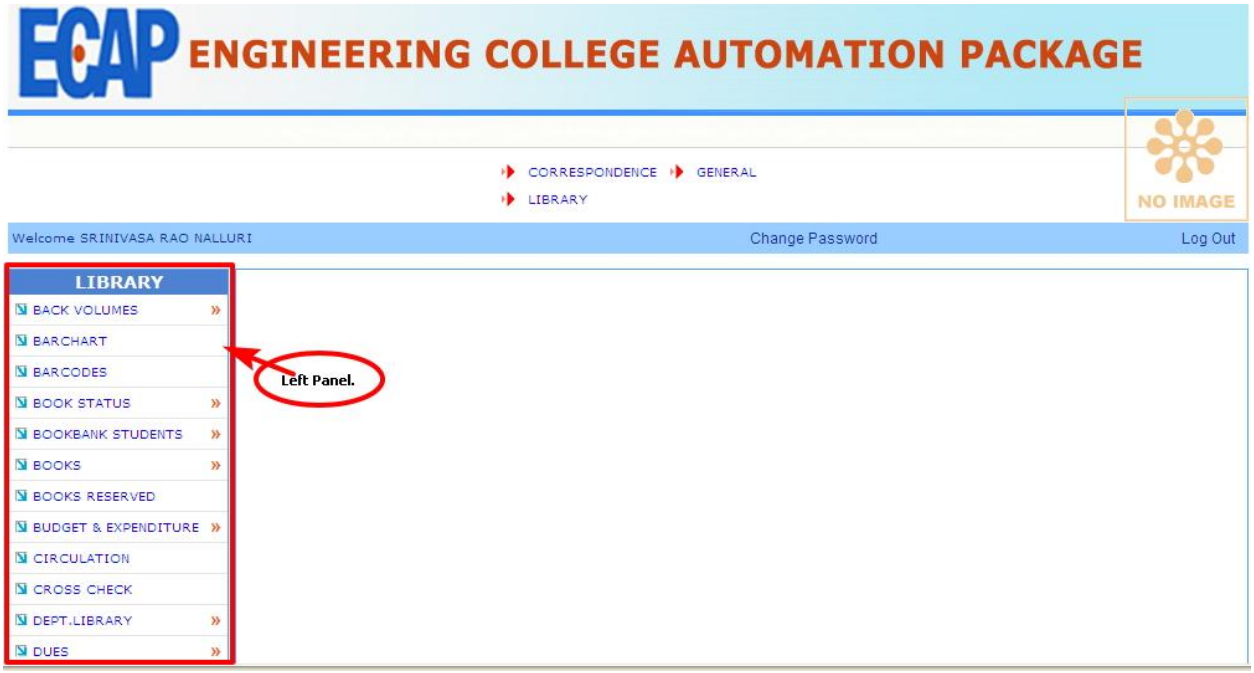
28) How Can I Crosscheck Weather That Particular Book Issued or Not?

Ans: - Step 1:- Please Login In To "ECAP" By Using Your Username And Password.

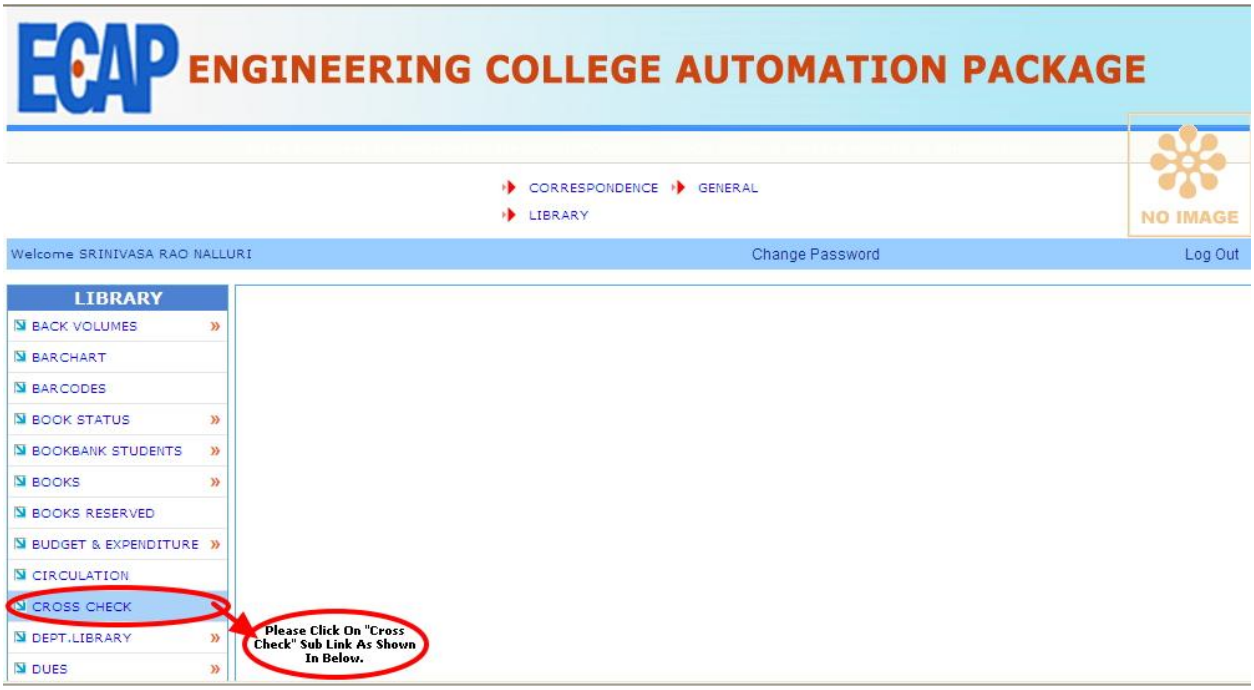
Step2:- Please Click On "LIBRARY" Module As Shown In Below.



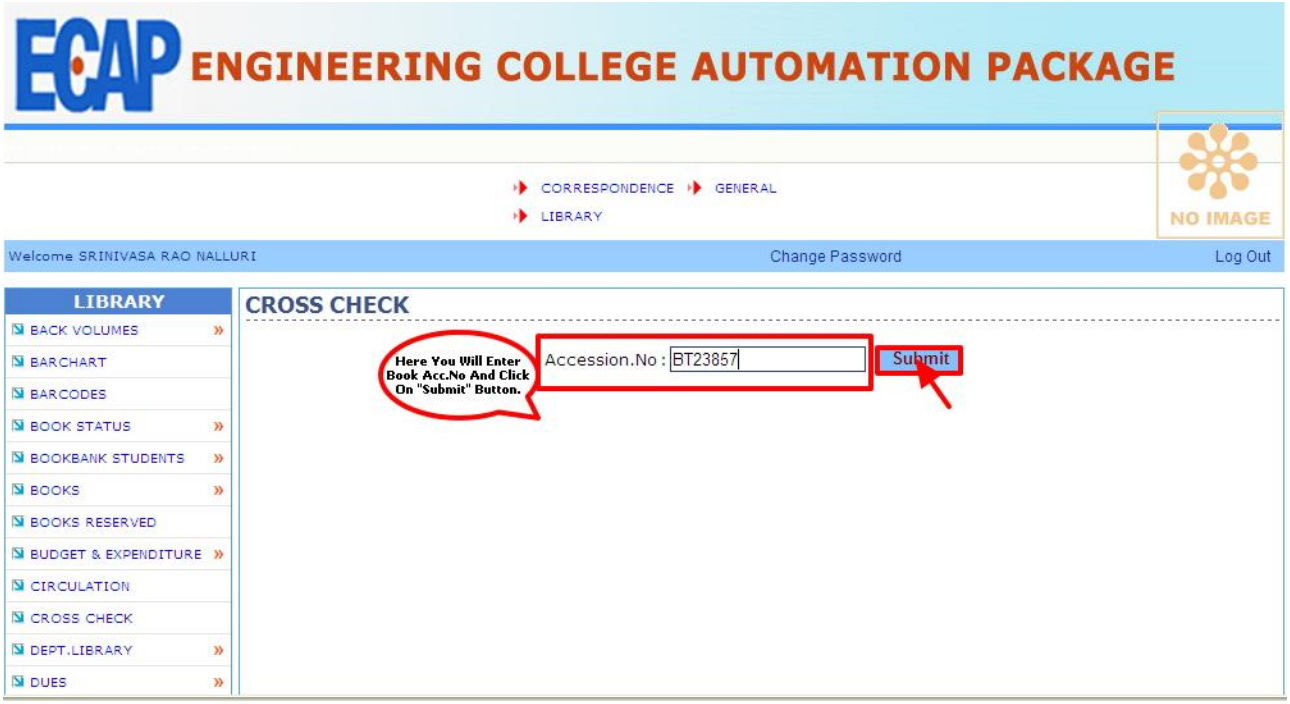
Step3:- :- After Click on "Library Module" You Will Find "Left Panel" As Shown in Below.



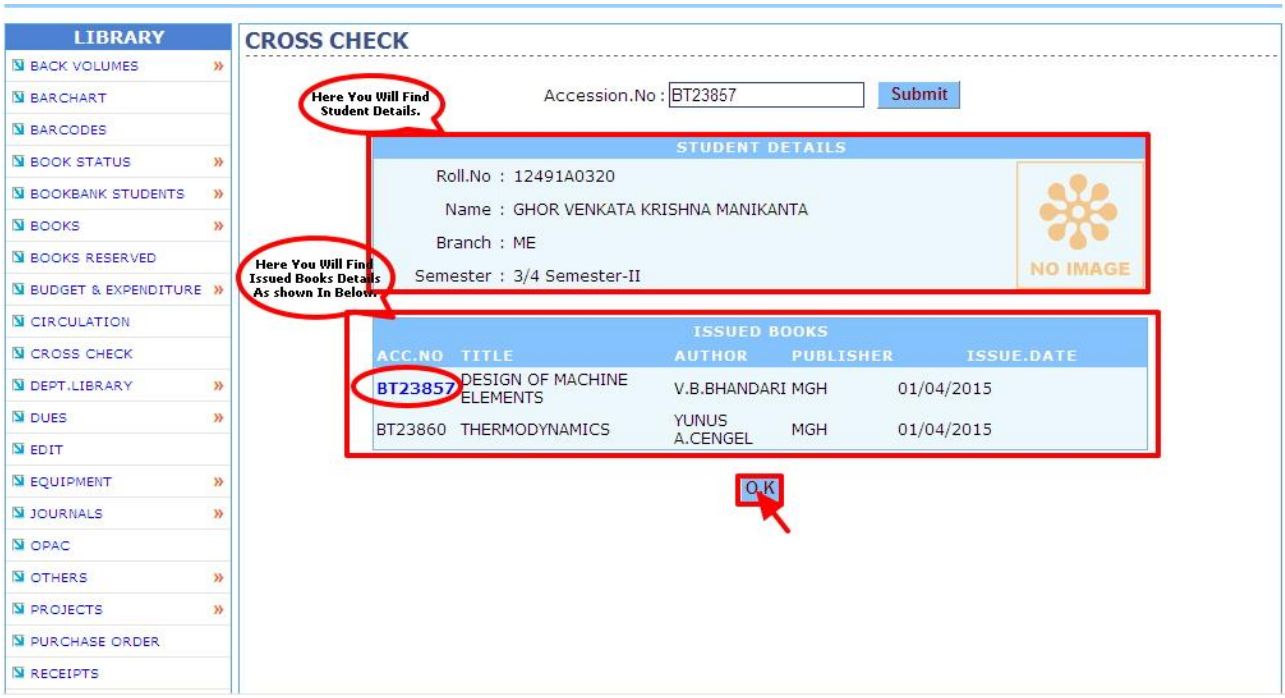
Step4:-Please Click On "Cross Check" Link Option Which Is Available In Left Panel Menu As Shown In Below.



Step5:-After Click On "Cross Check" Link As Shown In Above Screen, Then You Will Find Book Acc.No And Submit Button, Then You Will Enter Book Acc.No And Click On "Submit" Button As Shown In Below.



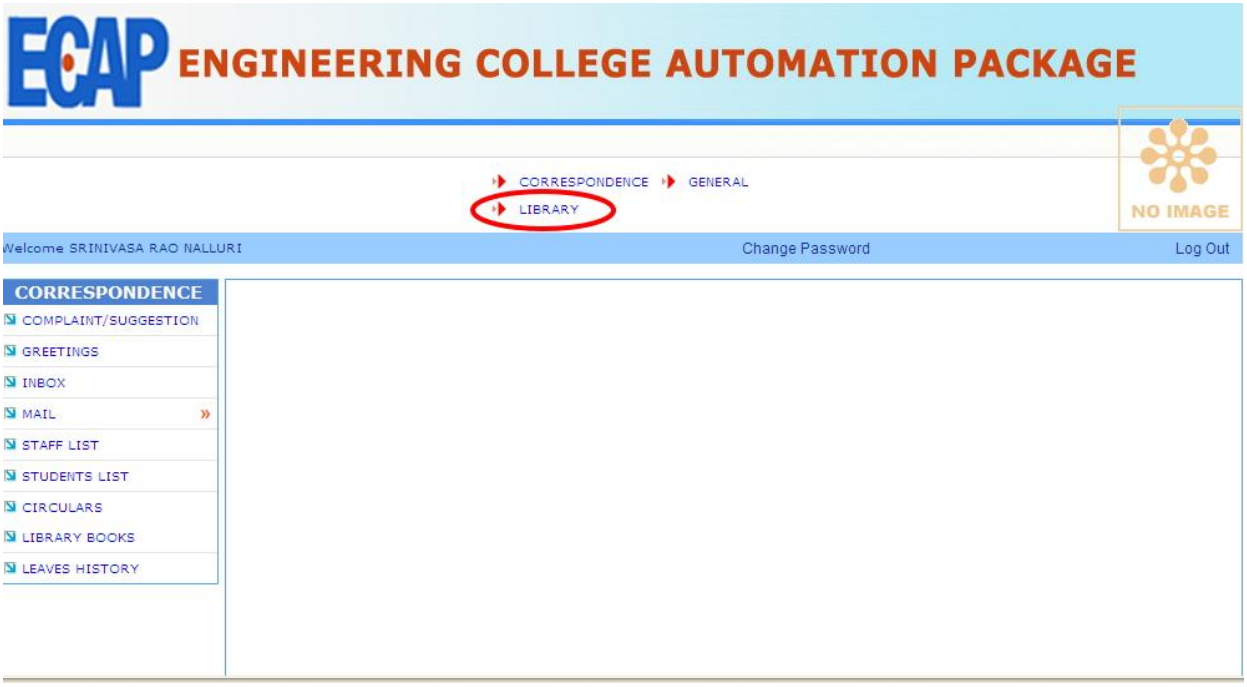
Step6:-After Click On "Submit" Button As Shown In Above Screen, Then You Will Find "Student Details" And "Issued Books" Details Then Click On "OK" Button As Shown In Below.



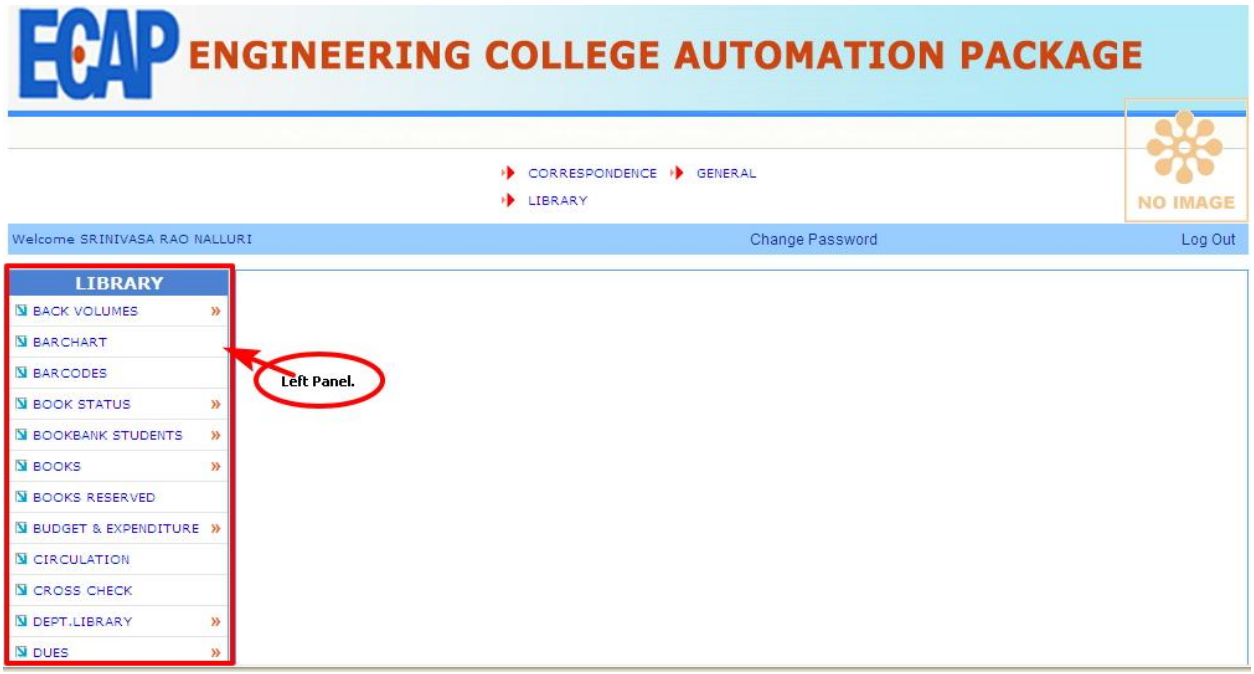
29) How can I Update Book Status?

Ans: - Step 1:- Please Login In To "ECAP" By Using Your Username And Password.

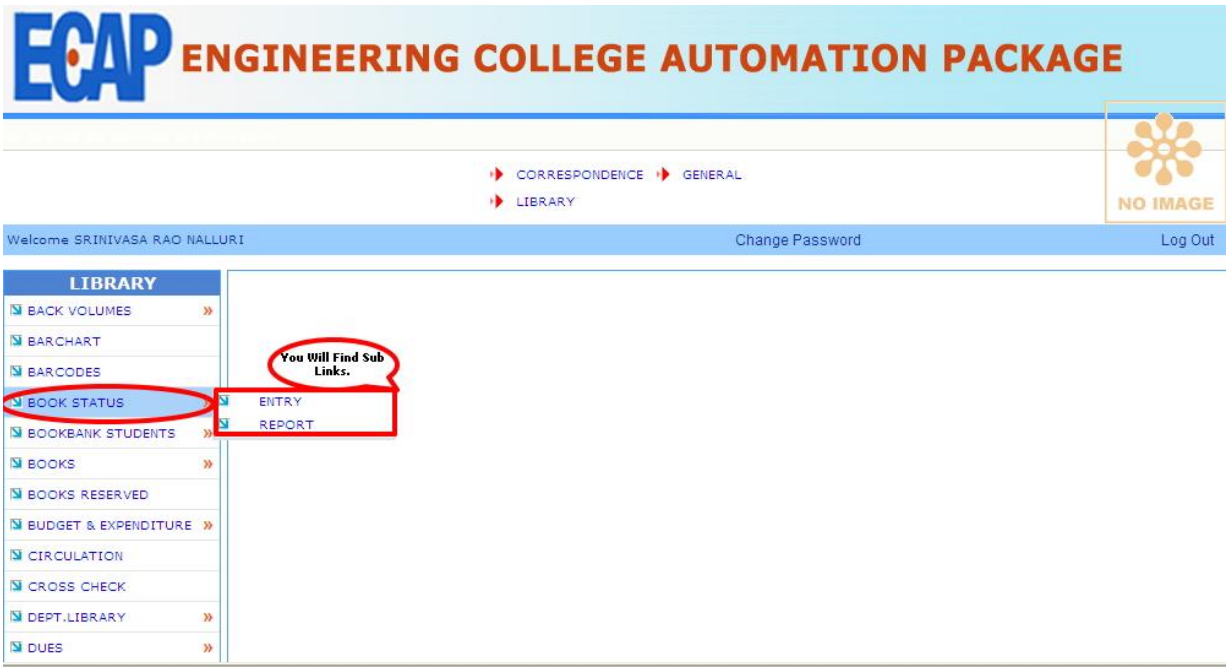
Step2:- Please Click On "LIBRARY" Module As Shown In Below.



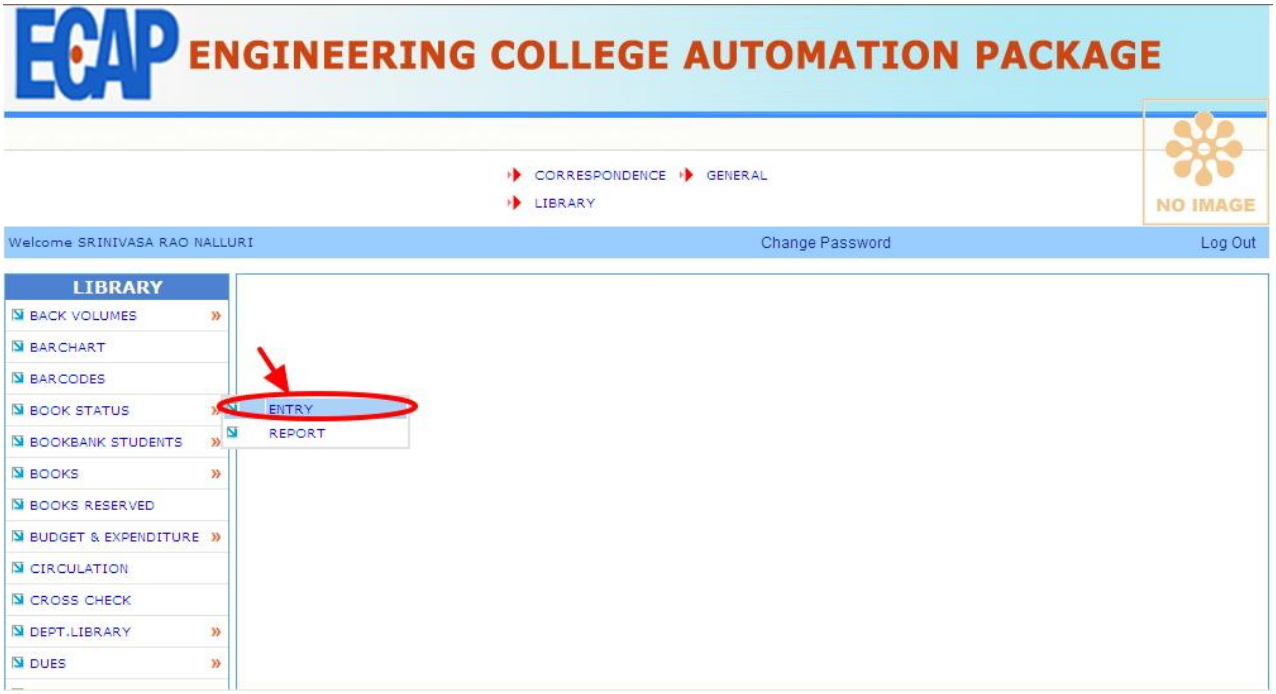
Step3:- :- After Clicking on "Library Module" You Will Find "Left Panel" As Shown in Below.



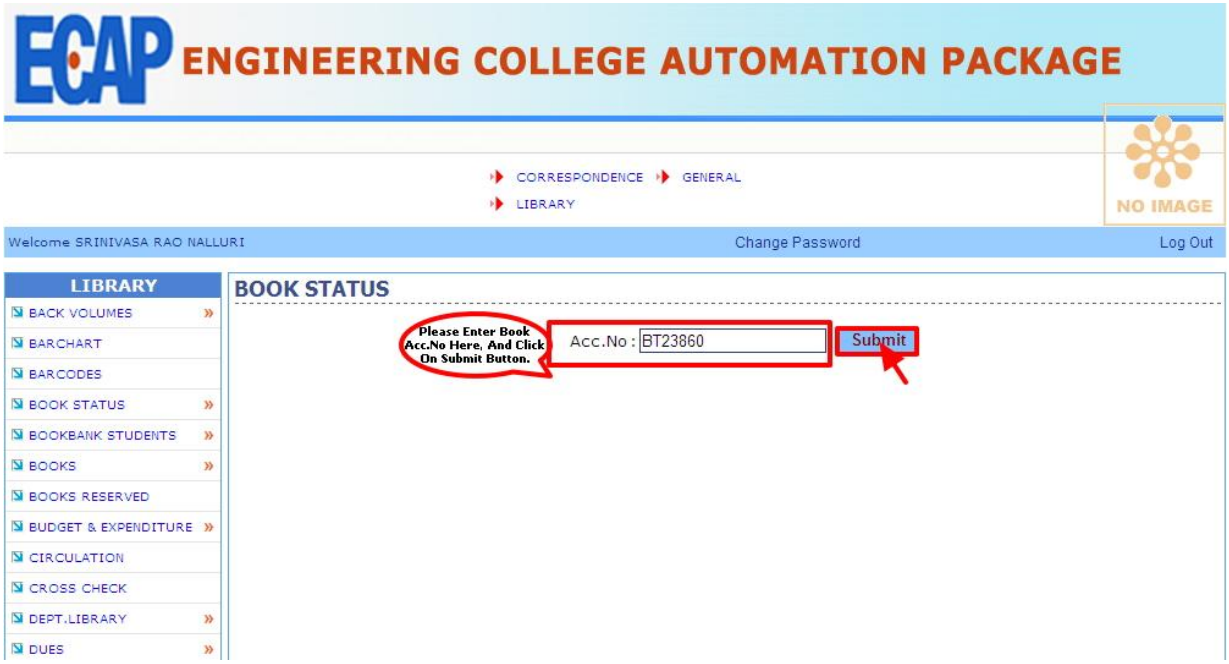
Step4:- Please Place Your Mouse Pointer on "Book Status" Link Which is Available in Left Menu Sublink As Shown in Below.



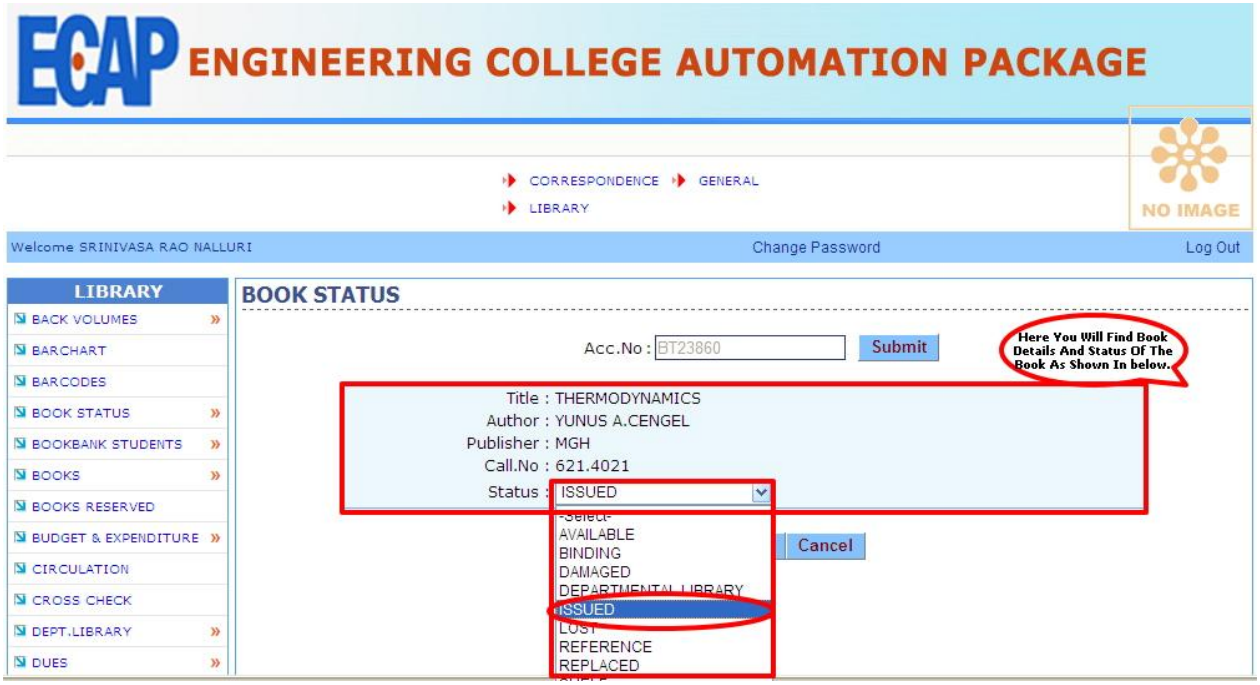
Step5:-Please Click On "Entry" Option Sub Link Which Is Available In Left Panel Menu As Shown In Below.



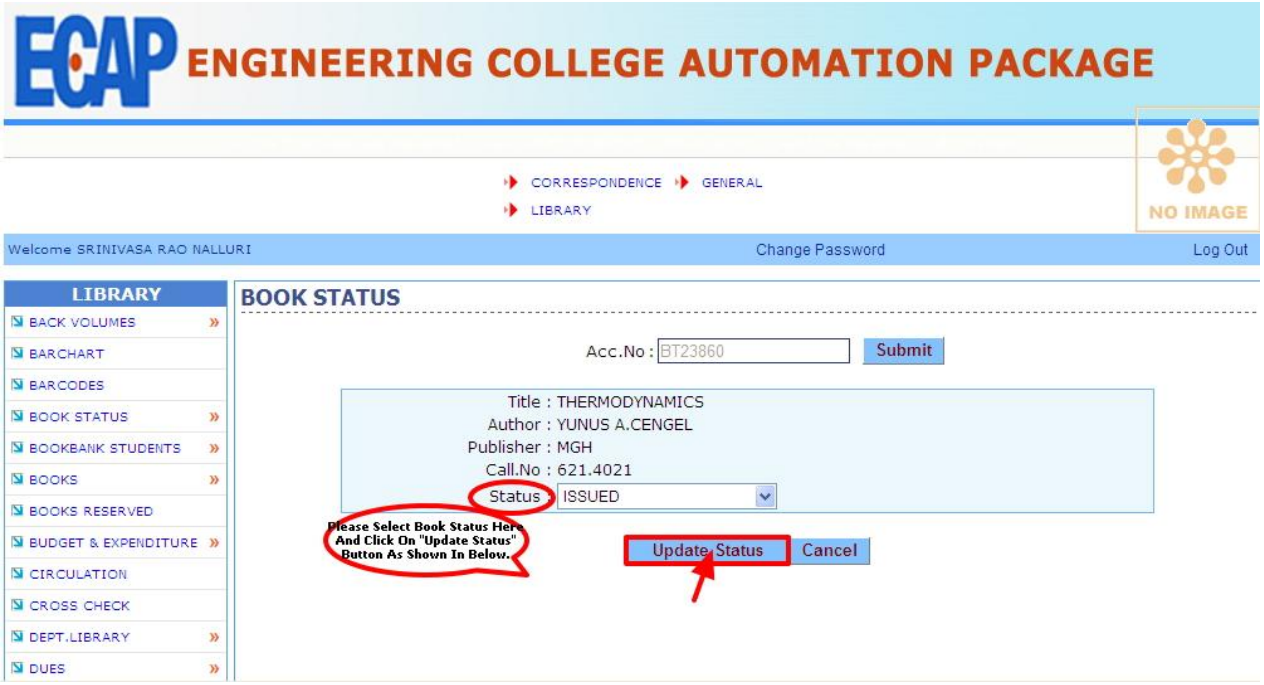
Step6:-After Click On "Entry" Option As Shown In Above Screen, Then You Will Enter Particular Book Acc.No And Click On "Submit" Button As Shown In Below.



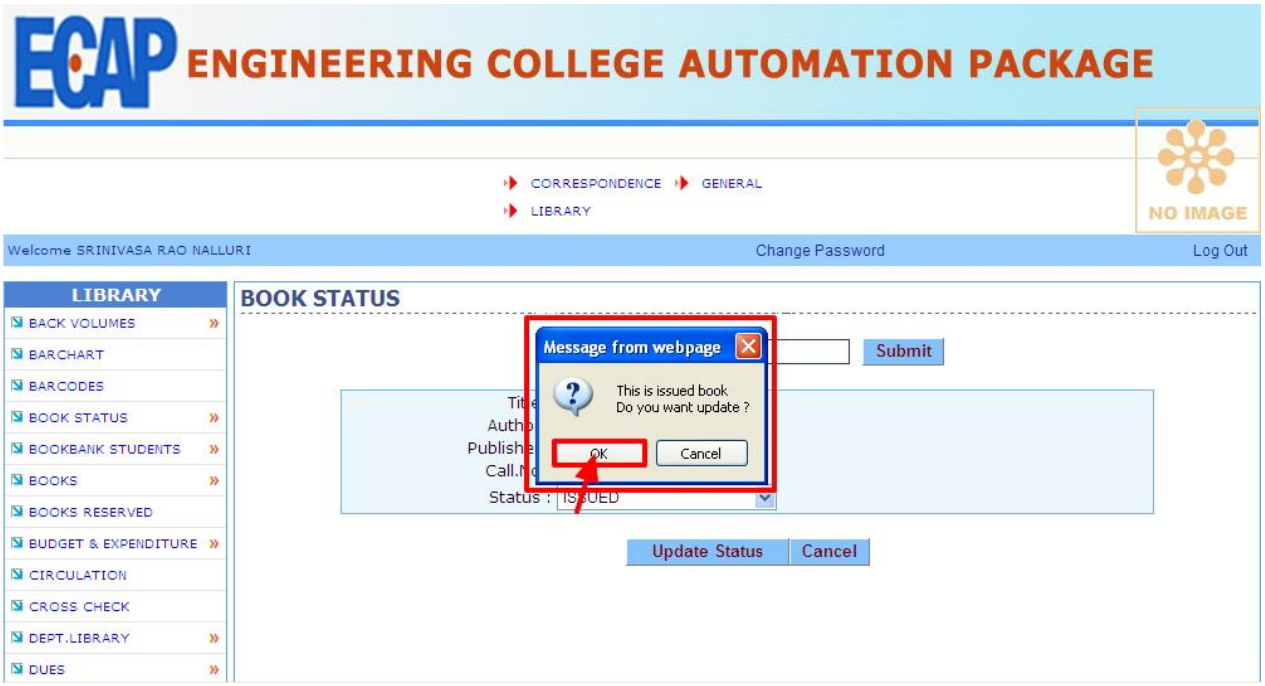
Step7:-After Click On "Submit" Button As Shown In Above Screen, Then You Will Find Book Details And Also You Will Find Book Status As Shown In Below.



Step8:-Please Select "Book Status" Here And Click On "Update Status" As Shown In Below.



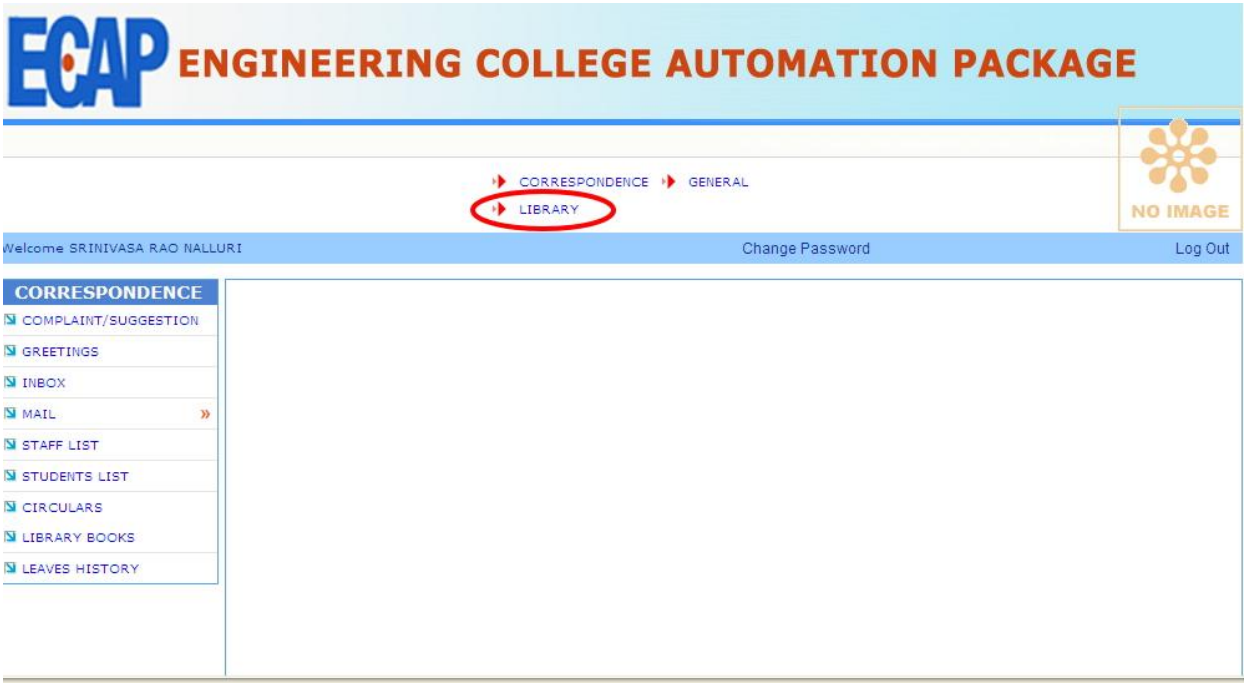
Step9:-After Click On "Update Status" Button As Shown In Above Screen, Then You Will Find Message From Webpage Then Click On "OK" Option As Shown In Below.



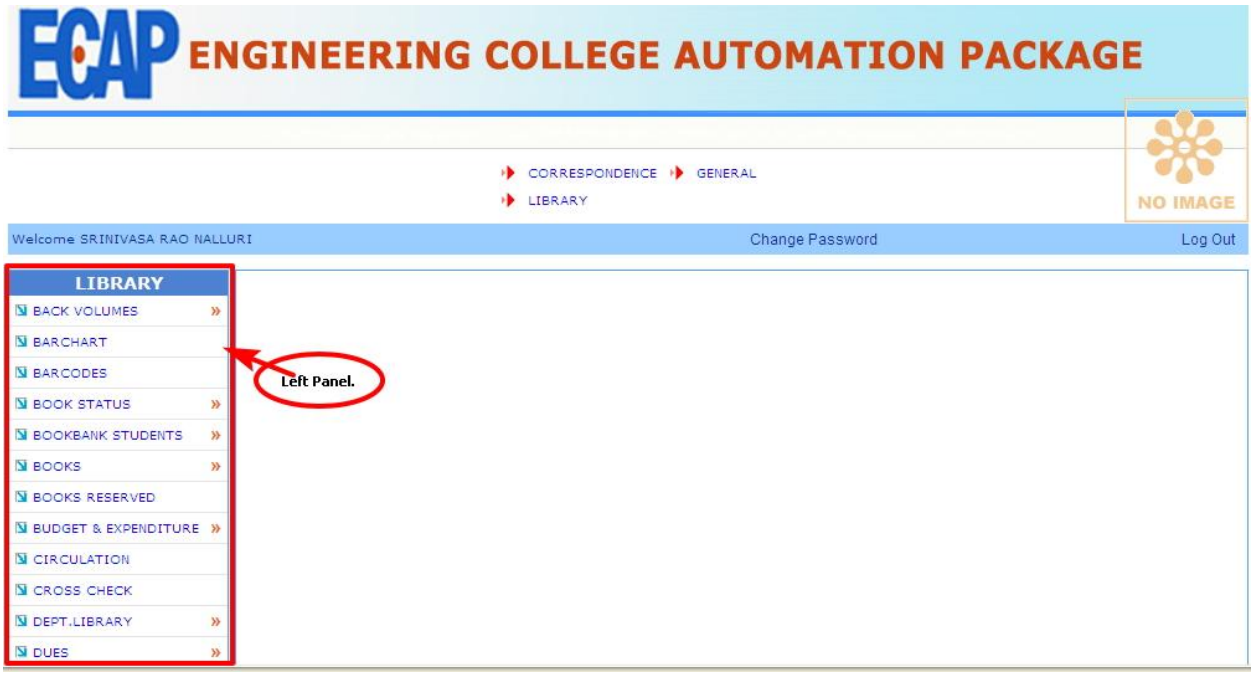
30) How Can I Check Book Status Report?

Ans: - Step 1:- Please Login In To "ECAP" By Using Your Username And Password.

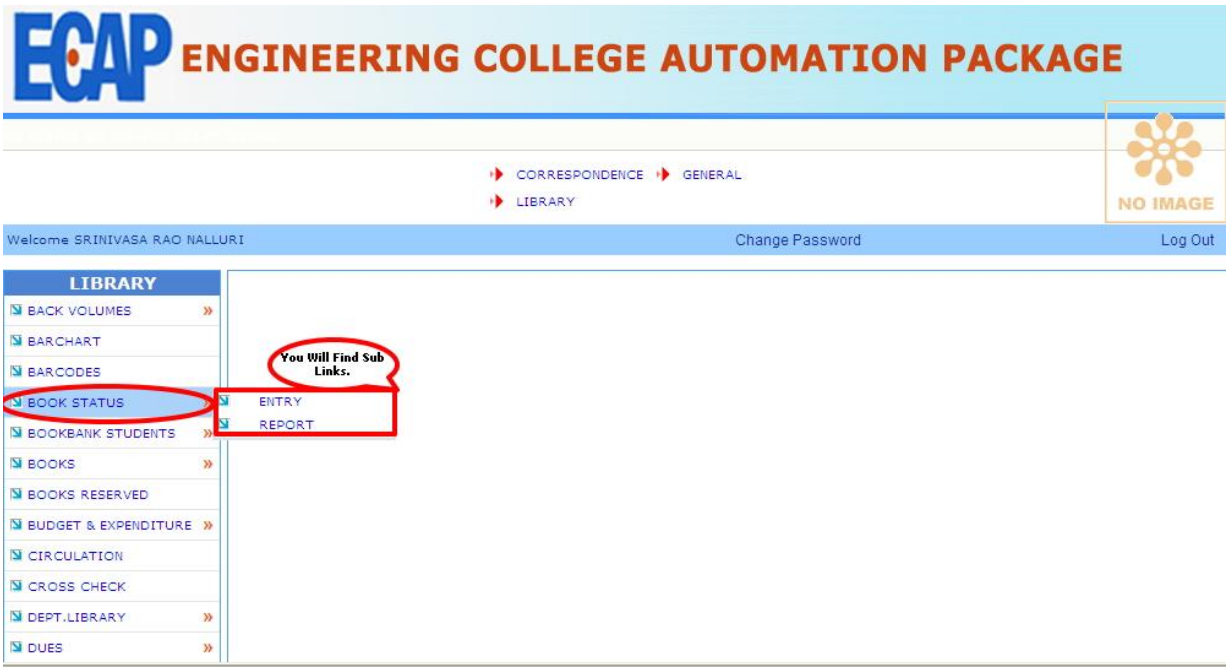
Step2:- Please Click On "LIBRARY" Module As Shown In Below.



Step3:- :- After Click on "Library Module" You Will Find "Left Panel" As Shown in Below.



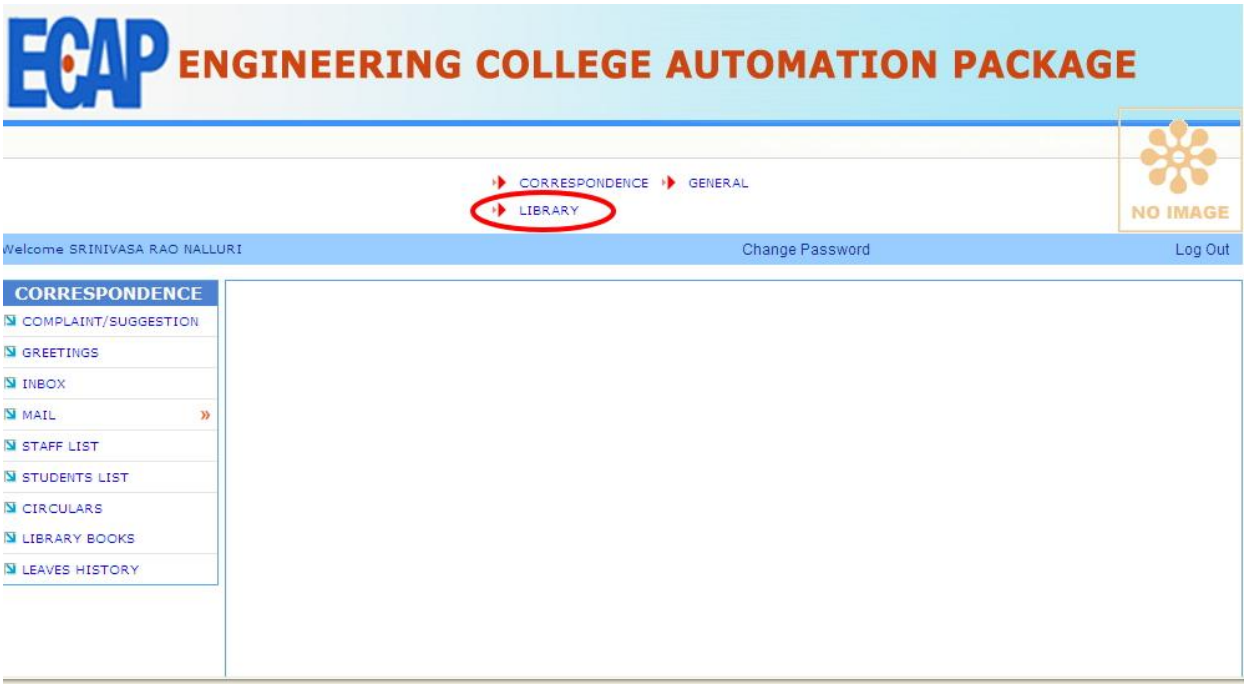
Step4:- **Please Place Your Mouse Pointer On "Book Status" Link Which Is Available In Left Menu Sublink As Shown In Below.**



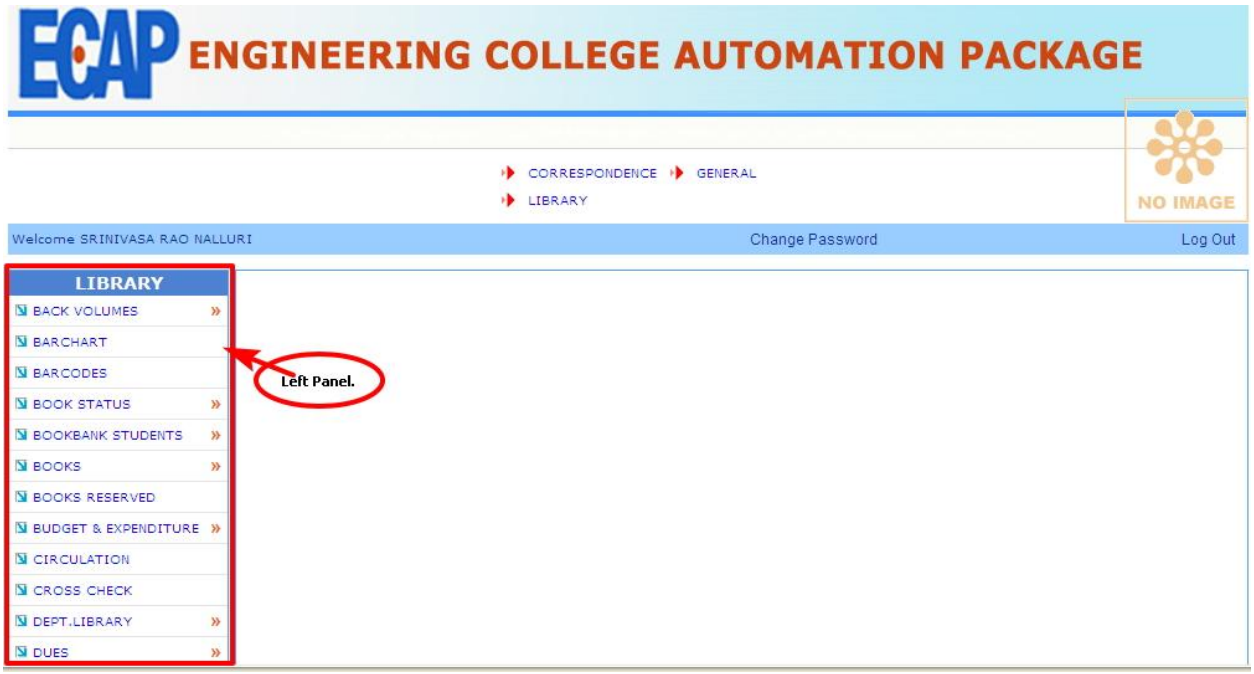
31) How Can I Search A Required Book By Giving Search Key Word?

Ans: - Step 1:- Please Login In To "ECAP" By Using Your Username And Password.

Step2:- Please Click On "LIBRARY" Module As Shown In Below.



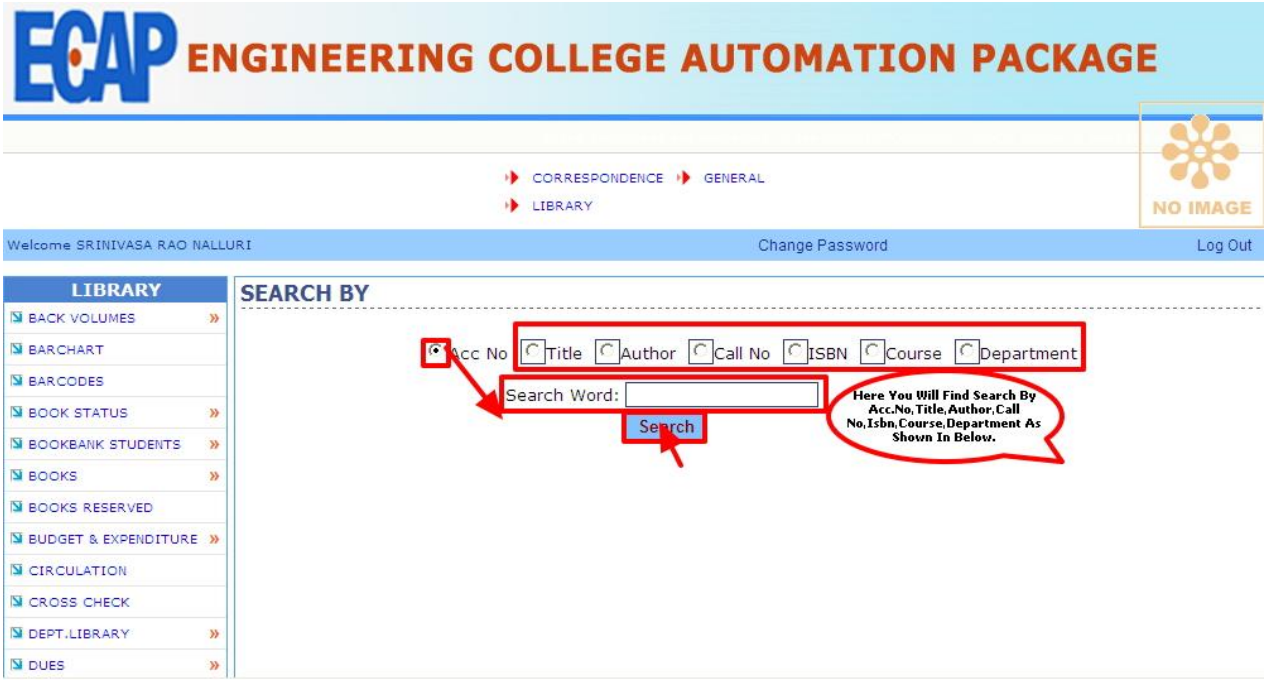
Step3:- :- After Click on "Library Module" You Will Find "Left Panel" As Shown in Below.



Step4:- Please Place Your Mouse Pointer On "Search" Link Which Is Available In Left Menu Sublink As Shown In Below.

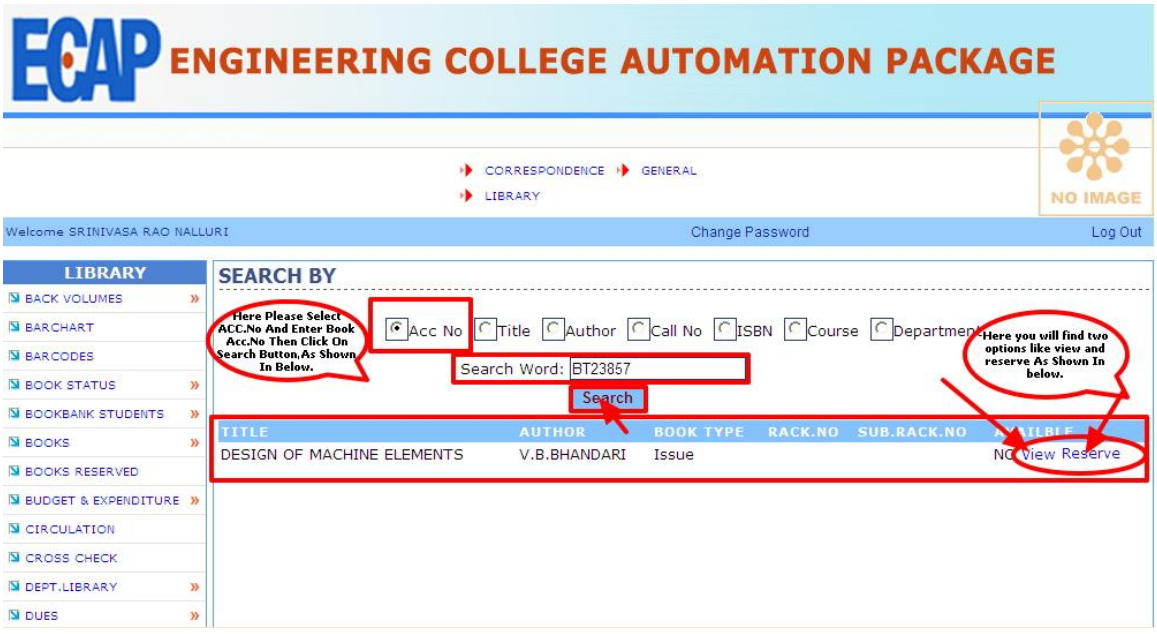
Step5:-Please Click On "Consolidate" Option Sub Link Which Is Available In Left Panel As Shown In Below.

Step6:-After Click On "Consolidate" Sub Link As Shown In Above Screen, Then You Will Select Any One Option Like "Acc.No", "Title", "Author", "Call No", "ISBN", "Course", "Department" And Also Search By Word And Click On "Search" Button As Shown In Below.



Step7:-Please Select "Acc.No" And Enter Particular Book Acc.No And Click On "Search" Button Then You Will Find Book Details As Shown In Below.

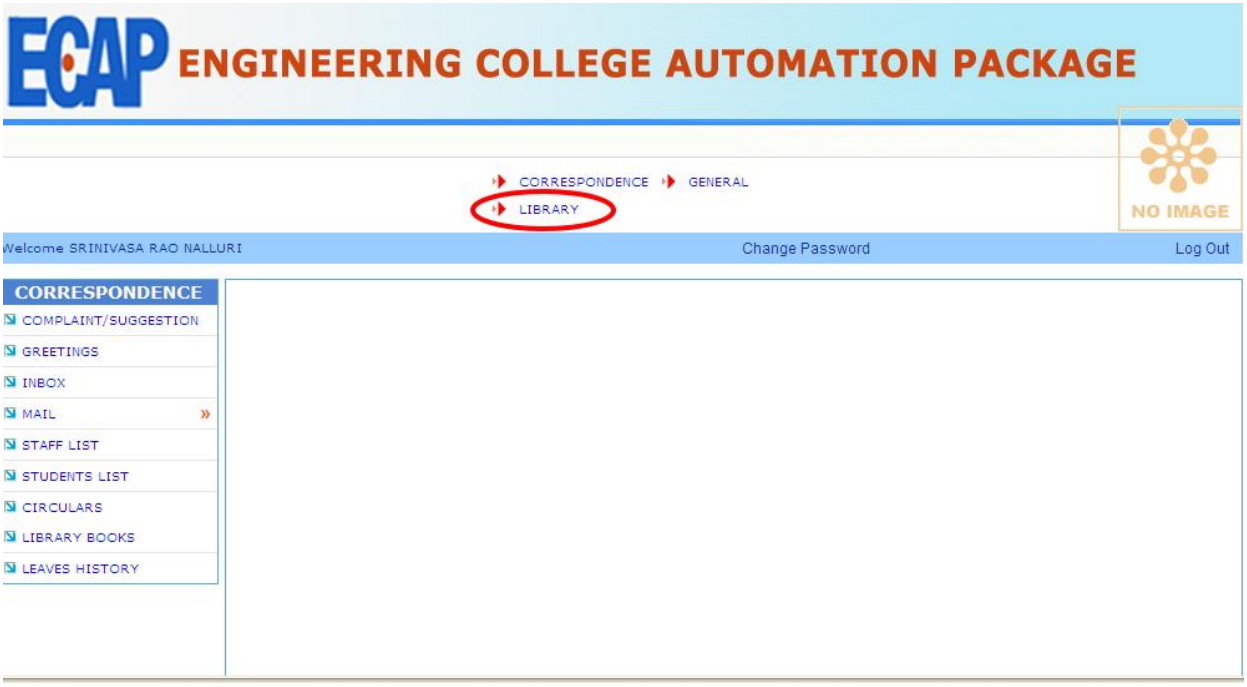
Step8:-If You Want To See "View" The Book Details Then Please Click On "View" Option And Also If You Want "Reserve" The Book Then Click On "Reserve" Option As Shown In Below.



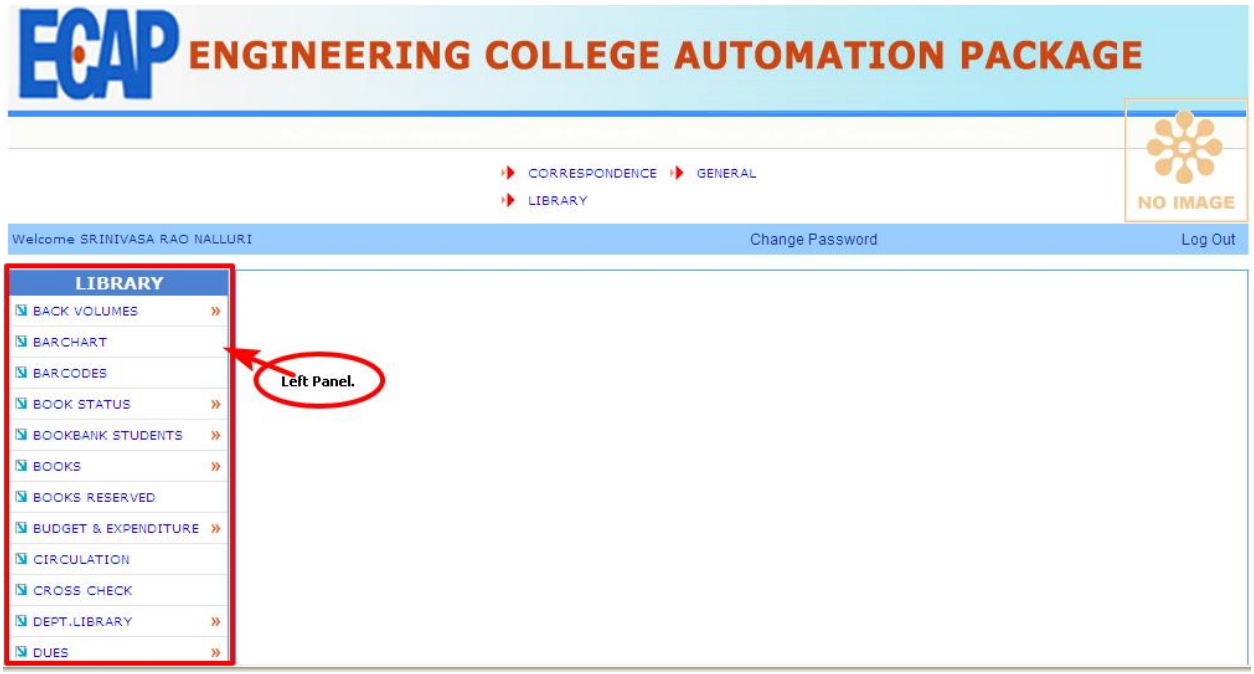
32) How Can I Enter Library New Equipments in to package?

Ans: - Step 1:- Please Login In To "ECAP" By Using Your Username And Password.

Step2:- Please Click On "LIBRARY" Module As Shown In Below.



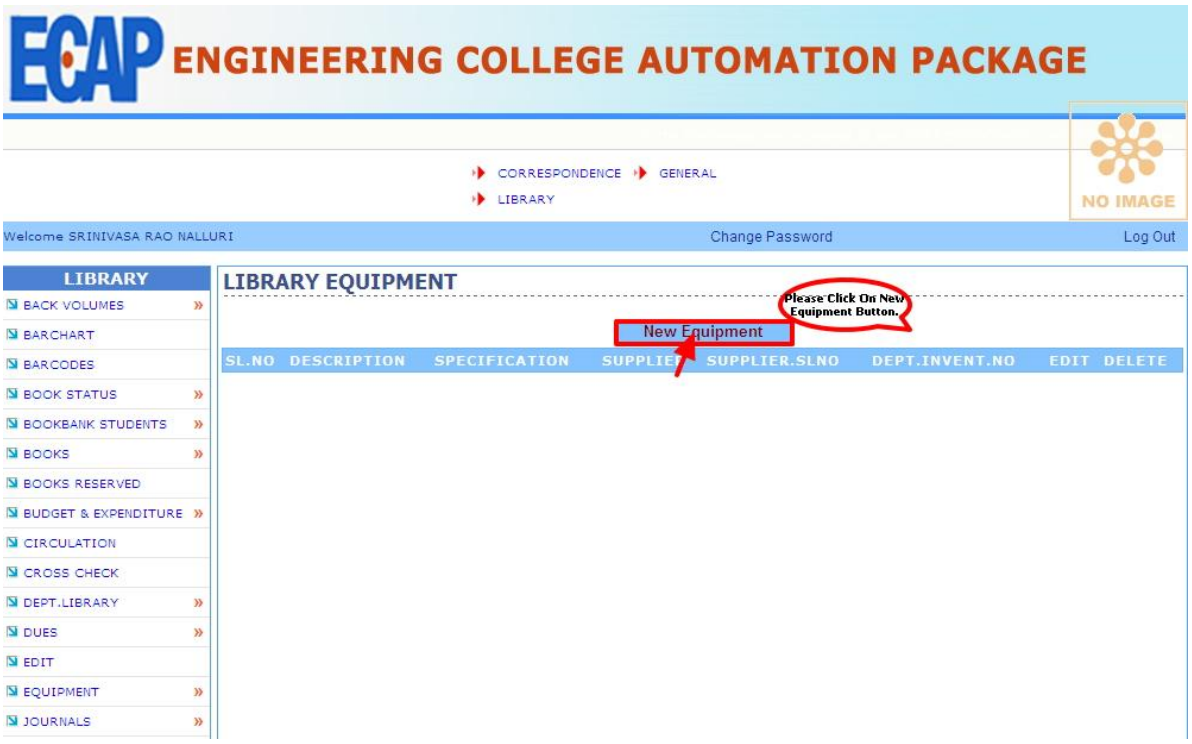
Step3:- :- After Click on "Library Module" You Will Find "Left Panel" As Shown in Below.



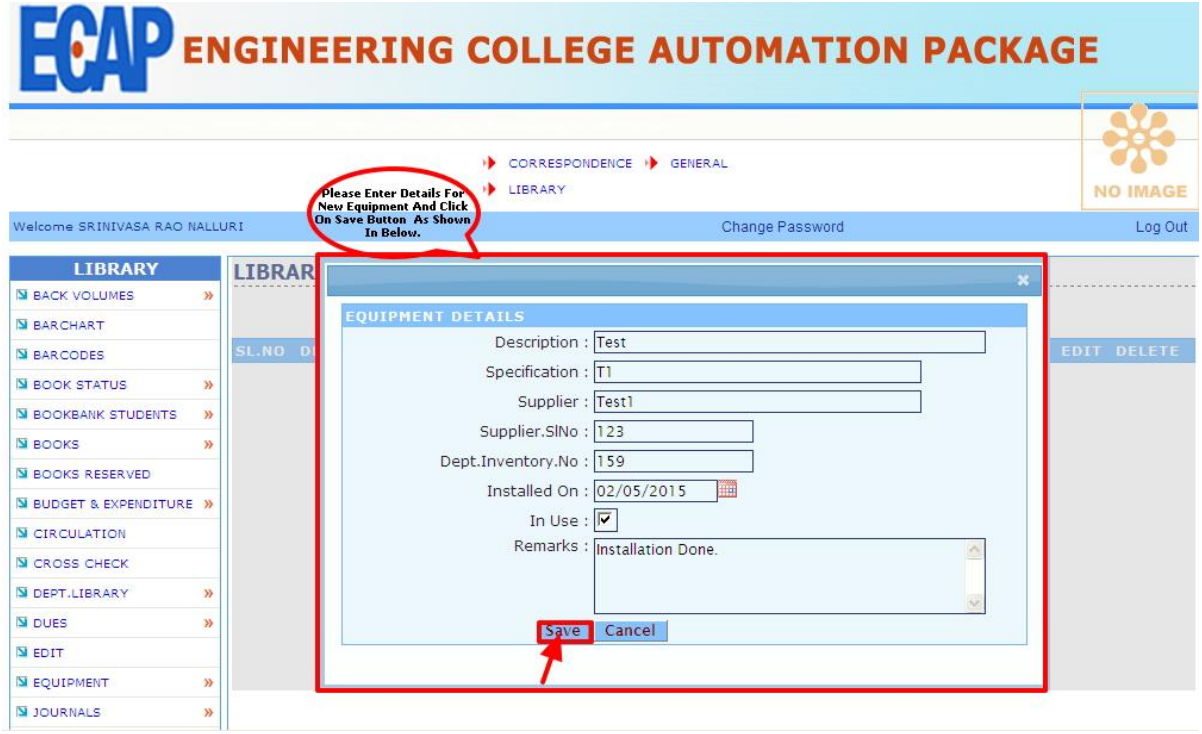
Step4:- :- **Please Place Your Mouse Pointer On “Equipment” Link Which Is Available In Left Menu Sublink As Shown In Below.**

Step5:-Please Click On "Entry" Sub Link Option As Shown In Below.

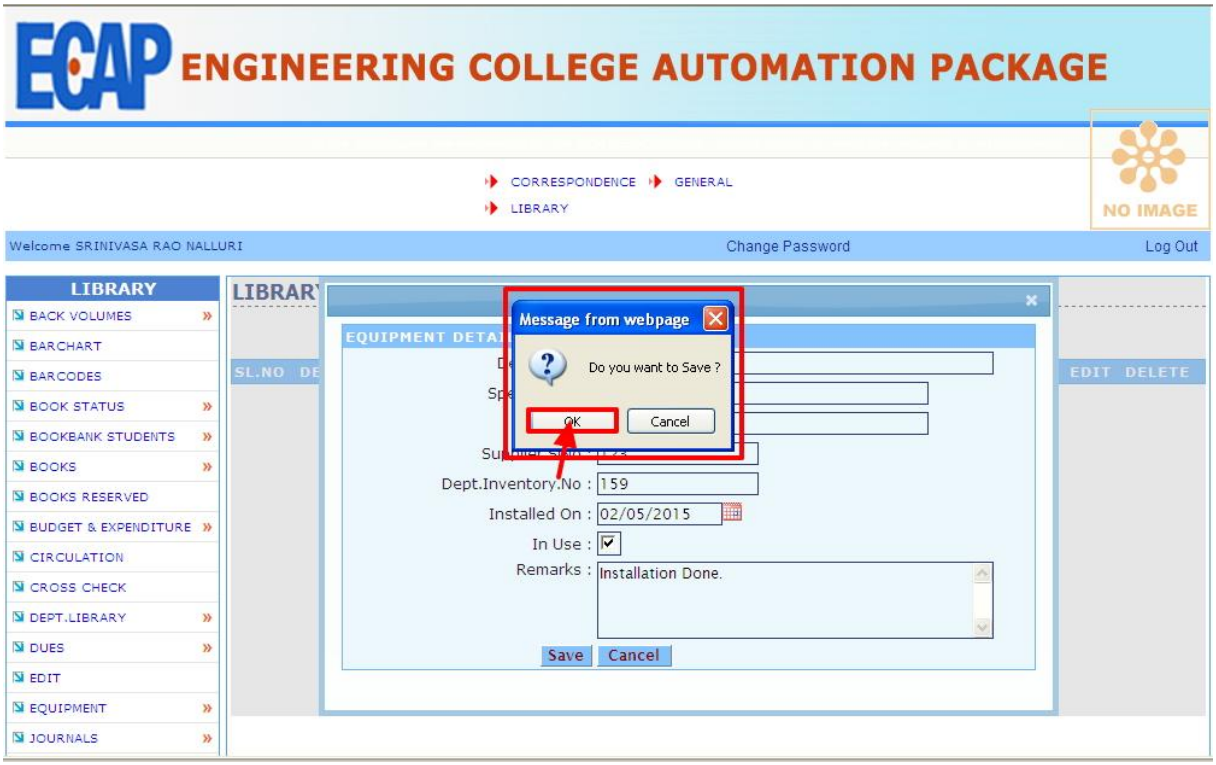
Step6:-After Click On "Entry" Sub Link Option As Shown In Above Screen, Then You Will Click On "New Equipment" Button As Shown In Below.



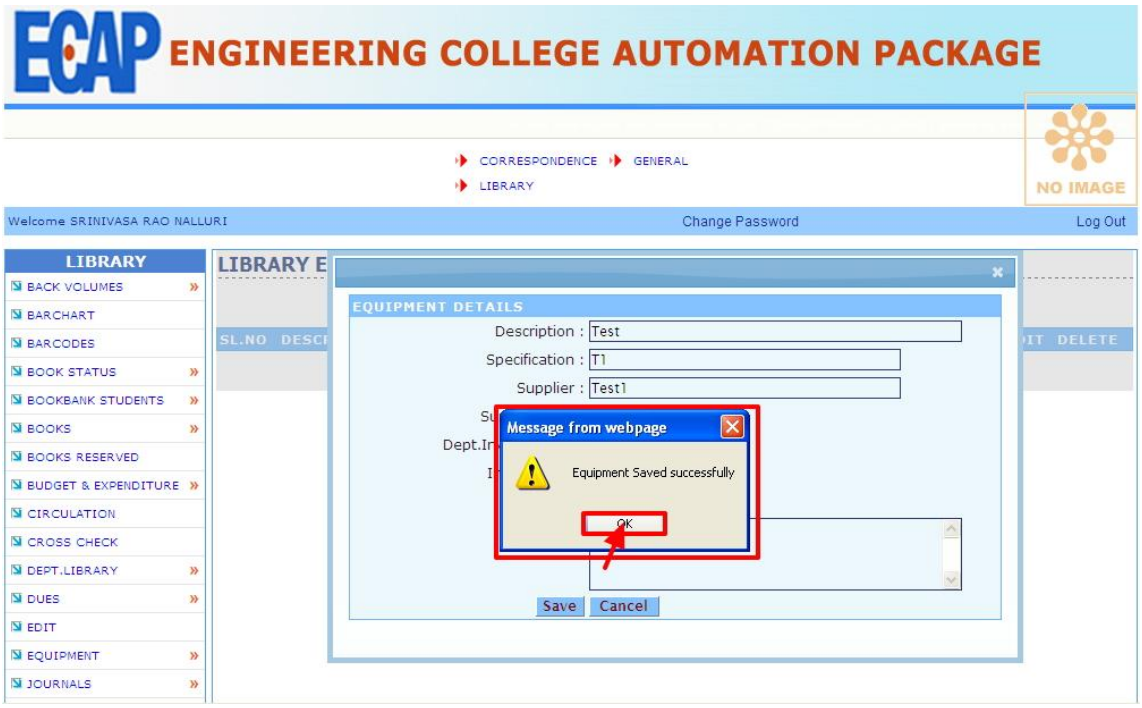
Step7:-After Click On "New Equipment" Button As Shown In Above Screen, Then You Will Find Equipment Details Window In That Please Enter Equipment Details And Then Click On "Save" Button As Shown In Below.



Step8:-After Click On "Save" Button As Shown In Above Screen, Then You Will Find Message From Webpage Click On "OK" Option As Shown In Below.


ENGINEERING COLLEGE AUTOMATION PACKAGE
CORRESPONDENCE
GENERAL
LIBRARY
NO IMAGE
Welcome SRINIVASA RAO NALLURI
Change Password
Log Out
LIBRARY
BACK VOLUMES
BARCHART
BARCODES
BOOK STATUS
BOOKBANK STUDENTS
BOOKS
BOOKS RESERVED
BUDGET & EXPENDITURE
CIRCULATION
CROSS CHECK
DEPT.LIBRARY
DUES
EDIT
EQUIPMENT
JOURNALS
LIBRARY
SL.NO
EDIT
DELETE
EQUIPMENT DETAIL
Message from webpage
Do you want to Save ?
OK
Cancel
Dept.Inventory.No : 159
Installed On : 02/05/2015
In Use :
Remarks : Installation Done.
Save
Cancel

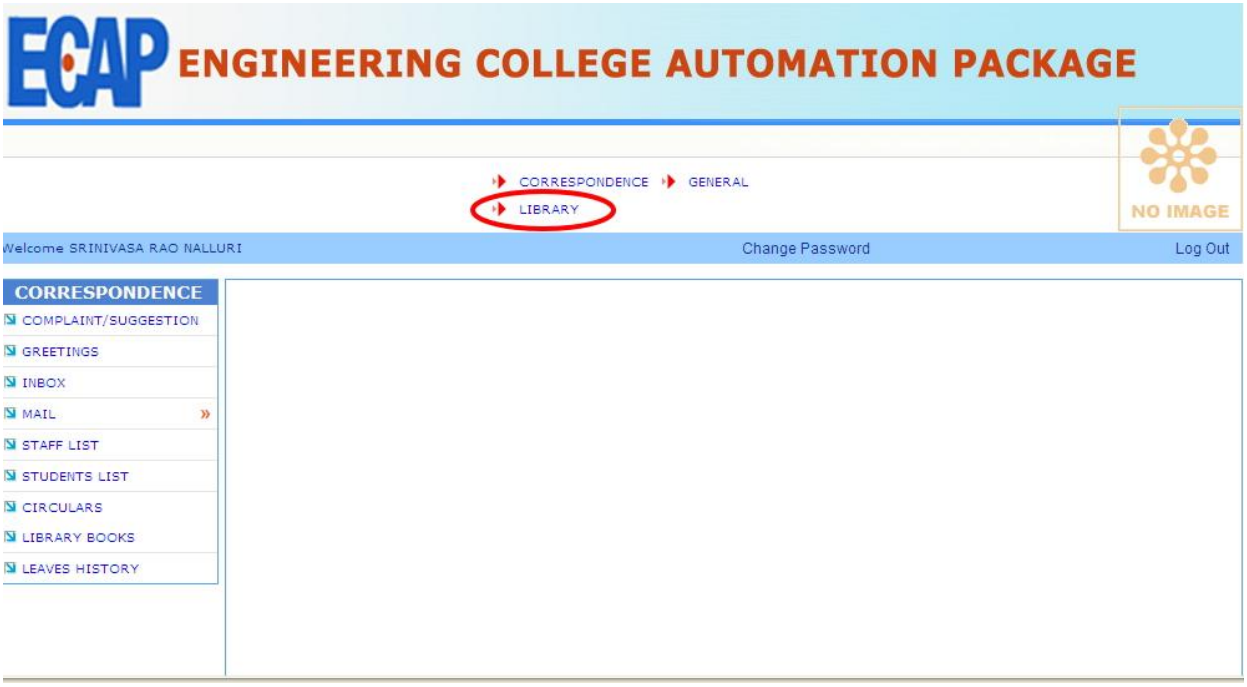
Step9:-After Click On "OK" Option As Shown In Above Screen, Then You Will Find Another message From Webpage Then Click On "OK" Option Button As Shown In Below.



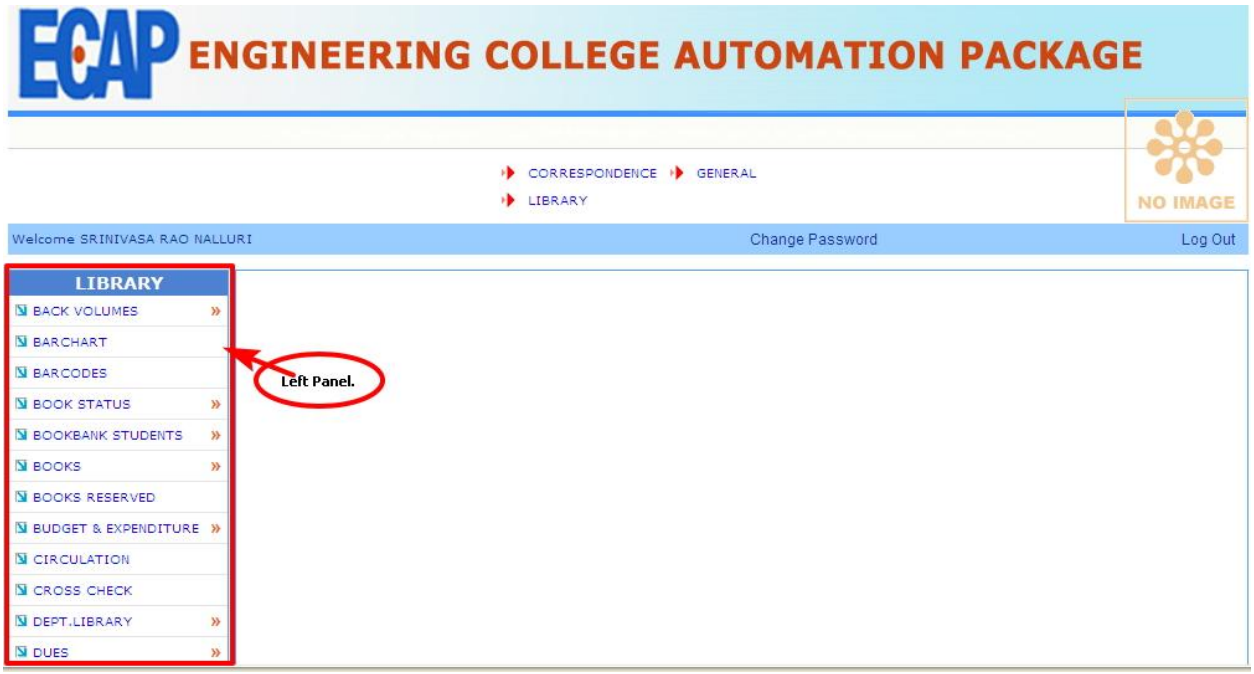
33) How can I Edit and Delete Existing Equipments?

Ans: - Step 1:- Please Login In To "ECAP" By Using Your Username And Password.

Step2:- Please Click On "LIBRARY" Module As Shown In Below.



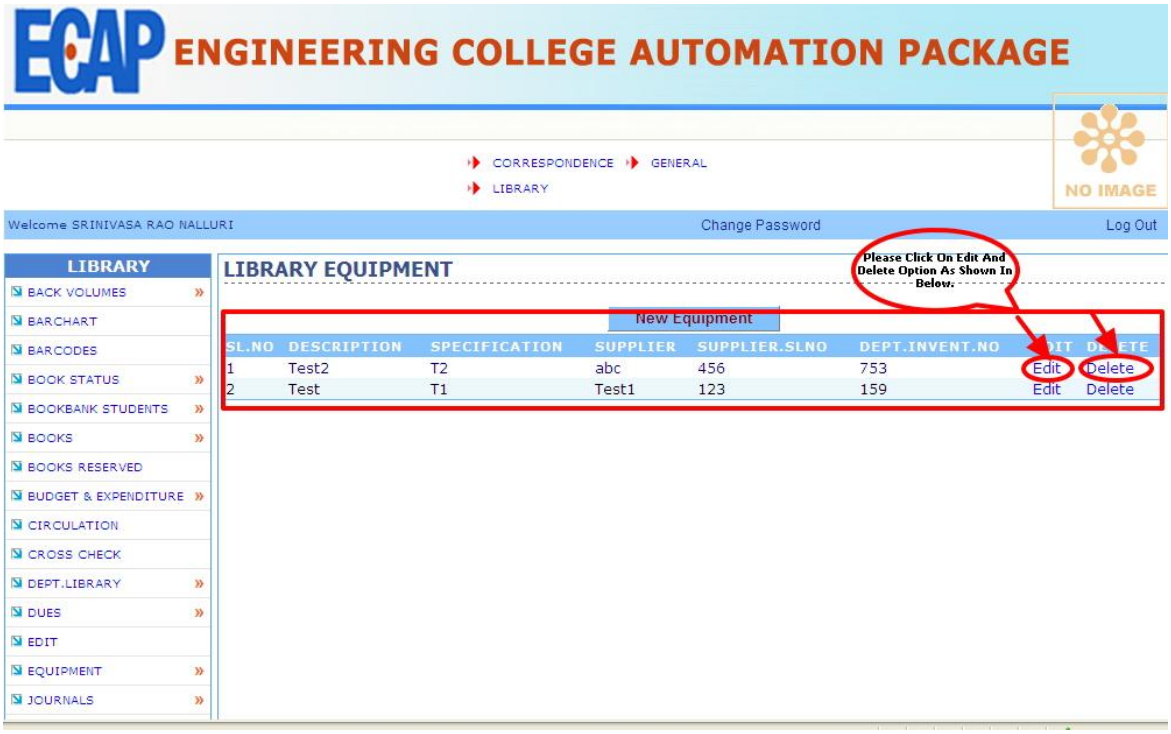
Step3:- :- After Click On "Library Module" You Will Find "Left Panel" As Shown in Below.



Step4:- :- **Please Place Your Mouse Pointer on "Equipment" Link Which is Available in Left Menu Sublink As Shown In Below.**

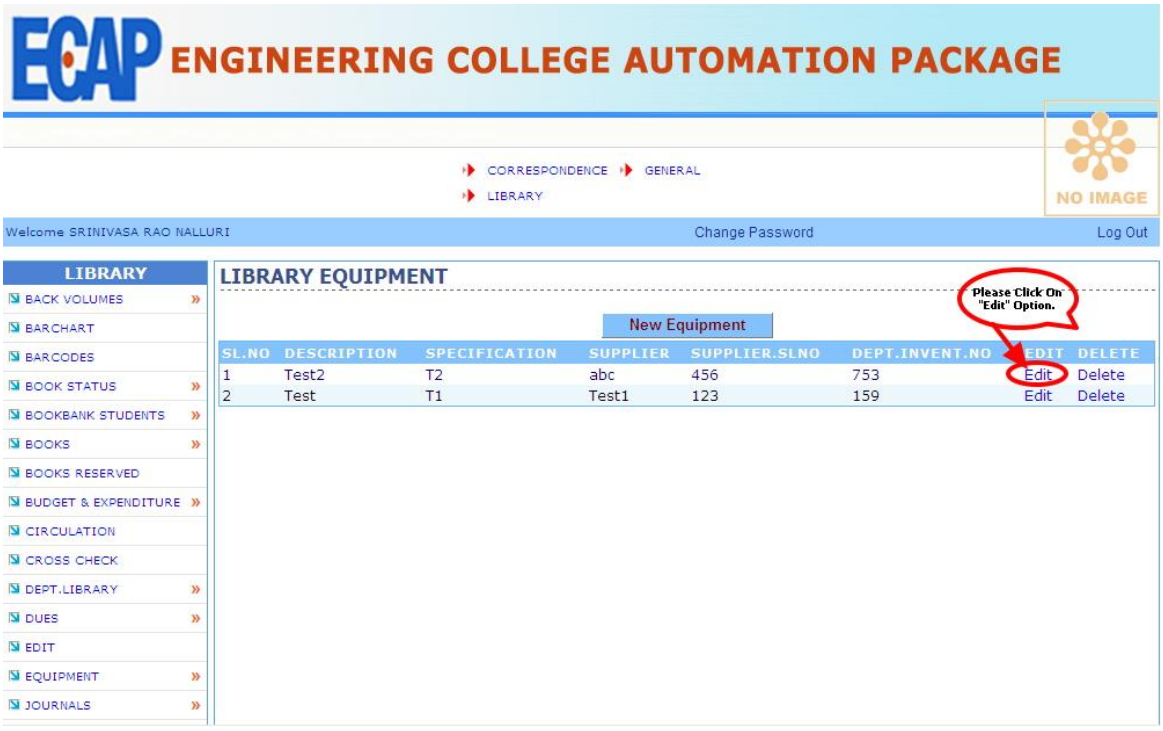
Step5:-Please Click On "Entry" Sub Link Option As Shown In Below.

Step6:-After Click On "Entry" Sub Link Option As Shown In Below, Then You Will Find Two Options Are "Edit" And "Delete" As Shown In Below.

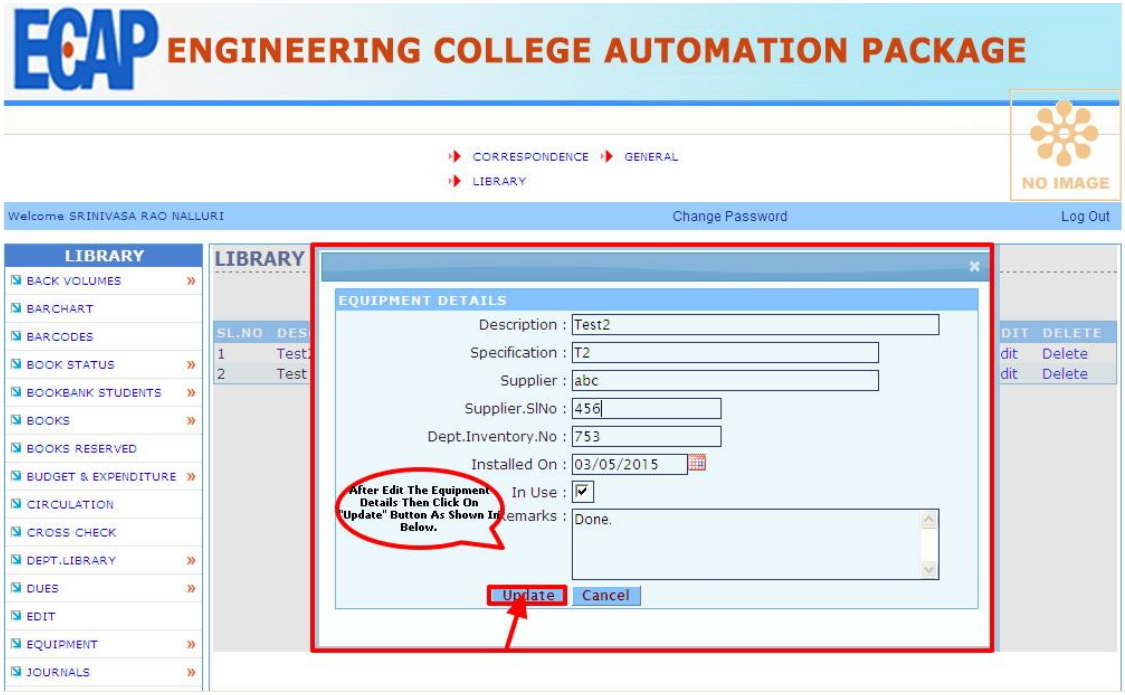


Steps For Edit The Existing Equipments As Shown In Below:-

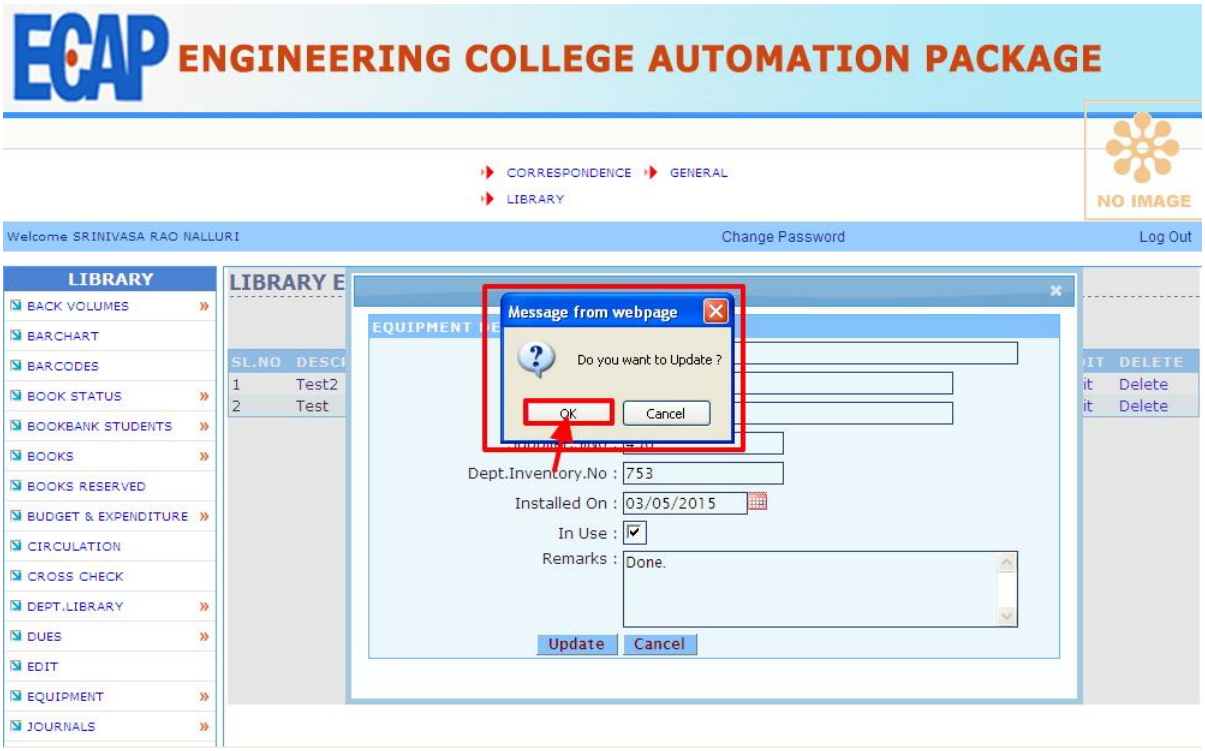
Step7:-Please Click On "Edit" Option As Shown In Below.



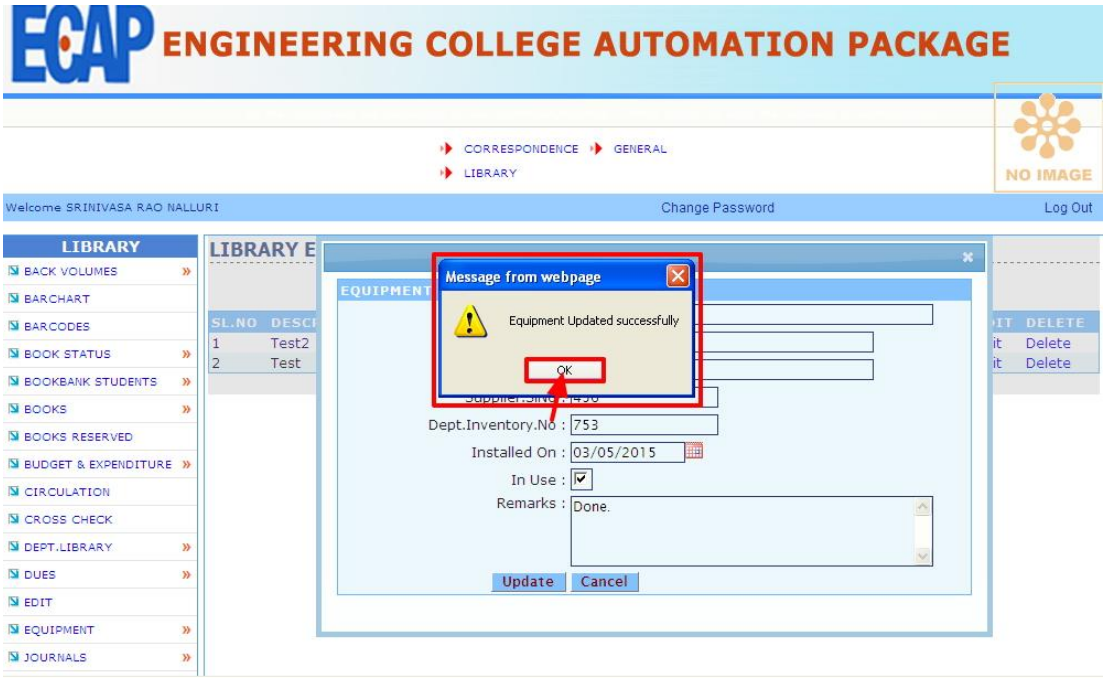
Step8:-After Click On "Edit" Option As Shown In Above Screen, Then You Will Find Equipment Details Window You Can "Edit" The Equipment Details And Click On "Update" Button As Shown In Below.



Step9:-After Click On "Update" Button As Shown In Above Screen, Then You Will Find Message From Webpage Then Click On "OK" Button As Shown In Below.

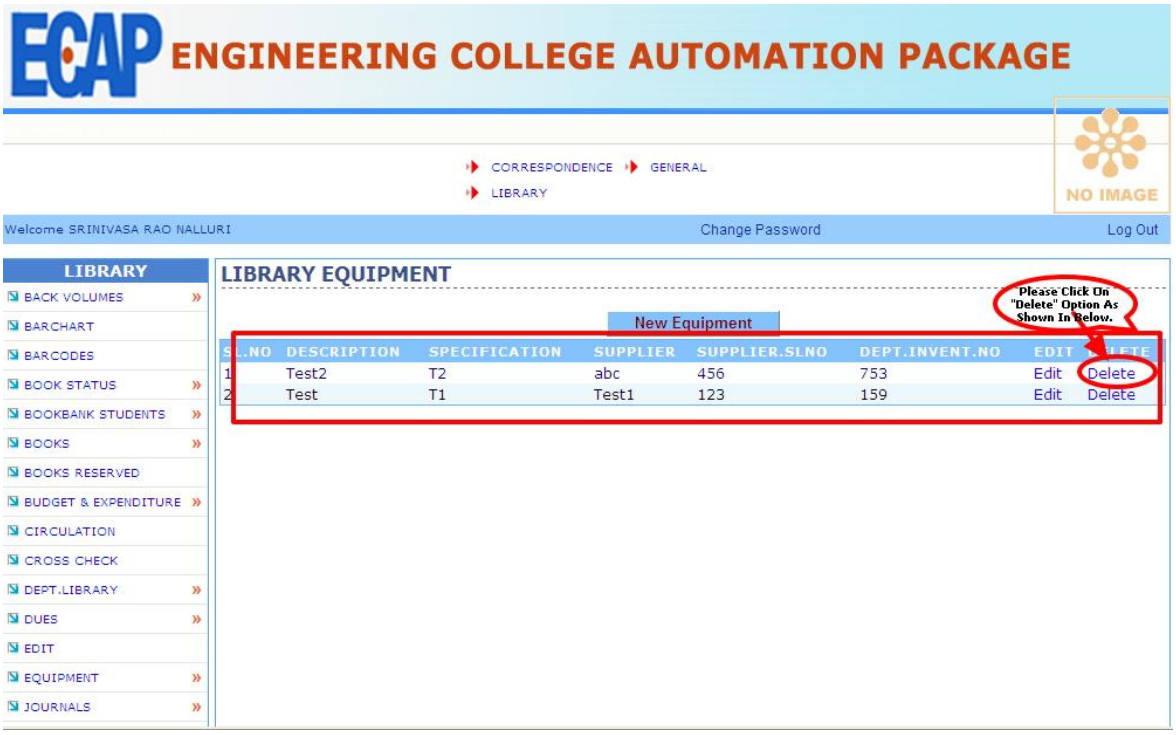


Step10:-After Click On "OK" Button Option As Shown In Above Screen, Then You Will Find Another Message From Webpage Then Click On "OK" As Shown In Below.

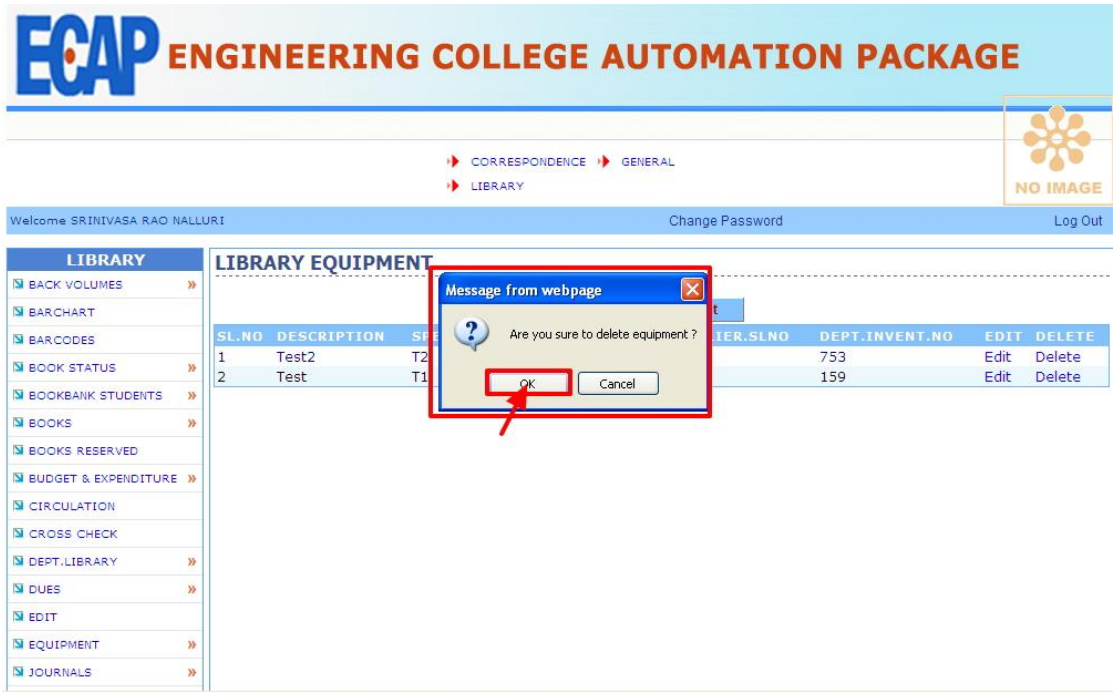


Steps For Delete The Existing Equipments As Shown In Below:-

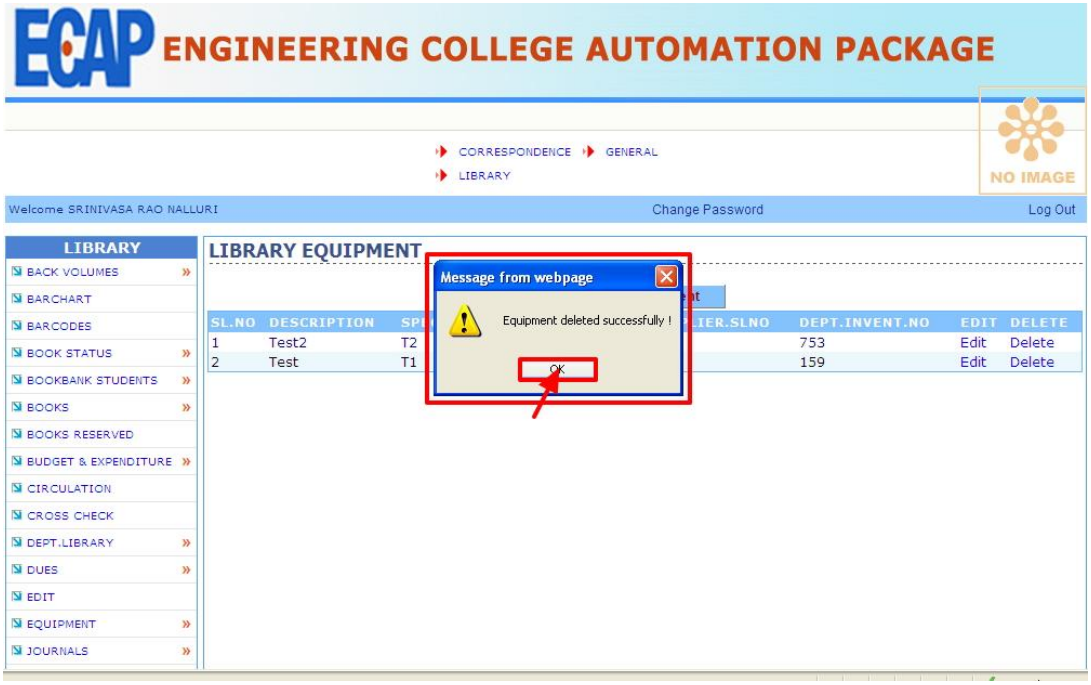
Step11:-Please Click On "Delete" Option As Shown In Below.



Step12:-After Click On "Delete" Option As Shown In Above Screen, Then You Will Find Message From Webpage Then Please Click On "OK" Option Button As Shown In Below.



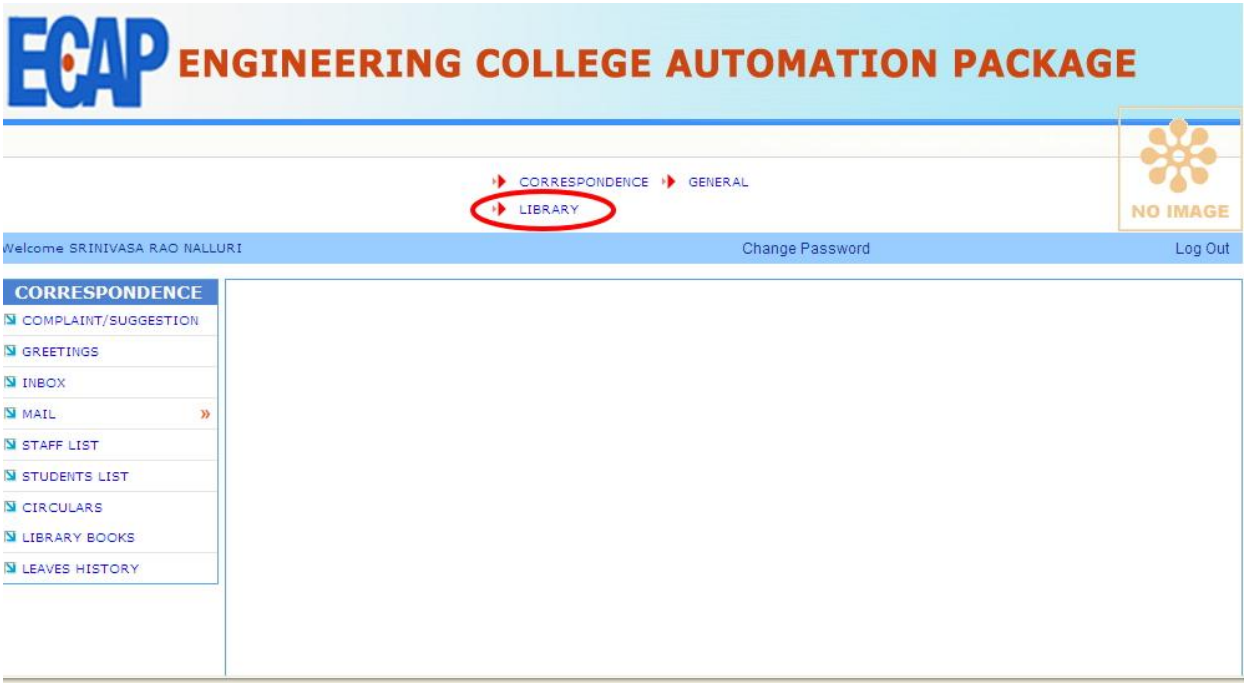
Step13:-After Click On "OK" Option Button As shown In Above Screen, Then You Will Find Another Message From Webpage Then Please Click On "OK" Option Button As Shown In Below.



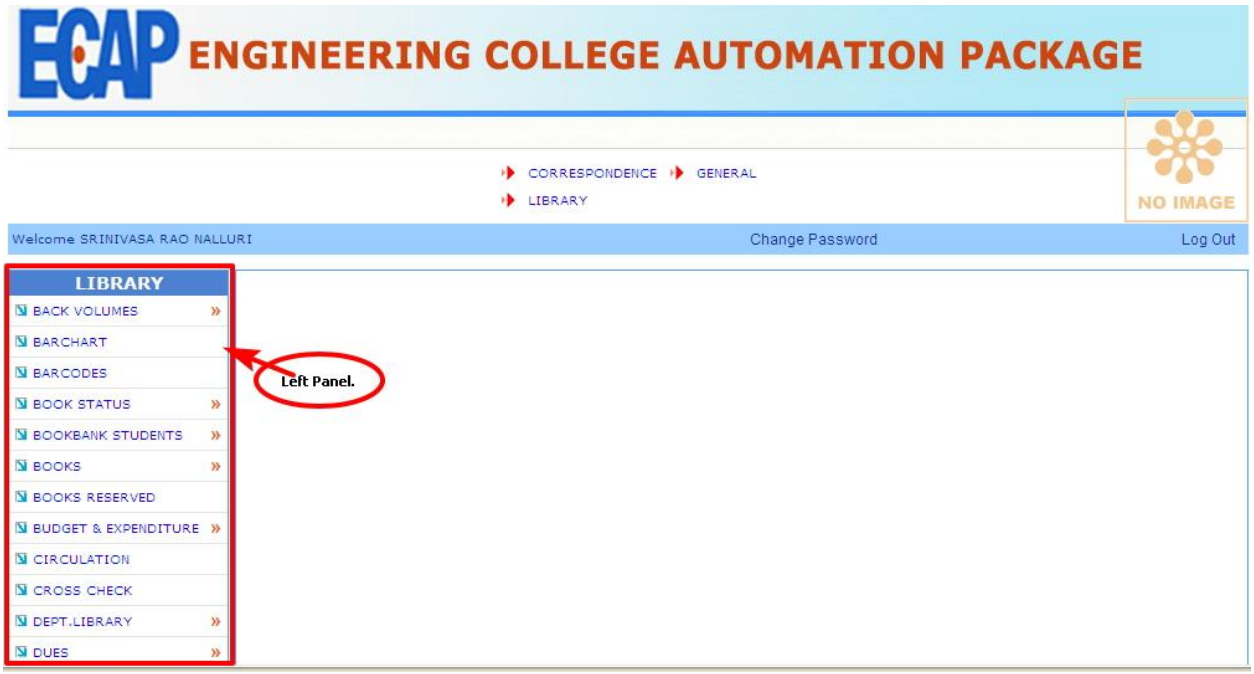
34) How Can I Check Library Equipments Report?

Ans: - Step 1:- Please Login In To "ECAP" By Using Your Username And Password.

Step2:- Please Click On "LIBRARY" Module As Shown In Below.

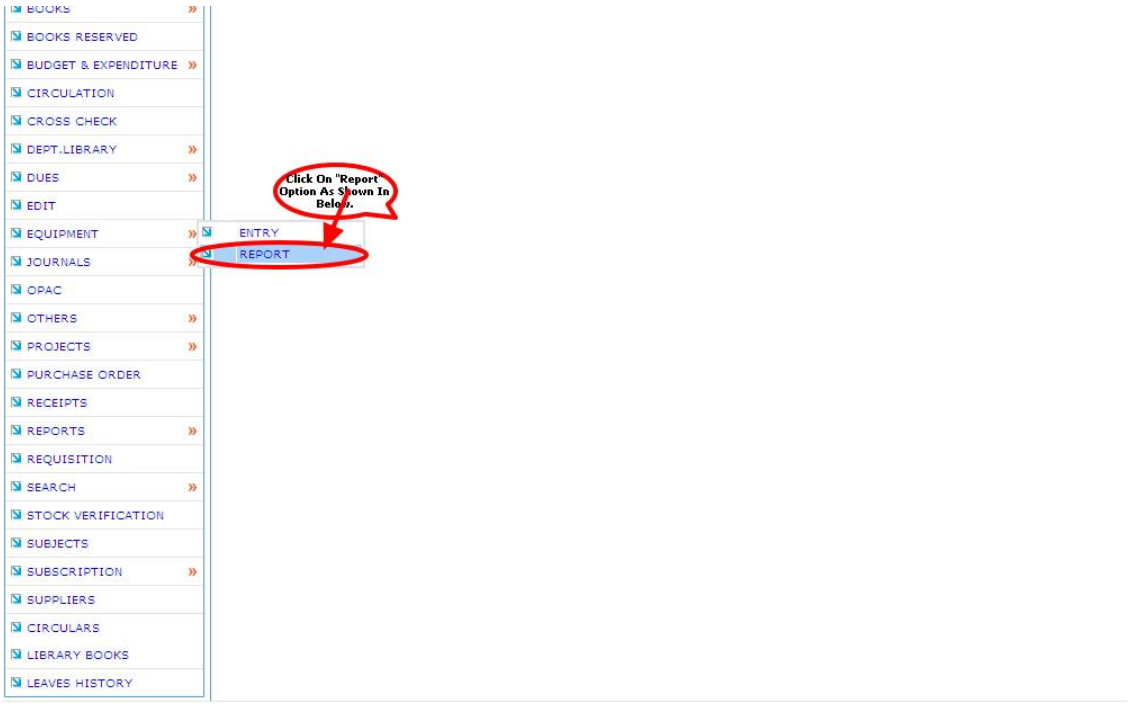


Step3:- :- After Click on "Library Module" You Will Find "Left Panel" As Shown in Below.



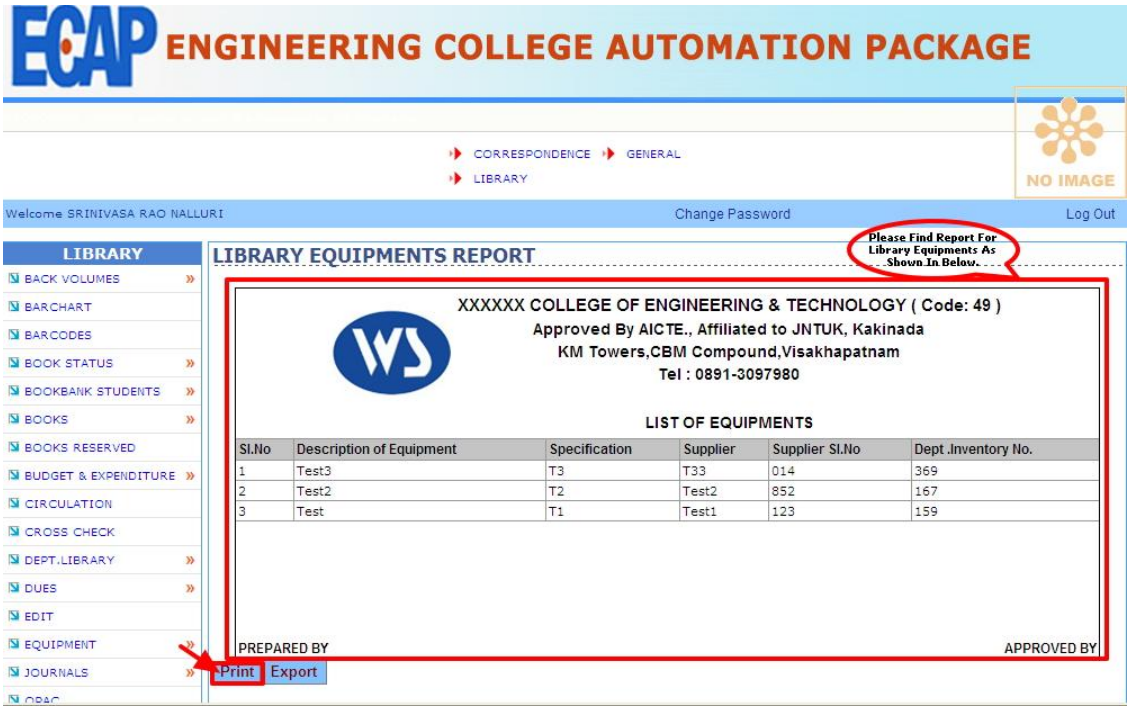
Step4:- :- **Please Place Your Mouse Pointer On “Equipment” Link Which Is Available In Left Menu Sublink As Shown In Below.**

Step5:-Please Click On "Report" Option Sub Link As Shown In Below.



Step6:-After Click On "Report" Option Sub Link As Shown In Above Screen, Then You Will Find "Report For Library Equipments" As Shown In Below.

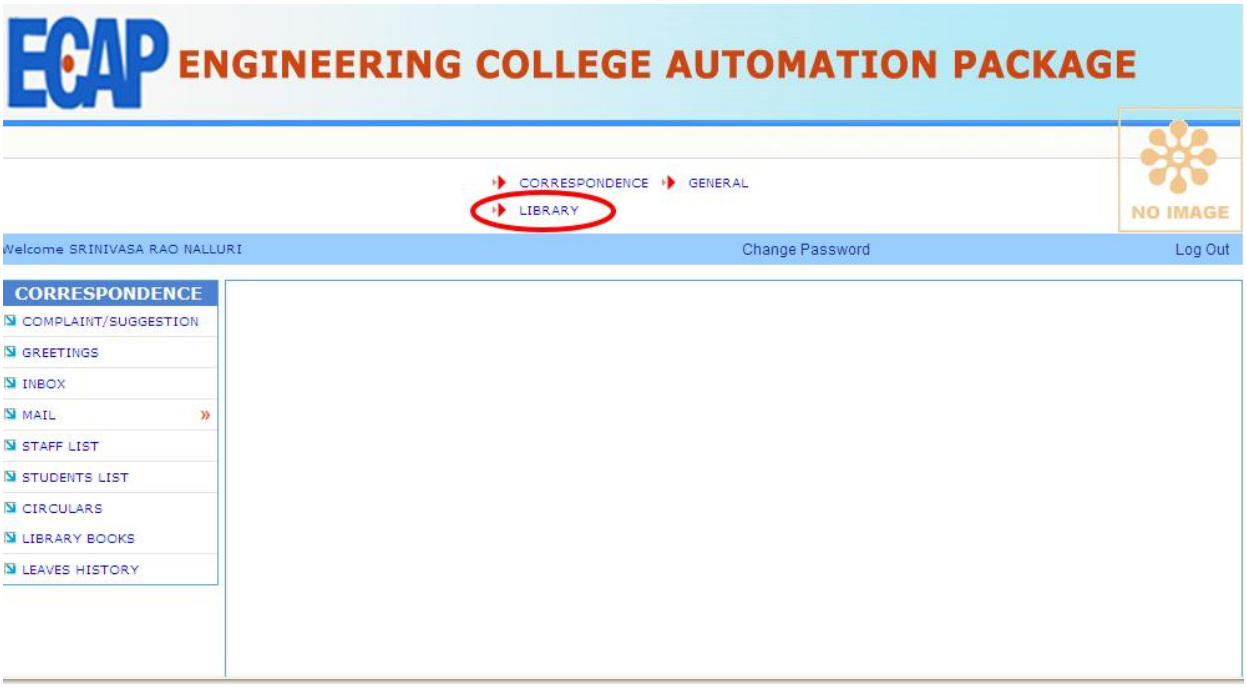
Step7:-If You Want Take A "Print" For Report Please Click On "Print" Option Button As Shown In Below.



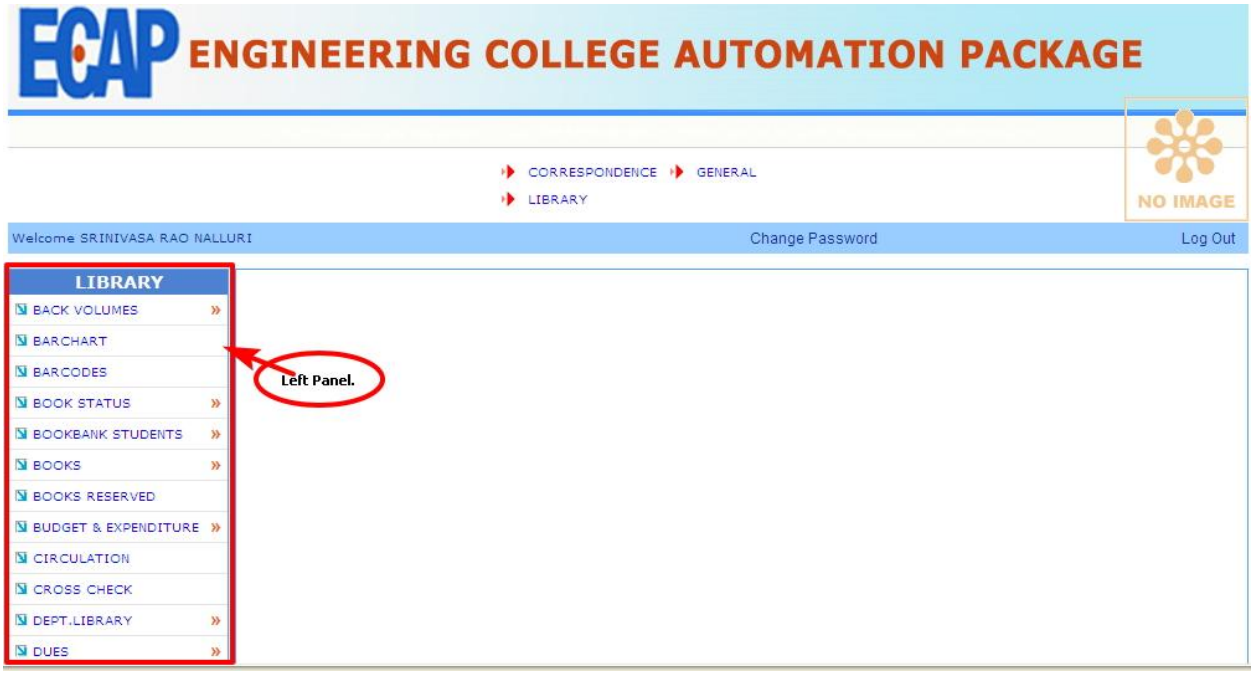
35) How Can I Collect Fines And How Can I Generate Collected Fine Receipt?

Ans:- Step 1:- Please Login In To "ECAP" By using Your Username And Password.

Step2:- Please Click On "LIBRARY" Module As Shown In Below.

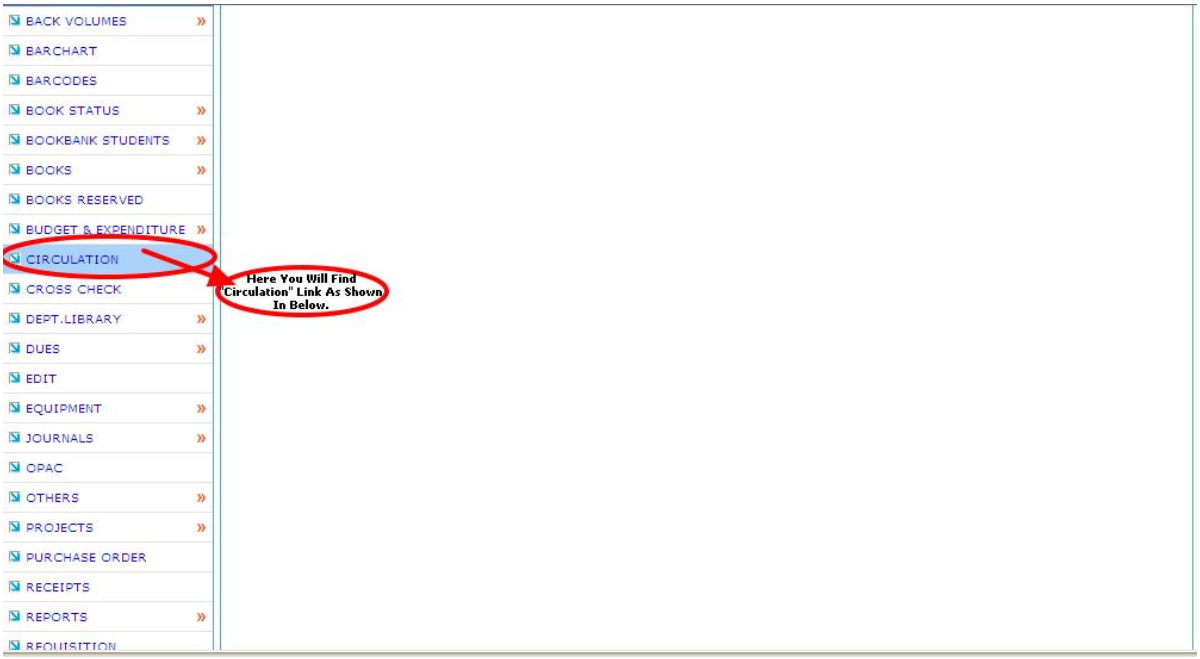


Step3:- :- After Click on "Library Module" You Will Find "Left Panel" As Shown in Below.

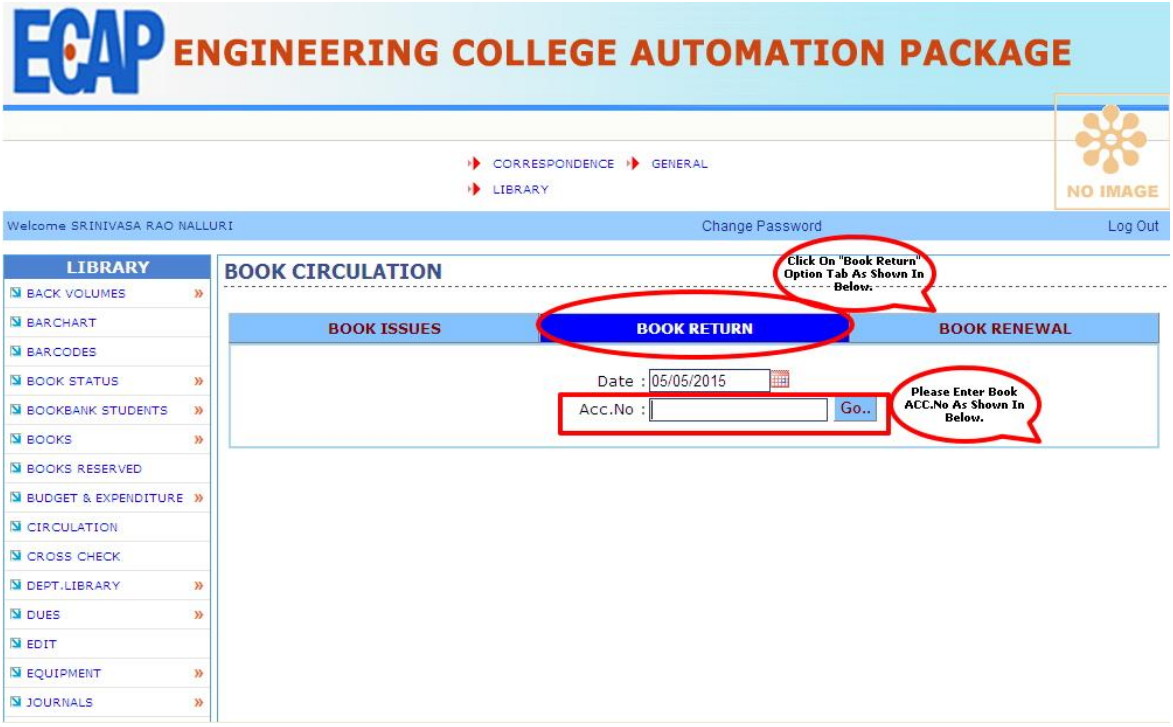


Steps For Fines Collection:-

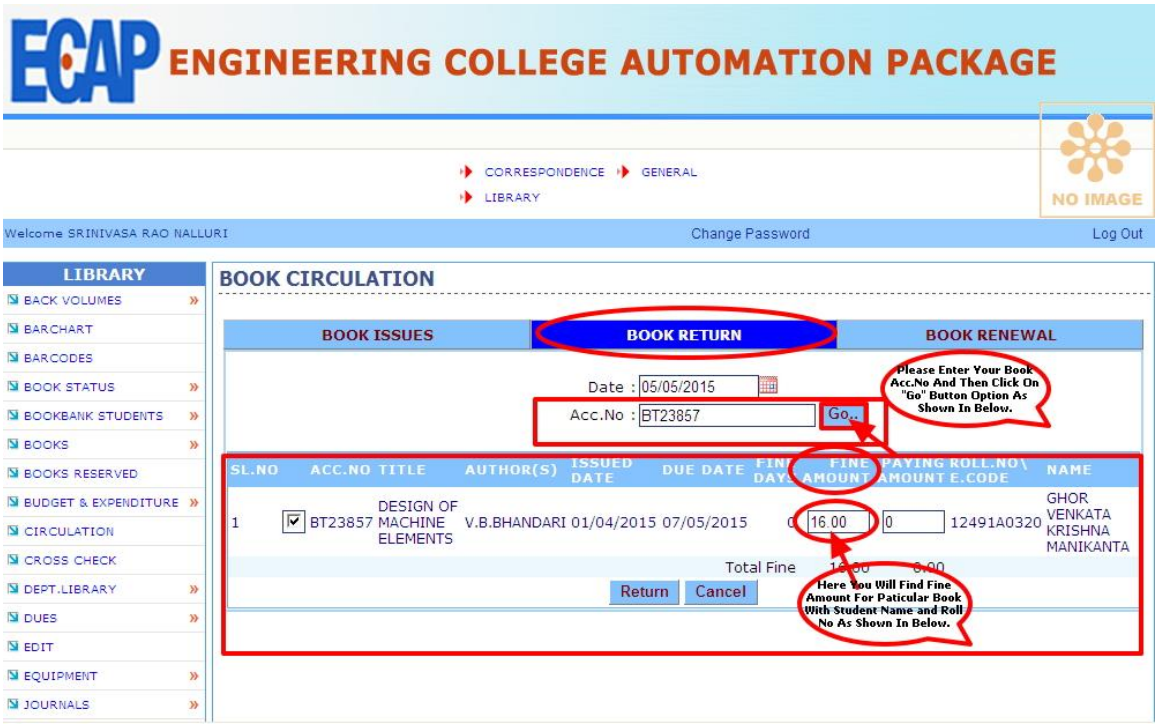
Step4:-Please Click On "Circulation" Link Which Is Available In Left Panel Menu As Shown In Below.



Step5:-After Click On "Circulation" Link As Shown In Above Screen, Then You Find "Book Return" Option Please Click On "Book Return" Option Then You Will Find "Date" And Book "Acc.No" Option, Please Select Date And Enter Your Book Acc.No As Shown In Below.

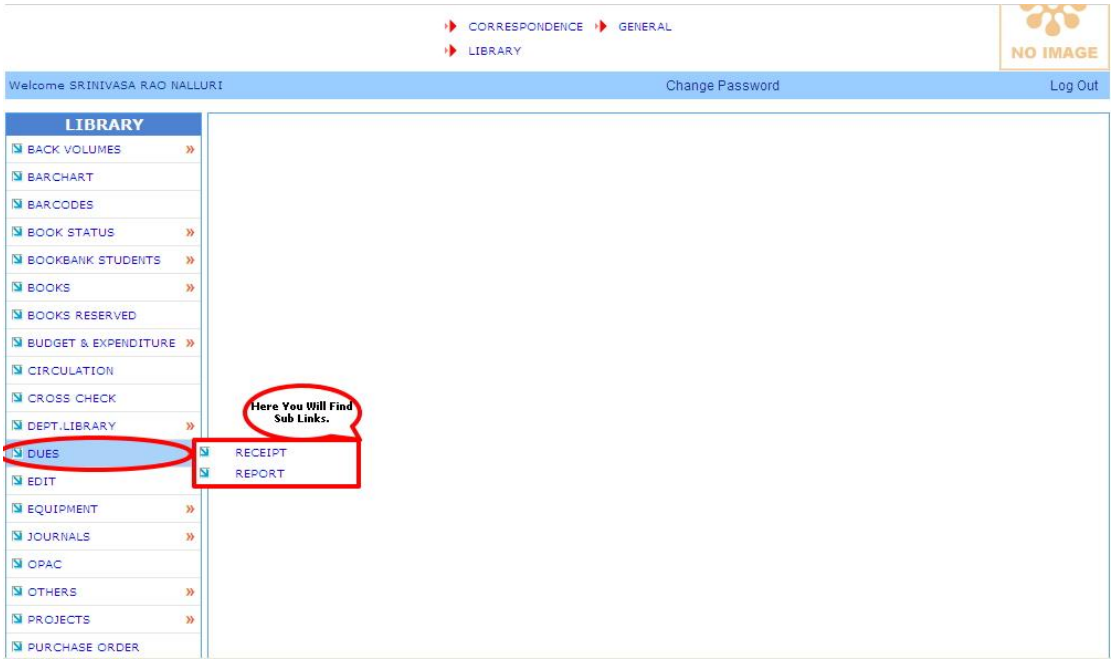


Step6:-After Enter A Particular Book "Acc.No" And Then Click On "GO" Option Button, Then You Will Find Book Fine Amount With Student Name And Roll No As Shown In Below.

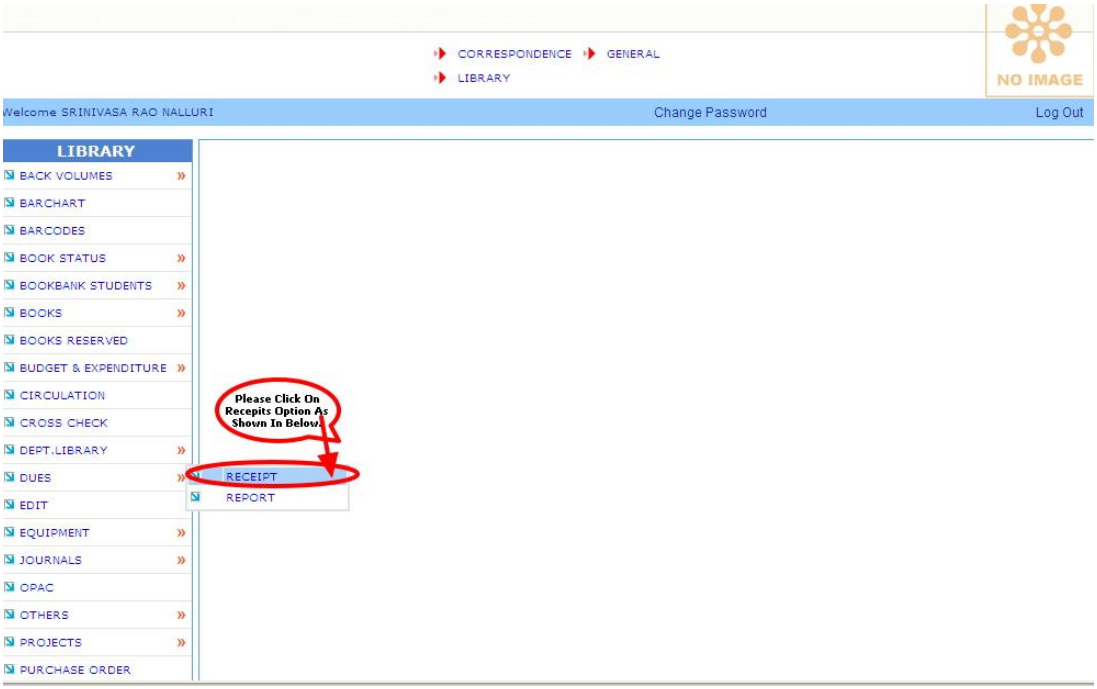


Steps For Collected Fine Receipt:-

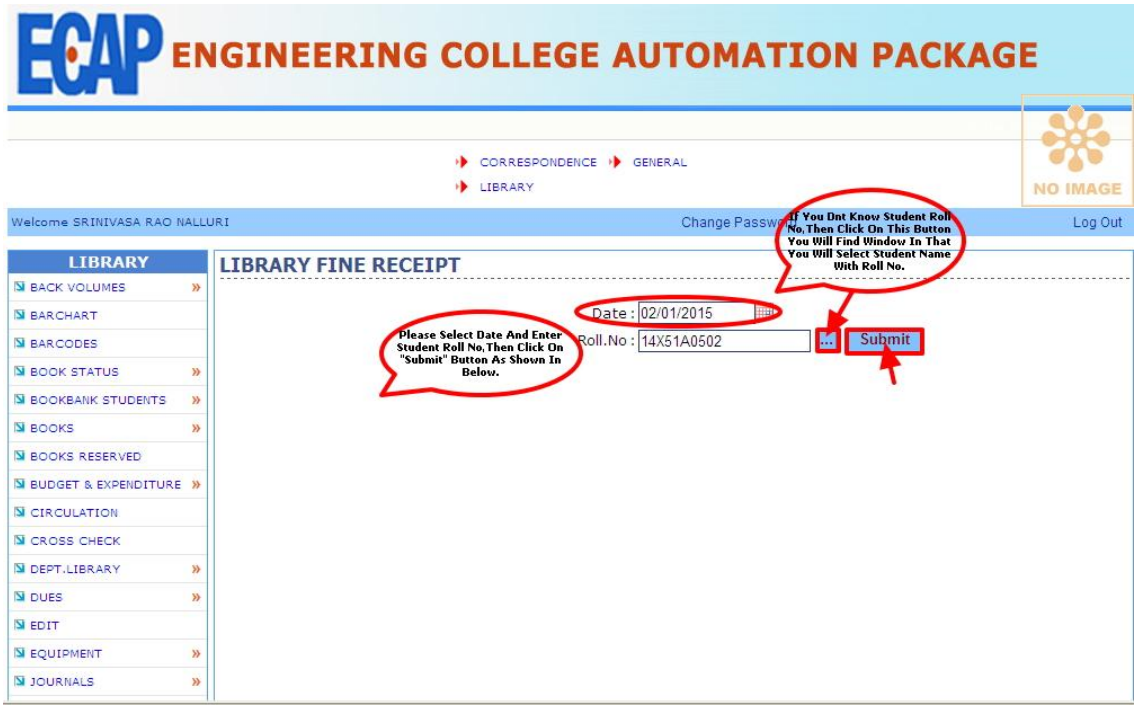
Step7:- Please Place Your Mouse Pointer On "Dues" Link Which Is Available In Left Menu Sublink As Shown In Below.



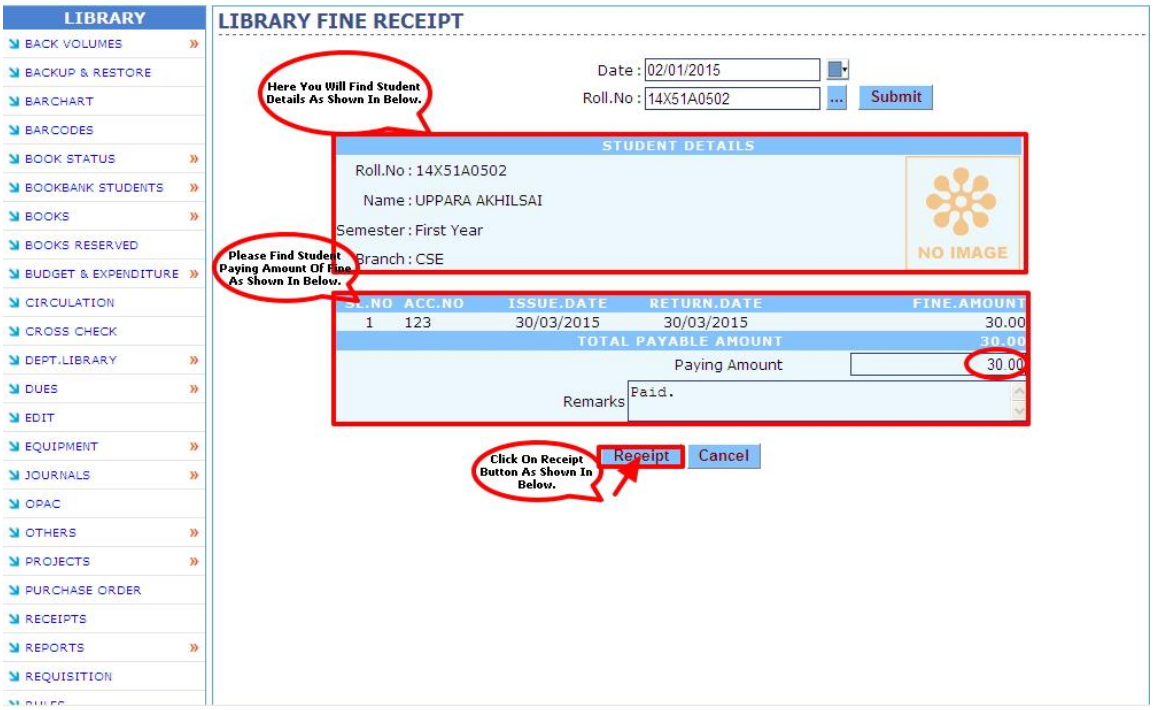
Step8:-Please Click On "Receipt" Option Sub Link Which Is Available In Left Panel Sub Links As Shown In Below.



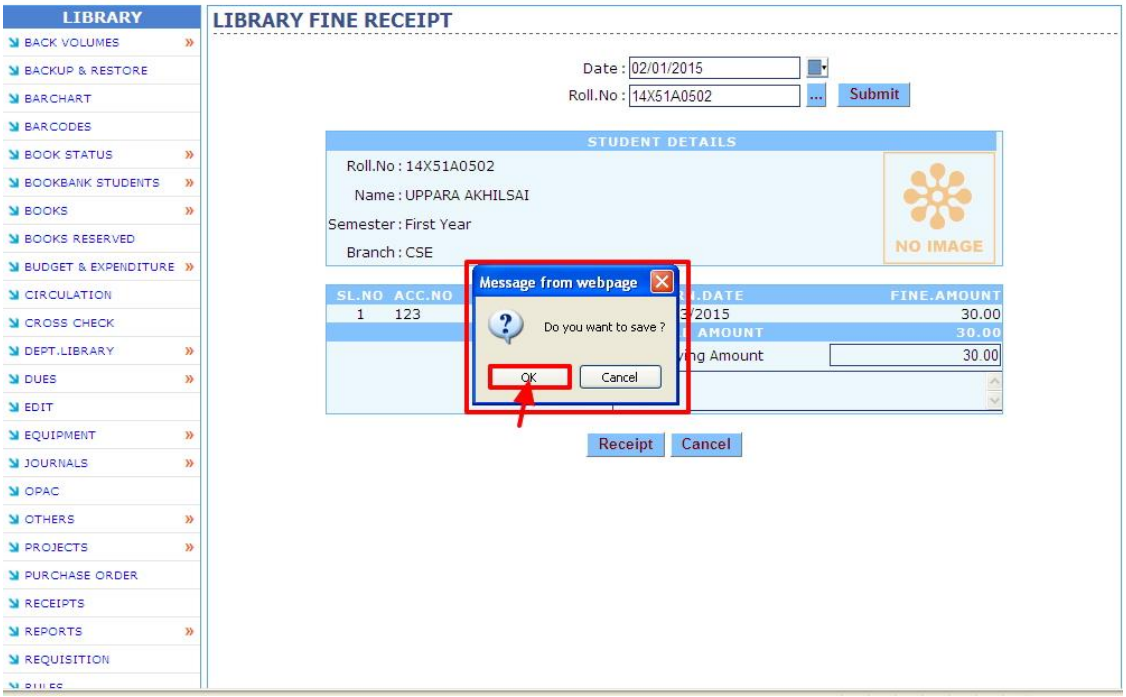
Step9:-After Click On "Receipts" Sub Links As Shown In Above Screen, Then You Will Find "Date","Roll.No",Please Select "Date" And Enter "Roll No" ,If You Don't Know Student Roll No Then Click On Small Button Then You Will Find Window And Please Select Student Name With Roll No And Click On "Submit" Button As Shown In Below.



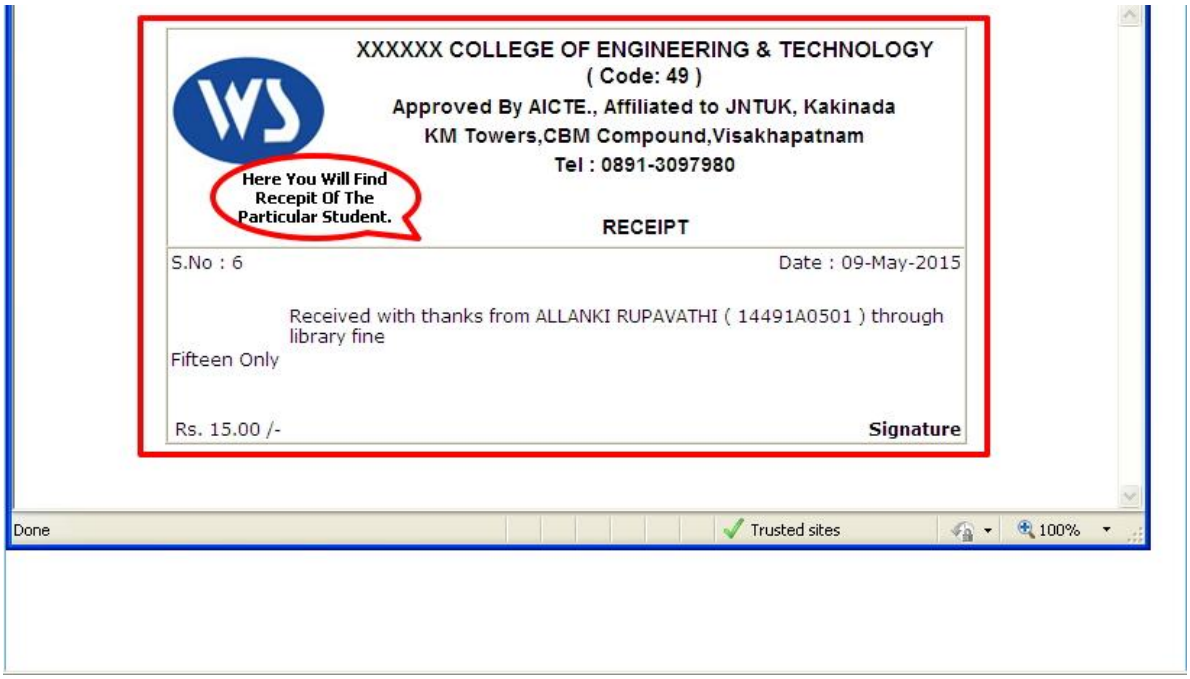
Step10:-After Click On "Submit" Button As Shown In Above Screen, Then You Will Find Student Details And Book Details For Paying Amount Of Fine Then Please Enter "Remarks" Then Click On "Receipt" Button As Shown In Below.



Step11:-After Click On "Receipt" Button As Shown In Above Screen, Then You Will Find Message From Webpage Then Click On "OK" Option Button As Shown In Below.



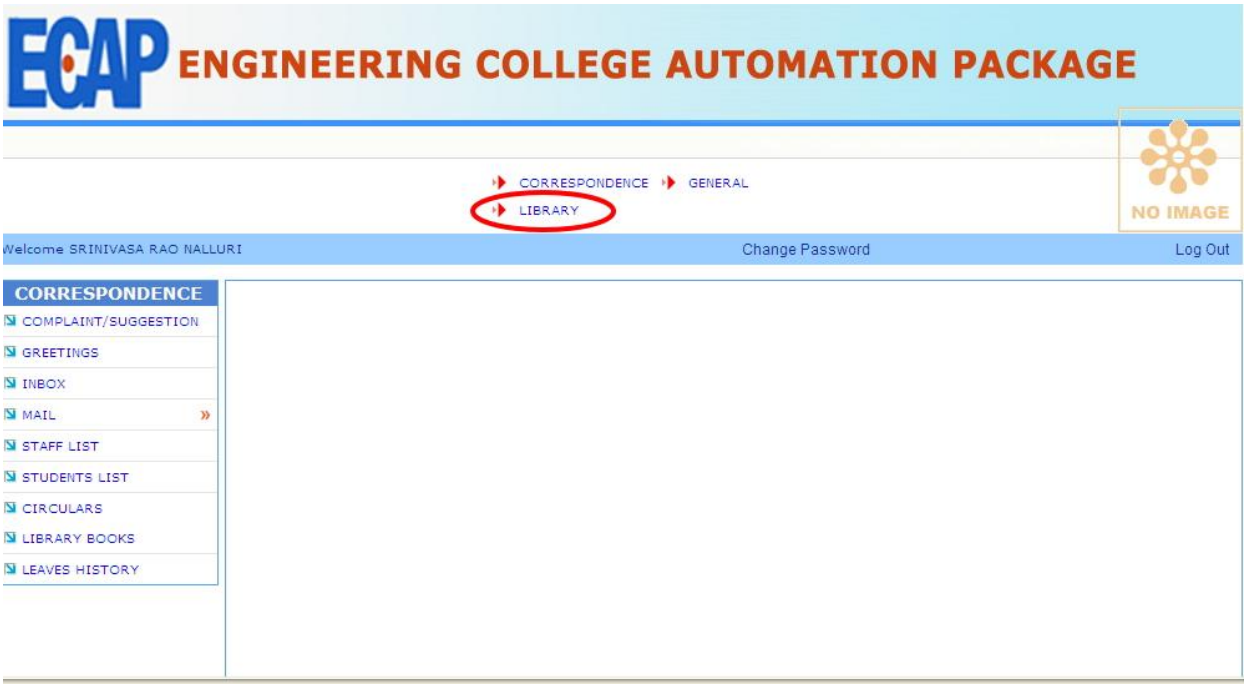
Step12:-After Click On "OK" Option Button As Shown In Above Screen, Then You Will Find "Receipt" For Particular Student As Shown In Below.



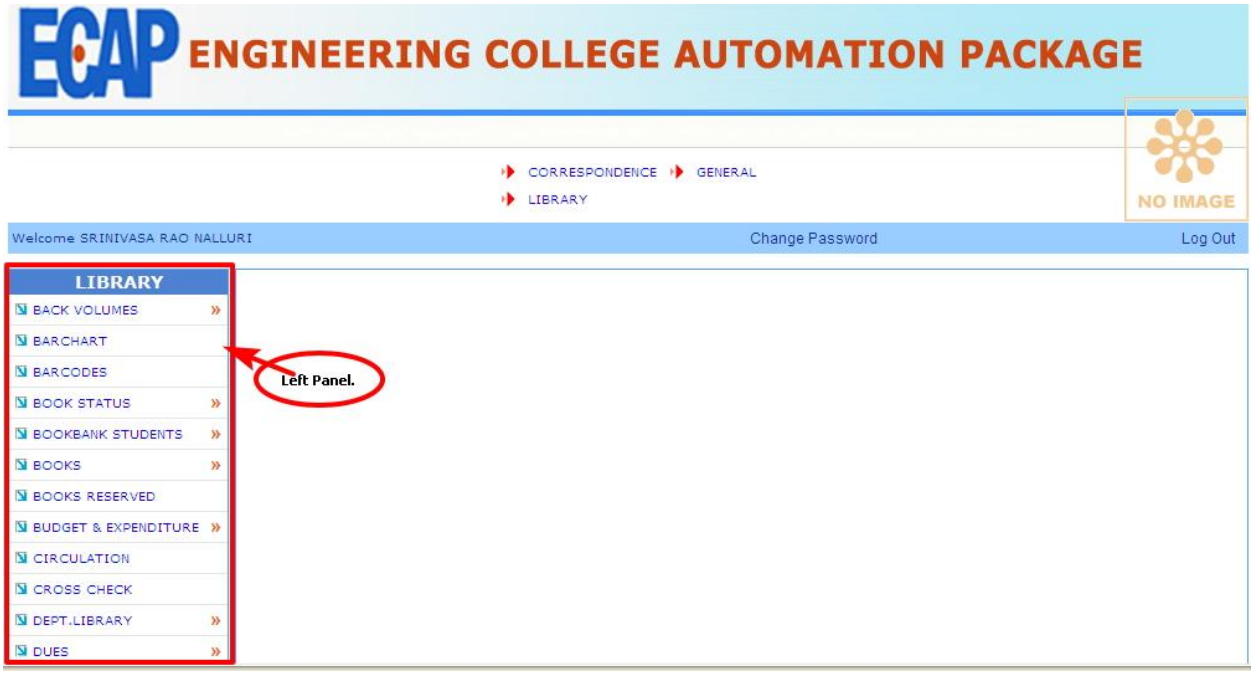
36) How Can I Check Library Fine Dues?

Ans: - Step 1:- Please Login In To "ECAP" By Using Your Username And Password.

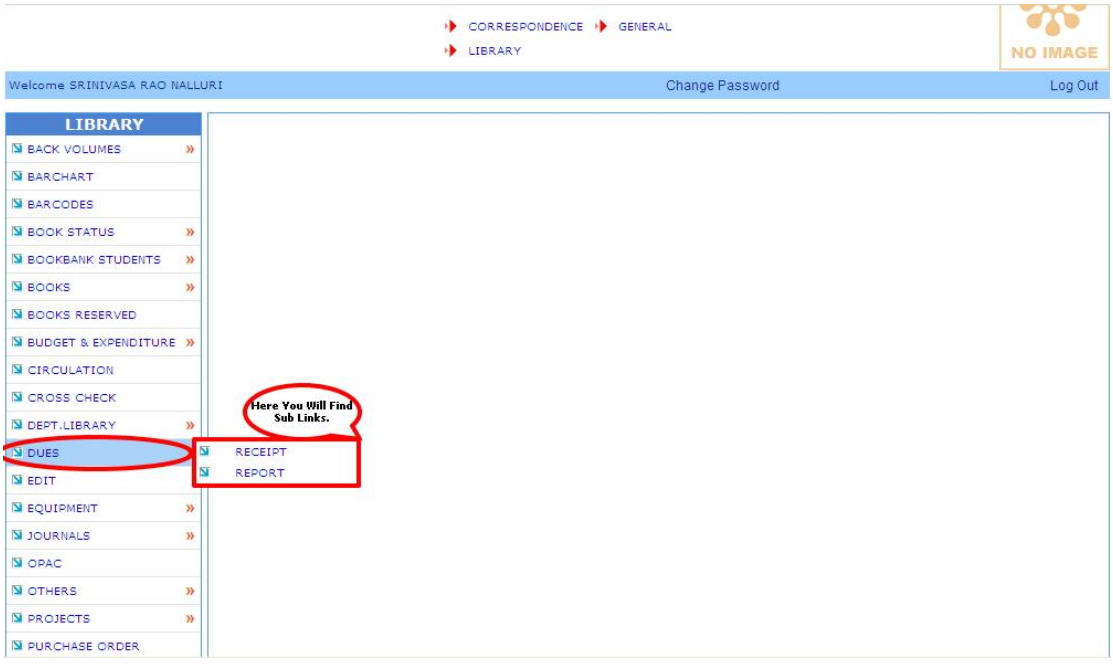
Step2:- Please Click On "LIBRARY" Module As Shown In Below.



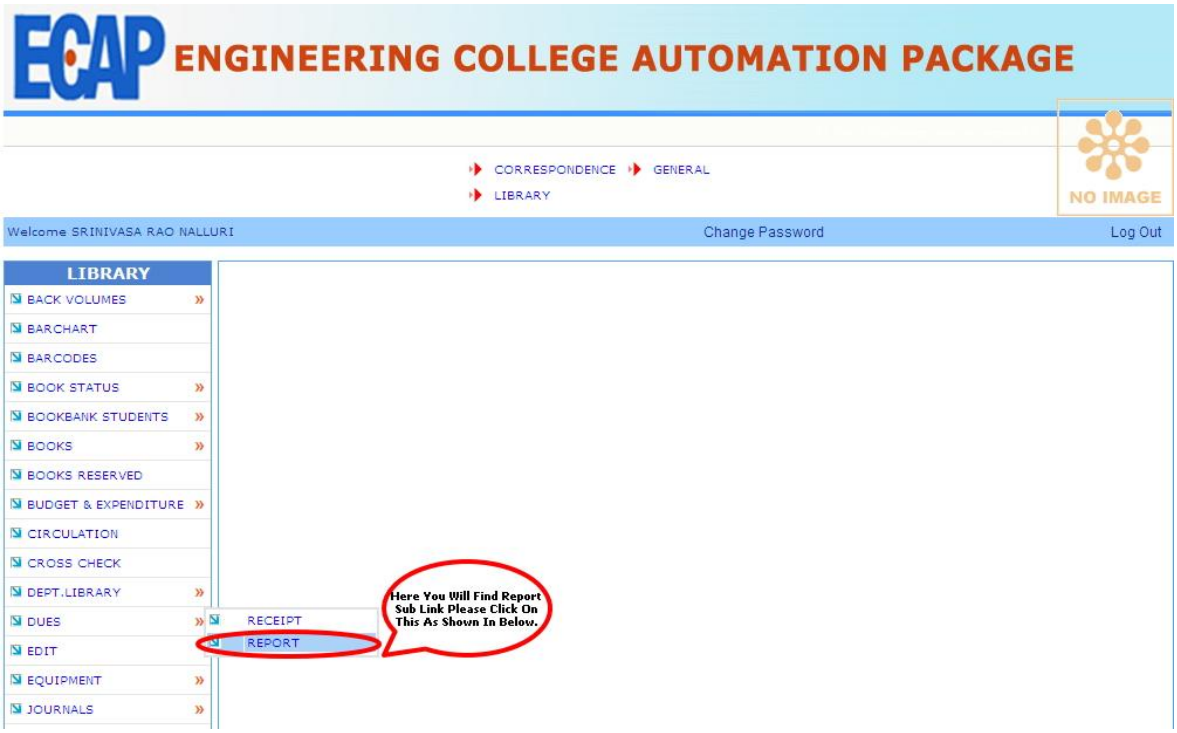
Step3:- :- After Click on "Library Module" You Will Find "Left Panel" As Shown in Below.



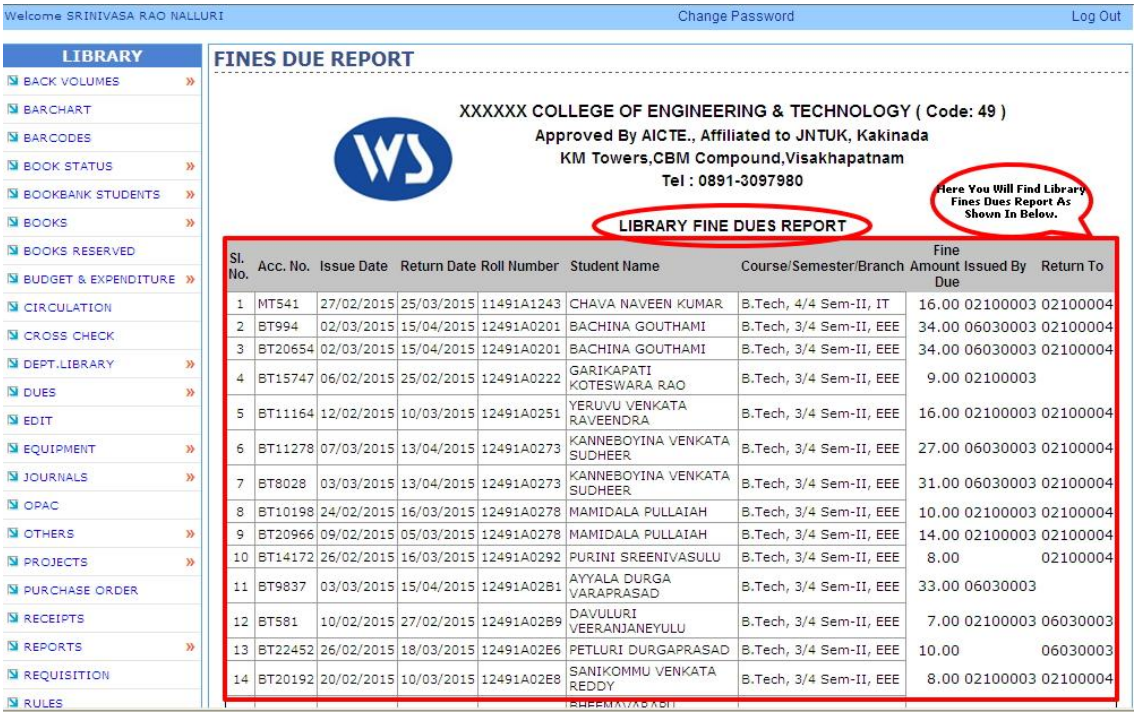
Step4:- Please Place Your Mouse Pointer on "Dues" Link Which Is Available In Left Menu Sublink As Shown In Below.



Step5:-Please Click On "Report" Sub Link Option As Shown In Below.



Step6:-After Click On "Report" Sub Link, Then You Will Find Library Fine Dues Report As Shown In Below.



Sl. No.	Acc. No.	Issue Date	Return Date	Roll Number	Student Name	Course/Semester/Branch	Fine Amount	Issued By	Return To
1	MT541	27/02/2015	25/03/2015	11491A1243	CHAVA NAVEEN KUMAR	B.Tech, 4/4 Sem-II, IT	16.00	02100003	02100004
2	BT994	02/03/2015	15/04/2015	12491A0201	BACHINA GOUTHAMI	B.Tech, 3/4 Sem-II, EEE	34.00	06030003	02100004
3	BT20654	02/03/2015	15/04/2015	12491A0201	BACHINA GOUTHAMI	B.Tech, 3/4 Sem-II, EEE	34.00	06030003	02100004
4	BT15747	06/02/2015	25/02/2015	12491A0222	GARIKAPATI KOTESWARA RAO	B.Tech, 3/4 Sem-II, EEE	9.00	02100003	
5	BT11164	12/02/2015	10/03/2015	12491A0251	YERUVU VENKATA RAVEENDRA	B.Tech, 3/4 Sem-II, EEE	16.00	02100003	02100004
6	BT11278	07/03/2015	13/04/2015	12491A0273	KANNEBOYINA VENKATA SUDHEER	B.Tech, 3/4 Sem-II, EEE	27.00	06030003	02100004
7	BT8028	03/03/2015	13/04/2015	12491A0273	KANNEBOYINA VENKATA SUDHEER	B.Tech, 3/4 Sem-II, EEE	31.00	06030003	02100004
8	BT10198	24/02/2015	16/03/2015	12491A0278	MAMIDALA PULLAIAH	B.Tech, 3/4 Sem-II, EEE	10.00	02100003	02100004
9	BT20966	09/02/2015	05/03/2015	12491A0278	MAMIDALA PULLAIAH	B.Tech, 3/4 Sem-II, EEE	14.00	02100003	02100004
10	BT14172	26/02/2015	16/03/2015	12491A0292	PURINI SREENIVASULU	B.Tech, 3/4 Sem-II, EEE	8.00		02100004
11	BT9837	03/03/2015	15/04/2015	12491A02B1	AYYALA DURGA VARAPRASAD	B.Tech, 3/4 Sem-II, EEE	33.00	06030003	
12	BT581	10/02/2015	27/02/2015	12491A02B9	DAVULURI VEERANJANEYULU	B.Tech, 3/4 Sem-II, EEE	7.00	02100003	06030003
13	BT22452	26/02/2015	18/03/2015	12491A02E6	PETLURI DURGAPRASAD	B.Tech, 3/4 Sem-II, EEE	10.00		06030003
14	BT20192	20/02/2015	10/03/2015	12491A02E8	SANIKOMMU VENKATA REDDY	B.Tech, 3/4 Sem-II, EEE	8.00	02100003	02100004

Continuation Screen……..

Step7:-If You Want To Take Print For This Report, Please Click On "PRINT" Button Option As Shown In Below.

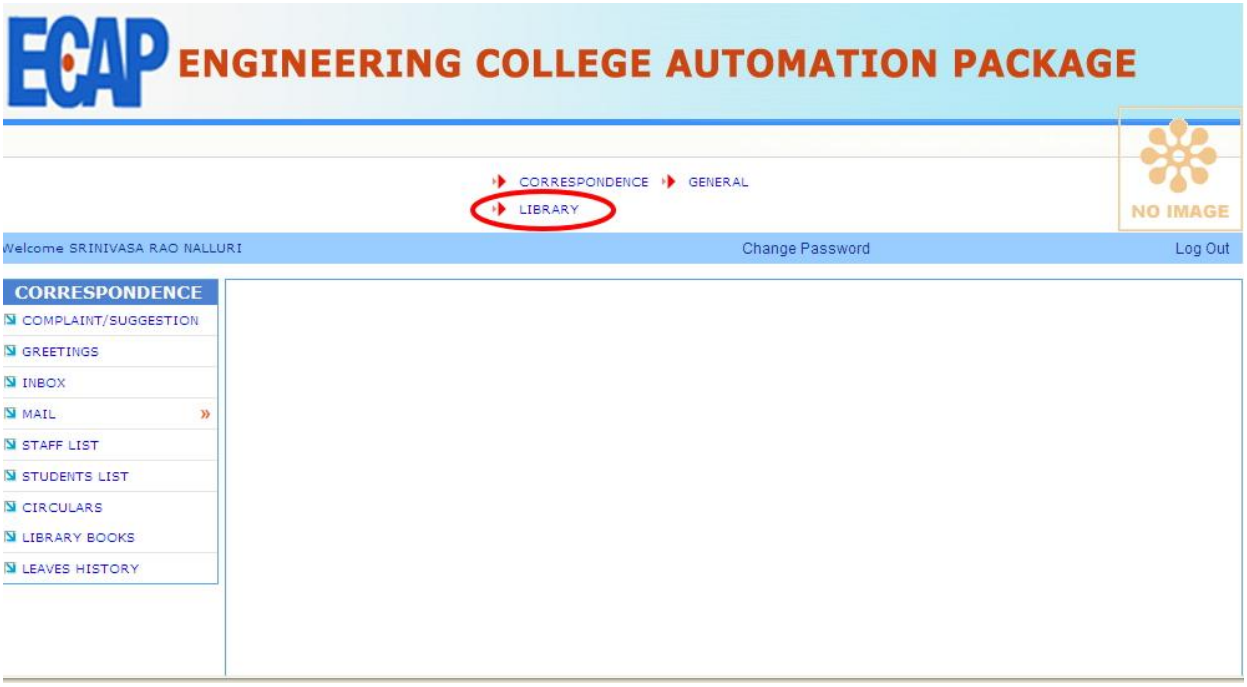
					PRASANTH REDDY				
502	BT17885	24/02/2015	13/03/2015	14495A0304	YENUMULA VENKATESH	B.Tech, 2/4 Sem-II, ME	7.00	06030003	06030003
503	BT9488	27/02/2015	30/03/2015	14495A0305	H SRIKANTH	B.Tech, 2/4 Sem-II, ME	10.00	02100003	02100004
504	BT9987	11/03/2015	30/03/2015	14495A0305	H SRIKANTH	B.Tech, 2/4 Sem-II, ME	9.00	06030003	02100004
505	BT9785	07/03/2015	25/03/2015	14495A0312	PALLAPOTHU DURGA RAO	B.Tech, 2/4 Sem-II, ME	8.00	06030003	02100004
506	BT11685	18/02/2015	02/03/2015	14495A0401	ADDANKI SUJATHA	B.Tech, 2/4 Sem-II, ECE	2.00		02100004
507	BT18086	25/02/2015	13/03/2015	14495A0401	ADDANKI SUJATHA	B.Tech, 2/4 Sem-II, ECE	6.00		06030003
508	BT14755	26/02/2015	18/03/2015	14495A0406	CHILUKURI VENKATA RAMAKRISHNA	B.Tech, 2/4 Sem-II, ECE	10.00		06030003
509	BT18971	26/02/2015	18/03/2015	14495A0406	CHILUKURI VENKATA RAMAKRISHNA	B.Tech, 2/4 Sem-II, ECE	10.00		06030003
510	BT18967	14/02/2015	04/03/2015	14495A0409	KUNCHANPALLI KOTESWARA RAO	B.Tech, 2/4 Sem-II, ECE	8.00	02100004	02100004
511	BT15270	09/02/2015	03/03/2015	14495A0414	MADALA SRI LATHA	B.Tech, 2/4 Sem-II, ECE	12.00	02100003	02100004
512	BT17012	09/02/2015	26/02/2015	14495A0418	MARAMREDDY SANJEEVA REDDY	B.Tech, 2/4 Sem-II, ECE	7.00	02100003	
513	BT15263	09/02/2015	27/02/2015	14495A0418	MARAMREDDY SANJEEVA REDDY	B.Tech, 2/4 Sem-II, ECE	8.00	02100003	06030003
514	BT10765	12/02/2015	28/02/2015	14495A0419	MEKALA NAGARJUNA	B.Tech, 2/4 Sem-II, ECE	6.00	02100003	06030003
515	BT17376	12/02/2015	28/02/2015	14495A0419	MEKALA NAGARJUNA	B.Tech, 2/4 Sem-II, ECE	6.00	02100003	06030003
516	BT11801	19/03/2015	15/04/2015	14495A0420	NARIPEDDI VENKATESWARLU	B.Tech, 2/4 Sem-II, ECE	5.00	02100005	02100004
517	BT10728	19/03/2015	15/04/2015	14495A0420	NARIPEDDI VENKATESWARLU	B.Tech, 2/4 Sem-II, ECE	5.00	02100005	02100004
518	BT11631	11/02/2015	26/02/2015	14495A0423	SIGHAKOLLI KIRAN KUMAR	B.Tech, 2/4 Sem-II, ECE	5.00	02100003	
519	BT17628	28/02/2015	17/03/2015	14495A0426	DASARI NEELIMA	B.Tech, 2/4 Sem-II, ECE	7.00		06030003
			11/03/2015	30/03/2015	14495A0501	MOTHADIKA MADHAVILATHA	B.Tech, 2/4 Sem-II, CSE	9.00	06030003	02100004
			14/02/2015	03/03/2015	14495A0502	NALAGARLA ANUSHA	B.Tech, 2/4 Sem-II, CSE	7.00	02100004	06030003

Total : 4944.00

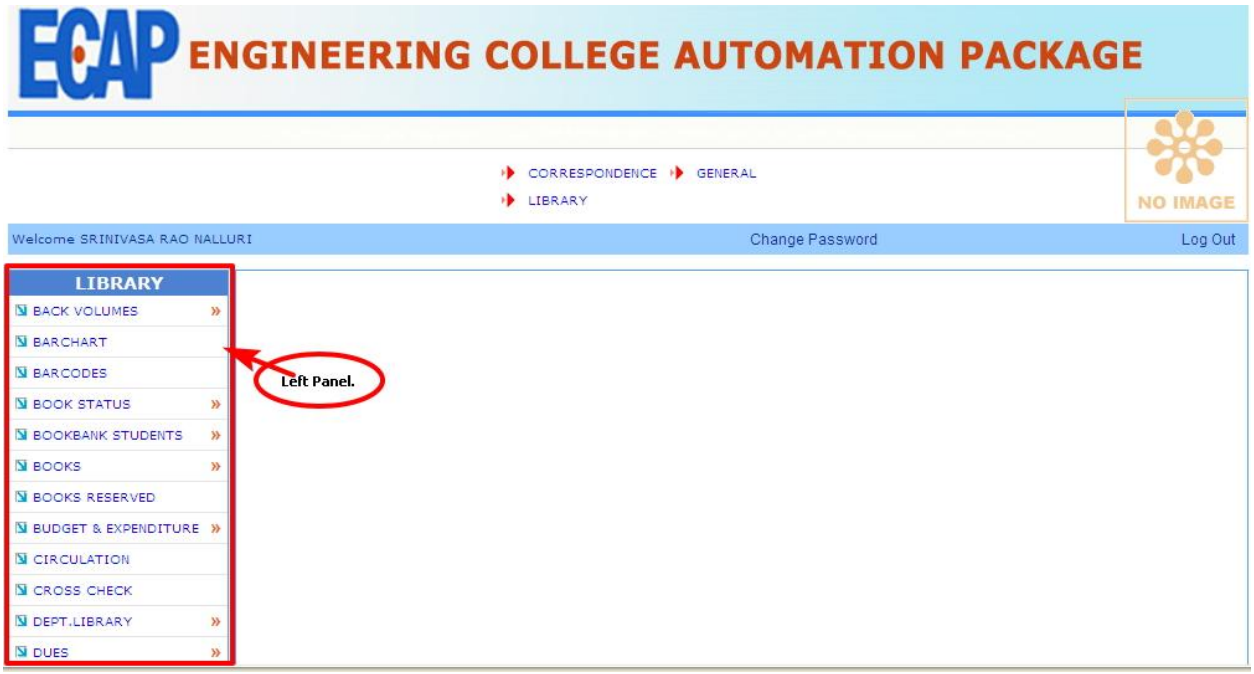
37) How Can I Check Collected Library Fine Report?

Ans: - Step 1:- Please Login In To "ECAP" By using Your Username And Password.

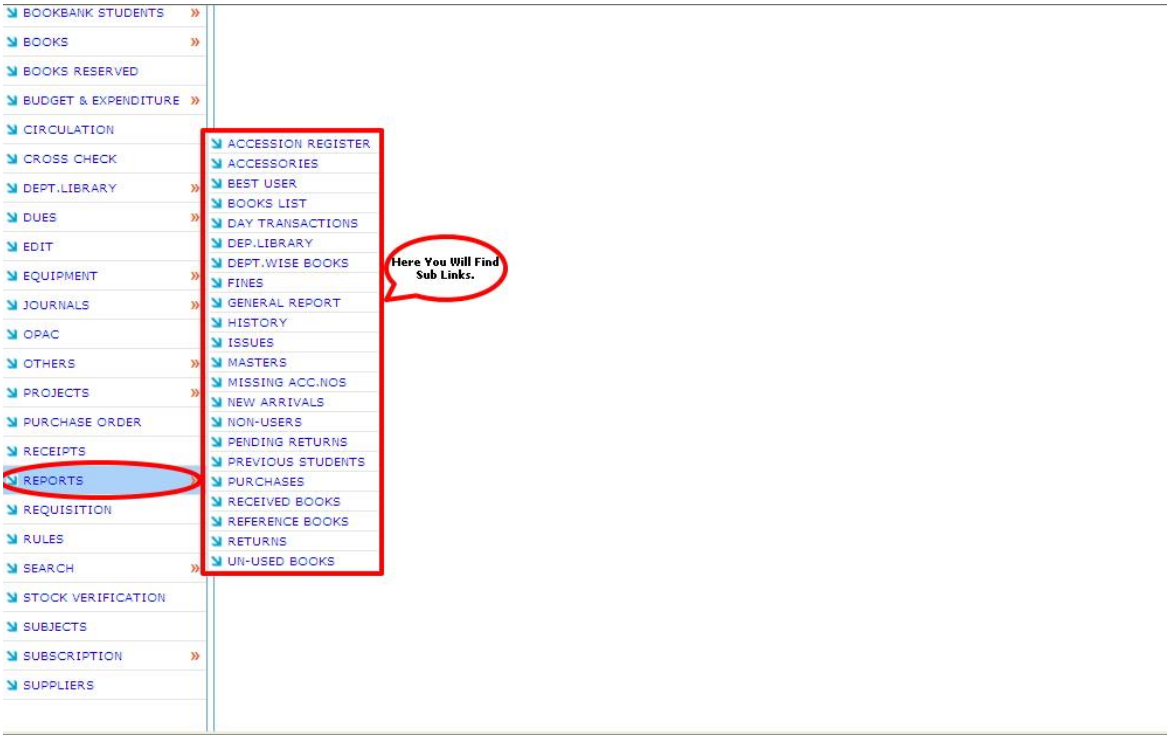
Step2:- Please Click On "LIBRARY" Module As Shown In Below.



Step3:- :- After Click on "Library Module" You Will Find "Left Panel" As Shown in Below.

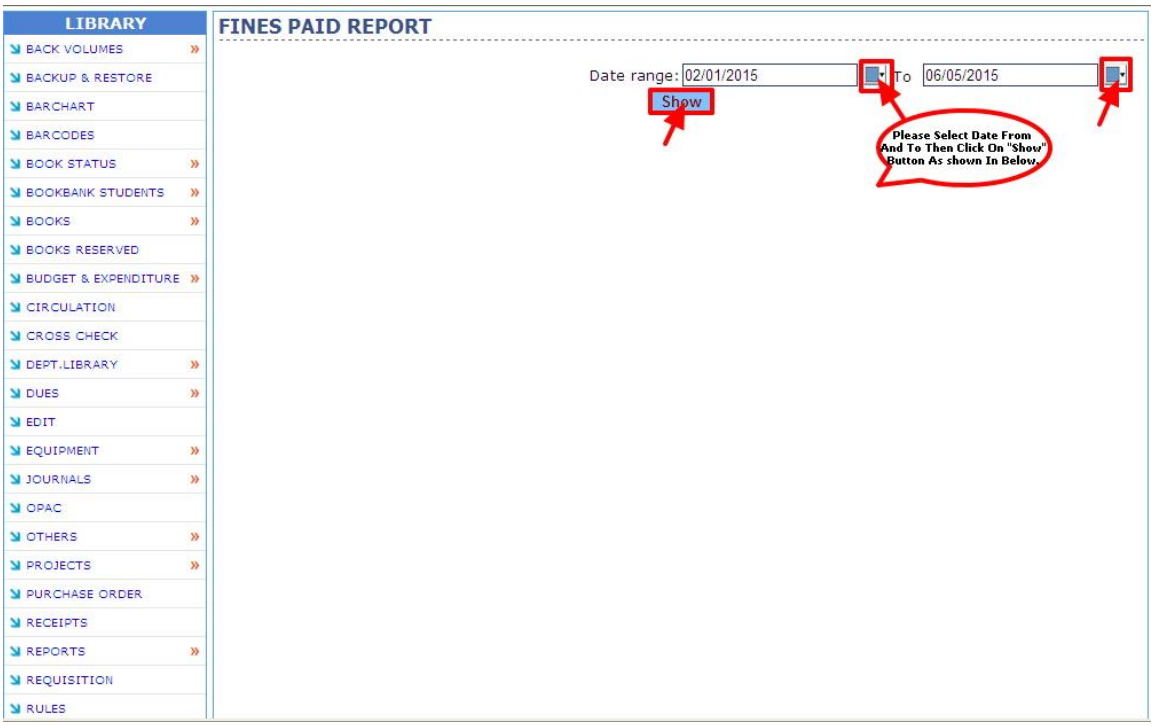


Step4:- Please Place Your Mouse Pointer On "Reports" Link Which Is Available In Left Menu Sublink As Shown In Below.



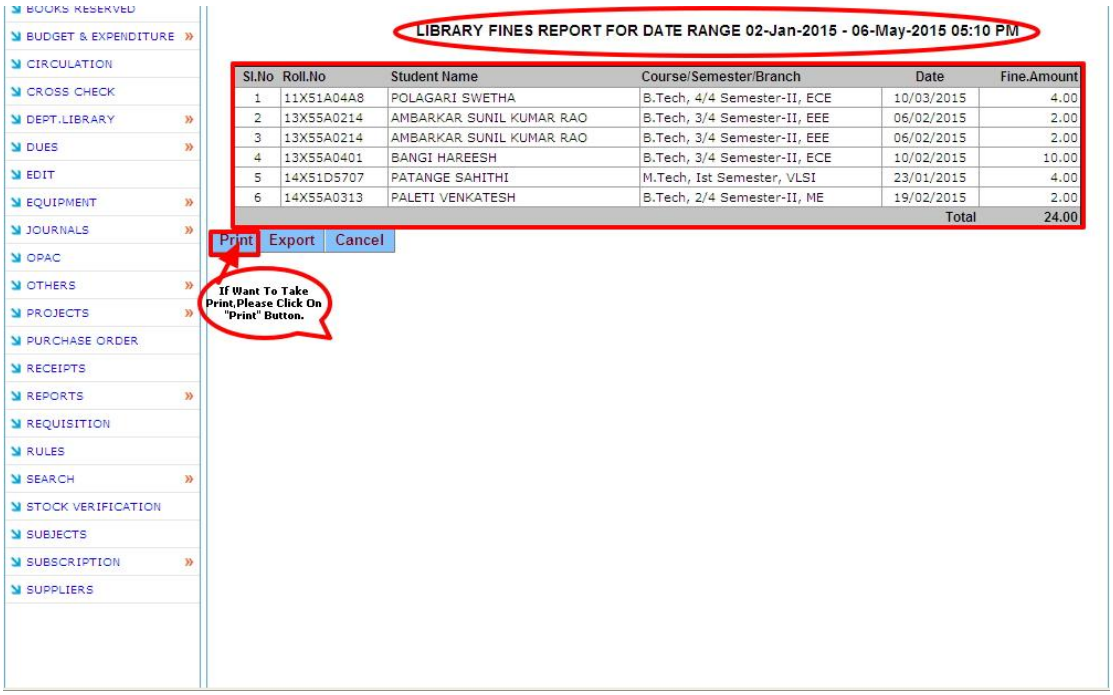
Step5:-Please Click On "Fines" Sub Link As Shown In Below.

Step6:-After Click On "Fines" Sub Link Option As Shown In above Screen, Then You Will Find "Date Range" Please Select "From And To" Date Then Click On "Show" Button As Shown In Below.



Step7:-After Click On "Show" Button Then You Will Find Library Fines Report As Shown In Below.

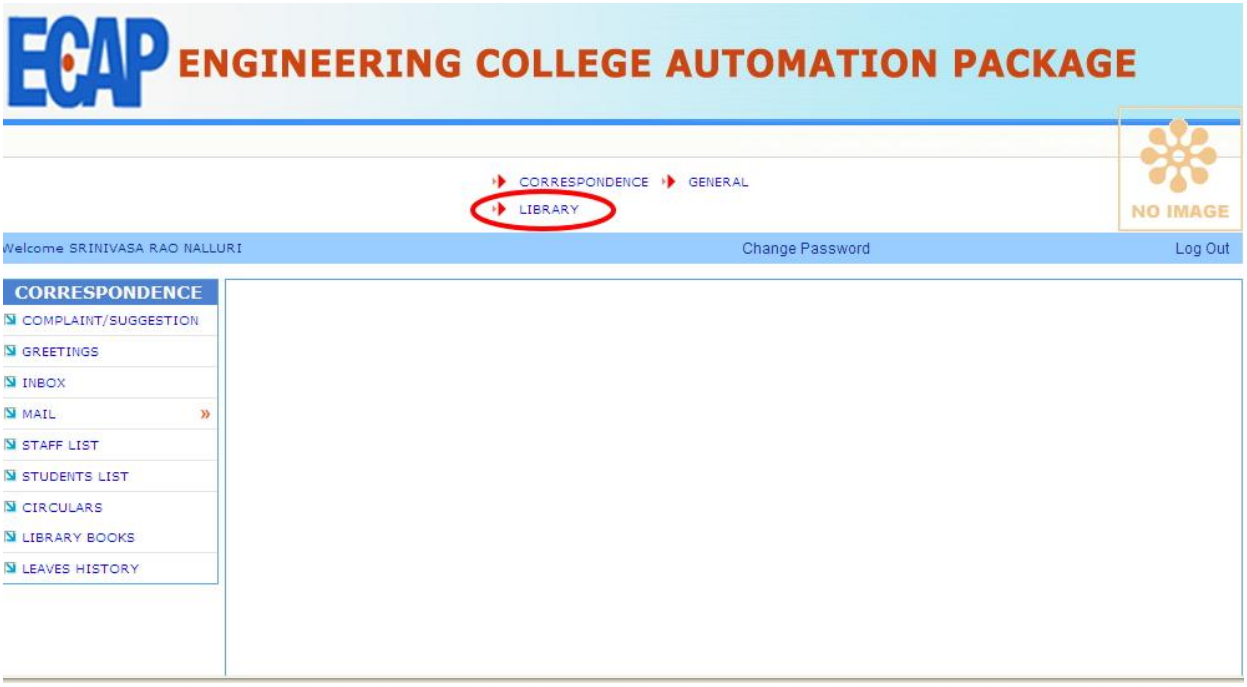
Step8:-If You Want To Take Print For This Report Then Click On "Print" Button As Shown In Below.



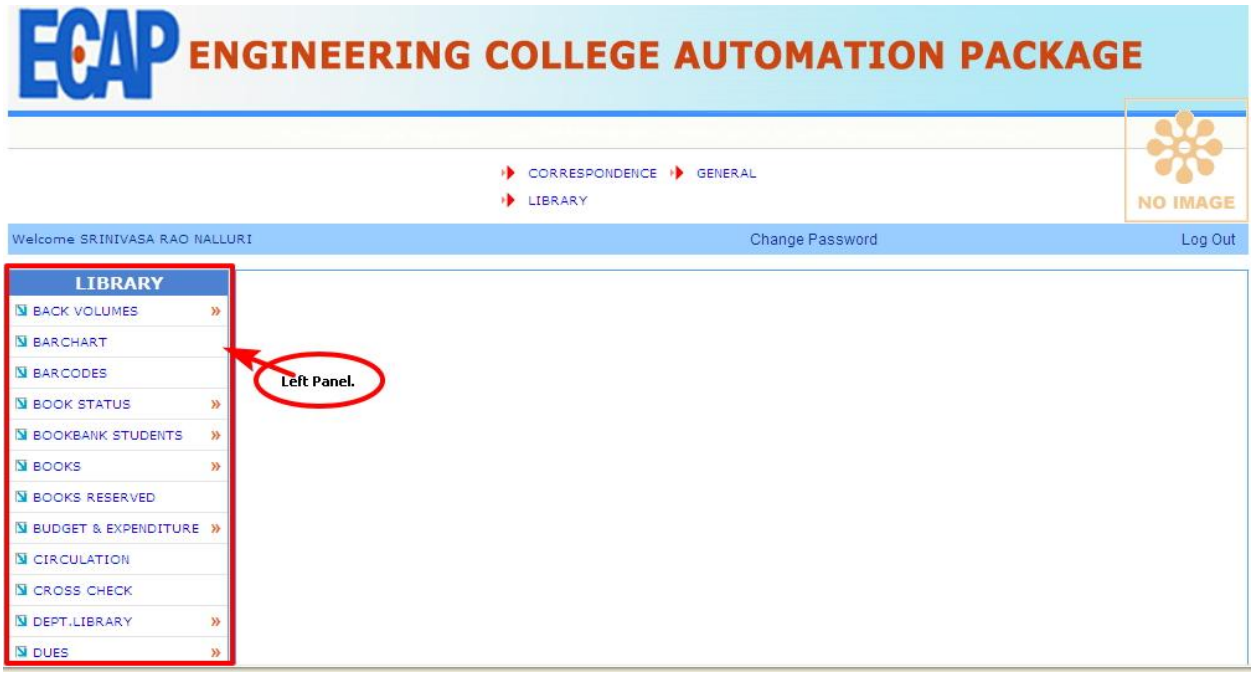
38) How Can I Search A Books Consolidate Report?

Ans: - Step 1:- Please Login In To "ECAP" By Using Your Username And Password.

Step2:- Please Click On "LIBRARY" Module As Shown In Below.



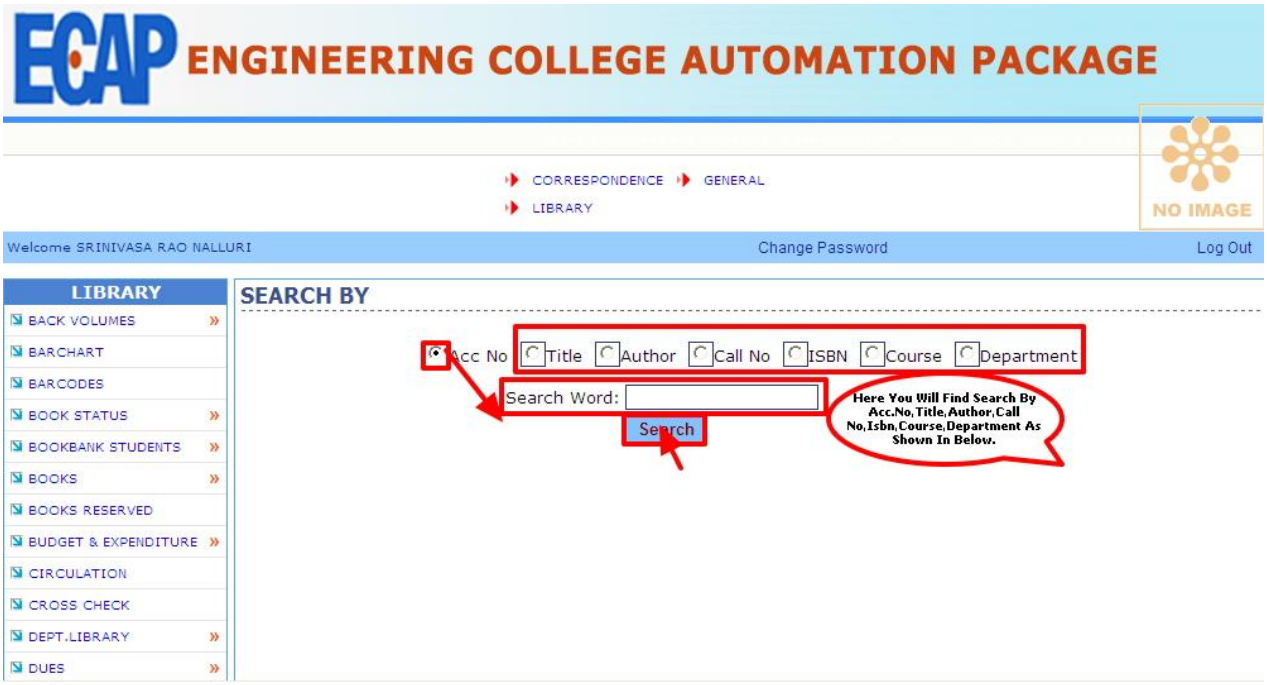
Step3:- :- After Click on "Library Module" You Will Find "Left Panel" As Shown in Below.



Step4:- Please Place Your Mouse Pointer On "Search" Link Which Is Available In Left Menu Sublink As Shown In Below.

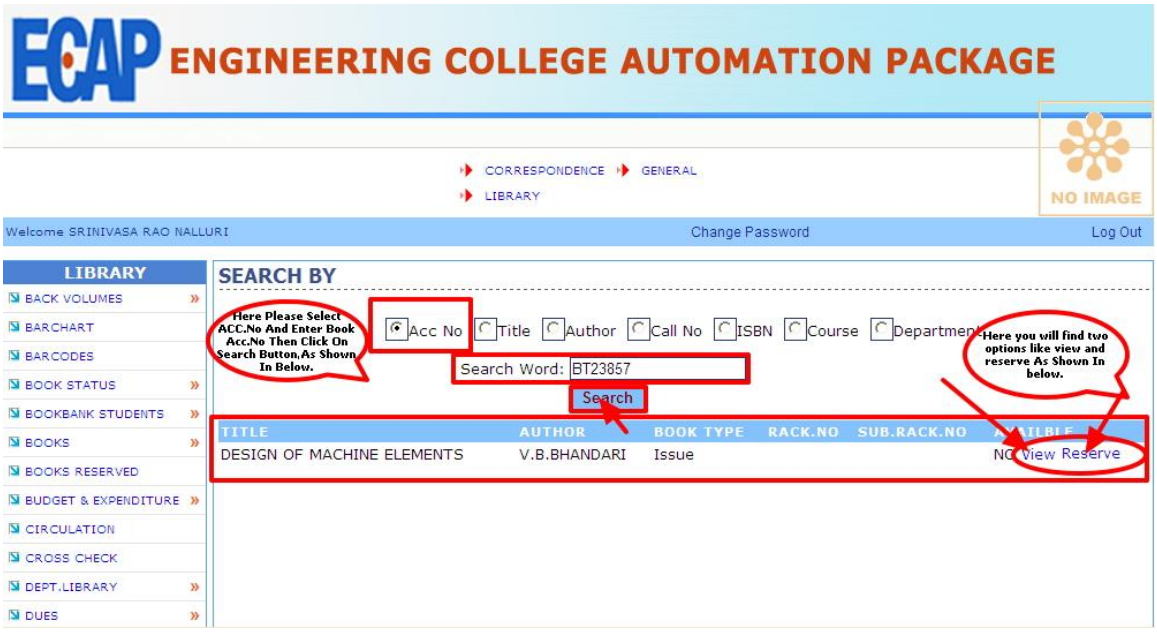
Step5:-Please Click On "Consolidate" Option Sub Link Which Is Available In Left Panel As Shown In Below.

Step6:-After Click On "Consolidate" Sub Link As Shown In Above Screen, Then You Will Select Any One Option Like "Acc.No", "Title", "Author", "Call No", "ISBN", "Course", "Department" And Also Search By Word And Click On "Search" Button As Shown In Below.



Step7:-Please Select "Acc.No" And Enter Particular Book Acc.No And Click On "Search" Button Then You Will Find Book Details As Shown In Below.

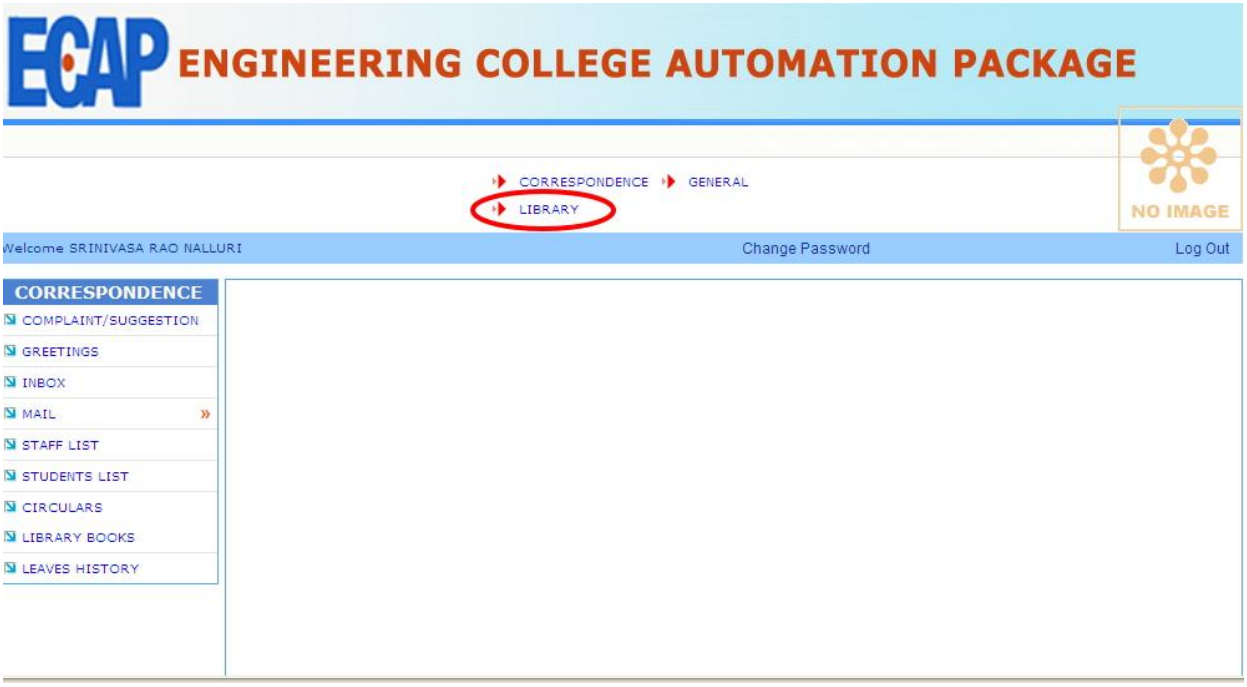
Step8:-If You Want To See "View" The Book Details Then Please Click On "View" Option And Also If You Want "Reserve" The Book Then Click On "Reserve" Option As Shown In Below.



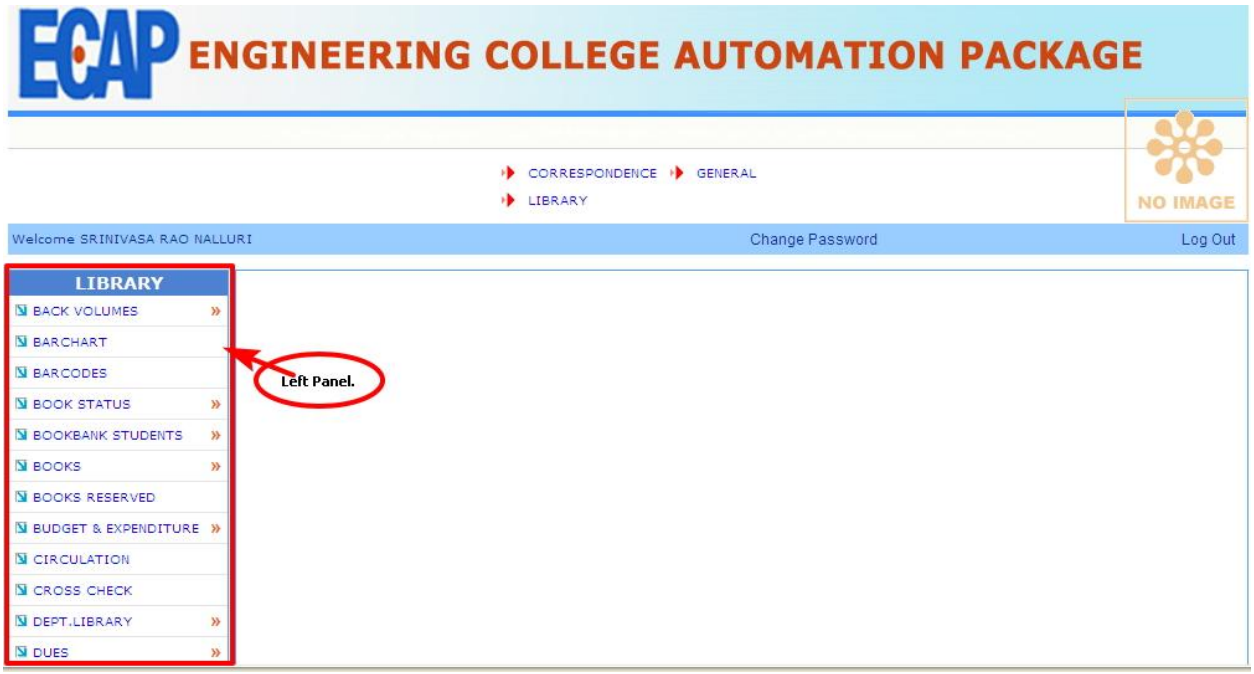
39) How Can I Search A Books Detail Report?

Ans: - Step 1:- Please Login In To "ECAP" By Using Your Username And Password.

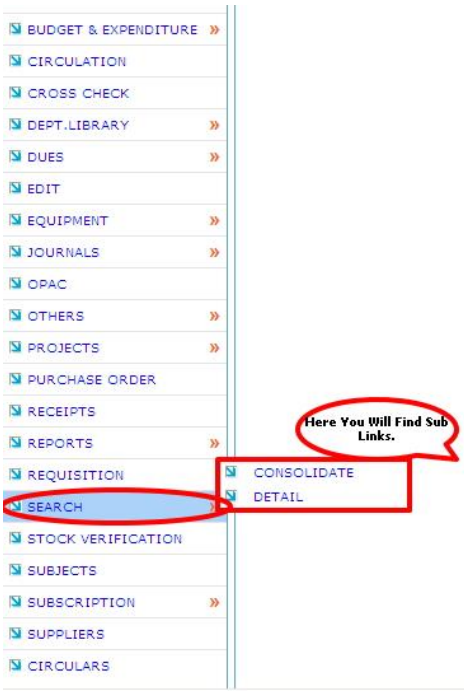
Step2:- Please Click On "LIBRARY" Module As Shown In Below.



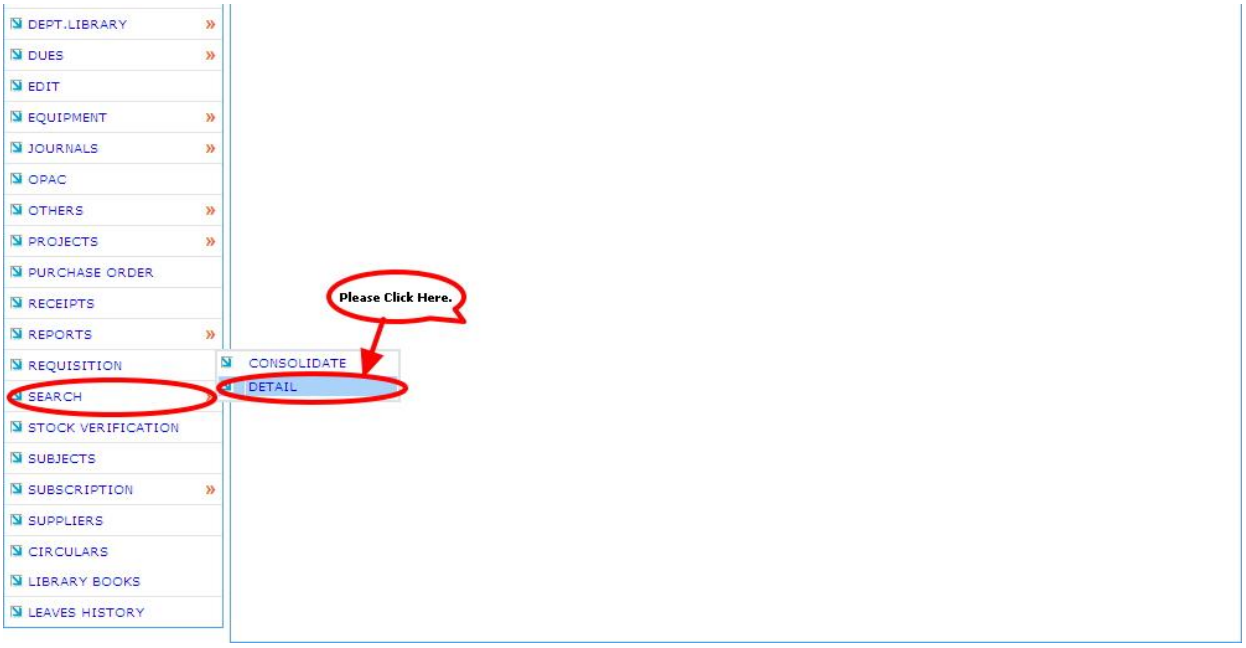
Step3:- :- After Click on "Library Module" You Will Find "Left Panel" As Shown in Below.



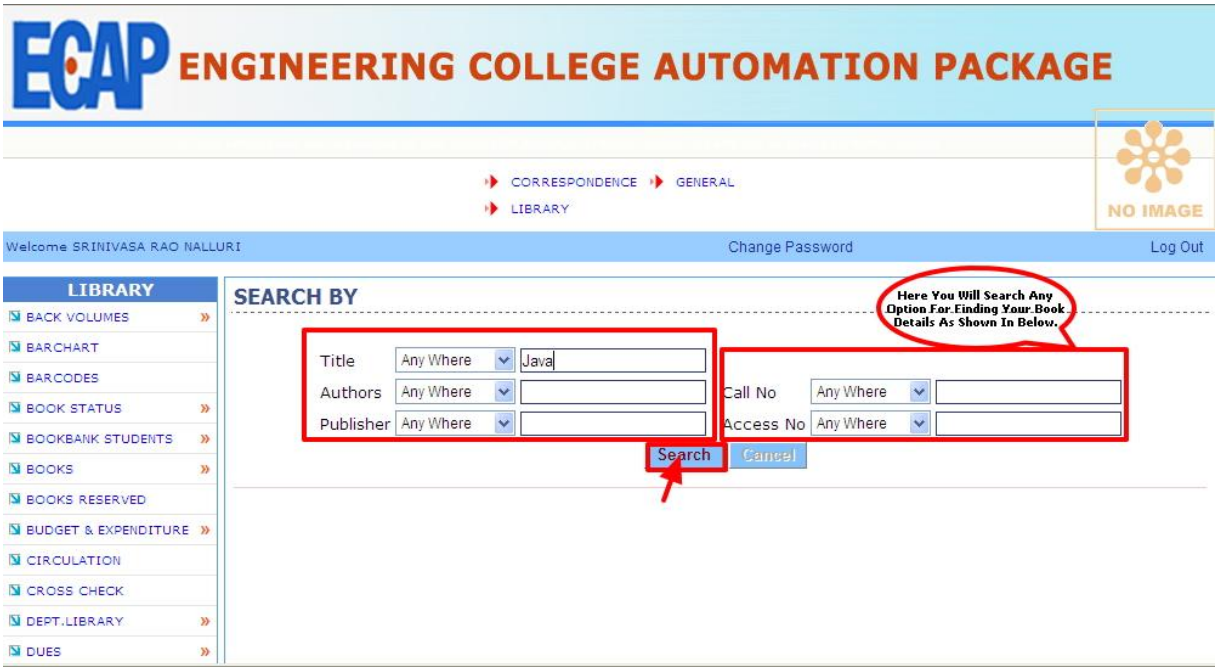
Step4:- Please Place Your Mouse Pointer On "Search" Link Which Is Available In Left Menu Sublink As Shown In Below.



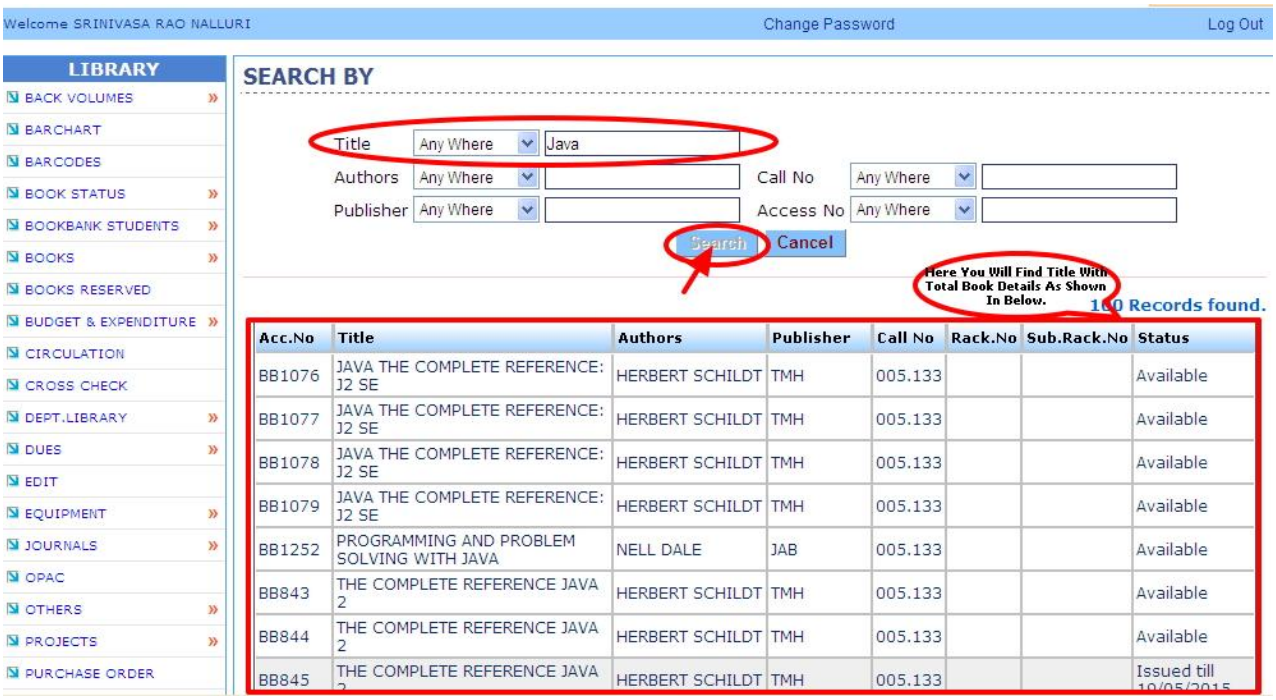
Step5:-Please Click On "Detail" Option Which Is Available In Left Panel Menu Sub Link As Shown In Below.



Step6:-After Click On "Detail" Sub Link As Shown In Above Screen, Then You Will Find Options For Search By "Title","Authors","Publisher","Call No", "Access No" You Can Select Any One Option And Click On "Search" Button As Shown In Below.

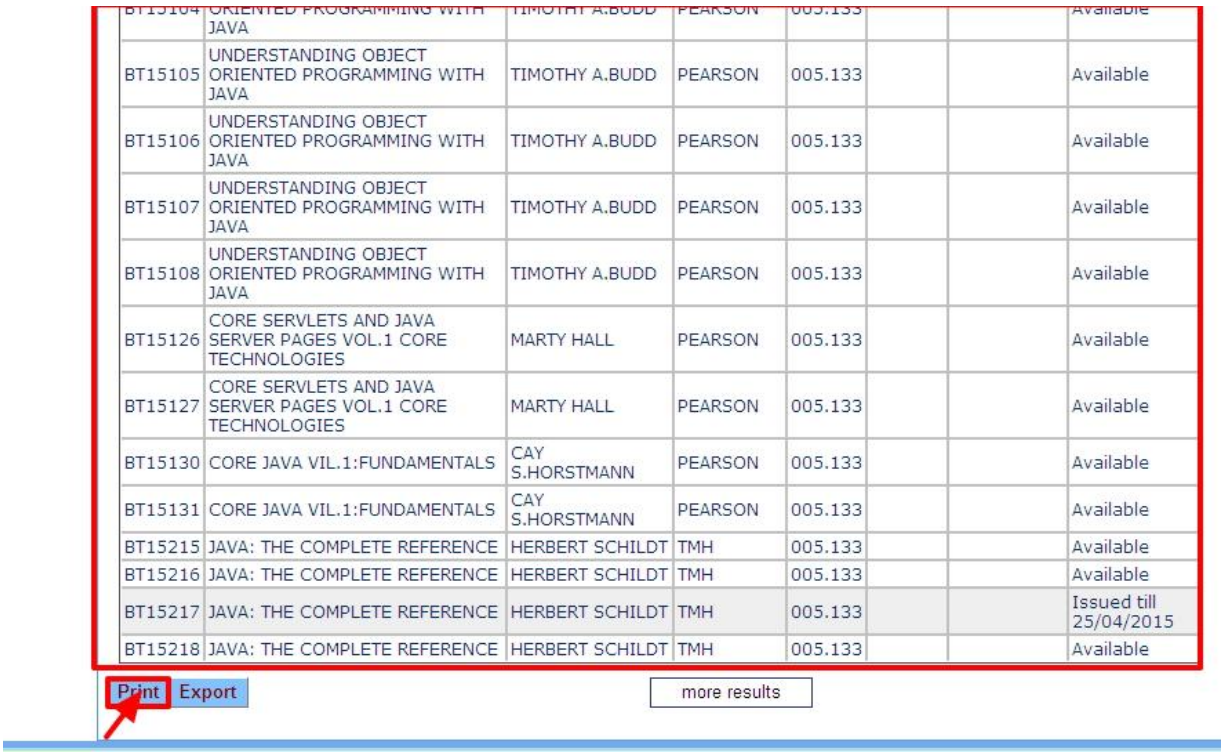


Step7:-Please Enter Book "Title" And Click On "Search" Button Then You Will Find Titles With List Of Books As Shown In Below.



Continuation Screen……

Step8:-If You Want Take Print Then Click On "Print" Button As Shown In Below.



BT15104	ORIENTED PROGRAMMING WITH JAVA	TIMOTHY A.BUDD	PEARSON	005.133			Available
BT15105	UNDERSTANDING OBJECT ORIENTED PROGRAMMING WITH JAVA	TIMOTHY A.BUDD	PEARSON	005.133			Available
BT15106	UNDERSTANDING OBJECT ORIENTED PROGRAMMING WITH JAVA	TIMOTHY A.BUDD	PEARSON	005.133			Available
BT15107	UNDERSTANDING OBJECT ORIENTED PROGRAMMING WITH JAVA	TIMOTHY A.BUDD	PEARSON	005.133			Available
BT15108	UNDERSTANDING OBJECT ORIENTED PROGRAMMING WITH JAVA	TIMOTHY A.BUDD	PEARSON	005.133			Available
BT15126	CORE SERVLETS AND JAVA SERVER PAGES VOL.1 CORE TECHNOLOGIES	MARTY HALL	PEARSON	005.133			Available
BT15127	CORE SERVLETS AND JAVA SERVER PAGES VOL.1 CORE TECHNOLOGIES	MARTY HALL	PEARSON	005.133			Available
BT15130	CORE JAVA VIL.1:FUNDAMENTALS	CAY S.HORSTMANN	PEARSON	005.133			Available
BT15131	CORE JAVA VIL.1:FUNDAMENTALS	CAY S.HORSTMANN	PEARSON	005.133			Available
BT15215	JAVA: THE COMPLETE REFERENCE	HERBERT SCHILDT	TMH	005.133			Available
BT15216	JAVA: THE COMPLETE REFERENCE	HERBERT SCHILDT	TMH	005.133			Available
BT15217	JAVA: THE COMPLETE REFERENCE	HERBERT SCHILDT	TMH	005.133			Issued till 25/04/2015
BT15218	JAVA: THE COMPLETE REFERENCE	HERBERT SCHILDT	TMH	005.133			Available

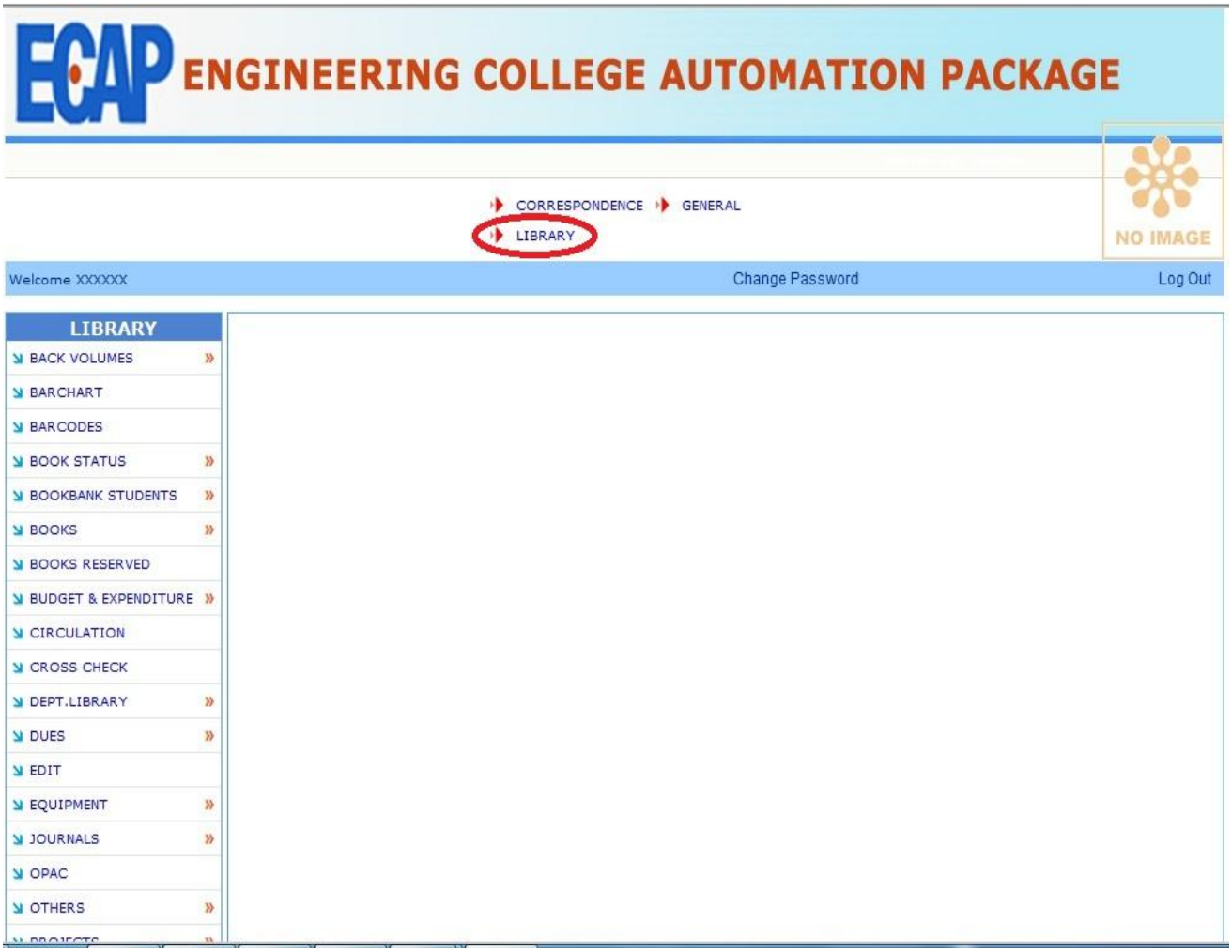
Print Export

more results

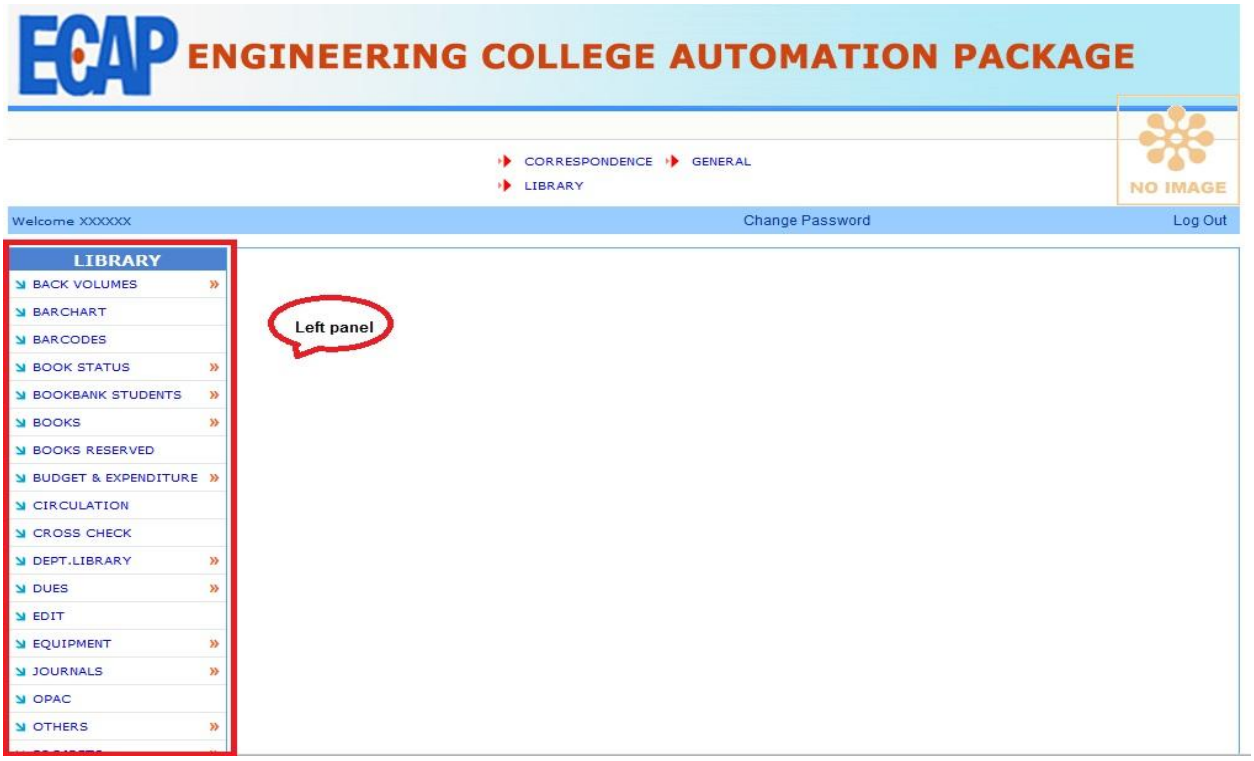
40) How Can I Verify Stock In Library?

Ans:- Step 1:- Please Login In To "ECAP" By Using Your Username And Password.

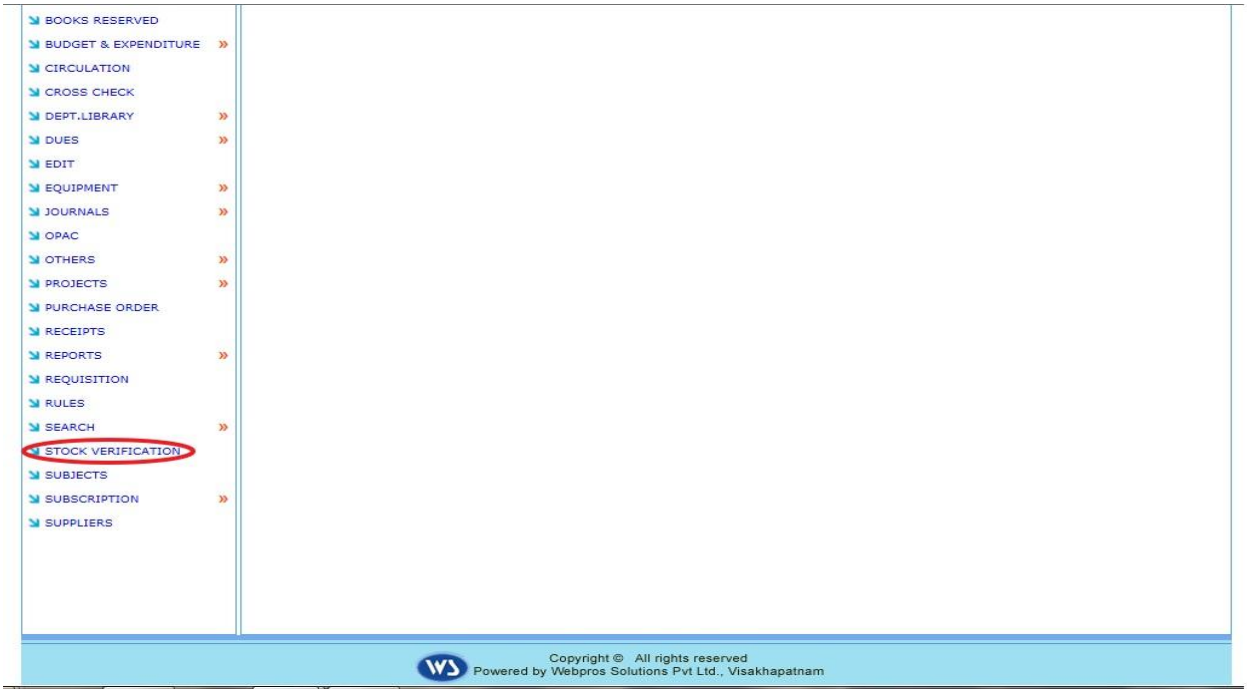
Step 2:- Please Click On "Library" Module As Shown In Below.



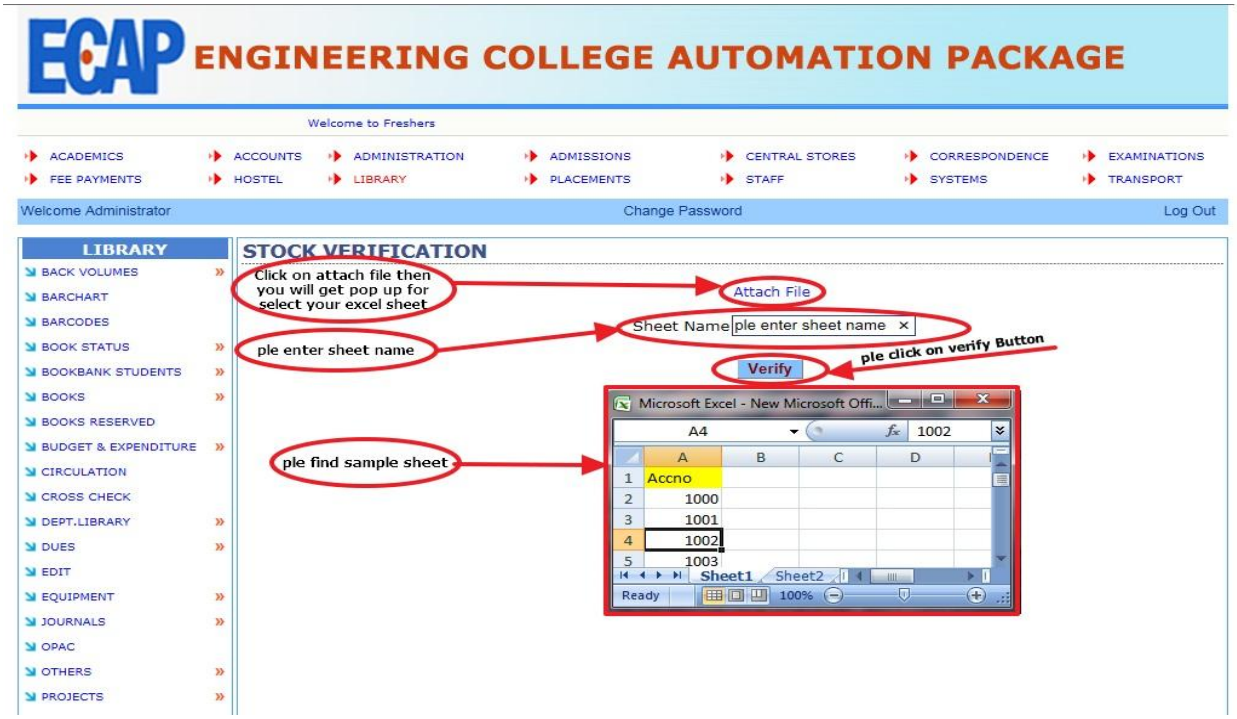
Step3:- After Clicking On Academics Module You Will Find "Left Panel" As Shown In Below.



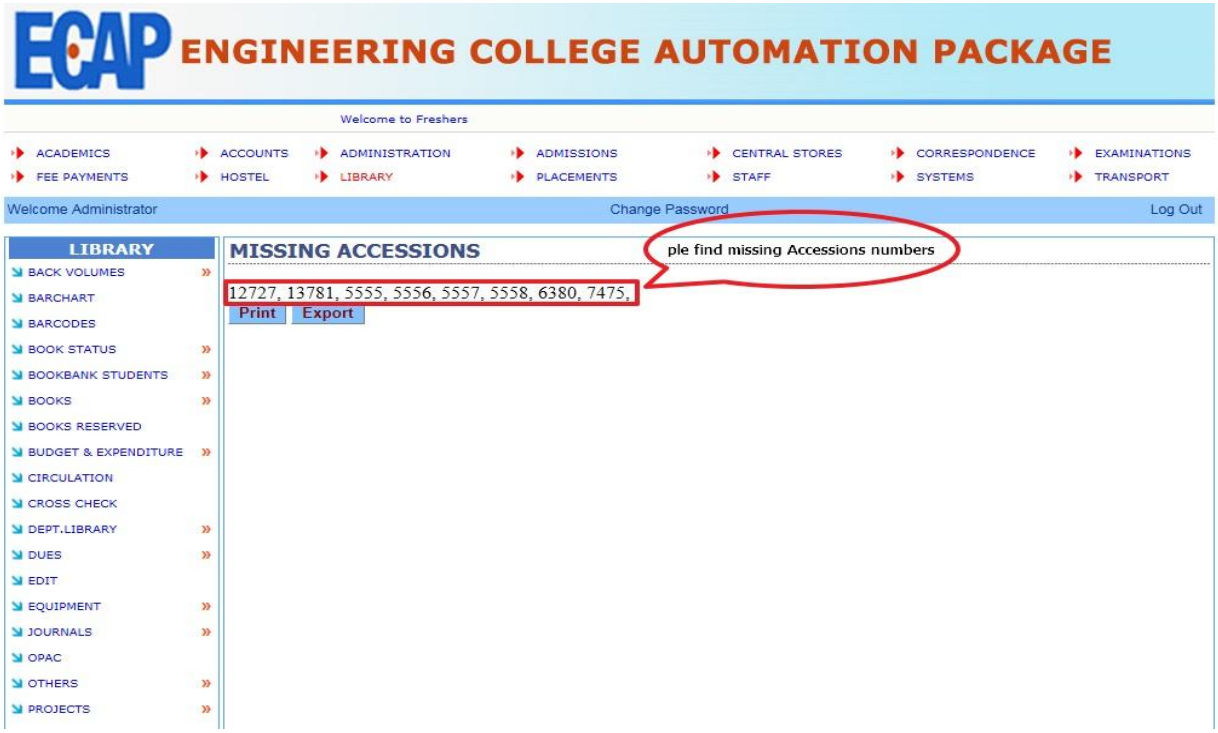
Step 4:-Please Place Your Mouse Pointer On "Stock Verification" Link Which Is Available In Left Menu. Then You Will Find "Sub Links Menu" As Shown In Below



Step 5:-Please Click On "Stock Verification" Option As Shown In Above Screen. Then You Will Attach Excel Sheet And Enter Sheet Name Then Click On "Verify" Button As Shown In Below.



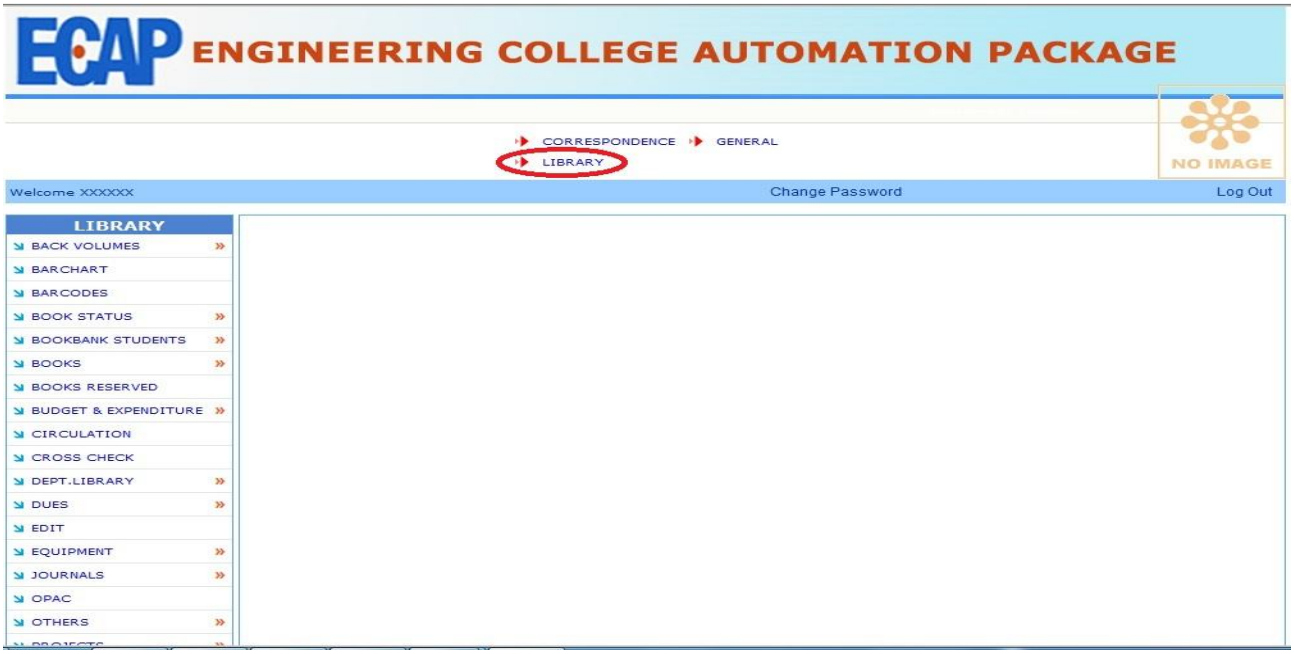
Step6:- After Click On Verify Button As Shown In Above Screen. Then Physical Acc.NO(Excel Sheet) Cross Check With Existing Data That Those Acc.NO Not Having In Excel Sheet It Will Be Displayed As Shown Below



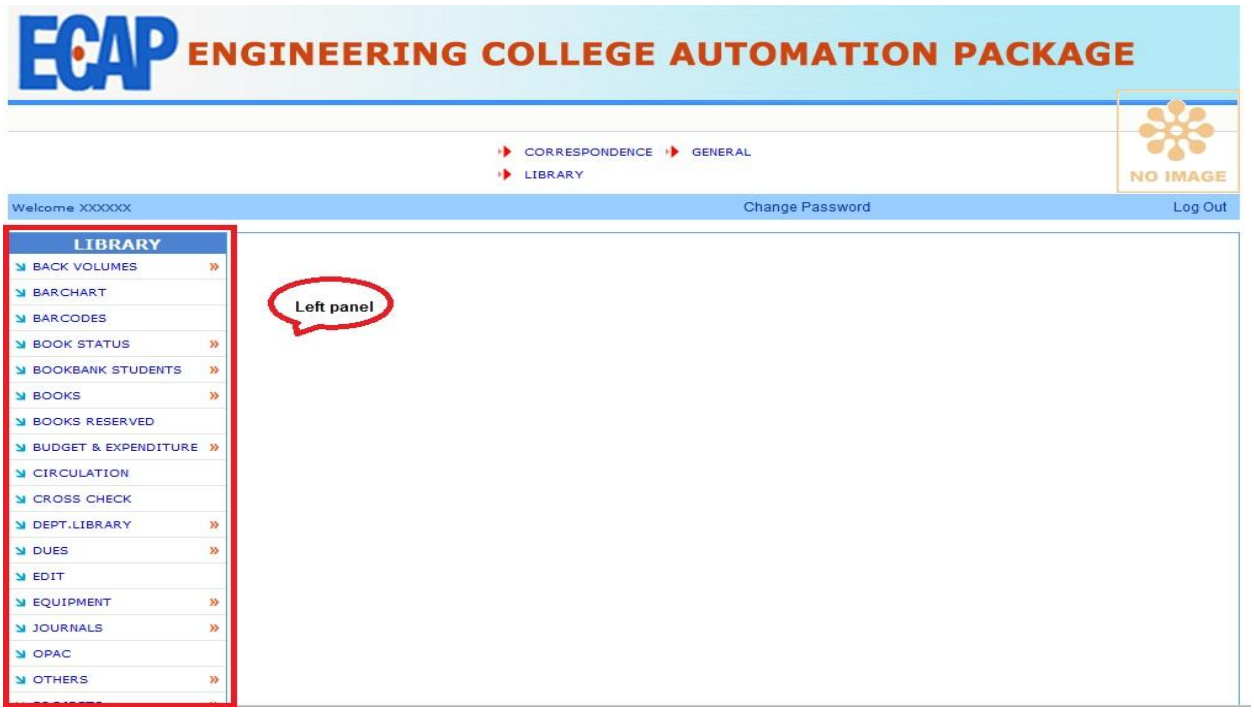
41) How Can I Enter Back Volumes In To Package?

Ans:- Step 1:- Please Login In To "ECAP" By Using Your Username And Password.

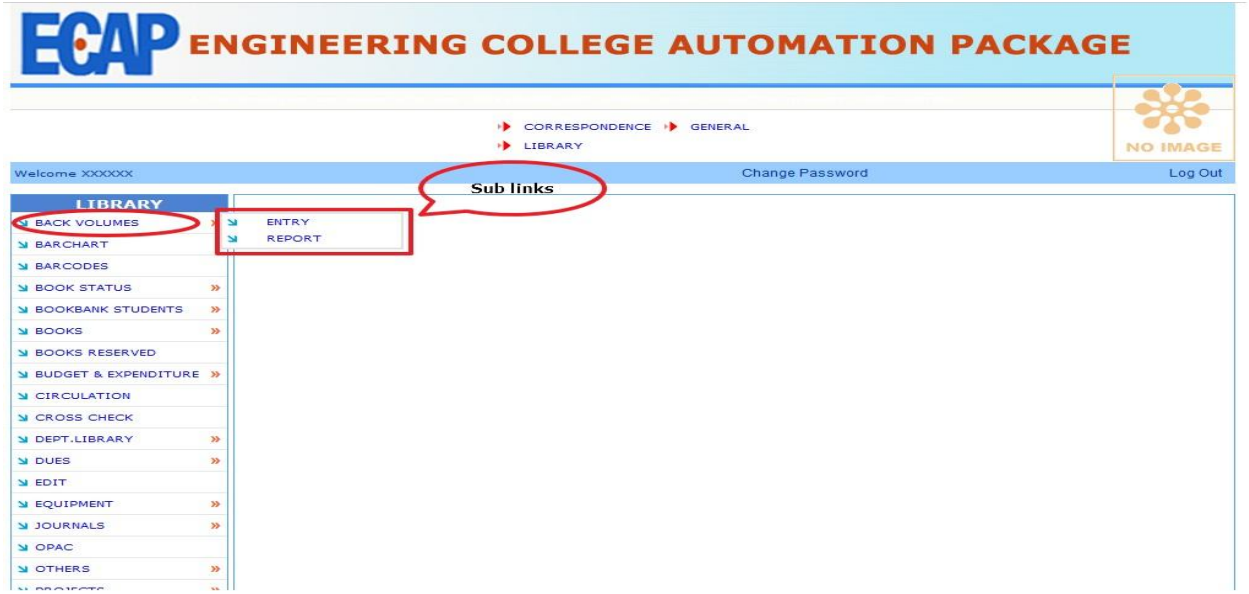
Step 2:- Please Click On "Library" Module As Shown In Below.



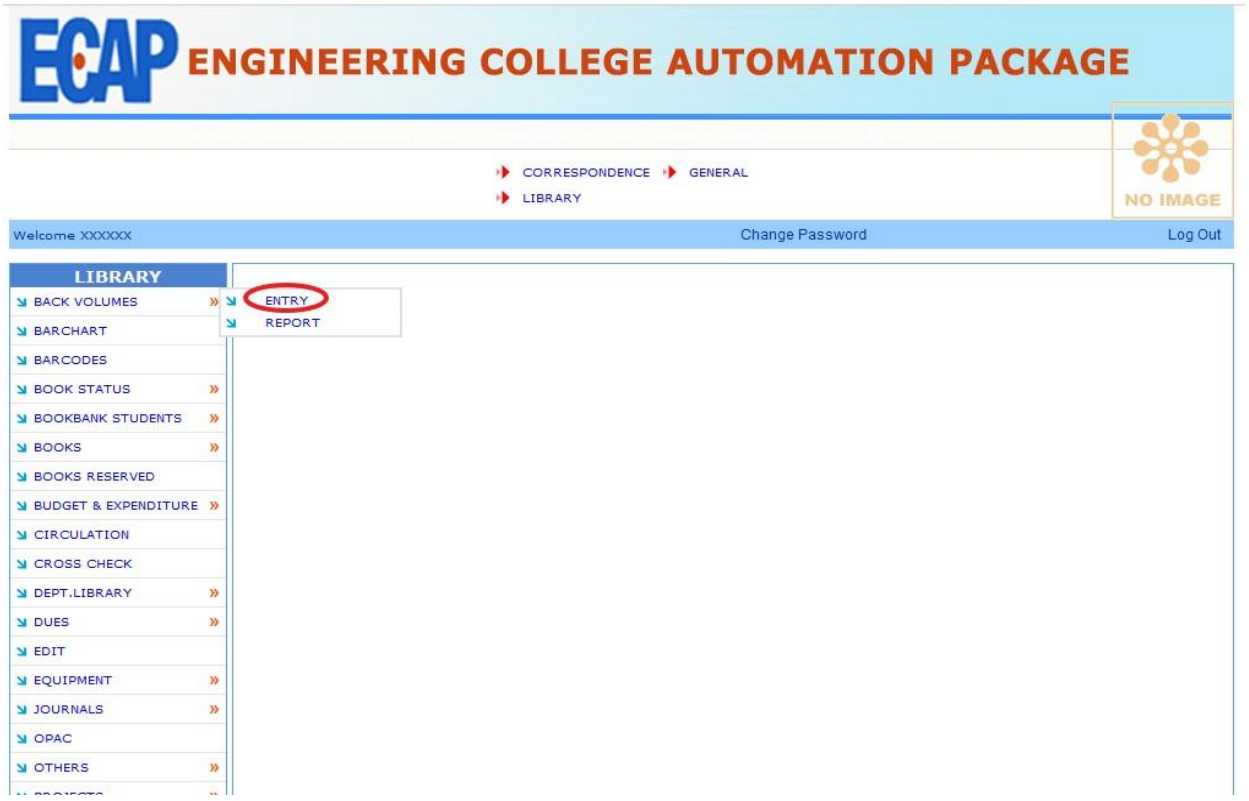
Step3:- After Clicking On Academics Module You Will Find "Left Panel" As Shown In Below.



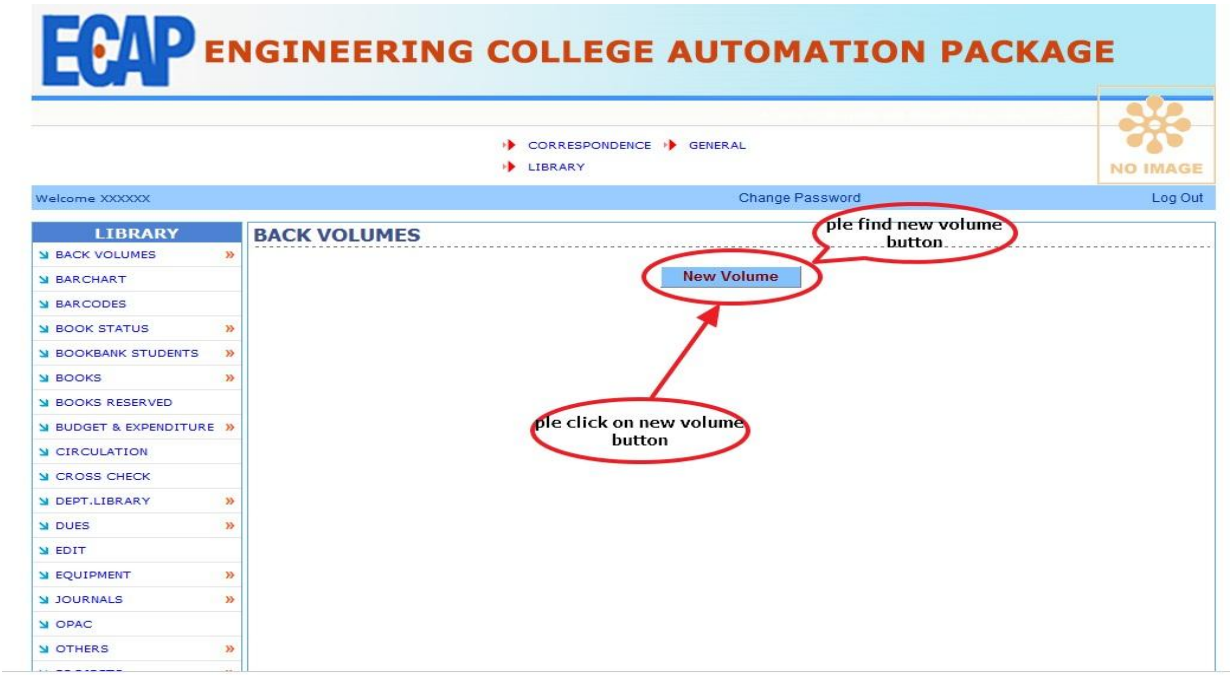
Step 4:-Please Place Your Mouse Pointer On "Back Volume" Link Which Is Available In Left Menu. Then You Will Find "Sub Links Menu" As Shown In Below



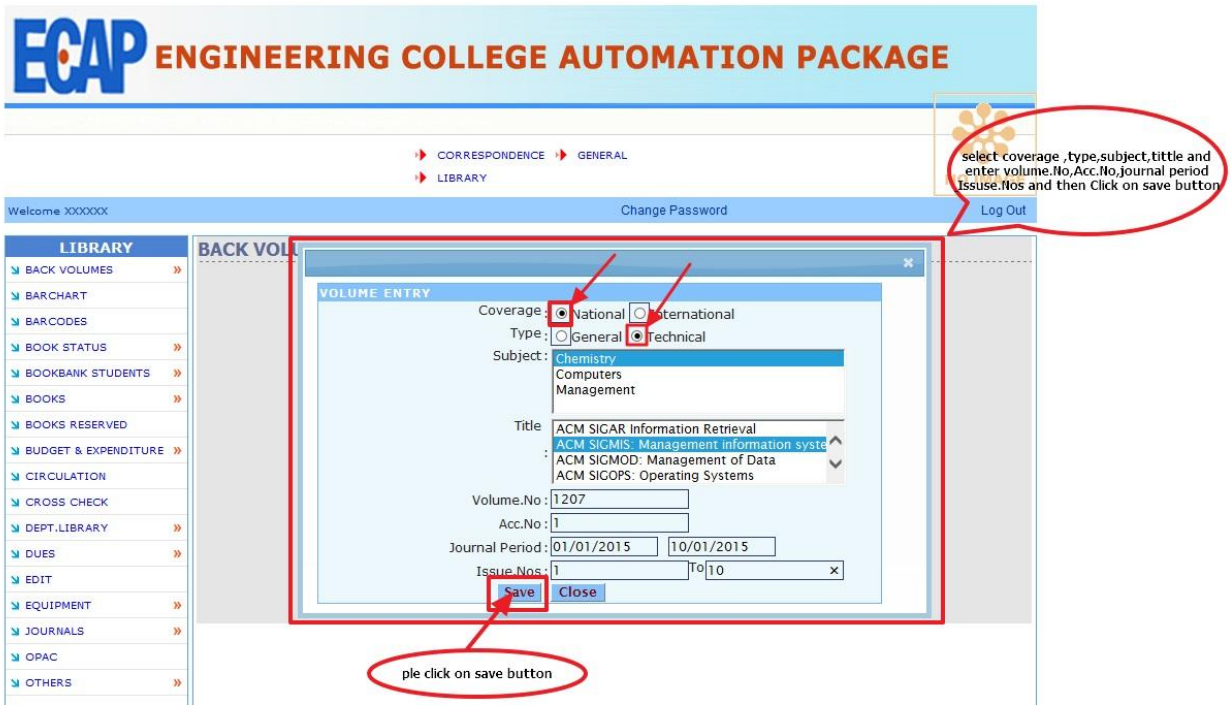
Step 5:-Please Find "Entry" Option In Sub Links Menu As Shown In Below



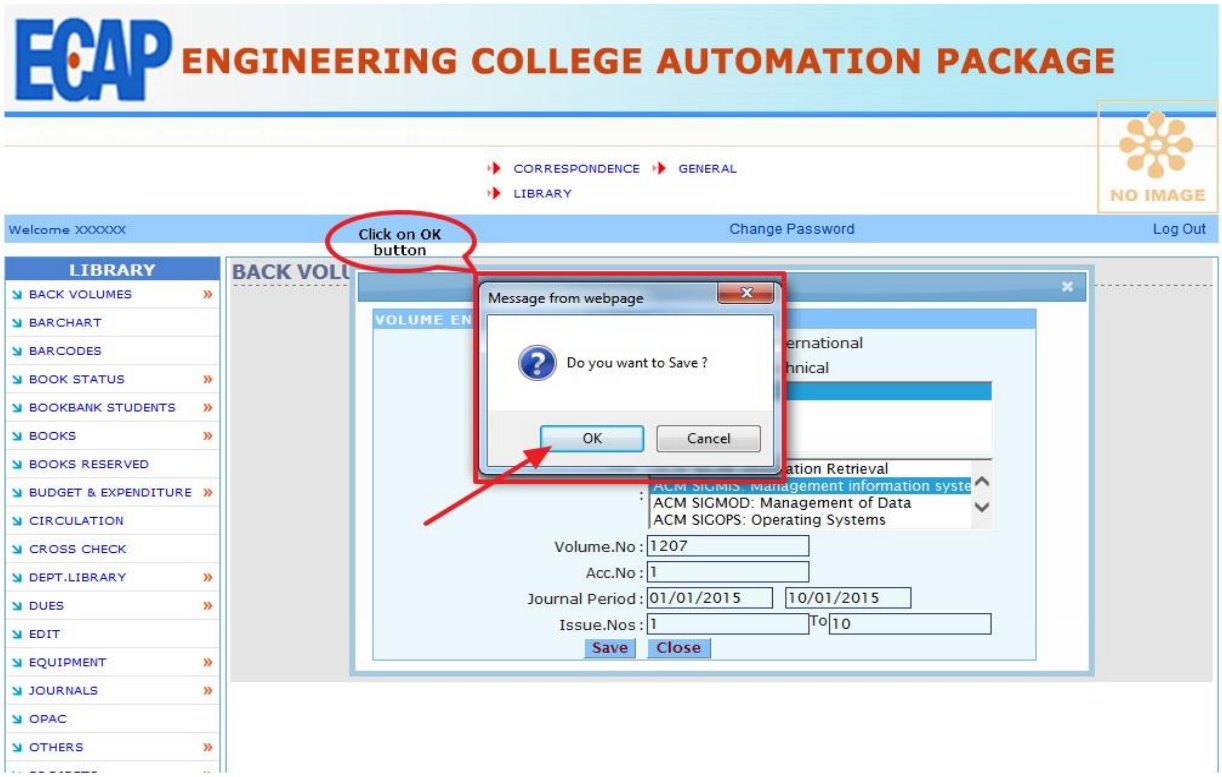
Step 6:-Please Click On "Entry" Option As Shown In Above Screen. Then You Will Find "New Volume" Button And Then Click On It, As Shown In Below.



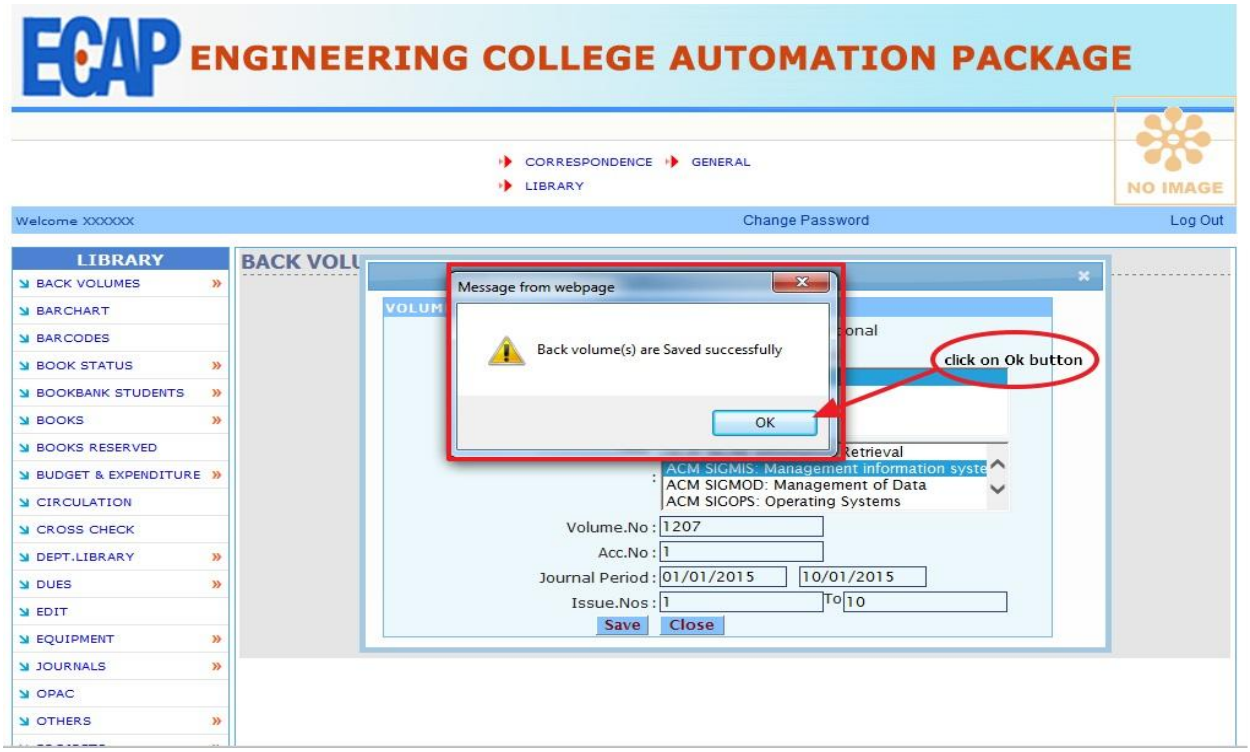
Step7:- Ple Click On "New Volume" Button As Shown In Above Screen. Then You Will Enter Volume Details As Shown Below.



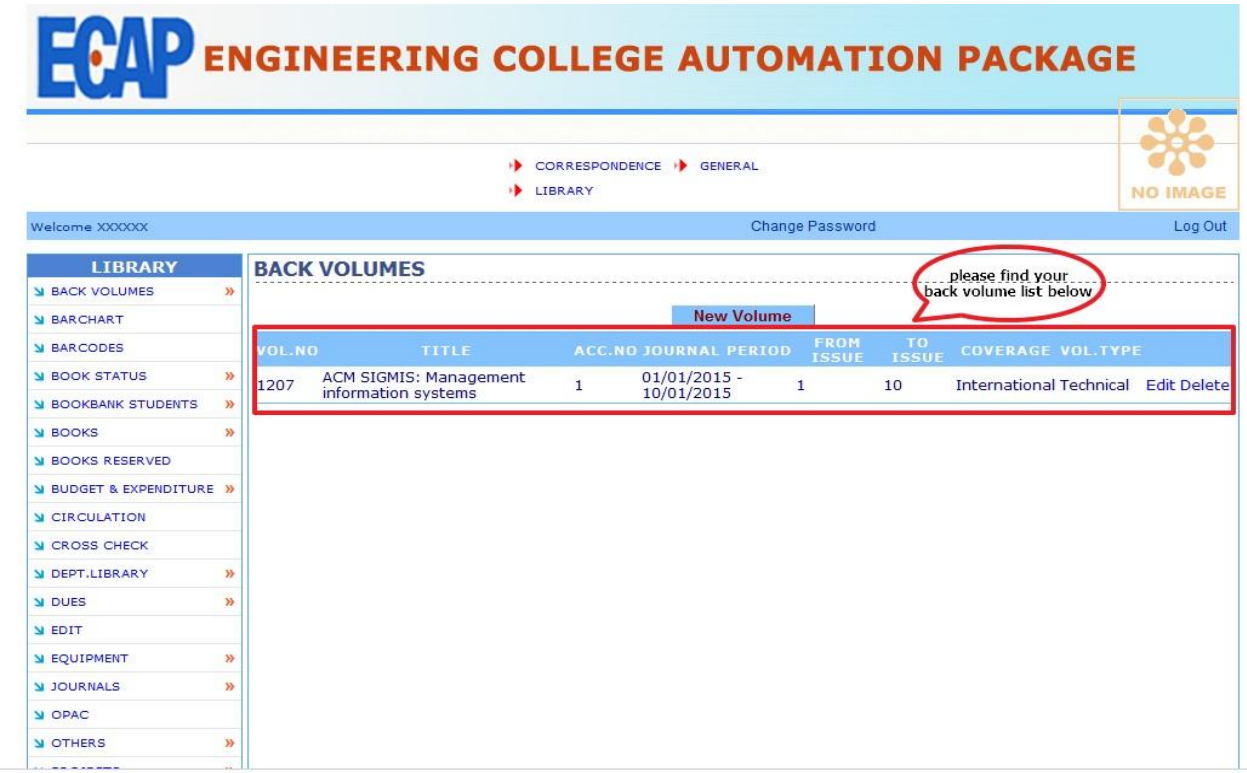
Step8:- **You Will Get "POP UP For Confirmation" After Click On Update Button. Here Please Click On "OK Button" As Shown In Below.**



Step9:- **You Will Get "POP UP For Alert As Back Volumes Are Saved Successfully" After Click On Update Button. Here Please Click On "OK Button" As Shown In Below**



Step10:- **After Click On "Ok" Button You Will Find Back Volume List As Shown Below**

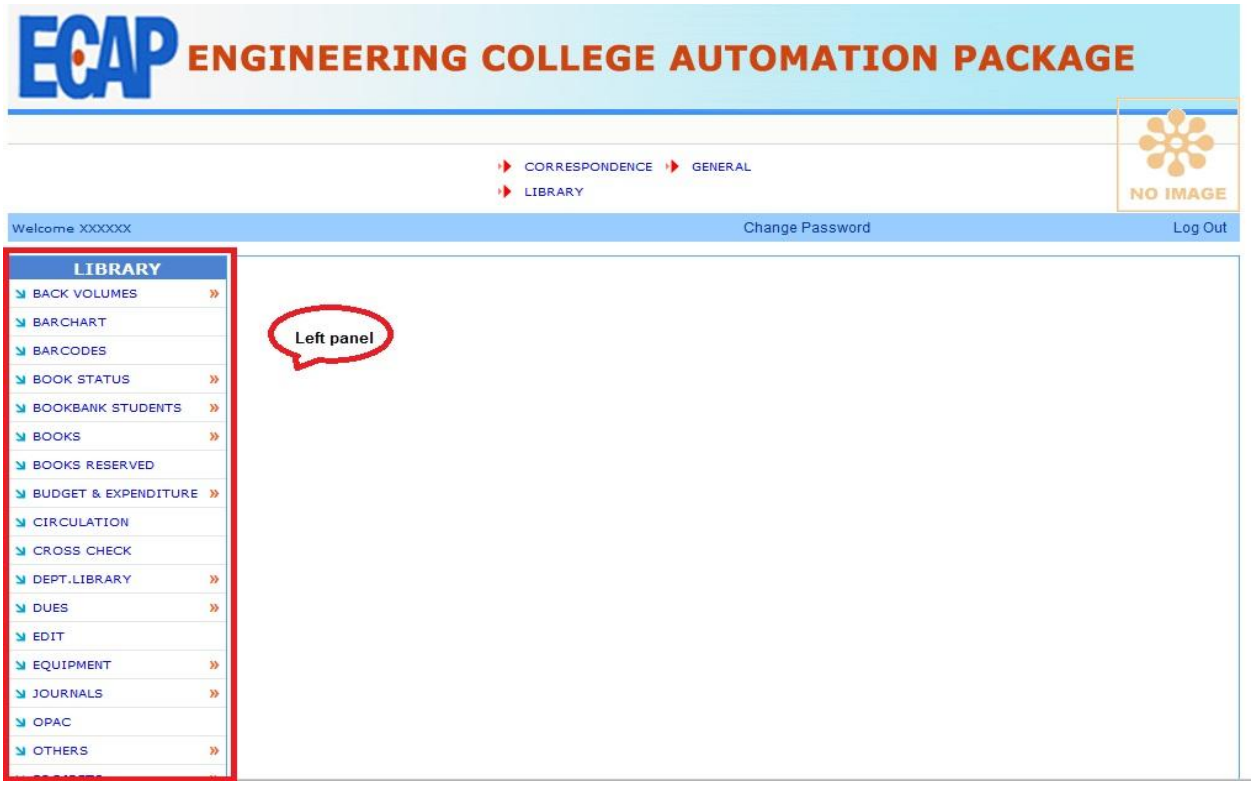


42) How Can I Check Back Volumes Report?

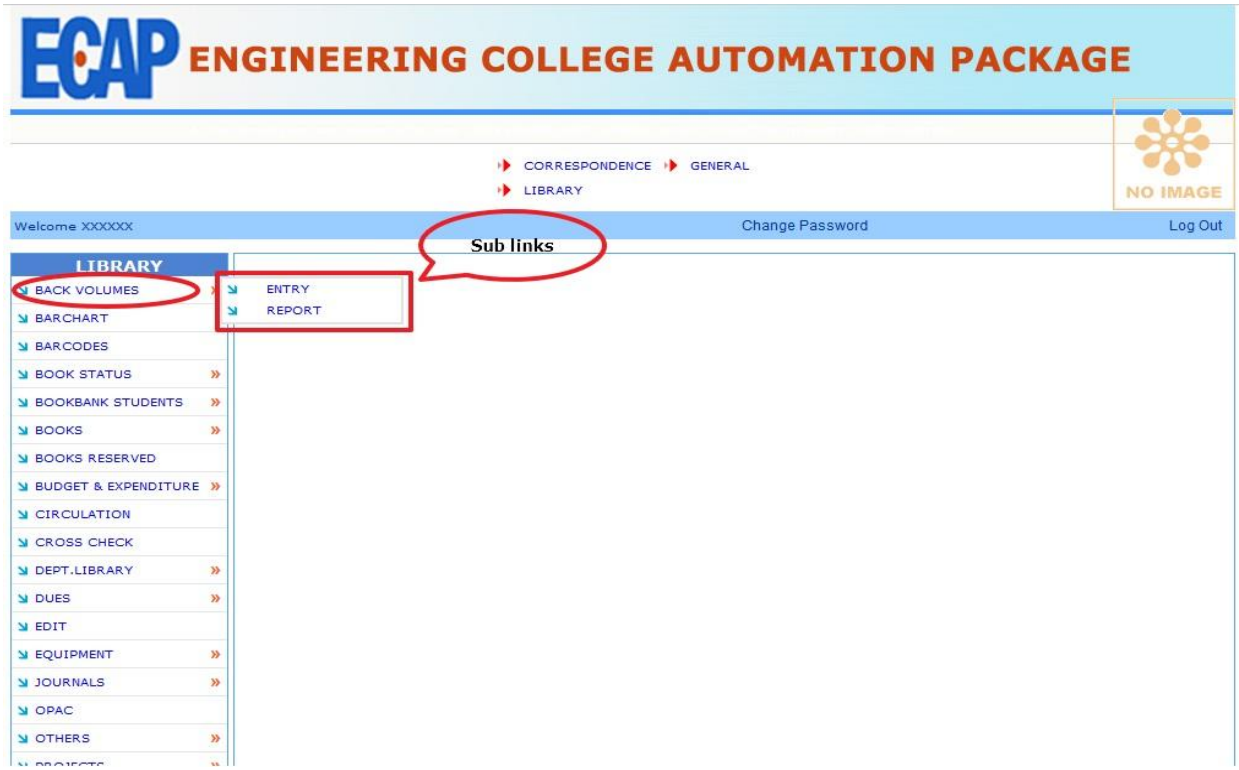
Ans:- Step 1:- Please Login In To "ECAP" By Using Your Username And Password.

Step 2:- Please Click On "Library" Module As Shown In Below.

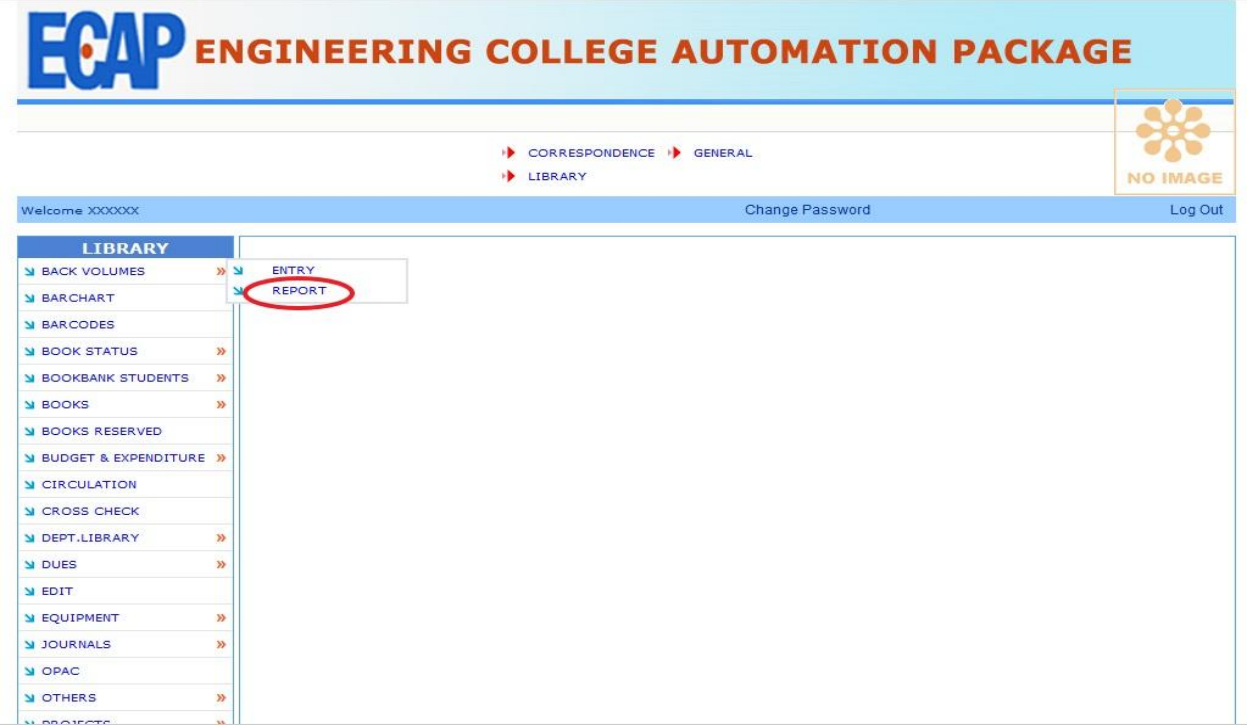
Step3:- After Clicking On Academics Module You Will Find "Left Panel" As Shown In Below.



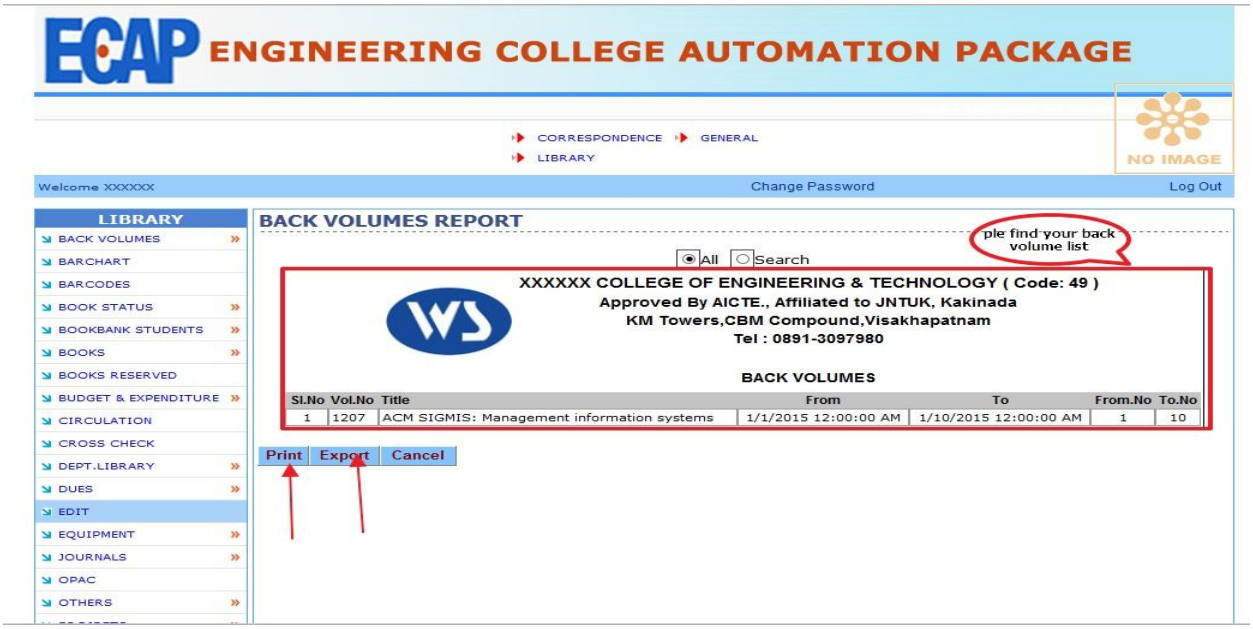
Step 4:-Please Place Your Mouse Pointer On "Back Volume" Link Which Is Available In Left Menu. Then You Will Find "Sub Links Menu" As Shown In Below



Step 5:-Please Find "Report" Option In Sub Links Menu As Shown In Below.



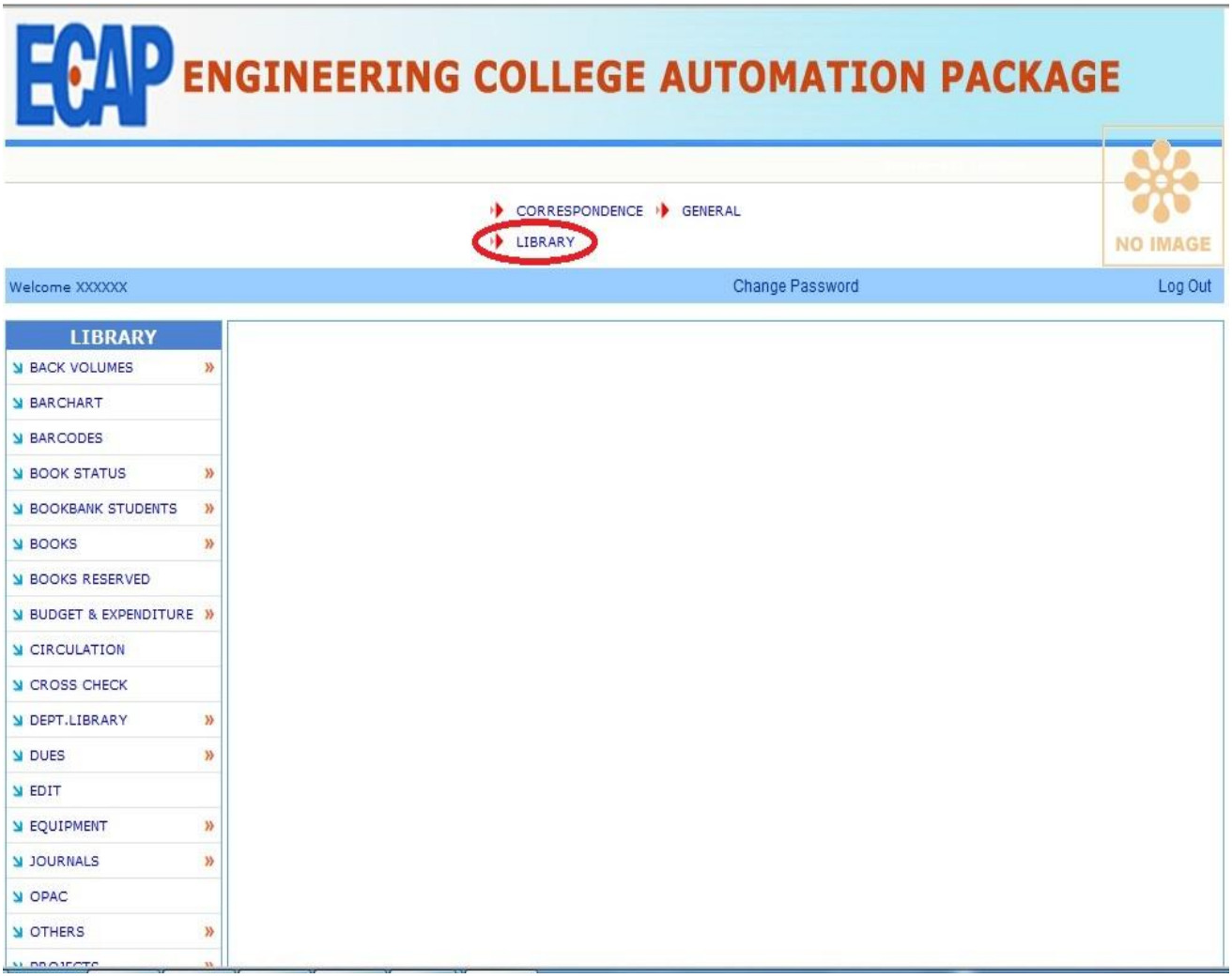
Step 6:-Please Click On "Entry" Option As Shown In Above Screen. Then You Will Get Back Volume List As Shown In Below. If You Want To Take Print Out Then Please Click On "PRINT Button" And If You Want To Export This Data In To Excel Sheet Please Click On "Export Button".



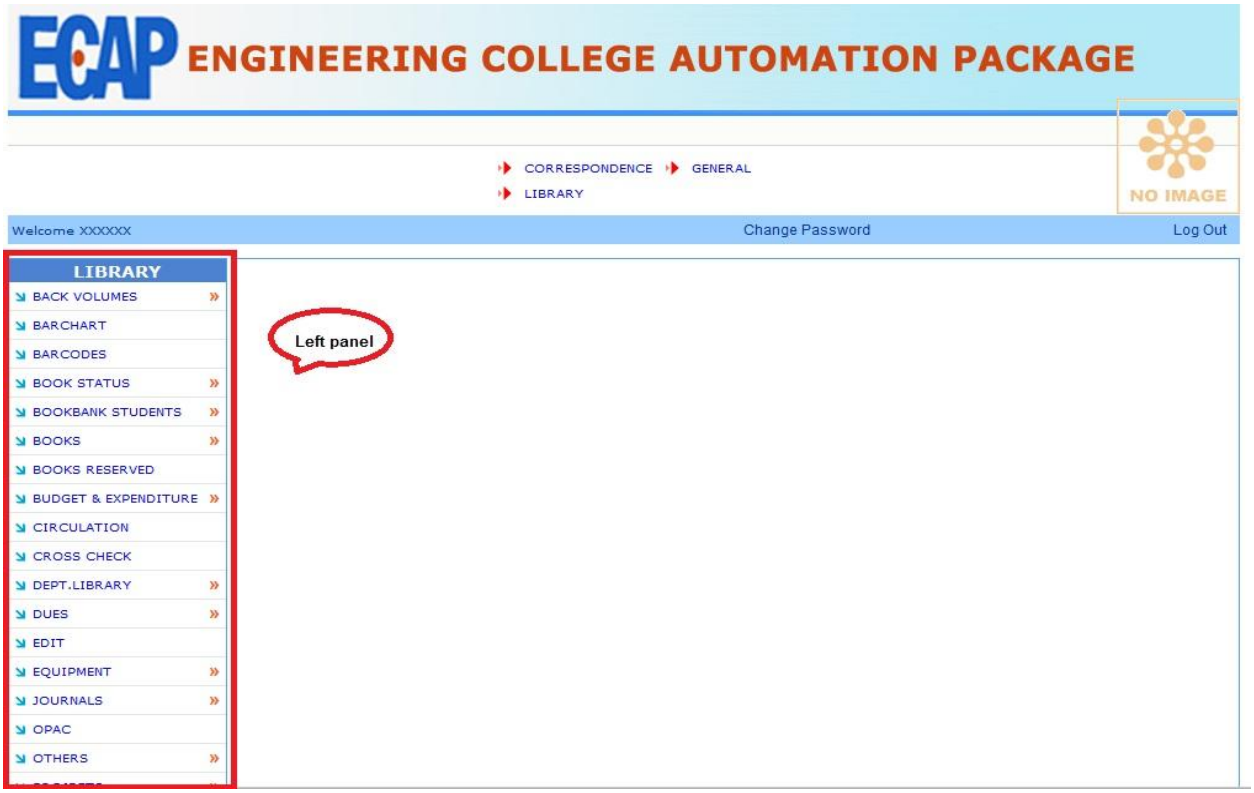
43) How Can I Check Bar Chart By Year Wise And Department Wise?

Ans:- Step 1:- Please Login In To "ECAP" By Using Your Username And Password.

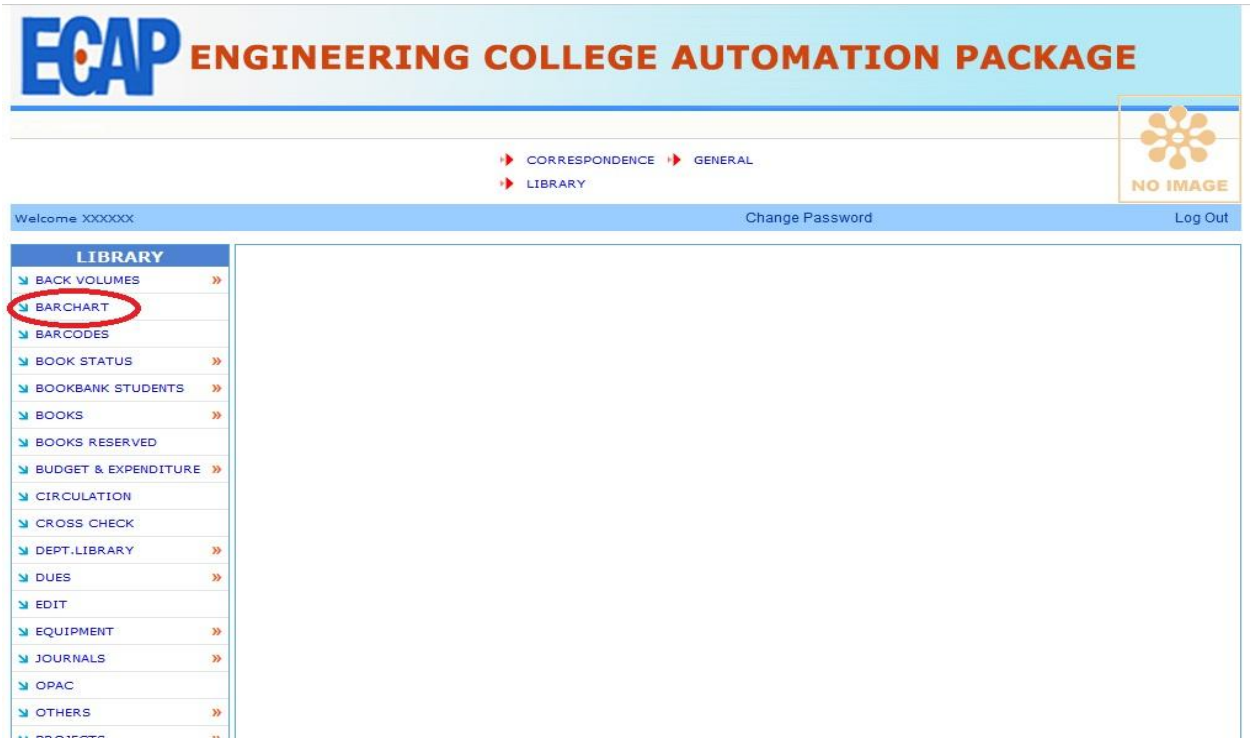
Step 2:- Please Click On "Library" Module As Shown In Below.



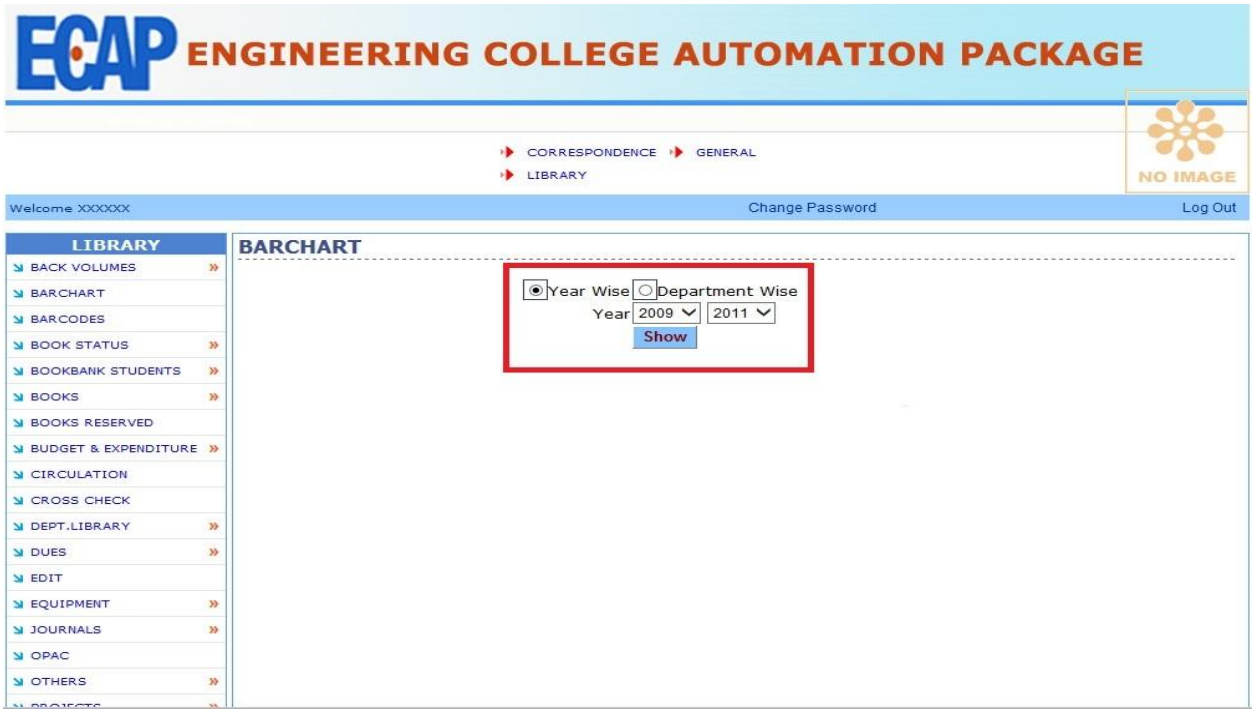
Step3:- After Clicking On Academics Module You Will Find "Left Panel" As Shown In Below.



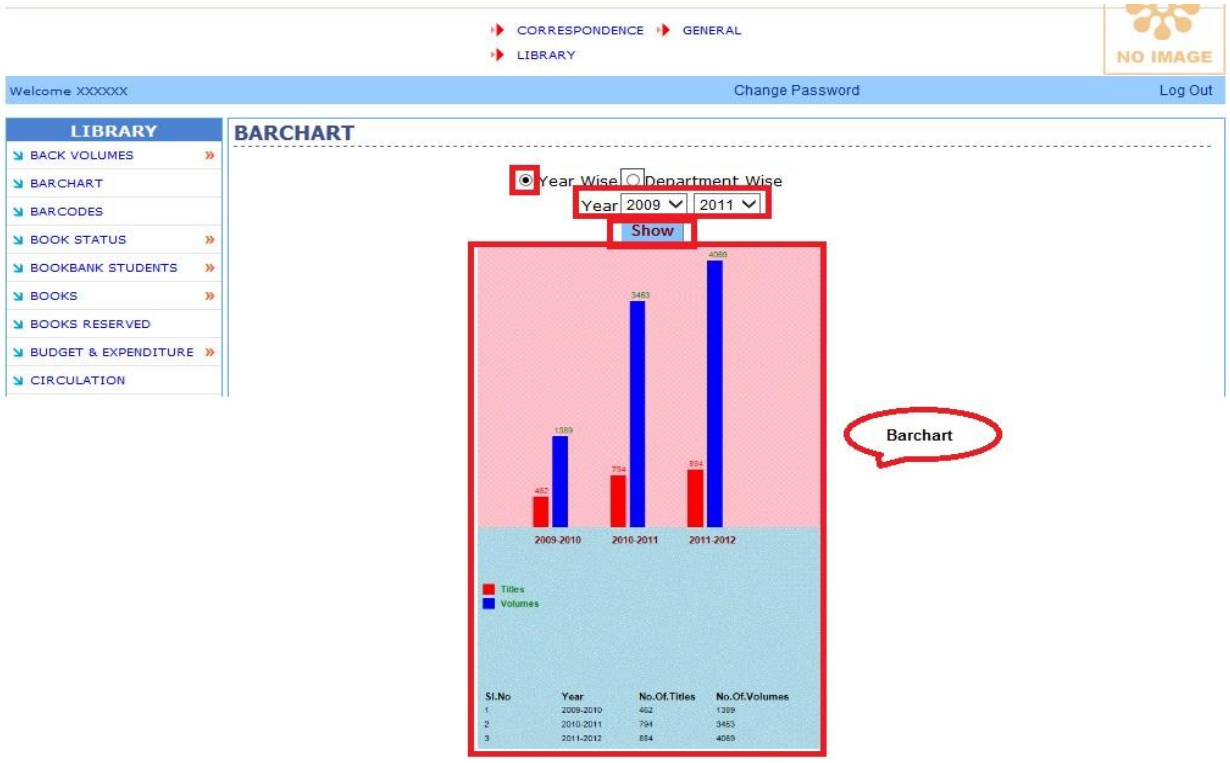
Step4:-Please Click On "Bar Charts" Link As Shown In Below.



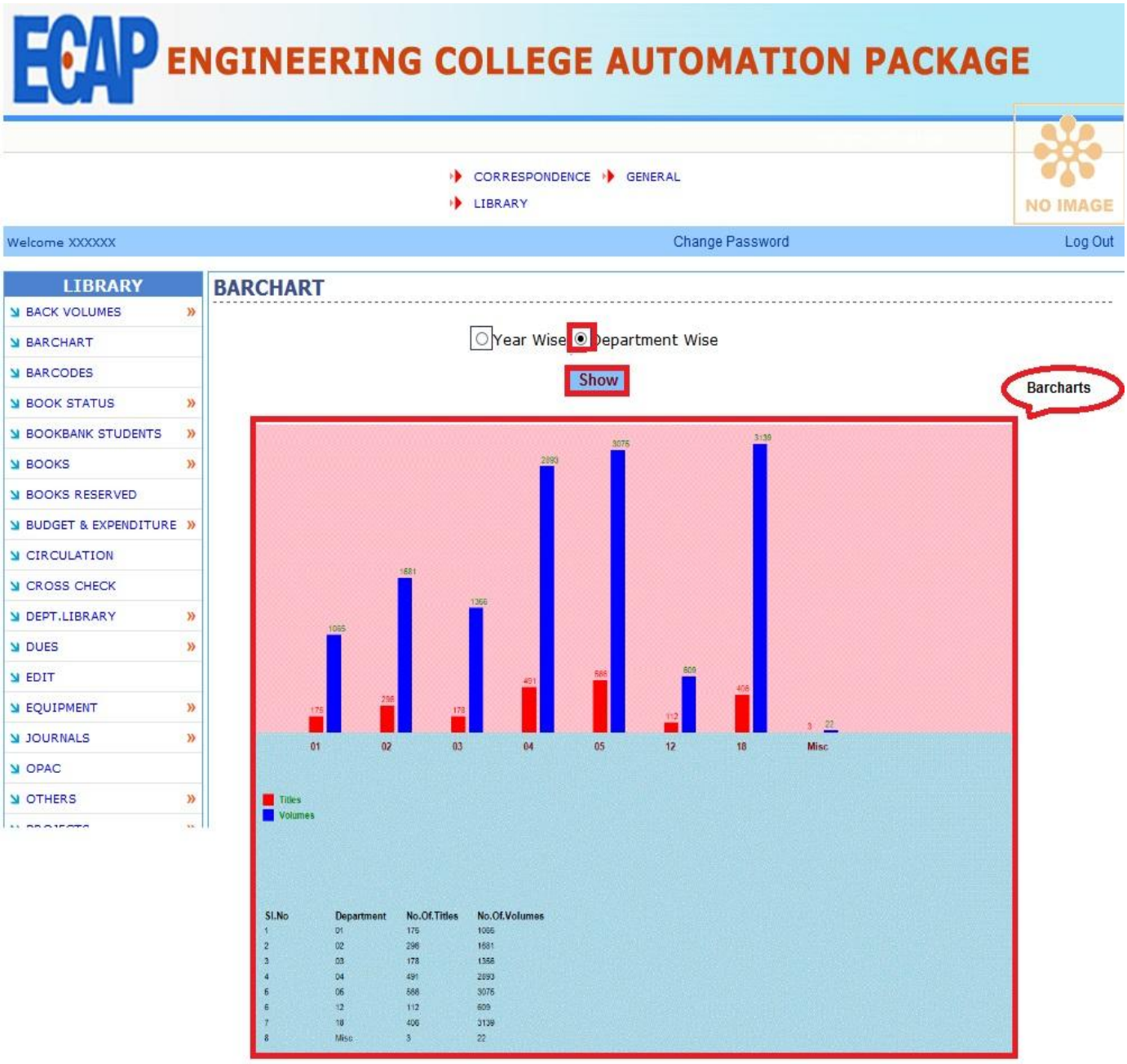
Step5:-After Clicking On "Bar Chart" Link As Shown In Above, Then You Will Find "Year Wise" And "Department Wise" Wise Options As Shown In Below.



Step6:-Please Select The "Year Wise" Radio Button Option And Select Years Then Click On "Show" Button Then You Will Find "Year Wise" Bar Chart As Shown In Below.



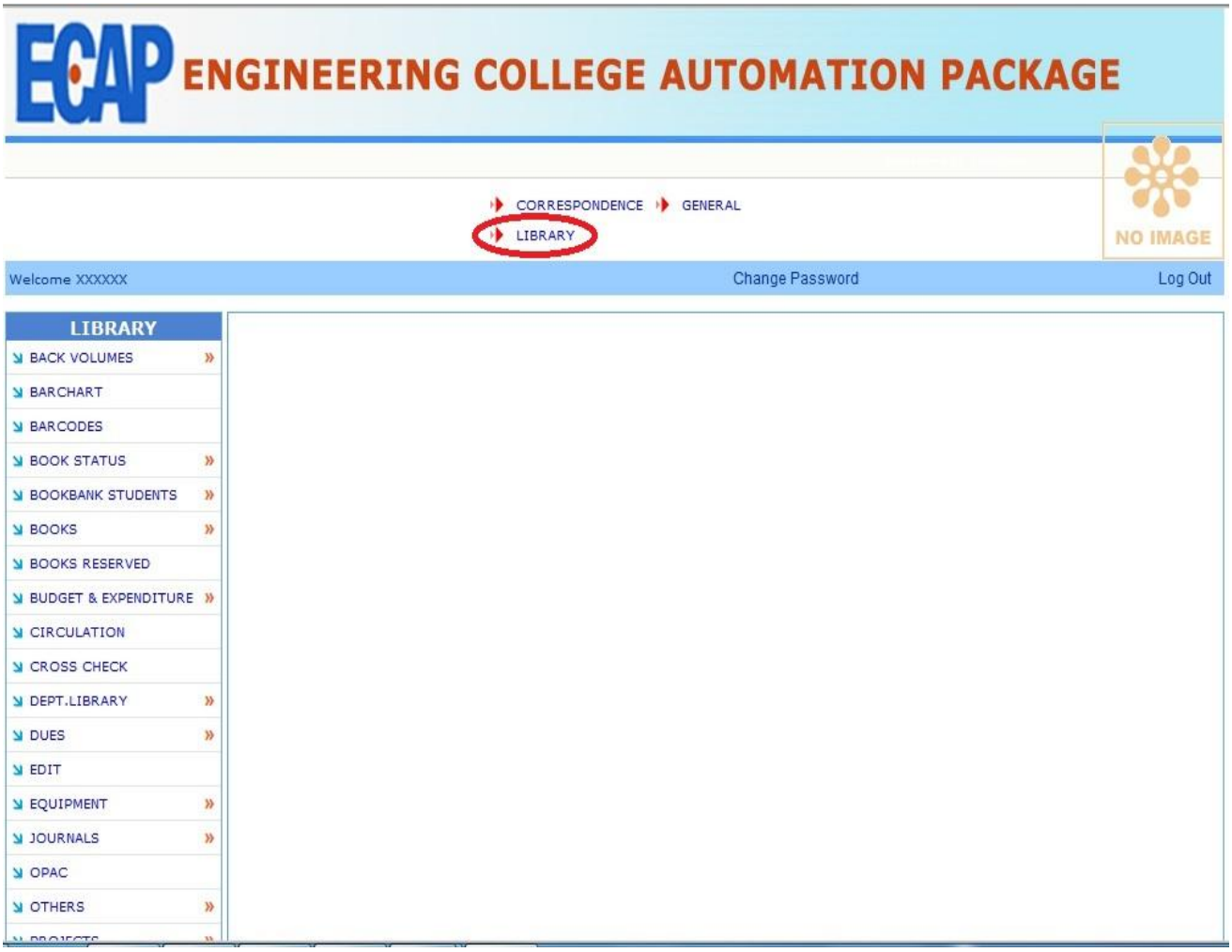
Step7:-Please Select The "Department Wise" Radio Button Option And Click On "Show" Button Then You Will Find "Department Wise" Bar Chart As Shown In Below.



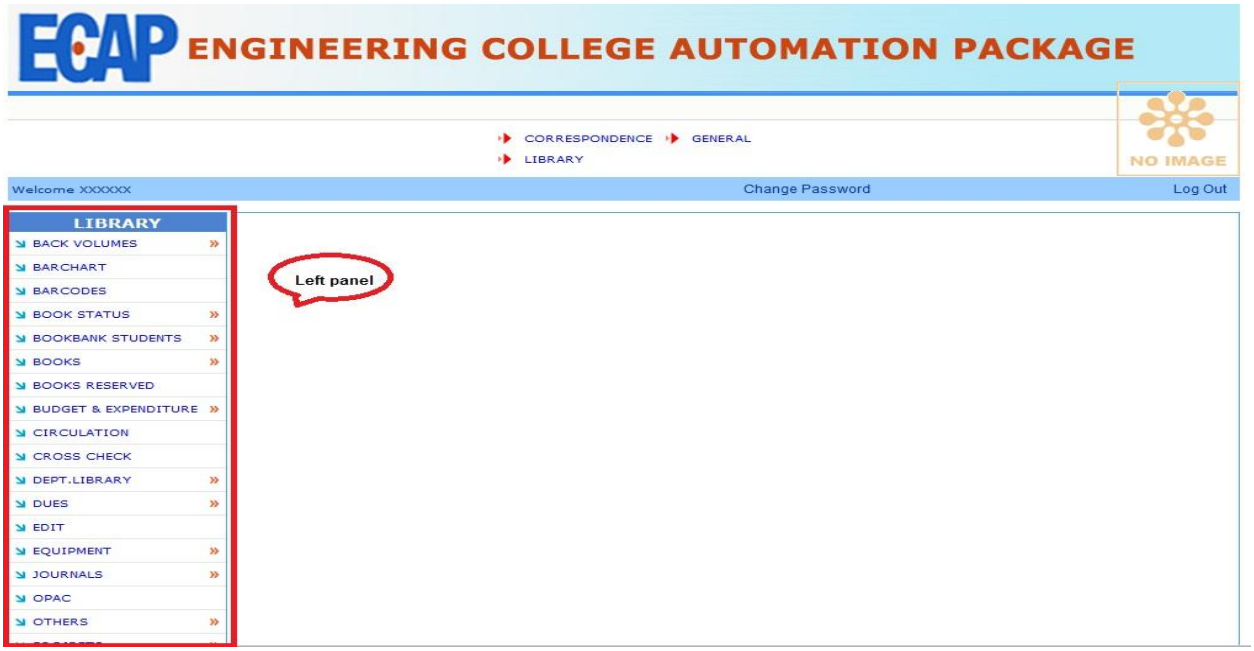
44) How Can I Enter Previous Batch Projects In To Library?

Ans:- Step 1:- Please Login In To "ECAP" By Using Your Username And Password.

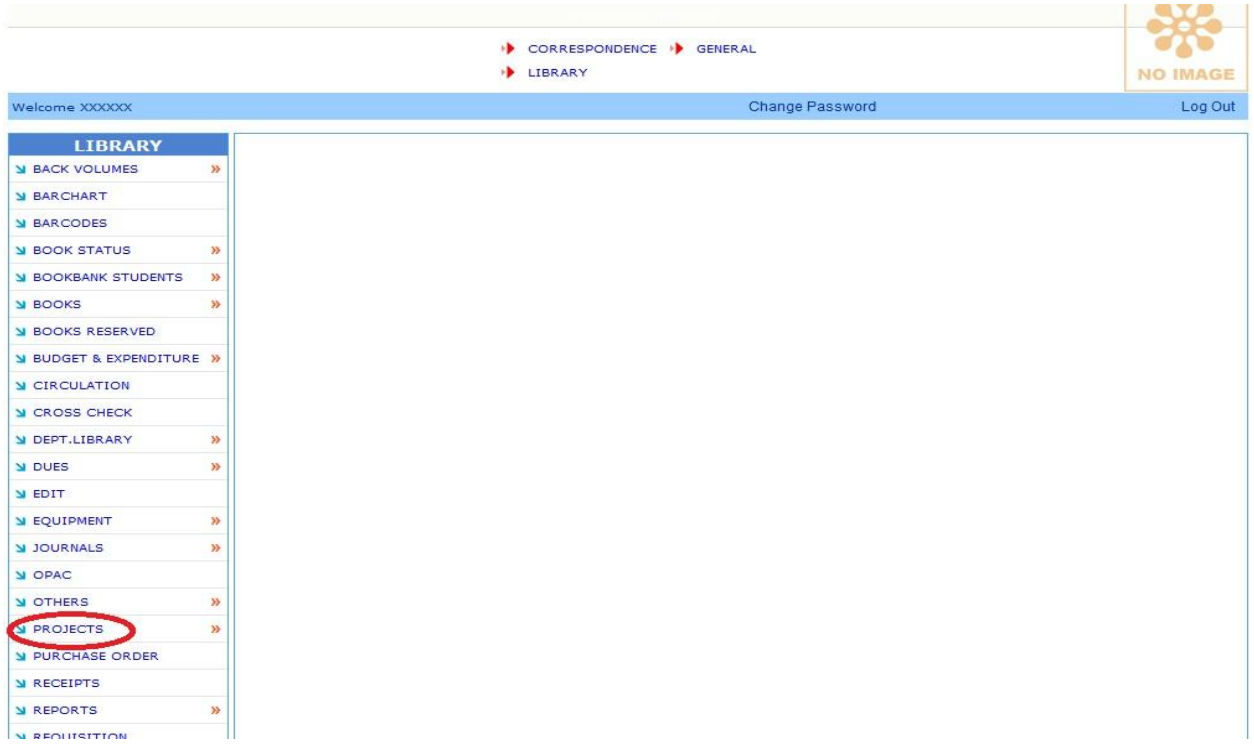
Step 2:- Please Click On "Library" Module As Shown In Below.



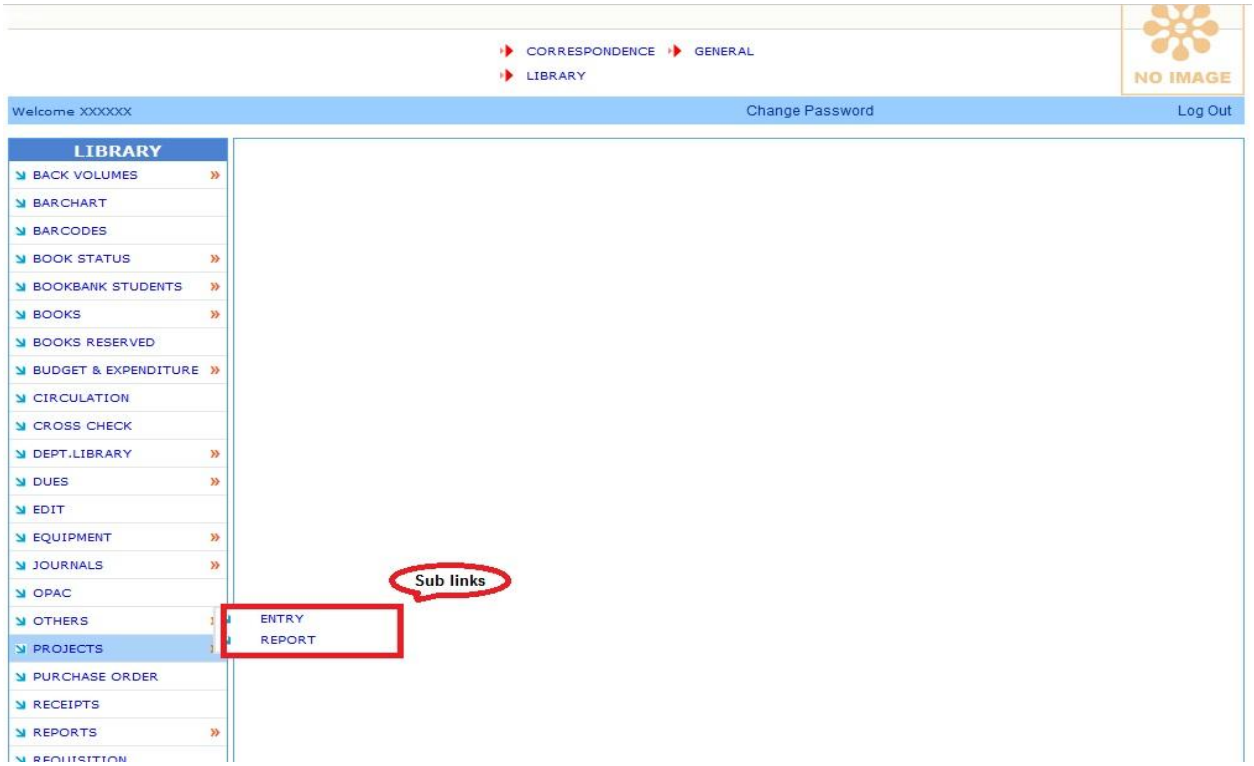
Step3:- After Clicking On Academics Module You Will Find "Left Panel" As Shown In Below.



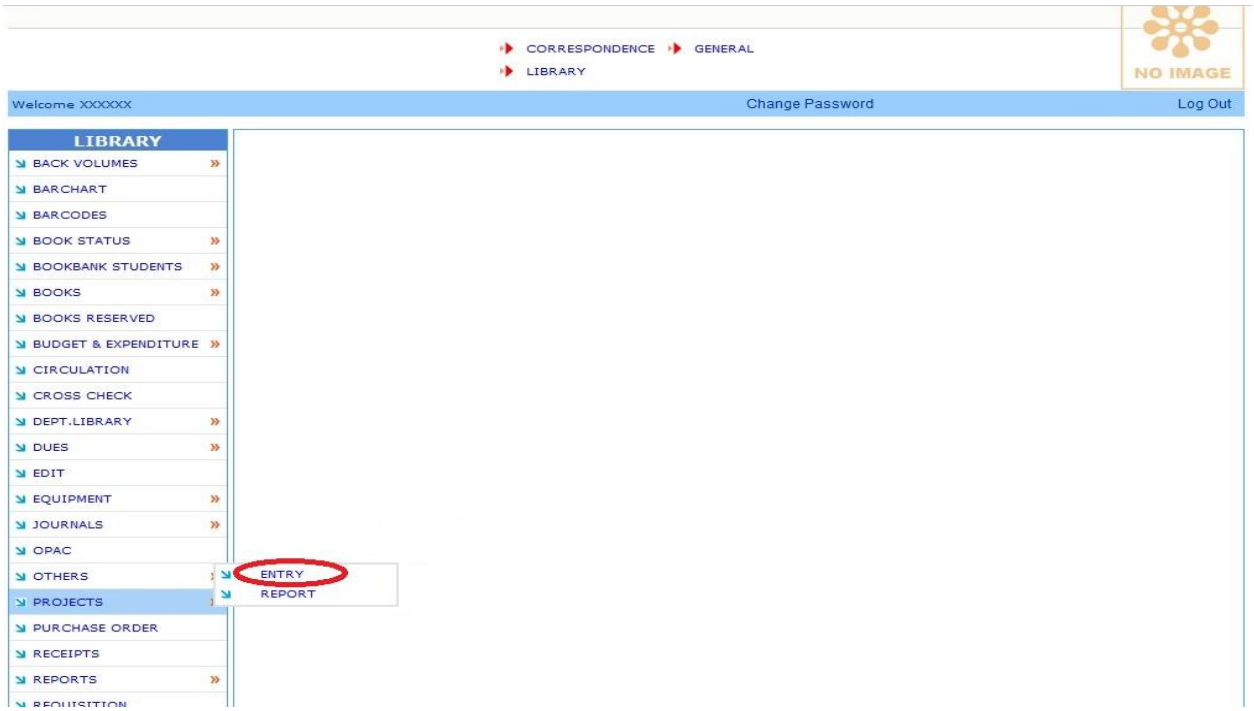
Step 4:-You Will Find "Lift Panel" In That "Project" Link As Shown In Below.



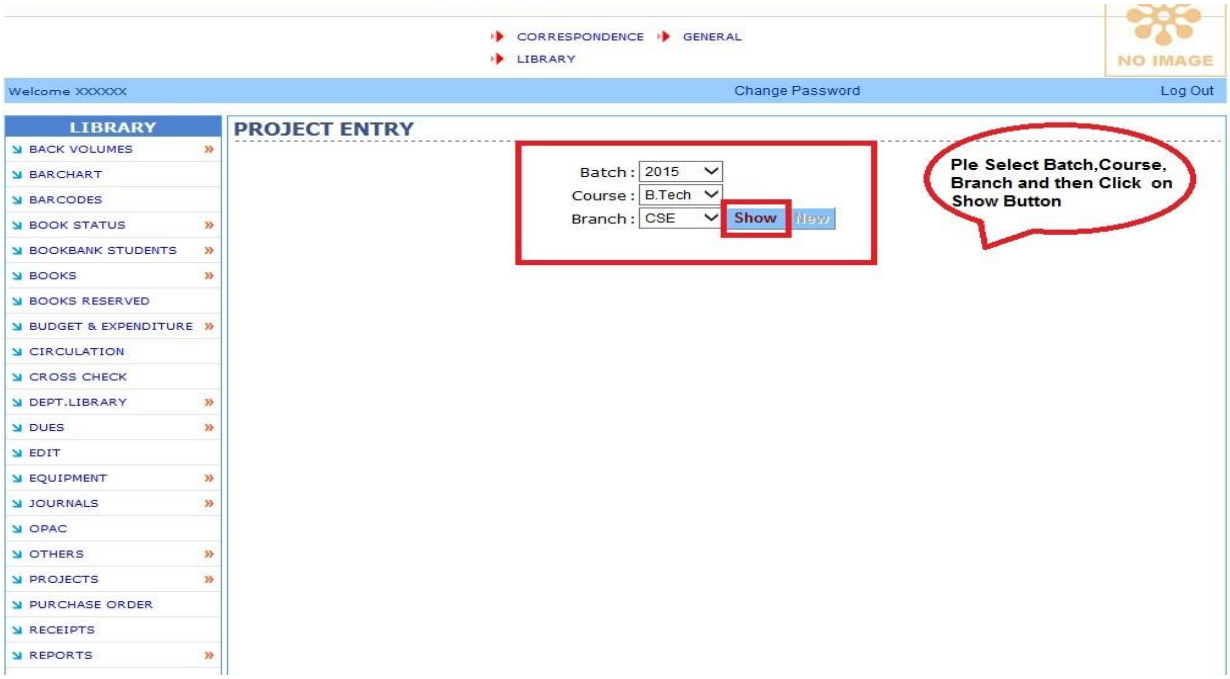
Step5:- Please Place Your Mouse Pointer On "Projects" Link Which Is Available In Left Menu. Then You Will Find "Sub Links Menu" As Shown In Below.



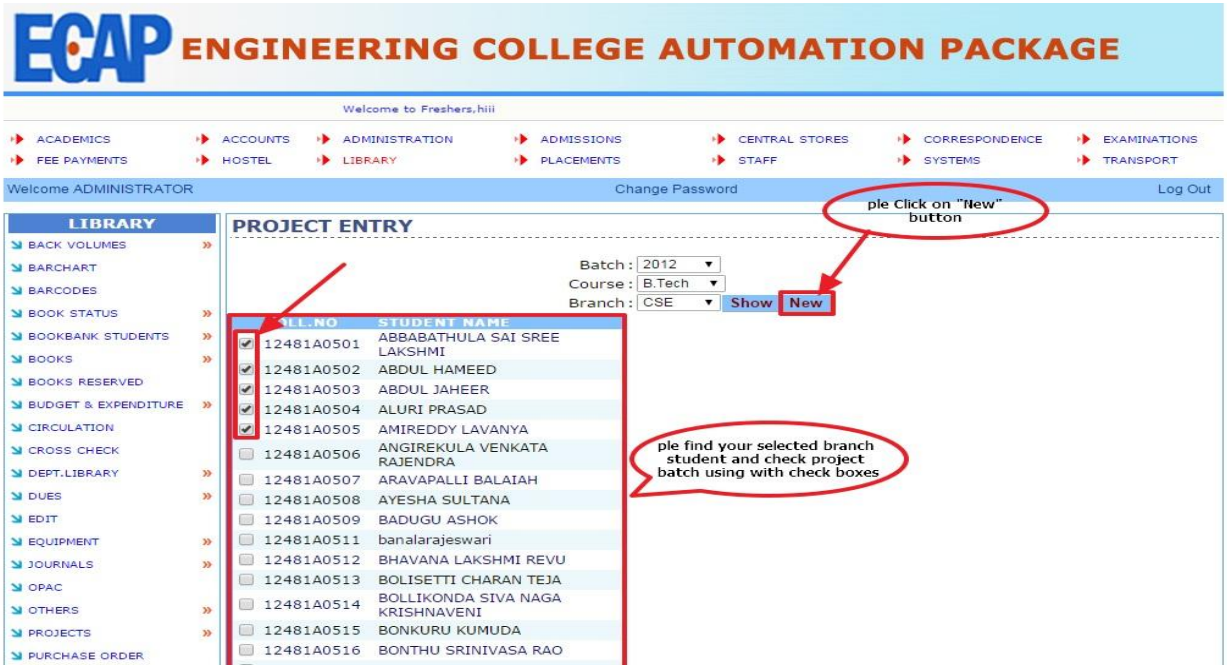
Step6:-Please Find "Entry" Option In Sub Links Menu As Shown In Below.



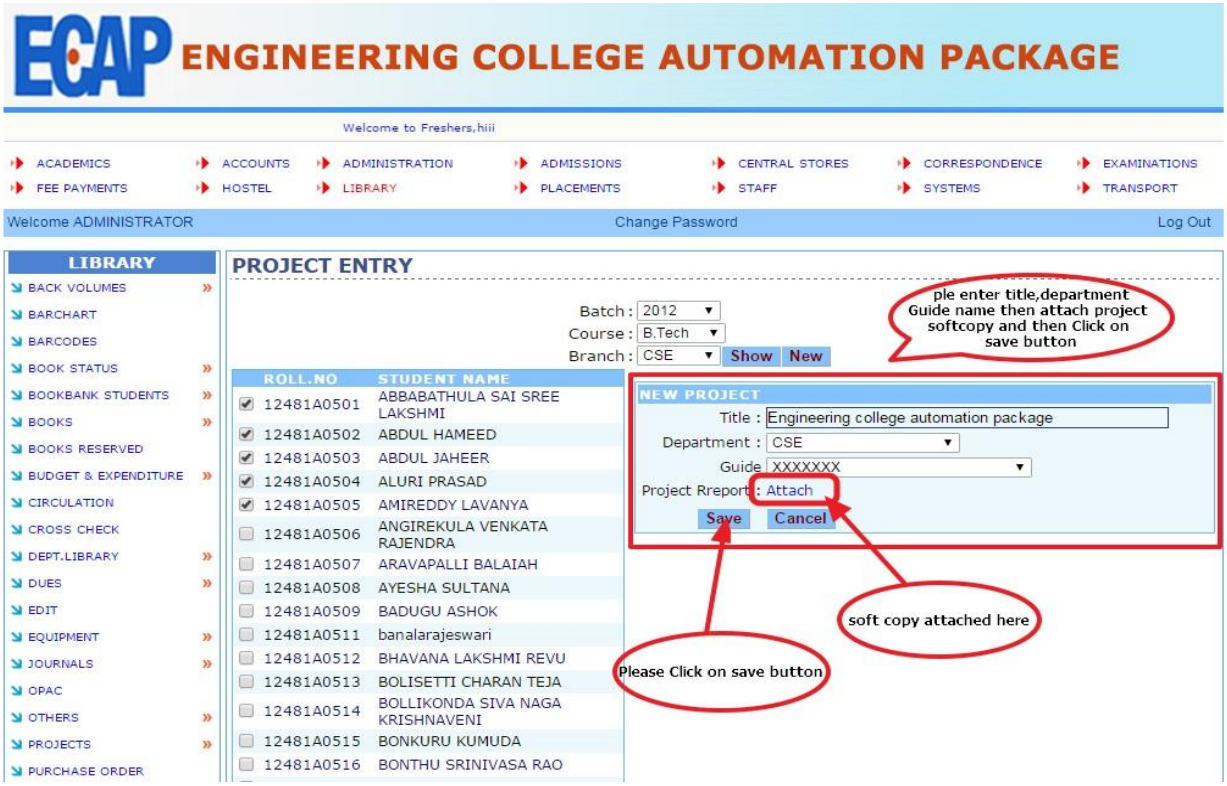
Step7:- Please Click On "Entry" Option As Shown In Above Screen, Then You Will Select Batch, Course And Branch Then Click On "Show" Button As Shown In Below.



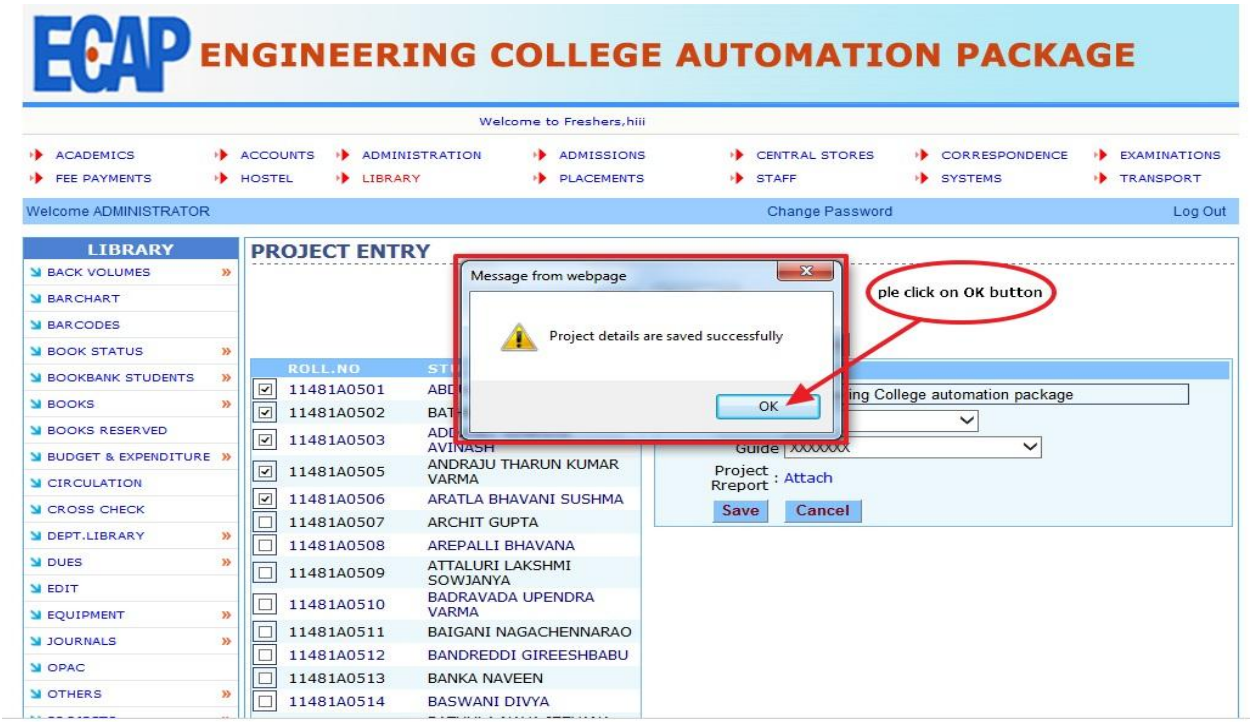
Step8:- After Clicking On "Show" Button You Will Find Student List As Shown In Below.



Step9:- **After Clicking On "New" Button, Then You Will Enter New Project As Title, Select Department, Guide And Project's Soft Copy Attach As Click On Attach Link. And Then Click On Save Button As Shown Below.**



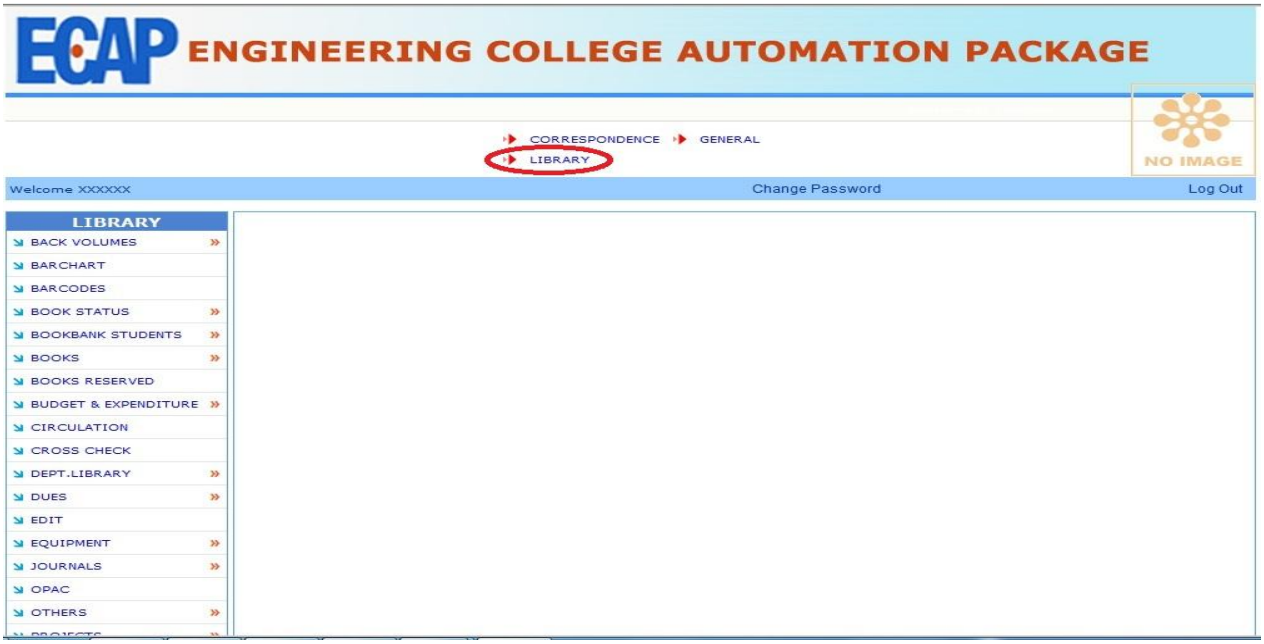
Step9:- **After Click On "Save" Button You Will Get POP UP Confirmation "Project Details Are Saved Successfully" Message Then Click On Ok Button. As Shown Below.**



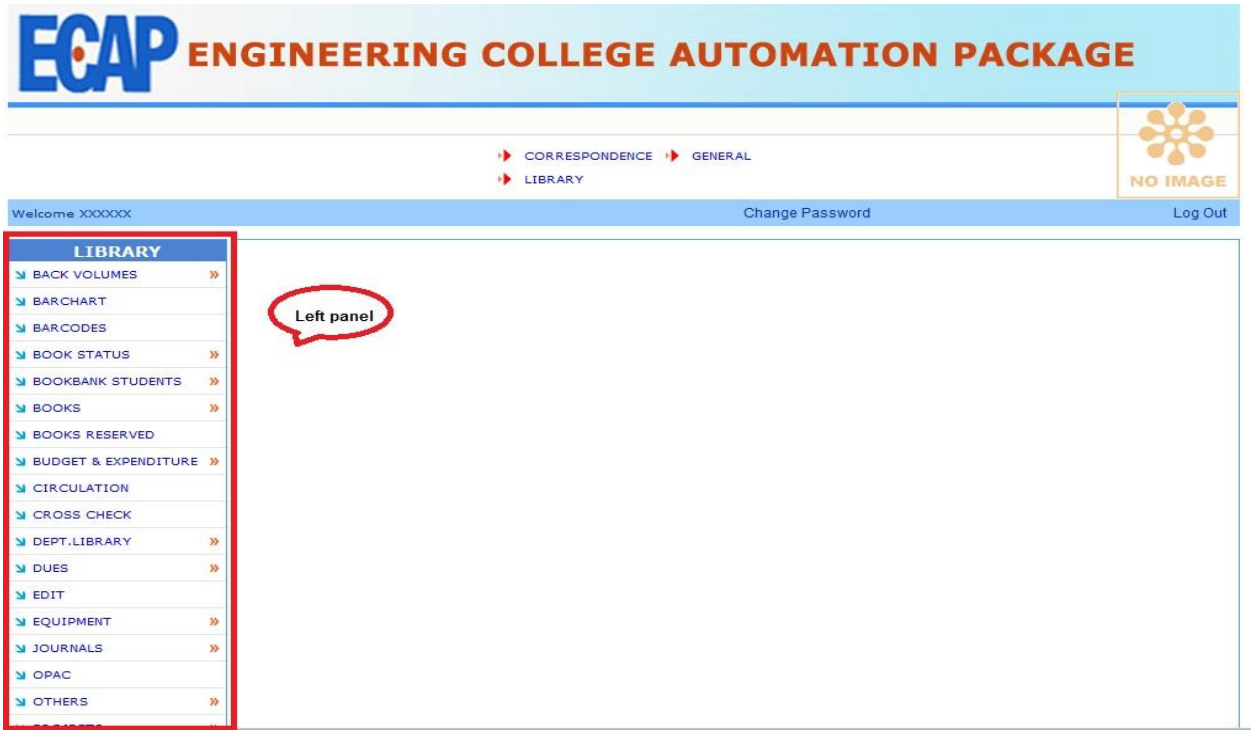
45) How Can Check Previous Batch Project Titles And Name Of The Students And Internal Guide?

Ans:- Step 1:- Please Login In To "ECAP" By Using Your Username And Password.

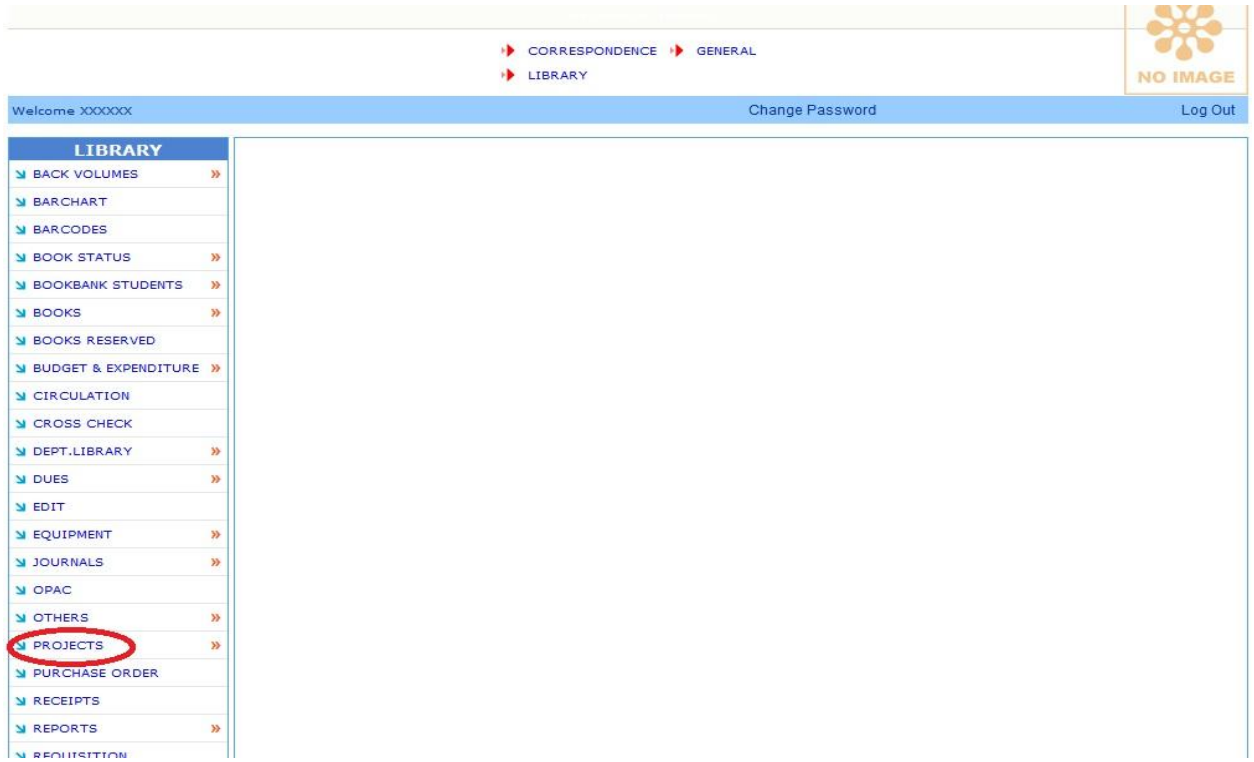
Step 2:- Please Click On "Library" Module As Shown In Below.



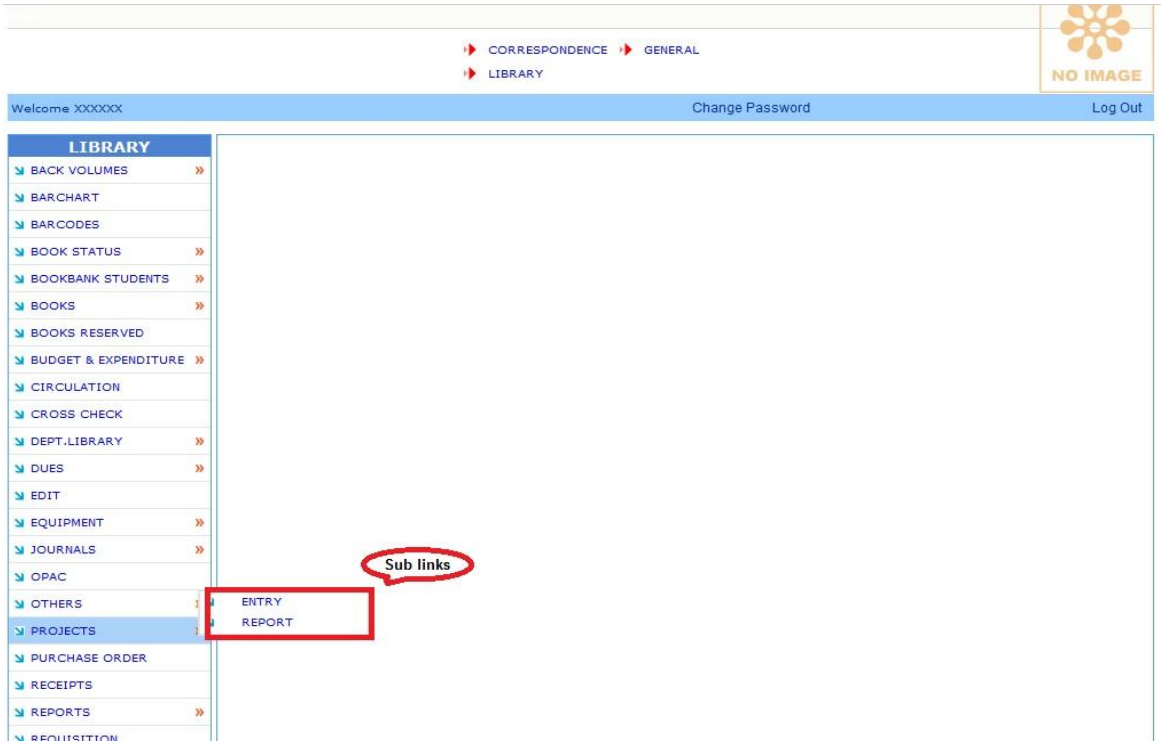
Step3:- After Clicking On Academics Module You Will Find "Left Panel" As Shown In Below.



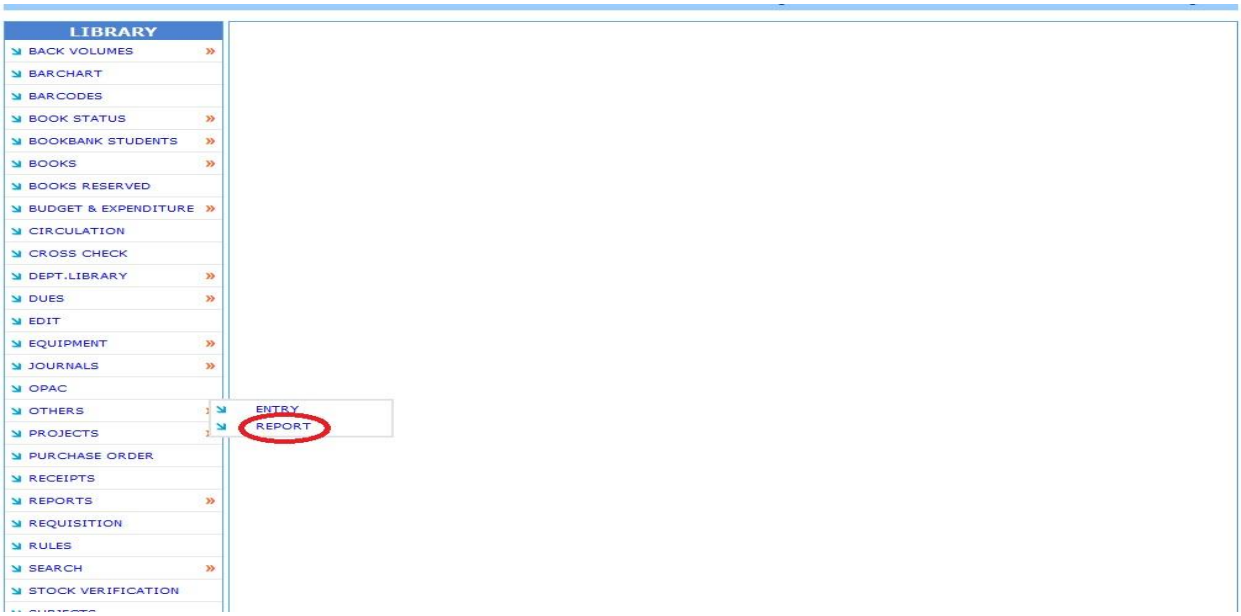
Step 4:-You Will Find "Lift Panel" In That "Project" Link As Shown In Below.



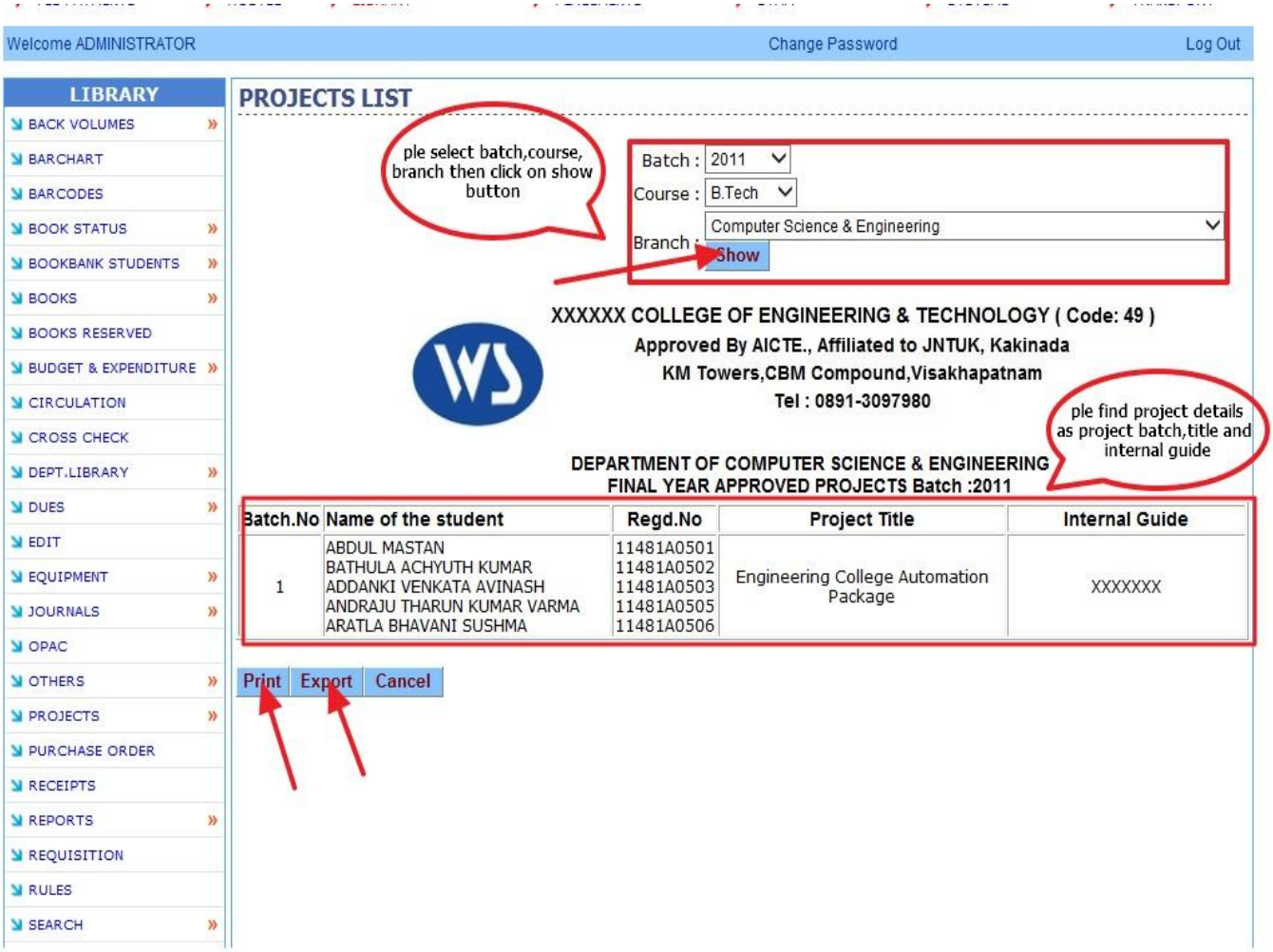
Step5:- Please Place Your Mouse Pointer On "Projects" Link Which Is Available In Left Menu. Then You Will Find "Sub Links Menu" As Shown In Below.



Step6:-Please Find "Report" Option In Sub Links Menu As Shown In Below.



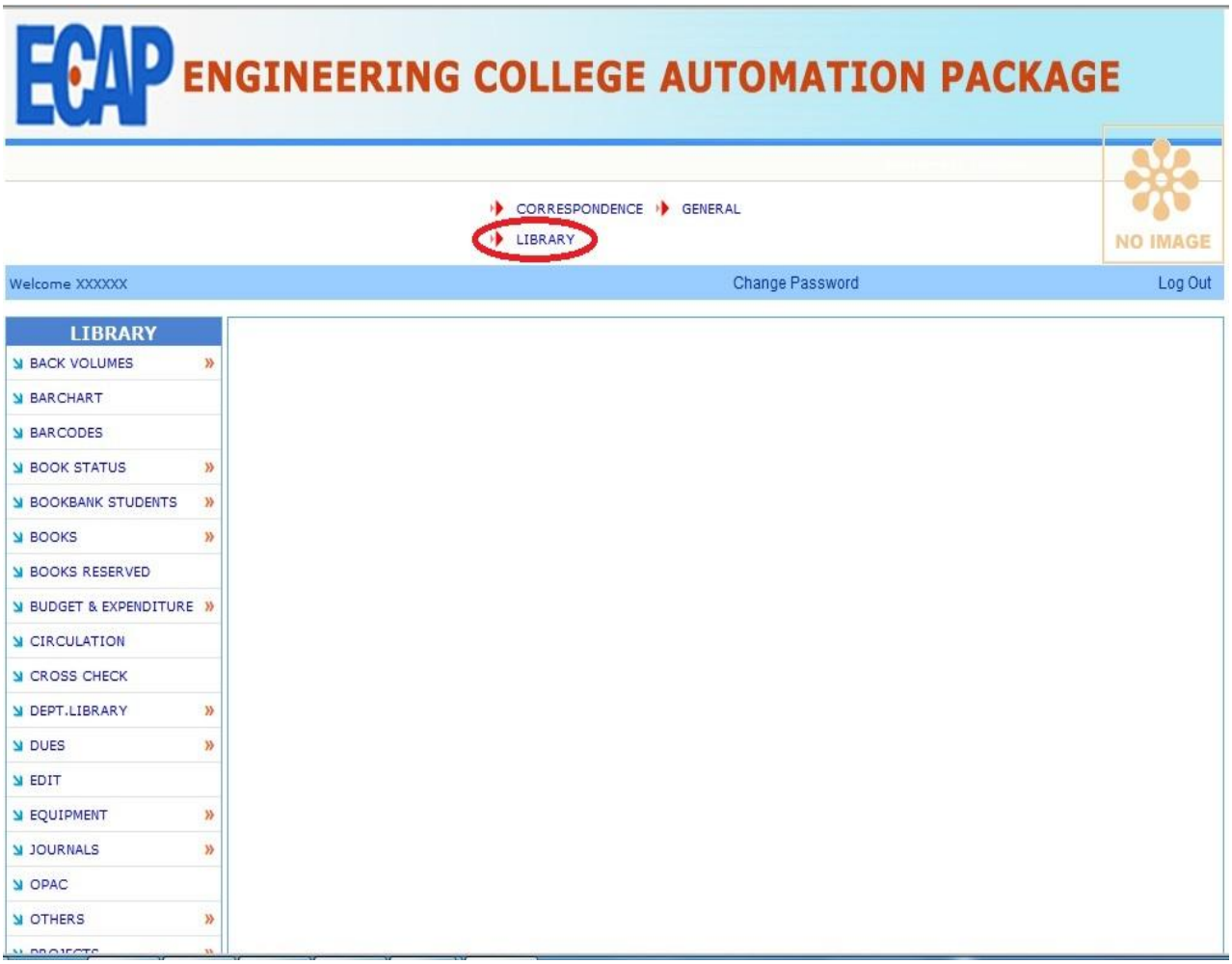
Step7:- After Click On Select Report You Will Select Batch, Course, And Branch And Then Click "Show Button "Then You Will Get Project Details. If You Want To Take Print Out Then Please Click On "PRINT Button" And If You Want To Export This Data In To Excel Sheet Please Click On "Export Button". As Shown In Below.



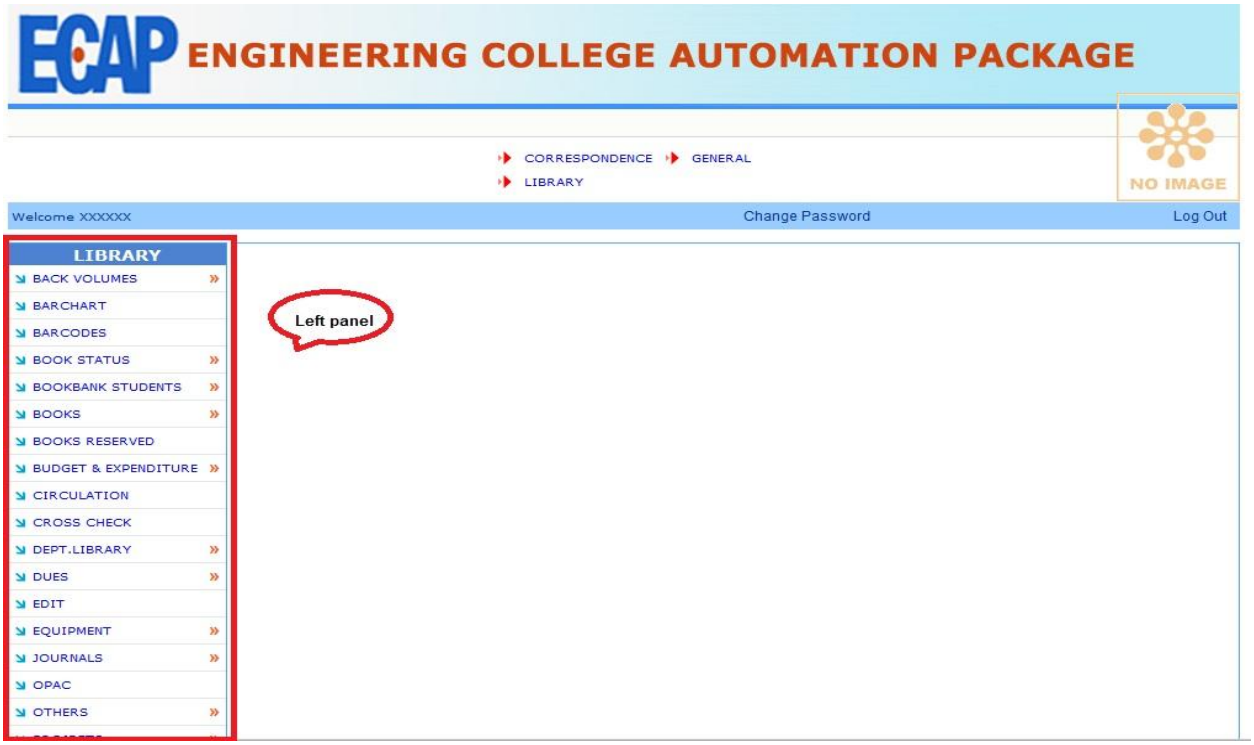
46) How Can I Enter Library Budget Amount In To Package Which Is Given To Particular Department?

Step 1:- Please Login In To "ECAP" By Using Your Username And Password.

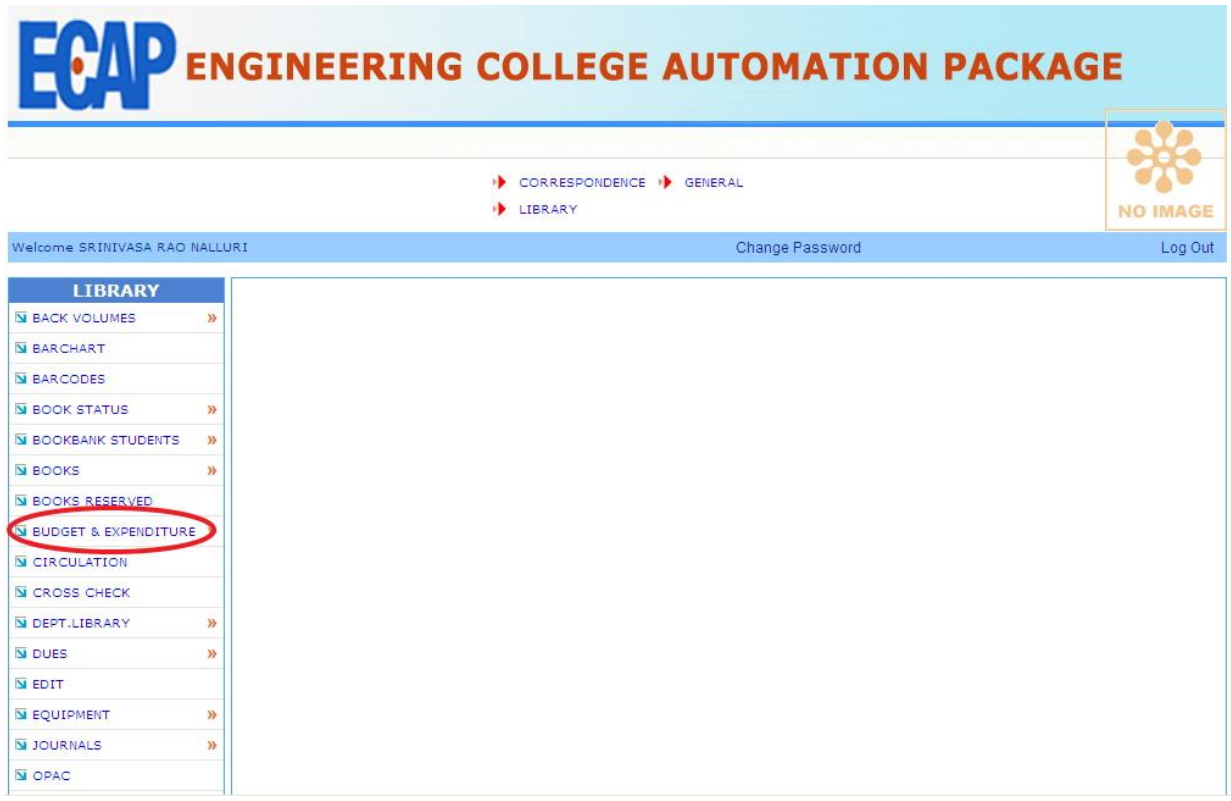
Step 2:- Please Click On "Library" Module As Shown In Below.



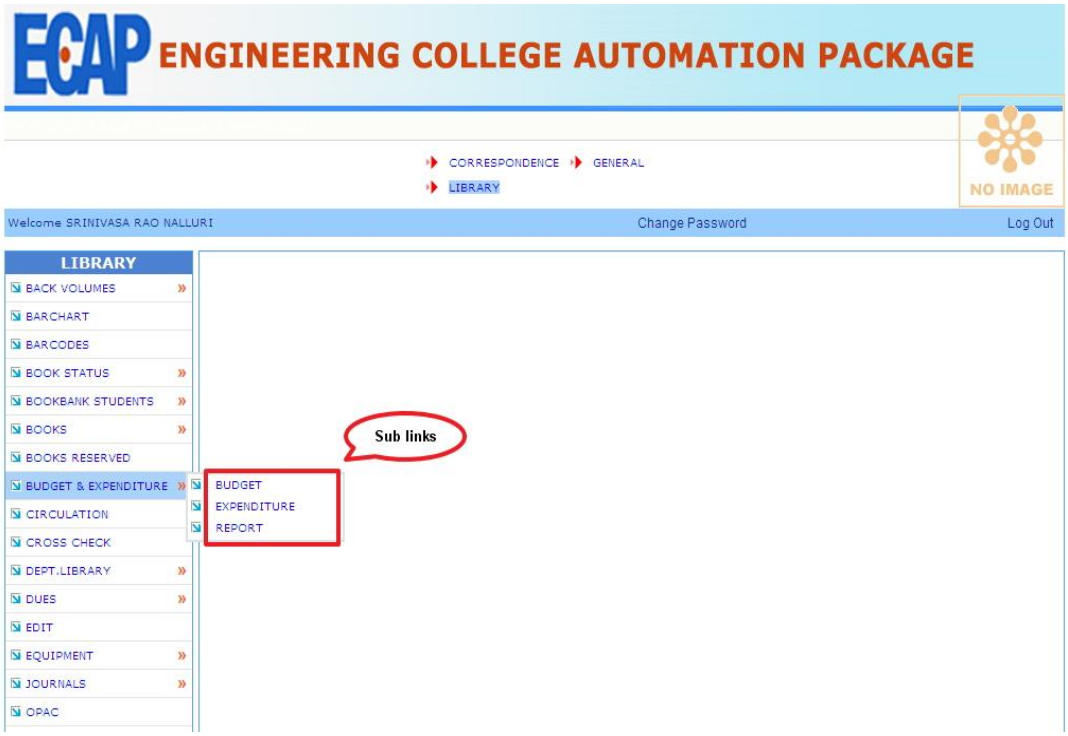
Step3:- After Clicking On Academics Module You Will Find "Left Panel" As Shown In Below.



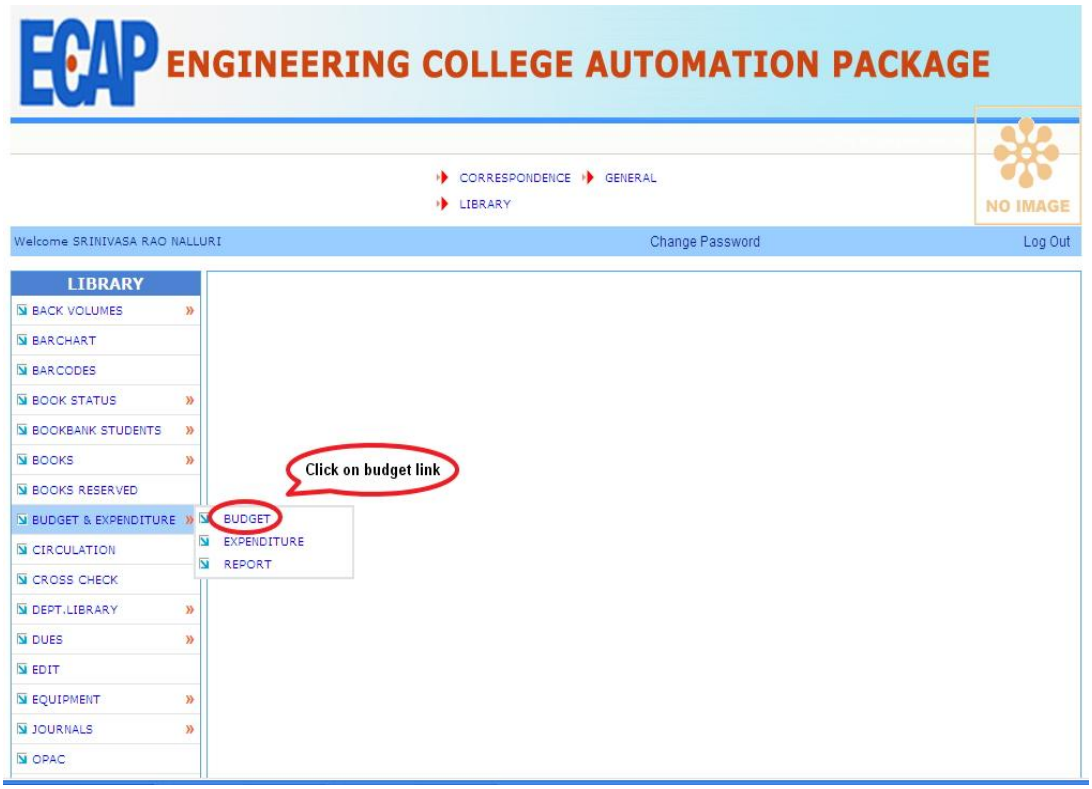
Step 4:-You Will Find "Lift Panel" In That "Budget & Expenditure" Link As Shown In Below



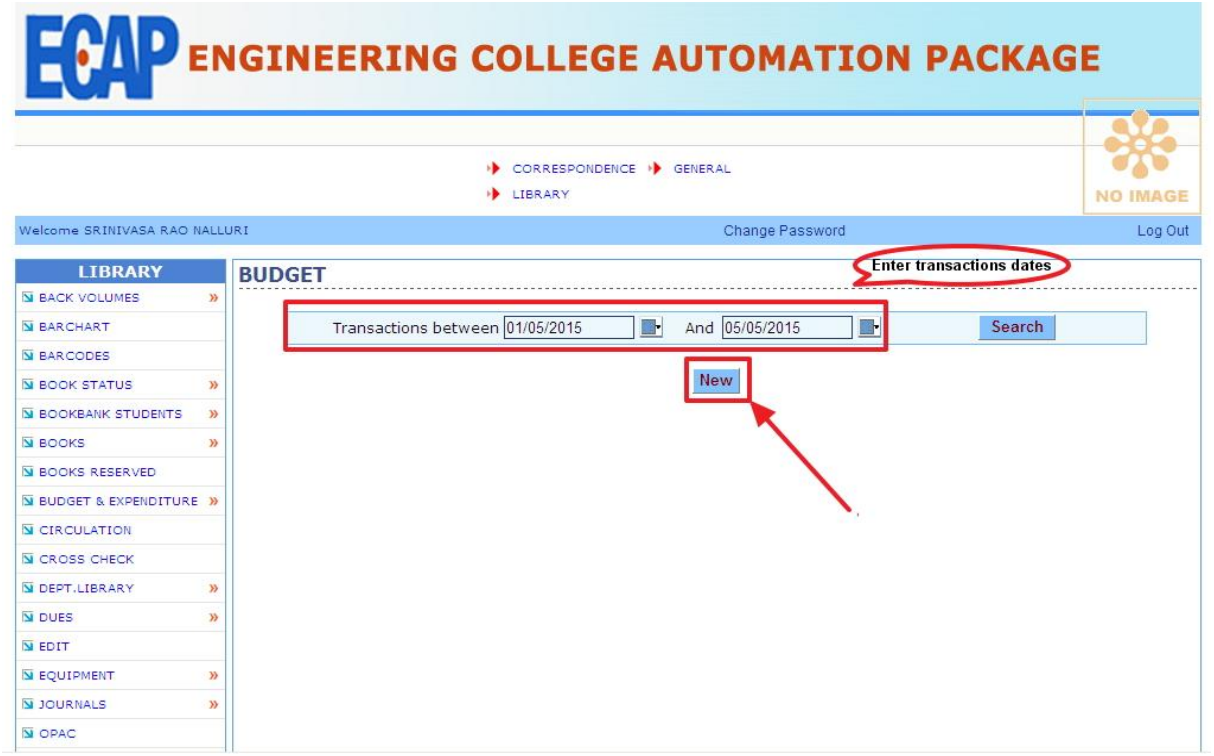
Step5:- Please Place Your Mouse Pointer On "Budget Expenditure" Link Which Is Available In Left Menu. Then You Will Find "Sub Links Menu" As Shown In Below.



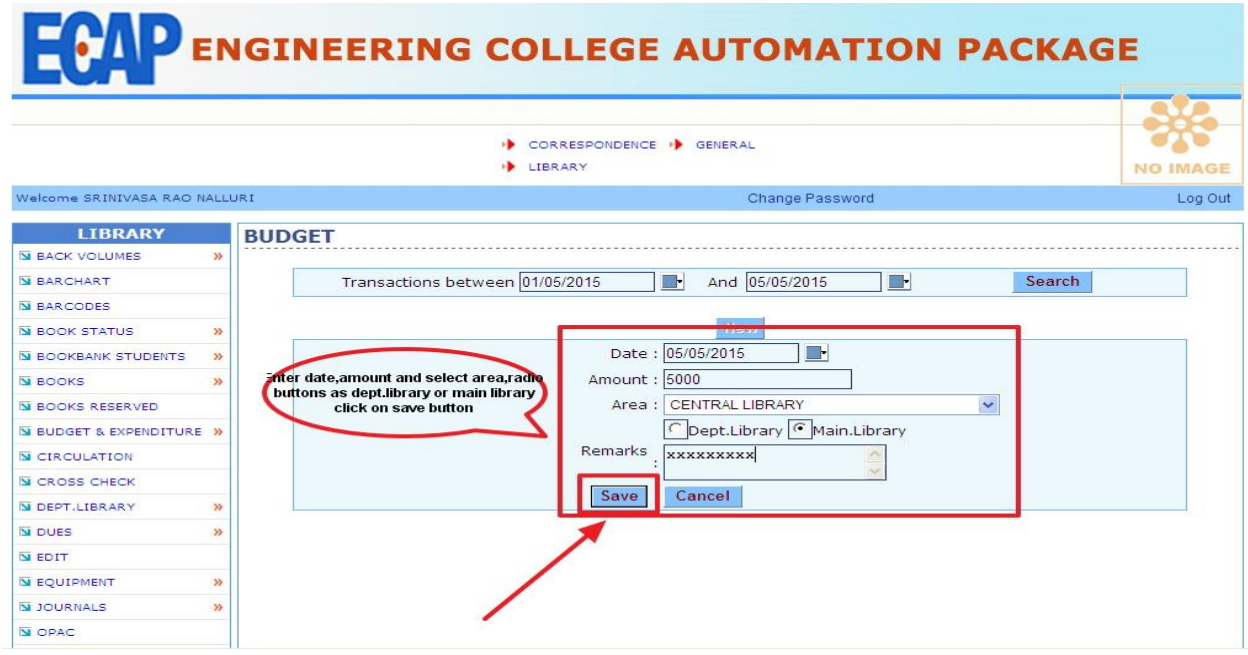
Step6:-Please Find "Budget" Option In Sub Links Menu As Shown In Below

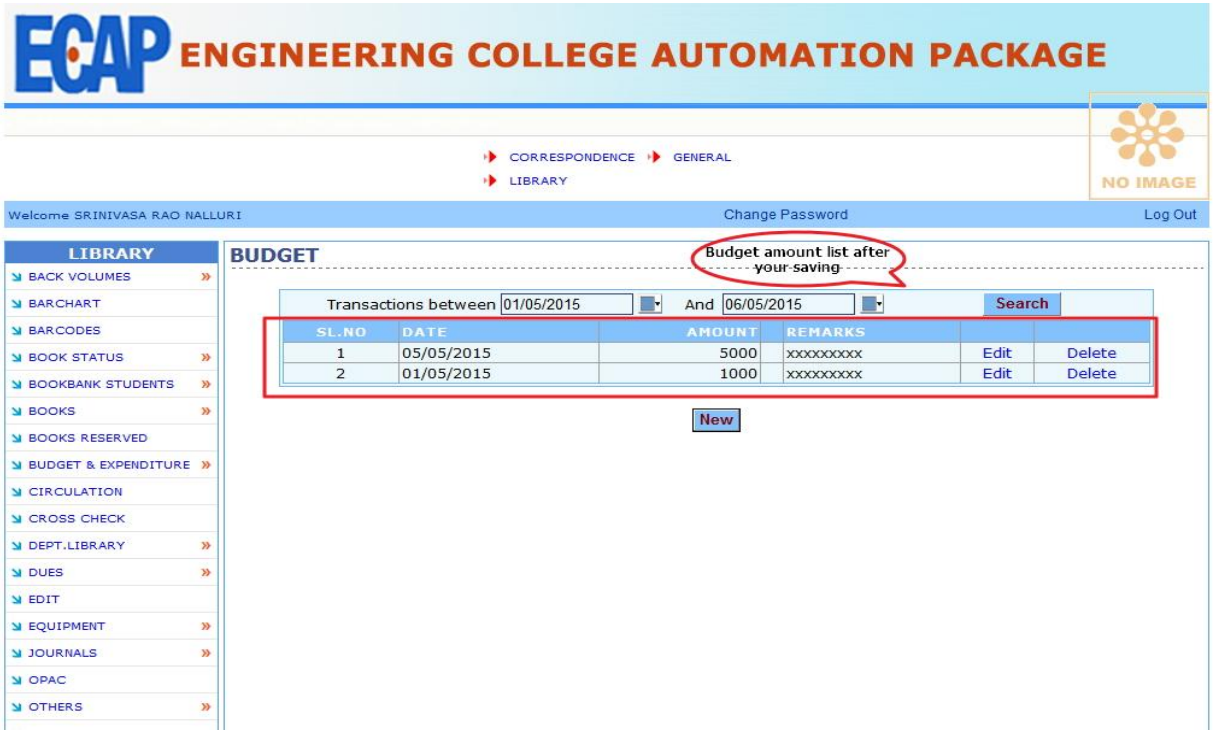


Step7:- After Click On Select Budget You Will Enter Duration Of Transaction Dates And Then Click "New" Button As Shown In Below



Step8:- Later Click On "New" Button As Shown In Below Screen, Then You Will Enter Date, And Select Area Of Library, Appropriate Radio Buttons As Dept. Library Or Main Library And Then Click On "Save" Button As Shown Amount, Remarks In Below



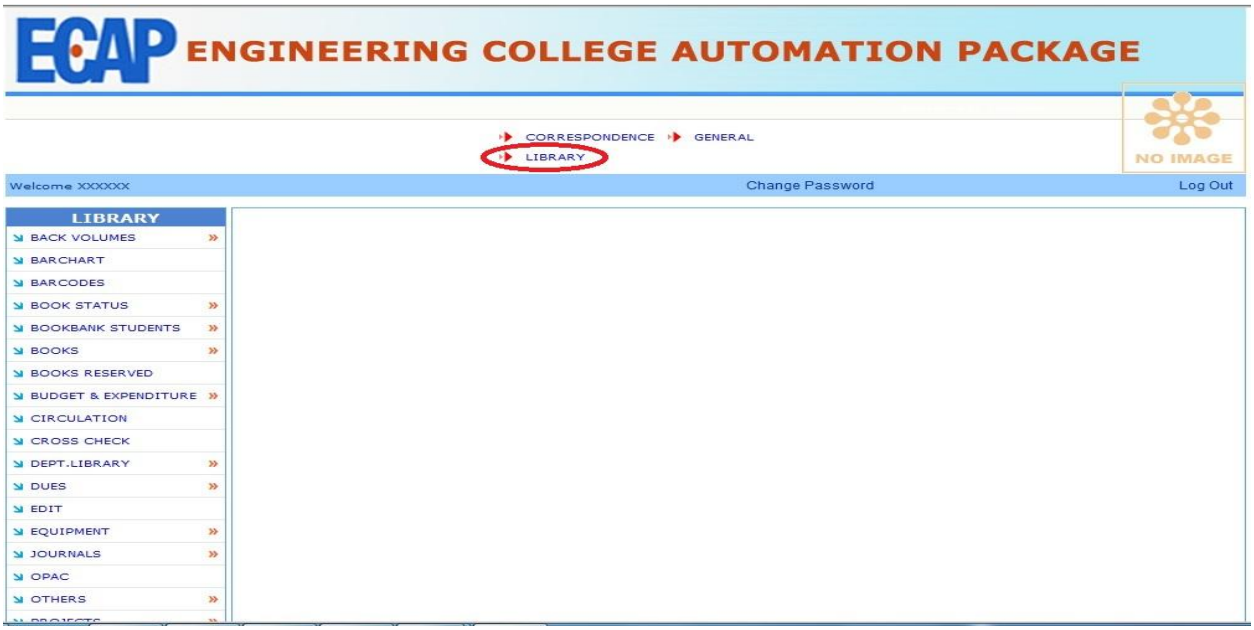


Step9:-You Will Find Your "Budget Amount LIST" After Click On Save Button.

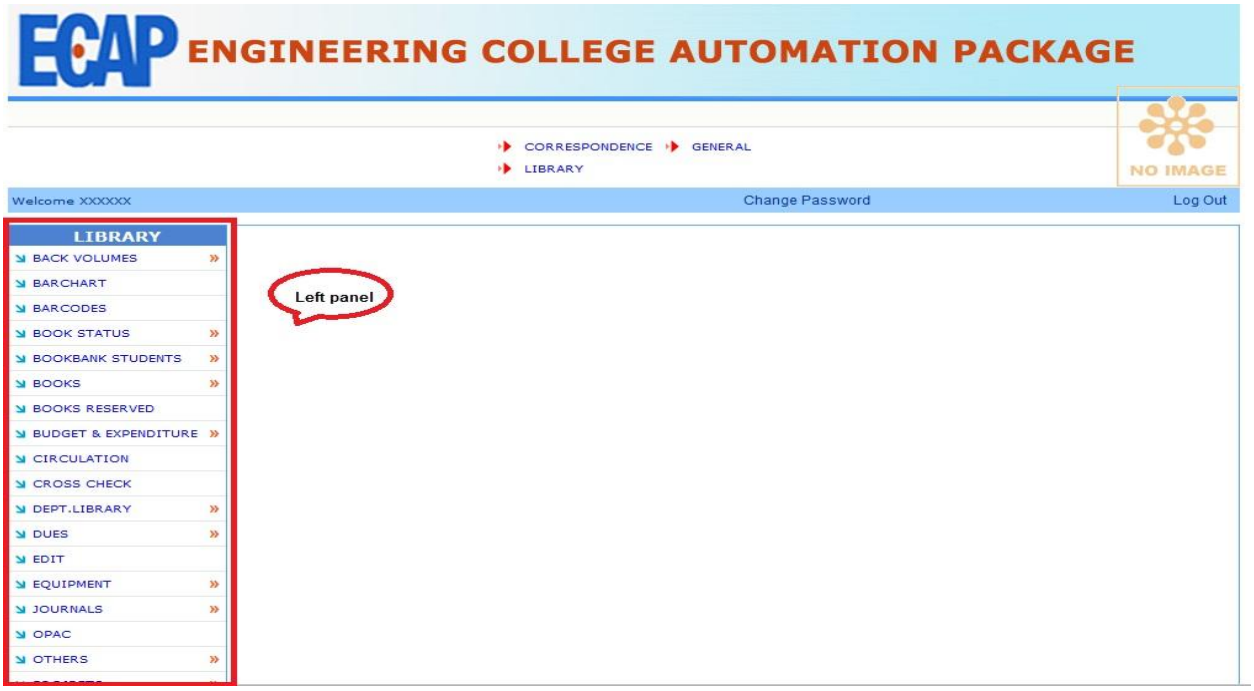
47) How Can I Enter Library Expenditure Amount In To Package Which Is Spent By Particular Department?

Step 1:- Please Login In To "ECAP" By Using Your Username And Password.

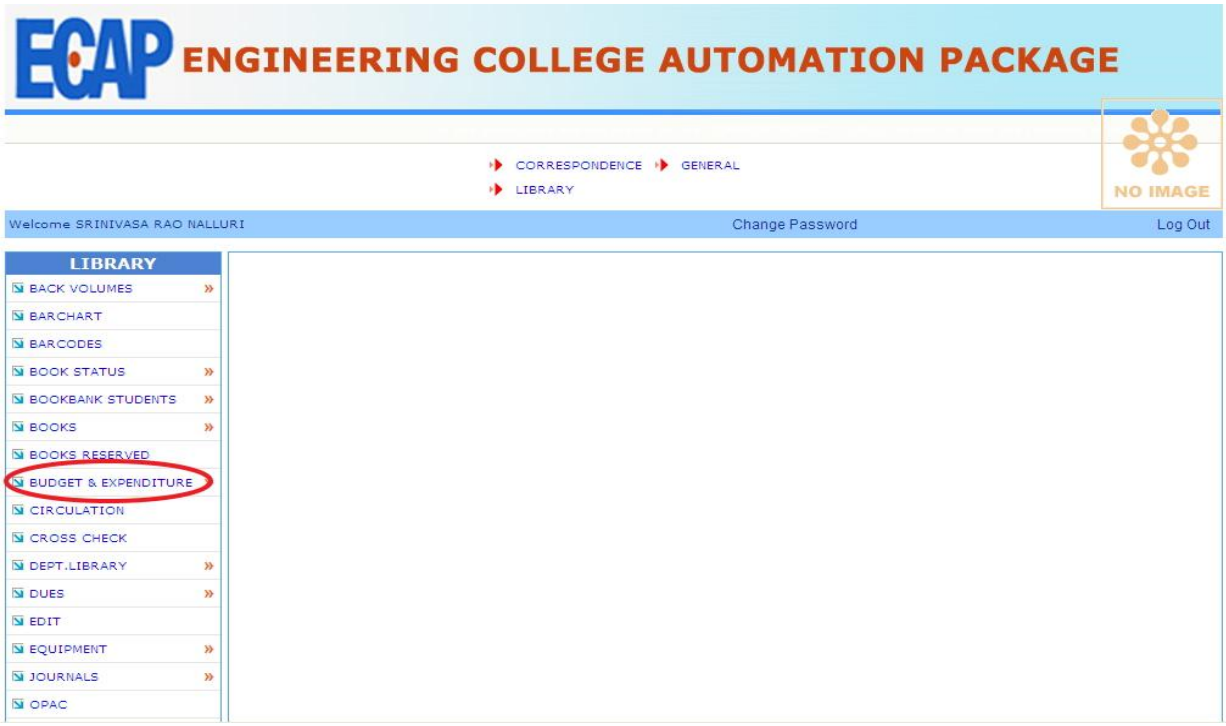
Step 2:- Please Click On "Library" Module As Shown In Below.



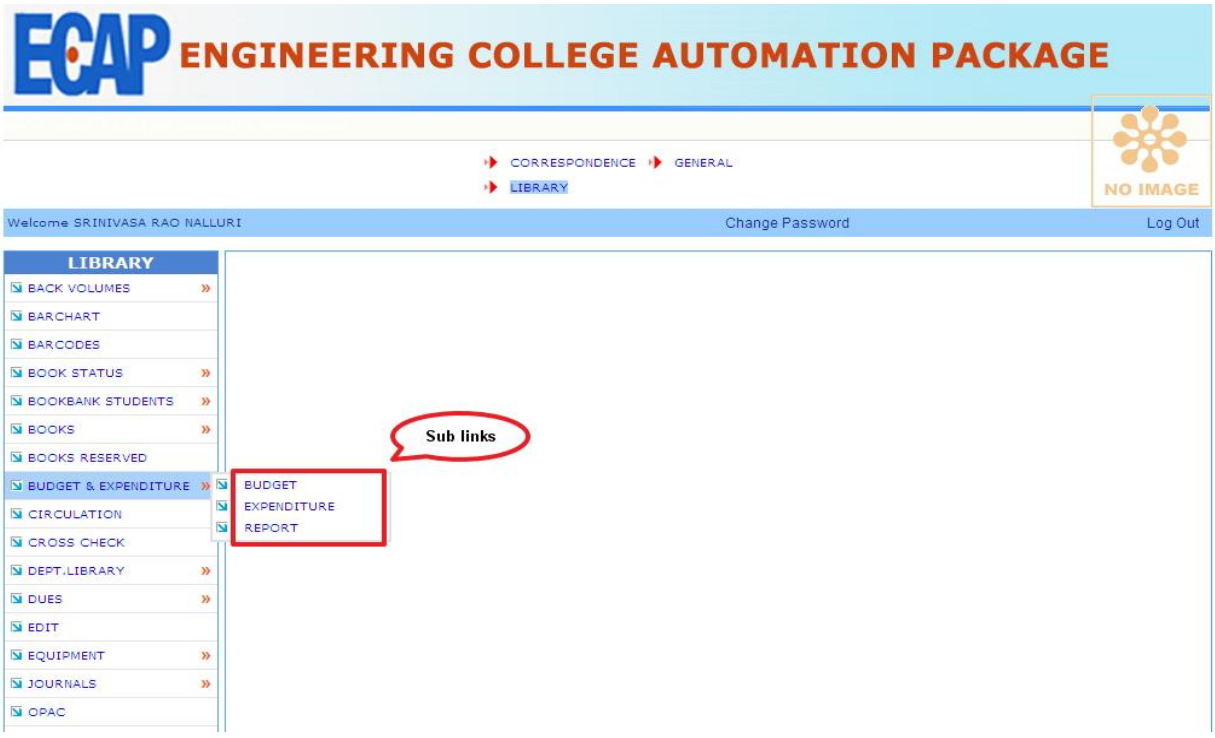
Step3:- After Clicking On Academics Module You Will Find "Left Panel" As Shown In Below.



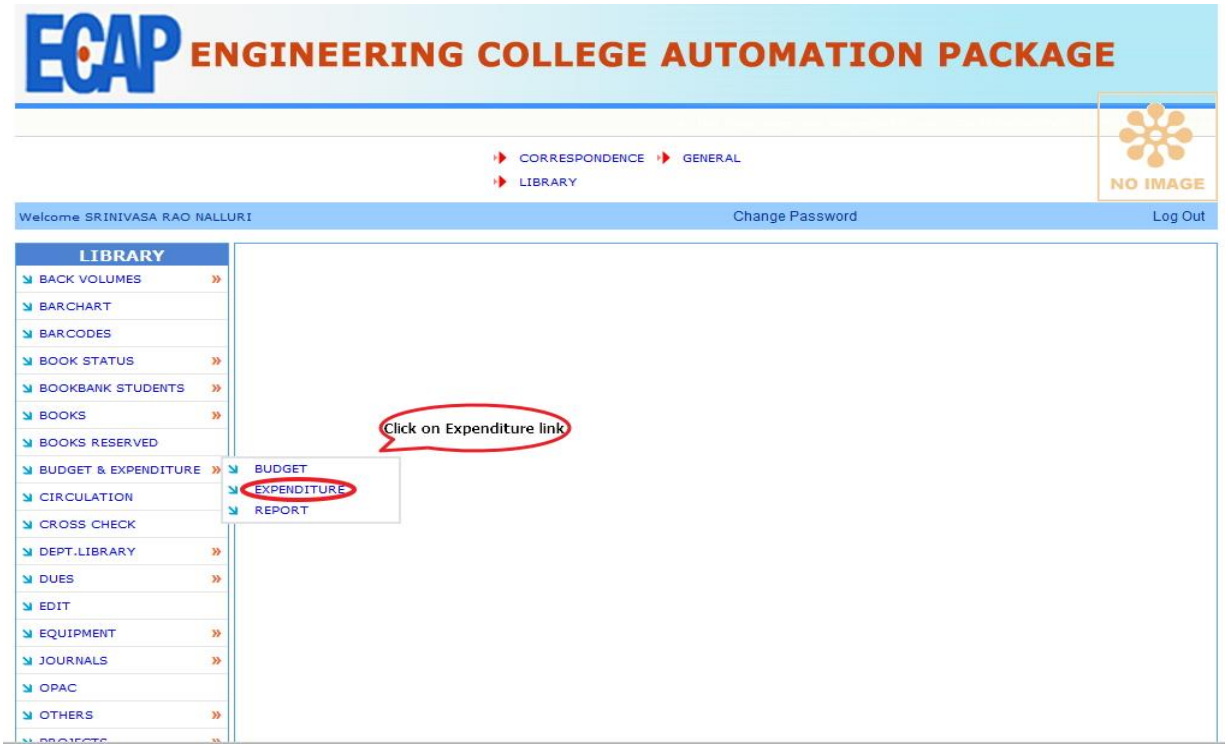
Step 4:-You Will Find "Lift Panel" In That "Budget & Expenditure" Link As Shown In Below



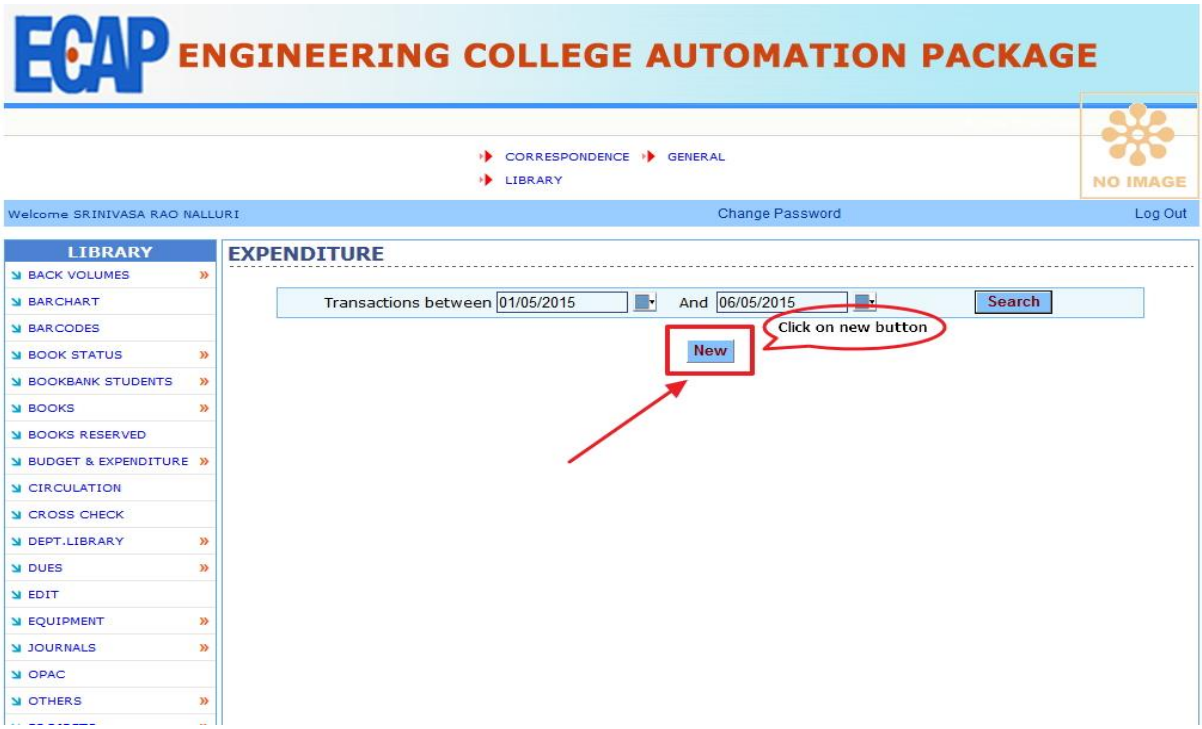
Step5:- Please Place Your Mouse Pointer On "Budget Expenditure" Link Which Is Available In Left Menu. Then You Will Find "Sub Links Menu" As Shown In Below.



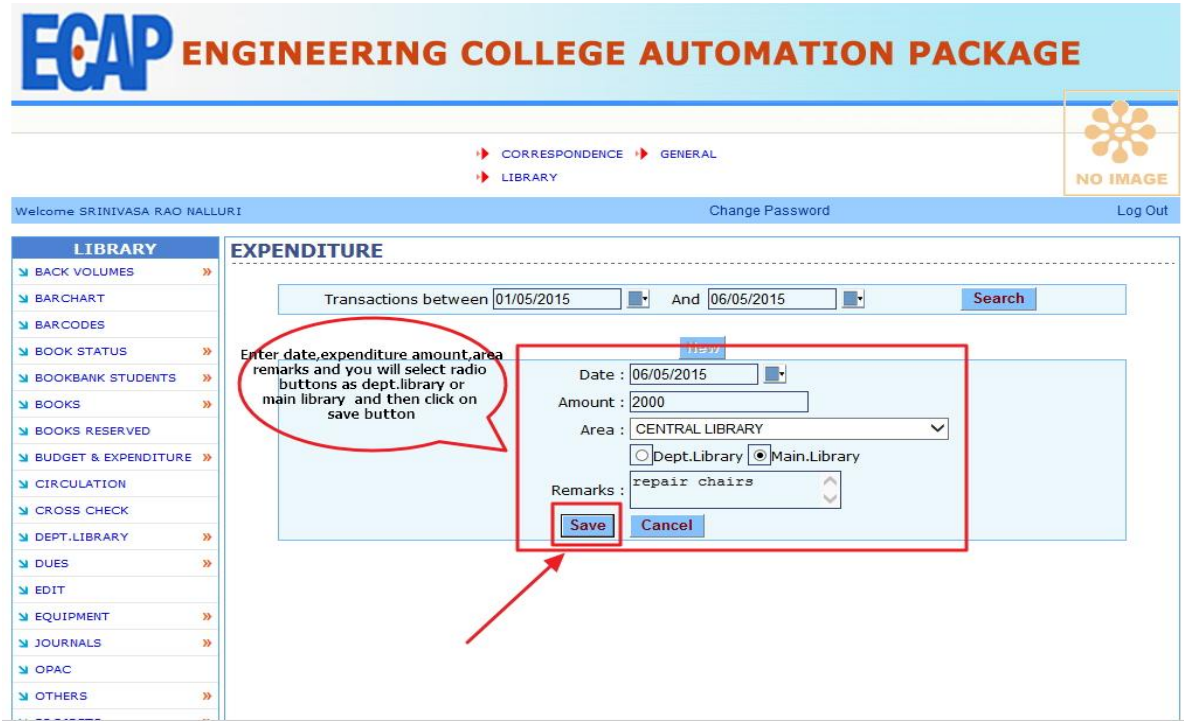
Step6:-Please Find "Expenditure" Option In Sub Links Menu As Shown In Below



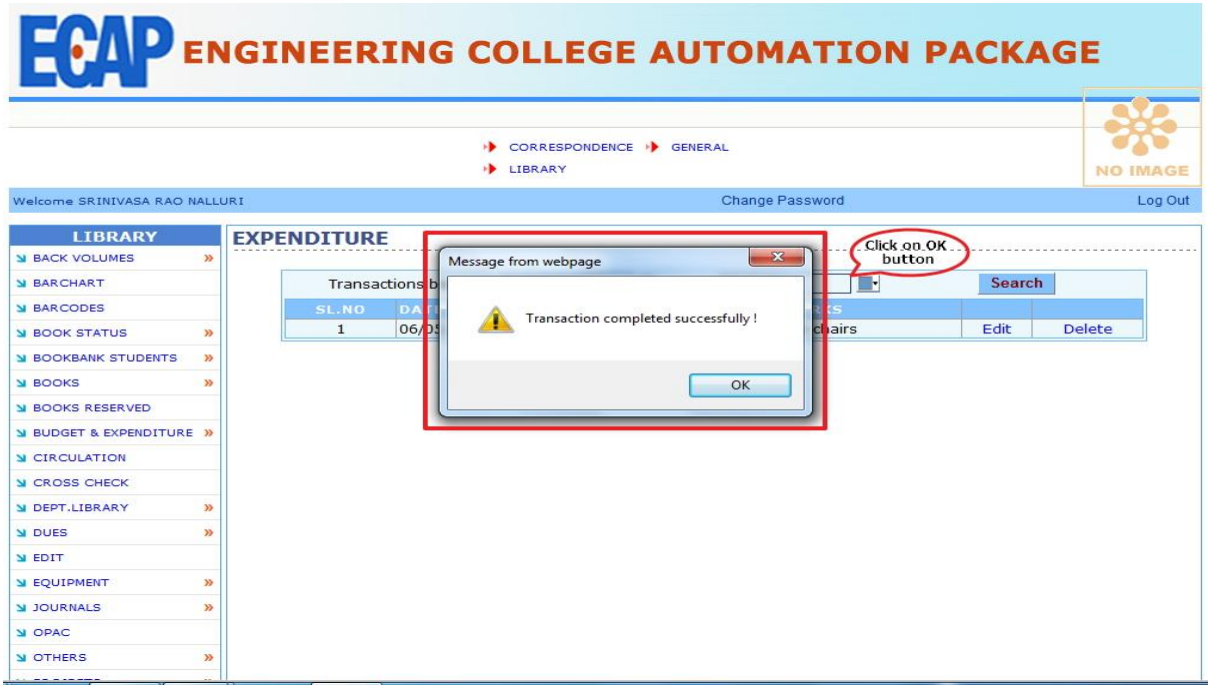
Step7:- After Click You On Select Expenditure Will Click On "New" Button As Shown In Below



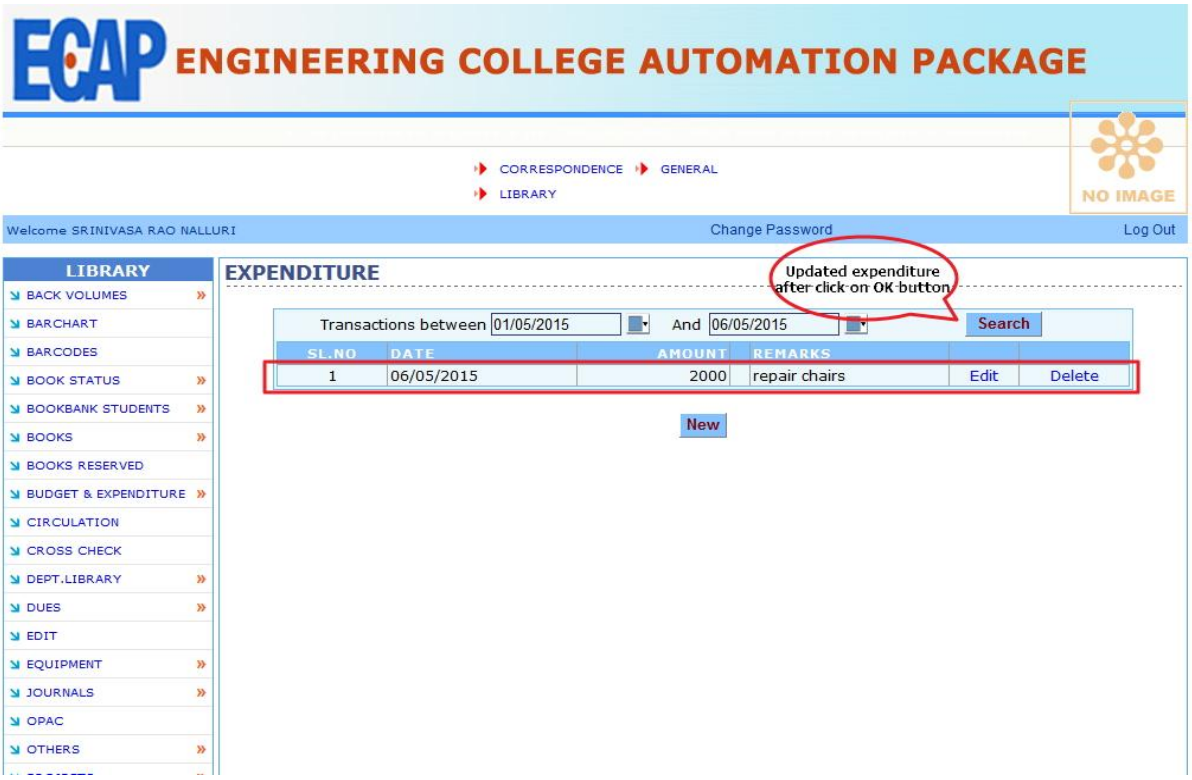
Step8:- Later Click On "New" Button As Shown In Below Screen, Then You Will Enter Date, And Select Area Of Library, Appropriate Radio Buttons As Dept. Library Or Main Library And Then Click On "Save" Button As Shown Amount, Remarks In Below



Step9:-You Will Get "POP UP For Confirmation" After Click On Update Button. Here Please Click On "OK Button" As Shown In Below.



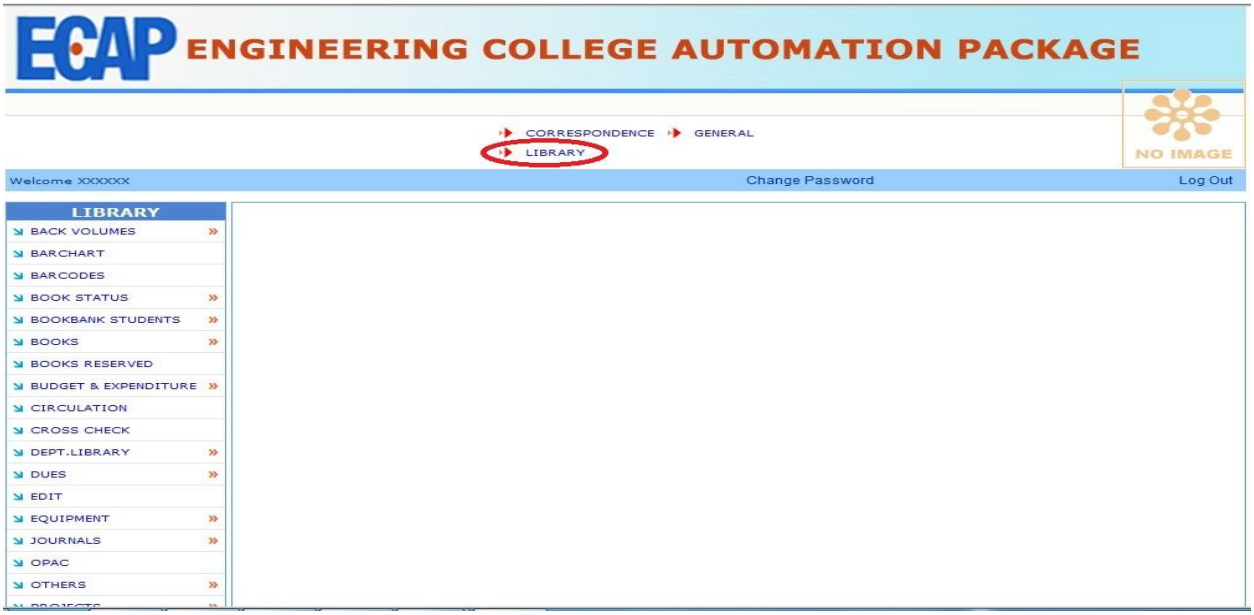
Step 10:-Please See Here It Got Updated After Click On "OK Button" As Shown In Below.



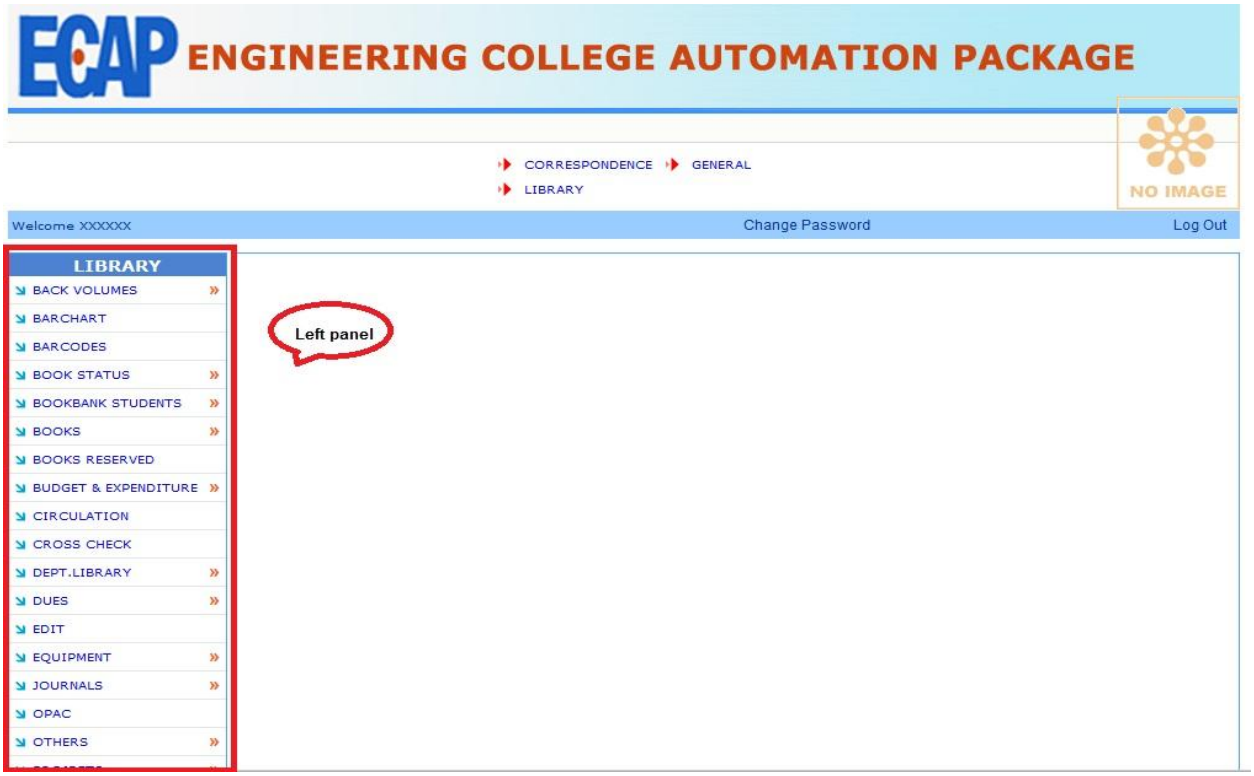
48) How Can I Check Library Budget And Expenditure Report Of That Particular Day?

Step 1:- Please Login In To "ECAP" By Using Your Username And Password.

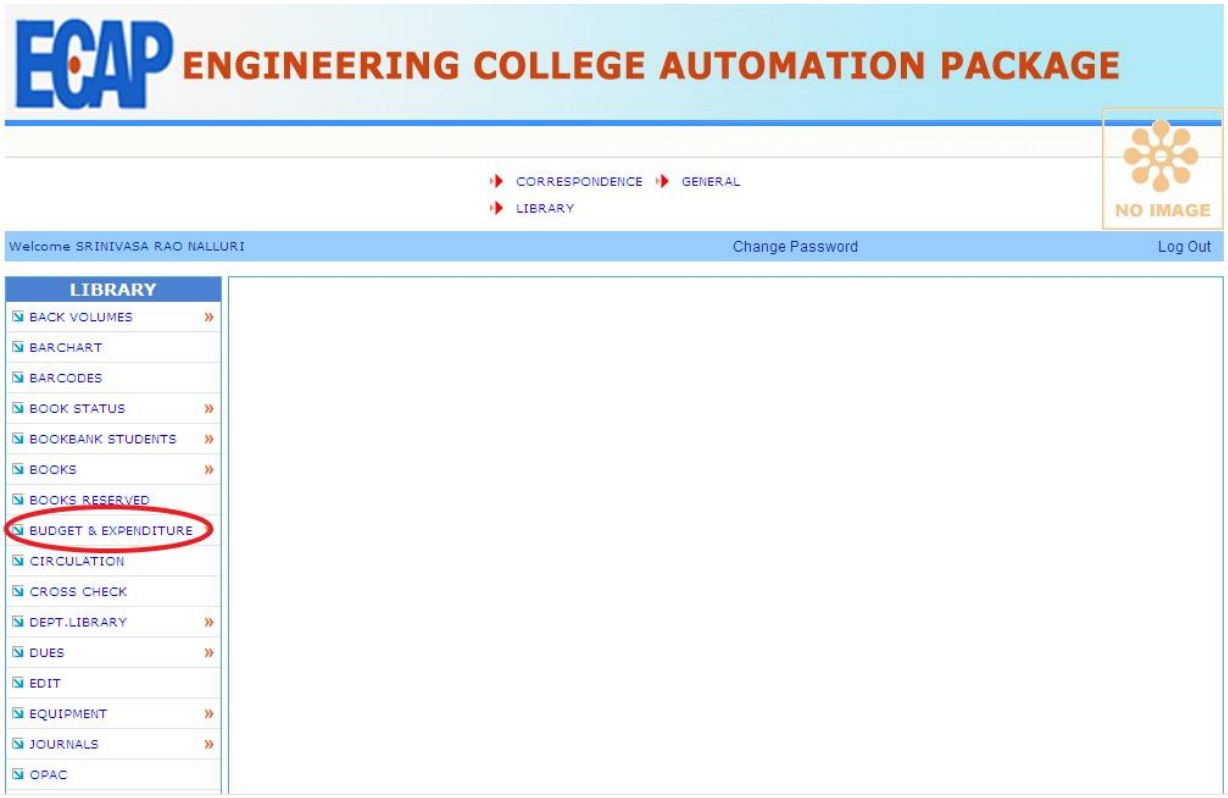
Step 2:- Please Click On "Library" Module As Shown In Below.



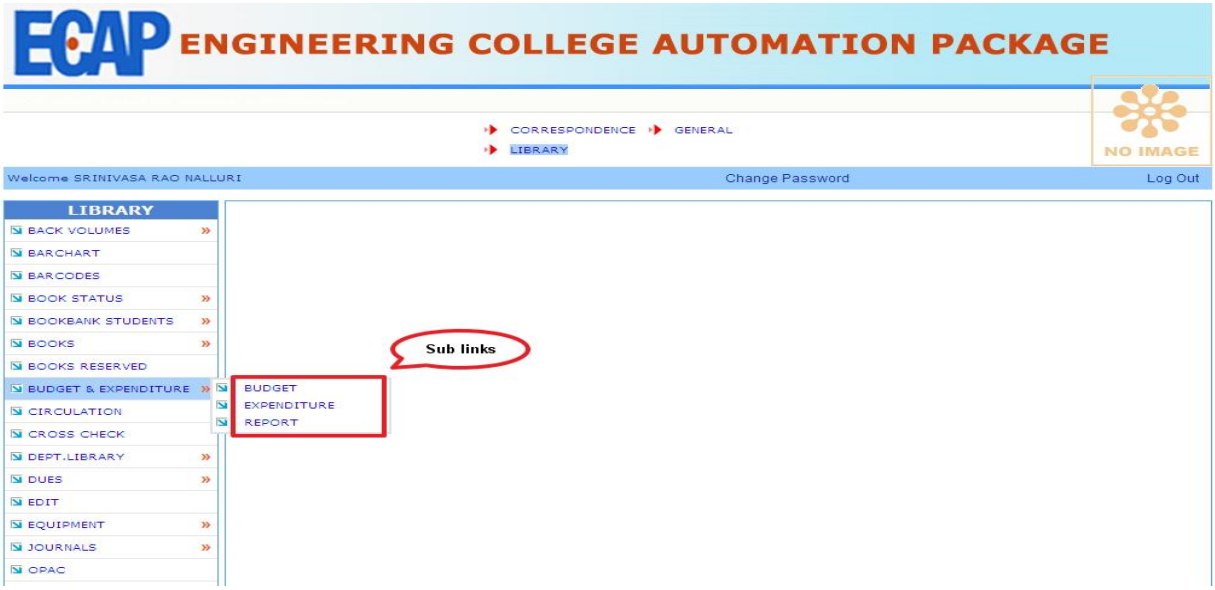
Step3:- After Clicking On Academics Module You Will Find "Left Panel" As Shown In Below.



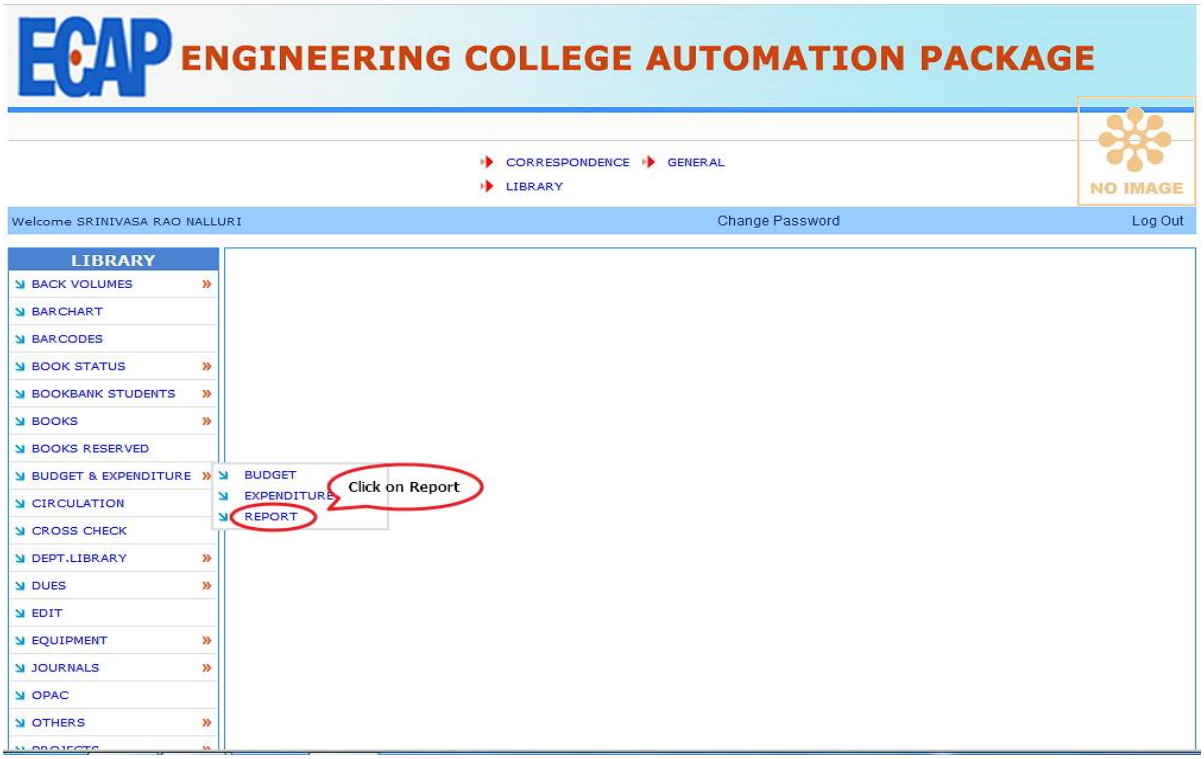
Step 4:-You Will Find "Lift Panel" In That "Budget & Expenditure" Link As Shown In Below



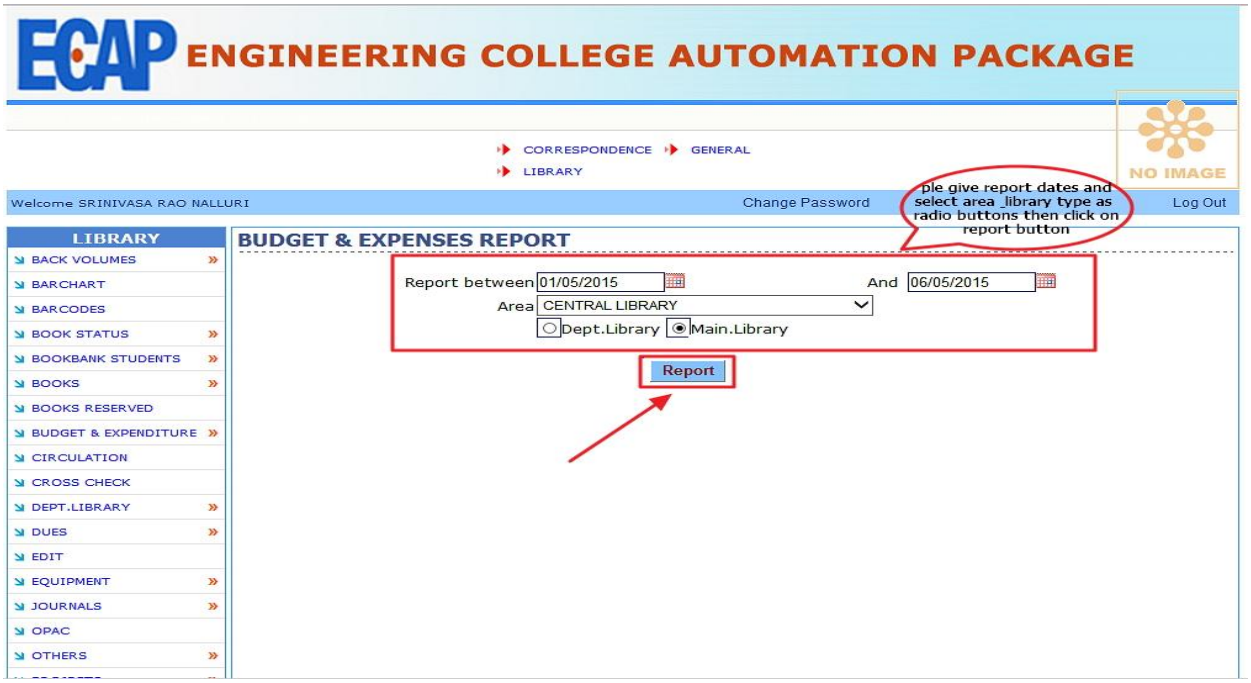
Step5:- Please Place Your Mouse Pointer On "Budget Expenditure" Link Which Is Available In Left Menu. Then You Will Find "Sub Links Menu" As Shown In Below.



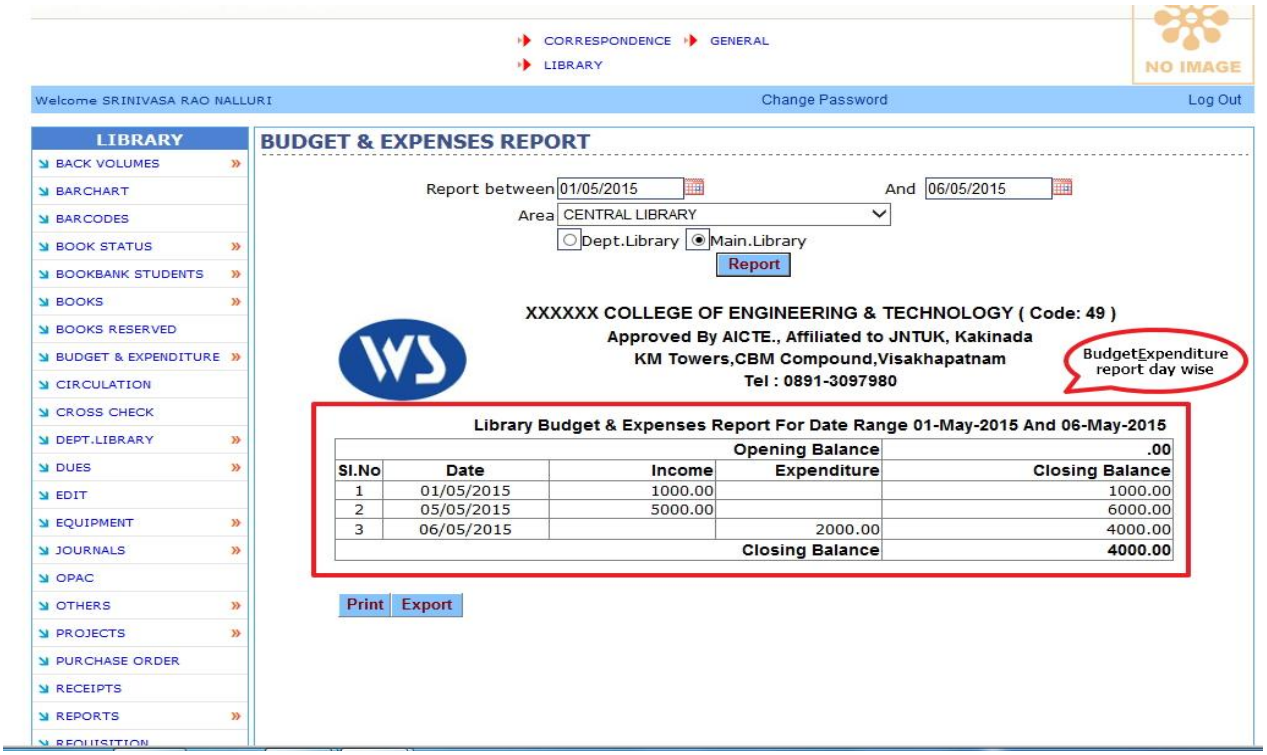
Step6:-Please Find "Report" Option In Sub Links Menu As Shown In Below



Step7:- After Click On Report Link Then You Will Give Dates And Select Area Of Library & Library Type As Using With Radio Buttons And Then Click On Report Button



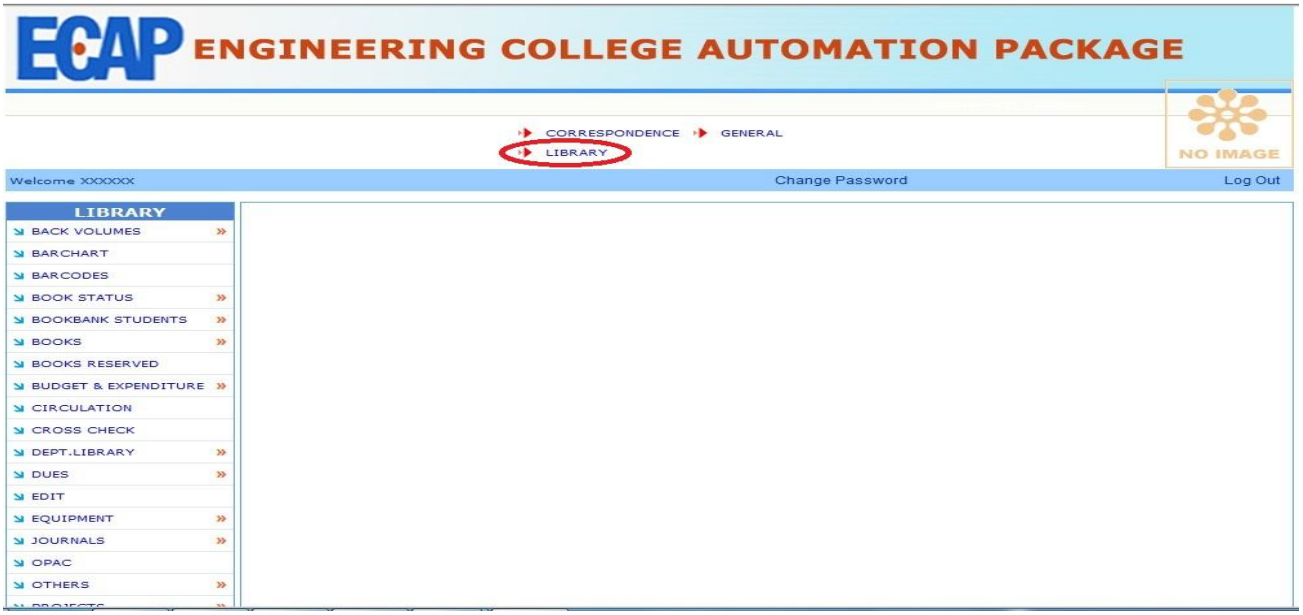
Step8:-You Will "Find Your Budget&Expenditure Report Day Wise" As Shown In Below.If You Want To Take Print Out Then Please Click On "PRINT Button" And If You Want To Export This Data In To Excel Sheet Please Click On "Export Button"



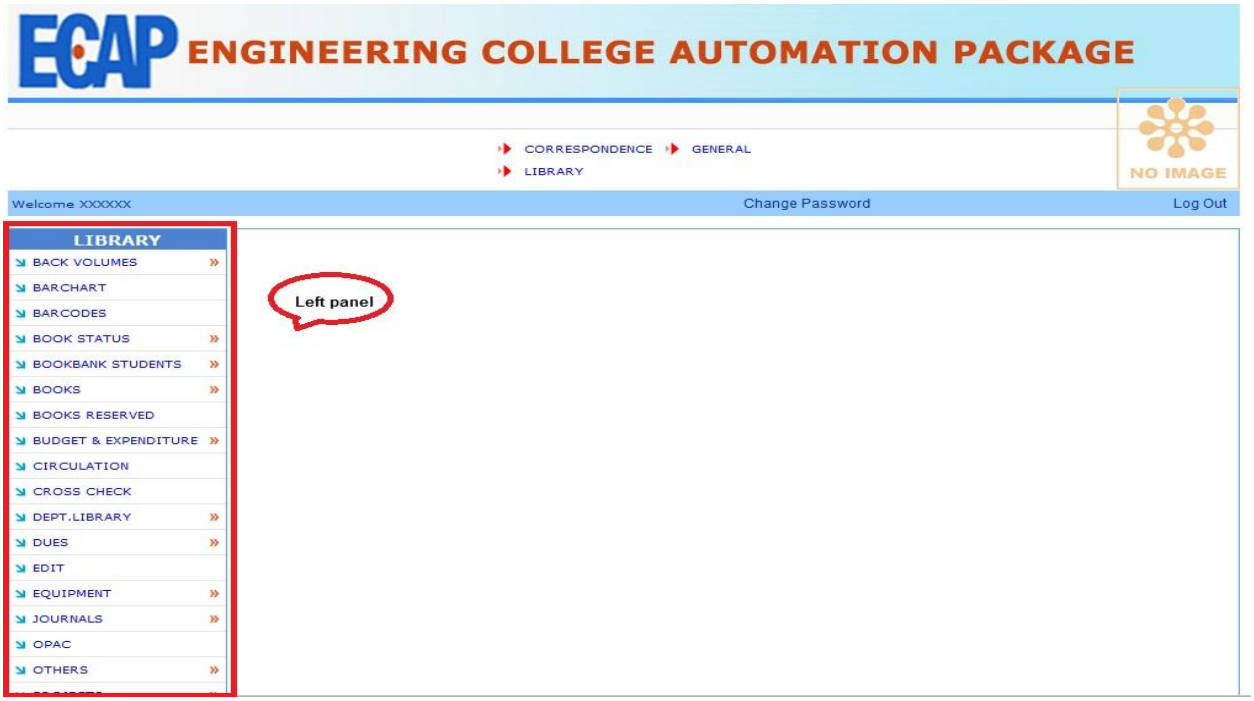
49) How Can I Enter Requisition?

Step 1:- Please Login In To "ECAP" By Using Your Username And Password.

Step 2:- Please Click On "Library" Module As Shown In Below.

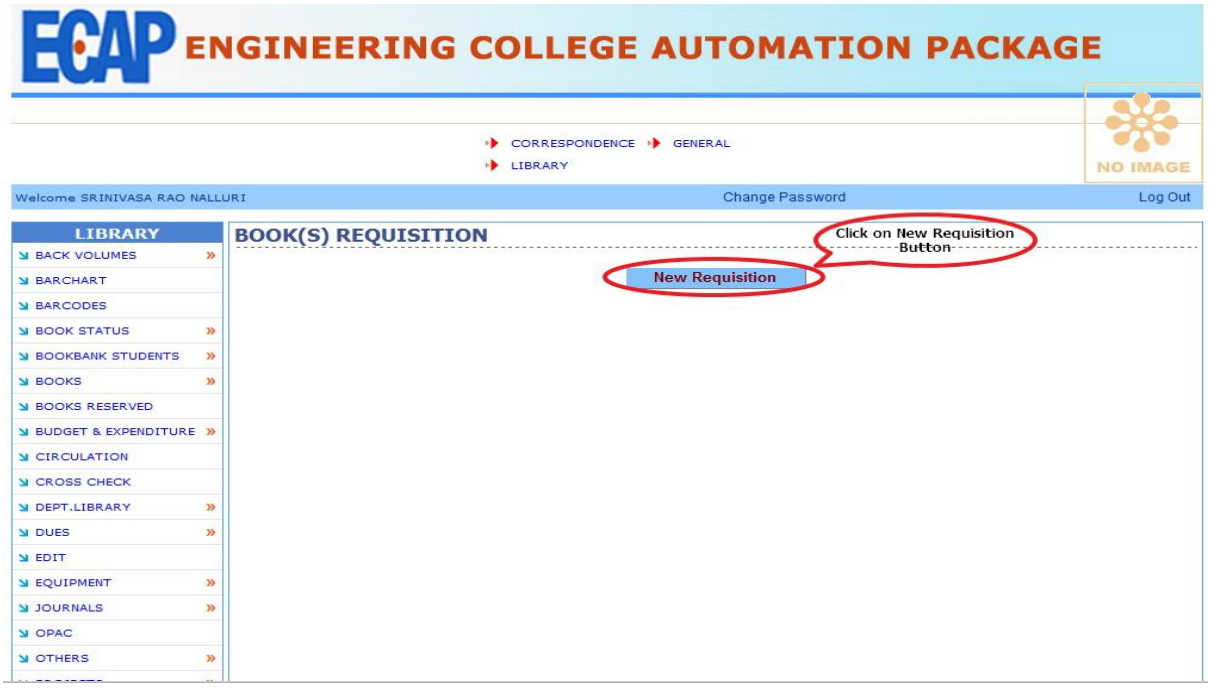


Step3:- After Clicking On Academics Module You Will Find "Left Panel" As Shown In Below.

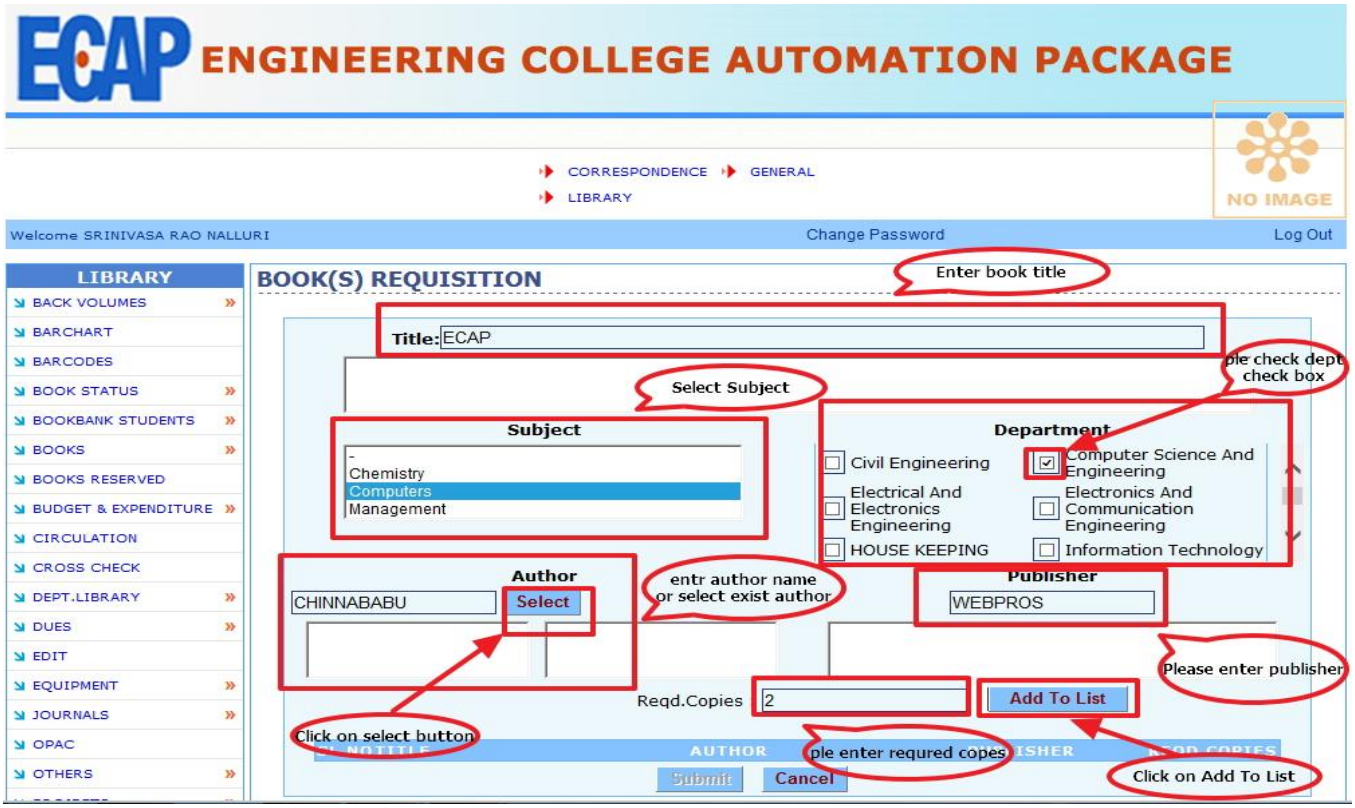


Step 4:-Please Click On "Requisition" Which Is Available On Left Panel As Shown In Below.

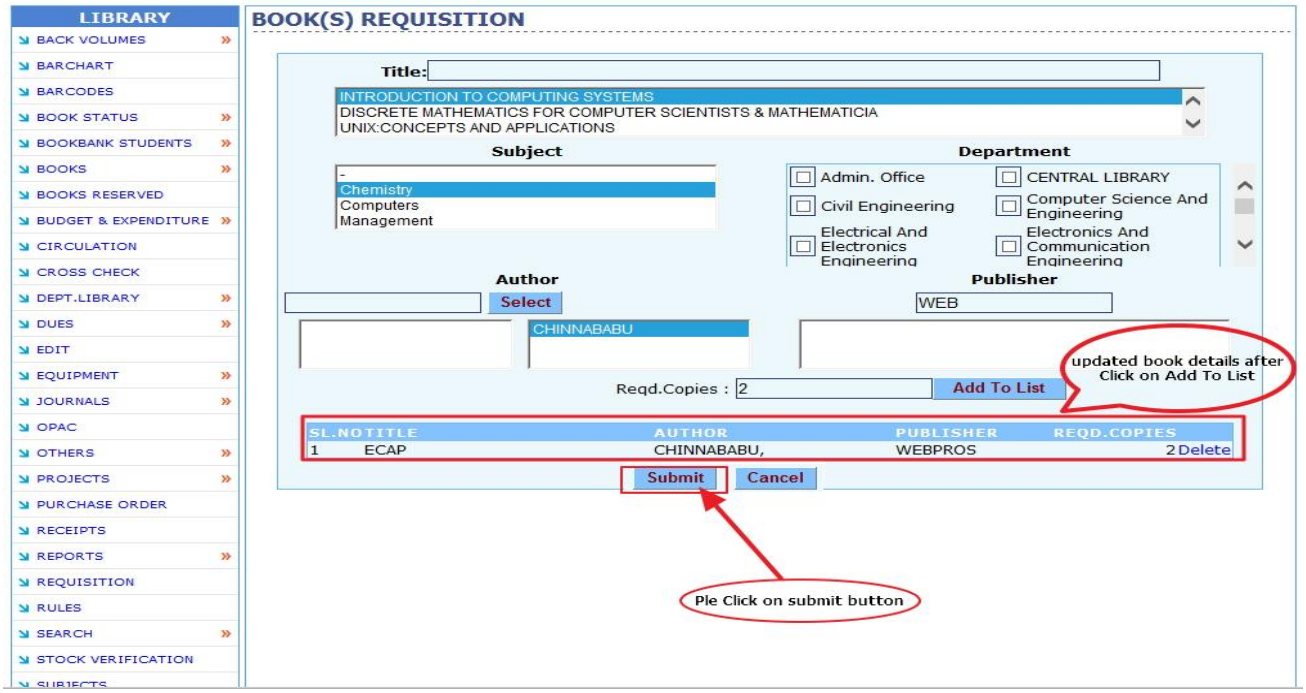
Step5:-After Click On Requisition Link You Will Find "New Requisition" Button As Shown Below



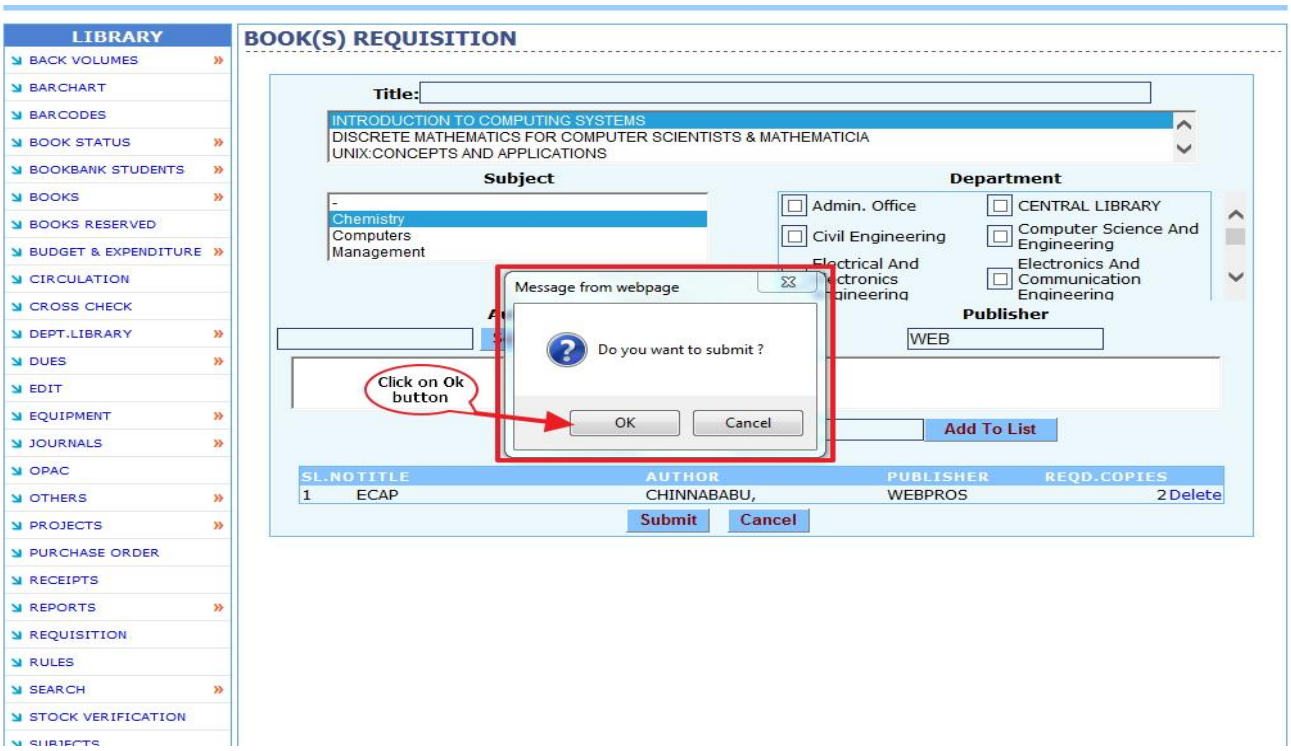
Step6:-You Will Find "POPUP" For Entering Book's Title, Author And Select Department, Subject& Publisher Then You Will Enter No Of Copies Required, And Then Click On "Add To List" Button As Shown Below

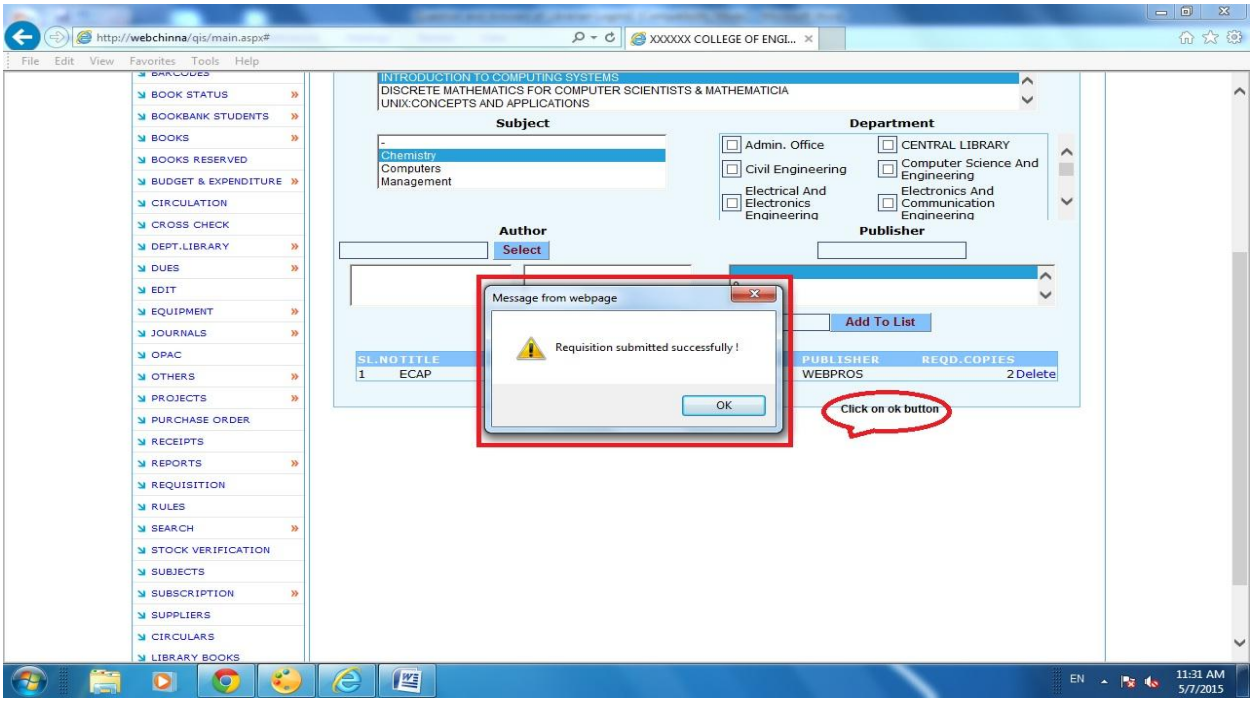


Step7:-After Click On "**Add To List** "Button You Will Find "**POPUP**" Title, Author, Publisher, And Required Copies And Then Click On "**Submit**" Button As Shown Below



Step8:- You Will Get "**POP UP For Confirmation**" After Click On Submit Button. Here Please Click On "**OK Button**" As Shown In Below.



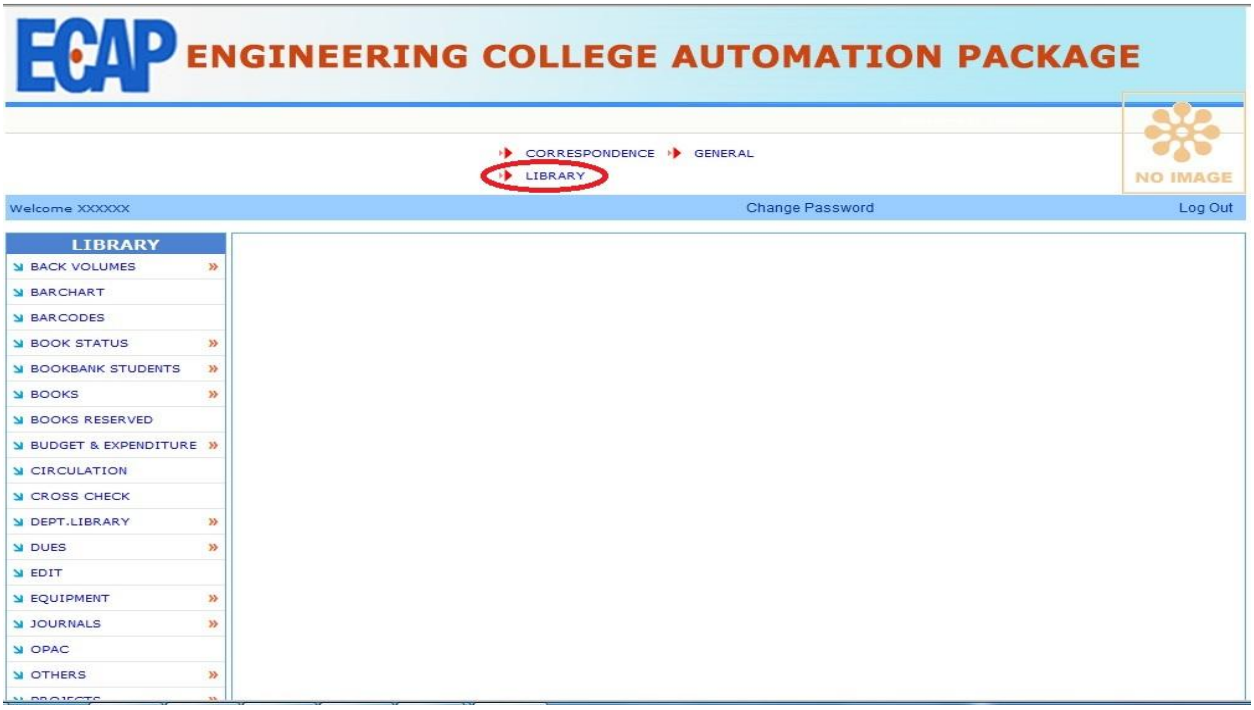


Step 10:-Please See Here It Got Updated After Click On "OK Button" As Shown In Below.

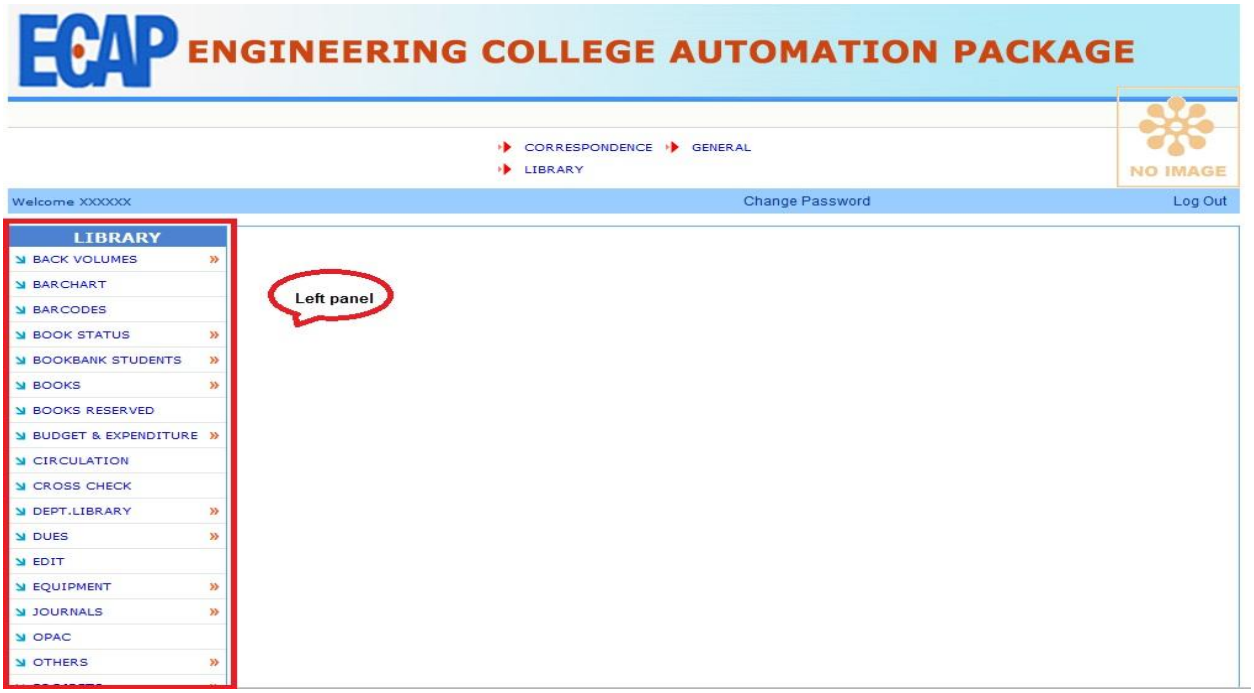
50) How Can I Generate Purchase Order For That Requested Requisition?

Step 1:- Please Login In To "ECAP" By Using Your Username And Password.

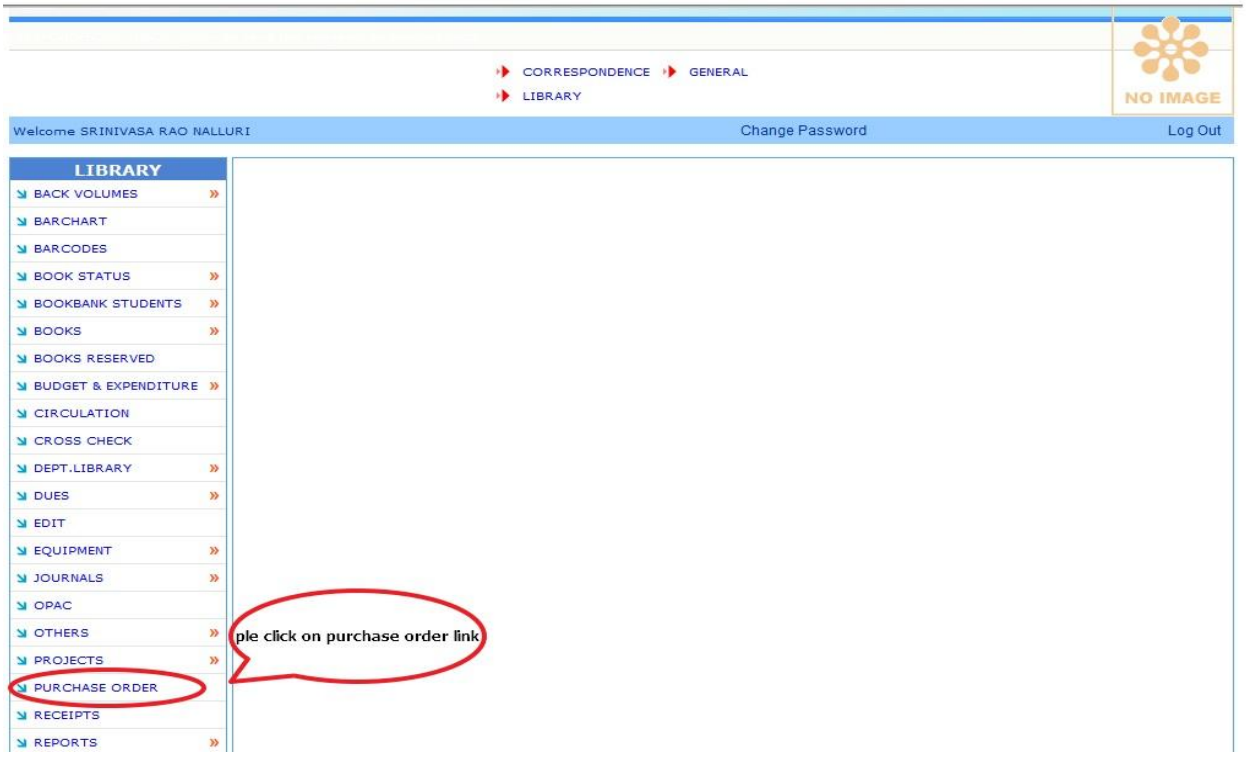
Step 2:- Please Click On "Library" Module As Shown In Below.



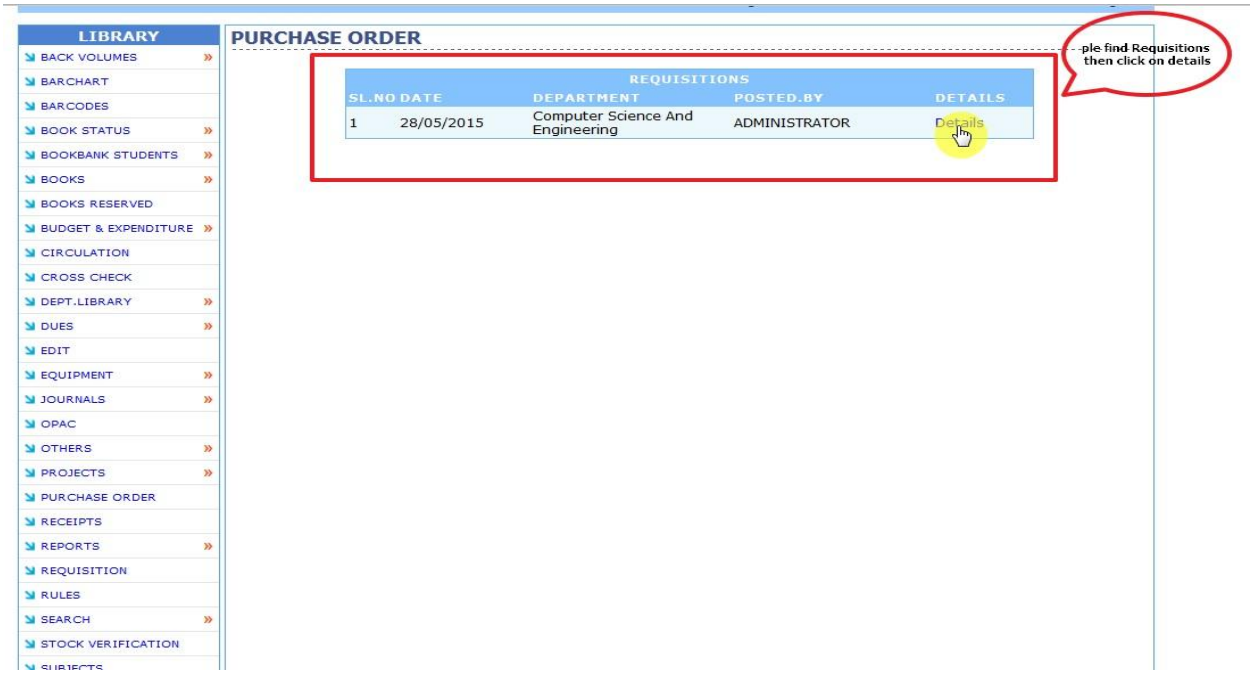
Step3:- After Clicking On Academics Module You Will Find "Left Panel" As Shown In Below.



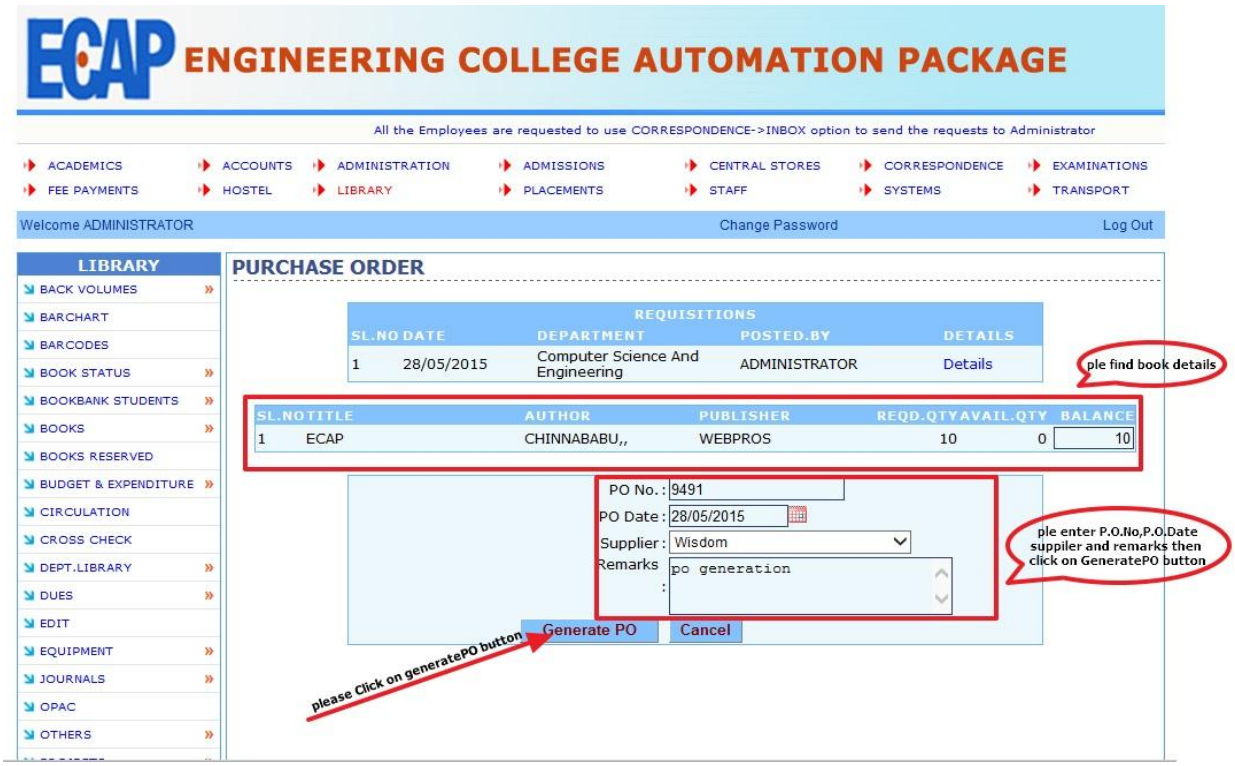
Step4:-Please Click On "Purchase Order" Which Is Available On Left Panel As Shown In Below.



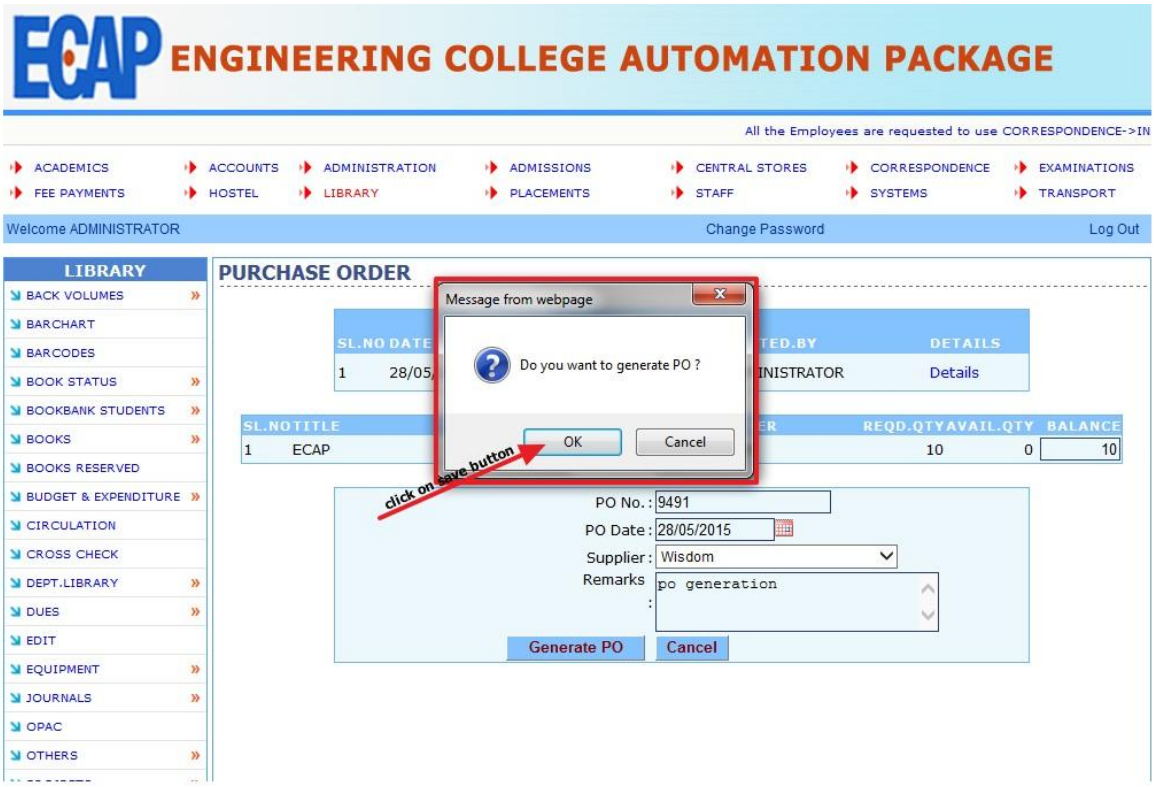
Step5:-After Click On Requisition Link You Will Find "Purchase Order" Link Then You Will Find Requisition Details And Then Click On Details As Shown Below



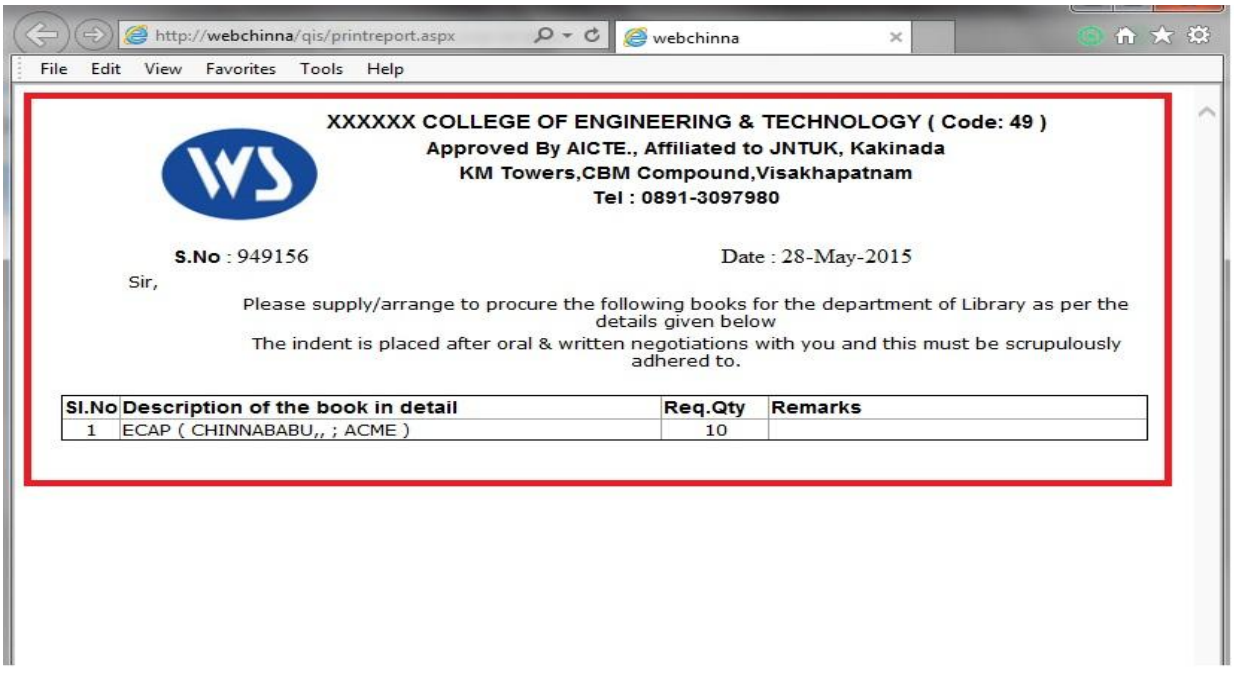
Step6:- Ple Find Your Book Details And Then You Will Enter P.O.No, P.O.Date, Supplier, And Remarks Then Click On "Generationpo" Button As Shown Below



Step7:- **You Will Get "POP UP For Confirmation" After Click On Submit Button. Here Please Click On "OK Button" As Shown In Below**



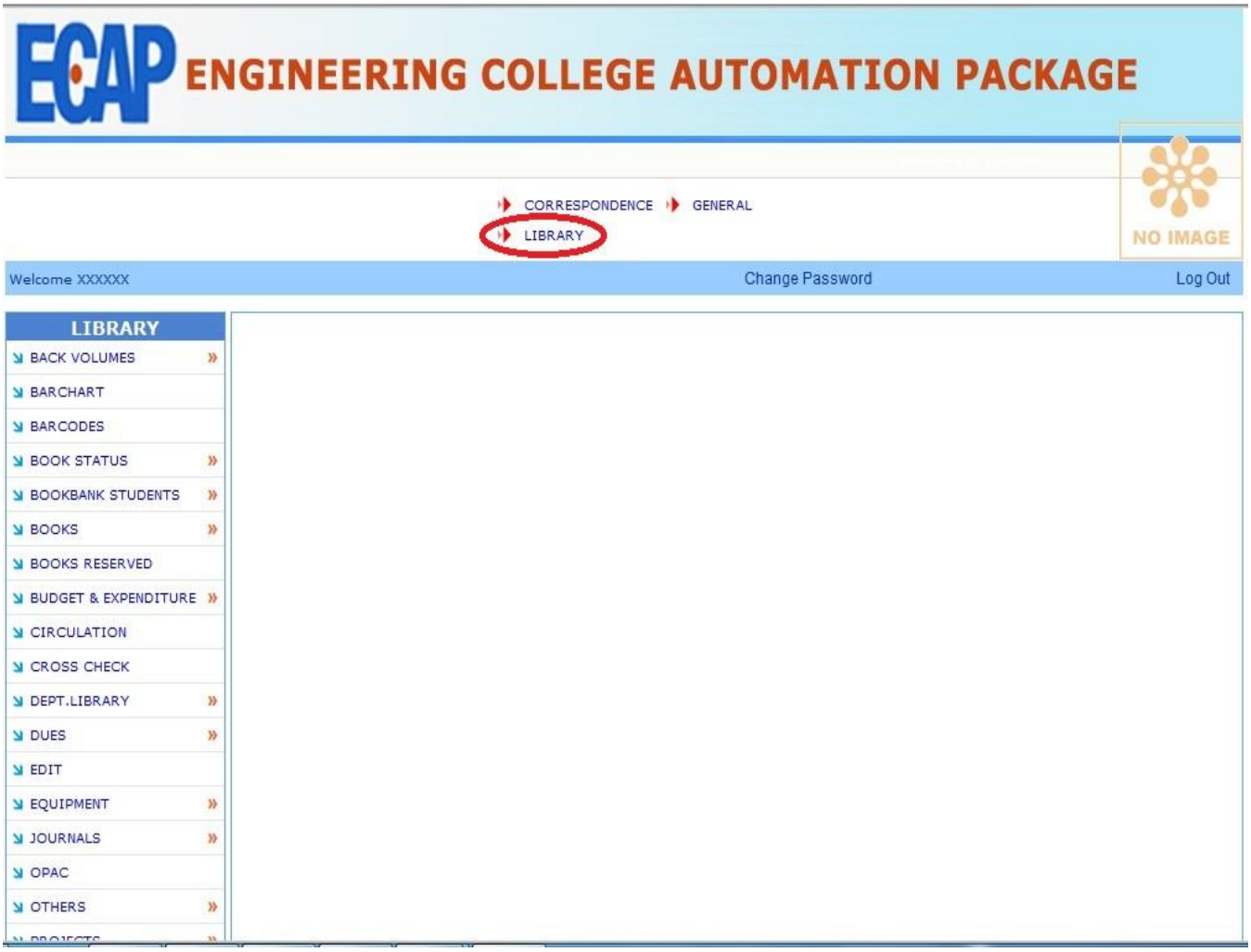
Step8:- **After Click On OK Button Then You Will Find Your Purchase Order As Shown Below.**



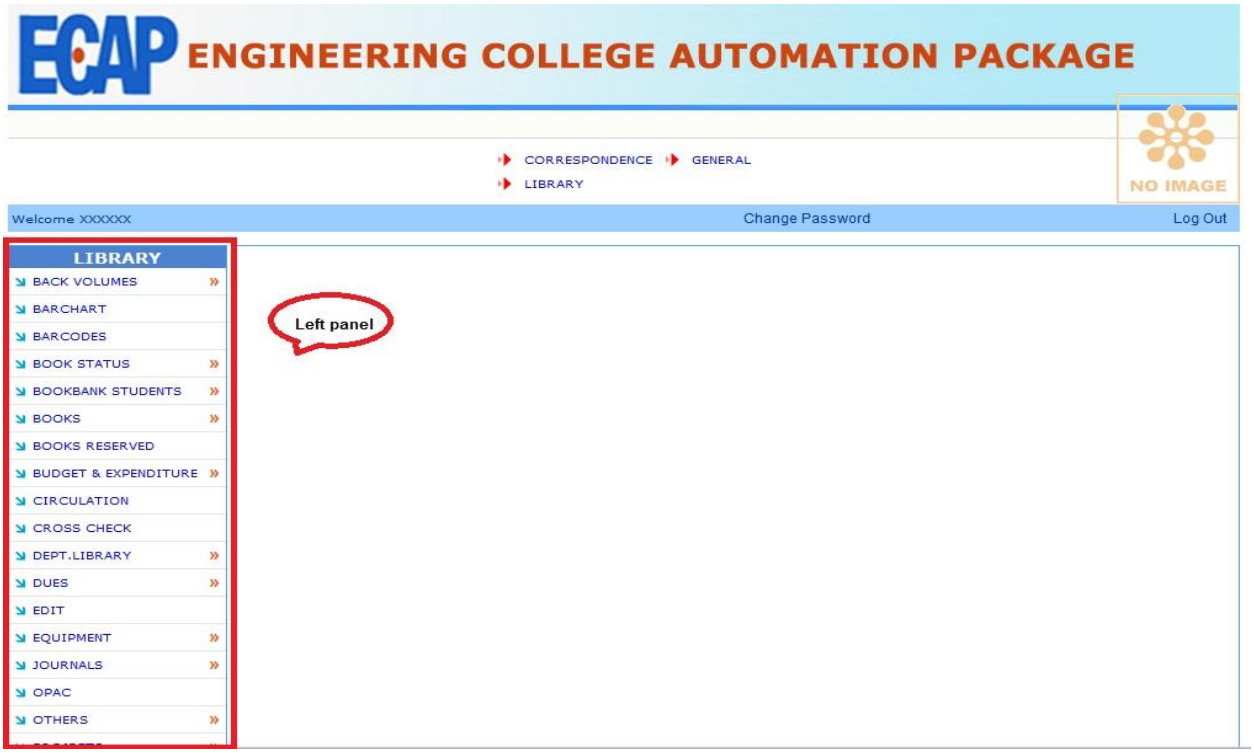
52) How Can Check Accession Register?

Step 1:- Please Login In To "ECAP" By Using Your Username And Password.

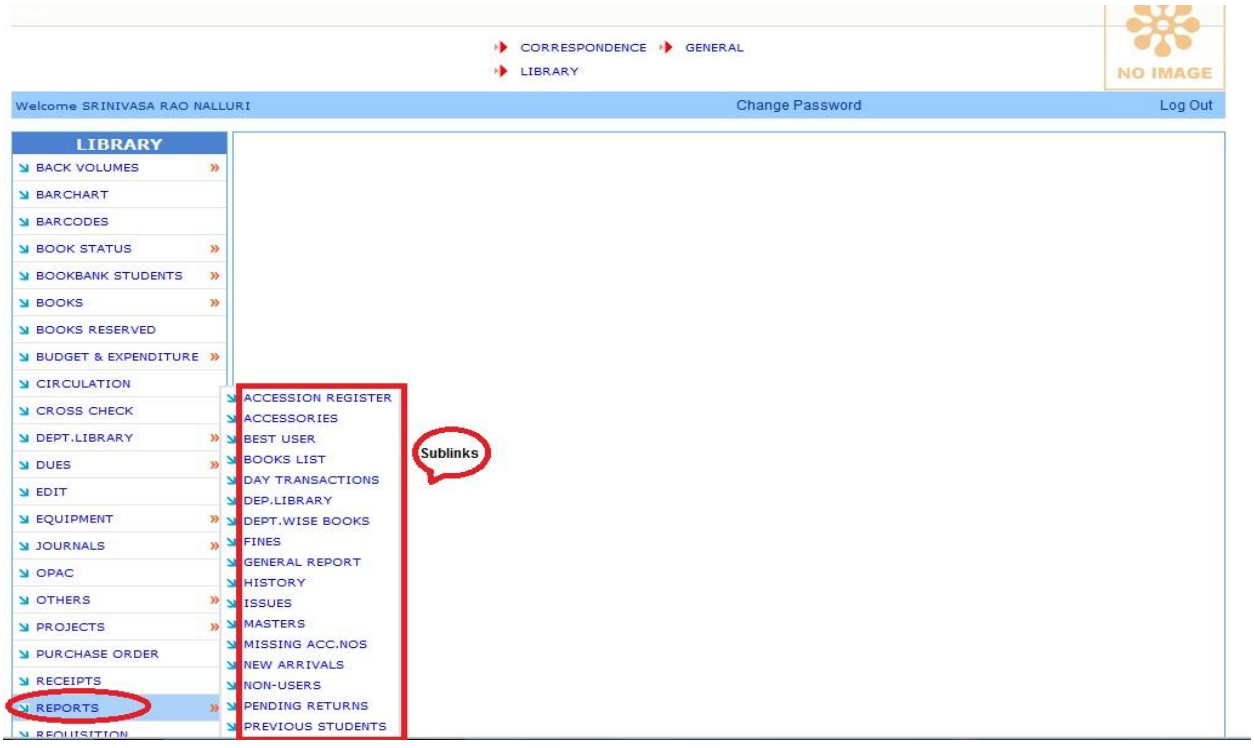
Step 2:- Please Click On "Library" Module As Shown In Below.



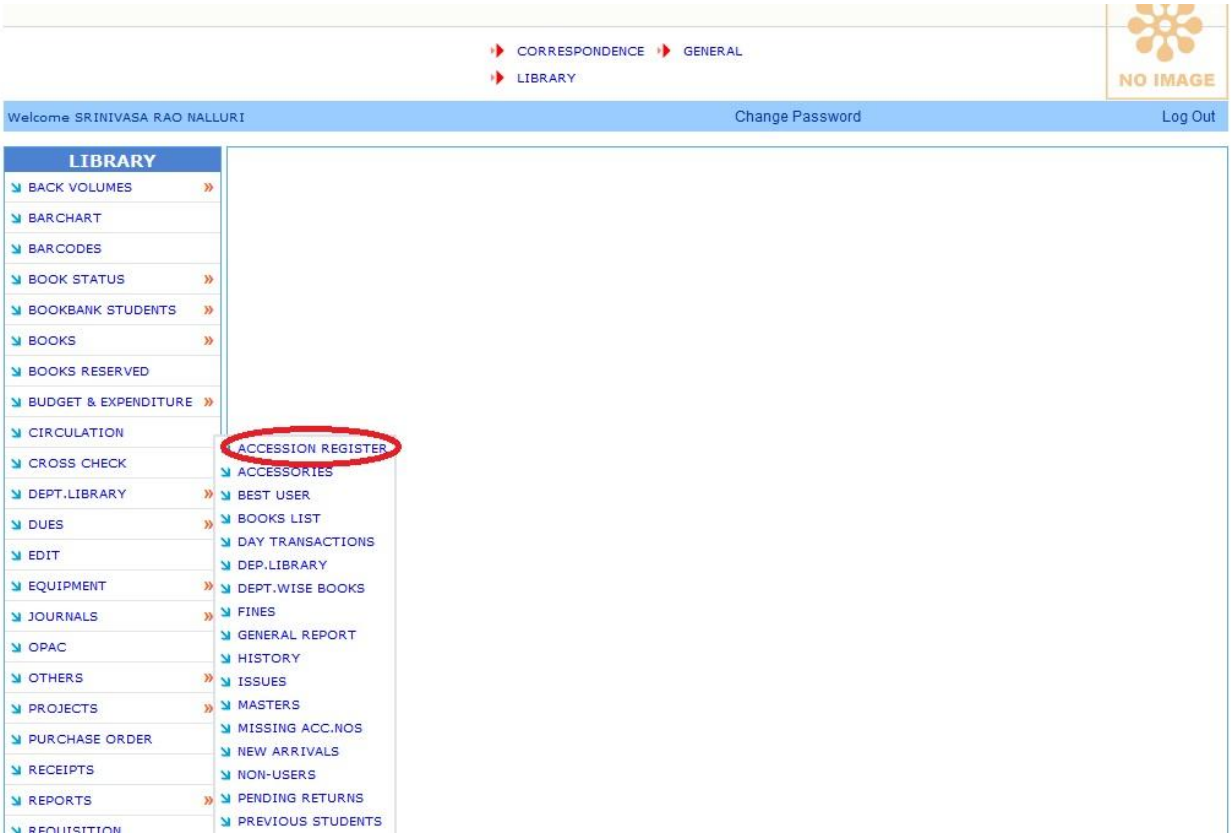
Step3:- After Clicking On Academics Module You Will Find "Left Panel" As Shown In Below.



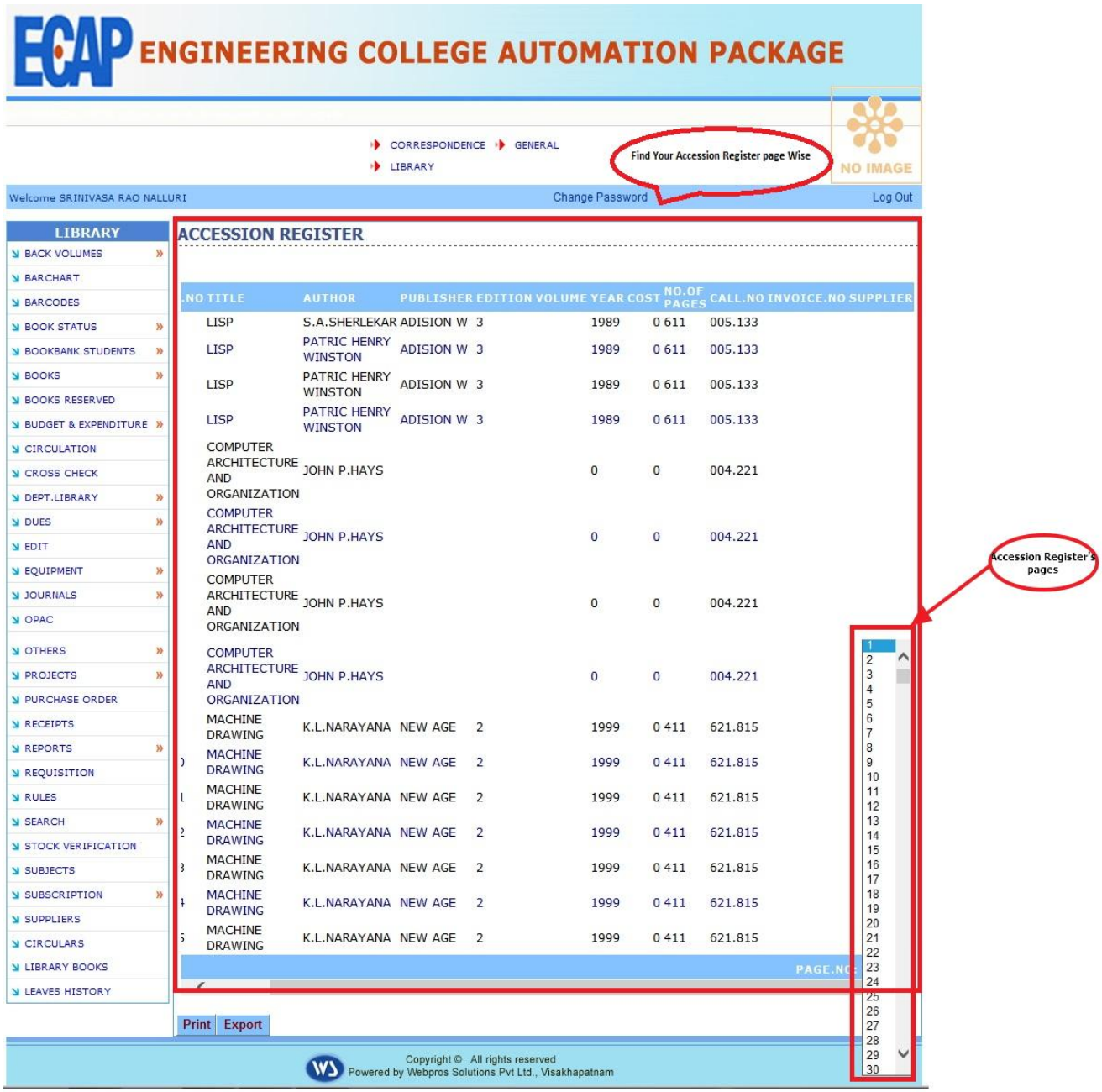
Step 4:-Please Place Your Mouse Pointer On "Reports" Link Which Is Available In Left Menu. Then You Will Find "Sub Links Menu" As Shown In Below



Step5:-Please Find "Accession Register" Option In Sub Links Menu As Shown In Below



Step6:-You Will "Find Your Accession Register Page Wise" As Shown In Below.If You Want To Take Print Out Then Please Click On "PRINT Button" And If You Want To Export This Data In To Excel Sheet Please Click On "Export Button".



.NO	TITLE	AUTHOR	PUBLISHER	EDITION	VOLUME	YEAR	COST	NO.OF PAGES	CALL.NO	INVOICE.NO	SUPPLIER
	LISP	S.A.SHERLEKAR	ADISION W	3		1989	0	611	005.133		
	LISP	PATRIC HENRY WINSTON	ADISION W	3		1989	0	611	005.133		
	LISP	PATRIC HENRY WINSTON	ADISION W	3		1989	0	611	005.133		
	LISP	PATRIC HENRY WINSTON	ADISION W	3		1989	0	611	005.133		
	COMPUTER ARCHITECTURE AND ORGANIZATION	JOHN P.HAYS				0	0		004.221		
	COMPUTER ARCHITECTURE AND ORGANIZATION	JOHN P.HAYS				0	0		004.221		
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	MACHINE DRAWING	K.L.NARAYANA	NEW AGE	2		1999	0	411	621.815		
	MACHINE DRAWING	K.L.NARAYANA	NEW AGE	2		1999	0	411	621.815		
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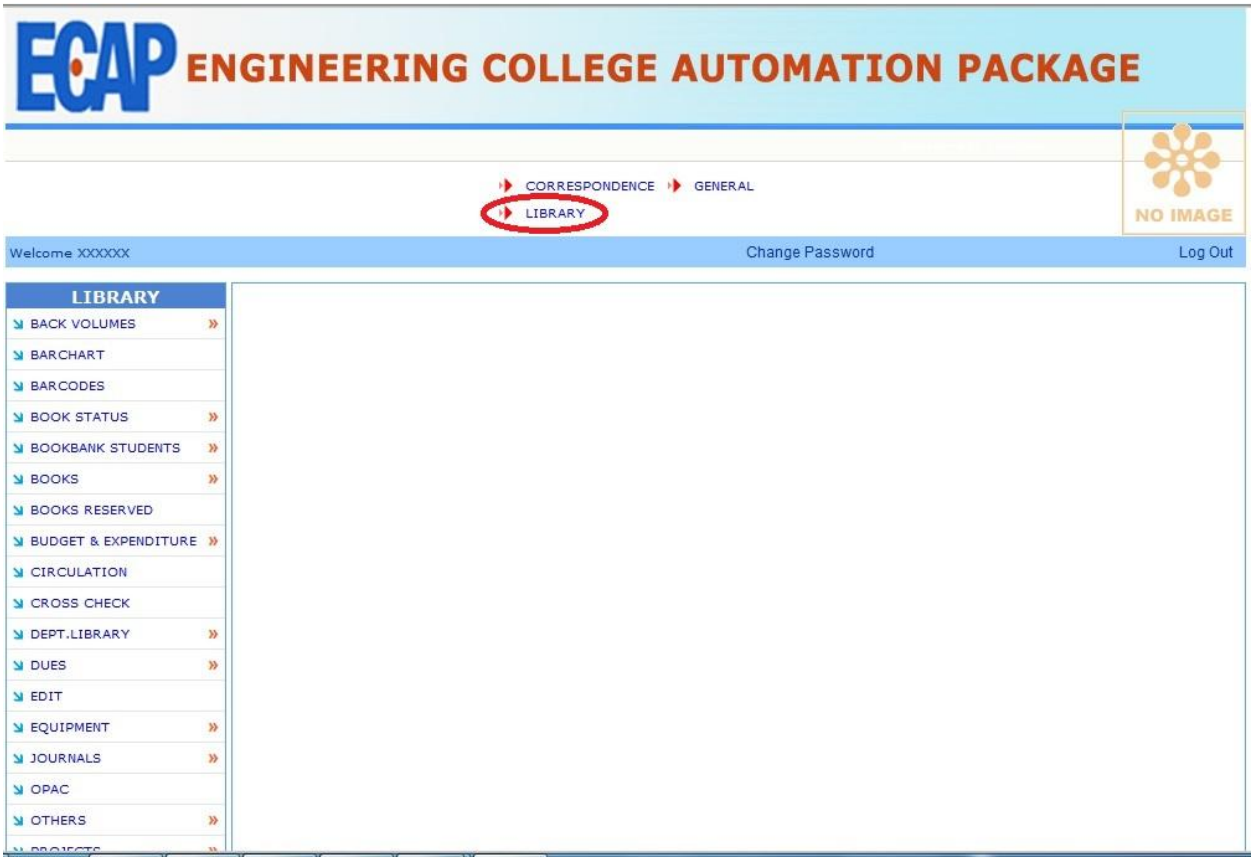
	MACHINE DRAWING	K.L.NARAYANA	NEW AGE	2		1999	0	411	621.815		

PAGE.NO

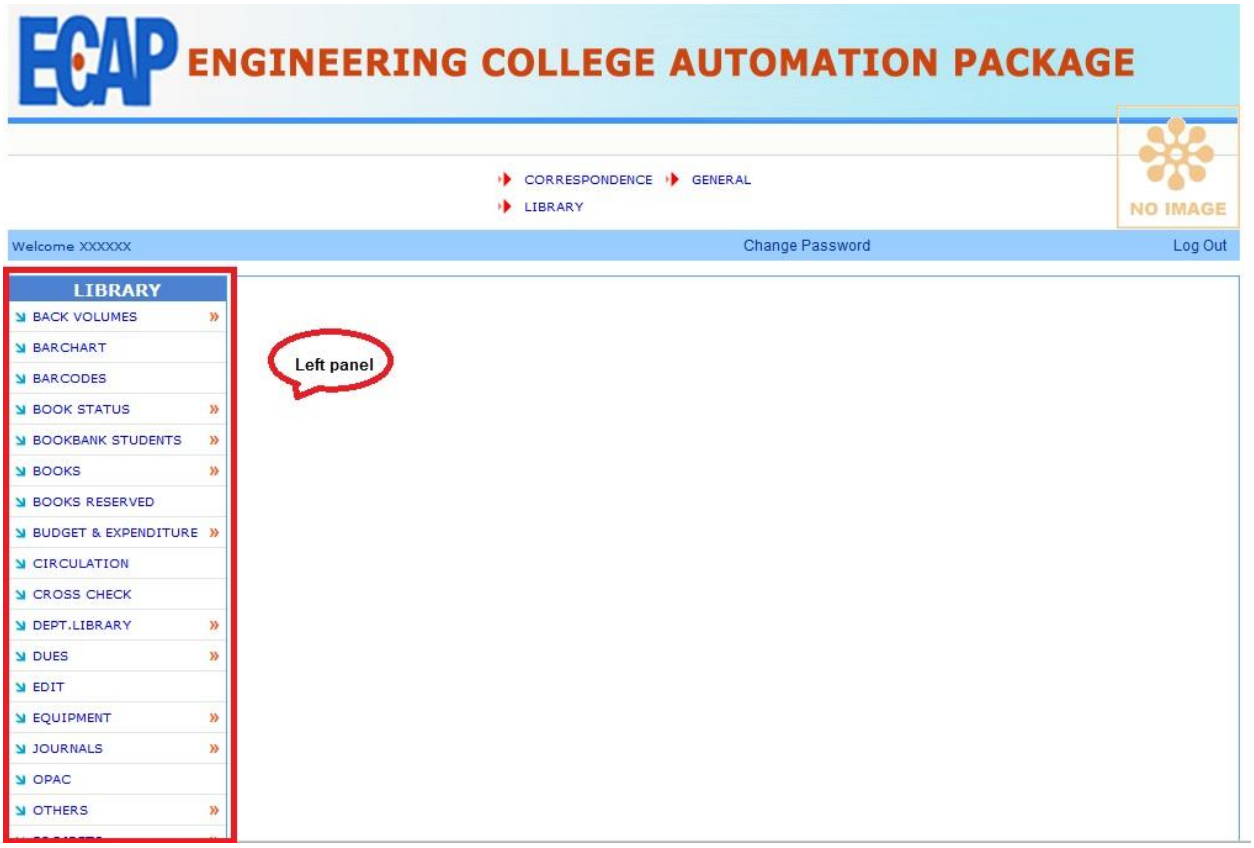
53) How Can I Check Course Wise/Department Wise And Subject Wise Books List?

Step 1:- Please Login In To "ECAP" By Using Your Username And Password.

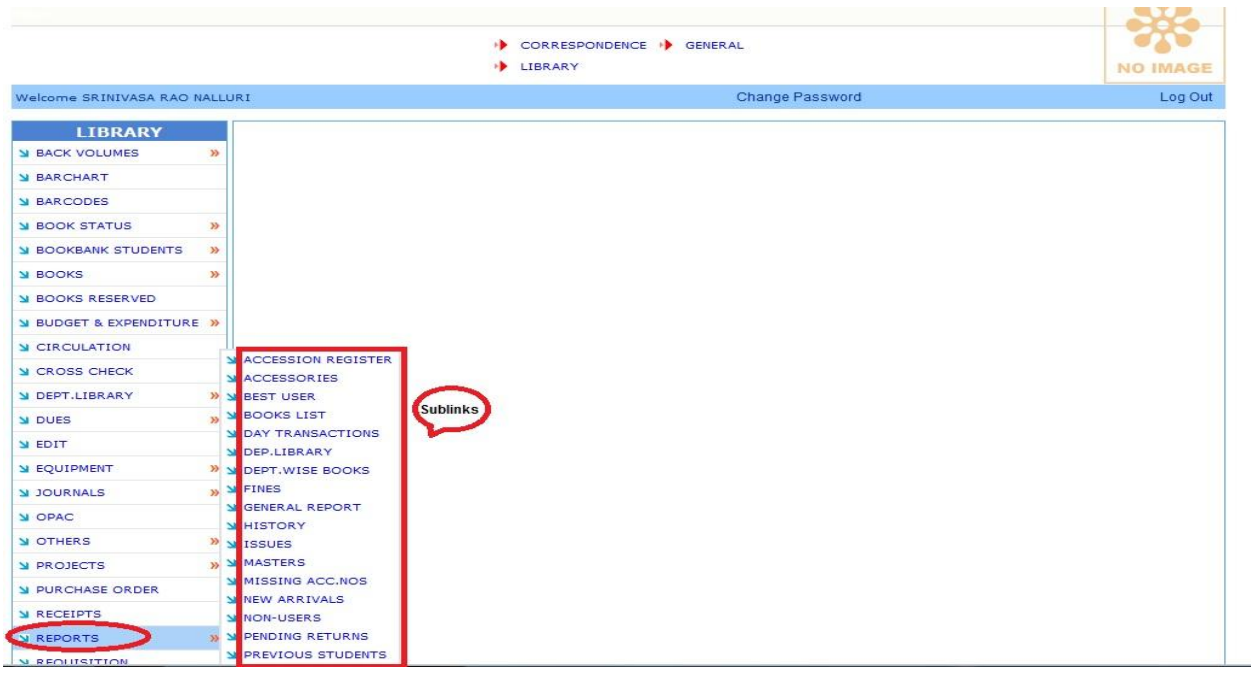
Step 2:- Please Click On "Library" Module As Shown In Below.



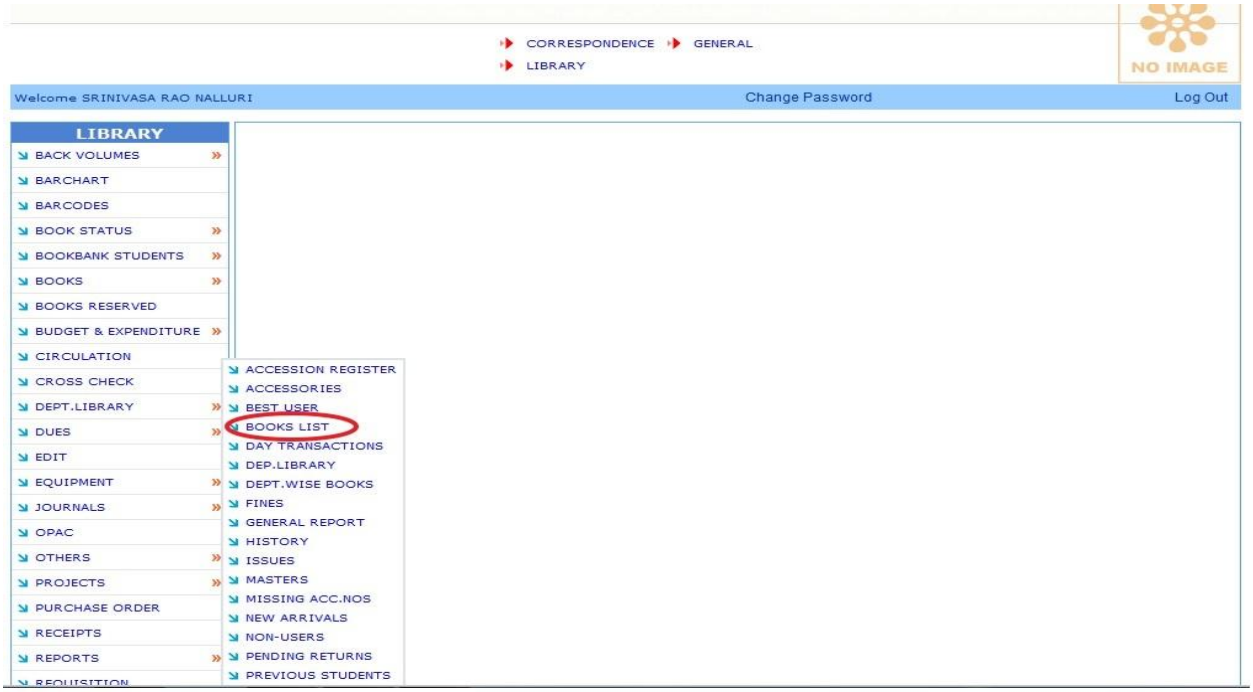
Step3:- After Clicking On Library Module You Will Find "Left Panel" As Shown In Below.



Step 3:-Please Place Your Mouse Pointer On "Reports" Link Which Is Available In Left Menu. Then You Will Find "Sub Links Menu" As Shown In Below



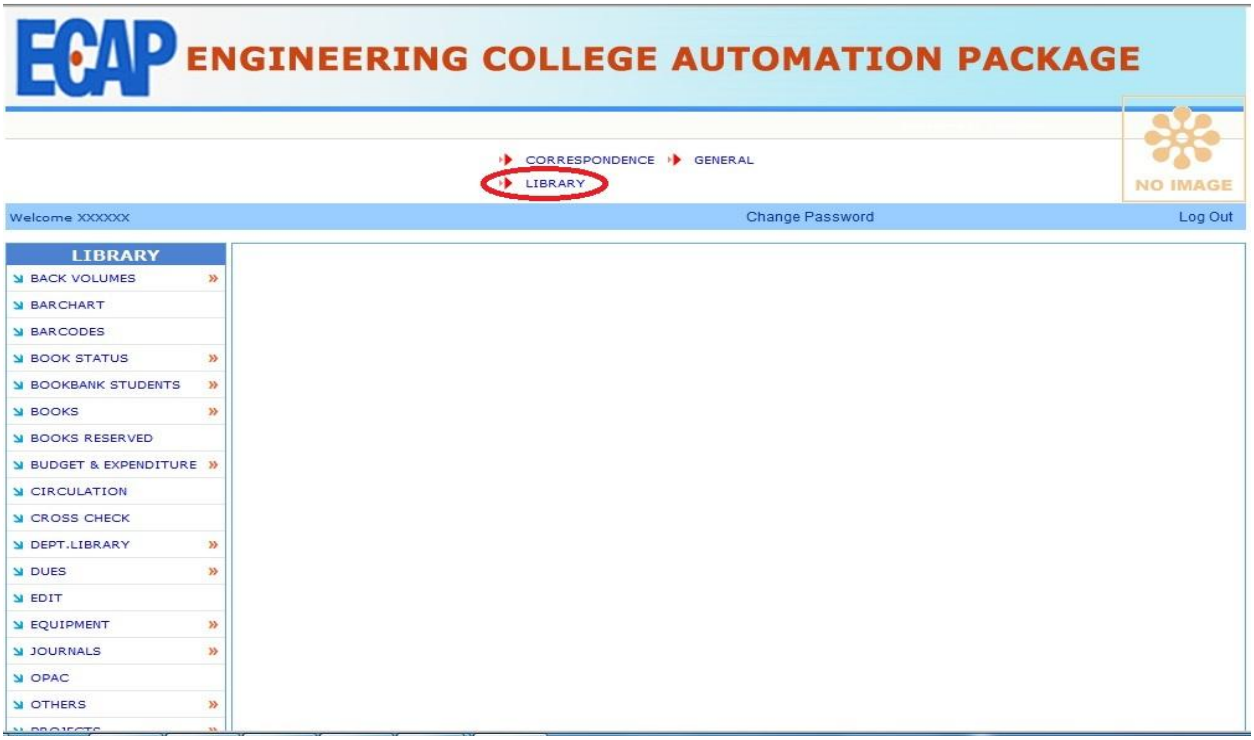
Step4:-Please Find "Book List" Option In Sub Links Menu As Shown In Below



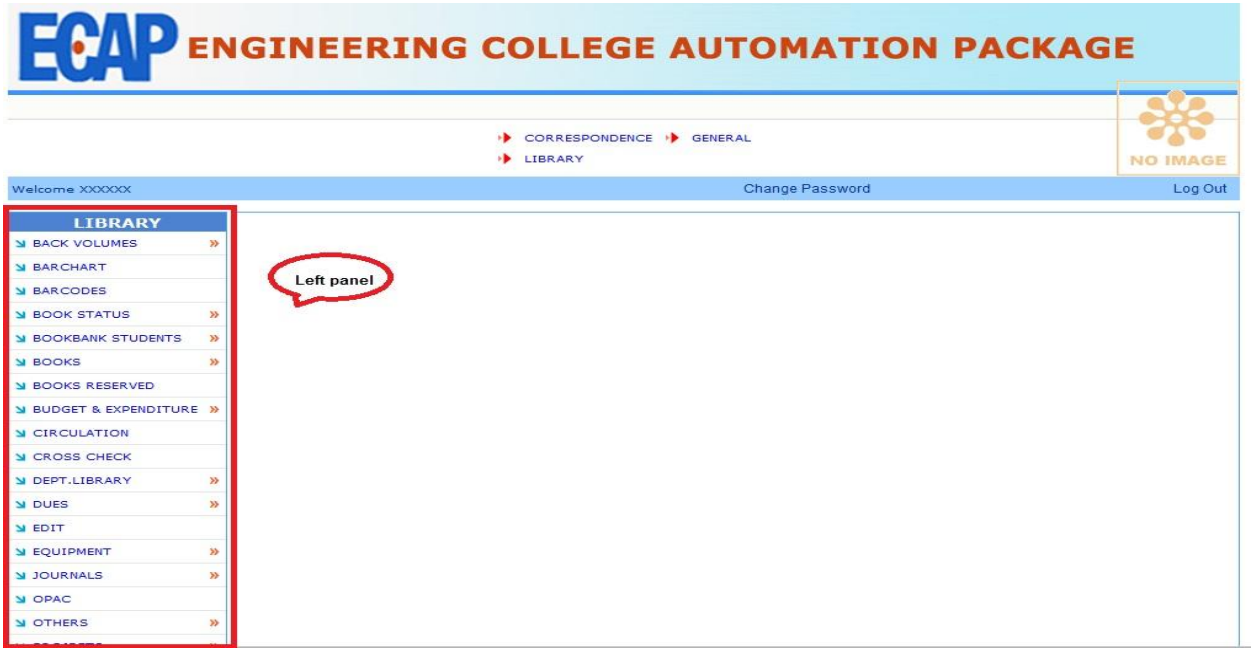
54) How Can I Check Department Wise Books?

Step 1:- Please Login In To "ECAP" By Using Your Username And Password.

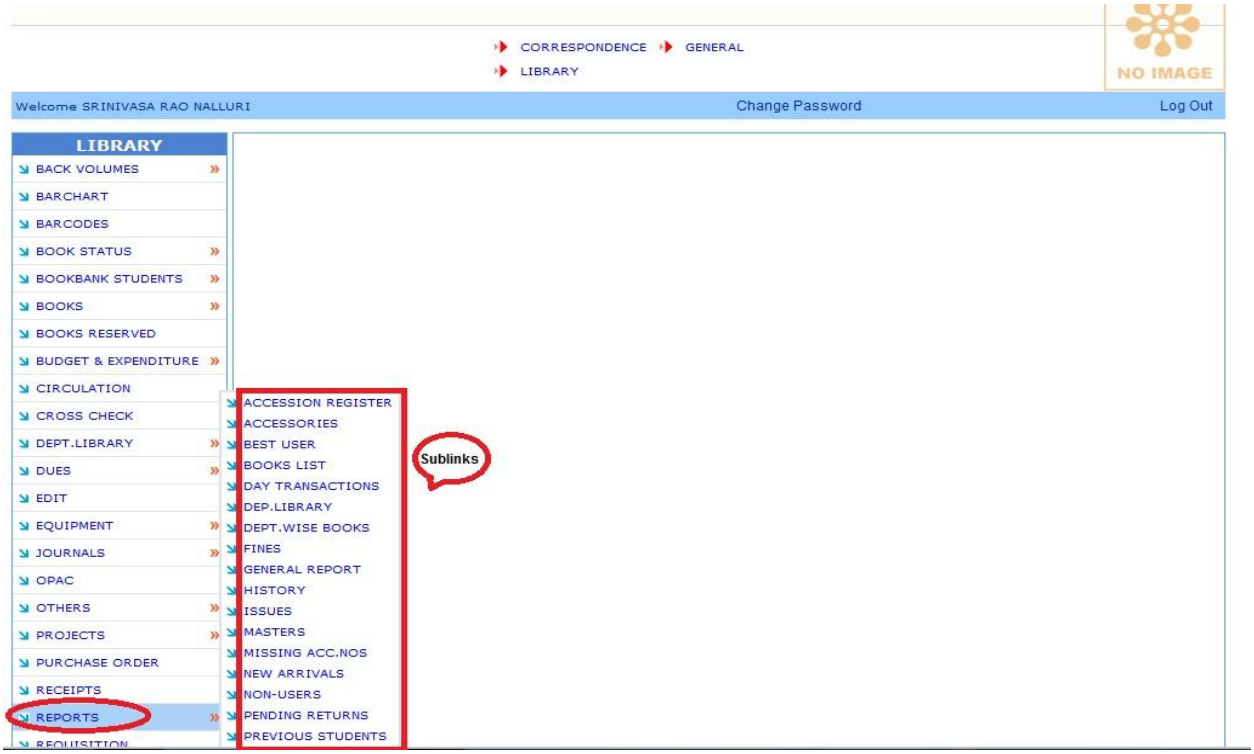
Step 2:- Please Click On "Library" Module As Shown In Below.



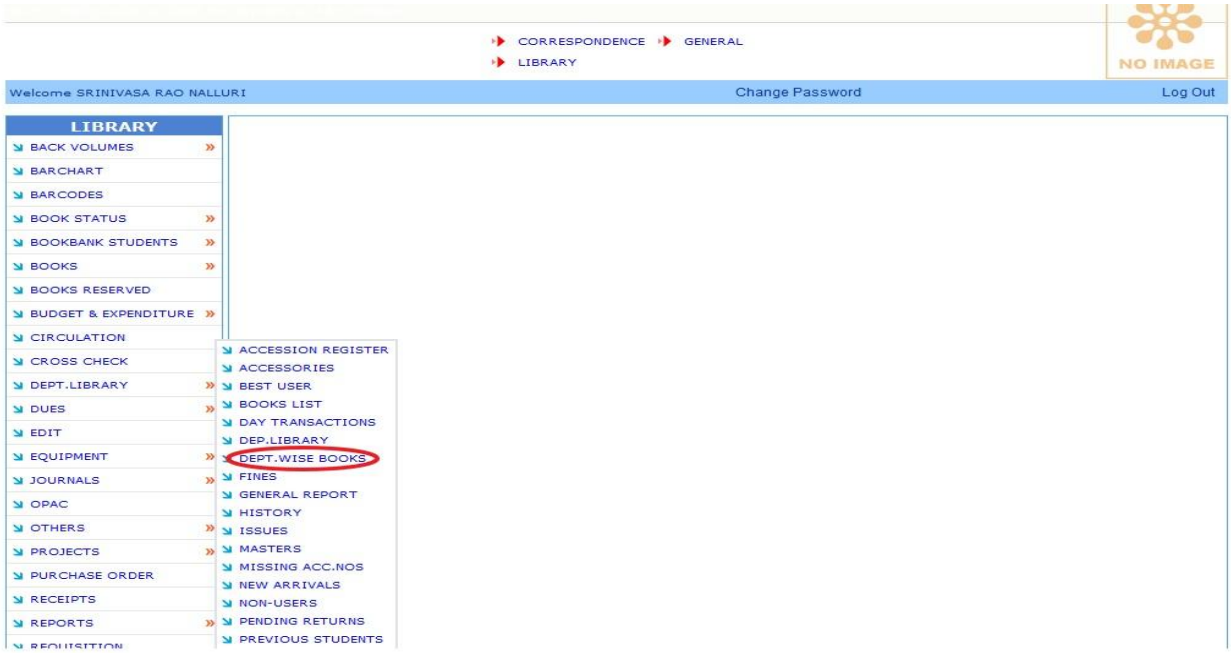
Step3:- After Clicking On Library Module You Will Find "Left Panel" As Shown In Below.



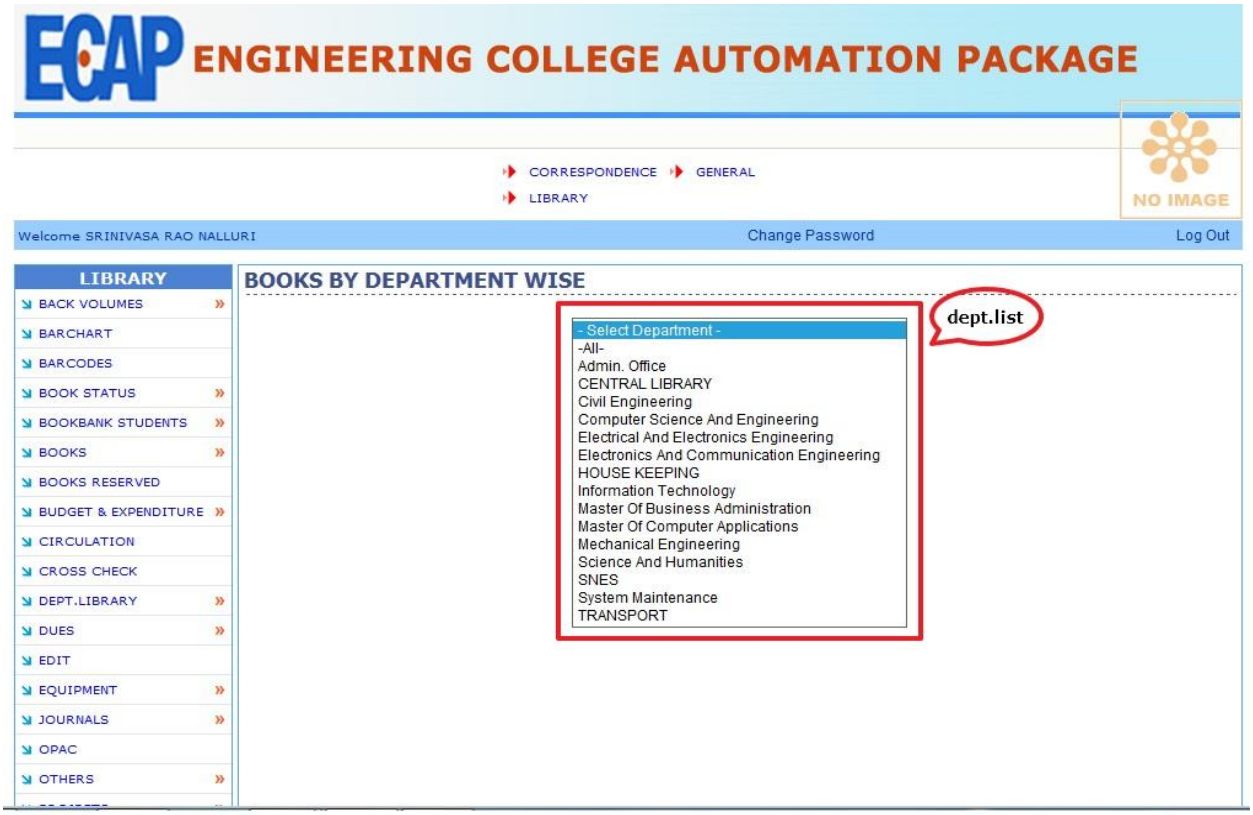
Step4:-Please Place Your Mouse Pointer On "Reports" Link Which Is Available In Left Menu. Then You Will Find "Sub Links Menu" As Shown In Below



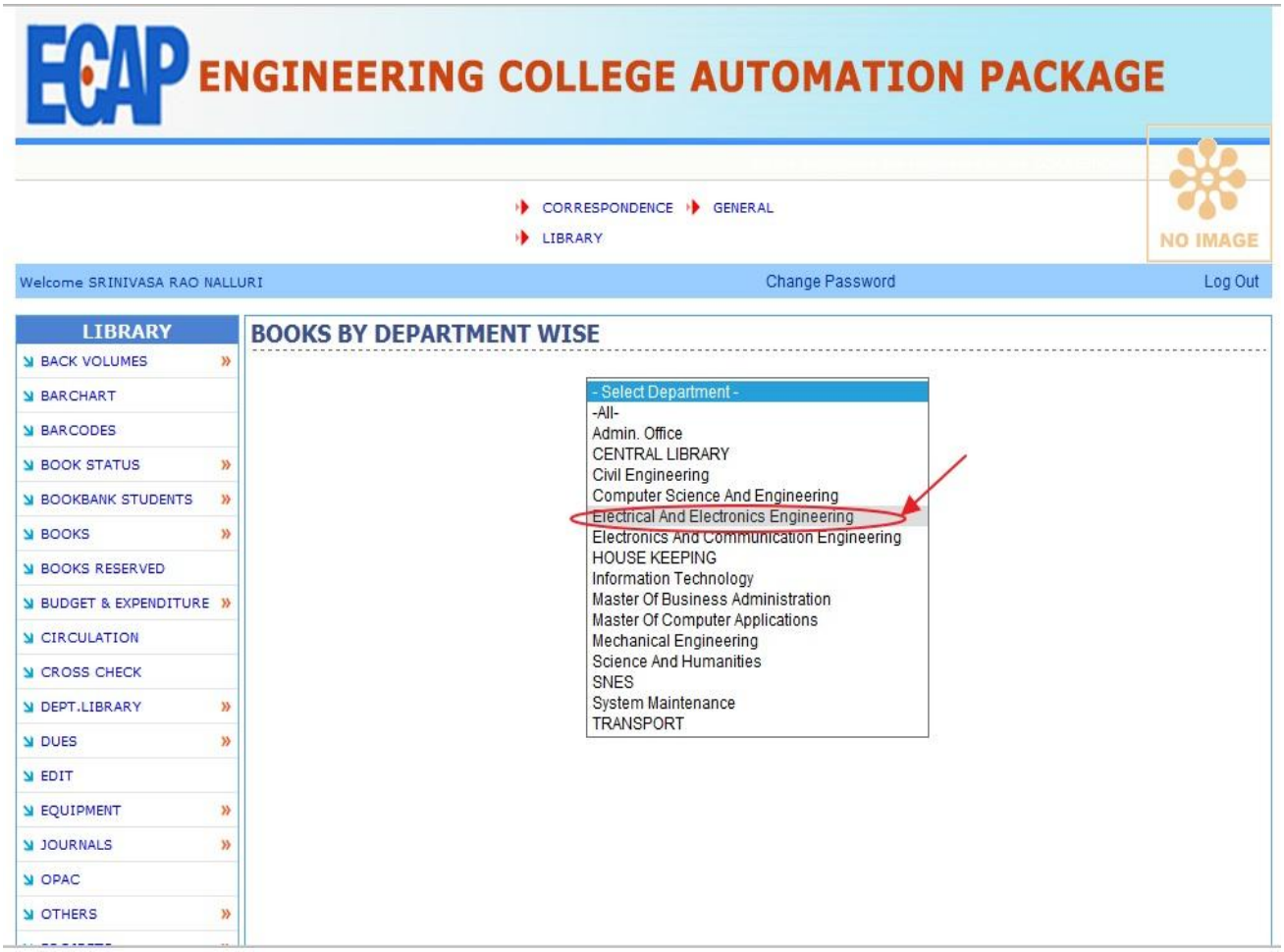
Step5:-Please Find "Dept.Wise Books" Option In Sub Links Menu As Shown In Below.



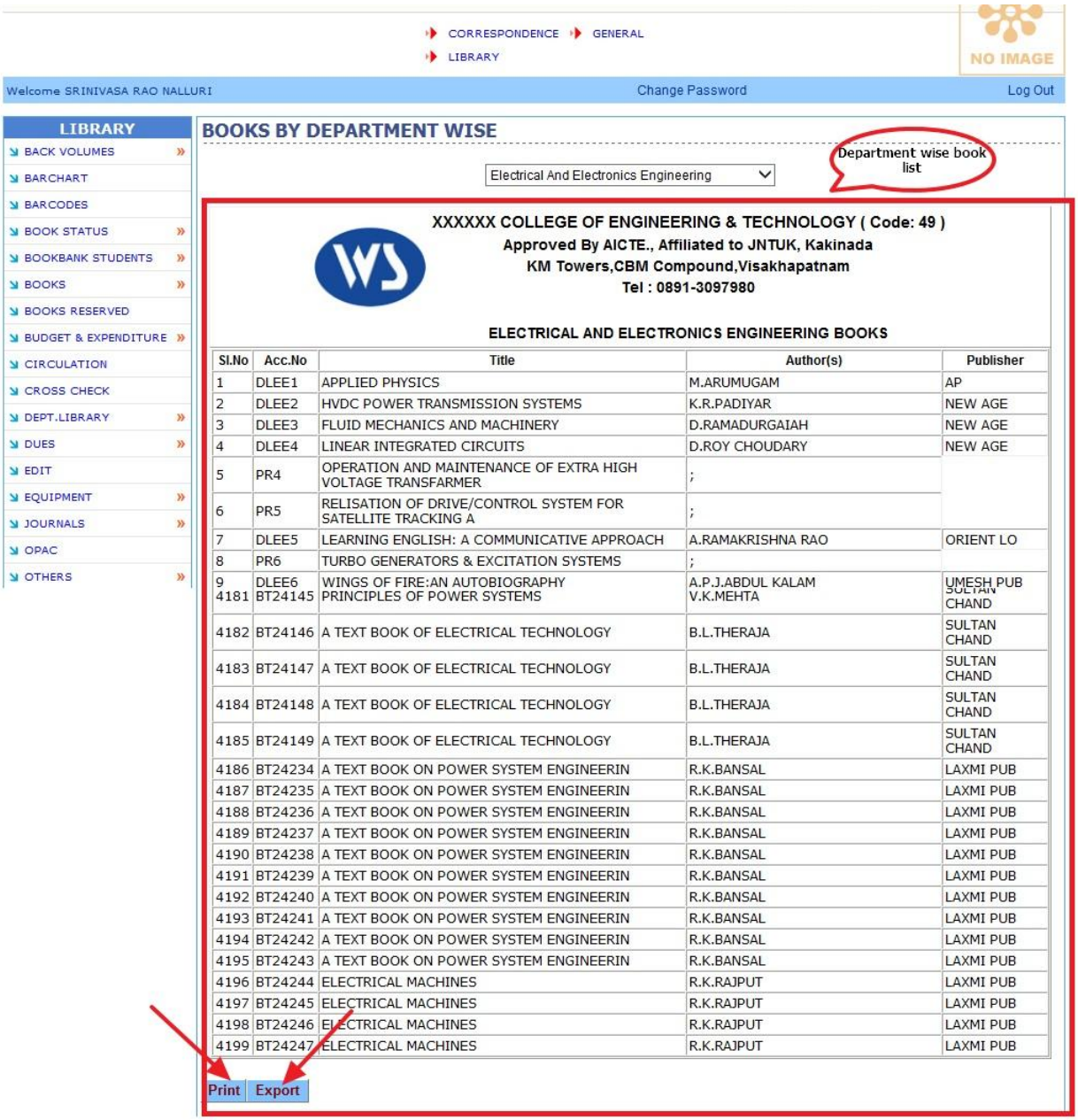
Step6:-Please Click On "Dept.Wise Books" Option As Shown In Above Screen. Then You Will Find "Departments List" And Then Please Select Your Department As Shown In Below



Step7:-Please Select Department From Department Drop Down List As Shown In Below.



Step8:-You Will Get A Required Department Wise Book List After Select Department As Shown In Below If You Want To Take Print Out Then Please Click On "PRINT Button" And If You Want To Export This Data In To Excel Sheet Please Click On "Export Button".

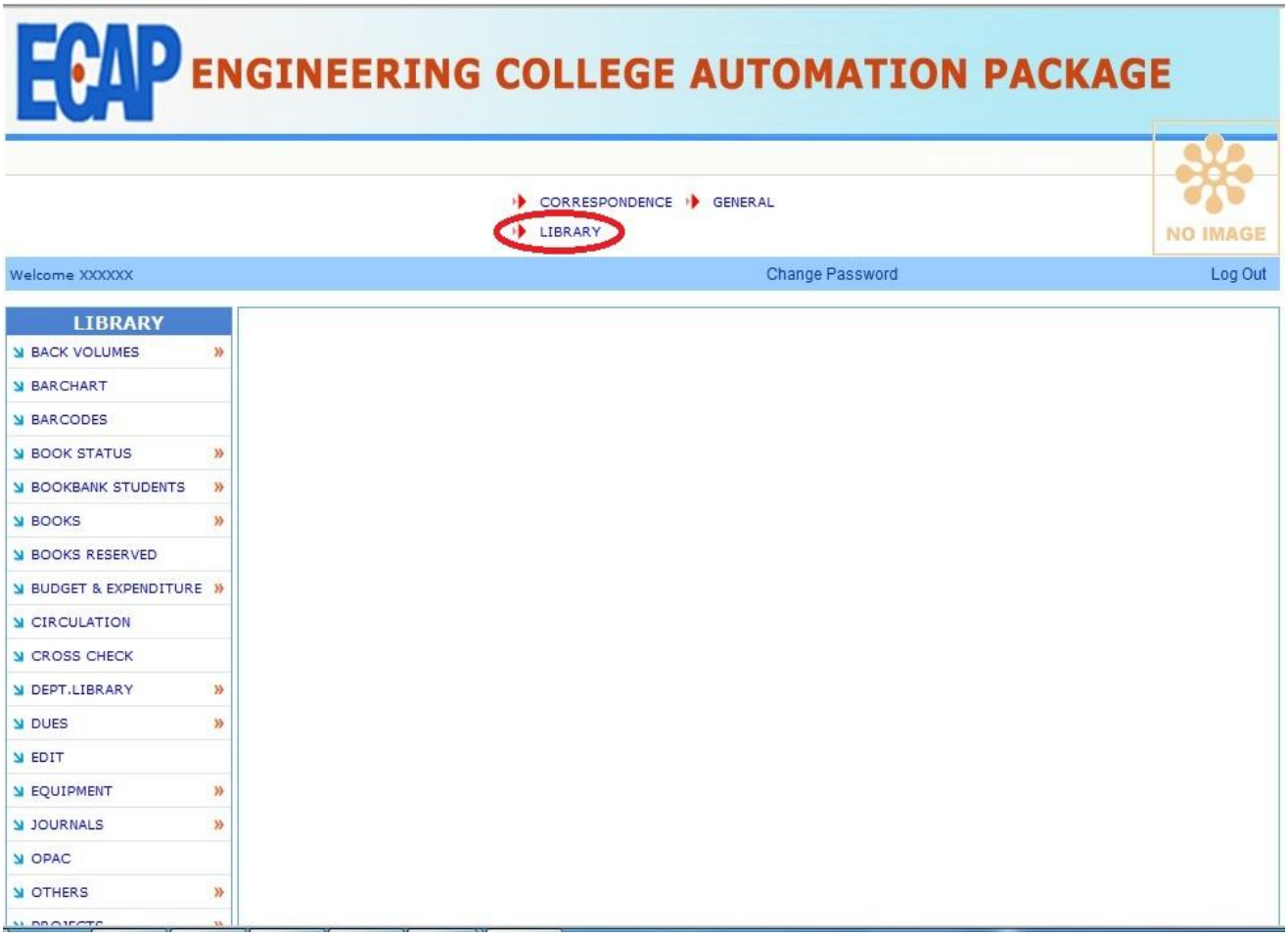


Sl.No	Acc.No	Title	Author(s)	Publisher
1	DLEE1	APPLIED PHYSICS	M.ARUMUGAM	AP
2	DLEE2	HVDC POWER TRANSMISSION SYSTEMS	K.R.PADIYAR	NEW AGE
3	DLEE3	FLUID MECHANICS AND MACHINERY	D.RAMADURGAIAH	NEW AGE
4	DLEE4	LINEAR INTEGRATED CIRCUITS	D.ROY CHOUDARY	NEW AGE
5	PR4	OPERATION AND MAINTENANCE OF EXTRA HIGH VOLTAGE TRANSFARMER	;	
6	PR5	RELISATION OF DRIVE/CONTROL SYSTEM FOR SATELLITE TRACKING A	;	
7	DLEE5	LEARNING ENGLISH: A COMMUNICATIVE APPROACH	A.RAMAKRISHNA RAO	ORIENT LO
8	PR6	TURBO GENERATORS & EXCITATION SYSTEMS	;	
9 4181	DLEE6 BT24145	WINGS OF FIRE:AN AUTOBIOGRAPHY PRINCIPLES OF POWER SYSTEMS	A.P.J.ABDUL KALAM V.K.MEHTA	UMESH PUB SULTAN CHAND
4182	BT24146	A TEXT BOOK OF ELECTRICAL TECHNOLOGY	B.L.THERAJA	SULTAN CHAND
4183	BT24147	A TEXT BOOK OF ELECTRICAL TECHNOLOGY	B.L.THERAJA	SULTAN CHAND
4184	BT24148	A TEXT BOOK OF ELECTRICAL TECHNOLOGY	B.L.THERAJA	SULTAN CHAND
4185	BT24149	A TEXT BOOK OF ELECTRICAL TECHNOLOGY	B.L.THERAJA	SULTAN CHAND
4186	BT24234	A TEXT BOOK ON POWER SYSTEM ENGINEERIN	R.K.BANSAL	LAXMI PUB
4187	BT24235	A TEXT BOOK ON POWER SYSTEM ENGINEERIN	R.K.BANSAL	LAXMI PUB
4188	BT24236	A TEXT BOOK ON POWER SYSTEM ENGINEERIN	R.K.BANSAL	LAXMI PUB
4189	BT24237	A TEXT BOOK ON POWER SYSTEM ENGINEERIN	R.K.BANSAL	LAXMI PUB
4190	BT24238	A TEXT BOOK ON POWER SYSTEM ENGINEERIN	R.K.BANSAL	LAXMI PUB
4191	BT24239	A TEXT BOOK ON POWER SYSTEM ENGINEERIN	R.K.BANSAL	LAXMI PUB
4192	BT24240	A TEXT BOOK ON POWER SYSTEM ENGINEERIN	R.K.BANSAL	LAXMI PUB
4193	BT24241	A TEXT BOOK ON POWER SYSTEM ENGINEERIN	R.K.BANSAL	LAXMI PUB
4194	BT24242	A TEXT BOOK ON POWER SYSTEM ENGINEERIN	R.K.BANSAL	LAXMI PUB
4195	BT24243	A TEXT BOOK ON POWER SYSTEM ENGINEERIN	R.K.BANSAL	LAXMI PUB
4196	BT24244	ELECTRICAL MACHINES	R.K.RAJPUT	LAXMI PUB
4197	BT24245	ELECTRICAL MACHINES	R.K.RAJPUT	LAXMI PUB
4198	BT24246	ELECTRICAL MACHINES	R.K.RAJPUT	LAXMI PUB
4199	BT24247	ELECTRICAL MACHINES	R.K.RAJPUT	LAXMI PUB

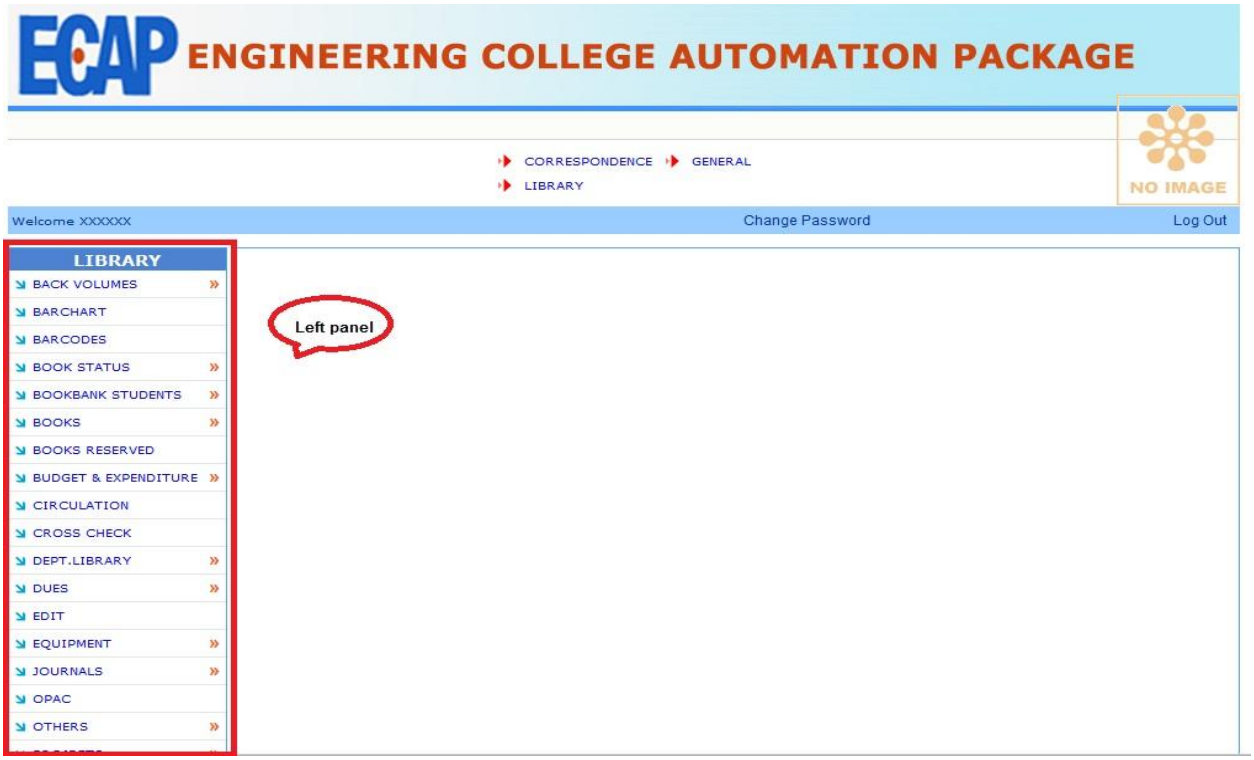
55) How Can I Check Department Wise Book Issues Report?

Step 1:- Please Login In To "ECAP" By Using Your Username And Password.

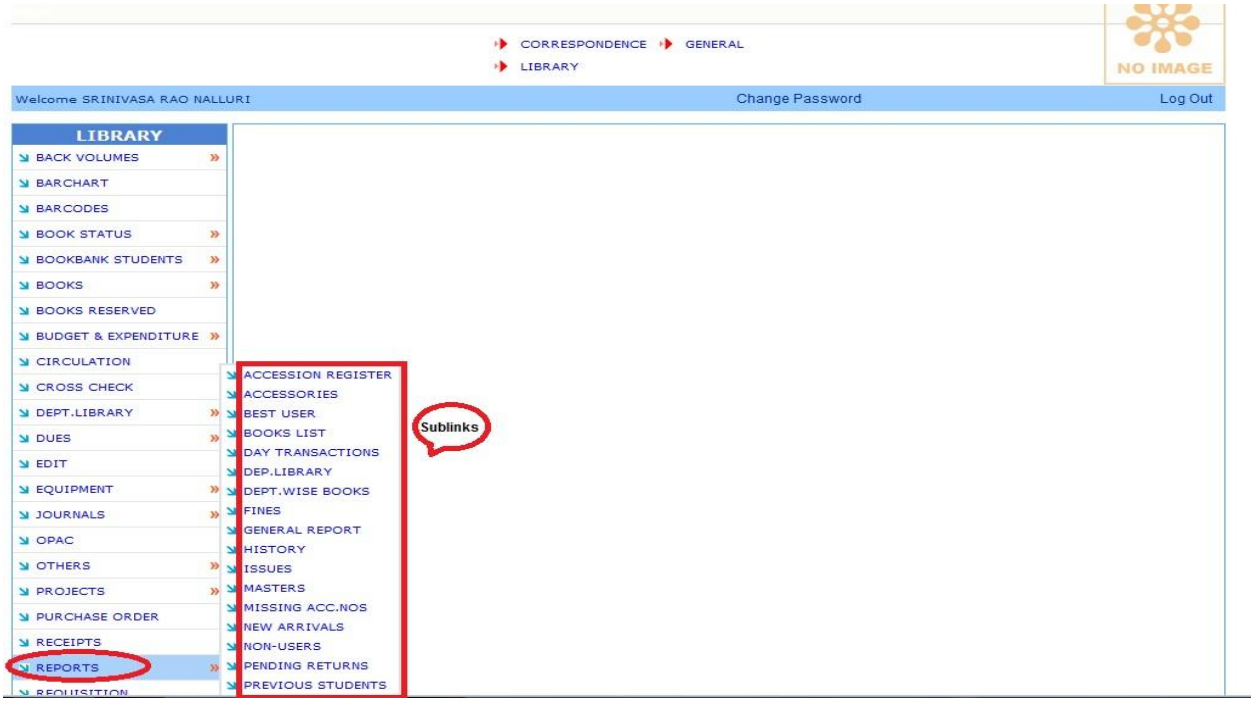
Step 2:- Please Click On "Library" Module As Shown In Below.



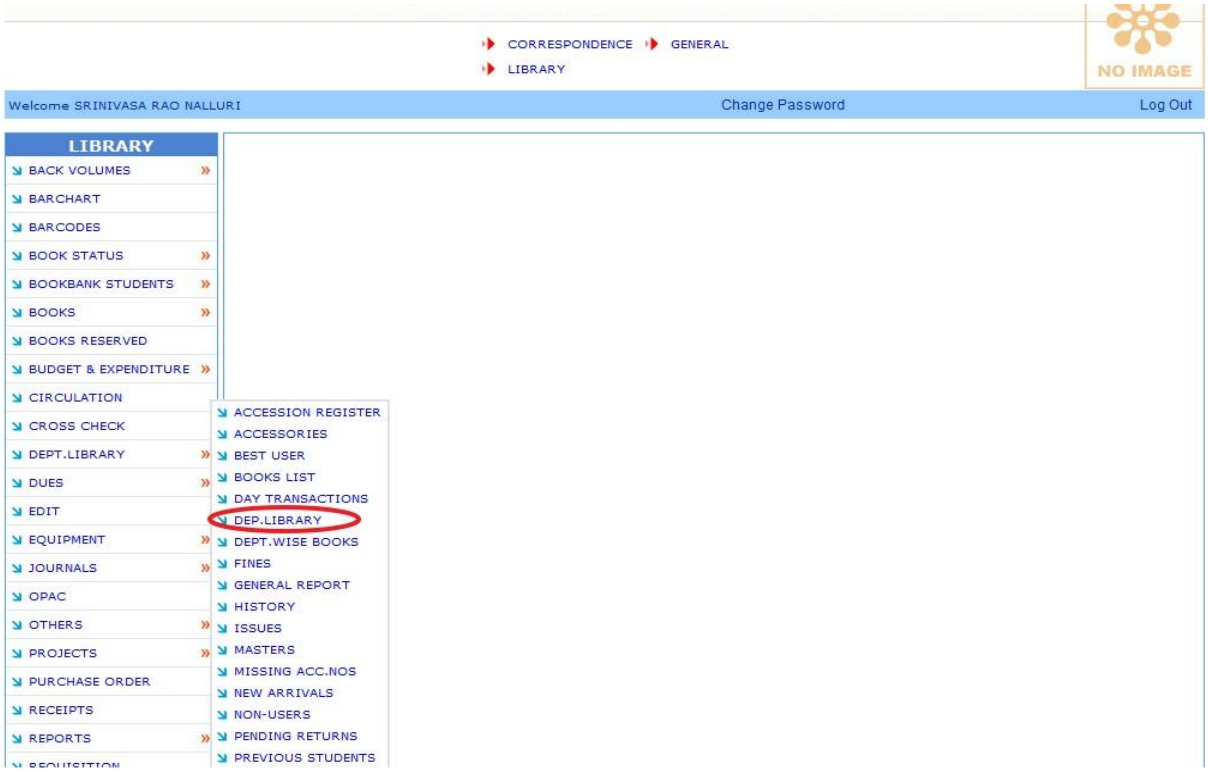
Step3:- After Clicking On Library Module You Will Find "Left Panel" As Shown In Below.



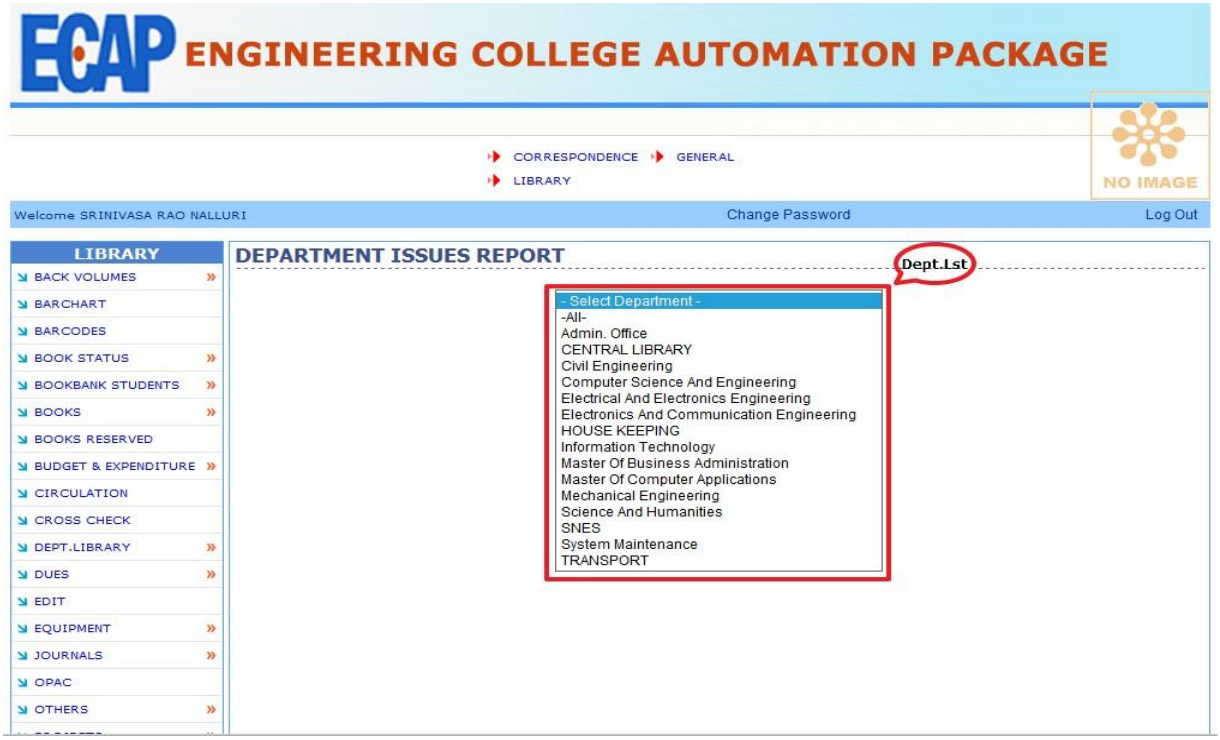
Step 4:-Please Place Your Mouse Pointer On "Reports" Link Which Is Available In Left Menu. Then You Will Find "Sub Links Menu" As Shown In Below



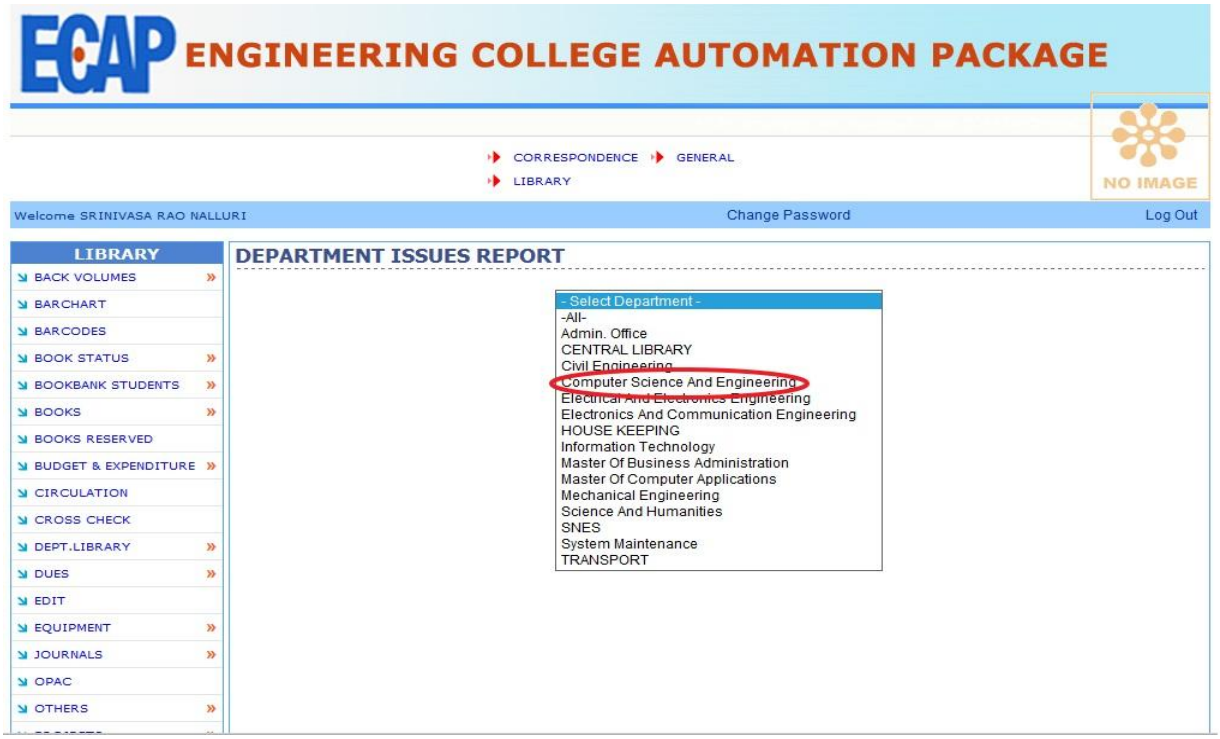
Step5:-Please Find "Dep.Lbrary" Option In Sub Links Menu As Shown In Below



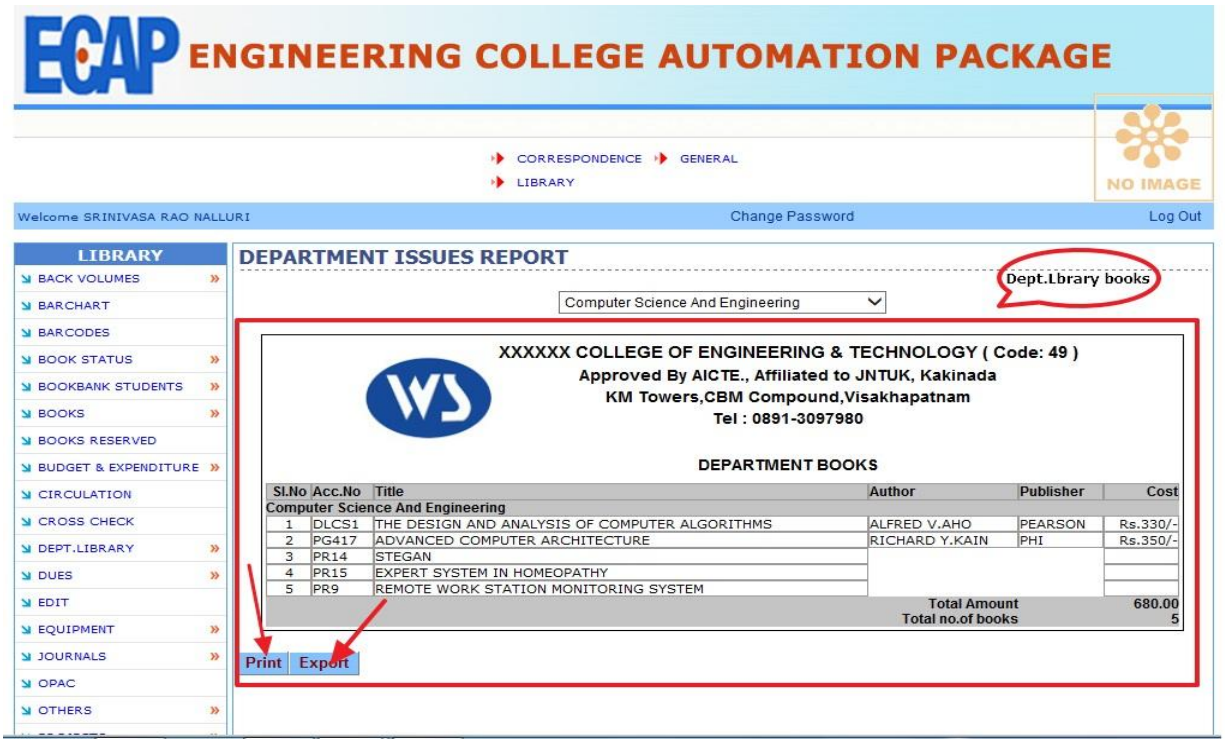
Step6:-Please Click On "Dep.Lbrary" Option As Shown In Above Screen. Then You Will Find "Departments List" And Then Please Select Your Department As Shown In Below.



Step7:-Please Select Department From Department Drop Down List As Shown In Below.



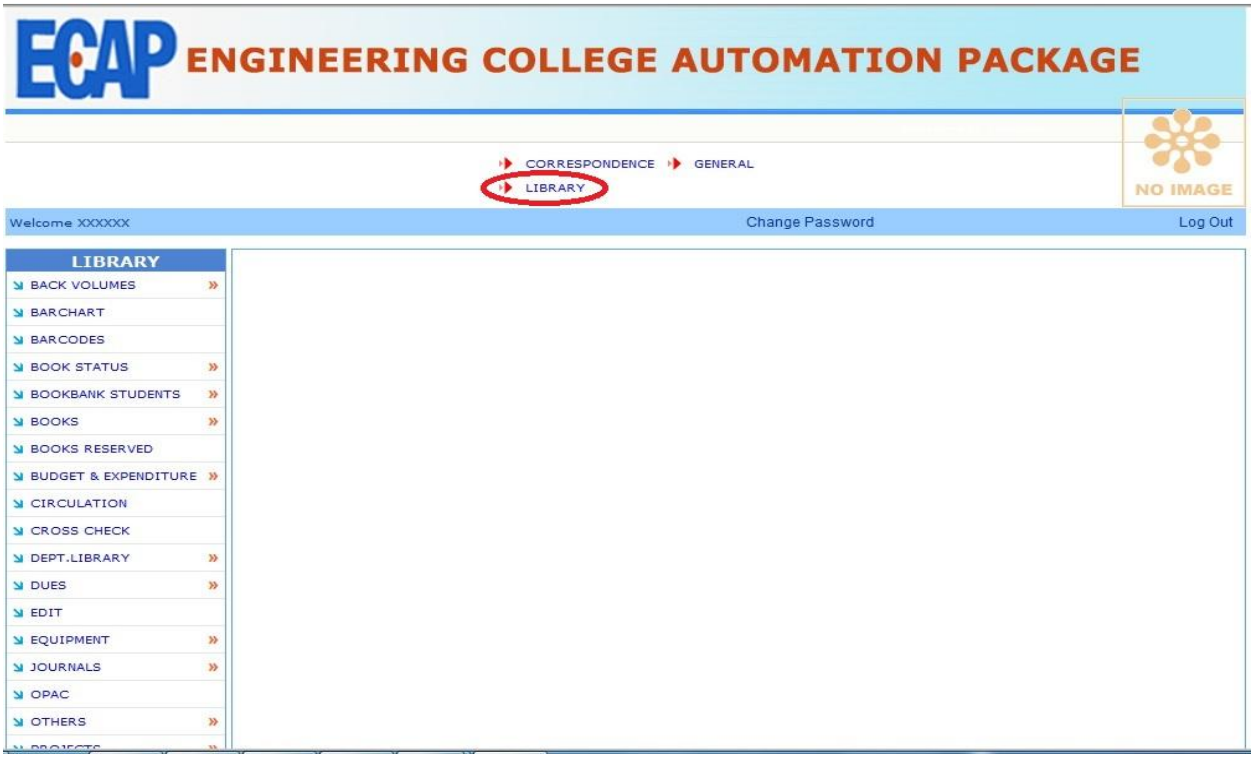
Step8:-You Will Get A Required Department Library Book List After Select Department As Shown In Below If You Want To Take Print Out Then Please Click On "PRINT Button" And If You Want To Export This Data In To Excel Sheet Please Click On "Export Button".


ECAP ENGINEERING COLLEGE AUTOMATION PACKAGE
CORRESPONDENCE
GENERAL
LIBRARY
NO IMAGE
Welcome SRINIVASA RAO NALLURI
Change Password
Log Out
LIBRARY
BACK VOLUMES
BARCHART
BARCODES
BOOK STATUS
BOOKBANK STUDENTS
BOOKS
BOOKS RESERVED
BUDGET & EXPENDITURE
CIRCULATION
CROSS CHECK
DEPT.LIBRARY
DUES
EDIT
EQUIPMENT
JOURNALS
OPAC
OTHERS
DEPARTMENT ISSUES REPORT
Dept.Library books
Computer Science And Engineering
XXXXXX COLLEGE OF ENGINEERING & TECHNOLOGY (Code: 49)
Approved By AICTE., Affiliated to JNTUK, Kakinada
KM Towers,CBM Compound,Visakhapatnam
Tel : 0891-3097980
DEPARTMENT BOOKS
Sl.No Acc.No Title Author Publisher Cost
Computer Science And Engineering
1 DLCS1 THE DESIGN AND ANALYSIS OF COMPUTER ALGORITHMS ALFRED V.AHO PEARSON Rs.330/-
2 PG417 ADVANCED COMPUTER ARCHITECTURE RICHARD Y.KAIN PHI Rs.350/-
3 PR14 STEGAN
4 PR15 EXPERT SYSTEM IN HOMEOPATHY
5 PR9 REMOTE WORK STATION MONITORING SYSTEM
Total Amount 680.00
Total no.of books 5
Print
Export

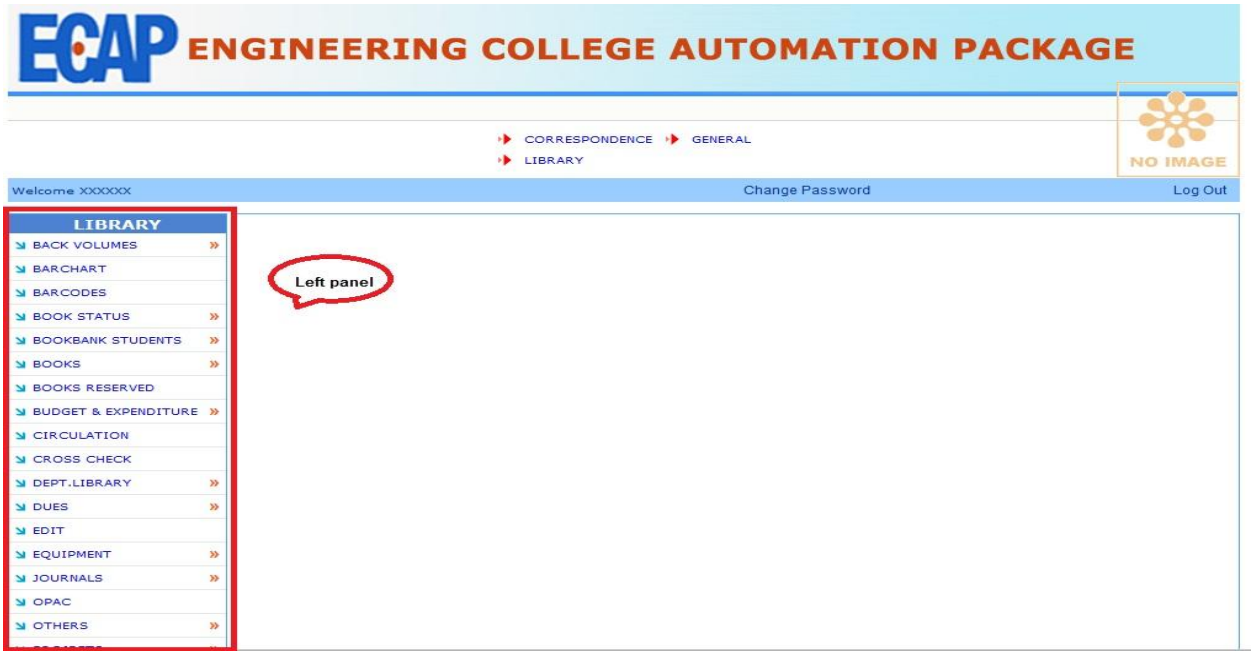
56) How Can I Check Reference Books List?

Step 1:- Please Login In To "ECAP" By Using Your Username And Password.

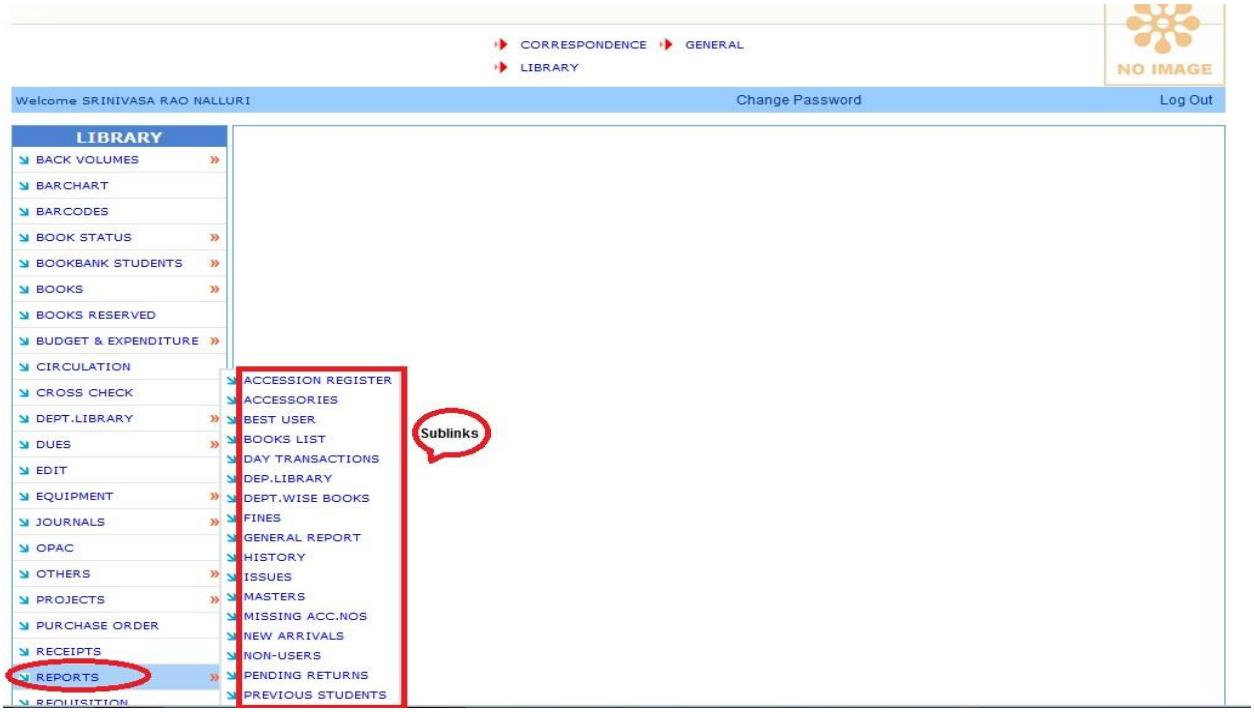
Step 2:- Please Click On "Library" Module As Shown In Below.



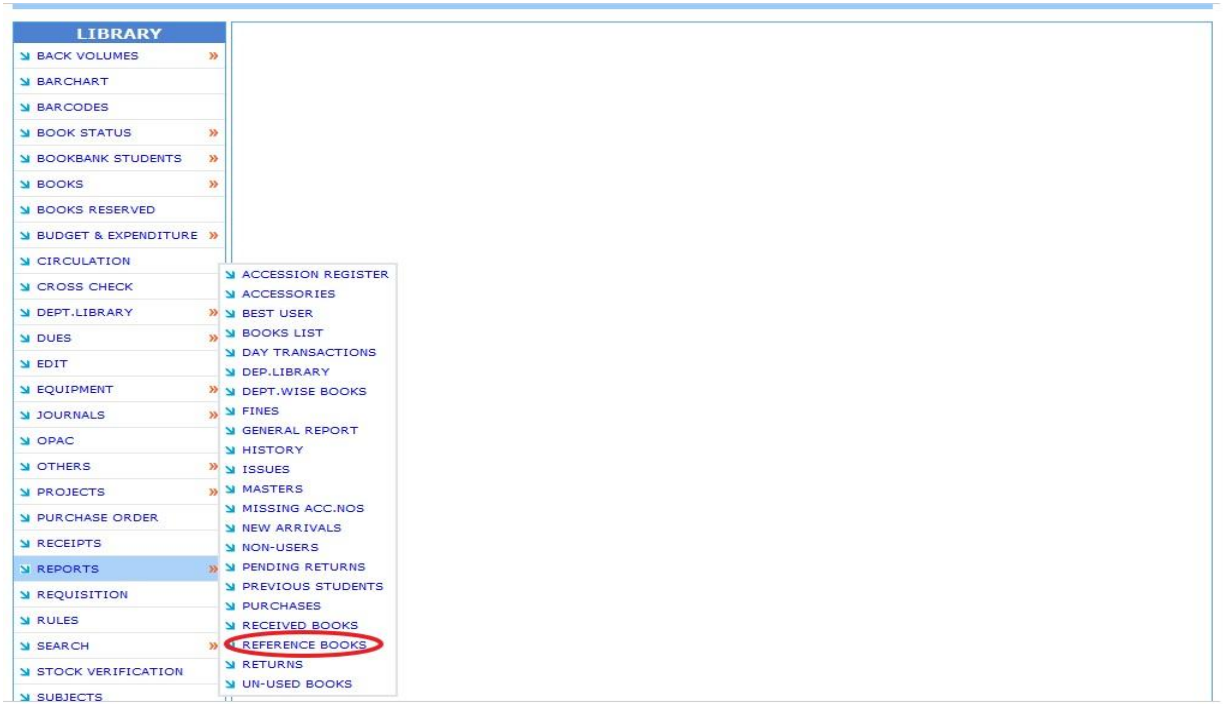
Step3:- After Clicking On Library Module You Will Find "Left Panel" As Shown In Below.



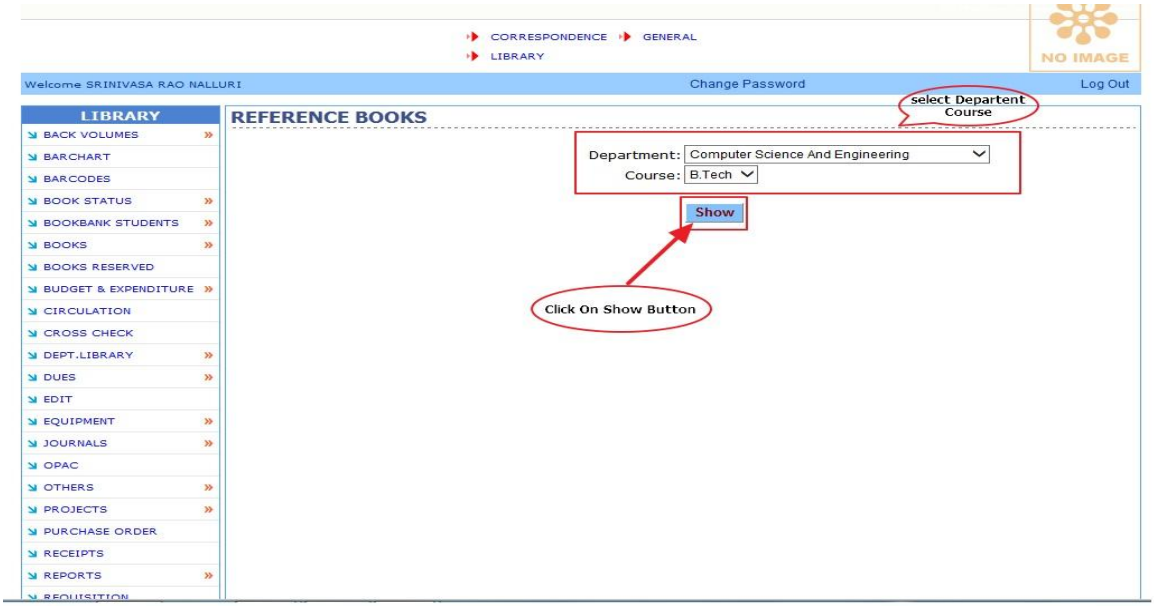
Step4:-Please Place Your Mouse Pointer On "Reports" Link Which Is Available In Left Menu. Then You Will Find "Sub Links Menu" As Shown In Below



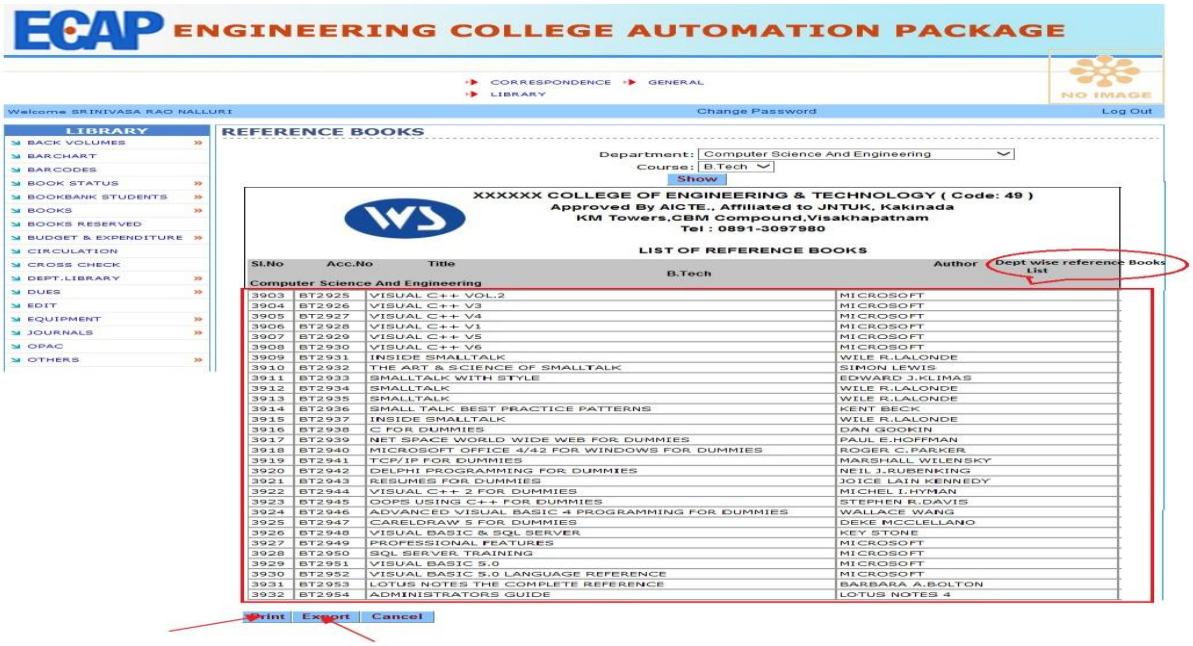
Step5:-Please Find "Reference Book" Option In Sub Links Menu As Shown In Below



Step6:-Please Click On "Reference Books" Option As Shown In Above Screen. Then You Will Select Departments & Course And Then Click On "Show" Button As Shown In Below



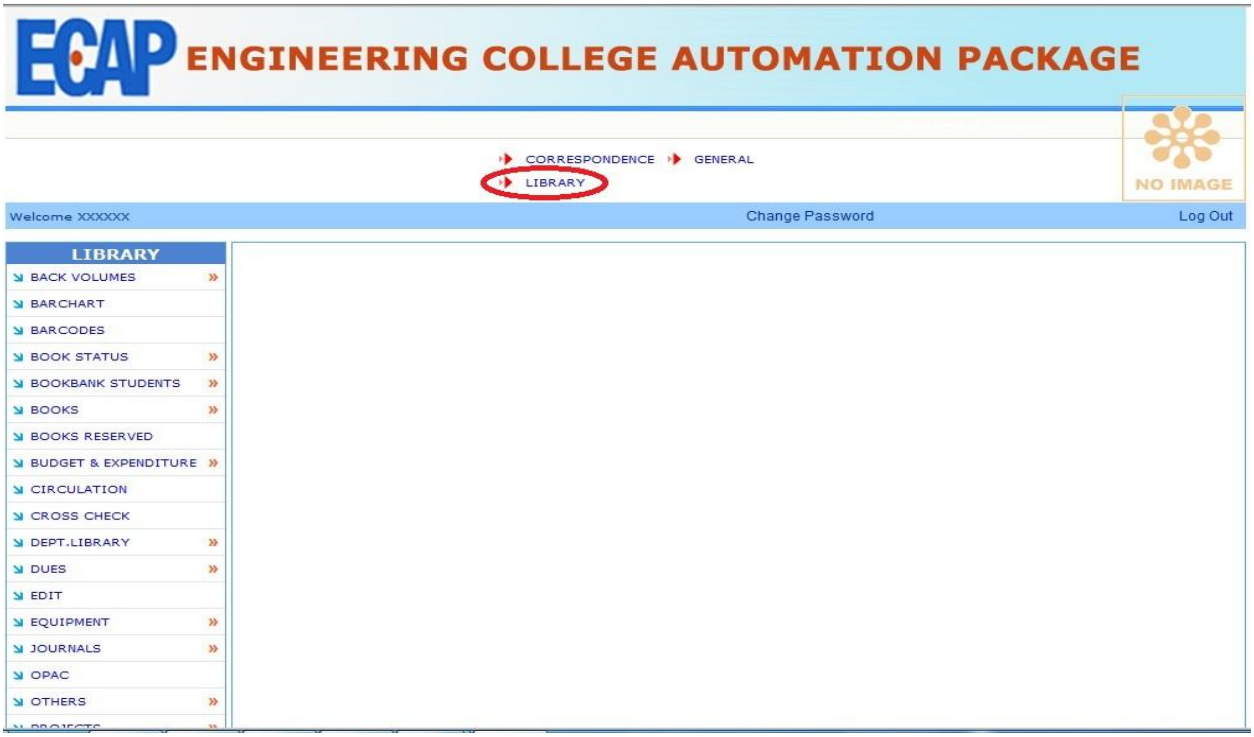
Step7:-You Will Get A Required Department Wise Reference Books List After Click On "Show" Button As Shown In Below If You Want To Take Print Out Then Please Click On "PRINT Button" And If You Want To Export This Data In To Excel Sheet Please Click On "Export Button".



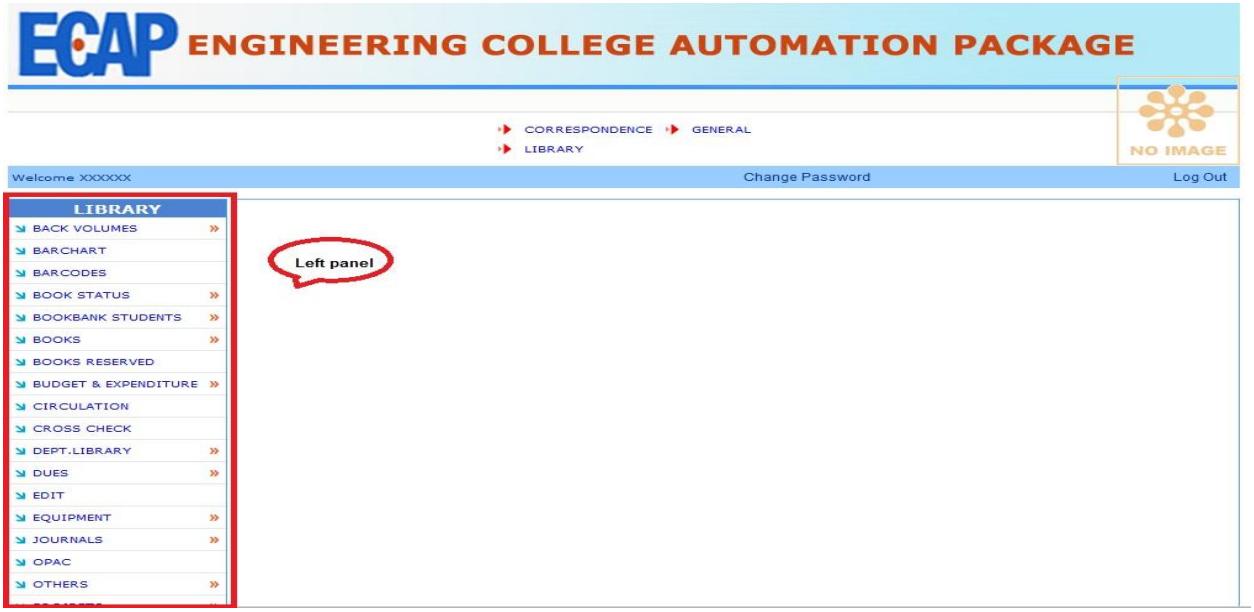
57) How Can I Check Pending Returns List?

Step 1:- Please Login In To "ECAP" By Using Your Username And Password.

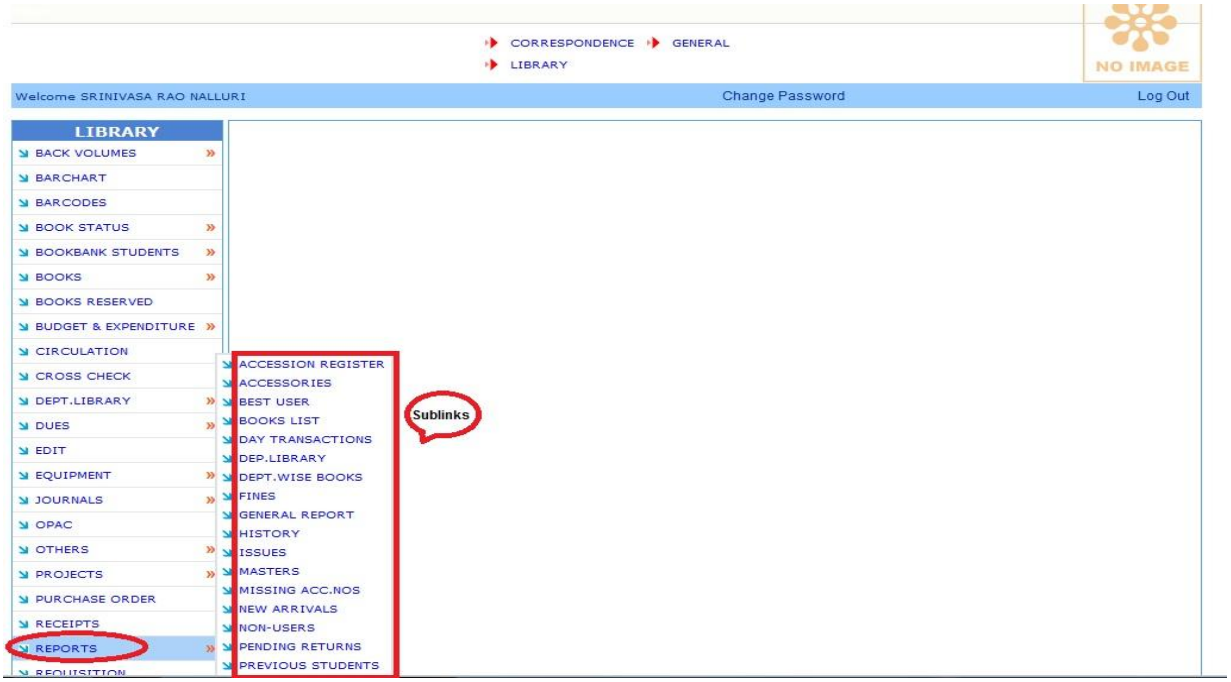
Step 2:- Please Click On "Library" Module As Shown In Below.



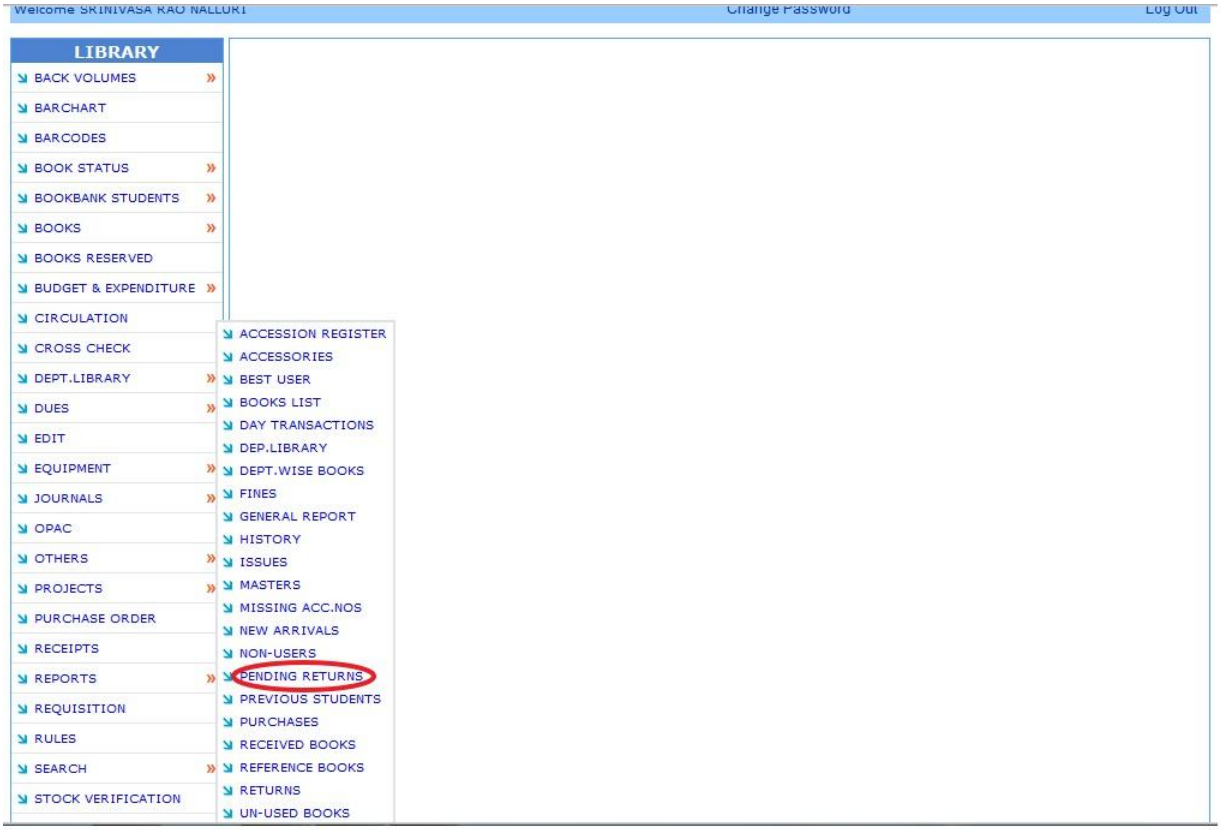
Step3:- After Clicking On Library Module You Will Find "Left Panel" As Shown In Below.



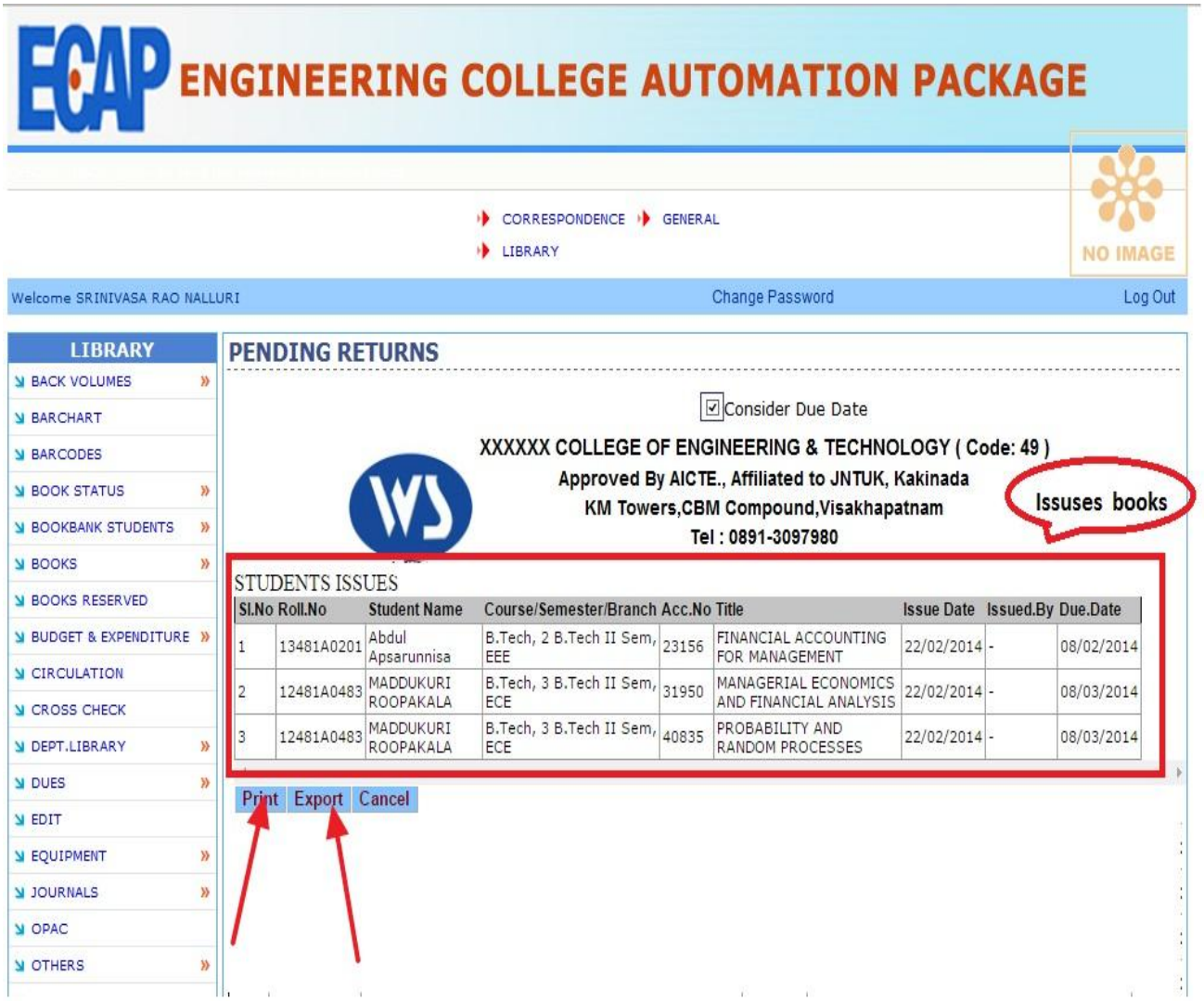
Step 4:-Please Place Your Mouse Pointer On "Reports" Link Which Is Available In Left Menu. Then You Will Find "Sub Links Menu" As Shown In Below



Step5:-Please Find "Dept.Wise Books" Option In Sub Links Menu As Shown In Below.



Step7:-You Will Get Pending Return Book List After Select Pending Returns As Shown In Below If You Want To Take Print Out Then Please Click Button".On "PRINT Button" And If You Want To Export This Data In To Excel Sheet Please Click On "Export" Button As Shown Below.

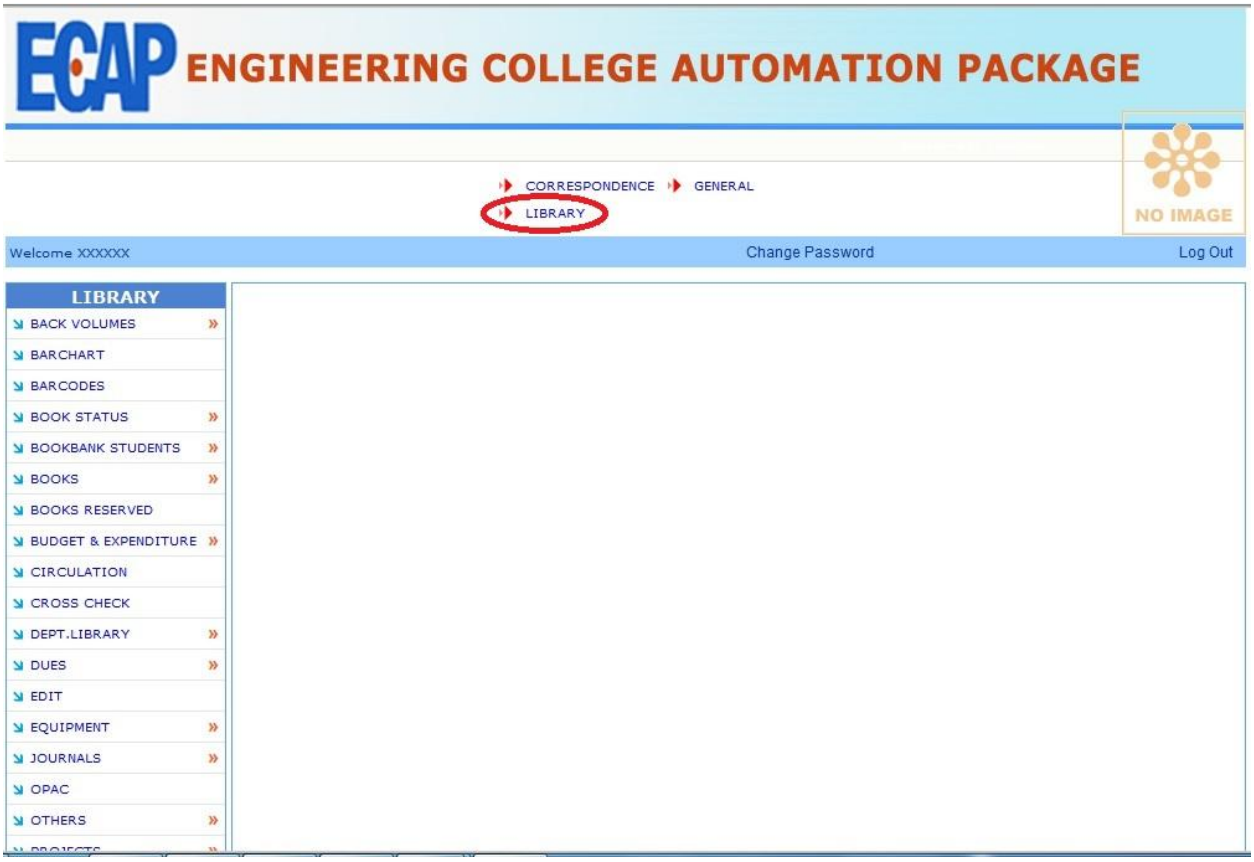


Sl.No	Roll.No	Student Name	Course/Semester/Branch	Acc.No	Title	Issue Date	Issued.By	Due.Date
1	13481A0201	Abdul Apsarunnisa	B.Tech, 2 B.Tech II Sem, EEE	23156	FINANCIAL ACCOUNTING FOR MANAGEMENT	22/02/2014	-	08/02/2014
2	12481A0483	MADDUKURI ROOPAKALA	B.Tech, 3 B.Tech II Sem, ECE	31950	MANAGERIAL ECONOMICS AND FINANCIAL ANALYSIS	22/02/2014	-	08/03/2014
3	12481A0483	MADDUKURI ROOPAKALA	B.Tech, 3 B.Tech II Sem, ECE	40835	PROBABILITY AND RANDOM PROCESSES	22/02/2014	-	08/03/2014

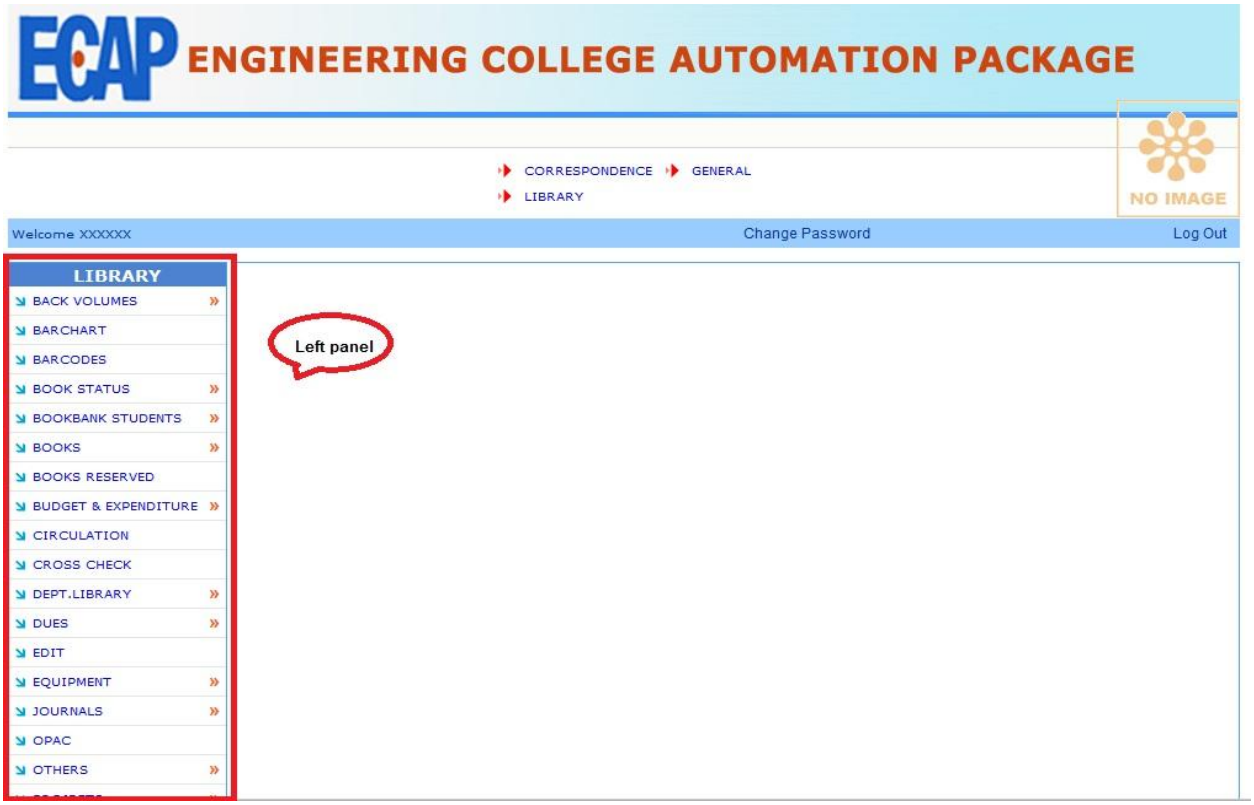
58) How Can I Check Missing Accessions List?

Step 1:- Please Login In To "ECAP" By Using Your Username And Password.

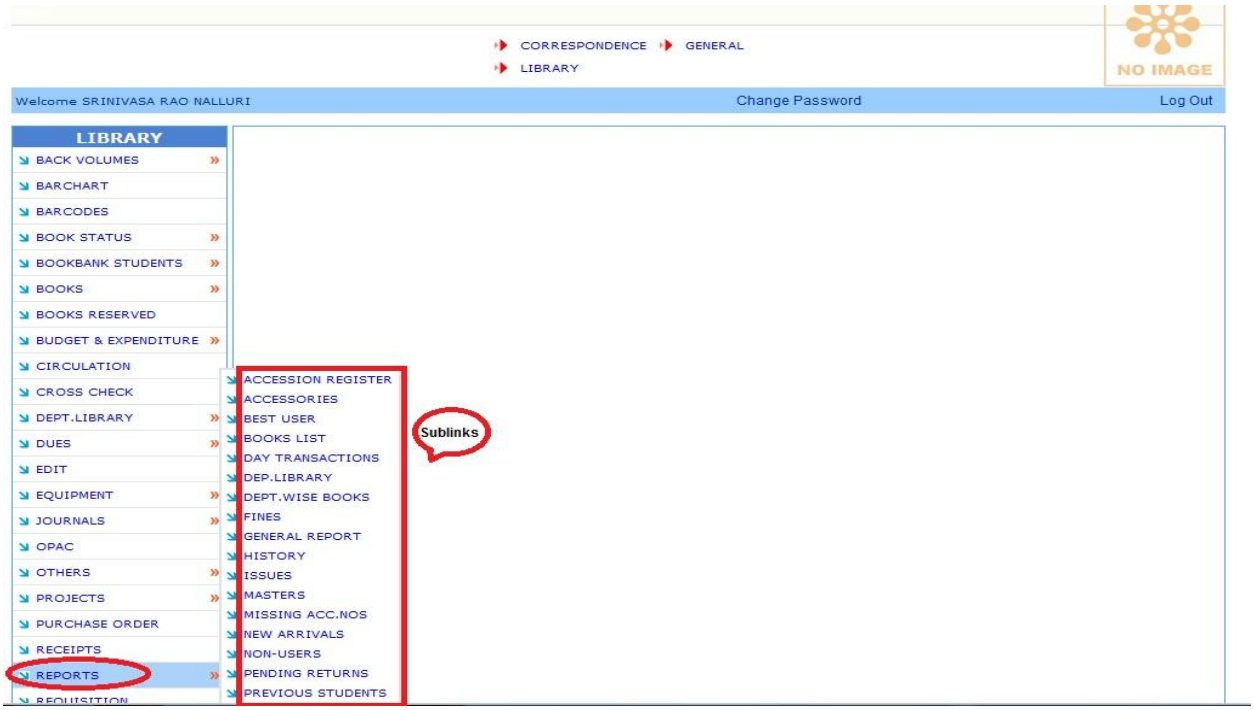
Step 2:- Please Click On "Library" Module As Shown In Below.



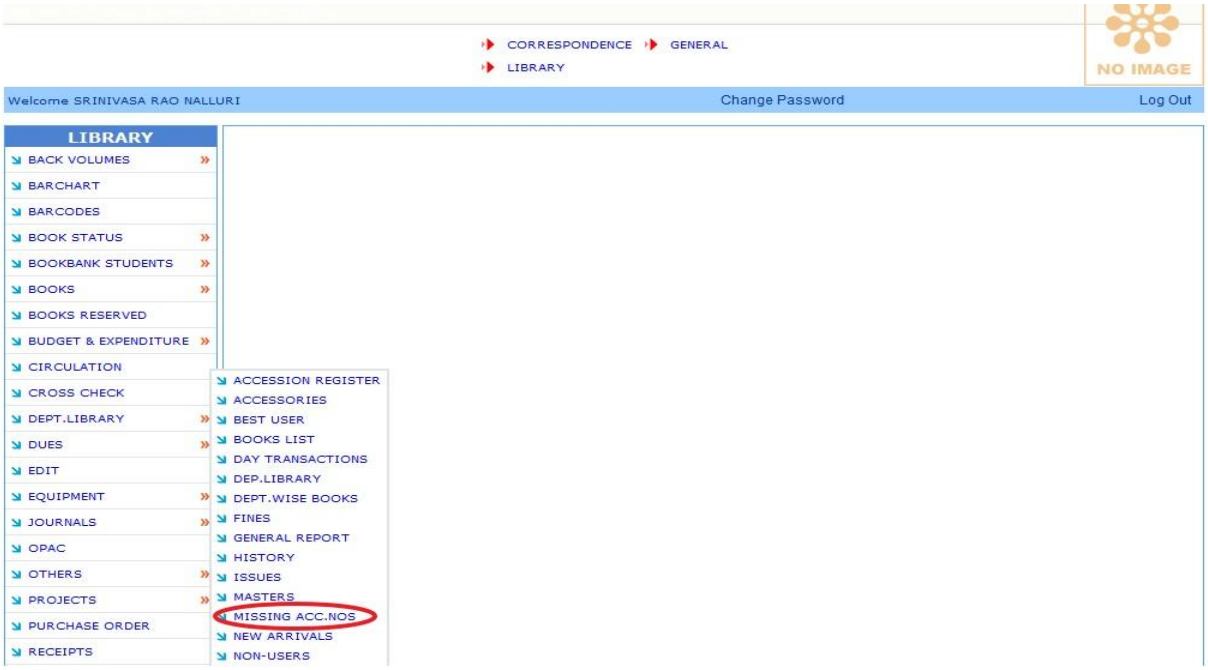
Step3:- After Clicking On Library Module You Will Find "Left Panel" As Shown In Below.



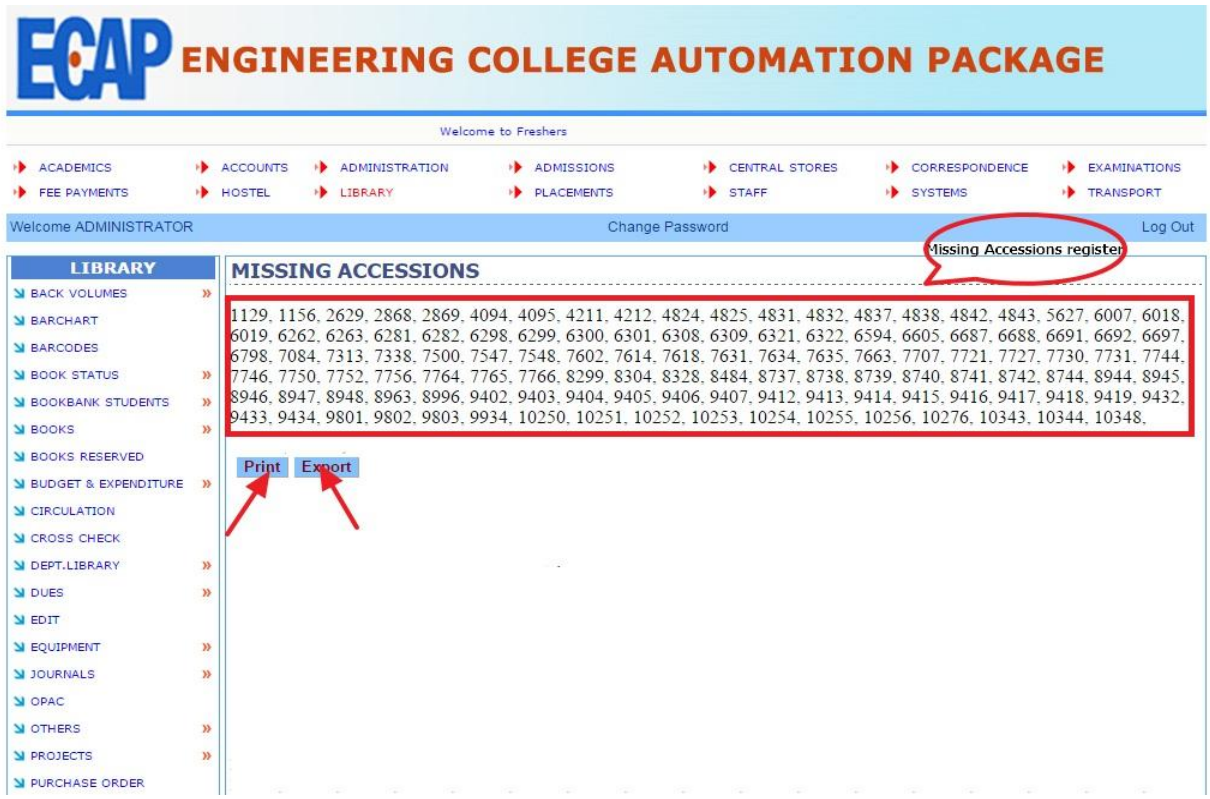
Step 4:-Please Place Your Mouse Pointer On "Reports" Link Which Is Available In Left Menu. Then You Will Find "Sub Links Menu" As Shown In Below



Step5:-Please Find "Missing Acc.Nos" Option In Sub Links Menu As Shown In Below



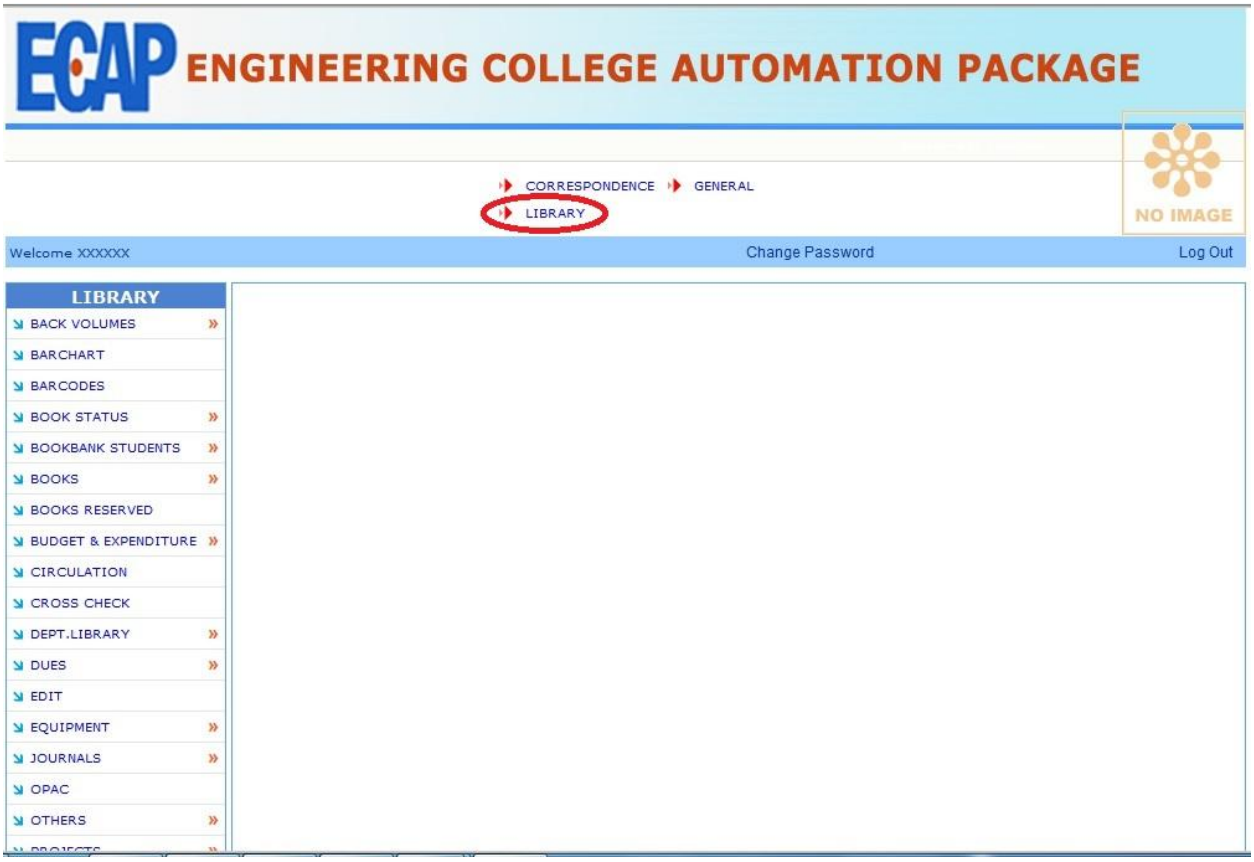
Step7:-You Will Get Missing Accessions List After Select Missing Acc.Nos As Shown In Below If You Want To Take Print Out Then Please Click On "PRINT Button" And If You Want To Export This Data In To Excel Sheet Please Click On "Export



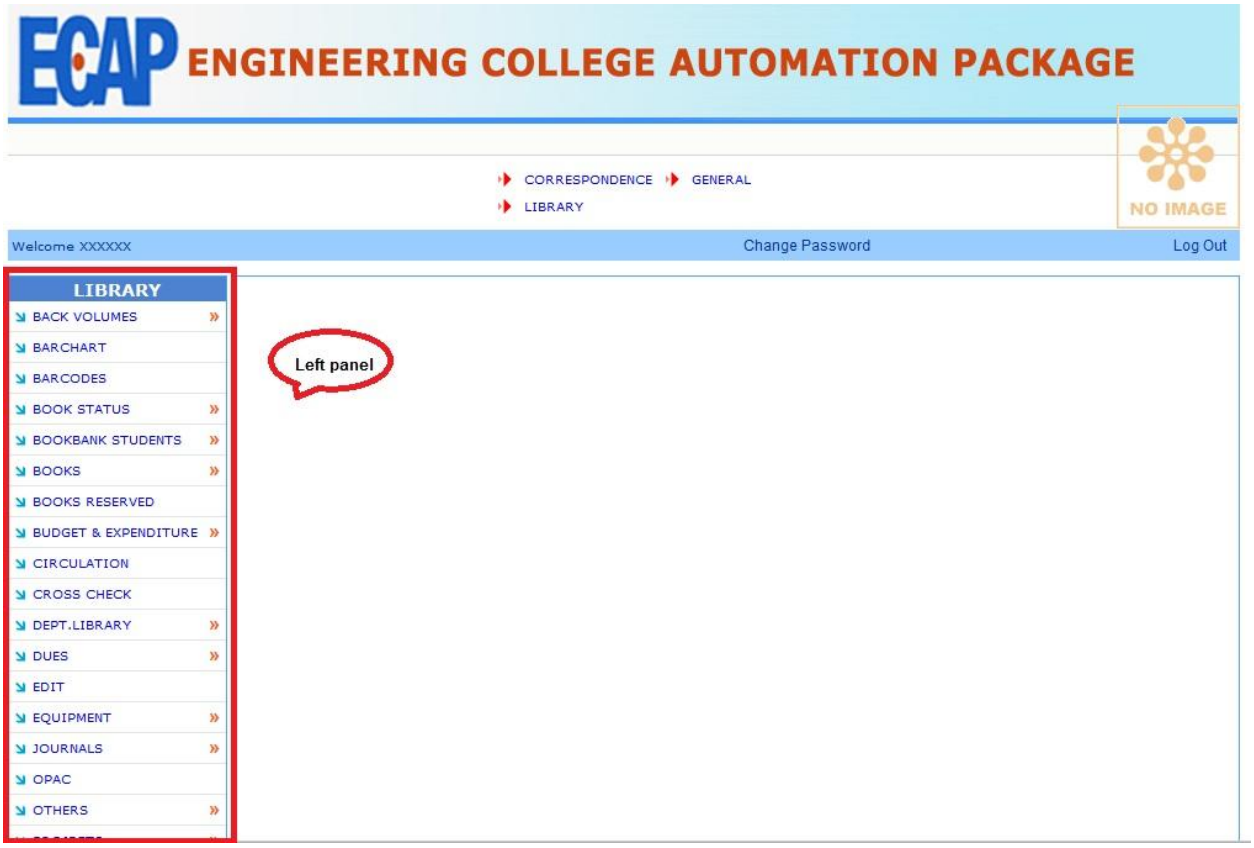
59) How Can I Check Accessories (CD's, DVD, Audio Cassette Etc) Report?

Step 1:- Please Login In To "ECAP" By Using Your Username And Password.

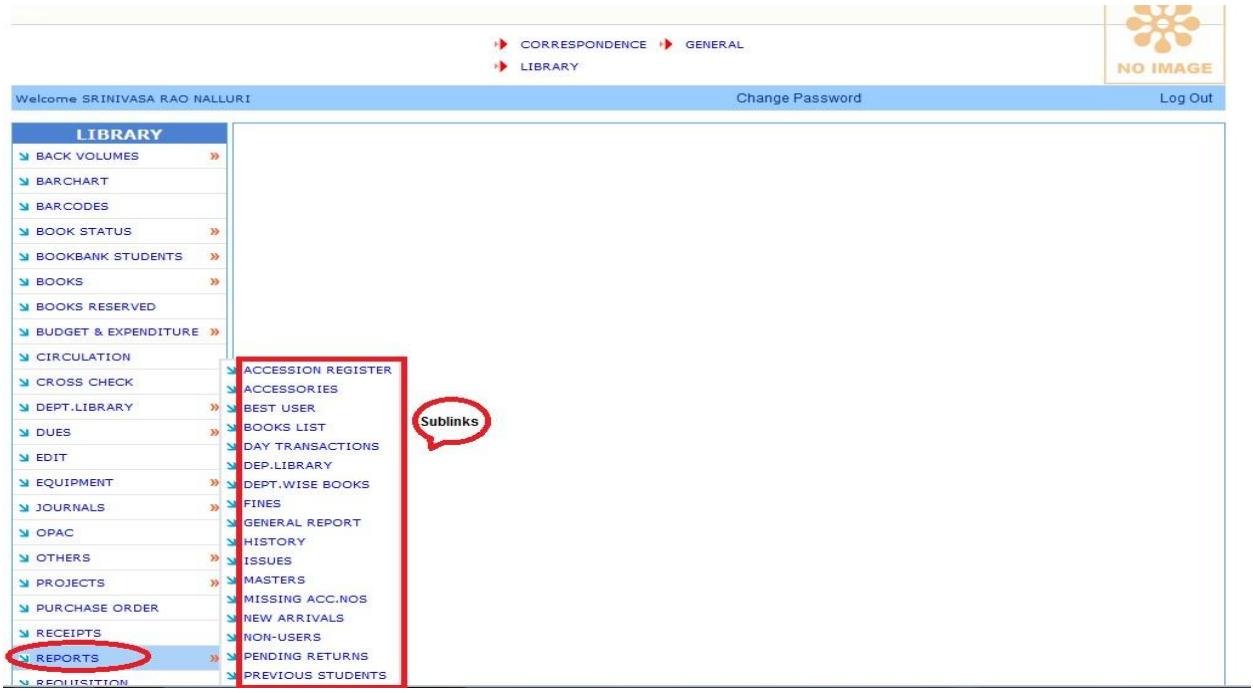
Step 2:- Please Click On "Library" Module As Shown In Below.



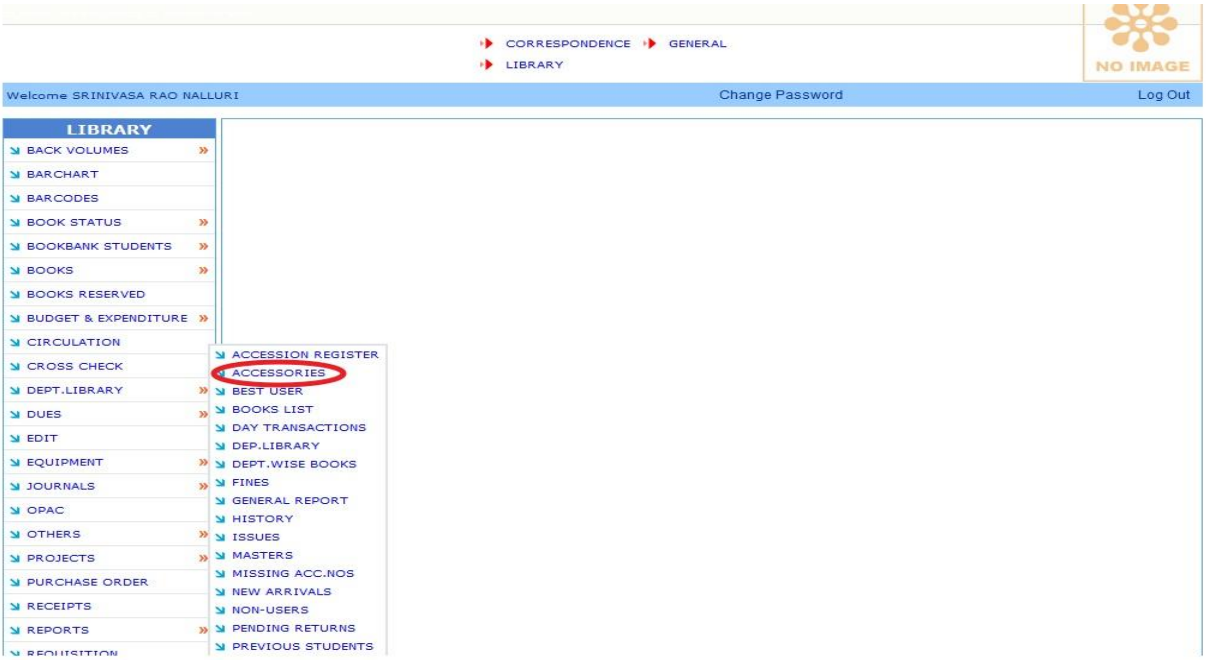
Step3:- After Clicking On Library Module You Will Find "Left Panel" As Shown In Below.



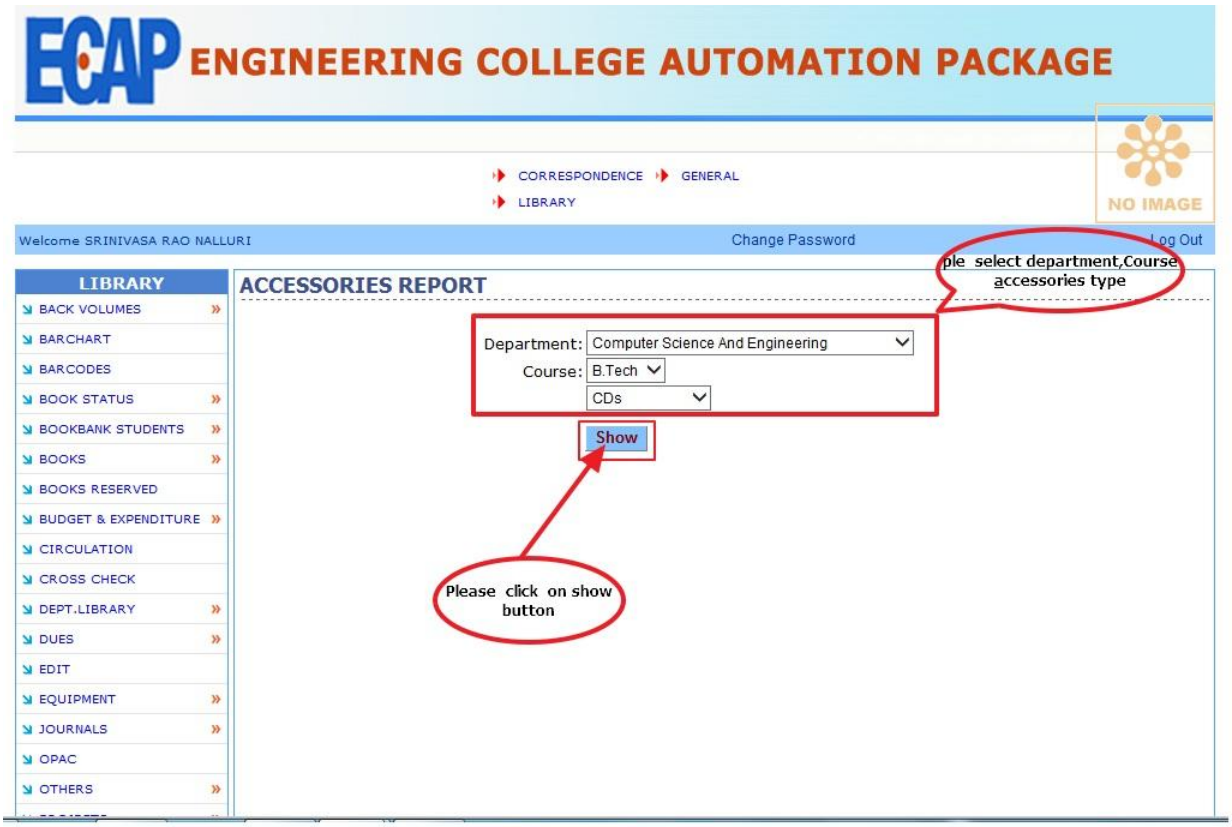
Step 4:-Please Place Your Mouse Pointer On "Reports" Link Which Is Available In Left Menu. Then You Will Find "Sub Links Menu" As Shown In Below



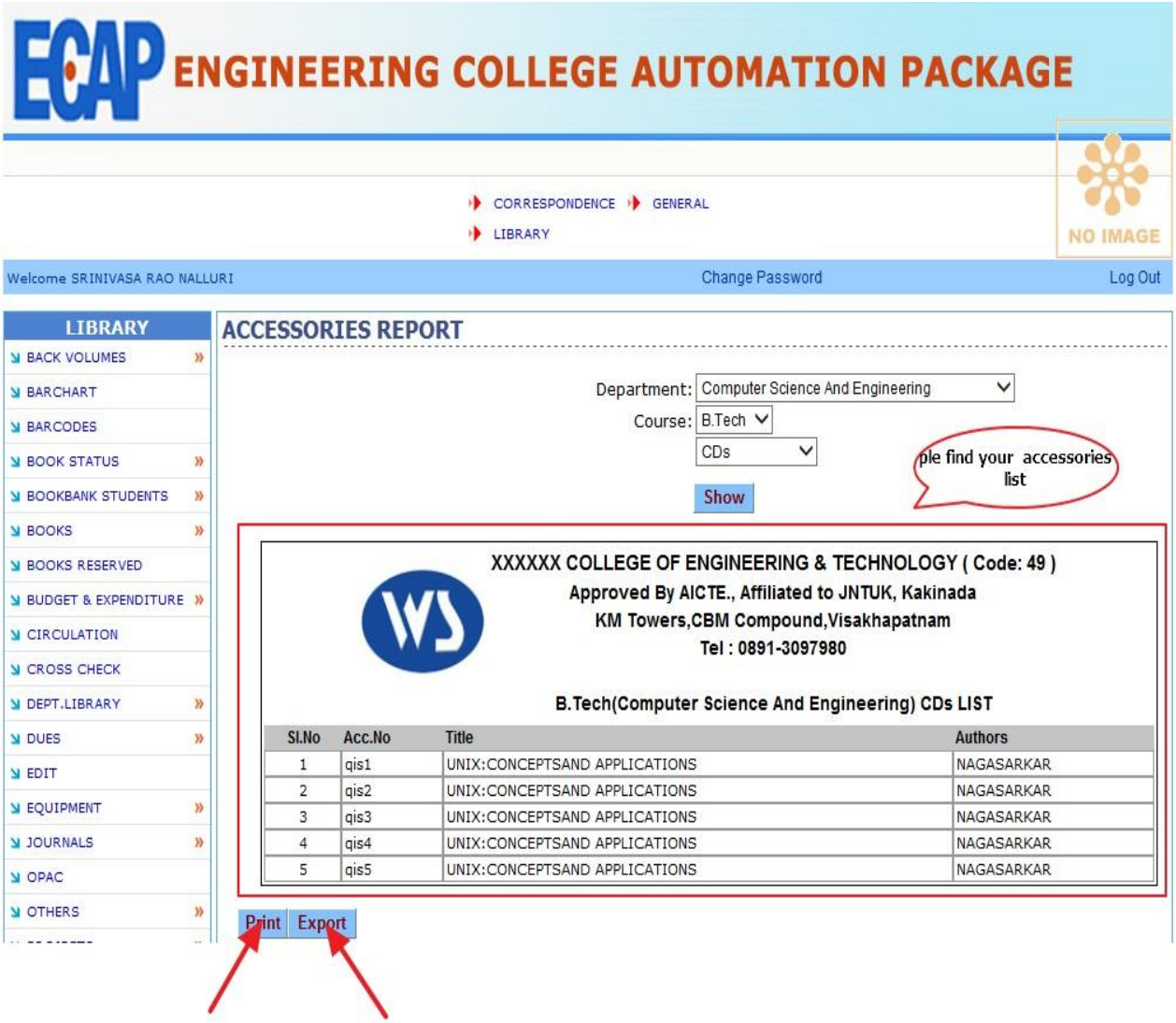
Step5:-Please Find "Accessories" Option In Sub Links Menu As Shown In Below



Step6:-Please Click On "Accessories" Option As Shown In Above Screen. Then You Will Select Departments, Course& Accessories Type And Then Click On "Show" Button As Shown In Below


ECAP
ENGINEERING COLLEGE AUTOMATION PACKAGE
CORRESPONDENCE
GENERAL
LIBRARY
NO IMAGE
Welcome SRINIVASA RAO NALLURI
Change Password
Log Out
LIBRARY
BACK VOLUMES
BARCHART
BARCODES
BOOK STATUS
BOOKBANK STUDENTS
BOOKS
BOOKS RESERVED
BUDGET & EXPENDITURE
CIRCULATION
CROSS CHECK
DEPT.LIBRARY
DUES
EDIT
EQUIPMENT
JOURNALS
OPAC
OTHERS
ACCESSORIES REPORT
ple select department,Course
accessories type
Department:
Computer Science And Engineering
Course:
B.Tech
CDs
Show
Please click on show
button

Step7:-You Will Get Accessories Report List After Click On "Show" Button As Shown In Below If You Want To Take Print Out Then Please Click On "PRINT Button" And If You Want To

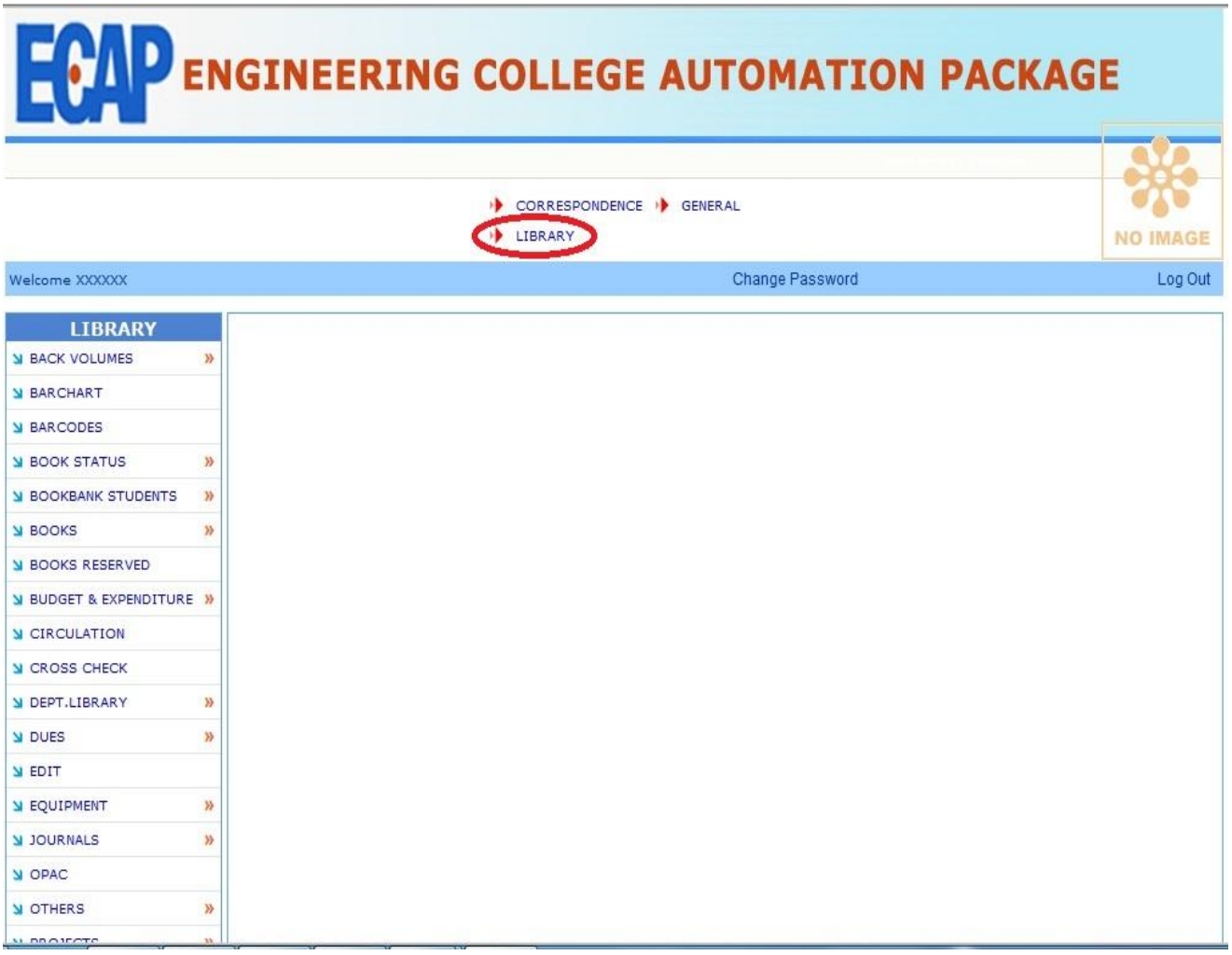


Export This Data In To Excel Sheet Please Click On "Export Button".

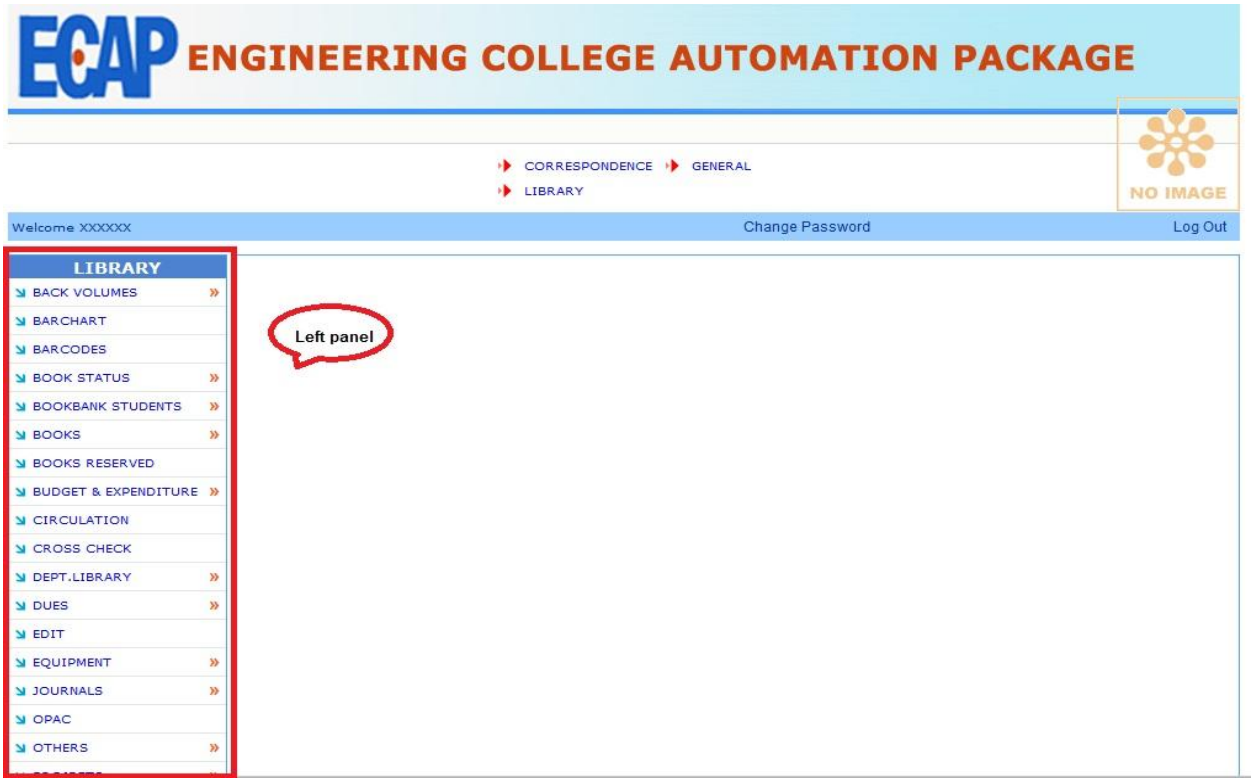
60) How Can I Check Day Wise Transactions?

Step 1:- Please Login In To "ECAP" By Using Your Username And Password.

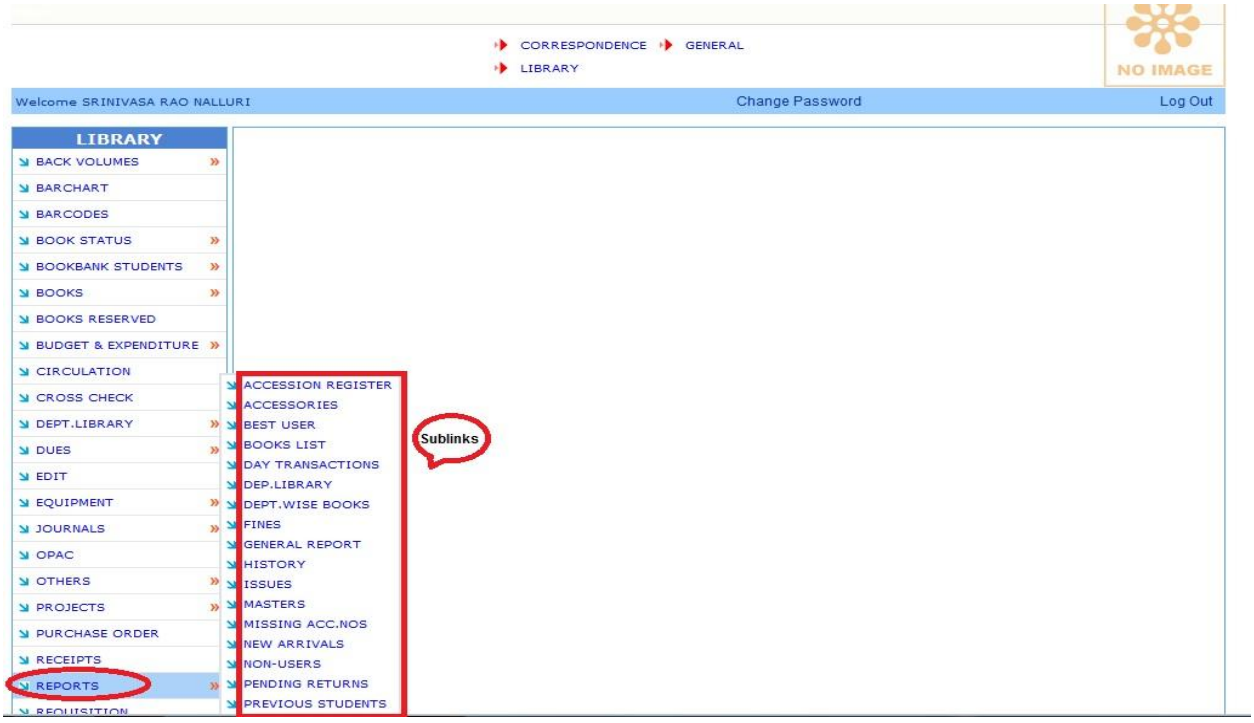
Step 2:- Please Click On "Library" Module As Shown In Below.



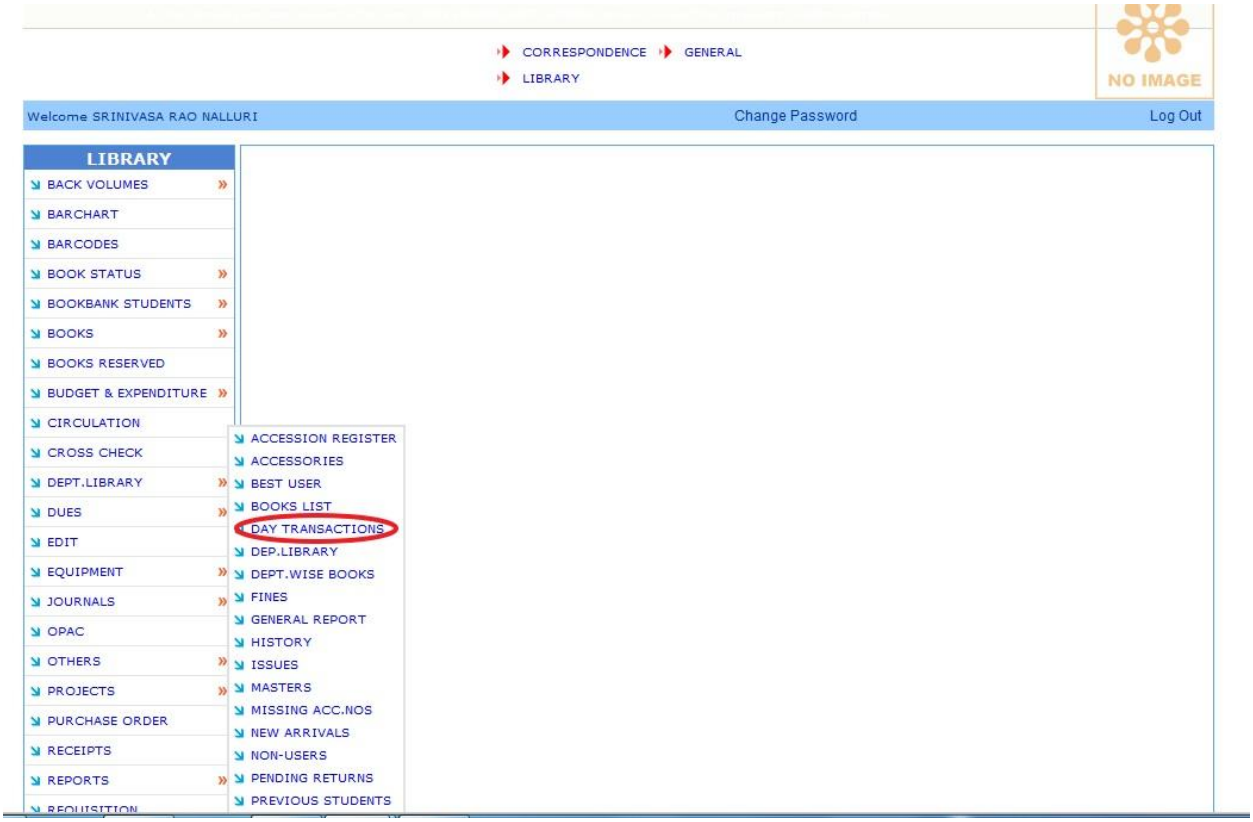
Step3:- After Clicking On Library Module You Will Find "Left Panel" As Shown In Below.



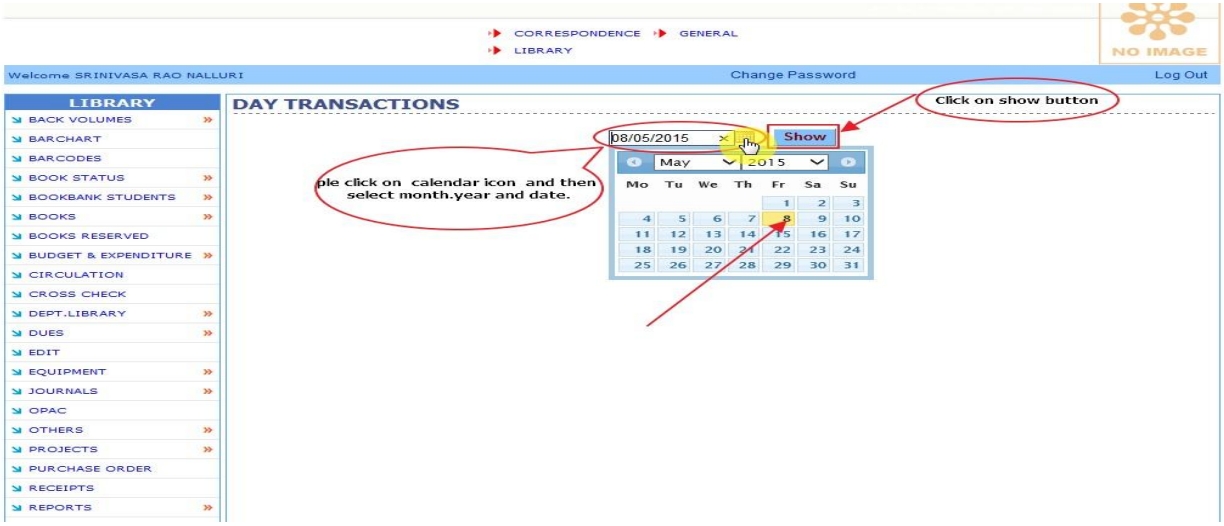
Step4:-Please Place Your Mouse Pointer On "Reports" Link Which Is Available In Left Menu. Then You Will Find "Sub Links Menu" As Shown In Below



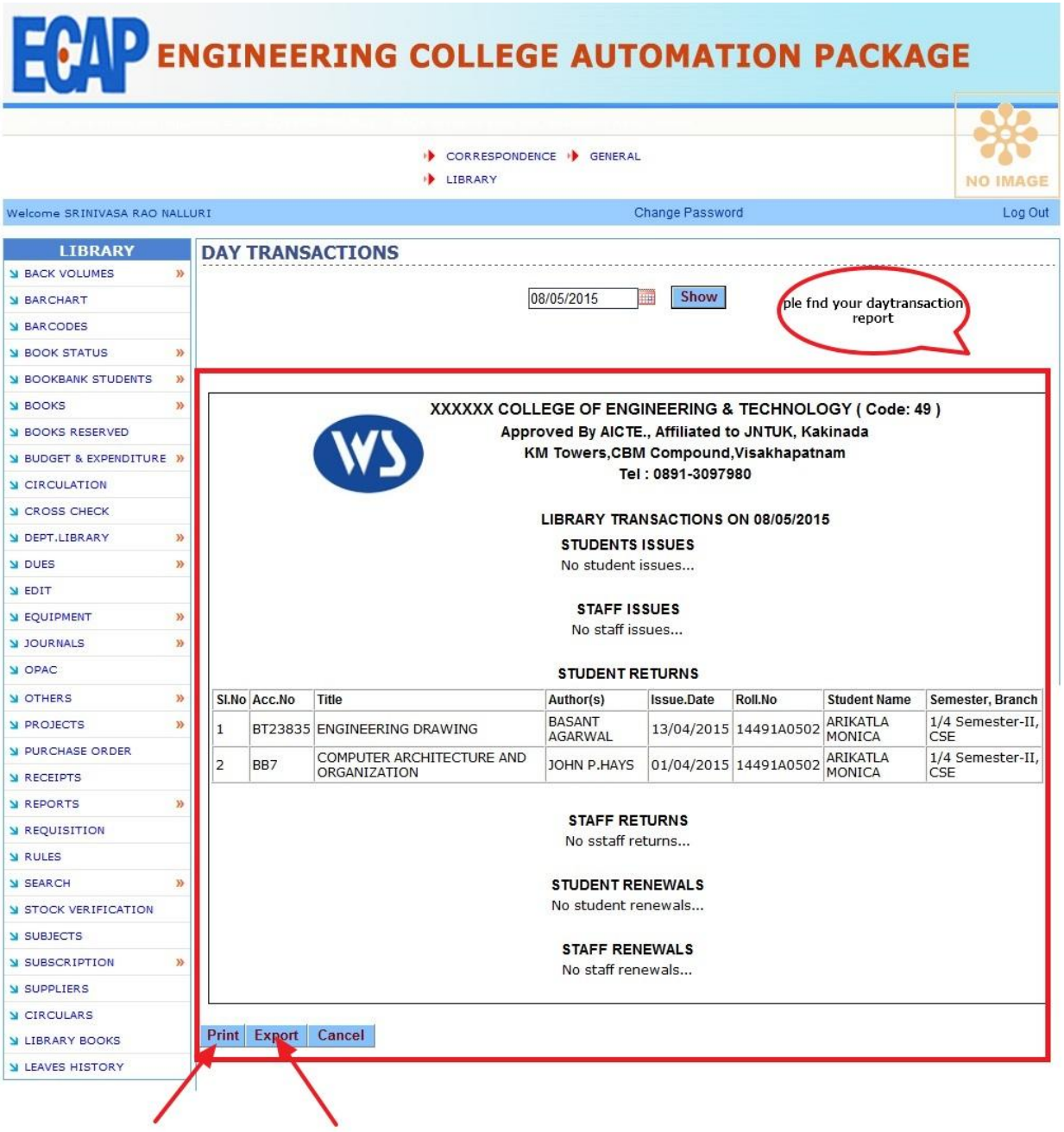
Step5:-Please Find "Day Transactions" Option In Sub Links Menu As Shown In Below



Step6:-Please Click On "Day Transaction" Option As Shown In Above Screen. Then You Will Click On Calendar Icon Then Select Month, Year, Date And Then Click On "Show" Button As Had Shown In Below.



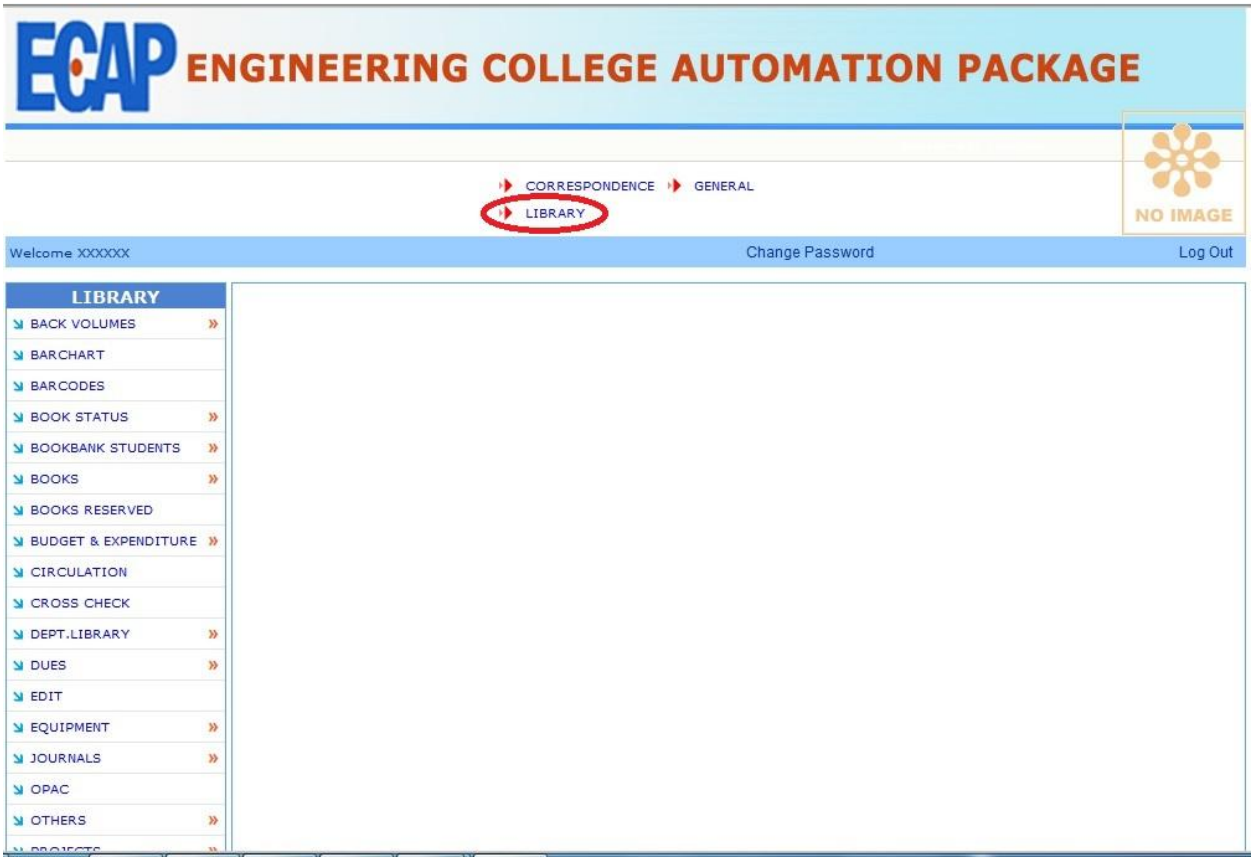
Step7:- After Click On "Show Button" You Will Get Day Transaction As Student Or Staff Issues, Returns And Renewals. If You Want To Take Print Out Then Please Click On "PRINT Button" And If You Want To Export This Data In To Excel Sheet Please Click On "Export Button".



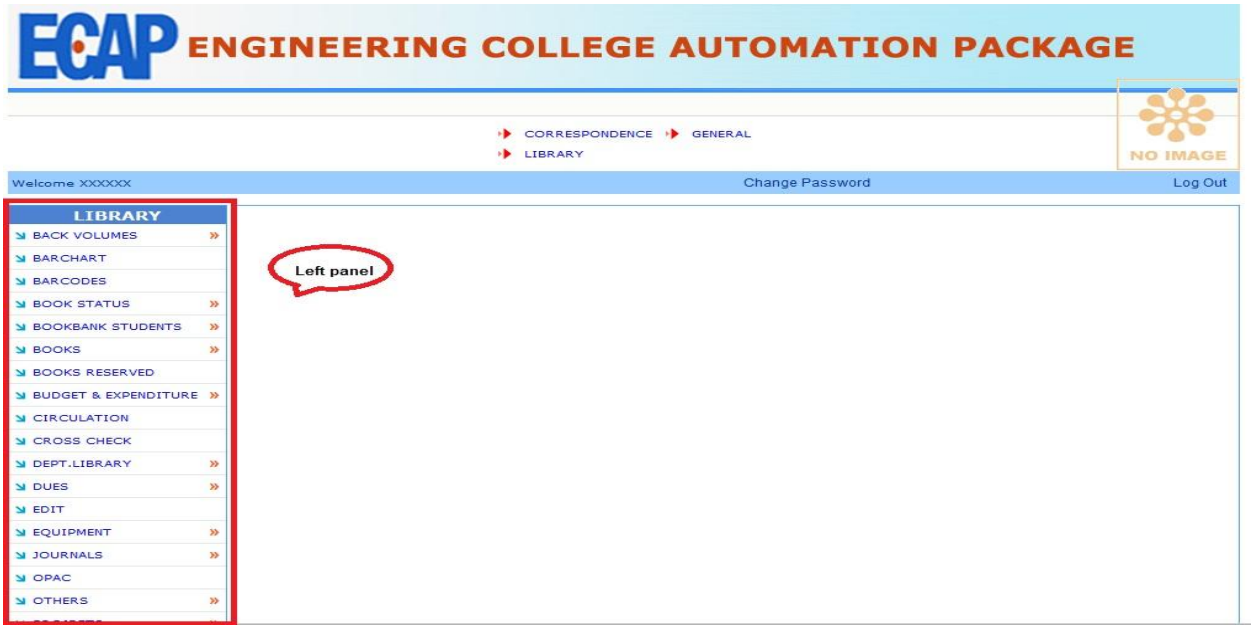
61) How Can I Check Total Number Of Books, Journals/Magazines General Report?

Step 1:- Please Login In To "ECAP" By Using Your Username And Password.

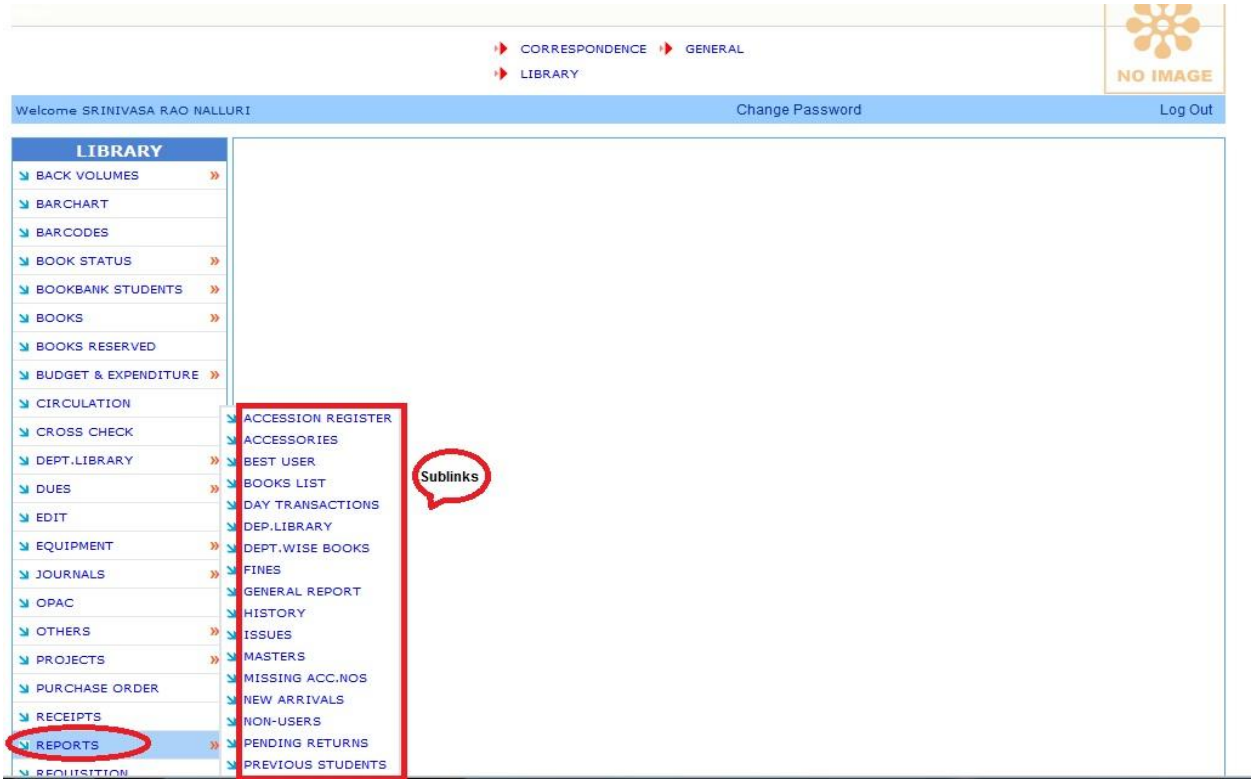
Step 2:- Please Click On "Library" Module As Shown In Below.



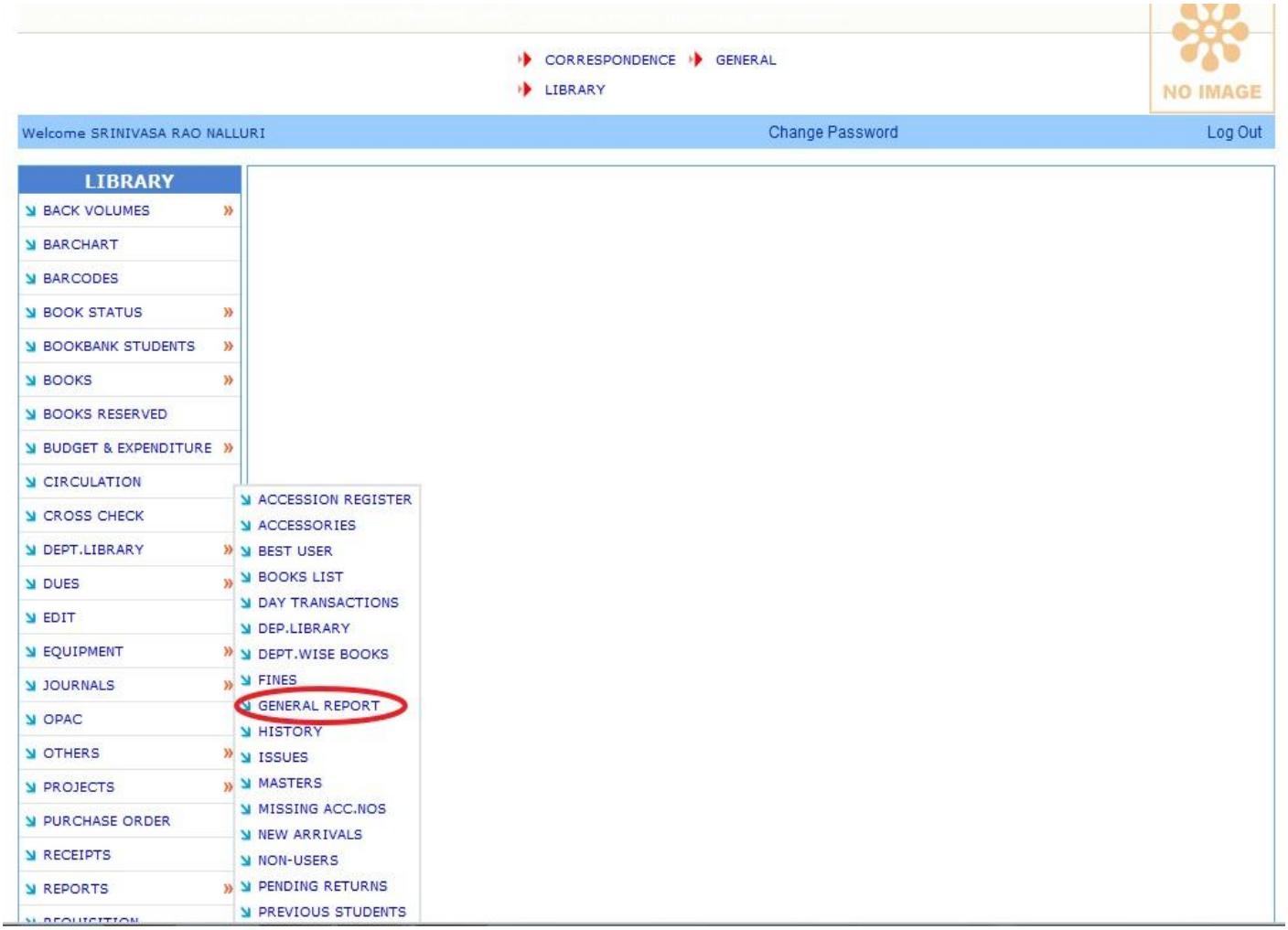
Step3:- After Clicking On Library Module You Will Find "Left Panel" As Shown In Below.



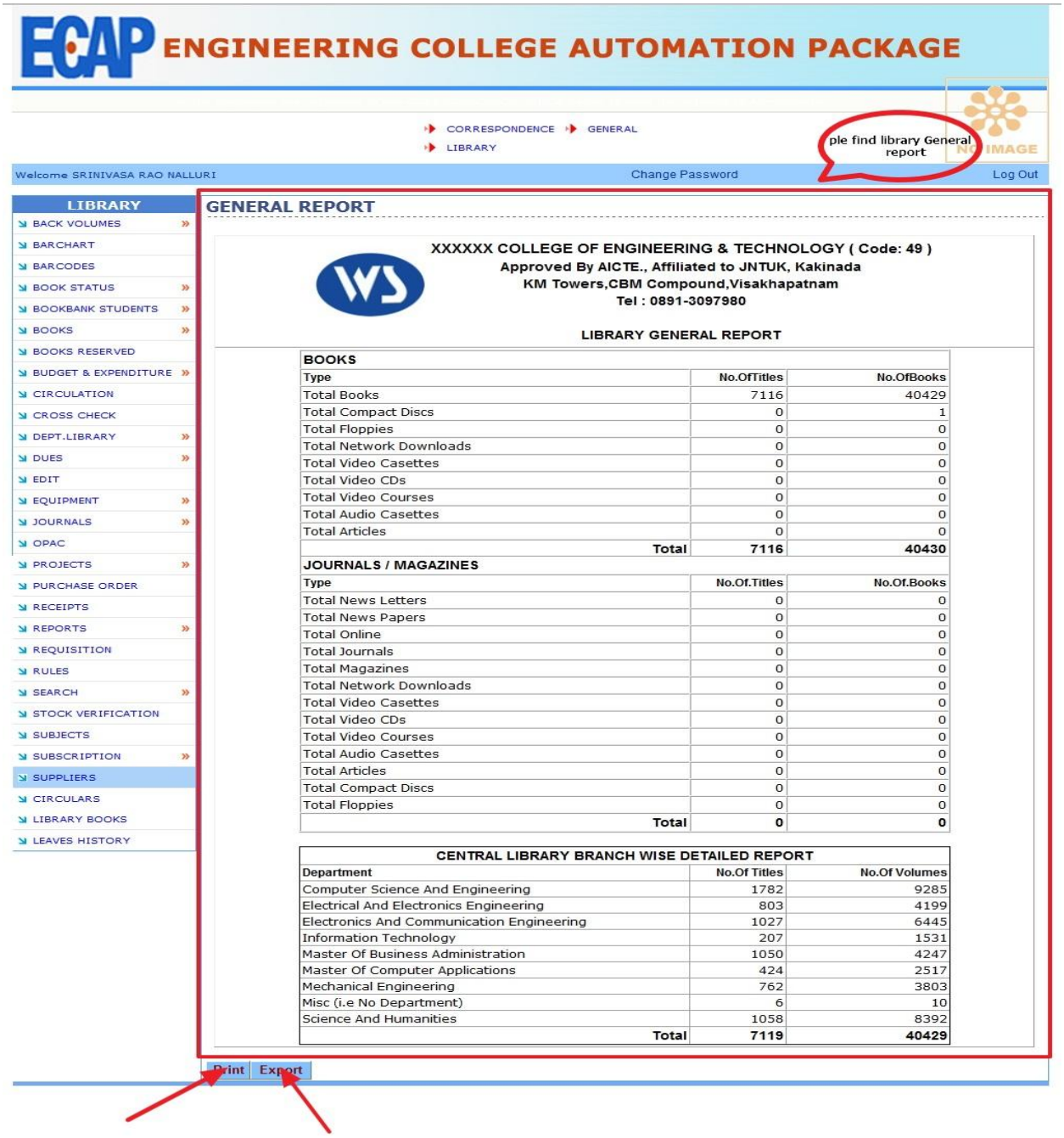
Step 4:-Please Place Your Mouse Pointer On "Reports" Link Which Is Available In Left Menu. Then You Will Find "Sub Links Menu" As Shown In Below



Step5:-Please Find "General Report" Option In Sub Links Menu As Shown In Below.



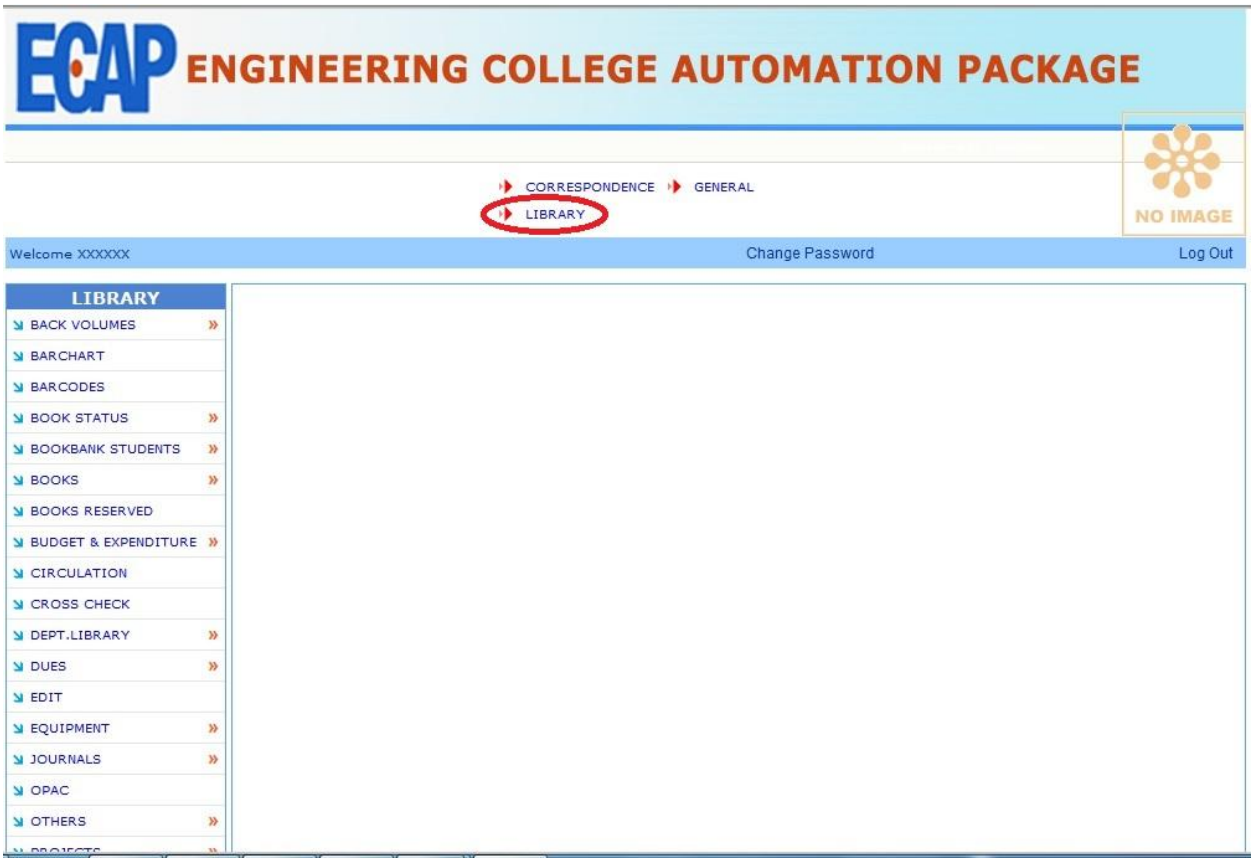
Step6:-Please Click On "General Report" Option As Shown In Above Screen. Then You Will Gets Total Number Of Books, Journals/Magazines General Report As Shown In Below.



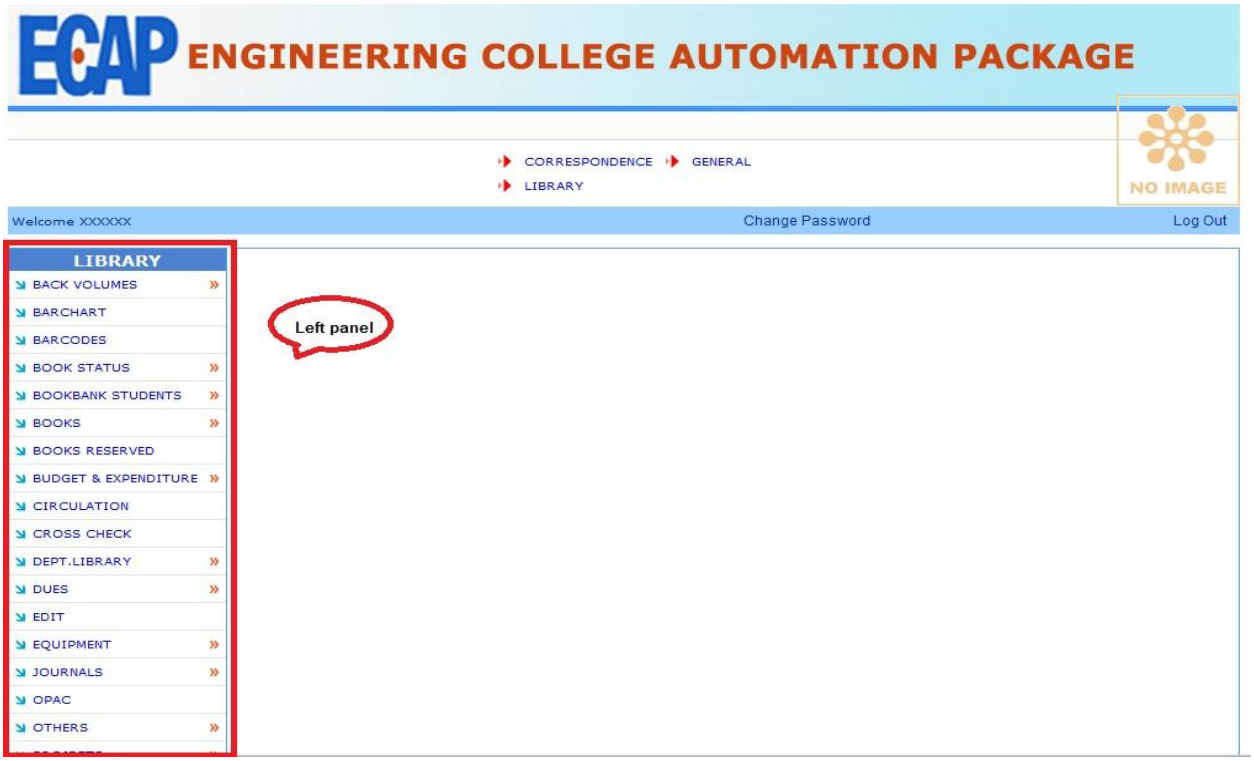
62) How Can I Check History (Issued On, Due Date, Returned On) Of Particular Accession Number/Student /Staff Book Details?

Step 1:- Please Login In To "ECAP" By Using Your Username And Password.

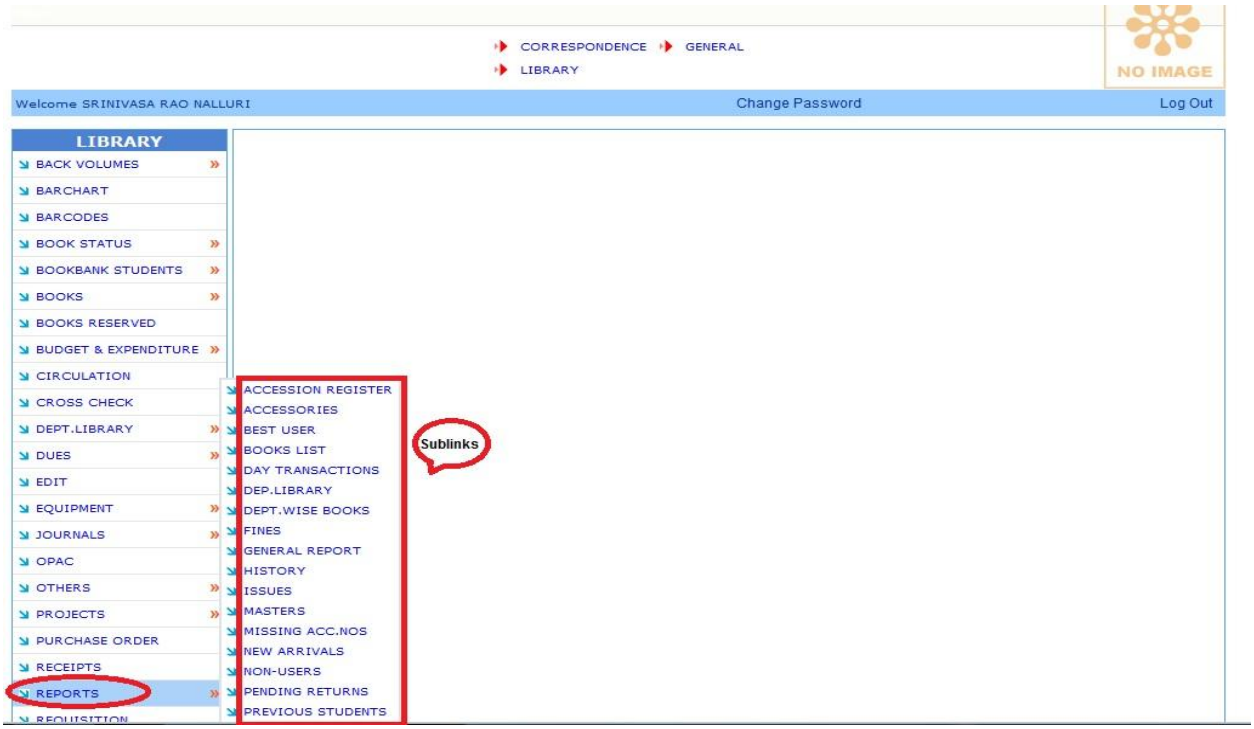
Step 2:- Please Click On "Library" Module As Shown In Below.



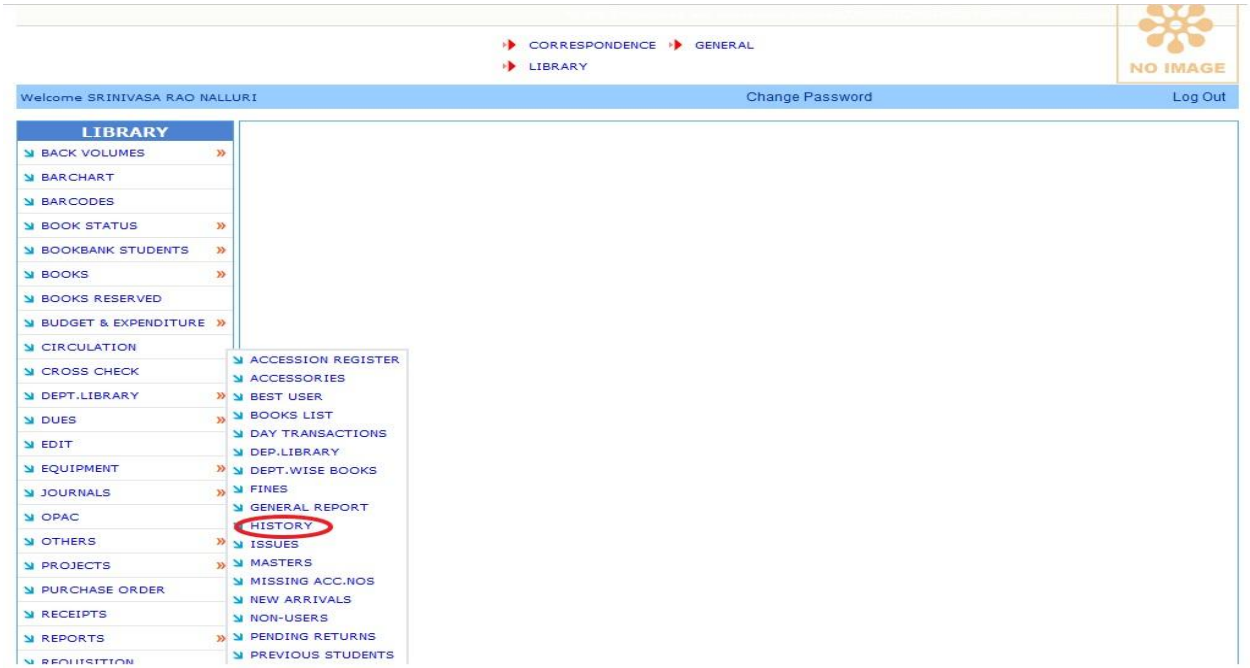
Step3:- After Clicking On Library Module You Will Find "Left Panel" As Shown In Below.



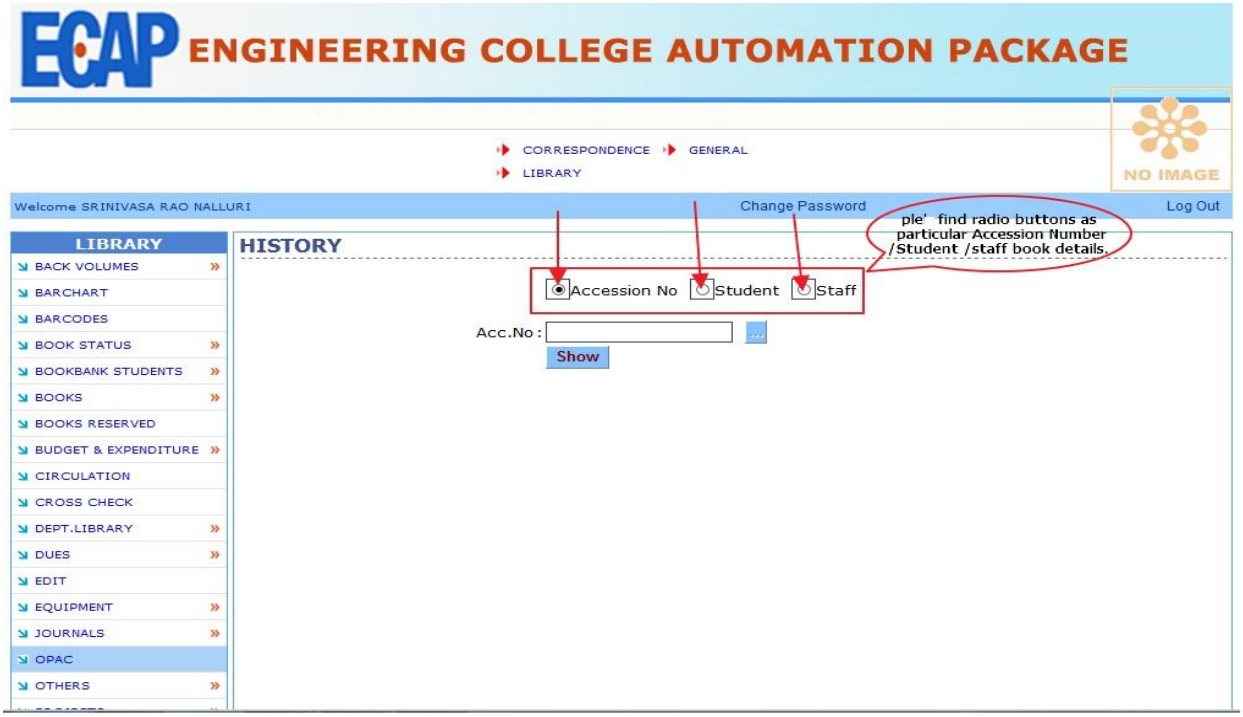
Step4:-Please Place Your Mouse Pointer On "Reports" Link Which Is Available In Left Menu. Then You Will Find "Sub Links Menu" As Shown In Below



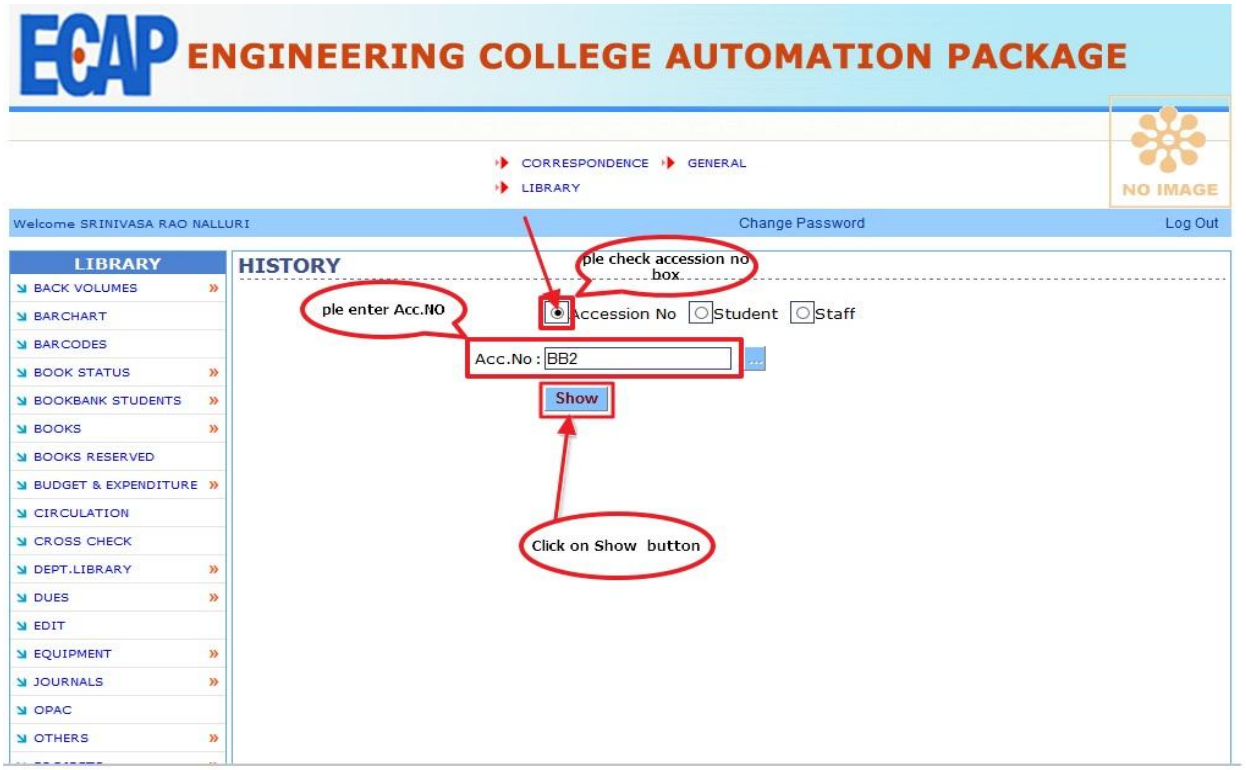
Step5:-Please Find "History" Option In Sub Links Menu As Shown In Below.



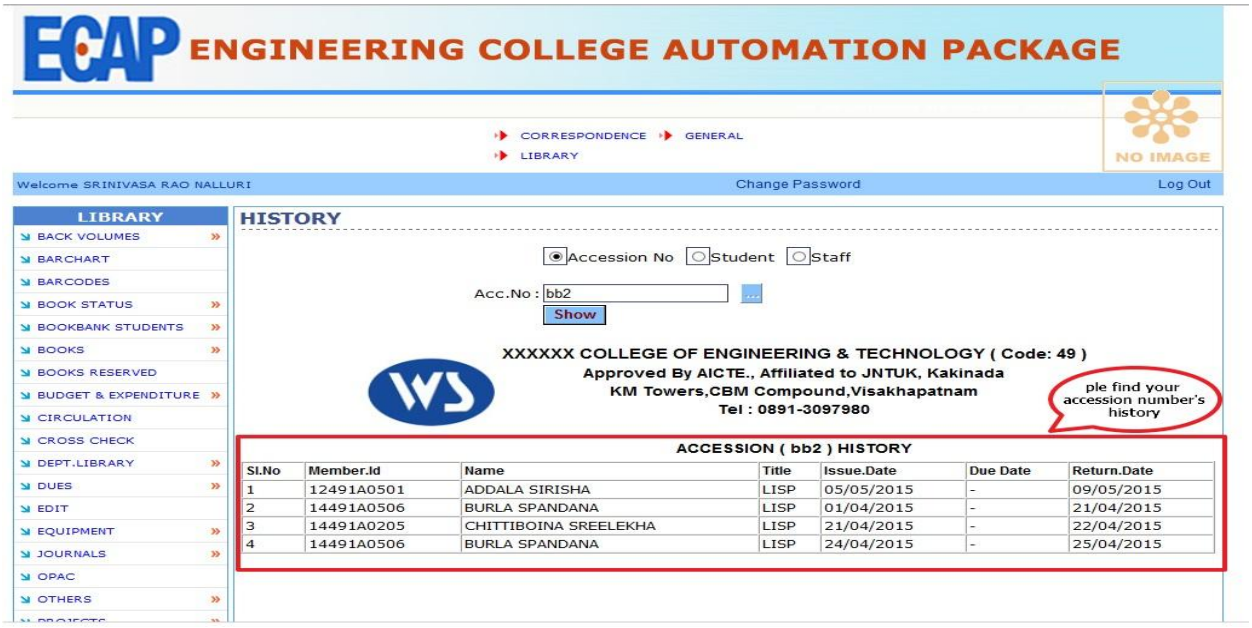
Step6:- Please Click On "History" Option As Shown In Above Screen. Then You Will Find Radio Buttons As Particular Accession Number/Student /Staff Book Details?



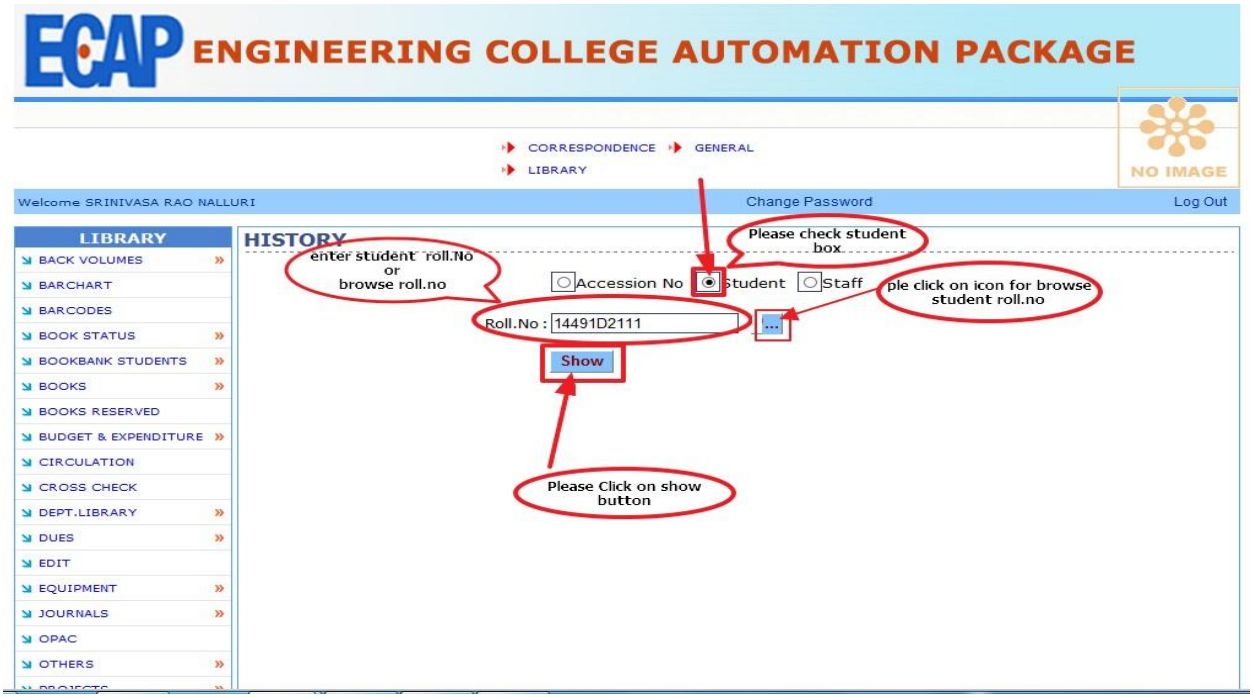
Step7: If You Want To History As Particular Accession Number,Select Accesson No Radio Button & Enter Acc.No And Then Click On "Show" Button As Shown Below.



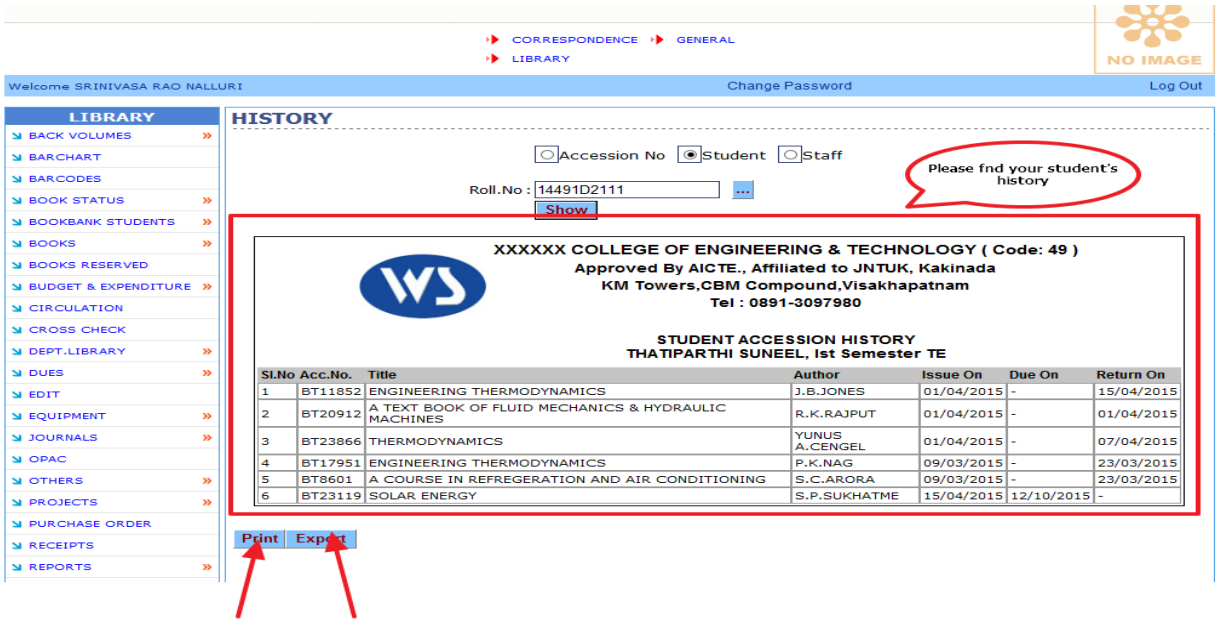
Step8:-After Click On "Show" Button Then You Wll Get Particular Accession Number's History As Shown Below.



Step9:- **If You Want To History As Student Wise ,Select Student's Radio Button & Enter Rollno Or Browse Rollno And Then Click On "Show" Button As Shown Below.**



Step10:-**After Click On "Show" Button Then You Wll Get Particular Student Transaction History As Shown Below. If You Want To Take Print Out Then Please Click On "PRINT Button" And If You Want To Export This Data In To Excel Sheet Please Click On "Export Button".**

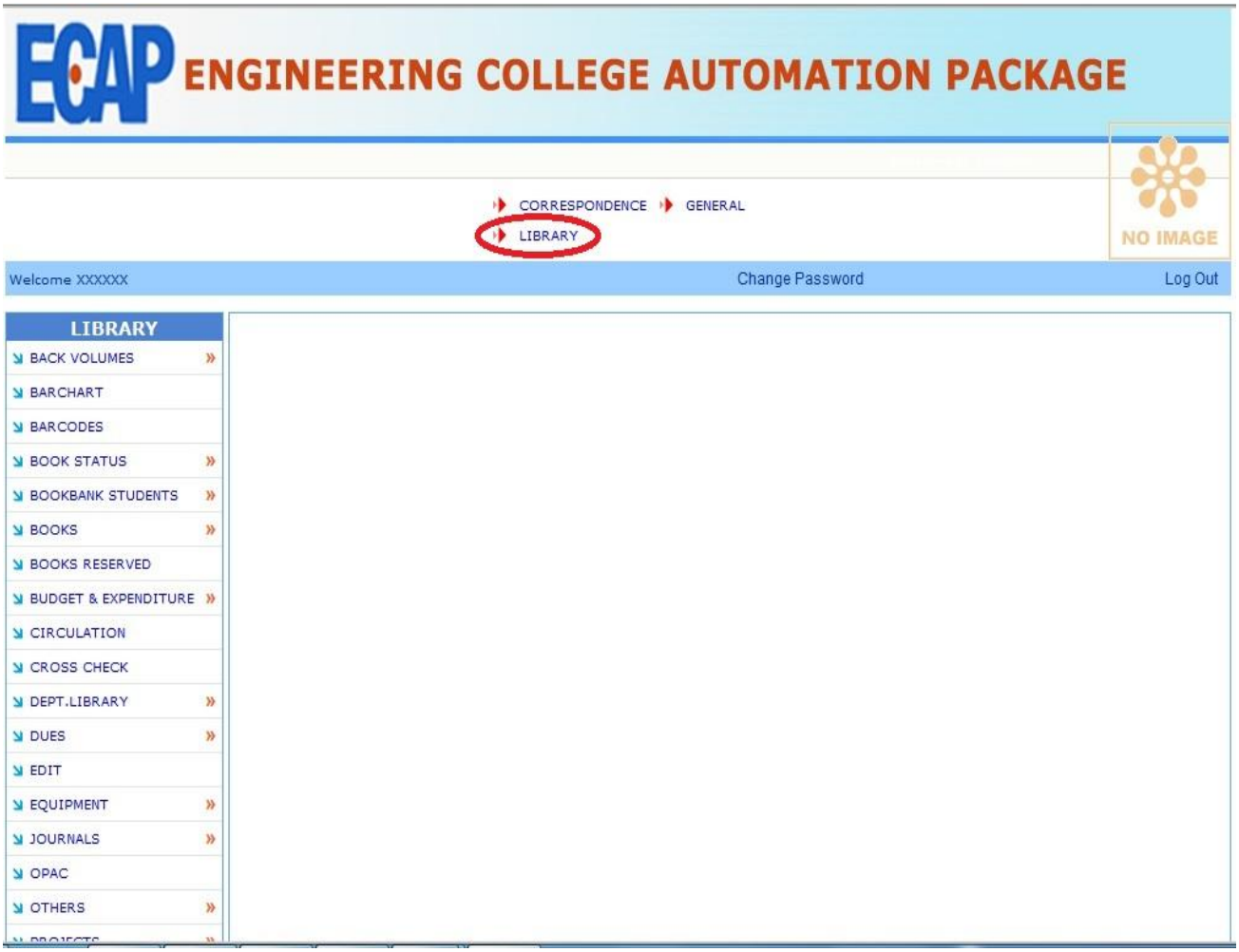


Sl.No	Acc.No.	Title	Author	Issue On	Due On	Return On
1	BT11852	ENGINEERING THERMODYNAMICS	J.B.JONES	01/04/2015	-	15/04/2015
2	BT20912	A TEXT BOOK OF FLUID MECHANICS & HYDRAULIC MACHINES	R.K.RAJPUT	01/04/2015	-	01/04/2015
3	BT23866	THERMODYNAMICS	YUNUS A.CENGEL	01/04/2015	-	07/04/2015
4	BT17951	ENGINEERING THERMODYNAMICS	P.K.NAG	09/03/2015	-	23/03/2015
5	BT8601	A COURSE IN REFREGERATION AND AIR CONDITIONING	S.C.ARORA	09/03/2015	-	23/03/2015
6	BT23119	SOLAR ENERGY	S.P.SUKHATME	15/04/2015	12/10/2015	-

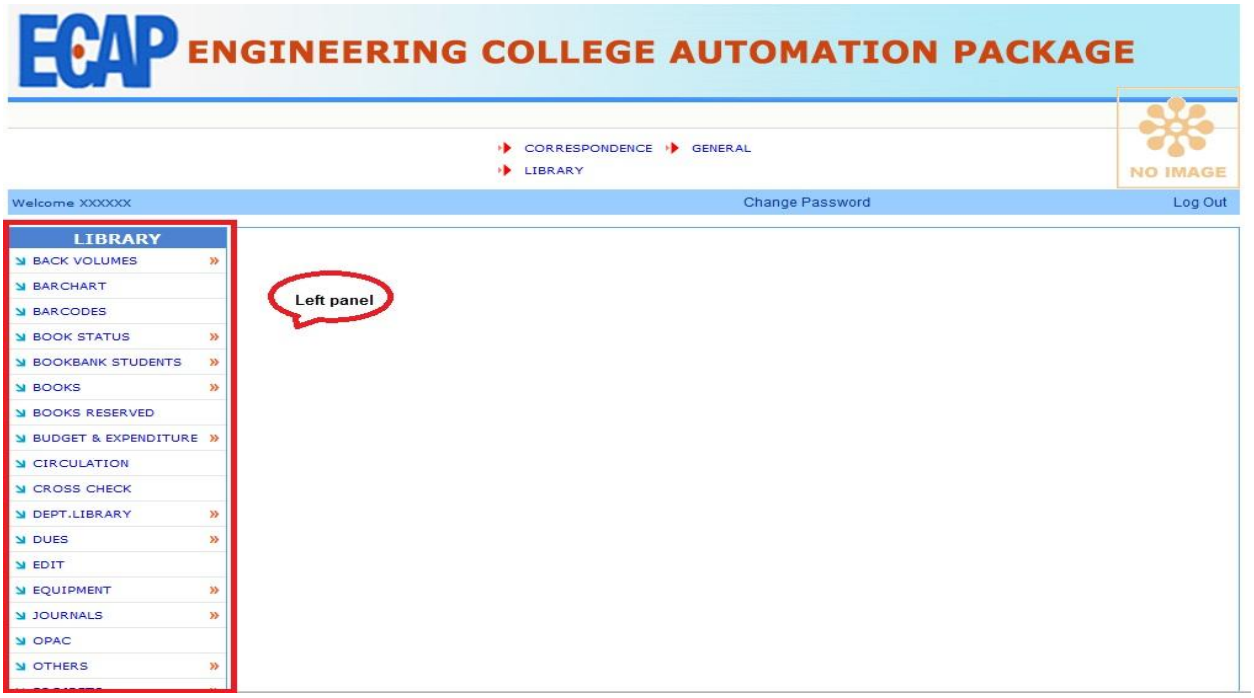
63) How Can I Check Authors/Publishers/Suppliers/Titles List?

Step 1:- Please Login In To "ECAP" By Using Your Username And Password.

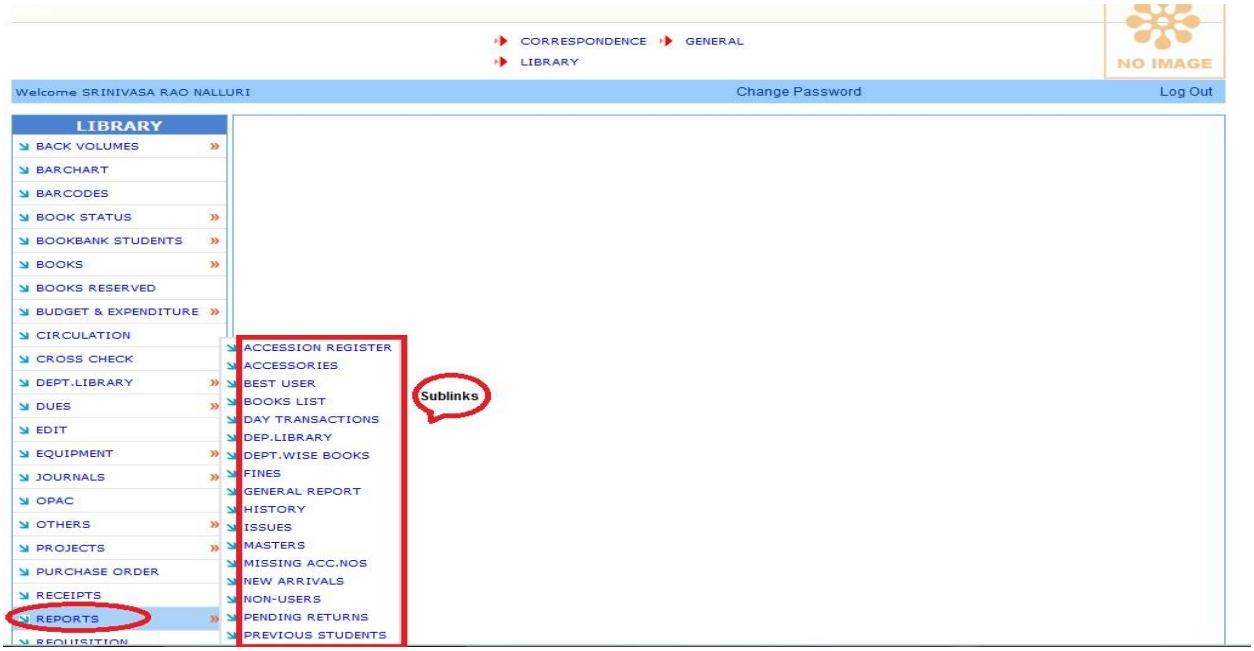
Step 2:- Please Click On "Library" Module As Shown In Below.



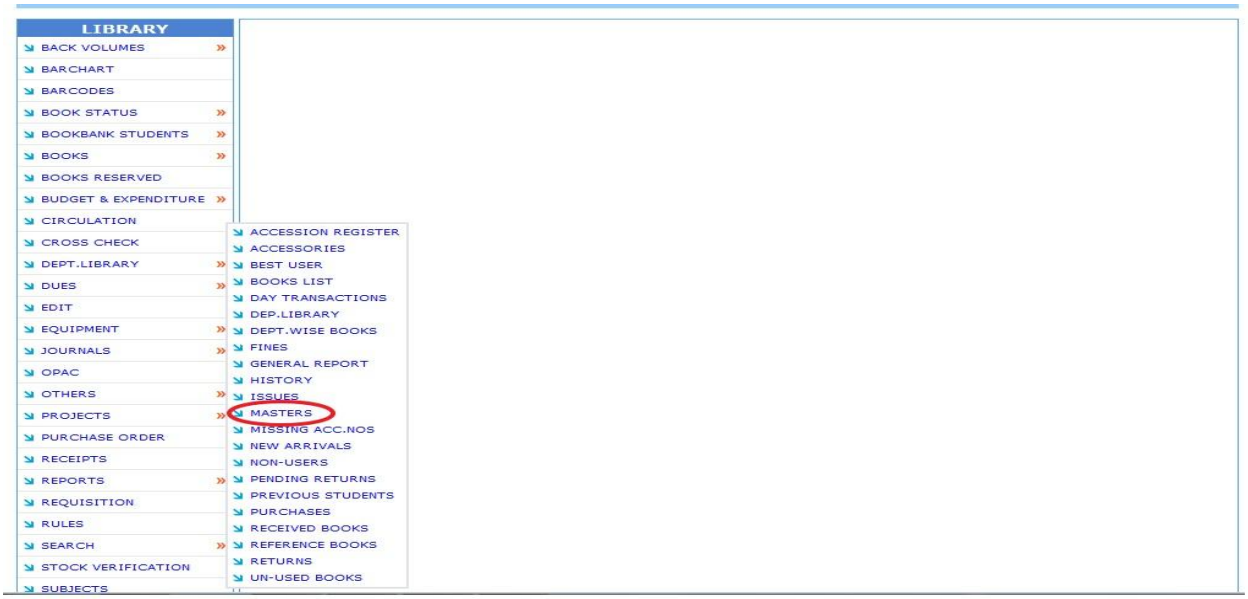
Step3:- After Clicking On Library Module You Will Find "Left Panel" As Shown In Below.



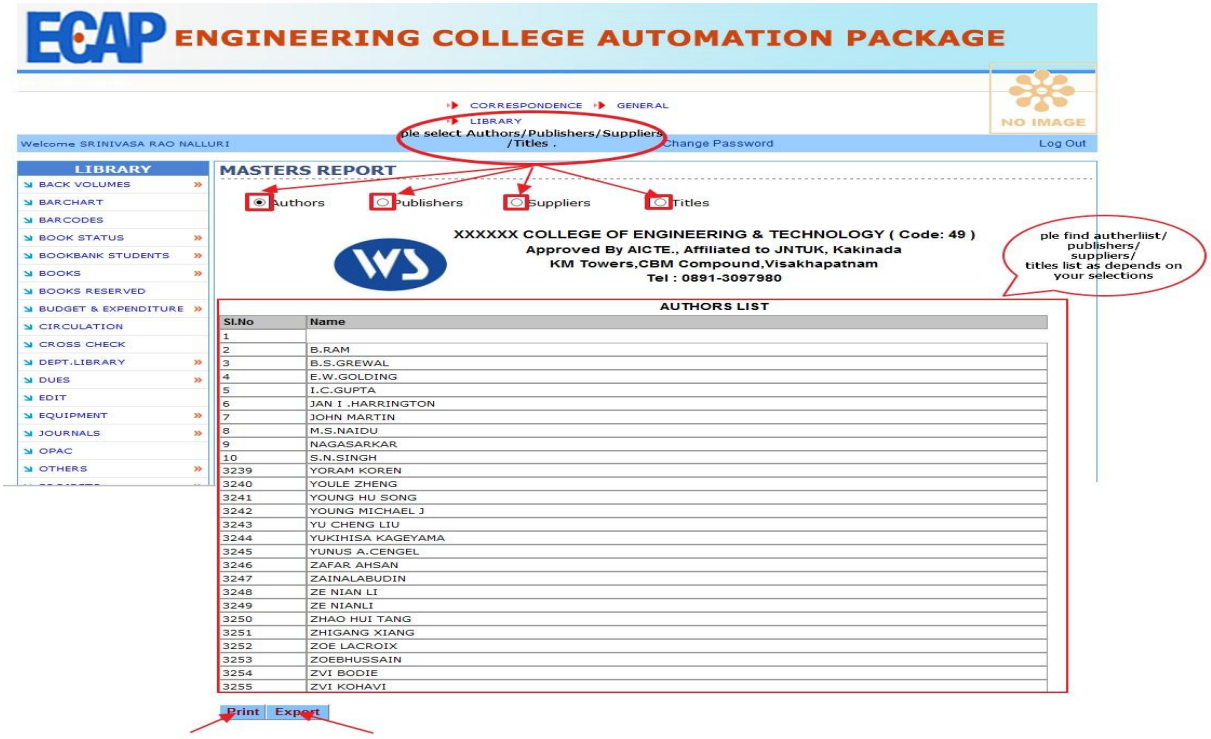
Step4:-Please Place Your Mouse Pointer On "Reports" Link Which Is Available In Left Menu. Then You Will Find "Sub Links Menu" As Shown In Below



Step5:-Please Find "Masters" Option In Sub Links Menu As Shown In Below.



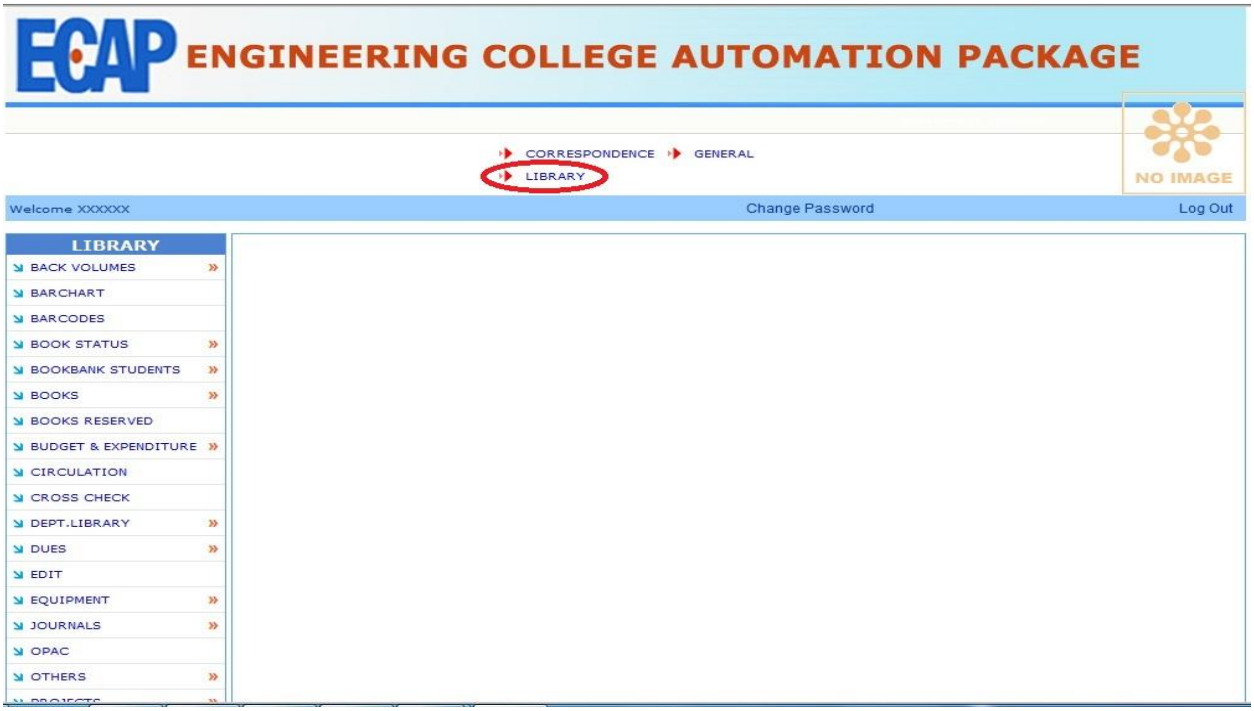
Step6:-After Click Select Authors/Publishers/Suppliers/Titles And Then You Will Get Report As Depends On Your Selections. If You Want To Take Print Out Then Please Click On "PRINT Button" And If You Want To Export This Data In To Excel Sheet Please Click On "Export Button".As Shown Below.



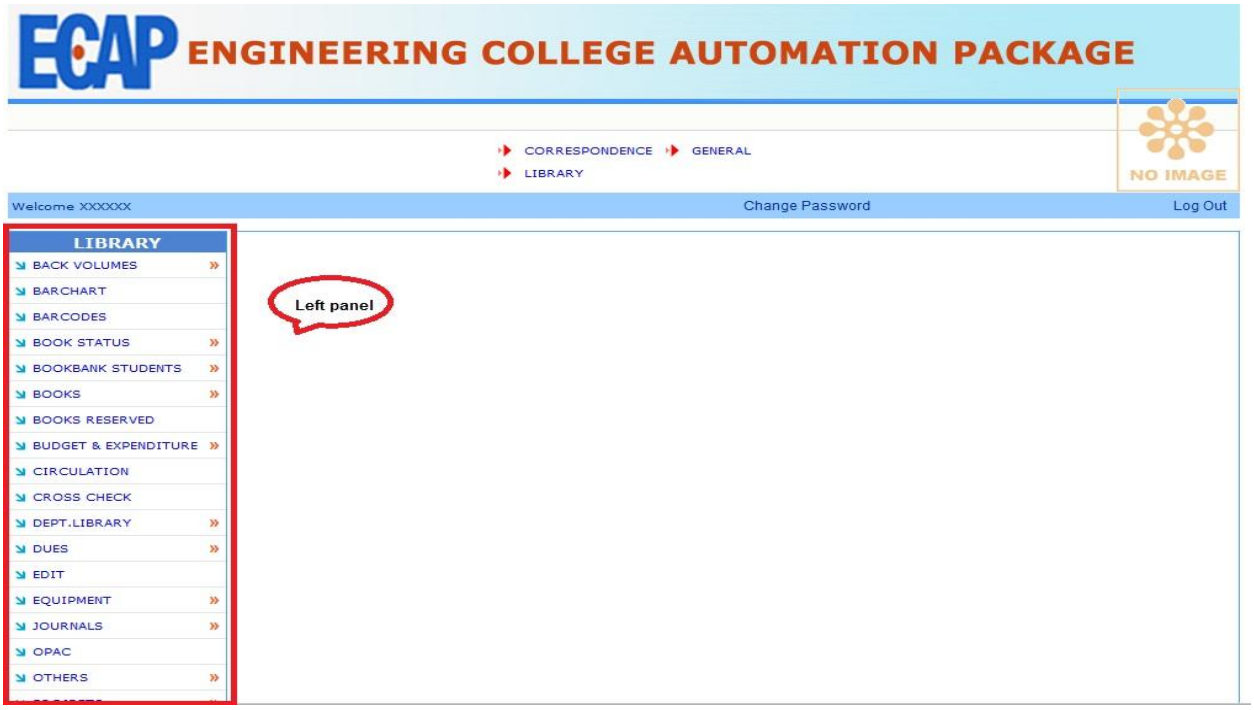
64) How Can I Check Library Best User List?

Step 1:- Please Login In To "ECAP" By Using Your Username And Password.

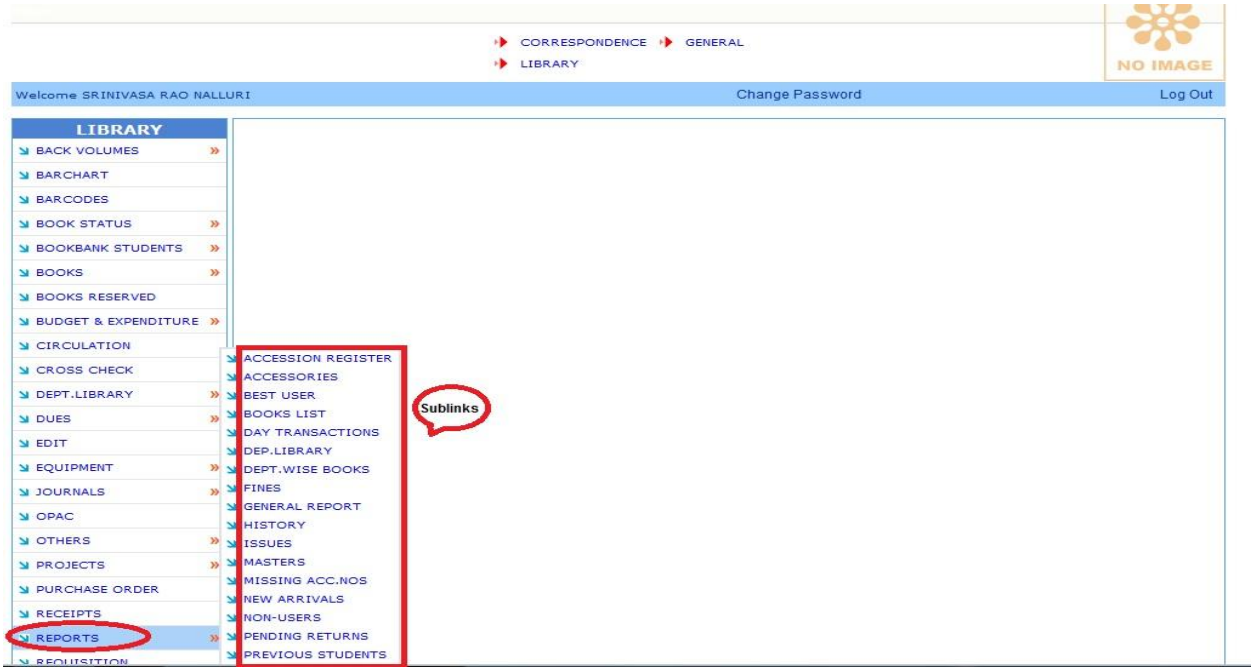
Step 2:- Please Click On "Library" Module As Shown In Below.



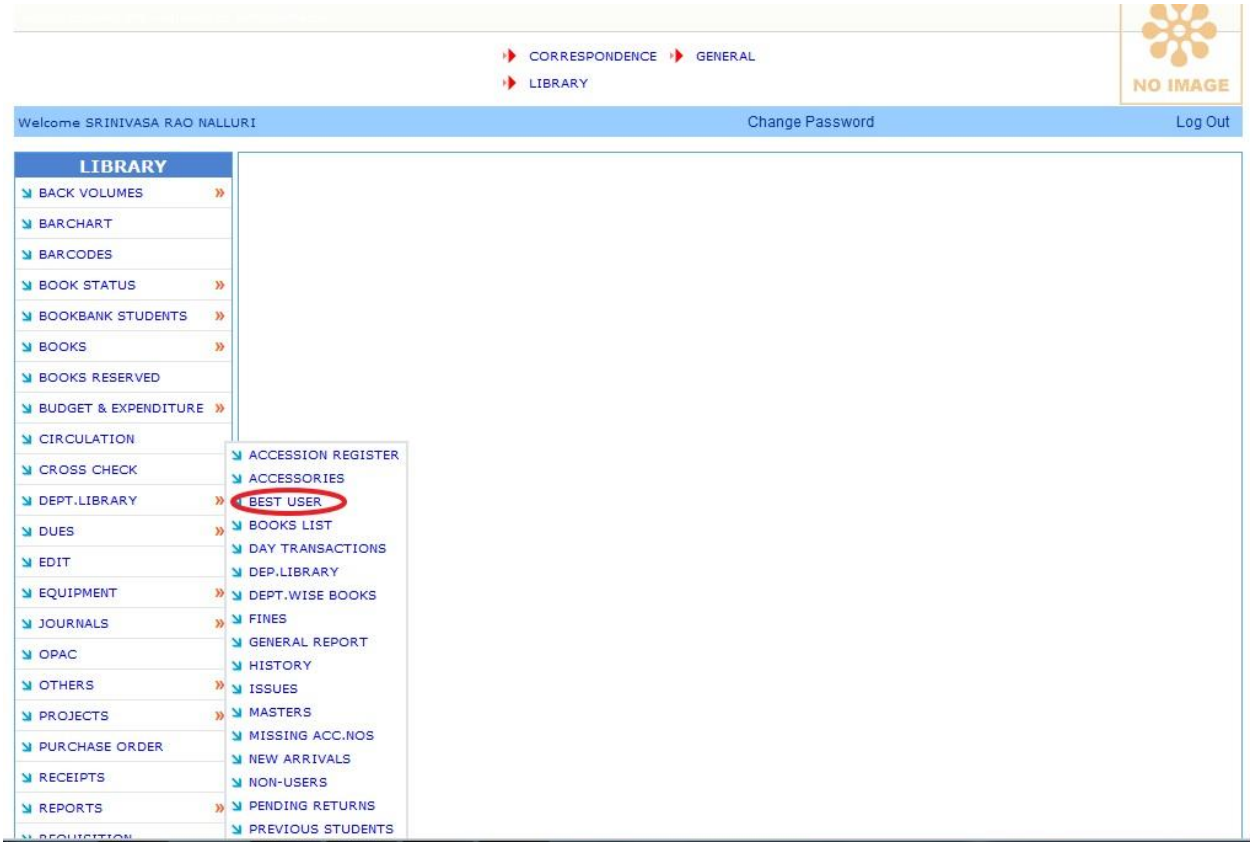
Step3:- After Clicking On Library Module You Will Find "Left Panel" As Shown In Below.



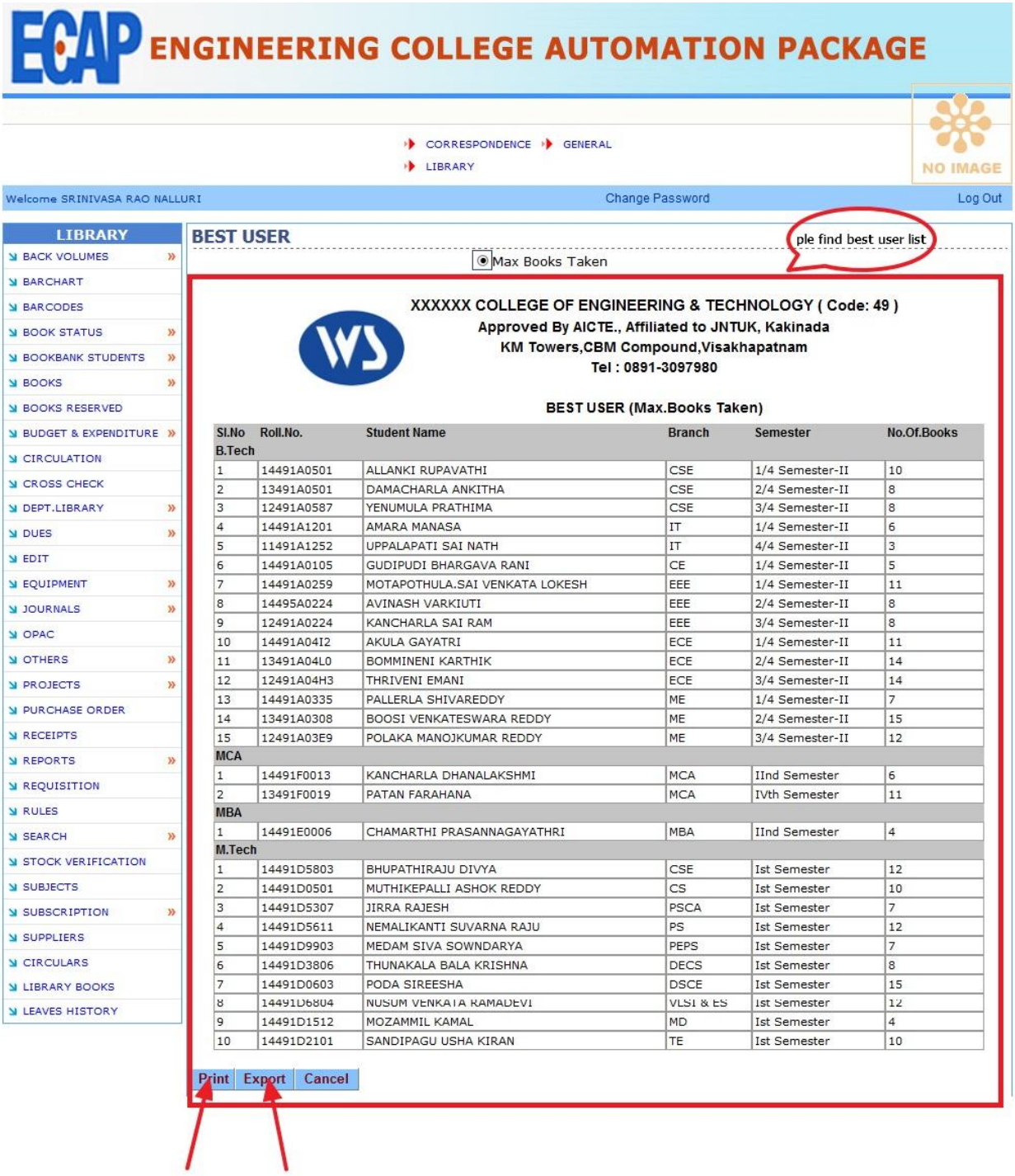
Step4:-Please Place Your Mouse Pointer On "Reports" Link Which Is Available In Left Menu. Then You Will Find "Sub Links Menu" As Shown In Below



Step5:-Please Find "Best User" Option In Sub Links Menu As Shown In Below.



Step6:-After Click Select Best User And Then You Will Get Best User List If You Want To Take Print Out Then Please Click On "PRINT Button" And If You Want To Export This Data In To Excel Sheet Please Click On "Export Button".As Shown Below.

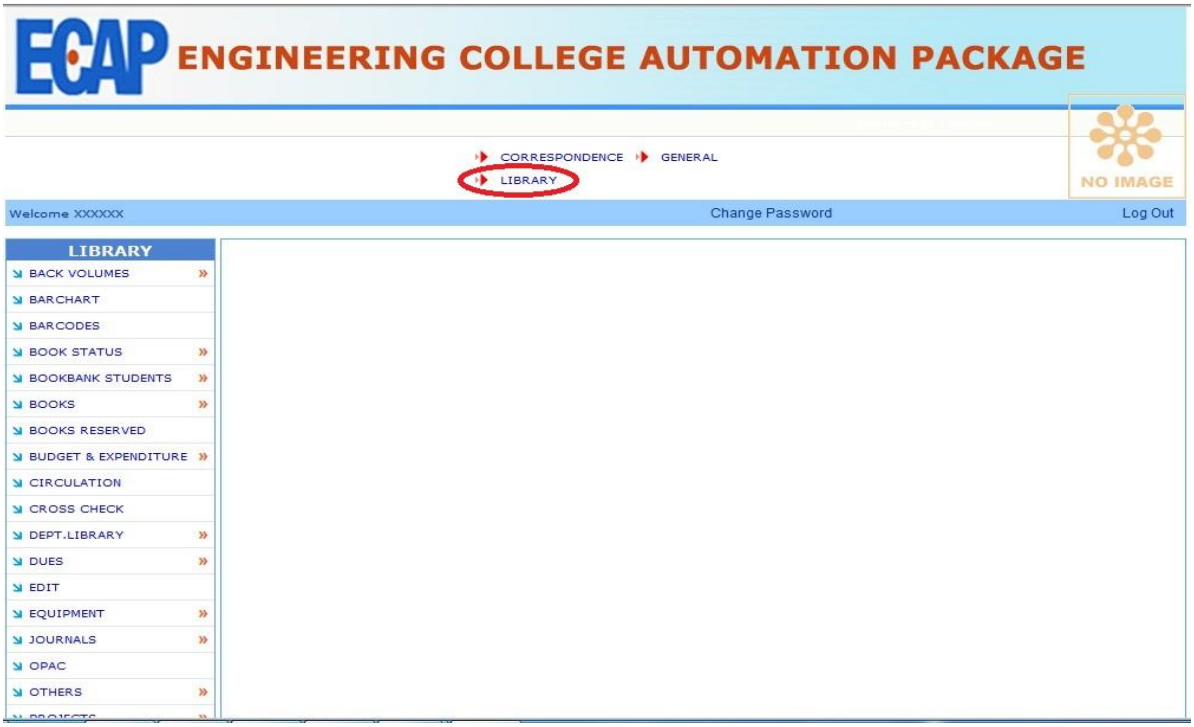


Sl.No	Roll.No.	Student Name	Branch	Semester	No.Of.Books
B.Tech					
1	14491A0501	ALLANKI RUPAVATHI	CSE	1/4 Semester-II	10
2	13491A0501	DAMACHARLA ANKITHA	CSE	2/4 Semester-II	8
3	12491A0587	YENUMULA PRATHIMA	CSE	3/4 Semester-II	8
4	14491A1201	AMARA MANASA	IT	1/4 Semester-II	6
5	11491A1252	UPPALAPATI SAI NATH	IT	4/4 Semester-II	3
6	14491A0105	GUDIPUDI BHARGAVA RANI	CE	1/4 Semester-II	5
7	14491A0259	MOTAPOTHULA.SAI VENKATA LOKESH	EEE	1/4 Semester-II	11
8	14495A0224	AVINASH VARKIUTI	EEE	2/4 Semester-II	8
9	12491A0224	KANCHARLA SAI RAM	EEE	3/4 Semester-II	8
10	14491A04I2	AKULA GAYATRI	ECE	1/4 Semester-II	11
11	13491A04L0	BOMMINENI KARTHIK	ECE	2/4 Semester-II	14
12	12491A04H3	THRIVENI EMANI	ECE	3/4 Semester-II	14
13	14491A0335	PALLERLA SHIVAREDDY	ME	1/4 Semester-II	7
14	13491A0308	BOOSI VENKATESWARA REDDY	ME	2/4 Semester-II	15
15	12491A03E9	POLAKA MANOJKUMAR REDDY	ME	3/4 Semester-II	12
MCA					
1	14491F0013	KANCHARLA DHANALAKSHMI	MCA	IInd Semester	6
2	13491F0019	PATAN FARAHANA	MCA	IVth Semester	11
MBA					
1	14491E0006	CHAMARTHI PRASANNAGAYATHRI	MBA	IInd Semester	4
M.Tech					
1	14491D5803	BHUPATHIRAJU DIVYA	CSE	Ist Semester	12
2	14491D0501	MUTHIKEPALLI ASHOK REDDY	CS	Ist Semester	10
3	14491D5307	JIRRA RAJESH	PSCA	Ist Semester	7
4	14491D5611	NEMALIKANTI SUVARNA RAJU	PS	Ist Semester	12
5	14491D9903	MEDAM SIVA SOWNDARYA	PEPS	Ist Semester	7
6	14491D3806	THUNAKALA BALA KRISHNA	DECS	Ist Semester	8
7	14491D0603	PODA SIREESHA	DSCE	Ist Semester	15
8	14491D6804	NUSUM VENKATA RAMADEVI	VLSI & ES	Ist Semester	12
9	14491D1512	MOZAMMIL KAMAL	MD	Ist Semester	4
10	14491D2101	SANDIPAGU USHA KIRAN	TE	Ist Semester	10

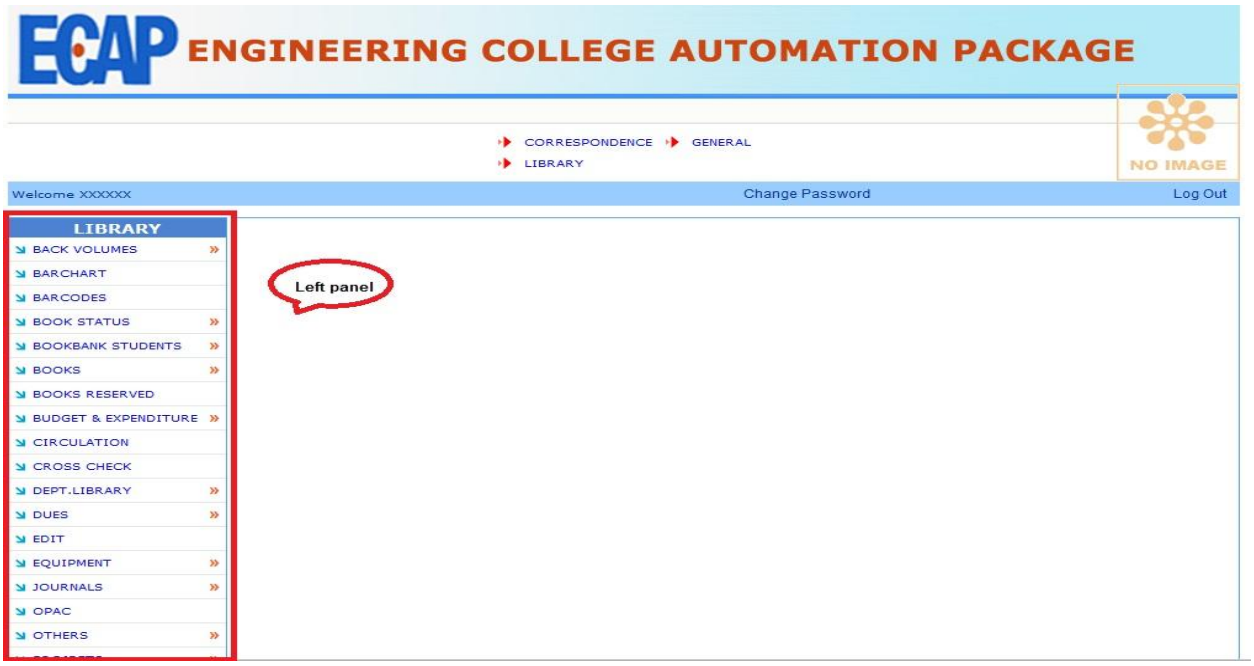
65) How Can I Check Library Non Users List?

Step 1:- Please Login In To "ECAP" By Using Your Username And Password.

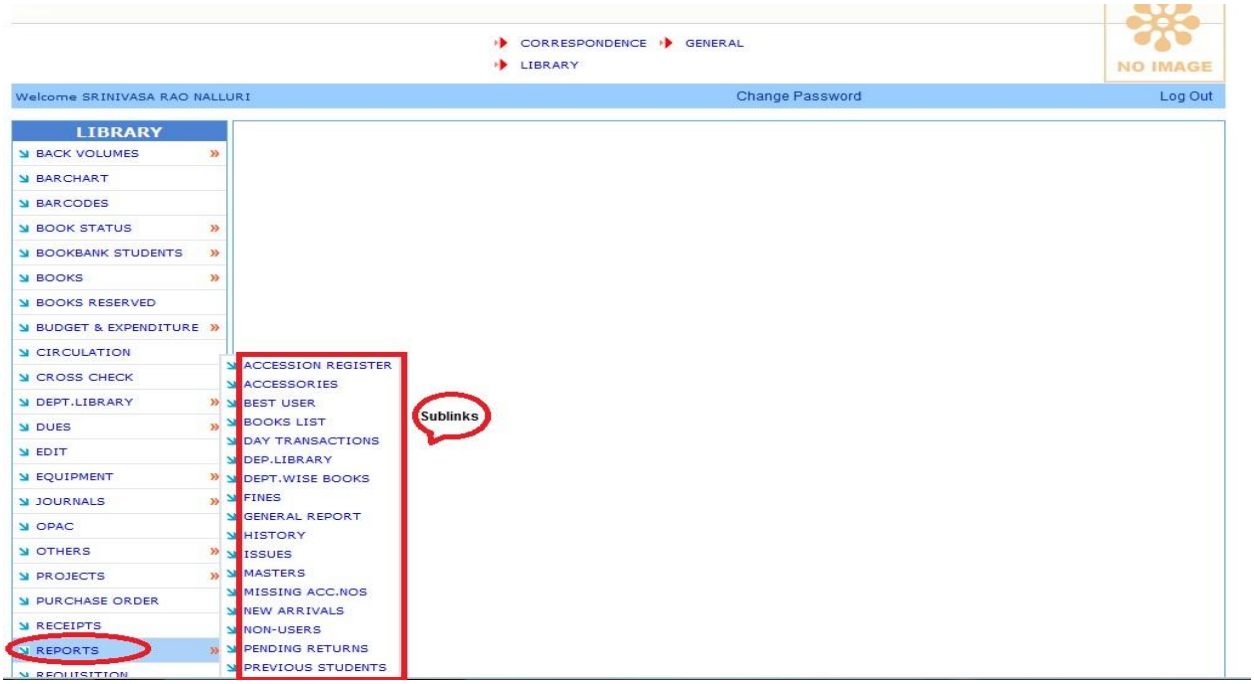
Step 2:- Please Click On "Library" Module As Shown In Below.



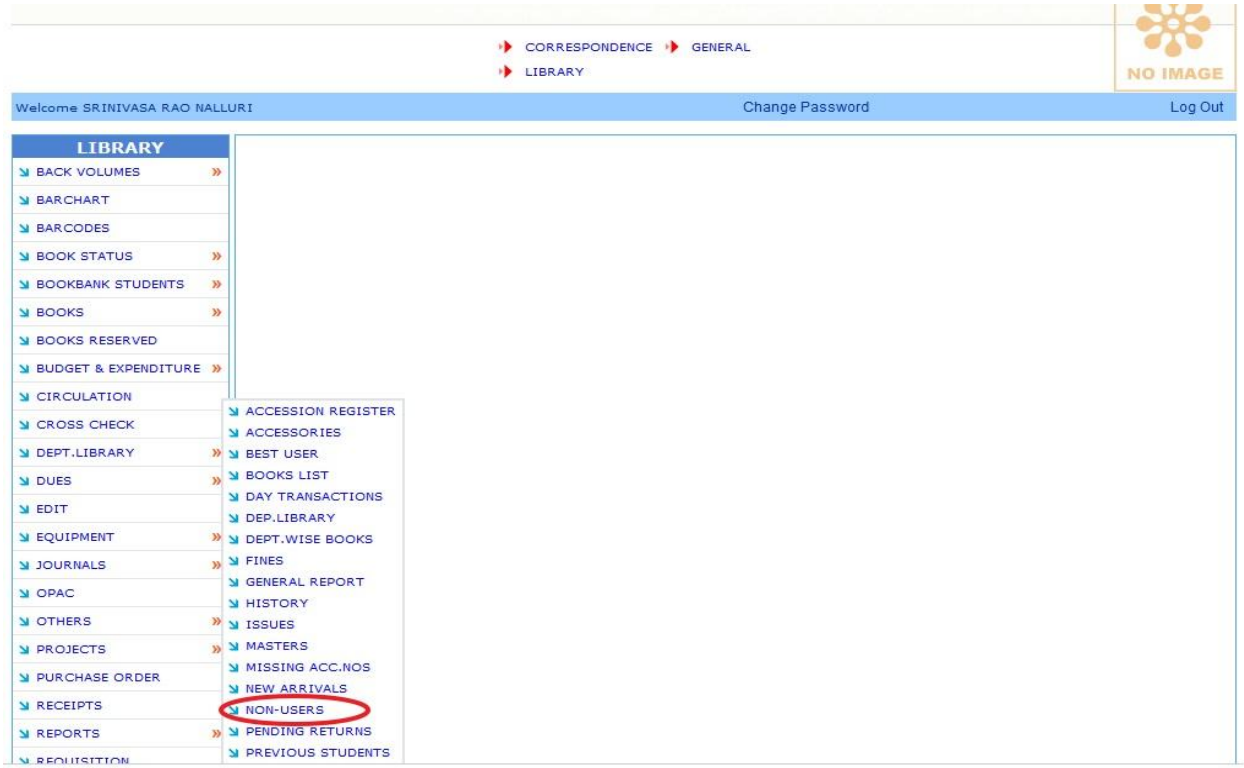
Step3:- After Clicking On Library Module You Will Find "Left Panel" As Shown In Below.



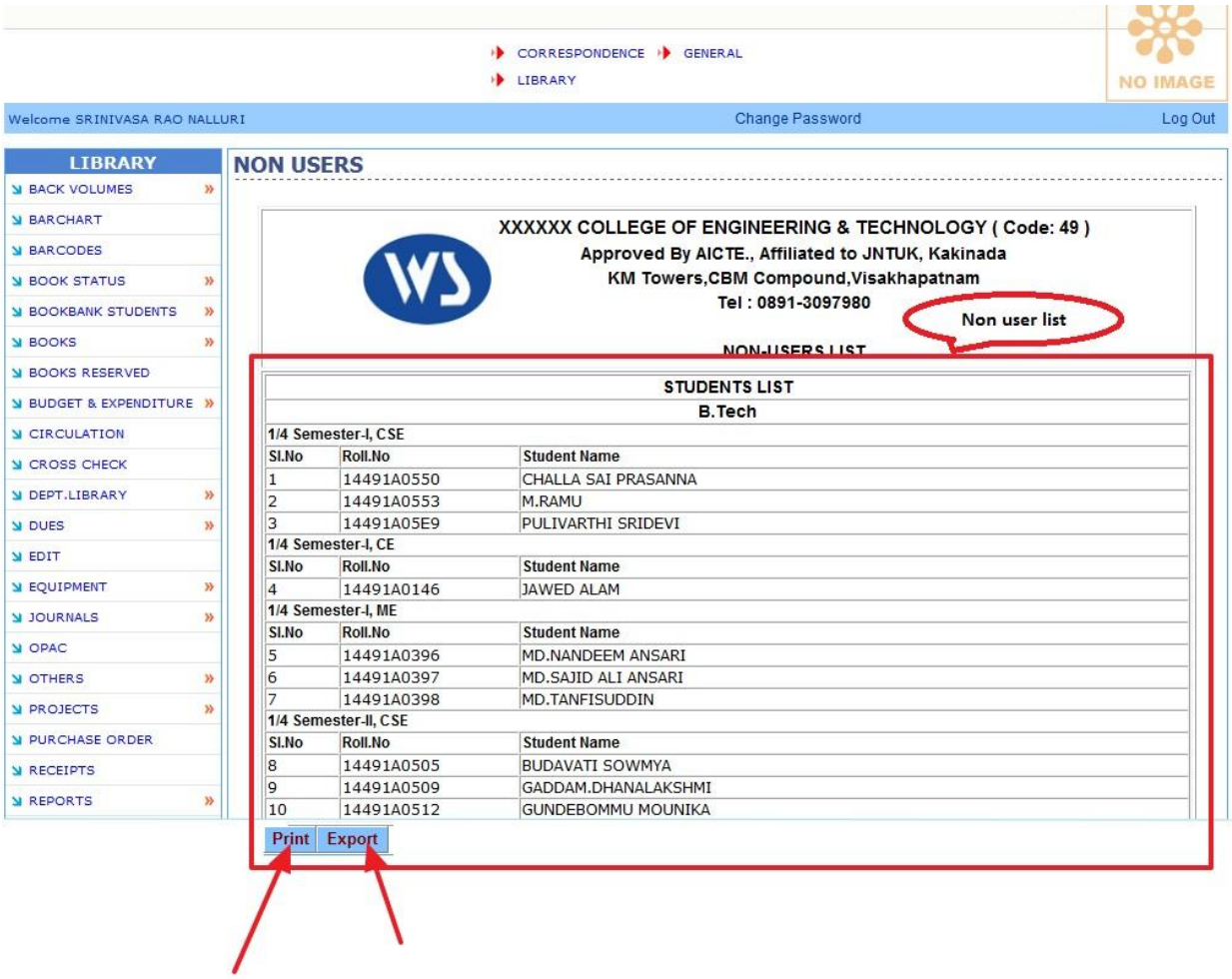
Step 4:-Please Place Your Mouse Pointer On "Reports" Link Which Is Available In Left Menu. Then You Will Find "Sub Links Menu" As Shown In Below



Step5:-Please Find "Non User" Option In Sub Links Menu As Shown In Below.



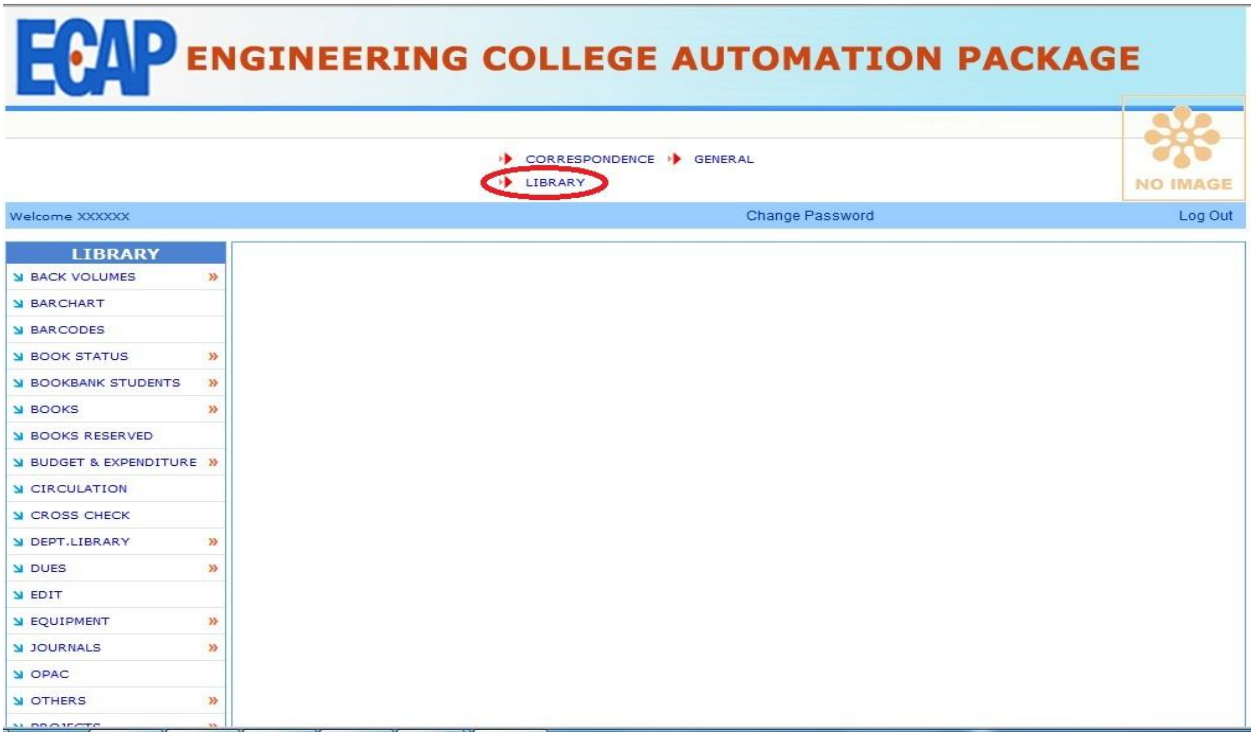
Step6:-After Click Select Non User And Then You Will Get Best User List If You Want To Take Print Out Then Please Click On "PRINT Button" And If You Want To Export This Data In To Excel Sheet Please Click On "Export Button".As Shown Below.



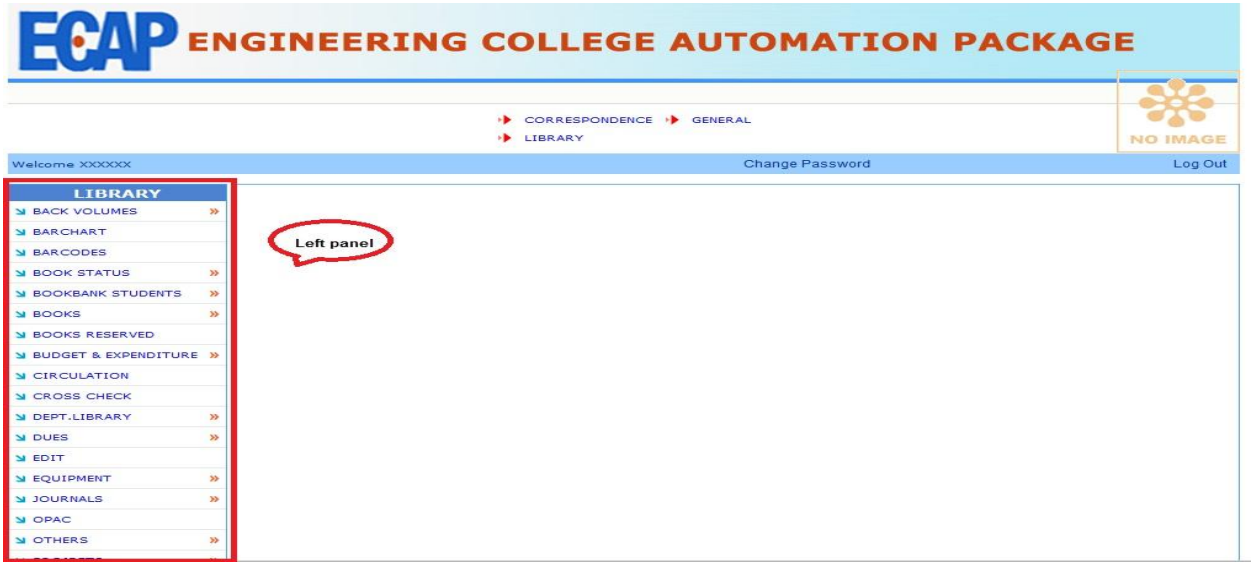
66) How Can I Check Un Used Books List?

Step 1:- Please Login In To "ECAP" By Using Your Username And Password.

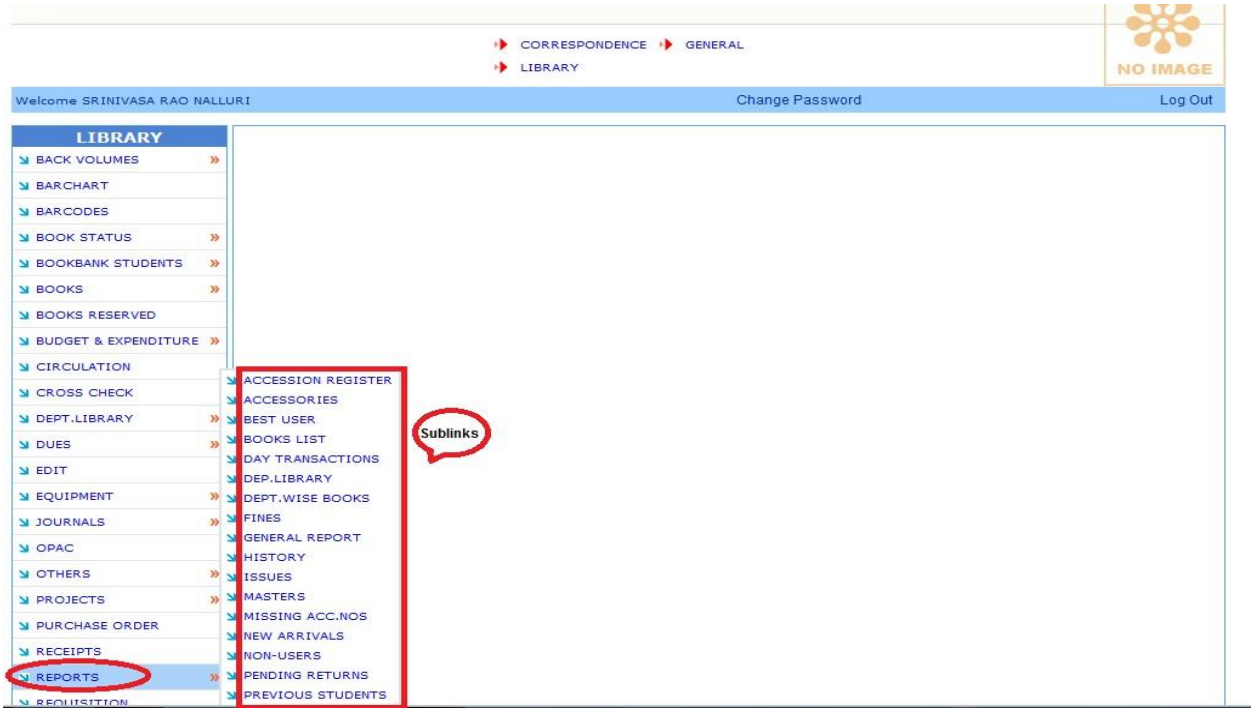
Step 2:- Please Click On "Library" Module As Shown In Below.



Step3:- After Clicking On Library Module You Will Find "Left Panel" As Shown In Below.

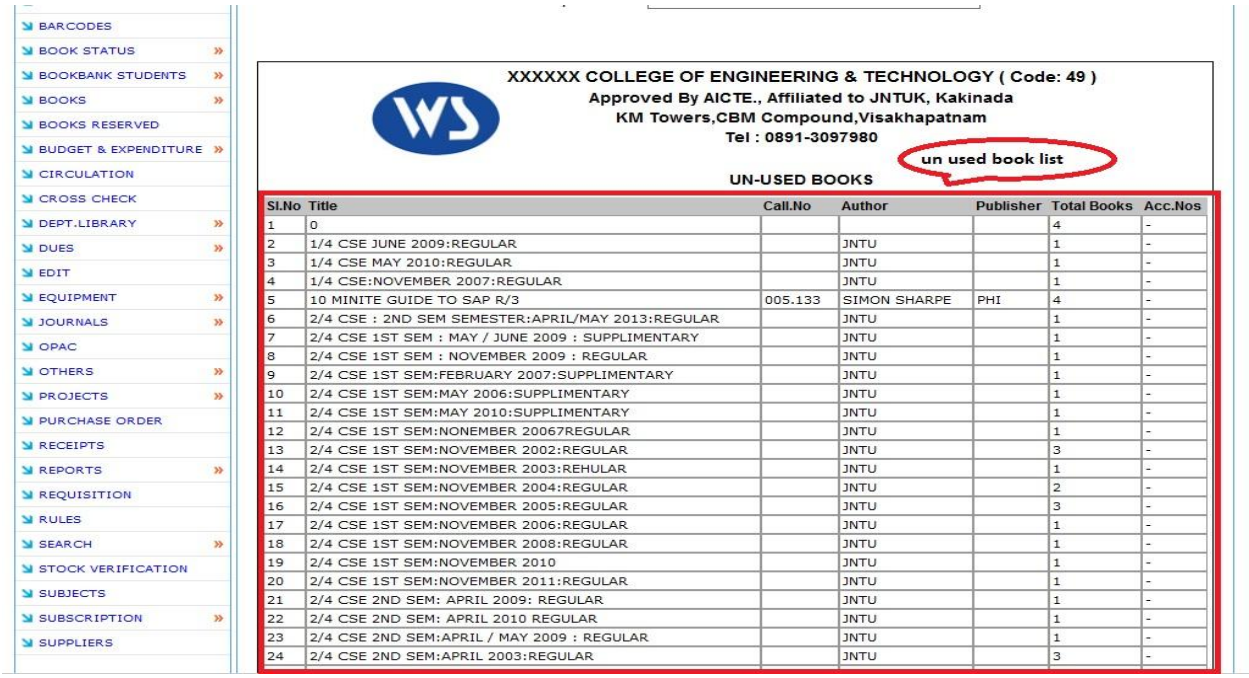


Step 4:-Please Place Your Mouse Pointer On "Reports" Link Which Is Available In Left Menu. Then You Will Find "Sub Links Menu" As Shown In Below



Step5:-Please Find "Un Used Books" Option In Sub Links Menu As Shown In Below.

Step6:- After Click On Un-Used Book Link As Shown Above .Then You Will Find Dept.Wise Un-Used Books List

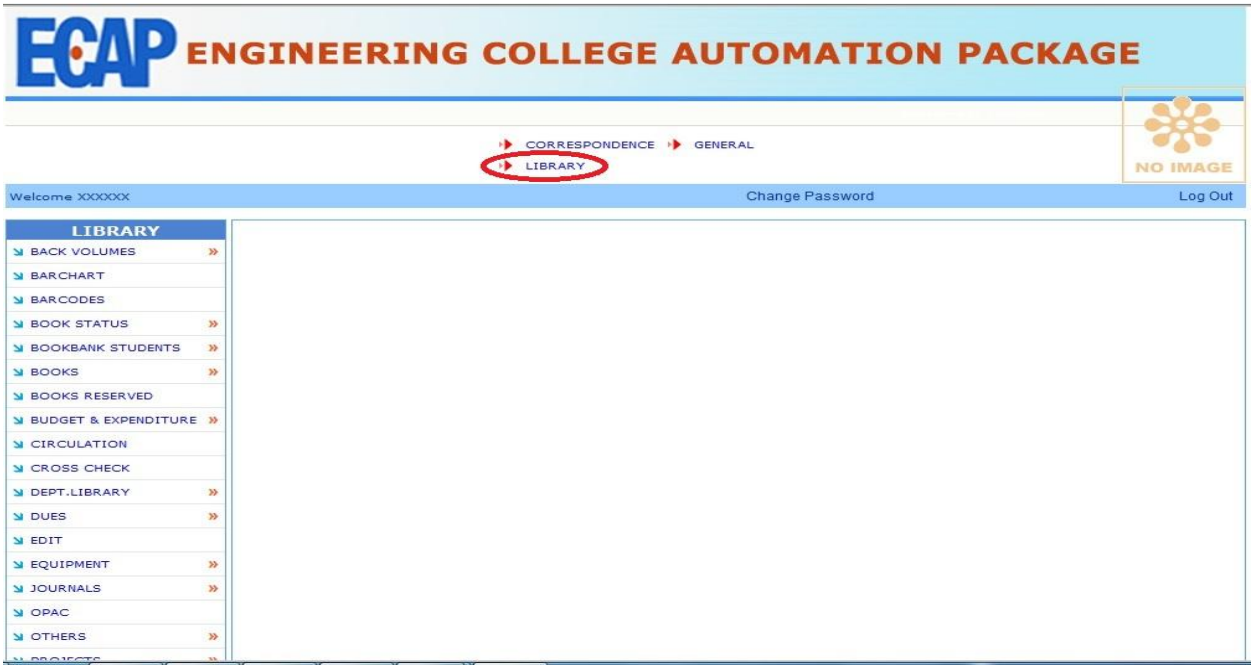


Sl.No	Title	Call.No	Author	Publisher	Total Books	Acc.Nos
1	0				4	-
2	1/4 CSE JUNE 2009:REGULAR		JNTU		1	-
3	1/4 CSE MAY 2010:REGULAR		JNTU		1	-
4	1/4 CSE:NOVEMBER 2007:REGULAR		JNTU		1	-
5	10 MINITE GUIDE TO SAP R/3	005.133	SIMON SHARPE	PHI	4	-
6	2/4 CSE : 2ND SEM SEMESTER:APRIL/MAY 2013:REGULAR		JNTU		1	-
7	2/4 CSE 1ST SEM : MAY / JUNE 2009 : SUPPLIMENTARY		JNTU		1	-
8	2/4 CSE 1ST SEM : NOVEMBER 2009 : REGULAR		JNTU		1	-
9	2/4 CSE 1ST SEM:FEBRUARY 2007:SUPPLIMENTARY		JNTU		1	-
10	2/4 CSE 1ST SEM:MAY 2006:SUPPLIMENTARY		JNTU		1	-
11	2/4 CSE 1ST SEM:MAY 2010:SUPPLIMENTARY		JNTU		1	-
12	2/4 CSE 1ST SEM:NONEMBER 20067REGULAR		JNTU		1	-
13	2/4 CSE 1ST SEM:NOVEMBER 2002:REGULAR		JNTU		3	-
14	2/4 CSE 1ST SEM:NOVEMBER 2003:REHULAR		JNTU		1	-
15	2/4 CSE 1ST SEM:NOVEMBER 2004:REGULAR		JNTU		2	-
16	2/4 CSE 1ST SEM:NOVEMBER 2005:REGULAR		JNTU		3	-
17	2/4 CSE 1ST SEM:NOVEMBER 2006:REGULAR		JNTU		1	-
18	2/4 CSE 1ST SEM:NOVEMBER 2008:REGULAR		JNTU		1	-
19	2/4 CSE 1ST SEM:NOVEMBER 2010		JNTU		1	-
20	2/4 CSE 1ST SEM:NOVEMBER 2011:REGULAR		JNTU		1	-
21	2/4 CSE 2ND SEM: APRIL 2009: REGULAR		JNTU		1	-
22	2/4 CSE 2ND SEM: APRIL 2010 REGULAR		JNTU		1	-
23	2/4 CSE 2ND SEM:APRIL / MAY 2009 : REGULAR		JNTU		1	-
24	2/4 CSE 2ND SEM:APRIL 2003:REGULAR		JNTU		3	-

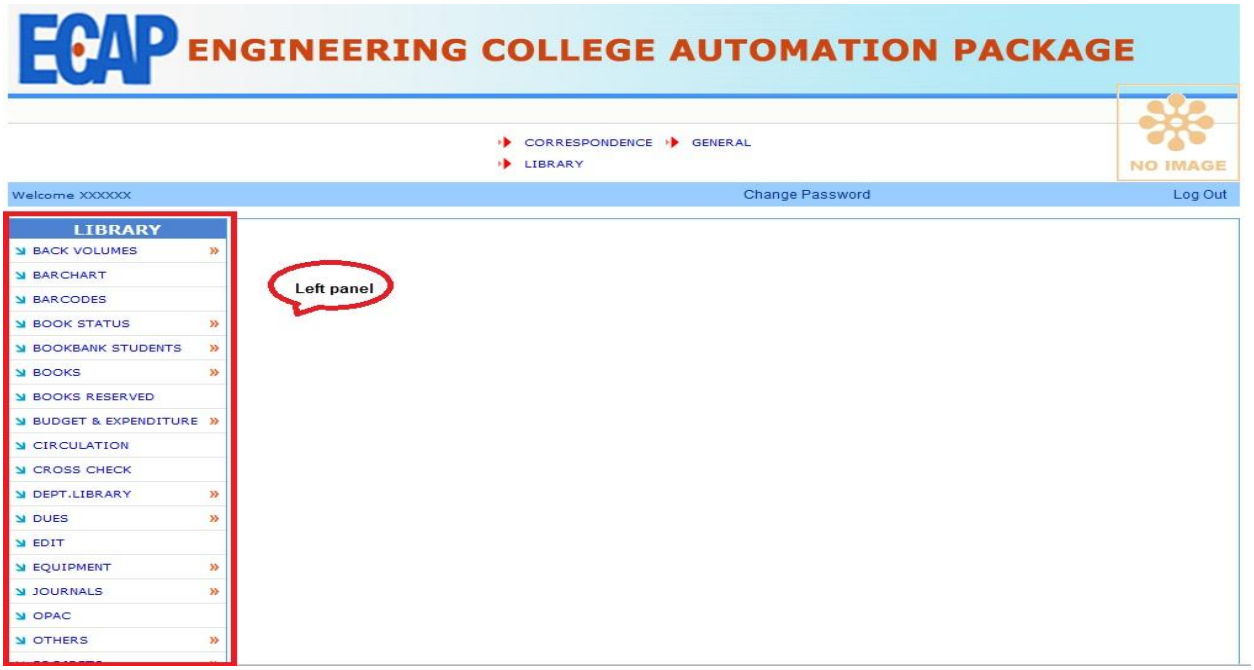
67) How Can I Check New Arrivals Books List?

Step 1:- Please Login In To "ECAP" By Using Your Username And Password.

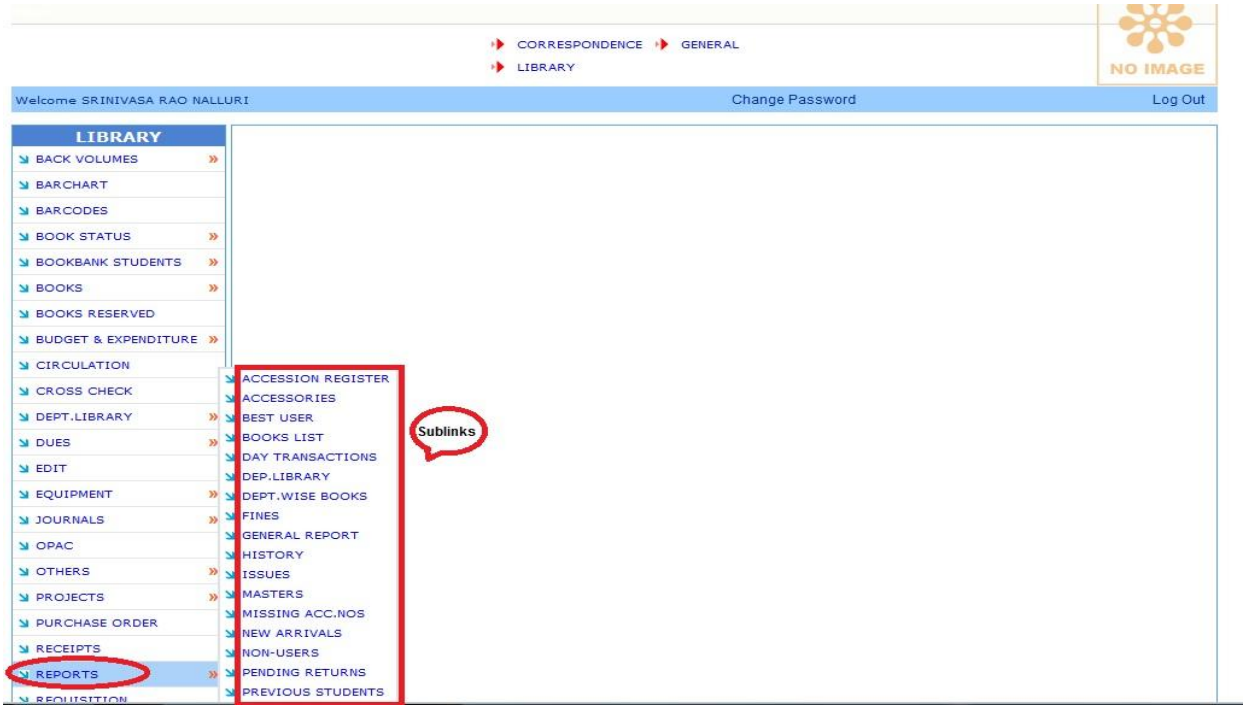
Step 2:- Please Click On "Library" Module As Shown In Below.



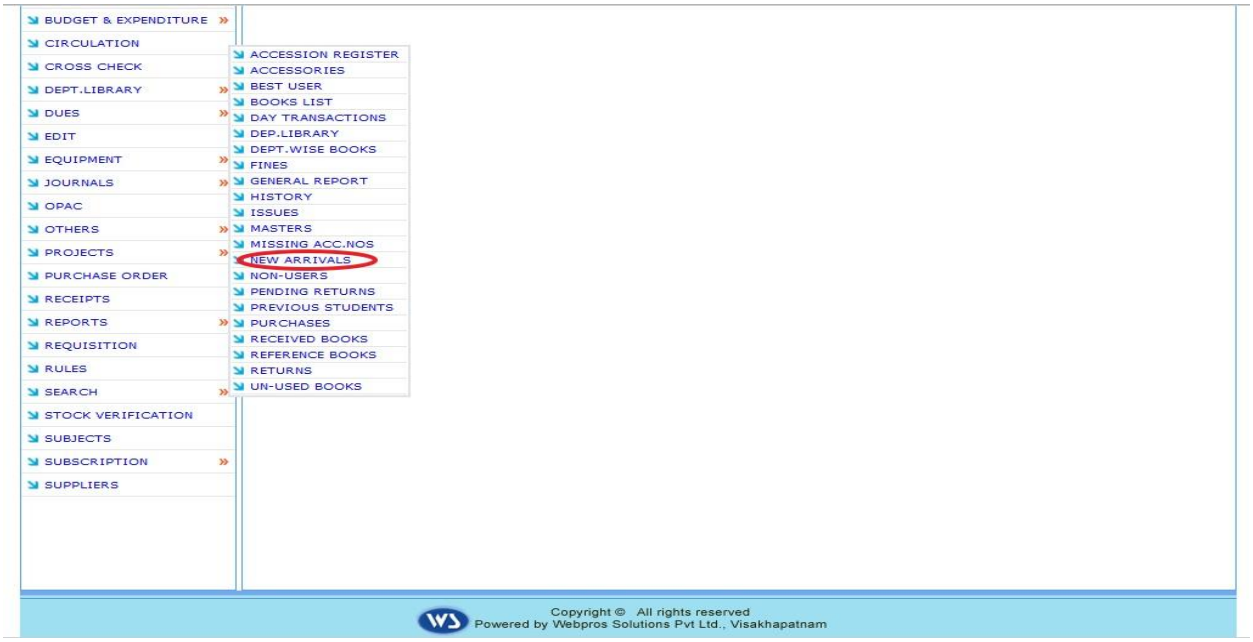
Step3:- After Clicking On Library Module You Will Find "Left Panel" As Shown In Below.



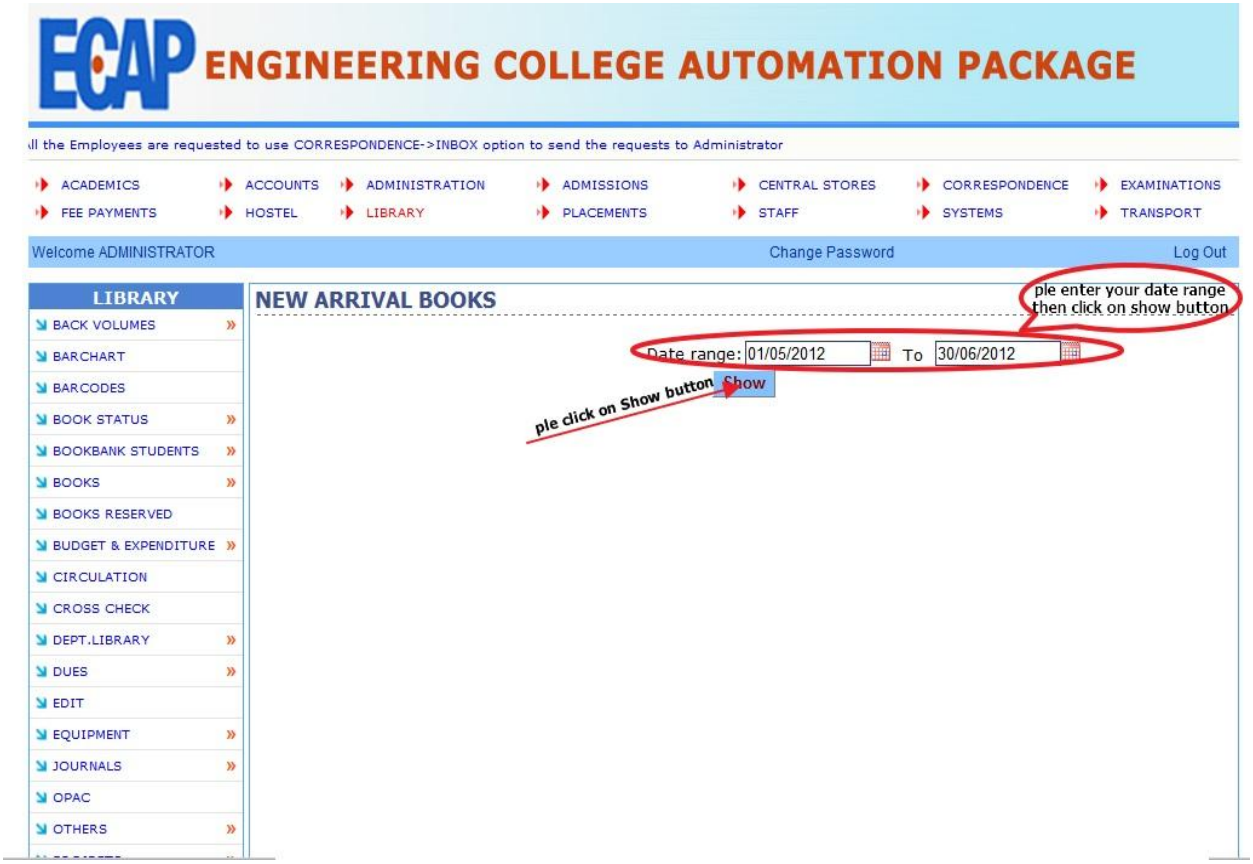
Step4:-Please Place Your Mouse Pointer On "Reports" Link Which Is Available In Left Menu. Then You Will Find "Sub Links Menu" As Shown In Below



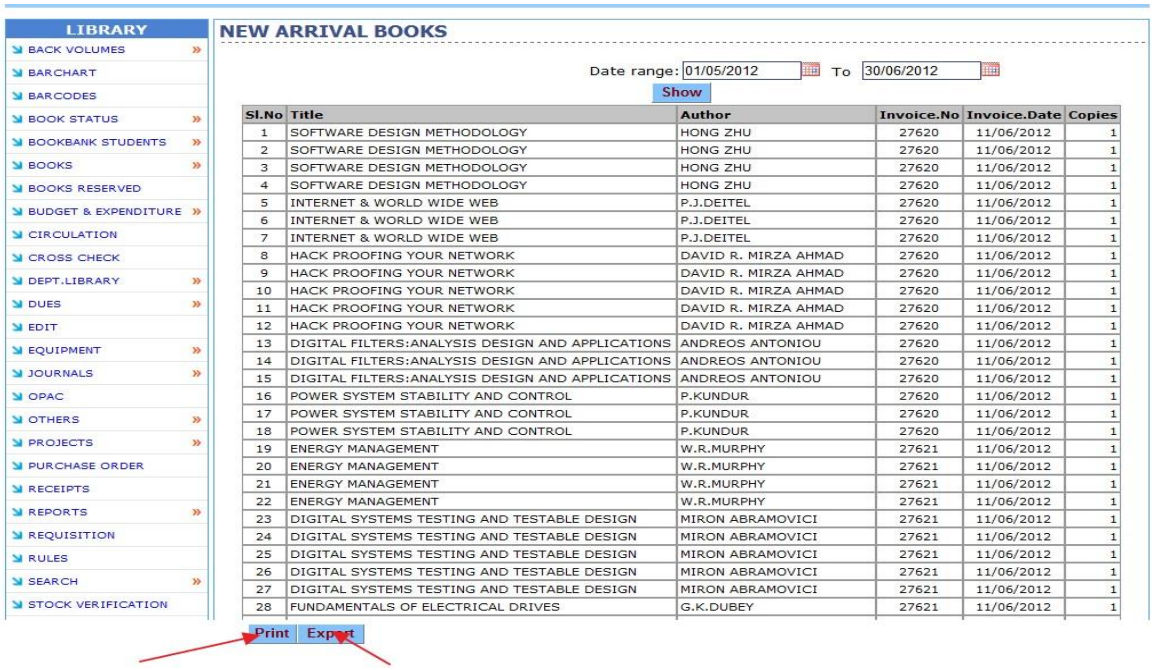
Step5:-Please Find "New Arrivals" Option In Sub Links Menu As Shown In Below.



Step6:- After Click On New Arrivals Link As Shown Above .Then You Will Find You New Arrivals Book In Between Days As Shown Below



Step7:-After Click Select Show Button And Then You Will New Arrivals List If You Want To Take Print Out Then Please Click On "PRINT Button" And If You Want To Export This Data In To Excel Sheet Please Click On "Export Button".As Shown Below

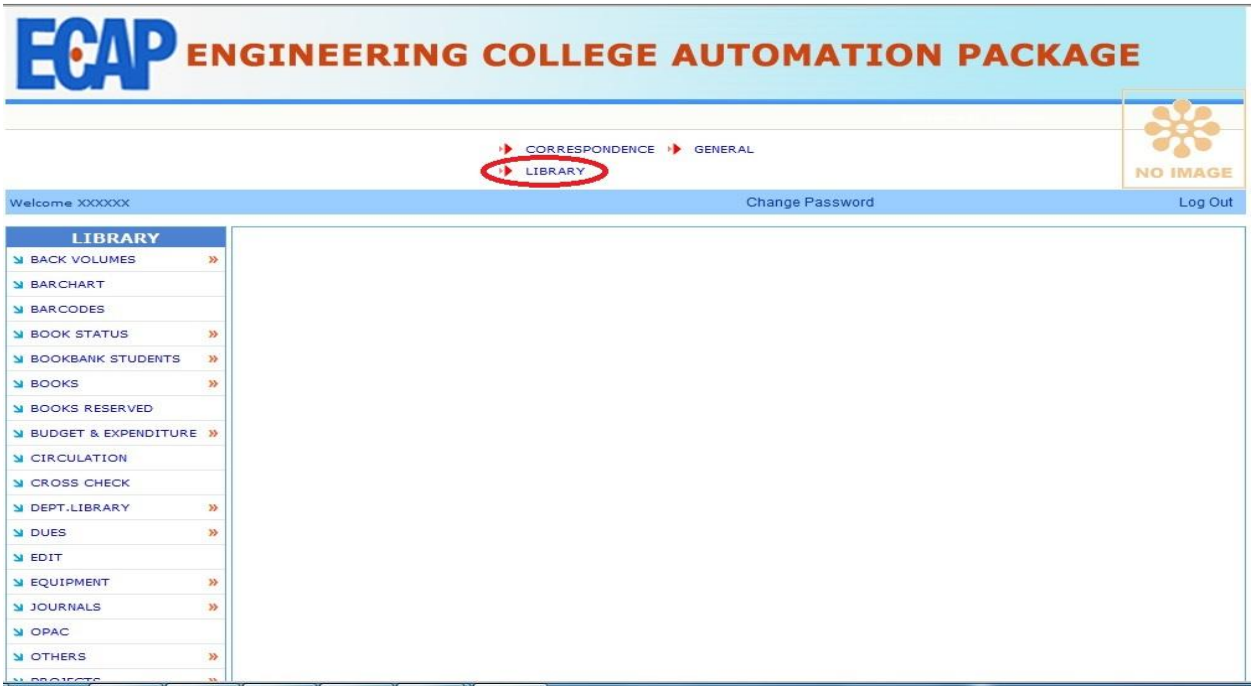


Sl.No	Title	Author	Invoice.No	Invoice.Date	Copies
1	SOFTWARE DESIGN METHODOLOGY	HONG ZHU	27620	11/06/2012	1
2	SOFTWARE DESIGN METHODOLOGY	HONG ZHU	27620	11/06/2012	1
3	SOFTWARE DESIGN METHODOLOGY	HONG ZHU	27620	11/06/2012	1
4	SOFTWARE DESIGN METHODOLOGY	HONG ZHU	27620	11/06/2012	1
5	INTERNET & WORLD WIDE WEB	P.J.DEITEL	27620	11/06/2012	1
6	INTERNET & WORLD WIDE WEB	P.J.DEITEL	27620	11/06/2012	1
7	INTERNET & WORLD WIDE WEB	P.J.DEITEL	27620	11/06/2012	1
8	HACK PROOFING YOUR NETWORK	DAVID R. MIRZA AHMAD	27620	11/06/2012	1
9	HACK PROOFING YOUR NETWORK	DAVID R. MIRZA AHMAD	27620	11/06/2012	1
10	HACK PROOFING YOUR NETWORK	DAVID R. MIRZA AHMAD	27620	11/06/2012	1
11	HACK PROOFING YOUR NETWORK	DAVID R. MIRZA AHMAD	27620	11/06/2012	1
12	HACK PROOFING YOUR NETWORK	DAVID R. MIRZA AHMAD	27620	11/06/2012	1
13	DIGITAL FILTERS:ANALYSIS DESIGN AND APPLICATIONS	ANDREOS ANTONIOU	27620	11/06/2012	1
14	DIGITAL FILTERS:ANALYSIS DESIGN AND APPLICATIONS	ANDREOS ANTONIOU	27620	11/06/2012	1
15	DIGITAL FILTERS:ANALYSIS DESIGN AND APPLICATIONS	ANDREOS ANTONIOU	27620	11/06/2012	1
16	POWER SYSTEM STABILITY AND CONTROL	P.KUNDUR	27620	11/06/2012	1
17	POWER SYSTEM STABILITY AND CONTROL	P.KUNDUR	27620	11/06/2012	1
18	POWER SYSTEM STABILITY AND CONTROL	P.KUNDUR	27620	11/06/2012	1
19	ENERGY MANAGEMENT	W.R.MURPHY	27621	11/06/2012	1
20	ENERGY MANAGEMENT	W.R.MURPHY	27621	11/06/2012	1
21	ENERGY MANAGEMENT	W.R.MURPHY	27621	11/06/2012	1
22	ENERGY MANAGEMENT	W.R.MURPHY	27621	11/06/2012	1
23	DIGITAL SYSTEMS TESTING AND TESTABLE DESIGN	MIRON ABRAMOVICI	27621	11/06/2012	1
24	DIGITAL SYSTEMS TESTING AND TESTABLE DESIGN	MIRON ABRAMOVICI	27621	11/06/2012	1
25	DIGITAL SYSTEMS TESTING AND TESTABLE DESIGN	MIRON ABRAMOVICI	27621	11/06/2012	1
26	DIGITAL SYSTEMS TESTING AND TESTABLE DESIGN	MIRON ABRAMOVICI	27621	11/06/2012	1
27	DIGITAL SYSTEMS TESTING AND TESTABLE DESIGN	MIRON ABRAMOVICI	27621	11/06/2012	1
28	FUNDAMENTALS OF ELECTRICAL DRIVES	G.K.DUBEY	27621	11/06/2012	1

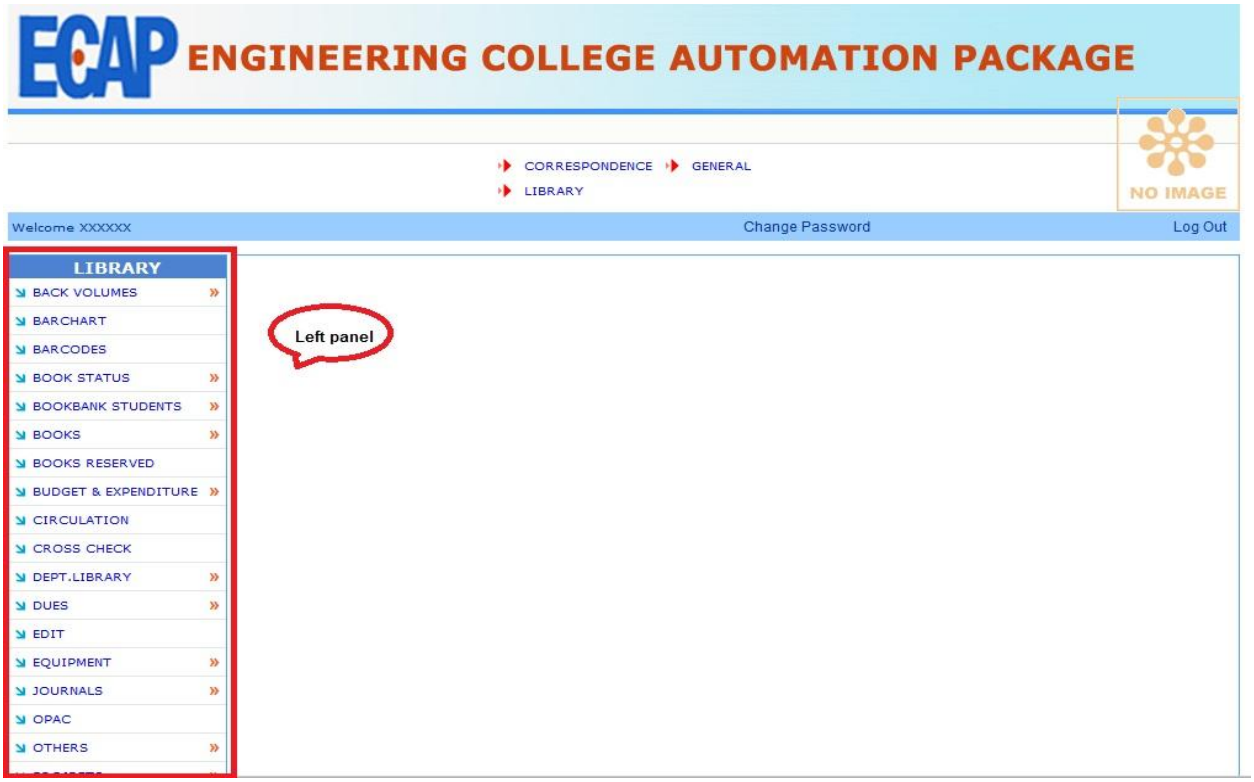
68) How Can I Check Previous Students List?

Step 1:- Please Login In To "ECAP" By Using Your Username And Password.

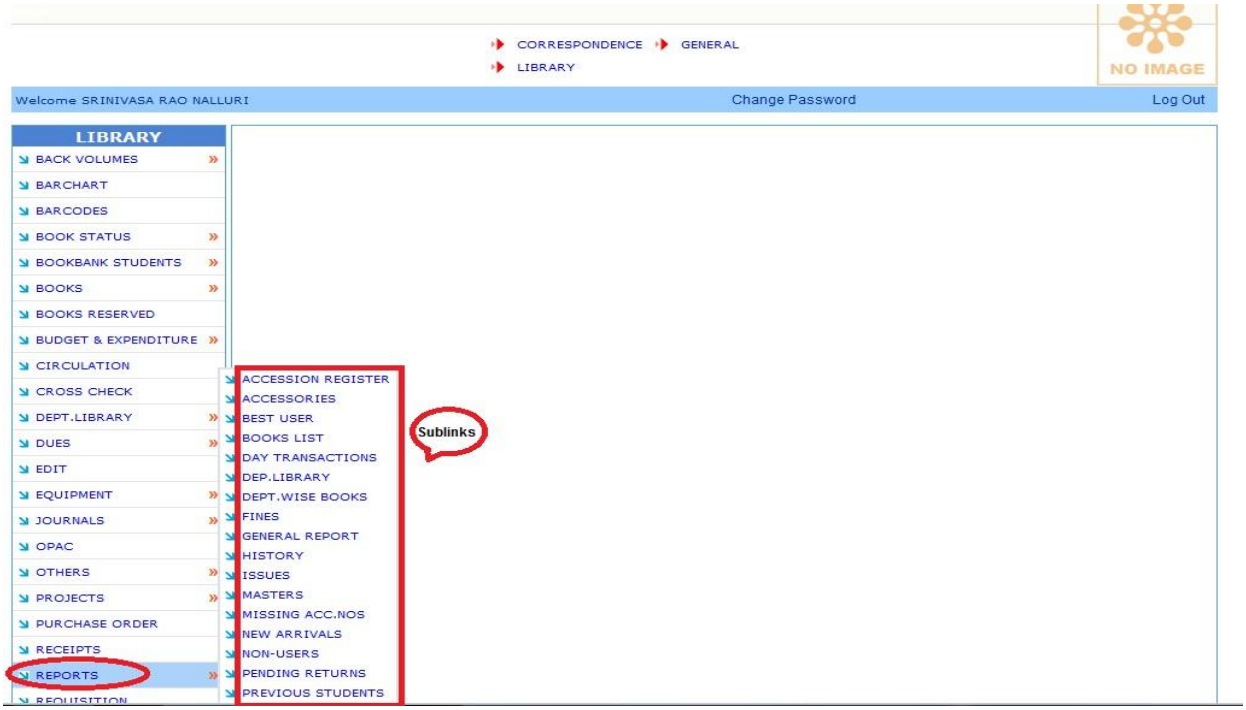
Step 2:- Please Click On "Library" Module As Shown In Below.



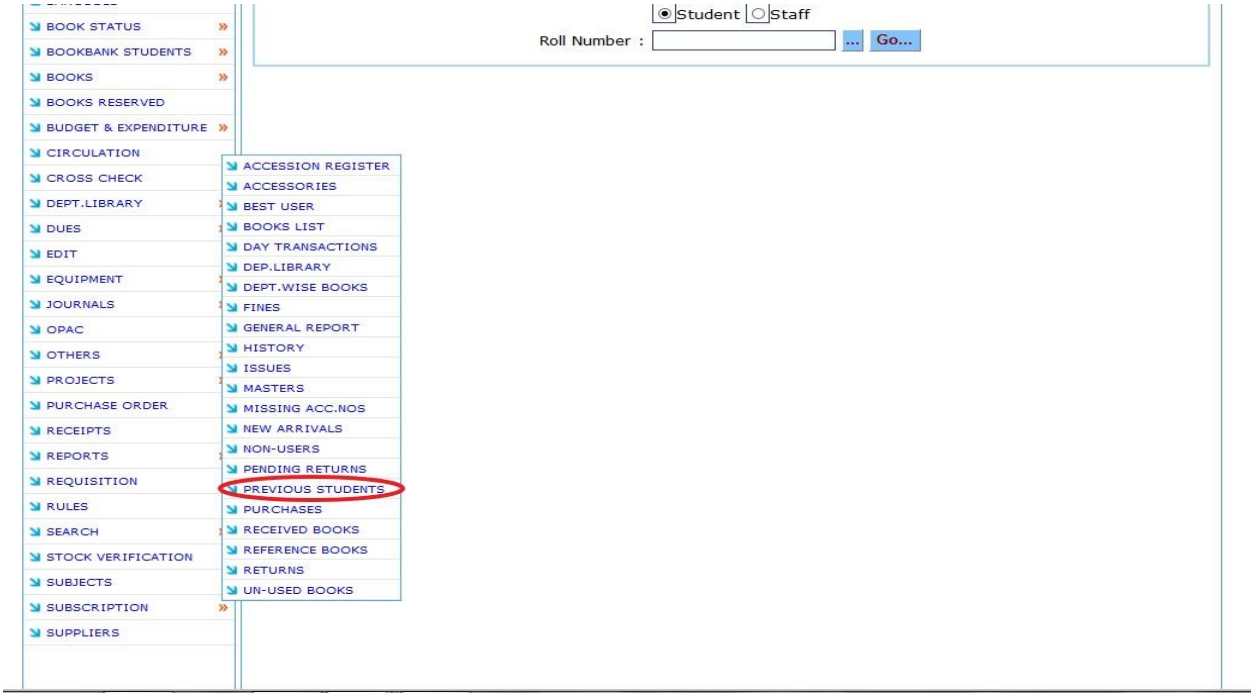
Step3:- After Clicking On Library Module You Will Find "Left Panel" As Shown In Below.



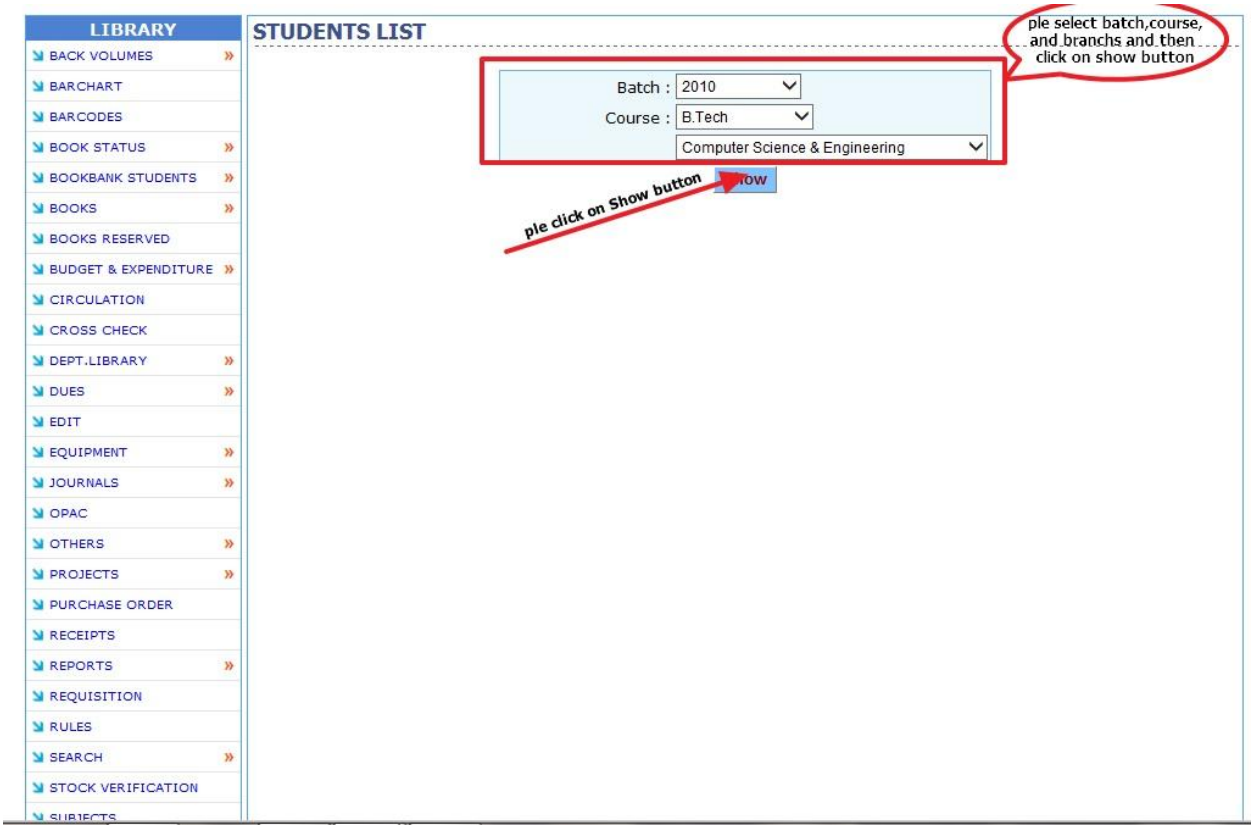
Step4:-Please Place Your Mouse Pointer On "Reports" Link Which Is Available In Left Menu. Then You Will Find "Sub Links Menu" As Shown In Below



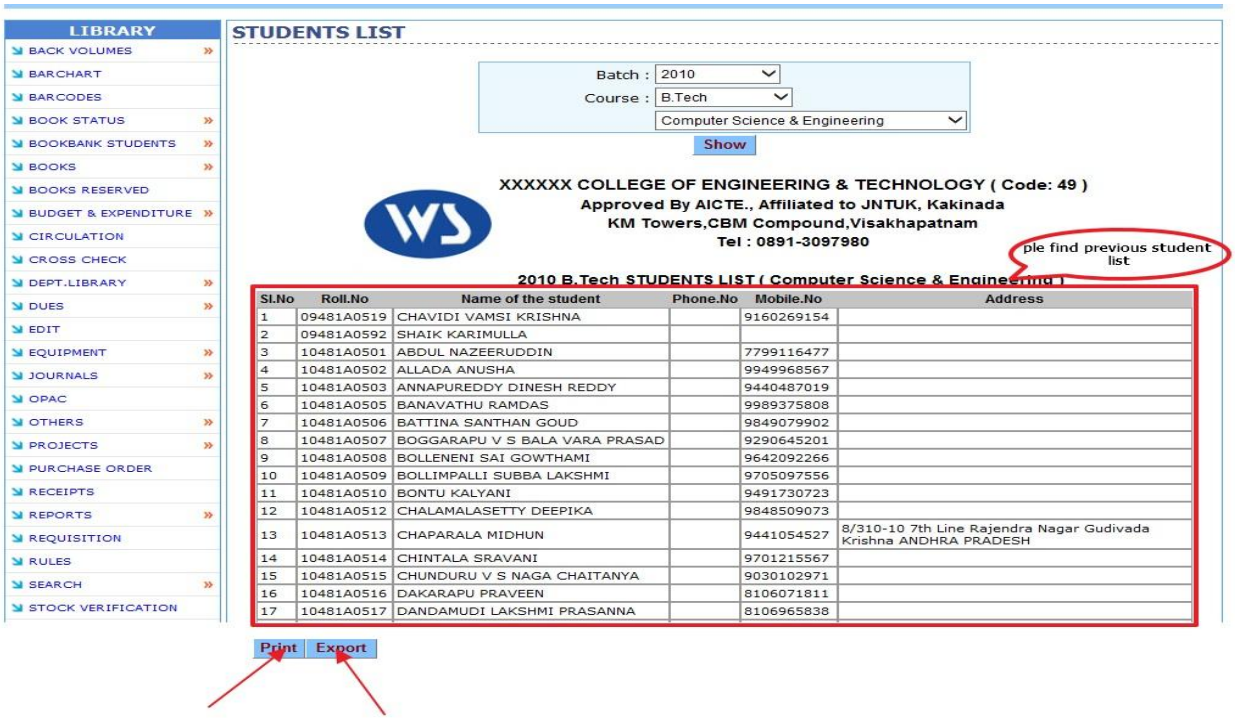
Step5:-Please Find "Previous Students" Option In Sub Links Menu As Shown In Below.



Step6:- After Click On Previous Students As Shown Above .Then You Would Like To Have Batch, Course, Branch Select From Popup As Shown Below



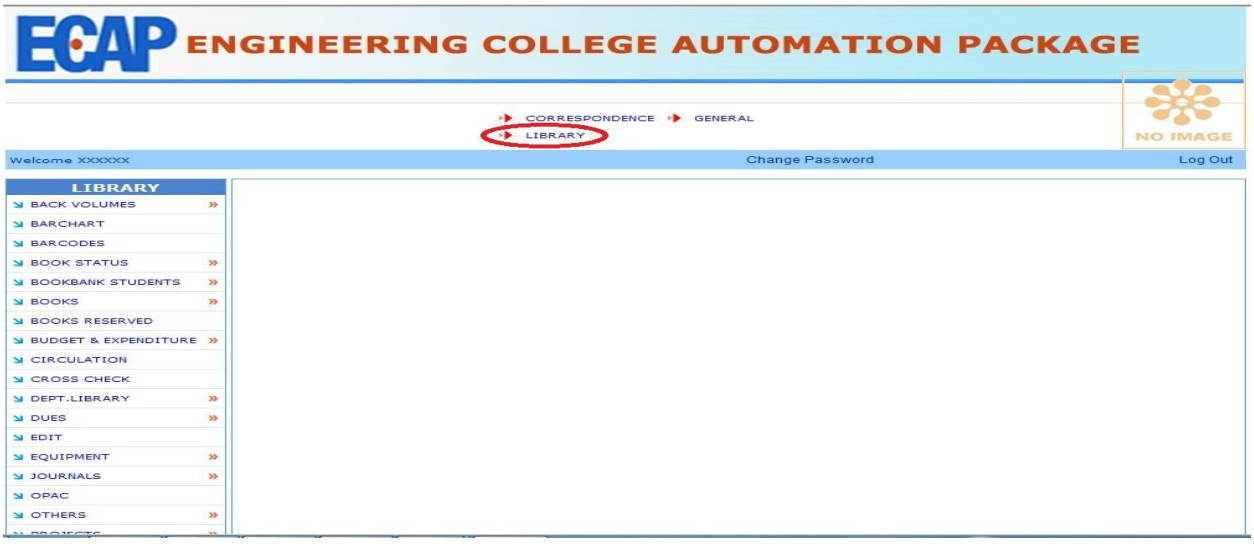
Step7:-After Click Select Show Button And Then You Will Previous Students If You Want To Take Print Out Then Please Click On "PRINT Button" And If You Want To Export This Data In To Excel Sheet Please Click On "Export Button".As Shown Below



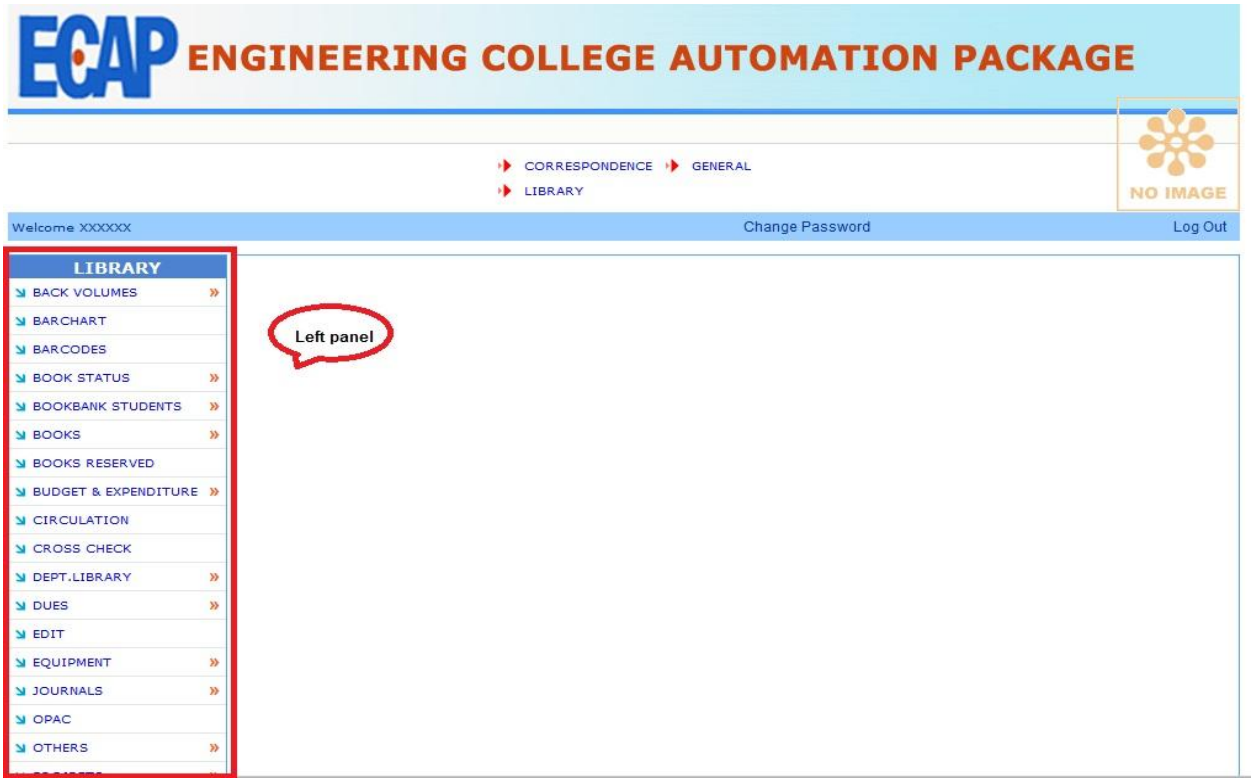
69) How Can I Check Received Books List By Selecting Date Range?

Step 1:- Please Login In To "ECAP" By Using Your Username And Password.

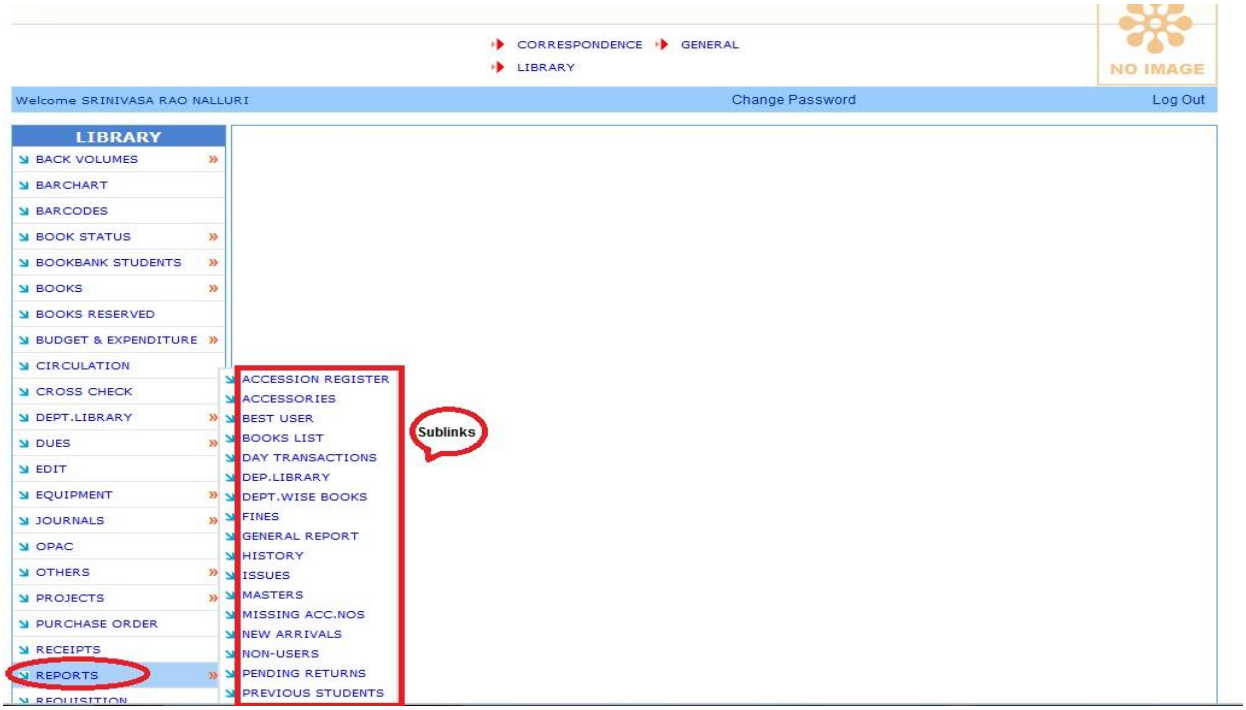
Step 2:- Please Click On "Library" Module As Shown In Below.



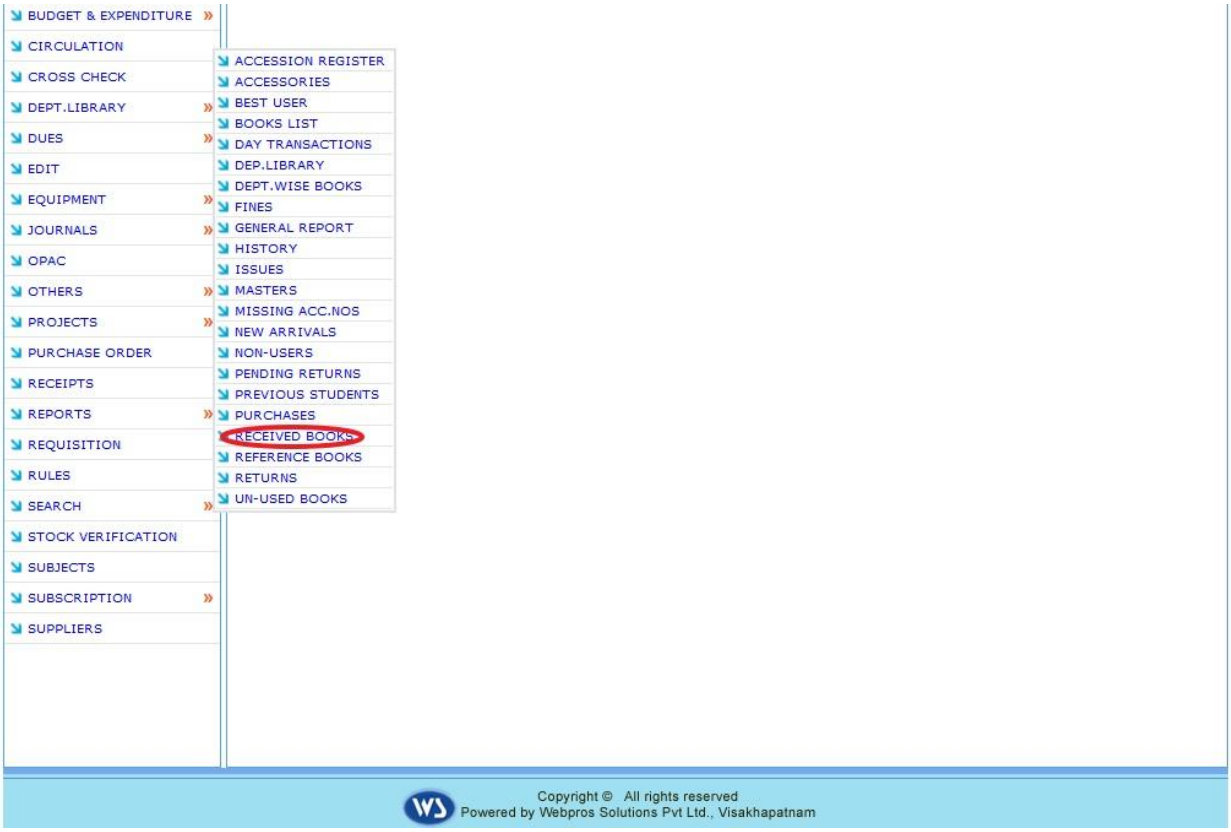
Step3:- After Clicking On Library Module You Will Find "Left Panel" As Shown In Below.



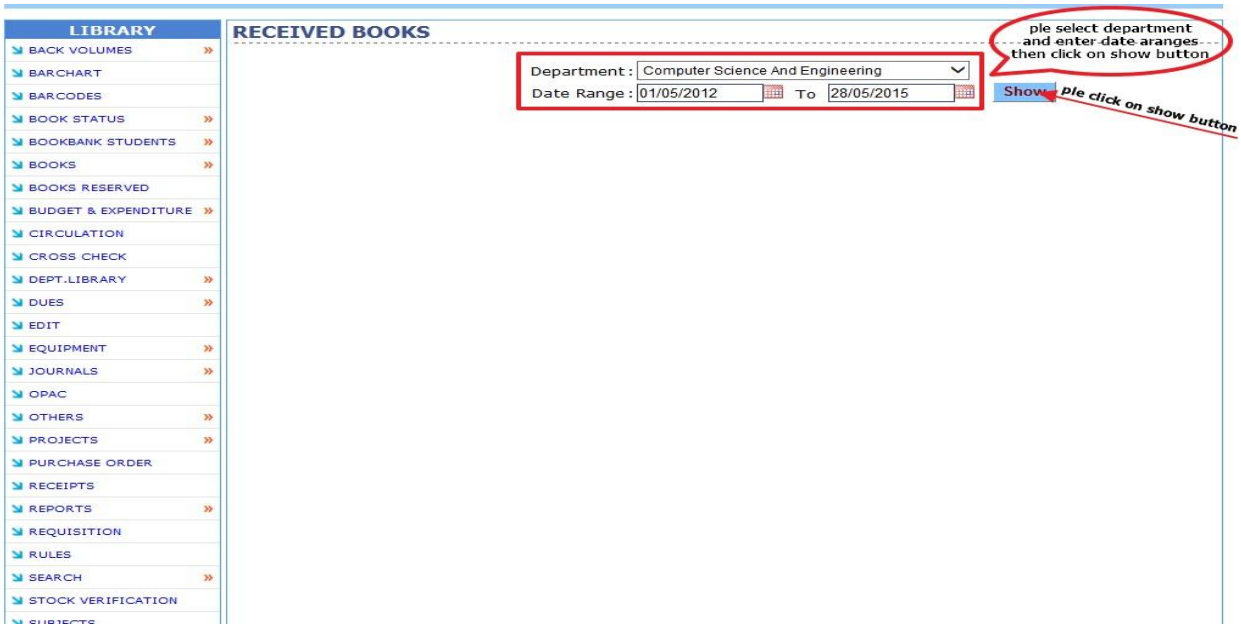
Step4:-Please Place Your Mouse Pointer On "Reports" Link Which Is Available In Left Menu. Then You Will Find "Sub Links Menu" As Shown In Below



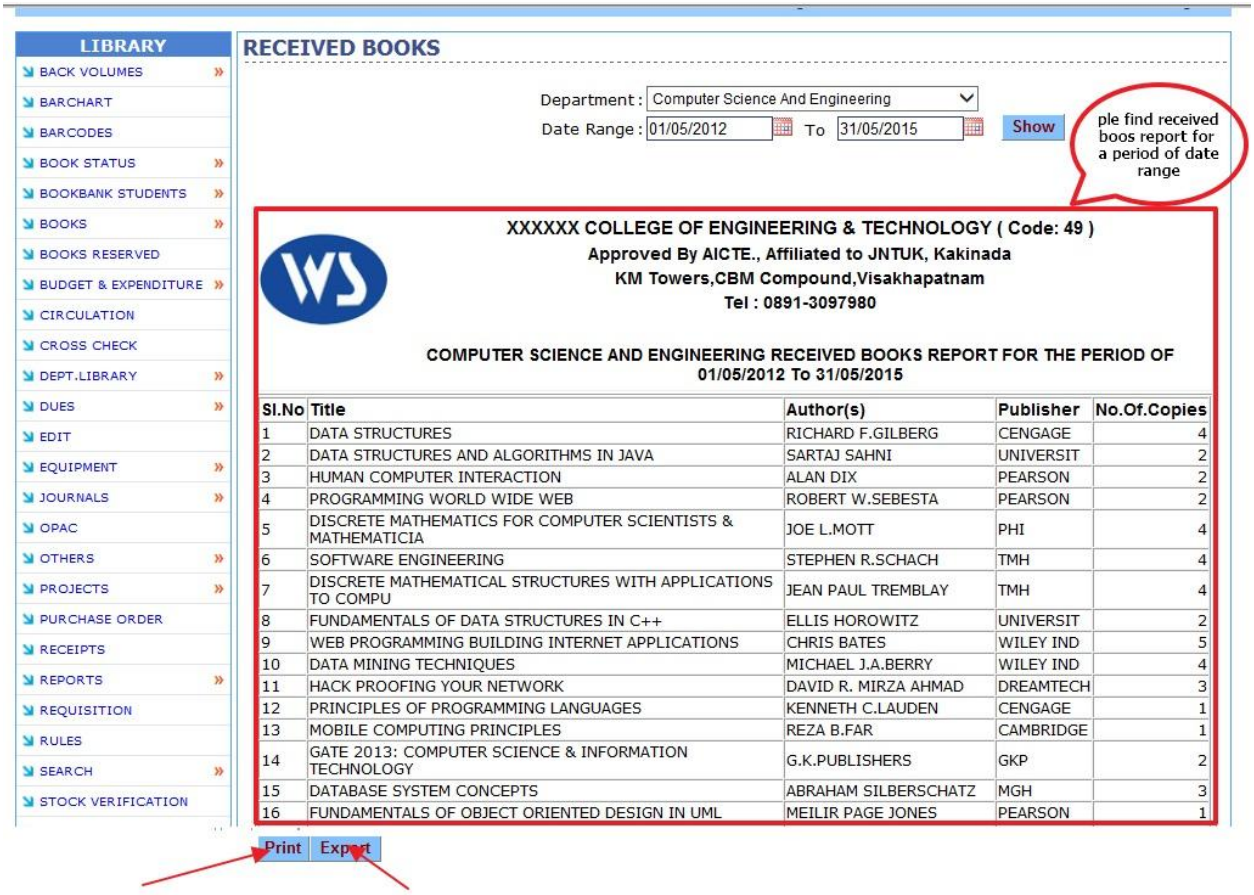
Step5:-Please Find "Received Books" Option In Sub Links Menu As Shown In Below.



Step6:- After Click On Received Books Link As Shown Above .Then You Would Like To Have Department And Date Range Select From Popup As Shown Below



Step7:-After Click Select Show Button And Then You Will Received Books If You Want To Take Print Out Then Please Click On "PRINT Button" And If You Want To Export This Data In To Excel Sheet Please Click On "Export Button".As Shown Below



Sl.No	Title	Author(s)	Publisher	No.Of.Copies
1	DATA STRUCTURES	RICHARD F.GILBERG	CENGAGE	4
2	DATA STRUCTURES AND ALGORITHMS IN JAVA	SARTAJ SAHNI	UNIVERSIT	2
3	HUMAN COMPUTER INTERACTION	ALAN DIX	PEARSON	2
4	PROGRAMMING WORLD WIDE WEB	ROBERT W.SEBESTA	PEARSON	2
5	DISCRETE MATHEMATICS FOR COMPUTER SCIENTISTS & MATHEMATICIA	JOE L.MOTT	PHI	4
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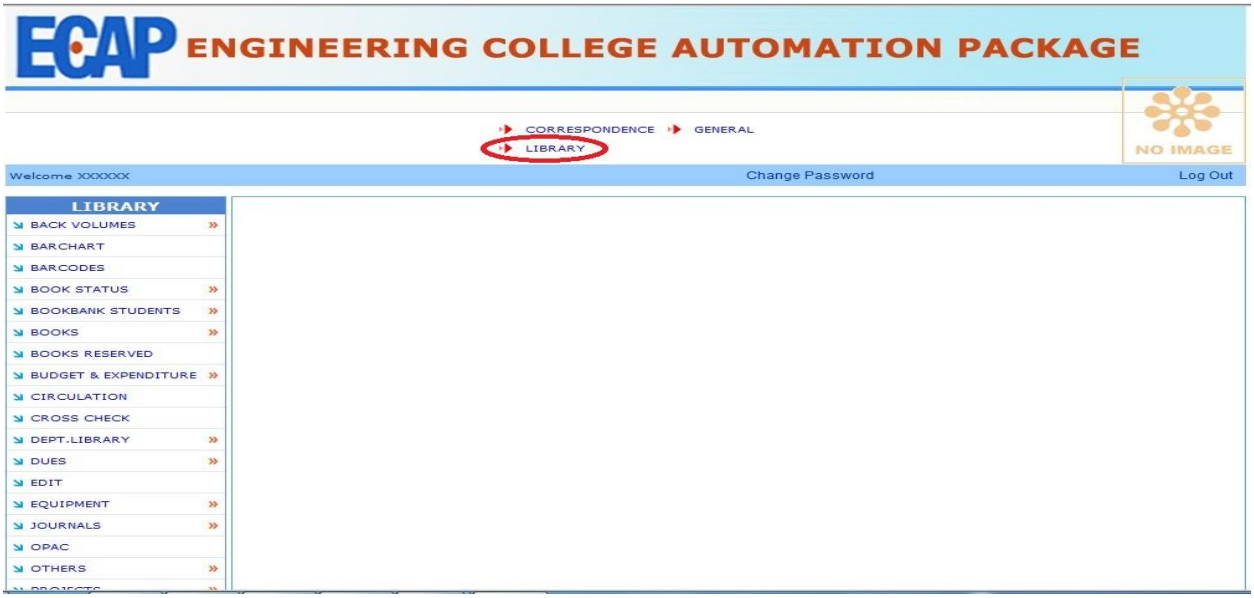
7	DISCRETE MATHEMATICAL STRUCTURES WITH APPLICATIONS TO COMPU	JEAN PAUL TREMBLAY	TMH	4
8	FUNDAMENTALS OF DATA STRUCTURES IN C++	ELLIS HOROWITZ	UNIVERSIT	2
9	WEB PROGRAMMING BUILDING INTERNET APPLICATIONS	CHRIS BATES	WILEY IND	5
10	DATA MINING TECHNIQUES	MICHAEL J.A.BERRY	WILEY IND	4
11	HACK PROOFING YOUR NETWORK	DAVID R. MIRZA AHMAD	DREAMTECH	3
12	PRINCIPLES OF PROGRAMMING LANGUAGES	KENNETH C.LAUDEN	CENGAGE	1
13	MOBILE COMPUTING PRINCIPLES	REZA B.FAR	CAMBRIDGE	1
14	GATE 2013: COMPUTER SCIENCE & INFORMATION TECHNOLOGY	G.K.PUBLISHERS	GKP	2
15	DATABASE SYSTEM CONCEPTS	ABRAHAM SILBERSCHATZ	MGH	3
16	FUNDAMENTALS OF OBJECT ORIENTED DESIGN IN UML	MEILIR PAGE JONES	PEARSON	1

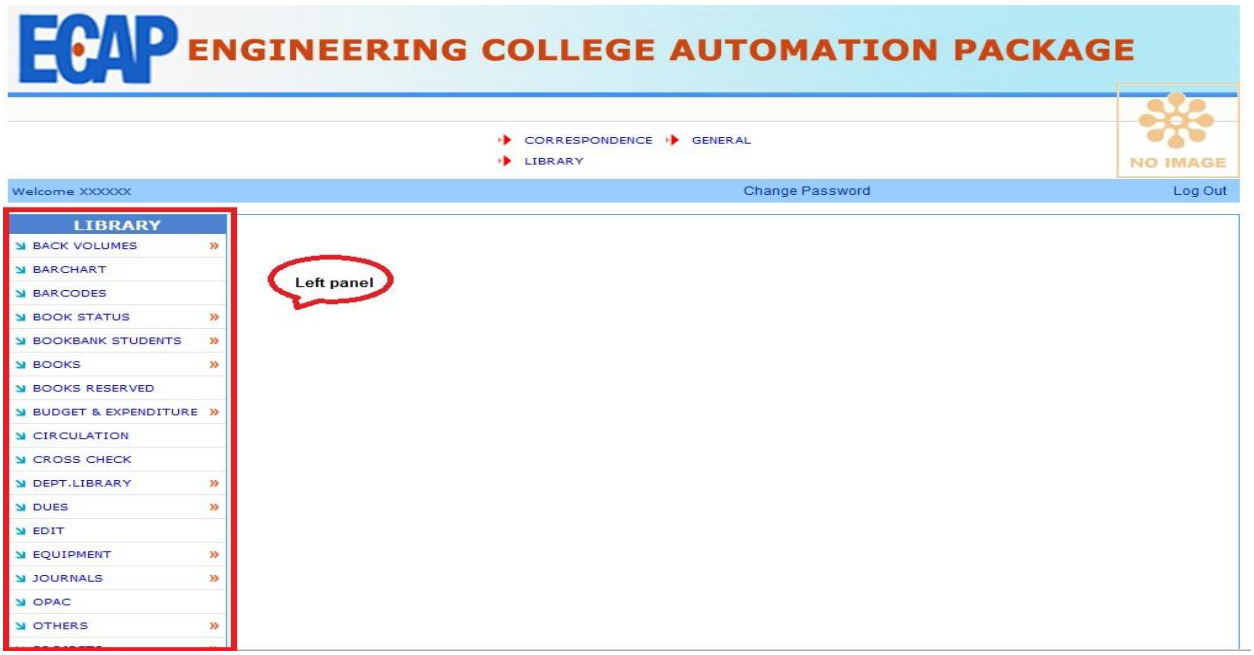
70) How Can I Check Purchases List By Selecting Date Range?

Step 1:- Please Login In To "ECAP" By Using Your Username And Password.

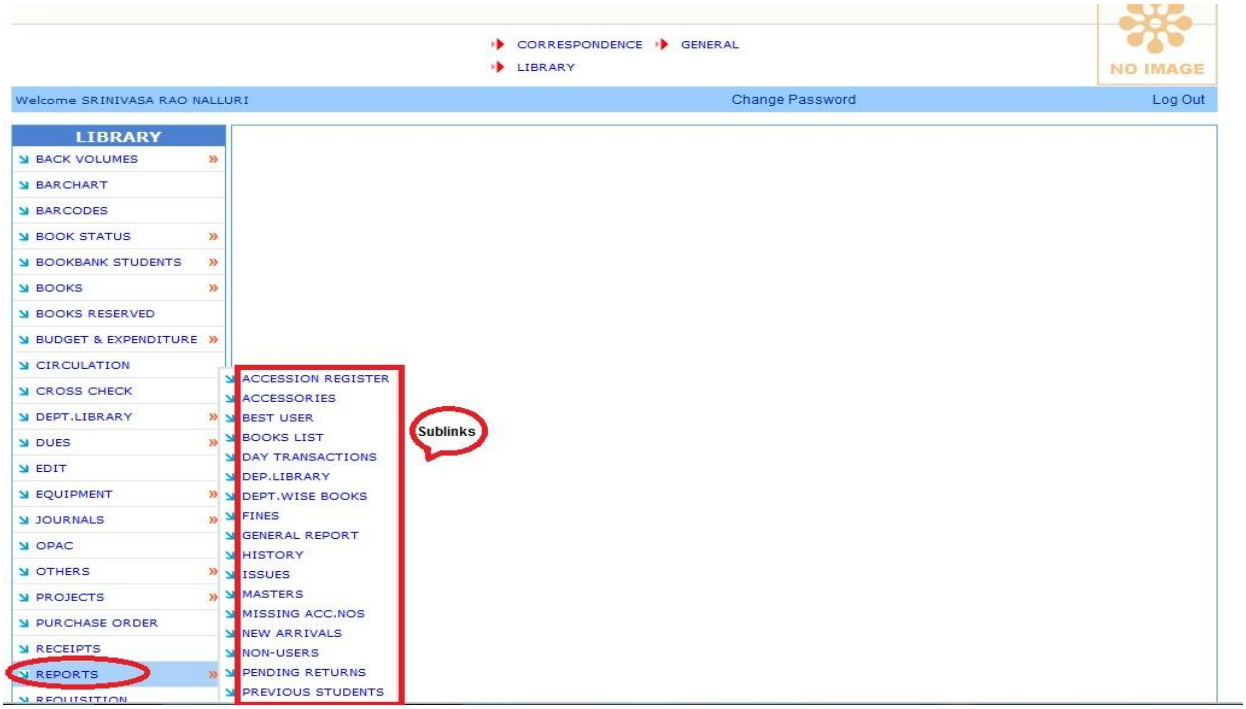
Step 2:- Please Click On "Library" Module As Shown In Below.



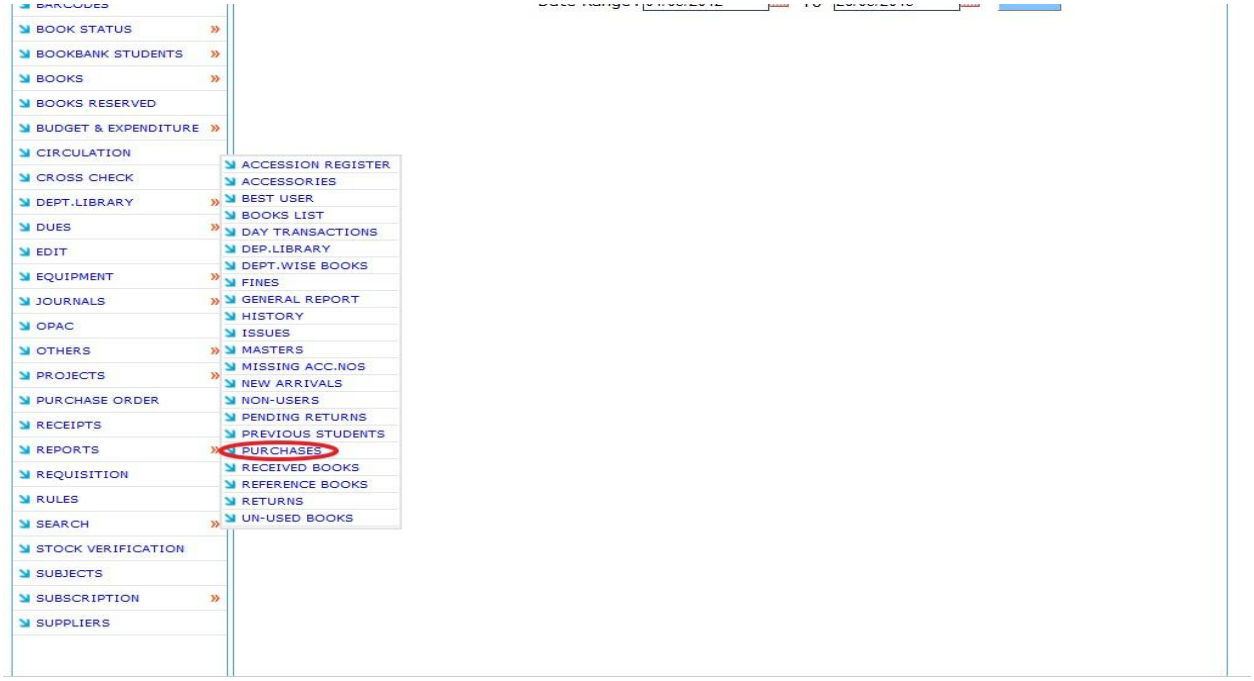
Step3:- After Clicking On Library Module You Will Find "Left Panel" As Shown In Below.



Step4:-Please Place Your Mouse Pointer On "Reports" Link Which Is Available In Left Menu. Then You Will Find "Sub Links Menu" As Shown In Below



Step5:-Please Find "Purchases" Option In Sub Links Menu As Shown In Below

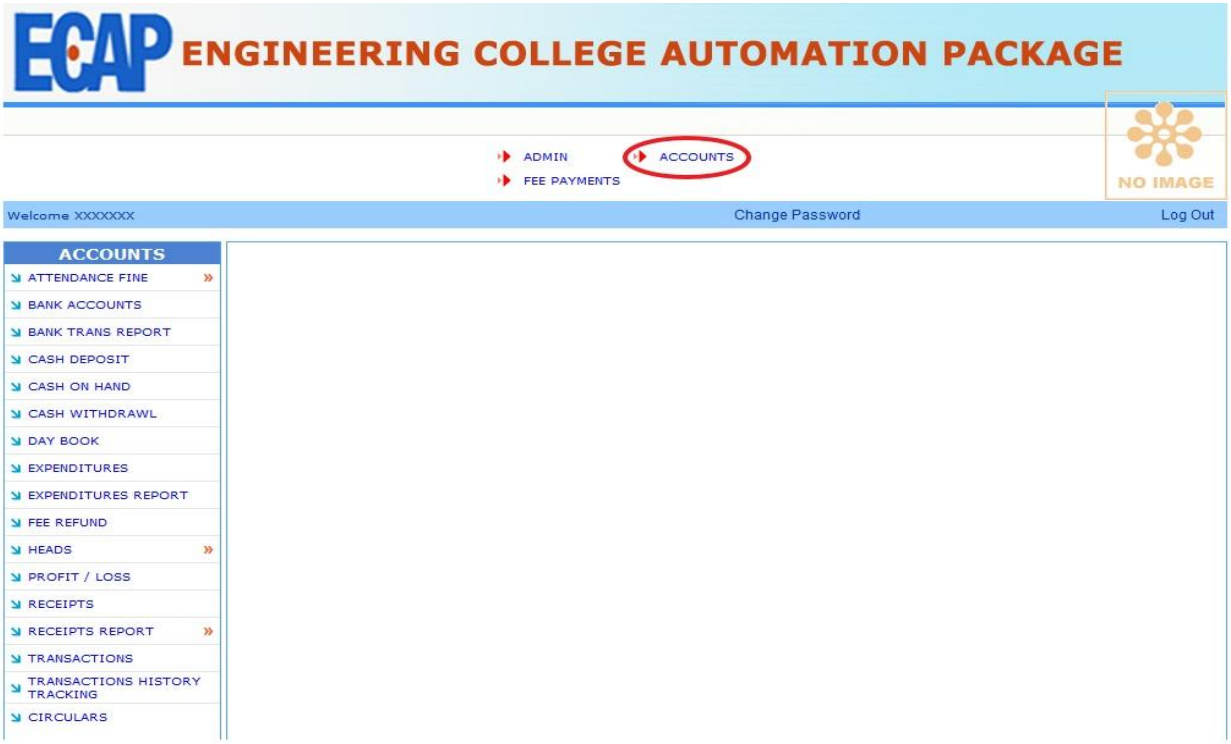


FEE PAYMENTS AND ACCOUNTS

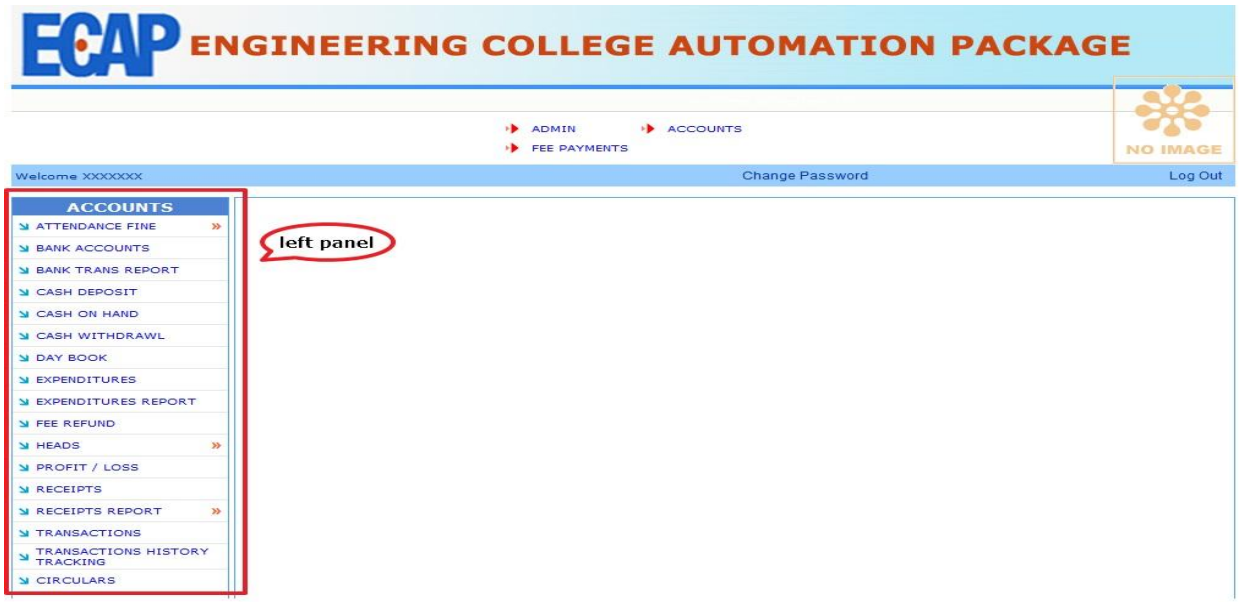
1) How To Create Revenue And Expenditure Heads?

Ans:-Step 1:-Please Login In To ECAP By Using Your Username And Password

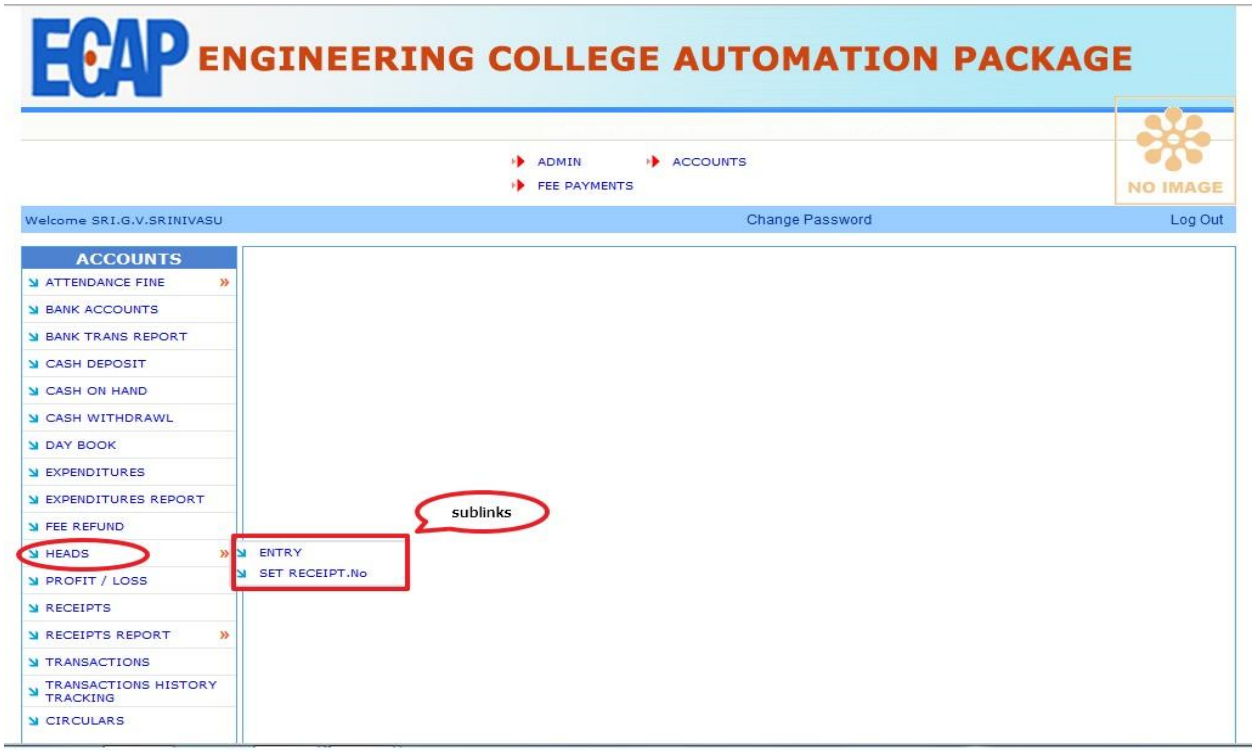
Step 2:- Please Click On "Accounts" Module As Shown In Below



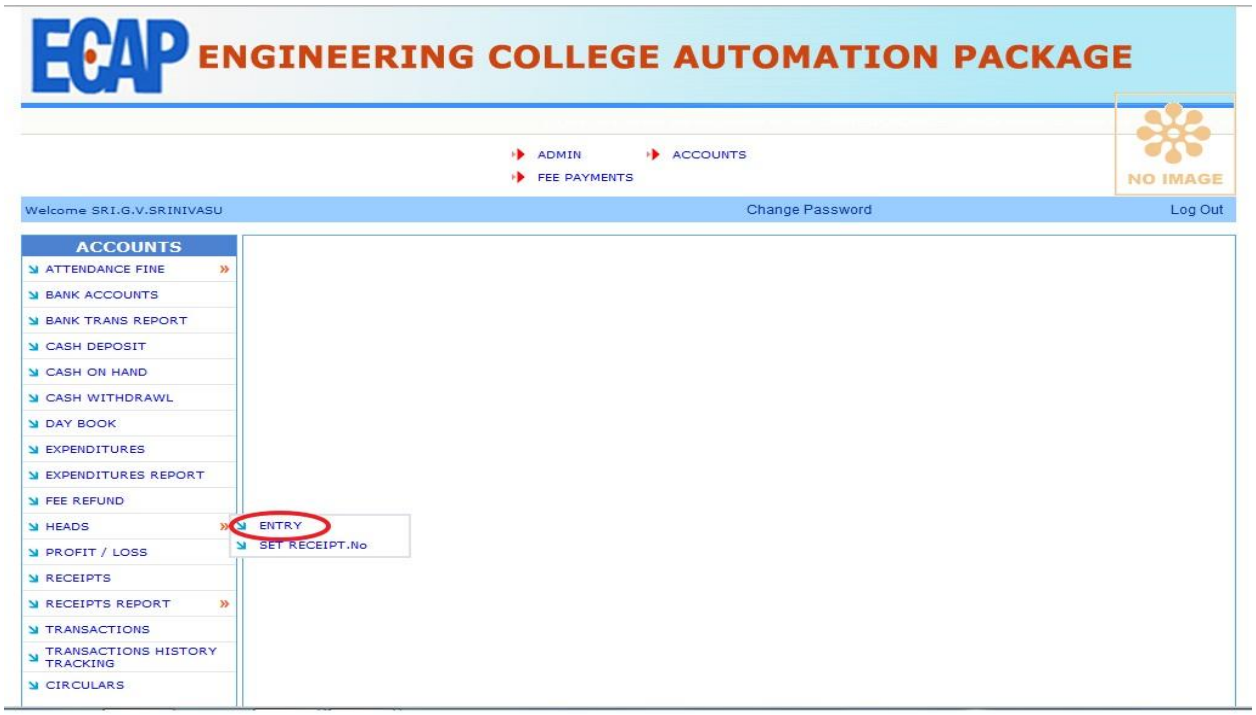
Step3:-You Will Find "Left Panel" After Clicking On Academics Module As Shown In Below.



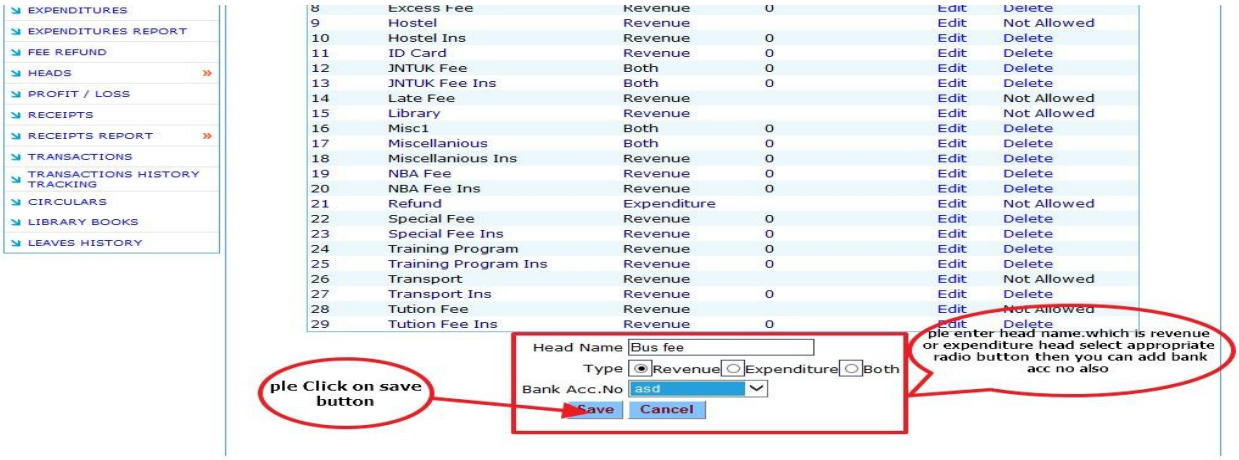
Step 4:-Please Place Your Mouse Pointer On "Head" Link Which Is Available In Left Menu. Then You Will Find "Sub Links Menu" As Shown In Below



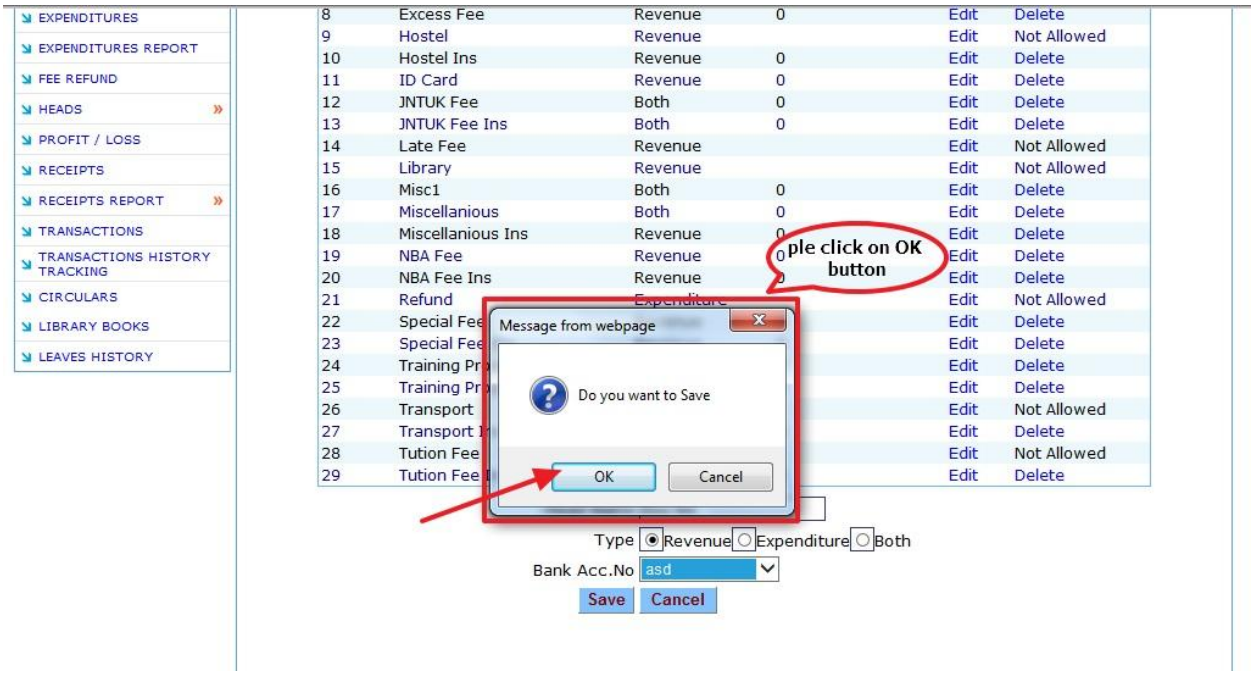
Step 5:-Please Find "Entry" Option In Sub Links Menu As Shown In Below.



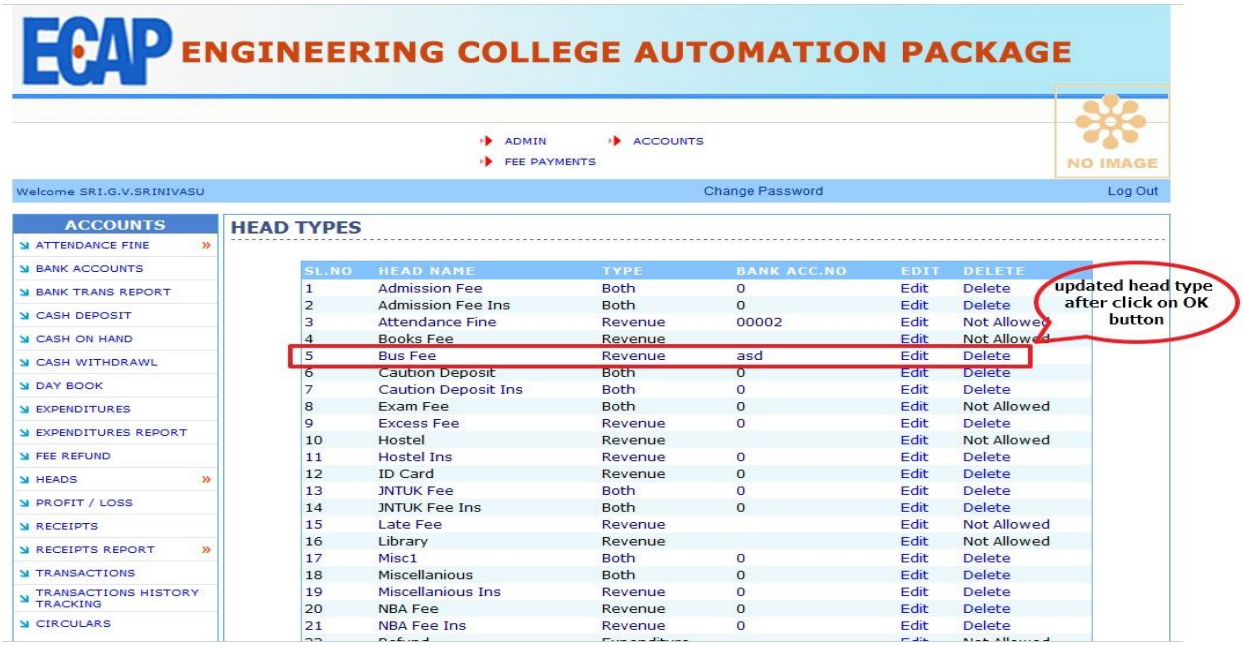
Step 6:-Please Click On "Entry" Option As Shown In Above Screen. Then You Will Enter Head Neme.Which Is Revenue Head Or Expenditure Head Select Appropriate Radio Buttons And Then Click On Save Button.



Step 7:-After Click On "Save"Button And Then You Will You Will Get "POP UP For Confirmation" After Click On Update Button. Here Please Click On "OK Button" As Shown In Below.



Step 08:-Please See Here It Got Updated After Click On "OK Button" As Shown In Below.



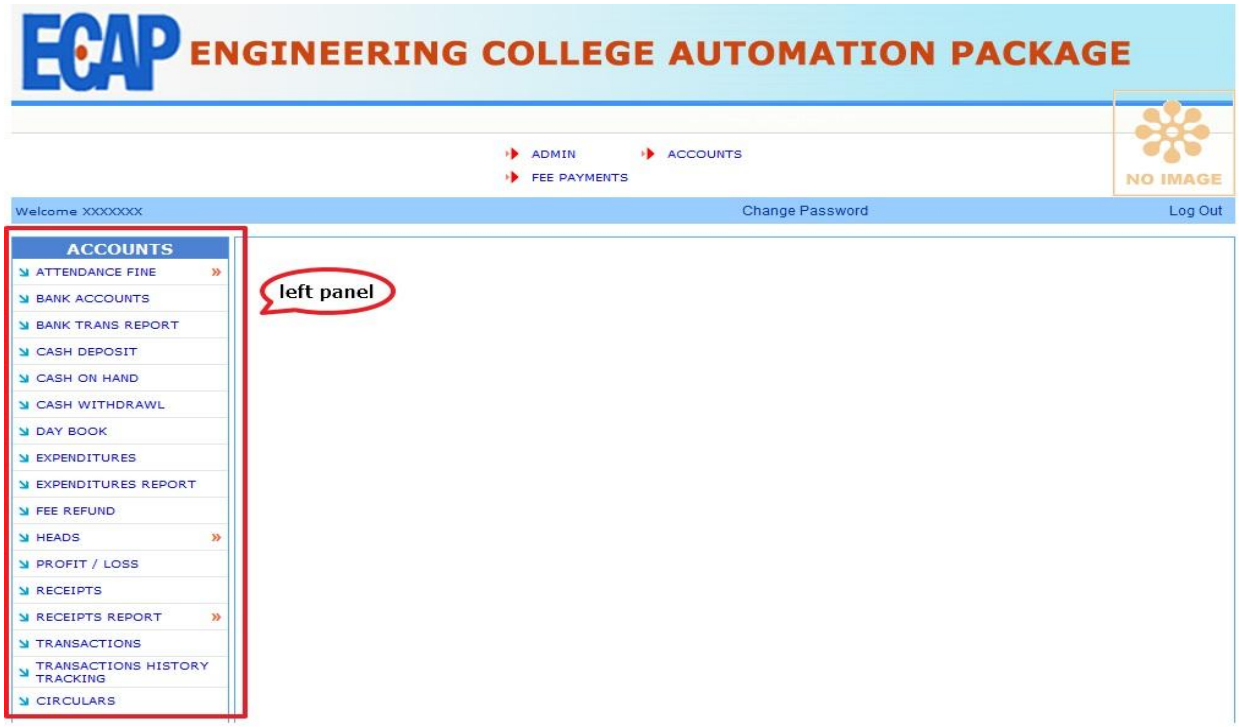
SL.NO	HEAD NAME	TYPE	BANK ACC.NO	EDIT	DELETE
1	Admission Fee	Both	0	Edit	Delete
2	Admission Fee Ins	Both	0	Edit	Delete
3	Attendance Fine	Revenue	00002	Edit	Not Allowed
4	Books Fee	Revenue		Edit	Not Allowed
5	Bus Fee	Revenue	asd	Edit	Delete
6	Caution Deposit	Both	0	Edit	Delete
7	Caution Deposit Ins	Both	0	Edit	Delete
8	Exam Fee	Both	0	Edit	Not Allowed
9	Excess Fee	Revenue	0	Edit	Delete
10	Hostel	Revenue		Edit	Not Allowed
11	Hostel Ins	Revenue	0	Edit	Delete
12	ID Card	Revenue	0	Edit	Delete
13	JNTUK Fee	Both	0	Edit	Delete
14	JNTUK Fee Ins	Both	0	Edit	Delete
15	Late Fee	Revenue		Edit	Not Allowed
16	Library	Revenue		Edit	Not Allowed
17	Misc1	Both	0	Edit	Delete
18	Miscellanious	Both	0	Edit	Delete
19	Miscellanious Ins	Revenue	0	Edit	Delete
20	NBA Fee	Revenue	0	Edit	Delete
21	NBA Fee Ins	Revenue	0	Edit	Delete

2) How To Set Receipt No Fee Head Wise?

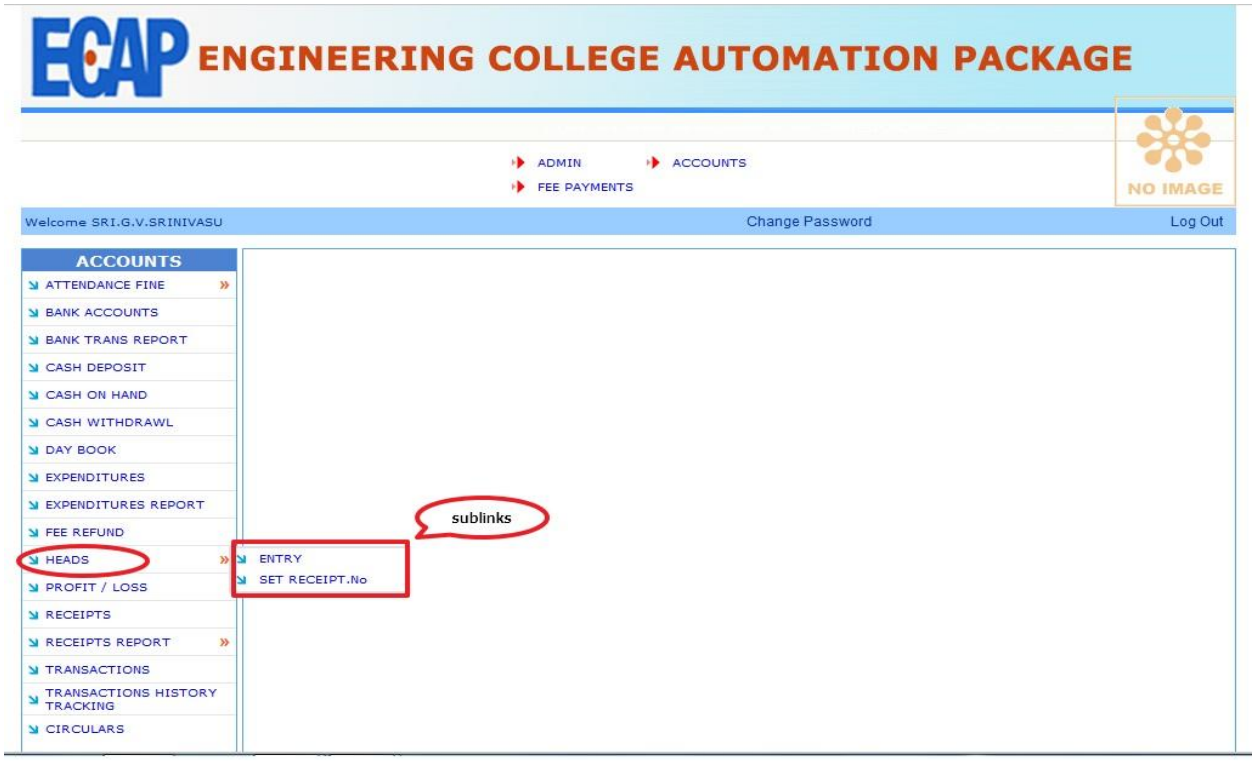
Ans:-Step 1:-Please Login In To ECAP By Using Your Username And Password

Step 2:- Please Click On "Accounts" Module As Shown In Below

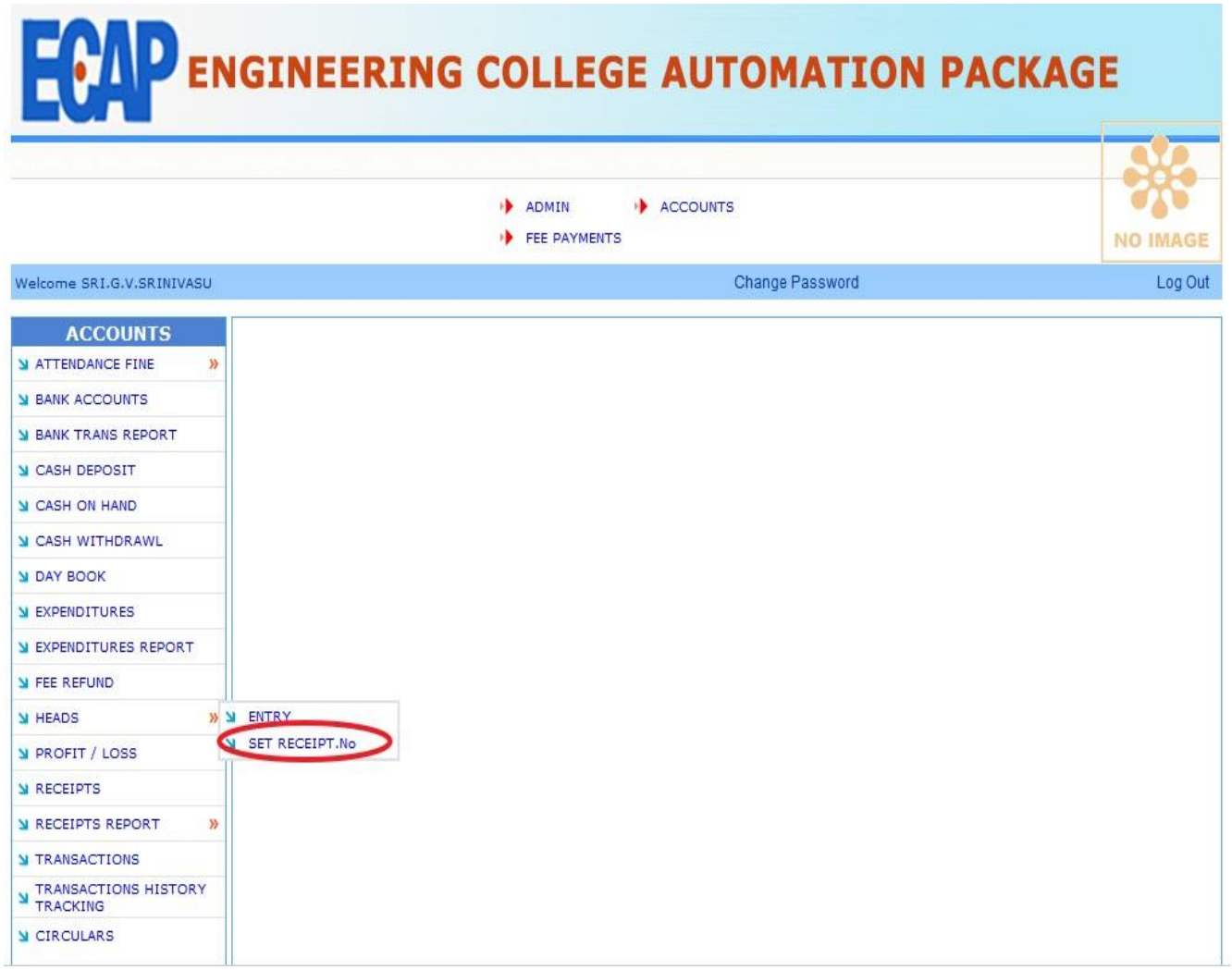
Step3:-You Will Find "Left Panel" After Clicking On Account Module As Shown In Below.



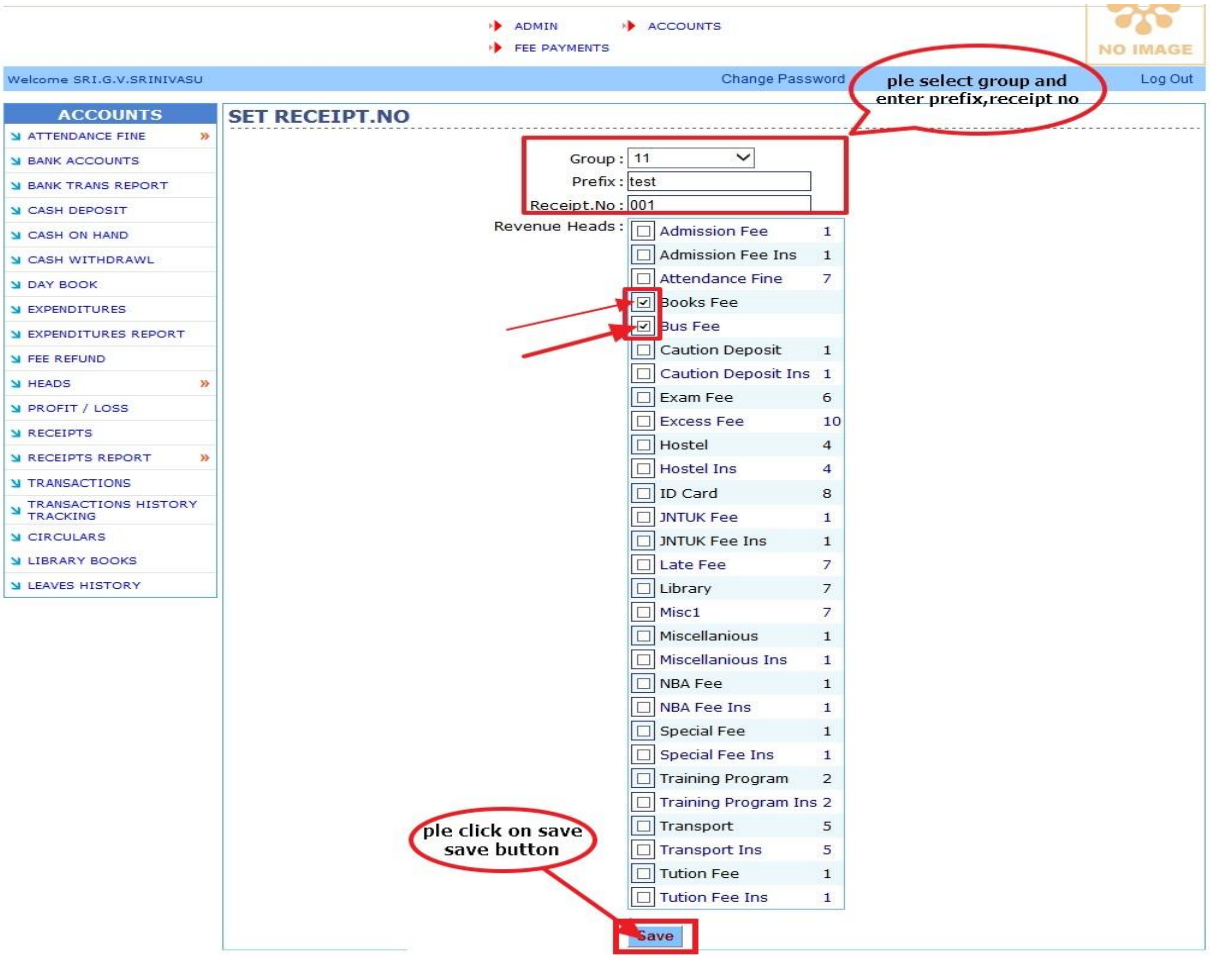
Step 4:-Please Place Your Mouse Pointer On "Head" Link Which Is Available In Left Menu. Then You Will Find "Sub Links Menu" As Shown In Below



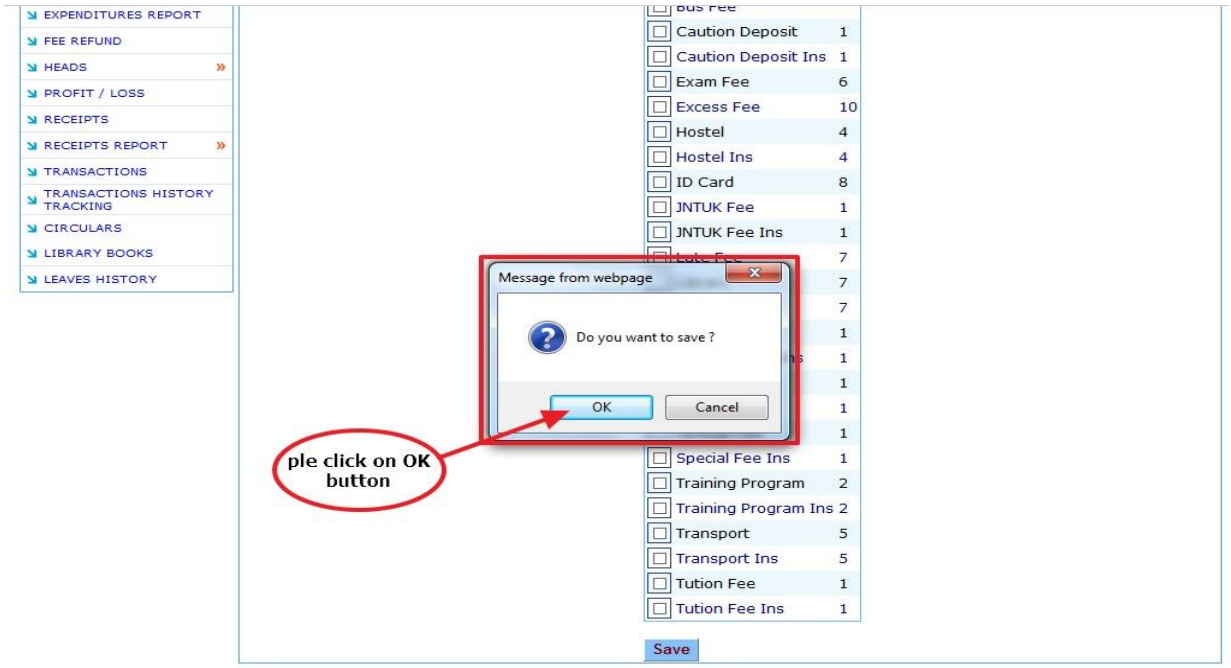
Step 5:-Please Find **"Set Receipt. No"** Option In Sub Links Menu As Shown In Below.



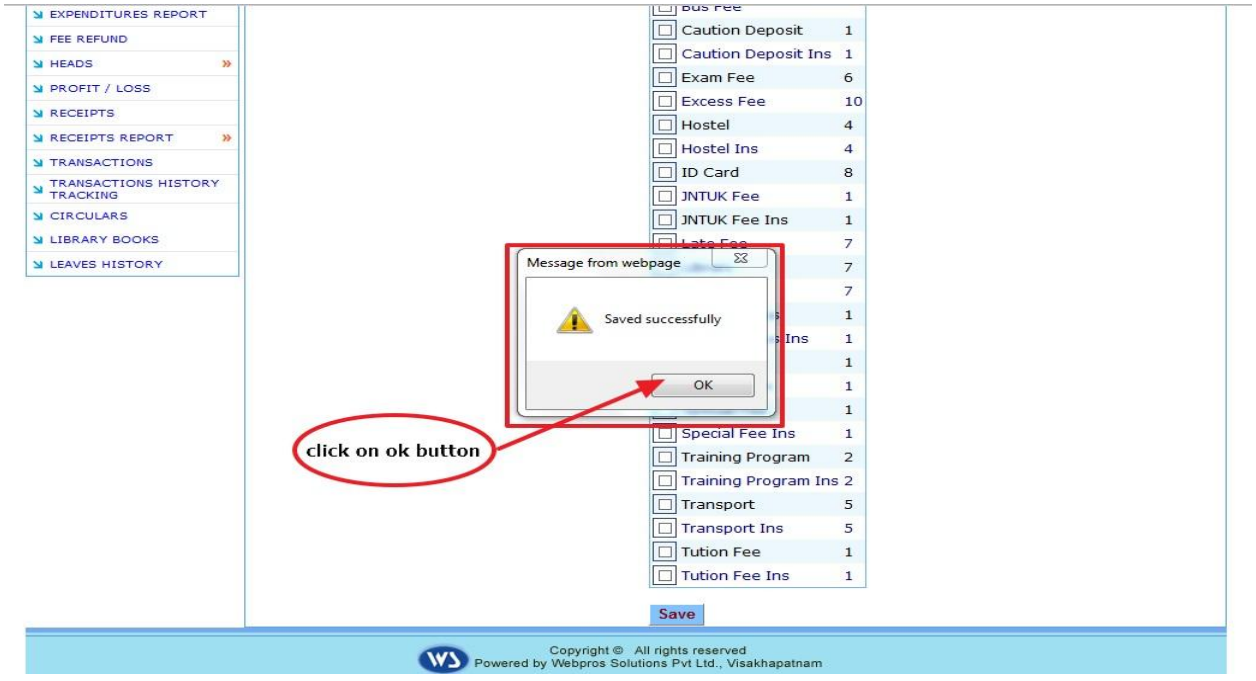
Step6:- **After Click On "Set Receipt. No" You Will Find Various Revenue Heads Along With Check Boxes. And Then You Will Select Group, Enter Prefix, Receipt Number & You Will Check Single Head Or Multiple Heads. Then Click On "Save" Button As Shown Below.**



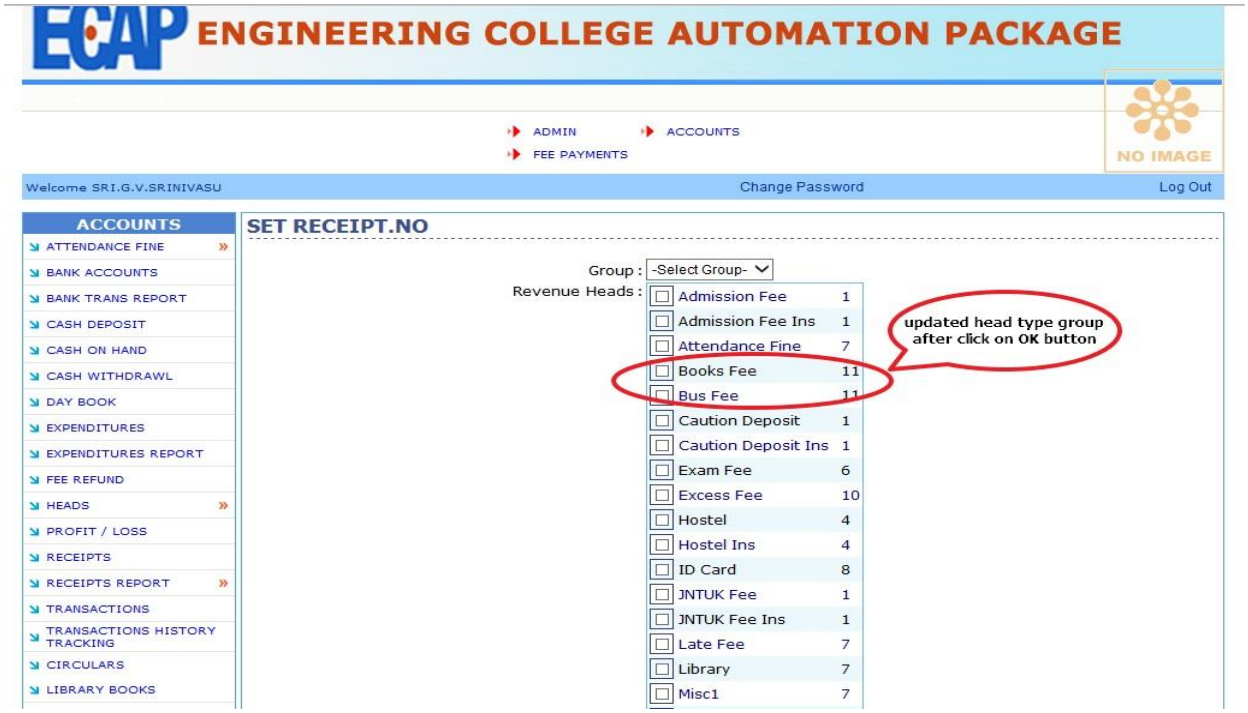
Step7:- After Click On "Save "Button And Then You Will You Will Get "POP UP For Confirmation" After Click On Update Button. Here Please Click On "OK Button" As Shown In Below.



Step8:- Here Please Click On "OK Button" As Shown In Below.



Step 09:-Please See Here It Got Updated After Click On "OK Button" As Shown In Below.

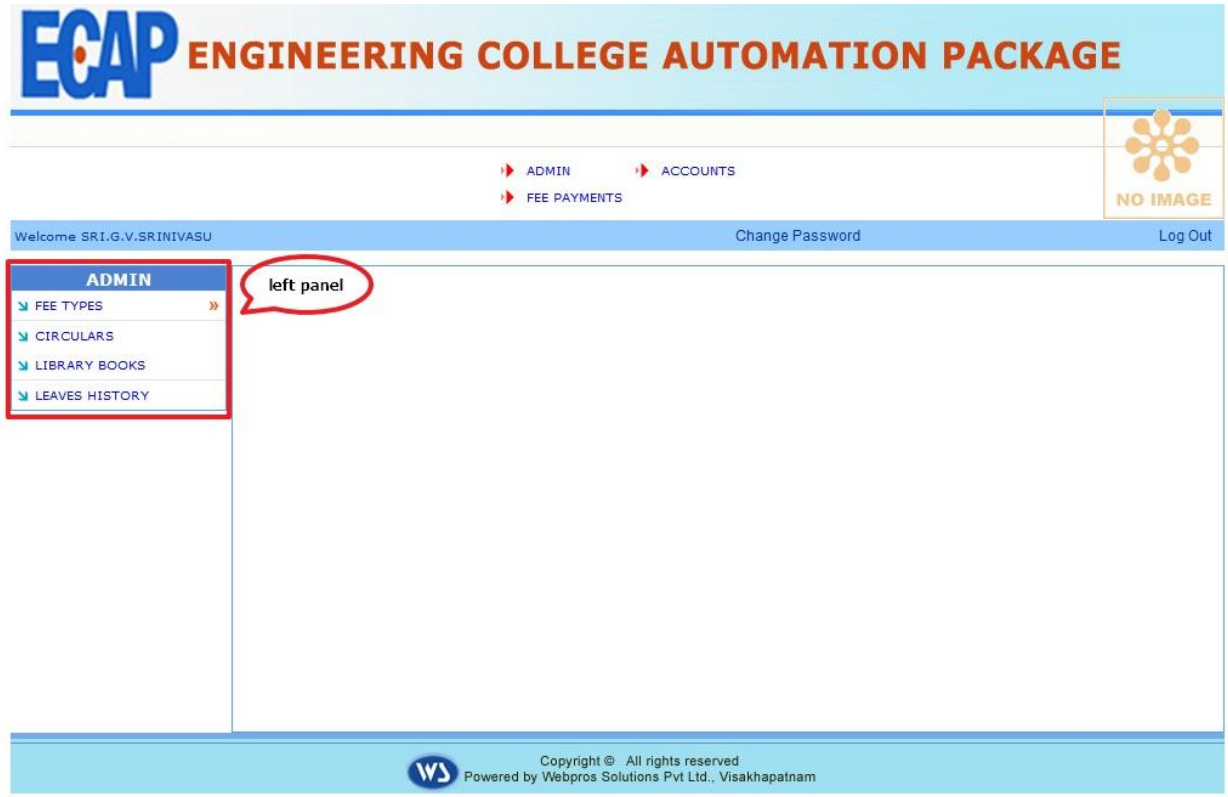


3) How Can I Apply Student Committed Fees Through Online?

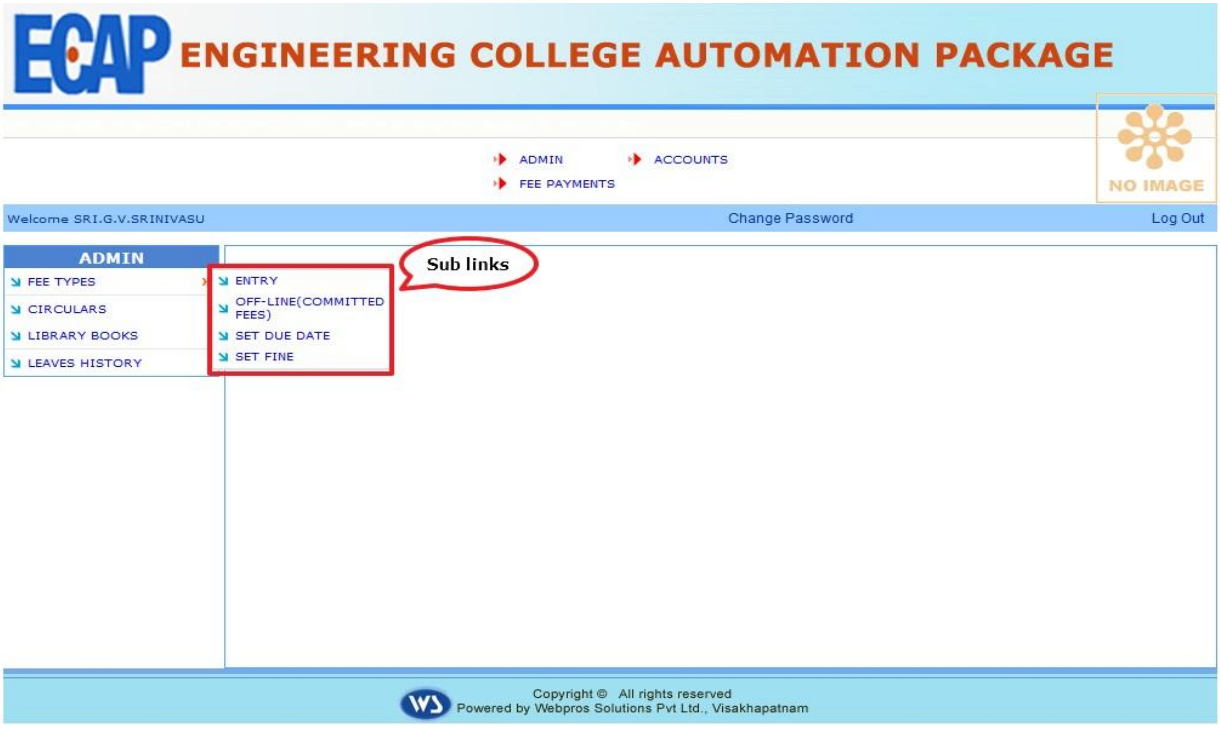
Ans:-Step 1:-Please Login In To ECAP By Using Your Username And Password

Step 2:- Please Click On "ADMIN" Module As Shown In Below

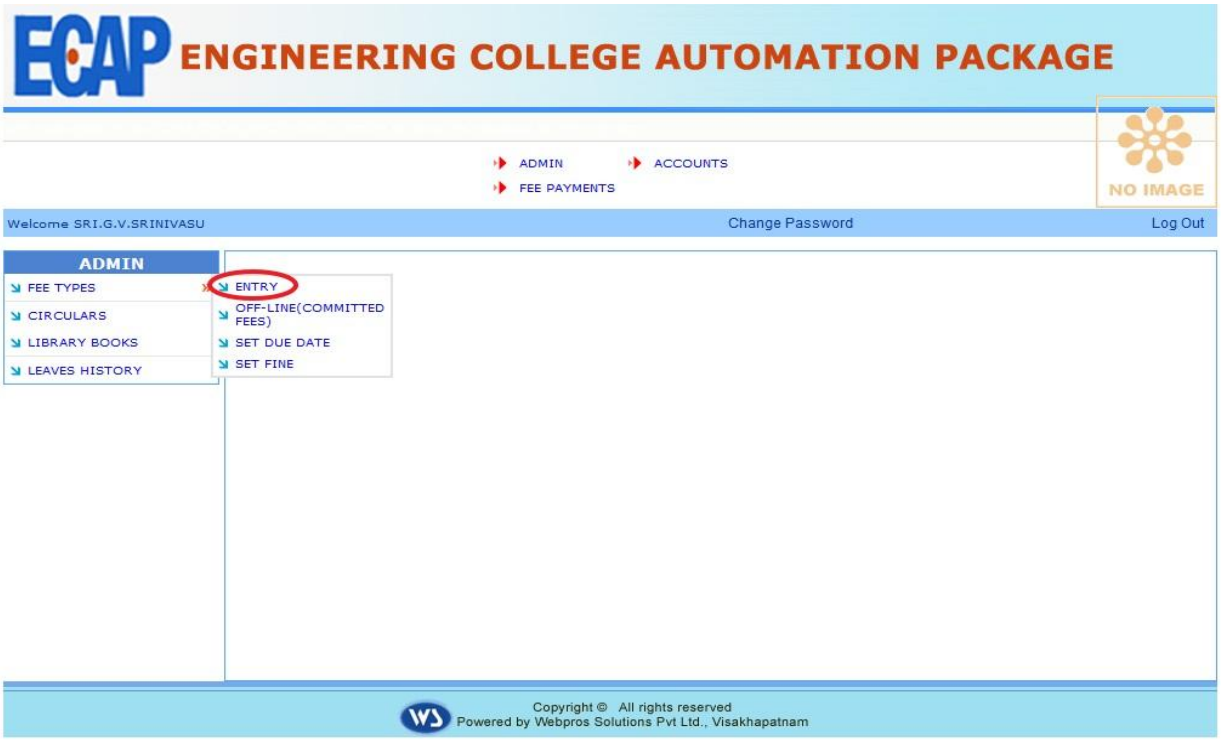
Step3:-You Will Find "Left Panel" After Clicking On ADMIN Module As Shown In Below.



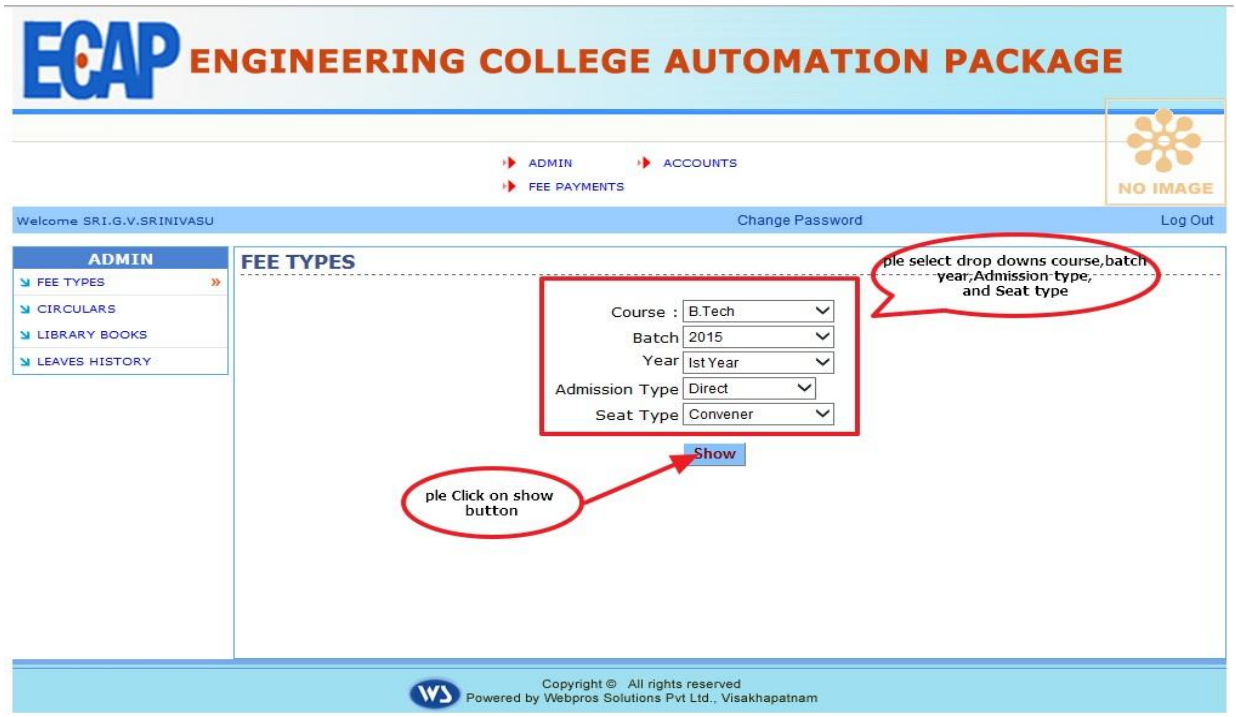
Step 4:-Please Place Your Mouse Pointer On "Fee Type" Link Which Is Available In Left Menu. Then You Will Find "Sub Links Menu" As Shown In Below



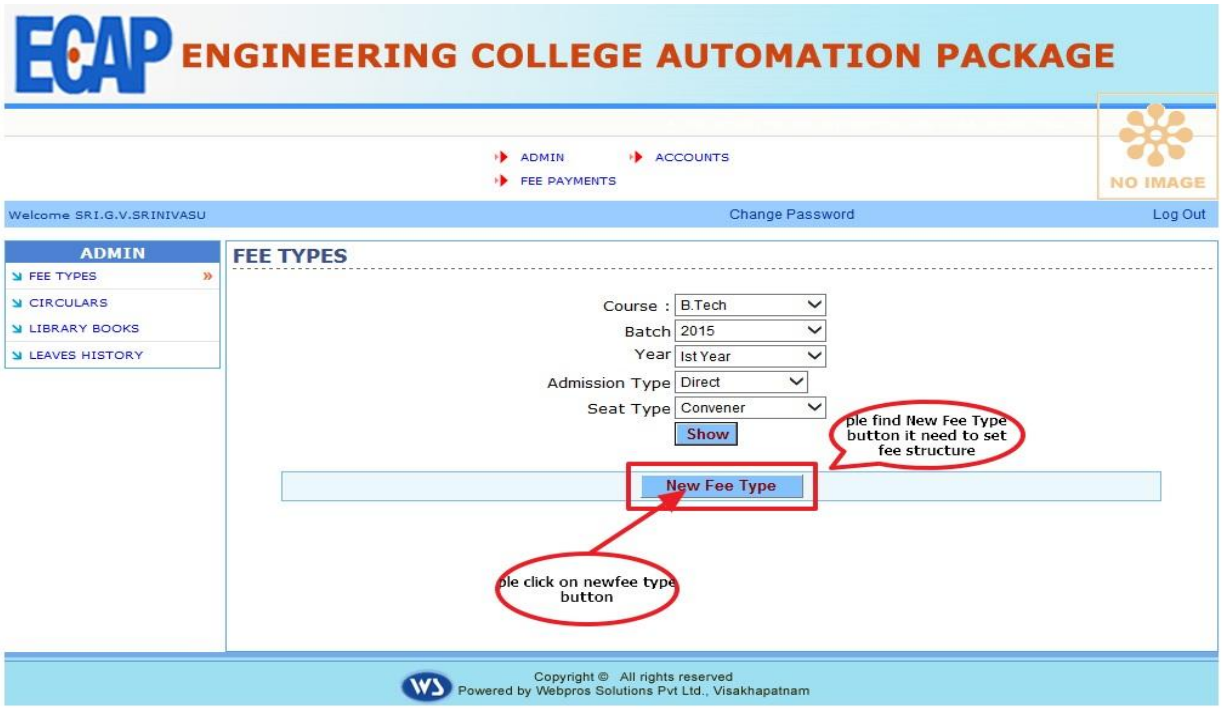
Step 5:-Please Find "Entry" Option In Sub Links Menu As Shown In Below.



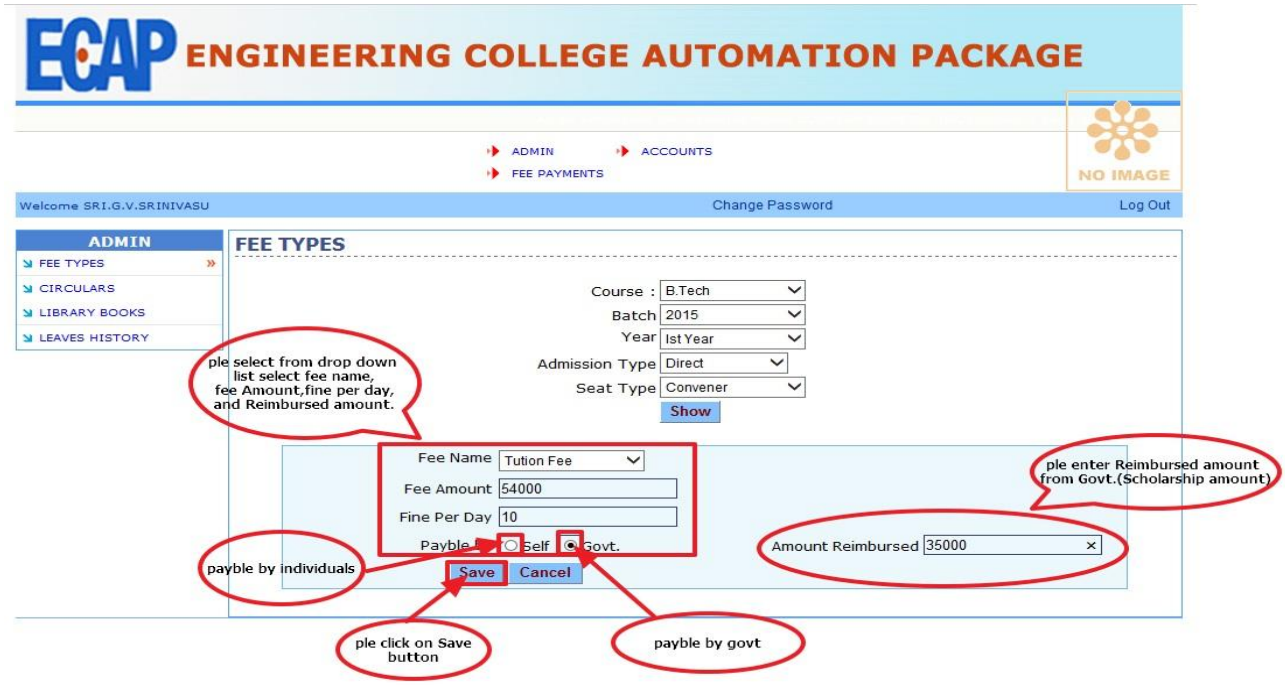
Step6:-Fee Type's Link And Click On Entry Link From The Popup Menu Displayed. And Then The Following Screen Appears. Now Select From Drop Down List Course, Batch, Year, And Admission Type Whether Direct Or Lateral And Select Seat Type Whether Convener, Management Or Spot And Click On Save Button As Shown Below.



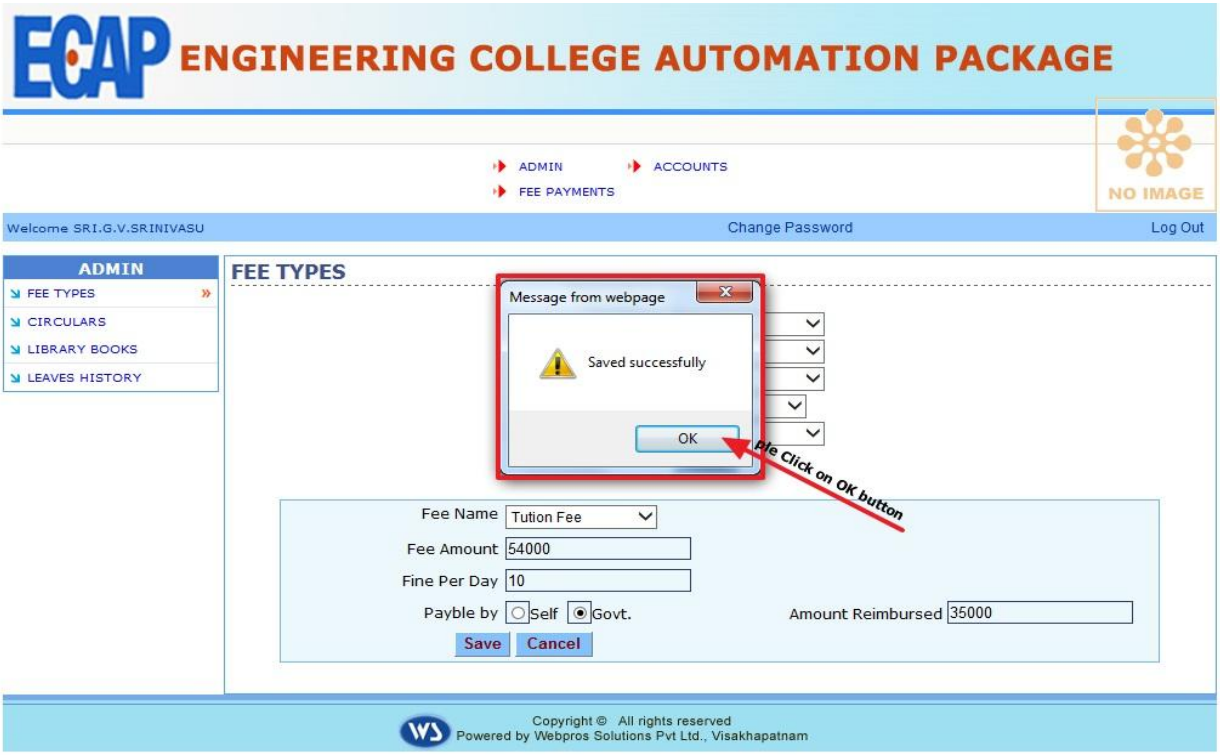
Step7:- After Click On Show Button And Then The Following Screen Appears.



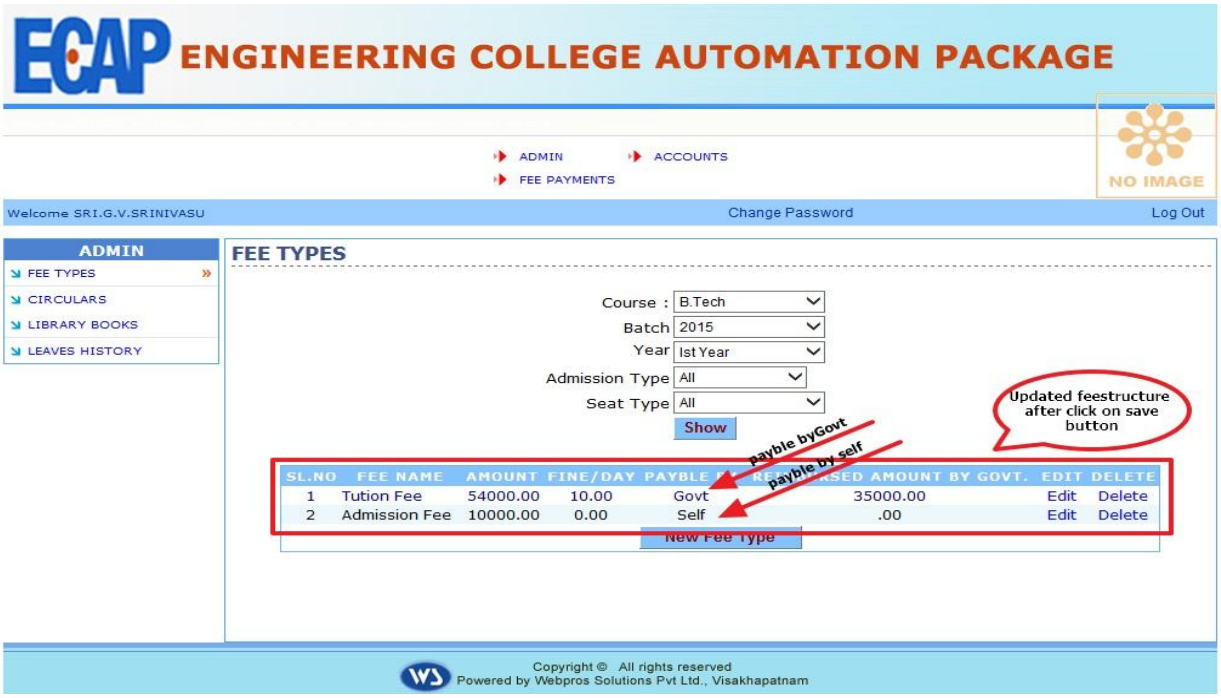
Step8:-Select Fee Name Or Revenue Head Entered Already In Accounts Module And Enter Fee Amount, Fine Per Day If Any And Select Whether Fees Is Payable By The Individual Or Government. If Payable By Govt It Must Be Enter "Amount Reimbursed" And Click On Save Button To Save New Fee Type Details For Selected Course.



Step9:-After Click On "Save "Button And Then You Will You Will Get "POP UP For Confirmation" After Click On Update Button. Here Please Click On "OK Button" As Shown In Below.



Step 10:-Please See Here It Got Updated After Click On "OK Button" As Shown In Below.

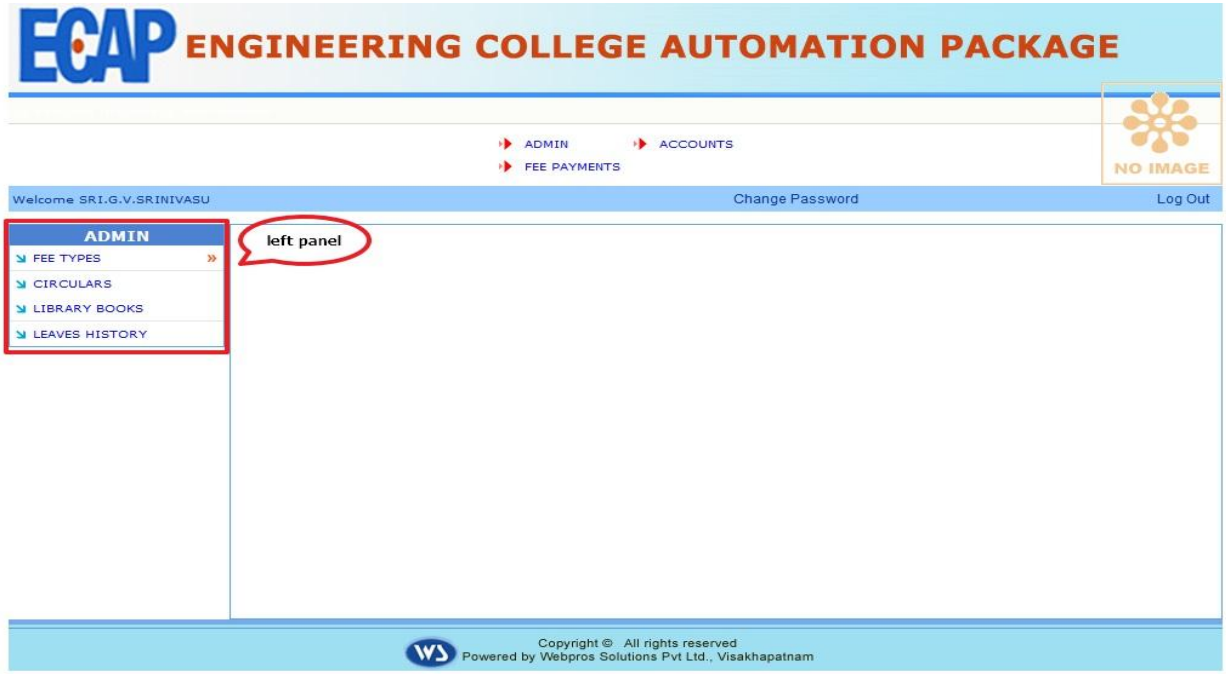


4) How Can I Apply Student Committed Fees Through Offline?

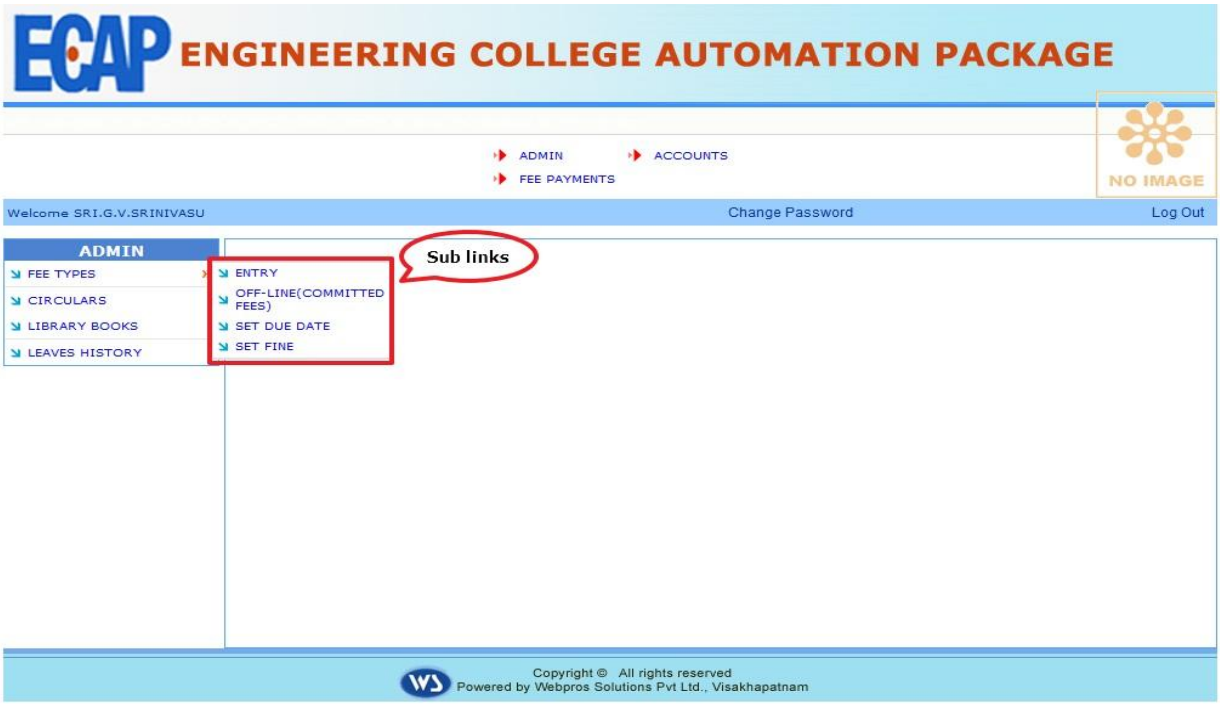
Ans:-Step 1:-Please Login In To ECAP By Using Your Username And Password

Step 2:- Please Click On "ADMIN" Module As Shown In Below

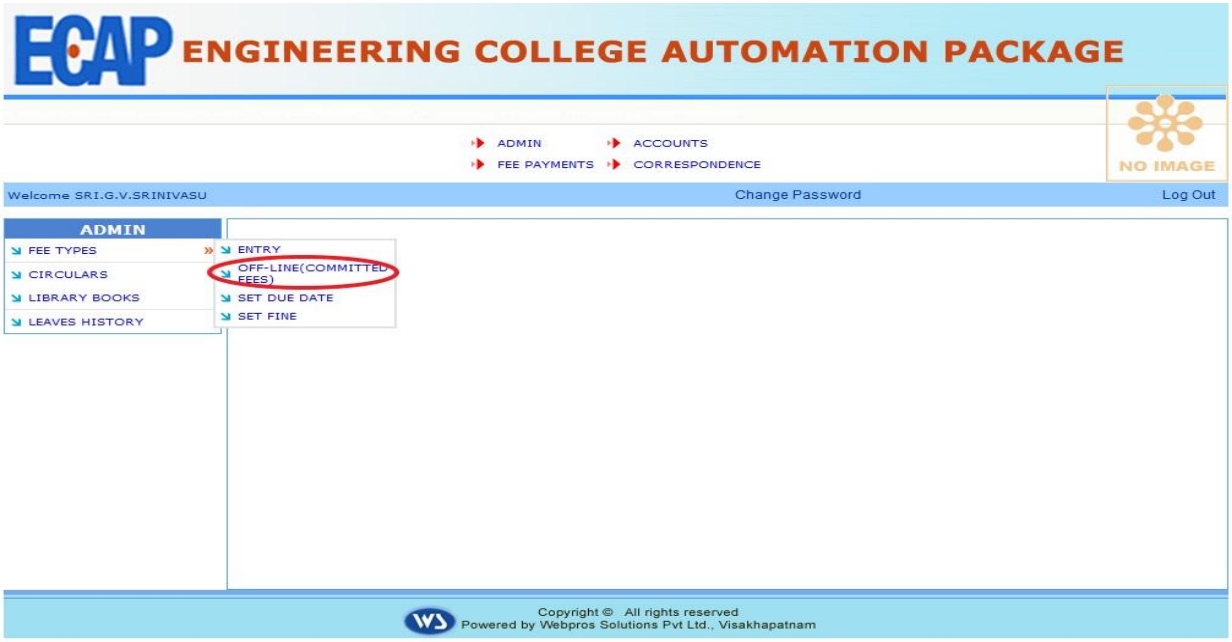
Step3:-You Will Find "Left Panel" After Clicking On ADMIN Module As Shown In Below.



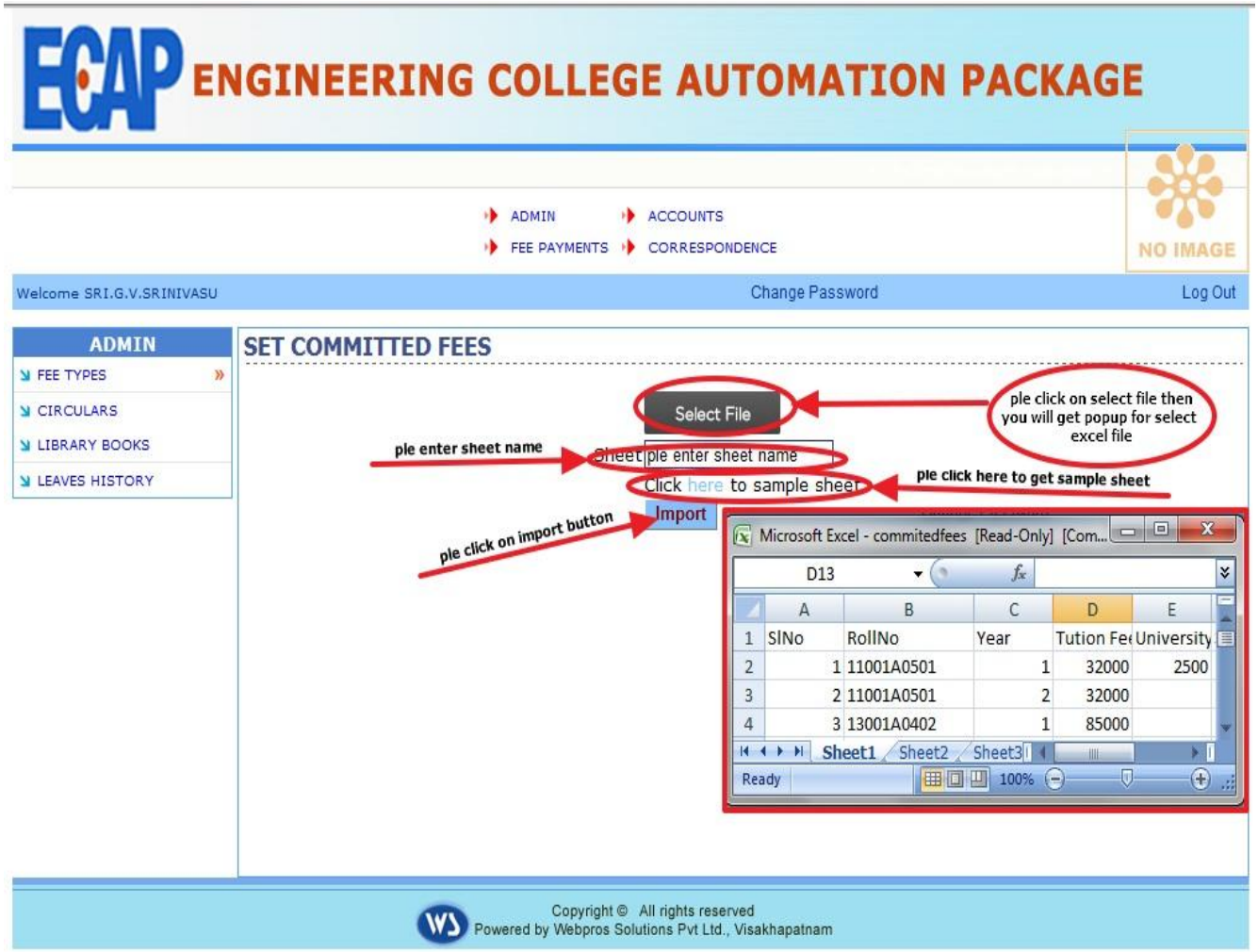
Step 4:-Please Place Your Mouse Pointer On **"Fee Type"** Link Which Is Available In Left Menu. Then You Will Find "**Sub Links Menu**" As Shown In Below



Step 5:-Please Find **"Entry"** Option In Sub Links Menu As Shown In Below.



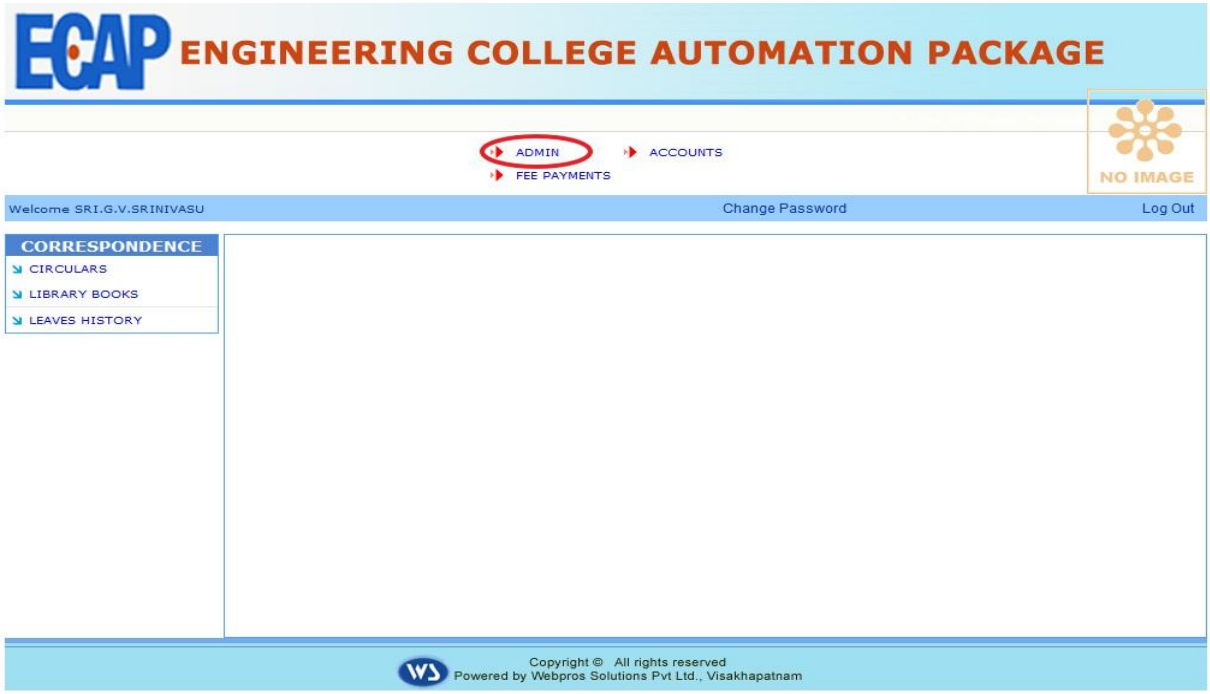
Step6:-After Click On Off-Line (Committed Fee) Link As Shown Above Screen. Here Please Select Your Excel File And Then Enter Your Excel Sheet Name As Shown In Below And Then Click On Import Button.



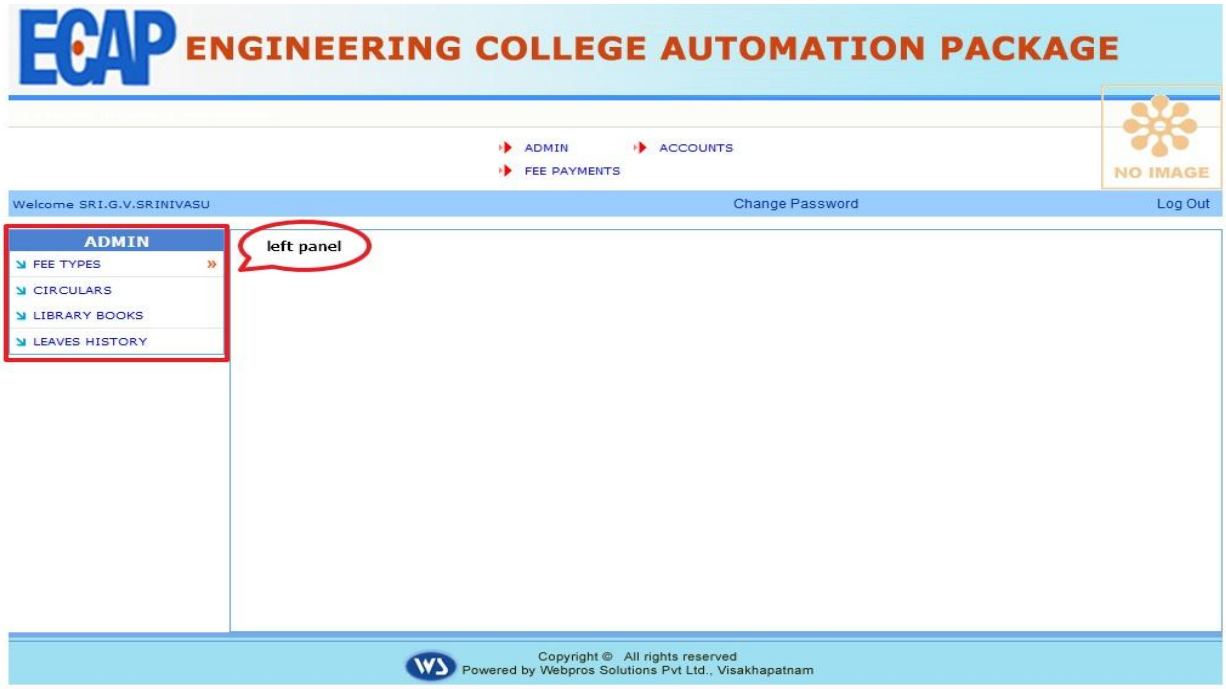
5) How Can I Set Due Date To That Particular Revenue Fee Heads?

Step 1:-Please Login In To ECAP By Using Your Username And Password

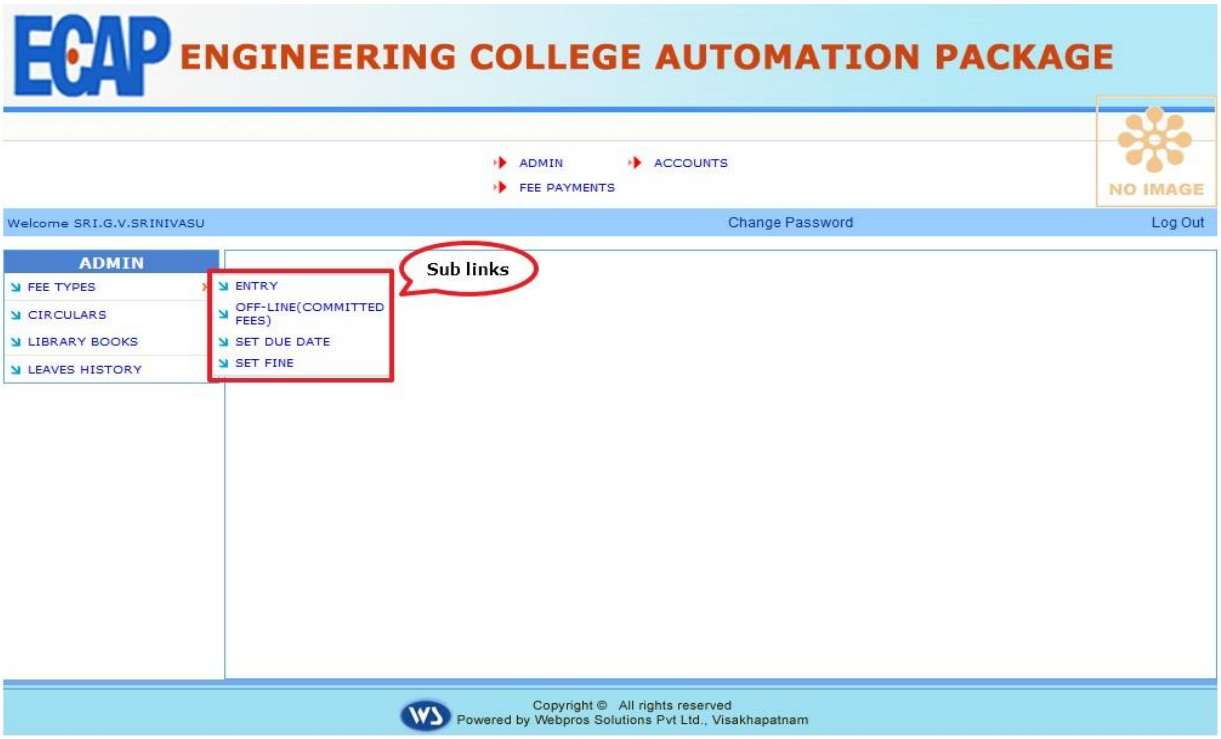
Step 2:- Please Click On "ADMIN" Module As Shown In Below



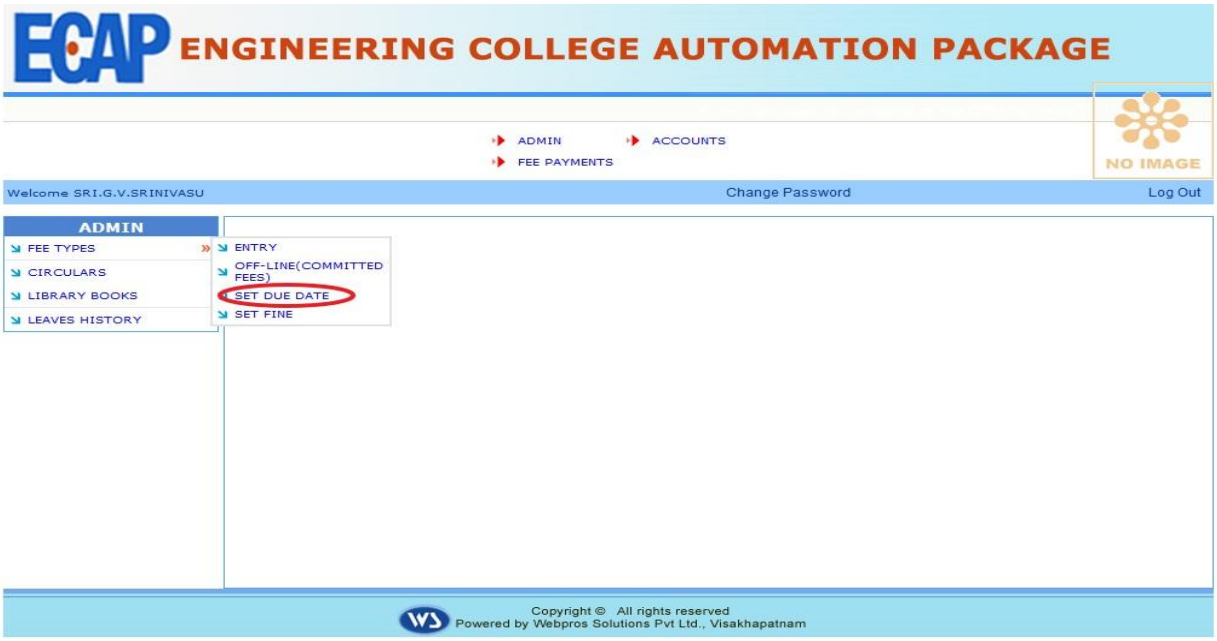
Step3:-You Will Find "Left Panel" After Clicking On ADMIN Module As Shown In Below.



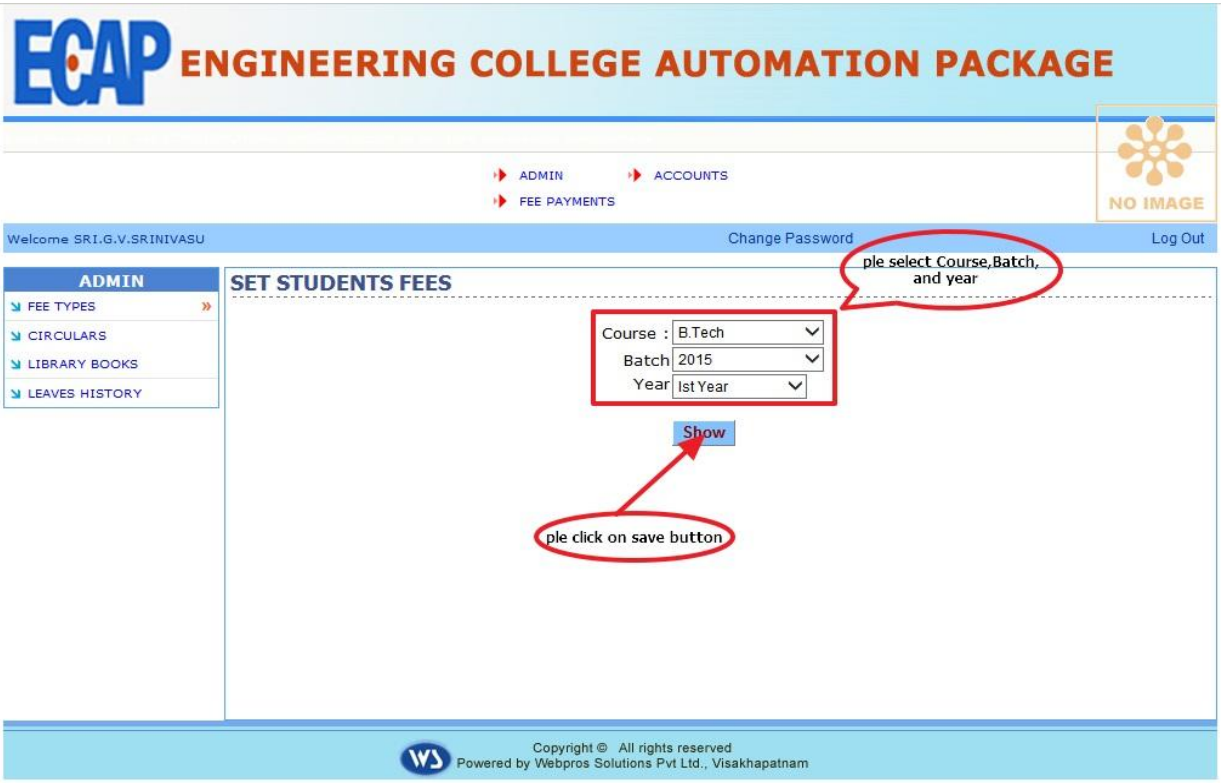
Step 4:-Please Place Your Mouse Pointer On "Fee Type" Link Which Is Available In Left Menu. Then You Will Find "Sub Links Menu" As Shown In Below



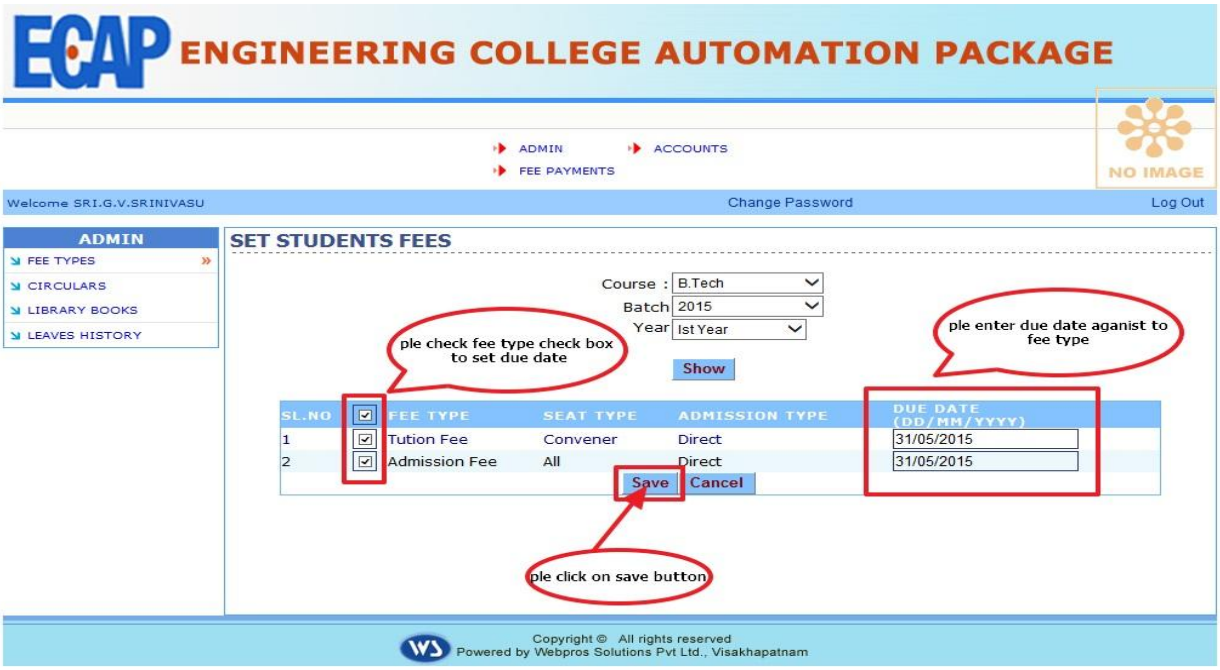
Step 5:-Please Find "Set Due Date" Option In Sub Links Menu As Shown In Below.



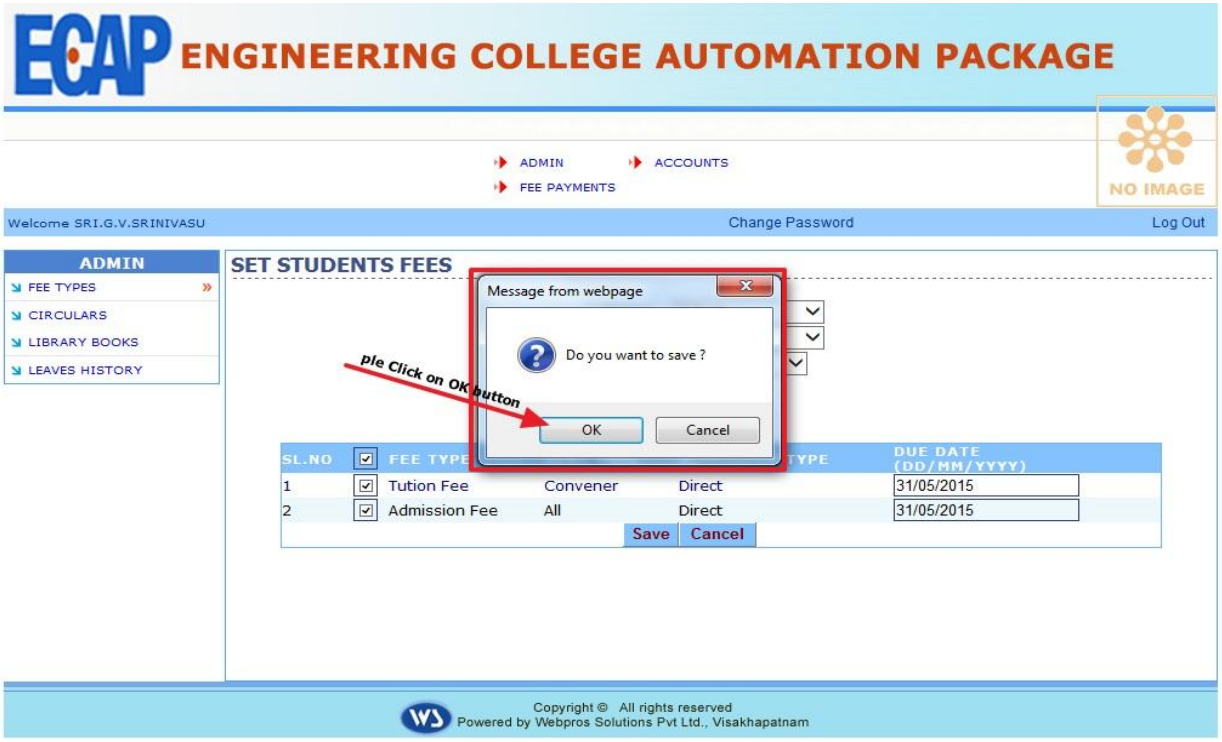
Step6:-After Click On "Set Due Date" Link From The Popup Menu Displayed. The Following Screen Appears. Then You Can Select Course, Batch & Year And Then Click On "Show" Button As Shown Below



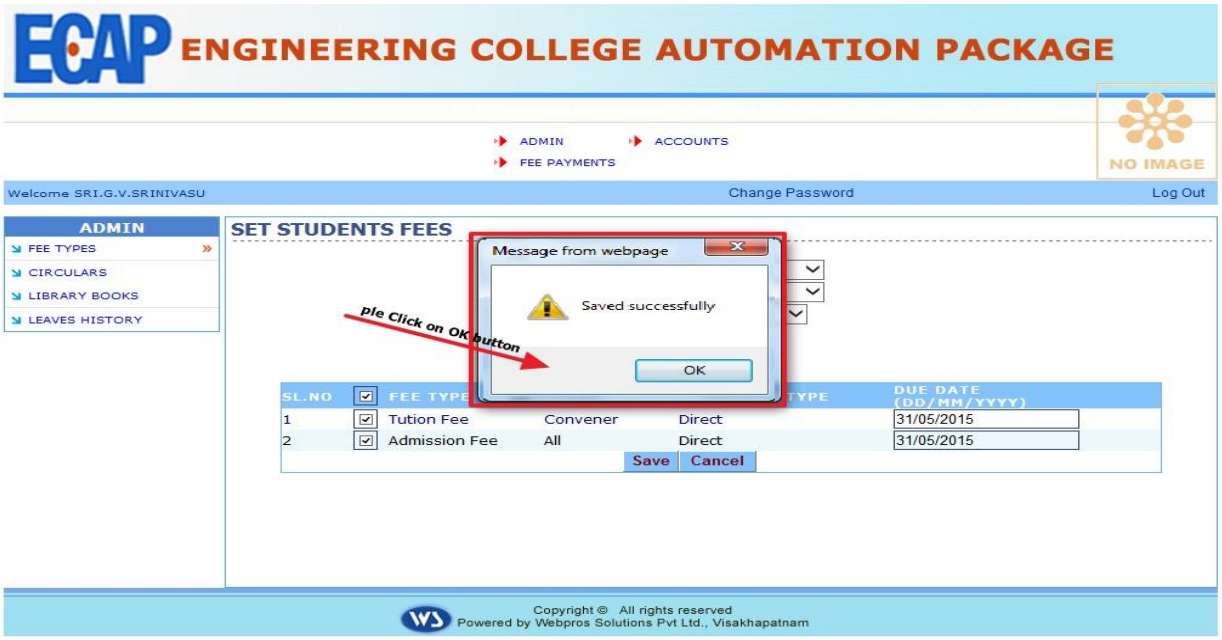
Step7:- After Click On Show Button Now Select Fee Types And Set Due Dates And Click On Respective Save Button To Save Due Dates.



Step8:-After Click On "Save "Button And Then You Will You Will Get "POP UP For Confirmation" After Click On Update Button. Here Please Click On "OK Button" As Shown In Below.



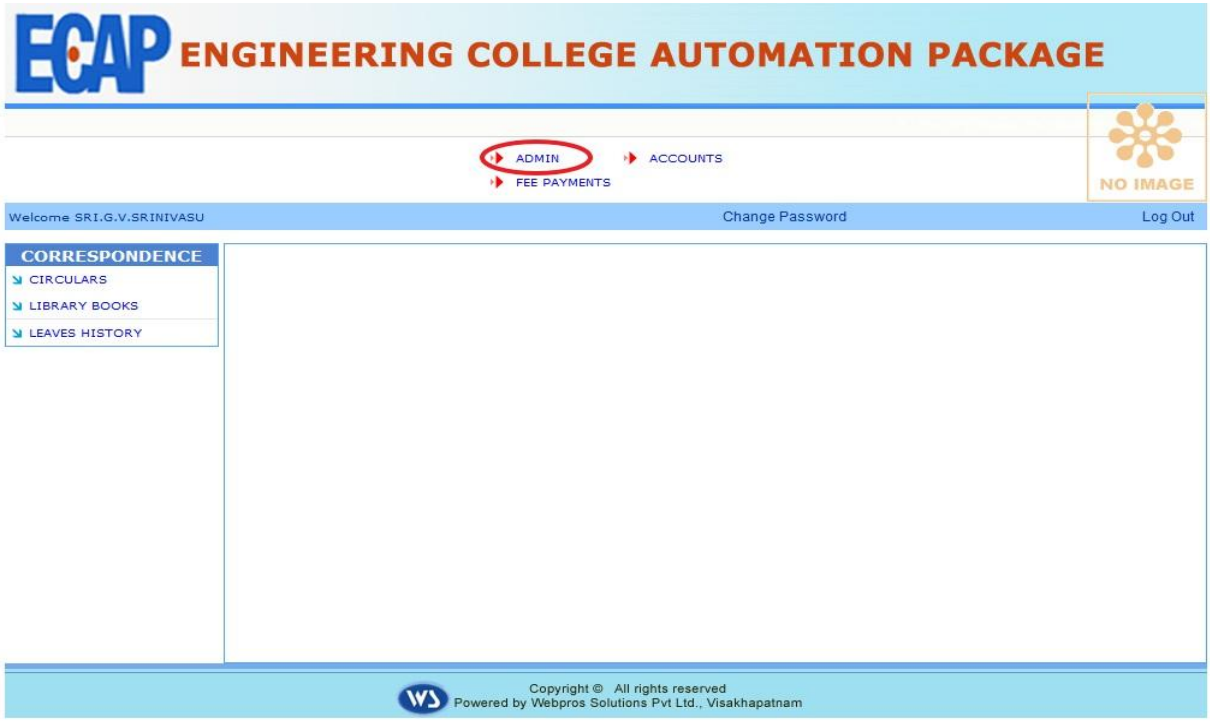
Step9:-After Click On "OK "Button And Then You Will You Will Get "POP UP For Confirmation" After Click On Update Button. Here Please Click On "OK Button" As Shown In Below.



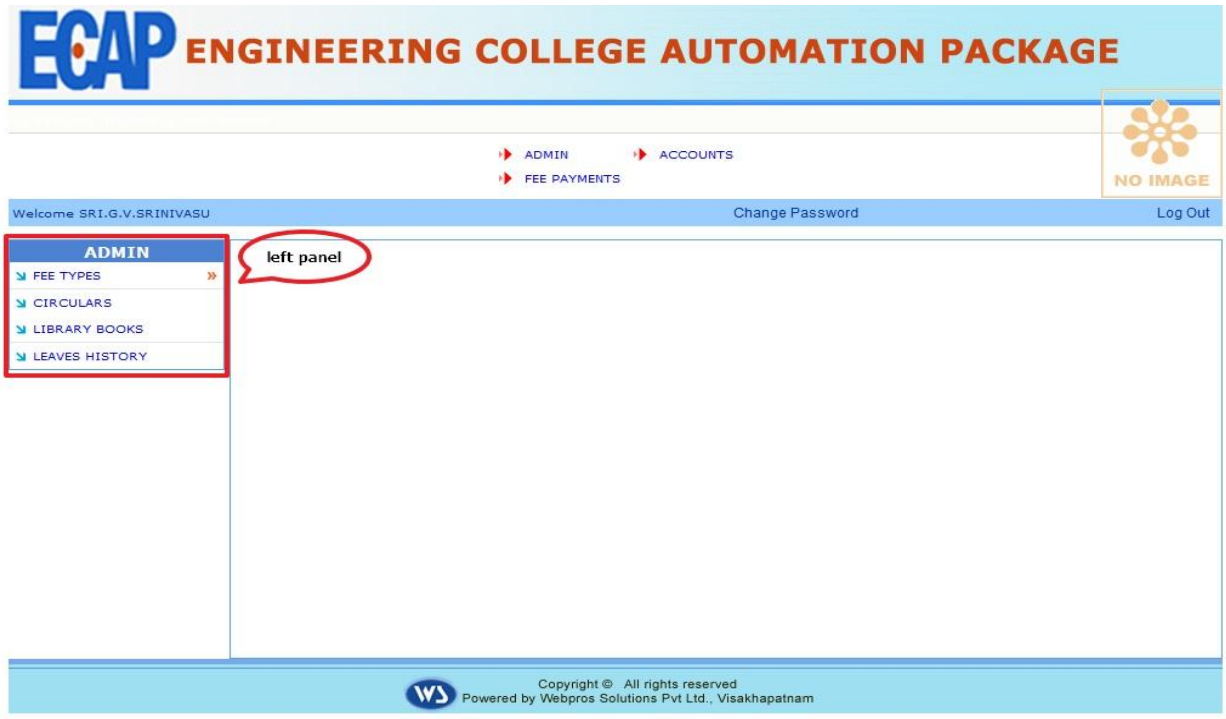
6) How Can I Set Fine To That Particular Revenue Fee Heads Based On Due Days?

Step 1:-Please Login In To ECAP By Using Your Username And Password

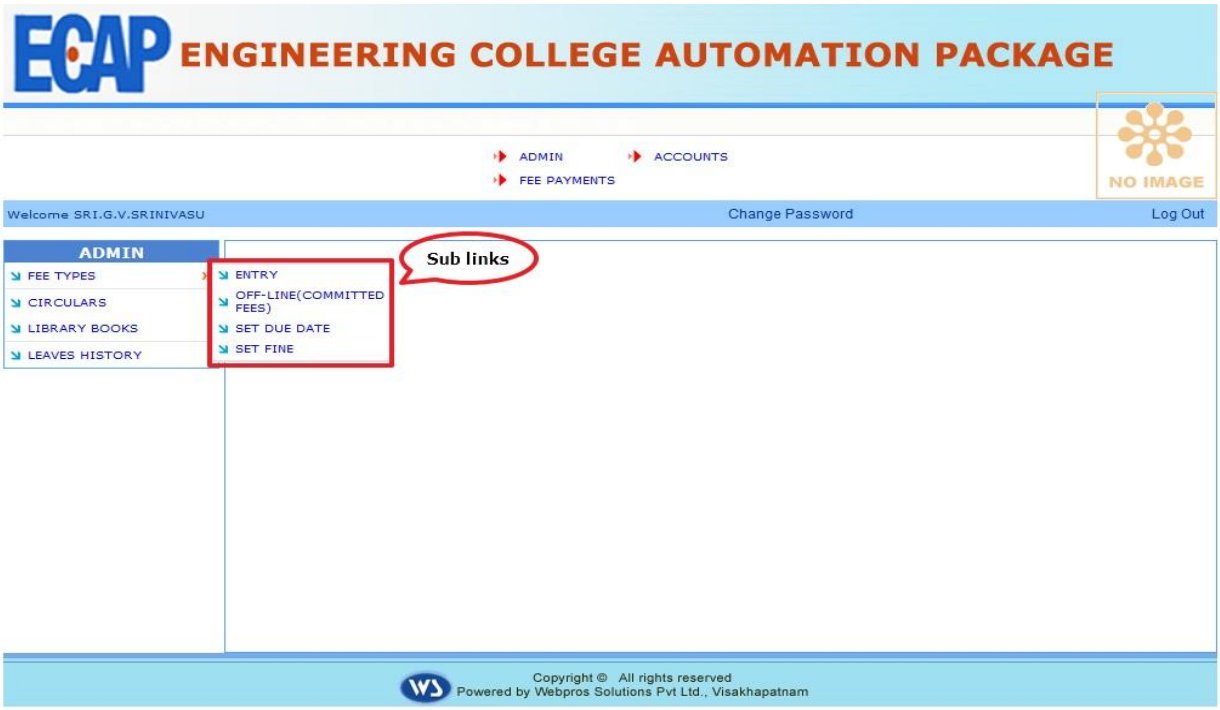
Step 2:- Please Click On "ADMIN" Module As Shown In Below



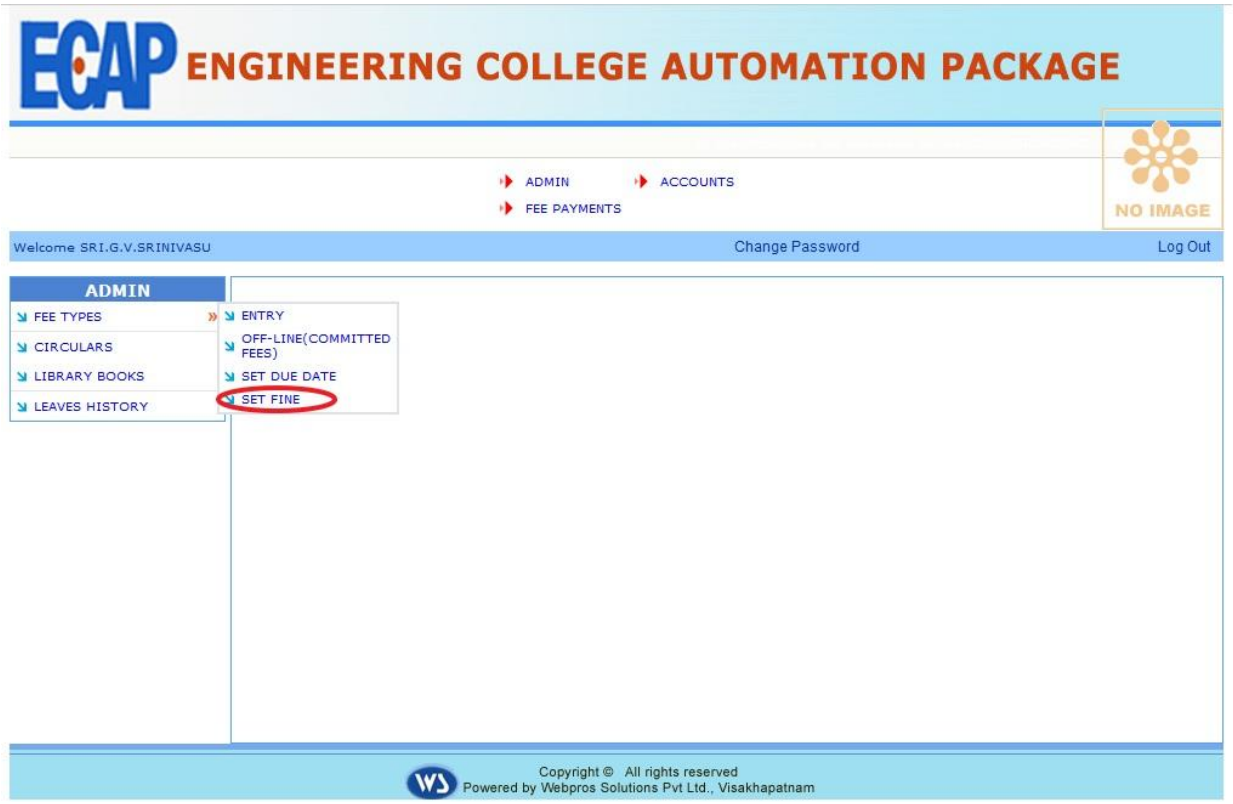
Step3:-You Will Find "Left Panel" After Clicking On ADMIN Module As Shown In Below.



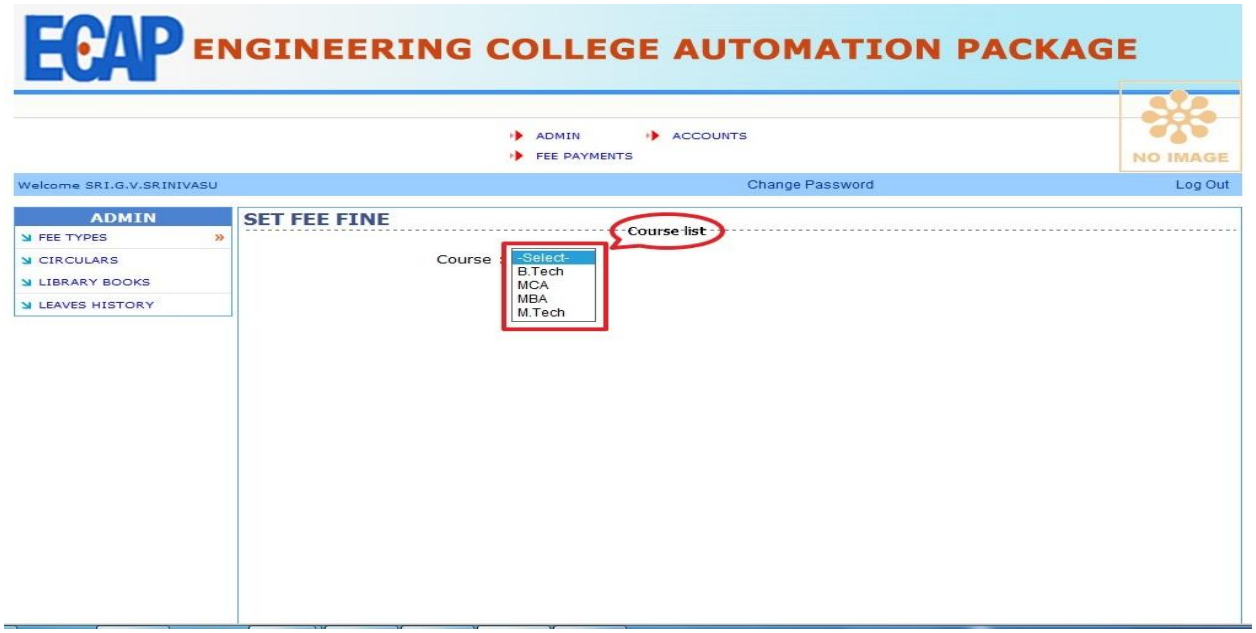
Step 4:-Please Place Your Mouse Pointer On "Fee Type" Link Which Is Available In Left Menu. Then You Will Find "Sub Links Menu" As Shown In Below



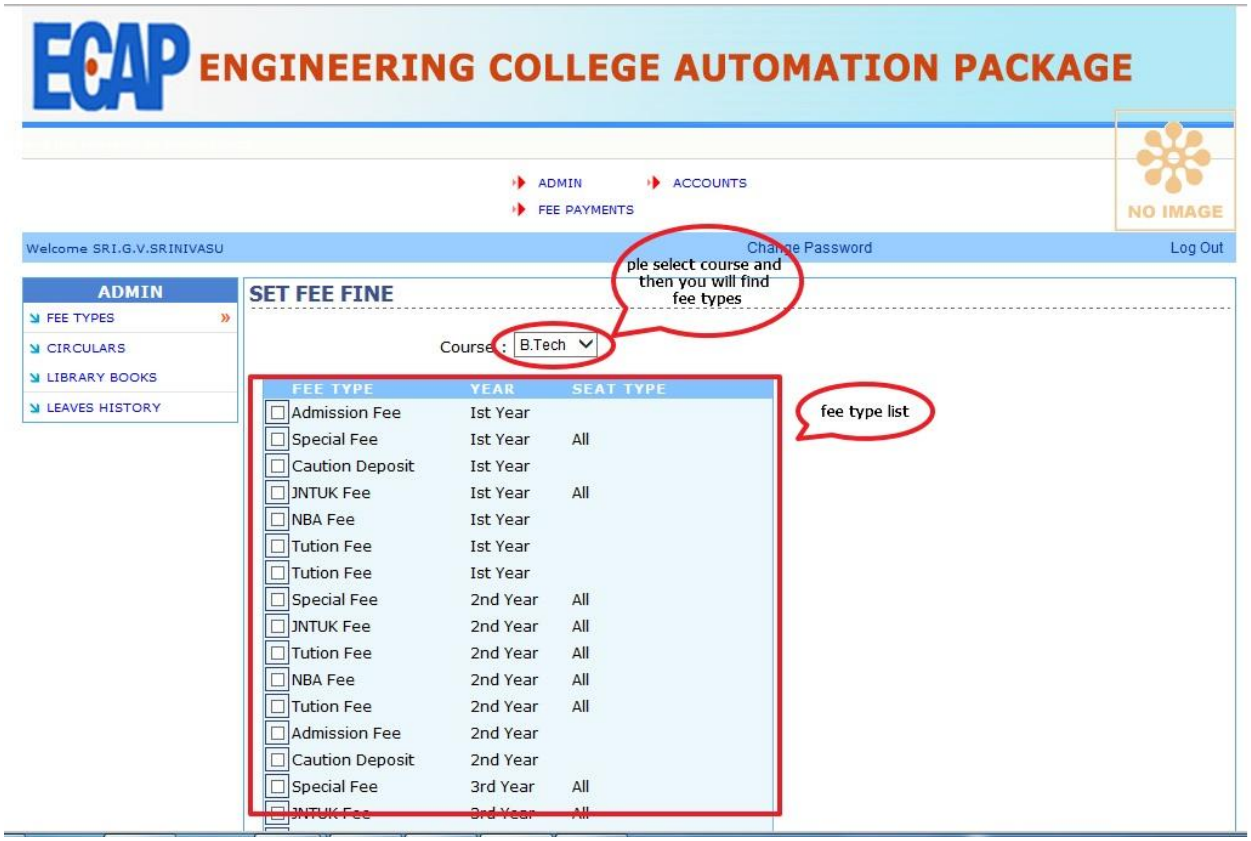
Step 5:-Please Find "Set Fine" Option In Sub Links Menu As Shown In Below.



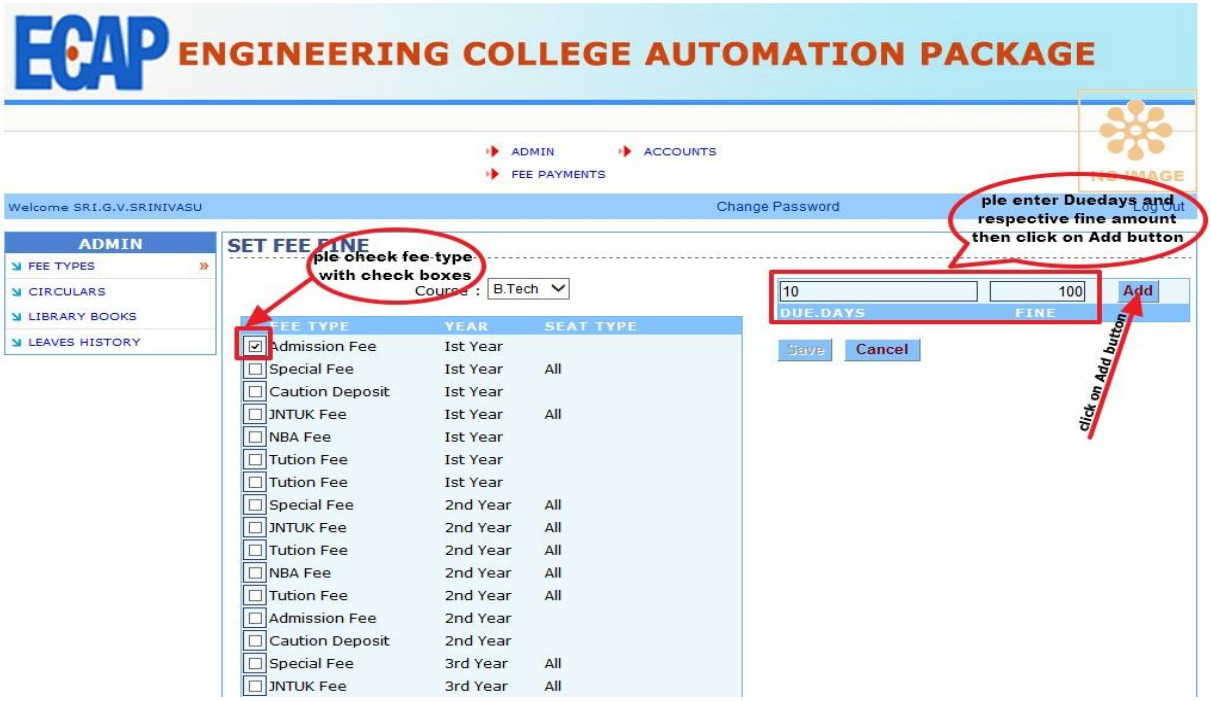
Step 6:-Please Click On "Set Fine" Option As Shown In Above Screen. Then You Will Find "Course List" And Then Please Select Your Course As Shown In Below.



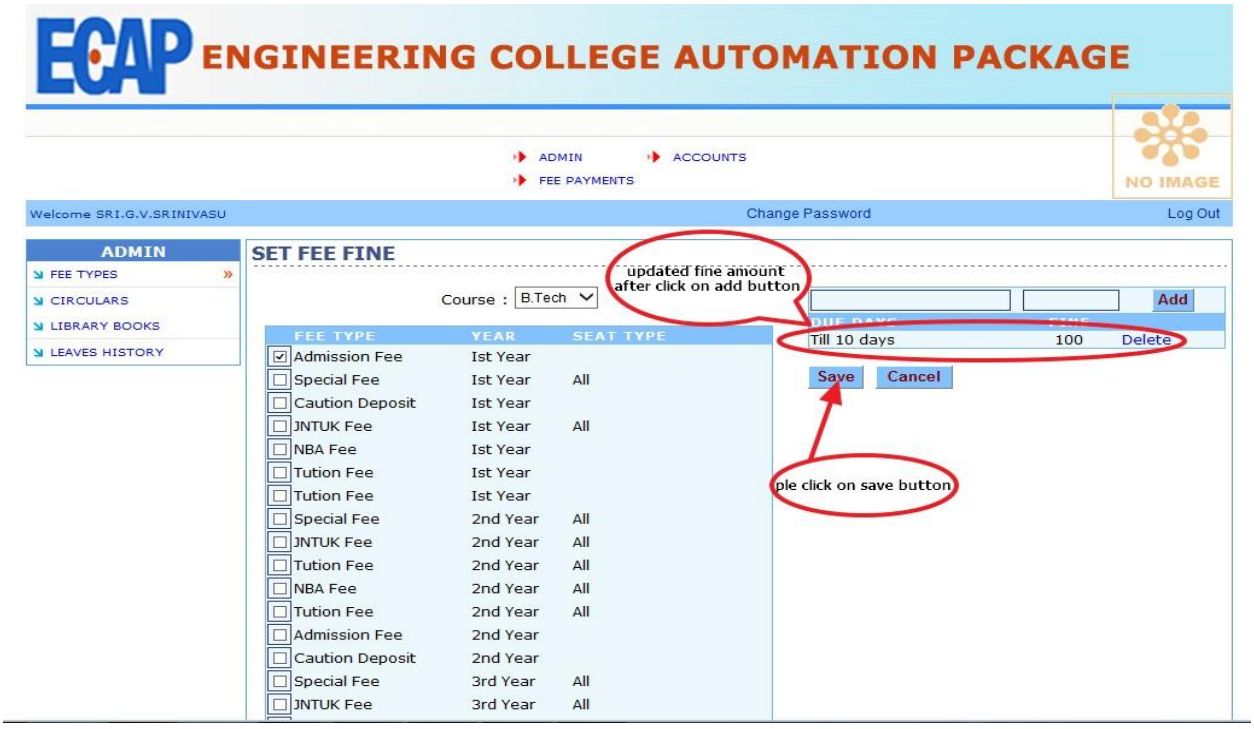
Step 7:-Please Select Your Course From Course List. Now Select Check Box Against Fee Type For Which Fines Need To Be Set And The Screen Becomes As Follows



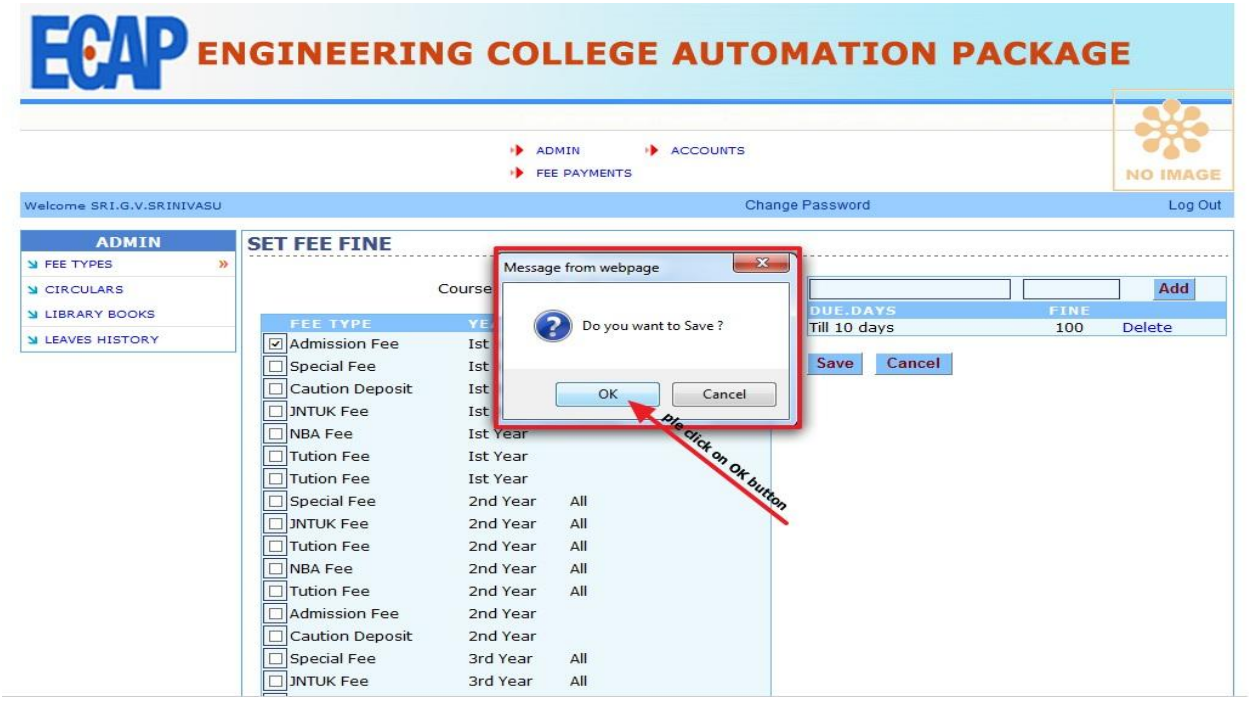
Step8:- Now Enter First Late Period (Number Of Days) And Enter Fine Amount And Click On ADD Button To Enter Subsequent Late Period And Corresponding Fine Amount. Any Number Of Periods Along With Fines Can Be Entered For Each Fee Type.



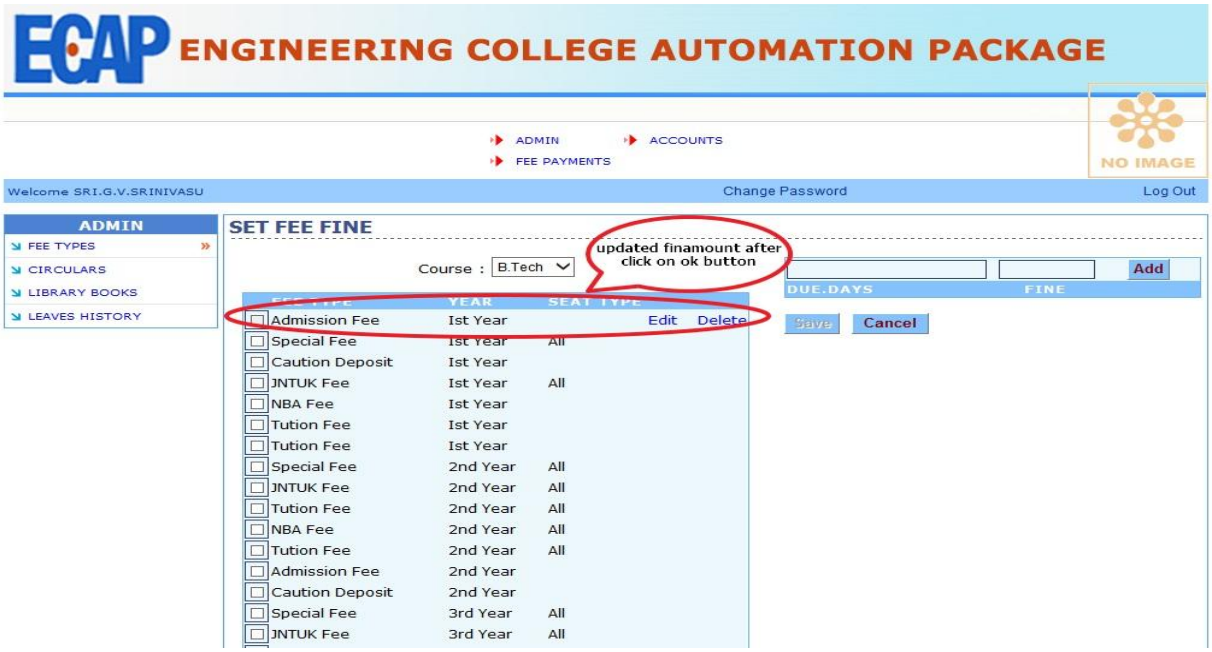
Step9:- Updated Due Date, Fine Amount After Add Button Click On Save Button To Save Records. As Shown Below



Step10:-After Click On "Save "Button And Then You Will You Will Get "POP UP For Confirmation" After Click On Update Button. Here Please Click On "OK Button" As Shown In Below.



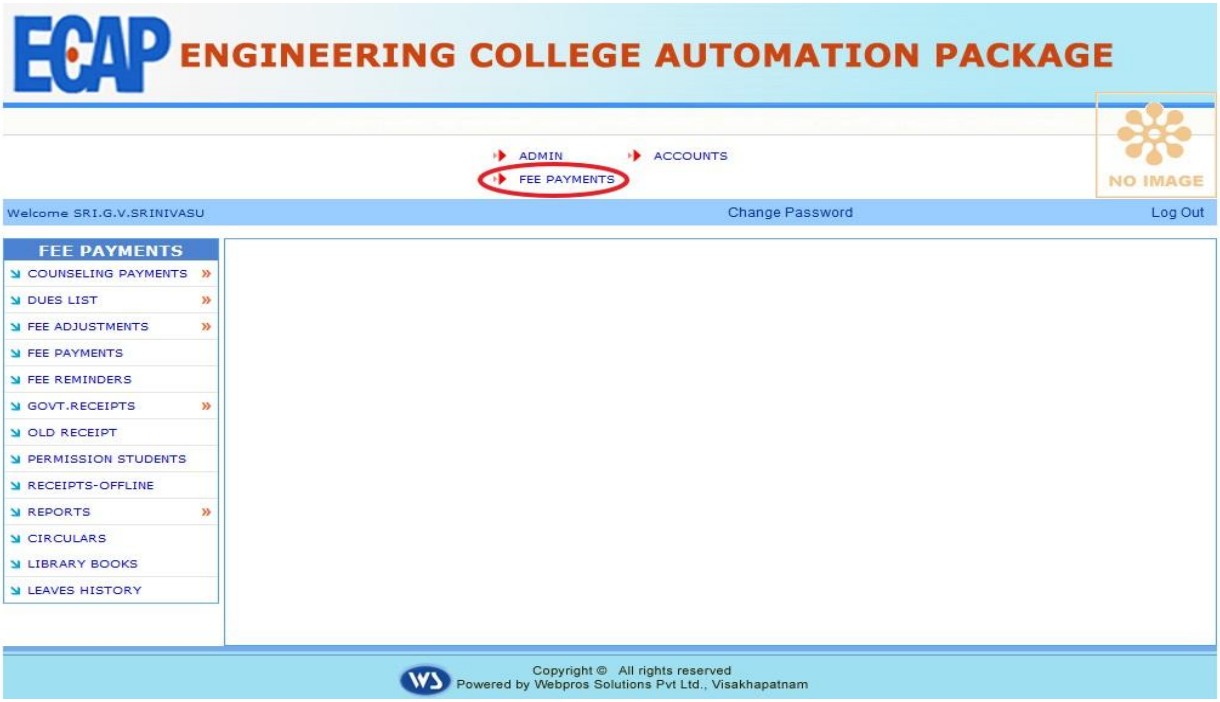
Step 11:-Please See Here It Got Updated After Click On "OK Button" As Shown In Below.



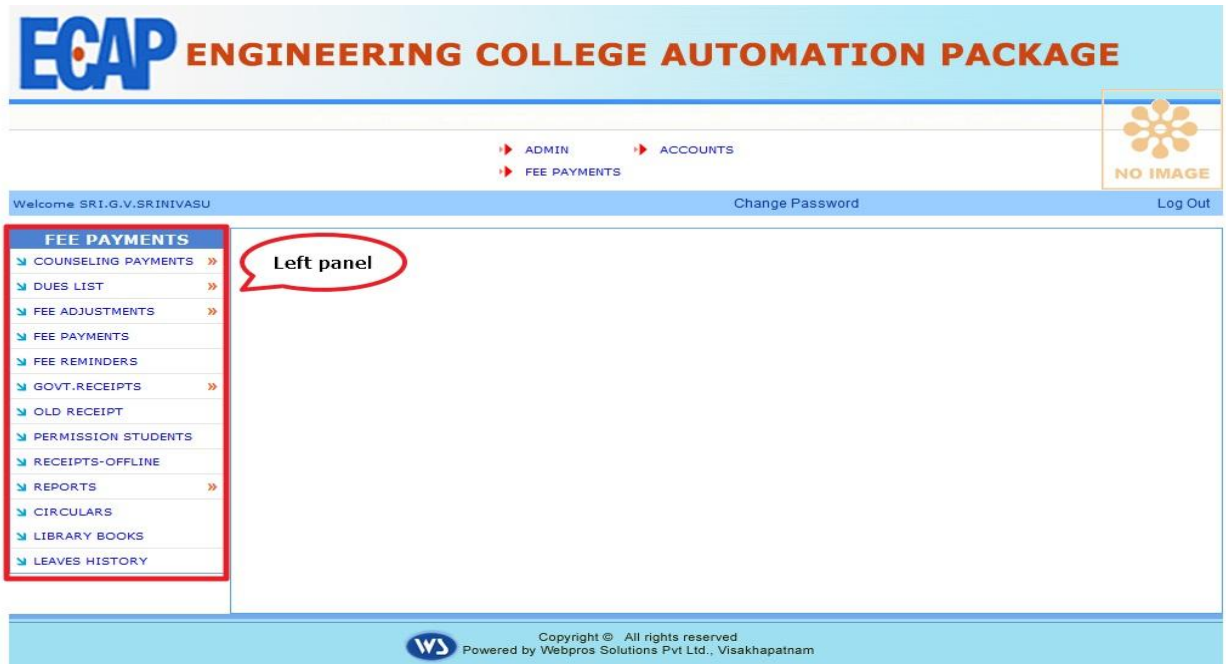
7) How Can I Enter Counseling Payments?

Ans:-Step 1:-Please Login In To ECAP By Using Your Username And Password

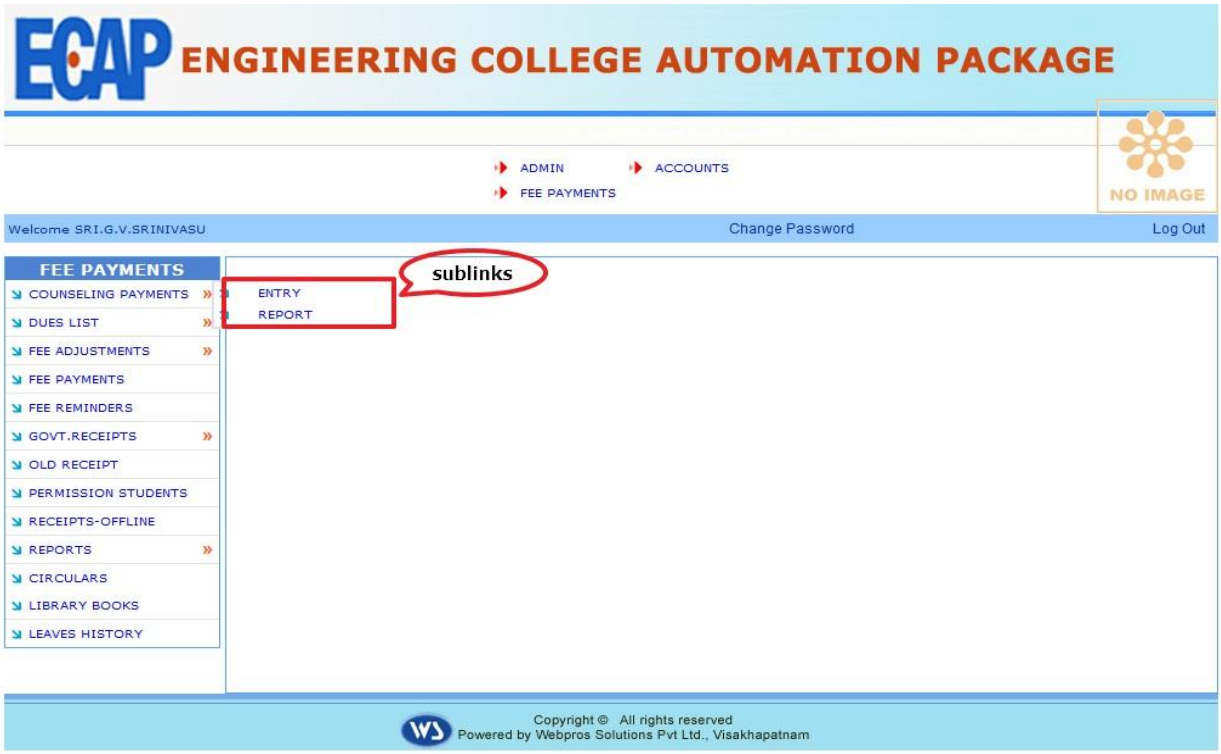
Step 2:- Please Click On "Fee Payment" Module As Shown In Below



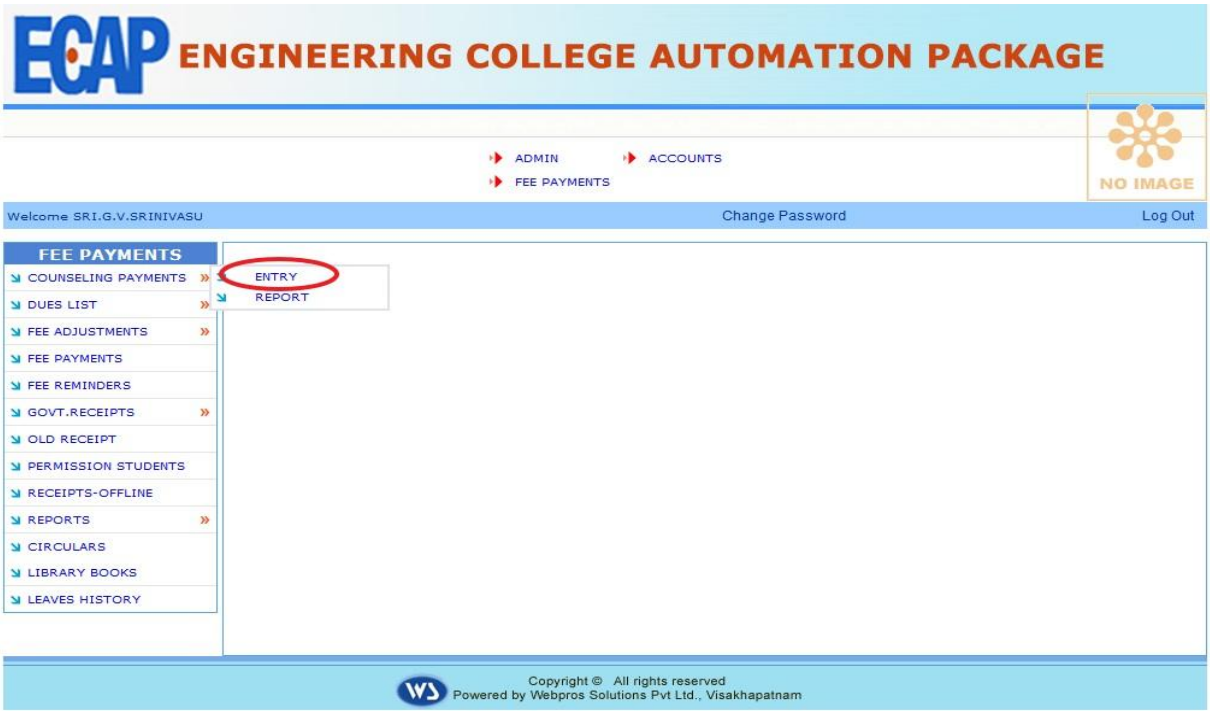
Step3:-You Will Find "Left Panel" After Clicking On ADMIN Module As Shown In Below.



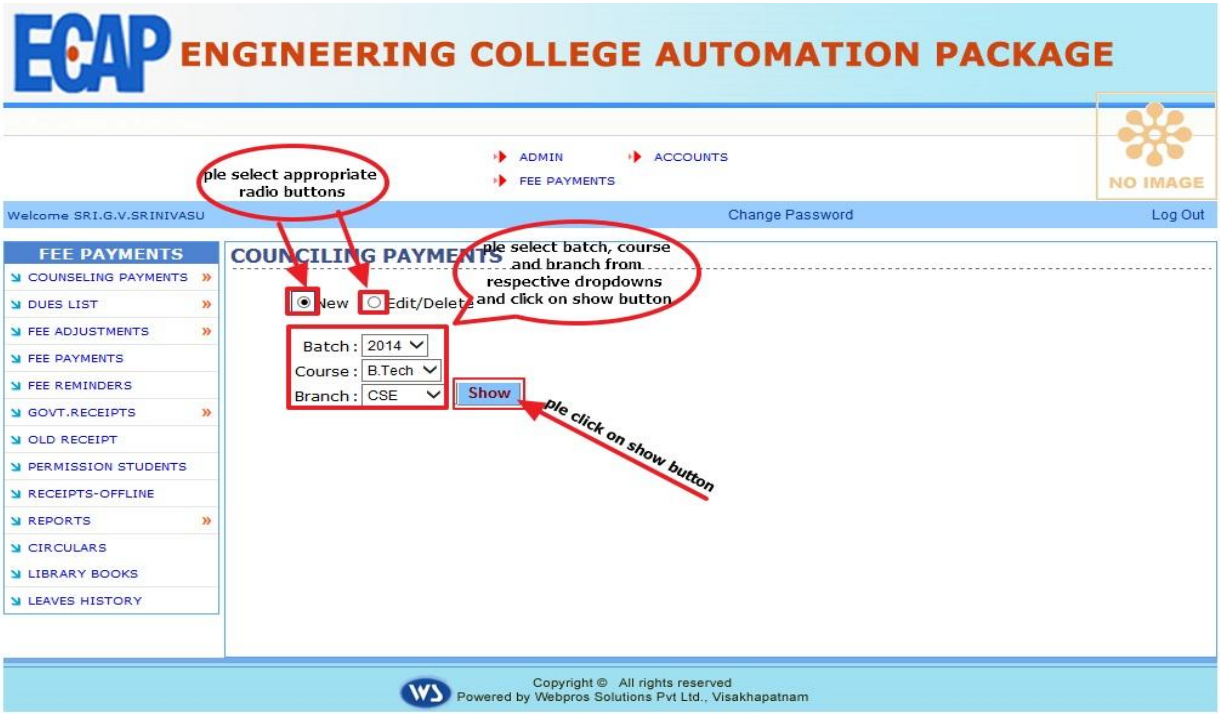
Step 4:-Please Place Your Mouse Pointer On "Counseling Payments" Link Which Is Available In Left Menu. Then You Will Find "Sub Links Menu" As Shown In Below



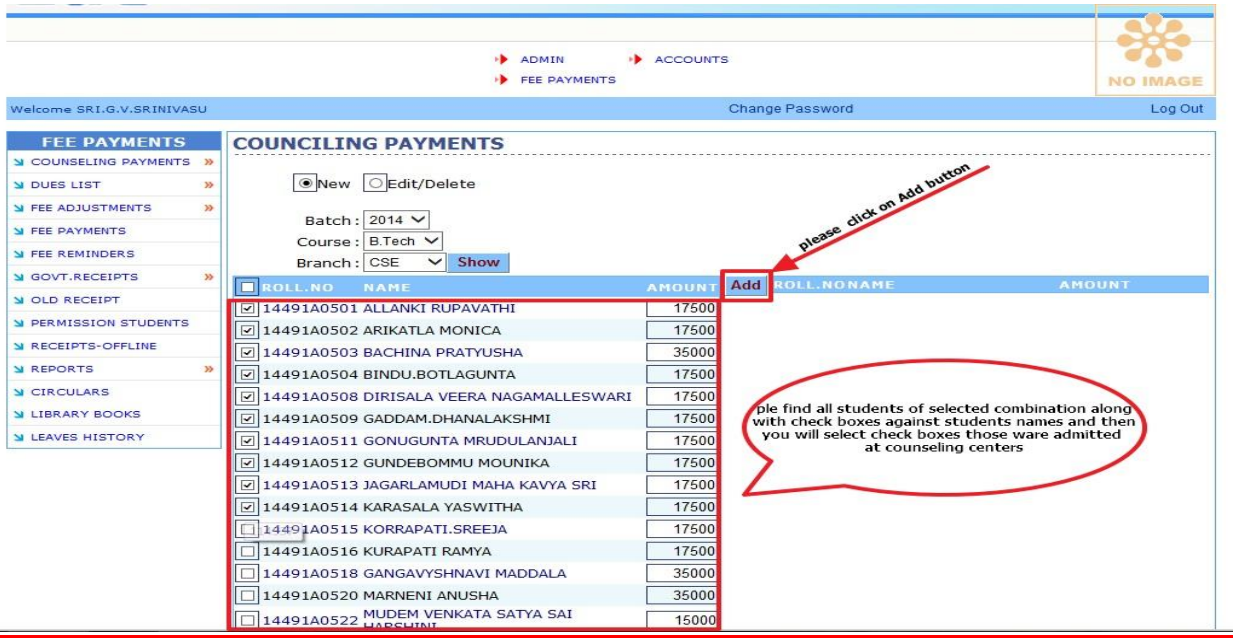
Step 5:-Please Find "Entry" Option In Sub Links Menu As Shown In Below.



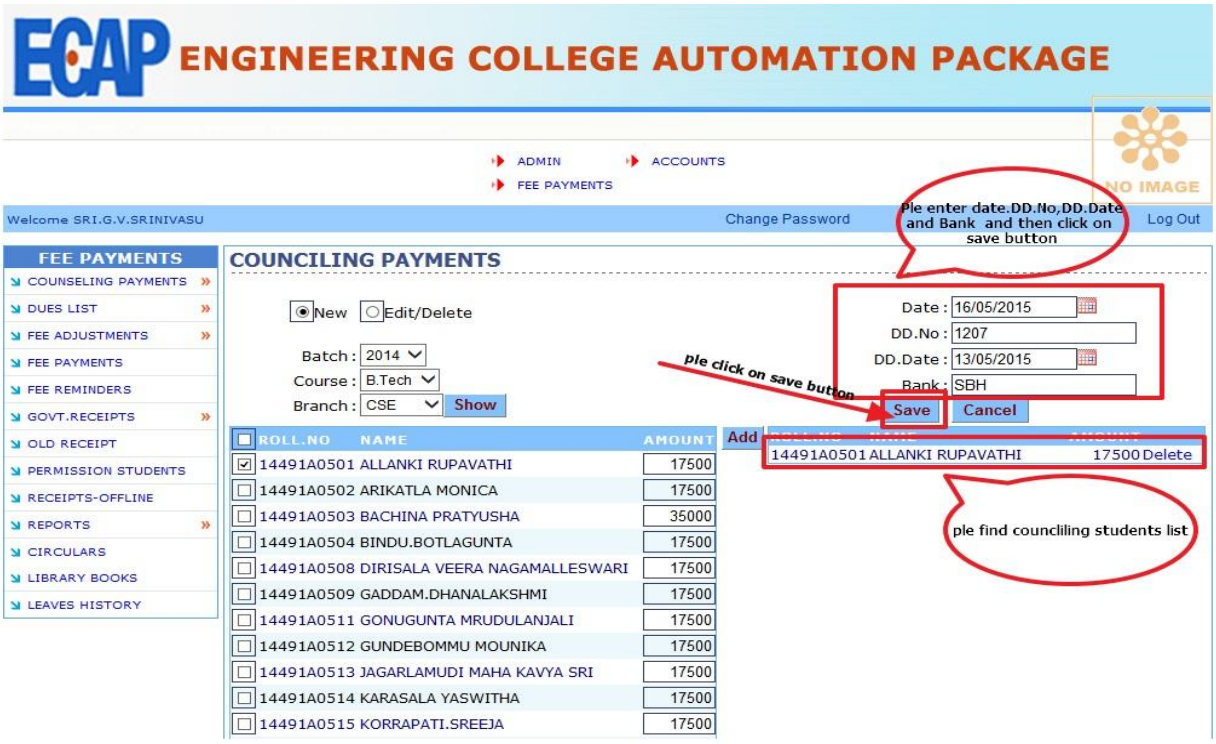
Step6:- After Click On Entry Link From The Popup Menu Displayed To Find The Next Screen As Follows. Now Select Batch, Course And Branch From Respective Dropdowns And Click On Show Button.



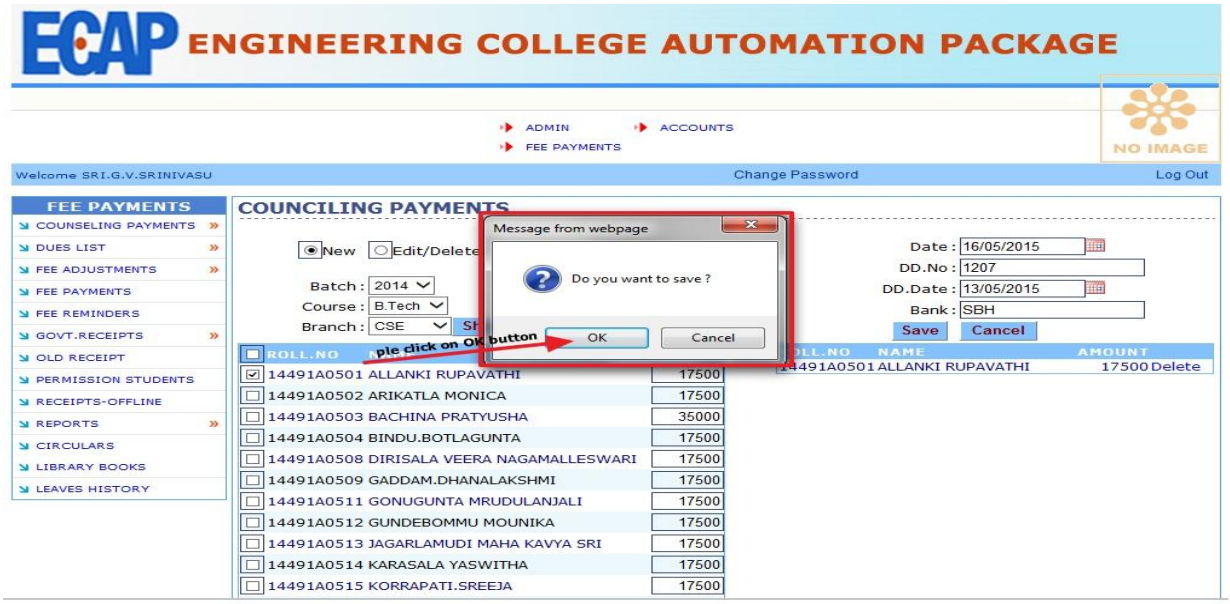
Step7:- After Click On Show Button To Find All Students Of Selected Combination Along With Check Boxes Against Student's Names. You Can Now Select Check Boxes Against Student's Names Who Were Admitted In Counseling Centers And Click On "Add" Button To Add The Payment Details.



Step8:- After Click On Add Button As Shown Above. And Then Enter Date, Ddno, Dd Date, Bank Name Then Click On Save Button.



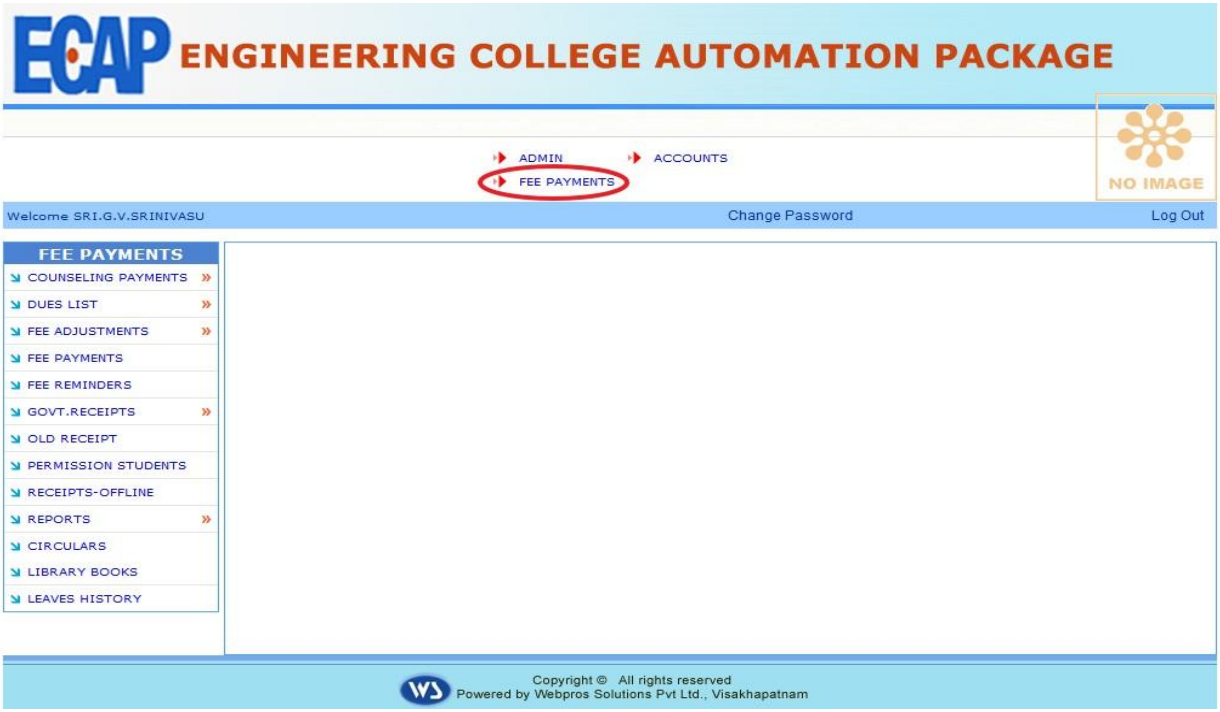
Step9:-After Click On "Save "Button And Then You Will You Will Get "POP UP For Confirmation" After Click On Update Button. Here Please Click On "OK Button" As Shown In Below.



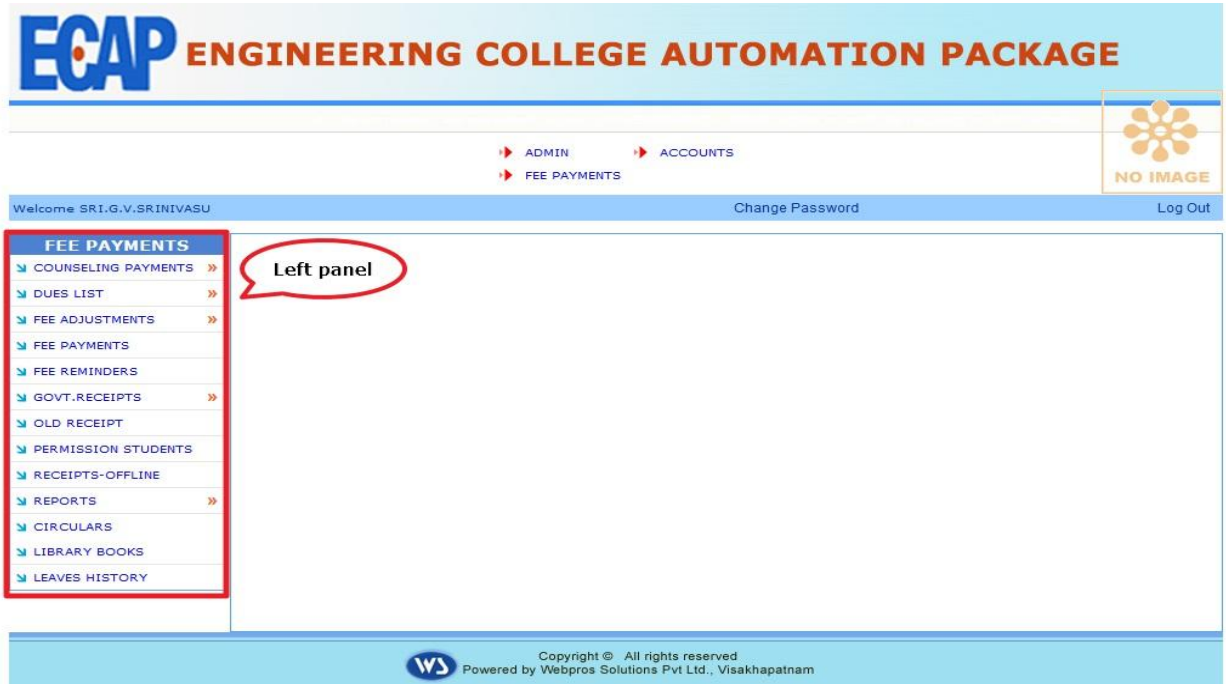
8) How Can I Edit Or Delete Existing Counseling Payments?

Ans:-Step 1:-Please Login In To ECAP By Using Your Username And Password

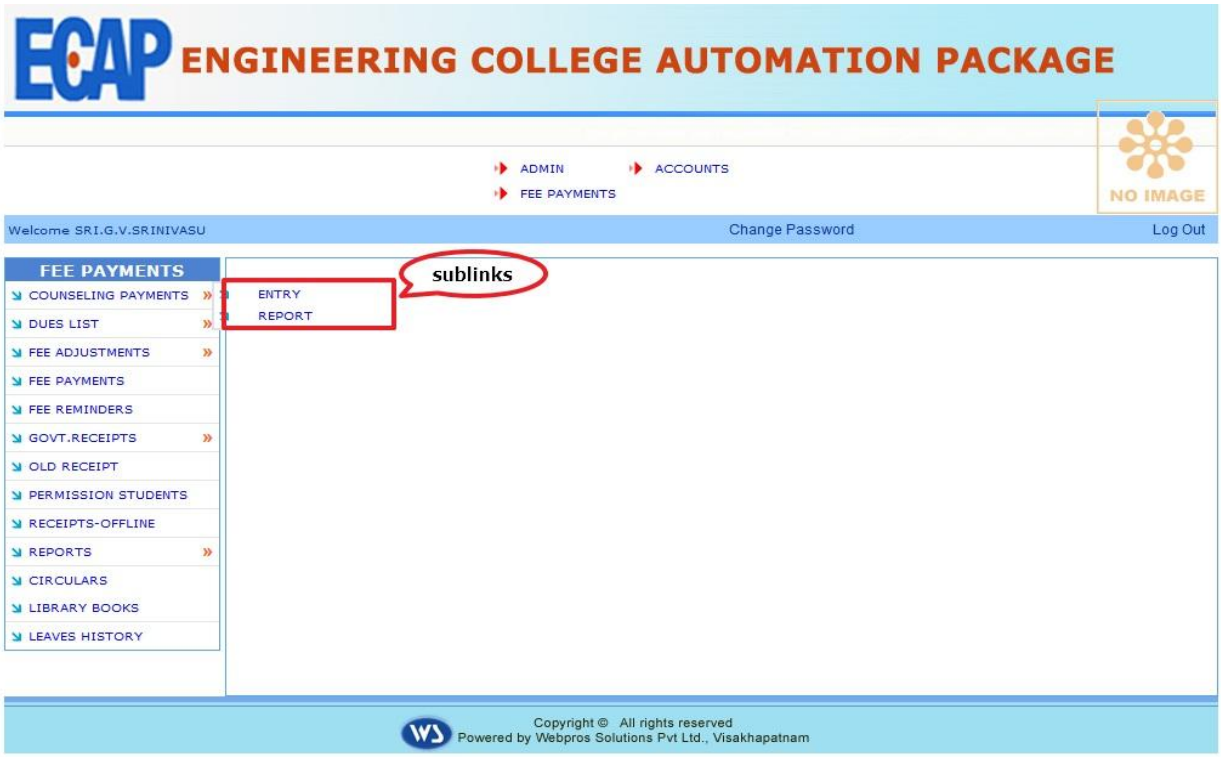
Step 2:- Please Click On "Fee Payment" Module As Shown In Below



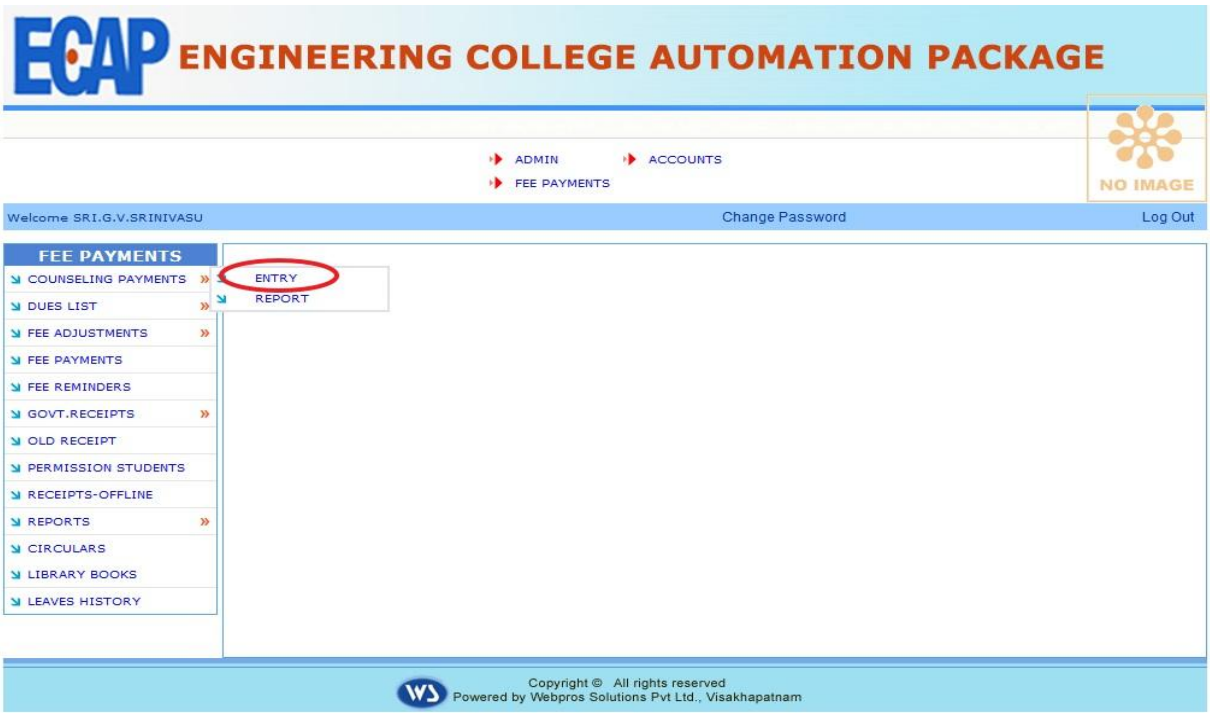
Step3:-You Will Find "Left Panel" After Clicking On ADMIN Module As Shown In Below.



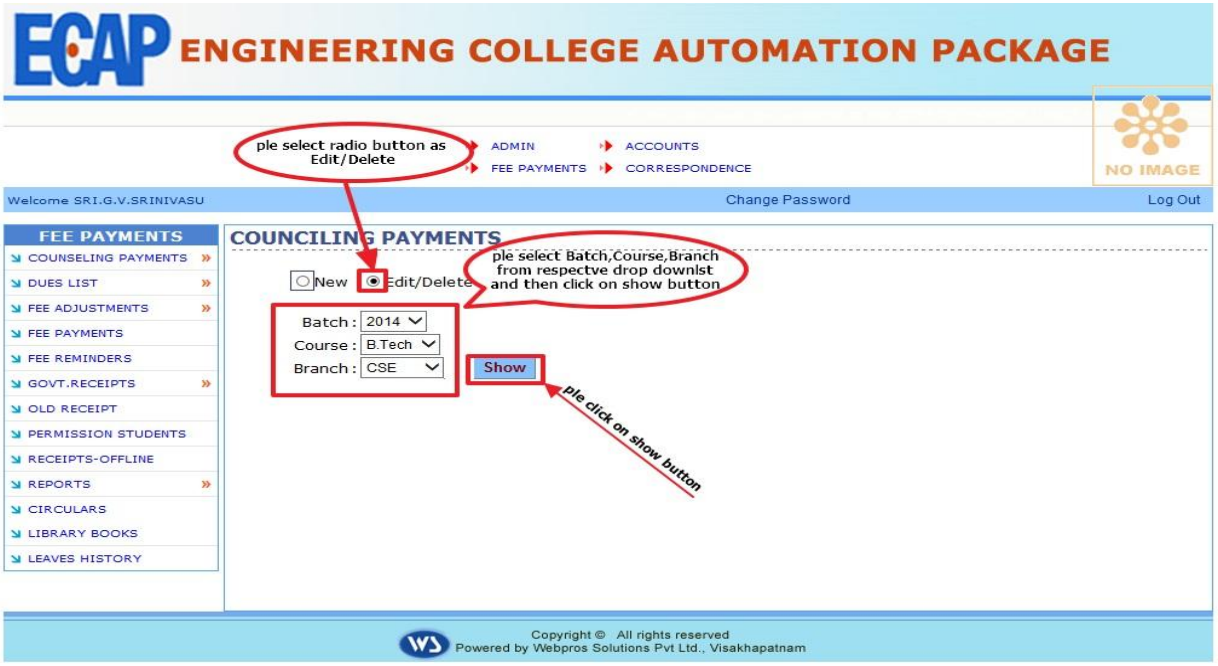
Step 4:-Please Place Your Mouse Pointer On "Counseling Payments" Link Which Is Available In Left Menu. Then You Will Find "Sub Links Menu" As Shown In Below



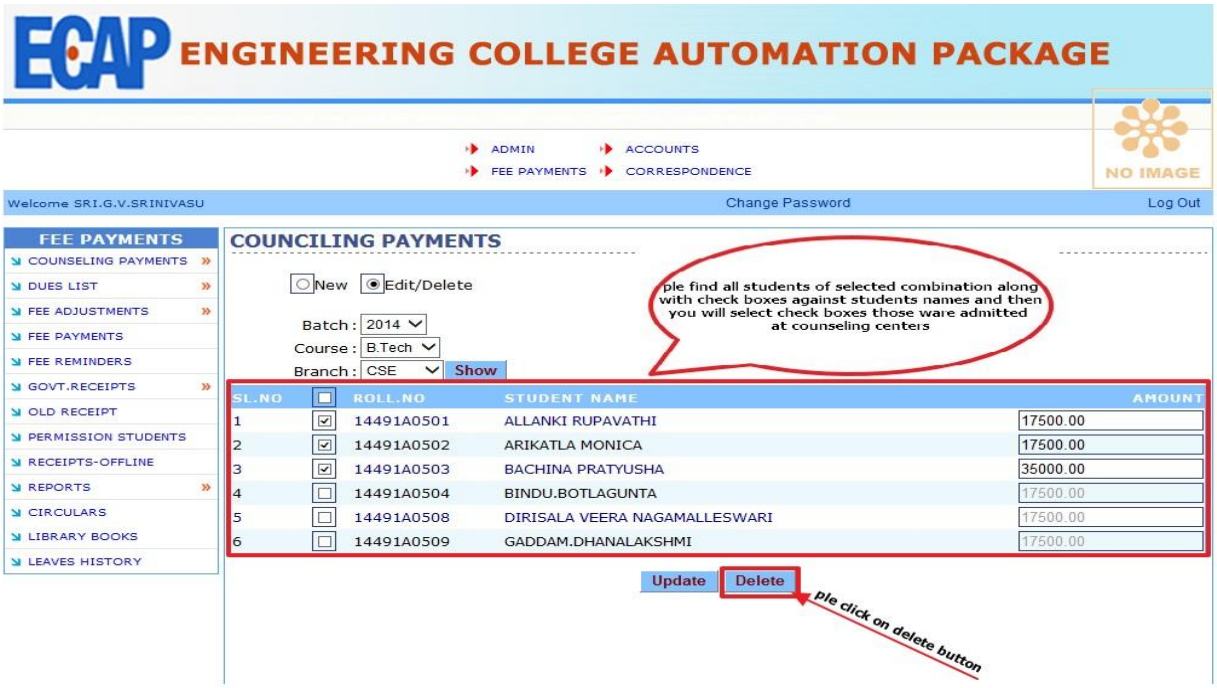
Step 5:-Please Find "Entry" Option In Sub Links Menu As Shown In Below.



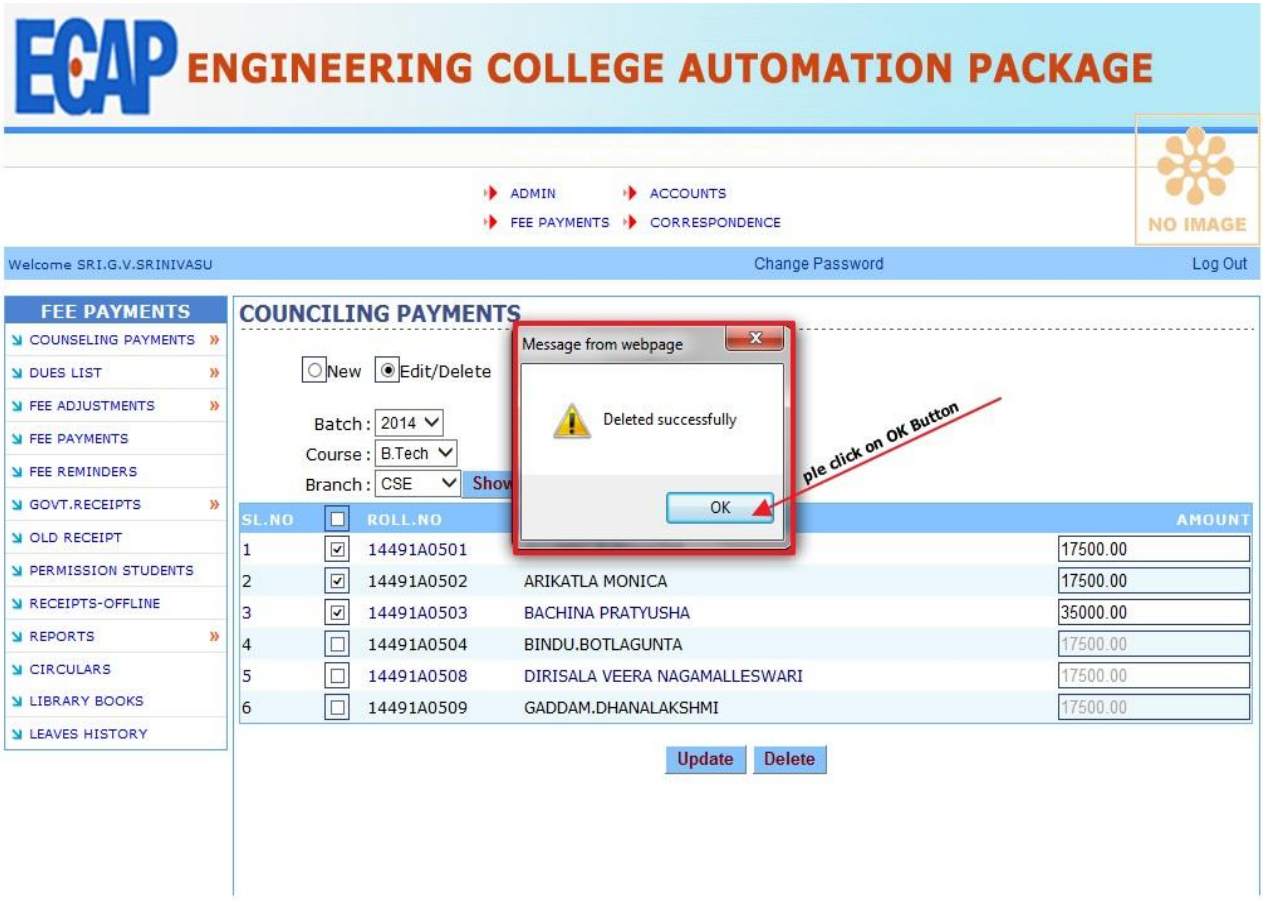
Step6:- **After Click On Entry Link From The Popup Menu Displayed To Find The Next Screen As Follows. Now Select Batch, Course And Branch From Respective Dropdowns And Click On Show Button.**



Step7:- After Click On Show Button To Find All Students Of Selected Combination Along With Check Boxes Against Student's Names. You Can Now Select Check Boxes Against Student's Names Who Were Admitted In Counseling Centers And Click On "Delete" Button To Add The Payment Details.



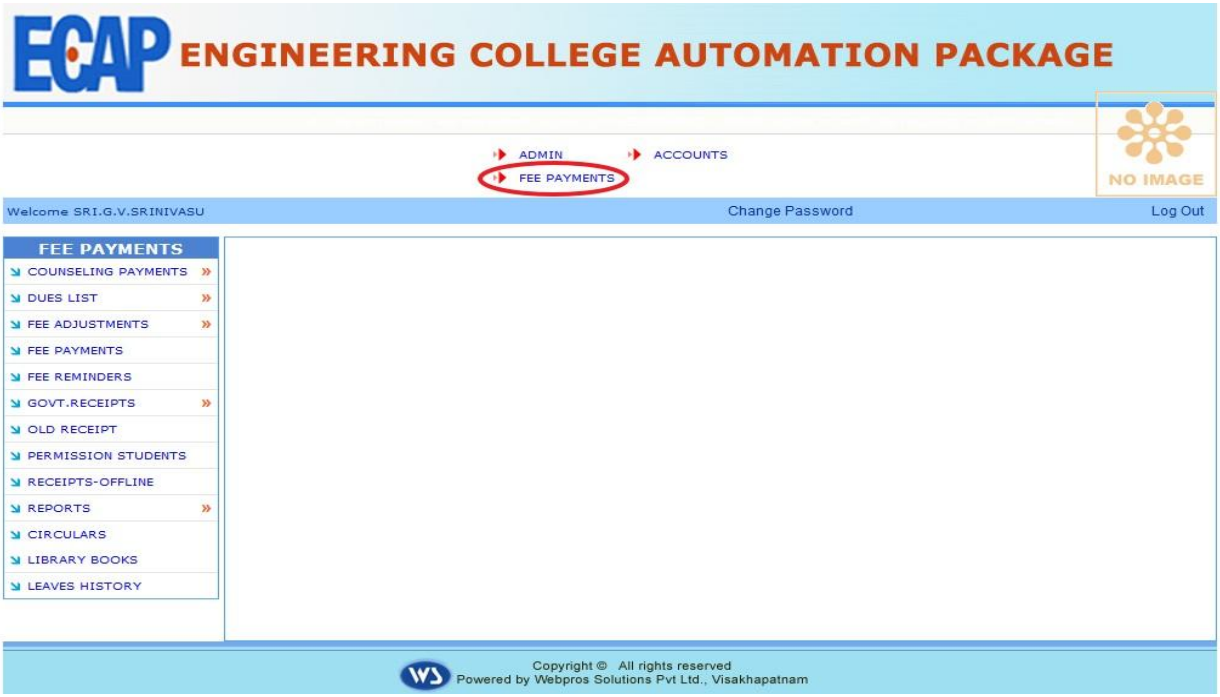
Step8:-After Click On "Delete "Button And Then You Will You Will Get "POP UP For Confirmation" After Click On Update Button. Here Please Click On "OK Button" As Shown In Below.



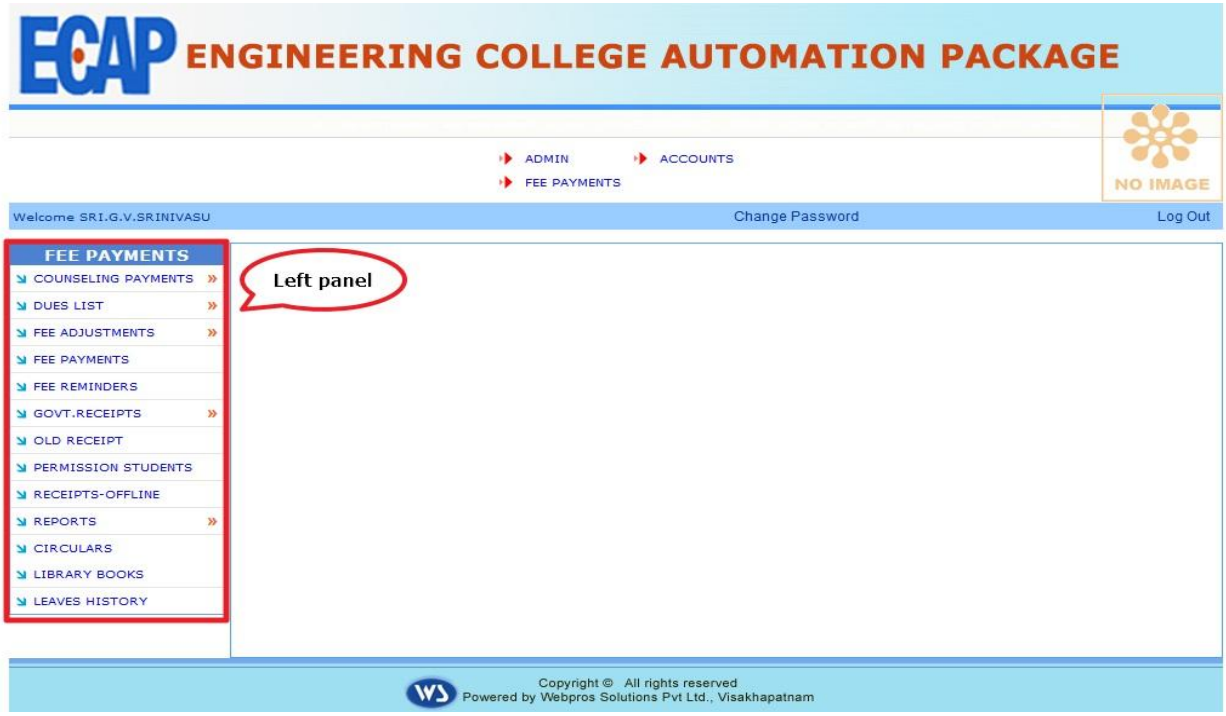
9) How Can I Check Student Wise Fee Dues Report?

Ans:-Step 1:-Please Login In To ECAP By Using Your Username And Password

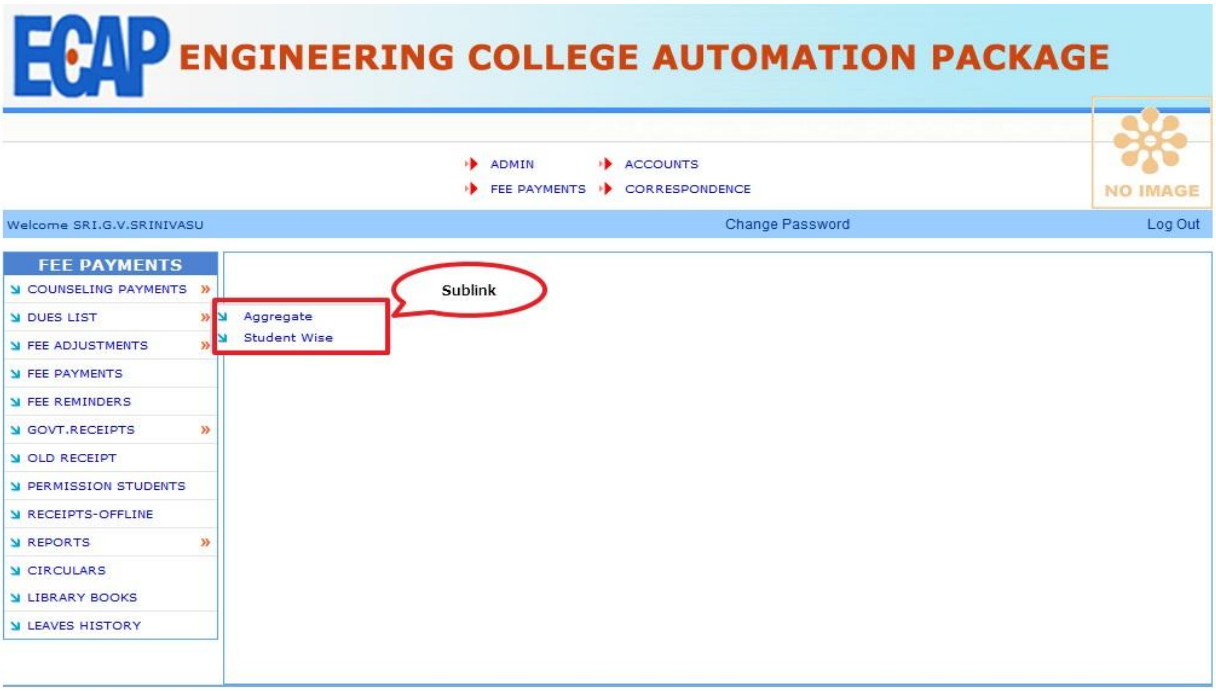
Step 2:- Please Click On "Fee Payment" Module As Shown In Below



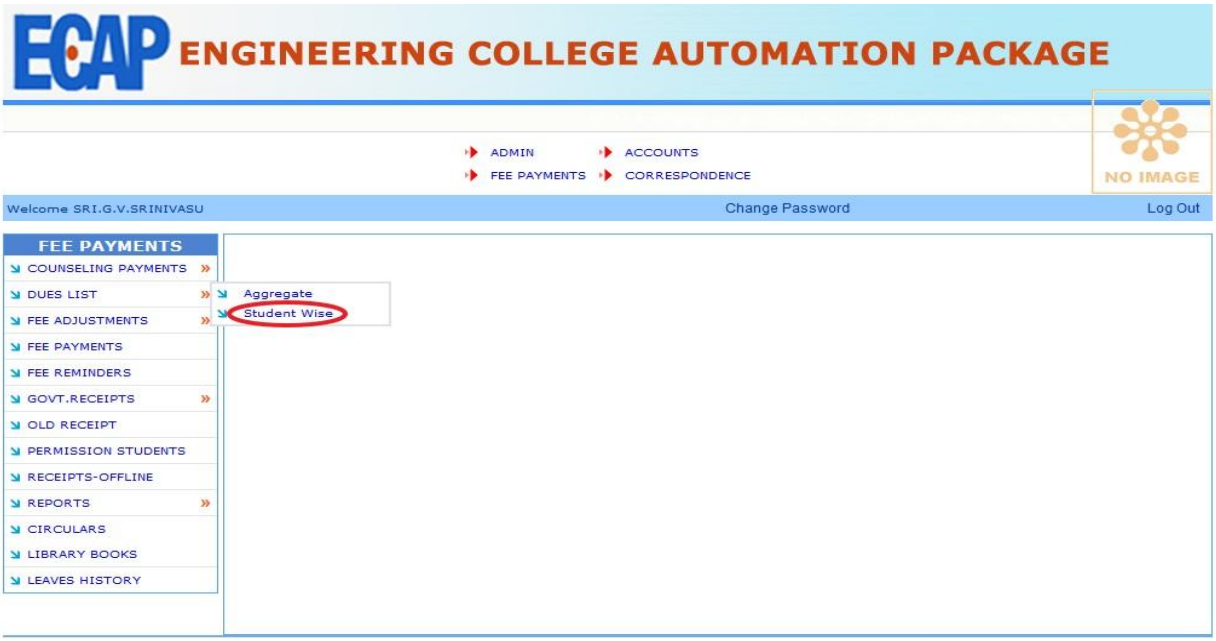
Step3:-You Will Find "Left Panel" After Clicking On ADMIN Module As Shown In Below.



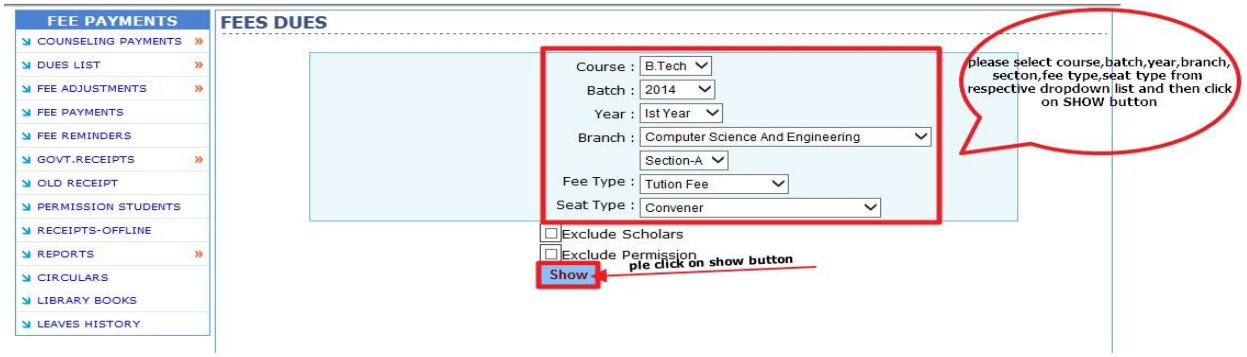
Step 4:-Please Place Your Mouse Pointer On "Dues List" Link Which Is Available In Left Menu. Then You Will Find "Sub Links Menu" As Shown In Below



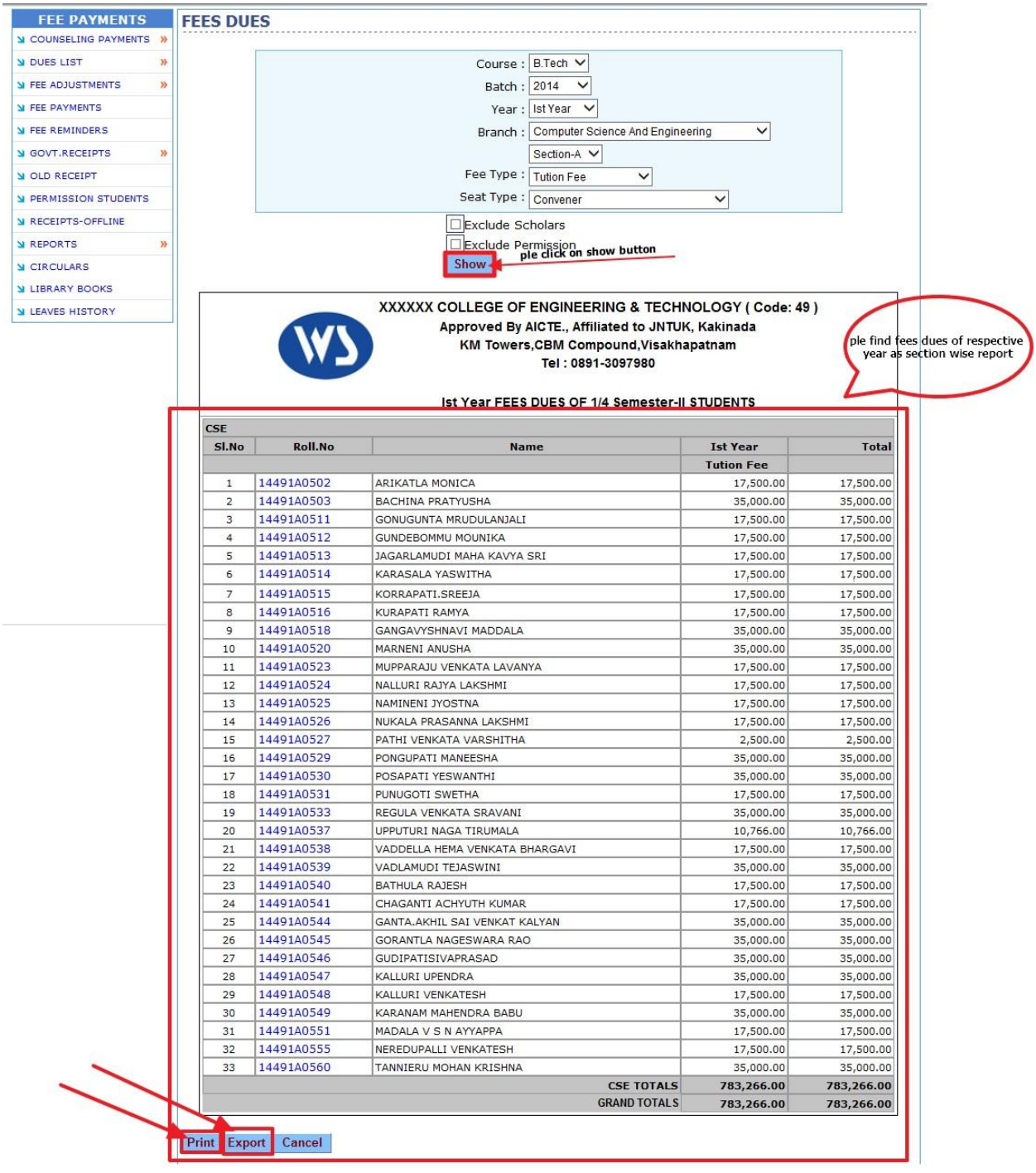
Step 5:-Please Find "Student Wise" Option In Sub Links Menu As Shown In Below.



Step6:- After Click On "Student Wise" Link From The Popup Menu Displayed To Find The Next Screen As Follows. Now Select Batch, Course, Year, Section, Fee Types, Branch And Seat Type From Respective Dropdowns And Click On Show Button.



Step7:- After Click On "Show" Button The Student Wise Fee Dues Of Respective Year Displayed To Find The Next Screen As Follows.



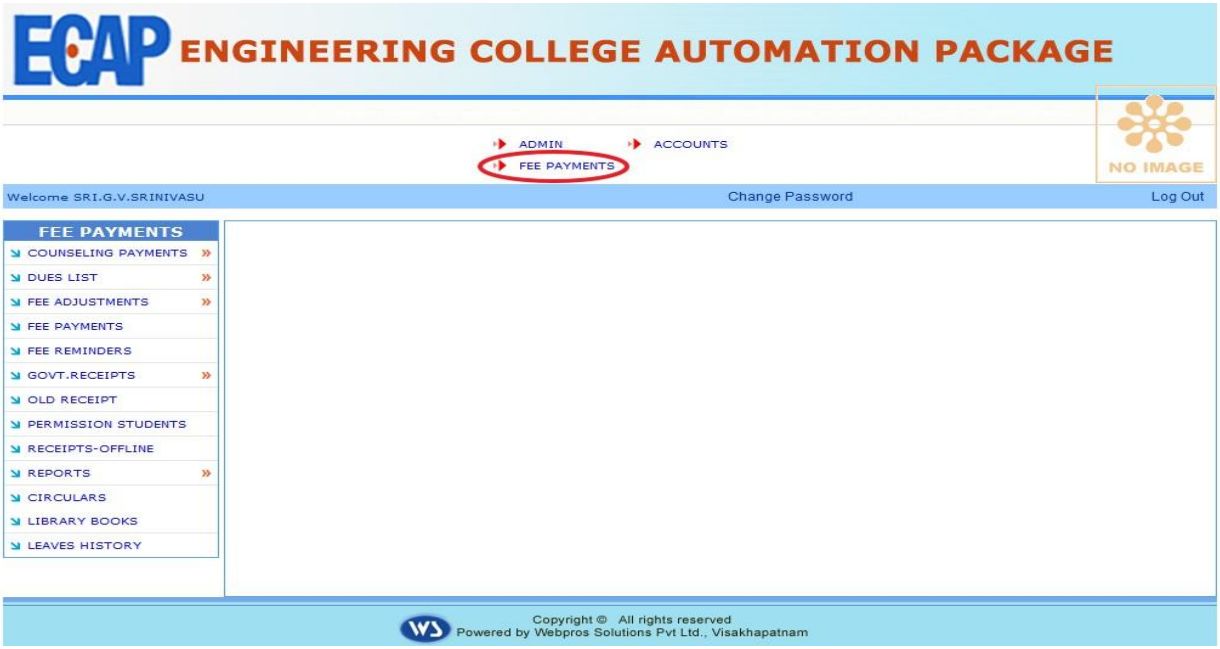
CSE

Sl.No	Roll.No	Name	Ist Year Tution Fee	Total
1	14491A0502	ARIKATLA MONICA	17,500.00	17,500.00
2	14491A0503	BACHINA PRATYUSHA	35,000.00	35,000.00
3	14491A0511	GONUGUNTA MRUDULANJALI	17,500.00	17,500.00
4	14491A0512	GUNDEBOMMU MOUNIKA	17,500.00	17,500.00
5	14491A0513	JAGARLAMUDI MAHA KAVYA SRI	17,500.00	17,500.00
6	14491A0514	KARASALA YASWITHA	17,500.00	17,500.00
7	14491A0515	KORRAPATI.SREEJA	17,500.00	17,500.00
8	14491A0516	KURAPATI RAMYA	17,500.00	17,500.00
9	14491A0518	GANGAVYSHNAVI MADDALA	35,000.00	35,000.00
10	14491A0520	MARNENI ANUSHA	35,000.00	35,000.00
11	14491A0523	MUPPARAJU VENKATA LAVANYA	17,500.00	17,500.00
12	14491A0524	NALLURI RAJYA LAKSHMI	17,500.00	17,500.00
13	14491A0525	NAMINENI JYOSTNA	17,500.00	17,500.00
14	14491A0526	NUKALA PRASANNA LAKSHMI	17,500.00	17,500.00
15	14491A0527	PATHI VENKATA VARSHITHA	2,500.00	2,500.00
16	14491A0529	PONGUPATI MANEESHA	35,000.00	35,000.00
17	14491A0530	POSAPATI YESWANTHI	35,000.00	35,000.00
18	14491A0531	PUNUGOTI SWETHA	17,500.00	17,500.00
19	14491A0533	REGULA VENKATA SRAVANI	35,000.00	35,000.00
20	14491A0537	UPPUTURI NAGA TIRUMALA	10,766.00	10,766.00
21	14491A0538	VADDELLA HEMA VENKATA BHARGAVI	17,500.00	17,500.00
22	14491A0539	VADLAMUDI TEJASWINI	35,000.00	35,000.00
23	14491A0540	BATHULA RAJESH	17,500.00	17,500.00
24	14491A0541	CHAGANTI ACHYUTH KUMAR	17,500.00	17,500.00
25	14491A0544	GANTA.AKHIL SAI VENKAT KALYAN	35,000.00	35,000.00
26	14491A0545	GORANTLA NAGESWARA RAO	35,000.00	35,000.00
27	14491A0546	GUDIPATISIVAPRASAD	35,000.00	35,000.00
28	14491A0547	KALLURI UPENDRA	35,000.00	35,000.00
29	14491A0548	KALLURI VENKATESH	17,500.00	17,500.00
30	14491A0549	KARANAM MAHENDRA BABU	35,000.00	35,000.00
31	14491A0551	MADALA V S N AYYAPPA	17,500.00	17,500.00
32	14491A0555	NEREDUPALLI VENKATESH	17,500.00	17,500.00
33	14491A0560	TANNIERU MOHAN KRISHNA	35,000.00	35,000.00
		CSE TOTALS	783,266.00	783,266.00
		GRAND TOTALS	783,266.00	783,266.00

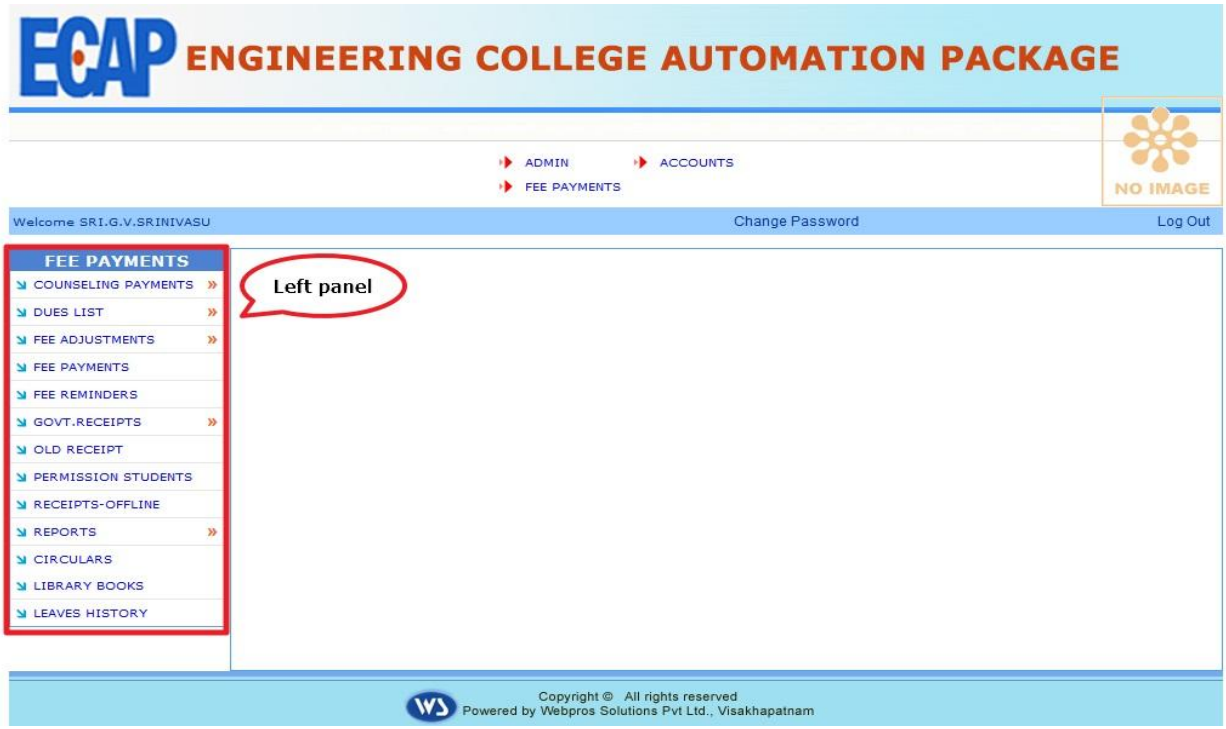
10) How Can I Check Course/Batch/Branch/Fee Head Wise Aggregate Fees Dues?

Ans:-Step 1:-Please Login In To ECAP By Using Your Username And Password

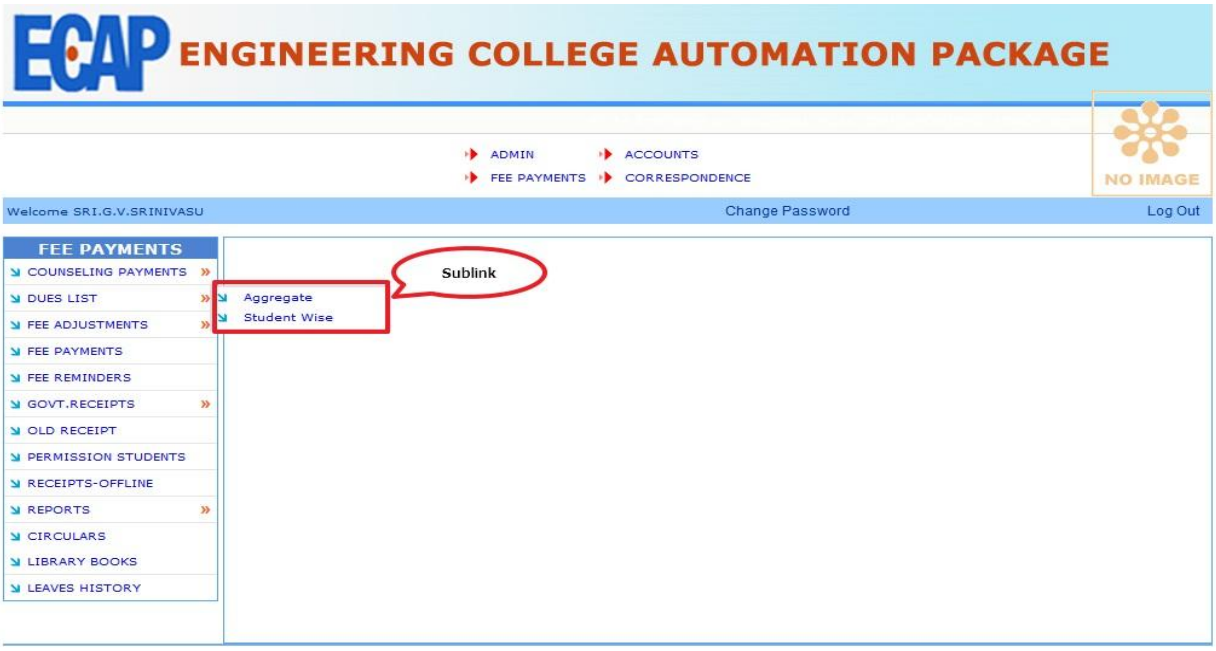
Step 2:- Please Click On "Fee Payment" Module As Shown In Below



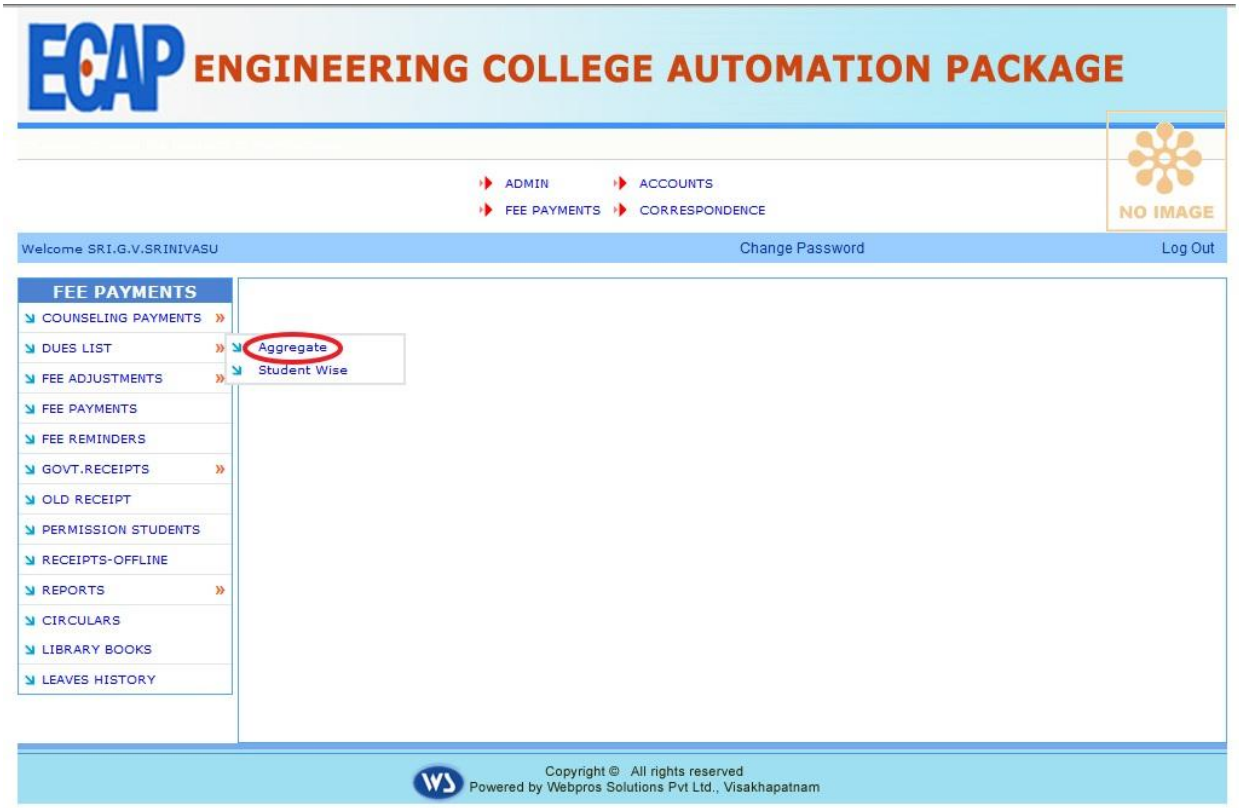
Step3:-You Will Find "Left Panel" After Clicking On ADMIN Module As Shown In Below.



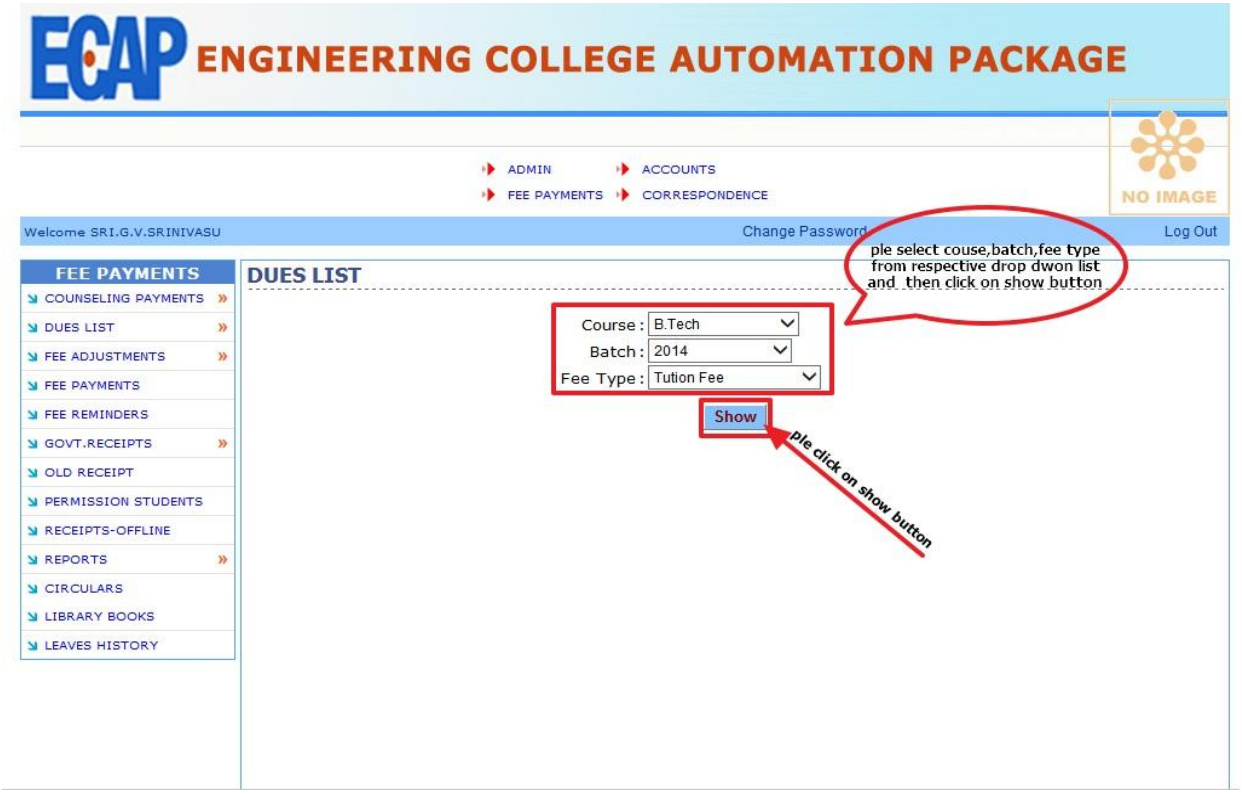
Step 4:-Please Place Your Mouse Pointer On "Dues List" Link Which Is Available In Left Menu. Then You Will Find "Sub Links Menu" As Shown In Below



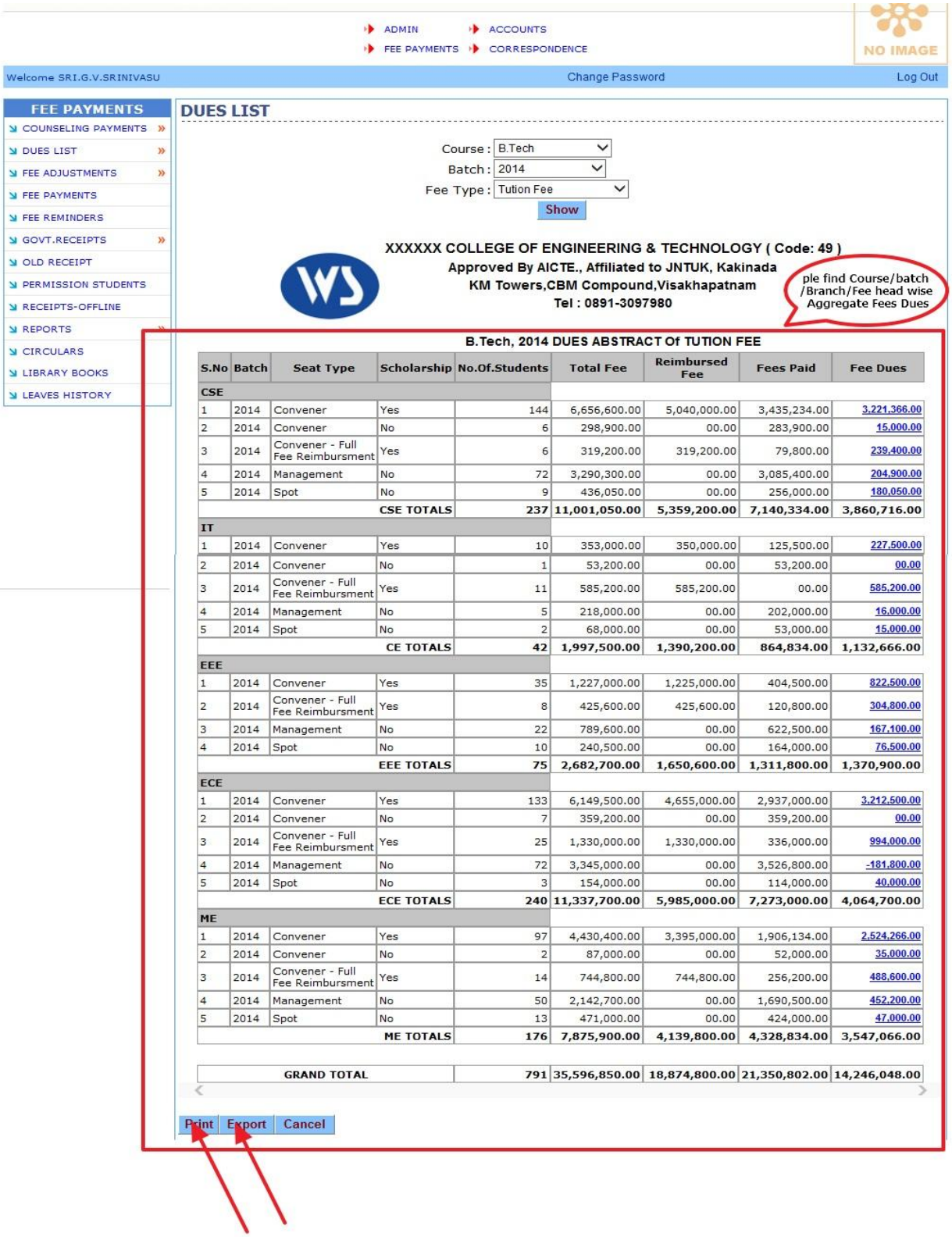
Step 5:-Please Find "Aggregate" Option In Sub Links Menu As Shown In Below



Step6:- **After Click On "Aggregate" Link From The Popup Menu Displayed To Find The Next Screen As Follows. Now Select Batch, Course, Fee Types From Respective Dropdowns And Click On Show Button.**



Step7:- **After Click On "Show" Button Course/Batch/Branch/Fee Head Wise Aggregate Fees Dues Of All Years Displayed To Find The Next Screen As Follows.**

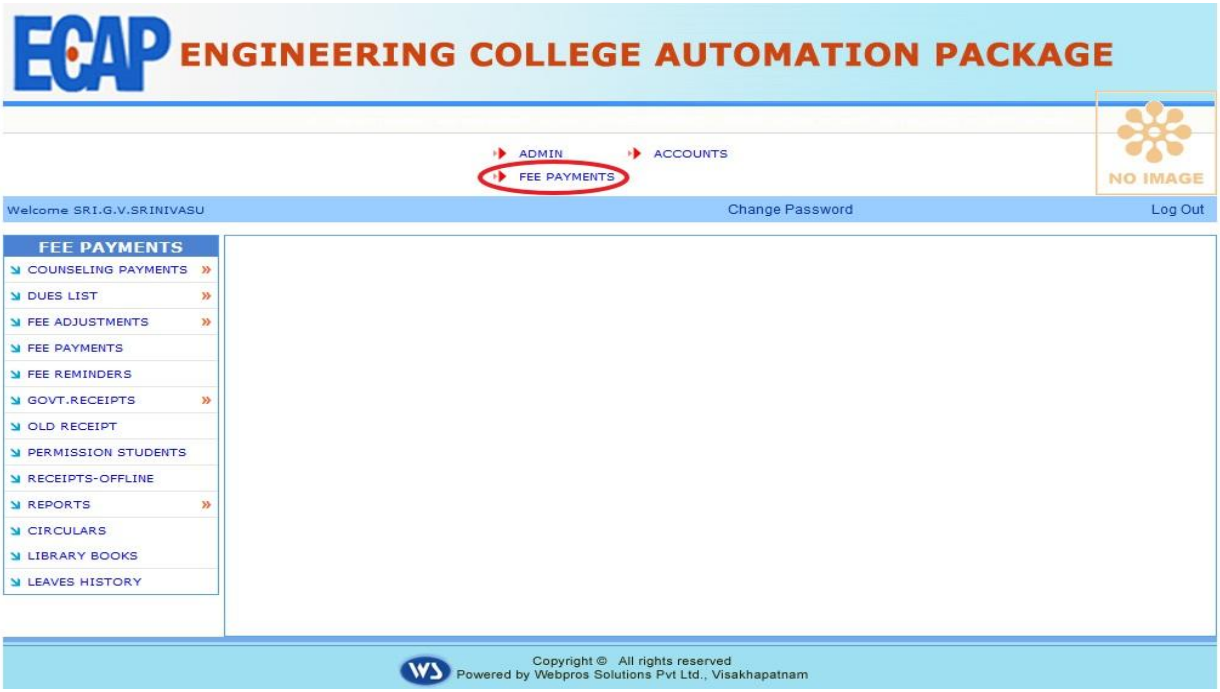


S.No	Batch	Seat Type	Scholarship	No.Of.Students	Total Fee	Reimbursed Fee	Fees Paid	Fee Dues
CSE								
1	2014	Convener	Yes	144	6,656,600.00	5,040,000.00	3,435,234.00	3,221,366.00
2	2014	Convener	No	6	298,900.00	00.00	283,900.00	15,000.00
3	2014	Convener - Full Fee Reimbursment	Yes	6	319,200.00	319,200.00	79,800.00	239,400.00
4	2014	Management	No	72	3,290,300.00	00.00	3,085,400.00	204,900.00
5	2014	Spot	No	9	436,050.00	00.00	256,000.00	180,050.00
			CSE TOTALS	**237**	**11,001,050.00**	**5,359,200.00**	**7,140,334.00**	**3,860,716.00**
IT								
1	2014	Convener	Yes	10	353,000.00	350,000.00	125,500.00	227,500.00
2	2014	Convener	No	1	53,200.00	00.00	53,200.00	00.00
3	2014	Convener - Full Fee Reimbursment	Yes	11	585,200.00	585,200.00	00.00	585,200.00
4	2014	Management	No	5	218,000.00	00.00	202,000.00	16,000.00
5	2014	Spot	No	2	68,000.00	00.00	53,000.00	15,000.00
			CE TOTALS	**42**	**1,997,500.00**	**1,390,200.00**	**864,834.00**	**1,132,666.00**
EEE								
1	2014	Convener	Yes	35	1,227,000.00	1,225,000.00	404,500.00	822,500.00
2	2014	Convener - Full Fee Reimbursment	Yes	8	425,600.00	425,600.00	120,800.00	304,800.00
3	2014	Management	No	22	789,600.00	00.00	622,500.00	167,100.00
4	2014	Spot	No	10	240,500.00	00.00	164,000.00	76,500.00
			EEE TOTALS	**75**	**2,682,700.00**	**1,650,600.00**	**1,311,800.00**	**1,370,900.00**
ECE								
1	2014	Convener	Yes	133	6,149,500.00	4,655,000.00	2,937,000.00	3,212,500.00
2	2014	Convener	No	7	359,200.00	00.00	359,200.00	00.00
3	2014	Convener - Full Fee Reimbursment	Yes	25	1,330,000.00	1,330,000.00	336,000.00	994,000.00
4	2014	Management	No	72	3,345,000.00	00.00	3,526,800.00	-181,800.00
5	2014	Spot	No	3	154,000.00	00.00	114,000.00	40,000.00
			ECE TOTALS	**240**	**11,337,700.00**	**5,985,000.00**	**7,273,000.00**	**4,064,700.00**
ME								
1	2014	Convener	Yes	97	4,430,400.00	3,395,000.00	1,906,134.00	2,524,266.00
2	2014	Convener	No	2	87,000.00	00.00	52,000.00	35,000.00
3	2014	Convener - Full Fee Reimbursment	Yes	14	744,800.00	744,800.00	256,200.00	488,600.00
4	2014	Management	No	50	2,142,700.00	00.00	1,690,500.00	452,200.00
5	2014	Spot	No	13	471,000.00	00.00	424,000.00	47,000.00
			ME TOTALS	**176**	**7,875,900.00**	**4,139,800.00**	**4,328,834.00**	**3,547,066.00**
			GRAND TOTAL	**791**	**35,596,850.00**	**18,874,800.00**	**21,350,802.00**	**14,246,048.00**

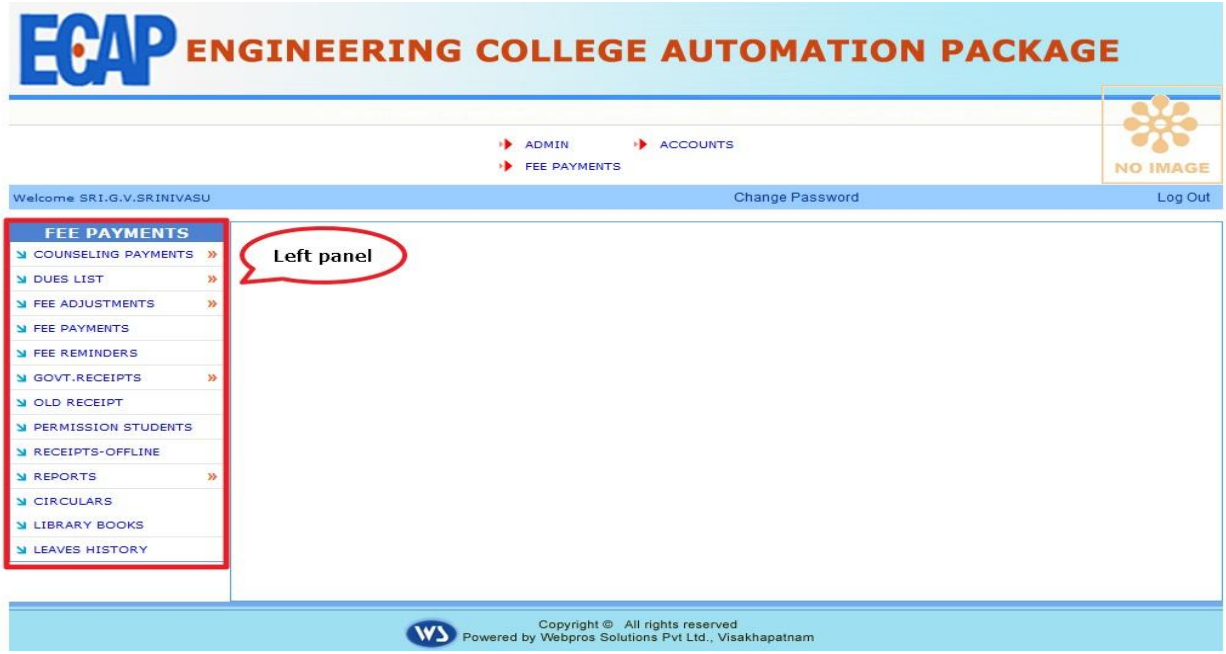
11) How To Enter Scholarship Application No's Of All Students Through Offline And Online?

Ans:-Step 1:-Please Login In To ECAP By Using Your Username And Password

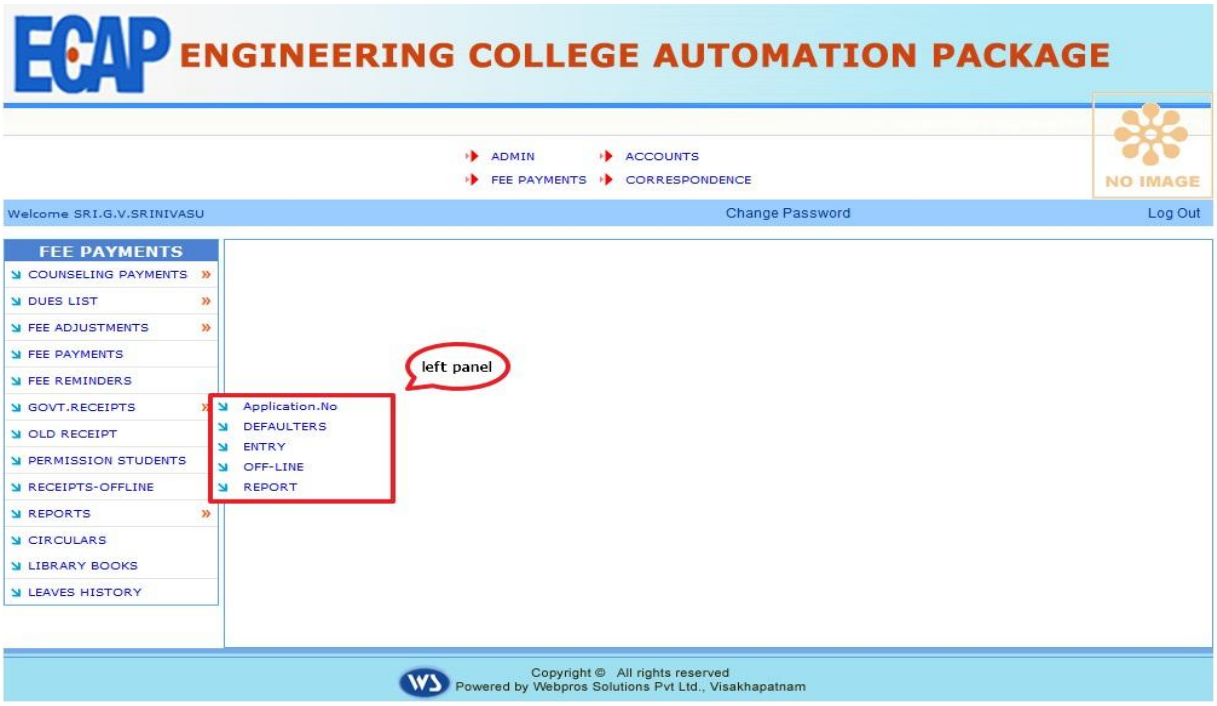
Step 2:- Please Click On "Fee Payment" Module As Shown In Below



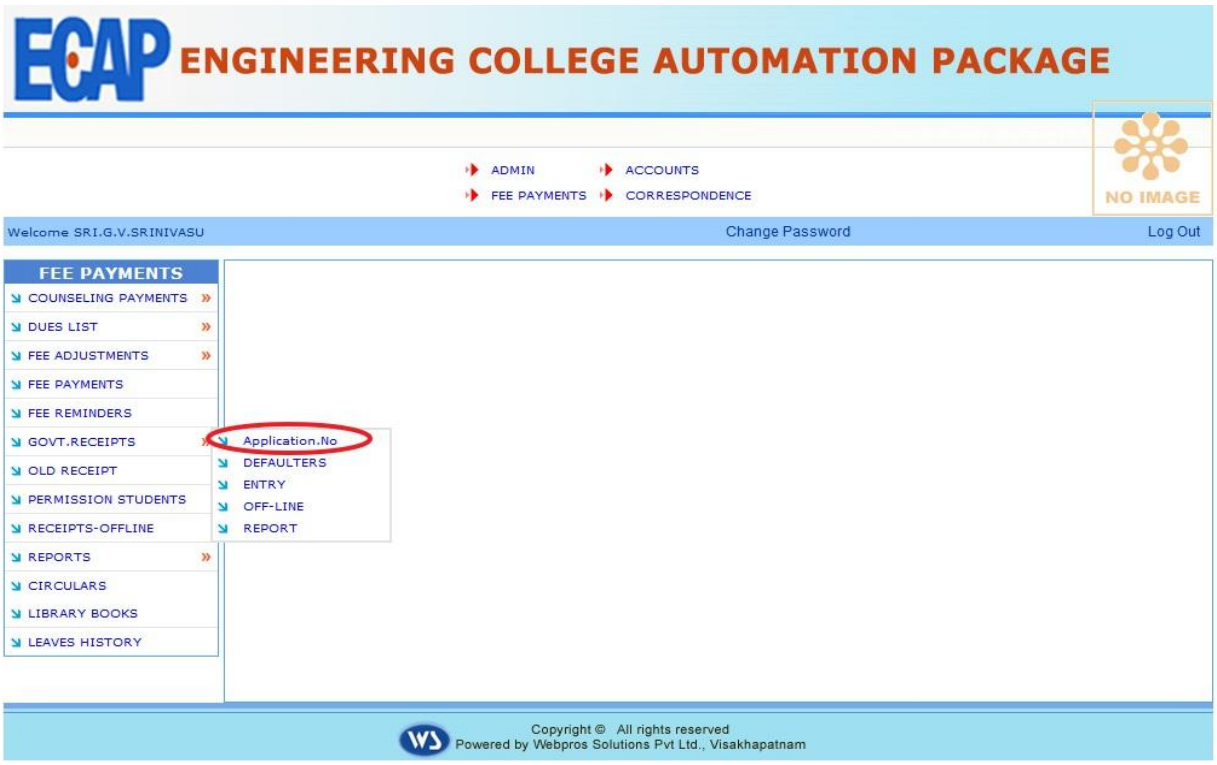
Step3:-You Will Find "Left Panel" After Clicking On ADMIN Module As Shown In Below.



Step 4:-Please Place Your Mouse Pointer On **"Govt.Receipts"** Link Which Is Available In Left Menu. Then You Will Find **"Sub Links Menu"** As Shown In Below

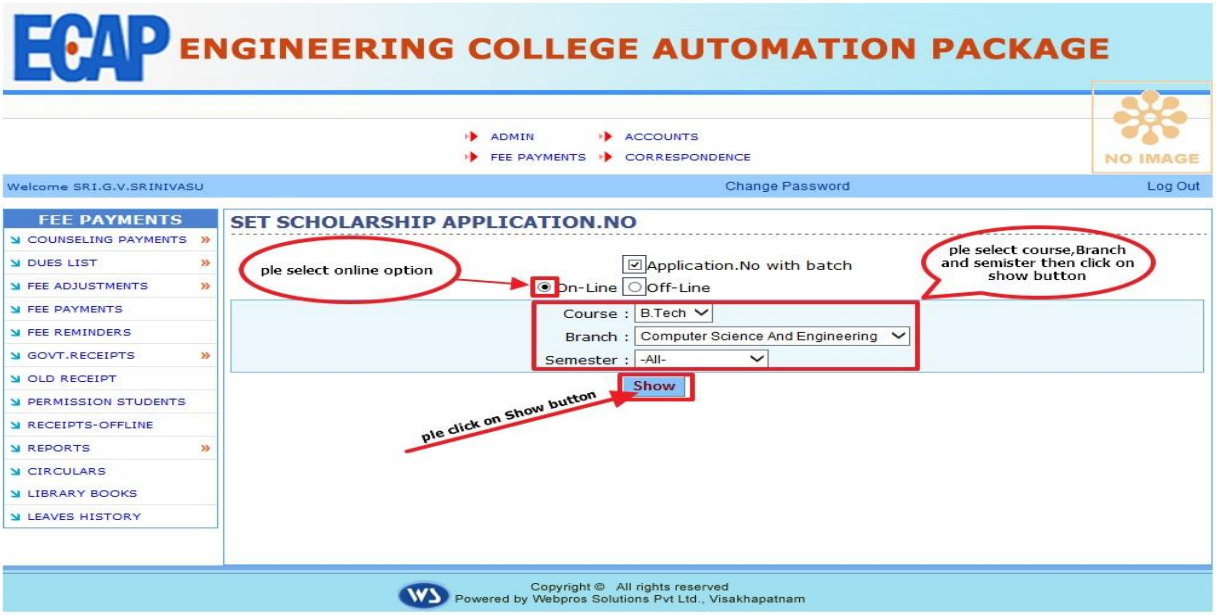


Step 5:-Please Find **"Application"** Option In Sub Links Menu As Shown In Below

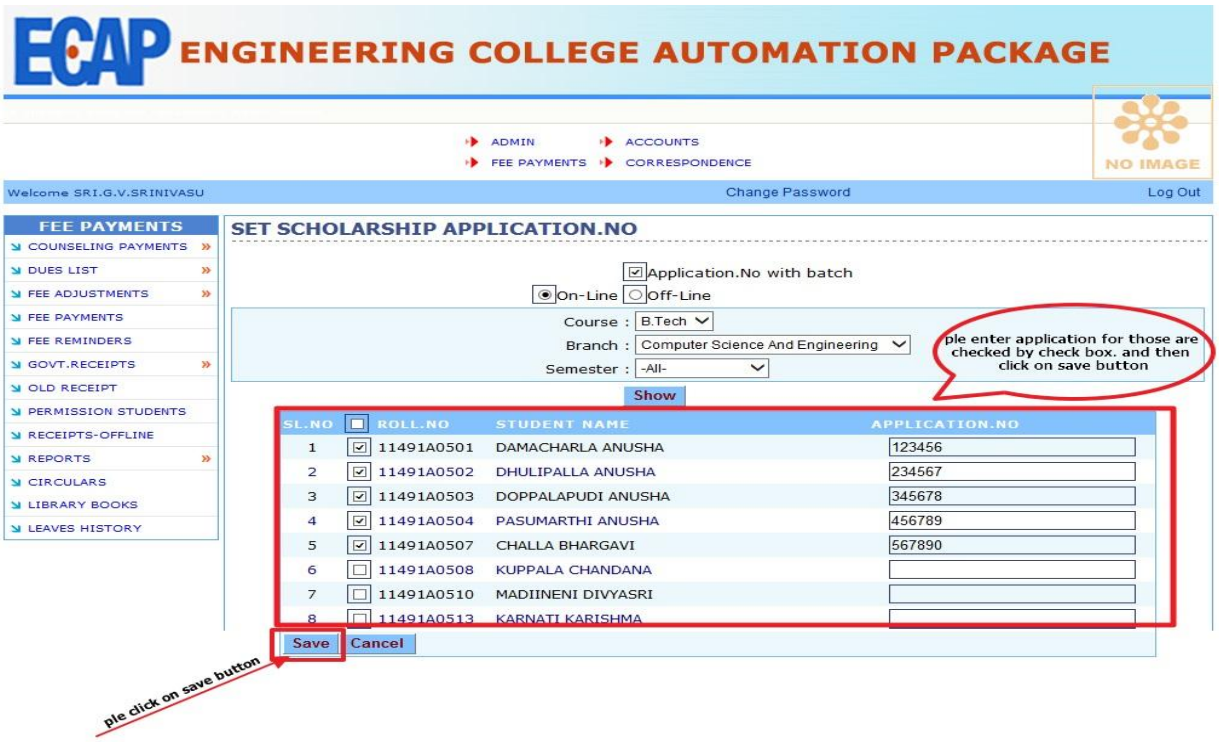


Step6:- Here You Can SET SCHOLARSHIP APPLICATION.NO In 2 Ways I) Online Ii) Offline

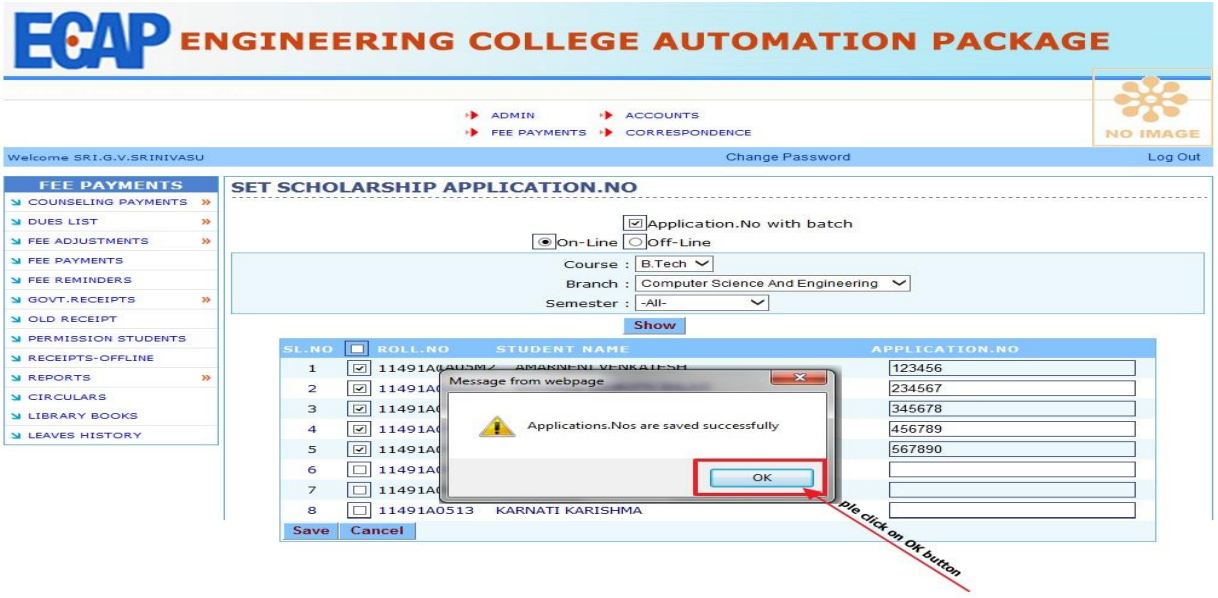
i) **ONLINE Entry:- A)Here Please Select Online Option And Select Now Select Course, Branch, Semisters From Respective Dropdowns And Click On Show Button. As Shown Below**



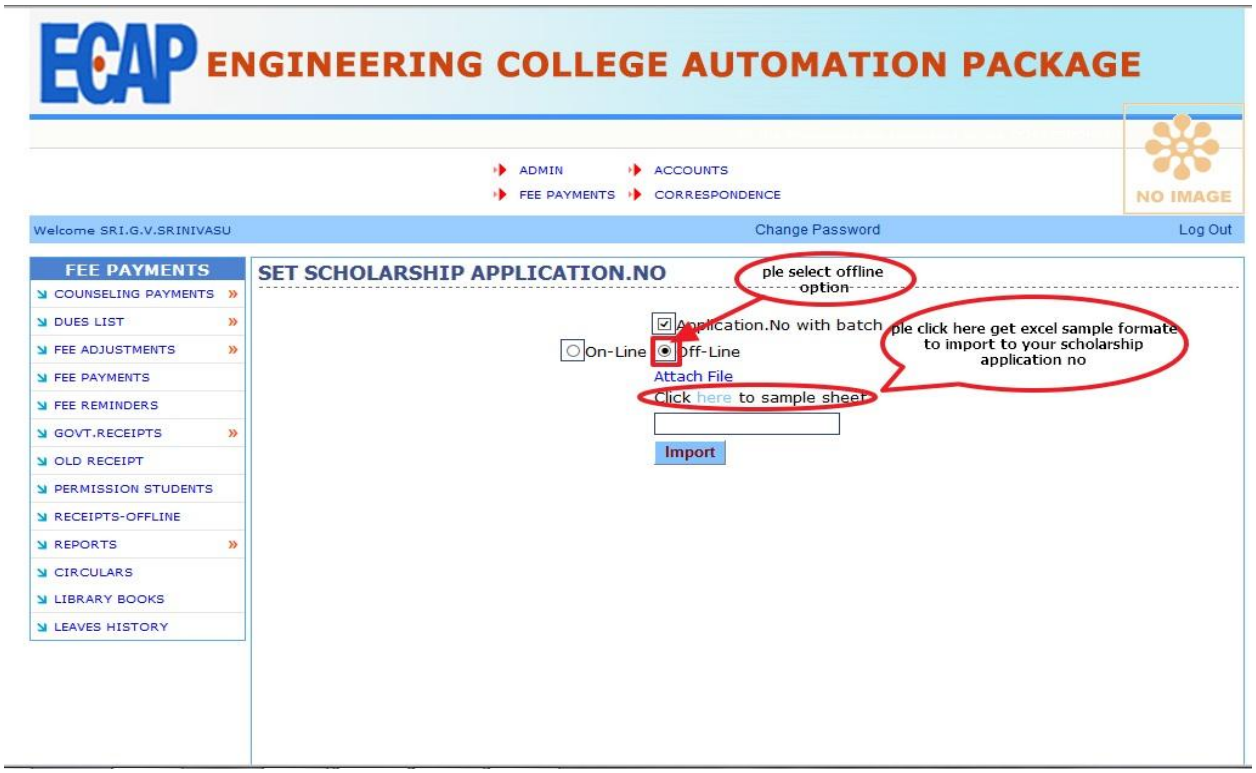
You Will "Find The Student Roll Numbers" After Click On Show Button. These Will Entered Application Numbers. And Then Click On Save Button As Shown Below



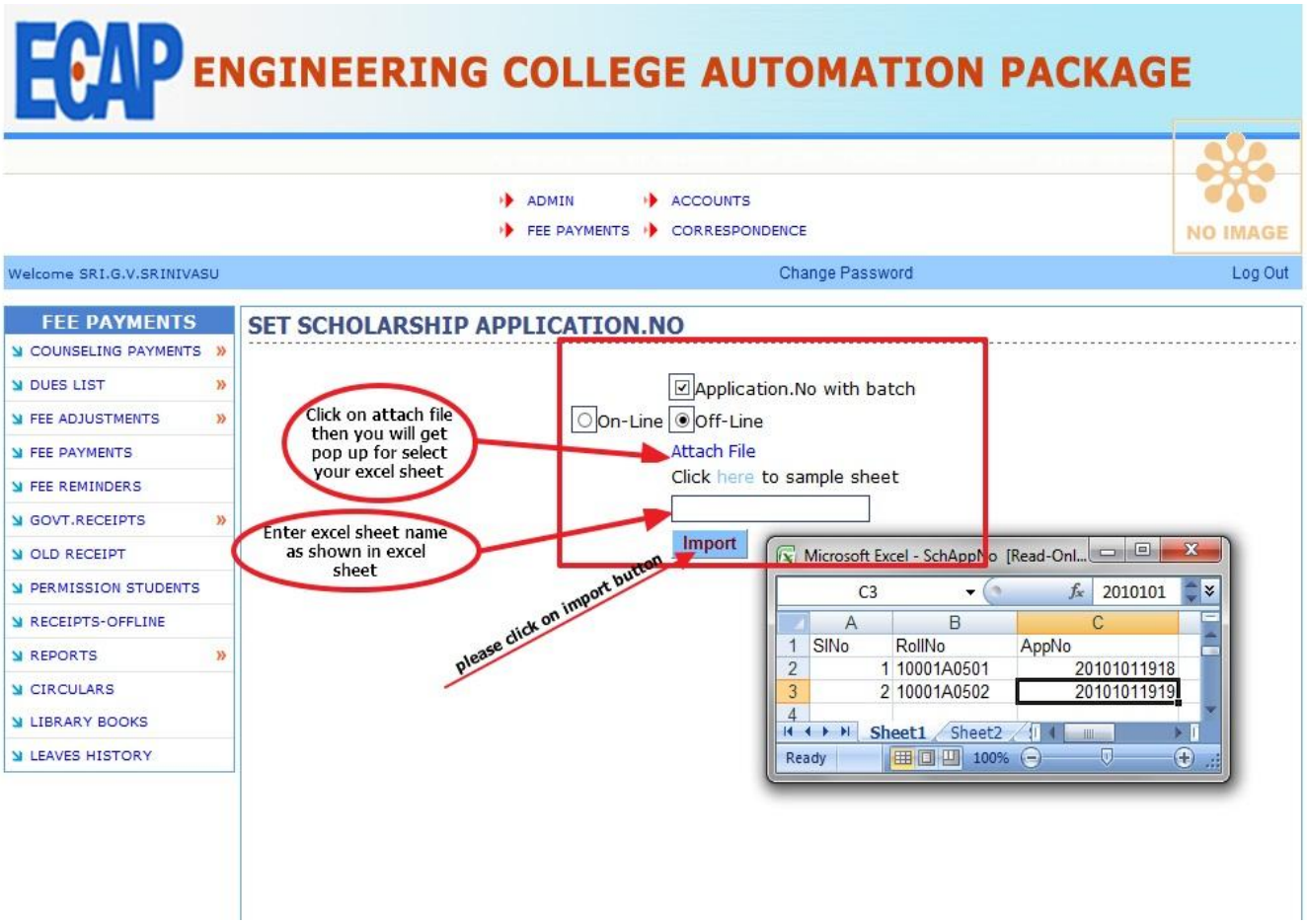
Step8:-After Click On "Save "Button And Then You Will You Will Get "POP UP For Confirmation" After Click On Update Button. Here Please Click On "OK Button" As Shown In Below



OFFLINE Entry:- A)Here Please "Select Offline Option" And "Attach Your Excel File" And "Enter Your Sheet Name" Which Is Available Inside The Excel File And Then Click On Import Button As Shown In Below



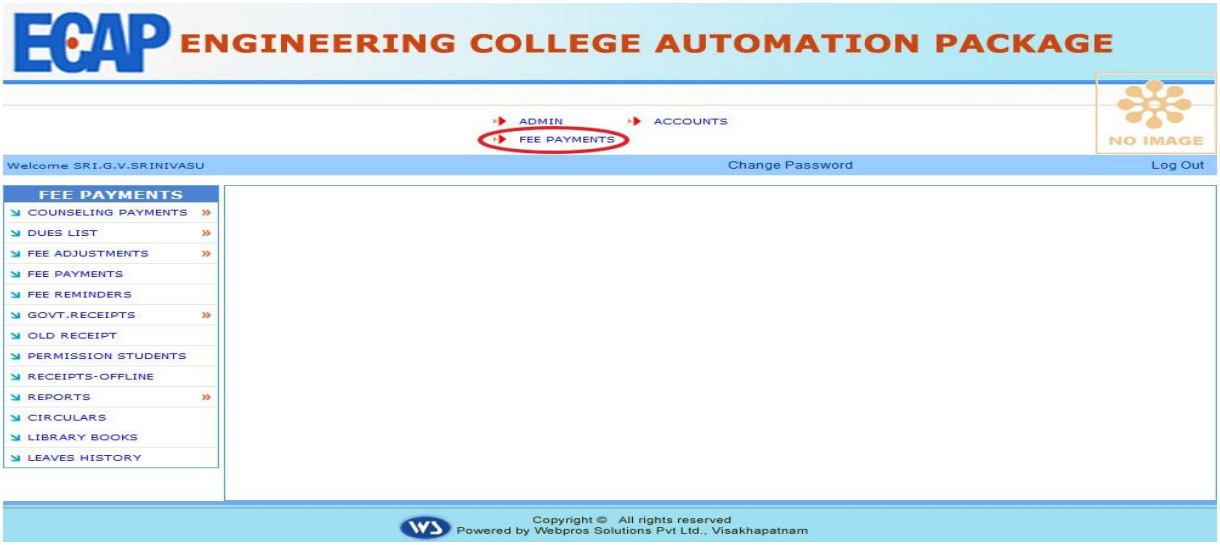
B) Here Please Select Your Excel File And Then Enter Your Excel Sheet Name As Shown In Below And Then Click On Import Button



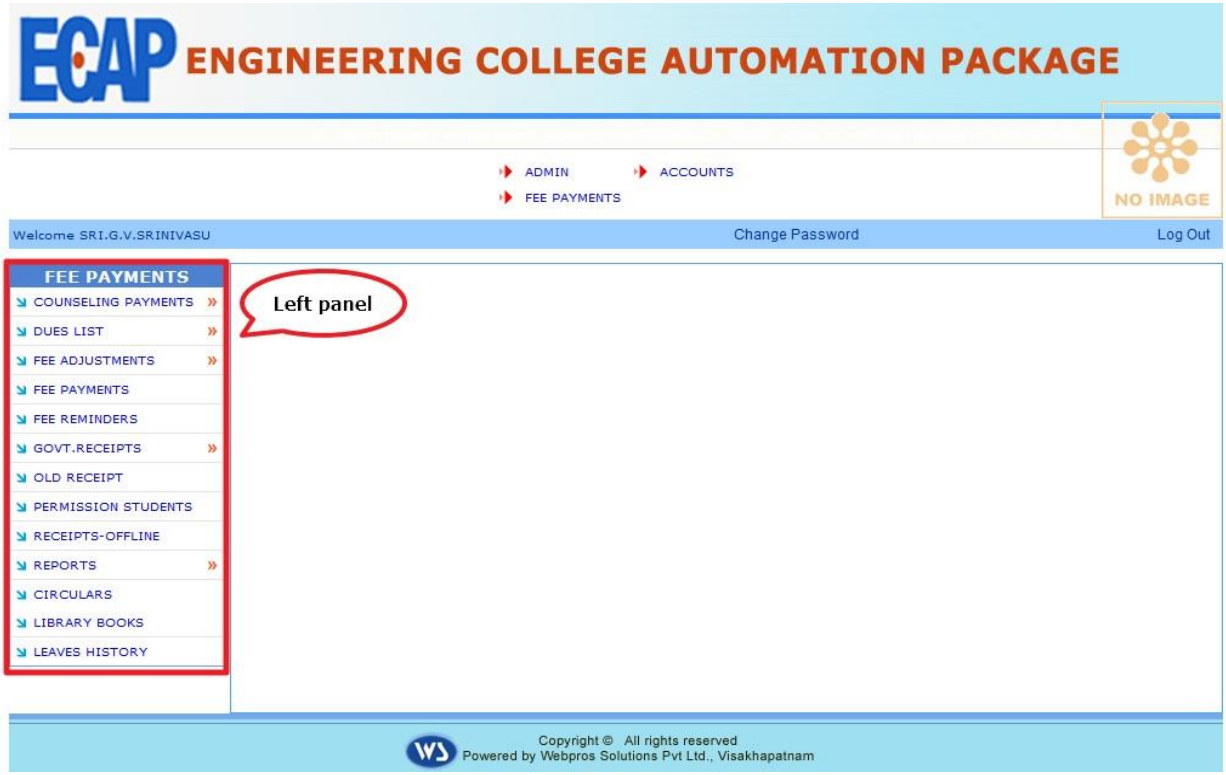
12) How Can I Adjust Fee Amounts Of That Particular Student?

Ans:-Step 1:-Please Login In To ECAP By Using Your Username And Password

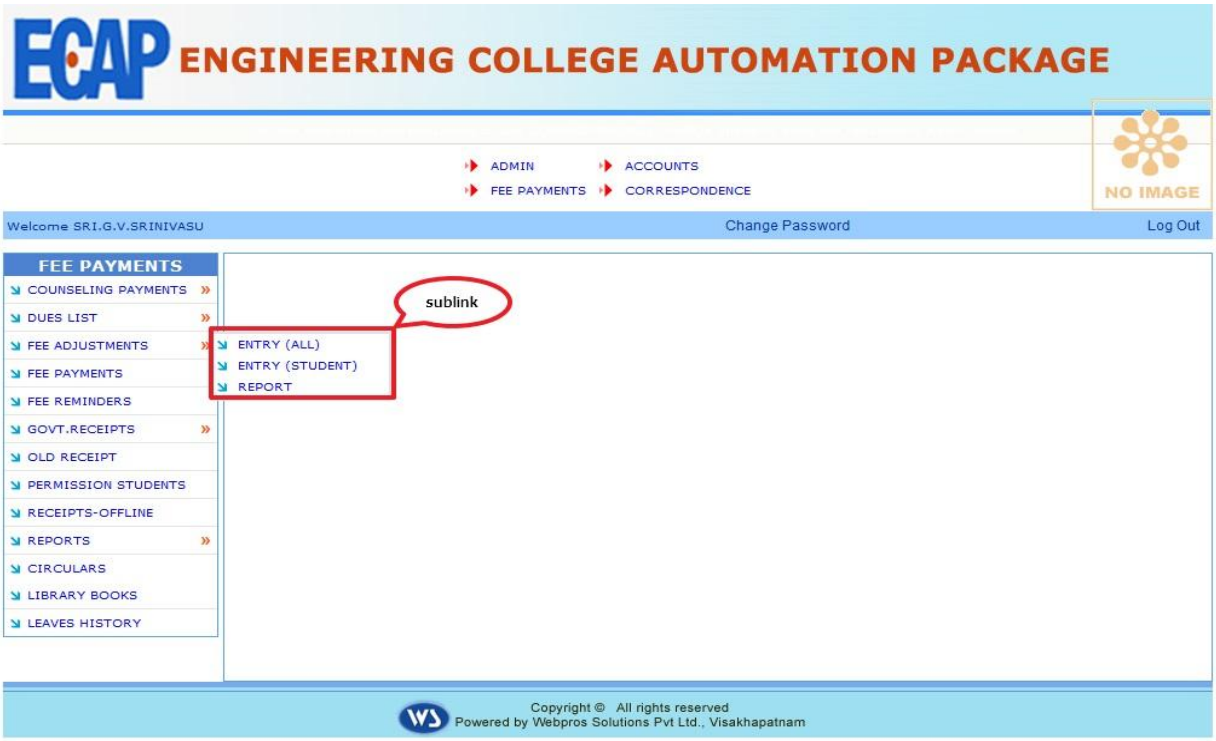
Step 2:- Please Click On "Fee Payment" Module As Shown In Below



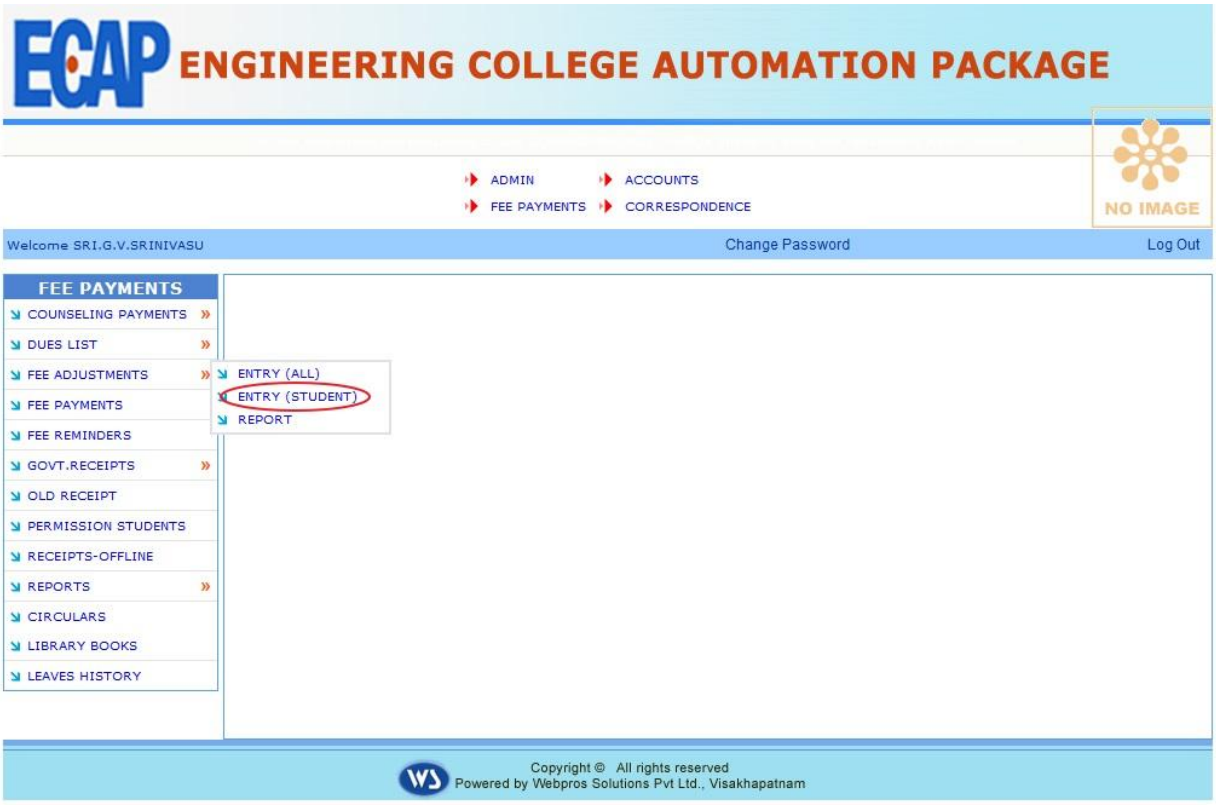
Step3:-You Will Find "Left Panel" After Clicking On Fee Payments As Shown In Below.



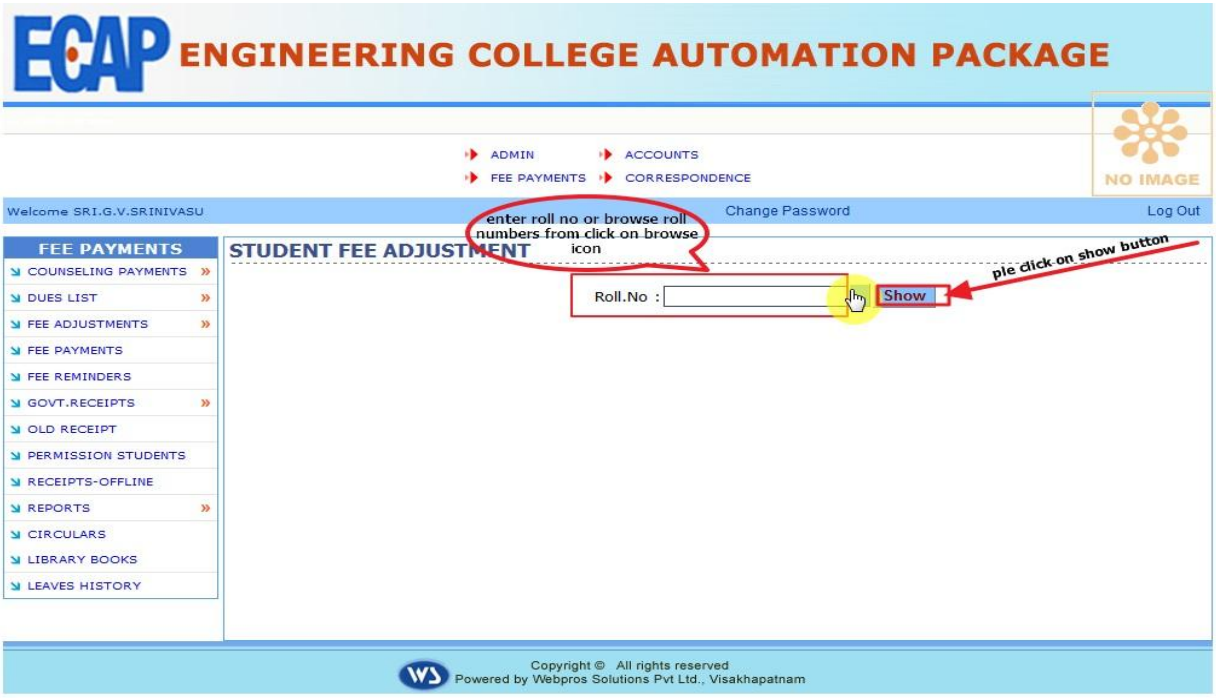
Step 4:-Please Place Your Mouse Pointer On **"Fee Adjustments"** Link Which Is Available In Left Menu. Then You Will Find "**Sub Links Menu**" As Shown In Below



Step 5:-Please Find **"Entry (Student)"** Option In Sub Links Menu As Shown In Below

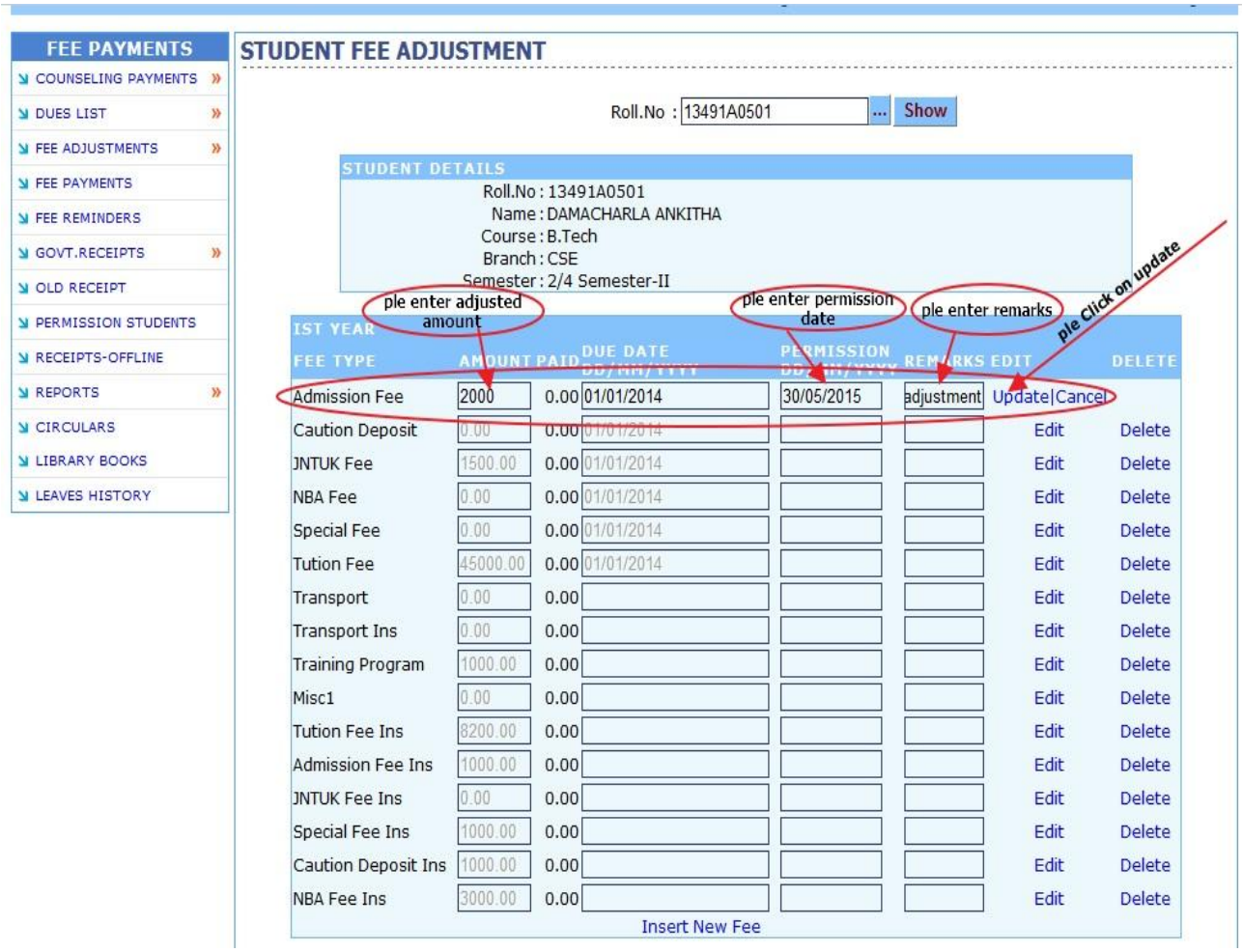


Step6:- After Click On "Entry (Student)" Link From The Popup Menu Displayed To Find The Next Screen As Follows. Now Enter Roll Number Or You Could Be Got Roll Numbers Click On Browse Icon And Then Click On Show Button As Shown Below.

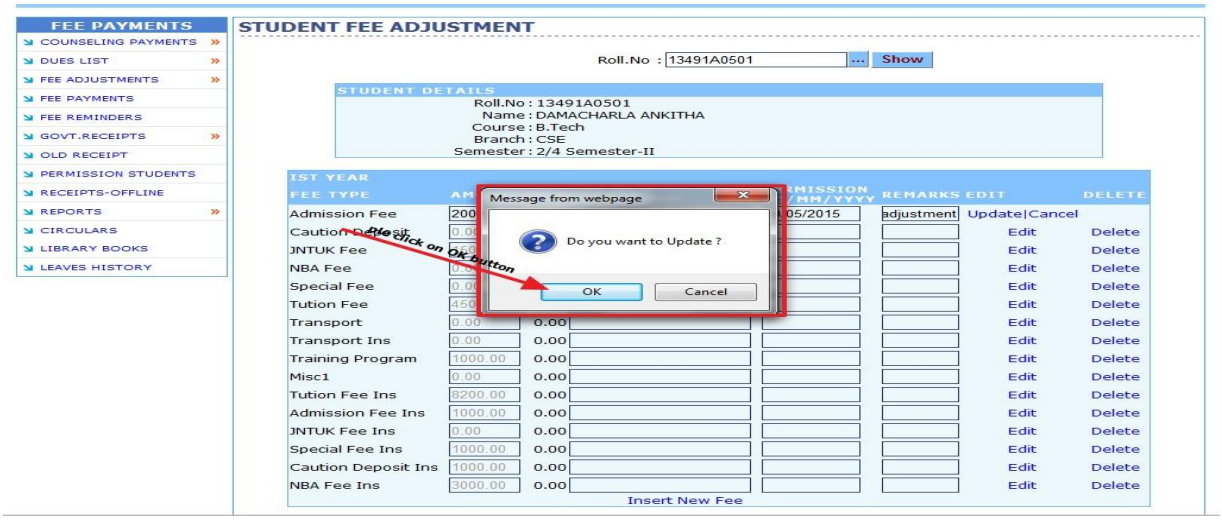


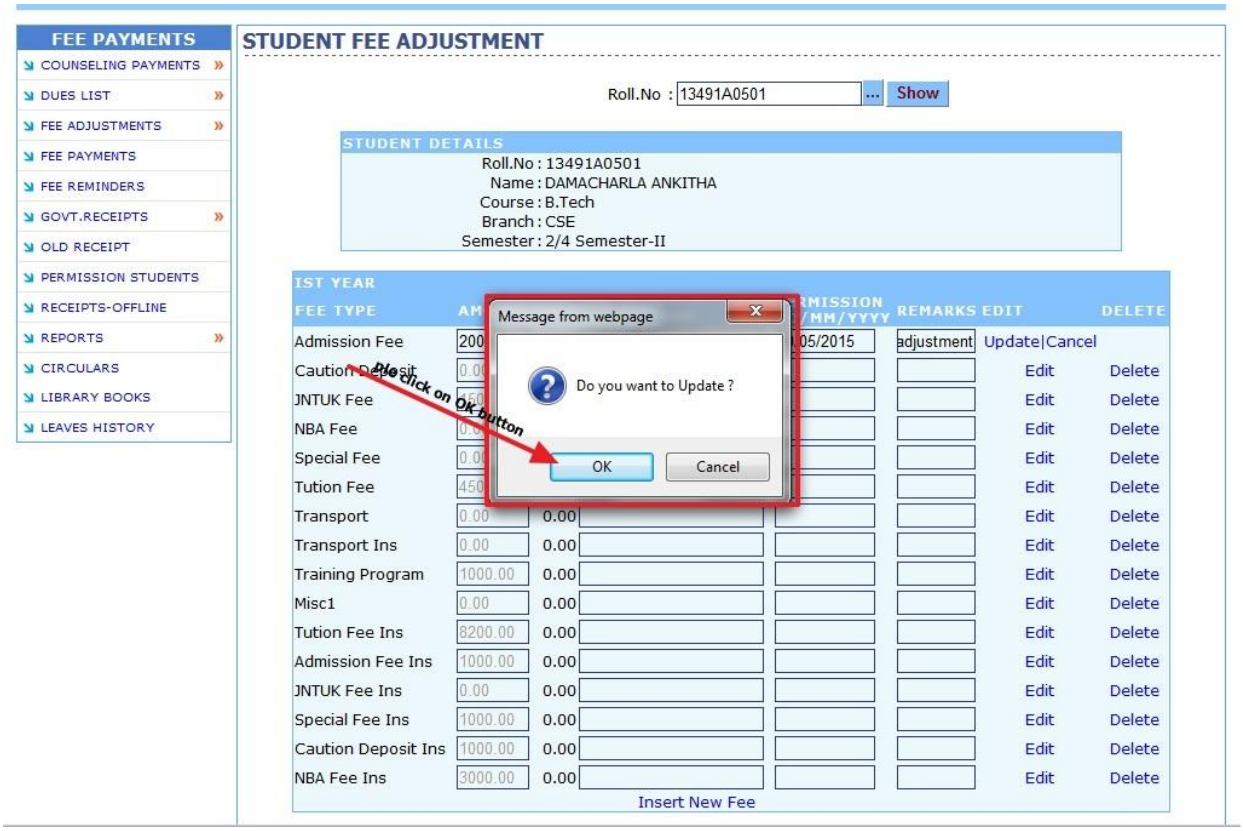
Step7:- After Click On Show Button Then You Could Got Student Fee Particulars. If You Adjust Amount Then Click On "Edit" As Shown Below

Step8:-NOW Here Enter Amount, Due Date, Permission Date And Remarks And Then Click On Update As Shown Below



Step9:-After Click On "Update "Button And Then You Will You Will Get "POP UP For Confirmation" After Click On Update Button. Here Please Click On "OK Button" As Shown In Below

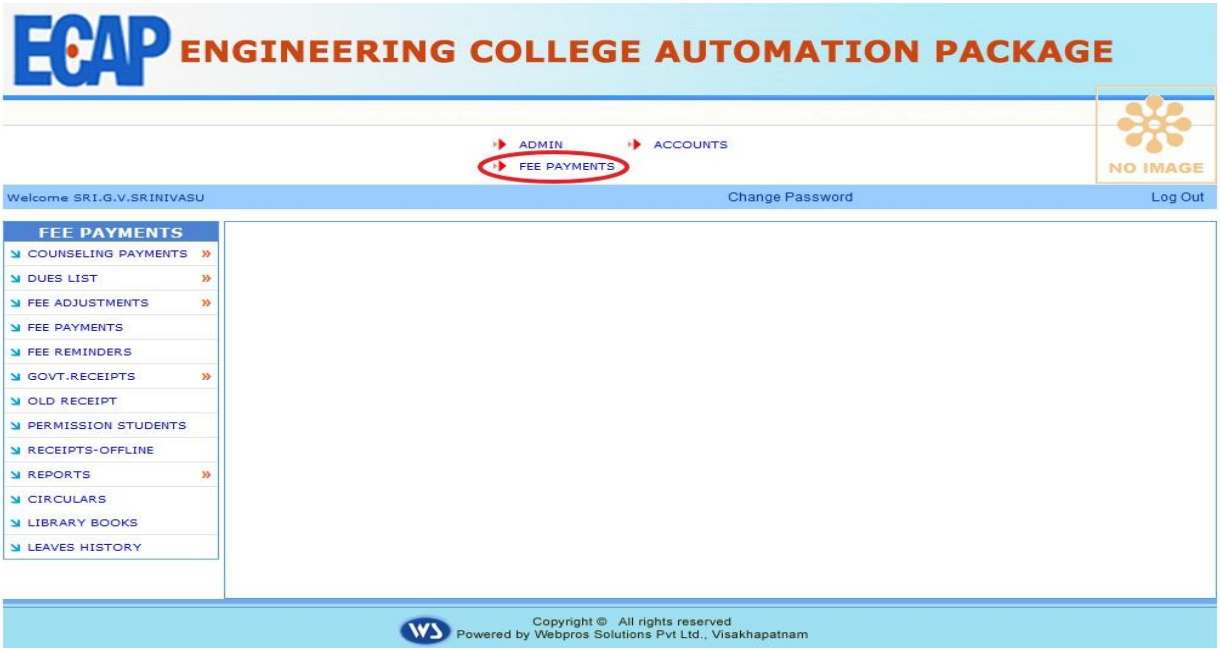




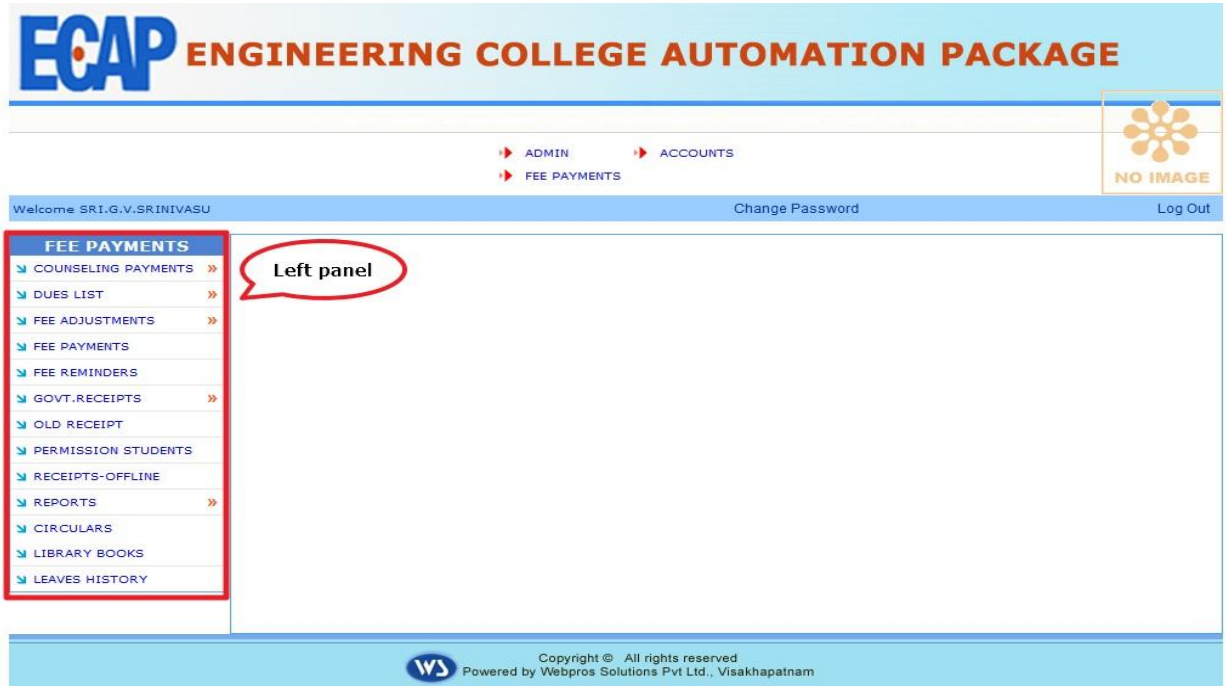
13) How Can I Adjust Fee Amounts Of All Students At A Time?

Ans:-Step 1:-Please Login In To ECAP By Using Your Username And Password

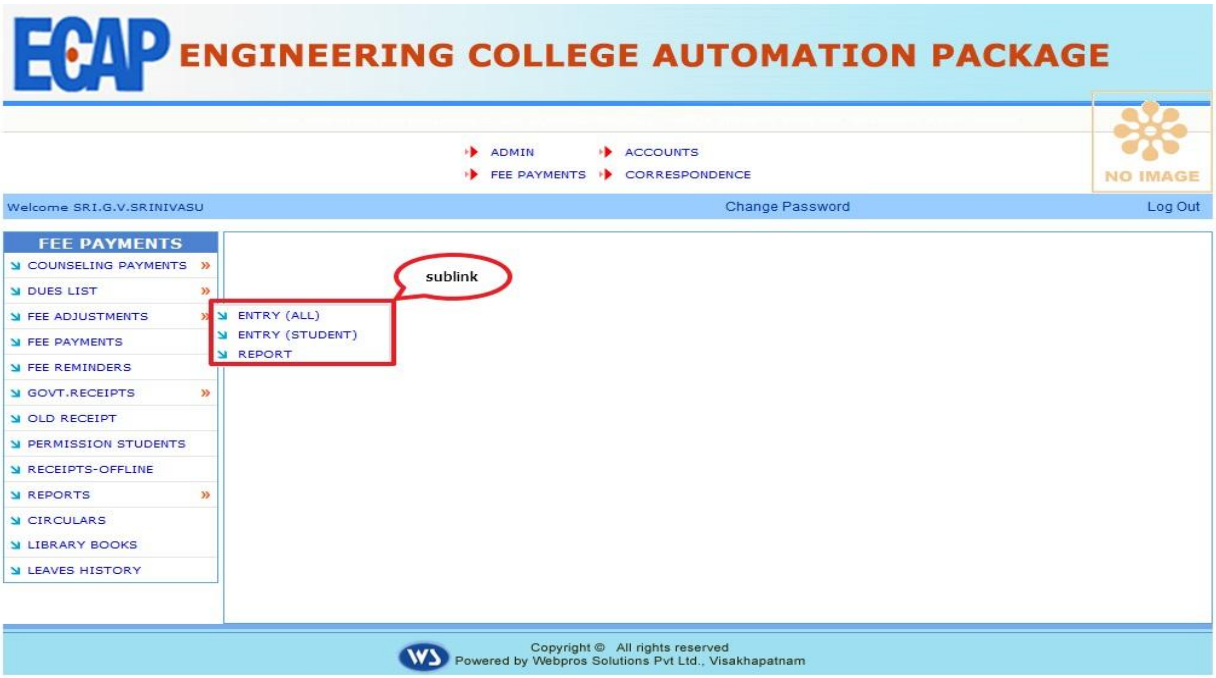
Step 2:- Please Click On "Fee Payment" Module As Shown In Below



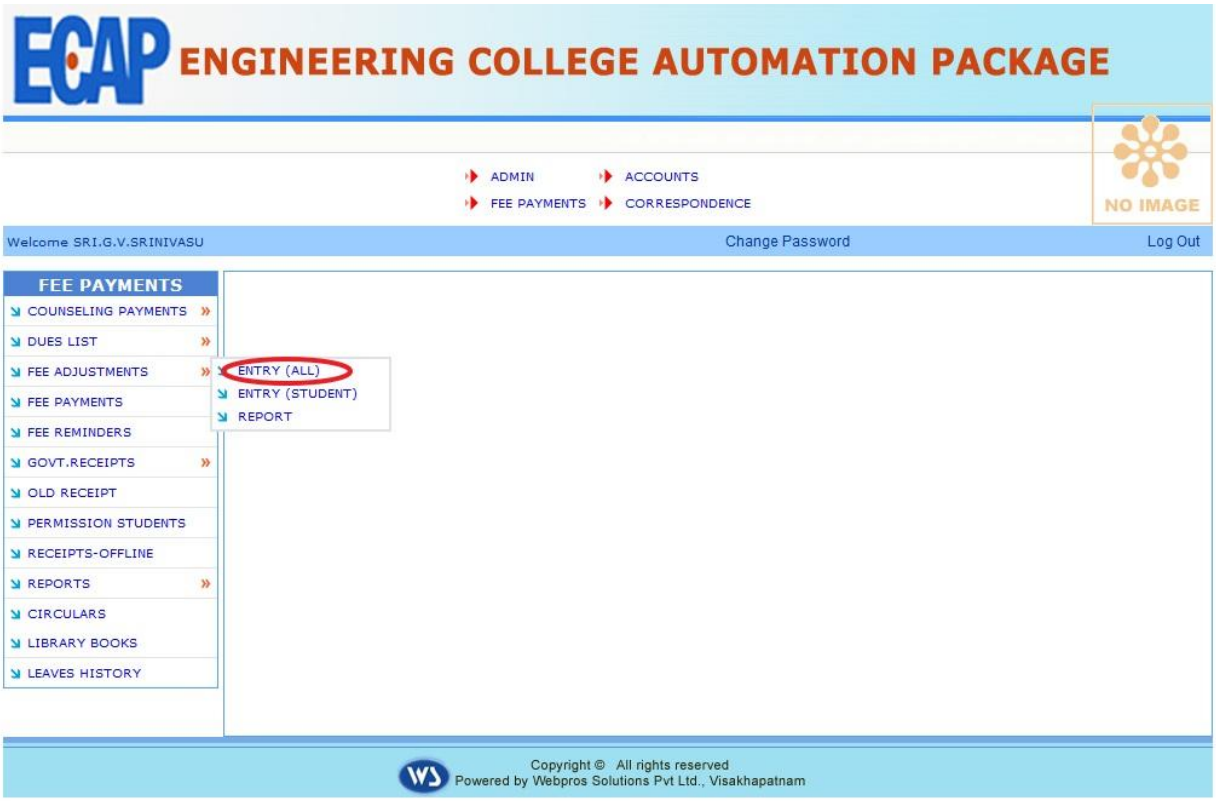
Step3:-You Will Find "Left Panel" After Clicking On Fee Payments As Shown In Below.



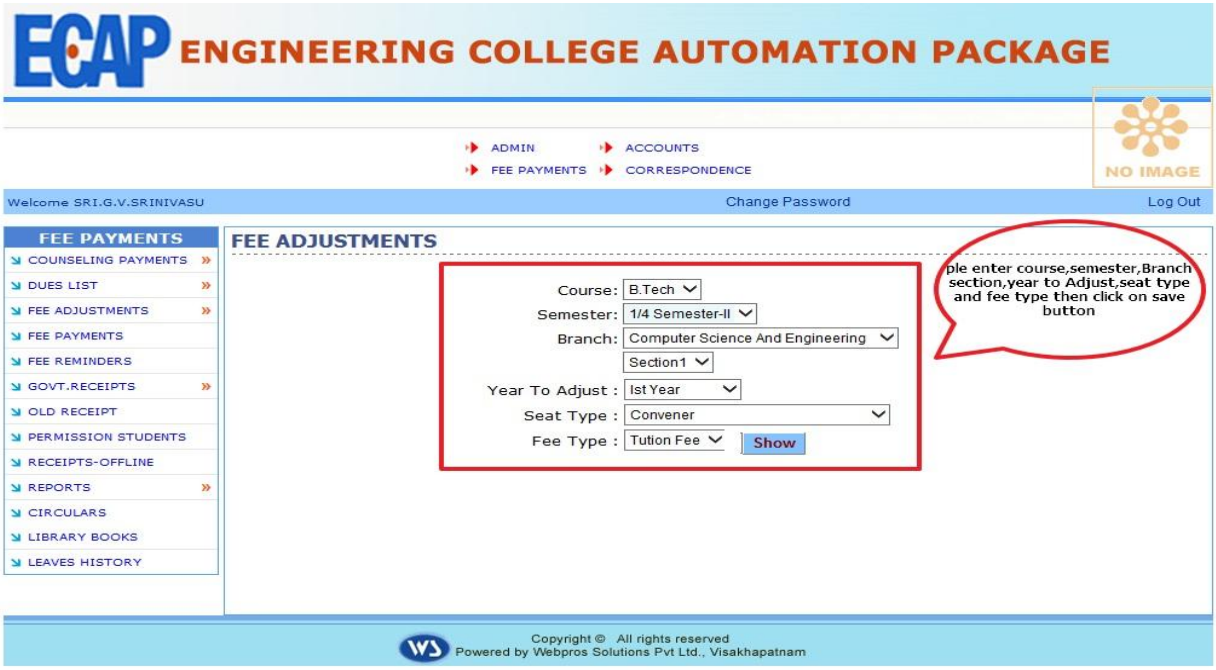
Step 4:-Please Place Your Mouse Pointer On "Fee Adjustments" Link Which Is Available In Left Menu. Then You Will Find "Sub Links Menu" As Shown In Below



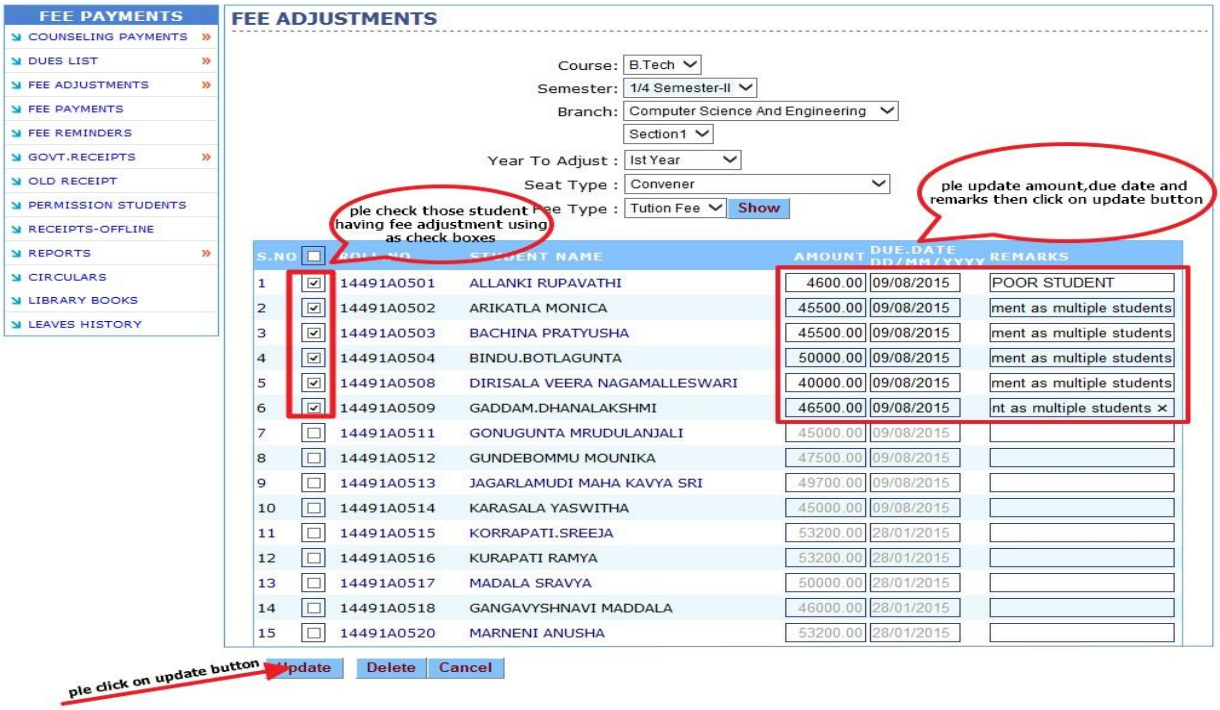
Step 5:-Please Find "Entry (All)" Option In Sub Links Menu As Shown In Below



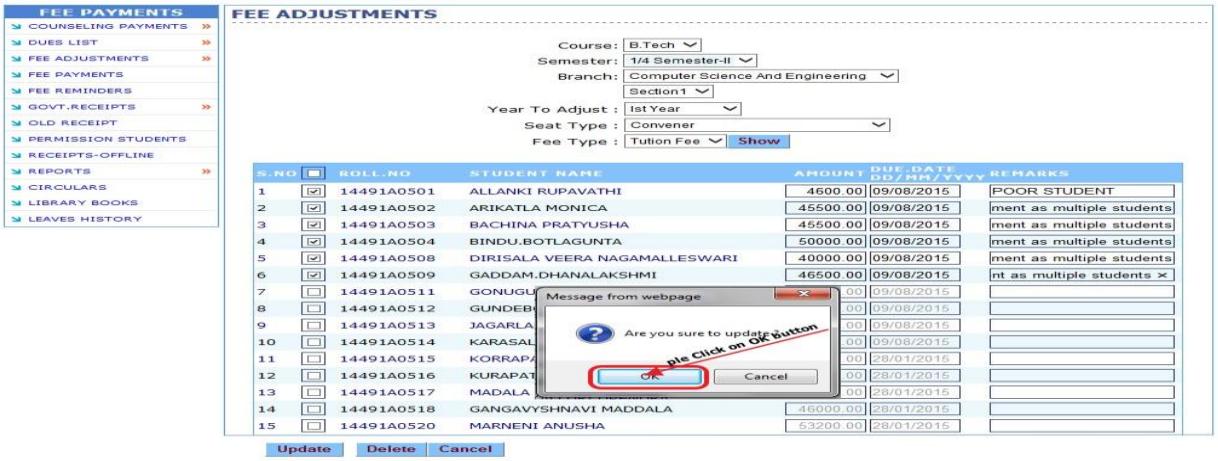
Step6:- **After Click On "Entry (All)" Link From The Popup Menu Displayed To Find The Next Screen As Follows. Now You Can Select Course, Semester, And Branch, Year To Adjust, Seat Type, Fee Type And Then Click On Show Button As Shown Below.**

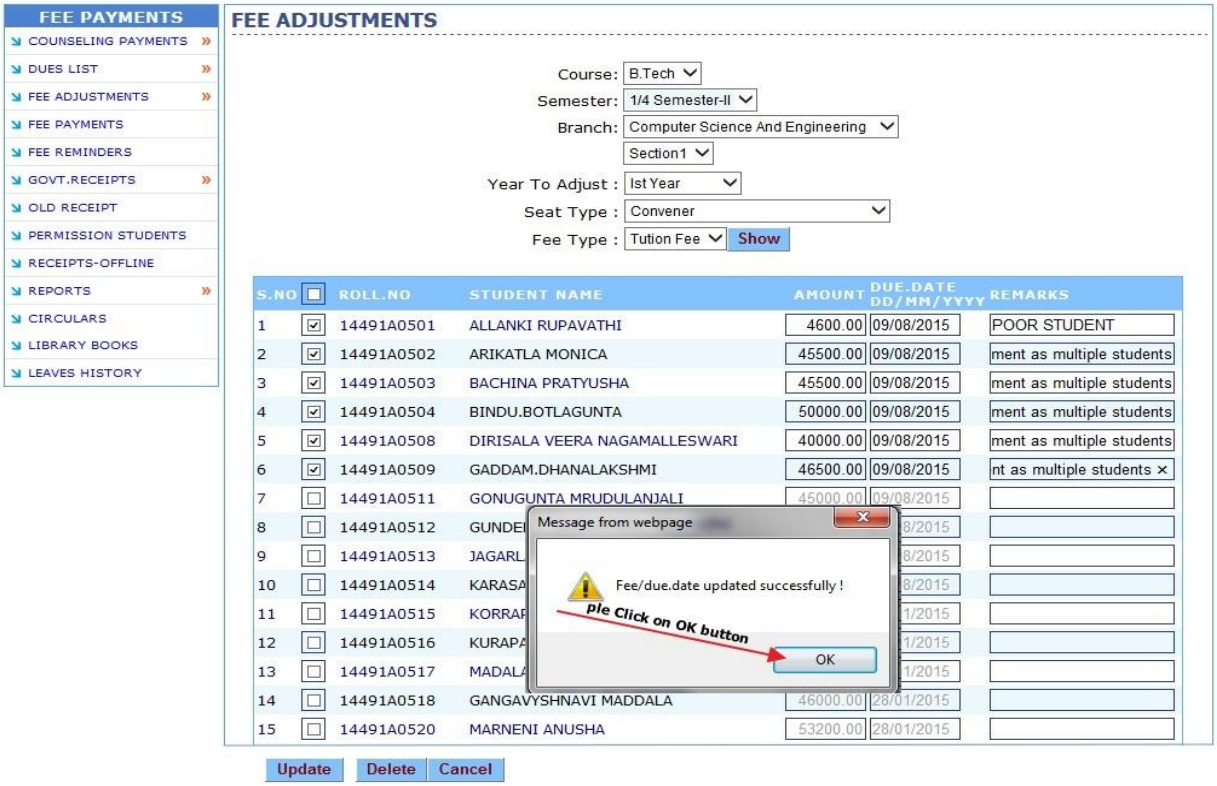


Step7:- After Click On Show Button Then You Could Got Student Fee Particulars. If You Adjust Amount The Multiple Student By The Time .And Then Click On Update.



Step8:-After Click On "Update "Button And Then You Will You Will Get "POP UP For Confirmation" After Click On Update Button. Here Please Click On "OK Button" As Shown In Below

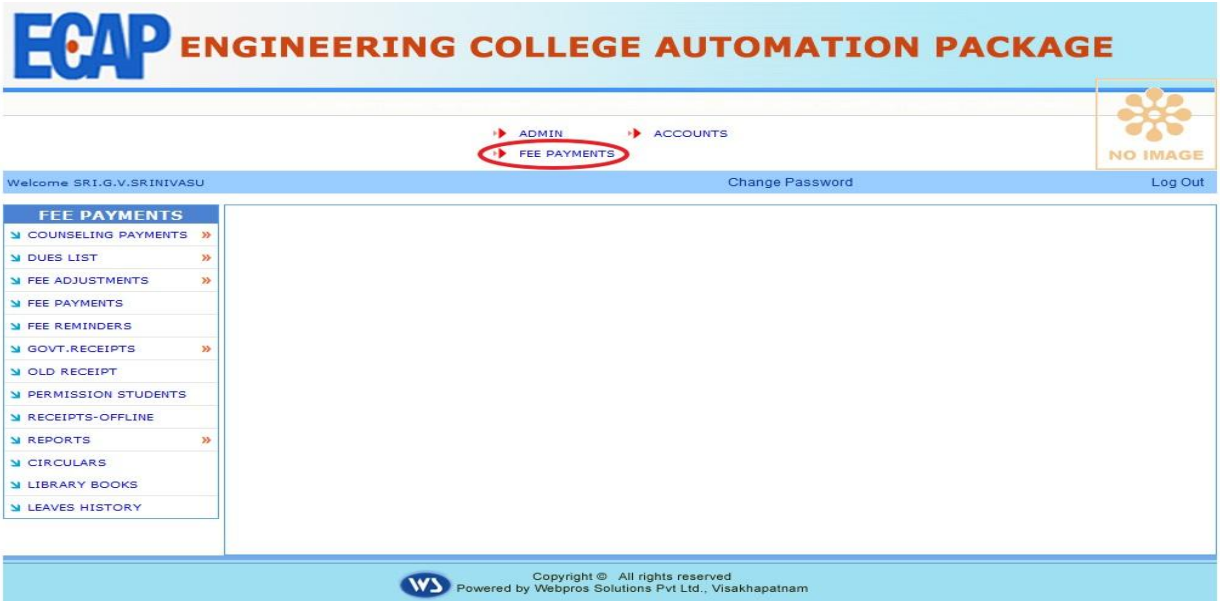




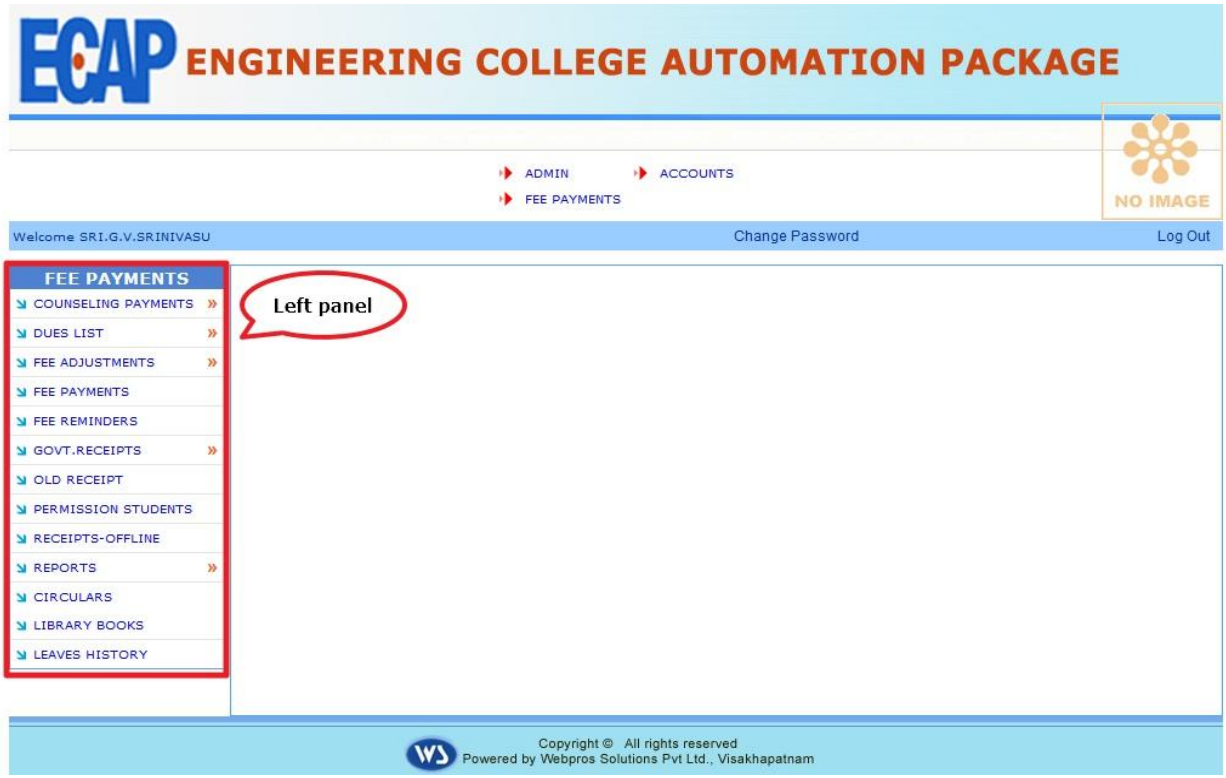
14) How Can I Check Adjusted Fee Amounts Report?

Ans:-Step 1:-Please Login In To ECAP By Using Your Username And Password

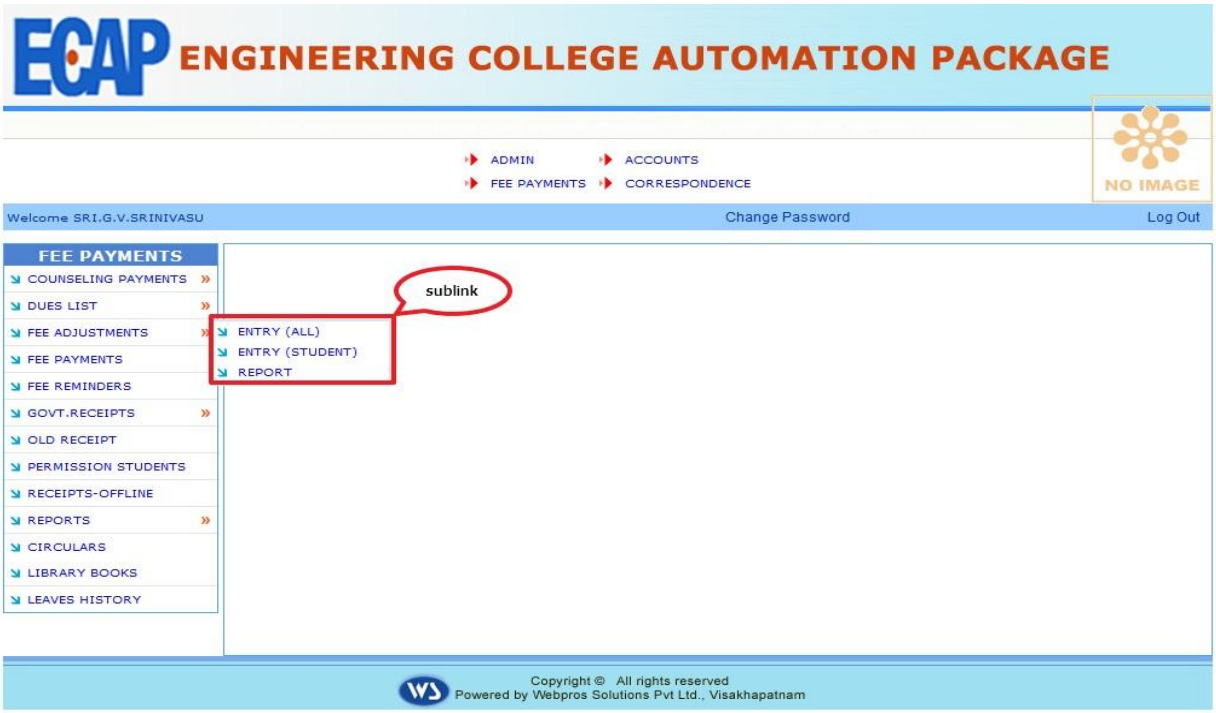
Step 2:- Please Click On "Fee Payment" Module As Shown In Below



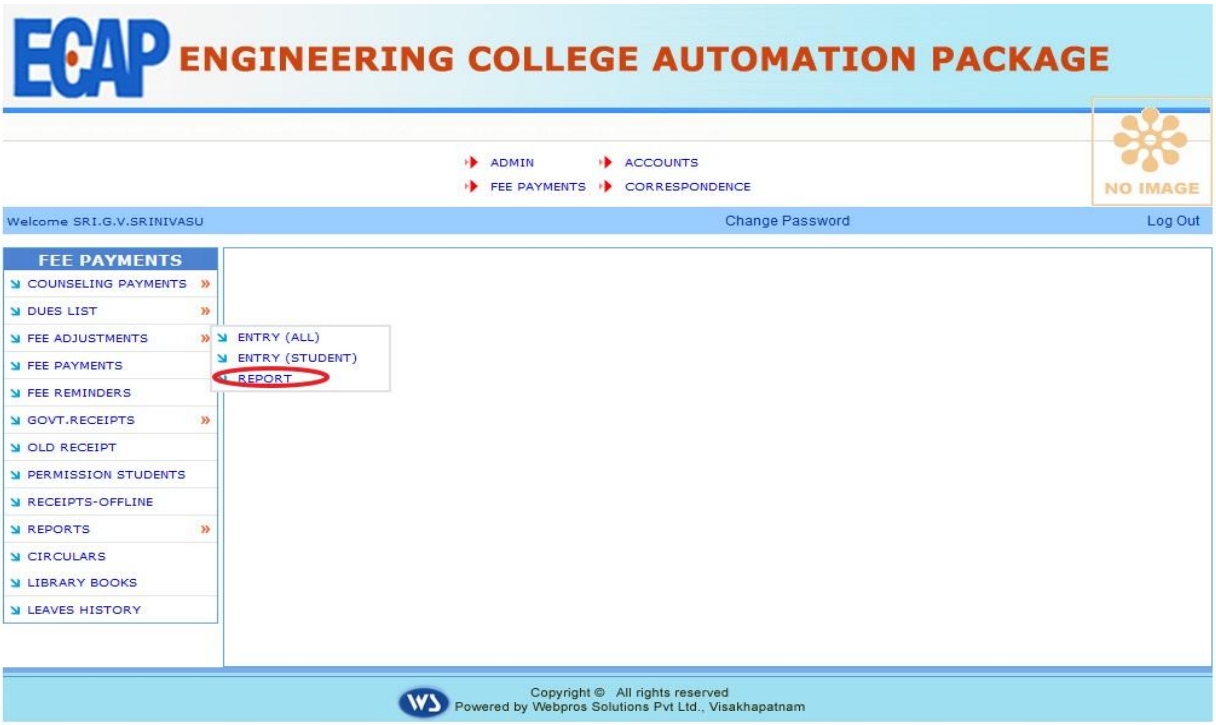
Step3:-You Will Find "Left Panel" After Clicking On Fee Payments As Shown In Below.



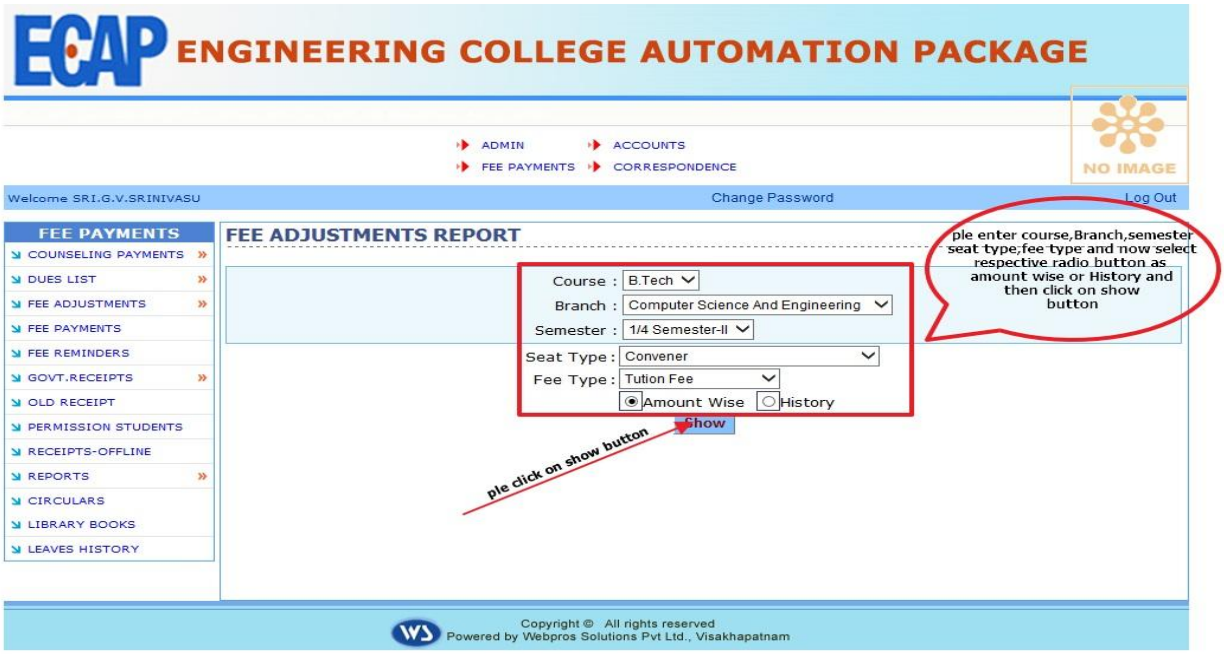
Step 4:-Please Place Your Mouse Pointer On "Fee Adjustments" Link Which Is Available In Left Menu. Then You Will Find "Sub Links Menu" As Shown In Below



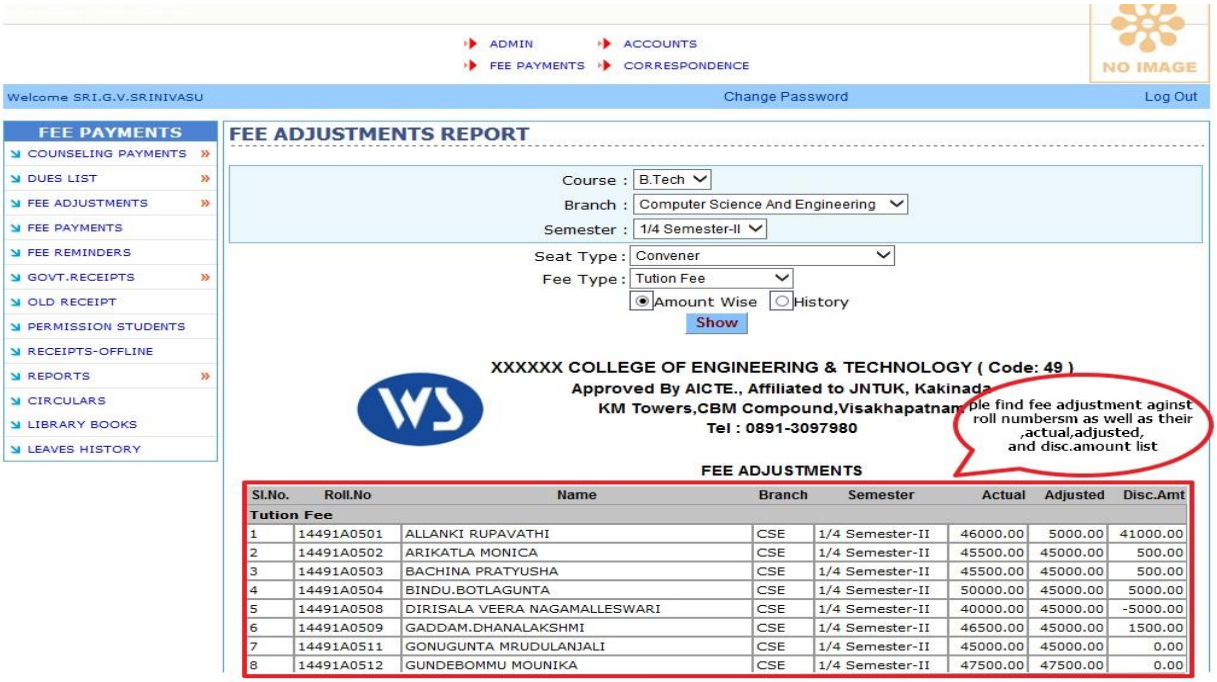
Step 5:-Please Find "Report" Option In Sub Links Menu As Shown In Below.



Step6:- After Click On Report Button Then You Have To Select Course, Branch, Semester, Seat Type, Fee Type And Now Select Respective Radio Button As Amount Wise Or History And Then Click On Show Button As Shown Below



Step7:- **After Click On Show Button Then You Will Got Fee Adjustment Report As Actual Amount, Adjusted Amount And Discount Amounts Against To Student Wise As Shown Below..**

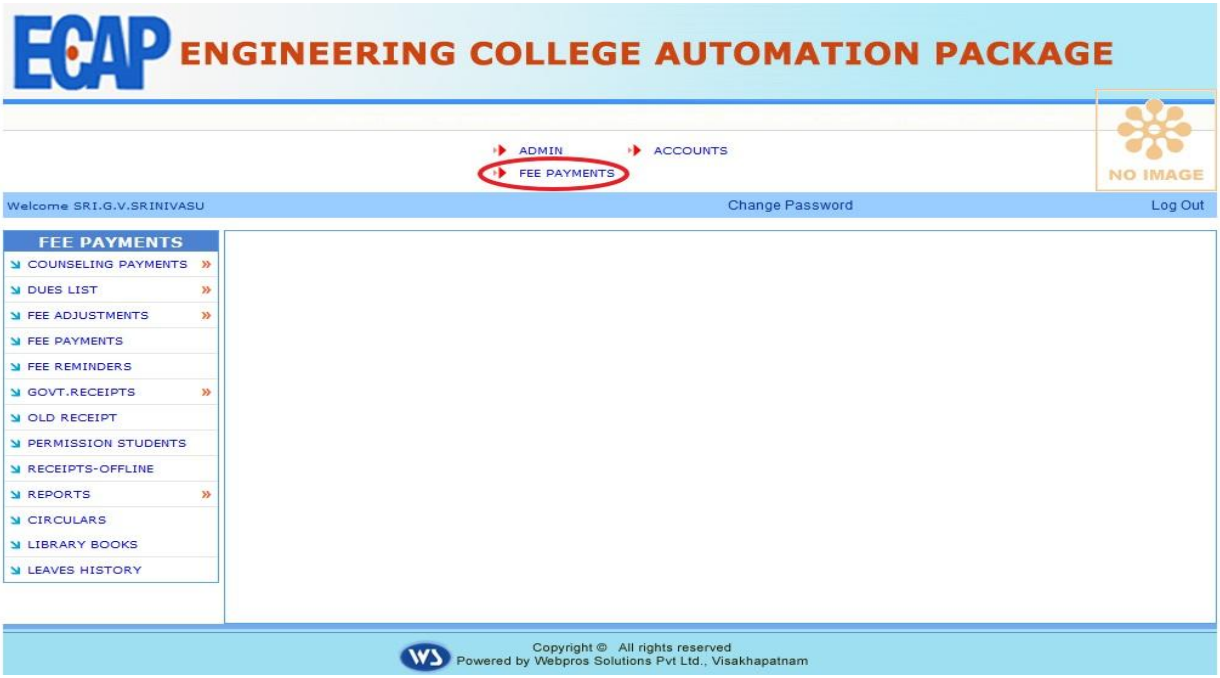


Sl.No.	Roll.No	Name	Branch	Semester	Actual	Adjusted	Disc.Amt
Tution Fee							
1	14491A0501	ALLANKI RUPAVATHI	CSE	1/4 Semester-II	46000.00	5000.00	41000.00
2	14491A0502	ARIKATLA MONICA	CSE	1/4 Semester-II	45500.00	45000.00	500.00
3	14491A0503	BACHINA PRATYUSHA	CSE	1/4 Semester-II	45500.00	45000.00	500.00
4	14491A0504	BINDU.BOTLAGUNTA	CSE	1/4 Semester-II	50000.00	45000.00	5000.00
5	14491A0508	DIRISALA VEERA NAGAMALLESWARI	CSE	1/4 Semester-II	40000.00	45000.00	-5000.00
6	14491A0509	GADDAM.DHANALAKSHMI	CSE	1/4 Semester-II	46500.00	45000.00	1500.00
7	14491A0511	GONUGUNTA MRUDULANJALI	CSE	1/4 Semester-II	45000.00	45000.00	0.00
8	14491A0512	GUNDEBOMMU MOUNIKA	CSE	1/4 Semester-II	47500.00	47500.00	0.00

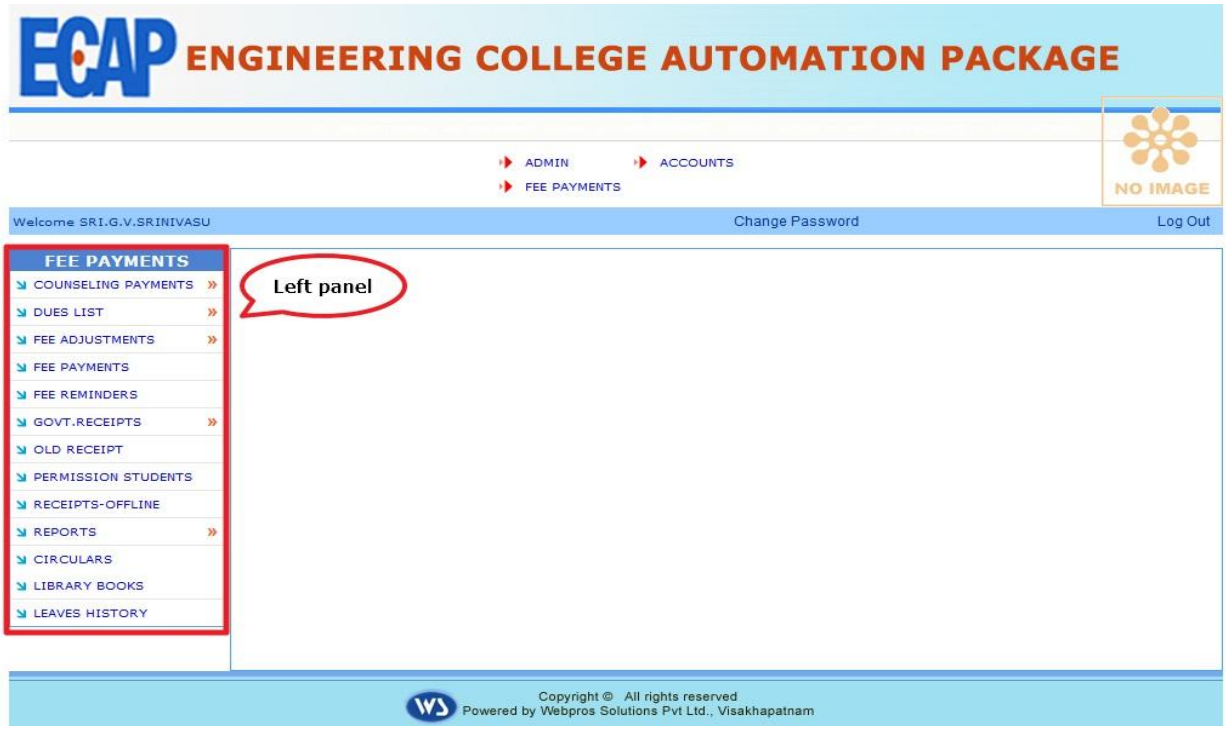
15) How To Check Scholar Ship Students Defaulters List?

Ans:-Step 1:-Please Login In To ECAP By Using Your Username And Password

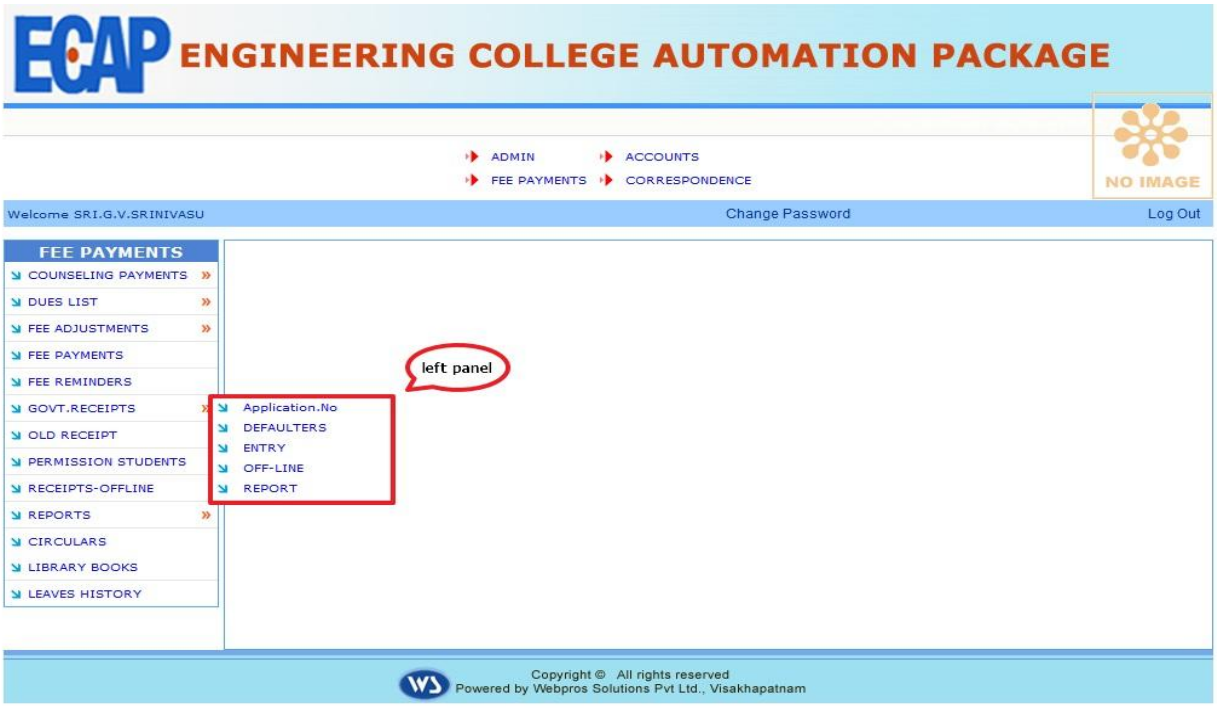
Step 2:- Please Click On "Fee Payment" Module As Shown In Below



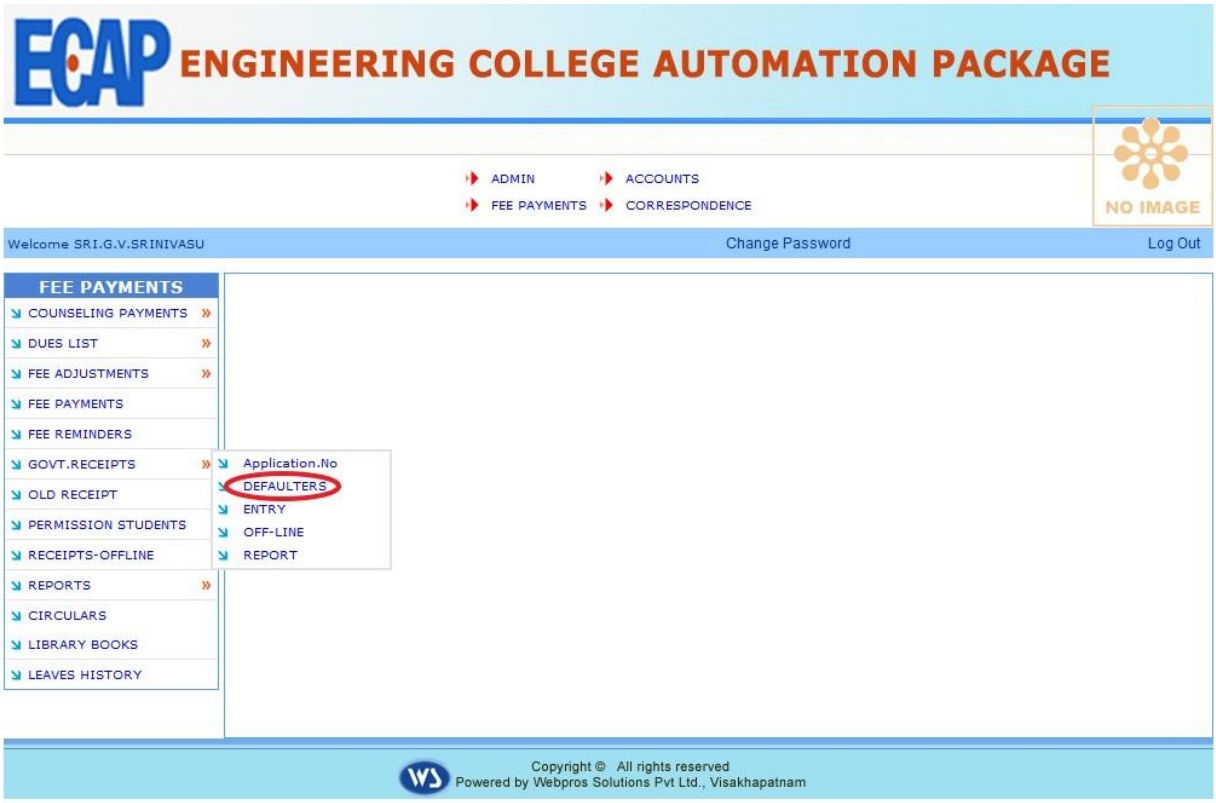
Step3:-You Will Find "Left Panel" After Clicking On ADMIN Module As Shown In Below.



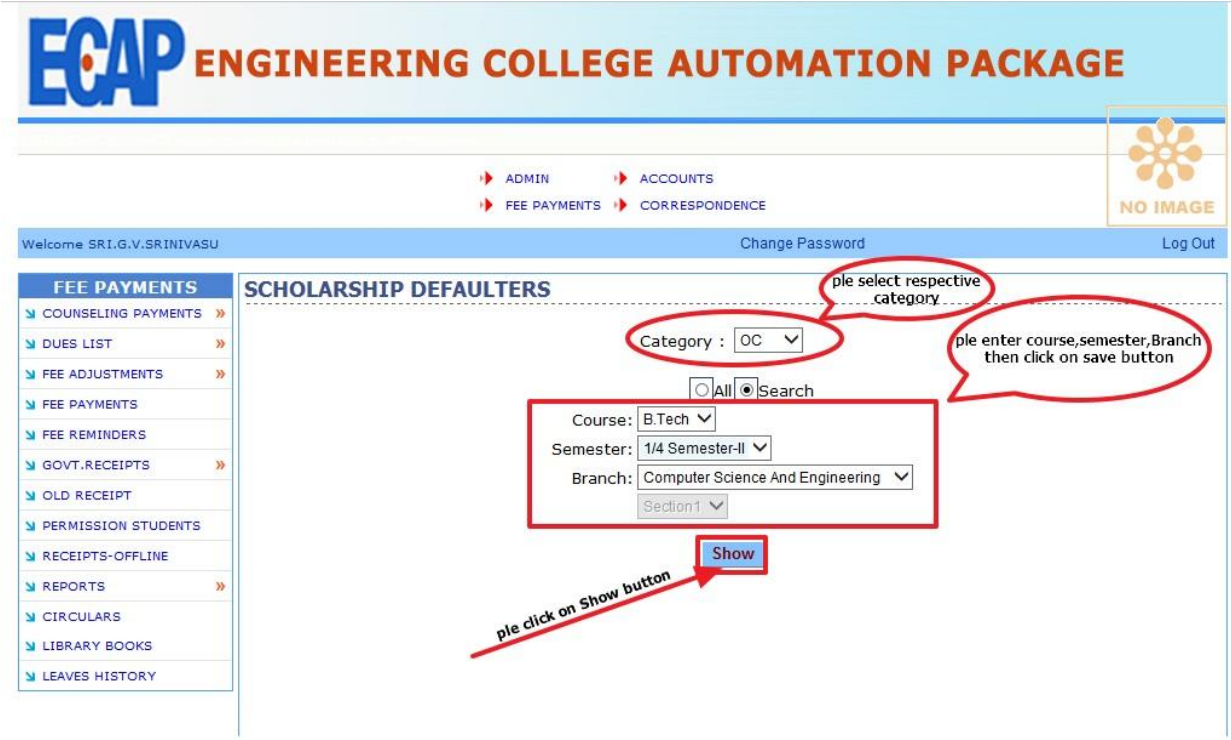
Step 4:-Please Place Your Mouse Pointer On "Govt.Receipts" Link Which Is Available In Left Menu. Then You Will Find "Sub Links Menu" As Shown In Below



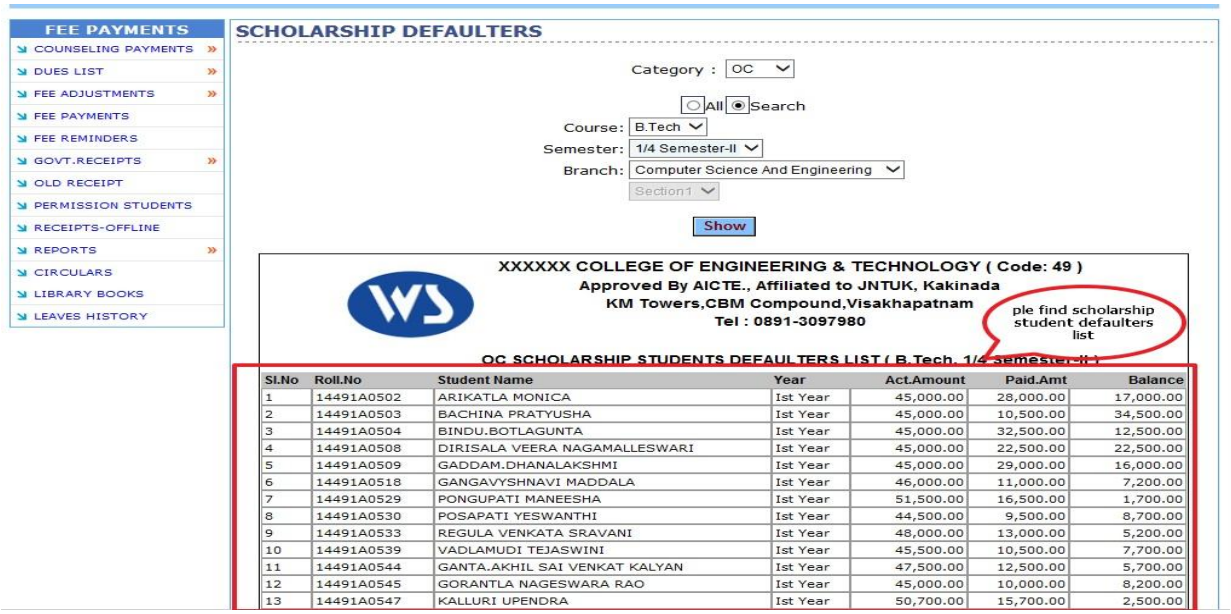
Step 5:-Please Find "Defaulters" Option In Sub Links Menu As Shown In Below



Step6:- After Click On Report Link Then You Should Be Got Report As Category Wise By The Time All Branches Or Single Branch Report Dependence On Your Selections And Then Click On "Show" Button As Shown Below



Step7:- After Click On Show Button You Should Be Got Report As SCHOLARSHIP DEFAULTERS LIST BELOW

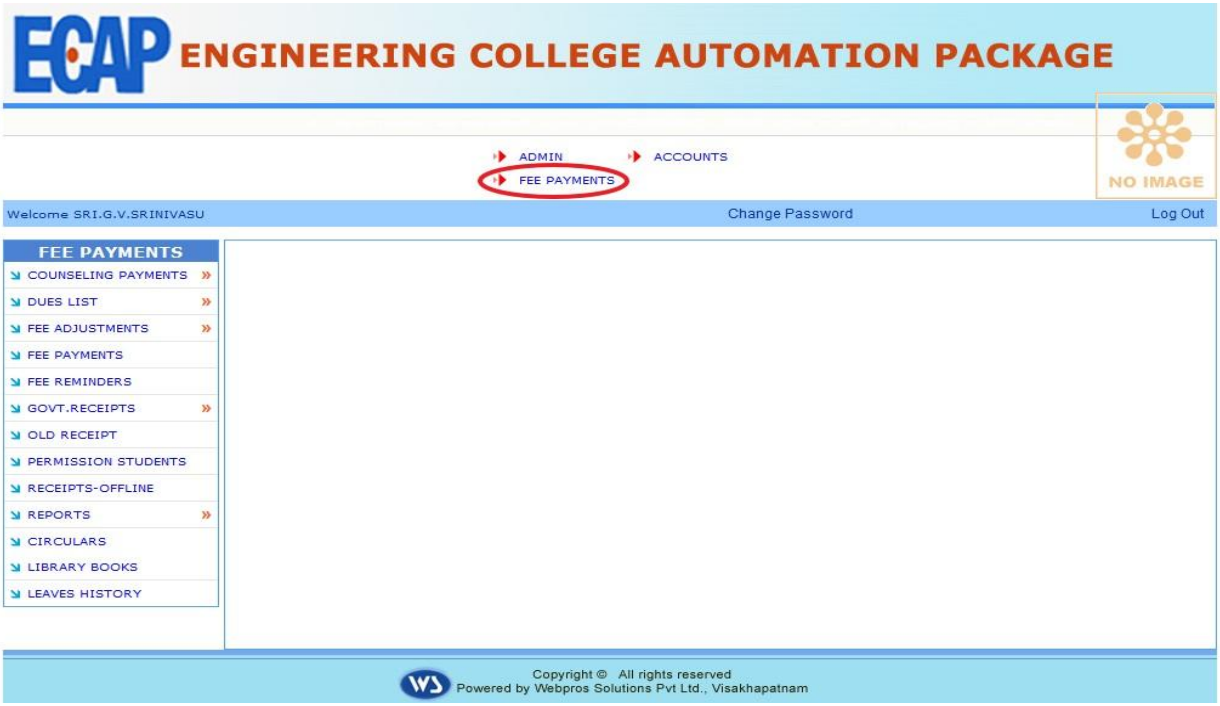


Sl.No	Roll.No	Student Name	Year	Act.Amount	Paid.Amt	Balance
1	14491A0502	ARIKATLA MONICA	Ist Year	45,000.00	28,000.00	17,000.00
2	14491A0503	BACHINA PRATYUSHA	Ist Year	45,000.00	10,500.00	34,500.00
3	14491A0504	BINDU.BOTLAGUNTA	Ist Year	45,000.00	32,500.00	12,500.00
4	14491A0508	DIRISALA VEERA NAGAMALLESWARI	Ist Year	45,000.00	22,500.00	22,500.00
5	14491A0509	GADDAM.DHANALAKSHMI	Ist Year	45,000.00	29,000.00	16,000.00
6	14491A0518	GANGAVYSHNAVI MADDALA	Ist Year	46,000.00	11,000.00	7,200.00
7	14491A0529	PONGUPATI MANEESHA	Ist Year	51,500.00	16,500.00	1,700.00
8	14491A0530	POSAPATI YESWANTHI	Ist Year	44,500.00	9,500.00	8,700.00
9	14491A0533	REGULA VENKATA SRAVANI	Ist Year	48,000.00	13,000.00	5,200.00
10	14491A0539	VADLAMUDI TEJASWINI	Ist Year	45,500.00	10,500.00	7,700.00
11	14491A0544	GANTA.AKHIL SAI VENKAT KALYAN	Ist Year	47,500.00	12,500.00	5,700.00
12	14491A0545	GORANTLA NAGESWARA RAO	Ist Year	45,000.00	10,000.00	8,200.00
13	14491A0547	KALLURI UPENDRA	Ist Year	50,700.00	15,700.00	2,500.00

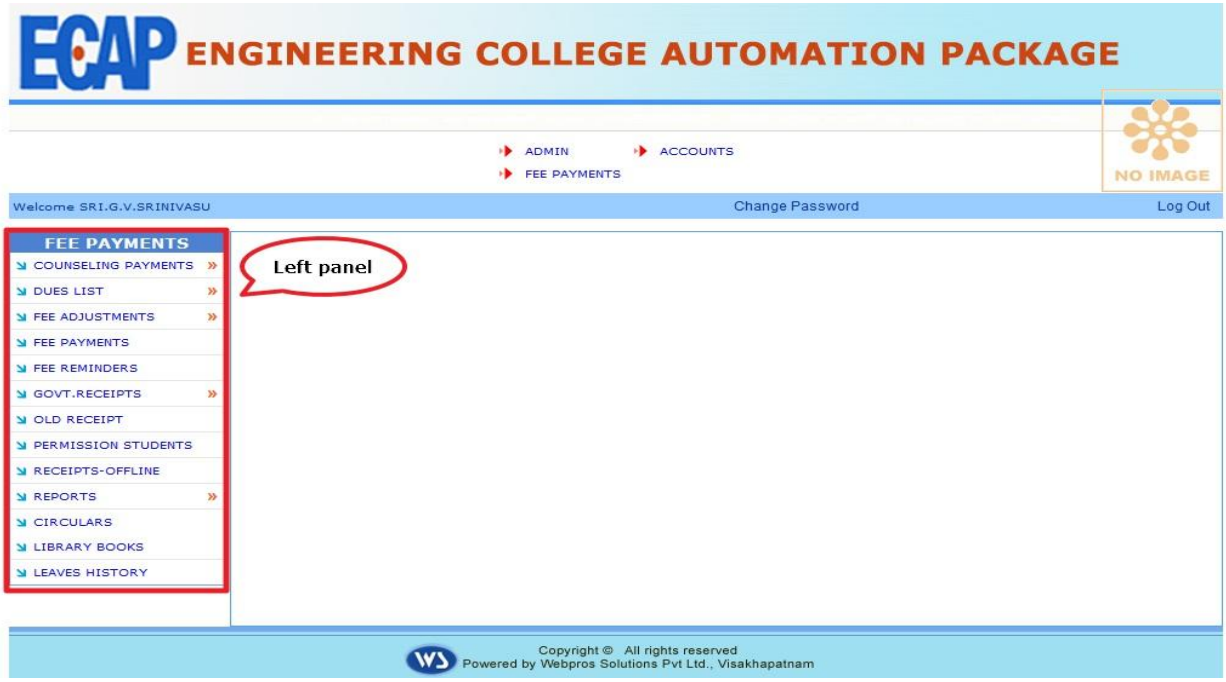
16) How Can I Enter Govt Scholar Receipts Through Online?

Ans:-Step 1:-Please Login In To ECAP By Using Your Username And Password

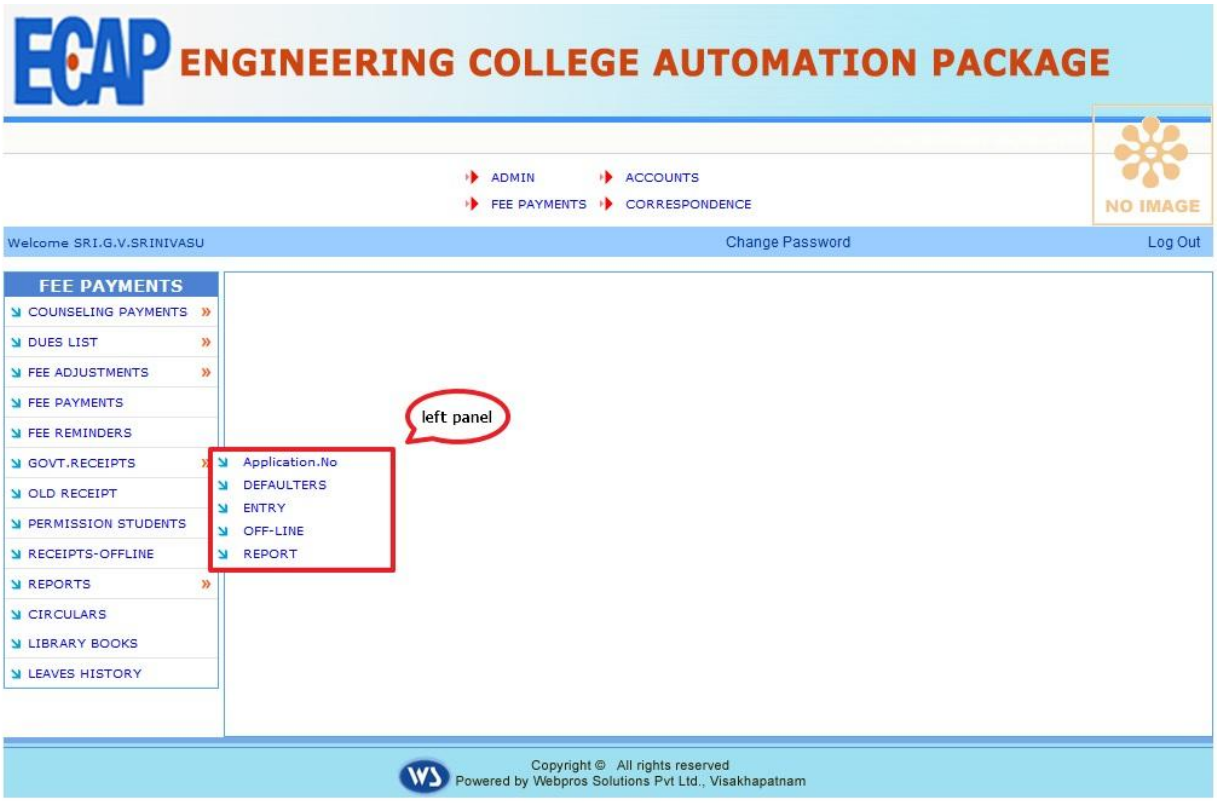
Step 2:- Please Click On "Fee Payment" Module As Shown In Below



Step3:-You Will Find "Left Panel" After Clicking On Fee Payments Module As Shown In Below.



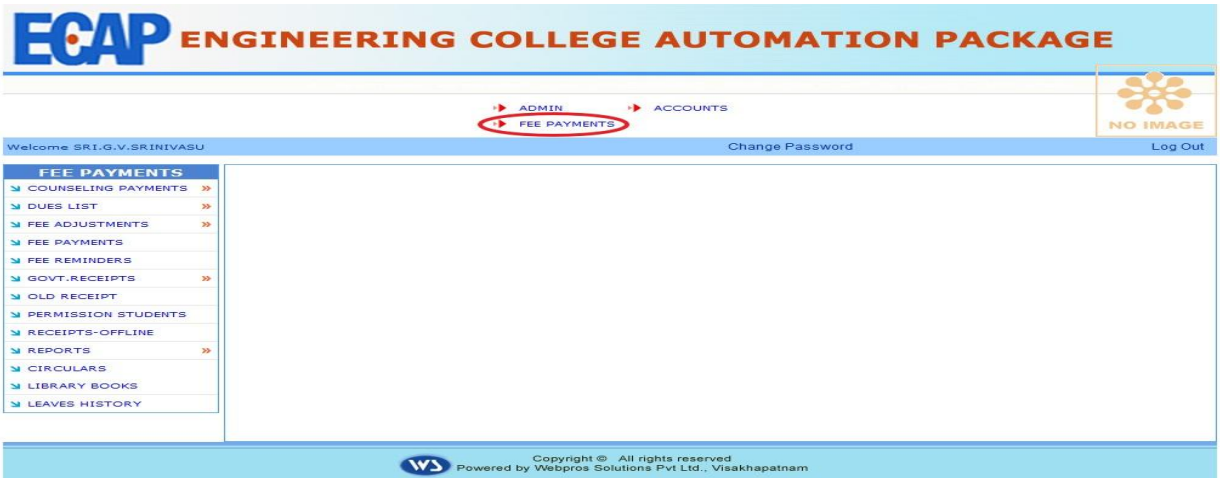
Step 4:-Please Place Your Mouse Pointer On "Govt.Receipts" Link Which Is Available In Left Menu. Then You Will Find "Sub Links Menu" As Shown In Below



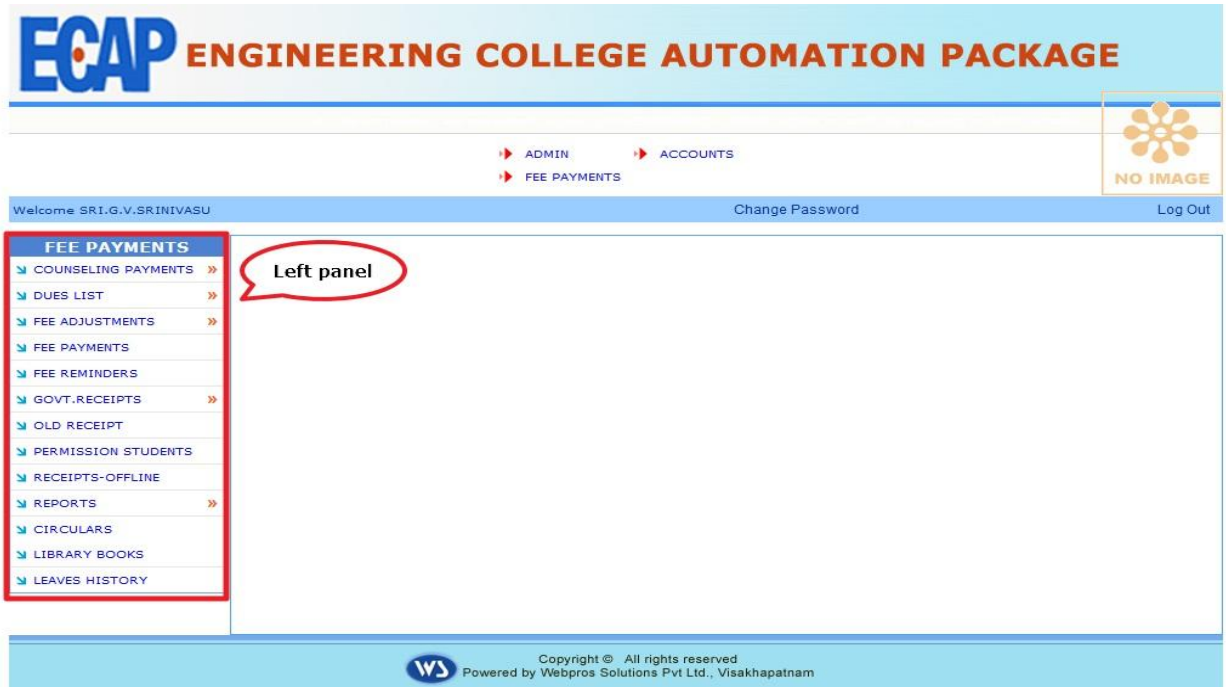
17) How Can I Enter Govt Scholar Receipts Through Offline?

Ans:-Step 1:-Please Login In To ECAP By Using Your Username And Password

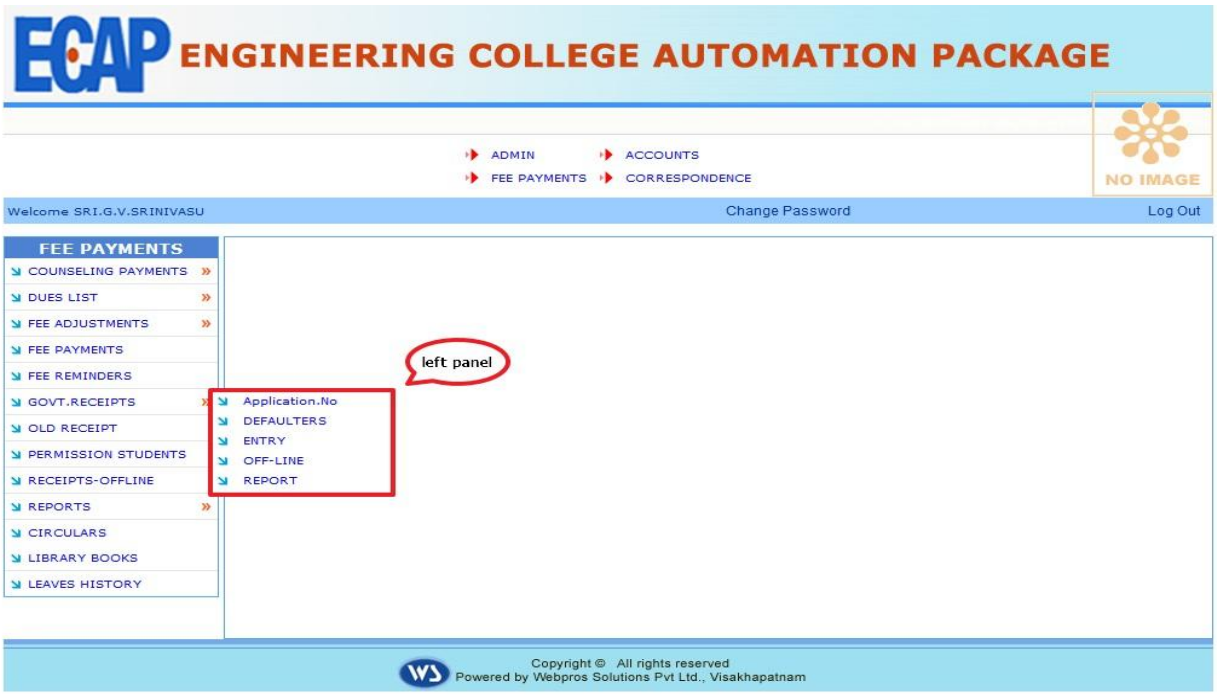
Step 2:- Please Click On "Fee Payment" Module As Shown In Below



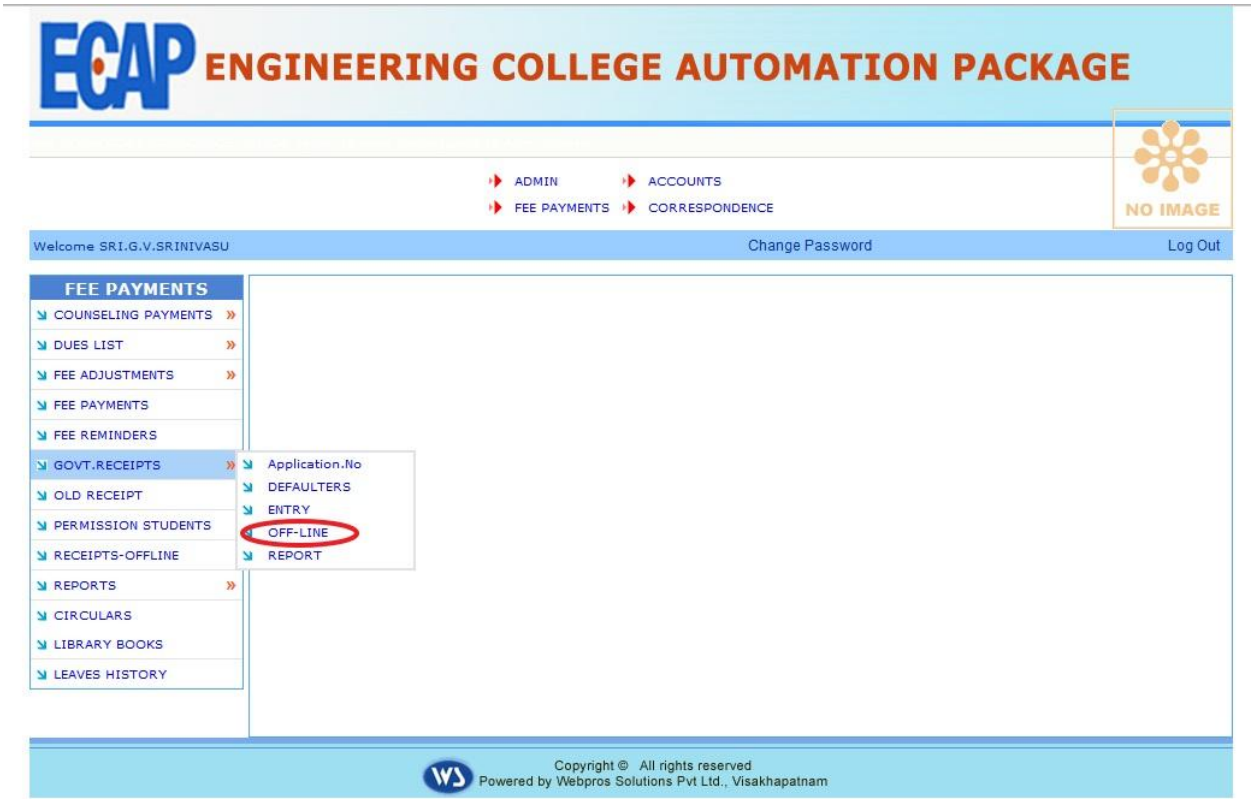
Step3:-You Will Find "Left Panel" After Clicking On ADMIN Module As Shown In Below.



Step 4:-Please Place Your Mouse Pointer On "Govt.Receipts" Link Which Is Available In Left Menu. Then You Will Find "Sub Links Menu" As Shown In Below



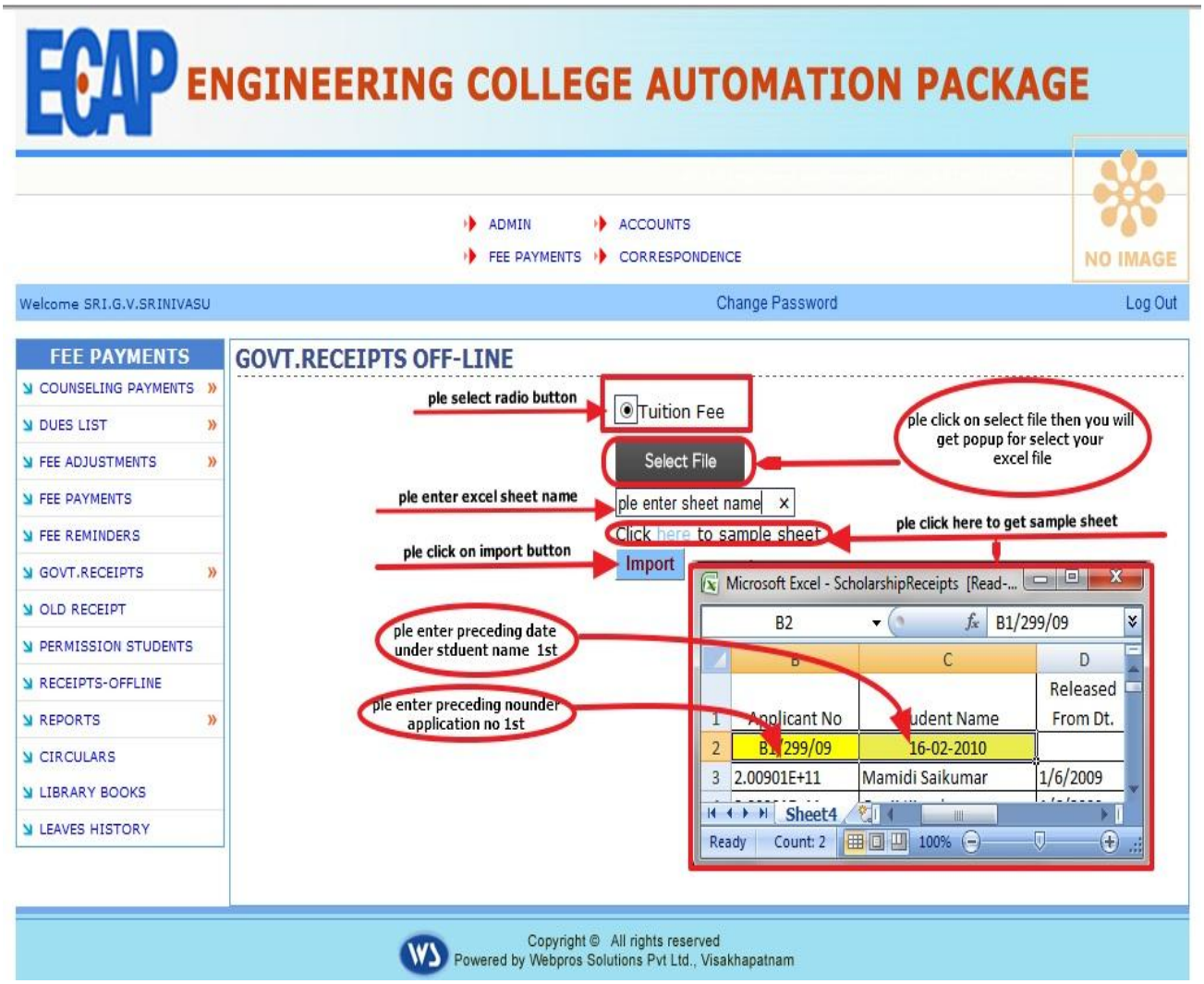
Step 5:-Please Find **"Off-Line"** Option In Sub Links Menu As Shown In Below



Step7:- **After Click On Off-Line Link As Shown Above Screen. Here Please Select Your Excel File And Then Enter Your Excel Sheet Name As Shown In Below And Then Click On Import Button.**

Note: - 1) Scholarship Preceding Number Must Be Entered Under Application Number Cell In Excel Sheet.

2) Scholarship Preceding Date Must Be Entered Under Student Name Cell In Excel Sheet.


ECAP
ENGINEERING COLLEGE AUTOMATION PACKAGE
ADMIN
ACCOUNTS
FEE PAYMENTS
CORRESPONDENCE
NO IMAGE
Welcome SRI.G.V.SRINIVASU
Change Password
Log Out
FEE PAYMENTS
COUNSELING PAYMENTS
DUES LIST
FEE ADJUSTMENTS
FEE PAYMENTS
FEE REMINDERS
GOVT.RECEIPTS
OLD RECEIPT
PERMISSION STUDENTS
RECEIPTS-OFFLINE
REPORTS
CIRCULARS
LIBRARY BOOKS
LEAVES HISTORY
GOVT.RECEIPTS OFF-LINE
ple select radio button
Tuition Fee
Select File
ple click on select file then you will get popup for select your excel file
ple enter excel sheet name
ple enter sheet name
Click here to sample sheet
ple click here to get sample sheet
ple click on import button
Import
Microsoft Excel - ScholarshipReceipts [Read-...
B2
B1/299/09
ple enter preceding date under stduent name 1st
ple enter preceding nounder application no 1st
Applicant No
Released From Dt.
16-02-2010
2.00901E+11
Mamidi Saikumar
1/6/2009
Sheet4
Ready
Count: 2
100%
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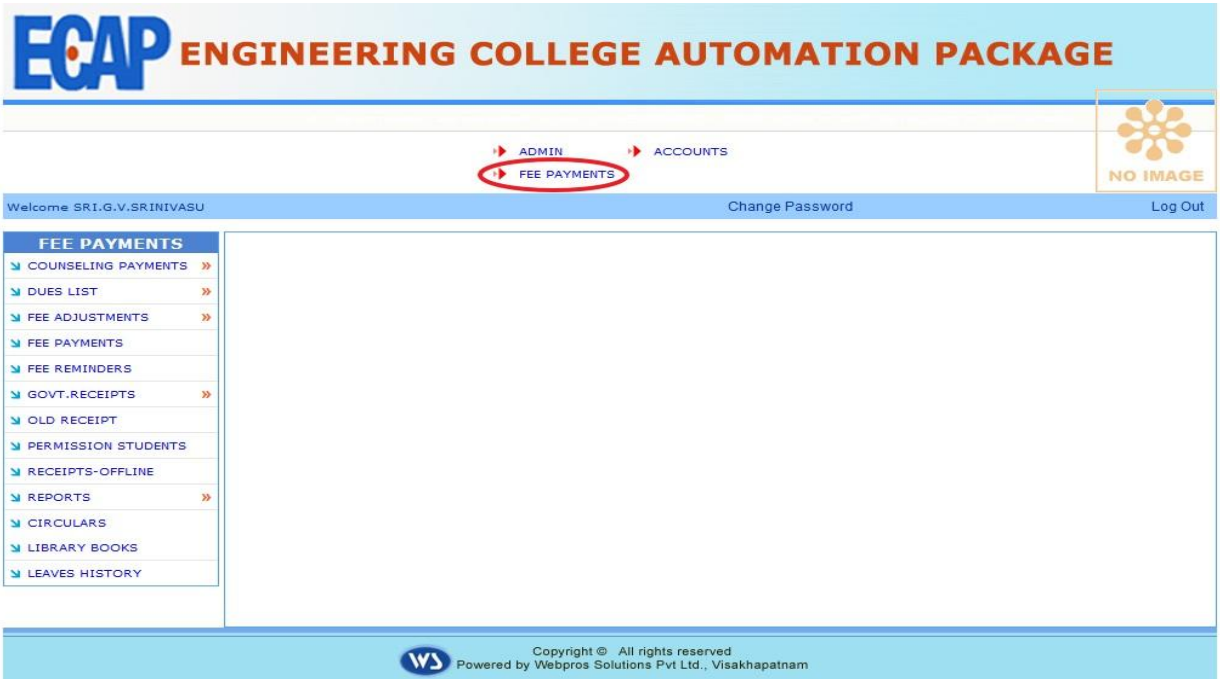
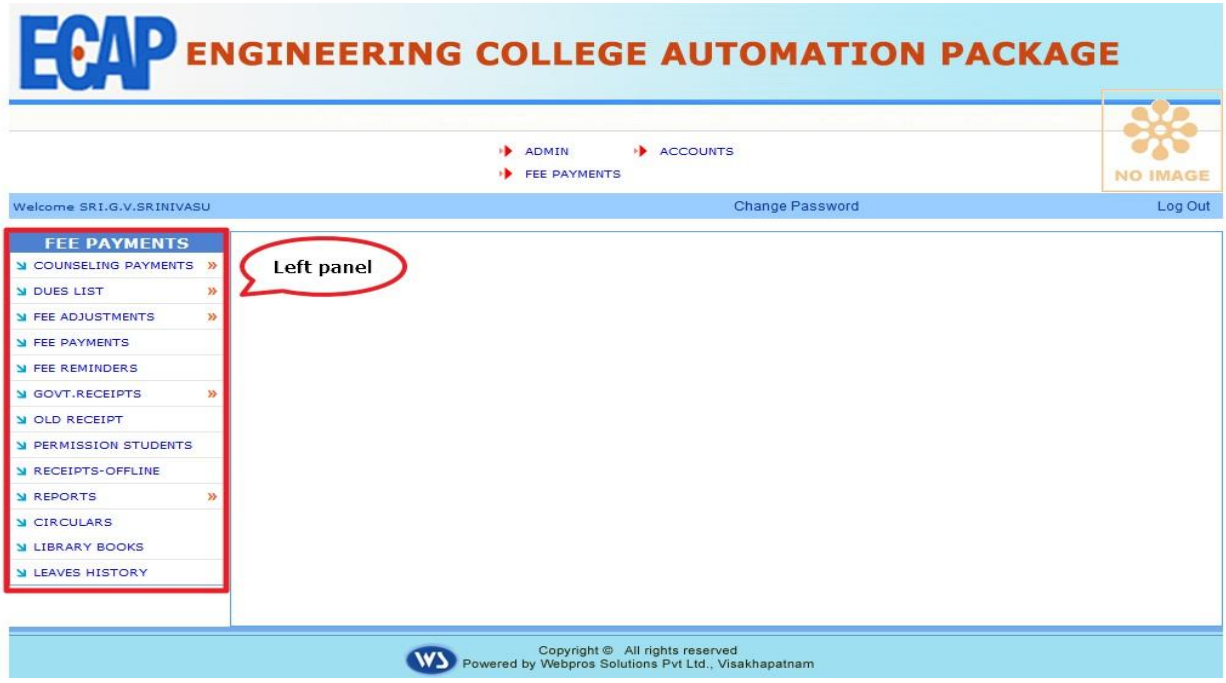
18) How Can I Check Govt Scholarship Receipts Report?

Step 1:-Please Login In To ECAP By Using Your Username And Password

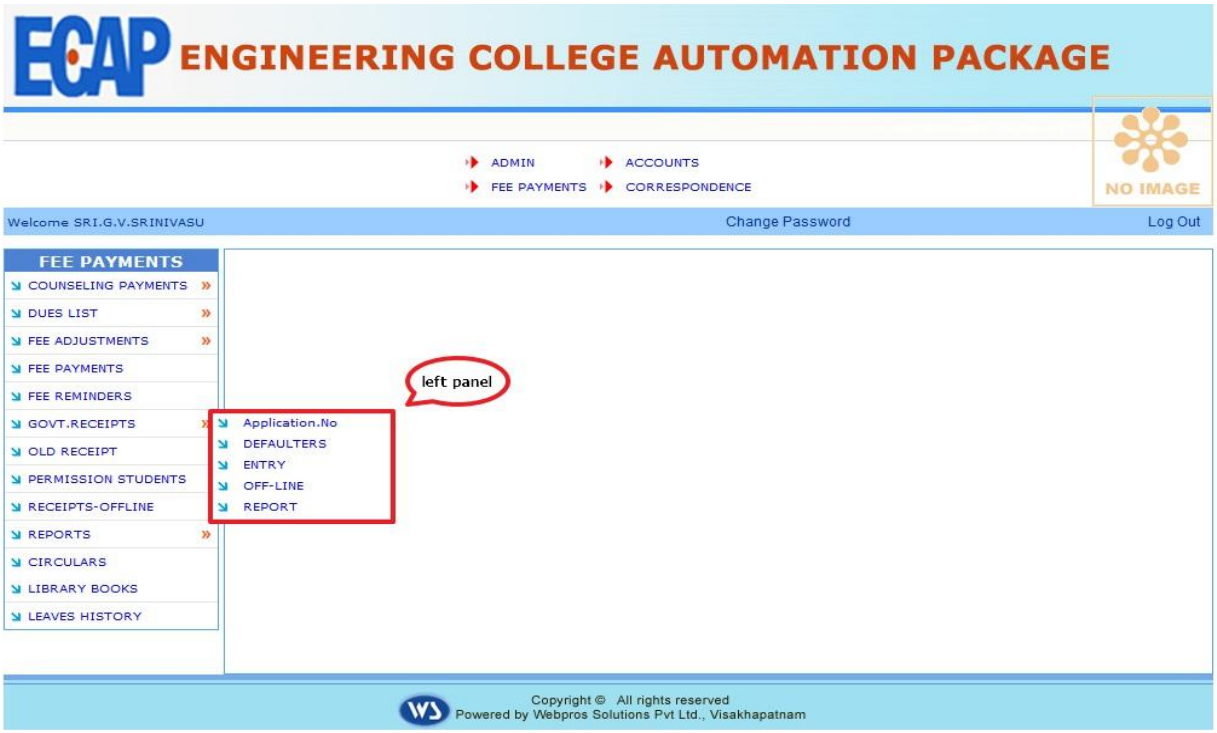
Step 2:- Please Click On "Fee Payment" Module As Shown In Below



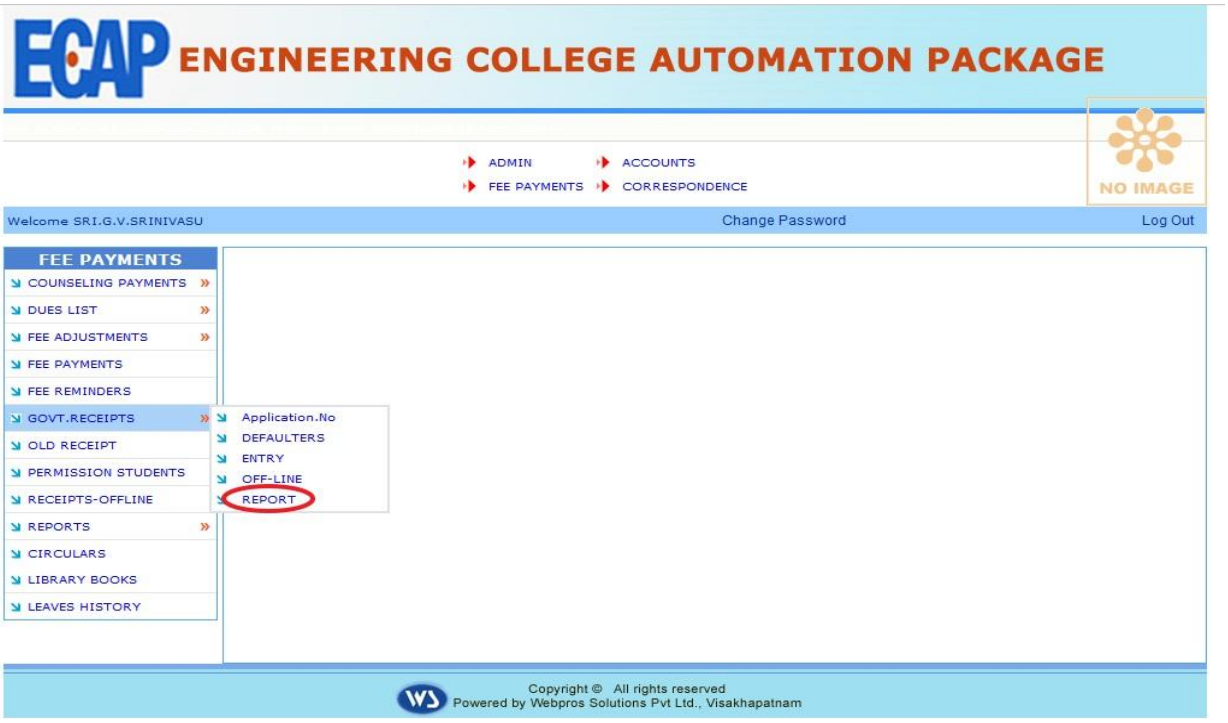
Step3:-You Will Find "Left Panel" After Clicking On Fee Payments Module As Shown In Below.



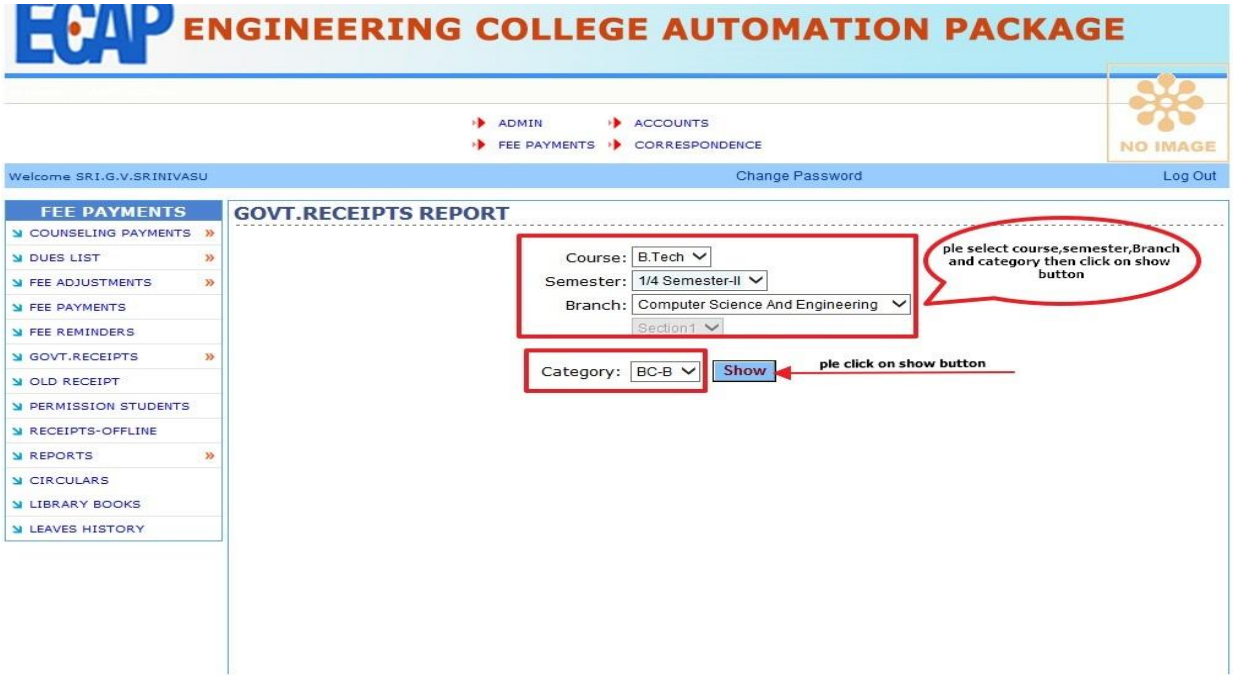
Step 4:-Please Place Your Mouse Pointer On "Govt.Receipts" Link Which Is Available In Left Menu. Then You Will Find "Sub Links Menu" As Shown In Below



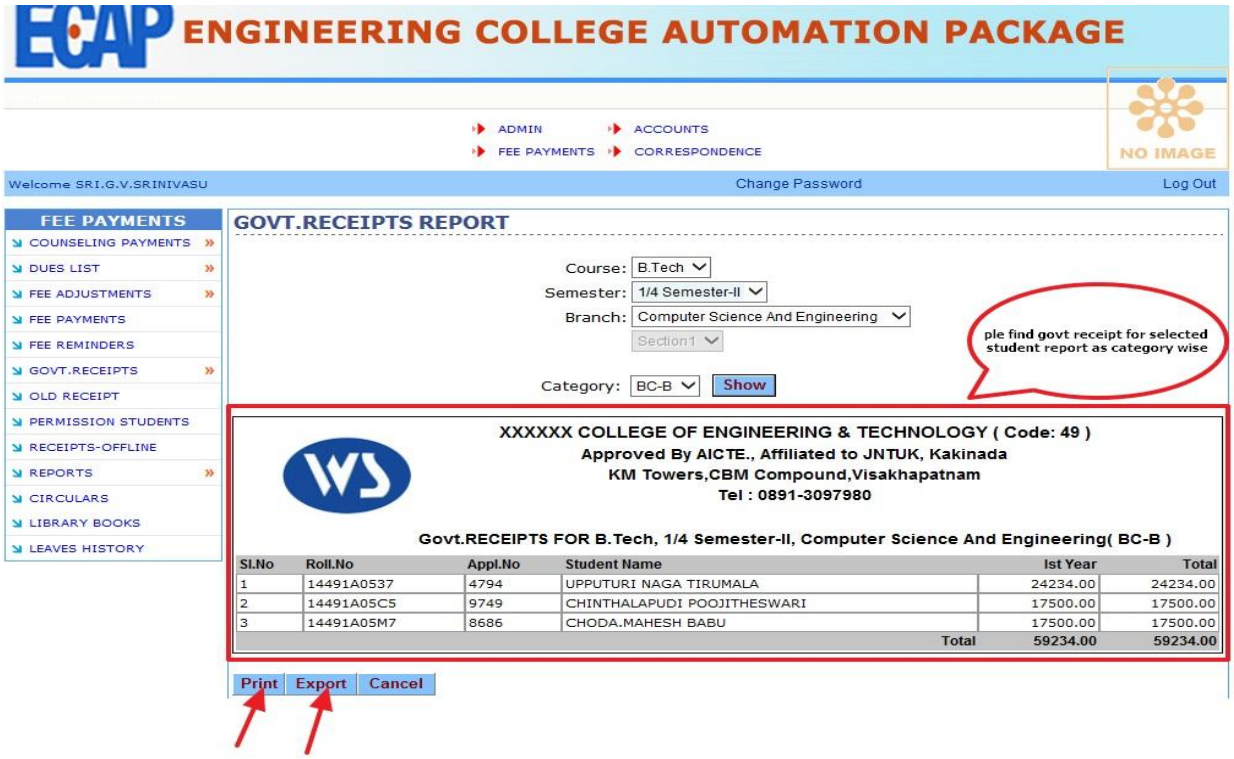
Step 5:-Please Find "Report" Option In Sub Links Menu As Shown In Below



Step6:- After Click On Report Link. Now Select Course, Semester, Branch And Category Type And Then Click On Show Button As Shown Below.



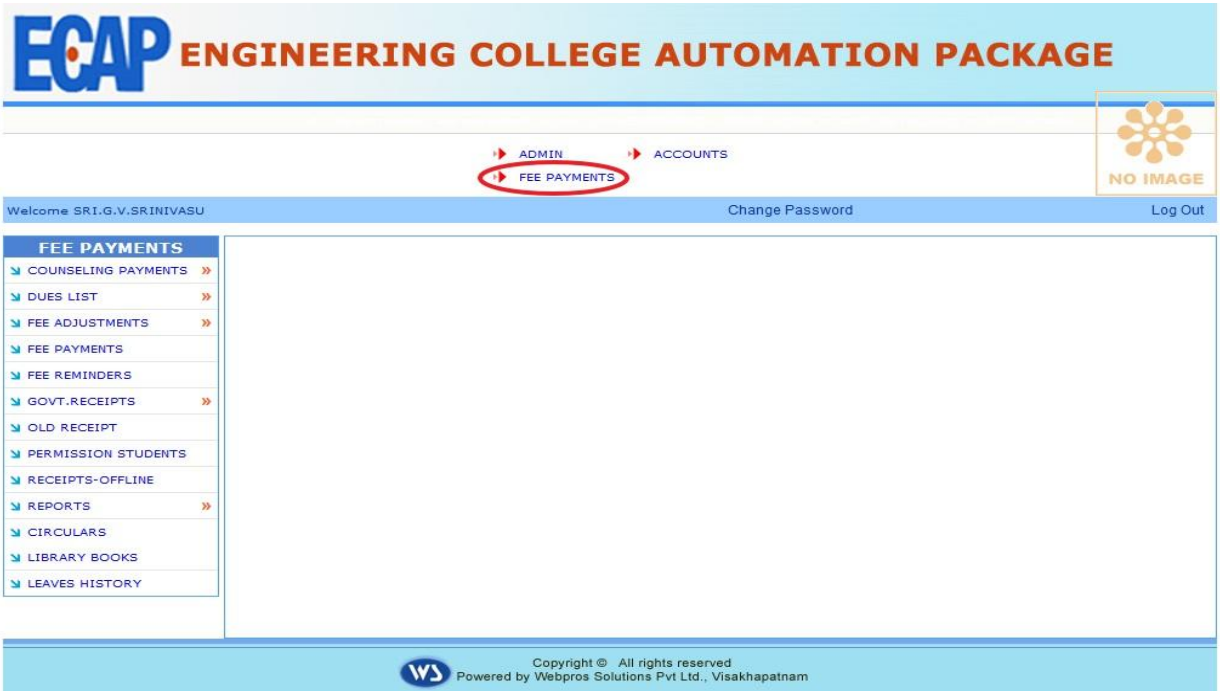
Step7:-After Click On Show Button And Then You Will Get Govt Scholarship Receipts If You Want To Take Print Out Then Please Click On "PRINT Button" And If You Want To Export This Data In To Excel Sheet Please Click On "Export Button".As Shown Below.



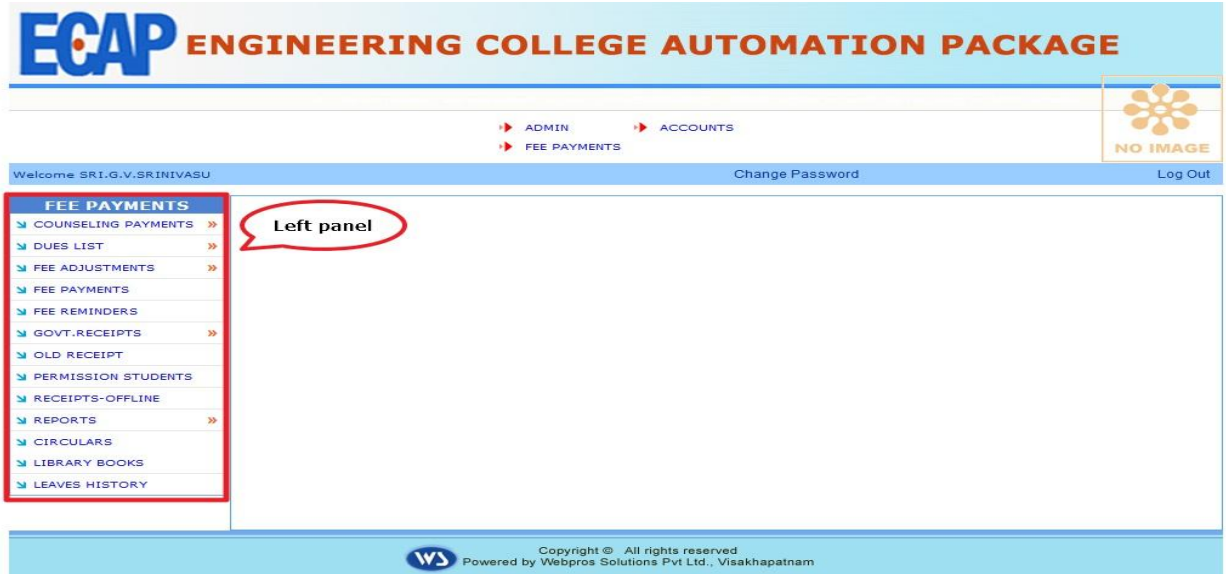
19) How To Import Receipts Through Offline?

Step 1:-Please Login In To ECAP By Using Your Username And Password

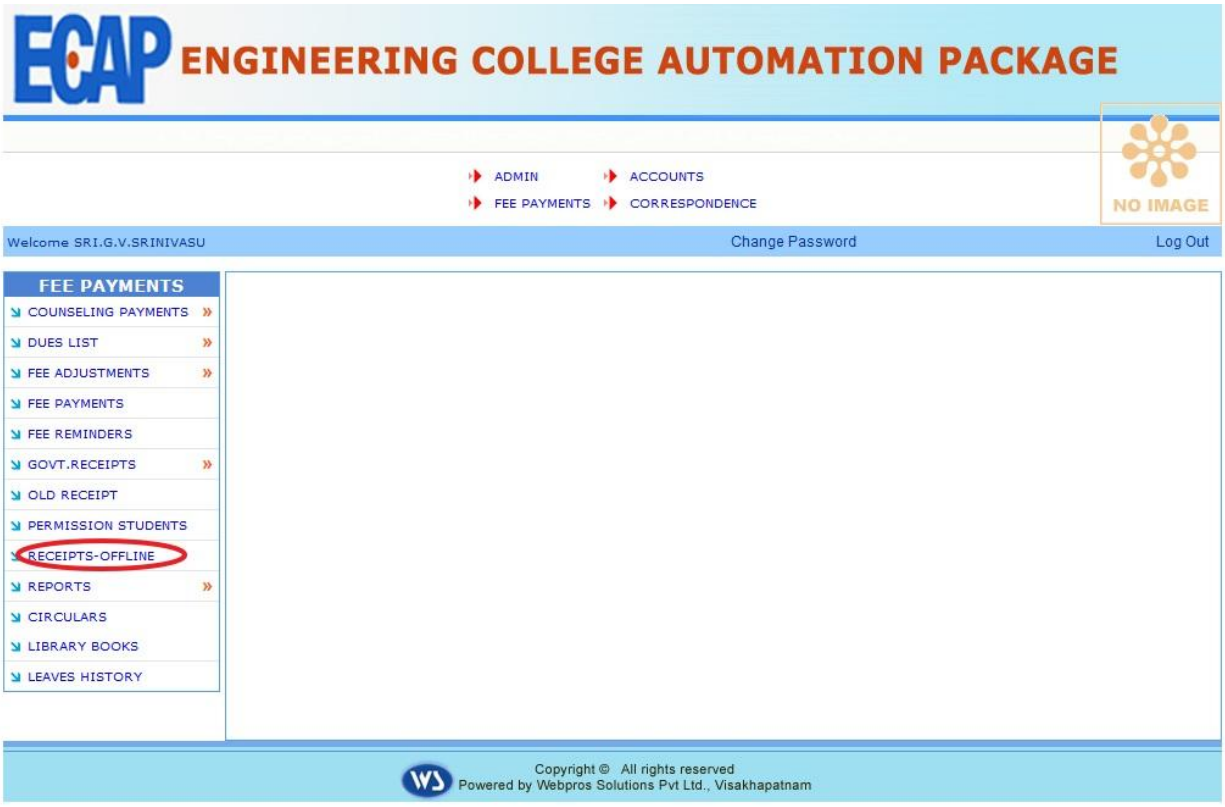
Step 2:- Please Click On "Fee Payment" Module As Shown In Below



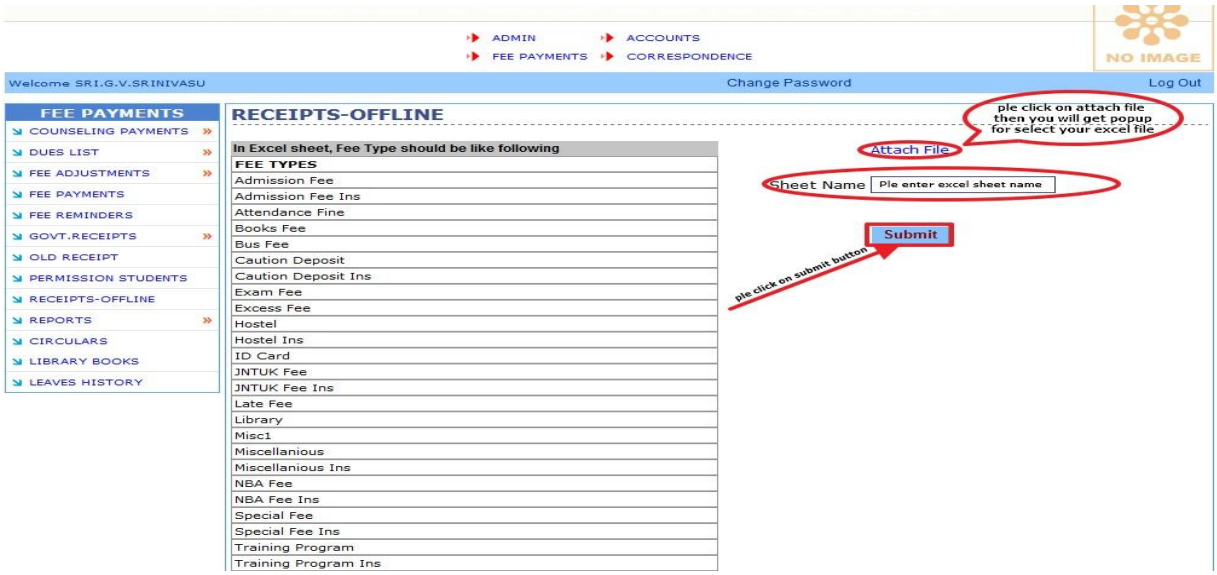
Step3:-You Will Find "Left Panel" After Clicking On Fee Payments Module As Shown In Below.



Step 4:-Please Place Your Mouse Pointer On "Receipts-Offline" Link Which Is Available In Left Menu. As Shown In Below.



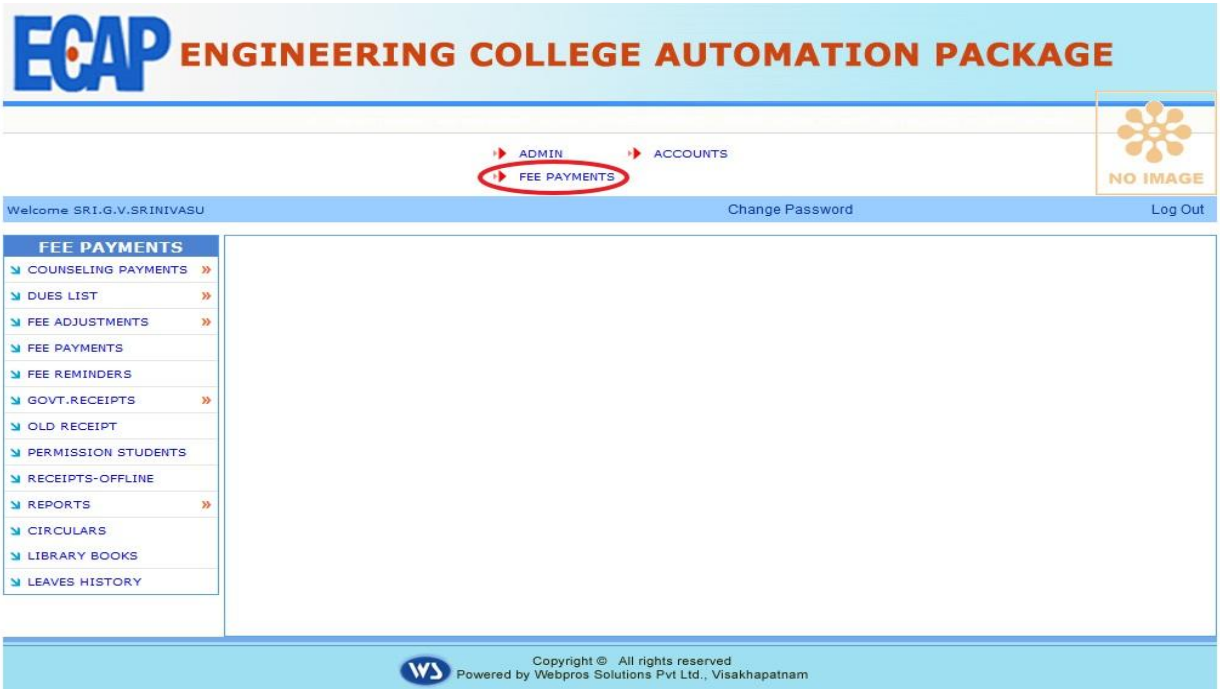
Step5:- After Click On Receipt-Offline Link As Shown Above Screen. Here Please Select Your Excel File And Then Enter Your Excel Sheet Name As Shown In Below And Then Click On Submit Button As Shown Below.



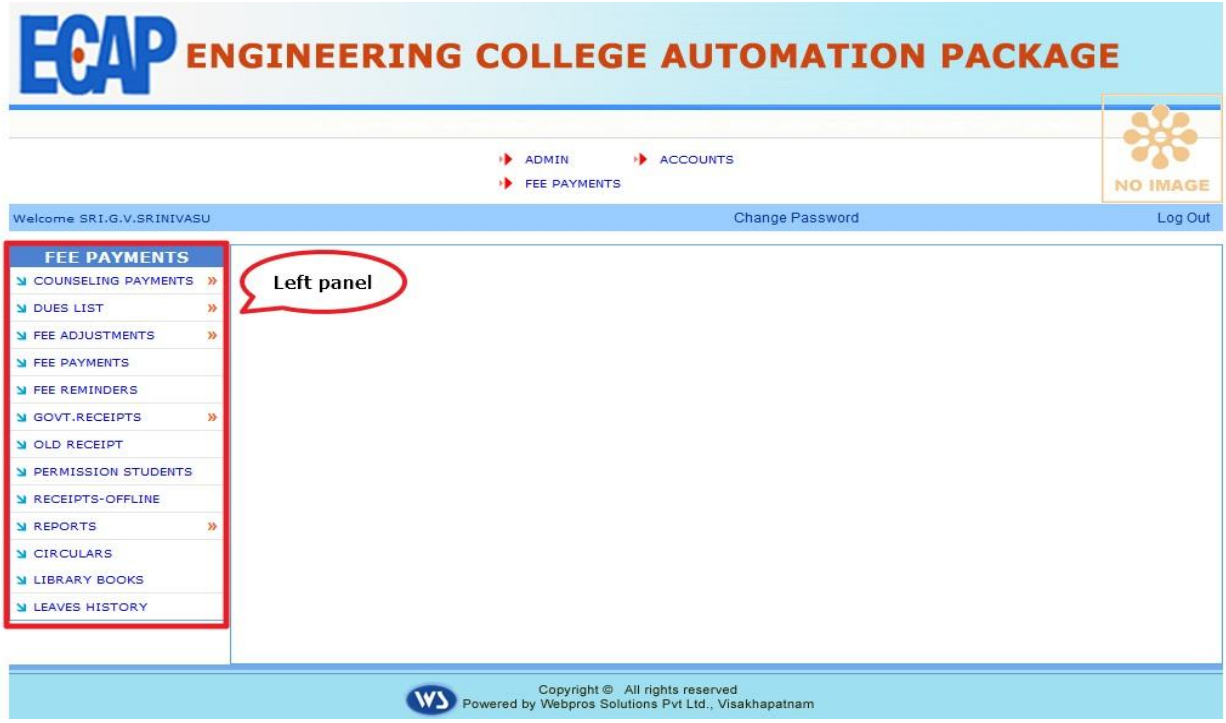
20) How To Generate Receipts Daily?

Step 1:-Please Login In To ECAP By Using Your Username And Password

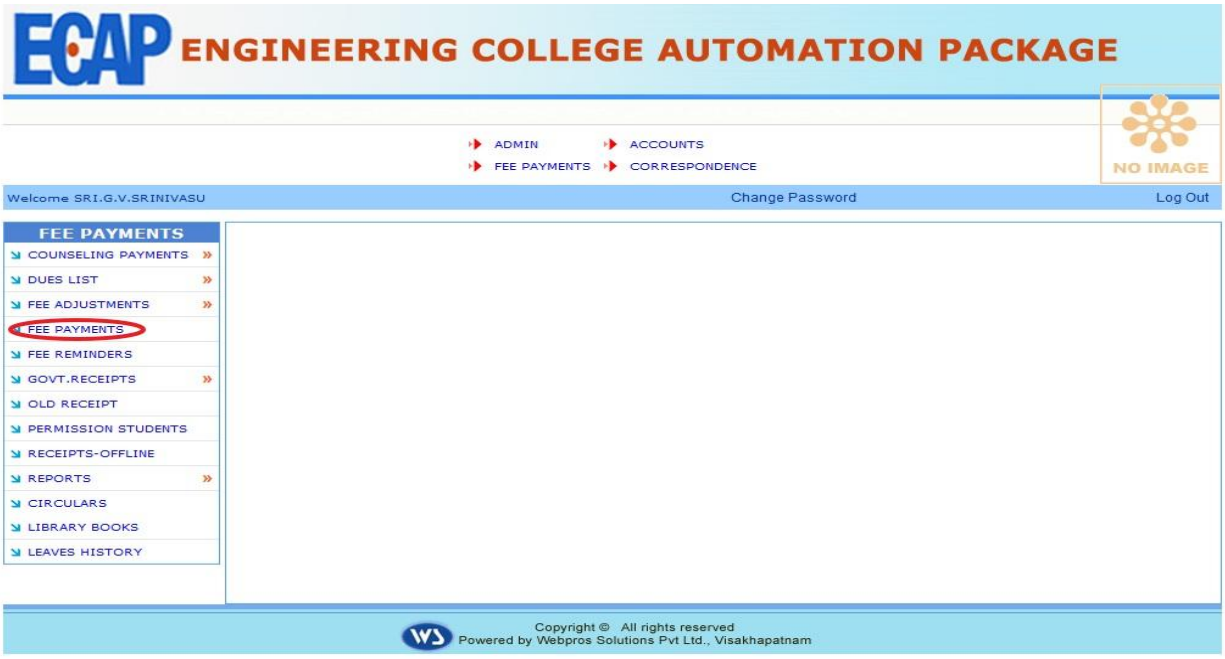
Step 2:- Please Click On "Fee Payment" Module As Shown In Below



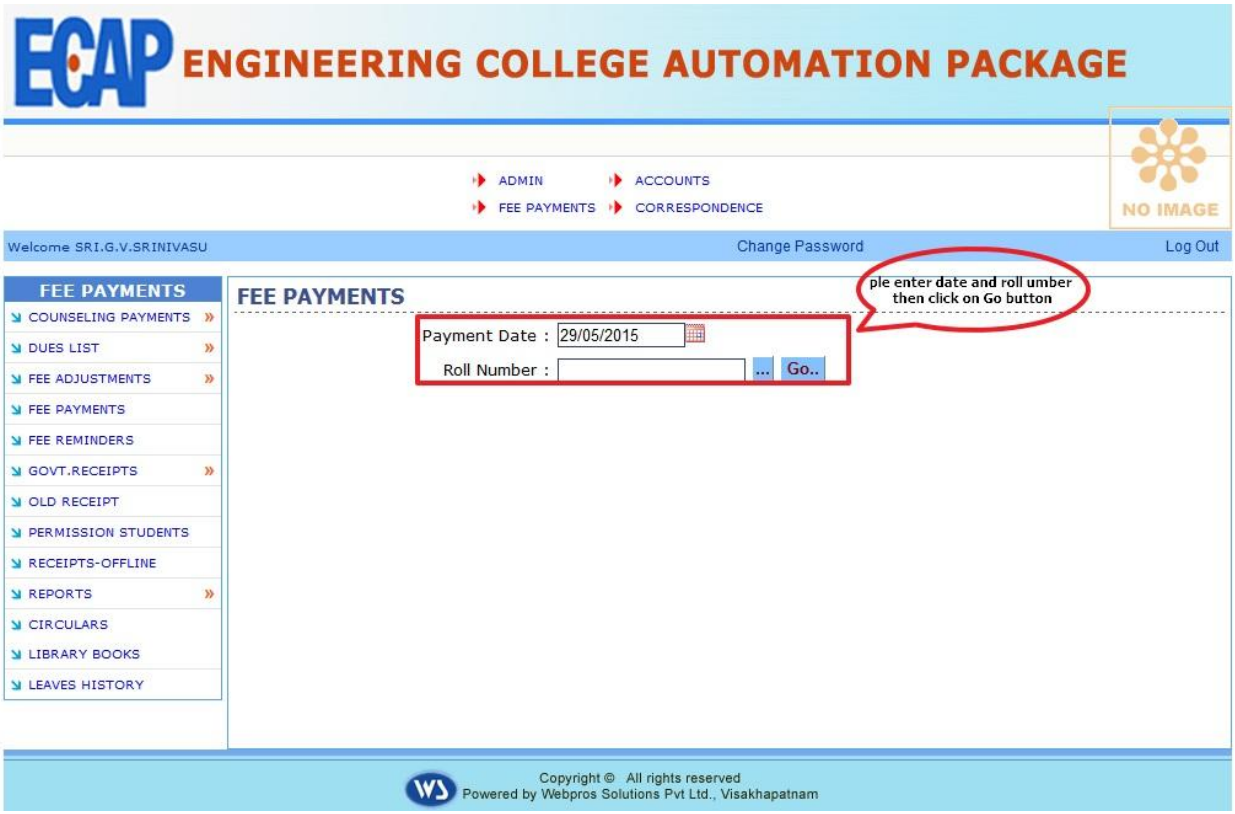
Step3:-You Will Find "Left Panel" After Clicking On Fee Payments Module As Shown In Below.



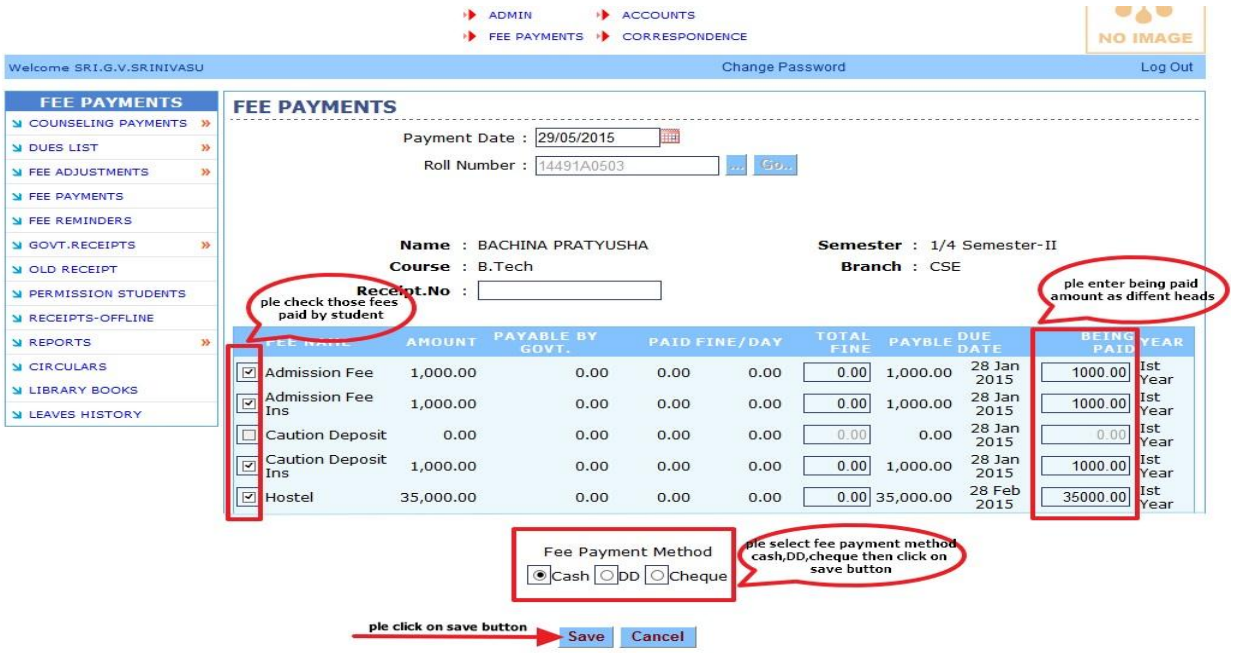
Step 4:-Please Place Your Mouse Pointer On "Fee Payments" Link Which Is Available In Left Menu. As Shown In Below.



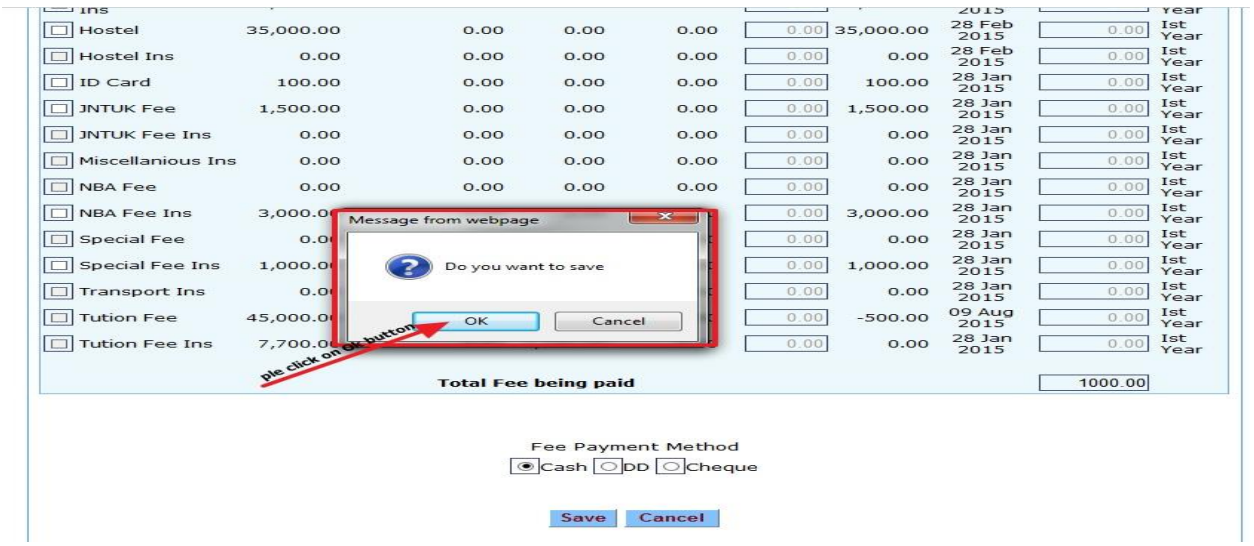
Step5:- After Click On Fee Payment Link As Shown Above Screen. Here Please Enter Date And Roll Number And Then Click On Show Button As Shown Below



Step6:- After Click On GO Button As Shown Above Screen. Here Please Enter Being Paid Amount Against Fee Heads As Shown Below



Step7:-After Click On "Save"Button And Then You Will You Will Get "POP UP For Confirmation" After Click On Update Button. Here Please Click On "OK Button" As Shown In Below



Step8:- After Click On OK Button Two Receipts Will Be Generated One Is Student Copy And College Copy As Shown Below

XXXXXX COLLEGE OF ENGINEERING & TECHNOLOGY (Code: 49)
Approved By AICTE., Affiliated to JNTUK, Kakinada
KM Towers,CBM Compound,Visakhapatnam
Tel : 0891-3097980

ORIGINAL

ReceiptNo	: CF/1521	**Date**	: 29/05/2015
Roll.No	: 14491A0503	**Name**	: BACHINA PRATYUSHA
Semester	: 1/4 Semester-II	**Father's Name**	: BACHINA SURESH

Sl.No	**Particulars**	**Amount**
1	Admission Fee	1000.00
	Total	**1000.00**

Rupees in words : One Thousand Only

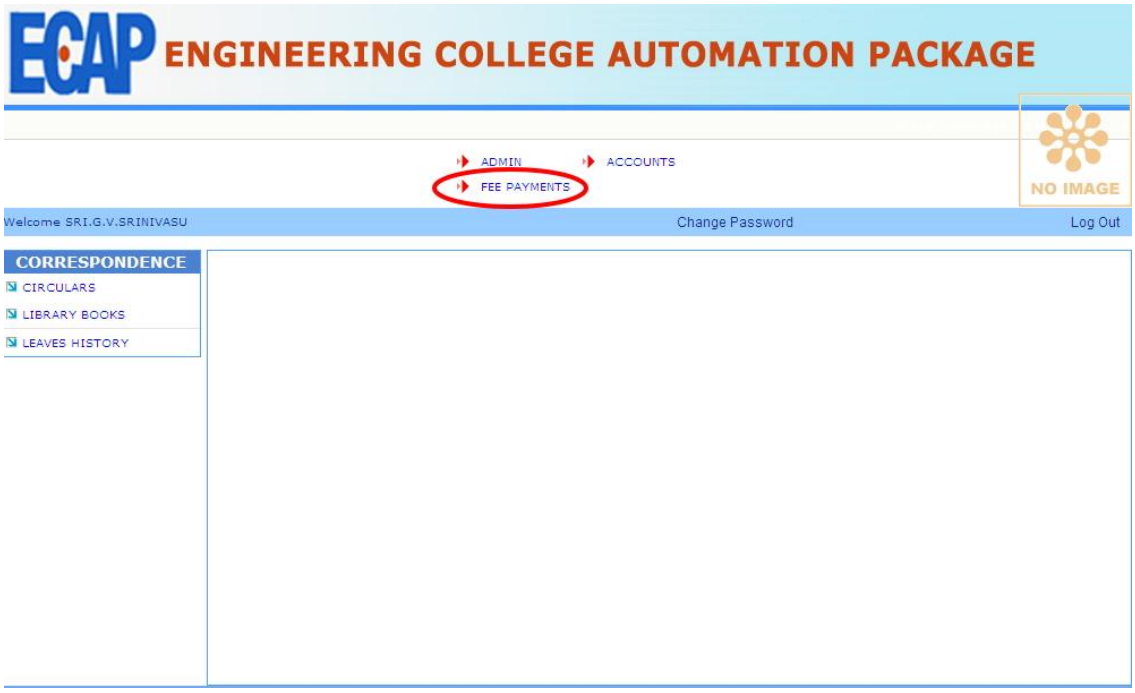
Payment in form of Cash

Signature of the student **A.O** **Principal** **Cashier**

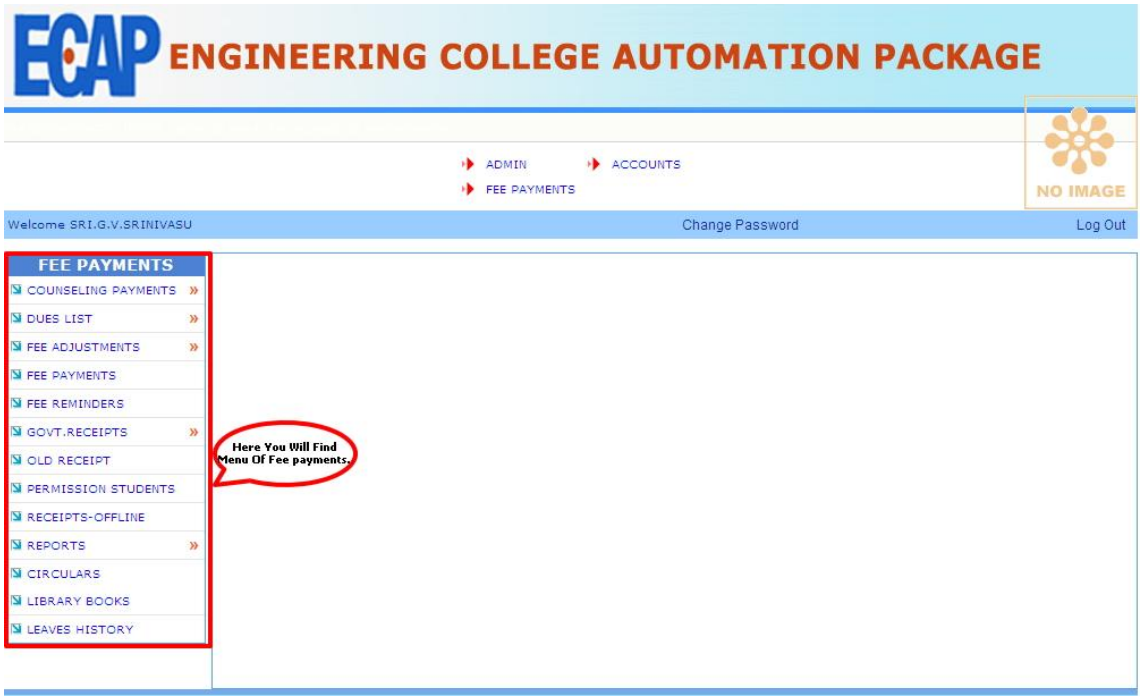
21) How To Check Fee Collection By User By Giving Date Range?

Ans: - Step 1:- Please Login In To "ECAP" By Using Your Username And Password.

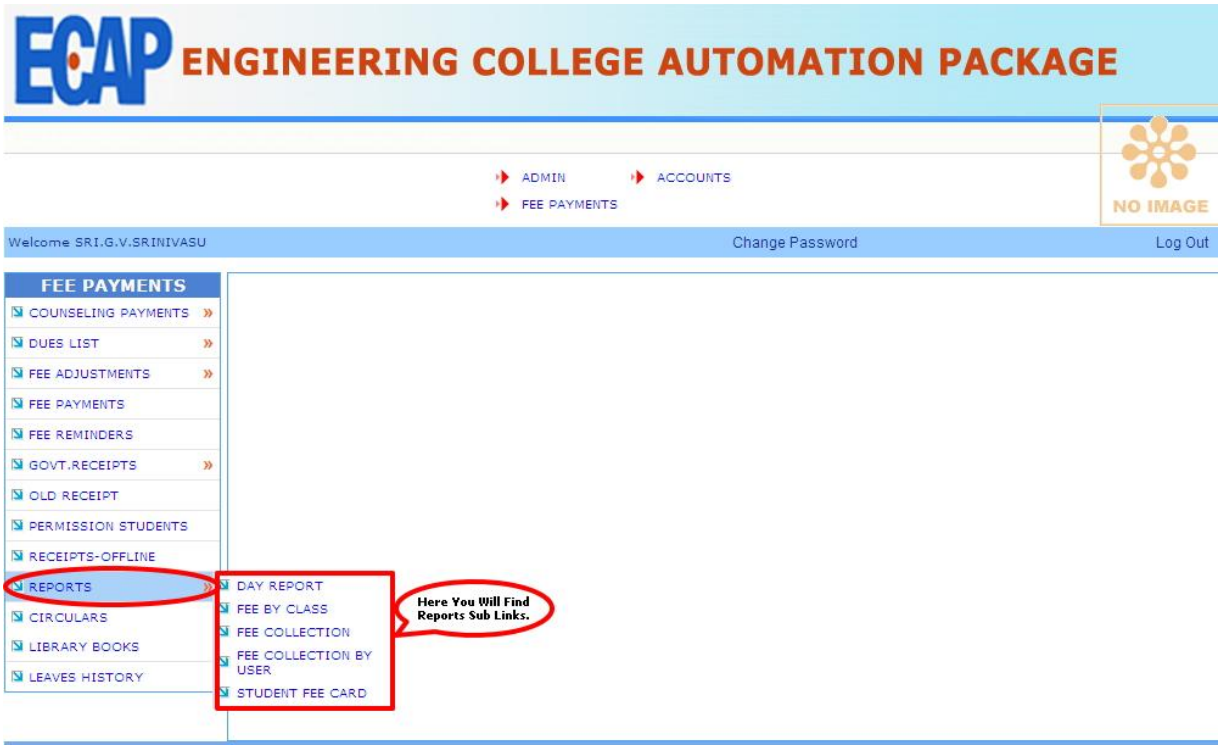
Step2:- Please Click On "FEE PAYMENTS" Module As Shown In Below.



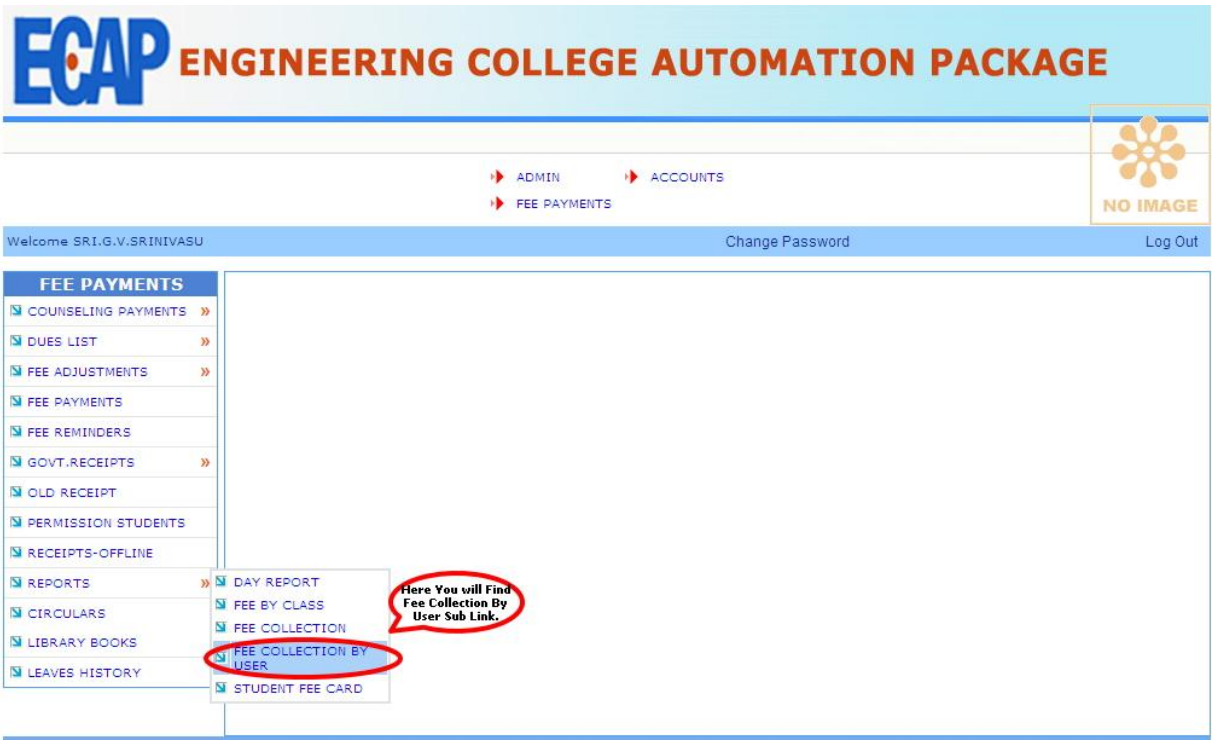
Step3:- :- After Click on "Fee Payments" Then You Will Find "Left Panel" As Shown in Below.



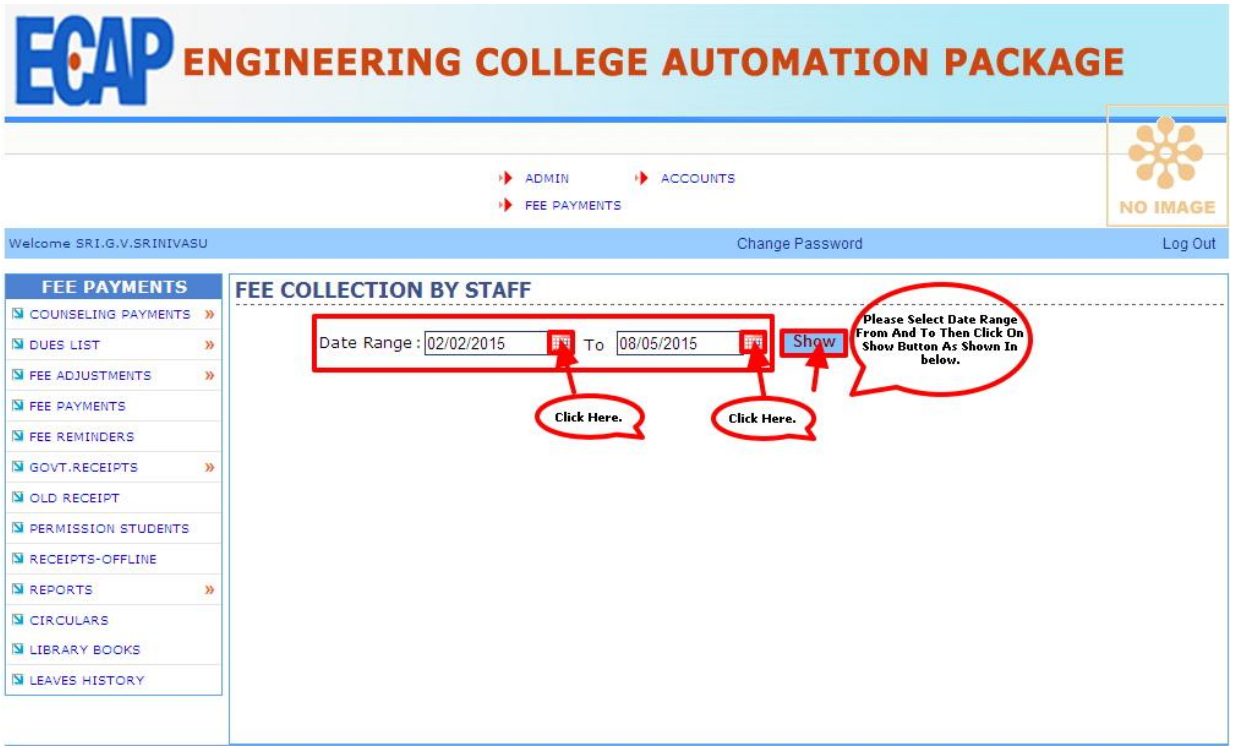
Step4:- Please Place Your Mouse Pointer On "Reports" Link Which Is Available In Left Menu Sub Link As Shown In Below.



Step5:-Please Click On "Fee Collection By User" Which Is Available In Left Panel Sub Links Menu As Shown In Below.

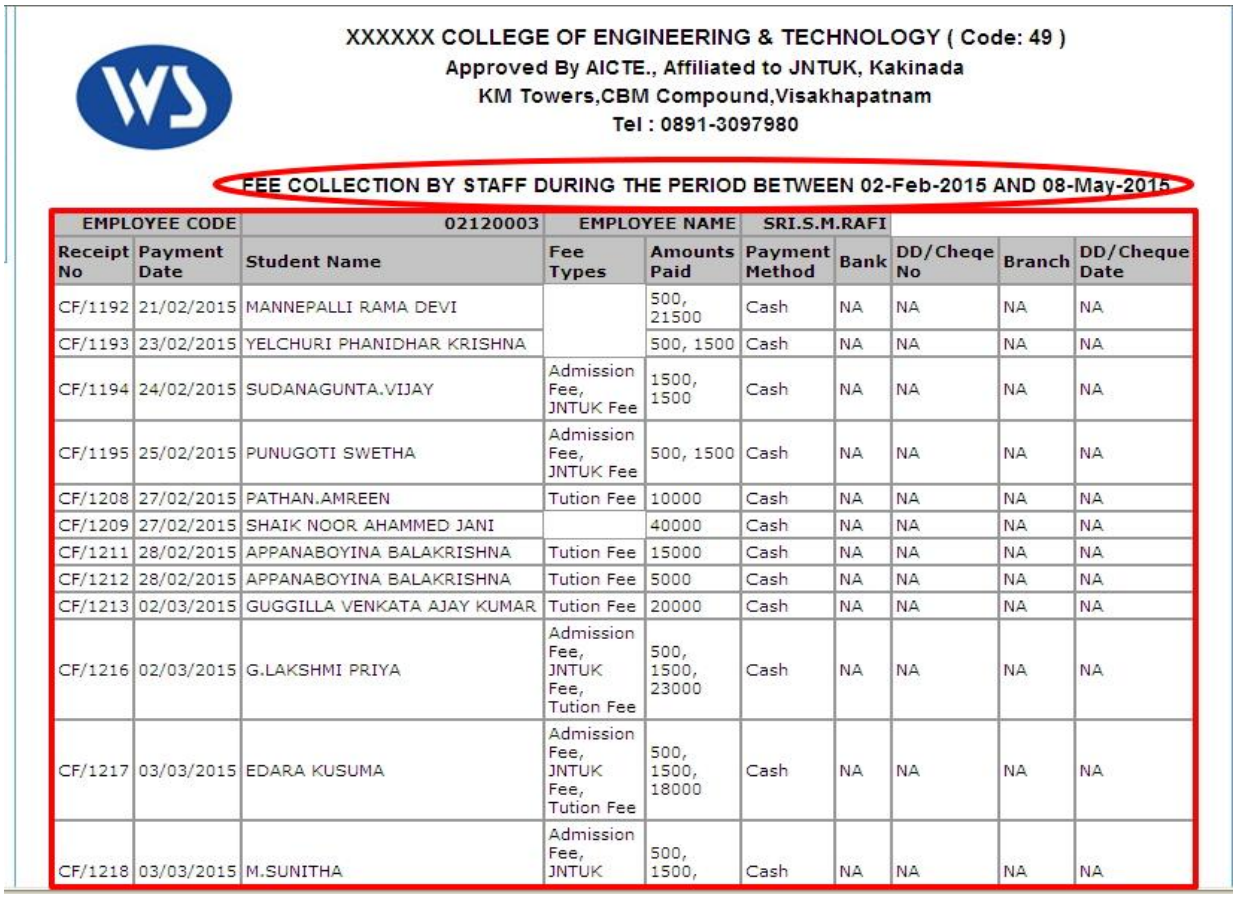


Step6:-After Click On "Fee Collection By User" Sub Link As Shown In Above Screen, Then You Will Find "Date Range", Please Select Date From And To And Click On "Show" Button As Shown In Below.



Continuation Screen----------

Step7:-After Click On "Show" Button As Shown In Above Screen, Then You Will Find "Fee Collection By User Report" As Shown In Below.



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Approved By AICTE., Affiliated to JNTUK, Kakinada
KM Towers,CBM Compound,Visakhapatnam
Tel : 0891-3097980

FEE COLLECTION BY STAFF DURING THE PERIOD BETWEEN 02-Feb-2015 AND 08-May-2015

EMPLOYEE CODE	02120003	EMPLOYEE NAME	SRI.S.M.RAFI					
Receipt No	Payment Date	Student Name	Fee Types	Amounts Paid	Payment Method	Bank	DD/Cheqe No	Branch	DD/Cheque Date
CF/1192	21/02/2015	MANNEPALLI RAMA DEVI		500, 21500	Cash	NA	NA	NA	NA
CF/1193	23/02/2015	YELCHURI PHANIDHAR KRISHNA		500, 1500	Cash	NA	NA	NA	NA
CF/1194	24/02/2015	SUDANAGUNTA.VIJAY	Admission Fee, JNTUK Fee	1500, 1500	Cash	NA	NA	NA	NA
CF/1195	25/02/2015	PUNUGOTI SWETHA	Admission Fee, JNTUK Fee	500, 1500	Cash	NA	NA	NA	NA
CF/1208	27/02/2015	PATHAN.AMREEN	Tution Fee	10000	Cash	NA	NA	NA	NA
CF/1209	27/02/2015	SHAIK NOOR AHAMMED JANI		40000	Cash	NA	NA	NA	NA
CF/1211	28/02/2015	APPANABOYINA BALAKRISHNA	Tution Fee	15000	Cash	NA	NA	NA	NA
CF/1212	28/02/2015	APPANABOYINA BALAKRISHNA	Tution Fee	5000	Cash	NA	NA	NA	NA
CF/1213	02/03/2015	GUGGILLA VENKATA AJAY KUMAR	Tution Fee	20000	Cash	NA	NA	NA	NA
CF/1216	02/03/2015	G.LAKSHMI PRIYA	Admission Fee, JNTUK Fee, Tution Fee	500, 1500, 23000	Cash	NA	NA	NA	NA
CF/1217	03/03/2015	EDARA KUSUMA	Admission Fee, JNTUK Fee, Tution Fee	500, 1500, 18000	Cash	NA	NA	NA	NA
CF/1218	03/03/2015	M.SUNITHA	Admission Fee, JNTUK	500, 1500,	Cash	NA	NA	NA	NA

Continuation Screen----------

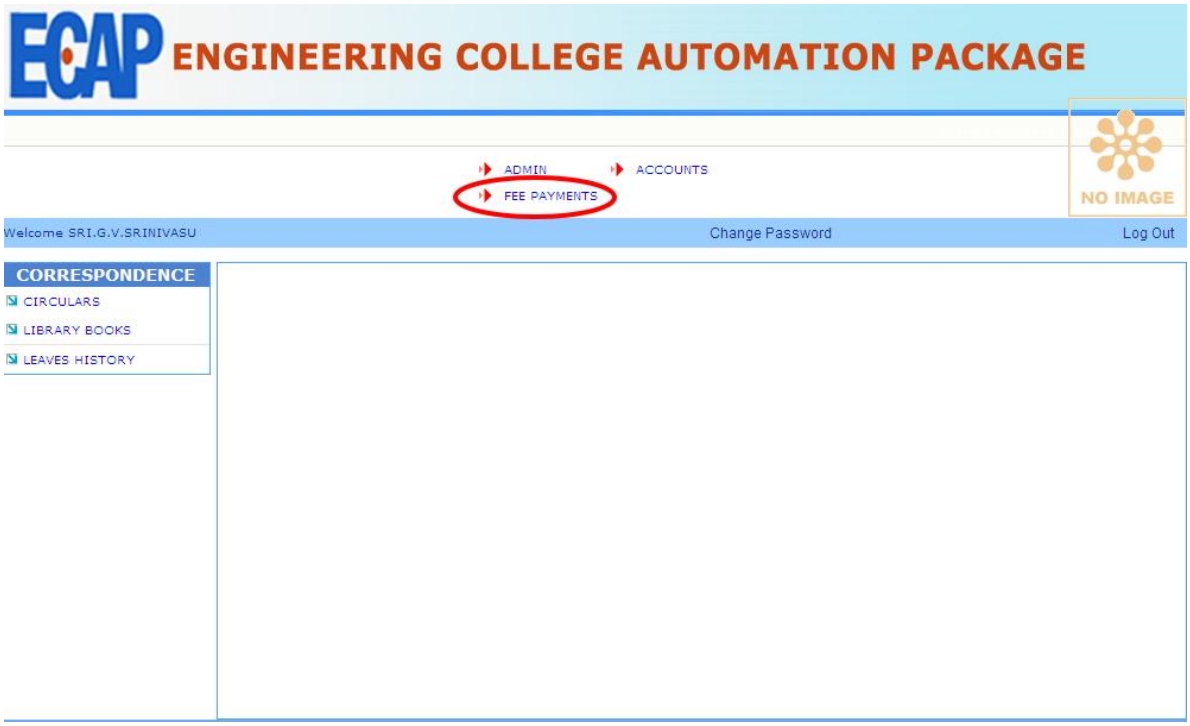
Step8:-If Want To Take Print For This Page, Please Click On "Print" Button Option Then You Will Get Print As Shown In Below.

TPC/28	09/04/2015	YADALA VENKATA PRASANNA LAKSHMI		250	Cash	NA	NA	NA	NA
TPC/29	09/04/2015	KARI SREE HARSHA		250	Cash	NA	NA	NA	NA
TPC/30	09/04/2015	KOTU SRIKANTH REDDY		250	Cash	NA	NA	NA	NA
TPC/31	09/04/2015	MUKTINUTALAPATI SUBBARAYA KARTHIK		250	Cash	NA	NA	NA	NA
TPC/32	09/04/2015	ALLU PRAKASH REDDY		250	Cash	NA	NA	NA	NA
TPC/33	09/04/2015	BEZAWADA SAICHAITANYA		250	Cash	NA	NA	NA	NA
TPC/34	09/04/2015	MALLIPEDDI SAI KRISHNA		250	Cash	NA	NA	NA	NA
TPC/35	09/04/2015	MANDADI VAMSI KRISHNA		250	Cash	NA	NA	NA	NA
TPC/36	09/04/2015	NARLA.CHANDRA SEKHAR		250	Cash	NA	NA	NA	NA
TPC/37	09/04/2015	CHEEMAKURTHI NEEHARIKA		250	Cash	NA	NA	NA	NA
TPC/38	09/04/2015	KOTA HARIKA		250	Cash	NA	NA	NA	NA
TPC/39	09/04/2015	LINGAMGUNTA SAILAJA		250	Cash	NA	NA	NA	NA
TPC/40	09/04/2015	MAREDDY ALEKHYA		250	Cash	NA	NA	NA	NA
TPC/41	09/04/2015	MORAVINENI MOUNIKA		250	Cash	NA	NA	NA	NA
TPC/42	09/04/2015	MUPPA TRIVENI		250	Cash	NA	NA	NA	NA
TPC/43	09/04/2015	NIDAMANURI SUBHASHINI		250	Cash	NA	NA	NA	NA
TPC/44	09/04/2015	PERIKALA LAVANYA		250	Cash	NA	NA	NA	NA
TPC/45	09/04/2015	SHAIK ITAAZ		250	Cash	NA	NA	NA	NA
CF/1509	09/04/2015	KAMMISETTY BALAJI	Tution Fee	21500	Cash	NA	NA	NA	NA
CF/1510	09/04/2015	MALEPATI SRIKANTH	Tution Fee	12000	Cash	NA	NA	NA	NA
CF/1511	10/04/2015	PONUGUPATI ADI NARAYANA	Admission Fee, JNTUK Fee	1000, 1500	Cash	NA	NA	NA	NA
CF/1513	10/04/2015	PULIGADDA RAJ KUMAR	Tution Fee	15000	Cash	NA	NA	NA	NA
CF/1514	10/04/2015	KOKKU SAI KRISHNA	Tution Fee	10000	Cash	NA	NA	NA	NA
				SUB TOTAL	2287190				
				TOTAL COLLECTION	6410690				

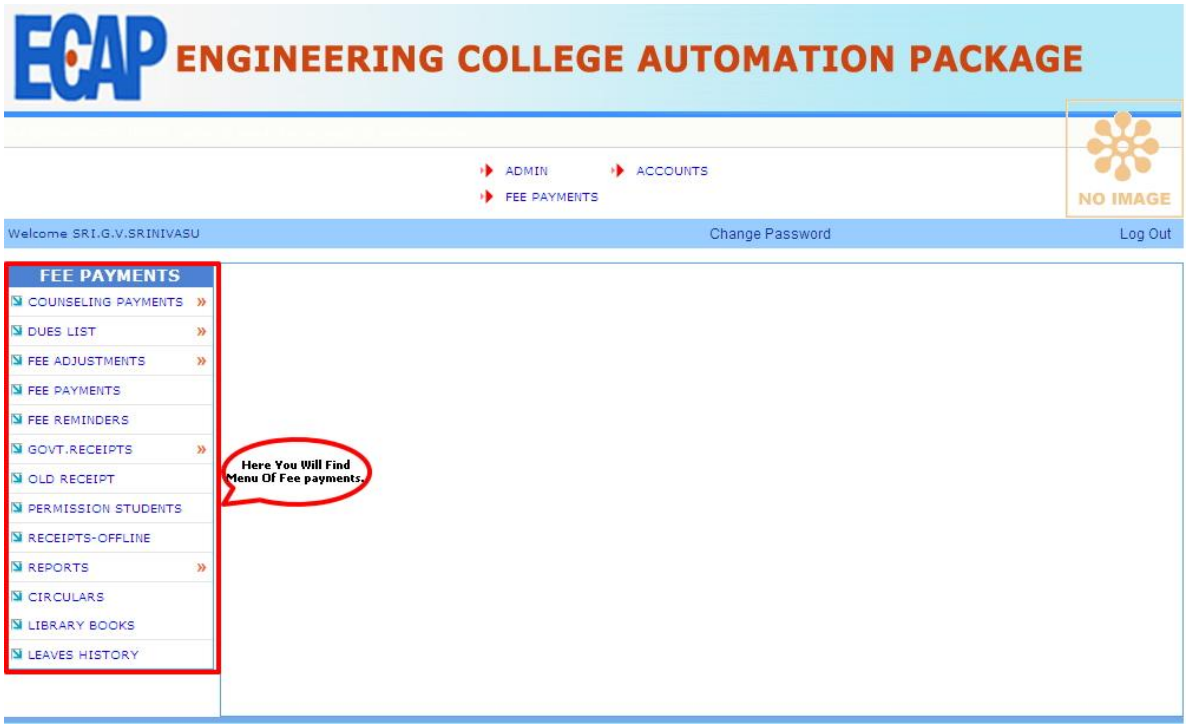
22) How To Check Day Wise Fee Collection By Fee Head Wise?

Ans: - Step 1:- Please Login In To "ECAP" By Using Your Username And Password.

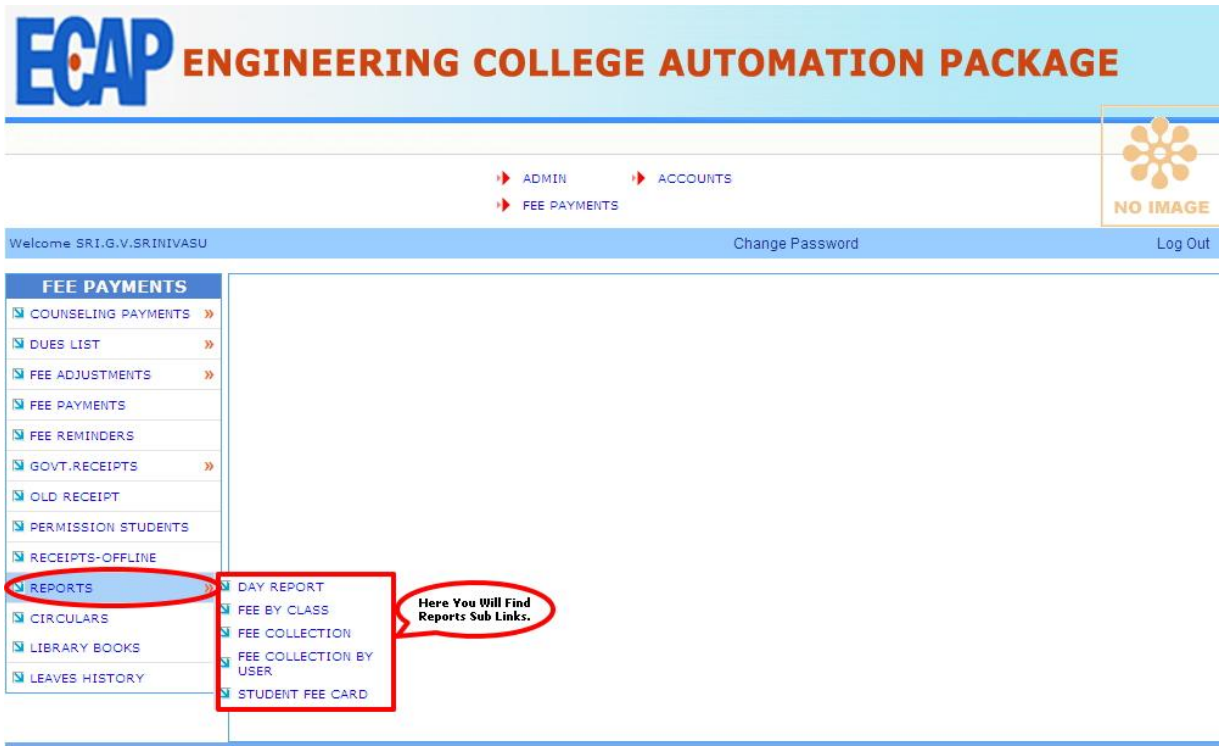
Step2:- Please Click On "FEE PAYMENTS" Module As Shown In Below.



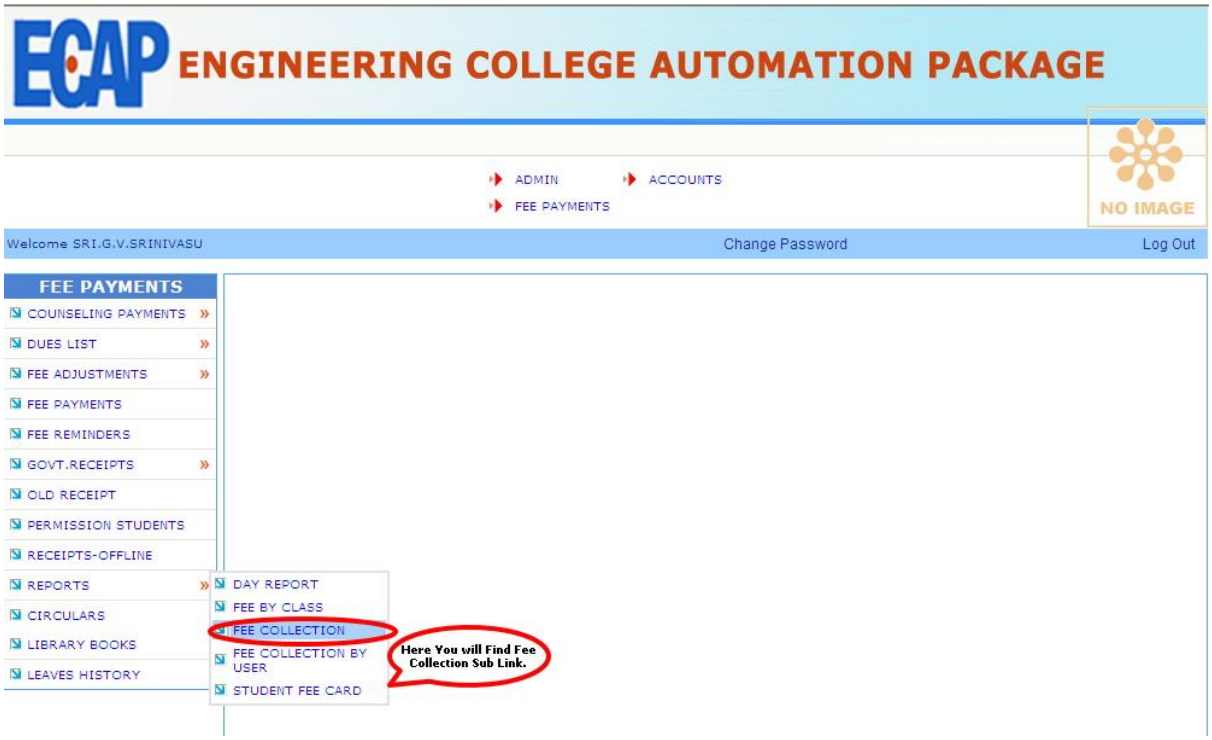
Step3:- :- **After Click on “Fee Payments” Then You Will Find “Left Panel” As Shown in Below.**



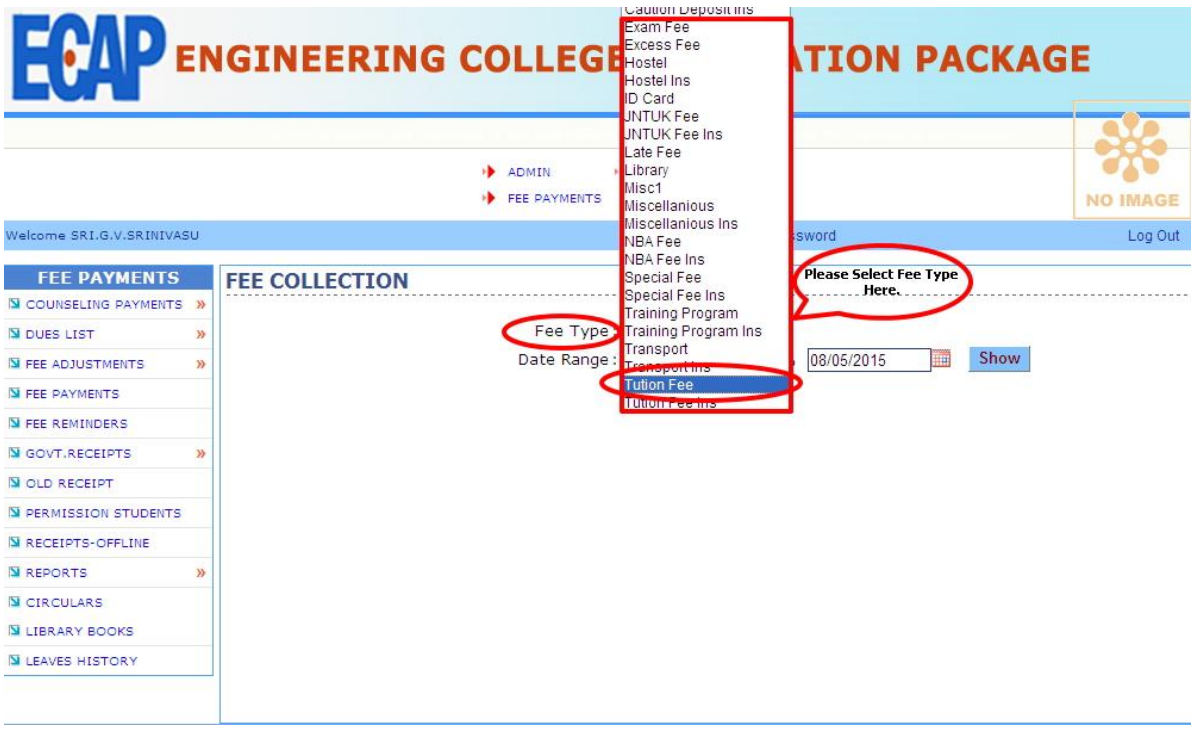
Step4:- :- **Please Place Your Mouse Pointer On “Reports” Link Which Is Available In Left Menu Sub Link As Shown In Below.**



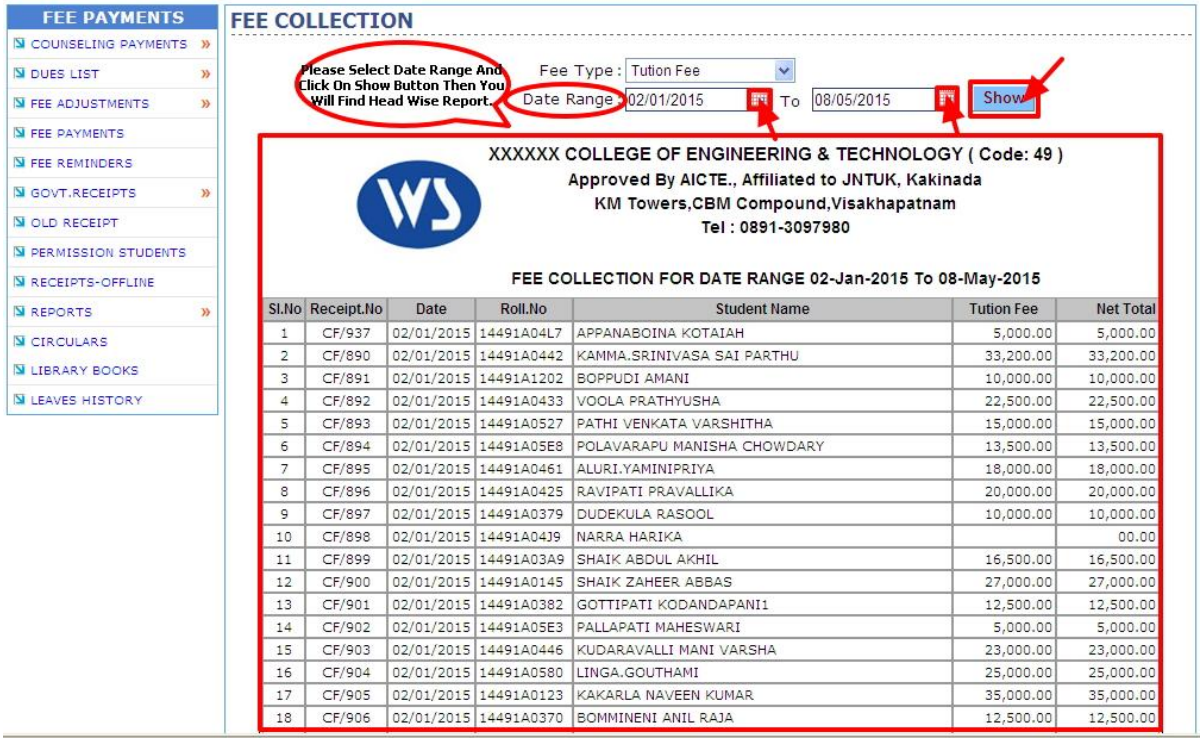
Step5:-Please Click On "Fee Collection" Sub Link As Shown In Below.



Step6:-After Click On "Fee Collection" Sub Link As Shown In Above Screen, Then You Will Find "Fee Type" Please Select In Drop Down For Fee Type As Shown In Below.



Step7:-After Select On "Fee Type" As Shown In Above Screen, Then You Will Find "Date Range" Please Select Date From And To And Then Click On "Show" Button Then You Will Fee Collection Report By Head Wise As Shown In Below.



Sl.No	Receipt.No	Date	Roll.No	Student Name	Tution Fee	Net Total
1	CF/937	02/01/2015	14491A04L7	APPANABOINA KOTAIAH	5,000.00	5,000.00
2	CF/890	02/01/2015	14491A0442	KAMMA.SRINIVASA SAI PARTHU	33,200.00	33,200.00
3	CF/891	02/01/2015	14491A1202	BOPPUDI AMANI	10,000.00	10,000.00
4	CF/892	02/01/2015	14491A0433	VOOLA PRATHYUSHA	22,500.00	22,500.00
5	CF/893	02/01/2015	14491A0527	PATHI VENKATA VARSHITHA	15,000.00	15,000.00
6	CF/894	02/01/2015	14491A05E8	POLAVARAPU MANISHA CHOWDARY	13,500.00	13,500.00
7	CF/895	02/01/2015	14491A0461	ALURI.YAMINIPRIYA	18,000.00	18,000.00
8	CF/896	02/01/2015	14491A0425	RAVIPATI PRAVALLIKA	20,000.00	20,000.00
9	CF/897	02/01/2015	14491A0379	DUDEKULA RASOOL	10,000.00	10,000.00
10	CF/898	02/01/2015	14491A04J9	NARRA HARIKA		00.00
11	CF/899	02/01/2015	14491A03A9	SHAIK ABDUL AKHIL	16,500.00	16,500.00
12	CF/900	02/01/2015	14491A0145	SHAIK ZAHEER ABBAS	27,000.00	27,000.00
13	CF/901	02/01/2015	14491A0382	GOTTIPATI KODANDAPANI1	12,500.00	12,500.00
14	CF/902	02/01/2015	14491A05E3	PALLAPATI MAHESWARI	5,000.00	5,000.00
15	CF/903	02/01/2015	14491A0446	KUDARAVALLI MANI VARSHA	23,000.00	23,000.00
16	CF/904	02/01/2015	14491A0580	LINGA.GOUTHAMI	25,000.00	25,000.00
17	CF/905	02/01/2015	14491A0123	KAKARLA NAVEEN KUMAR	35,000.00	35,000.00
18	CF/906	02/01/2015	14491A0370	BOMMINENI ANIL RAJA	12,500.00	12,500.00

Continuation Screen----------

Step8:-Here You Will Find "Print","Export","Cancel" Options, If You Want To Take Print You Can Click On "Print" Option Button, Or Else If You Want To The "Export" The Sheet You Can Click On Export Option As Shown In Below.

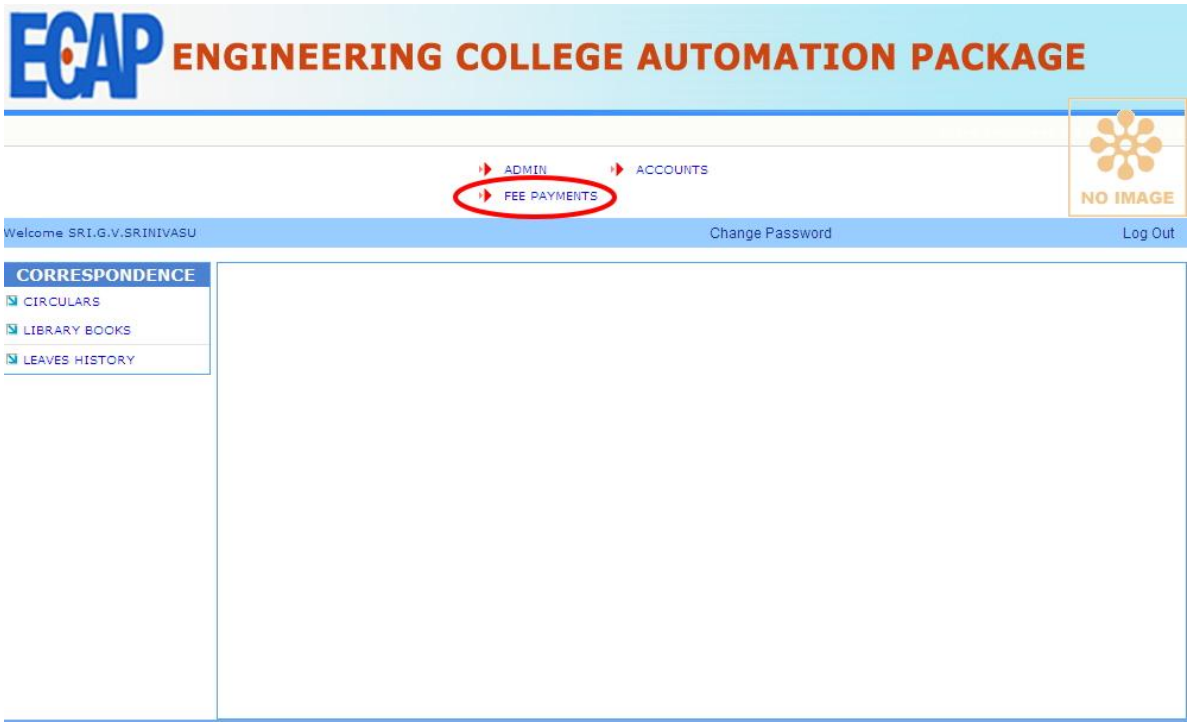
648	TPC/29	09/04/2015	14491A05A8	KARI SREE HARSHA		00.00
649	TPC/30	09/04/2015	14491A05B3	KOTU SRIKANTH REDDY		00.00
650	TPC/31	09/04/2015	14491A05B6	MUKTINUTALAPATI SUBBARAYA KARTHIK		00.00
651	TPC/32	09/04/2015	14491A05F9	ALLU PRAKASH REDDY		00.00
652	TPC/33	09/04/2015	14491A05G0	BEZAWADA SAICHAITANYA		00.00
653	TPC/34	09/04/2015	14491A05H2	MALLIPEDDI SAI KRISHNA		00.00
654	TPC/35	09/04/2015	14491A05H3	MANDADI VAMSI KRISHNA		00.00
655	TPC/36	09/04/2015	14491A05H6	NARLA.CHANDRA SEKHAR		00.00
656	TPC/37	09/04/2015	14491A05I4	CHEEMAKURTHI NEEHARIKA		00.00
657	TPC/38	09/04/2015	14491A05I9	KOTA HARIKA		00.00
658	TPC/39	09/04/2015	14491A05J0	LINGAMGUNTA SAILAJA		00.00
659	TPC/40	09/04/2015	14491A05J4	MAREDDY ALEKHYA		00.00
660	TPC/41	09/04/2015	14491A05J7	MORAVINENI MOUNIKA		00.00
661	TPC/42	09/04/2015	14491A05K0	MUPPA TRIVENI		00.00
662	TPC/43	09/04/2015	14491A05K6	NIDAMANURI SUBHASHINI		00.00
663	TPC/44	09/04/2015	14491A05K9	PERIKALA LAVANYA		00.00
664	TPC/45	09/04/2015	14491A05L4	SHAIK ITAAZ		00.00
665	CF/1509	09/04/2015	14491A05G7	KAMMISETTY BALAJI	21,500.00	21,500.00
666	CF/1510	09/04/2015	14491A0128	MALEPATI SRIKANTH	12,000.00	12,000.00
667	CF/1511	10/04/2015	14491A0337	PONUGUPATI ADI NARAYANA		00.00
668	CF/1512	10/04/2015	14491A0559	SUNKARA ADITYA	20,000.00	20,000.00
669	CF/1513	10/04/2015	14491A0268	PULIGADDA RAJ KUMAR	15,000.00	15,000.00
670	CF/1514	10/04/2015	14491A05A9	KOKKU SAI KRISHNA	10,000.00	10,000.00
671	CF/1515	13/04/2015	14491A0353	VAKA VIJAY BHASKAR REDDY	11,000.00	11,000.00
672	CF/1516	16/04/2015	14491A0427	SHAIK.KARISHMA	17,500.00	17,500.00
				Grant Total	10,492,900.00	10,492,900.00

Print Export Cancel

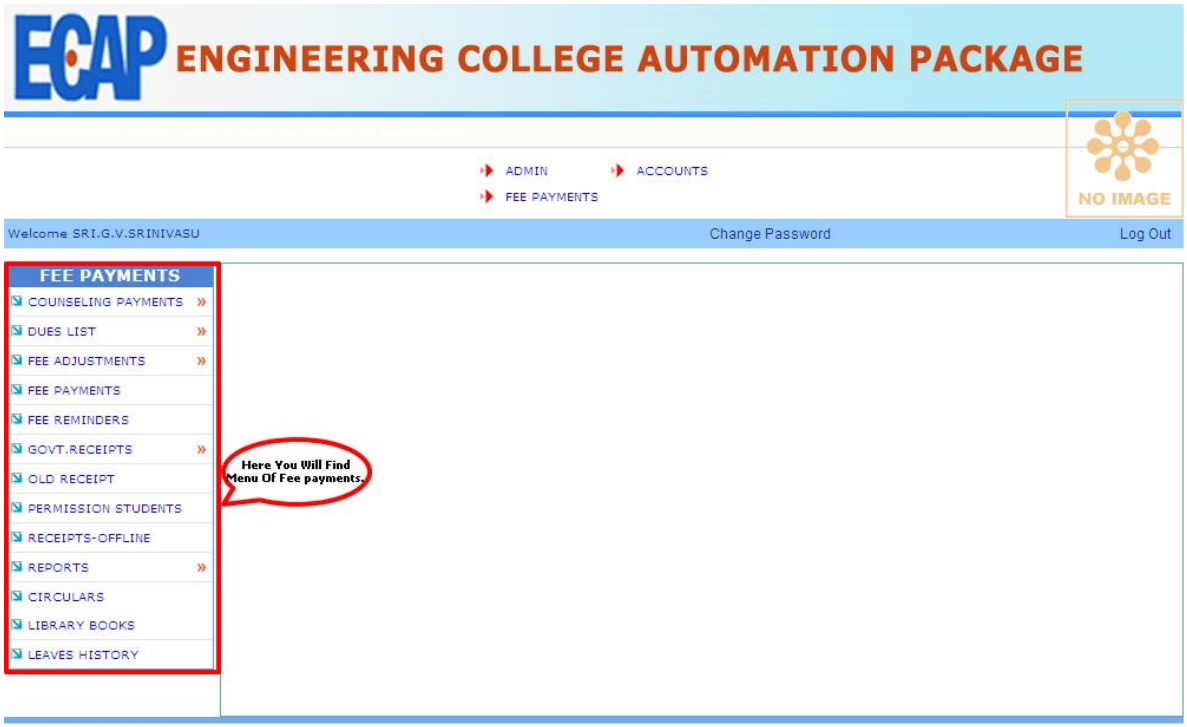
23) How To Check Student Committed/Paid/Balance Amount Report By Batch Wise?

Ans: - Step 1:- Please Login In To "ECAP" By Using Your Username And Password.

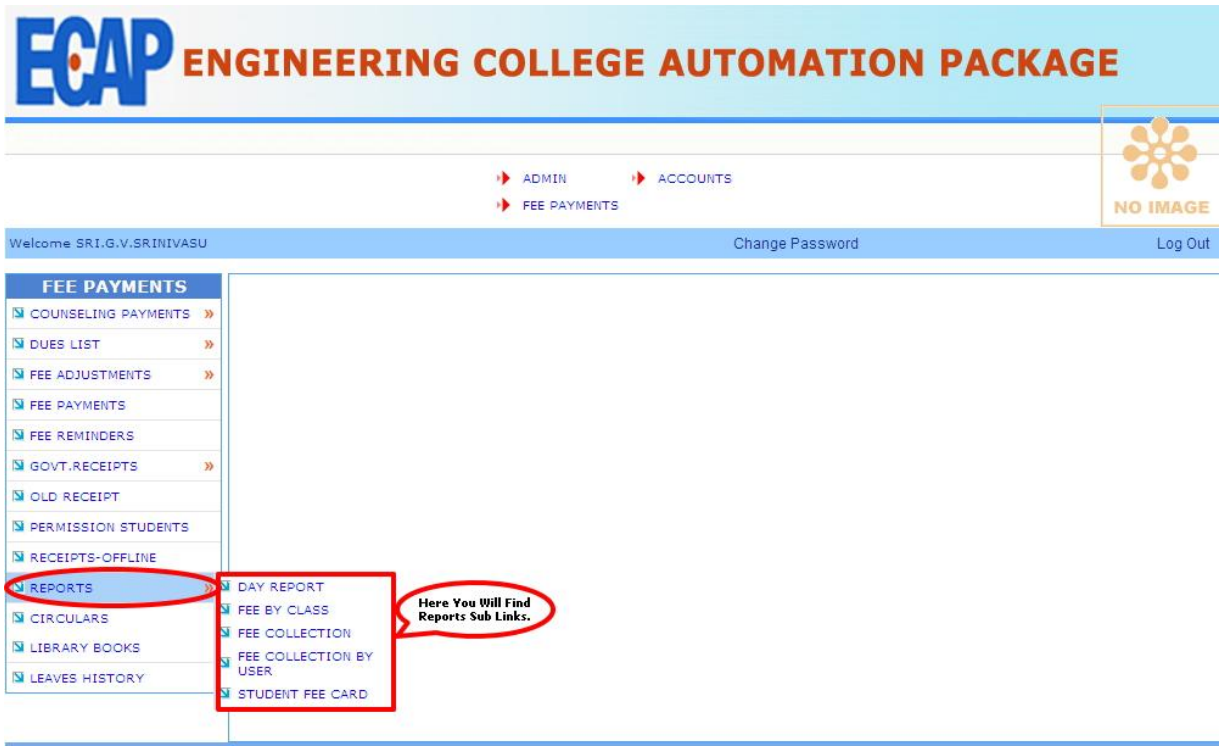
Step2:- Please Click On "FEE PAYMENTS" Module As Shown In Below.



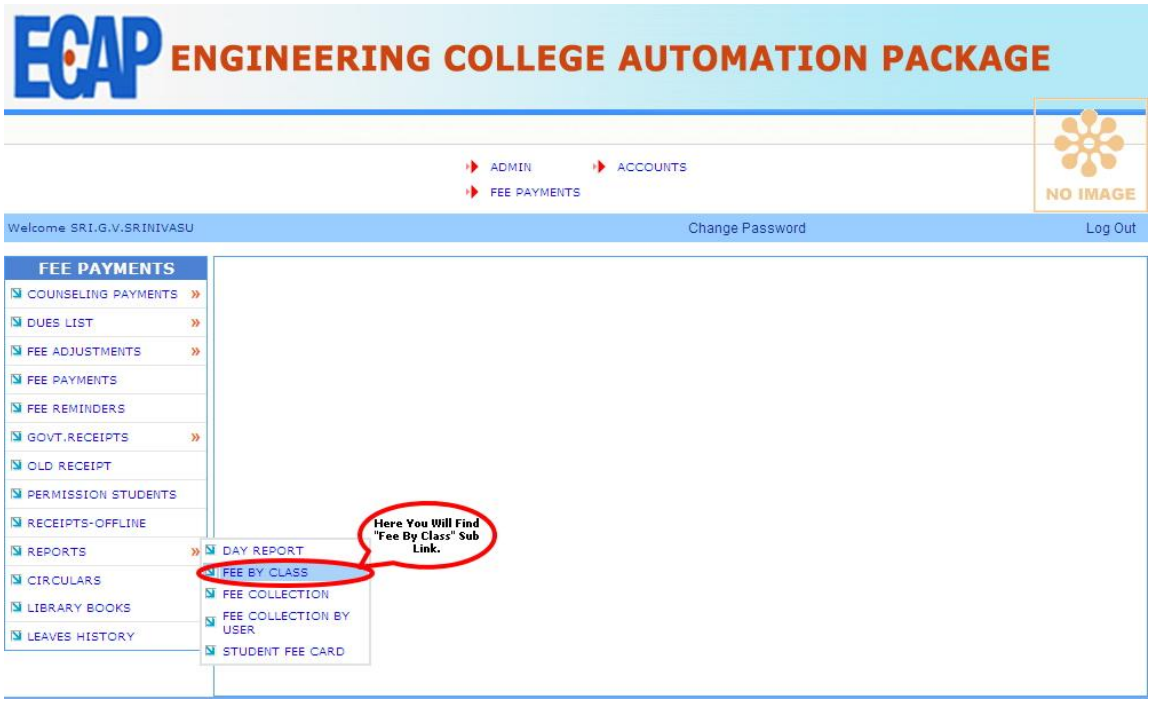
Step3:- :- **After Click on “Fee Payments” Then You Will Find “Left Panel” As Shown in Below.**



Step4:- :- **Please Place Your Mouse Pointer On “Reports” Link Which Is Available In Left Menu Sub Link As Shown In Below.**

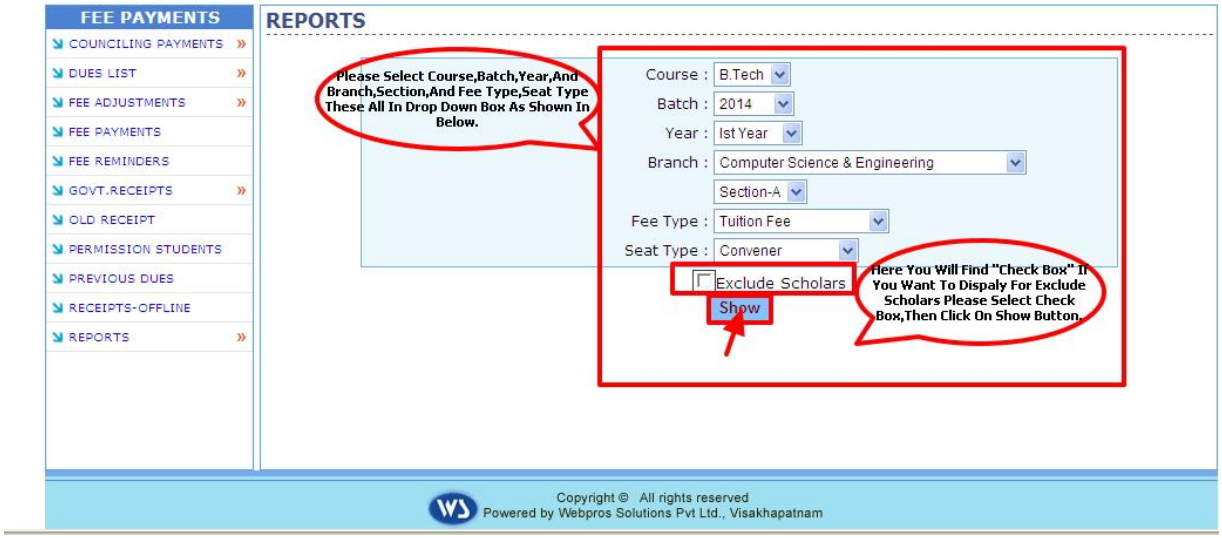


Step5:-Please Click On "Fee By Class" Sub Link Option, As Shown In Below.



Step6:-After Click On "Fee By Class" Sub Link As Shown In Above Screen, Then You Will Select "Course", "Batch","Year","Branch","Section","Fee Type", "Seat Type" Then You Will Find "Exclude Scholars" Option With "Check Box", Then Click On "Show" Button As Shown In Below.

Note: - Here "Exclude Scholars" Option Are Also Available, If You Want To Display With Scholars Report Then Click On Check Box As Shown Below.



Step7:-After Click On "Show" Button As Shown In Above Screen, Then You Will Find Fee Report By Head Wise As Shown In Below.

FEES REPORT

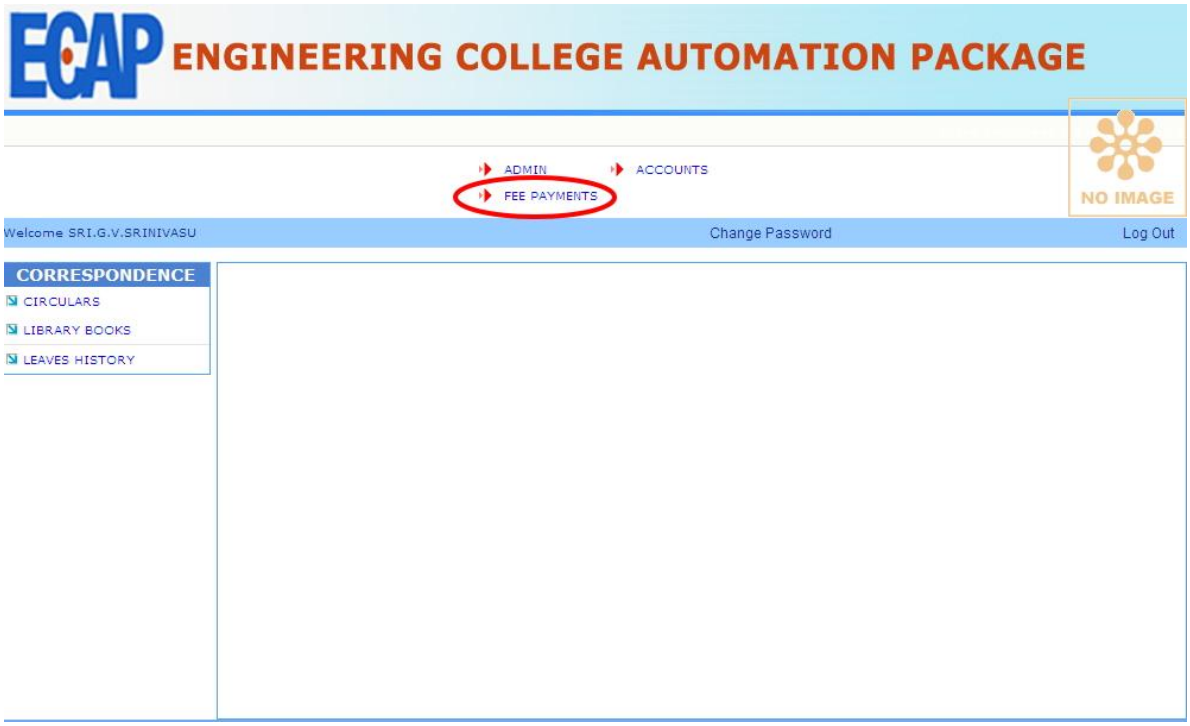
Course : B.Tech
Semester : Ist Year Payments Of First Year
Seat Type : Convener

Sl.No	Roll.No	Student Name	Due.Date	Committed.Amount	Paid.Amt	Balance.Amt
Fee Type : **Tuition Fee**						
1	14X51A0501	KALLURU AKHIL KUMAR REDDY	30/12/2014	51800.00	16800.00	35000.00
2	14X51A0502	UPPARA AKHILSAI	30/12/2014	51800.00	16800.00	35000.00
3	14X51A0504	GATTU ANWESH	30/12/2014	51800.00	51800.00	.00
4	14X51A0505	VALLAM ARUNA	30/12/2014	51800.00	16800.00	35000.00
5	14X51A0508	SURATKALSETHU BALA KRISHNA	30/12/2014	51800.00	16800.00	35000.00
6	14X51A0510	DODDA BHANU PRIYANKA REDDY	30/12/2014	51800.00	16800.00	35000.00
7	14X51A0512	VUSIRIKAYALA CHANDRAREKHA	30/12/2014	51800.00	16800.00	35000.00
8	14X51A0513	M CHARANI	30/12/2014	45000.00	10000.00	35000.00
9	14X51A0514	MADDIRALA DEVI VENKATA MOUNIKA	30/12/2014	51800.00	16800.00	35000.00
10	14X51A0516	YERRAMREDDY ESWARAMMA	30/12/2014	51800.00	16800.00	35000.00
11	14X51A0518	PANYAM GANGADHAR REDDY	30/12/2014	51800.00	16800.00	35000.00
12	14X51A0519	G P GAYATHRI	30/12/2014	51800.00	16800.00	35000.00
13	14X51A0520	KUNTUMALLA GUNA SAI	30/12/2014	51800.00	16800.00	35000.00
14	14X51A0522	HARIKA KALVA	30/06/2015	16800.00	16800.00	.00
15	14X51A0523	KAMBOJI HARSHITHA	30/12/2014	51800.00	16800.00	35000.00
16	14X51A0524	KATHA HARSHITHA	30/12/2014	51800.00	16800.00	35000.00
17	14X51A0526	JAKKULA JANARDHAN YADAV	30/12/2014	51800.00	16800.00	35000.00
18	14X51A0527	KONETI JAYA SURYA	30/12/2014	51800.00	16800.00	35000.00
19	14X51A0528	CHAGALAMARRI KARISHMA	30/12/2014	51800.00	16800.00	35000.00
20	14X51A0529	KEERTHANA S	30/12/2014	51800.00	16800.00	35000.00
21	14X51A0530	SINGAREDDY LAKSHMI PRASANNA	30/12/2014	51800.00	16800.00	35000.00
22	14X51A0534	JALLA MANIDEEP	30/12/2014	51800.00	16800.00	35000.00
23	14X51A0535	BUGGA MANIKANTA REDDY	30/12/2014	51800.00	16800.00	35000.00
24	14X51A0538	KANDIBEDALA MOUNIKA	30/12/2014	51800.00	16800.00	35000.00
25	14X51A0540	BEKKAM NIRANJAN REDDY	30/12/2014	51800.00	.00	51800.00

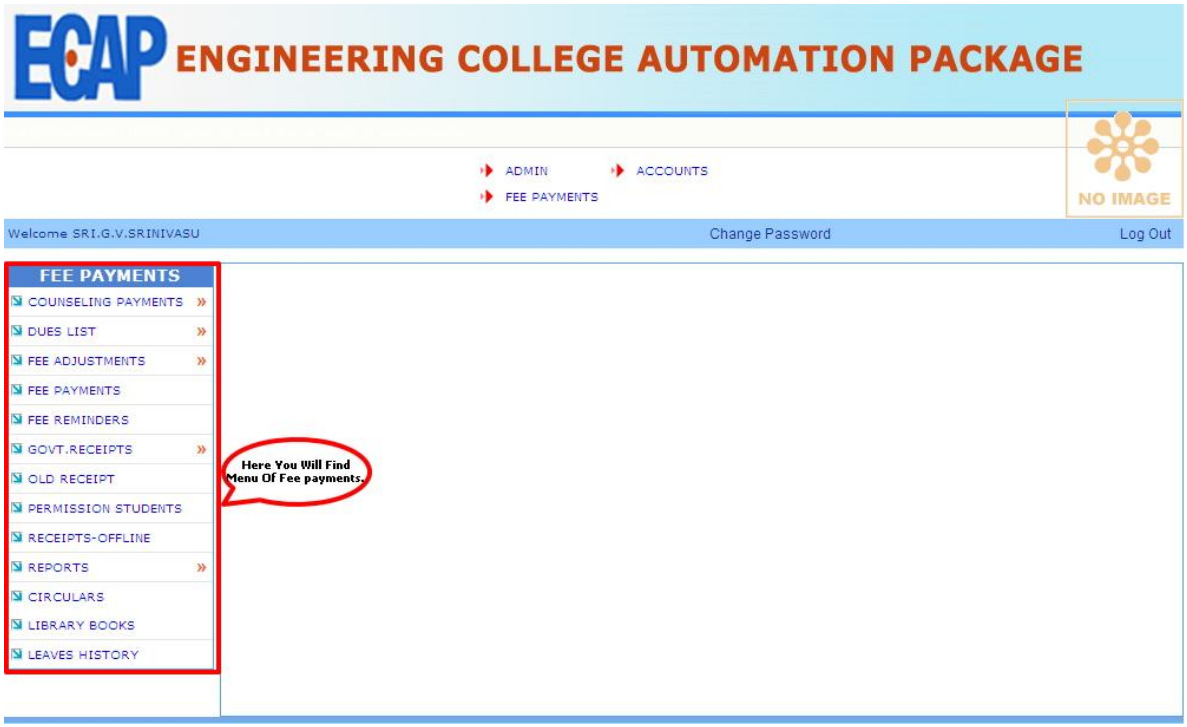
24) How To Check Student Fee Card?

Ans: - Step 1:- Please Login In To "ECAP" By Using Your Username And Password.

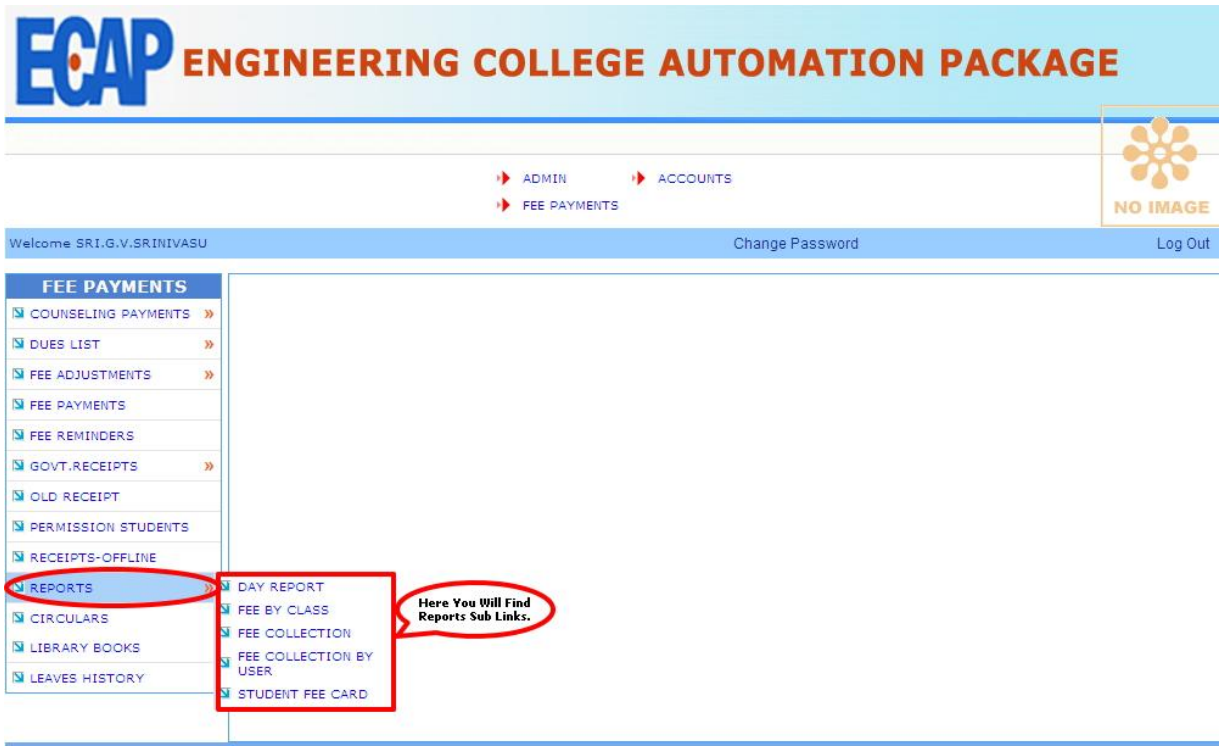
Step2:- Please Click On "FEE PAYMENTS" Module As Shown In Below.



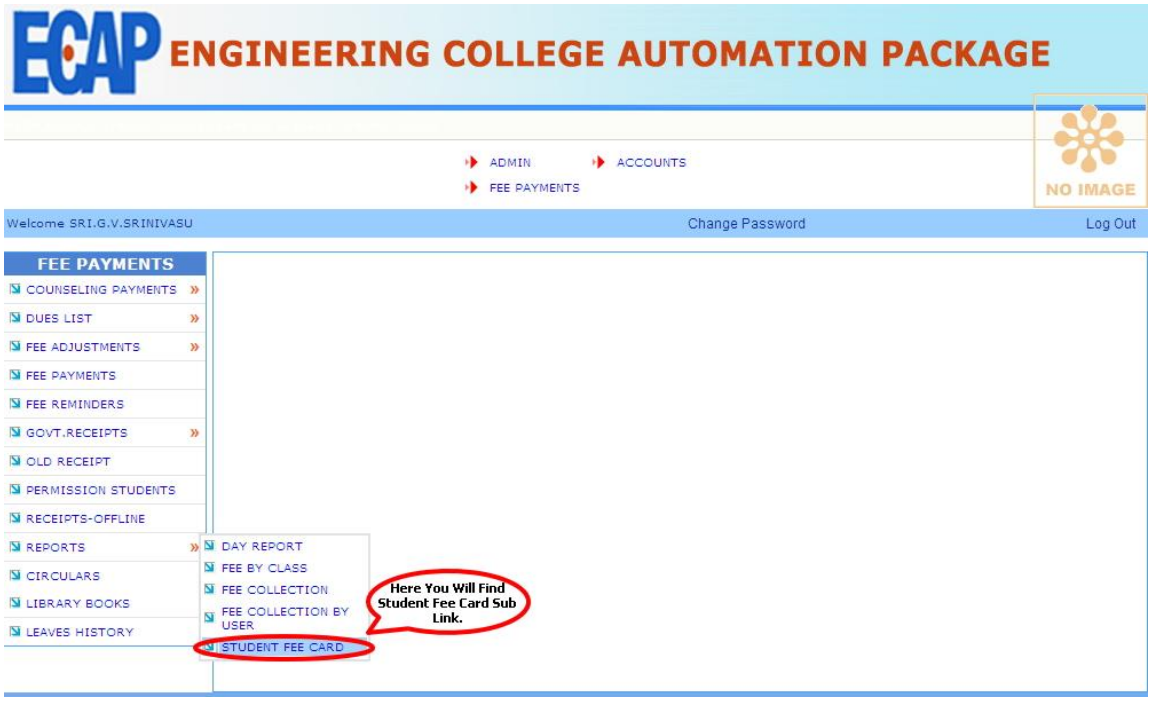
Step3:- :- **After Click on “Fee Payments” Then You Will Find “Left Panel” As Shown in Below.**



Step4:- :- **Please Place Your Mouse Pointer On “Reports” Link Which Is Available In Left Menu Sub Link As Shown In Below.**



Step5:-Please Click On "Student Fee Card" Sub Link As Shown In Below.

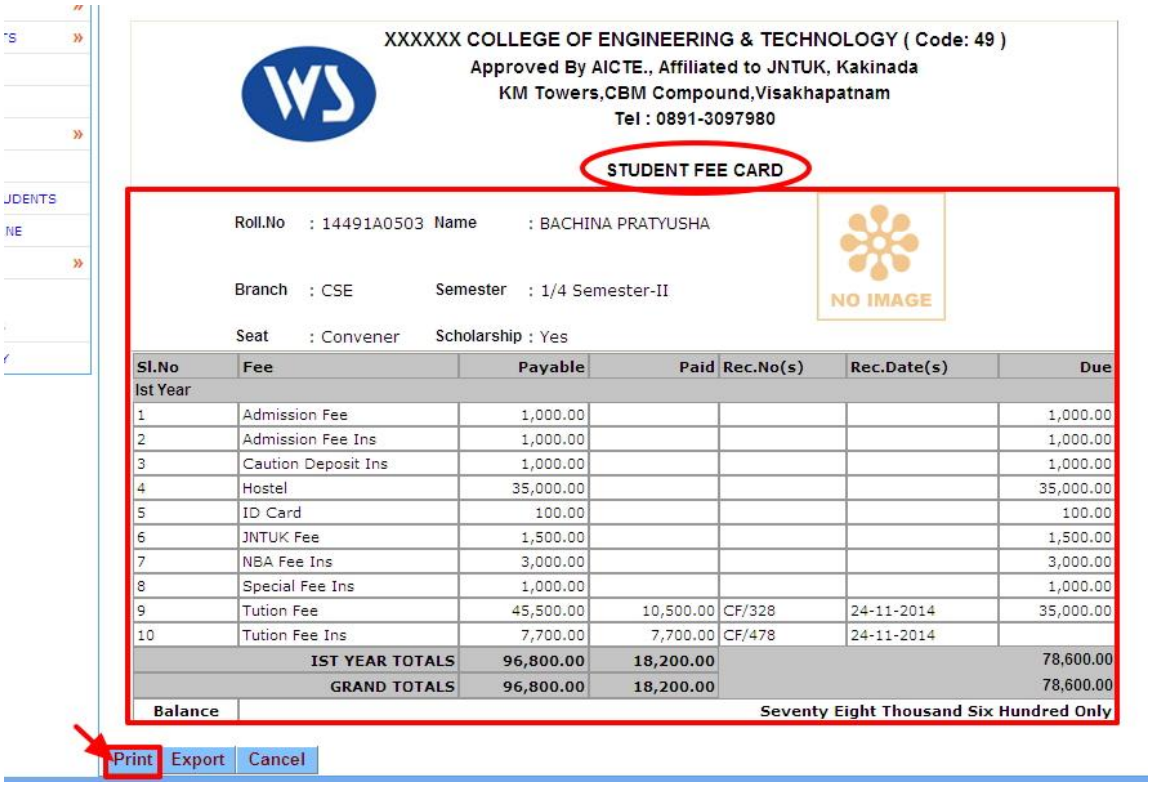


Step6:-After Click On "Student Fee Card" Sub Link As Shown In Above Screen, Then You Will Find "Roll No", Please Enter "Roll No" And Click On "Show" Button As Shown In Below.

Step7:-If You Don't Know Roll No Then Click On Small Button Then You Will Find "Course","Semester","Branch" And "Section" Then Click On "Search" Button Then You Will Find "Roll No" With "Student Name", Please Select As Shown In Below.

Step8:-After Click On "Show" Button As Shown In Above Screen, Then You Will Find "Student Fee Card" Report As Shown In Below.

Step9:-If You Want To Take "Print" For This Report Then Click On "Print" Button Then You Will Get Print As Shown In Below.



XXXXXX COLLEGE OF ENGINEERING & TECHNOLOGY (Code: 49)
Approved By AICTE., Affiliated to JNTUK, Kakinada
KM Towers,CBM Compound,Visakhapatnam
Tel : 0891-3097980

STUDENT FEE CARD

Roll.No : 14491A0503 Name : BACHINA PRATYUSHA

Branch : CSE Semester : 1/4 Semester-II

Seat : Convener Scholarship : Yes

NO IMAGE

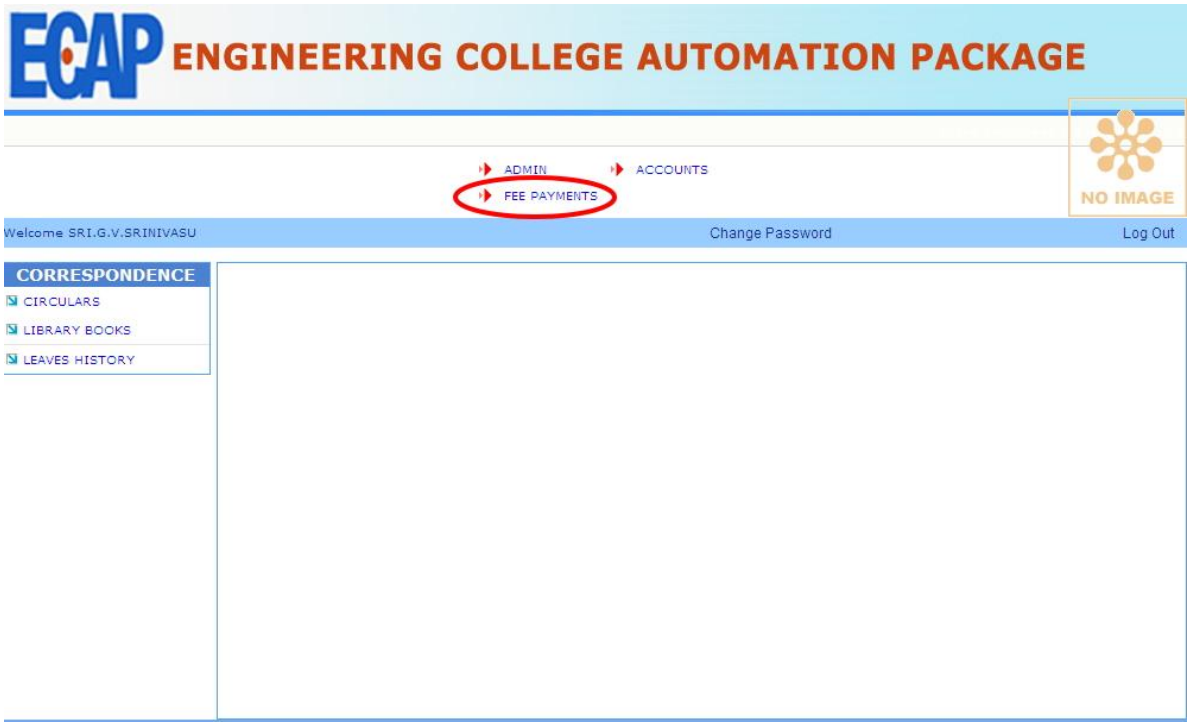
Sl.No	Fee	Payable	Paid	Rec.No(s)	Rec.Date(s)	Due
Ist Year						
1	Admission Fee	1,000.00				1,000.00
2	Admission Fee Ins	1,000.00				1,000.00
3	Caution Deposit Ins	1,000.00				1,000.00
4	Hostel	35,000.00				35,000.00
5	ID Card	100.00				100.00
6	JNTUK Fee	1,500.00				1,500.00
7	NBA Fee Ins	3,000.00				3,000.00
8	Special Fee Ins	1,000.00				1,000.00
9	Tution Fee	45,500.00	10,500.00	CF/328	24-11-2014	35,000.00
10	Tution Fee Ins	7,700.00	7,700.00	CF/478	24-11-2014	
	IST YEAR TOTALS	96,800.00	18,200.00			78,600.00
	GRAND TOTALS	96,800.00	18,200.00			78,600.00
Balance	Seventy Eight Thousand Six Hundred Only					

Print Export Cancel

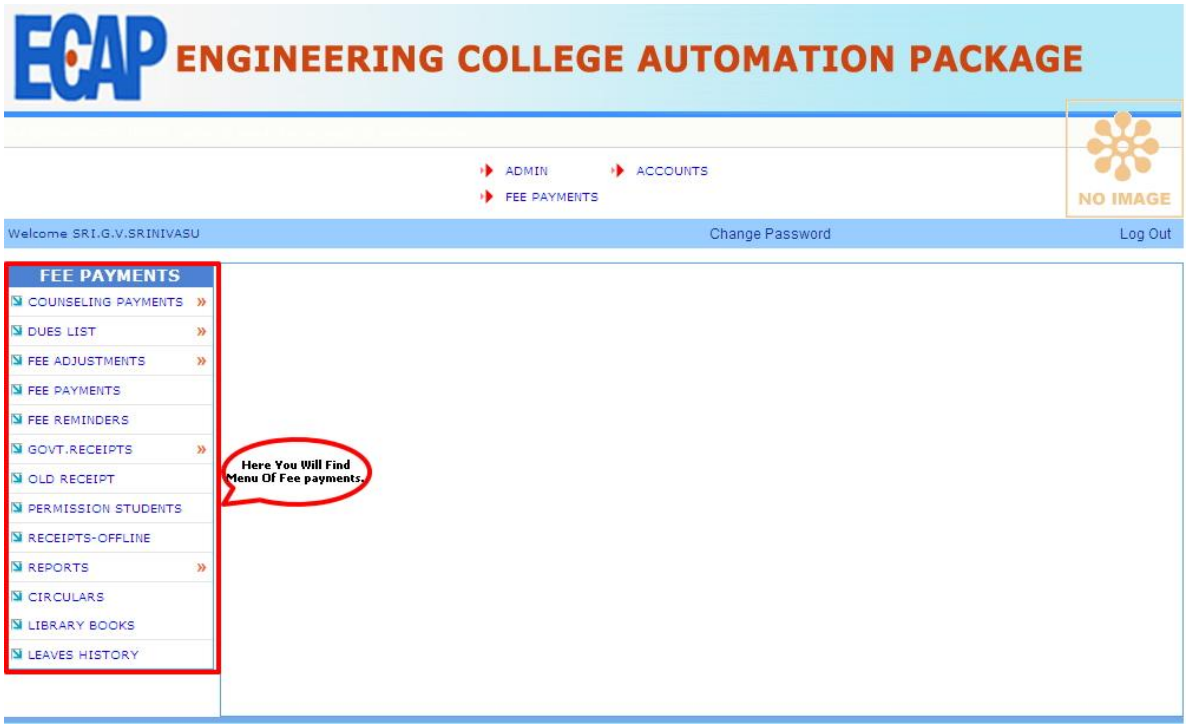
25) How To Check Permission Students Report?

Ans: - Step 1:- Please Login In To "ECAP" By Using Your Username And Password.

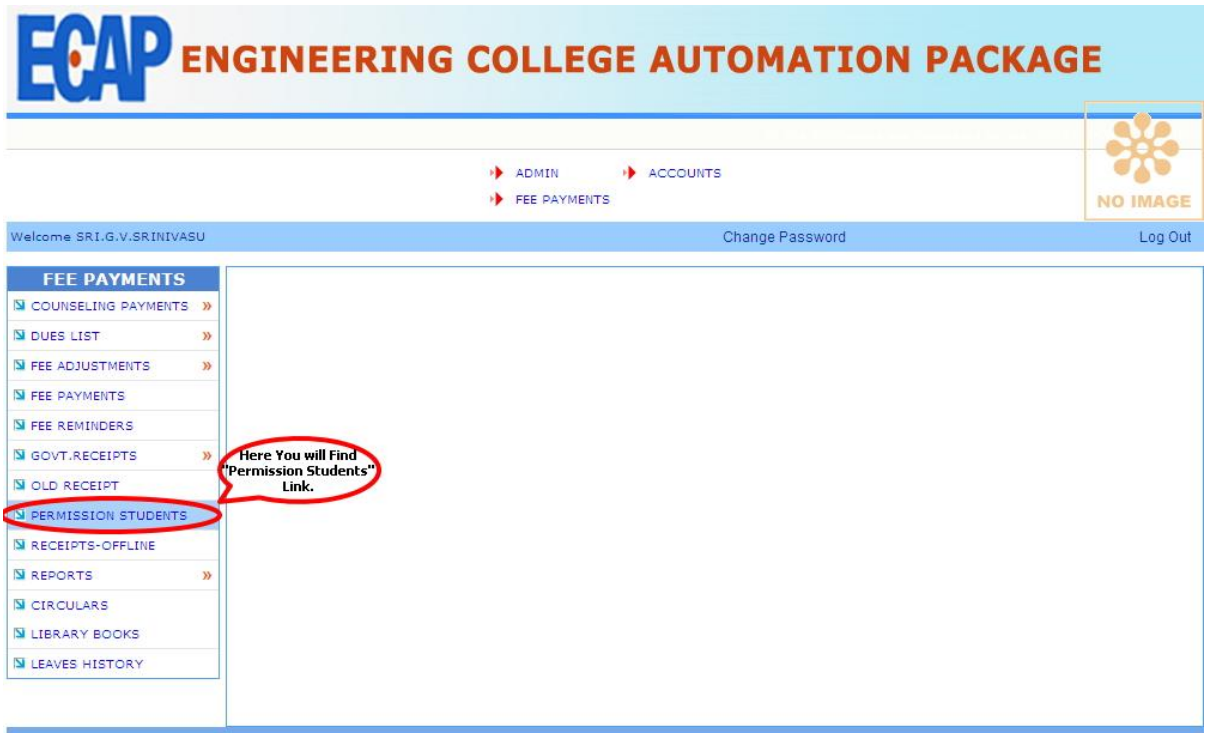
Step2:- Please Click On "FEE PAYMENTS" Module As Shown In Below.



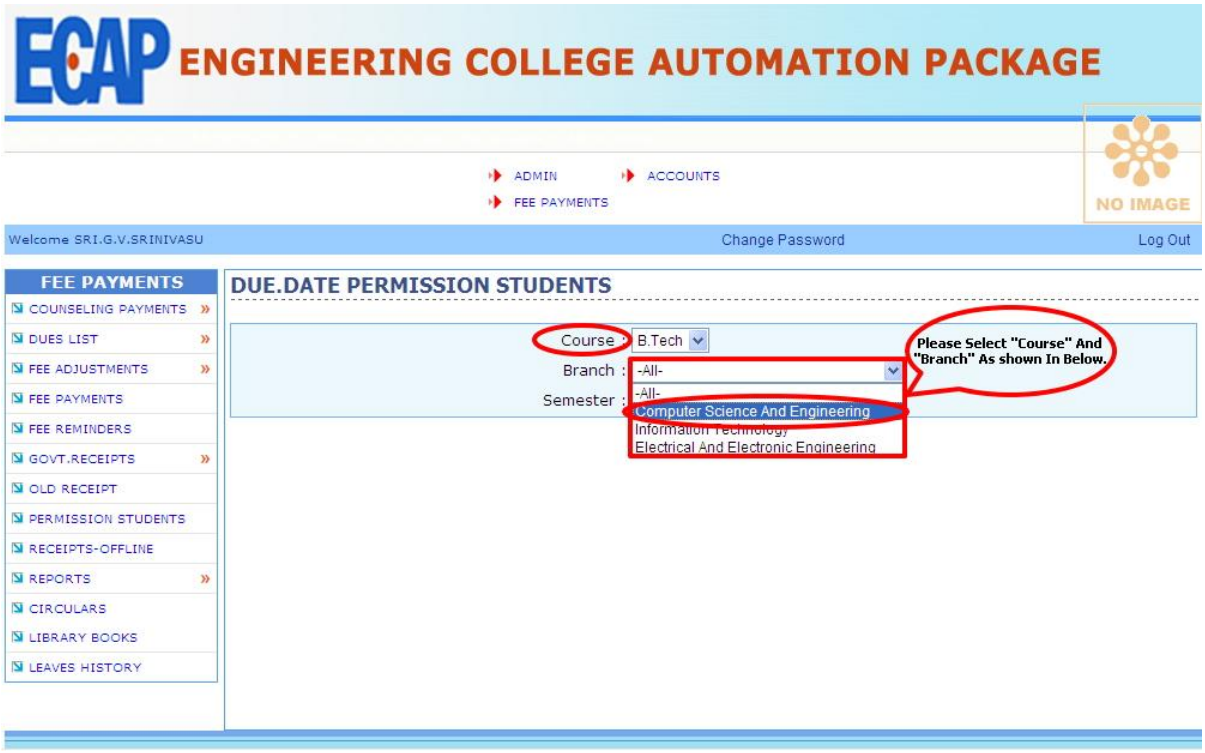
Step3:- :- After Click on "Fee Payments" Then You Will Find "Left Panel" As Shown in Below.



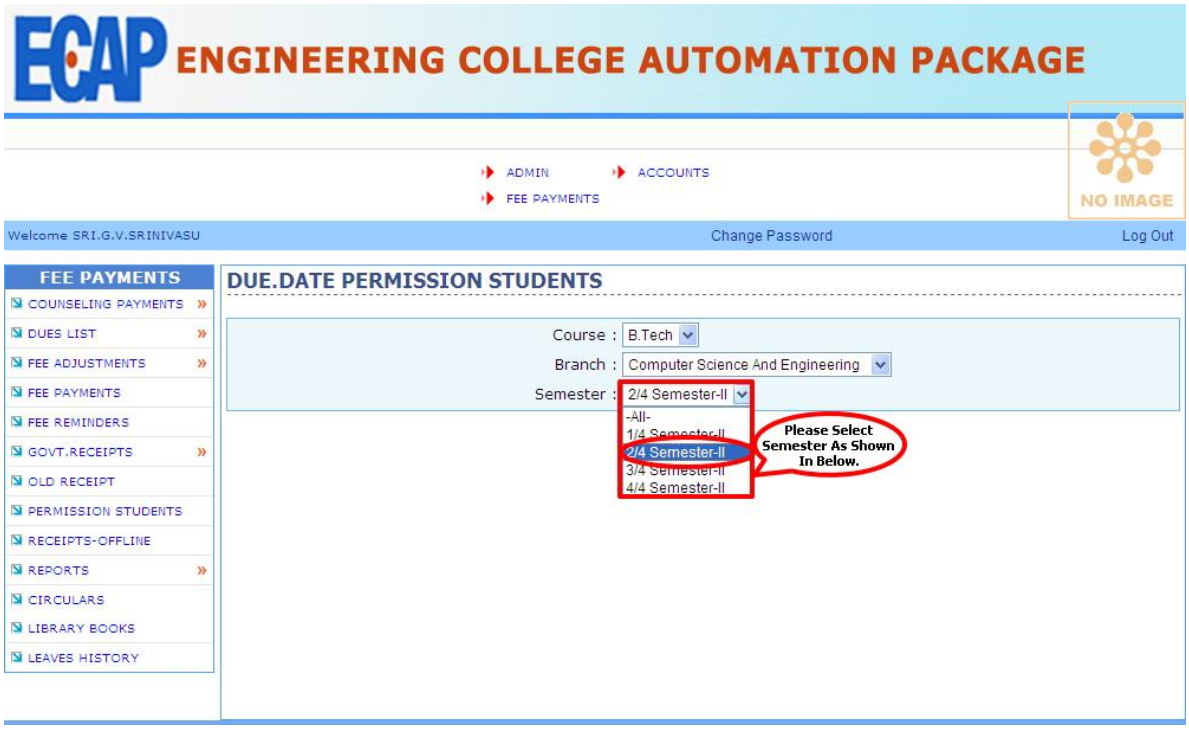
Step4:-Please Click On "Permission Students" Link Which Is Available In Left Panel Menu As Shown In Below.



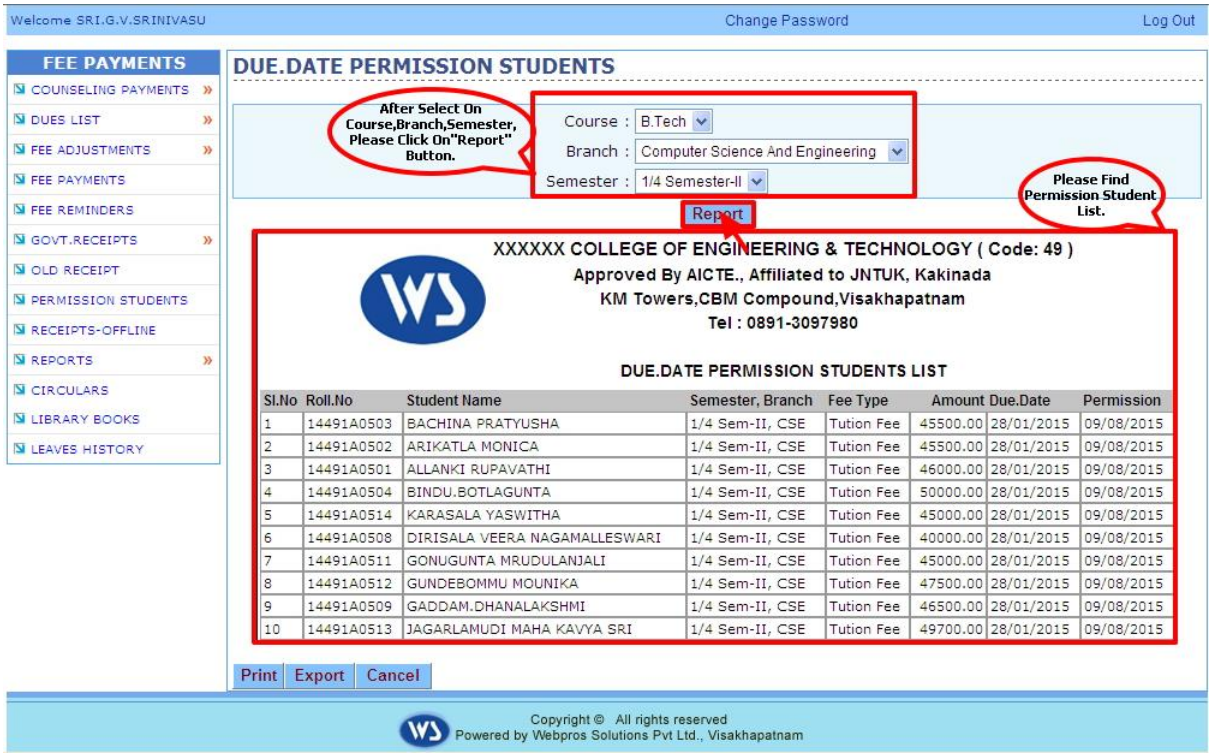
Step5:-After Click On" Permission Students" Link As Shown In Above Screen, Then You Will Find "Course" And "Branch", Please Select "Course", "Branch" As Shown In Below.



Step6:-After Select On "Course" And "Branch" As Shown In Above Screen, Then You Will Find "Semester", Please Select "Semester "As Shown In Below.



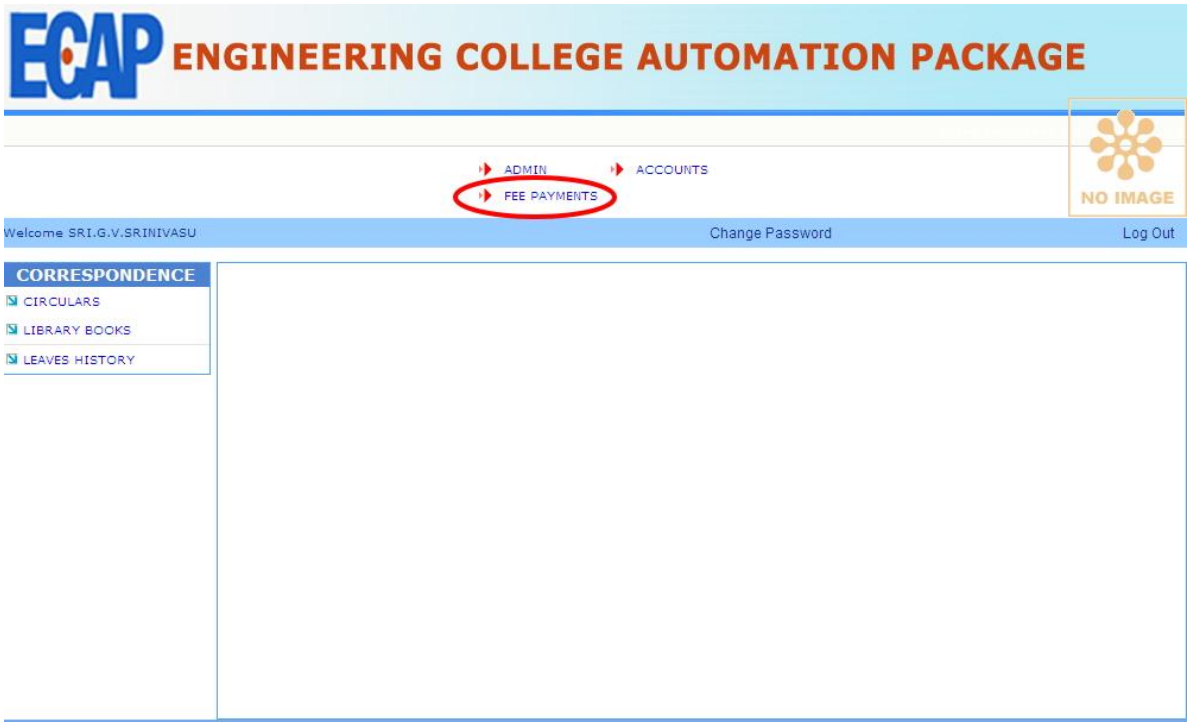
Step7:-After Select On "Course","Branch","Semester" Then Click On "Report" Button Then You Will Find "Permission Student List" As Shown In Below.



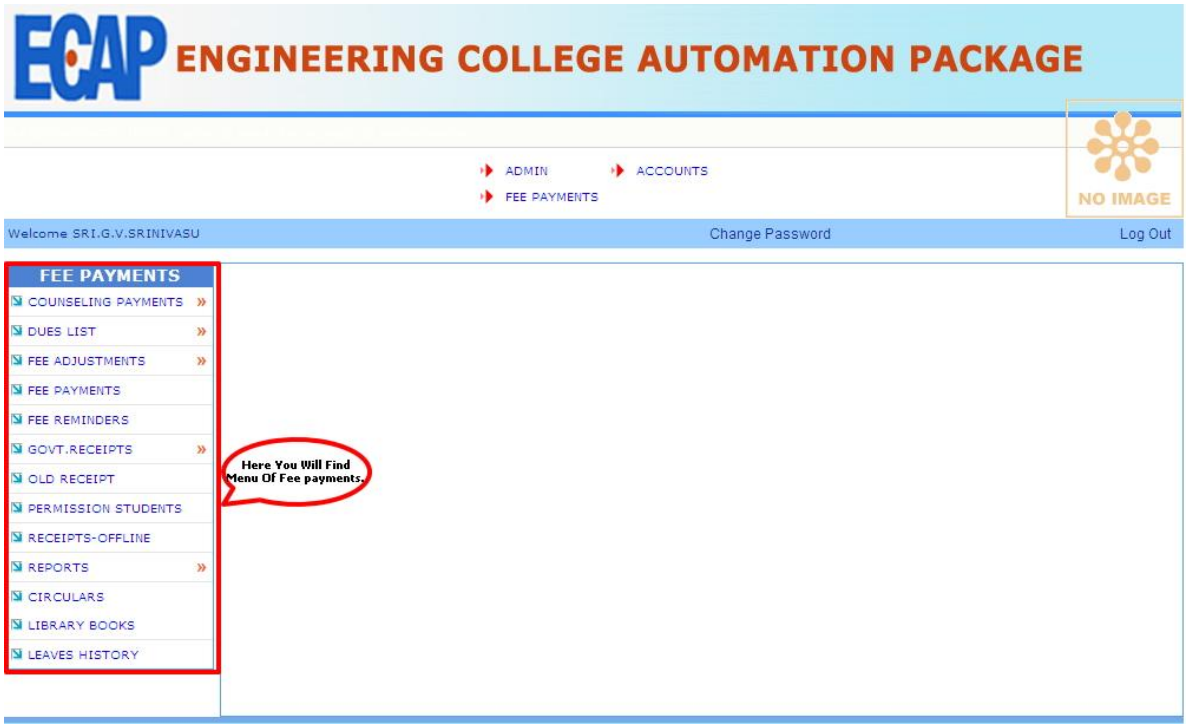
26) How To Check/Print Generated Old Receipts By Giving Data Range Or Receipt No?

Ans: - Step 1:- Please Login In To "ECAP" By Using Your Username And Password.

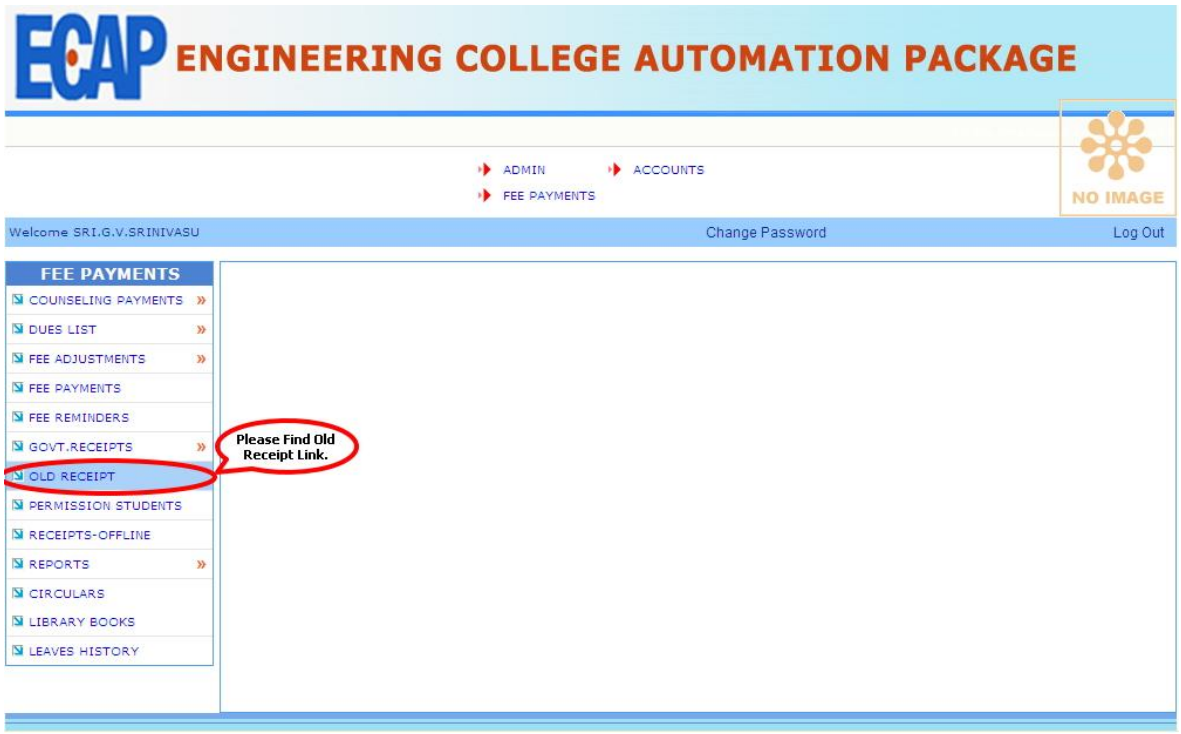
Step2:- Please Click On "FEE PAYMENTS" Module As Shown In Below.



Step3:- :- After Click on "Fee Payments" Then You Will Find "Left Panel" As Shown in Below.

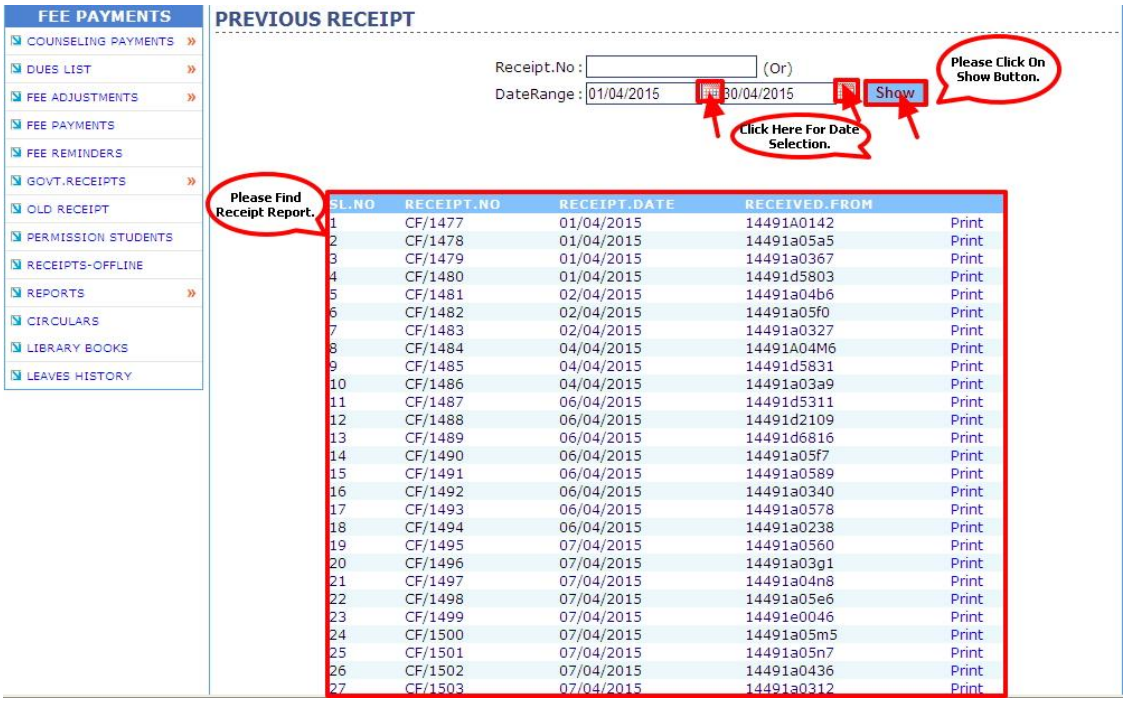


Step4:- Please Click On "Old Receipt" Link Which Is Available In Left Panel Menu As Shown In Below.

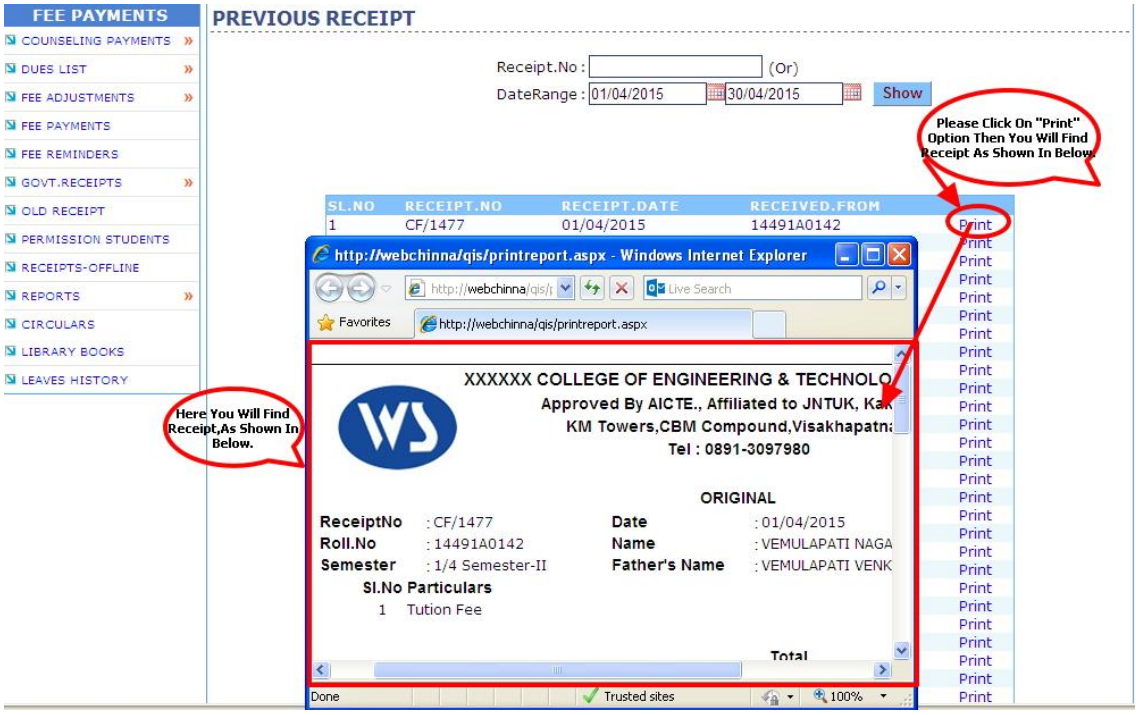


Steps For Print Generated Old Receipts By Giving Data Range As Shown In Below:-

Step5:-After Click On "Old Receipt" Link As Shown In Above Screen, Then You Will Find "Date Range", Please Select Date Range From And To Then Click On "Show" Button, Then You Will Find "Receipt Report" As Shown In Below.

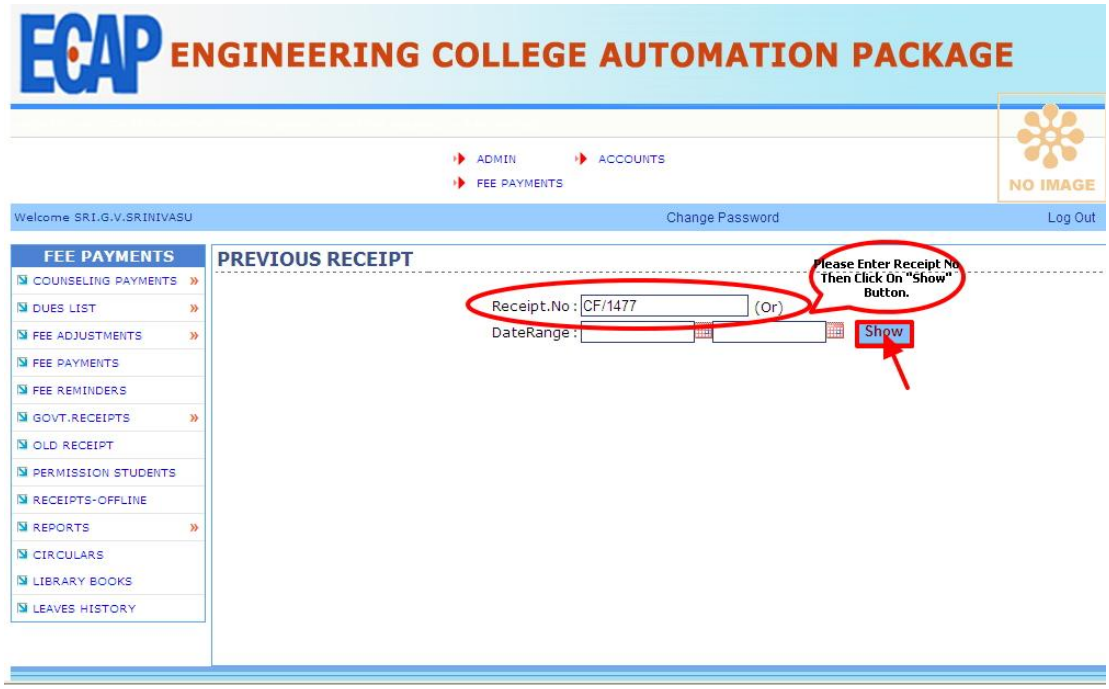


Step6:-Please Click On "Print" Option Then You Will Find Particular Student "Old Receipt" As Shown In Below.

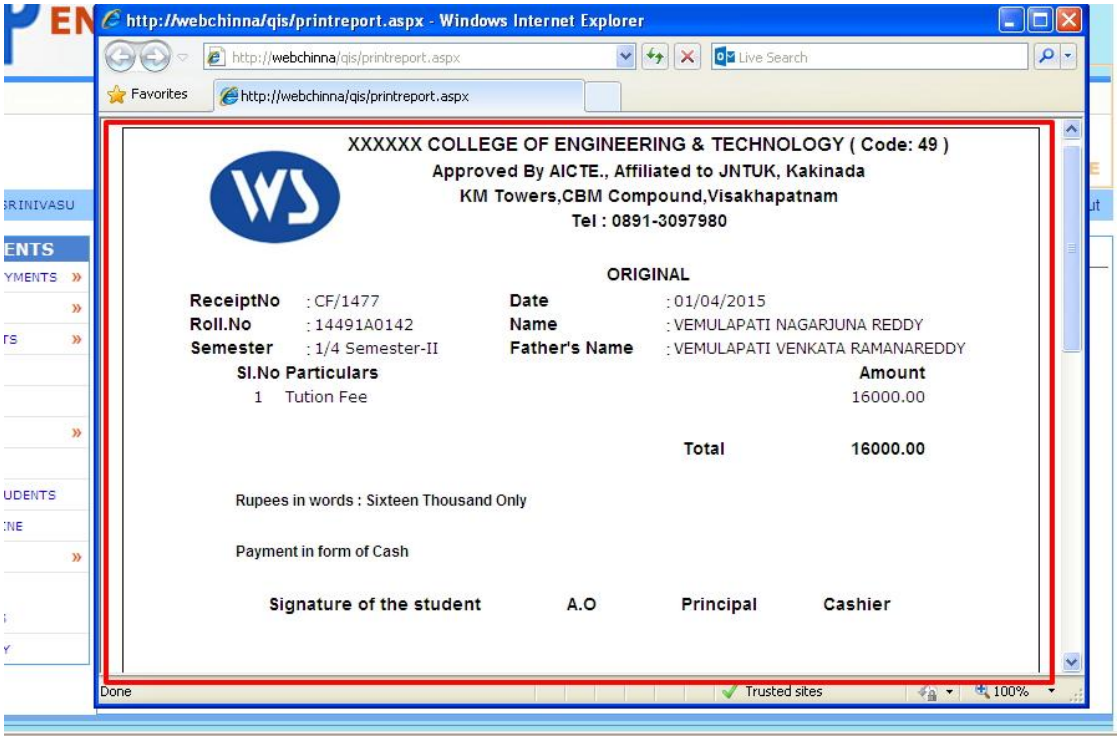


Steps For Print Generated Old Receipts By Giving Receipt No As Shown In Below:-

Step7:-Please Enter "Receipt No" Then Click On "Show" Button As Shown In Below.



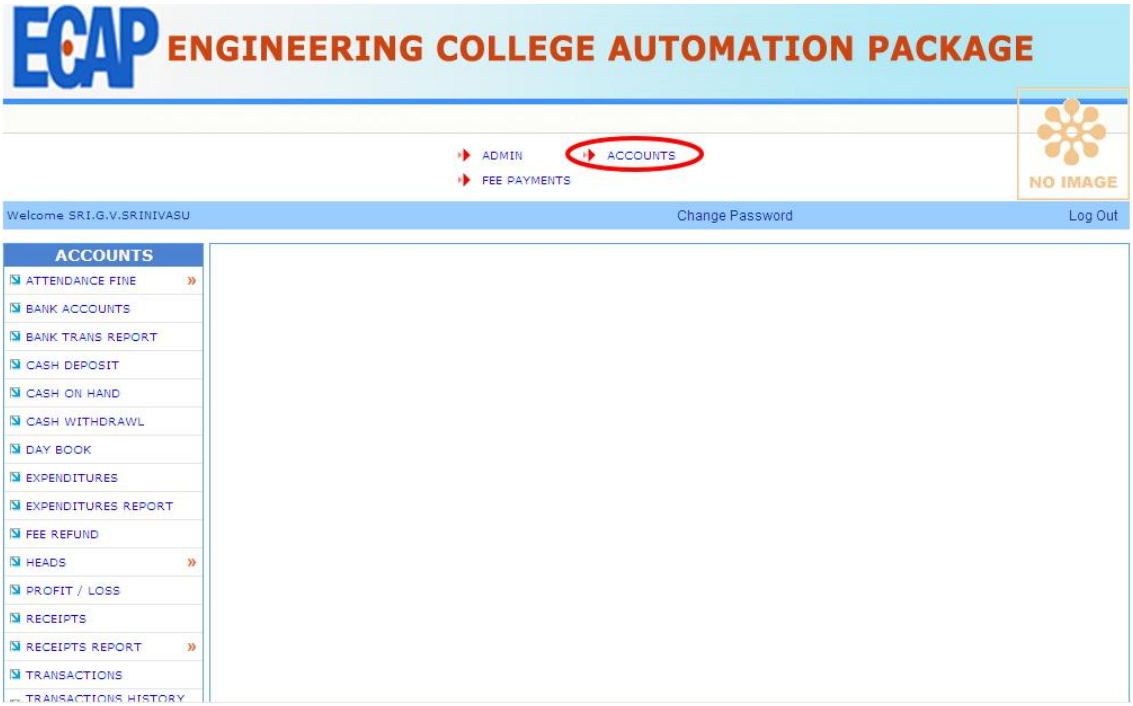
Step8:-After Click On "Show" Button As Shown In Above Screen, Then You Will Find "Old Receipt" For Particular Student As Shown In Below.



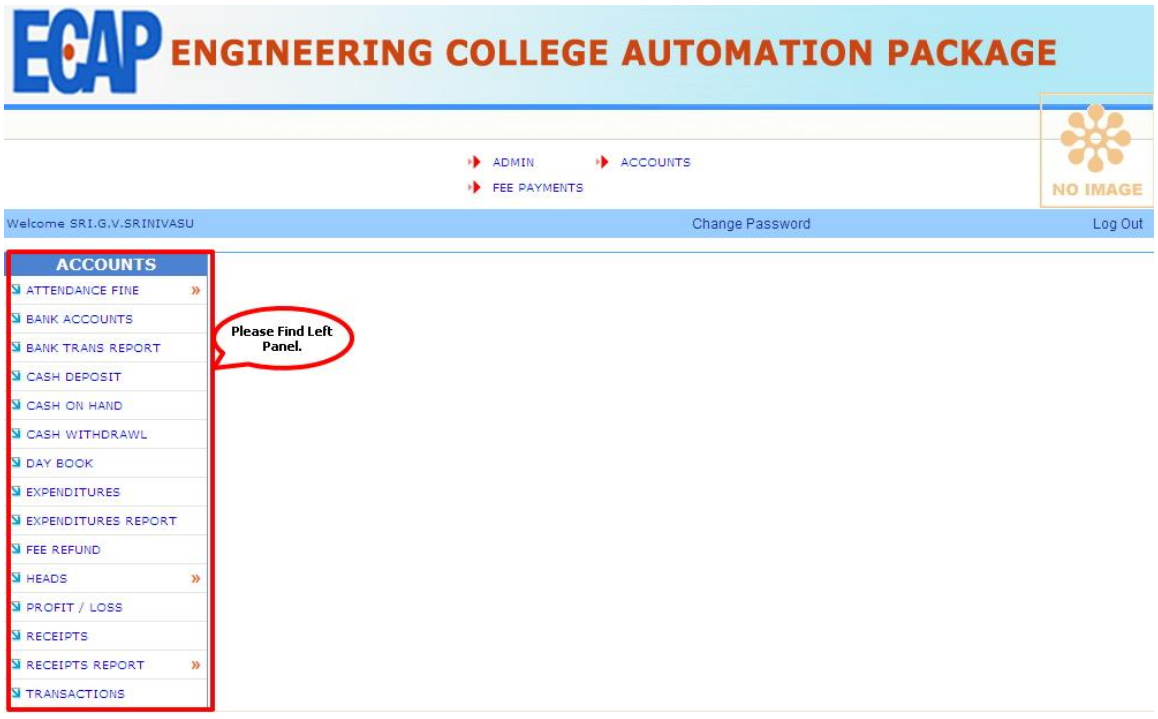
27) How To Edit And Delete Already Generated Receipts?

Ans: - Step 1:- Please Login In To "ECAP" By Using Your Username And Password.

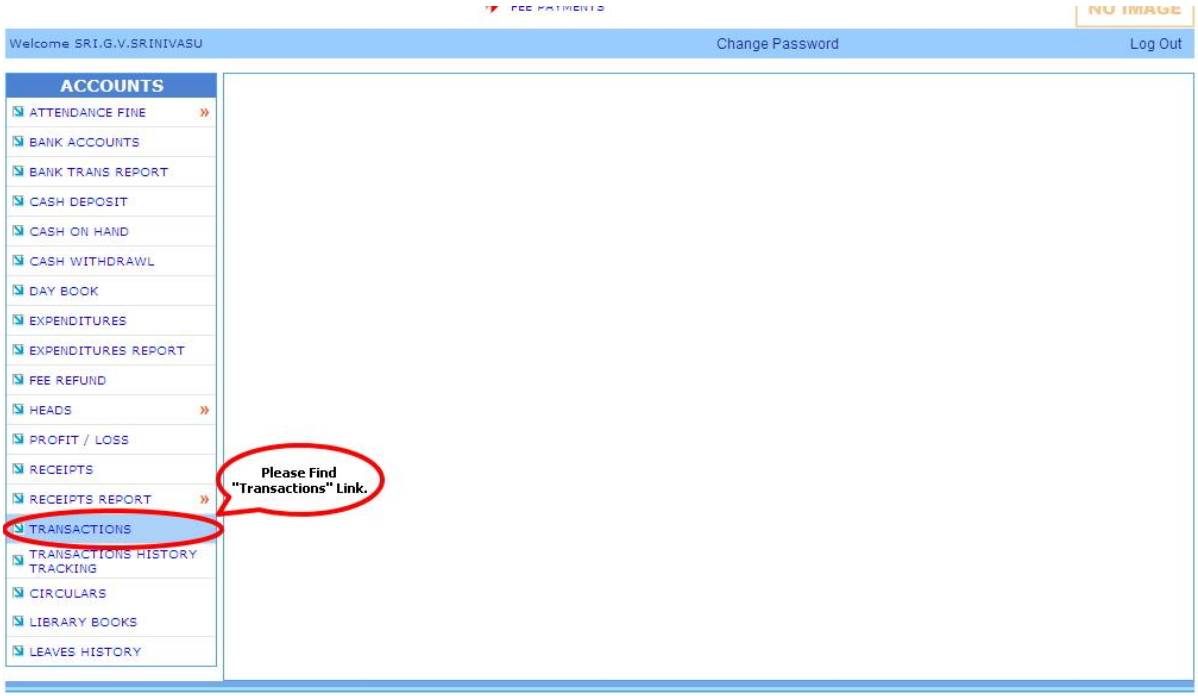
Step2:- Please Click On "ACCOUNTS" Module As Shown In Below.



Step3:- After Click on "Accounts" Then You Will Find "Left Panel" As Shown In Below.



Step4:- Please Click On "Transactions" Link Which Is Available In Left Panel Menu As Shown In Below.

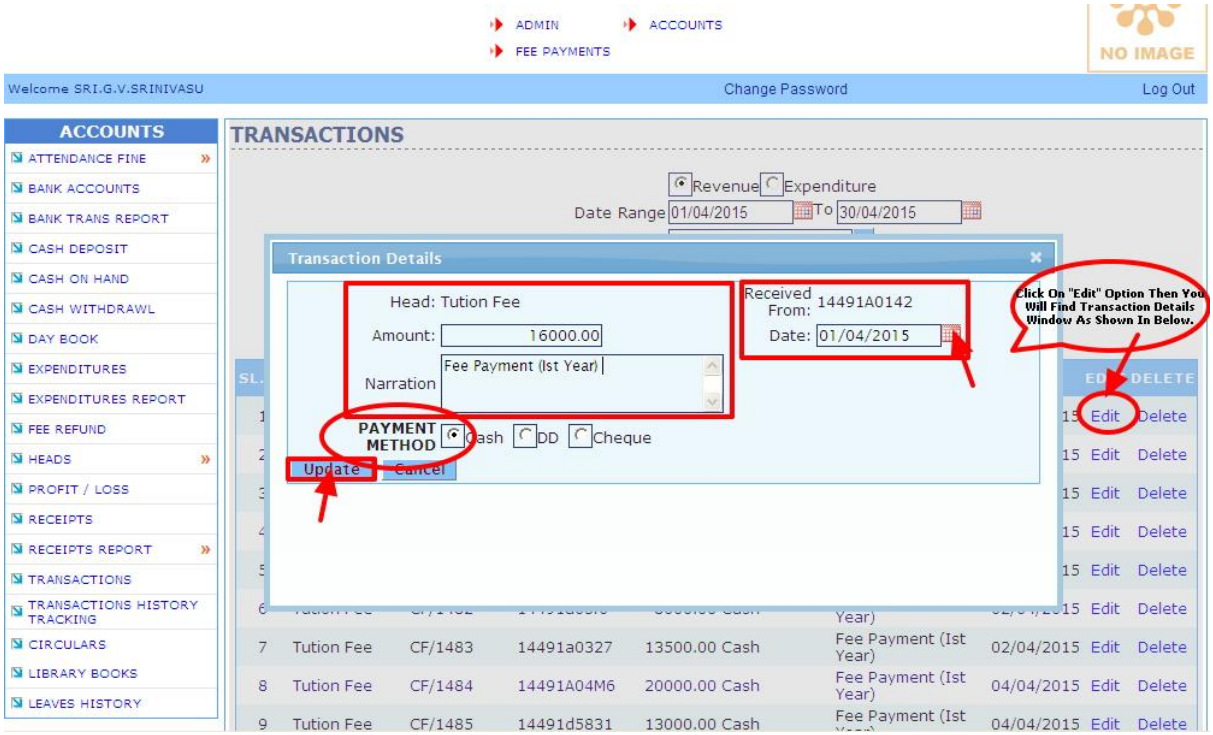


Step5:-After Click On "Transactions" Link As Shown In Above Screen, Then You Will Find "Revenue" Option With Radio Button, Then Please Select "Date Range" Then Click On "Show" Button As Shown In Below.

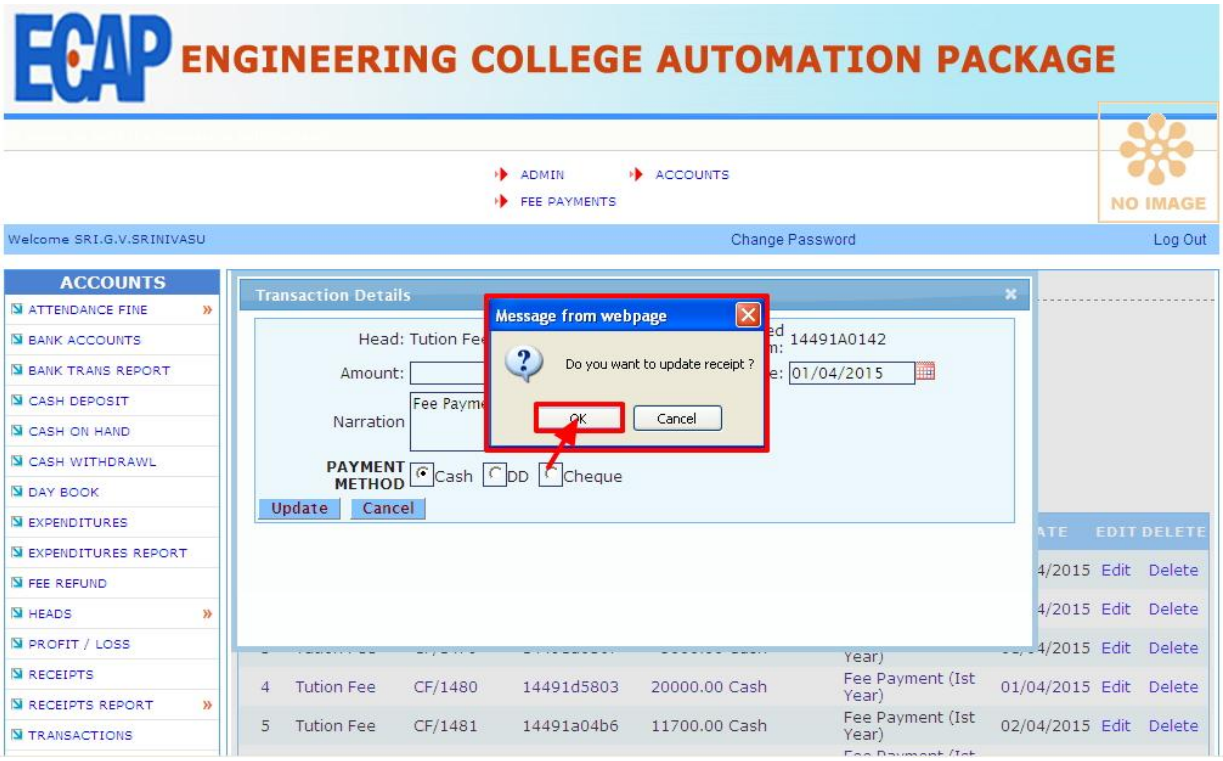
- **Here You Will Find "Roll No" Option, If You Want To Take Receipts With Roll No Then Enter Student Roll No And Click On "Show" Button Then You will Find Student "Roll No" Wise Report As Shown In Below.**
- **If You Want To Take Receipts, With "Receipt. No" Then Enter Receipt No Click On "Show" Button Then You Will Find "Receipt No" Wise Reports As Shown In Below.**

SL.NO	REVENUE HEAD	RECEIPT.NO	RECEIVED FROM	AMOUNT	TRANS.MODE	NARRATION	DATE	EDIT	DELETE
1	Tution Fee	CF/1477	14491A0142	16000.00	Cash	Fee Payment (Ist Year)	01/04/2015	Edit	Delete
2	Tution Fee	CF/1478	14491a05a5	10000.00	Cash	Fee Payment (Ist Year)	01/04/2015	Edit	Delete
3	Tution Fee	CF/1479	14491a0367	5000.00	Cash	Fee Payment (Ist Year)	01/04/2015	Edit	Delete
4	Tution Fee	CF/1480	14491d5803	20000.00	Cash	Fee Payment (Ist Year)	01/04/2015	Edit	Delete
5	Tution Fee	CF/1481	14491a04b6	11700.00	Cash	Fee Payment (Ist Year)	02/04/2015	Edit	Delete
6	Tution Fee	CF/1482	14491a05f0	8000.00	Cash	Fee Payment (Ist Year)	02/04/2015	Edit	Delete
7	Tution Fee	CF/1483	14491a0327	13500.00	Cash	Fee Payment (Ist Year)	02/04/2015	Edit	Delete
8	Tution Fee	CF/1484	14491A04M6	20000.00	Cash	Fee Payment (Ist Year)	04/04/2015	Edit	Delete
9	Tution Fee	CF/1485	14491d5831	13000.00	Cash	Fee Payment (Ist Year)	04/04/2015	Edit	Delete
10	Tution Fee	CF/1486	14491a03a9	10000.00	Cash	Fee Payment (Ist Year)	04/04/2015	Edit	Delete
11	Tution Fee	CF/1487	14491d5311	20000.00	Cash	Fee Payment (Ist Year)	06/04/2015	Edit	Delete
12	Tution Fee	CF/1488	14491d2109	4500.00	Cash	Fee Payment (Ist Year)	06/04/2015	Edit	Delete

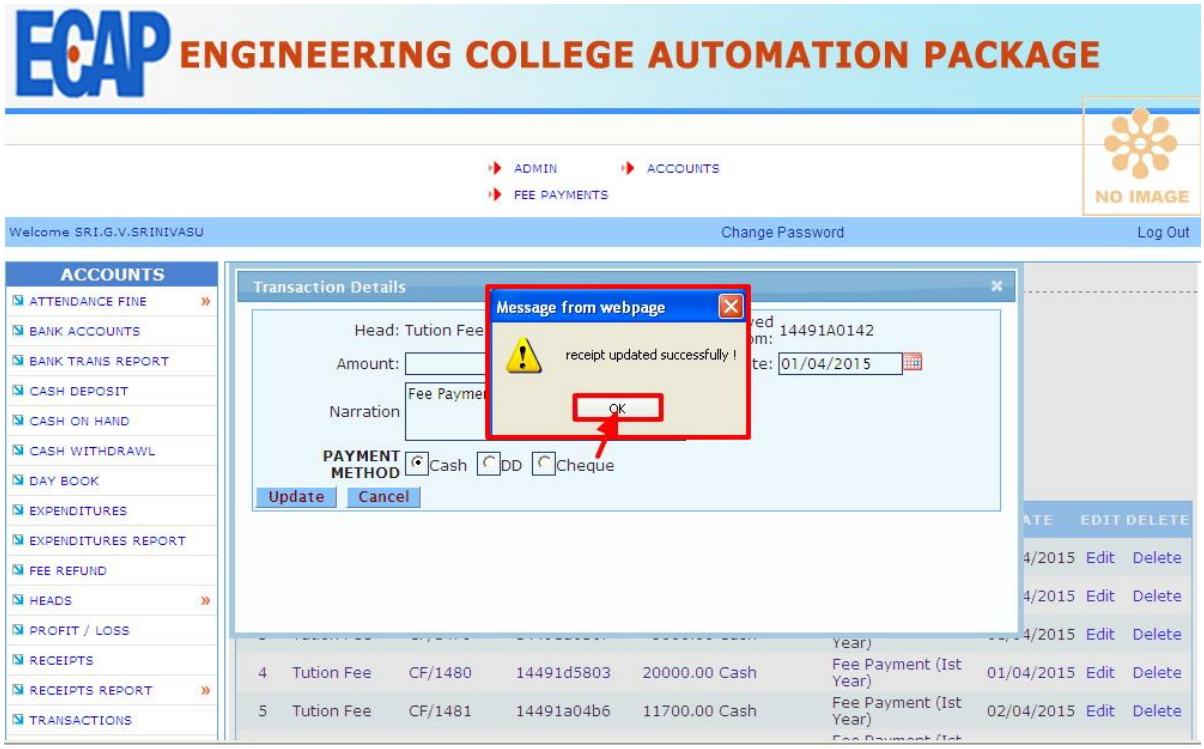
Step6:-Please Click On "Edit" Option Then You Will Find Transaction Details Window, In That You Can Edit The "Amount", "Narration" And "Date", "Payment Method" Then Click On "Update" Button As Shown In Below.



Step7:-After Click On "Update" Button As Shown In Above Screen, Then You Will Find "Message From Webpage" Click On "OK" Option Button As Shown In Below.

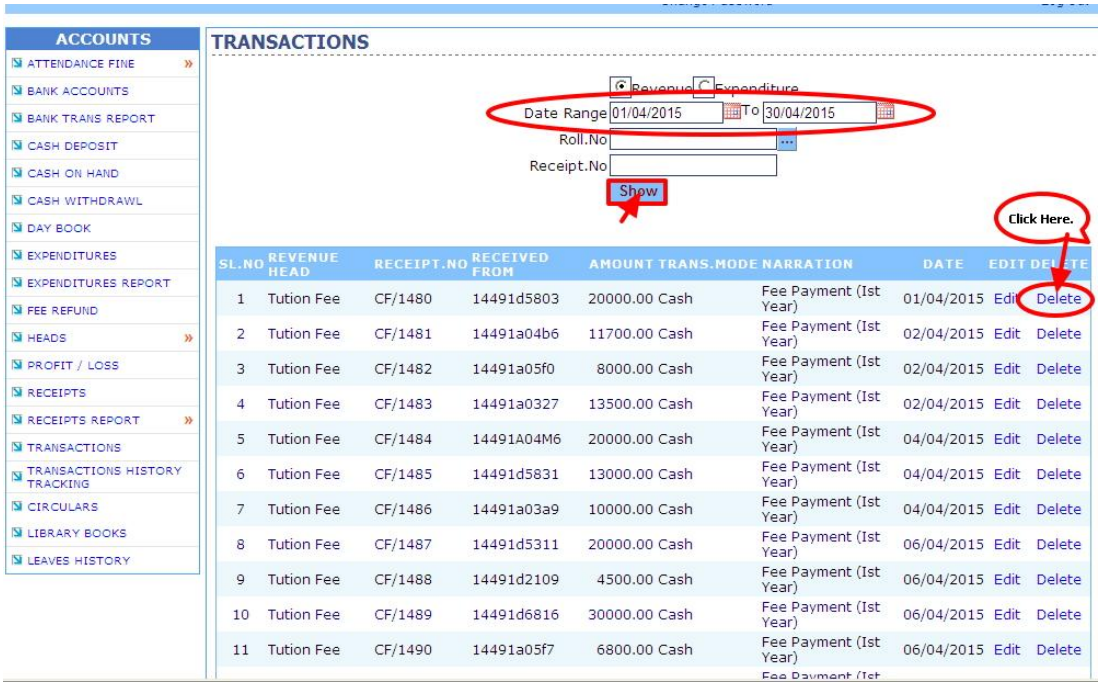


Step8:-After Click On "OK" Option Button As Shown In Above Screen, Then You Will Find Another "Message From Webpage" Click On "OK" Option Button As Shown In Below.

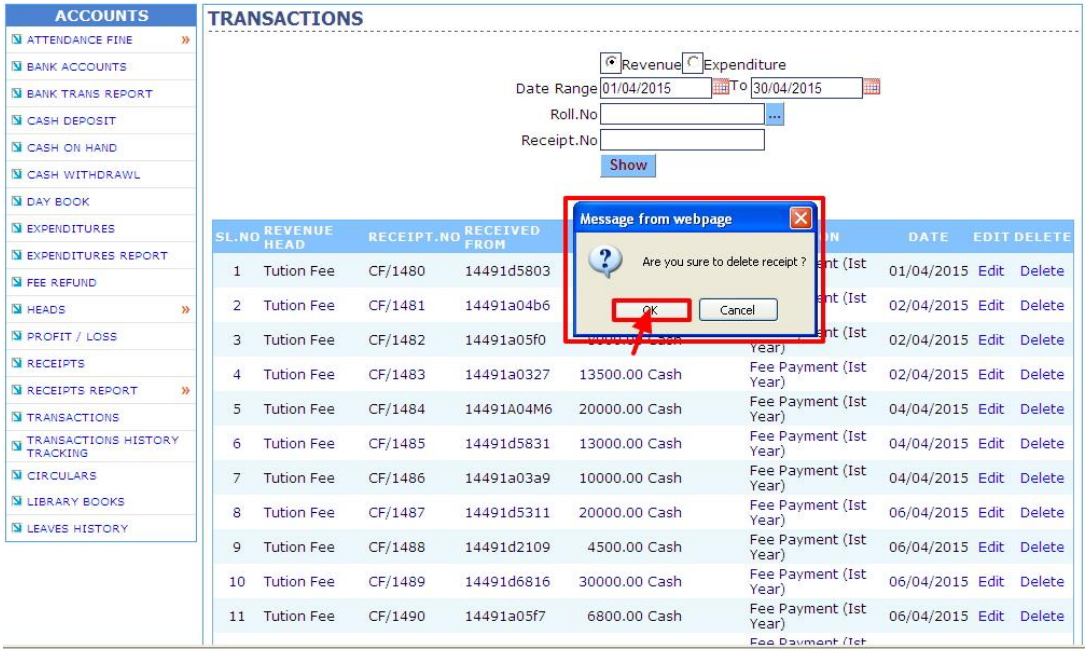


Steps For Delete:-

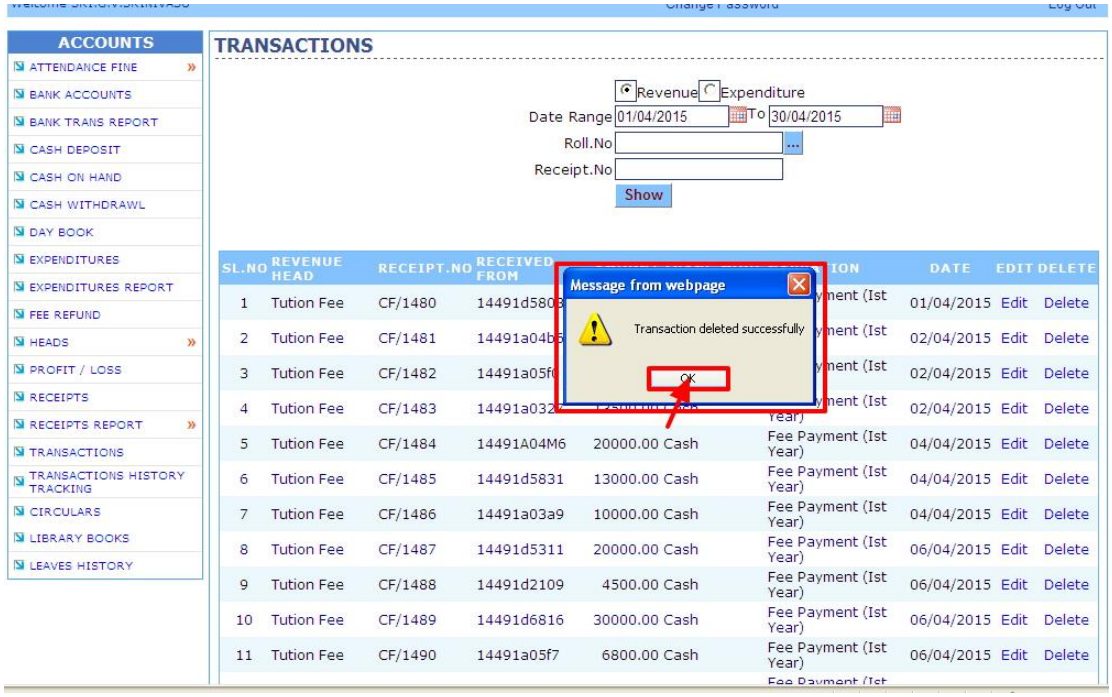
Step9:-Please Select "Date Range" And Click On "Show" Button, Then You Will Find "Delete" Option Please Click On "Delete" Option As Shown In Below.



Step10:-After Click On "Delete" Option As Shown In Above Screen, Then You Will Find "Message From Webpage", Please Click On "OK" Button Option As Shown In Below.



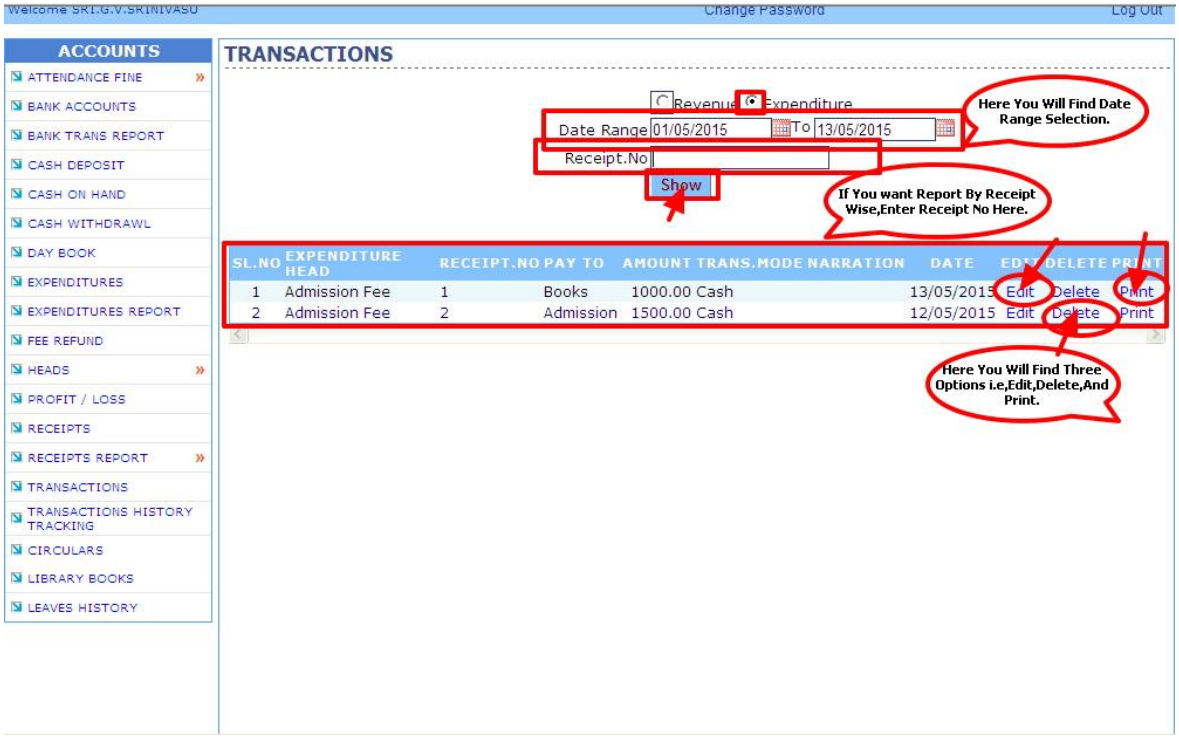
Step11:-After Click On "OK" Option Button As Shown In Above Screen, Then You Will Find Another "Message From Webpage", Please Click On "OK" Option Button As Shown In Below.



Step12:-Please Select "Expenditure" Radio Button Option Here, Then You Will Select "Date Range" (or) Else "Receipt No" Then Click On "Show" Button As Shown In Below.

Step13:-After Click On "Show" Button As Shown In Below Screen, Then You Will Find "Edit", "Delete" And "Print" Options.

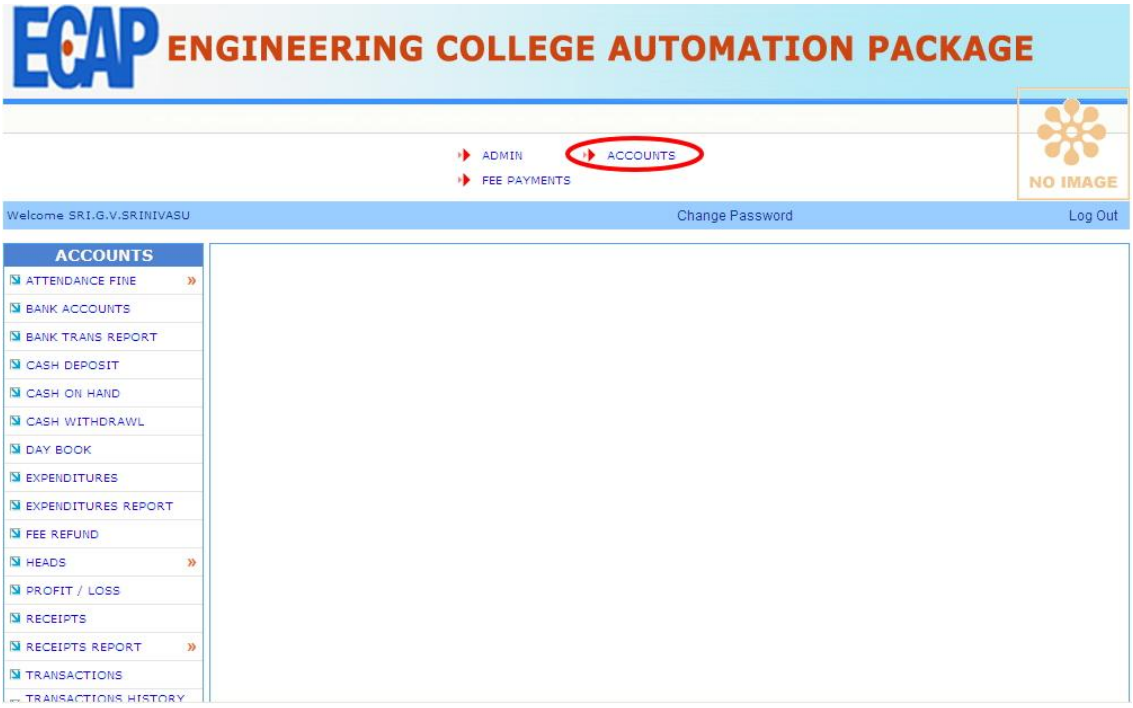
- **If You Want To Edit You Can Click On "Edit" Option.**
- **If You Want To Delete You Can Click On "Delete" Option.**
- **If You Want To Take Print For This Receipt Then Click On "Print" Option.**



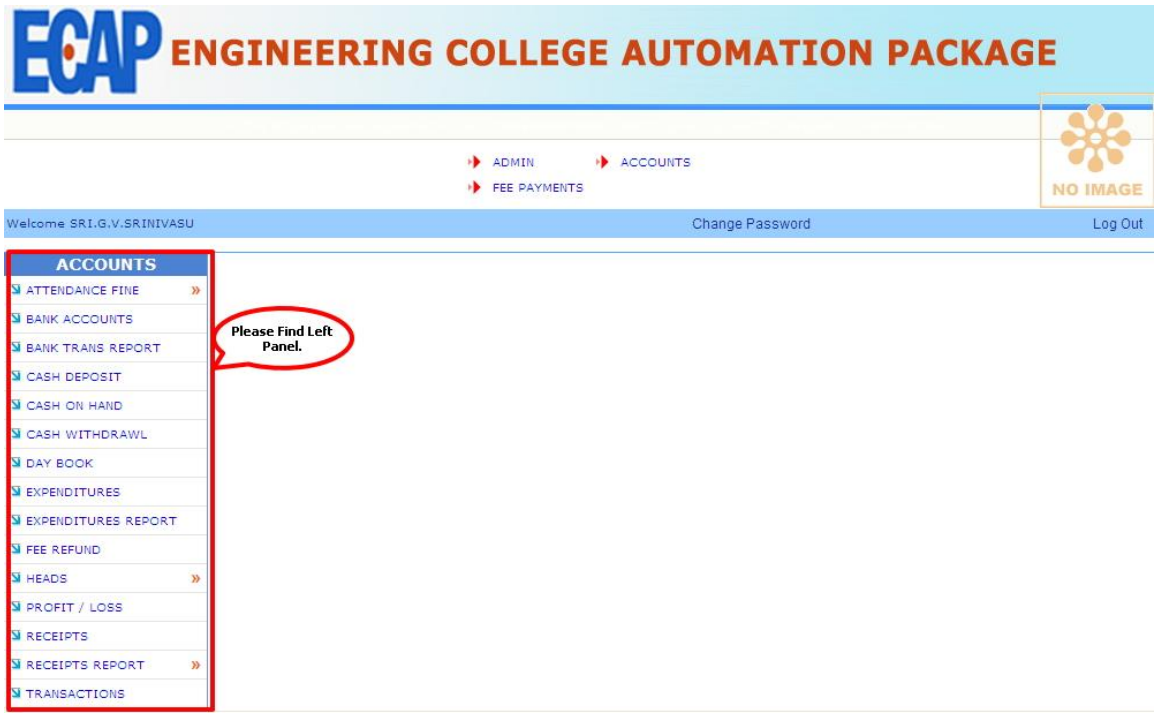
28) How To Track Transaction History?

Ans: - Step 1:- Please Login In To "ECAP" By Using Your Username And Password.

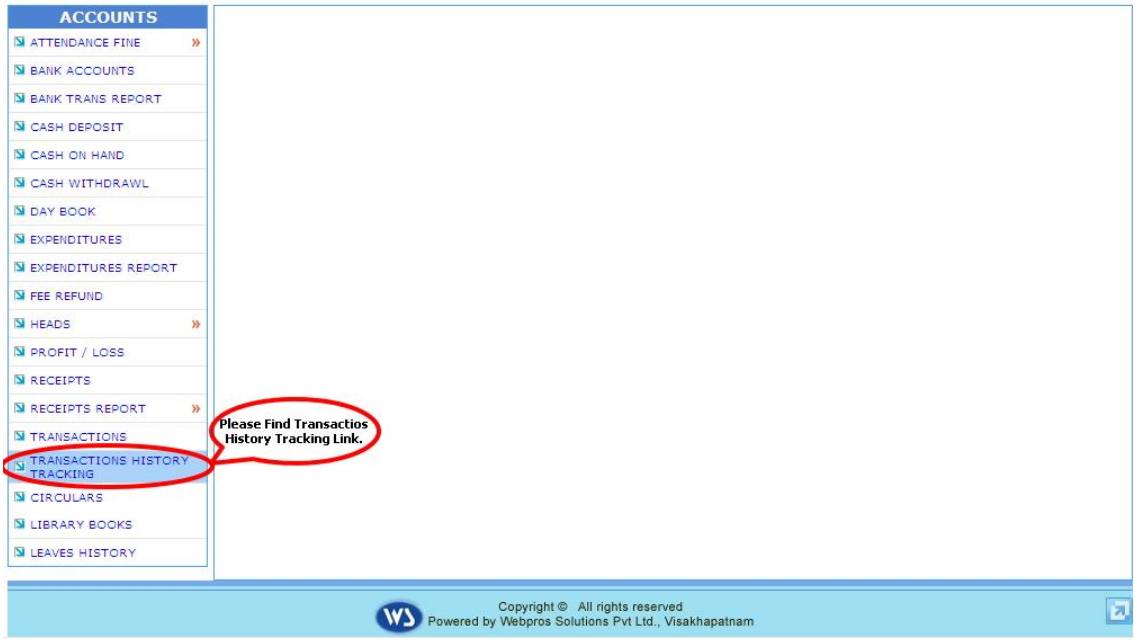
Step2:- Please Click On "ACCOUNTS" Module As Shown In Below.



Step3:- After Click on "Accounts" Then You Will Find "Left Panel" As Shown In Below.



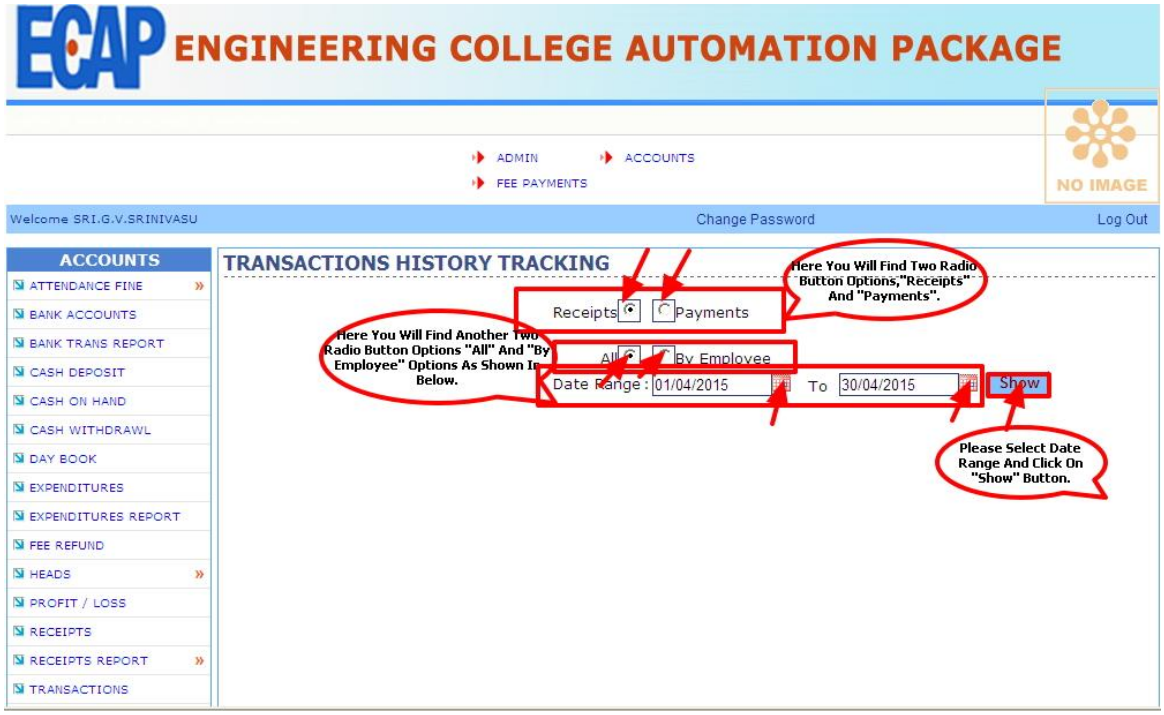
Step4:- Please Click On "Transactions History Tracking" Link Which Is Available In Left Panel Menu As Shown In Below.



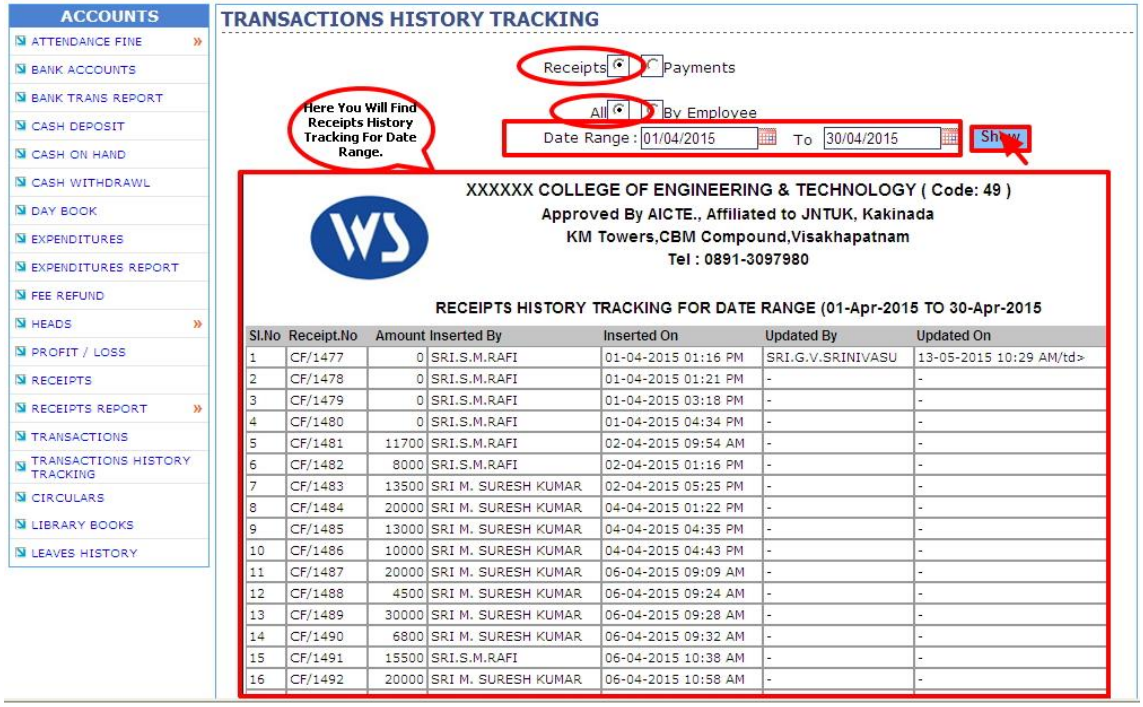
Step5:-After Click On "Transactions History Tracking" Link As Shown In Above Screen, Then You Will Find "Receipts","Payments","All","By Employee" Options, As Shown In Below.

- **If You Want By Using "Receipts" Option You Can Select As Shown In Below.**
- **If You Want By Using "Payments" Option You Can Select As Shown In Below.**
- **If You Want By Using "All" Option You Can Select As Shown In Below.**
- **If You Want By Using "By Employee" Option You Can Select As Shown In Below.**

Step6:-After Select On All Those Options Then You Will Select "Date Range" Then Click On "Show" Button As Shown In Below.



Step7:-After Click On "Show" Button Then You Will Find "Receipts History Tracking For Date Range" As Shown In Below.

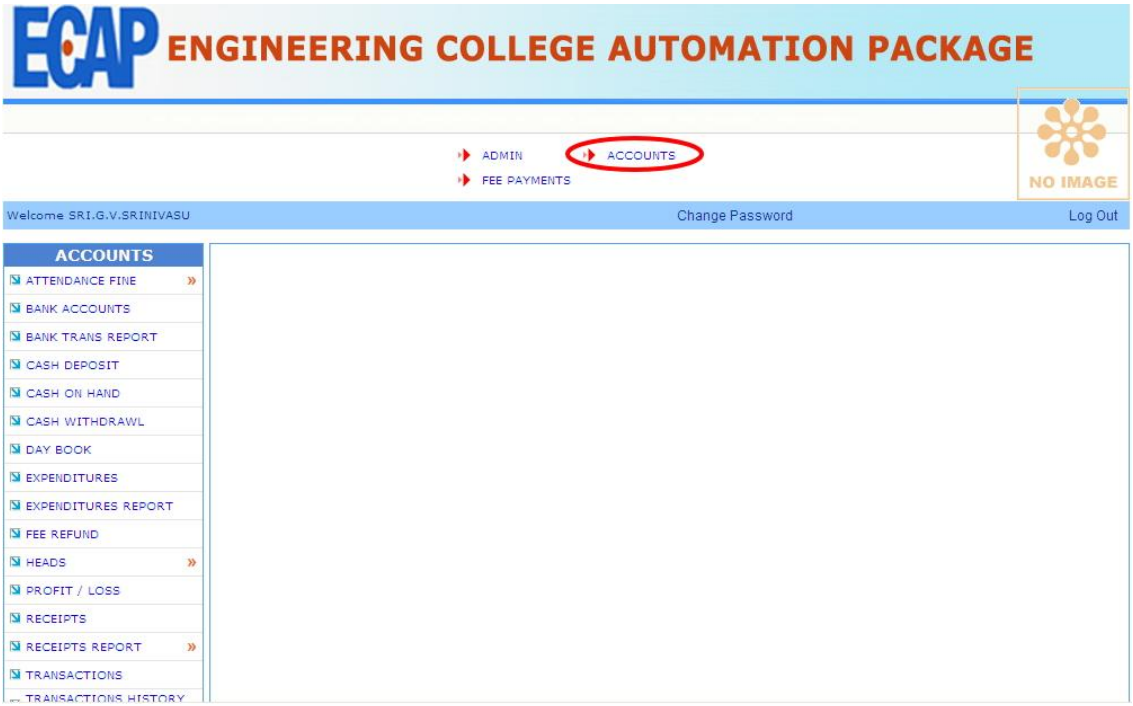


Sl.No	Receipt.No	Amount	Inserted By	Inserted On	Updated By	Updated On
1	CF/1477	0	SRI.S.M.RAFI	01-04-2015 01:16 PM	SRI.G.V.SRINIVASU	13-05-2015 10:29 AM/td>
2	CF/1478	0	SRI.S.M.RAFI	01-04-2015 01:21 PM	-	-
3	CF/1479	0	SRI.S.M.RAFI	01-04-2015 03:18 PM	-	-
4	CF/1480	0	SRI.S.M.RAFI	01-04-2015 04:34 PM	-	-
5	CF/1481	11700	SRI.S.M.RAFI	02-04-2015 09:54 AM	-	-
6	CF/1482	8000	SRI.S.M.RAFI	02-04-2015 01:16 PM	-	-
7	CF/1483	13500	SRI M. SURESH KUMAR	02-04-2015 05:25 PM	-	-
8	CF/1484	20000	SRI M. SURESH KUMAR	04-04-2015 01:22 PM	-	-
9	CF/1485	13000	SRI M. SURESH KUMAR	04-04-2015 04:35 PM	-	-
10	CF/1486	10000	SRI M. SURESH KUMAR	04-04-2015 04:43 PM	-	-
11	CF/1487	20000	SRI M. SURESH KUMAR	06-04-2015 09:09 AM	-	-
12	CF/1488	4500	SRI M. SURESH KUMAR	06-04-2015 09:24 AM	-	-
13	CF/1489	30000	SRI M. SURESH KUMAR	06-04-2015 09:28 AM	-	-
14	CF/1490	6800	SRI M. SURESH KUMAR	06-04-2015 09:32 AM	-	-
15	CF/1491	15500	SRI.S.M.RAFI	06-04-2015 10:38 AM	-	-
16	CF/1492	20000	SRI M. SURESH KUMAR	06-04-2015 10:58 AM	-	-

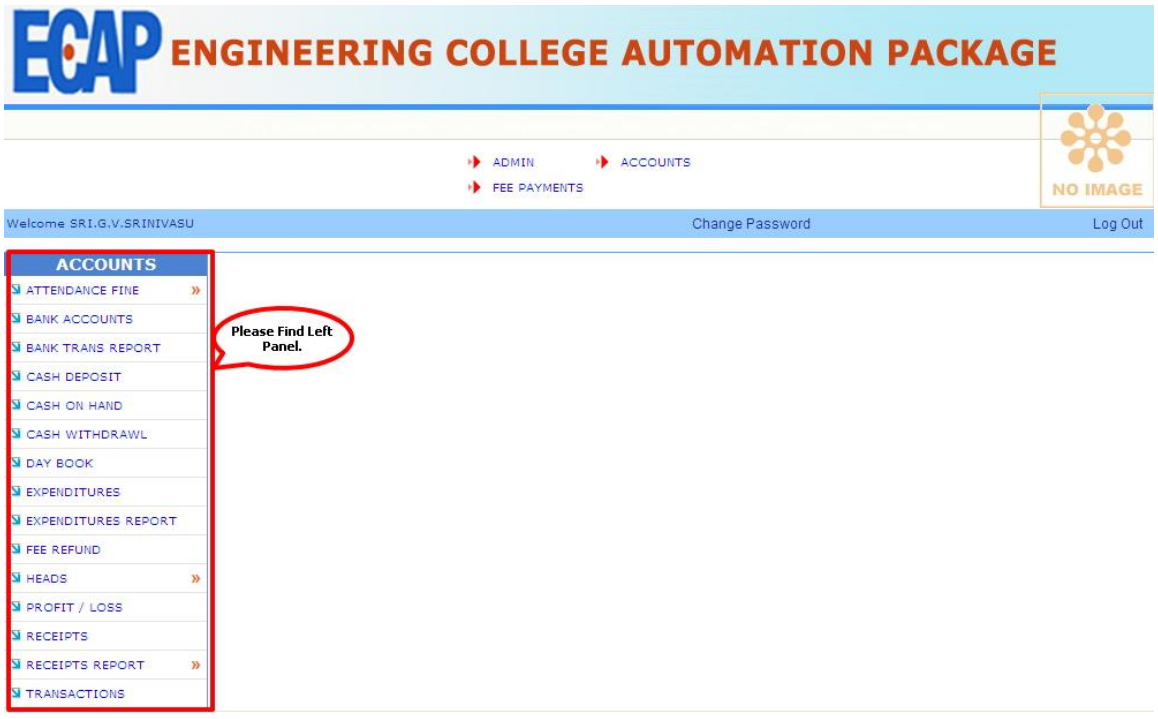
29) How To Generate Receipt From Accounts Module?

Ans: - Step 1:- Please Login In To "ECAP" By Using Your Username And Password.

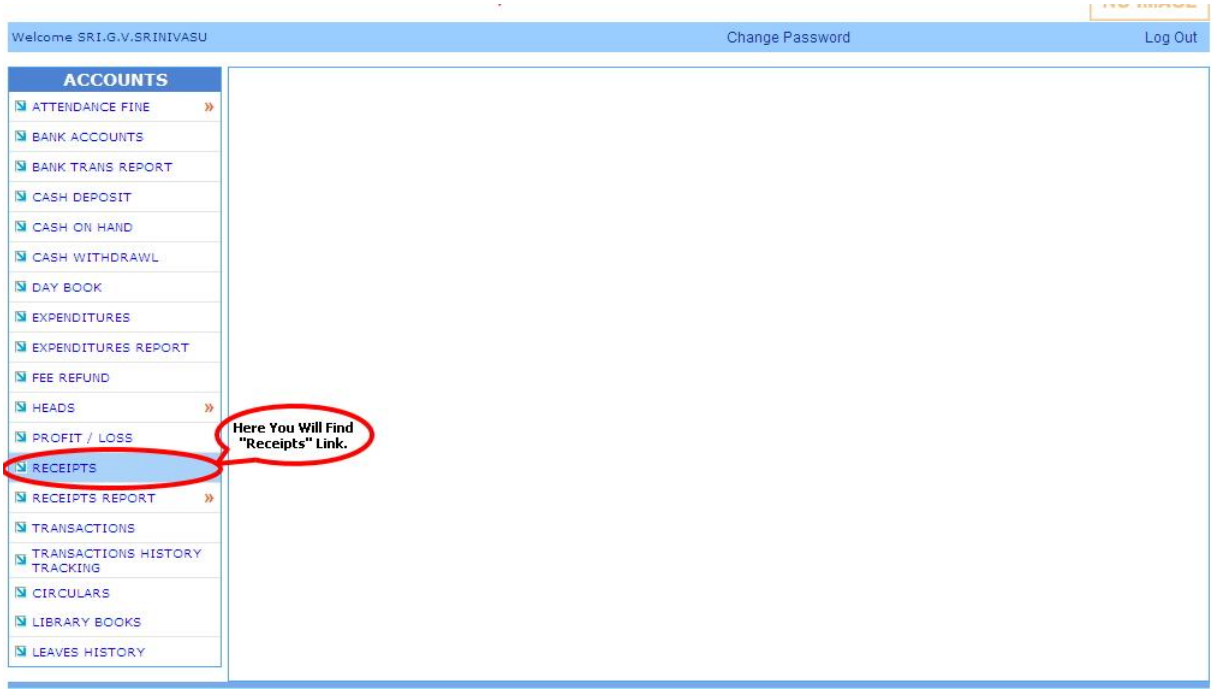
Step2:- Please Click On "ACCOUNTS" Module As Shown In Below.



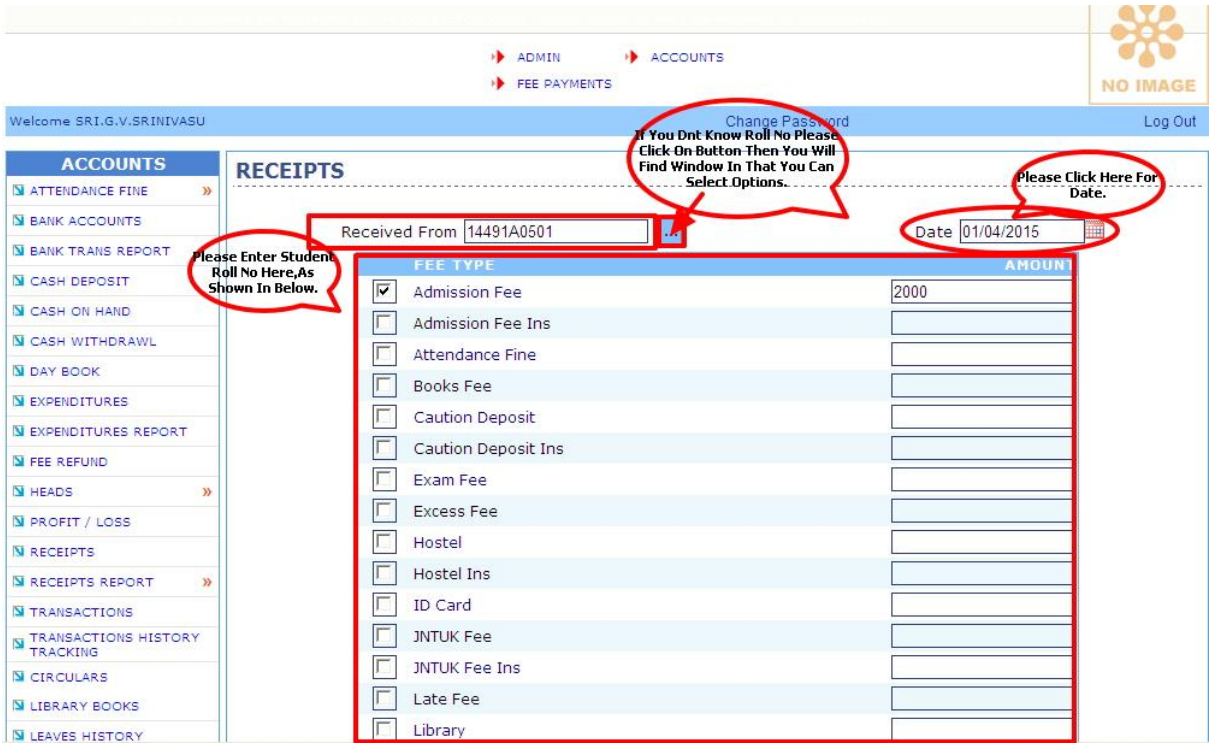
Step3:- After Click on "Accounts" Then You Will Find "Left Panel" As Shown In Below.



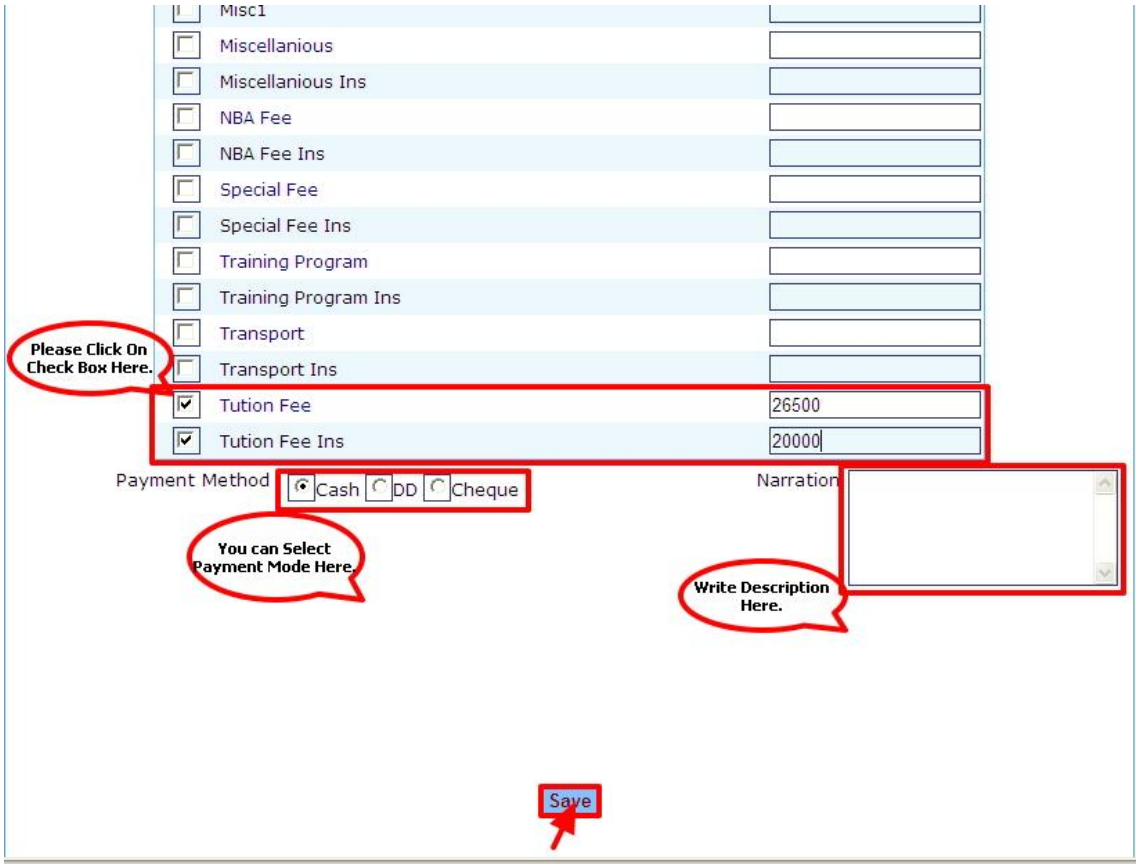
Step4:- Please Click On "Receipts" Link Which Is Available In Left Panel Menu As Shown In Below.



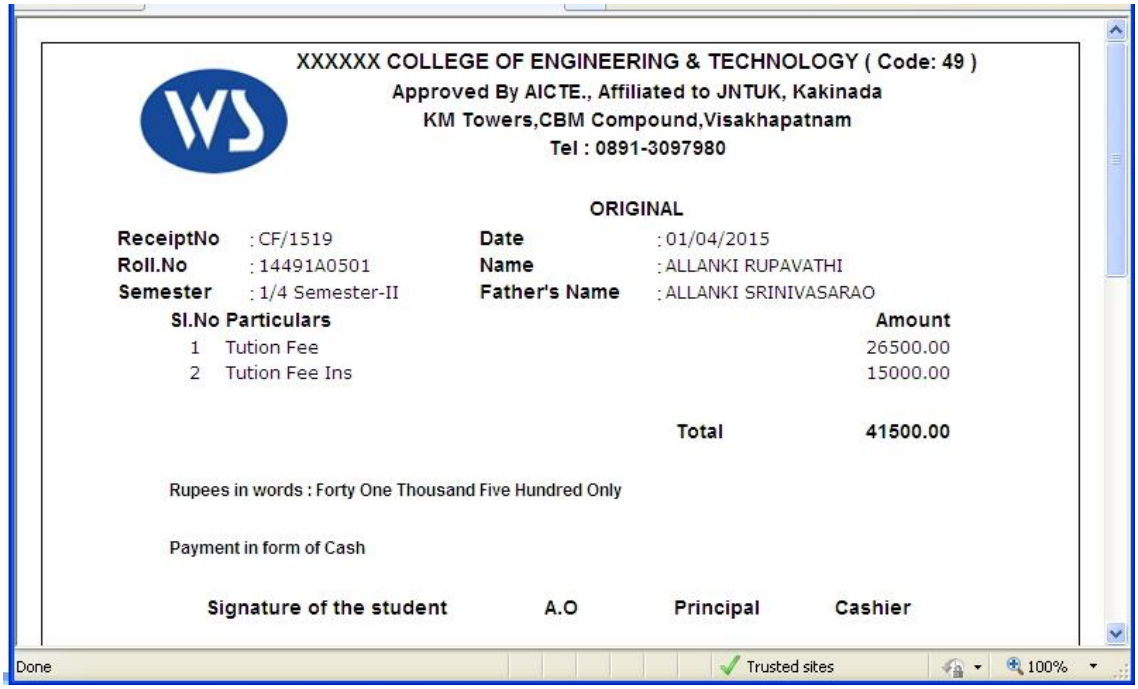
Step5:-After Click On "Receipts" Link Option As Shown In Above Screen, Then You Will Find "Received From"(Entry For Student Roll No) And "Date" Please Select Date As Shown In Below.



Step6:-Here You Will Find Check Box With Fee Type Please Click On "Fee Type" And Enter Amount After That Please Select "Payment Method" Option And Write The "Narration" And Click On "Save" Button Option As Shown In Below.



Step7:-After Click On "Save" Button As Shown In Above Screen, Then You Will Find "Original" And "Duplicate" Receipts As Shown In Below.



XXXXXX COLLEGE OF ENGINEERING & TECHNOLOGY (Code: 49)
Approved By AICTE., Affiliated to JNTUK, Kakinada
KM Towers,CBM Compound,Visakhapatnam
Tel : 0891-3097980

ORIGINAL

ReceiptNo	: CF/1519	Date	: 01/04/2015
Roll.No	: 14491A0501	Name	: ALLANKI RUPAVATHI
Semester	: 1/4 Semester-II	Father's Name	: ALLANKI SRINIVASARAO

Sl.No	Particulars	Amount
1	Tution Fee	26500.00
2	Tution Fee Ins	15000.00
	Total	41500.00

Rupees in words : Forty One Thousand Five Hundred Only

Payment in form of Cash

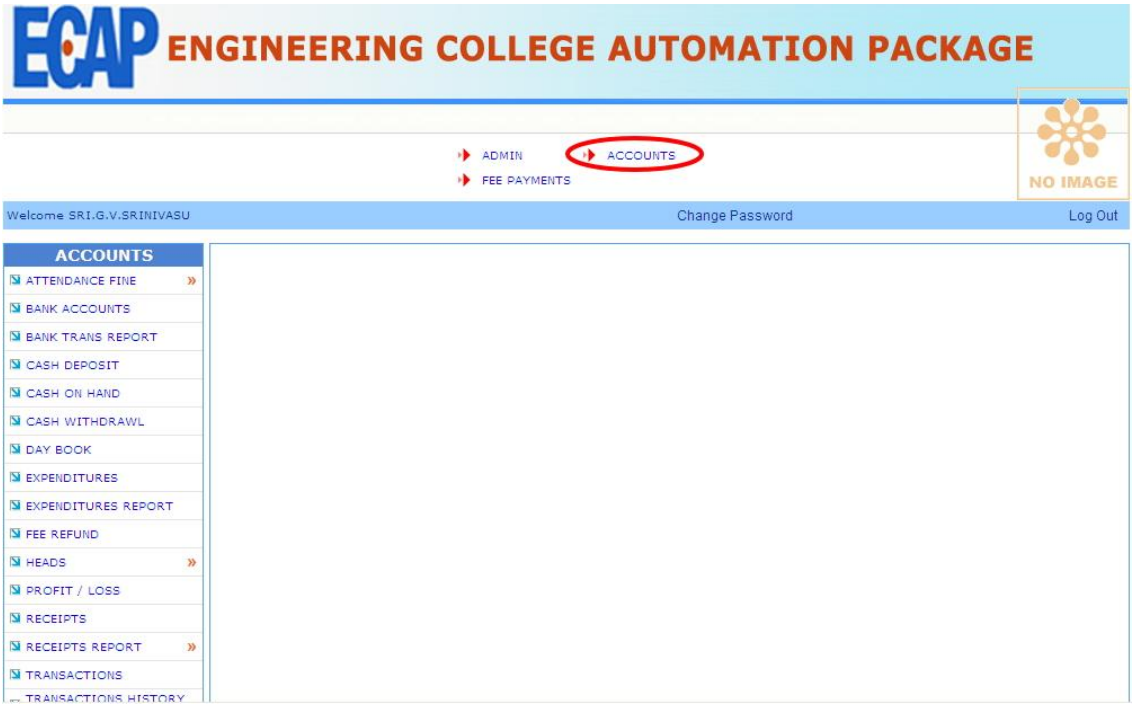
Signature of the student A.O Principal Cashier

Done Trusted sites 100%

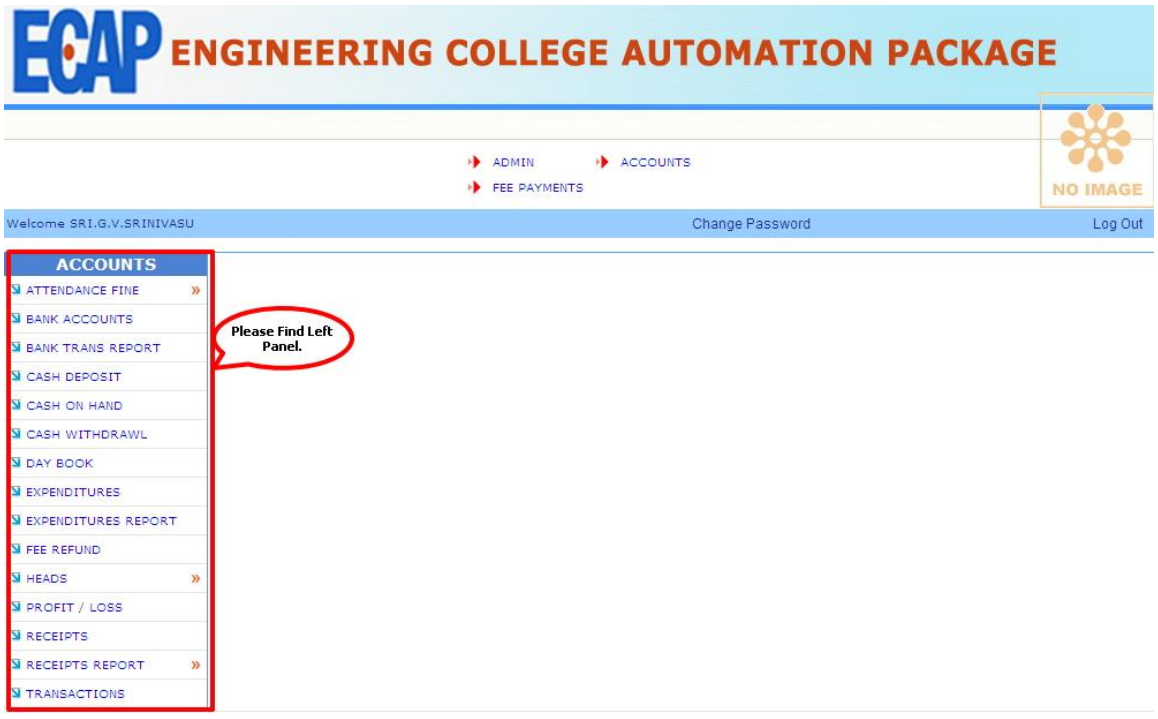
30) How To Check Generated Receipts Detailed Report?

Ans: - Step 1:- Please Login In To "ECAP" By Using Your Username And Password.

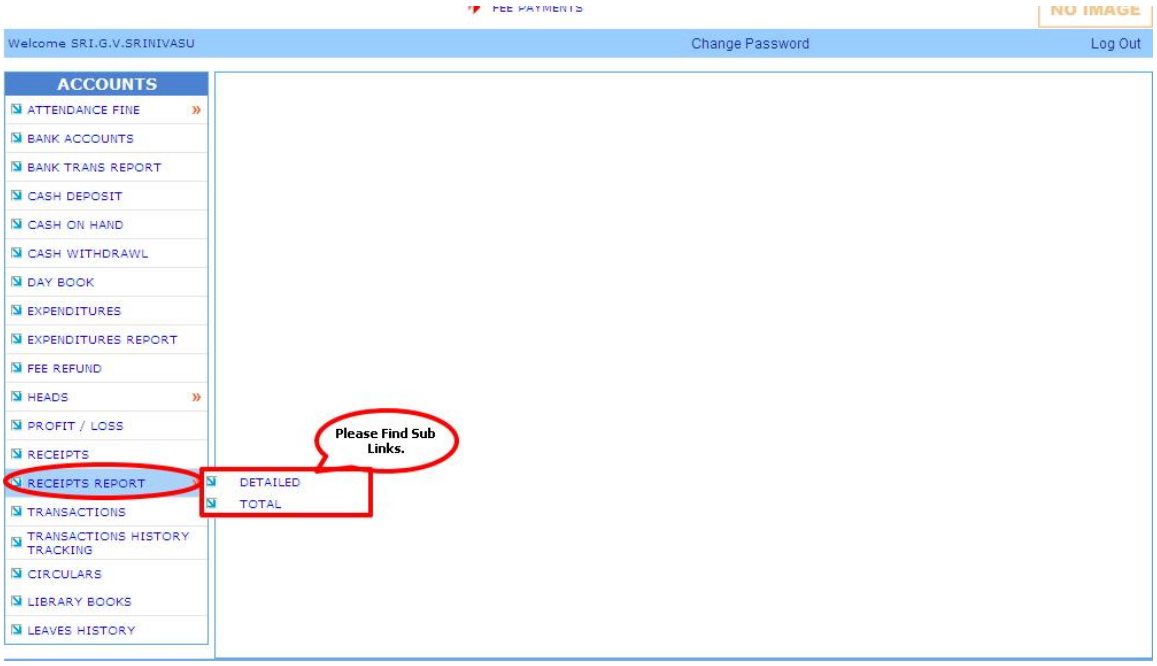
Step2:- Please Click On "ACCOUNTS" Module As Shown In Below.



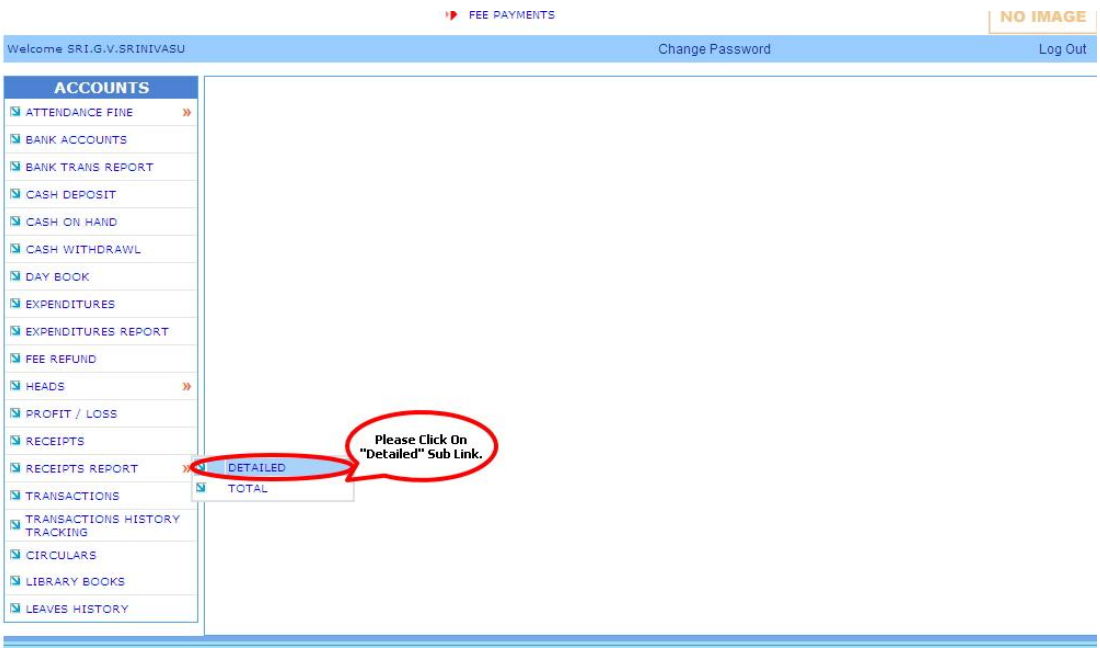
Step3:- After Click on "Accounts" Then You Will Find "Left Panel" As Shown In Below.



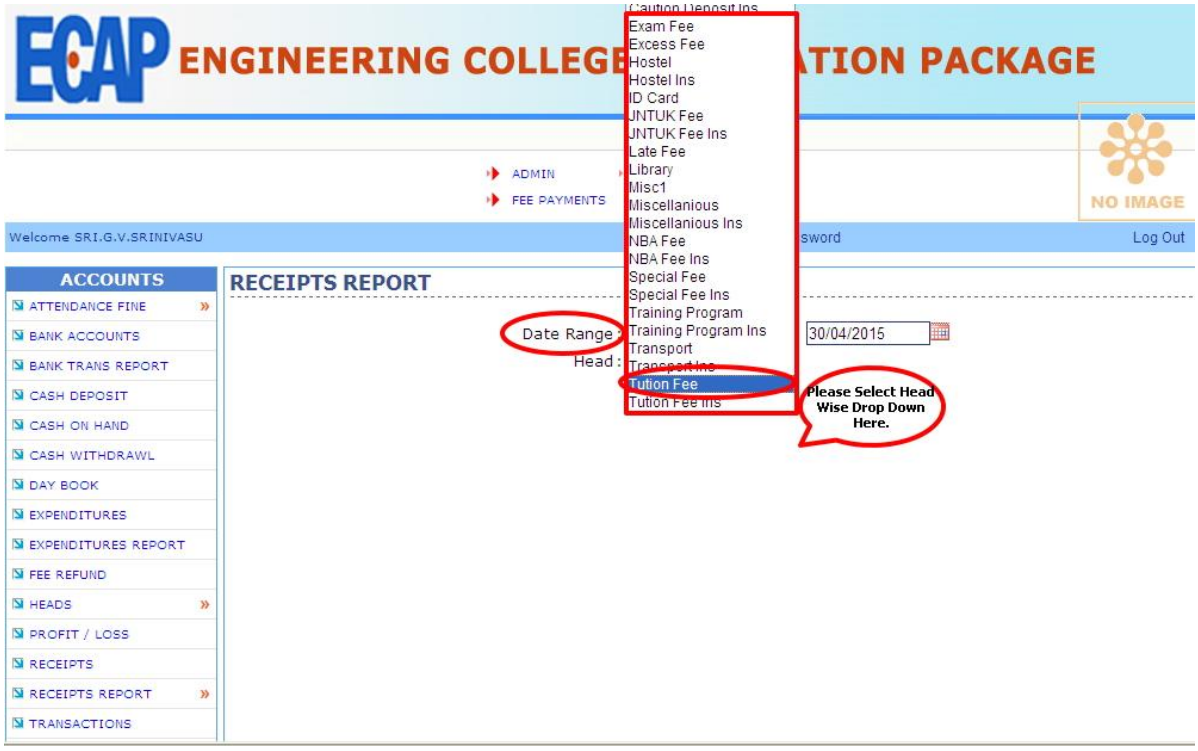
Step4:- Please Place Your Mouse Pointer On "Receipts Report" Link Which Is Available In Left Menu Sub Link As Shown In Below.



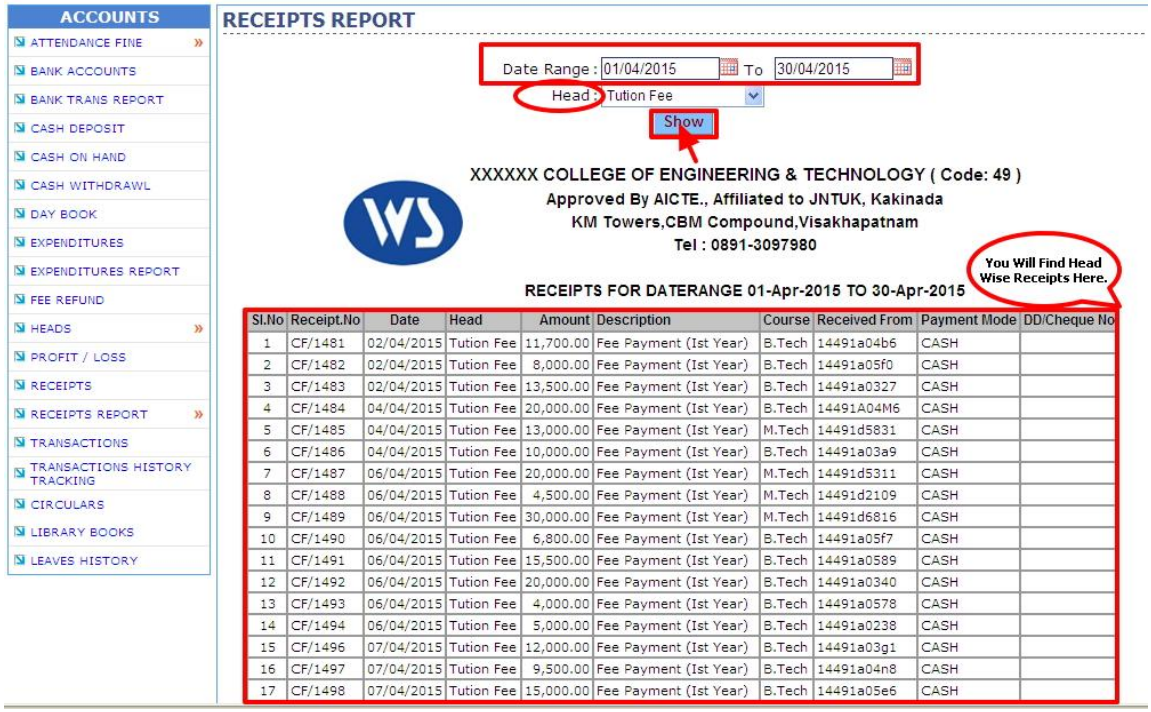
Step5:-Please Click On "Detailed" Sub Link, Which Is Available In Left Panel Sub Link Menu As Shown In Below.



Step6:-After Click On "Detailed" Sub Link As Shown In Above Screen, Then You Will Find "Date Range" And "Head" Wise Drop Down Please Select Head As Shown In Below.



Step7:-After Select On "Date Range" And "Head" Then Click On "Show" Button As Shown In Below.

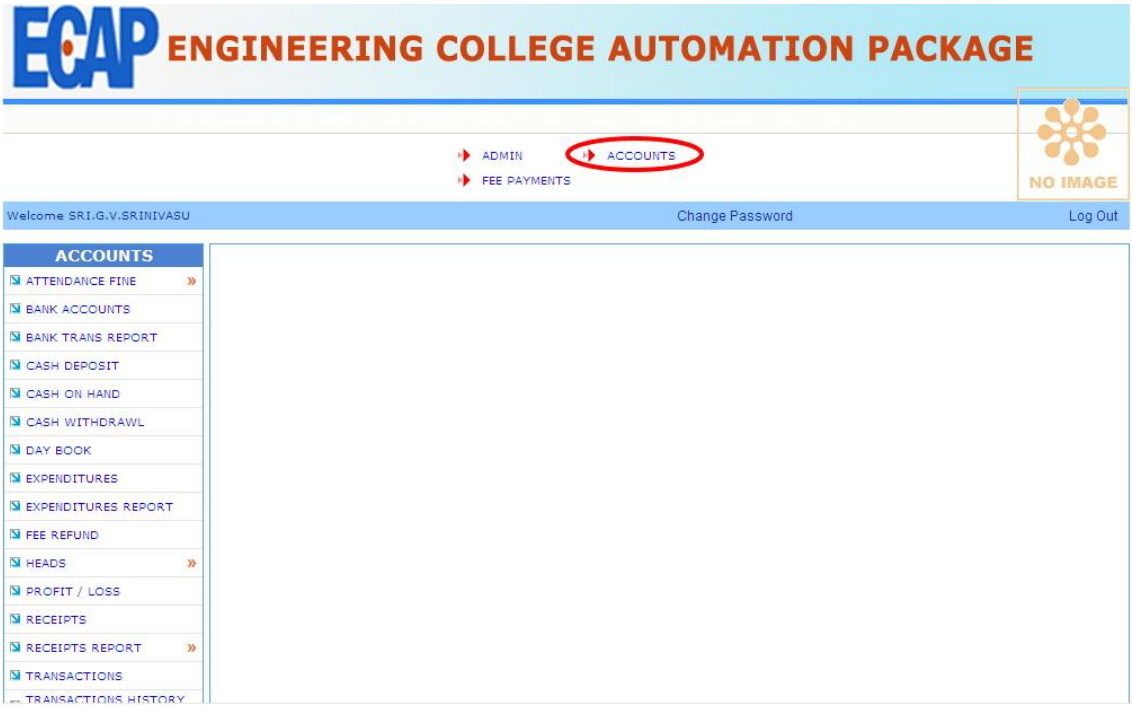


Sl.No	Receipt.No	Date	Head	Amount	Description	Course	Received From	Payment Mode	DD/Cheque No
1	CF/1481	02/04/2015	Tution Fee	11,700.00	Fee Payment (Ist Year)	B.Tech	14491a04b6	CASH	
2	CF/1482	02/04/2015	Tution Fee	8,000.00	Fee Payment (Ist Year)	B.Tech	14491a05f0	CASH	
3	CF/1483	02/04/2015	Tution Fee	13,500.00	Fee Payment (Ist Year)	B.Tech	14491a0327	CASH	
4	CF/1484	04/04/2015	Tution Fee	20,000.00	Fee Payment (Ist Year)	B.Tech	14491A04M6	CASH	
5	CF/1485	04/04/2015	Tution Fee	13,000.00	Fee Payment (Ist Year)	M.Tech	14491d5831	CASH	
6	CF/1486	04/04/2015	Tution Fee	10,000.00	Fee Payment (Ist Year)	B.Tech	14491a03a9	CASH	
7	CF/1487	06/04/2015	Tution Fee	20,000.00	Fee Payment (Ist Year)	M.Tech	14491d5311	CASH	
8	CF/1488	06/04/2015	Tution Fee	4,500.00	Fee Payment (Ist Year)	M.Tech	14491d2109	CASH	
9	CF/1489	06/04/2015	Tution Fee	30,000.00	Fee Payment (Ist Year)	M.Tech	14491d6816	CASH	
10	CF/1490	06/04/2015	Tution Fee	6,800.00	Fee Payment (Ist Year)	B.Tech	14491a05f7	CASH	
11	CF/1491	06/04/2015	Tution Fee	15,500.00	Fee Payment (Ist Year)	B.Tech	14491a0589	CASH	
12	CF/1492	06/04/2015	Tution Fee	20,000.00	Fee Payment (Ist Year)	B.Tech	14491a0340	CASH	
13	CF/1493	06/04/2015	Tution Fee	4,000.00	Fee Payment (Ist Year)	B.Tech	14491a0578	CASH	
14	CF/1494	06/04/2015	Tution Fee	5,000.00	Fee Payment (Ist Year)	B.Tech	14491a0238	CASH	
15	CF/1496	07/04/2015	Tution Fee	12,000.00	Fee Payment (Ist Year)	B.Tech	14491a03g1	CASH	
16	CF/1497	07/04/2015	Tution Fee	9,500.00	Fee Payment (Ist Year)	B.Tech	14491a04n8	CASH	
17	CF/1498	07/04/2015	Tution Fee	15,000.00	Fee Payment (Ist Year)	B.Tech	14491a05e6	CASH	

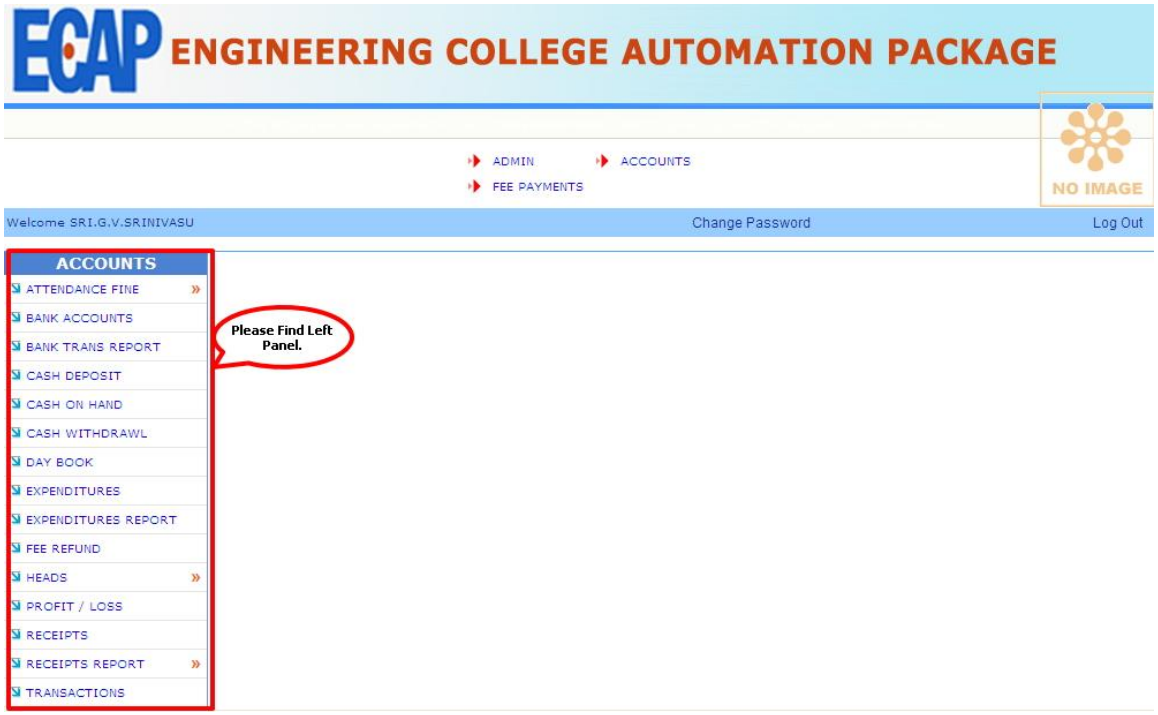
31) How To Check Receipts By Receipt Wise And Fee Head Wise By Selecting Particular Date?

Ans: - Step 1:- Please Login In To "ECAP" By Using Your Username And Password.

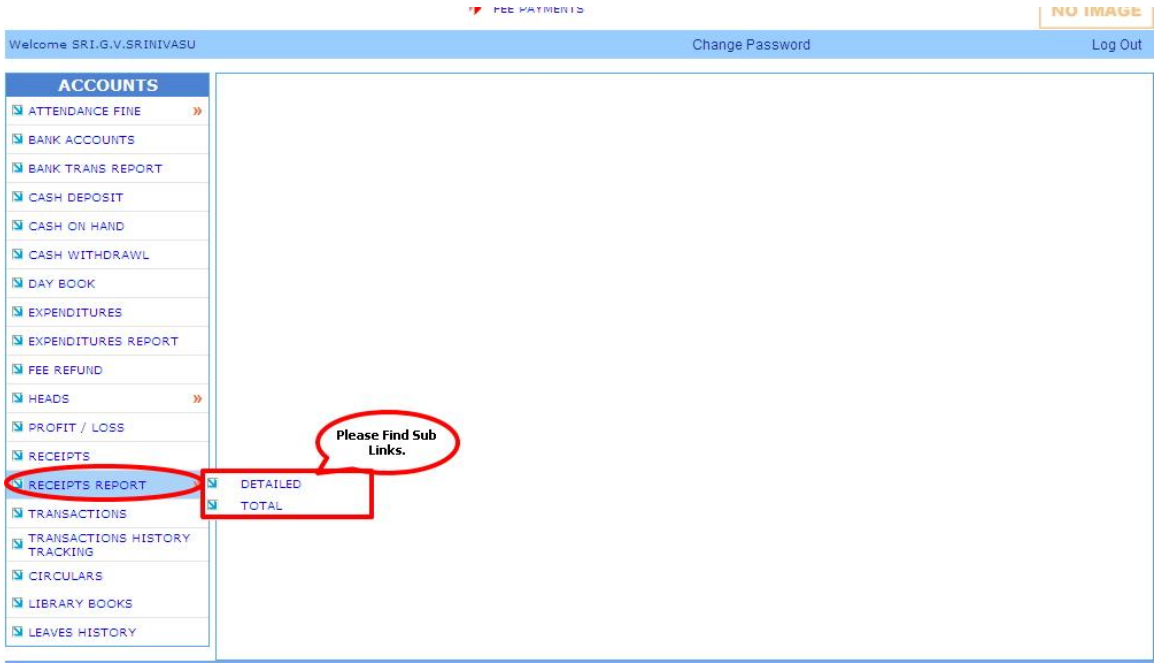
Step2:- Please Click On "ACCOUNTS" Module As Shown In Below.



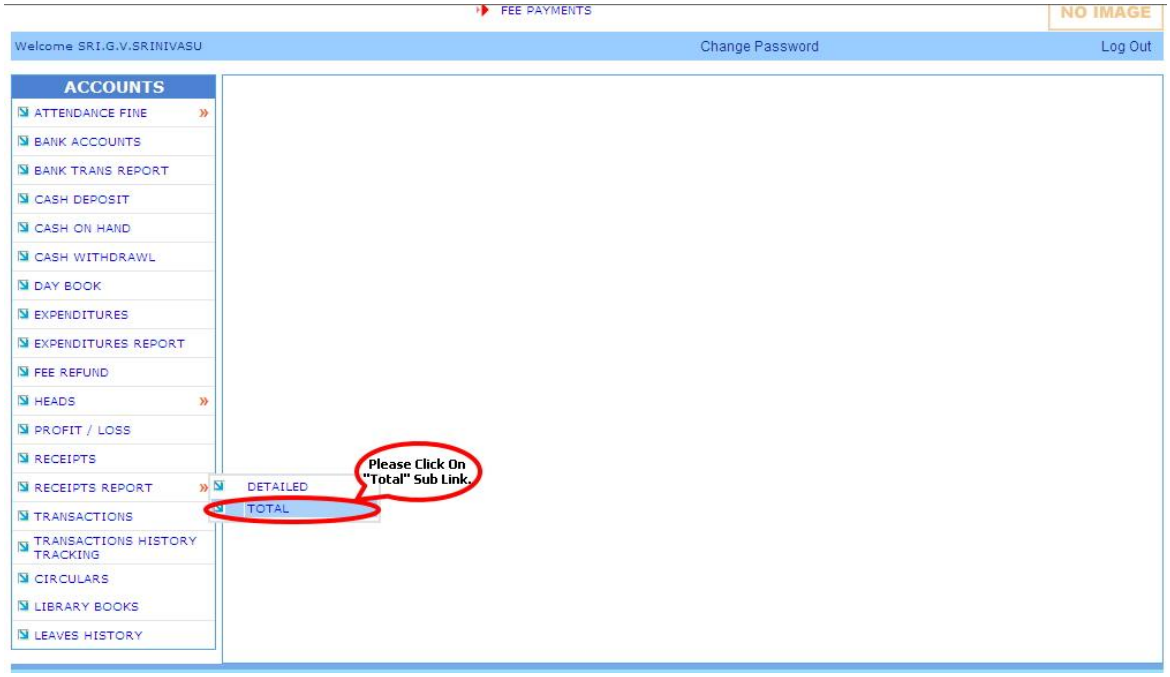
Step3:- After Click on "Accounts" Then You Will Find "Left Panel" As Shown In Below.



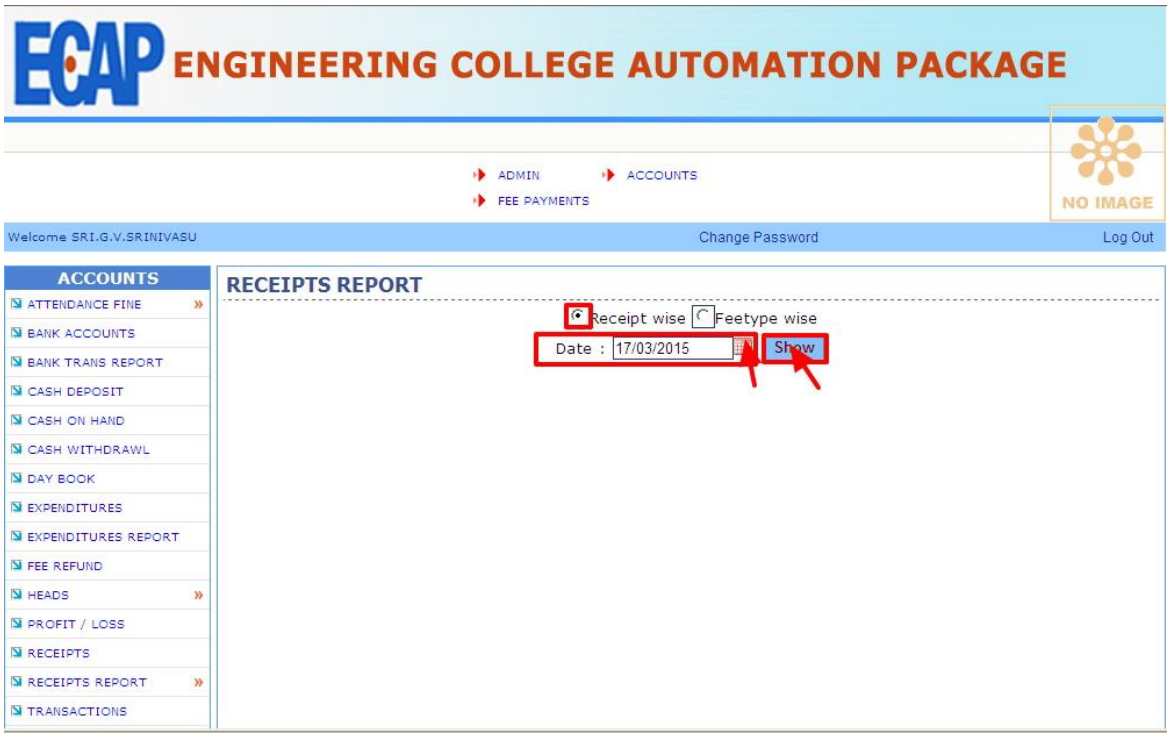
Step4:- Please Place Your Mouse Pointer On "Receipts Report" Link Which Is Available In Left Menu Sub Link As Shown In Below.



Step5:-Please Click On "Total" Sub Link, Which Is Available In Left Panel Sub Link Menu As Shown In Below.

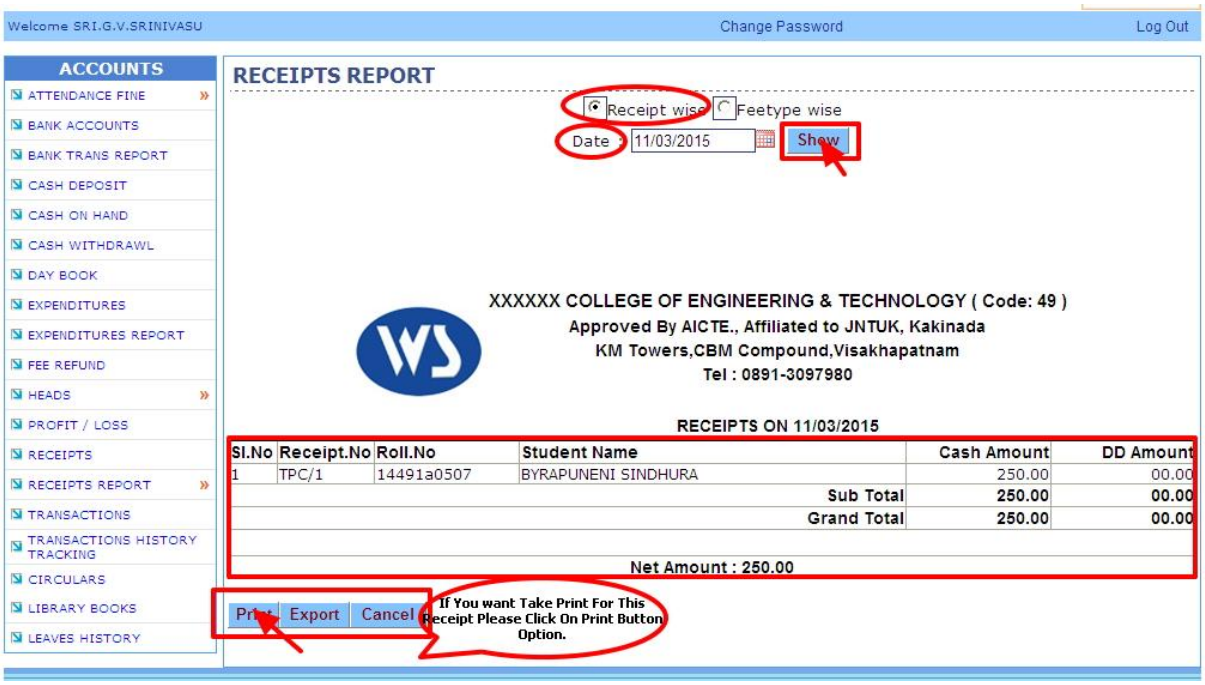


Step6:-After Click On "Total" Sub Link As Shown In Above Screen, Then You Will Find "Receipt Wise" Option And "Date" Selection Option, Please Click On "Receipt Wise" Option With Radio Button, Then Select Date Please Click On "Show" Button As Shown In Below.

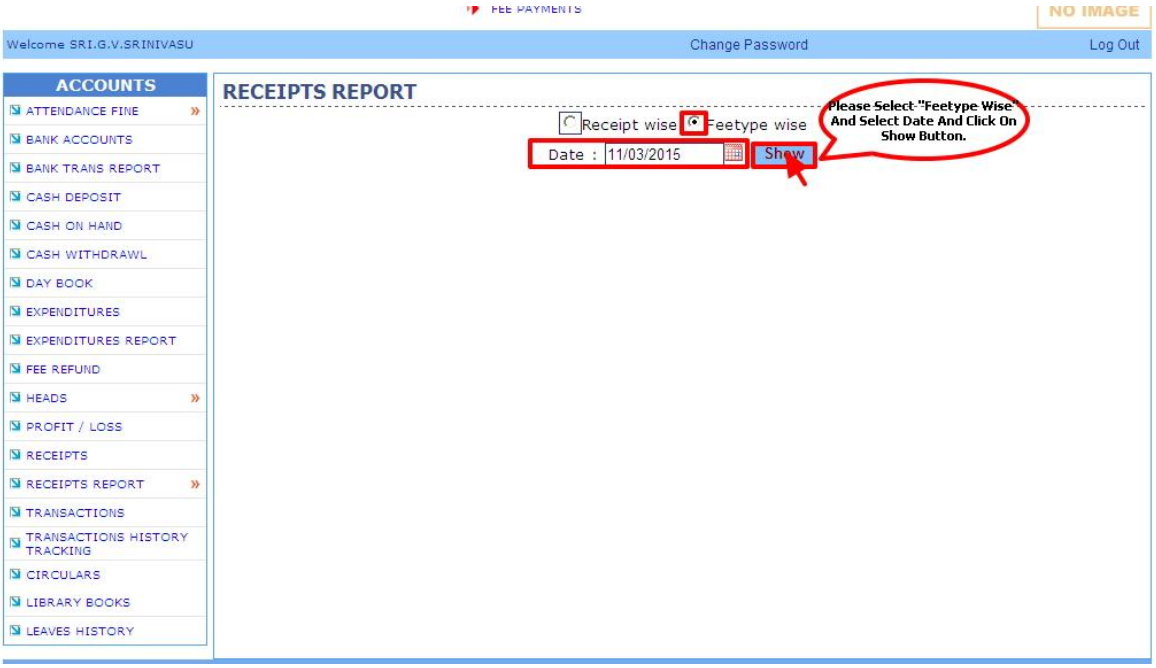


Step7:-After Click On "Show" Button As Shown In Above Screen, Then You Will Find Receipts On Selected Date As Shown In Below.

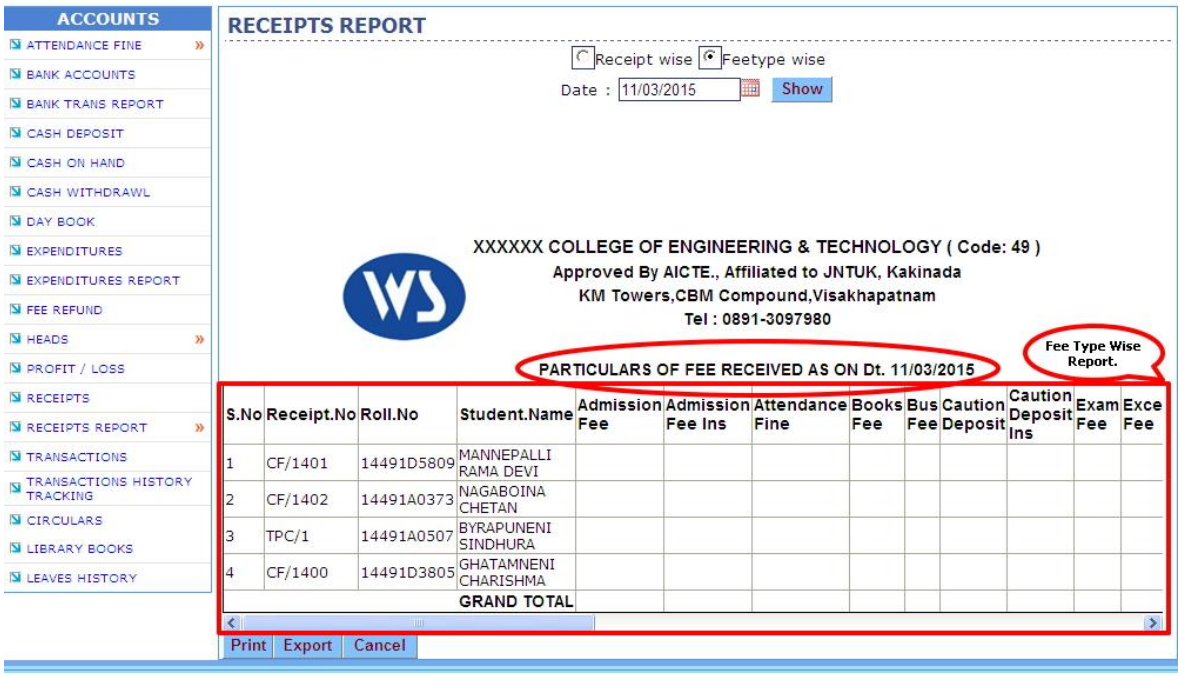
- **Here You Will Find "Print" Button Option, If You Want Take Print For This Report Please Click On "Print" Button Option As Shown In Below.**



Step8:-Please Select "Fee type Wise" With Radio Button And Select "Date" And Please Click On "Show" Button As Shown In Below.



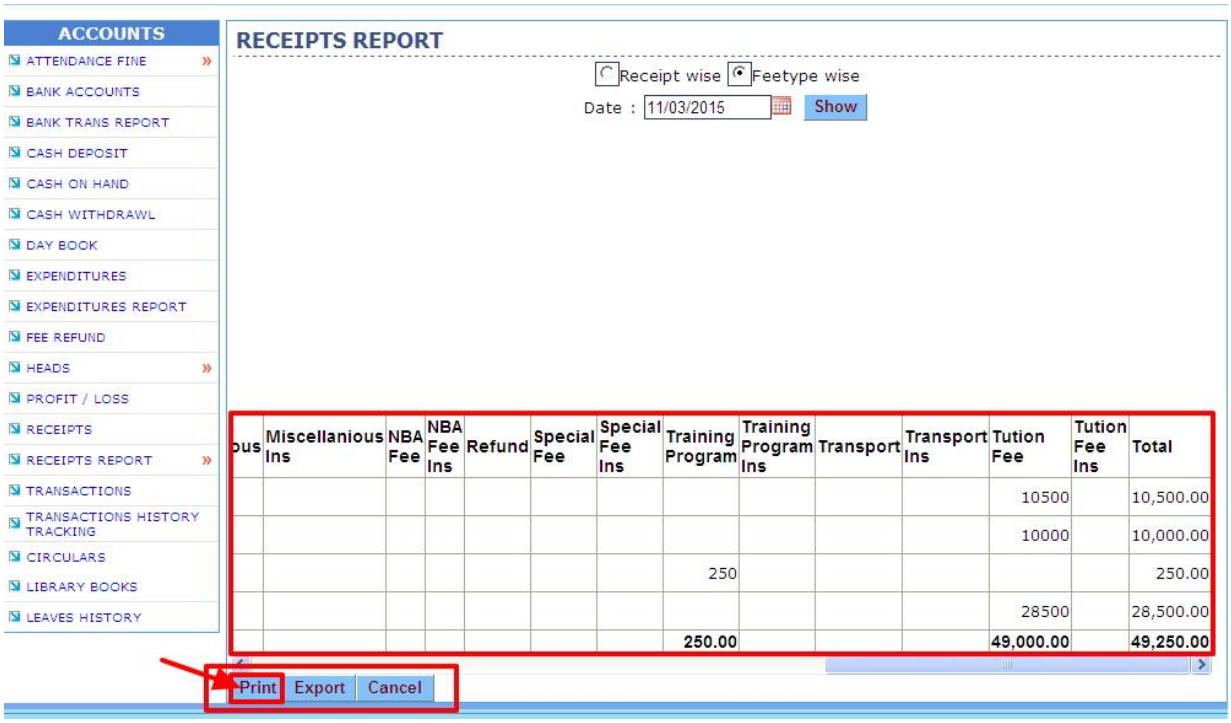
Step9:-After Click On "Show" Button As Shown In Above Screen, Then You Will Find "Fee Type Wise" Report On Particular Date As Shown In Below.



Continuation Screen----------

Step10:-Here You Will Find Continuation Report For Fee Type With Particular Date As Shown In Below.

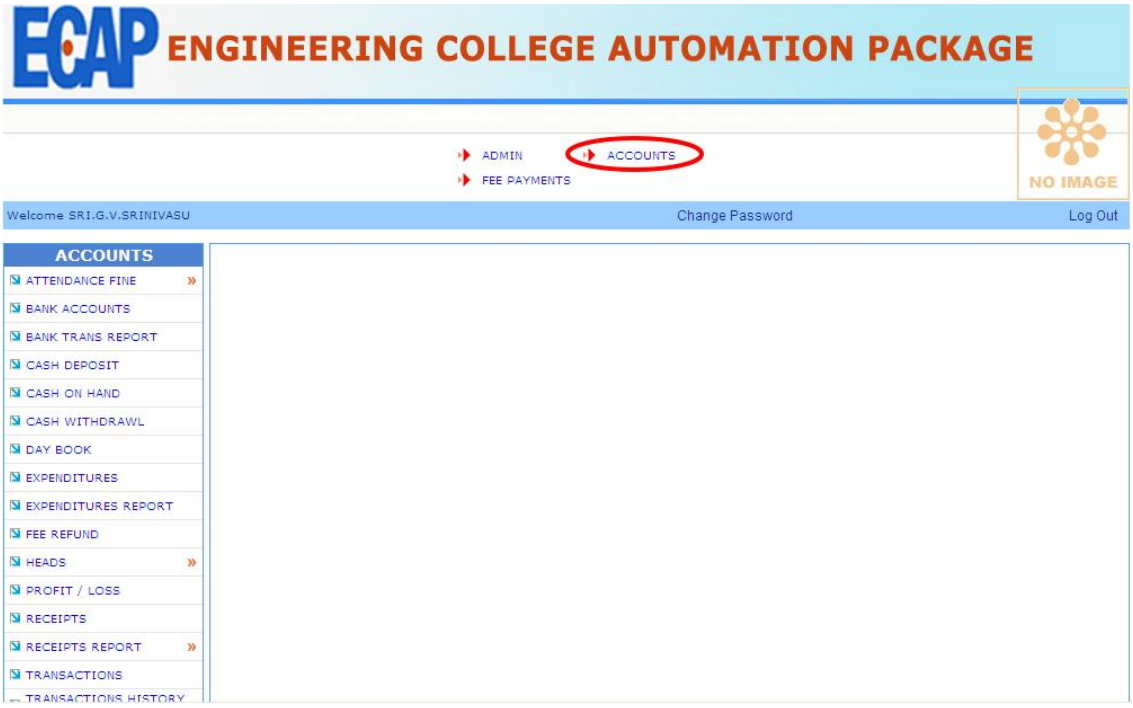
- **Here You Will Find "Print" Button Option, If You Want Take Print For This Report Please Click On "Print" Button Option As Shown In Below.**



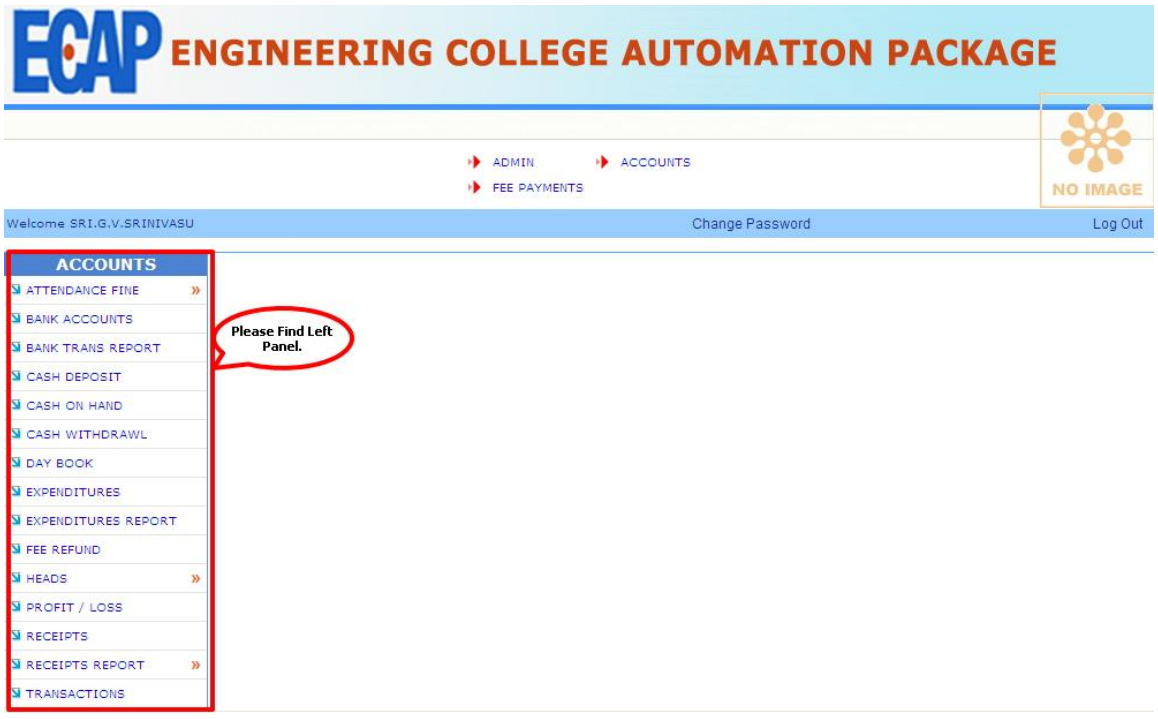
32) How To Enter/Maintain Refund Amount In To This Package?

Ans: - Step 1:- Please Login In To "ECAP" By Using Your Username And Password.

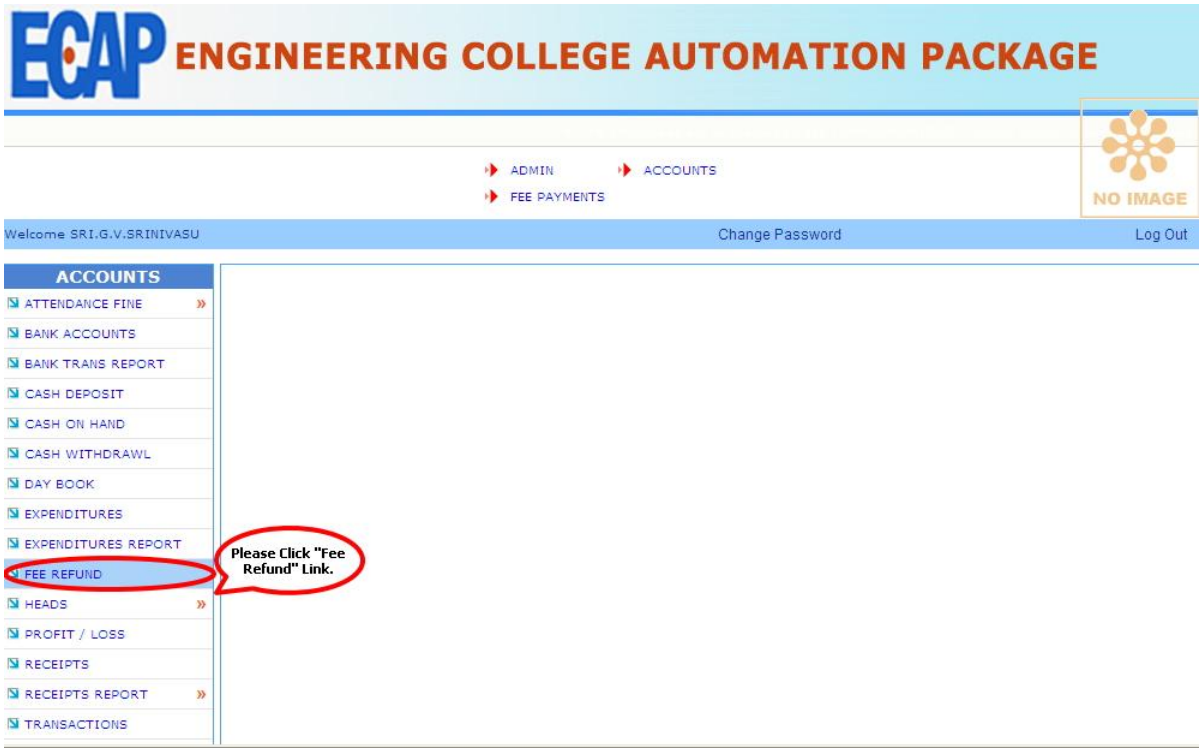
Step2:- Please Click On "ACCOUNTS" Module As Shown In Below.



Step3:- After Click on "Accounts" Then You Will Find "Left Panel" As Shown In Below.

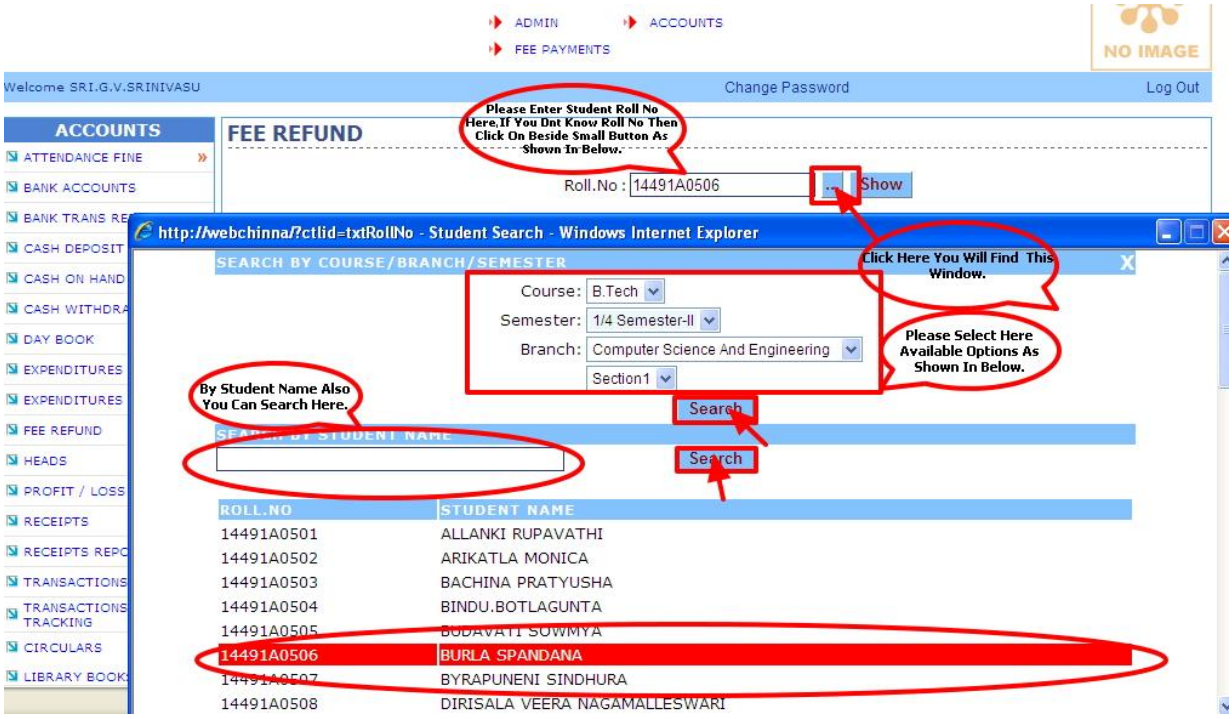


Step4:-Please Find "Fee Refund" Link Which Is Available In Left Panel Menu As Shown In Below.

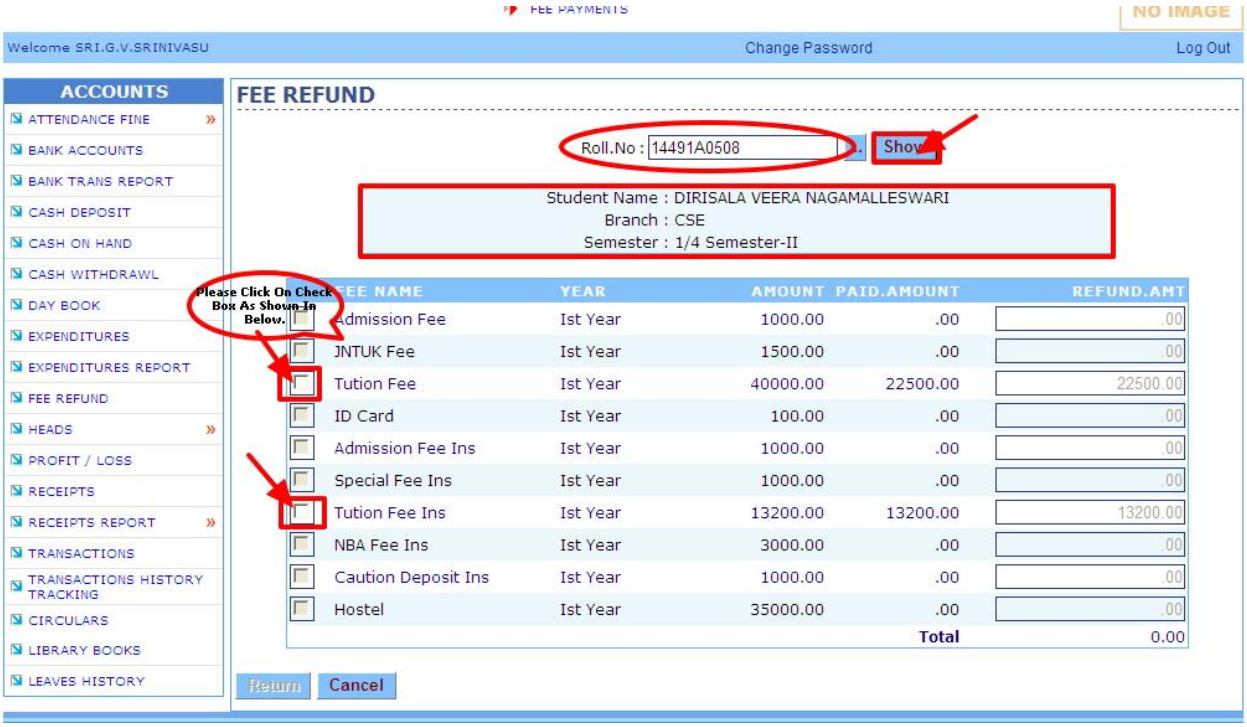


Step5:-After Click On "Fee Refund" Link As Shown In Above Screen, Then You Will Find "Roll. No" Option Please Enter Student Roll. No As Shown In Below.

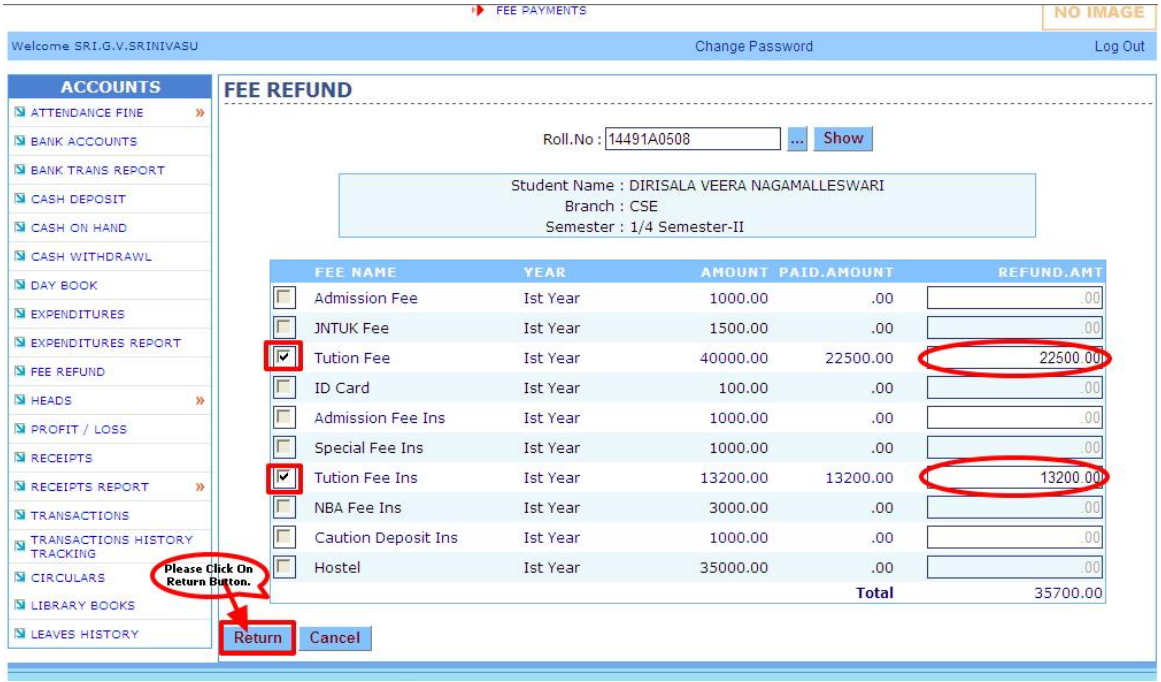
- **If You Don't Know Student Roll. No Please Click On Small Button Then You Will Find Window, Please Click On "Search By Course, Semester, Branch, Section" Then Click On "Search" Button As Shown In Below.**
- **Here You Will Find another Option i.e. "Search By Student" Name Also Please Enter Student Name And Click On "Search" Button As Shown In Below.**



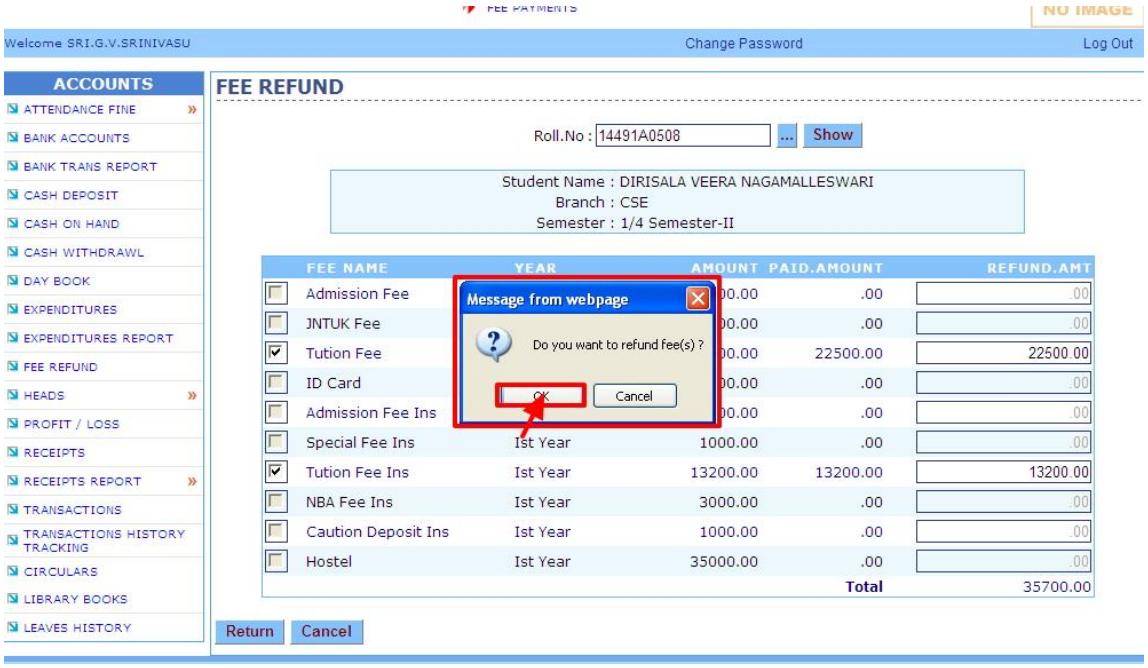
Step6:-After Click On "Show" Button As Shown In Above Screen, Then You Will Find Fee Refund Report By Particular Student Please Click On Check Boxes With Fee Name As Shown In Below.



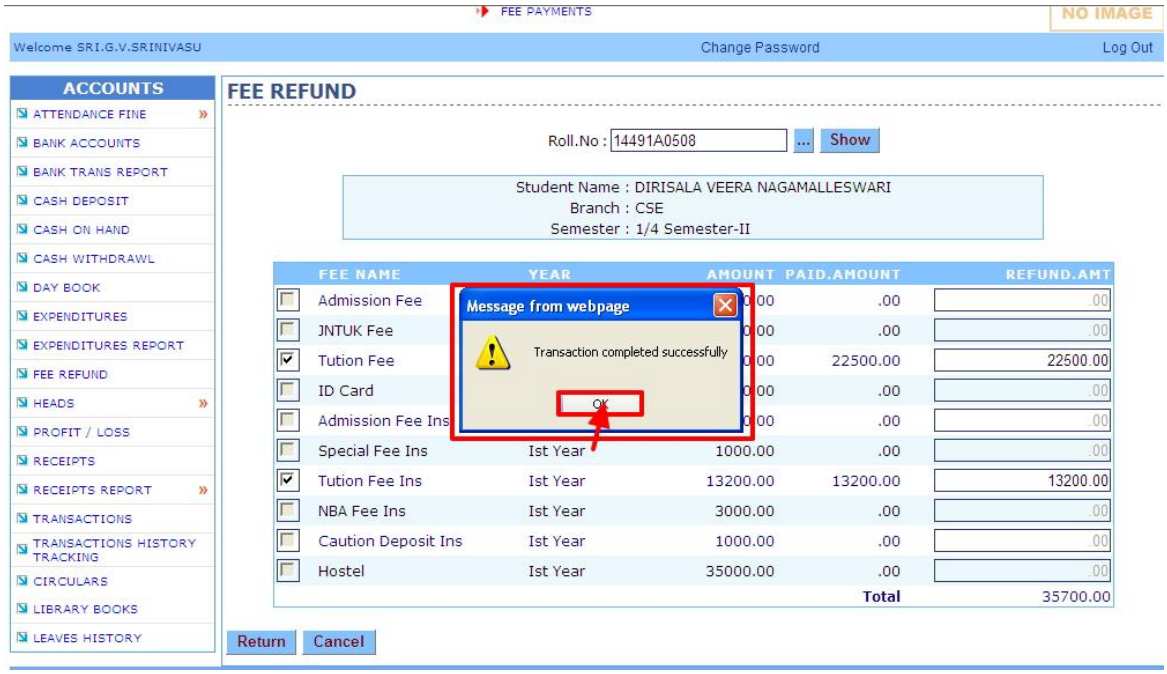
Step7:-After Click On Check Boxes Then Please Click On "Return" Button As Shown In Below.



Step8:-After Click On "Return" Button As Shown In Above Screen,Then You Will Find "Message From Webpage" Please Click On "OK" Button Option As Shown In Below.



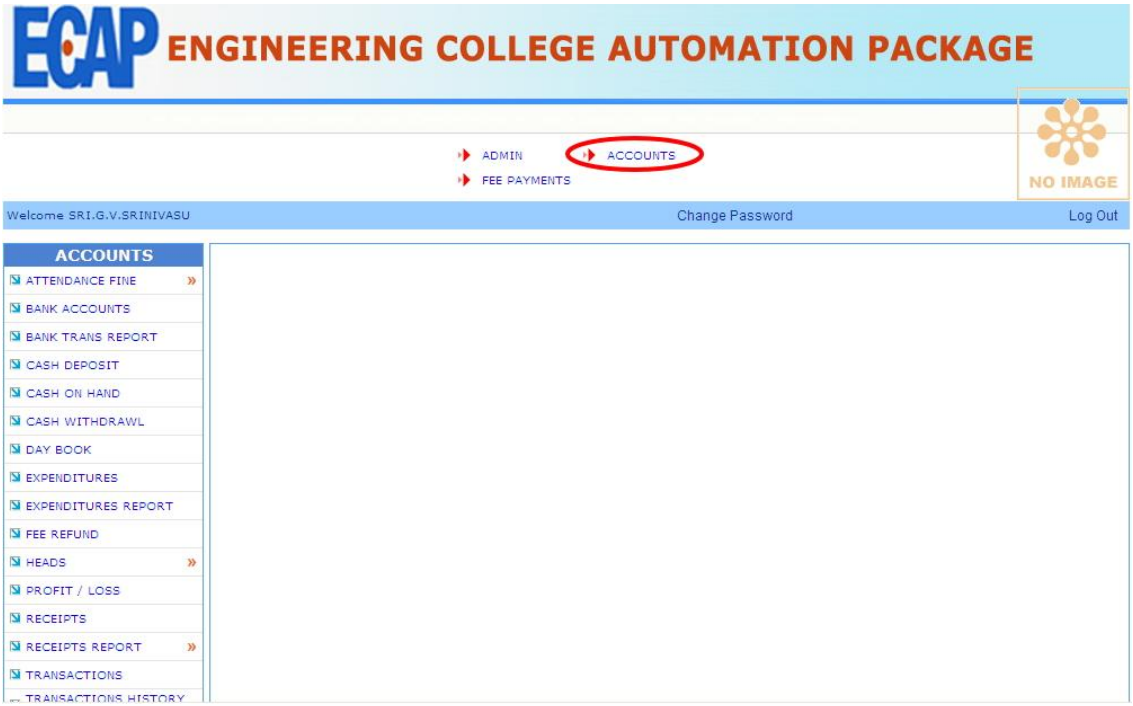
Step9:-After Click On "OK" Button Option As Shown In Above Screen, Then You Will Find Another "Message From Webpage" Please Click On "OK" Button As Shown In Below.



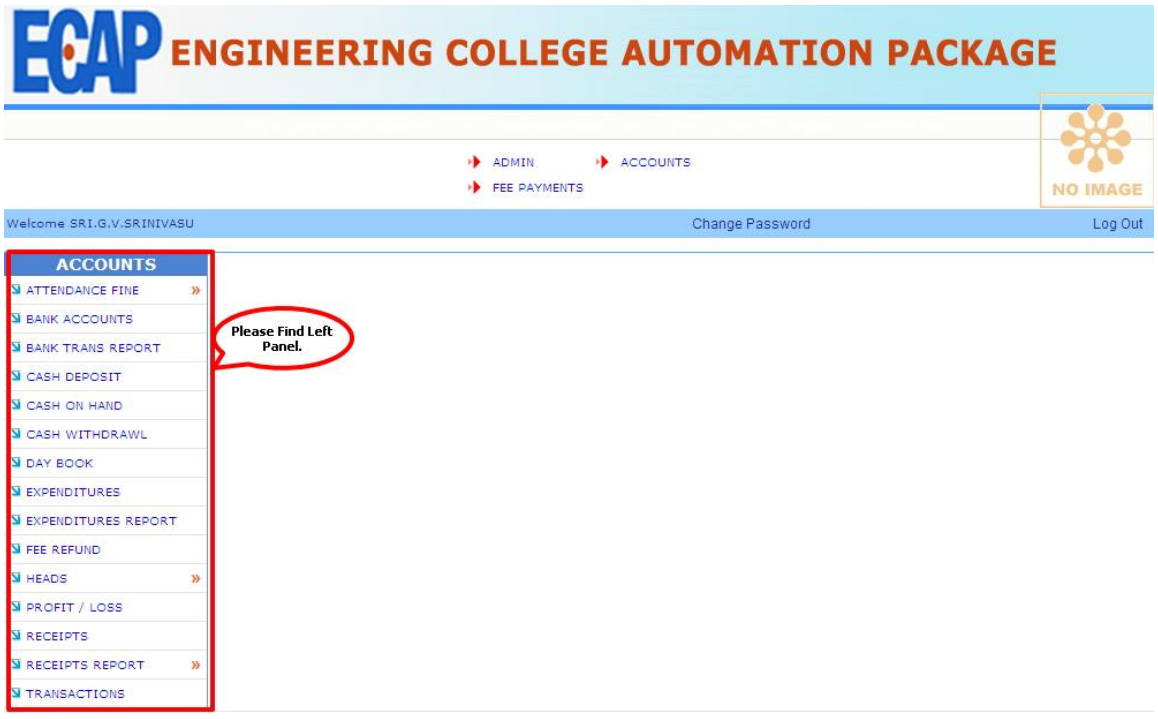
33) How To Enter Bank Accounts?

Ans: - Step 1:- Please Login In To "ECAP" By Using Your Username And Password.

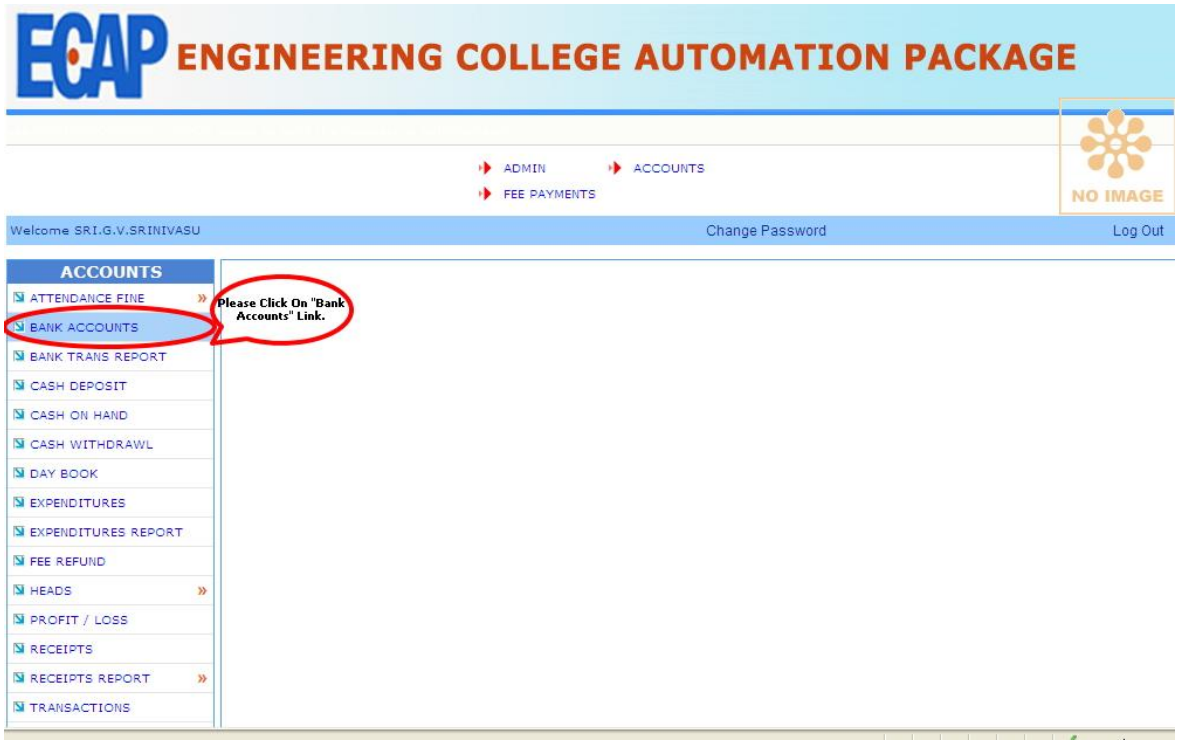
Step2:- Please Click On "ACCOUNTS" Module As Shown In Below.



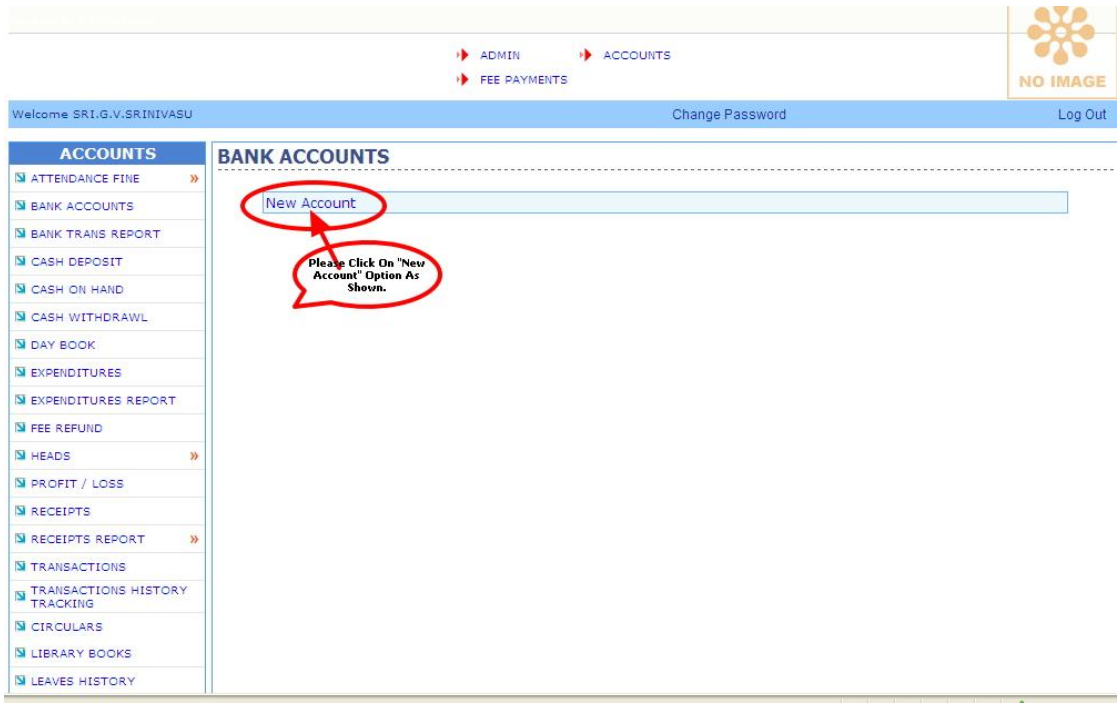
Step3:- After Click on "Accounts" Then You Will Find "Left Panel" As Shown In Below.



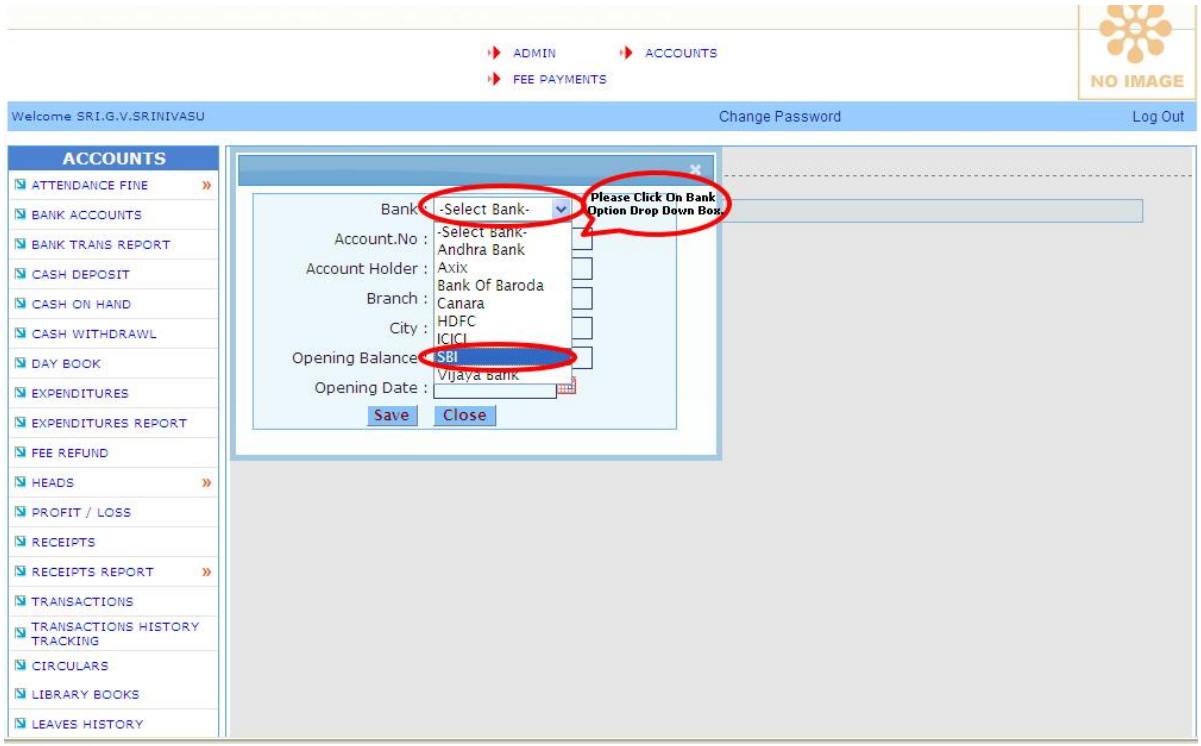
Step4:- Please Click On "Bank Accounts" Link Which Is Available In Left Panel Menu As Shown In Below.



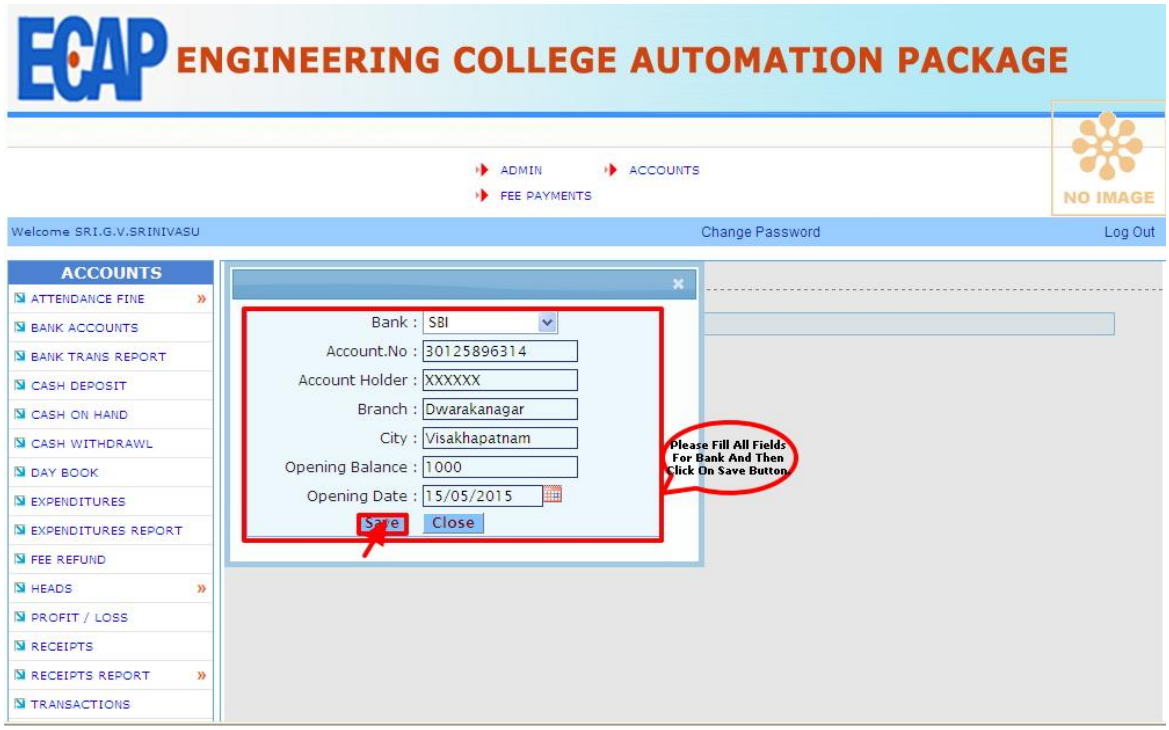
Step5:-After Click On "Bank Accounts" Link As Shown In Above Screen, Then You Will Find "New Account" Option As Shown In Below.



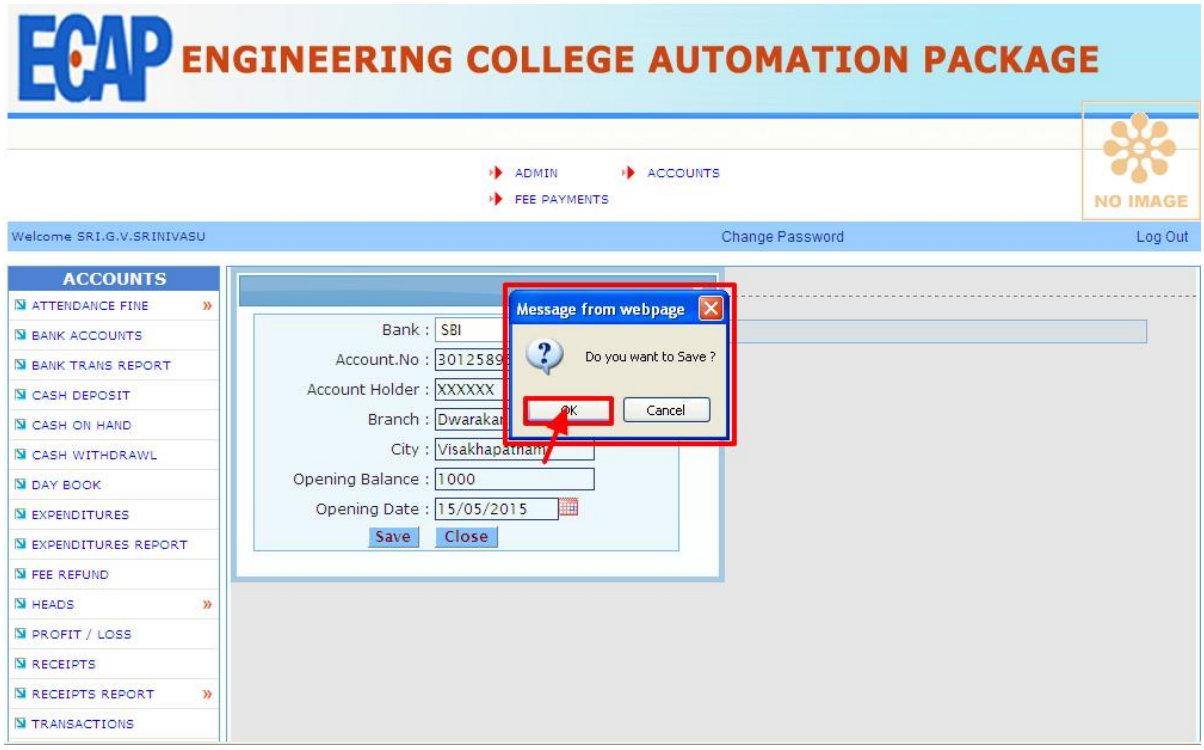
Step6:-After Click On "New Account" Option As Shown In Above Screen, Then You Will Find Bank Details Window In That You Will Find Bank Option With Drop Down Please Select Bank As Shown In Below.



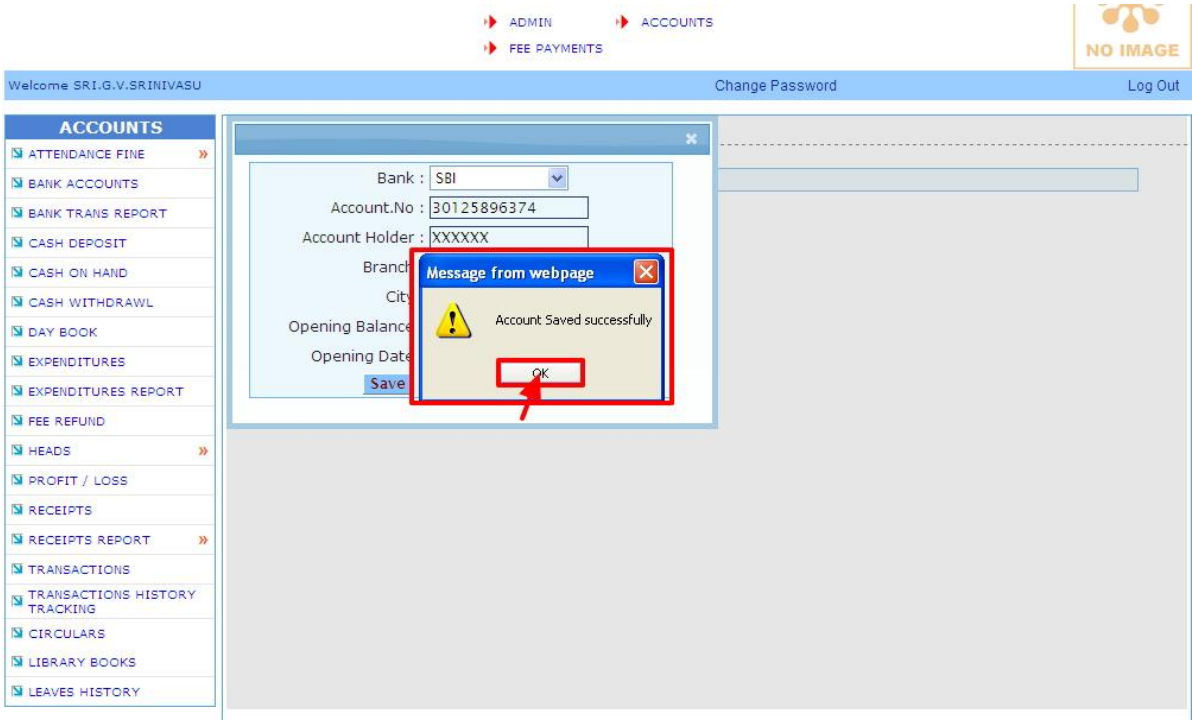
Step7:-After Select On "Bank" Then You Will Enter Bank Details Then Click On "Save" Button As Shown In Below.



Step8:-After Click On "Save" Button As Shown In Above Screen, Then You Will Find "Message From Webpage" Then Click On "OK" Button As Shown In Below.



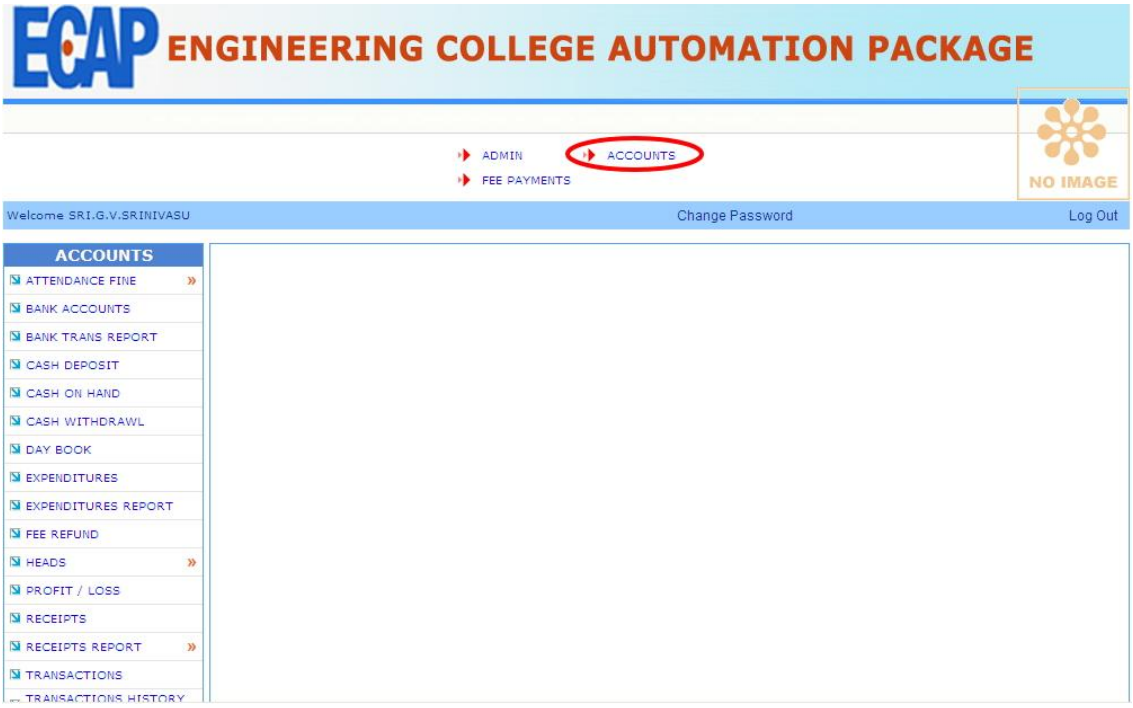
Step9:-After Click On "OK" Button As Shown In Above Screen, Then You Will Find Another "Message From Webpage" Then Please Click On "OK" As Shown In Below.



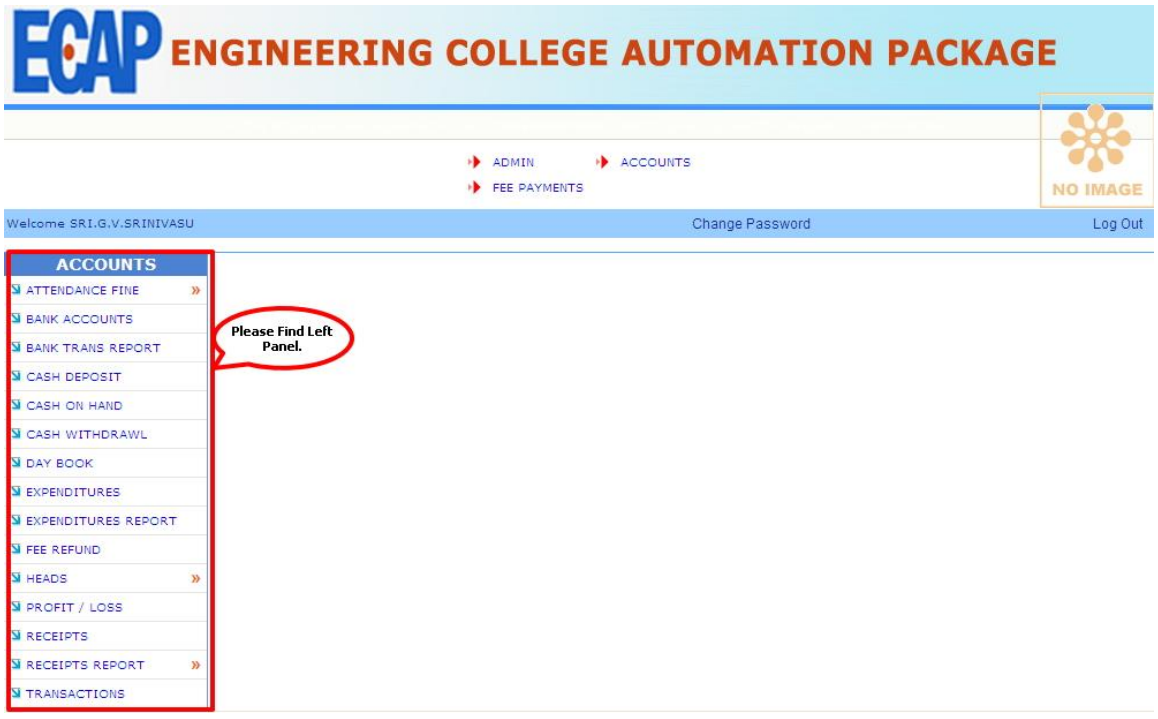
34) How To Edit And Delete Bank Account Details?

Ans: - Step 1:- Please Login In To "ECAP" By Using Your Username And Password.

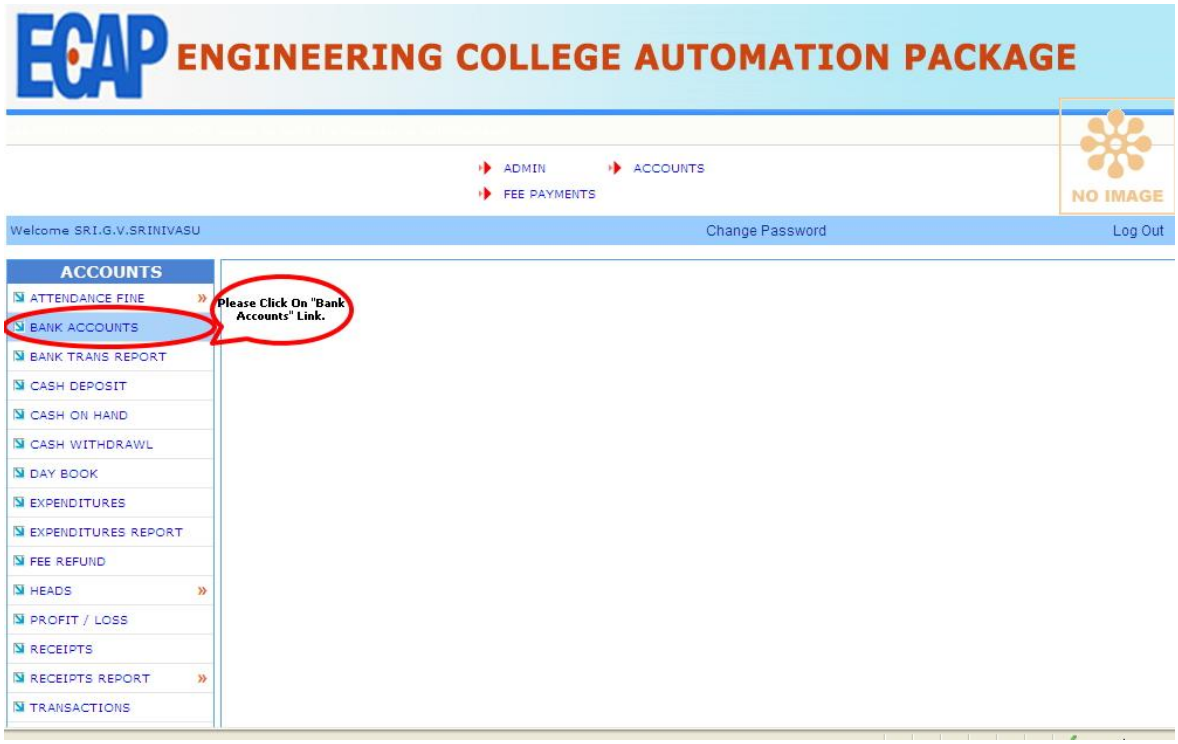
Step2:- Please Click On "ACCOUNTS" Module As Shown In Below.



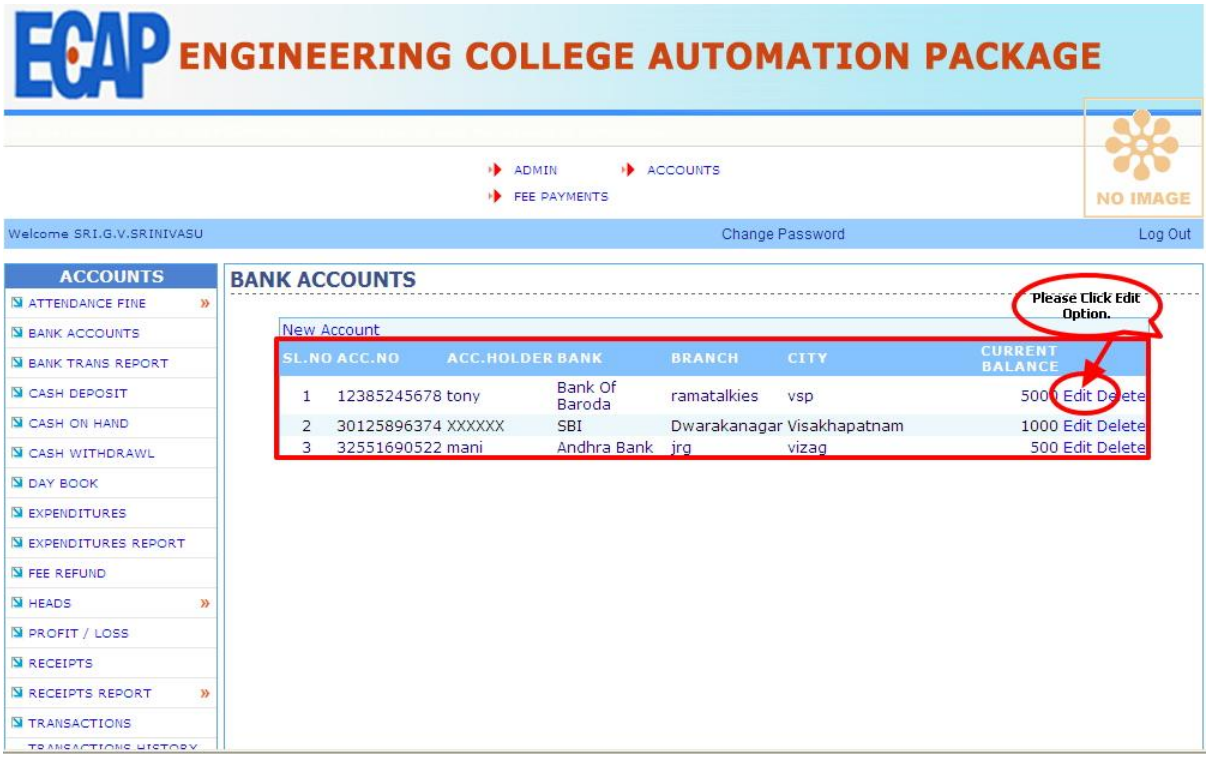
Step3:- After Click on "Accounts" Then You Will Find "Left Panel" As Shown In Below.



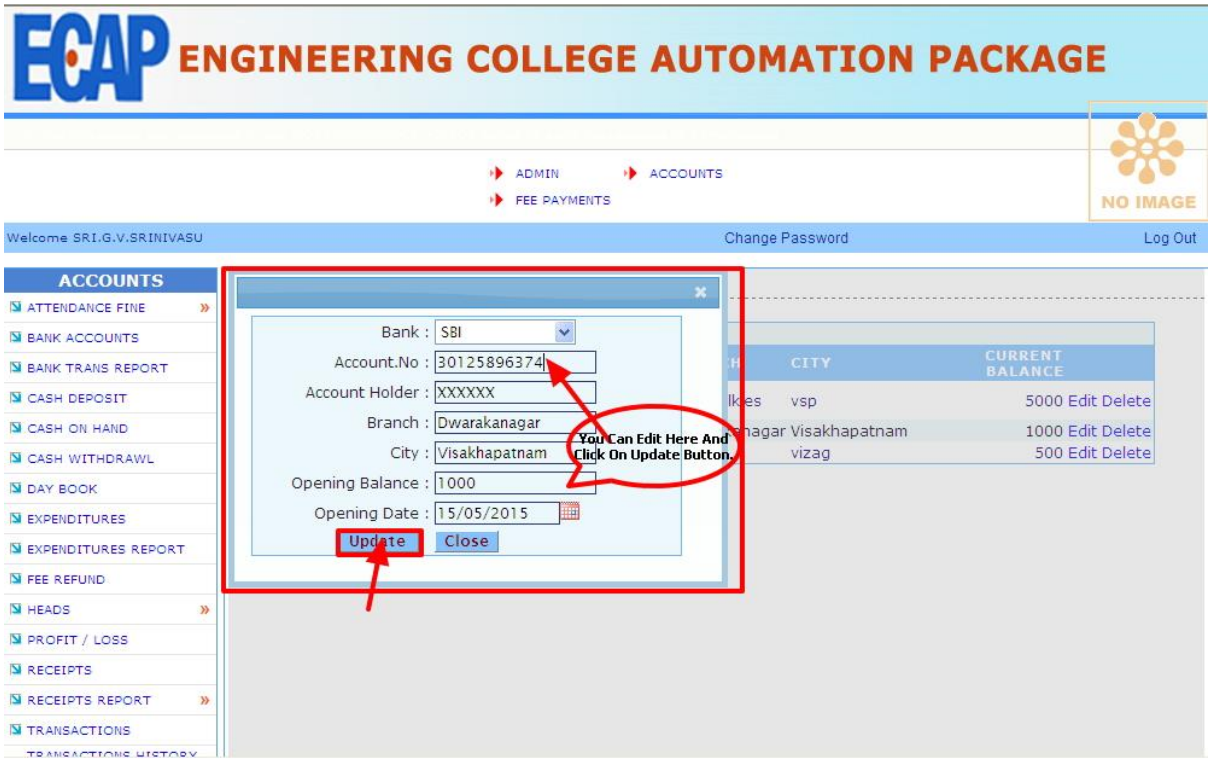
Step4:- Please Click On "Bank Accounts" Link Which Is Available In Left Panel Menu As Shown In Below.



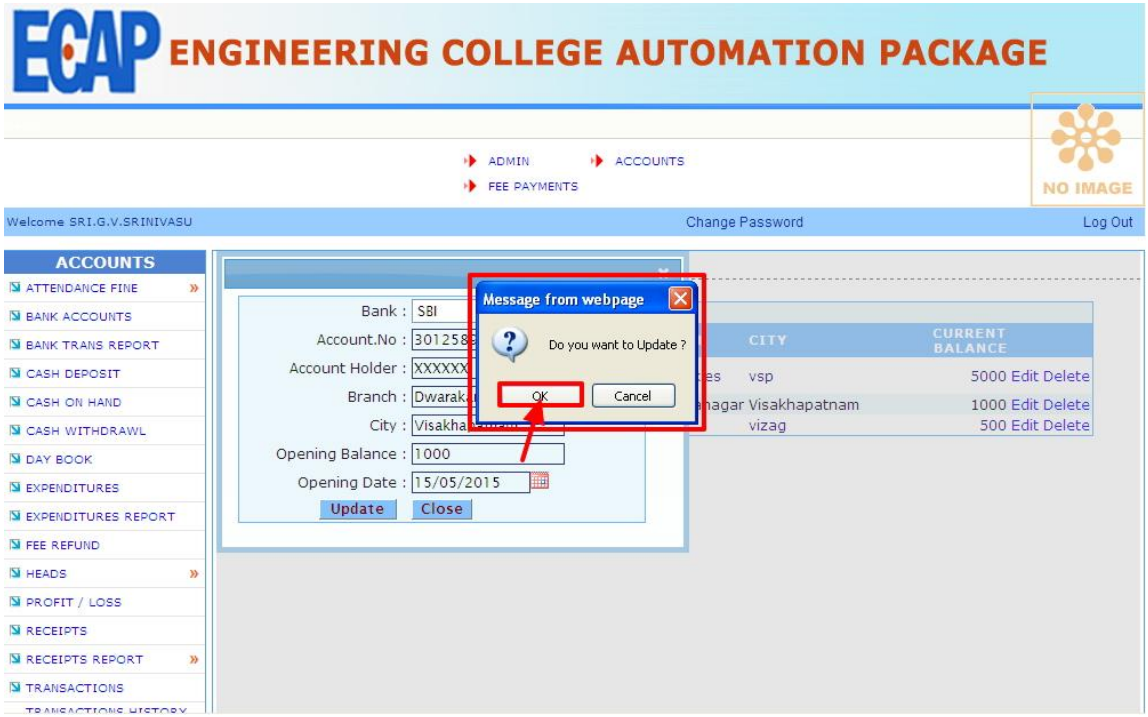
Step5:-After Click On "Bank Accounts" Link As Shown In Above Screen, Then You Will Find Bank Account, Please Click On "EDIT" Option As Shown In Below.



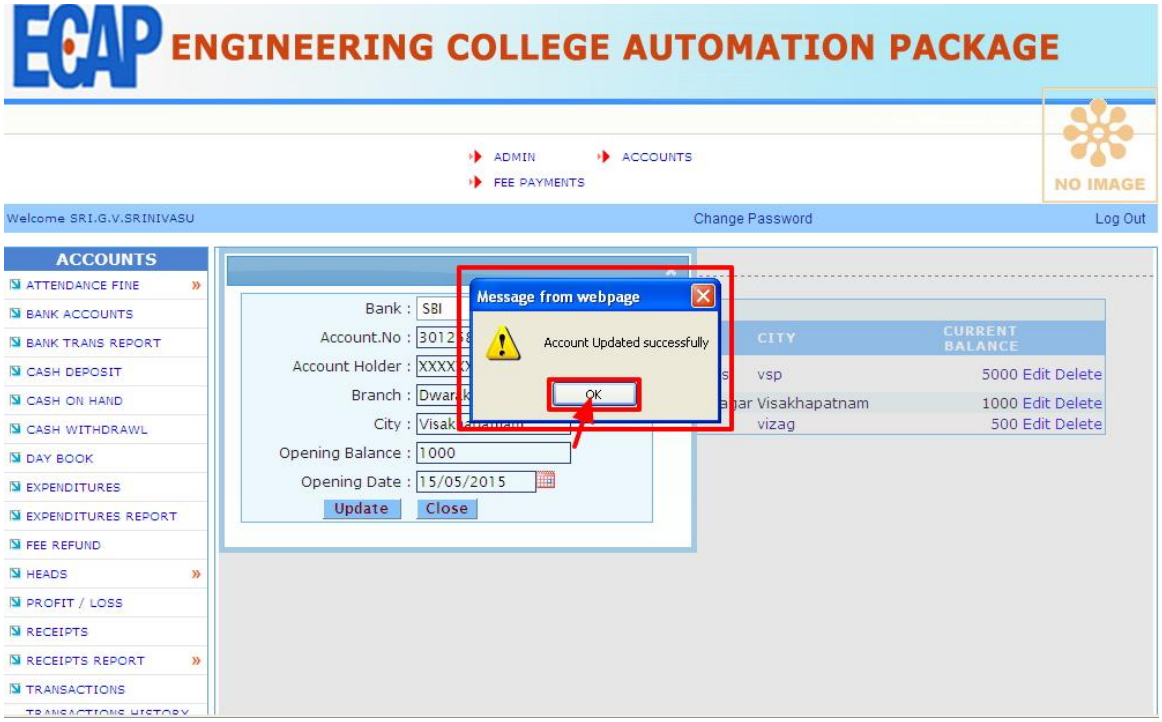
Step6:-After Click On "Edit" Option Then You Will Find Window In That You Can Edit Your Bank Details And Then Click On "Update" Button As Shown In Below.



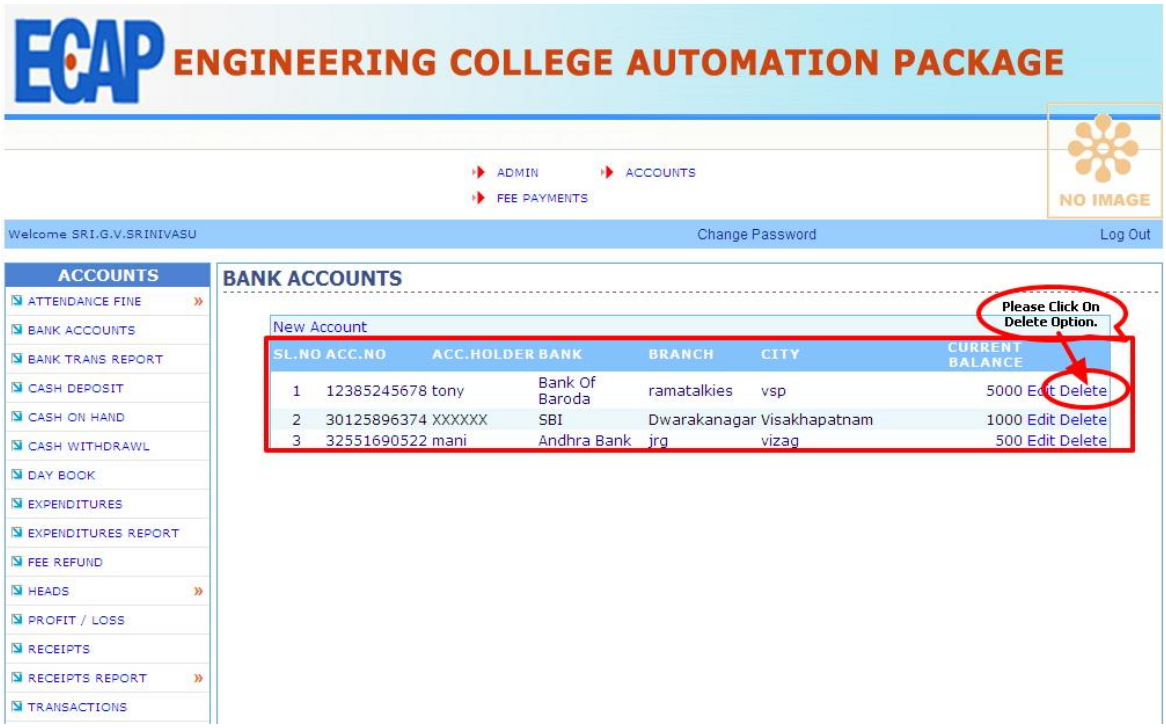
Step7:-After Click On "Update" Button Then You Will Find "Message From Webpage" In That Please Click On "OK" Button As Shown In Below.



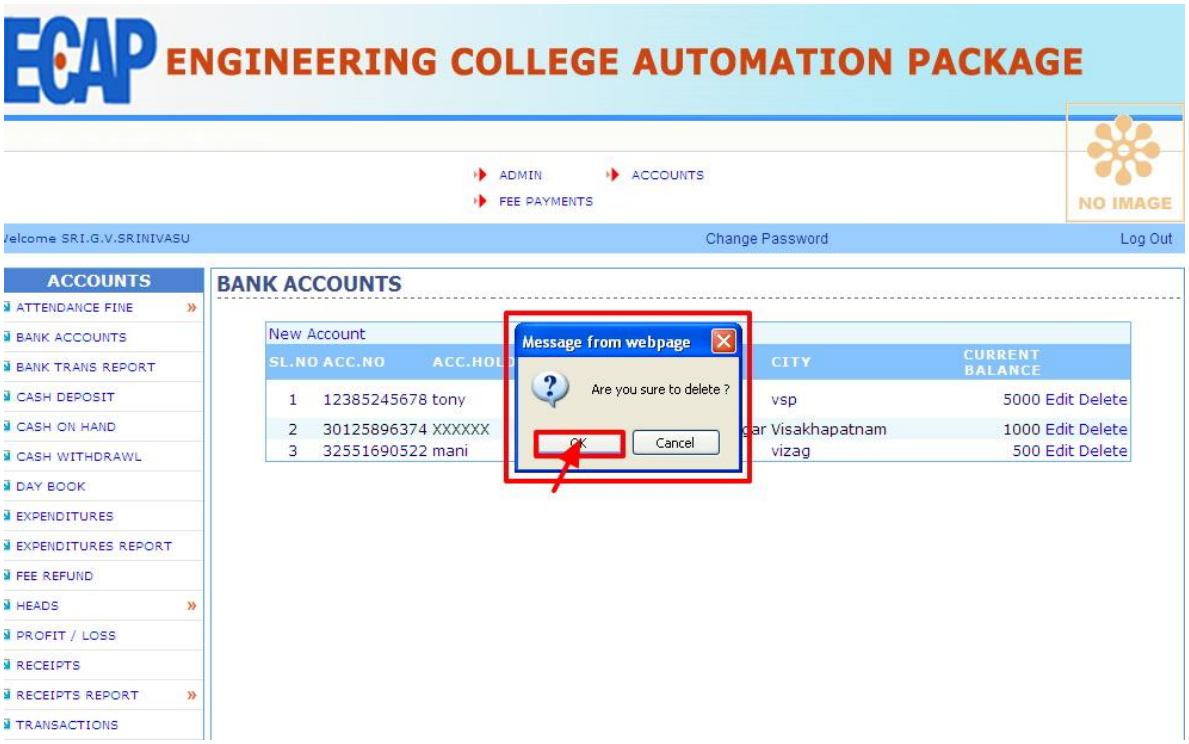
Step8:-After Click On "OK" Button As Shown In Above Screen, Then You Will Find Another "Message From Webpage" In That Please Click On "OK" Button As Shown In Below.



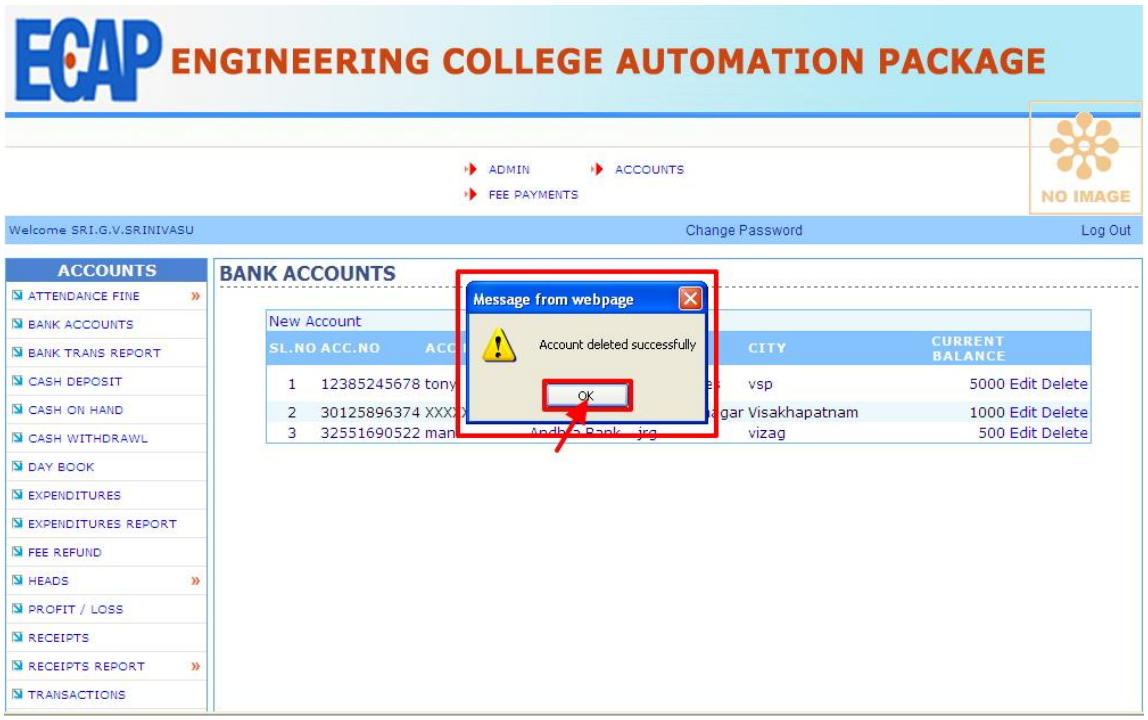
Step9:-Please Click On "Delete" Option As Shown In Below.



Step10:-After Click On "Delete" Option Then You Will Find "Message From Webpage" In That Please Click On "OK" Option As Shown In Below.



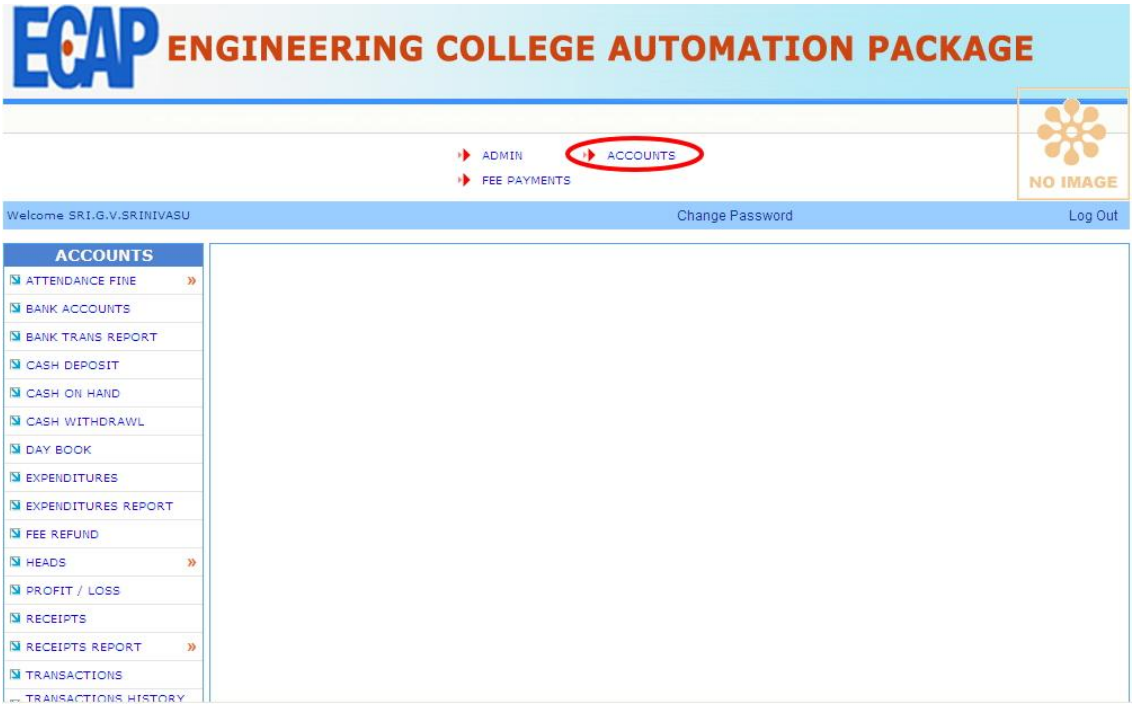
Step11:-After Click On "OK" Option As Shown In Above Screen, Then You Will Find Another "Message From Webpage " Please Click On "OK" Option As Shown In Below.



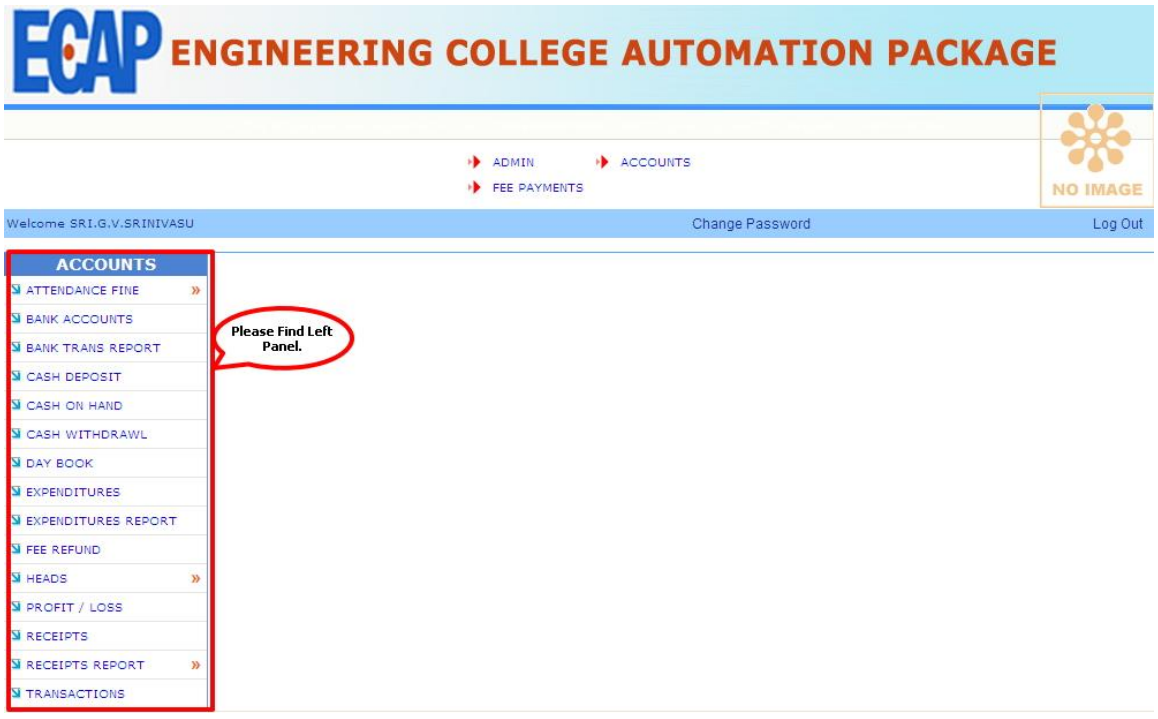
35) Where Can I Enter Cash On Hand Amount?

Ans: - Step 1:- Please Login In To "ECAP" By Using Your Username And Password.

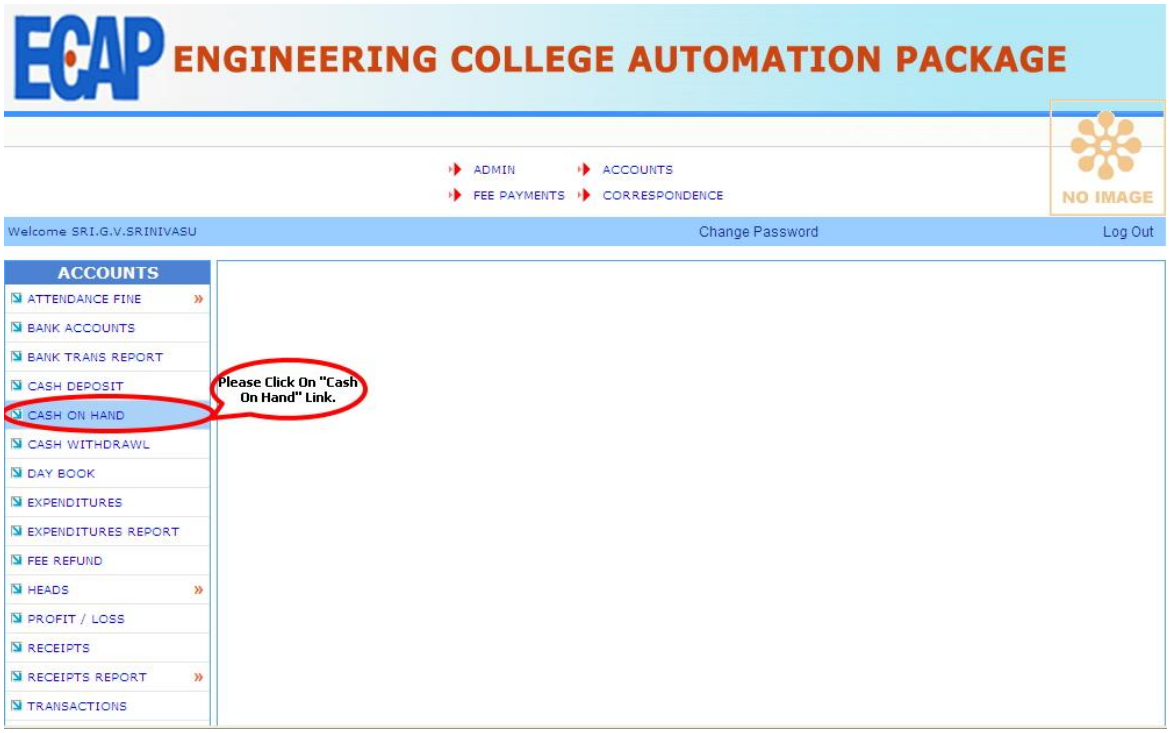
Step2:- Please Click On "ACCOUNTS" Module As Shown In Below.



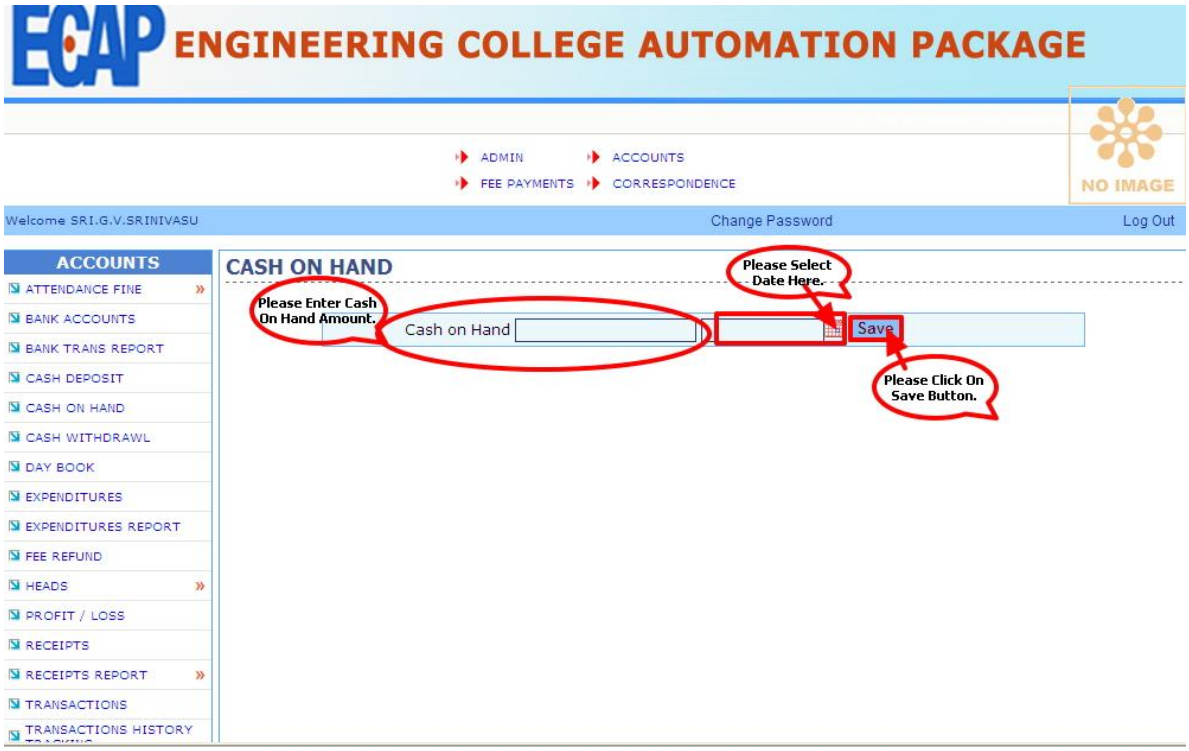
Step3:- After Click on "Accounts" Then You Will Find "Left Panel" As Shown In Below.



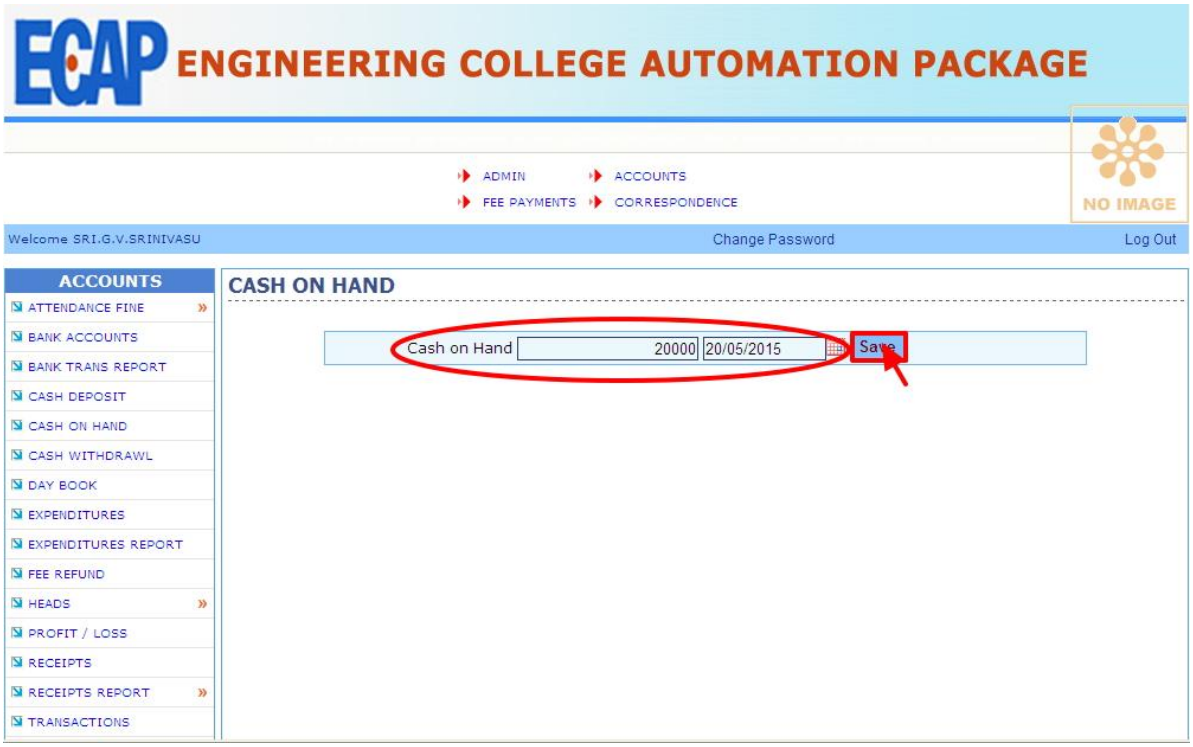
Step4:-Please Click On "Cash On Hand" Link Which Is Available In Left Panel Menu As Shown In Below.



Step5:-After Click On "Cash On Hand" Link, Then You Will Find "Cash On Hand" Entry And "Date" Selection, And "Save" Button Option As Shown In Below.

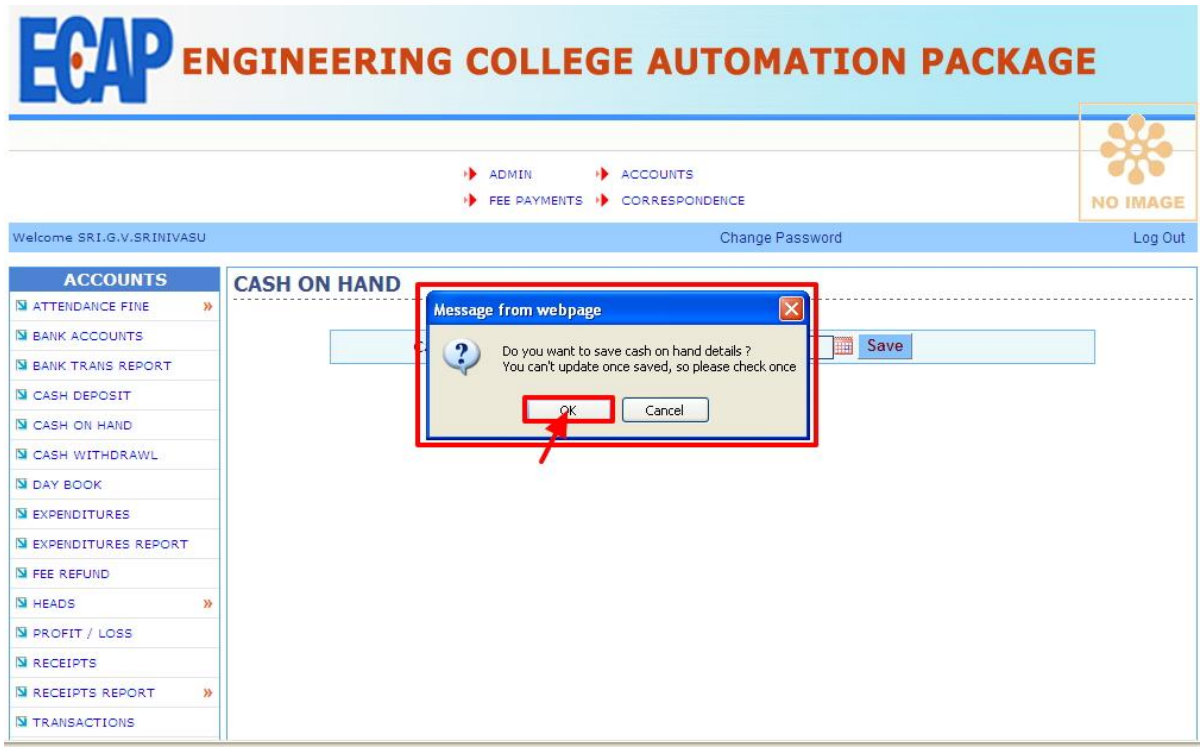


Step6:-Please Enter "Cash On Hand" Amount And Please "Select Date" Then Click On "Save" Button As Shown In Below.

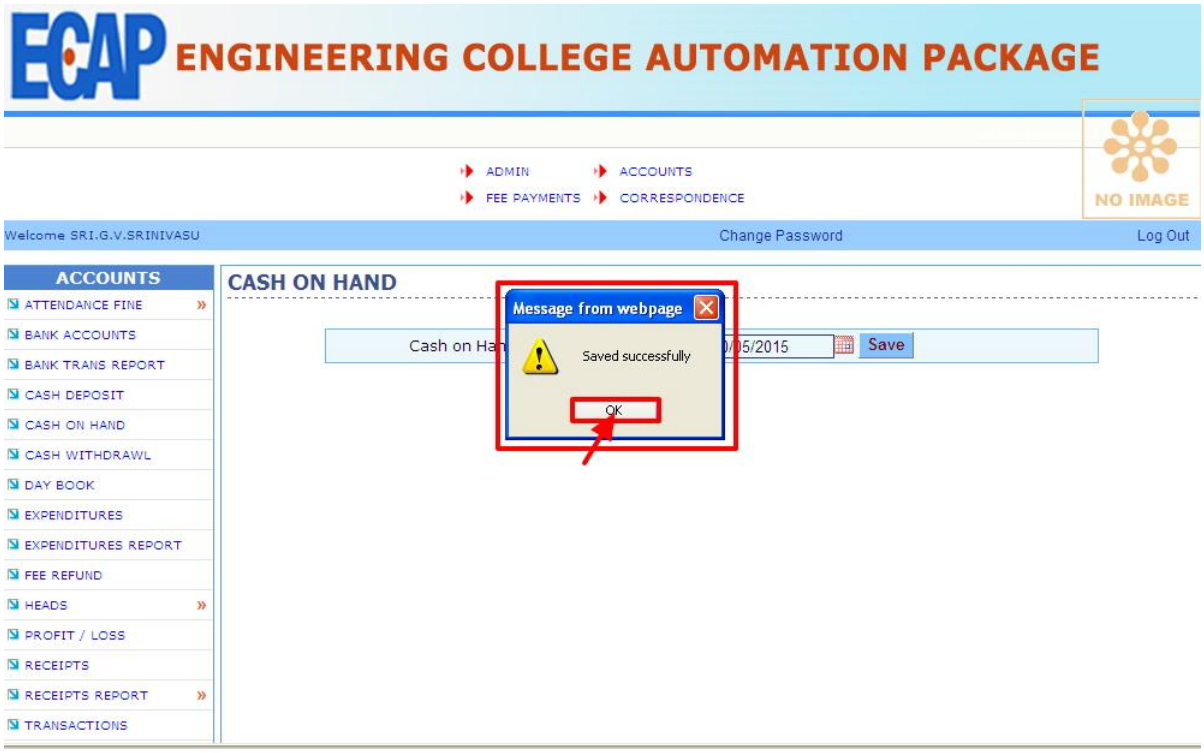


Step7:-After Click On "Save" Button Then You Will Find "Message From Webpage" Then Click On "OK" Option Button As Shown In Below.

Note: - Please Check Cash On Hand Details Before Saving, Because You Can't Update Once Saved So, Please Check And Update As Shown In Below.



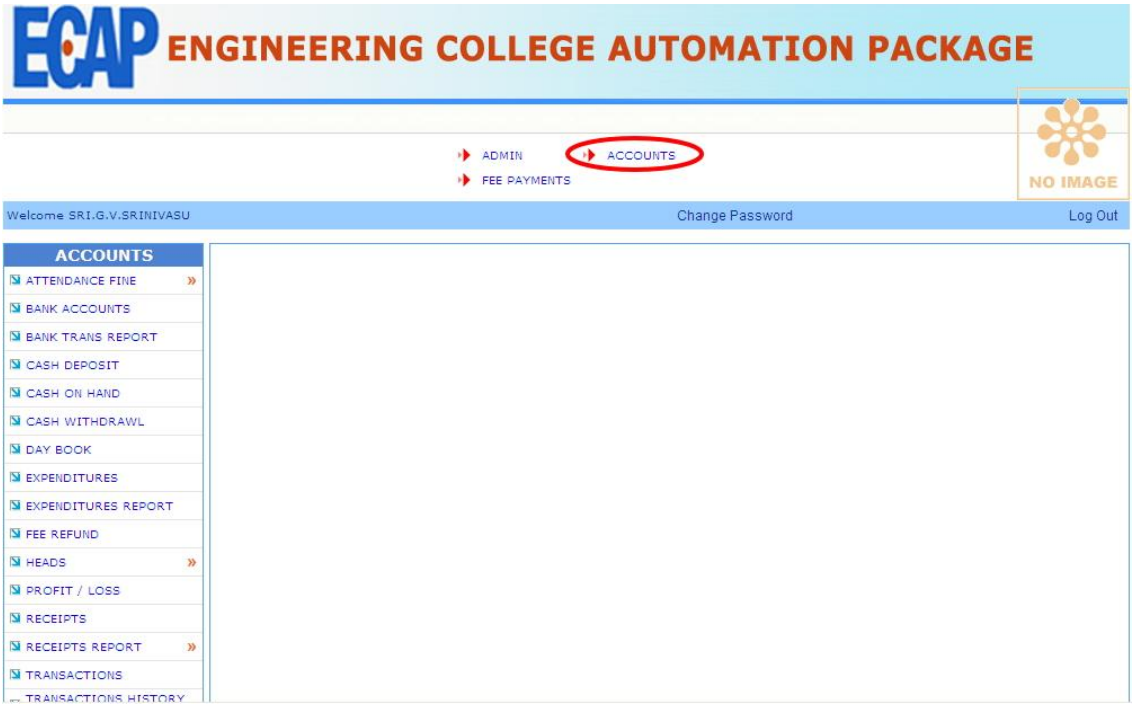
Step8:-After Click On "OK" Option Button Then You Will Find Another "Message From Webpage" Then Click On "OK" Option As Shown In Below.



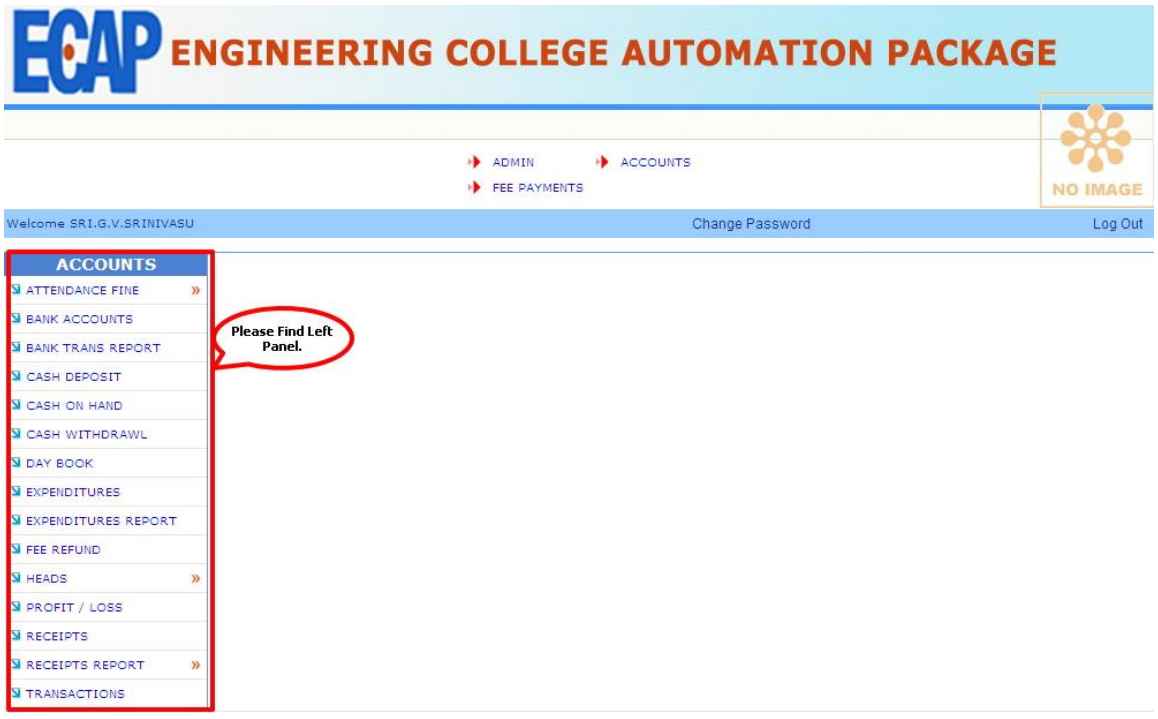
36) How To Do Cash Deposit?

Ans: - Step 1:- Please Login In To "ECAP" By Using Your Username And Password.

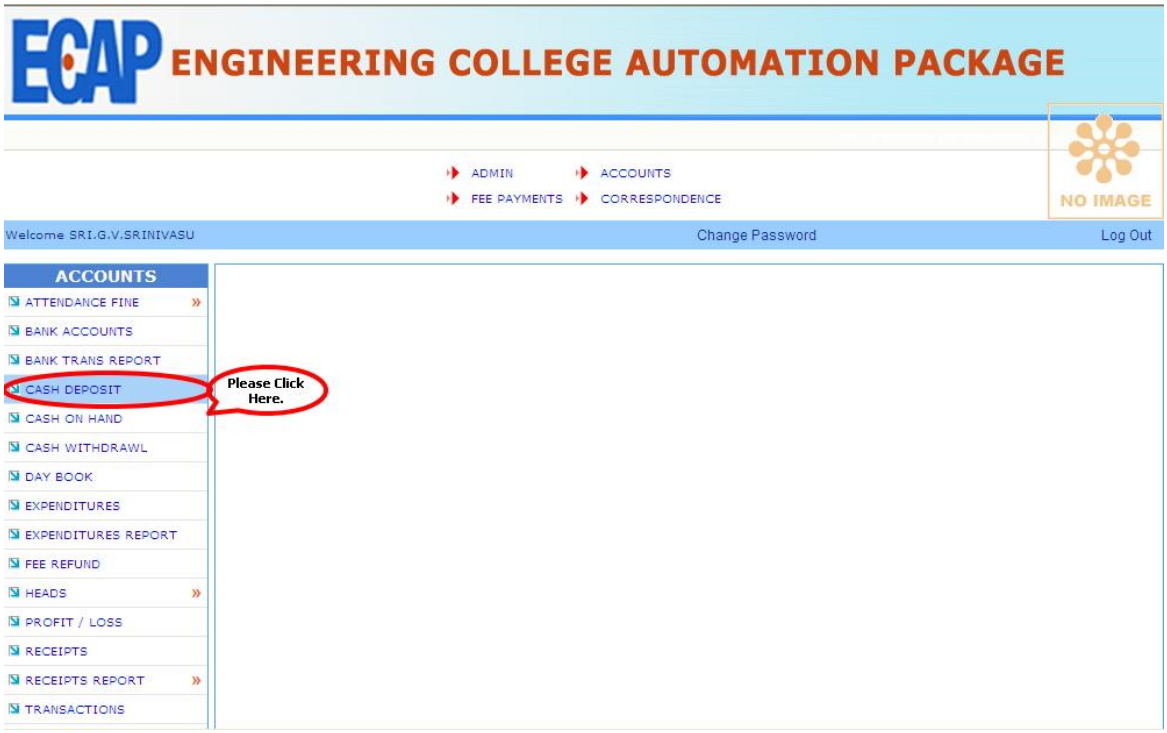
Step2:- Please Click On "ACCOUNTS" Module As Shown In Below.



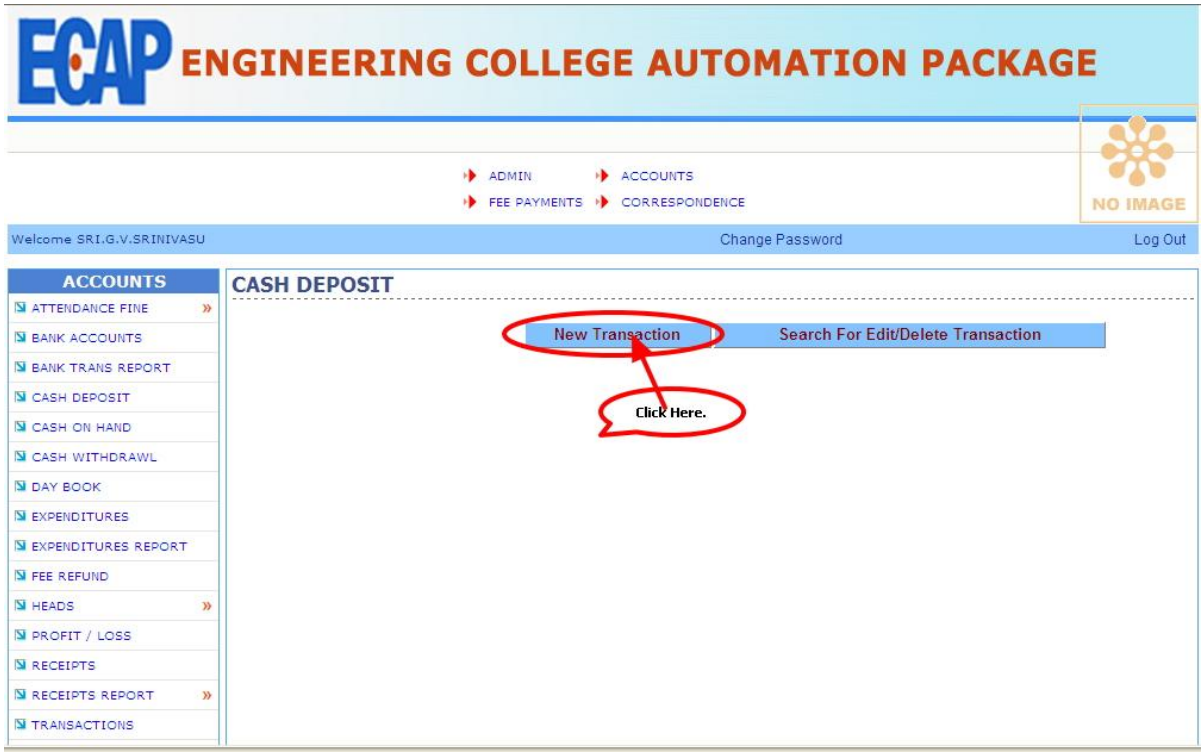
Step3:- After Click on "Accounts" Then You Will Find "Left Panel" As Shown In Below.



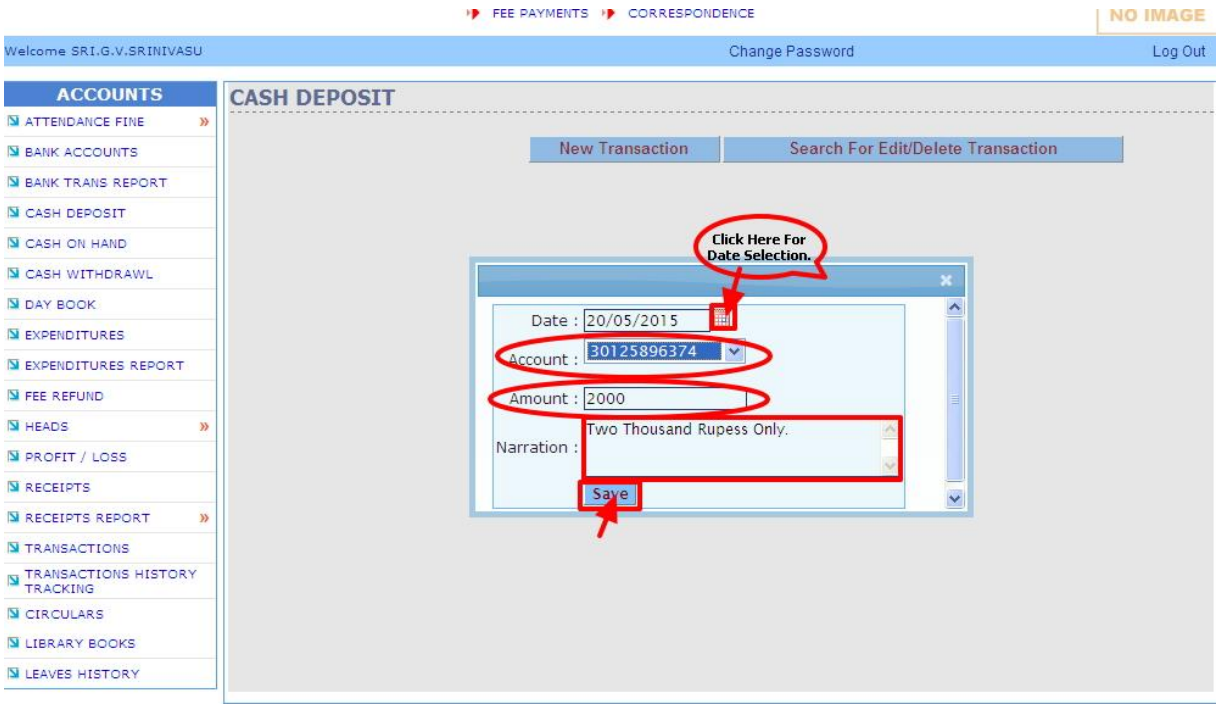
Step4:- Please Click On "Cash Deposit" Link Which Is Available In Left Panel Menu As Shown In Below.



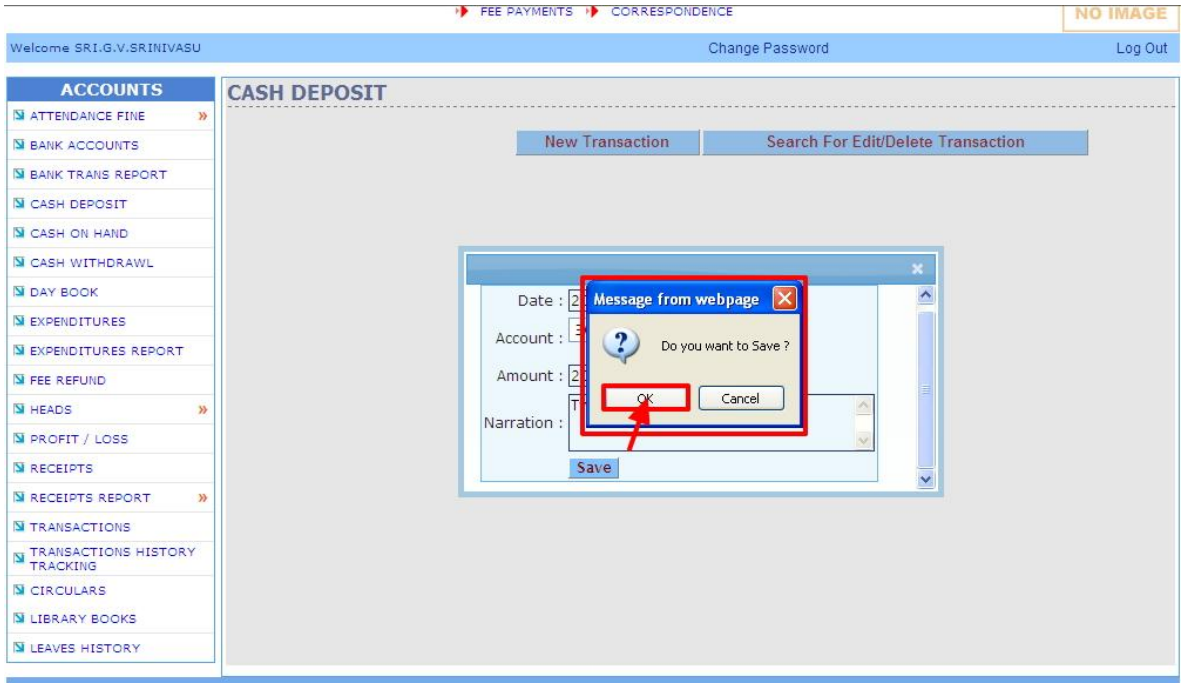
Step5:-After Click On "Cash Deposit" Link, Then You Will Find "New Transaction" Option Button As Shown In Below.



Step6:-After Click On "New Transaction" Button As Shown In Above Screen, Then You Will Select Transaction "Date" And Please Select "Account Number" ,Please Enter "Amount" And Write "Narration" Then Click On "Save" Button As Shown In Below.

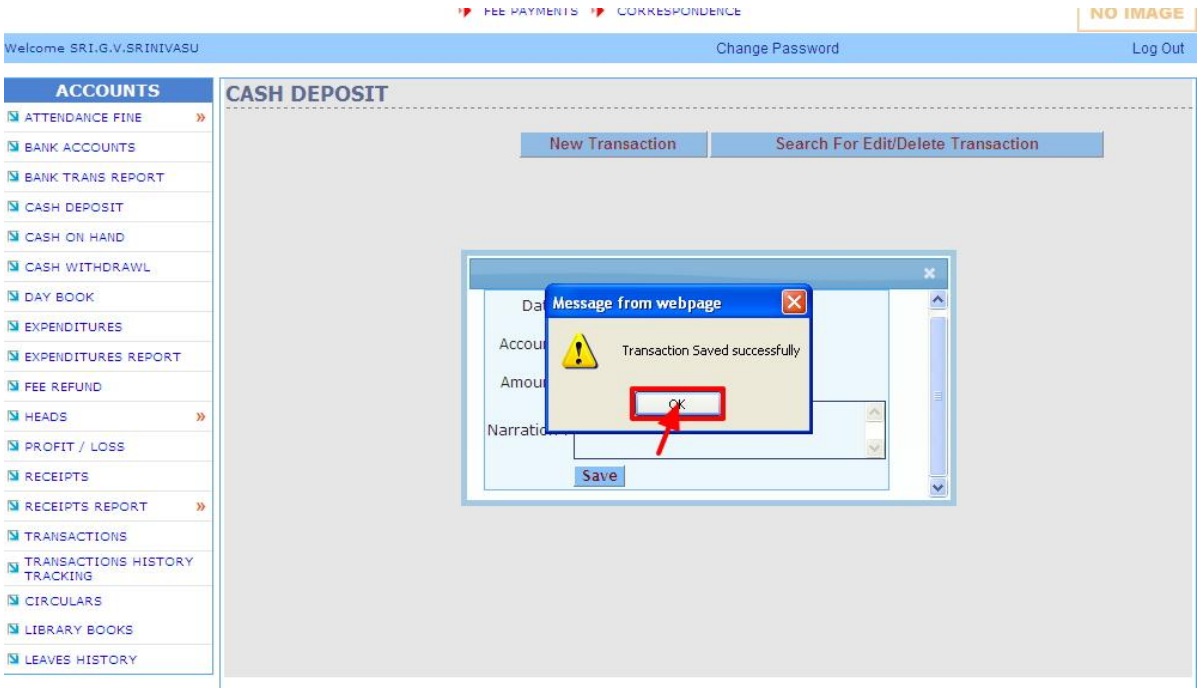


Step7:-After Click On "Save" Button Then You Will Find "Message From Webpage" Then Click On "OK" Option Button As Shown In Below.



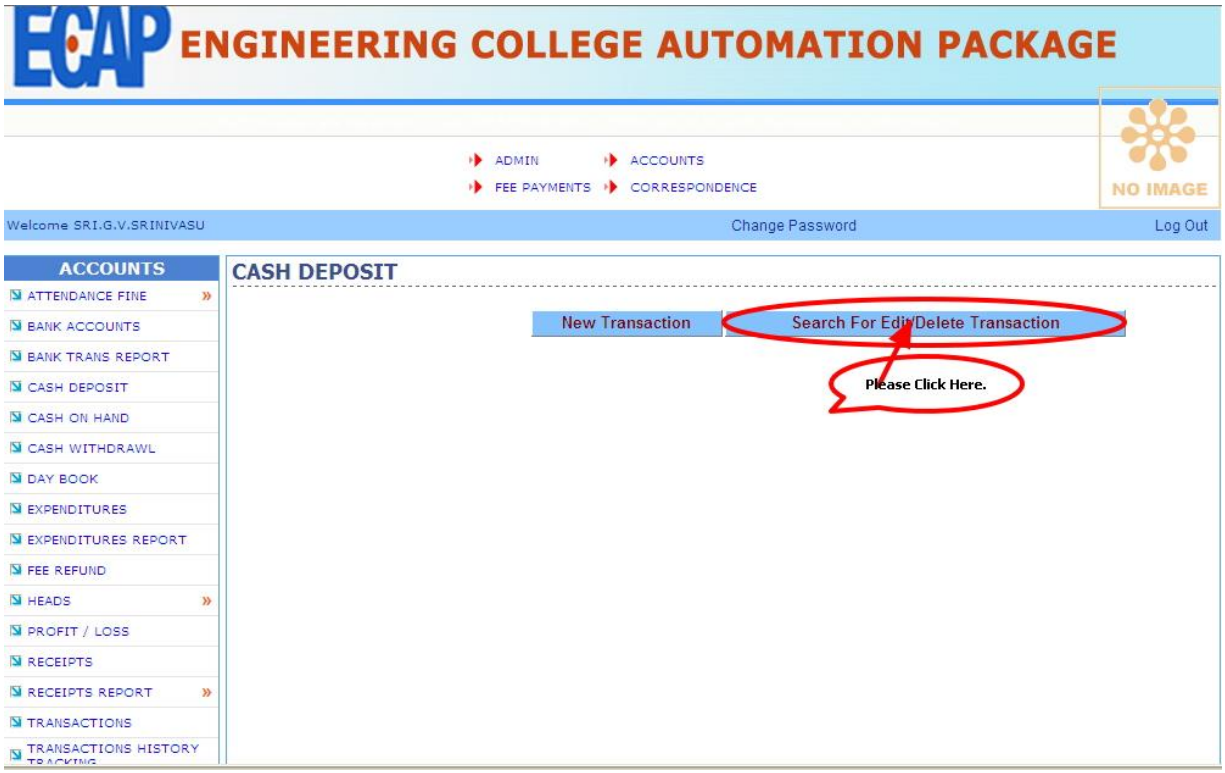
Step8:-After Click On "OK" Option Button As Shown In Above Screen, Then You Will Find Another "Message From Webpage" In That You Will Find "OK" Option Button Please Click On "OK" Button As Shown In Below.

Note: - Here After Saved Transaction Is Displaying In Search For Edit/Delete Transaction Button Please Click On That Button Then You Will Find Your Transactions.

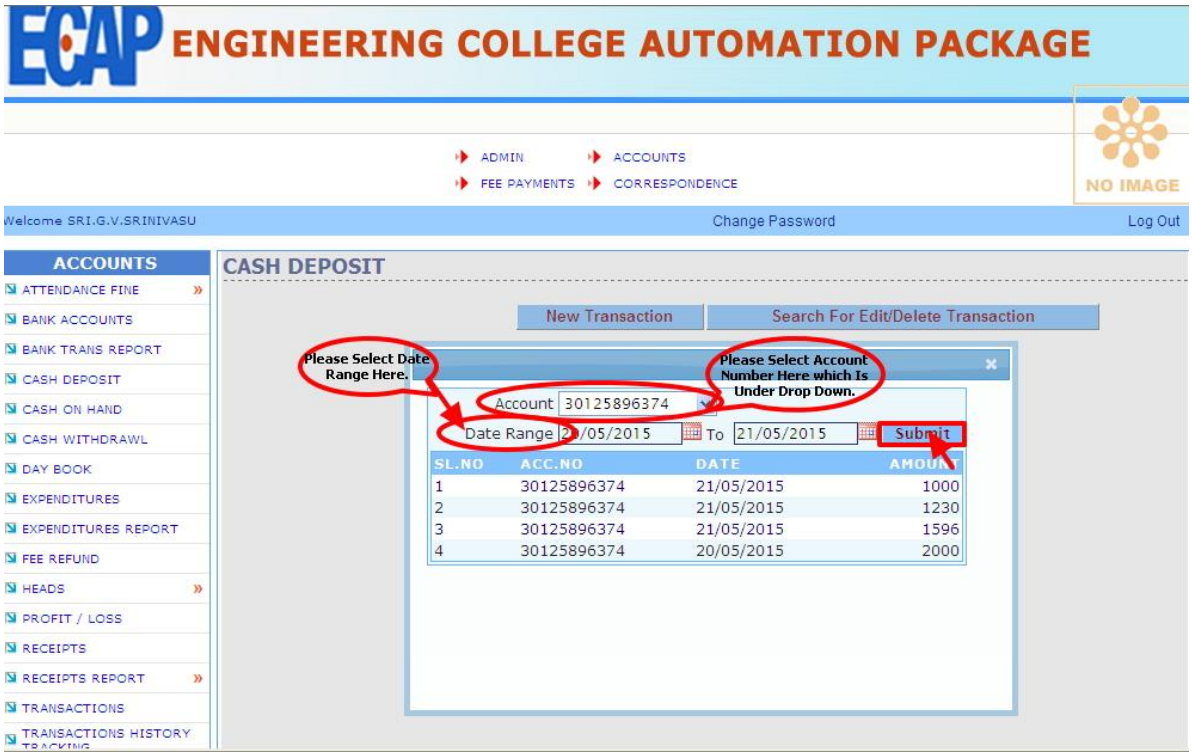


Steps For How To Search For Edit/Delete Transactions:-

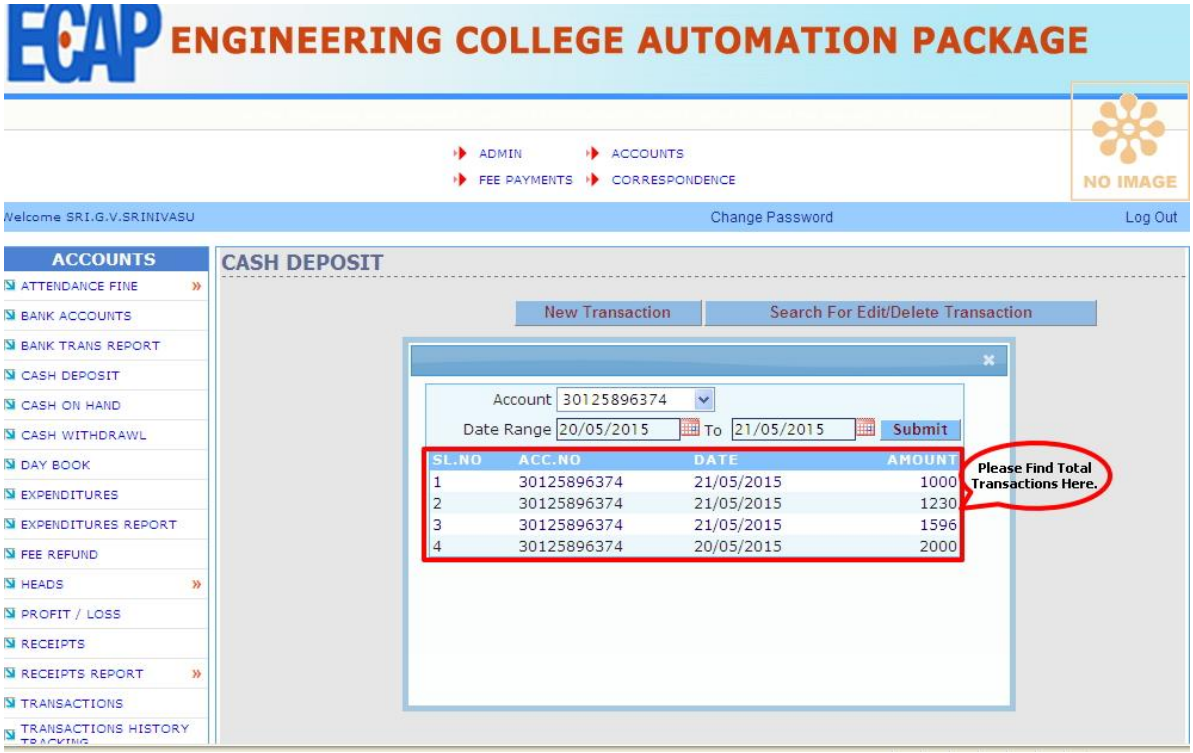
Step9:-Please Find "Search For Edit/Delete Transactions" Please Click On "Search For Edit/Delete Transactions" Button As Shown In Below.



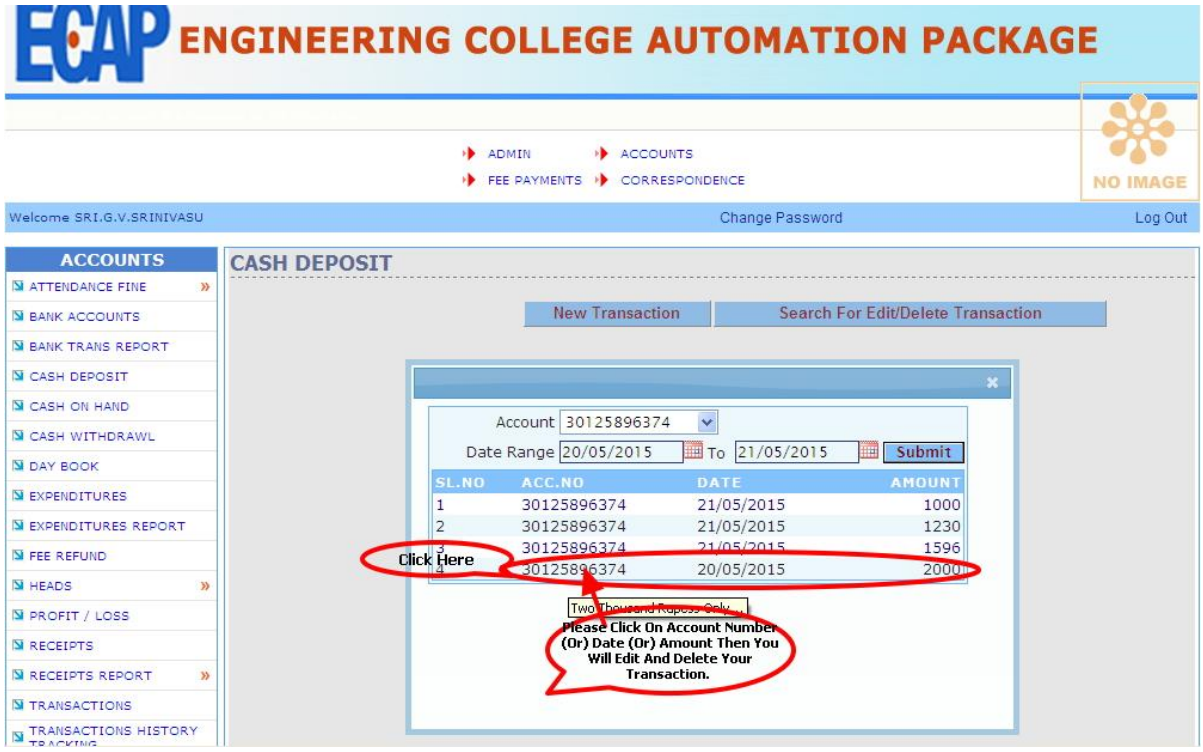
Step10:-After Click On "Search For Edit/Delete Transactions" Button Then You Will Select "Account" Number Which Is Available In Drop Down Then Please Select "Date Range" And Then Please Click On "Submit" Button As Shown In Below.



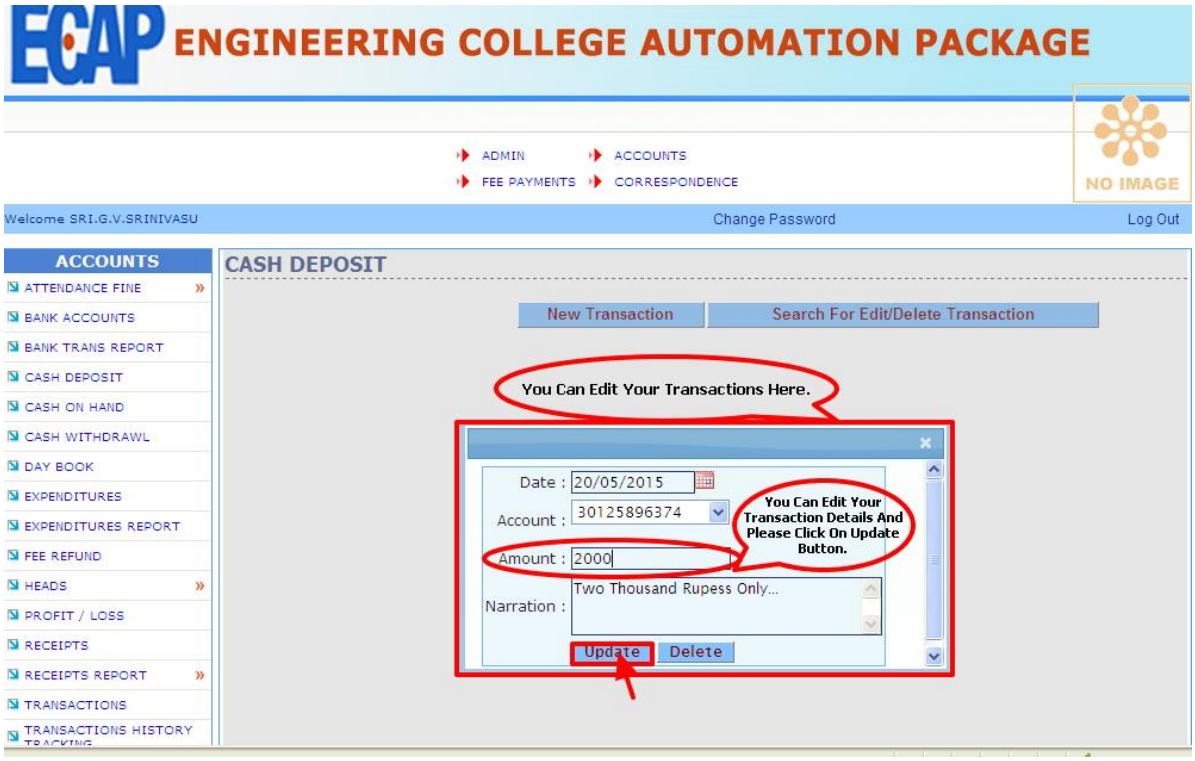
Step11:-After Click On "Submit" Button As Shown In Above Screen, Then You Will Find "Total Transactions" On Selected Date Range As Shown In Below.



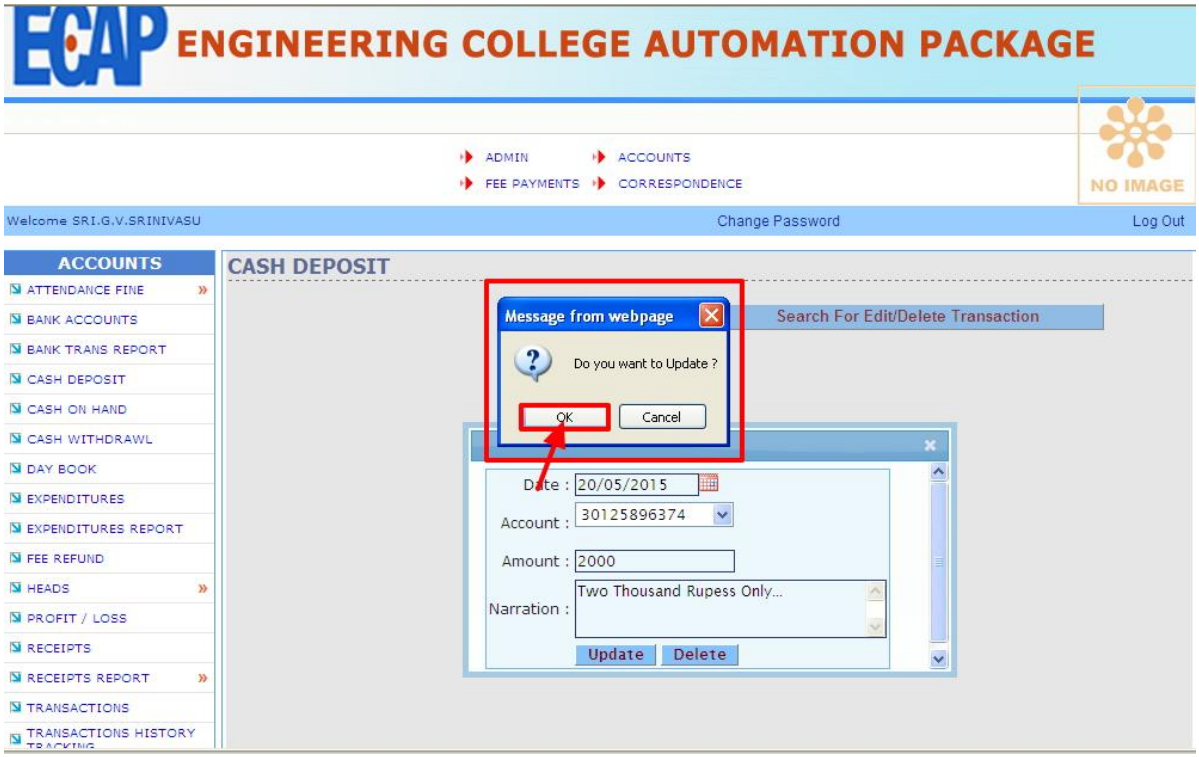
Step12:-Please Click On "Account Number" (or) "Date" (or) "Amount" As Shown In Below.



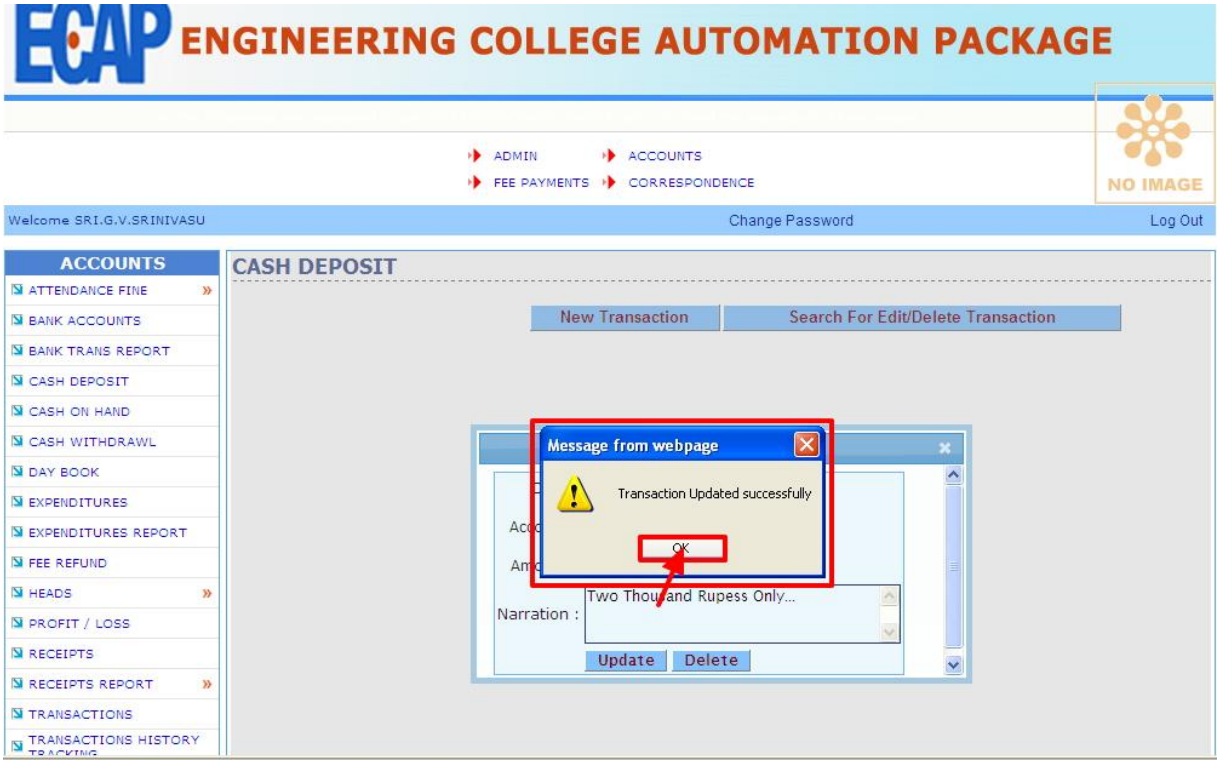
Step13:-After Click On "Account Number" As Shown In Above Screen, Then You Will Edit Your Existing Transaction Details, After Completion Of Editing Then Please Click On "Update" Button As Shown In Below.



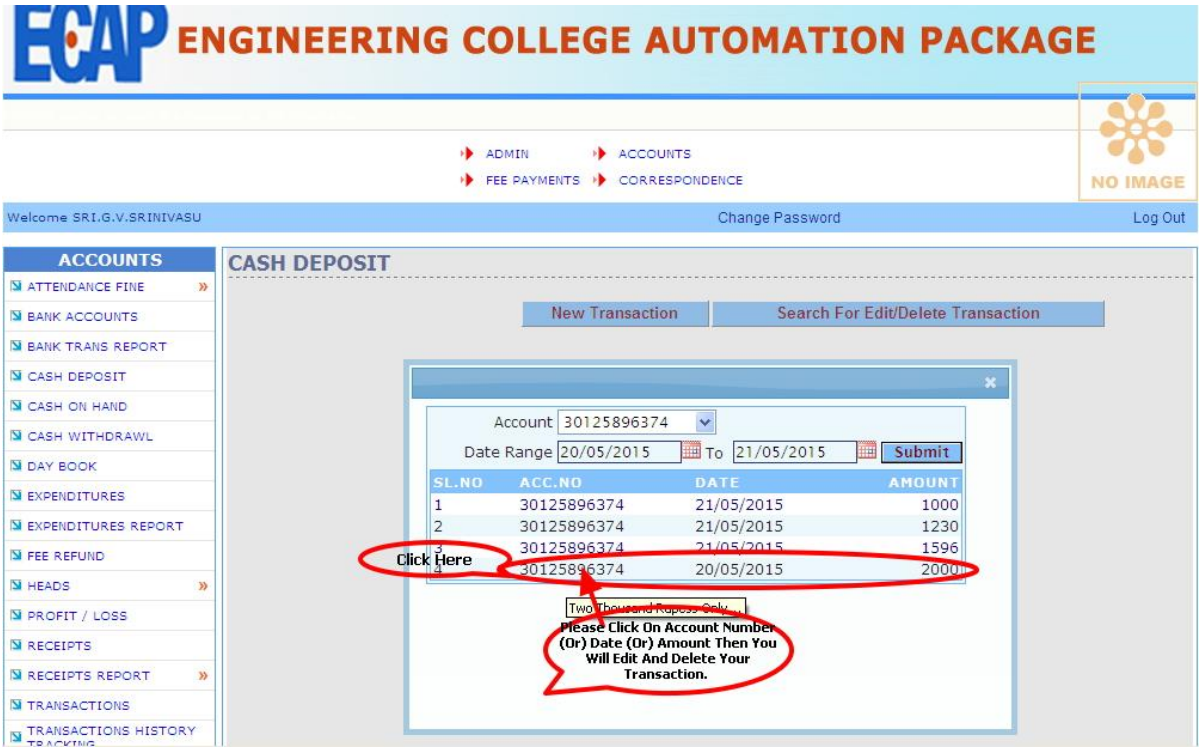
Step14:- After Click On "Update" Button As Shown In Above Screen, Then You Will Find "Message From Webpage" In That Please Click On "OK" Button As Shown In Below.



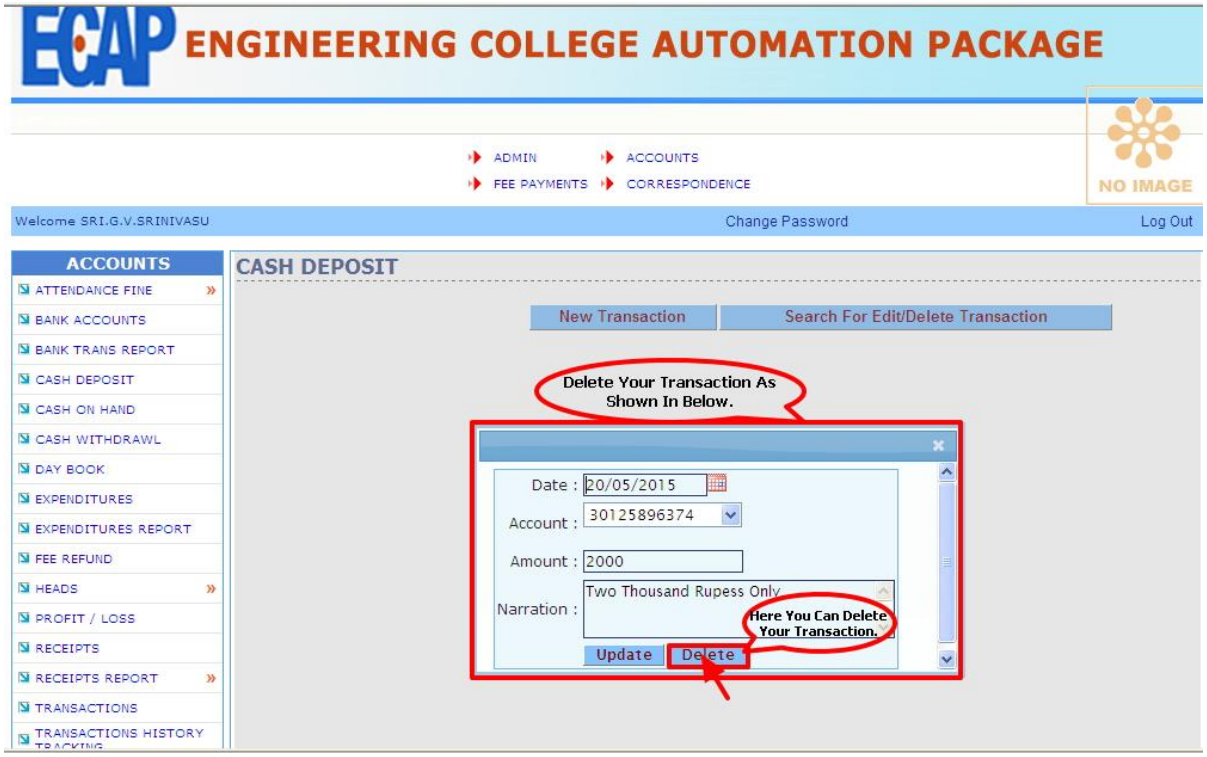
Step15:-After Click On "OK" Button As Shown In Above Screen, Then You Will Find Another "Message From Webpage" i.e. "OK" Button, Please Click On "OK" Button As Shown In Below.



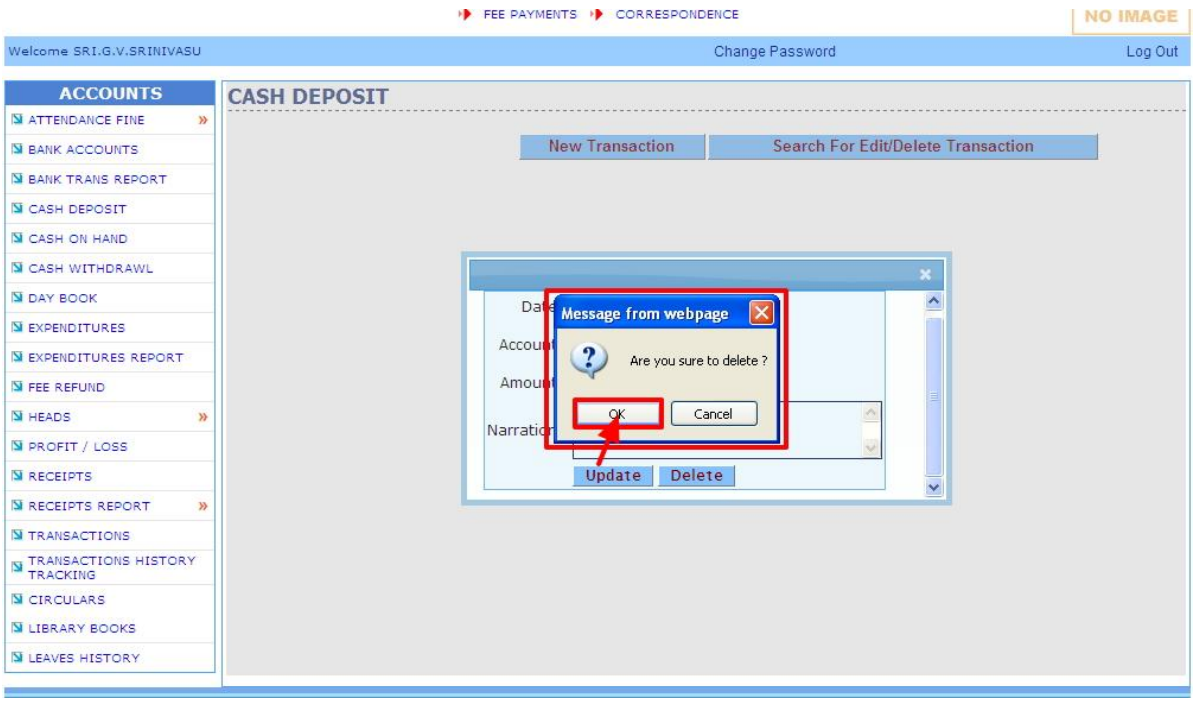
Step16:- Please Click On "Account Number" (or) "Date" (or) "Amount" As Shown In Below.



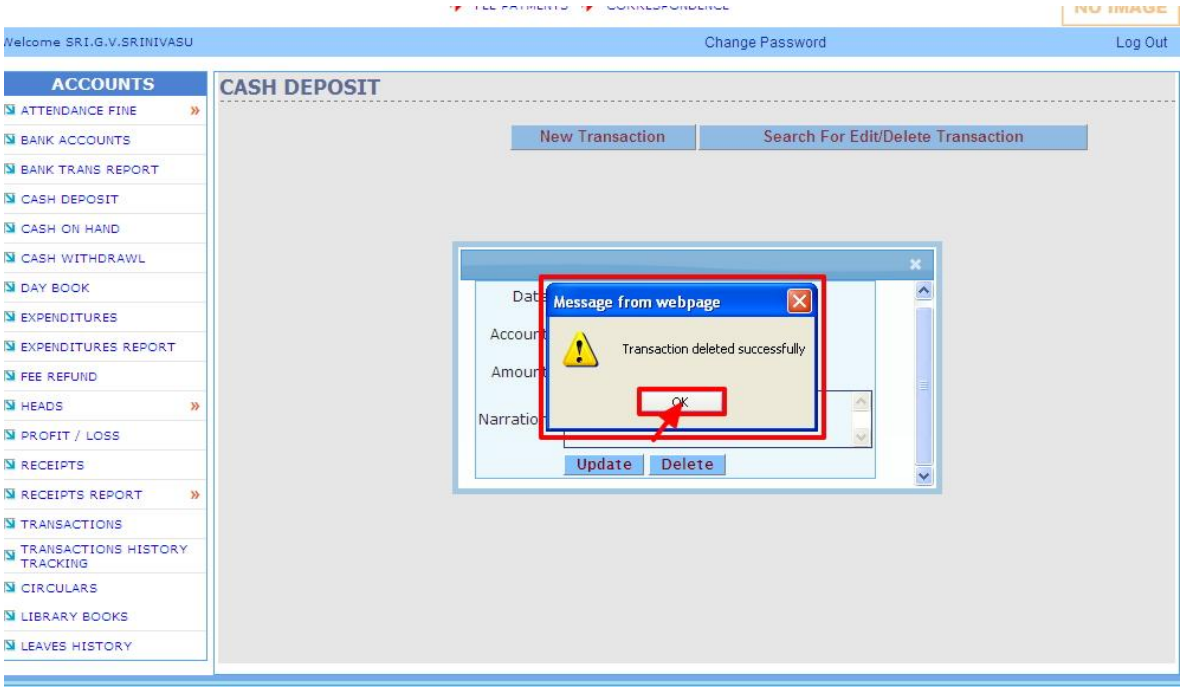
Step17:- After Click On "Account Number" As Shown In Above Screen, Then You Will Delete Your Existing Transaction Details, Please Click On "Delete" Button As Shown In Below.



Step18:- After Click On "Delete" Button As Shown In Above Screen, Then You Will Find "Message From Webpage" In That Please Click On "OK" Button As Shown In Below.



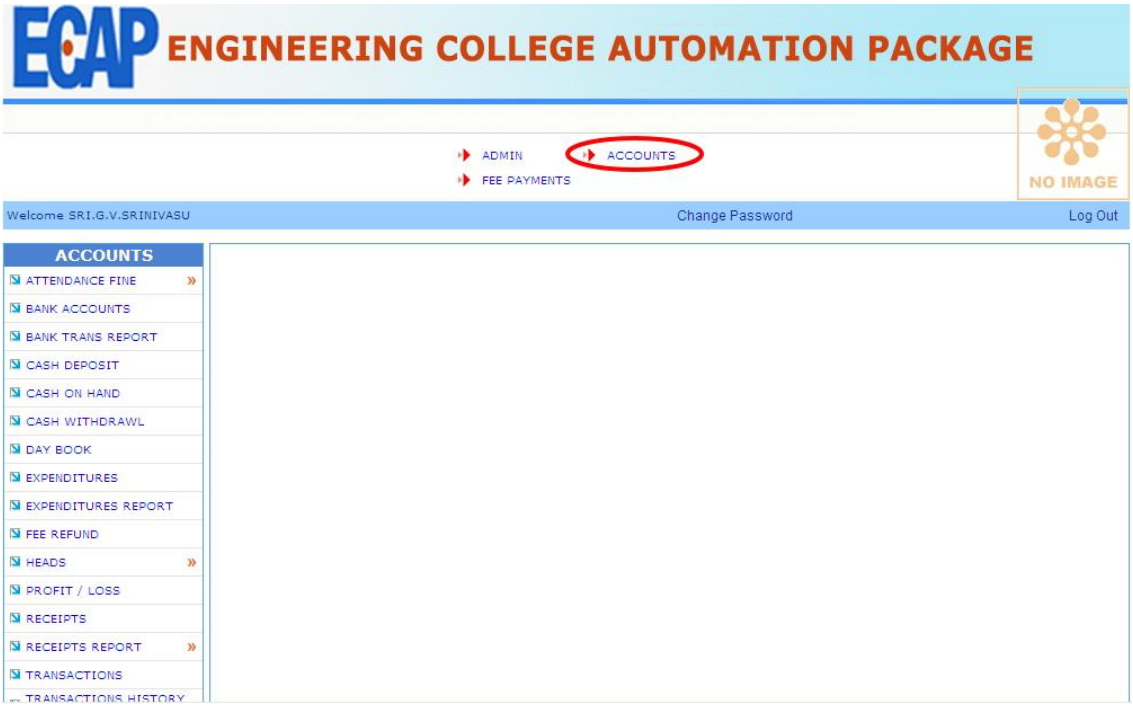
Step19:- After Click On "OK" Button As Shown In Above Screen, Then You Will Find Another "Message From Webpage" i.e. "OK" Button, Please Click On "OK" Button As Shown In Below.



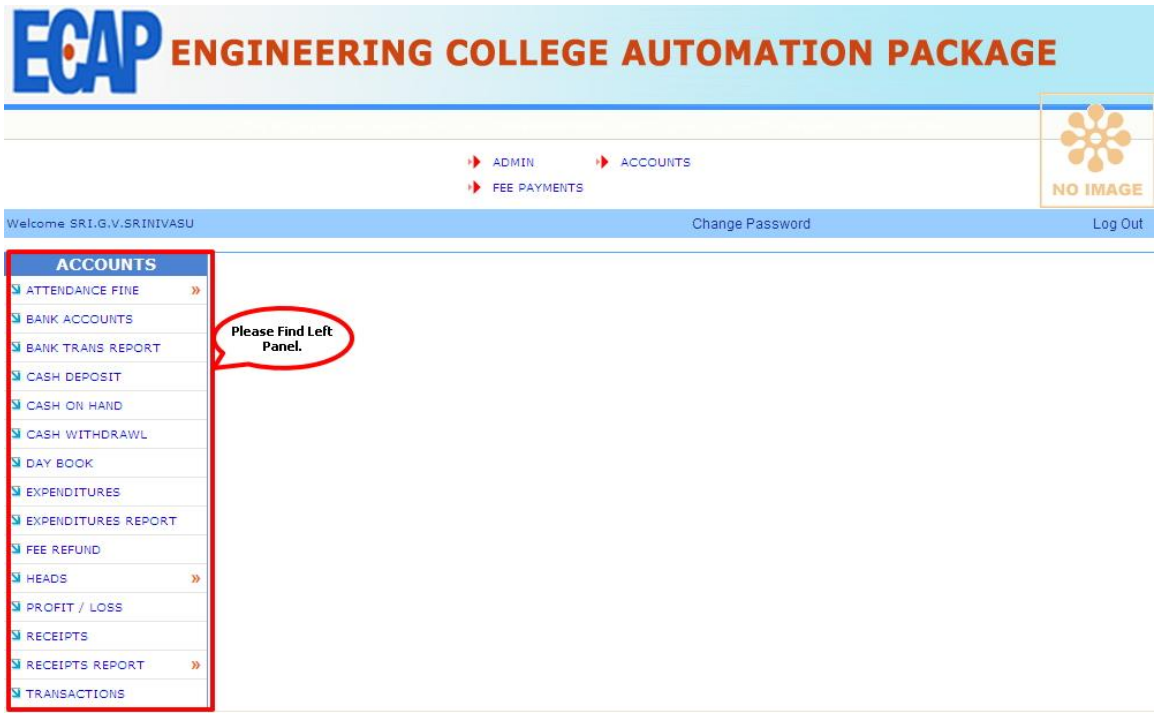
37) How To Do Cash Withdraw?

Ans: - Step 1:- Please Login In To "ECAP" By Using Your Username And Password.

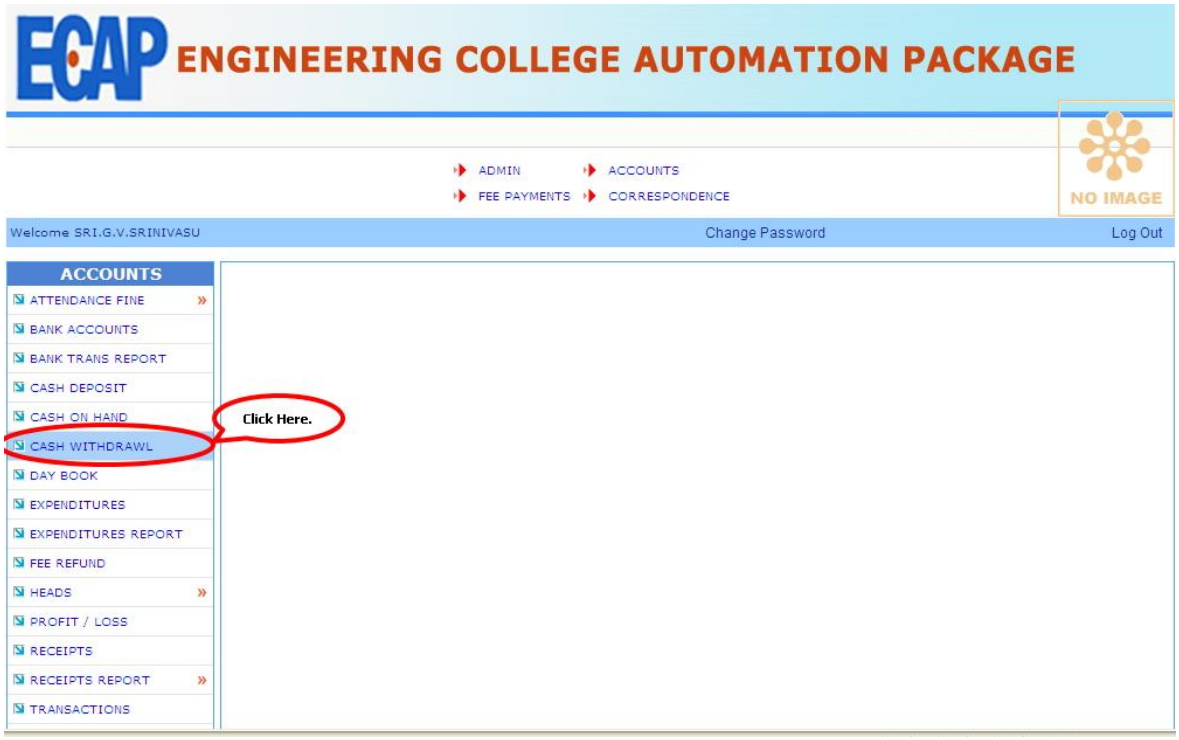
Step2:- Please Click On "ACCOUNTS" Module As Shown In Below.



Step3:- After Click on "Accounts" Then You Will Find "Left Panel" As Shown In Below.

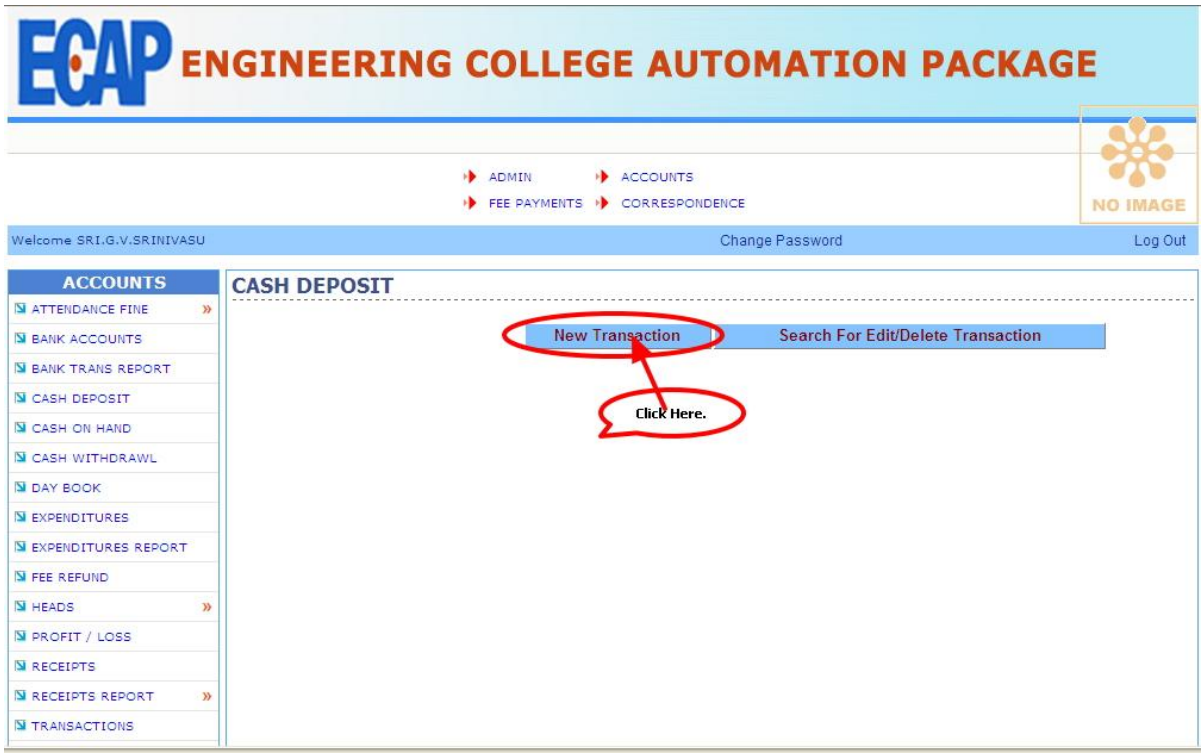


Step4:- Please Click On "Cash Withdrawal" Link Which Is Available In Left Panel Menu As Shown In Below.

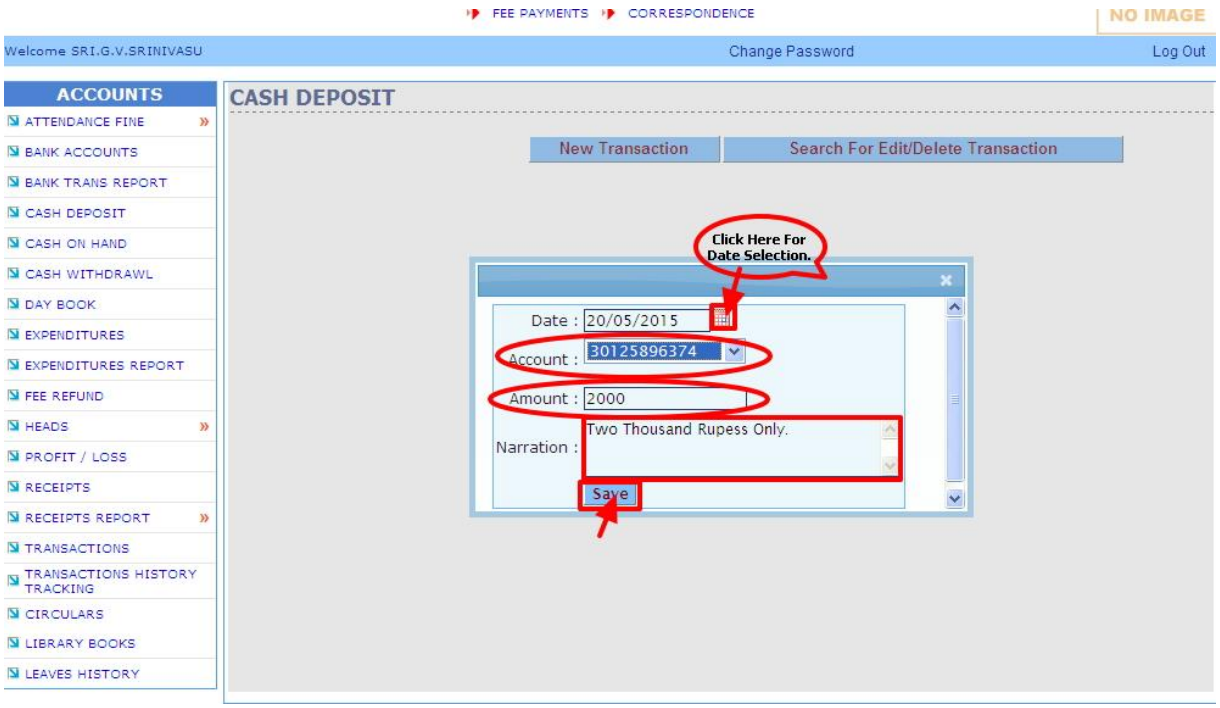


Note:-Cash Withdrawal Same As Like Cash Deposit As Shown In Below Steps Please Follow Those Steps For Cash Withdrawal.

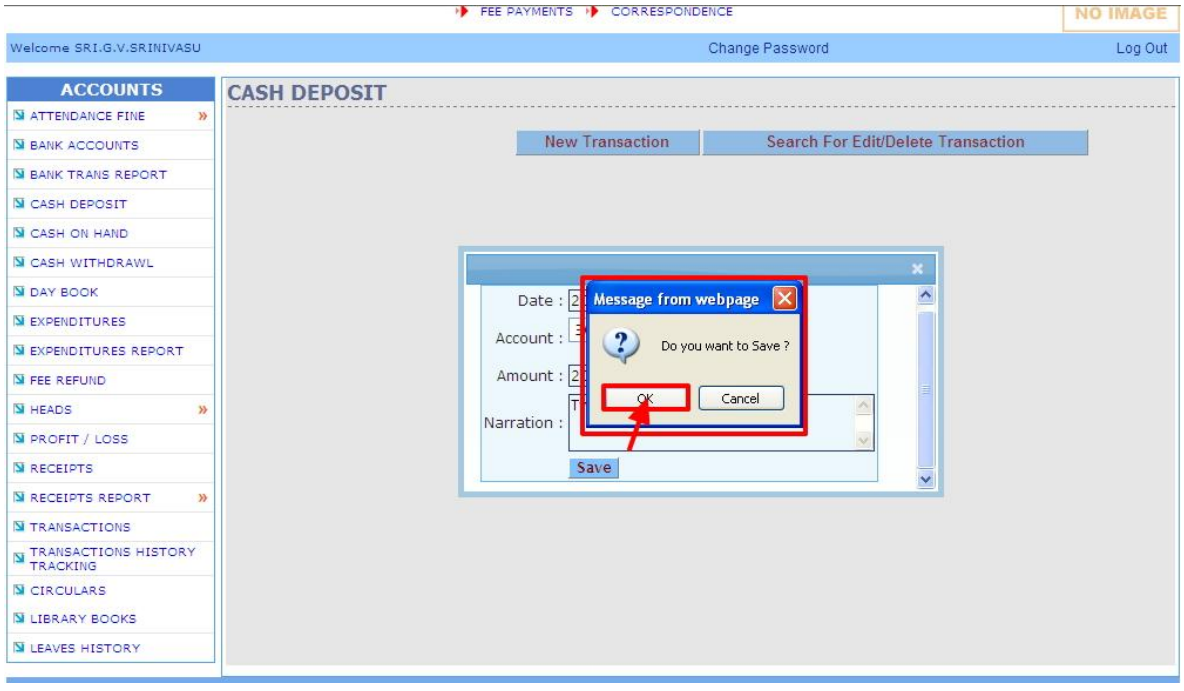
Step5:-After Click On "Cash Withdrawal" Link, Then You Will Find "New Transaction" Option Button As Shown In Below.



Step6:-After Click On "New Transaction" Button As Shown In Above Screen, Then You Will Select Transaction "Date" And Please Select "Account Number" ,Please Enter "Amount" And Write "Narration" Then Click On "Save" Button As Shown In Below.

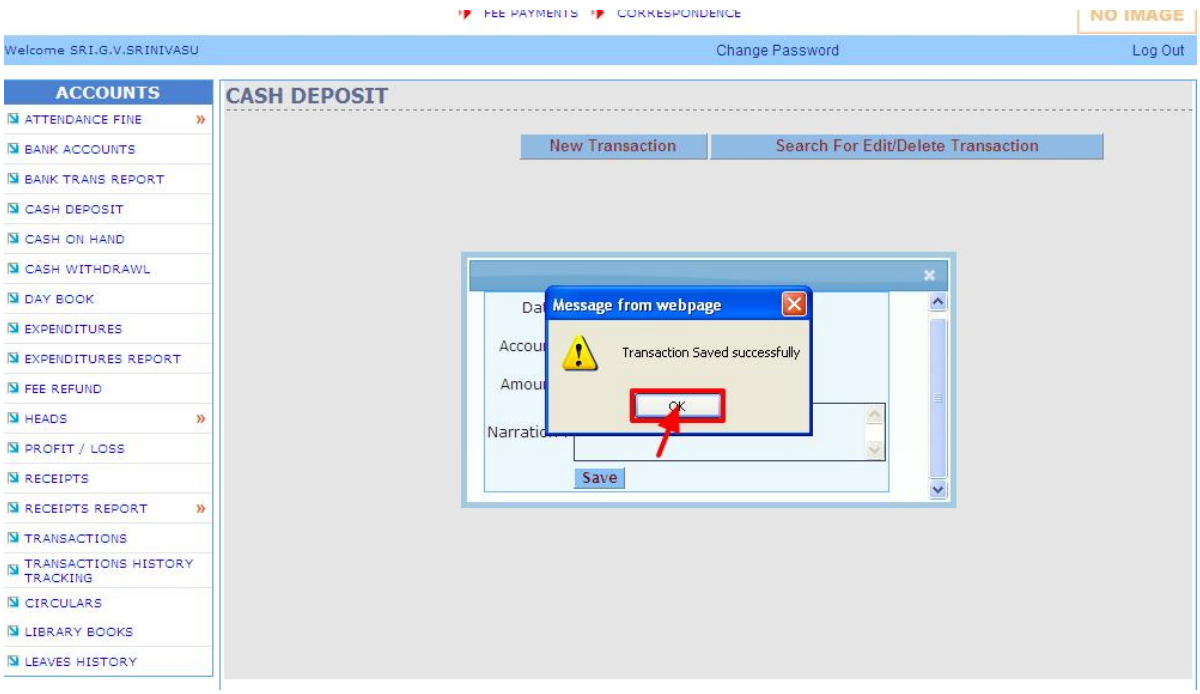


Step7:-After Click On "Save" Button Then You Will Find "Message From Webpage" Then Click On "OK" Option Button As Shown In Below.



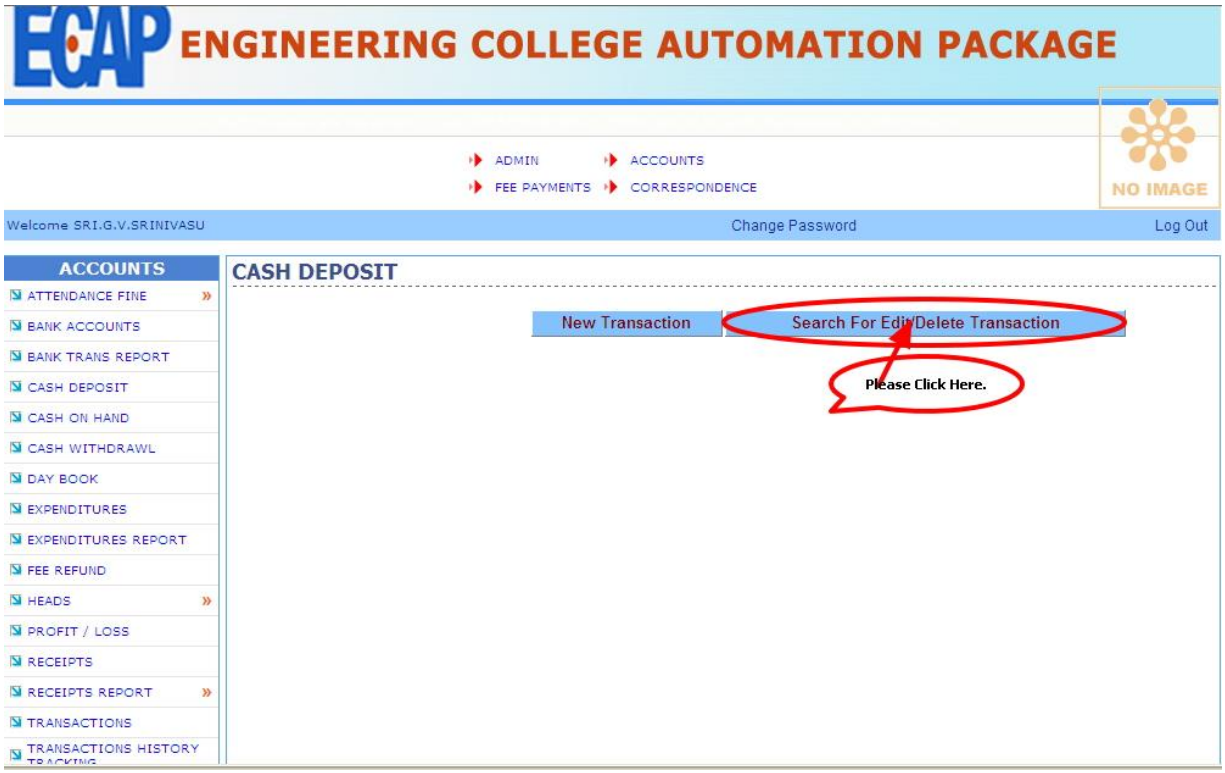
Step8:-After Click On "OK" Option Button As Shown In Above Screen, Then You Will Find Another "Message From Webpage" In That You Will Find "OK" Option Button Please Click On "OK" Button As Shown In Below.

Note: - Here After Saved Transaction Is Displaying In Search For Edit/Delete Transaction Button Please Click On That Button Then You Will Find Your Transactions.

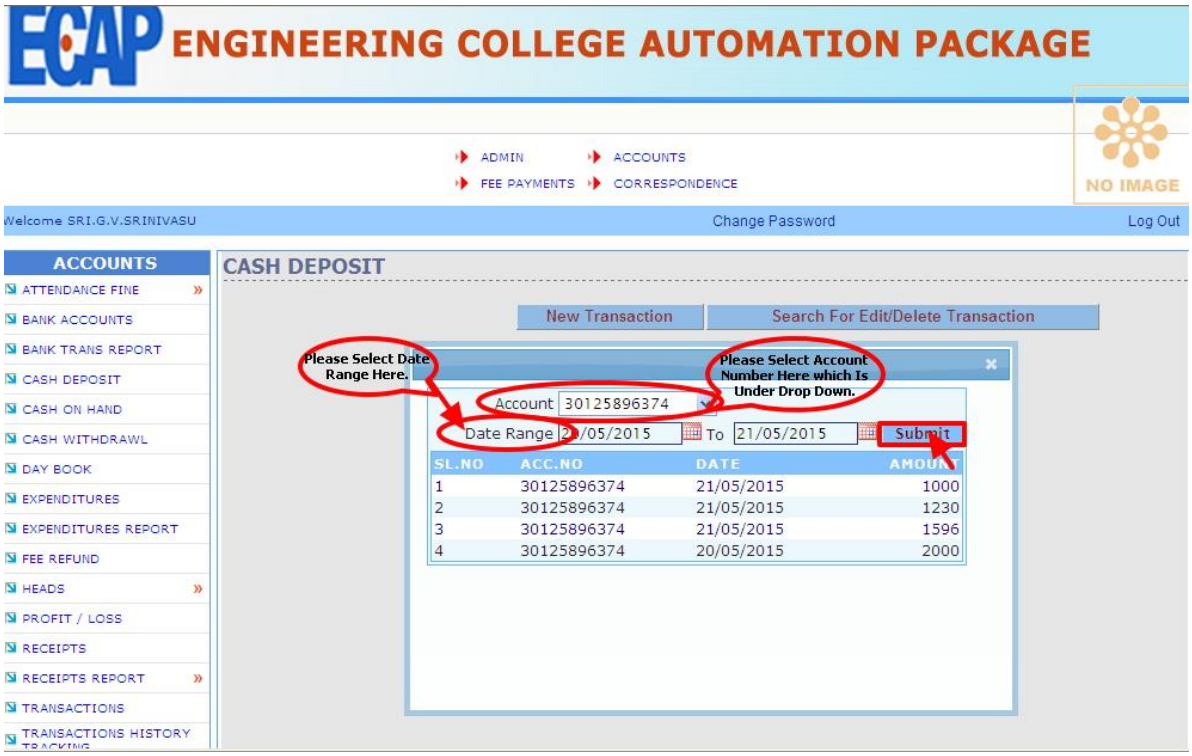


Steps For How To Search For Edit/Delete Transactions:-

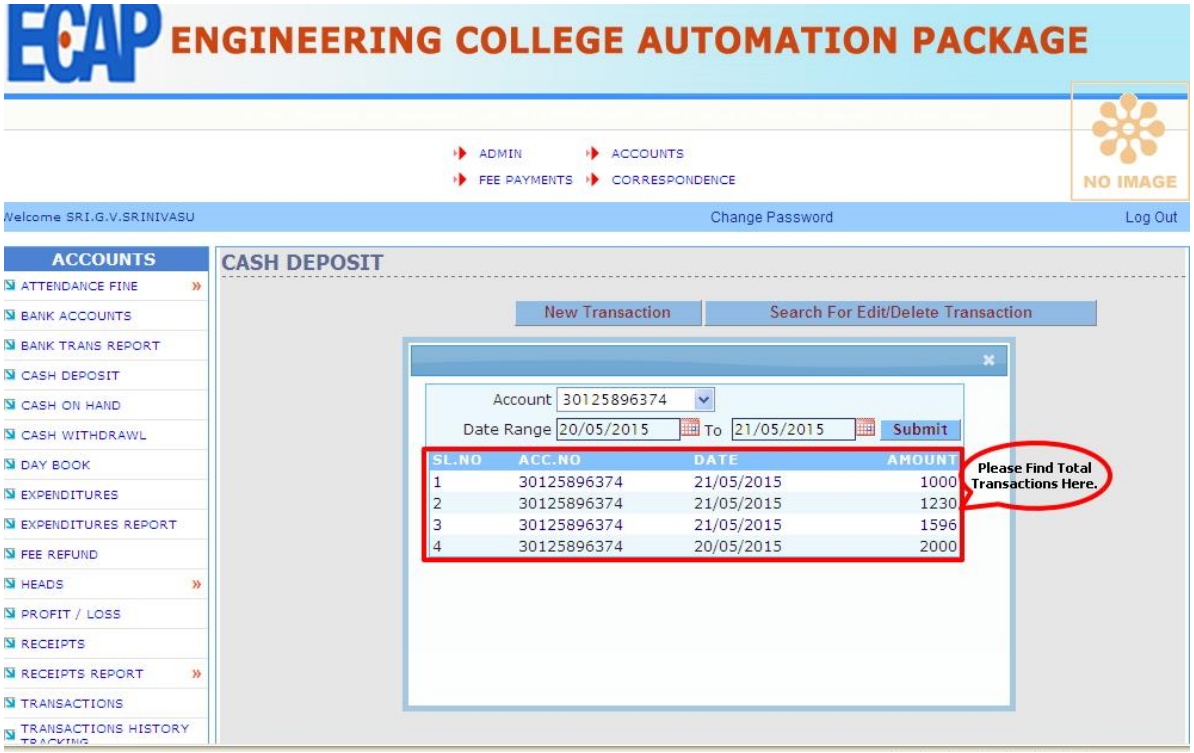
Step9:-Please Find "Search For Edit/Delete Transactions" Please Click On "Search For Edit/Delete Transactions" Button As Shown In Below.



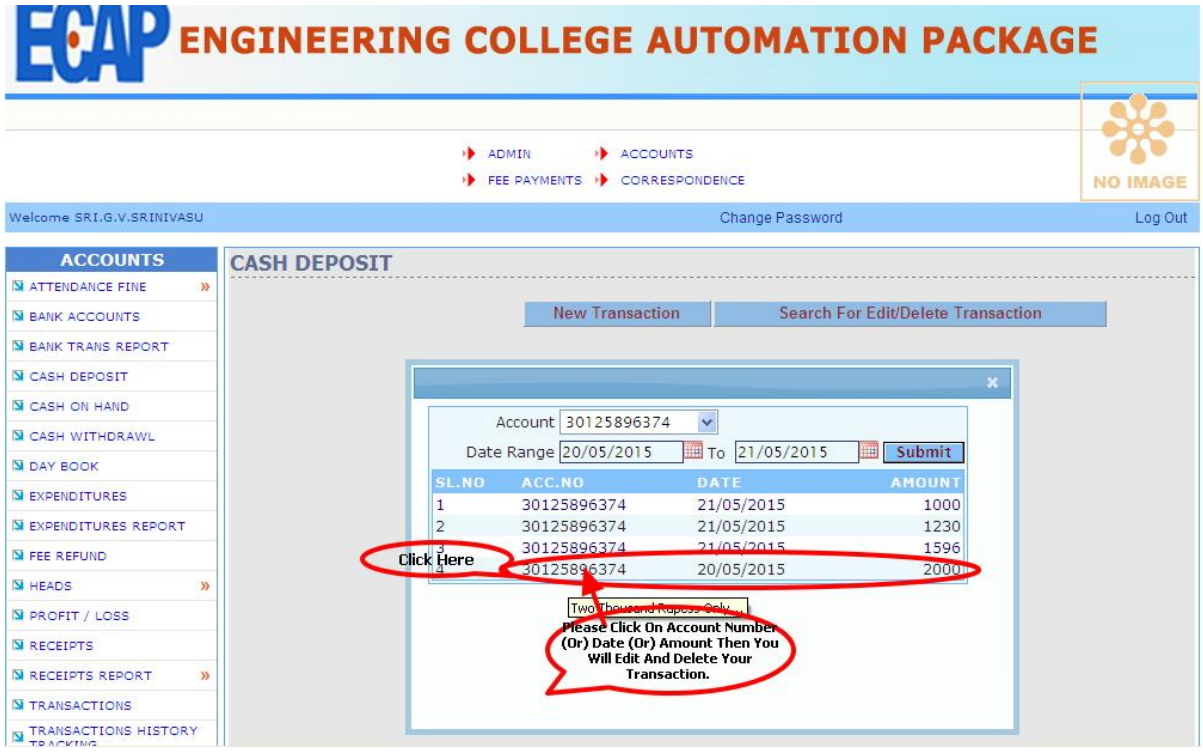
Step10:-After Click On "Search For Edit/Delete Transactions" Button Then You Will Select "Account" Number Which Is Available In Drop Down Then Please Select "Date Range" And Then Please Click On "Submit" Button As Shown In Below.



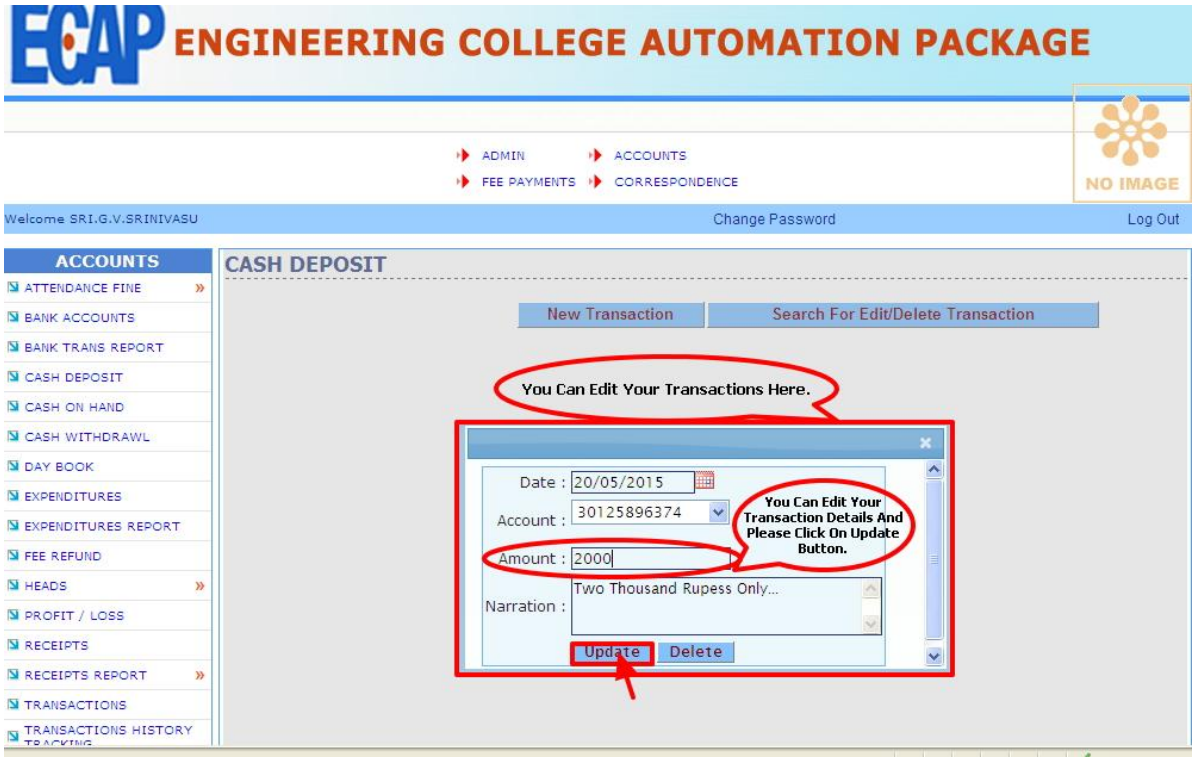
Step11:-After Click On "Submit" Button As Shown In Above Screen, Then You Will Find "Total Transactions" On Selected Date Range As Shown In Below.



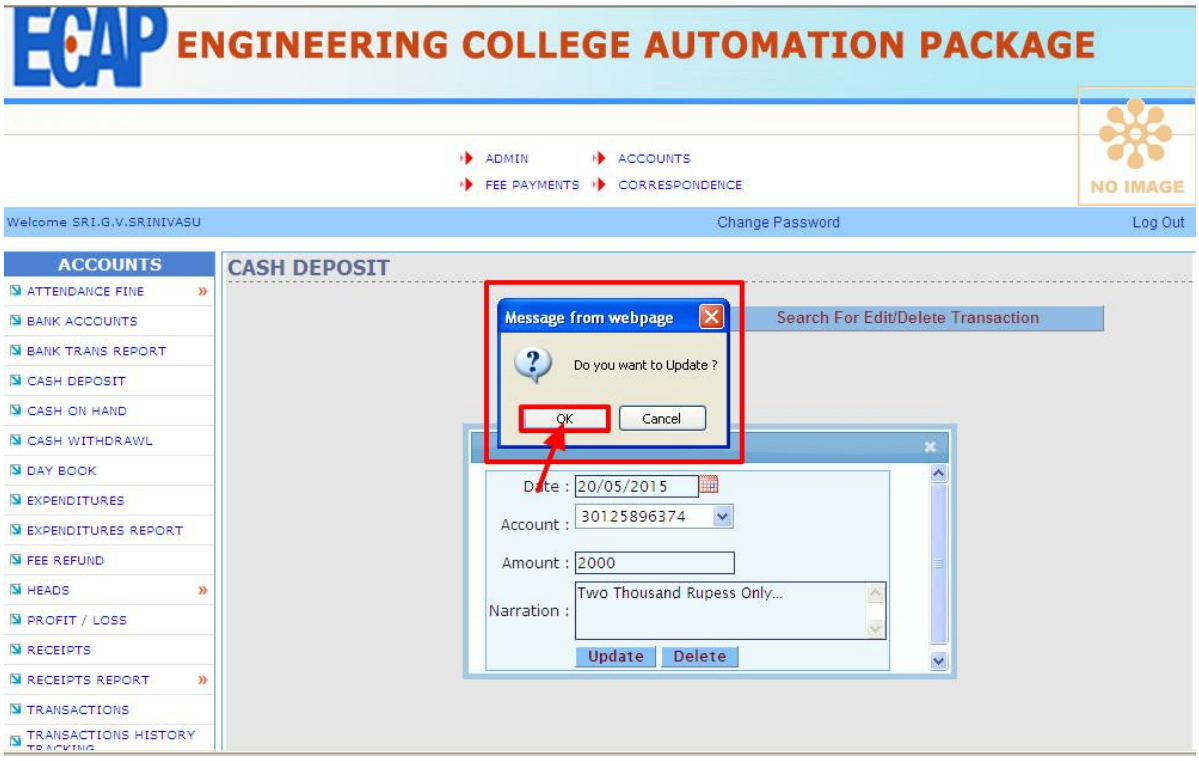
Step12:-Please Click On "Account Number" (or) "Date" (or) "Amount" As Shown In Below.



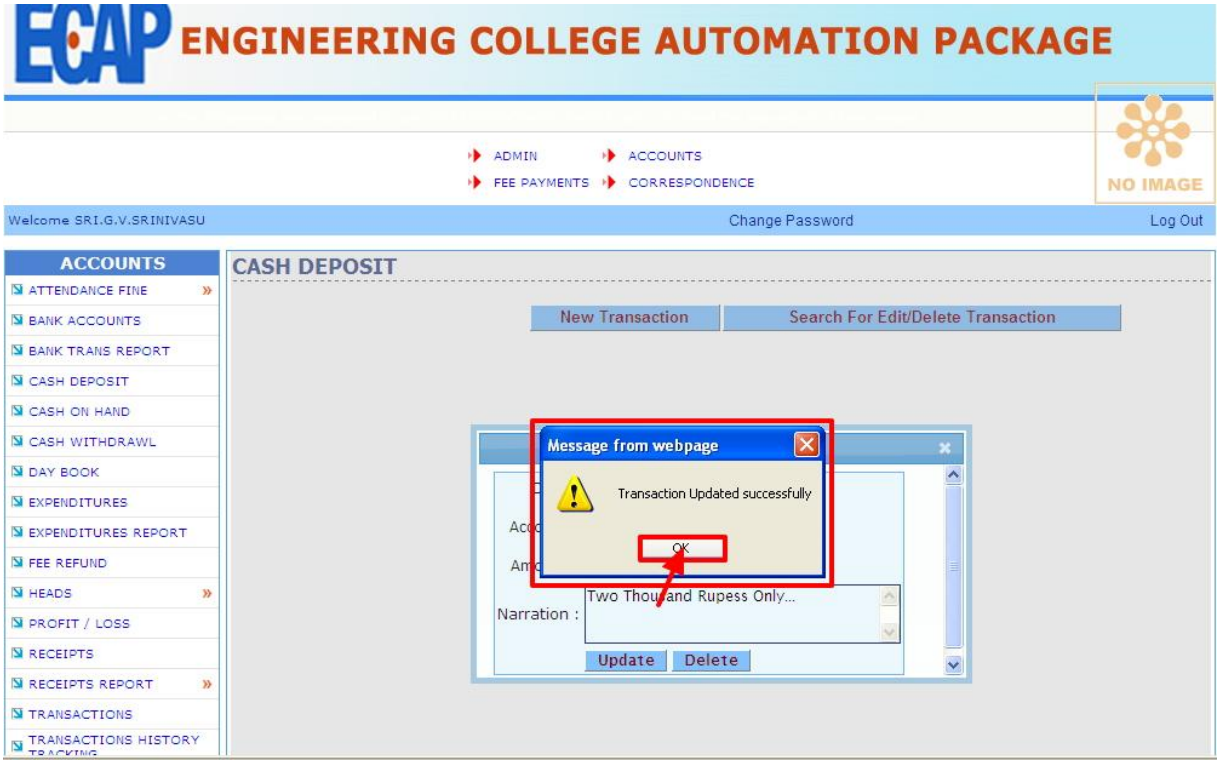
Step13:-After Click On "Account Number" As Shown In Above Screen, Then You Will Edit Your Existing Transaction Details, After Completion Of Editing Then Please Click On "Update" Button As Shown In Below.



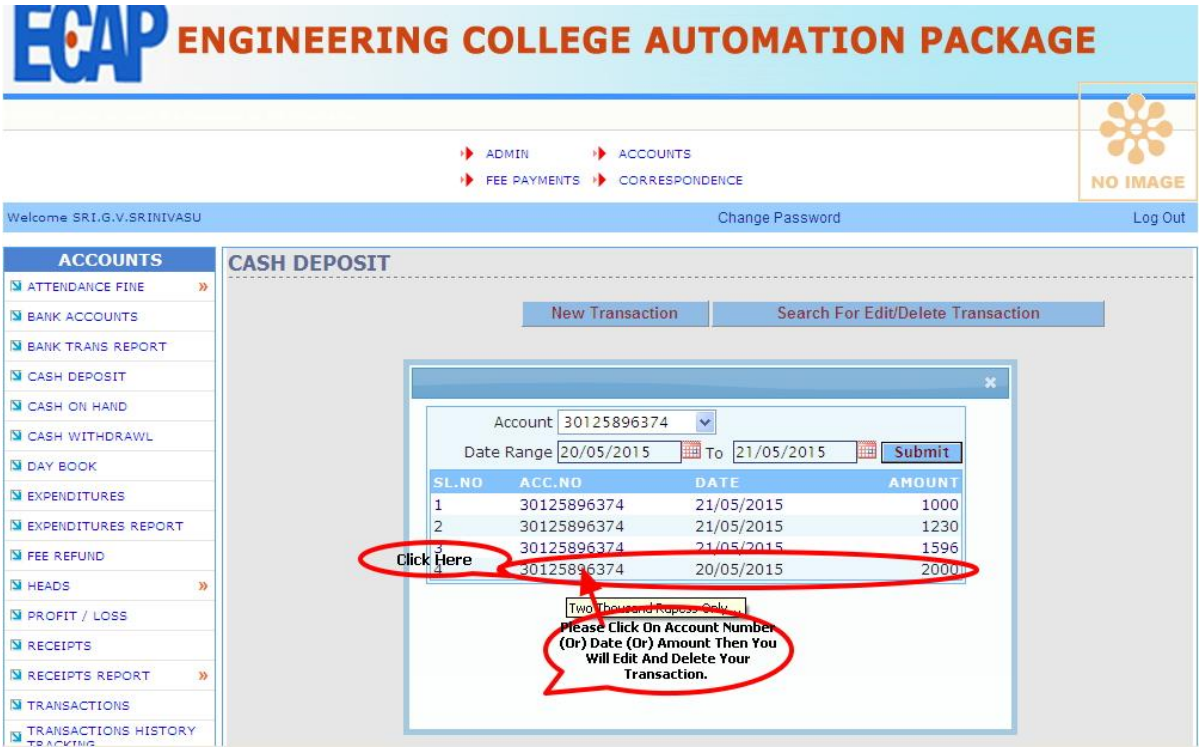
Step14:- After Click On "Update" Button As Shown In Above Screen, Then You Will Find "Message From Webpage" In That Please Click On "OK" Button As Shown In Below.



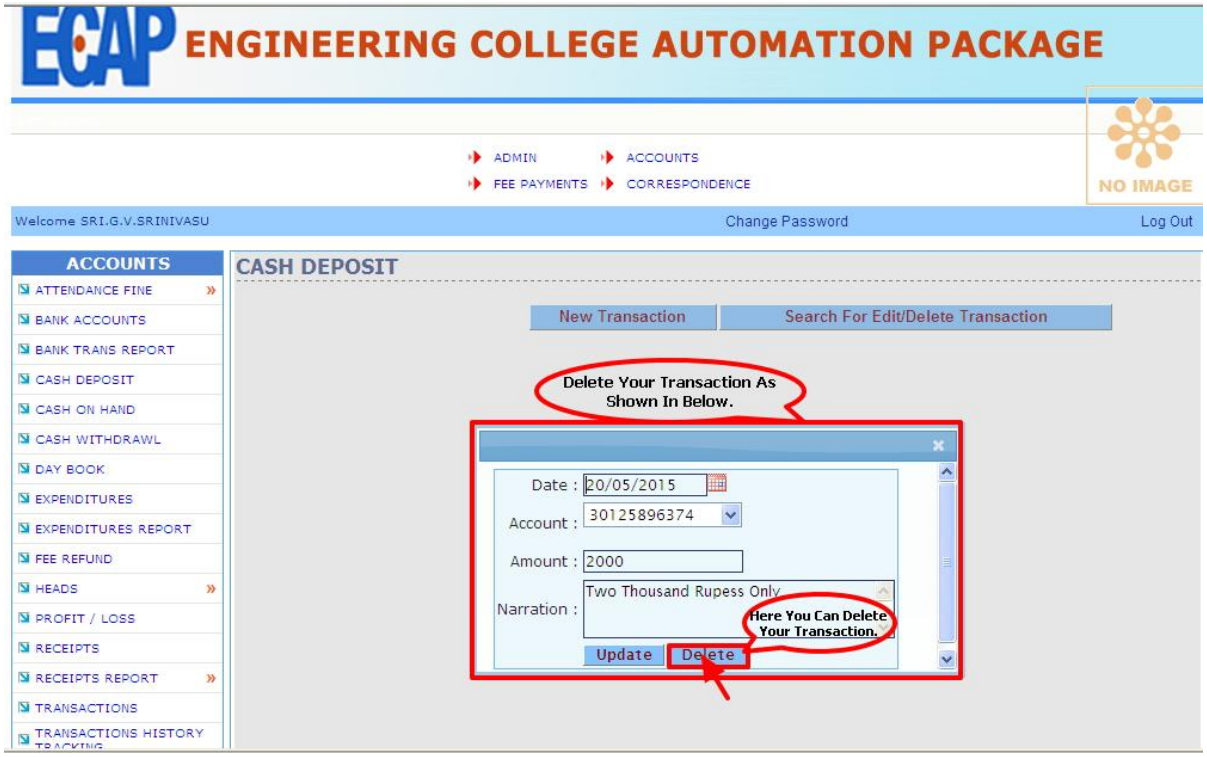
Step15:-After Click On "OK" Button As Shown In Above Screen, Then You Will Find Another "Message From Webpage" i.e. "OK" Button, Please Click On "OK" Button As Shown In Below.



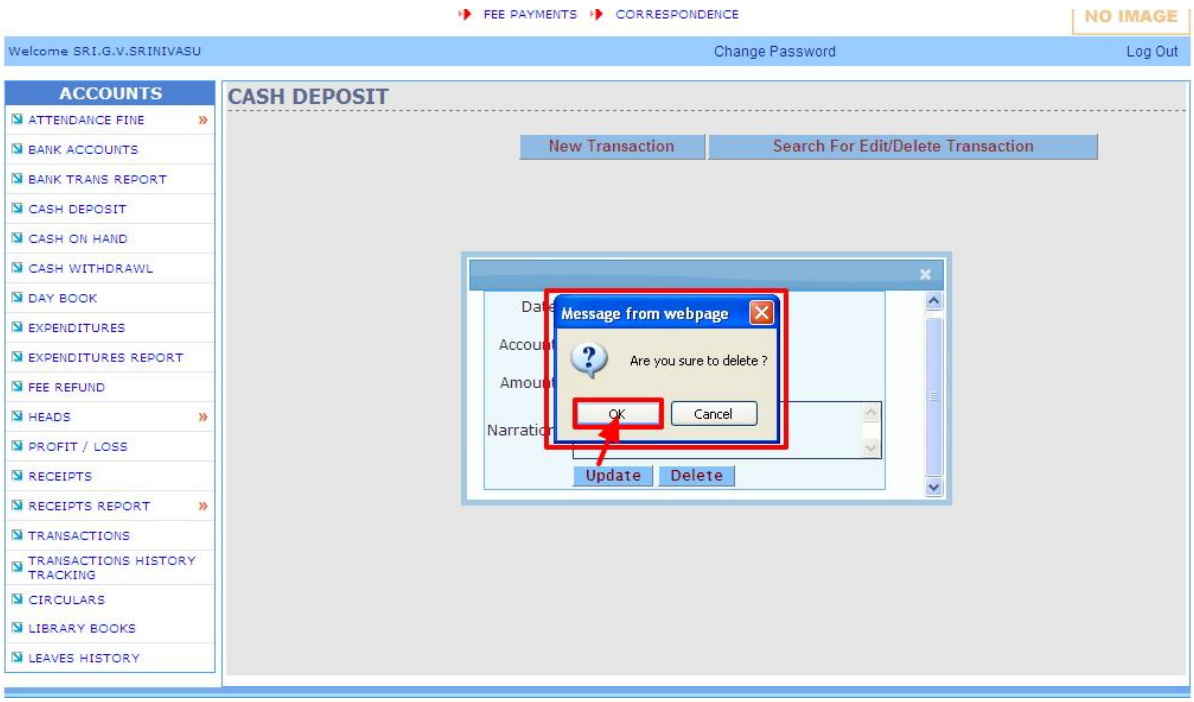
Step16:- Please Click On "Account Number" (or) "Date" (or) "Amount" As Shown In Below.



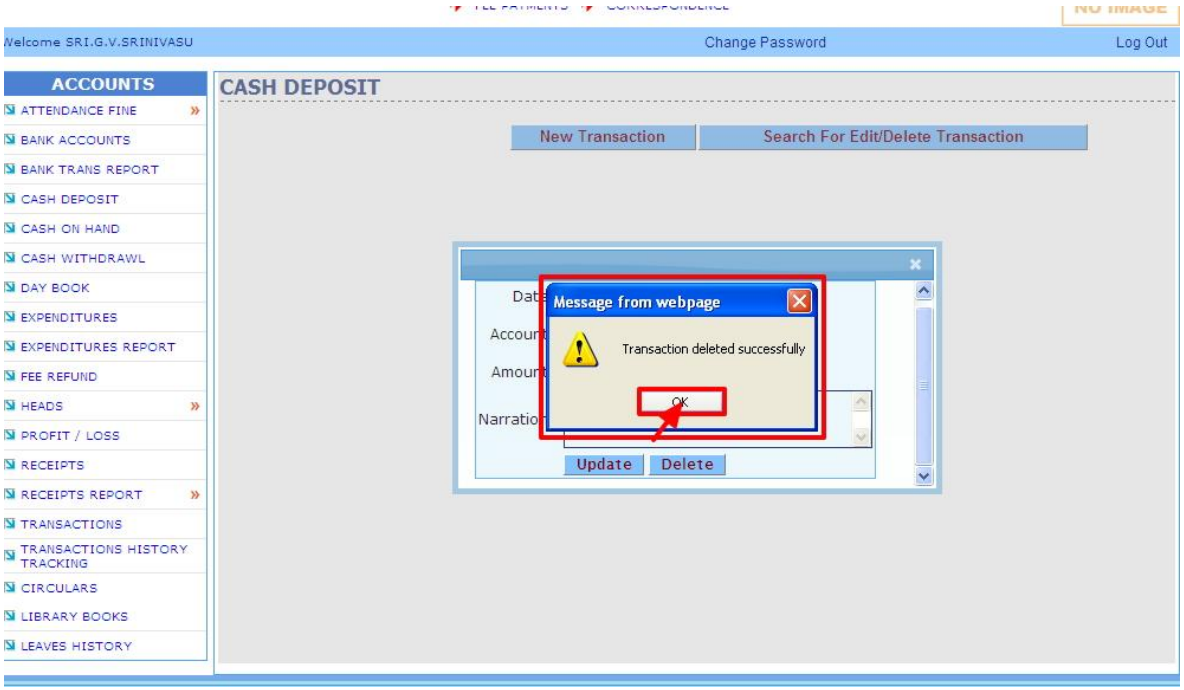
Step17:- After Click On "Account Number" As Shown In Above Screen, Then You Will Delete Your Existing Transaction Details, Please Click On "Delete" Button As Shown In Below.



Step18:- After Click On "Delete" Button As Shown In Above Screen, Then You Will Find "Message From Webpage" In That Please Click On "OK" Button As Shown In Below.



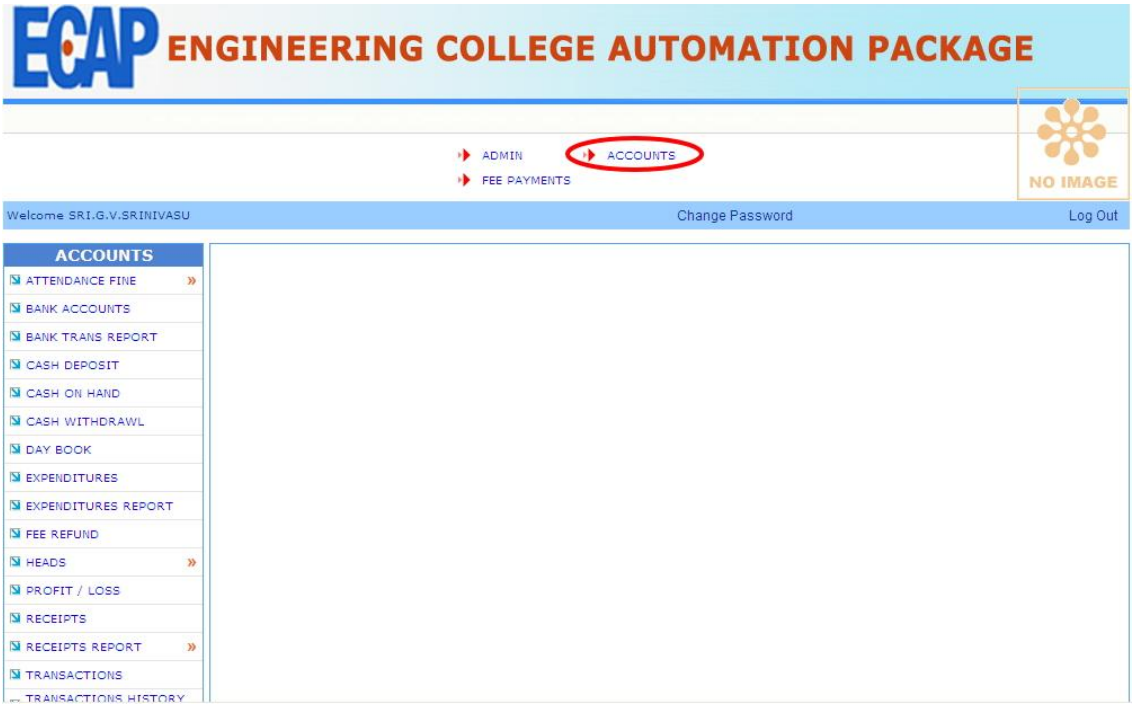
Step19:- After Click On "OK" Button As Shown In Above Screen, Then You Will Find Another "Message From Webpage" i.e. "OK" Button, Please Click On "OK" Button As Shown In Below.



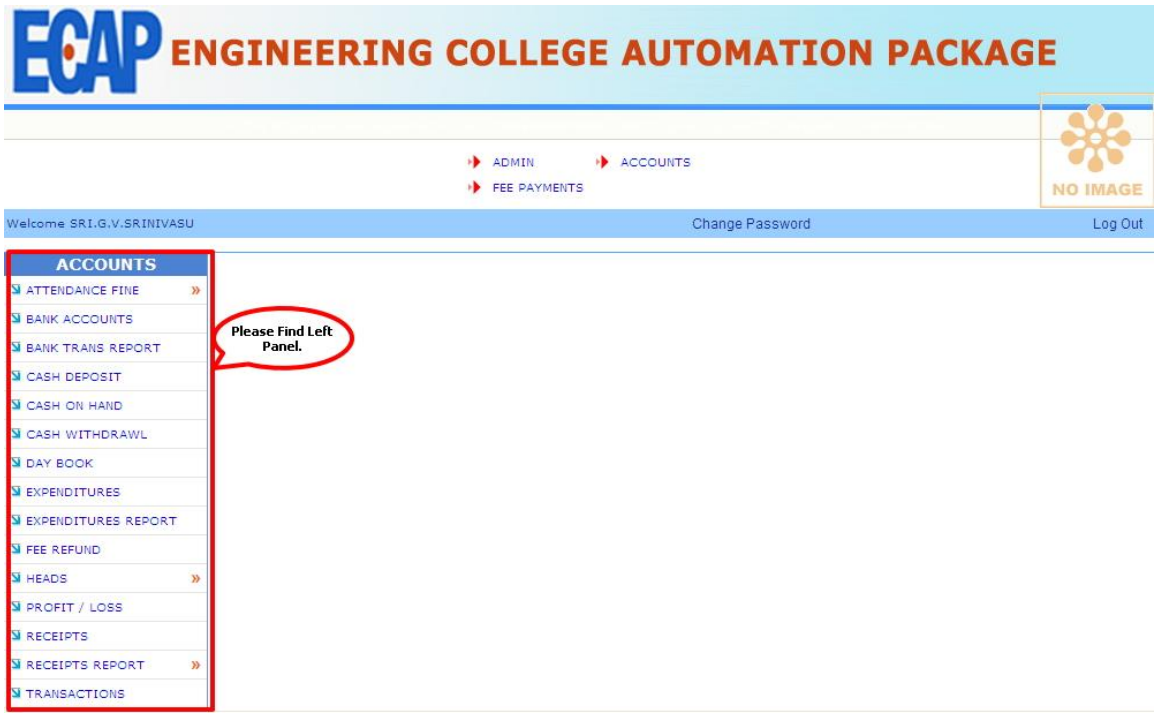
38) How To Enter/Maintain College Expenditure?

Ans: - Step 1:- **Please Login In To "ECAP" By Using Your Username And Password.**

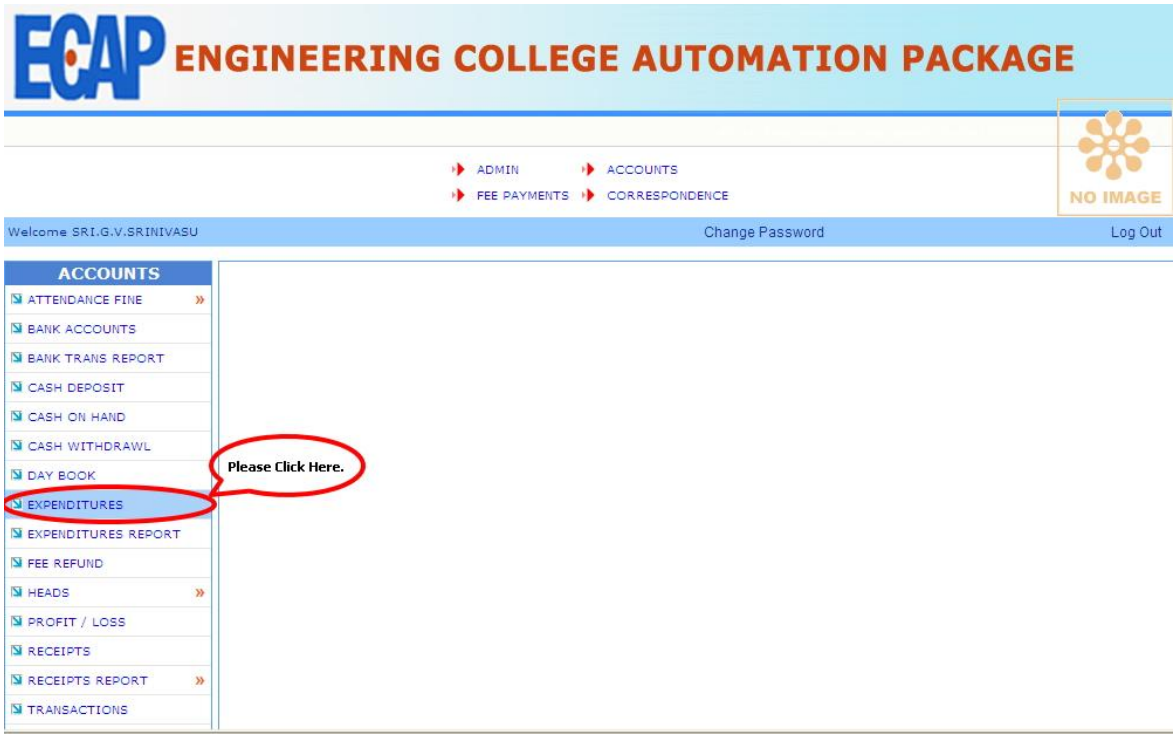
Step2:- **Please Click On "ACCOUNTS" Module As Shown In Below.**



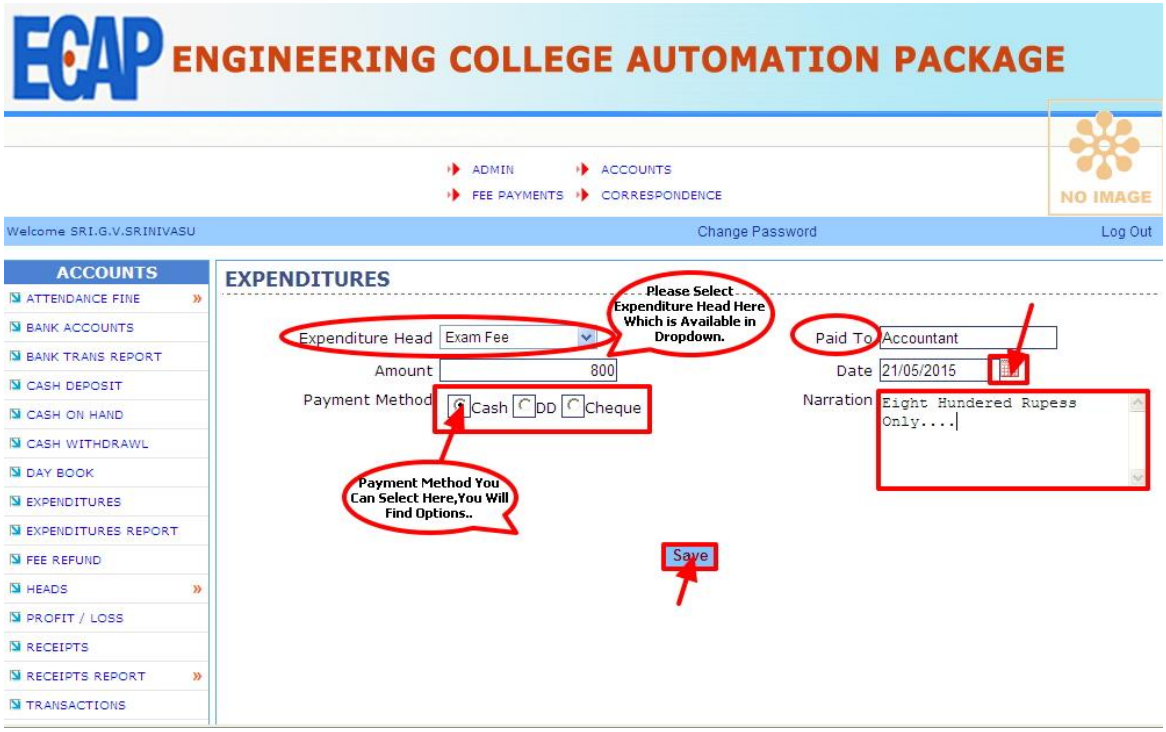
Step3:- **After Click on "Accounts" Then You Will Find "Left Panel" As Shown In Below.**



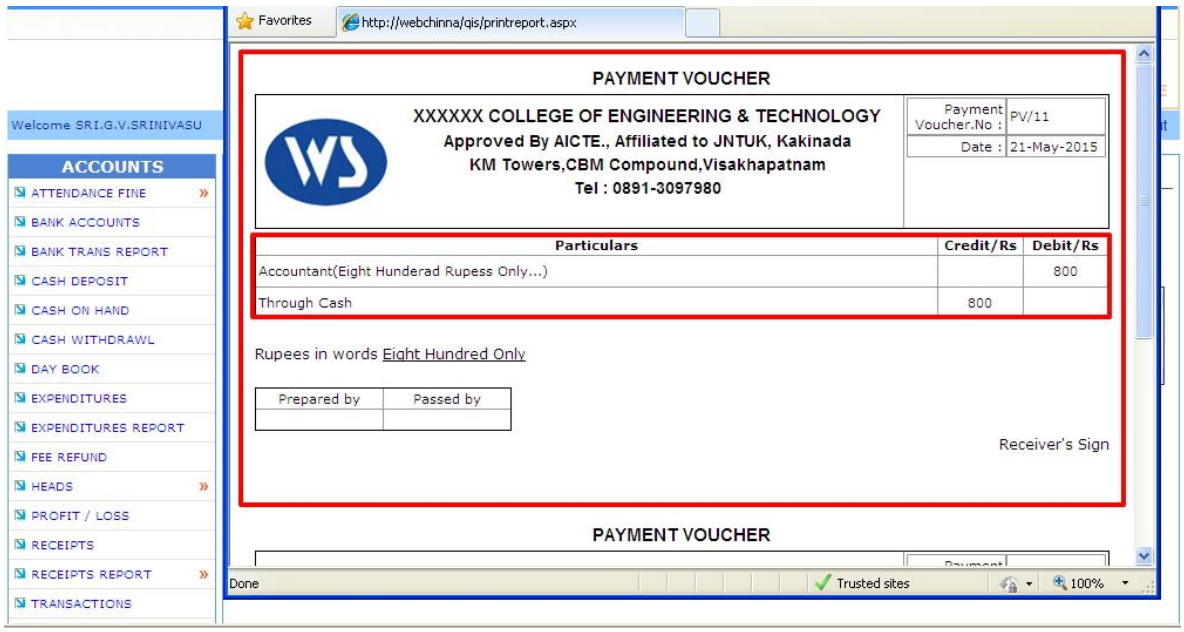
Step4:-Please Click On "Expenditures" Link Which Is Available In Left Panel Menu As Shown In Below.



Step5:-After Click On "Expenditures" Link, Then You Will Select "Expenditure Head" Which Is Available In Drop Down And Please Enter Amount For Selected Head, And Please Select "Payment Method", And "Paid To" Whom You Need To Enter And Please Select "Date" And Enter "Narration" Then Click On "Save" Button As Shown In Below.



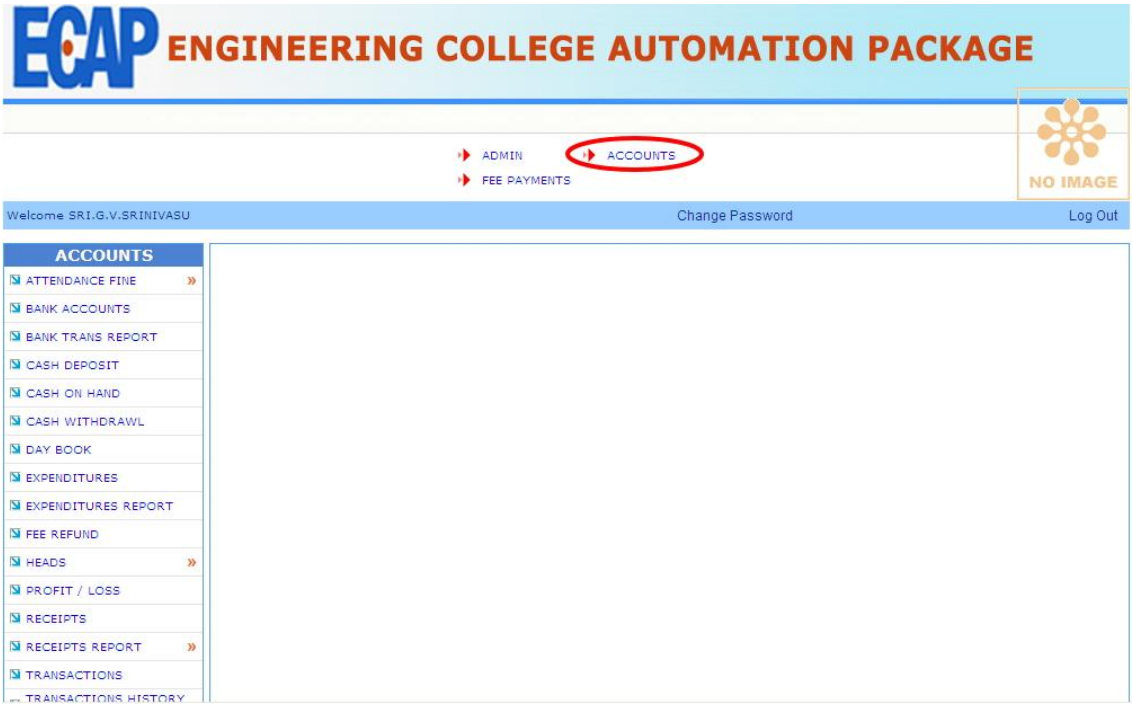
Step6:-After Click On "Save" Button Then You Will Find "Payment Voucher" As Shown In Below.



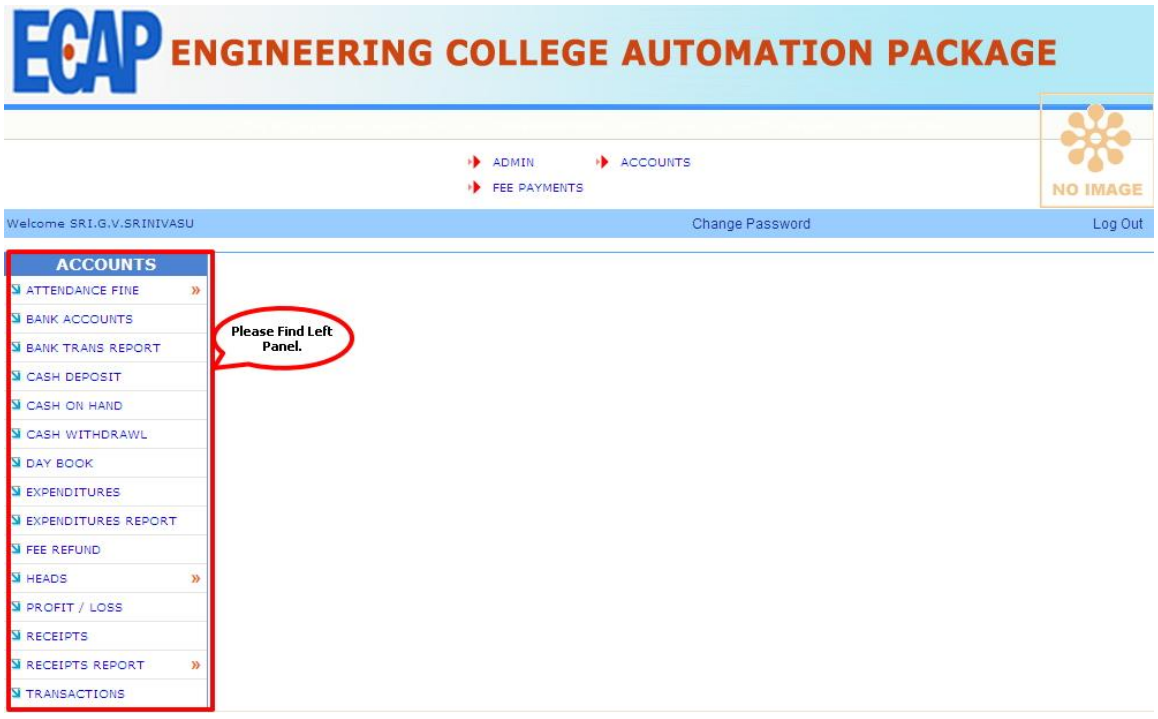
39) How To Check College Expenditure Report?

Ans: - Step 1:- Please Login In To "ECAP" By Using Your Username And Password.

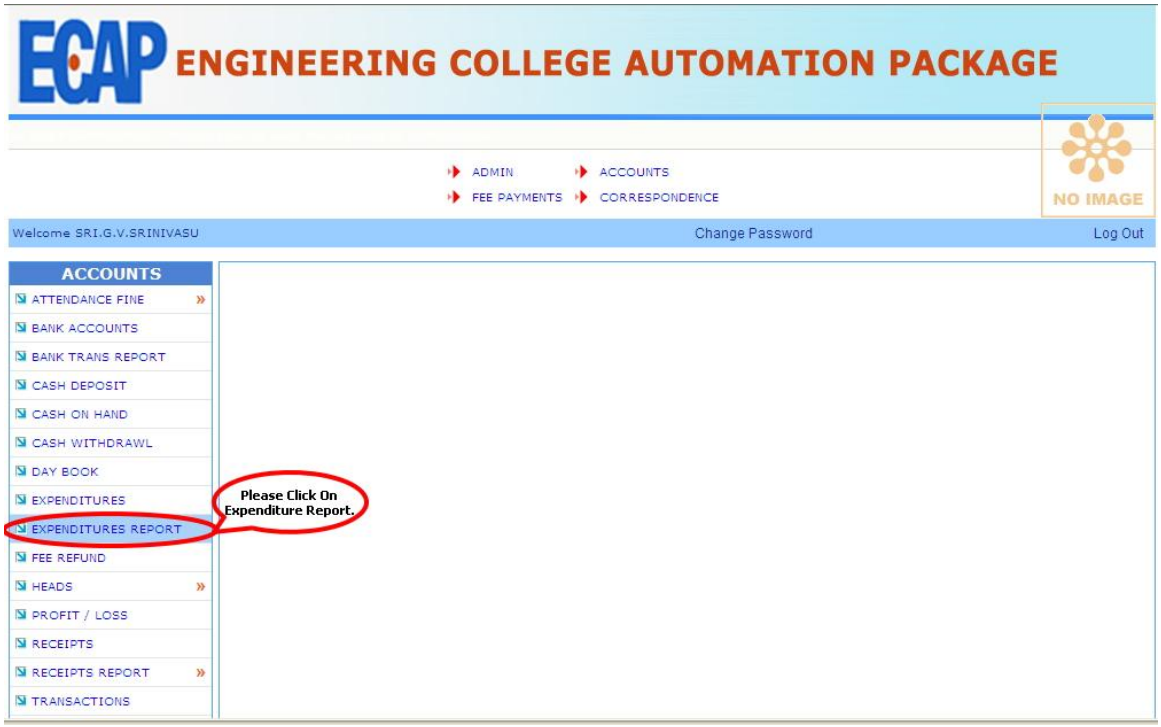
Step2:- Please Click On "ACCOUNTS" Module As Shown In Below.



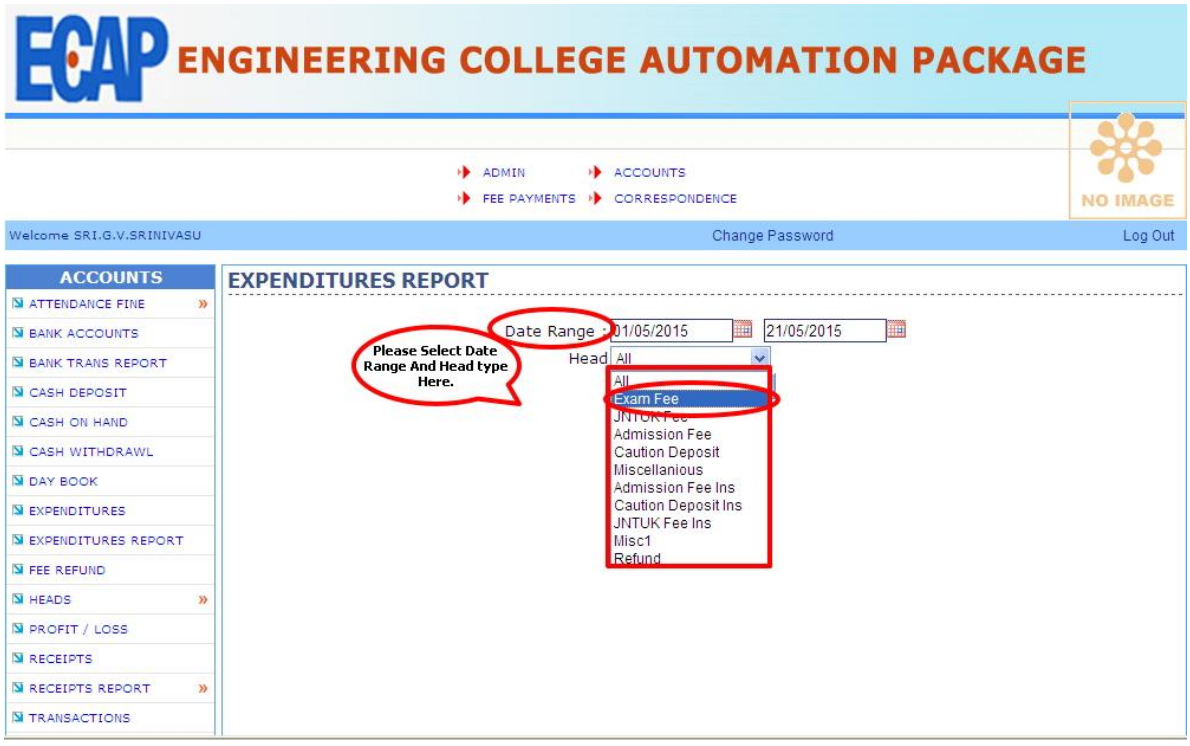
Step3:- After Click on "Accounts" Then You Will Find "Left Panel" As Shown In Below.



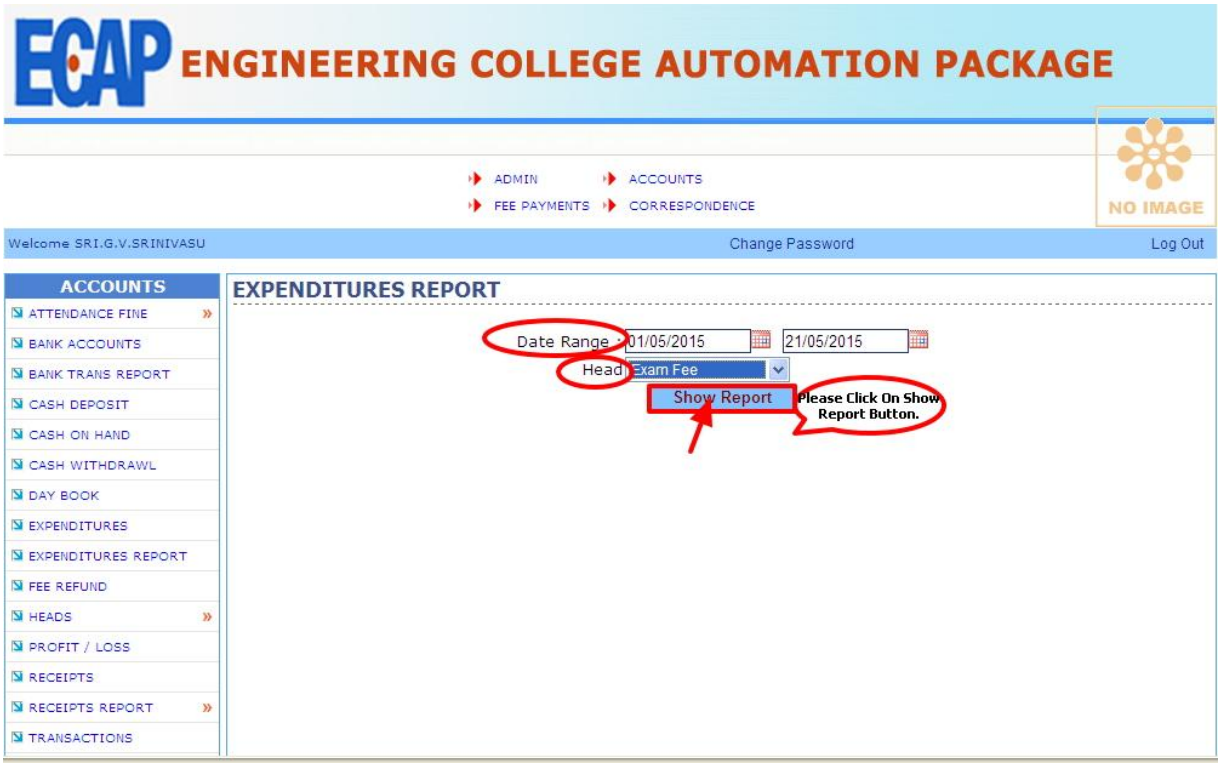
Step4:- Please Click On "Expenditures Report" Link Which Is Available In Left Panel Menu As Shown In Below.



Step5:-After Click On "Expenditures Report" As Shown In Above Screen, Then You Will Select "Date Range "And "Head Type" Please Select From Drop Down As Shown In Below.



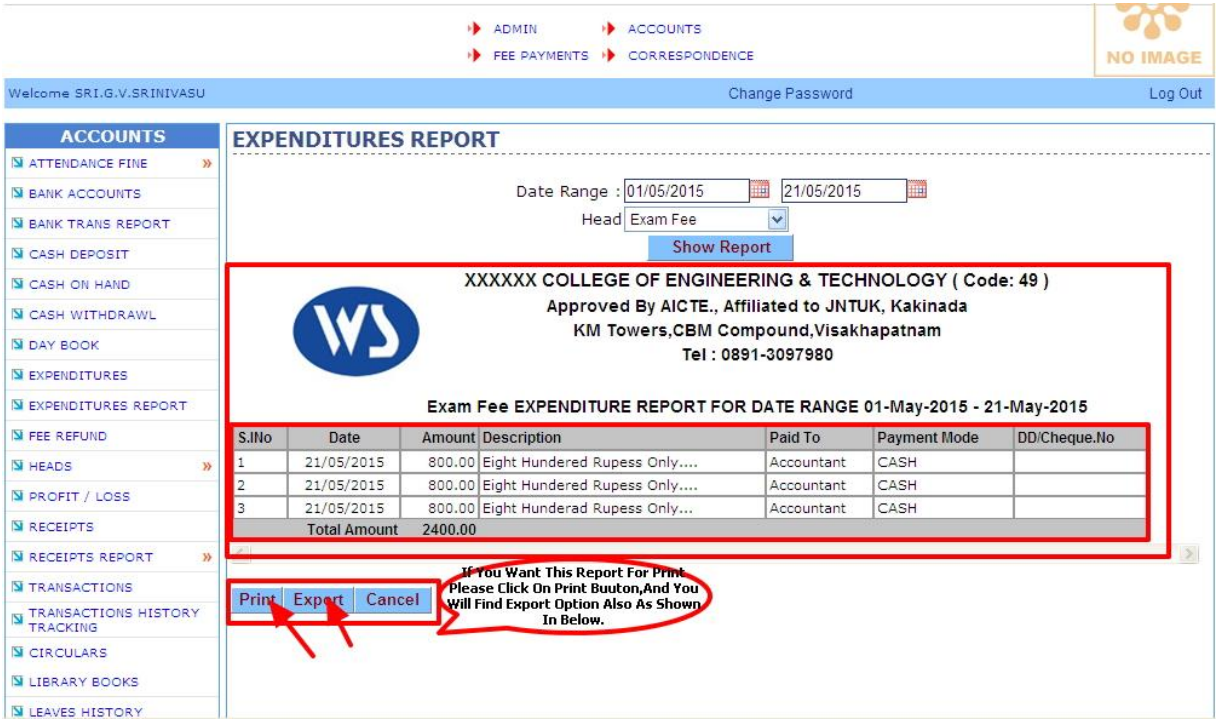
Step6:-After Select On "Date Range" And "Head" Then You Will Find "Show Report" Button, Please Click On "Show Report" Button As Shown In Below.



Step7:-After Click On "Show Report" Button As Shown In Above Screen, Then You Will Find Selected Head For "Exam Fee Expenditure Report "As Shown In Below.

Note:-

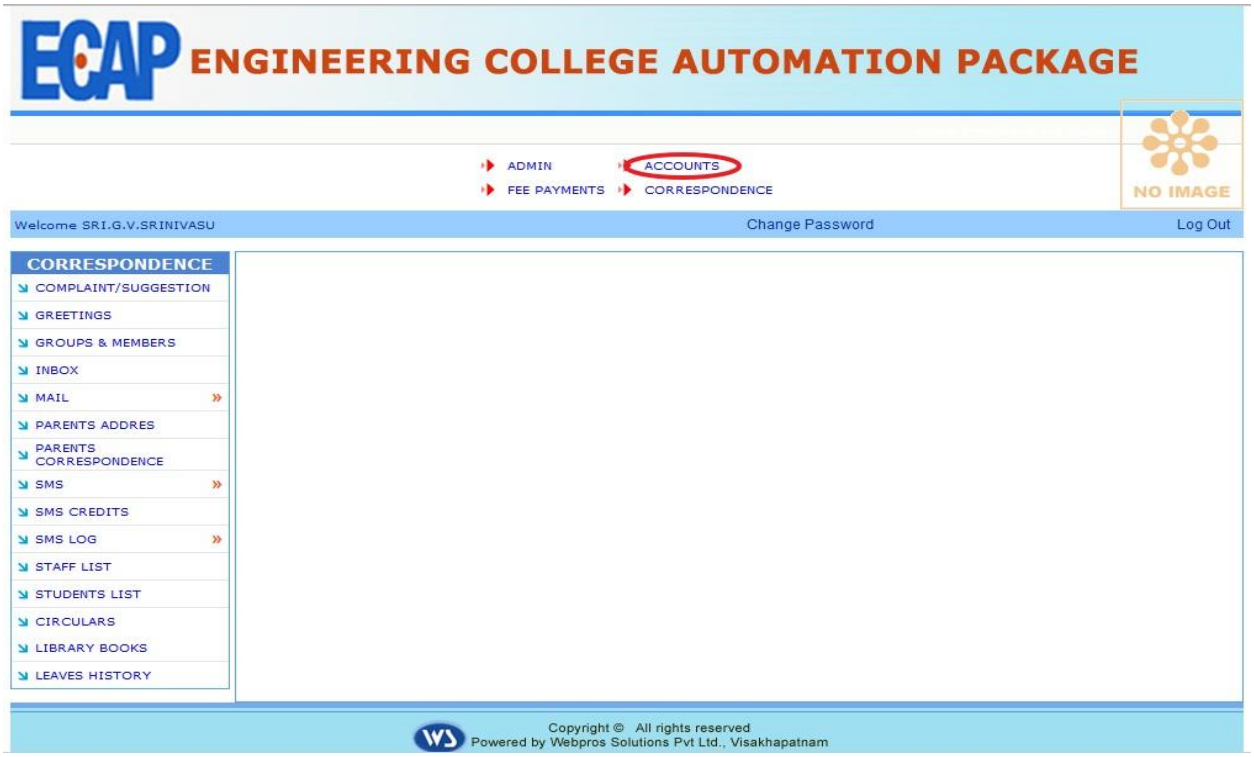
- **If You Want To "Print" For Expenditure Report Please Click On "Print" Button Then You Will Get Print Report.**
- **If You Want To "Export" For Expenditure Report Please Click On "Export" Button Then You Will Get Report.**



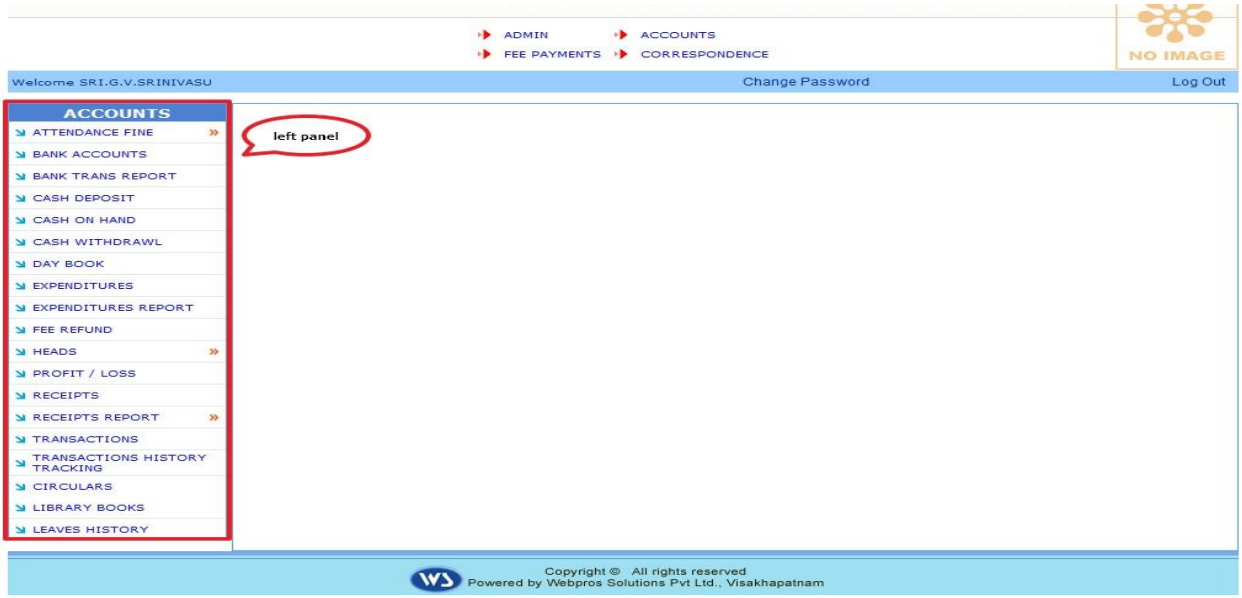
40) How To Check Attendance Fine Dues Report?

Step 1:-Please Login In To ECAP By Using Your Username And Password

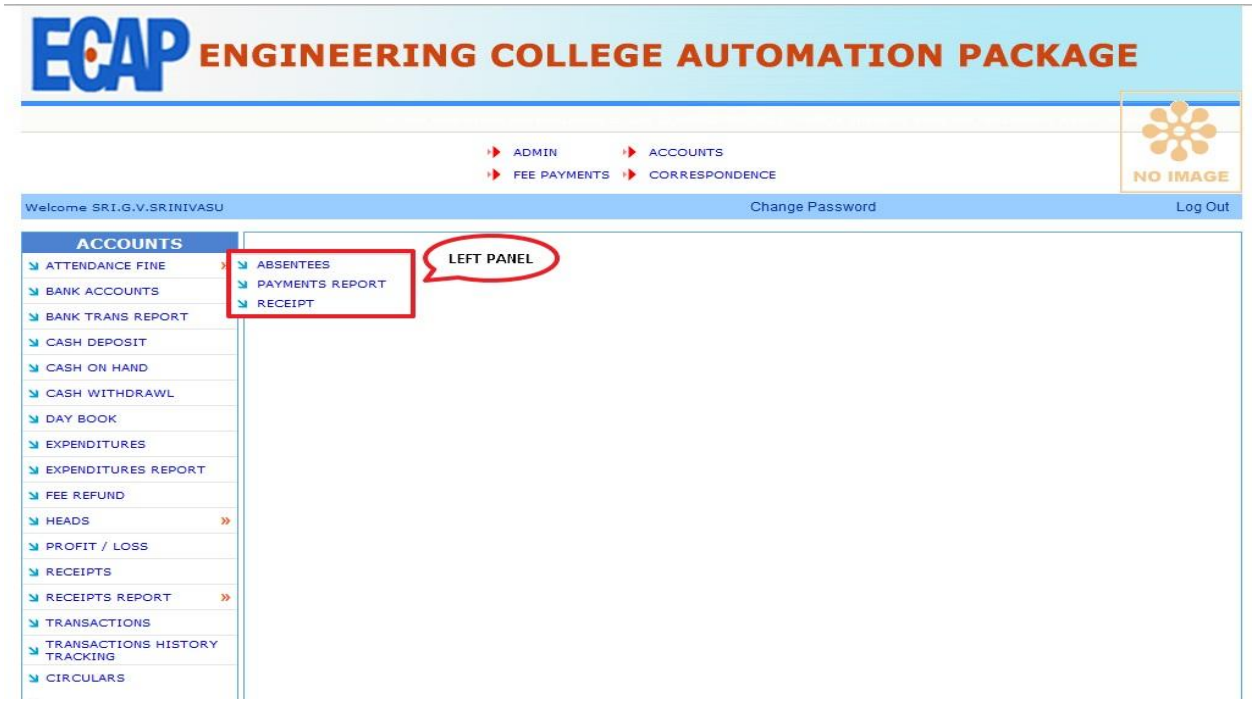
Step 2:- Please Click On "Accounts" Module As Shown In Below



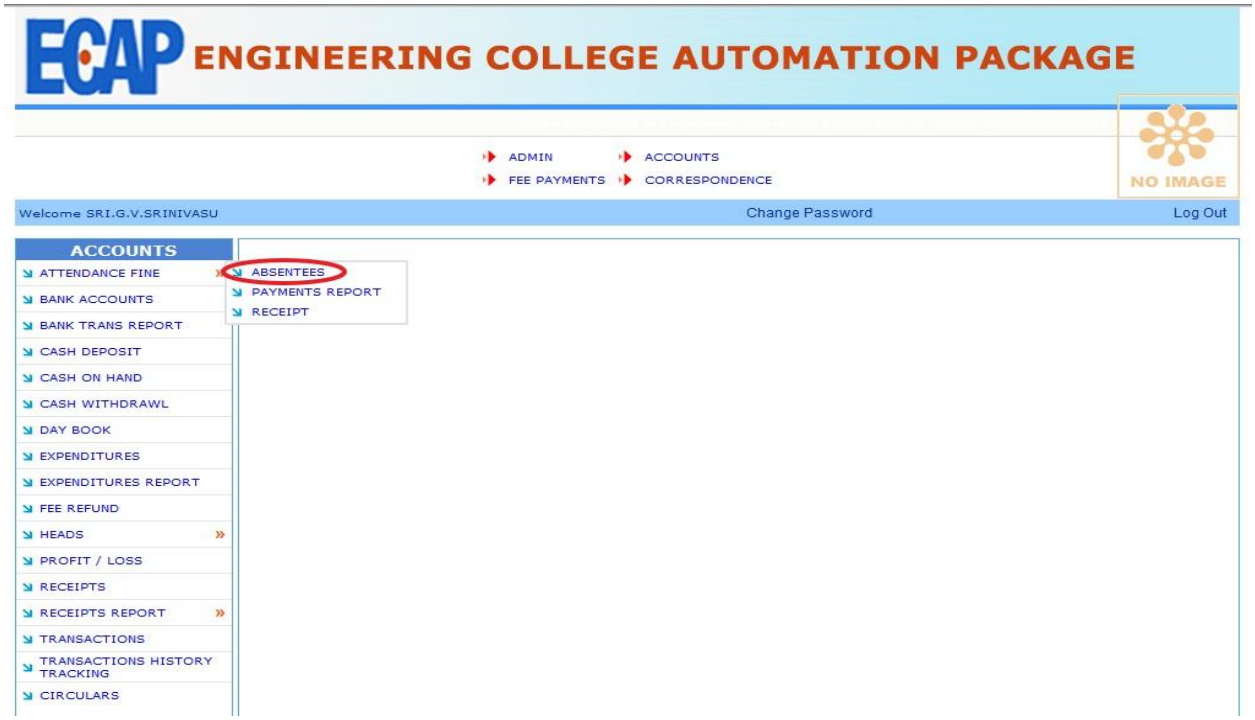
Step3:-You Will Find "Left Panel" After Clicking On Fee Payments Module As Shown In Below.



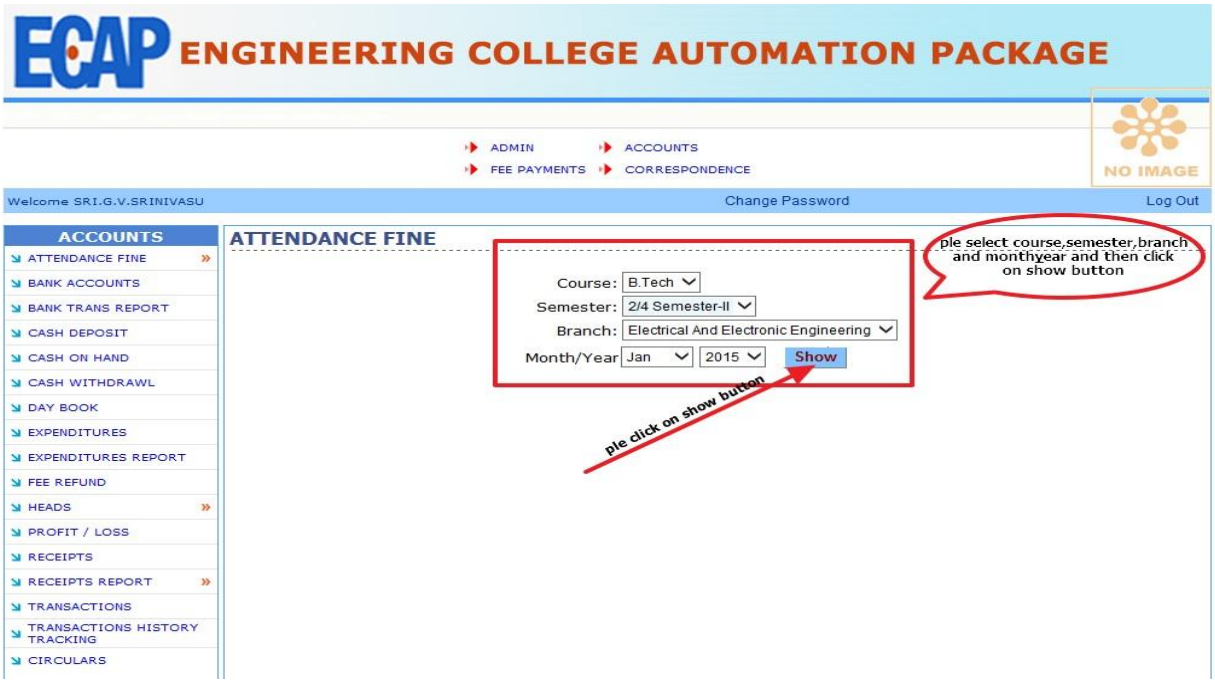
Step 4:-Please Place Your Mouse Pointer On "ATTENDANCE FINE" Link Which Is Available In Left Menu. Then You Will Find "Sub Links Menu" As Shown In Below.



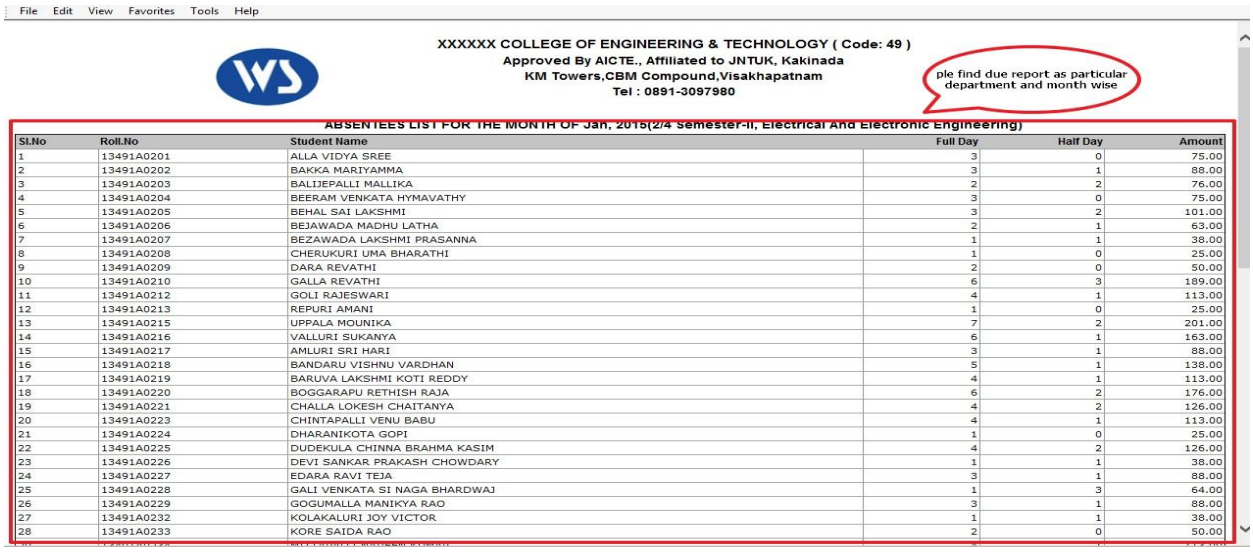
Step 5:-Please Find "Absentees" Option In Sub Links Menu As Shown In Below



Step6:- After Click On Absentees Link. Now Select Course, Semester, Branch And Month & Year And Then Click On Show Button As Shown Below.



Step7:- After Click On Show Button As Shown Above Screen. Here Please Find Fine Amount Against To Student As Branch, Section And Month Year Wise. If You Change Any Student Amount Due To Some Reasons Ple Be Entry Text Boxes And Then Click On Print Button, Now You Will Got Attendance Fine Dues Report As Shown Below

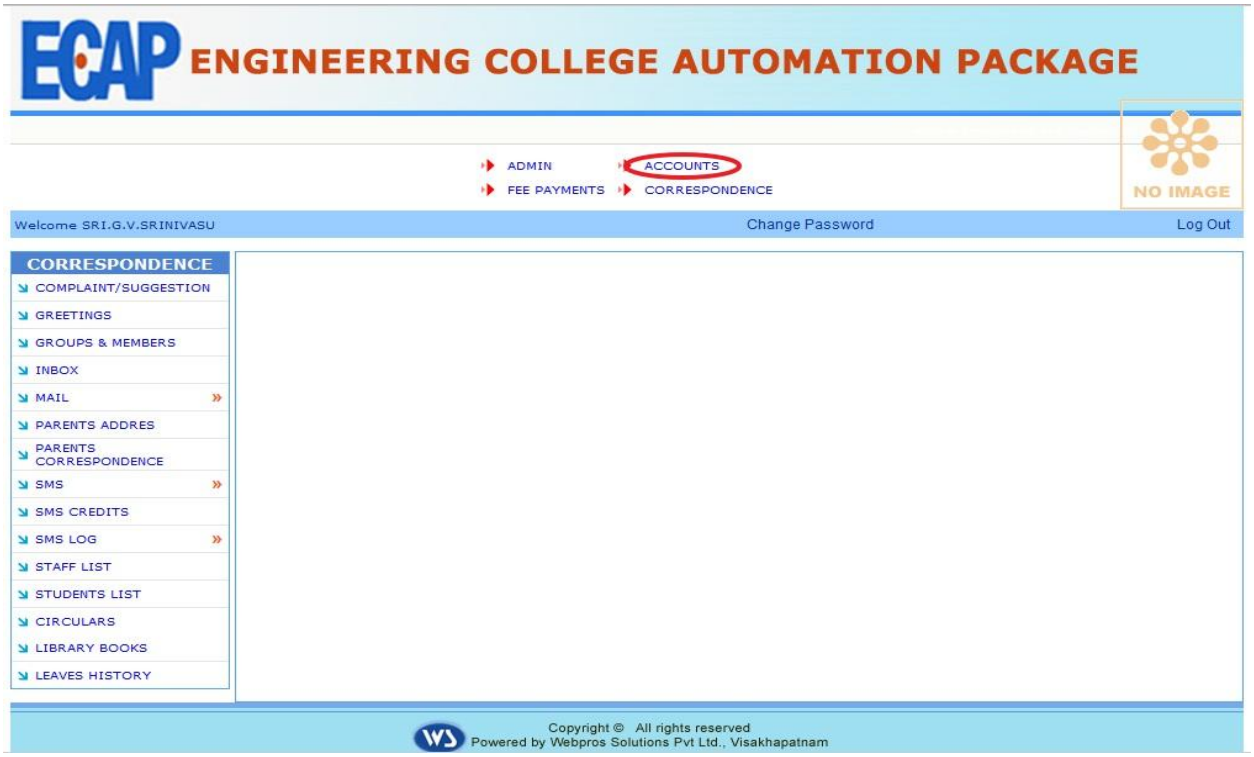


Sl.No	Roll.No	Student Name	Full Day	Half Day	Amount
1	13491A0201	ALLA VIDYA SREE	3	0	75.00
2	13491A0202	BAKKA MARIYAMMA	3	1	88.00
3	13491A0203	BALIJEPALLI MALLIKA	2	2	76.00
4	13491A0204	BEERAM VENKATA HYMAVATHY	3	0	75.00
5	13491A0205	BEHAL SAI LAKSHMI	3	2	101.00
6	13491A0206	BEJAWADA MADHU LATHA	2	1	63.00
7	13491A0207	BEZAWADA LAKSHMI PRASANNA	1	1	38.00
8	13491A0208	CHERUKURI UMA BHARATHI	1	0	25.00
9	13491A0209	DARA REVATHI	2	0	50.00
10	13491A0210	GALLA REVATHI	6	3	189.00
11	13491A0212	GOLI RAJESWARI	4	1	113.00
12	13491A0213	REPURI AMANI	1	0	25.00
13	13491A0215	UPPALA MOUNIKA	7	2	201.00
14	13491A0216	VALLURI SUKANYA	6	1	163.00
15	13491A0217	AMLURI SRI HARI	3	1	88.00
16	13491A0218	BANDARU VISHNU VARDHAN	5	1	138.00
17	13491A0219	BARUVA LAKSHMI KOTI REDDY	4	1	113.00
18	13491A0220	BOGGARAPU RETHISH RAJA	6	2	176.00
19	13491A0221	CHALLA LOKESH CHAITANYA	4	2	126.00
20	13491A0223	CHINTAPALLI VENU BABU	4	1	113.00
21	13491A0224	DHARANIKOTA GOPI	1	0	25.00
22	13491A0225	DUDEKULA CHINNA BRAHMA KASIM	4	2	126.00
23	13491A0226	DEVI SANKAR PRAKASH CHOWDARY	1	1	38.00
24	13491A0227	EDARA RAVI TEJA	3	1	88.00
25	13491A0228	GALI VENKATA SI NAGA BHARDWAJ	1	3	64.00
26	13491A0229	GOGUMALLA MANIKYA RAO	3	1	88.00
27	13491A0232	KOLAKALURI JOY VICTOR	1	1	38.00
28	13491A0233	KORE SAIDA RAO	2	0	50.00

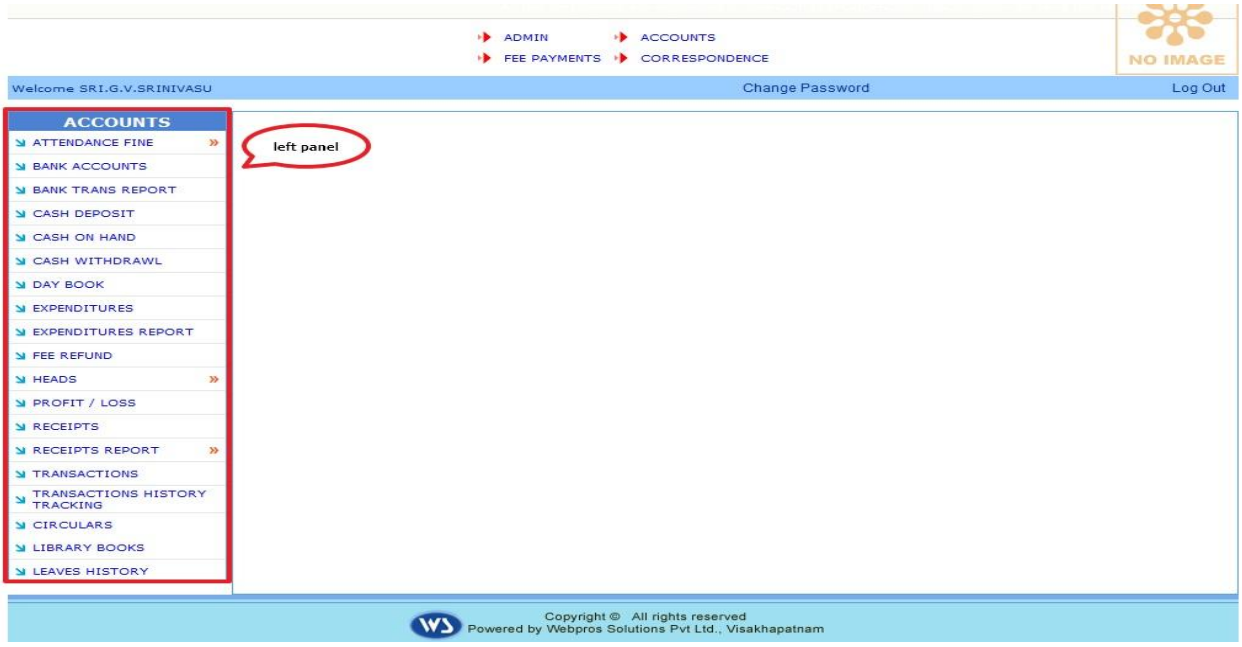
41) How To Generate Receipt For Attendance Fine?

Step 1:-Please Login In To ECAP By Using Your Username And Password

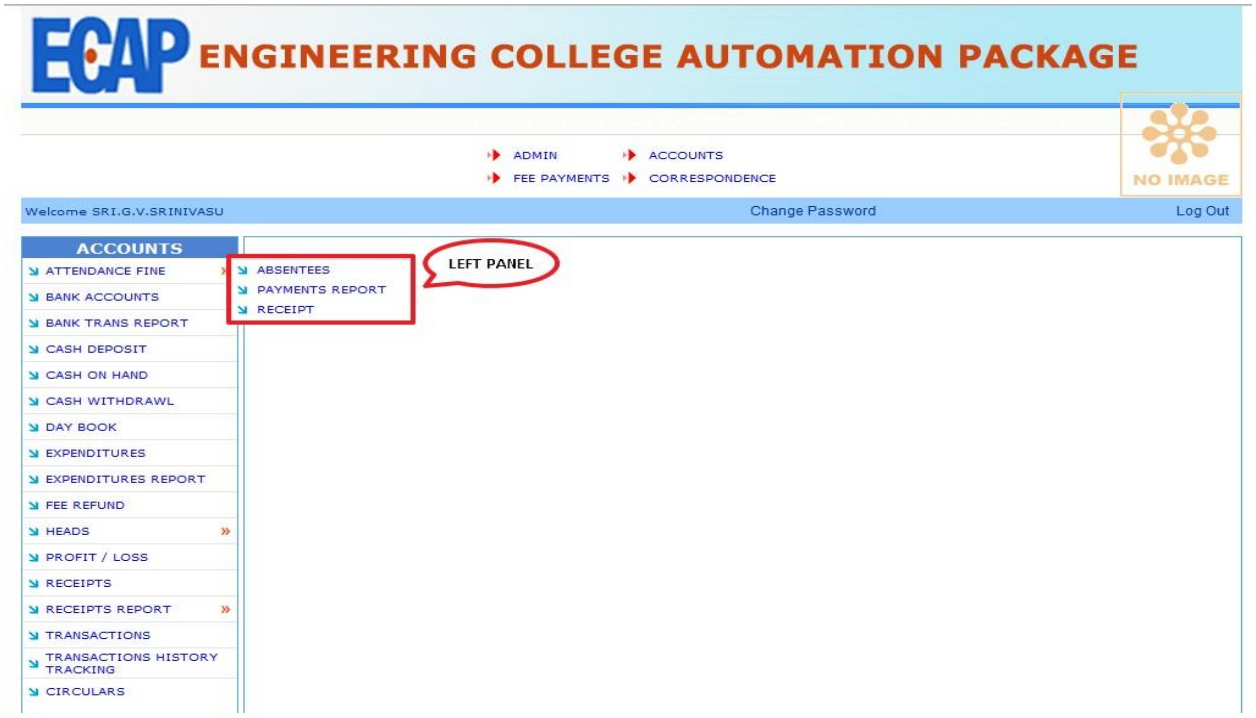
Step 2:- Please Click On "Accounts" Module As Shown In Below



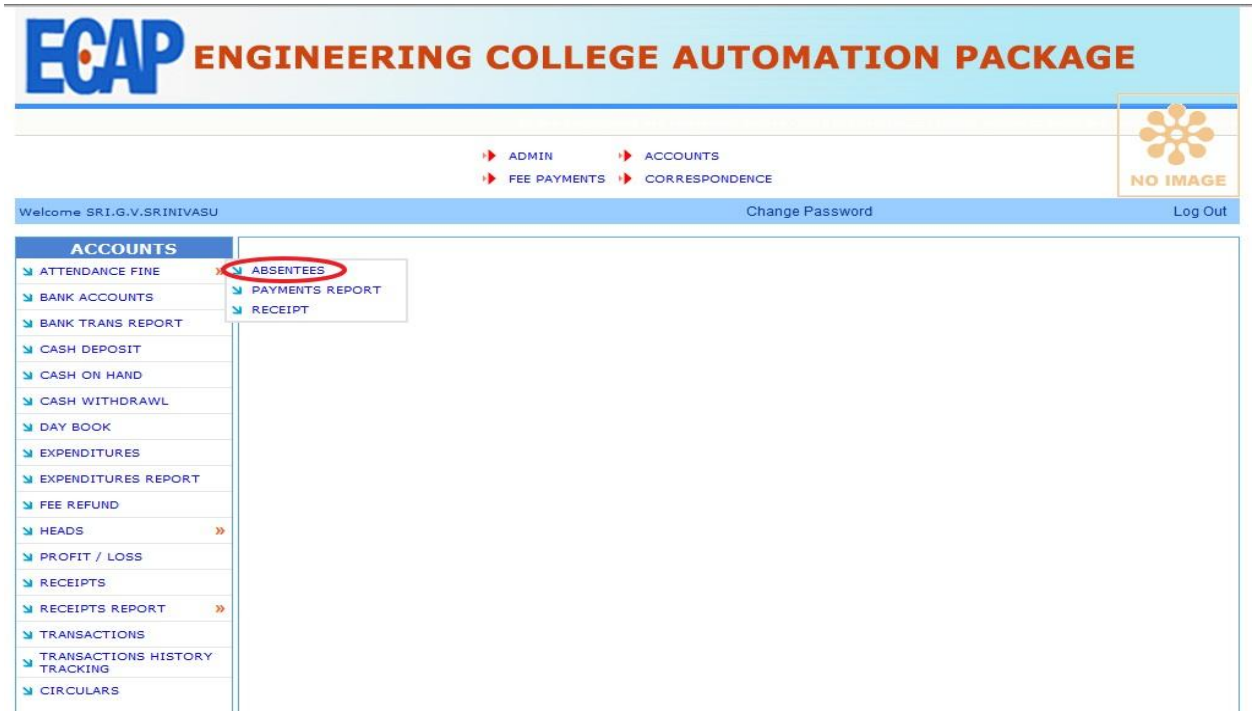
Step3:-You Will Find "Left Panel" After Clicking On Fee Payments Module As Shown In Below.



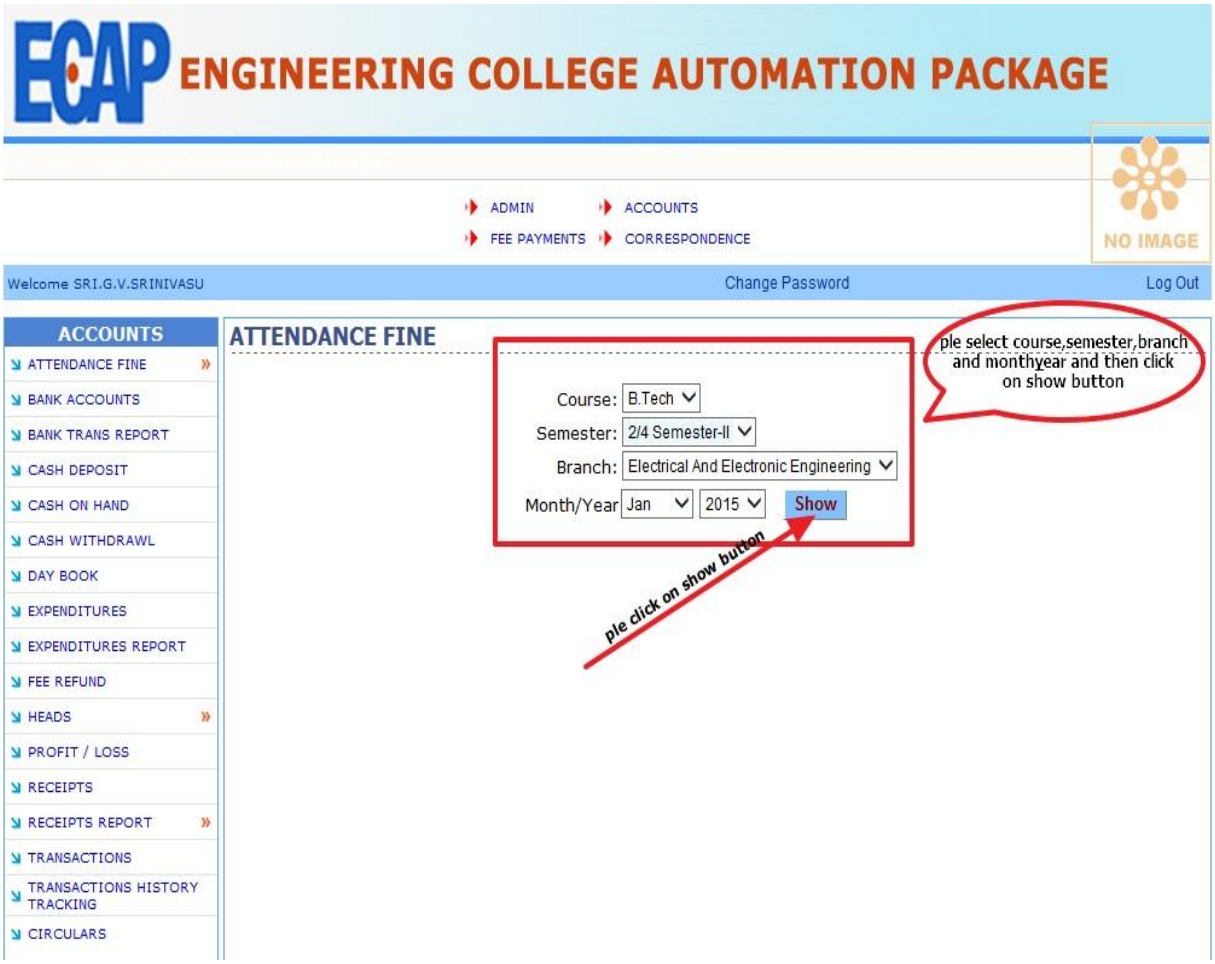
Step 4:-Please Place Your Mouse Pointer On "ATTENDANCE FINE" Link Which Is Available In Left Menu. Then You Will Find "Sub Links Menu" As Shown In Below.



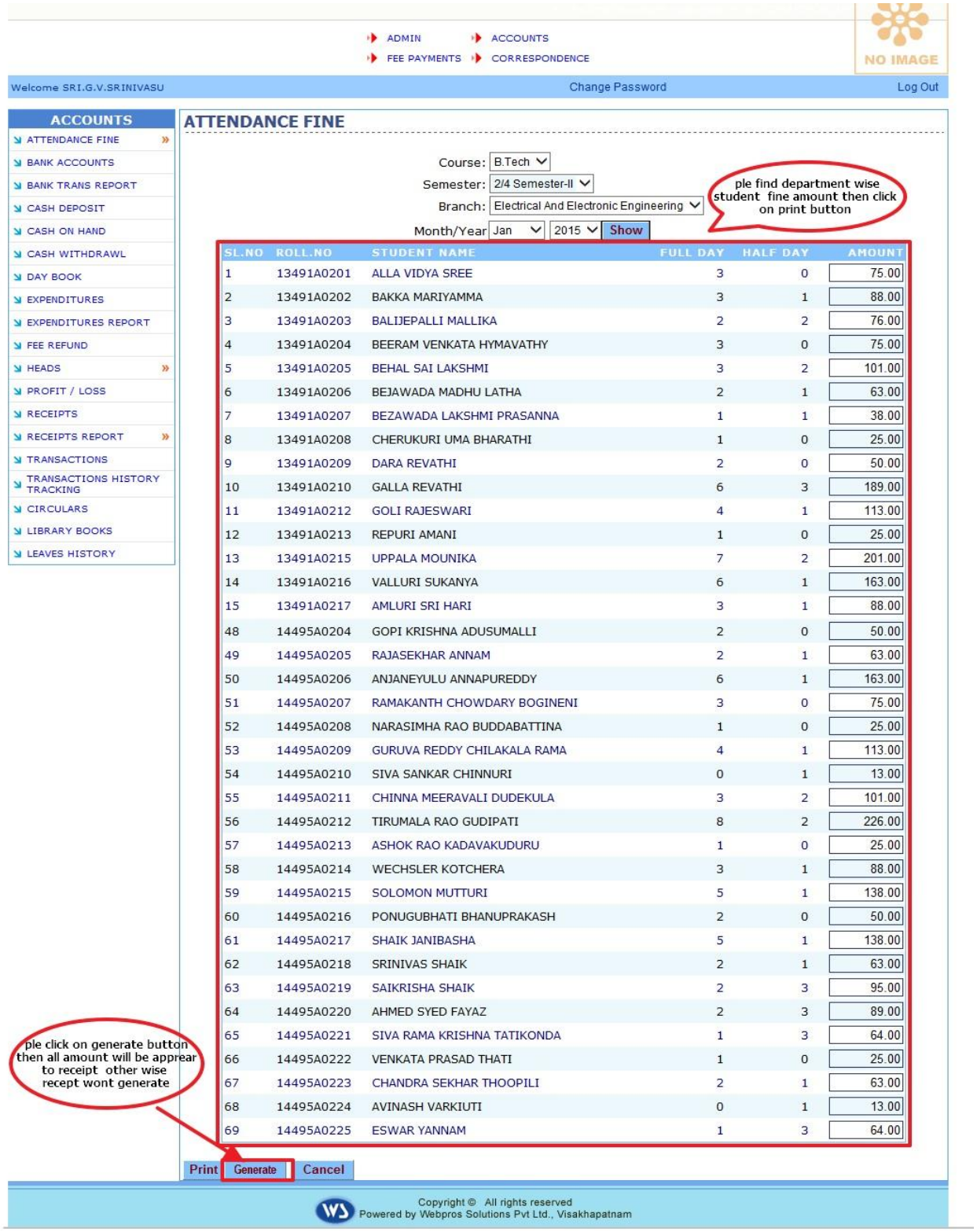
Step 5:-Please Find "Absentees" Option In Sub Links Menu As Shown In Below



Step6:- After Click On Absentees Link. Now Select Course, Semester, Branch And Month & Year And Then Click On Show Button As Shown Below.

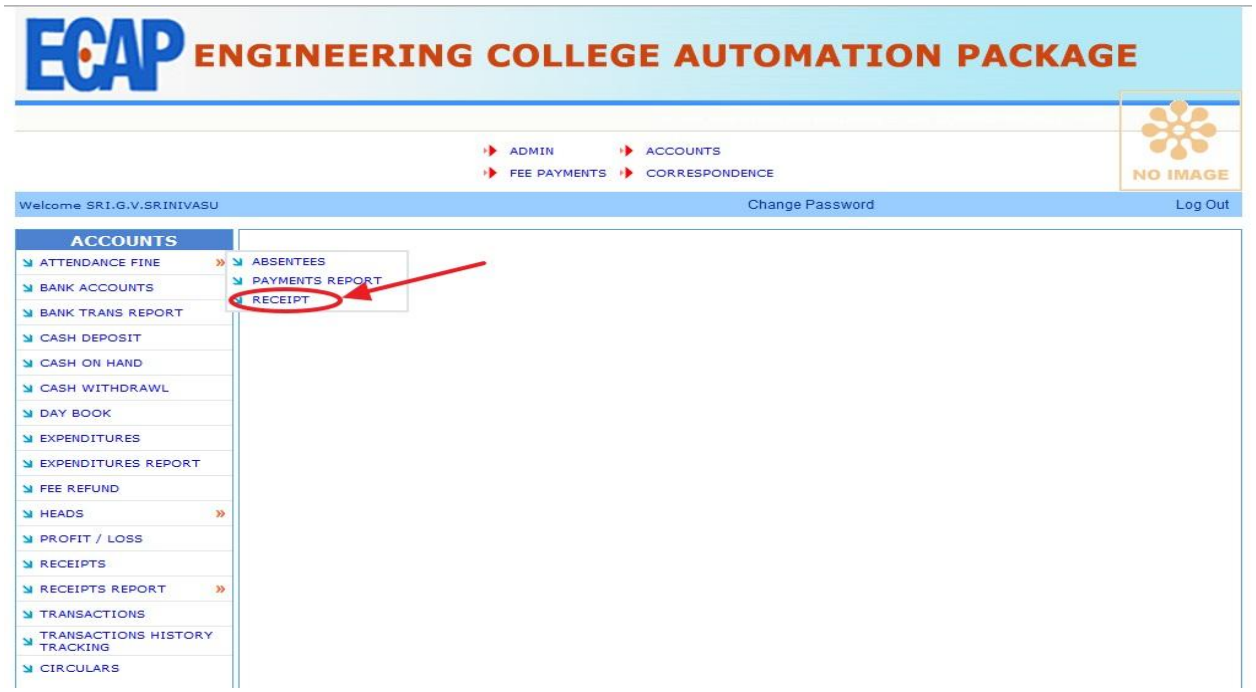


Step7:- After Click On Show Button As Shown Above Screen. Here Please Find Fine Amount Against To Student As Branch, Section And Month Year Wise. And Then Click On Generate Button Then Which Is Appear To Receipt Otherwise Receipt Won't Generate

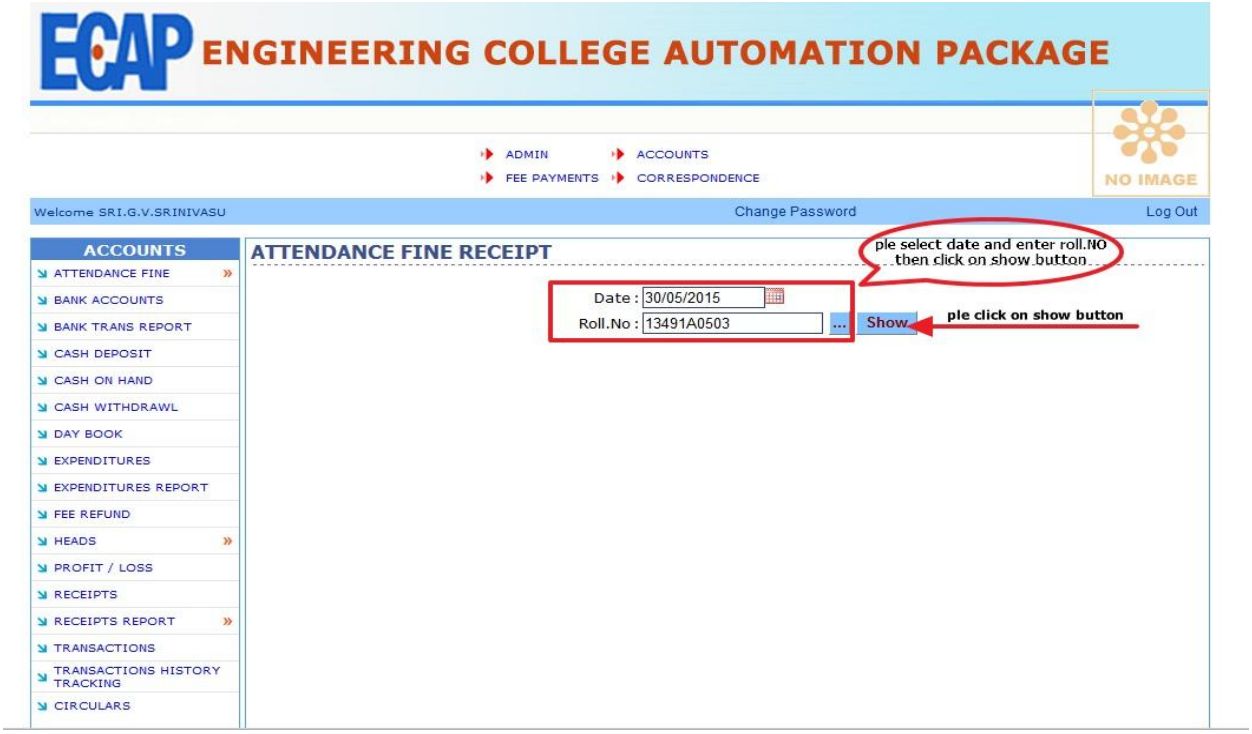


Step8:- After Click On Generate Button. Now Return To Left Panel FIND Absentees' Link---→ Receipt

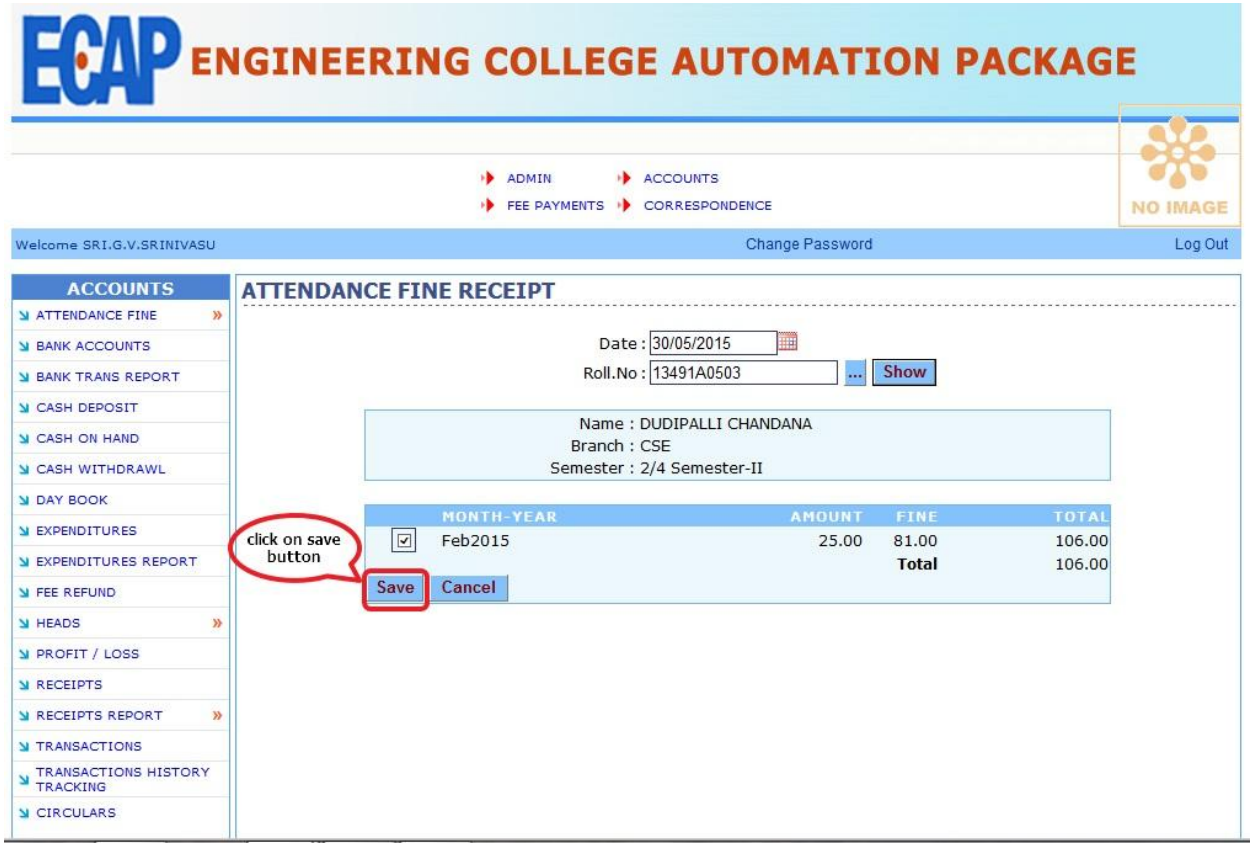
As Shown Below

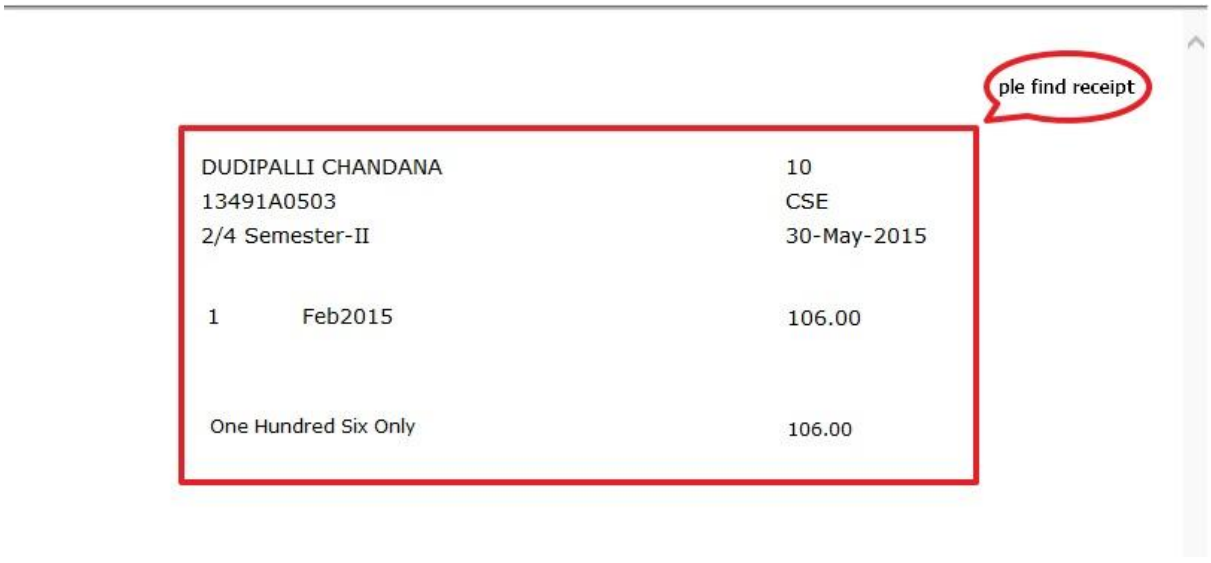


Step9:- After Click On Receipt Sub Link. Now Select Course, Semester, Branch And Month & Year And Then Click On Show Button As Shown Below.



Step10:- After Click On Show Button Then You Will Find Student Fine Amount Details As Month Wise And Then Click On Show Button Then Receipt Will Be Generated As Shown Below Screens.

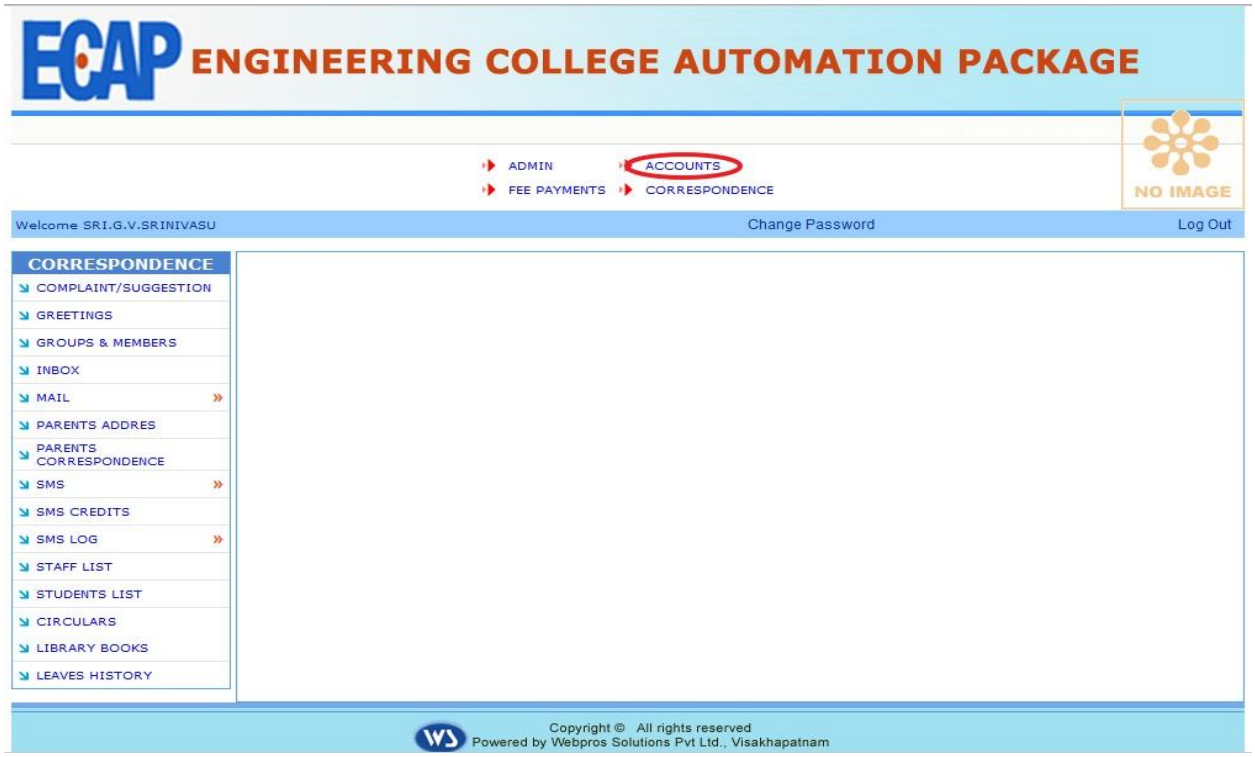




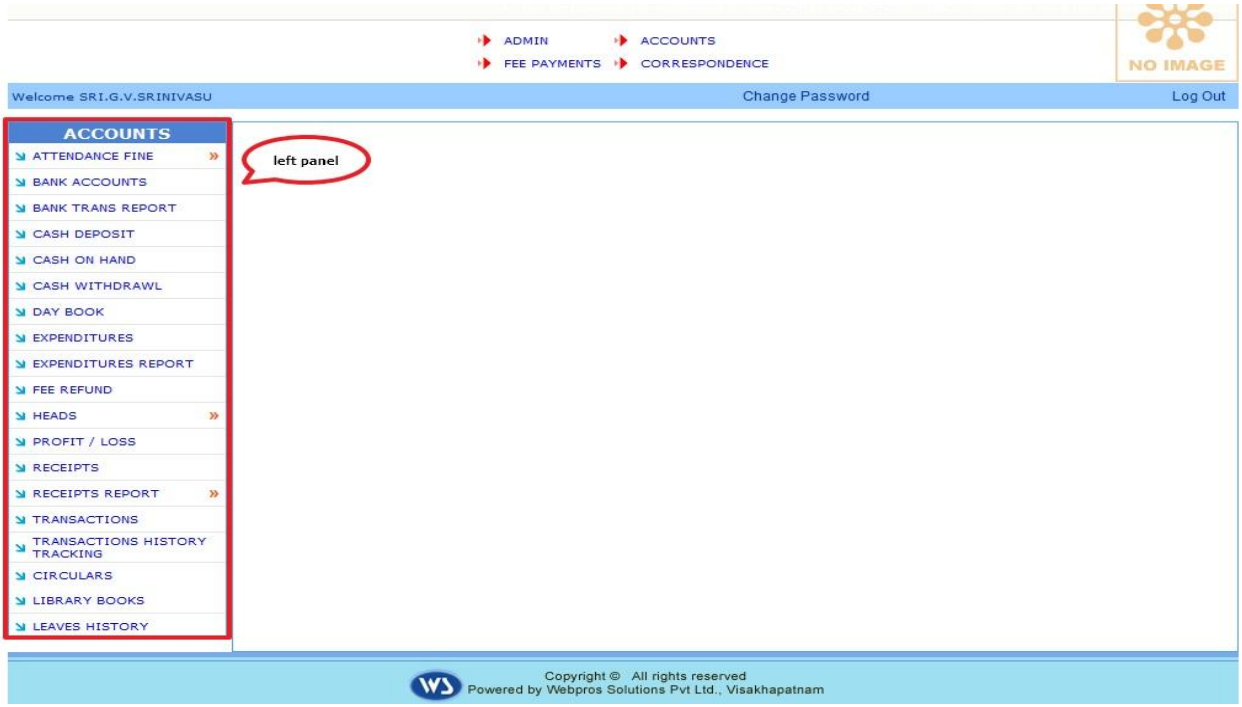
42) How To Check Attendance Payments Report By Selecting Date Range?

Step 1:-Please Login In To ECAP By Using Your Username And Password

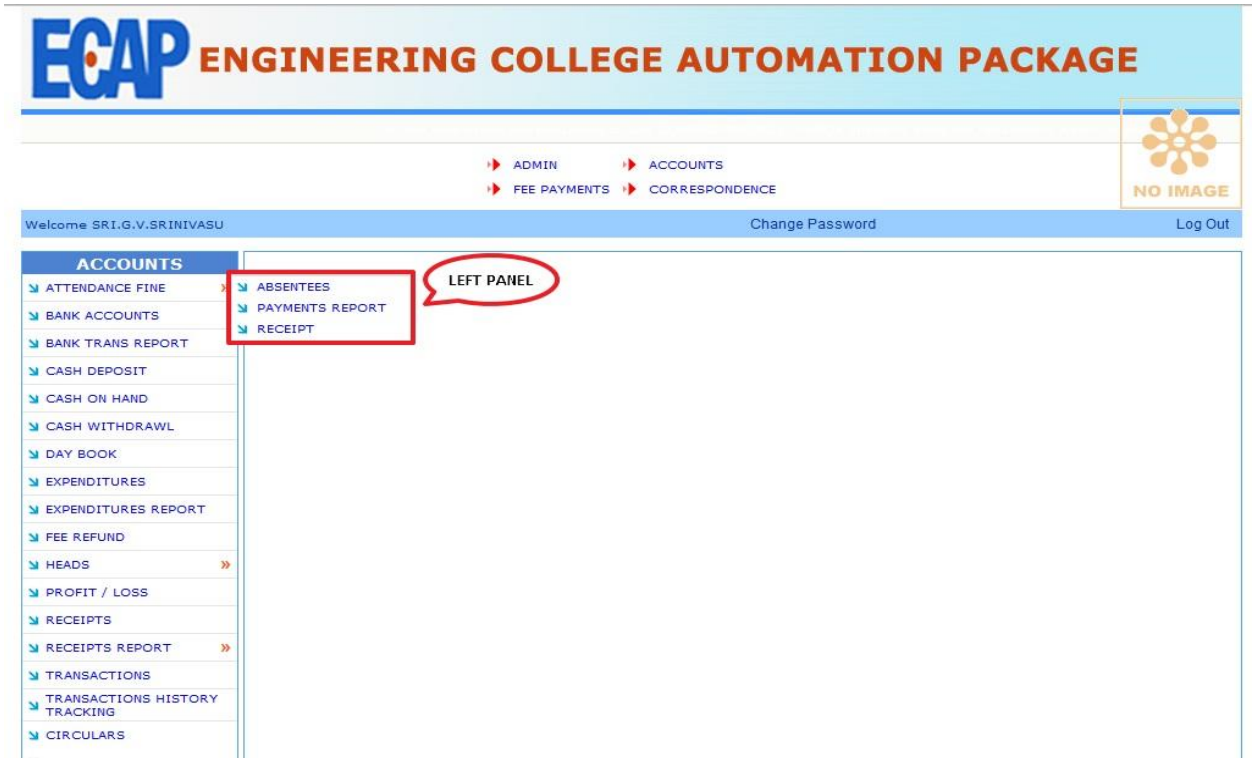
Step 2:- Please Click On "Accounts" Module As Shown In Below



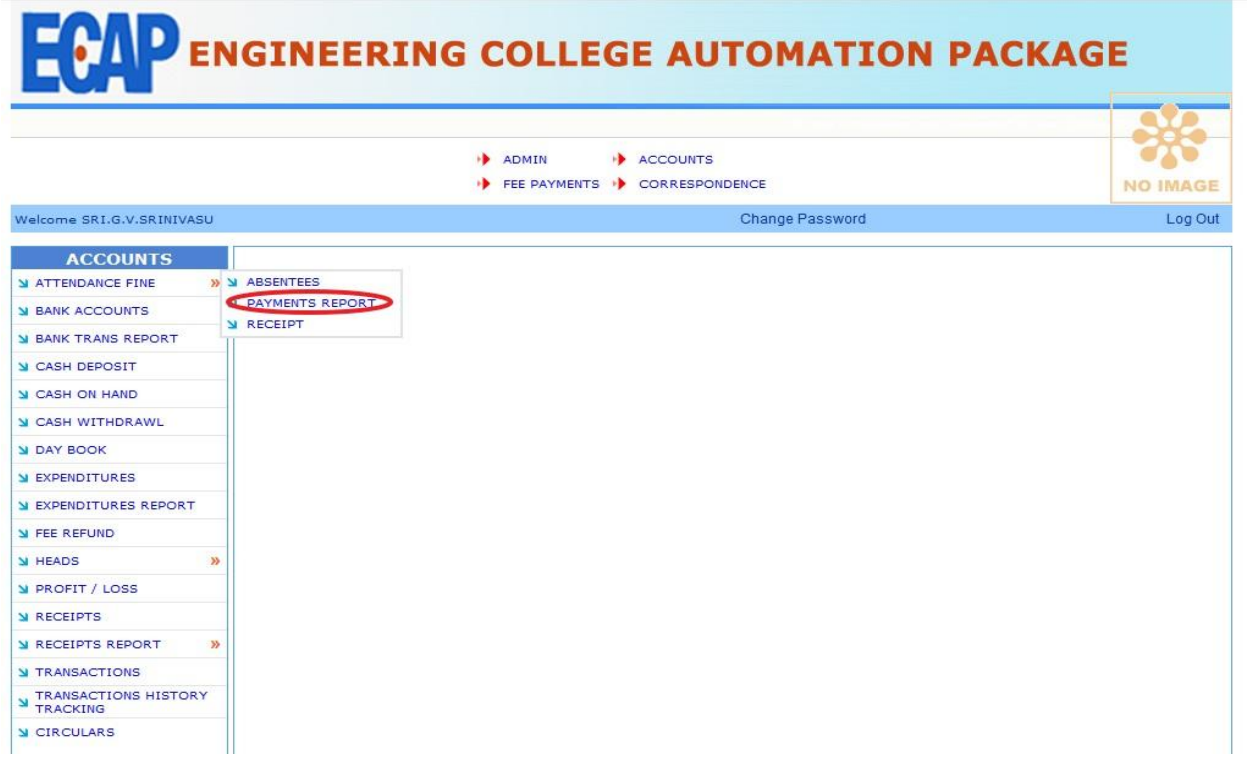
Step3:-You Will Find "Left Panel" After Clicking On Fee Payments Module As Shown In Below.



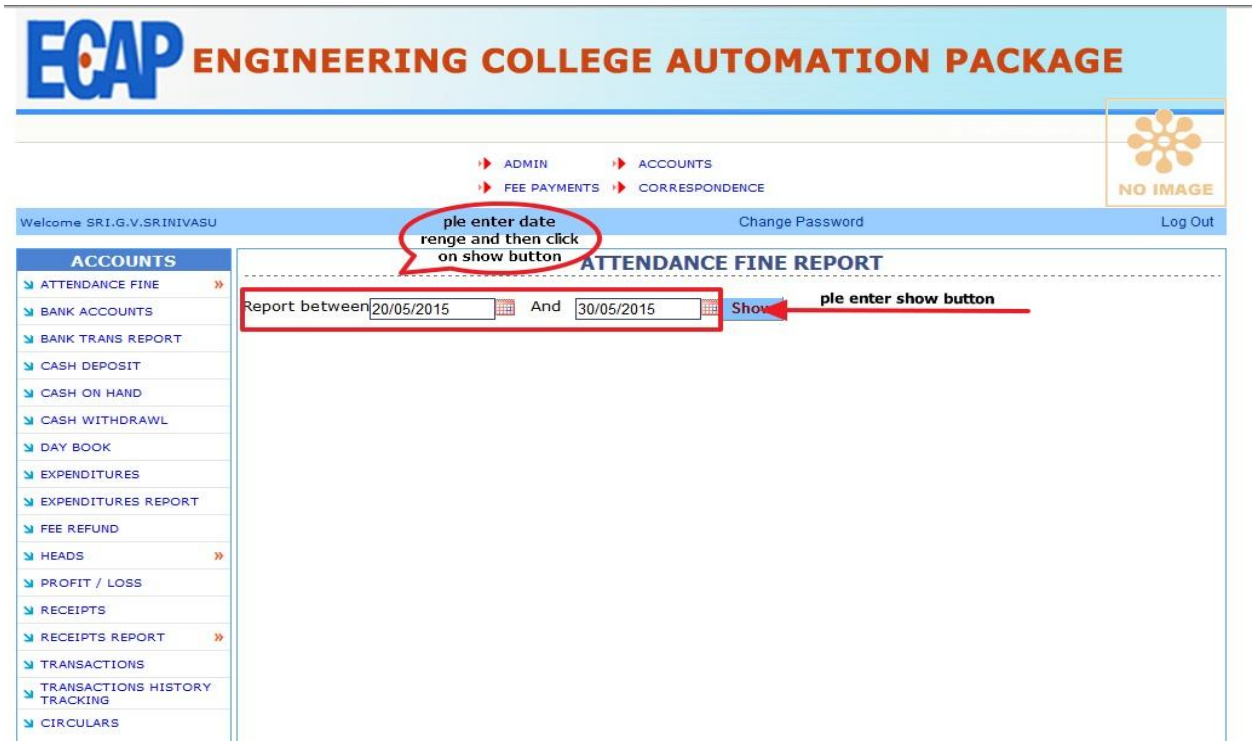
Step 4:-Please Place Your Mouse Pointer On "ATTENDANCE FINE" Link Which Is Available In Left Menu. Then You Will Find "Sub Links Menu" As Shown In Below.



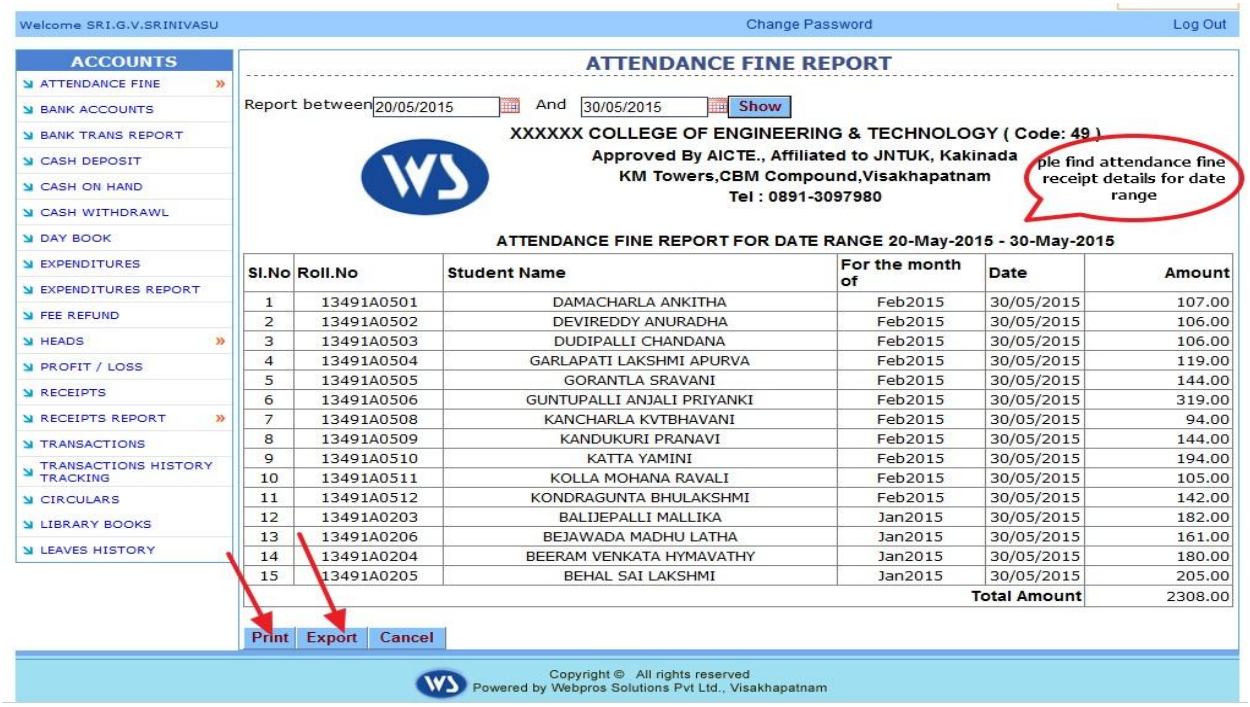
Step 5:-Please Find "Payment Reports" Option In Sub Links Menu As Shown In Below



Step6:- After Click On Payment Report Sub Link. Now Select Date Ranges And Then Click On Show Button As Shown Below



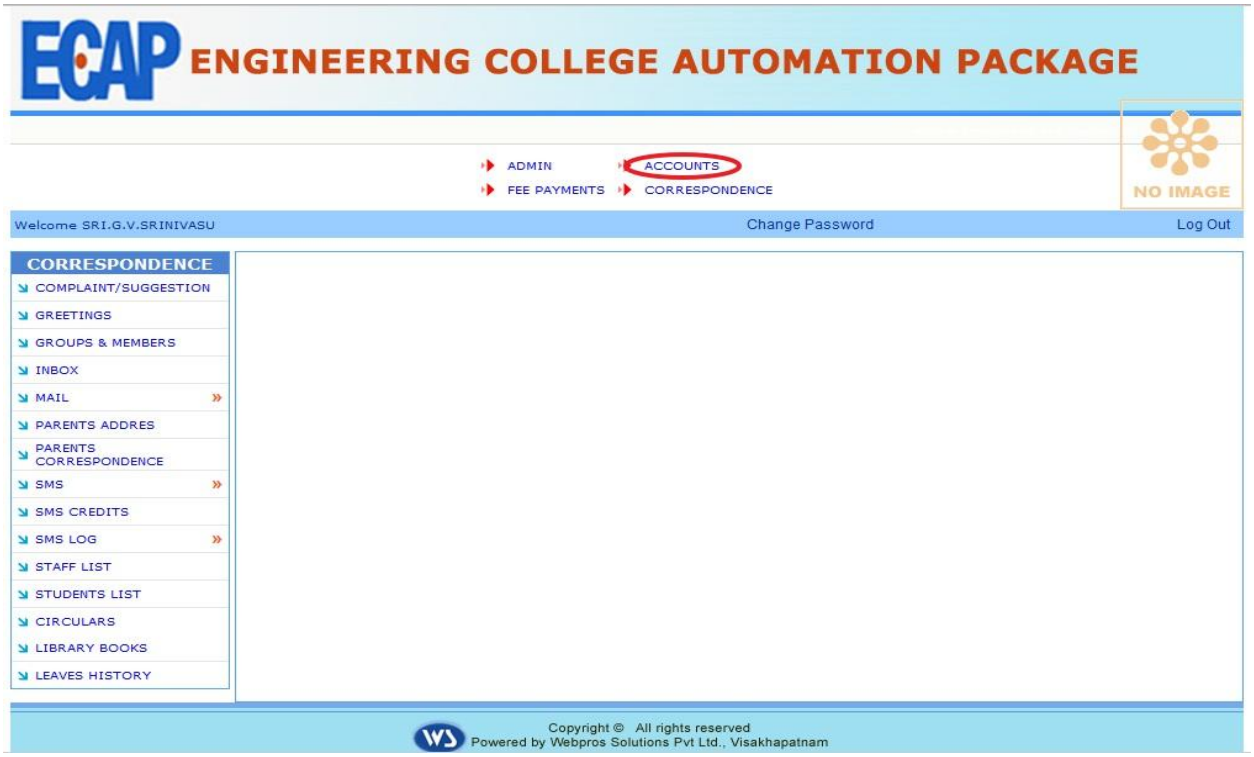
Step7:-After Click On Show Button And Then You Will Get Attendance Fine Report For Date Ranges If You Want To Take Print Out Then Please Click On "PRINT Button" And If You Want To Export This Data In To Excel Sheet Please Click On "Export Button".As Shown Below



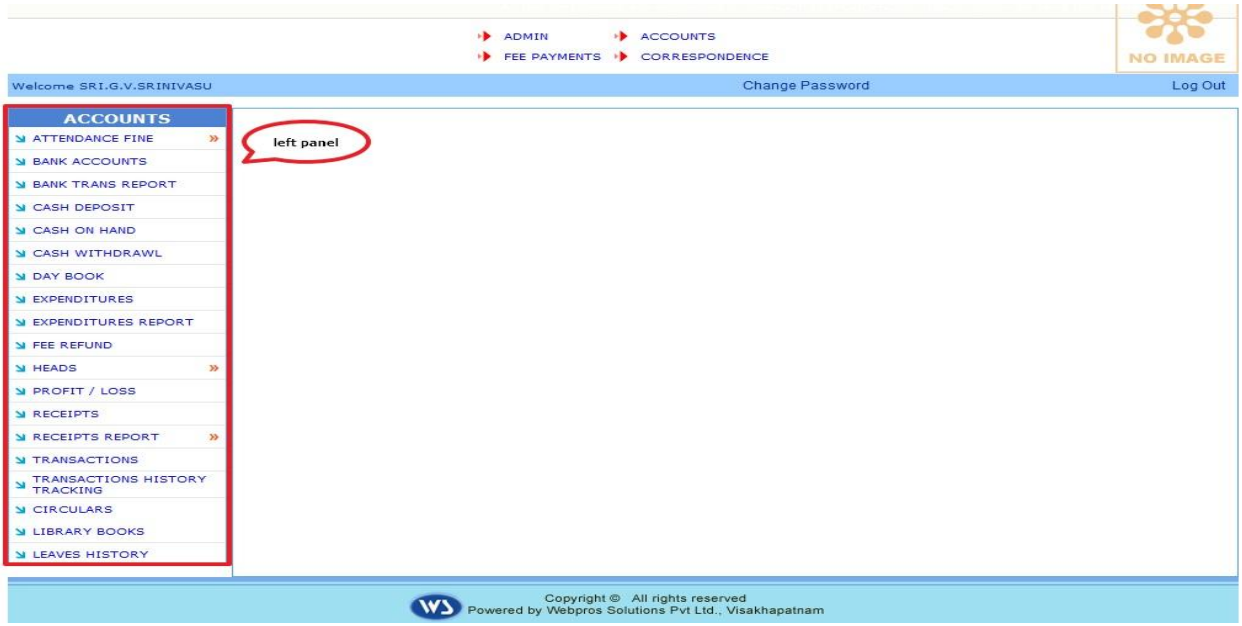
43) How To Check Bank Transaction Through Account Wise?

Step 1:-Please Login In To ECAP By Using Your Username And Password

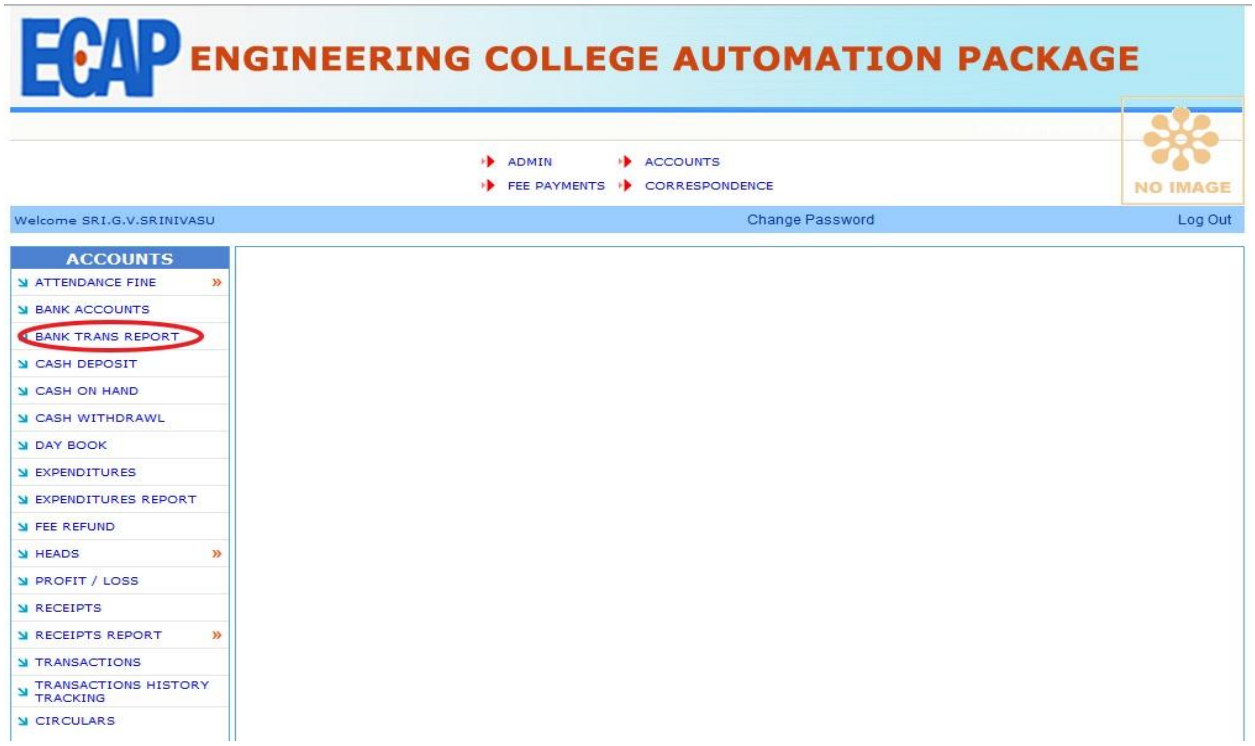
Step 2:- Please Click On "Accounts" Module As Shown In Below



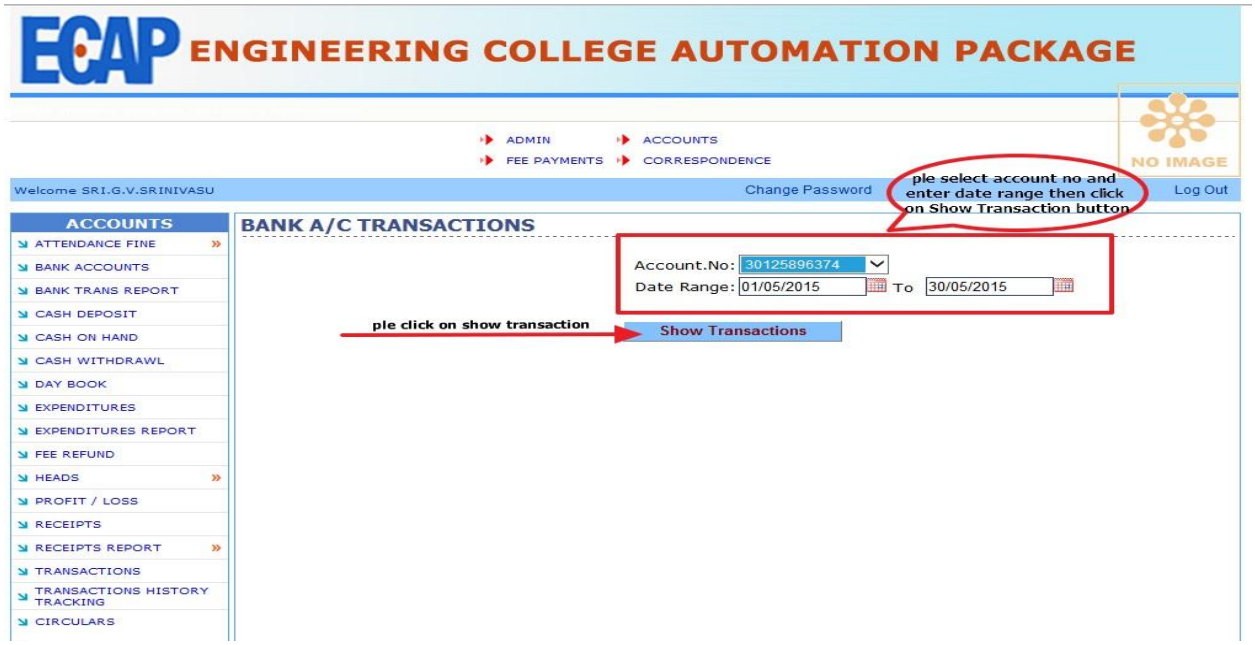
Step3:-You Will Find "Left Panel" After Clicking On Fee Payments Module As Shown In Below.



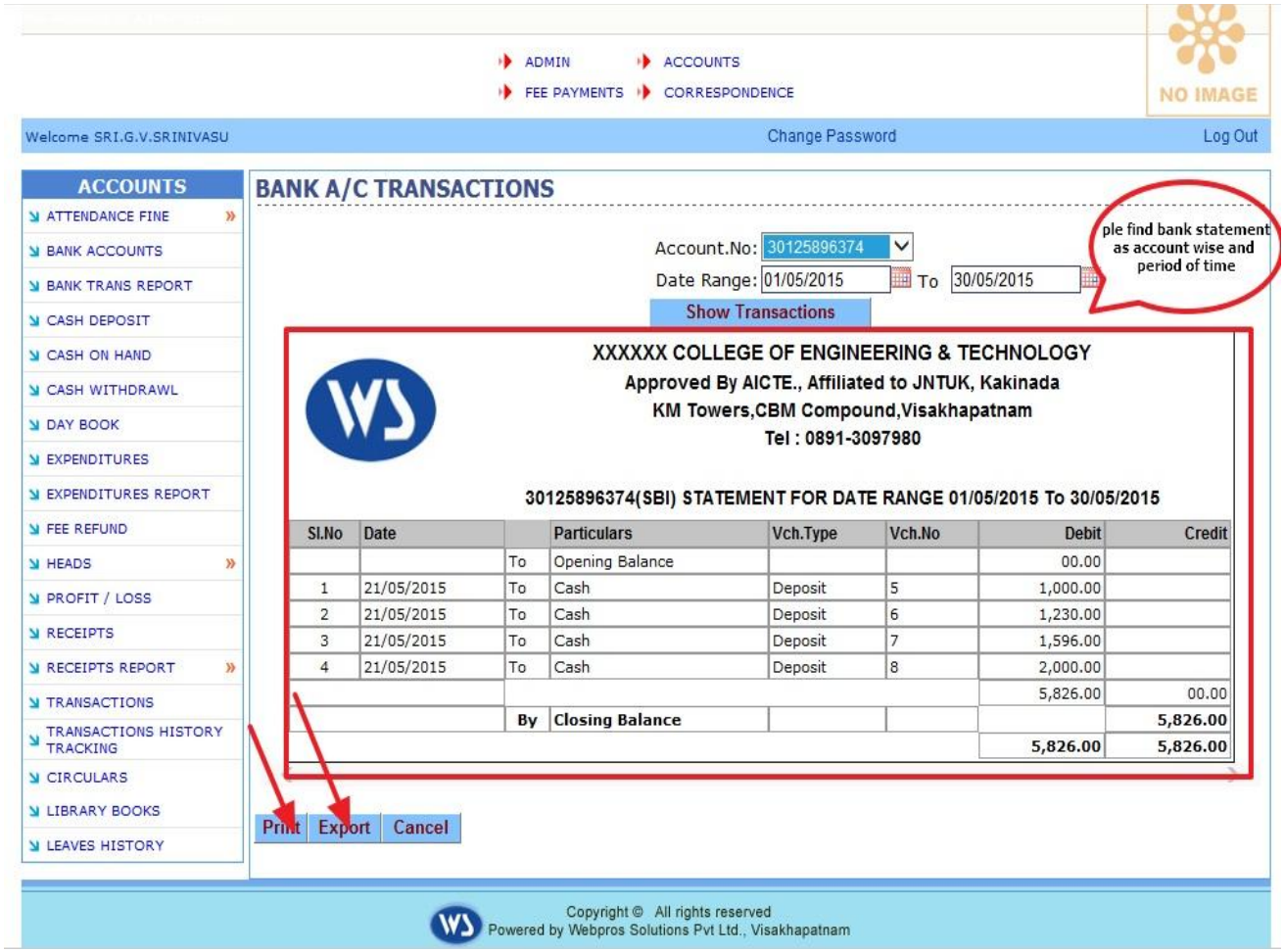
Step 4:-Please Place Your Mouse Pointer On "BANK TRANSACTION REPORT" Link Which Is Available In Left Menu. Then As Shown In Below.



Step5:- After Click On Payment Report Sub Link. Now Select Date Ranges And Then Click On Show Button As Shown Below



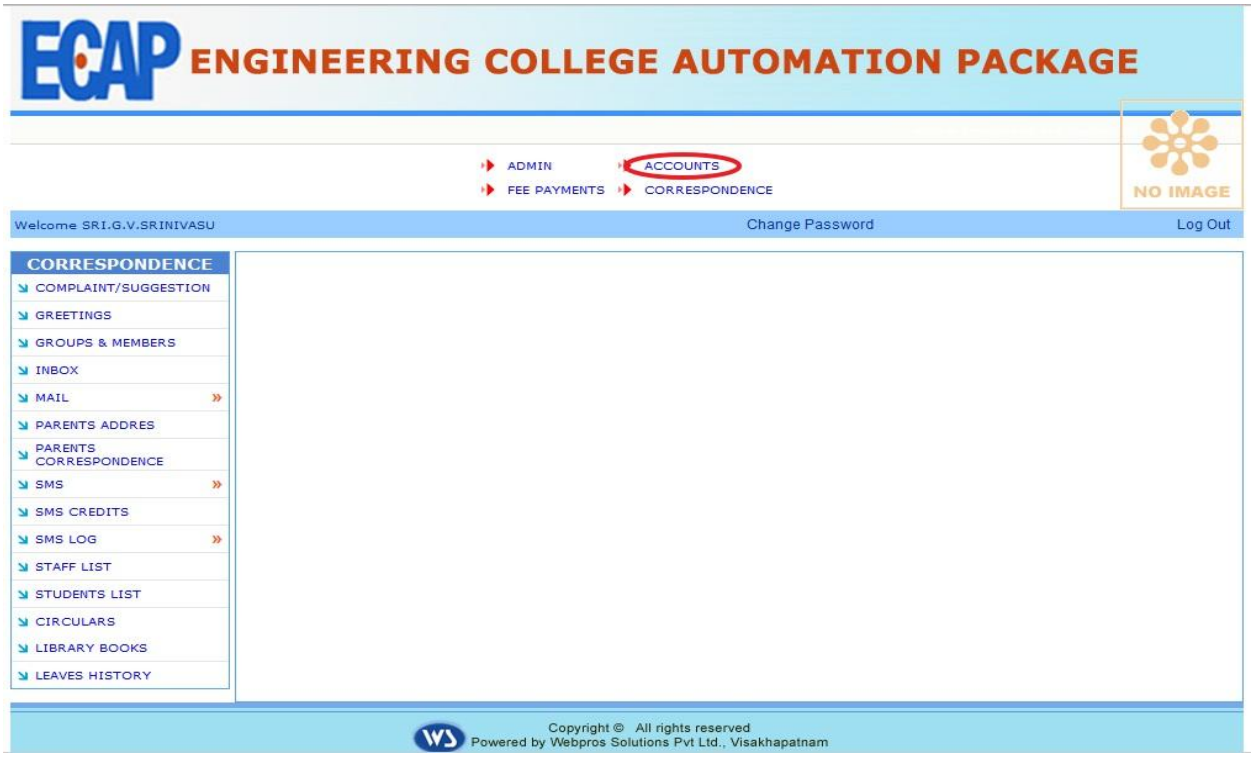
Step6:-After Click On Show Transaction Button And Then You Will Get Attendance Fine Report For Date Ranges If You Want To Take Print Out Then Please Click On "PRINT Button" And If You Want To Export This Data In To Excel Sheet Please Click On "Export Button".As Shown Below.



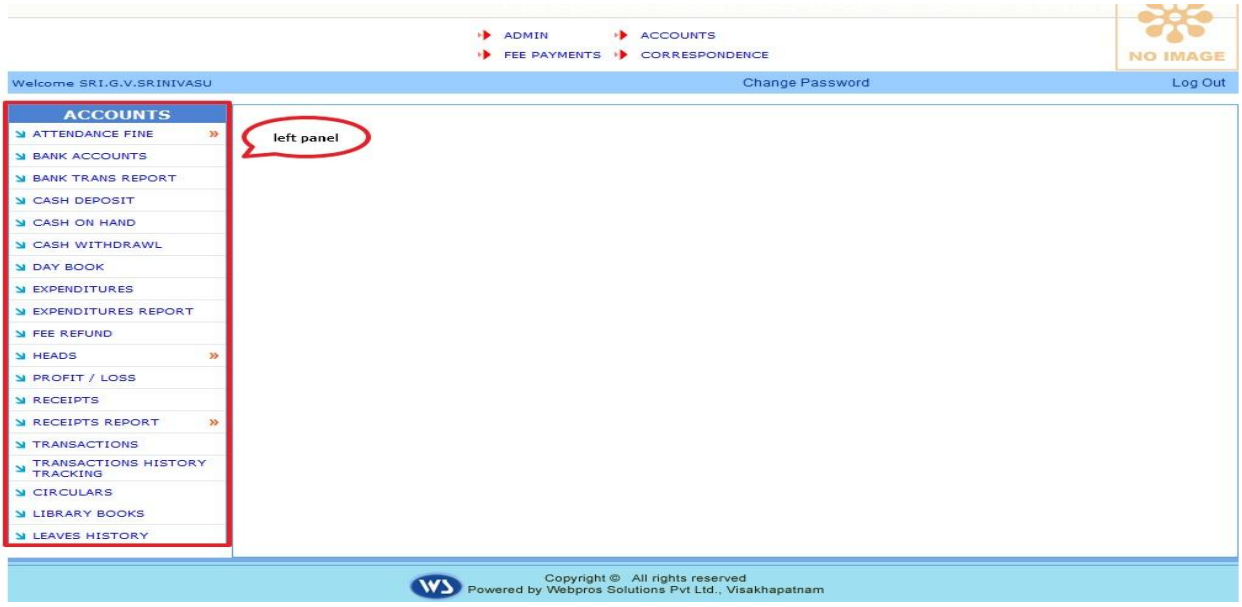
44) How To Check Day Book Report?

Step 1:-Please Login In To ECAP By Using Your Username And Password

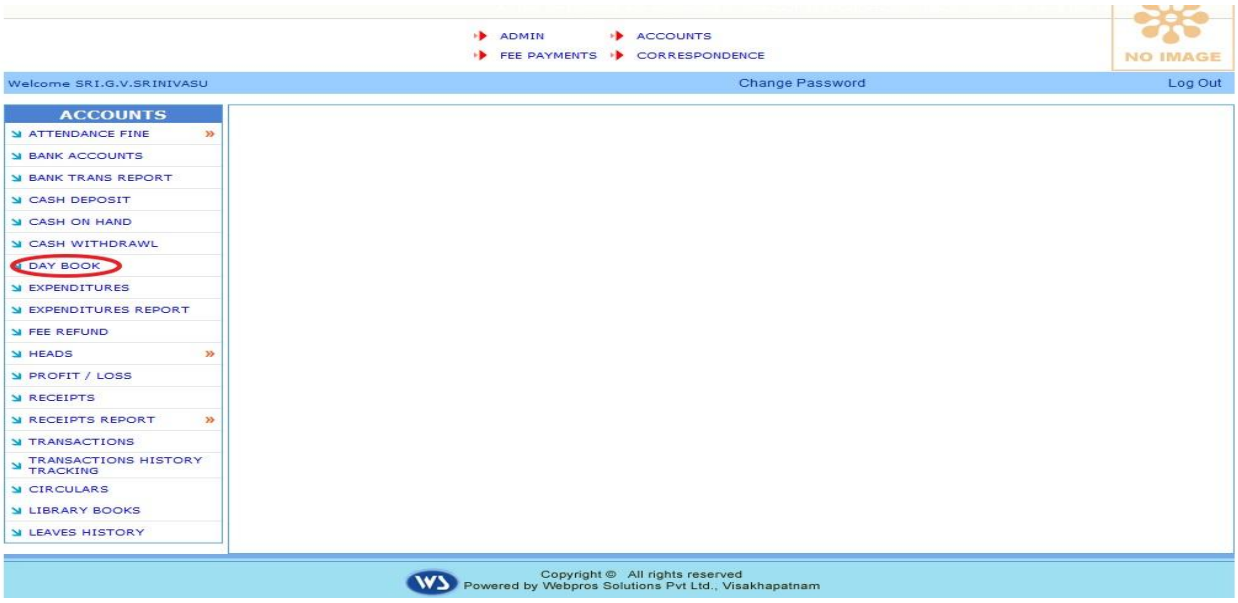
Step 2:- Please Click On "Accounts" Module As Shown In Below



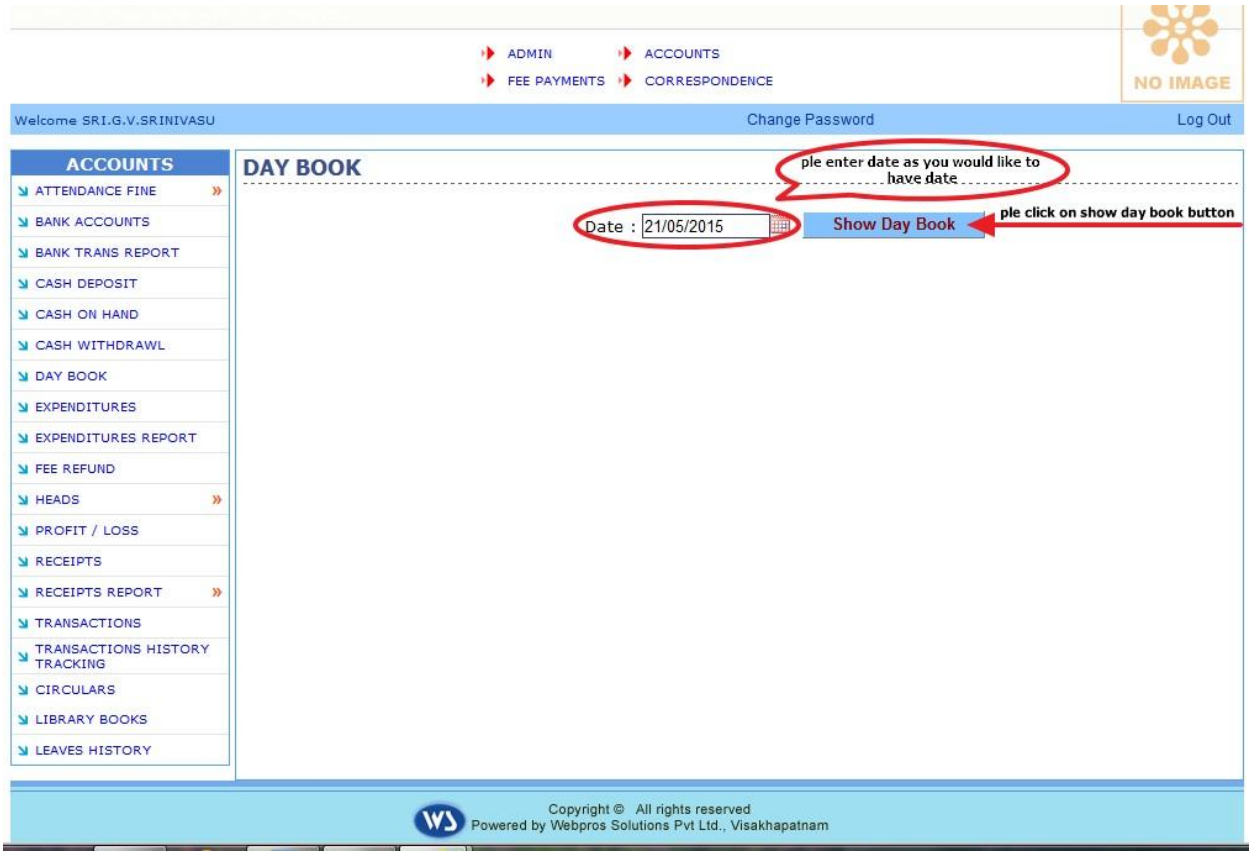
Step3:-You Will Find "Left Panel" After Clicking On Fee Payments Module As Shown In Below.



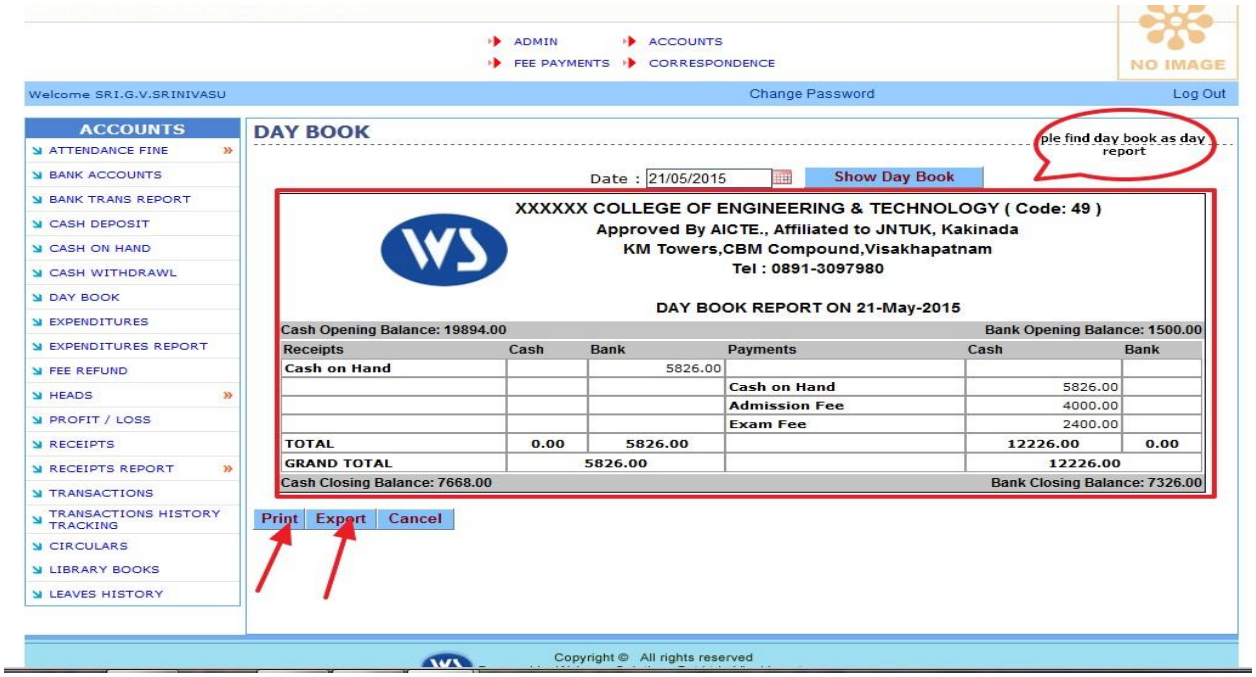
Step 4:-Please Place Your Mouse Pointer On "Day Book" Link Which Is Available In Left Menu. As Shown In Below.



Step5:- After Click On Fee Day Book Link As Shown Above Screen. Here Please Enter Date And Then Click On Show Button As Shown Below



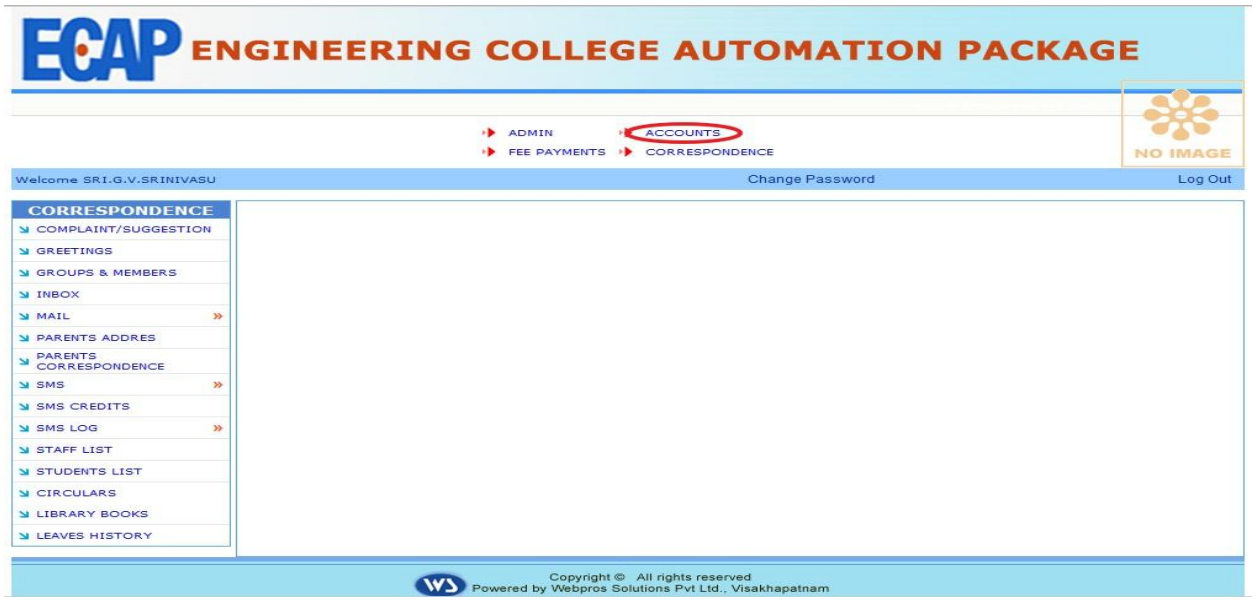
Step6:-After Click On Show Button And Then You Will Get Day Book Report As A Particular Report If You Want To Take Print Out Then Please Click On "PRINT Button" And If You Want To Export This Data In To Excel Sheet Please Click On "Export Button".As Shown Below.



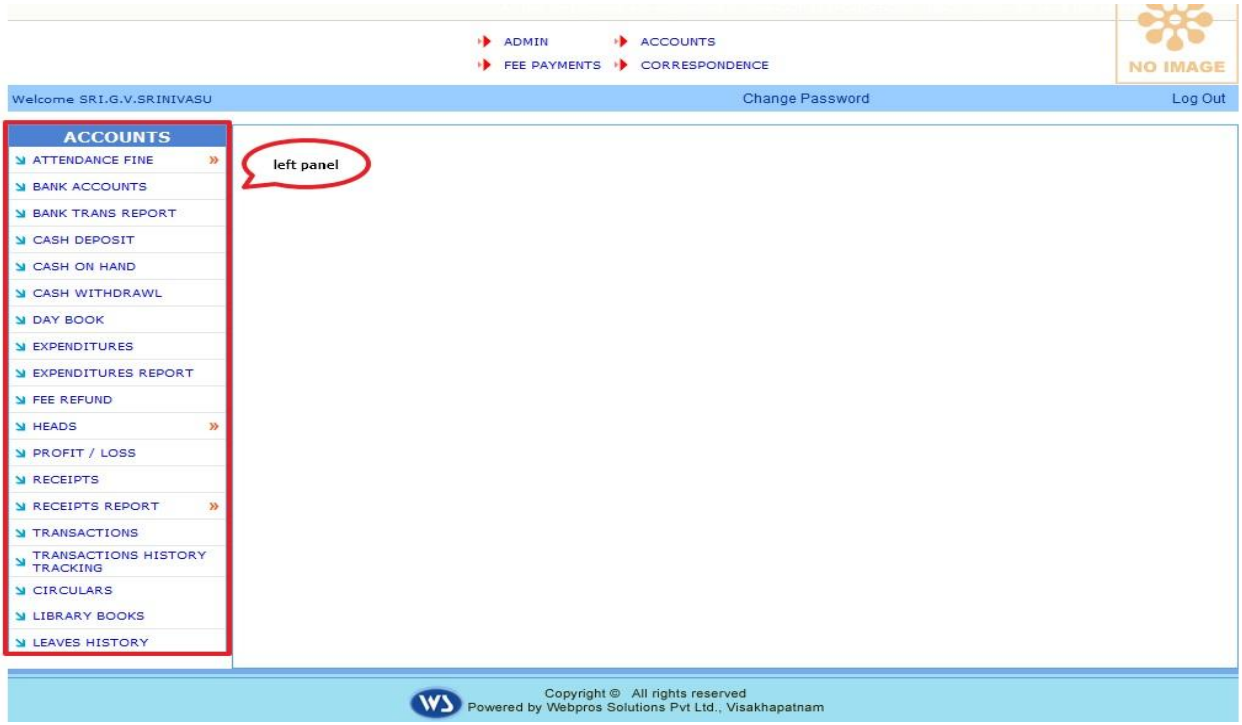
45) How To Check Profit /Loss Report?

Step 1:-Please Login In To ECAP By Using Your Username And Password

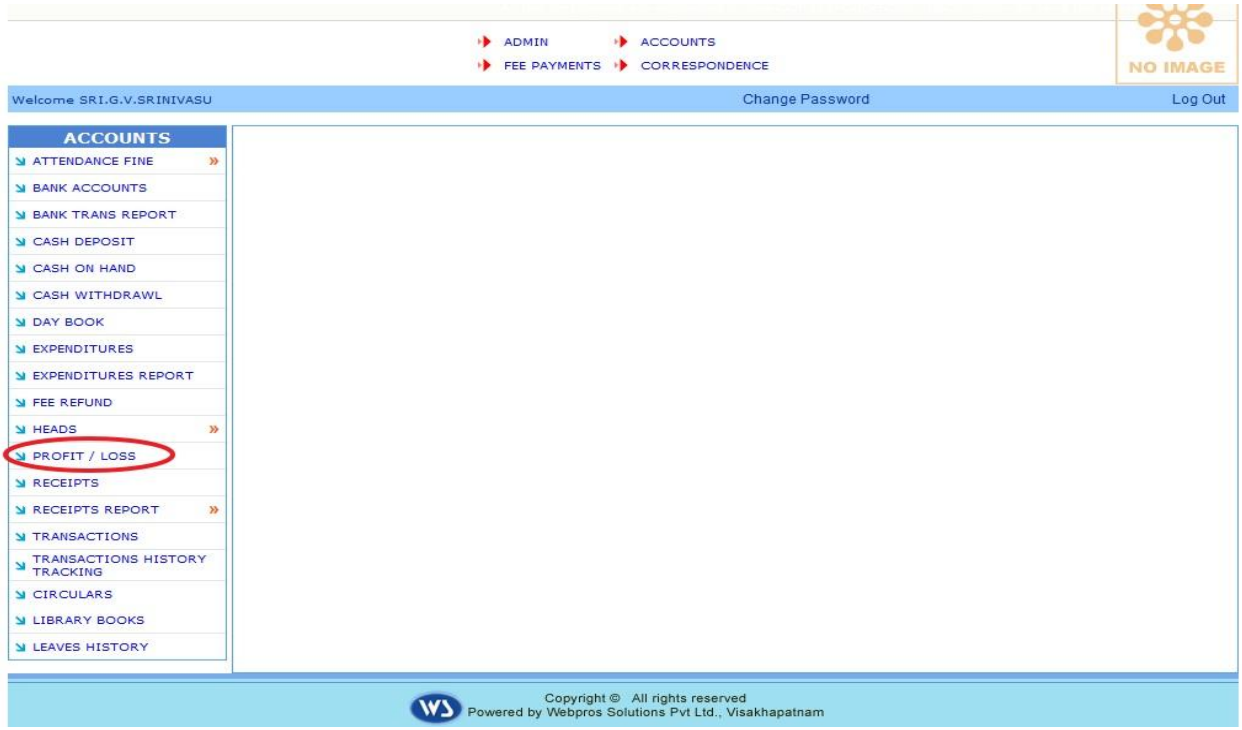
Step 2:- Please Click On "Accounts" Module As Shown In Below



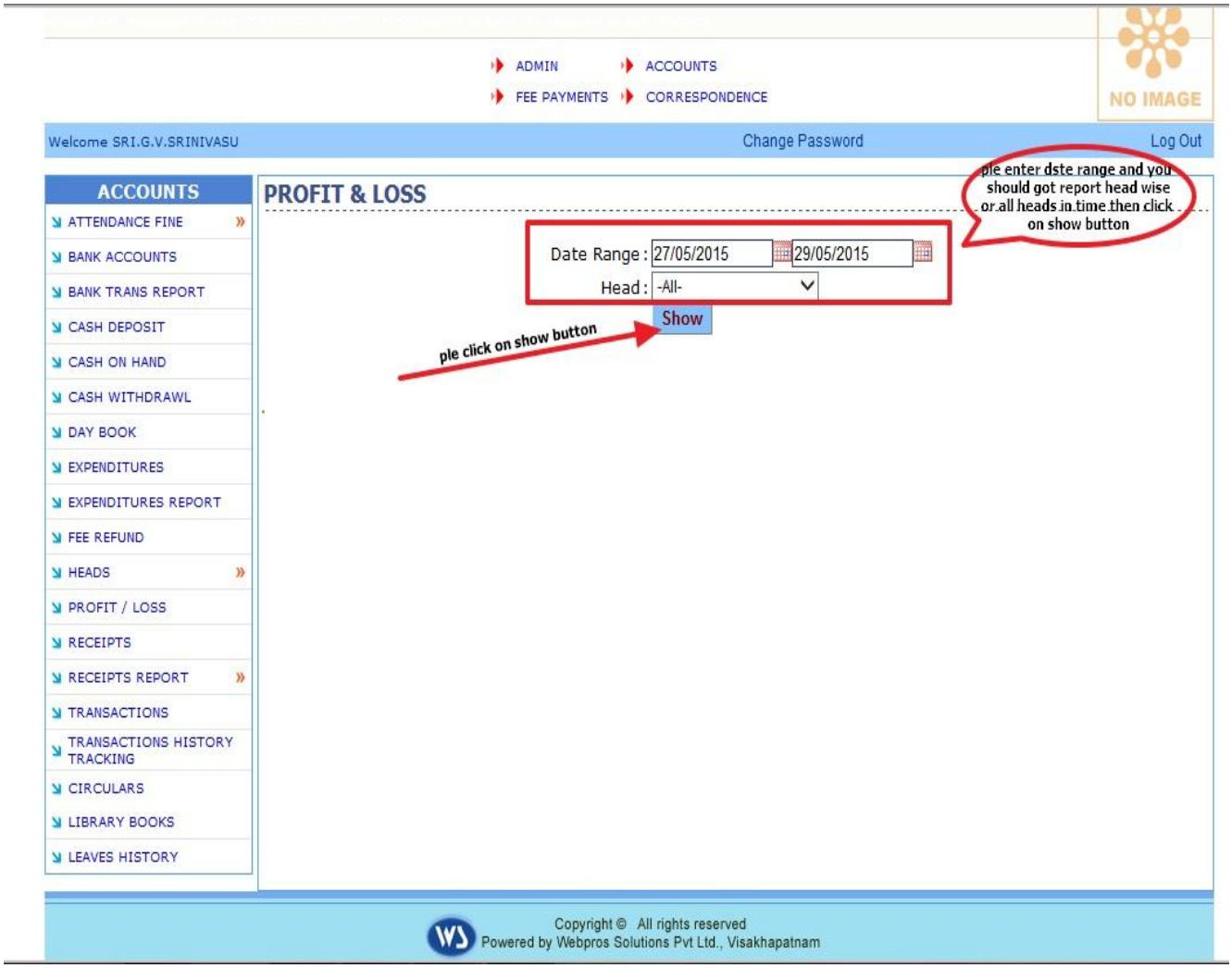
Step3:-You Will Find "Left Panel" After Clicking On Fee Payments Module As Shown In Below.



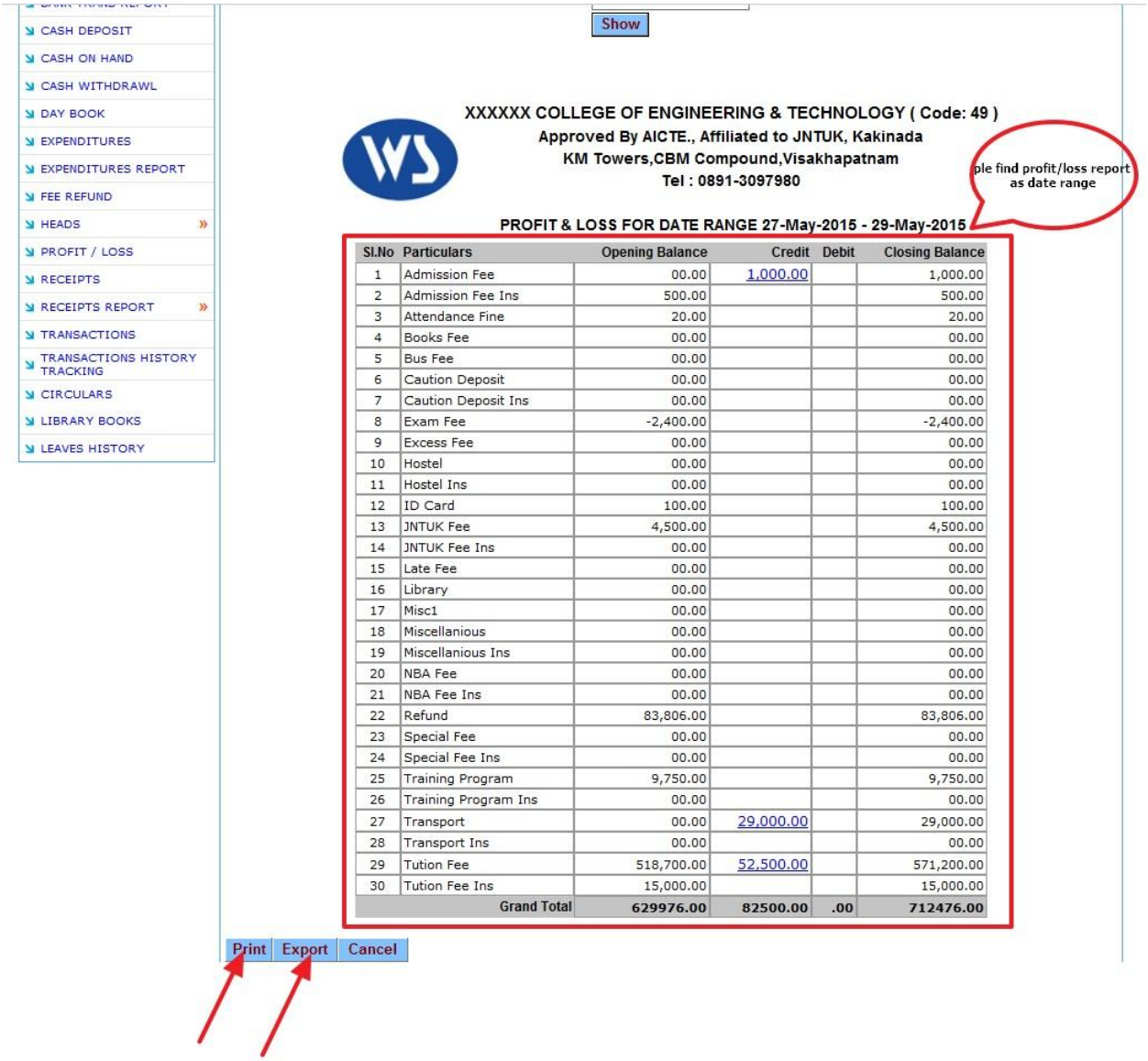
Step 4:-Please Place Your Mouse Pointer On "Profit/Loss" Link Which Is Available In Left Menu. As Shown In Below.



Step5:- After Click On Fee Profit/Loss Link As Shown Above Screen. Here Please Enter Date Range And Then Click On Show Button As Shown Below.



Step6:-After Click On Show Button And Then You Will Get Profit/Loss As Period Of Time If You Want To Take Print Out Then Please Click On "PRINT Button" And If You Want To Export This Data In To Excel Sheet Please Click On "Export Button".As Shown Below.

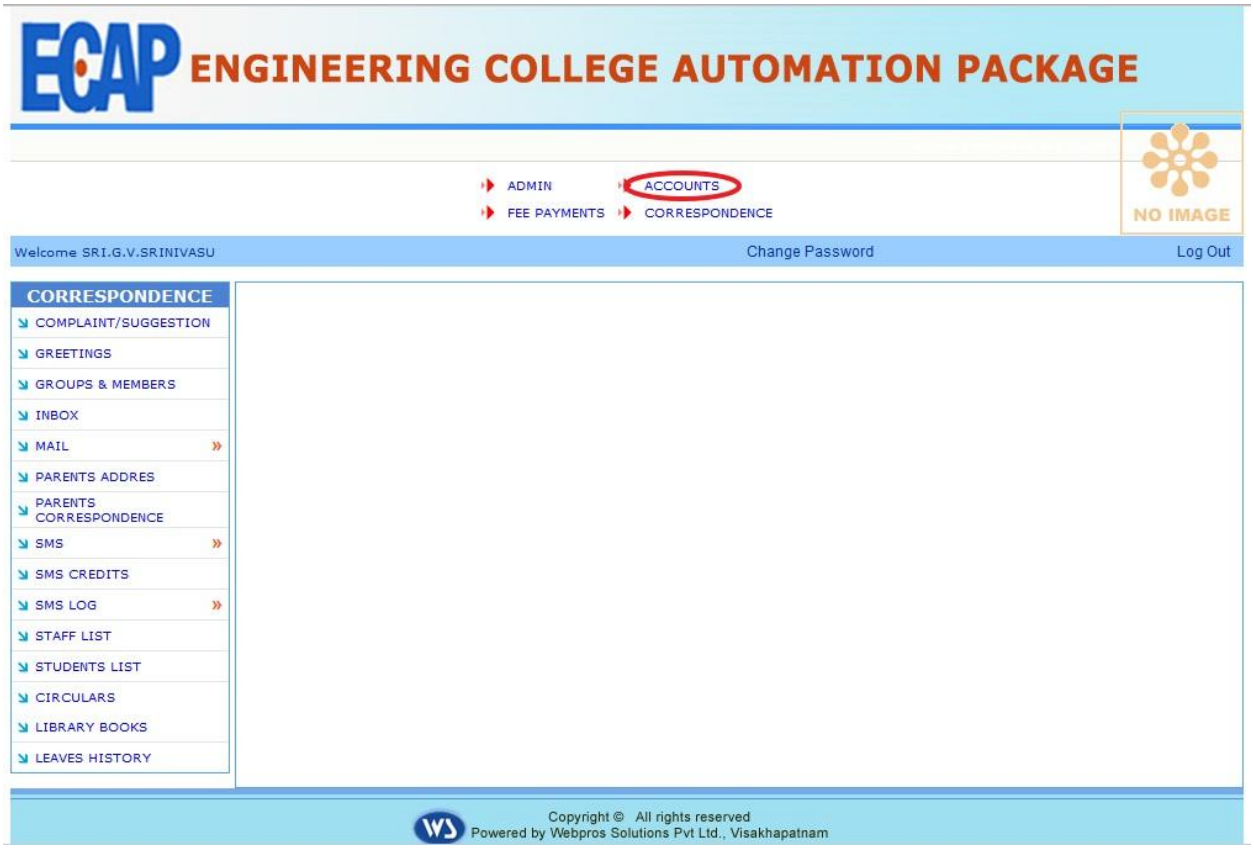


Sl.No	Particulars	Opening Balance	Credit	Debit	Closing Balance
1	Admission Fee	00.00	1,000.00		1,000.00
2	Admission Fee Ins	500.00			500.00
3	Attendance Fine	20.00			20.00
4	Books Fee	00.00			00.00
5	Bus Fee	00.00			00.00
6	Caution Deposit	00.00			00.00
7	Caution Deposit Ins	00.00			00.00
8	Exam Fee	-2,400.00			-2,400.00
9	Excess Fee	00.00			00.00
10	Hostel	00.00			00.00
11	Hostel Ins	00.00			00.00
12	ID Card	100.00			100.00
13	JNTUK Fee	4,500.00			4,500.00
14	JNTUK Fee Ins	00.00			00.00
15	Late Fee	00.00			00.00
16	Library	00.00			00.00
17	Misc1	00.00			00.00
18	Miscellanious	00.00			00.00
19	Miscellanious Ins	00.00			00.00
20	NBA Fee	00.00			00.00
21	NBA Fee Ins	00.00			00.00
22	Refund	83,806.00			83,806.00
23	Special Fee	00.00			00.00
24	Special Fee Ins	00.00			00.00
25	Training Program	9,750.00			9,750.00
26	Training Program Ins	00.00			00.00
27	Transport	00.00	29,000.00		29,000.00
28	Transport Ins	00.00			00.00
29	Tution Fee	518,700.00	52,500.00		571,200.00
30	Tution Fee Ins	15,000.00			15,000.00
	Grand Total	629976.00	82500.00	.00	712476.00

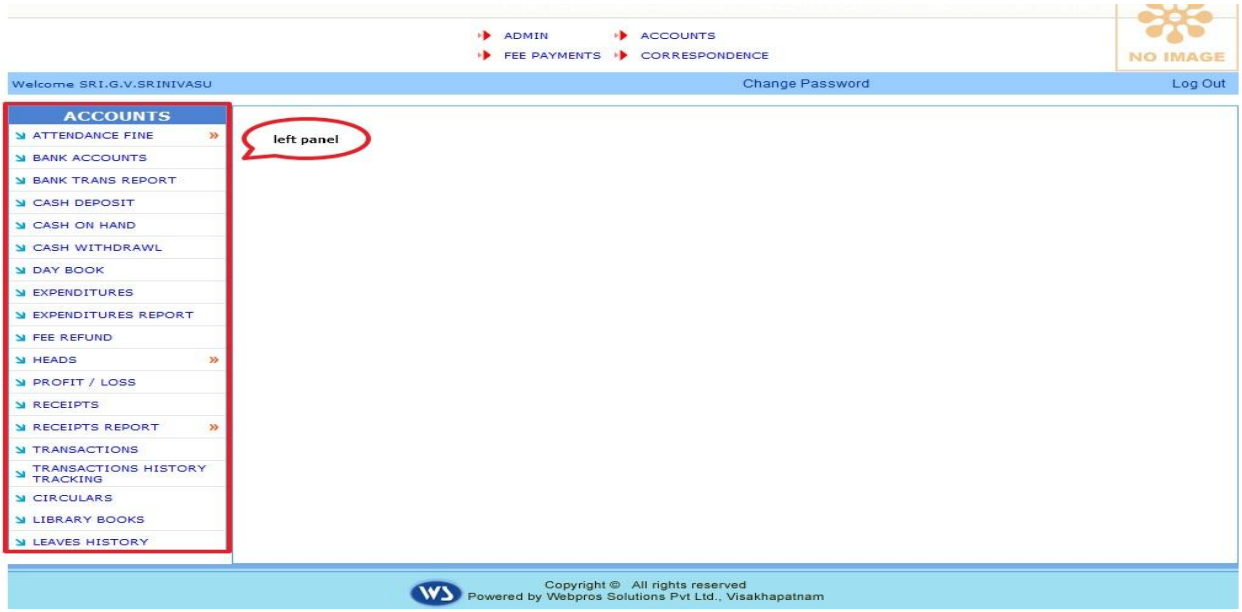
46) How Can I Check Circulars?

Step 1:-Please Login In To ECAP By Using Your Username And Password

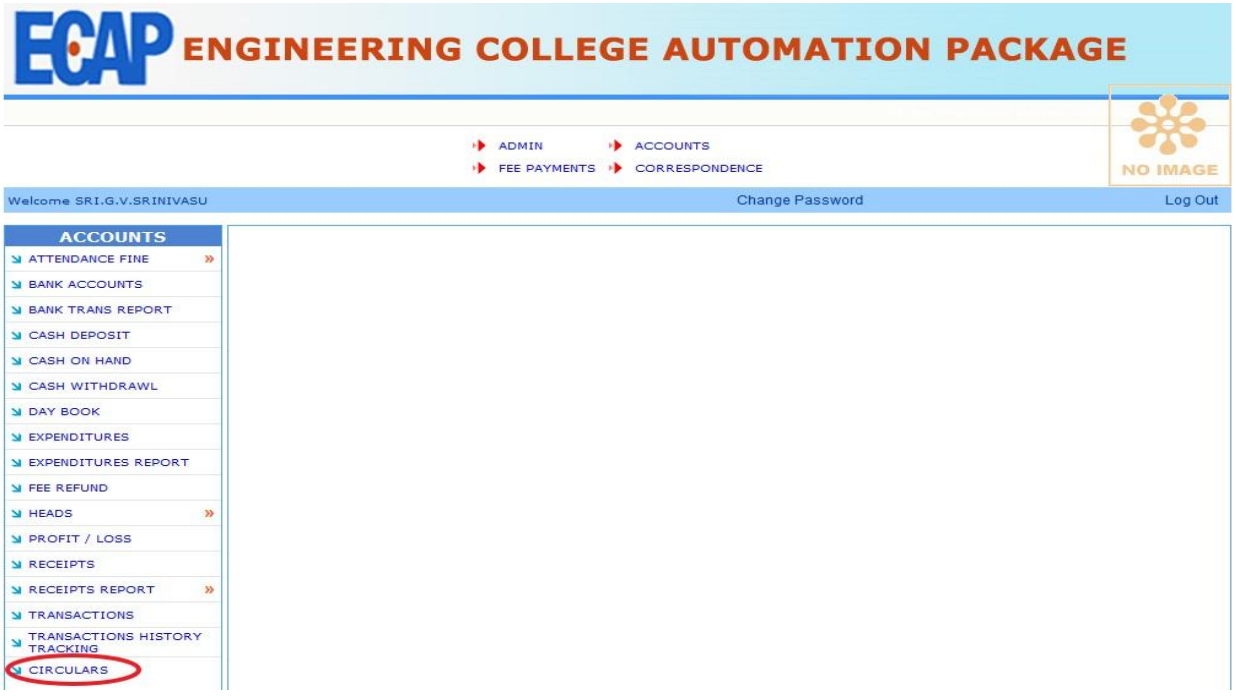
Step 2:- Please Click On "Accounts" Module As Shown In Below



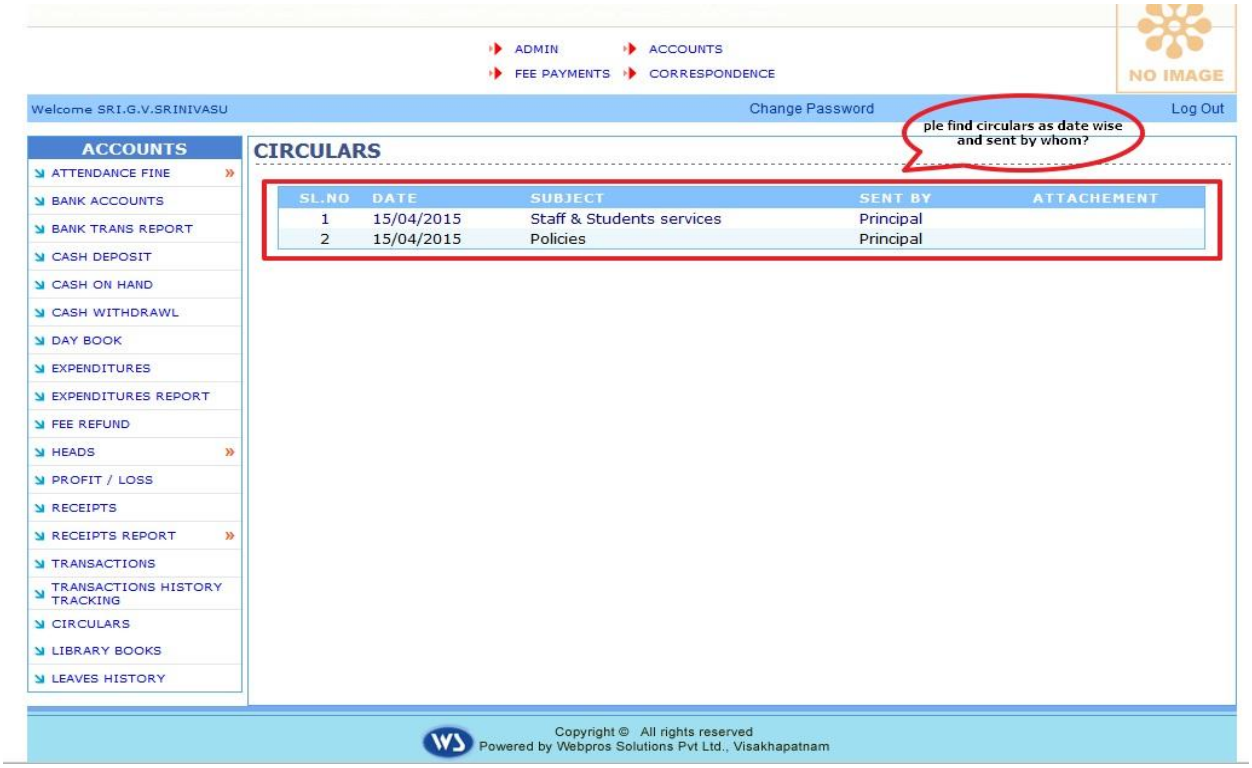
Step3:-You Will Find "Left Panel" After Clicking On Fee Payments Module As Shown In Below.



Step 4:-Please Place Your Mouse Pointer On "Circulars" Link Which Is Available In Left Menu. As Shown In Below.



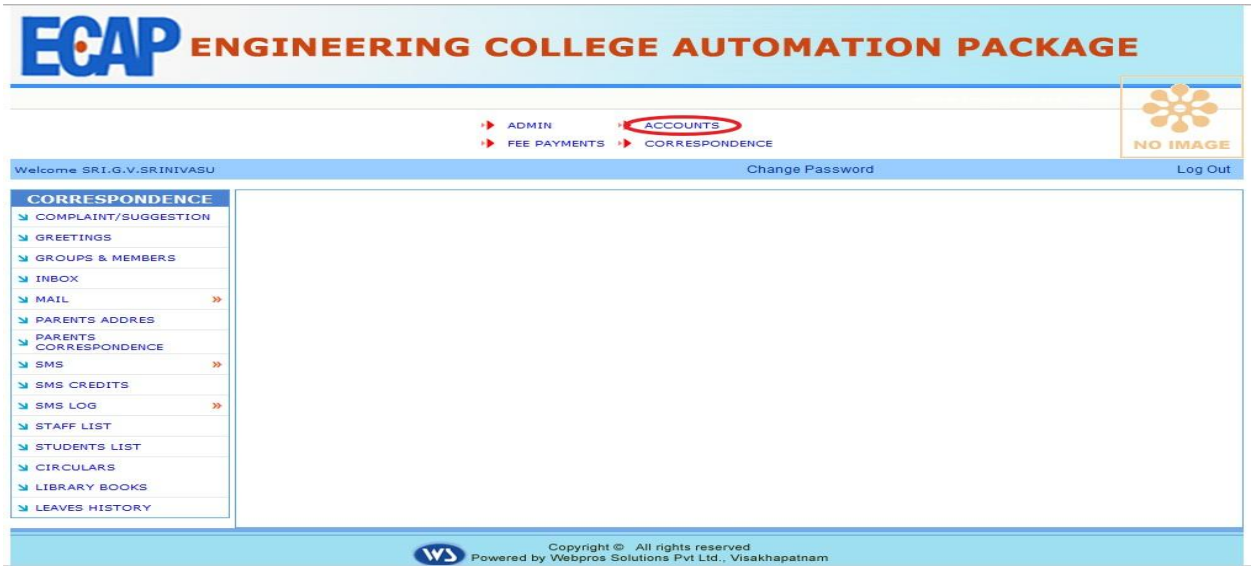
Step5:-After Click On Circulars Link And Then You Will Get Circular As Date Wise And You Find Sent By Whom As Principal/Management/HOD.



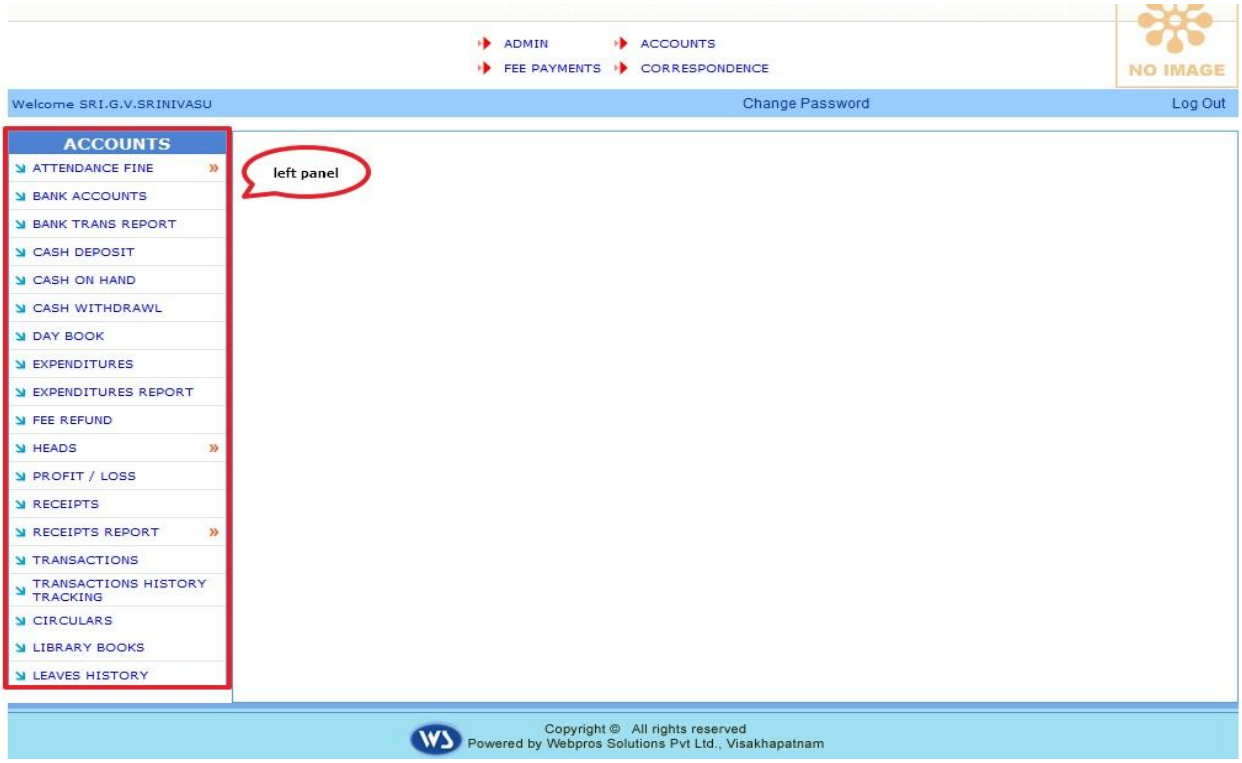
47) How To Check My Used And Available Leaves Report?

Step 1:-Please Login In To ECAP By Using Your Username And Password

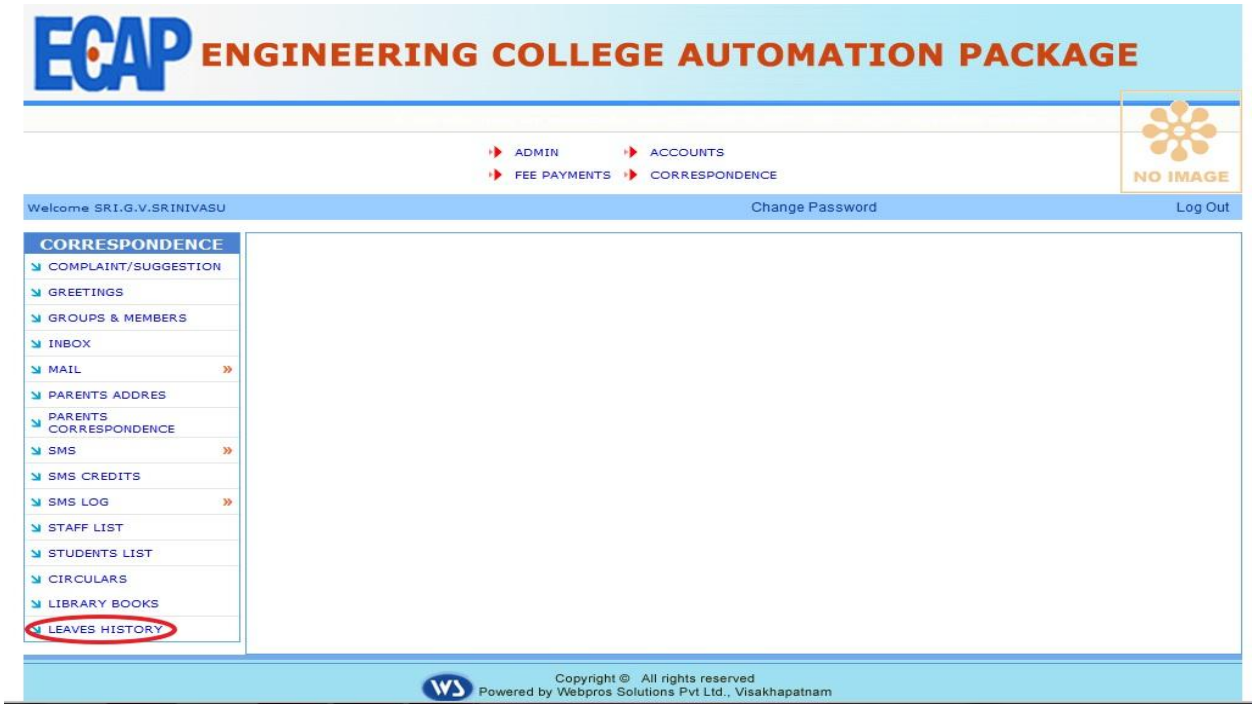
Step 2:- Please Click On "Accounts" Module As Shown In Below



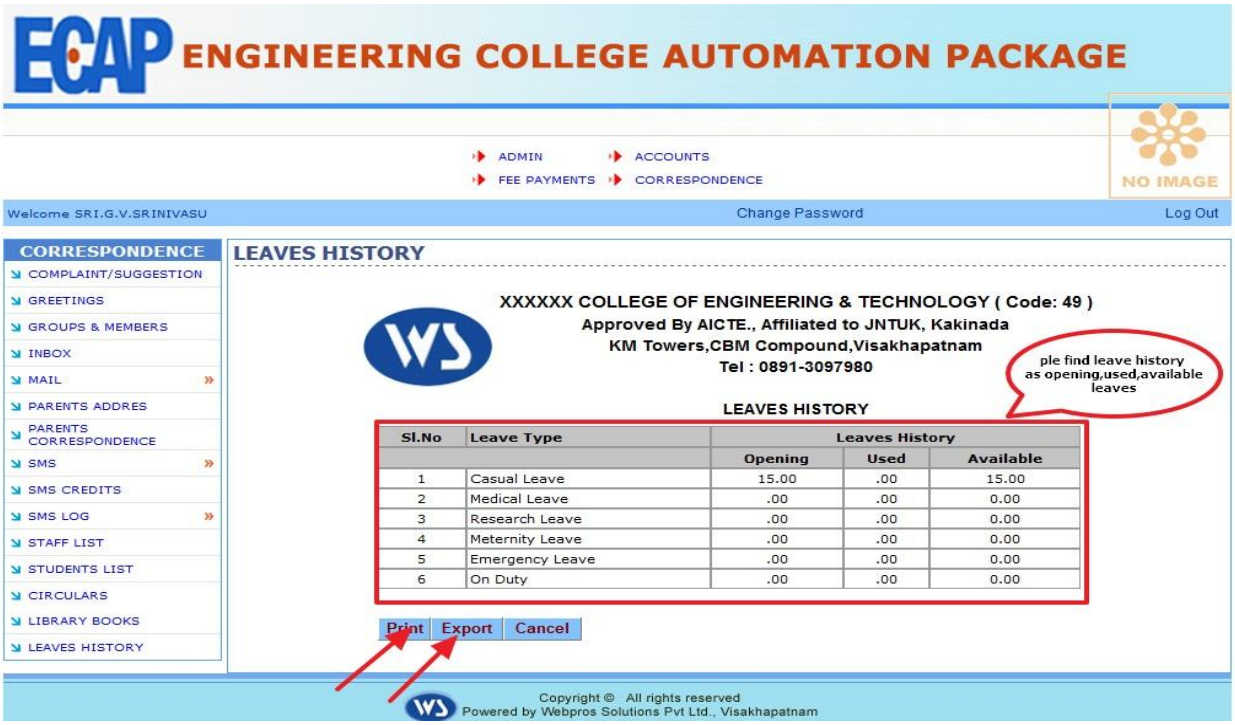
Step3:-You Will Find "Left Panel" After Clicking On Fee Payments Module As Shown In Below.



Step 4:-Please Place Your Mouse Pointer On "Leave History" Link Which Is Available In Left Menu. As Shown In Below.



Step5:-After Click On Leaves History And Then You Will Get Leave History If You Want To Take Print Out Then Please Click On "PRINT Button" And If You Want To Export This Data In To Excel Sheet Please Click On "Export Button".As Shown Below.

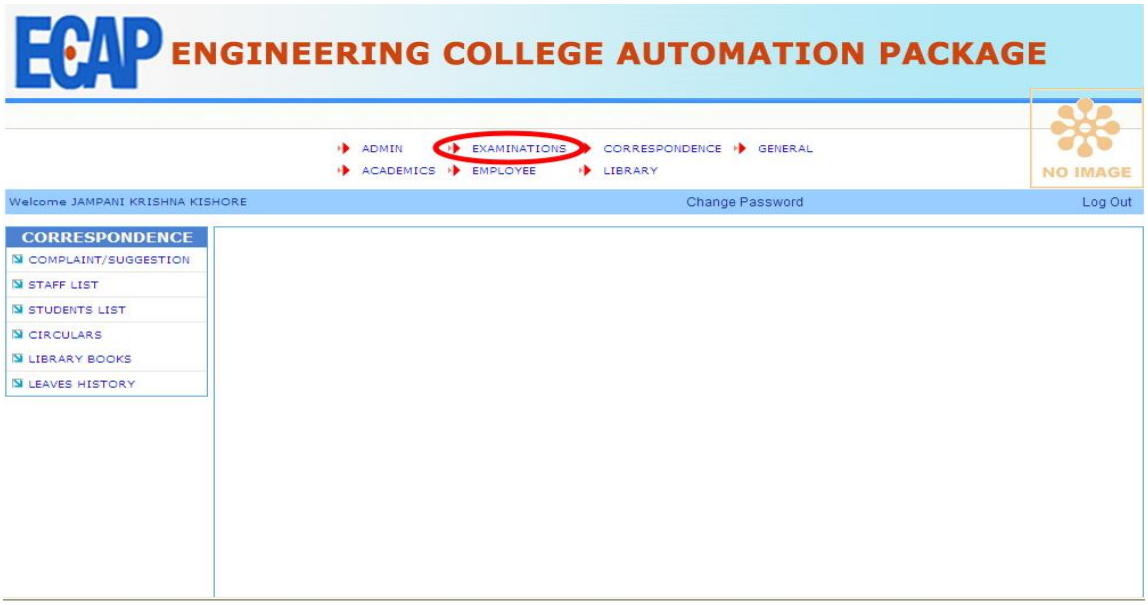


EXAMINATION MODULE

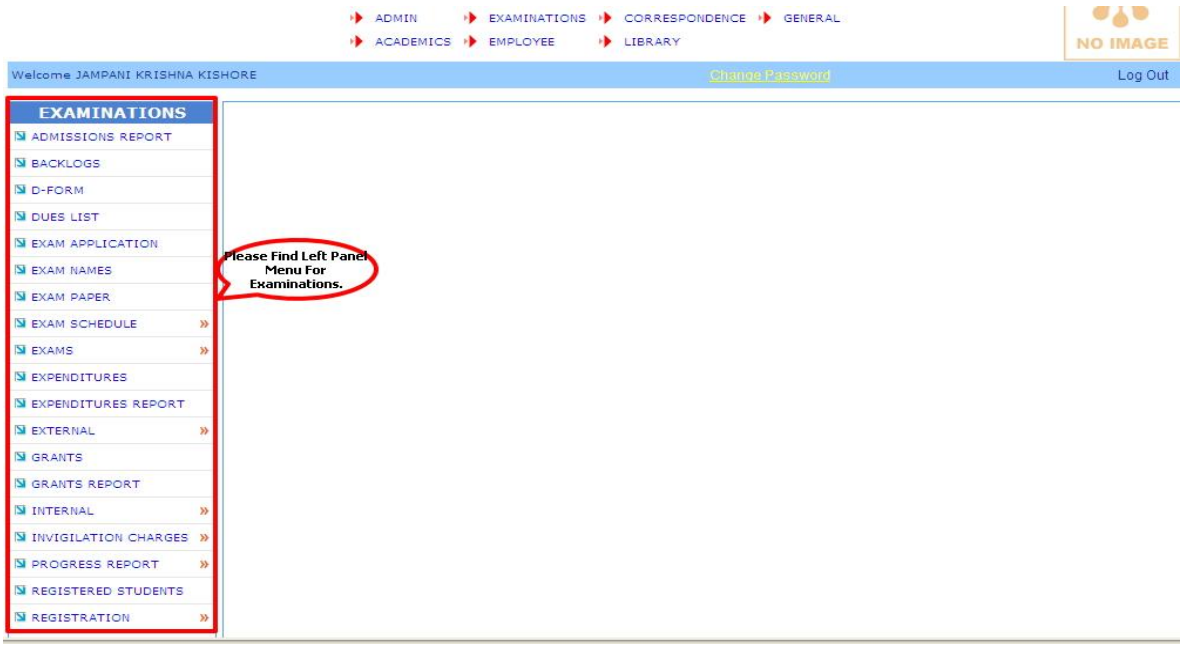
1) How To Check Admissions Report? (Admissions Report)

Ans:- Step 1:- Please Login In To "Ecap" By Using Your Username And Password.

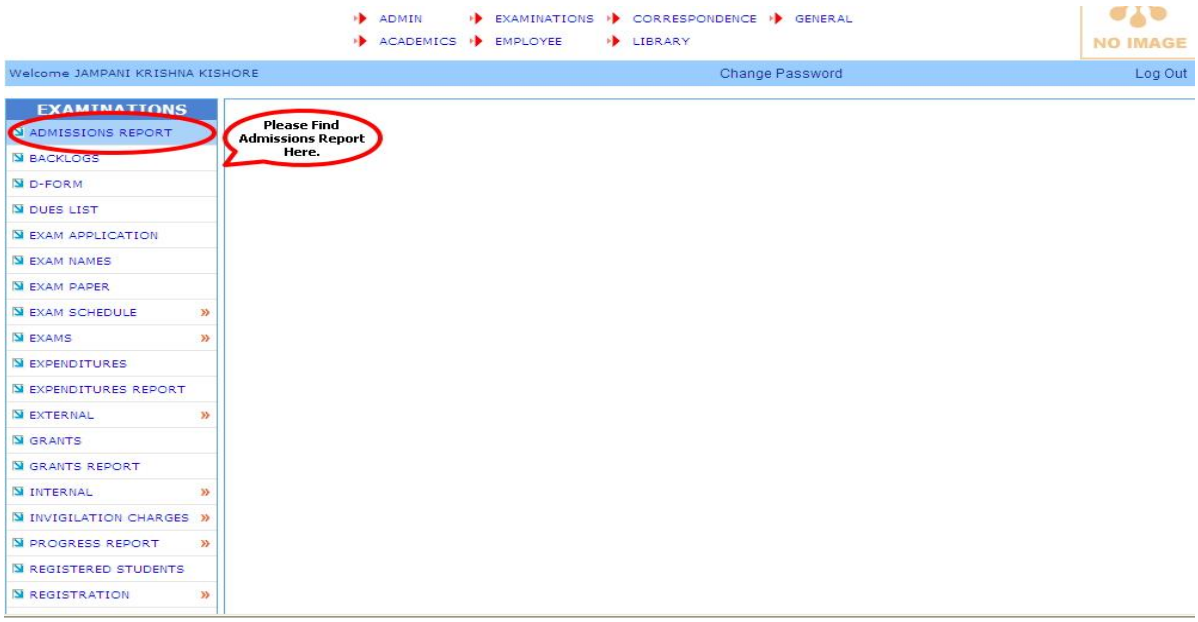
Step2:- Please Click On "Examinations" Module As Shown In Below.



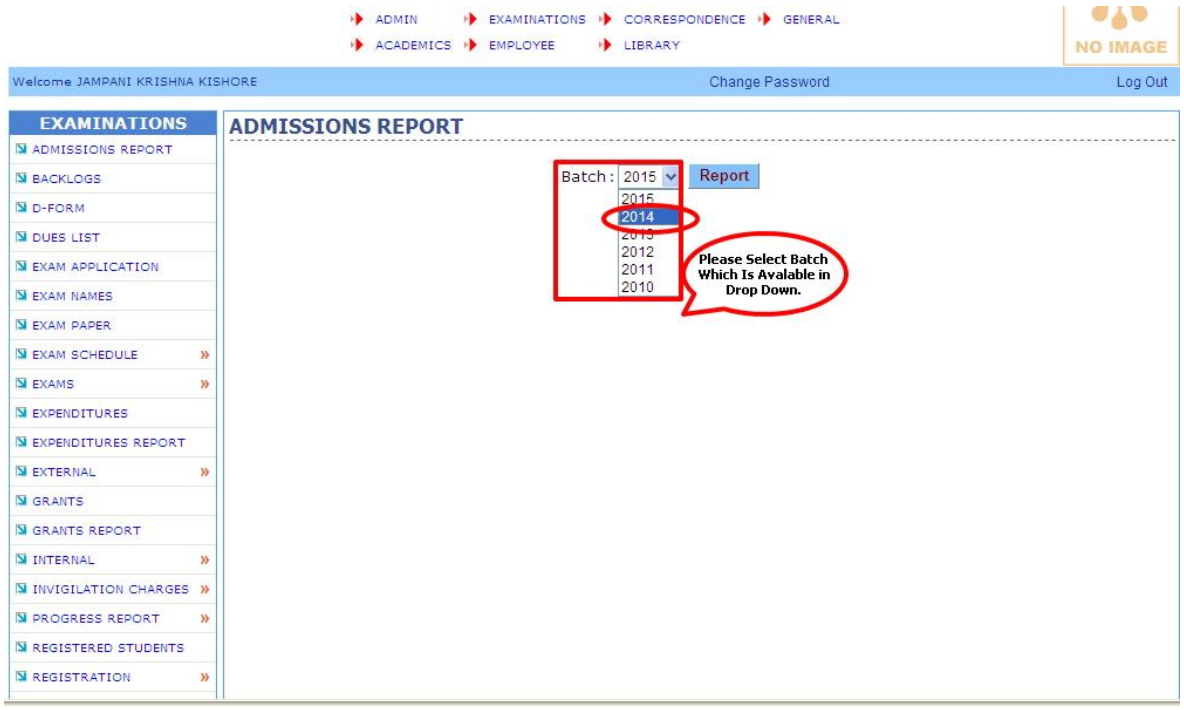
Step3:- After Click On "Examinations" Then You Will Find "Left Panel" As Shown In Below.



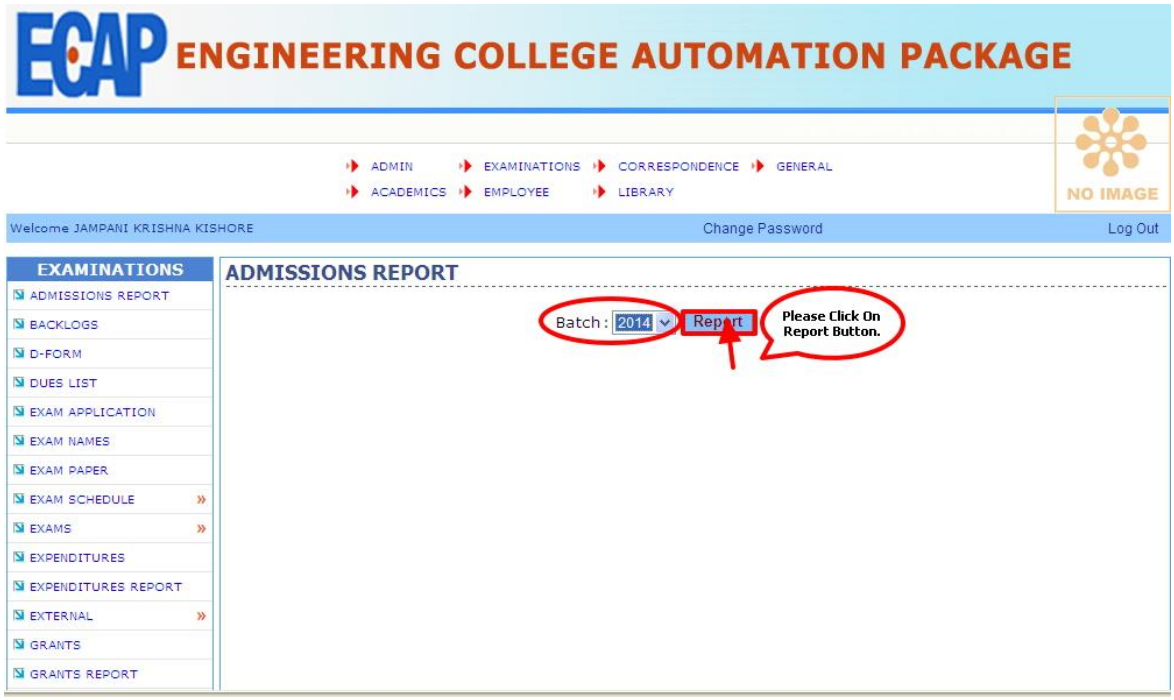
Step4:-Please Click On "Admissions Report" Which Is Available In Left Panel Menu As Shown In Below.



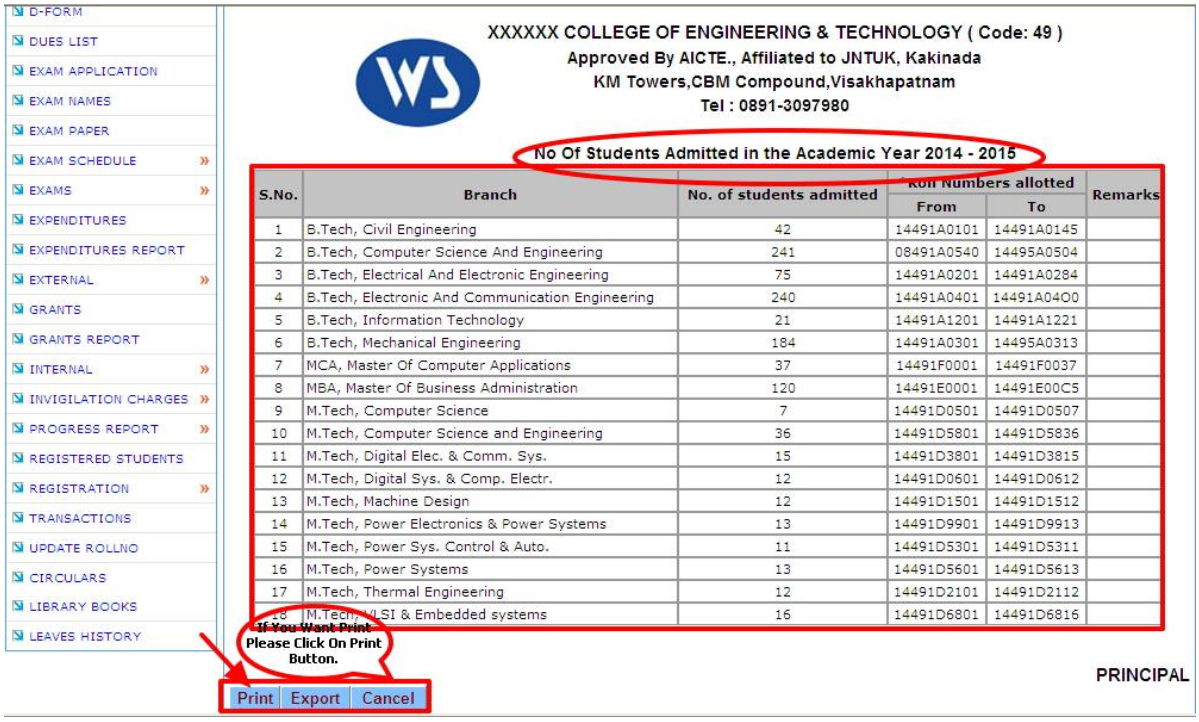
Step5:-After Click On "Admissions Report" Then You Will Find "Batch", Please Select "Batch" As Shown In Below.



Step6:-After Select On "Batch" Then You Will Find "Report" Button Please Click On "Report" Option Button As Shown In Below.



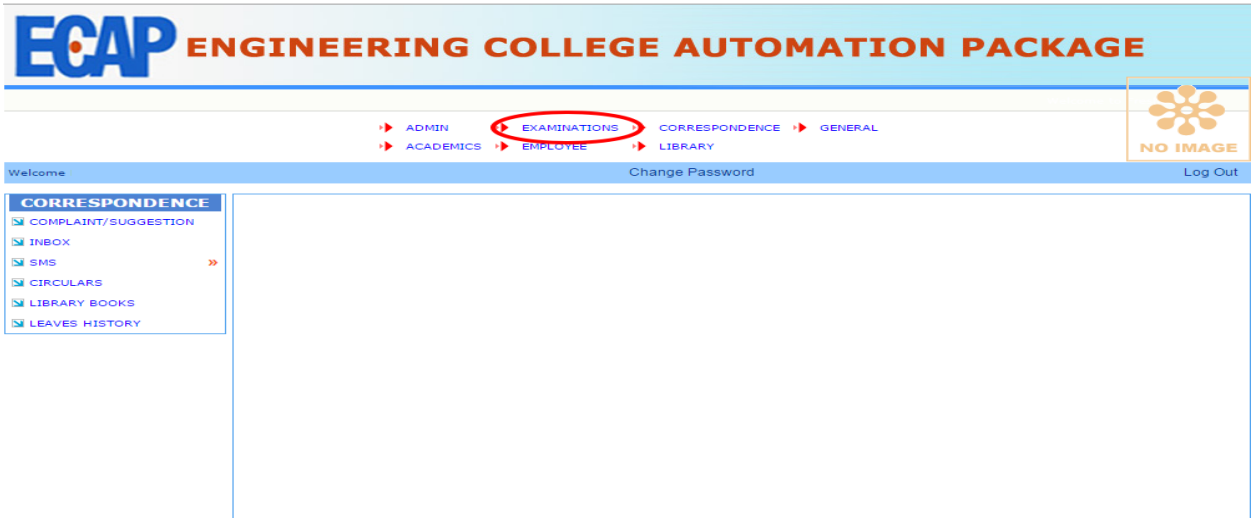
Step7:-After Click On "Report" Button As Shown In Above Screen, Then You Will Find "Admissions Report" For Academic Year As Show In Below.



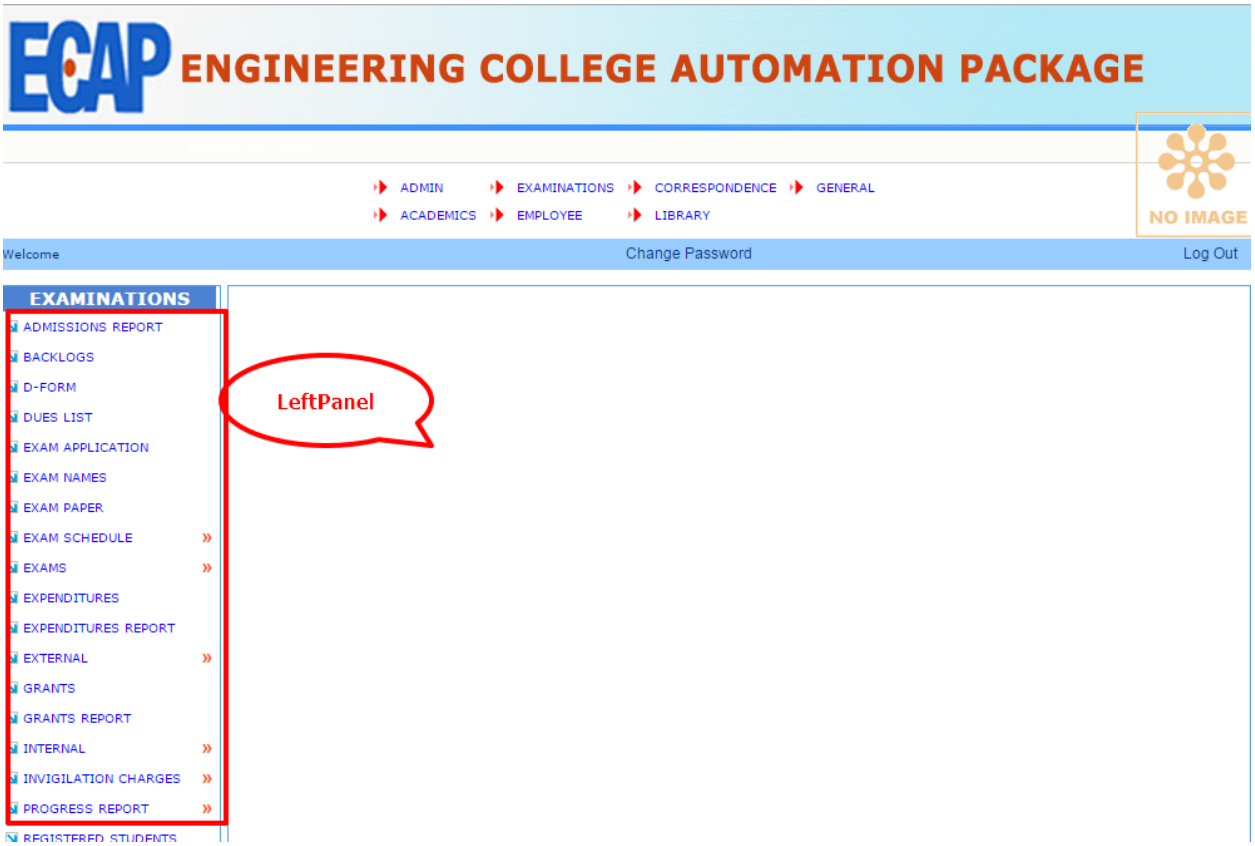
2)How To Create Different Internal Exam Names? (Exam Names)

Ans:-Step 1:-Please Login In To Ecap By Using Your Username And Password

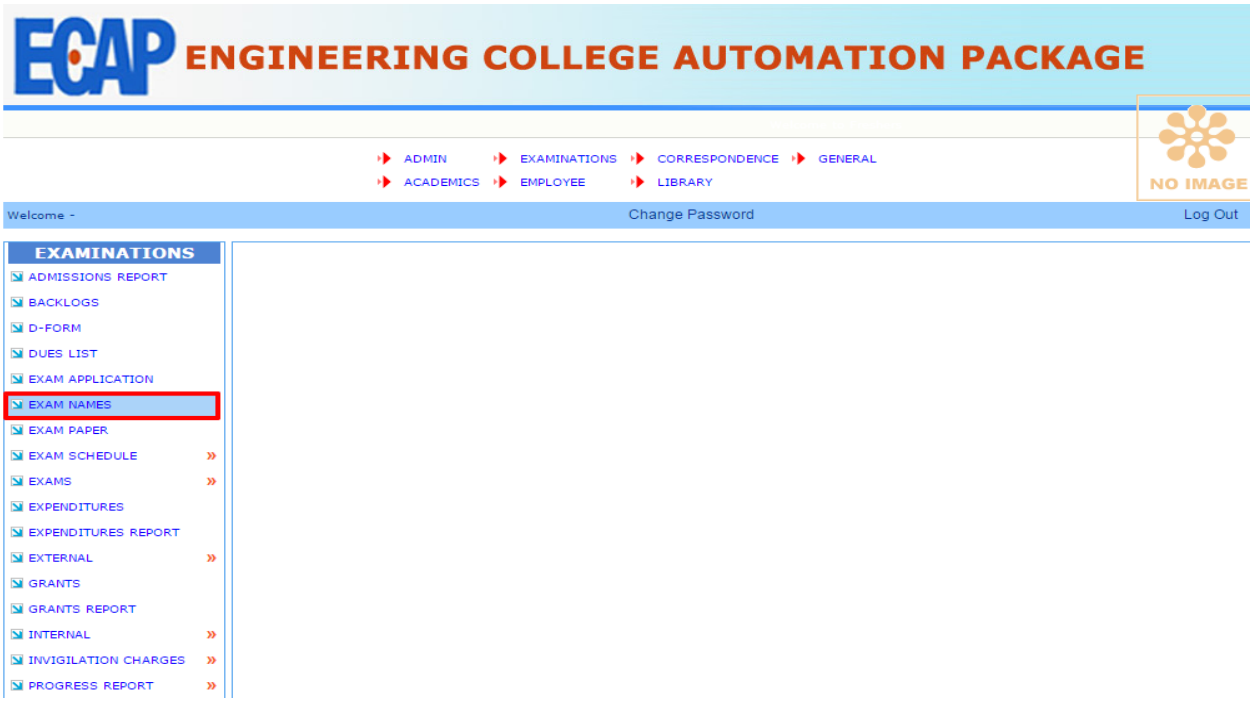
Step 2:- Please Click On "Examination" Module As Shown In Below



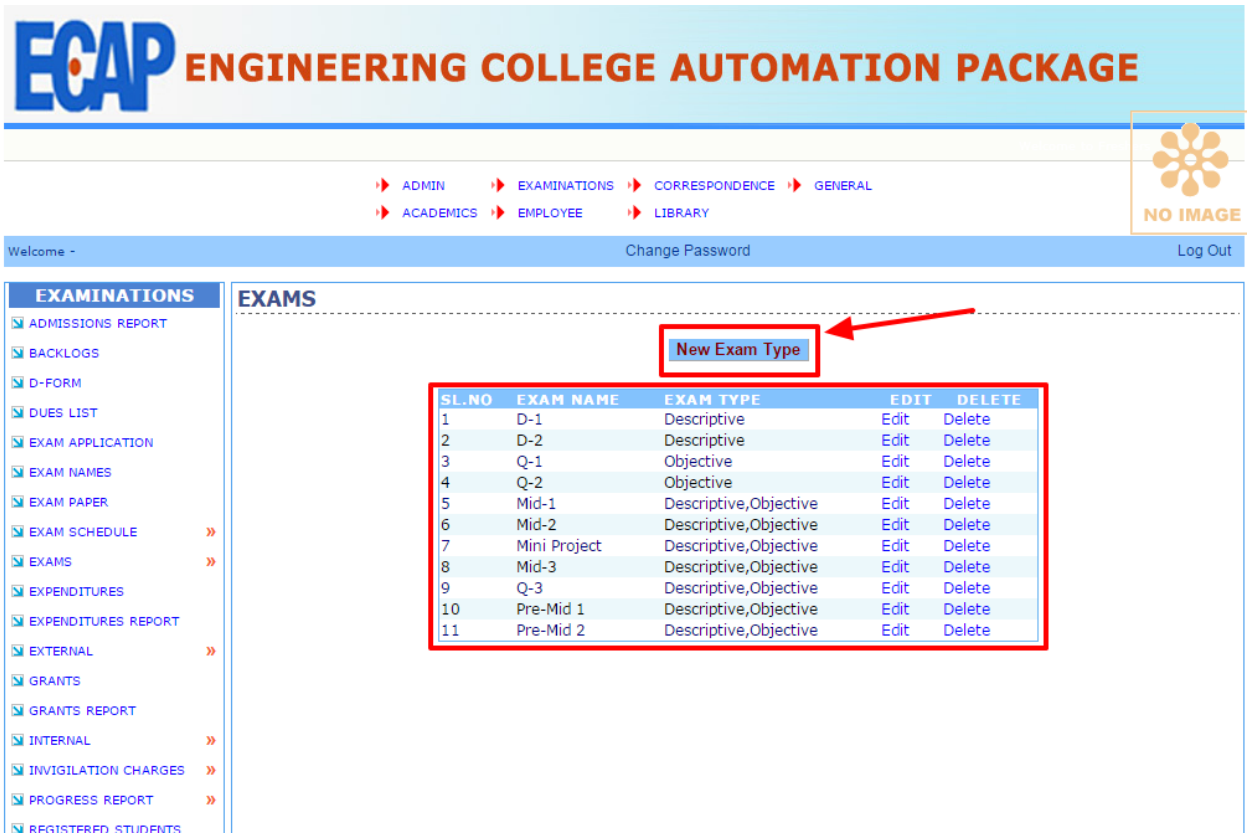
Step3:-You Will Find "Left Panel" After Clicking On Examination Module As Shown In Below.



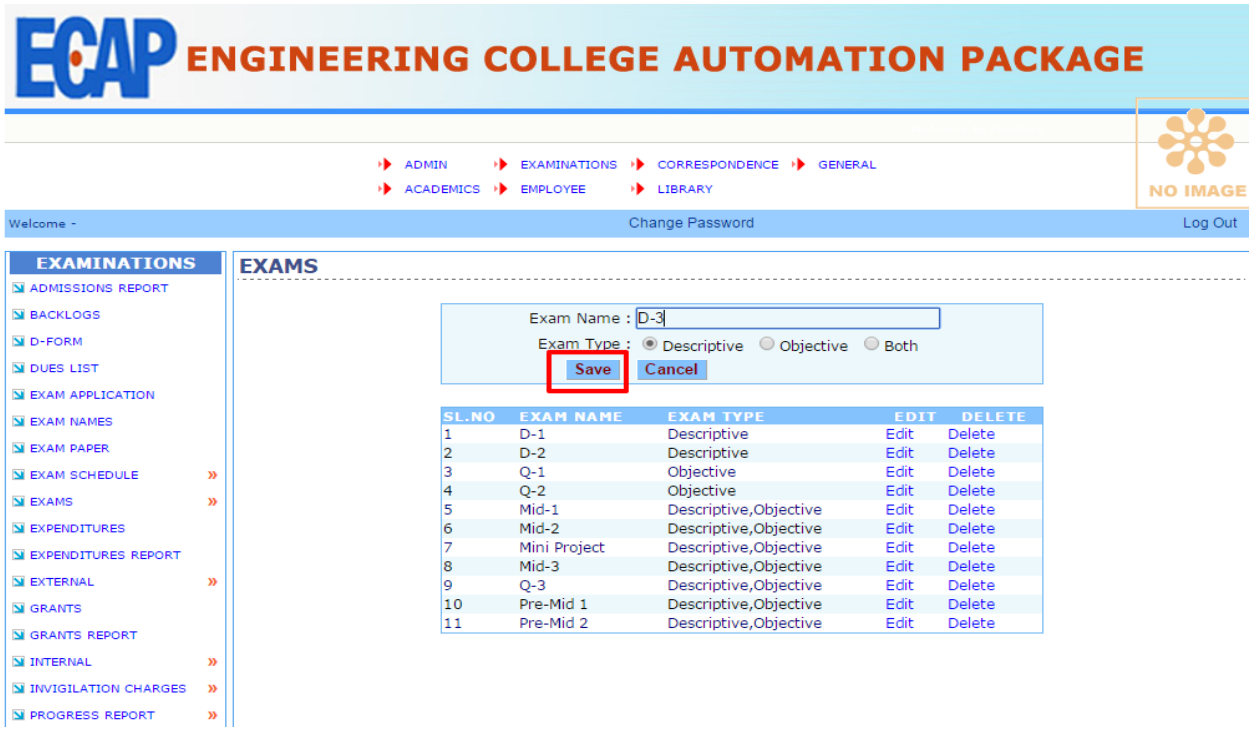
Step 4:-Please Place Your Mouse Pointer On "Exam Names" Link Which Is Available In Left Menu.



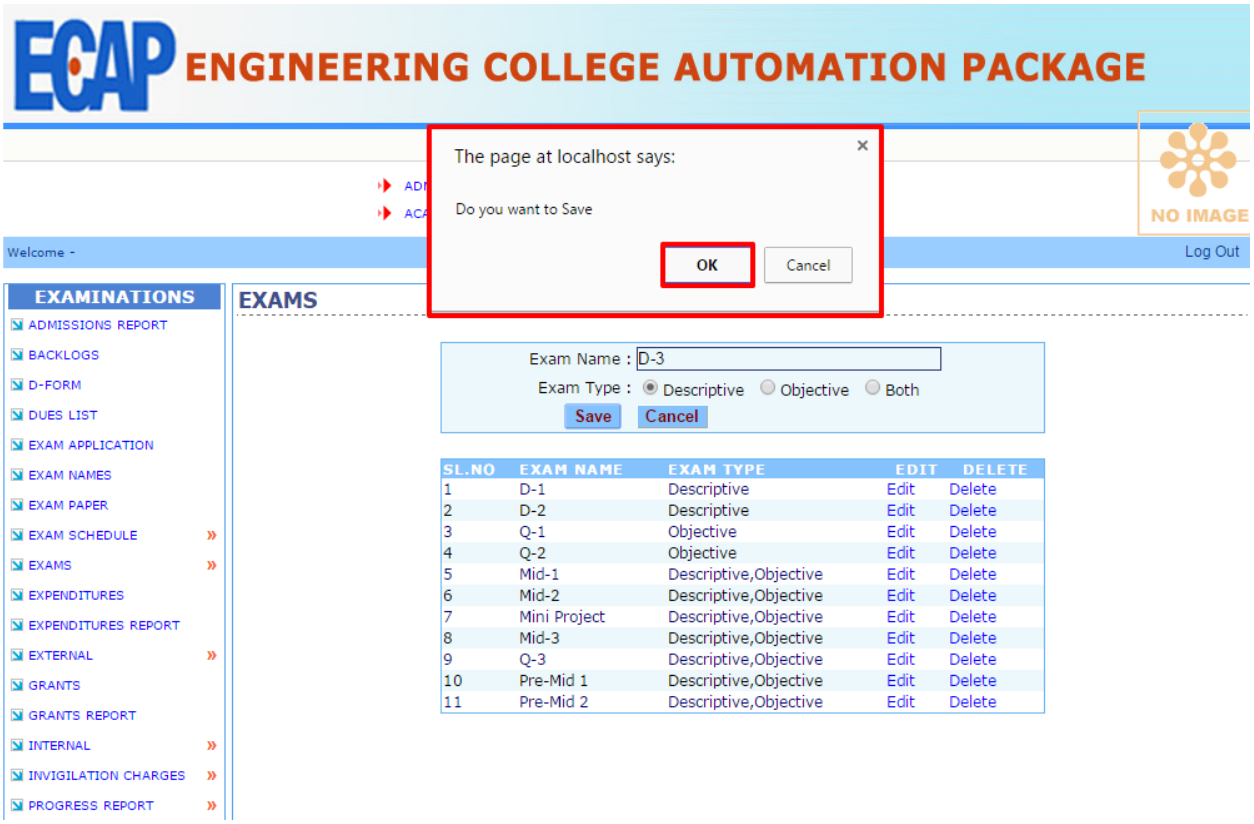
Step 5:-Please Select New Exam Type.



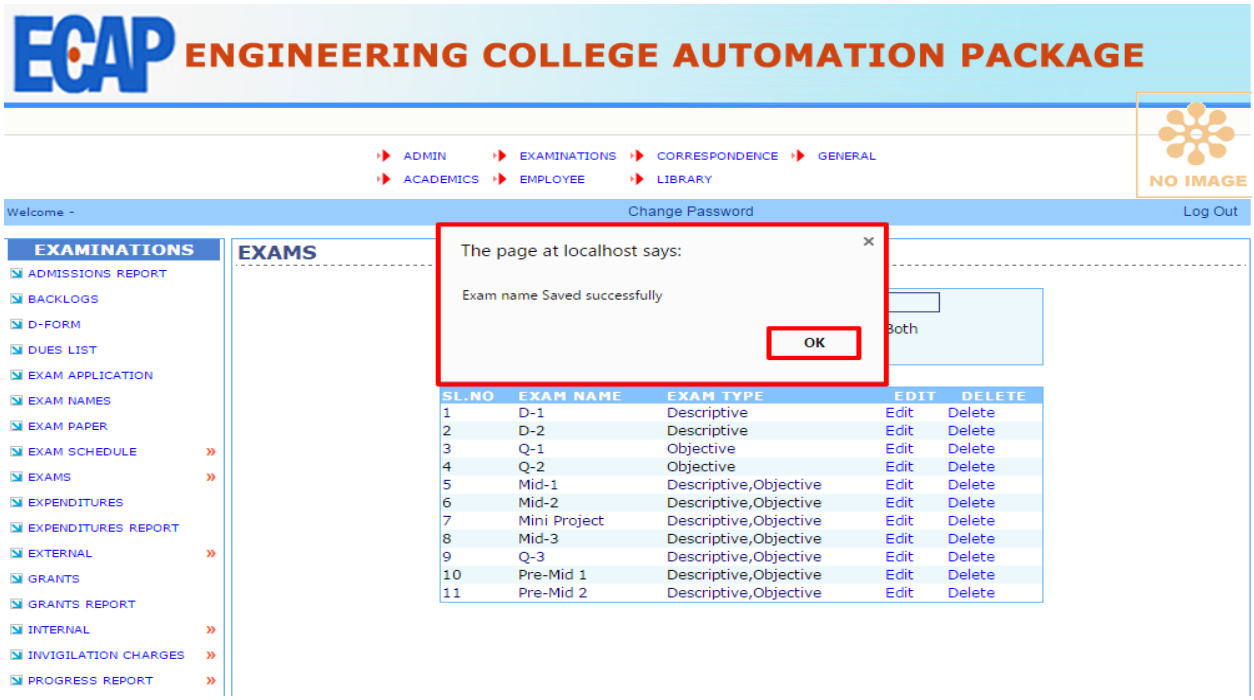
Step 6:-Please Enter Exam Name And And Select Save Button.



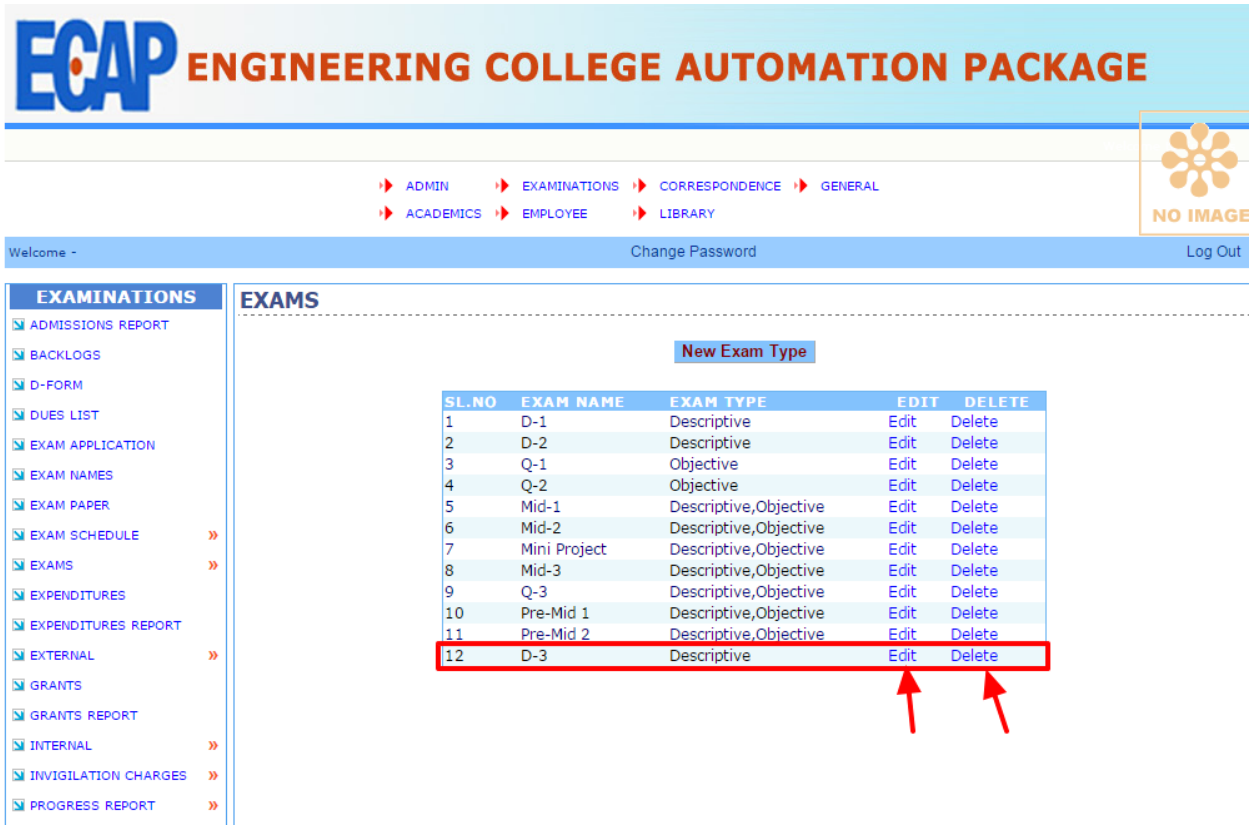
Step 7:-Please Click On Ok.



Step 8:-Please Click On Ok.



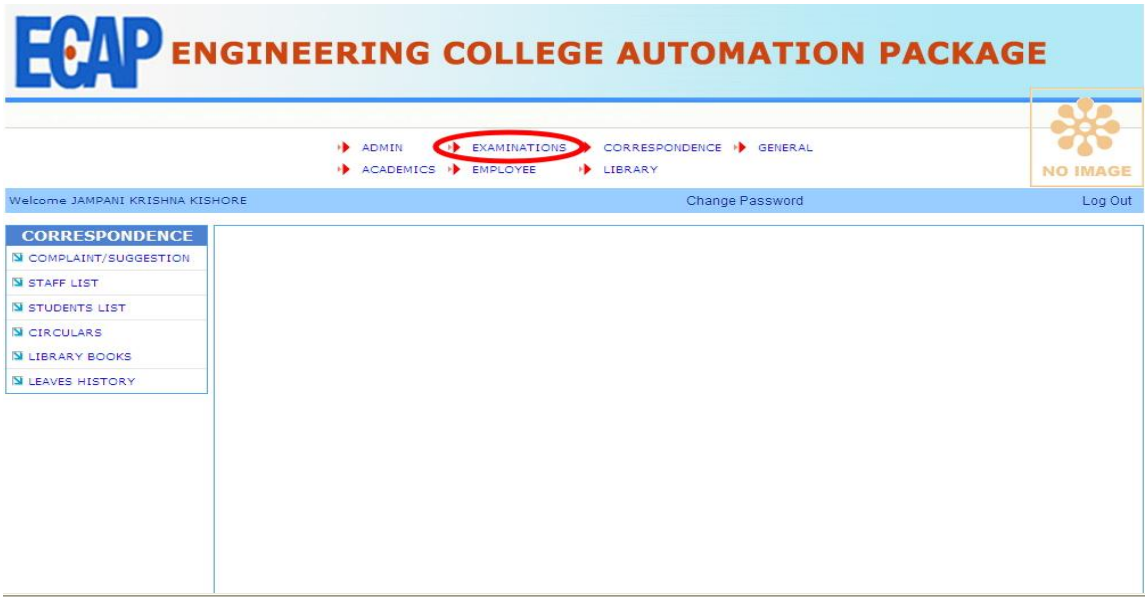
Step 9:-You Can Edit And Delete These Exam Name.



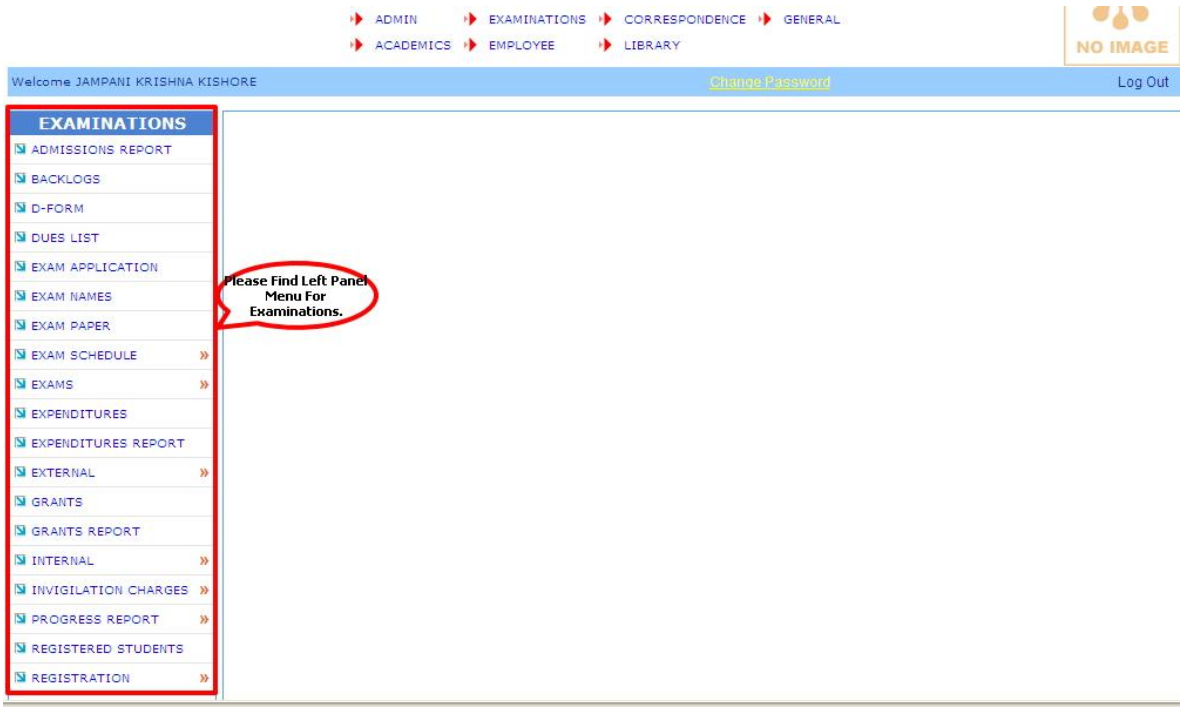
3]Where Can I Enter Max Marks Of Internal Theory/Lab Exam By Semester Wise? Examtypes

Ans: - Step 1:- Please Login In To "Ecap" By Using Your Username And Password.

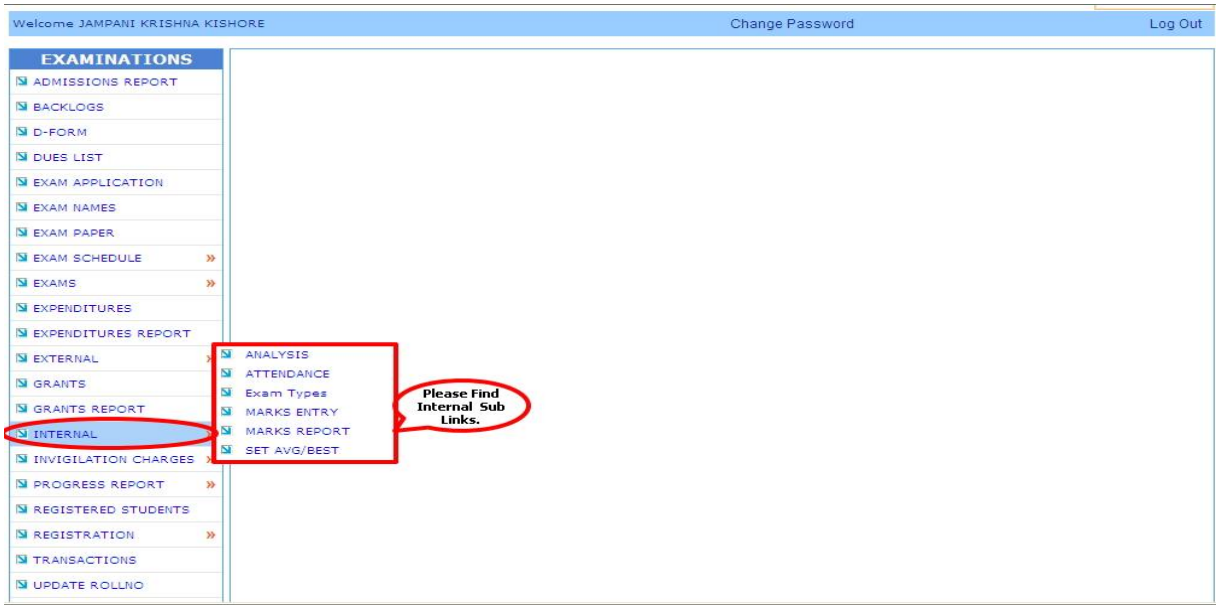
Step2:- Please Click On "Examinations" Module As Shown In Below.



Step3:- After Click On "Examinations" Then You Will Find "Left Panel" As Shown In Below.



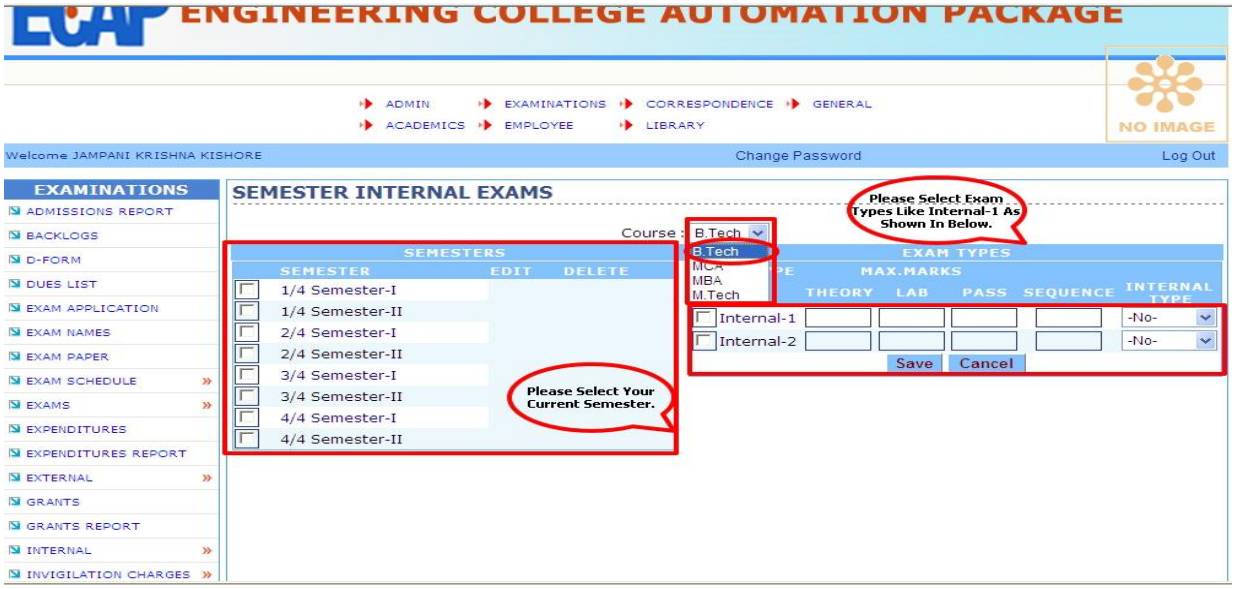
Step4:- :- Please Place Your Mouse Pointer On "Internal" Link Which Is Available In Left Menu Sub Links As Shown In Below.



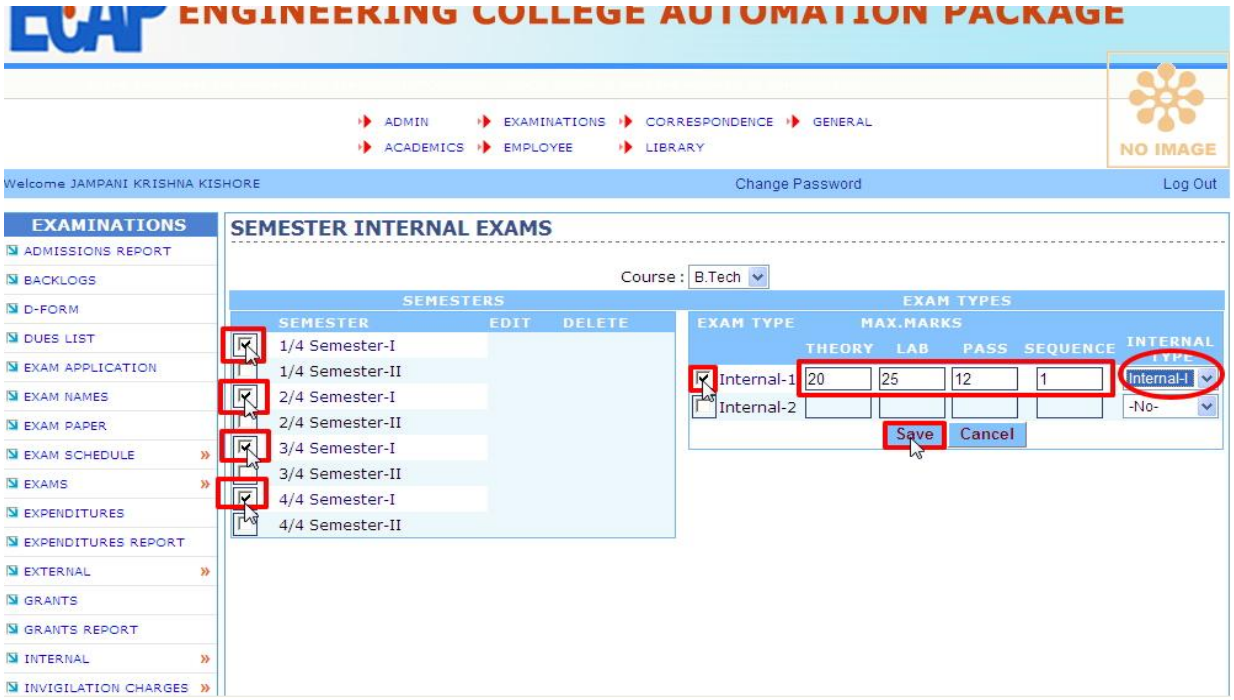
Step5:-Please Click On "Exam Types" Sub Link Which Is Available In Left Panel Menu Sub Links As Shown In Below.

Step6:-After Click On "Exam Types" Sub Link Then You Will Find "Course", "Semester", "Exam Types" As Shown In Below.

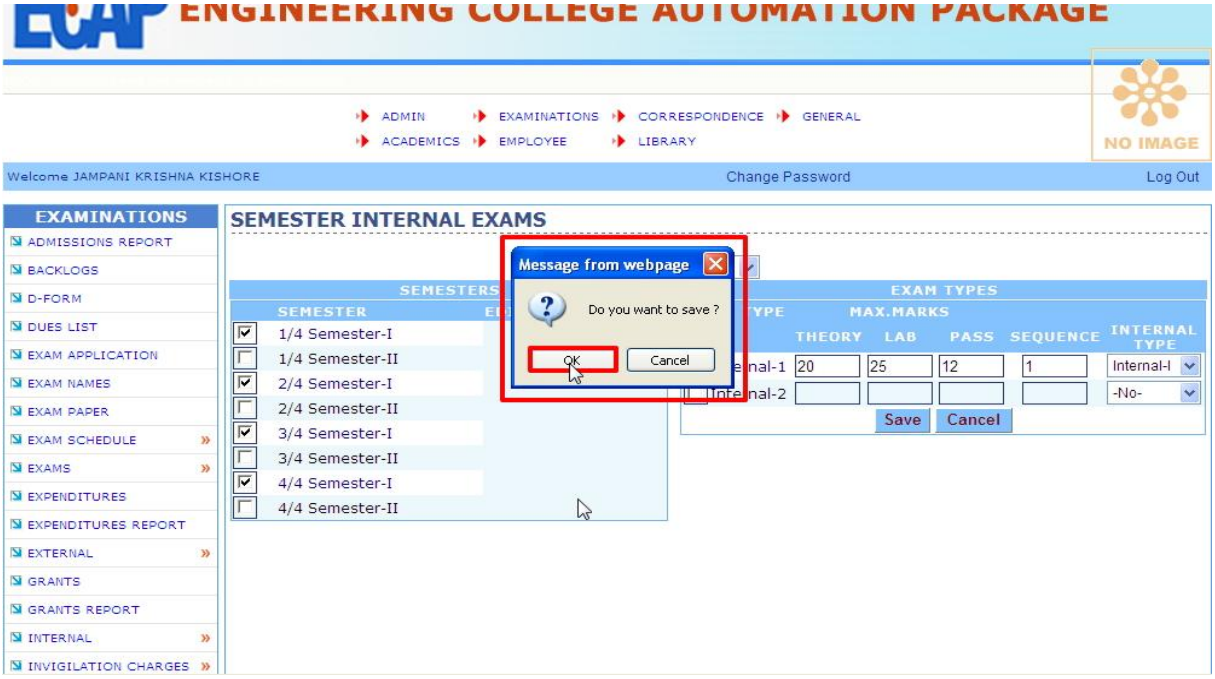
- **Please Select "Course" Which Is Available In Drop Down Menu As Shown In Below.**
- **Please Select Your Current "Semesters" Which Is Available In Check Boxes As Shown In Below.**
- **Please Select "Exam Types" Which Is Available In Check Boxes As Shown In Below**
-



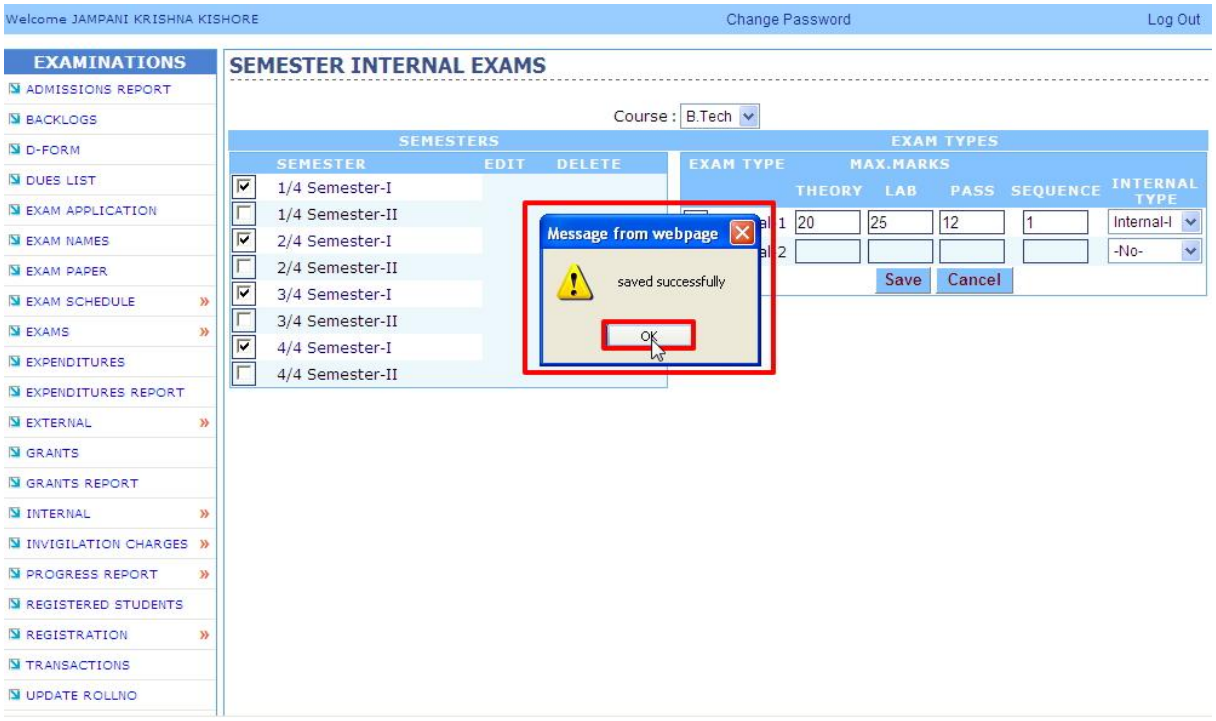
Step7:-After Select On "Course","Semester","Exam Type" Then Please Enter Max. Marks For Internal-1 Exam Then Please Select Internal Type Which Is Available In Drop Down Then Click On "Save" Button As Shown In Below.



Step8:-After Click On "Save" Button As Shown In Above Screen, Then You Will Find "Message From Webpage" In That You Will Find "Ok" Button Please Click On "Ok" Button As Shown In Below.



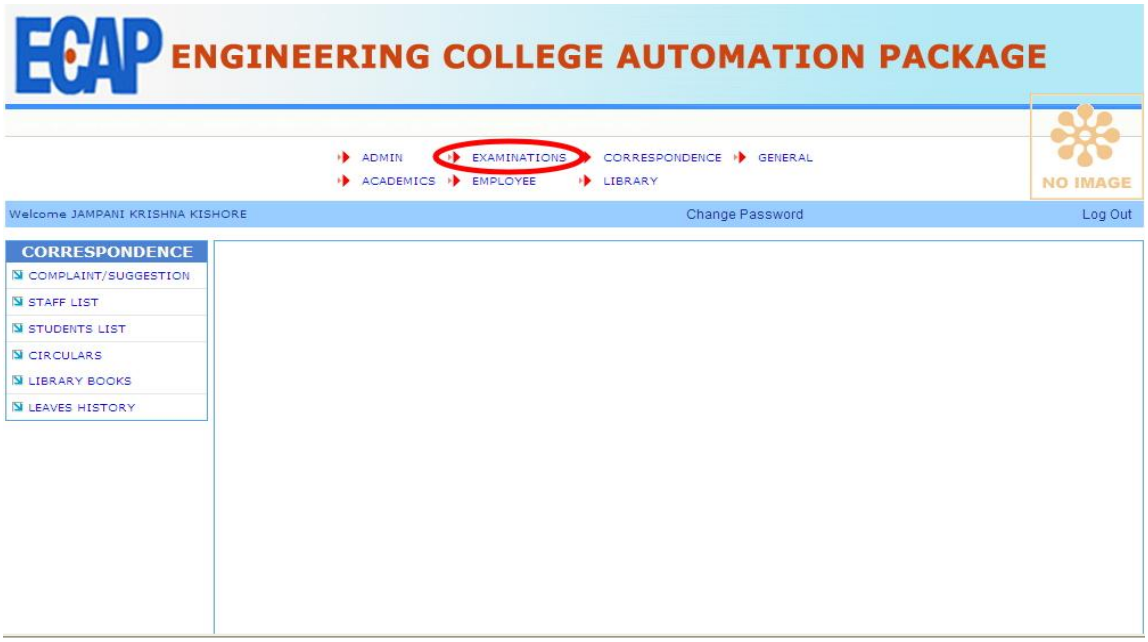
Step9:-After Click On "Ok" As Shown In Above Screen, Then You Will Find Another "Message From Webpage" In That You Will Find "Ok" Button Please Click On "Ok" Button As Shown In Below.



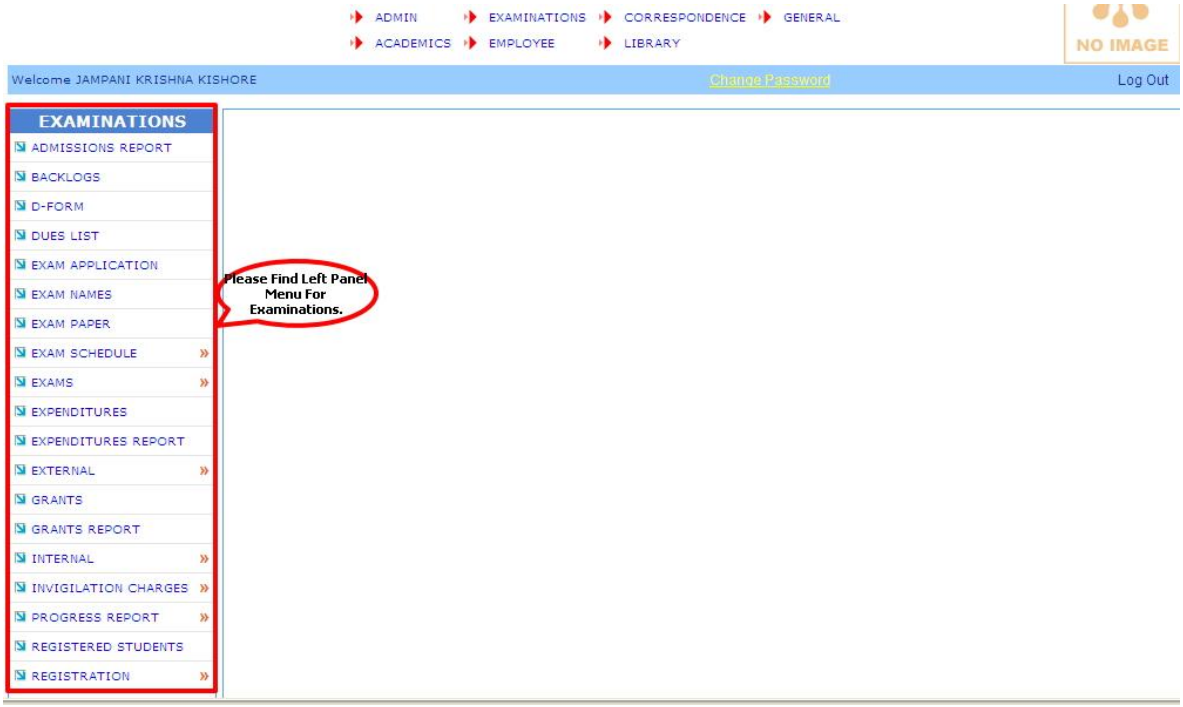
3)Where Can I Set Best/Average Of Internals? (Internal->Set Avg/Best)

Ans: - Step 1:- Please Login In To "Ecap" By Using Your Username And Password.

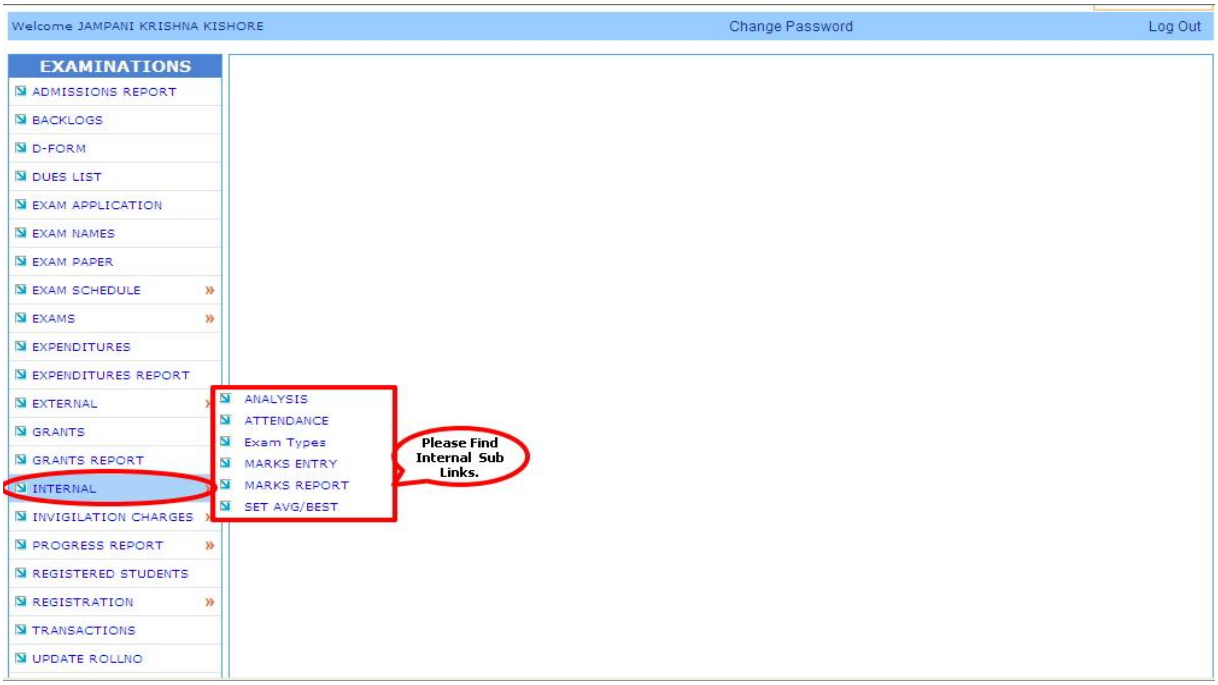
Step2:- Please Click On "Examinations" Module As Shown In Below.



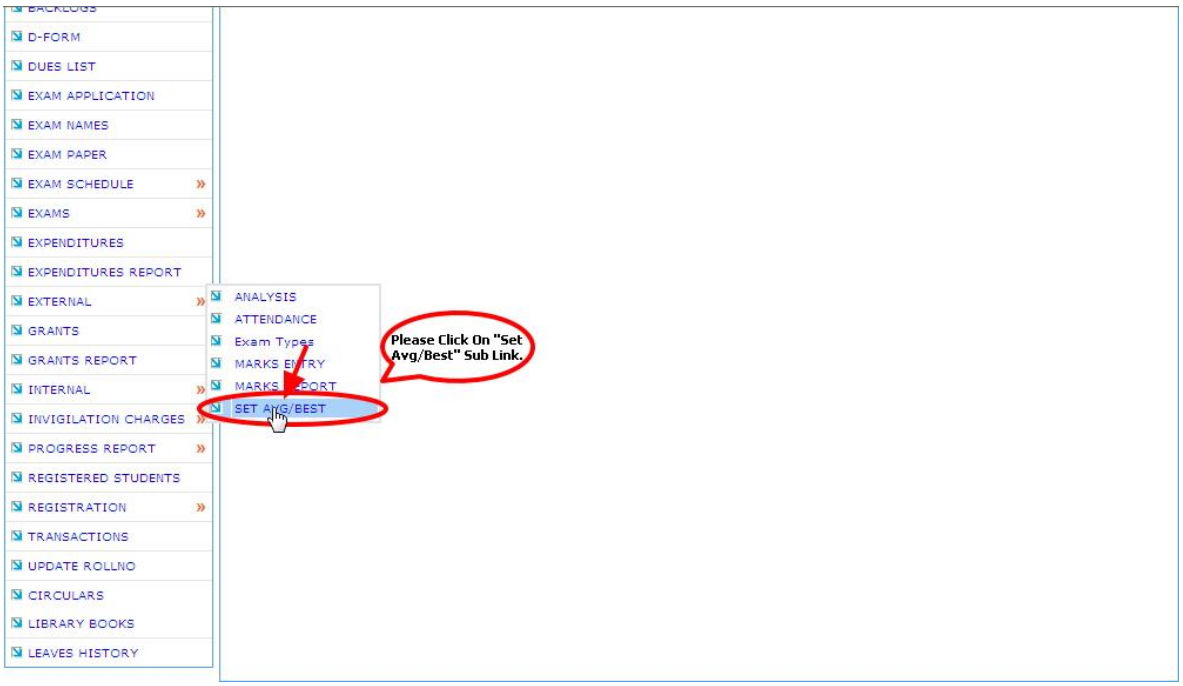
Step3:- After Click On "Examinations" Then You Will Find "Left Panel" As Shown In Below.



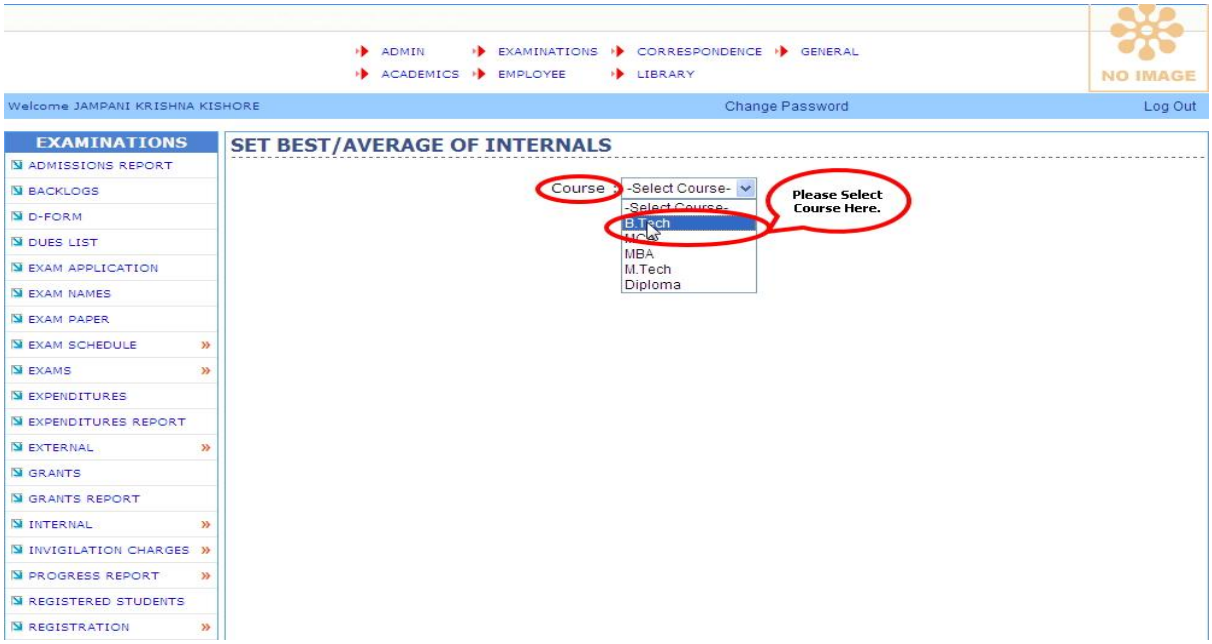
Step4:- :- Please Place Your Mouse Pointer On "Internal" Link Which Is Available In Left Menu Sub Links As Shown In Below.



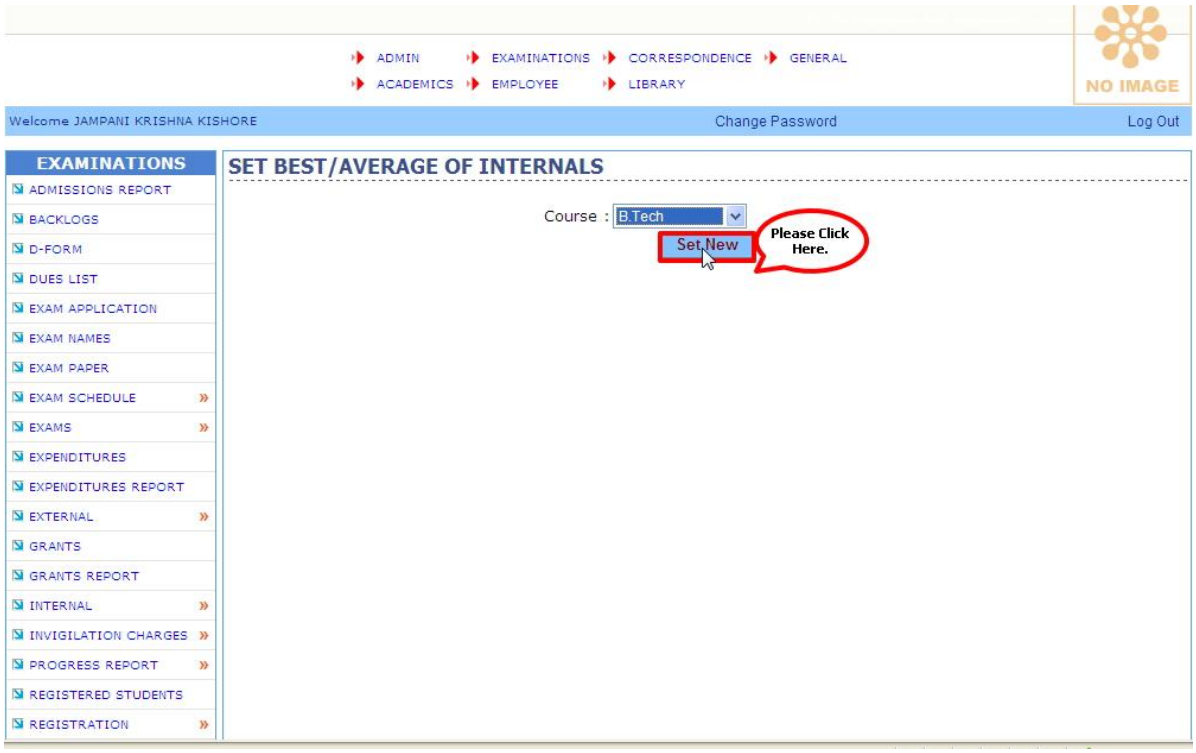
Step5:-Please Click On "Set Avg/Best" Which Is Available In Left Panel Menu Sub Links As Shown In Below.



Step6:-After Click On "Set Avg/Best" Sub Link Then You Will Find "Course", Please Select Your Course Which Is Available In Drop Down As Shown In Below.

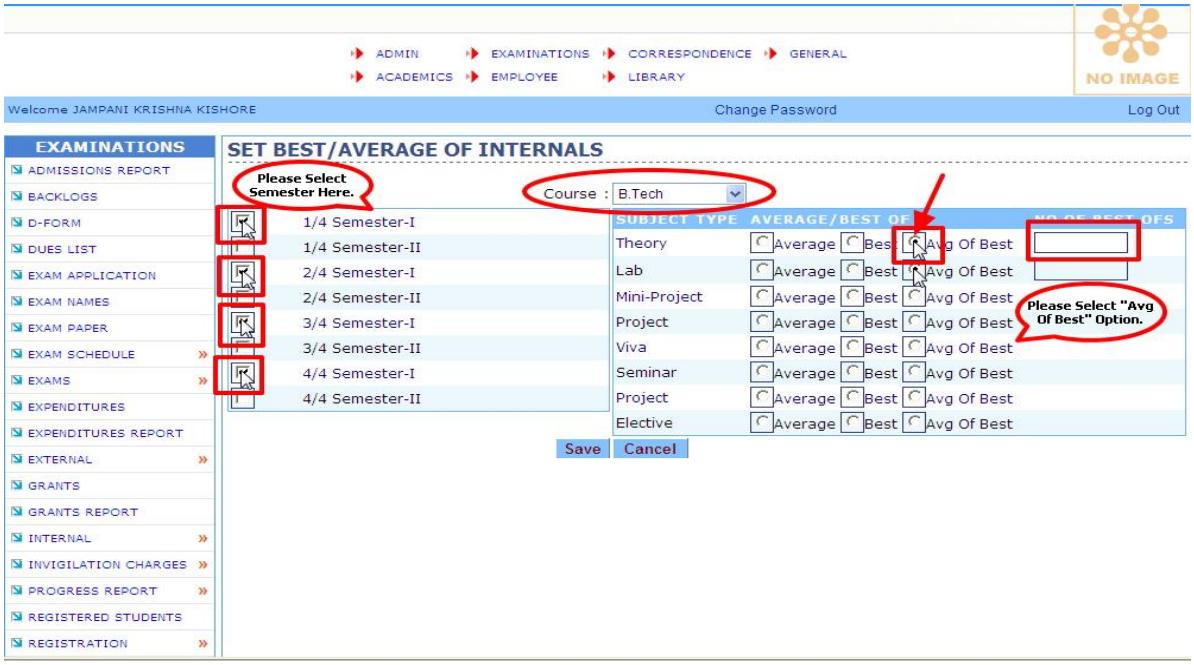


Step7:-After Select On "Course" As Shown In Above Screen, Then You Will Find "Setnew" Button Please Click On "Setnew" Button As Shown In Below.

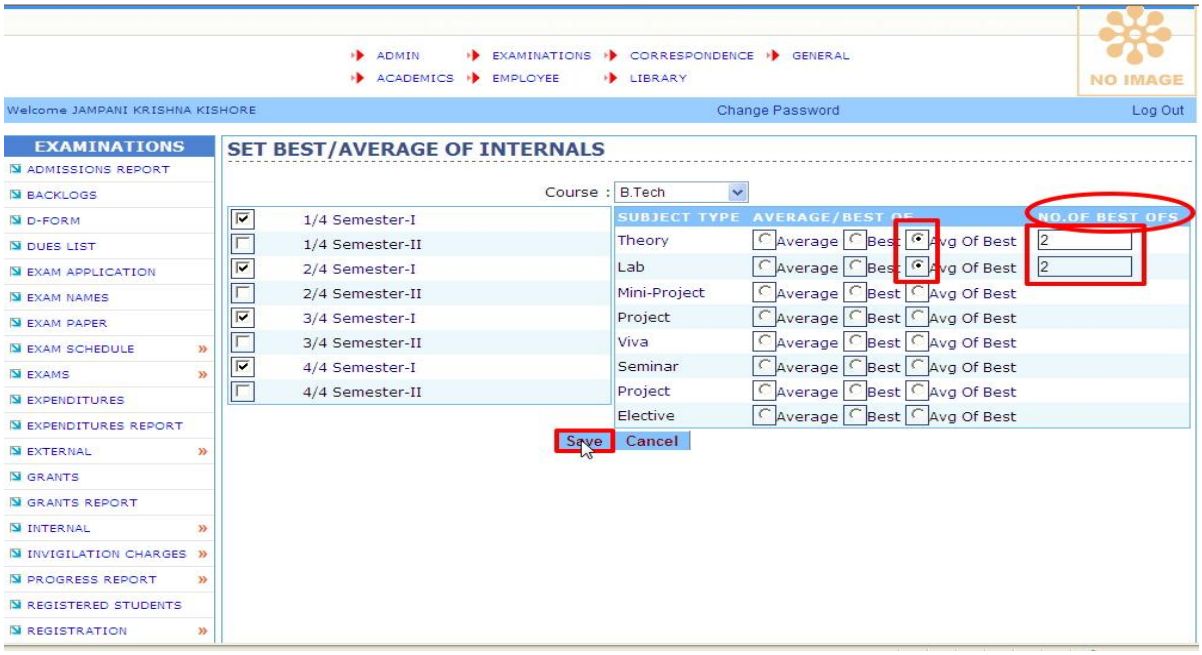


Step8:-After Click On "Setnew" Button As Shown In Above Screen, Then You Will Select "Course","Semesters","Avg Of Best" As Shown In Below.

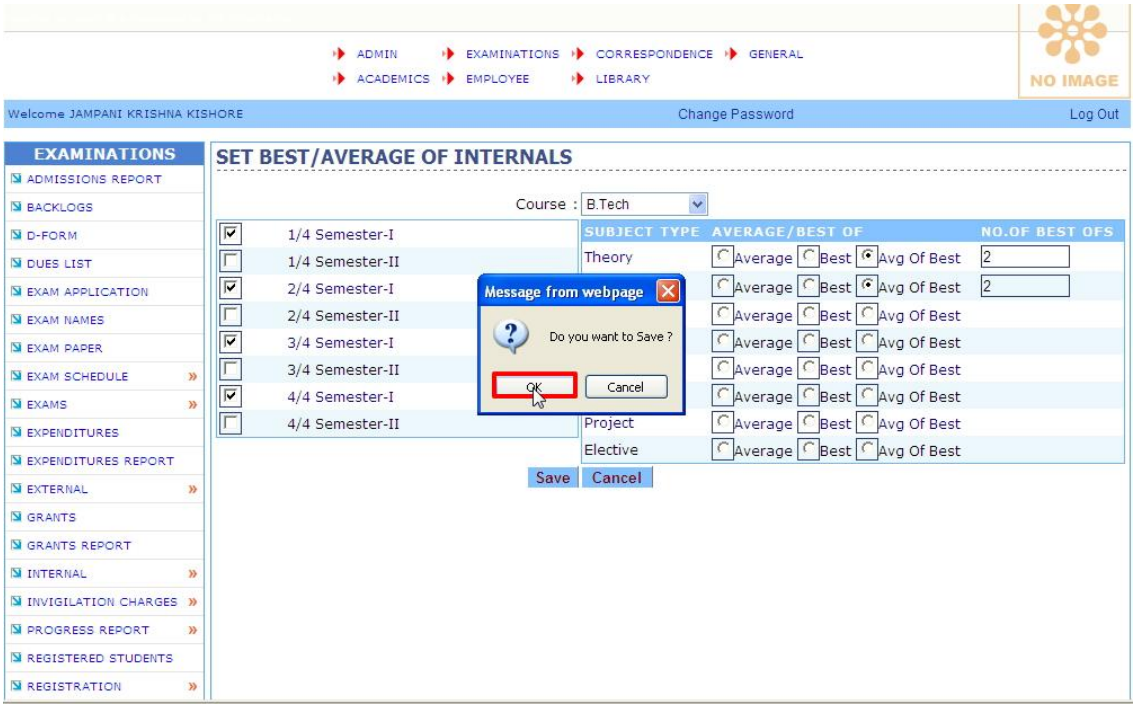
- **Please Select "Course" Then Select "Semesters", After That If You Select "Average" Option Then You Will Get Average Of Consisting Total Exams (Mid).**
- **If You Select "Best" Option Then You Will Get Best Of Consisting Exams (Ex: If U Have 2 Exams In That You Will Take 1 Exam Of The Best Marks).**
- **If You Select "Avg Of Best" Option Then You Will Take (Average +Best).**



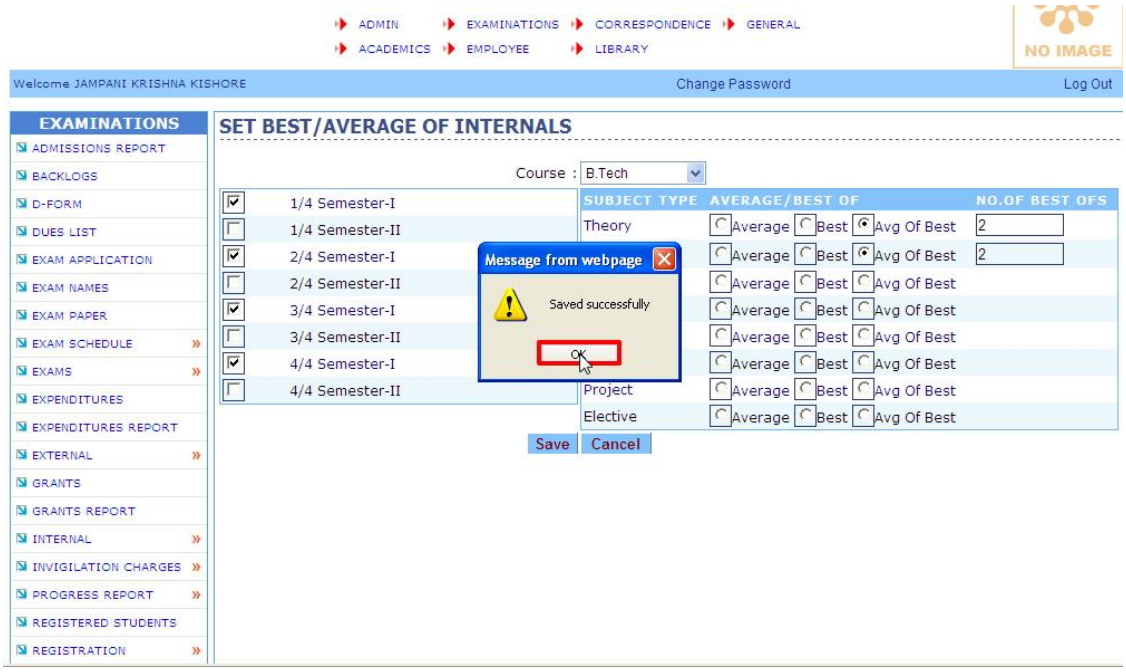
Step9:-Please Enter "No Of Bests" And Click On "Save" Button As Shown In Below.



Step10:-After Click On "Save" Button As Shown In Above Screen, Then You Will Find "Message From Webpage" Then Click On "Ok" Option Button As Shown In Below.



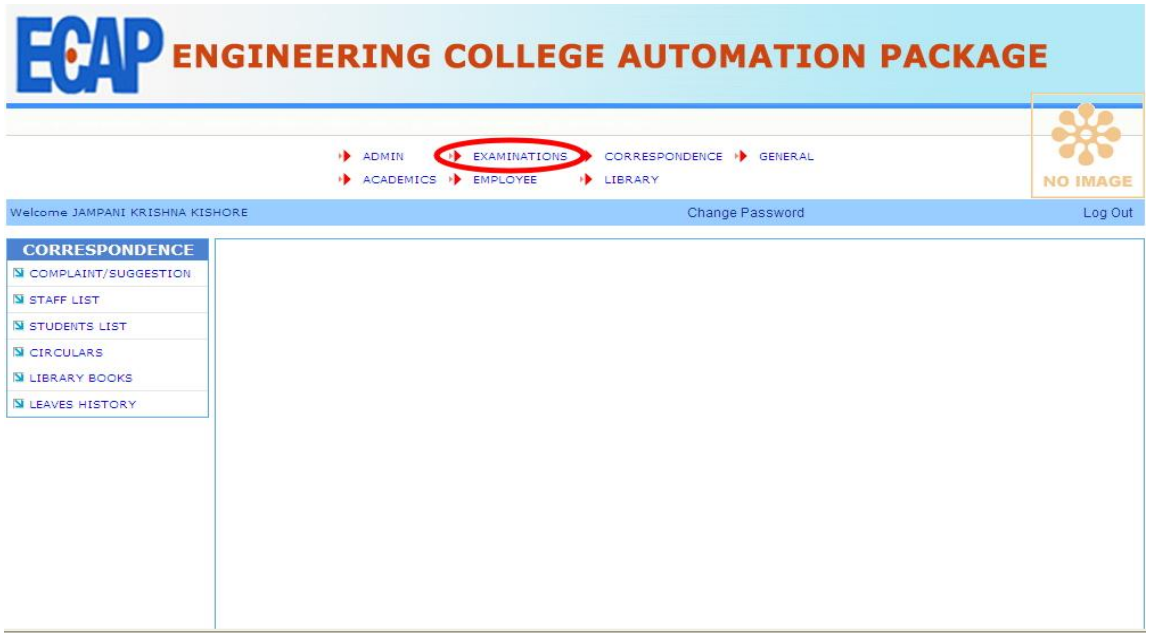
Step12:-After Click On "Ok" Option As Shown In Above Screen, Then You Will Find Another "Message From Webpage" Then Please Click On "Ok" Option As Shown In Below.



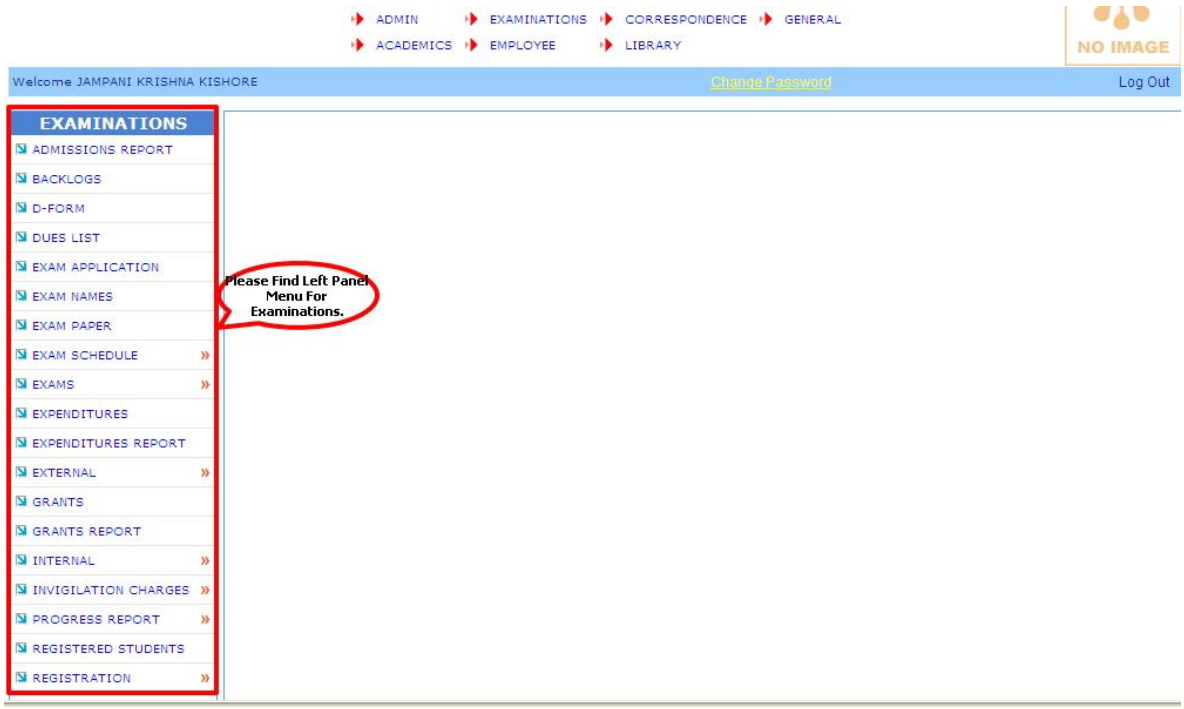
5)How To Download Internal Exam Paper Which Is Uploaded By Faculties? (Exam Paper)

Ans:- Step 1:- Please Login In To "Ecap" By Using Your Username And Password.

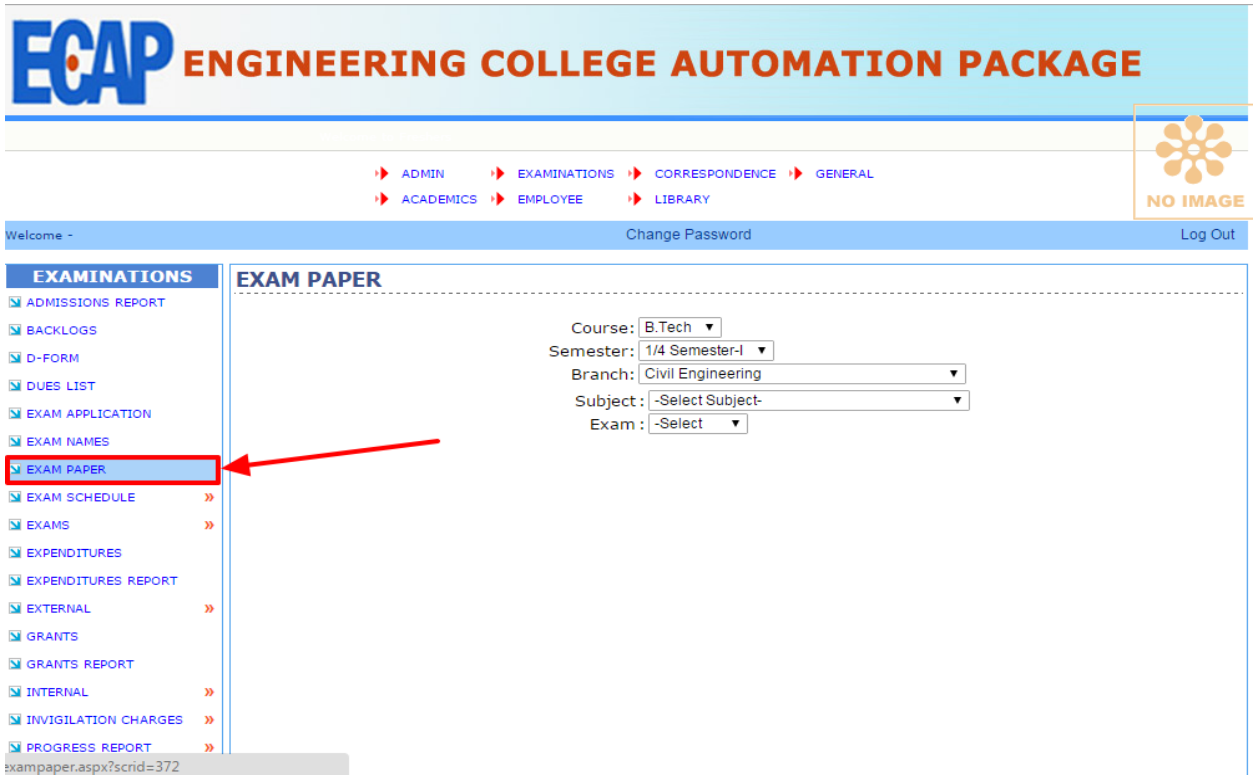
Step2:- Please Click On "Examinations" Module As Shown In Below.



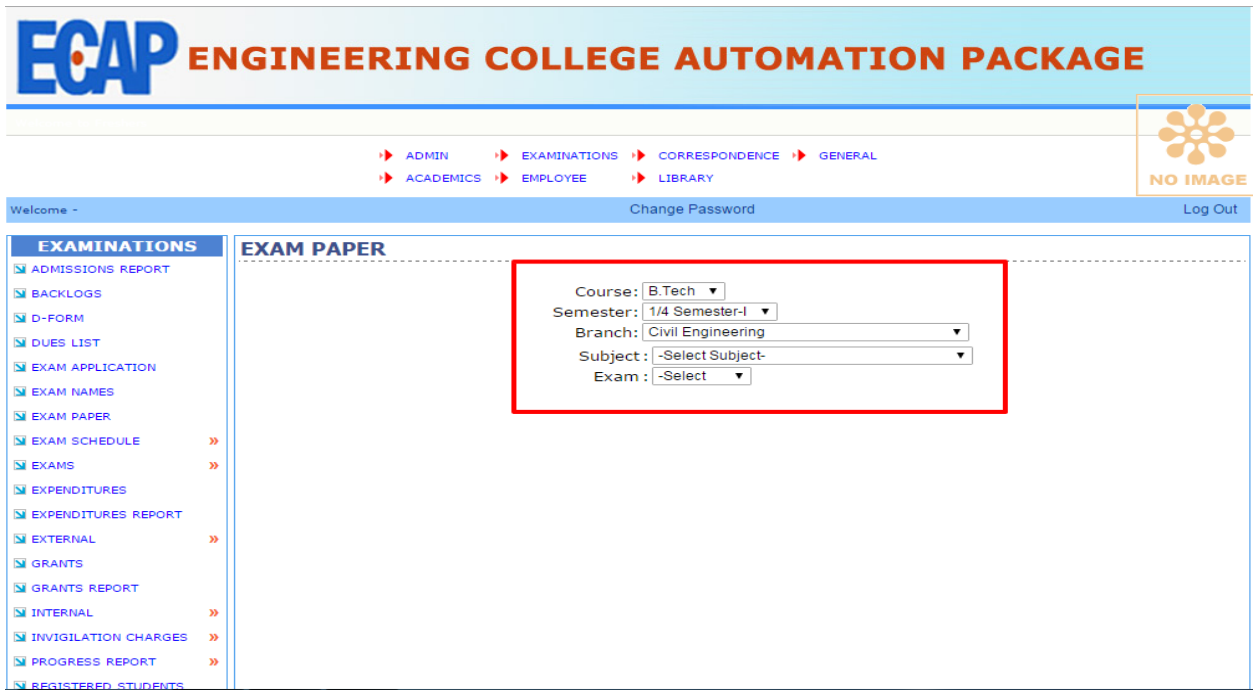
Step3:- After Click On "Examinations" Then You Will Find "Left Panel" As Shown In Below.



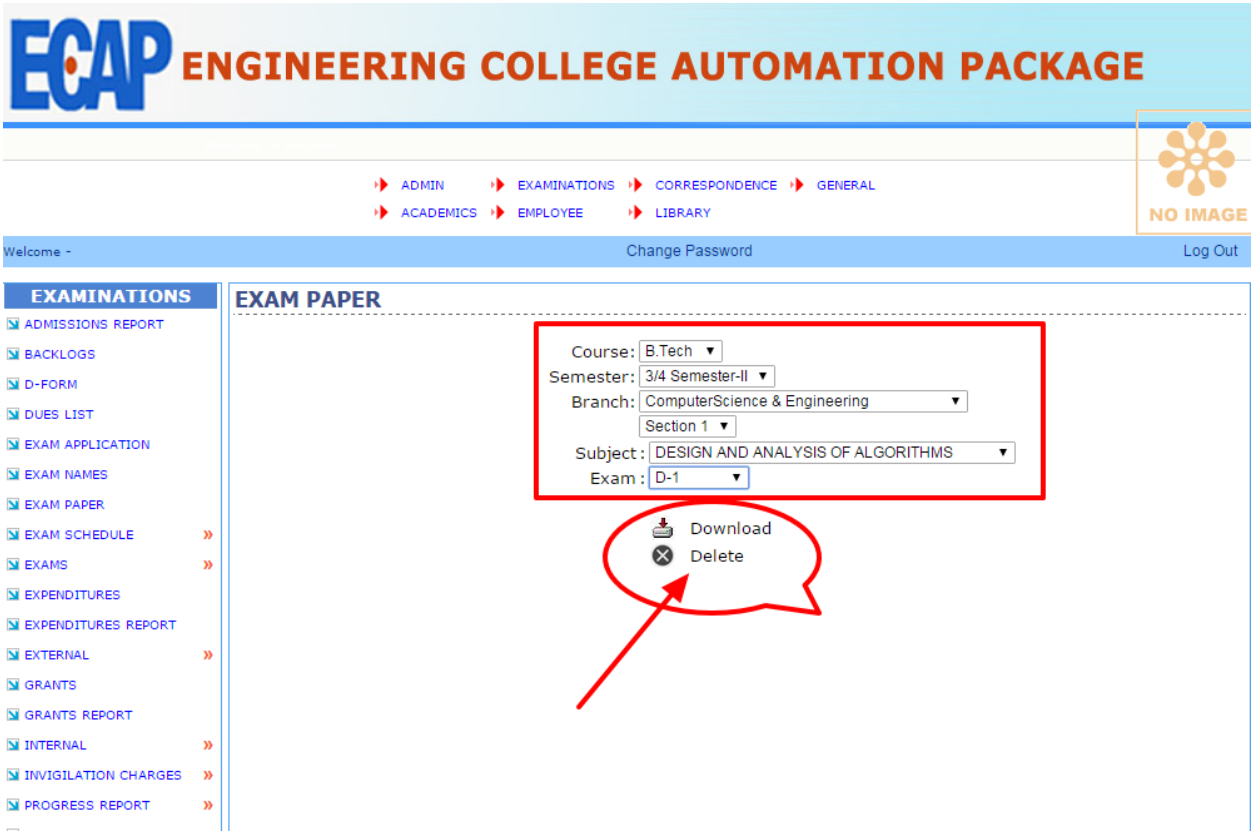
Step4:-Please Click On "Exam Paper" Which Is Available In Left Panel Menu As Shown In Below.



Step5:-Select Course,Semester,Branch,Subject And Exam.



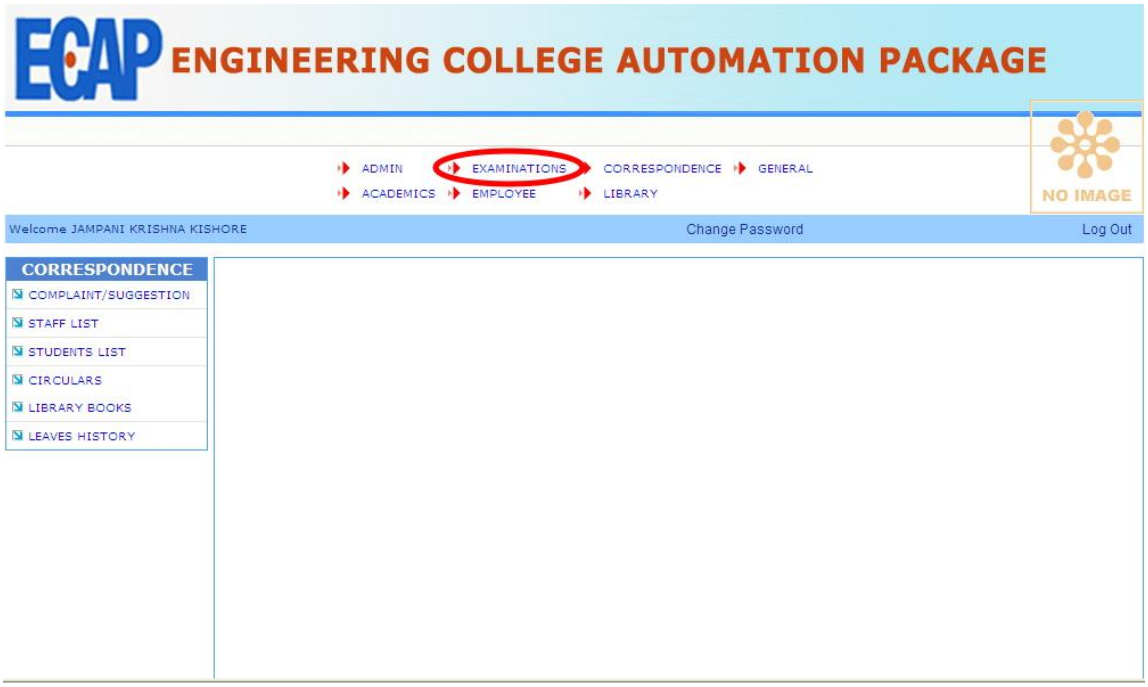
Step6:-Select All The Fields U Can Download The Exam Paper.



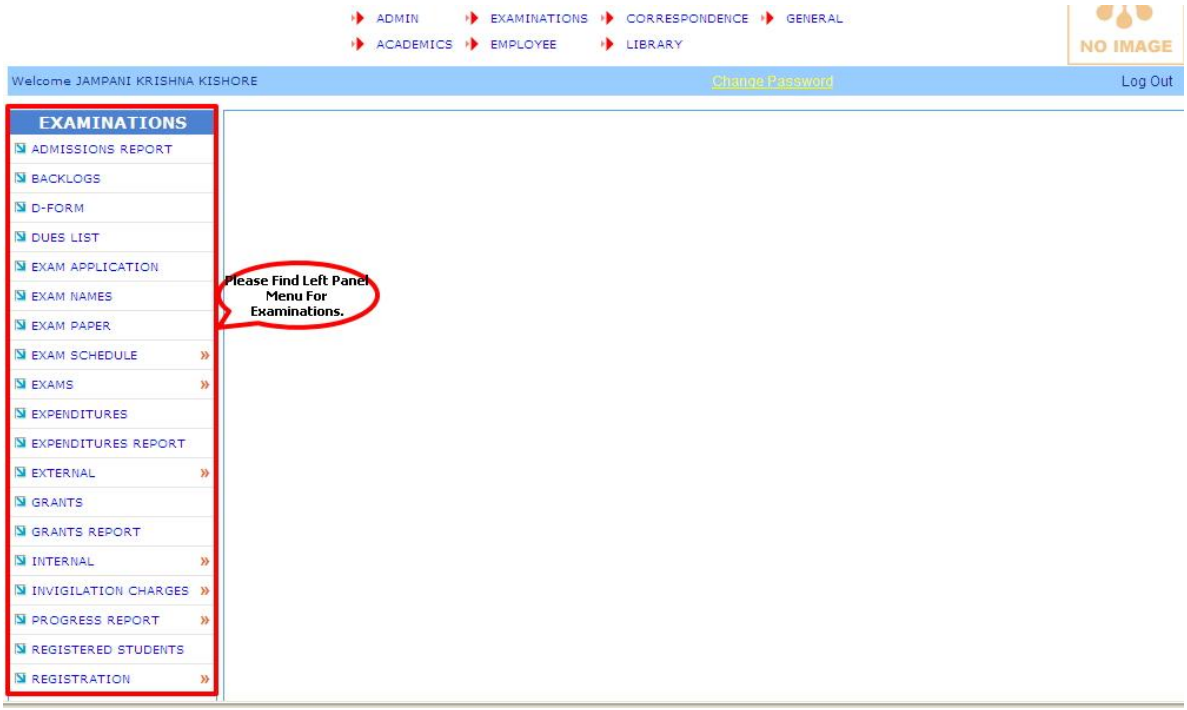
6) Where Can I Post Internal Exam Attendance? (Internal->Attendance)

Ans: - Step 1:- Please Login In To "Ecap" By Using Your Username And Password.

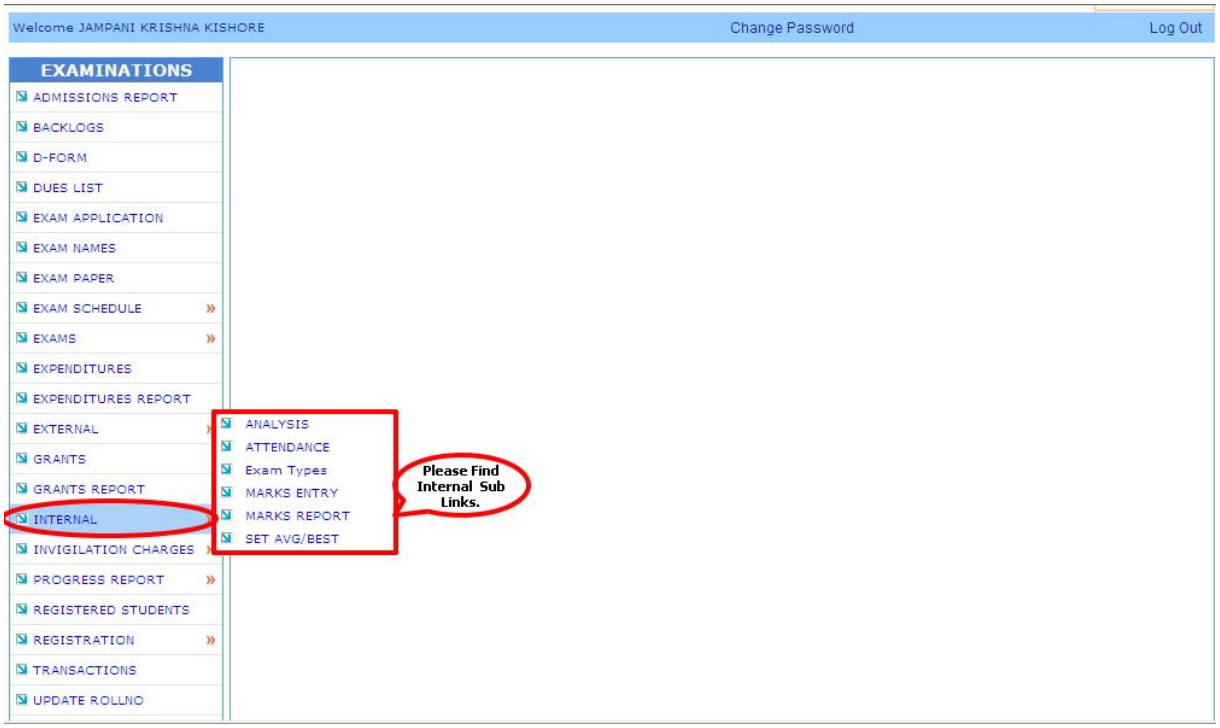
Step2:- Please Click On "Examinations" Module As Shown In Below.



Step3:- After Click On "Examinations" Then You Will Find "Left Panel" As Shown In Below.

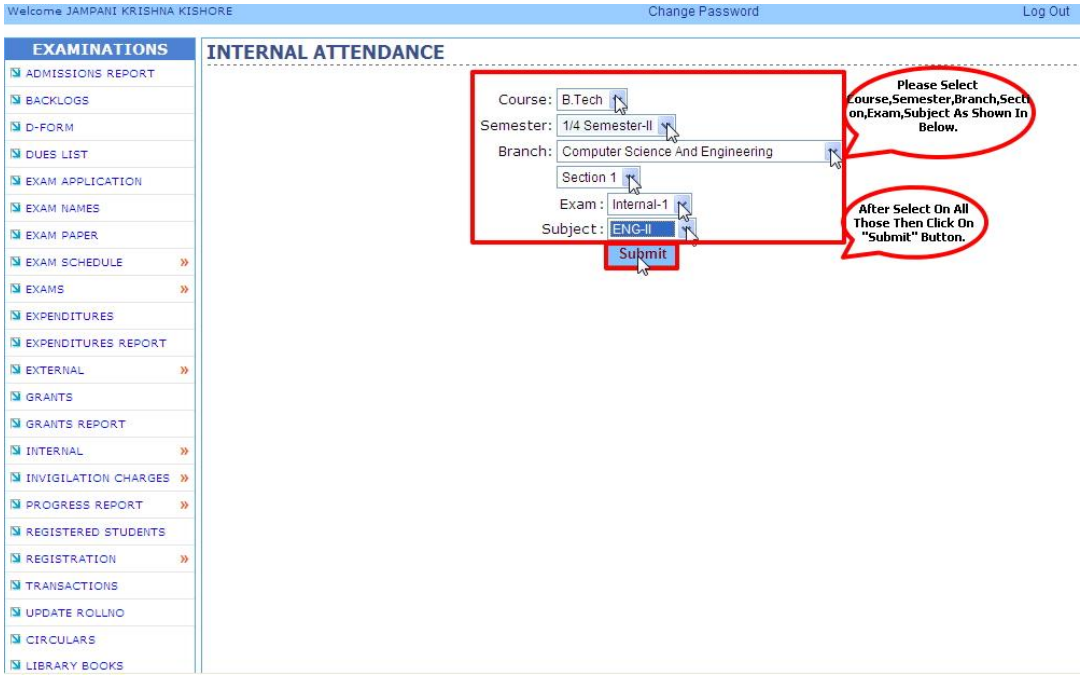


Step4:- :- Please Place Your Mouse Pointer On "Internal" Link Which Is Available In Left Menu Sub Links As Shown In Below.



Step5:-Please Place Your Mouse Pointer On "Attendance" Sub Link, Please Click On That As Shown In Below.

Step6:-After Click On "Attendance" Sub Link, Then You Will Select "Course","Semester","Branch", "Section", "Exam" And "Subject" Then Click On "Submit" Button As Shown In Below.



Step7:-After Click On "Submit" Button As Shown In Above Screen, Then You Will Find "Date" And Students List, Please Select "Date" Then If Students Absent For Internal Exam Please Click On Particular Student Check Box, If Student Present Don't Select The Check Box As Shown In Below.

Continuation Screen……

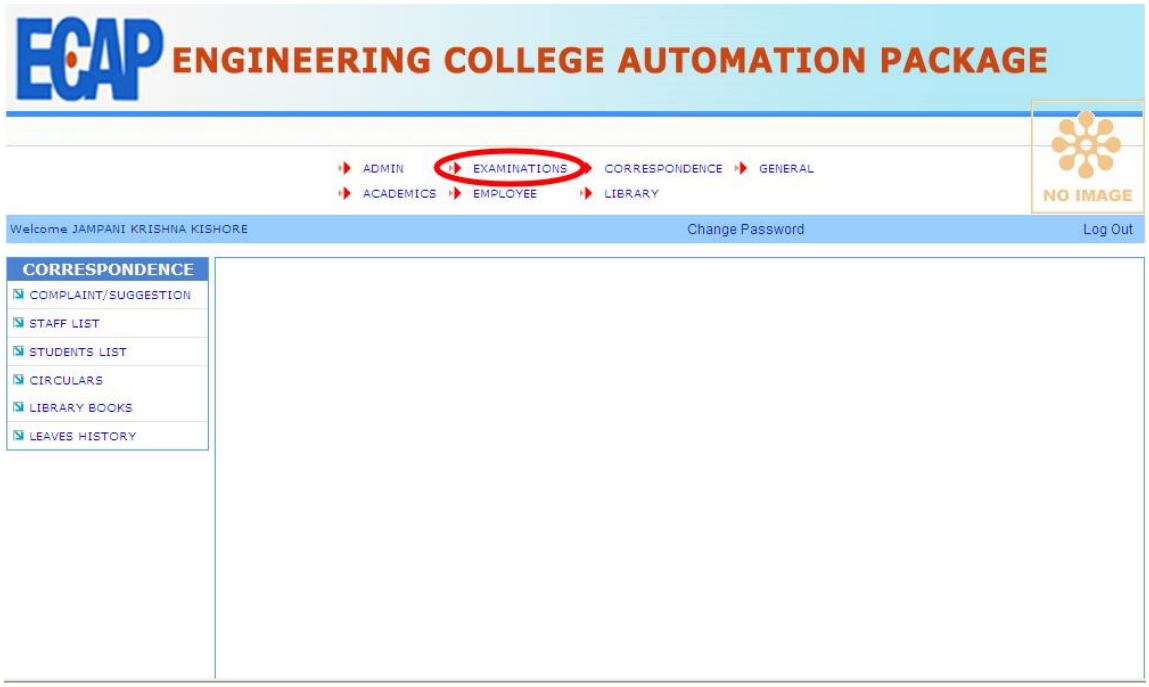
Step8:-After Select On "Absentees" Then Click On "Save" Button As Shown In Below.

Step9:-After Click On "Save" Button As Shown In Above Screen, Then You Will Find "Message From Webpage" Then Click On "Ok" Option Button As Shown In Below.

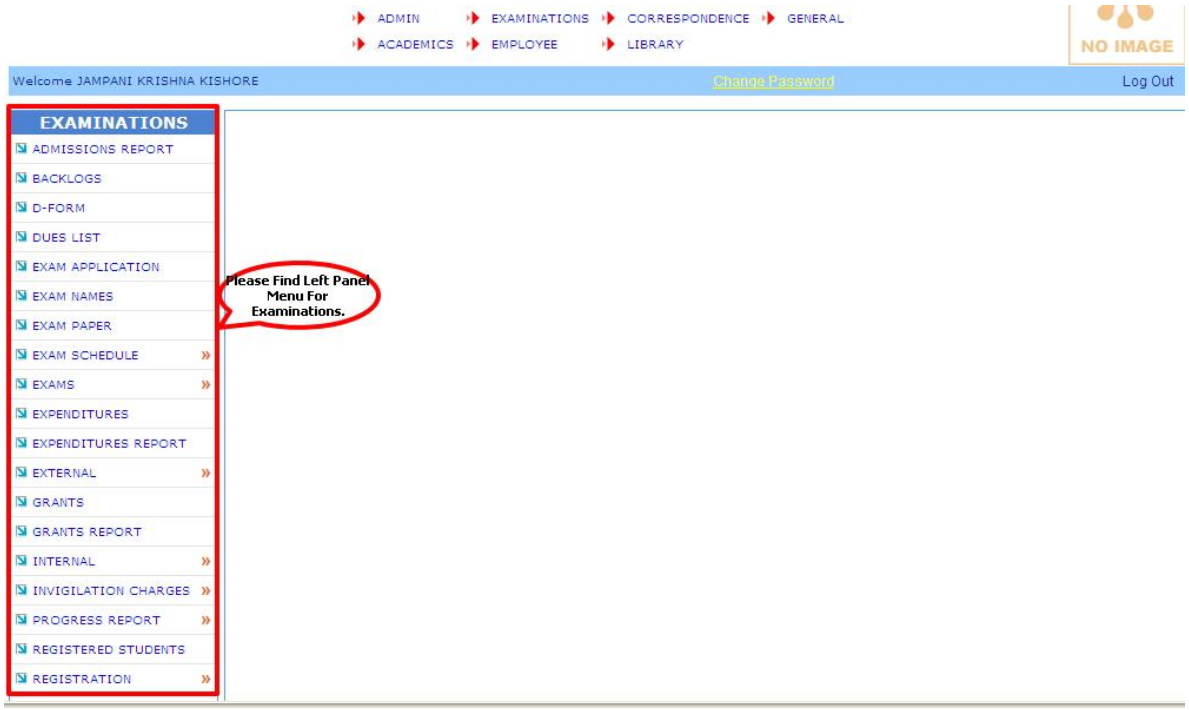
7) How To Post Internal Marks Through Online? (Internal->Marks Entry->Online)

Ans: - Step 1:- Please Login In To "Ecap" By Using Your Username And Password.

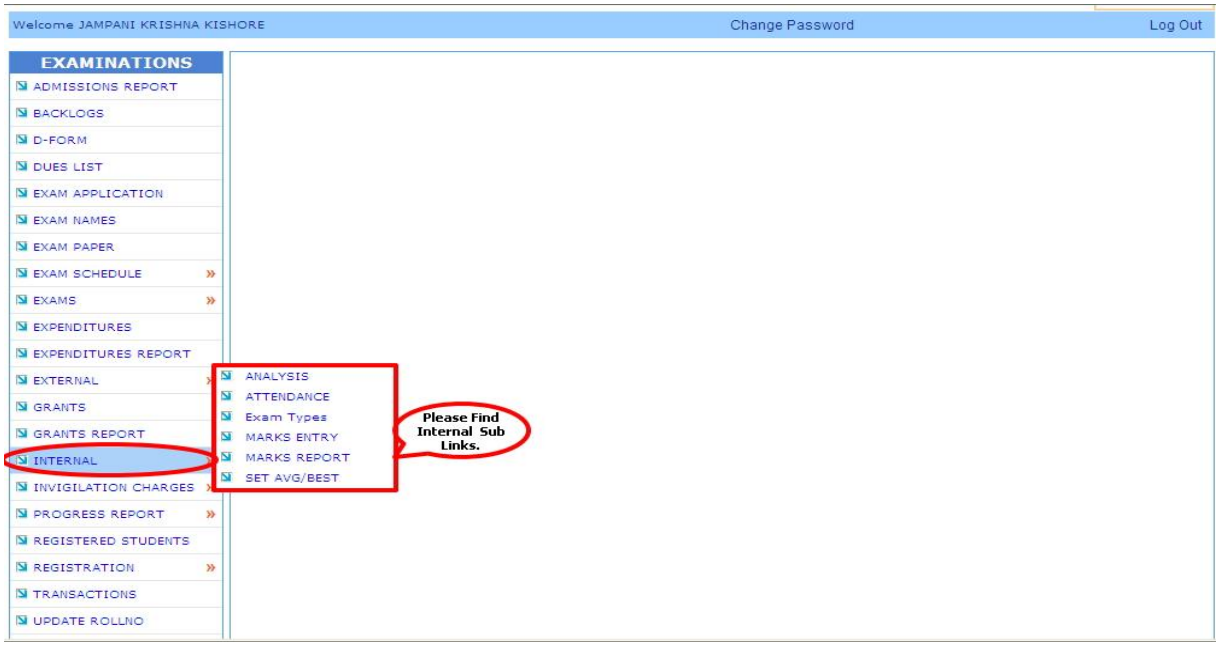
Step2:- Please Click On "Examinations" Module As Shown In Below.



Step3:- After Click On "Examinations" Then You Will Find "Left Panel" As Shown In Below.

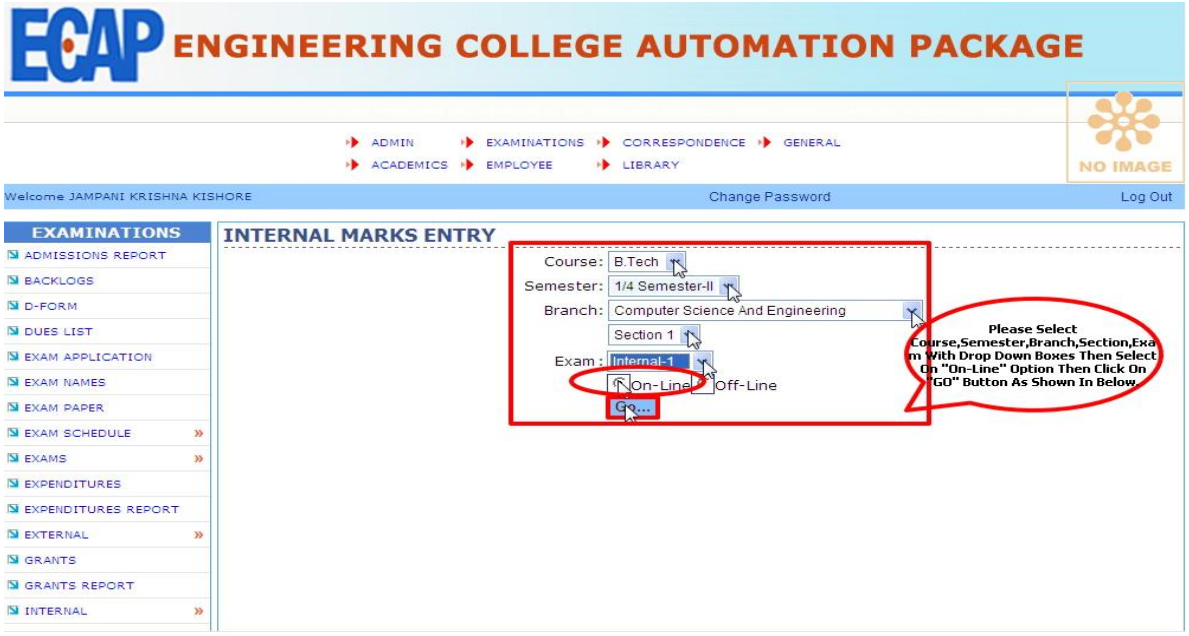


Step4:- Please Place Your Mouse Pointer On "Internal" Link Which Is Available In Left Menu Sub Links As Shown In Below.



Step5:- Please Place Your Mouse Pointer On "Marks Entry" Sub Link, Please Click On That As Shown In Below.

Step6:-After Click On "Marks Entry" Sub Link As Shown In Above Screen, Then You Will Find "Course","Semester","Branch","Section" And "Exam" Type And Also Select "On-Line" Option With Radio Button Then Click On "Go" Button As Shown In Below.

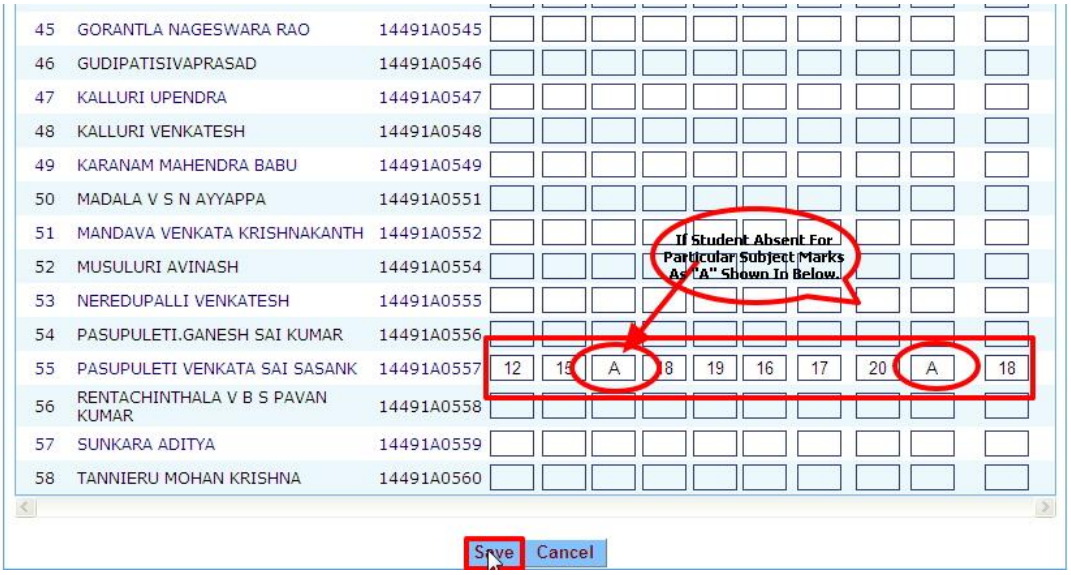


Step7:-After Click On "Go" Button Then You Will Find Students List With Subjects For Marks Entry, Please Select "Check Boxes" For Subjects And Please Enter Marks As Shown In Below.

Note:-If Student Absent For Particular Exam Please Enter "A" For Absentees.

Continuation Screen…….

Step8:-After Enter The Marks And Click On "Save" Button As Shown In Below.



45	GORANTLA NAGESWARA RAO	14491A0545									
46	GUDIPATISIVAPRASAD	14491A0546									
47	KALLURI UPENDRA	14491A0547									
48	KALLURI VENKATESH	14491A0548									
49	KARANAM MAHENDRA BABU	14491A0549									
50	MADALA V S N AYYAPPA	14491A0551									
51	MANDAVA VENKATA KRISHNAKANTH	14491A0552									
52	MUSULURI AVINASH	14491A0554									
53	NEREDUPALLI VENKATESH	14491A0555									
54	PASUPULETI.GANESH SAI KUMAR	14491A0556									
55	PASUPULETI VENKATA SAI SASANK	14491A0557	12	15	A	18	19	16	17	20	A	18
56	RENTACHINTHALA V B S PAVAN KUMAR	14491A0558									
57	SUNKARA ADITYA	14491A0559									
58	TANNIERU MOHAN KRISHNA	14491A0560									

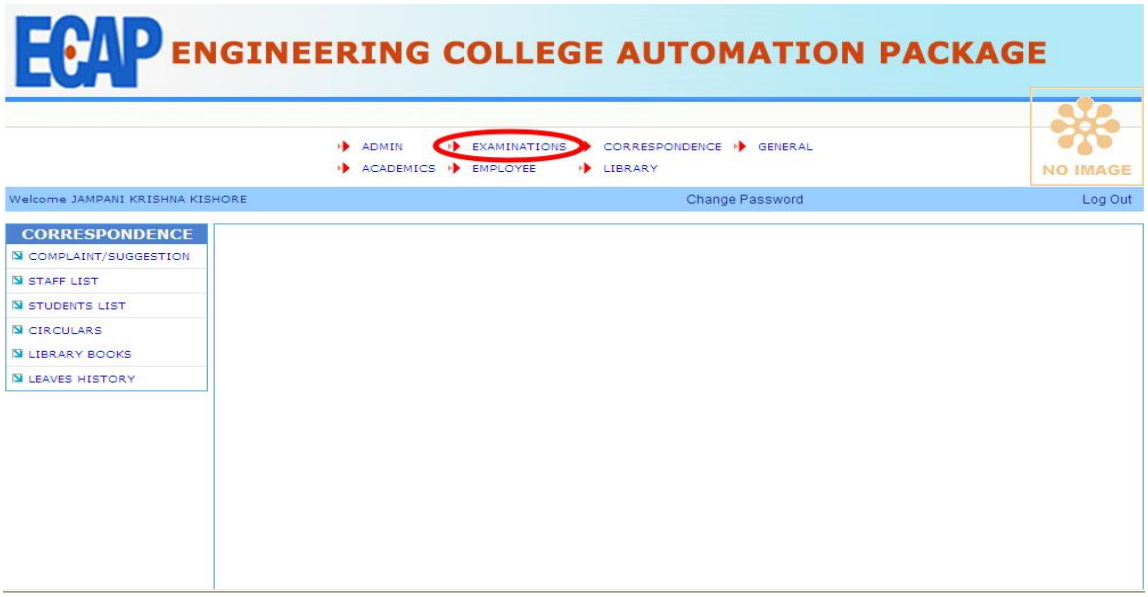
Step9:-After Click On "Save" Button As Shown In Above Screen, Then You Will Find "Message From Webpage" Then Click On "Ok" Option Button As Shown In Below.

40	BATHULA RAJESH	14491A0540									
41	CHAGANTI ACHYUTH KUMAR	14491A0541									
42	DAMARAJU.PURUSHOTHAM.KOUSHIK	14491A0542									
43	G VEERA NARAYANA	14491A0543									
44	GANTA.AKHIL SAI VENKAT KALYAN	14491A0544									
45	GORANTLA NAGESWARA RAO	14491A0545									
46	GUDIPATISIVAPRASAD	14491A0546									
47	KALLURI UPENDRA	14491A0547									
48	KALLURI VENKATESH	14491A0548									
49	KARANAM MAHENDRA BABU	14491A0549									
50	MADALA V S N AYYAPPA	14491A0551									
51	MANDAVA VENKATA KRISHNAKANTH	14491A0552									
52	MUSULURI AVINASH	14491A0554									
53	NEREDUPALLI VENKATESH	14491A0555									
54	PASUPULETI.GANESH SAI KUMAR	14491A0556									
55	PASUPULETI VENKATA SAI SASANK	14491A0557	12	15	A	18	19	16	17	20	A	18
56	RENTACHINTHALA V B S PAVAN KUMAR	14491A0558									
57	SUNKARA ADITYA	14491A0559									
58	TANNIERU MOHAN KRISHNA	14491A0560									

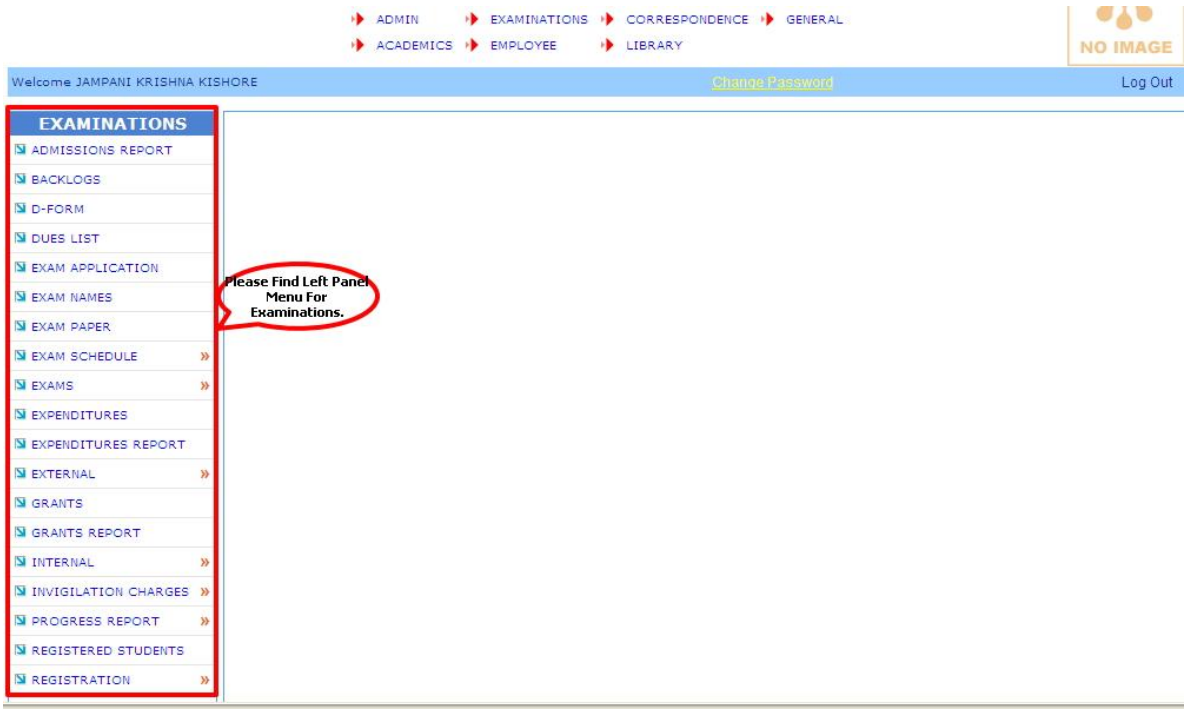
8) How To Post Internal Marks Through Offline Using Excel File? (Internal->Marks Entry->Offline)

Ans: - Step 1:- Please Login In To "Ecap" By Using Your Username And Password.

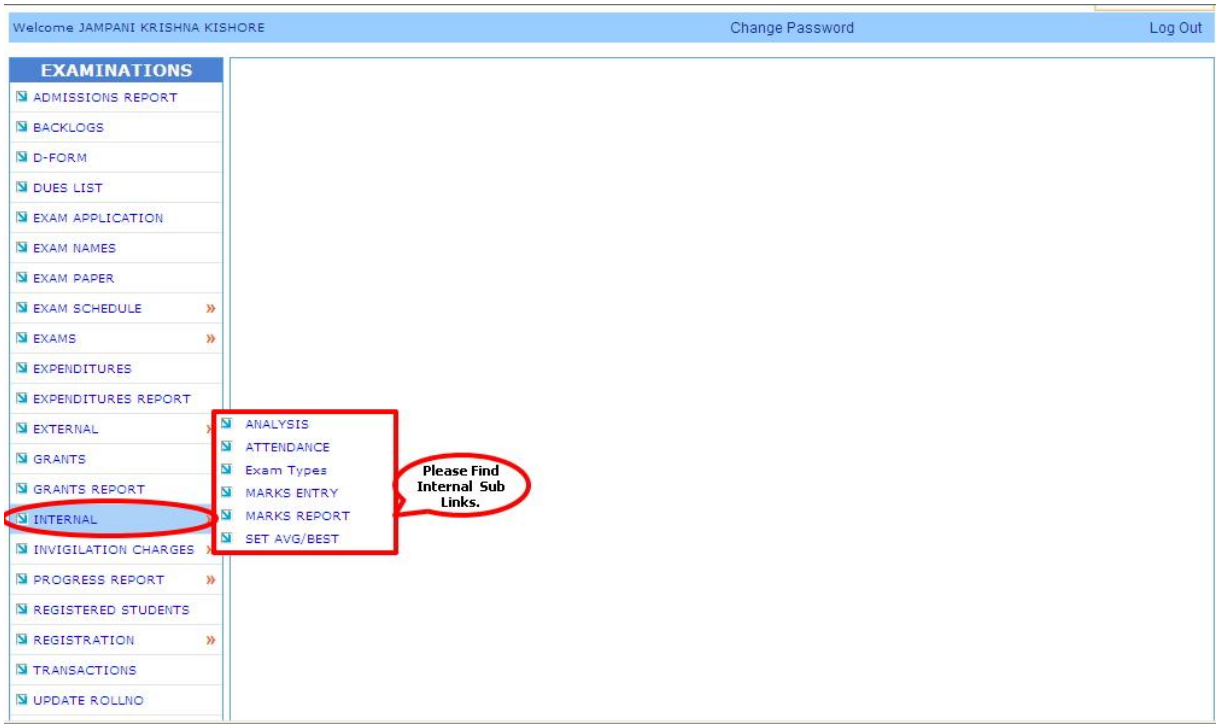
Step2:- Please Click On "Examinations" Module As Shown In Below.



Step3:- After Click On "Examinations" Then You Will Find "Left Panel" As Shown In Below.

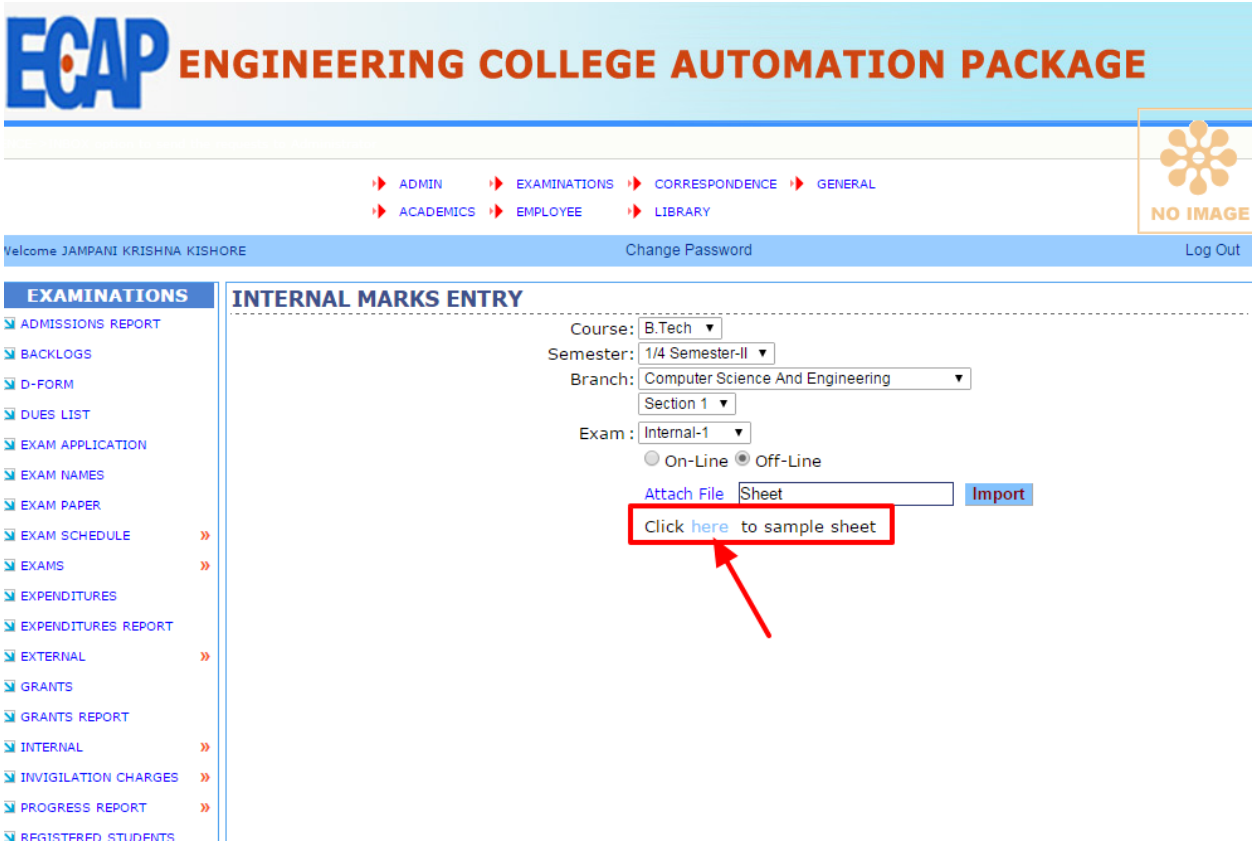


Step4:- Please Place Your Mouse Pointer On "Internal" Link Which Is Available In Left Menu Sub Links As Shown In Below.

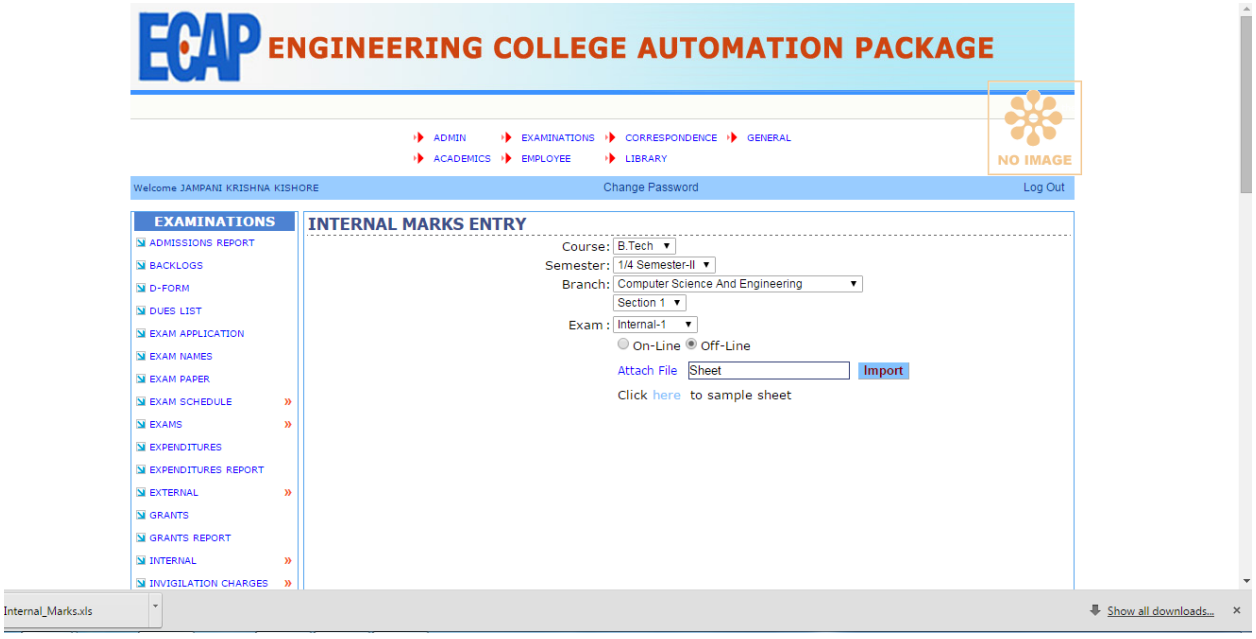


Step5:- Please Place Your Mouse Pointer On "Marks Entry" Sub Link, Please Click On That As Shown In Below.

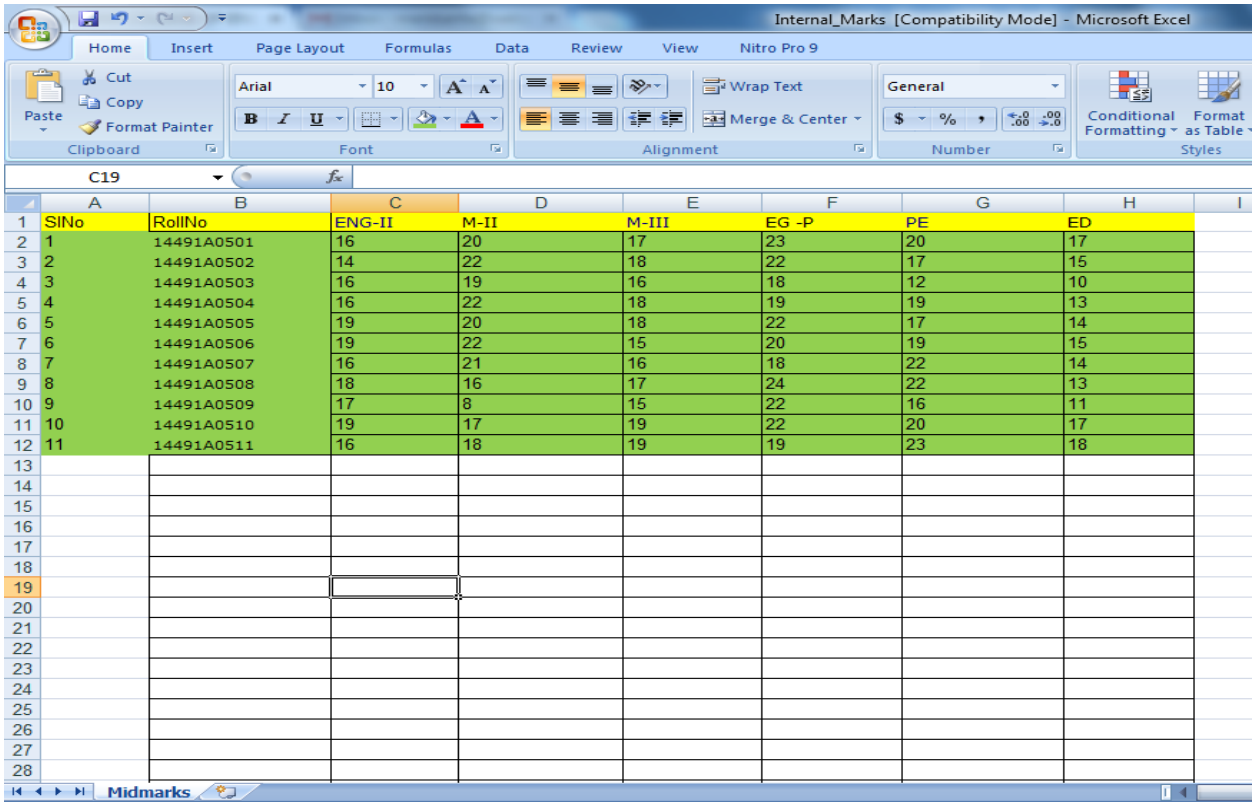
Step6:-After Click On "Marks Entry" Sub Link As Shown In Above Screen, Then You Will Find "Course","Semester","Branch","Section" And "Exam" Type And Also Select "Off-Line" Option With Radio Button Then Click On "Go" Button As Shown In Below.



Step7:-Download The Excel Sheet.



Step8:-Enter The Marks Subject Wise.



Internal_Marks [Compatibility Mode] - Microsoft Excel

Home | Insert | Page Layout | Formulas | Data | Review | View | Nitro Pro 9

Cut, Copy, Format Painter, Paste — Clipboard

Arial, 10 — Font

Wrap Text, Merge & Center — Alignment

General — Number

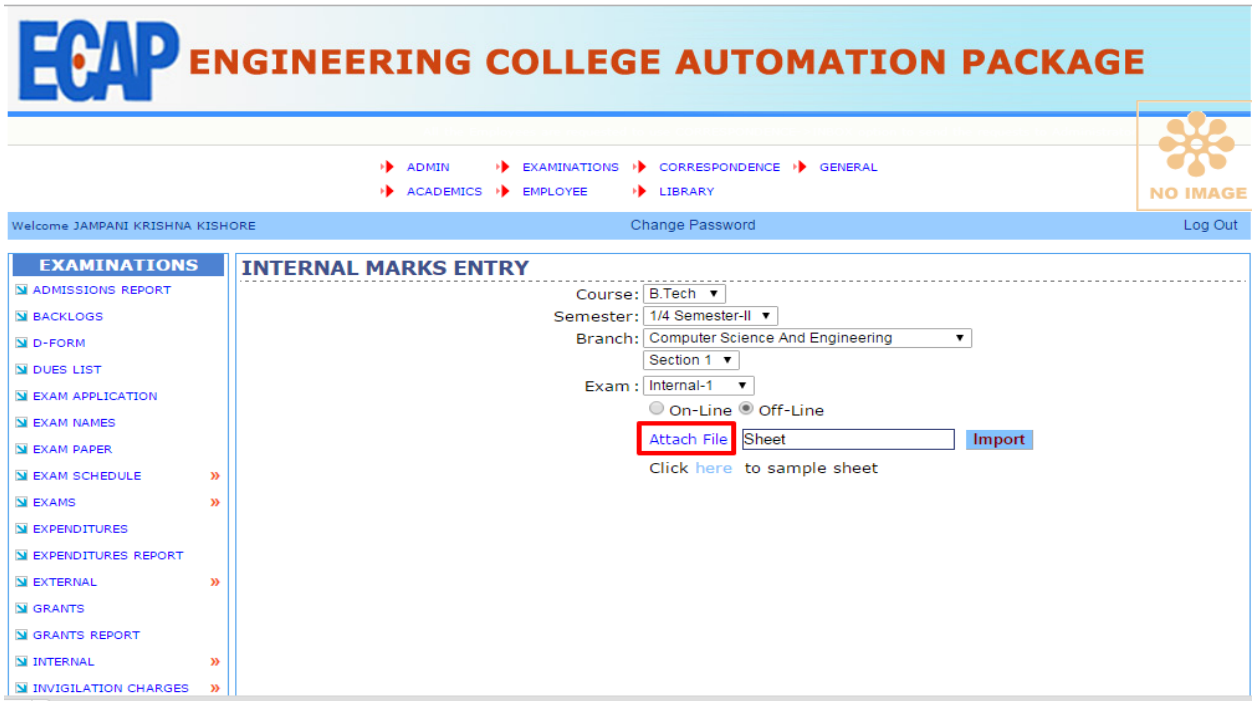
Conditional Formatting, Format as Table — Styles

C19

	A	B	C	D	E	F	G	H
1	SINo	RollNo	ENG-II	M-II	M-III	EG -P	PE	ED
2	1	14491A0501	16	20	17	23	20	17
3	2	14491A0502	14	22	18	22	17	15
4	3	14491A0503	16	19	16	18	12	10
5	4	14491A0504	16	22	18	19	19	13
6	5	14491A0505	19	20	18	22	17	14
7	6	14491A0506	19	22	15	20	19	15
8	7	14491A0507	16	21	16	18	22	14
9	8	14491A0508	18	16	17	24	22	13
10	9	14491A0509	17	8	15	22	16	11
11	10	14491A0510	19	17	19	22	20	17
12	11	14491A0511	16	18	19	19	23	18

Midmarks

Step9:- Click To Attach File And Then Click To Choose File Then Apload.



ECAP ENGINEERING COLLEGE AUTOMATION PACKAGE

ADMIN | EXAMINATIONS | CORRESPONDENCE | GENERAL

ACADEMICS | EMPLOYEE | LIBRARY

NO IMAGE

Welcome JAMPANI KRISHNA KISHORE | Change Password | Log Out

EXAMINATIONS

- ADMISSIONS REPORT
- BACKLOGS
- D-FORM
- DUES LIST
- EXAM APPLICATION
- EXAM NAMES
- EXAM PAPER
- EXAM SCHEDULE
- EXAMS
- EXPENDITURES
- EXPENDITURES REPORT
- EXTERNAL
- GRANTS
- GRANTS REPORT
- INTERNAL
- INVIGILATION CHARGES

INTERNAL MARKS ENTRY

Course: B.Tech

Semester: 1/4 Semester-II

Branch: Computer Science And Engineering

Section 1

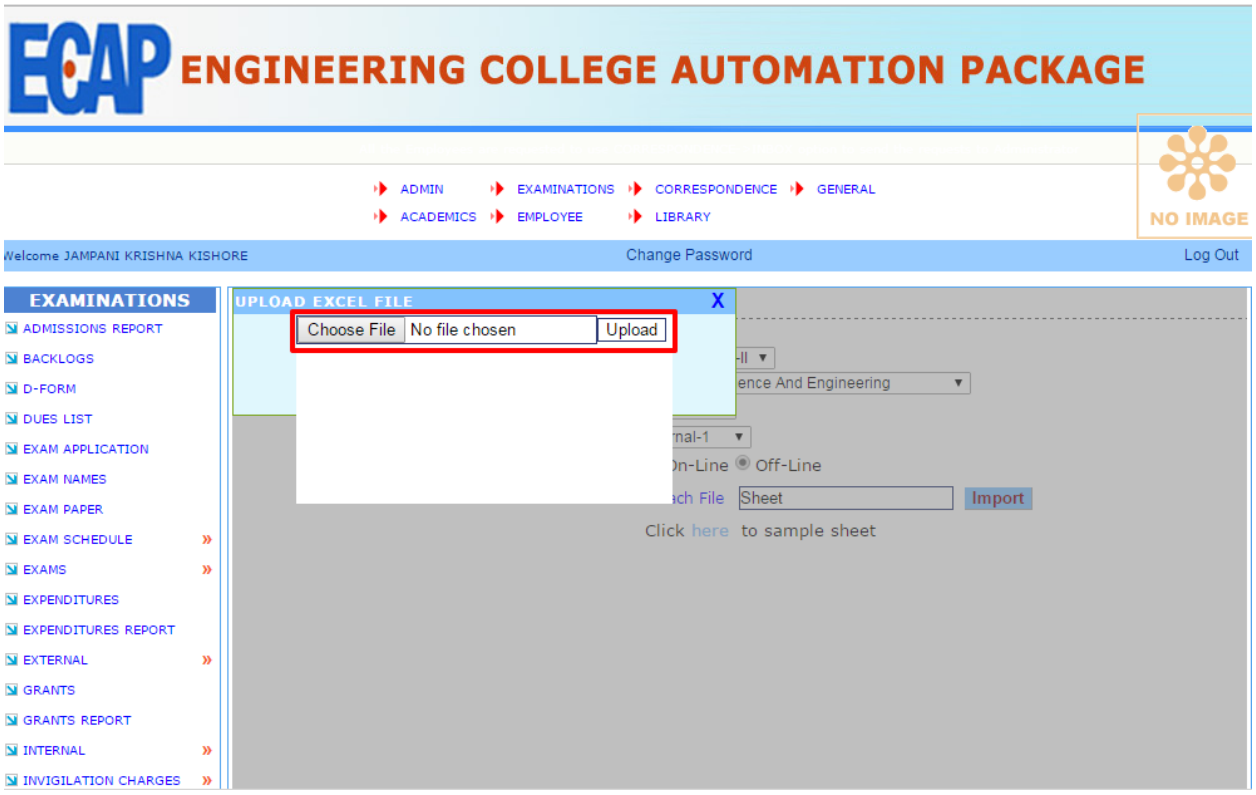
Exam : Internal-1

On-Line Off-Line

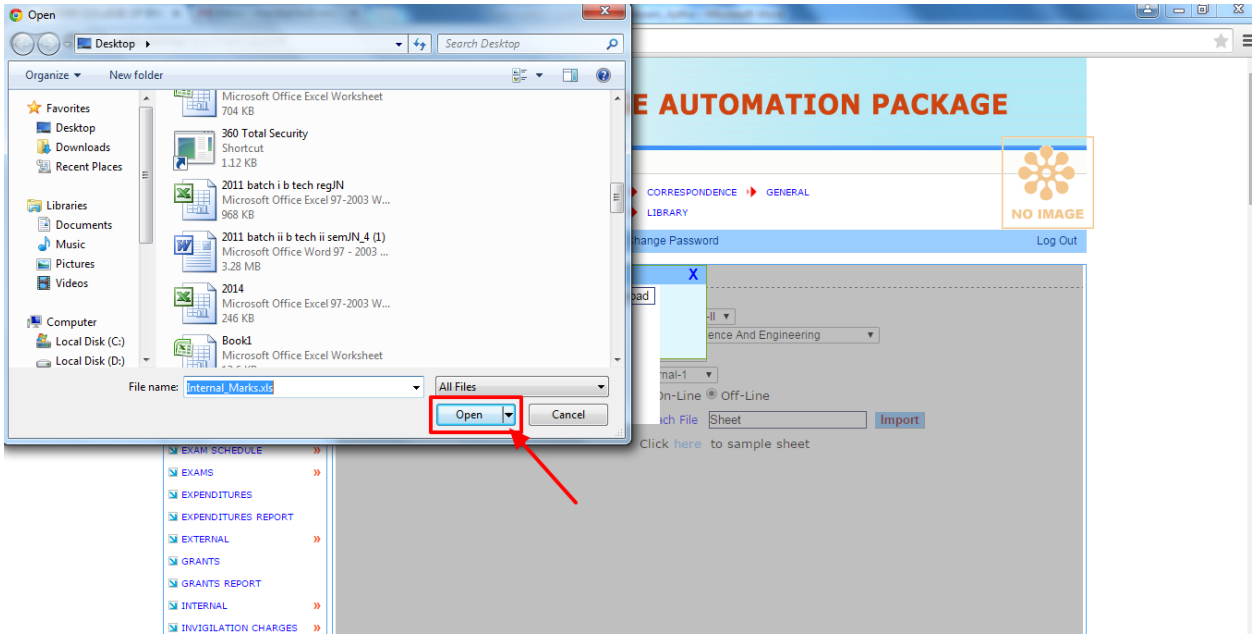
Attach File | Sheet | Import

Click here to sample sheet

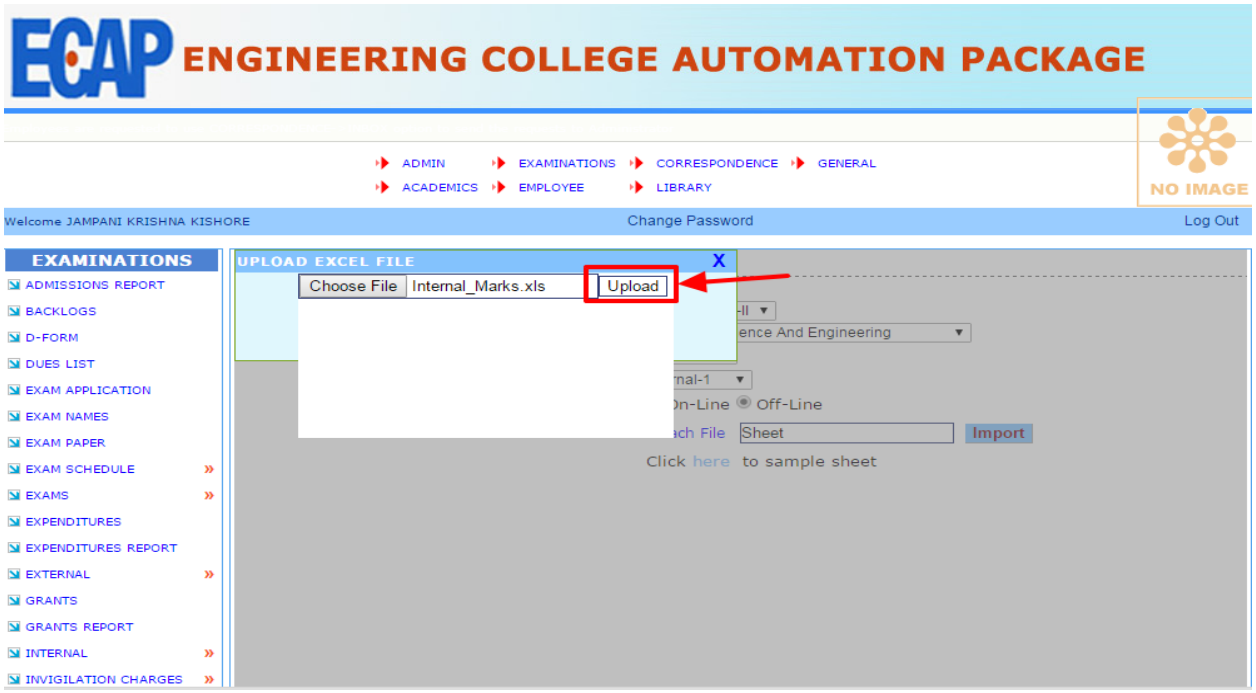
Step10:- Click To Attach File And Then Click To Choose File Then Aplload.



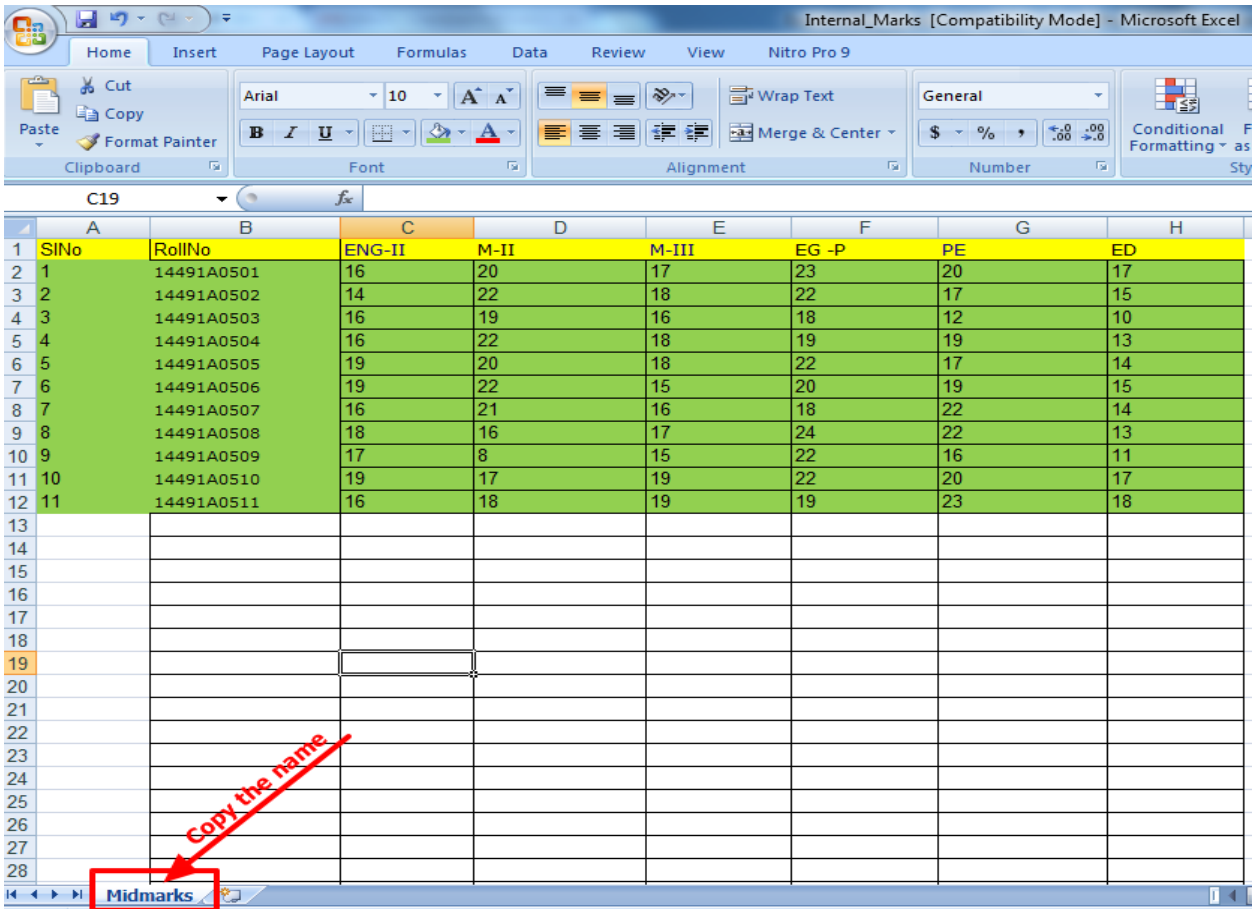
Step11:-Click On Open Button.



Step12:-Upload The Excel File.

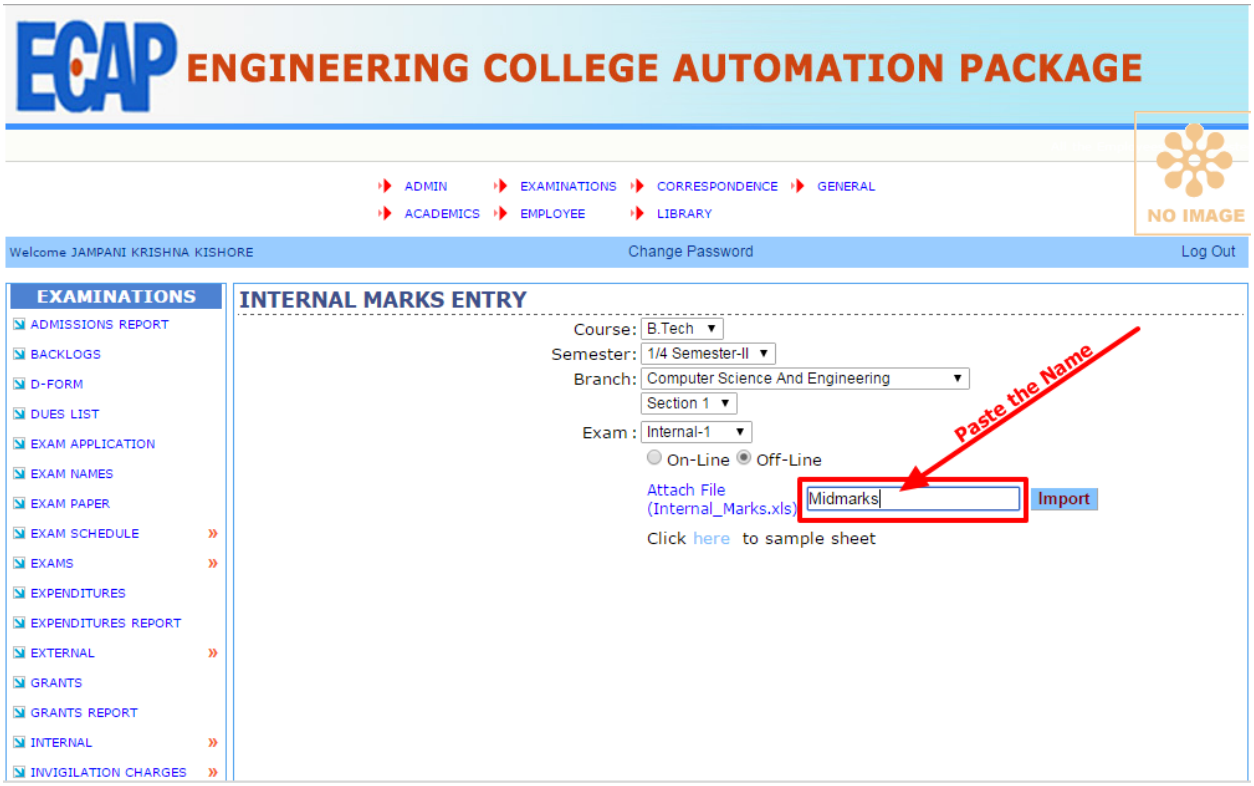


Step13:-Copy The Sheet Name.

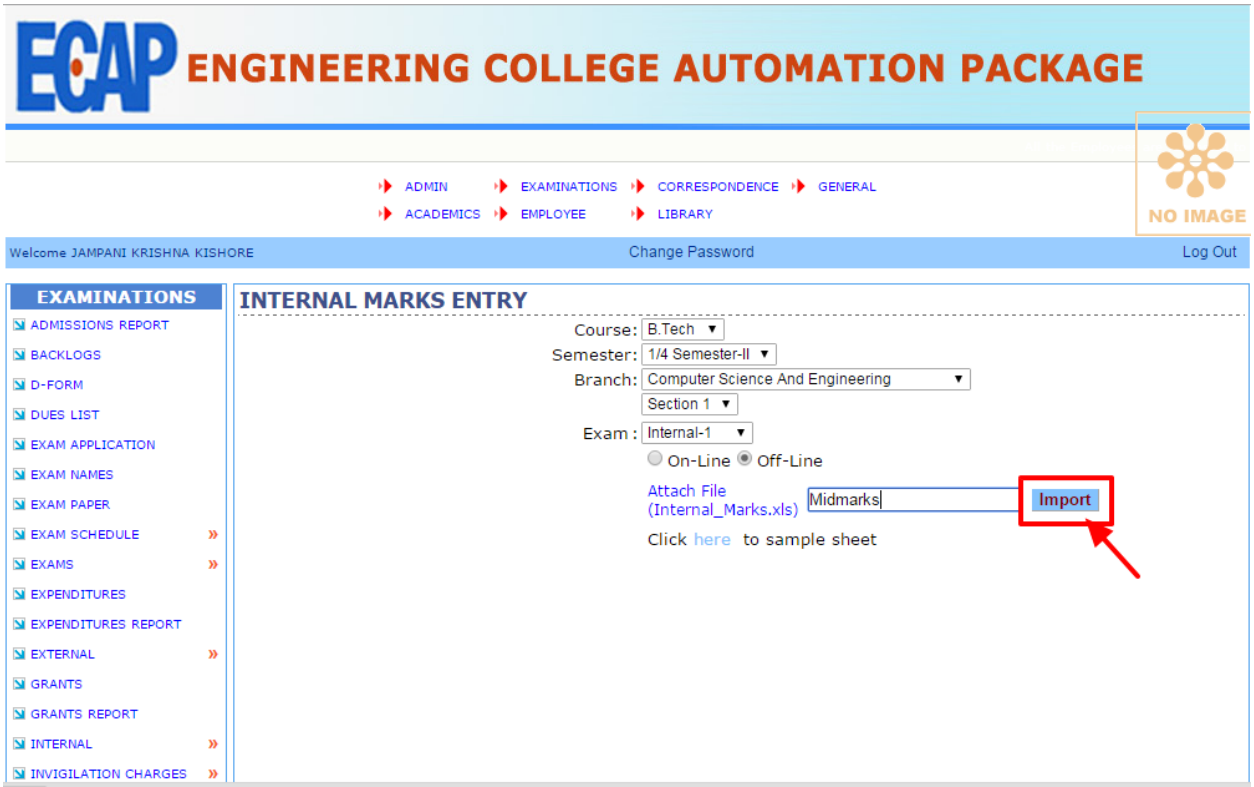


	A	B	C	D	E	F	G	H
1	SlNo	RollNo	ENG-II	M-II	M-III	EG -P	PE	ED
2	1	14491A0501	16	20	17	23	20	17
3	2	14491A0502	14	22	18	22	17	15
4	3	14491A0503	16	19	16	18	12	10
5	4	14491A0504	16	22	18	19	19	13
6	5	14491A0505	19	20	18	22	17	14
7	6	14491A0506	19	22	15	20	19	15
8	7	14491A0507	16	21	16	18	22	14
9	8	14491A0508	18	16	17	24	22	13
10	9	14491A0509	17	8	15	22	16	11
11	10	14491A0510	19	17	19	22	20	17
12	11	14491A0511	16	18	19	19	23	18

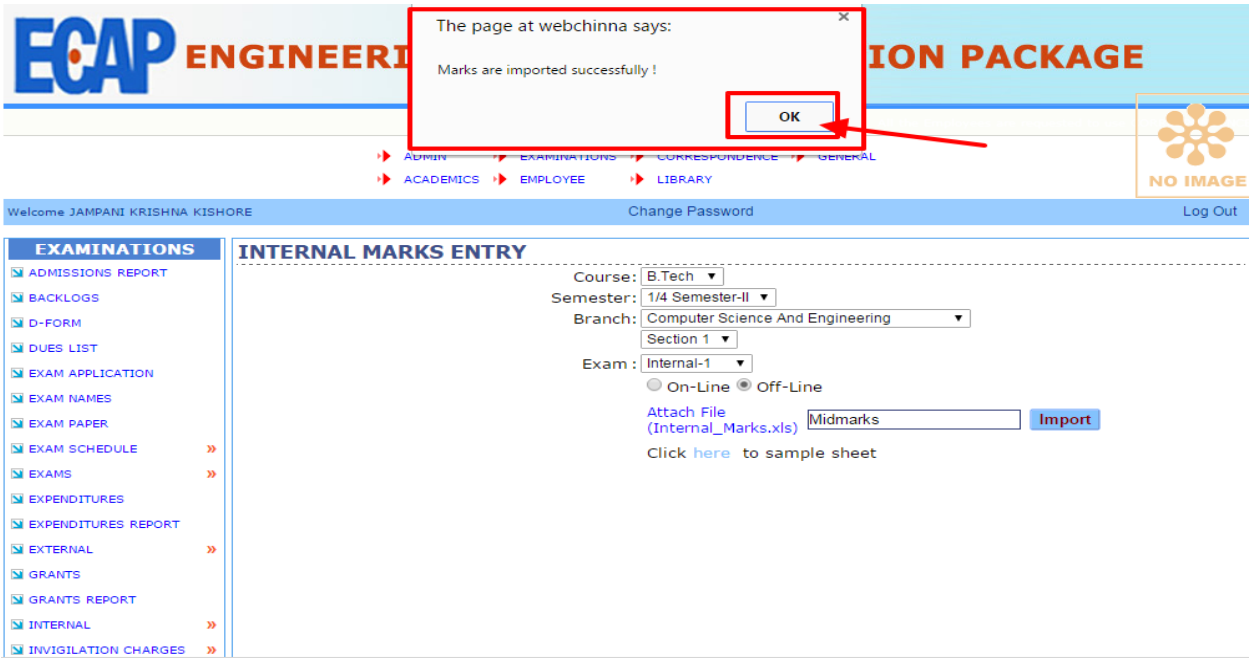
Step14:-Copy The Excel Sheet Name And Then Paste Textbox.



Step15:-Click To Import Button Then Click Save Button.



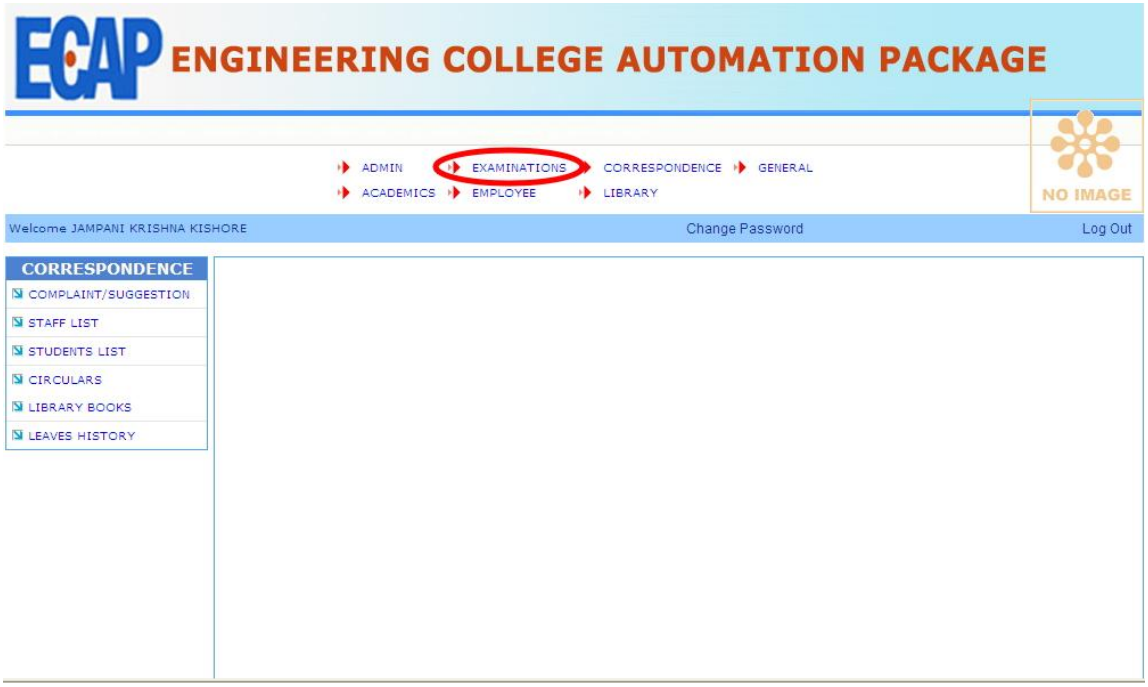
Step16:-Click On 'Ok'



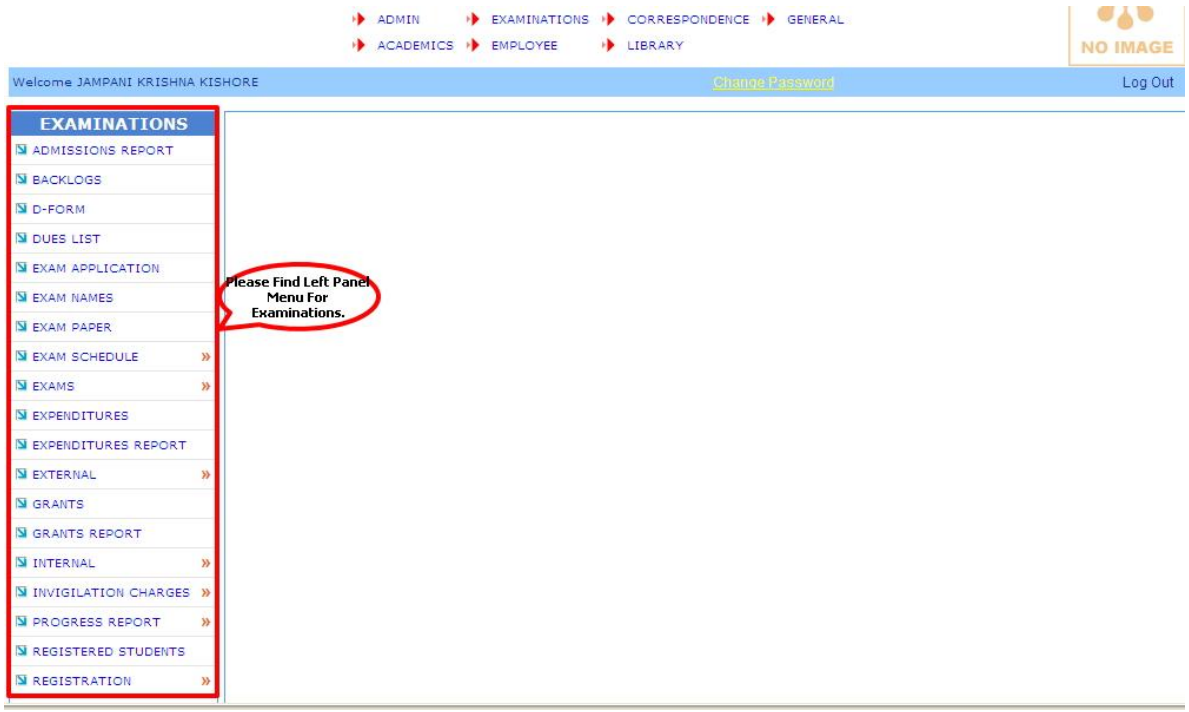
9) How To Check Internal Marks Report By Course/Semester/Branch/Exam Types Wise? (Internal->Marks Report)

Ans: - Step 1:- Please Login In To "Ecap" By Using Your Username And Password.

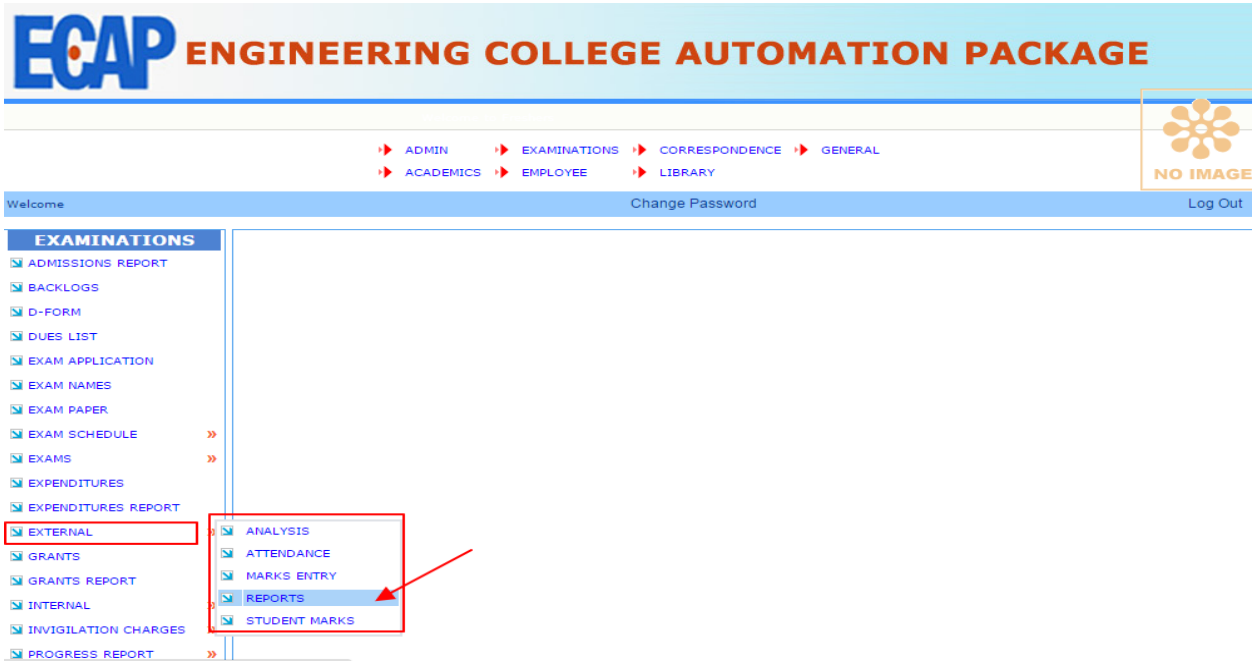
Step2:- Please Click On "Examinations" Module As Shown In Below.



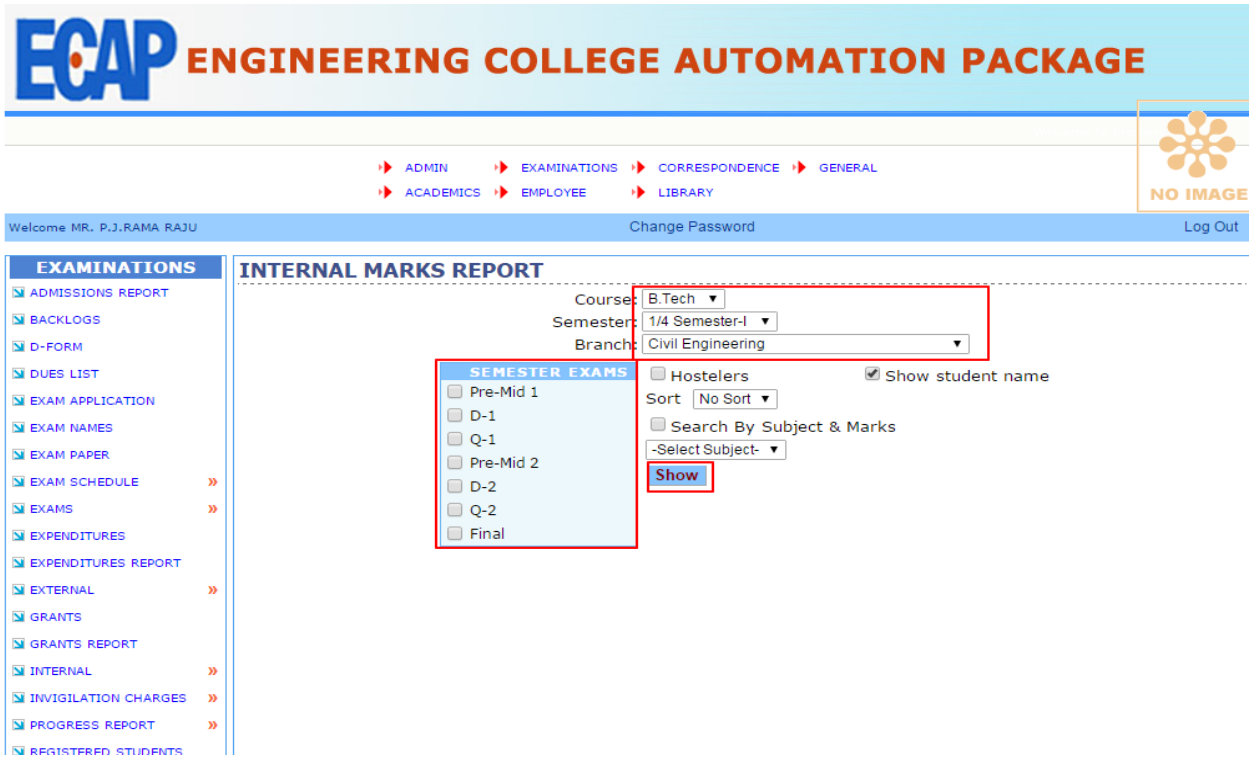
Step3:- After Click On "Examinations" Then You Will Find "Left Panel" As Shown In Below.



Step4:- Please Place Your Mouse Pointer On "Internal" Link Which Is Available In Left Menu Sub Links As Shown In Below.



Step5:-Select The Course And Semester And Branch And Then Select Semester Exams And Click Show Button.



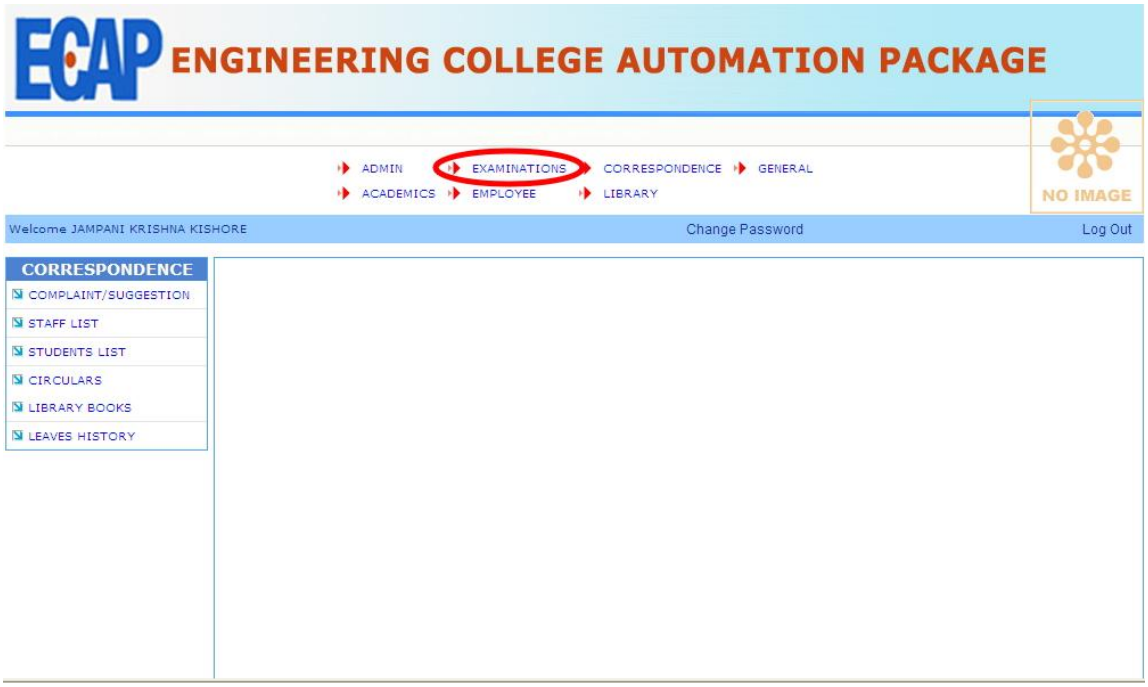
Step6:- Click On "Show" Button Then You Will Find "Internal Marks" Report As Shown In Below.

Sl.No	Roll.No	Student Name	EC	HCI	DS	IRS	Total
1	10B01A0501	ADDAGADA VIDYA	37	A	35	23	95
2	10B01A0502	AKKINENI JYOTHSNA	3	27	32	A	62
3	10B01A0503	AKUNURU SANTHI SWAROOPA	A	30	10	A	40
4	10B01A0504	ALLA SRI LATHA	39	30	39	32	140
5	10B01A0505	ALLU BHAVANI DEVI	35	A	12	A	47
6	10B01A0507	ANDEY JAYA SRI DEVI	A	34	39	34	107
7	10B01A0509	ARVAPALLI SOWMYA	A	34	33	34	101
8	10B01A0510	A SUSWETHA	36	10	34	35	115
9	10B01A0511	BANDLAMUDI VENEELA	A	12	26	7	45
10	10B01A0512	BASAVA POORNIMA KANAKA DURGA	A	38	A	36	74
11	10B01A0513	BODDU NAGA KUSUMA	9	10	35	A	54
12	10B01A0514	BORRA PRAMEELA	38	33	39	36	146
13	10B01A0515	BOYAPATI ANUSHA	17	11	A	35	63
14	10B01A0516	BURUGUPALLI S VENKATA NAGA LAKSHMI	38	4	33	36	111
15	10B01A0517	CHAKAPALLI KAMALA MANIKANTESWARI	38	30	39	36	143
16	10B01A0518	CHALLANKI JYOTSNA	23	31	12	26	92
17	10B01A0519	CHAVALI SUMA BALA	A	15	36	29	80
18	10B01A0520	CHEEKATIMELLI CHANDU	A	10	A	A	10
19	10B01A0521	CHILAMAKURTHI GEETHA RANI	A	39	A	A	39
20	10B01A0522	CHILLA PRIYANKA	A	16	24	8	48
21	10B01A0523	CH VAISHNAVI	A	A	A	A	0
22	10B01A0524	DAMARLA KEERTHI	16	20	A	A	36
23	10B01A0525	DARAPU SIREESHA	9	18	37	34	98
24	10B01A0526	DEEVI SRI RAMYA	39	40	40	38	157
25	10B01A0527	DONGA NAGA LAKSHMI JYOTHI	38	38	37	37	150
26	10B01A0528	DUGGIRALA AMRUTHA	37	40	39	37	153
27	10B01A0529	GAMIDI NAGA MADHURI	A	11	A	A	11
28	10B01A0530	GARAPATI SONIA BHARATHI	36	32	17	A	85

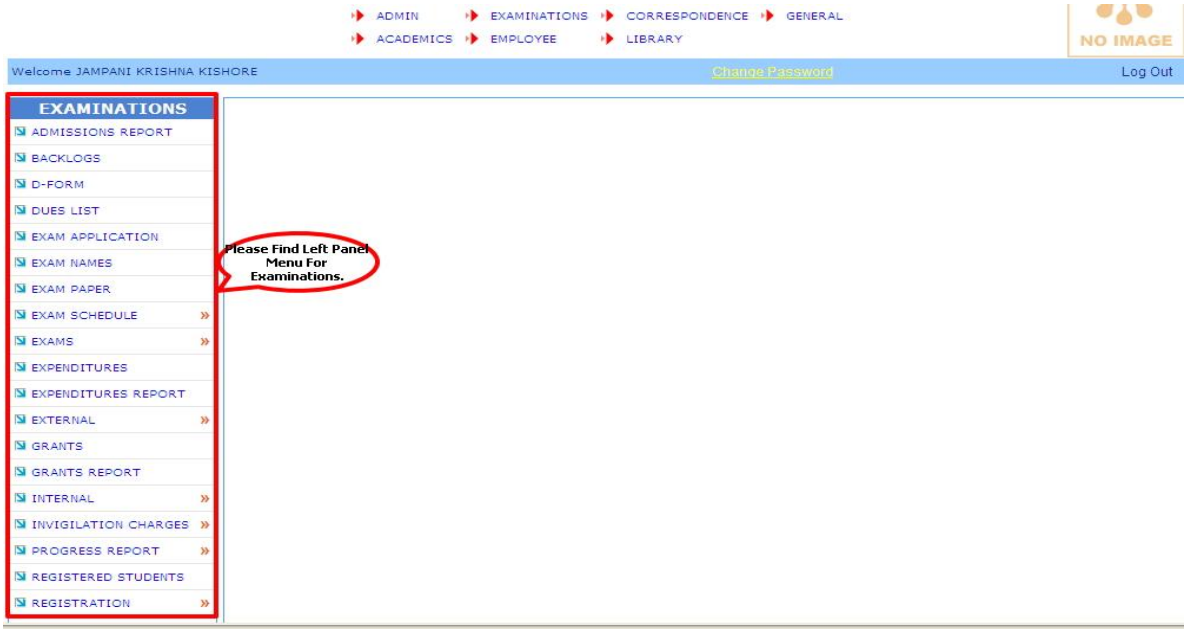
10) How To Check Internal Marks Report By Subject/Exam Types Wise? (Internal->Marks Report->Search By Subject/Marks)

Ans: - Step 1:- Please Login In To "Ecap" By Using Your Username And Password.

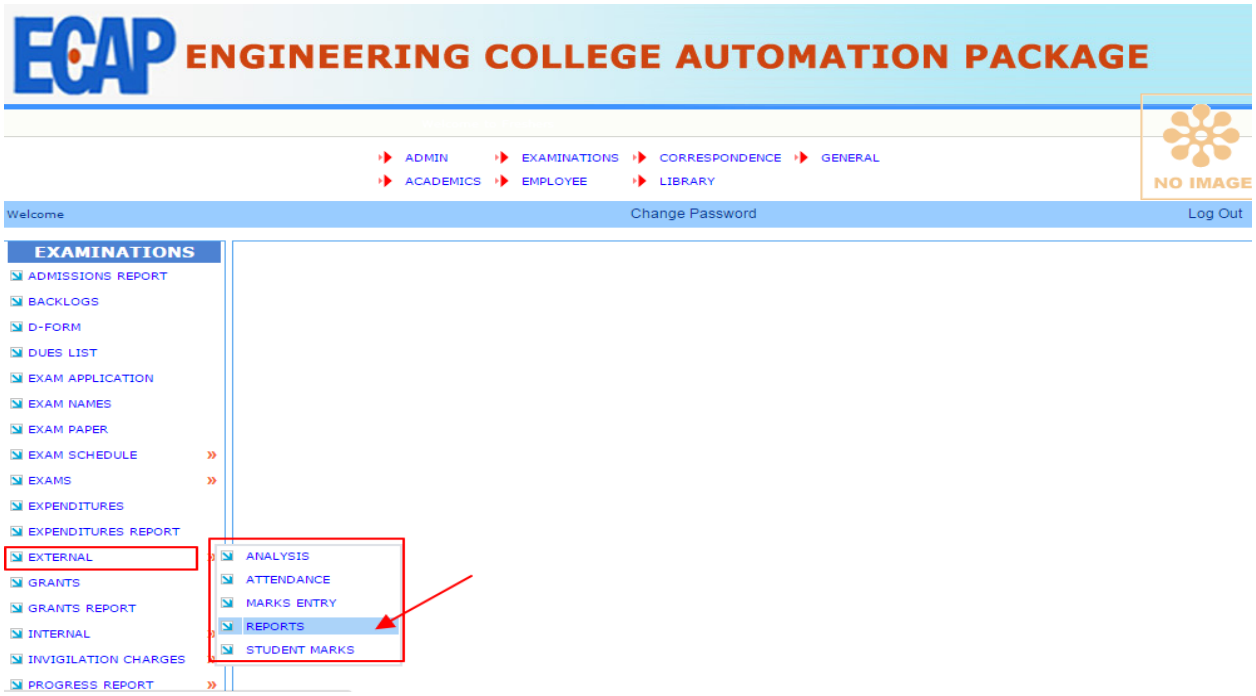
Step2:- Please Click On "Examinations" Module As Shown In Below.



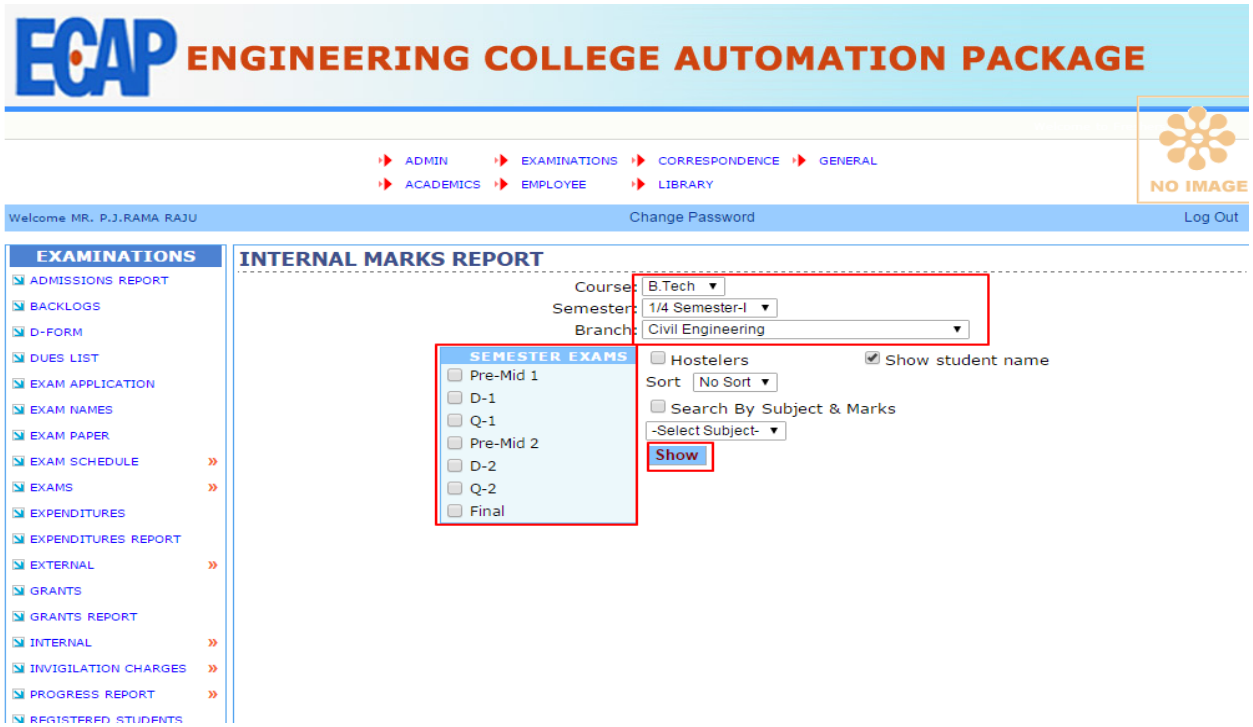
Step3:- After Click On "Examinations" Then You Will Find "Left Panel" As Shown In Below.



Step4:- Please Place Your Mouse Pointer On "Internal" Link Which Is Available In Left Menu Sub Links As Shown In Below.



Step5:-Select The Course And Semester And Branch And Then Select Semester Exams And Click Show Button.



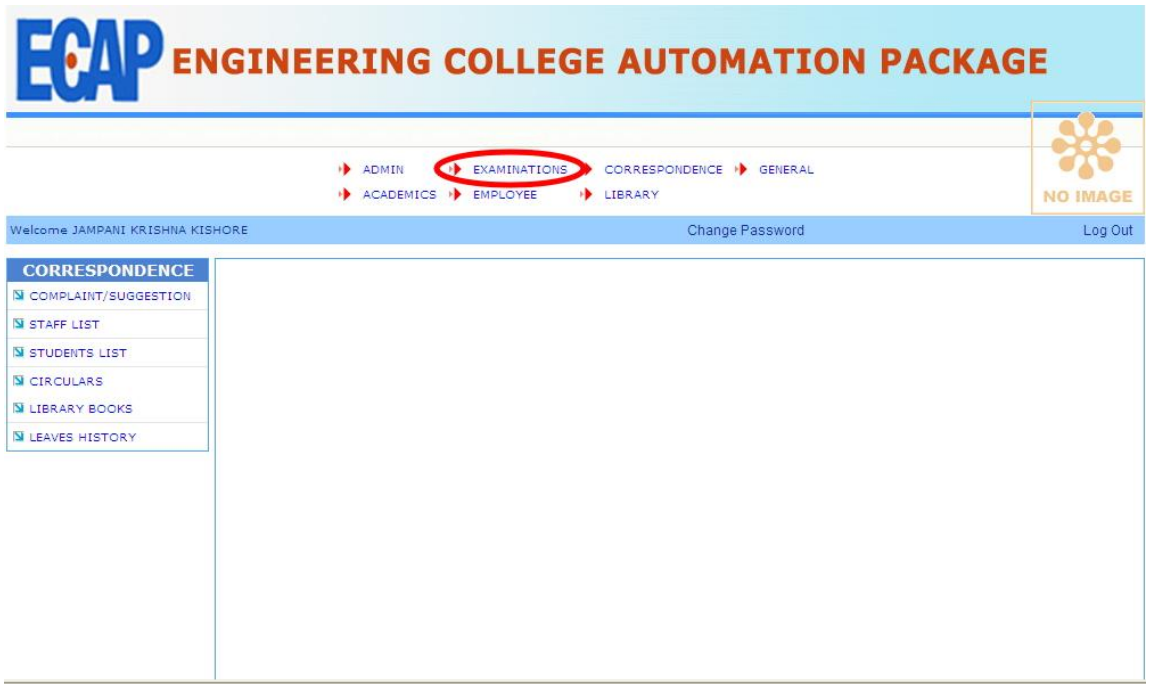
Step6:- Click On "Show" Button Then You Will Find "Marks Report" Report As Shown In Below.

Sl.No	Roll.No	Student Name	EC	HCI	DS	IRS	Total
1	10B01A0501	ADDAGADA VIDYA	37	A	35	23	95
2	10B01A0502	AKKINENI JYOTHSNA	3	27	32	A	62
3	10B01A0503	AKUNURU SANTHI SWAROOPA	A	30	10	A	40
4	10B01A0504	ALLA SRI LATHA	39	30	39	32	140
5	10B01A0505	ALLU BHAVANI DEVI	35	A	12	A	47
6	10B01A0507	ANDEY JAYA SRI DEVI	A	34	39	34	107
7	10B01A0509	ARVAPALLI SOWMYA	A	34	33	34	101
8	10B01A0510	A SUSWETHA	36	10	34	35	115
9	10B01A0511	BANDLAMUDI VENEELA	A	12	26	7	45
10	10B01A0512	BASAVA POORNIMA KANAKA DURGA	A	38	A	36	74
11	10B01A0513	BODDU NAGA KUSUMA	9	10	35	A	54
12	10B01A0514	BORRA PRAMEELA	38	33	39	36	146
13	10B01A0515	BOYAPATI ANUSHA	17	11	A	35	63
14	10B01A0516	BURUGUPALLI S VENKATA NAGA LAKSHMI	38	4	33	36	111
15	10B01A0517	CHAKAPALLI KAMALA MANIKANTESWARI	38	30	39	36	143
16	10B01A0518	CHALLANKI JYOTSNA	23	31	12	26	92
17	10B01A0519	CHAVALI SUMA BALA	A	15	36	29	80
18	10B01A0520	CHEEKATIMELLI CHANDU	A	10	A	A	10
19	10B01A0521	CHILAMAKURTHI GEETHA RANI	A	39	A	A	39
20	10B01A0522	CHILLA PRIYANKA	A	16	24	8	48
21	10B01A0523	CH VAISHNAVI	A	A	A	A	0
22	10B01A0524	DAMARLA KEERTHI	16	20	A	A	36
23	10B01A0525	DARAPU SIREESHA	9	18	37	34	98
24	10B01A0526	DEEVI SRI RAMYA	39	40	40	38	157
25	10B01A0527	DONGA NAGA LAKSHMI JYOTHI	38	38	37	37	150
26	10B01A0528	DUGGIRALA AMRUTHA	37	40	39	37	153
27	10B01A0529	GAMIDI NAGA MADHURI	A	11	A	A	11
28	10B01A0530	GARAPATI SONIA BHARATHI	36	32	17	A	85

11) How To Check Internal Marks Analysis Report? (Internal->Analysis)

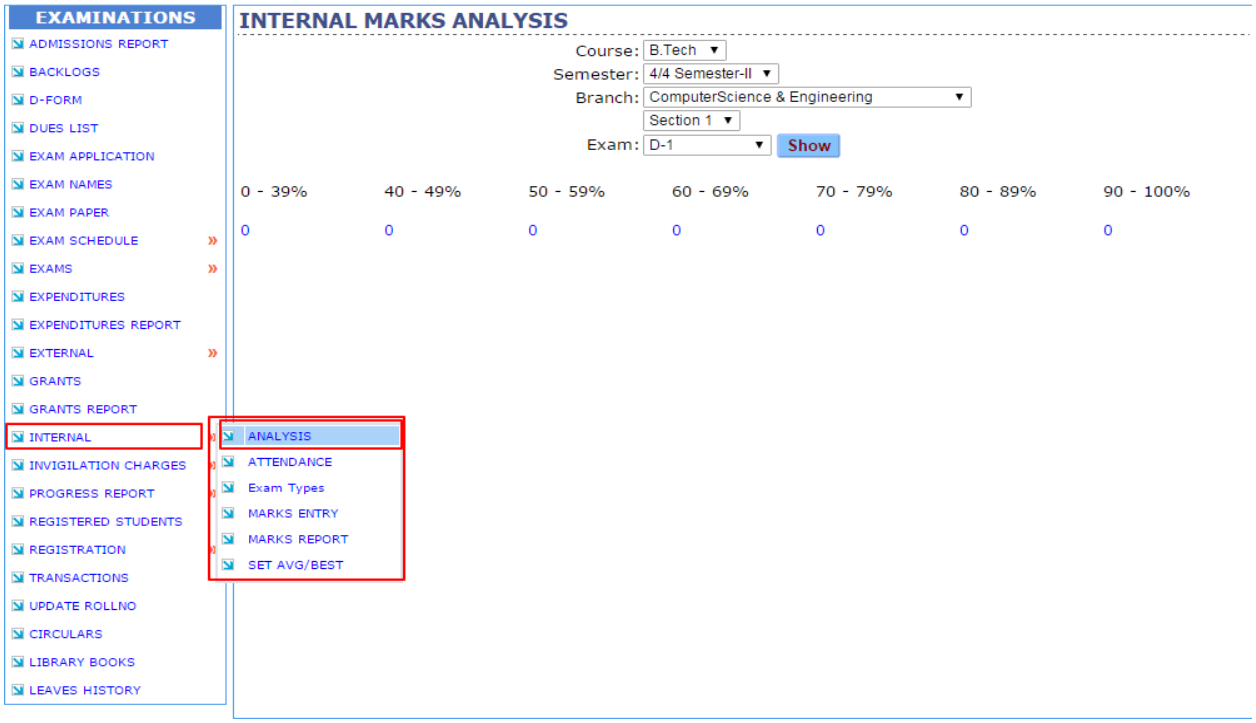
Ans: - Step 1:- Please Login In To "Ecap" By Using Your Username And Password.

Step2:- Please Click On "Examinations" Module As Shown In Below.

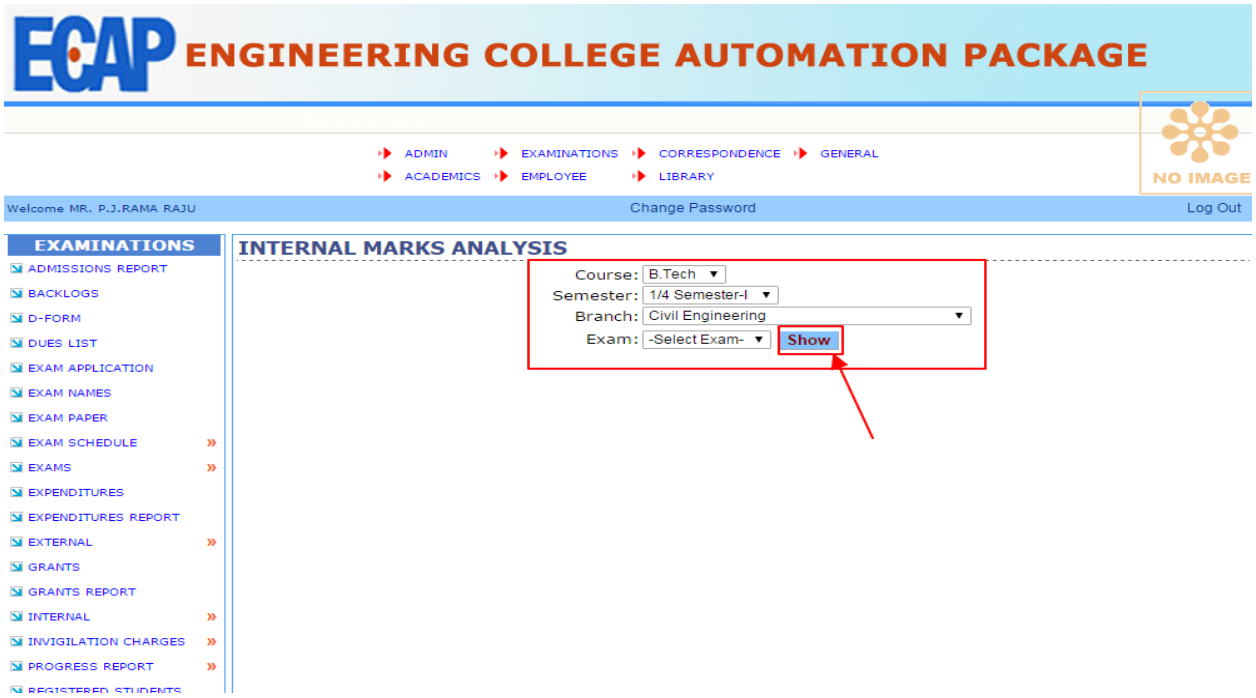


Step3:- After Click On "Examinations" Then You Will Find "Left Panel" As Shown In Below.

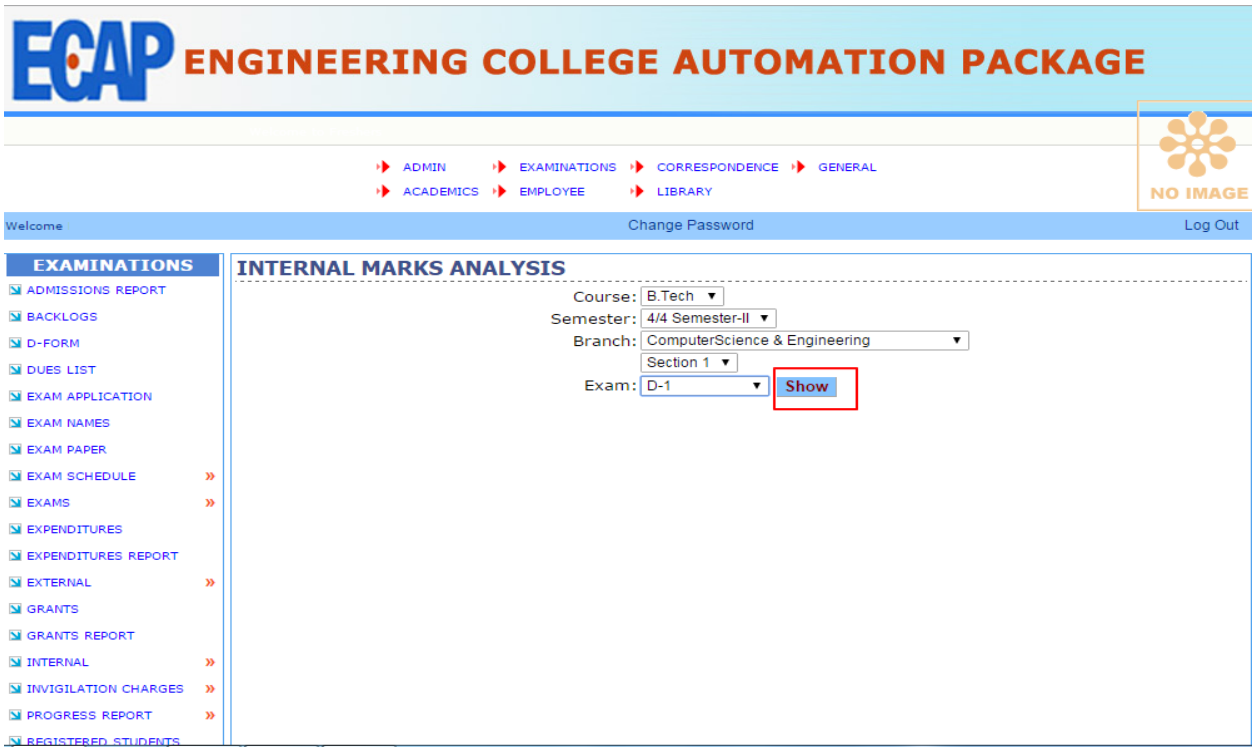
Step4:- Please Place Your Mouse Pointer On "Internal" Link Which Is Available In Left Menu Sub Links As Shown In Below.



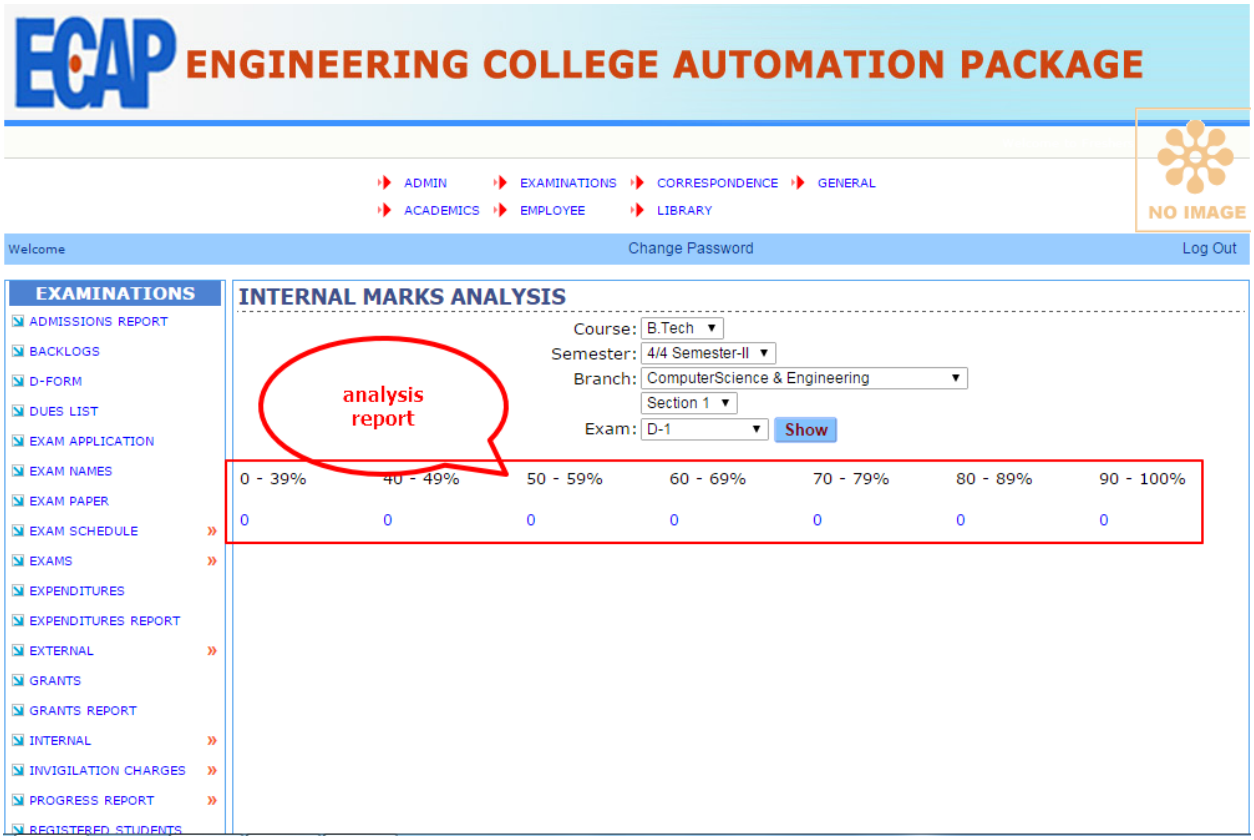
Step5:-Select Course And Semester And Branch And Then Click Show Button.



Step6:- Click On "Show" Button Then You Will Find "Internal Marks Analisis" Report As Shown In Below.



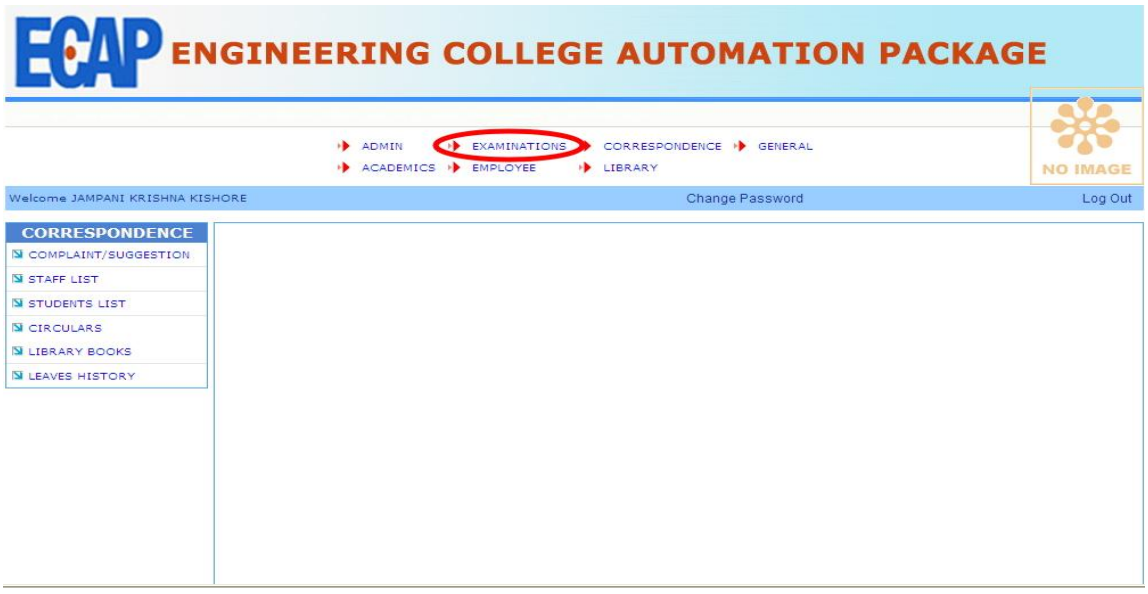
Step6:-Select Show Button Reports Will Be Generated.



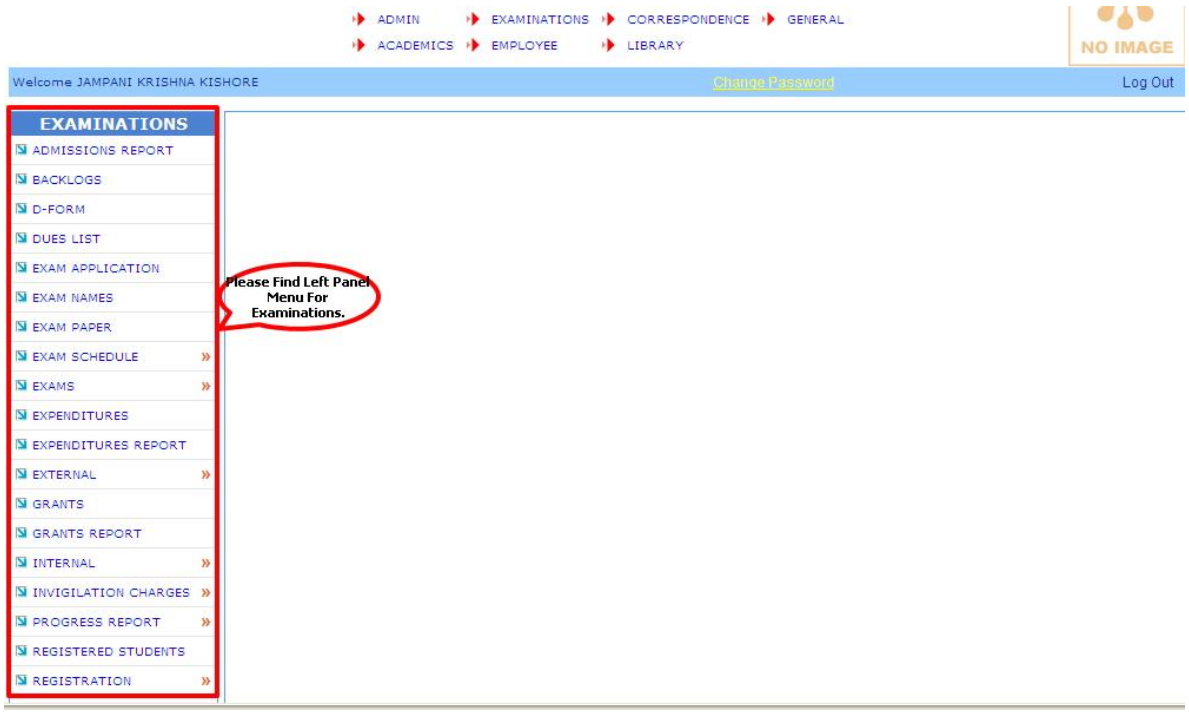
12) How To Take Exam Application Print Out? (Exam Application)

Ans: - Step 1:- Please Login In To "Ecap" By Using Your Username And Password.

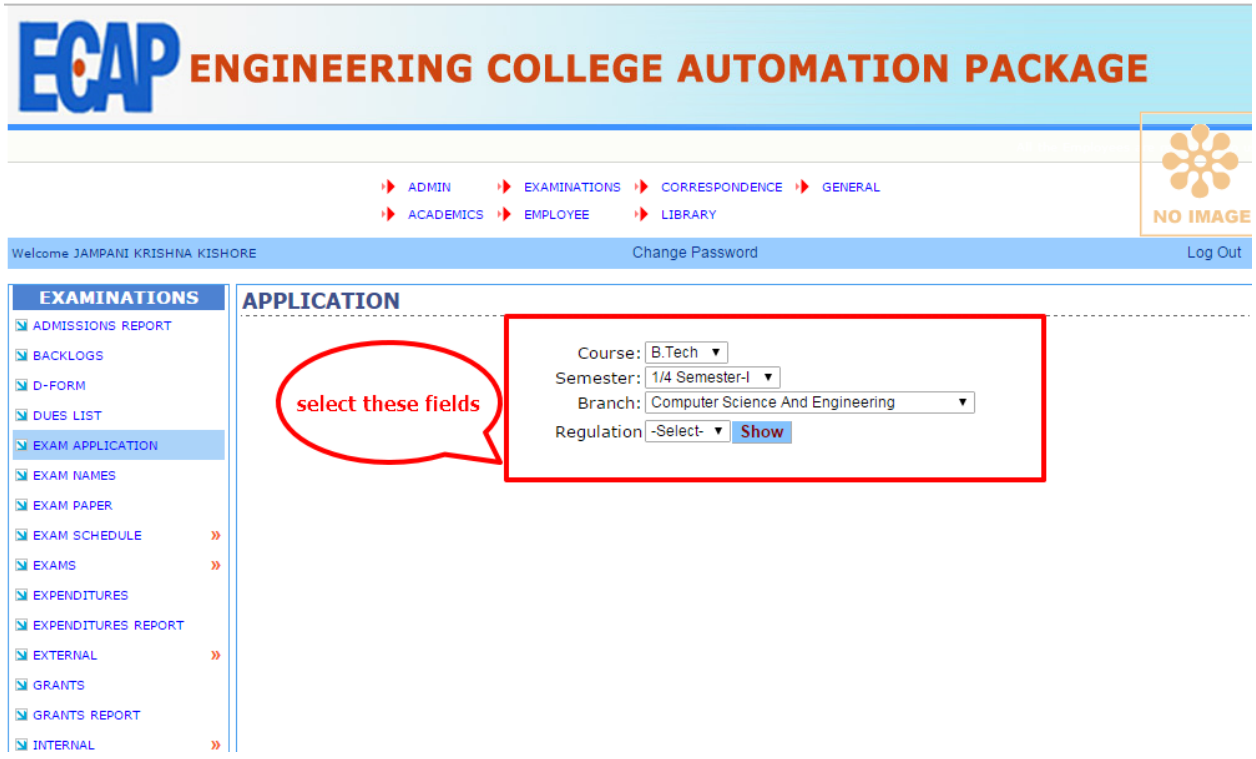
Step2:- Please Click On "Examinations" Module As Shown In Below.



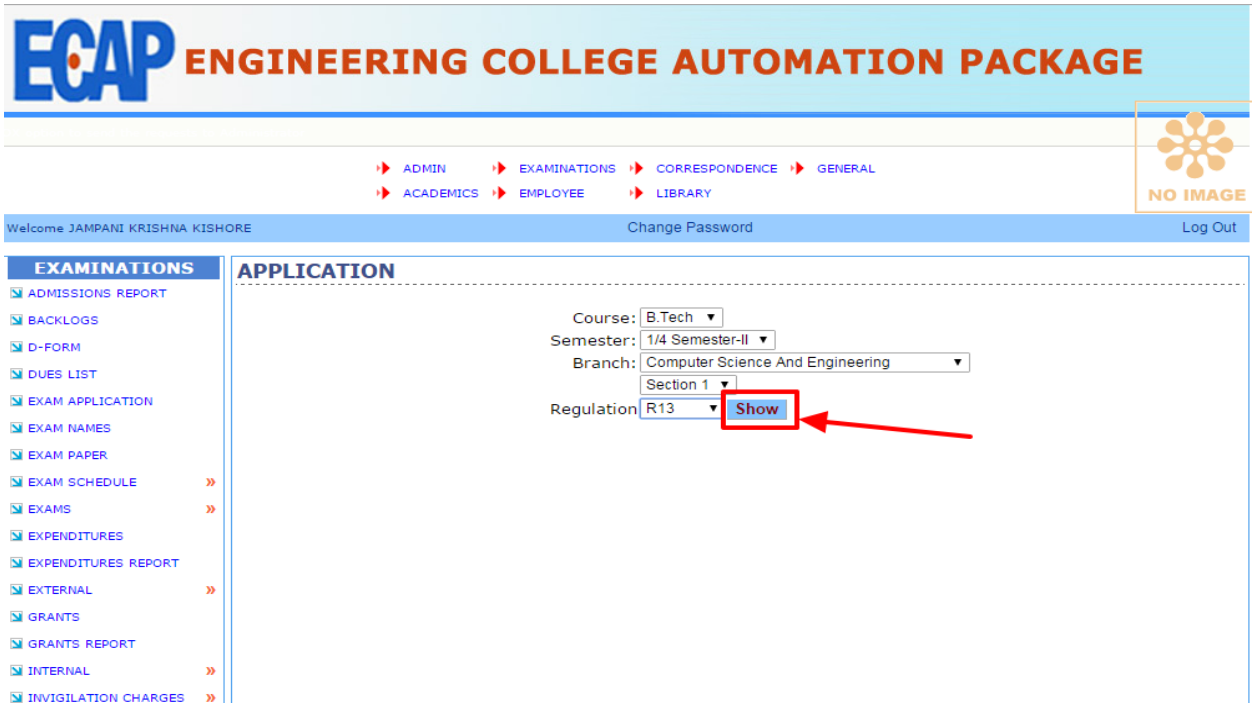
Step3:- After Click On "Examinations" Then You Will Find "Left Panel" As Shown In Below.



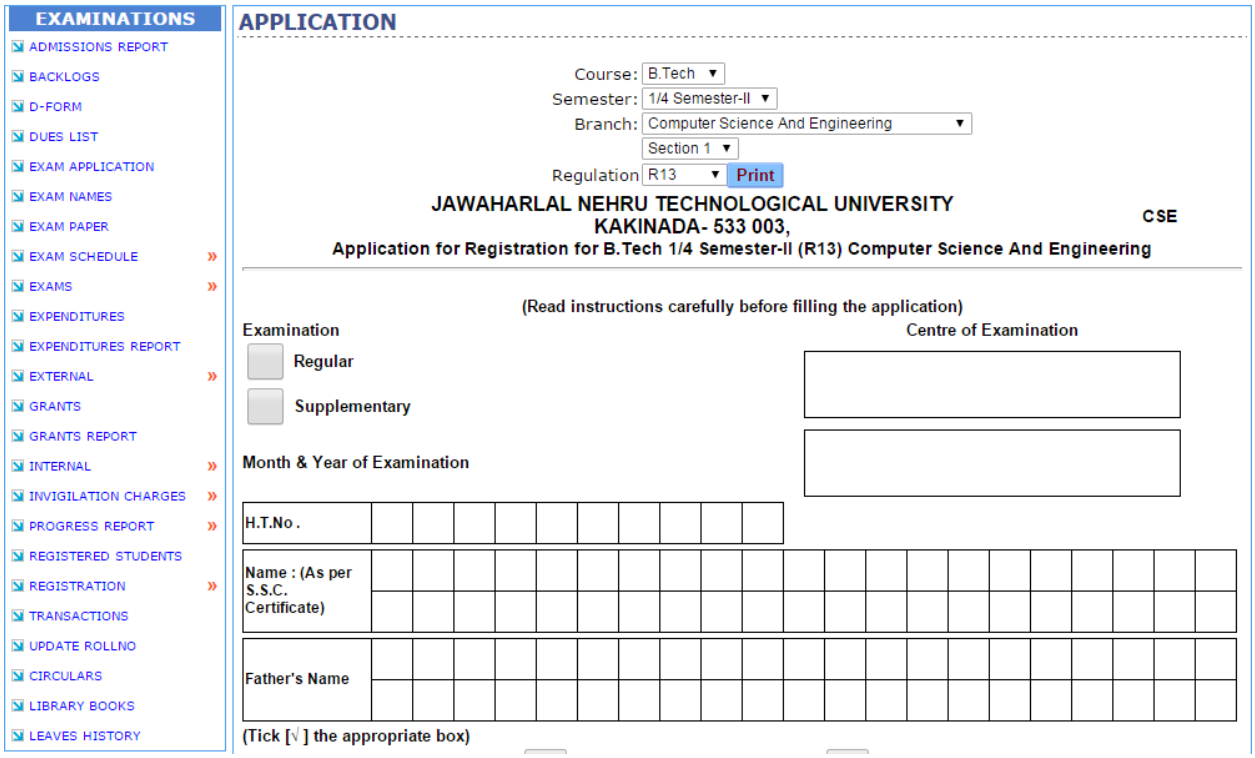
Step4:- Please Place Your Mouse Pointer On "Exam Application" Link Which Is Available In Left Menu Sub Links As Shown In Below.



Step'5:-Select Couse And Semester And Branch And Regulation Exam Application Generated.



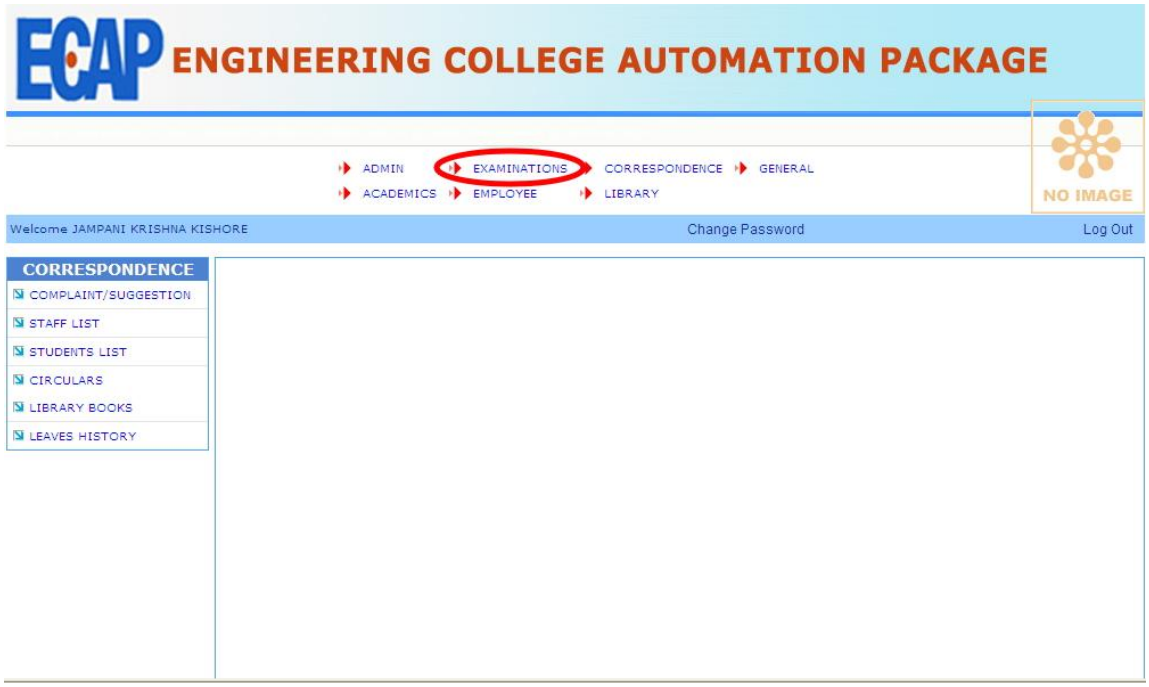
Step6:- Click On "Show" Button Then You Will Find "Application" Report As Shown In Below.



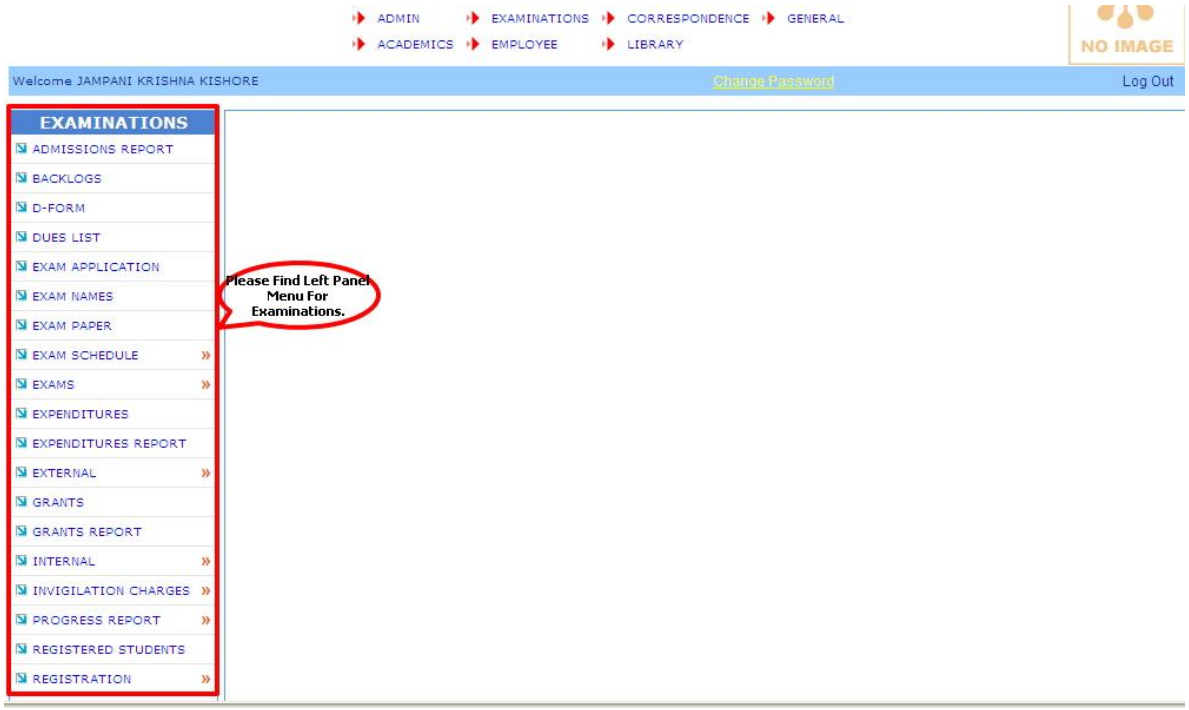
13) Where Can I Set External Regular/Supply Exam Held Month And Year? (Exams->Set Month & Year)

Ans: - Step 1:- Please Login In To "Ecap" By Using Your Username And Password.

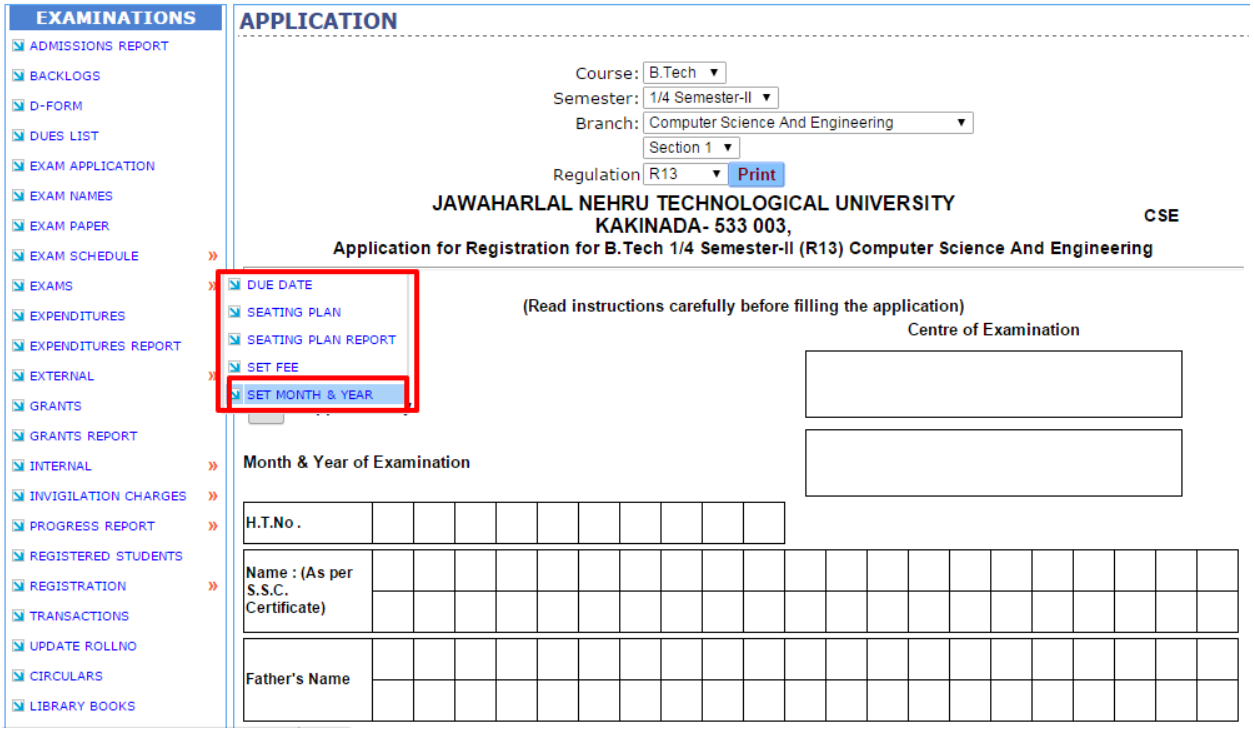
Step2:- Please Click On "Examinations" Module As Shown In Below.



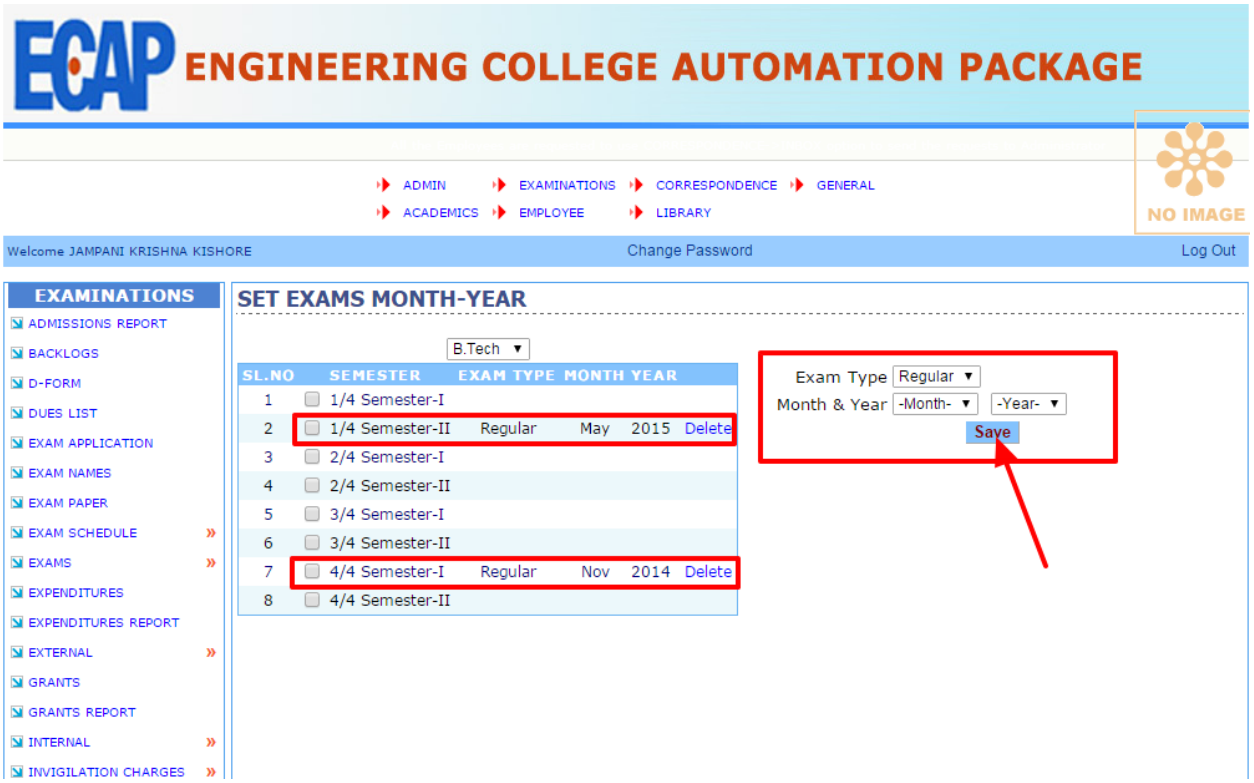
Step3:- After Click On "Examinations" Then You Will Find "Left Panel" As Shown In Below.



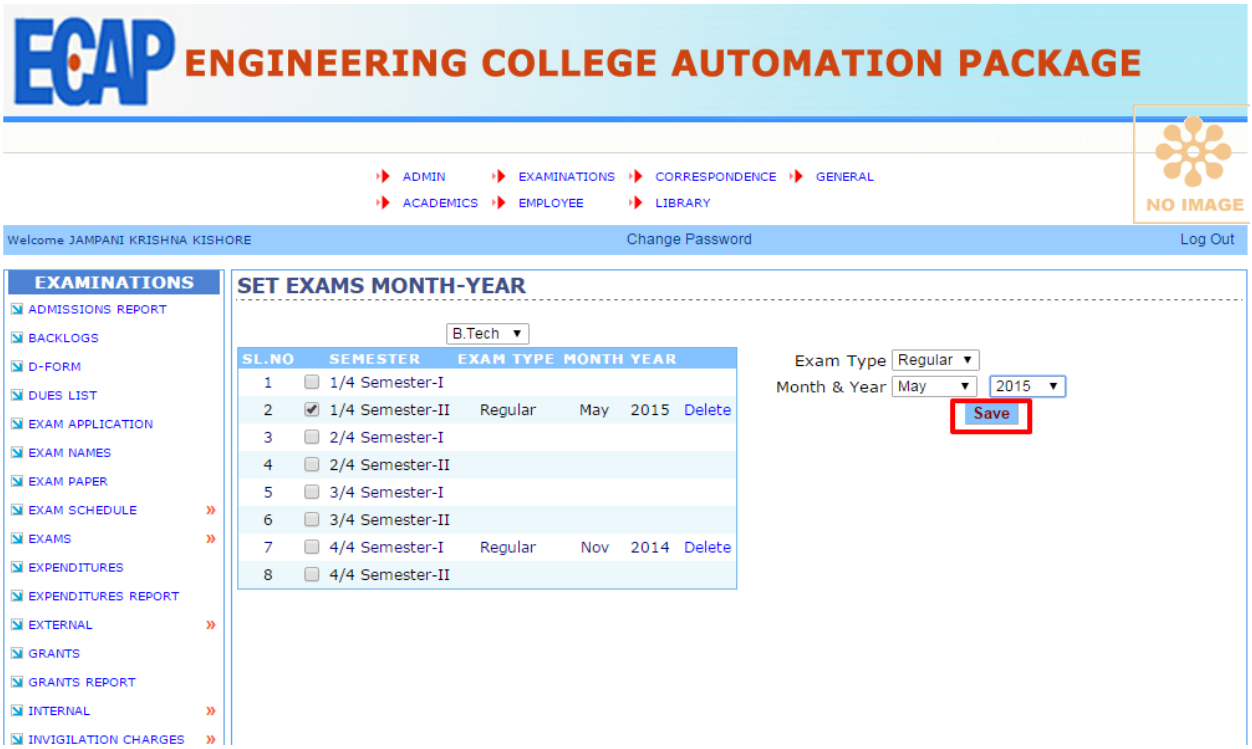
Step4:- Please Place Your Mouse Pointer On "Exams" Link Which Is Available In Left Menu Sub Links As Shown In Below.And Then Click Set Month And Year Link.



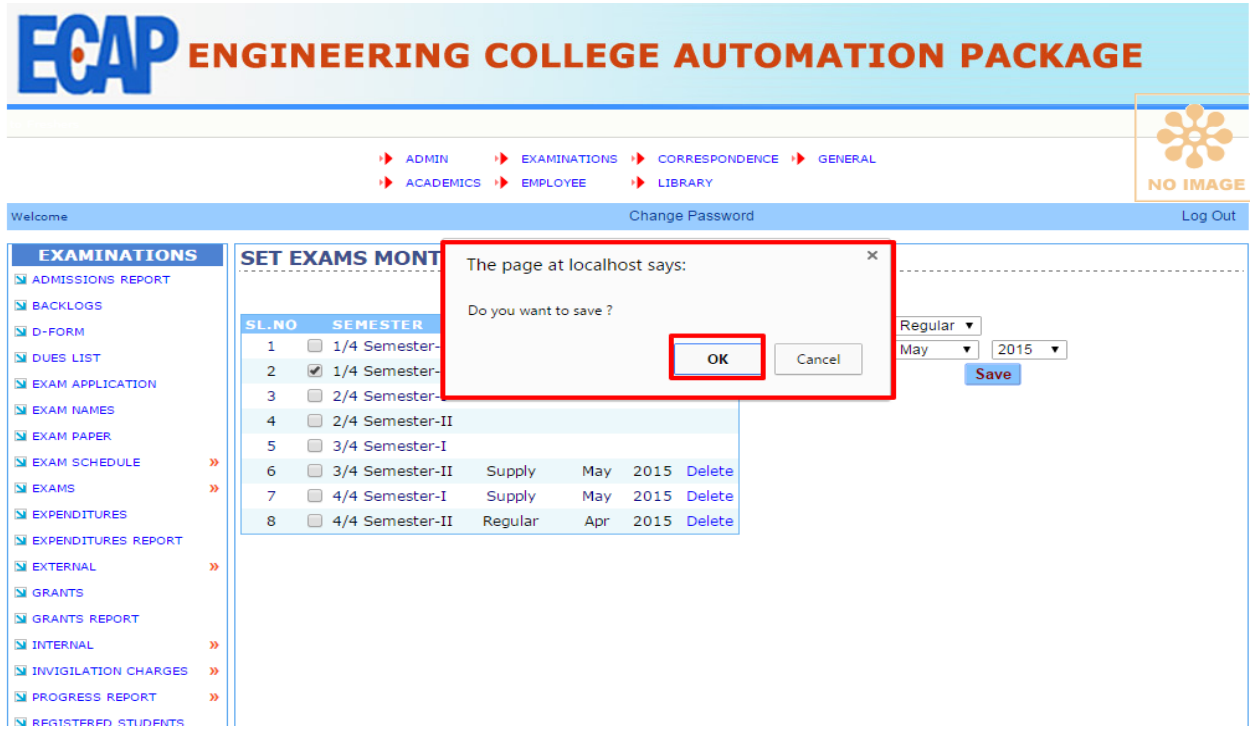
Step5:-Select Exam Type And Month & Year And Then Click Save Button.



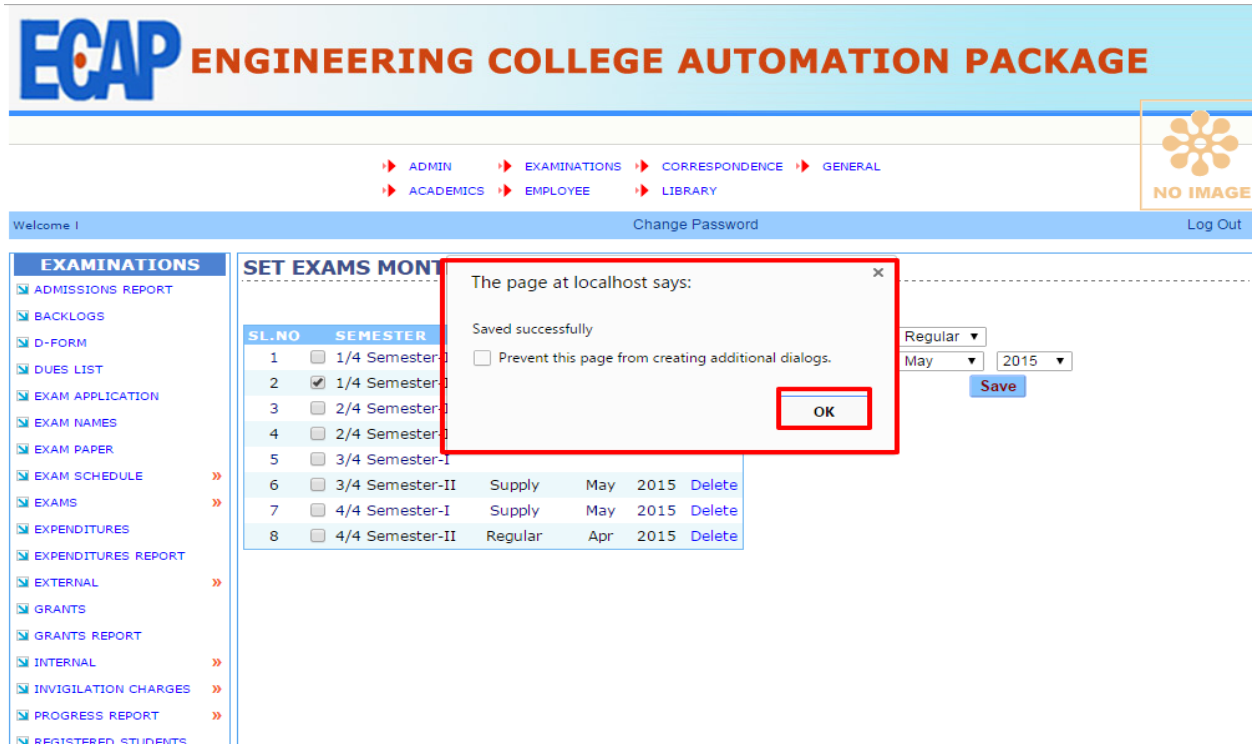
Step6:-" Click On "Save" Then You Will Find "Web Page" Please Click On "Ok" As Shown In Below.



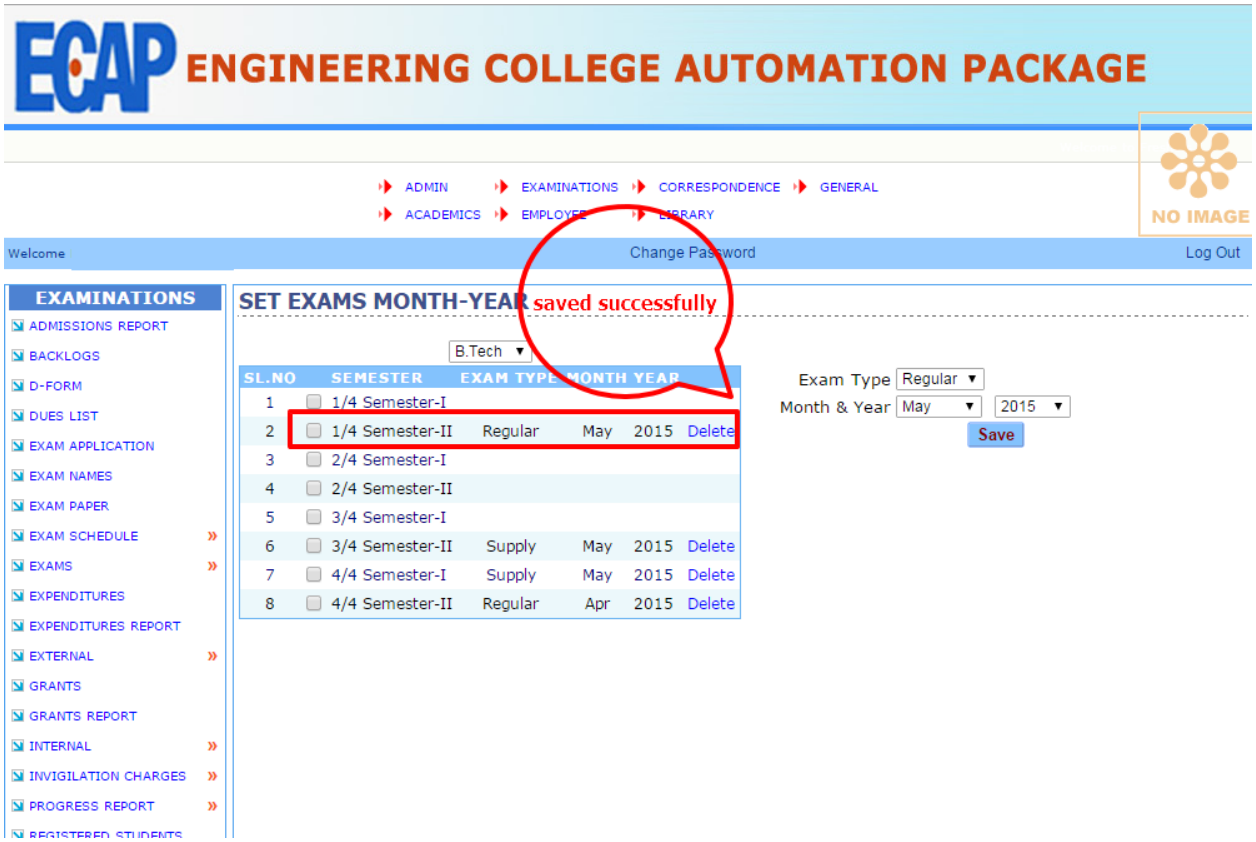
Step7:-Click On Ok.



Step8:-Click On Ok.



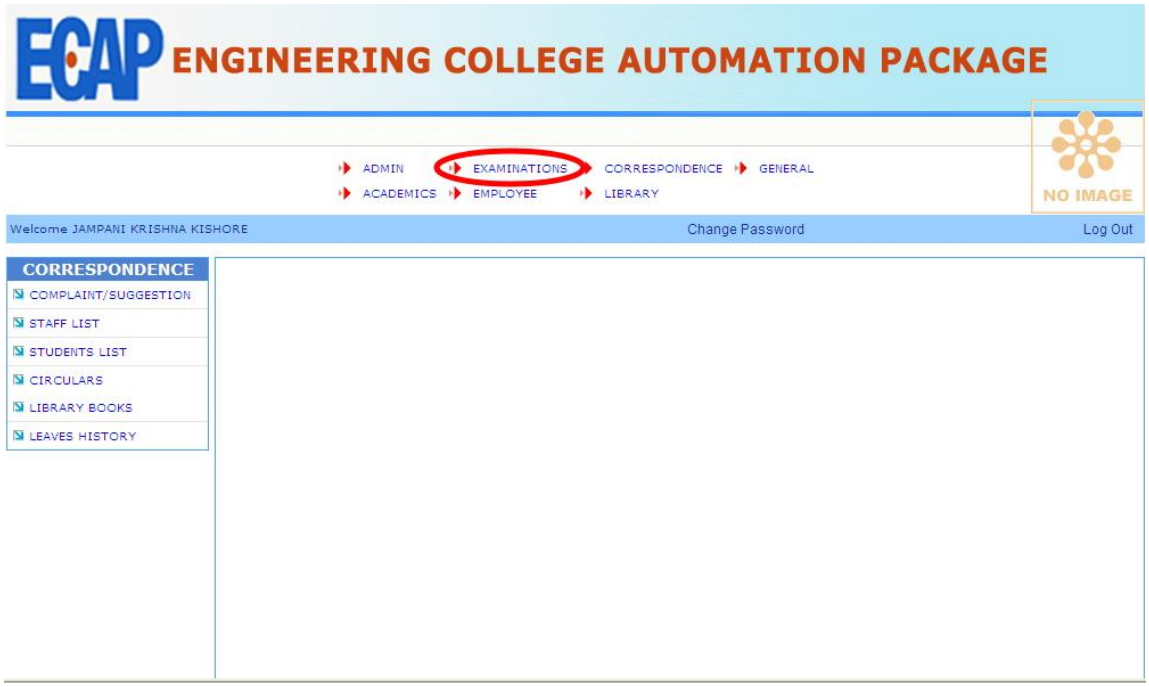
Step9:-Click Ok Button Exam Month And Year Saved Successfully.



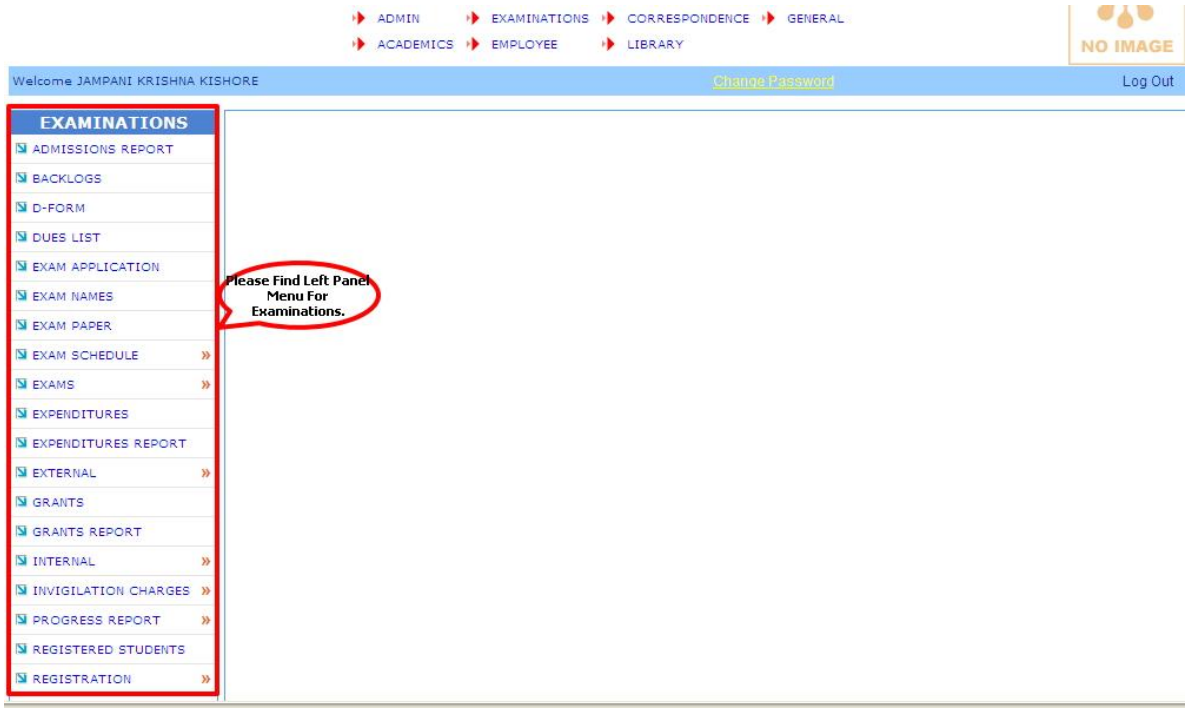
14) Where Can I Set External Regular Examination Fee? (Exams->Set Fee->Regular)

Ans: - Step 1:- Please Login In To "Ecap" By Using Your Username And Password.

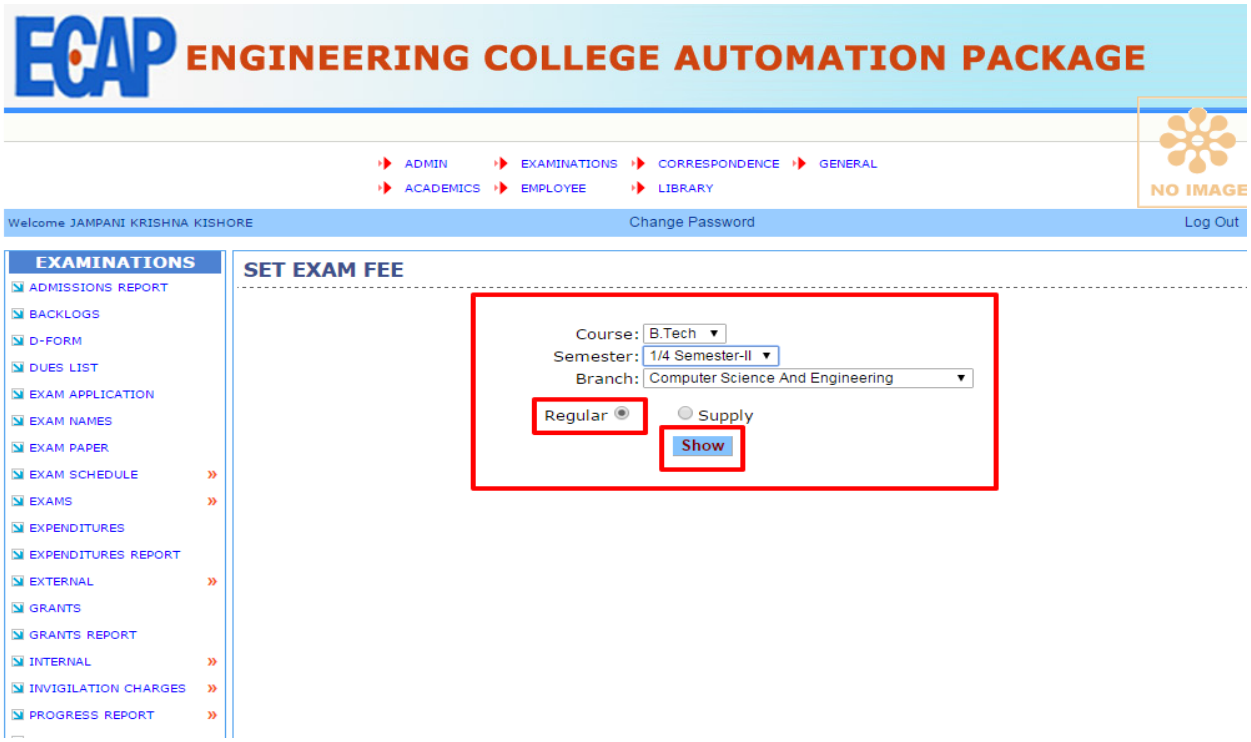
Step2:- Please Click On "Examinations" Module As Shown In Below.



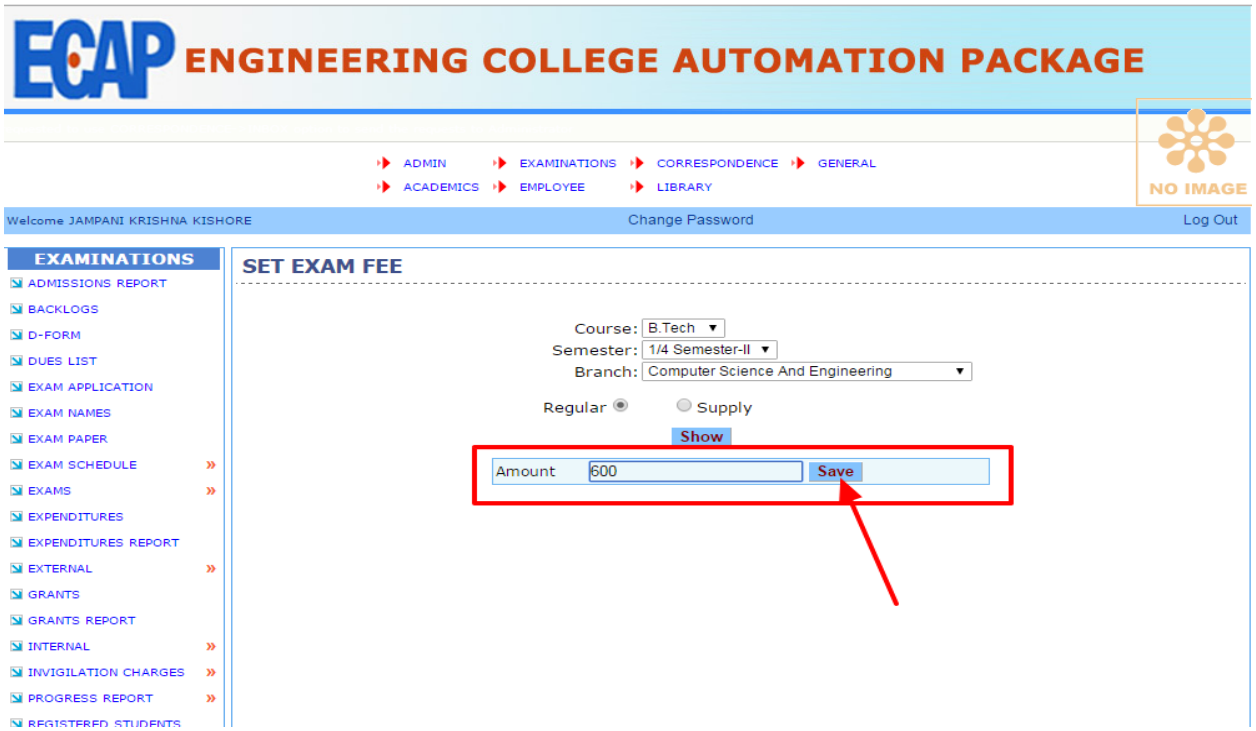
Step3:- After Click On "Examinations" Then You Will Find "Left Panel" As Shown In Below.



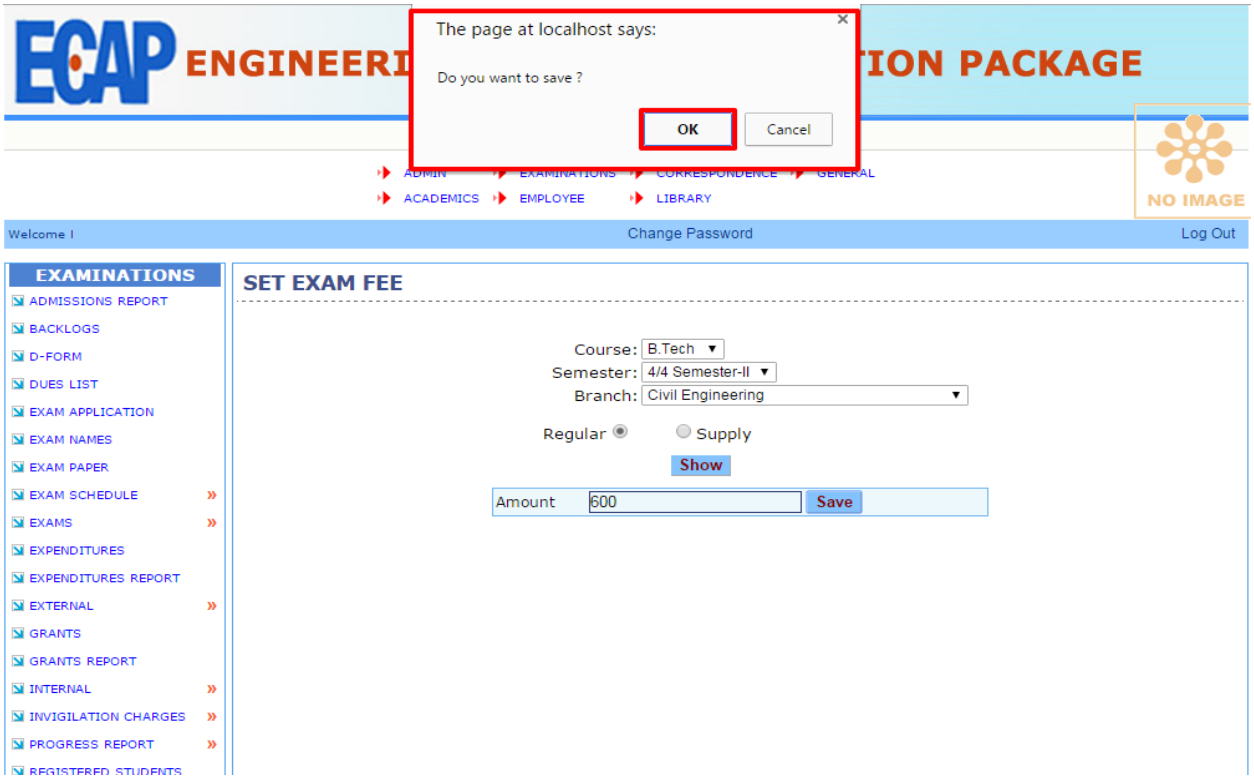
Step4:- Please Place Your Mouse Pointer On "Exams" Link Which Is Available In Left Menu Sub Links As Shown In Below.And Then Click Set Month And Year Link.



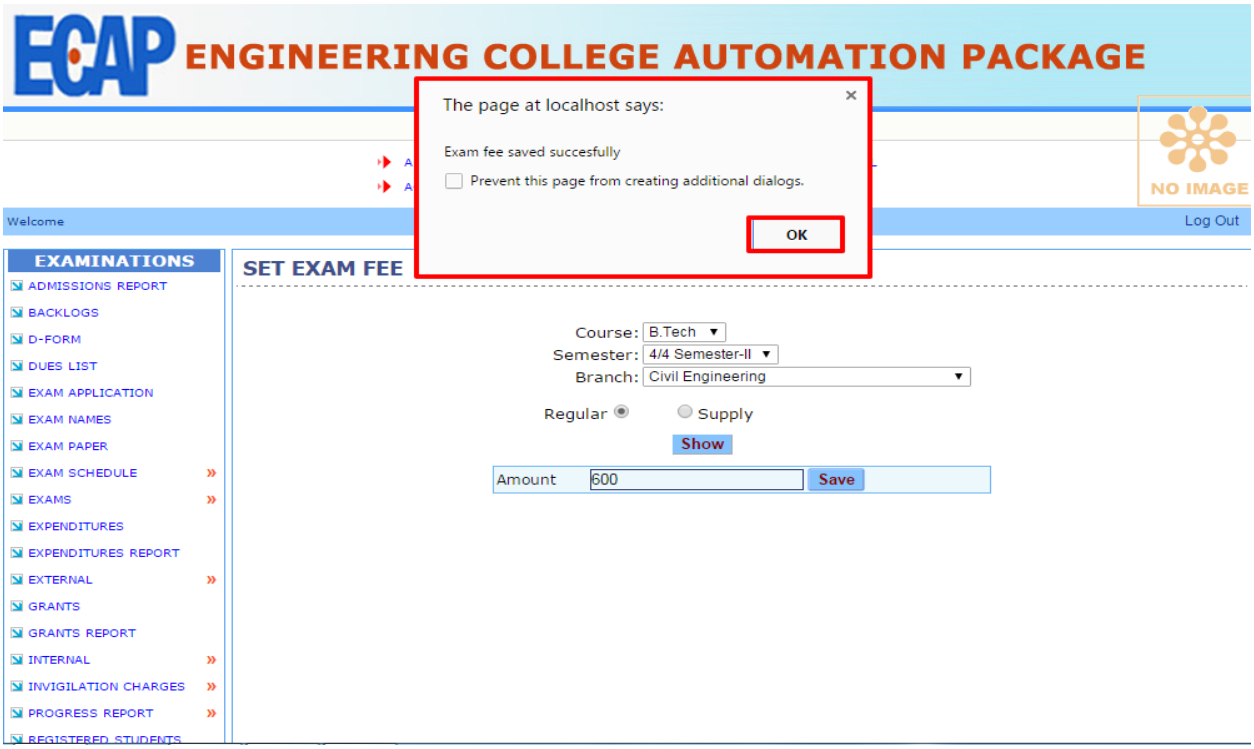
Step5:- Select Course, Semester,Branch Regular Then Click Show Button.



Step6:-Click On Ok.



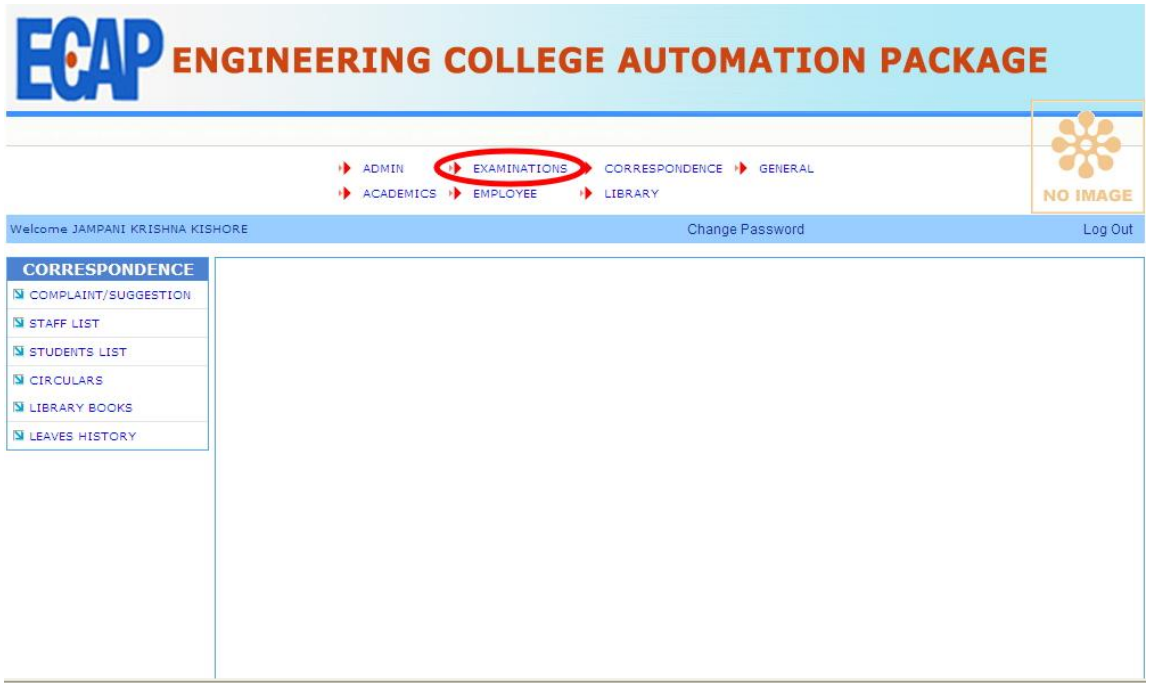
Step7:-Click On Ok Button Exam Fee Saved Successfully Saved.



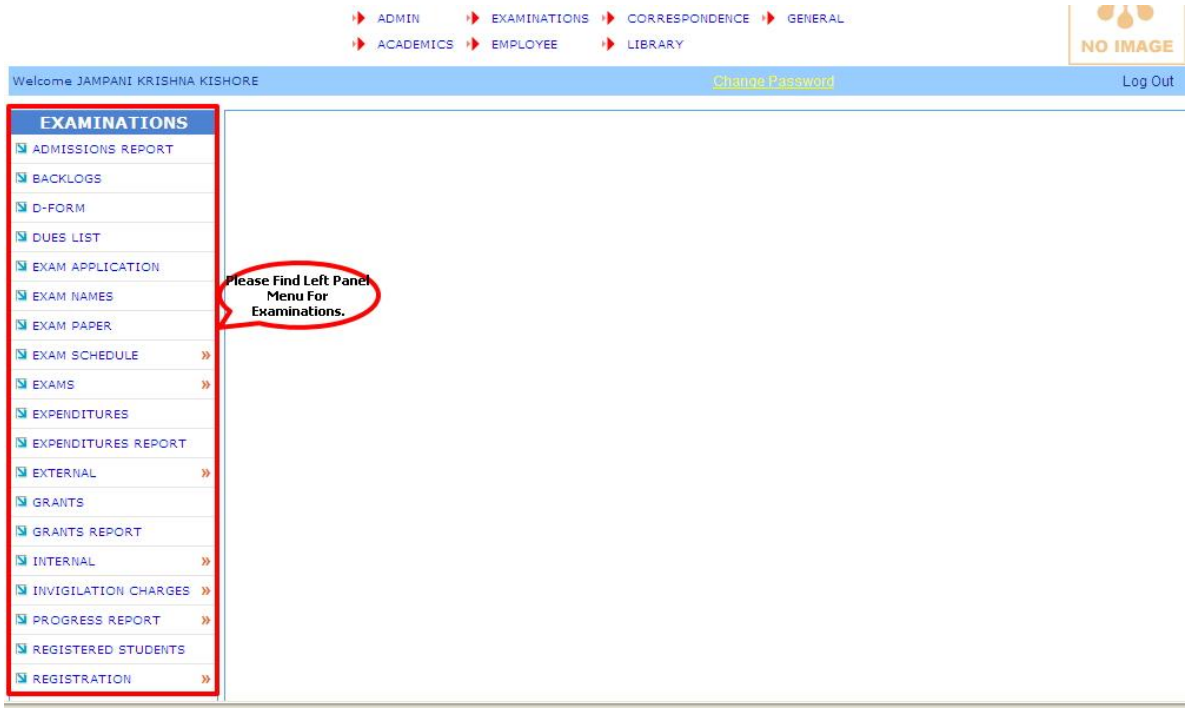
15) Where Can I Set Supply Regular Examination Fee? (Exams->Set Fee->Supply)

Ans: - Step 1:- Please Login In To "Ecap" By Using Your Username And Password.

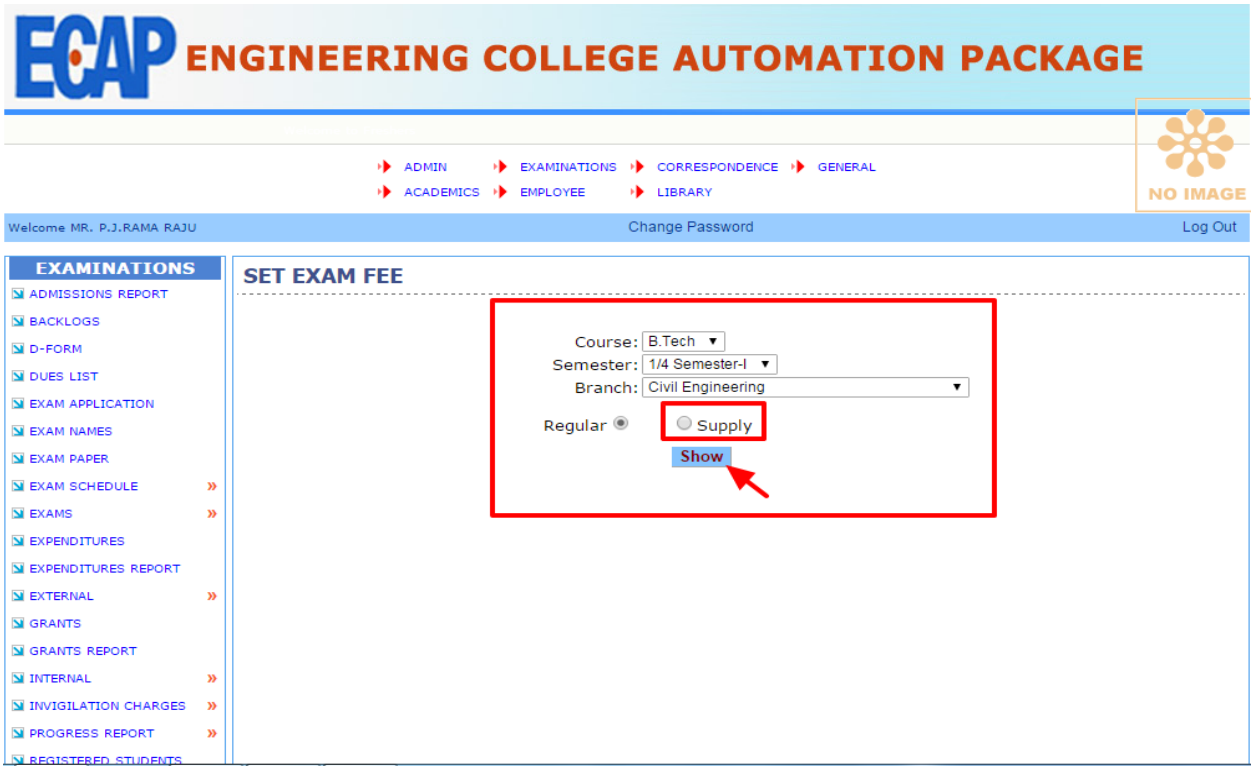
Step2:- Please Click On "Examinations" Module As Shown In Below.



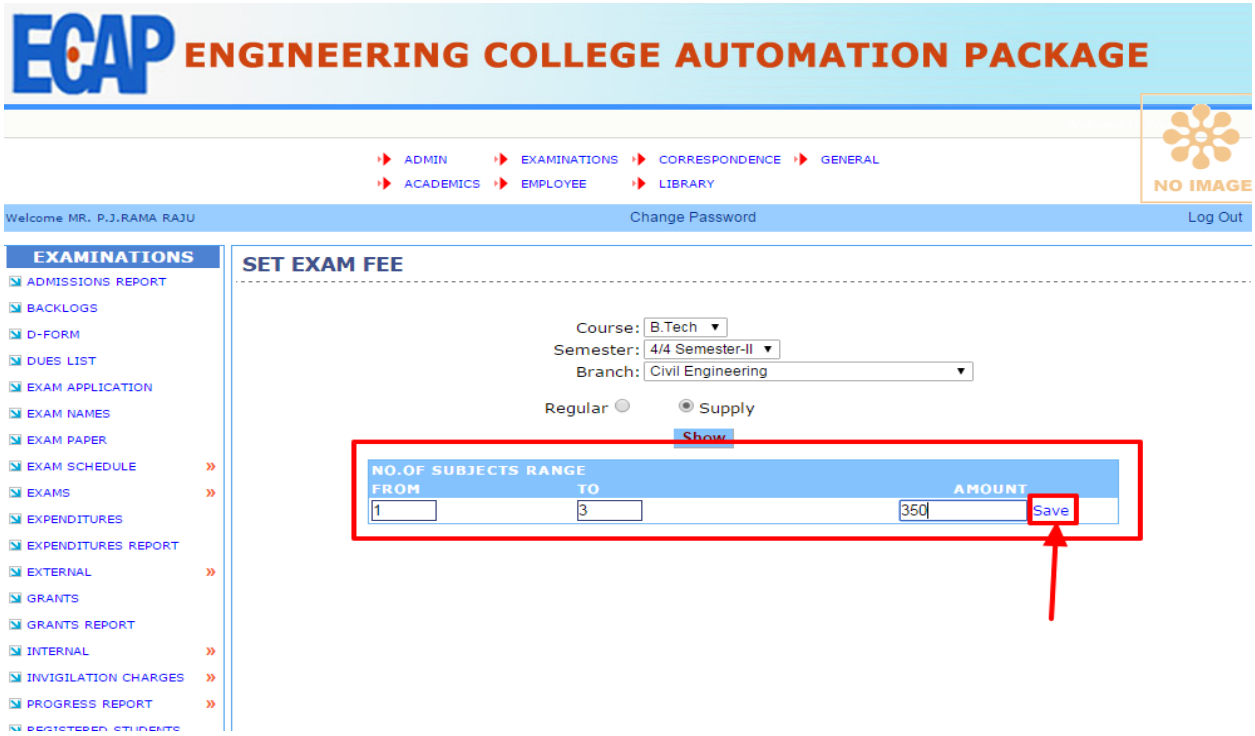
Step3:- After Click On "Examinations" Then You Will Find "Left Panel" As Shown In Below.



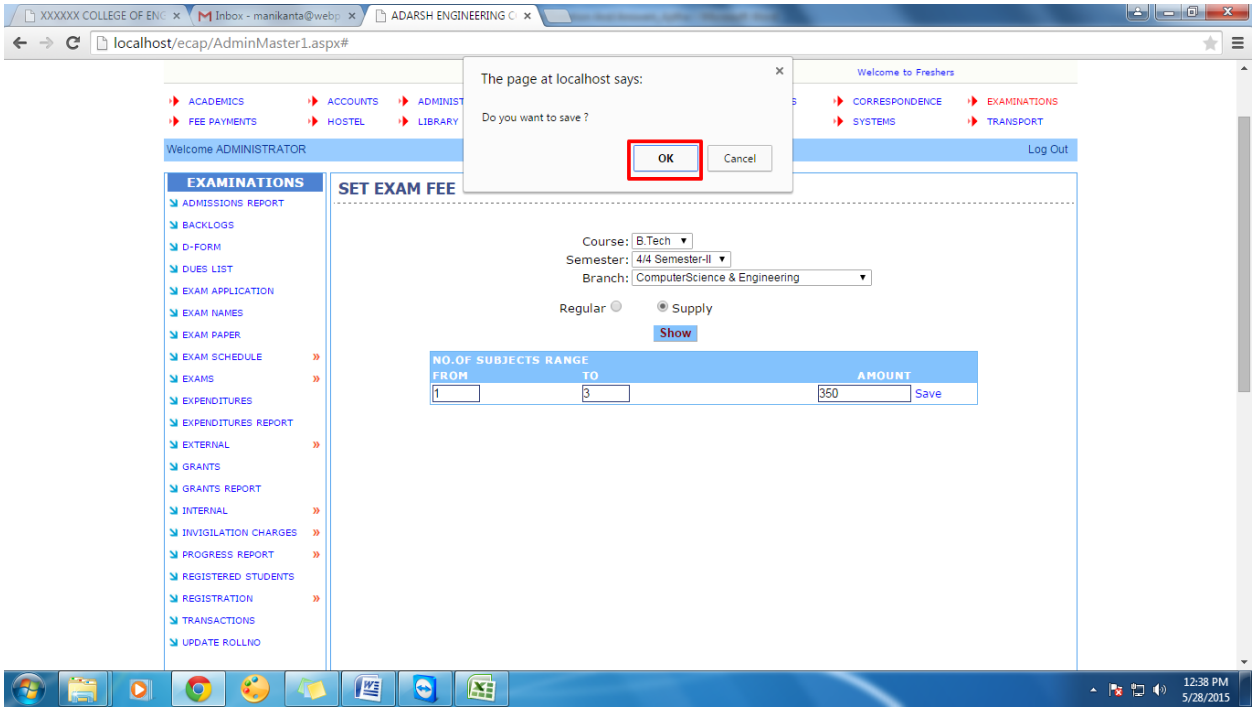
Step4:- Please Place Your Mouse Pointer On "Exams" Link Which Is Available In Left Menu Sub Links As Shown In Below.And Then Click Set Exam Fee Link.



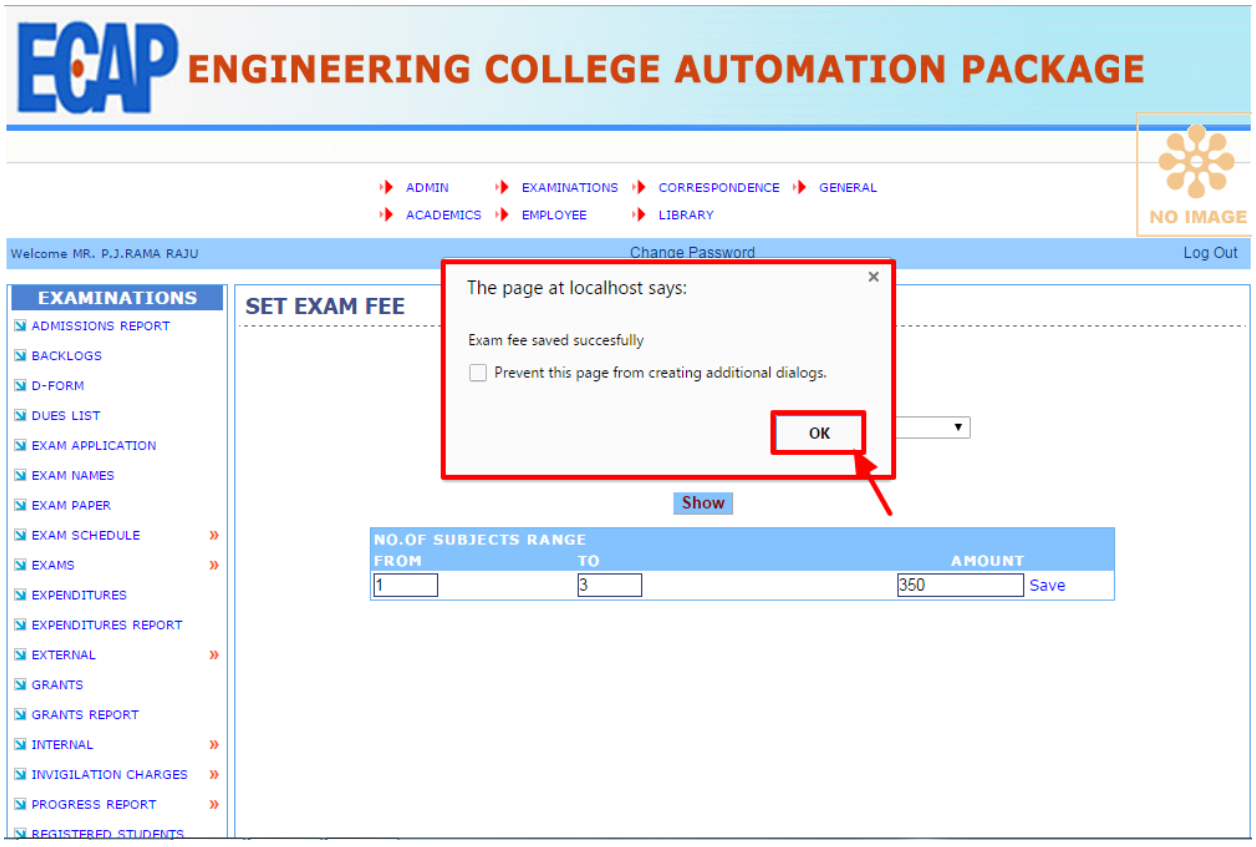
Step5:-Select Course,Semester And Branch, And Select Radio Button Supply Then Click Show Button.



Step6:-Click On Ok.



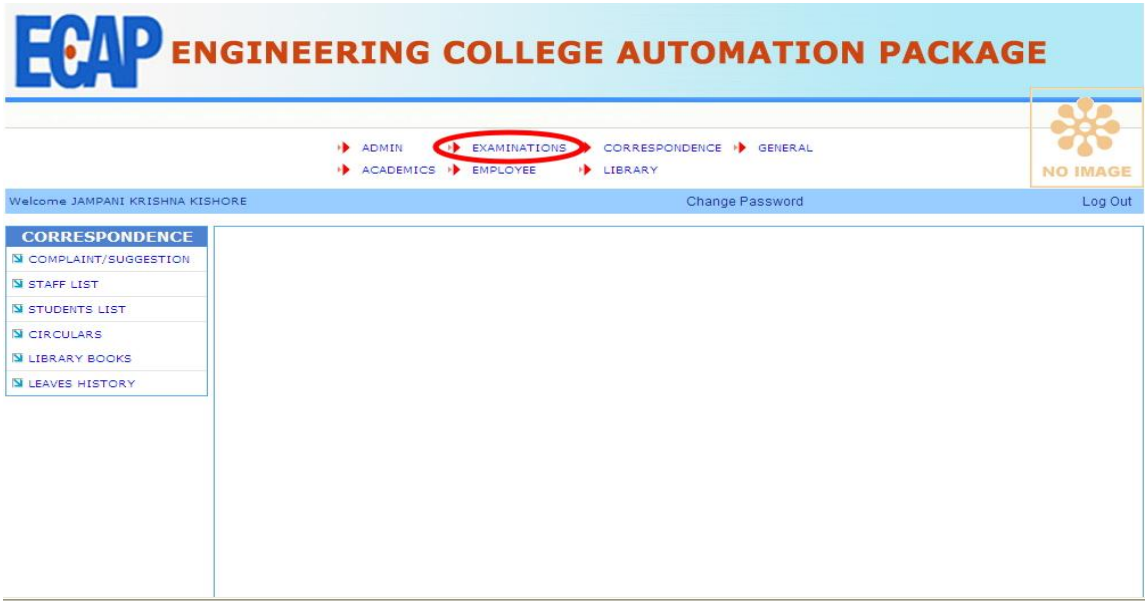
Step8:-Exam Supply Fee Saved Successfully.



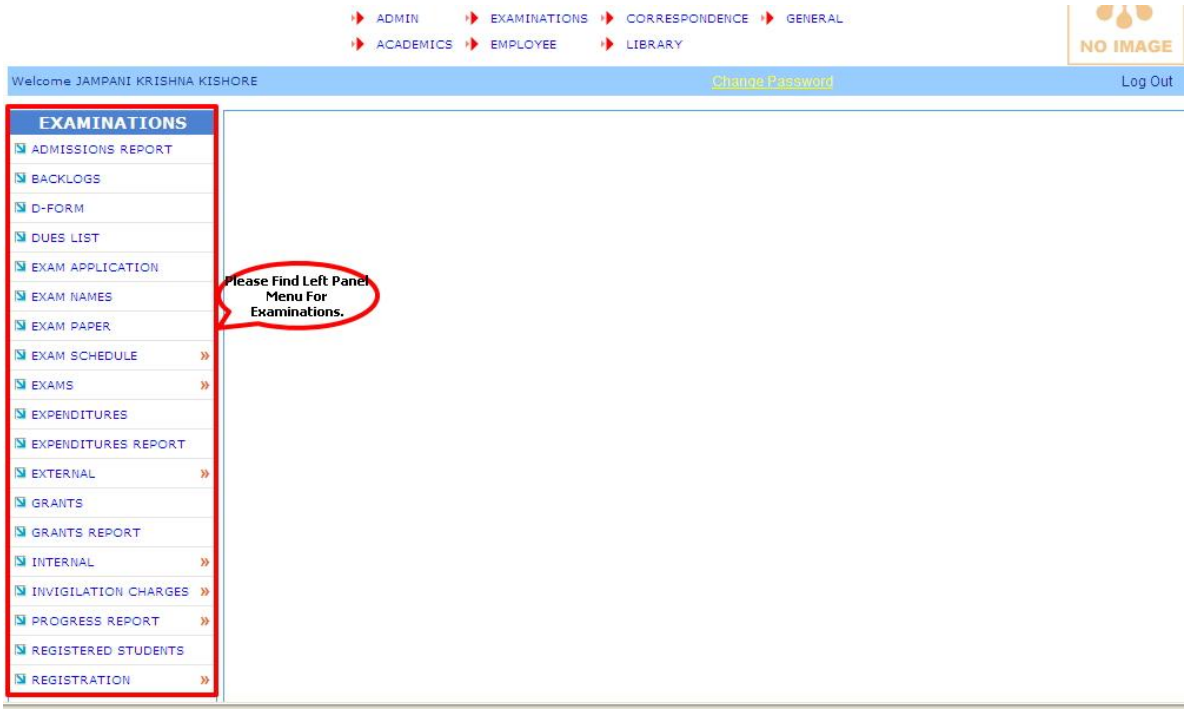
16) Where Can I Set Exam Fee Due Date And Fine Amount Due Date? (Exams->Due Date->Due Date/Fine Amount & Fine Amount Due Date)

Ans: - Step 1:- Please Login In To "Ecap" By Using Your Username And Password.

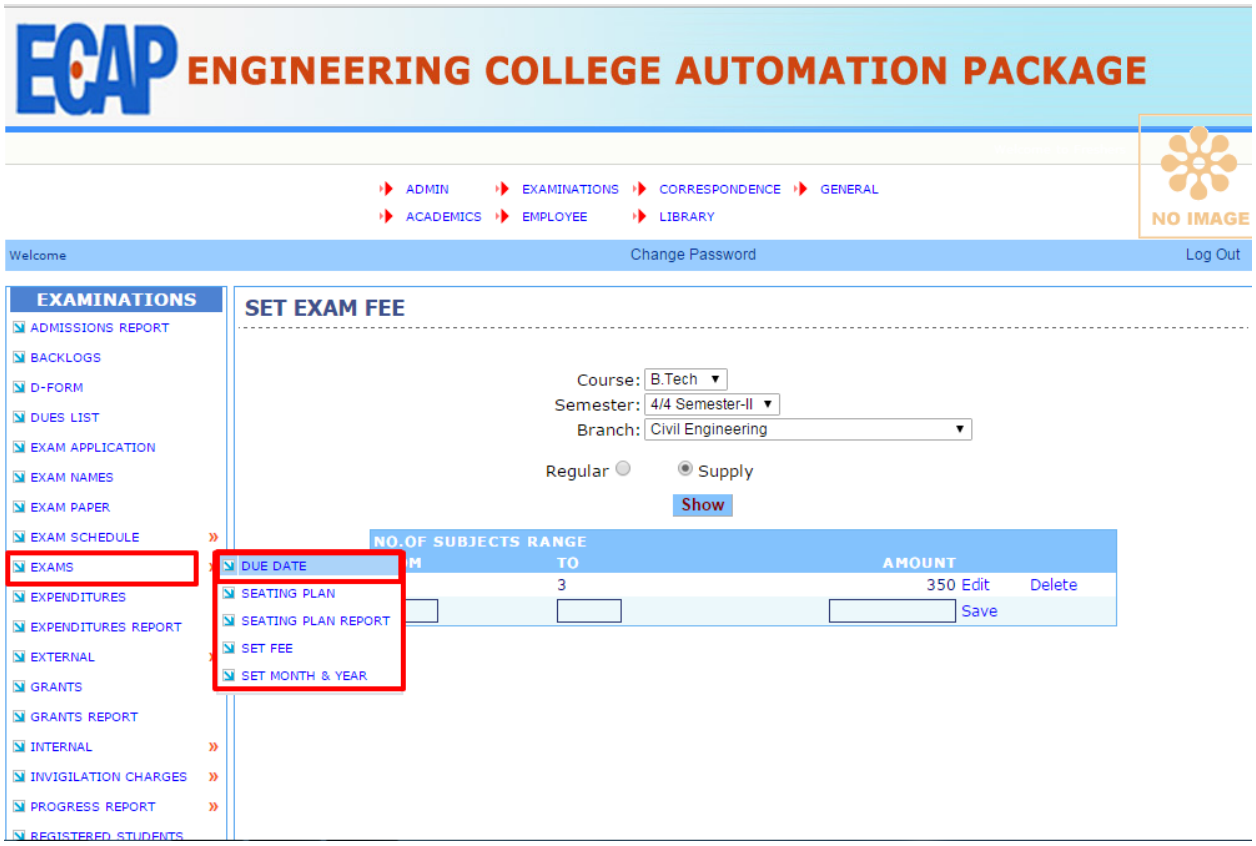
Step2:- Please Click On "Examinations" Module As Shown In Below.



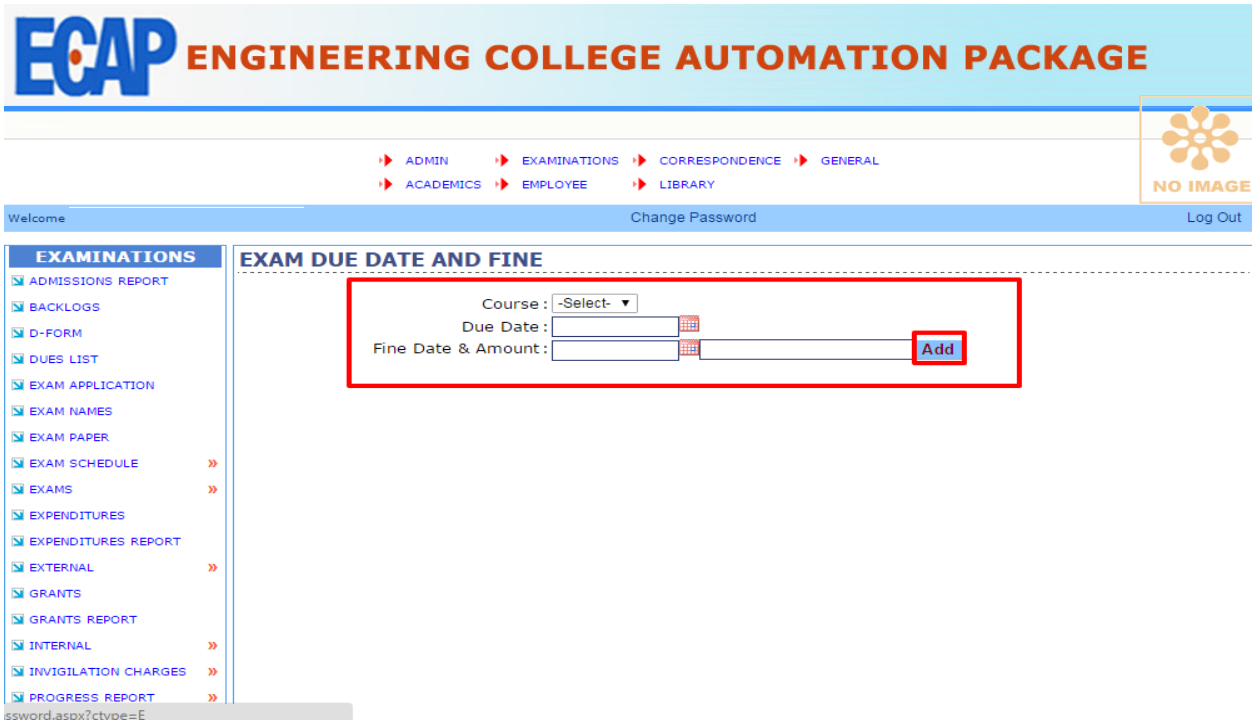
Step3:- After Click On "Examinations" Then You Will Find "Left Panel" As Shown In Below.



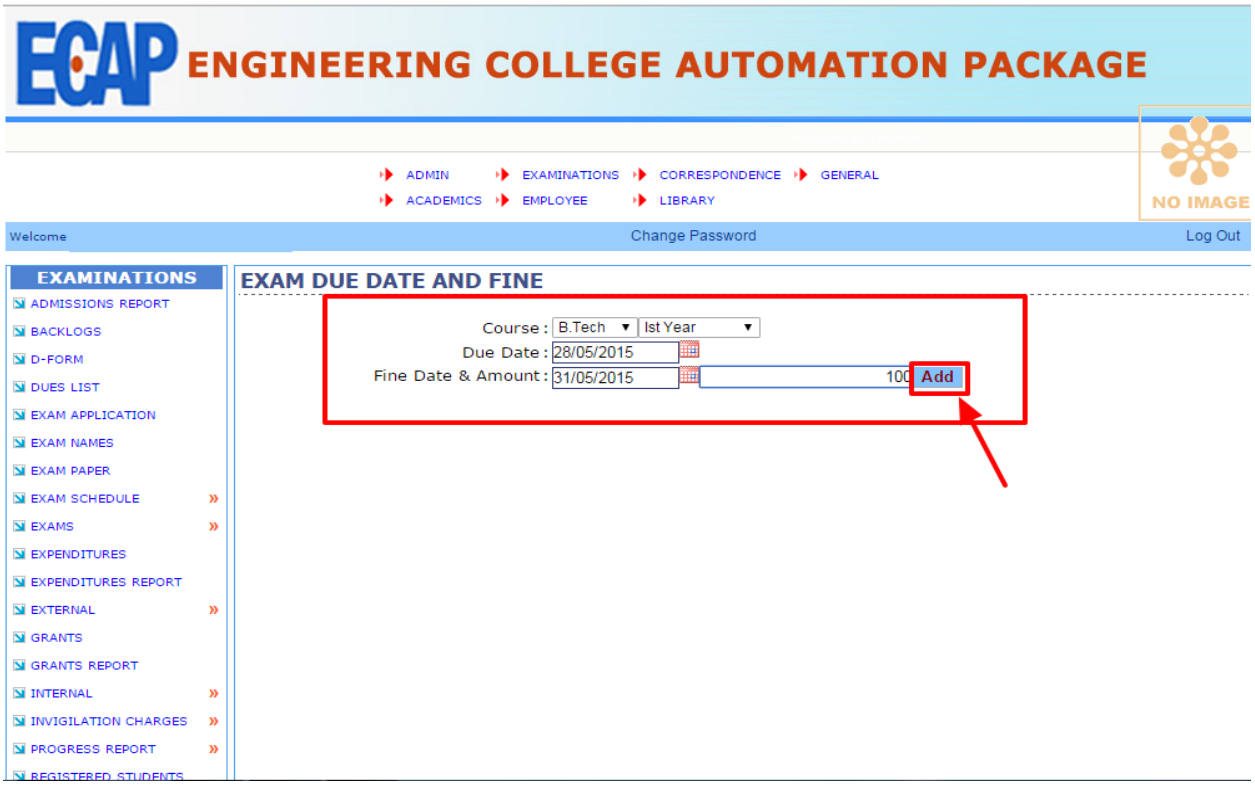
Step4:- Please Place Your Mouse Pointer On "Exams" Link Which Is Available In Left Menu Sub Links As Shown In Below.And Then Click Due Date Link.



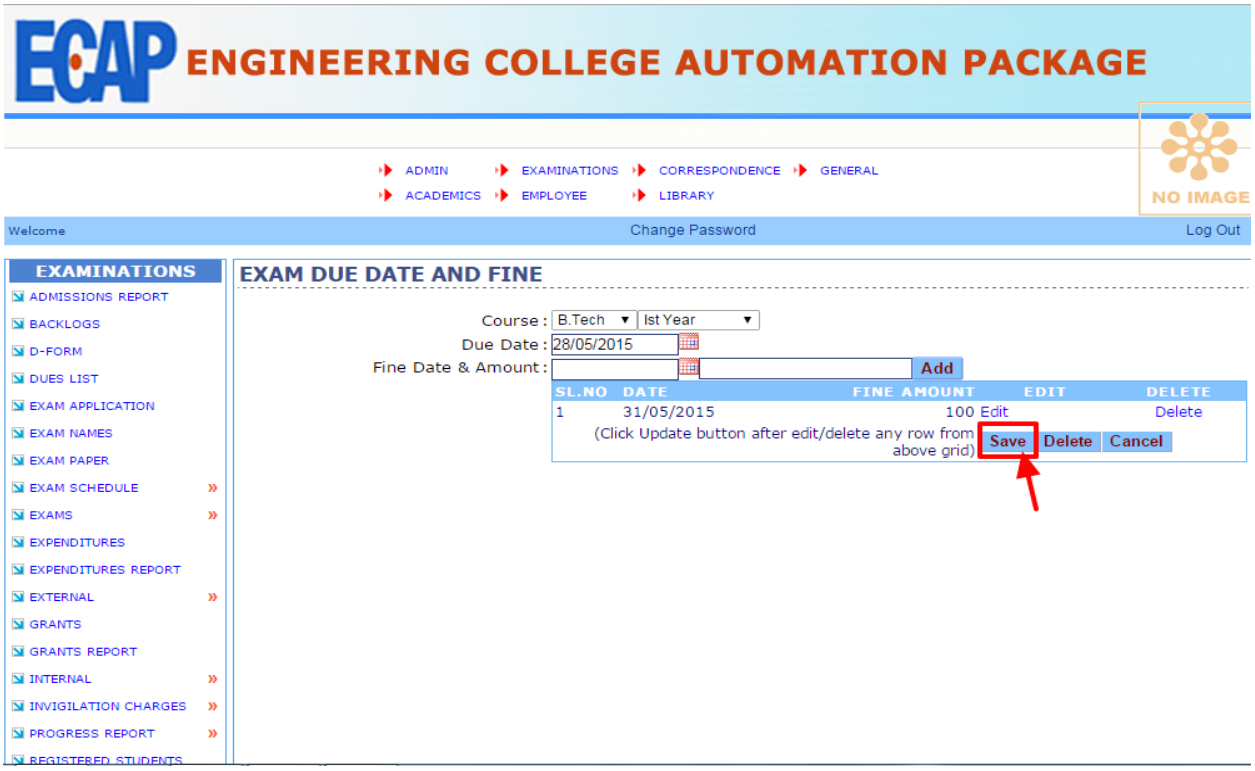
Step5:- Select Course,Due Date,Fine Date And Amount And Then Click Add Button.



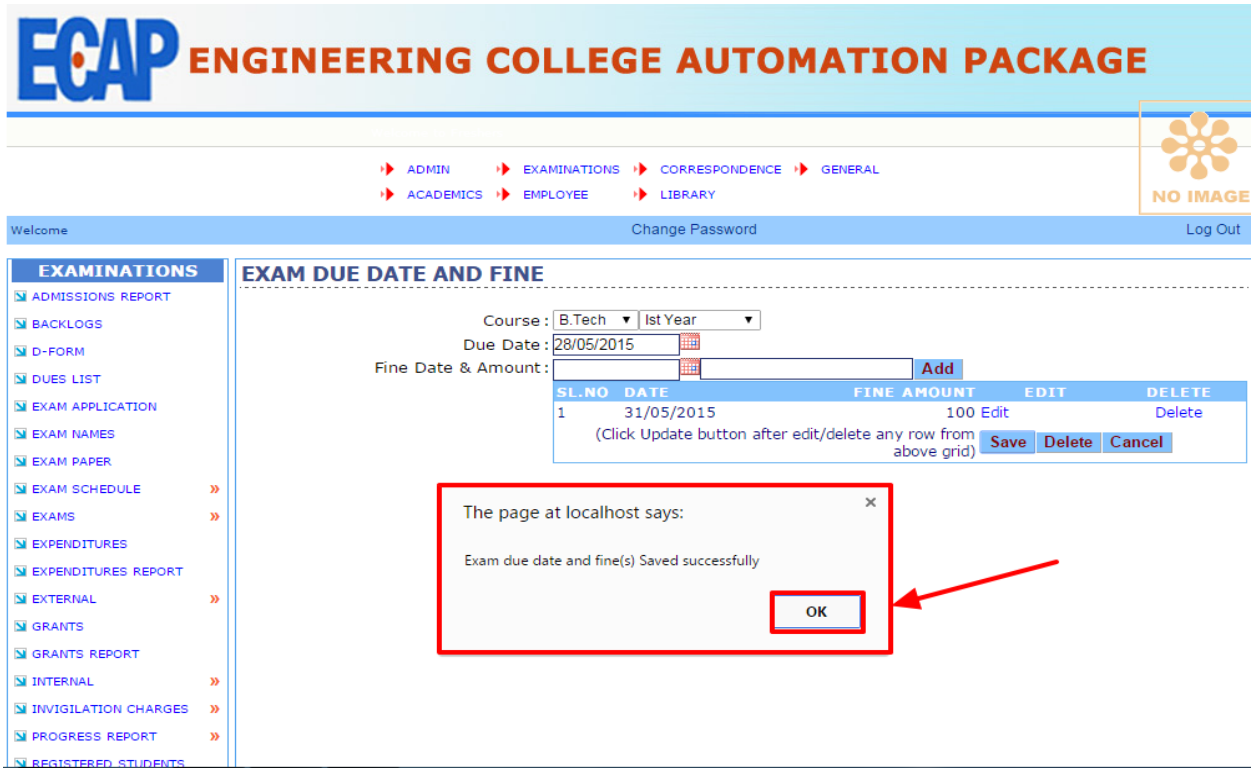
Step6:-Click On "Add".



Step7:- After Click On "Save "Button And Then You Will You Will Get "Pop Up For Confirmation" After Click On Update Button. Here Please Click On "Ok Button" As Shown In Below.



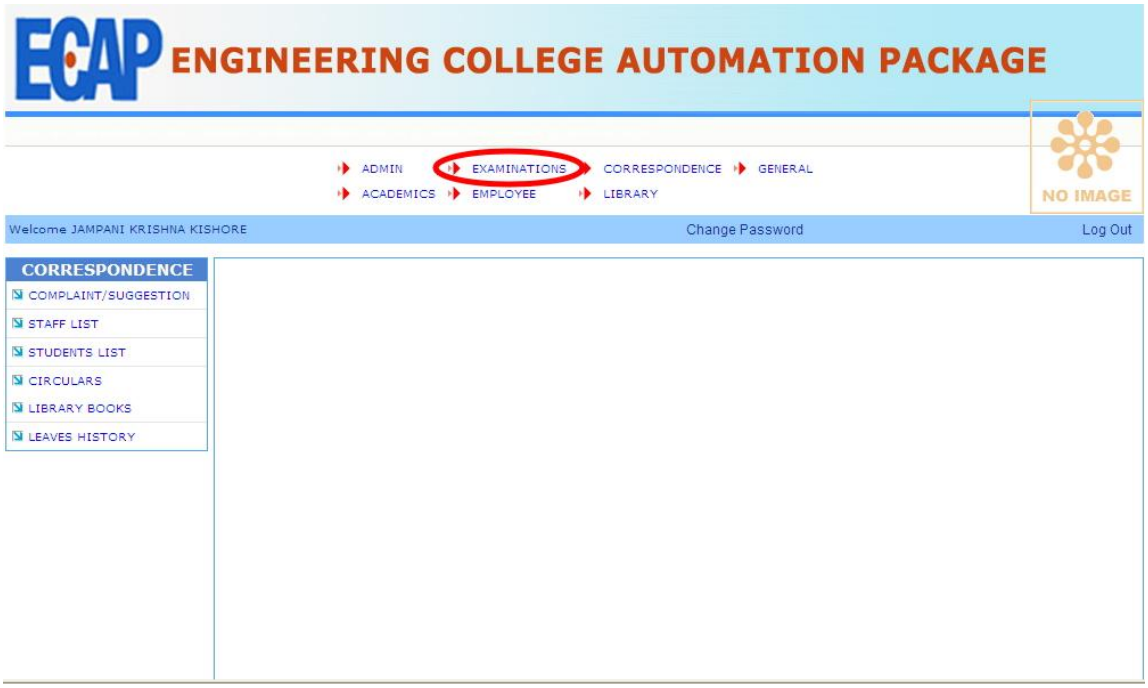
Step8:-Click On "Ok".



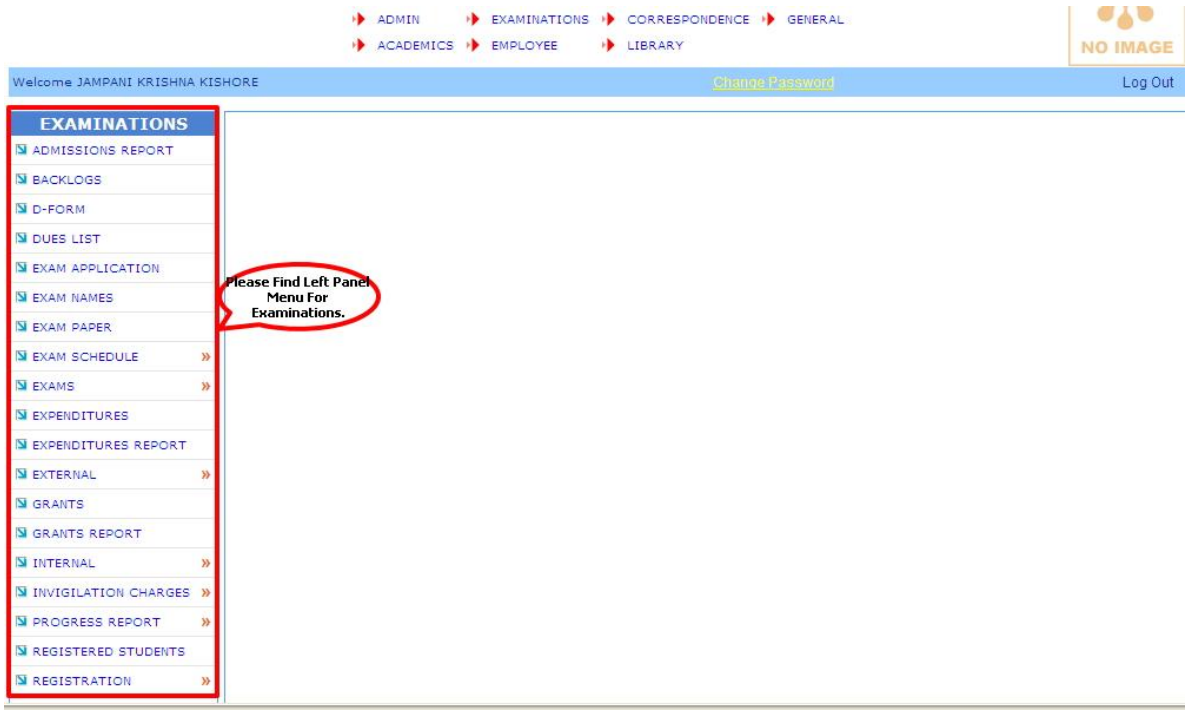
17) How To Register Students For External Regular Exams? (Registration->Entry->Class (Regular))

Ans: - Step 1:- Please Login In To "Ecap" By Using Your Username And Password.

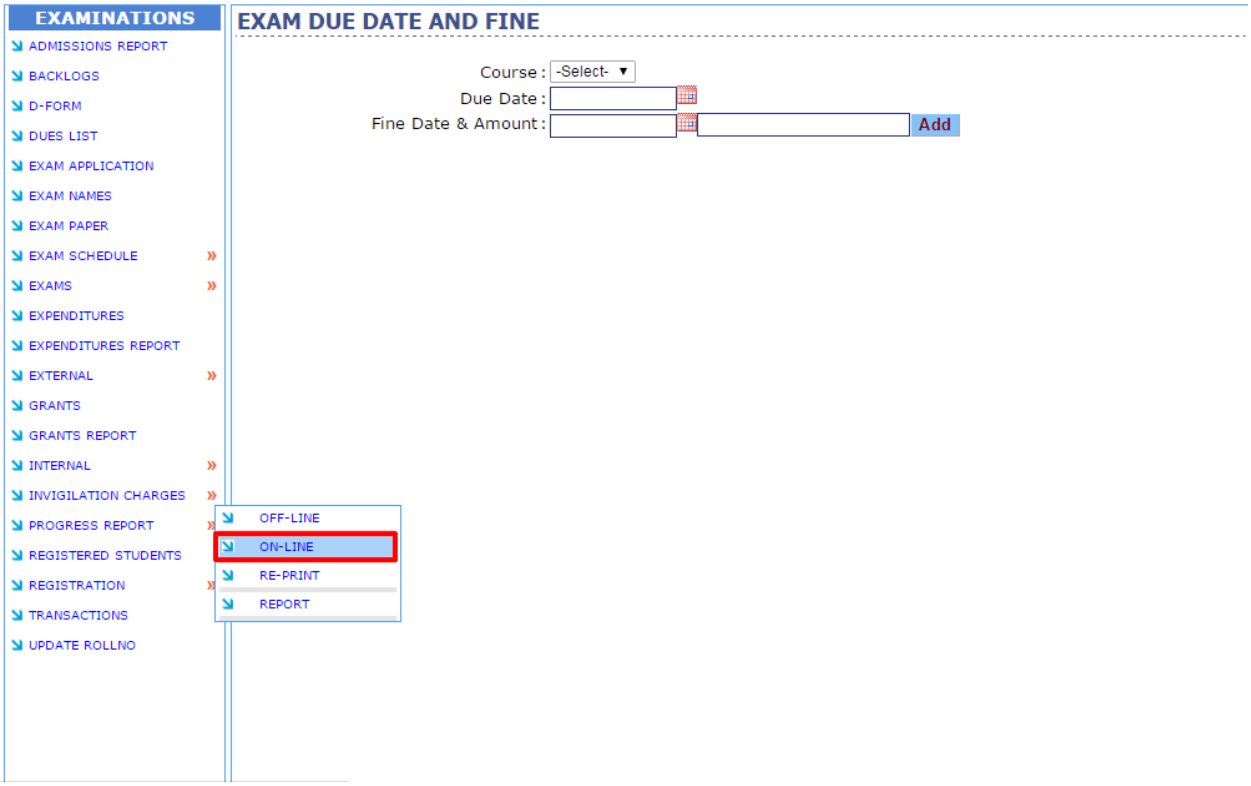
Step2:- Please Click On "Examinations" Module As Shown In Below.



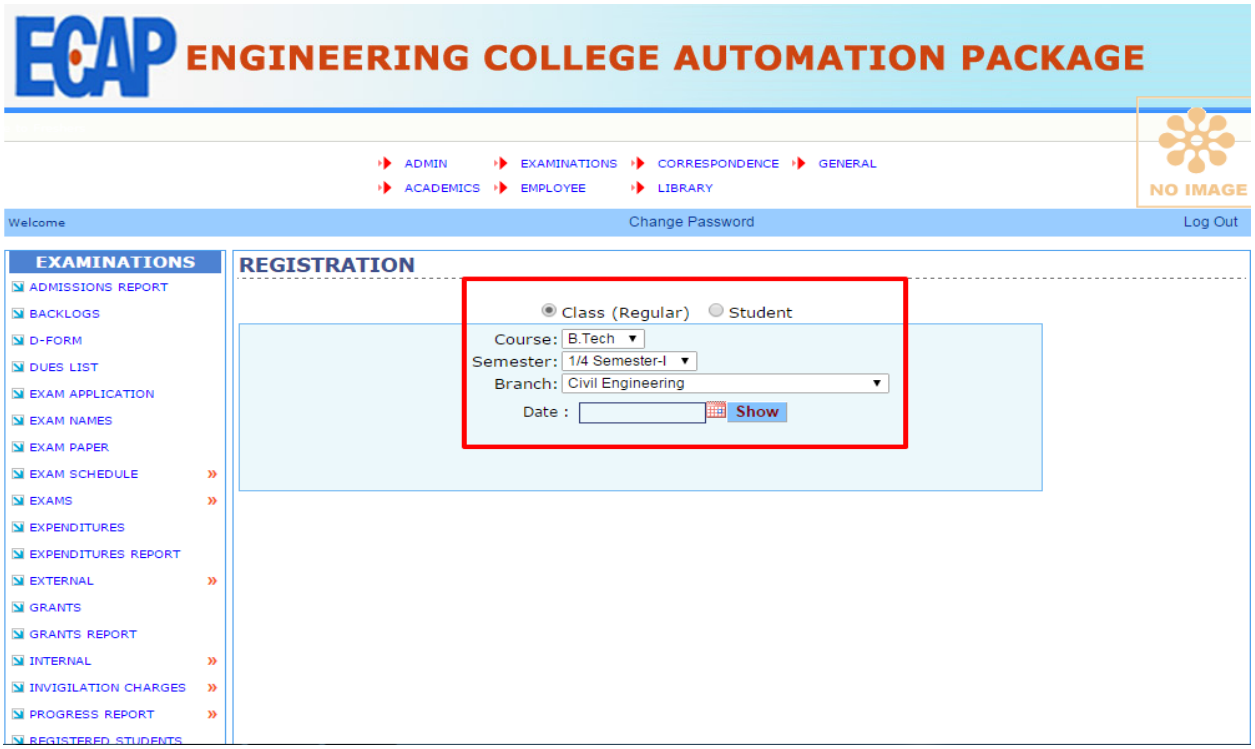
Step3:- After Click On "Examinations" Then You Will Find "Left Panel" As Shown In Below.



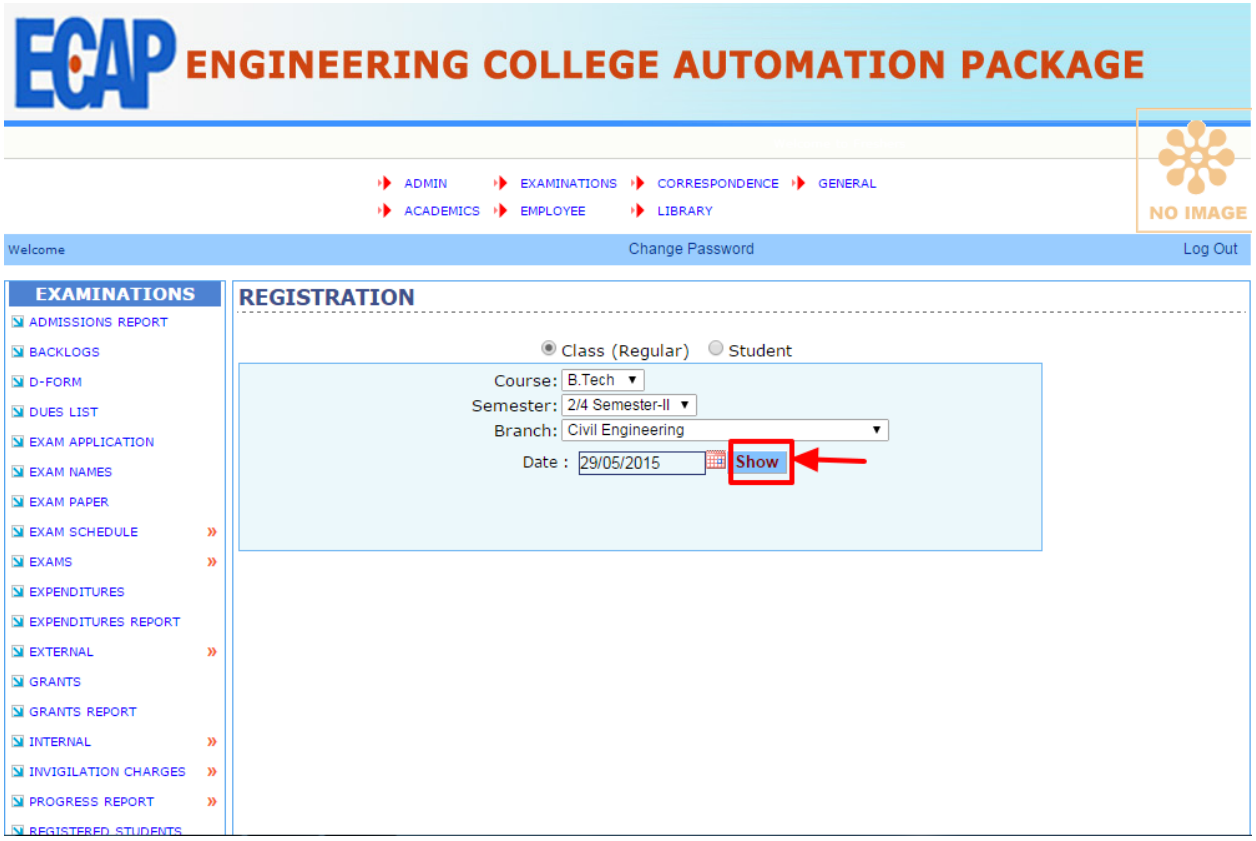
Step4:- Please Place Your Mouse Pointer On "Regestration" Link Which Is Available In Left Menu Sub Links As Shown In Below.And Then Click Online Link.



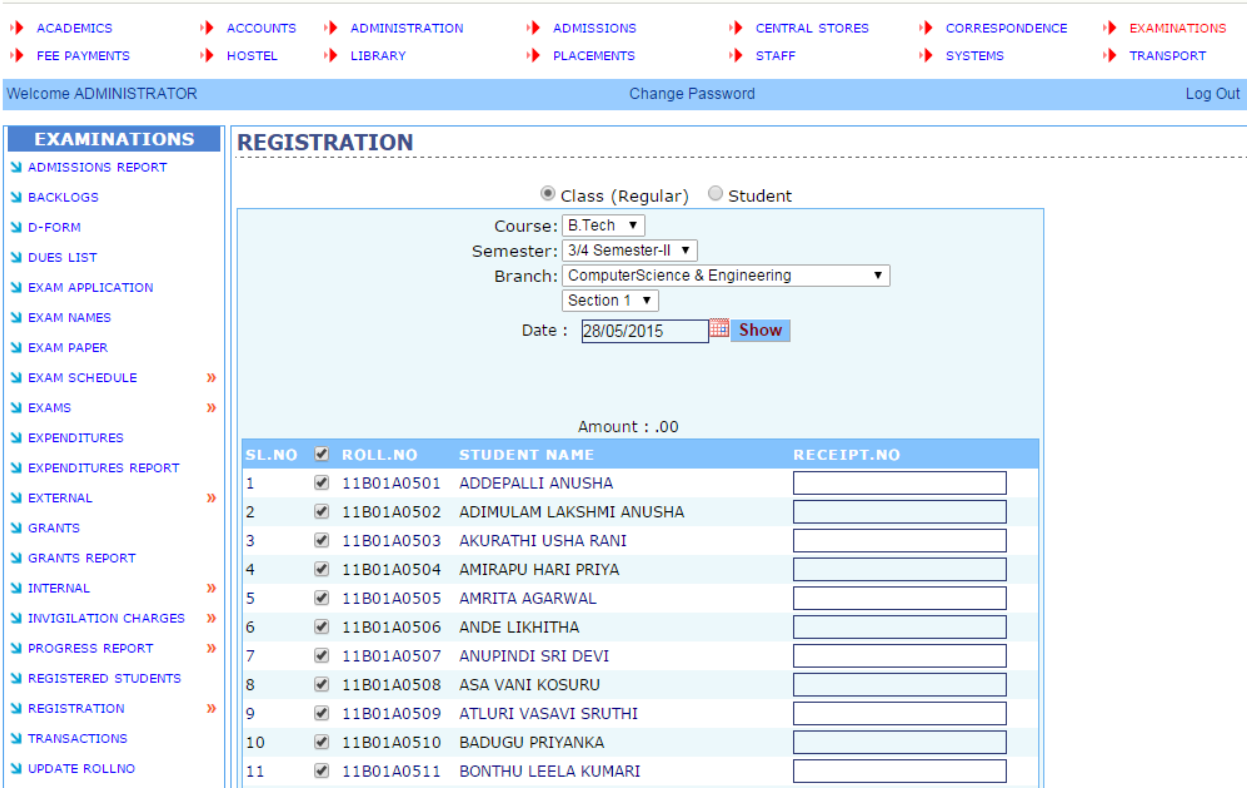
Step5:- Please Select Radio Button Class(Regular) Or Student.And Then Click Show Button.



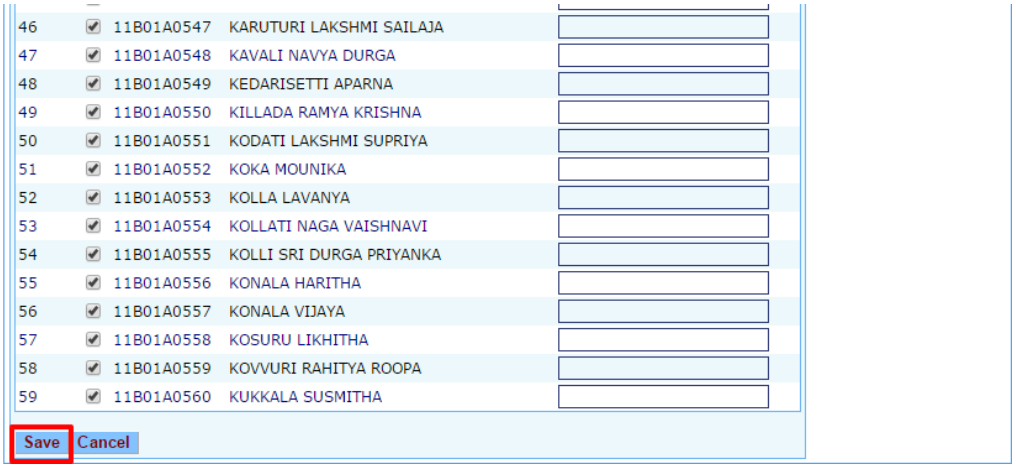
Step6:-Click On "Show"Button.



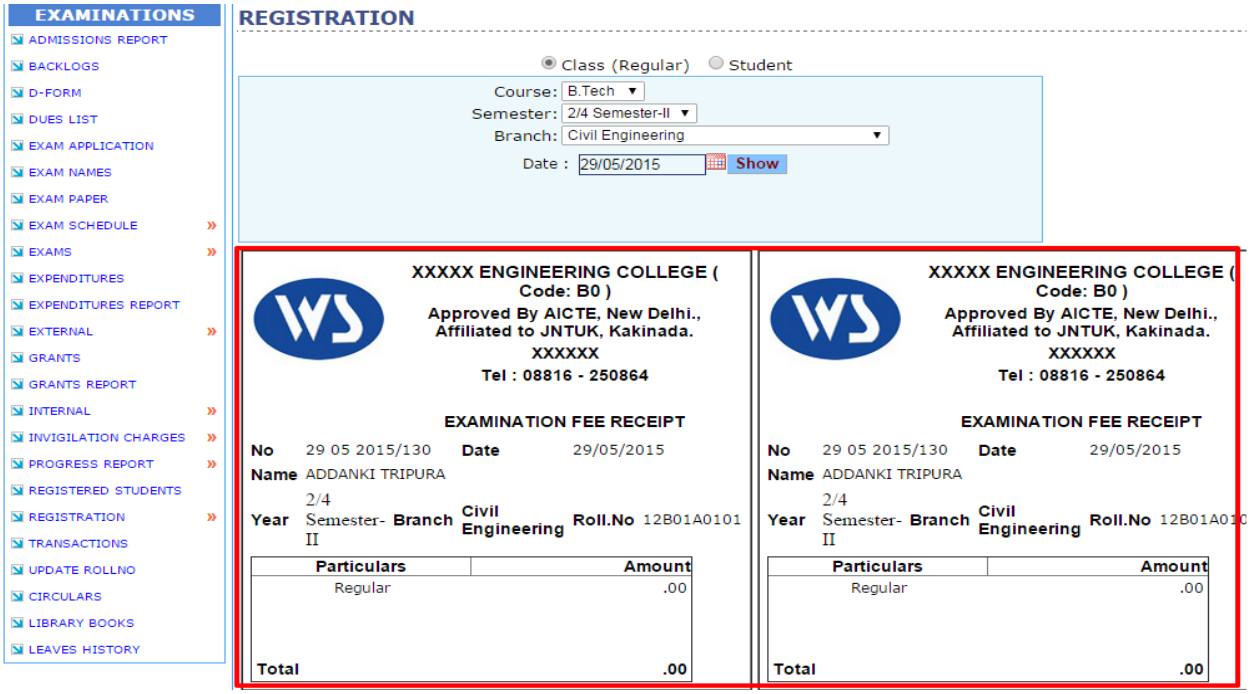
Step7:-Click On "Shows Displ"And Select Checkboxs.



Step6:- Please Select Checkbox And Then Click Save Button. Receipts Will Be Generated.



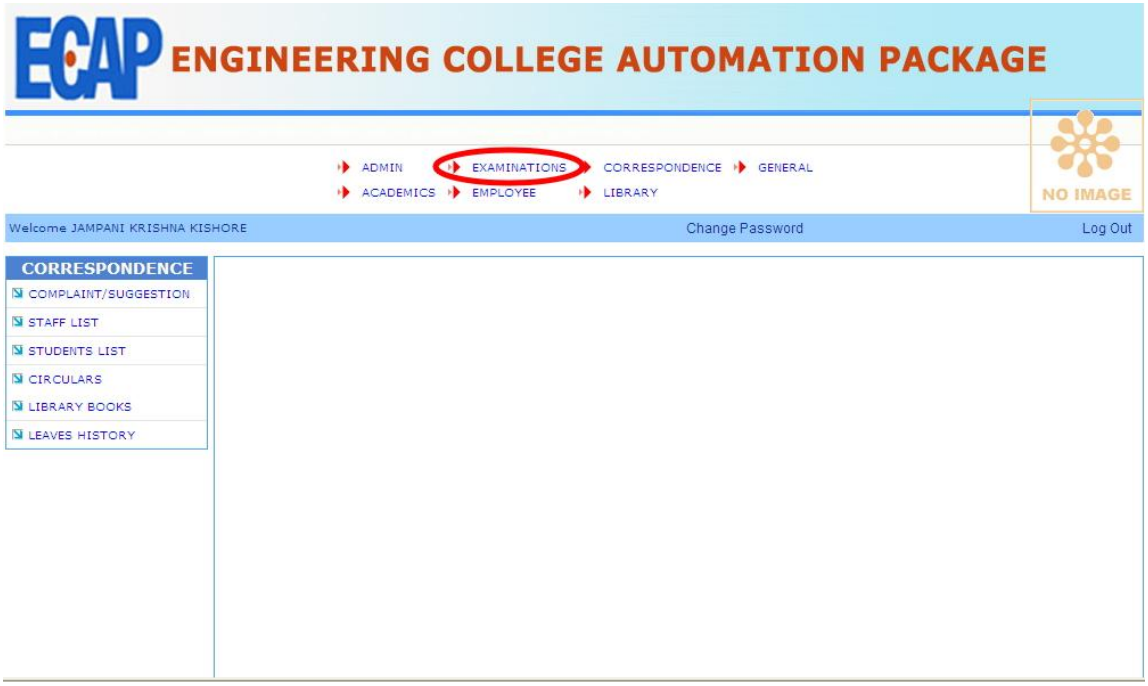
Step7:-After Click On "Save" Button Then You Will Find Registration Print As Shown In Below.



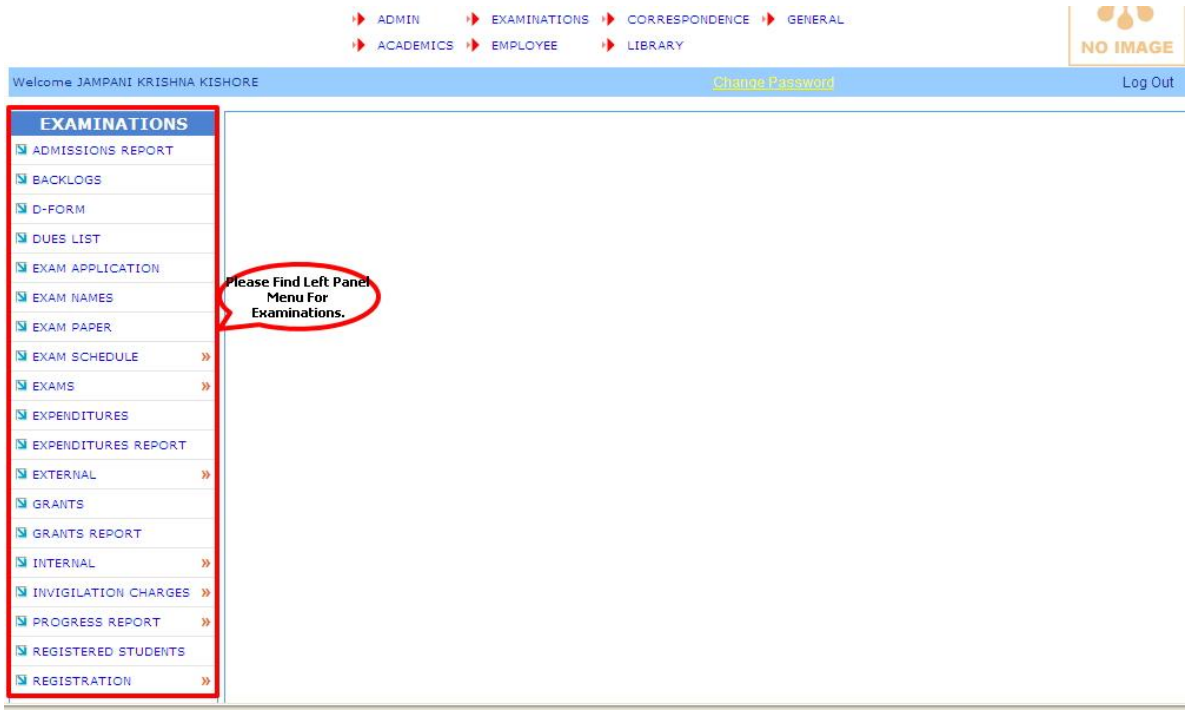
18) How To Register Students For External Supply Exams? (Registration->Entry->Student)

Ans: - Step 1:- Please Login In To "Ecap" By Using Your Username And Password.

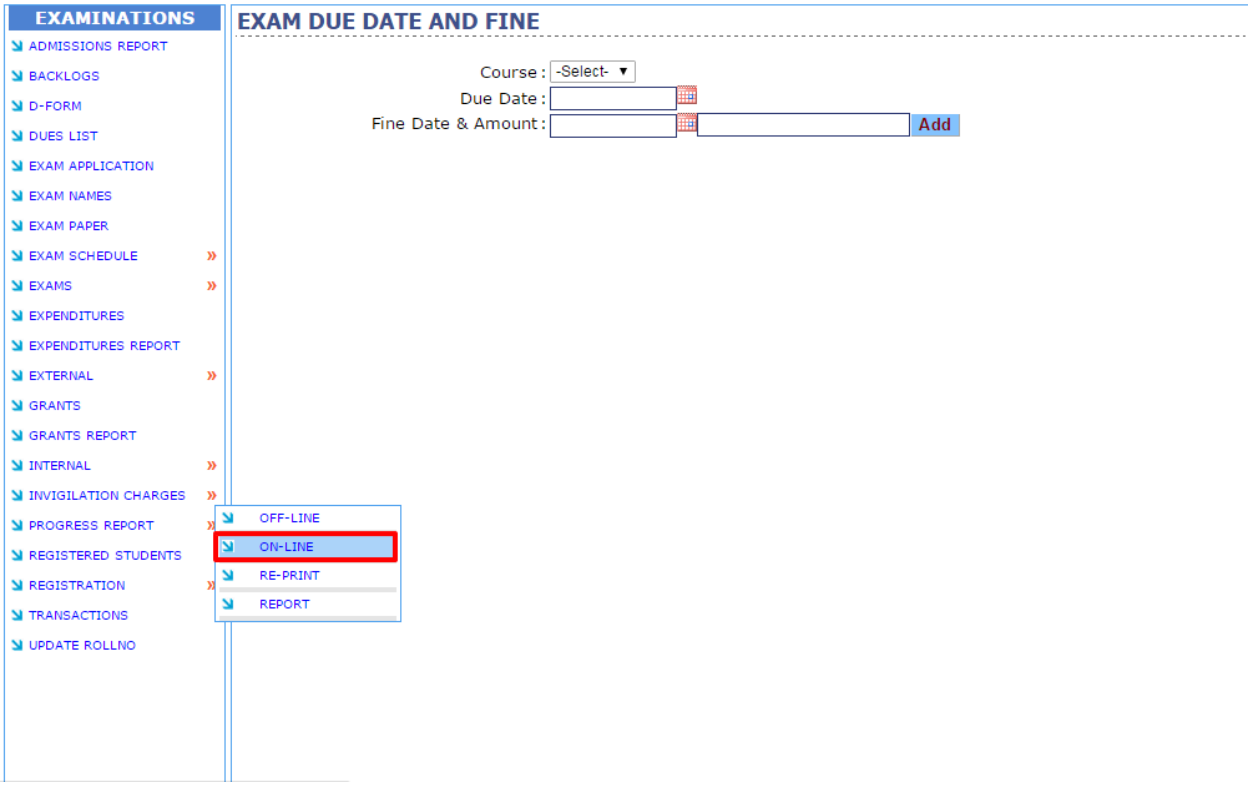
Step2:- Please Click On "Examinations" Module As Shown In Below.



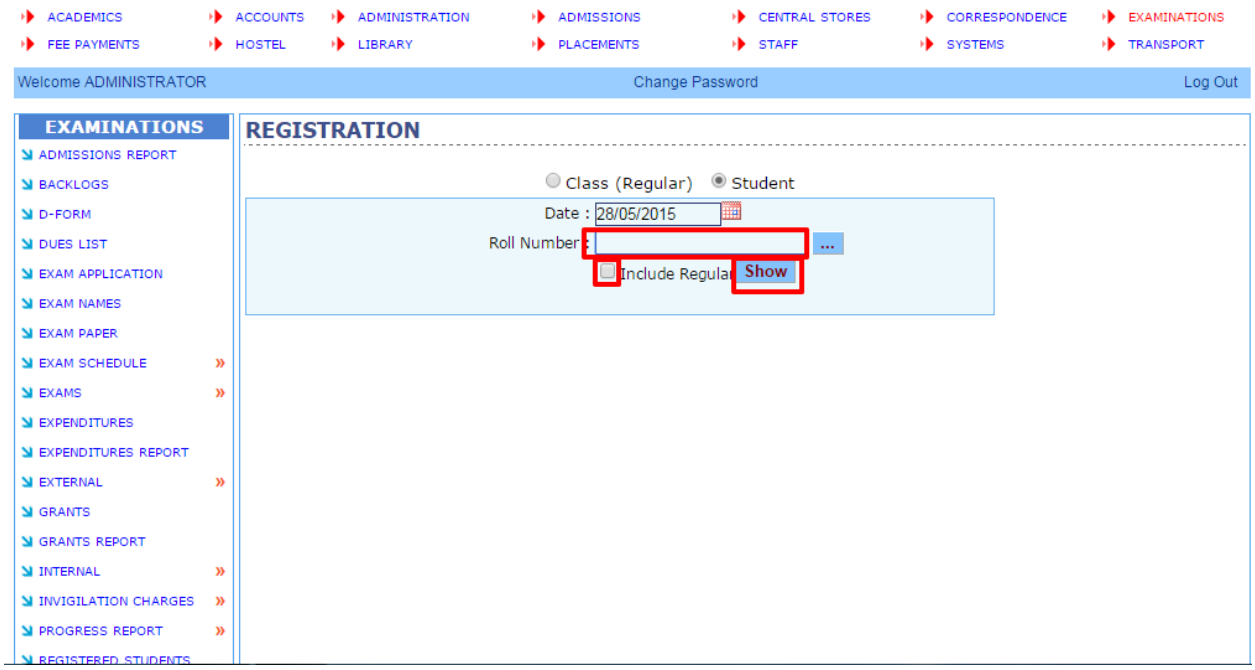
Step3:- After Click On "Examinations" Then You Will Find "Left Panel" As Shown In Below.



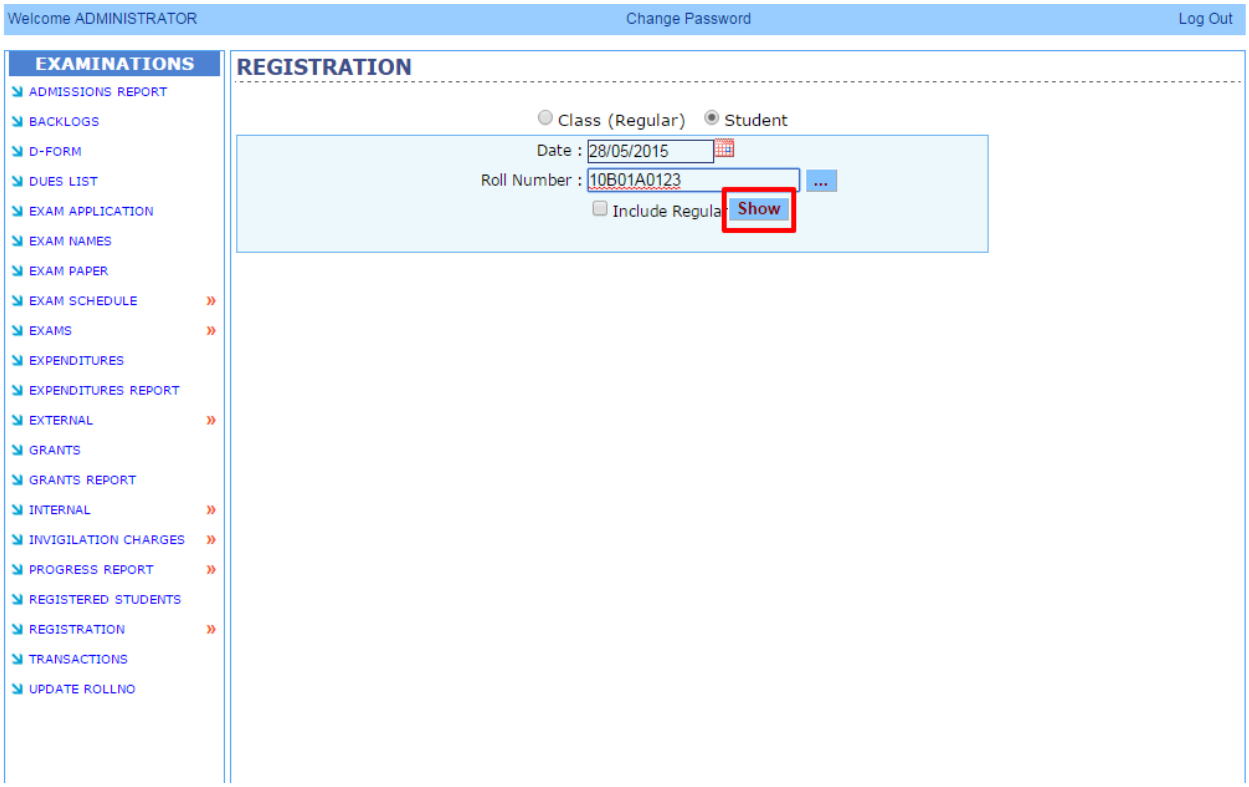
Step4:- Please Place Your Mouse Pointer On "Regestration" Link Which Is Available In Left Menu Sub Links As Shown In Below.And Then Click Online Link.



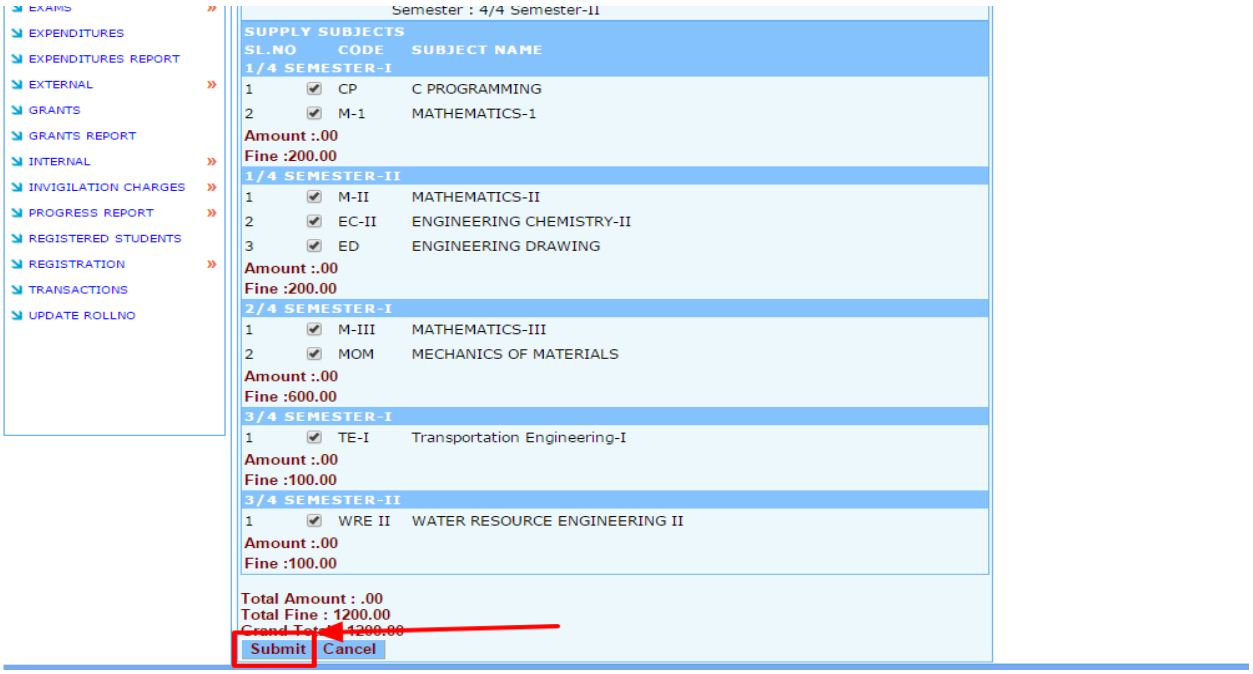
Step5:- Please Select Radio Button Class(Regular) Or Student.And Then Click Show Button.



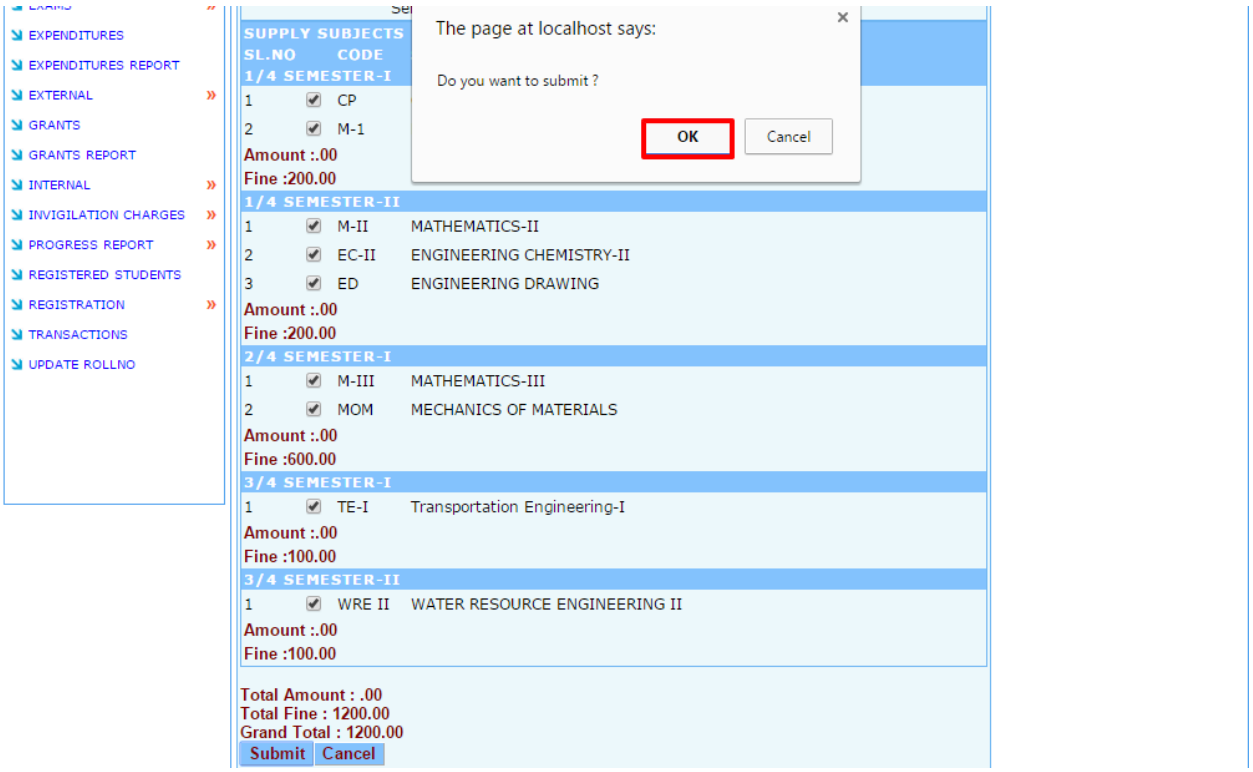
Step6:-Select Date And Rollno And Click Show Button.



Step7:-Select Checkbox And Then Click Save Button.



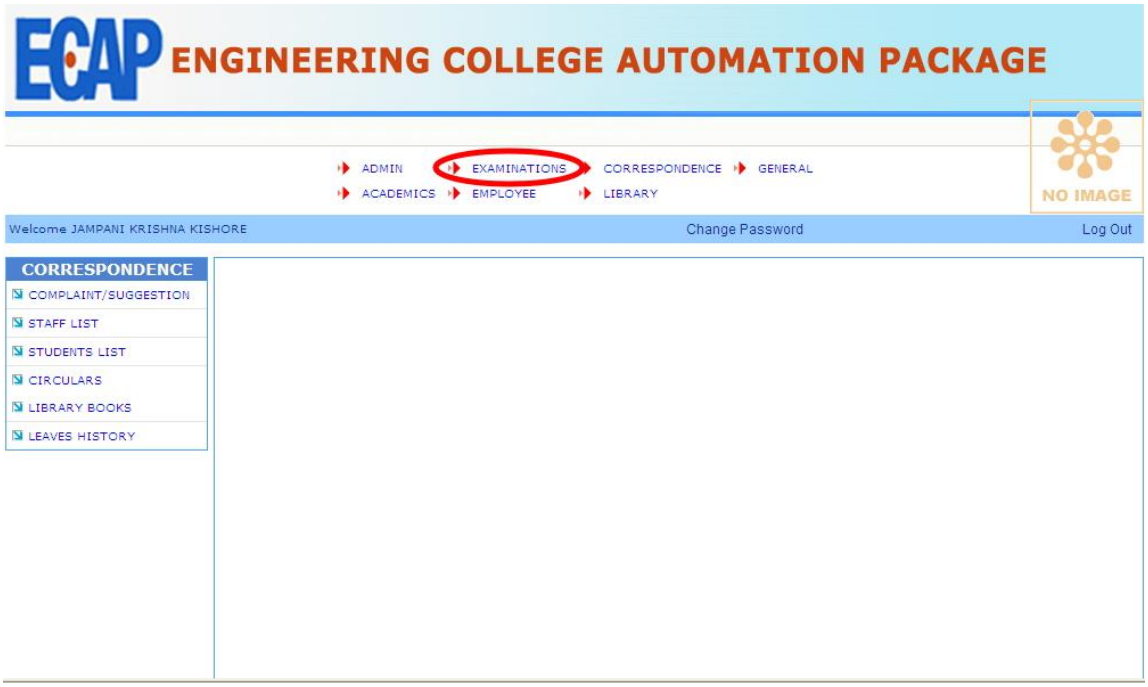
Step8:- After Click On "Save "Button And Then You Will You Will Get "Pop Up For Confirmation" After Click On Update Button. Here Please Click On "Ok Button" As Shown In Below.



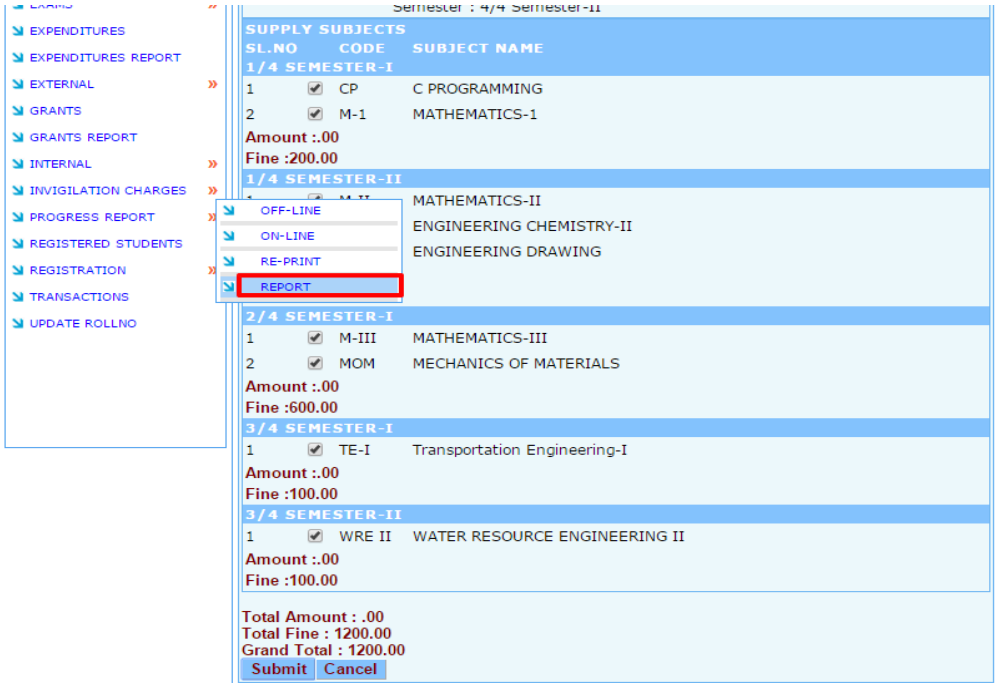
19) How Can I Check Registered Students Report? (Registration->Report->Regular/Supply)

Ans: - Step 1:- Please Login In To "Ecap" By Using Your Username And Password.

Step2:- Please Click On "Examinations" Module As Shown In Below.

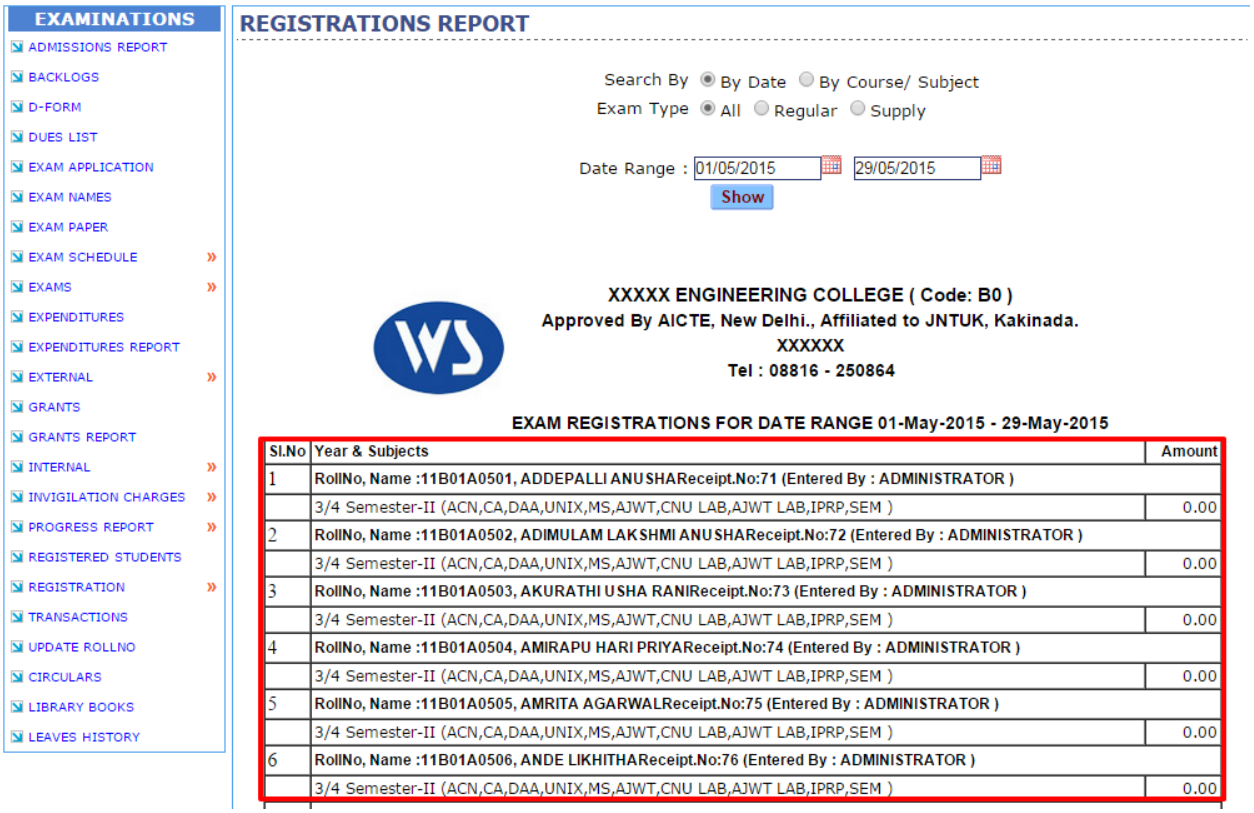


Step3:- After Click On "Examinations" Then You Will Find "Left Panel" As Shown In Below.



Step4:-Select Radio Buttons By Date Or By Course/Subjet And Exam Type Regular/Supply.

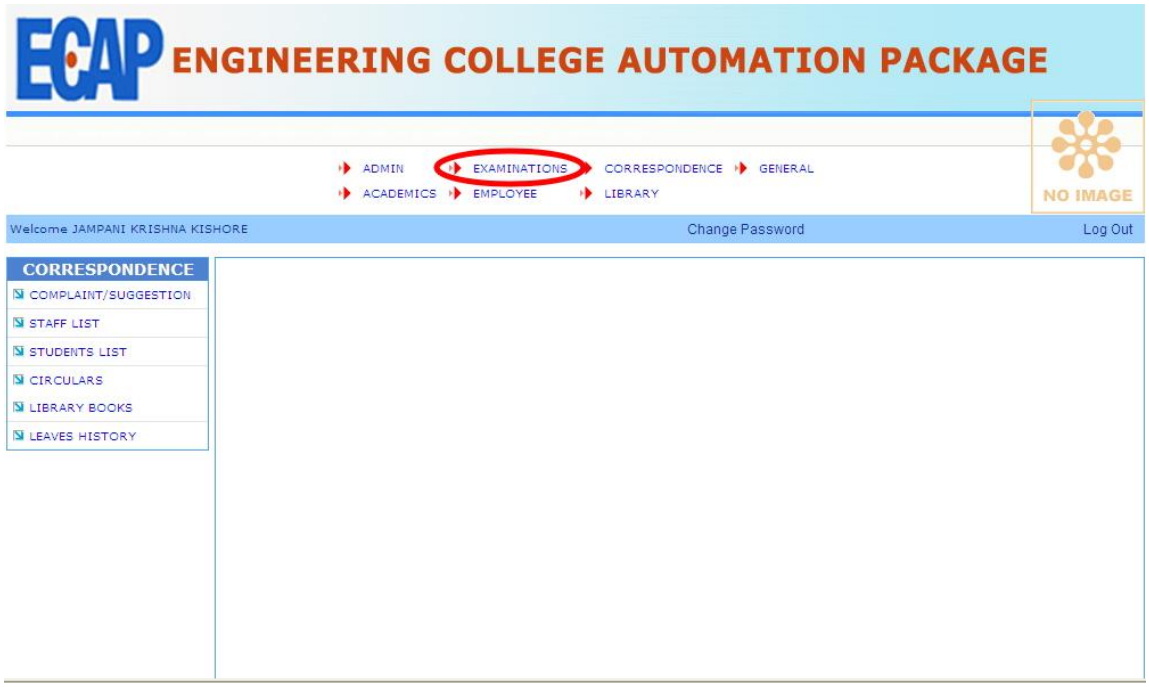
Step5:-Click To Show Button Registration Report Generated.



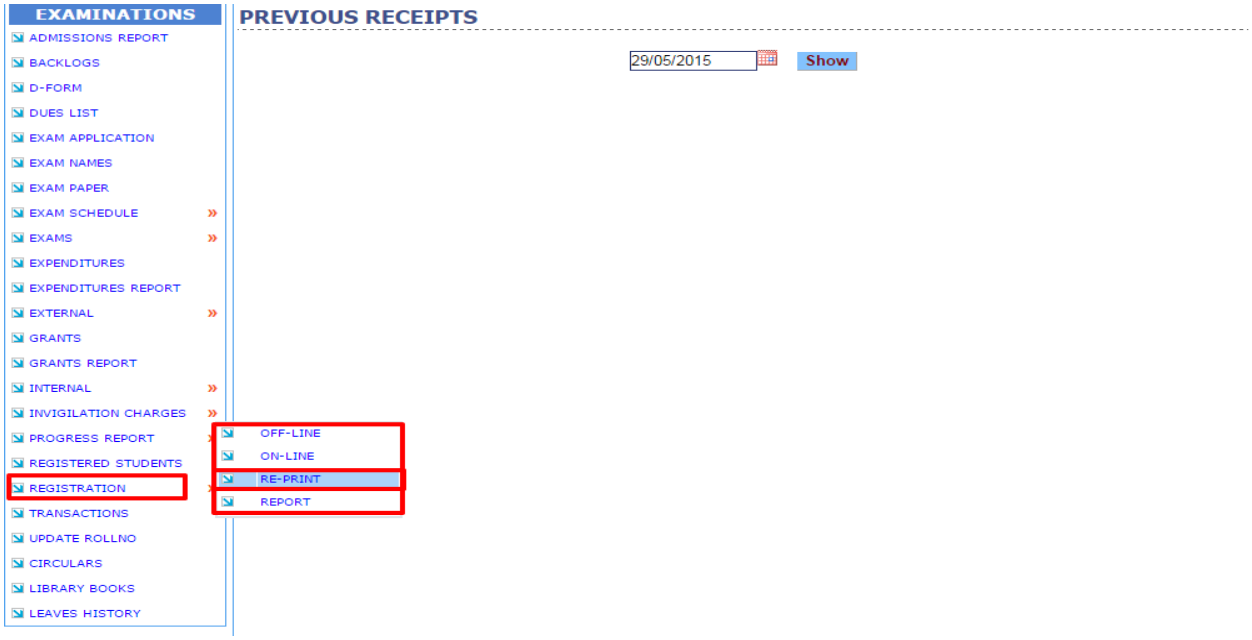
20) How Can I Re-Print Already Generated Exam Fee Receipts? (Registration->Re-Print)

Ans: - Step 1:- Please Login In To "Ecap" By Using Your Username And Password.

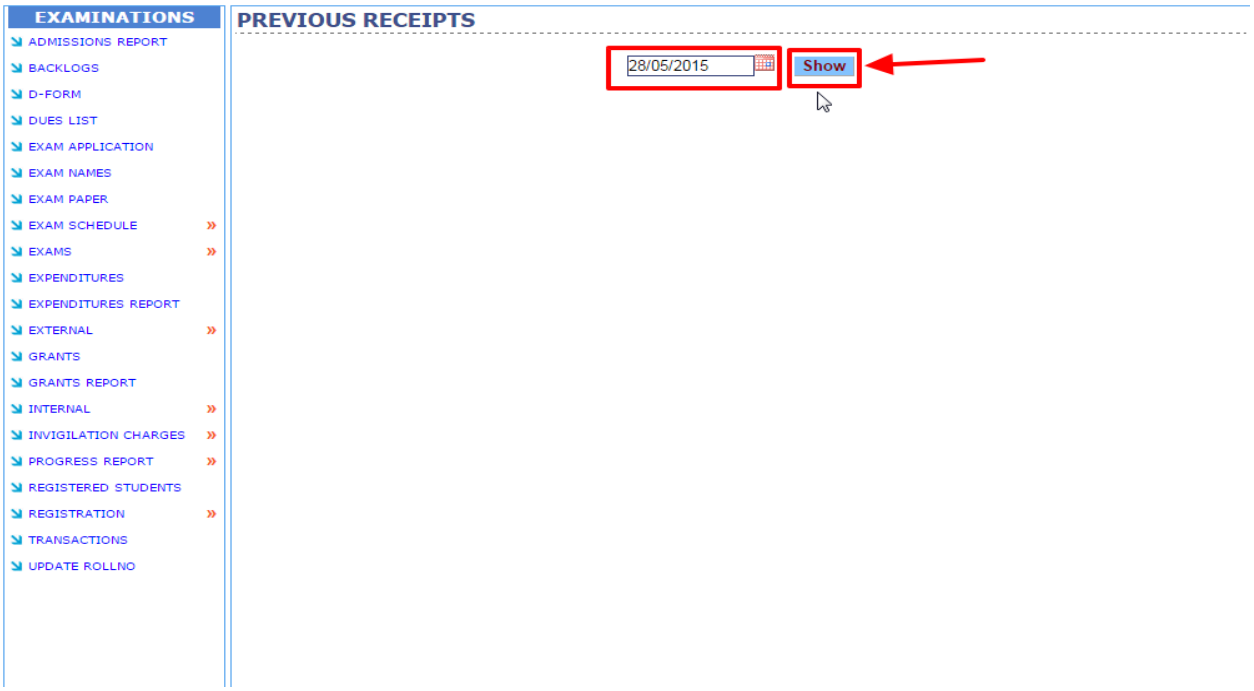
Step2:- Please Click On "Examinations" Module As Shown In Below.



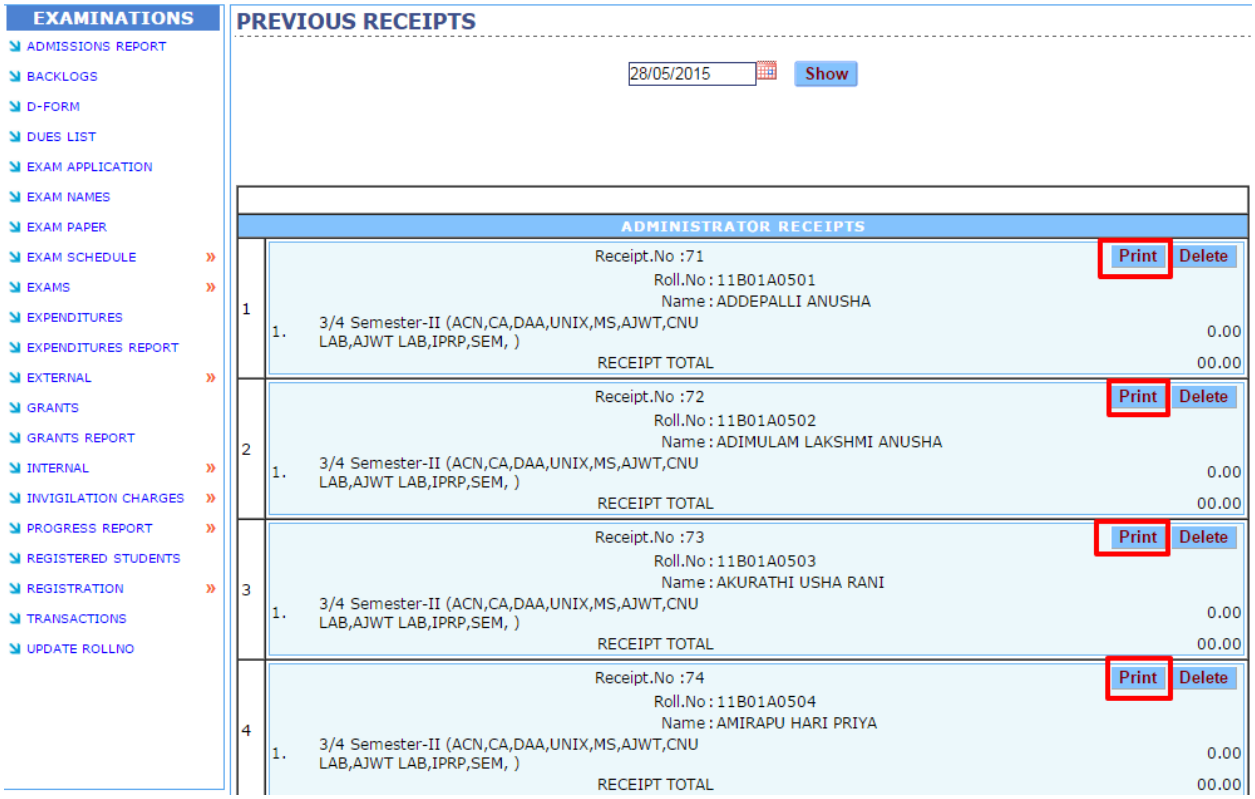
Step3:- After Click On "Examinations" Then You Will Find "Left Panel" As Shown In Below.



Step4:-Select The Date And Click Show Button.



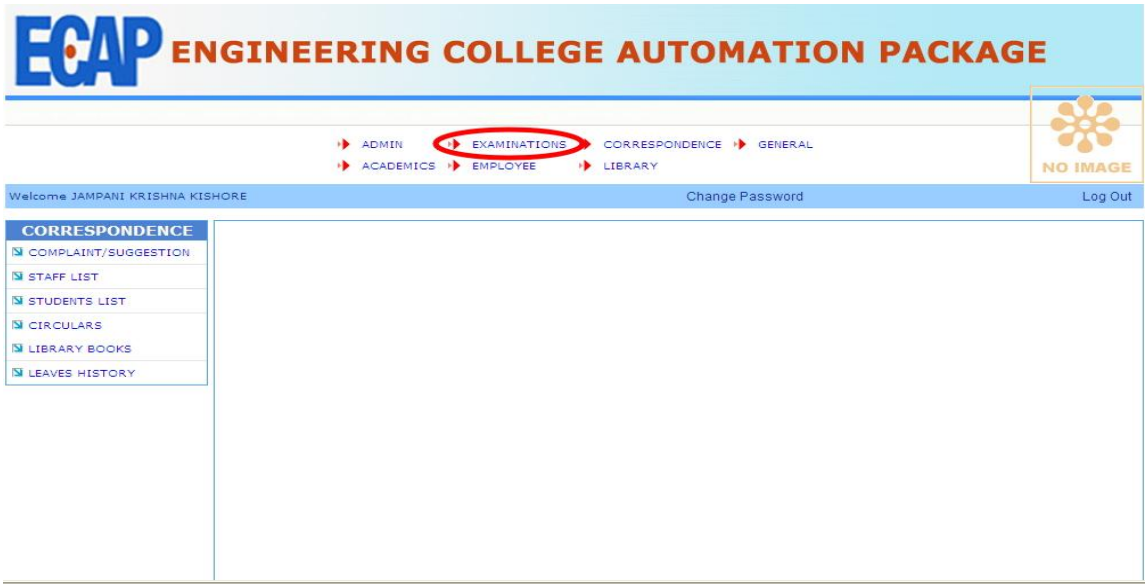
Step5:-Select Print Button Receipt Will Be Generated.



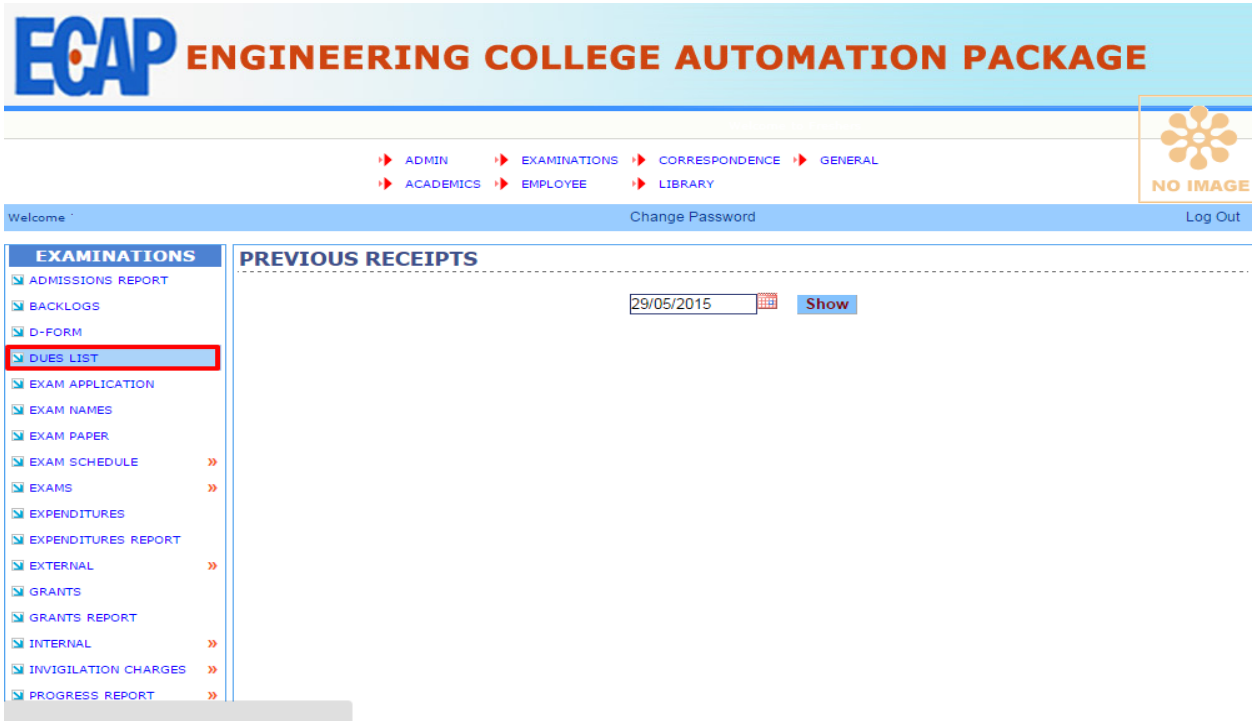
21) How To Check Exam Fee Dues List Report? (Dues List)

Ans: - Step 1:- Please Login In To "Ecap" By Using Your Username And Password.

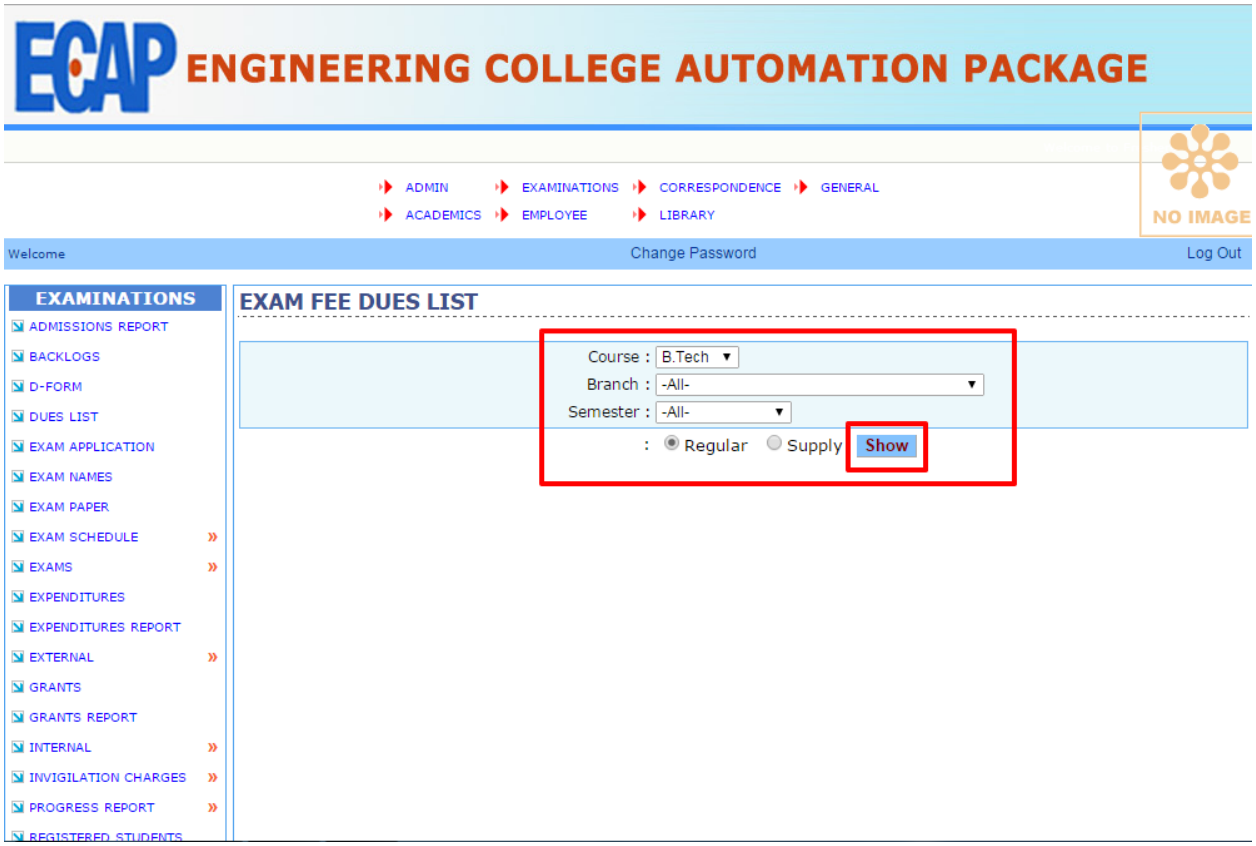
Step2:- Please Click On "Examinations" Module As Shown In Below.



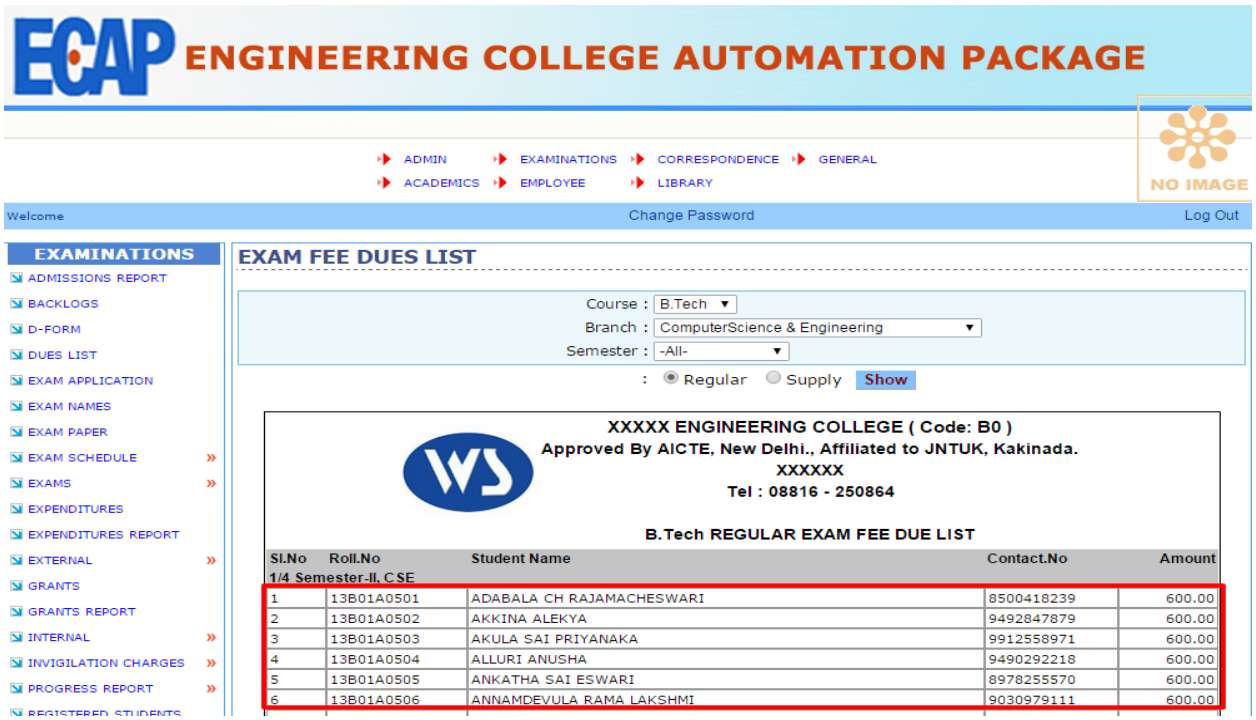
Step3:- After Click On "Examinations" Then You Will Find "Left Panel" As Shown In Below.



Step4:-Select Dues List Link.



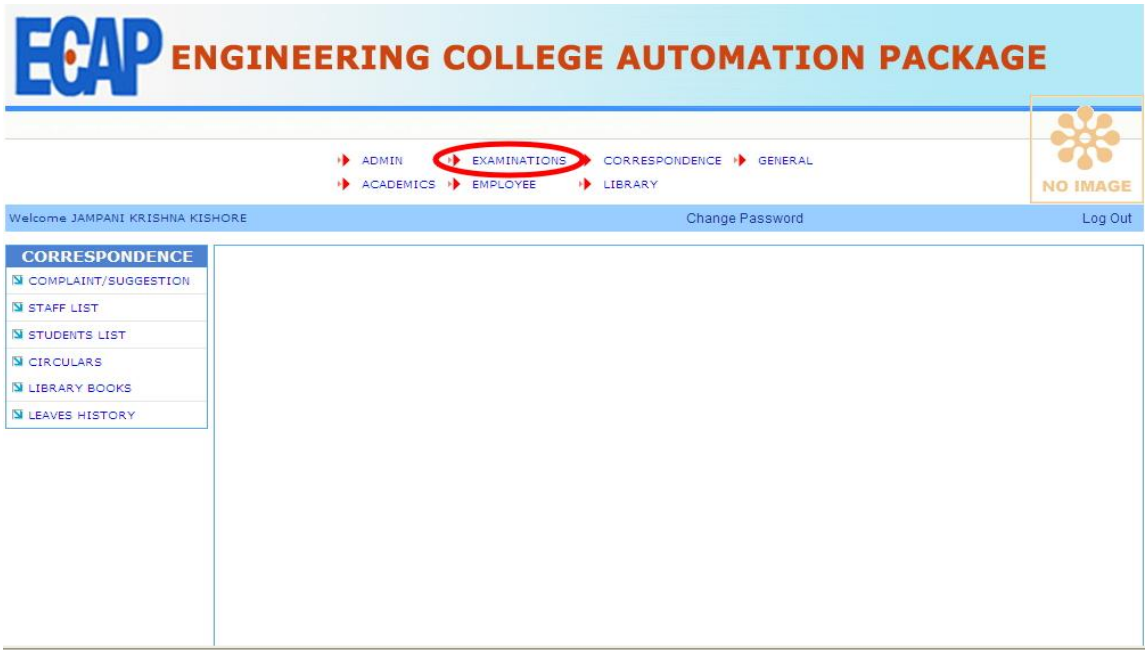
Step5:-Select Course,Branch And Semester After Click Show Button.



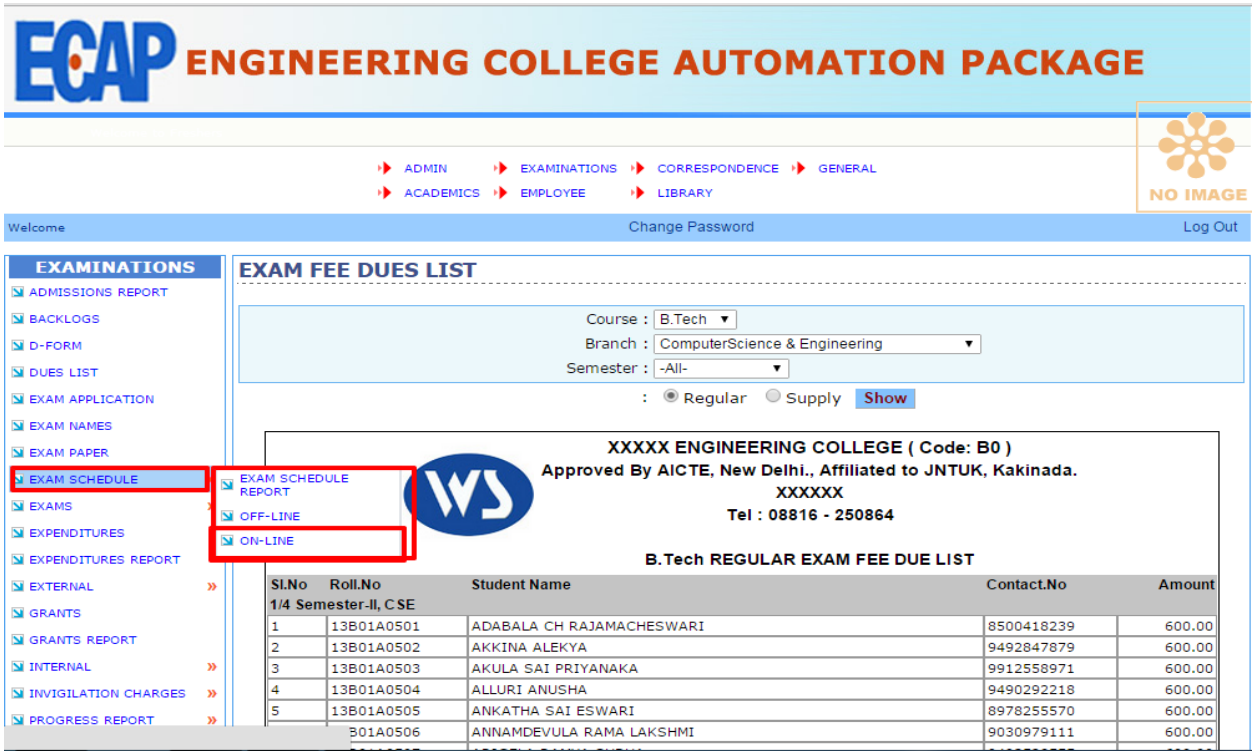
22) Where Can I Create External Exam Schedule Through Online? (Exam Schedule->Online->External)

Ans: - Step 1:- Please Login In To "Ecap" By Using Your Username And Password.

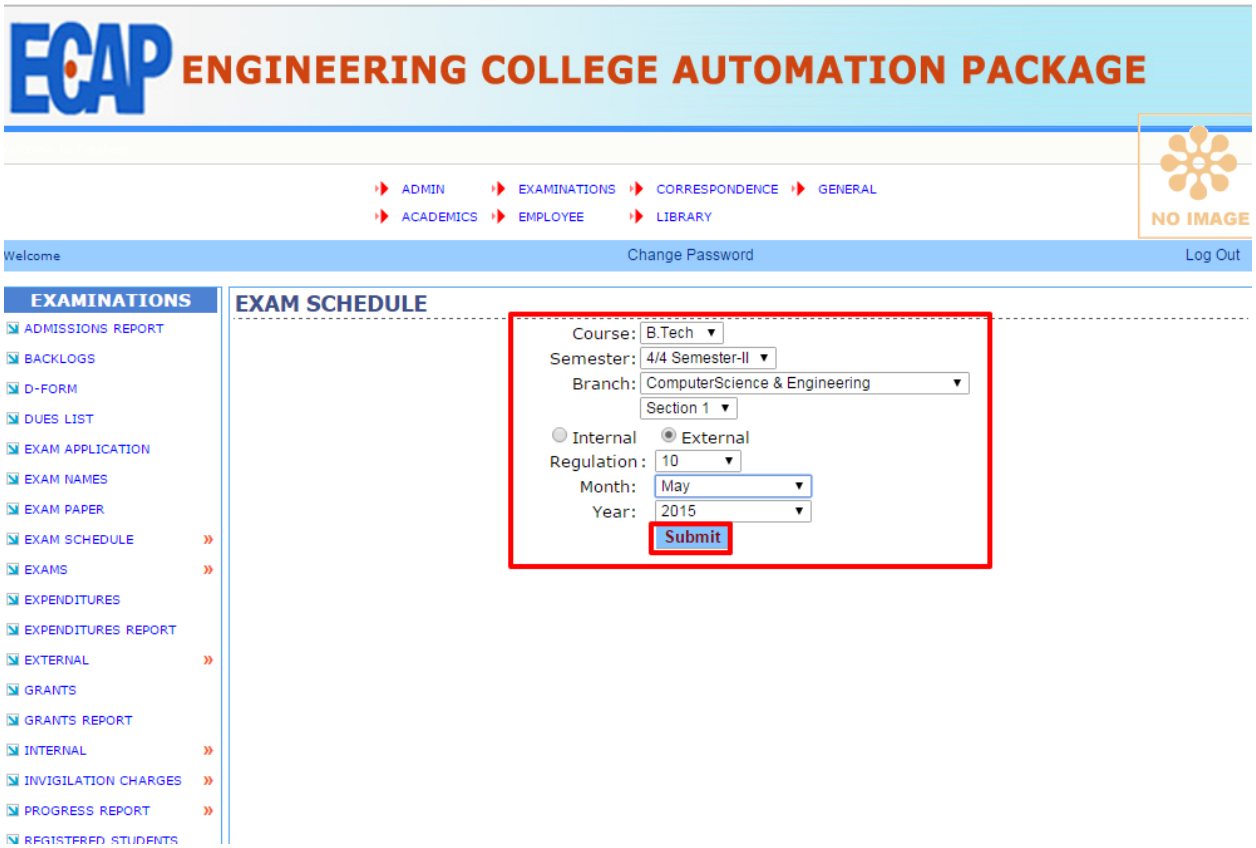
Step2:- Please Click On "Examinations" Module As Shown In Below.



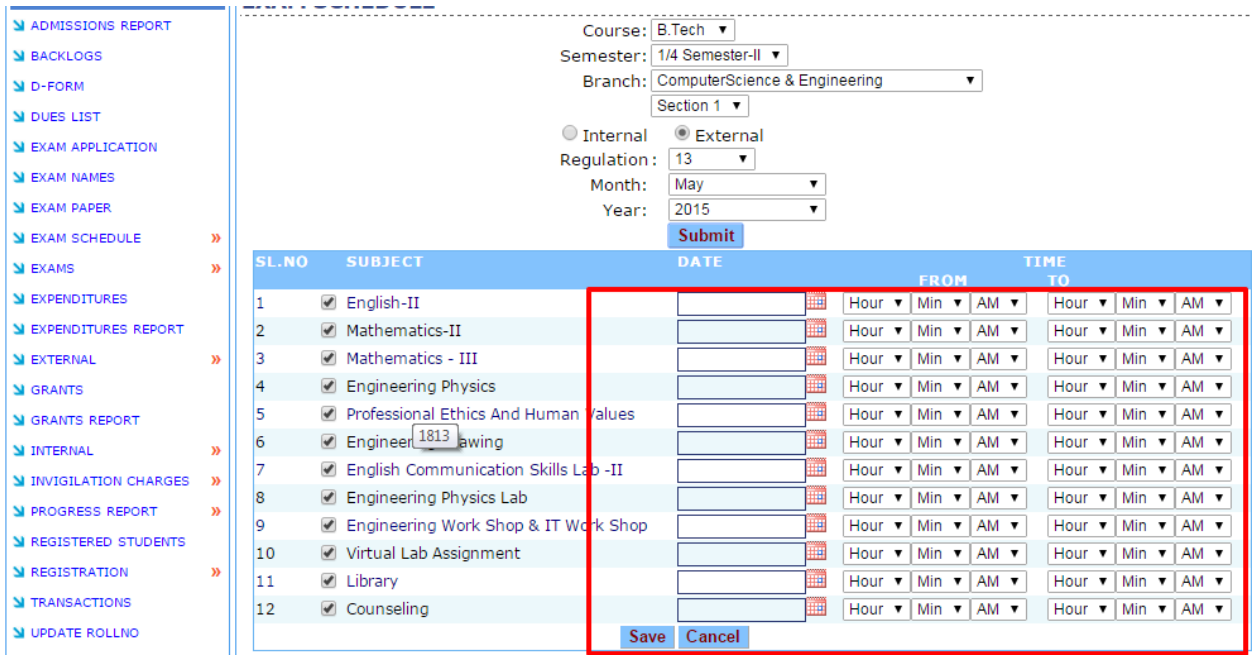
Step3:- After Click On "Examinations" Then You Will Find "Left Panel" As Shown In Below.



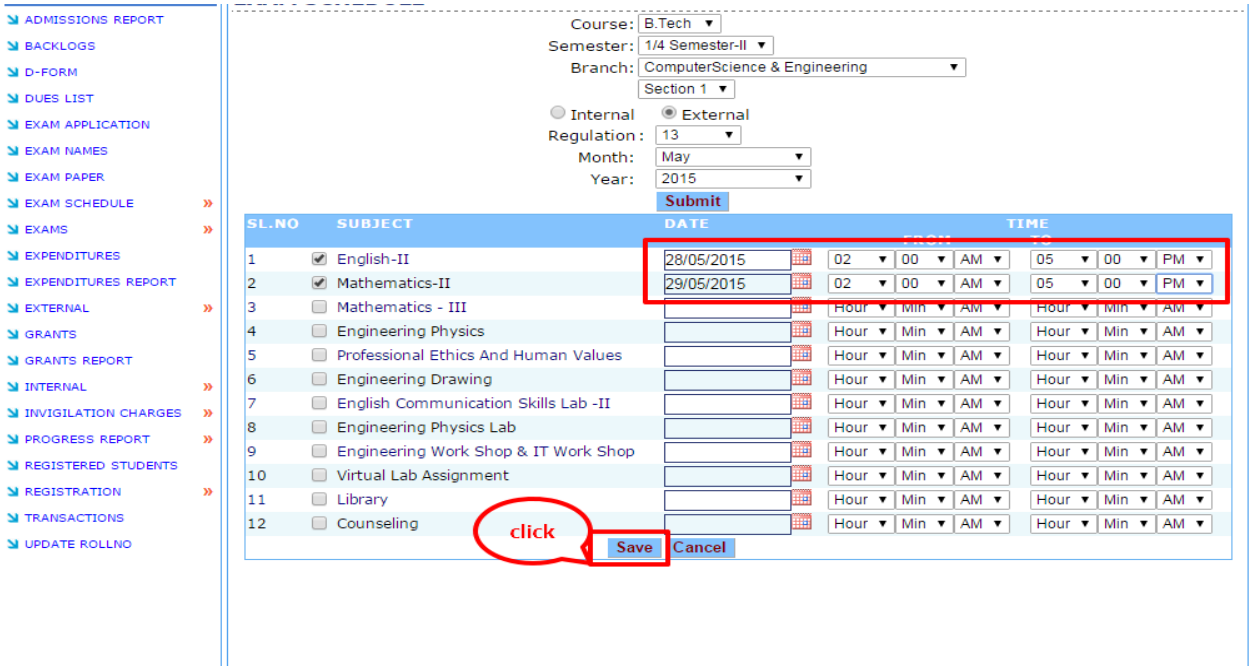
Step4:-Select On Online Link.And Select Course Semester Branchmonth And Year.



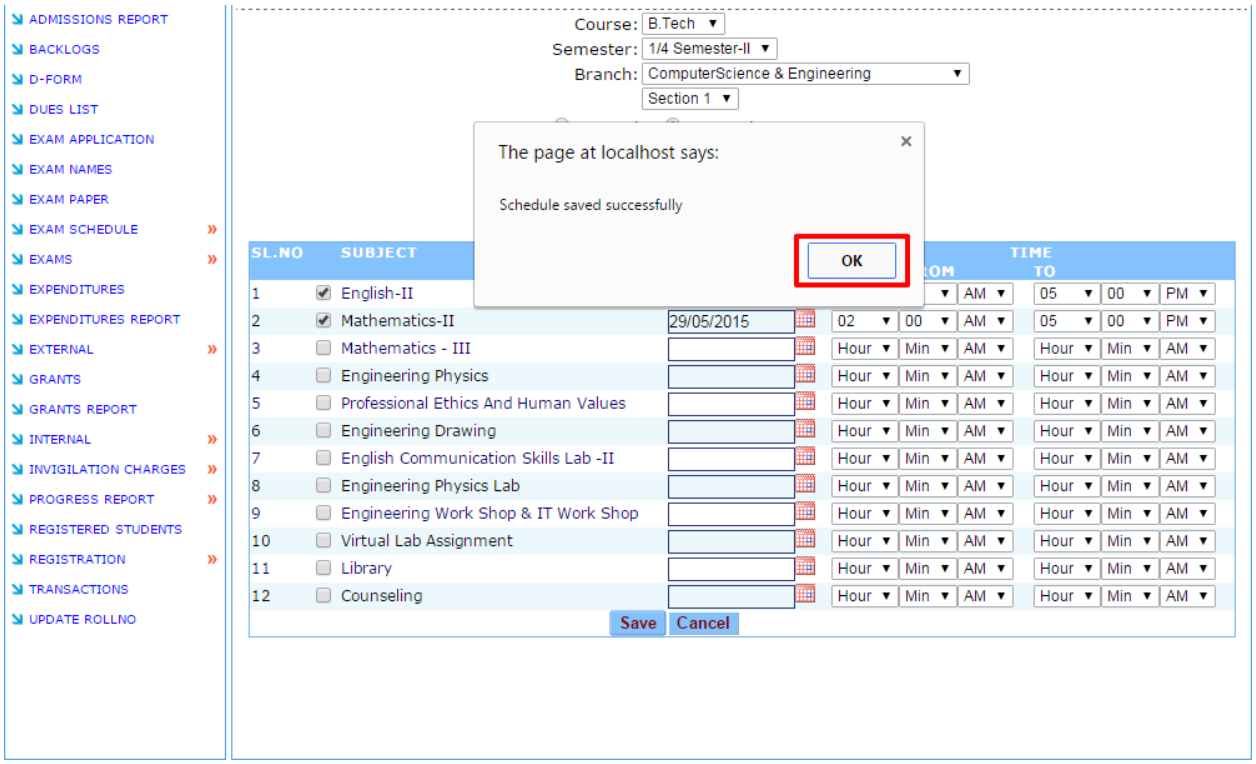
Step5:-Select Checkbox And Entry The Date,From And To Time And Click On Save Button.



Step5:-Select Date And Time And Click On Save Button.



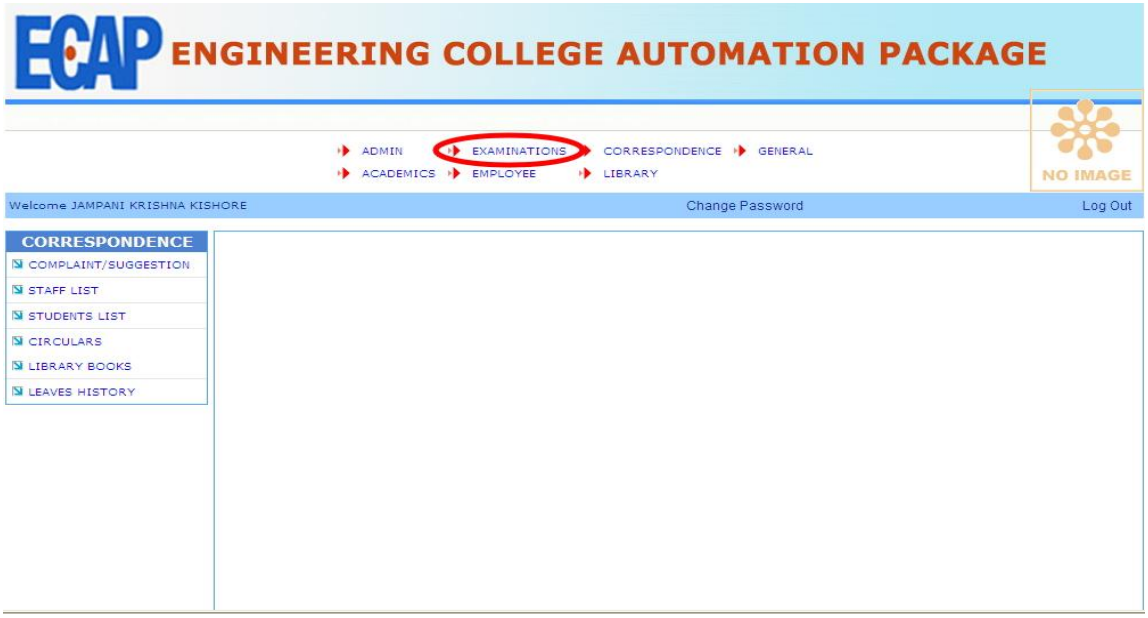
Step6:- After Click On "Save "Button And Then You Will You Will Get "Pop Up For Confirmation" After Click On Update Button. Here Please Click On "Ok Button" As Shown In Below.



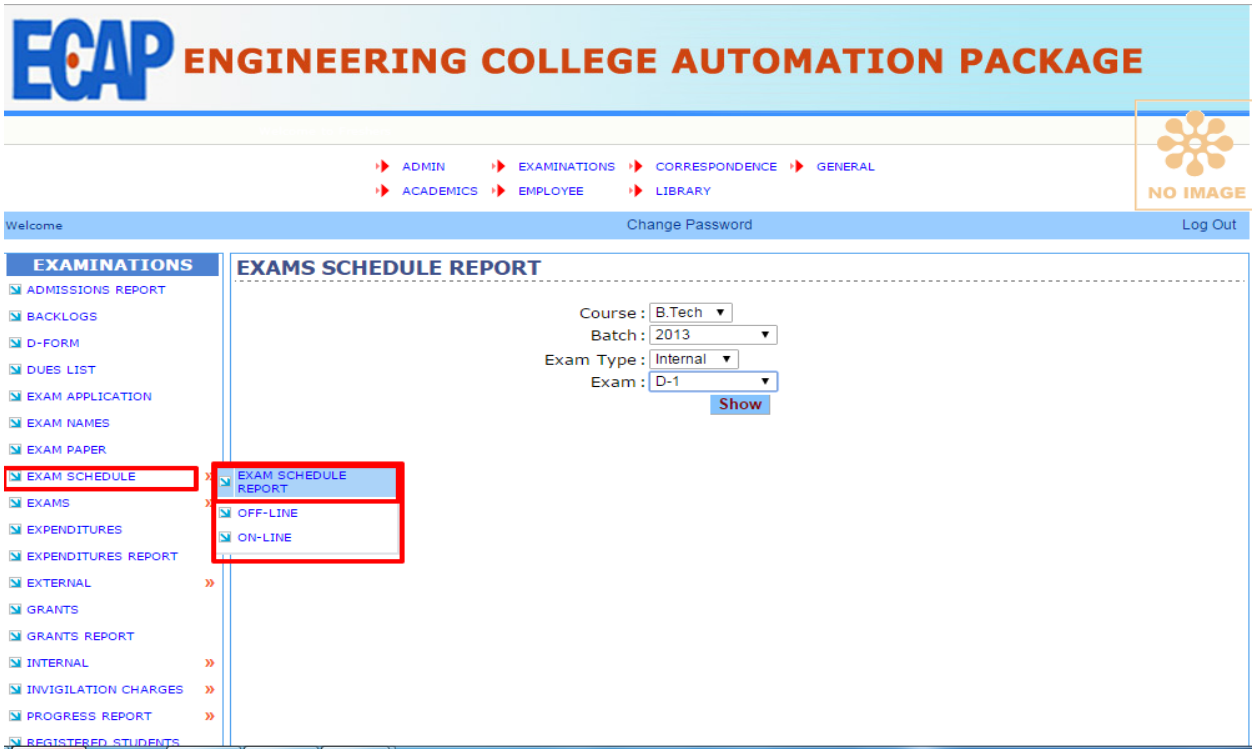
23) How To Check Internal Exam Schedule Report? (Exam Schedule->Exam Schedule Report->Exam Type/Internal)

Ans: - Step 1:- Please Login In To "Ecap" By Using Your Username And Password.

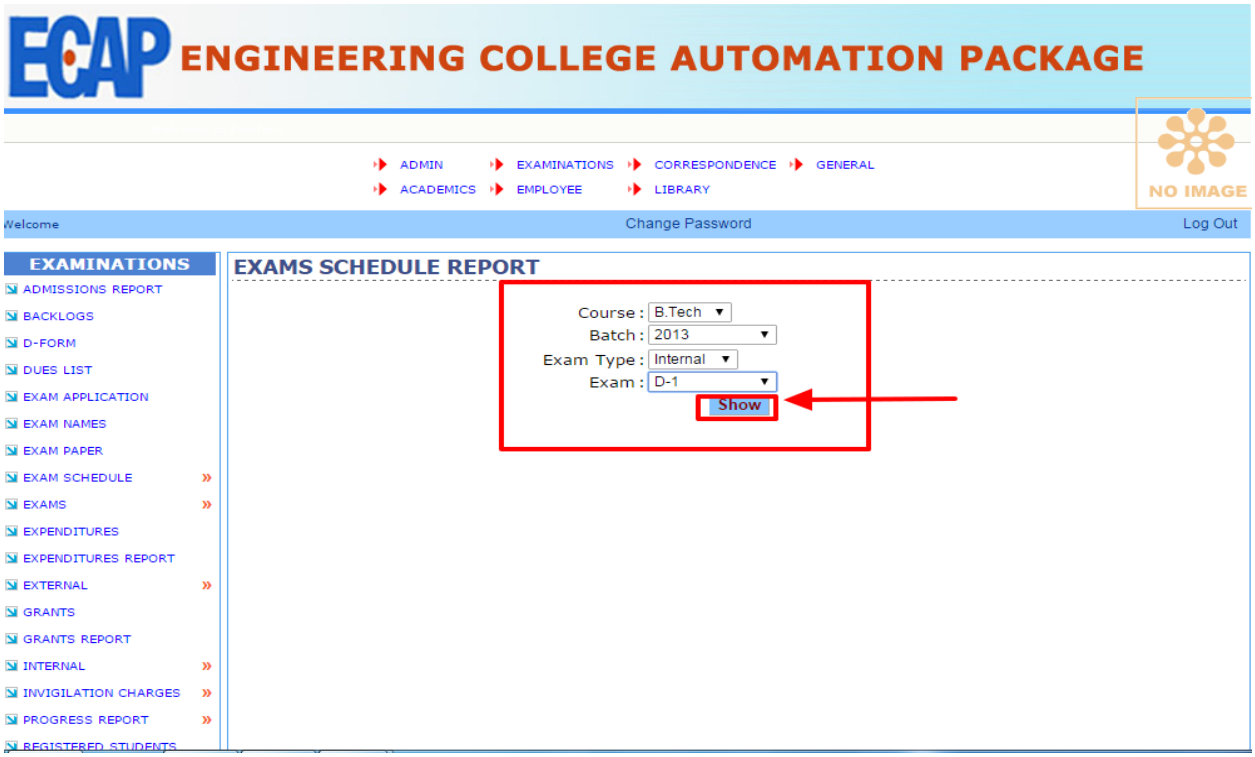
Step2:- Please Click On "Examinations" Module As Shown In Below.



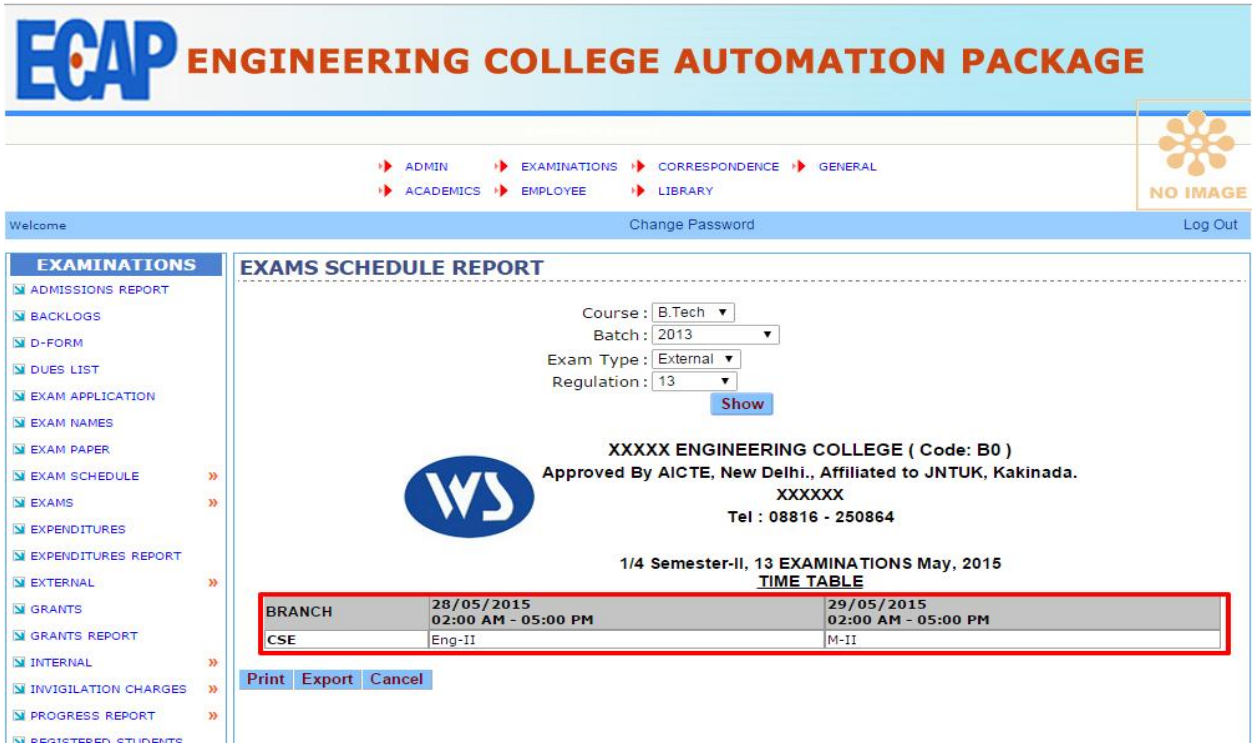
Step3:- After Click On "Examinations" Then You Will Find "Left Panel" As Shown In Below.



Step4:-Select Course,Batch ,Exam Type And Exam And Click Show Button.



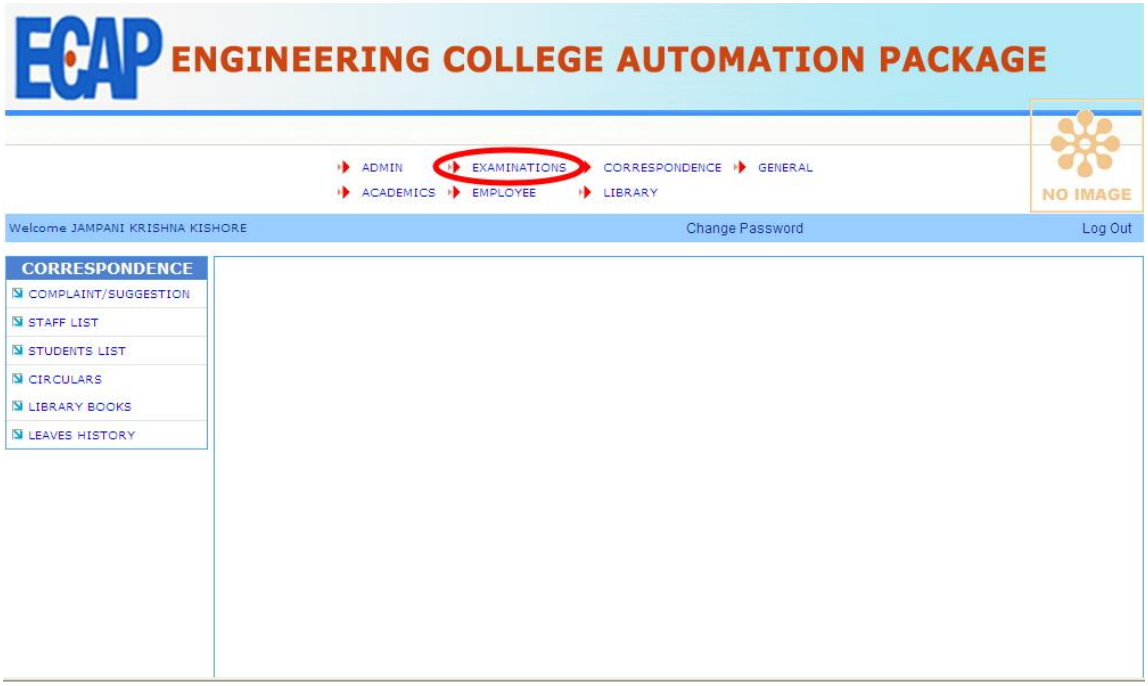
Step5:-After Select Show Button As Shown In Above Screen,Then You Will Find "Exam Schedule Report" Report As Shown In Below.



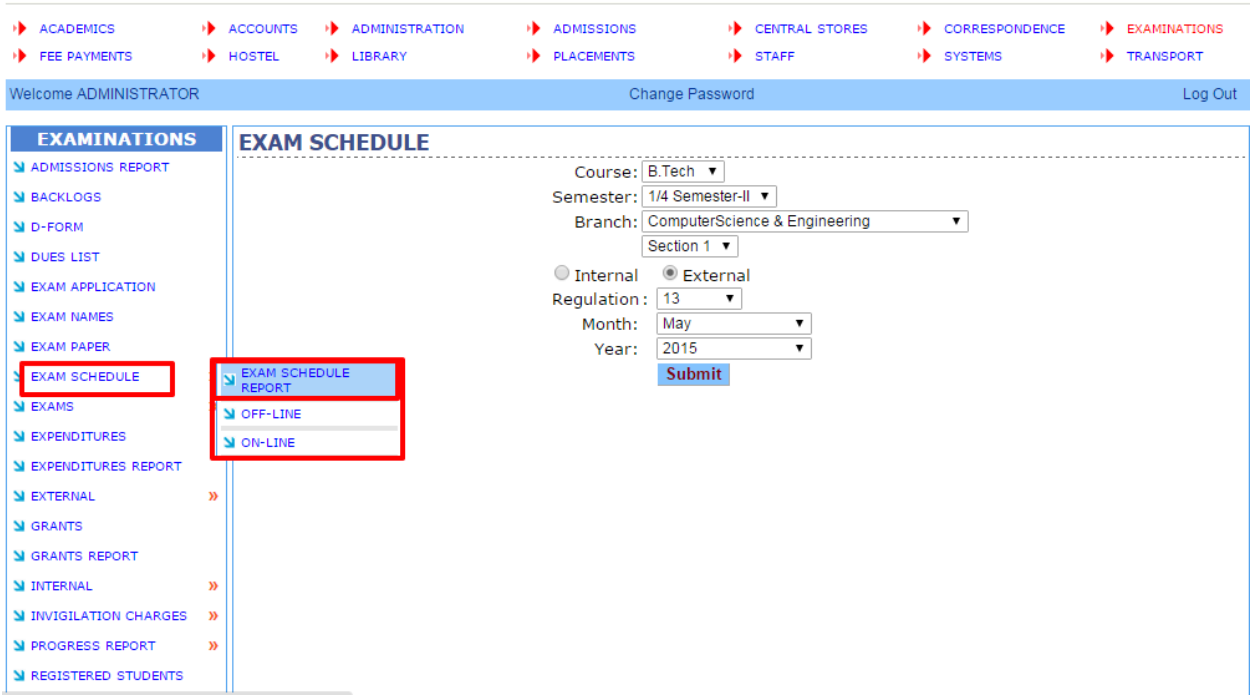
24) How To Check External Exam Schedule Report? (Exam Schedule->Exam Schedule Report->Exam Type/External)

Ans: - Step 1:- Please Login In To "Ecap" By Using Your Username And Password.

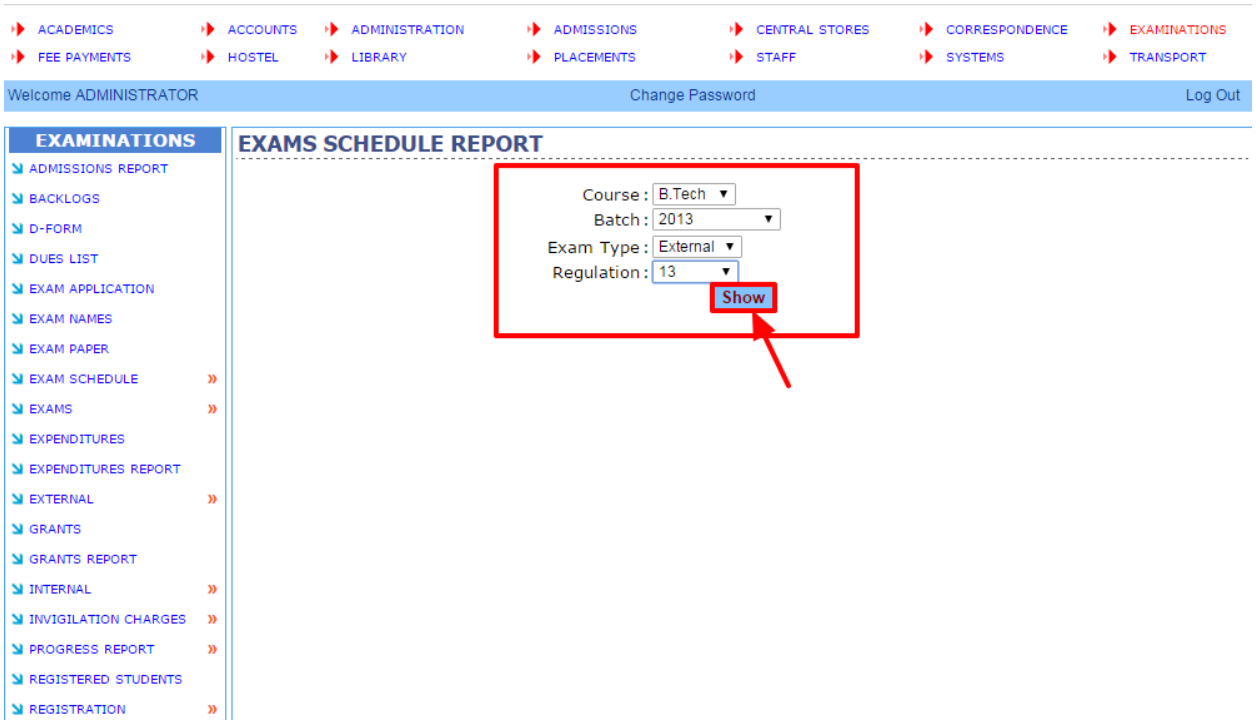
Step2:- Please Click On "Examinations" Module As Shown In Below.



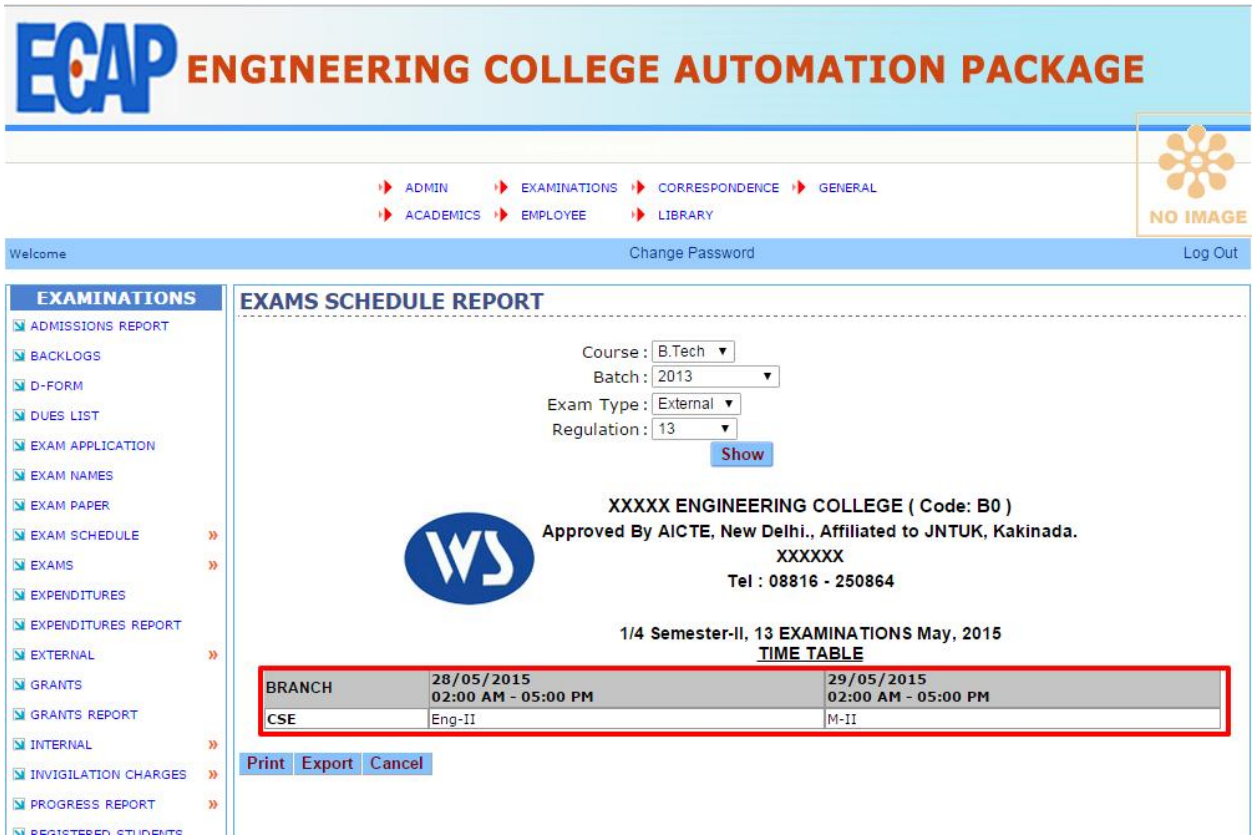
Step3:- After Click On "Examinations" Then You Will Find "Left Panel" As Shown In Below.



Step4:-Click On Show Button.



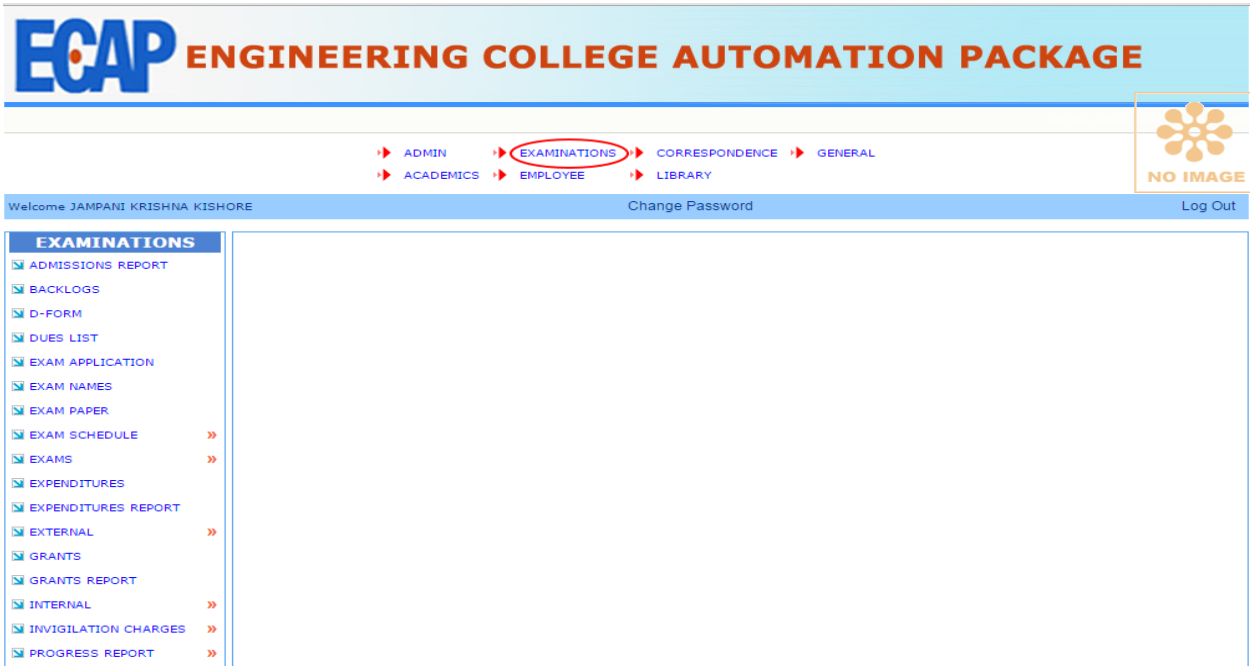
Step5:-Click On Show Button Time Table Shown Below.



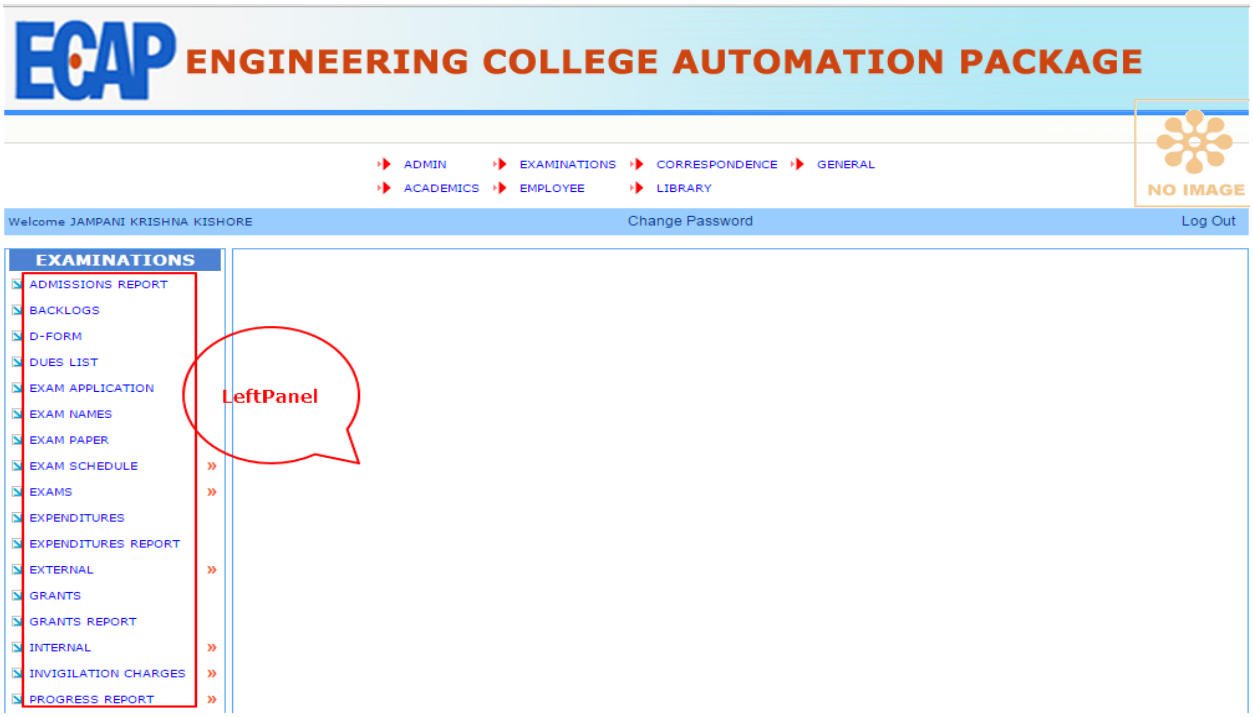
25) How To Check Generated Seating Plan Report? (Exams->Seating Plan Report)

Ans:-Step 1:-Please Login In To Ecap By Using Your Username And Password

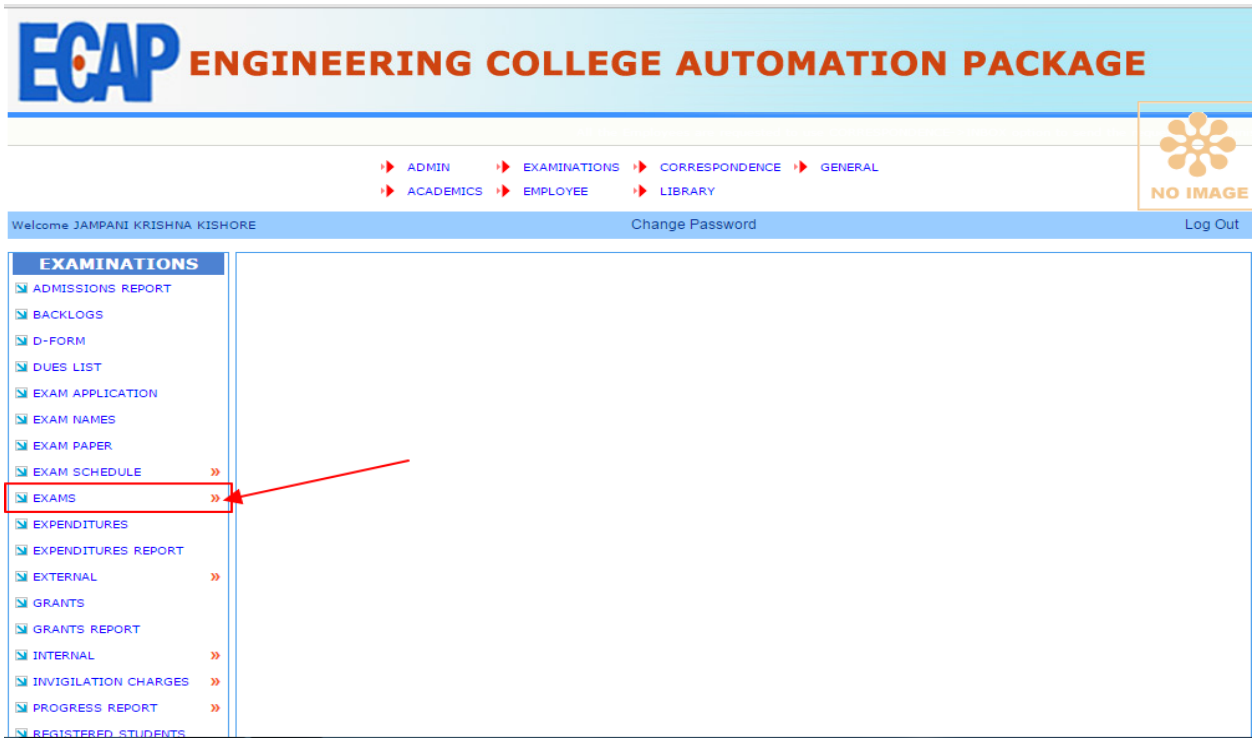
Step 2:- Please Click On "Examination" Module As Shown In Below



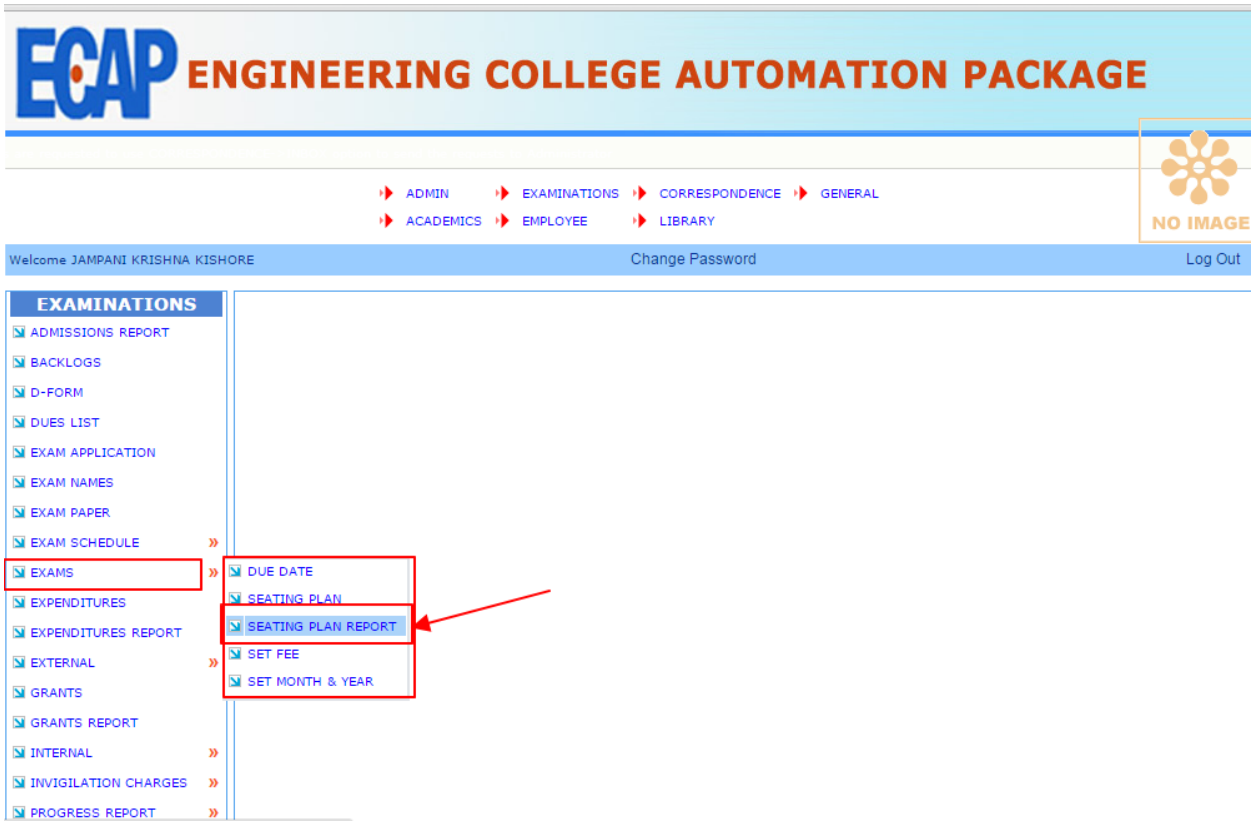
Step3:-You Will Find "Left Panel" After Clicking On Examination Module As Shown In Below.



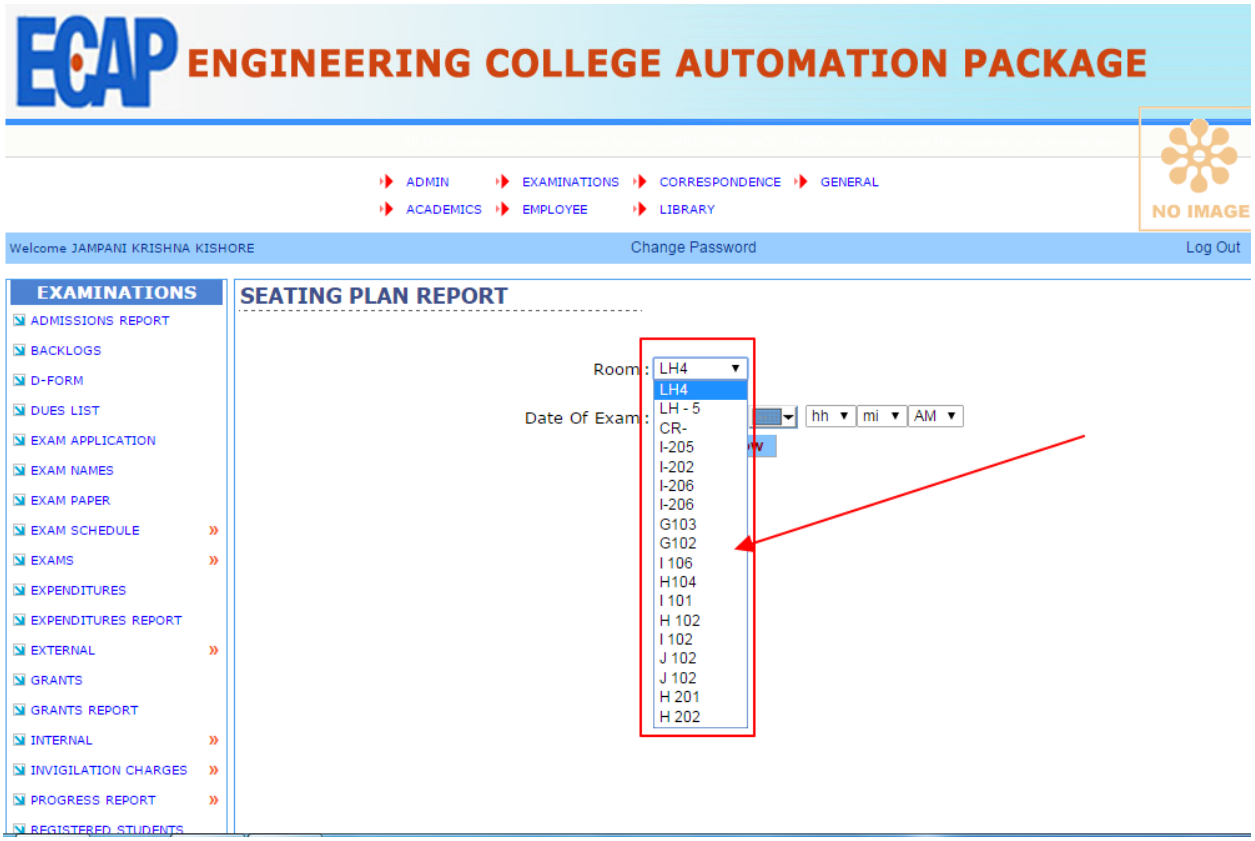
Step 5:-Please Find **"Exams"** Option In Sub Links Menu As Shown In Below.



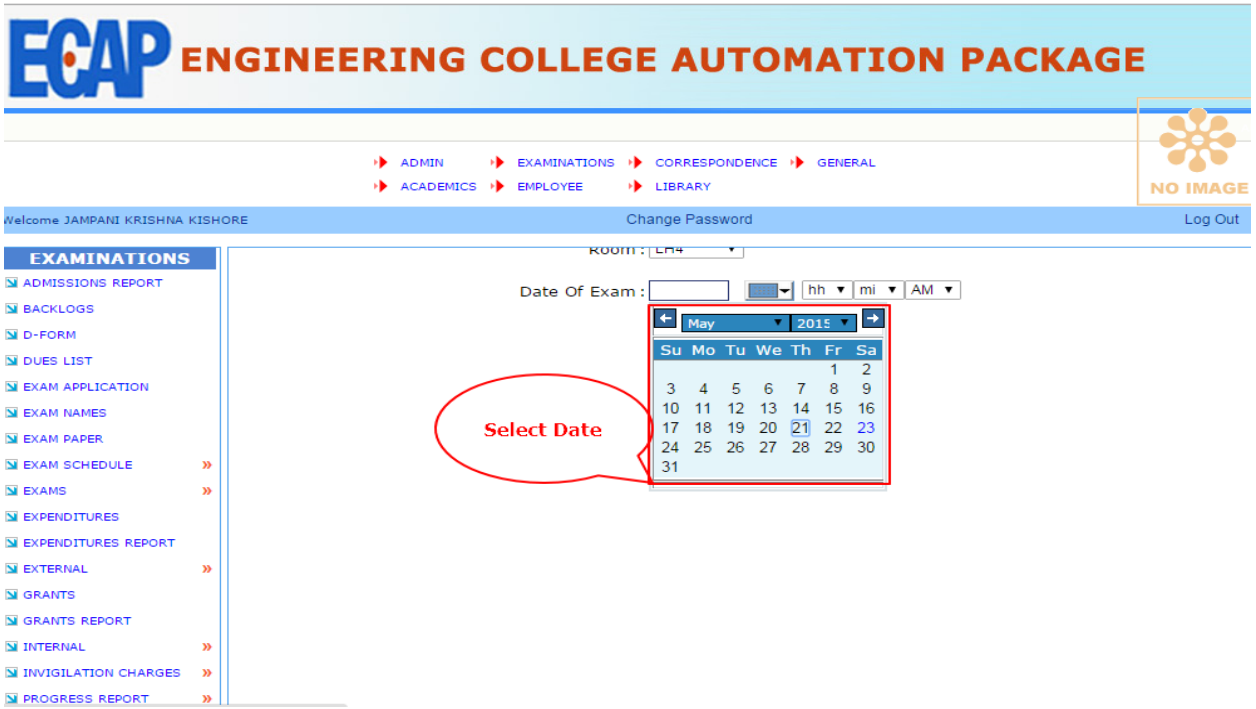
Step 6:-Select Seating Plan Report Option.



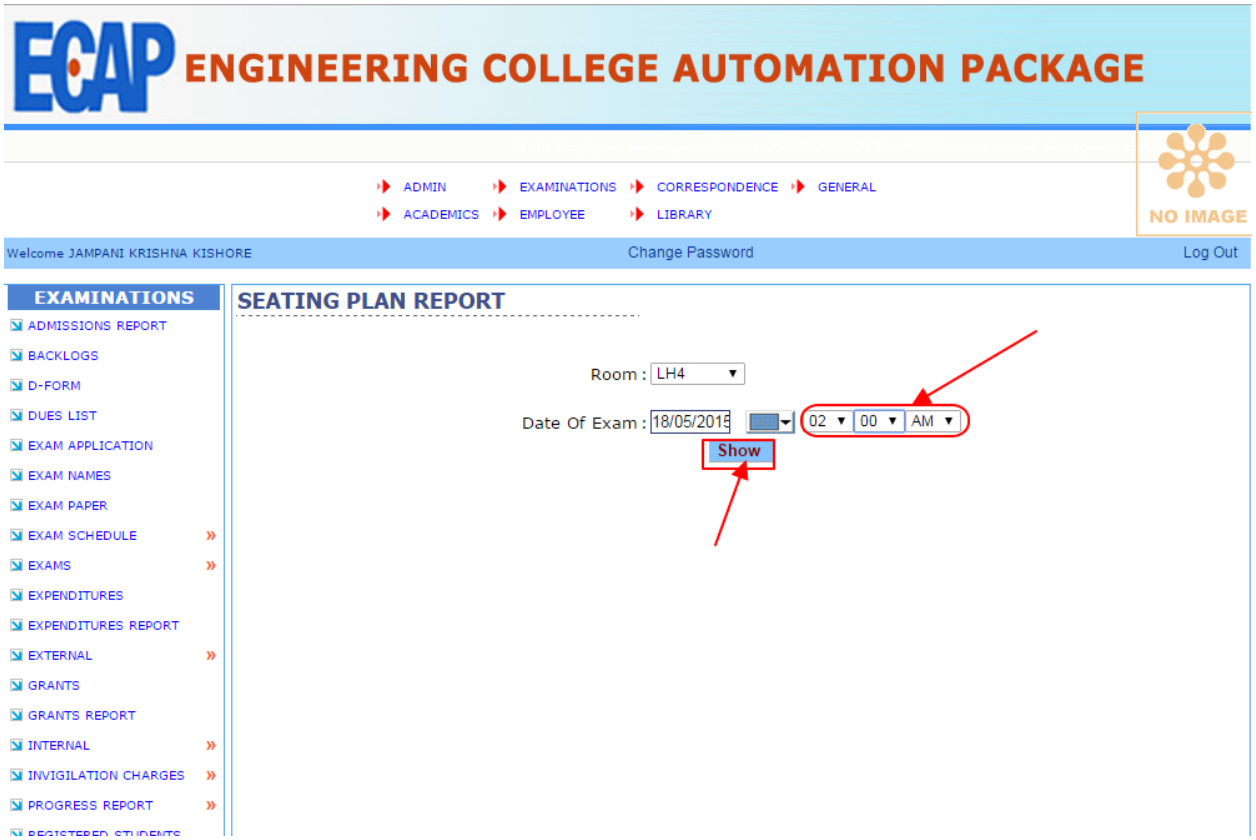
Step 7:-Please Click On **"Seating Plan Report"** Option As Shown In Above Screen. Then You Will Enter Room And Exam Date,And Exam Time Then Click On Show Button.



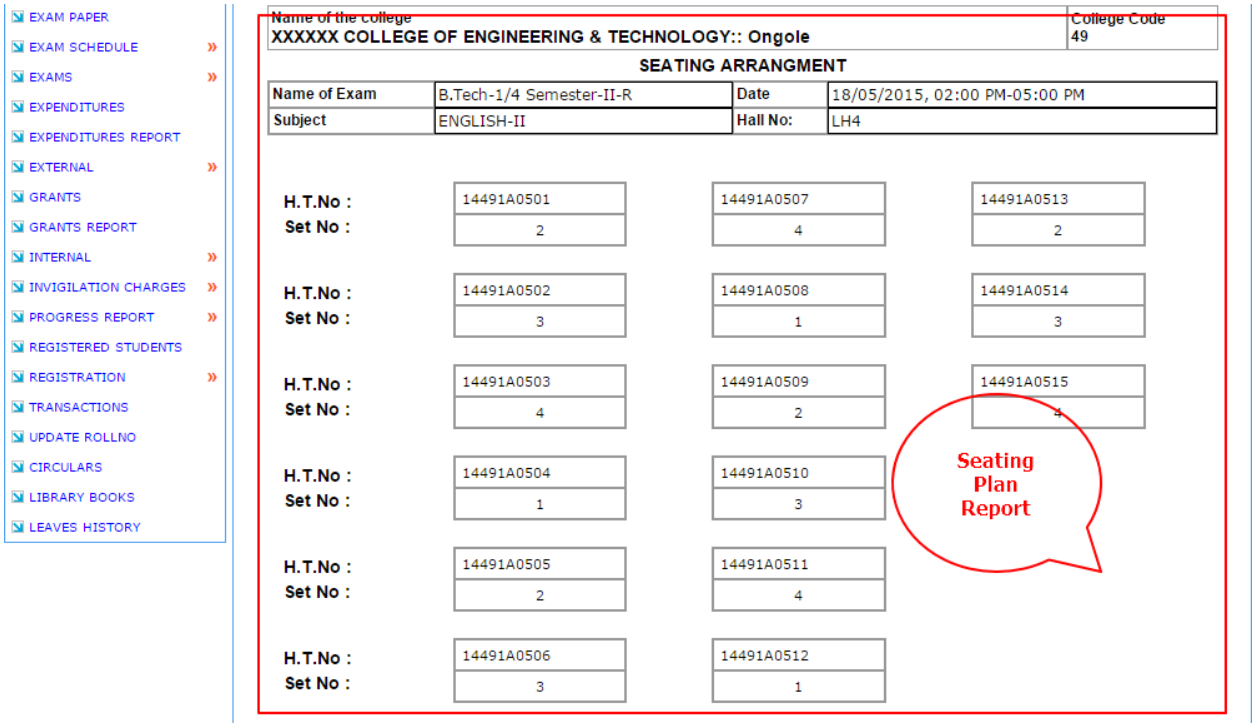
Step 8:-Select Date In Calendar.



Step 9:-Select Time And Click On Show Button.



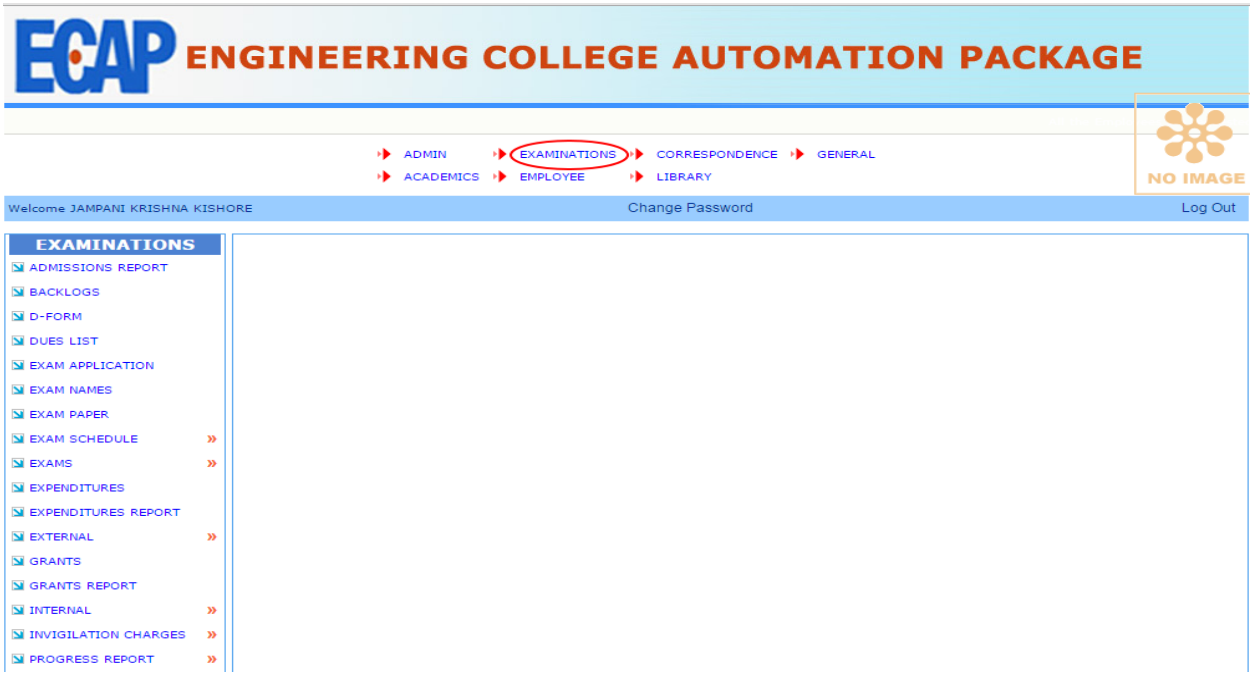
Step 10:-Report Generated.



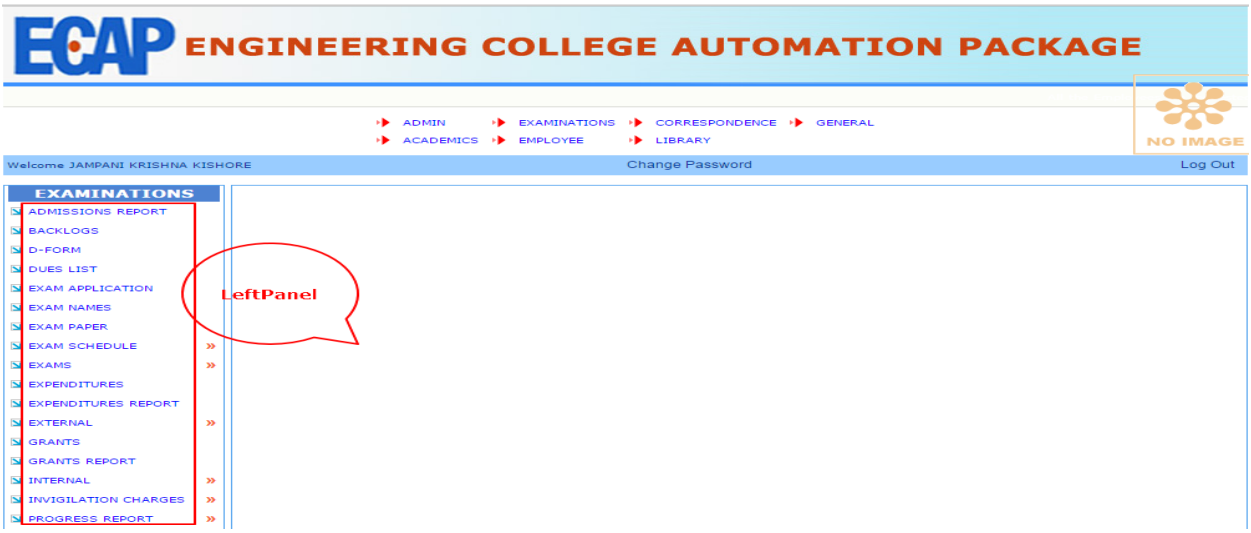
26) Where To Post External Exam Attendance? (External->Attendance)

Ans:-Step 1:-Please Login In To Ecap By Using Your Username And Password

Step 2:- Please Click On "Examination" Module As Shown In Below

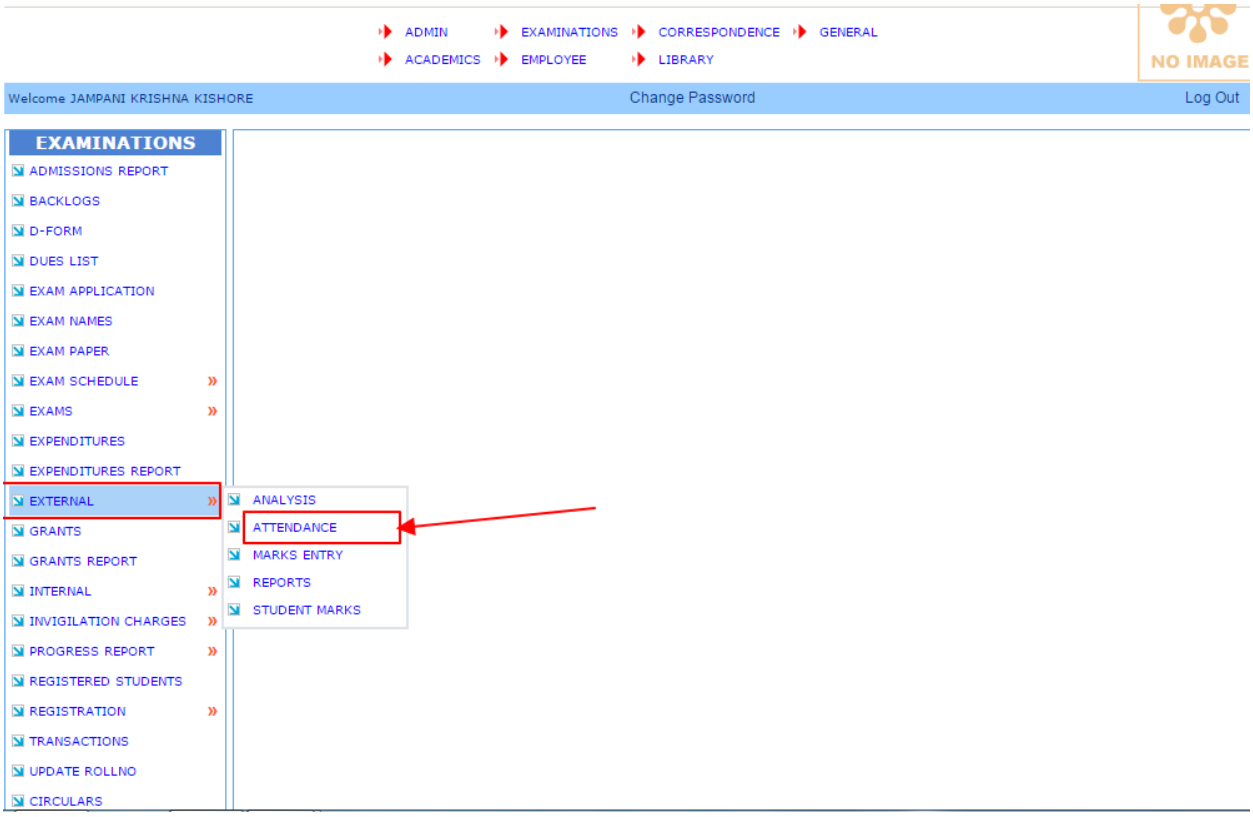


Step3:-You Will Find "Left Panel" After Clicking On Examination Module As Shown In Below.

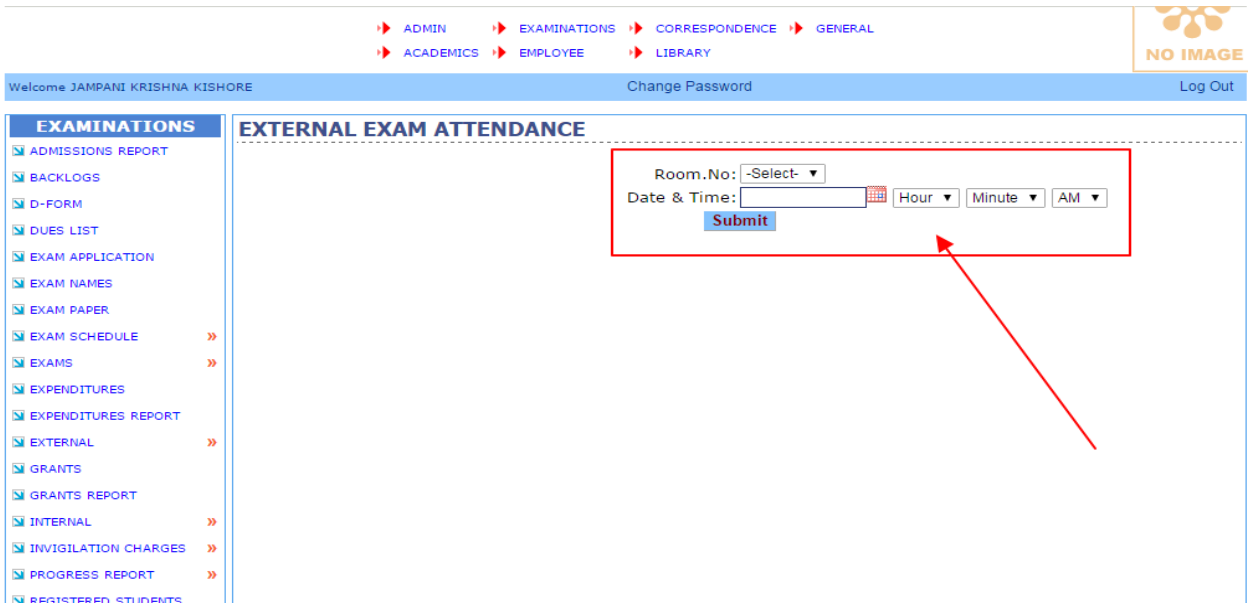


Step 4:-Please Place Your Mouse Pointer On "External" Link Which Is Available In Left Menu. Then You Will Find "Sub Links Menu" As Shown In Below

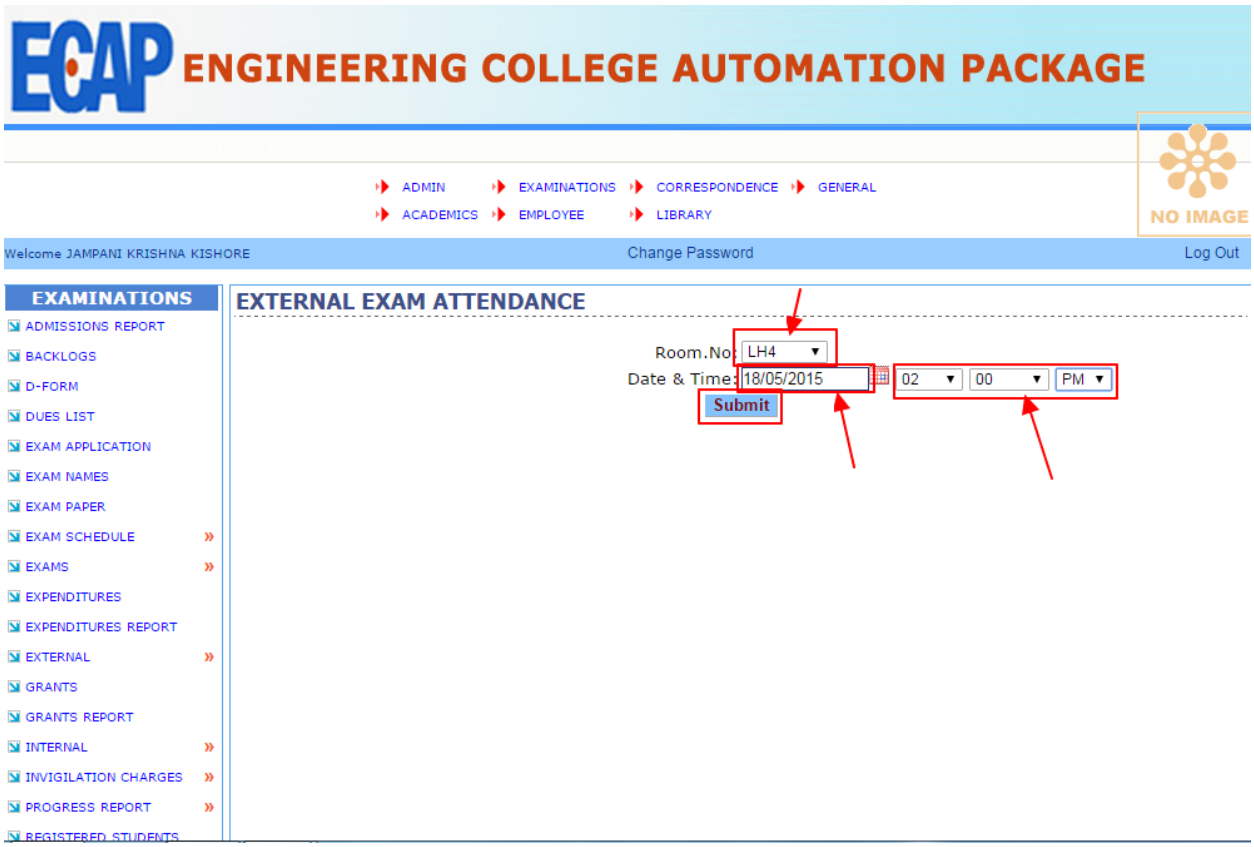
<u>Step 5</u>:-Click On Attendence Sublink.



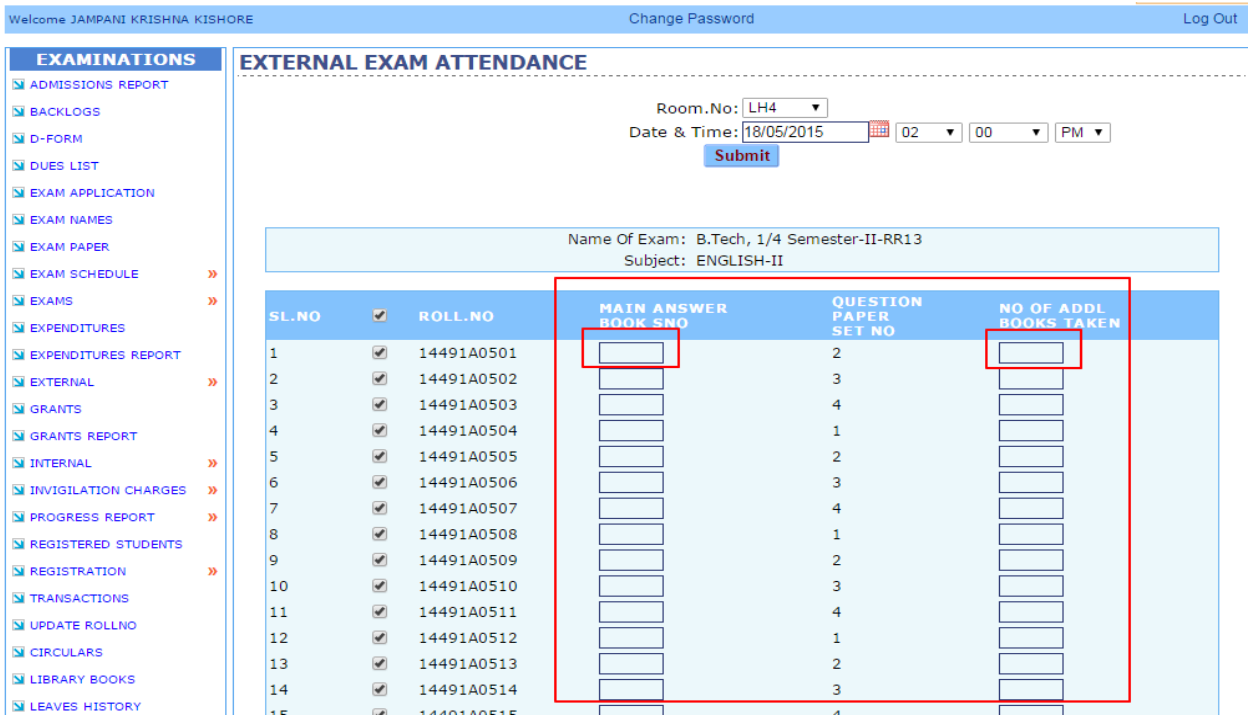
Step 6:-Select Room No,Date And Time And Then Select Submit Button.



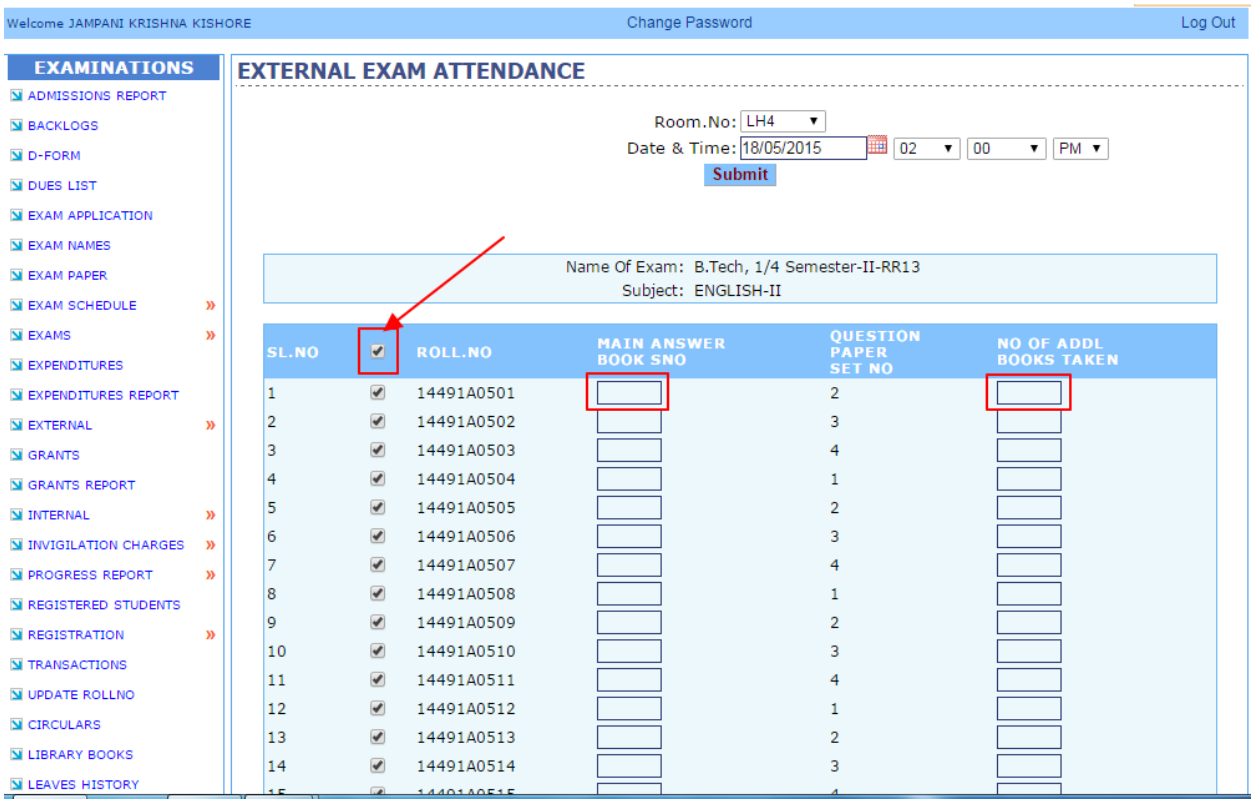
Step 8:-Select Room No,Date And Time And Click Submit Button.



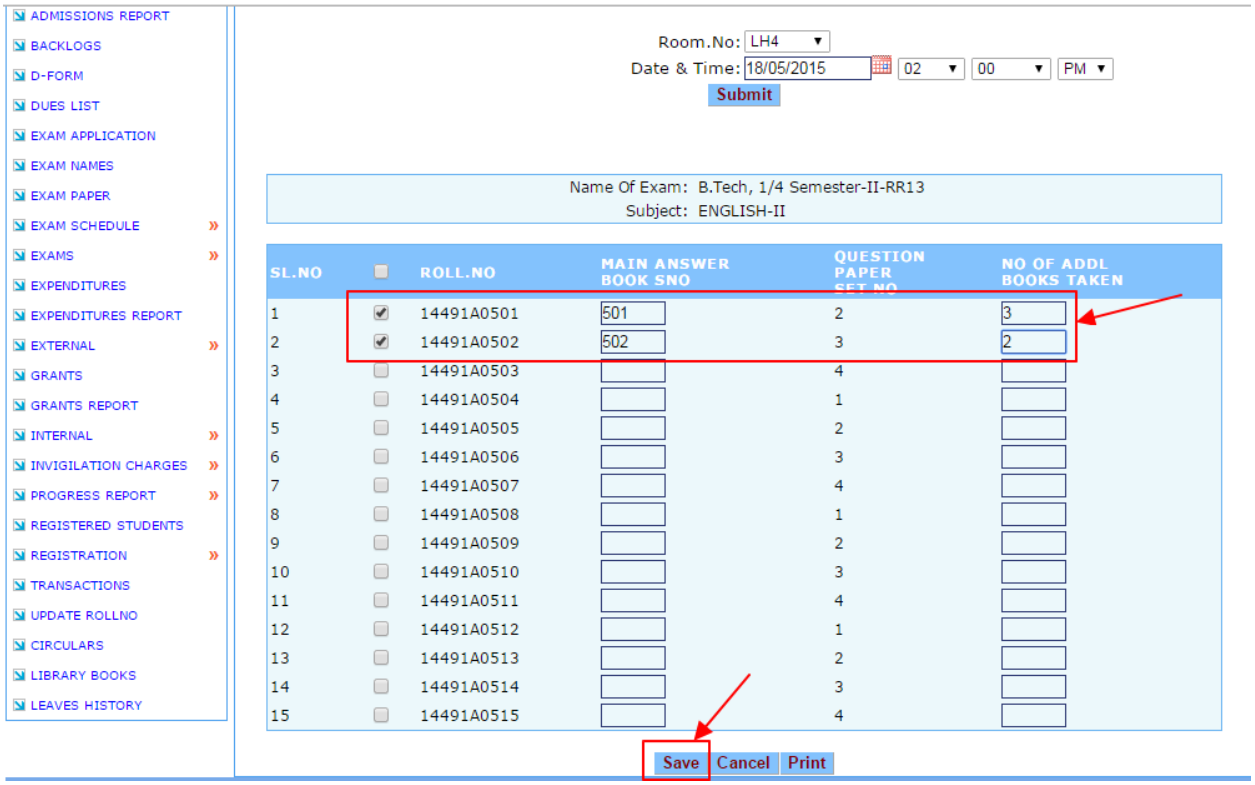
Step 9:-Click On Submit Button.



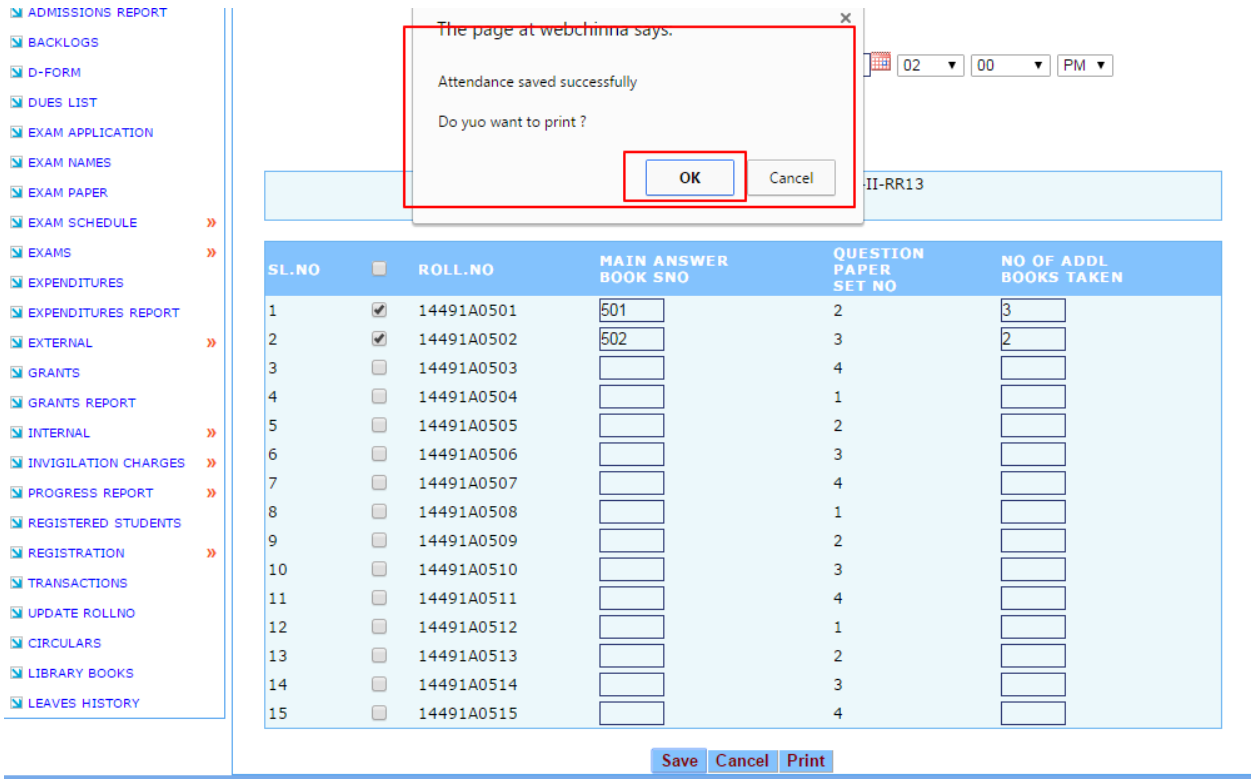
Step10:-Select Checkbox Then Enter Main Answer Book Sno And No Of Addl Books Taken.After Click On Save Button.



Step 11:-Enter Main Answer Book No And Additional Sheet No.



Step 12:- Click On Ok Report Will Shown Below.



Step 13:- Exam Attendance Report Generated.

Jawaharlal Nehru Technological University, Kakinada

Name of the college	College Code
XXXXXX COLLEGE OF ENGINEERING & TECHNOLOGY:: Ongole	49

HALL-WISE ATTENDANCE OF CANDIDATES AND INFORMATION RELATING TO ANSWER BOOKS

Name of Exam: B.Tech. 1/4 Semester-II-RR13
Date: 18/05/2015
Subject: ENGLISH-II

S.No.	Hall Ticket No.	Main Answer Book S.No.	Question Paper Set No.	No. of Addl Books Taken	Signatur of candidate
1	14491A0501	501	2	3	
2	14491A0502	502	3	2	
3	14491A0503	0	4	0	
4	14491A0504	0	1	0	
5	14491A0505	0	2	0	
6	14491A0506	0	3	0	
7	14491A0507	0	4	0	
8	14491A0508	0	1	0	
9	14491A0509	0	2	0	
10	14491A0510	0	3	0	
11	14491A0511	0	4	0	
12	14491A0512	0	1	0	
13	14491A0513	0	2	0	
14	14491A0514	0	3	0	
15	14491A0515	0	4	0	

No.Alloted: 15 No.Absent: 15 No.Present: 0

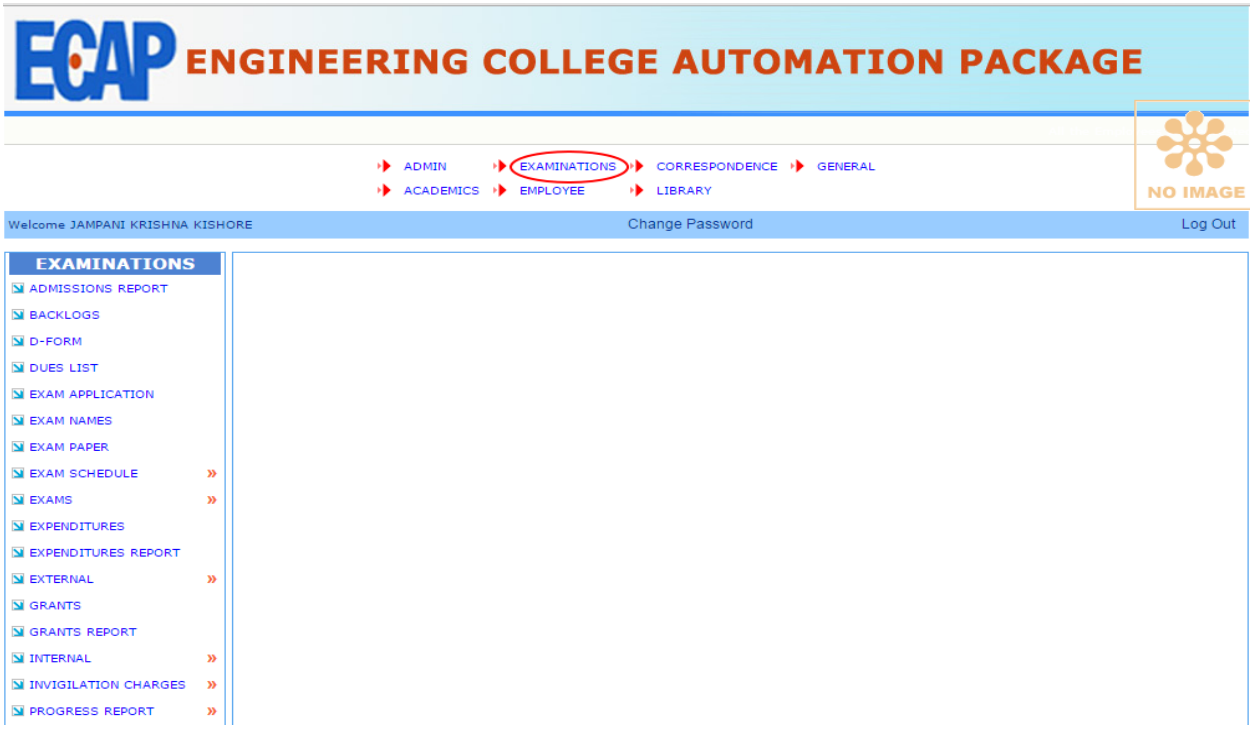
Note: Absentees are rounded in RED ink

Name & Signature of Invigilator(s) Signature of Chief Superintendent

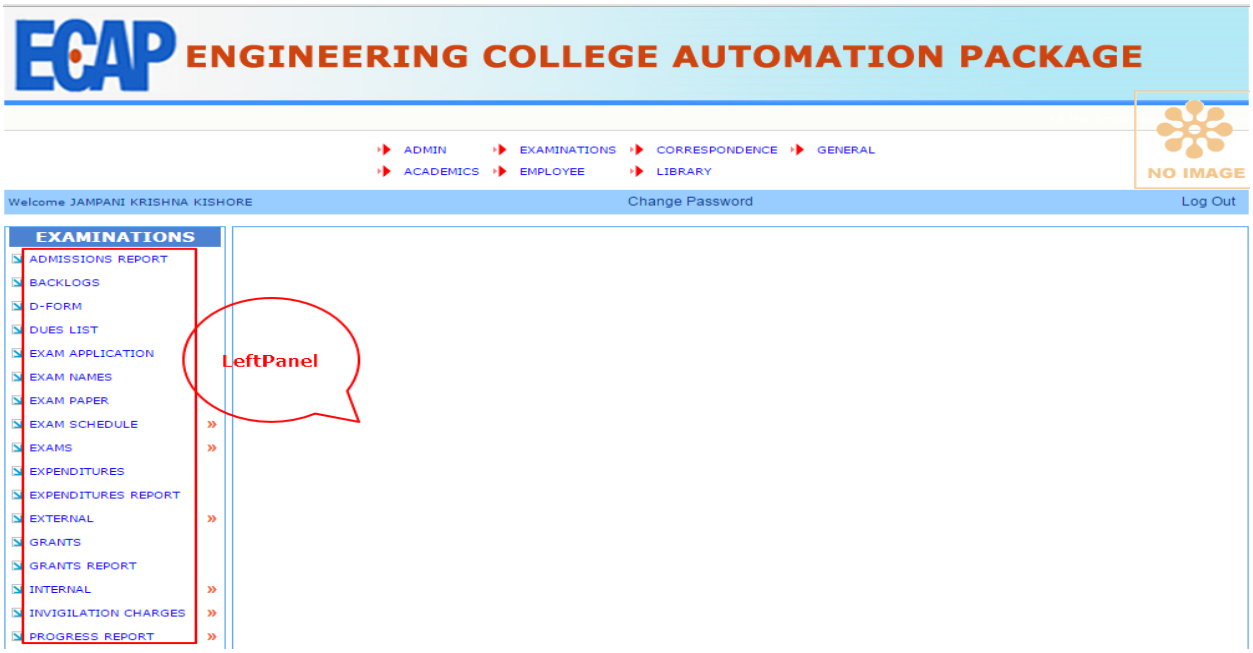
27) How To Generate D-Form By Subject Wise? (D-Form)

Ans:-Step 1:-Please Login In To Ecap By Using Your Username And Password

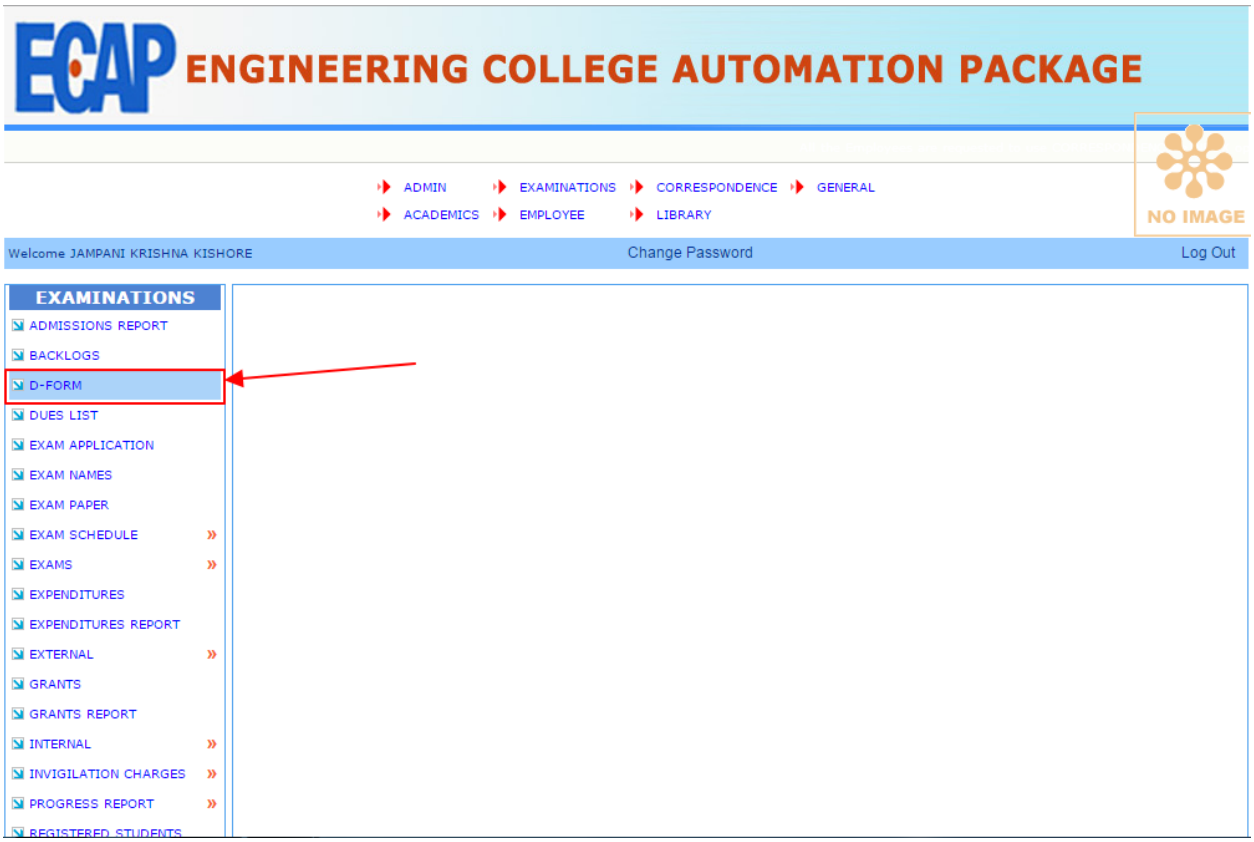
Step 2:- Please Click On "Examination" Module As Shown In Below



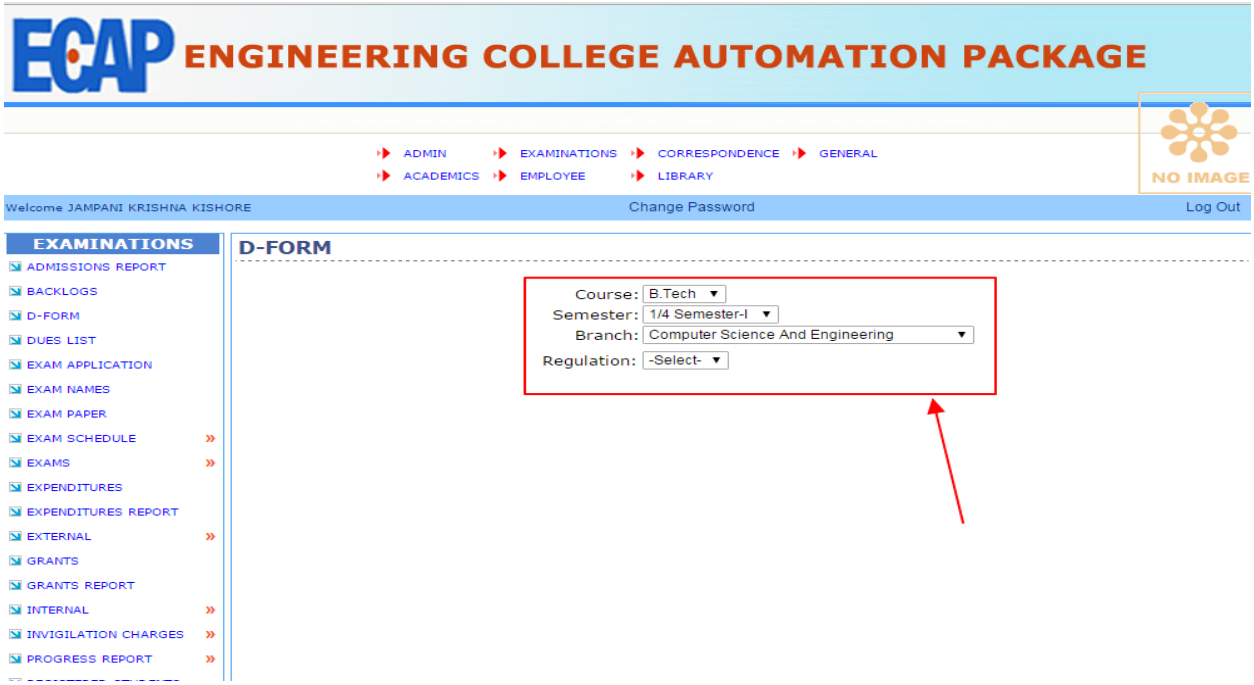
Step3:-You Will Find "Left Panel" After Clicking On Examination Module As Shown In Below.



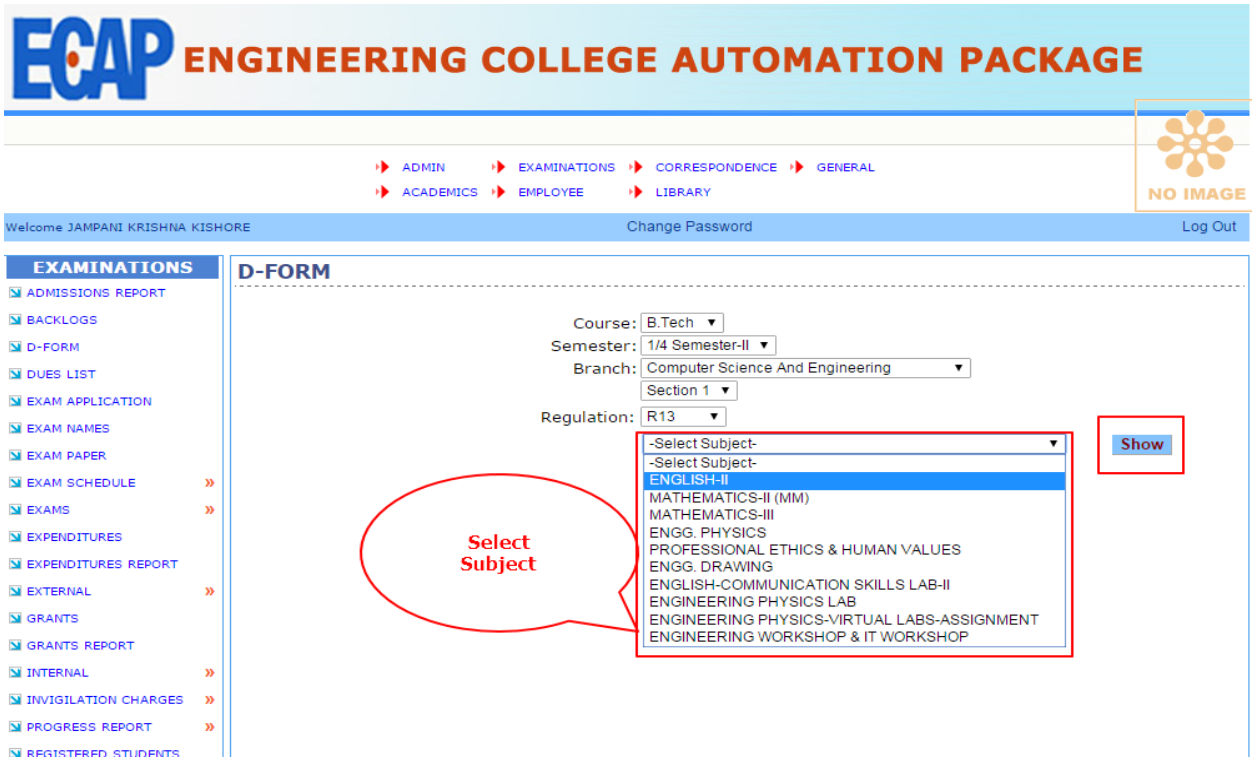
Step4:-Click On D-Form Button.And Select Course,Branch,Semester And Regulation,Subject Then Click Show Button.



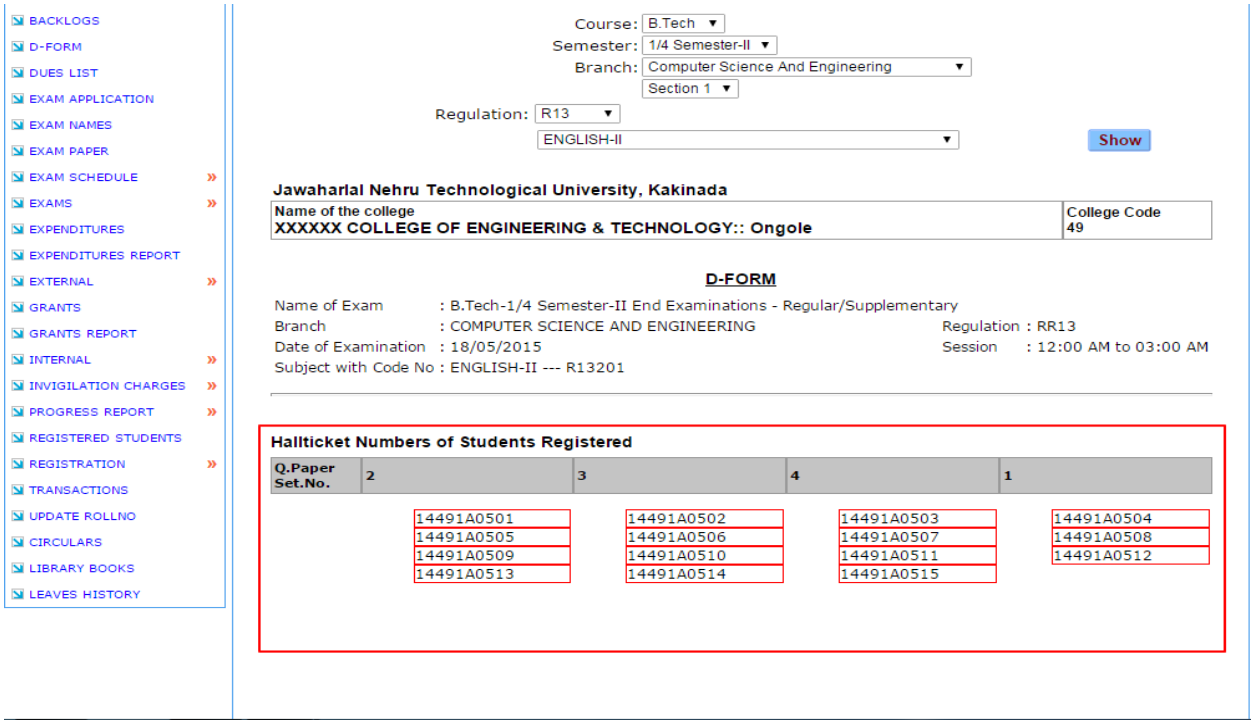
Step5:-Click On D-Form Link.



Step6:-Select Course, Semester, Branch And Regulation.



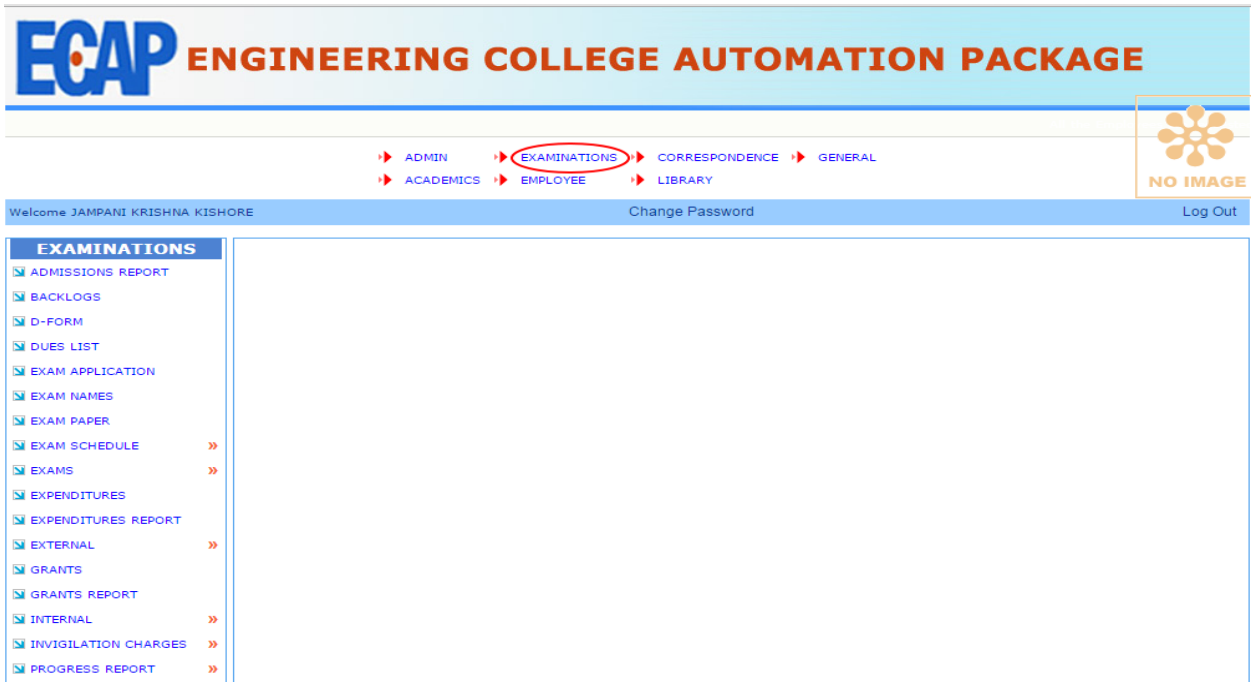
Step7:-Select Show Button D-Form Will Generated Show Below.



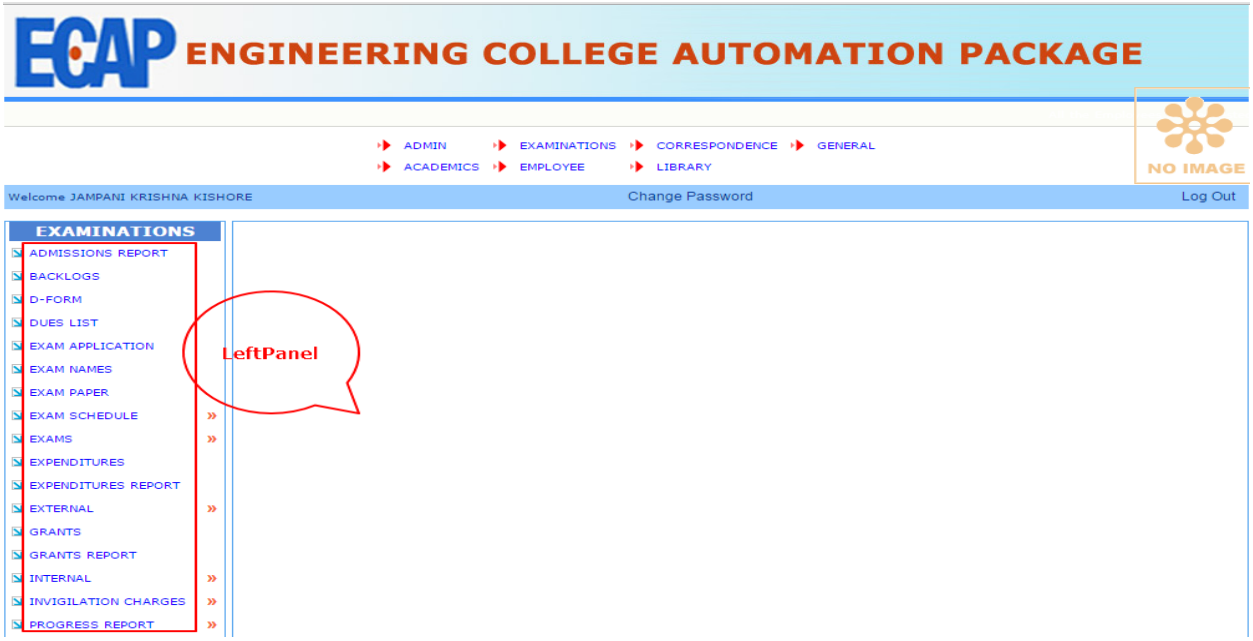
28) How To Post External Regular Marks Through Online? (External->Marks Entry->Regular->Online)

Ans:-Step 1:-Please Login In To Ecap By Using Your Username And Password

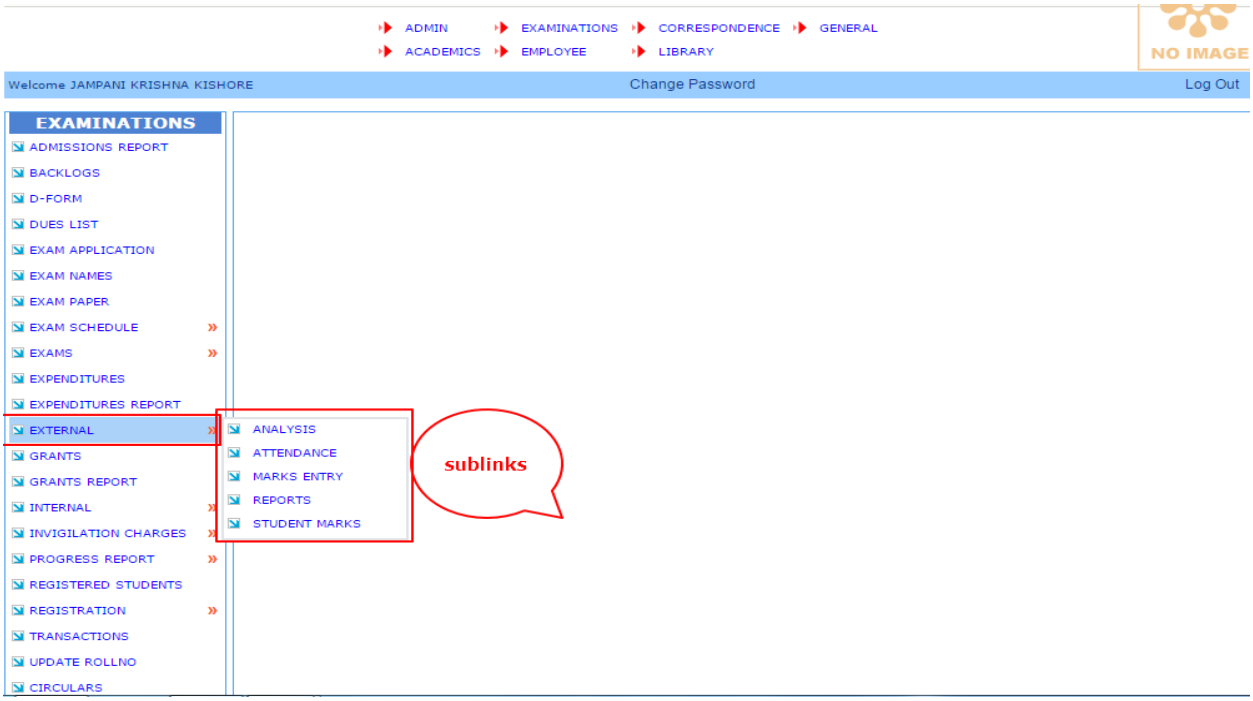
Step 2:- Please Click On "Examination" Module As Shown In Below



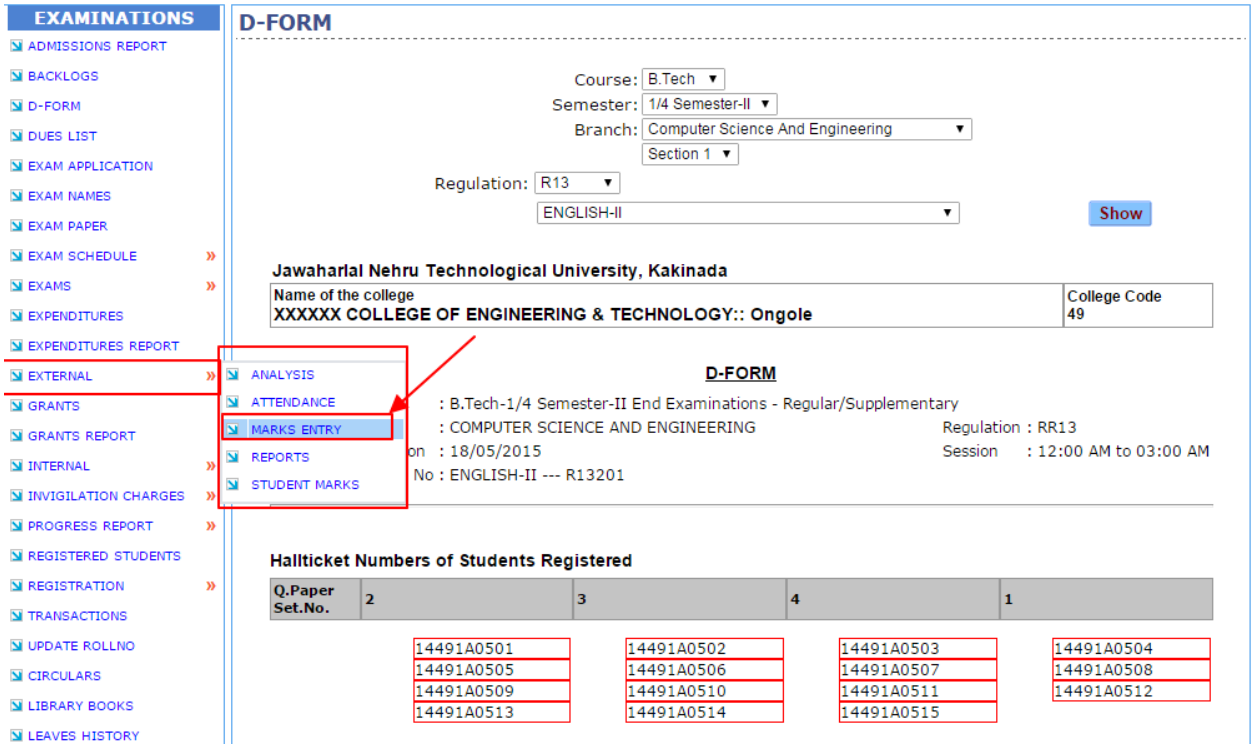
Step3:-You Will Find "Left Panel" After Clicking On Examination Module As Shown In Below.



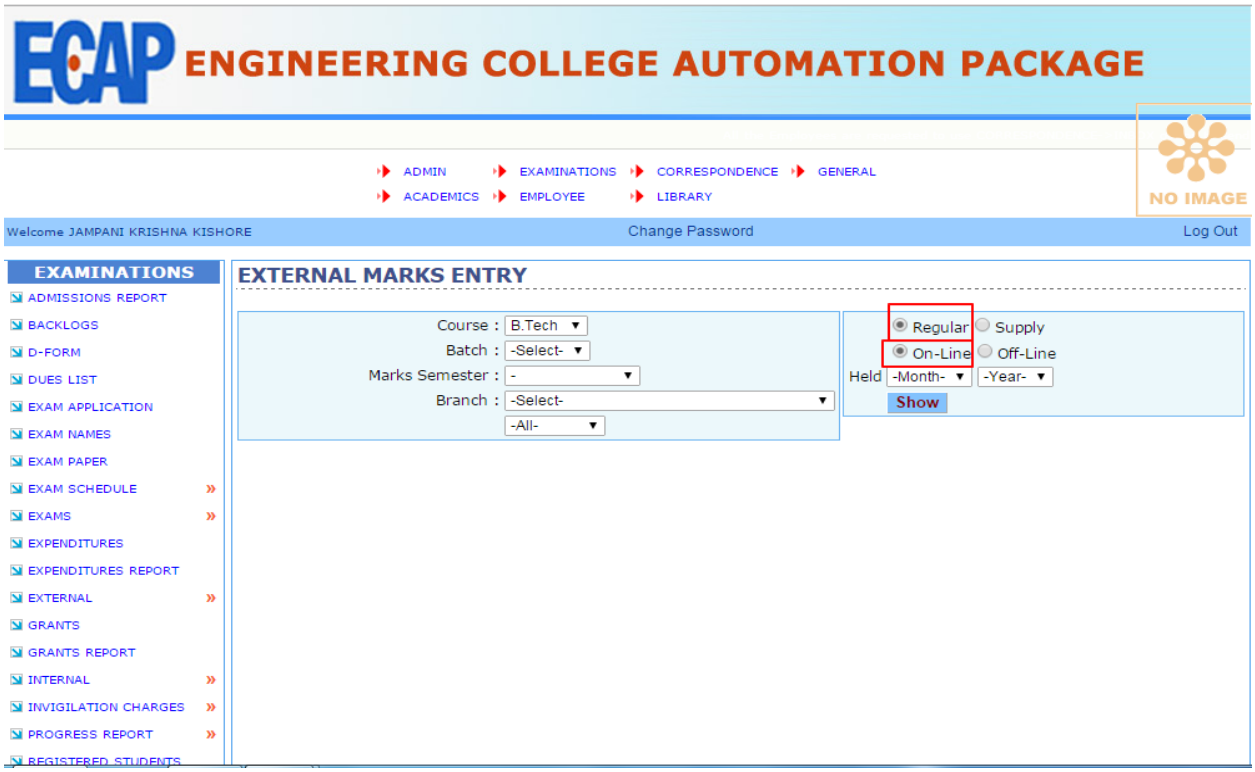
Step 4:-Please Place Your Mouse Pointer On "External" Link Which Is Available In Left Menu. Then You Will Find "Sub Links Menu" As Shown In Below



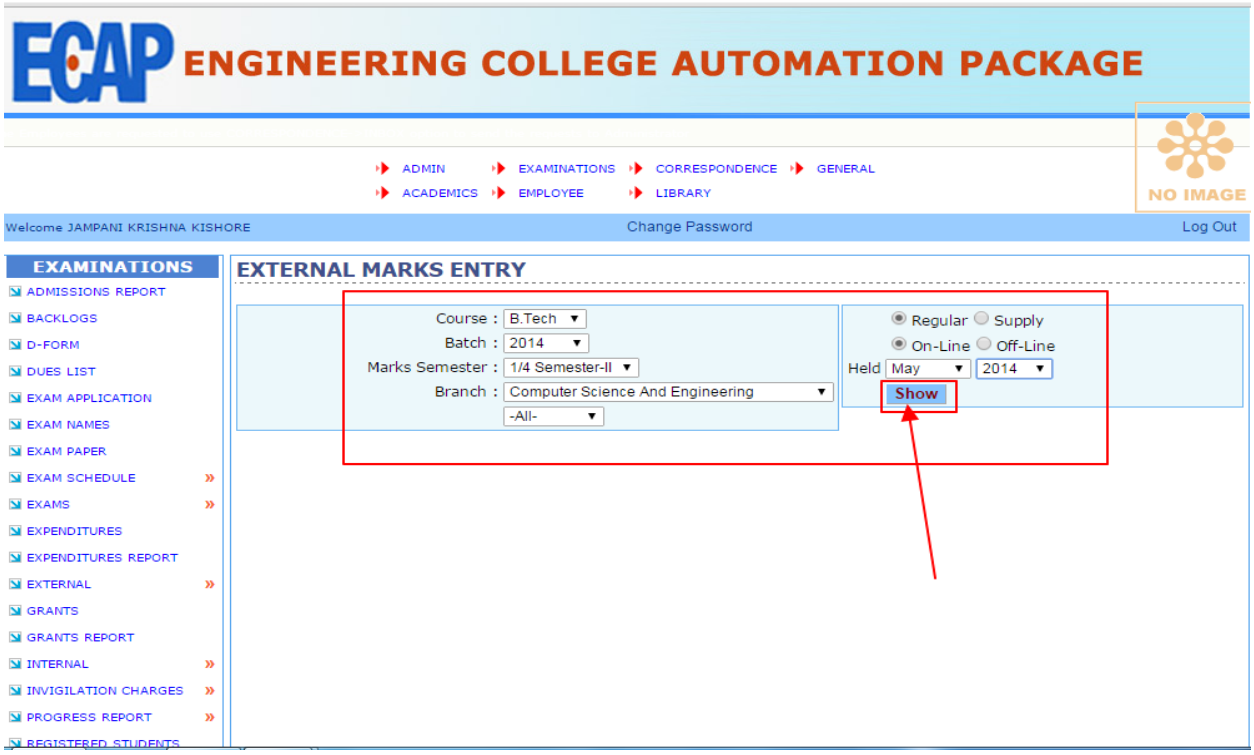
Step 5:-Select Marks Entry Link.



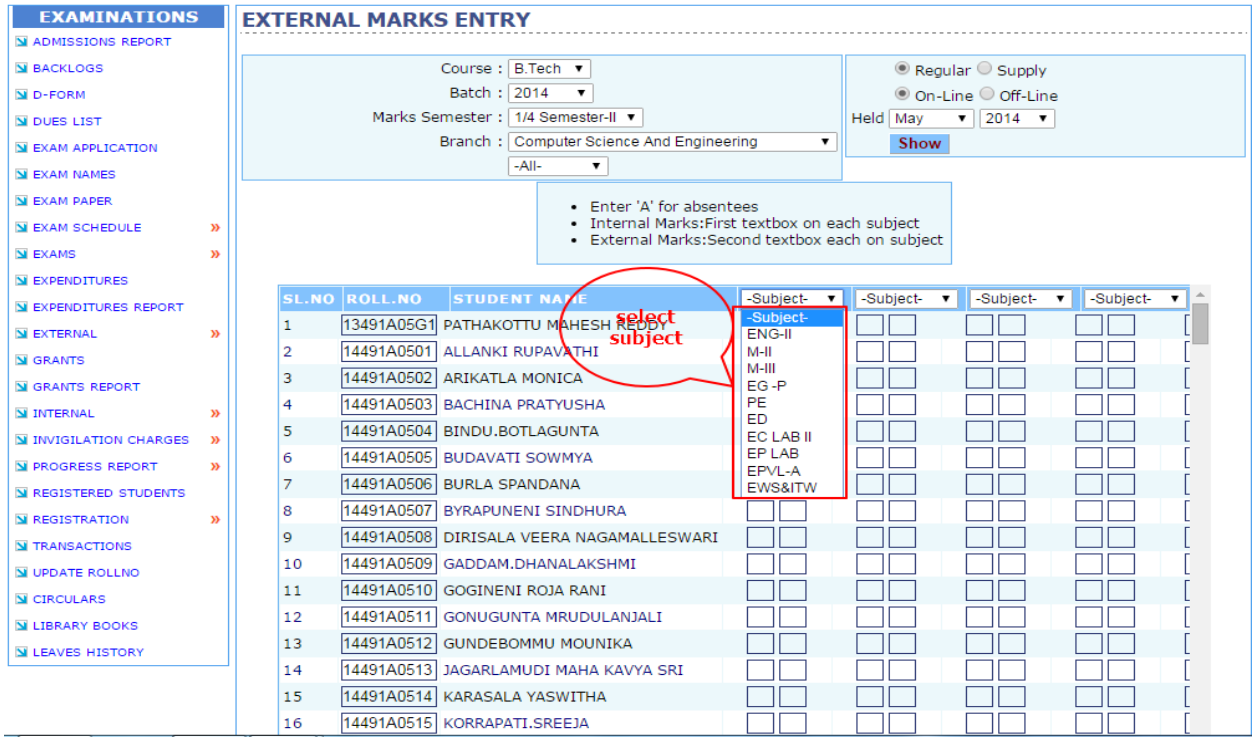
Step 6:-Select Radio Button Regular And Online.



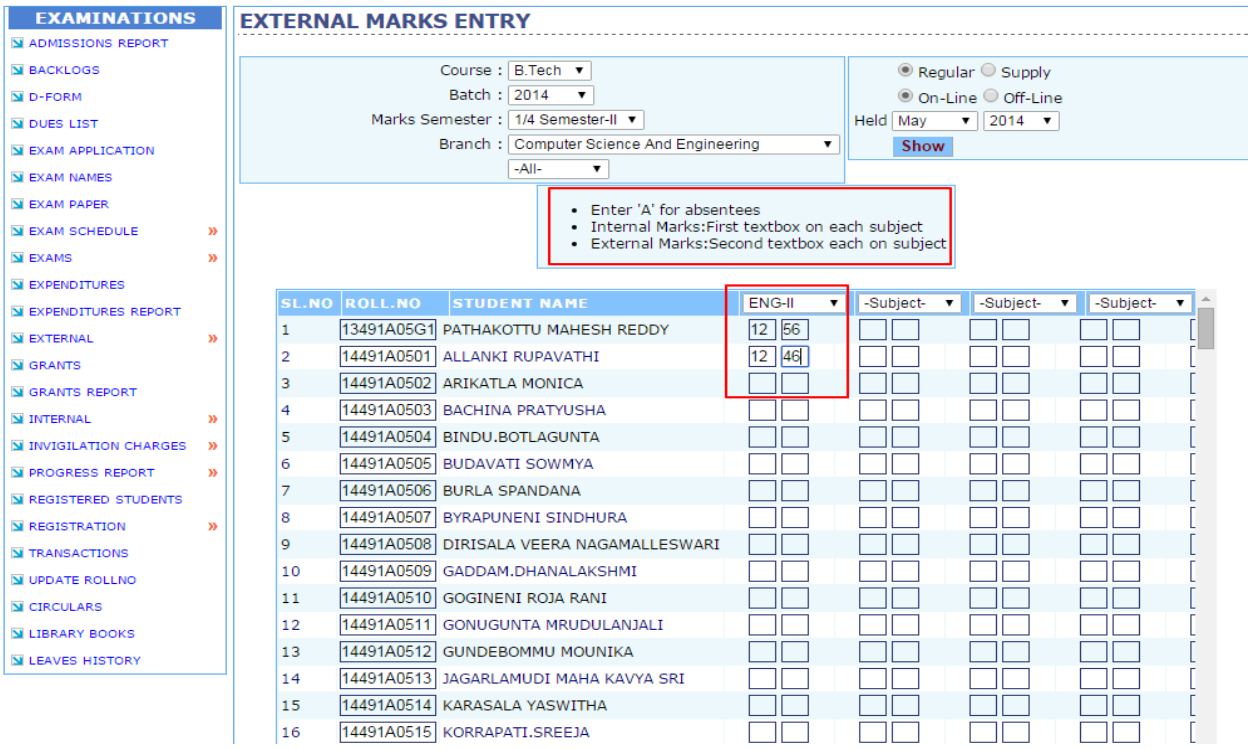
Step 7:-Click On Show Button Marks Entry Page Shown Below.



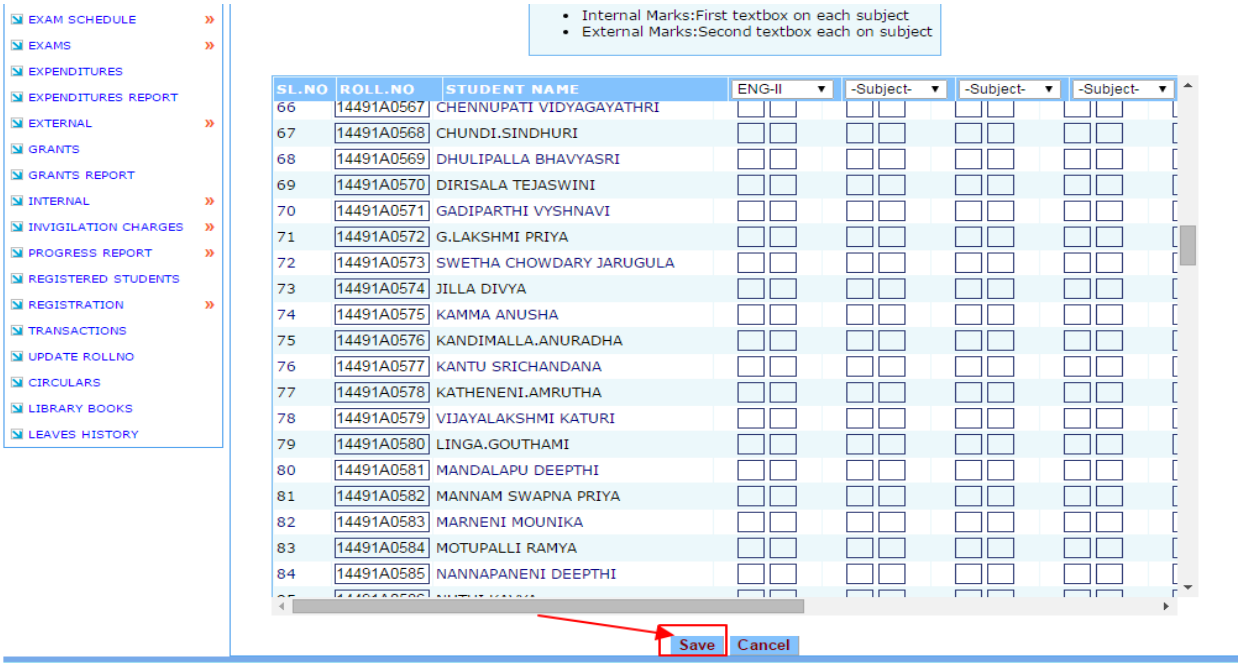
Step 8:-Select The Subject.



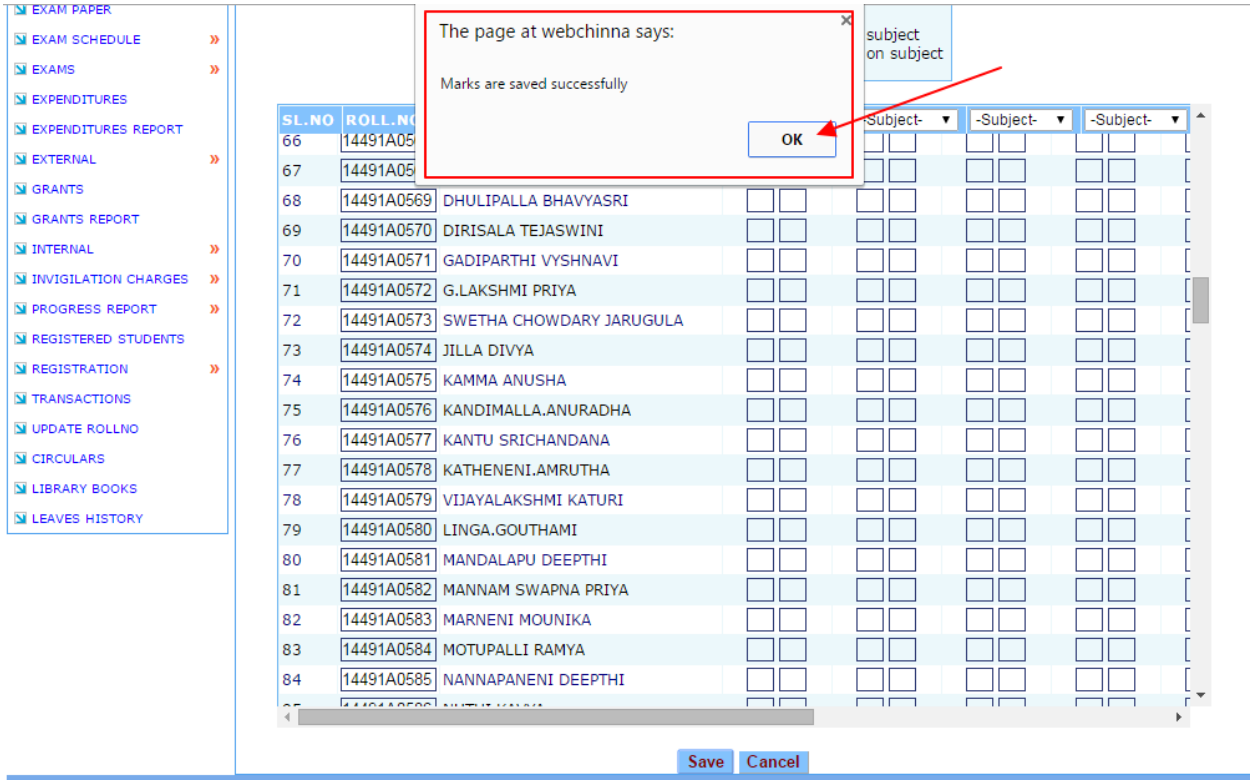
Step 9:-Please Entry The Marks Subject Wise.



Step 10:-Click On Save Button.



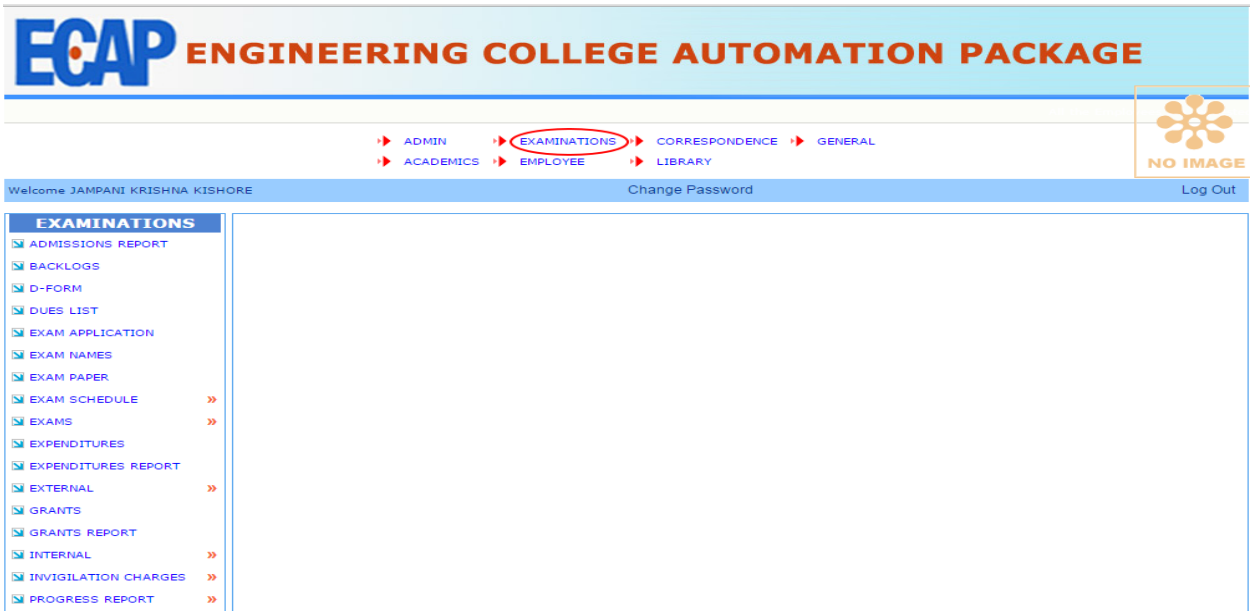
Step 11:-Click On Ok.



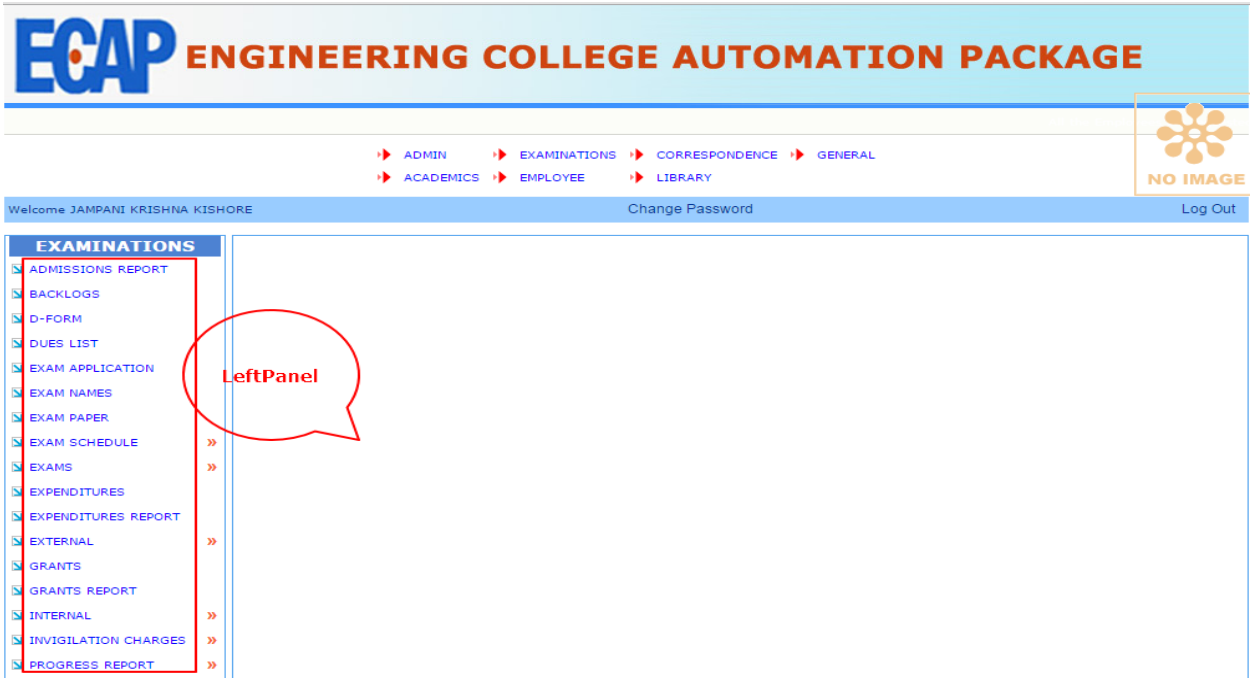
29) How To Post External Regular Marks Through Offline? (External->Marks Entry->Regular->Offline)

Ans:-Step 1:-Please Login In To Ecap By Using Your Username And Password

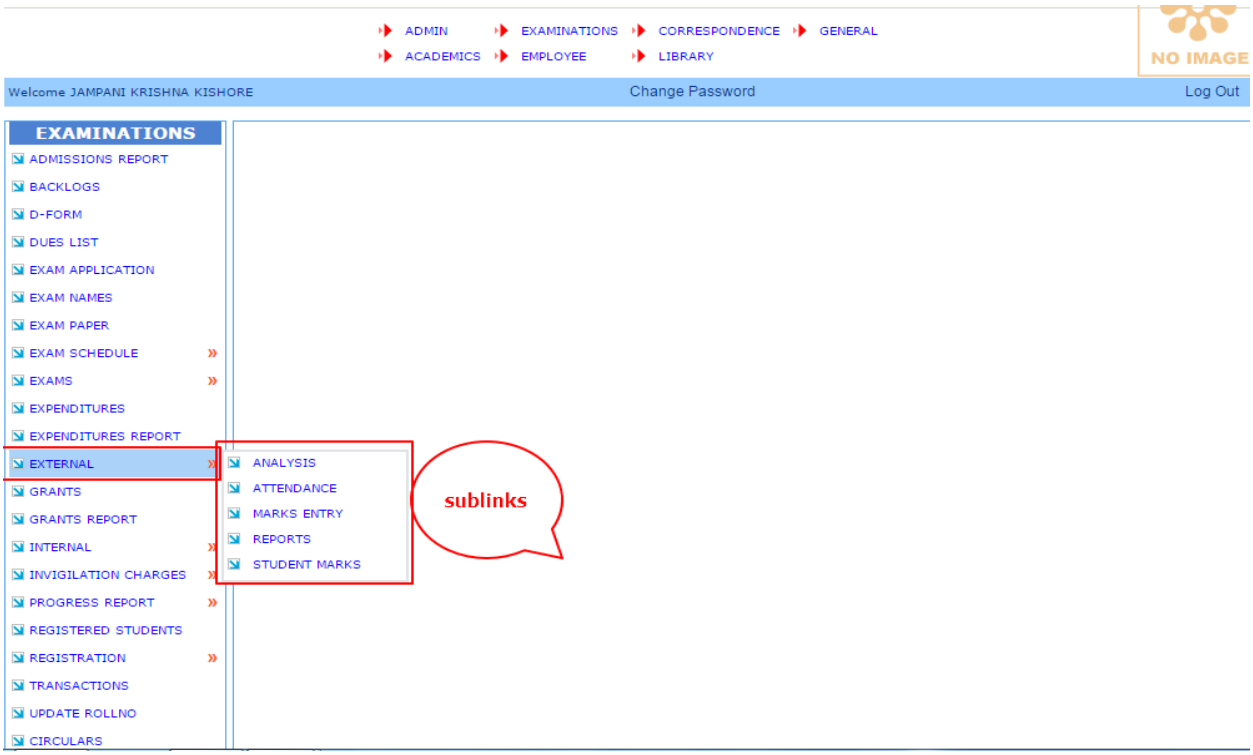
Step 2:- Please Click On "Examination" Module As Shown In Below



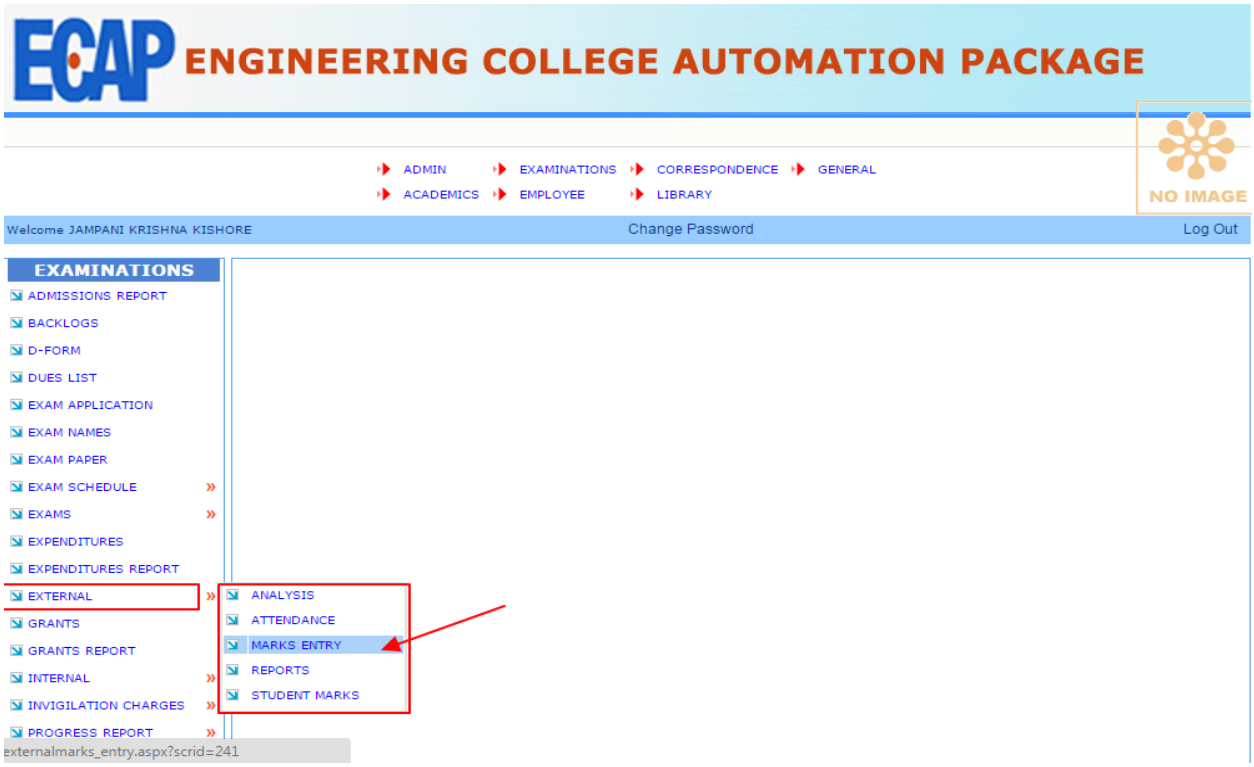
Step3:-You Will Find "Left Panel" After Clicking On Examination Module As Shown In Below.



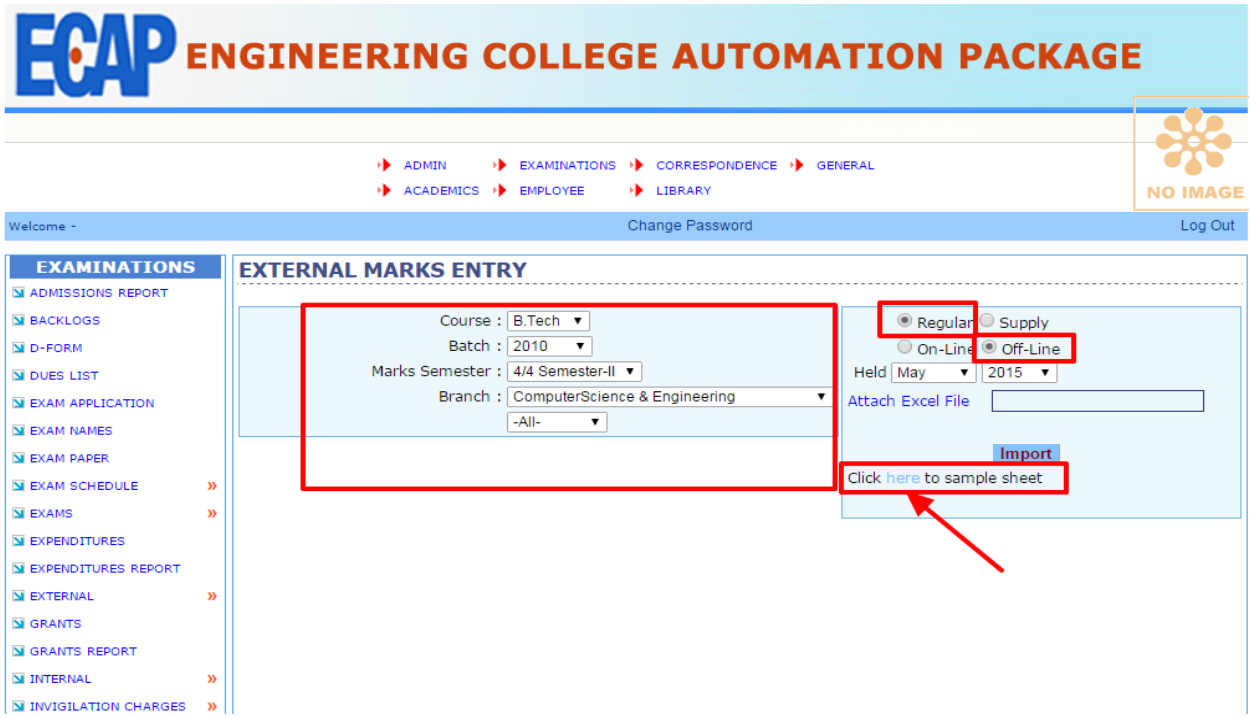
Step 4:-Please Place Your Mouse Pointer On "External" Link Which Is Available In Left Menu. Then You Will Find "Sub Links Menu" As Shown In Below



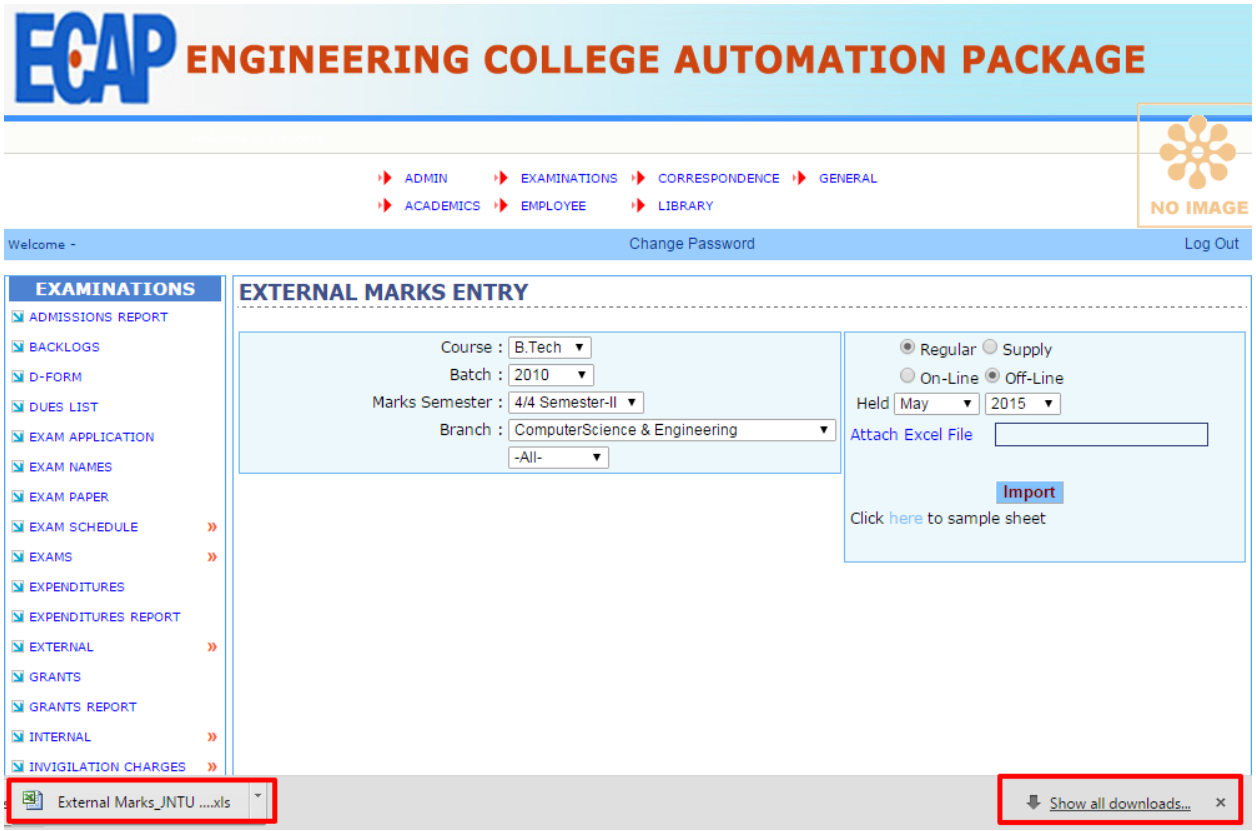
Step 5:-Click On Marks Entry Link.



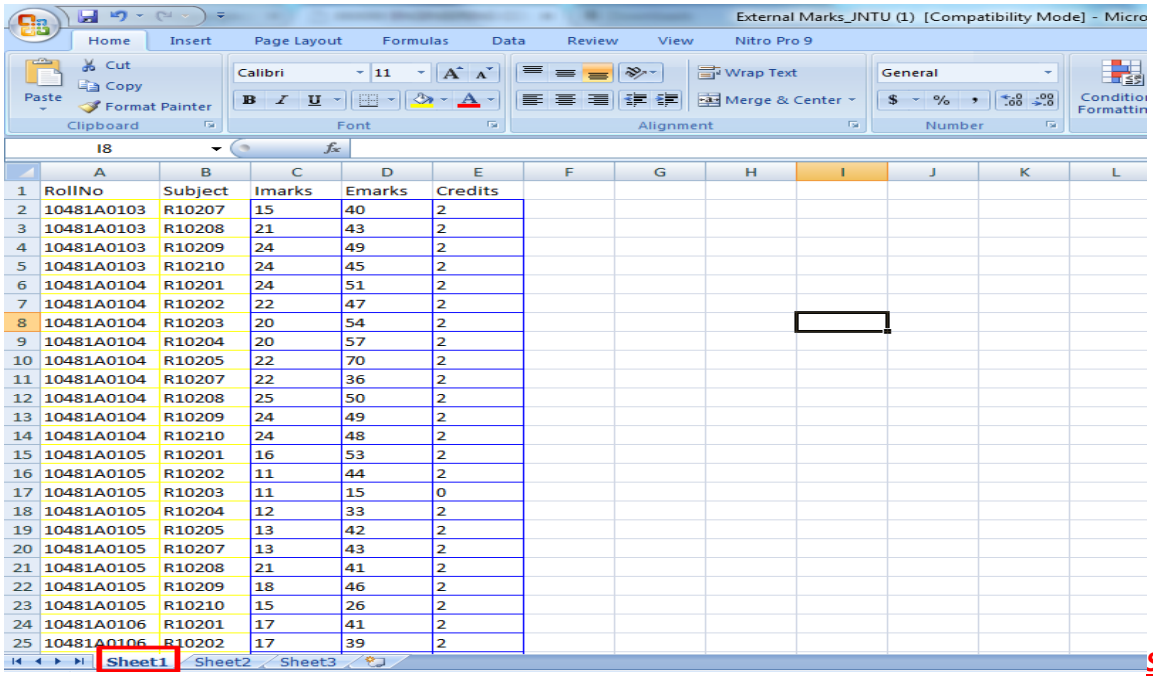
Step 6:-Select Radio Buttons Regular And Offline.



Step 7:-Open The Download The Excel Sheet.



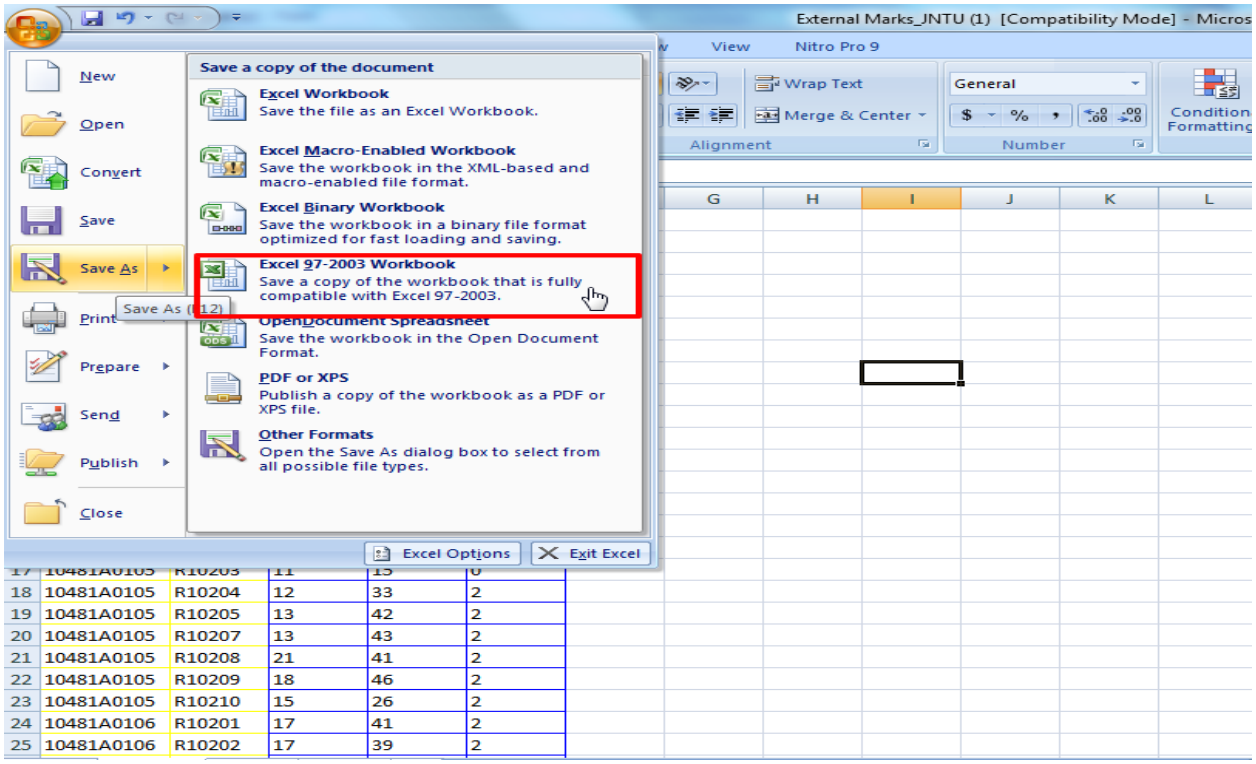
Step 8:-Enter The Marks In Excel Sheet.



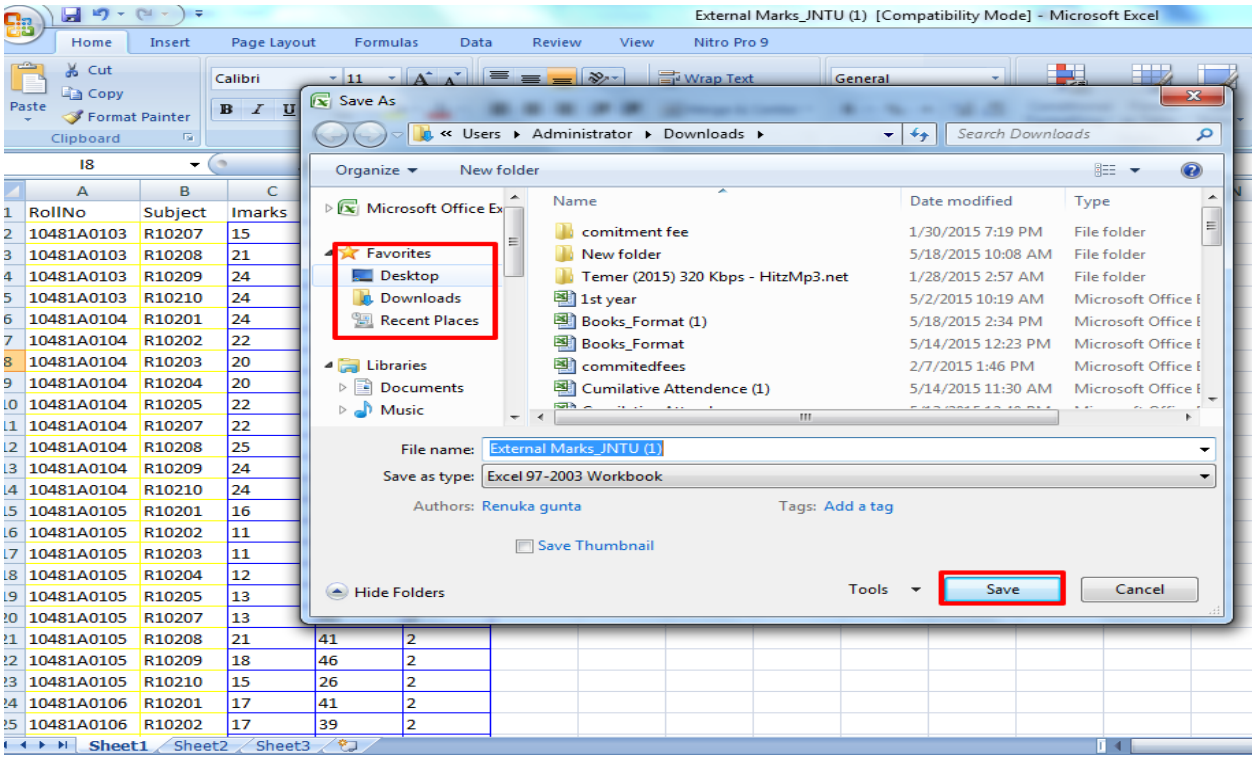
	A	B	C	D	E
1	RollNo	Subject	Imarks	Emarks	Credits
2	10481A0103	R10207	15	40	2
3	10481A0103	R10208	21	43	2
4	10481A0103	R10209	24	49	2
5	10481A0103	R10210	24	45	2
6	10481A0104	R10201	24	51	2
7	10481A0104	R10202	22	47	2
8	10481A0104	R10203	20	54	2
9	10481A0104	R10204	20	57	2
10	10481A0104	R10205	22	70	2
11	10481A0104	R10207	22	36	2
12	10481A0104	R10208	25	50	2
13	10481A0104	R10209	24	49	2
14	10481A0104	R10210	24	48	2
15	10481A0105	R10201	16	53	2
16	10481A0105	R10202	11	44	2
17	10481A0105	R10203	11	15	0
18	10481A0105	R10204	12	33	2
19	10481A0105	R10205	13	42	2
20	10481A0105	R10207	13	43	2
21	10481A0105	R10208	21	41	2
22	10481A0105	R10209	18	46	2
23	10481A0105	R10210	15	26	2
24	10481A0106	R10201	17	41	2
25	10481A0106	R10202	17	39	2

Step9:-

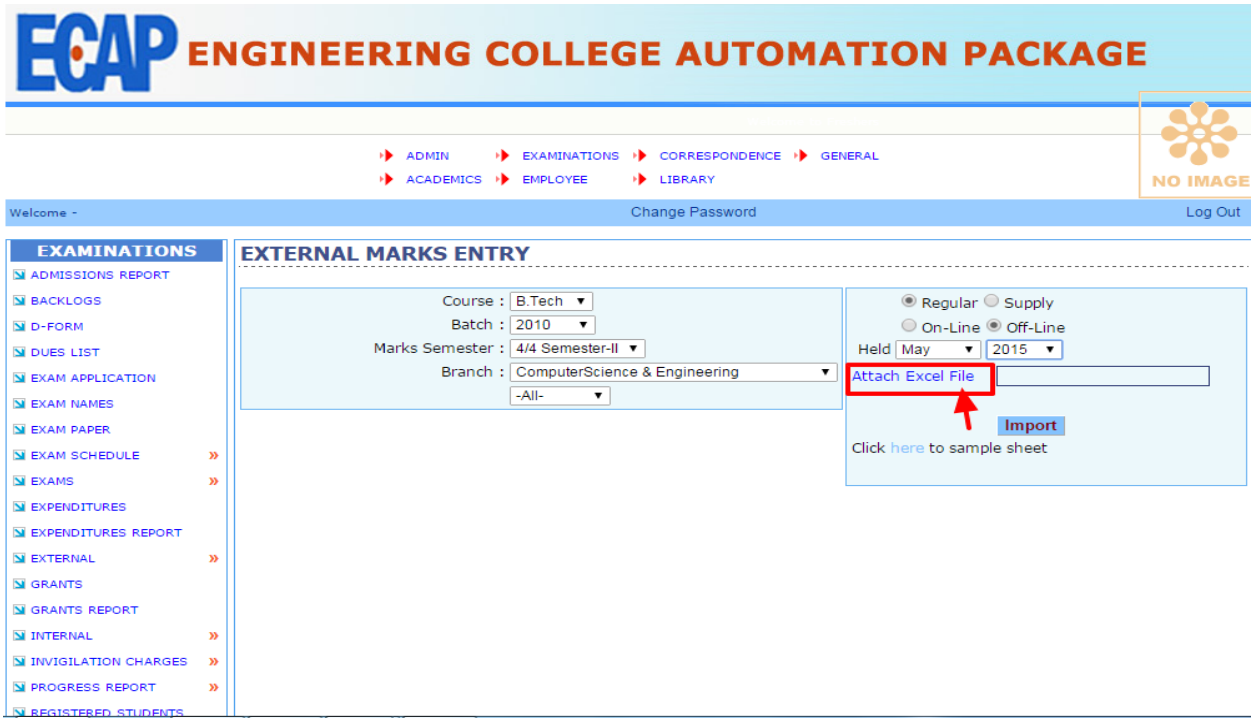
Save The File Excel 97-2003 Workbook Format.



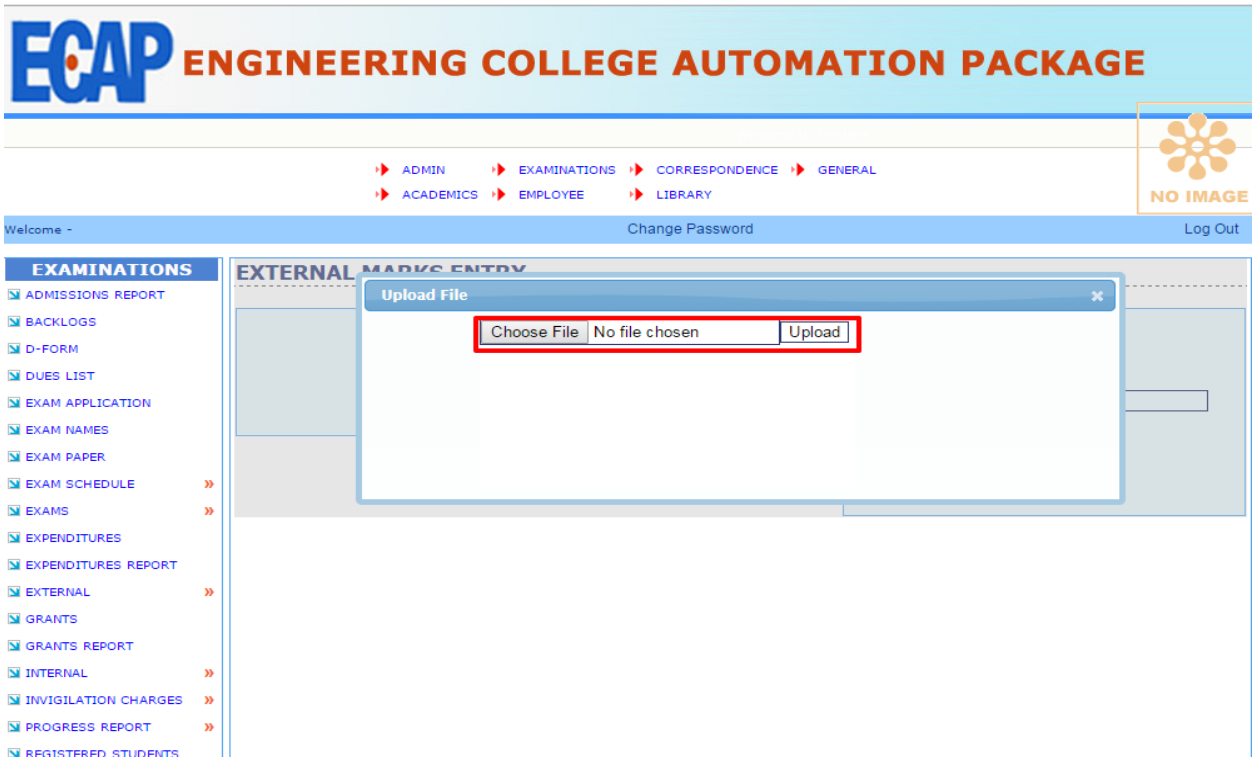
Step 10:-Save The File In Any Folder.



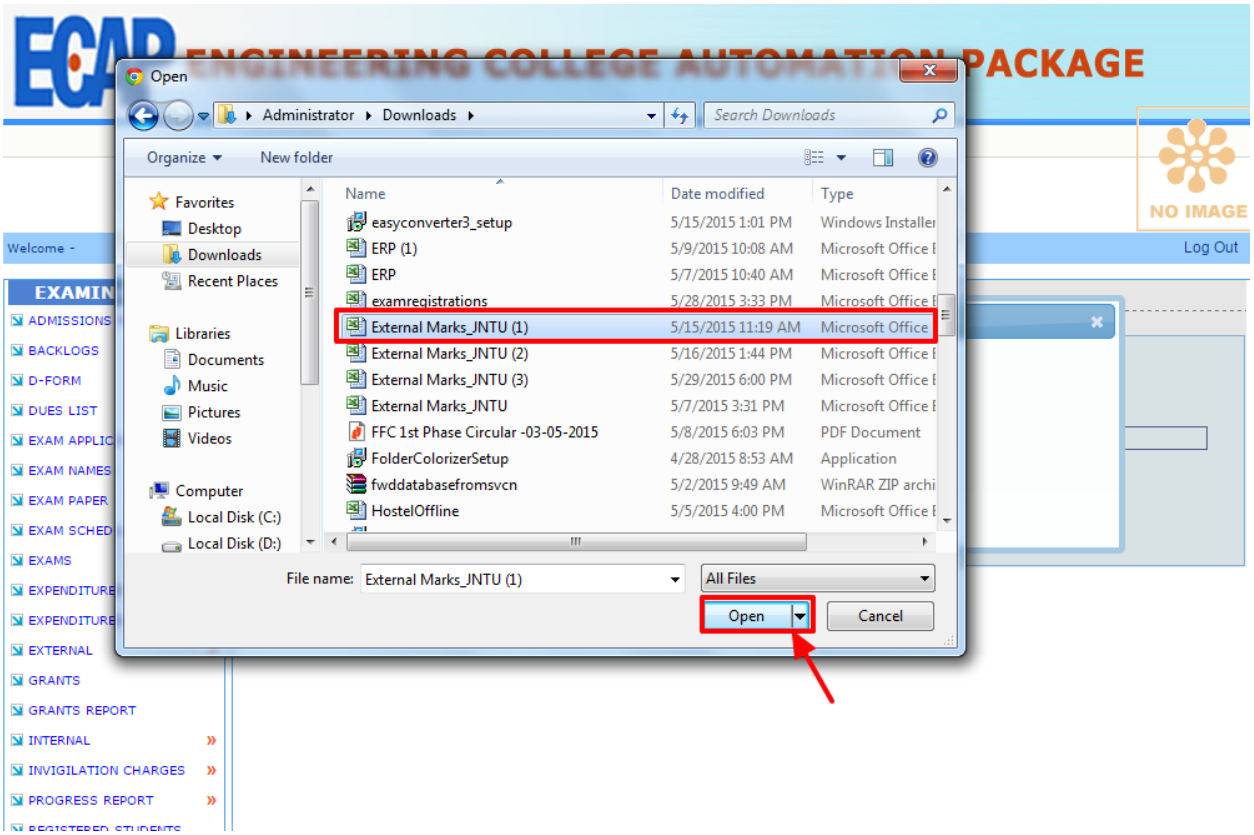
Step 11:-Please Attach The File.



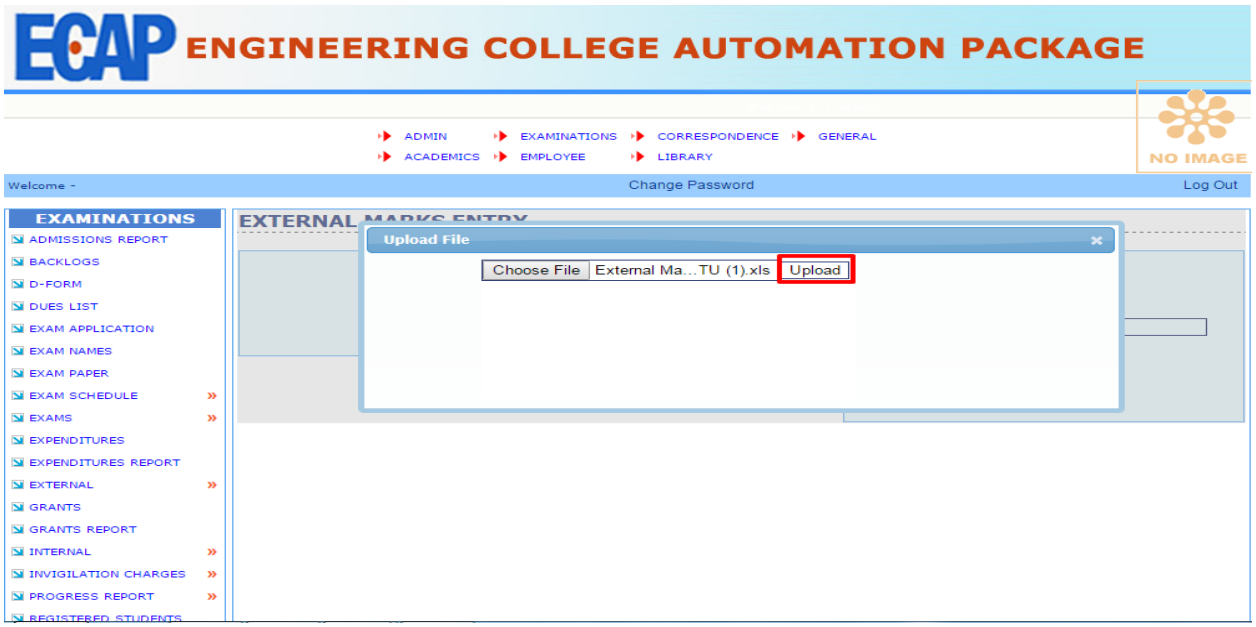
Step 11:-Upload The Sheet.



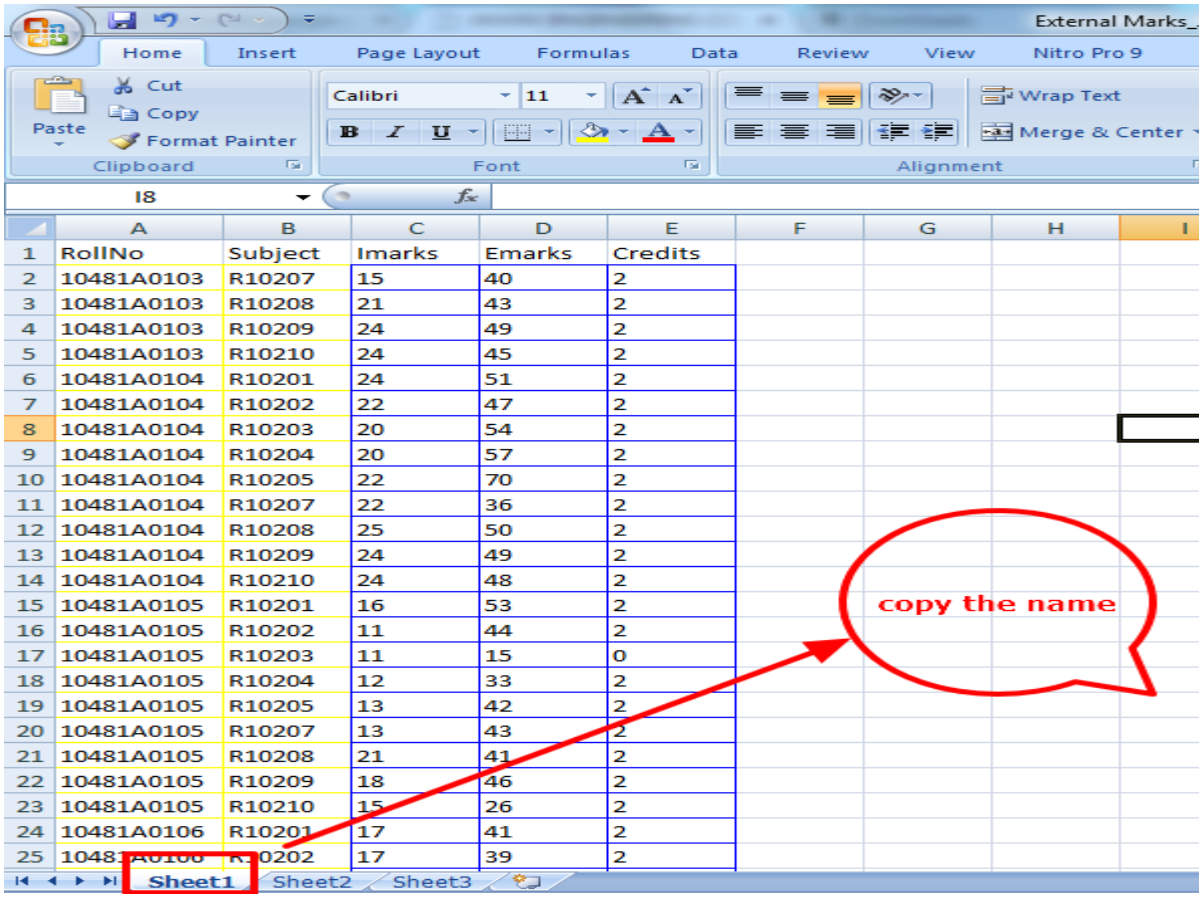
Step 12:-Open The Sheet.



Step 12:-Upload The Sheet.

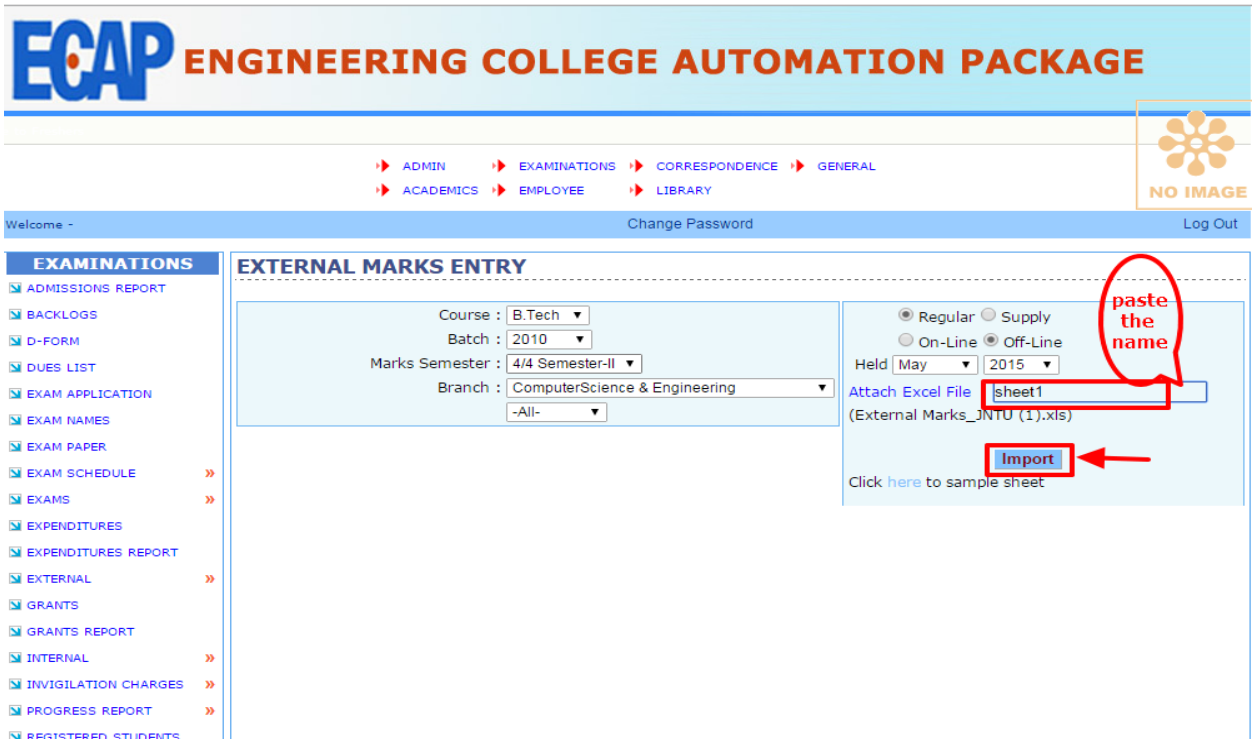


Step 13:-Copy The Sheet Name.

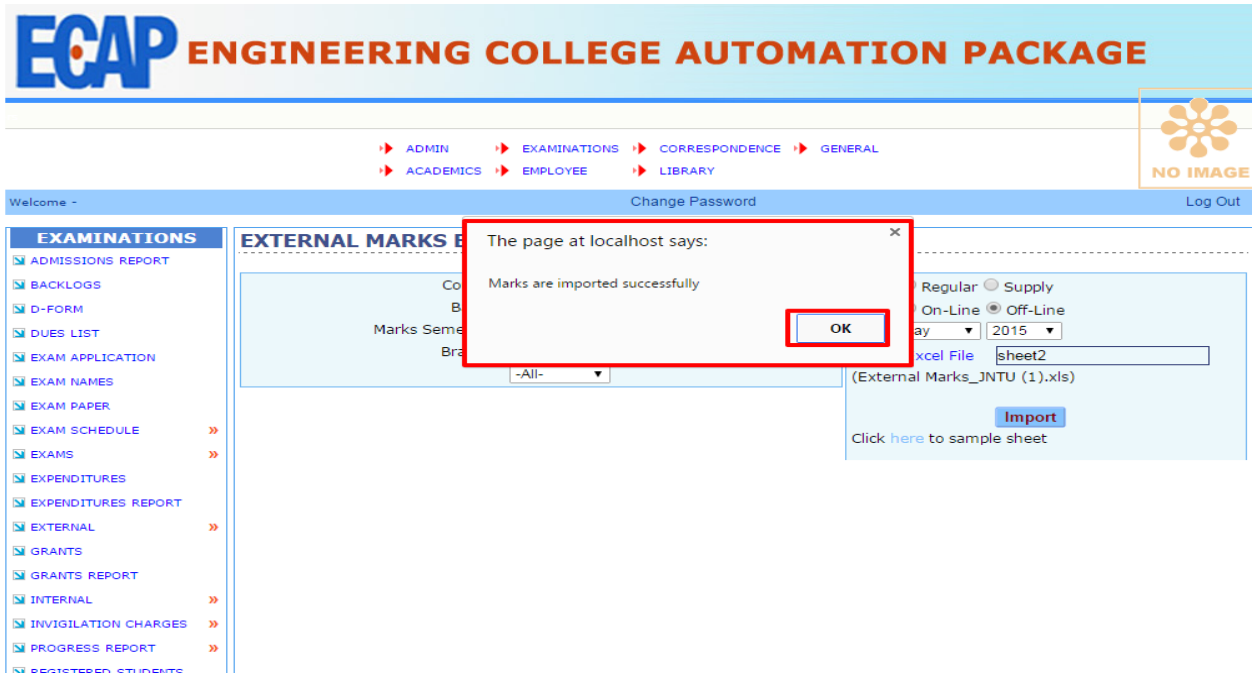


	A	B	C	D	E	F	G	H	I
1	RollNo	Subject	Imarks	Emarks	Credits				
2	10481A0103	R10207	15	40	2				
3	10481A0103	R10208	21	43	2				
4	10481A0103	R10209	24	49	2				
5	10481A0103	R10210	24	45	2				
6	10481A0104	R10201	24	51	2				
7	10481A0104	R10202	22	47	2				
8	10481A0104	R10203	20	54	2				
9	10481A0104	R10204	20	57	2				
10	10481A0104	R10205	22	70	2				
11	10481A0104	R10207	22	36	2				
12	10481A0104	R10208	25	50	2				
13	10481A0104	R10209	24	49	2				
14	10481A0104	R10210	24	48	2				
15	10481A0105	R10201	16	53	2				
16	10481A0105	R10202	11	44	2				
17	10481A0105	R10203	11	15	0				
18	10481A0105	R10204	12	33	2				
19	10481A0105	R10205	13	42	2				
20	10481A0105	R10207	13	43	2				
21	10481A0105	R10208	21	41	2				
22	10481A0105	R10209	18	46	2				
23	10481A0105	R10210	15	26	2				
24	10481A0106	R10201	17	41	2				
25	10481A0106	R10202	17	39	2				

Step 14:-Paste The Sheet Name And Click On Import Button.



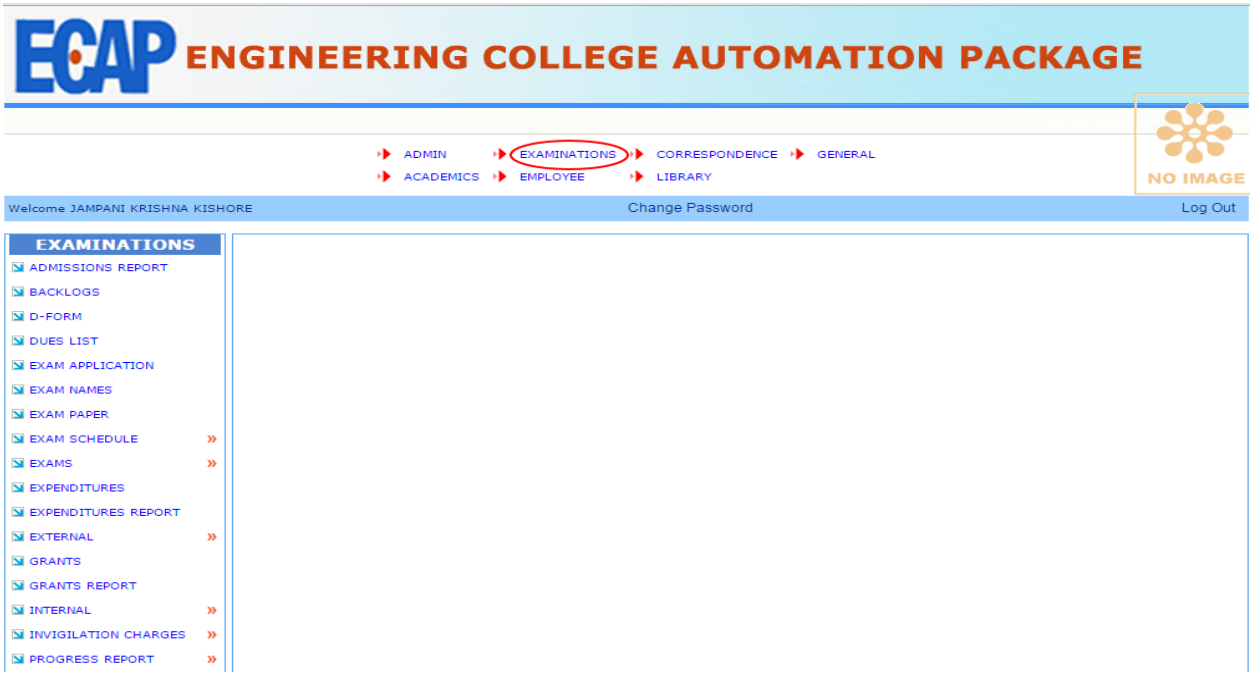
Step 15:-Click On Ok Button.



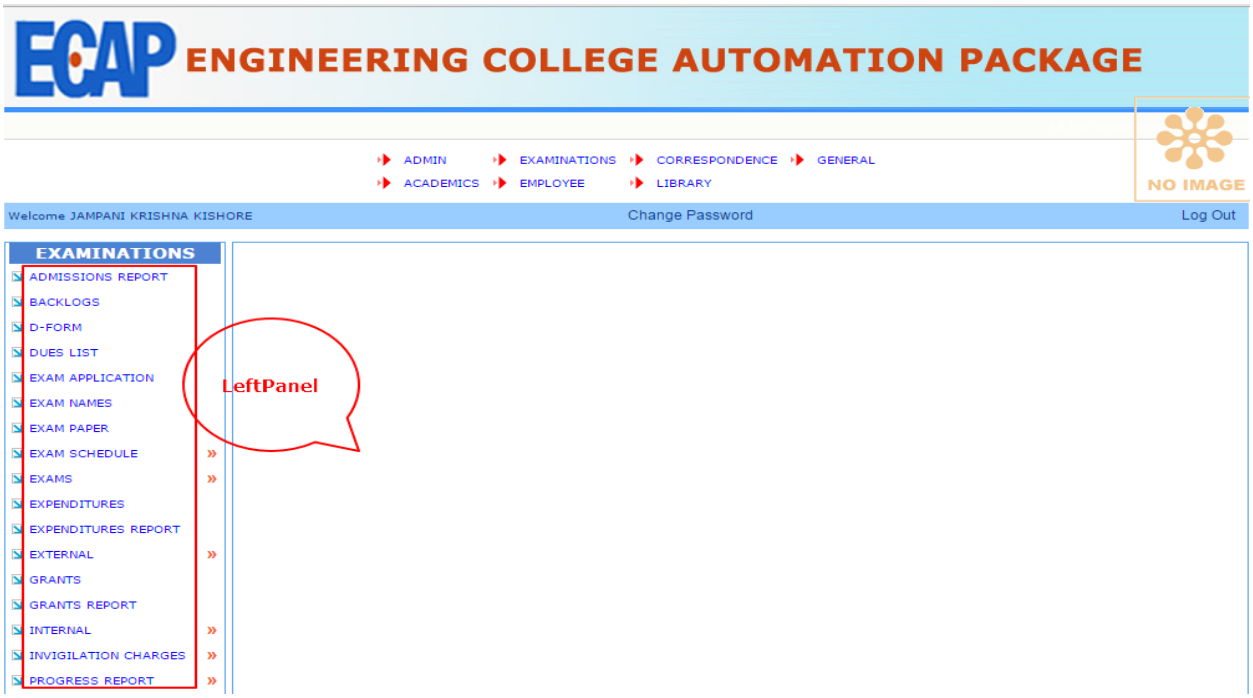
30) How To Post External Supply Marks Through Online? (External->Marks Entry->Supply->Online)

Ans:-Step 1:-Please Login In To Ecap By Using Your Username And Password

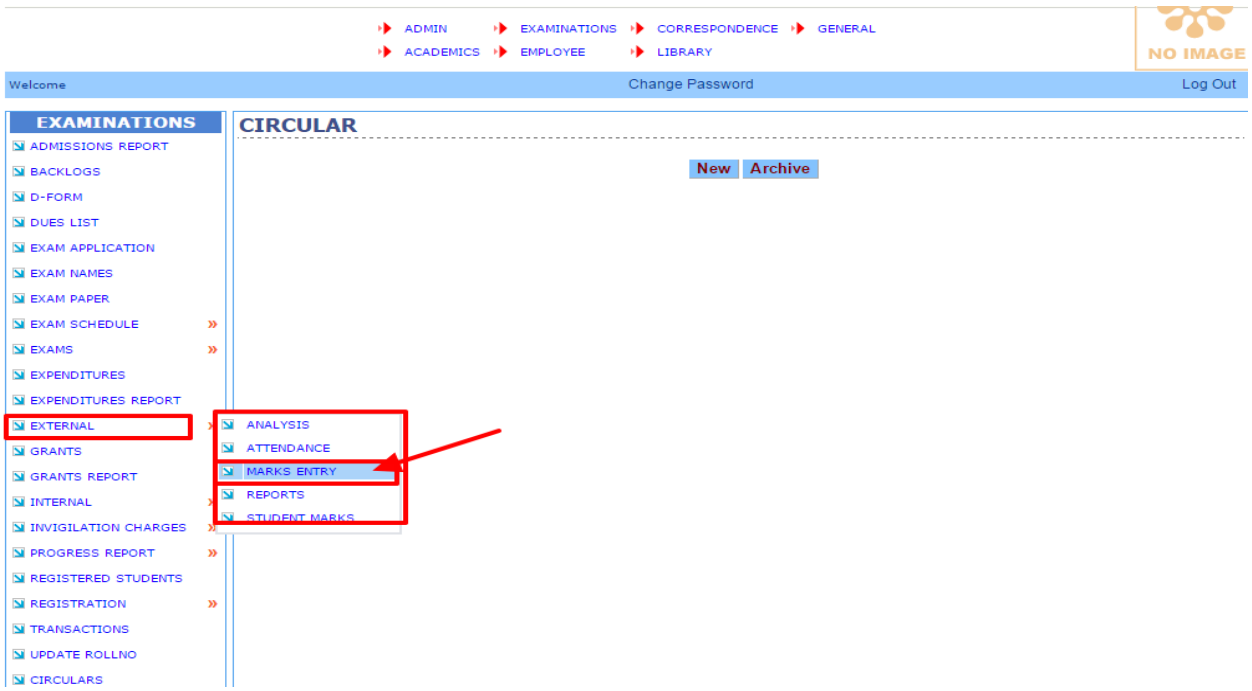
Step 2:- Please Click On "Examination" Module As Shown In Below



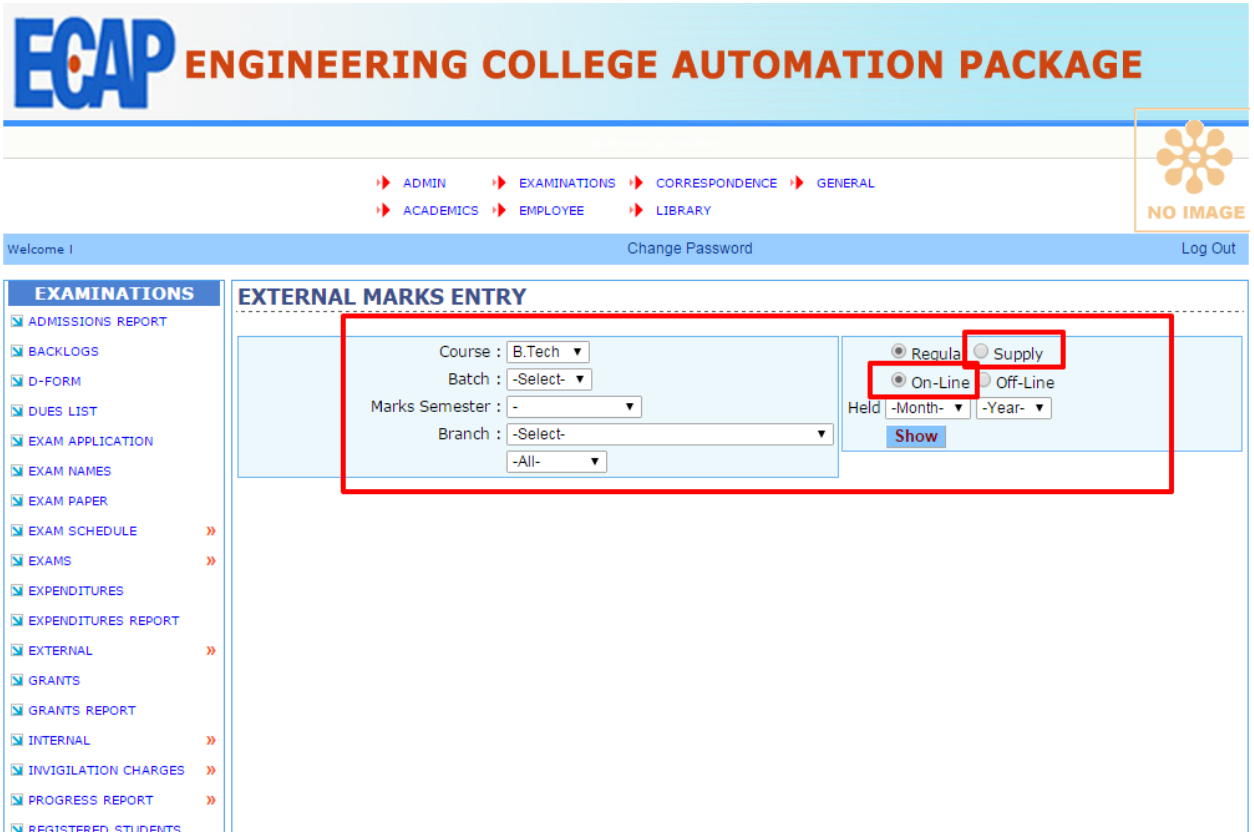
Step3:-You Will Find "Left Panel" After Clicking On Examination Module As Shown In Below.



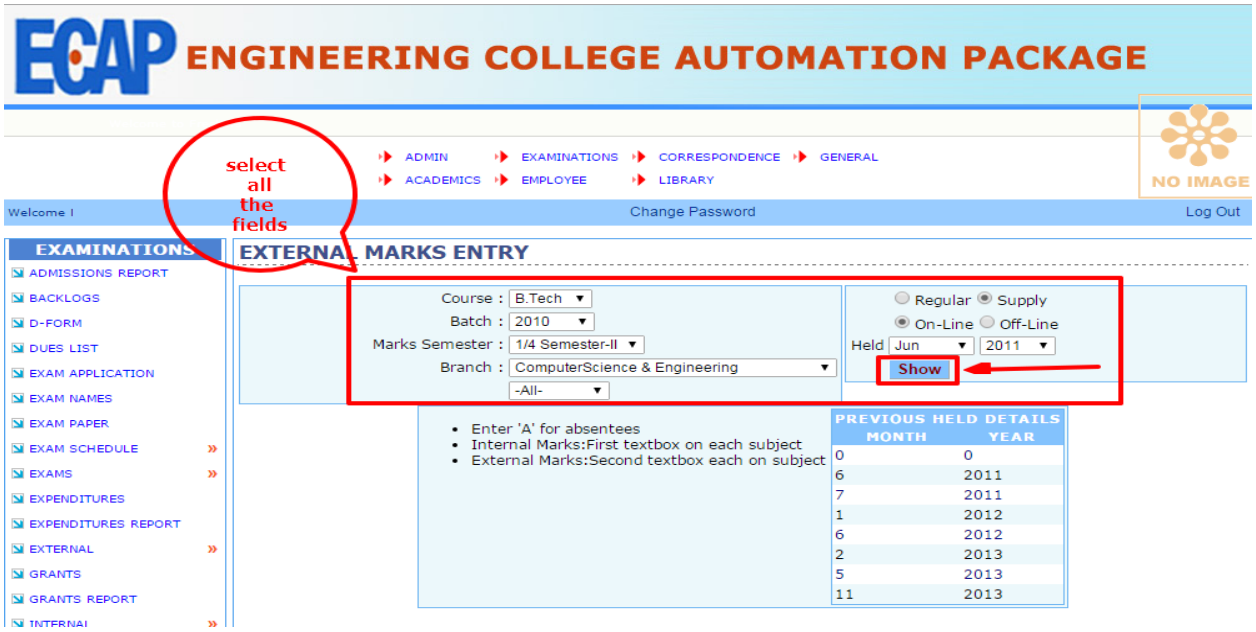
Step 4:-Please Place Your Mouse Pointer On "External" Link Which Is Available In Left Menu. Then You Will Find "Marks Entry" As Shown In Below



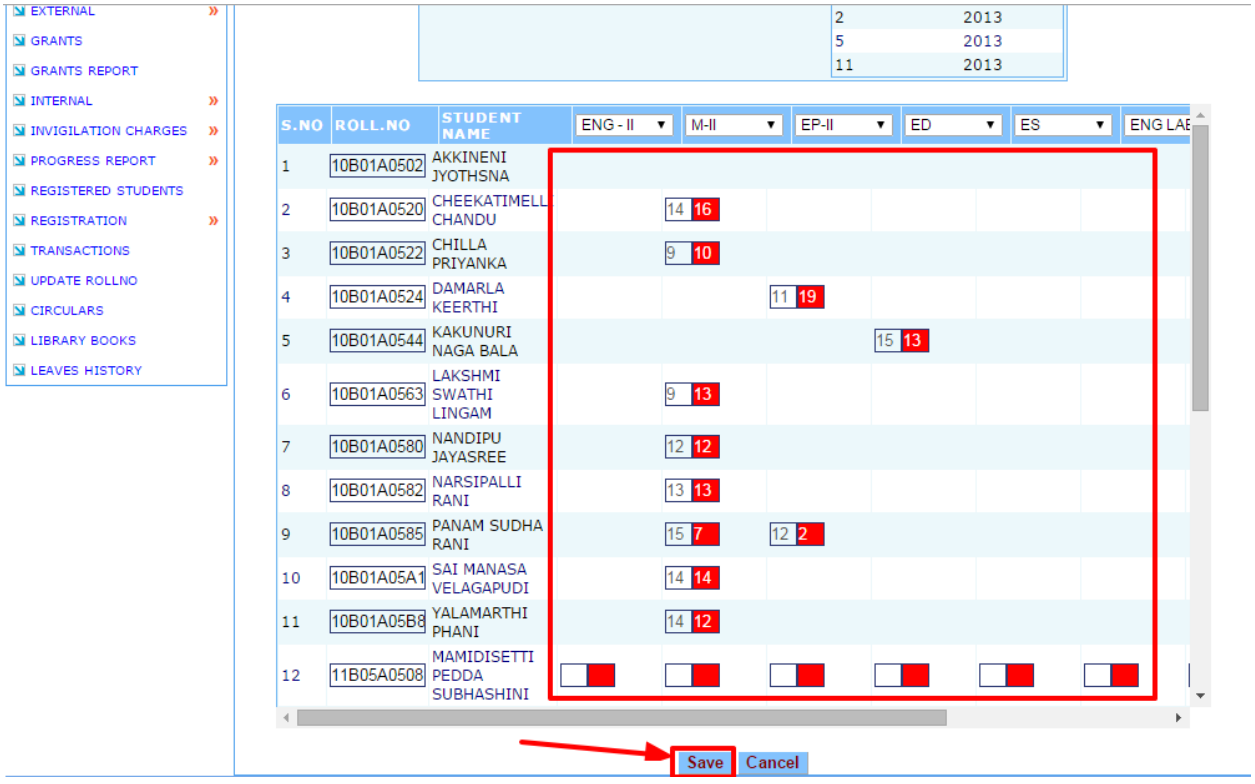
Step6:Select Radio Button Supply And Select Online Radio Button.



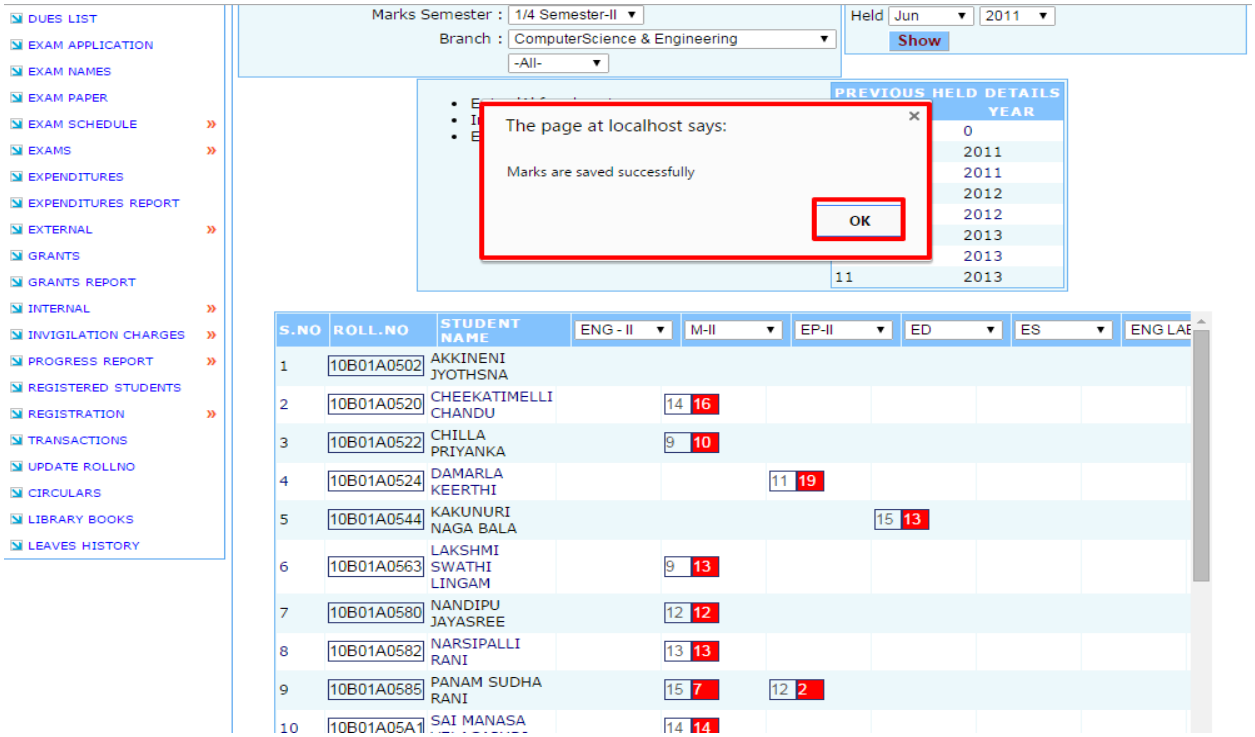
Step7:-Select All The Field And Click Show Button.



Step9:-Please Entry The Subject Wise Marks.And Click Save Button.



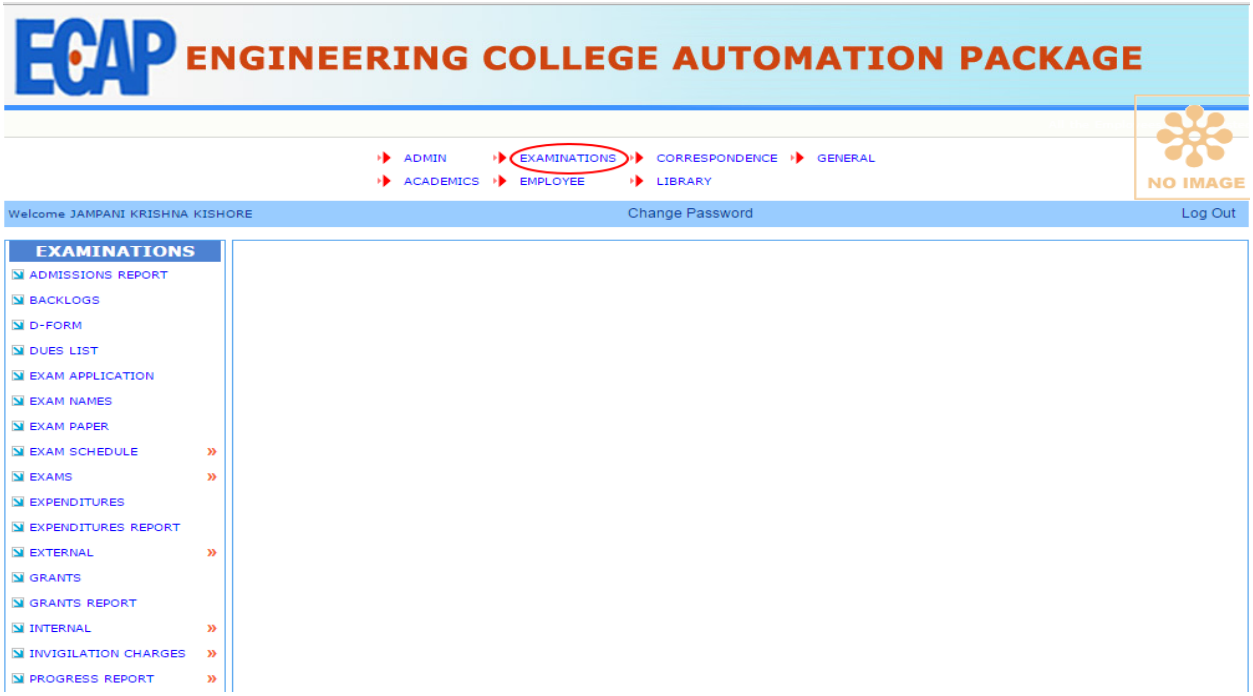
Step10:-Click On Ok Button Marks Saved.



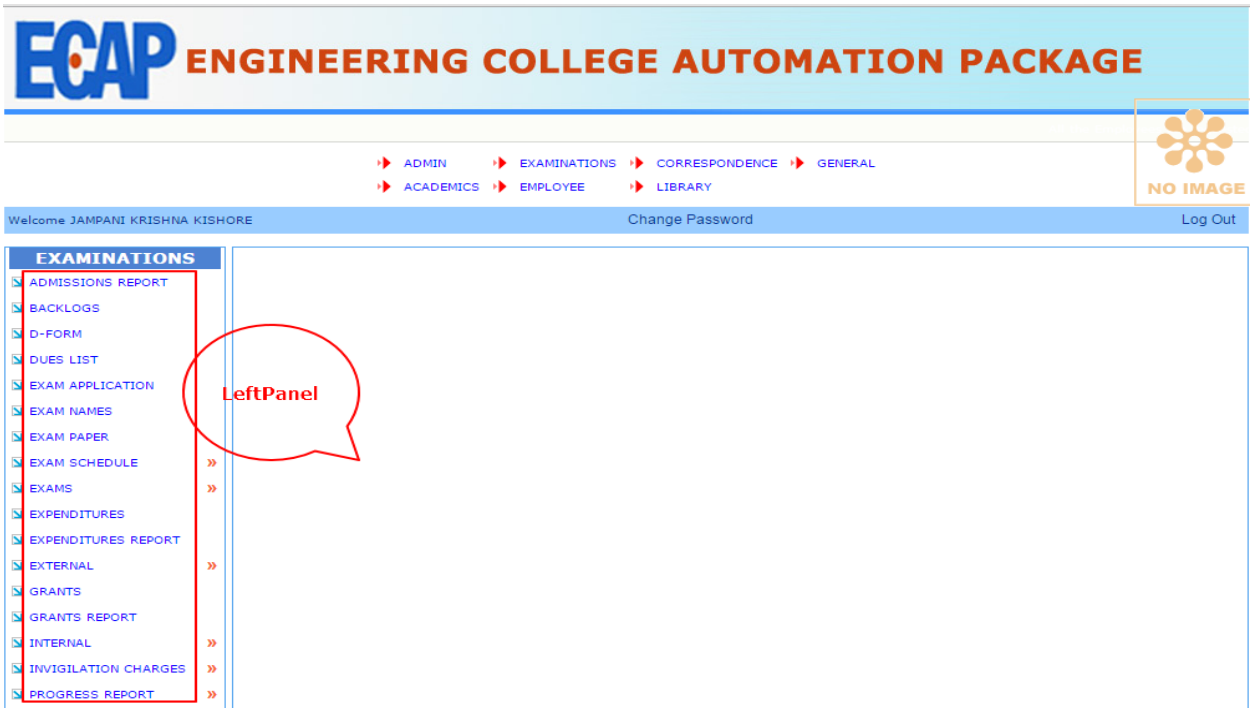
31) How To Post External Supply Marks Through Online? (External->Marks Entry->Supply->Offline)

Ans:-Step 1:-Please Login In To Ecap By Using Your Username And Password

Step 2:- Please Click On "Examination" Module As Shown In Below

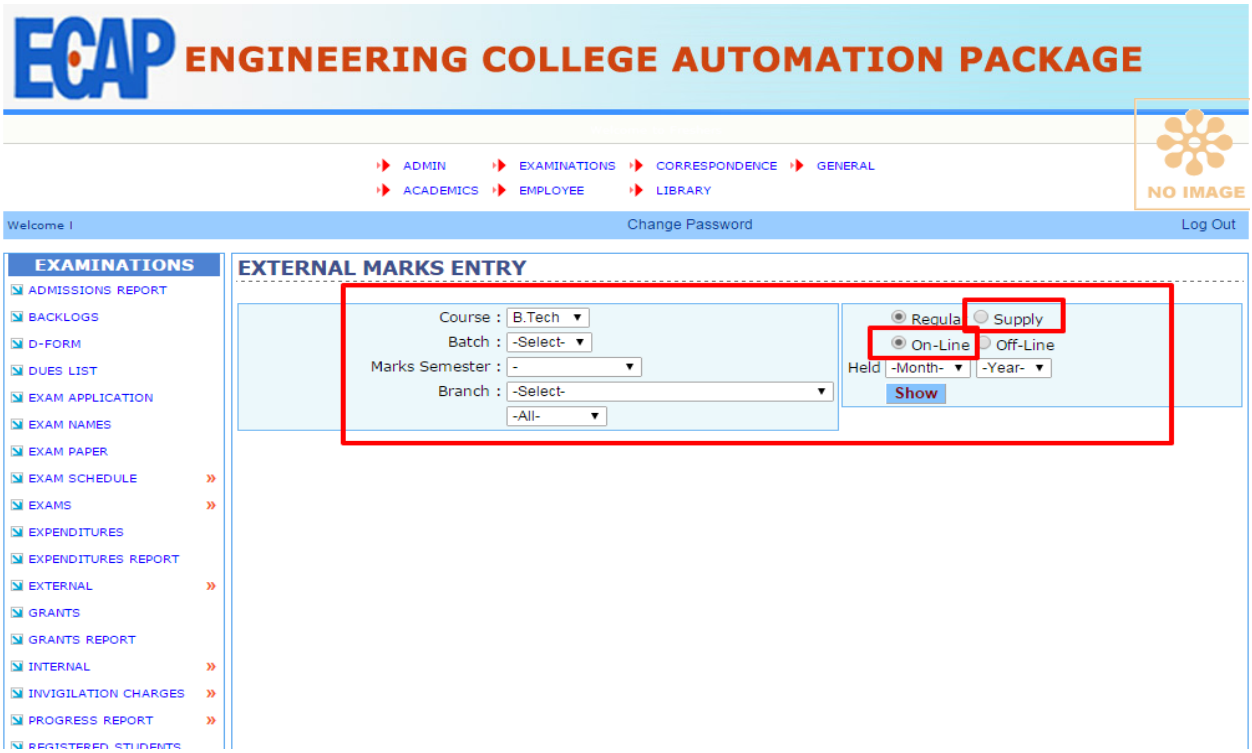


Step3:-You Will Find "Left Panel" After Clicking On Examination Module As Shown In Below.

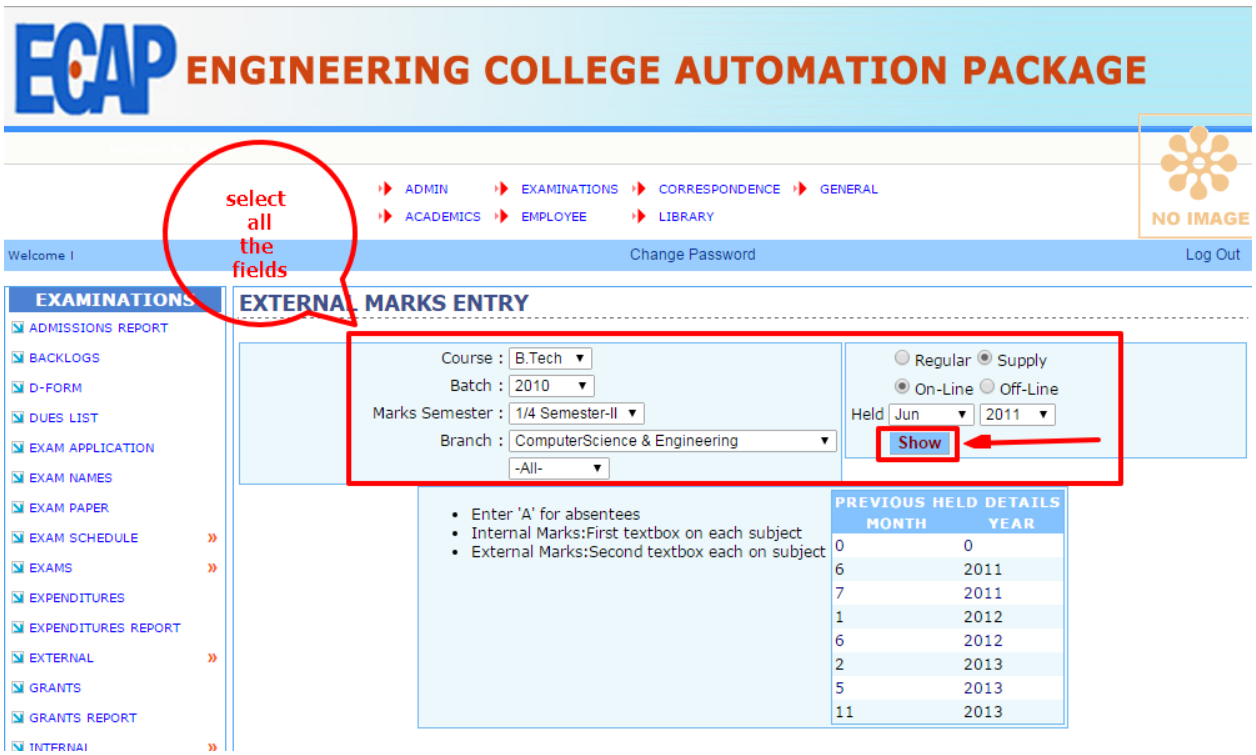


Step 4:-Please Place Your Mouse Pointer On "External" Link Which Is Available In Left Menu. Then You Will Find "Marks Entry" As Shown In Below

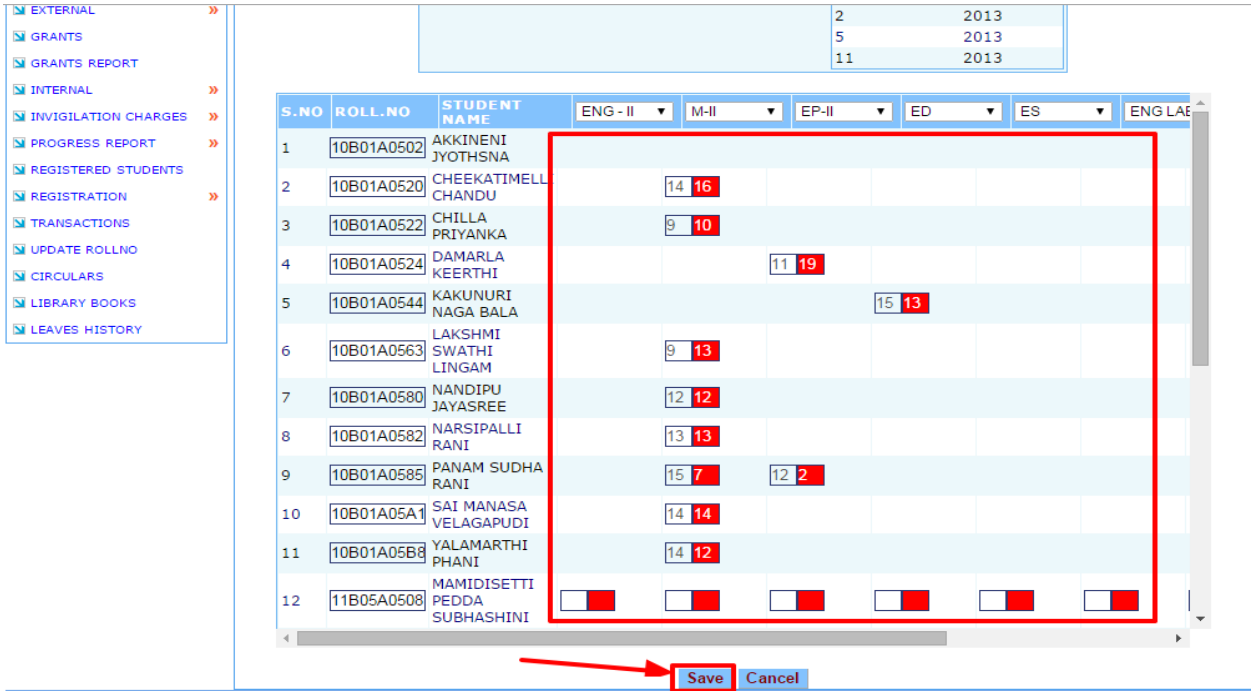
Step6:Select Radio Button Supply And Select Online Radio Button.



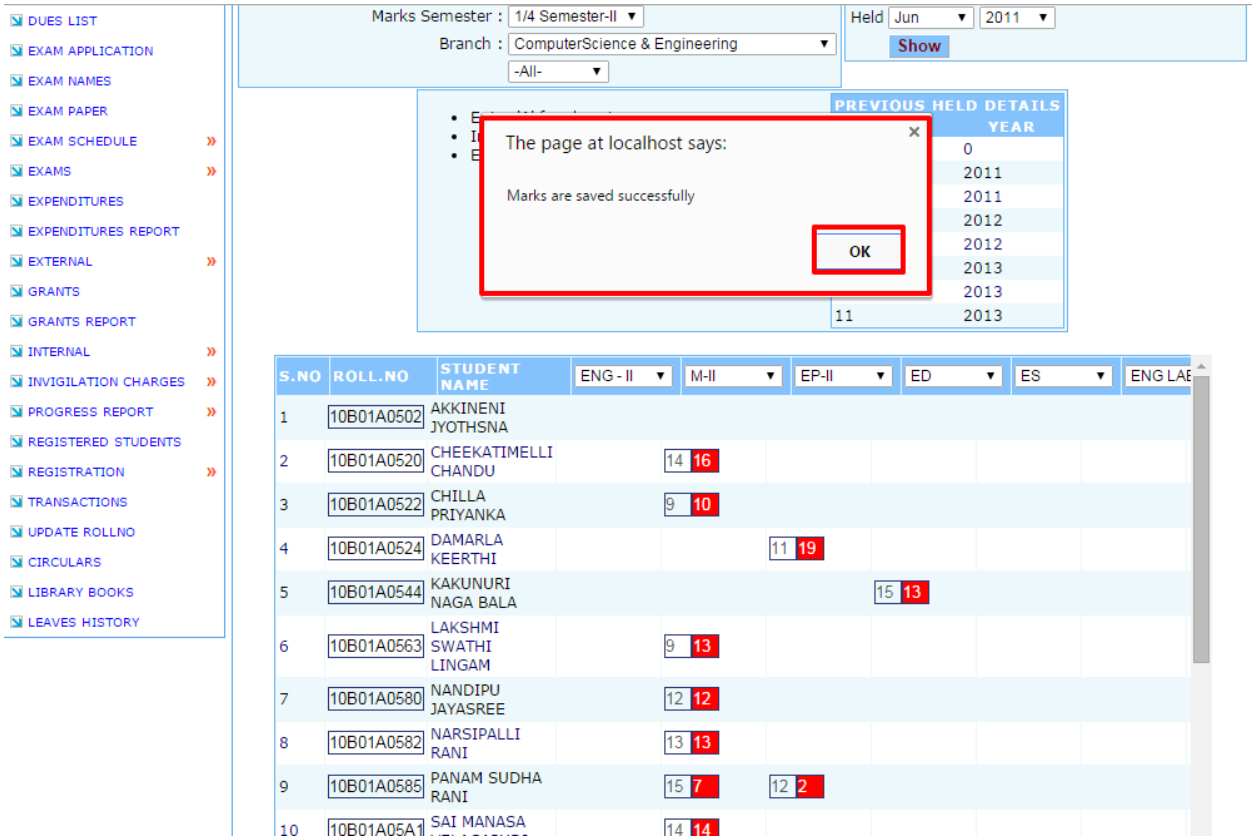
Step7:-Select All The Field And Click Show Button.



Step9:-Please Entry The Subject Wise Marks.And Click Save Button.



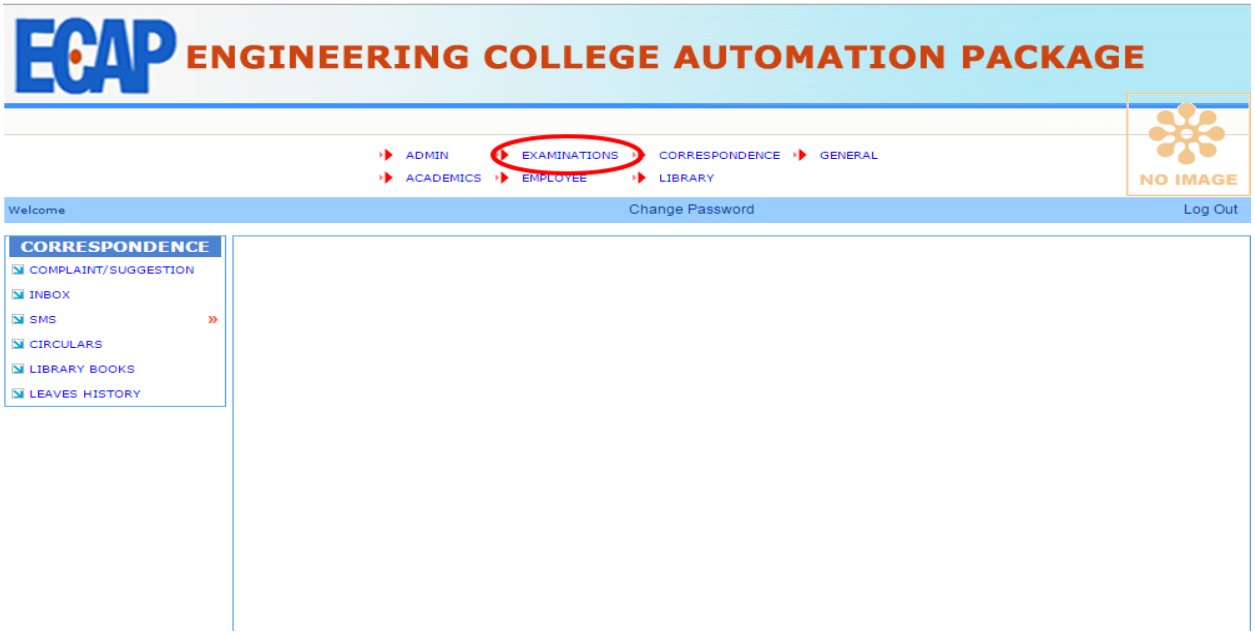
Step10:-Click On Ok Button Marks Saved.



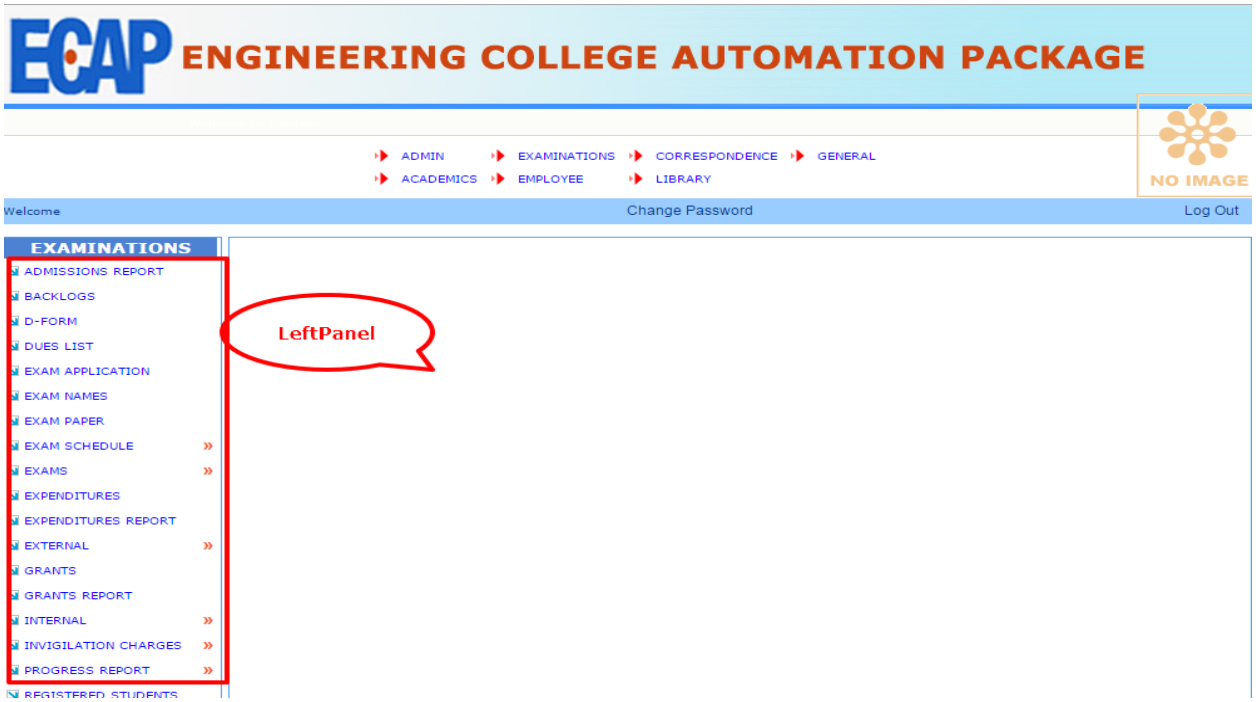
32) How To Check Particular Student External Marks Report? (External->Student Marks)

Ans:-Step 1:-Please Login In To Ecap By Using Your Username And Password

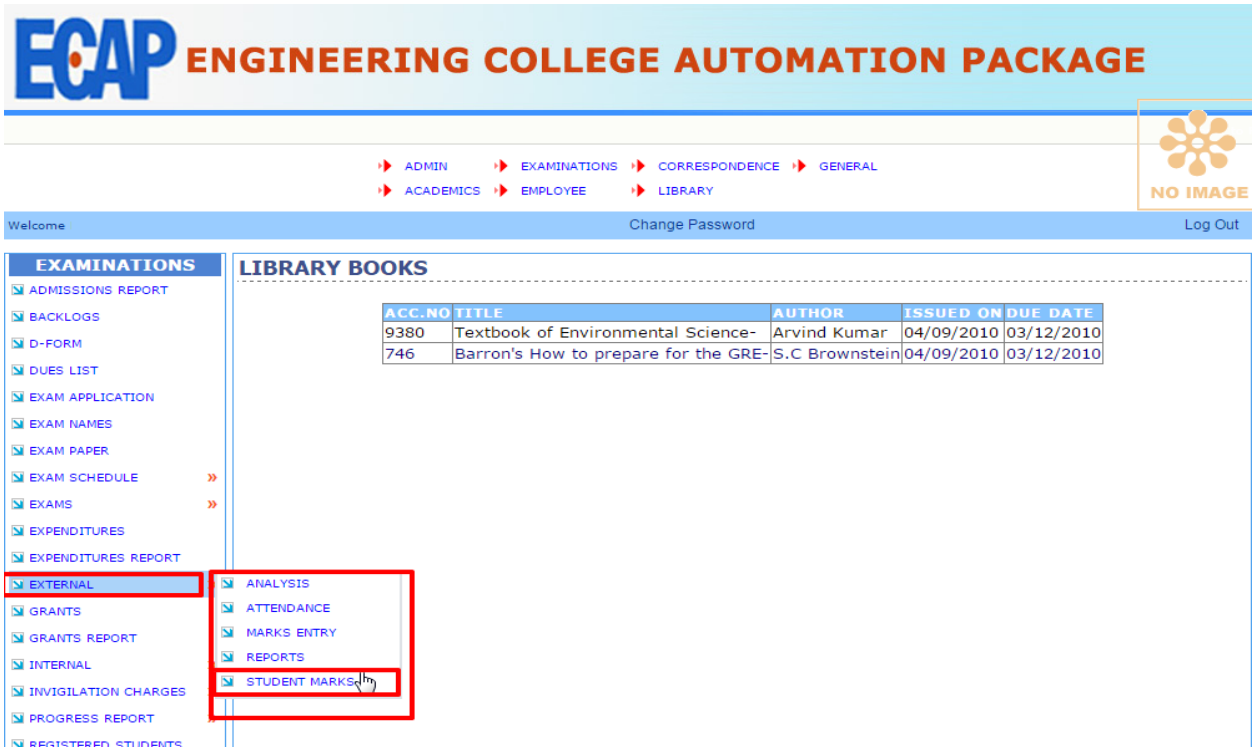
Step 2:- Please Click On "Examination" Module As Shown In Below



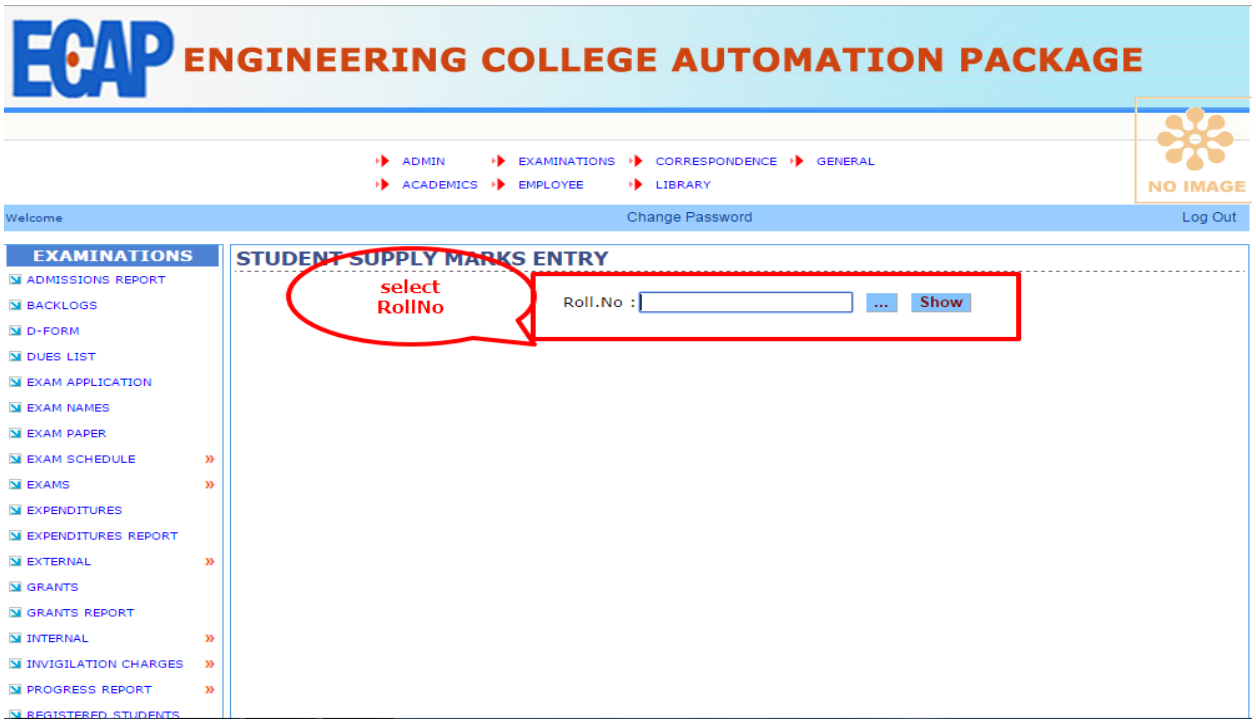
Step3:-You Will Find "Left Panel" After Clicking On Examination Module As Shown In Below.



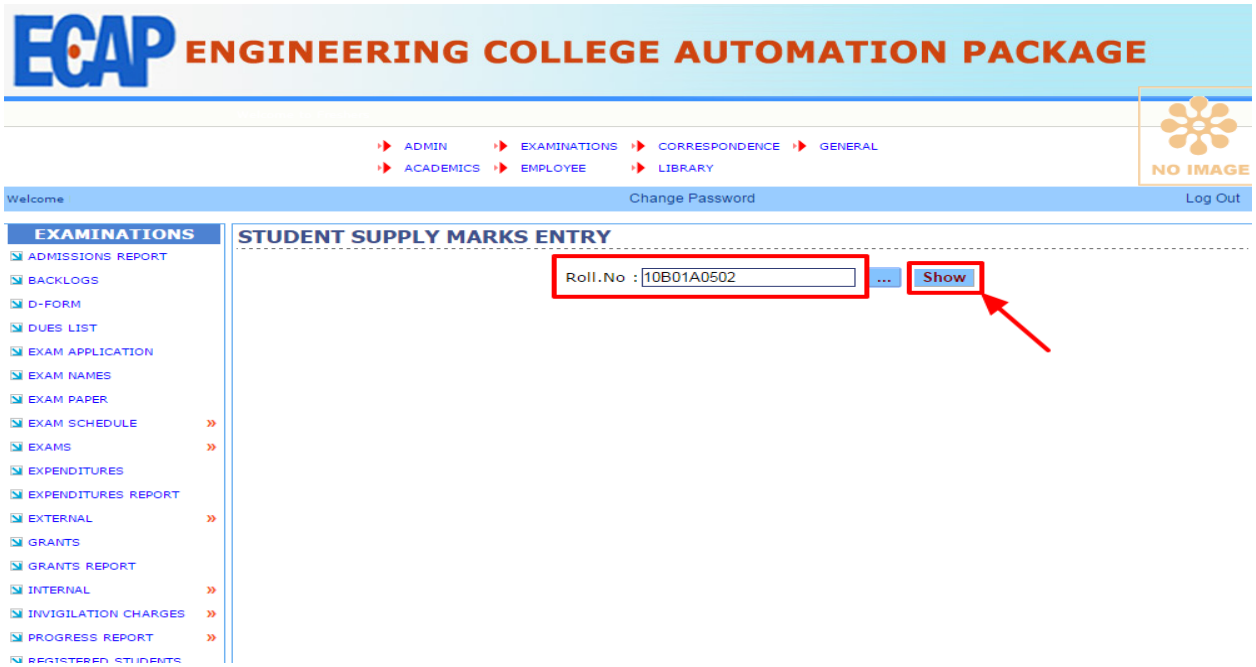
Step 4:-Please Place Your Mouse Pointer On "External" Link Which Is Available In Left Menu. Then You Will Find "Student Marks" As Shown In Below



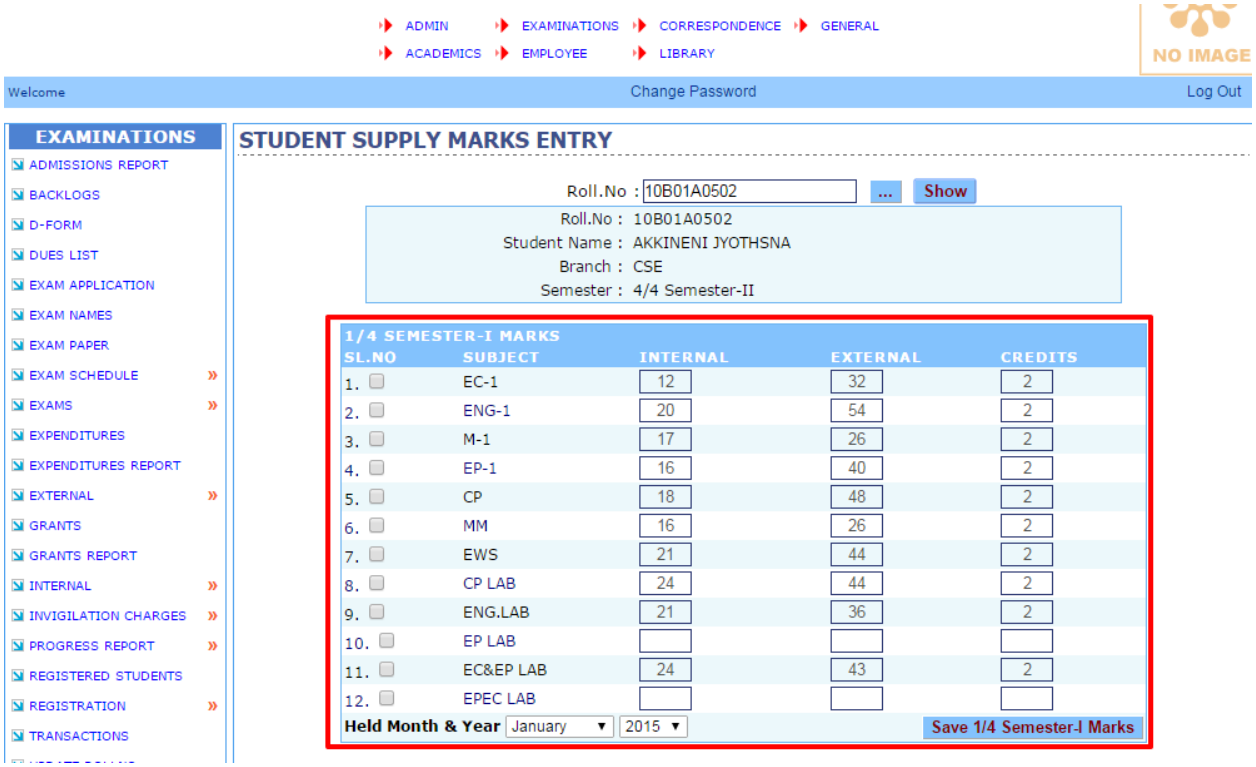
Step 5:-Please Enter The Rollno.



Step6:-Please Click On Show Button.



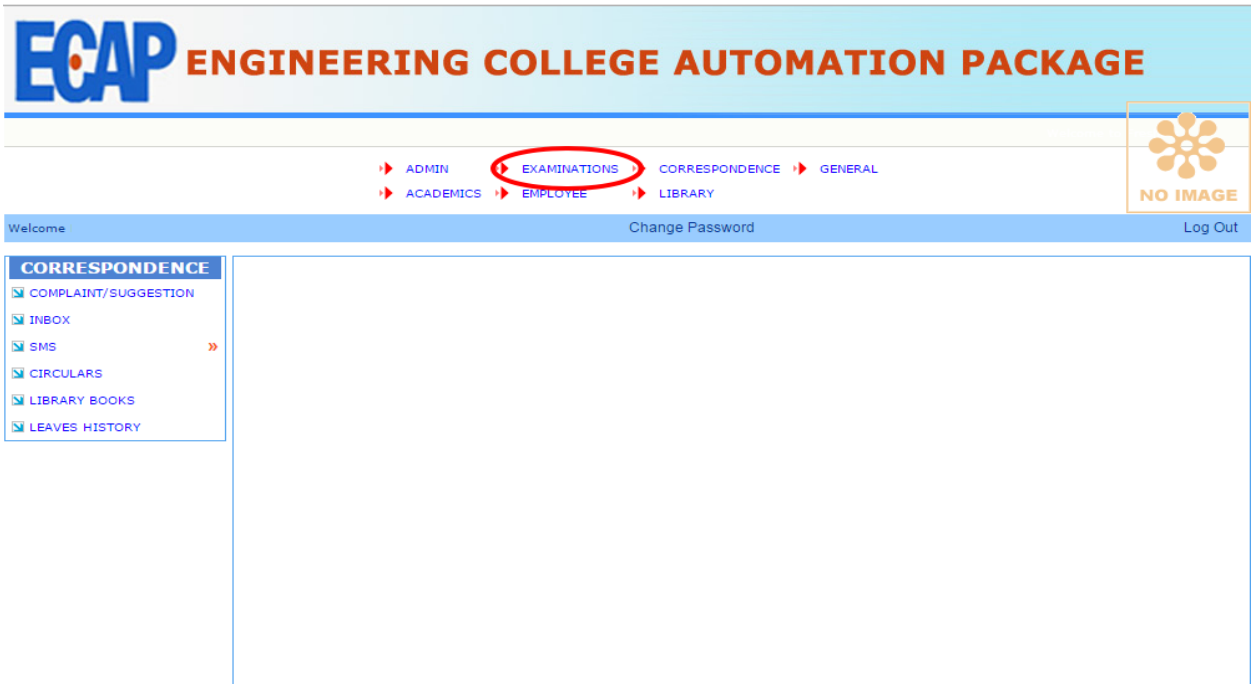
Step 7:-Student Semester Wise Report Generated.



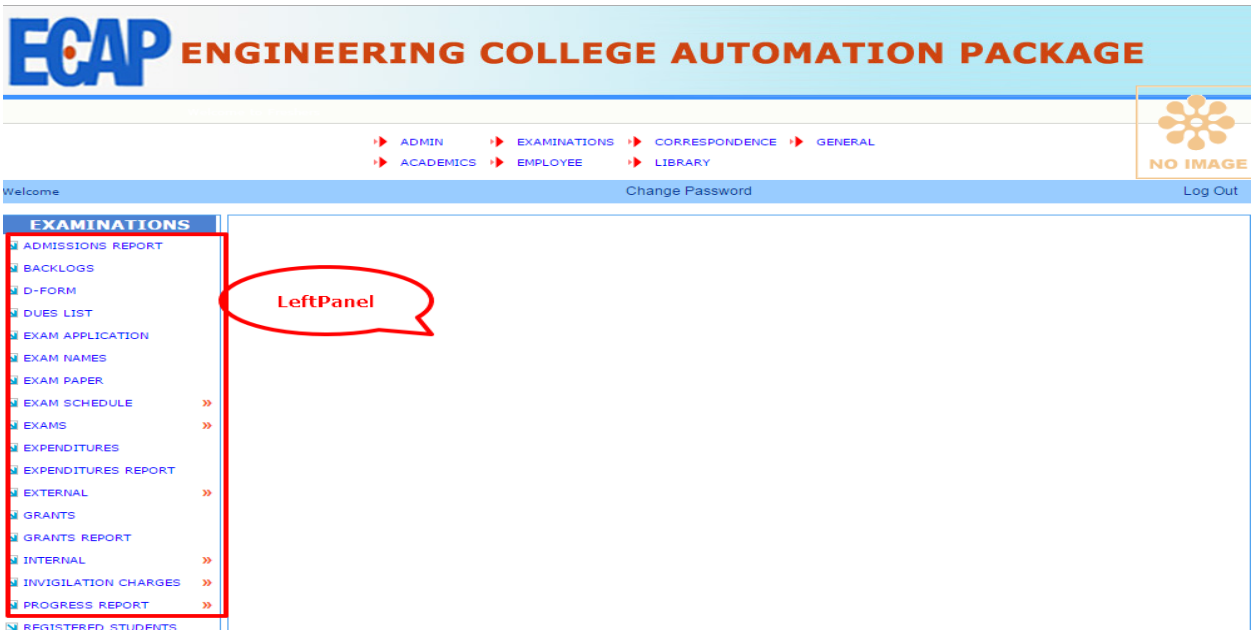
33) How To Check External Marks Report By Semester/Batch Wise? (External->Reports->By Semester/All Semester)

Ans:-Step 1:-Please Login In To Ecap By Using Your Username And Password

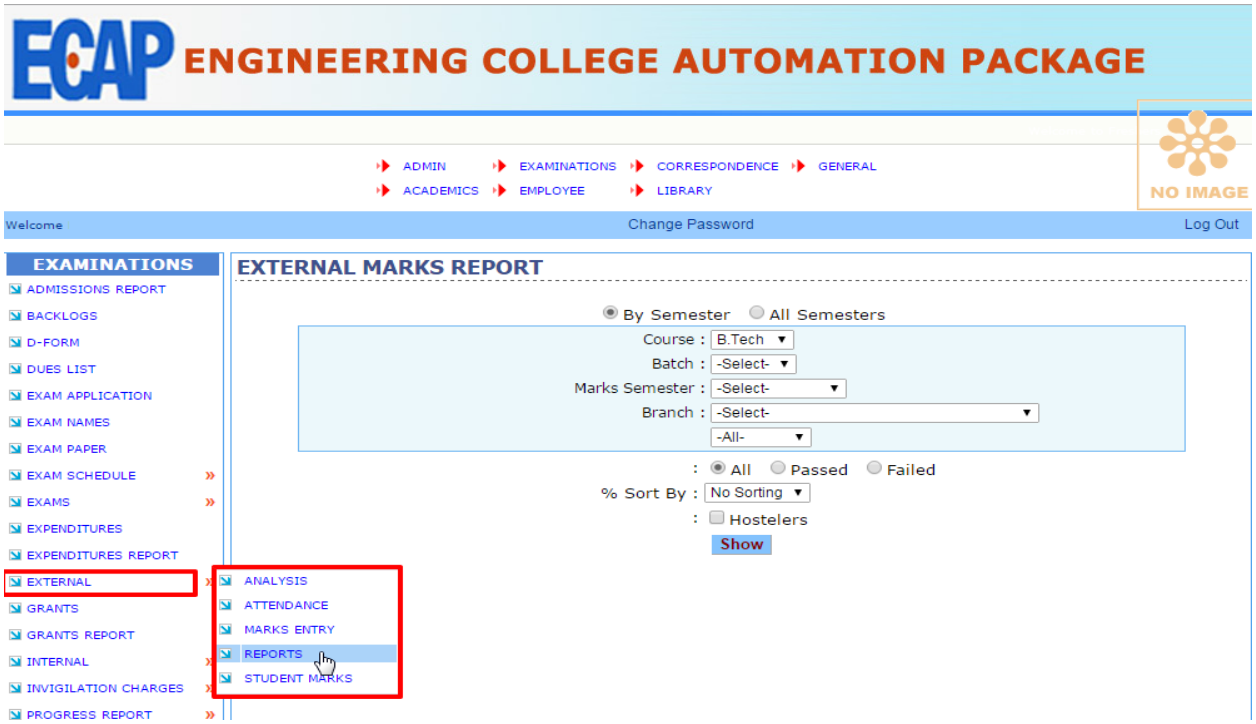
Step 2:- Please Click On "Examination" Module As Shown In Below



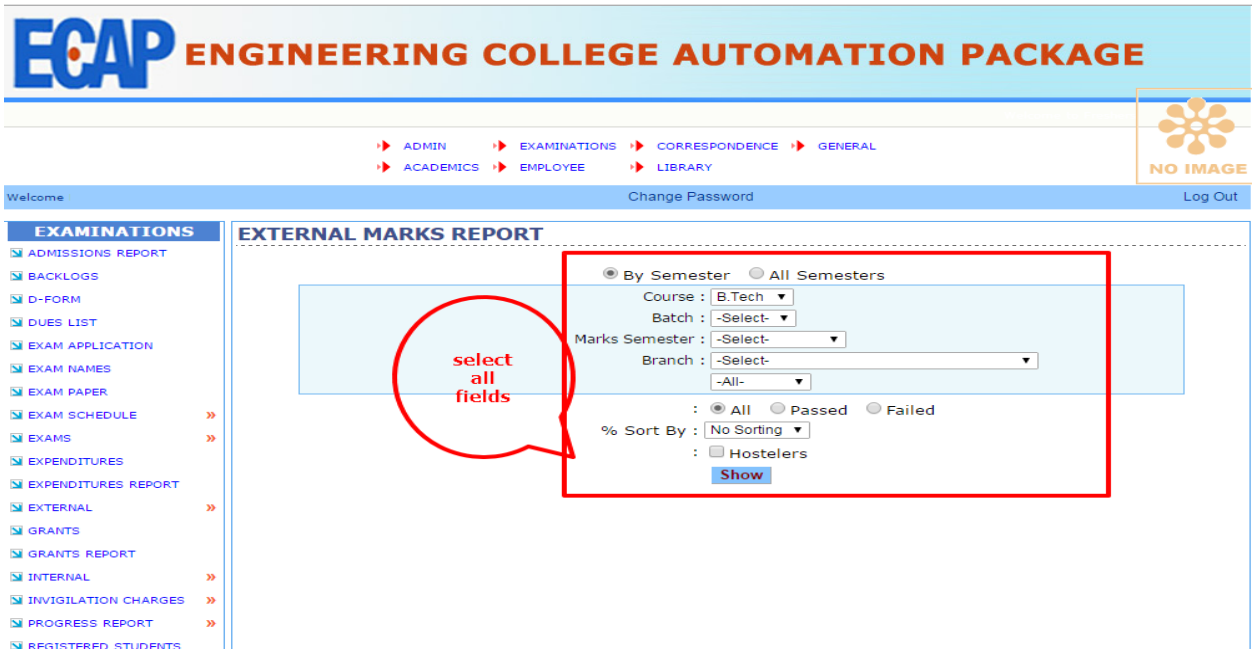
Step3:-You Will Find "Left Panel" After Clicking On Examination Module As Shown In Below.



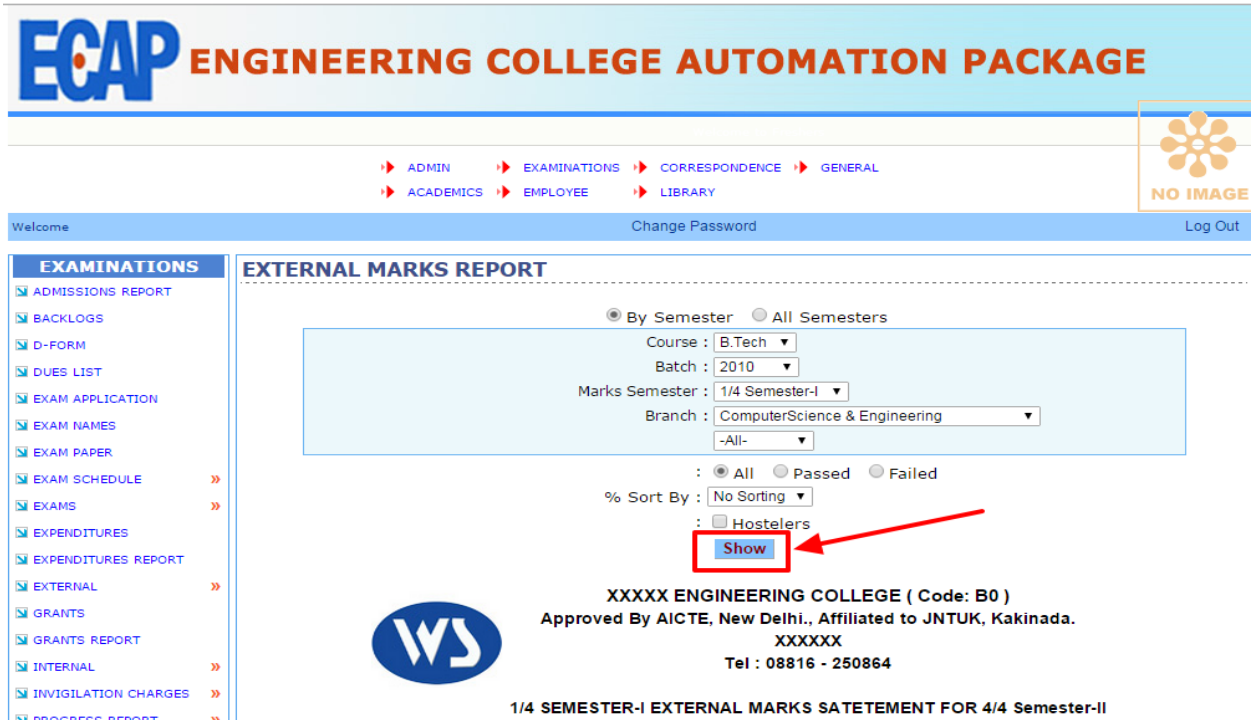
Step 4:-Please Place Your Mouse Pointer On "External" Link Which Is Available In Left Menu. Then You Will Find "Reports" As Shown In Below



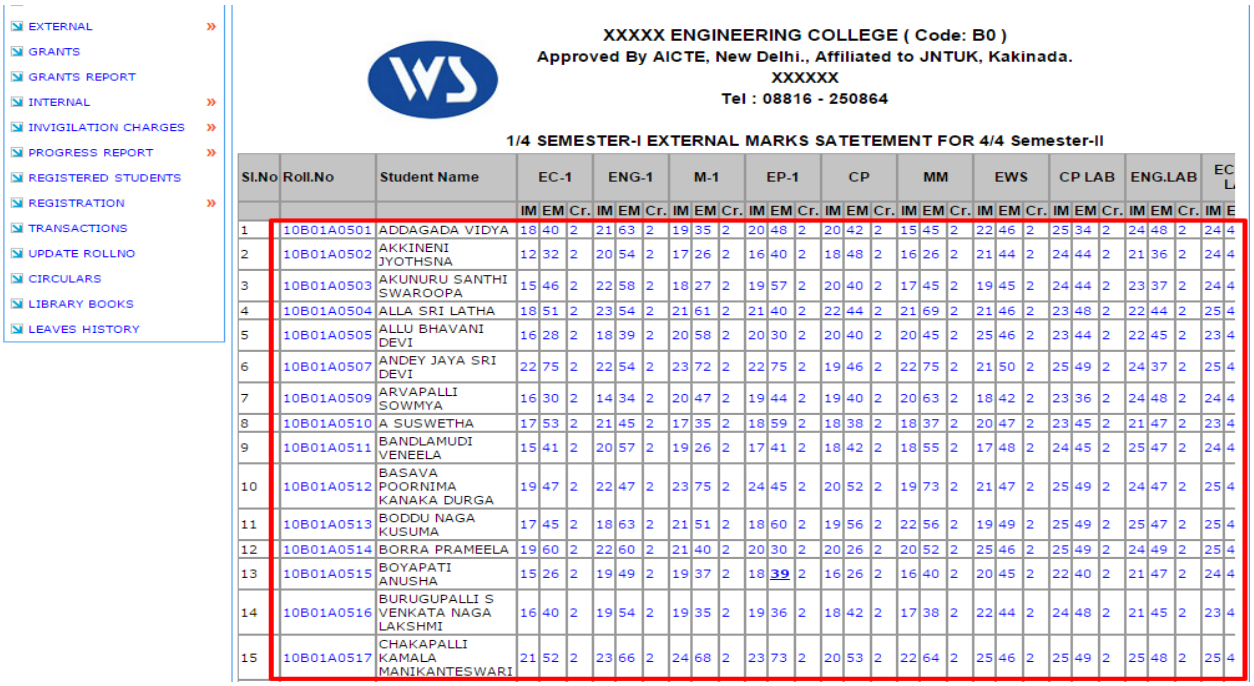
Step 5:-Select Radio Button By Semester Or All Semester.



Step 6:-Select Course And Batch,Semester And Click Show Button.



Step 7:-Batch Wise Marks Generated.

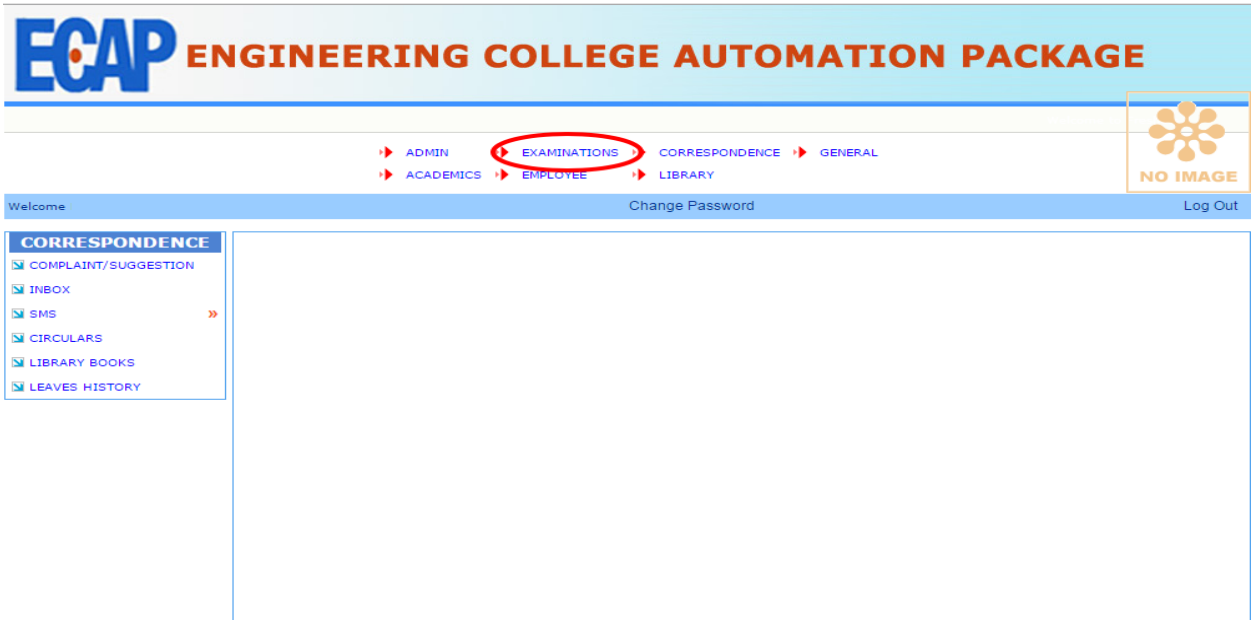


Sl.No	Roll.No	Student Name	EC-1			ENG-1			M-1			EP-1			CP			MM			EWS			CP LAB			ENG.LAB			EC L
			IM	EM	Cr.	IM	EM	Cr.	IM	EM	Cr.	IM	EM	Cr.	IM	EM	Cr.	IM	EM	Cr.	IM	EM	Cr.	IM	EM	Cr.	IM	EM	Cr.	IM	E
1	10B01A0501	ADDAGADA VIDYA	18	40	2	21	63	2	19	35	2	20	48	2	20	42	2	15	45	2	22	46	2	25	34	2	24	48	2	24	4
2	10B01A0502	AKKINENI JYOTHSNA	12	32	2	20	54	2	17	26	2	16	40	2	18	48	2	16	26	2	21	44	2	24	44	2	21	36	2	24	4
3	10B01A0503	AKUNURU SANTHI SWAROOPA	15	46	2	22	58	2	18	27	2	19	57	2	20	40	2	17	45	2	19	45	2	24	44	2	23	37	2	24	4
4	10B01A0504	ALLA SRI LATHA	18	51	2	23	54	2	21	61	2	21	40	2	22	44	2	21	69	2	21	46	2	23	48	2	22	44	2	25	4
5	10B01A0505	ALLU BHAVANI DEVI	16	28	2	18	39	2	20	58	2	20	30	2	20	40	2	20	45	2	25	46	2	23	44	2	22	45	2	23	4
6	10B01A0507	ANDEY JAYA SRI DEVI	22	75	2	22	54	2	23	72	2	22	75	2	19	46	2	22	75	2	21	50	2	25	49	2	24	37	2	25	4
7	10B01A0509	ARVAPALLI SOWMYA	16	30	2	14	34	2	20	47	2	19	44	2	19	40	2	20	63	2	18	42	2	23	36	2	24	48	2	24	4
8	10B01A0510	A SUSWETHA	17	53	2	21	45	2	17	35	2	18	59	2	18	38	2	18	37	2	20	47	2	23	45	2	21	47	2	23	4
9	10B01A0511	BANDLAMUDI VENEELA	15	41	2	20	57	2	19	26	2	17	41	2	18	42	2	18	55	2	17	48	2	24	45	2	25	47	2	24	4
10	10B01A0512	BASAVA POORNIMA KANAKA DURGA	19	47	2	22	47	2	23	75	2	24	45	2	20	52	2	19	73	2	21	47	2	25	49	2	24	47	2	25	4
11	10B01A0513	BODDU NAGA KUSUMA	17	45	2	18	63	2	21	51	2	18	60	2	19	56	2	22	56	2	19	49	2	25	49	2	25	47	2	25	4
12	10B01A0514	BORRA PRAMEELA	19	60	2	22	60	2	21	40	2	20	30	2	20	26	2	20	52	2	25	46	2	25	49	2	24	49	2	25	4
13	10B01A0515	BOYAPATI ANUSHA	15	26	2	19	49	2	19	37	2	18	39	2	16	26	2	16	40	2	20	45	2	22	40	2	21	47	2	24	4
14	10B01A0516	BURUGUPALLI S VENKATA NAGA LAKSHMI	16	40	2	19	54	2	19	35	2	19	36	2	18	42	2	17	38	2	22	44	2	24	48	2	21	45	2	23	4
15	10B01A0517	CHAKAPALLI KAMALA MANIKANTESWARI	21	52	2	23	66	2	24	68	2	23	73	2	20	53	2	22	64	2	25	46	2	25	49	2	25	48	2	25	4

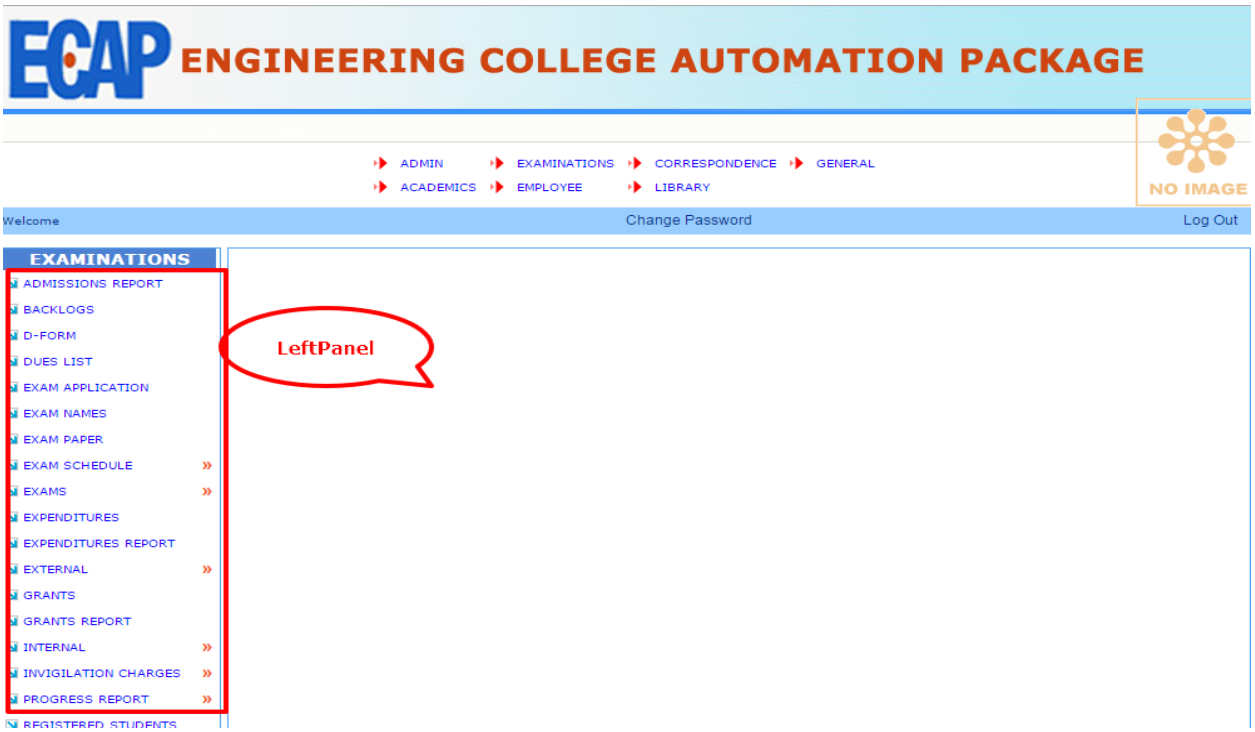
34) How To Check External Marks Analysis By Percentage Wise? (External->Analysis->By %)

Ans:-Step 1:-Please Login In To Ecap By Using Your Username And Password

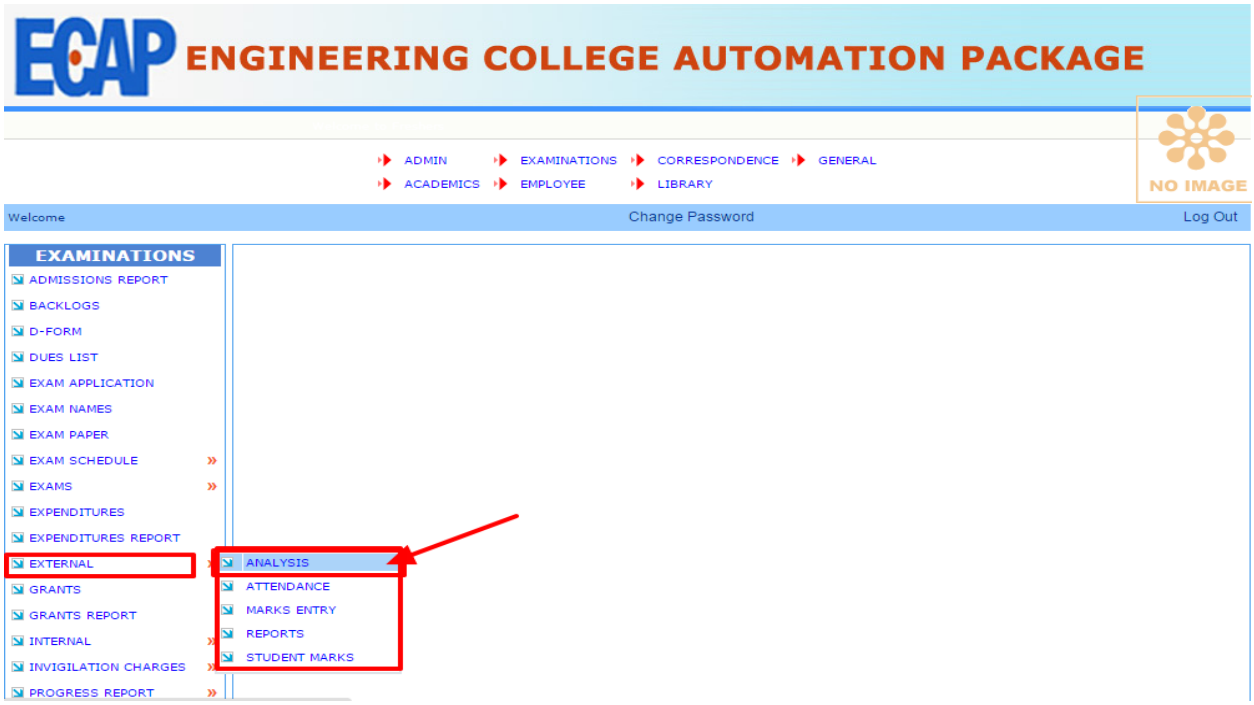
Step 2:- Please Click On "Examination" Module As Shown In Below



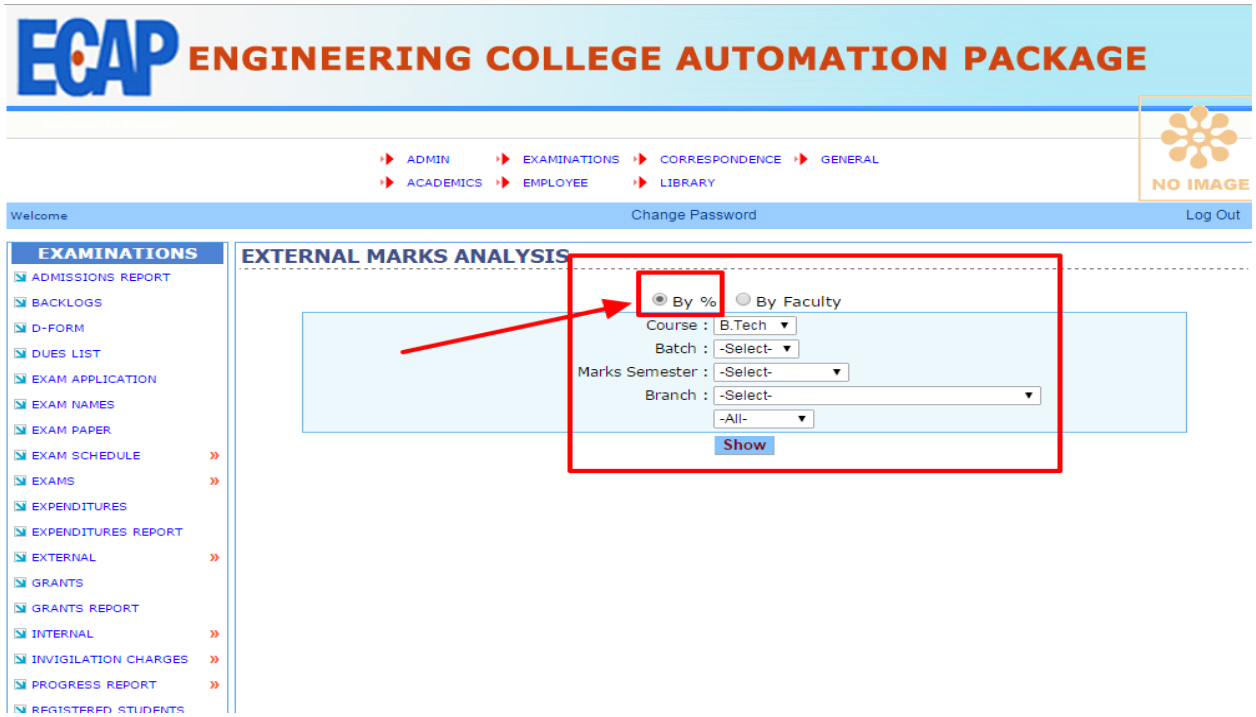
Step3:-You Will Find "Left Panel" After Clicking On Examination Module As Shown In Below.



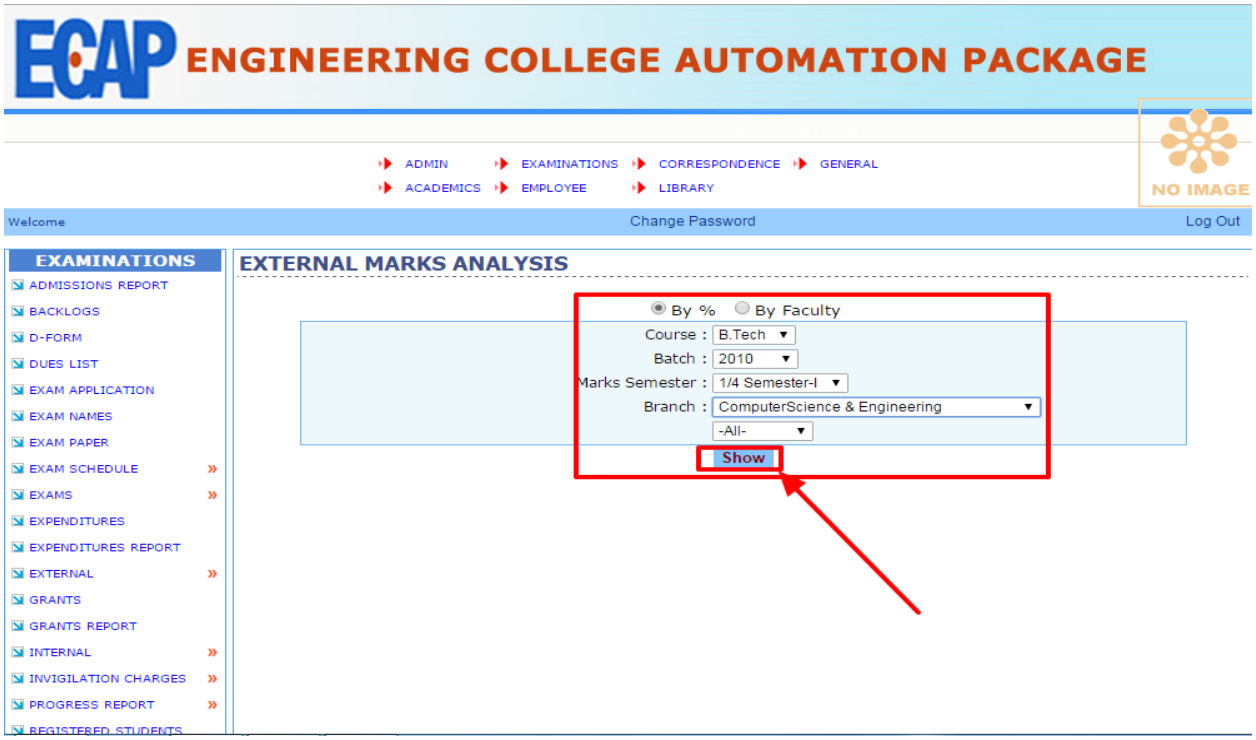
Step 4:-Please Place Your Mouse Pointer On "External" Link Which Is Available In Left Menu. Then You Will Find "Analysis" As Shown In Below



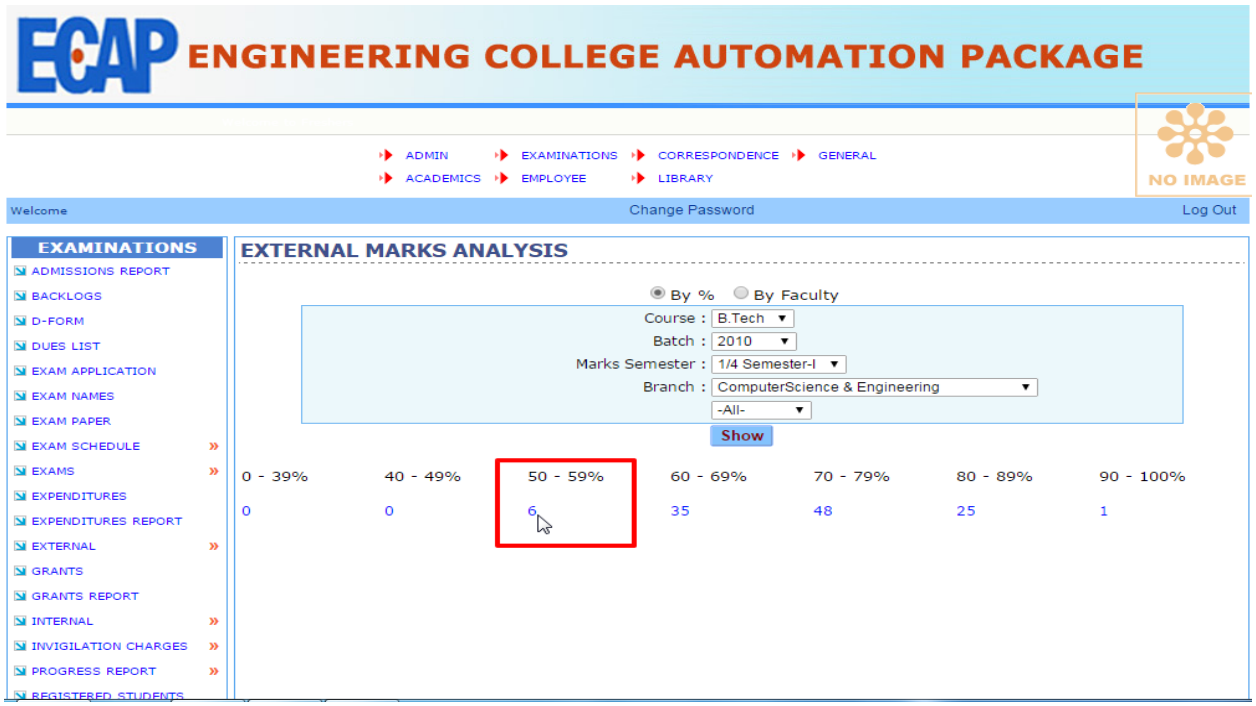
Step5:-Select Radio Button By% Or By Faculty.



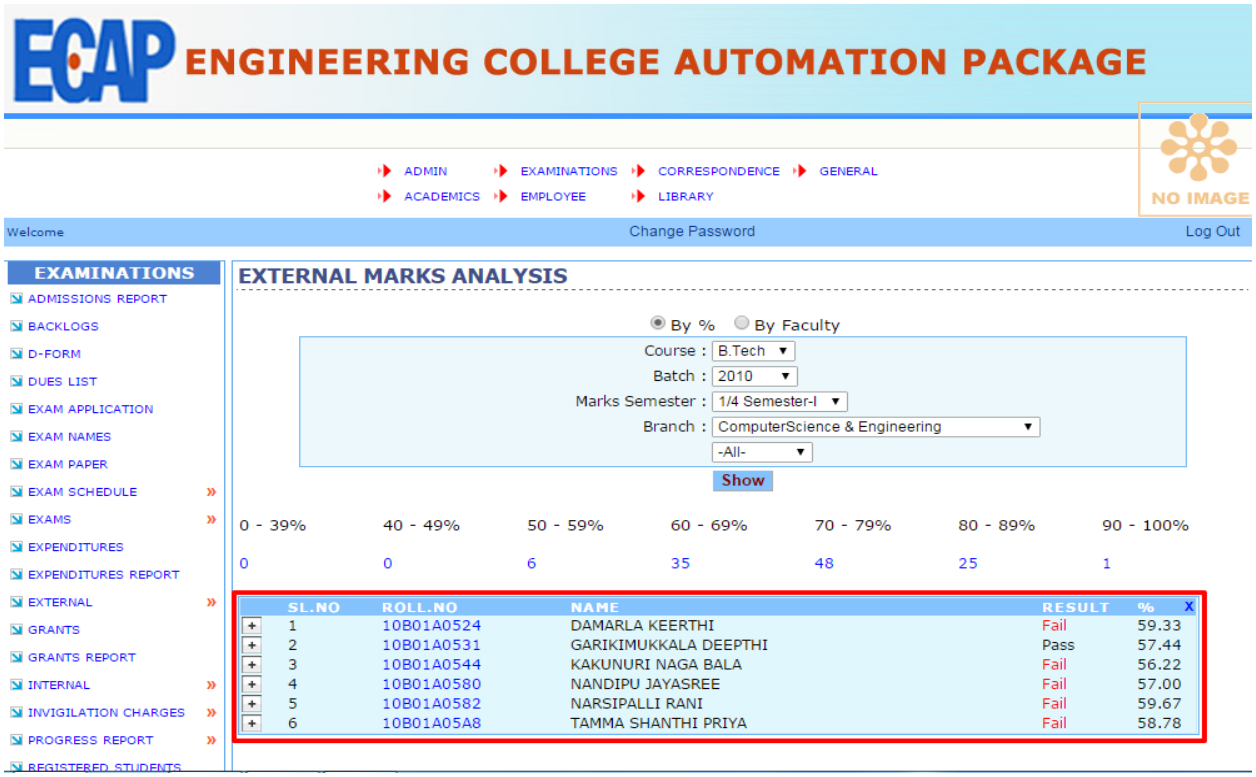
Step6:-Select Course, Batch,Semester,Branch And Select Show Button.



Step7:-Click Select % Wise.



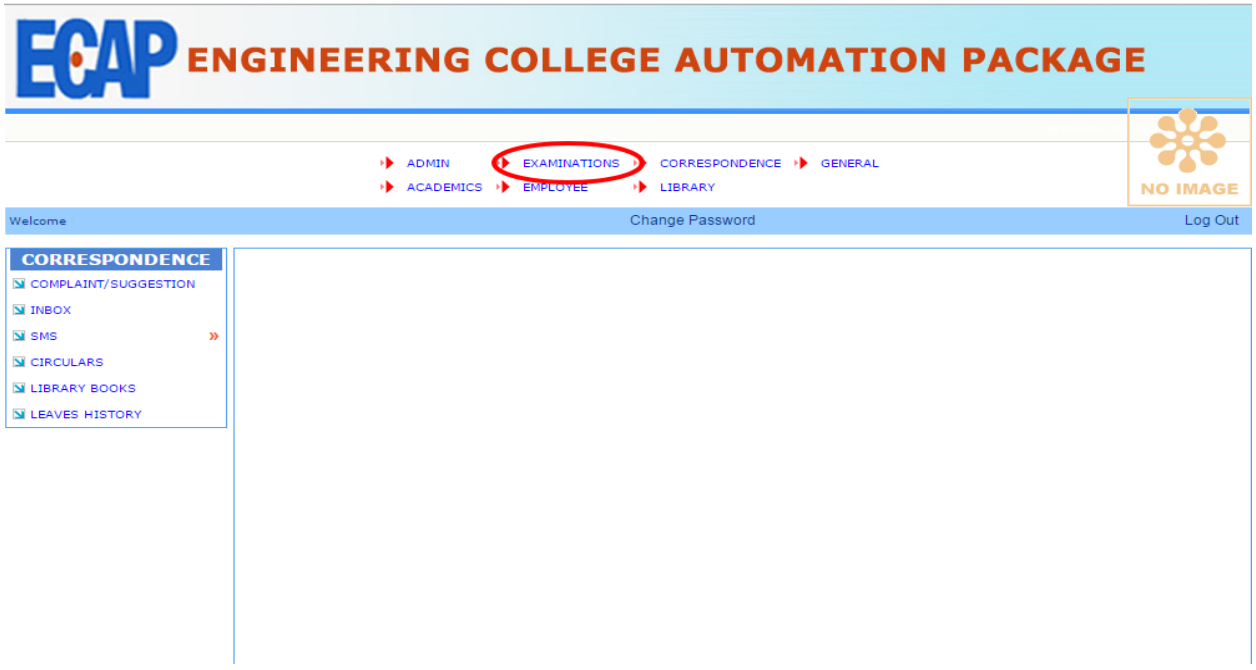
Step8:-%Wise Student Report Generated



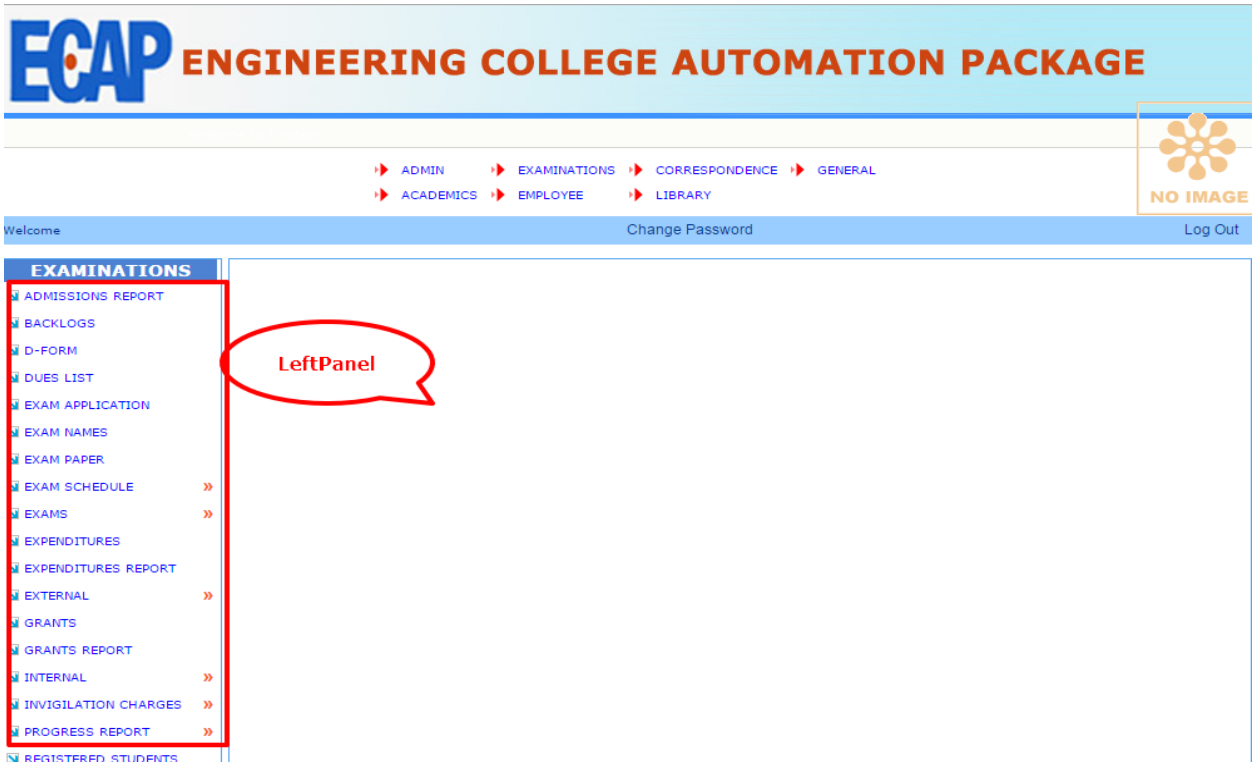
35) How To Check External Marks Analysis By Subject/Faculty Wise? (External->Analysis->By Faculty)

Ans:-Step 1:-Please Login In To Ecap By Using Your Username And Password

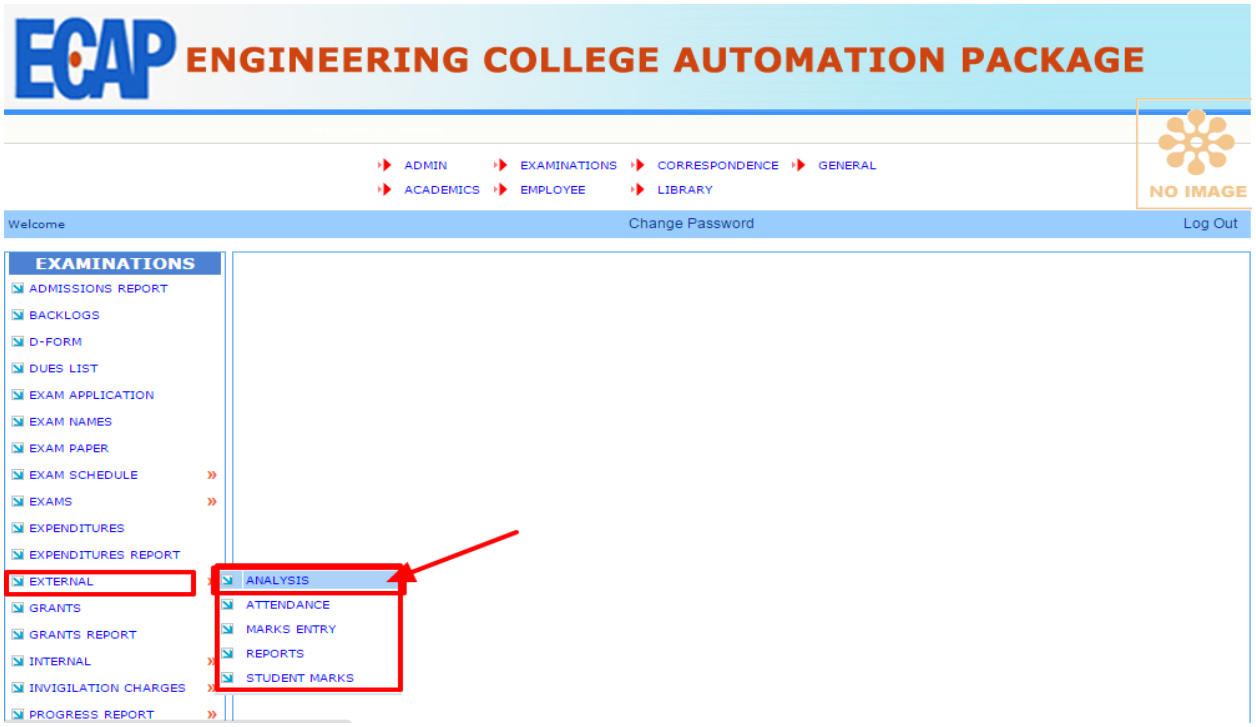
Step 2:- Please Click On "Examination" Module As Shown In Below



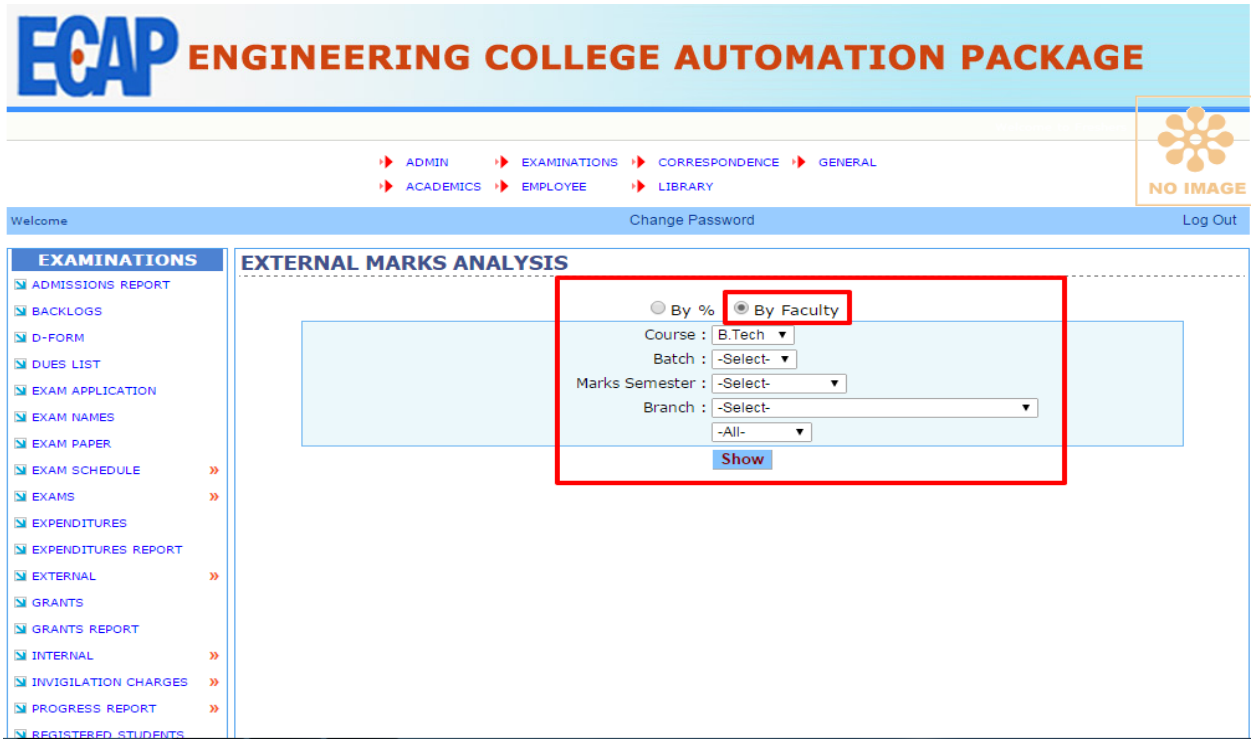
Step3:-You Will Find "Left Panel" After Clicking On Examination Module As Shown In Below.



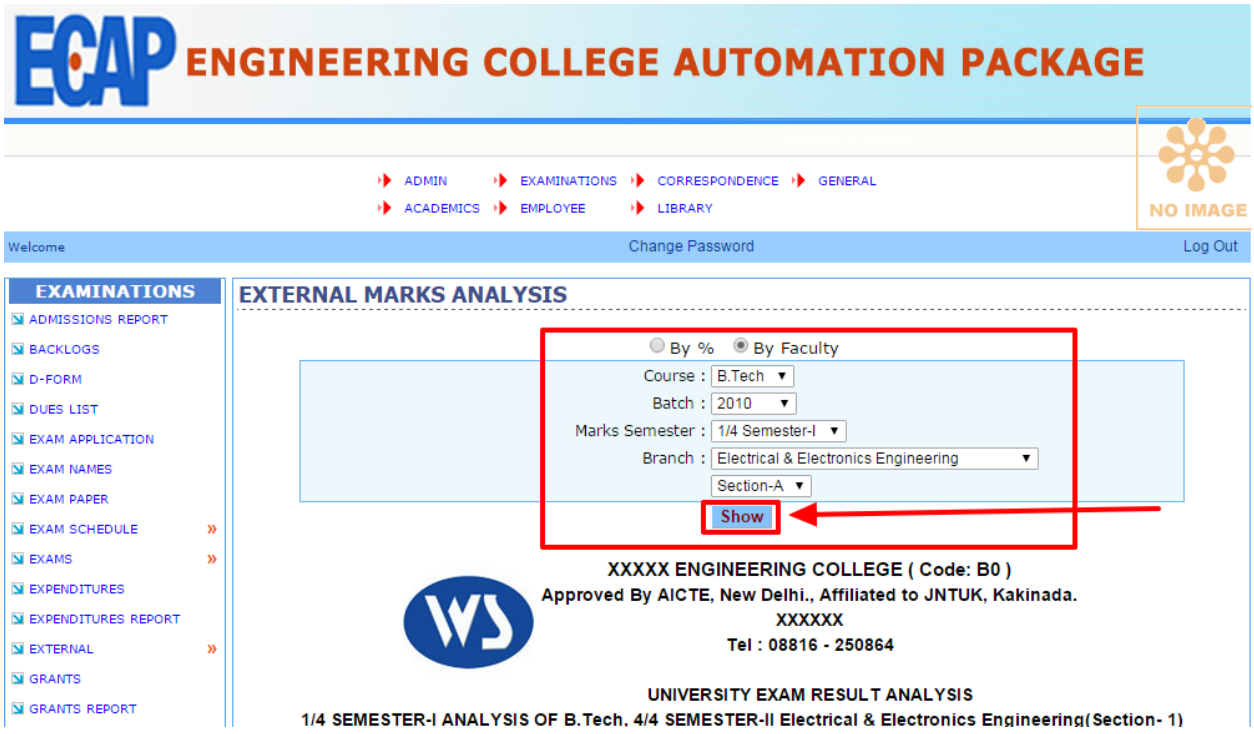
Step 4:-Please Place Your Mouse Pointer On "External" Link Which Is Available In Left Menu. Then You Will Find "Analysis" As Shown In Below



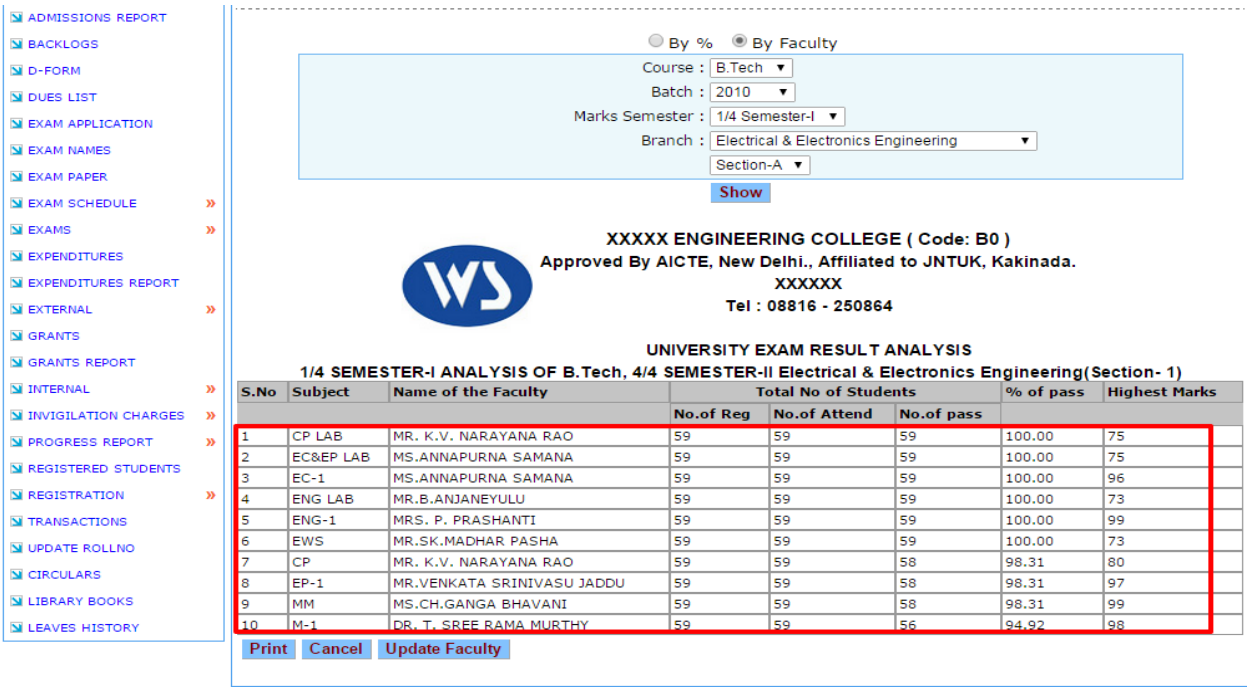
Step5:-Select Radio Button By Faculty.



Step5:-Select Course,Batch,Semester And Section And Click On Show Button.



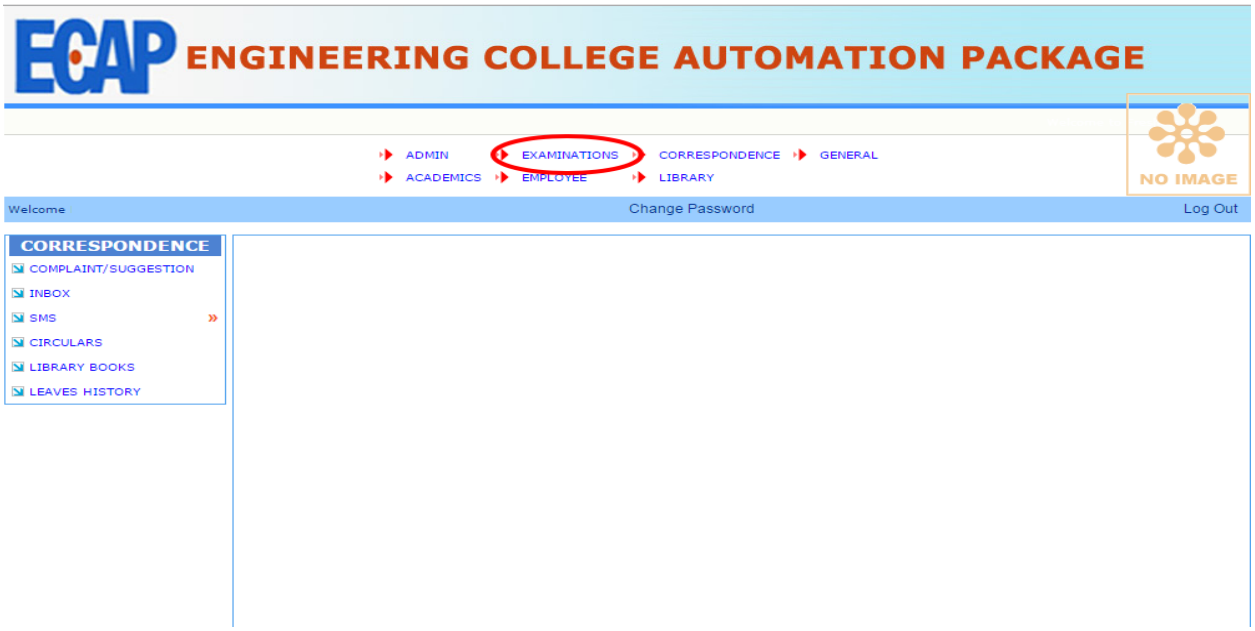
Step6:-After Select Show Button In Above Screen,Then You Will Find "Faculty Wise" Report As Shown In Below.



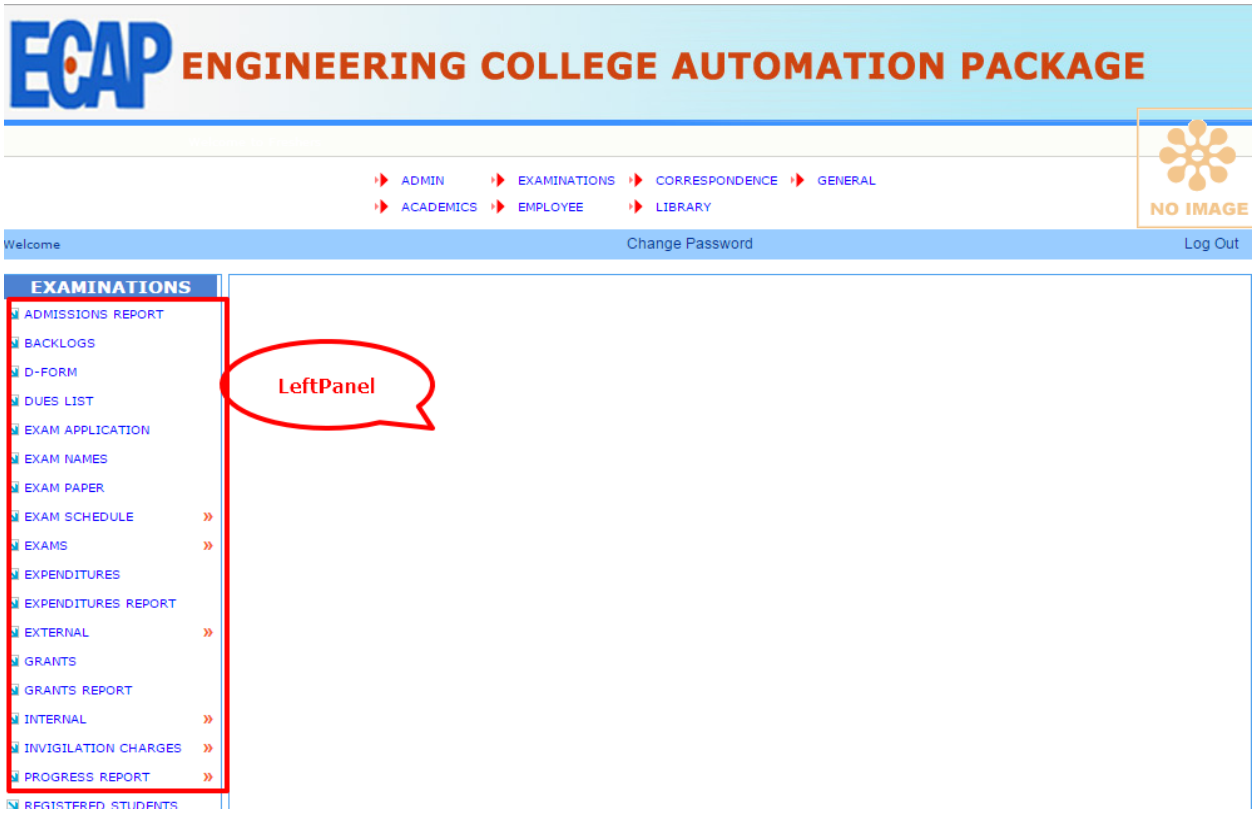
36) How To Check Student Backlogs Report? (Backlogs)

Ans:-Step 1:-Please Login In To Ecap By Using Your Username And Password

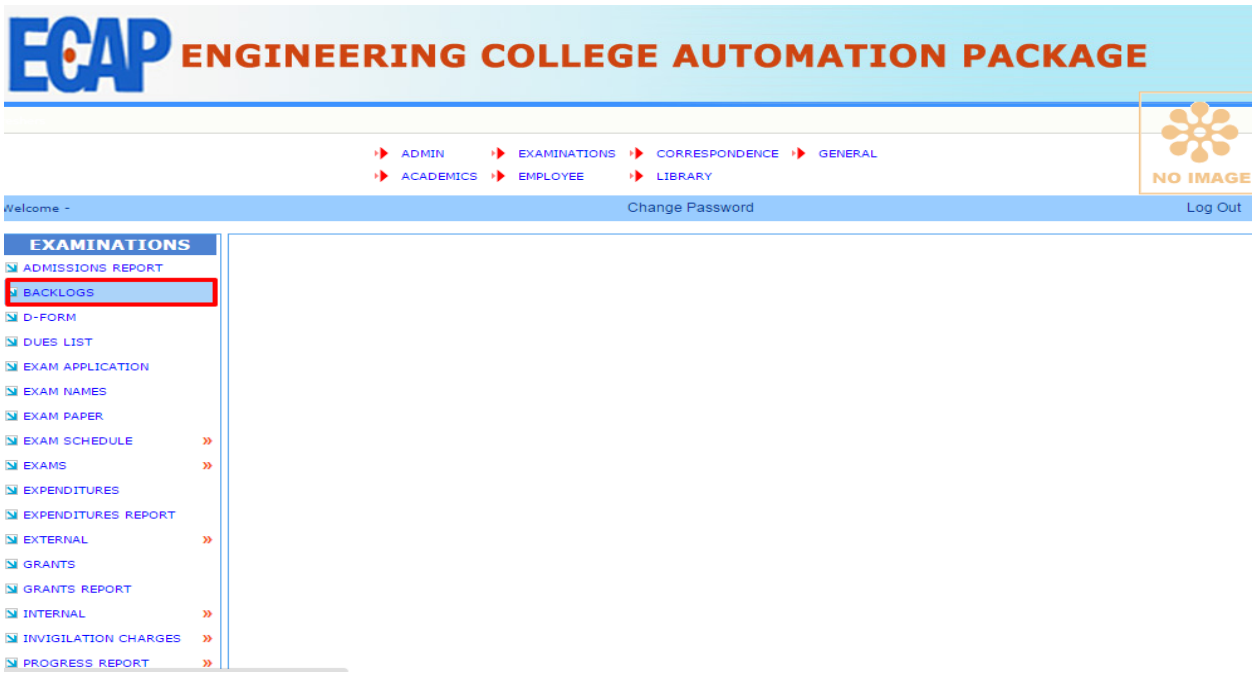
Step 2:- Please Click On "Examination" Module As Shown In Below



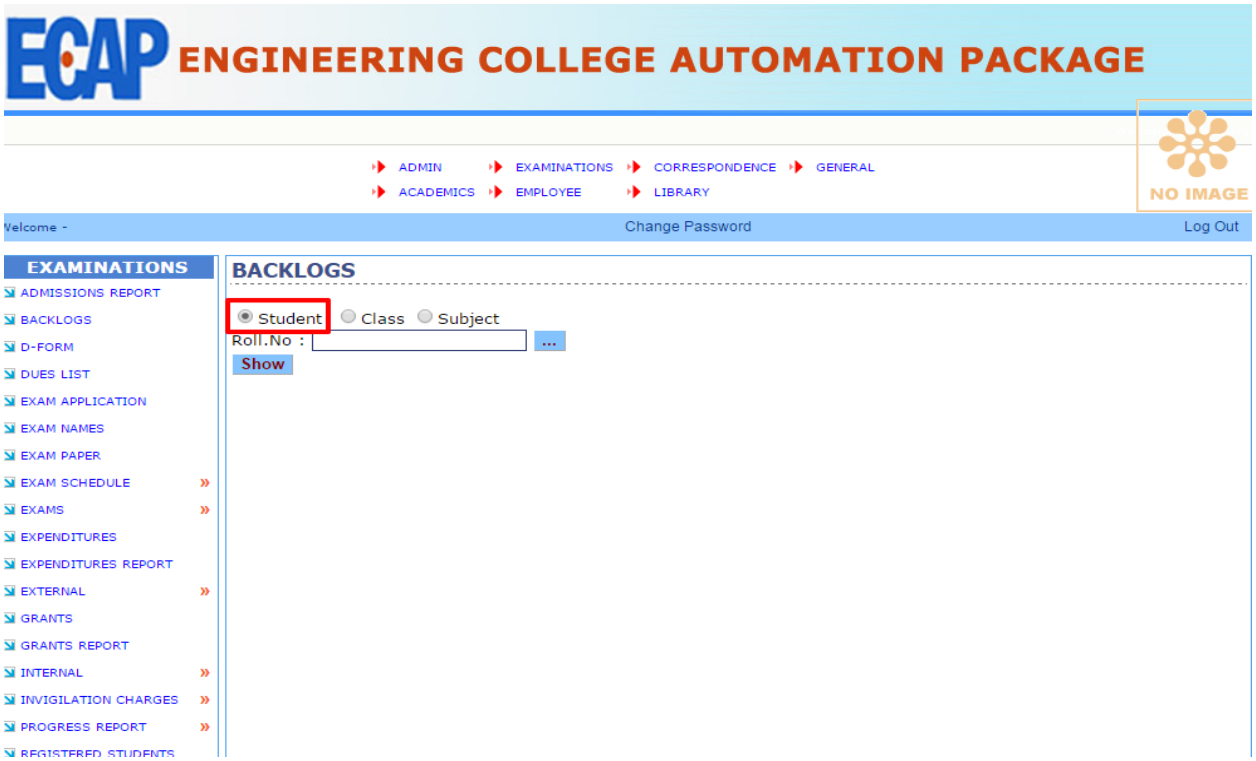
Step3:-You Will Find "Left Panel" After Clicking On Examination Module As Shown In Below.



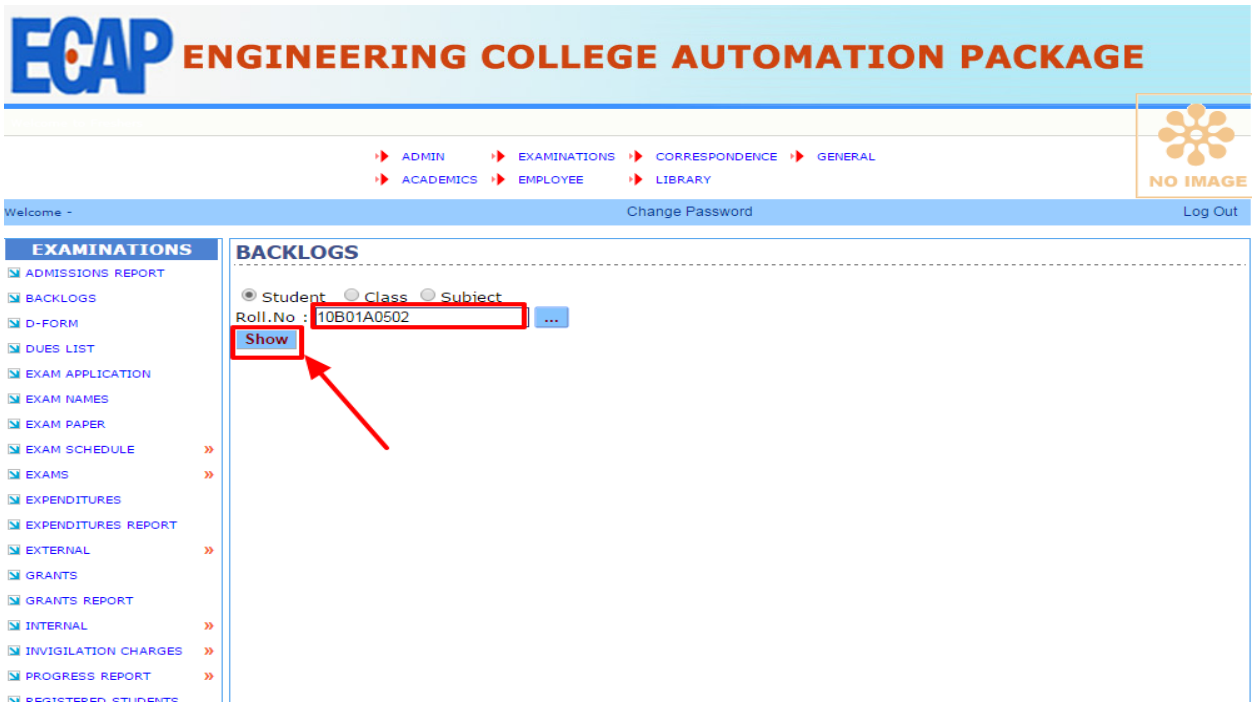
Step 4:-Please Place Your Mouse Pointer On "Backlogs" Link Which Is Available In Left Menu.Click On Backlogs Link.



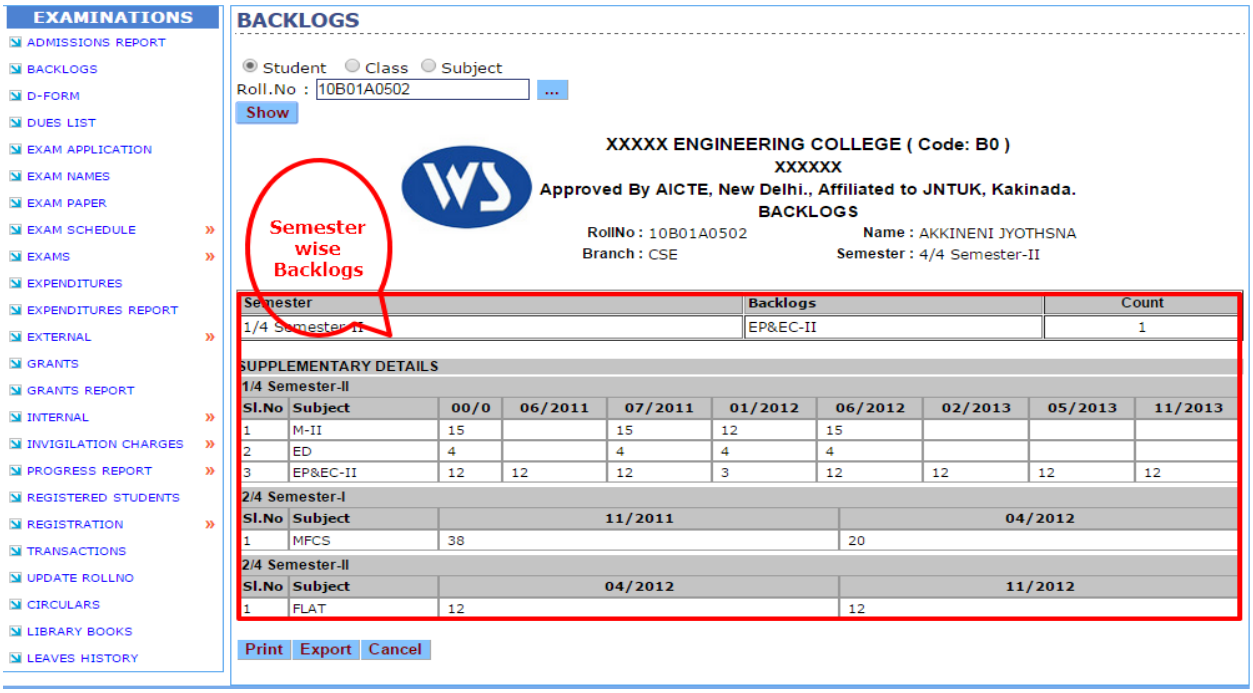
Step 5:-Please Select Radio Button Student Wise.And Enter The Rollno.



Step 6:-Please Select Show Button.



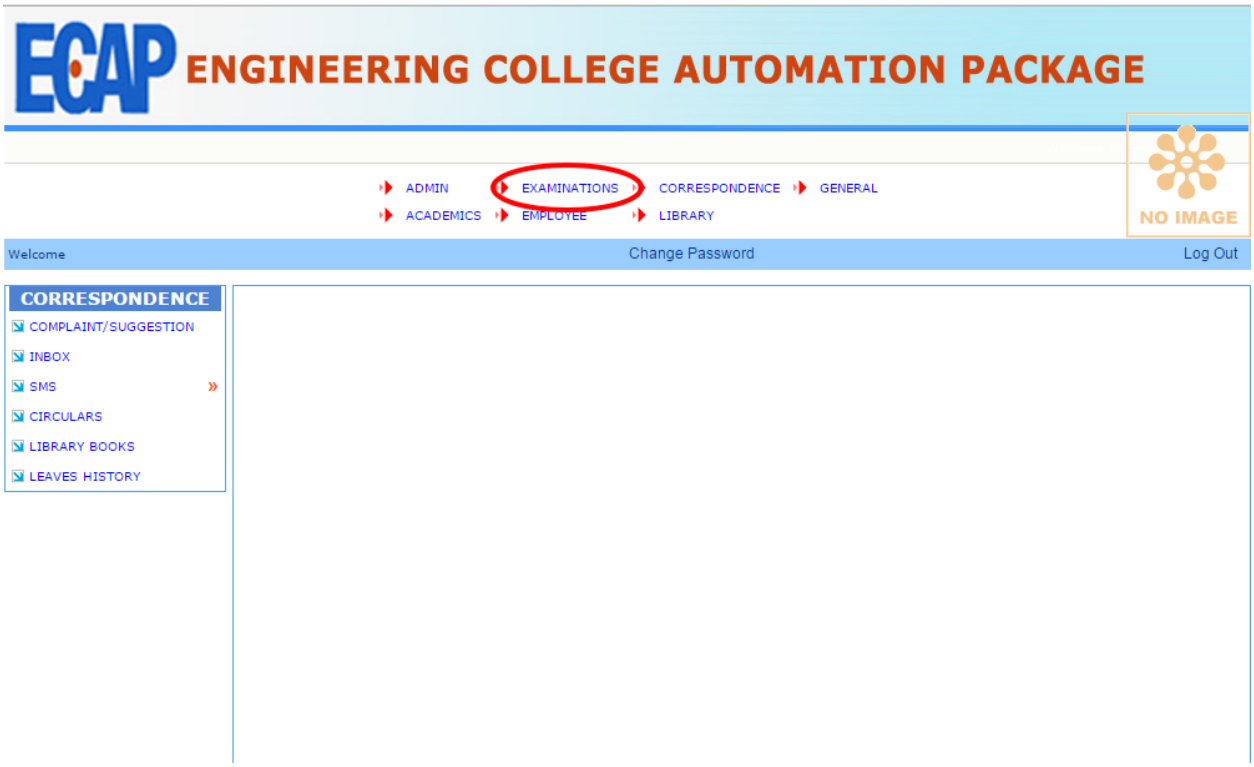
Step 7:-Student Backlogs Reports Shown Below.



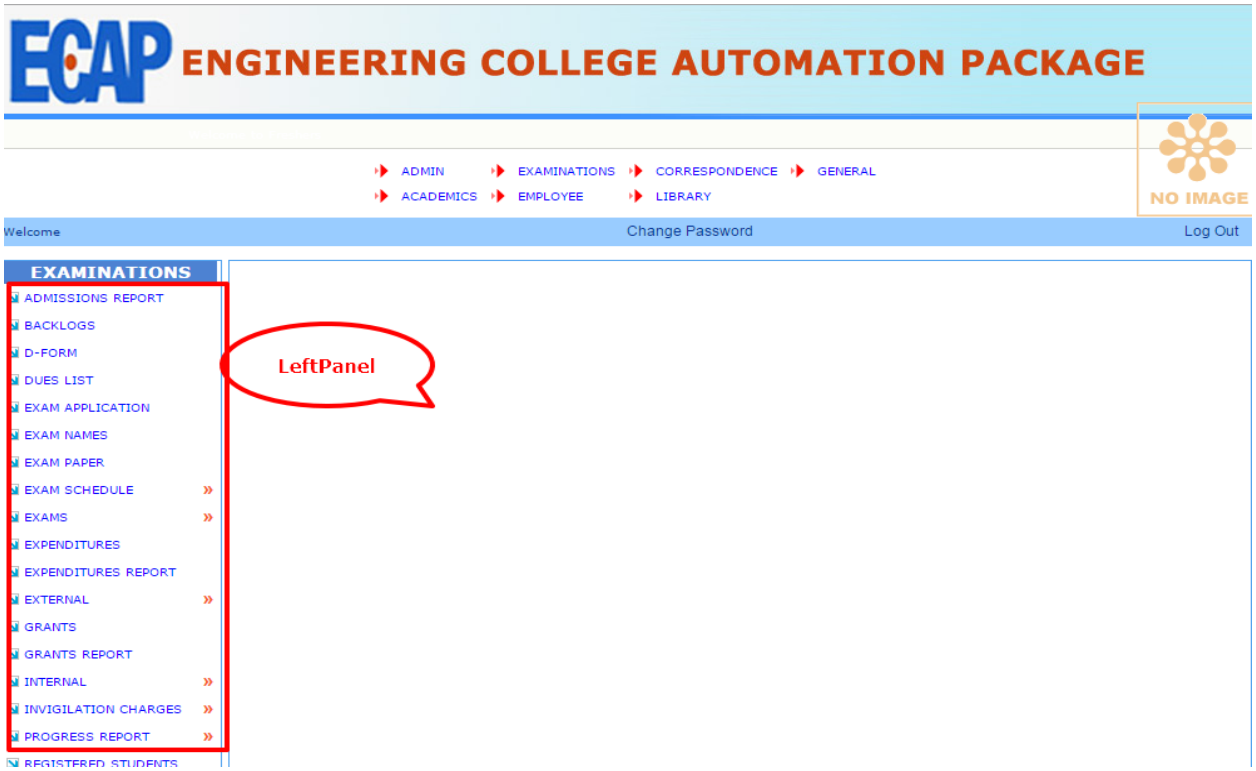
37) Where Can I Enter Expenditures? (Expenditures)

Ans:-Step 1:-Please Login In To Ecap By Using Your Username And Password

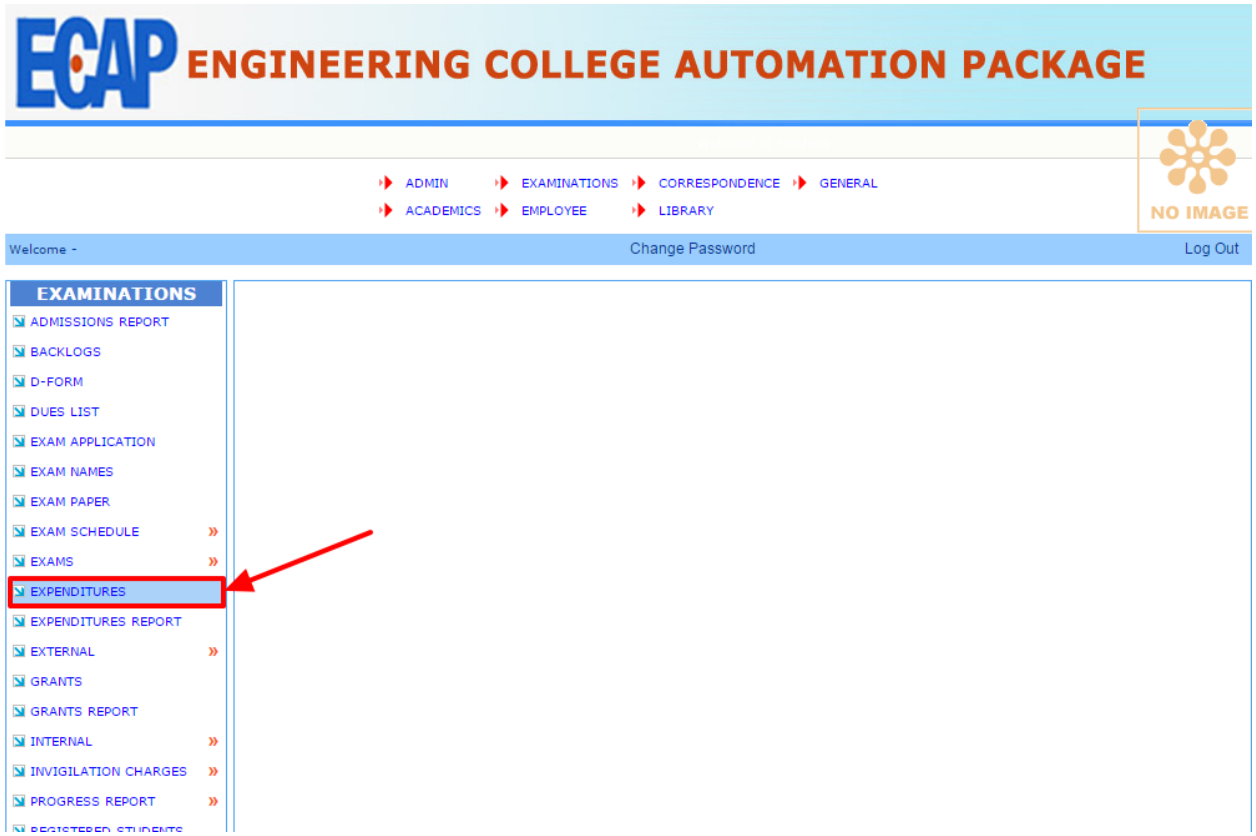
Step 2:- Please Click On "Examination" Module As Shown In Below



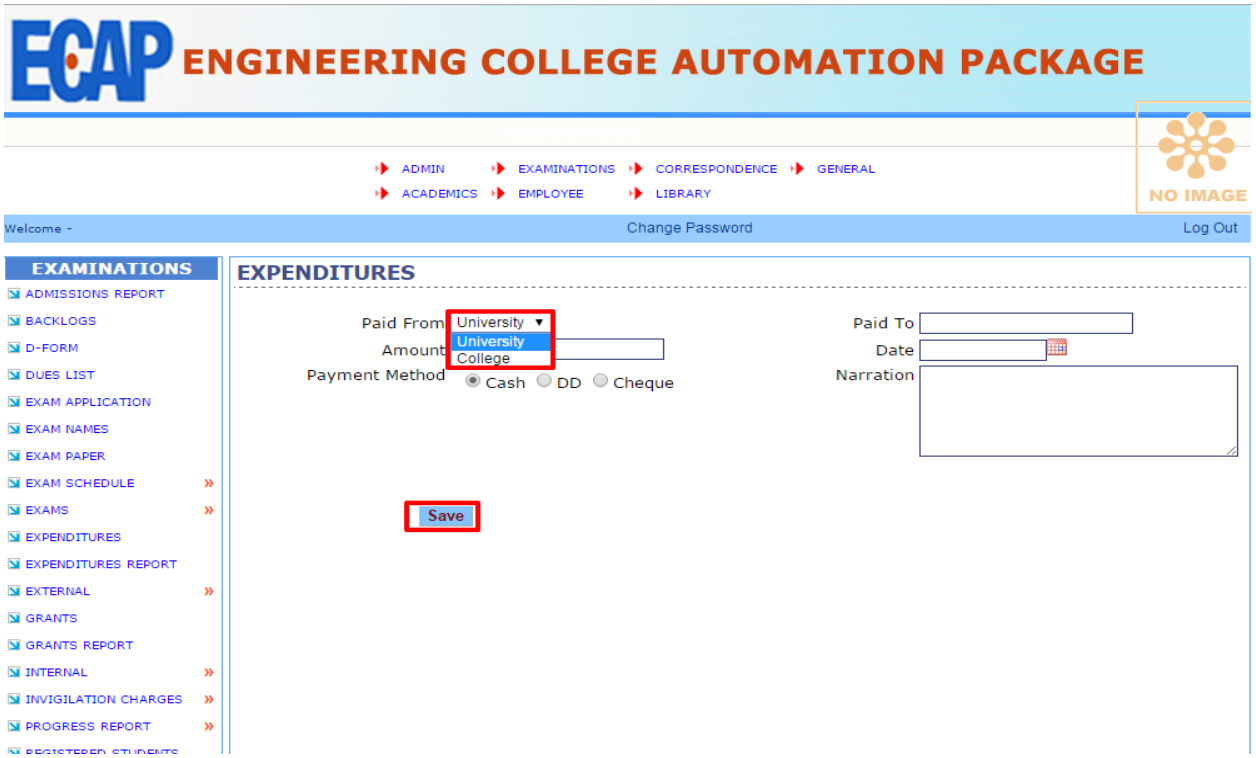
Step3:-You Will Find "Left Panel" After Clicking On Examination Module As Shown In Below.



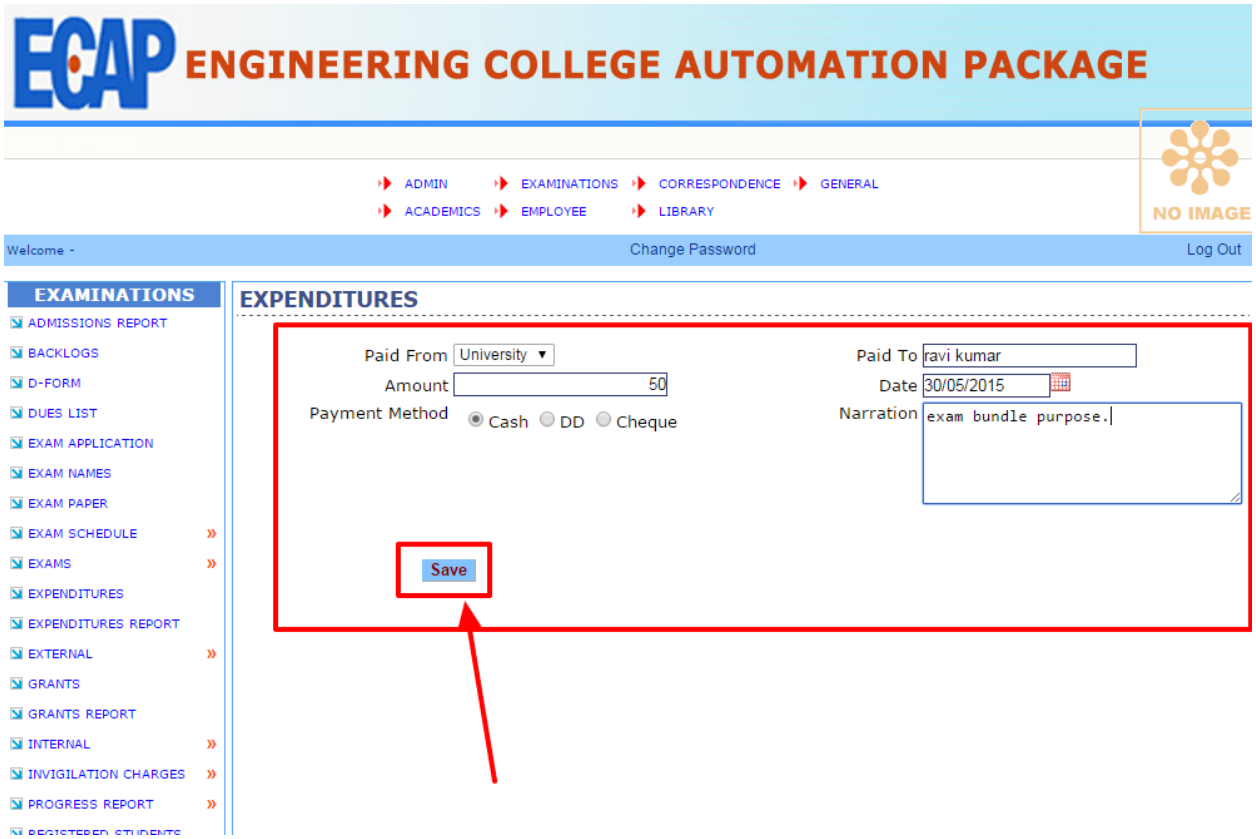
Step 4:-Please Place Your Mouse Pointer On "Expenditure" Link Which Is Available In Left Menu.



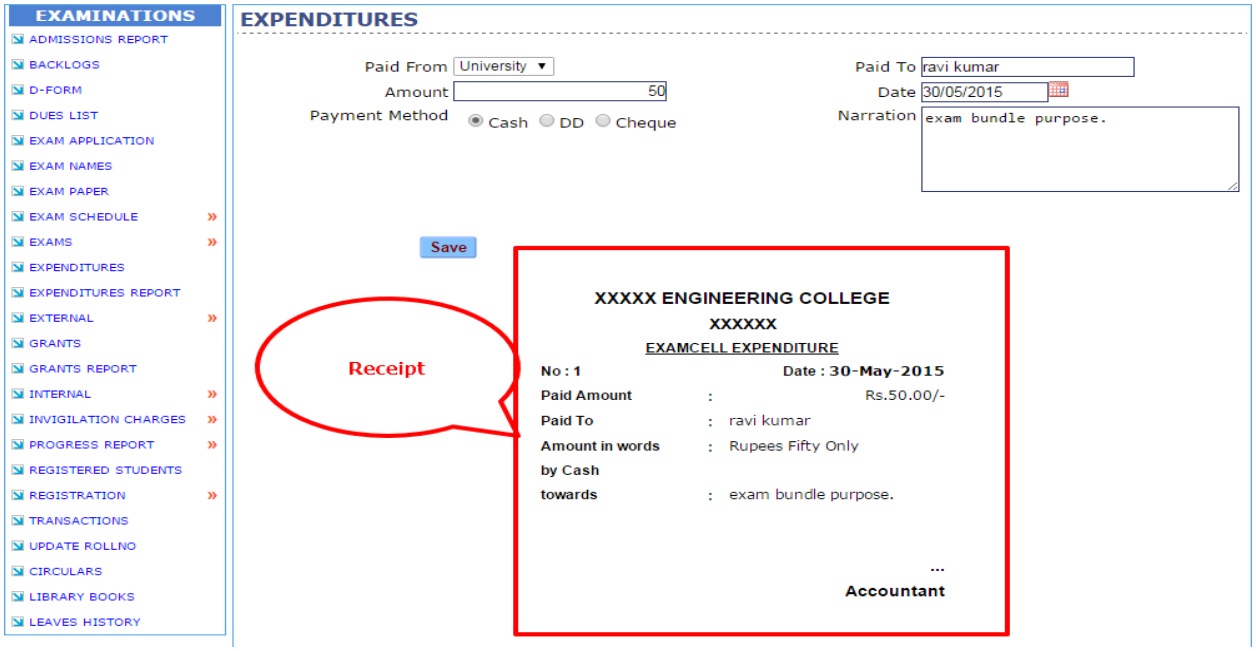
Step 5:-Please Select University Or College And Amount, Date And Click On Save Button.



Step 6:-Please Select Save Button.



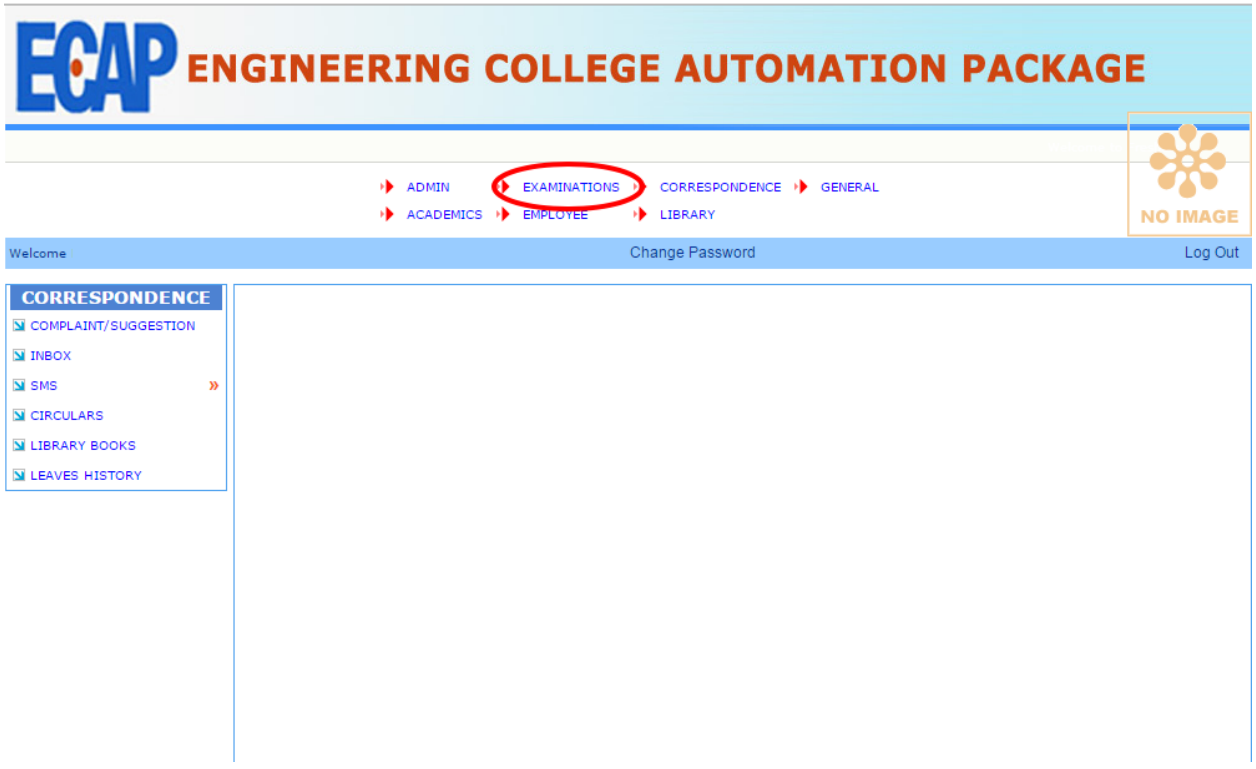
Step 7:-Click Save Button Receipt Shown Below.



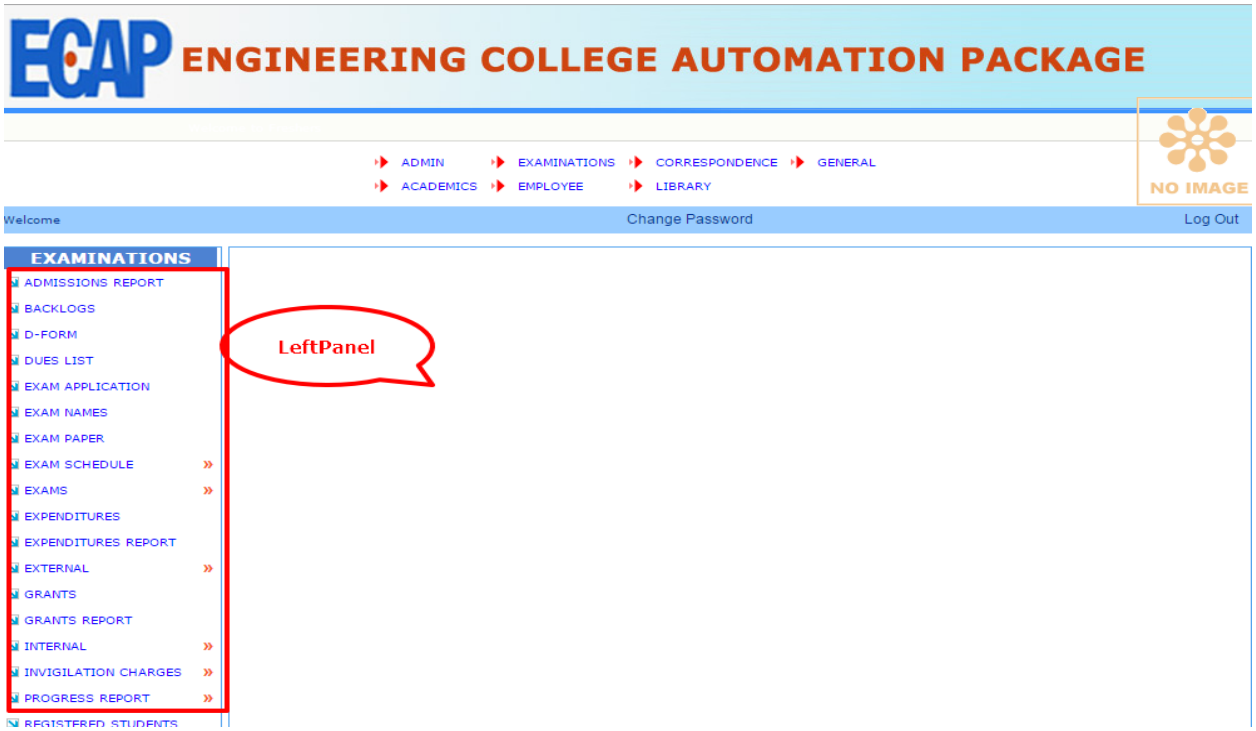
38) How To Check Expenditure Report? (Expenditure Report)

Ans:-Step 1:-Please Login In To Ecap By Using Your Username And Password

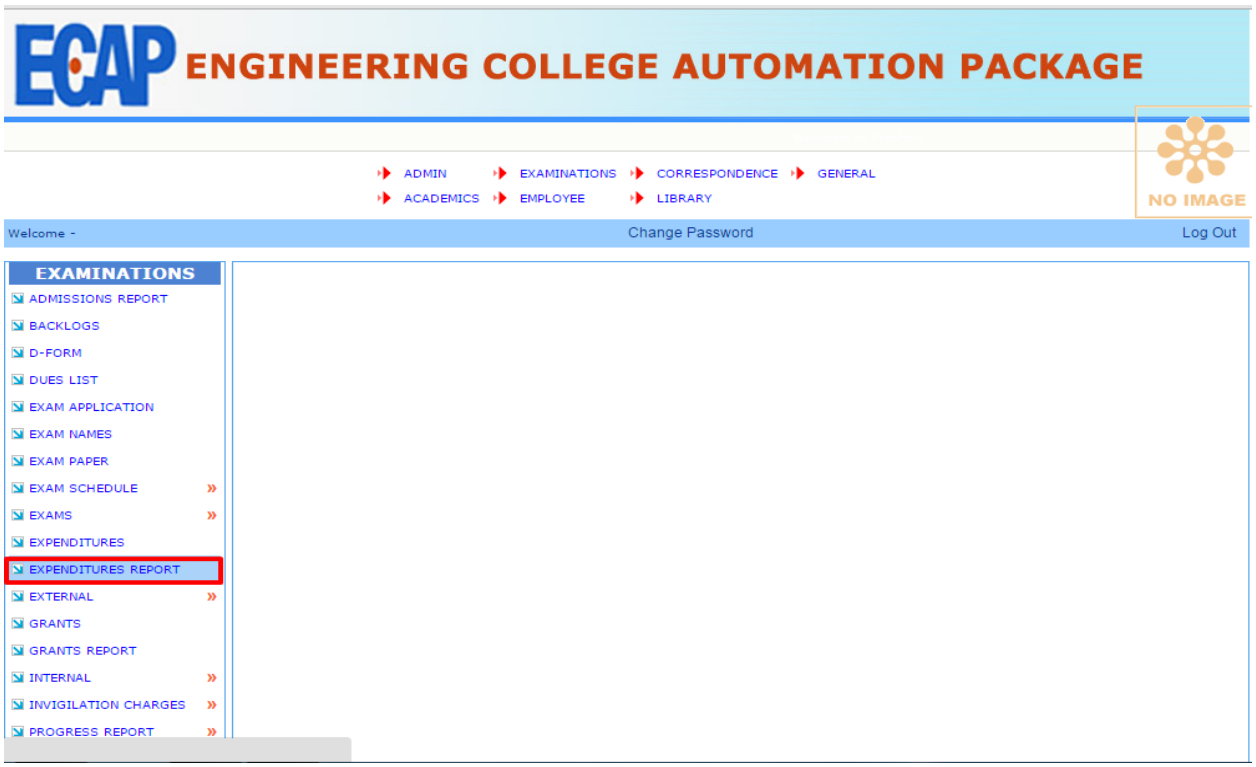
Step 2:- Please Click On "Examination" Module As Shown In Below



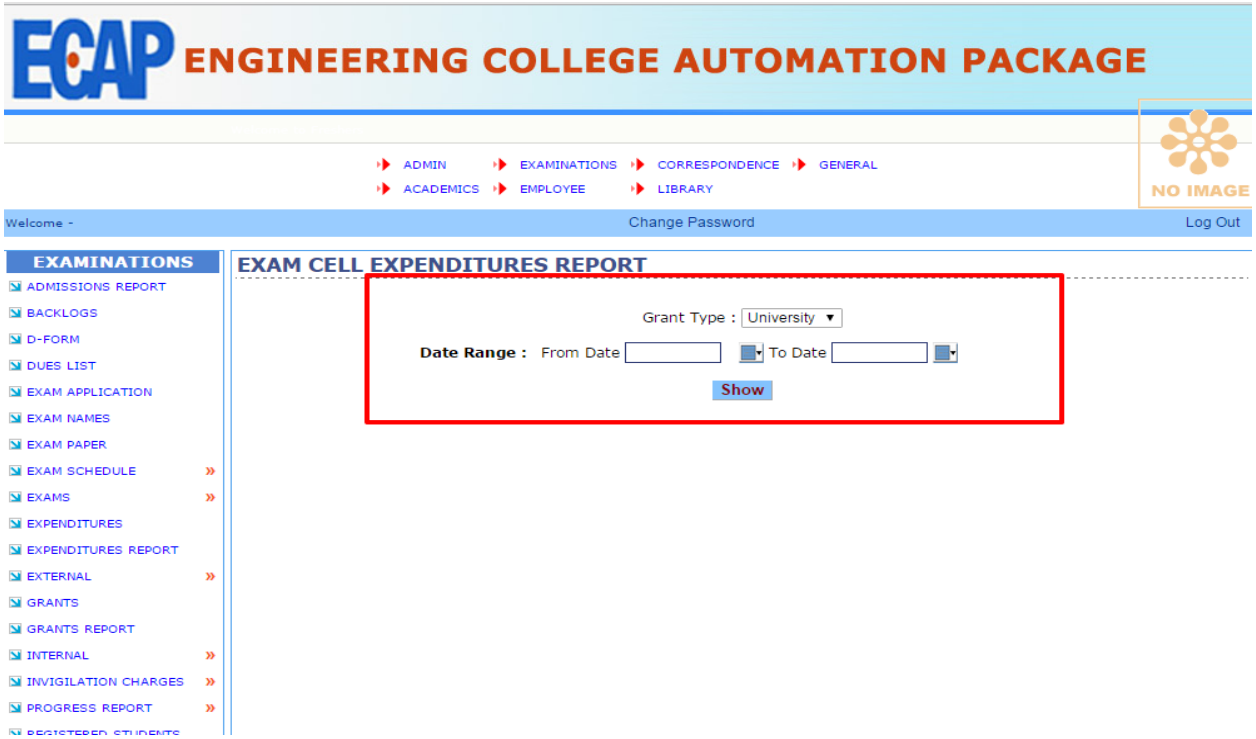
Step3:-You Will Find "Left Panel" After Clicking On Examination Module As Shown In Below.



Step 4:-Please Place Your Mouse Pointer On "Expenditure Report" Link Which Is Available In Left Menu.



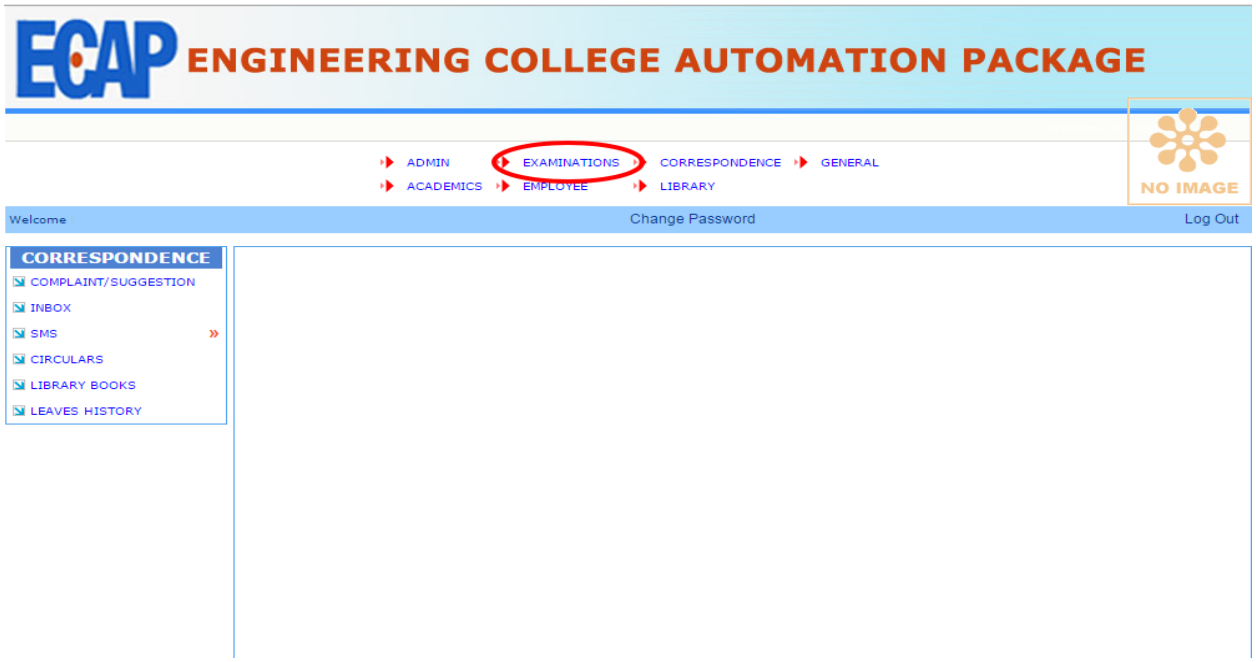
Step 5:-Please Select Grant Type Date Range.



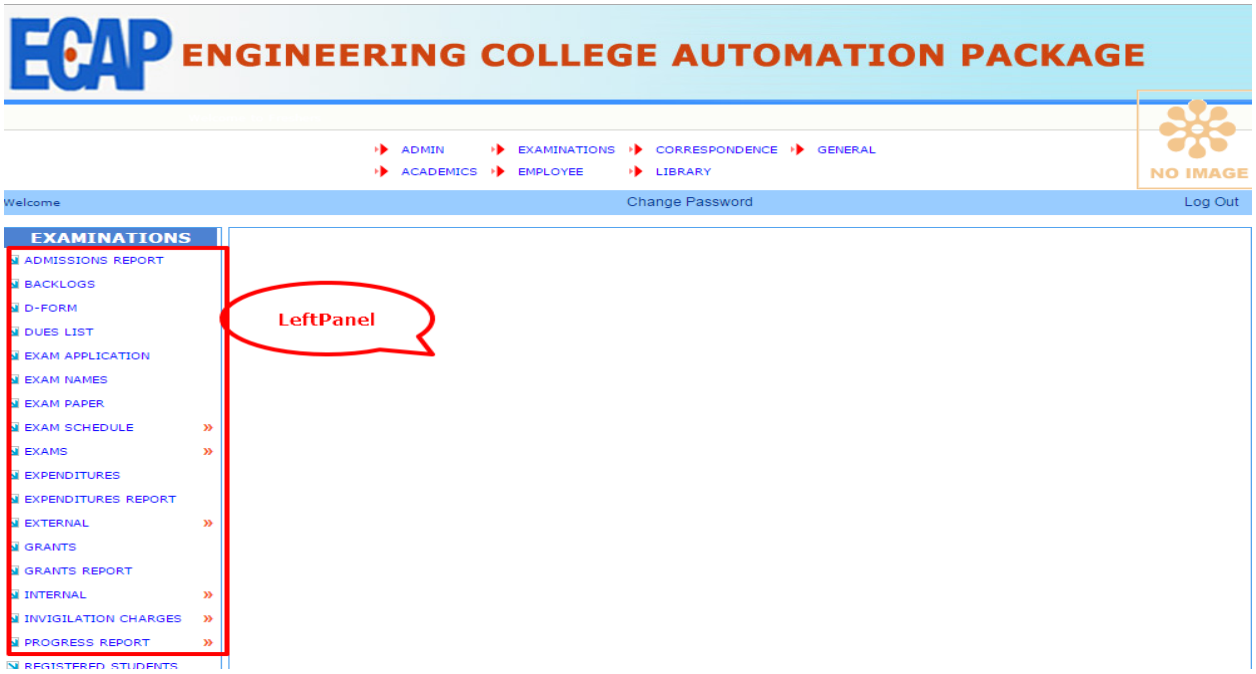
39) Where Can I Enter Examination Cell Grants? (Grants)

Ans:-Step 1:-Please Login In To Ecap By Using Your Username And Password

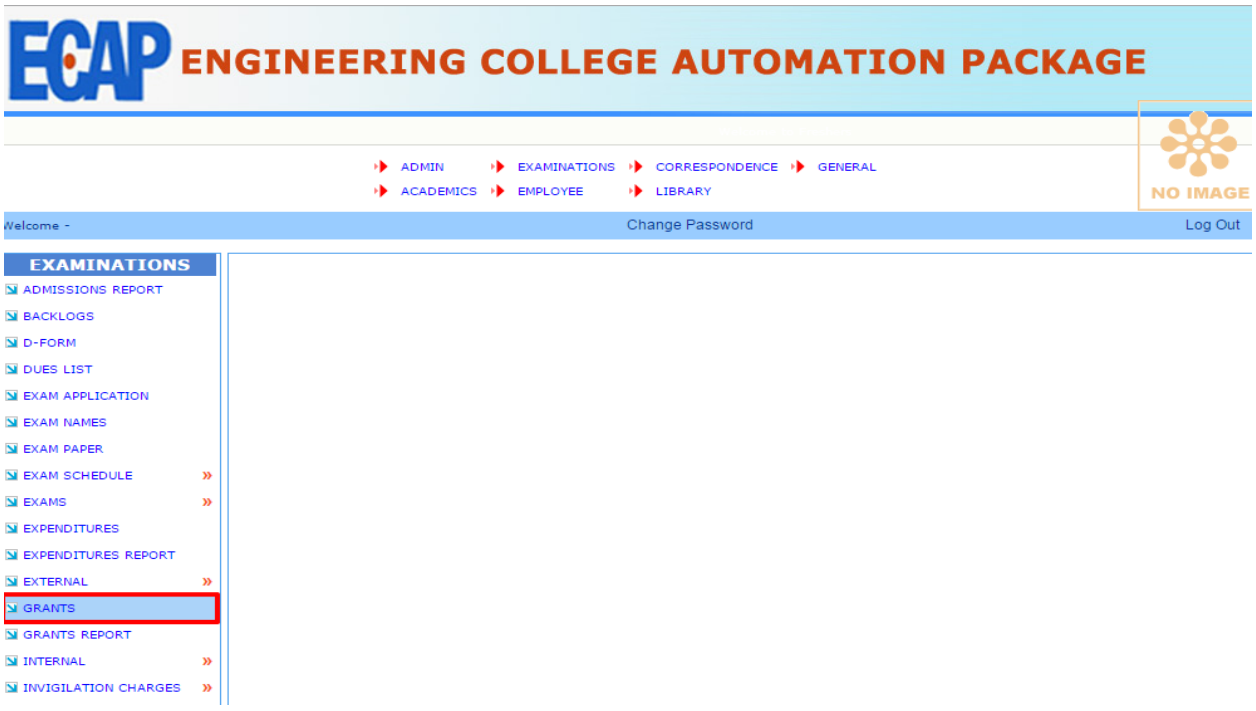
Step 2:- Please Click On "Examination" Module As Shown In Below



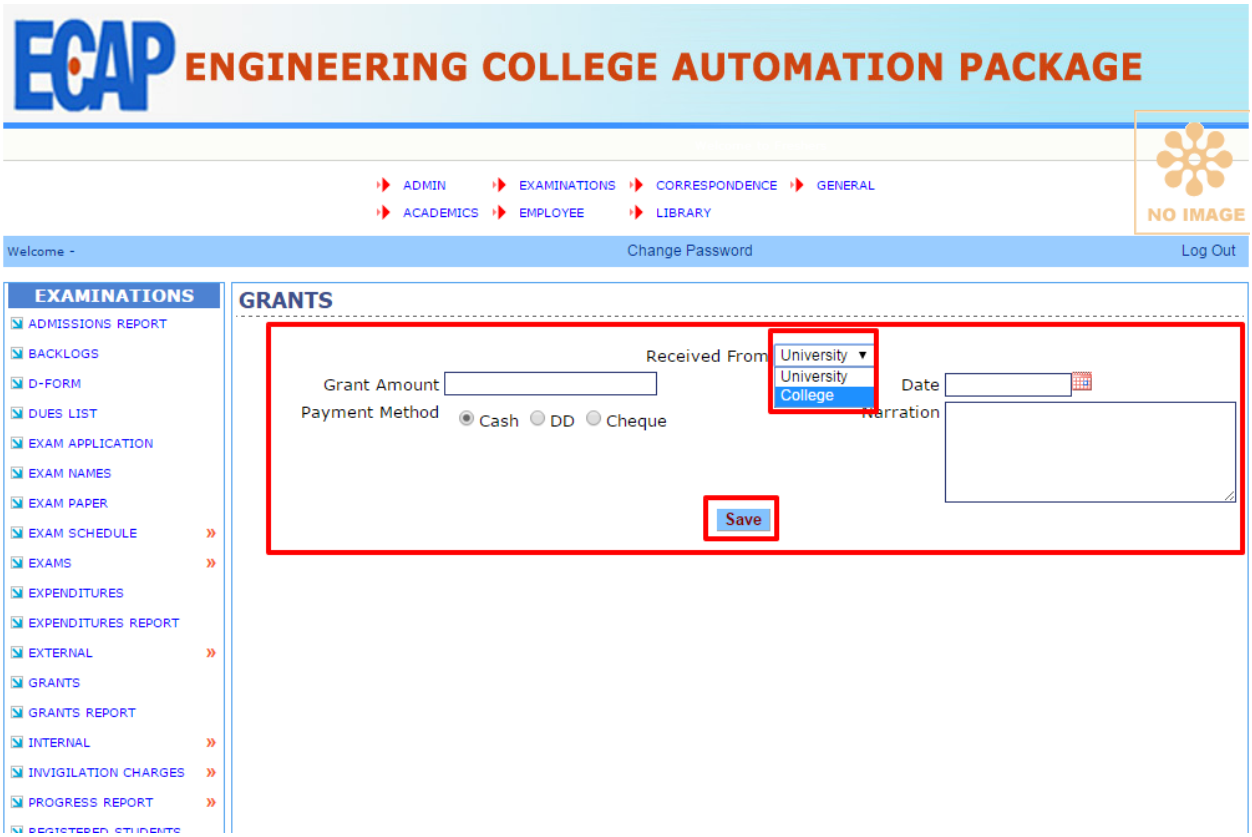
Step3:-You Will Find "Left Panel" After Clicking On Examination Module As Shown In Below.



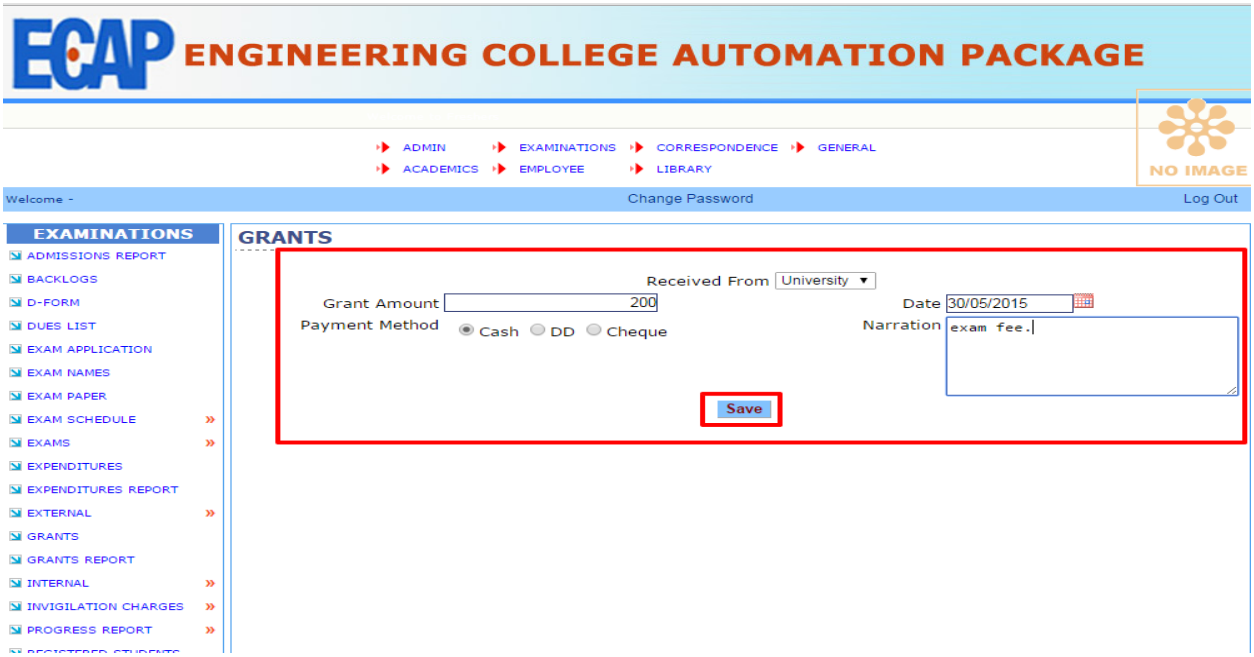
Step 4:-Please Place Your Mouse Pointer On "Grants" Link Which Is Available In Left Menu.



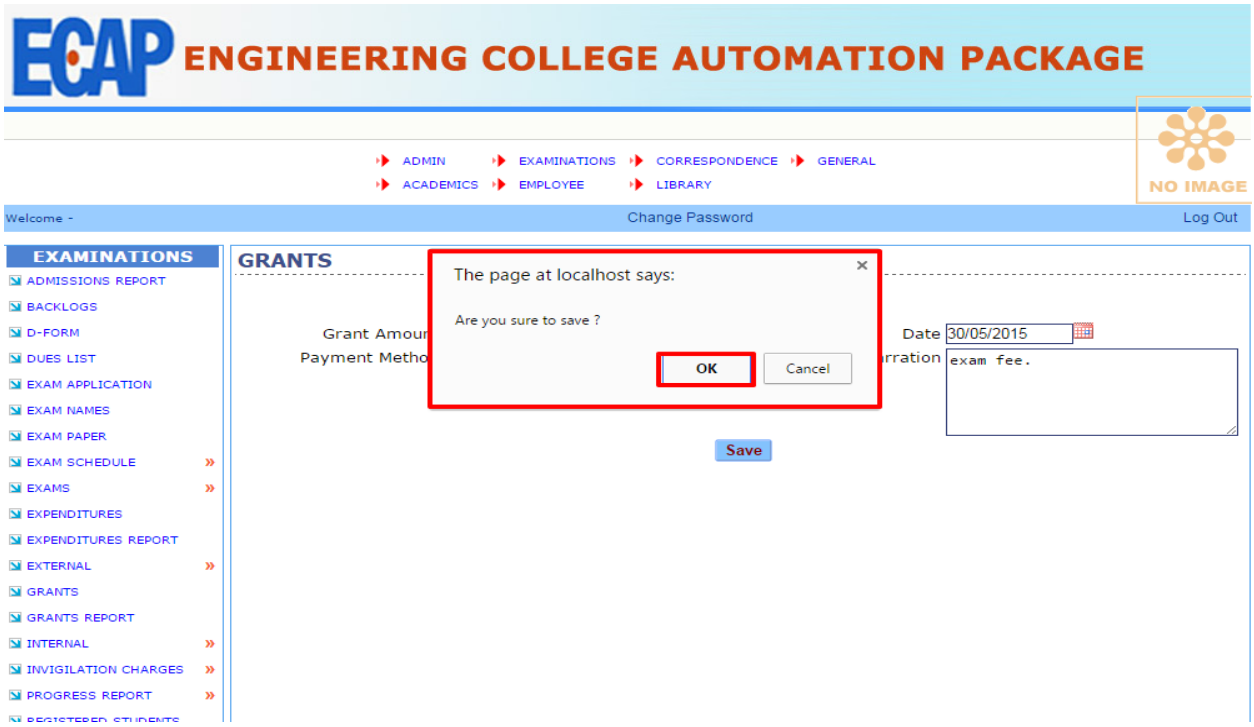
Step 5:-Please Select Dropdown University Or College.



Step 6:-Please Select Amount And Date And Narration And Click Save Button.



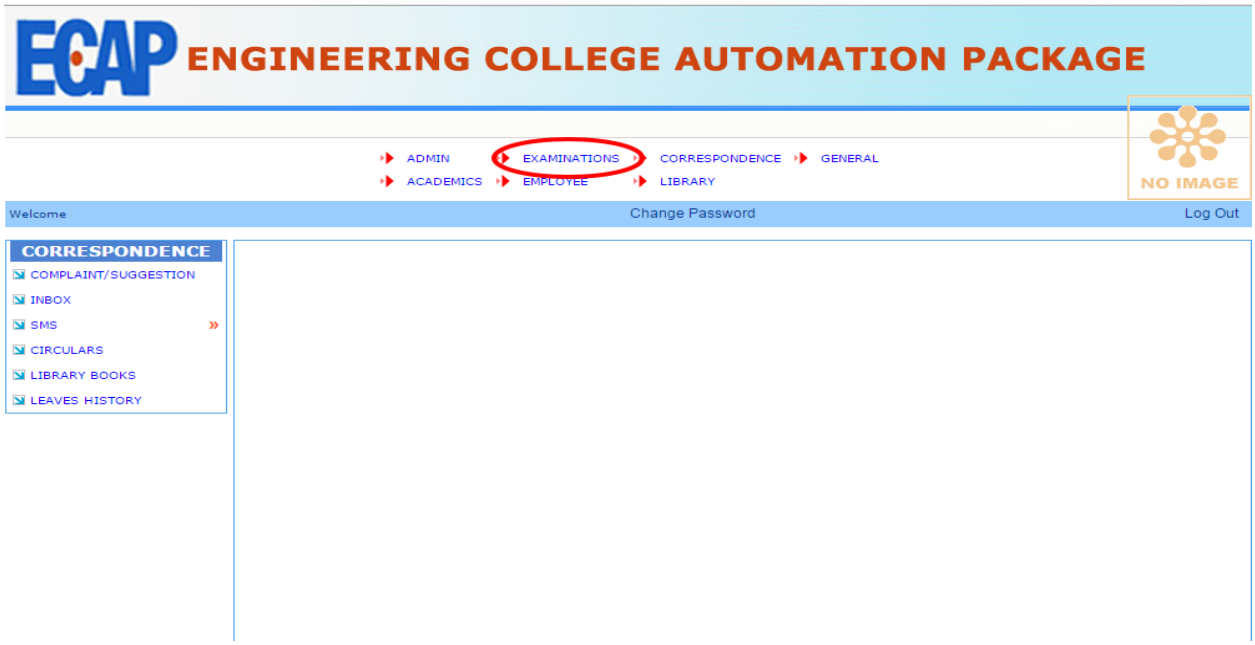
Step 7:-Please Click On Ok.



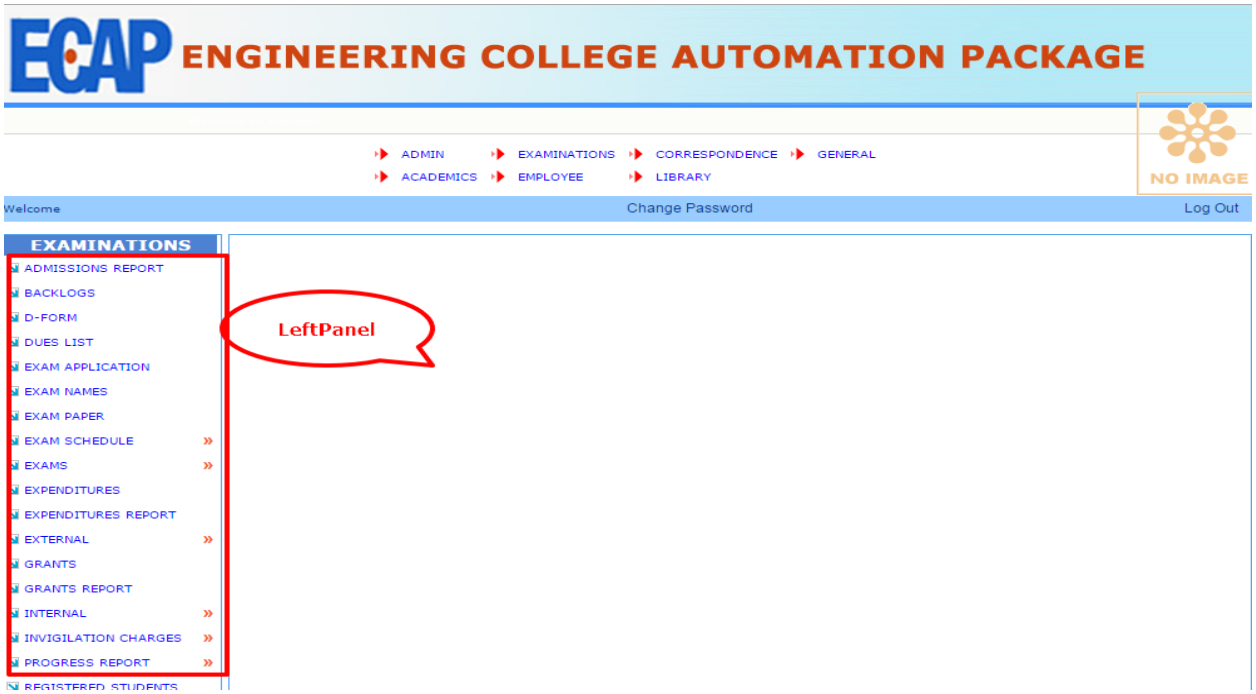
40) Where Can I Check Student External Progress Report? (Progress Report->External)

Ans:-Step 1:-Please Login In To Ecap By Using Your Username And Password

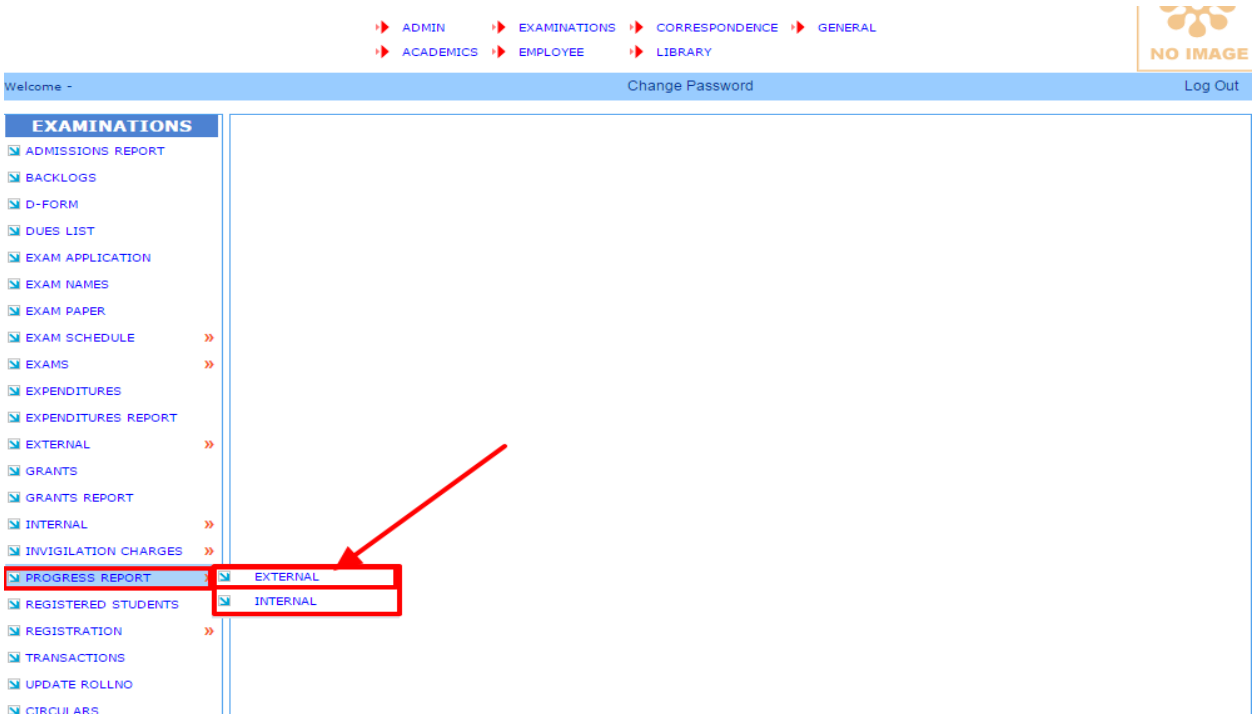
Step 2:- Please Click On "Examination" Module As Shown In Below



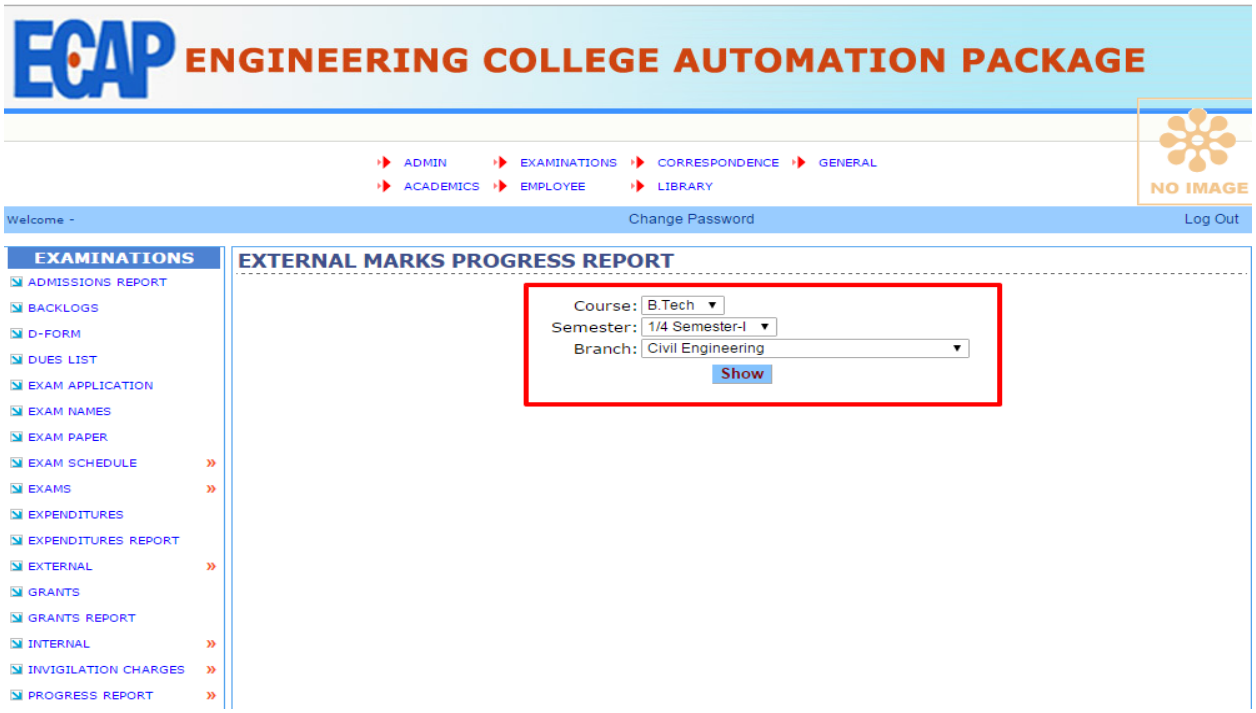
Step3:-You Will Find "Left Panel" After Clicking On Examination Module As Shown In Below.



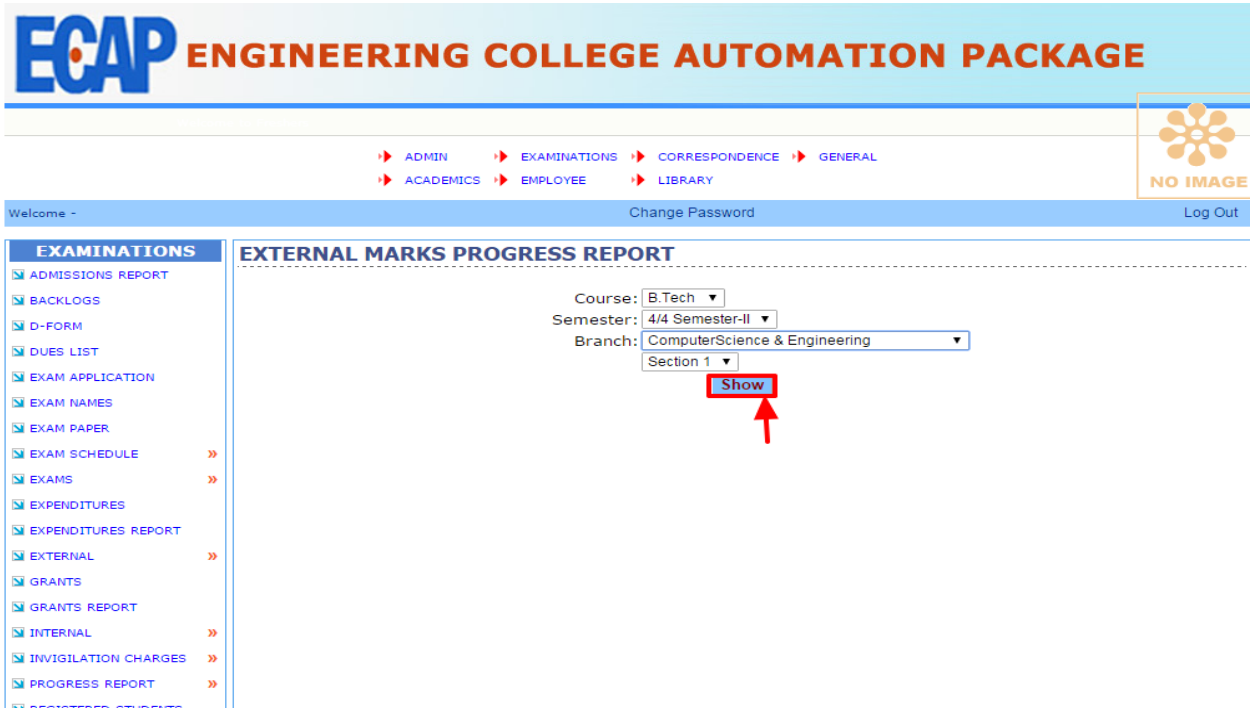
Step 4:-Please Place Your Mouse Pointer On "Progress Report" Link Which Is Available In Left Menu. , Then You Will Find "Sub Links Menu" As Shown In Below.Click On External Sublink.



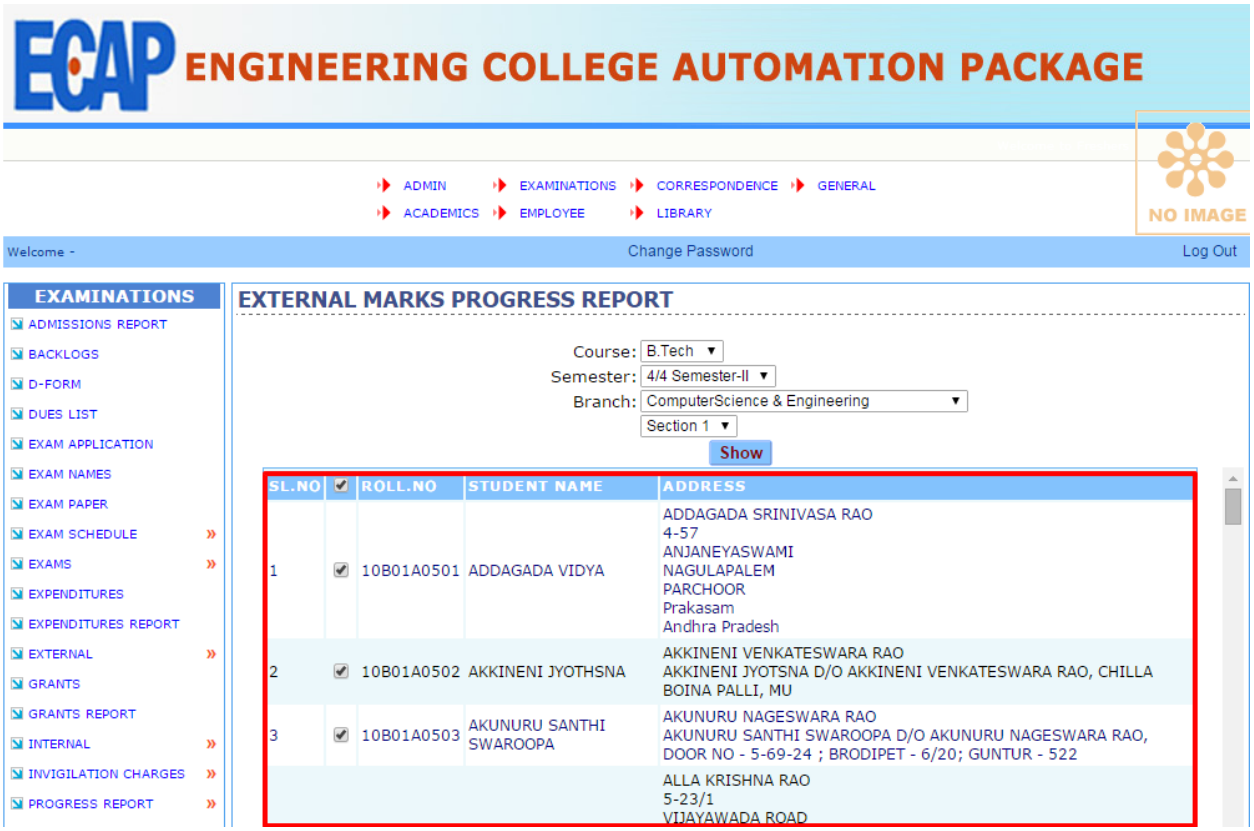
Step 5:-Please Select Course ,Semester, Branch.



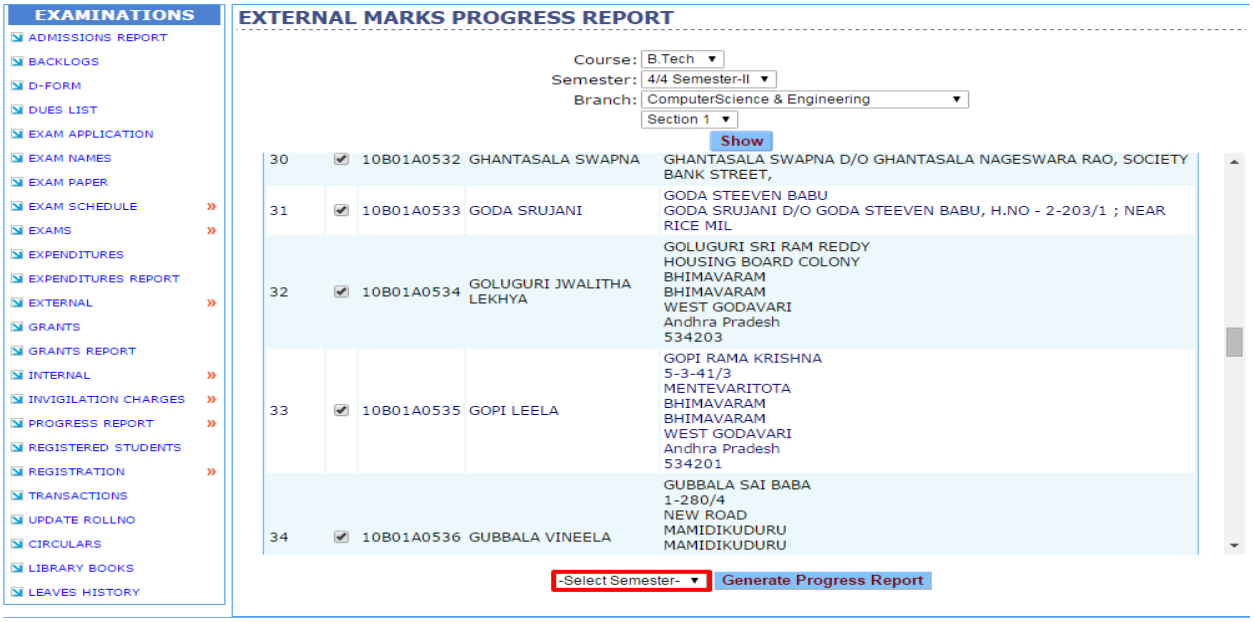
Step 6:-Please Select Show Button.



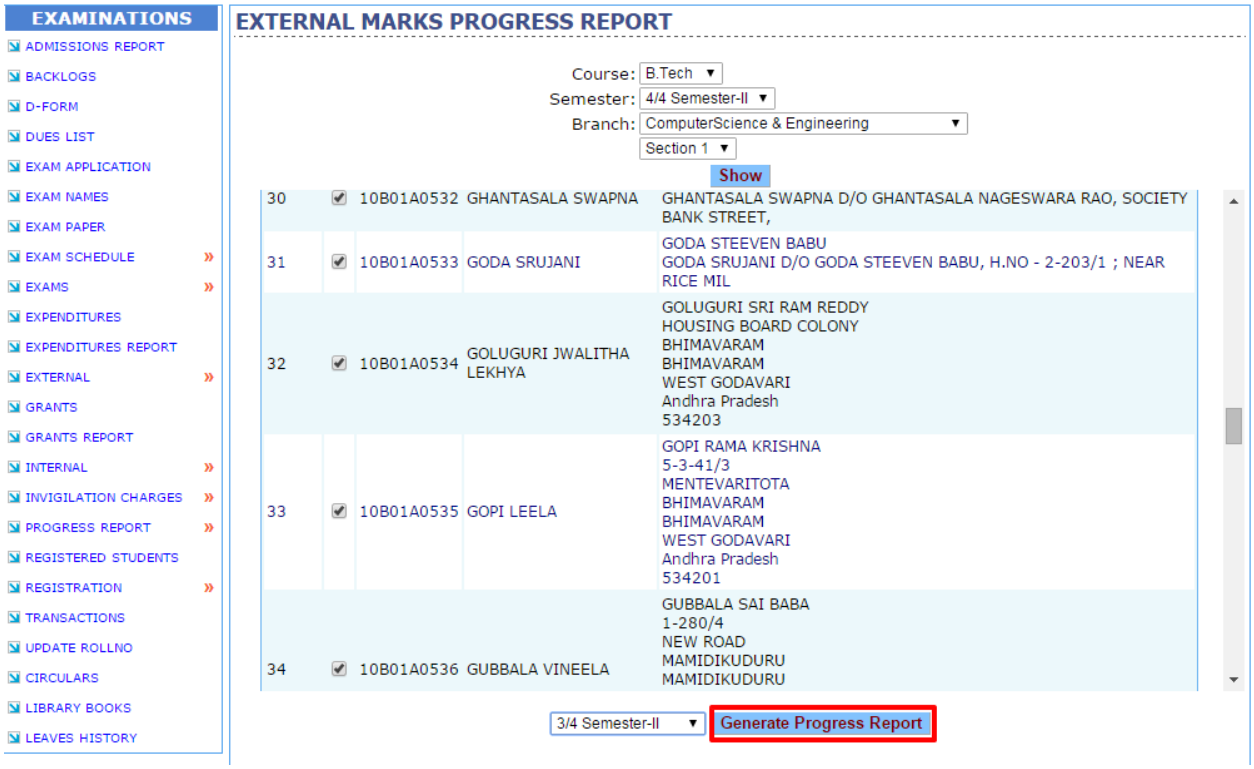
Step 7:-Student Address Download Shown Below.



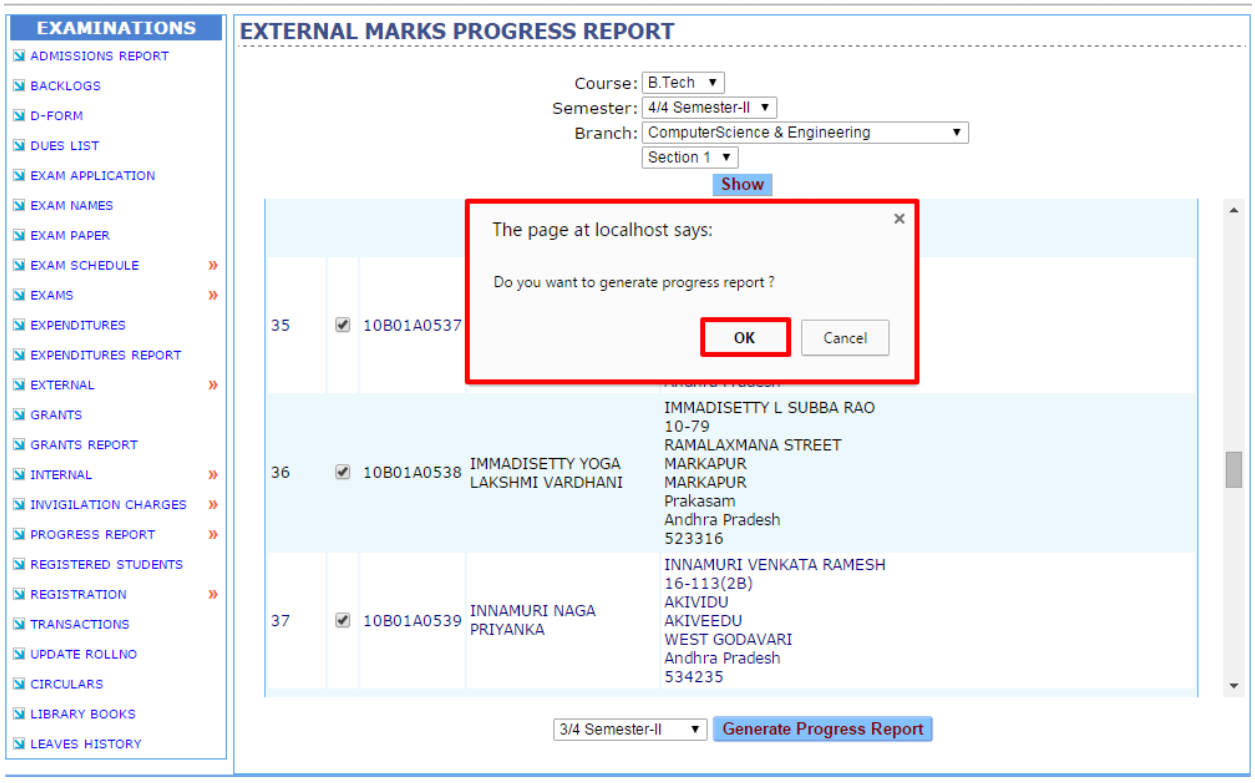
Step 8:-Please Select Semester.



Step 9:-Please Select Generate Progress Report.



Step 10:-Please Click On Ok Button.



Step 11:-Progress Report Generate Shown Below.

XXXXX ENGINEERING COLLEGE (Code: B0)
Approved By AICTE, New Delhi., Affiliated to JNTUK, Kakinada.
XXXXXX
Tel : 08816 - 250864

PROGRESS REPORT

To,
ADDAGADA SRINIVASA RAO4-57ANJANEYASWAMI NAGULAPALEMPARCHOORPrakasamAndhra Pradesh

Dear parent your daughter ADDAGADA VIDYA(10B01A0501) scored the university marks in 3/4 Semester-II
Max.Marks :750

Sl.No	Subject	Marks		Total	Result
		Internal	External		
1	DAA	18	46	64	Pass
2	AJWT	14	39	53	Pass
3	CNU LAB	19	44	63	Pass
4	UNIX	16	31	47	Pass
5	MS	21	40	61	Pass
6	AJWT LAB	20	34	54	Pass
7	CA	17	37	54	Pass
8	ACN	17	33	50	Pass
		446		59.47	Pass

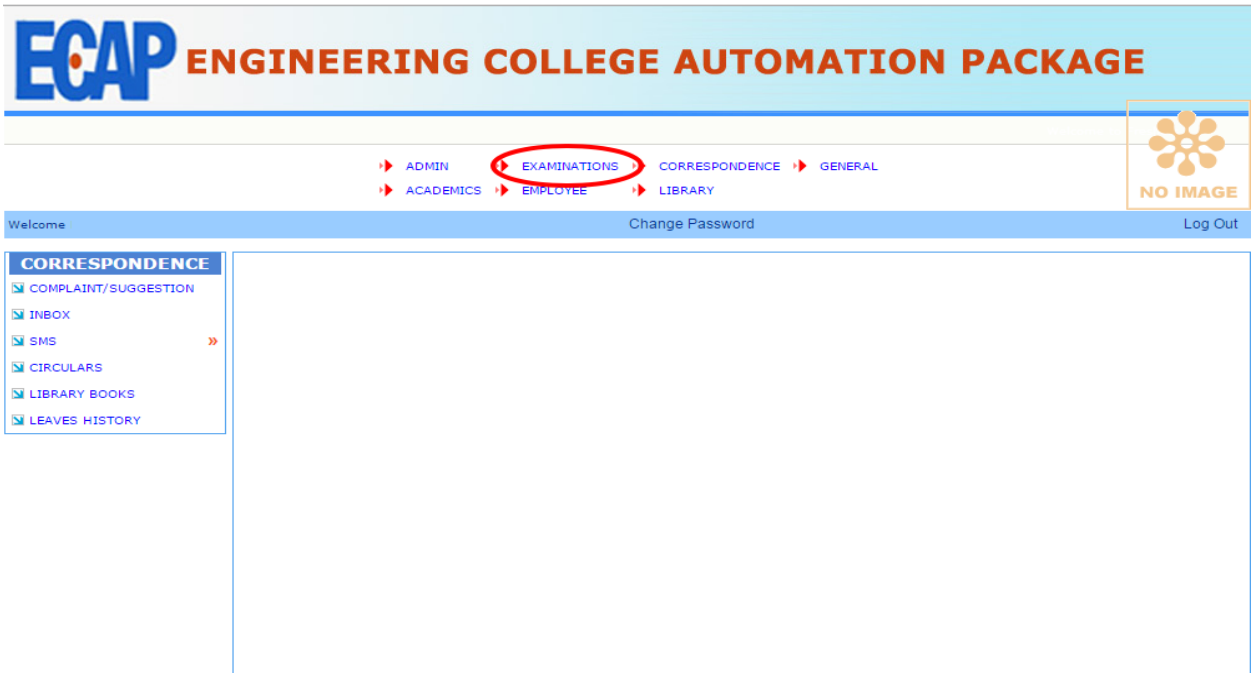
You are requested to inform to your ward to improve his/her performance. Kindly acknowledge the receipt of progress report

PRINCIPAL
XXXXX

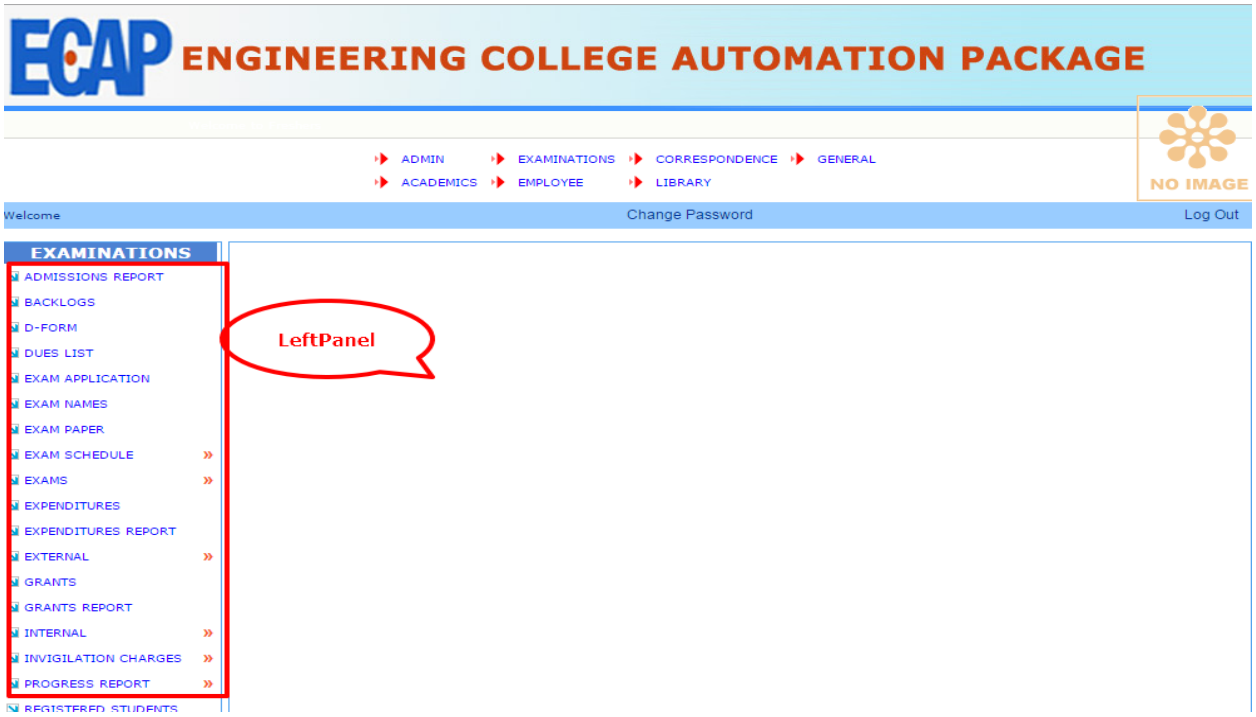
41) Where Can I Check Student Internal Progress Report? (Progress Report->Internal)

Ans:-Step 1:-Please Login In To Ecap By Using Your Username And Password

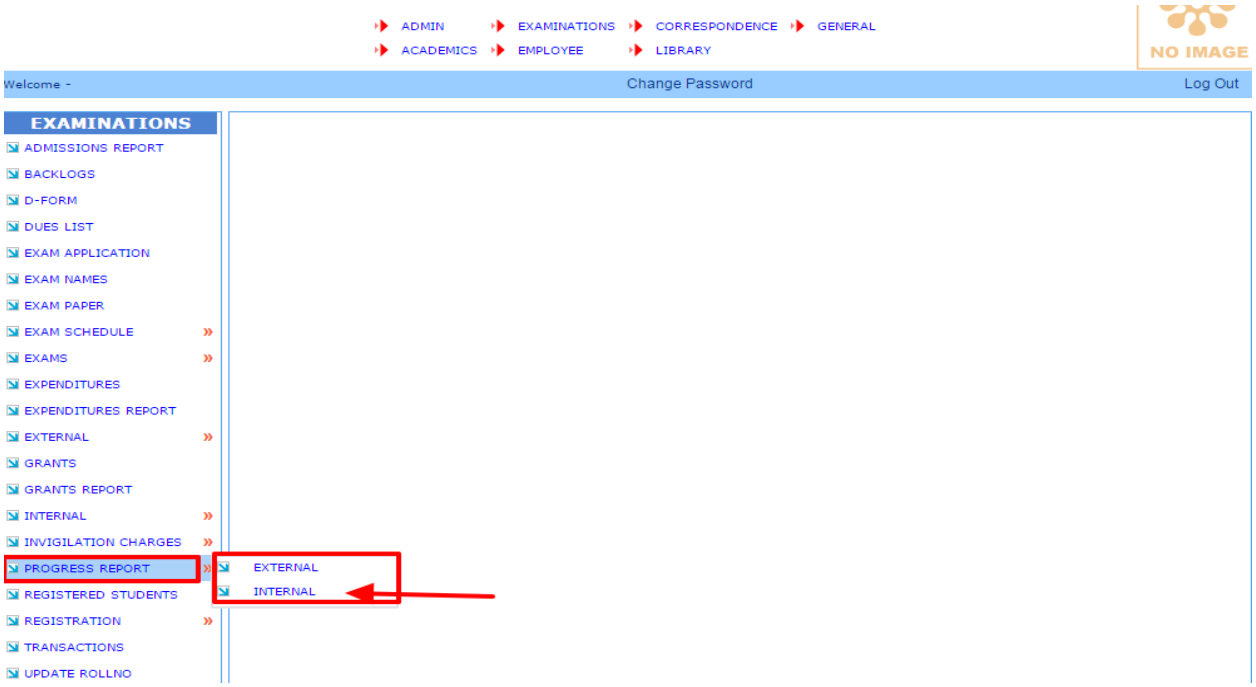
Step 2:- Please Click On "Examination" Module As Shown In Below



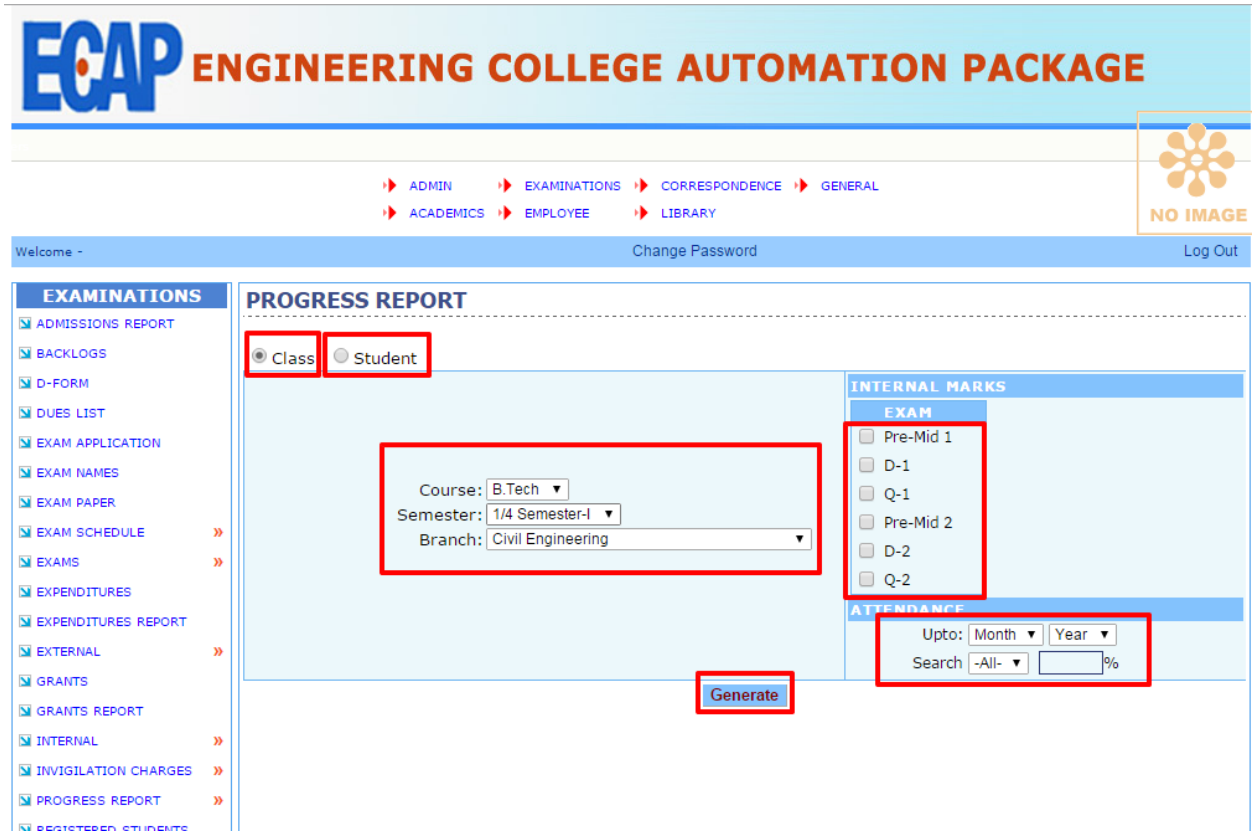
Step3:-You Will Find "Left Panel" After Clicking On Examination Module As Shown In Below.



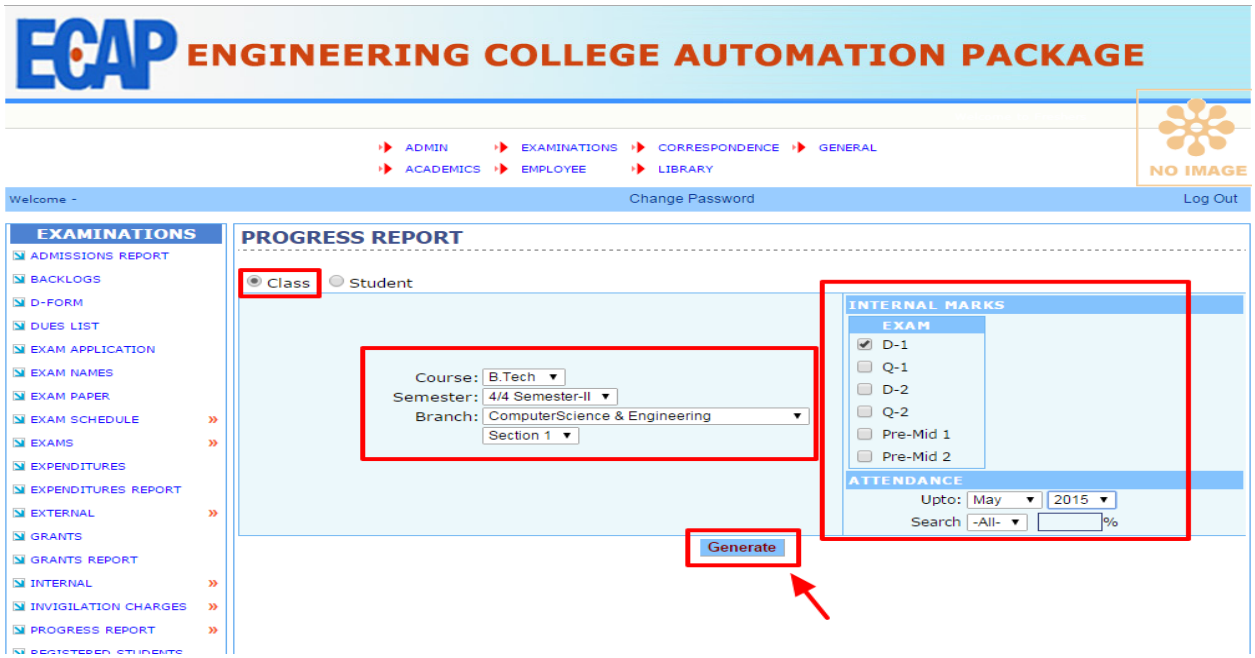
Step 4:-Please Place Your Mouse Pointer On "Progress Report" Link Which Is Available In Left Menu. , Then You Will Find "Sub Links Menu" As Shown In Below.Click On Internal Sublink.



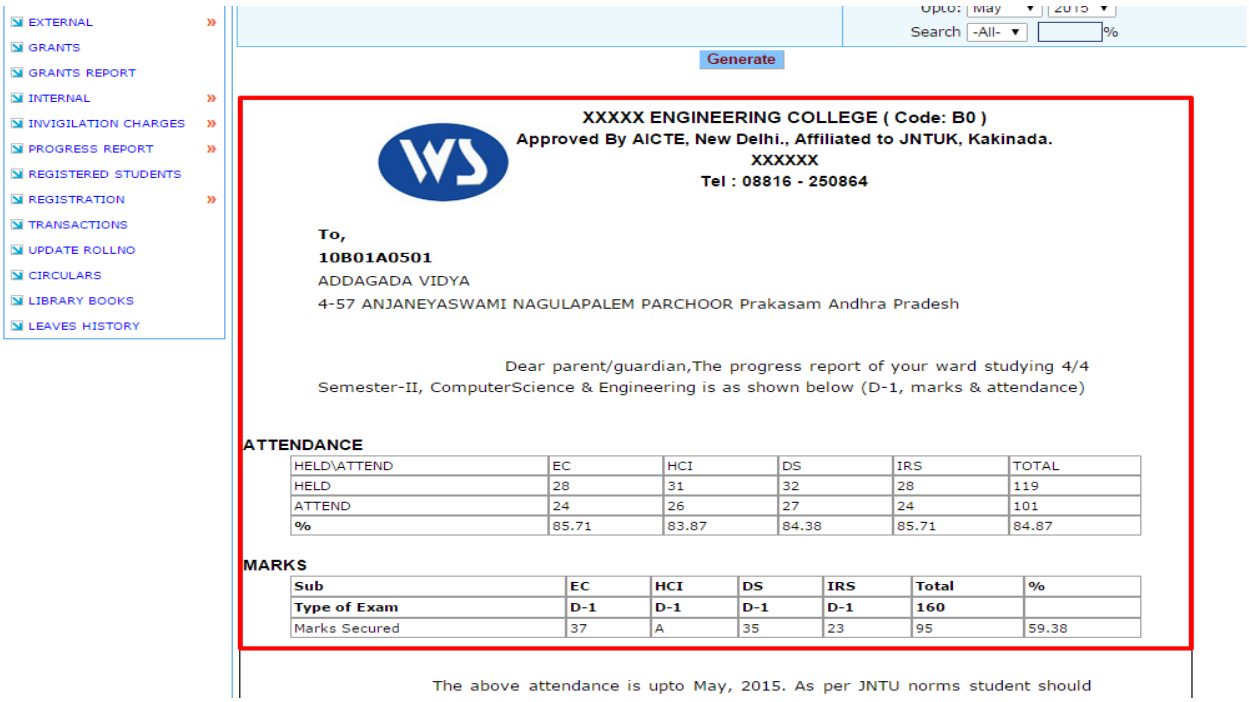
Step 5:-Please Select Radio Button Class Or Student.



Step 6:-Please Select Course, Semester, Branch And Section And Exam,And Click Generate Button.



Step 7:-Progress Report Generated As Shown Below.



- EXTERNAL »
- GRANTS
- GRANTS REPORT
- INTERNAL »
- INVIGILATION CHARGES »
- PROGRESS REPORT »
- REGISTERED STUDENTS
- REGISTRATION »
- TRANSACTIONS
- UPDATE ROLLNO
- CIRCULARS
- LIBRARY BOOKS
- LEAVES HISTORY

Upto: May 2015

Search -All- %

Generate

XXXXX ENGINEERING COLLEGE (Code: B0)
Approved By AICTE, New Delhi., Affiliated to JNTUK, Kakinada.
XXXXXX
Tel : 08816 - 250864

To,
10B01A0501
ADDAGADA VIDYA
4-57 ANJANEYASWAMI NAGULAPALEM PARCHOOR Prakasam Andhra Pradesh

Dear parent/guardian,The progress report of your ward studying 4/4 Semester-II, ComputerScience & Engineering is as shown below (D-1, marks & attendance)

ATTENDANCE

HELD\ATTEND	EC	HCI	DS	IRS	TOTAL
HELD	28	31	32	28	119
ATTEND	24	26	27	24	101
%	85.71	83.87	84.38	85.71	84.87

MARKS

Sub	**EC**	**HCI**	**DS**	**IRS**	**Total**	**%**
Type of Exam	**D-1**	**D-1**	**D-1**	**D-1**	**160**	
Marks Secured	37	A	35	23	95	59.38

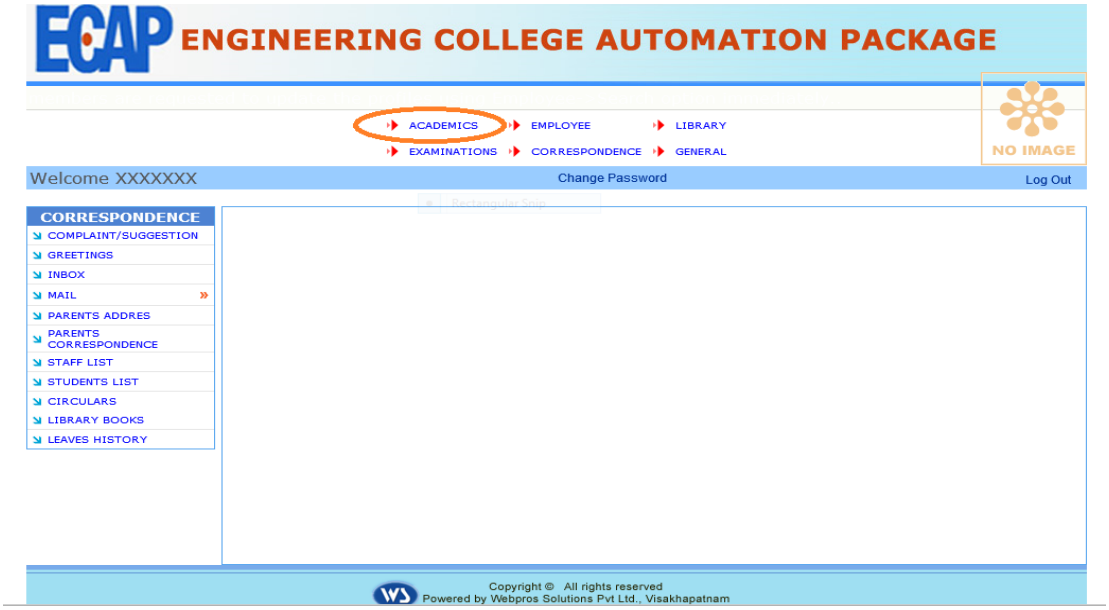
The above attendance is upto May, 2015. As per JNTU norms student should

Question And Answers Of Academic Module Through Faculty Logins

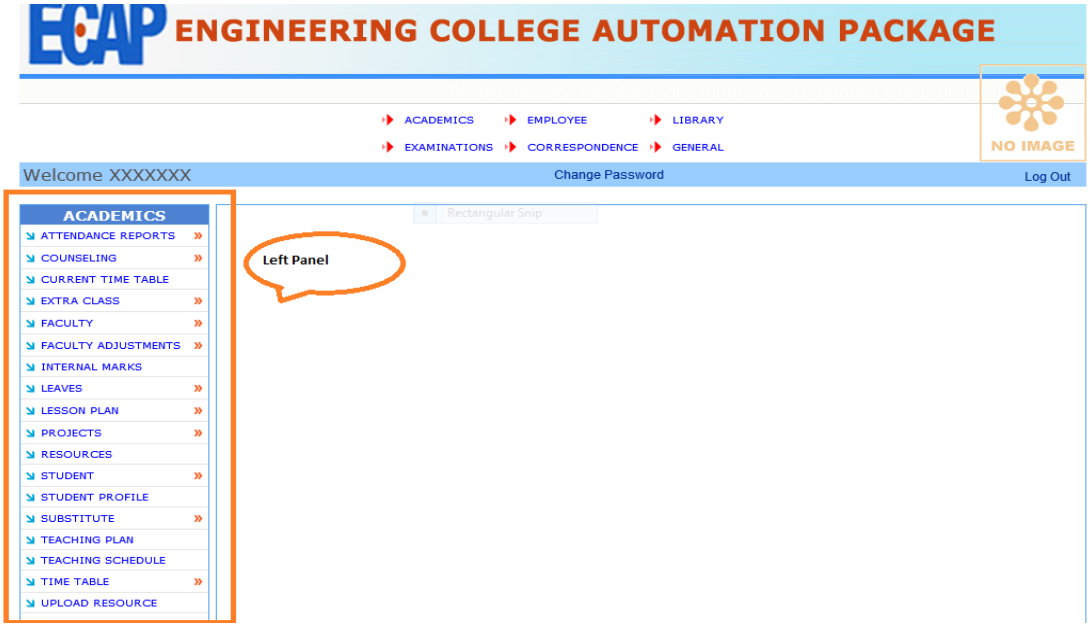
1) How Can I Check My Day Wise Work Order Report Through Out A Week ?

Ans:-Step 1:-Please Login In To ECAP By Using Your Username And Password.

Step 2:- Please Click On "Academics" Module As Shown In Below.

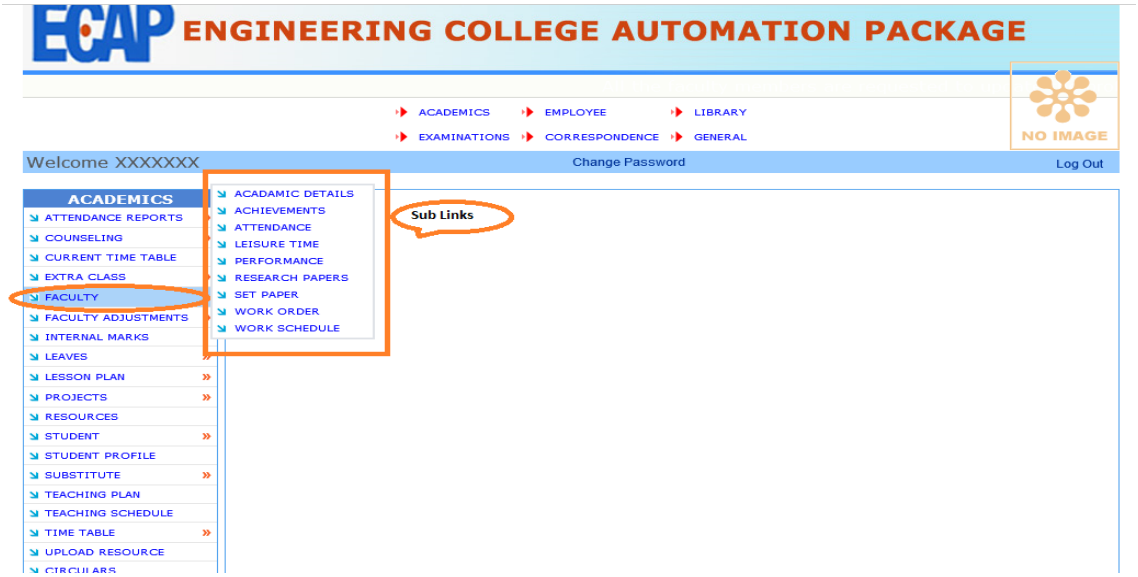


Step 3:-You Will Find "Left Panel" After Clicking On Academics Module As Shown In Below.

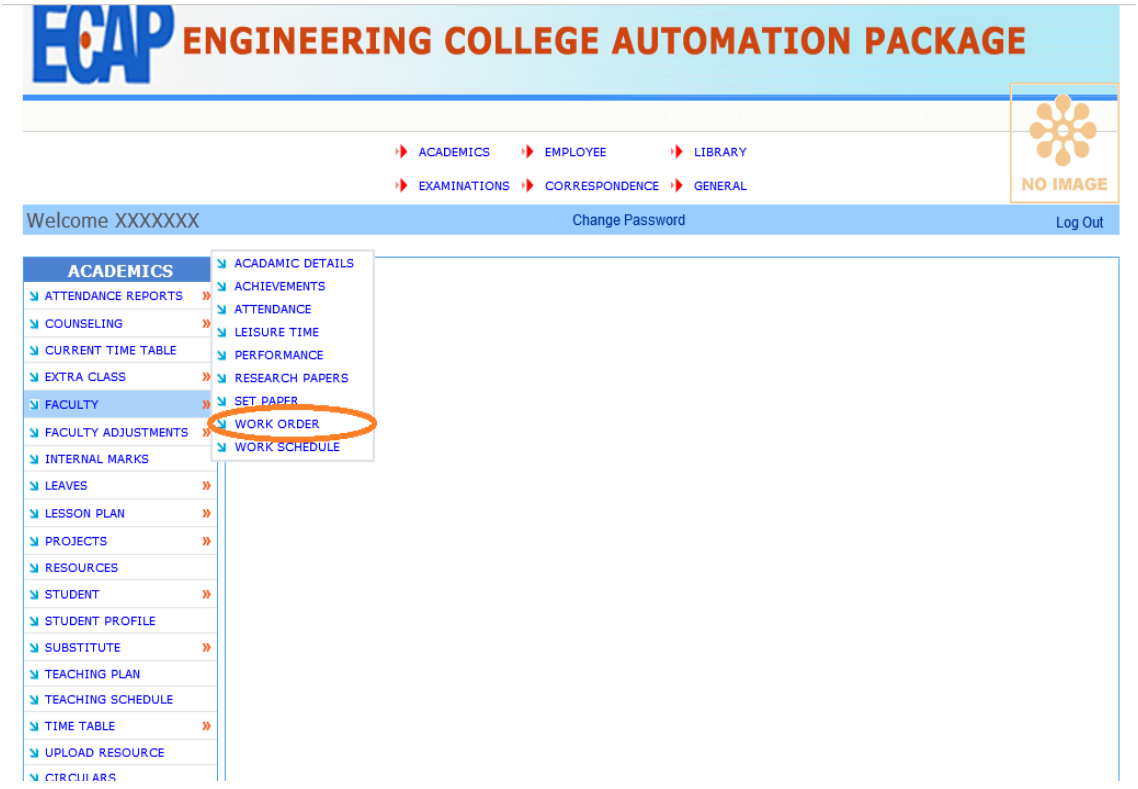


Question And Answers Of Academic Module Through Faculty Logins

Step 4:-Please Place Your Mouse Pointer On "Faculty" Link Which Is Available In Left Menu. Then You Will Find "Sub Links Menu" As Shown In Below

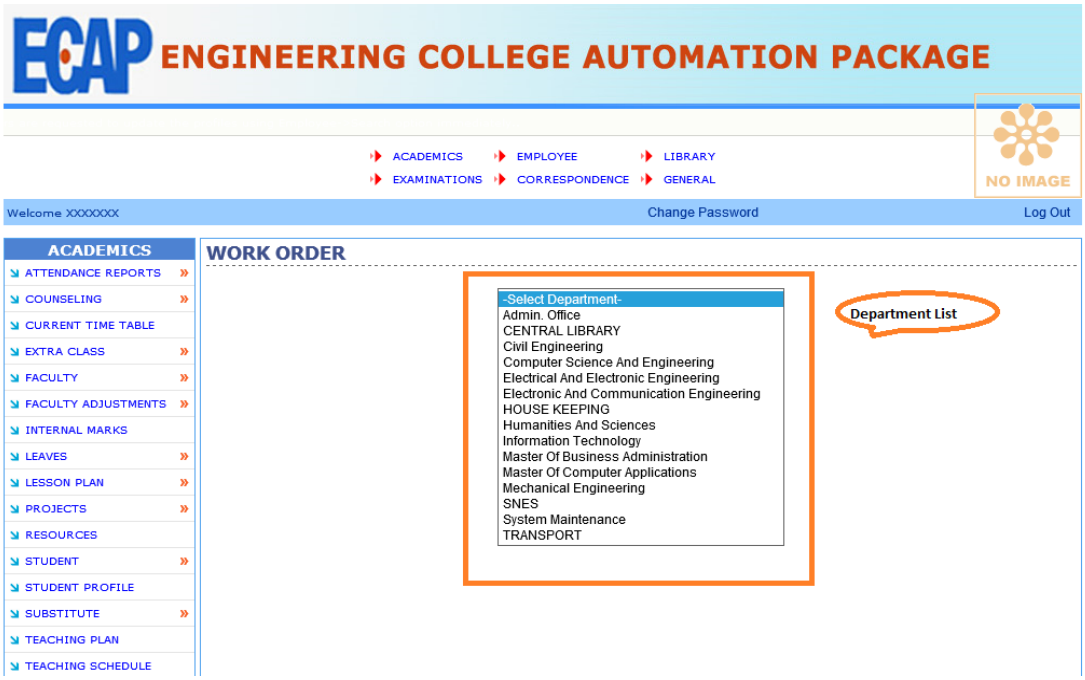


Step 5:-Please Find "Work Order" Option In Sub Links Menu As Shown In Below

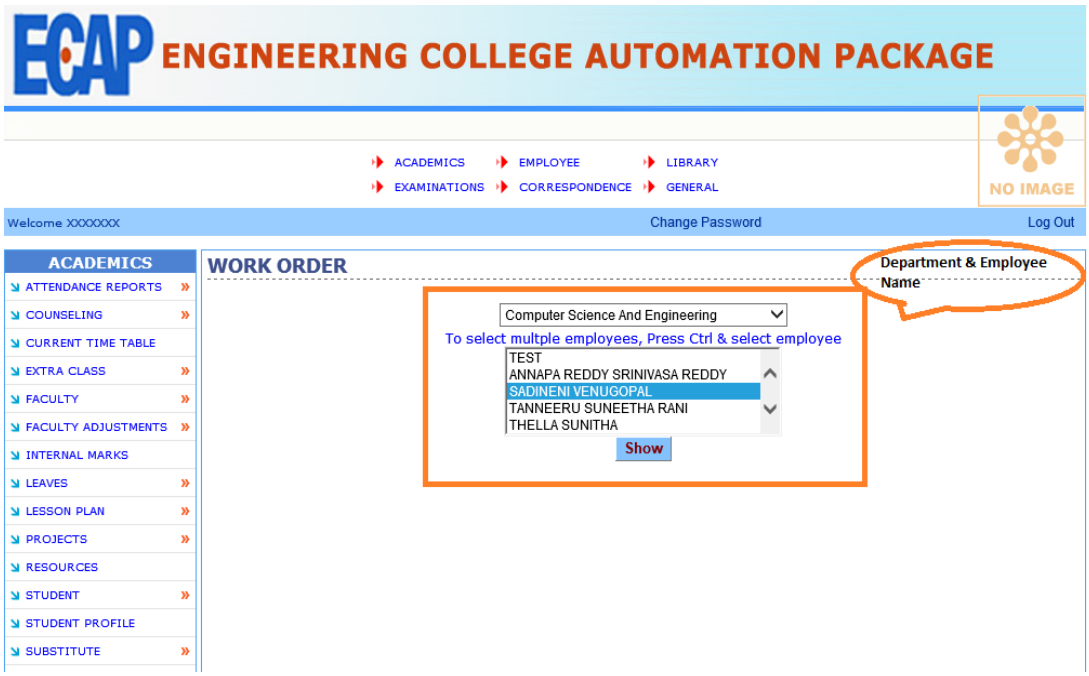


Question And Answers Of Academic Module Through Faculty Logins

Step 6:-Please Click On "Work Order" Option As Shown In Above Screen.Then You Will Find "Departments List" And Then Please Select Your Department As Shown In Below.

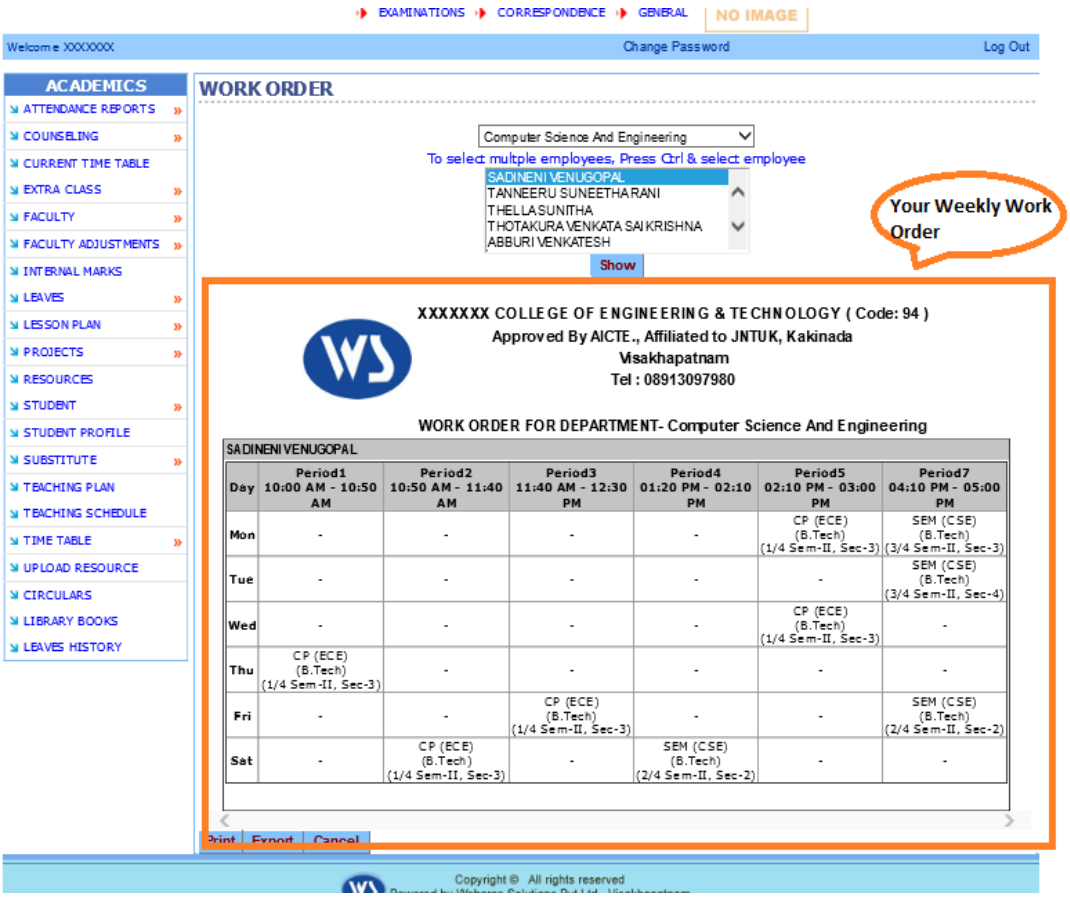


Step 7:-Please Select Your Name From Employee List After Selecting Your Department As Shown In Below



Question And Answers Of Academic Module Through Faculty Logins

Step 8:-Please Click On "Show Button" And Then You Will Find Your Weekly Work Order As Shown In Below



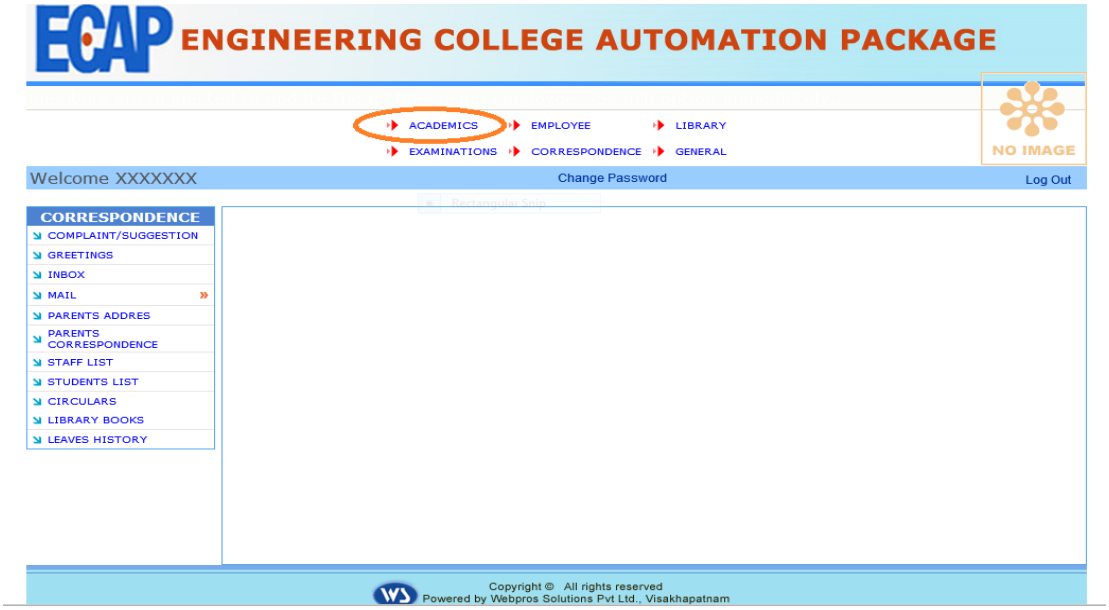
---------- Go To Next Page For Next Question ----------

Question And Answers Of Academic Module Through Faculty Logins

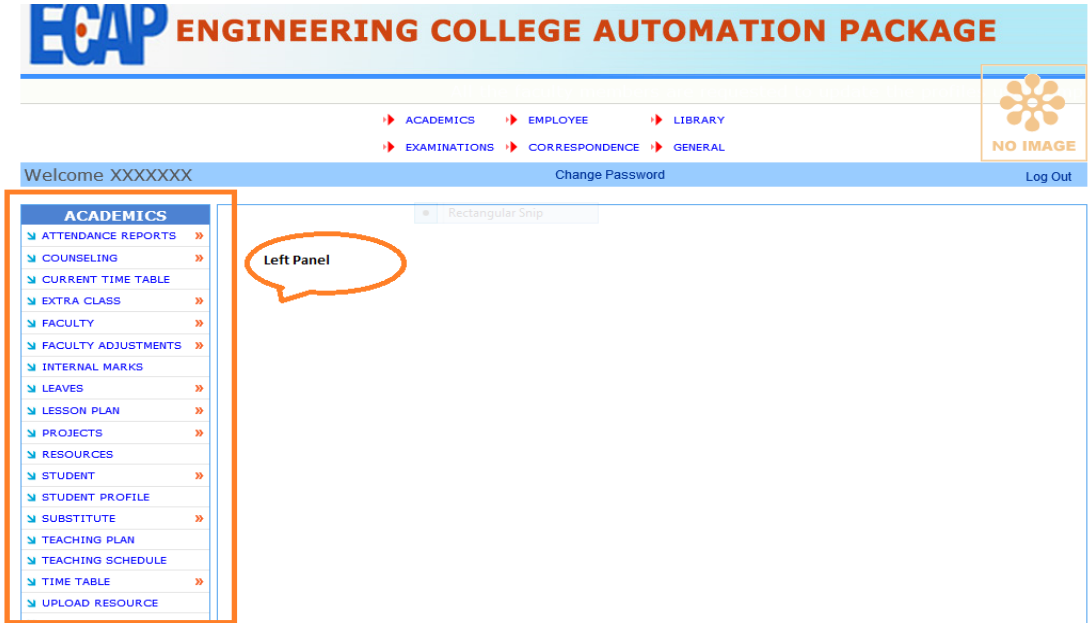
2) How Can I Check My Date Wise Work Schedule Report?

Ans:-Step 1:-Please Login In To ECAP By Using Your Username And Password

Step 2:- Please Click On "Academics" Module As Shown In Below

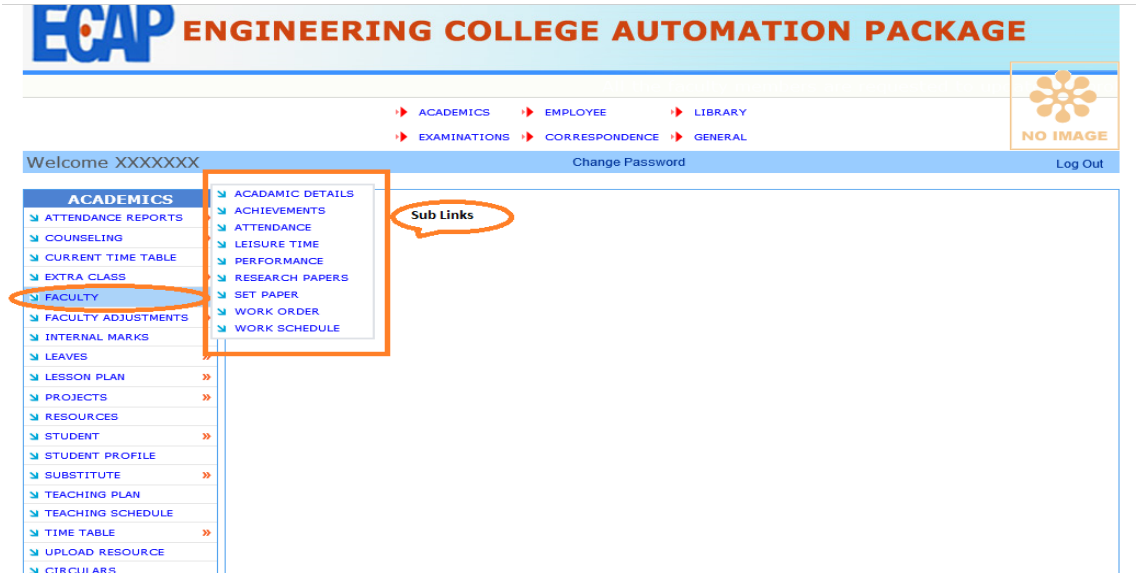


Step 3:-You Will Find "Left Panel" After Clicking On Academics Module As Shown In Below.

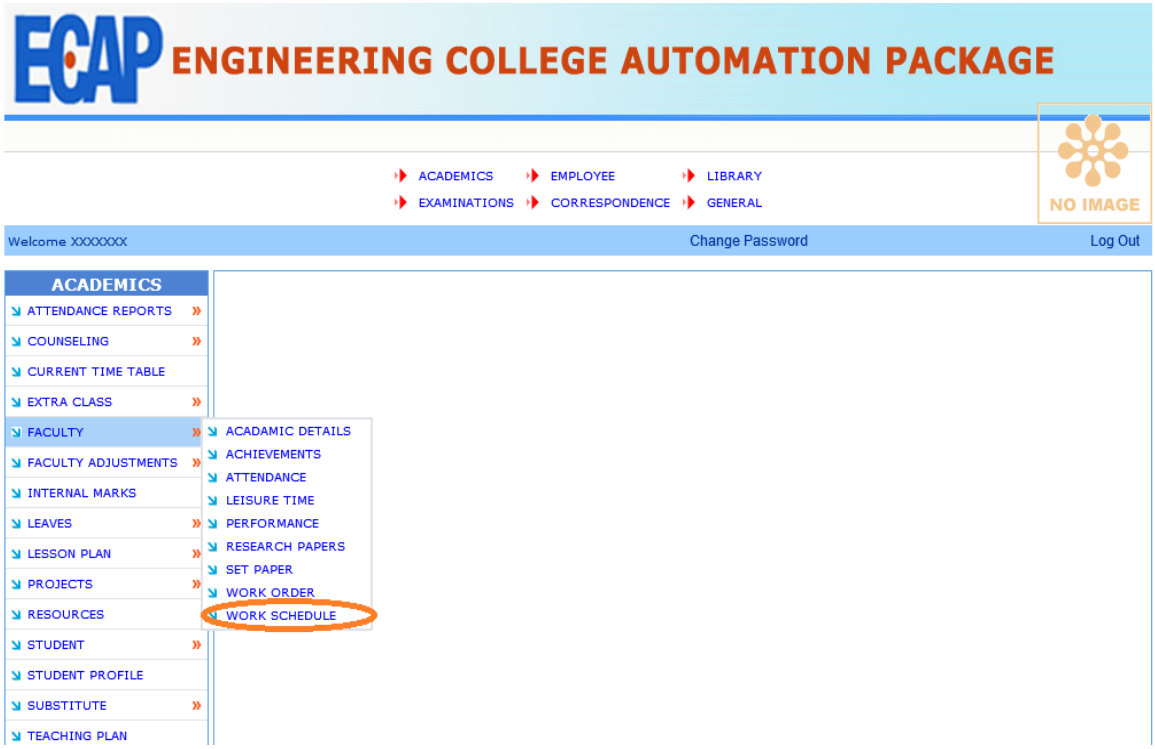


Question And Answers Of Academic Module Through Faculty Logins

Step 4:-Please Place Your Mouse Pointer On "Faculty" Link Which Is Available In Left Menu. Then You Will Find "Sub Links Menu" As Shown In Below

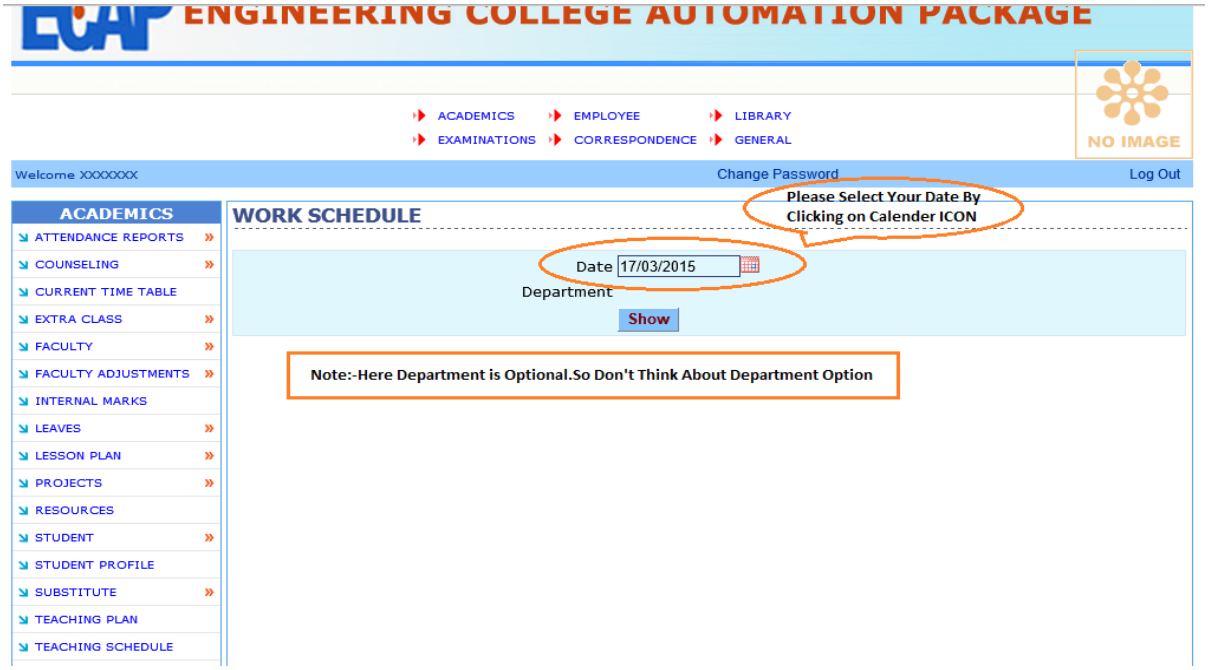


Step 5:-Please Find "Work Schedule" Option In Sub Links Menu As Shown In Below

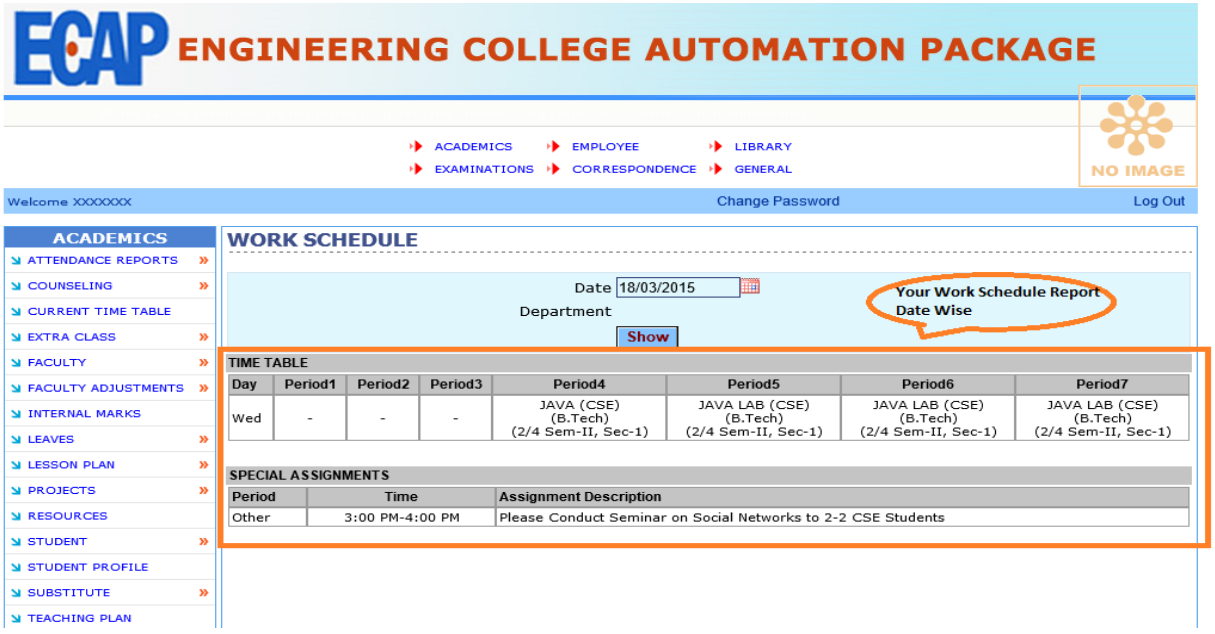


Question And Answers Of Academic Module Through Faculty Logins

Step 6:-Please Click On "Work Schedule" Option As Shown In Above Screen. Then You Will Find Date Option And Then Please "Select Your Date By Clicking On Calendar ICON" As Shown In Below.



Step 7:-Please Click On "Show Button" As Shown In Above Screen. Then You Will Find Your Date Wise Work Order As Shown In Below.



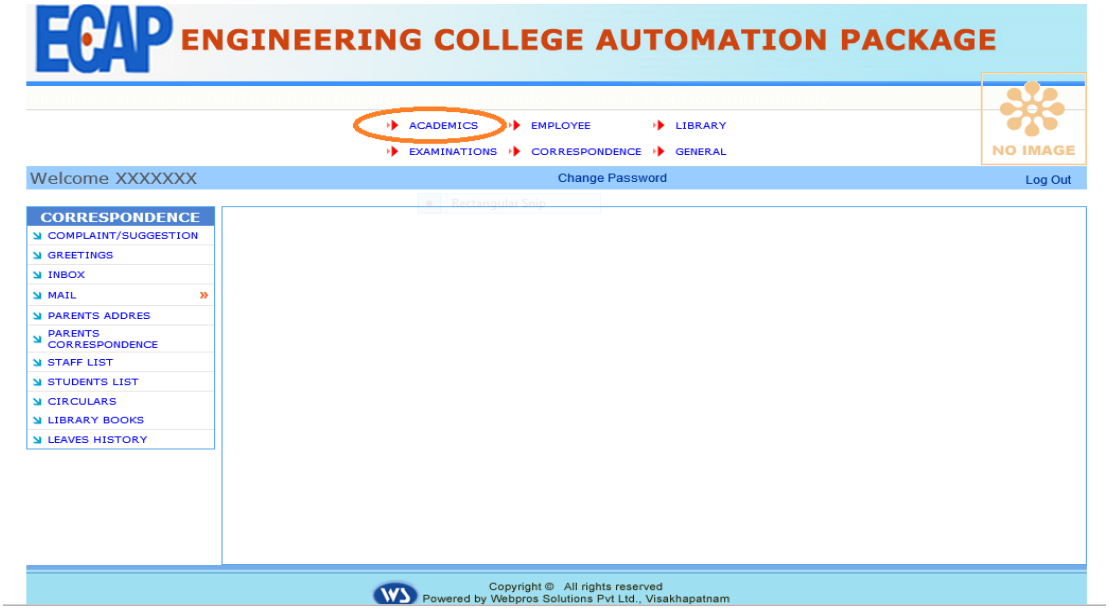
---------- Go To Next Page For Next Question ----------

Question And Answers Of Academic Module Through Faculty Logins

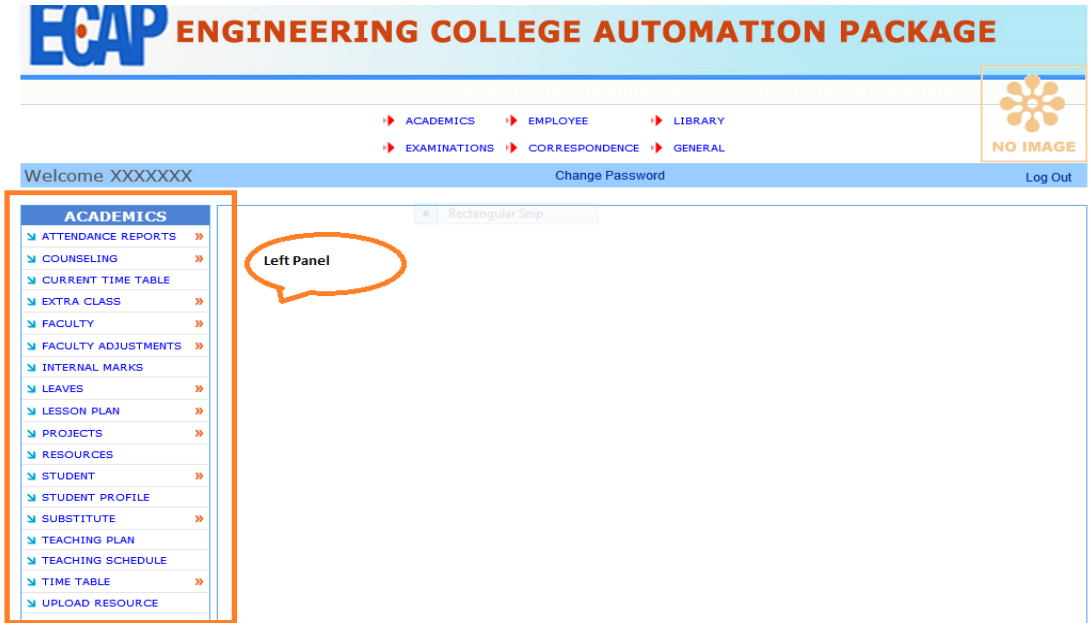
3) How To Check Current Time Table?

Ans:-Step 1:-Please Login In To ECAP By Using Your Username And Password

Step 2:- Please Click On "Academics" Module As Shown In Below

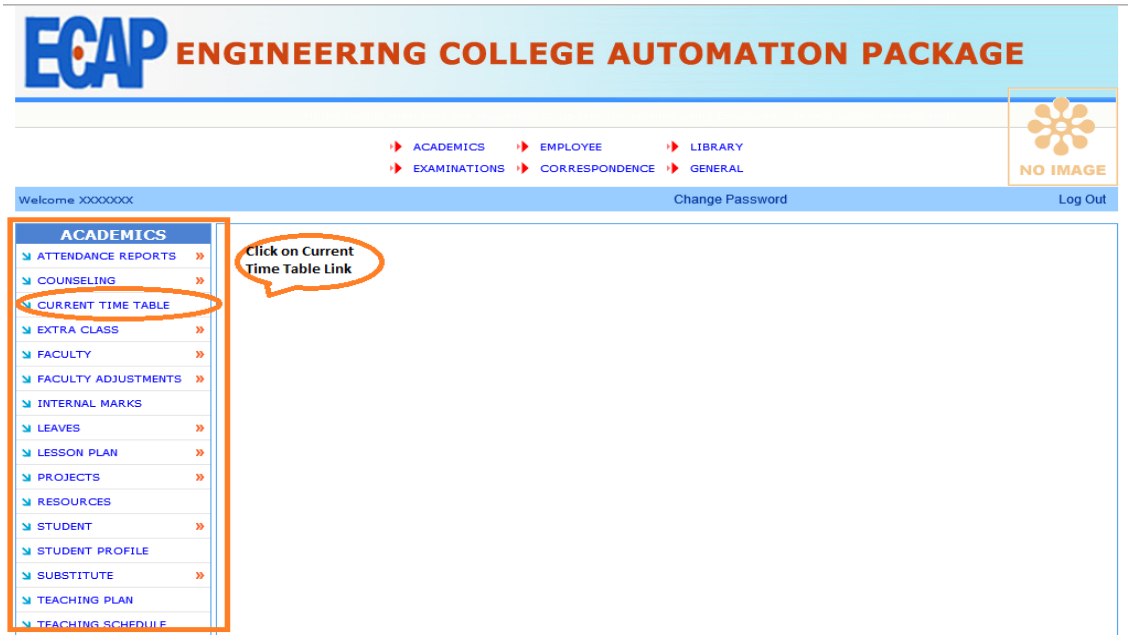


Step 3:-You Will Find "Left Panel" After Clicking On Academics Module As Shown In Below.

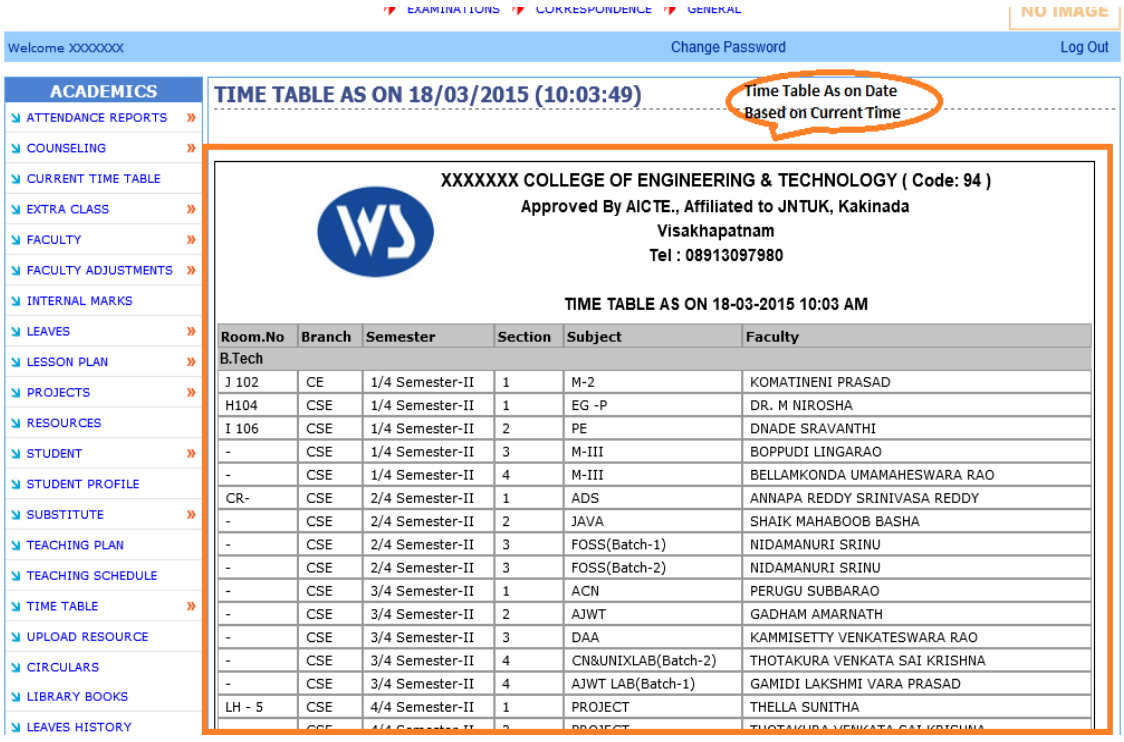


Question And Answers Of Academic Module Through Faculty Logins

Step 4:-Please Click On "Current Time Table Option" Which Is Available On Left Panel As Shown In Below



Step5:-Now You Will Find Time Table Report As On Date With Current Running Time. Here You Can Check Which Periods Are Going On This Current Time. "This Will Show You Based On Your Period Timings"



Room.No	Branch	Semester	Section	Subject	Faculty
B.Tech					
J 102	CE	1/4 Semester-II	1	M-2	KOMATINENI PRASAD
H104	CSE	1/4 Semester-II	1	EG -P	DR. M NIROSHA
I 106	CSE	1/4 Semester-II	2	PE	DNADE SRAVANTHI
-	CSE	1/4 Semester-II	3	M-III	BOPPUDI LINGARAO
-	CSE	1/4 Semester-II	4	M-III	BELLAMKONDA UMAMAHESWARA RAO
CR-	CSE	2/4 Semester-II	1	ADS	ANNAPA REDDY SRINIVASA REDDY
-	CSE	2/4 Semester-II	2	JAVA	SHAIK MAHABOOB BASHA
-	CSE	2/4 Semester-II	3	FOSS(Batch-1)	NIDAMANURI SRINU
-	CSE	2/4 Semester-II	3	FOSS(Batch-2)	NIDAMANURI SRINU
-	CSE	3/4 Semester-II	1	ACN	PERUGU SUBBARAO
-	CSE	3/4 Semester-II	2	AJWT	GADHAM AMARNATH
-	CSE	3/4 Semester-II	3	DAA	KAMMISETTY VENKATESWARA RAO
-	CSE	3/4 Semester-II	4	CN&UNIXLAB(Batch-2)	THOTAKURA VENKATA SAI KRISHNA
-	CSE	3/4 Semester-II	4	AJWT LAB(Batch-1)	GAMIDI LAKSHMI VARA PRASAD
LH - 5	CSE	4/4 Semester-II	1	PROJECT	THELLA SUNITHA

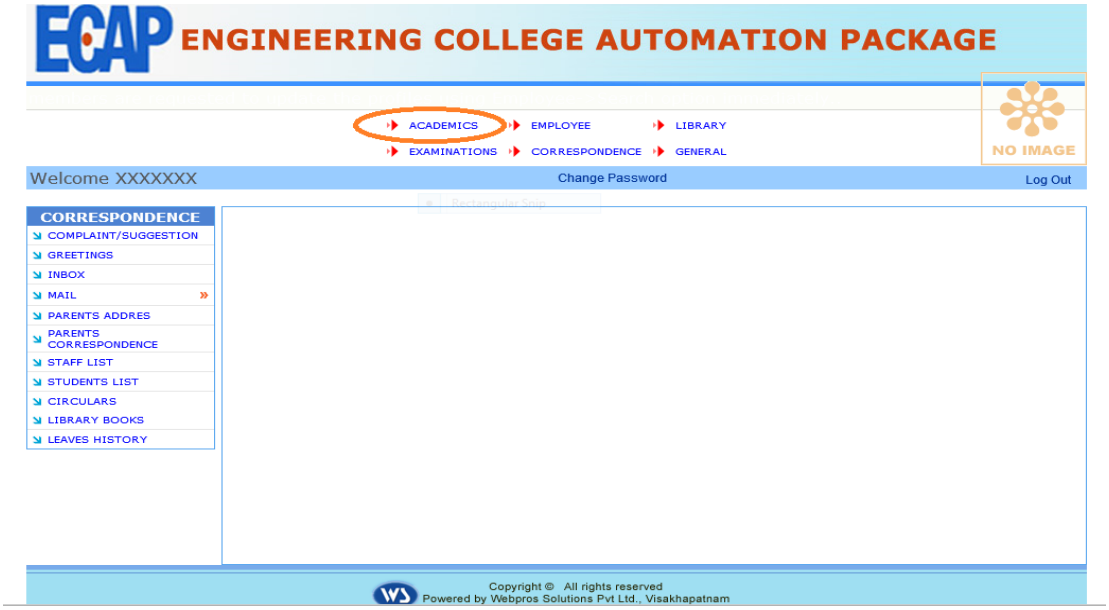
Question And Answers Of Academic Module Through Faculty Logins

---------- Go To Next Page For Next Question ----------

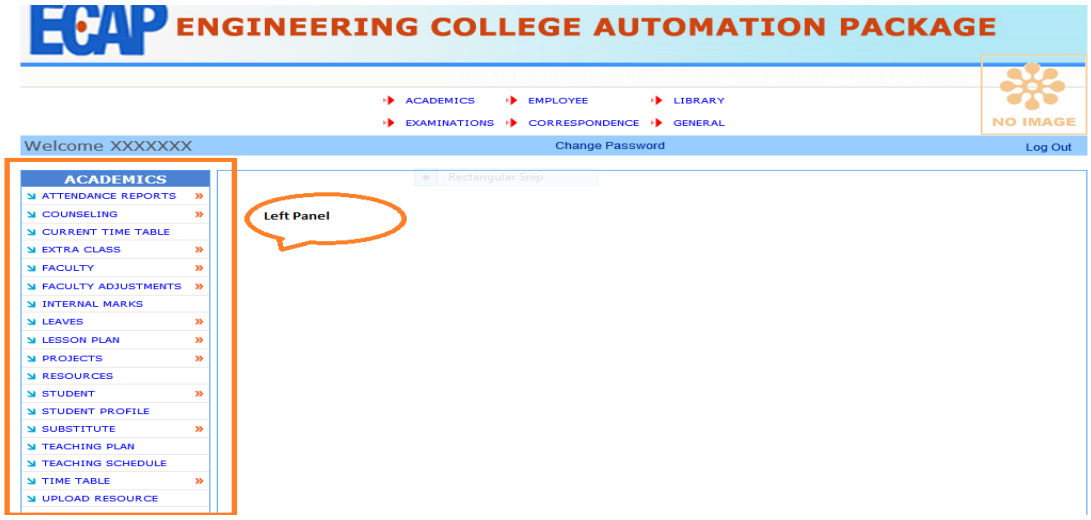
4) How Can I Enter My Achievements?

Ans:-Step 1:-Please Login In To ECAP By Using Your Username And Password

Step 2:- Please Click On "Academics" Module As Shown In Below

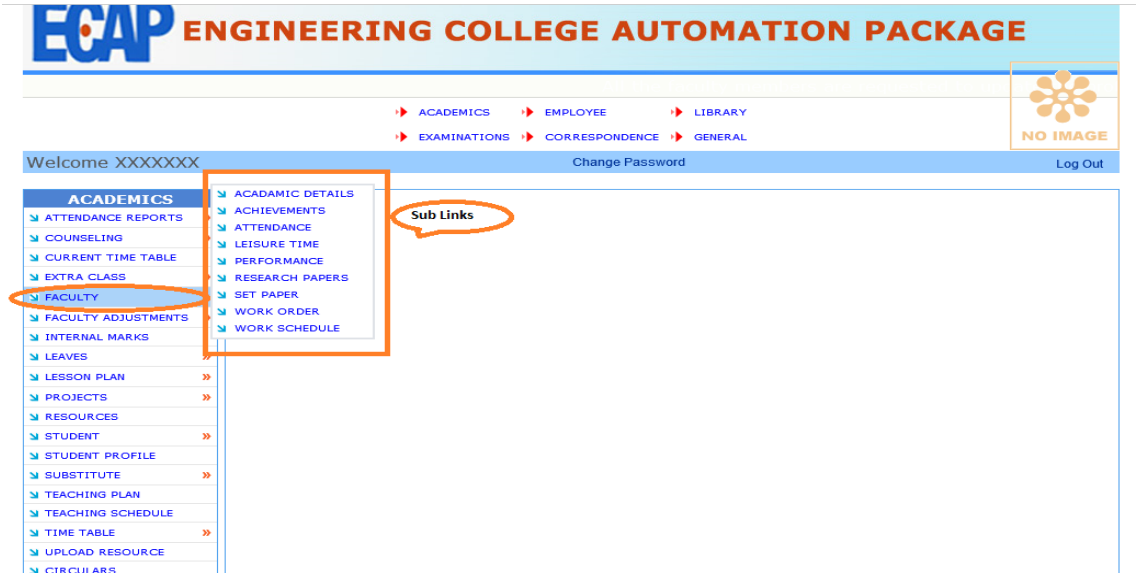


Step 3:-You Will Find "Left Panel" After Clicking On Academics Module As Shown In Below.

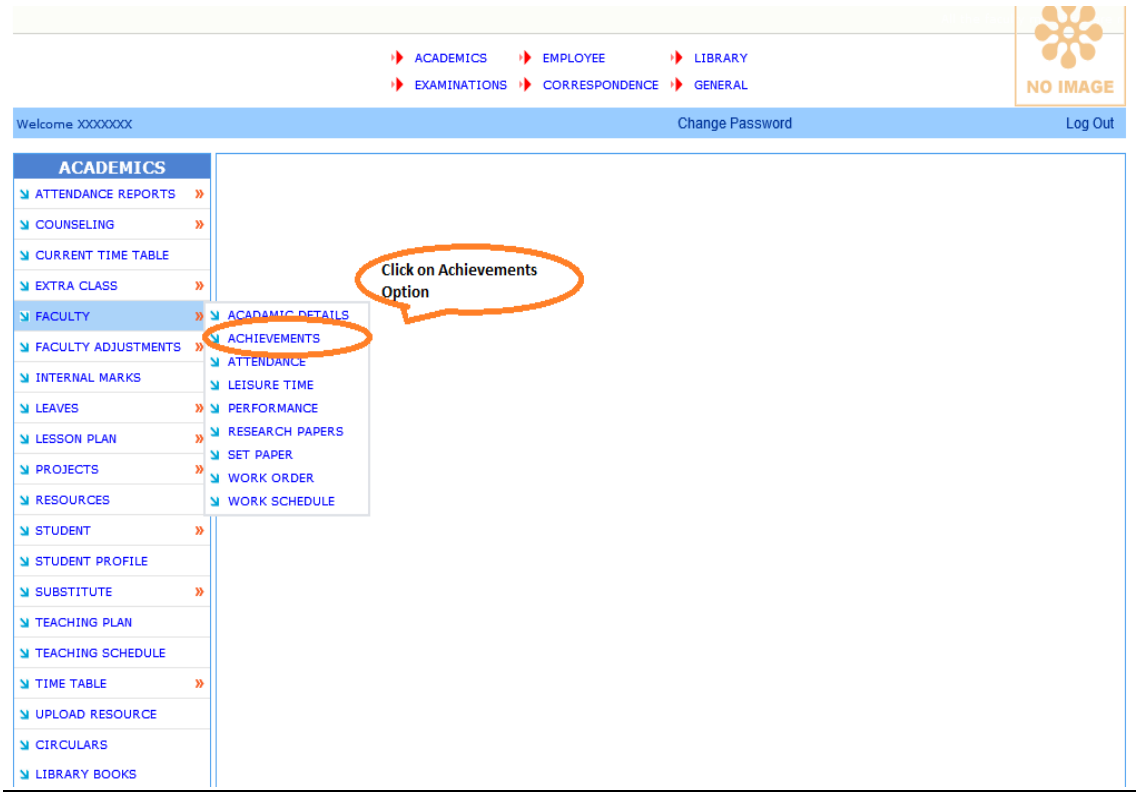


Question And Answers Of Academic Module Through Faculty Logins

Step 4:-Please Place Your Mouse Pointer On "Faculty" Link Which Is Available In Left Menu. Then You Will Find "Sub Links Menu" As Shown In Below



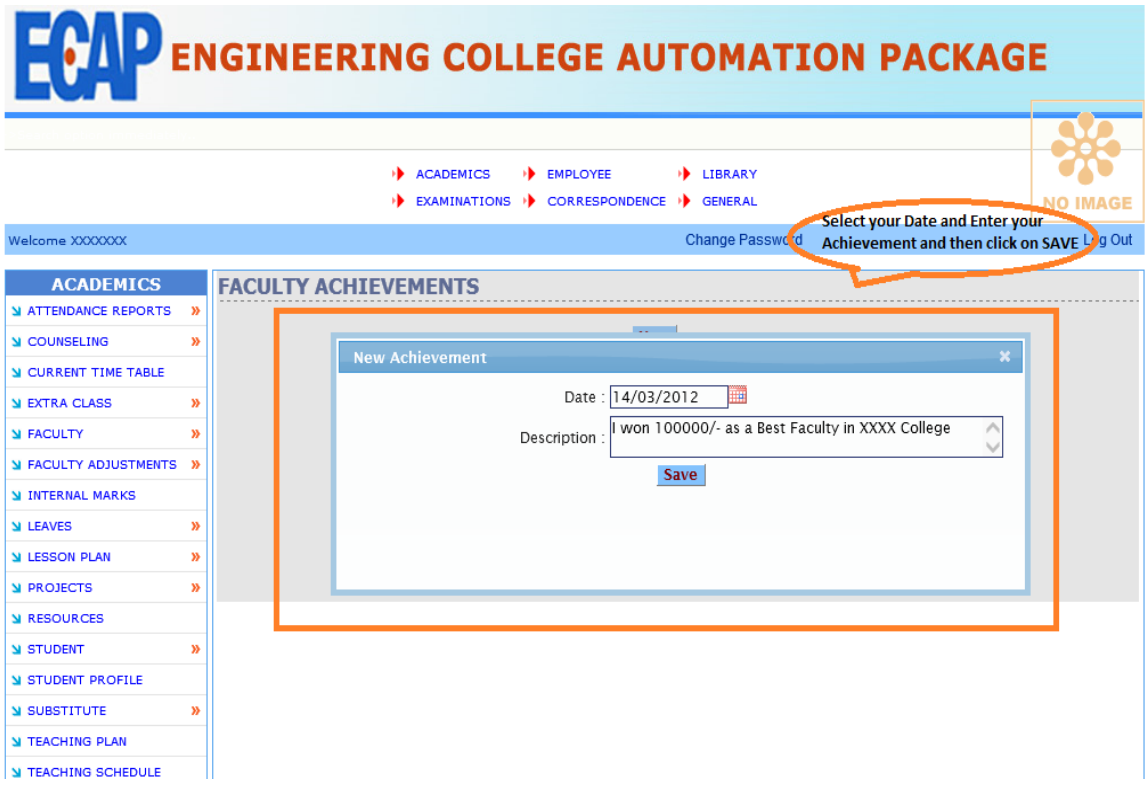
Step 5:-Please Find "Achievements" Option In Sub Links Menu As Shown In Below And Click On This Option.



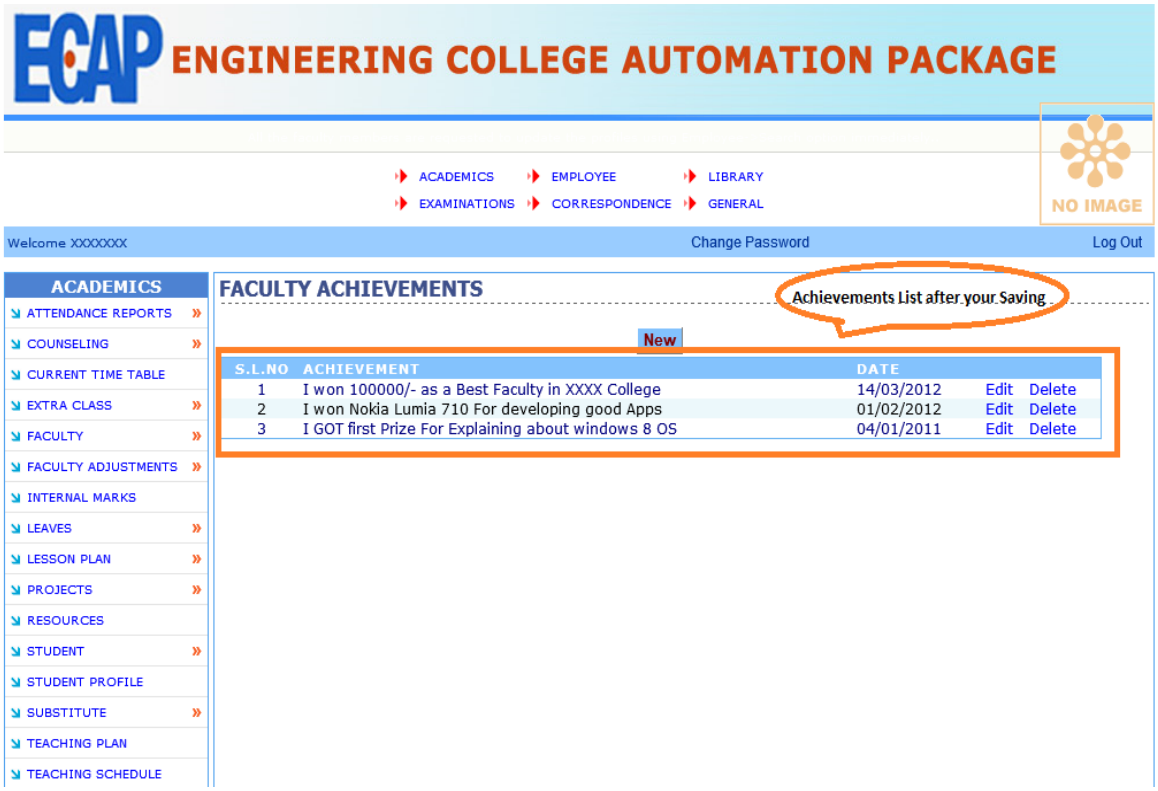
Question And Answers Of Academic Module Through Faculty Logins

Step6:-Here Please Click On "NEW Button" For Entering Your Achievements.

Step7:-You Will Find "POPUP" For Entering Your Achievement. Here Please Select Your Date And Enter Your Achievement And Then Click On "Save Button".



Step8:-You Will Find Your "Achievements LIST" After Click On Save Button.



---------- Go To Next Page For Next Question ----------

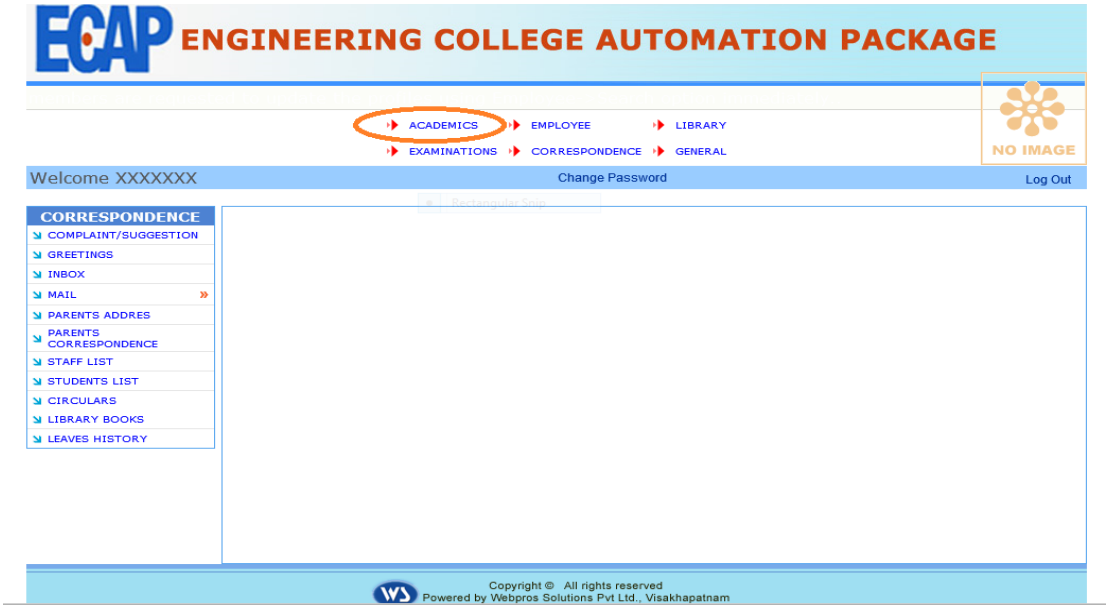
Question And Answers Of Academic Module Through Faculty Logins

5) How Can I Edit And Delete My Existing Achievements?

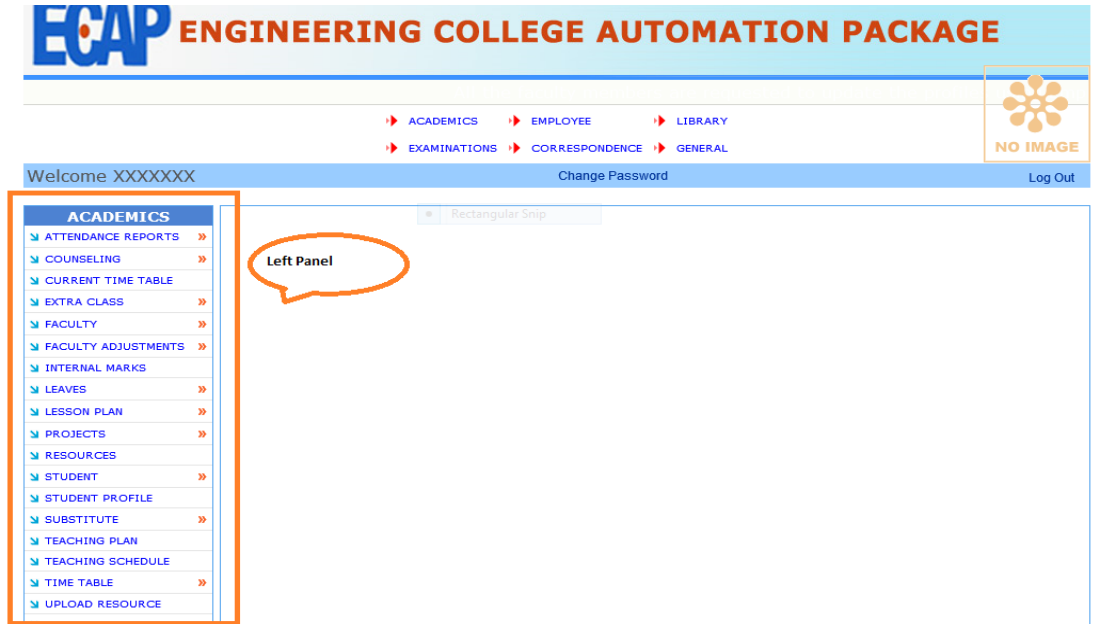
Ans:- For Editing Please Follow These Steps:-

Step 1:-Please Login In To ECAP By Using Your Username And Password

Step 2:- Please Click On "Academics" Module As Shown In Below

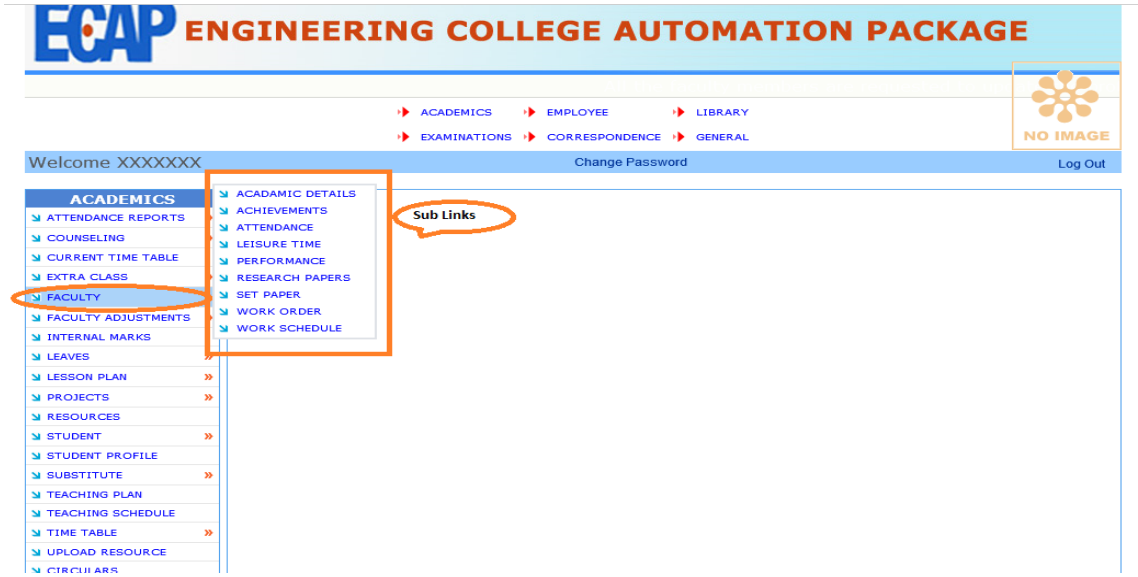


Step 3:-You Will Find "Left Panel" After Clicking On Academics Module As Shown In Below.

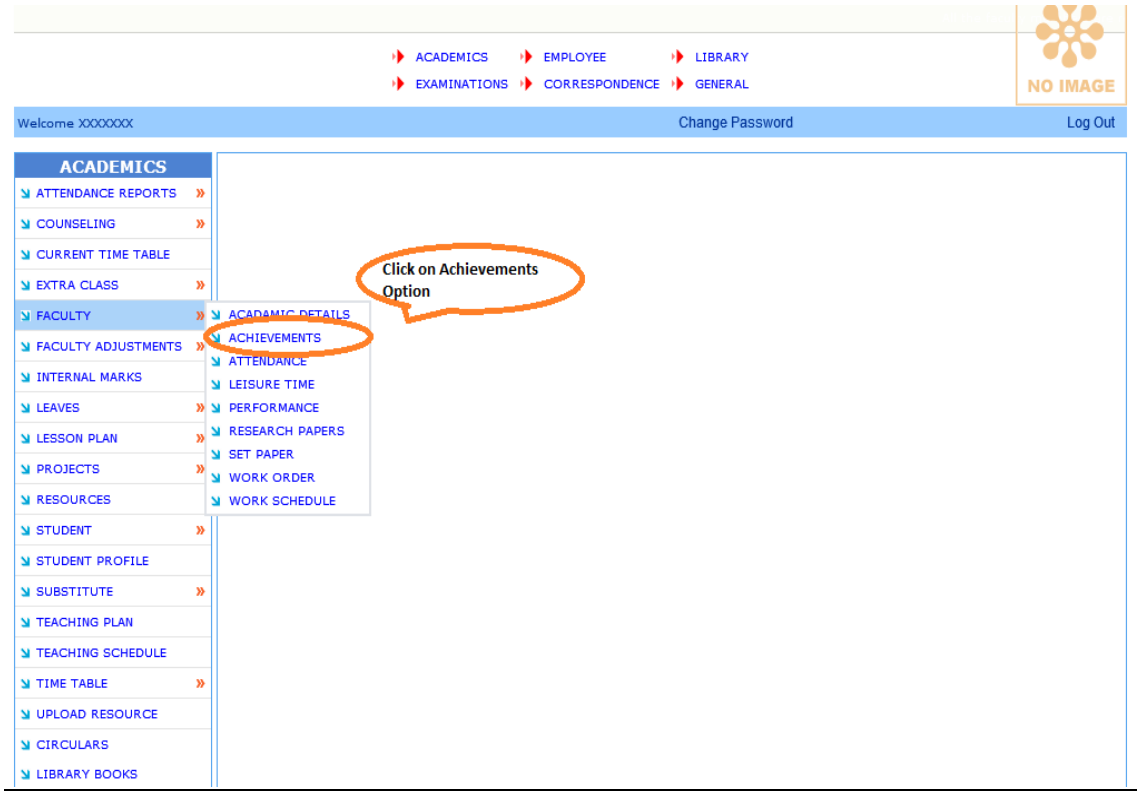


Question And Answers Of Academic Module Through Faculty Logins

Step 4:-Please Place Your Mouse Pointer On "Faculty" Link Which Is Available In Left Menu. Then You Will Find "Sub Links Menu" As Shown In Below

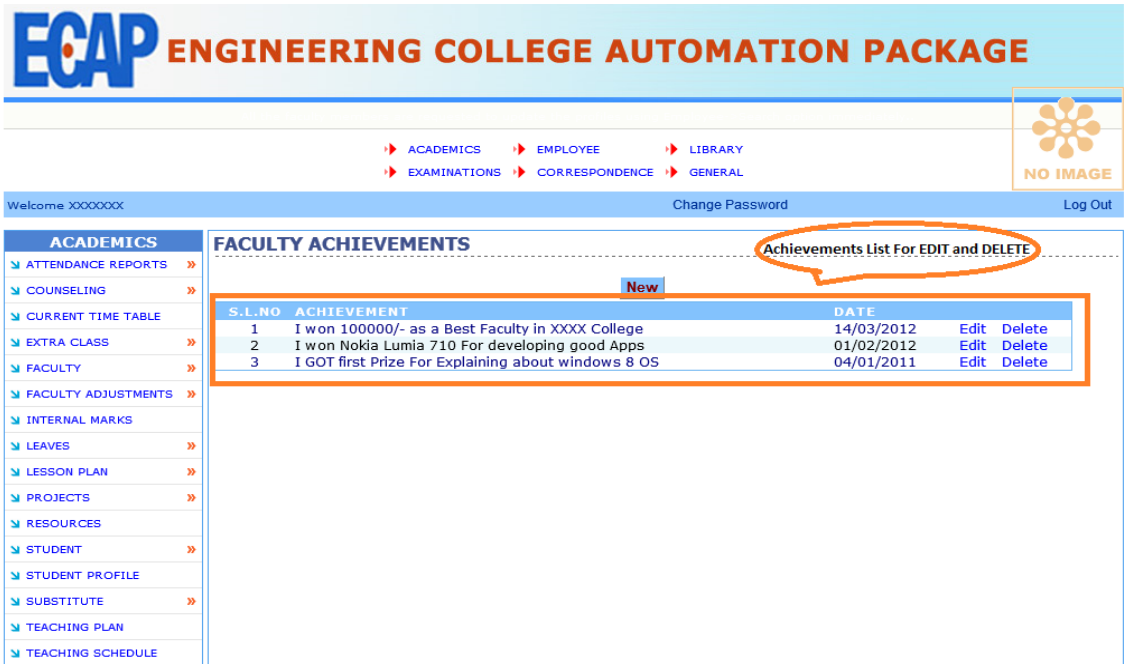


Step 5:-Please Find "Achievements" Option In Sub Links Menu As Shown In Below And Click On This Option.

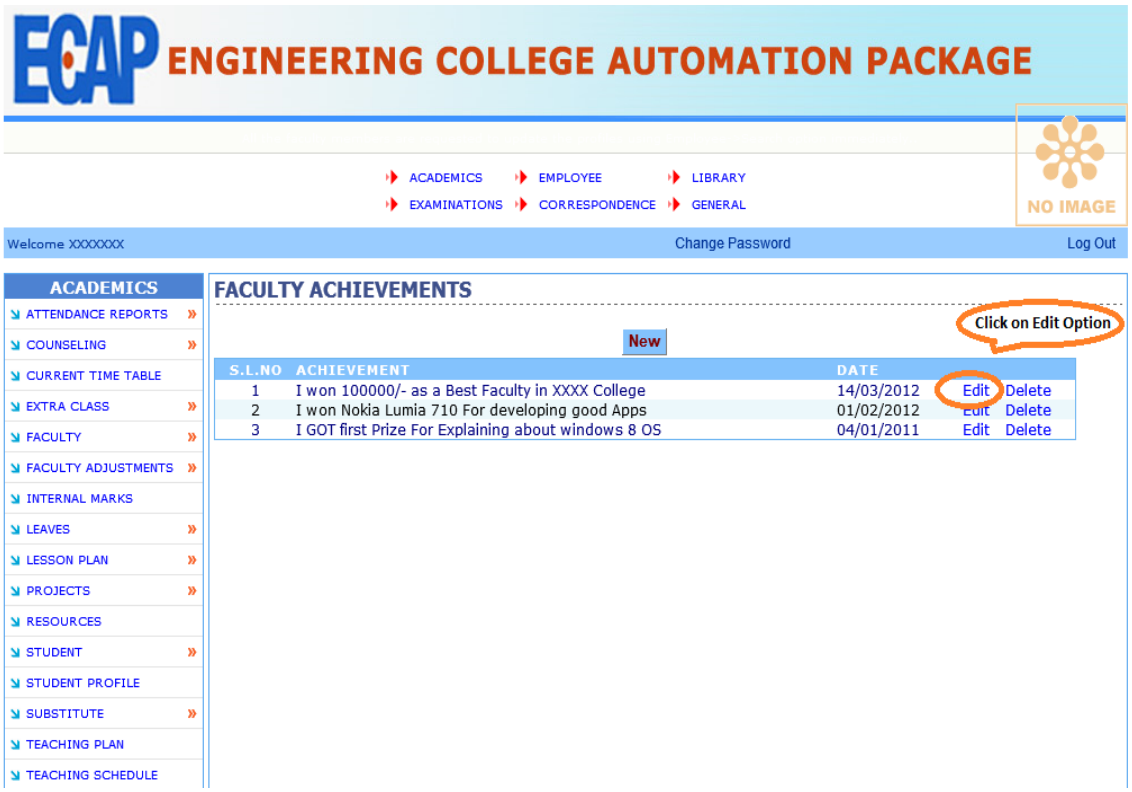


Question And Answers Of Academic Module Through Faculty Logins

Step 6:-Please Find "Achievements List" After Click On Achievements Link As Shown In Below.

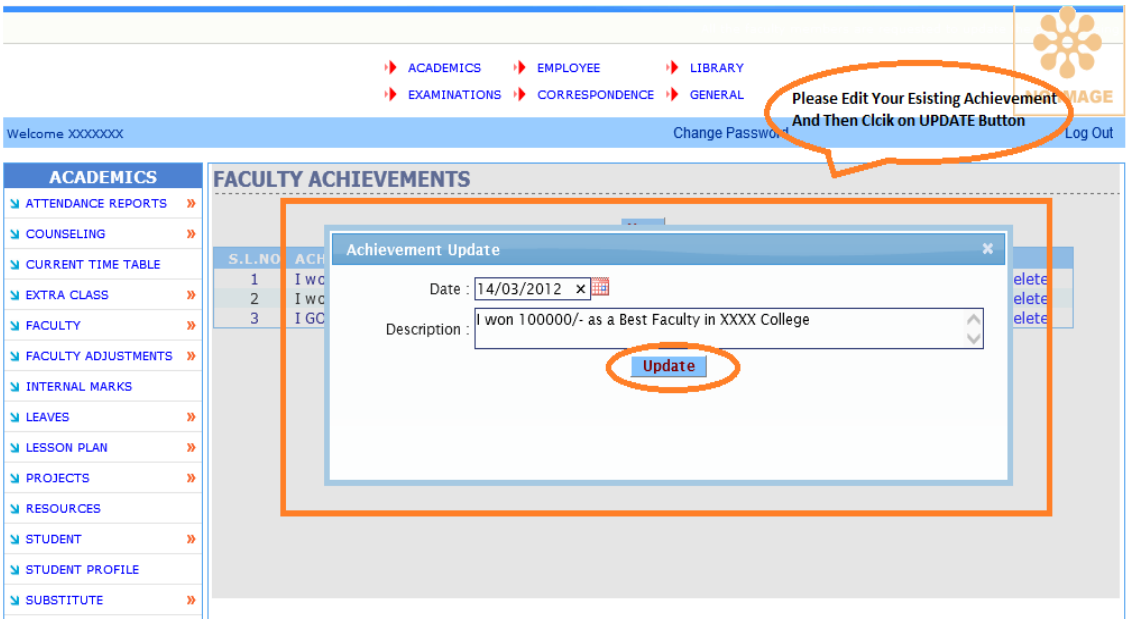


Step 7:-Please Click On "Edit Option" For Edit Your Existing Achievement As Shown In Below.

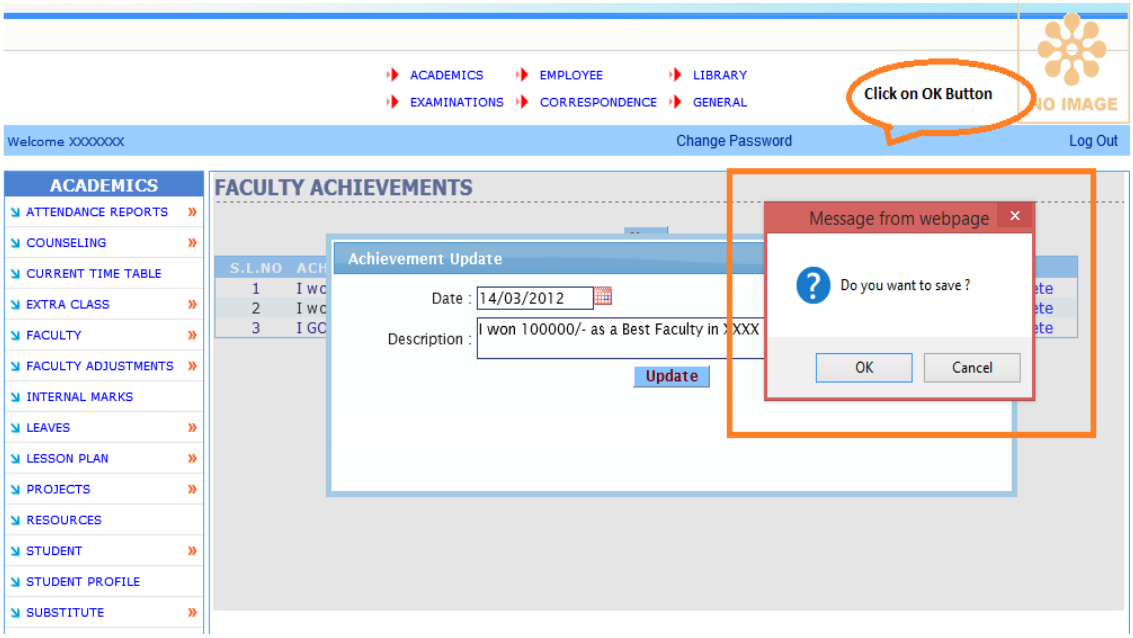


Question And Answers Of Academic Module Through Faculty Logins

Step 8:-Please Click On "Edit Option" For Editing Your Existing Achievement As Shown In Below &Then "Edit Your Existing Achievement" And Then Click On "Update Button" As Shown In Below .

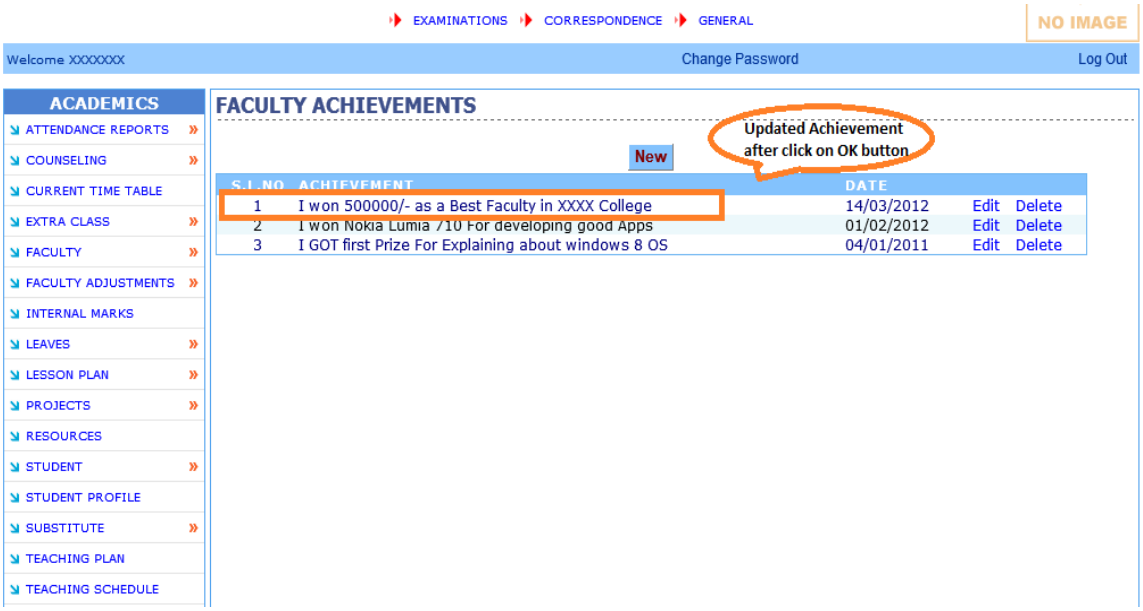


Step 9:-You Will Get "POP UP For Confirmation" After Click On Update Button.Here Please Click On "OK Button" As Shown In Below.



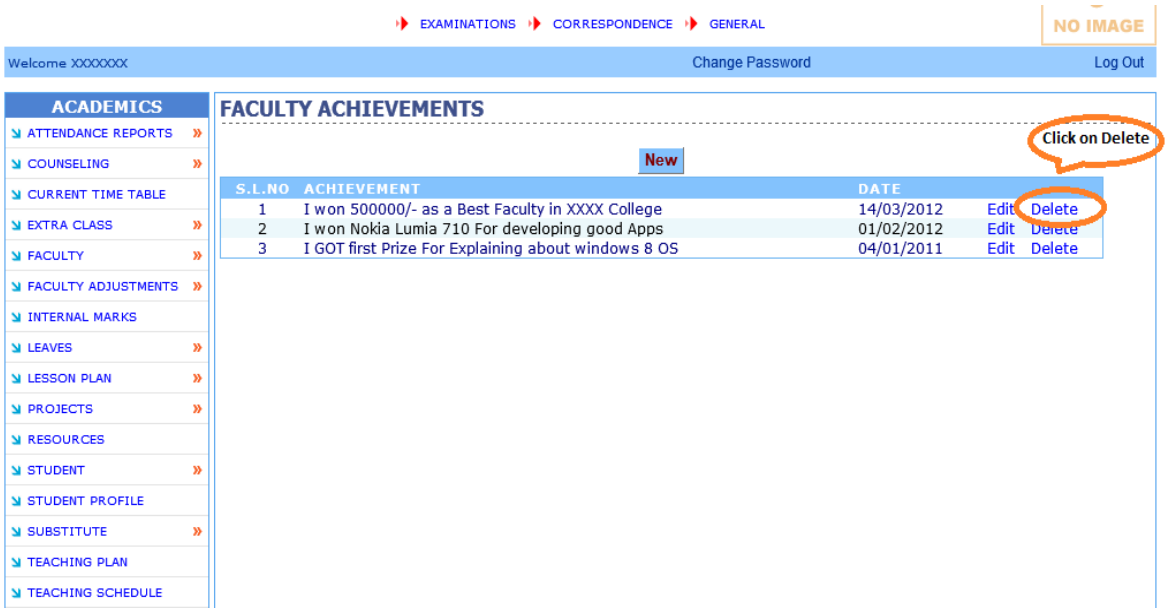
Question And Answers Of Academic Module Through Faculty Logins

Step 10:-Please See Here It Got Updated After Click On "OK Button" As Shown In Below.

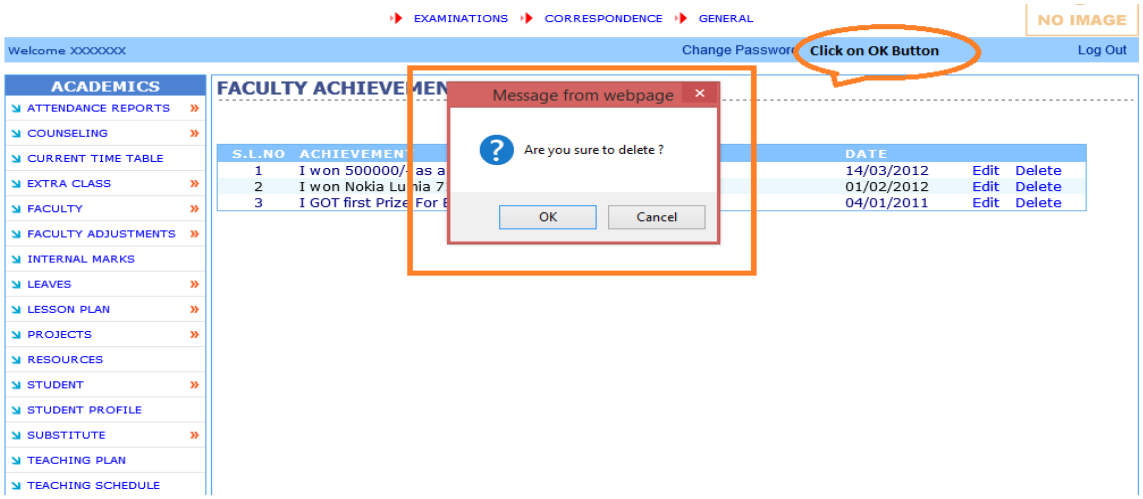


For Deleting Please Follow These Steps:-

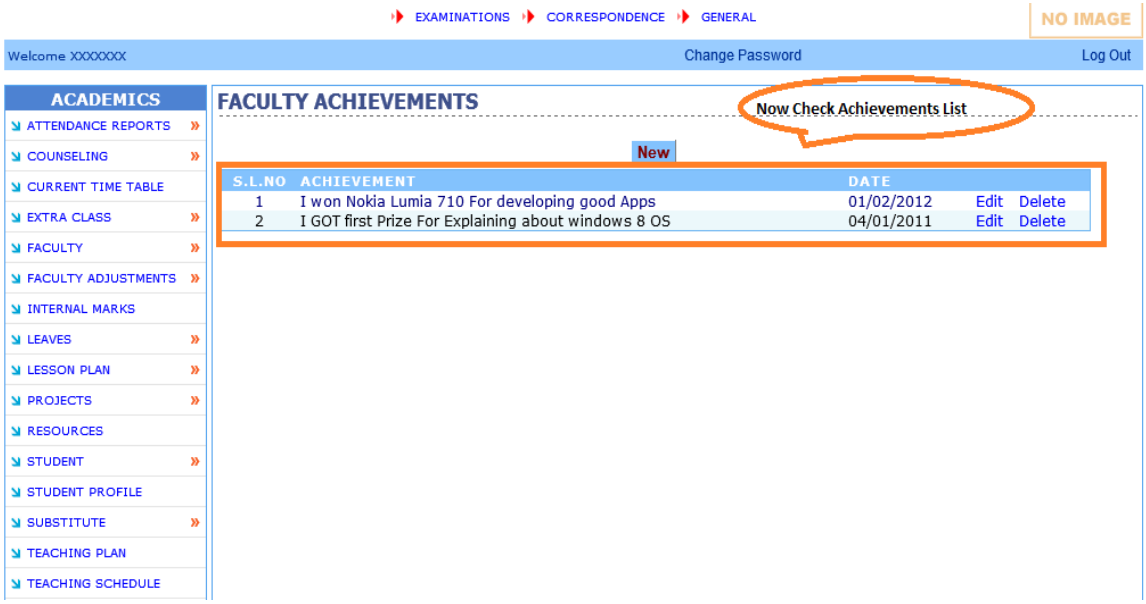
Step 11:- Please Click On "Delete Option" For Delete Your Existing Achievement As Shown In Below.



Step 12:- You Will Get "POP UP For Confirmation" After Click On Delete Option. Here Please Click On "OK Button" As Shown In Below.



Step 13:- Please "Check Achievements List" After Deleting Existing One And Also Check Before Screen It Is Having 3 Records And Now Please Observe On Below Screen,1 Record Got Deleted After Click On Delete Option.



---------- Go To Next Page For Next Question ----------

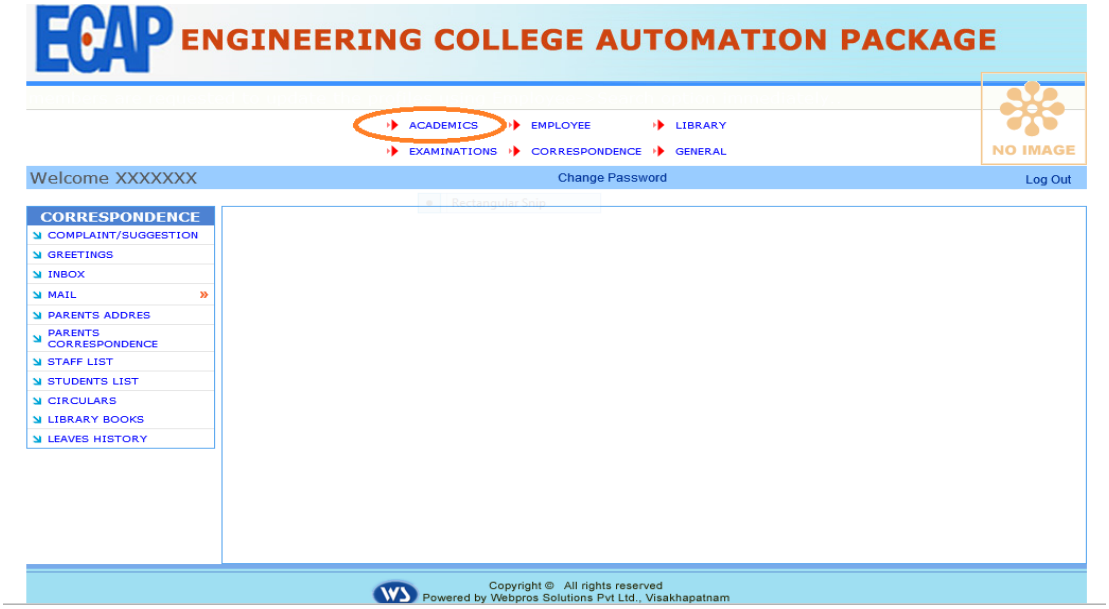
Question And Answers Of Academic Module Through Faculty Logins

6) How Can I Add My Research Papers And How To Edit And Delete Existing Ones?

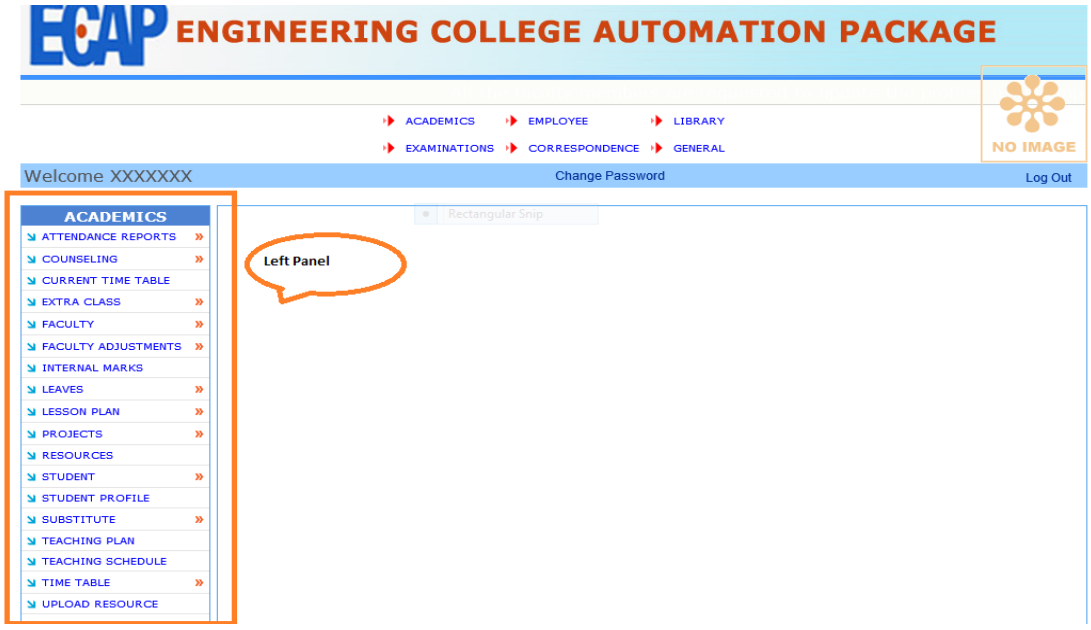
Ans:-Steps For Adding New Research Papers:-

Step 1:-Please Login In To ECAP By Using Your Username And Password

Step 2:- Please Click On "Academics" Module As Shown In Below

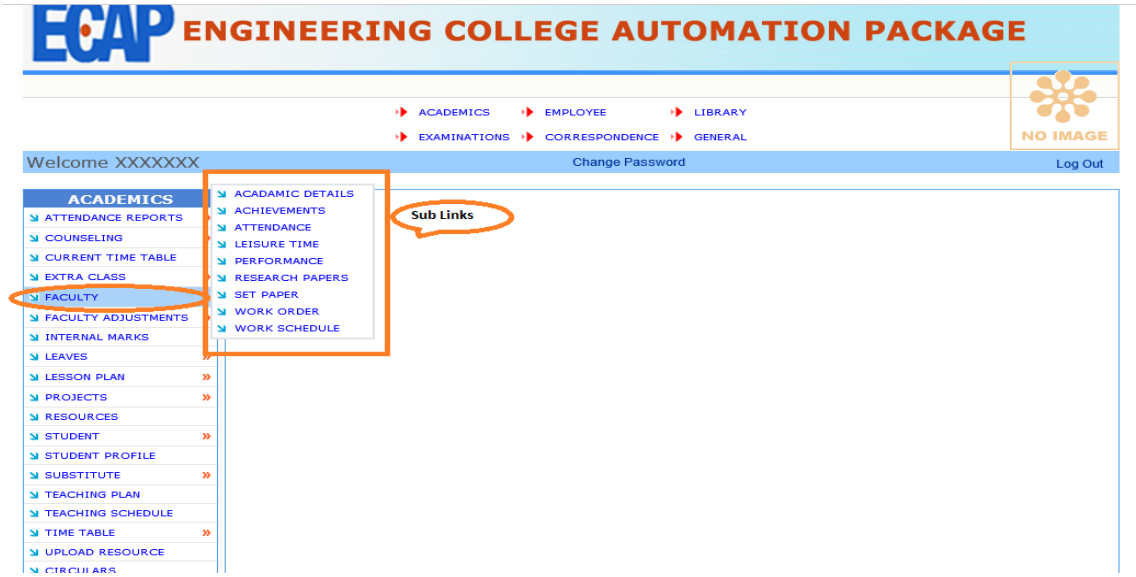


Step 3:-You Will Find "Left Panel" After Clicking On Academics Module As Shown In Below.

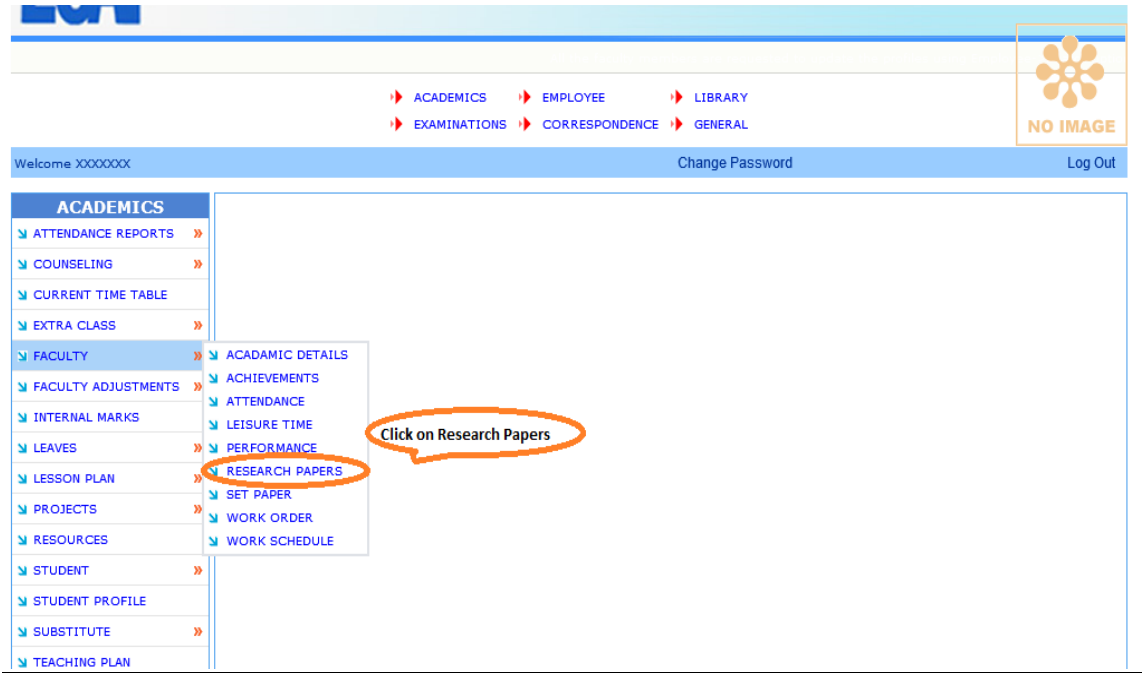


Question And Answers Of Academic Module Through Faculty Logins

Step 4:-Please Place Your Mouse Pointer On "Faculty" Link Which Is Available In Left Menu. Then You Will Find "Sub Links Menu" As Shown In Below

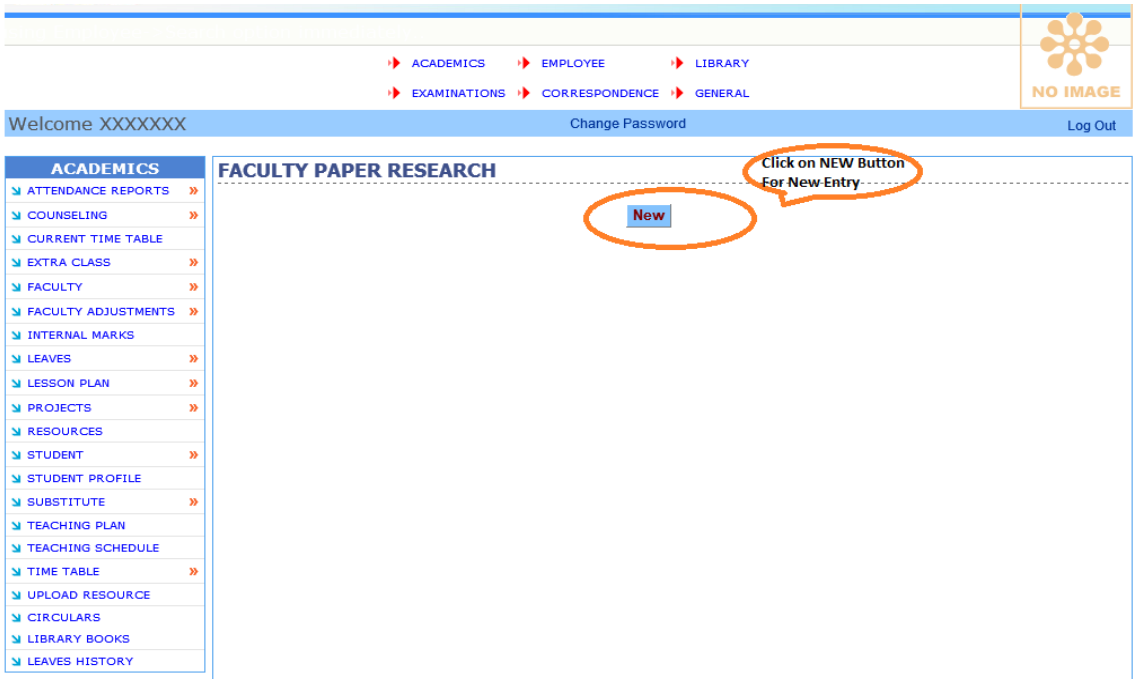


Step 5:-Please Find "Research Papers" Option In Sub Links Menu As Shown In Below And Click On This Option

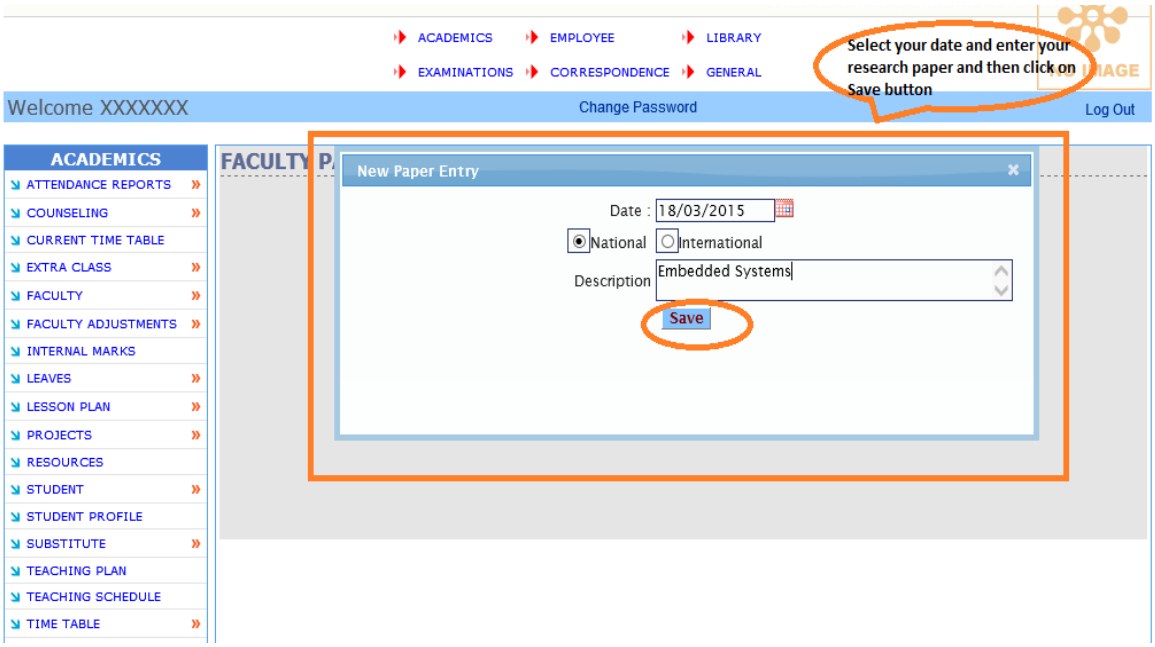


Question And Answers Of Academic Module Through Faculty Logins

Step 6:-Please Click On "New Button" For New Research Papers Entry.

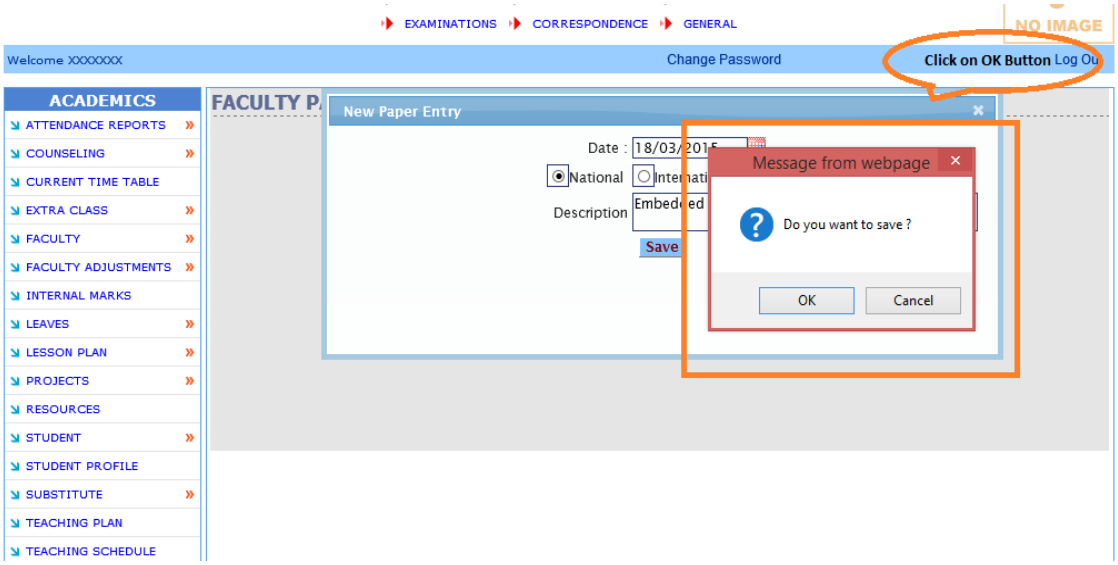


Step 7:- You Will Find "POPUP" For Entering Your Research Paper. Here Please Select Your Date And Enter Your Research Paper By Selecting National Or International And Then Click On "Save Button".

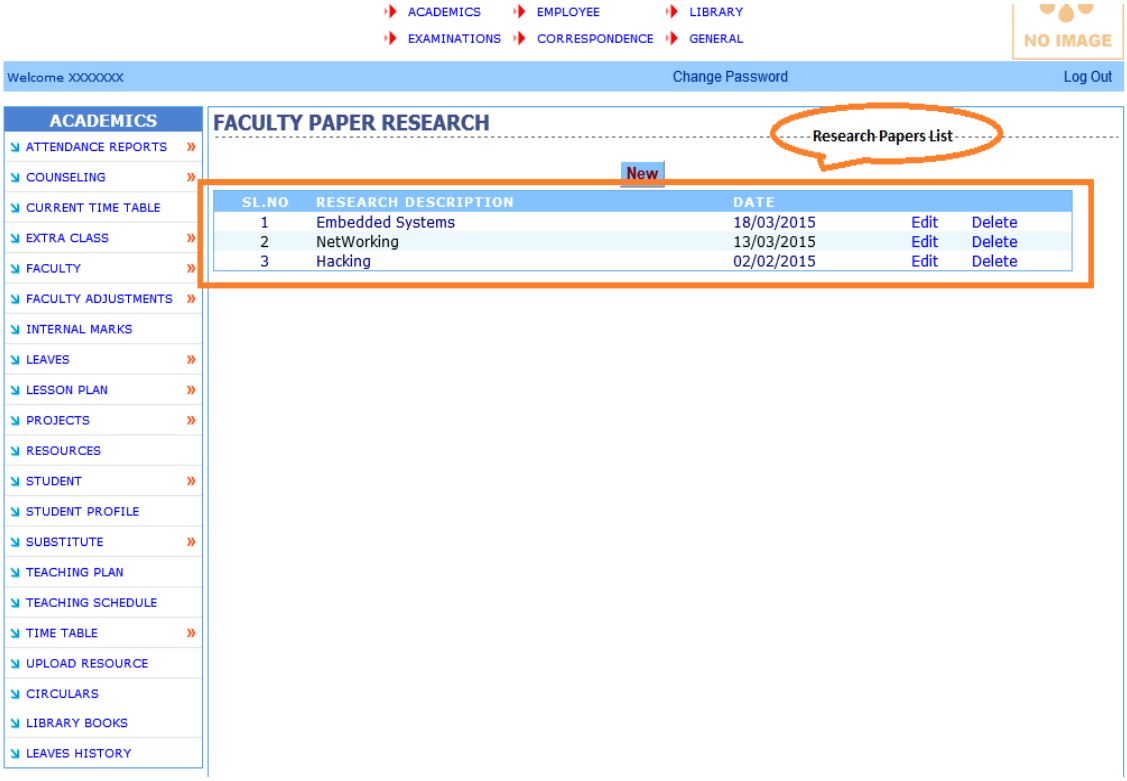


Question And Answers Of Academic Module Through Faculty Logins

Step 8:- You Will Get "POP UP For Confirmation" After Click On Save Button. Here Please Click On "OK Button" As Shown In Below.



Step 9:-You Will Get Your Research Papers List After Click On OK Button As Shown In Below.

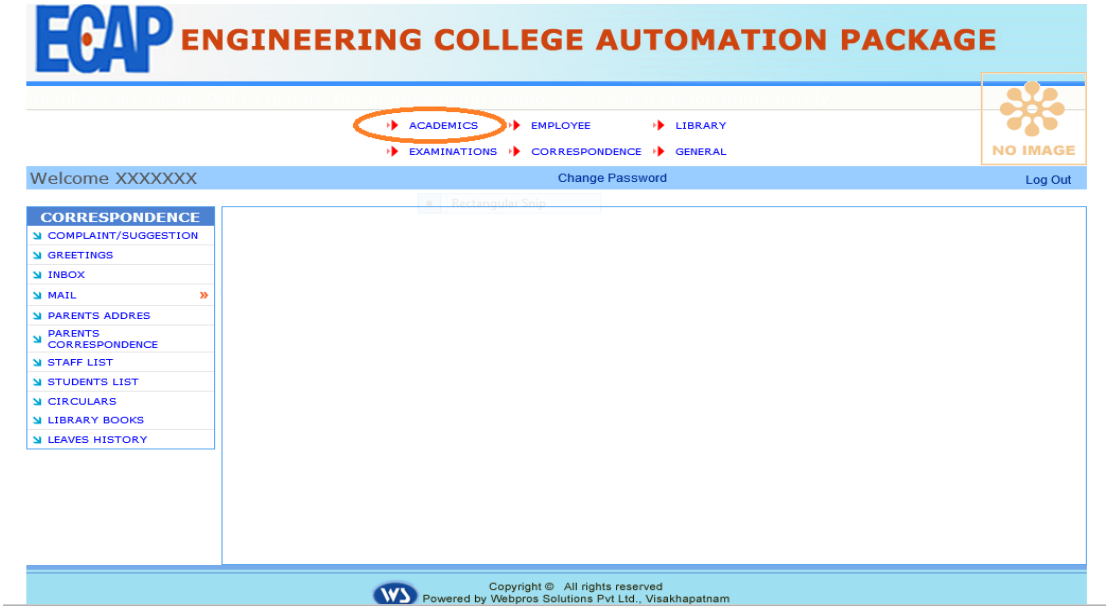


Question And Answers Of Academic Module Through Faculty Logins

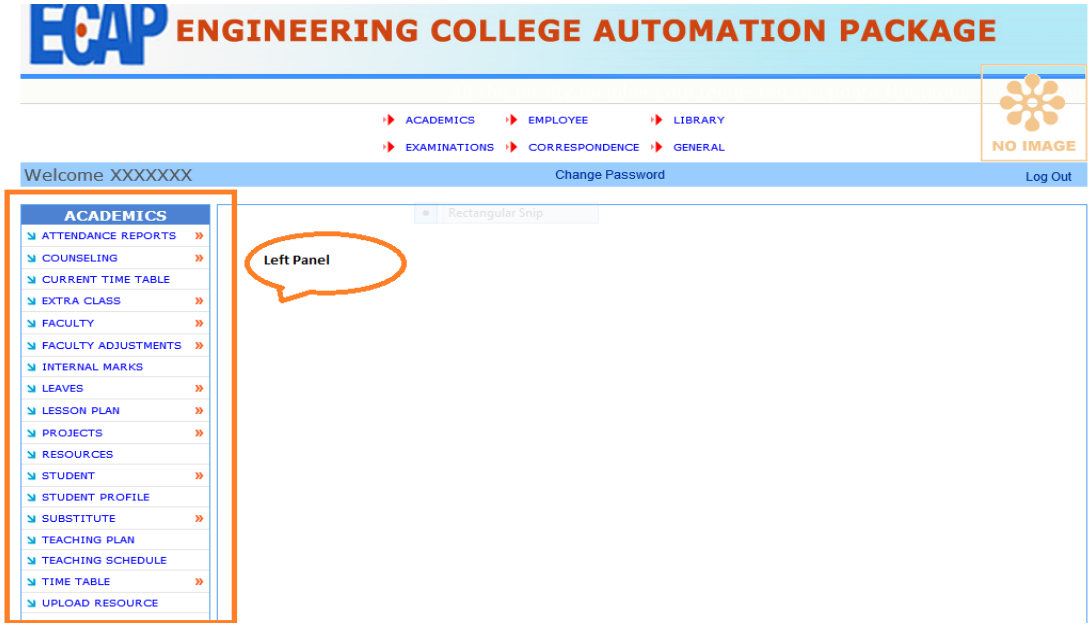
Steps For EDIT Existing Research Papers:-

Step 1:-Please Login In To ECAP By Using Your Username And Password

Step 2:- Please Click On "Academics" Module As Shown In Below

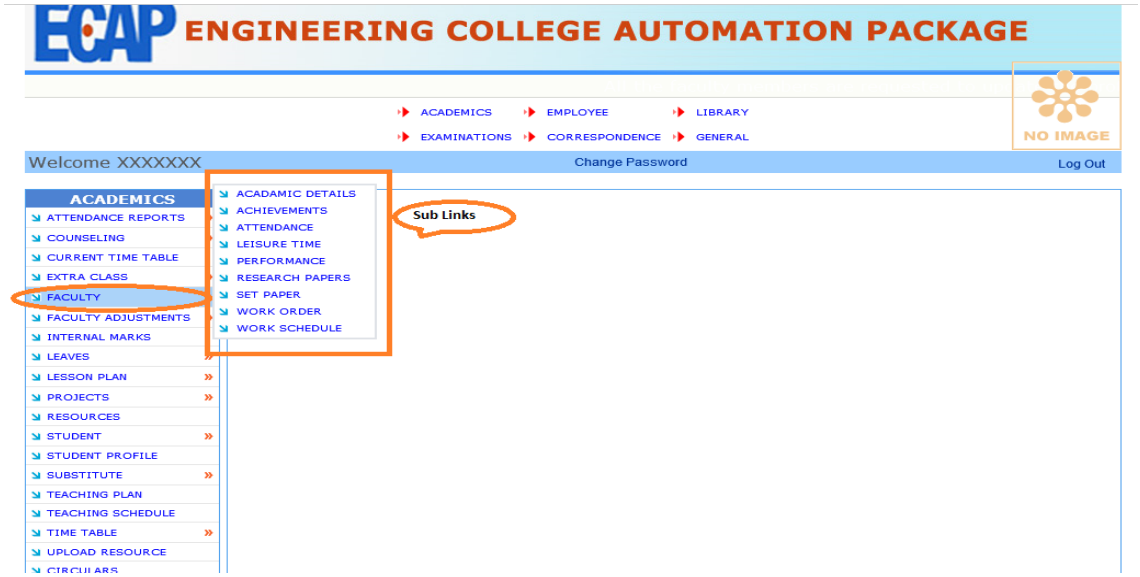


Step 3:-You Will Find "Left Panel" After Clicking On Academics Module As Shown In Below.

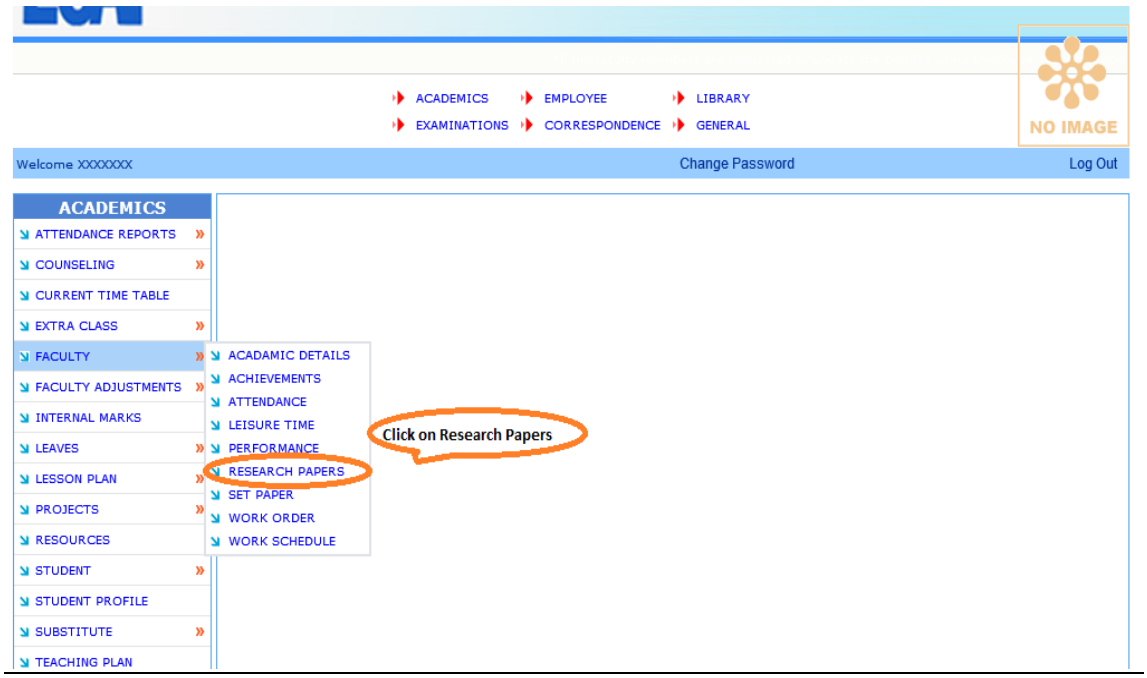


Question And Answers Of Academic Module Through Faculty Logins

Step 4:-Please Place Your Mouse Pointer On "Faculty" Link Which Is Available In Left Menu. Then You Will Find "Sub Links Menu" As Shown In Below

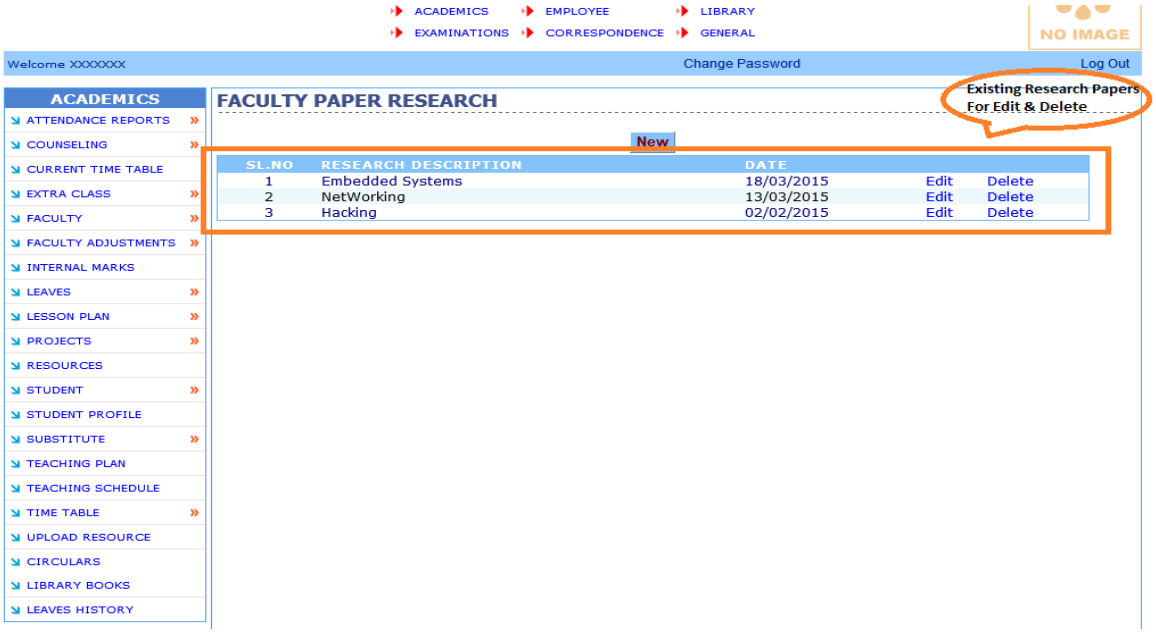


Step 5:-Please Find "Research Papers" Option In Sub Links Menu As Shown In Below And Click On This Option

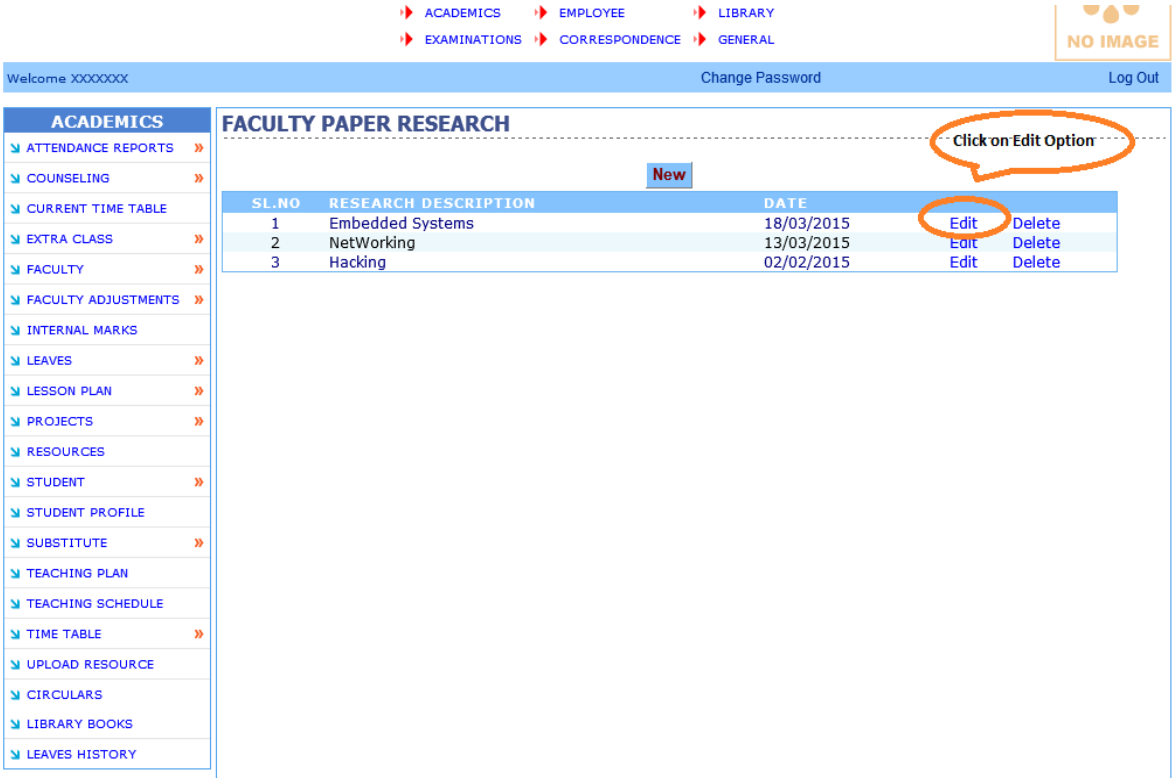


Question And Answers Of Academic Module Through Faculty Logins

Step 6:-Please Find "Research Papers List" After Click On Research Paper Sub Link As Shown In Below.

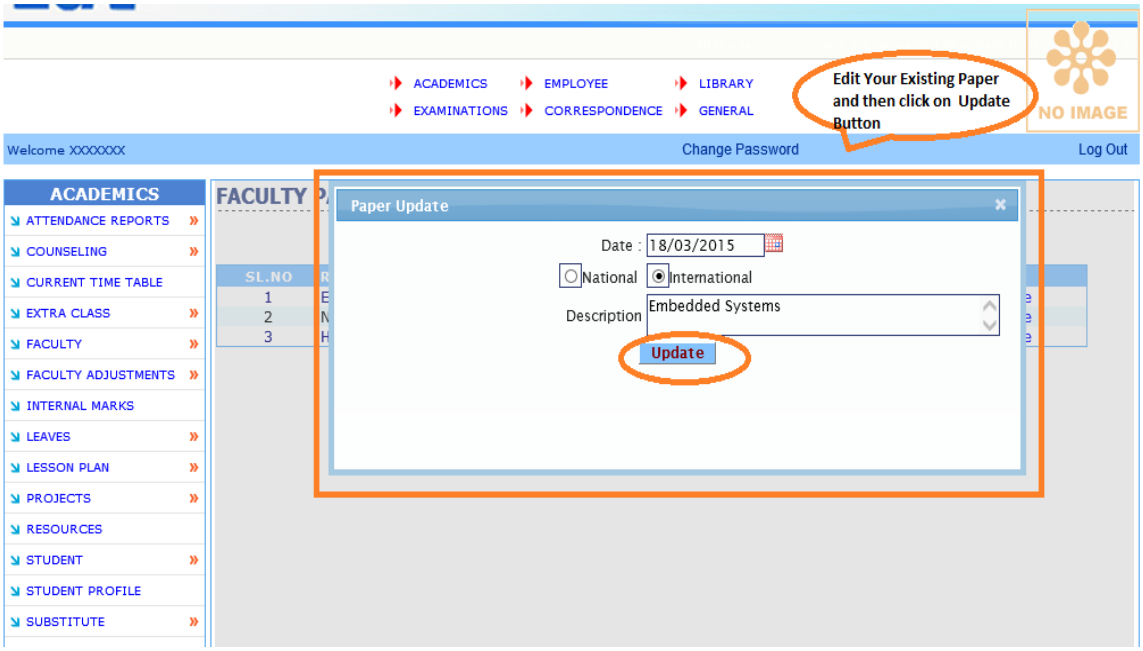


Step 7:-Please Click On "Edit Option" For Edit Your Existing Research Papers As Shown In Below.

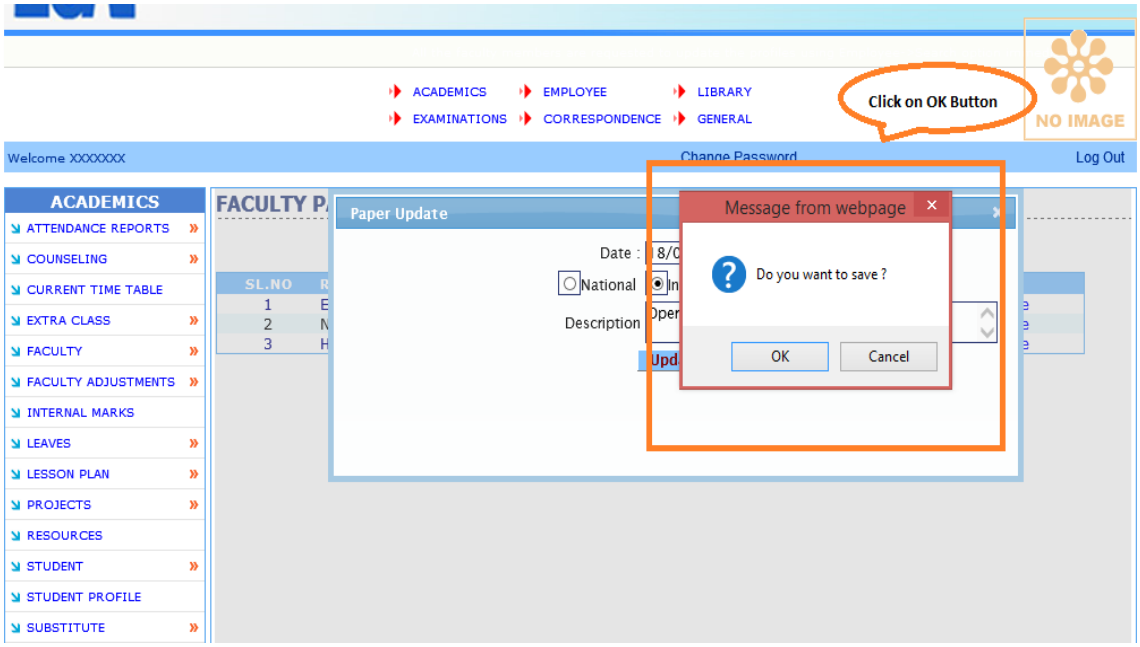


Question And Answers Of Academic Module Through Faculty Logins

Step 8:-You Will Get POP UP After Clicking "Edit Option" For Editing Your Existing Research Papers As Shown In Below &Then "Edit Your Existing Paper" And Then Click On "Update Button" As Shown In Below .

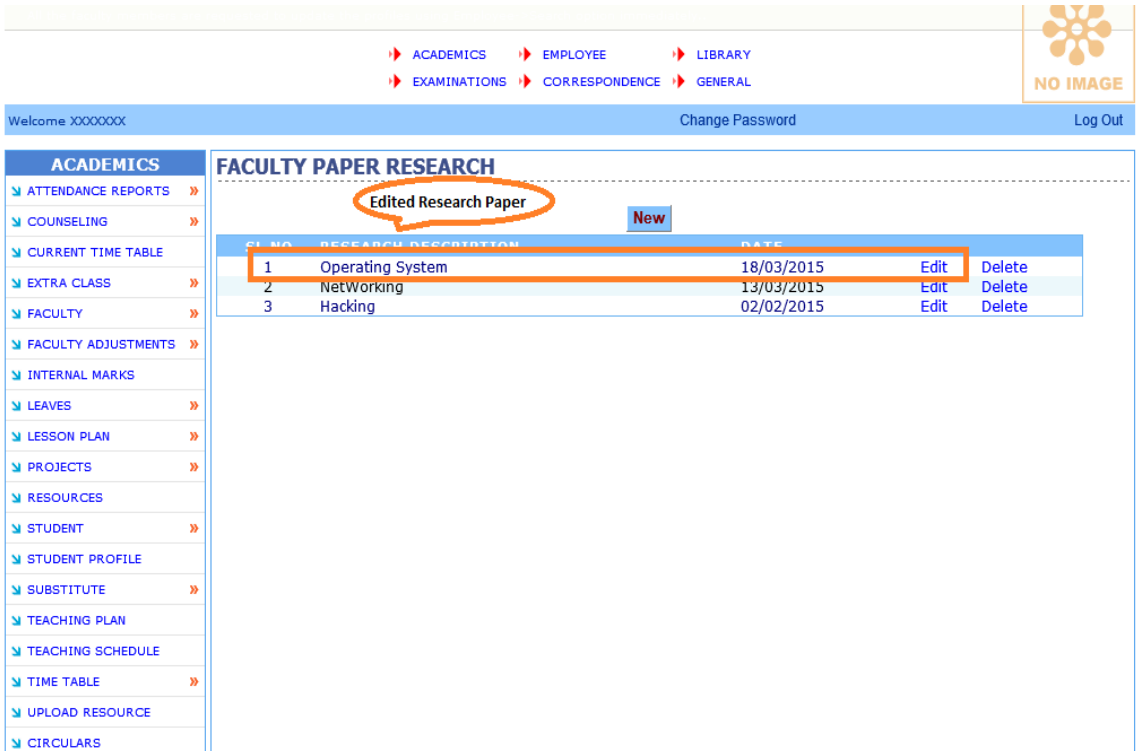


Step 9:- You Will Get "POP UP For Confirmation" After Click On Update Button. Here Please Click On "OK Button" As Shown In Below.



Question And Answers Of Academic Module Through Faculty Logins

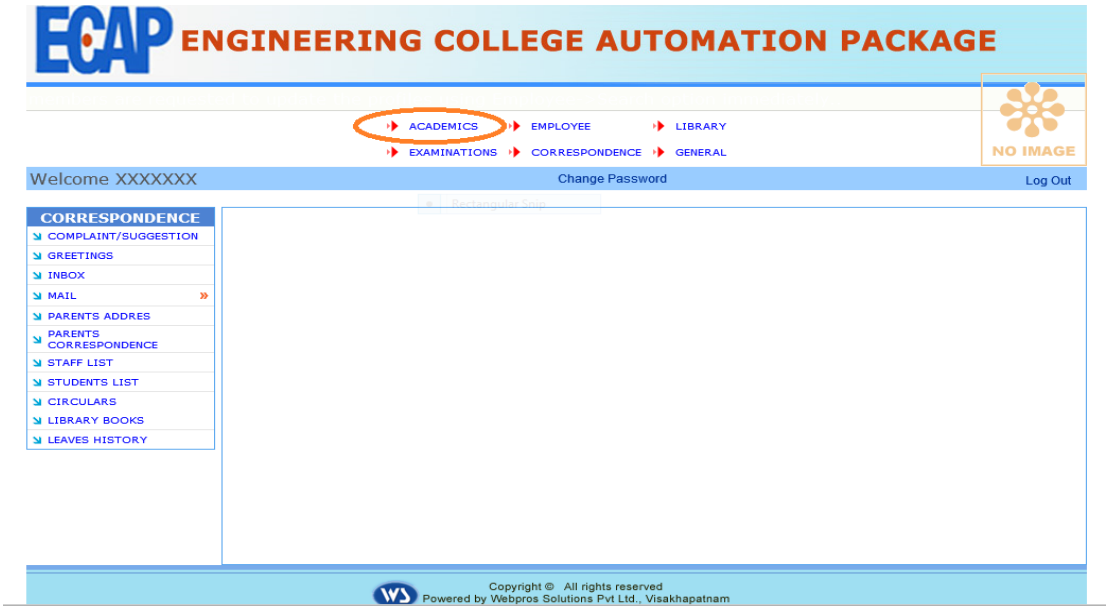
Step 10:-Please See Here It Got Updated After Click On "OK Button" As Shown In Below.



Steps For DELETE Existing Research Papers:-

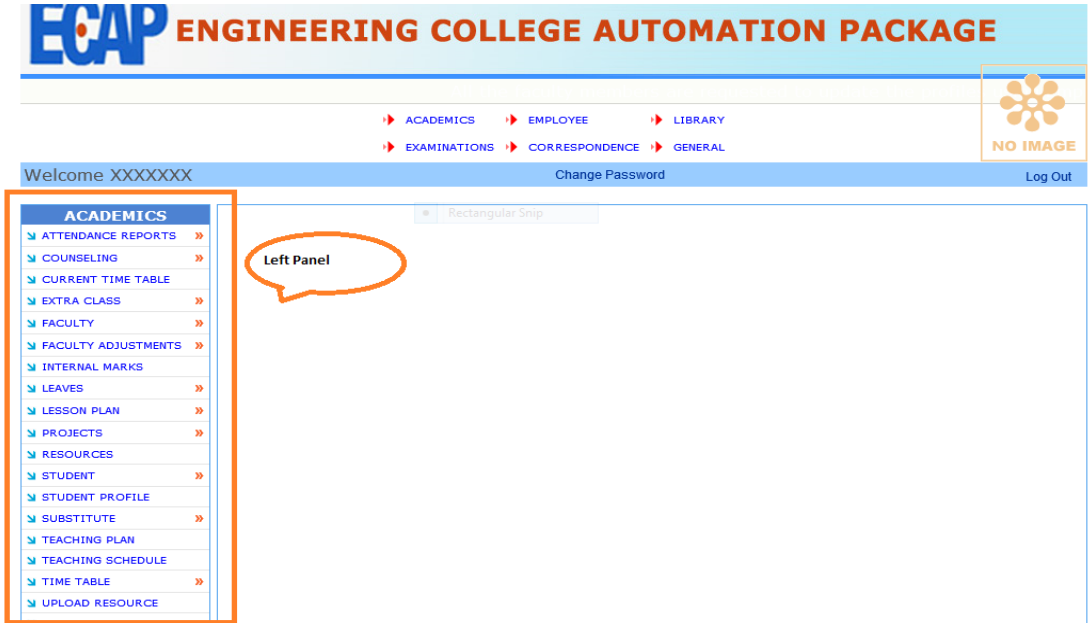
Step 1:-Please Login In To ECAP By Using Your Username And Password

Step 2:- Please Click On "Academics" Module As Shown In Below

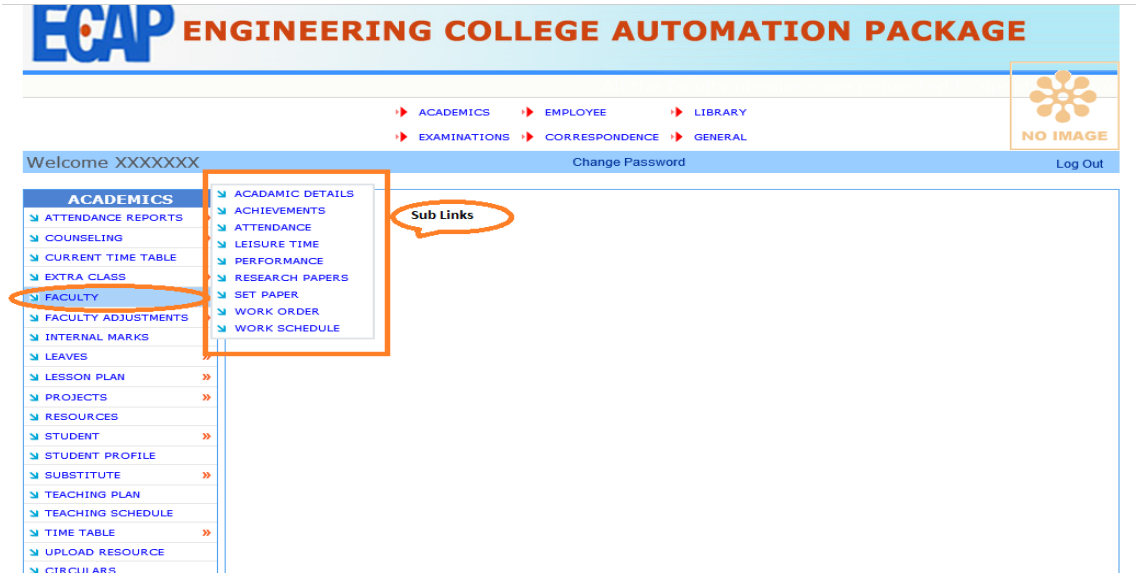


Question And Answers Of Academic Module Through Faculty Logins

Step 3:-You Will Find "Left Panel" After Clicking On Academics Module As Shown In Below.

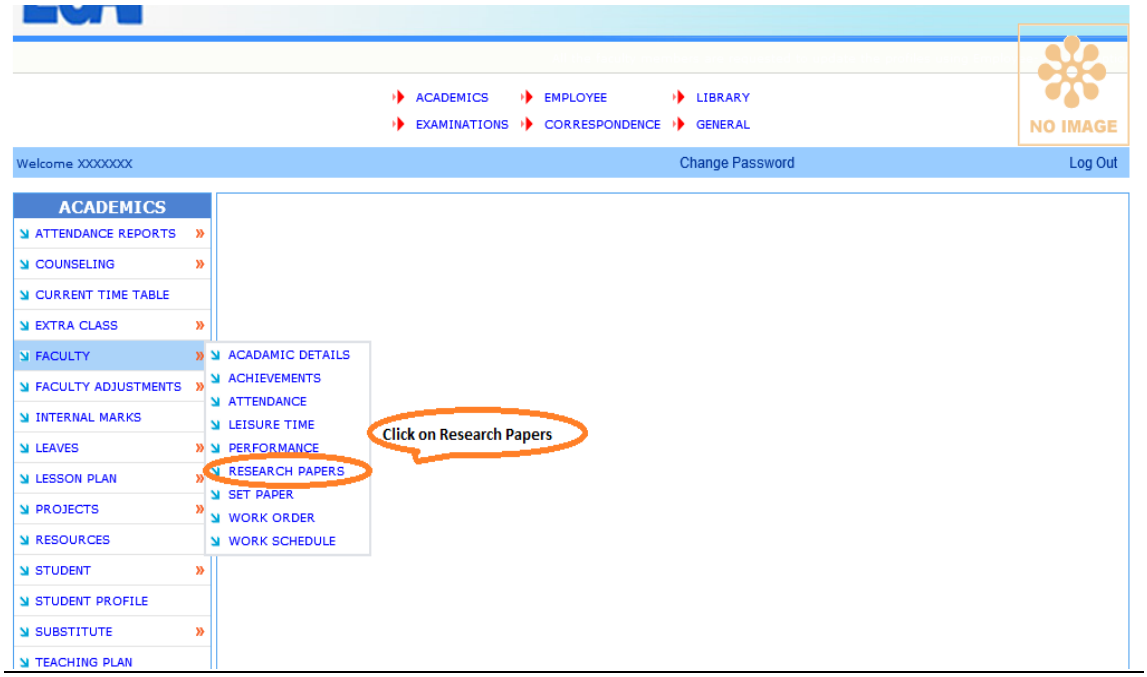


Step 4:-Please Place Your Mouse Pointer On "Faculty" Link Which Is Available In Left Menu. Then You Will Find "Sub Links Menu" As Shown In Below

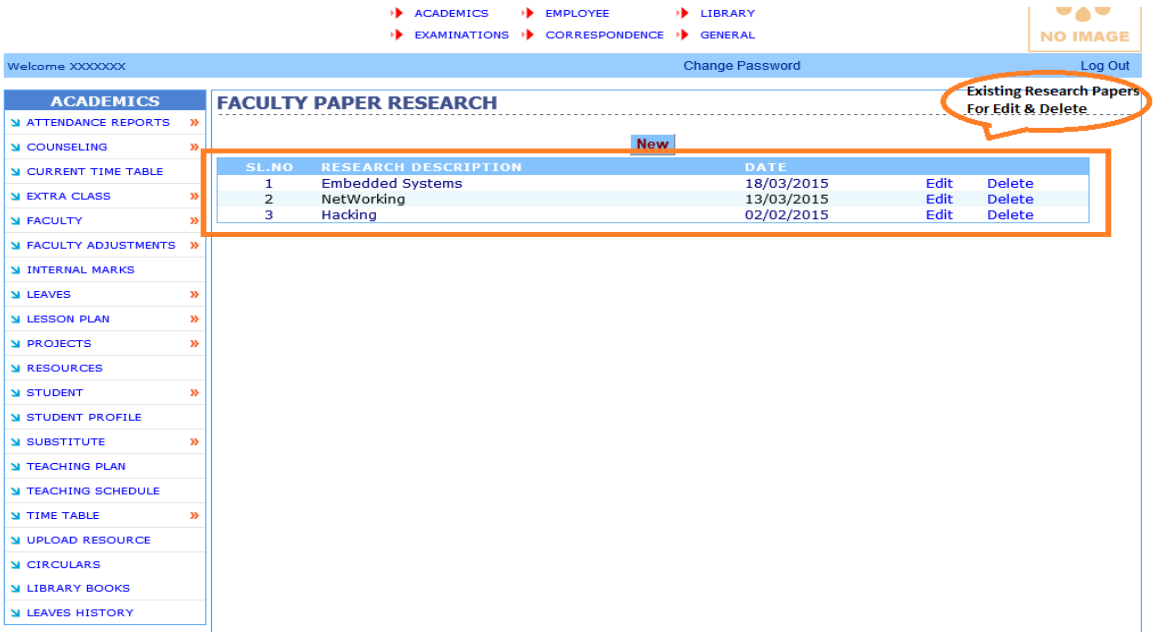


Question And Answers Of Academic Module Through Faculty Logins

Step 5:-Please Find "Research Papers" Option In Sub Links Menu As Shown In Below And Click On This Option

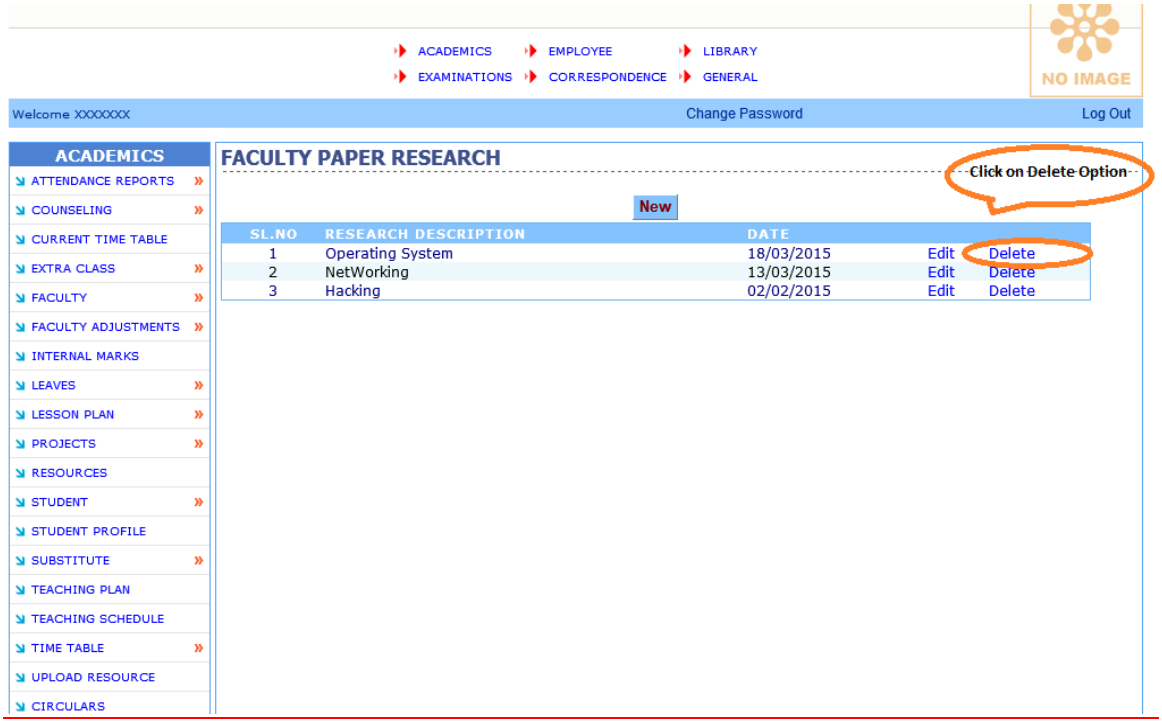


Step 6:-Please Find "Research Papers List" After Click On Research Paper Sub Link As Shown In Below.

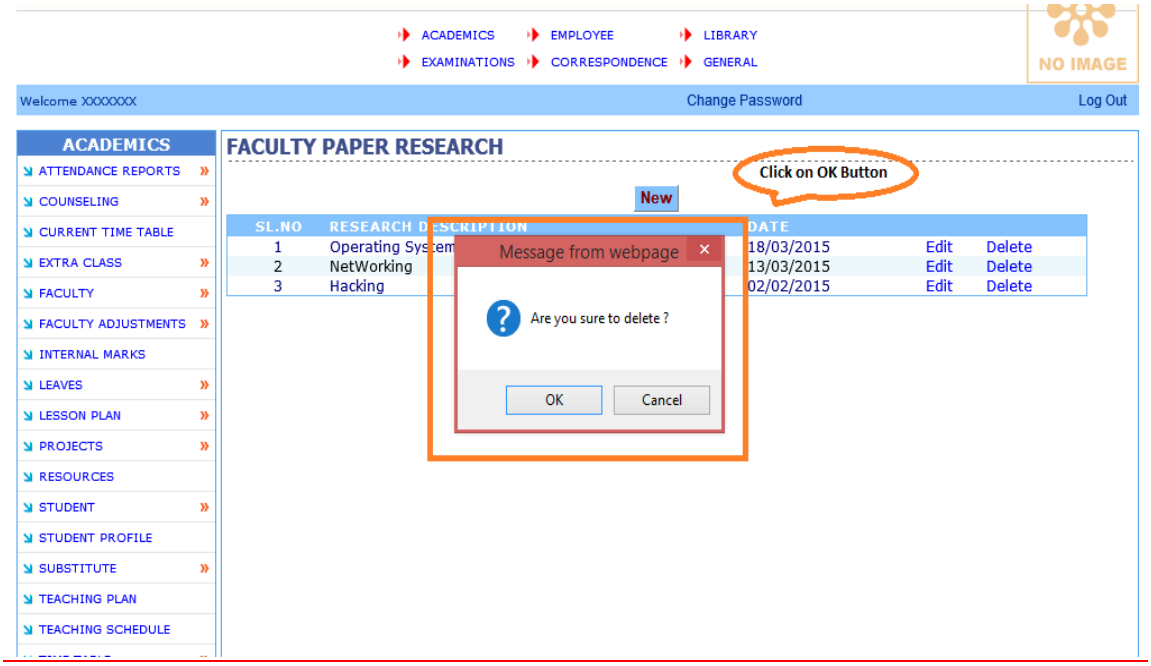


Question And Answers Of Academic Module Through Faculty Logins

Step 7:-Please Click On "Delete Option" For Delete Your Existing Research Papers As Shown In Below.

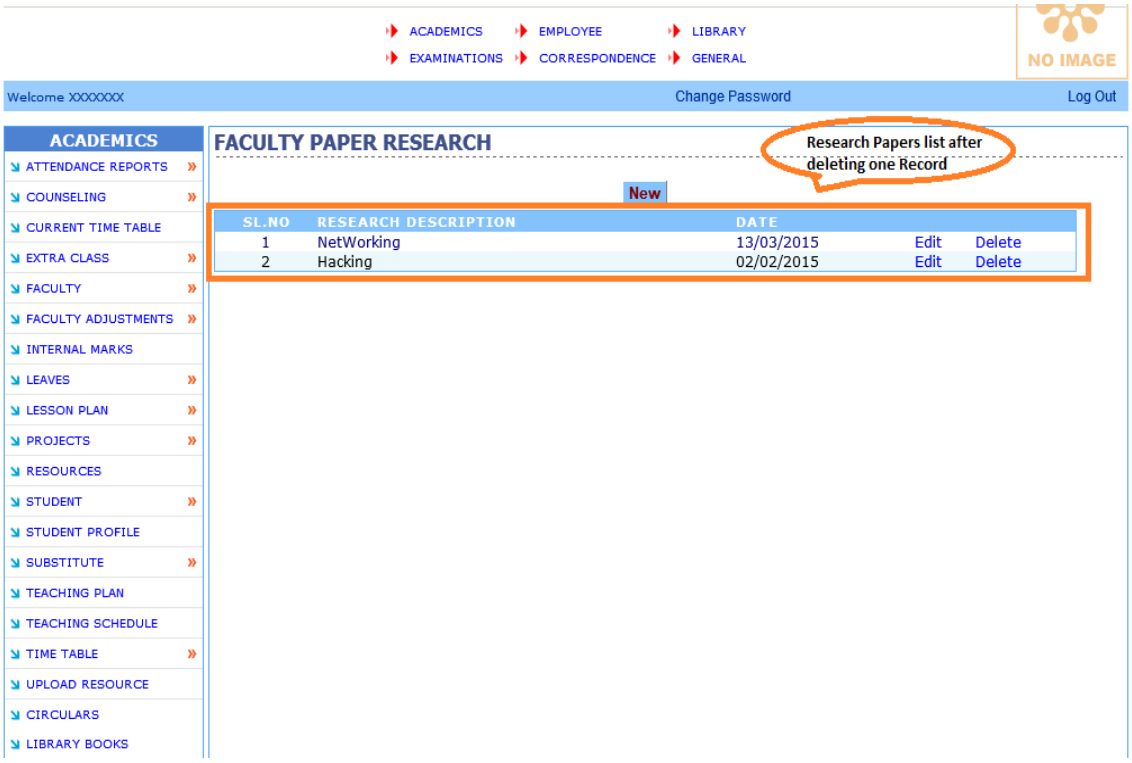


Step 8:-Please Click On "OK Button" For Delete Your Existing Research Papers As Shown In Below.



Question And Answers Of Academic Module Through Faculty Logins

Step 9:- Please "Check Research Papers List" After Deleting Existing One And Also Check Before Screen It Is Having 3 Records And Now Please Observe On Below Screen,1 Record Got Deleted After Click On Delete Option.



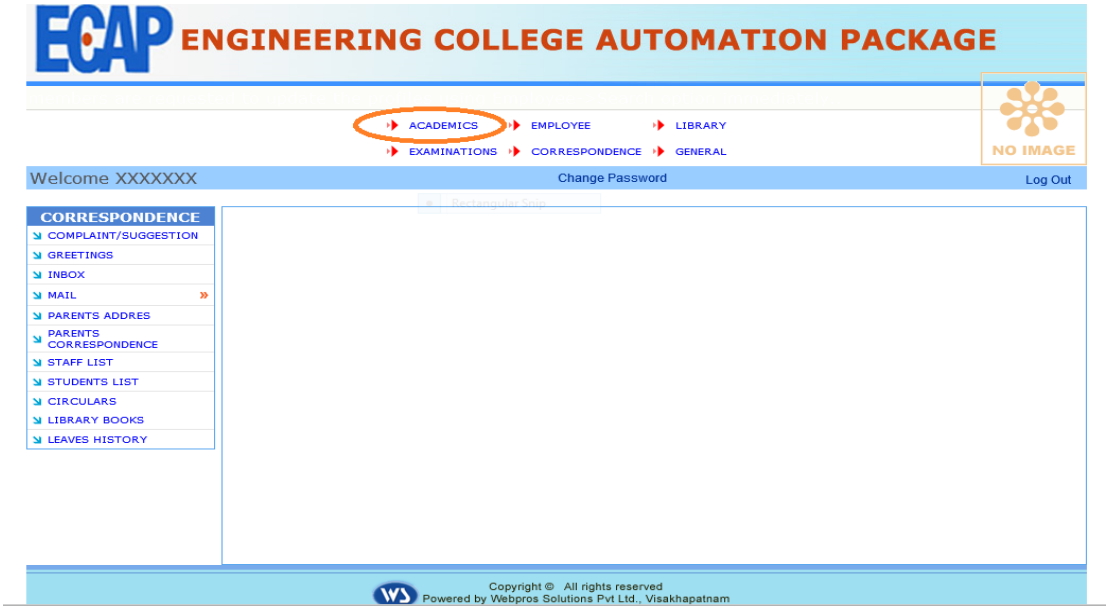
---------- Go To Next Page For Next Question ----------

Question And Answers Of Academic Module Through Faculty Logins

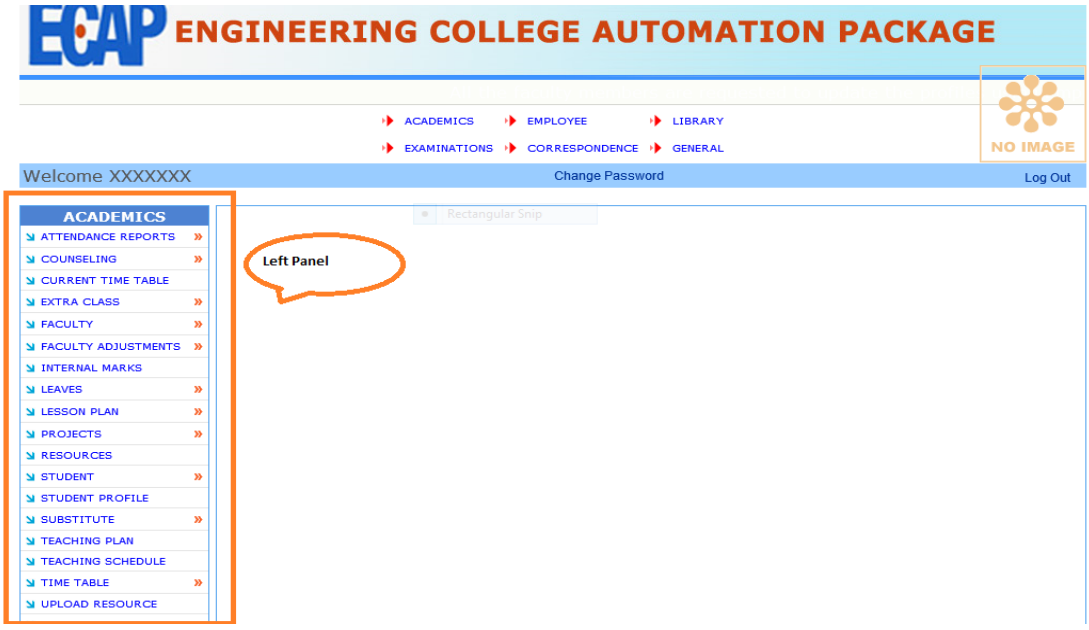
6) How Can I Post My Periods Day Wise Attendance?

Ans:-Step 1:-Please Login In To ECAP By Using Your Username And Password

Step 2:- Please Click On "Academics" Module As Shown In Below

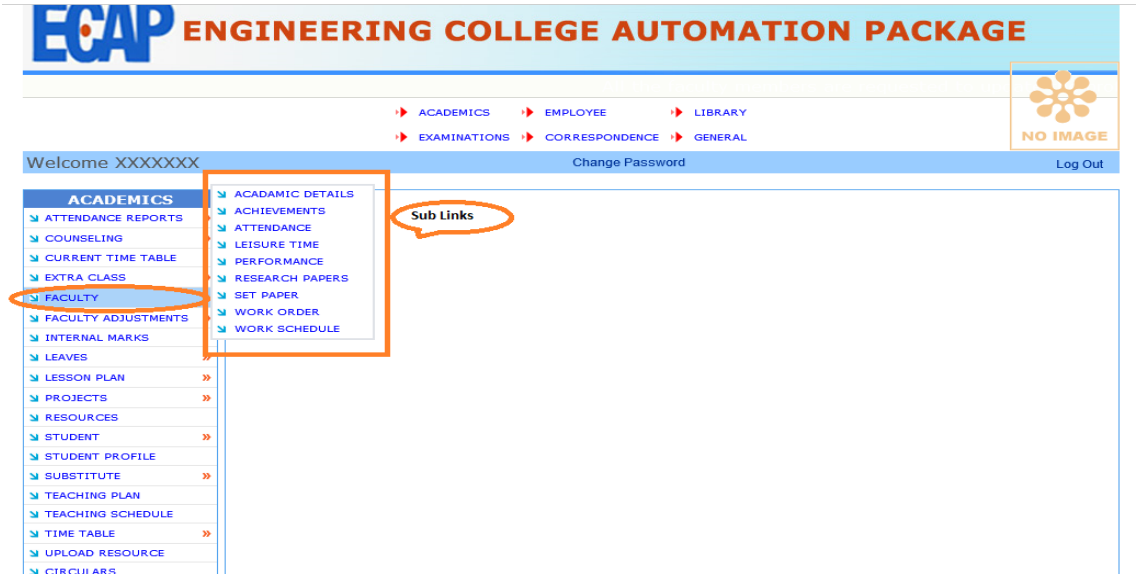


Step 3:-You Will Find "Left Panel" After Clicking On Academics Module As Shown In Below.

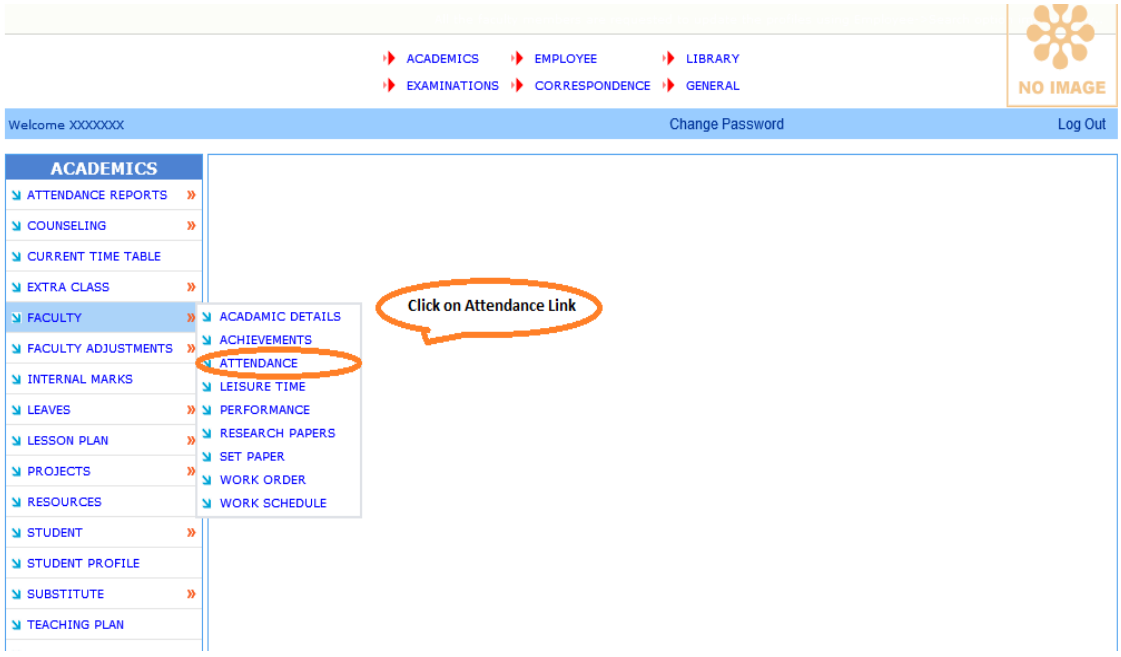


Question And Answers Of Academic Module Through Faculty Logins

Step 4:-Please Place Your Mouse Pointer On "Faculty" Link Which Is Available In Left Menu. Then You Will Find "Sub Links Menu" As Shown In Below

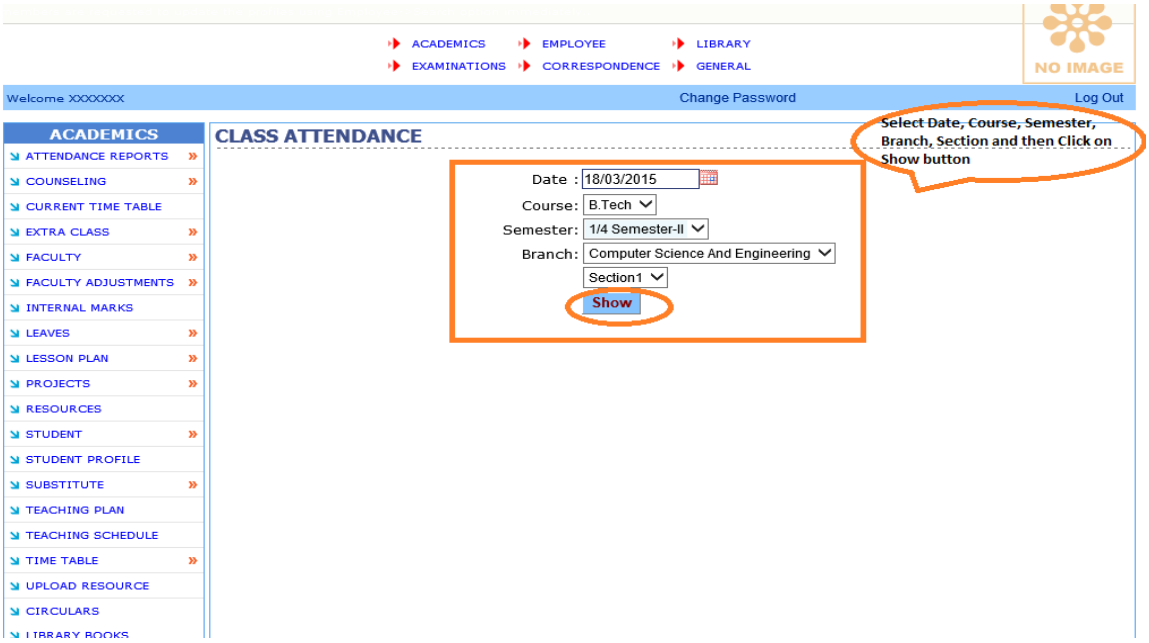


Step 5:-Please Find "Attendance" Option In Sub Links Menu As Shown In Below.

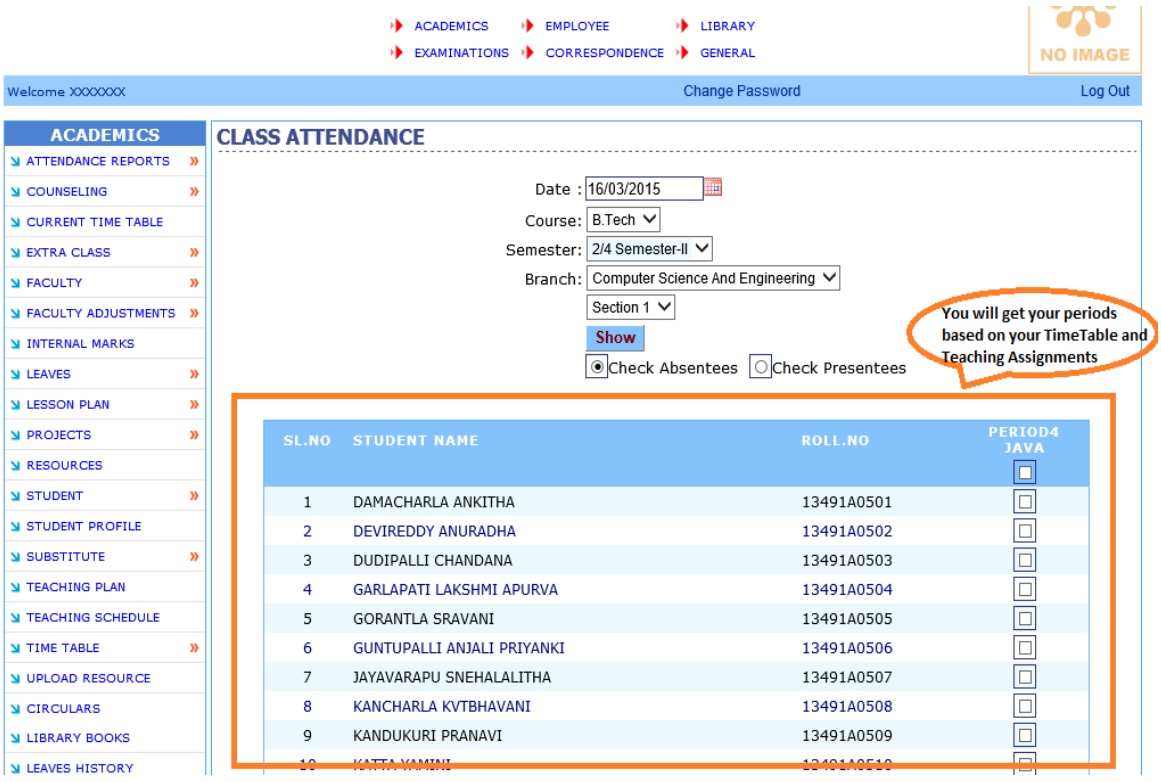


Step 6:-You Will Get Below Options After Click On Attendance Link As Shown In Below. Here Please Select "DATE, COURSE, SEMESTER, BRANCH, SECTION" And Then Click On "SHOW BUTTON" To Post Your Class Attendance As Shown In Below.

Question And Answers Of Academic Module Through Faculty Logins

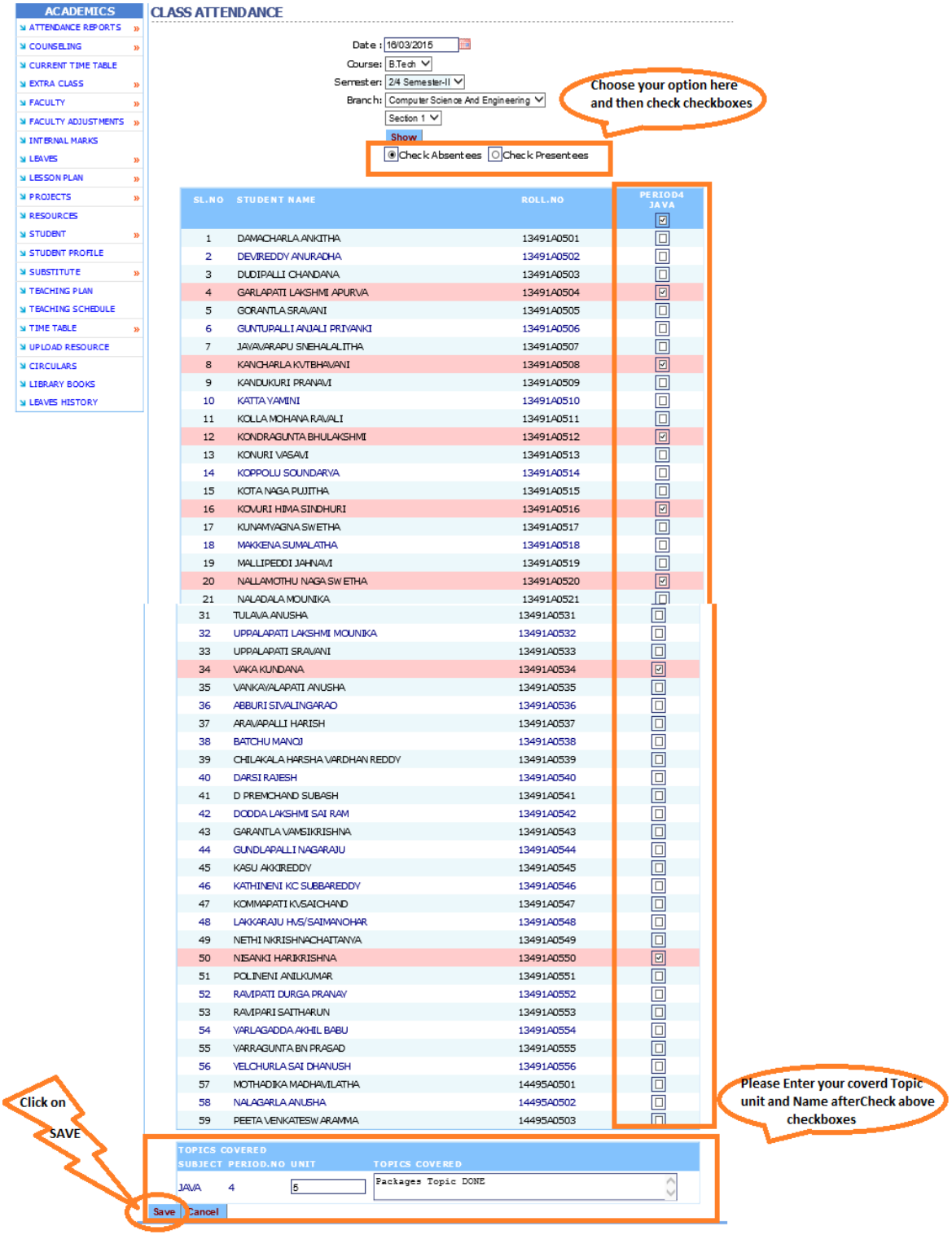


Step 7:-You Will "**Get Your Periods Based On Your Time Table And Teaching Assignments**" As Shown In Below.

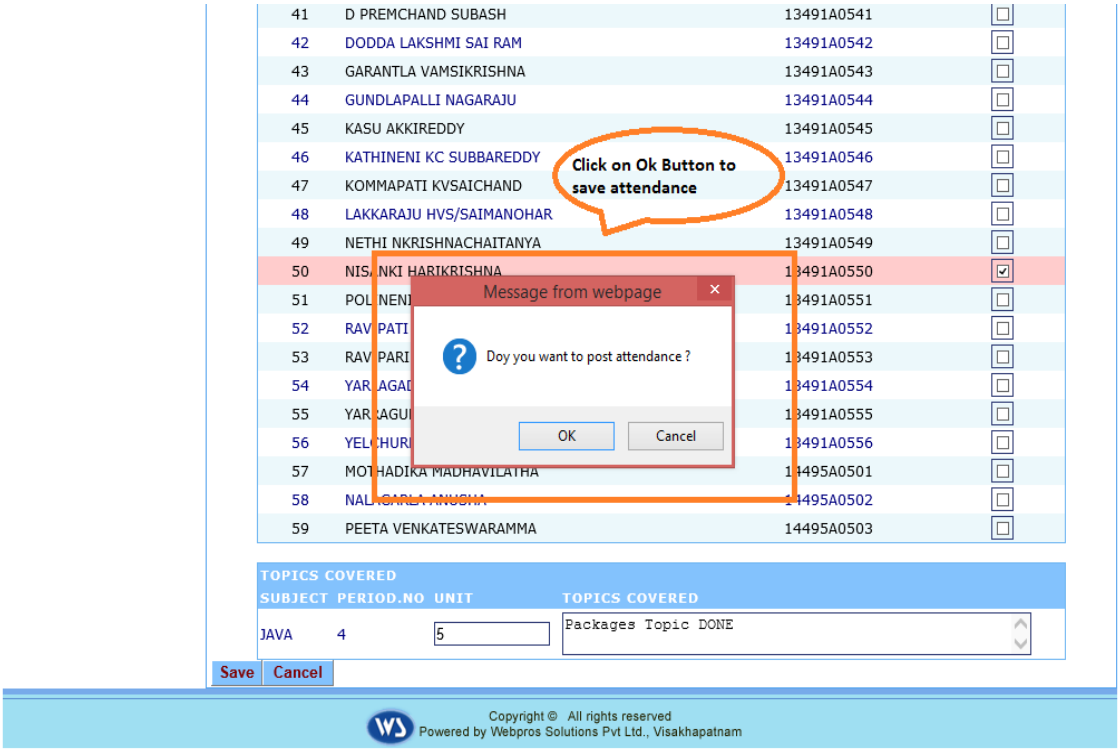


Question And Answers Of Academic Module Through Faculty Logins

Step 8:-I)Please "Choose Your Option Absentees Or Presenters" And Then "Check Check Boxes "As Shown In Below Screen Ii)Please "Enter Your Covered Topic Name And Unit" As Shown In Below And Then "Click On Save Button" As Shown In Below Screen

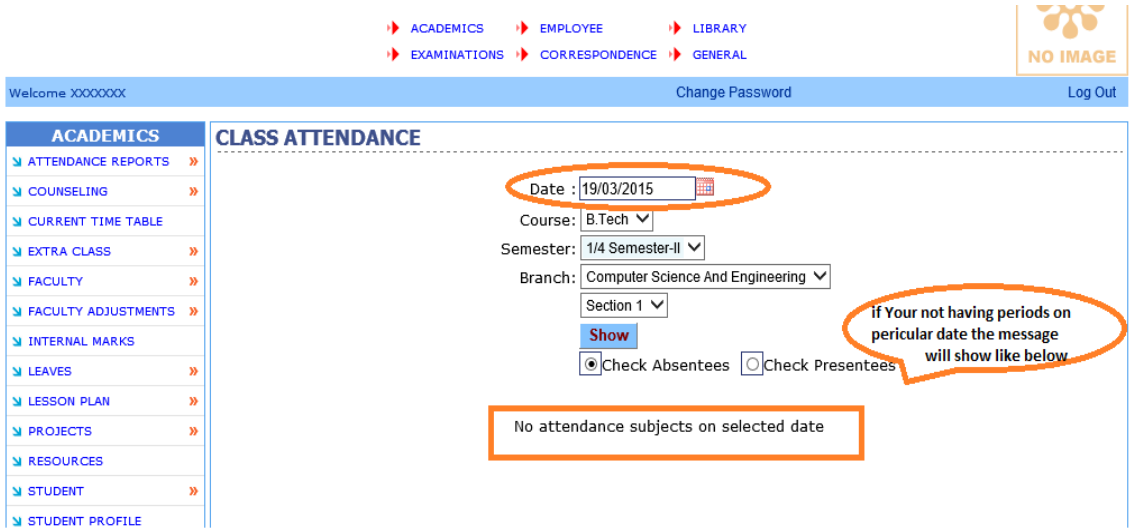


Step 9:-You Will "POP UP Confirmation" As Shown In Below. Here Please "Click On OK Button" To "Save Your Posted Attendance" As Show In Below.



Question And Answers Of Academic Module Through Faculty Logins

Step 10:-If You Are Not Having Periods On Particular Date The Message Will Show As Shown In Below.

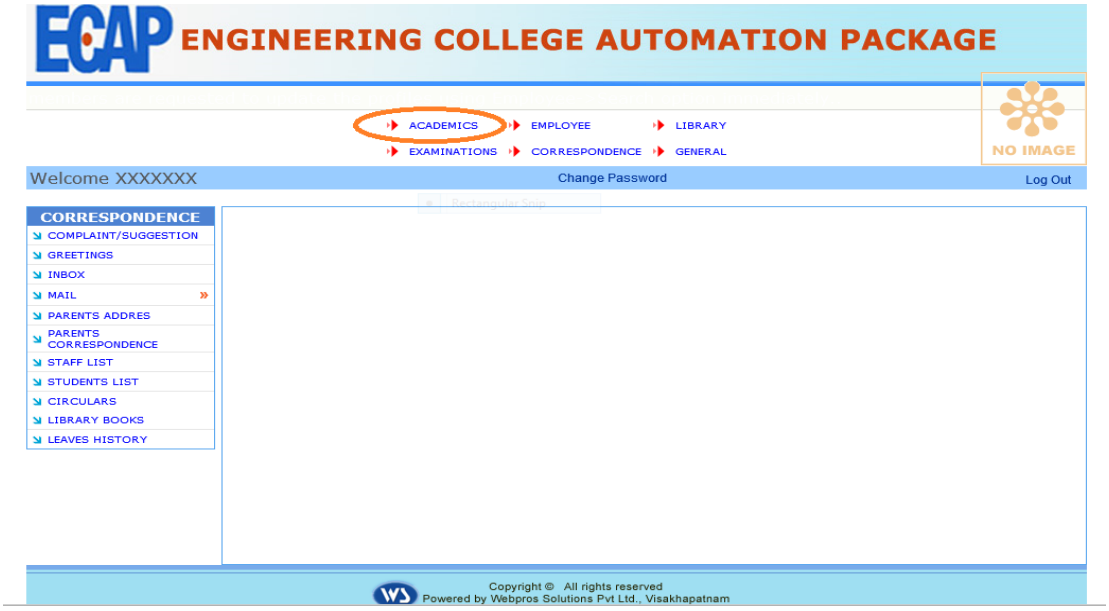


---------- Go To Next Page For Next Question ----------

7) How Can I Edit Posted Attendance To My Periods If I Posted Wrongly?

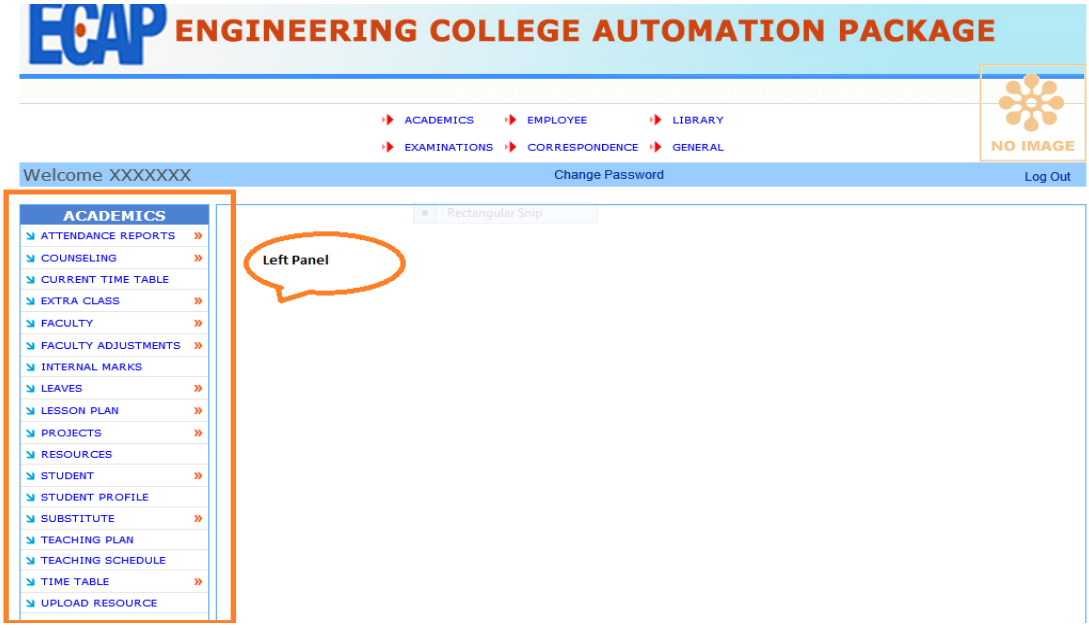
Ans:- Step 1:-Please Login In To ECAP By Using Your Username And Password

Step 2:- Please Click On "Academics" Module As Shown In Below

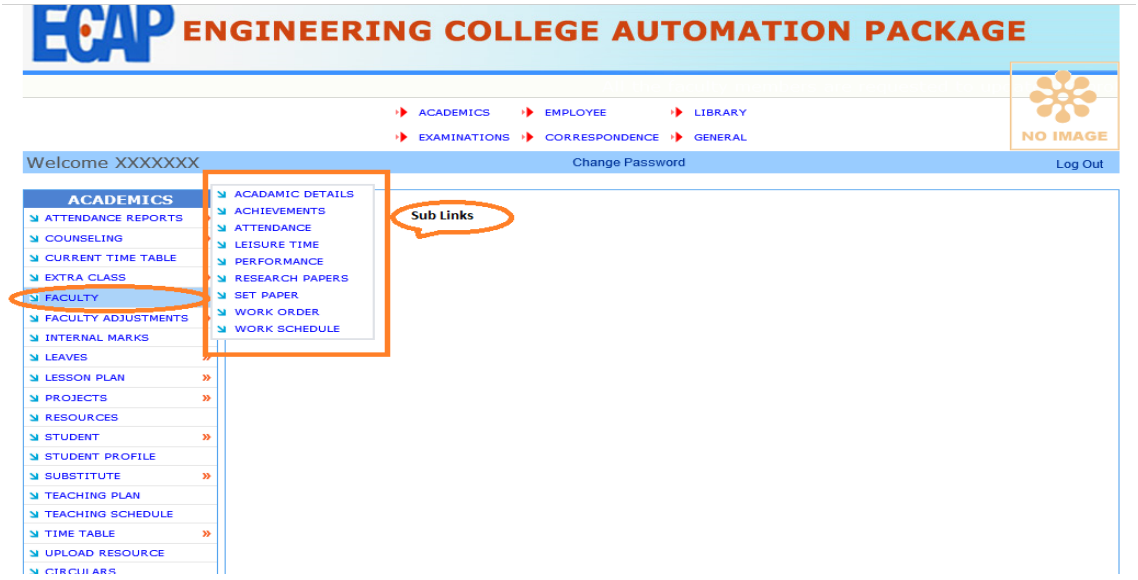


Question And Answers Of Academic Module Through Faculty Logins

Step 3:-You Will Find "Left Panel" After Clicking On Academics Module As Shown In Below.

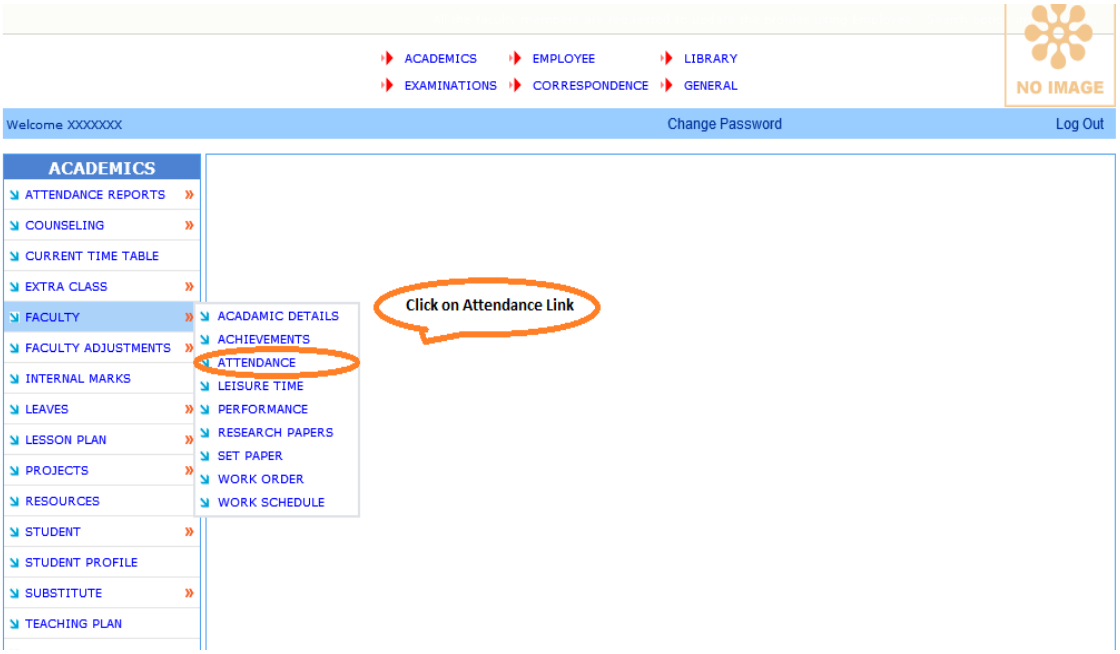


Step 4:-Please Place Your Mouse Pointer On "Faculty" Link Which Is Available In Left Menu. Then You Will Find "Sub Links Menu" As Shown In Below

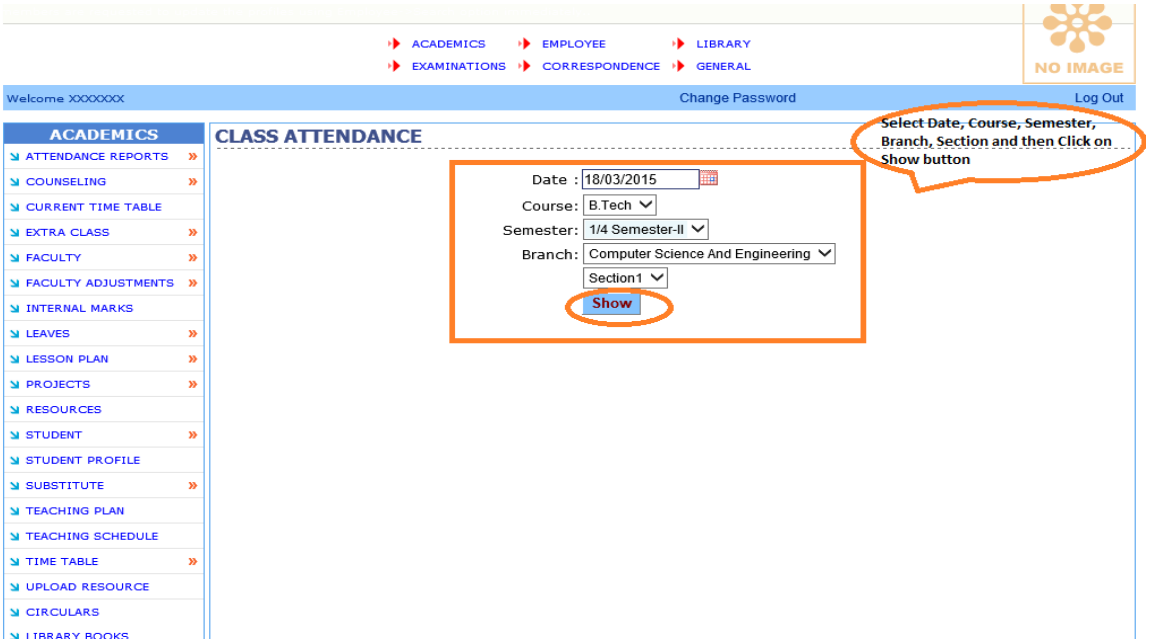


Question And Answers Of Academic Module Through Faculty Logins

Step 5:-Please Find "Attendance" Option In Sub Links Menu As Shown In Below. Please Click On Attendance Link



Step 6:-You Will Get Below Options After Click On Attendance Link As Shown In Below. Here Please Select "DATE, COURSE, SEMESTER, BRANCH, SECTION" And Then Click On "SHOW BUTTON" To View Your Posted Class Attendance As Shown In Below.



Question And Answers Of Academic Module Through Faculty Logins

Step 5:-You Will "Get Your Posted Periods Attendance" As Shown In Below. Here You Can Observe All Check Boxes Got Disabled. So If You Want To Update Your Posted Wrong Attendance Then Please Contact With Your "Admin" Or "HOD".Their We Have Provided "Online Option" At "Attendance Link In Academics Module". Once Inform To Respective Person To Update Your Period's Attendance. Please Observe Below Screen.

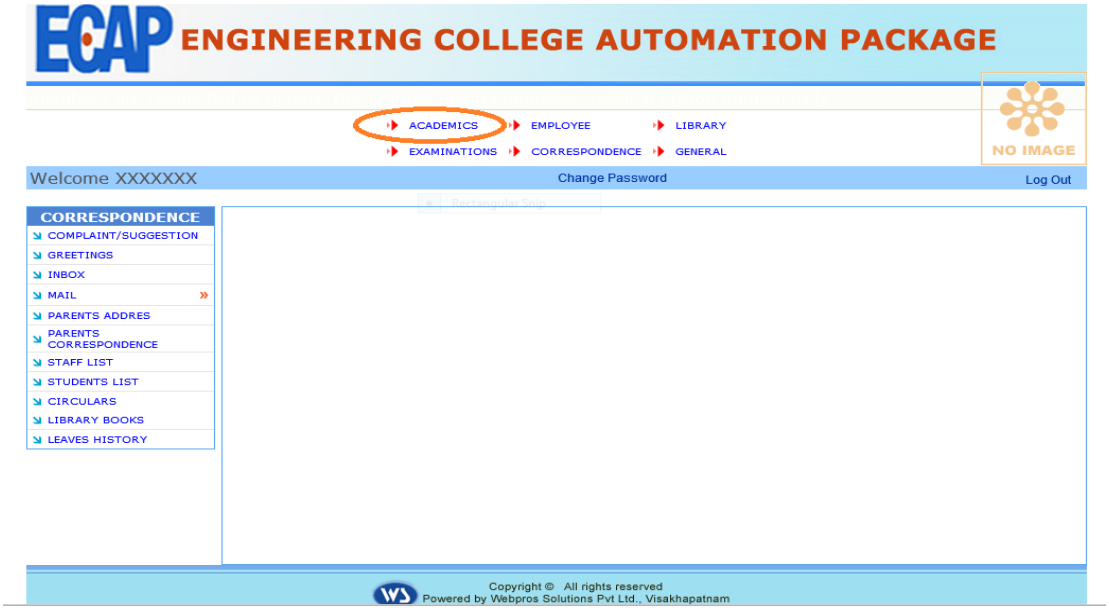
Question And Answers Of Academic Module Through Faculty Logins

Question And Answers Of Academic Module Through Faculty Logins

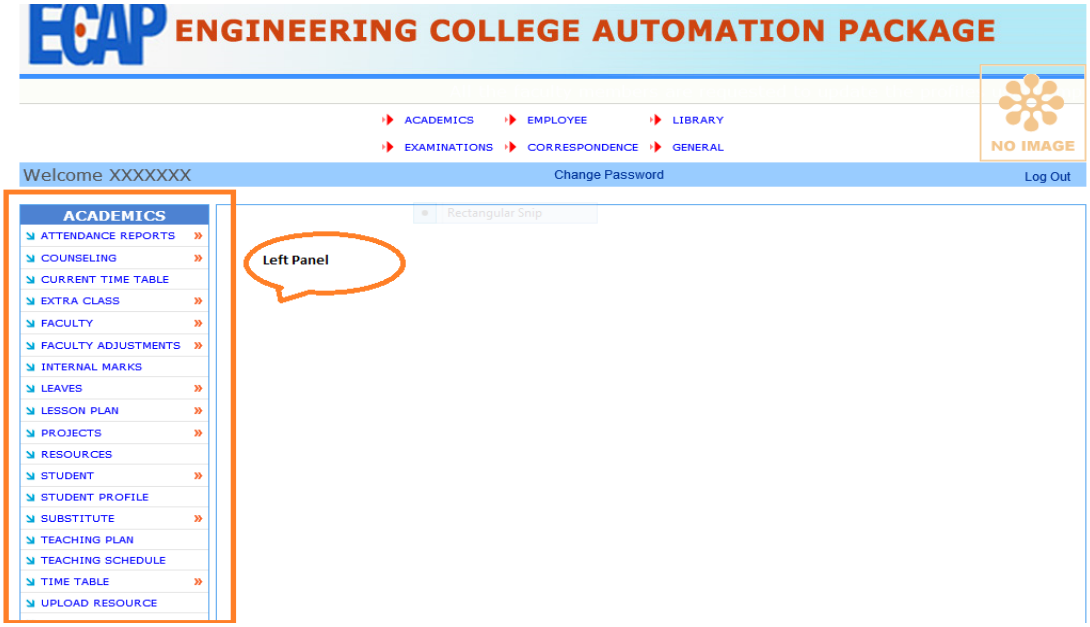
9) How Can I Check My Subjects Day Wise Attendance Reports?

Ans:- Step 1:-Please Login In To ECAP By Using Your Username And Password

Step 2:- Please Click On "Academics" Module As Shown In Below

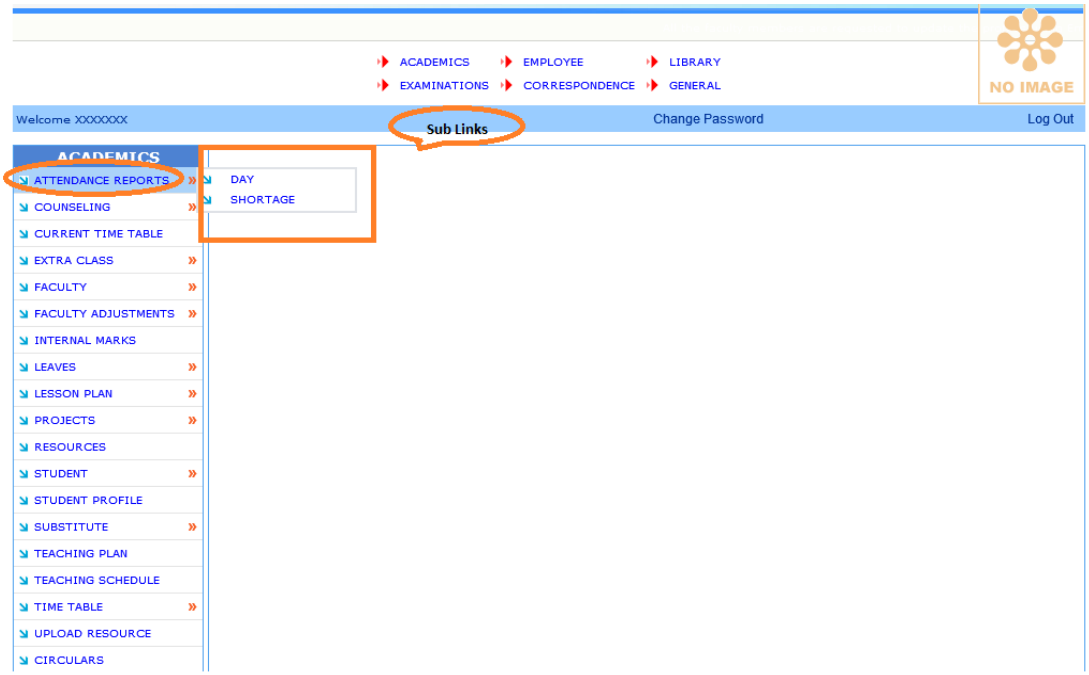


Step 3:-You Will Find "Left Panel" After Clicking On Academics Module As Shown In Below.

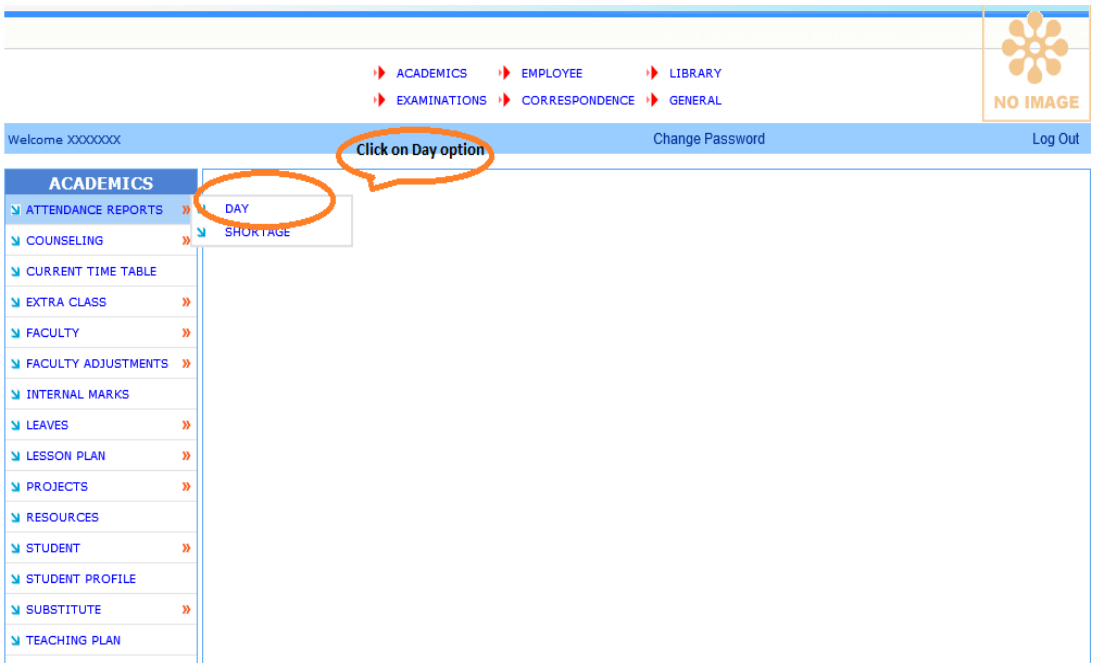


Question And Answers Of Academic Module Through Faculty Logins

Step 4:-Please Place Your Mouse Pointer On "Attendance Reports" Link Which Is Available In Left Menu. Then You Will Find "Sub Links Menu" As Shown In Below

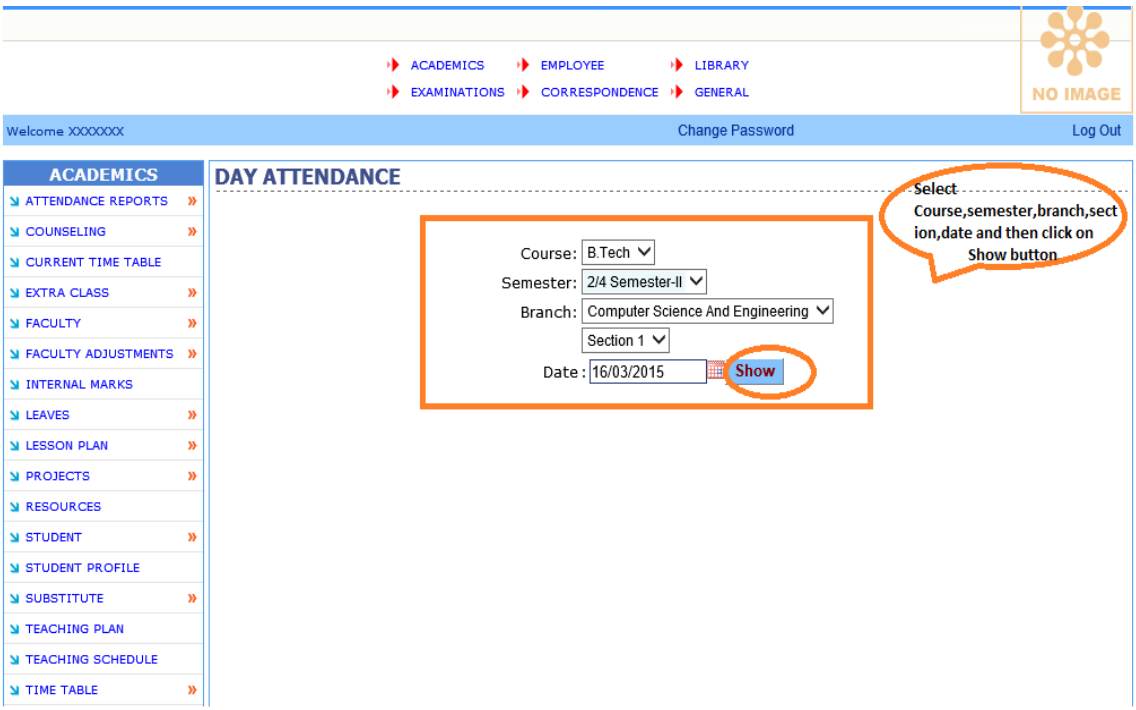


Step 5:-Please Find "Day" Option In Sub Links Menu As Shown In Below. Please Click On "Day" Link.



Question And Answers Of Academic Module Through Faculty Logins

Step 6:-You Will Get Below Options After Click On Day Link As Shown In Below. Here Please Select "DATE, COURSE, SEMESTER, BRANCH, SECTION" And Then Click On "SHOW BUTTON" To View Your Posted Class Attendance As Shown In Below.



----------Go To Next Page For Continuation----------

Question And Answers Of Academic Module Through Faculty Logins

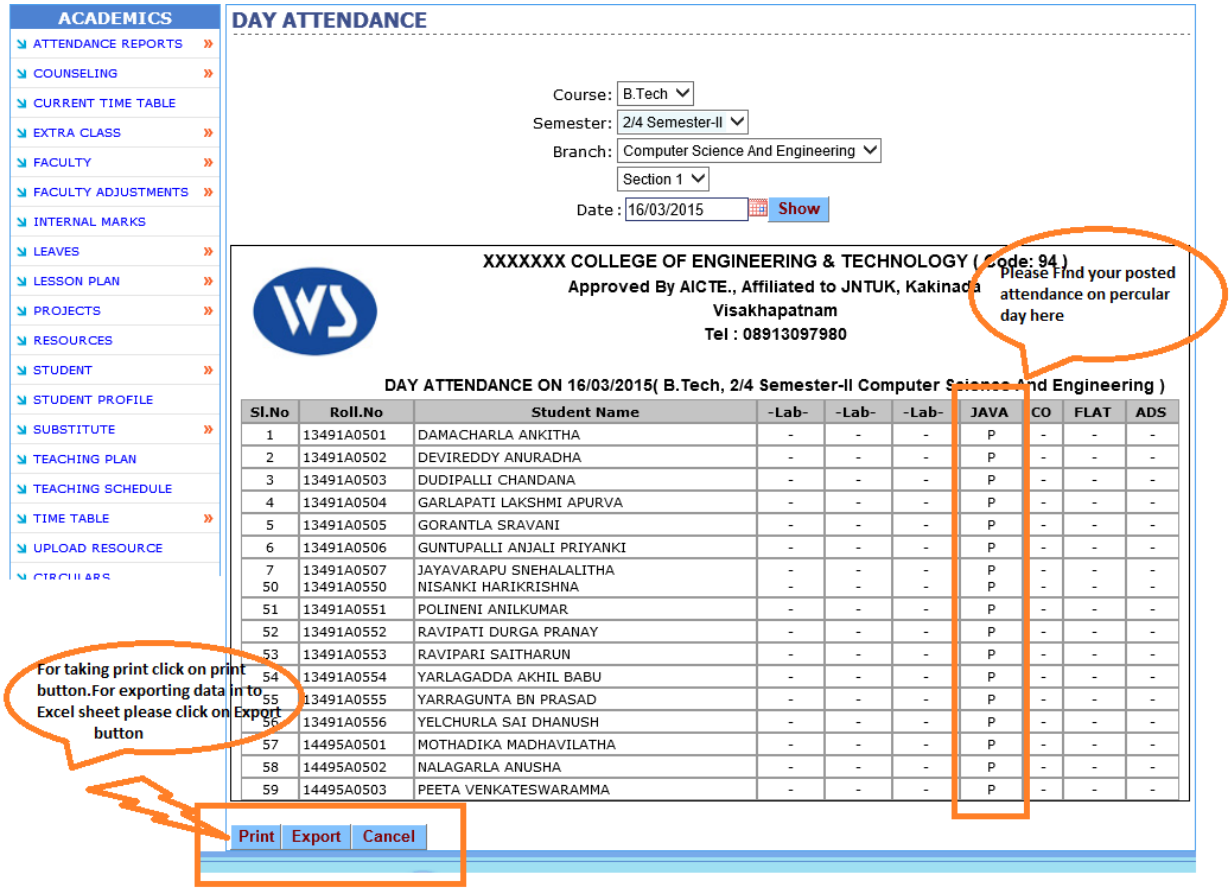
Step7:-You Will "Find Your Posted Attendance Report Day Wise" As Shown In Below.If You Want To Take Print Out Then Please Click On "PRINT Button" And If You Want To Export This Data In To Excel Sheet Please Click On "Export Button". Before Exporting You Should Follow These Steps In IE Tools

I)IE Tools->Internet Options->Security->Local Intranet->Customlevel->Activex Controls And Plugins-Initialize And Script Activex Controls Not Marked As Safe For Scripting->Please Select Enable->Click On OK

Still Your Unable To Exporting Data Means Please Follow These Steps

Ii)IE Tools->Internet Options->Security->Internet-Customlevel->Activex Controls And Plugins->Initialize And Script Activex Controls Not Marked As Safe For Scripting->Please Select Prompt->Click On OK

Iii)IE Tools->Internet Options->Security->Trusted Sites->Customlevel->Activex Controls And Plugins-Initialize And Script Activex Controls Not Marked As Safe For Scripting->Please Select Enable->Click On OK

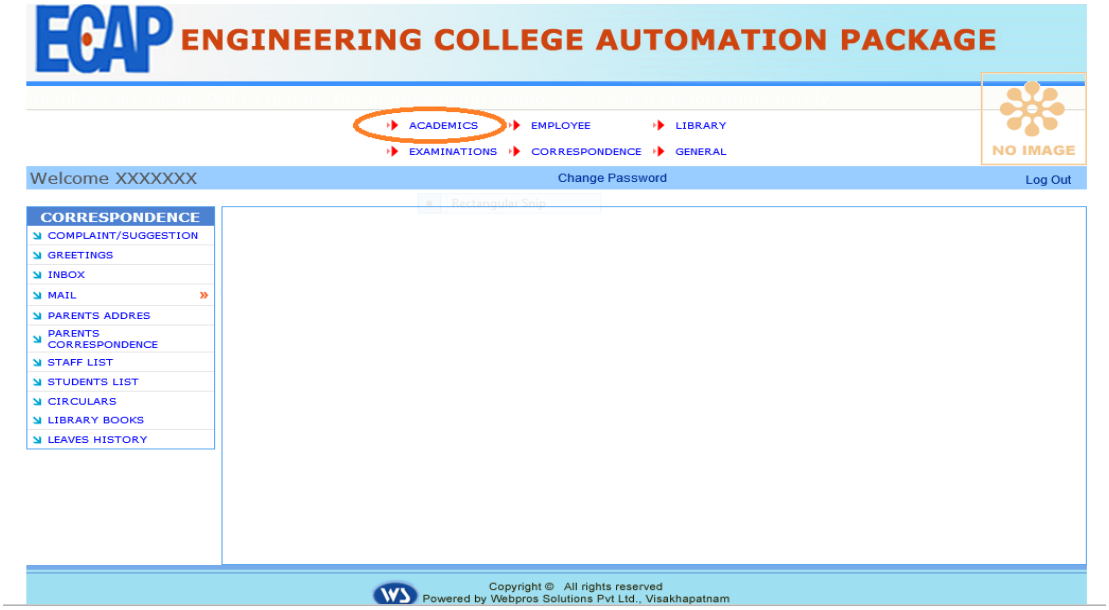


Question And Answers Of Academic Module Through Faculty Logins

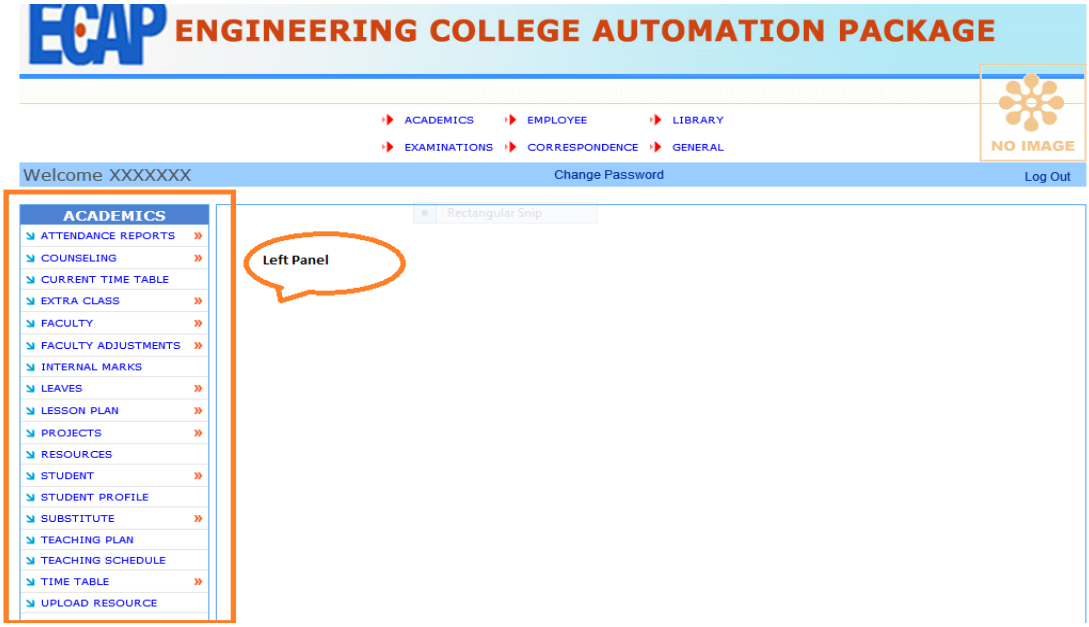
10) How To Check Attendance Shortage Students List?

Ans:- Step 1:-Please Login In To ECAP By Using Your Username And Password

Step 2:- Please Click On "Academics" Module As Shown In Below

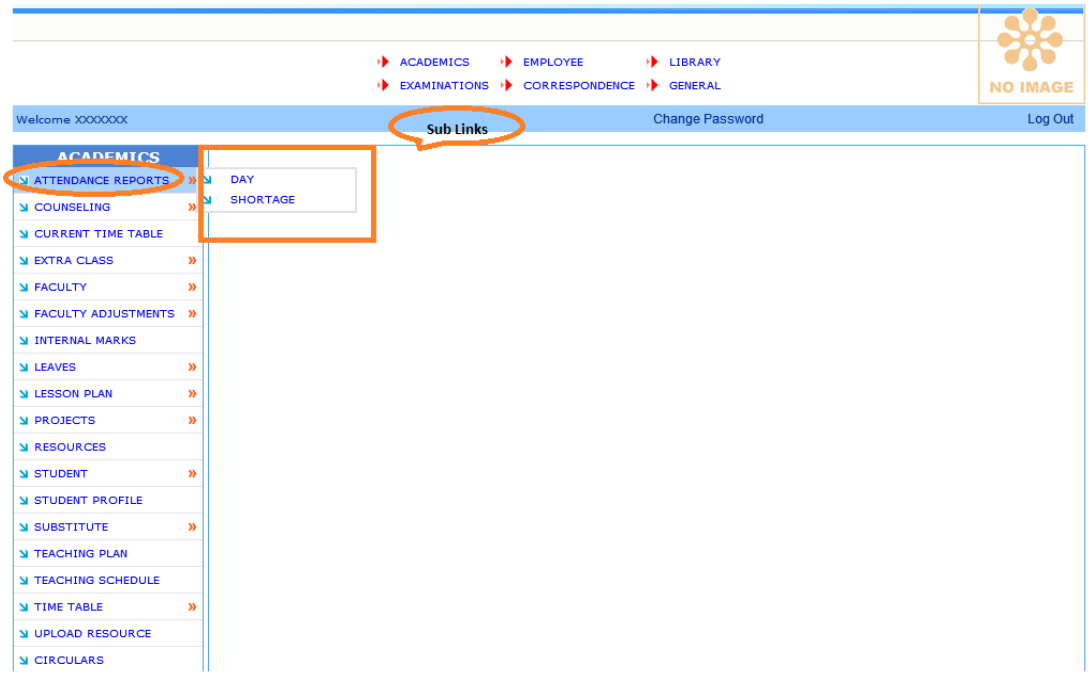


Step 3:-You Will Find "Left Panel" After Clicking On Academics Module As Shown In Below.

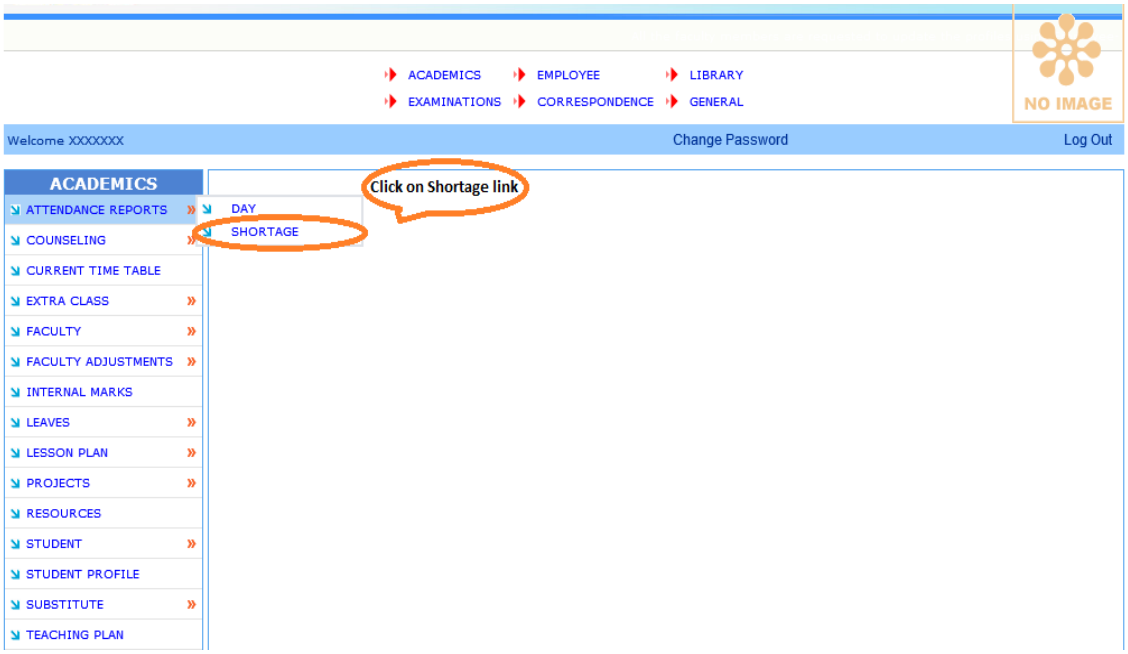


Question And Answers Of Academic Module Through Faculty Logins

Step 4:-Please Place Your Mouse Pointer On "Attendance Reports" Link Which Is Available In Left Menu. Then You Will Find "Sub Links Menu" As Shown In Below

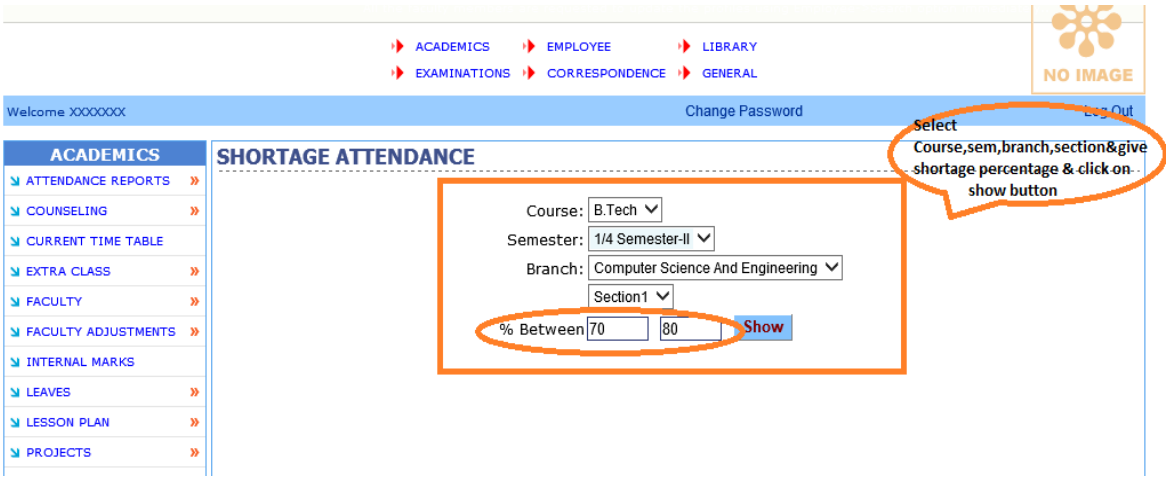


Step 5:-Please Find "Shortage" Option In Sub Links Menu As Shown In Below. Please Click On "Shortage" Link.



Question And Answers Of Academic Module Through Faculty Logins

Step 6:-Here Please Select Your Course,Semester,Branch,Section And Give Shortage Percentage And Then Click On Show Button As Shown In Below.



Step 6:- You Will "Find Your Shortage Student List Report" As Shown In Below.If You Want To Take Print Out Then Please Click On "PRINT Button" And If You Want To Export This Data In To Excel Sheet Please Click On "Export Button". Before Exporting You Should Follow These Steps In IE Tools

I)IE Tools->Internet Options->Security->Local Intranet->Customlevel->Activex Controls And Plugins-Initialize And Script Activex Controls Not Marked As Safe For Scripting->Please Select Enable->Click On OK

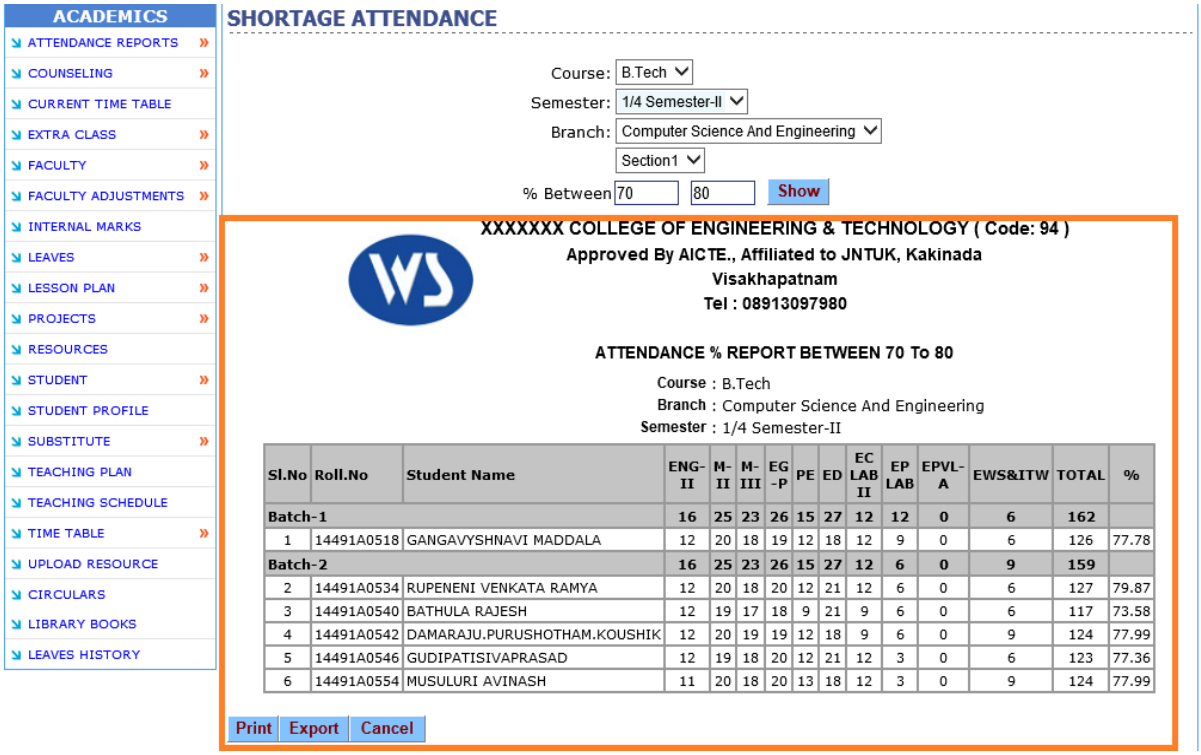
Still Your Unable To Exporting Data Means Please Follow These Steps

Ii)IE Tools->Internet Options->Security->Internet-Customlevel->Activex Controls And Plugins->Initialize And Script Activex Controls Not Marked As Safe For Scripting->Please Select Prompt->Click On OK

Iii)IE Tools->Internet Options->Security->Trusted Sites->Customlevel->Activex Controls And Plugins-Initialize And Script Activex Controls Not Marked As Safe For Scripting->Please Select Enable->Click On OK

----------Go To Next Page For Continuation----------

Question And Answers Of Academic Module Through Faculty Logins



Sl.No	Roll.No	Student Name	ENG-II	M-II	M-III	EG-P	PE	ED	EC LAB II	EP LAB	EPVL-A	EWS&ITW	TOTAL	%
Batch-1			**16**	**25**	**23**	**26**	**15**	**27**	**12**	**12**	**0**	**6**	**162**	
1	14491A0518	GANGAVYSHNAVI MADDALA	12	20	18	19	12	18	12	9	0	6	126	77.78
Batch-2			**16**	**25**	**23**	**26**	**15**	**27**	**12**	**6**	**0**	**9**	**159**	
2	14491A0534	RUPENENI VENKATA RAMYA	12	20	18	20	12	21	12	6	0	6	127	79.87
3	14491A0540	BATHULA RAJESH	12	19	17	18	9	21	9	6	0	6	117	73.58
4	14491A0542	DAMARAJU.PURUSHOTHAM.KOUSHIK	12	20	19	19	12	18	9	6	0	9	124	77.99
5	14491A0546	GUDIPATISIVAPRASAD	12	19	18	20	12	21	12	3	0	6	123	77.36
6	14491A0554	MUSULURI AVINASH	11	20	18	20	13	18	12	3	0	9	124	77.99

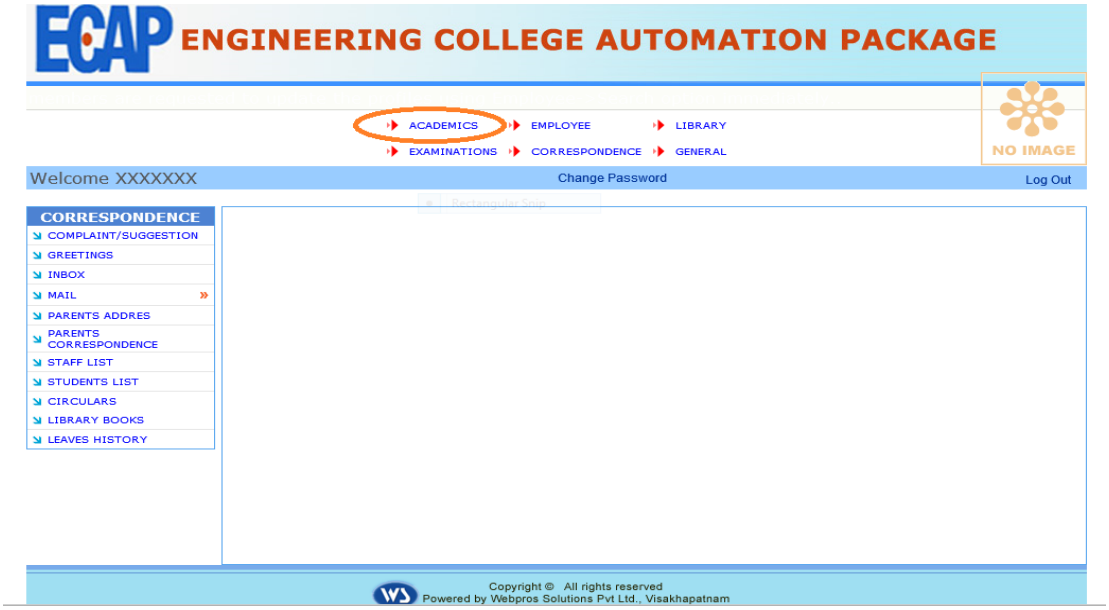
---------- Go To Next Page For Next Question ----------

Question And Answers Of Academic Module Through Faculty Logins

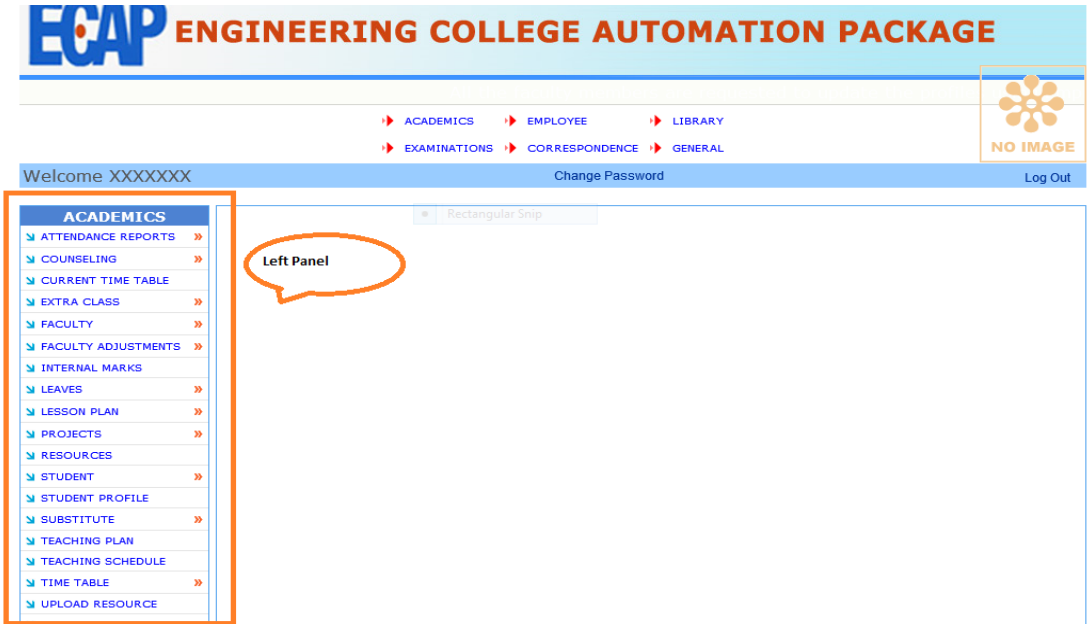
11) How Can I Enter Extra Classes In To Ecap And How Can I Check The Date Wise Report Of My Held Extra Classes?

Ans:- Step 1:-Please Login In To ECAP By Using Your Username And Password

Step 2:- Please Click On "Academics" Module As Shown In Below

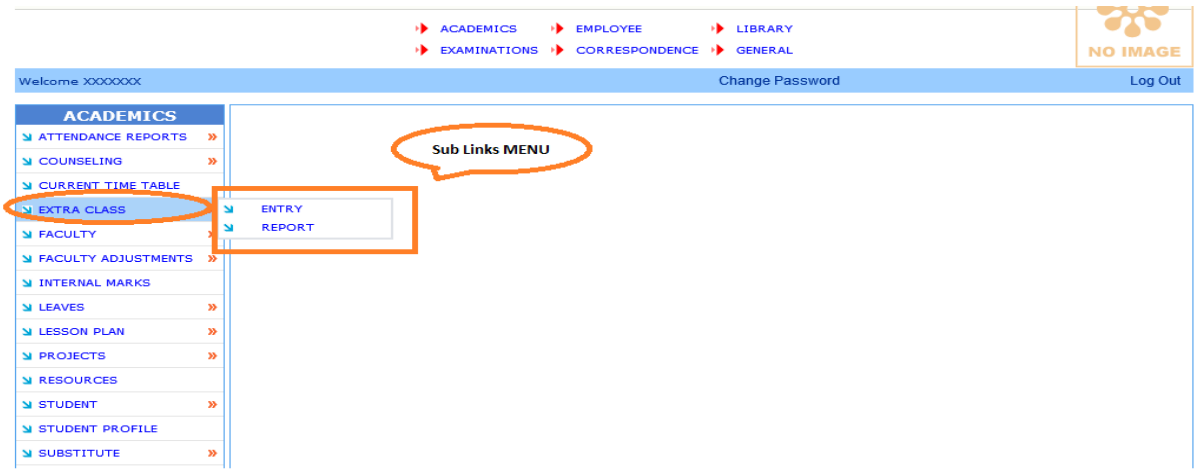


Step 3:-You Will Find "Left Panel" After Clicking On Academics Module As Shown In Below.

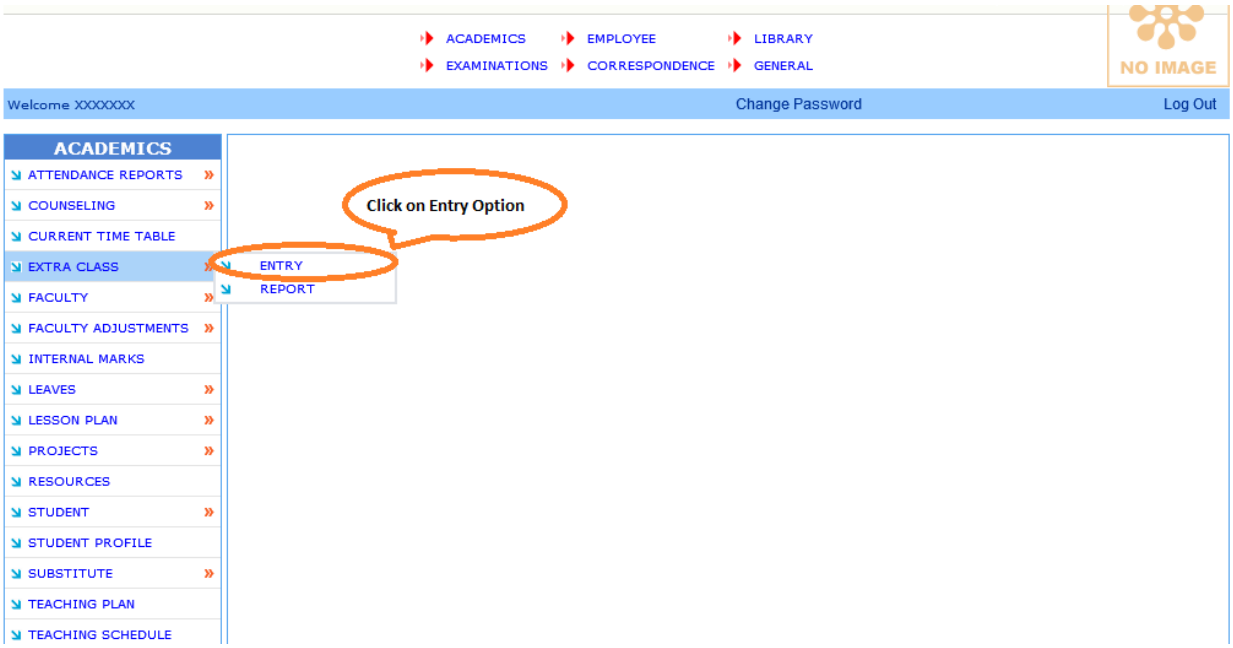


Question And Answers Of Academic Module Through Faculty Logins

Step 4:-Please Place Your Mouse Pointer On "Extra Class" Link Which Is Available In Left Menu. Then You Will Find "Sub Links Menu" As Shown In Below.

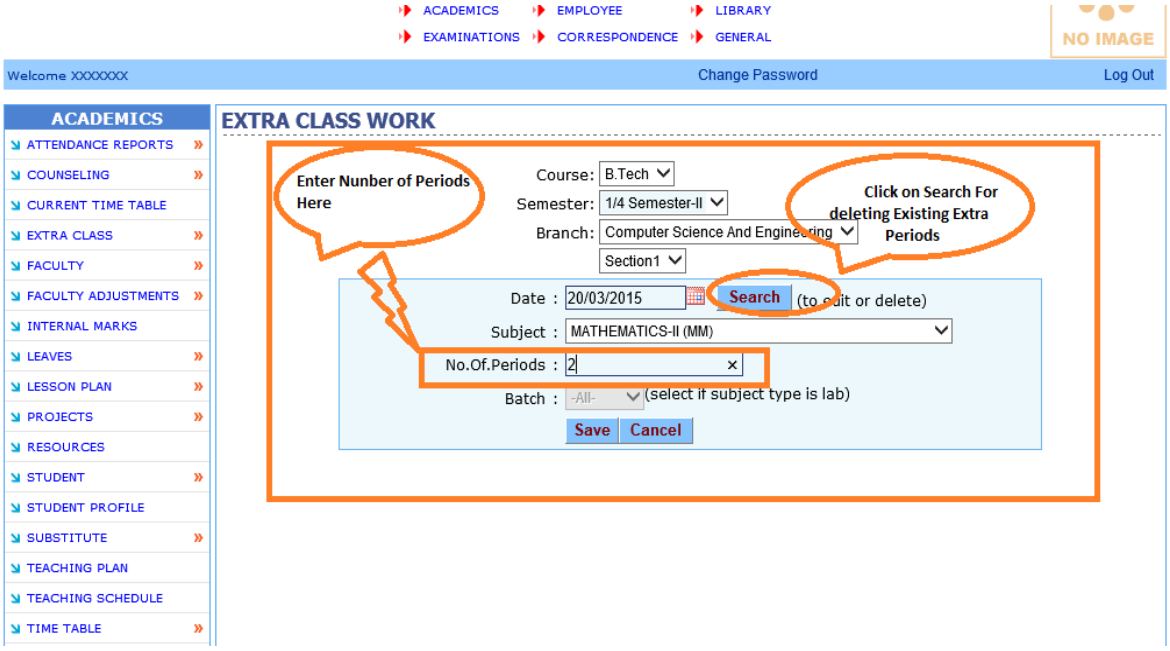


Step 5:-Please Find "Entry" Option In Sub Links Menu As Shown In Below. Please Click On "Entry" Link.

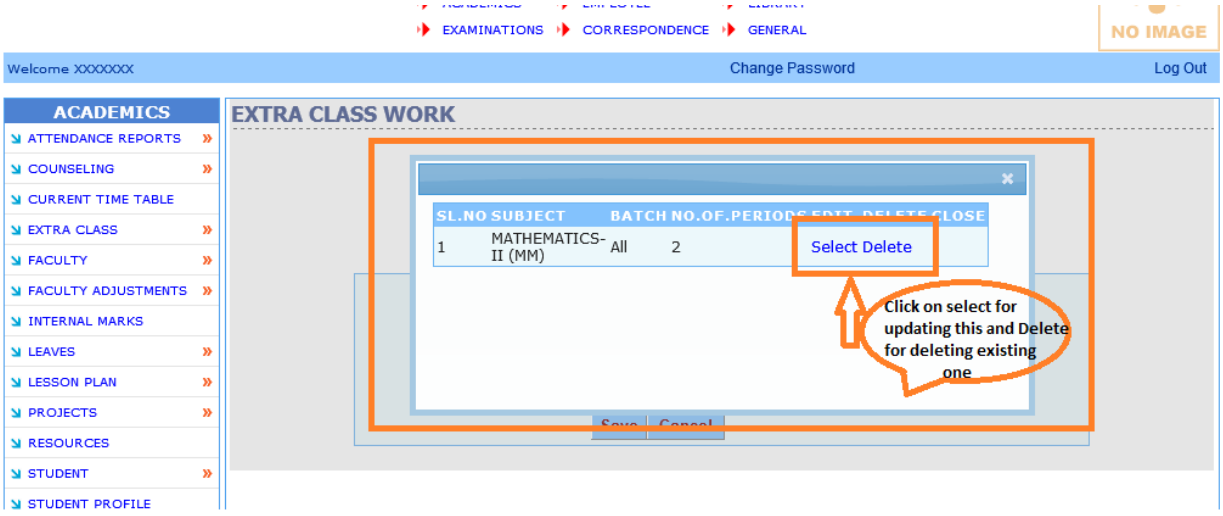


Question And Answers Of Academic Module Through Faculty Logins

Step 6:-You Will Get Below Options After Click On Entry Link As Shown In Below. Here Please Select "DATE, COURSE, SEMESTER, BRANCH, SECTION, Number Of Periods" And Then Click On "Save BUTTON" To As Shown In Below. And Then You Will Get POP UP Confirmation For Saving Then Click On OK Button.



Here You Will Get POP UP As Shown In Below After Click On Search Button.. "Search Button" Is Used To Delete Existing Extra Classes And Modifying Existing Extra Classes As Shown In Below.

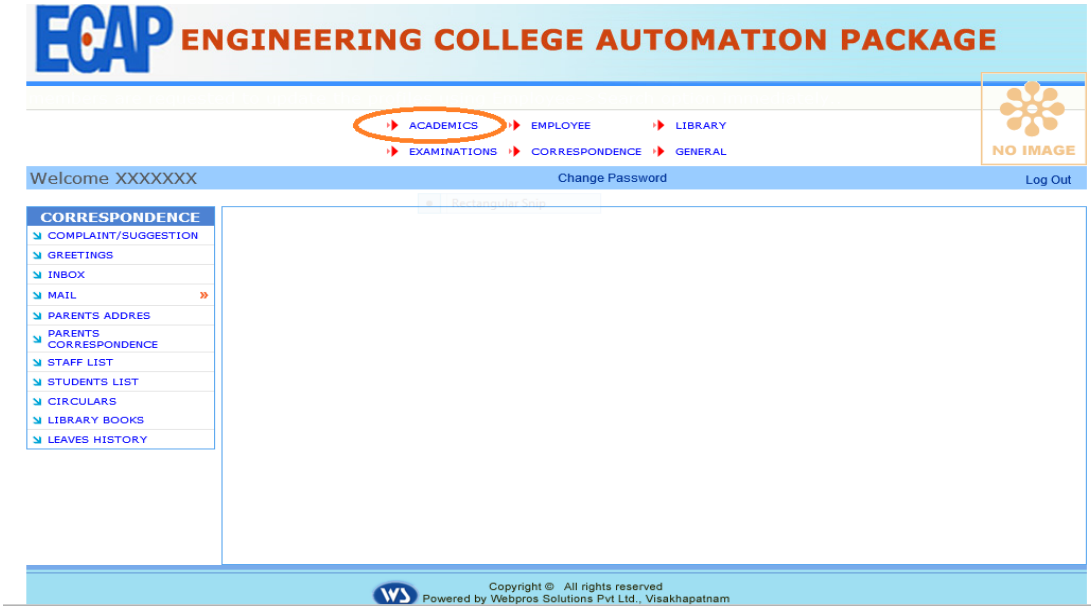


Question And Answers Of Academic Module Through Faculty Logins

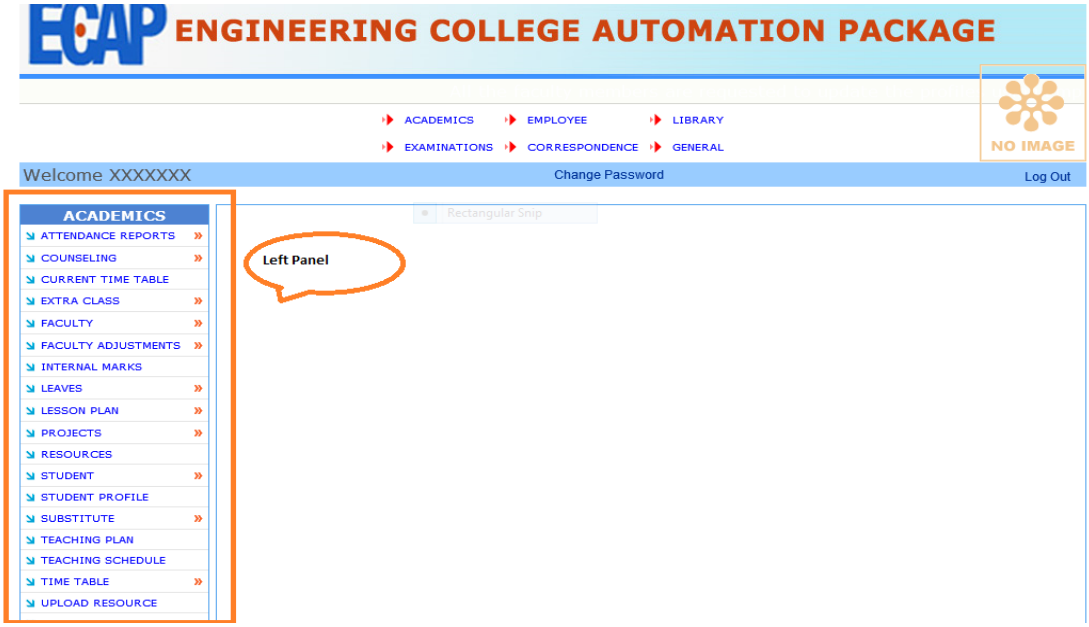
Date Wise Report Of Your Held Extra Classes:-

Ans:- Step 1:-Please Login In To ECAP By Using Your Username And Password

Step 2:- Please Click On "Academics" Module As Shown In Below

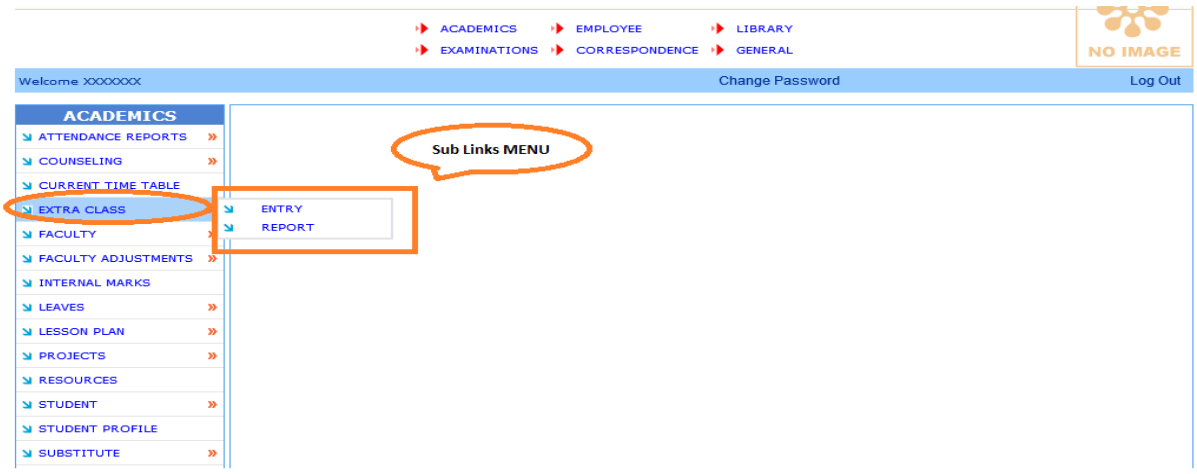


Step 3:-You Will Find "Left Panel" After Clicking On Academics Module As Shown In Below.

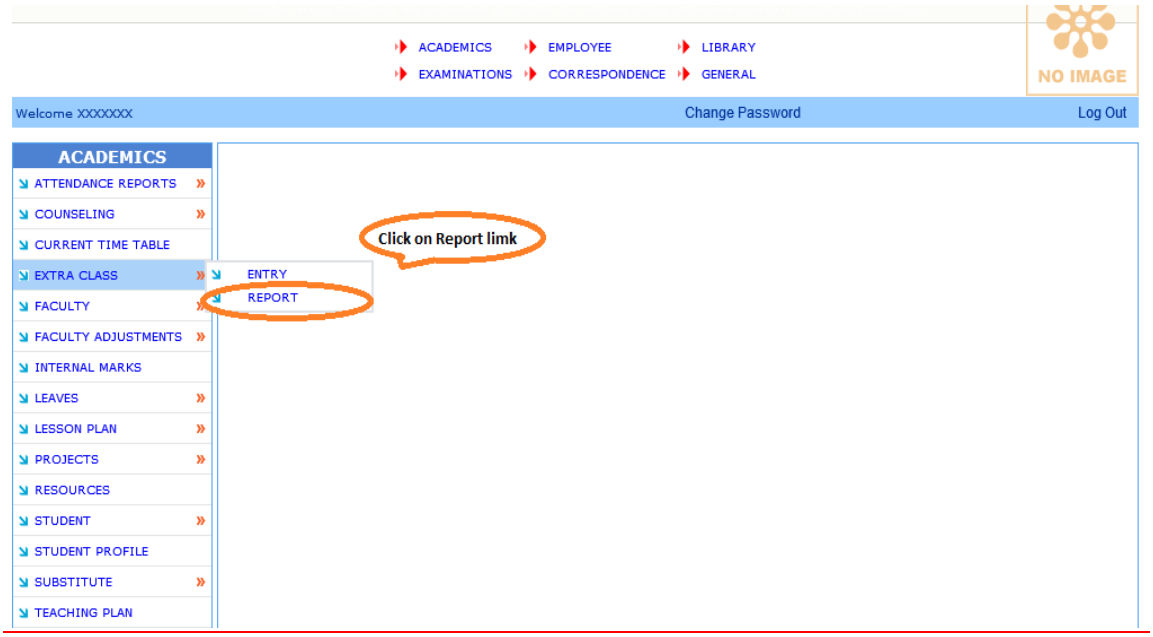


Question And Answers Of Academic Module Through Faculty Logins

Step 4:-Please Place Your Mouse Pointer On "Extra Class" Link Which Is Available In Left Menu. Then You Will Find "Sub Links Menu" As Shown In Below.

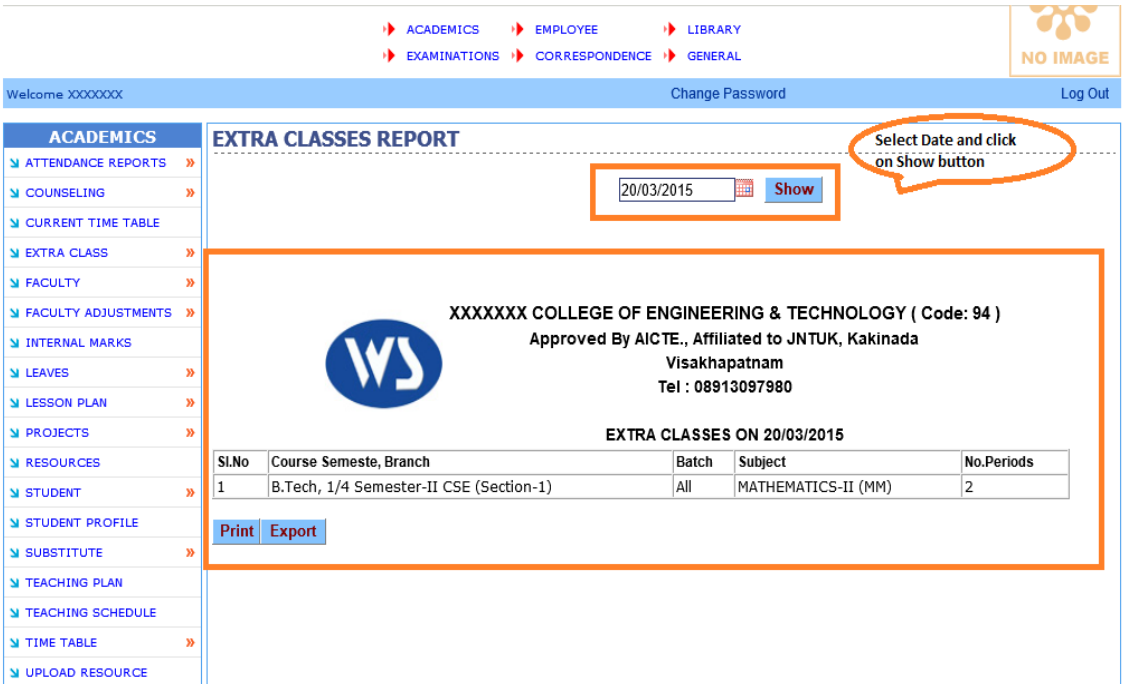


Step 5:-Please Find "Report" Option In Sub Links Menu As Shown In Below. Please Click On "Report" Link.



Question And Answers Of Academic Module Through Faculty Logins

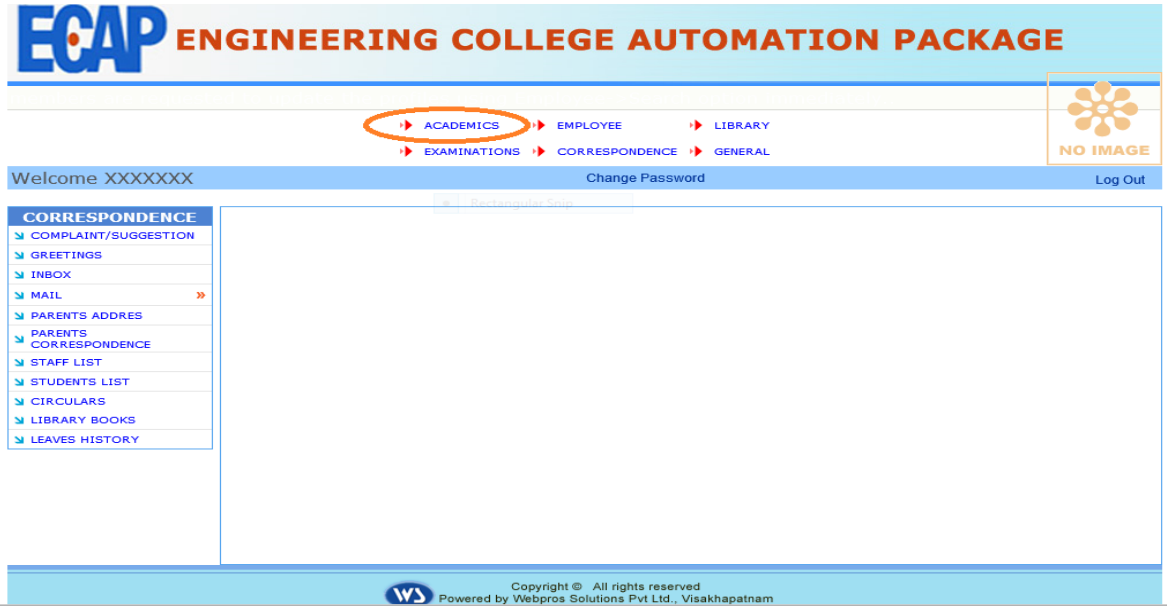
Step 6:-Please Select "Date" And Click On "Show Button" And Then You Will Get Your Extra Class Report As Shown In Below.



12) How Can I Post My Extra Classes Attendance To Students?

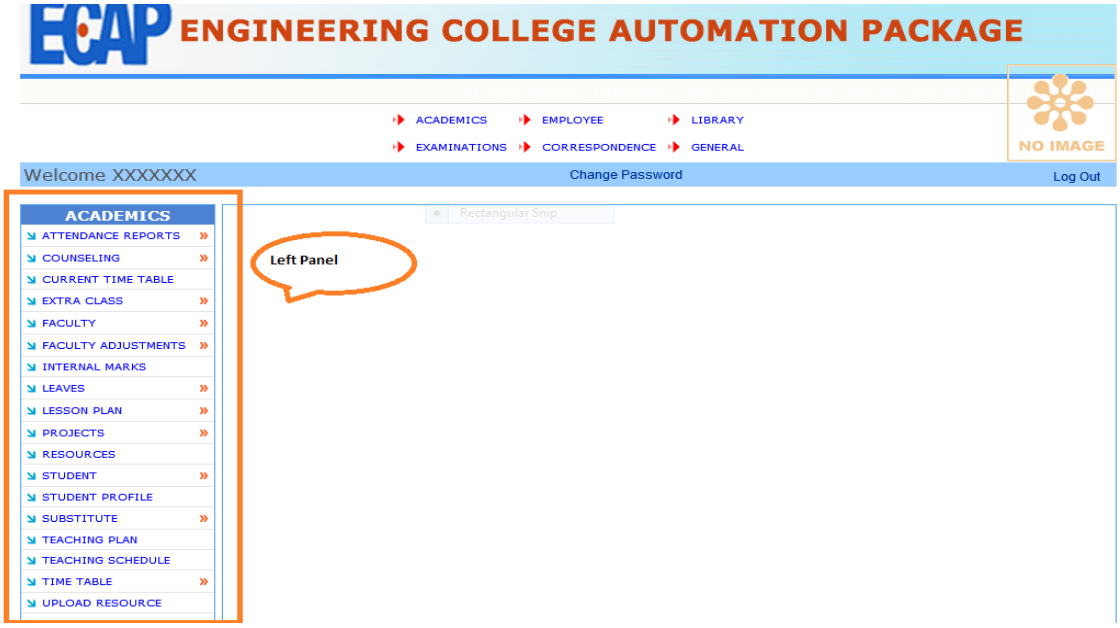
Ans:-Step 1:-Please Login In To ECAP By Using Your Username And Password

Step 2:- Please Click On "Academics" Module As Shown In Below

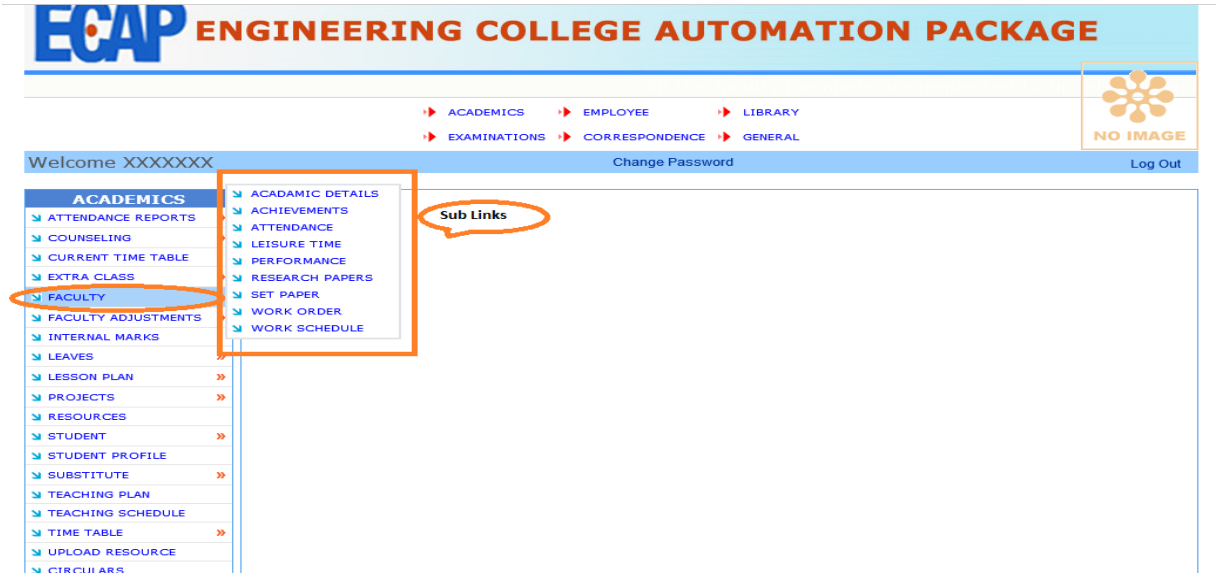


Question And Answers Of Academic Module Through Faculty Logins

Step 3:-You Will Find "Left Panel" After Clicking On Academics Module As Shown In Below.

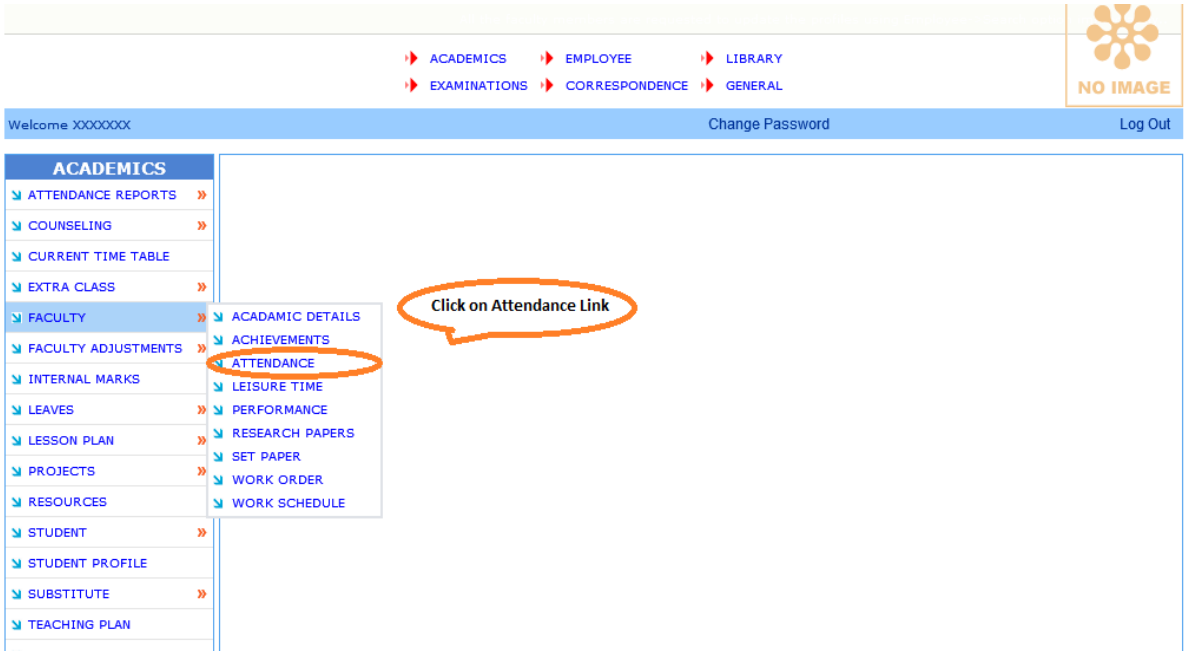


Step 4:-Please Place Your Mouse Pointer On "Faculty" Link Which Is Available In Left Menu. Then You Will Find "Sub Links Menu" As Shown In Below

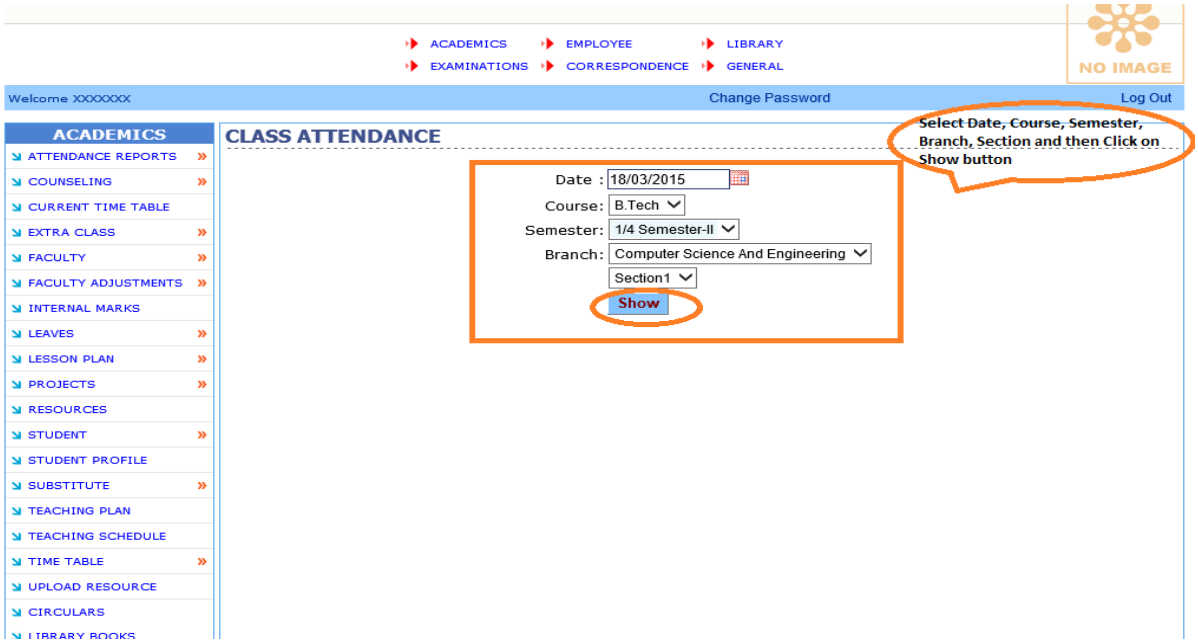


Question And Answers Of Academic Module Through Faculty Logins

Step 5:-Please Find "Attendance" Option In Sub Links Menu As Shown In Below.

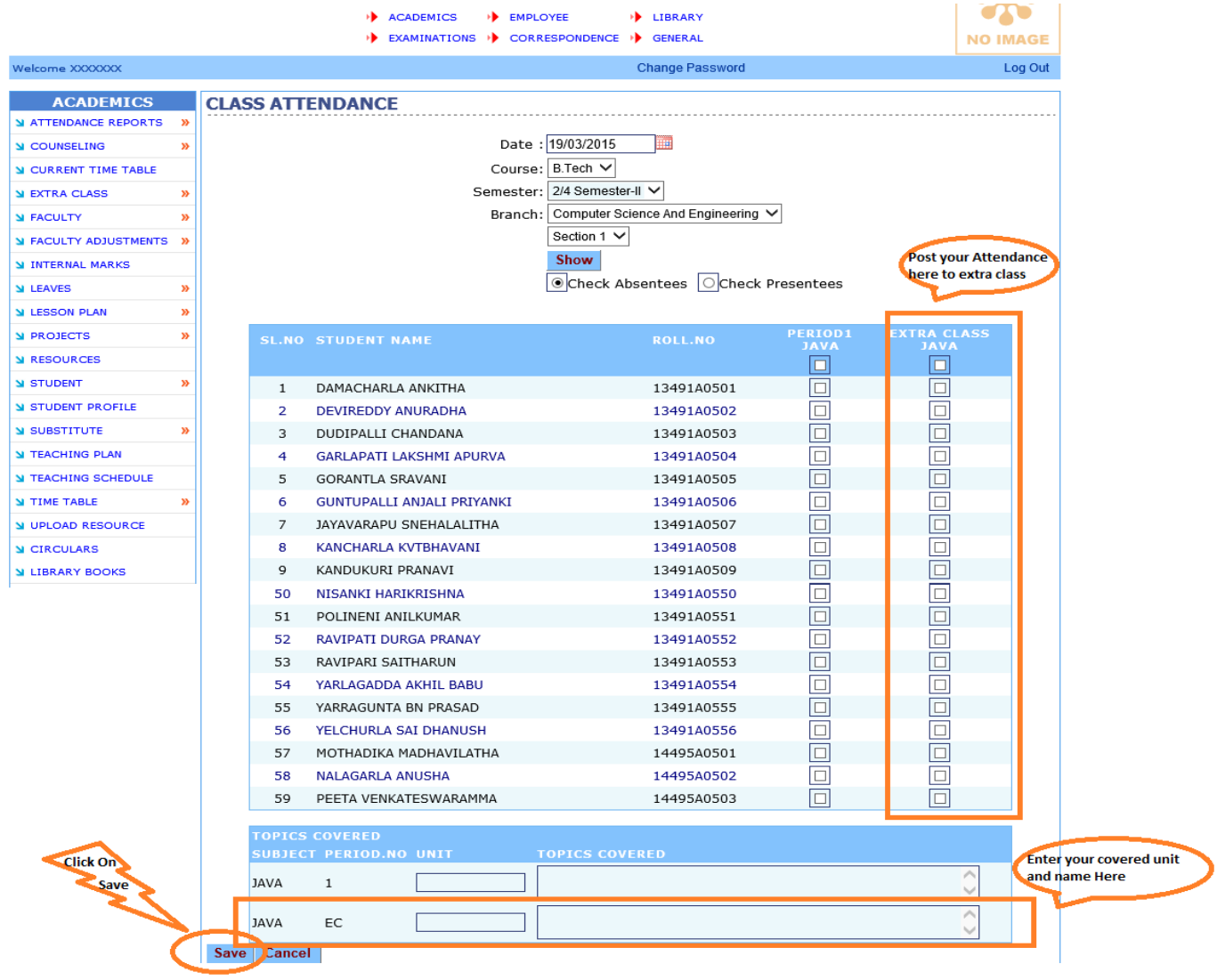


Step 6:-You Will Get Below Options After Click On Attendance Link As Shown In Below. Here Please Select "DATE, COURSE, SEMESTER, BRANCH,SECTION" And Then Click On "SHOW BUTTON" To Post Your Class Attendance As Shown In Below.

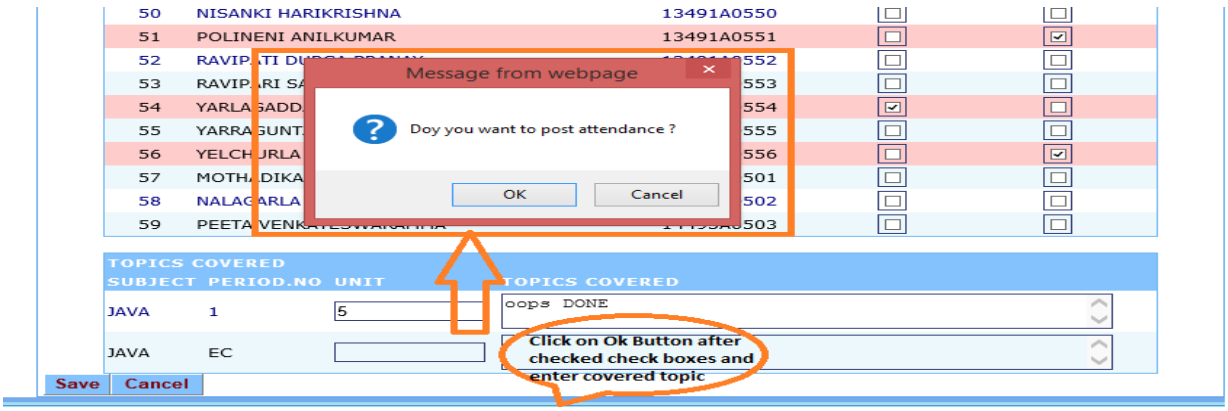


Question And Answers Of Academic Module Through Faculty Logins

Step 7:-You Will "Get Your Extra Class Periods To Post Attendance" As Shown In Below.



Step 8:-You Will "Pop UP Confirmation" As Shown In Below. Here Click On OK Button

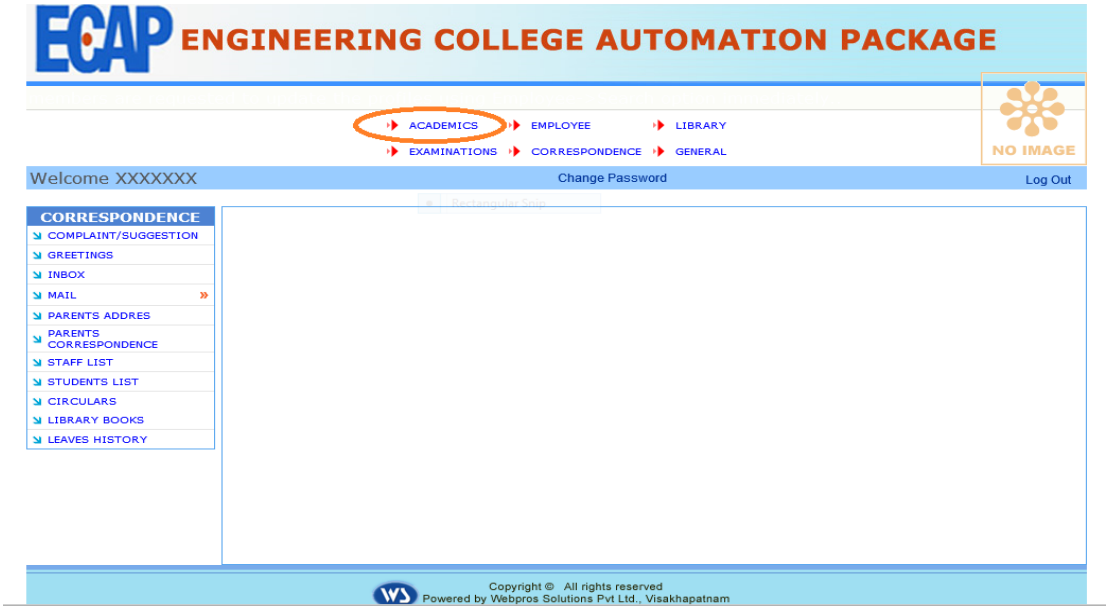


Question And Answers Of Academic Module Through Faculty Logins

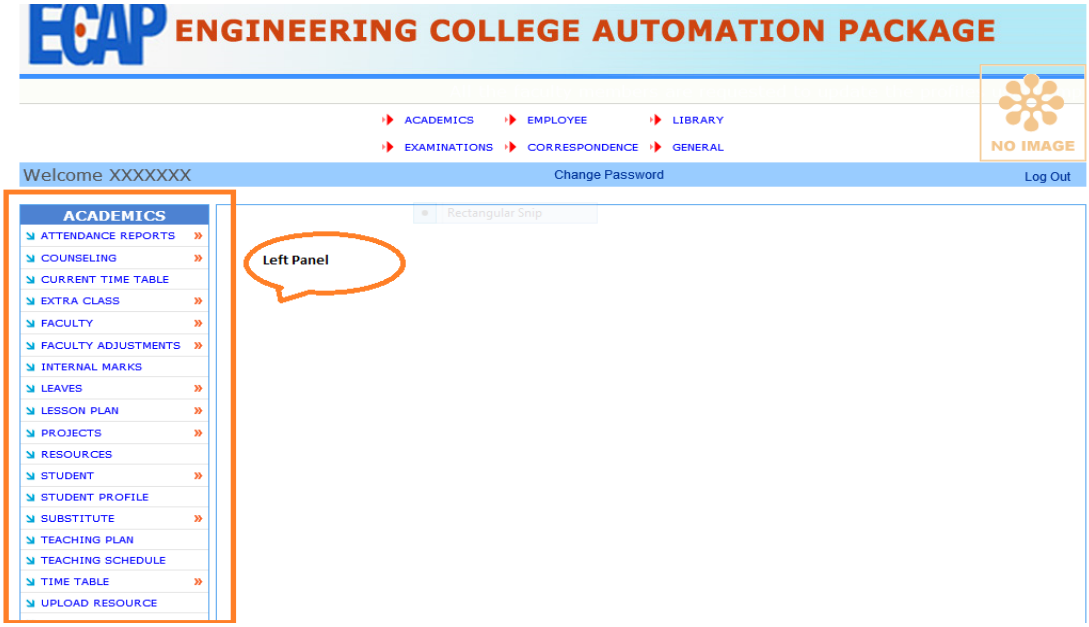
13) How To Check Faculty Leisure Timings For Sending Period Adjustment Request?

Ans:-Step 1:-Please Login In To ECAP By Using Your Username And Password

Step 2:- Please Click On "Academics" Module As Shown In Below

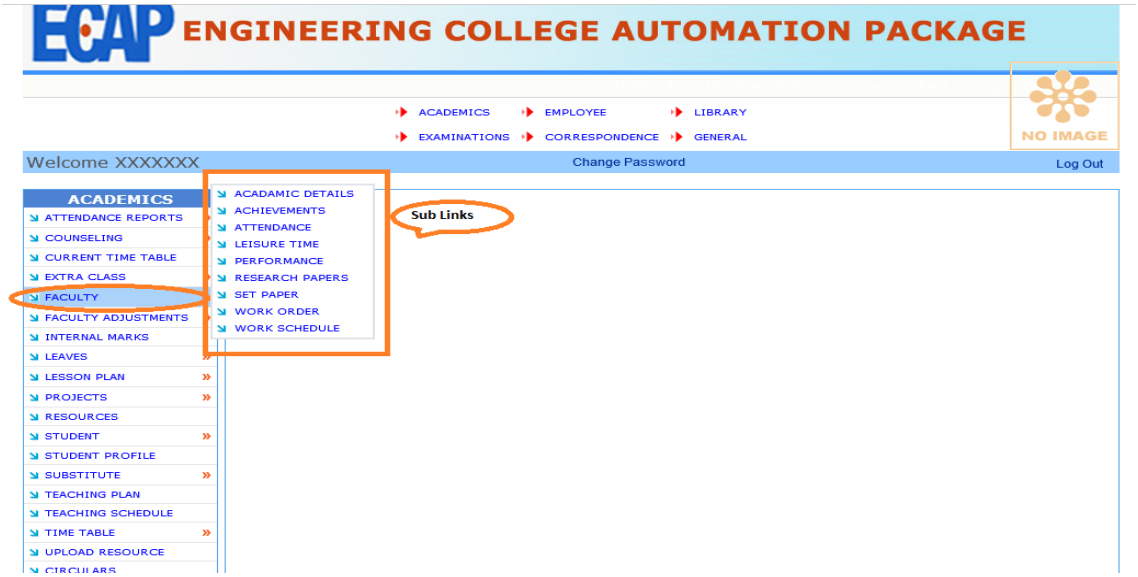


Step 3:-You Will Find "Left Panel" After Clicking On Academics Module As Shown In Below.

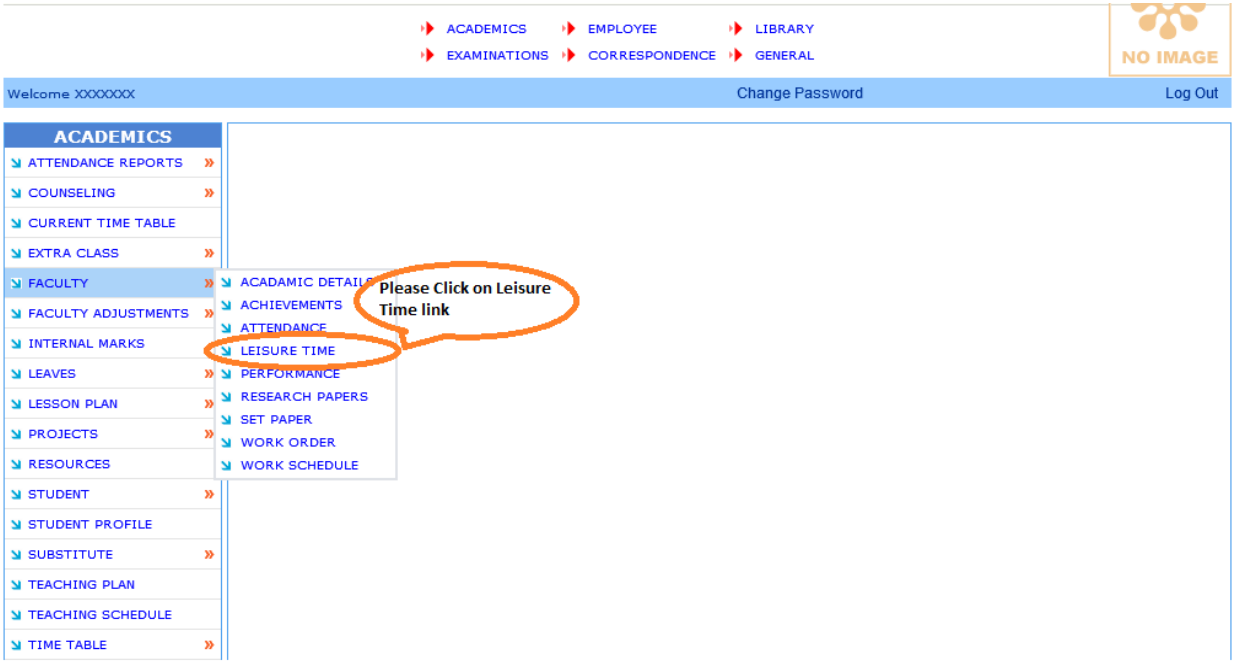


Question And Answers Of Academic Module Through Faculty Logins

Step 4:-Please Place Your Mouse Pointer On "Faculty" Link Which Is Available In Left Menu. Then You Will Find "Sub Links Menu" As Shown In Below

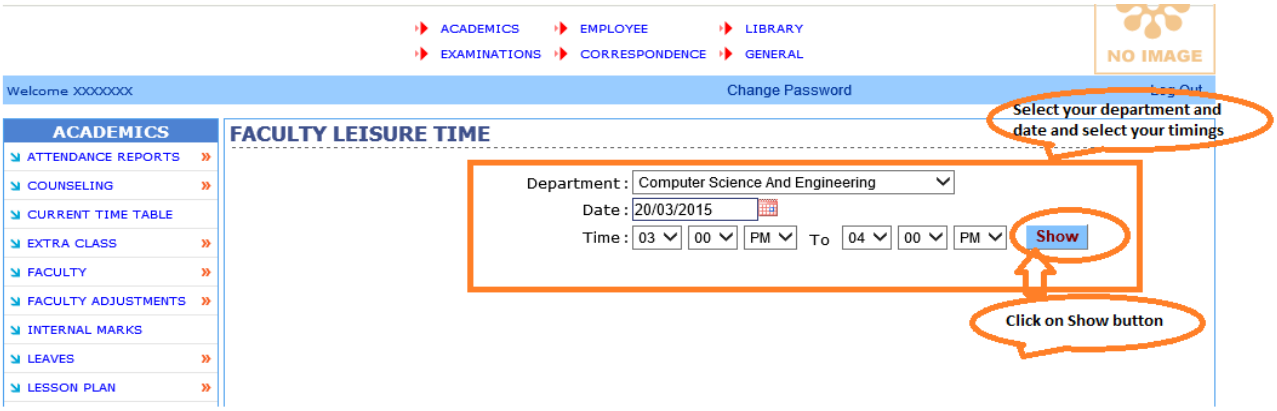


Step 5:-Please Find "Leisure Time" Option In Sub Links Menu .Please Click On This Option As Shown In Below.

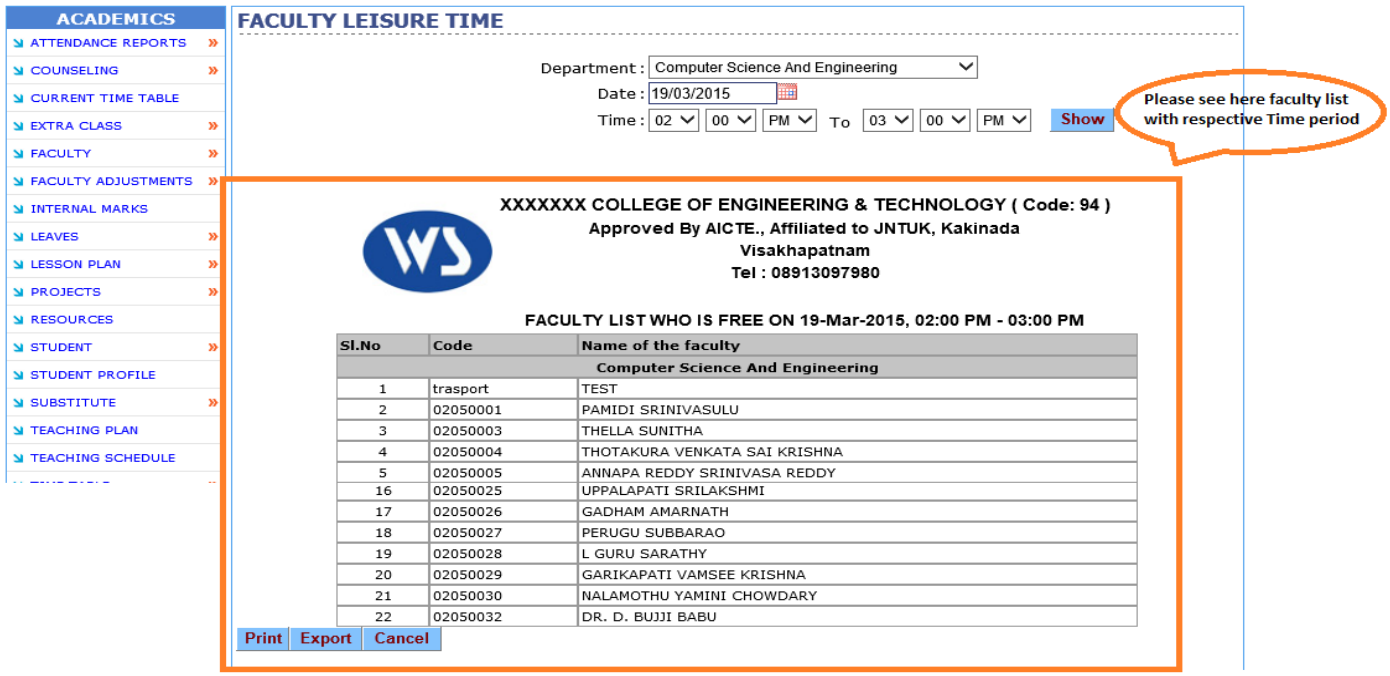


Question And Answers Of Academic Module Through Faculty Logins

Step 6:-Please "Select Your Department And Date And Also Select Your Timings" And Then Click On "Show Button" As Shown In Below



Step 7:-You Will "Find Faculty Leisure Timings Report" As Shown In Below. "Based On This You Can Sent Period Adjustment Request To That Particular Faculty".



Sl.No	Code	Name of the faculty
		Computer Science And Engineering
1	trasport	TEST
2	02050001	PAMIDI SRINIVASULU
3	02050003	THELLA SUNITHA
4	02050004	THOTAKURA VENKATA SAI KRISHNA
5	02050005	ANNAPA REDDY SRINIVASA REDDY
16	02050025	UPPALAPATI SRILAKSHMI
17	02050026	GADHAM AMARNATH
18	02050027	PERUGU SUBBARAO
19	02050028	L GURU SARATHY
20	02050029	GARIKAPATI VAMSEE KRISHNA
21	02050030	NALAMOTHU YAMINI CHOWDARY
22	02050032	DR. D. BUJJI BABU

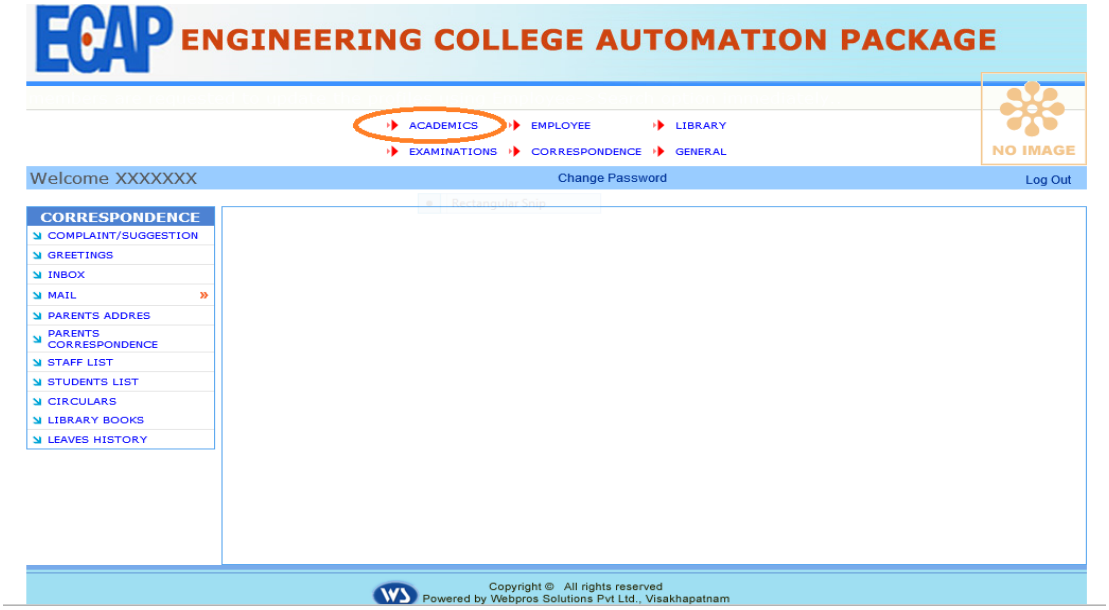
---------- Go To Next Page For Next Question ----------

Question And Answers Of Academic Module Through Faculty Logins

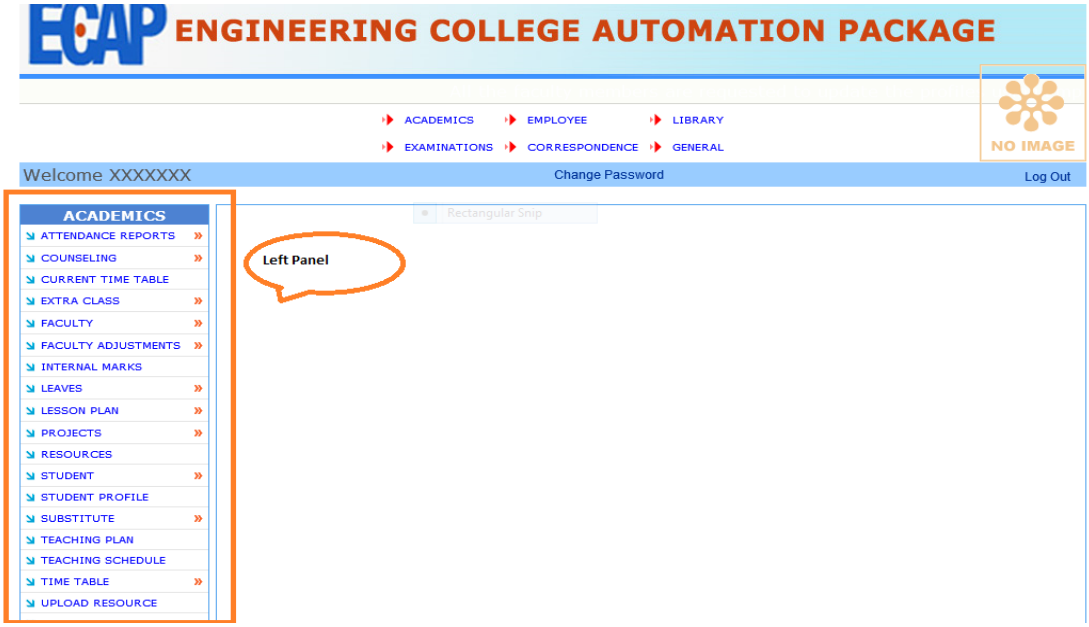
14) How To Send Request To Other Faculty For Period Adjustment?

Ans:-Step 1:-Please Login In To ECAP By Using Your Username And Password

Step 2:- Please Click On "Academics" Module As Shown In Below

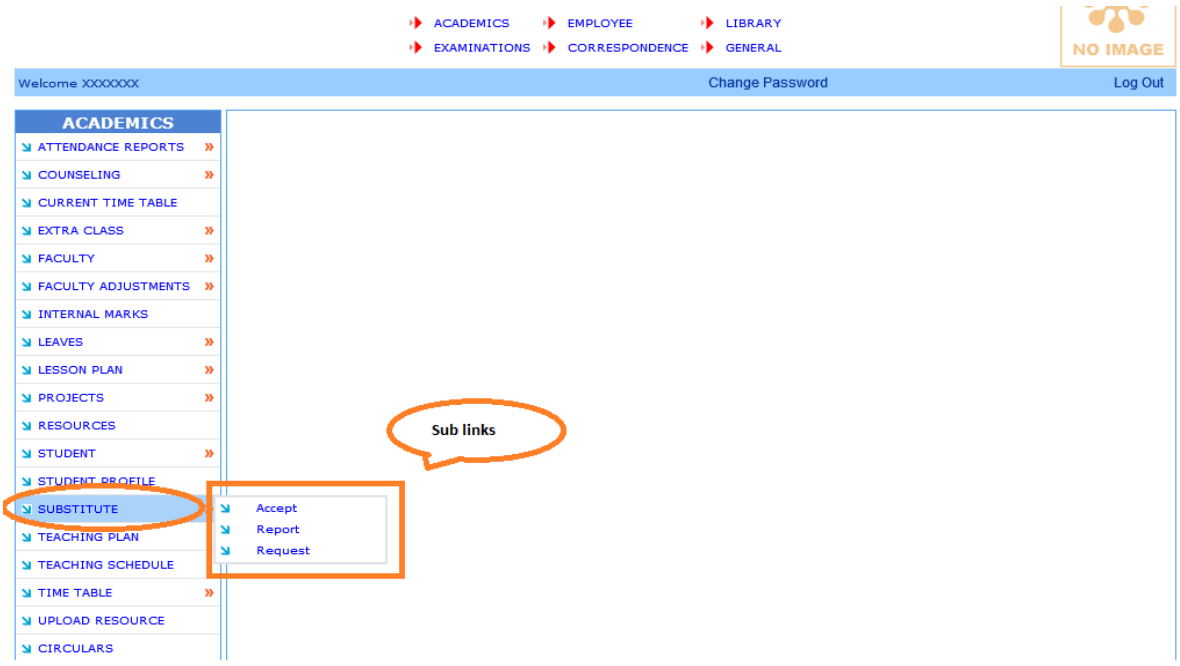


Step 3:-You Will Find "Left Panel" After Clicking On Academics Module As Shown In Below.

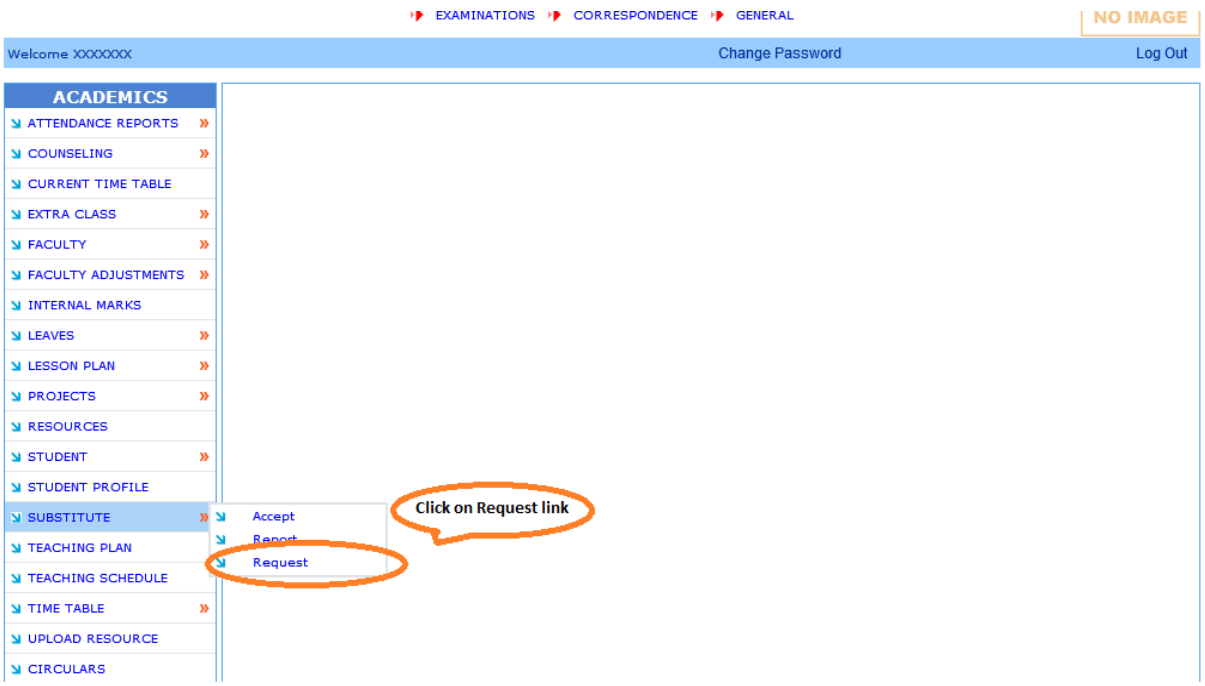


Question And Answers Of Academic Module Through Faculty Logins

Step 4:-Please Place Your Mouse Pointer On "Substitute" Link Which Is Available In Left Menu. Then You Will Find "Sub Links Menu" As Shown In Below.

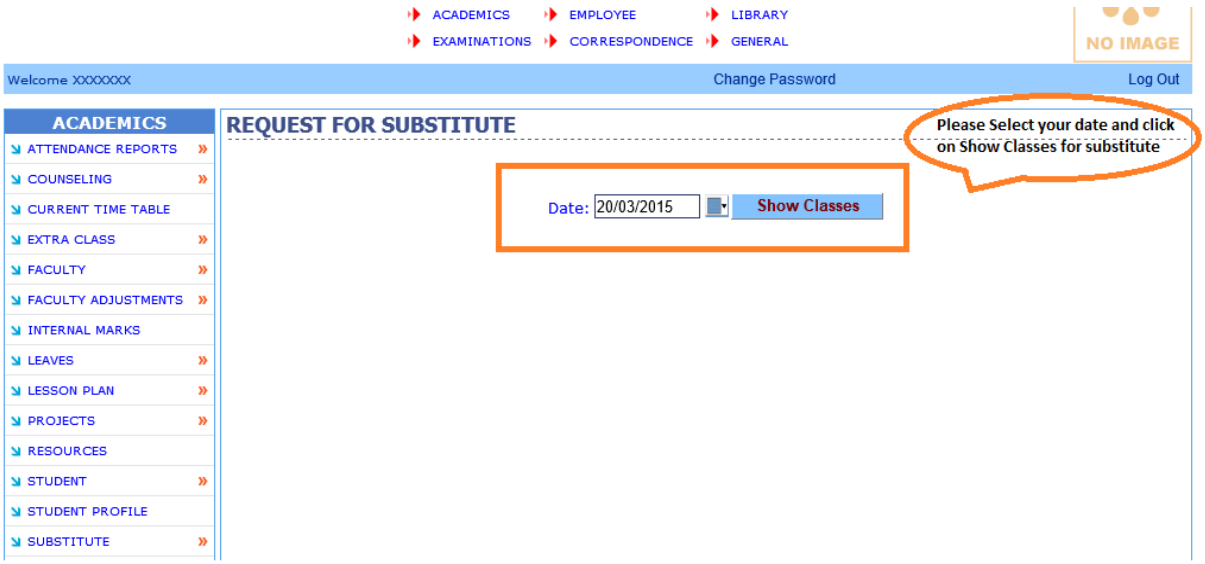


Step 5:- Please Find "Request" Option In Sub Links Menu .Please Click On This Option As Shown In Below.

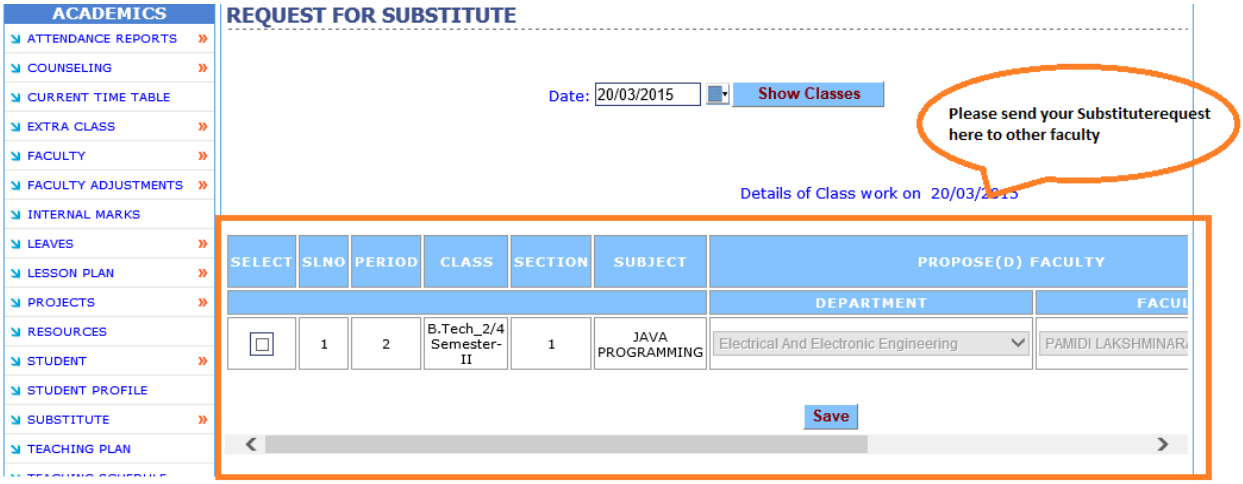


Question And Answers Of Academic Module Through Faculty Logins

Step 6:-Here Please Select Your Date And Click On Show Classes Button To Send Request To Particular Faculty As Shown In Below.

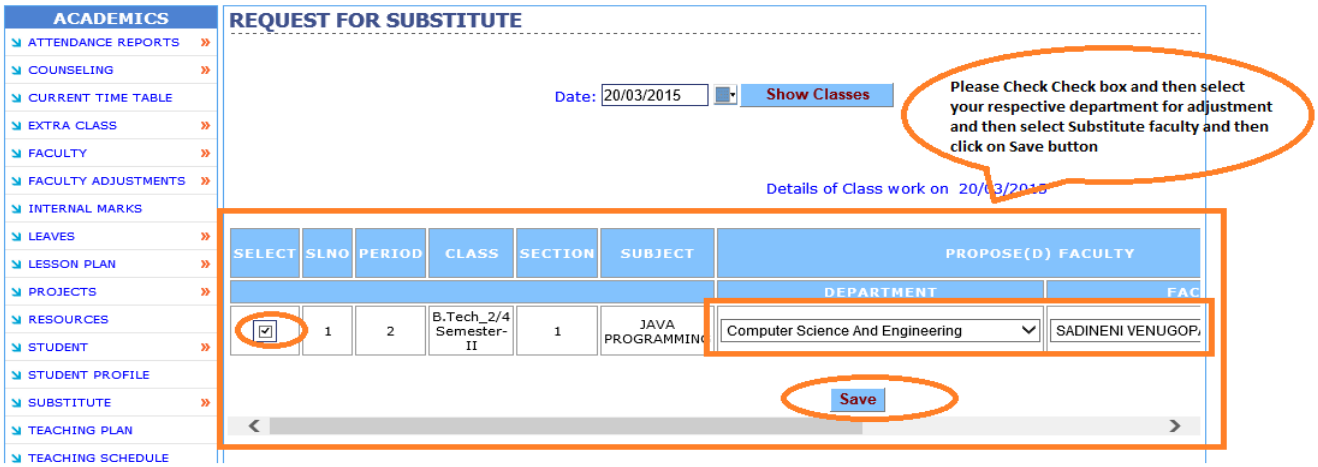


Step 7:-You Can Find The Below Table For Sending Substitute Request To Respective Faculty

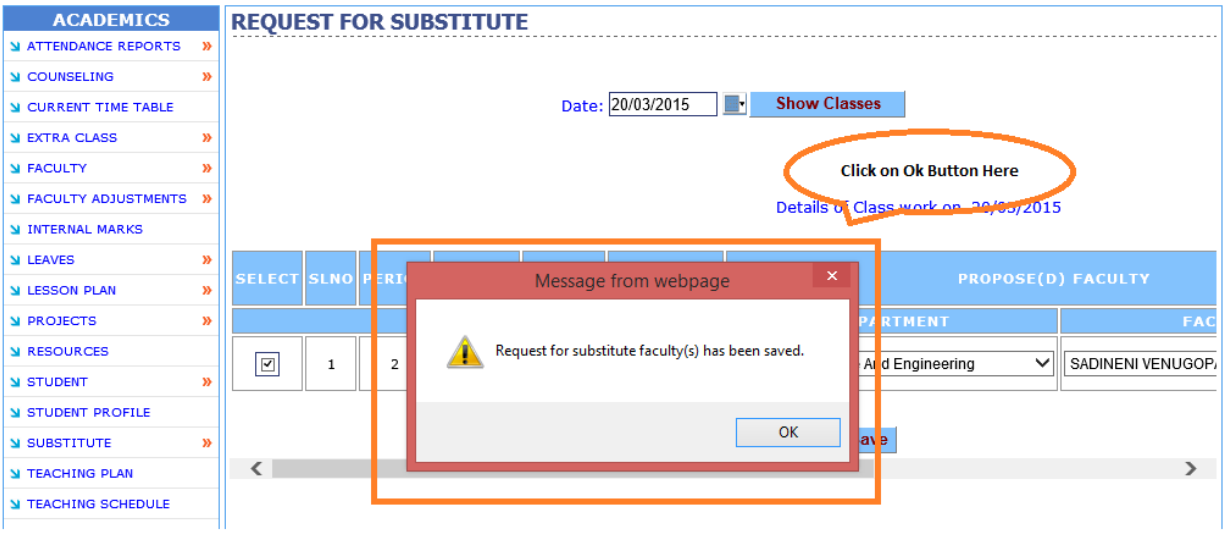


Question And Answers Of Academic Module Through Faculty Logins

Step 8:-Please "Check Check Box" And Then "Select Respective Department" And Then "Select On Substitute Faculty Name" And Then "Click On Save Button" As Shown In Below



Step 9:-After Click On Save Button You Will Get "Confirmed POP UP " Here Click On Ok Button As Shown In Below And Then Check Your Substitute Request Report.



---------- Go To Next Page For Next Question ----------

Question And Answers Of Academic Module Through Faculty Logins

15) How Can I Cancel Requested Period Adjustment?

Ans:- After Approved From HOD:-

I) If You Want To Cancel Your Substitute Request And Readjust To Your Period Normally Then Please Contact With Your HOD Login Or Admin Login. They Will Readjust Your Period With Your Subject Using Faculty Adjustment Link In Academics Module.

Ii)Faculty Adjustment Link Is Very Confidential That's Why This Link Is Only Available On HOD Logins Or Admin Logins

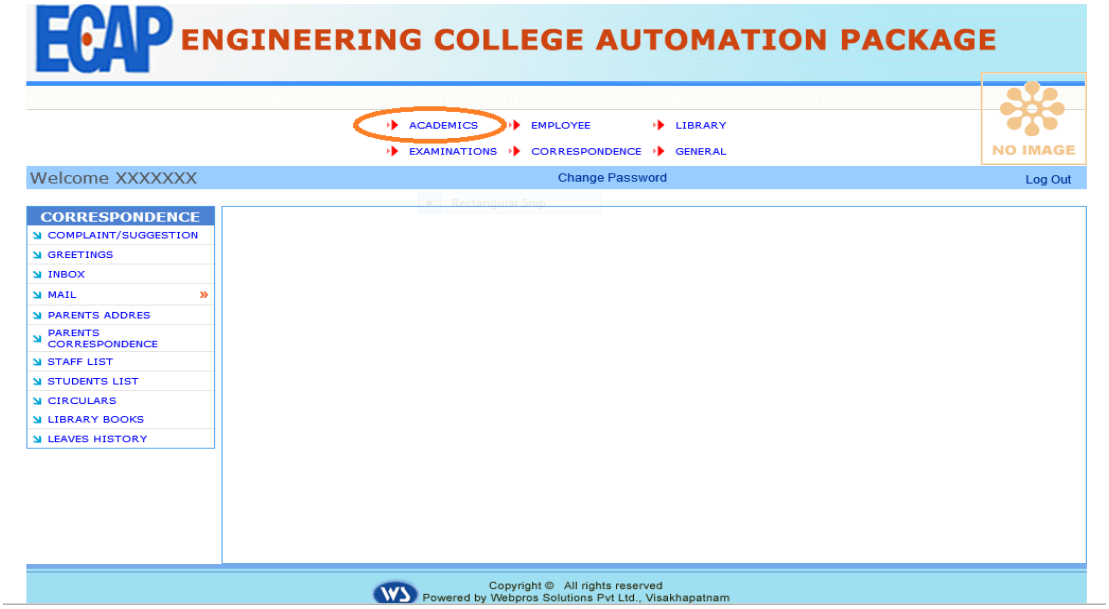
Before Approved From HOD:-

I)If You Want To Cancel Your Substitute Request And Readjust To Your Period Normally Then Please Contact With Your HOD Login. They Will "Cancel Your Substitute Request".

16) How To Accept Requested Period Adjustment From Other Faculty?

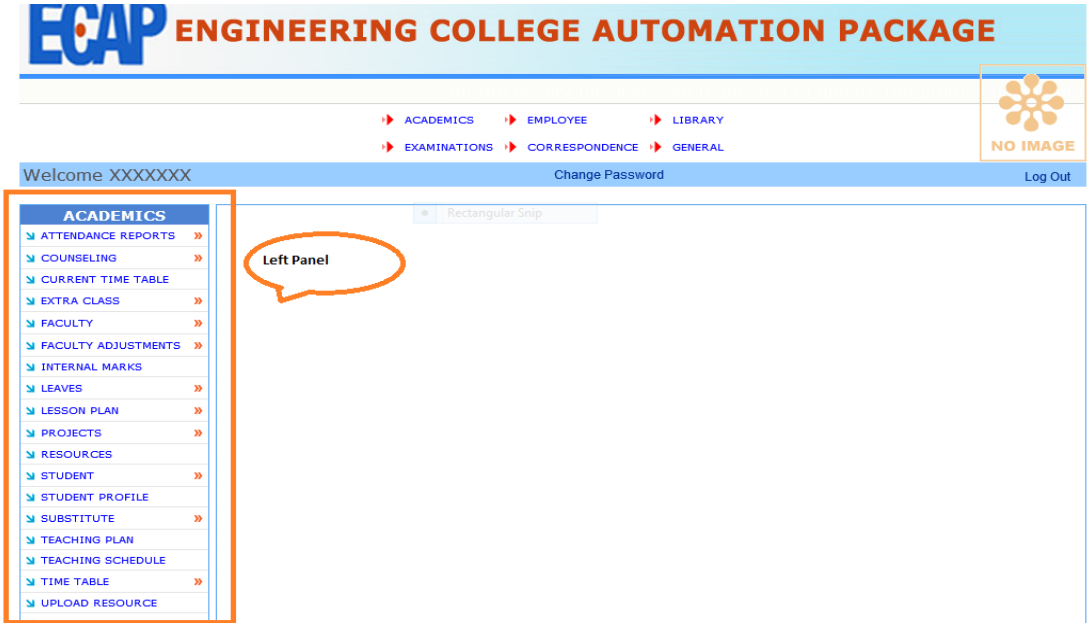
Ans:-Step 1:-Please Login In To ECAP By Using Your Username And Password

Step 2:- Please Click On "Academics" Module As Shown In Below

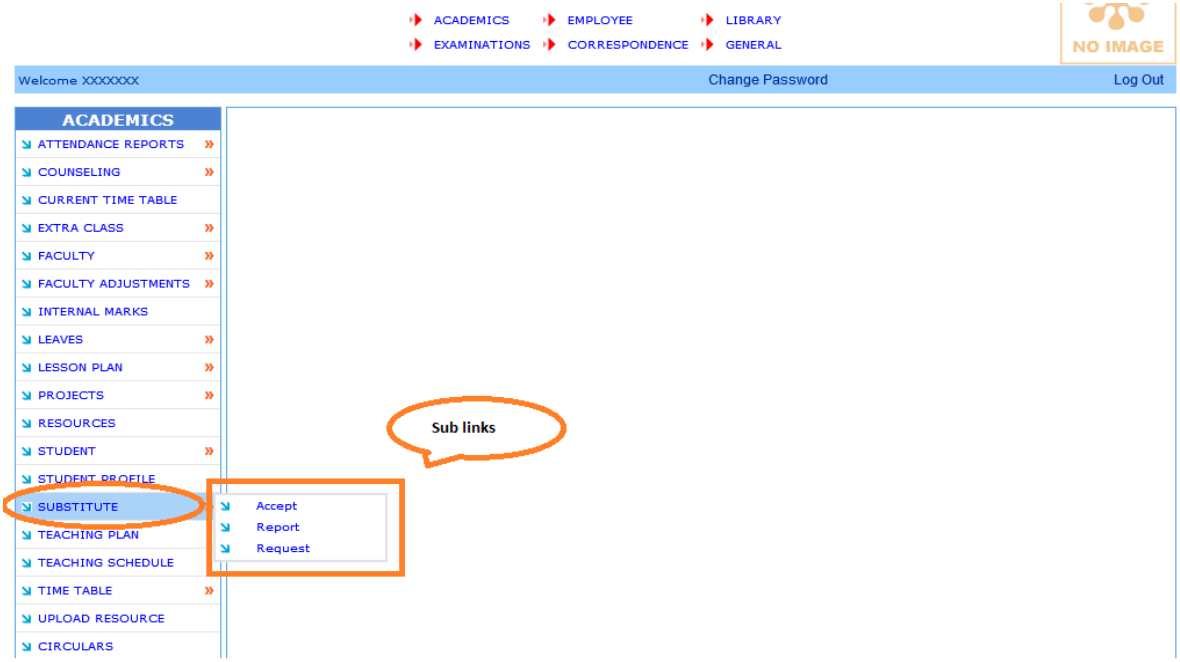


Question And Answers Of Academic Module Through Faculty Logins

Step 3:-You Will Find "Left Panel" After Clicking On Academics Module As Shown In Below.

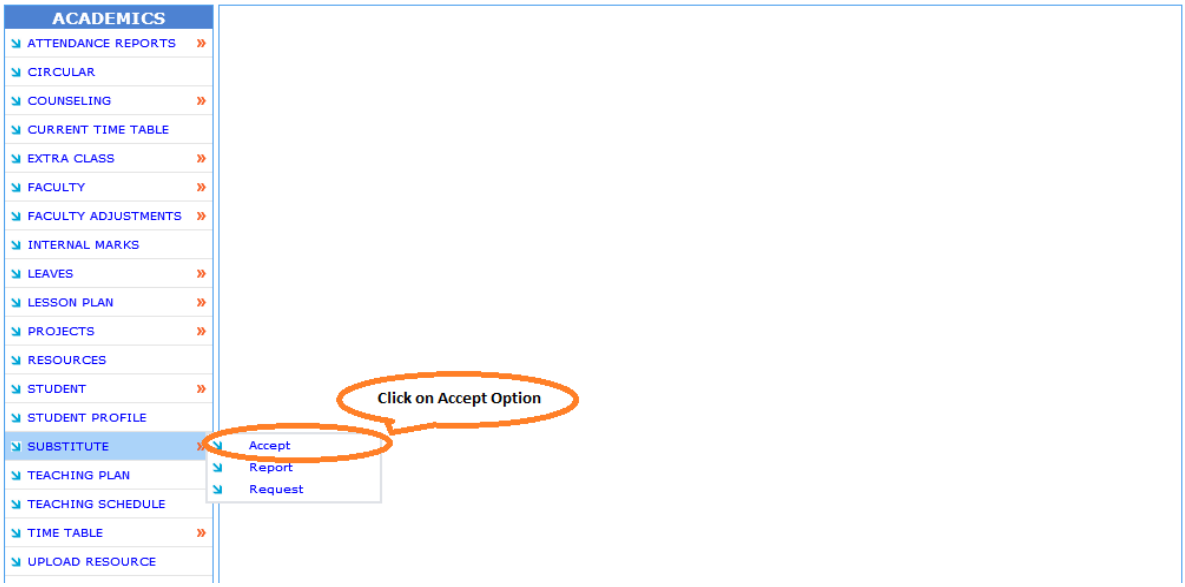


Step 4:-Please Place Your Mouse Pointer On "Substitute" Link Which Is Available In Left Menu. Then You Will Find "Sub Links Menu" As Shown In Below.

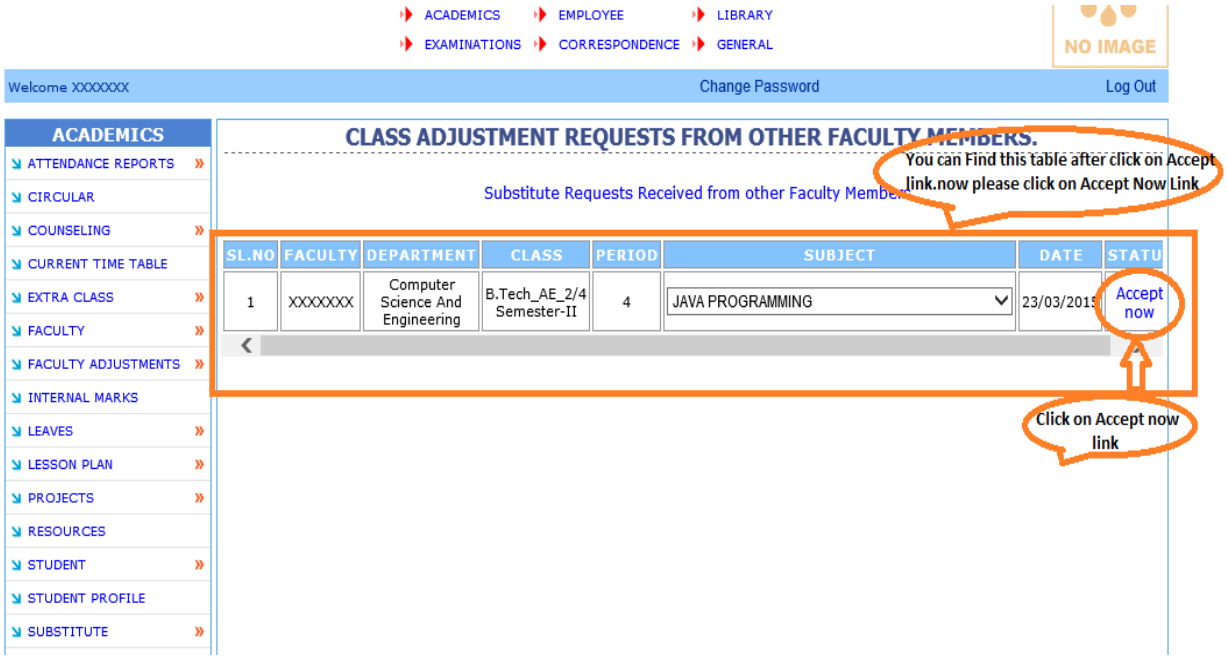


Question And Answers Of Academic Module Through Faculty Logins

Step 5:-Please Click On "Accept Option" As Shown In Below.

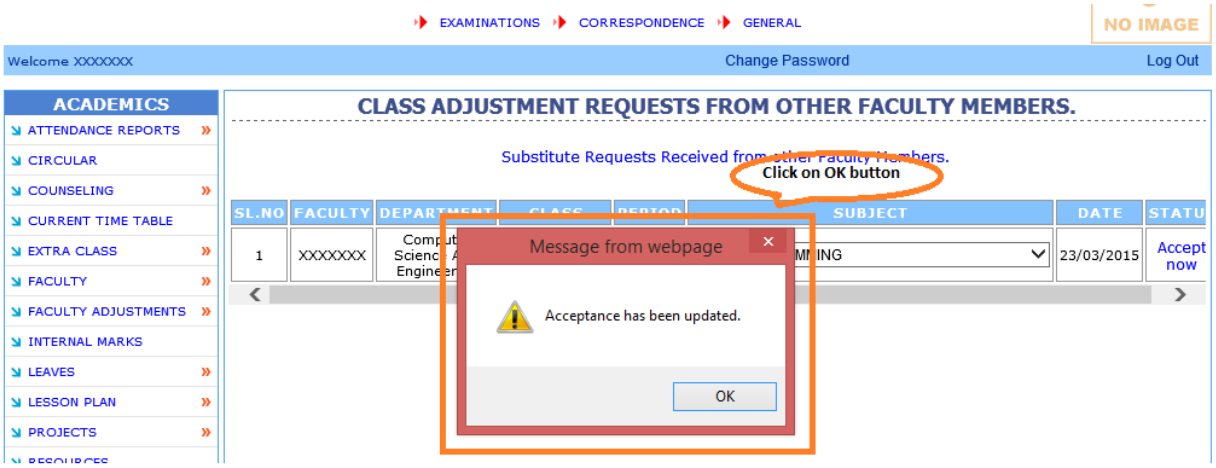


You Will Get This Table After Click On Accept Link. Here Please Click On "Accept Now" Link As Shown In Below

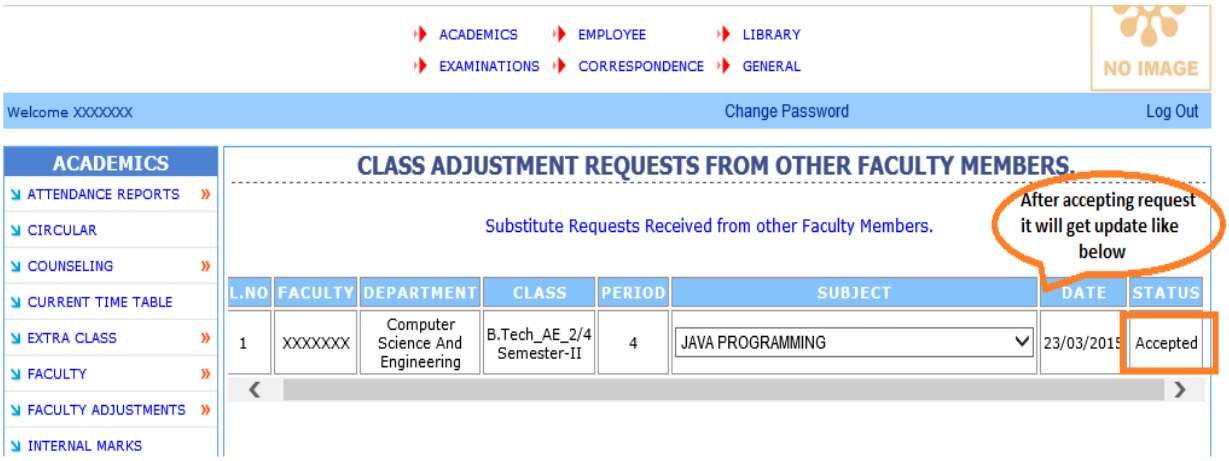


Question And Answers Of Academic Module Through Faculty Logins

You Will Get "Confirmed Message" After Click On Accept Now Link. Here Click On Ok Button As Shown In Below



After Click On Accept Now Link That Will Updated Like Accepted As Shown In Below



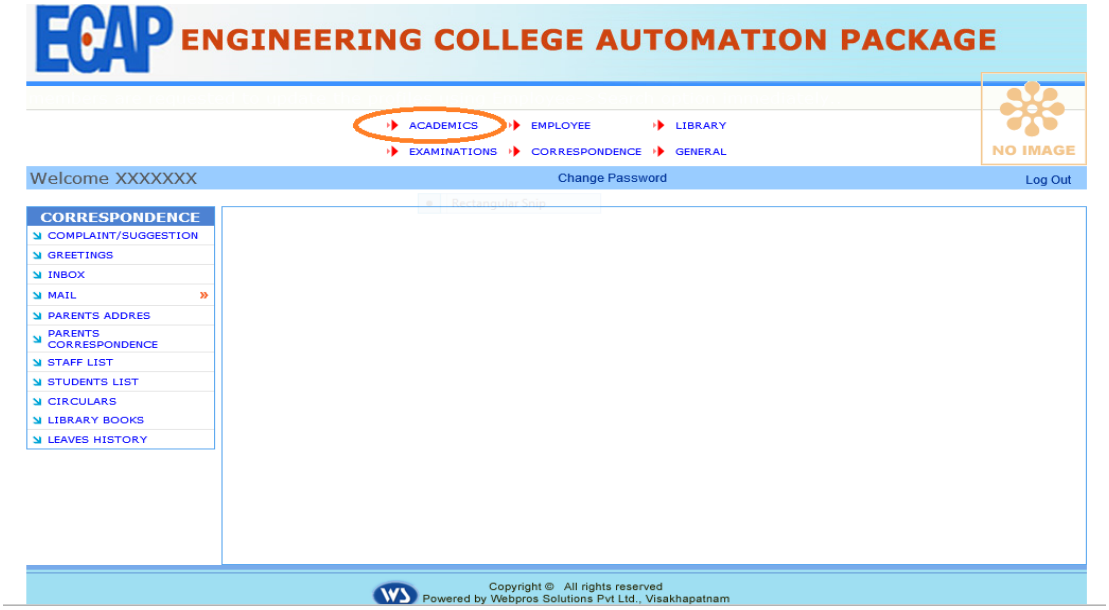
---------- Go To Next Page For Next Question ----------

Question And Answers Of Academic Module Through Faculty Logins

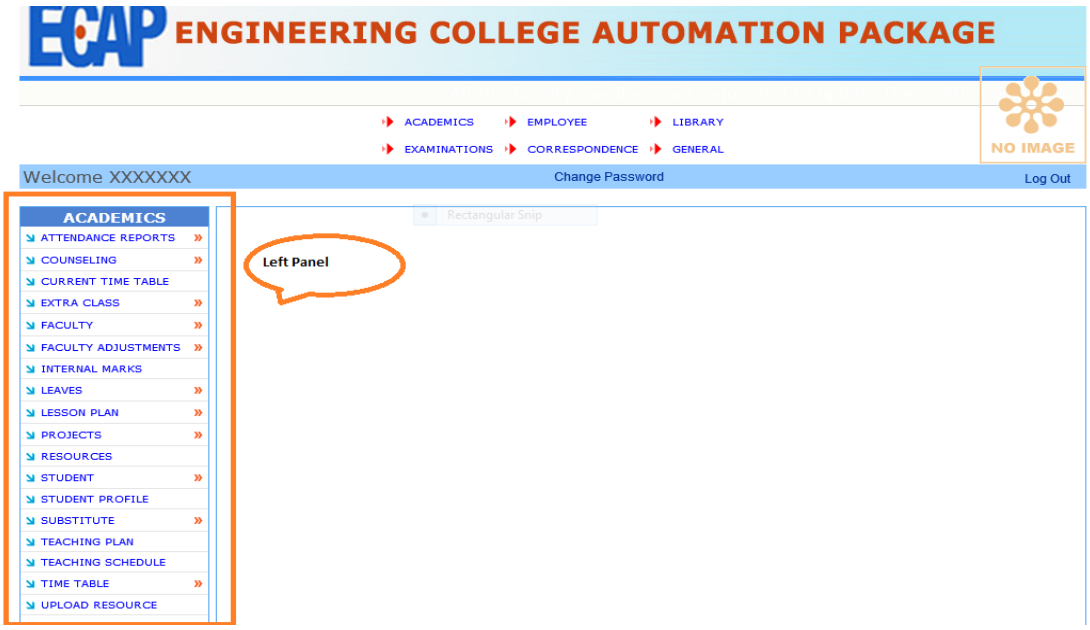
17) How Can I Check Substitutes Request Reports With In A Date Range?

Ans:-Step 1:-Please Login In To ECAP By Using Your Username And Password

Step 2:- Please Click On "Academics" Module As Shown In Below

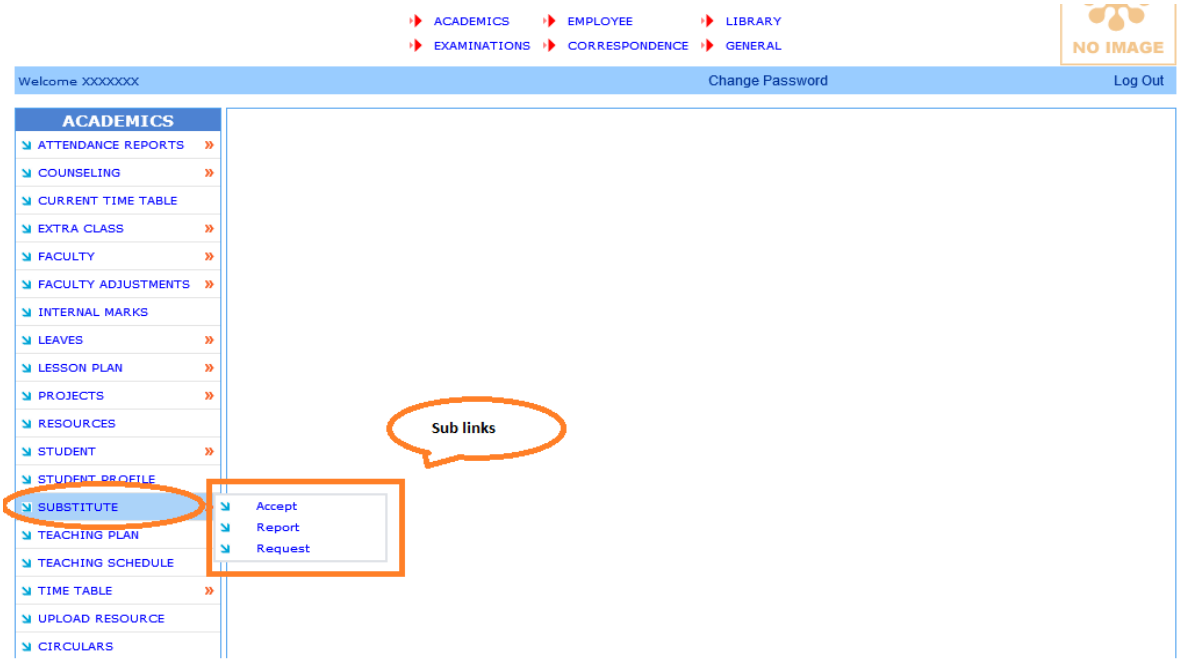


Step 3:-You Will Find "Left Panel" After Clicking On Academics Module As Shown In Below.

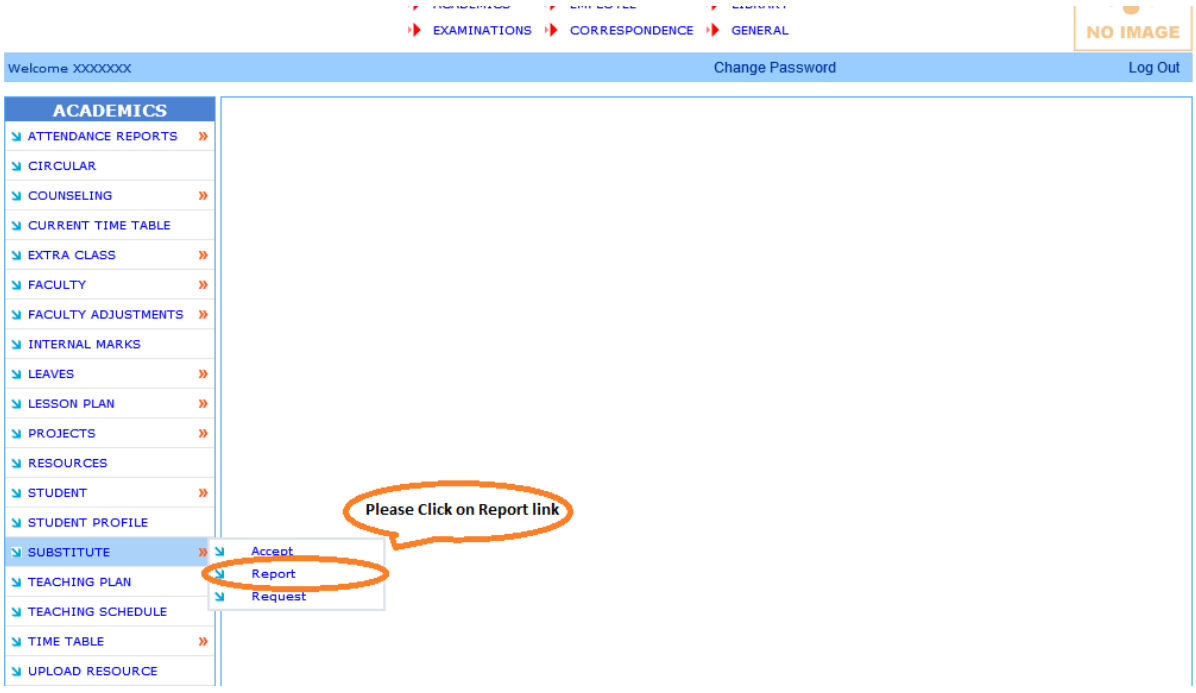


Question And Answers Of Academic Module Through Faculty Logins

Step 4:-Please Place Your Mouse Pointer On "Substitute" Link Which Is Available In Left Menu. Then You Will Find "Sub Links Menu" As Shown In Below.

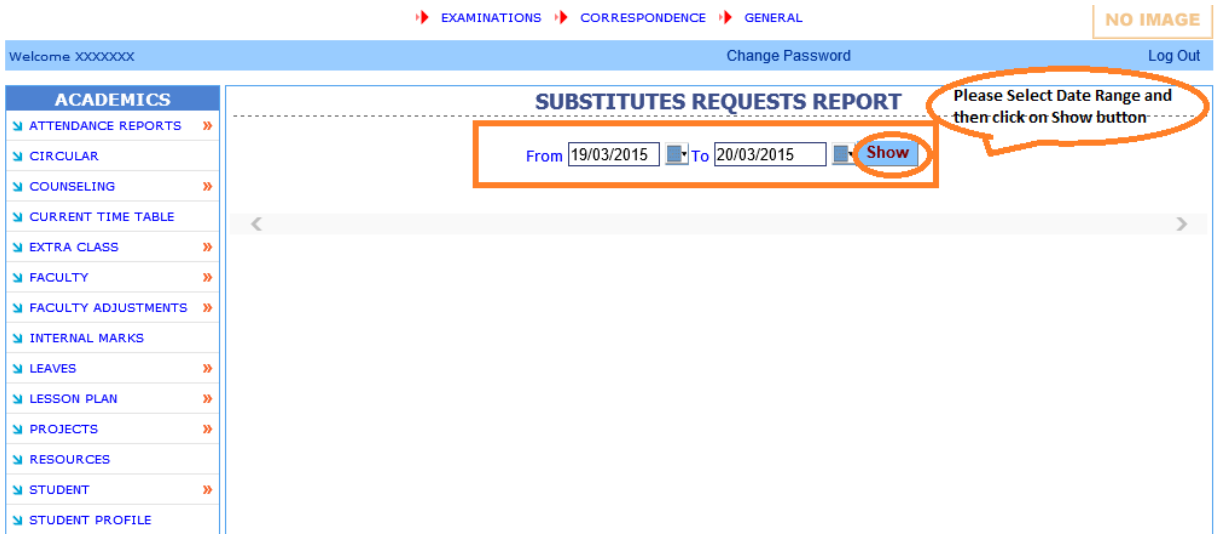


Step 5:-Please Click On "Report Option" As Shown In Below.

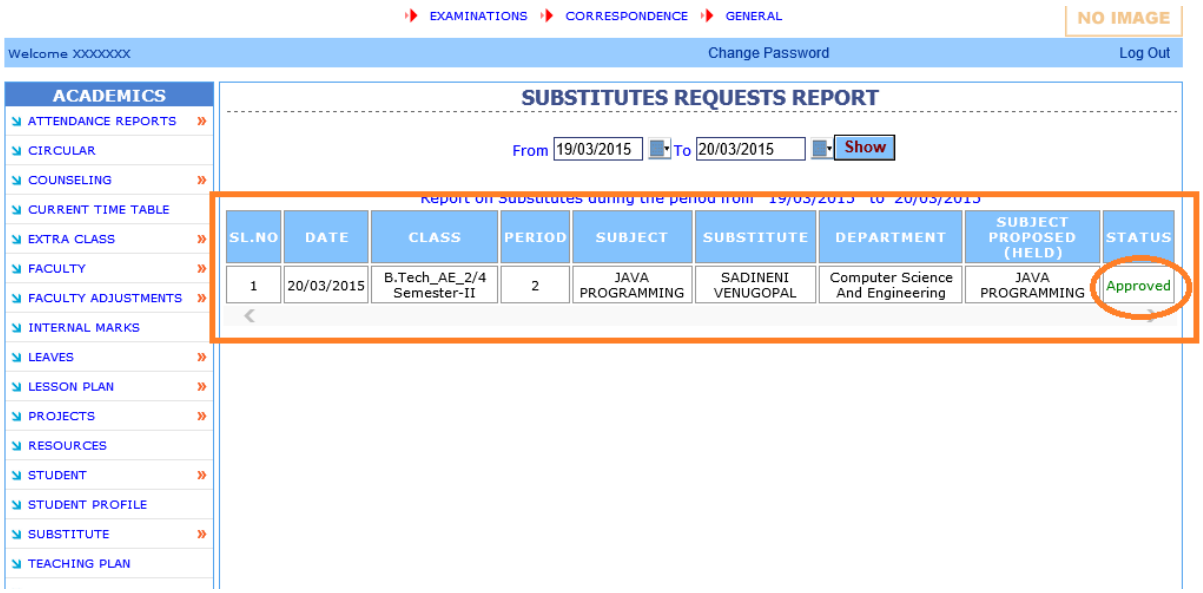


Question And Answers Of Academic Module Through Faculty Logins

Step 6:-Please Select Your Date Range And Then Click On Show Button To Get Your Report As Shown In Below.



You Will Get This Below Report After Approved From HOD After Click On Show Button.



---------- Go To Next Page For Next Question ----------

Question And Answers Of Academic Module Through Faculty Logins

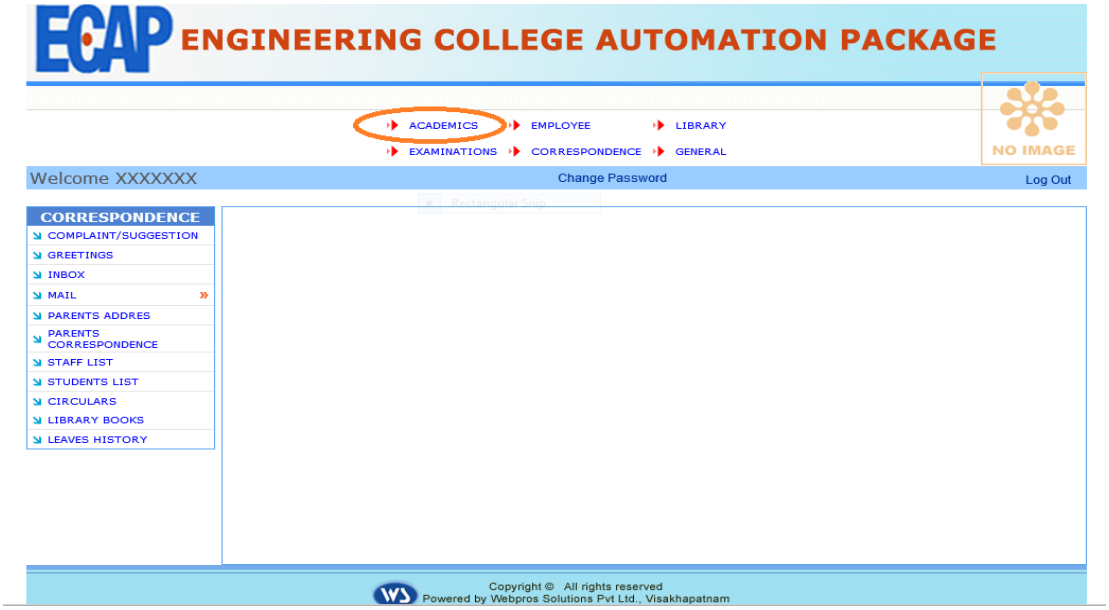
18) How Can I Enter My Lesson Plan And How To Check My Lesson Plan Report?

Ans:- NOTE:- Lesson Plan Is Nothing But "Text Book Index" This Will Help You To Maintain All Concepts Of That Particular Subject.

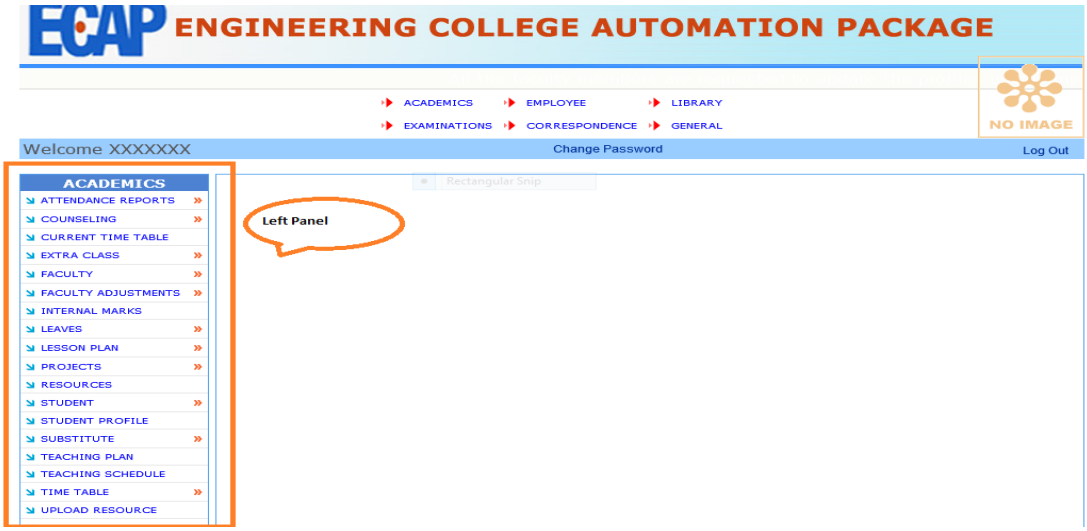
Steps For Entering Your Lesson Plan:-

Step 1:-Please Login In To ECAP By Using Your Username And Password

Step 2:- Please Click On "Academics" Module As Shown In Below

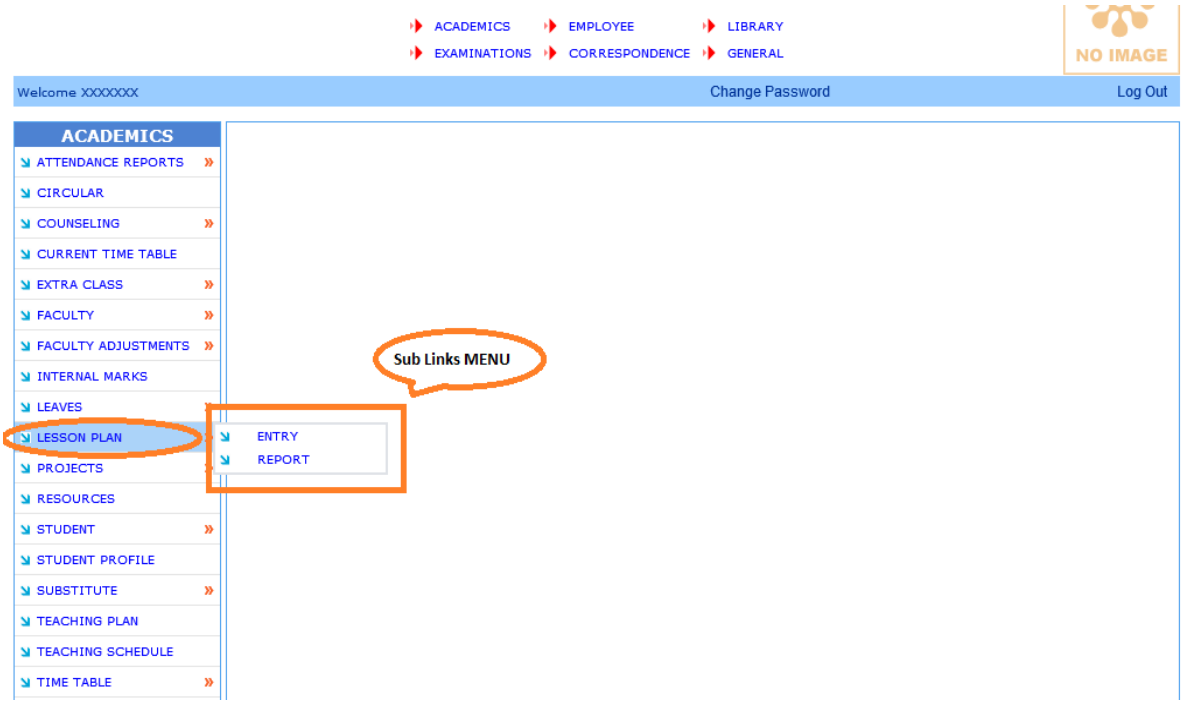


Step 3:-You Will Find "Left Panel" After Clicking On Academics Module As Shown In Below.

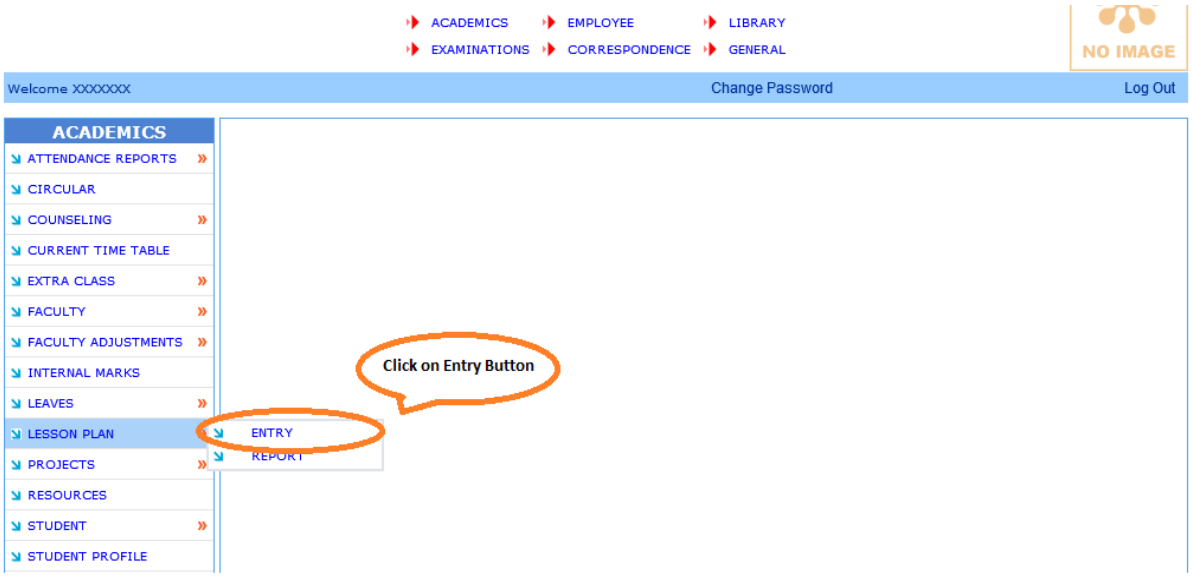


Question And Answers Of Academic Module Through Faculty Logins

Step 4:-Please Place Your Mouse Pointer On "Lesson Plan" Link Which Is Available In Left Menu. Then You Will Find "Sub Links Menu" As Shown In Below.



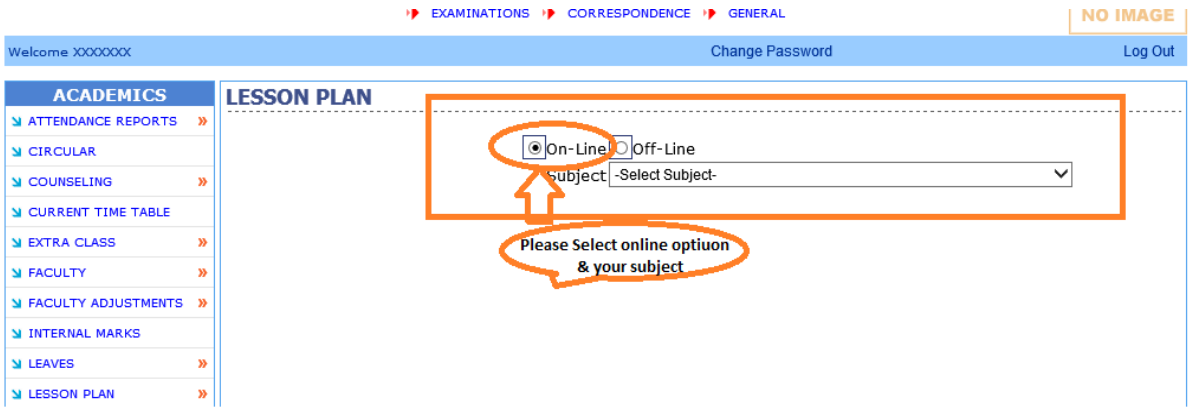
Step 5:- Please Find "Entry" Option In Sub Links Menu .Please Click On This Option As Shown In Below.



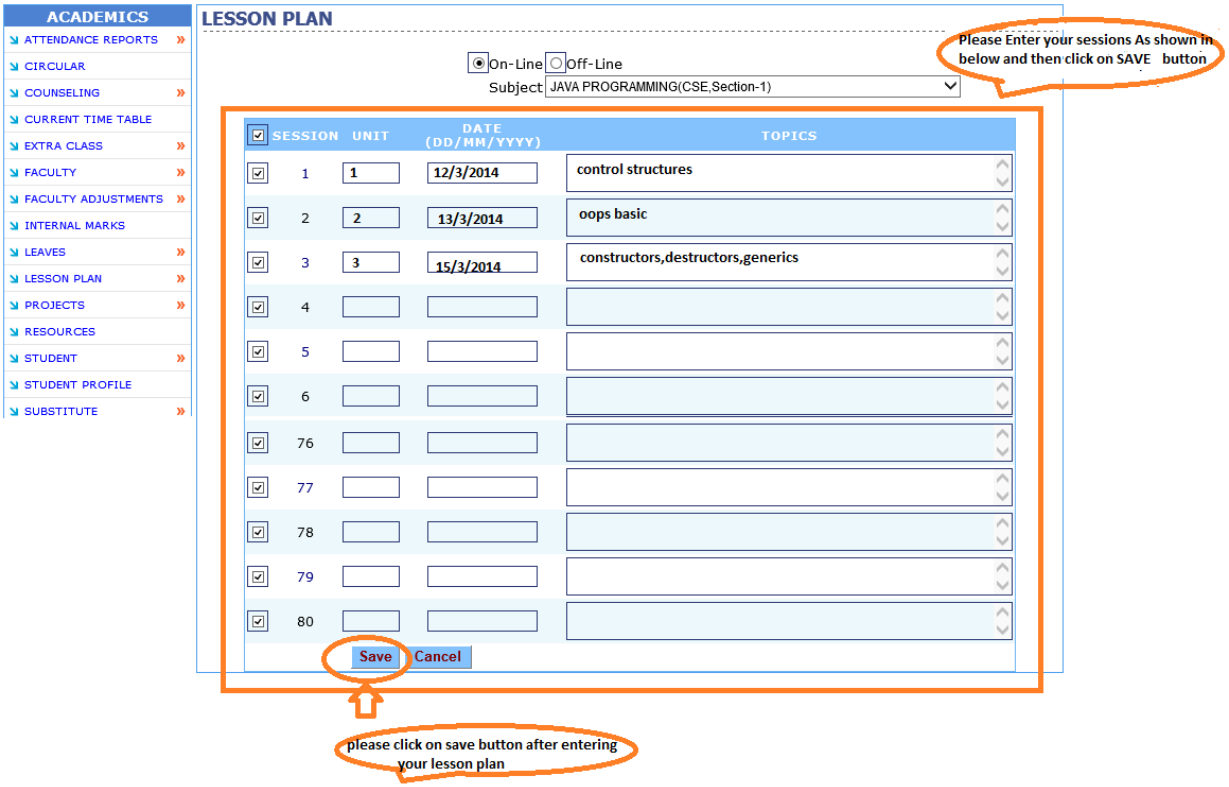
Question And Answers Of Academic Module Through Faculty Logins

Step 6:-Here You Can Your Lesson Plan In 2 Ways I)Online Ii)Offline

I)ONLINE Entry:- A)Here Please Select Online Option And Select Your Subject As Shown In Below

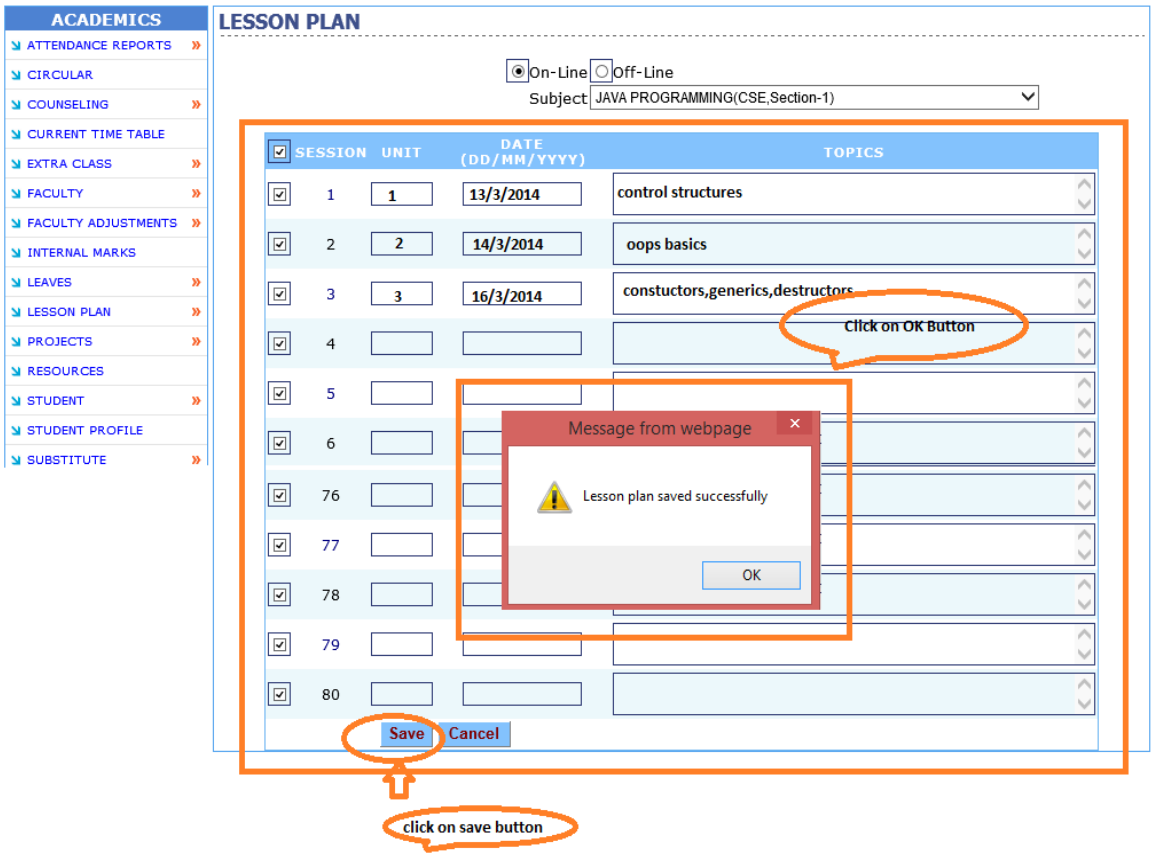


B) You Will "Find The Below Sessions" After Selecting Your Subject. These Will Display Based On Subject Entry Sessions Which Is Available At "Subject Link In Administrator Module". If You're Not Find Your Sessions Please Ask To Your Admin.

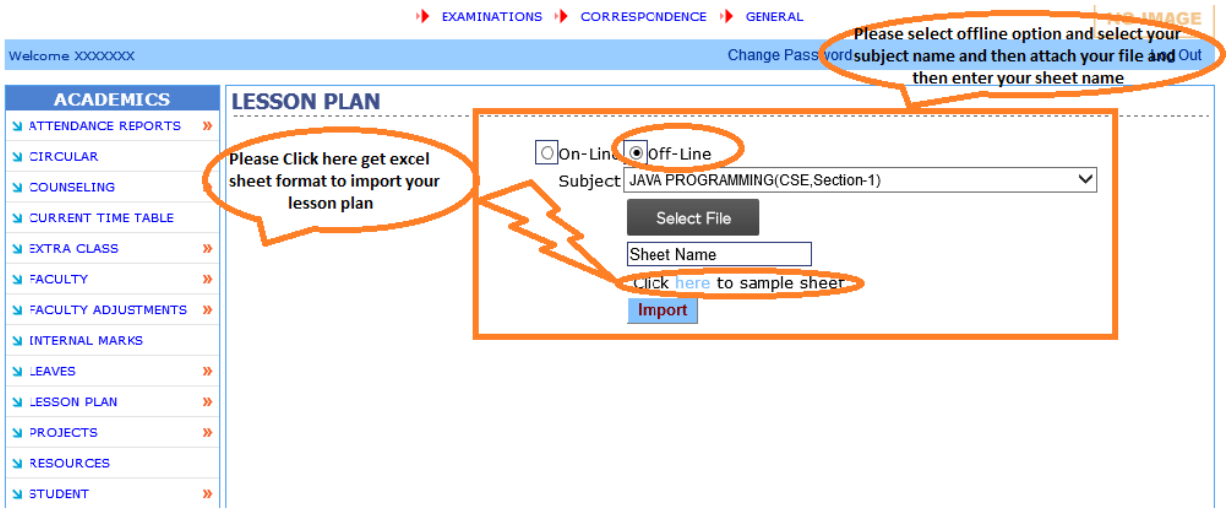


Question And Answers Of Academic Module Through Faculty Logins

After Click On Save Button "You Will Get POP UP" For Weather It Got Saved Or Not As Shown In Below. Here Please On OK Button



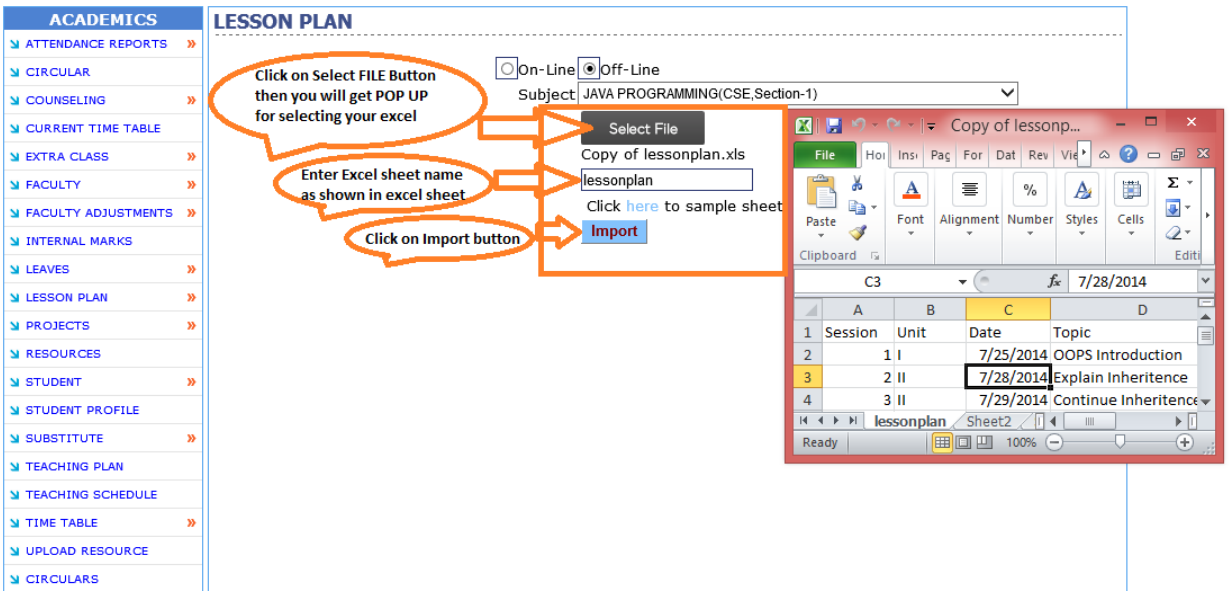
I)OFFLINE Entry:- A)Here Please "Select Offline Option" And "Attach Your Excel File" And "Enter Your Sheet Name" Which Is Available Inside The Excel File And Then Click On Import Button As Shown In Below



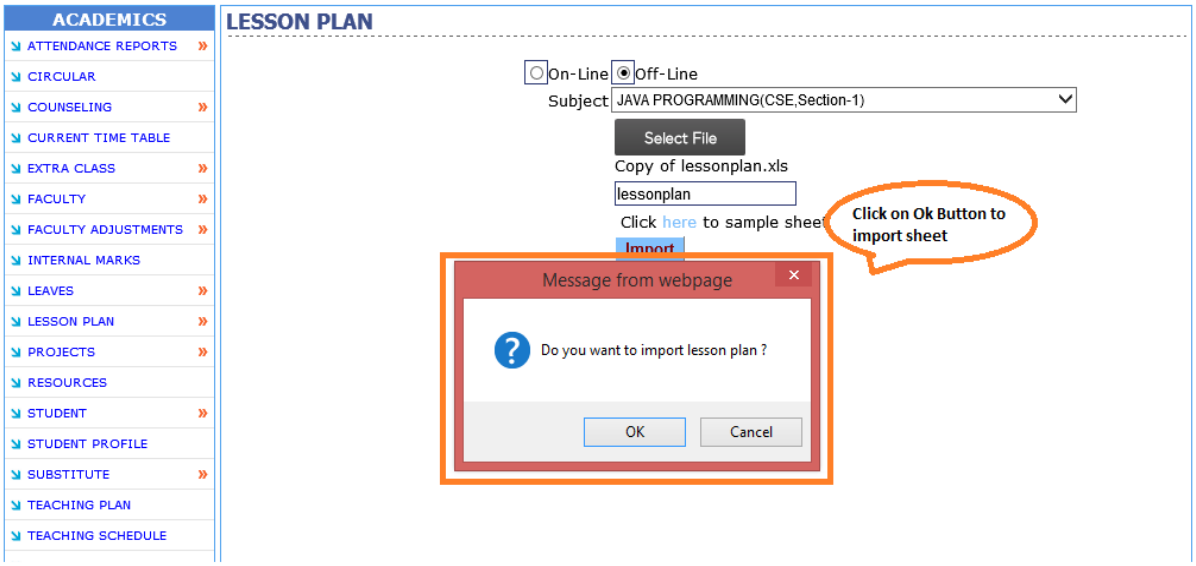
Question And Answers Of Academic Module Through Faculty Logins

B) Here Please Select Your Excel File And Then Enter Your Excel Sheet Name As Shown In Below And Then Click On Import Button

NOTE:-Excel File Should Be In .XLS(Save As 97-2003 Format) And Excel Sheet Should Be In ECAP Format.



You Will Get POP UP Confirmation After Click On OK Button Then You Will Get "Lesson Plan Imported Successfully" Message Then Click On Ok And Then Check Lesson Plan Report.

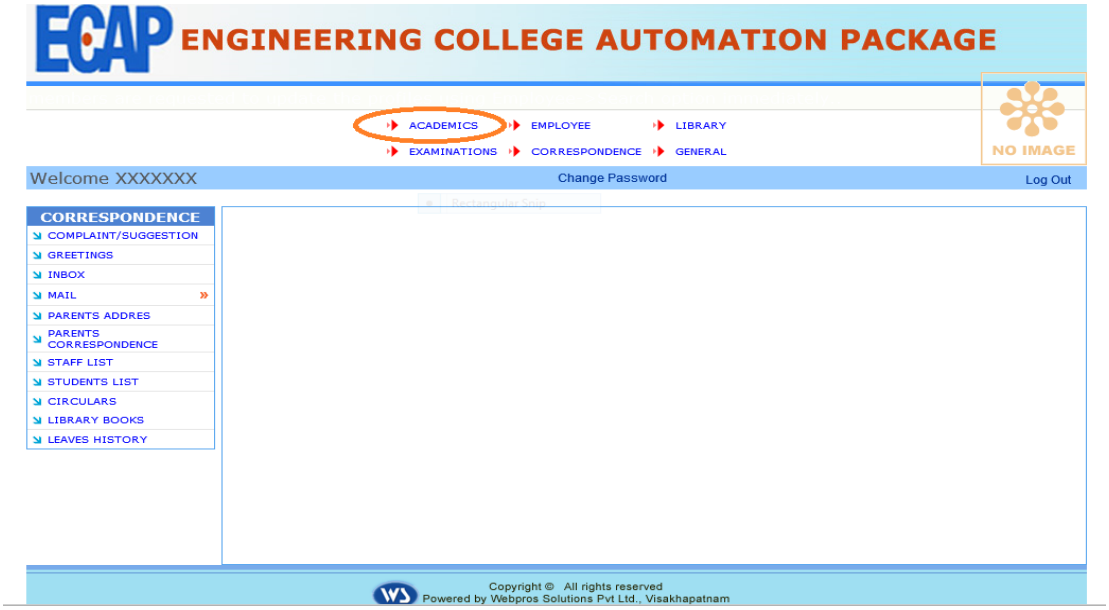


Question And Answers Of Academic Module Through Faculty Logins

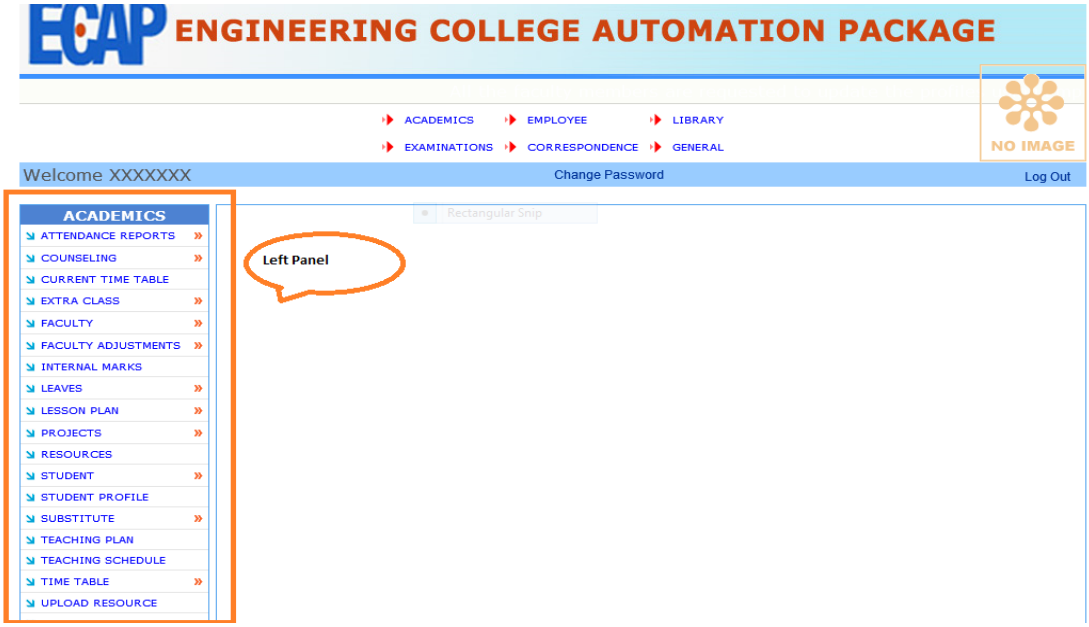
Steps For Check Your Lesson Plan Report:-

Step 1:-Please Login In To ECAP By Using Your Username And Password

Step 2:- Please Click On "Academics" Module As Shown In Below

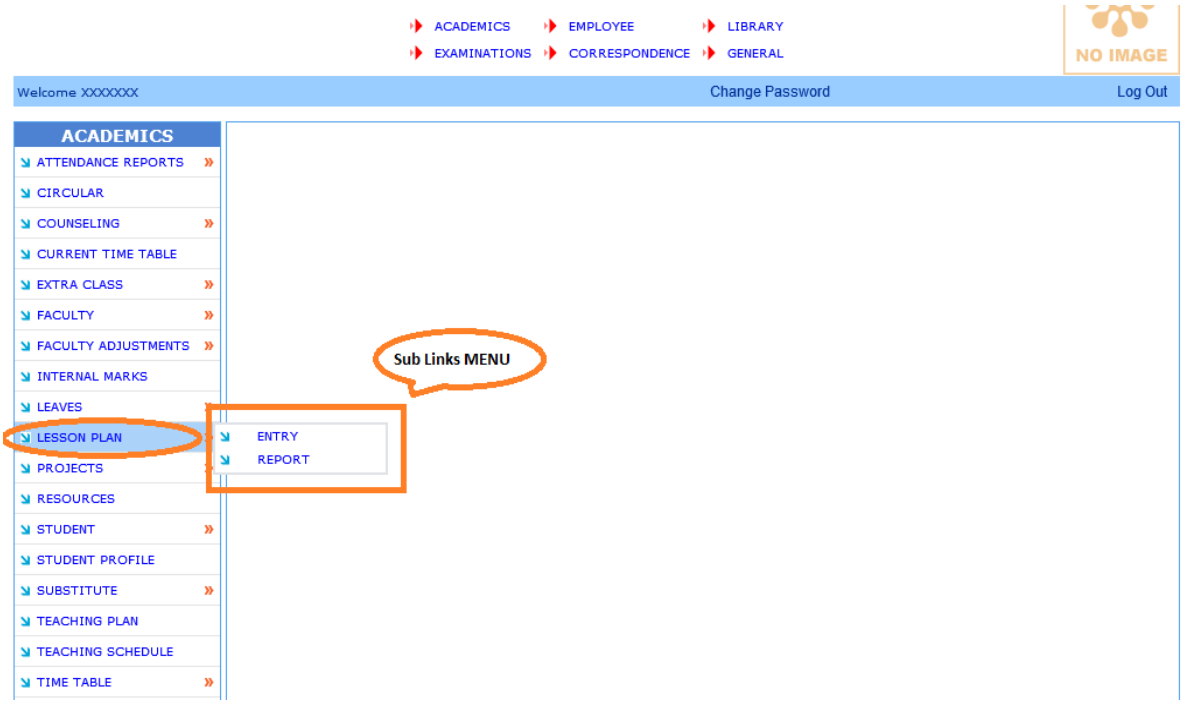


Step 3:-You Will Find "Left Panel" After Clicking On Academics Module As Shown In Below.

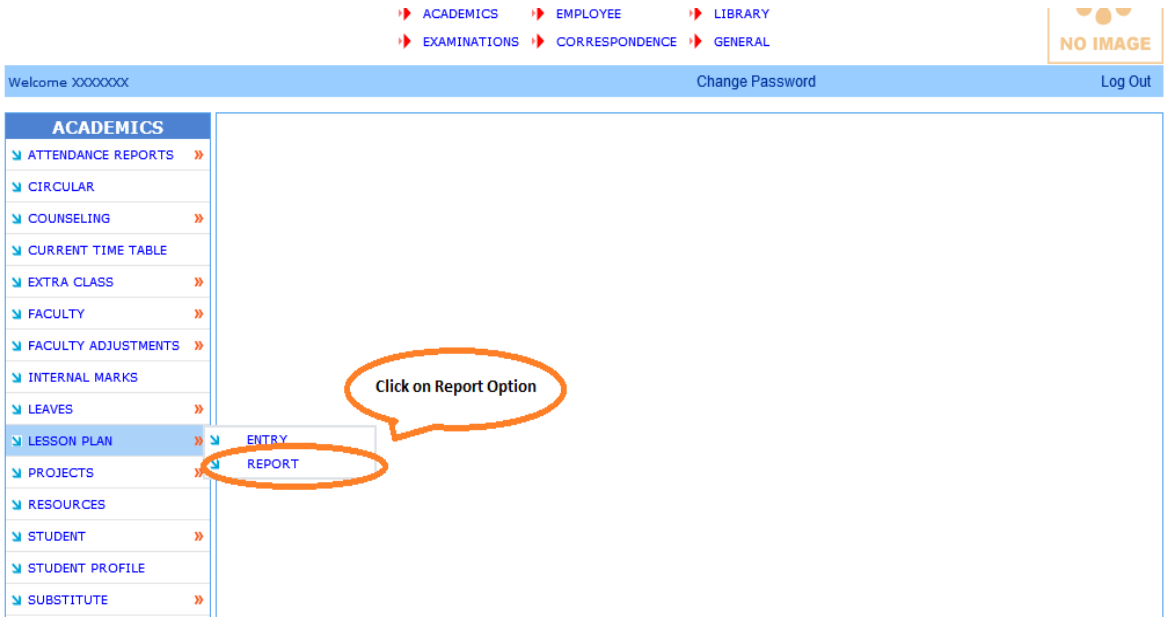


Question And Answers Of Academic Module Through Faculty Logins

Step 4:-Please Place Your Mouse Pointer On "Lesson Plan" Link Which Is Available In Left Menu. Then You Will Find "Sub Links Menu" As Shown In Below.

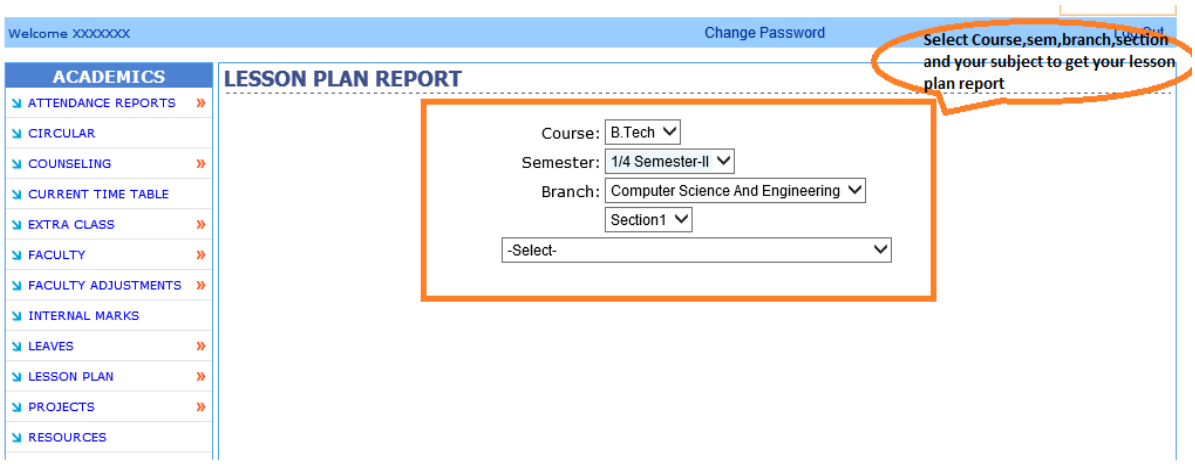


Step 5:- Please Find "Report" Option In Sub Links Menu .Please Click On This Option As Shown In Below.

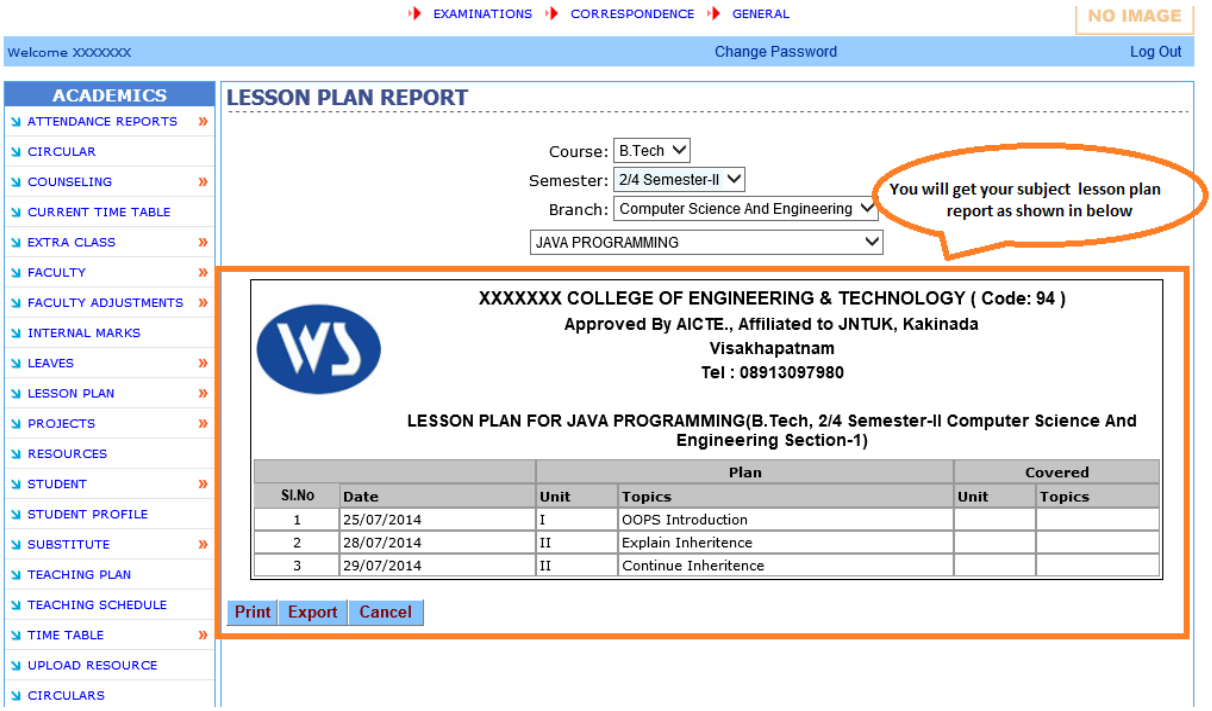


Question And Answers Of Academic Module Through Faculty Logins

Step 6:- Please Select Your Course,Semester,Branch,Section And Your Subject To Get Your Lesson Plan Report As Shown In Below.



You Will Get Your Subject Lesson Plan Report As Shown In Below.



		Plan		Covered	
Sl.No	Date	Unit	Topics	Unit	Topics
1	25/07/2014	I	OOPS Introduction		
2	28/07/2014	II	Explain Inheritence		
3	29/07/2014	II	Continue Inheritence		

---------- Go To Next Page For Next Question ----------

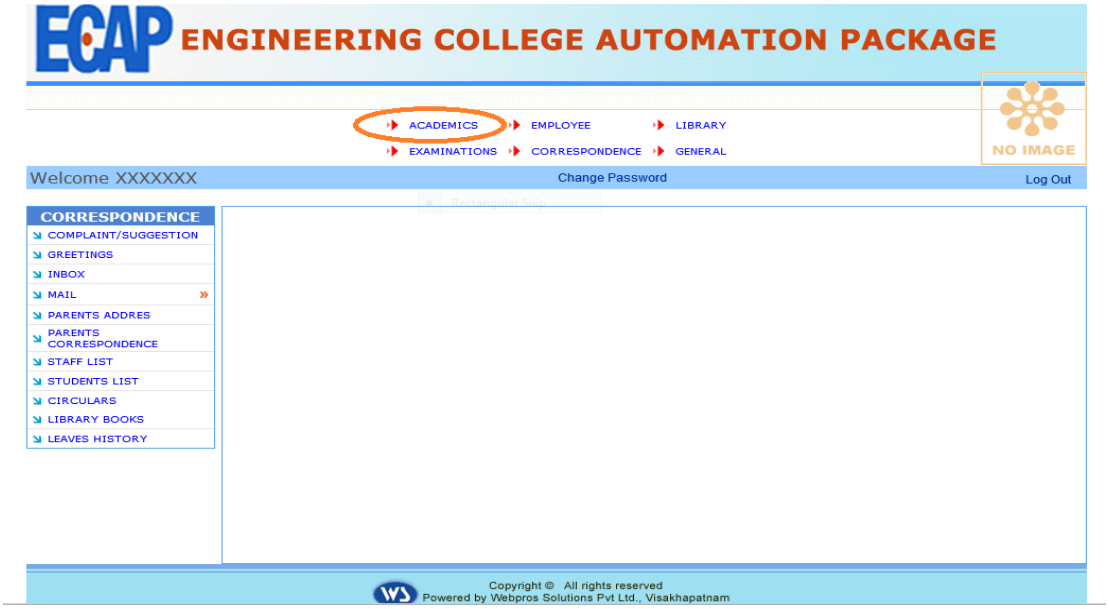
Question And Answers Of Academic Module Through Faculty Logins

19) How To Enter My Teaching Plan?

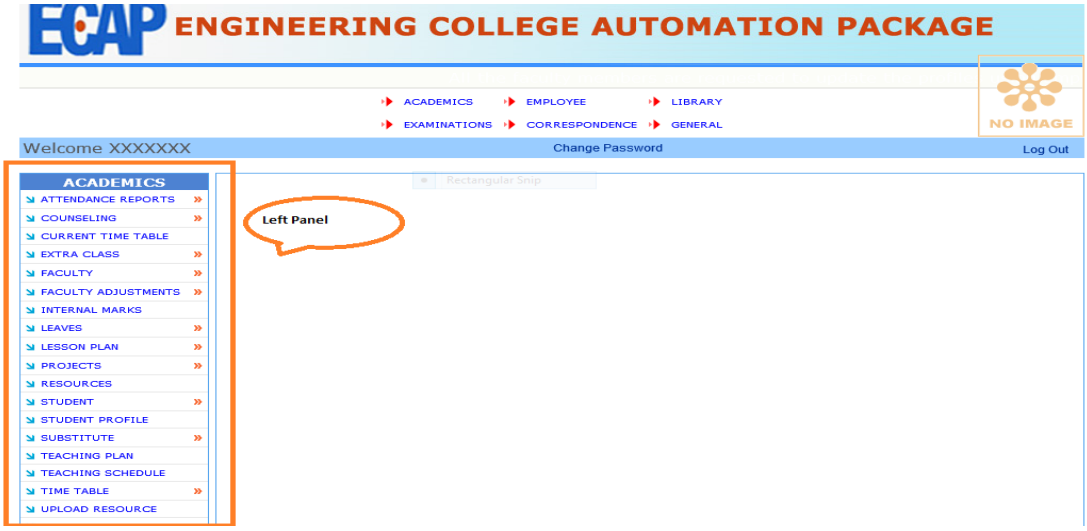
Ans:-Steps For Entering Your Teaching Plan:-

Step 1:-Please Login In To ECAP By Using Your Username And Password

Step 2:- Please Click On "Academics" Module As Shown In Below

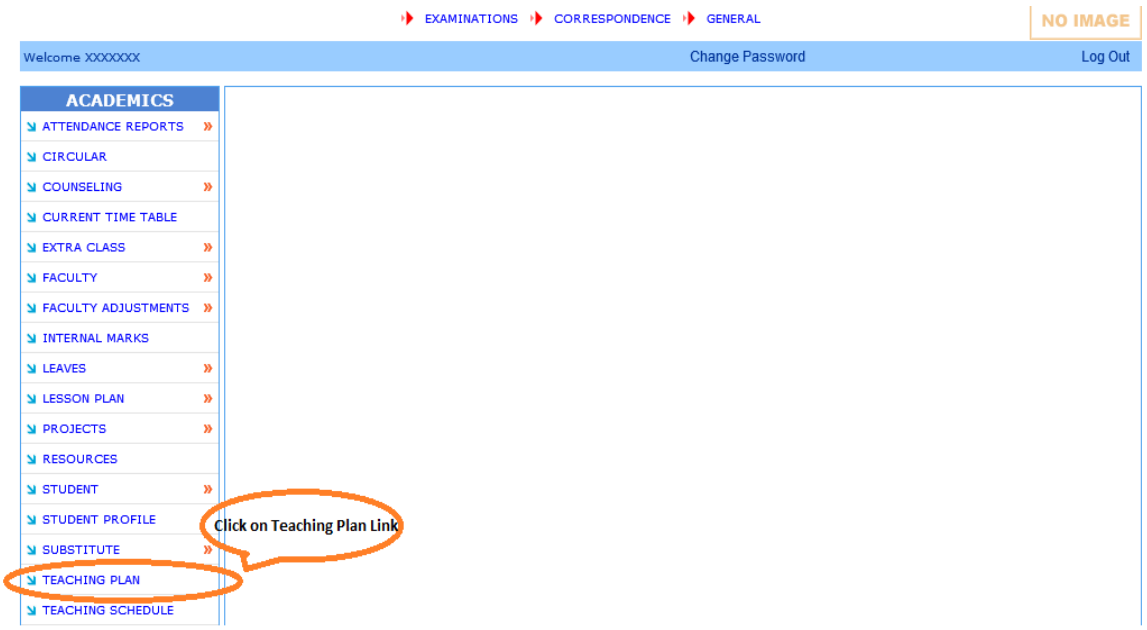


Step 3:-You Will Find "Left Panel" After Clicking On Academics Module As Shown In Below.

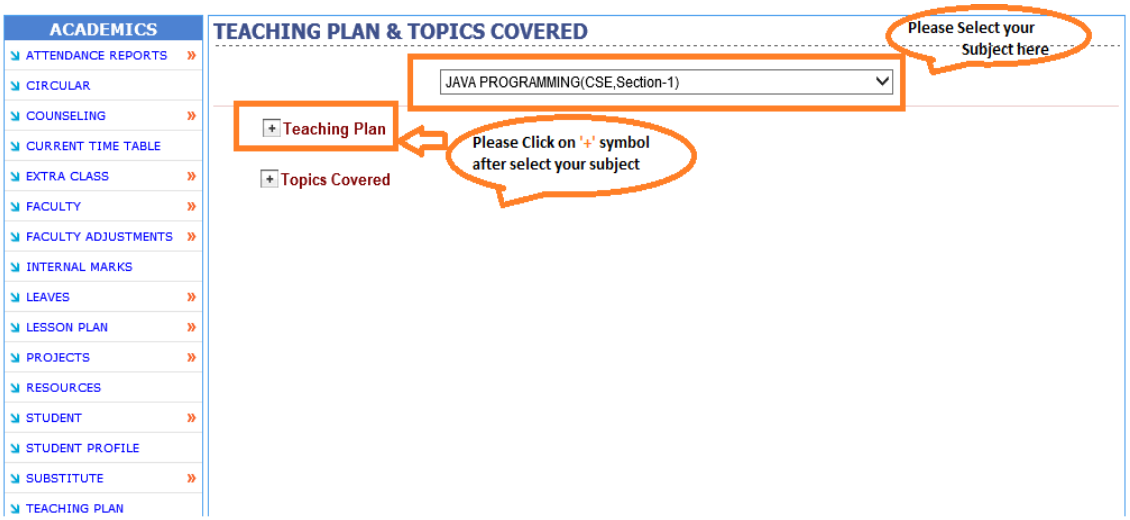


Question And Answers Of Academic Module Through Faculty Logins

Step 4:-Please "Click On Teaching Plan Link" As Shown In Below.

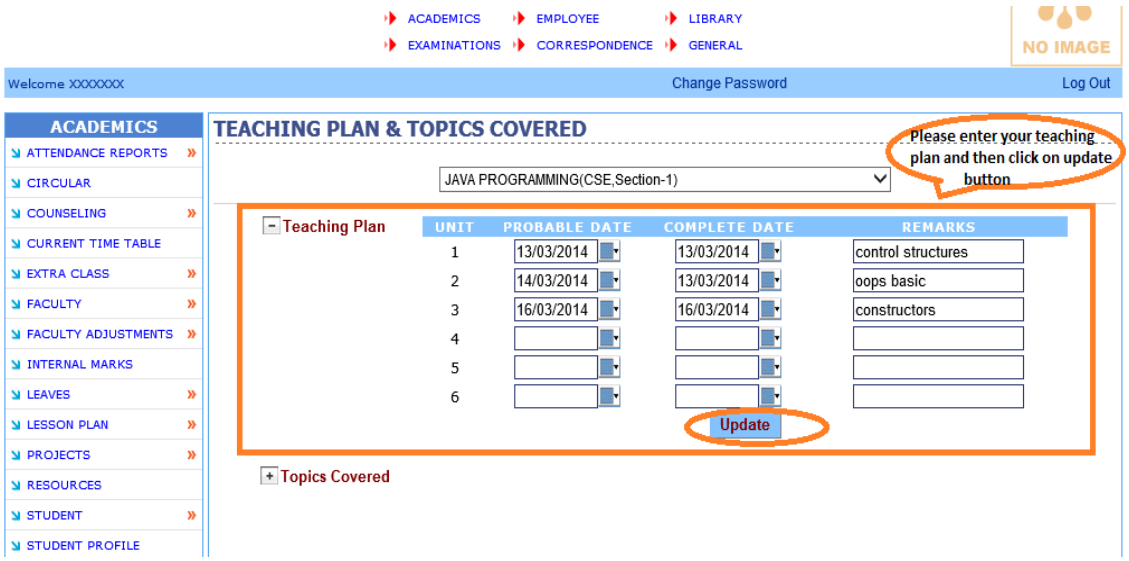


Step 5:-Select Your Subject And Then Click On '+' Symbol To Get Table For Entry As Shown In Below.

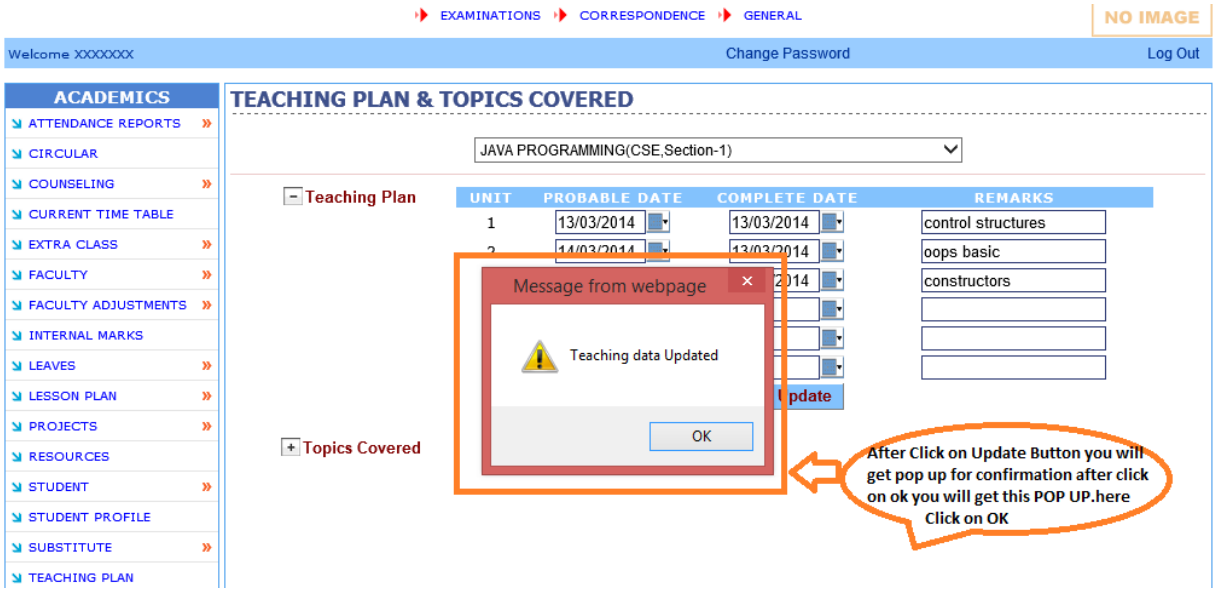


Question And Answers Of Academic Module Through Faculty Logins

Step 6:-Please Select Your Probable Date And Complete Date And Then Enter Remarks And Then Click On Update Button As Shown In Below.



You Will Get Confirmation POP UP .Here Please Click On Ok And Then You Will Get The Below Confirmed Message Here Please Click On OK.



---------- Go To Next Page For Next Question ----------

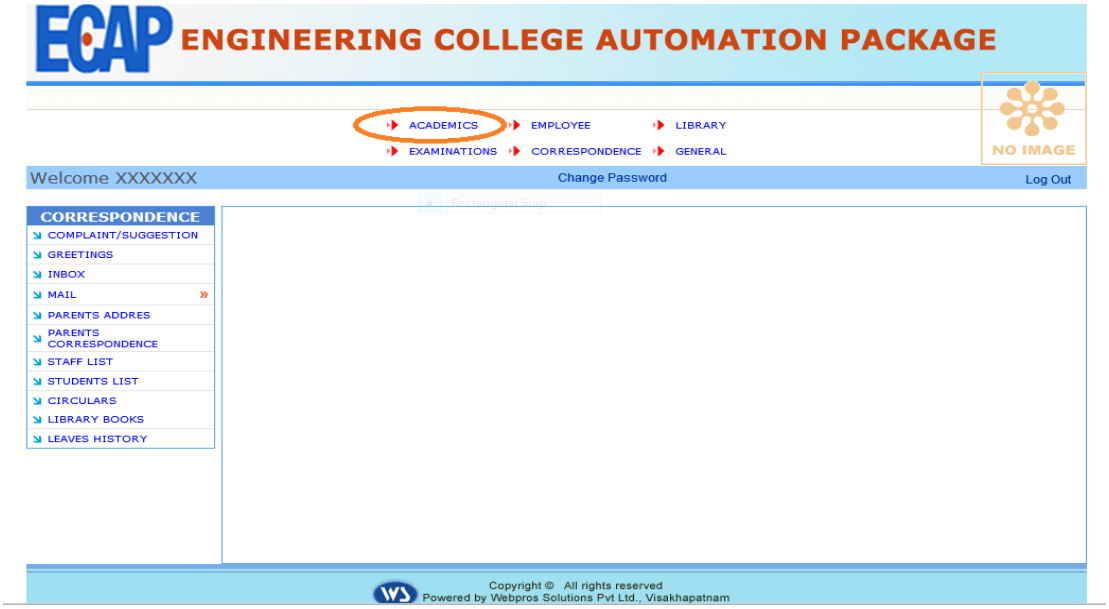
Question And Answers Of Academic Module Through Faculty Logins

20) How Can I Enter My Covered Topics In To Ecap?

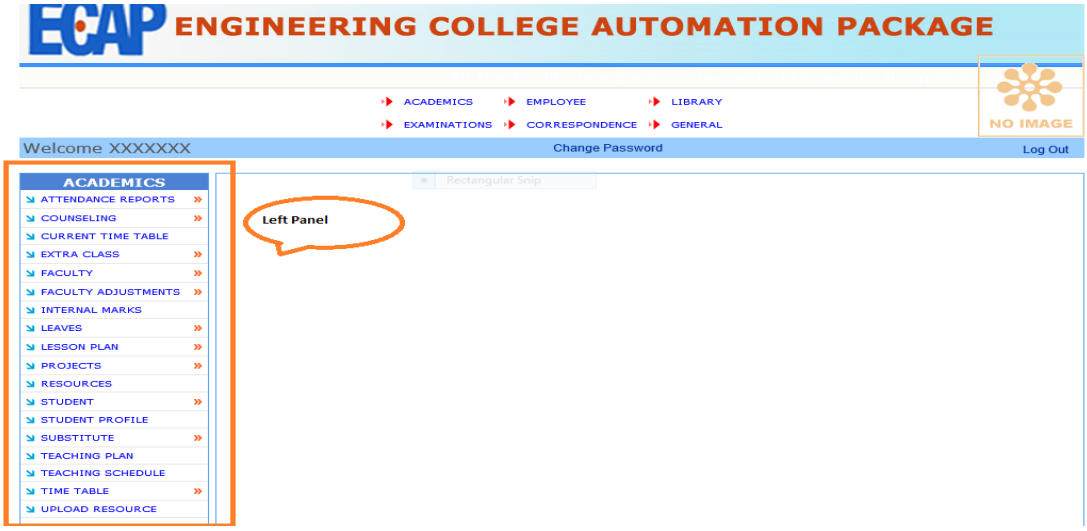
Ans:- Steps For Entering Your Covered Topics:-

Step 1:-Please Login In To ECAP By Using Your Username And Password

Step 2:- Please Click On "Academics" Module As Shown In Below

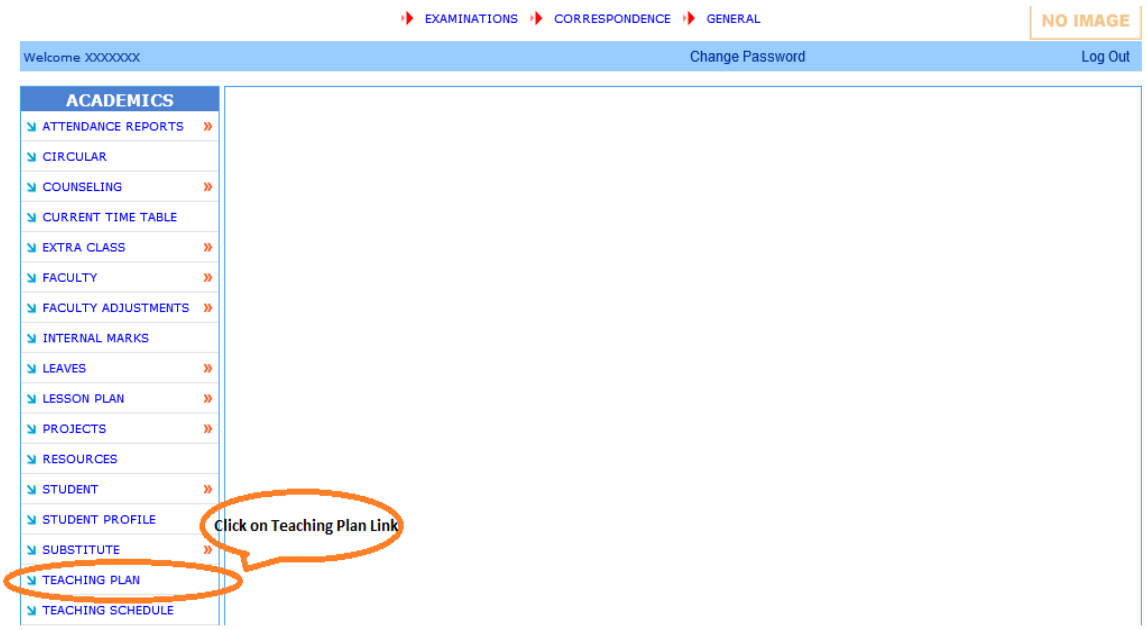


Step 3:-You Will Find "Left Panel" After Clicking On Academics Module As Shown In Below.

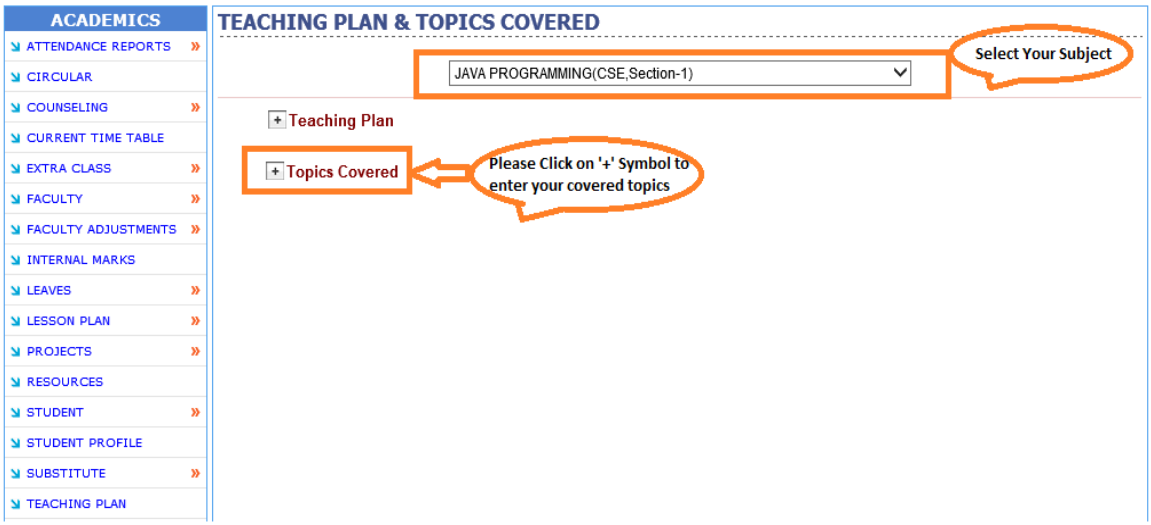


Question And Answers Of Academic Module Through Faculty Logins

Step 4:-Please "Click On Teaching Plan Link" As Shown In Below.

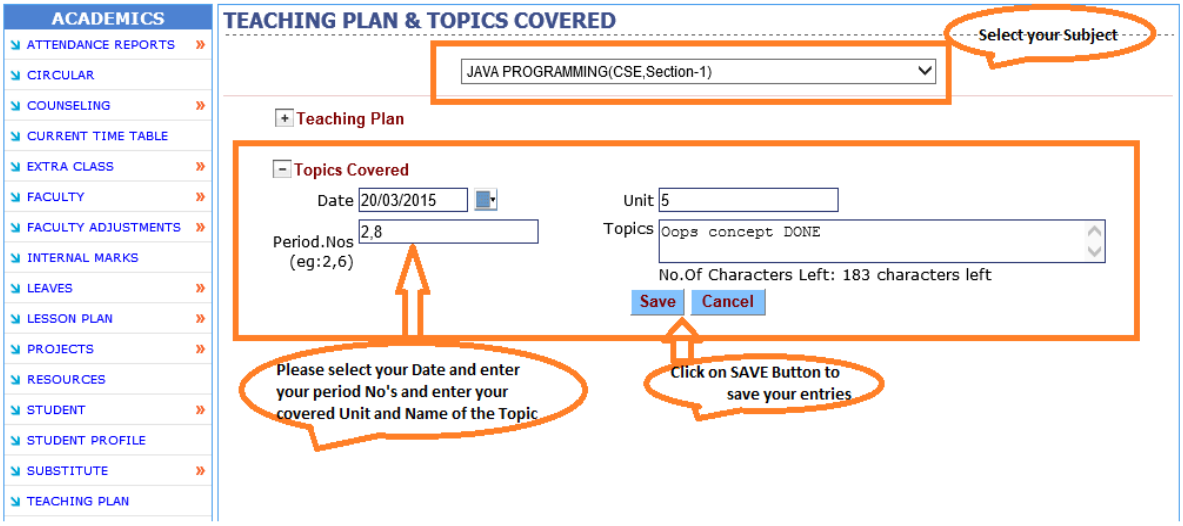


Step 5:-Select Your Subject And Then Click On '+' Symbol To Get Table For Entry As Shown In Below.



Question And Answers Of Academic Module Through Faculty Logins

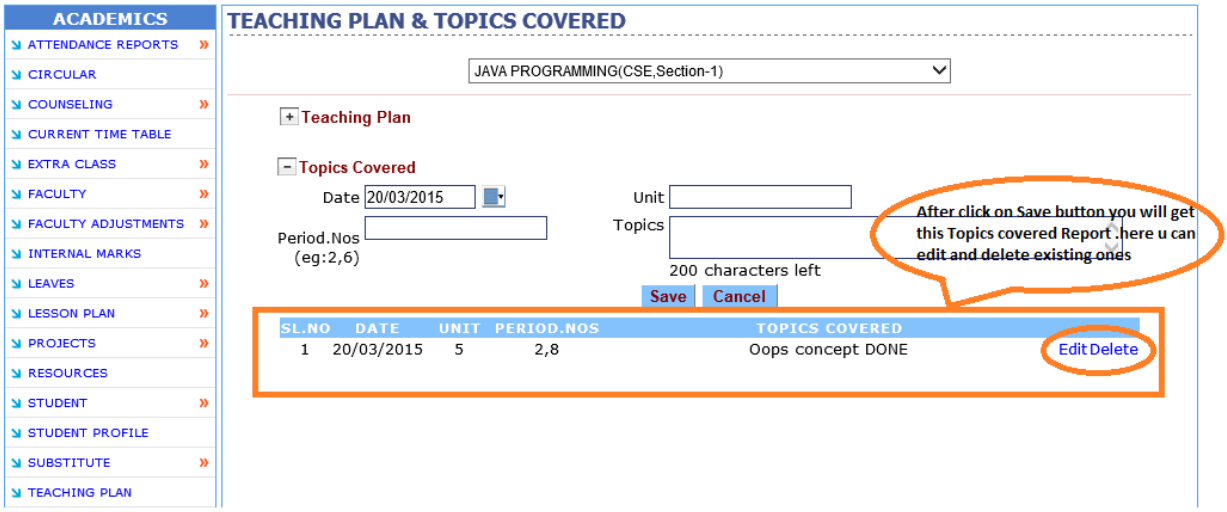
Step 6:-Please Select Your Date And Enter Your Covered Periods, Unit And Name Of The Topic And Then Click On Save Button As Shown In Below.



Step 6:-I)After Click On Save Button You Will Get Confirmation Pop Up

Ii)You Can Find The Below Topics Covered Report After Click On That Ok Button.

Iii)Here You Can Update Your Covered Topic By Using EDIT Option And You Can Delete Your Existing One By Using Delete Option



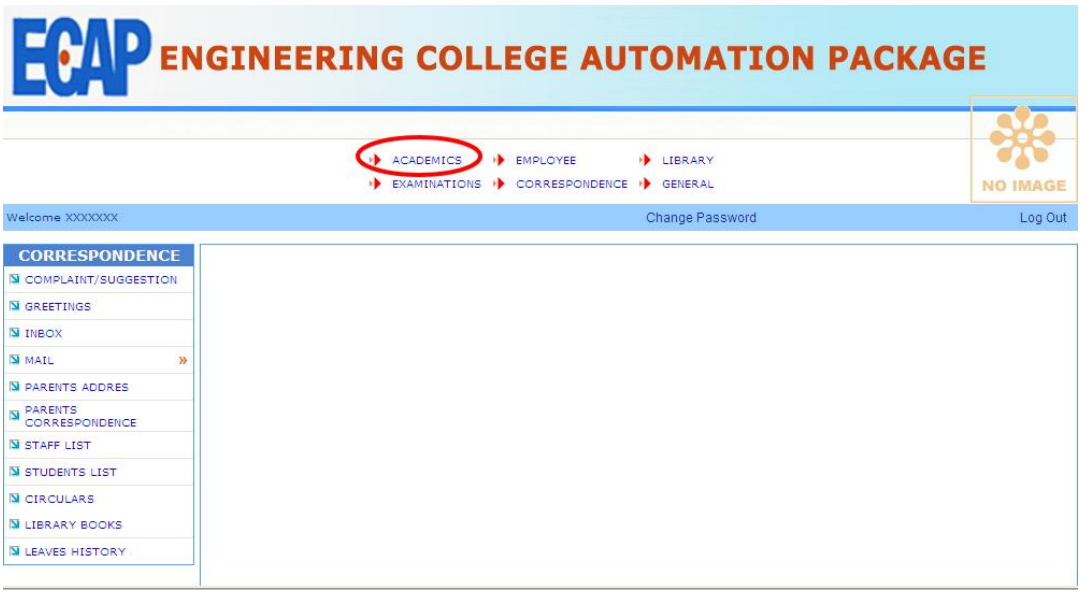
---------- Go To Next Page For Next Question ----------

Question And Answers Of Academic Module Through Faculty Logins

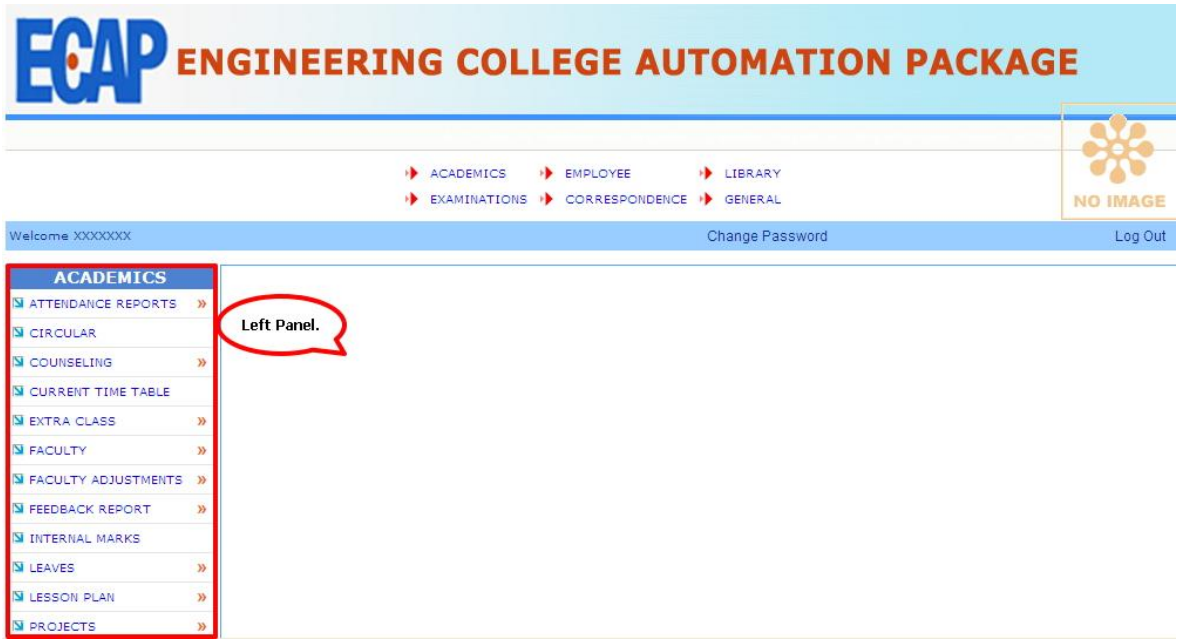
21)How To Check The Report Of Teaching Plan Date Wise And Subject Wise?

Ans:- Step 1:- Please Login In To "ECAP" By Using Your Username And Password.

Step 2:- Please Click On "Academics" Module As Shown In Below.



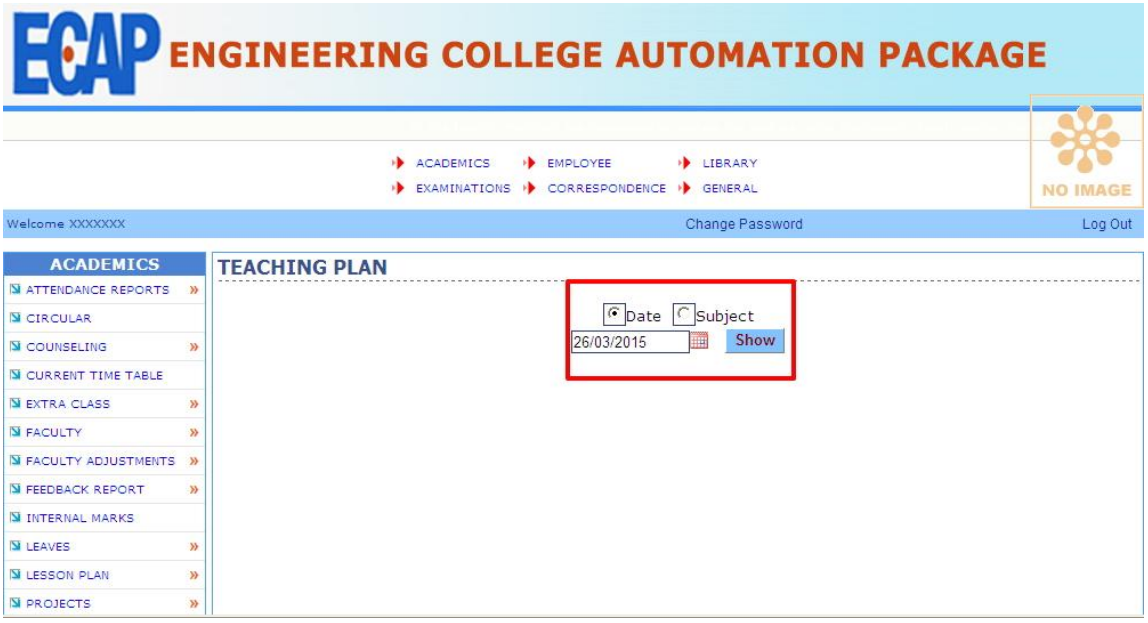
Step3:- After Click On "Academics" Module You Will Find "Left Panel" As Shown In Below.



Question And Answers Of Academic Module Through Faculty Logins

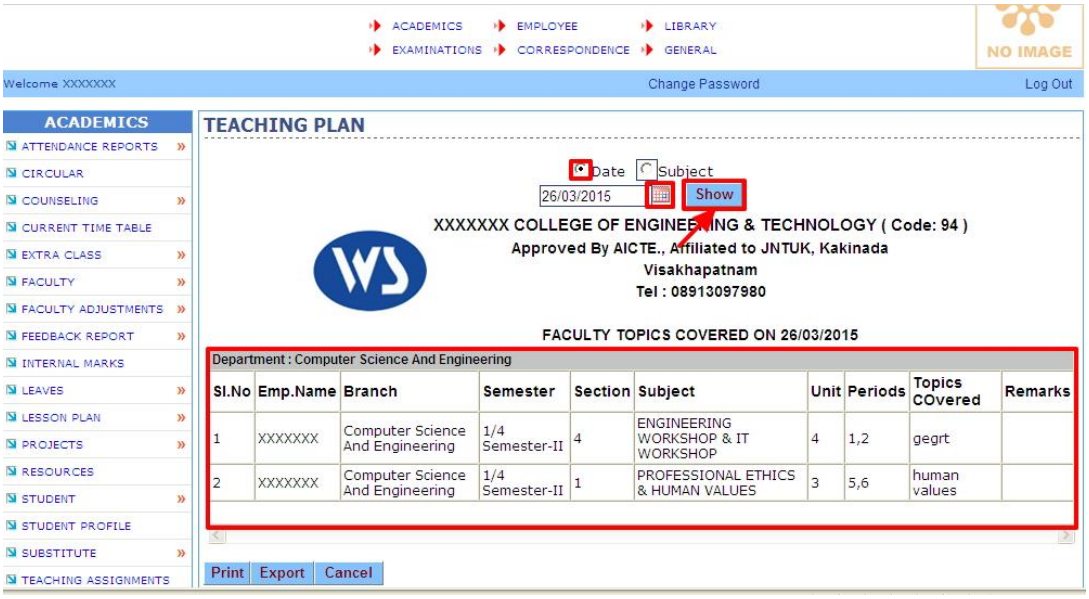
Step4:-Please Click On "Teaching Schedule" Link As Shown In Below.

Step5:-After Click On "Teaching Schedule" Link As Shown In Above, Then You Will Find "Date" Wise, "Subject" Wise Options As Shown In Below.

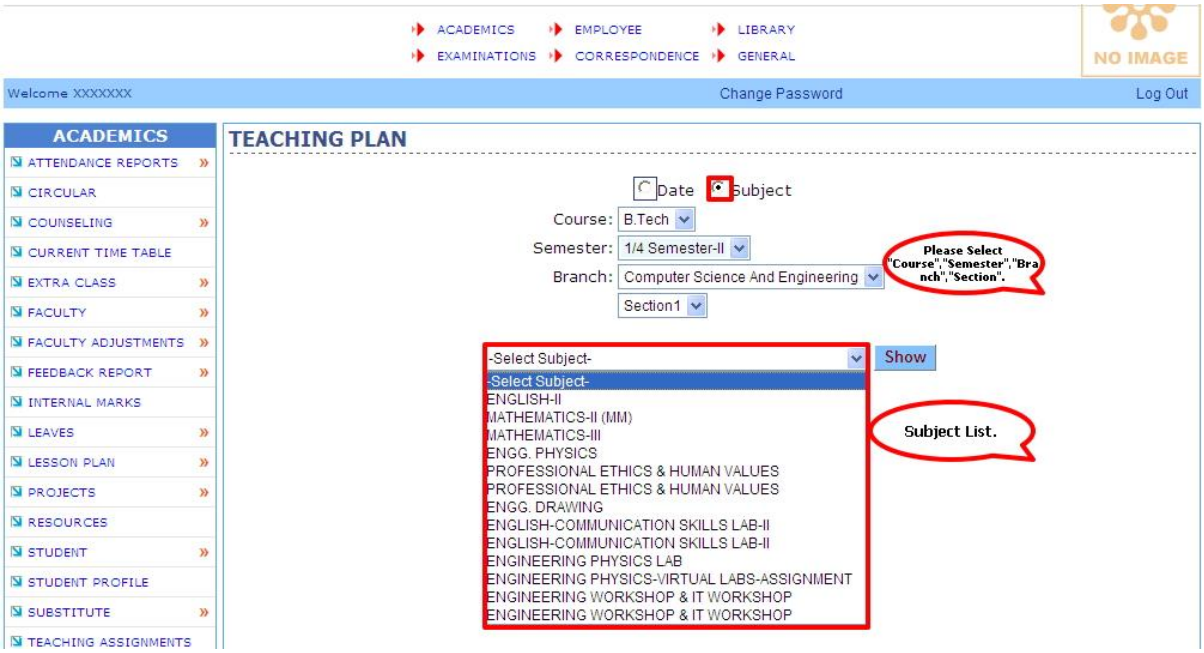


Question And Answers Of Academic Module Through Faculty Logins

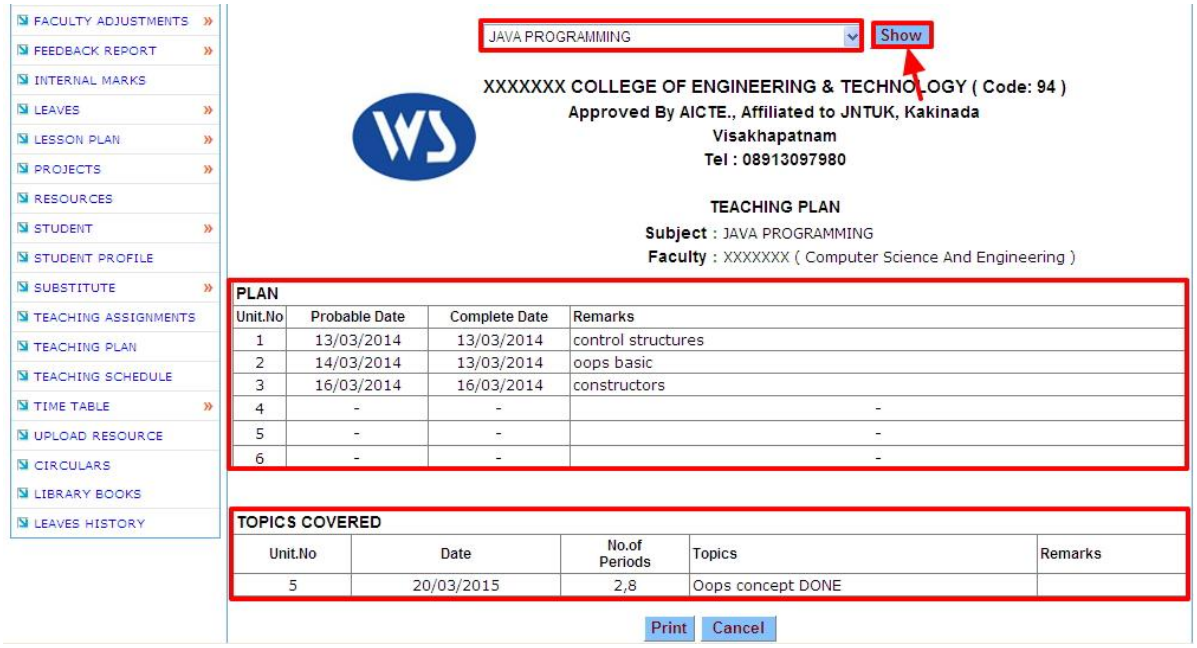
Step6:-Please Select The "Date" Radio Button Option And Click On "Show" Button Then You Will Find "Date Wise" Report As Shown In Below.



Step7:-Please Select The "Subject" Radio Button Option Then After Select "Course", "Semester", "Branch", "Section", And Select "Subject" As Shown In Below.



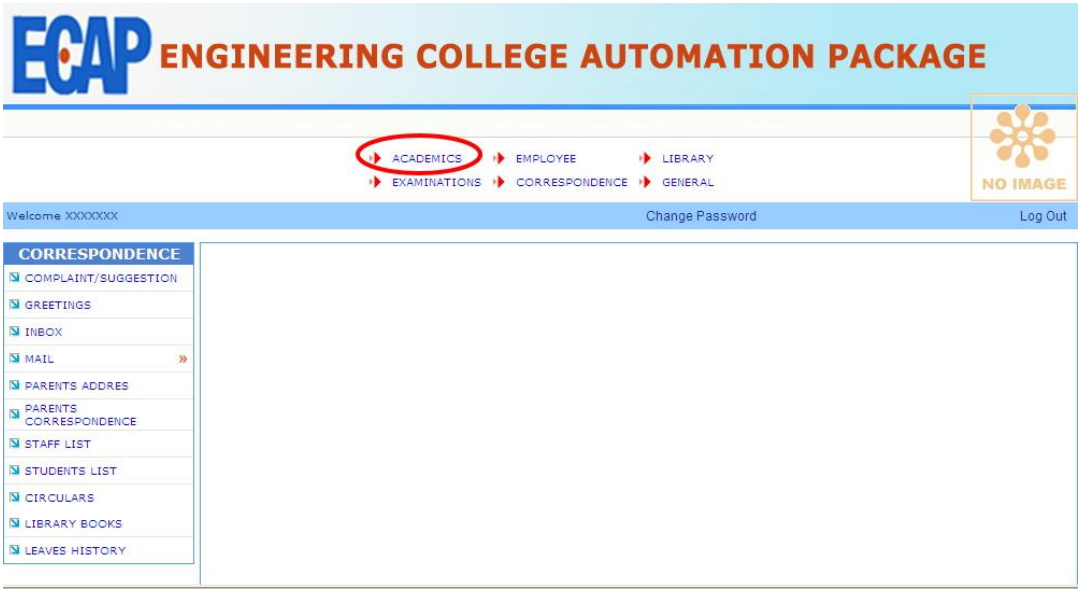
Step8:- After Selecting All Options As Shown In Above Screen, Then You Will Find "Show" Button Click On Show Button You Will Find "Subject Wise" Report As Shown In Below.



22)How To Check Faculty Adjustment Report?

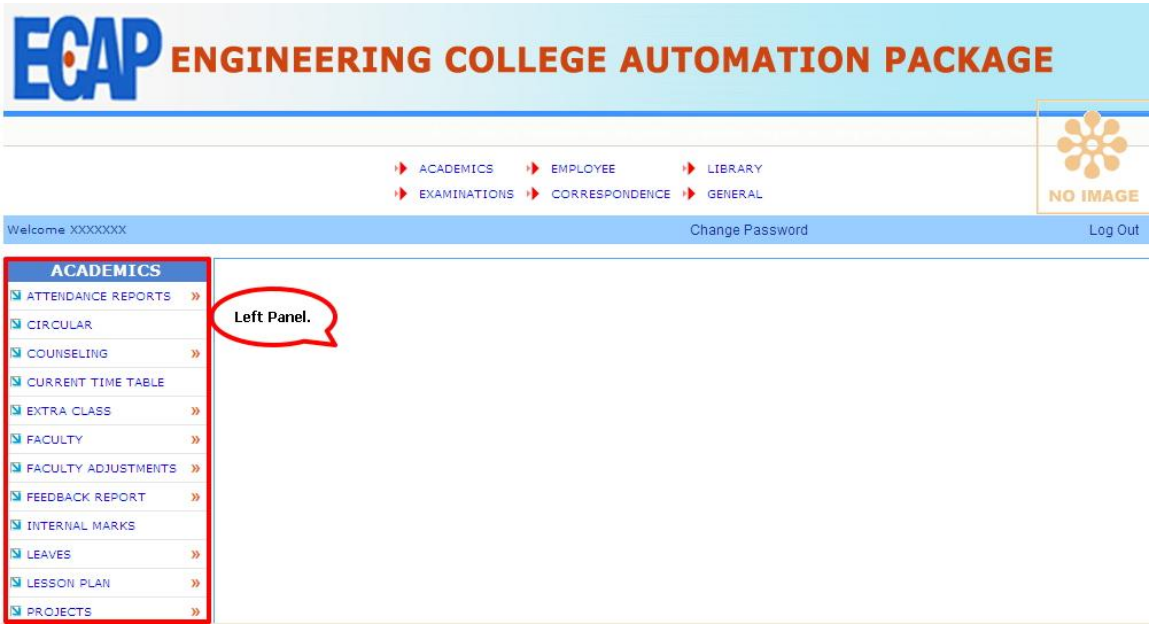
Ans:- Step 1:-Please Login In To "ECAP" By Using Your Username And Password.

Step 2:- Please Click On "Academics" Module As Shown In Below.

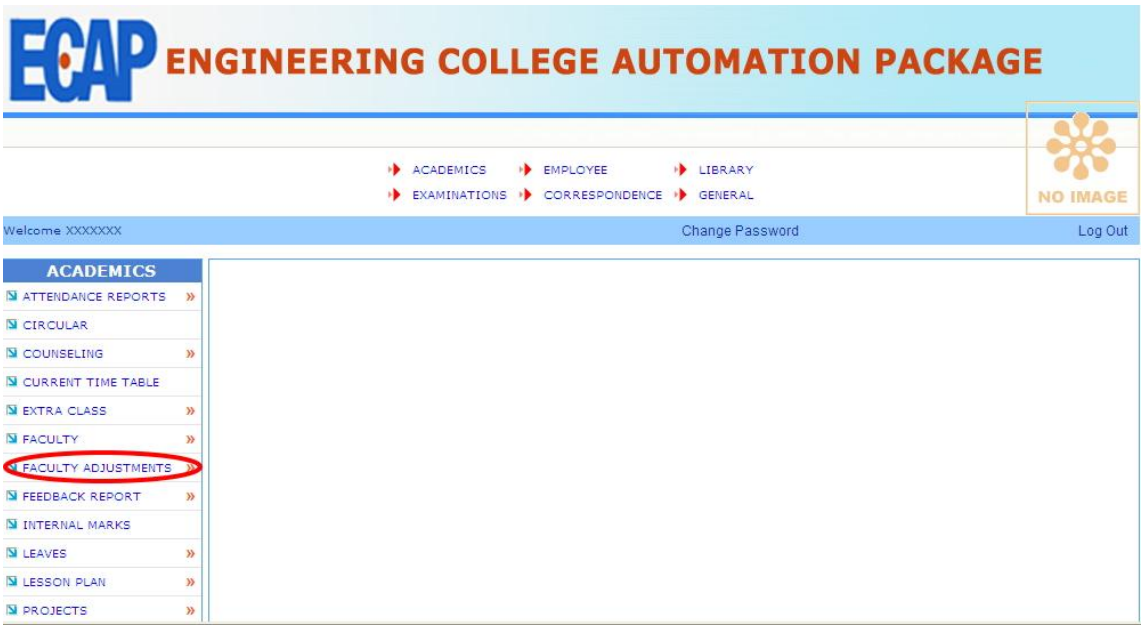


Question And Answers Of Academic Module Through Faculty Logins

Step 3:- After Click on "Academics" Module You Will Find "Left Panel" As Shown in Below.

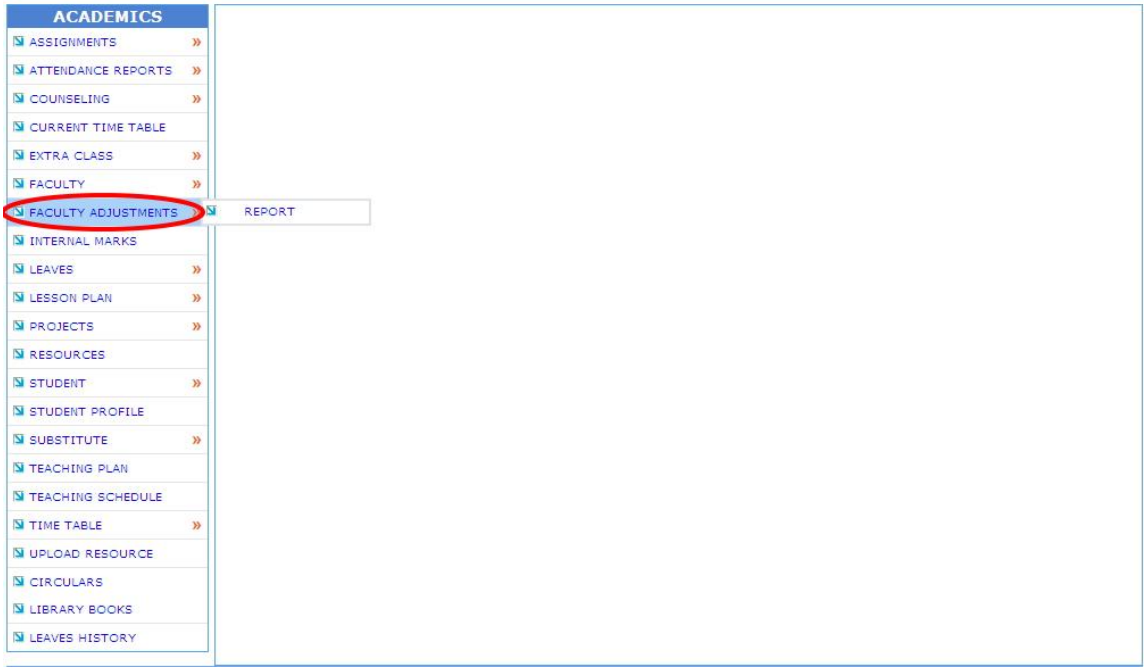


Step 4:-You Will Find "Lift Panel" In That "Faculty Adjustments" Link As Shown in Below.



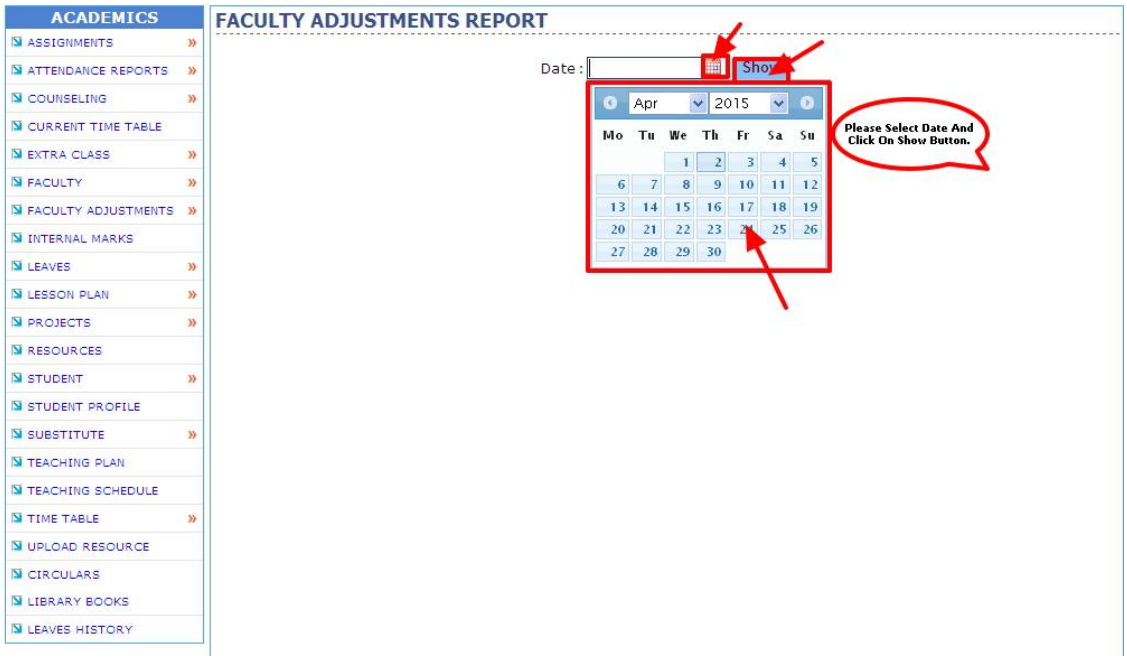
Question And Answers Of Academic Module Through Faculty Logins

Step 5:- Please Place Your Mouse Pointer on "Faculty Adjustments" Link Which Is Available In Left Menu "Report" Option Sublink As Shown In Below.



Step6:-Please Click On "Report" Sub Link Which Is Available In Left Panel Sub Link As Shown In Below.

Step7:-After Click On "Report" Sub Link As Shown In Above Screen,Then You Will Find Date Option,Please Select Date And Click On "Show" Button As Shown In Below.



Step8:-After Select On Date As Shown In Above Screen,Then You Will Find "Faculty Adjustment" Report As Shown In Below.

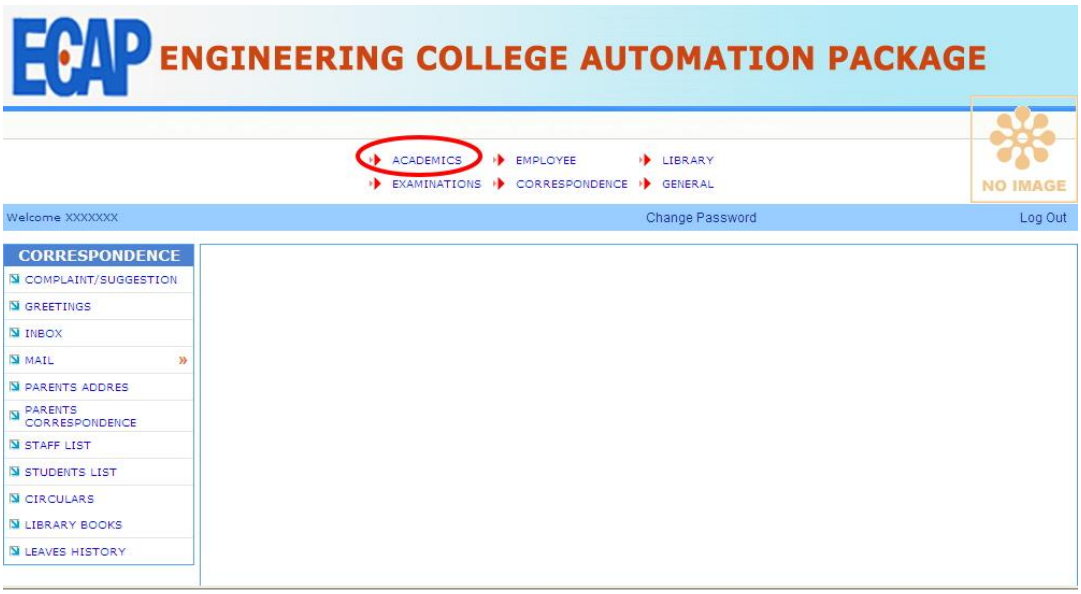
Sl.No	Period	Subject		Remarks
		Actual	Adjust	
B.Tech, 4/4 Semester-II EEE (Section-1)				
1	Period 2	OTJ (THOTAKURA VENKATA SAI KRISHNA)	DCS (KATURI RAGHAVAIAH)	
2	Period 3	DCS (KATURI RAGHAVAIAH)	OTJ (THOTAKURA VENKATA SAI KRISHNA)	
B.Tech, 2/4 Semester-II CSE (Section-3)				
3	Period 1	FLAT (THELLA SUNITHA)	PS (SWARNA SREENIVASA RAO)	
B.Tech, 3/4 Semester-II CSE (Section-4)				
4	Period 1	CA (THUMMAPUDI VENKATANAGA SUDHEER)	CA (KANCHARLA DEEPTHI)	
B.Tech, 2/4 Semester-II ECE (Section-1)				
5	Period 4	STLD (MIDIDODDI MADHAVI)	RVSP (VADLAMUDI MALLESWARA RAO)	
B.Tech, 2/4 Semester-II ECE (Section-2)				
6	Period 2	STLD (MIDIDODDI MADHAVI)	RVSP (KALLAGUNTA RAMANJANEYULU)	
B.Tech, 2/4 Semester-II ECE (Section-3)				
7	Period 4	ECA (SRIPATHI SIVA PRASAD)	EMWTL (Y V BHASKARA REDDY)	
8	Period 6	SEM (GANADI RAMESHBABU)	AC (POLISETTY PRAVEEN KUMAR)	
9	Period 7	STLD (GANADI RAMESHBABU)	RVSP (MEDABALIMI KOTESWARA RAO)	
B.Tech, 2/4 Semester-II ECE (Section-4)				
10	Period 1	ECA (SRIPATHI SIVA PRASAD)	AC (N VENKATA SAICHAND)	
11	Period 4	STLD (GANADI RAMESHBABU)	RVSP (MEDABALIMI KOTESWARA RAO)	
12	Period 5	ECA LAB (SRIPATHI SIVA PRASAD)	RVSP (MEDABALIMI KOTESWARA RAO)	
13	Period 6	ECA LAB (SRIPATHI SIVA PRASAD)	AC (N VENKATA SAICHAND)	
14	Period 7	ECA LAB (SRIPATHI SIVA PRASAD)	EMWTL (GAJULA SRINIVASARAO)	
B.Tech, 3/4 Semester-II ECE (Section-4)				
15	Period 5	CN (SHAIK SIRAJ)	VLSID (THATAPUDI THOMAS)	
B.Tech, 2/4 Semester-II EEE (Section-1)				
16	Period 6	PDC (MIDIDODDI MADHAVI)	STLD (TUMMALA SRIKANTH)	

Question And Answers Of Academic Module Through Faculty Logins

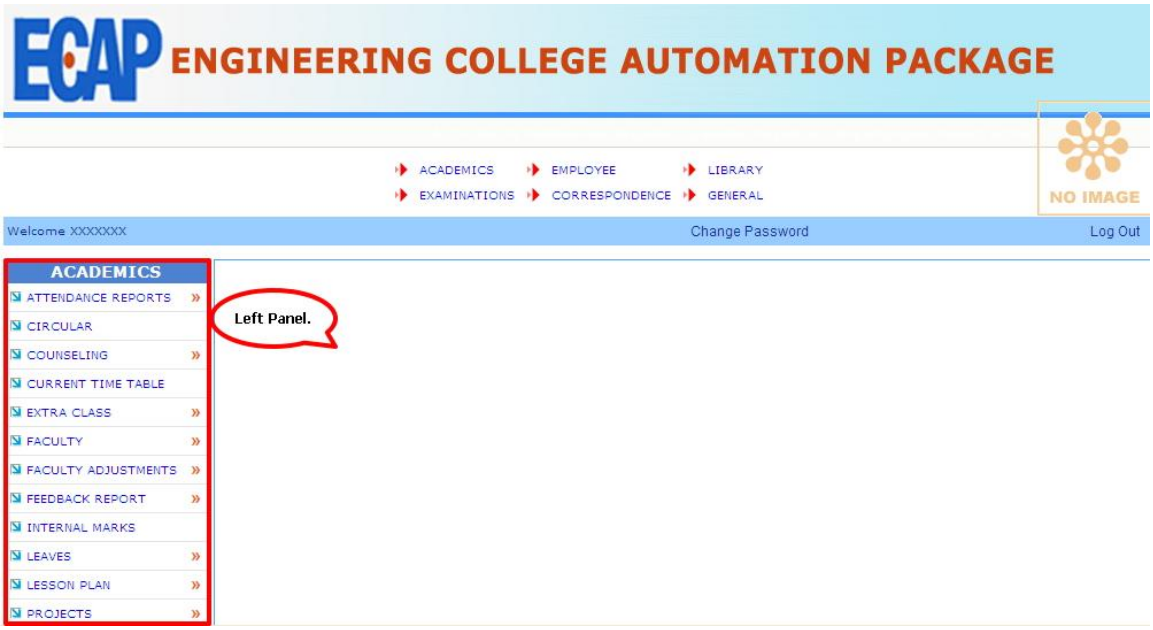
23)How To Take Counseling On Assigned Students?

Ans:- Step 1:-Please Login In To "ECAP" By Using Your Username And Password.

Step 2:- Please Click On "Academics" Module As Shown In Below.

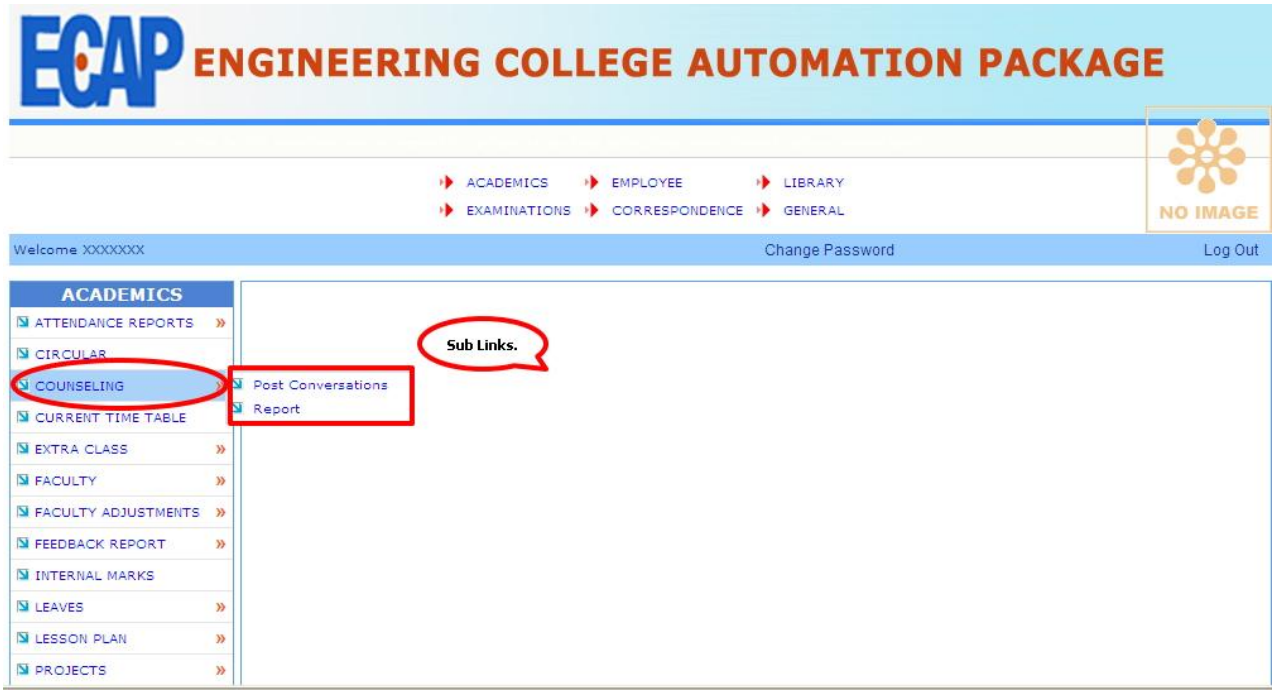


Step 3:- After Click On "Academics" Module You Will Find "Left Panel" As Shown In Below.

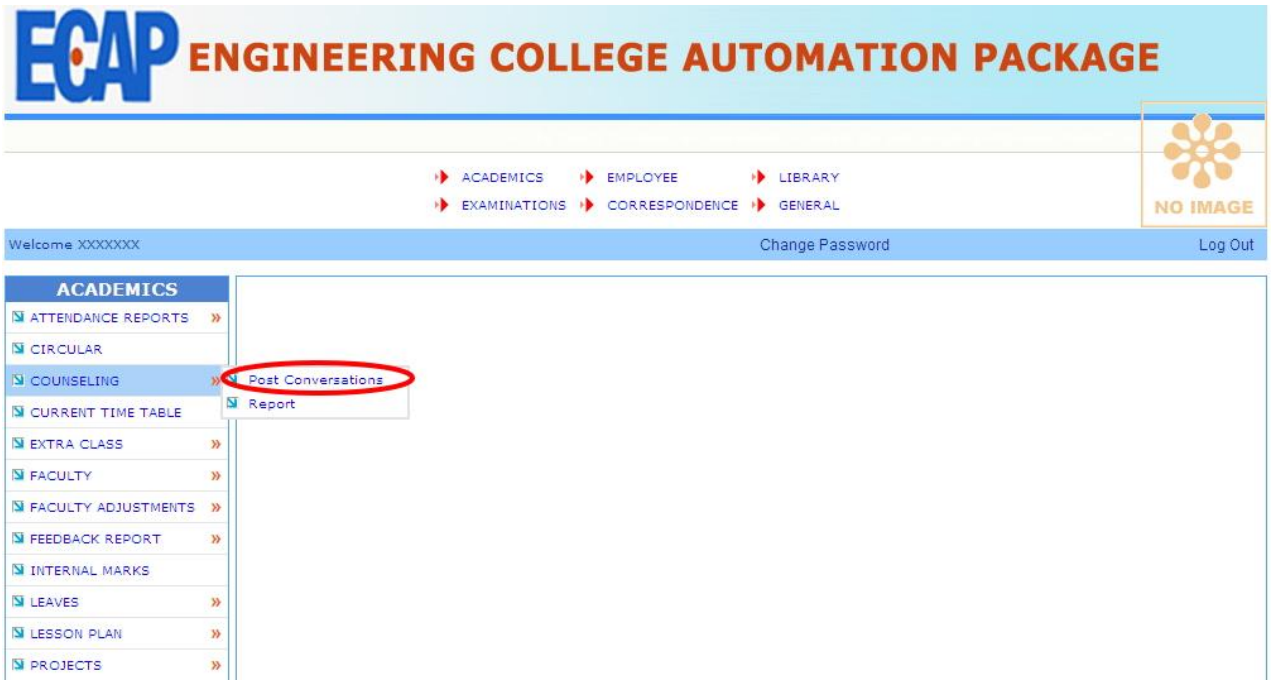


Question And Answers Of Academic Module Through Faculty Logins

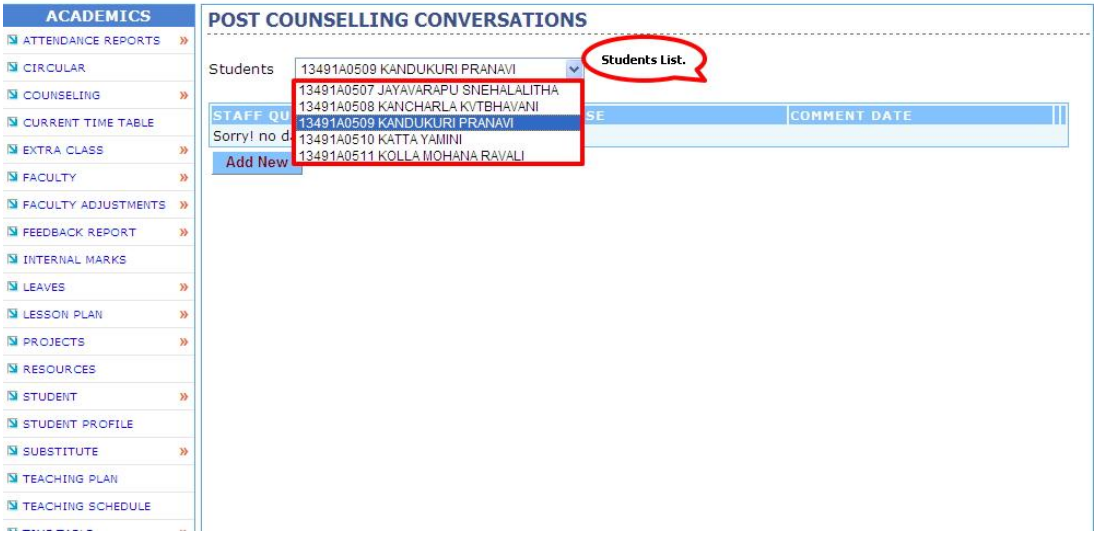
Step4:- Please Place Your Mouse Pointer On "Counseling" Link Which Is Available In Left Menu,Then You Will Find "Sub Links Menu" As Shown In Below.



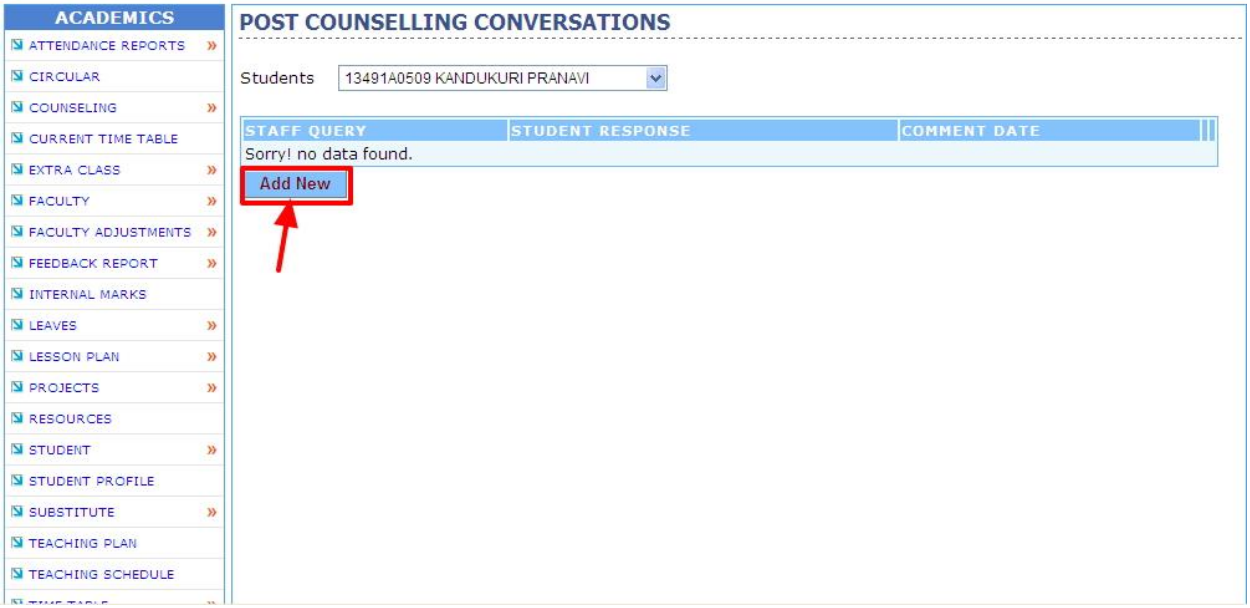
Step5:-Please Find "Post Conversations" Option In Sub Links Menu As Shown In Below.



Step6:- Please Click On "Post Conversations" Option As Shown In Above Screen, Then You Will Find Students List And Then Please Select Student As Shown In Below.

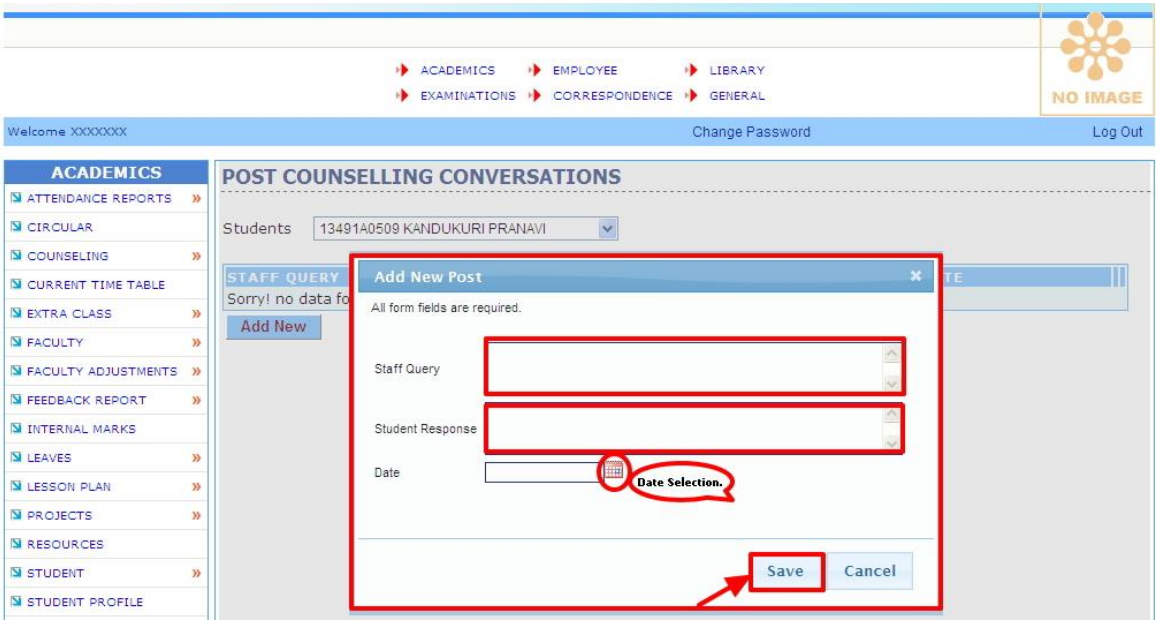


Step7:-After Select On Student As Shown In Above Screen, Please Click On "Add New" Button As Shown In Below.



Question And Answers Of Academic Module Through Faculty Logins

Step8:- Please Click On "Add New" Button As Shown In Above Screen, Then You Will Find Window Like You Need To Fill That Fields And "Save" That Window As Shown In Below.



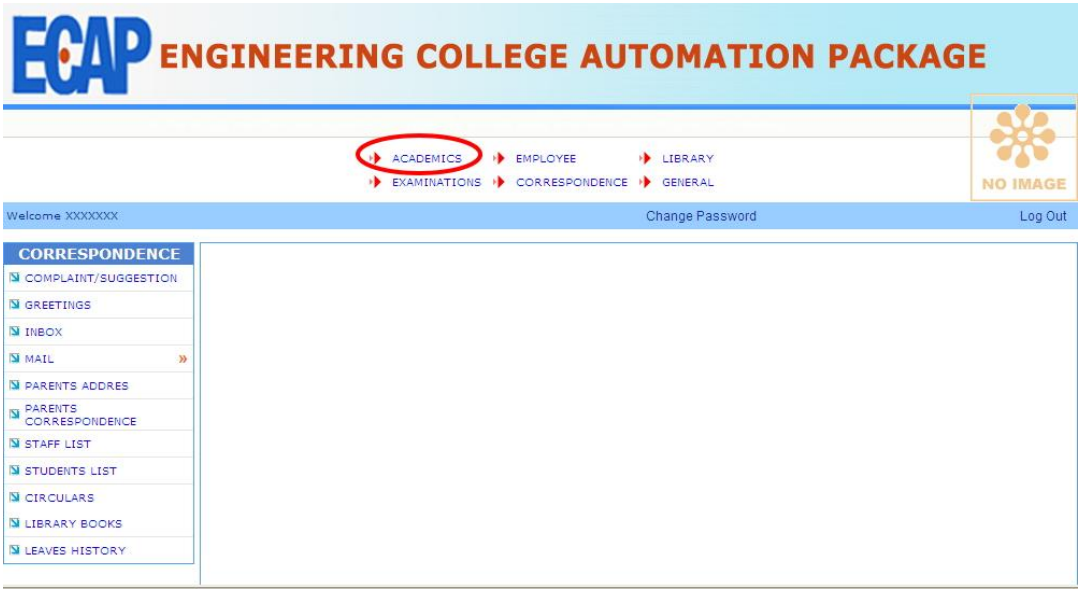
Step9:- After Click On "Save" Option Button As Shown In Above Screen, You Will Find Post Counseling Conversations As Shown In Below.

Question And Answers Of Academic Module Through Faculty Logins

24)How To Apply Leave ?

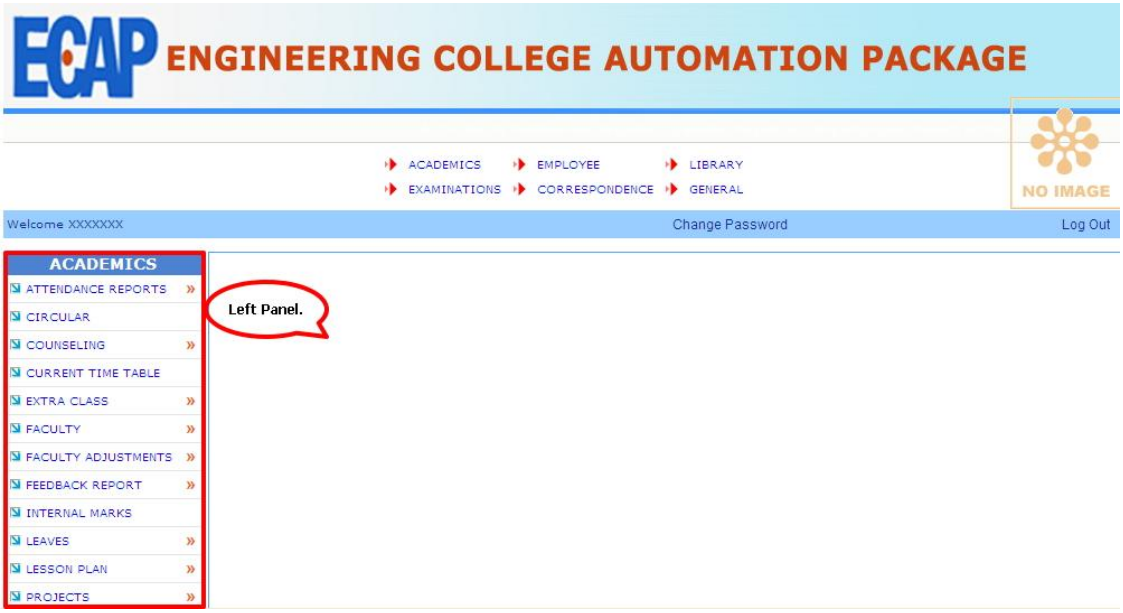
Ans:- Step 1:-Please Login In to "ECAP" By using Your Username and Password.

Step 2:- Please Click On "Academics" Module As Shown in Below.

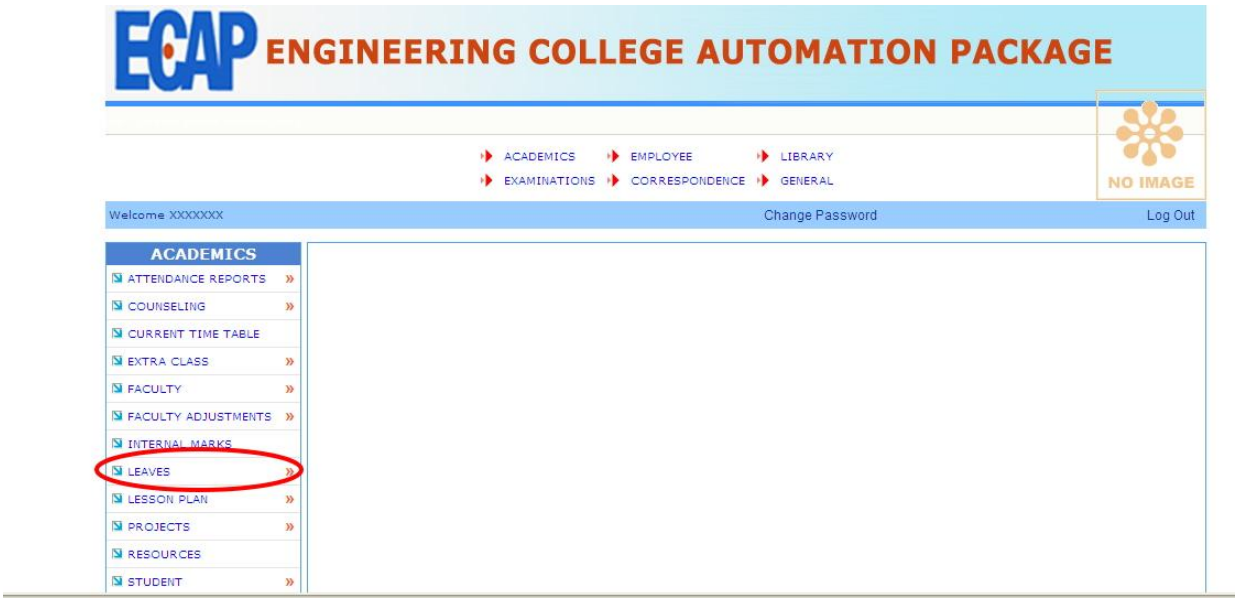


Question And Answers Of Academic Module Through Faculty Logins

Step 3:- After Click On "Academics" Module You Will Find "Left Panel" As Shown In Below.

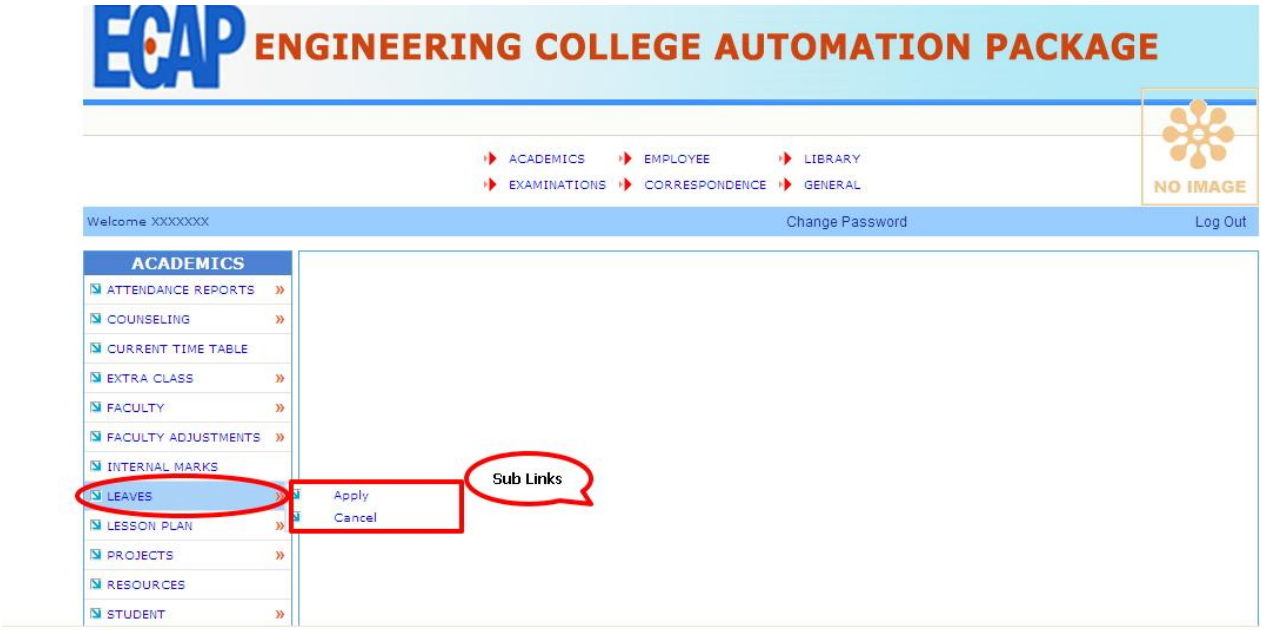


Step 4:- Please Find "Leaves" Link Which Is Available In Left Panel Menu As Shown In Below.

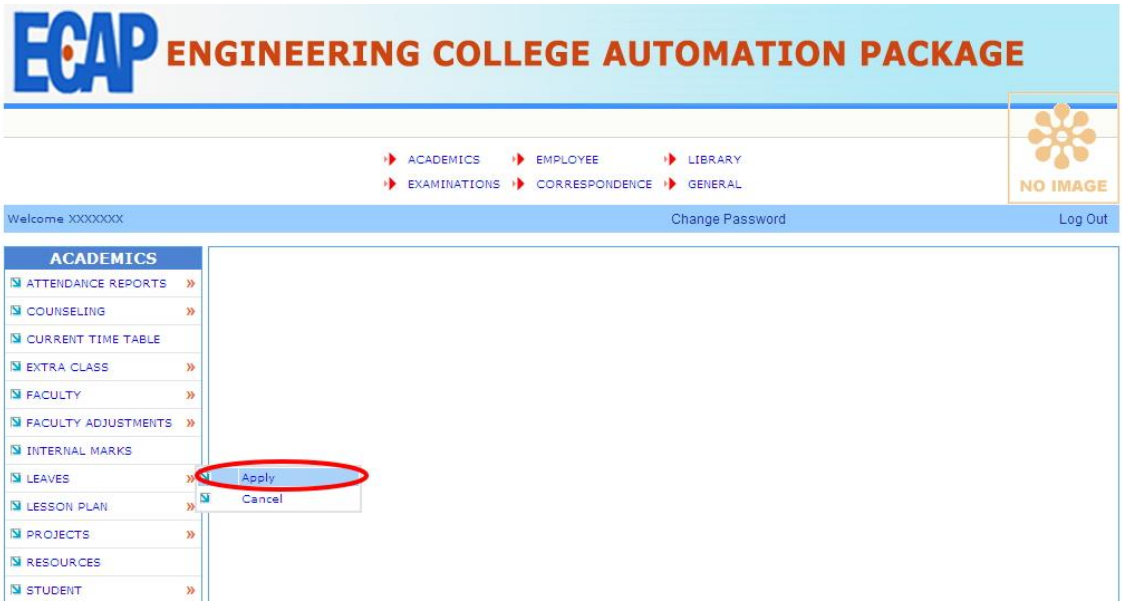


Question And Answers Of Academic Module Through Faculty Logins

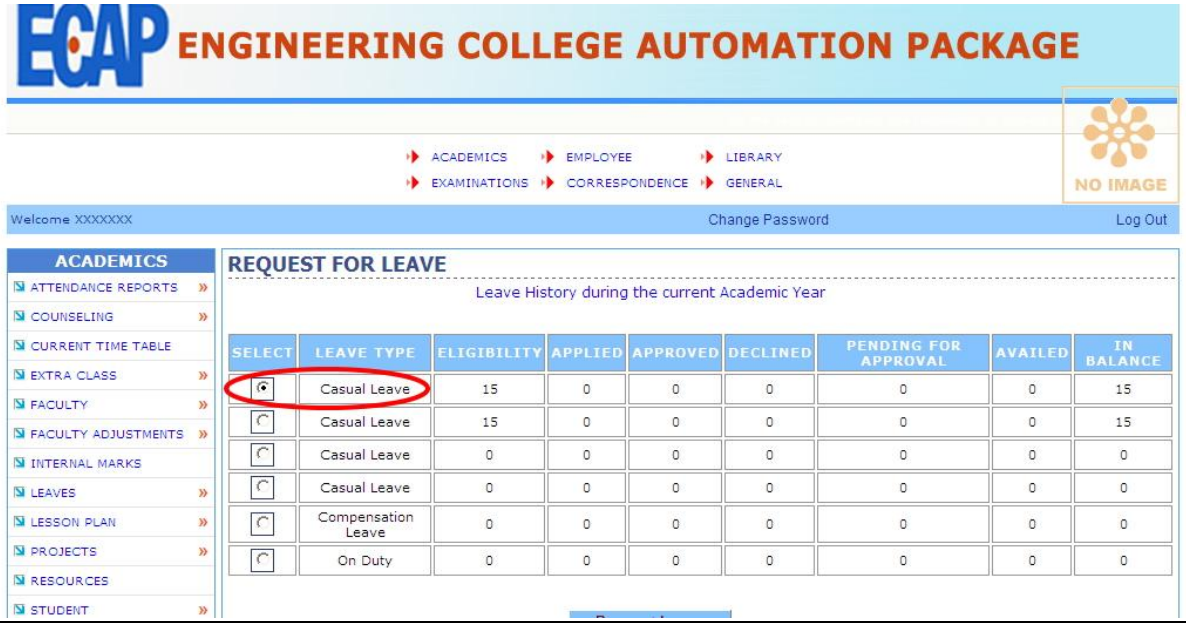
Step 5:- Please Place Your Mouse Pointer On "Leaves" In That You Will Find "Sublinks" Menu As Shown in Below.



Step 6:- Please Click On "Apply" Option As Shown In Below.



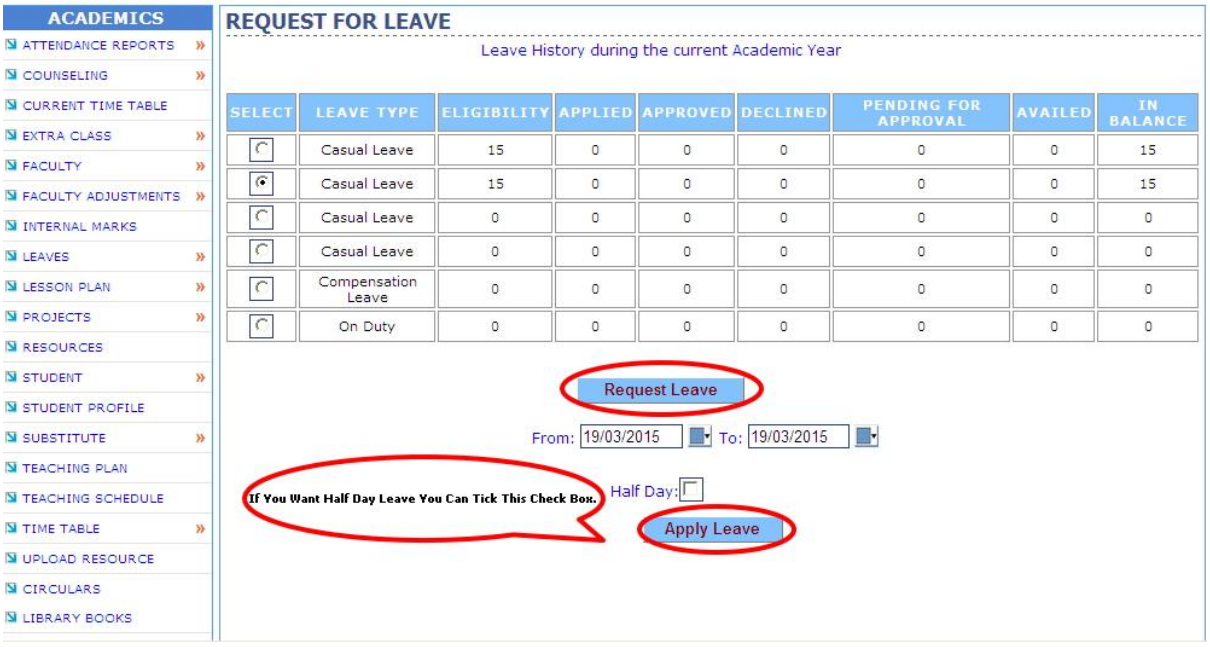
Step 7:- Please Click On "Apply" As Shown in Above, After Clicking The Apply Link You Will Get One Page Like Applying For Leave Please Click On Radio Button Which Type Of Leave You Want As Shown In Below.



SELECT	LEAVE TYPE	ELIGIBILITY	APPLIED	APPROVED	DECLINED	PENDING FOR APPROVAL	AVAILED	IN BALANCE
◉	Casual Leave	15	0	0	0	0	0	15
○	Casual Leave	15	0	0	0	0	0	15
○	Casual Leave	0	0	0	0	0	0	0
○	Casual Leave	0	0	0	0	0	0	0
○	Compensation Leave	0	0	0	0	0	0	0
○	On Duty	0	0	0	0	0	0	0

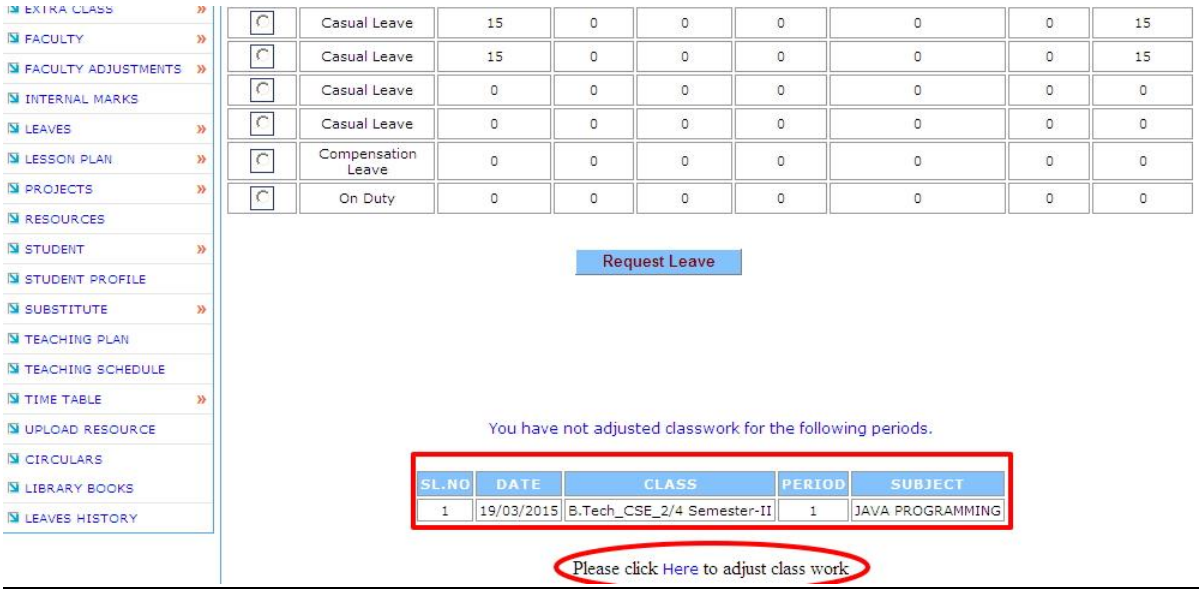
Step 8:- Please Click On "Request Leave" You Will Find From Date And To Date You Will Select Date As Shown In Below, And Also If You Want "Half Day" Leave Please Click On Check Box You Will Get Two Options "FN" And "AN" Please Select One Option ,After That Click On "Apply Leave" As Shown In Below.

Note:- If You Want Full Day Leave Don't Use Half Day Leave Option.

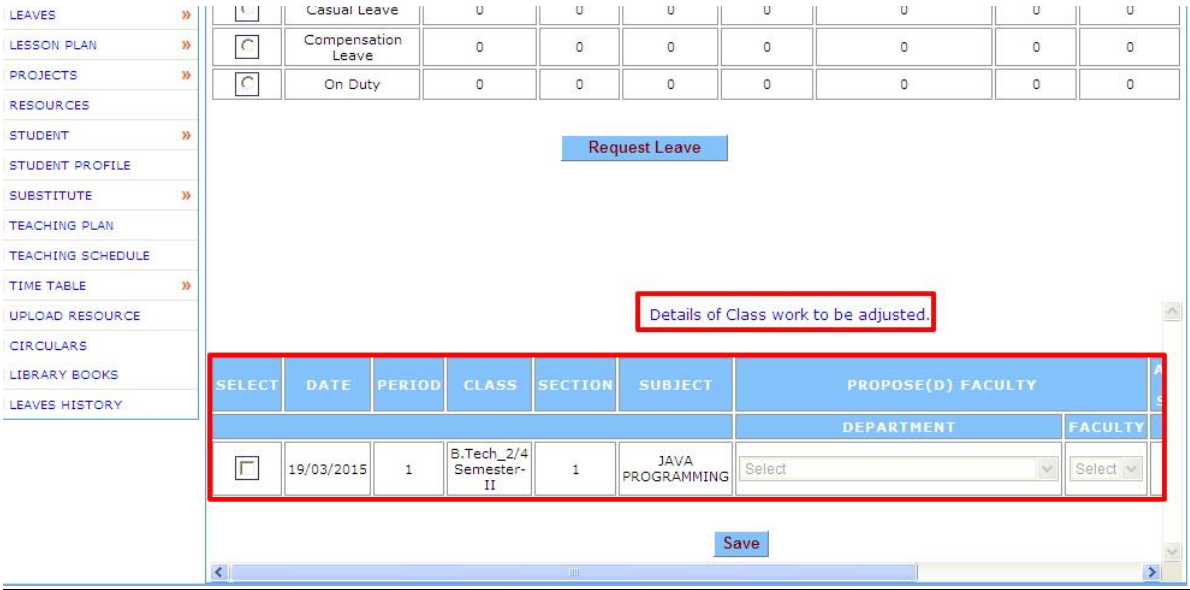


SELECT	LEAVE TYPE	ELIGIBILITY	APPLIED	APPROVED	DECLINED	PENDING FOR APPROVAL	AVAILED	IN BALANCE
○	Casual Leave	15	0	0	0	0	0	15
◉	Casual Leave	15	0	0	0	0	0	15
○	Casual Leave	0	0	0	0	0	0	0
○	Casual Leave	0	0	0	0	0	0	0
○	Compensation Leave	0	0	0	0	0	0	0
○	On Duty	0	0	0	0	0	0	0

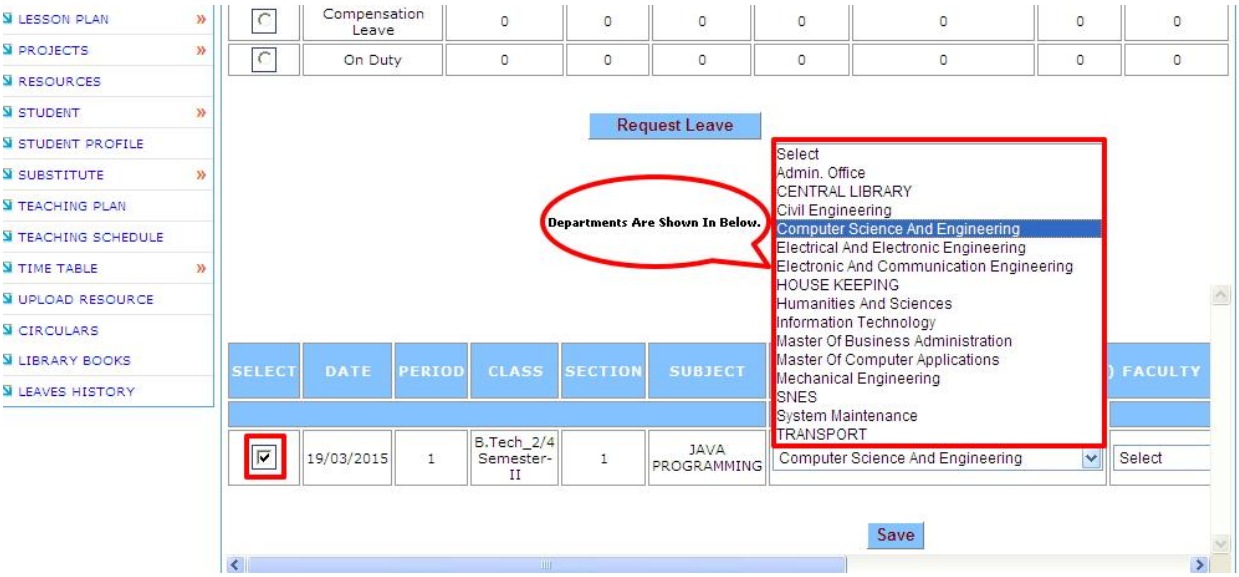
Step9:- Please Click On "Apply Leave" As Shown In Above Screen,You Will Find Class Work Schedule As you Having On That Day As Shown In Below."Please Click Here To Adjust Class work " As Shown In Below.



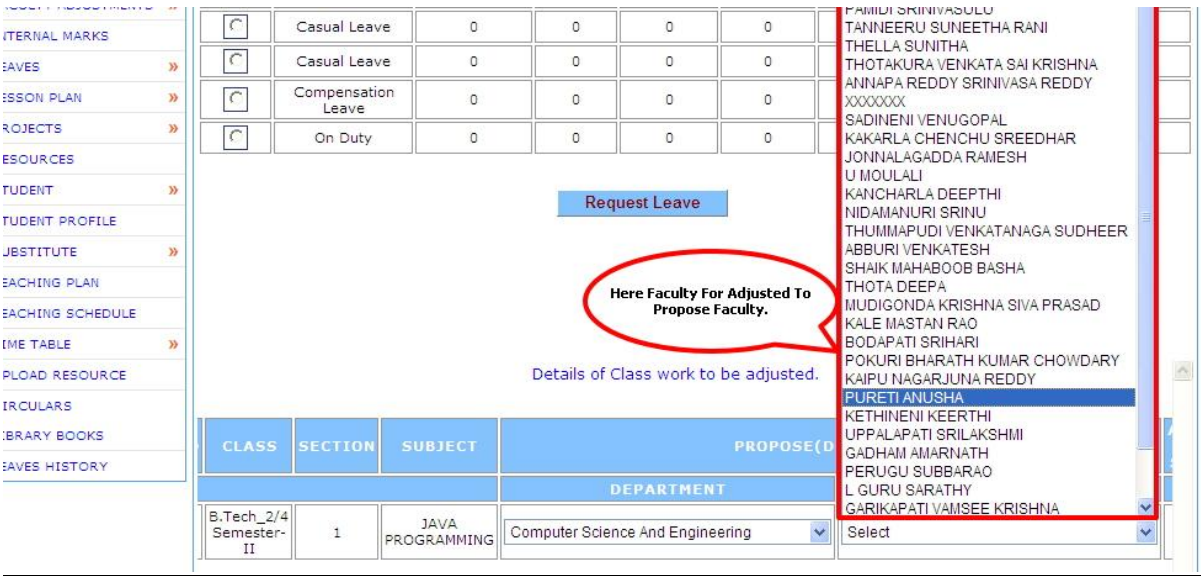
Step10:- Please Click Here To Adjust Class Work As Shown In Above Screen,Here You Will Find "Details Of Work To Be Adjusted To Propose Faculty" As Shown In Below,



Step11:- Please Click On Check Box You Will Find "Departments "As Shown In Below. Select Department As You Want.



Step12:- Please Click On "Faculty "Drop Down Box As Shown In Below. Select Adjusted To Propose Faculty As Shown In Below.



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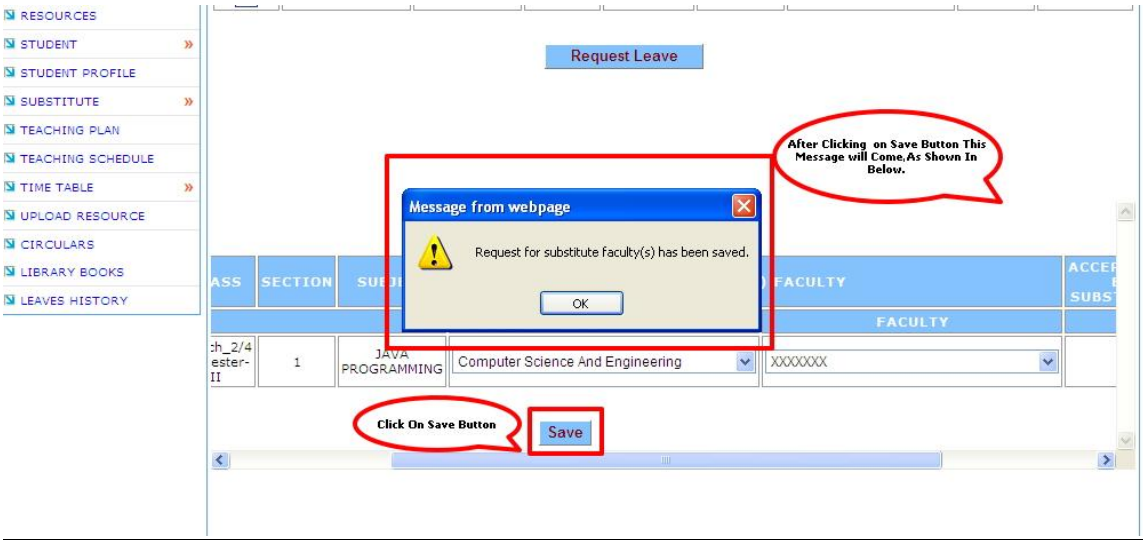
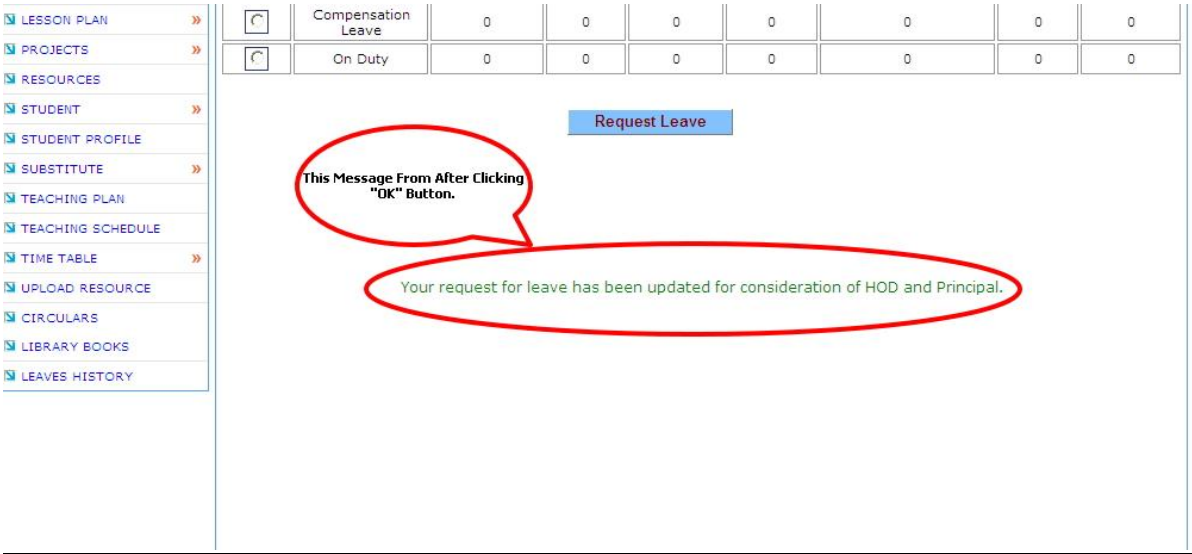
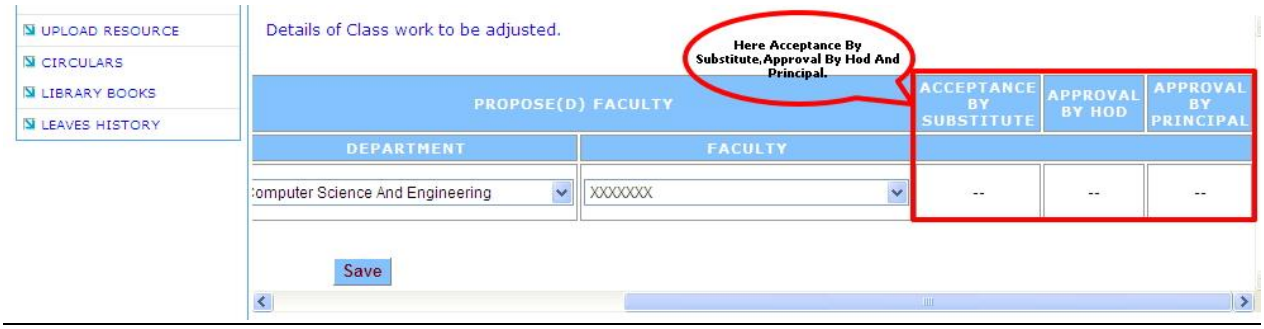
Step13:- Please Click On "Save" Button You Will Get Message From Webpage As Shown In Below.



Step14:- Please Click on "OK" Button You Will Find This Message As Shown In Below.



Step15:- As Shown In Above Screen The Request For Leave Has Been Updated For Consideration Of "HOD And Principal". Here You Will Get Approval For Leave As Shown In Below Screen.



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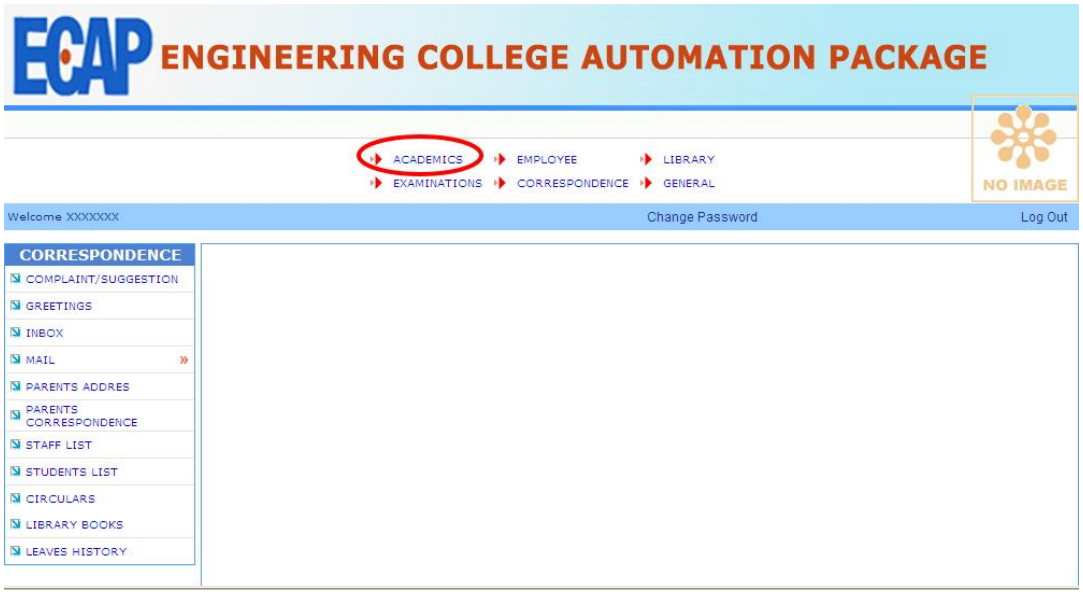
25)How Can I Cancel My Applied Leave?

Ans:- Step 1:-Please Login In To "ECAP" By using Your Username And Password.

Step 2:- Please Click On "Academics" Module As Shown In Below.



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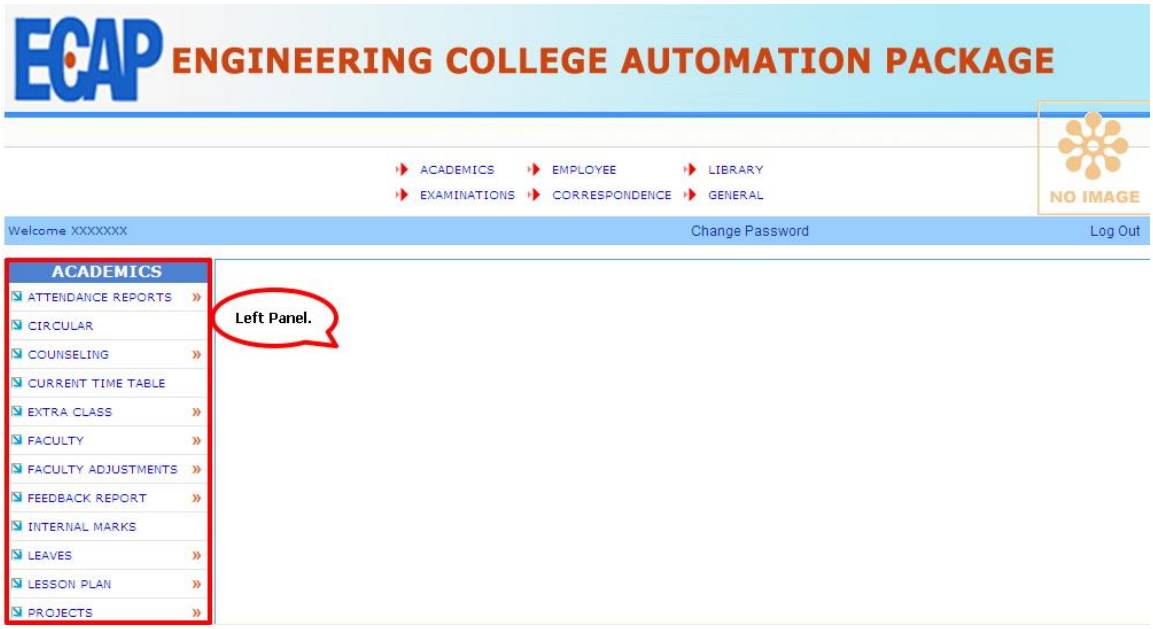
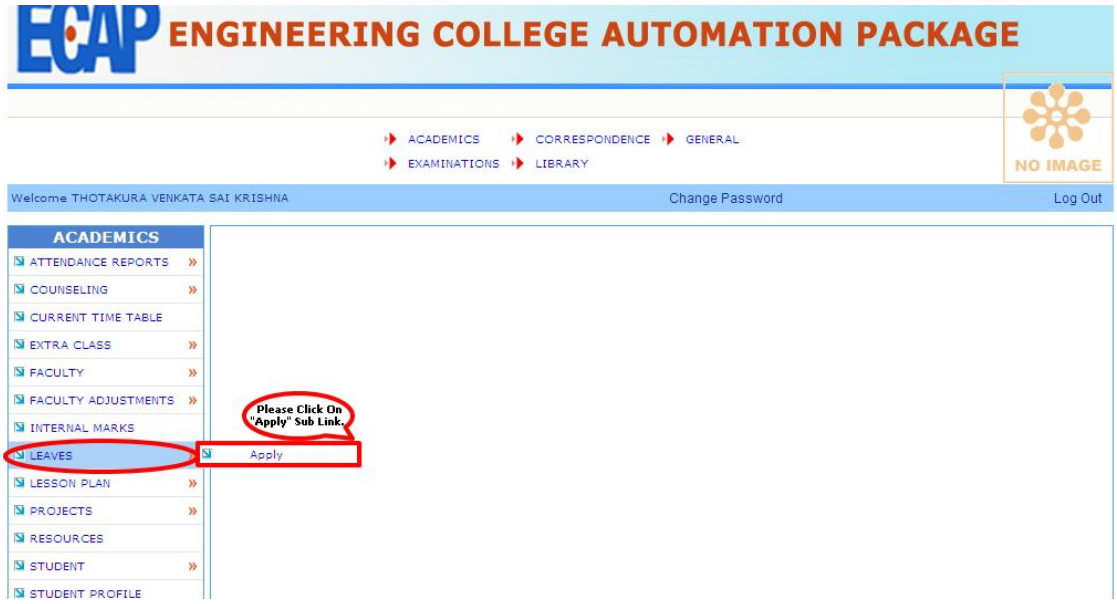
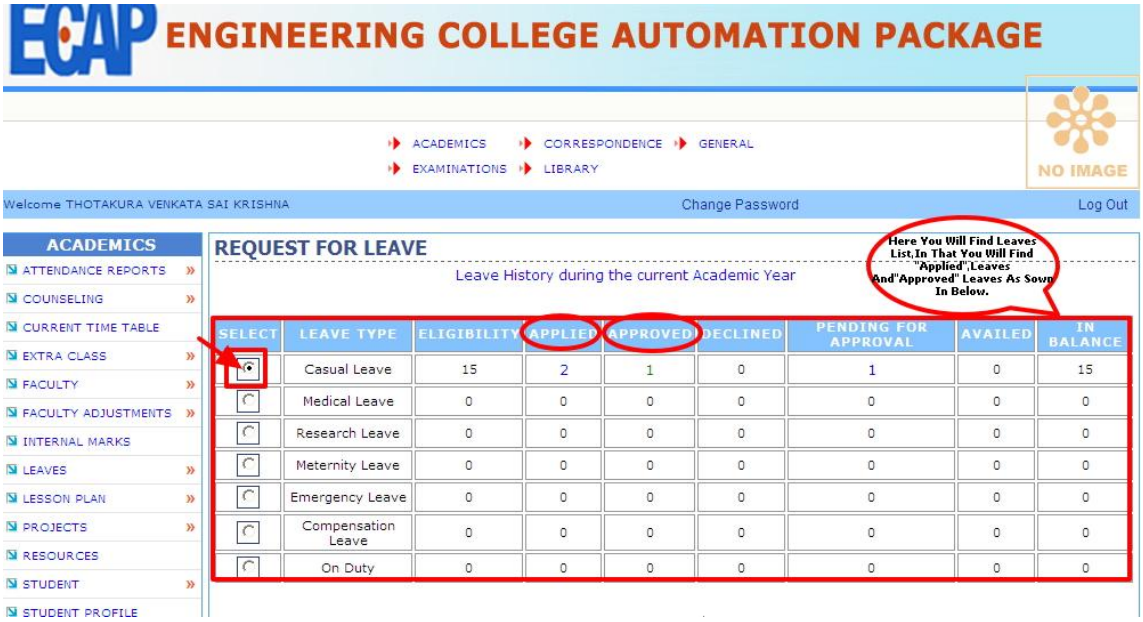
Step 3:- After Click On "Academics" Module You Will Find "Left Panel" As Shown In Below.



Step4:- Please Place Your Mouse Pointer On "Leaves" Link Which Is Available In Left Menu, Then You Will Find "Sub Links Menu" As Shown In Below.



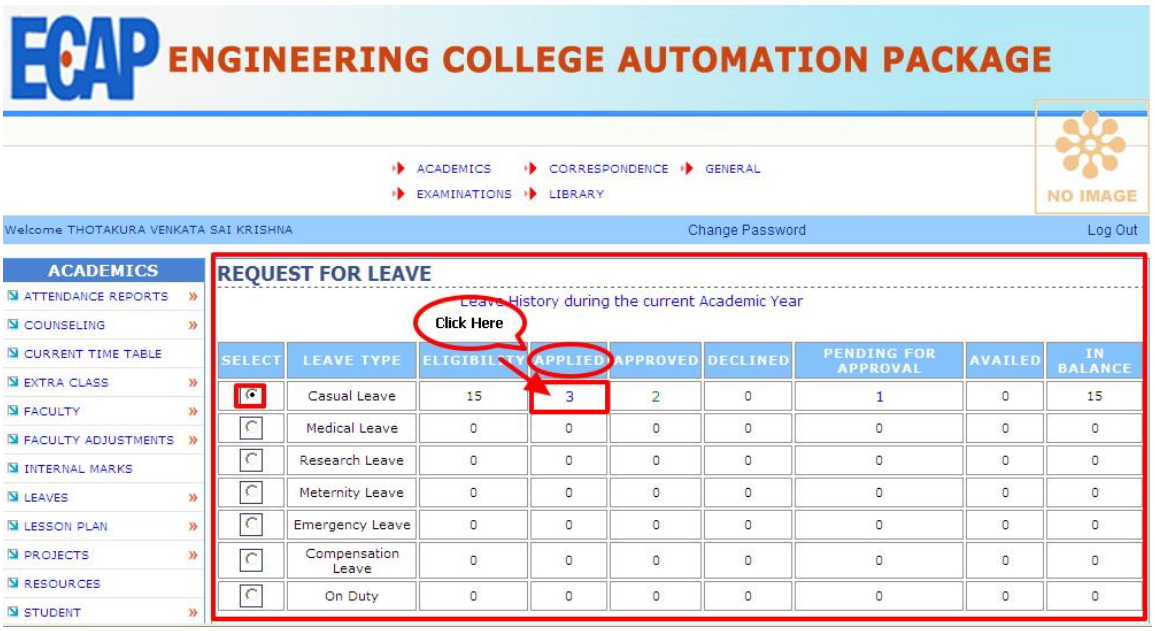
Step5:-After Click On "Apply" Sub Link As Shown In Above Screen, Then You Will Find Leaves List In That You Will Select "Casual Leave" Option As Shown In Below.



SELECT	LEAVE TYPE	ELIGIBILITY	APPLIED	APPROVED	DECLINED	PENDING FOR APPROVAL	AVAILED	IN BALANCE
◉	Casual Leave	15	2	1	0	1	0	15
○	Medical Leave	0	0	0	0	0	0	0
○	Research Leave	0	0	0	0	0	0	0
○	Meternity Leave	0	0	0	0	0	0	0
○	Emergency Leave	0	0	0	0	0	0	0
○	Compensation Leave	0	0	0	0	0	0	0
○	On Duty	0	0	0	0	0	0	0

Steps For Cancelled The Leave In Applied Leave:-

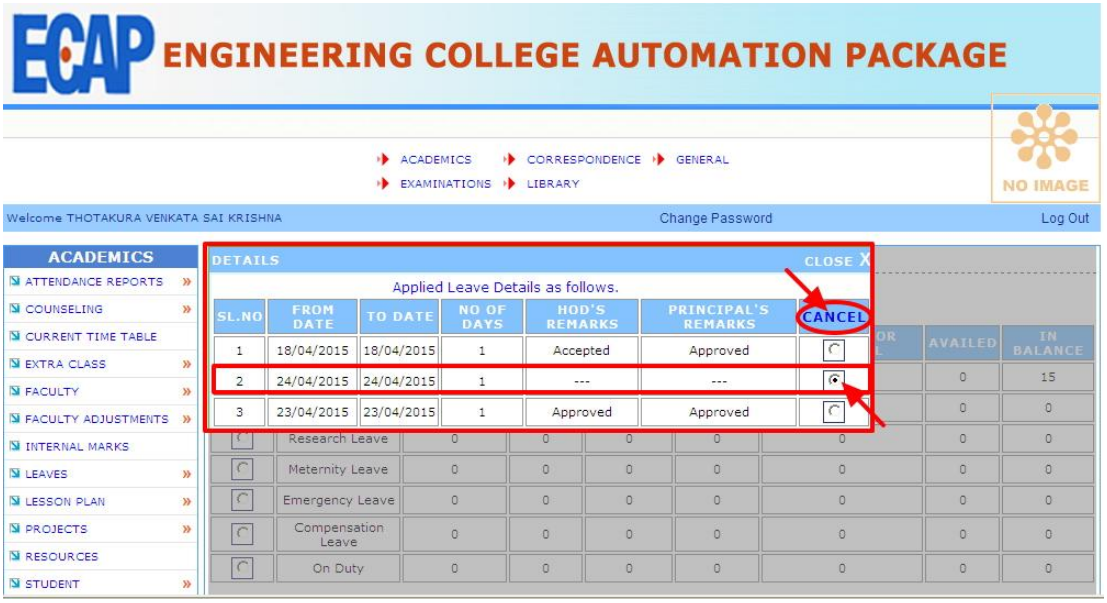
Step6:-Here You Will Find "Applied" Leaves And Then Please Click On No Of Applied Leaves As Shown In Below.



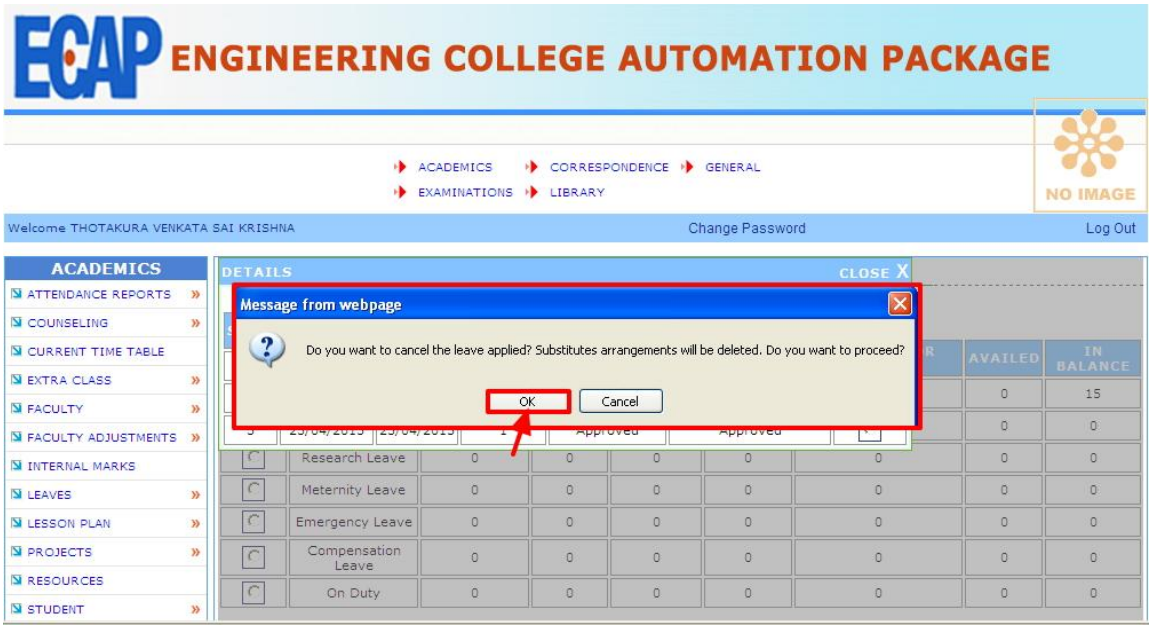
SELECT	LEAVE TYPE	ELIGIBILITY	APPLIED	APPROVED	DECLINED	PENDING FOR APPROVAL	AVAILED	IN BALANCE
◉	Casual Leave	15	3	2	0	1	0	15
○	Medical Leave	0	0	0	0	0	0	0
○	Research Leave	0	0	0	0	0	0	0
○	Meternity Leave	0	0	0	0	0	0	0
○	Emergency Leave	0	0	0	0	0	0	0
○	Compensation Leave	0	0	0	0	0	0	0
○	On Duty	0	0	0	0	0	0	0

Step7:-After Click On "Applied No Of Leaves" As Shown In Above Screen, Then You Will Find Applied Leave Details As Shown In Below.

Step8:-Please Select On "Radio Button" And After That Click On "Cancel" Option As Shown In Below.



Step9:- After Click On "Cancel" Option As Shown In Above Screen, Then You Will Find "Webpage" As Shown In Below.



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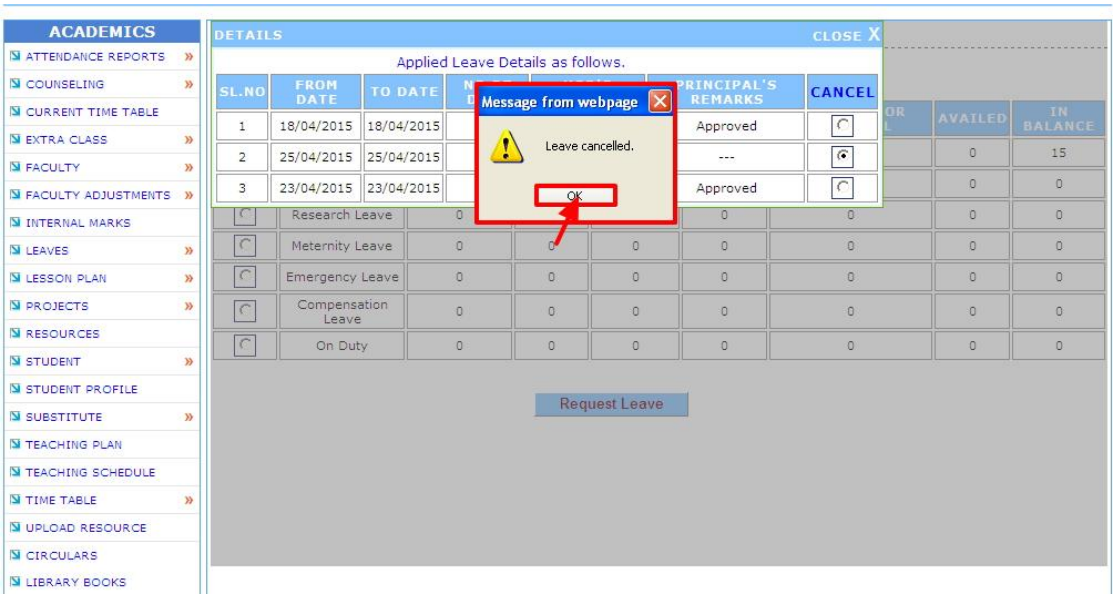
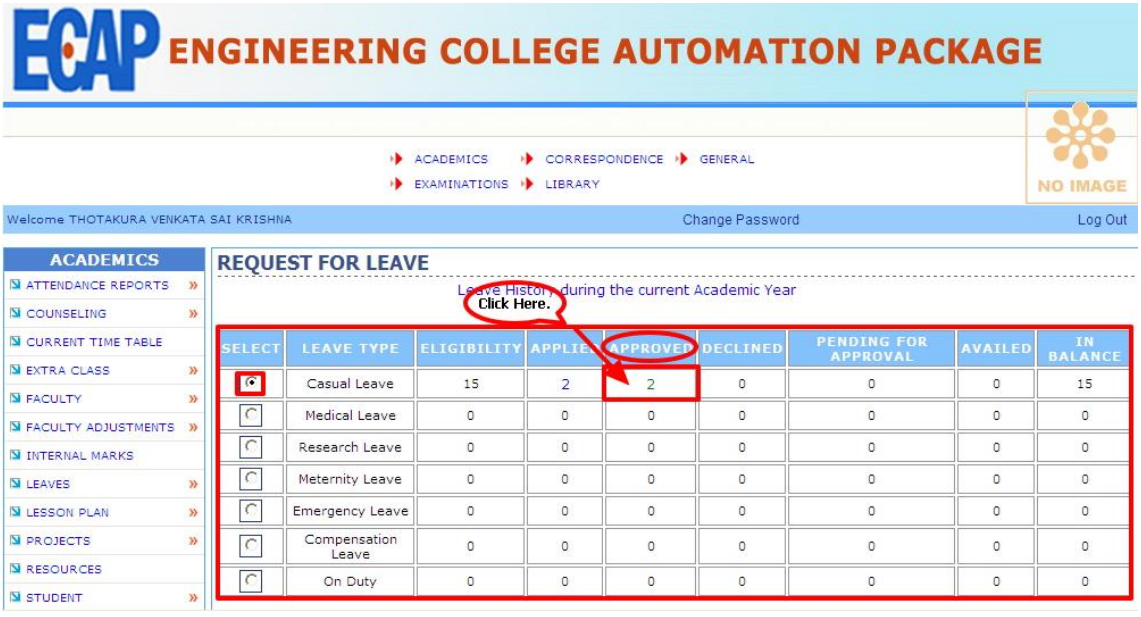
Step10:-After Click On "OK" Button Option As Shown In Above Screen, Then You will Find Another Webpage i.e. "Leave Cancelled" And Click On "OK" As Shown In Below.



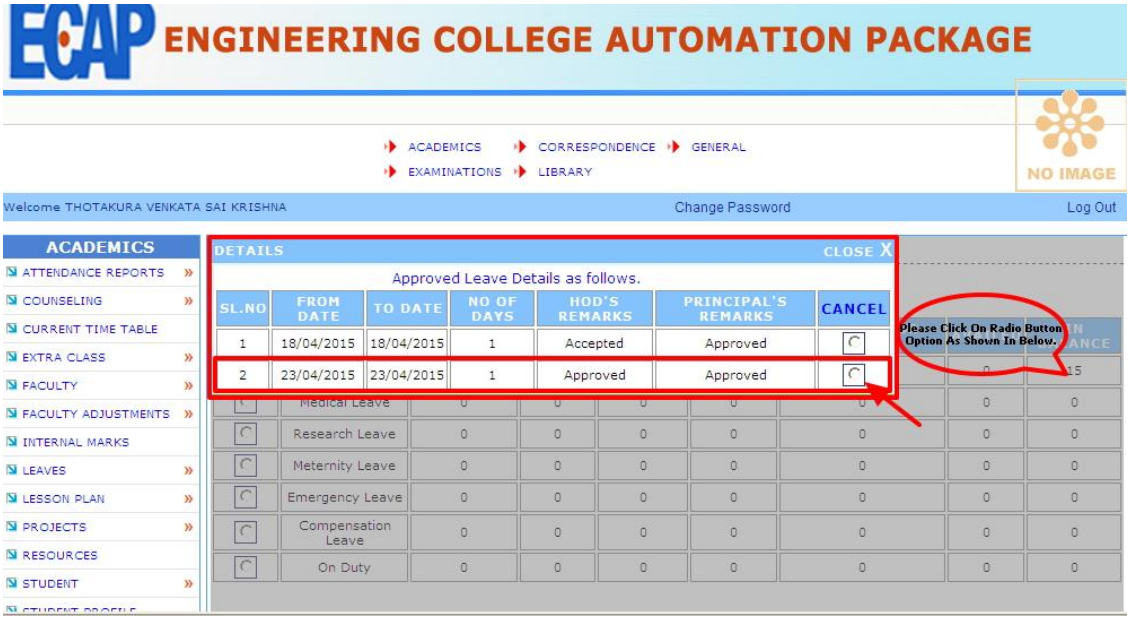
Steps For Cancel Request For Approved Leaves As Shown In Below:-

Step11:- Here You Will Find "Approved" Leaves And Then Please Click On No Of Applied Leaves As Shown In Below.

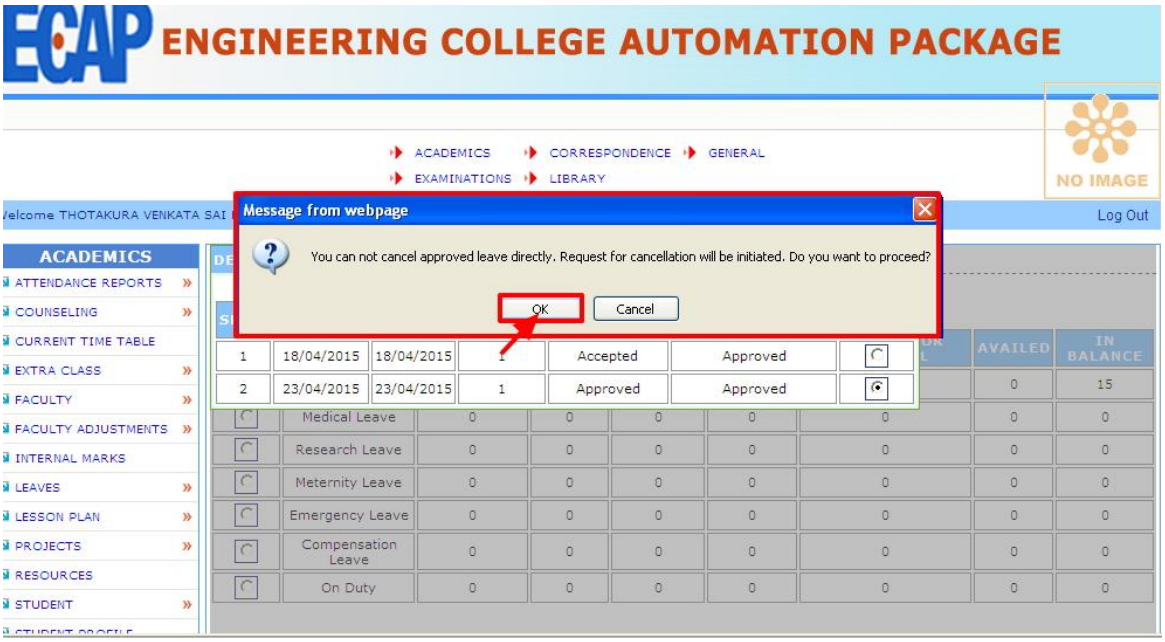


Step12:- After Click On "Approved No Of Leaves" As Shown In Above Screen, Then You Will Find Approved Leave Details As Shown In Below.

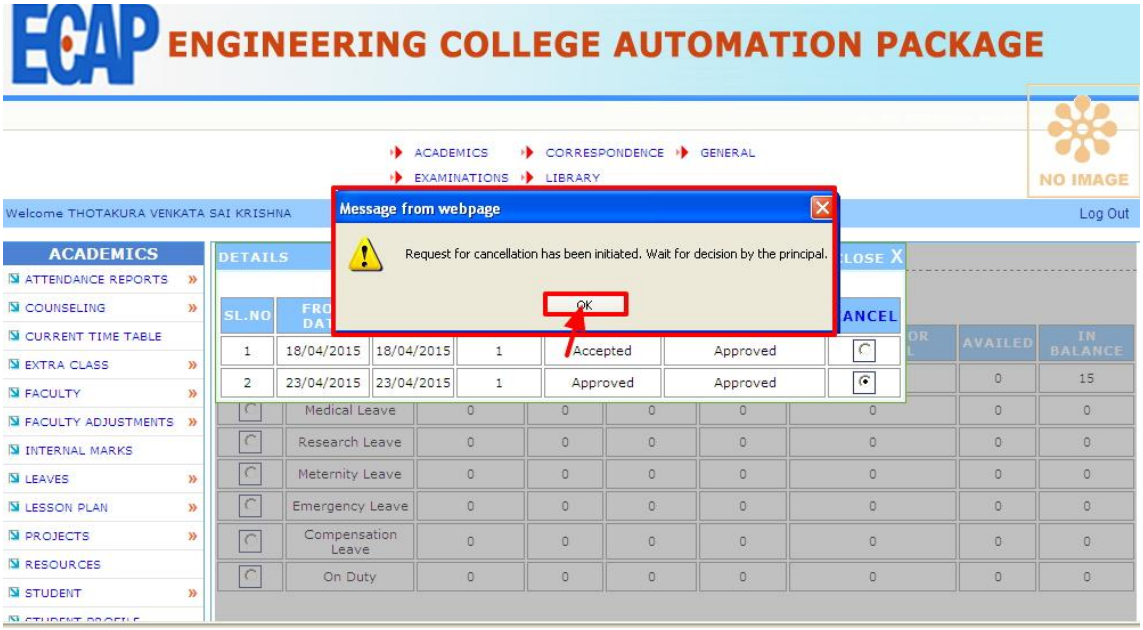
Step13:-Please Select On "Radio Button" As Shown In Below.



Step14:-After Click On "Radio Button" Option As Shown In Above Screen, Then You Will Find "Webpage" And Then Click On "OK" Option As Shown In Below.



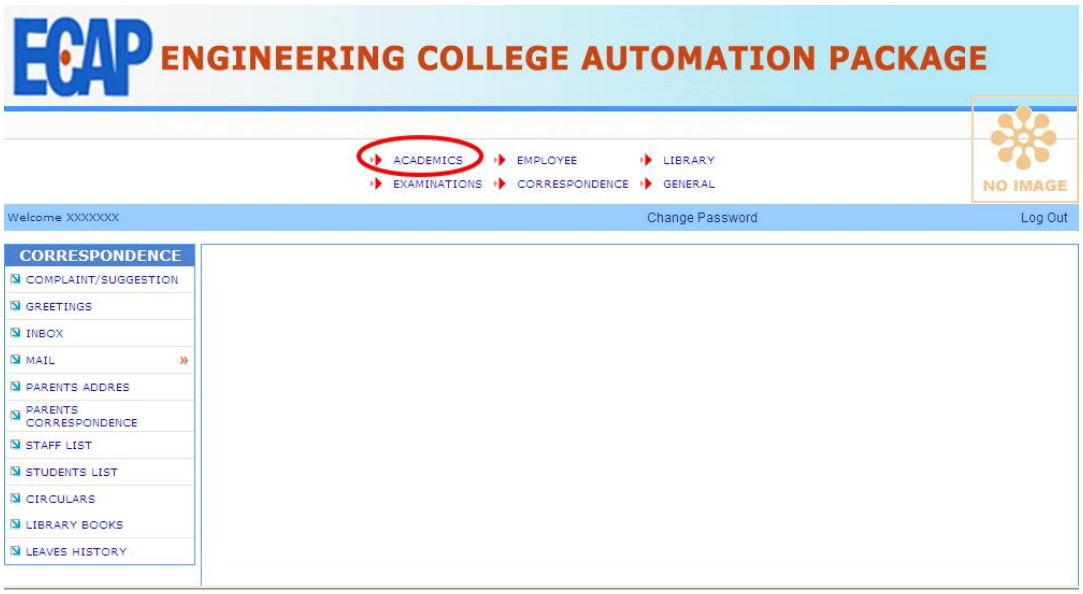
Step15:-After Click On "OK" Option As Shown In Above Screen, Then You Will Find Another "Webpage" i.e. For This Request For Cancel Leave Then Until You Have To Wait For Decision By The Principal As Shown In Below.



26)How To Check My Available And Applied Leaves (Leaves History)?

Ans:- Step 1:-Please Login In To "ECAP" By using Your Username And Password.

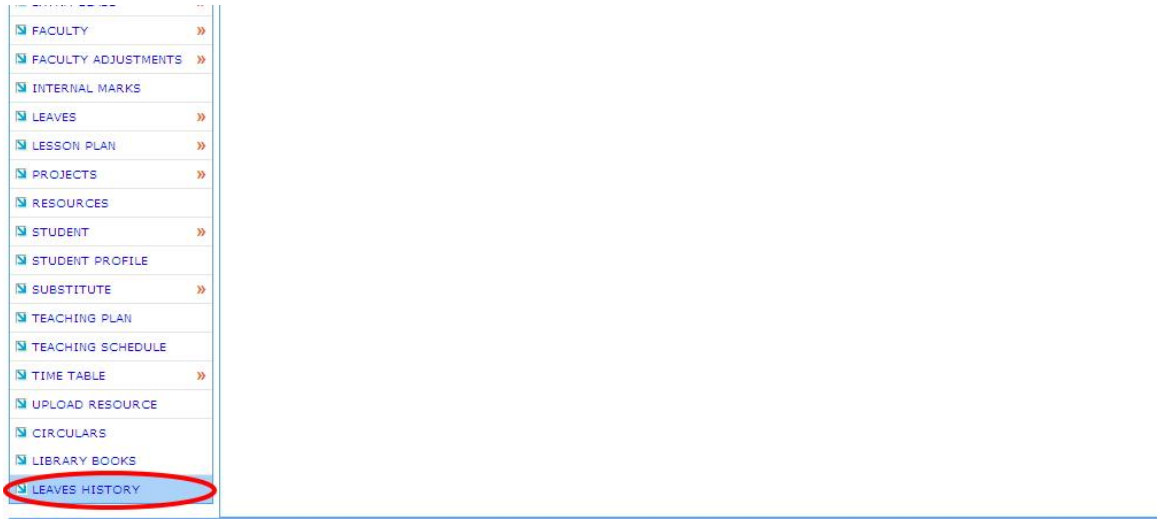
Step 2:- Please Click On "Academics" Module As Shown In Below.



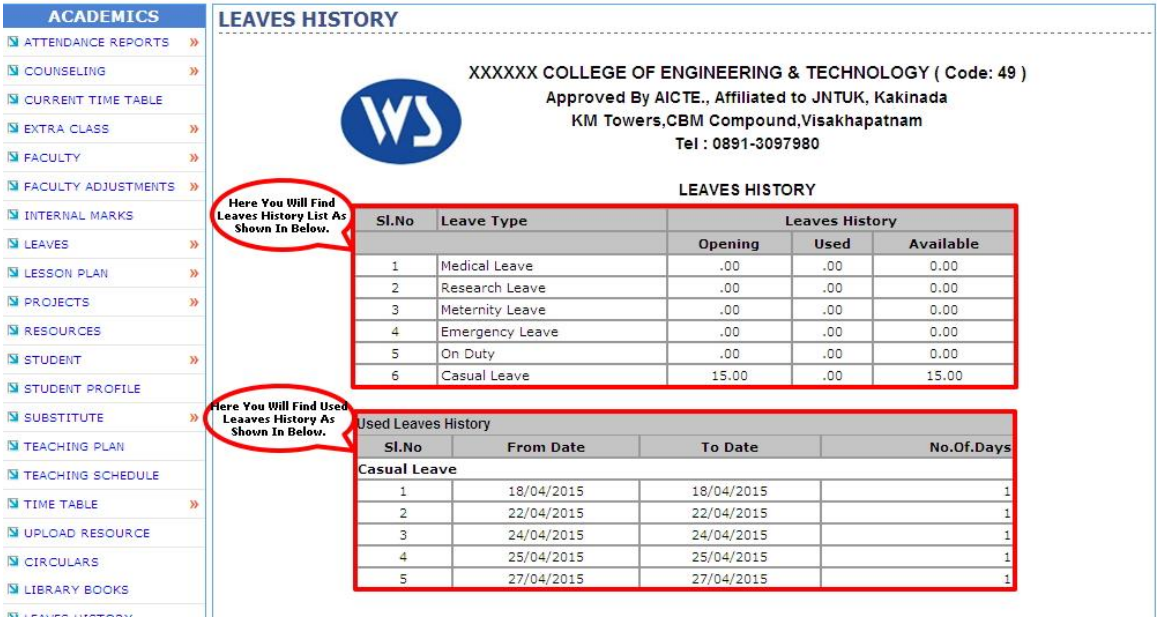
Question And Answers Of Academic Module Through Faculty Logins

Step 3:- After Click on "Academics" Module You Will Find "Left Panel" As Shown in Below.

Step4:-Please Click On "Leaves History" Link Which Is Available In Left Panel Menu As Shown In Below.



Step5:-After Click On "Leaves History" Links As Shown In Above Screen, Then You Will Find "Available Leaves" And "Applied Leaves" As Shown In Below.



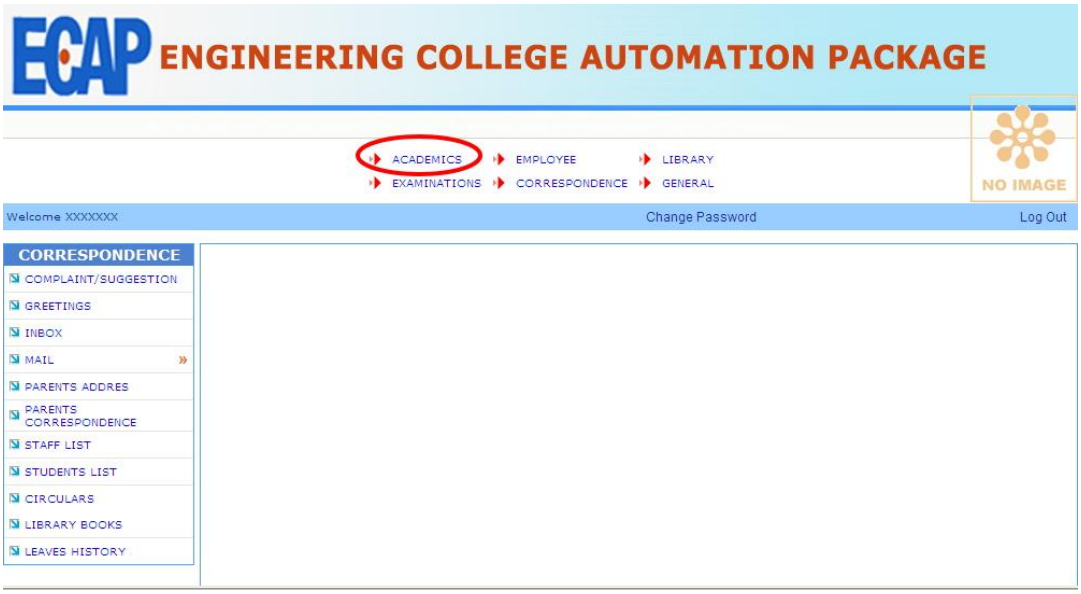
Sl.No	Leave Type	Leaves History		
		Opening	Used	Available
1	Medical Leave	.00	.00	0.00
2	Research Leave	.00	.00	0.00
3	Meternity Leave	.00	.00	0.00
4	Emergency Leave	.00	.00	0.00
5	On Duty	.00	.00	0.00
6	Casual Leave	15.00	.00	15.00

Sl.No	From Date	To Date	No.Of.Days
1	18/04/2015	18/04/2015	1
2	22/04/2015	22/04/2015	1
3	24/04/2015	24/04/2015	1
4	25/04/2015	25/04/2015	1
5	27/04/2015	27/04/2015	1

27)How To Check Circulars Which Is Sent By Higher Authorities?

Ans:-Step 1:-Please Login In to "ECAP" By using Your Username and Password.

Step 2:- Please Click On "Academics" Module As Shown in Below.



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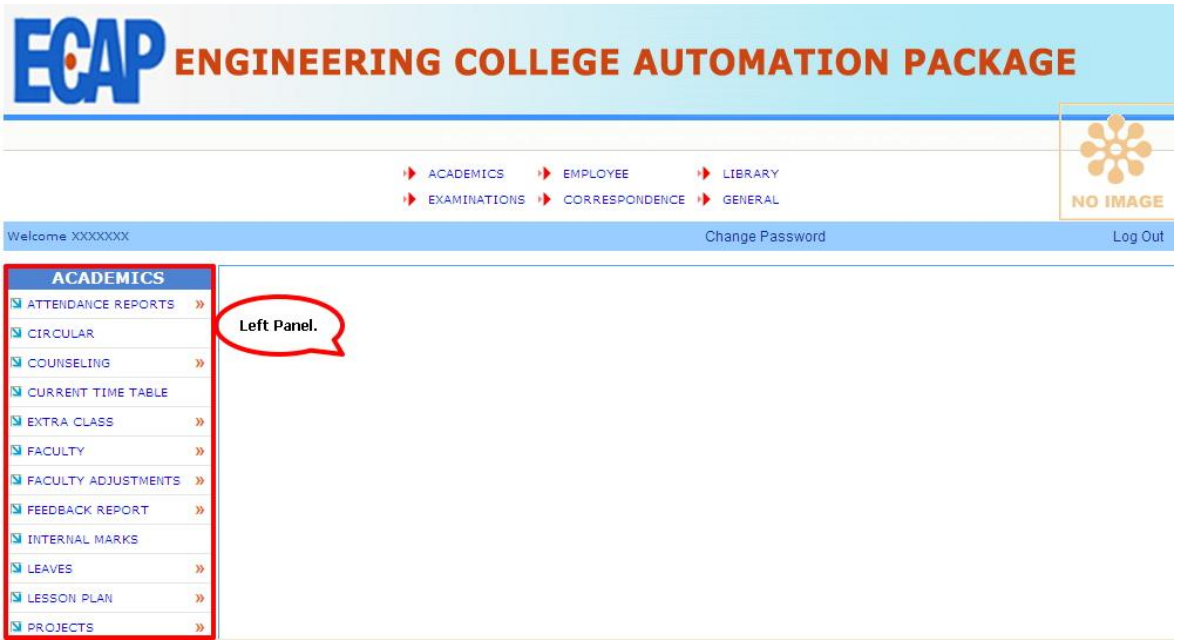
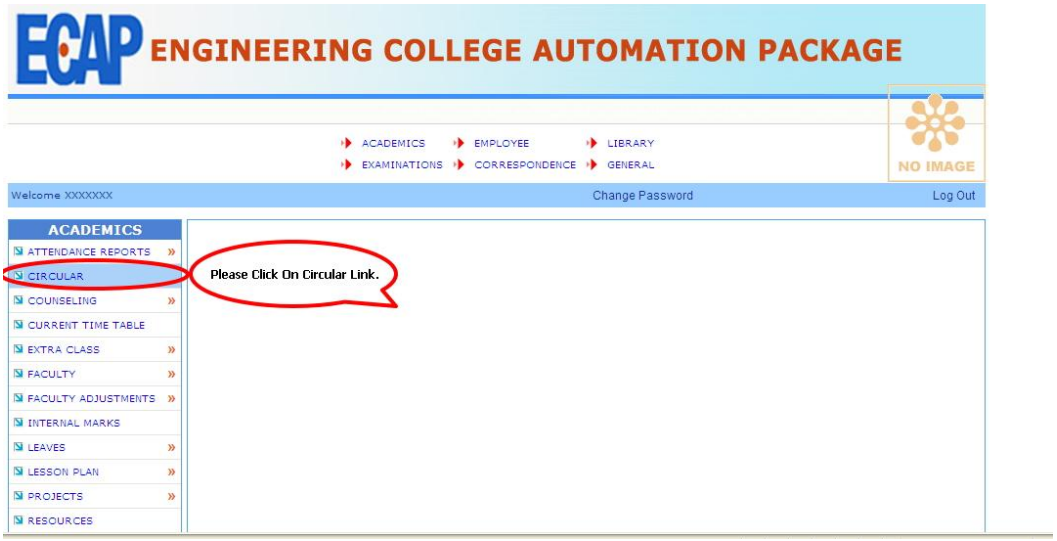
Step 3:- After Click on "Academics" Module You Will Find "Left Panel" As Shown in Below.



Step4:- Please Click On "Circular" Link As Shown In Below.



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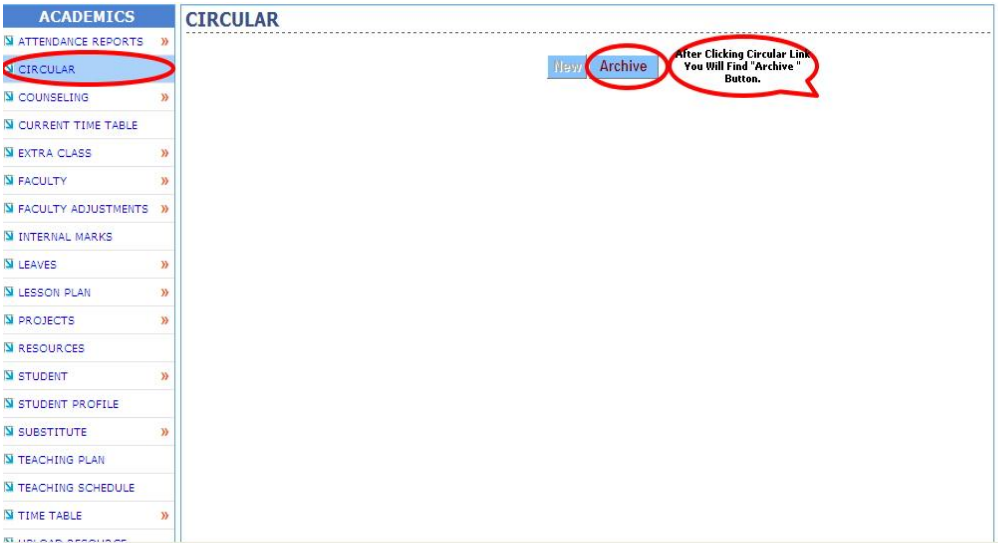
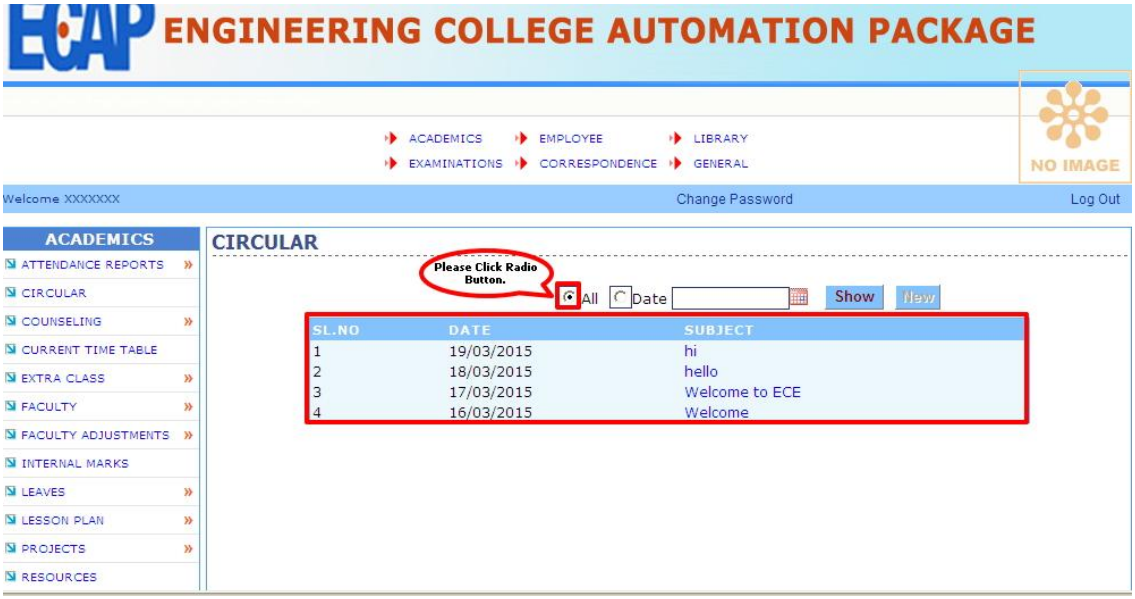
Step5:- After Click On "Circular" Link You Will Find "Archive" Button, As Shown In Below.



Step6:- After Click On "Archive" Button As Shown In Above Screen ,You Will Find Two Radio Buttons "ALL" And "Date", If You Click All Radio Button You Will Find Display Total Circulars, As Shown In Below.



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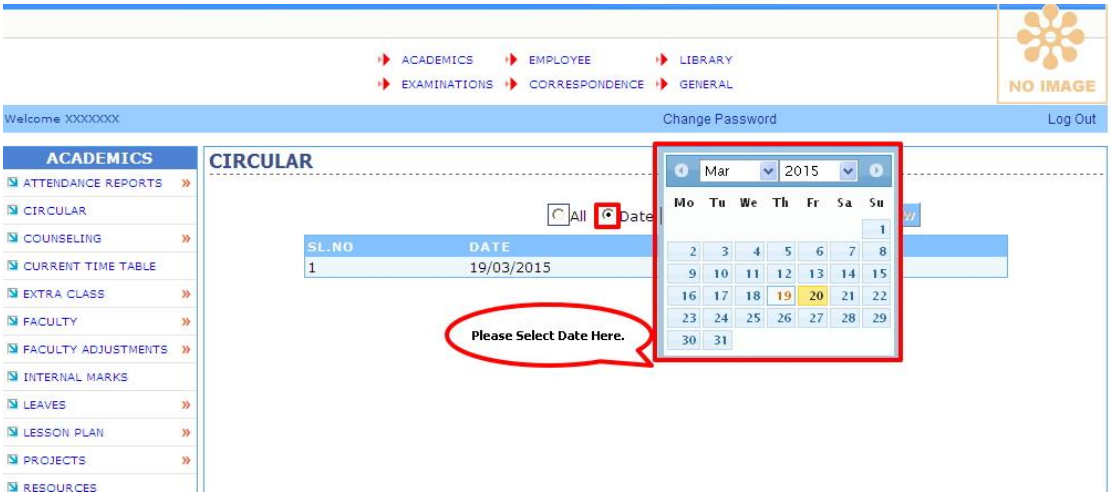
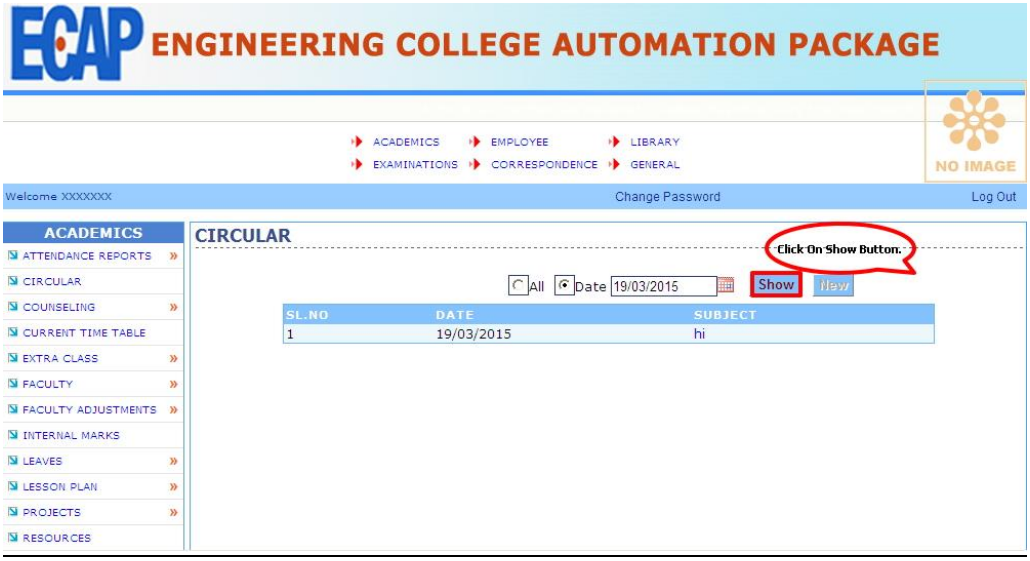
Step7:- Please Select "Date" Radio Button And Select Date, As Shown In Below.



Step8:- After Select On Date As Shown In Above Screen, Please Click On "Show" Button Then You Will Find Date Wise Report As Shown In Below.



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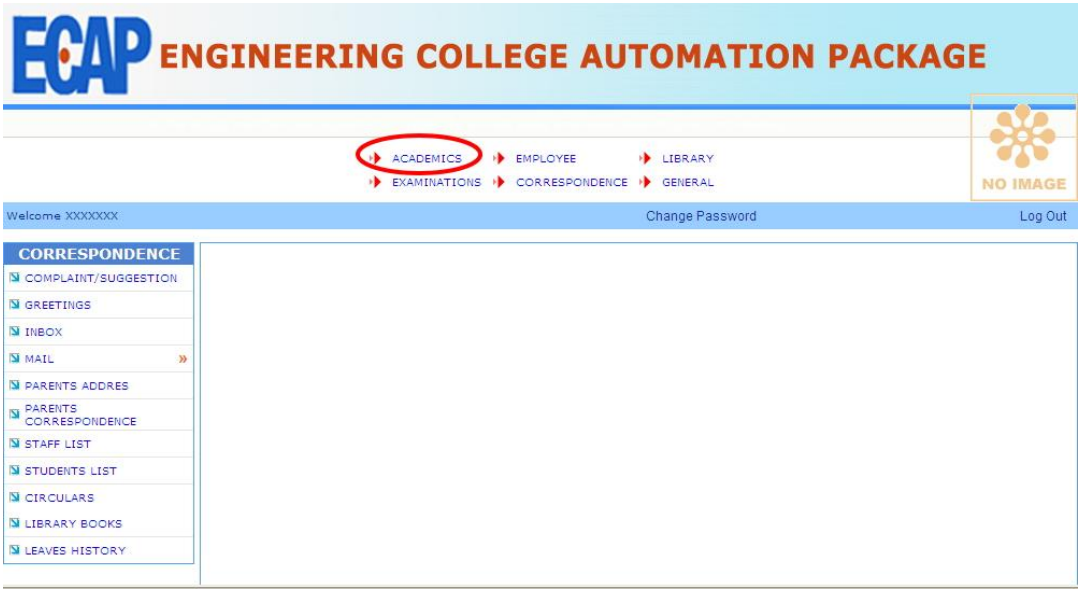
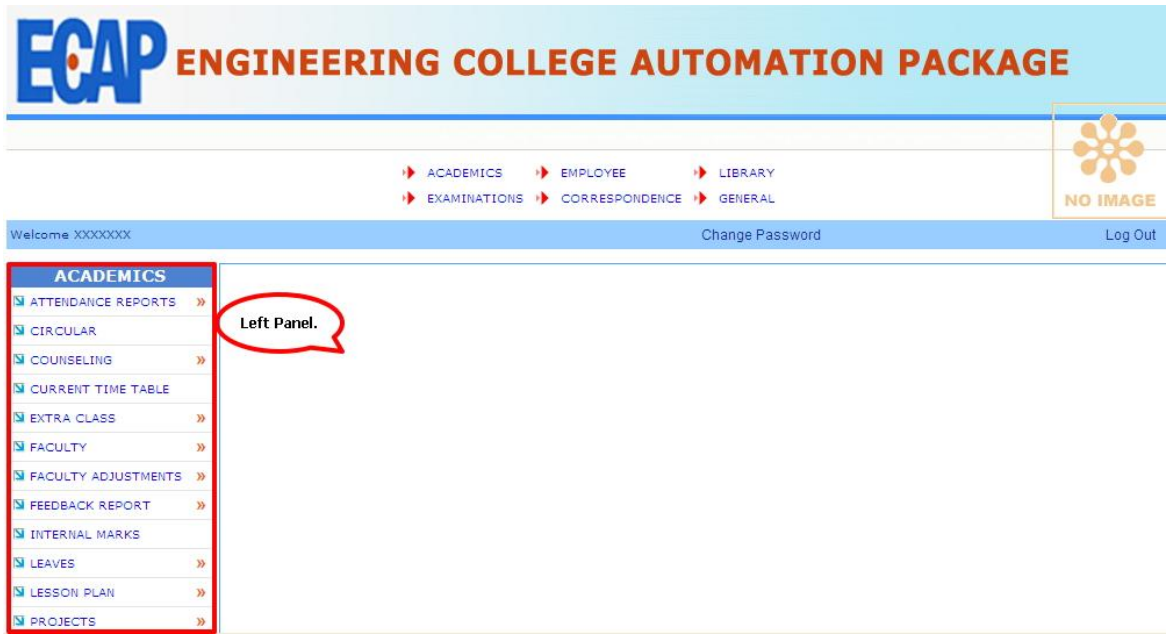
28)How To Upload Resources Which Is Useful To Students And All Faculty Members?

Ans:- Step 1:- Please Login In To "ECAP" By Using Your Username and Password.

Step 2:- Please Click On "Academics" Module As Shown in Below.

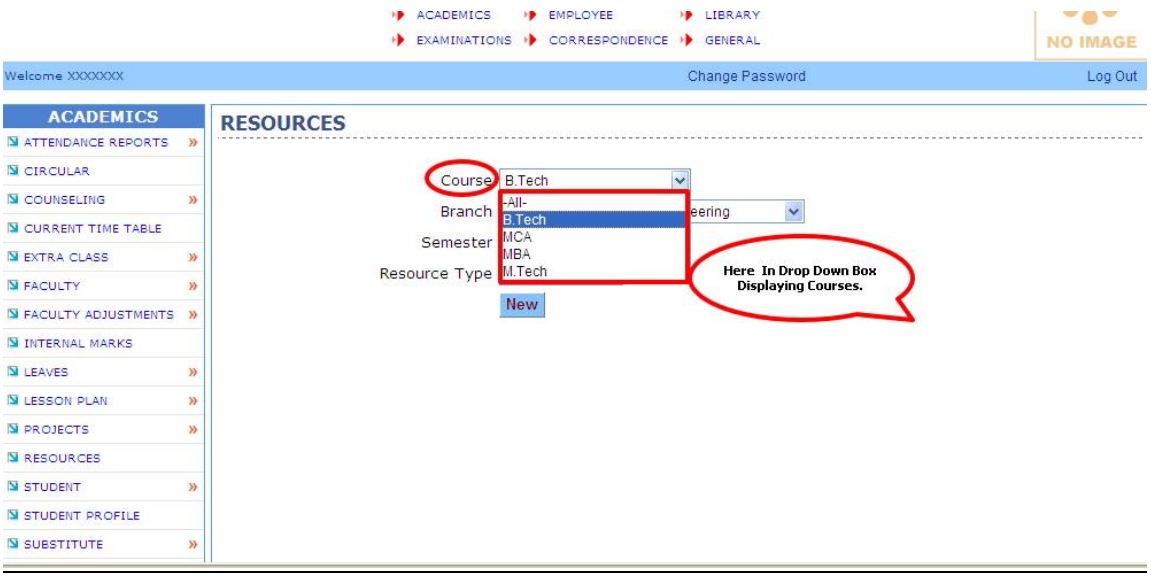


Step3:-After Click On "Academics" Module You Will Find "Left Panel" As Shown In Below.



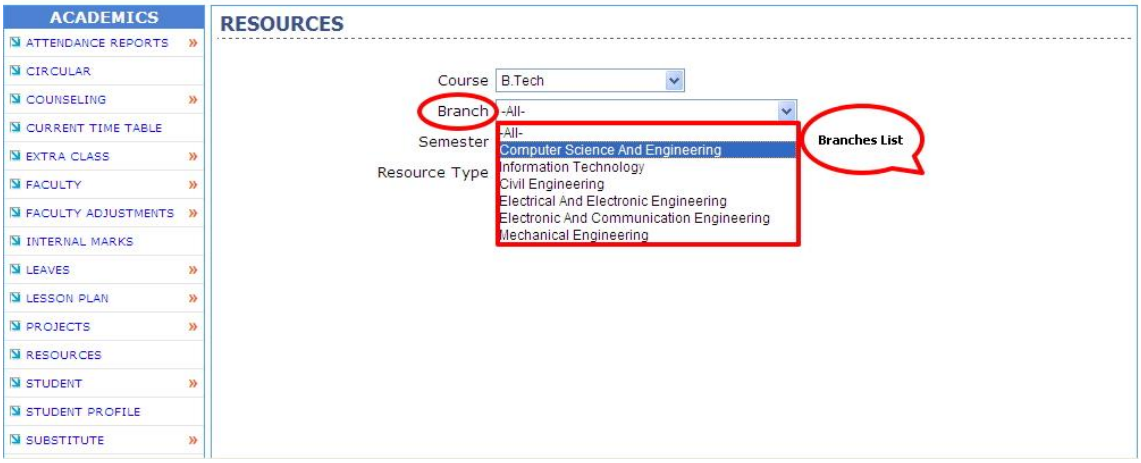
Step4:- Please Place Your Mouse Cursor On "Upload Resource" Links Which Is Available In Left Menu As Shown In Below.

Step5:- After Click On Upload Resource Link You Will Find "Course", "Branch", "Semester", "Resource Type" , Drop Down Boxes Here First You Will Find "Courses" As Shown In Below.

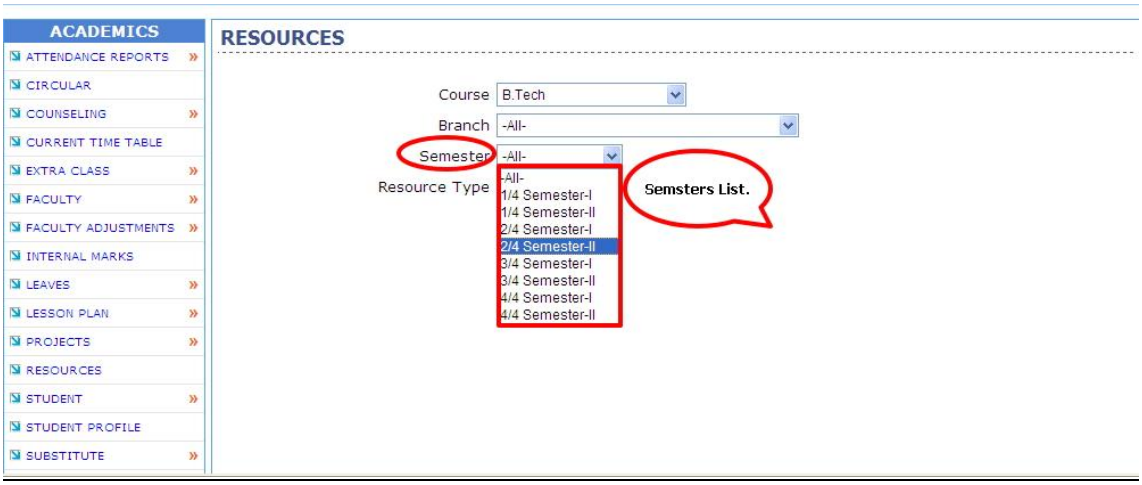


Question And Answers Of Academic Module Through Faculty Logins

Step6:- Please Click On Drop Down Box You Will Find "Branch" In That Branch's List As Shown In Below.

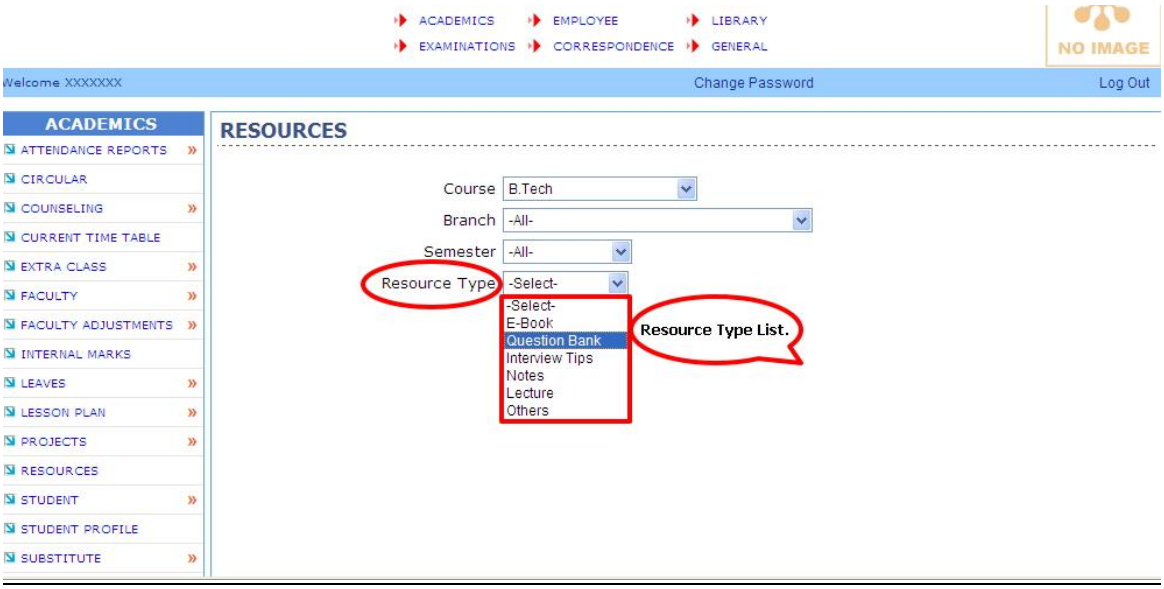


Step7:- Please Click On Drown Down Box You Will Find "Semesters" In That Semesters List As Shown In Below.



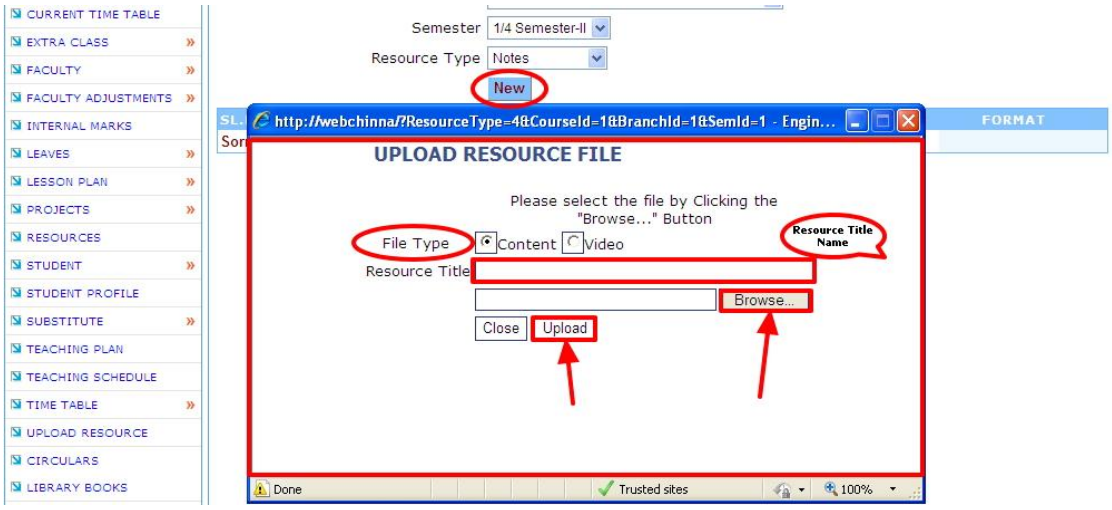
Question And Answers Of Academic Module Through Faculty Logins

Step8:- Please Click On Drown Down Box You Will Find "Resource Type" In That Resource List As Shown In Below.

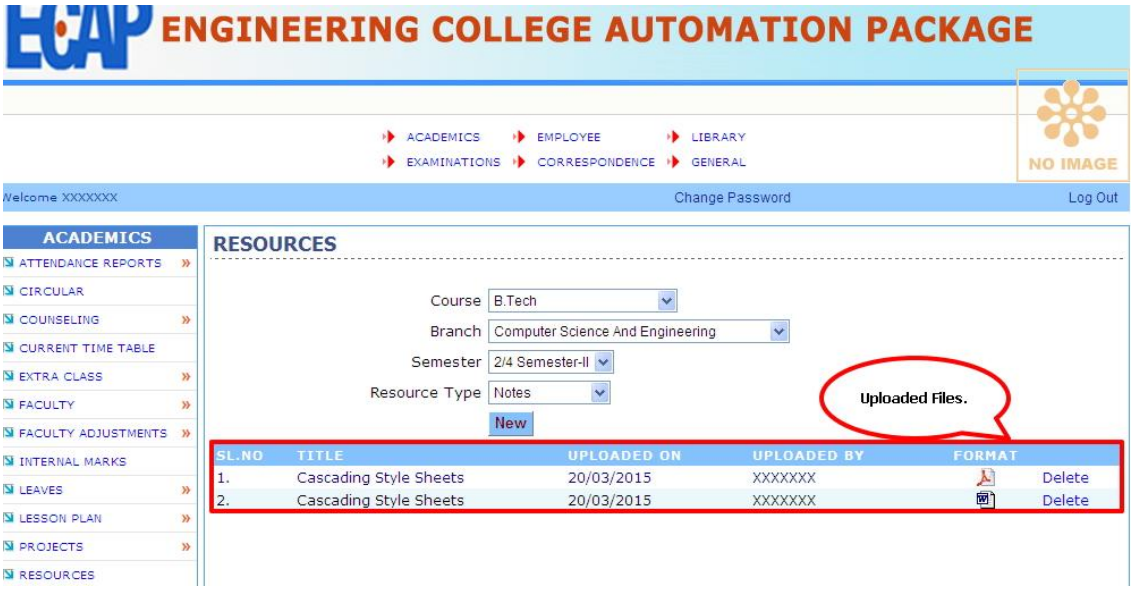


Step9:- Please Click On "New" Button You Will Find Upload Resource File Webpage The Webpage Consists Of "File Type", "Resource Title","Browse","Upload" Options As Shown In Below.

Step10:- Please Select File Type And Write Resource Title Name, After That Browse The File In Format Of "Doc","Pdf" And Upload The File As Shown In Below.



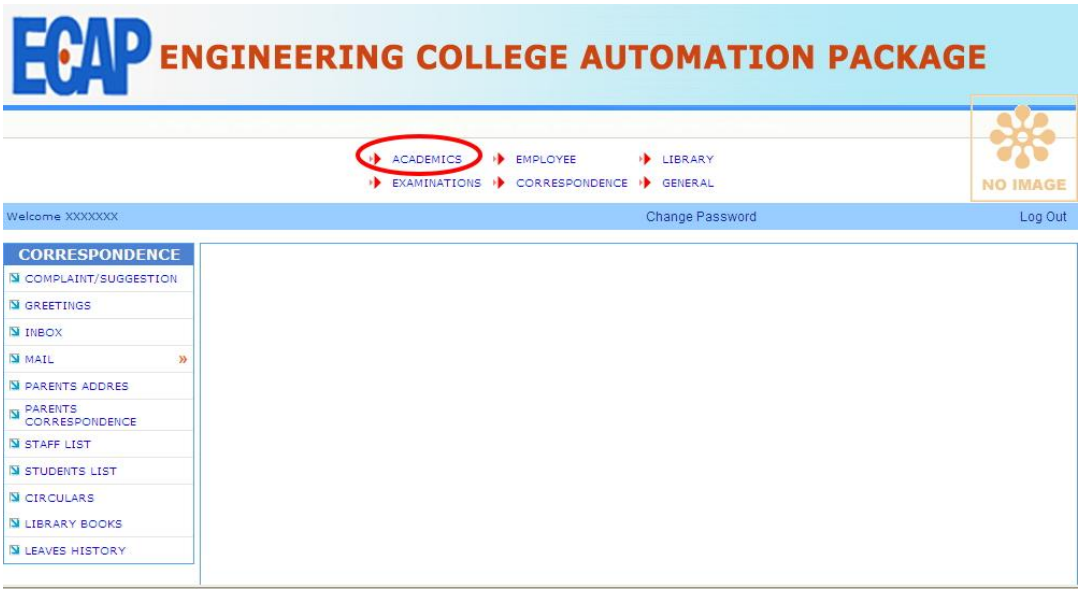
Step11:- After Uploaded Resource File As Shown In Above Screen, You Will Find Uploaded Files List As Shown In Below.



29)How To Download Required Resources From Ecap?

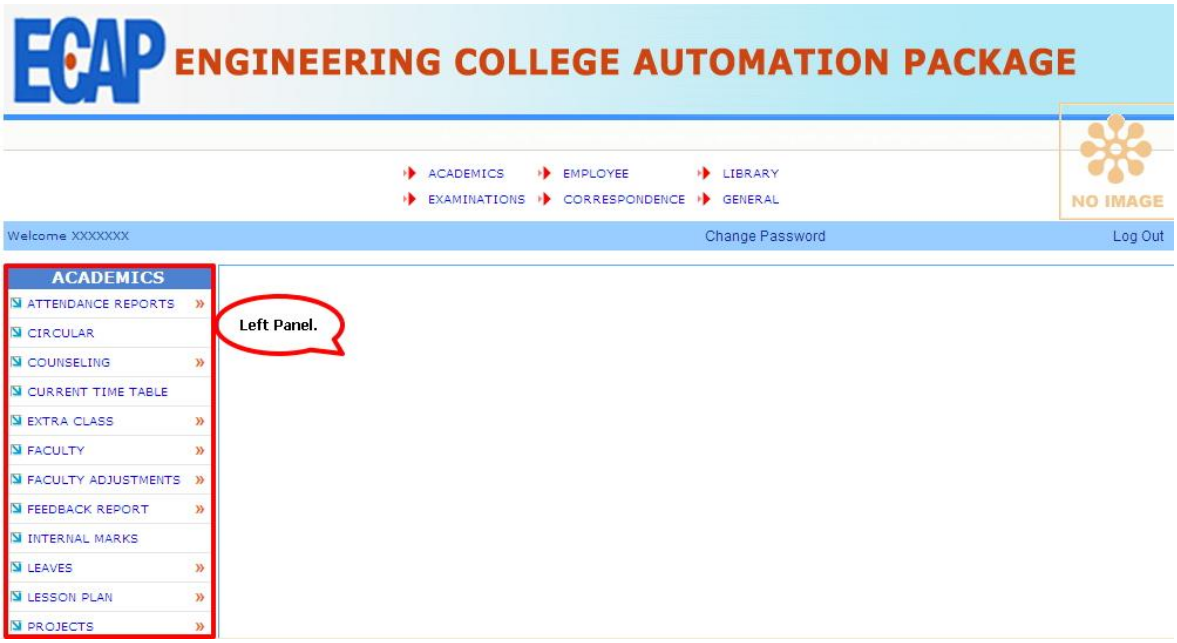
Ans:-Step 1:-Please Login In To "ECAP" By Using Your Username And Password.

Step 2:- Please Click On "Academics" Module As Shown In Below.



Question And Answers Of Academic Module Through Faculty Logins

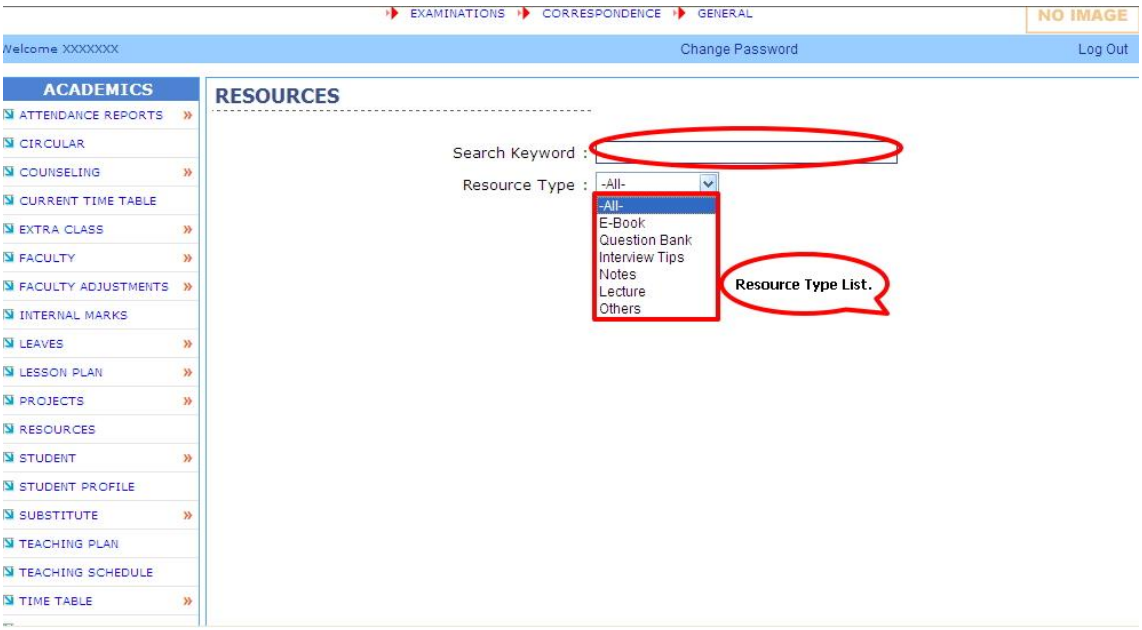
Step 3:- After Click On "Academics" Module You Will Find "Left Panel" As Shown In Below.



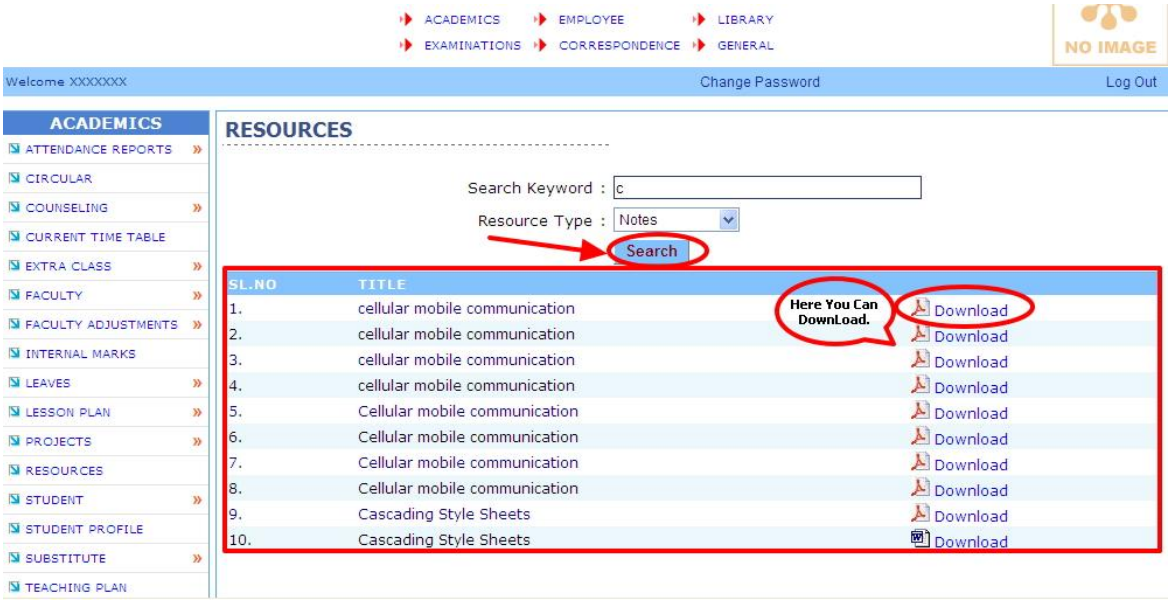
Step4:- Please Place Your Mouse Pointer On "Resources" Link Which Is Available In Left Menu, As Shown In Below.

Question And Answers Of Academic Module Through Faculty Logins

Step5:- After Clicking On Resources Link As Shown In Above Screen, Here You Will Find "Search Keyword", "Resource Type" As Shown In Below.



Step6:- Please Click On "Search" Button You Will Find All Resource By Using "Search Keyword" And "Resource Type" Then You Can "Download" The Resources As Shown In Below.

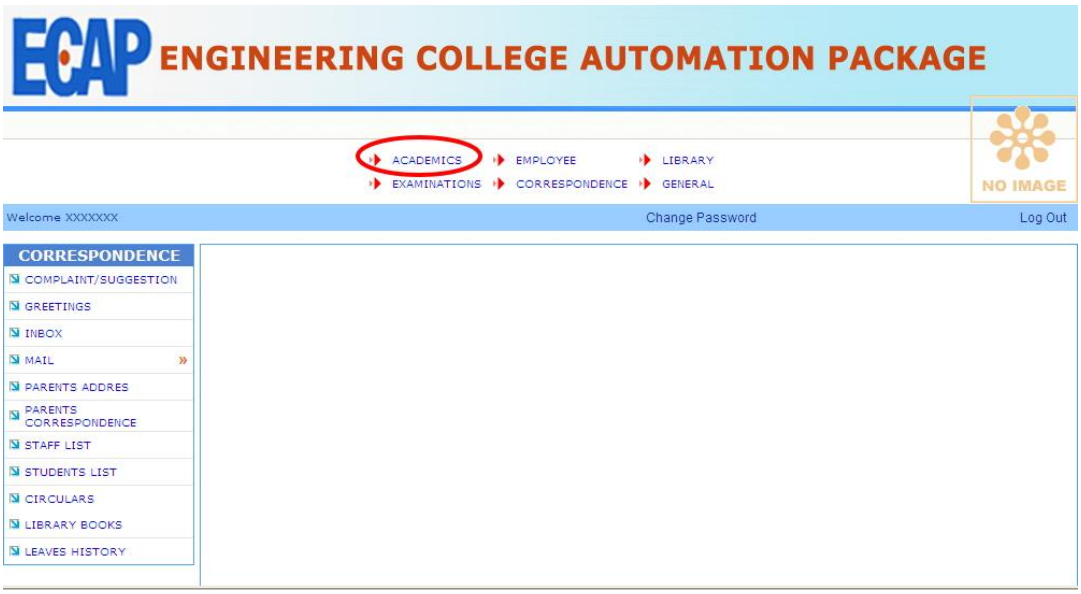


Question And Answers Of Academic Module Through Faculty Logins

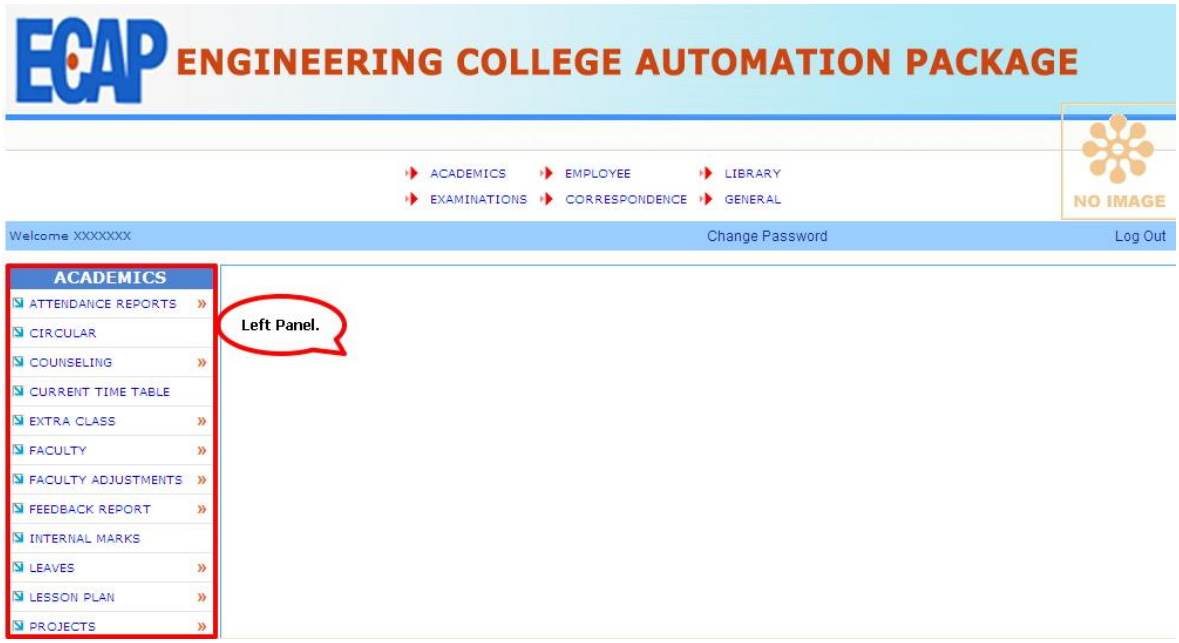
30)How Can I Post Internal Marks Of My Subjects?

Ans:- Step 1:- Please Login In to "ECAP" By using Your Username and Password.

Step2:- Please Click On "Academics" Module As Shown in Below.

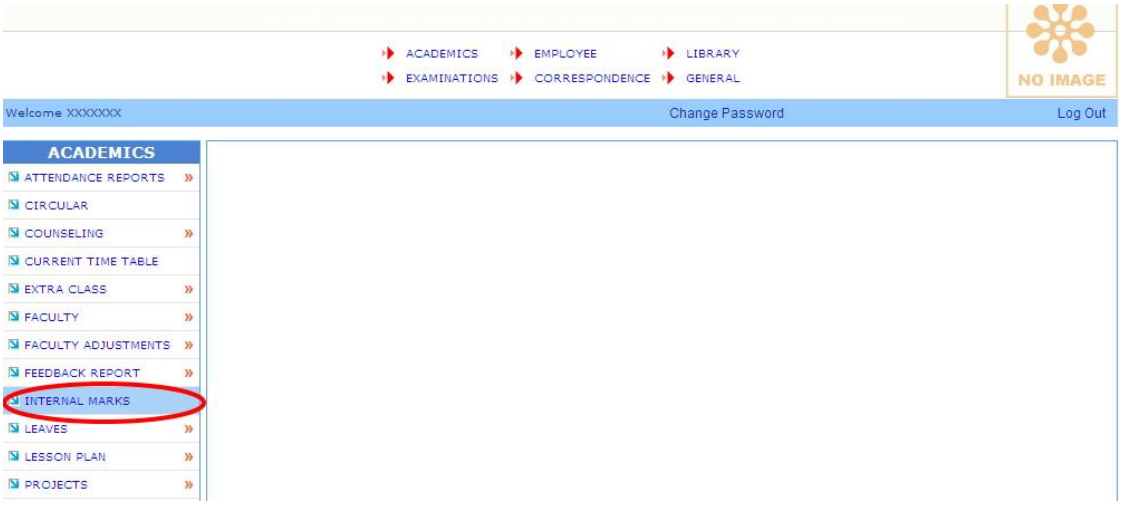


Step3:- After Click on "Academics" Module You Will Find "Left Panel" As Shown in Below.



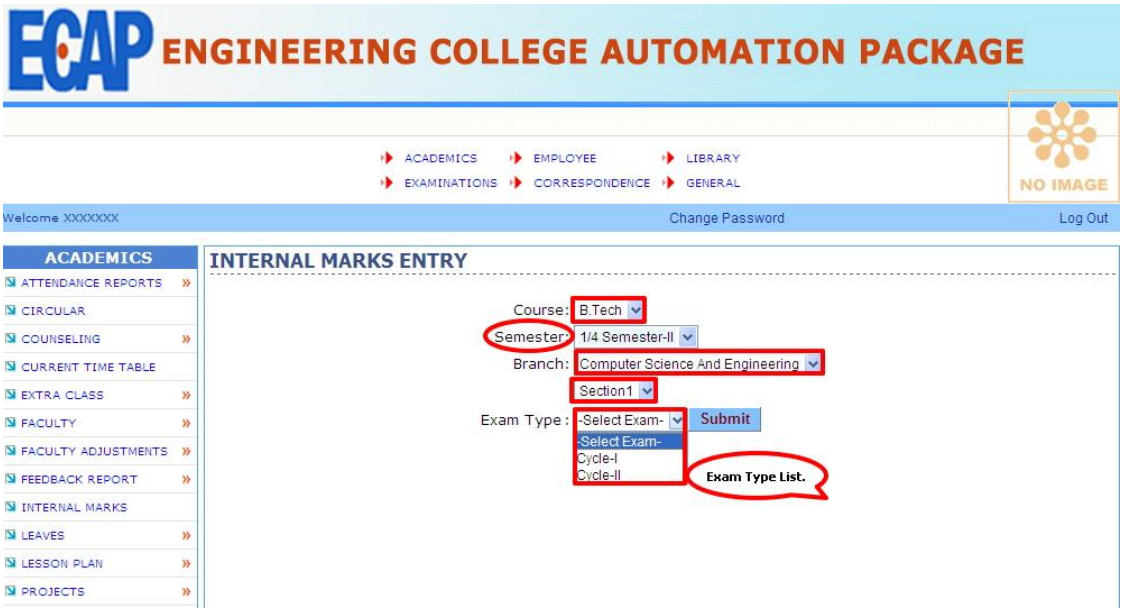
Question And Answers Of Academic Module Through Faculty Logins

Step4:-Please Click On "Internal Marks" Option As Shown In Below.



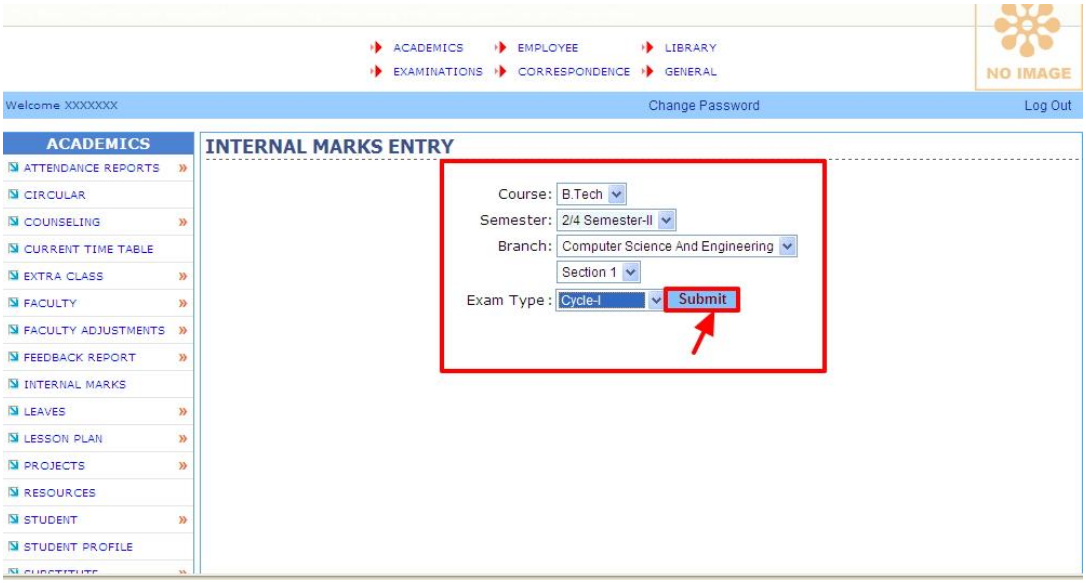
Step5:- After Clicking On "Internal Marks" Option As Shown In Above Screen, Then You Will Find "Course", "Semester", "Branch", "Section", "Exam Type" As Shown In Below.

Step6:- Please Select Your "Course", "Semester", "Branch", "Section" And "Exam Type" As Shown In Below.



Question And Answers Of Academic Module Through Faculty Logins

Step7:- After Select On "Course", "Semester", "Branch", "Section" And "Exam Type" As Shown In Above Screen, Then You Will Find "Submit" Button , Please Click On "Submit" Button As Shown In Below.

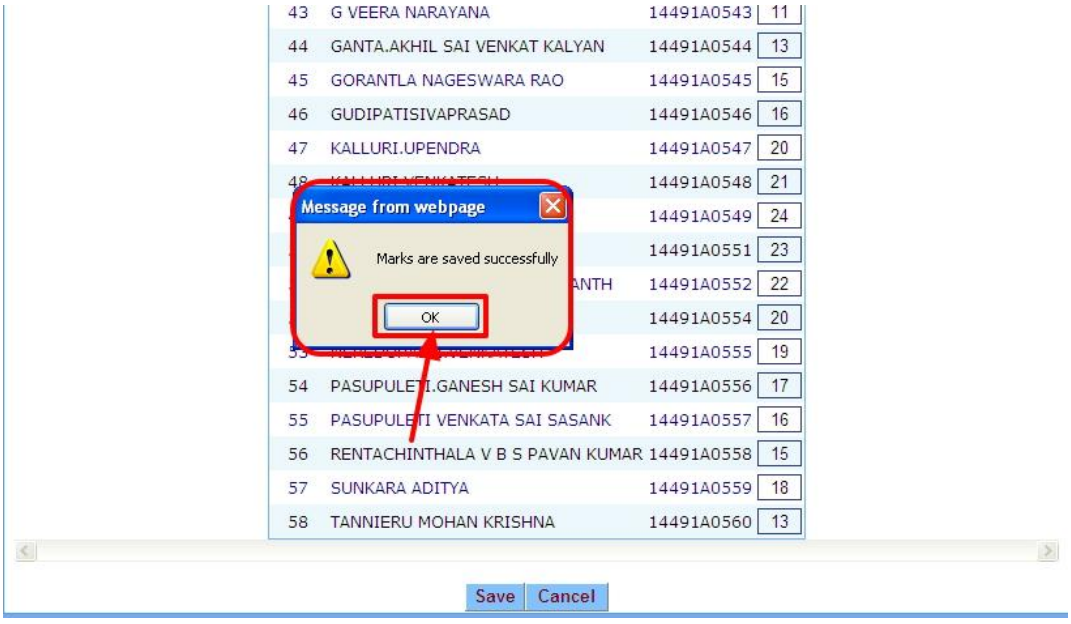


Step8:-After Click On "Submit " Button As Shown In Above Screen, Then You Will Find "Students" List, And Please Click On "Check Box" As Shown In Below.

Question And Answers Of Academic Module Through Faculty Logins

Step9:- Please Enter Your Subject Marks And You Will Find "Save" Button As Shown In Below.

Step10:- After Click On "Save" Button As Shown In Above Screen, Then You Will Find "Web Page" And Click On "OK" Button As Shown In Below.

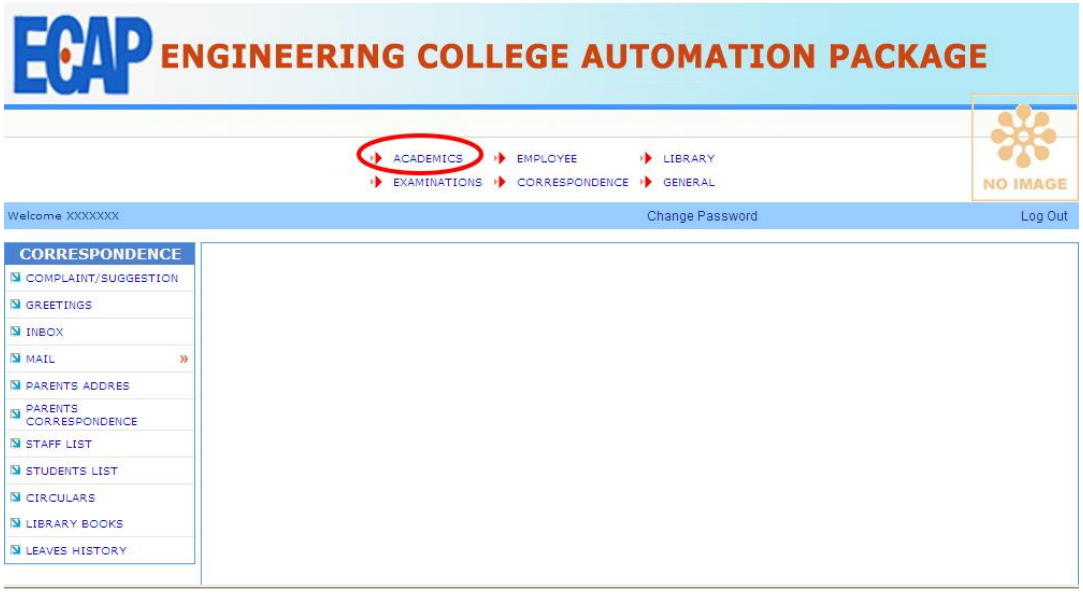


Question And Answers Of Academic Module Through Faculty Logins

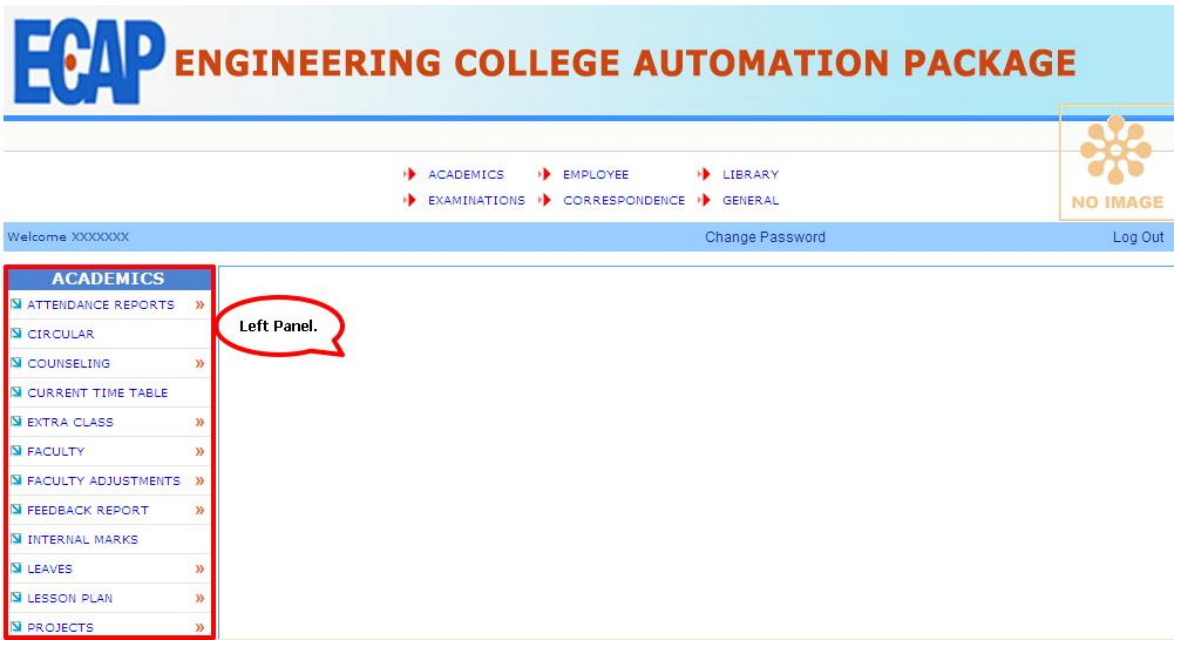
31)How To Edit Posted Internal Marks of My Subjects?

Ans:-Step 1:- Please Login In to "ECAP" By Using Your Username And Password.

Step2:- Please Click On "Academics" Module As Shown In Below.

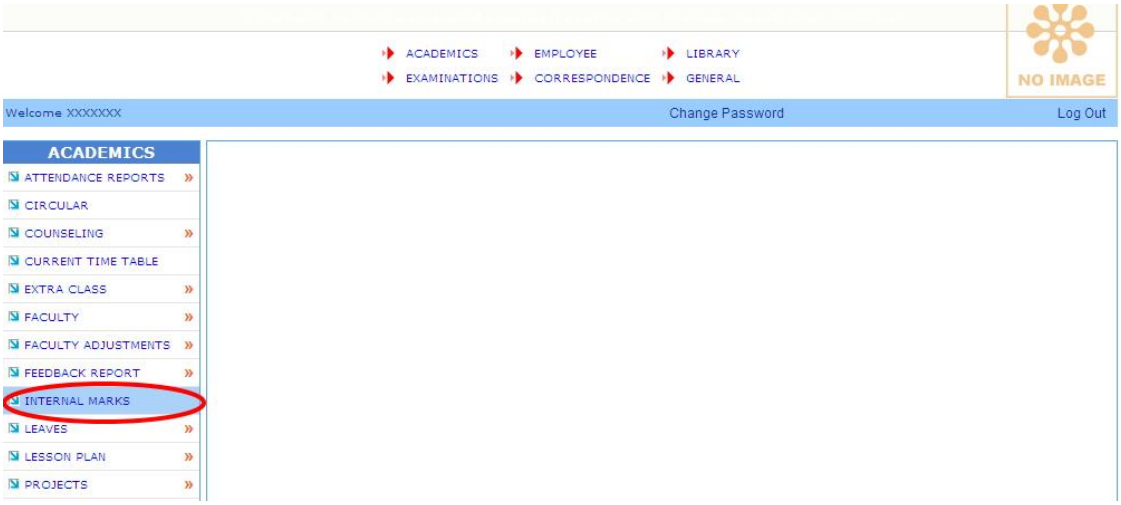


Step3:- After Click On "Academics" Module You Will Find "Left Panel" As Shown In Below.



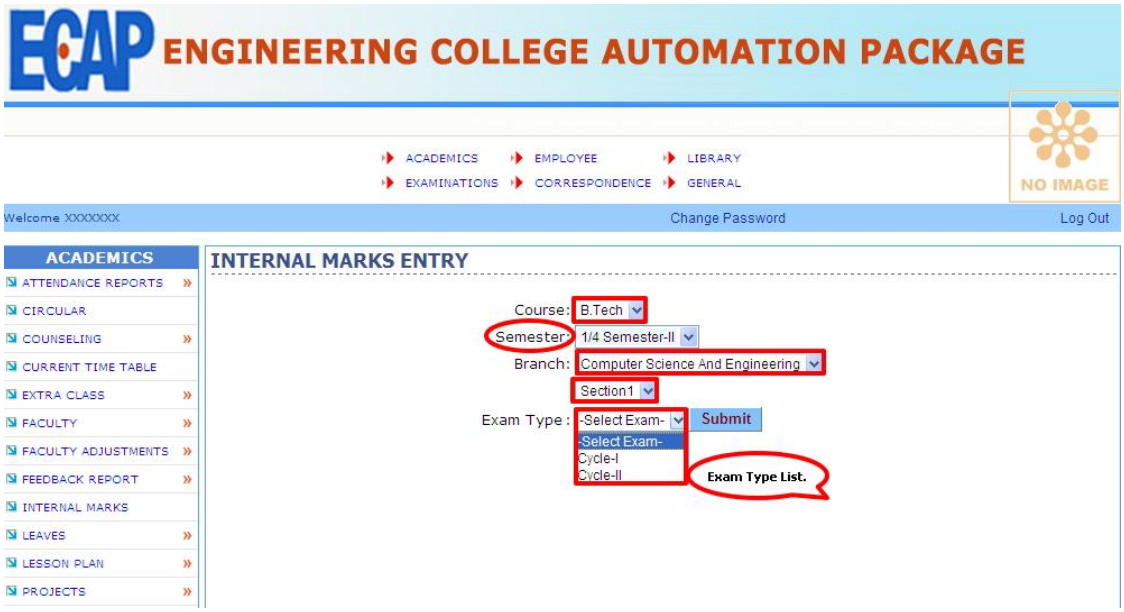
Question And Answers Of Academic Module Through Faculty Logins

Step4:-Please Click On "Internal Marks" Option As Shown In Below.



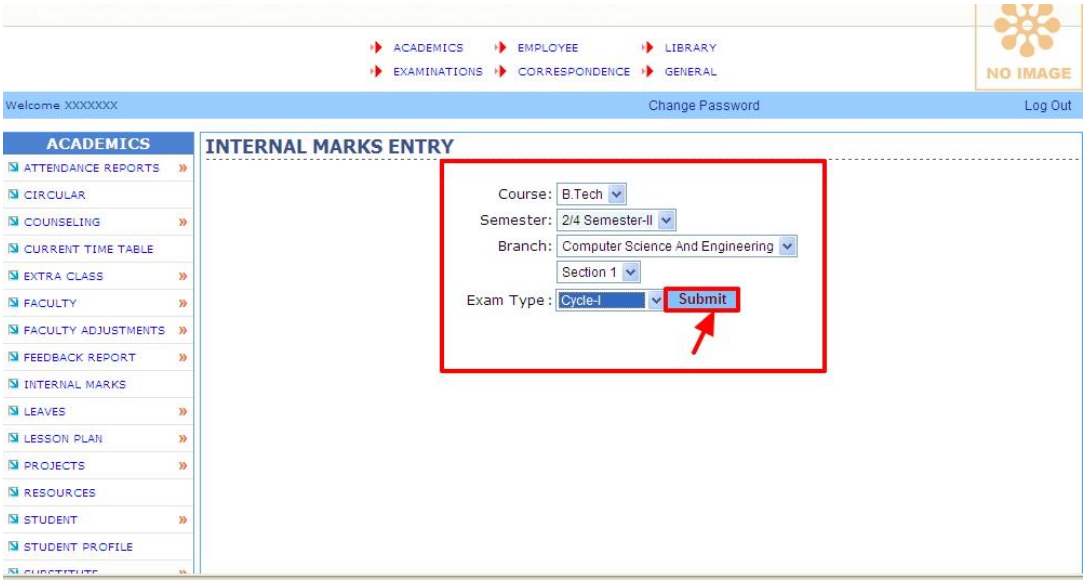
Step5:- After Click On "Internal Marks" Option As Shown In Above Screen, Then You Will Find "Course", "Semester", "Branch", "Section", "Exam Type" As Shown In Below.

Step6:- Please Select Your "Course", "Semester", "Branch", "Section" And "Exam Type" As Shown In Below.



Question And Answers Of Academic Module Through Faculty Logins

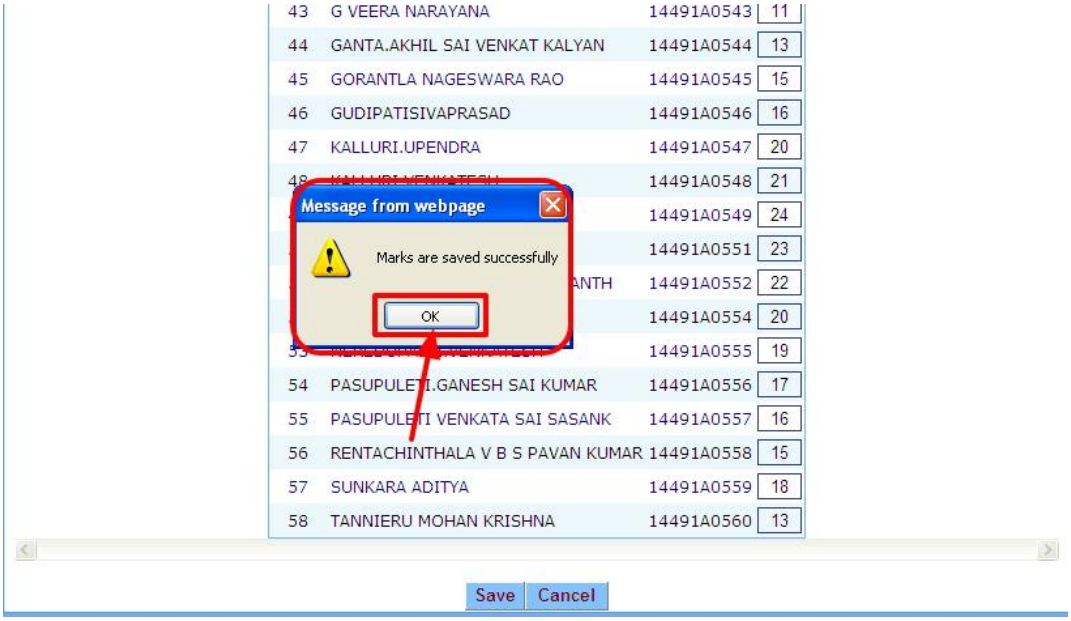
Step7:- After Select On "Course", "Semester", "Branch", "Section" And "Exam Type" As Shown In Above Screen, Then You Will Find "Submit" Button , Please Click On "Submit" Button As Shown In Below.



Step8:-After Click On "Submit " Button As Shown In Above Screen, Then You Will Find "Check Box", Please Select That "Check Box", You Can Edit Your Posted Marks As Shown In Below.

Step9:- After Edit Your Posted Marks As Shown In Above Screen, Then You Will Find "Save" Button As Shown In Below Screen.

Step10:- After Click On "Save" Button As Shown In Above Screen, Then You Will Find "Web Page" And Click On "OK" Button As Shown In Below.

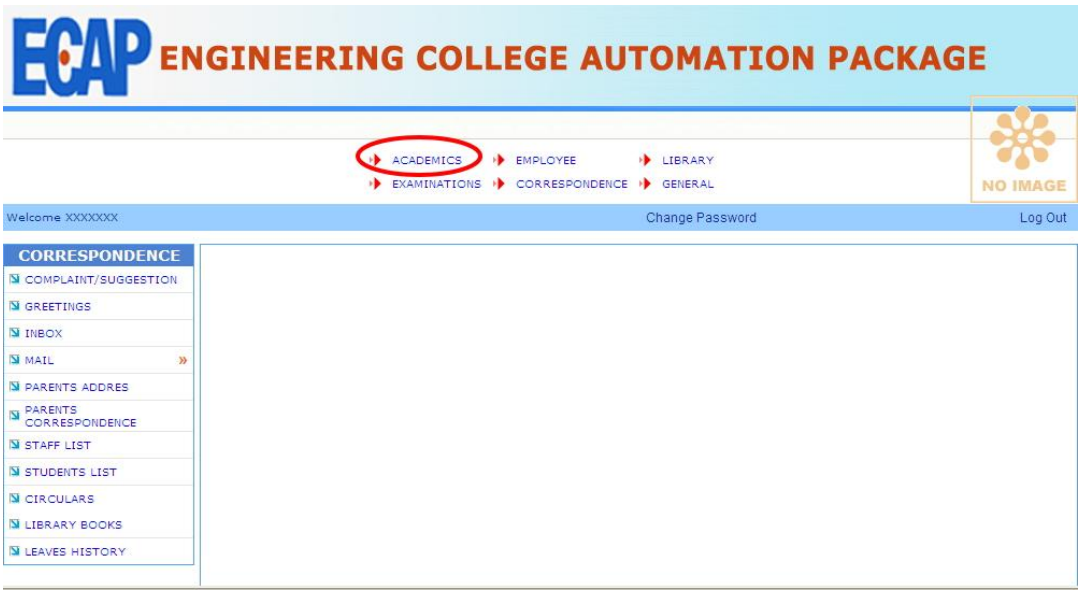


Question And Answers Of Academic Module Through Faculty Logins

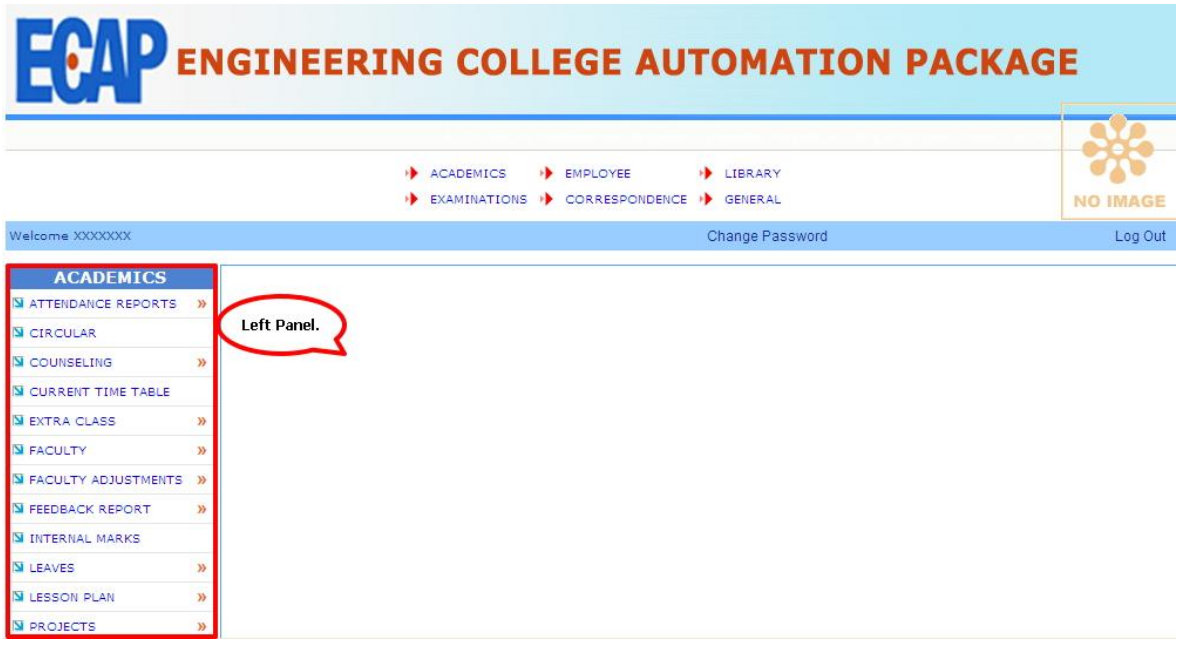
32)How To Set Internal Exam Paper?

Ans:- Step 1:- Please Login In to "ECAP" By using Your Username and Password.

Step 2:- Please Click On "Academics" Module As Shown in Below.

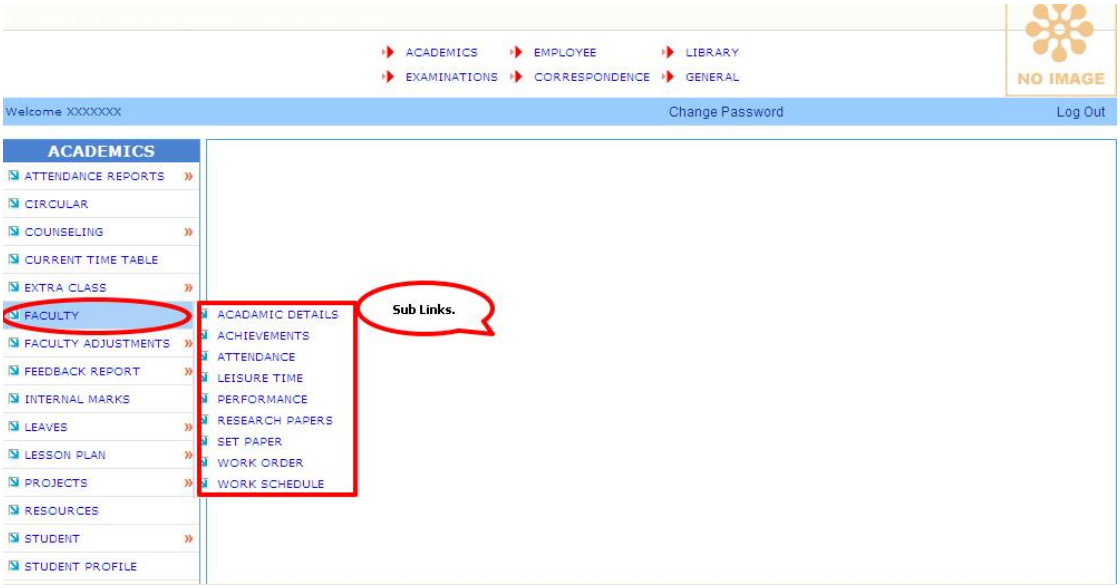


Step 3:- After Click On "Academics" Module You Will Find "Left Panel" As Shown In Below.

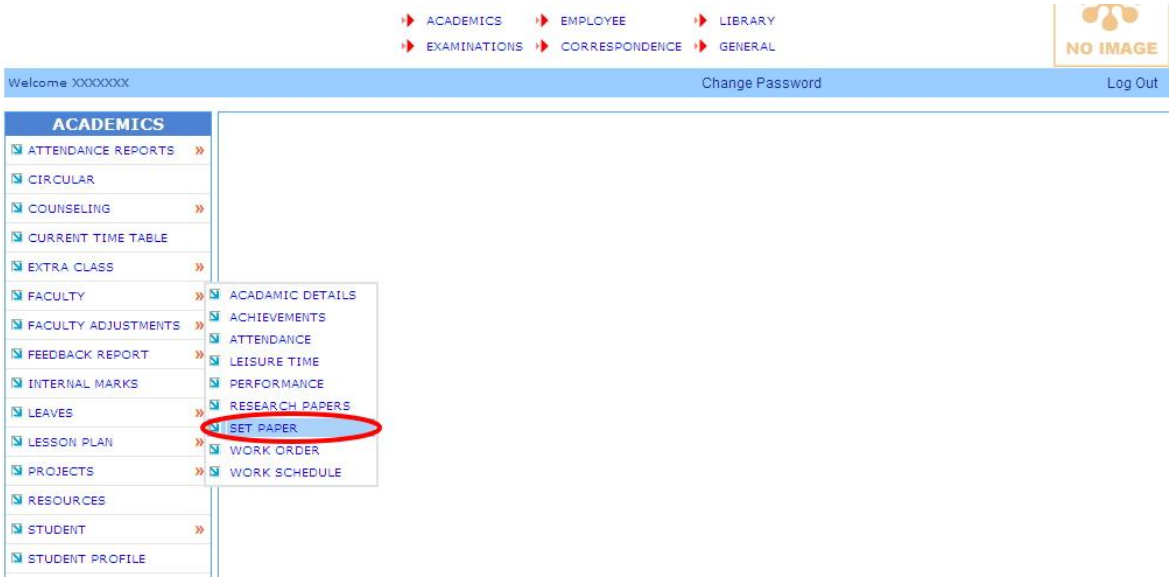


Question And Answers Of Academic Module Through Faculty Logins

Step4:- Please Place Your Mouse Pointer On "Faculty" Link Which Is Available In Left Menu. Then You Will Find "Sub Links" Menu As Shown In Below.

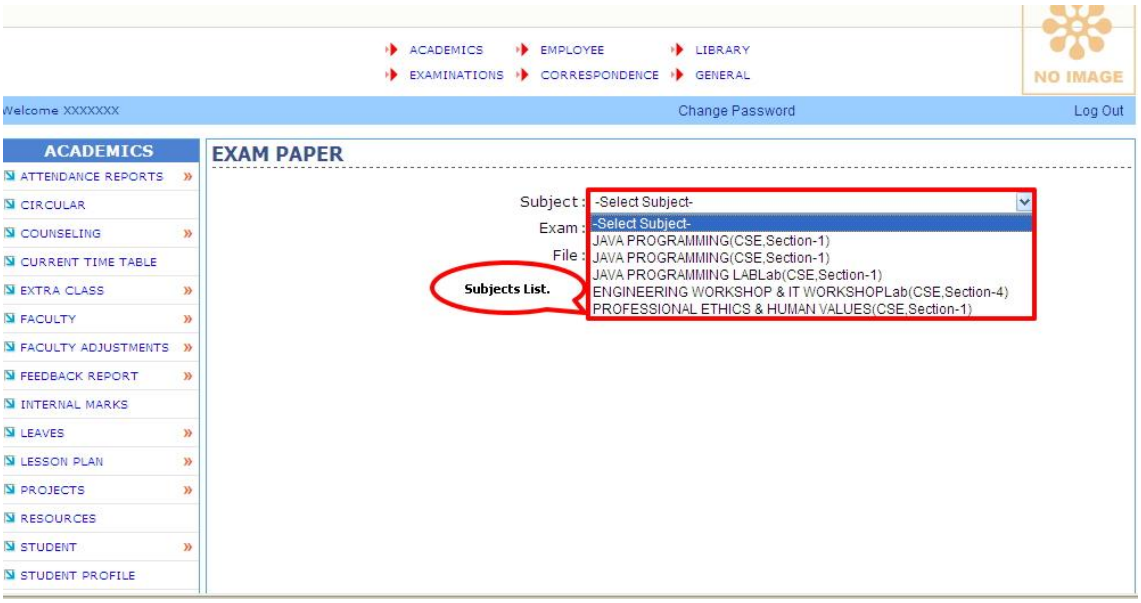


Step5:-Please Click On "Set Paper" Option In Sub Links Menu As Shown In Below.

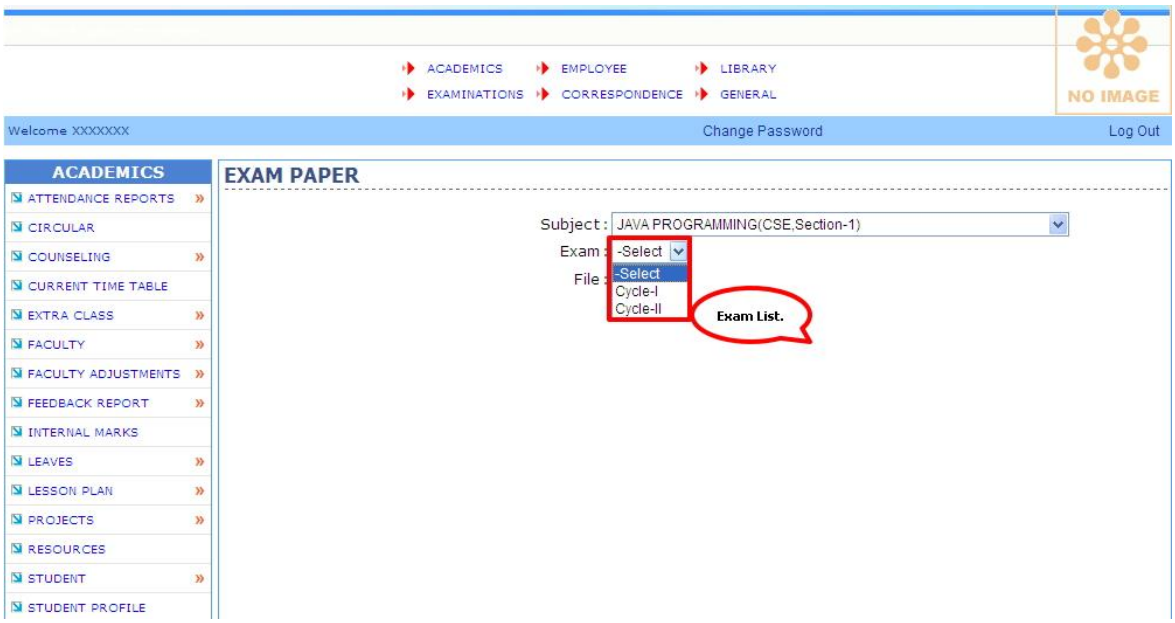


Question And Answers Of Academic Module Through Faculty Logins

Step6:- After Click On "Set Paper" Option As Shown In Above Screen, Then You Find "Subject " Drop Down List As Shown In Below.

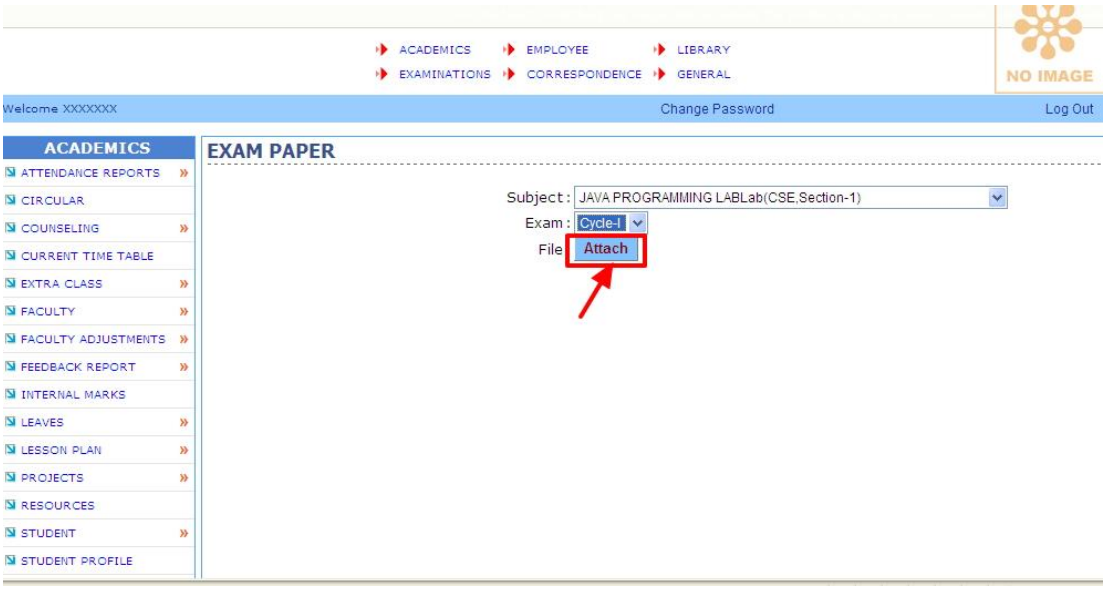


Step7:-Please Find "Exam" Drop Down List As Shown In Below.

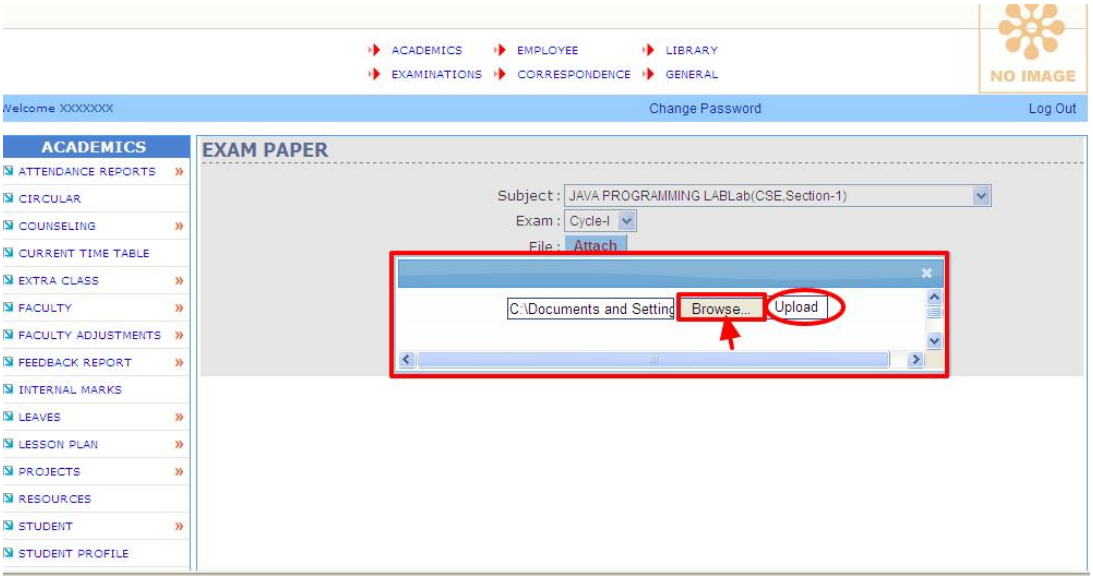


Question And Answers Of Academic Module Through Faculty Logins

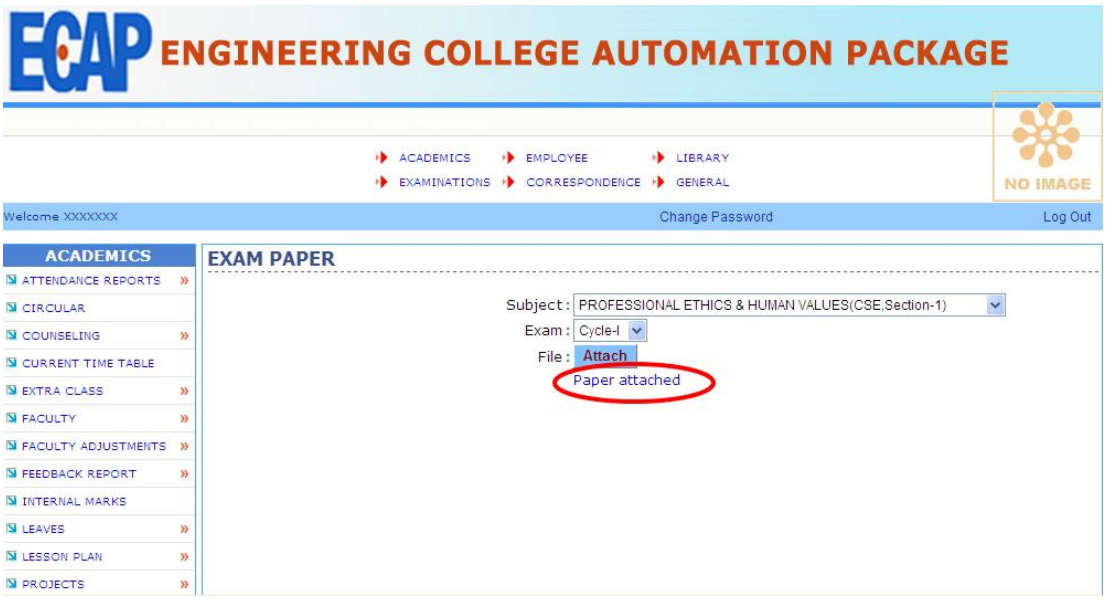
Step8:-Please Select Your "Subject" And "Exam" As Shown In Above Screen, Then You Will Find "Attach" Button As Shown In Below.



Step9:- After Click On Attached Button As Shown In Above Screen, Then You Will Find "Browse" And "Upload" Options As Shown In Below.



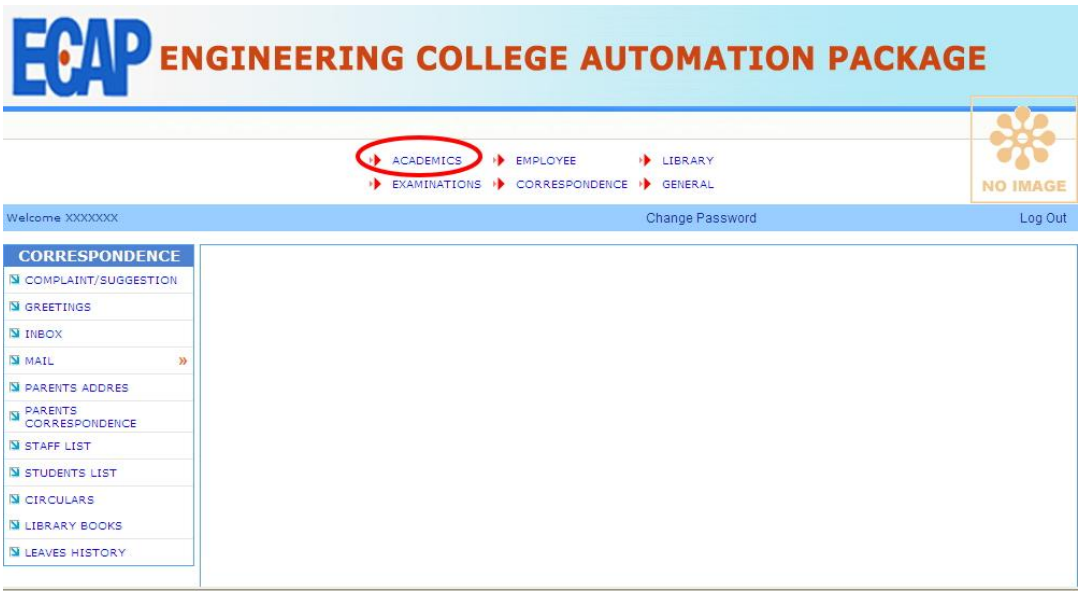
Step10:-After Uploaded File As Shown In Above Screen, Then You Will Find "Paper Attached" Option As Shown In Below.



33)How To Delete Uploaded Exam Paper?

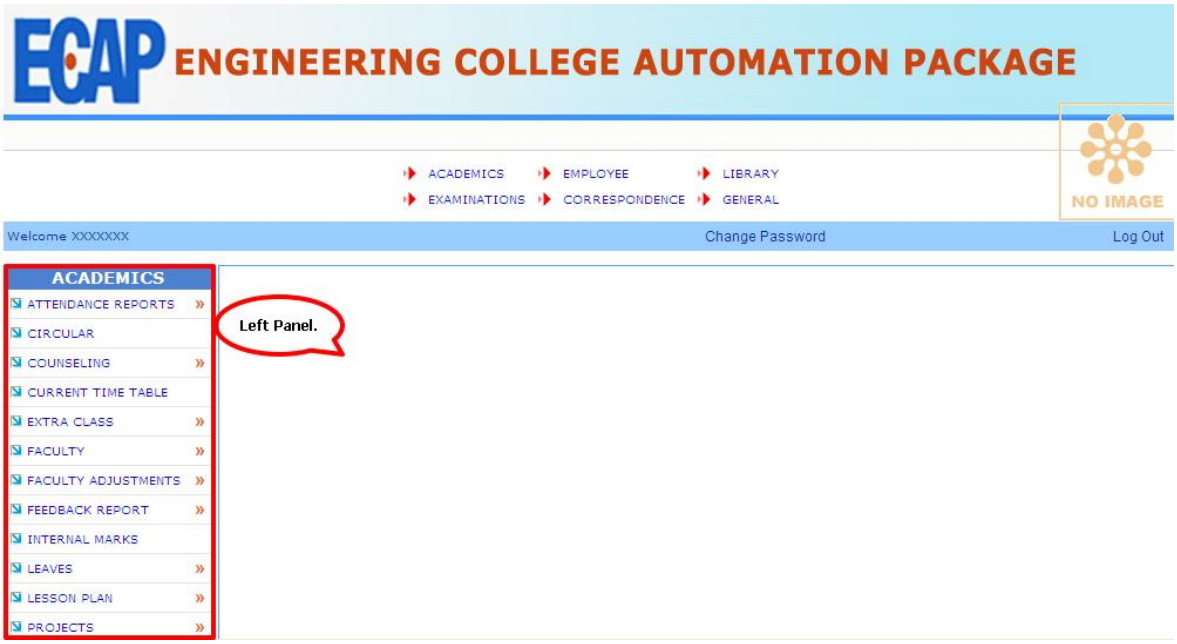
Ans:-Step 1:-Please Login In to "ECAP" By using Your Username and Password.

Step 2:- Please Click On "Academics" Module As Shown in Below.

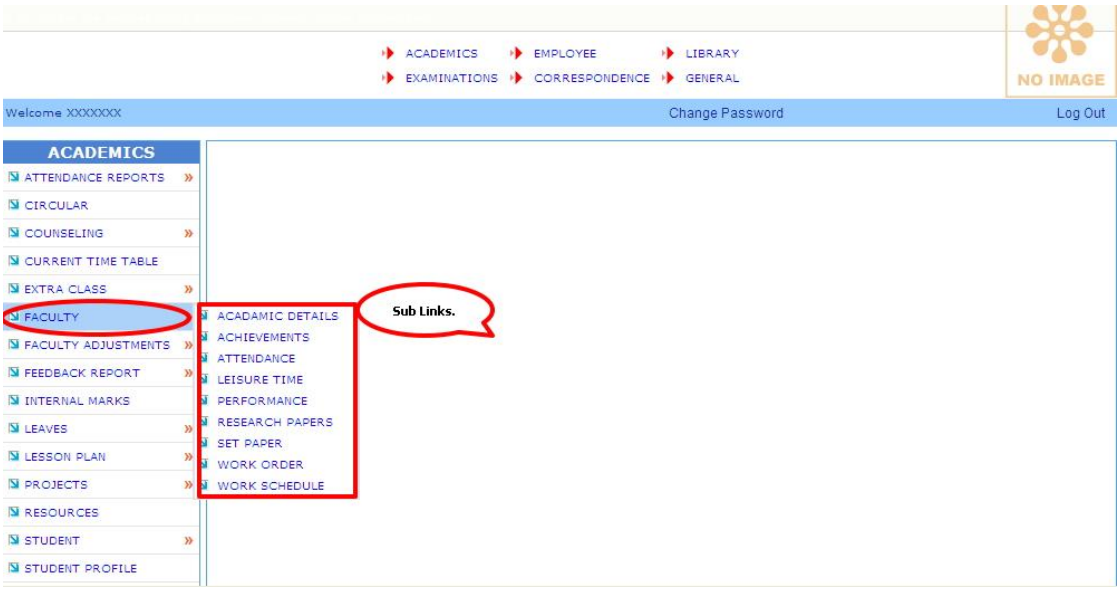


Question And Answers Of Academic Module Through Faculty Logins

Step 3:- After Click on "Academics" Module You will Find "Left Panel" As Shown In Below.

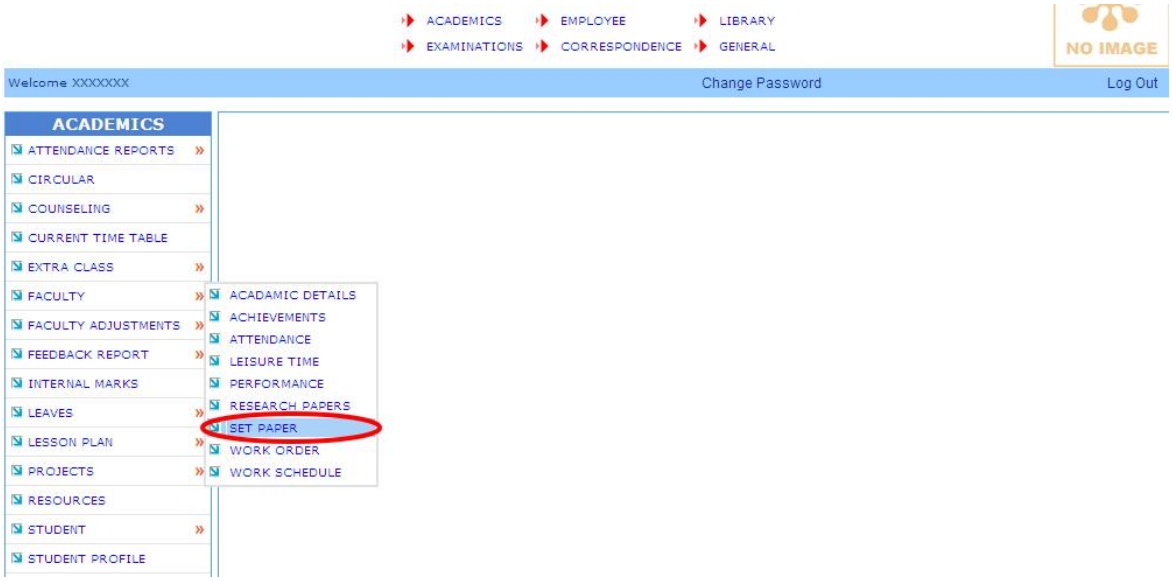


Step4:- Please Place Your Mouse Pointer On "Faculty" Link Which Is Available In Left Menu. Then You Will Find "Sub Links" Menu As Shown In Below.

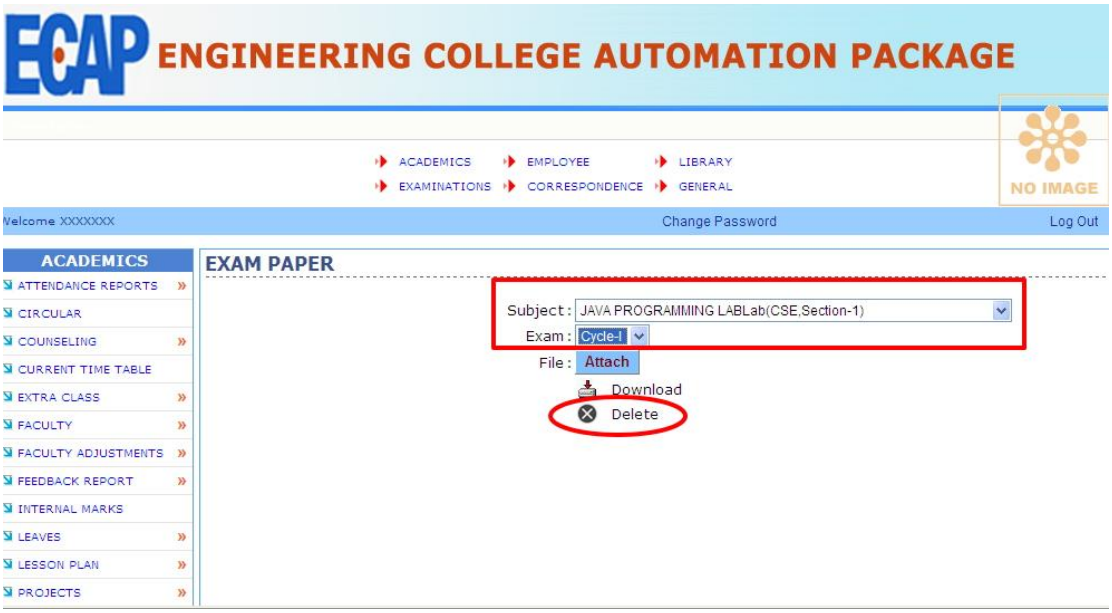


Question And Answers Of Academic Module Through Faculty Logins

Step5:-Please Click On "Set Paper" Option In Sub Links Menu As Shown In Below.



Step6:- After Click On "Set Paper" Option As Shown In Above Screen, Then You Can Select Your Uploaded Exam Paper "Subject " And "Exam" Drop Down List, And You Will Find "Delete" Option You Can Delete Your Uploaded Exam Paper As Shown In Below.

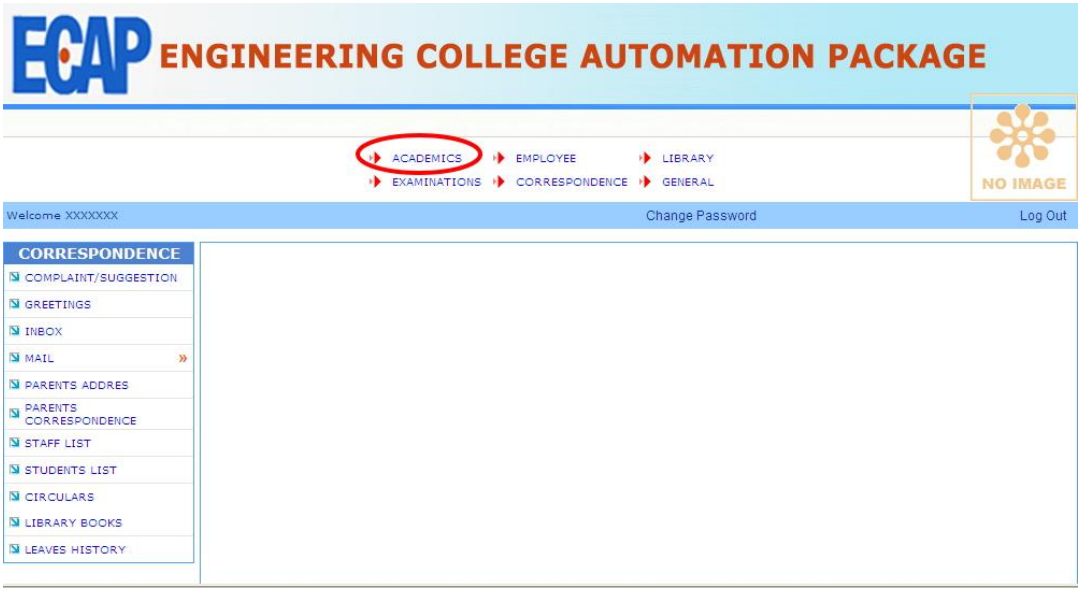


Question And Answers Of Academic Module Through Faculty Logins

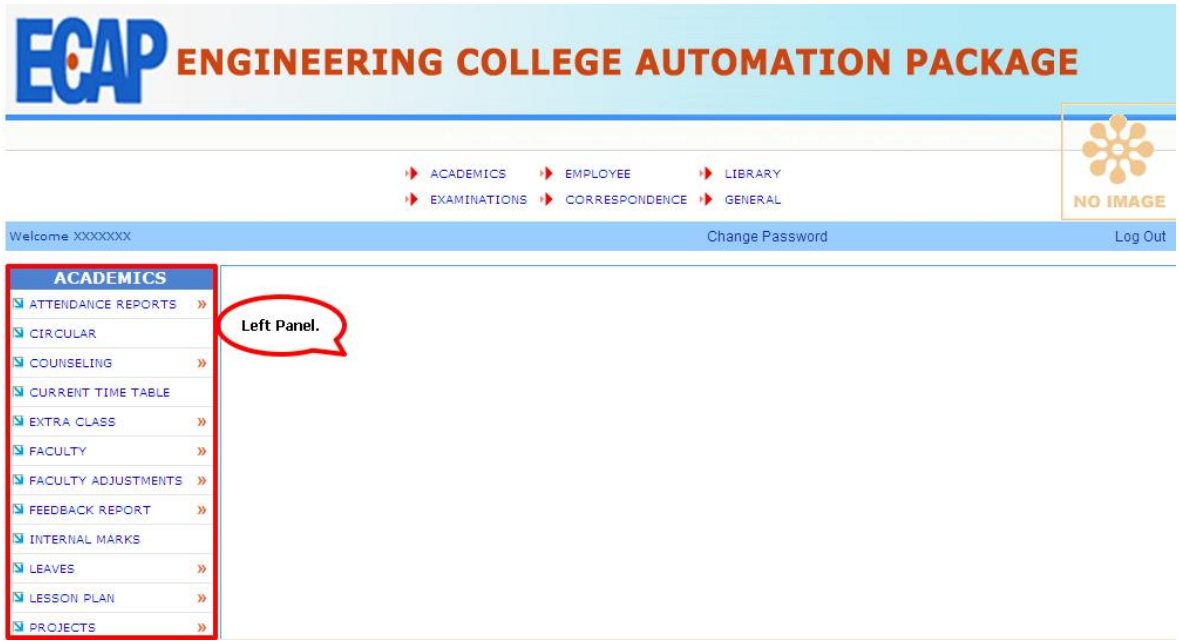
34)How Can I Check My Performance?

Ans:- Step 1:-Please Login In To "ECAP" By Using Your Username And Password.

Step 2:- Please Click On "Academics" Module As Shown In Below.

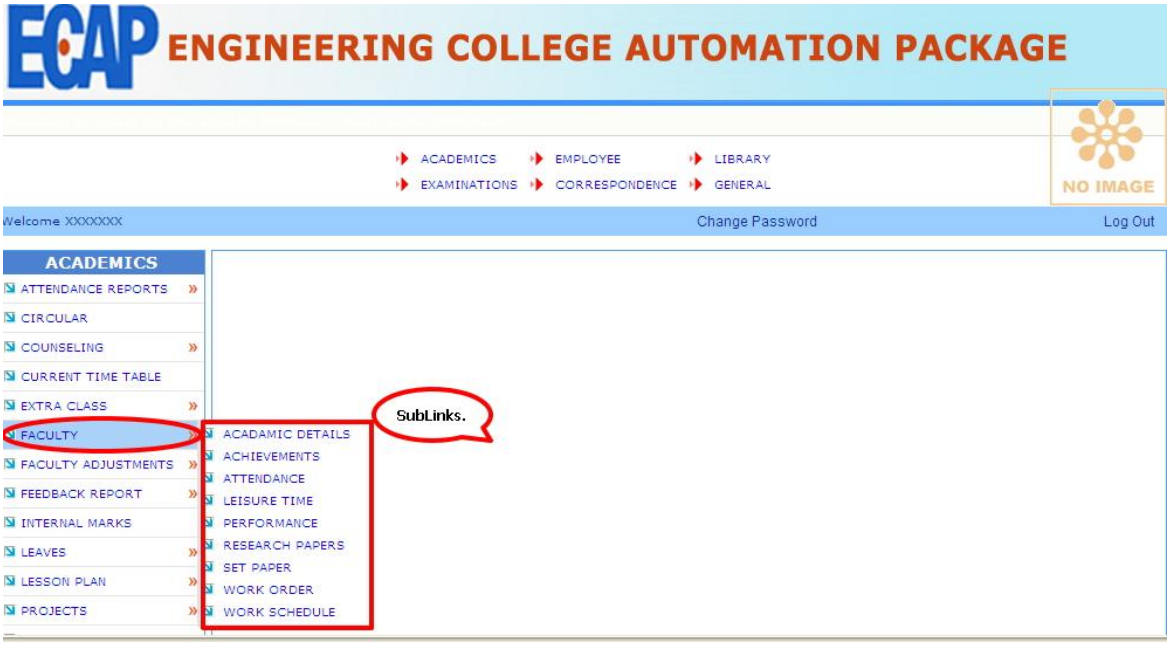


Step 3:- After Click on "Academics" Module You Will Find "Left Panel" As Shown in Below.

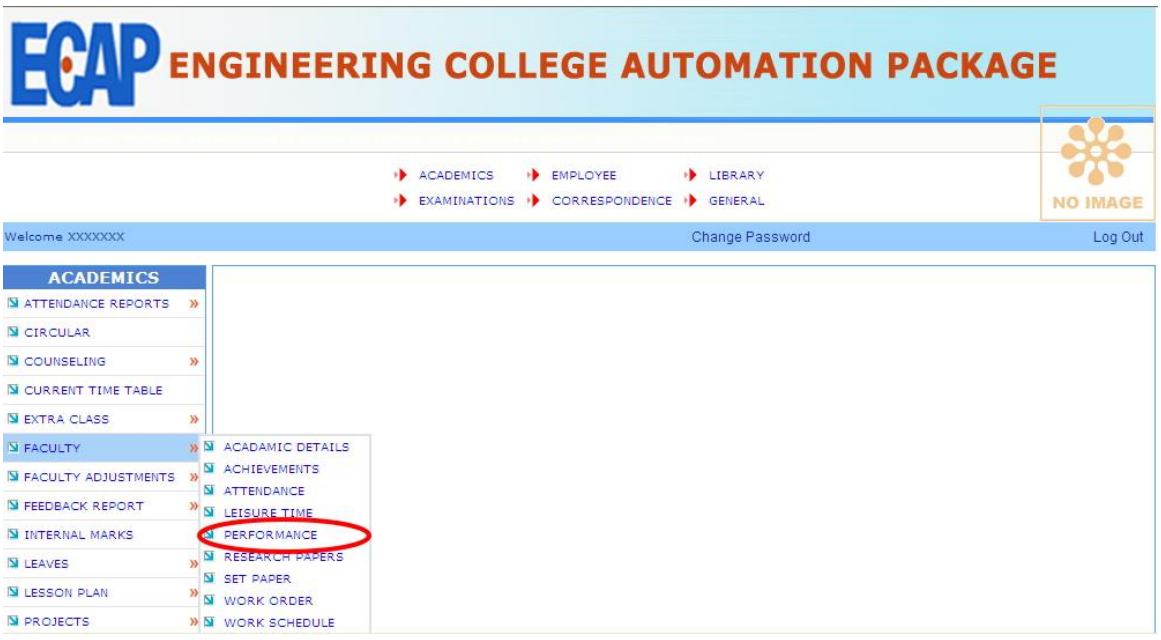


Question And Answers Of Academic Module Through Faculty Logins

Step4:- Please Place Your Mouse Pointer On "Faculty" Link Which Is Available In Left Menu,Then You Will Find "Sub Links Menu" As Shown In Below.

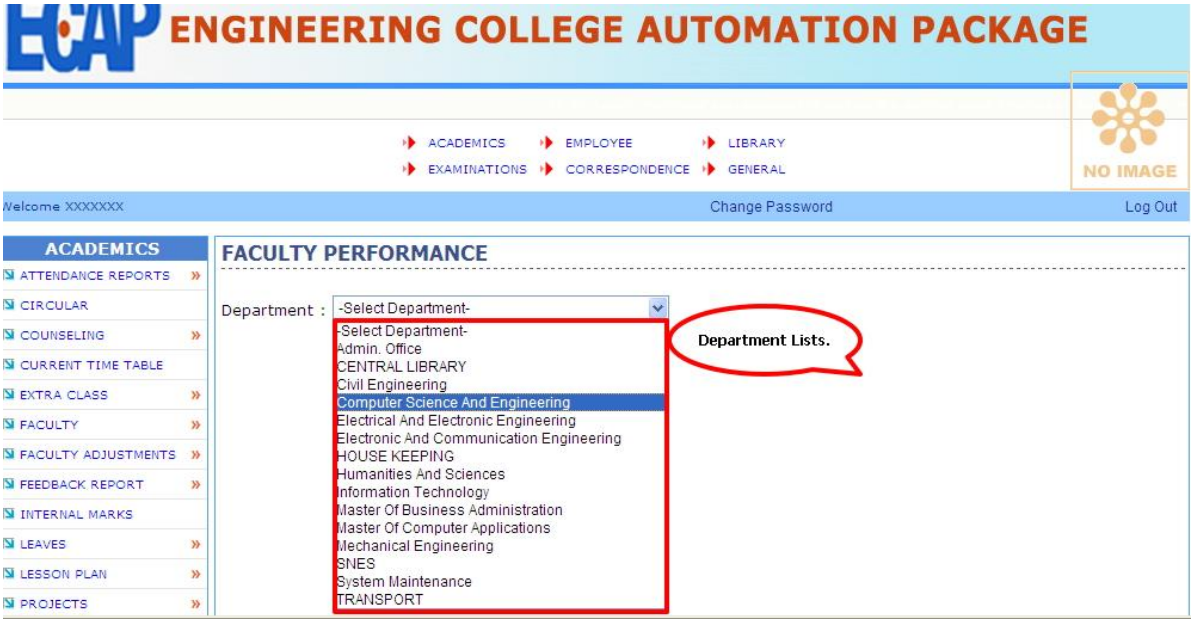


Step5:-Please Find "Performance" Option In Sub Links Menu As Shown In Below.

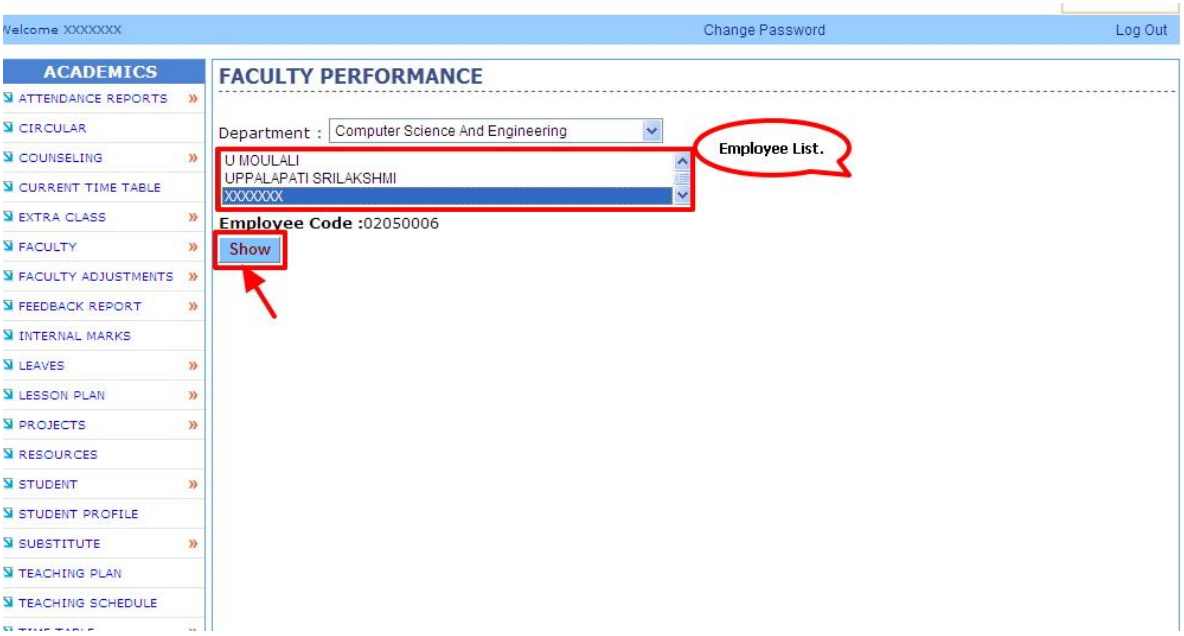


Question And Answers Of Academic Module Through Faculty Logins

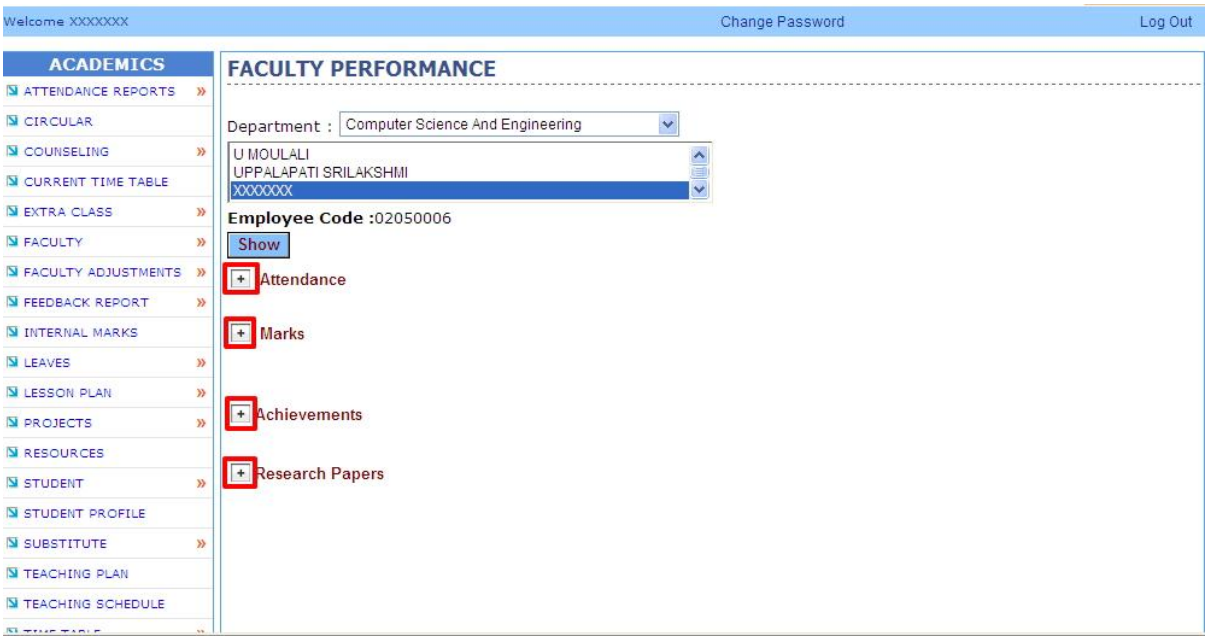
Step6:- Please Click On "Performance" Option As Shown In Above Screen, Then You Will Find "Department List" And Please Select Your Department As Shown In Below.



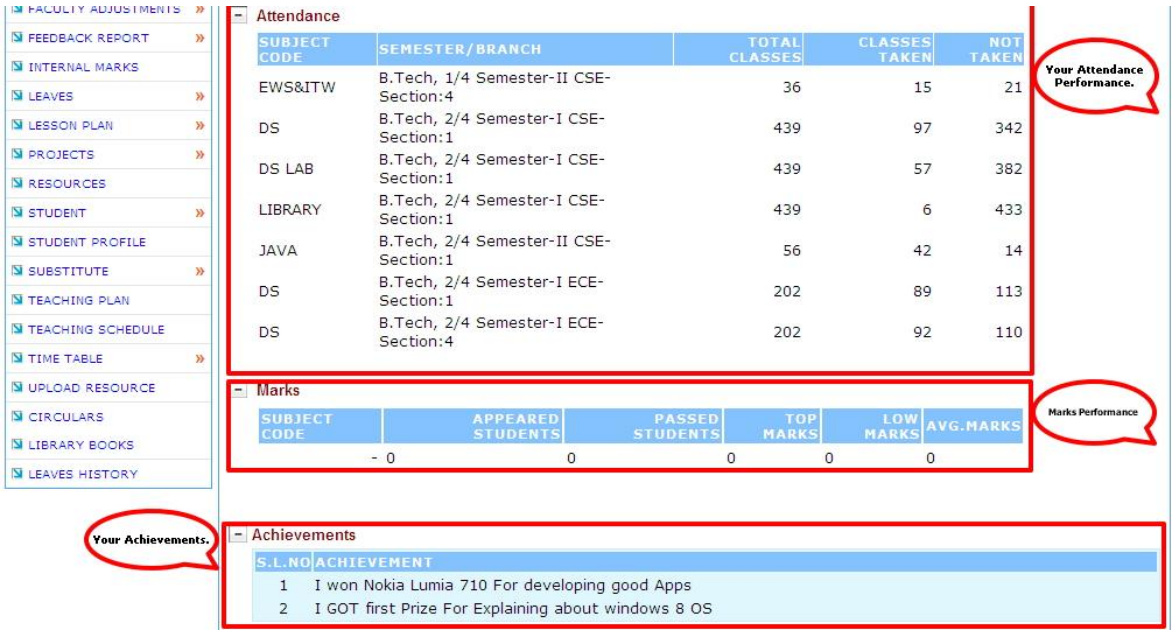
Step7:-Please Select "Department" As Shown In Above Screen, After Selecting The Department You Can Select "Employee Name" , Then You Will Find "Employee Code" After That You Will Find "Show" Button As Shown In Below.



Step8:-After Click On "Show" Button As Shown In Above Screen, You Will Find Performance Of Faculty Like "Attendance", "Marks", "Achievements", "Research Papers" As Shown In Below.

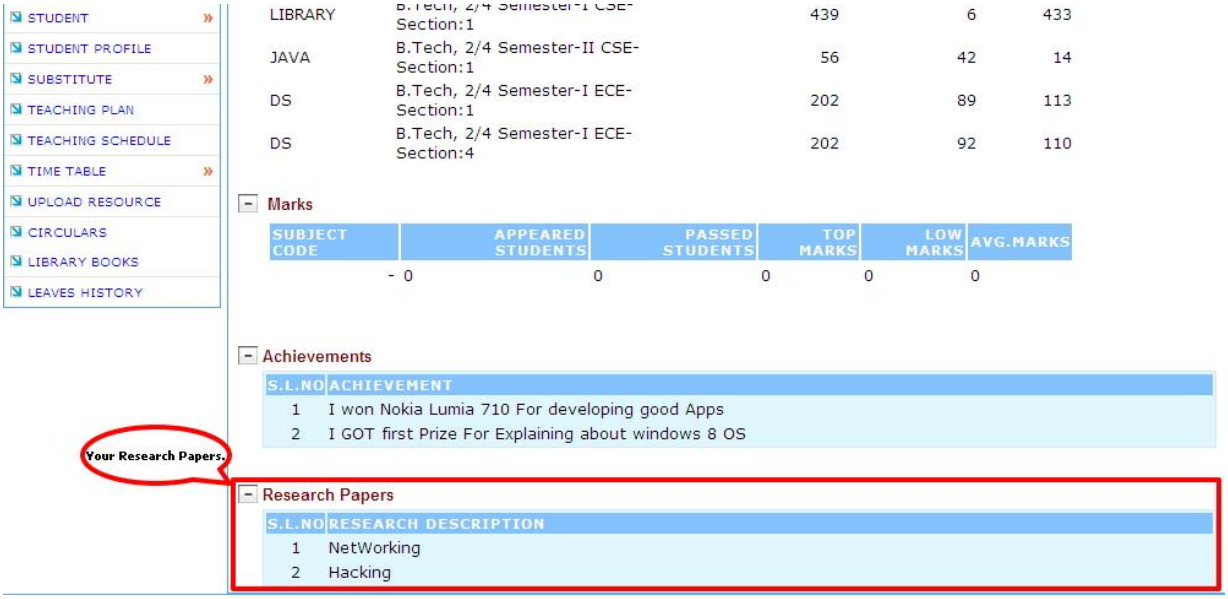


Step9:-Please Place Your Mouse Cursor On "Attendance" ,"Marks", "Achievements" Options As Shown In Above Screen, Click On That "Plus Symbol" Then You Will Find Your Performance As Shown In Below.



Question And Answers Of Academic Module Through Faculty Logins

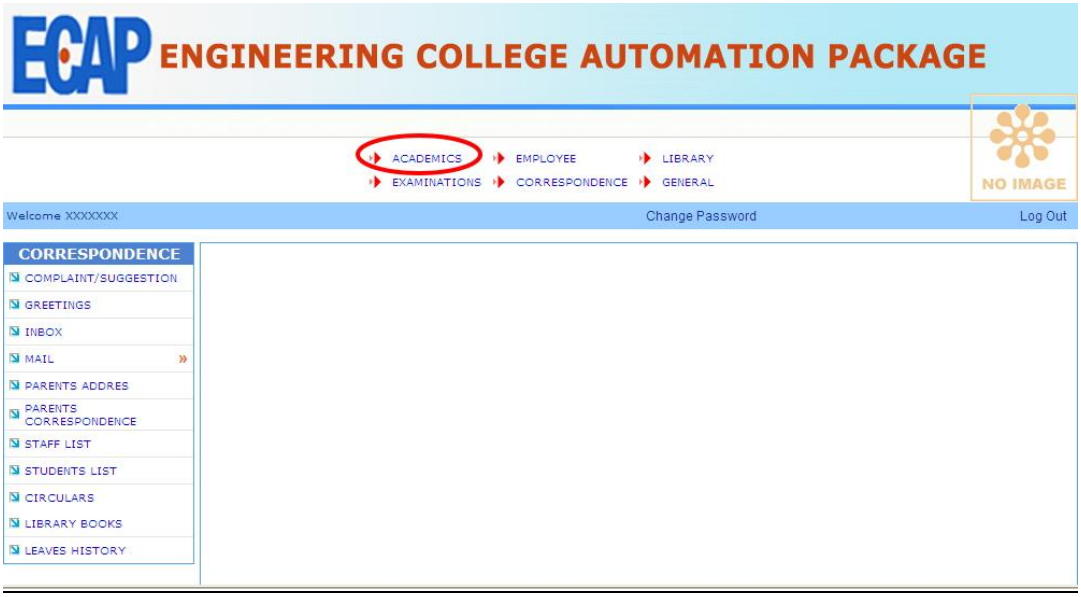
Step10:- Please Place Your Mouse Cursor On "Research Papers", Option As Shown In Above Screen, Click On That "Plus Symbol" Then You Will Find Your Performance As Shown In Below.



35)How Can I Check My Academic Details?

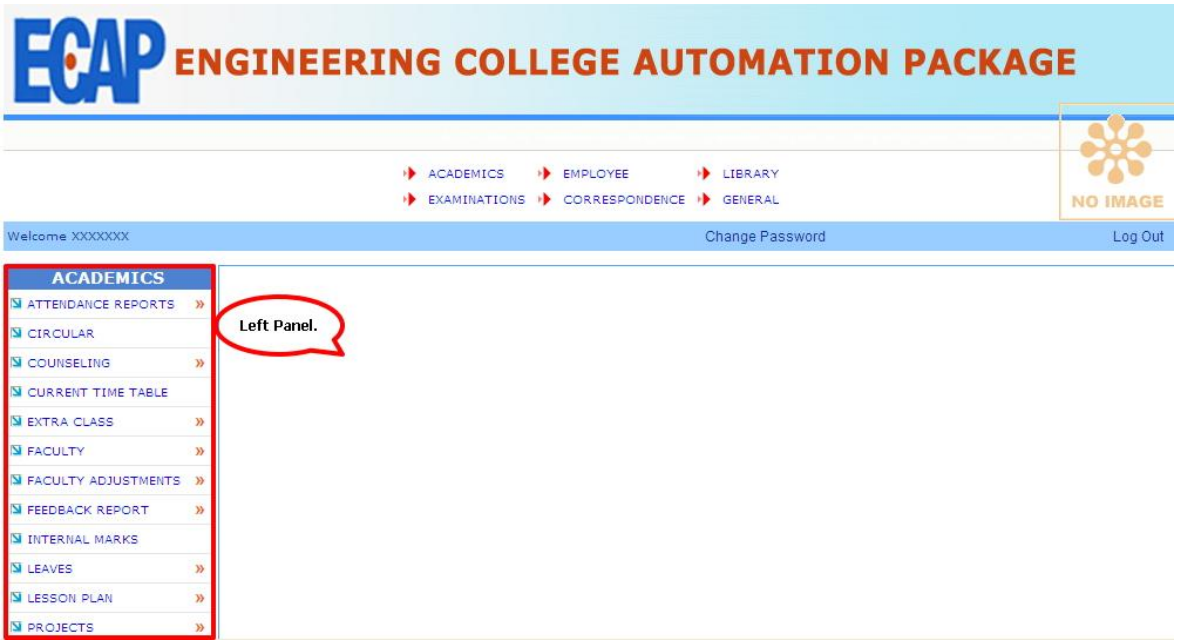
Ans:- Step 1:-Please Login In To "ECAP" By using Your Username And Password.

Step 2:- Please Click On "Academics" Module As Shown in Below.

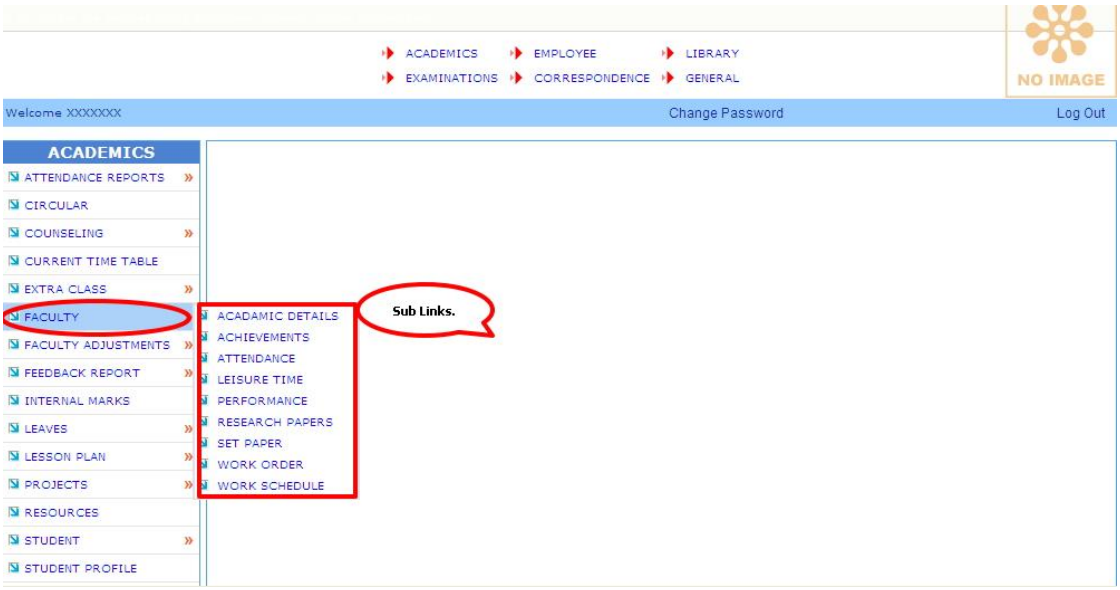


Question And Answers Of Academic Module Through Faculty Logins

Step 3:- After Click On "Academics" Module You Will Find "Left Panel" As Shown In Below.

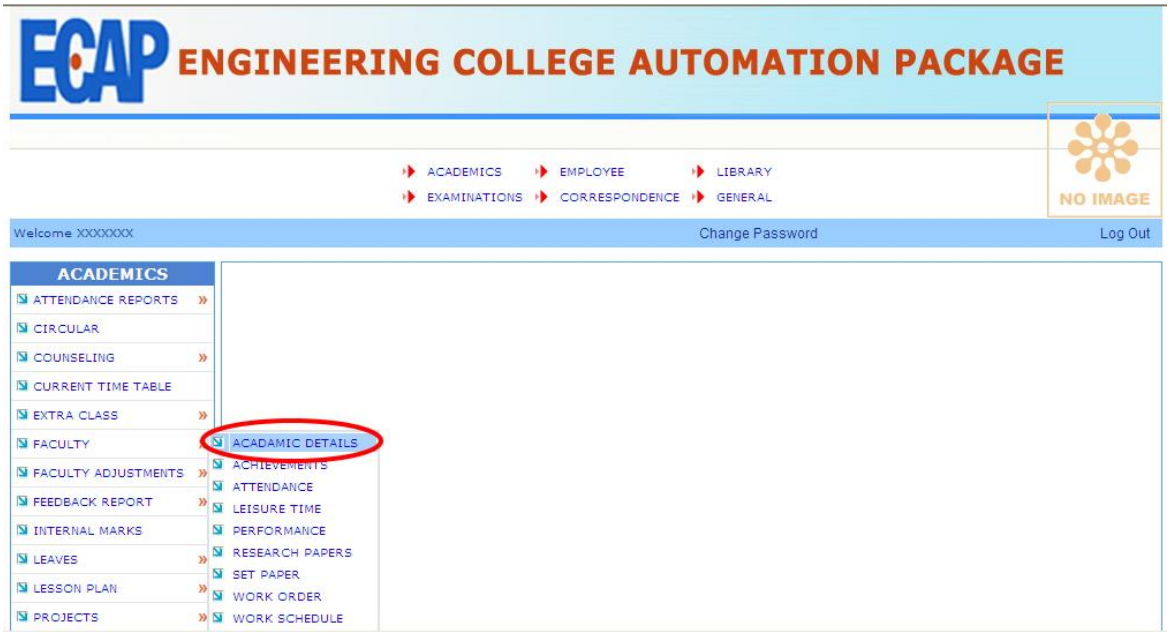


Step4:- Please Place Your Mouse Pointer On "Faculty" Link Which Is Available In Left Menu,Then You Will Find "Sub Links" Menu As Shown In Below.

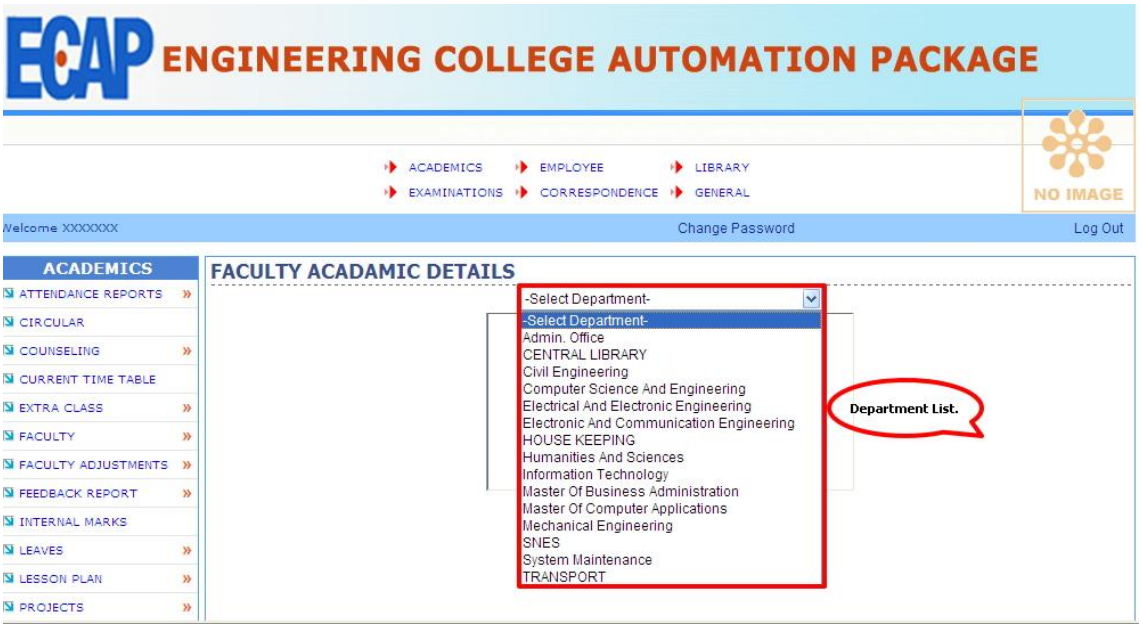


Question And Answers Of Academic Module Through Faculty Logins

Step5:-Please Click On "Academic Details" As Shown In Below.

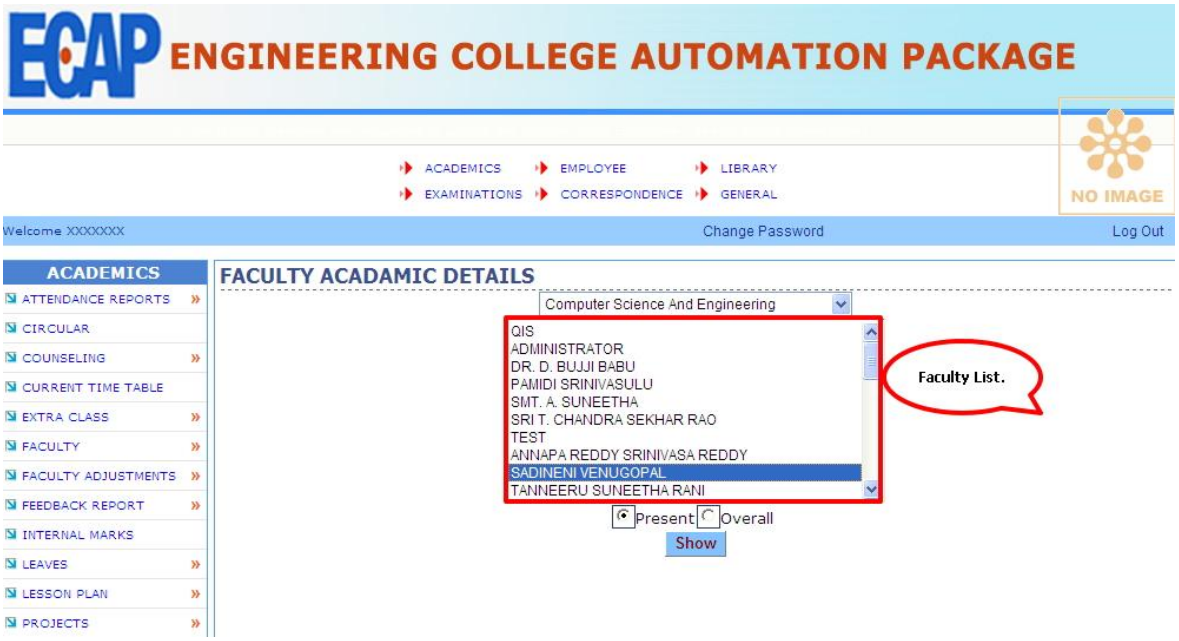


Step6:-After Click On "Academic Details" Sub Link As Shown In Above Screen, Then You Will Find "Department List" As Shown In Below.

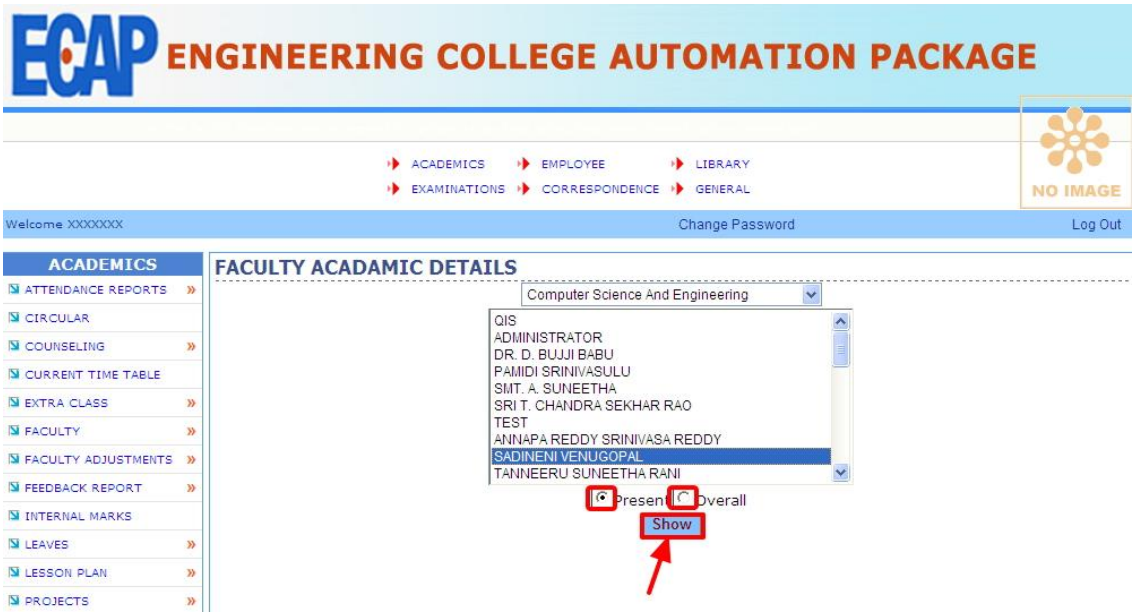


Question And Answers Of Academic Module Through Faculty Logins

Step7:- Please Select Your "Department" As Shown In Above Screen, Then You Will Find Faculty List In That You Can Select "Faculty Name" As Shown In Below.

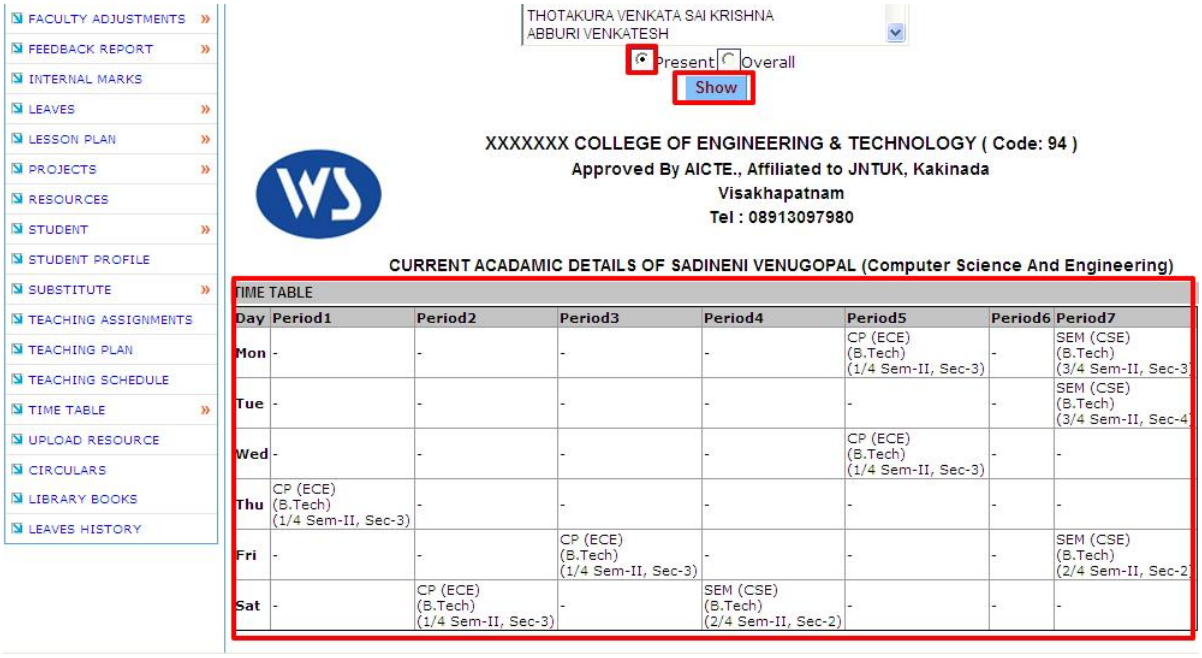


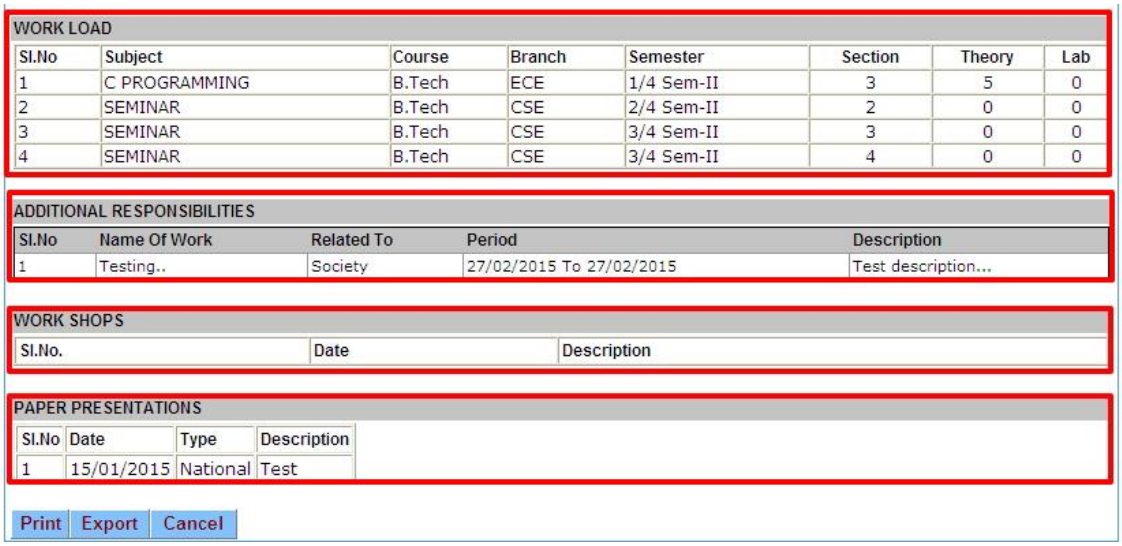
Step8:-After Select The Department And Faculty Name As Shown In Above Screens, Then You Will Find Two Options Called "Present" And "Overall", Then You Will Find "Show" Button As Shown In Below.



Question And Answers Of Academic Module Through Faculty Logins

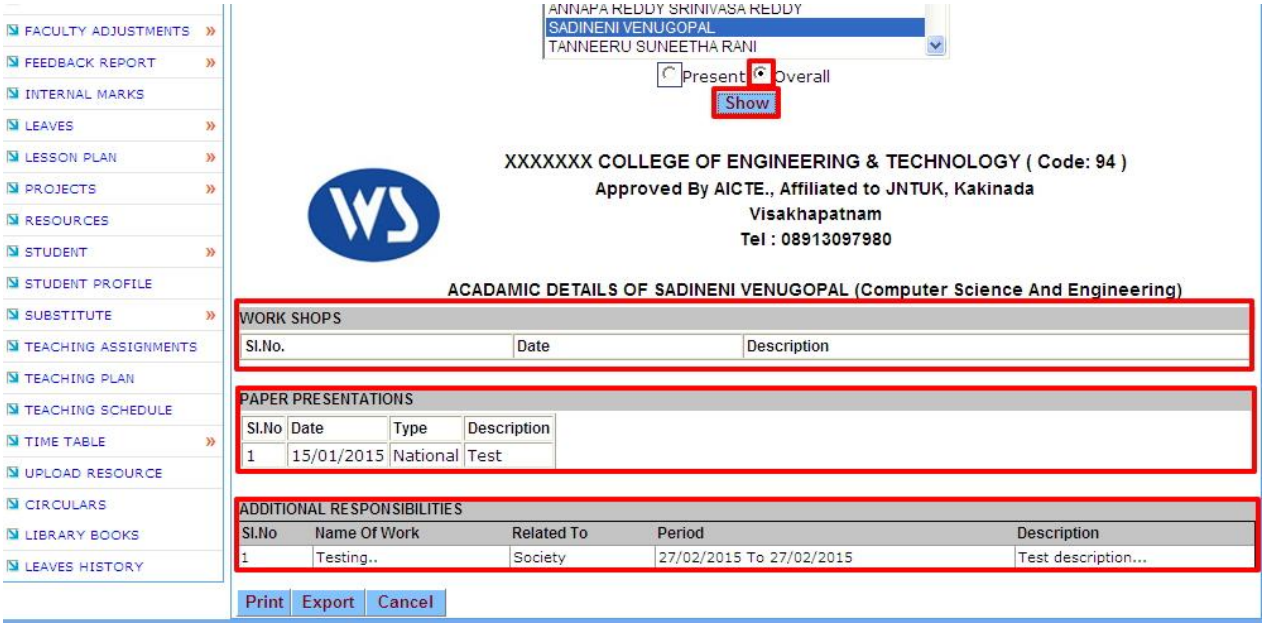
Step9:-Please Select "Present" Option And Click On "Show" Button Then You Will Find "Current Academics" Details Of Faculty As Shown In Below.





Question And Answers Of Academic Module Through Faculty Logins

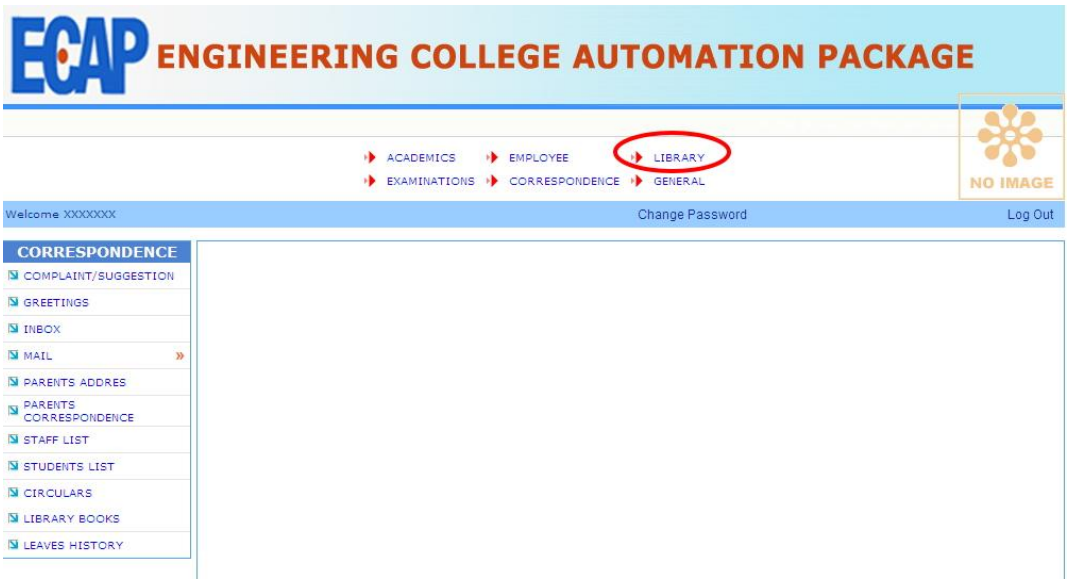
Step10:- Please Select "Overall" Option And Click On "Show" Button Then You Will Find "Academics" Details Of Faculty As Shown In Below.



36)How Can I Check My Library Books?

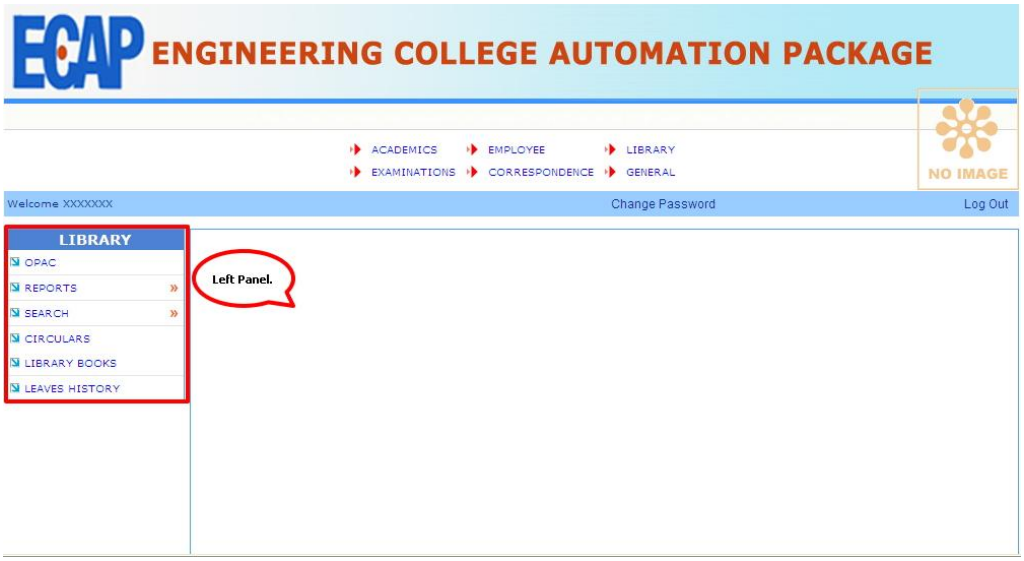
Ans:-Step1:- Please Login In To "ECAP" By Using Your Username And Password.

Step2:-Please Click On "Library" Module As Shown In Below.

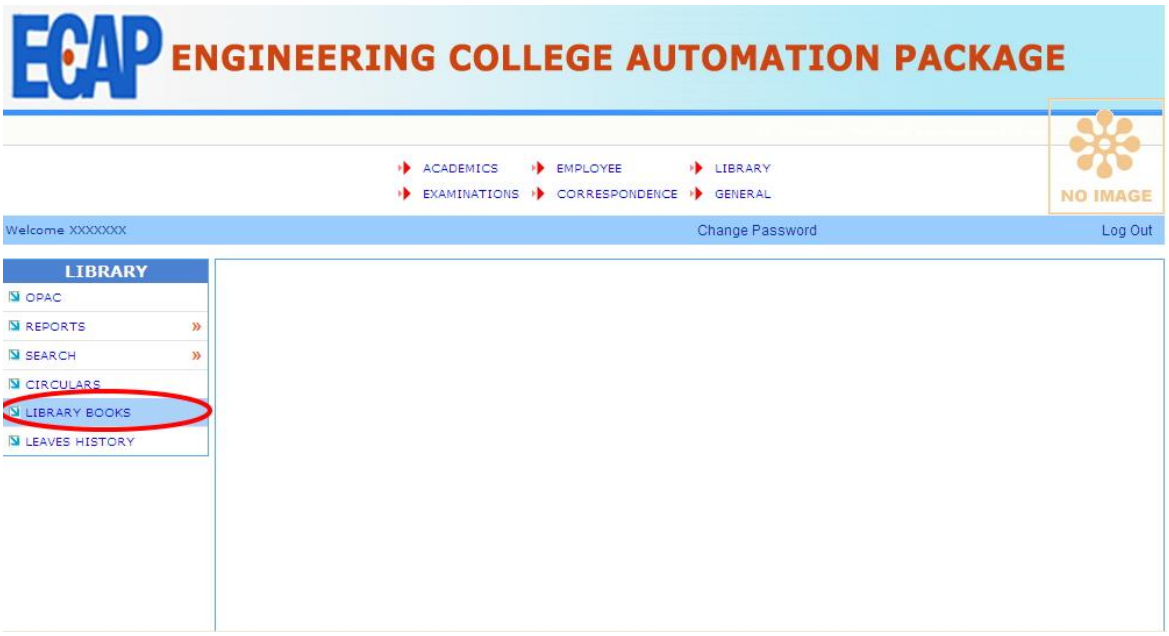


Question And Answers Of Academic Module Through Faculty Logins

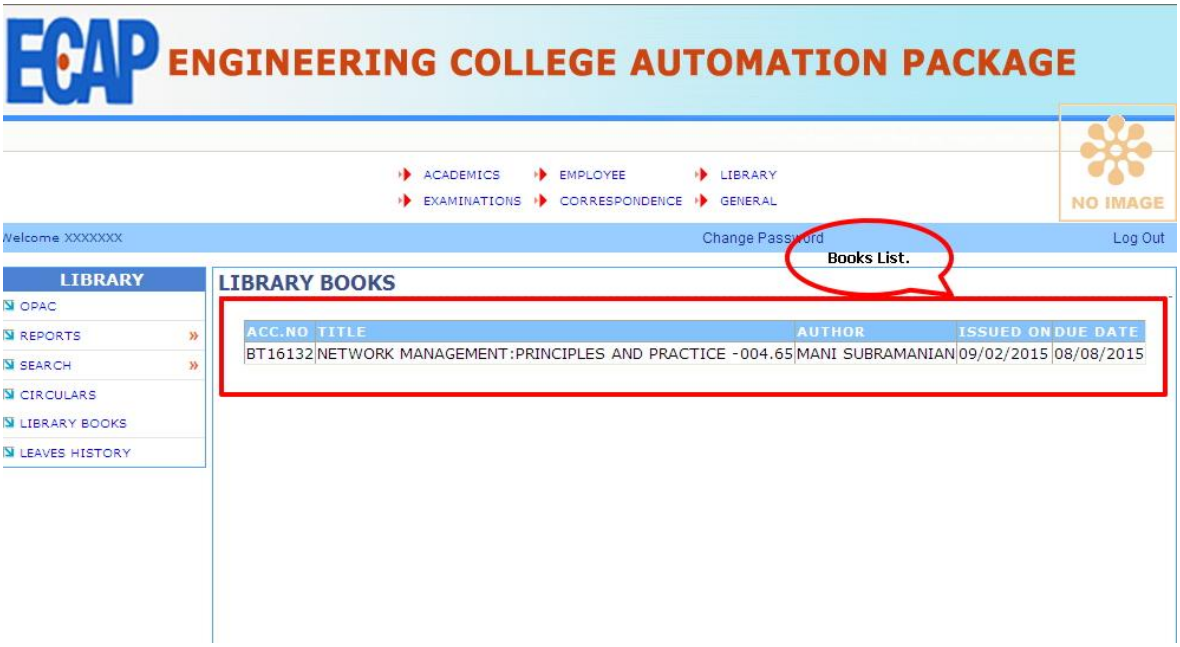
Step3:- After Click on "Library" Module You Will Find "Left Panel" As Shown in Below.



Step4:- Please Click On "Library Books" Which Is Available In Left Menu Link As Shown In Below.



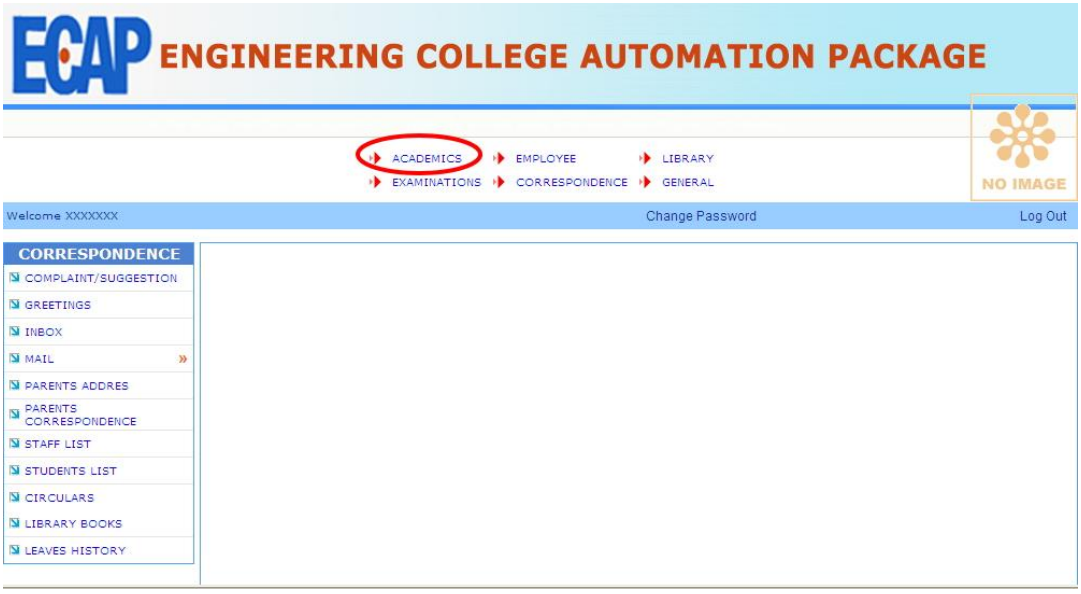
Step5:- After Click On Library Books Option As Shown In Above Screen, Then You Will Find "Library Books" List As Shown In Below.



37)How To Verify Submitted Project Reviews?

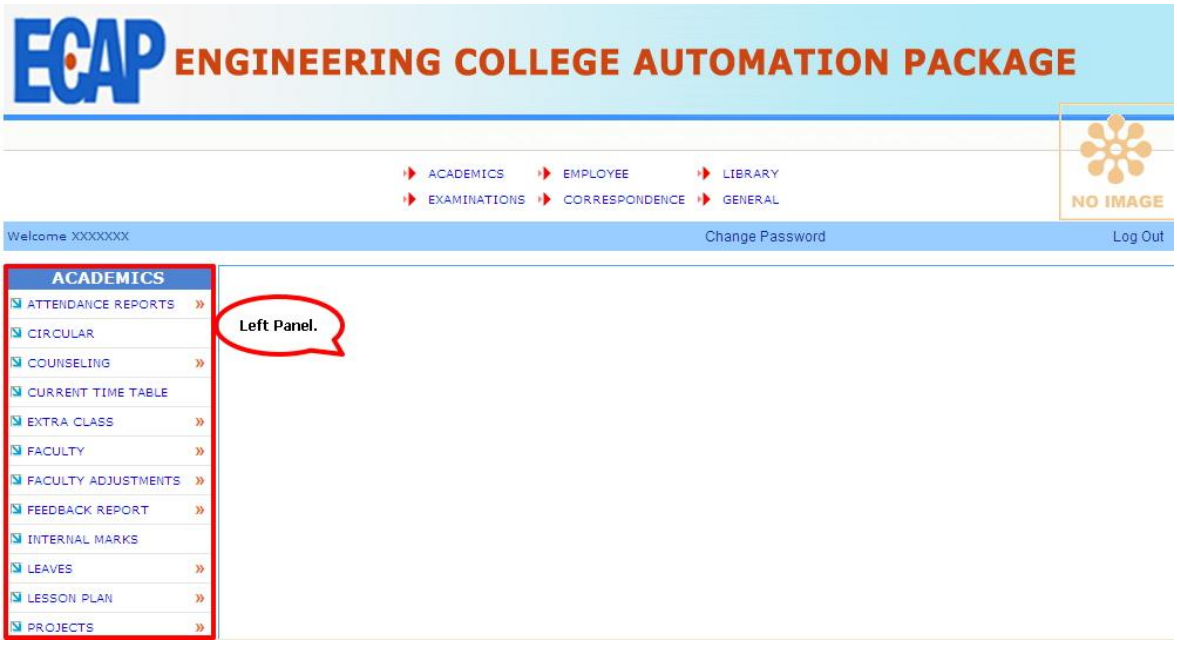
Ans:-Step1:- Please Login In To "ECAP" By Using Your Username And Password.

Step2:-Please Click On "Academics" Module As Shown In Below.

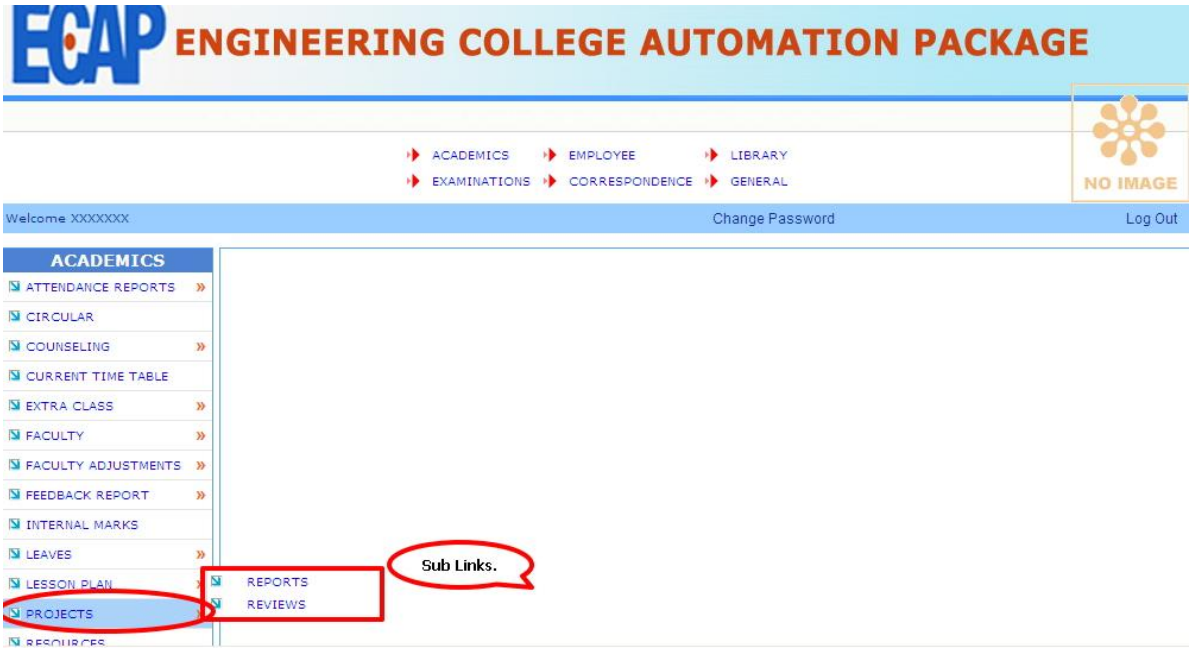


Question And Answers Of Academic Module Through Faculty Logins

Step3:- After Click on "Academics" Module You Will Find "Left Panel" As Shown in Below.

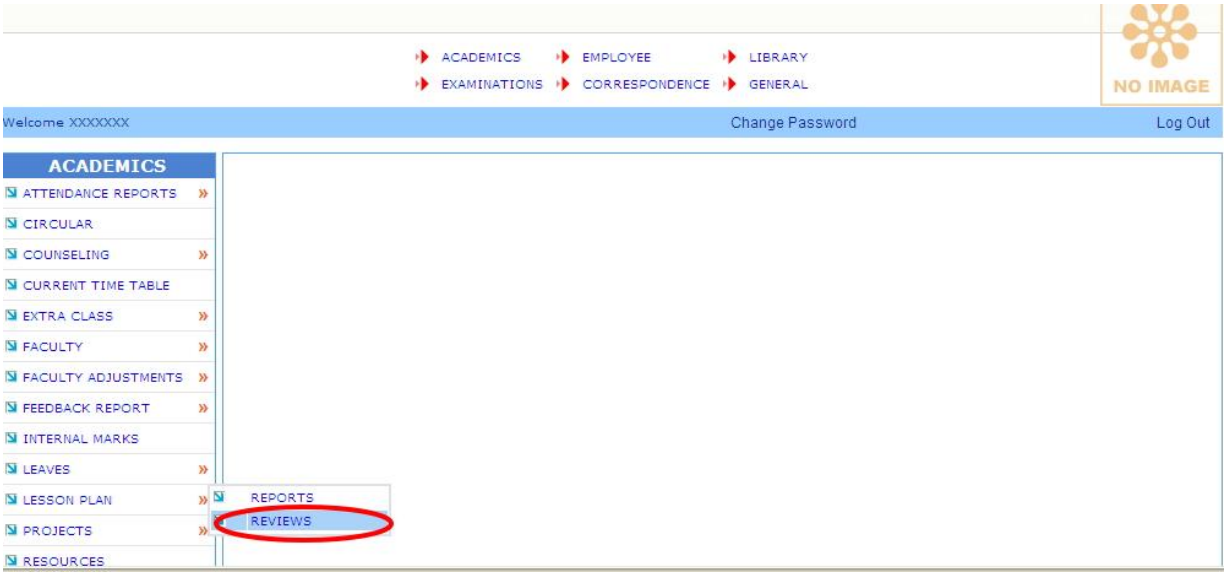


Step4:- Please Place Your Mouse Pointer On "Projects" Link Which Is Available In Left Menu. Then You Will Find "Sub Links" Menu As Shown In Below.

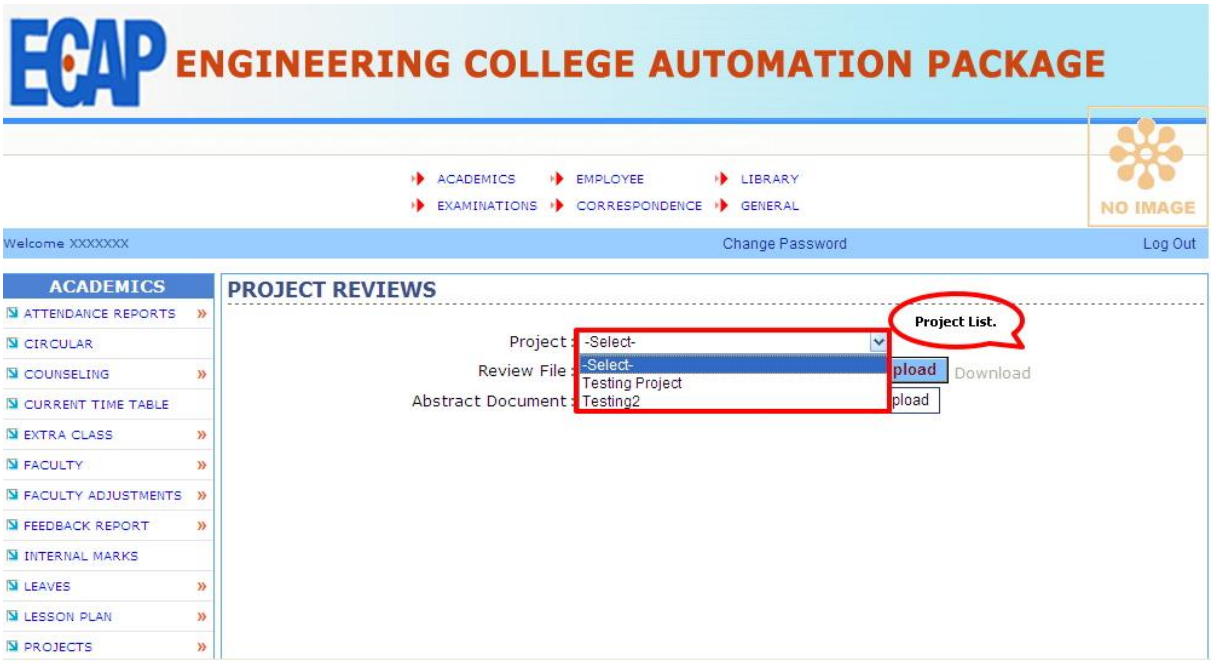


Question And Answers Of Academic Module Through Faculty Logins

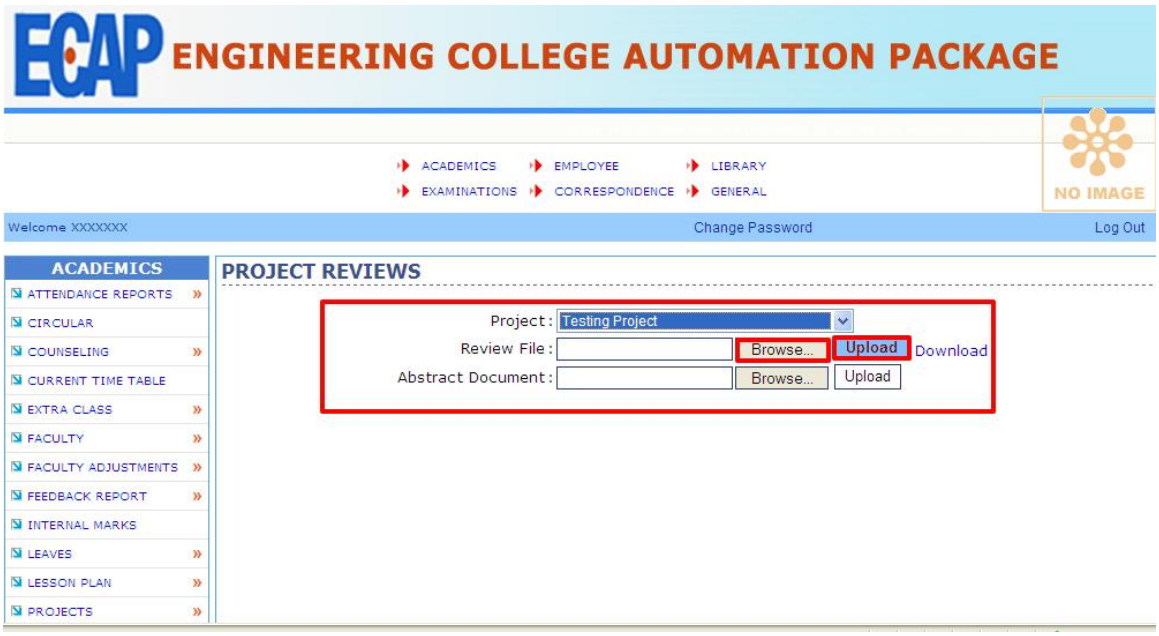
Step5:- Please Click On "Reviews" Sub Link Which Is Available In Left Menu, As Shown In Below.



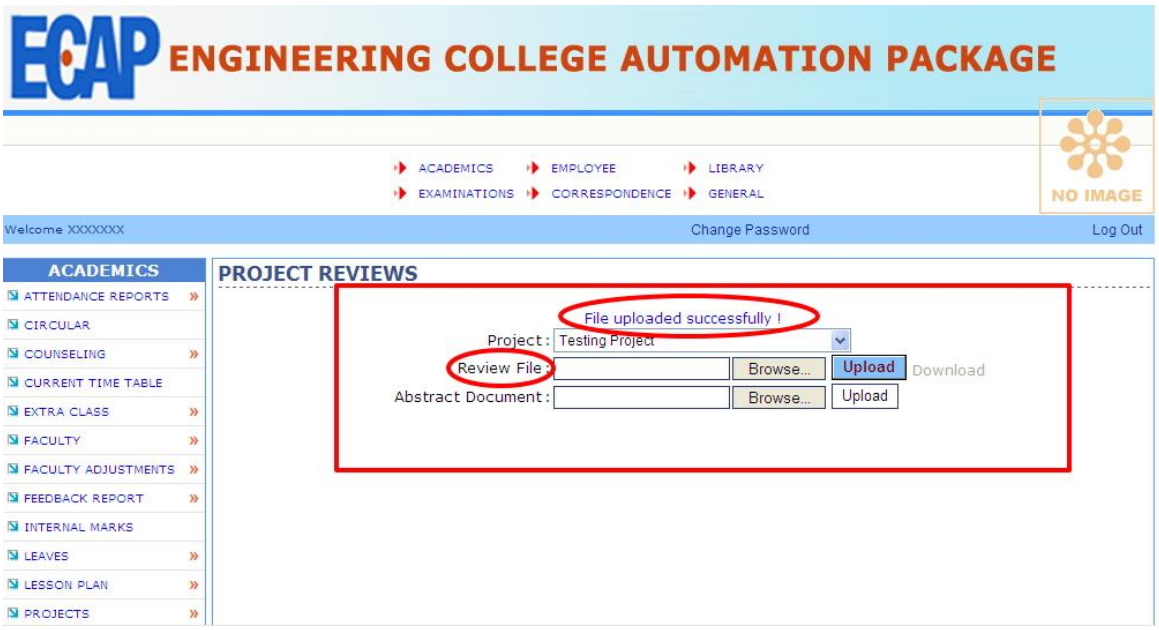
Step6:- Please Select Your "Project" As Shown In Below.



Step7:- After Select The Project As Shown In Above Screen, Then You Will Find Two Options "Review File", "Abstract Document", In that You Will Find "Browse" And "Upload" As Shown In Below.

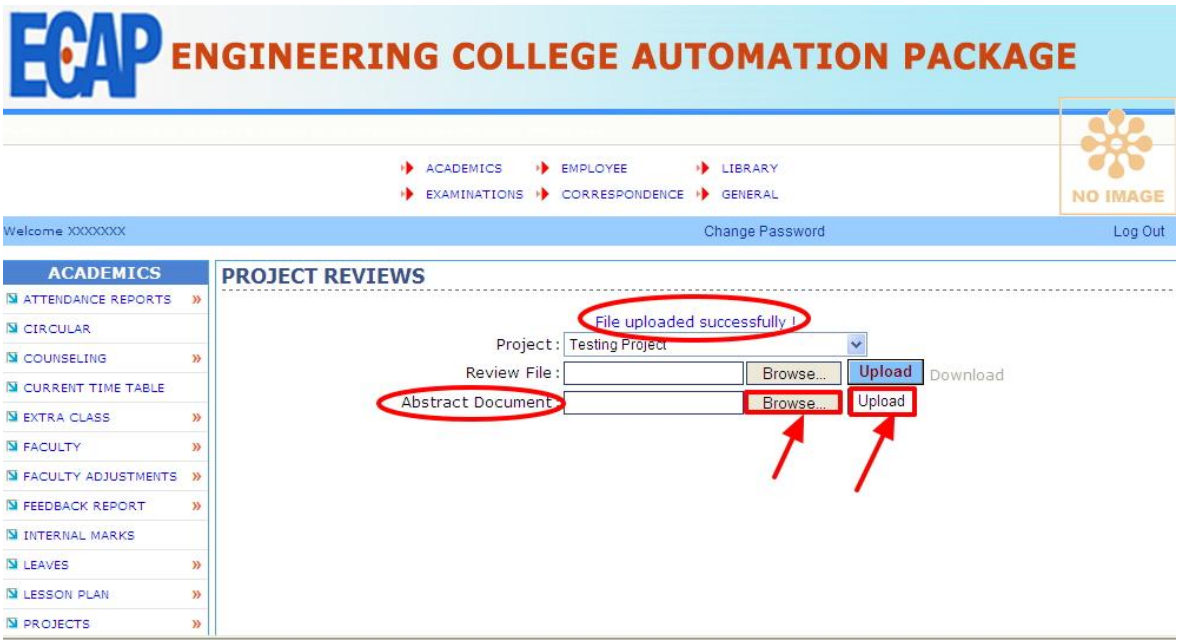


Step8:-Please Browse "Review File" From Your Computer And "Upload" Then You Will Find A Message "File Uploaded Successfully!!" As Shown In Below.



Question And Answers Of Academic Module Through Faculty Logins

Step9:- Please Browse "Abstract Document" From Your Computer And "Upload" Then You Will Find A Message "File Uploaded Successfully!!"As Shown In Below.



38)How To Check Student Achievements and Paper Presentations?

Ans:- For Student Achievements And Paper Presentations:-

Please Follow These Steps As Shown In Below:-

i)If You Want To See Student "Achievements" And "Paper Presentations" Please Contact Your "HOD" Login.

ii)In Academics Module In That Student Link Under That Sub Links Are "Achievements" And "Paper Presentations" is Very Confidential That's Why This Link Is Only Available On "HOD" Logins.

2) How to check Student Past and Present Performance?

Ans:- For Student Past And Present Performance:-

Please Follow These Steps As Shown In Below:

i)If You Want To See Student "Past Performance" And "Present Performance" Please Contact Your "HOD" Login.

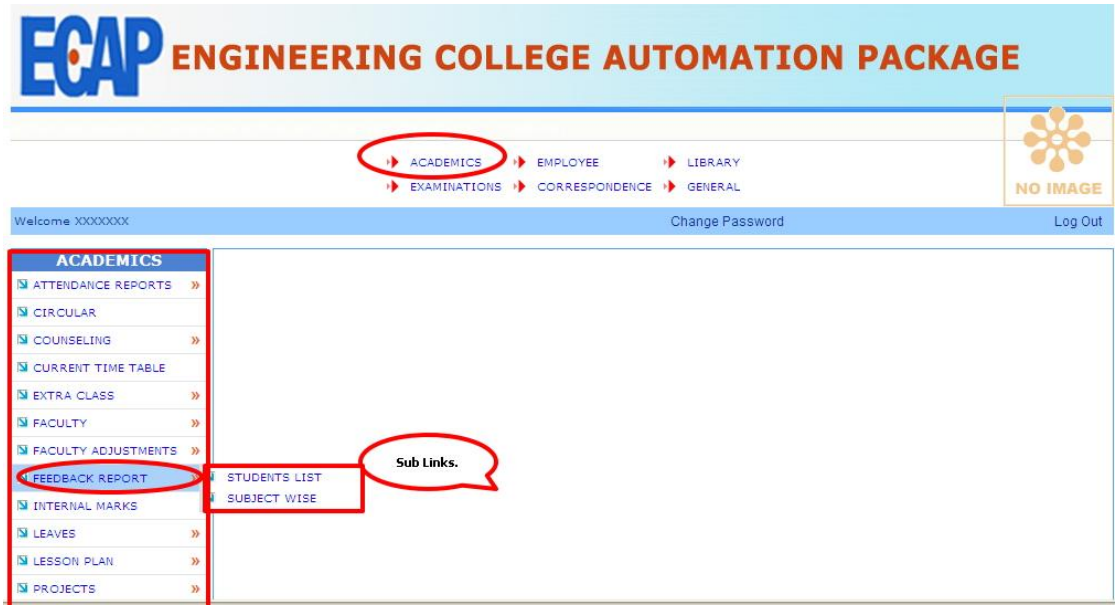
ii) In Academics Module In That Student Link Under That Sub Links Are "Past Performance" And "Present Performance" is Very Confidential That's Why This Link Is Only Available On "HOD" Logins.

Question And Answers Of Academic Module Through Faculty Logins

39)How To Check My Feedback Report Which is Submitted By Students?

Ans:- Step1:-If You Want To See Your Feedback Report Which Is Submitted By Student Please Contact Your "HOD".

Step2:- Please Go To "Academics" Module In That You Will Find "Feedback" Report Link, In That "Subject Wise" Option In Sub Links Menu As Shown In Below.

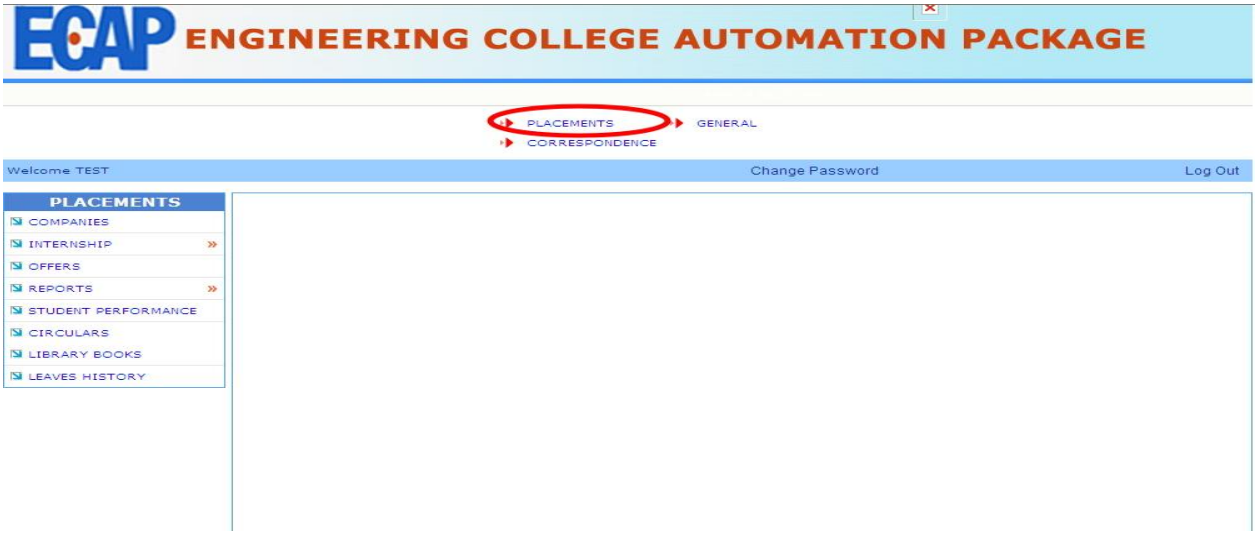


PLACEMENTS MODULE

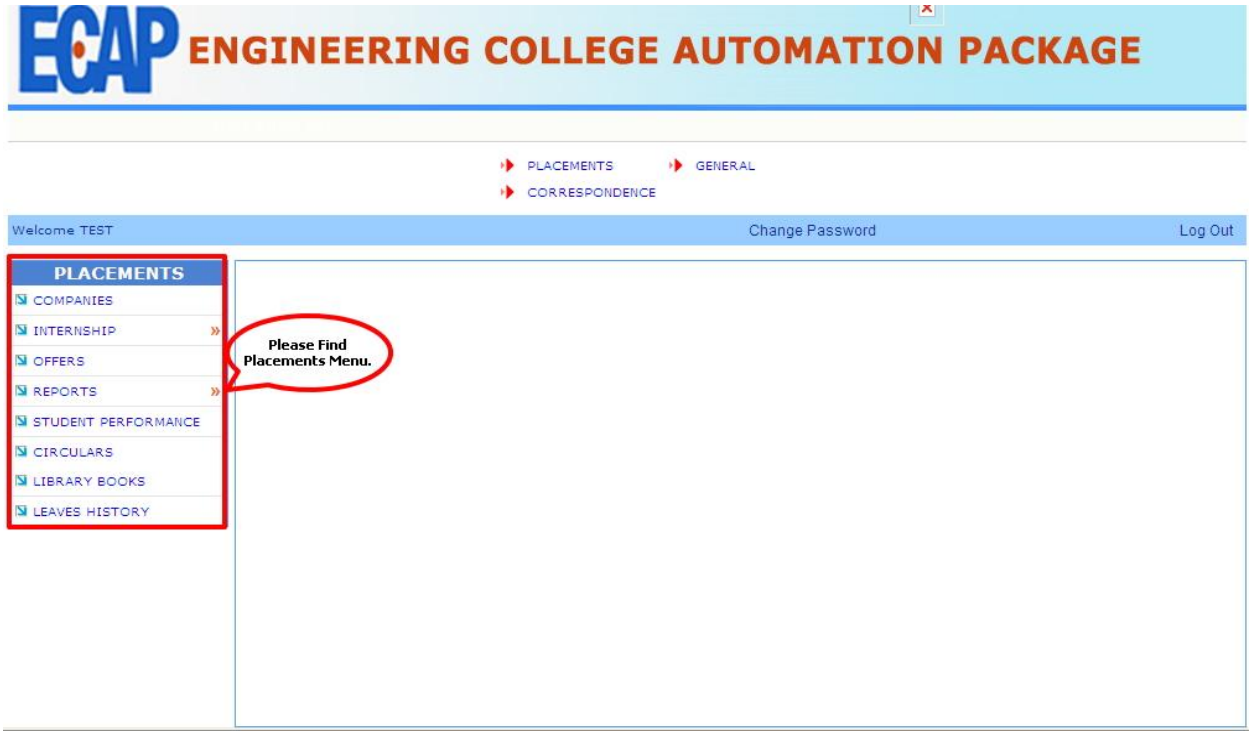
1) **Where Can I Student Performance Report By Semester/Branch Wise? (Student Performance)**

Ans: - Step 1:- Please Login In To "ECAP" By Using Your Username And Password.

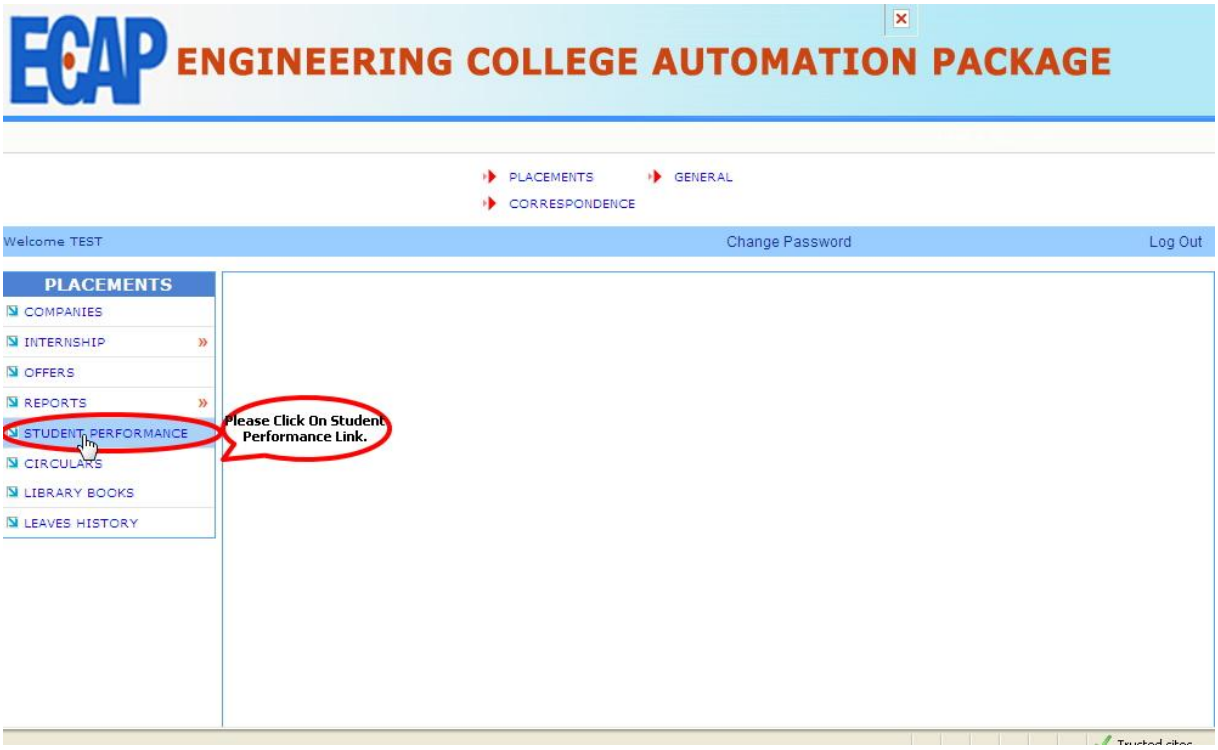
Step2:- Please Click On "PLACEMENTS" Module As Shown In Below.



Step3:- After Click on "Placements" Then You Will Find "Left Panel" As Shown in Below.

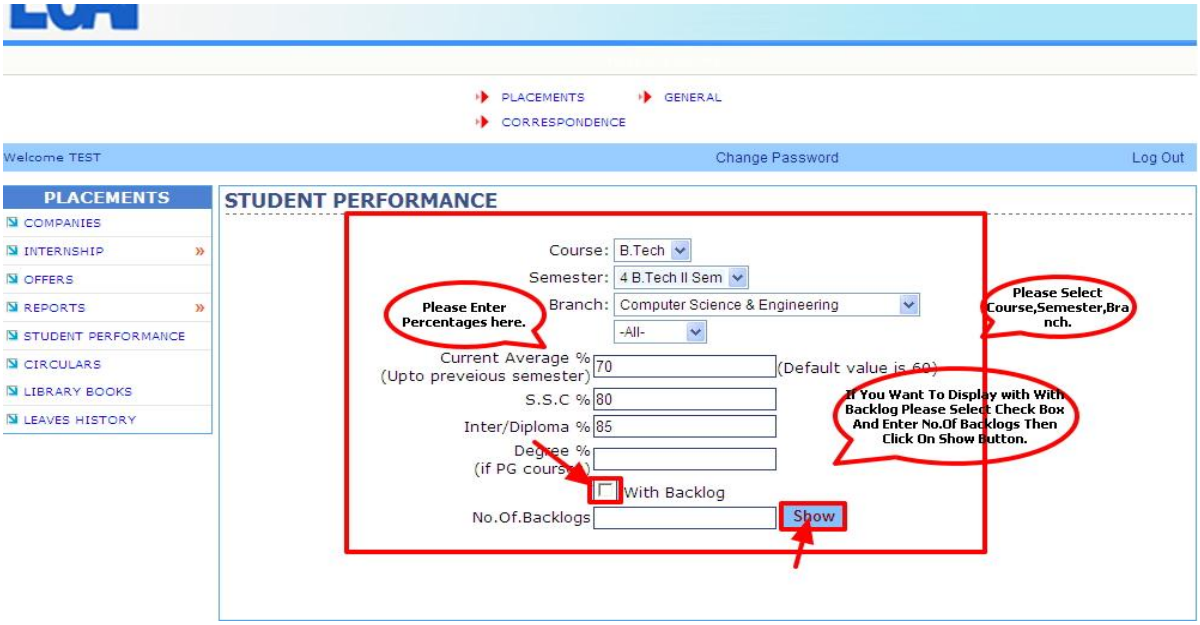


Step4:-Please Click On "Student Performance" Link Which Is Available In left Menu As Shown In Below.

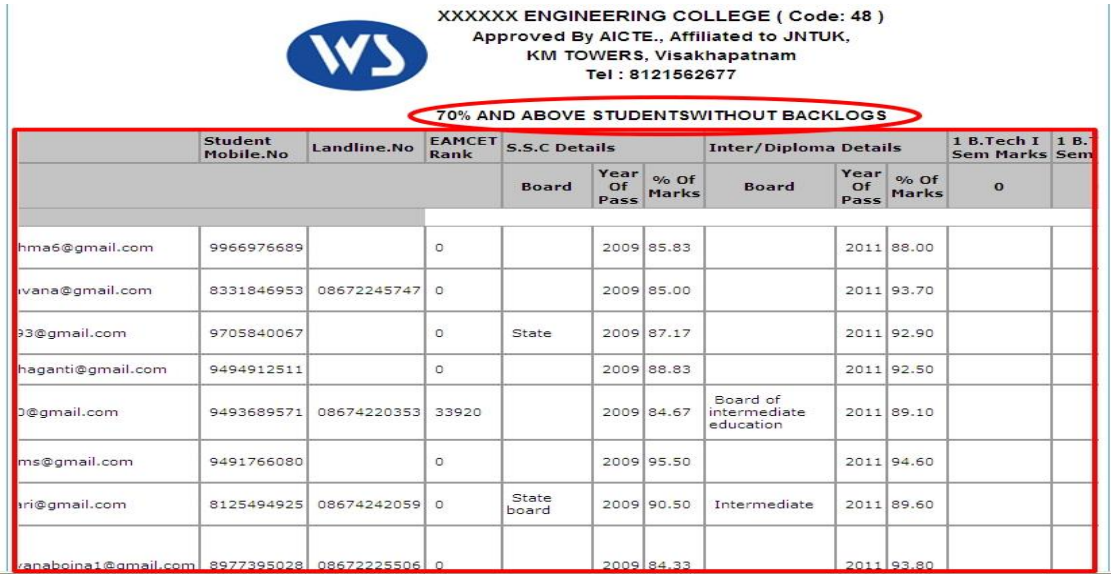


Step5:-After Click On "Student Performance" Link Then You Will Find Student Performance Details Then Please Select "Course", "Semester", "Branch" And Please Enter Previous Semester Percentages And "SSC", "Inter" Then Please Click On "Show" Button As Shown In Below.

Note:- If You Want To Display With Backlogs Then Please Click On Backlogs Checkbox As Shown In Below.



Step6:-After Click On "Show" Button Then You Will Find Report For 70% And Above Students Without Backlogs As Shown In Below.



XXXXXX ENGINEERING COLLEGE (Code: 48)
Approved By AICTE., Affiliated to JNTUK,
KM TOWERS, Visakhapatnam
Tel : 8121562677

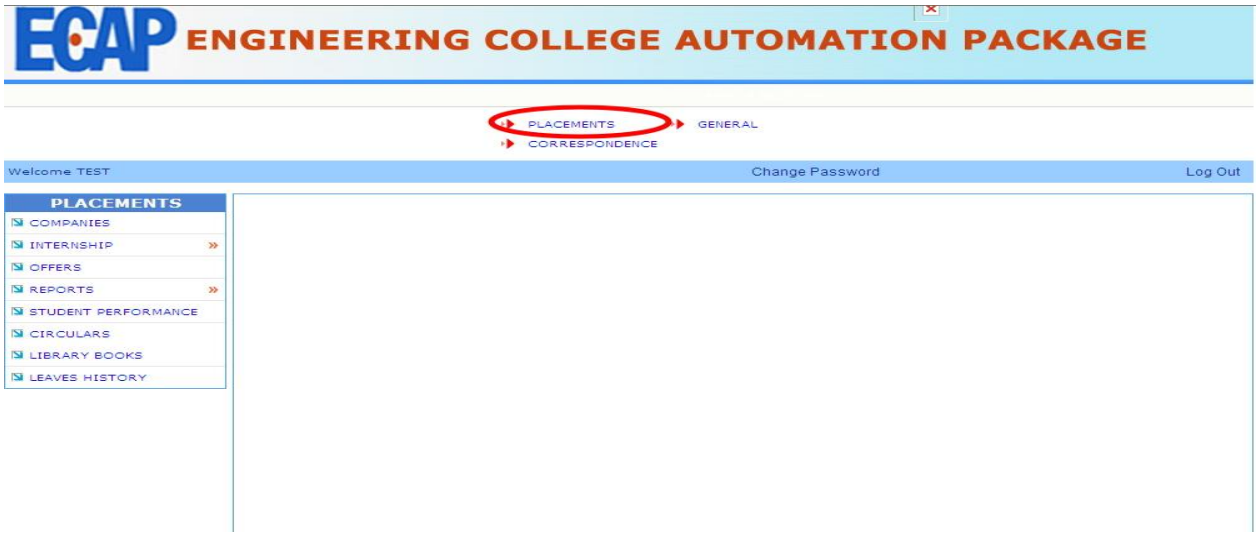
70% AND ABOVE STUDENTSWITHOUT BACKLOGS

	Student Mobile.No	Landline.No	EAMCET Rank	S.S.C Details			Inter/Diploma Details			1 B.Tech I Sem Marks	1 B. Sem
				Board	Year Of Pass	% Of Marks	Board	Year Of Pass	% Of Marks	0	
hma6@gmail.com	9966976689		0		2009	85.83		2011	88.00		
ivana@gmail.com	8331846953	08672245747	0		2009	85.00		2011	93.70		
93@gmail.com	9705840067		0	State	2009	87.17		2011	92.90		
haganti@gmail.com	9494912511		0		2009	88.83		2011	92.50		
D@gmail.com	9493689571	08674220353	33920		2009	84.67	Board of intermediate education	2011	89.10		
ms@gmail.com	9491766080		0		2009	95.50		2011	94.60		
ri@gmail.com	8125494925	08674242059	0	State board	2009	90.50	Intermediate	2011	89.60		
anaboina1@gmail.com	8977395028	08672225506	0		2009	84.33		2011	93.80		

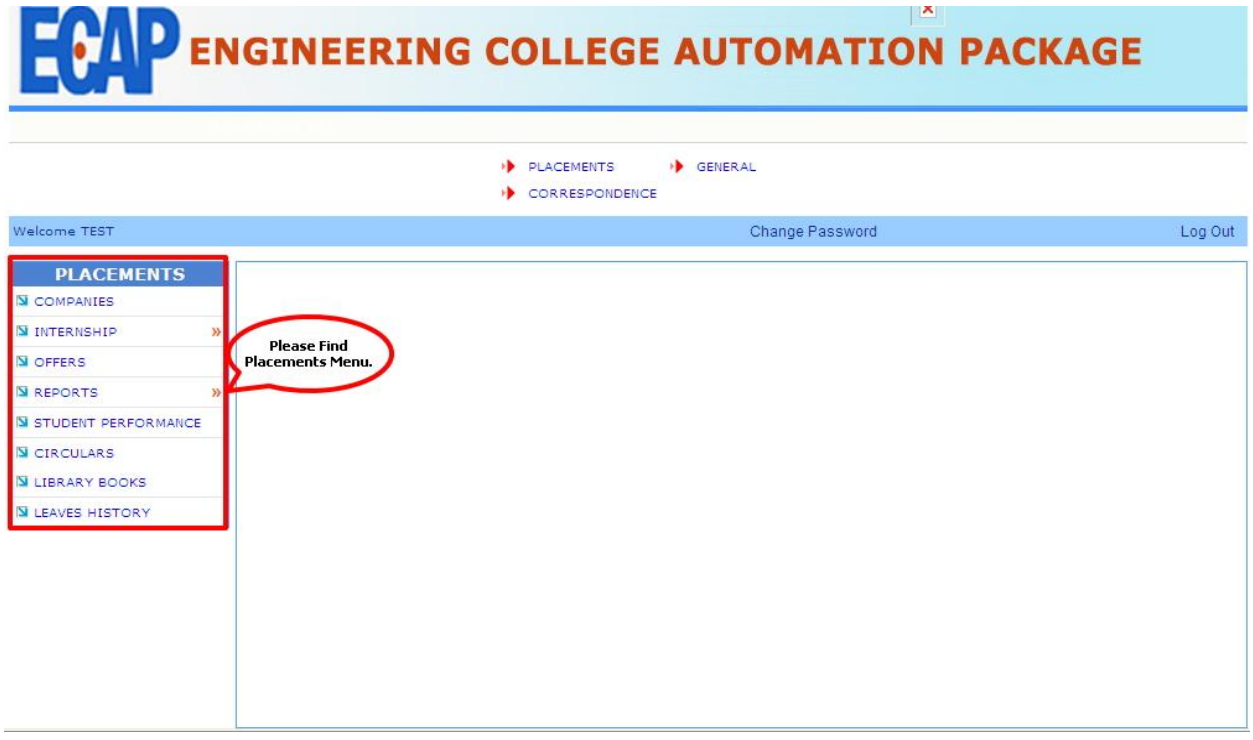
2) Where Can I Enter Our Placement Company Names? (Companies)

Ans: - Step 1:- Please Login In To "ECAP" By Using Your Username And Password.

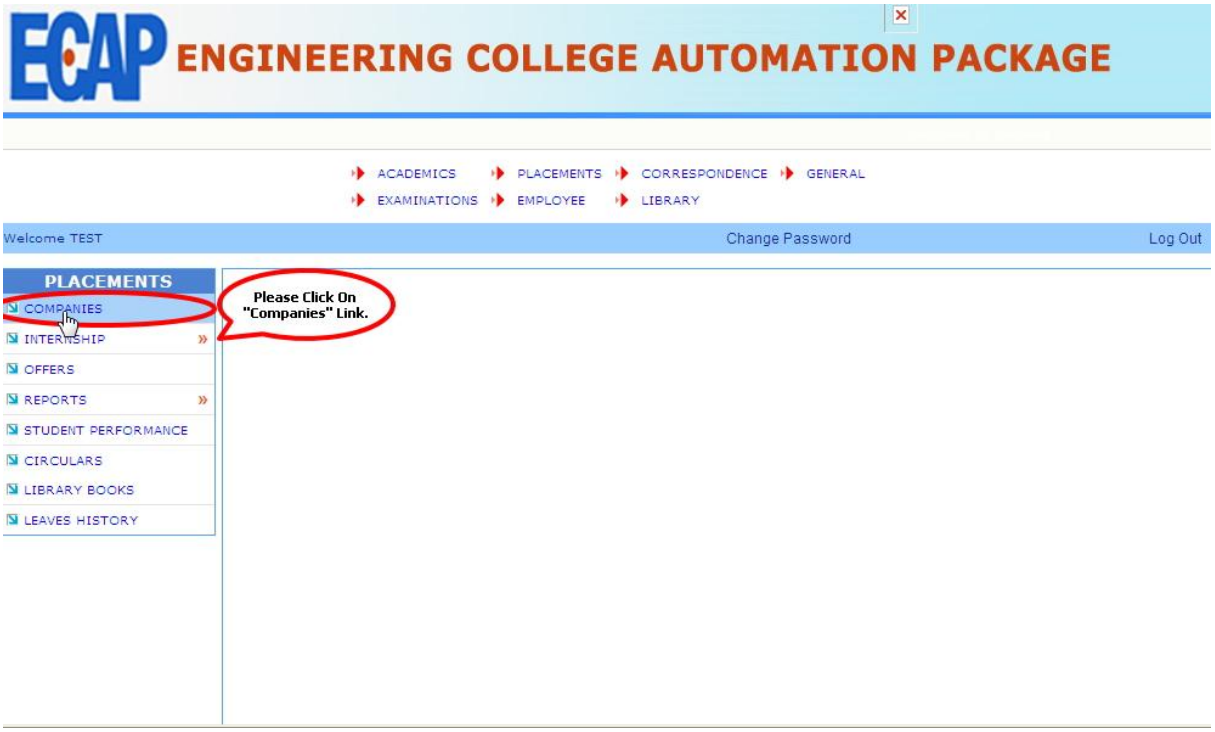
Step2:- Please Click On "PLACEMENTS" Module As Shown In Below.



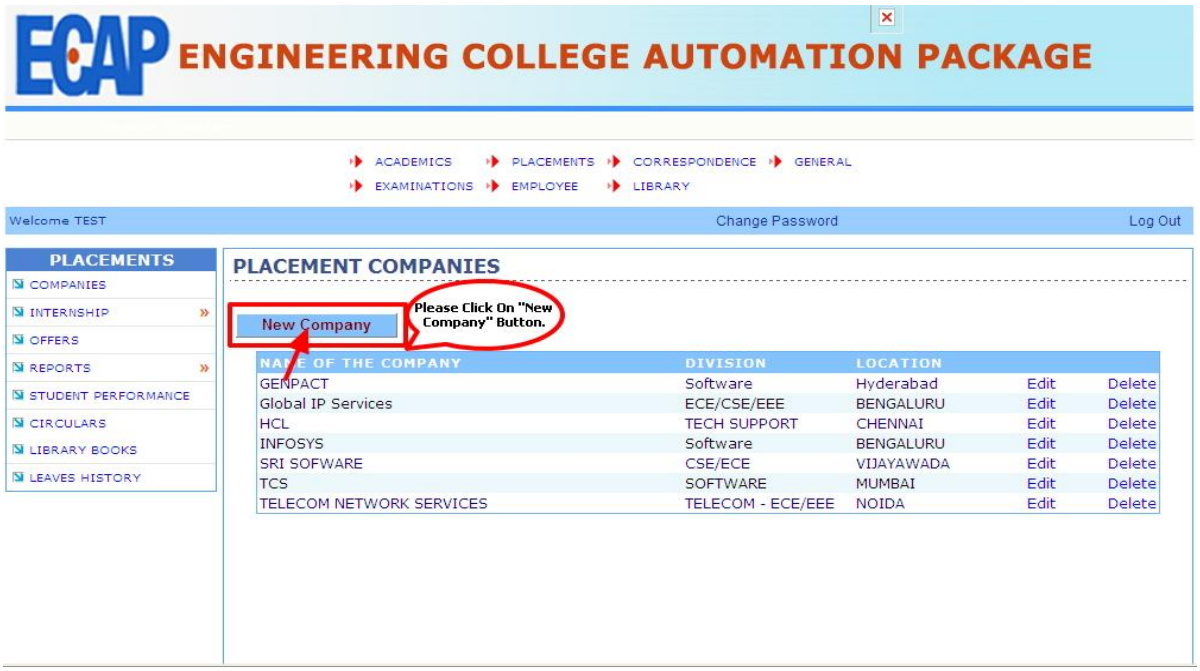
Step3:- After Click on "Placements" Then You Will Find "Left Panel" As Shown in Below.



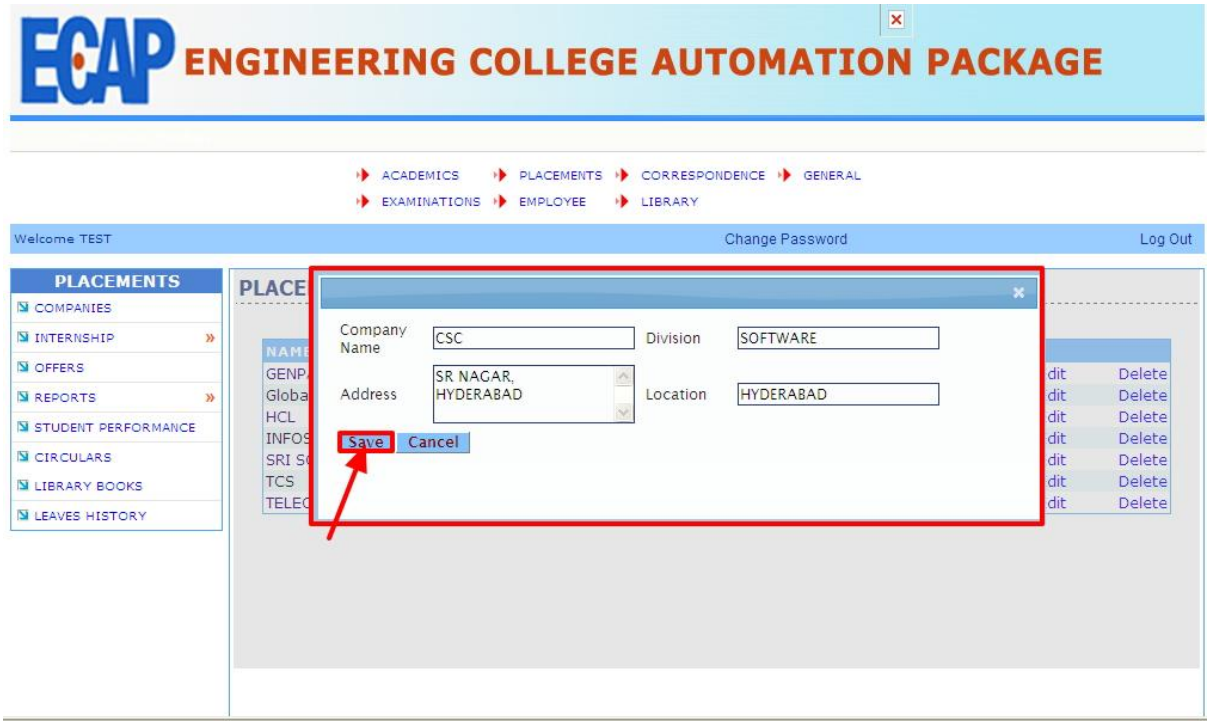
Step4:-Please Click On "Companies" Link, Which Is Available In Left Panel Menu As Shown In Below.



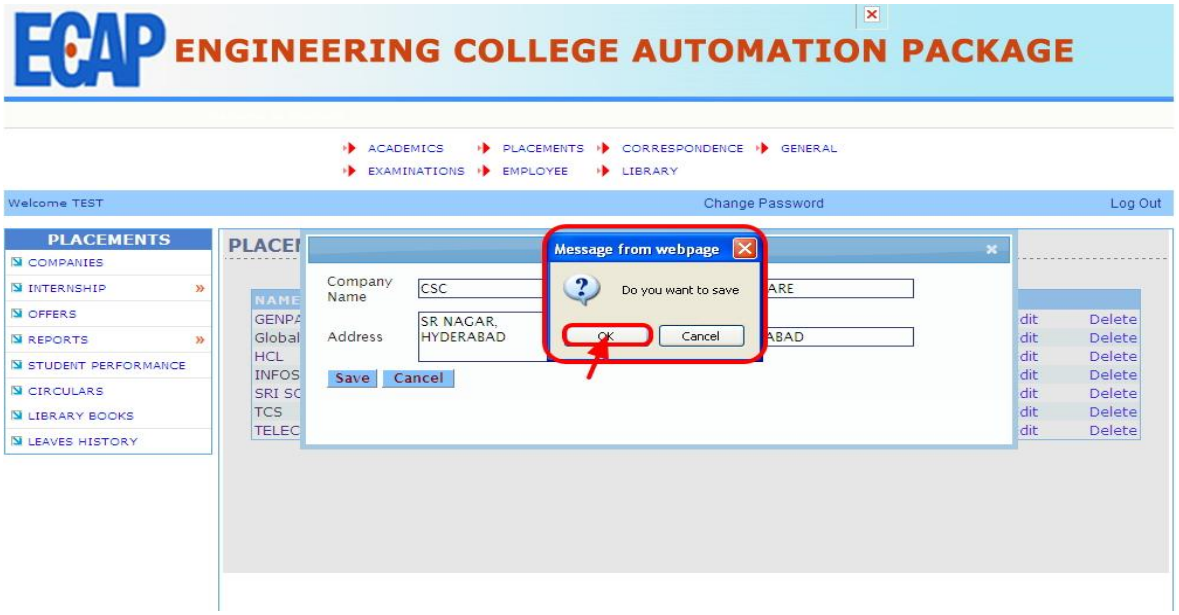
Step5:-After Click On "Companies" Link, Then You Will Find "New Company" Button Please Click On "New Company" Button As Shown In Below.



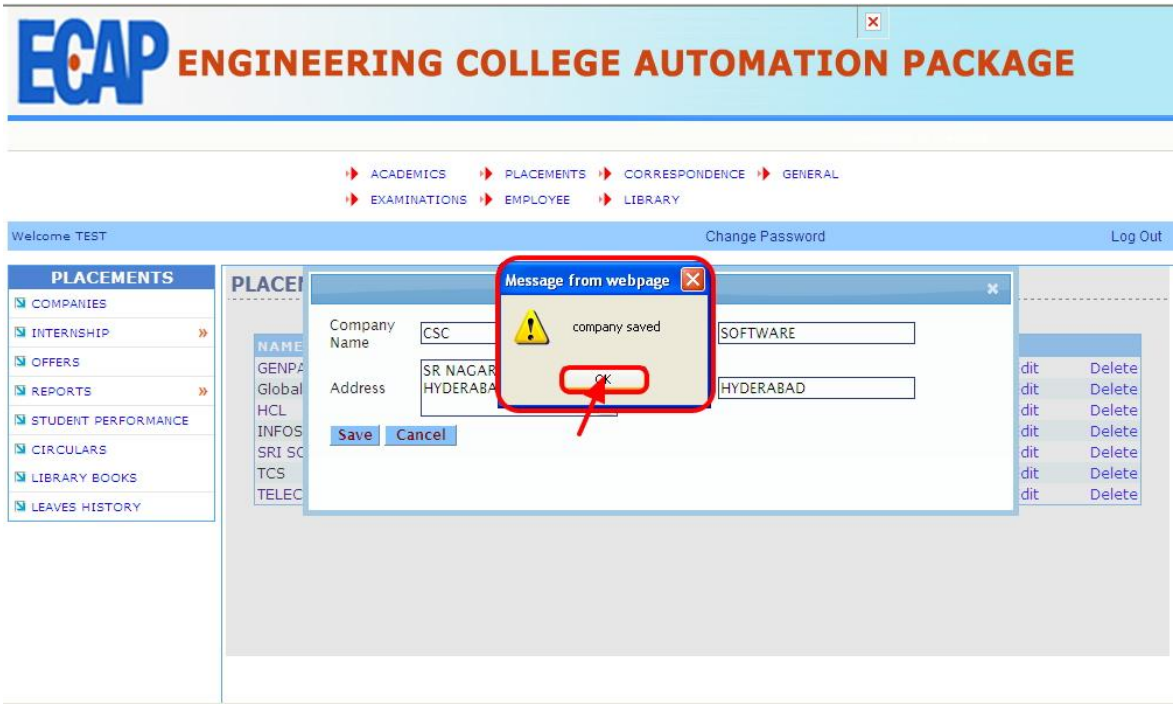
Step6:-After Click On "New Company" Button, Then You Will Enter New Company Details And Click On "Save" Button Option As Shown In Below.



Step7:-After Click On "Save" Button Then You Will Find "Message From Webpage" Please Click On "OK" Button As Shown In Below.



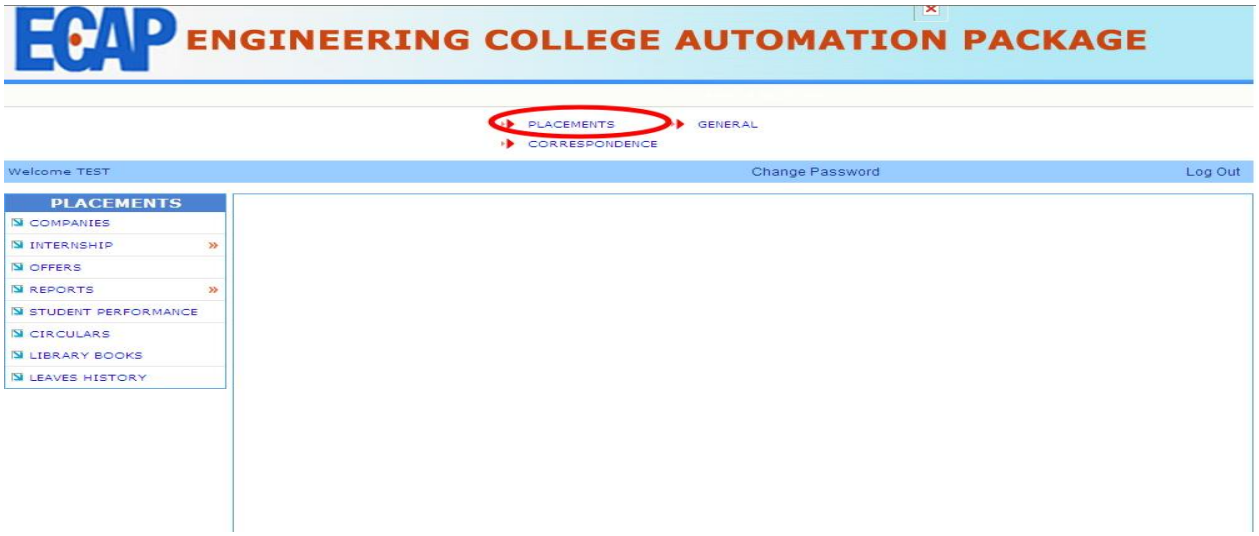
Step8:-After Click On "OK" Button Then You Will Find Another "Message From Webpage" Then Click On "OK" As Shown In Below.



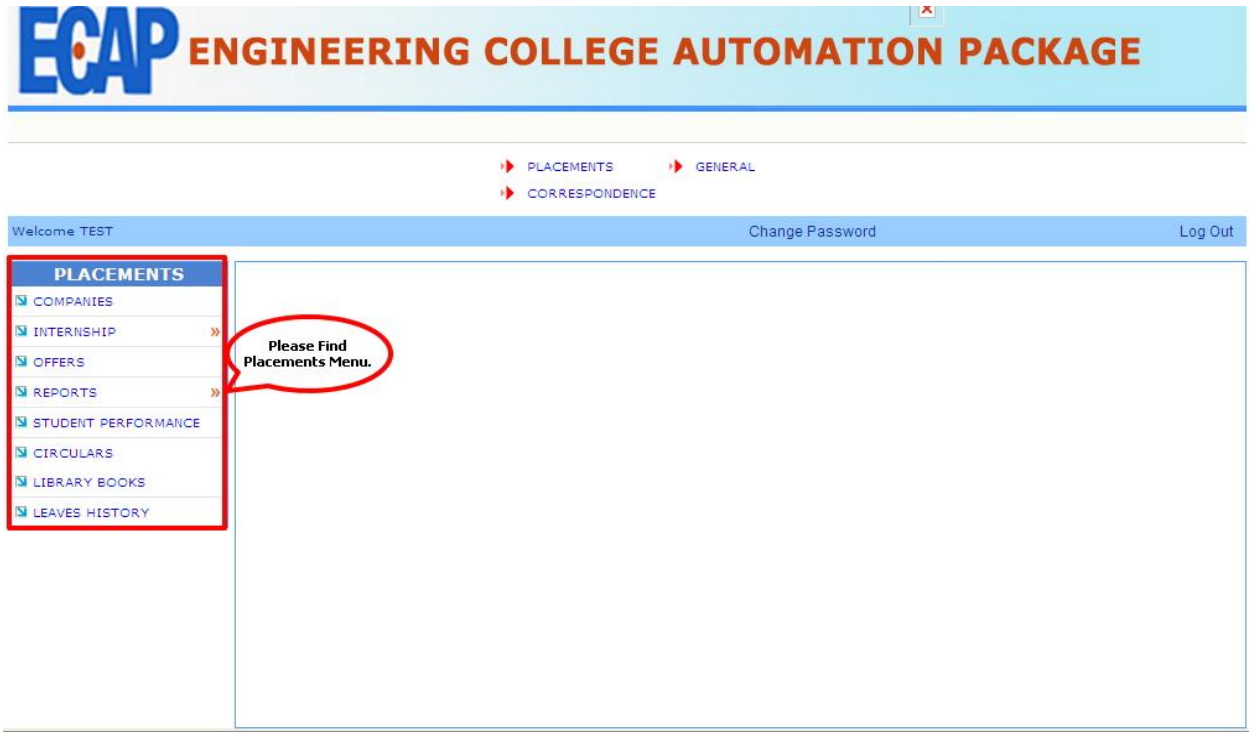
3) Where Can I Enter Internship Company Names? (Internship->Companies)

Ans: - Step 1:- Please Login In To "ECAP" By Using Your Username And Password.

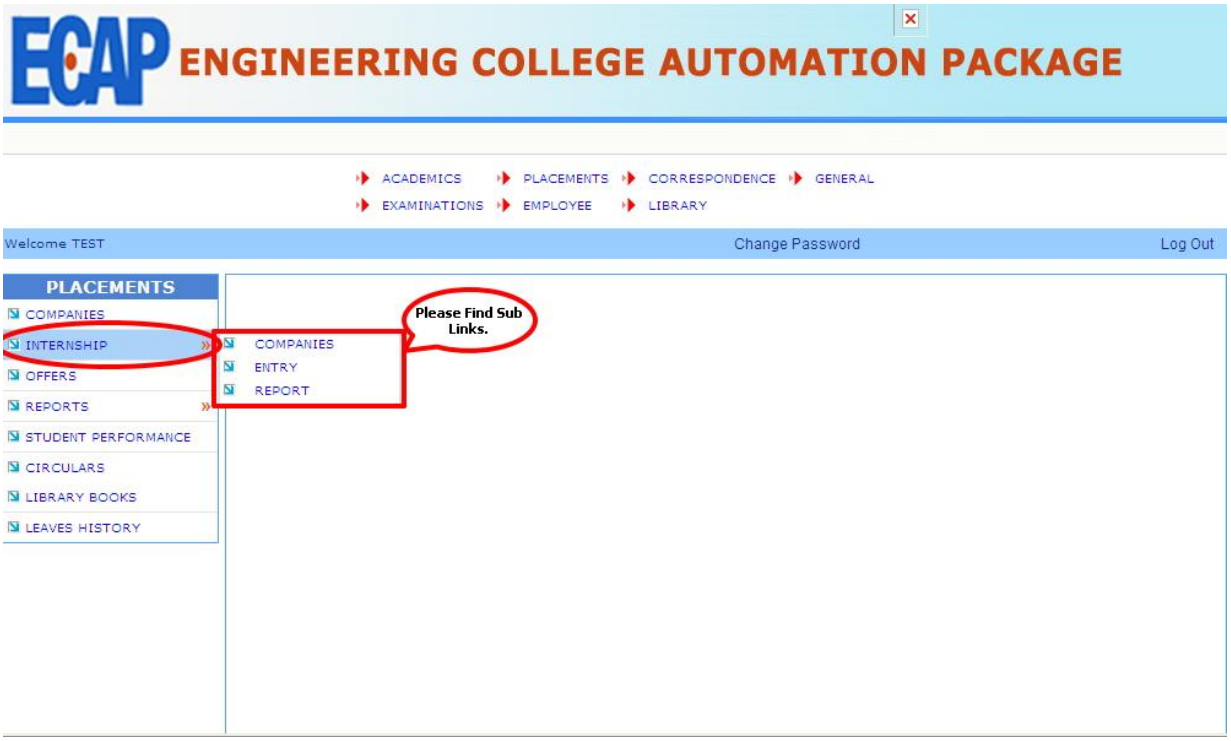
Step2:- Please Click On "PLACEMENTS" Module As Shown In Below.



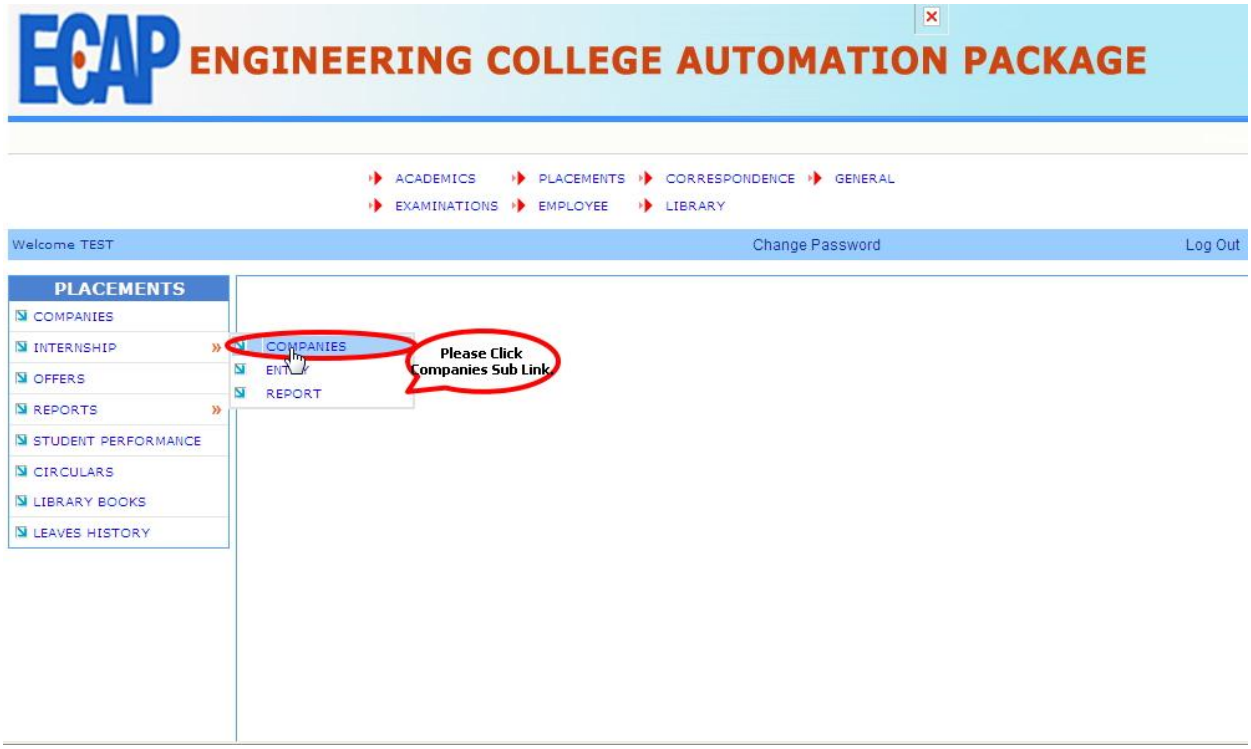
Step3:- After Click on "Placements" Then You Will Find "Left Panel" As Shown in Below.



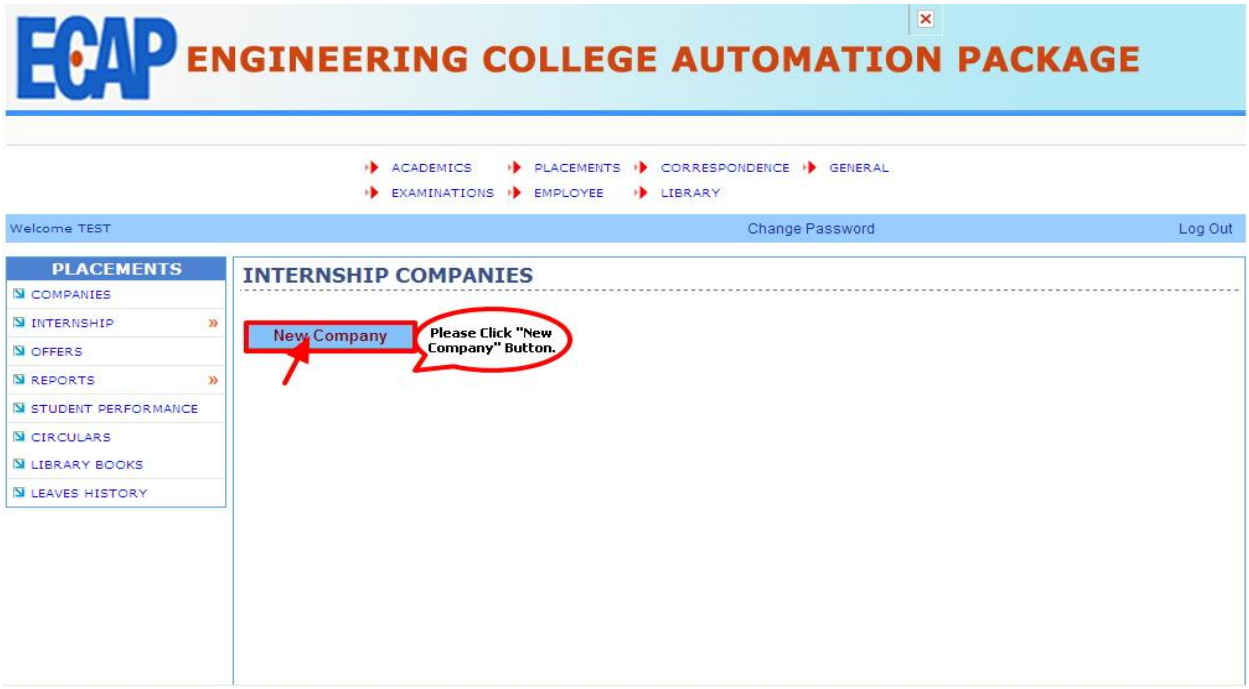
Step4:- Please Place Your Mouse Pointer On "Internship" Link Which Is Available In Left Menu As Shown In Below.



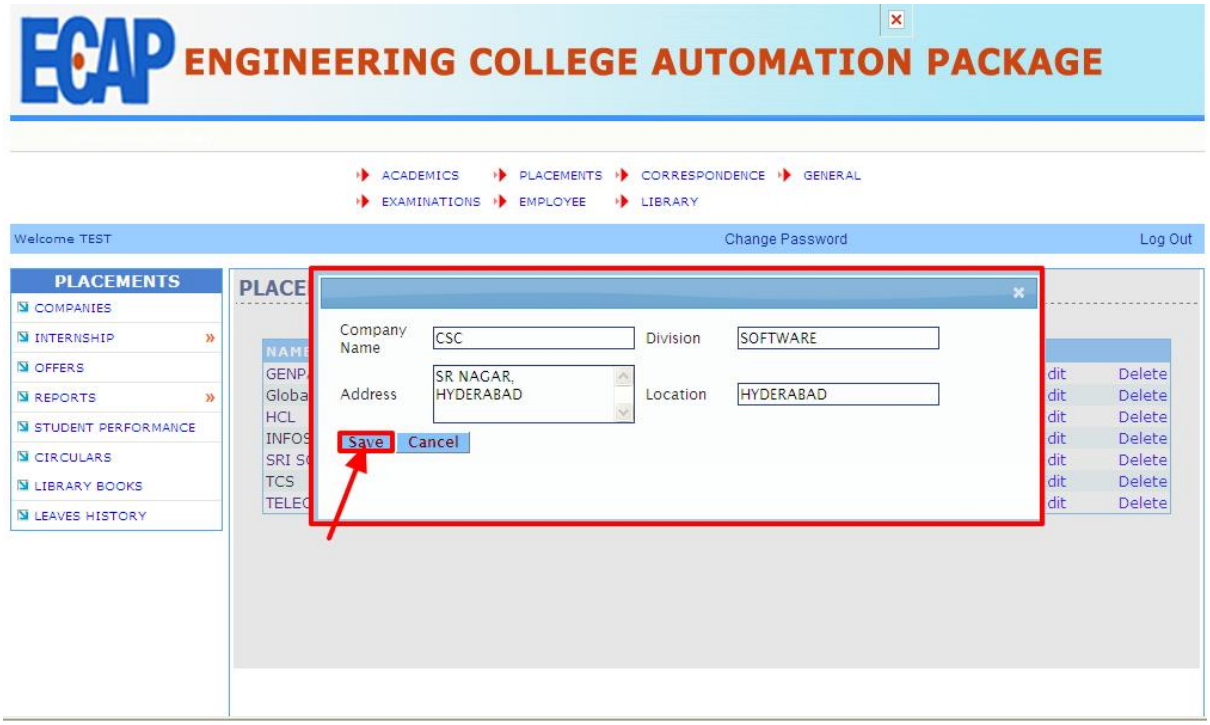
Step5:-Please Click On "Companies" Sub Link Which Is Available In Left Menu Sub Links As Shown In Below.



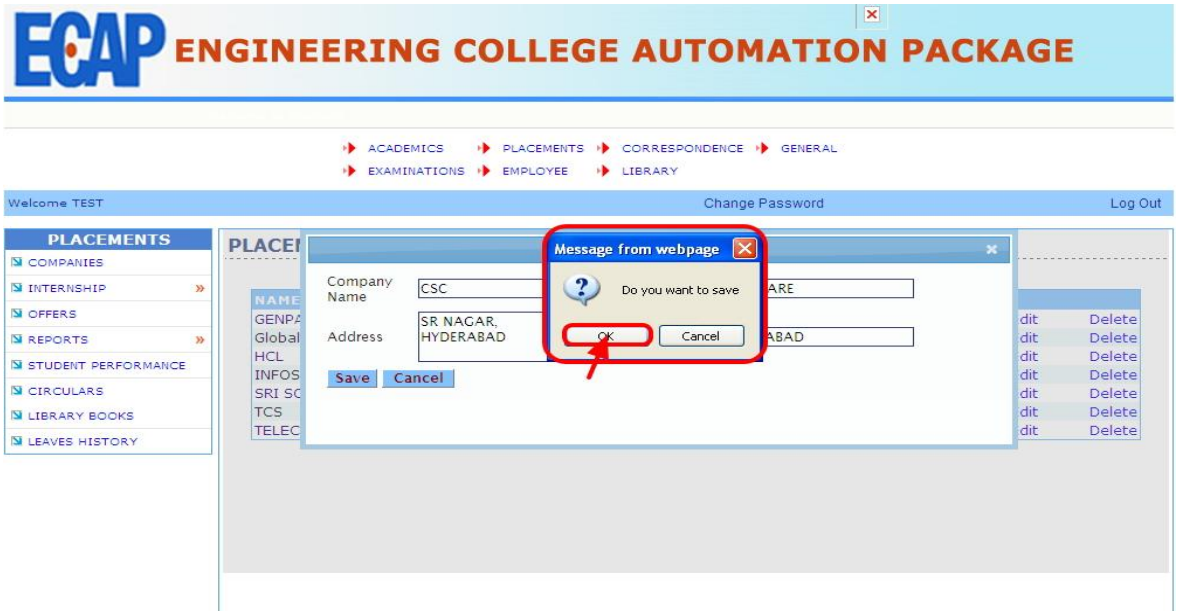
Step6:- After Click On "Companies" Sub Link, Then You Will Find "New Company" Button Please Click On "New Company" Button As Shown In Below.



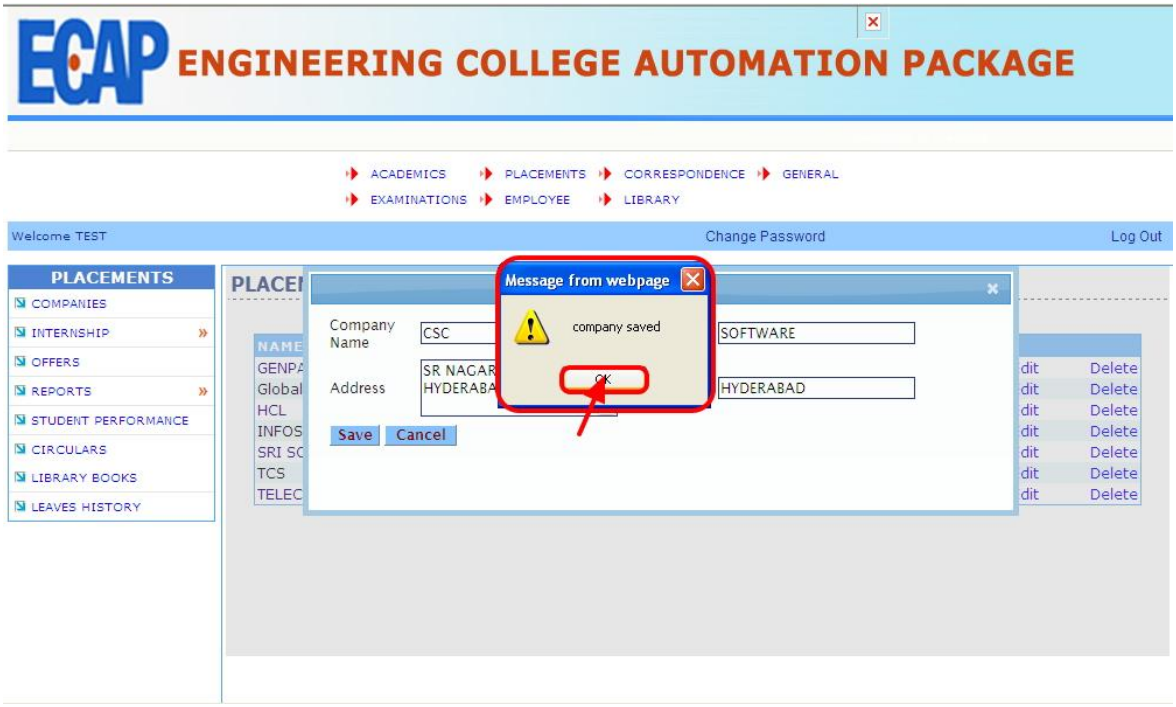
Step7:- After Click On "New Company" Button, Then You Will Enter New Company Details And Click On "Save" Button Option As Shown In Below.



Step8:-After Click On "Save" Button Then You Will Find "Message From Webpage" Please Click On "OK" Button As Shown In Below.



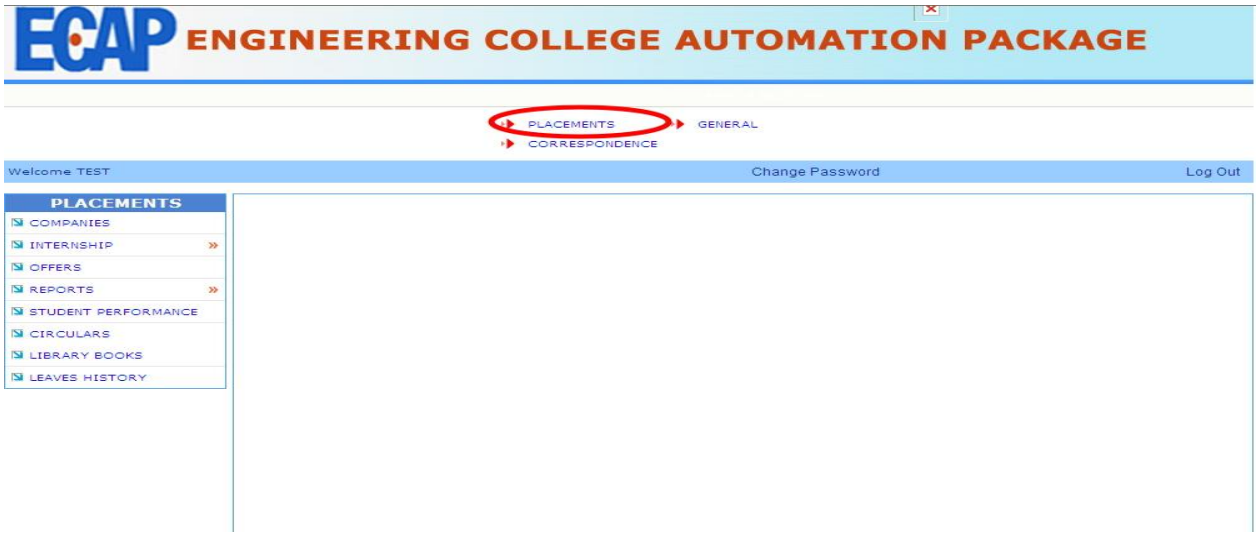
Step9:-After Click On "OK" Button Then You Will Find Another "Message From Webpage" Then Click On "OK" As Shown In Below.



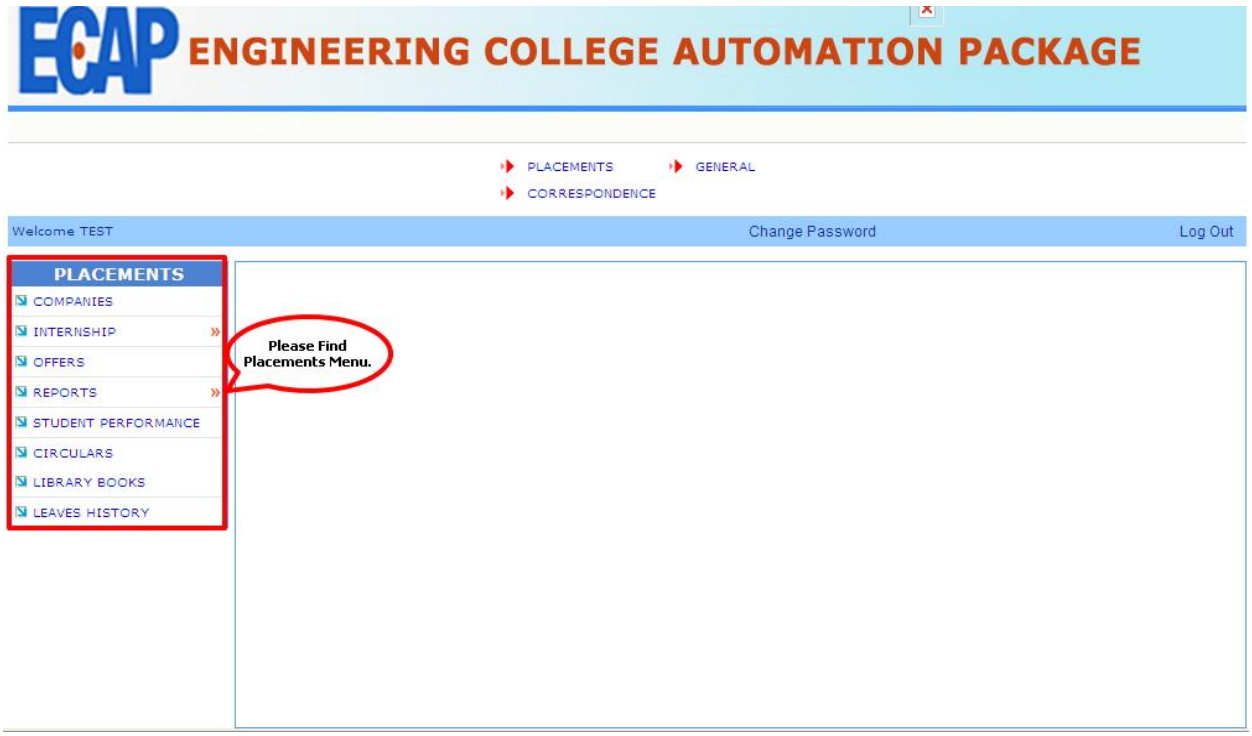
4) Where Can I Enter Intern Doing Candidates In To Package? (Internship->Entry)

Ans:- Step 1:- Please Login In To "ECAP" By Using Your Username And Password.

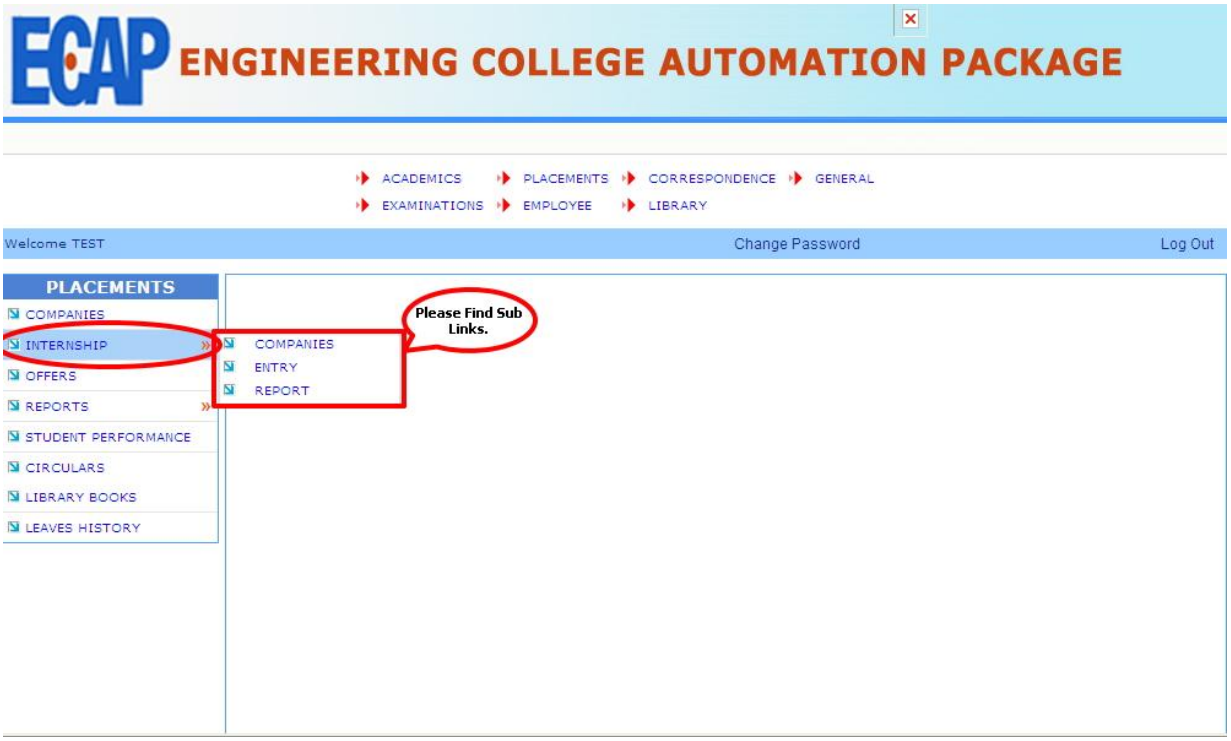
Step2:- Please Click On "PLACEMENTS" Module As Shown In Below.



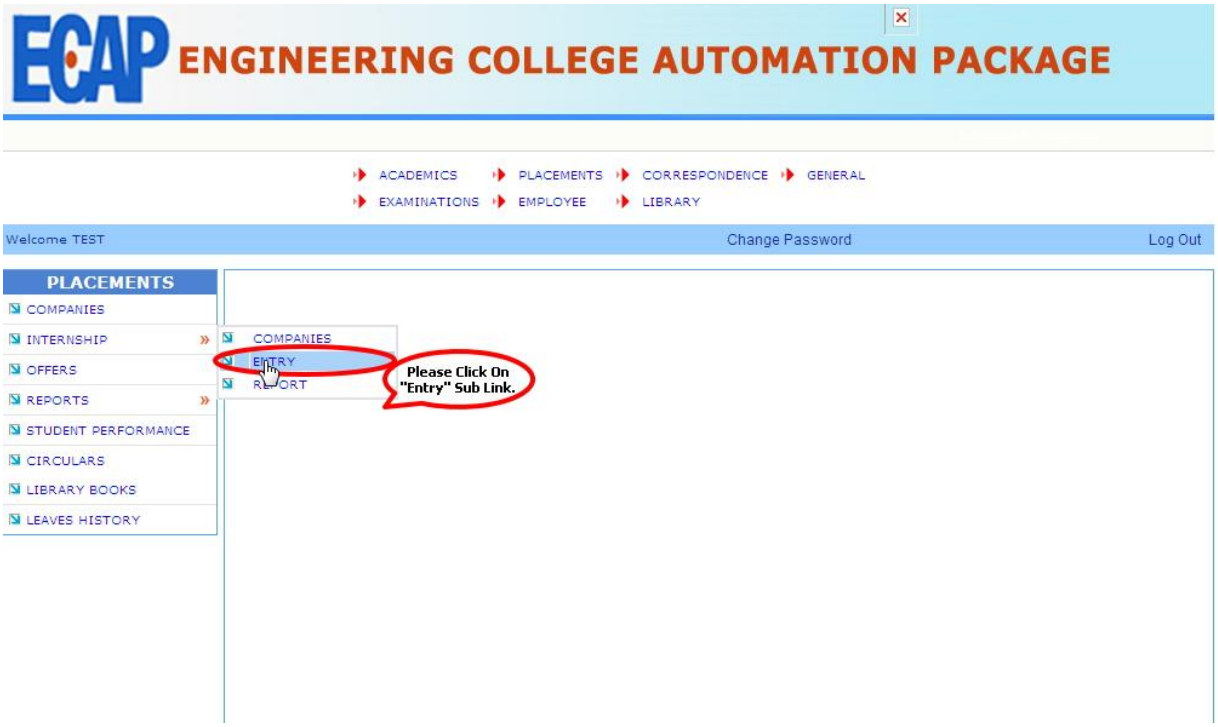
Step3:- After Click on "Placements" Then You Will Find "Left Panel" As Shown in Below.



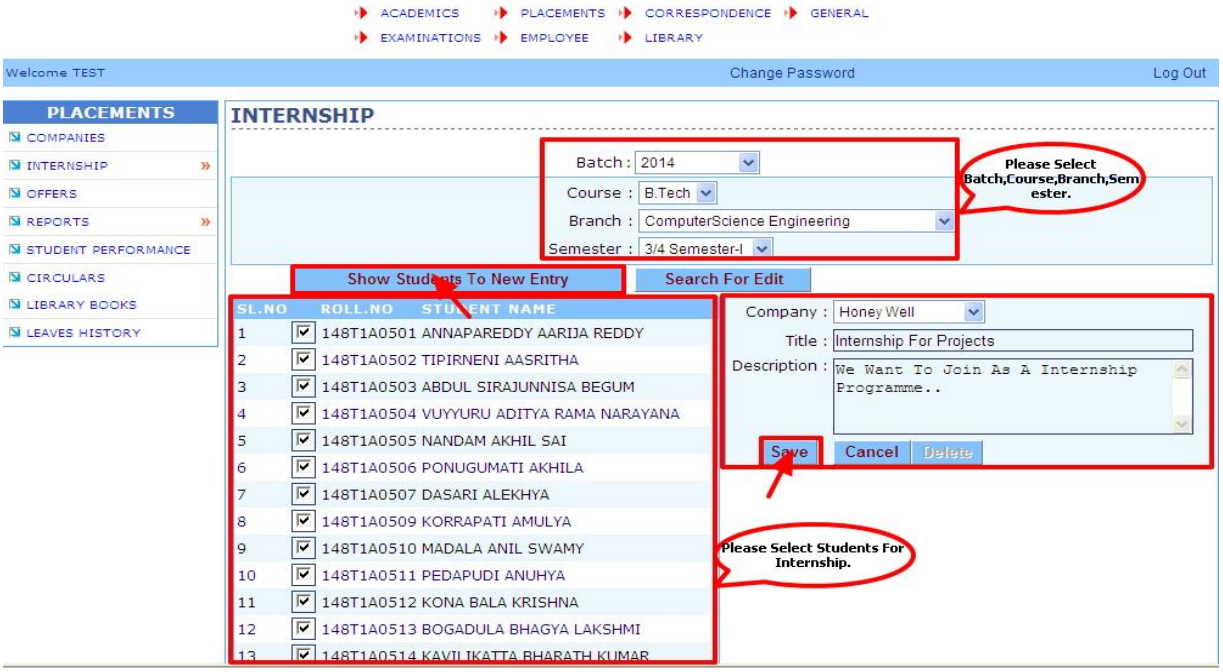
Step4:- Please Place Your Mouse Pointer On "Internship" Link Which Is Available In Left Menu As Shown In Below.



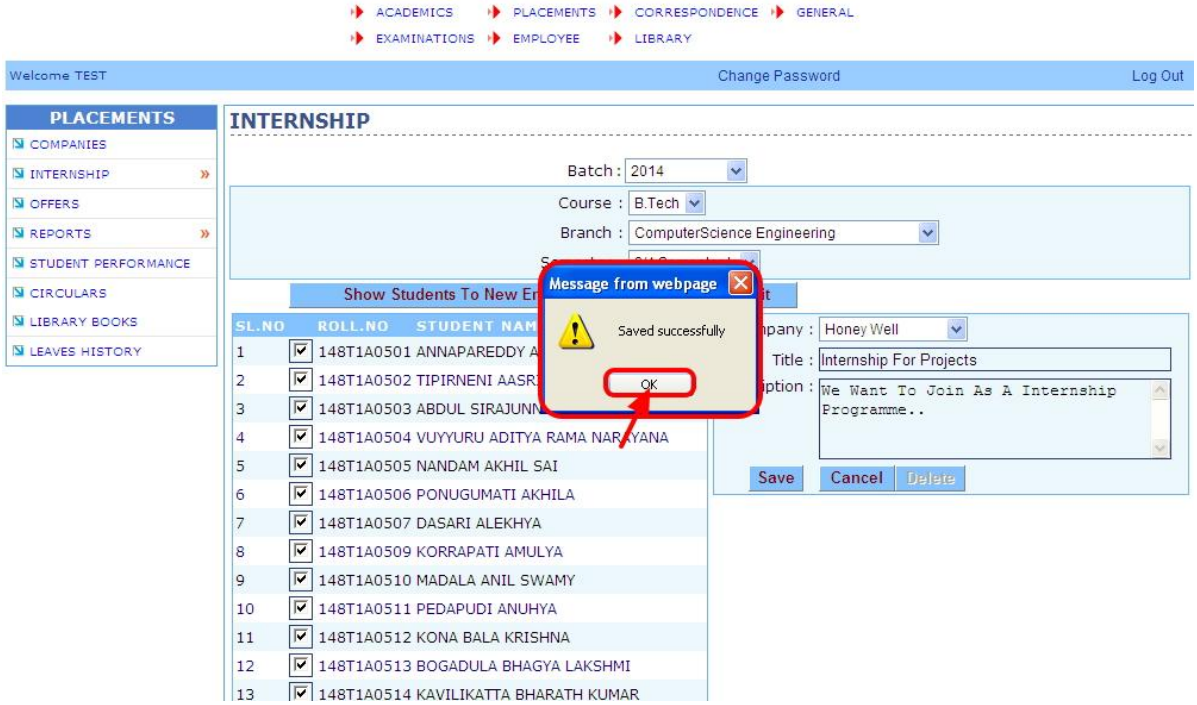
Step5:-Please Click On "Entry" Sub Link, Which Is Available In Left Menu Sub Links As Shown In Below.



Step6:-After Click On "Entry" Sub Link Then You Will Find Internship Entry Details, Please Enter All Details And Please Click On "Save" Button As Shown In Below.



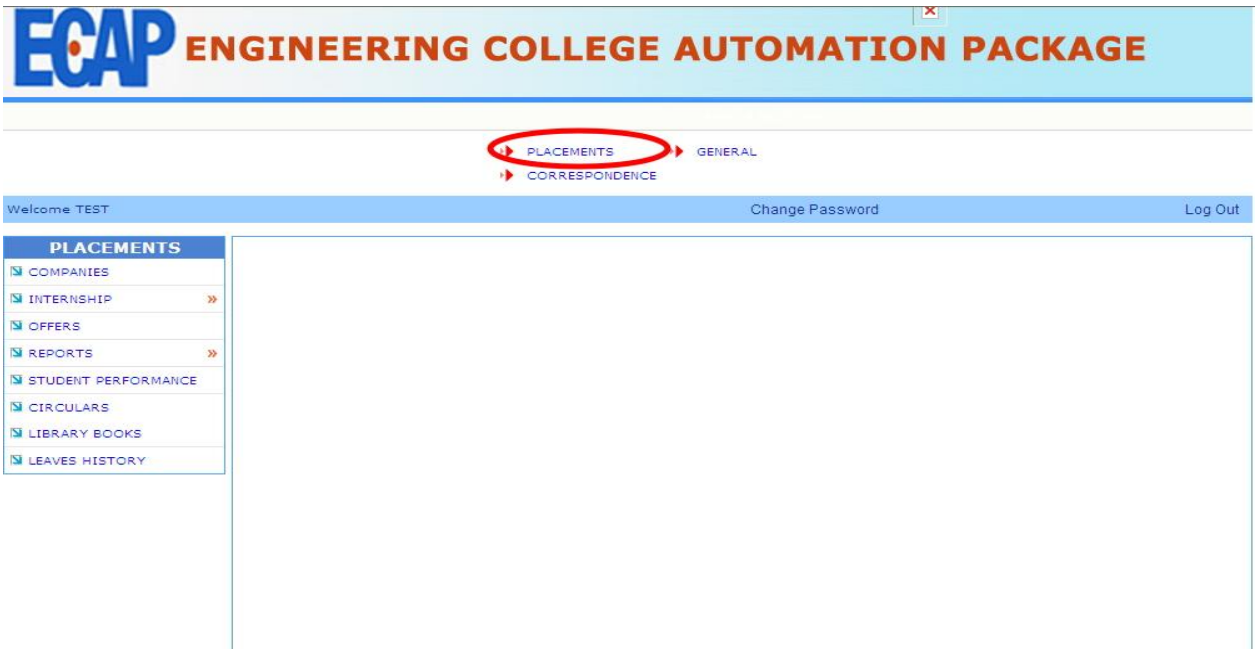
Step7:-After Click On "Save" Button Then You Will Find "Message From Webpage" Then Click On "OK" Option As Shown In Below.



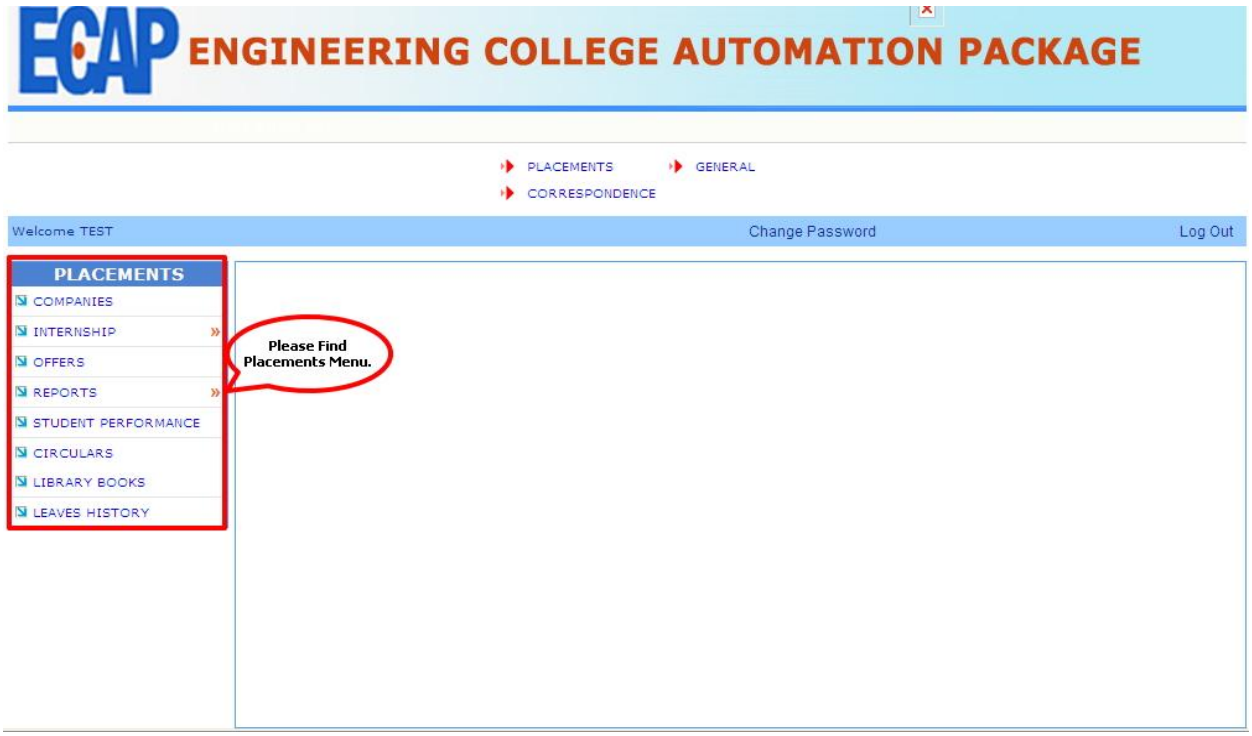
5) Where Can I Check Internship Candidates Report By Batch Wise? (Internship->Report)

Ans: - Step 1:- Please Login In To "ECAP" By Using Your Username And Password.

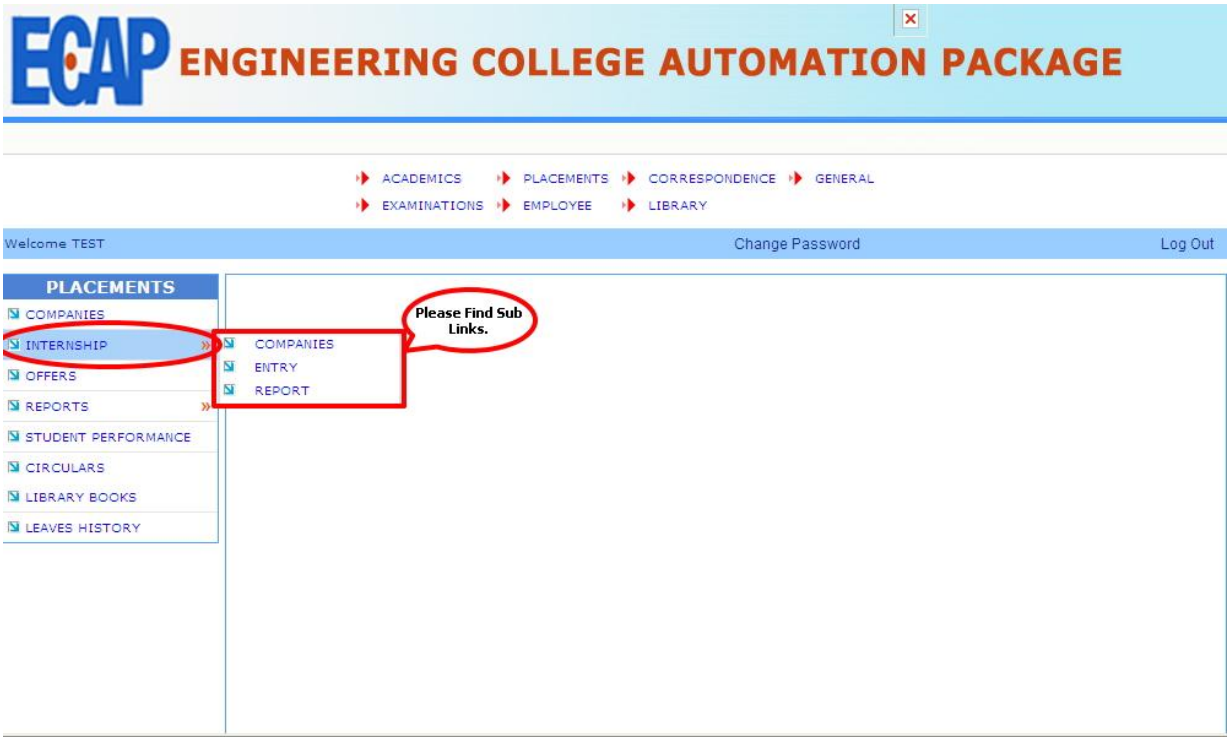
Step2:- Please Click On "PLACEMENTS" Module As Shown In Below.



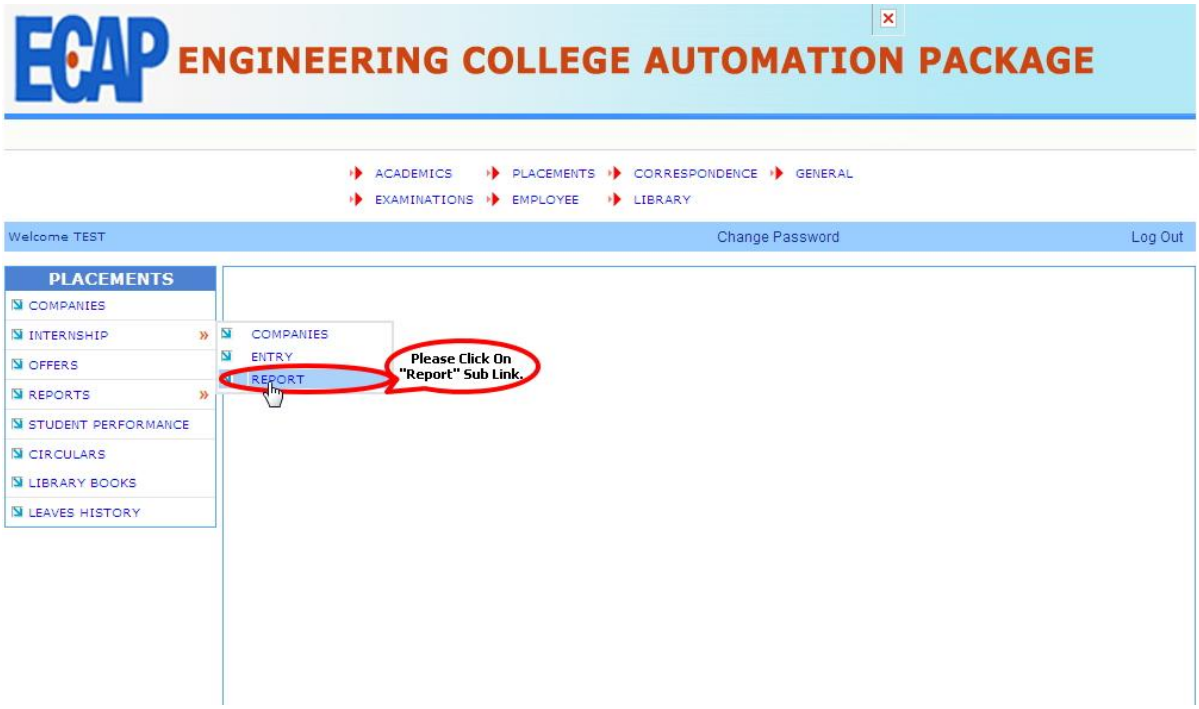
Step3:- After Click on "Placements" Then You Will Find "Left Panel" As Shown in Below.



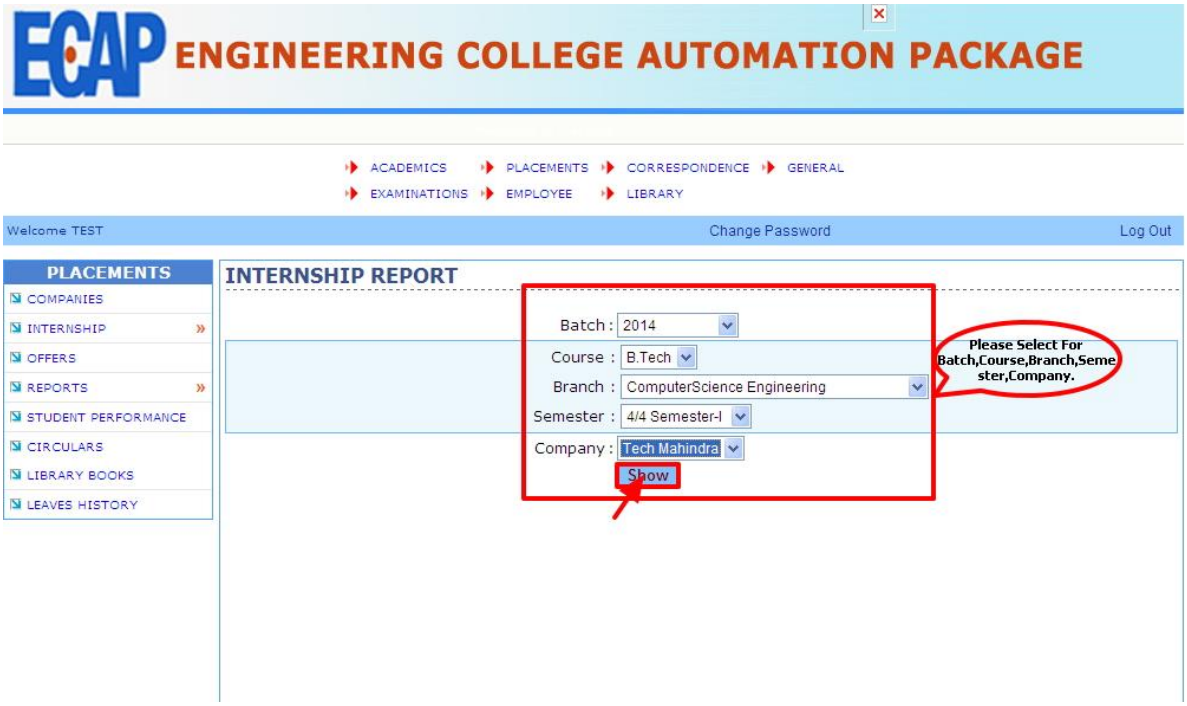
Step4:- Please Place Your Mouse Pointer On "Internship" Link Which Is Available In Left Menu As Shown In Below.



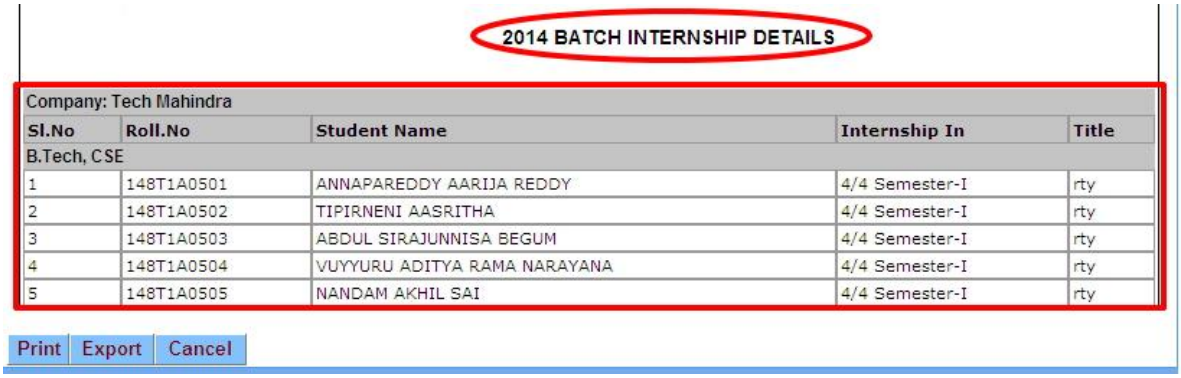
Step5:-Please Click On "Report" Sub Link, Which Is Available In Left Menu Sub Link As Shown In Below.



Step6:-After Click On "Report" Sub Link Then You Will Find Internship Details Please Select "Batch", "Course", "Branch", "Semester", "Company" Then Please Click "Show" Button As Shown In Below.



Step7:-After Click On "Show" Button Then You Will Find Internship Details Report As Shown In Below.



2014 BATCH INTERNSHIP DETAILS

Company: Tech Mahindra

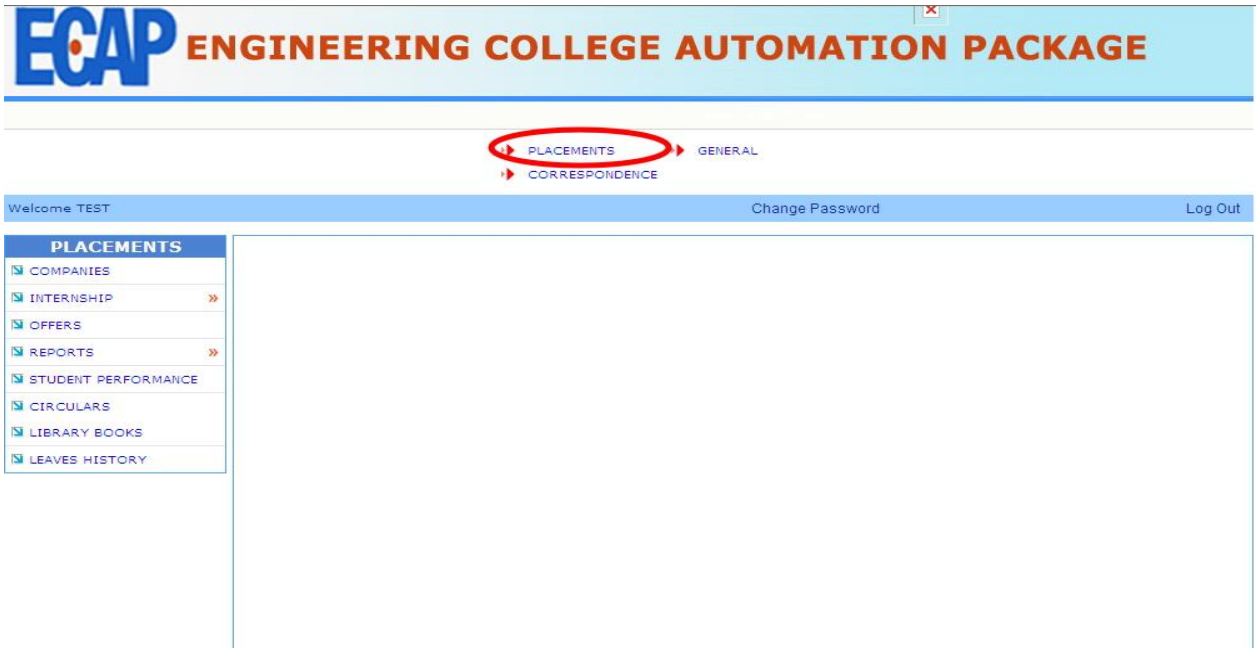
Sl.No	Roll.No	Student Name	Internship In	Title
B.Tech, CSE				
1	148T1A0501	ANNAPAREDDY AARIJA REDDY	4/4 Semester-I	rty
2	148T1A0502	TIPIRNENI AASRITHA	4/4 Semester-I	rty
3	148T1A0503	ABDUL SIRAJUNNISA BEGUM	4/4 Semester-I	rty
4	148T1A0504	VUYYURU ADITYA RAMA NARAYANA	4/4 Semester-I	rty
5	148T1A0505	NANDAM AKHIL SAI	4/4 Semester-I	rty

Print Export Cancel

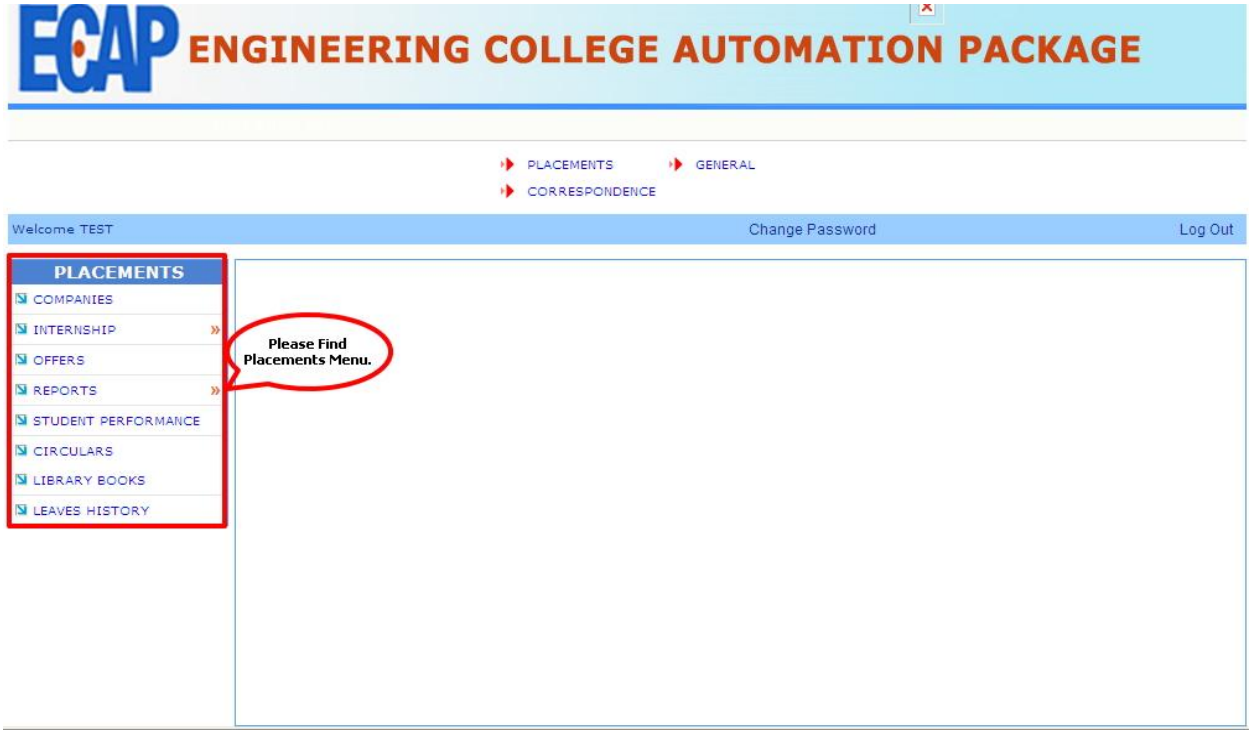
6) Where Can I Enter Student Details Who All Are Selected In Campuses? (Offers)

Ans: - Step 1:- Please Login In To "ECAP" By Using Your Username And Password.

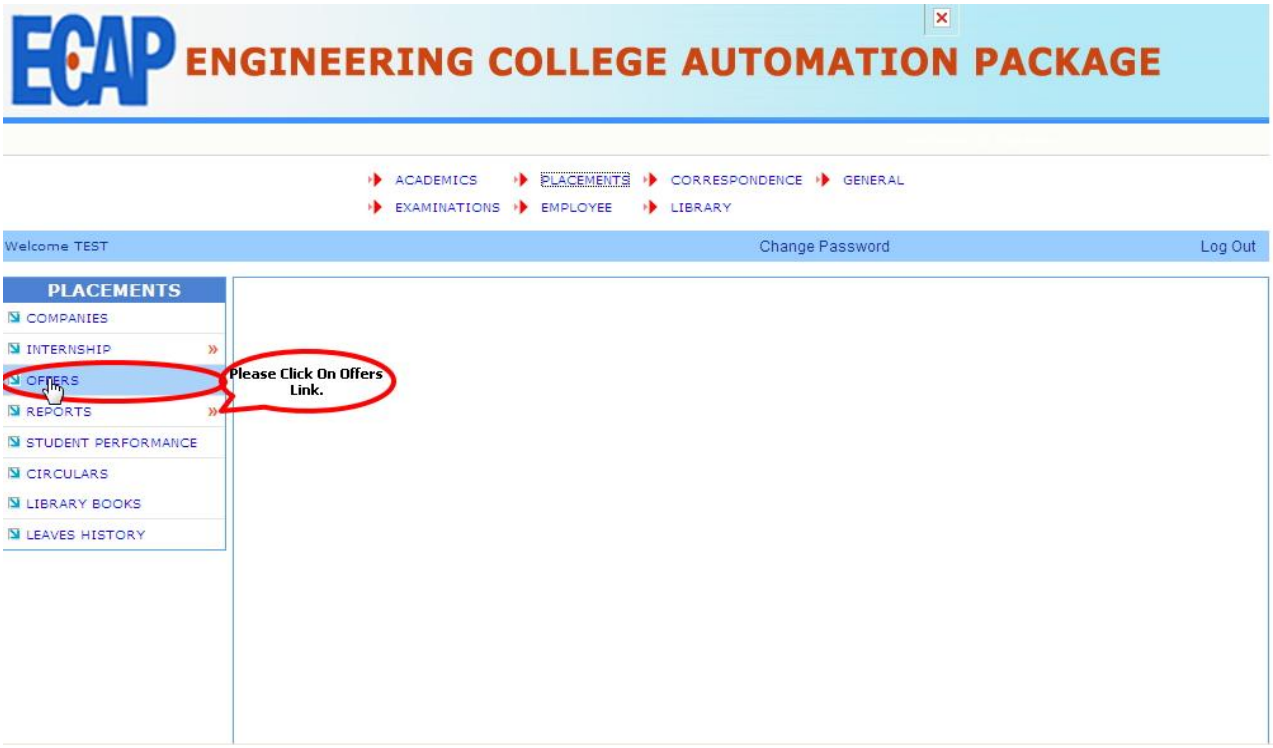
Step2:- Please Click On "PLACEMENTS" Module As Shown In Below.



Step3:- After Click on "Placements" Then You Will Find "Left Panel" As Shown in Below.

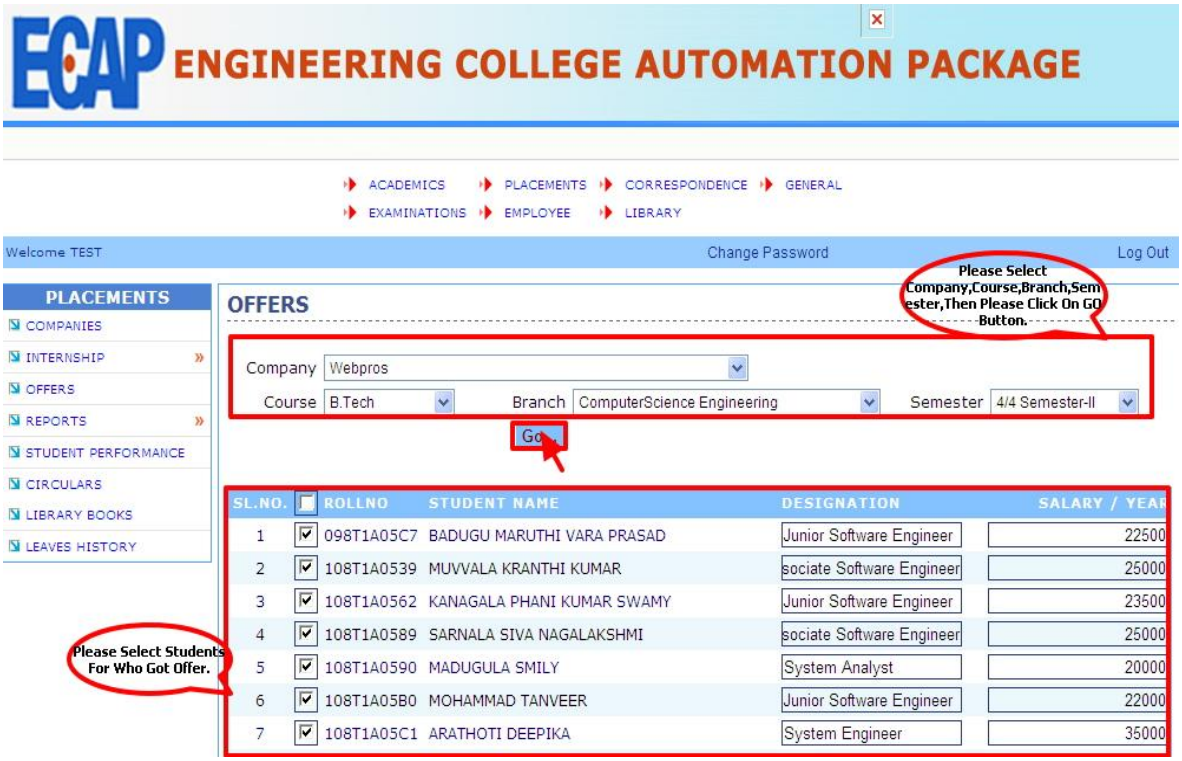


Step4:-Please Click On "Offers" Link, Which Is Available In Left Panel Menu As Shown In Below.

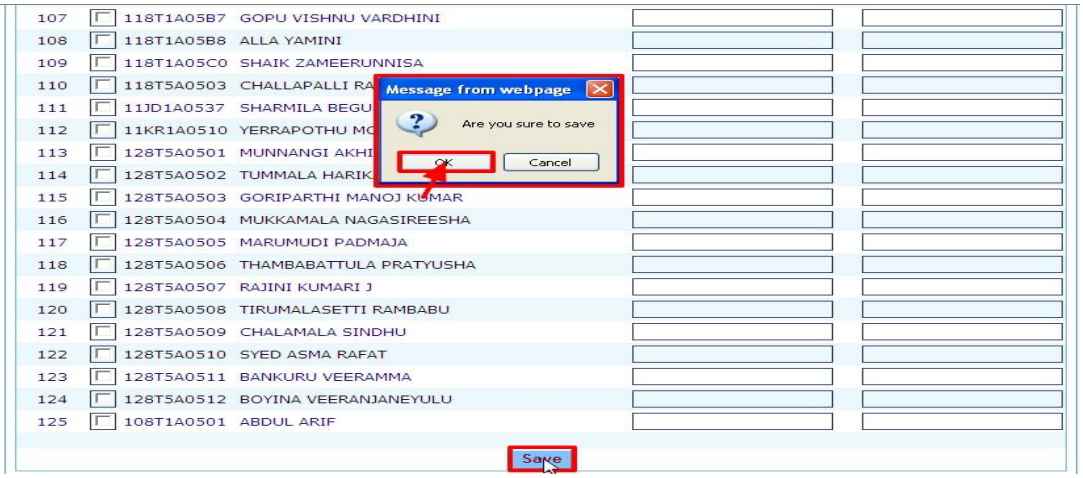


Step5:-After Click On "Offers" Link, Then You Will Find "Company", "Course", "Branch", "Semester" Then Please Click On "GO" Button Then You Will Find Students List Please Select Who Are Got Offer And Enter "Designation", "Salary/Year" Then Please Click "Save" Button As Shown In Below.

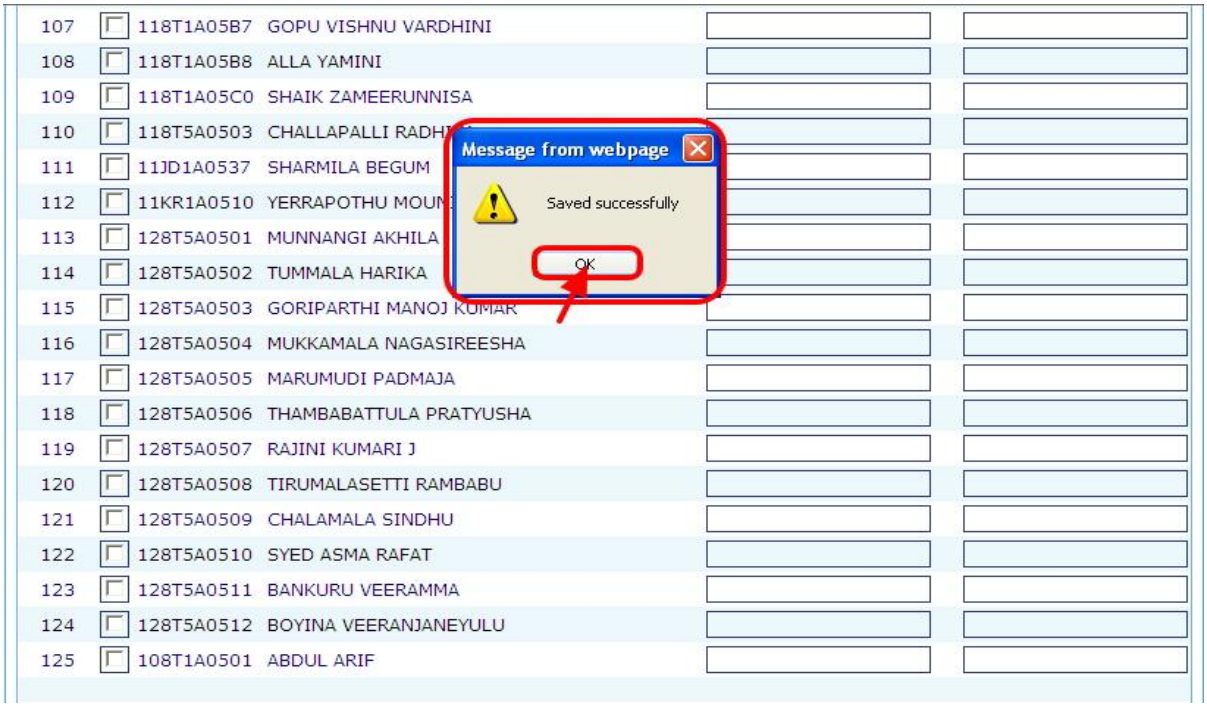
Step6:- After Click On "Save" Button Then You Will Find "Message From Webpage" As Shown In Below.



Continuation Screen…….



Step6:-After Click On "OK" Button Then You Will Find Another "Message From Webpage" Then Please Click On "OK" As Shown In Below.

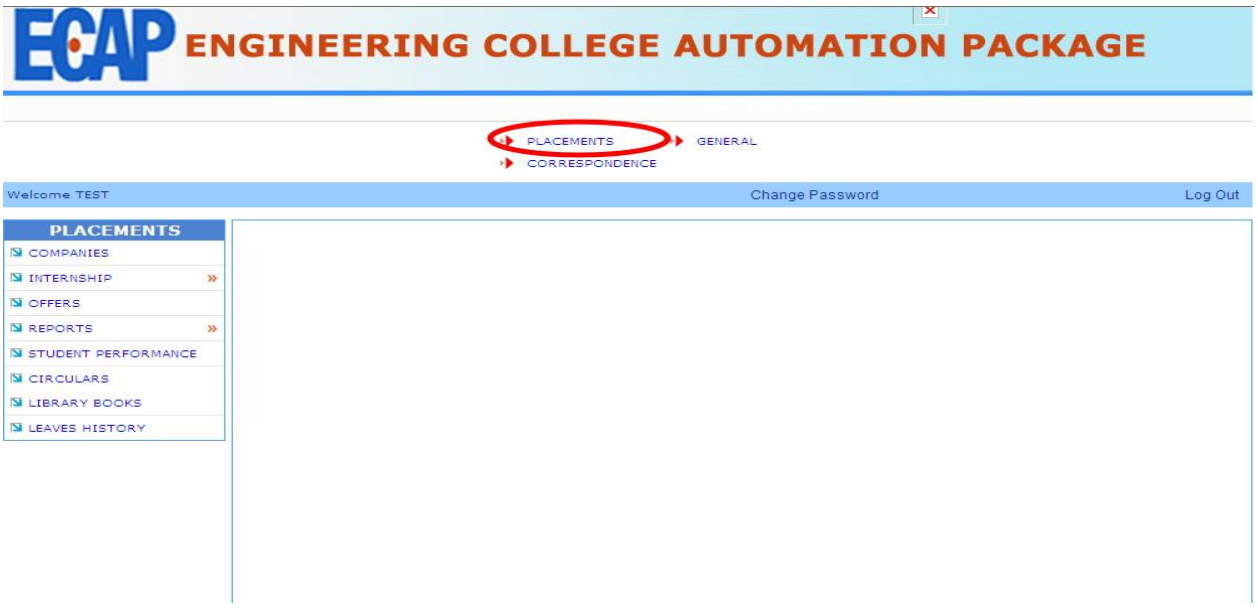


107	118T1A05B7	GOPU VISHNU VARDHINI		
108	118T1A05B8	ALLA YAMINI		
109	118T1A05C0	SHAIK ZAMEERUNNISA		
110	118T5A0503	CHALLAPALLI RADH		
111	11JD1A0537	SHARMILA BEGUM		
112	11KR1A0510	YERRAPOTHU MOUN		
113	128T5A0501	MUNNANGI AKHILA		
114	128T5A0502	TUMMALA HARIKA		
115	128T5A0503	GORIPARTHI MANOJ KUMAR		
116	128T5A0504	MUKKAMALA NAGASIREESHA		
117	128T5A0505	MARUMUDI PADMAJA		
118	128T5A0506	THAMBABATTULA PRATYUSHA		
119	128T5A0507	RAJINI KUMARI J		
120	128T5A0508	TIRUMALASETTI RAMBABU		
121	128T5A0509	CHALAMALA SINDHU		
122	128T5A0510	SYED ASMA RAFAT		
123	128T5A0511	BANKURU VEERAMMA		
124	128T5A0512	BOYINA VEERANJANEYULU		
125	108T1A0501	ABDUL ARIF		

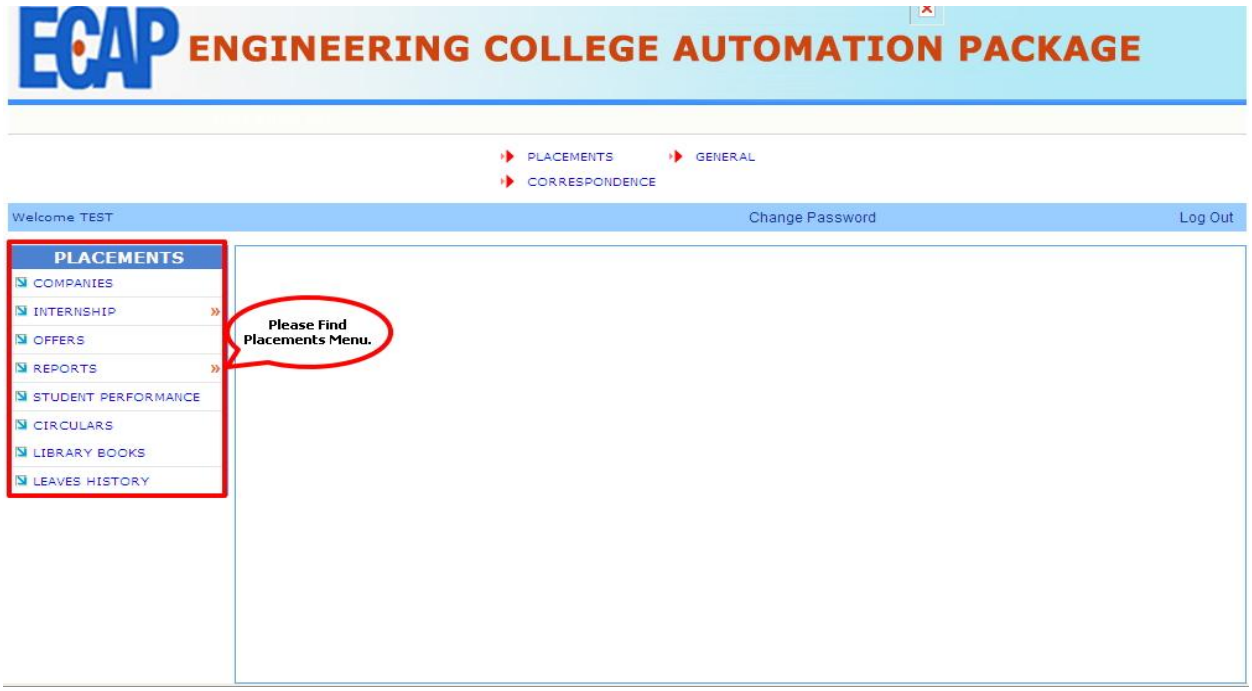
7) Where Can I Check Recruited Students Report By Company Wise? (Reports->Placements By Company)

Ans: - Step 1:- Please Login In To "ECAP" By Using Your Username And Password.

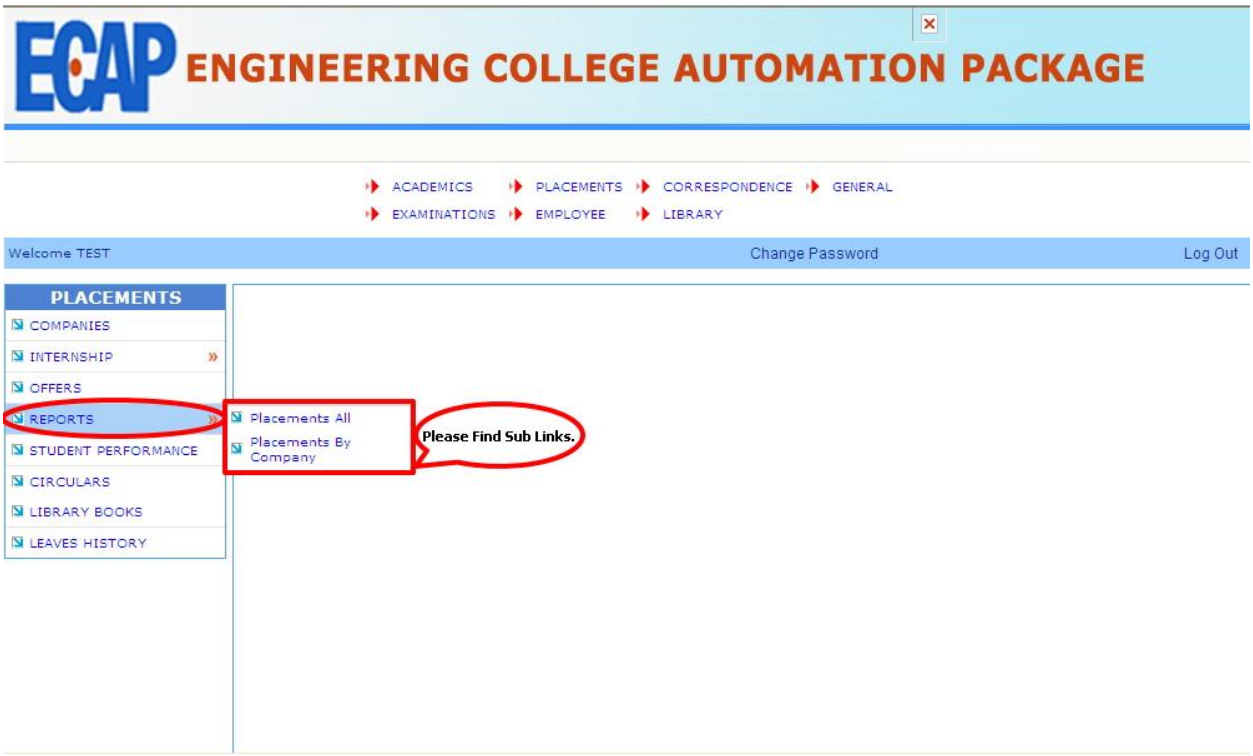
Step2:- Please Click On "PLACEMENTS" Module As Shown In Below.



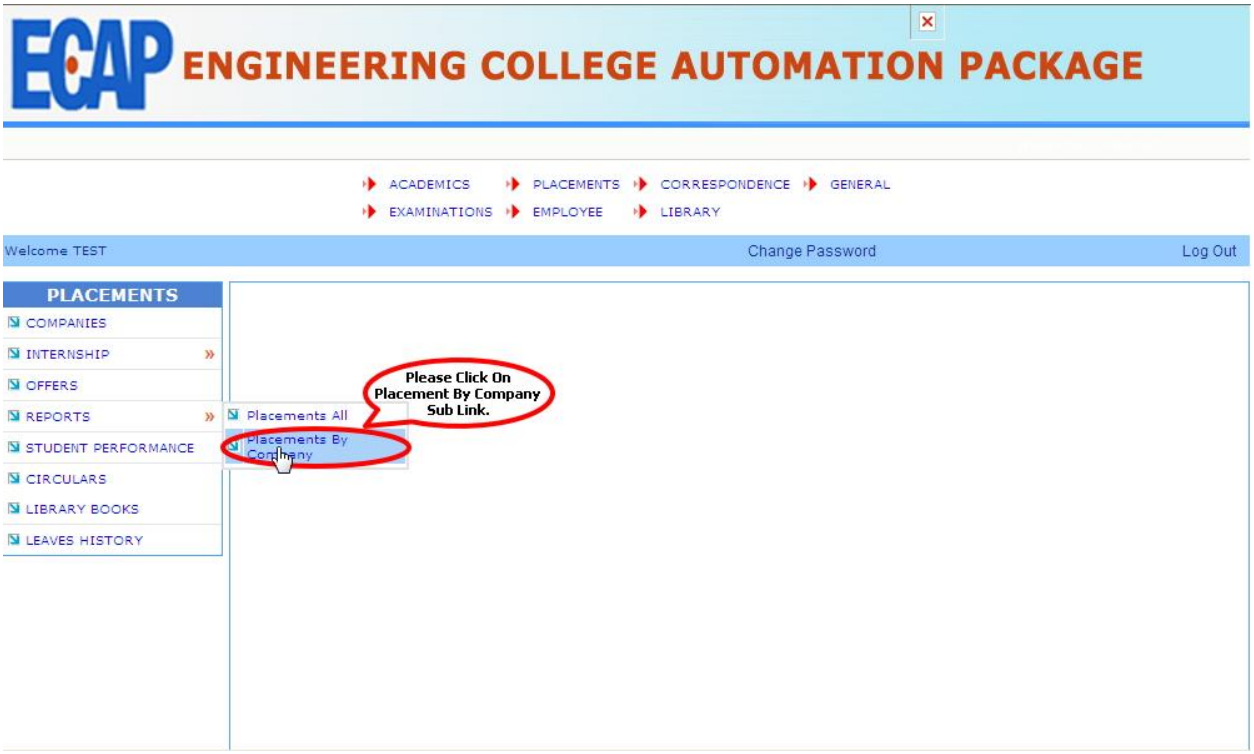
Step3:- After Click on "Placements" Then You Will Find "Left Panel" As Shown in Below.



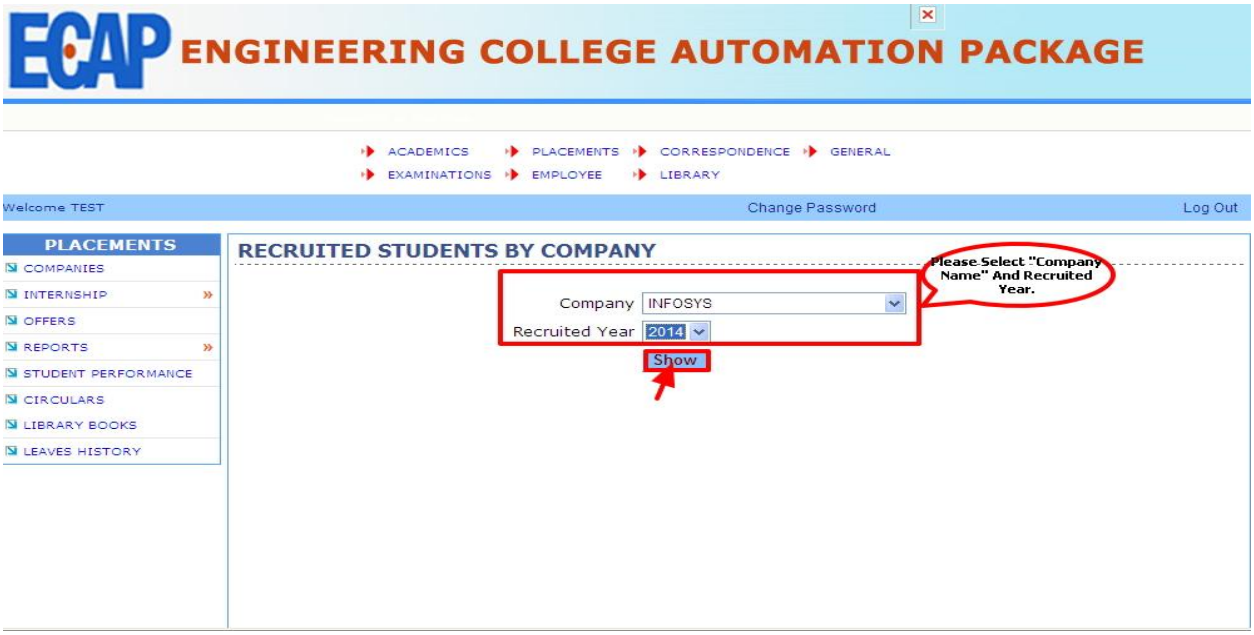
Step4:- Please Place Your Mouse Pointer On "Reports" Link Which Is Available In Left Menu As Shown In Below.



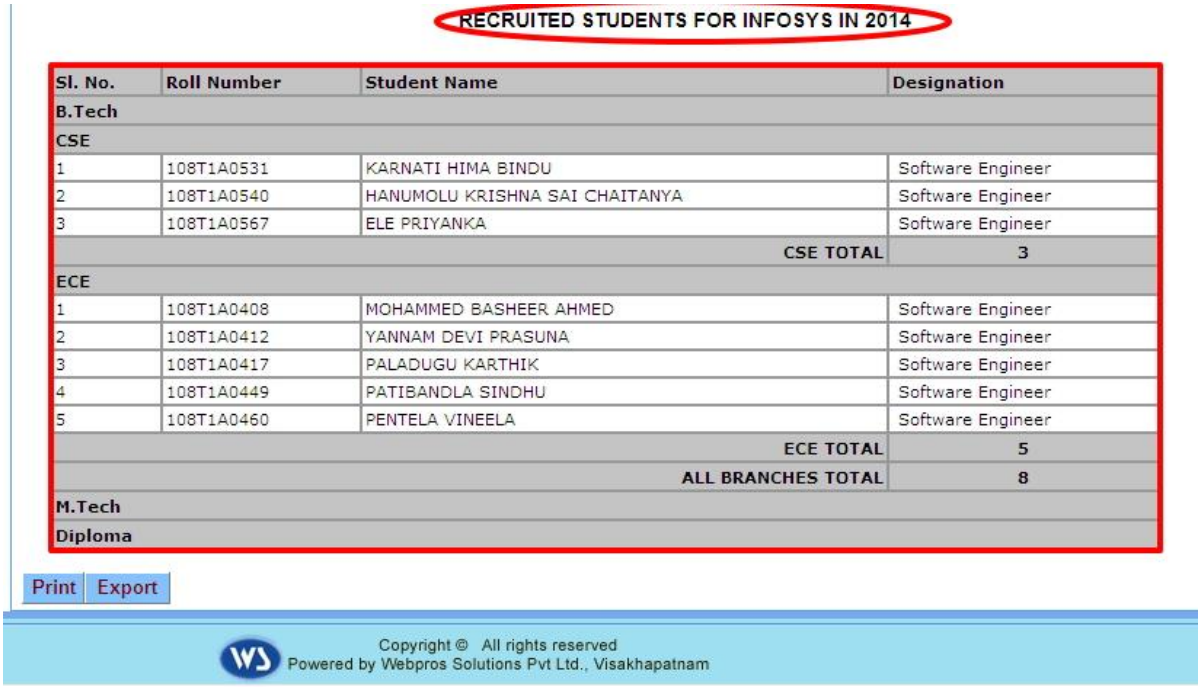
Step5:-Please Click On "Placement By Company" Sub Link Which Is Available In Left Panel Sub Link Menu As Shown In Below.



Step6:-After Click On "Placements By Company" Sub Link Then You Will Find "Company" And "Recruited Year" Please Select Then Please Click On "Show" Button As Shown In Below.



Step7:-After Click On "Show" Button Then You Will Find Recruited Students Report As Shown In Below.



RECRUITED STUDENTS FOR INFOSYS IN 2014

Sl. No.	Roll Number	Student Name	Designation
B.Tech			
CSE			
1	108T1A0531	KARNATI HIMA BINDU	Software Engineer
2	108T1A0540	HANUMOLU KRISHNA SAI CHAITANYA	Software Engineer
3	108T1A0567	ELE PRIYANKA	Software Engineer
		CSE TOTAL	3
ECE			
1	108T1A0408	MOHAMMED BASHEER AHMED	Software Engineer
2	108T1A0412	YANNAM DEVI PRASUNA	Software Engineer
3	108T1A0417	PALADUGU KARTHIK	Software Engineer
4	108T1A0449	PATIBANDLA SINDHU	Software Engineer
5	108T1A0460	PENTELA VINEELA	Software Engineer
		ECE TOTAL	5
		ALL BRANCHES TOTAL	8
M.Tech			
Diploma			

Print Export

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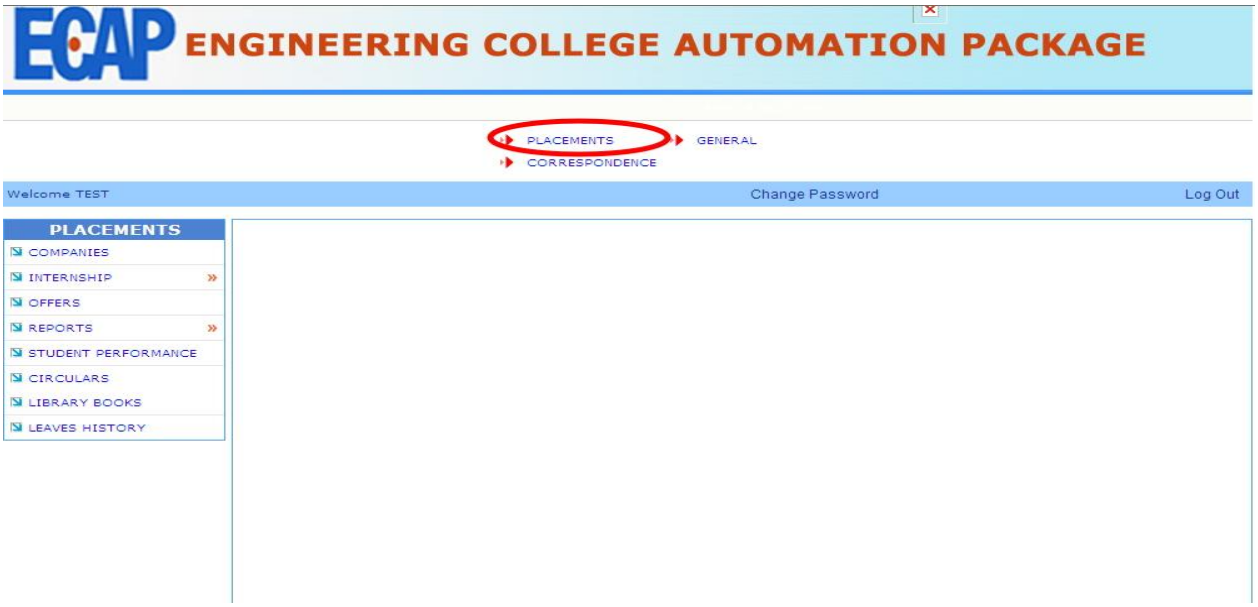
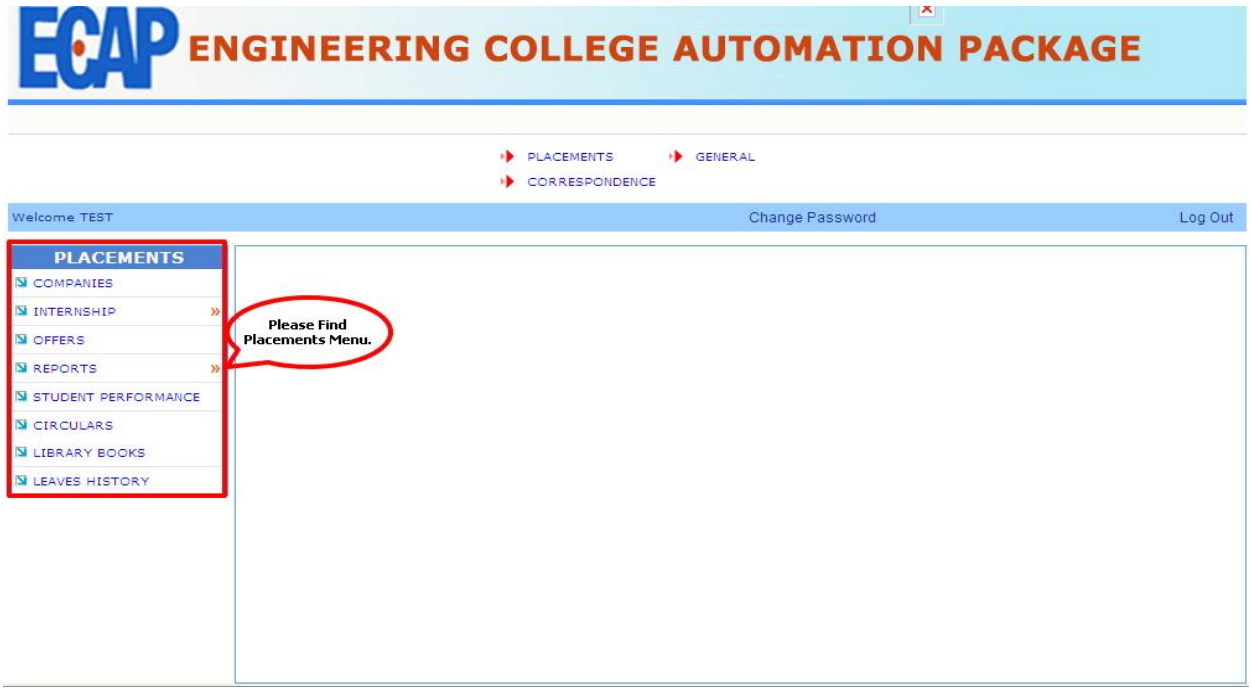
8)Where Can I Check Cumulative Recruited Students Report By Company Wise? (Reports->Placements All)

Ans: - Step 1:- Please Login In To "ECAP" By Using Your Username And Password.

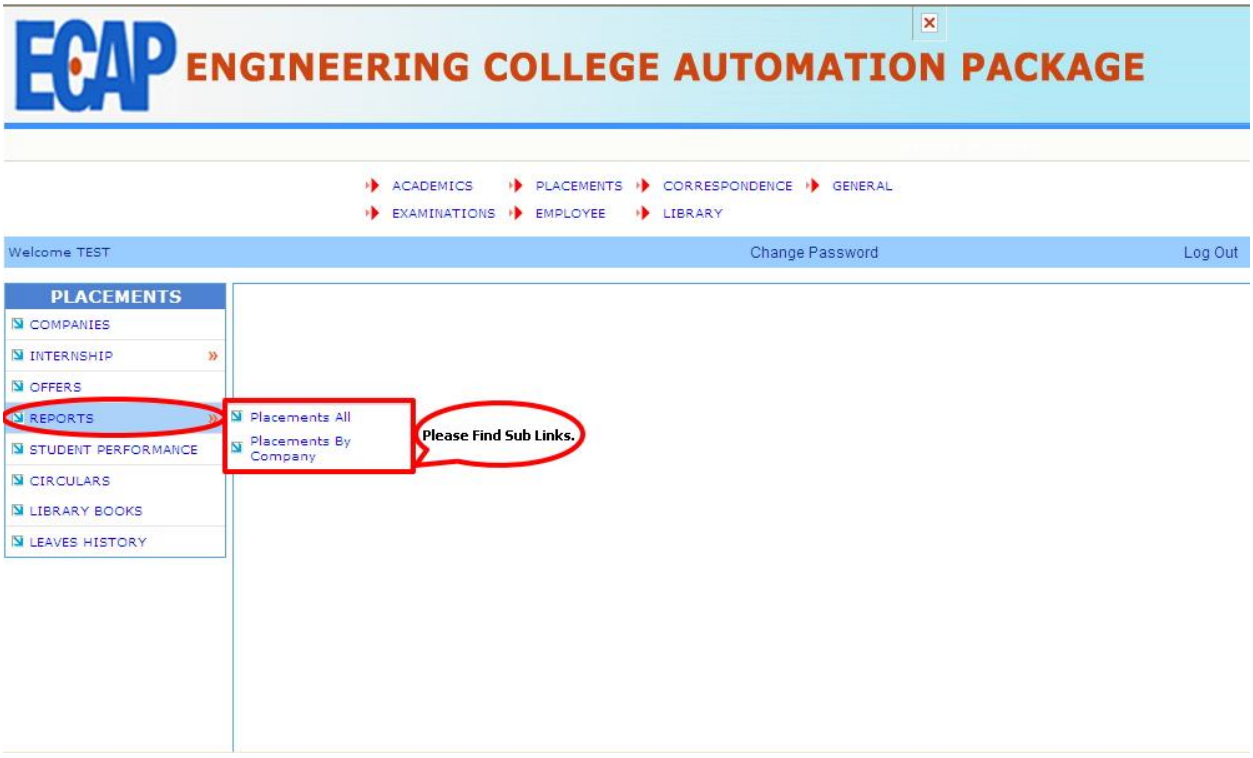
Step2:- Please Click On "PLACEMENTS" Module As Shown In Below.



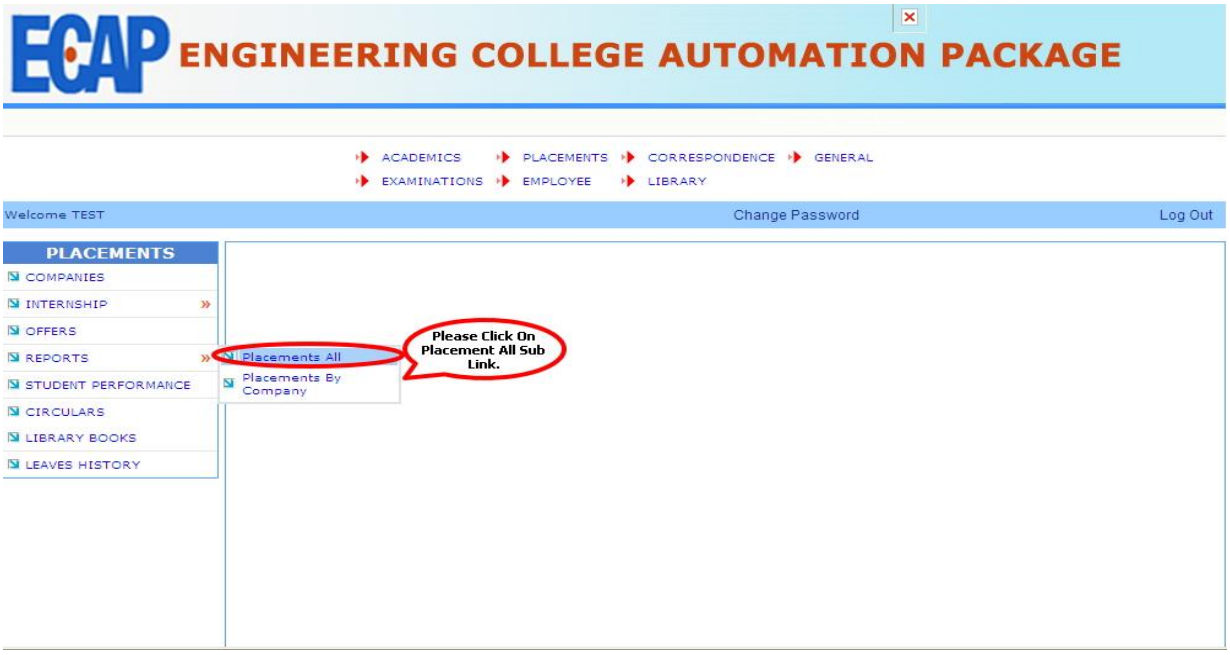
Step3:- After Click on "Placements" Then You Will Find "Left Panel" As Shown in Below.



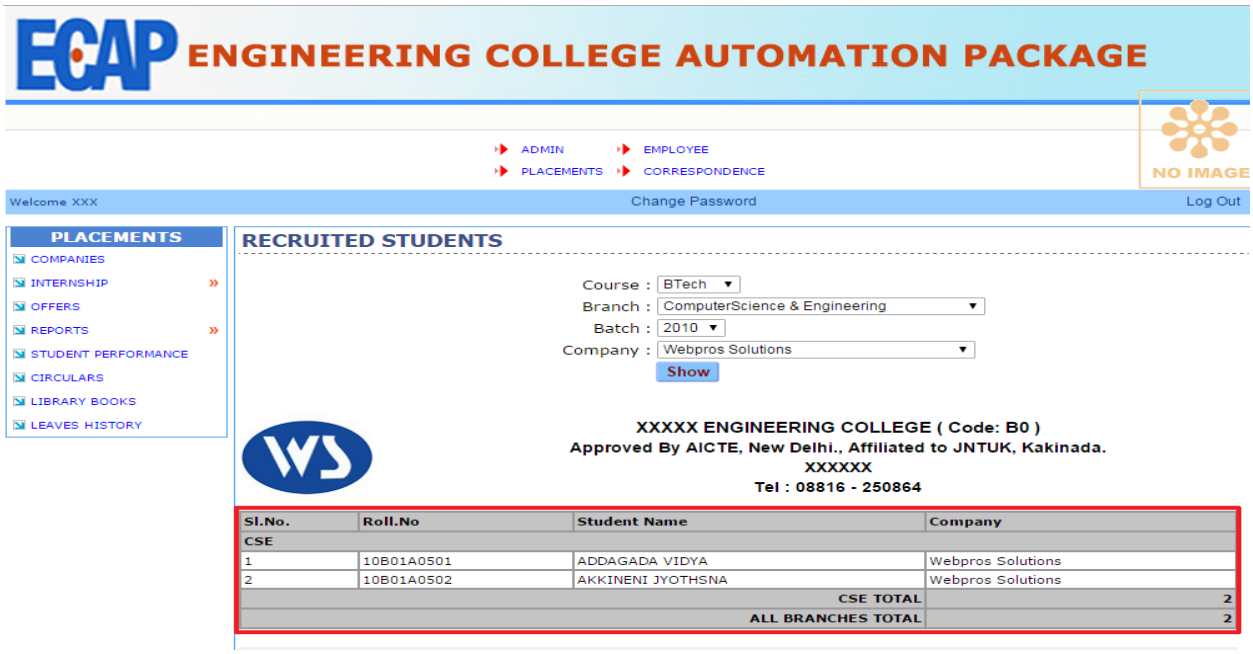
Step4:- Please Place Your Mouse Pointer On "Reports" Link Which Is Available In Left Menu As Shown In Below.



Step5:-Please Click On "Placement All" Sub Link, Which Is Available In Left Menu Sub Links As Shown In Below.



Step6:-After Click On "Placements All" Sub Link Then You Will Find "Course", "Branch", "Batch", "Company" Please Select All Then Please Click On "Show" Button As Shown In Below.

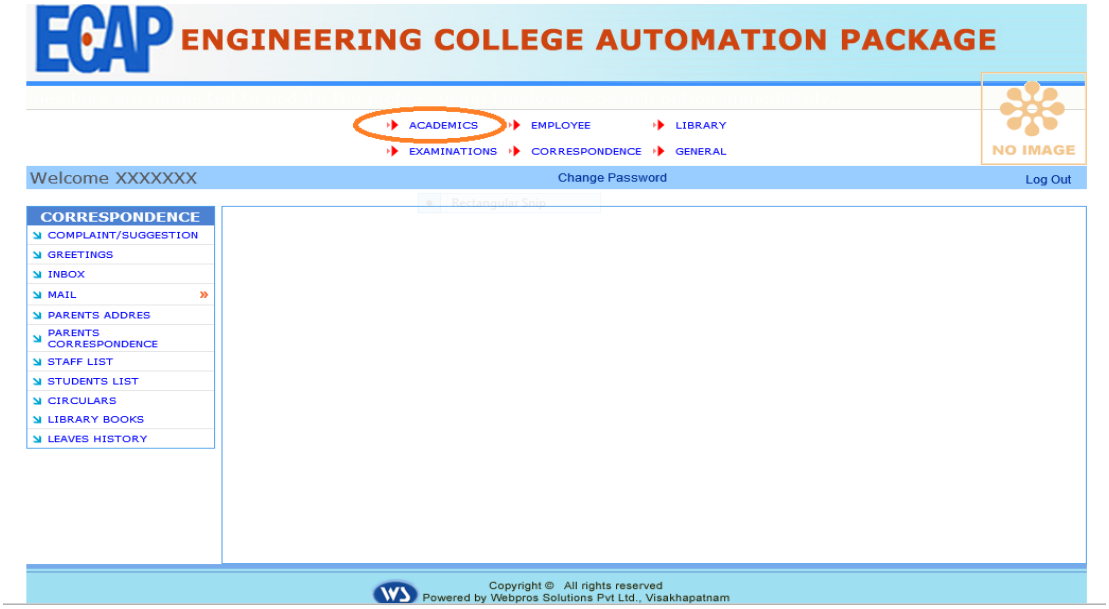


Question And Answers Of Academic Module Through HOD Logins

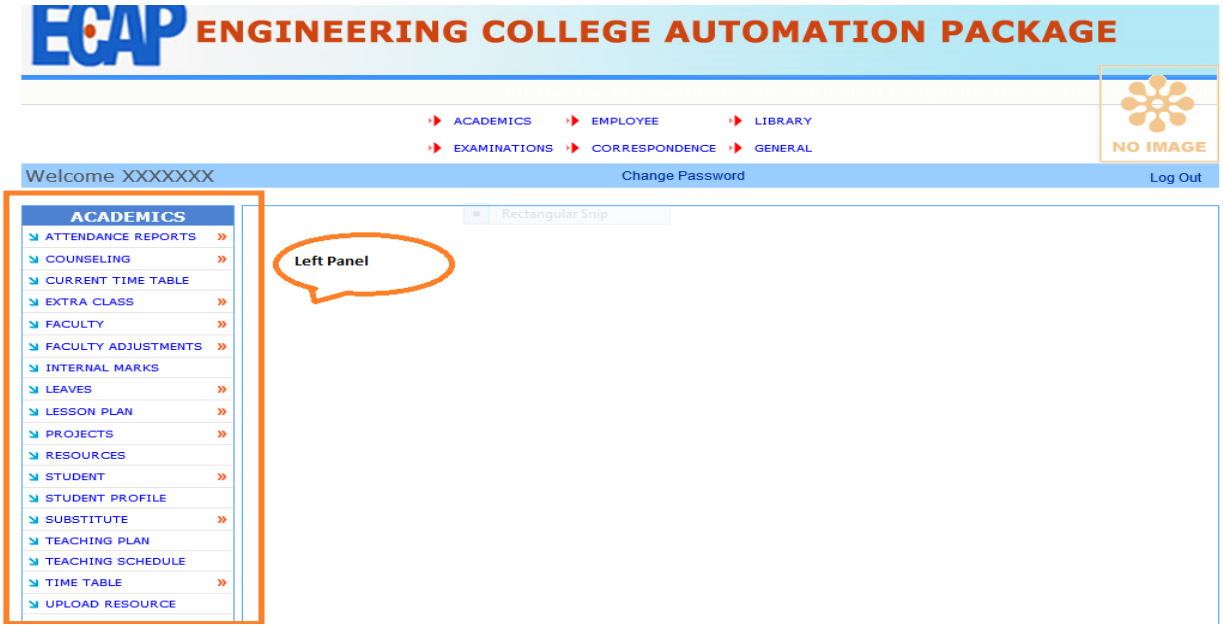
1) How To Assign Teaching Subjects To Faculties?

Ans:- Step 1:-Please Login In To ECAP By Using Your Username And Password.

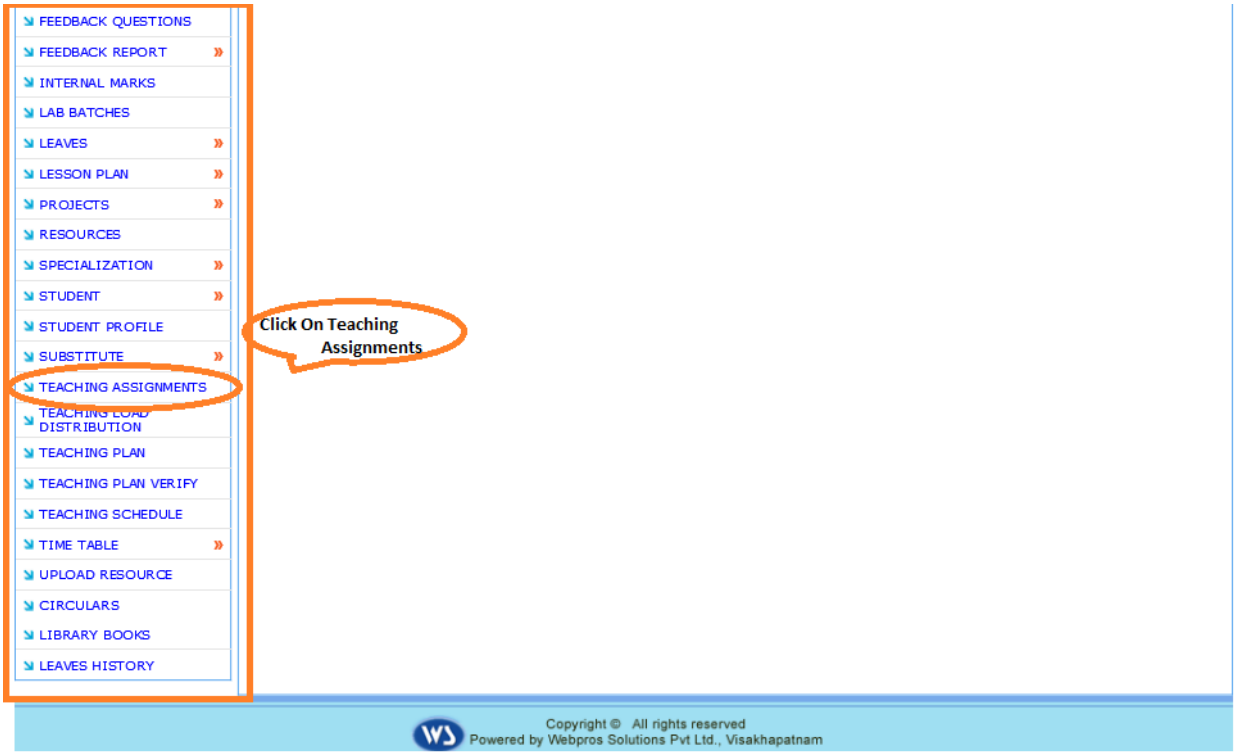
Step 2:- Please Click On "Academics" Module As Shown In Below.



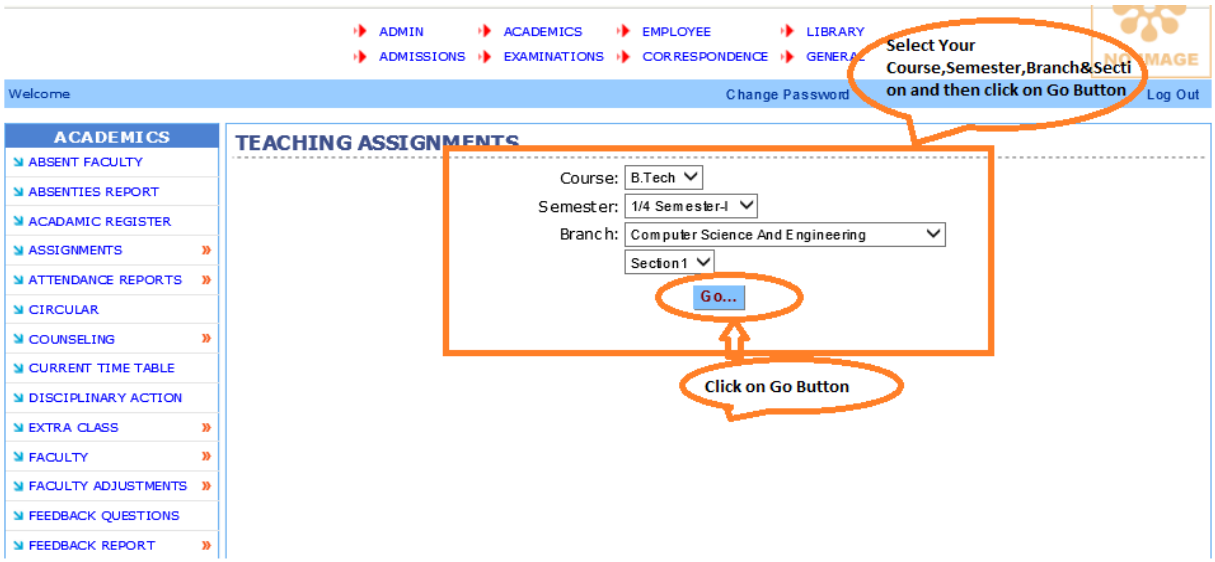
Step 3:-You Will Find "Left Panel" After Clicking On Academics Module As Shown In Below.



Step 4:-Please Click On "Teaching Assignments Option" Which Is Available On Left Panel As Shown In Below.

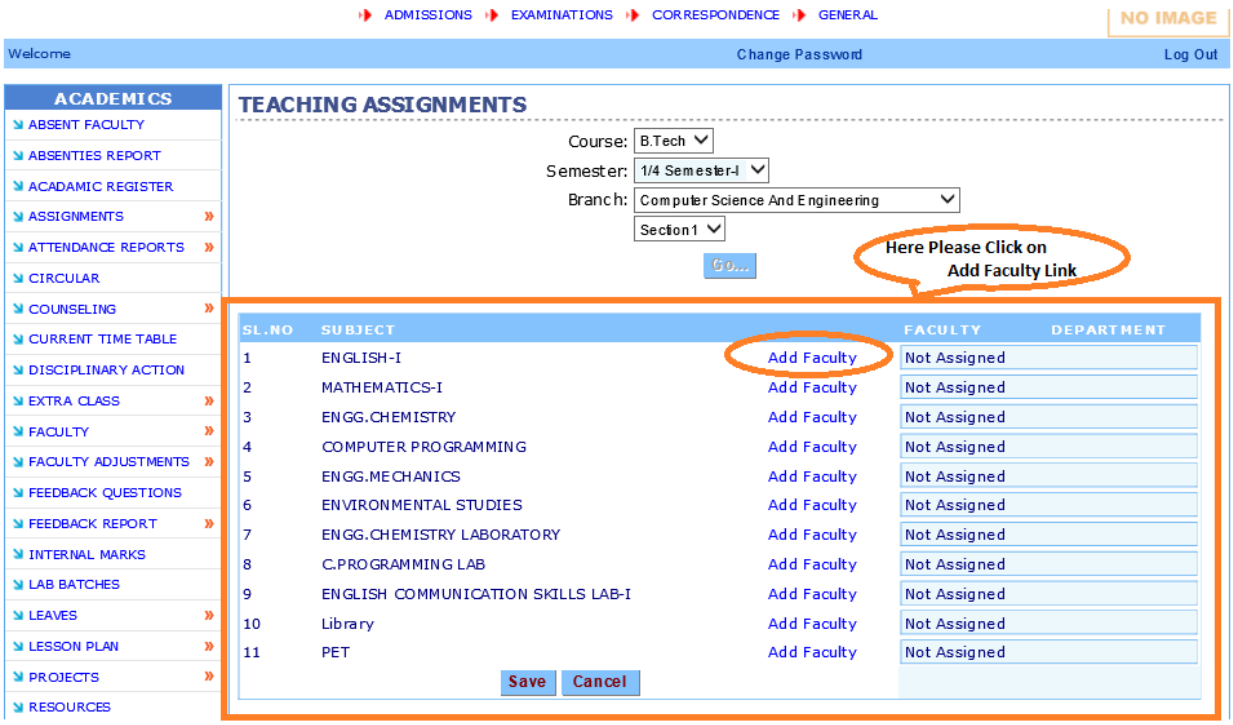


Step5:-Now You Will Find This Screen. Here Please Select Your Course,Semester,Branch And Section And Then Please Click On Go Button.

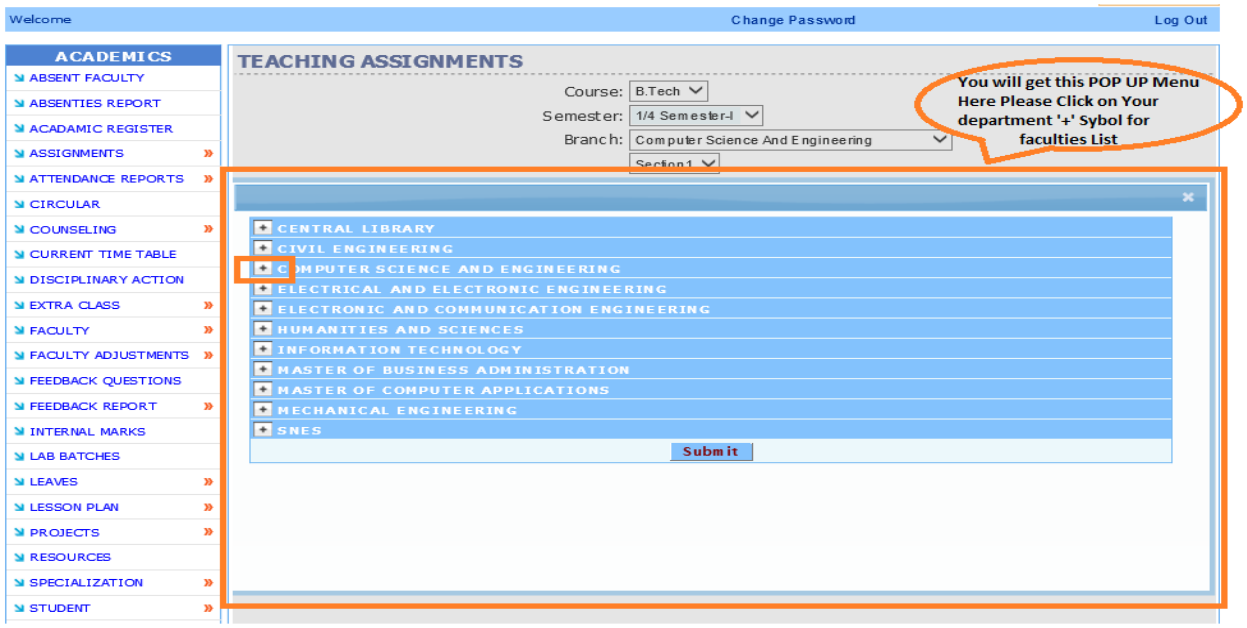


Question And Answers Of Academic Module Through HOD Logins

Step6:-Now You Will Find This Subjects Table For Assigning Faculties To Subjects. Here You Can Find "Add Faculty Link" .Please Click On Faculty Link As Shown In Below.

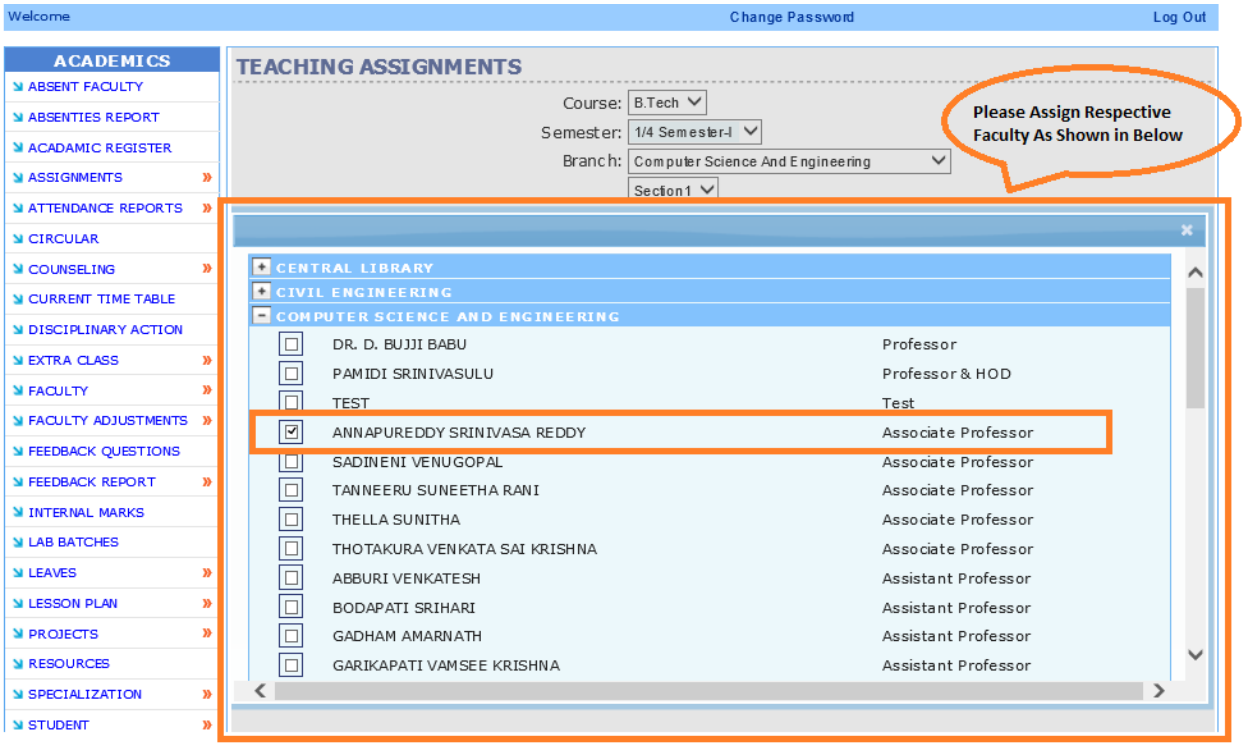


Step7:-Now You Will Get Pop Up Window For Selecting Faculties. Here Please Click On Respective Department '+' Symbol As Shown In Below.

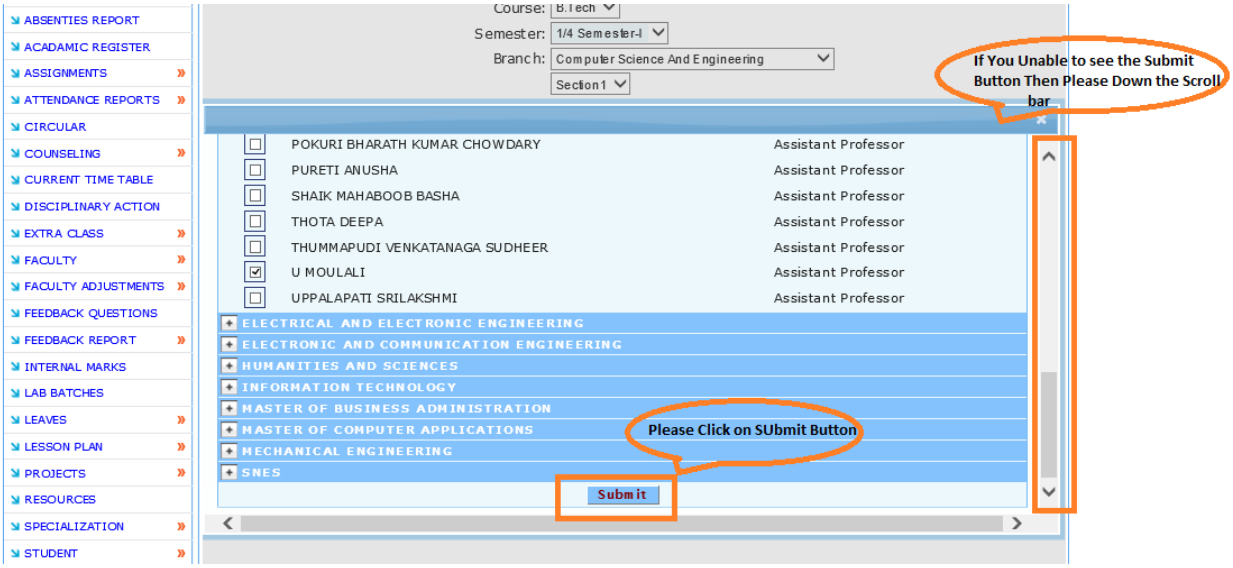


Question And Answers Of Academic Module Through HOD Logins

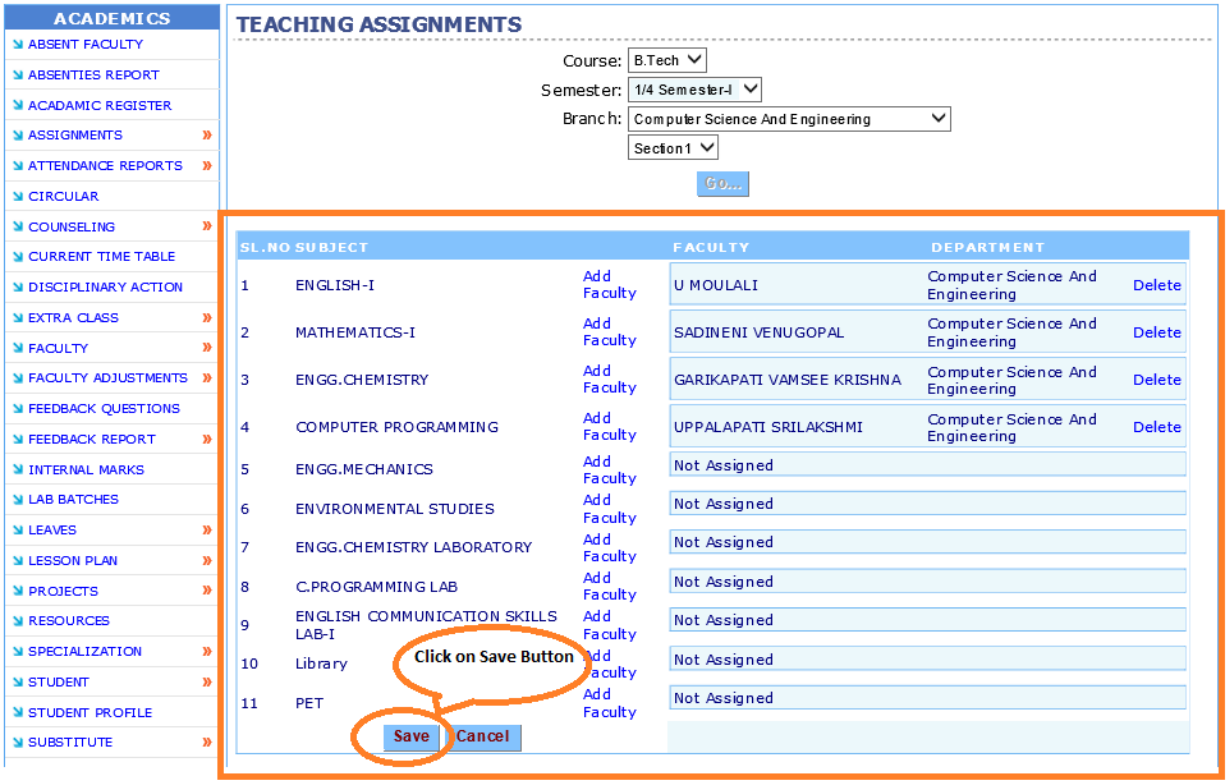
Step8:-After Click On '+' Symbol You Will Get That Department Faculty List As Shown In Below. Now Please Assign Respective Faculty To That Subject As Shown In Below.



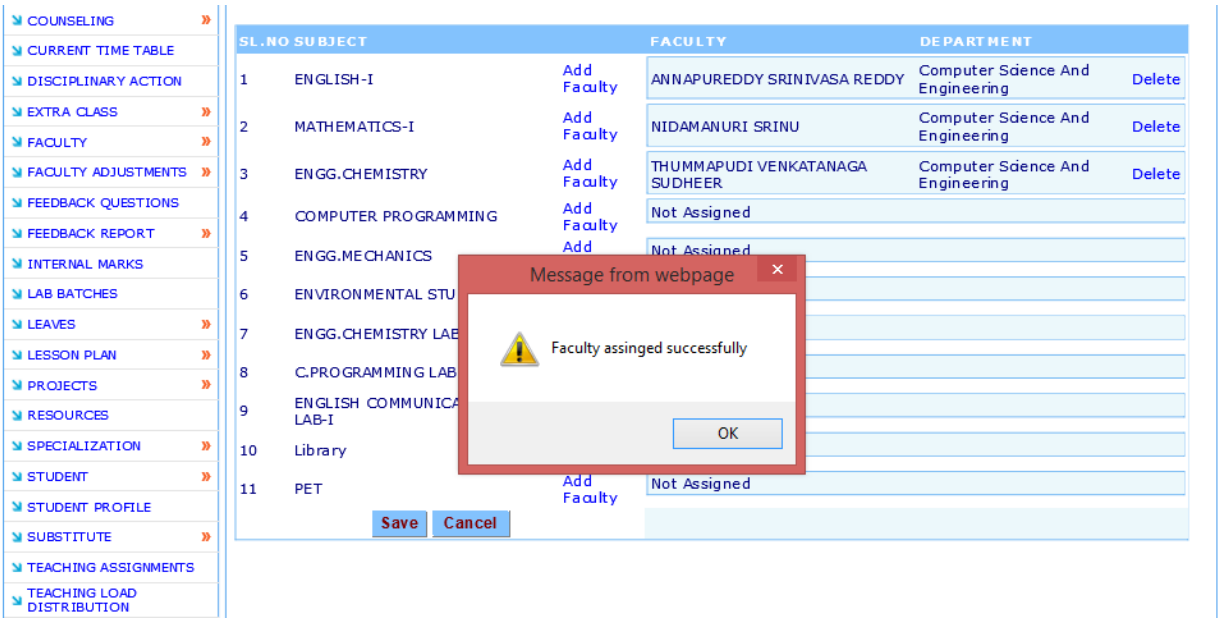
Step9:-Please Click On 'Submit' Button As Shown In Below.



Step10:-Please Click On 'SAVE' Button As Shown In Below.

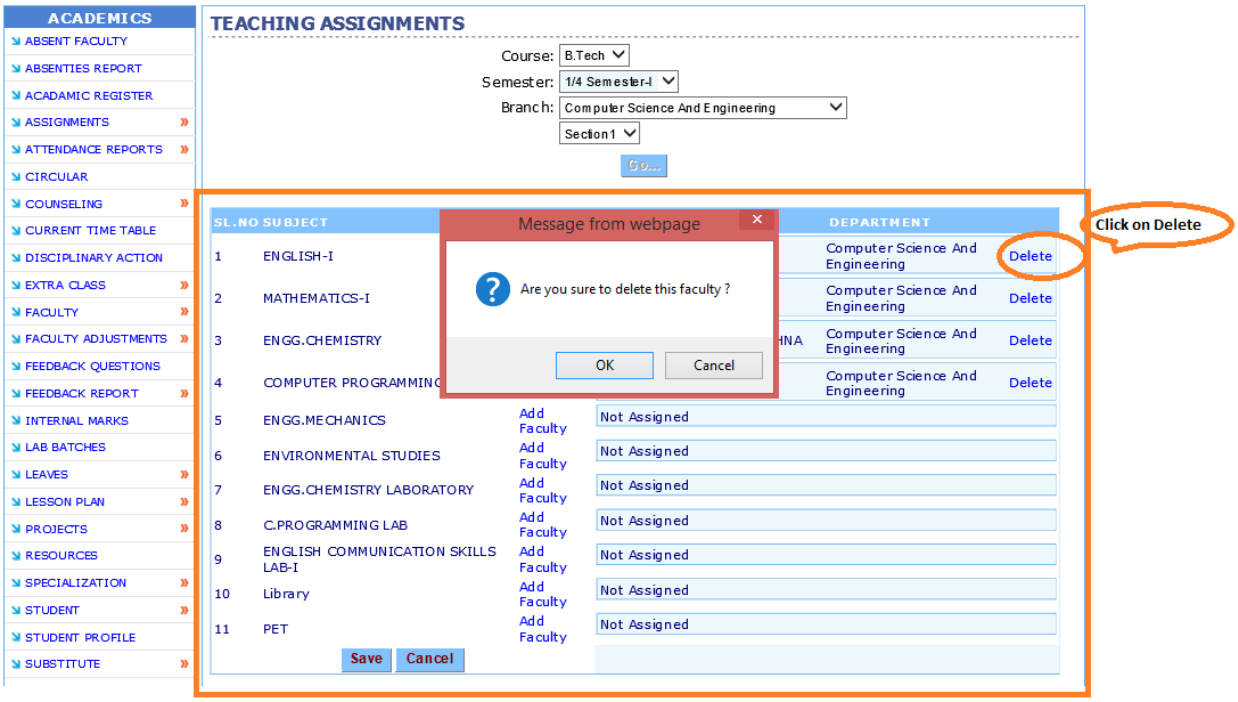


Step11:-After Click On Save Button You Will Get Pop UP Alert For Confirmation As Shown In Below. Here Please Click On OK Button.

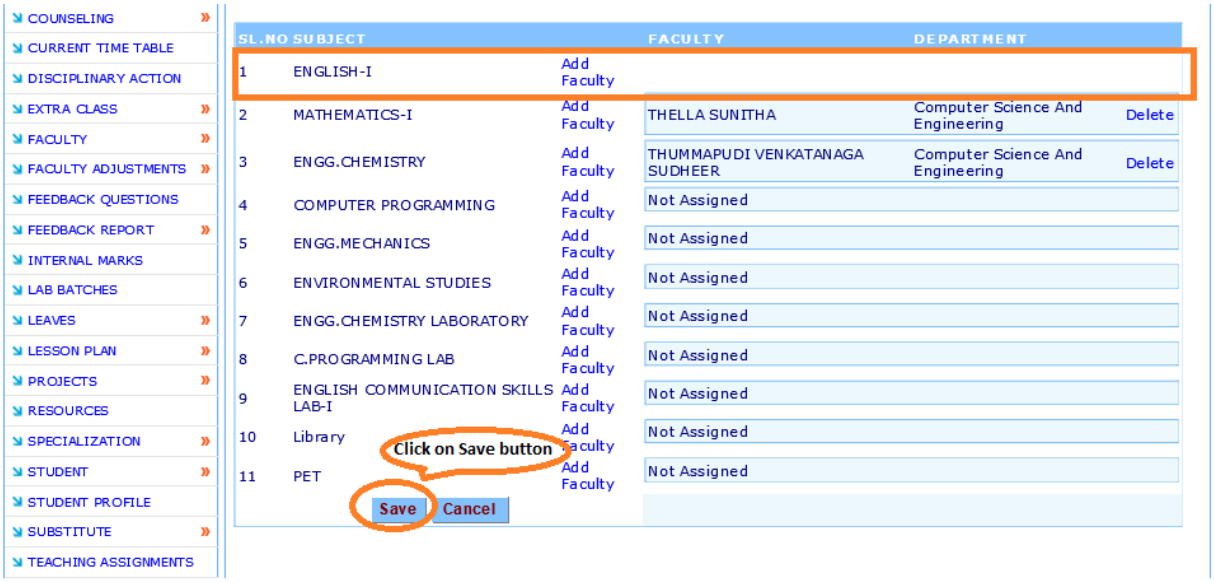


Question And Answers Of Academic Module Through HOD Logins

Step12:-If You Want To Delete Existing Assigned Faculties Please Click On 'Delete' Option As Shown In Below. And Then You Will Get Pop Up Confirmation Here Please Click On OK Button.



Step13:- After Click On OK Button Please Click On Save Button Then It Will Get Deleted As Shown In Below.

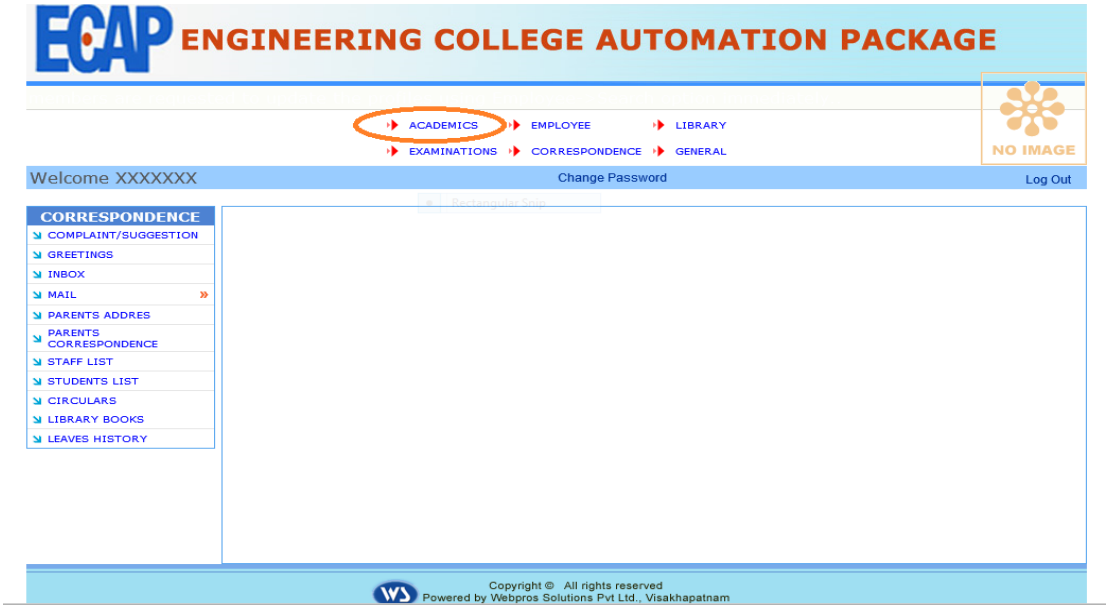


Question And Answers Of Academic Module Through HOD Logins

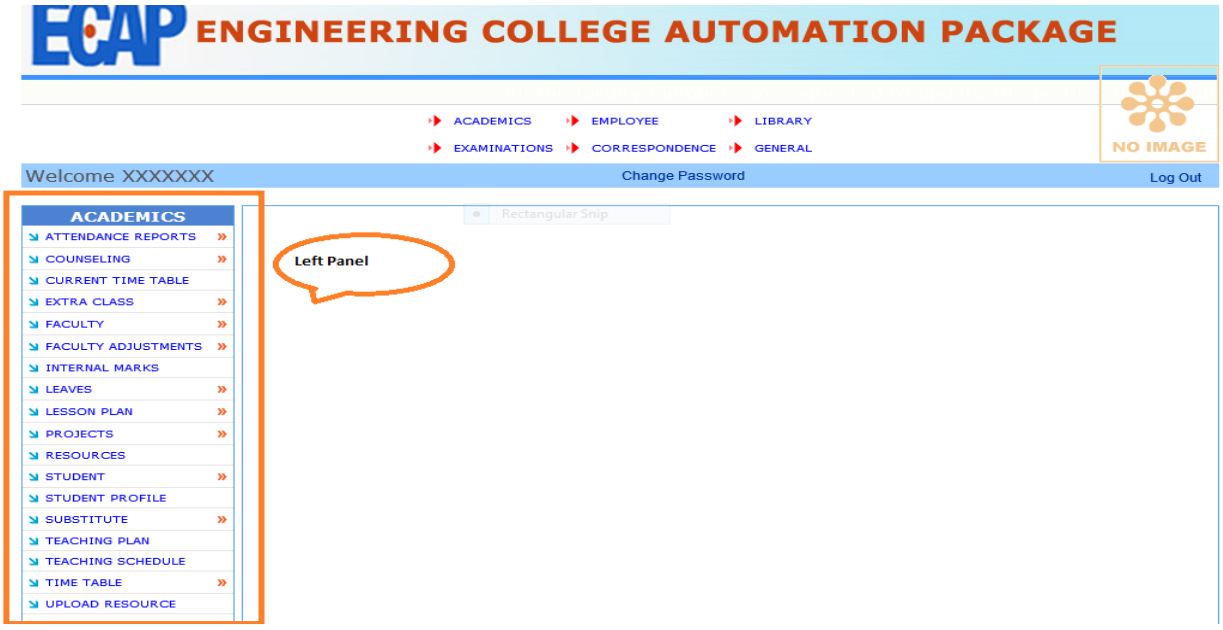
2)How To Divide Students In To Lab Batches ?

Ans:- Step 1:-Please Login In To ECAP By Using Your Username And Password

Step 2:- Please Click On "Academics" Module As Shown In Below

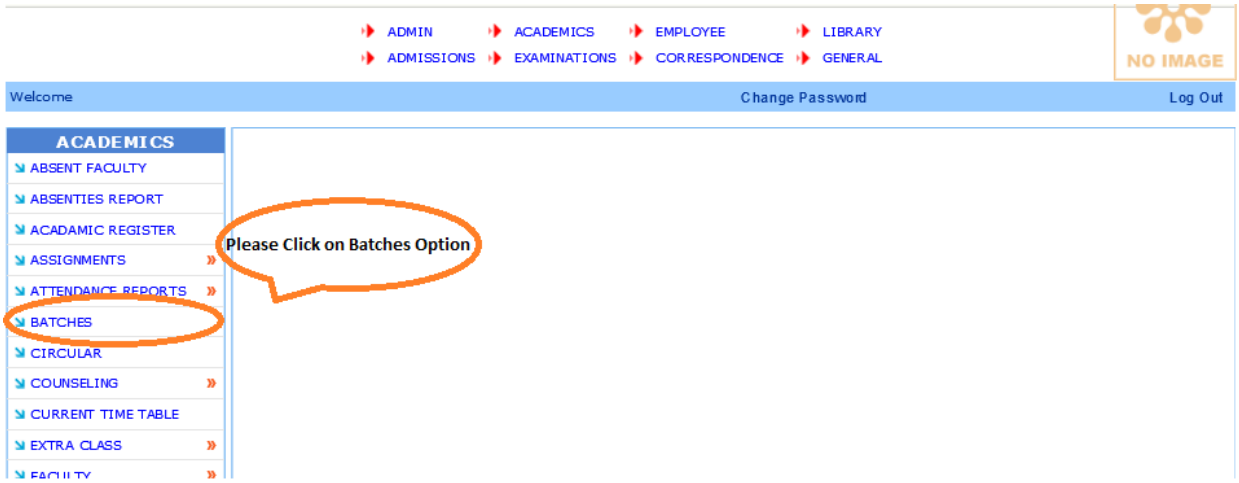


Step 3:-You Will Find "Left Panel" After Clicking On Academics Module As Shown In Below.

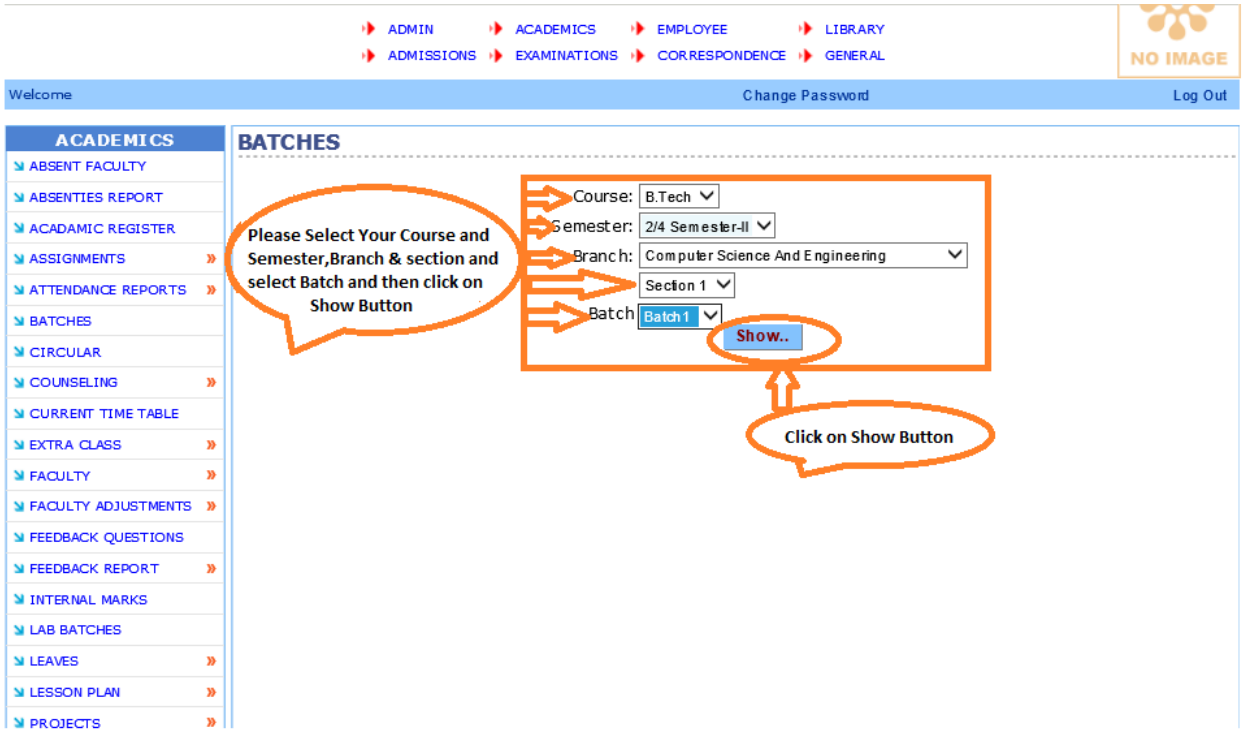


Question And Answers Of Academic Module Through HOD Logins

Step 4:-Please Click On "Batches" Link Which Is Available In Left Menu As Shown In Below.

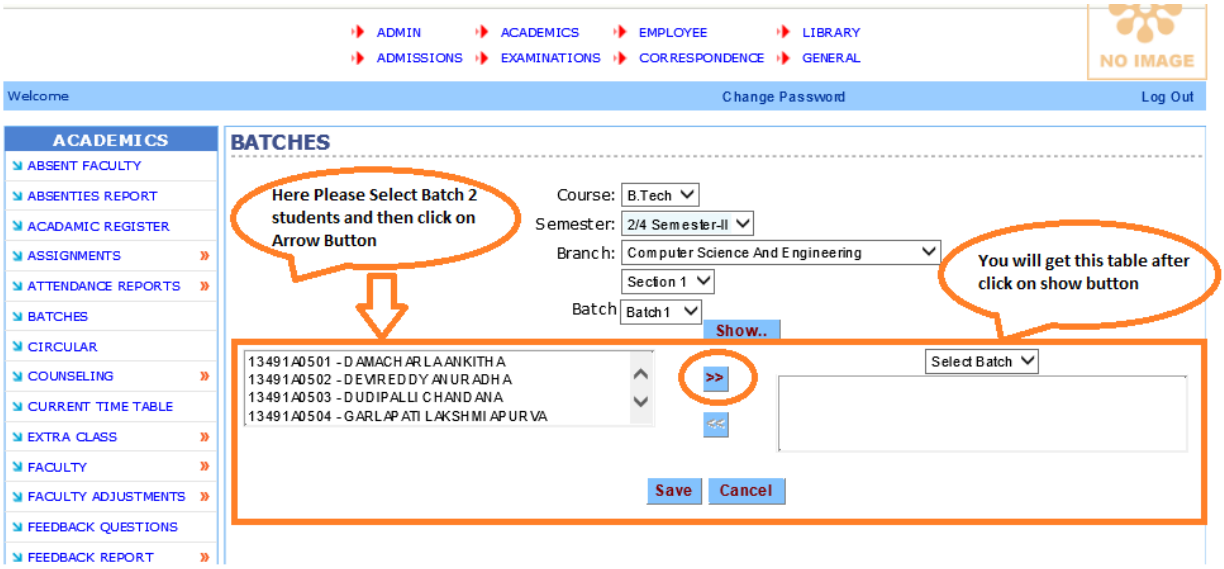


Step 4:-You Will Get The Below Screen After Click On Batches Option Here Please Select Your Course And Semester And Branch And Section And Select Batch And Then Click On Show Button.

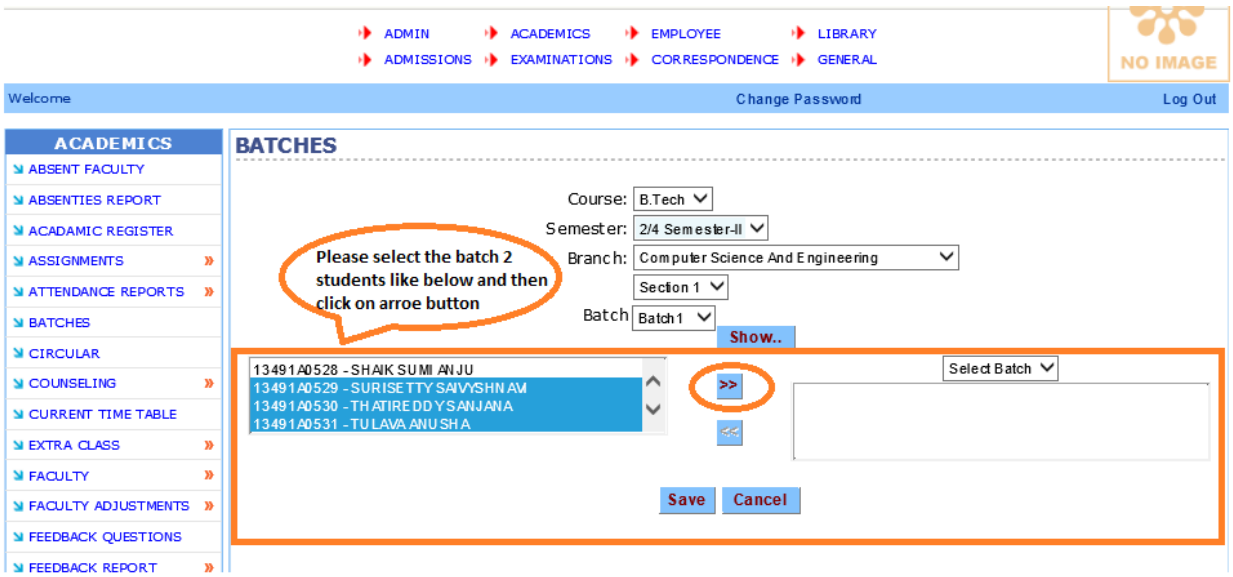


Question And Answers Of Academic Module Through HOD Logins

Step 5:-You **Will Get The Below Screen** After Click On Show Button As Shown In Below.



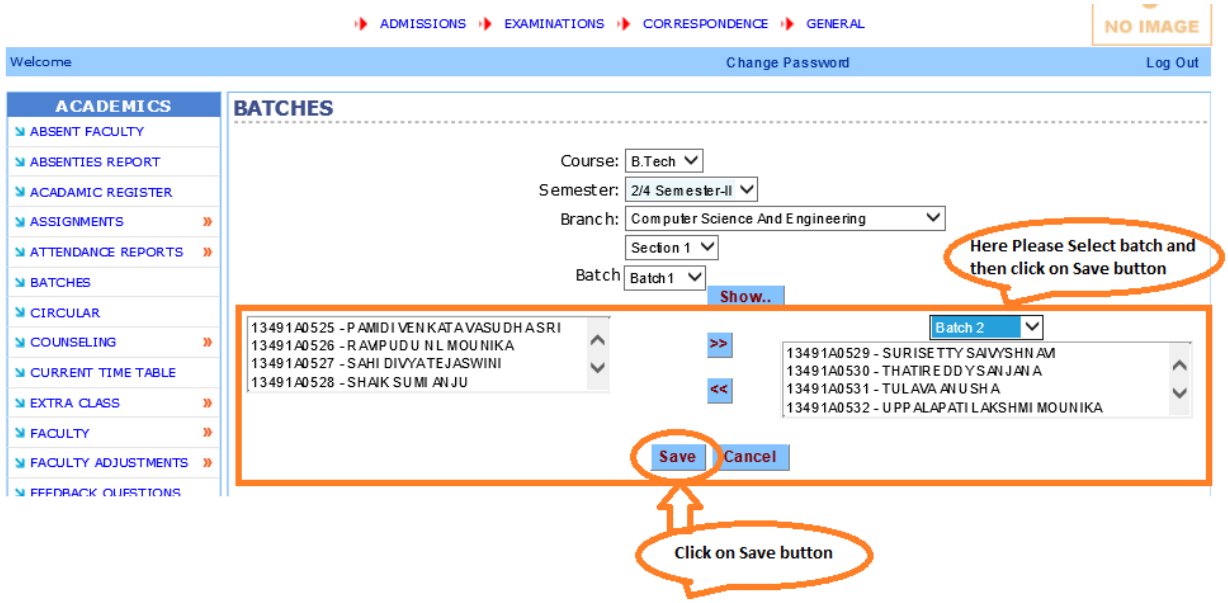
Step 5:- Here Please **Select Batch2 Students** And **Then Click On Arrow** Button As Shown In Below.



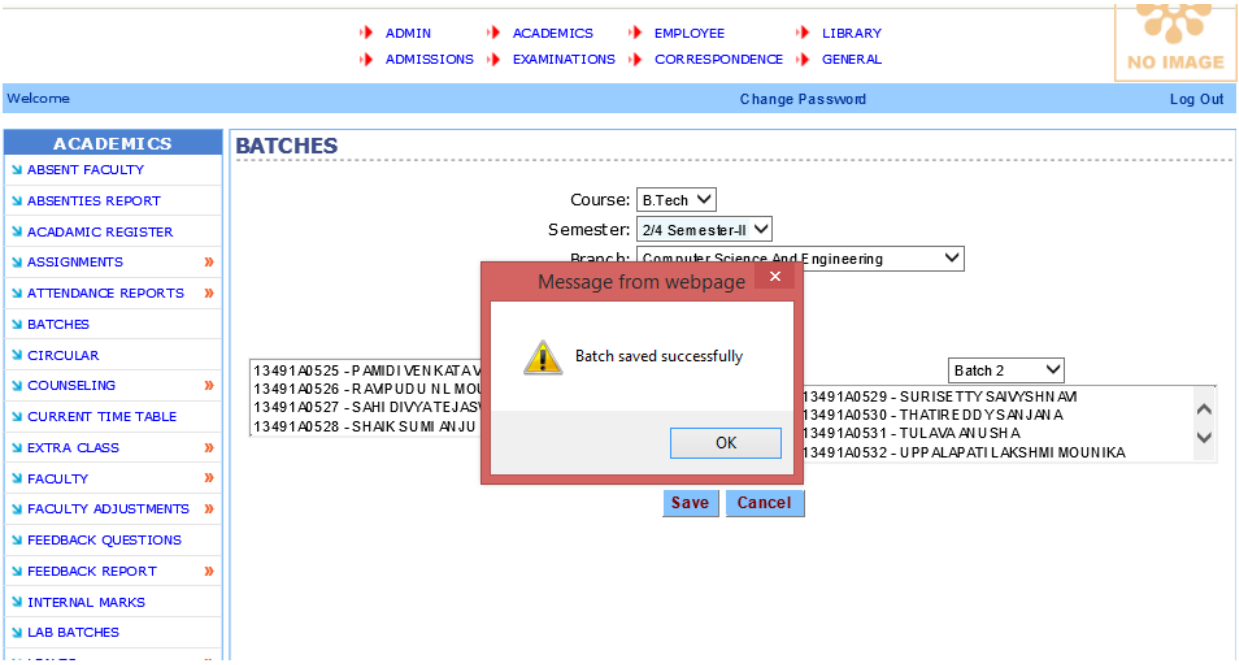
Note:- **Please Do Not Forget To Select Respective Batch On Left Side Drop Down After Click On Arrow Button. This Is Mandatory If You Do Not Select Batch Then All Students Will Save Under Batch Which One You Have Selected Before Show Button.**

Question And Answers Of Academic Module Through HOD Logins

Step 6:- Here Please Select Respective Batch And Then Click On Save Button As Shown In Below.



Step 6:- You Will Get Below Confirmed Message After Click On Save Button.

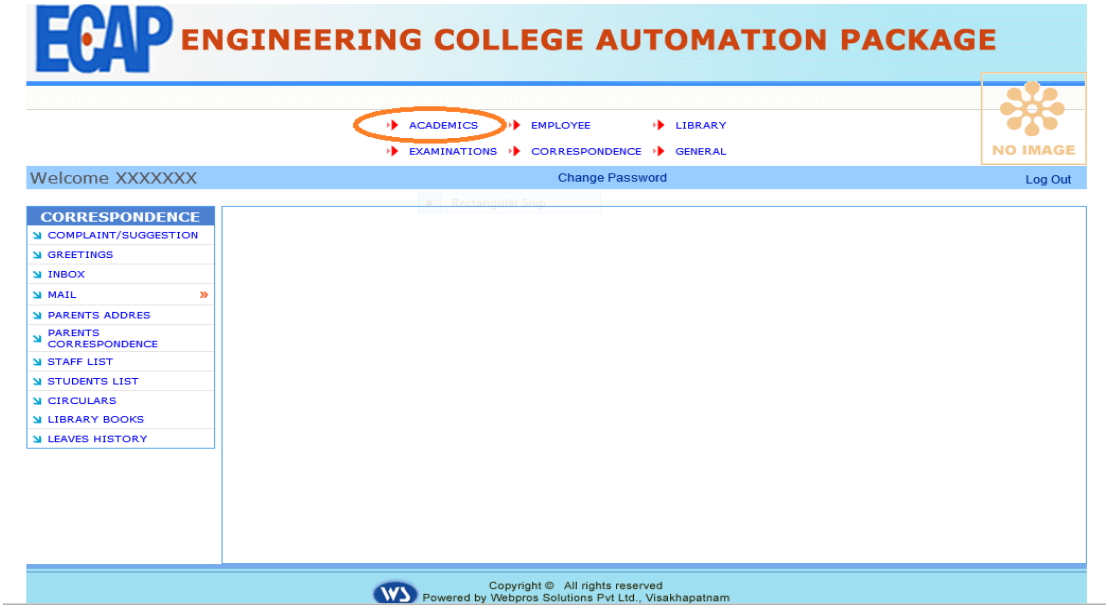


Question And Answers Of Academic Module Through HOD Logins

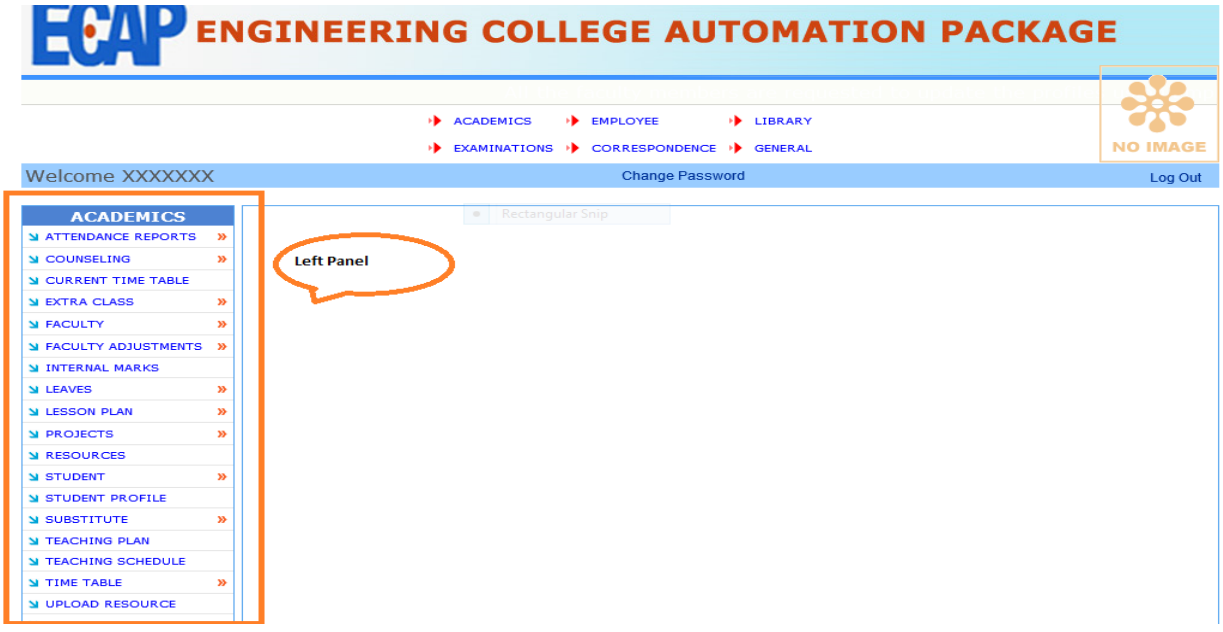
3) How To Enter New Specialization?

Ans:- Step 1:-Please Login In To ECAP By Using Your Username And Password

Step 2:- Please Click On "Academics" Module As Shown In Below



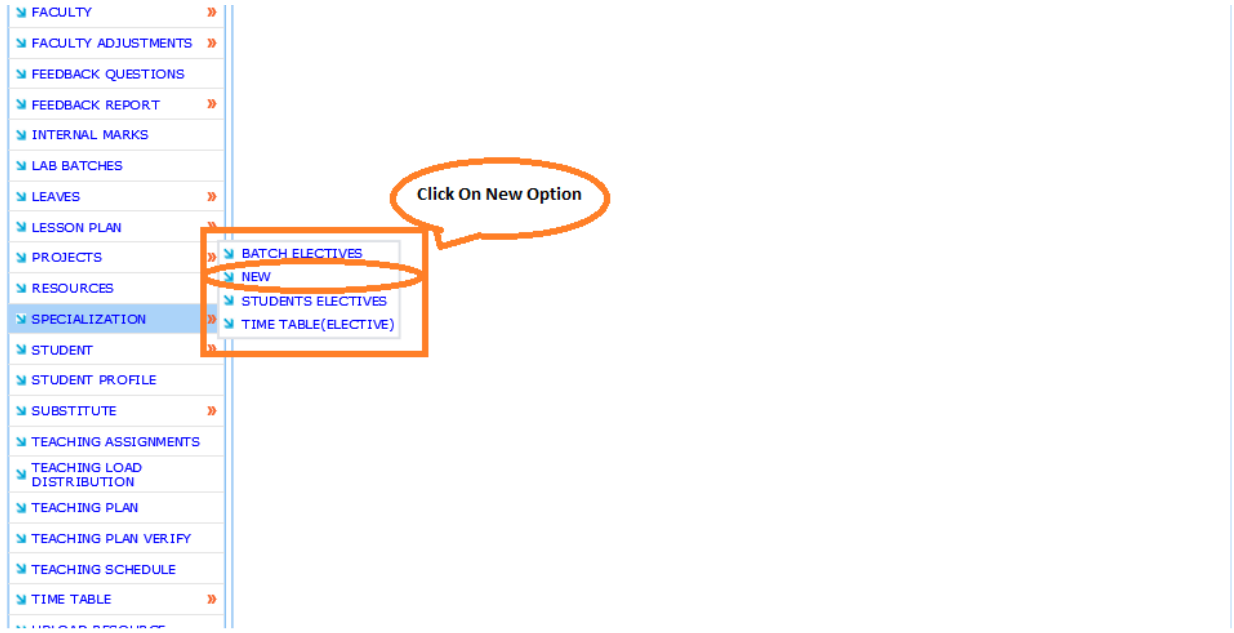
Step 3:-You Will Find "Left Panel" After Clicking On Academics Module As Shown In Below.



Question And Answers Of Academic Module Through HOD Logins

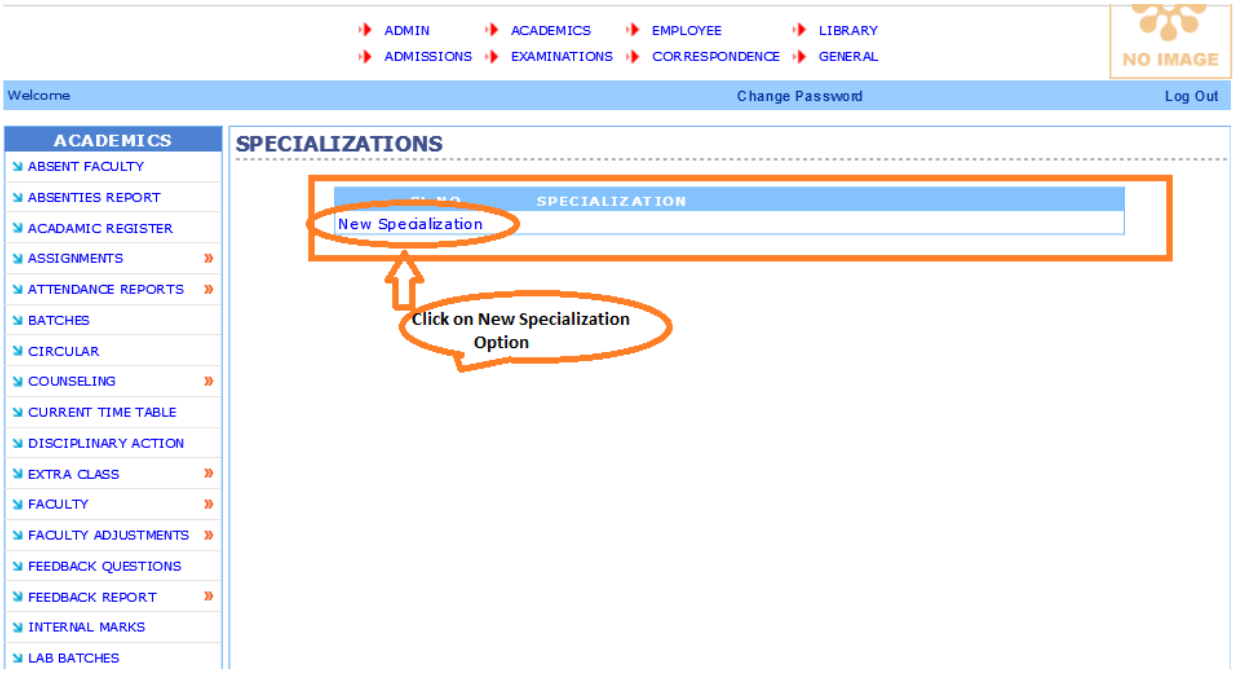
Step 4:-Please Place Your Mouse Pointer On "Specialization" Link Which Is Available In Left Menu. Then You Will Find "Sub Links Menu" As Shown In Below

Step 5:-Please Click On "New" Option Which Is Available On Sub Links Menu As Shown In Below.

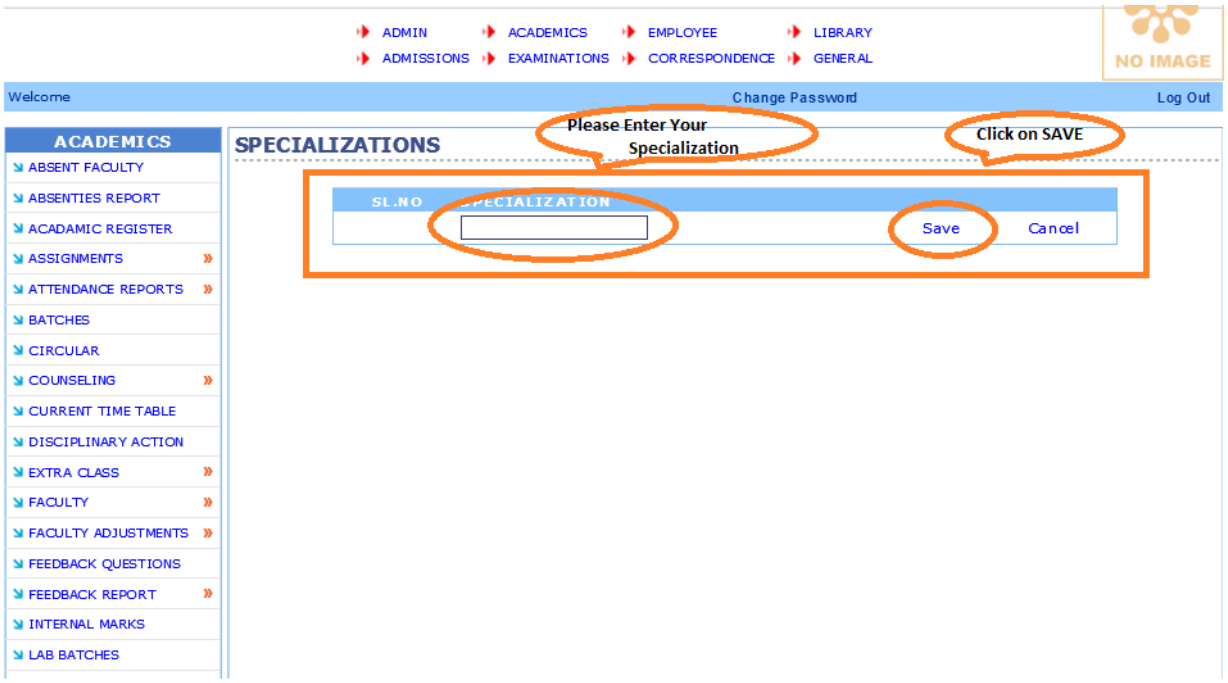


Question And Answers Of Academic Module Through HOD Logins

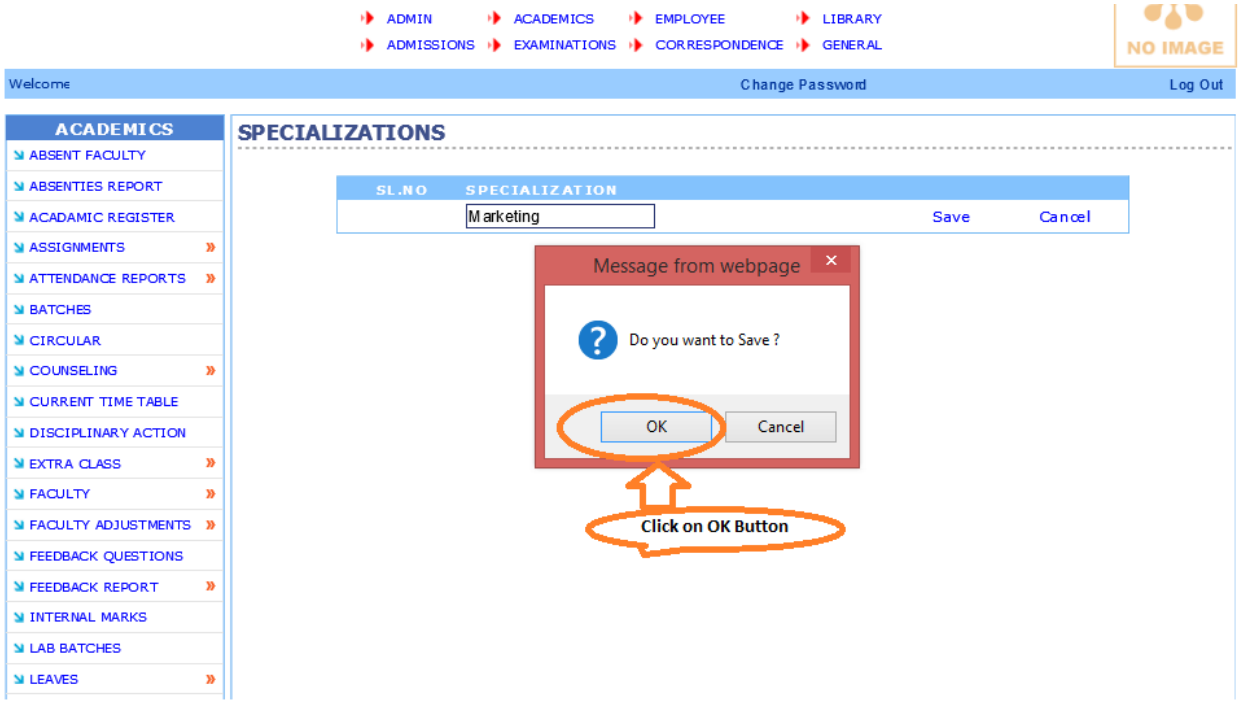
Step 6:-Now Please Click On "New Specialization" Link For New Entry



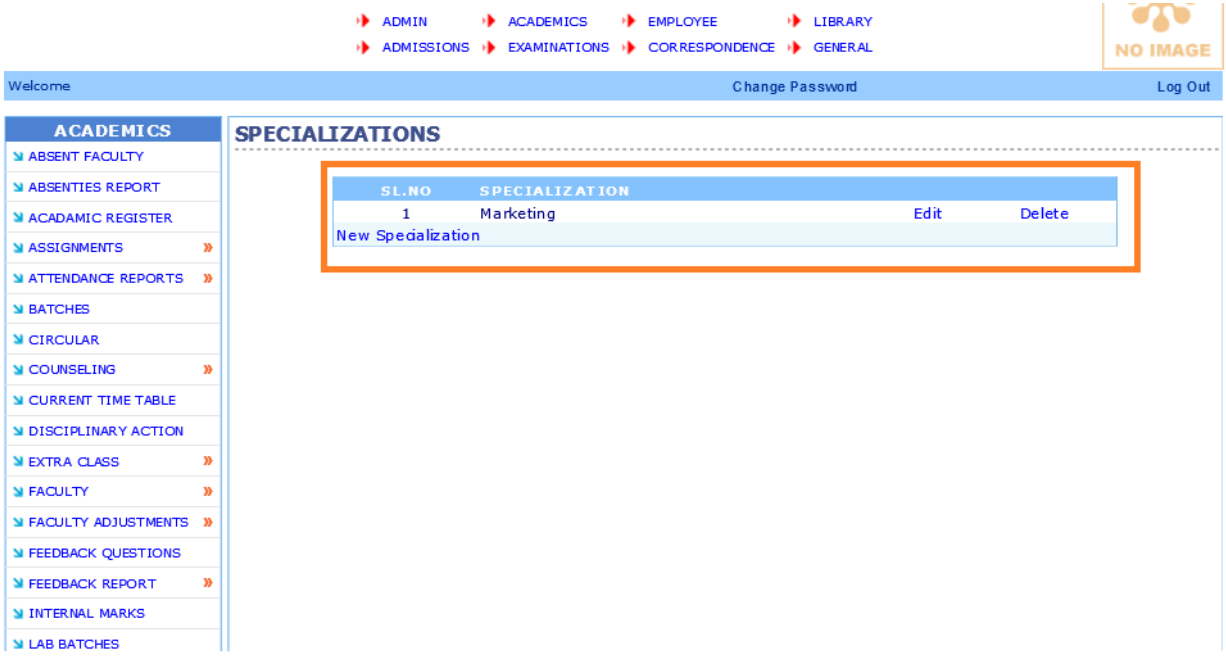
Step7:-After Click On "New Specialization" You Will Find Below Screen .Here Please Enter Your Specialization And Then Click On "Save Button" As Shown In Below



Step8:-After Click On Save Button You Will Get POP UP Window For Confirmation. Here Please Click On Ok Button.

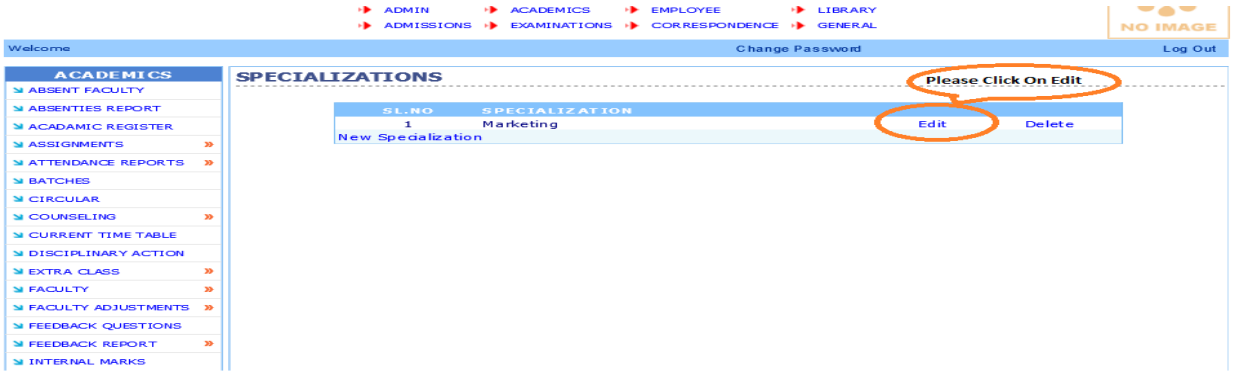


Step9:-After Click On Save Button That Will Be Added As Shown In Below.

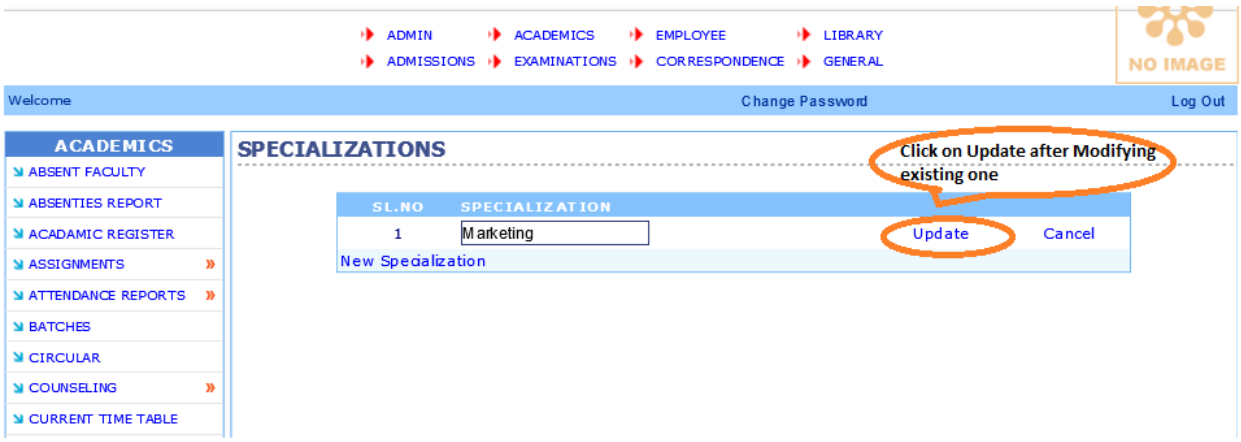


Question And Answers Of Academic Module Through HOD Logins

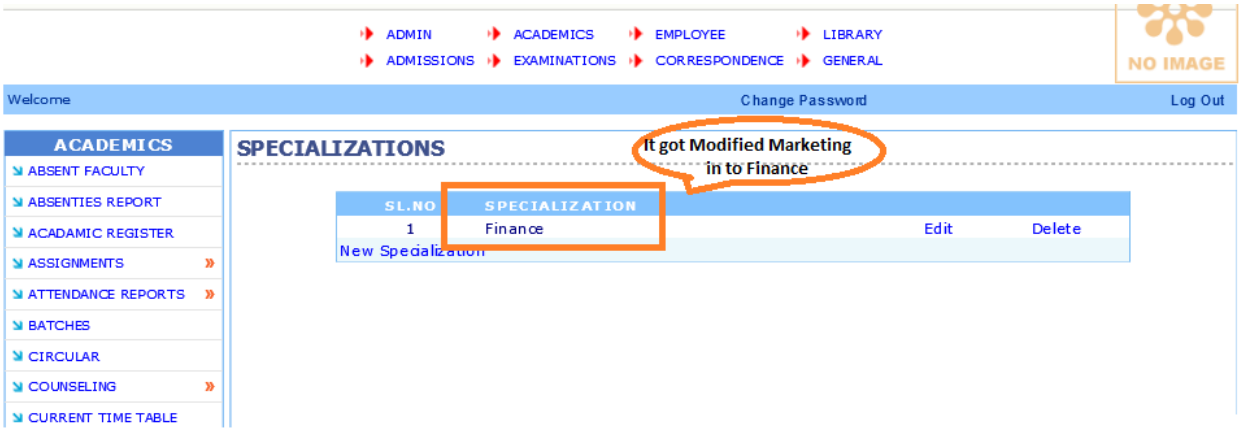
Step10:-If You Want To Edit Existing Specialization Then Click On Edit Link As Shown In Below



Step11:-After Click On Edit You Will Get For Editing As Shown In Below.



Step12:-After Click On Update It Got Modified Marketing In To Finance As Shown In Below.

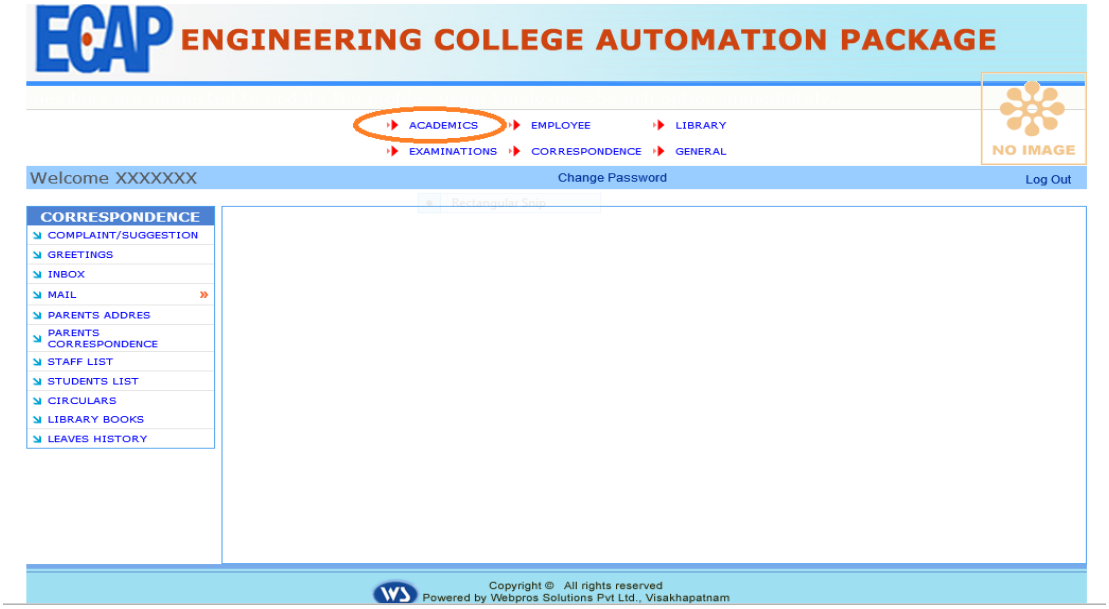


Question And Answers Of Academic Module Through HOD Logins

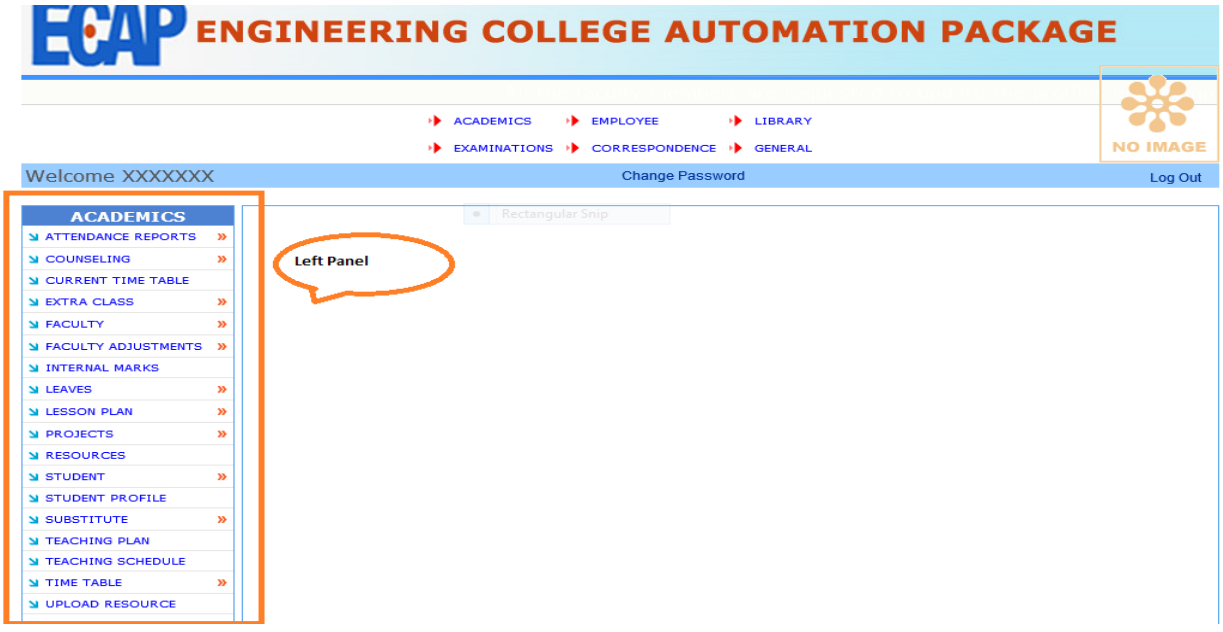
4) How To Enter Batch Electives?

Ans:- Step 1:-Please Login In To ECAP By Using Your Username And Password

Step 2:- Please Click On "Academics" Module As Shown In Below



Step 3:-You Will Find "Left Panel" After Clicking On Academics Module As Shown In Below.



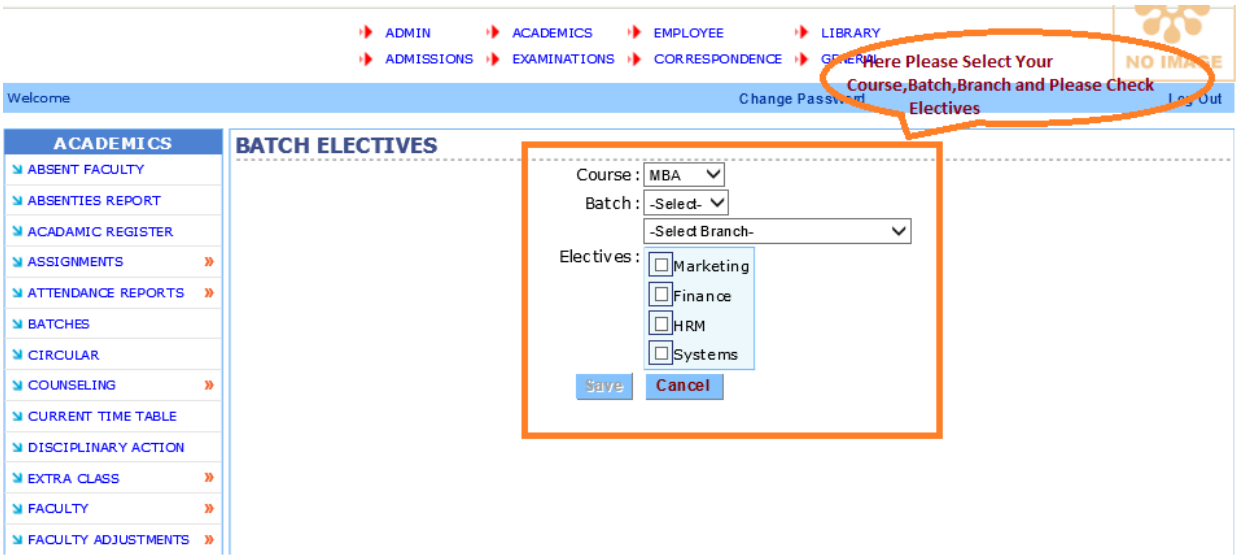
Question And Answers Of Academic Module Through HOD Logins

Step 4:-Please Place Your Mouse Pointer On "Specialization" Link Which Is Available In Left Menu. Then You Will Find "Sub Links Menu" As Shown In Below

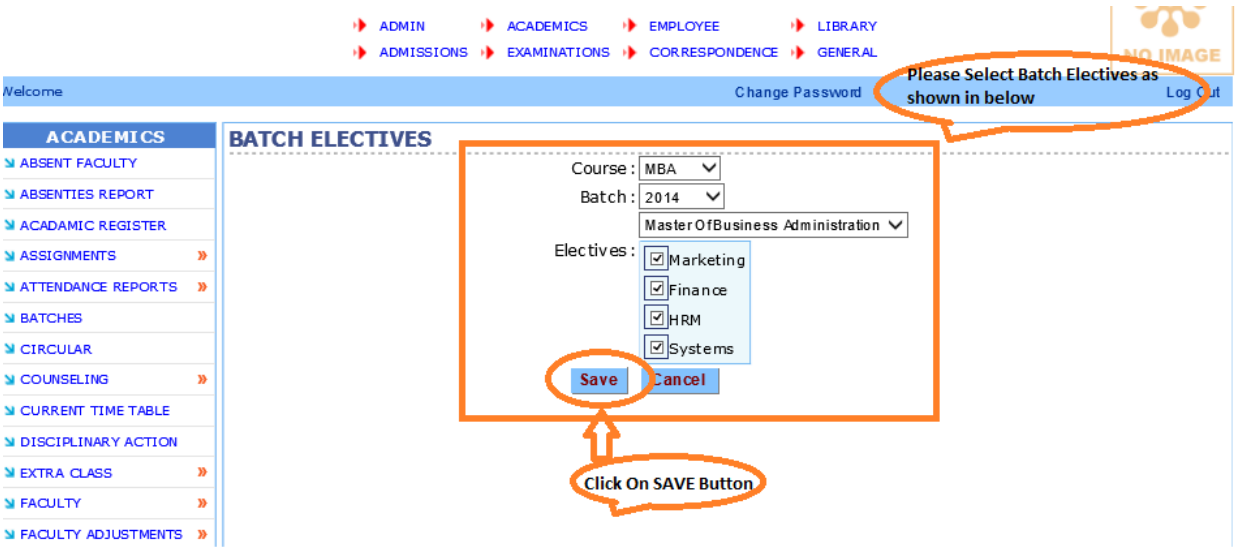
Step 5:-Please Click On "Batch Electives" Option Which Is Available On Sub Links Menu As Shown In Below.

Question And Answers Of Academic Module Through HOD Logins

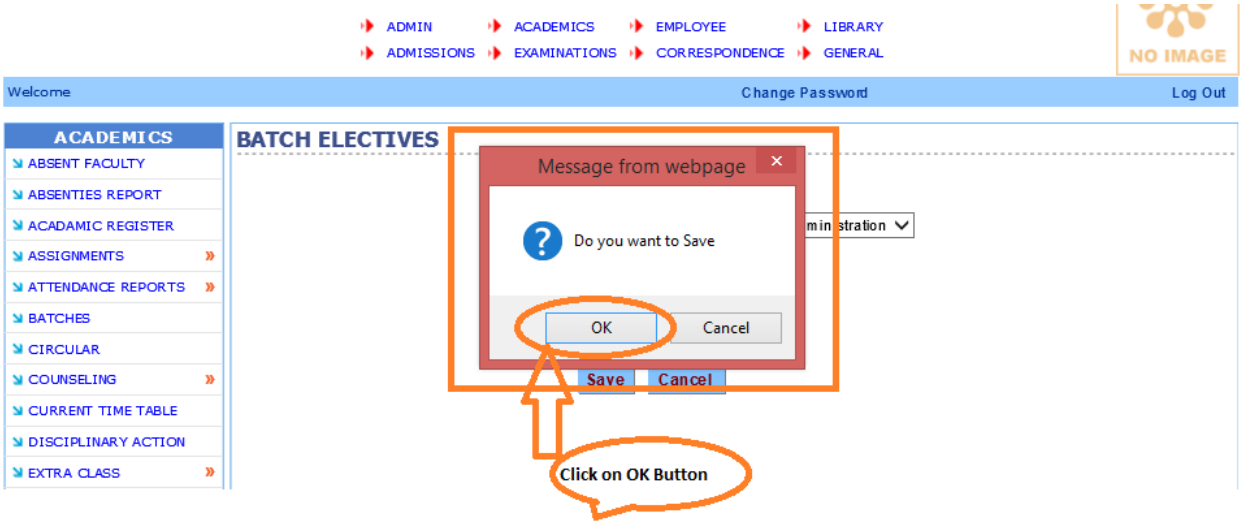
Step 6:-After Click On Batch Electives You Will Find This Screen As Shown In Below.



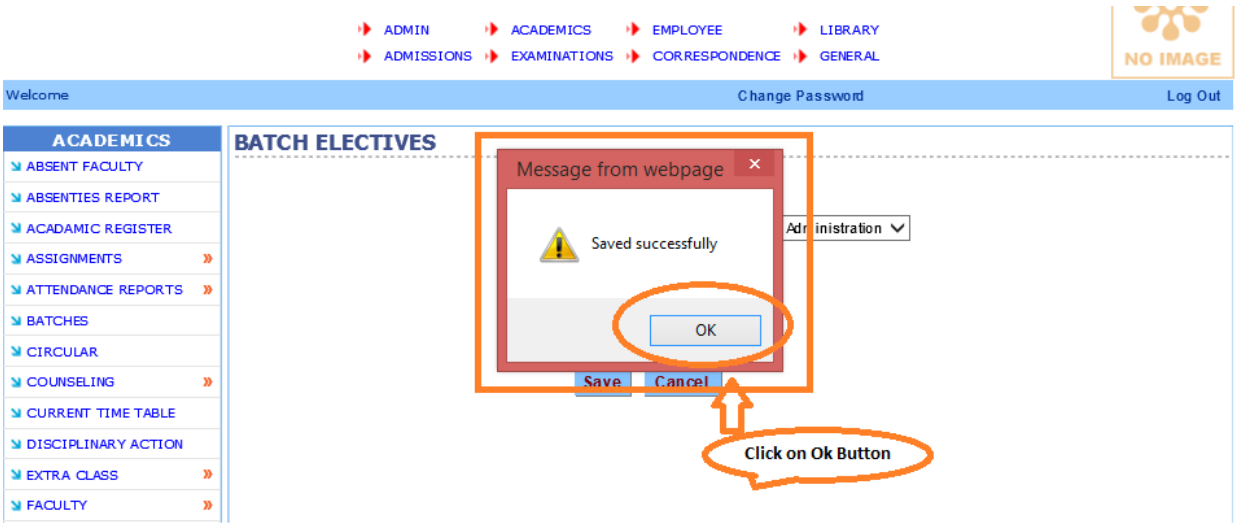
Step 7:-Please Select Your Course, Batch, Branch And Batch Electives And Then Click On SAVE Button As Shown In Below.



Step 8:-You Will Get POP UP Confirmation After Click On Svae Button .Here Please Click On OK Button.



Step 9:-You Will Get Conformed Alert After Click On OK Button .Here Please Click On OK Button.



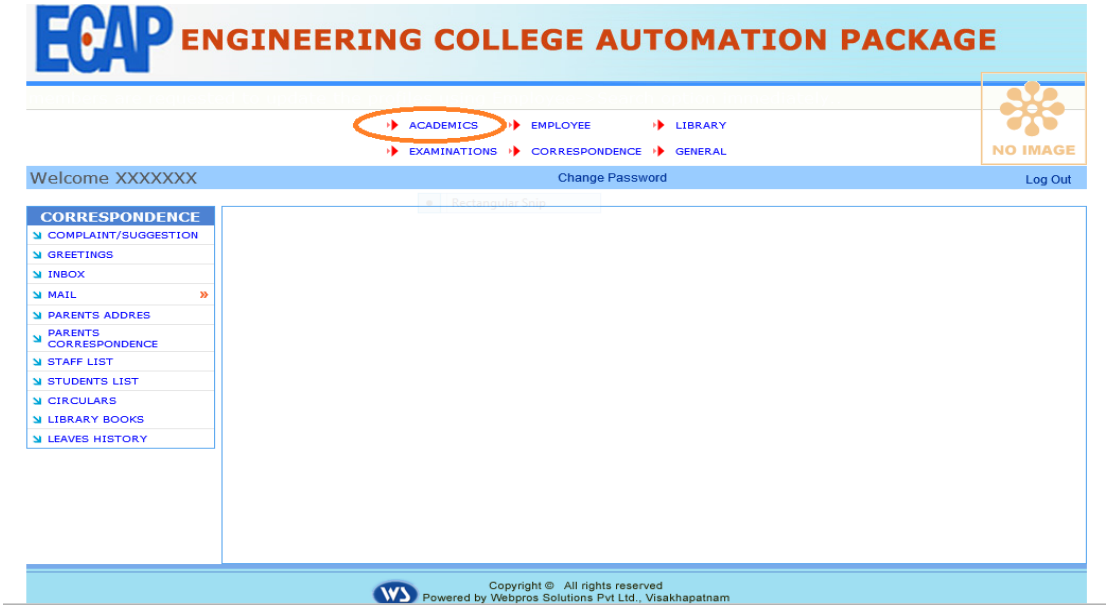
Then Those Electives Will Be Added To Those Particular Course Electives. These Will Be Displayed While Assigning Student Electives.

Question And Answers Of Academic Module Through HOD Logins

5) How To Assign Electives To Students Which Is Taken By Him/Her?

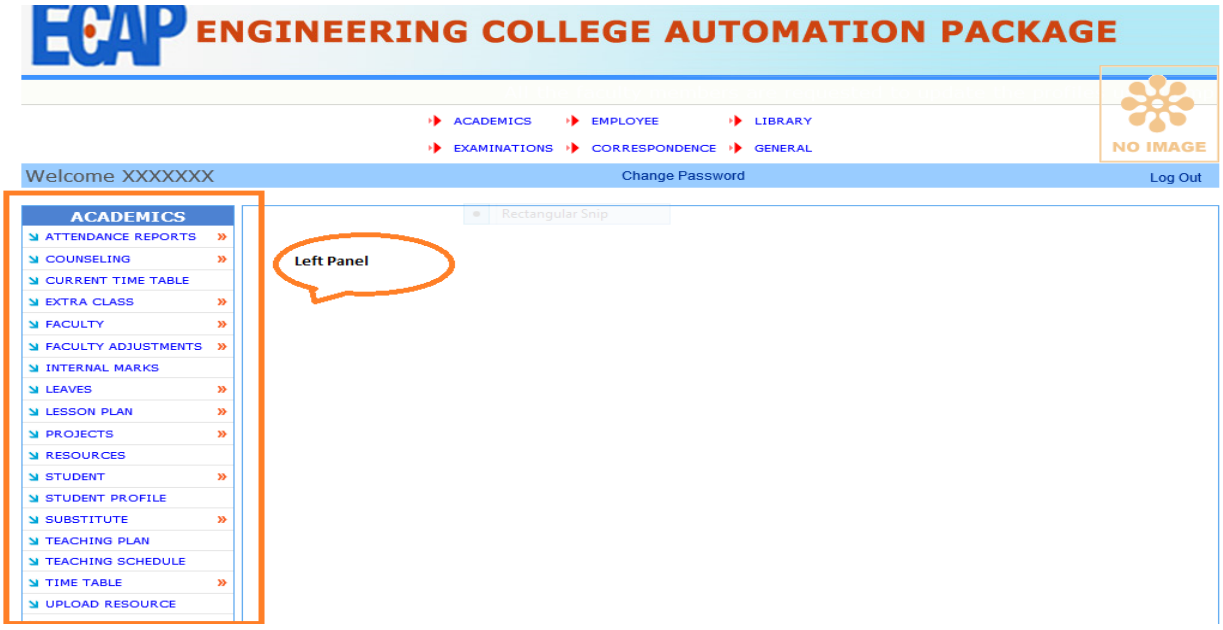
Ans:- Step 1:-Please Login In To ECAP By Using Your Username And Password

Step 2:- Please Click On "Academics" Module As Shown In Below

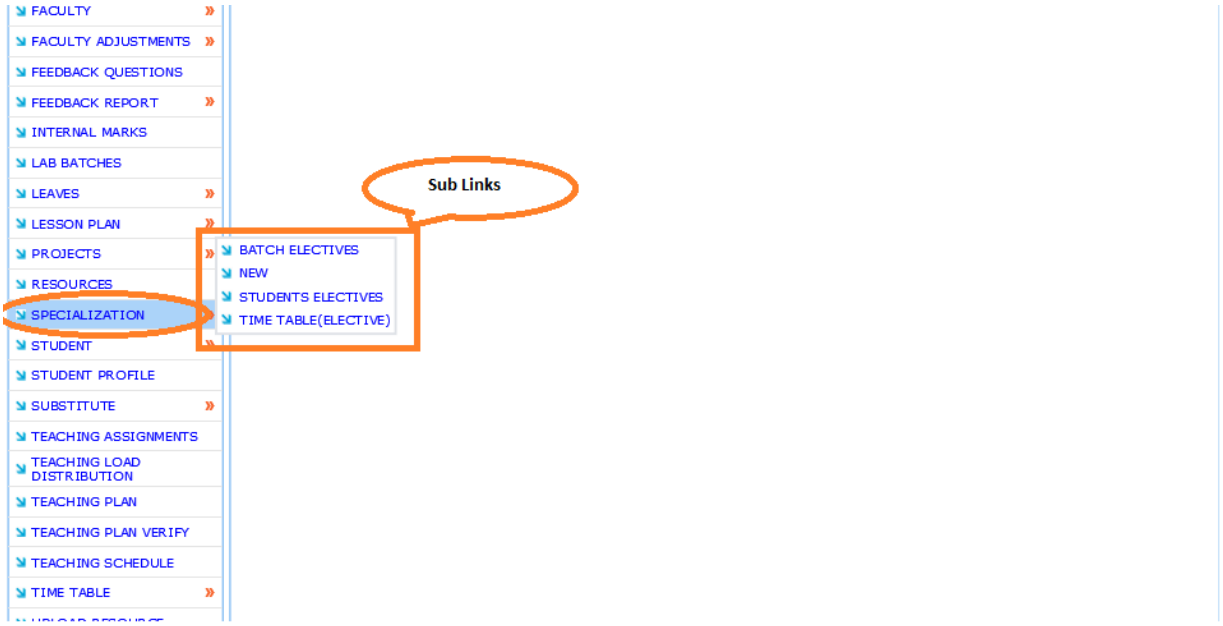


Step 3:-You Will Find "Left Panel" After Clicking On Academics Module As Shown In Below.

Question And Answers Of Academic Module Through HOD Logins

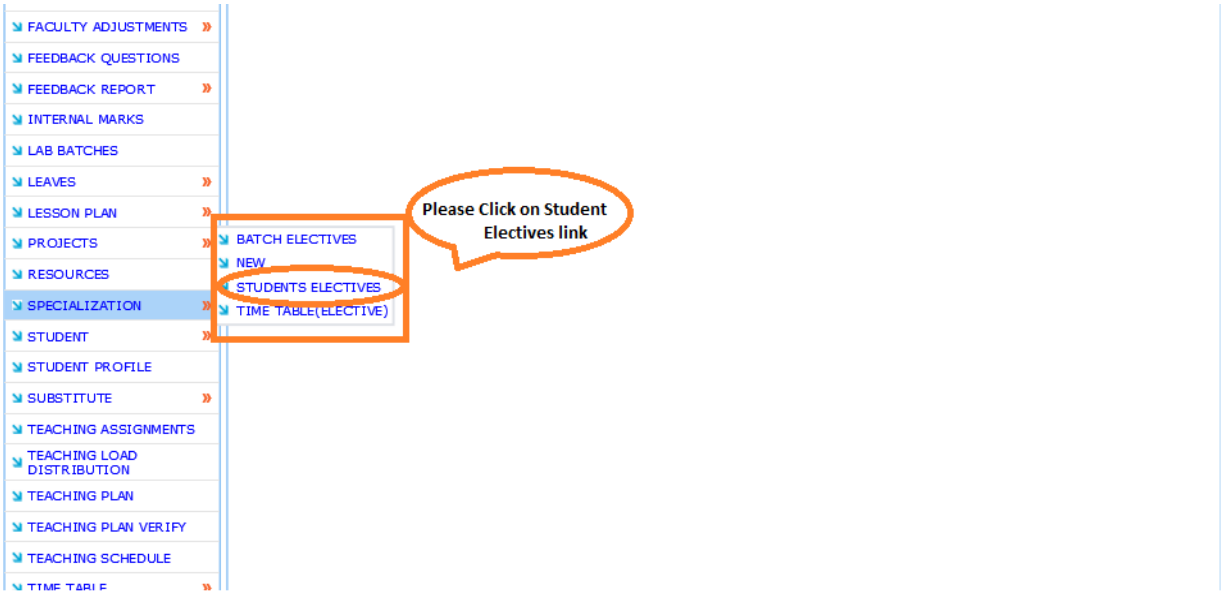


Step 4:-Please Place Your Mouse Pointer On "Specialization" Link Which Is Available In Left Menu. Then You Will Find "Sub Links Menu" As Shown In Below

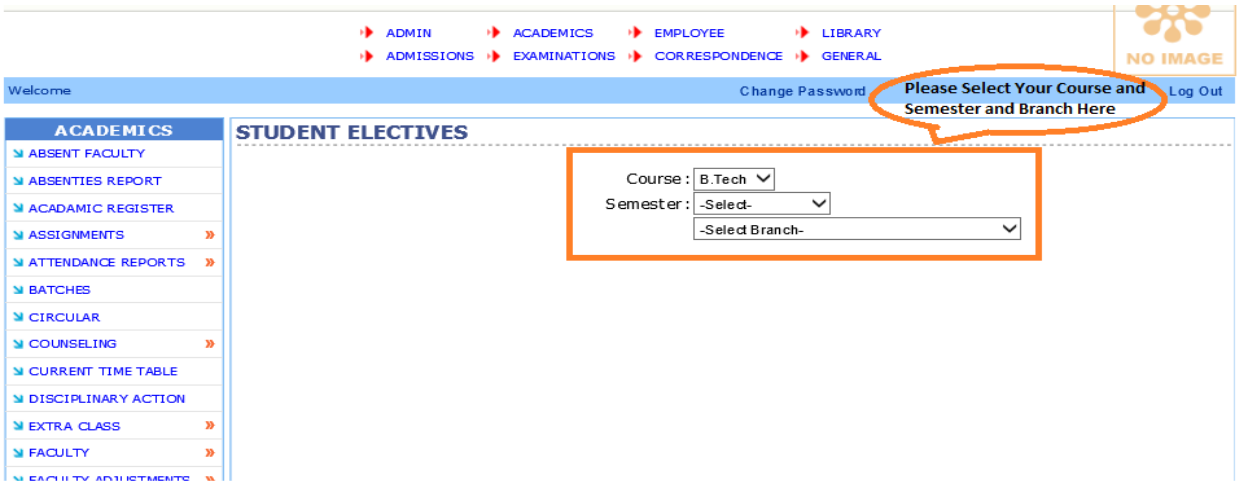


Question And Answers Of Academic Module Through HOD Logins

Step 5:-Here Please Click On "Student Electives" Option Which Is Available On Sub Links Menu As Shown In Below.

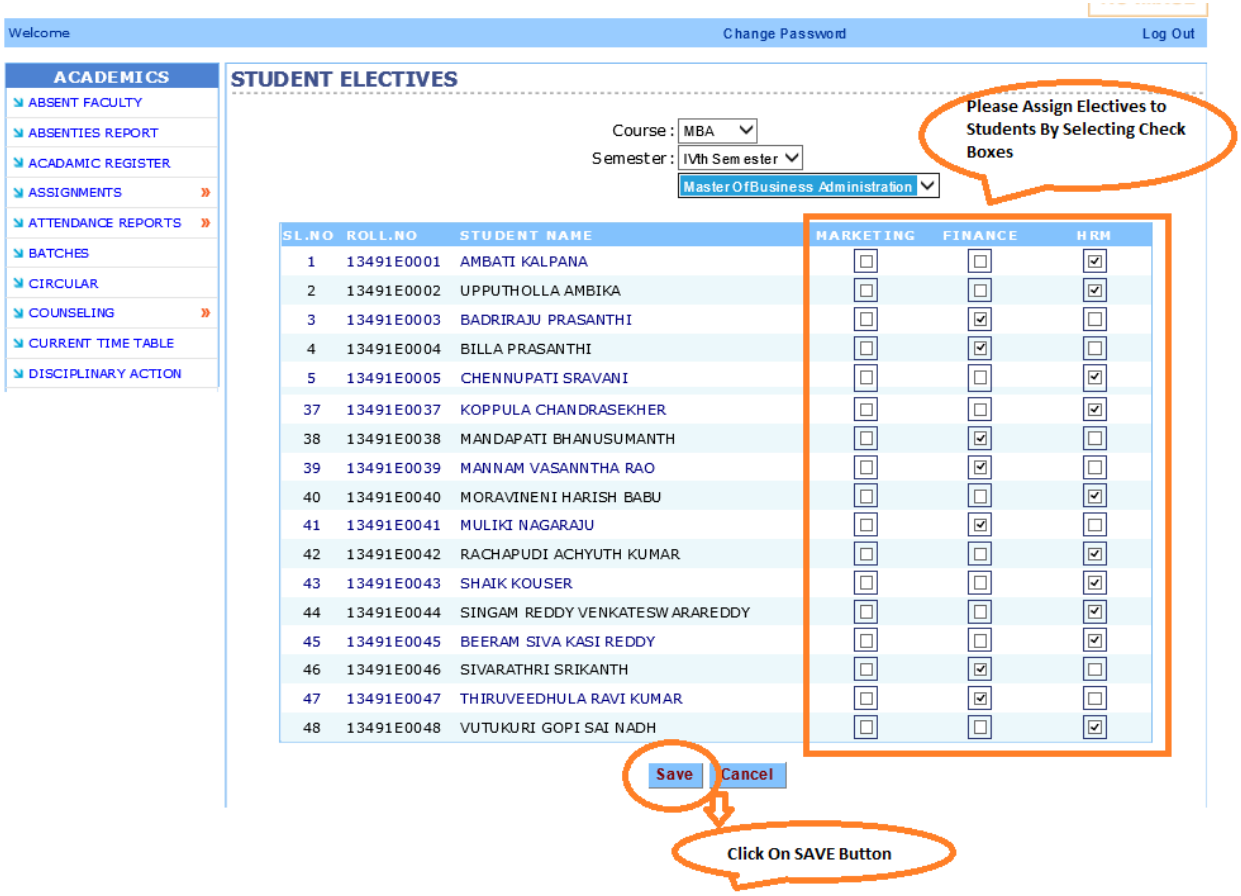


Step 6:-Here Please Select Your Course, Semester And Branch .



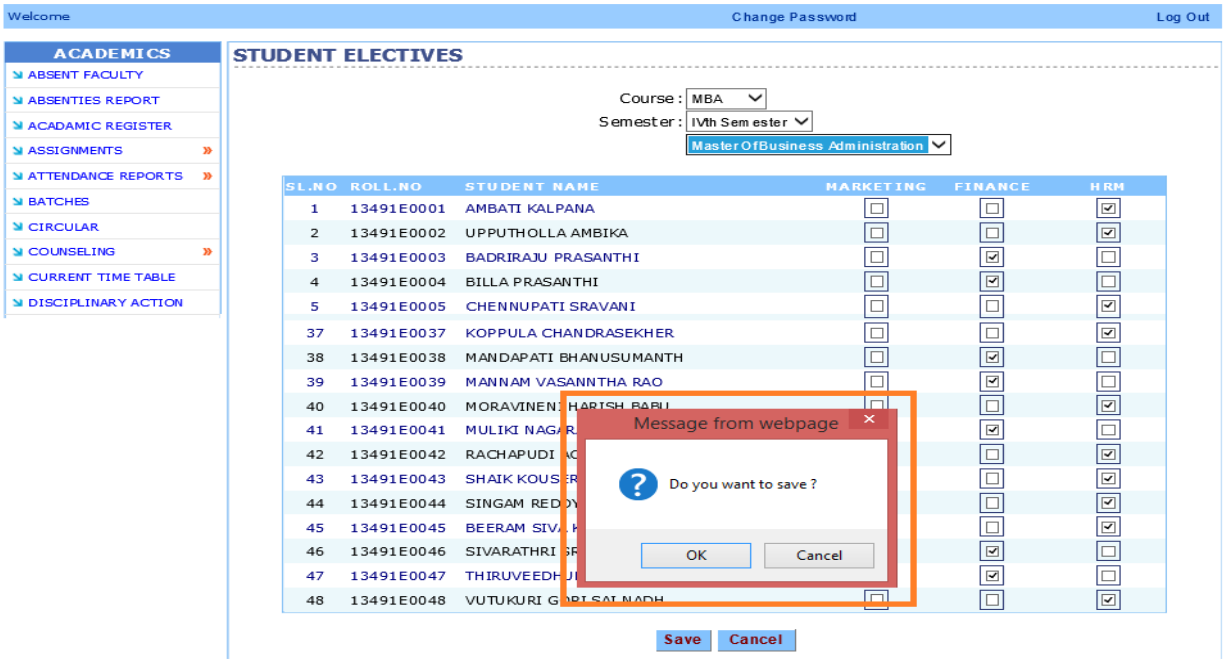
Question And Answers Of Academic Module Through HOD Logins

Step 7:-Here You Will Get **Student List** With Course Electives After Selecting Your Course, Semester And Branch . Now You Need **To Assign Students To Respective Electives By Selecting Check Boxes** And Then **Click On SAVE Button** As Shown In The Below

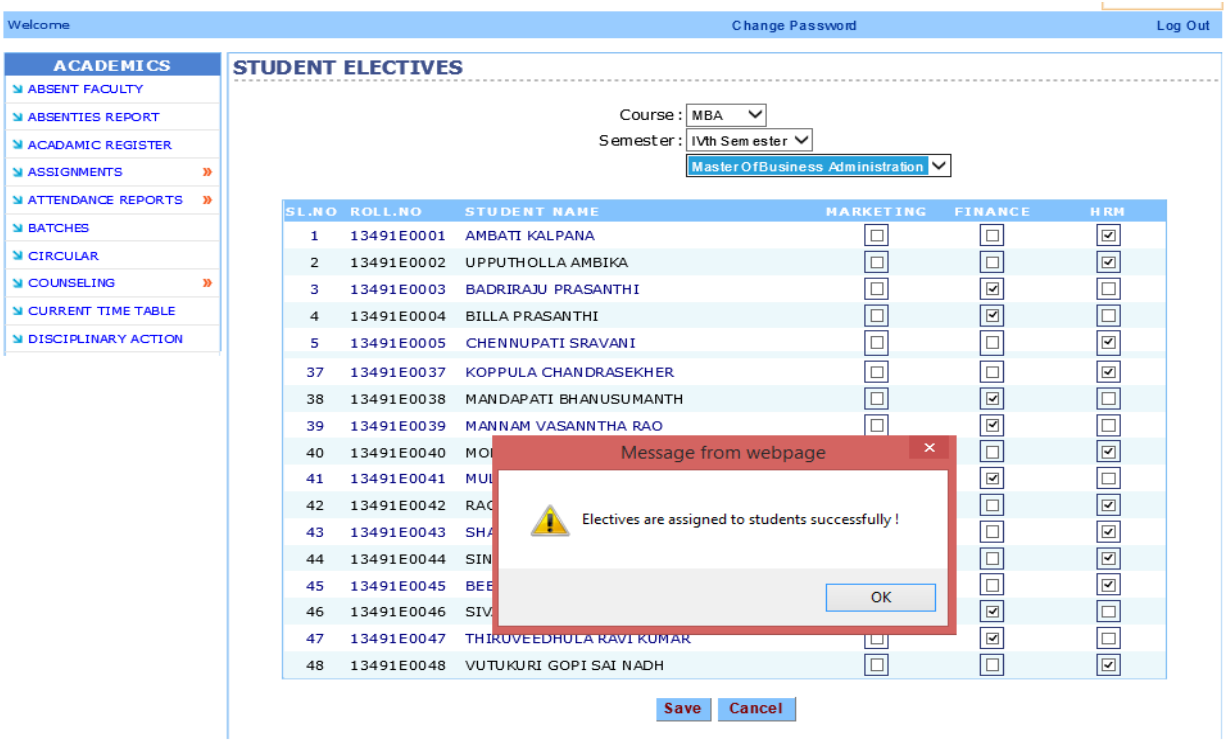


Step 8:-You Will Get **Pop UP Confirmation** After Click On Save Button As Shown In Below. Now Please Click On OK Button.

Question And Answers Of Academic Module Through HOD Logins



Step9:-You Will Get Confirmed Message As Shown In Below.



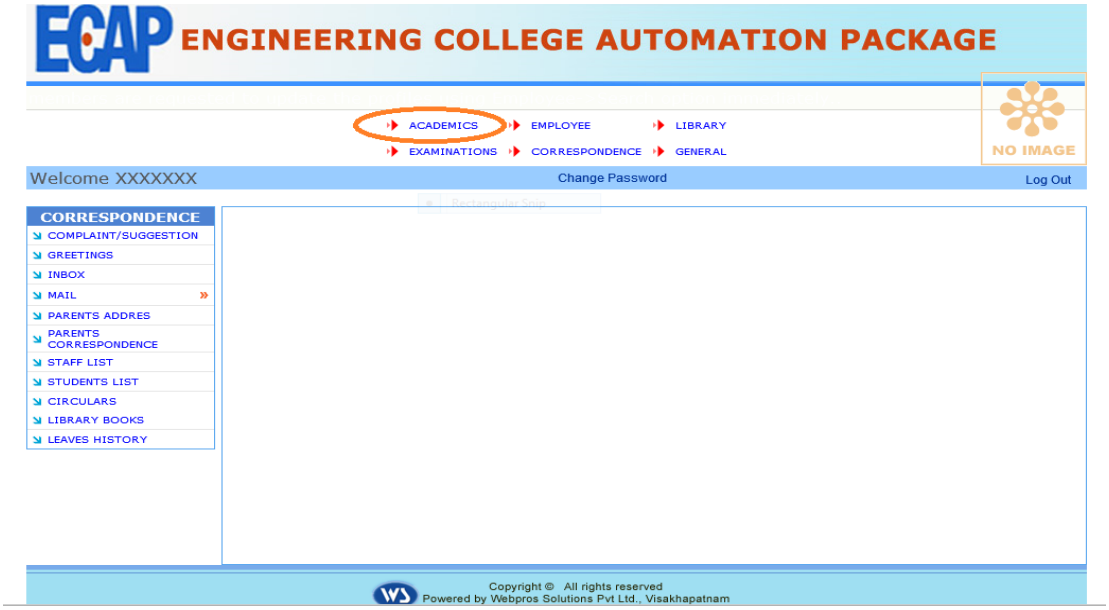
Question And Answers Of Academic Module Through HOD Logins

6) How Can I Set Timetable To Theory And Labs?

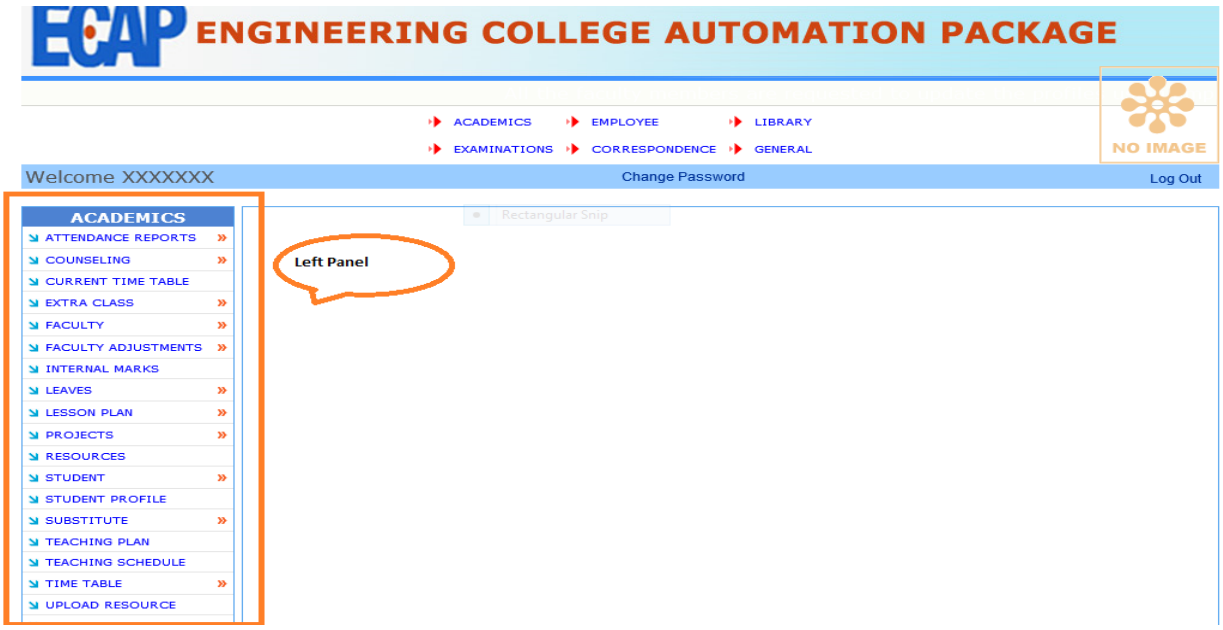
Ans:-Steps For Set Theory Time Table:-

Step 1:-Please Login In To ECAP By Using Your Username And Password

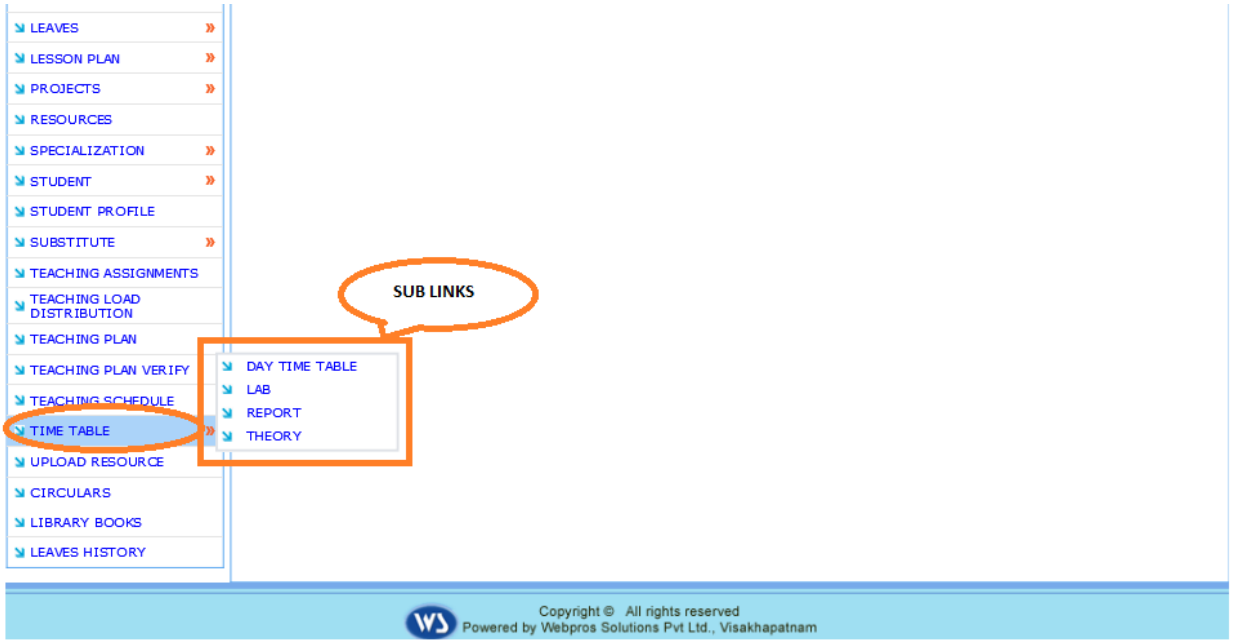
Step 2:- Please Click On "Academics" Module As Shown In Below



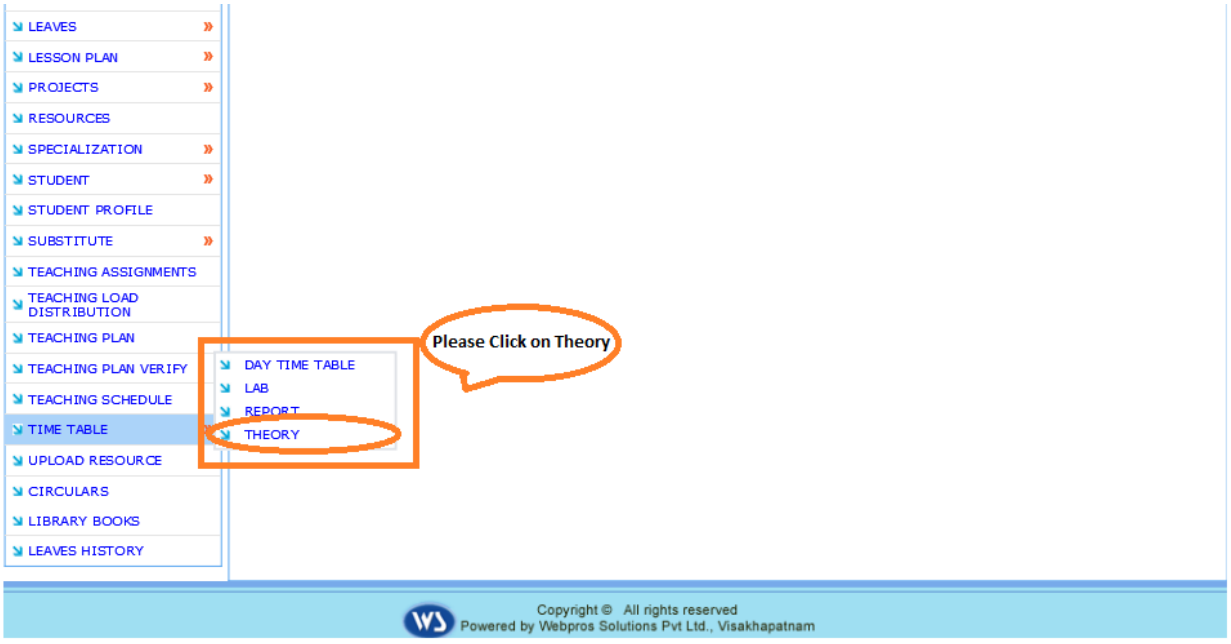
Step 3:-You Will Find "Left Panel" After Clicking On Academics Module As Shown In Below.



Step 4:-Please Place Your Mouse Pointer On **"Time Table"** Link Which Is Available In Left Menu. Then You Will Find **"Sub Links Menu"** As Shown In Below.

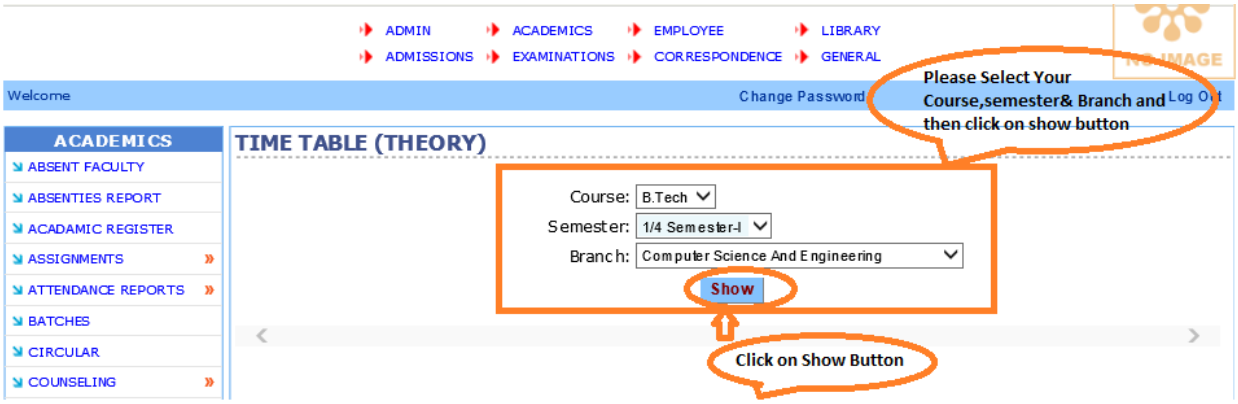


Step 5:-Here Please Click On **"Theory"** Option Which Is Available On Sub Links Menu As Shown In Below.

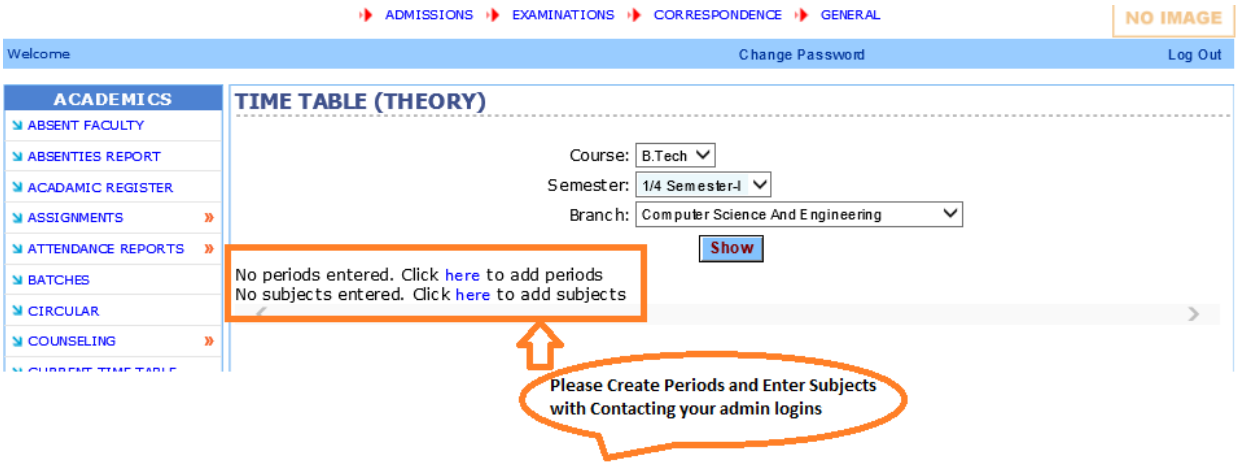


Question And Answers Of Academic Module Through HOD Logins

Step 6:-Here Please Click On "Theory" Option Which Is Available On Sub Links Menu As Shown In Below.

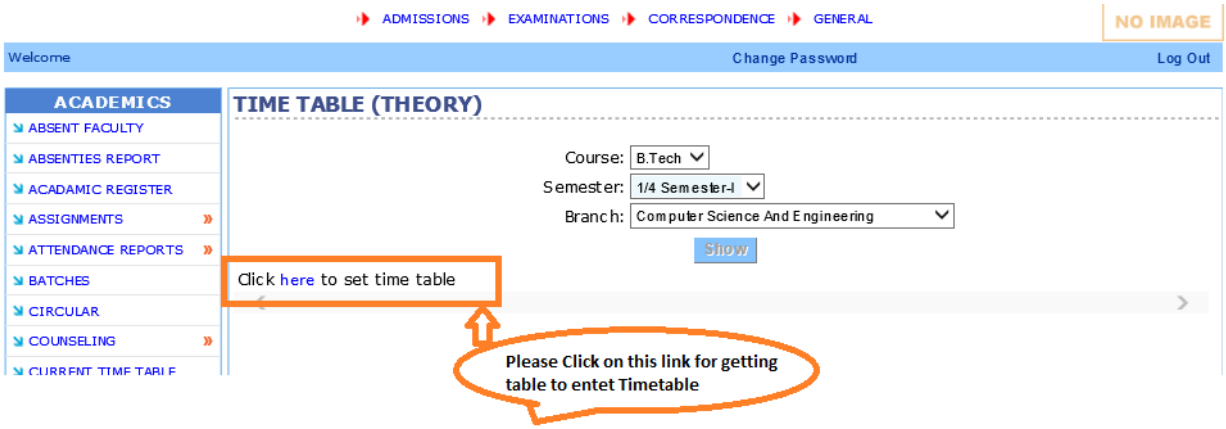


If You Are Getting The Below Messages After Click On Show Button Then Please Inform To Your Admin To Create Periods And Enter Subjects Then Only You Can Create Timetable

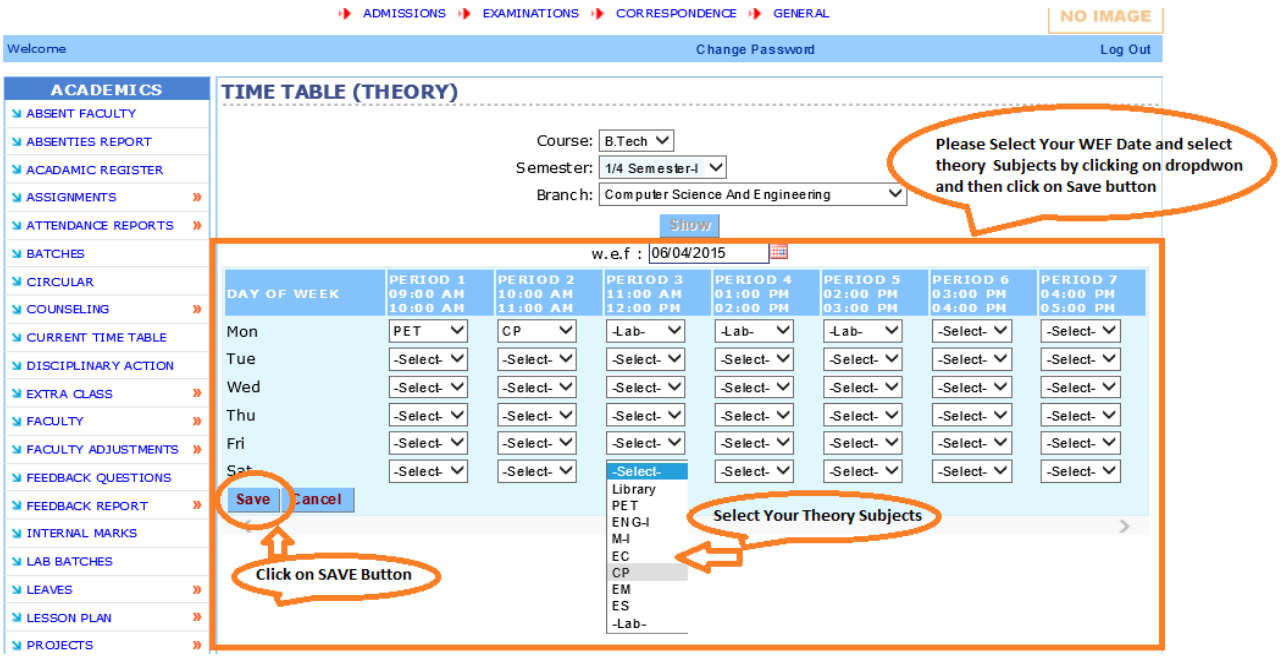


Question And Answers Of Academic Module Through HOD Logins

Step 7:- If Admin Created Periods And Subjects Then You Will Get The Below Screen Here Please Click On The Below Link.

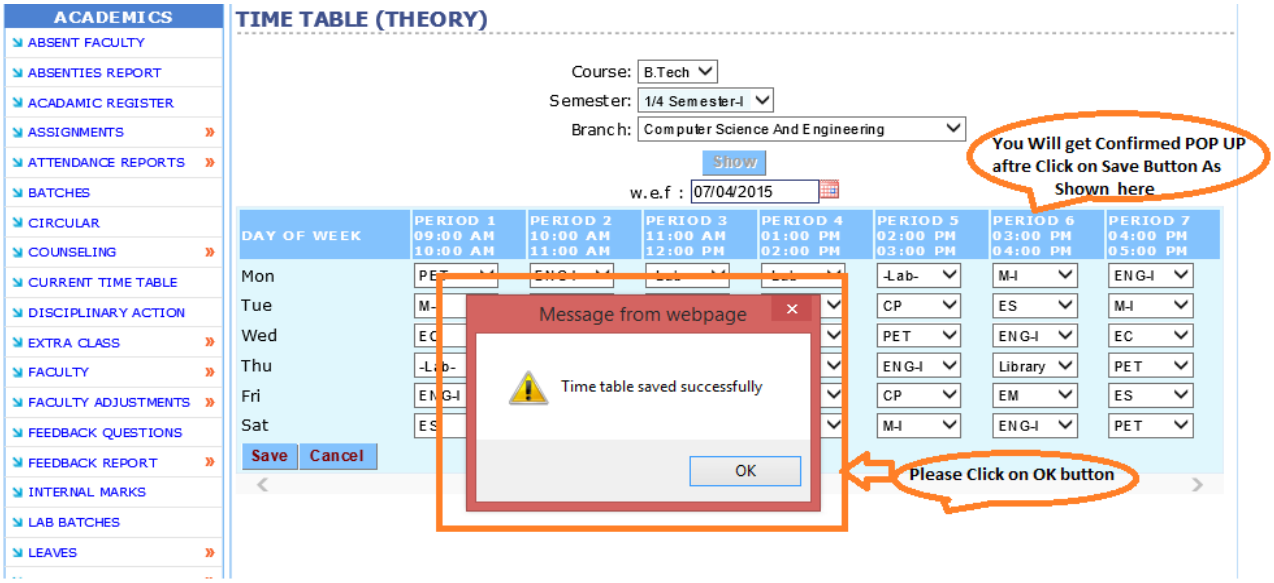


Step 8:- You Will Get Below Table To Set Timetable. Here Please Select Your Witheffectfrom Date And Select Your Theory Subjects By Clicking On Dropdown List And Then Click On SAVE Button As Shown In Below.



Question And Answers Of Academic Module Through HOD Logins

You Will Get Confirmed POP UP Message After Click On Save Button .Here Please Click On OK Button



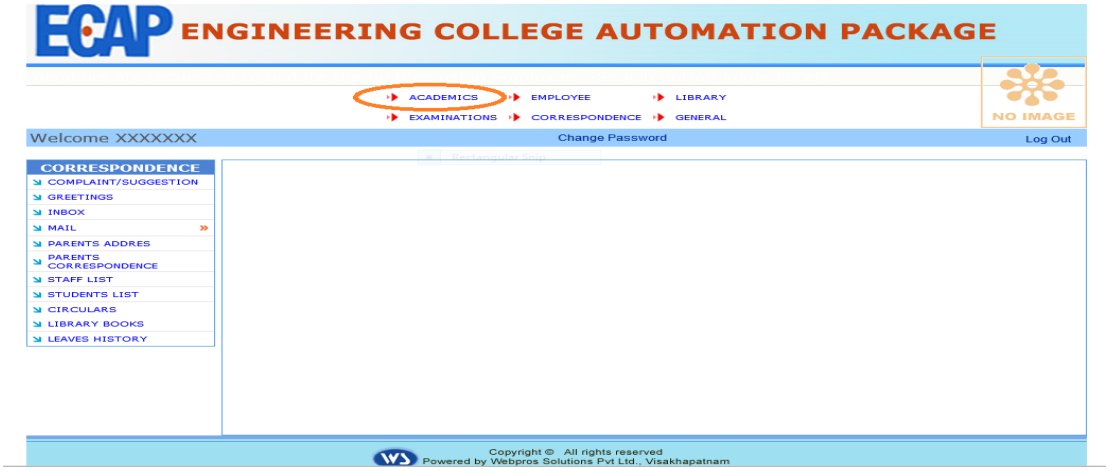
<u>If You Want To Edit Existing Time Table Then Please Follow The Below Steps:-</u>

<u>NOTE:-</u> Before Editing Or Deleting Existing Time Table Please Post Your Attendance To All Periods.

If You Update Or Deleting Time Table With Out Posting Attendance You Cannot Post Previous Periods Attendance So Please Take Care Of It

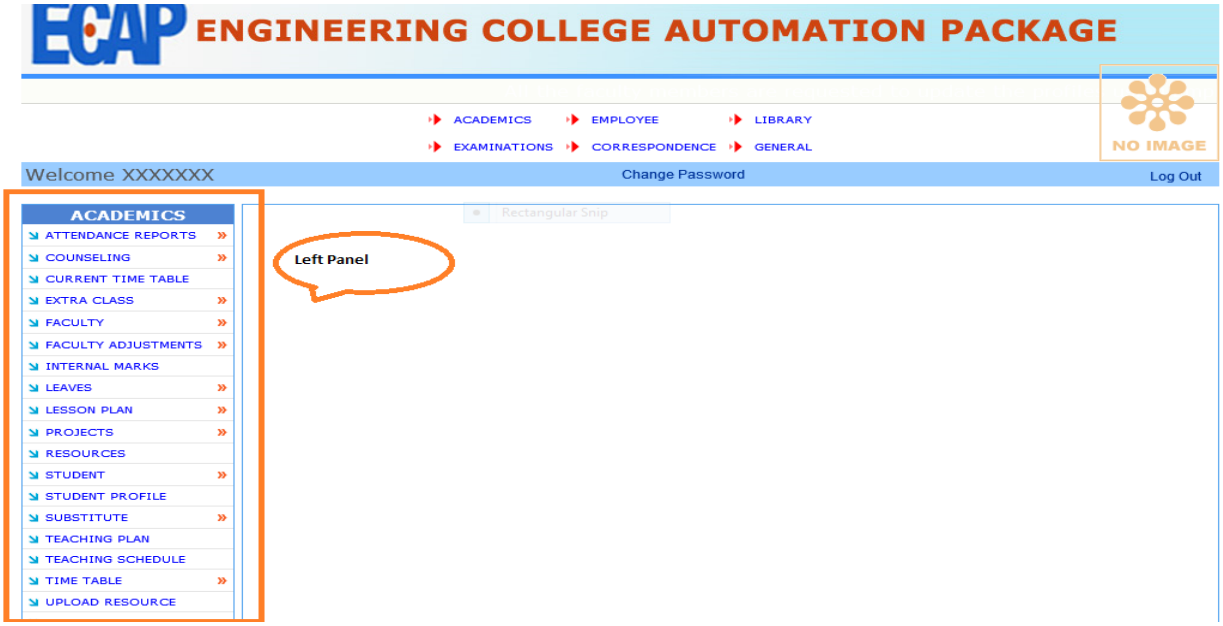
<u>Step 1</u>:-Please Login In To ECAP By Using Your Username And Password

<u>Step 2</u>:- Please Click On "Academics" Module As Shown In Below

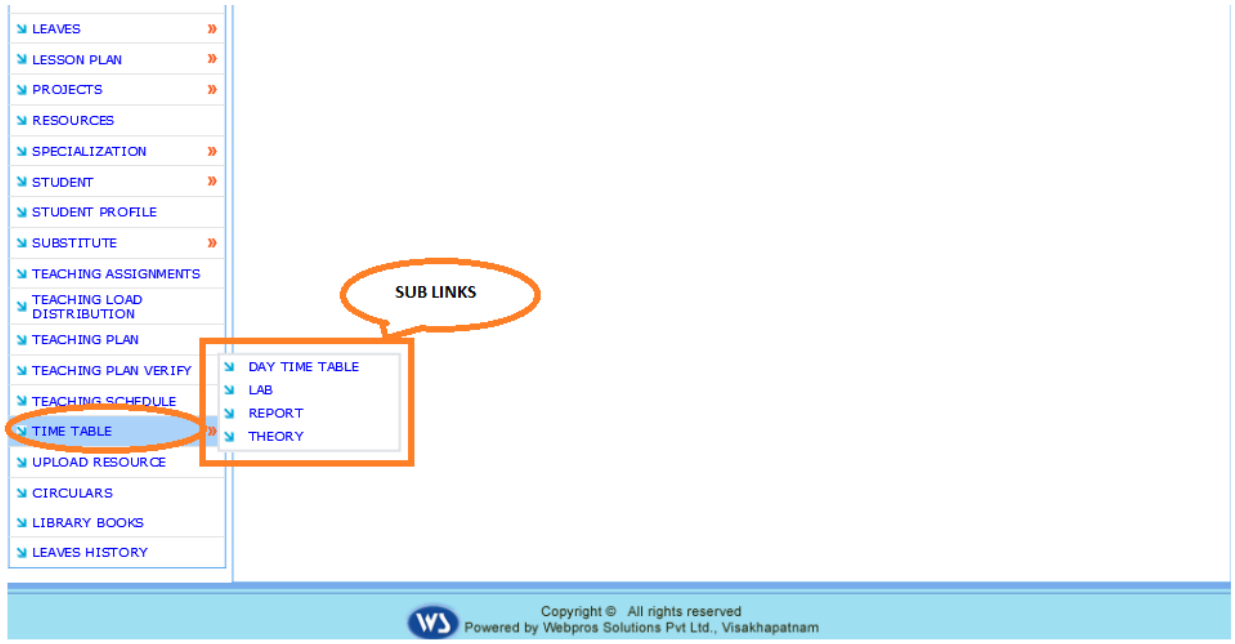


Question And Answers Of Academic Module Through HOD Logins

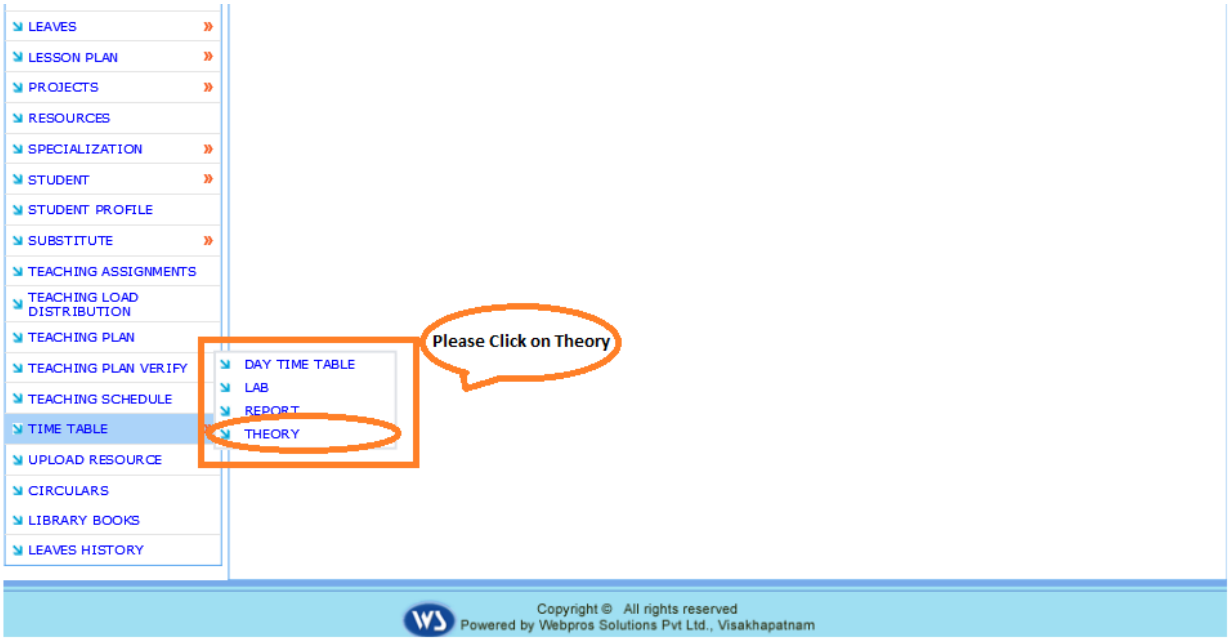
Step 3:-You Will Find "Left Panel" After Clicking On Academics Module As Shown In Below.



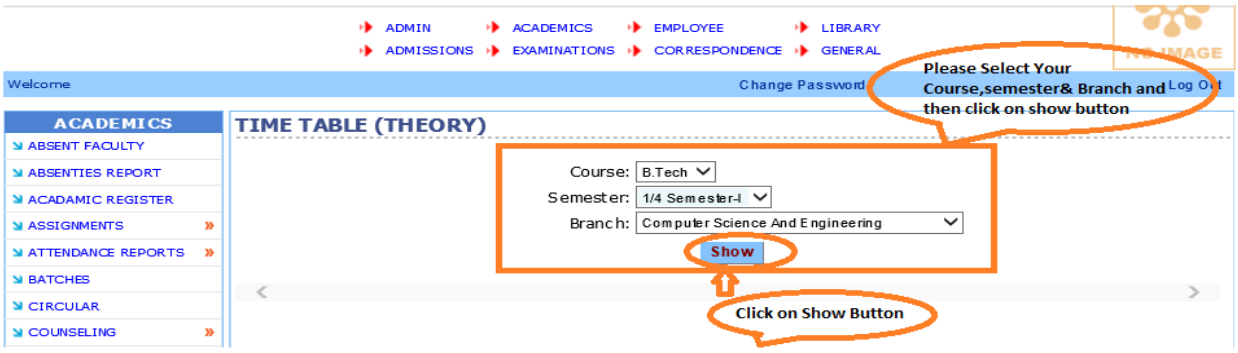
Step 4:-Please Place Your Mouse Pointer On "Time Table" Link Which Is Available In Left Menu. Then You Will Find "Sub Links Menu" As Shown In Below.



Step 5:-Here Please Click On "Theory" Option Which Is Available On Sub Links Menu As Shown In Below.

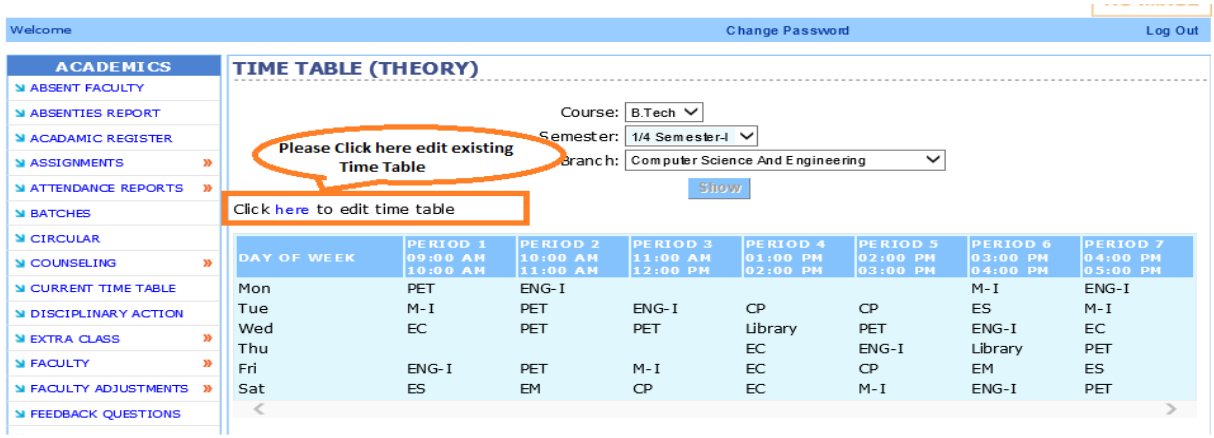


Step 6:-Here Please Click On "Theory" Option Which Is Available On Sub Links Menu As Shown In Below.

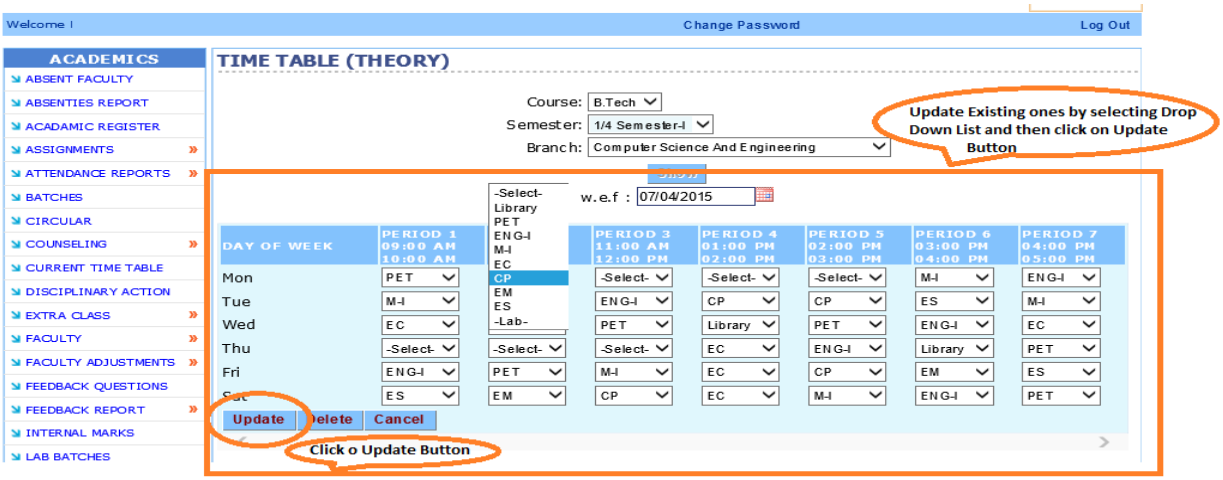


Question And Answers Of Academic Module Through HOD Logins

After Click On Show Button You Will Get The Below Link For Edit Existing Timetable.

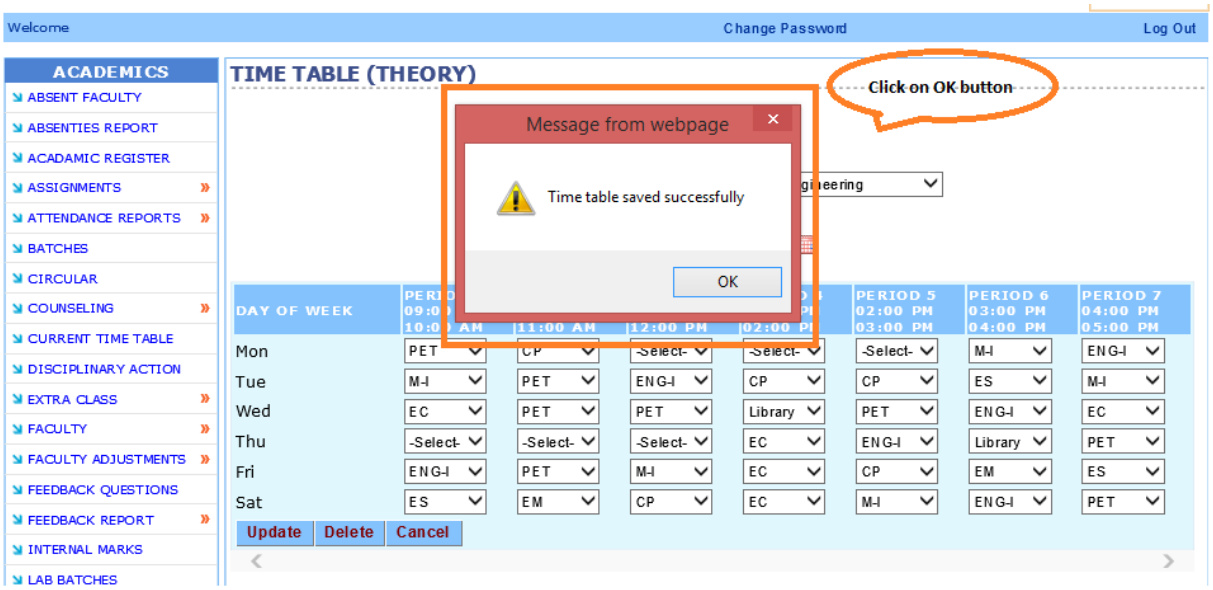


Please Edit Existing Ones By Selecting Drop Down List And Then Click On Update Button As Shown In Below

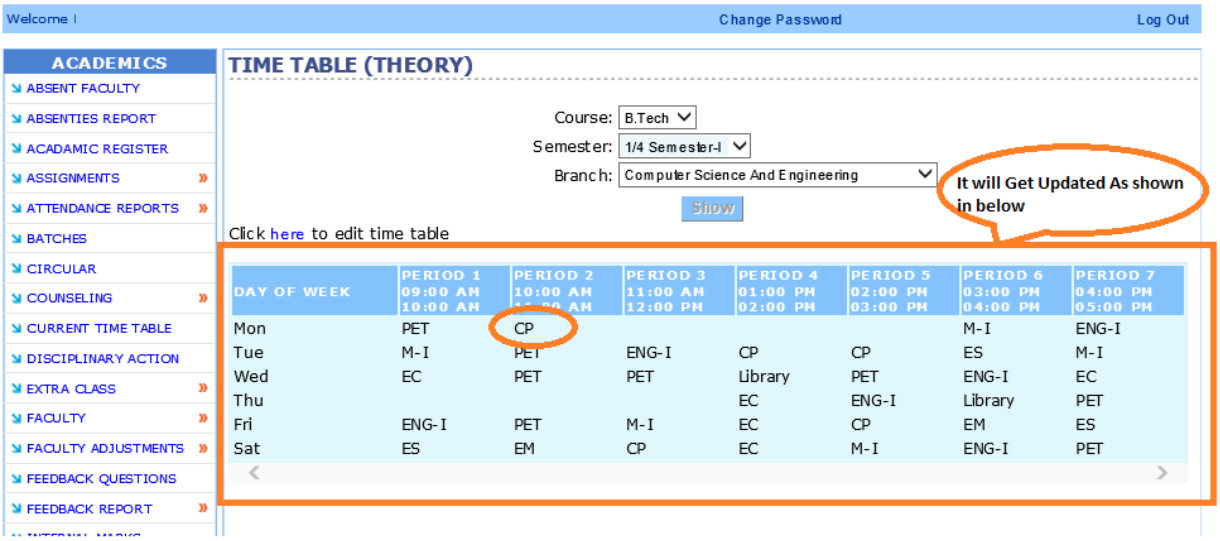


Question And Answers Of Academic Module Through HOD Logins

Step 7:-You Will Get Confirmed POP Up As Shown In Below. Here Please Click On OK Button .



Step 8:-After Click On OK Button It Will Get Updated As Shown In Below.

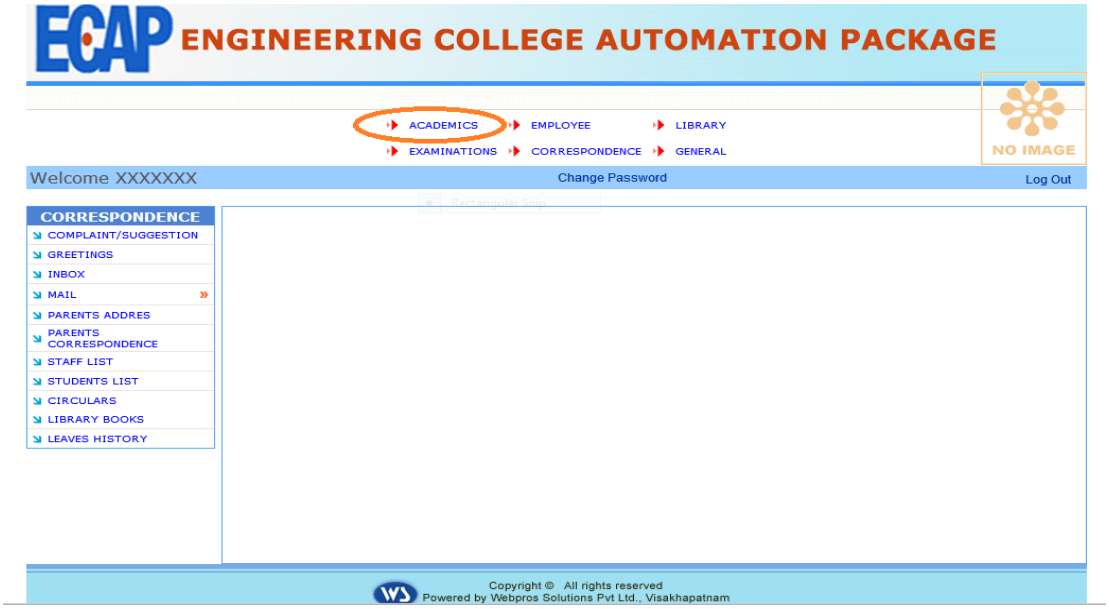


Question And Answers Of Academic Module Through HOD Logins

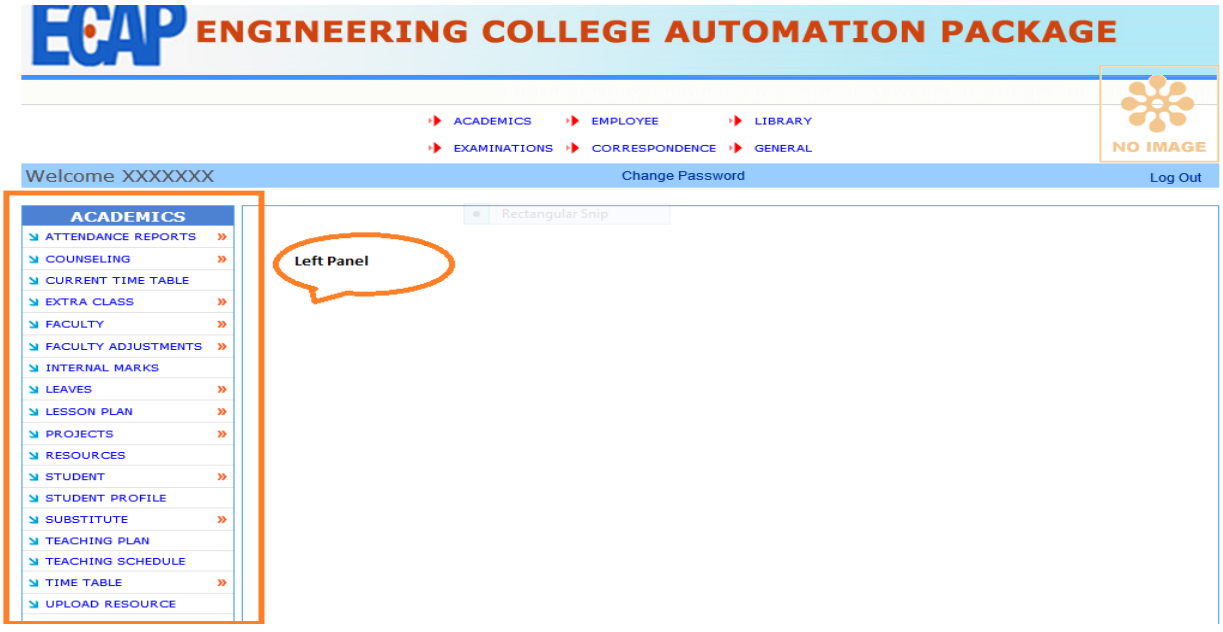
Steps For Set Lab Time Table:-

Step 1:-Please Login In To ECAP By Using Your Username And Password

Step 2:- Please Click On "Academics" Module As Shown In Below

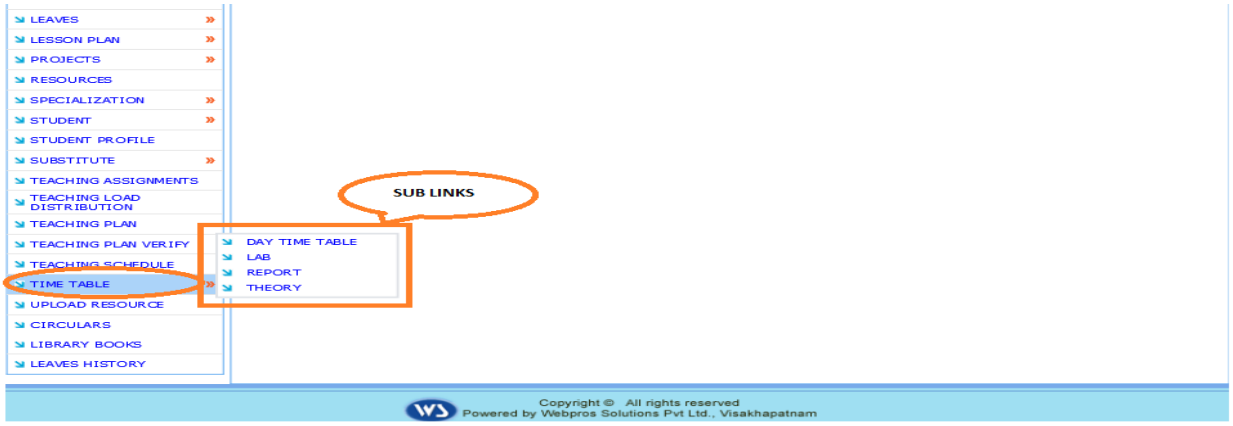


Step 3:-You Will Find "Left Panel" After Clicking On Academics Module As Shown In Below.



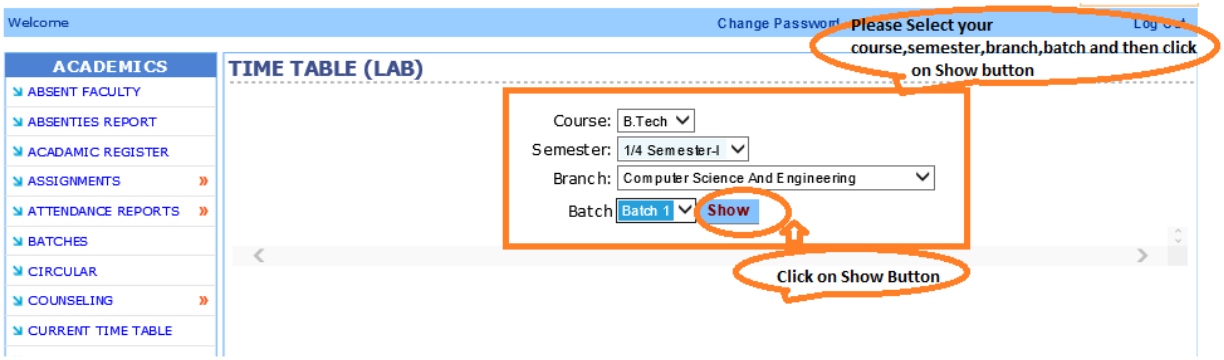
Question And Answers Of Academic Module Through HOD Logins

Step 4:-Please Place Your Mouse Pointer On "Time Table" Link Which Is Available In Left Menu. Then You Will Find "Sub Links Menu" As Shown In Below.



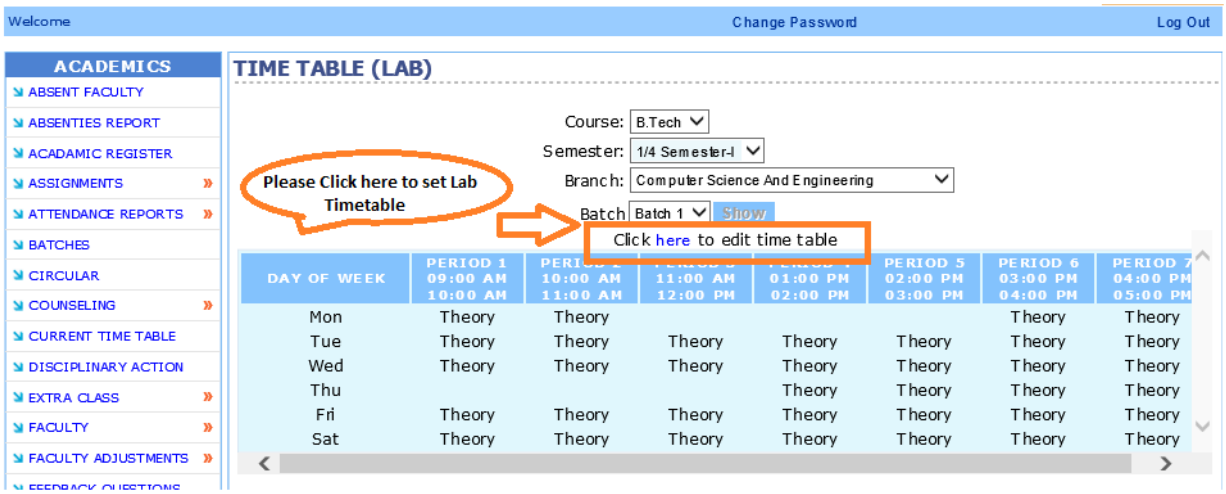
Step 5:-Here Please Click On "LAB" Option Which Is Available On Sub Links Menu As Shown In Below.

Step 6:-Please Select Your Course, Semester, Branch, Batch And Then Click On Show Button As Shown In Below

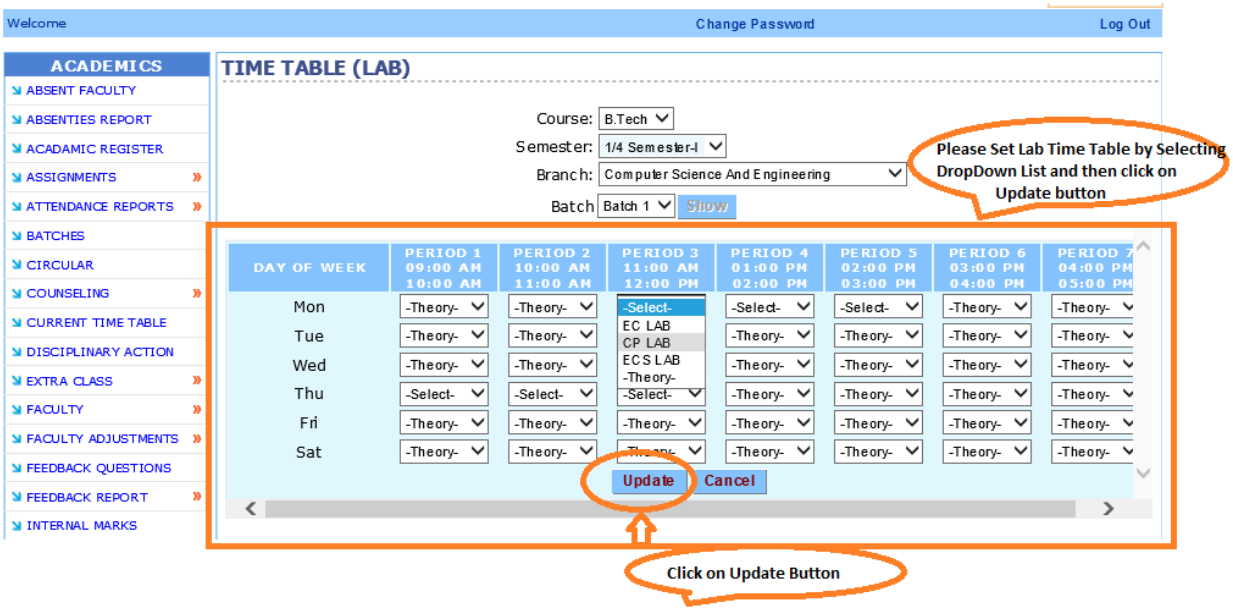


Question And Answers Of Academic Module Through HOD Logins

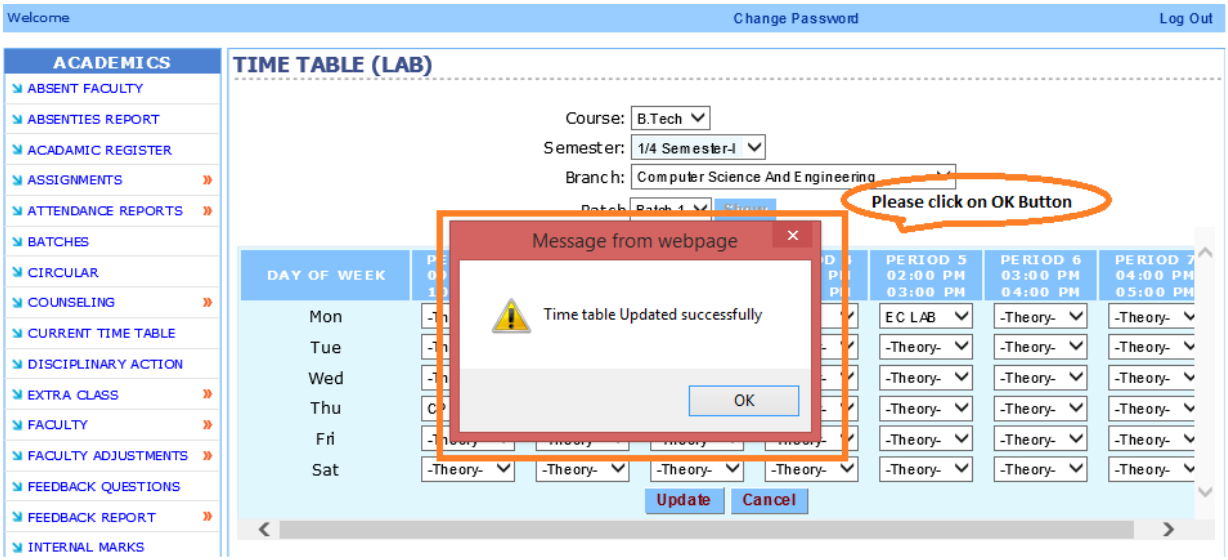
Step 7:-Please Click On Here Option To Set Alb Timetable As Shown In Below.



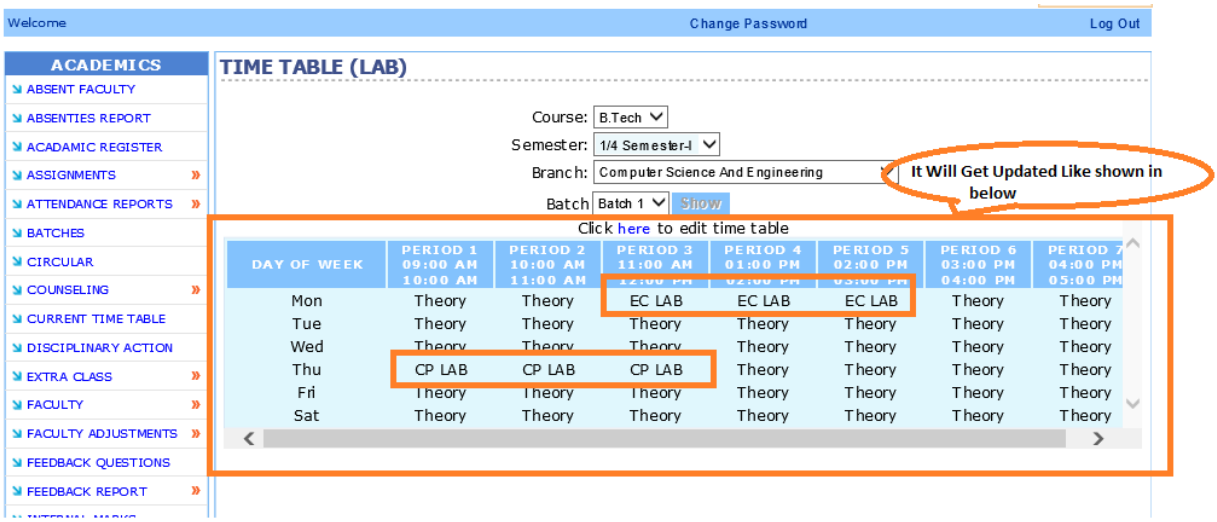
Step 8:After Click On Here Link You Will Find The Below Table To Set Lab Time Table .Here Please **Assign Your Lab Subject To That Particular Period By Selecting Dropdown List** And Then Click On **Update Button** As Shown In Below.



Step 9:-You Will Get Confirmed Popup Massage After Click On Update Button. Here Please Click On OK Button.



After Click On Ok Button You Will Get Updated Time Table As Shown In Below.



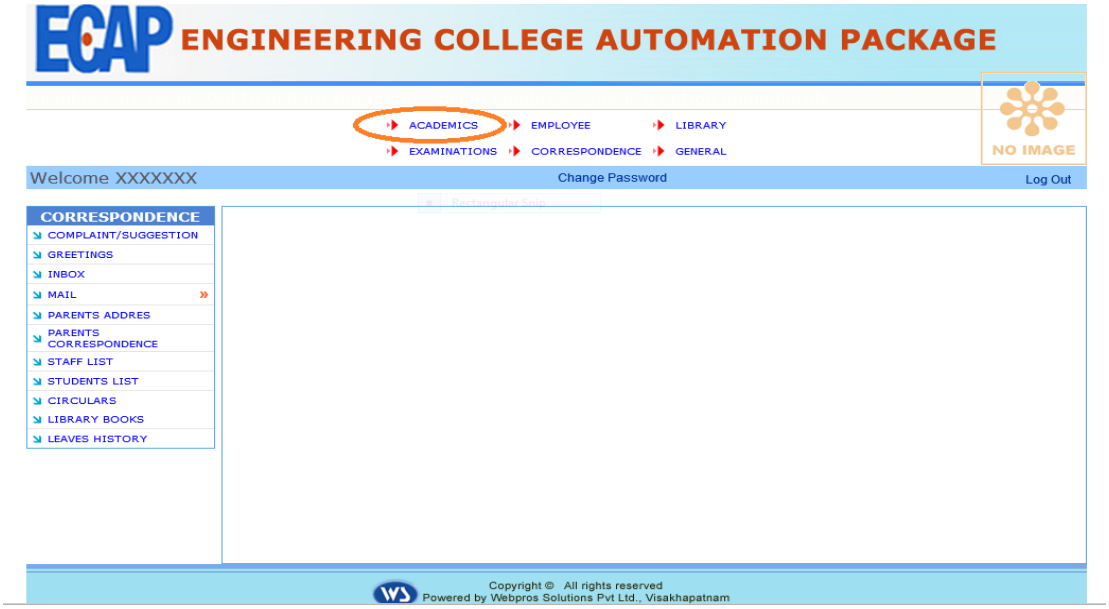
----------Please Go To Next Page For Next Questions----------

Question And Answers Of Academic Module Through HOD Logins

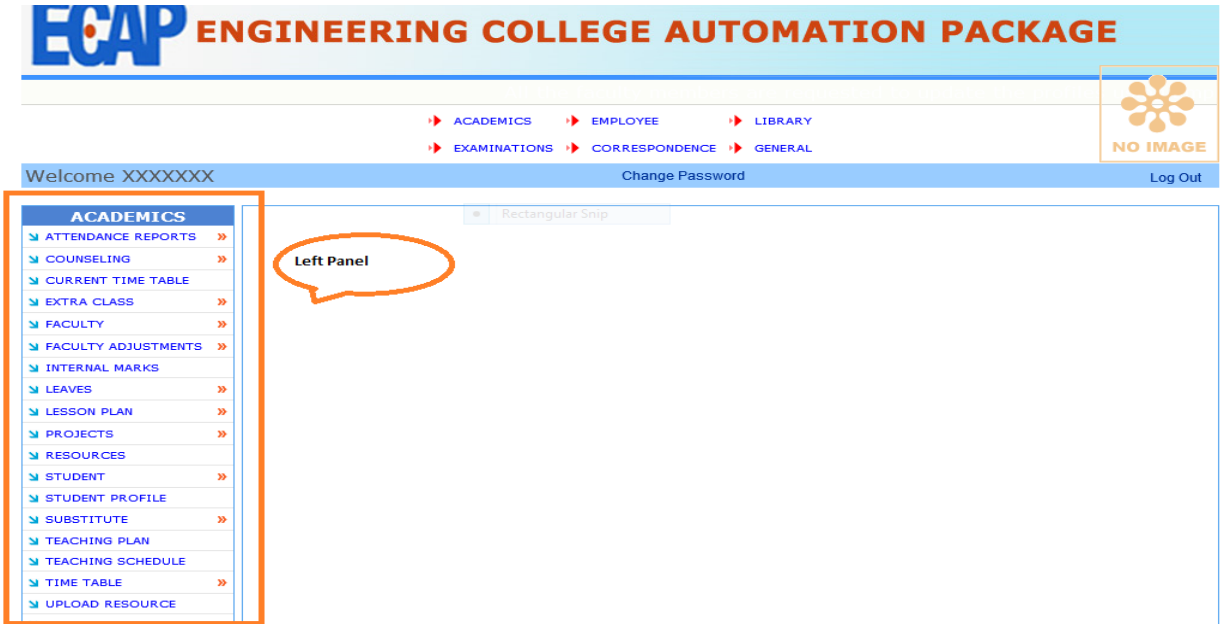
7) How Can I Set Time Table To Electives?

Ans:- Step 1:-Please Login In To ECAP By Using Your Username And Password

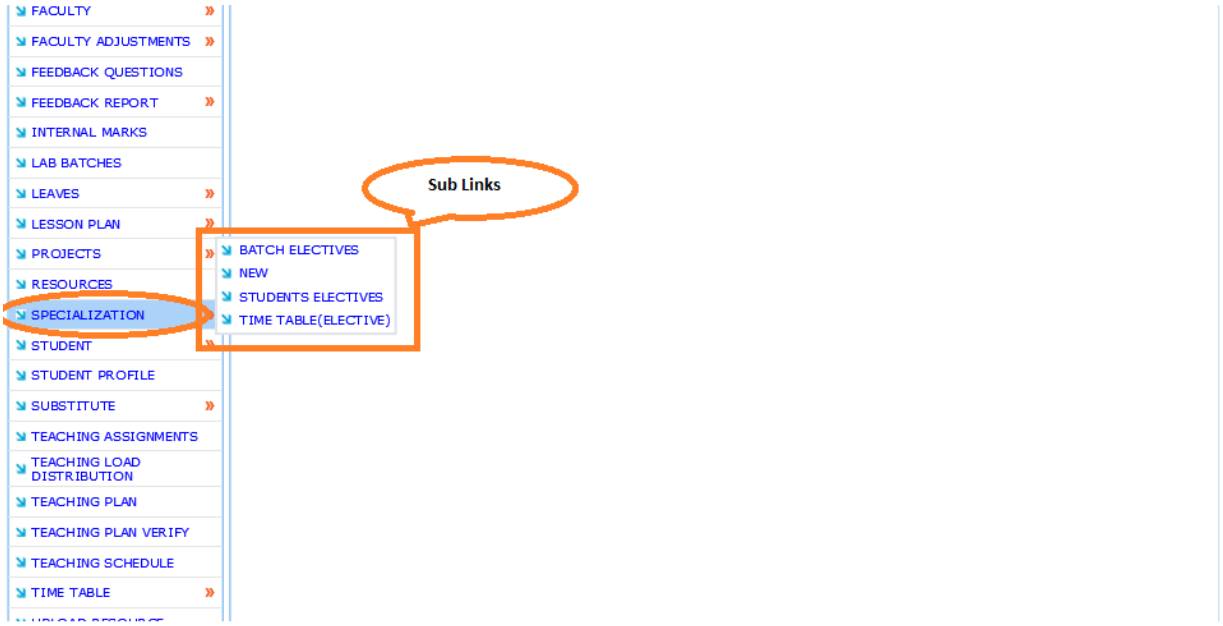
Step 2:- Please Click On "Academics" Module As Shown In Below



Step 3:-You Will Find "Left Panel" After Clicking On Academics Module As Shown In Below.



Step 4:-Please Place Your Mouse Pointer On "Specialization" Link Which Is Available In Left Menu. Then You Will Find "Sub Links Menu" As Shown In Below

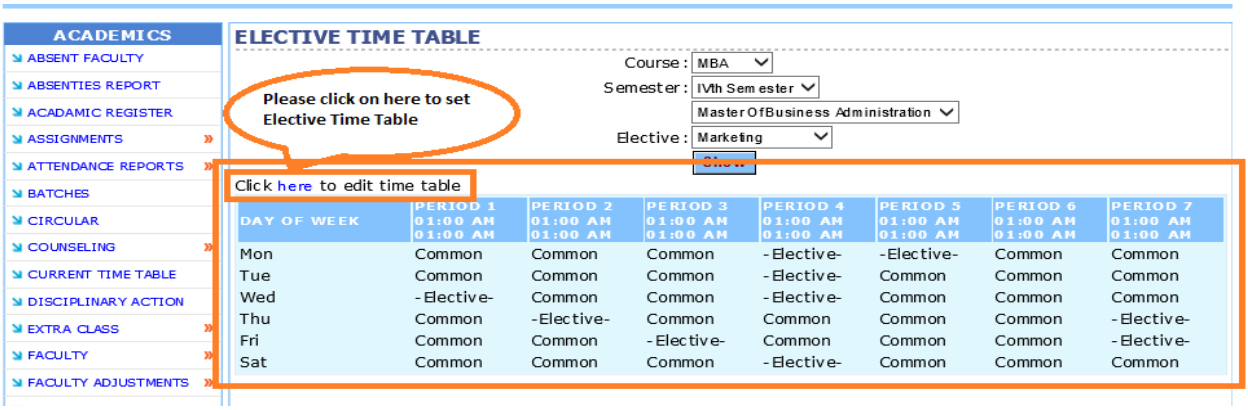


Step 5:-Here Please Click On "Time Table (Elective)" Option Which Is Available On Sub Links Menu As Shown In Below.

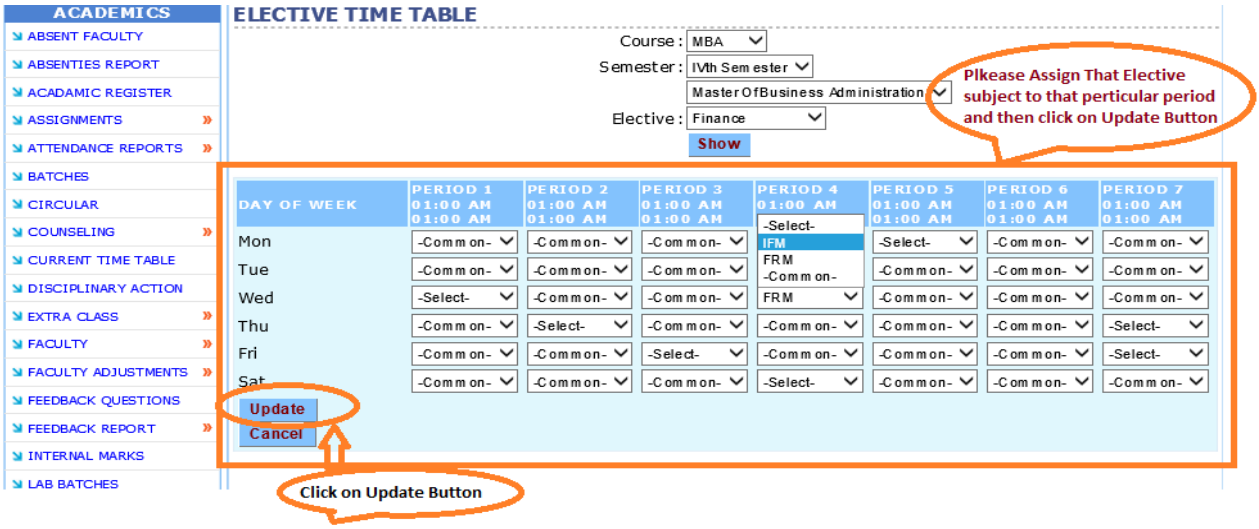
Question And Answers Of Academic Module Through HOD Logins

Step 6:-Here Please Click On **"Time Table (Elective)"** Option Which Is Available On Sub Links Menu As Shown In Below.

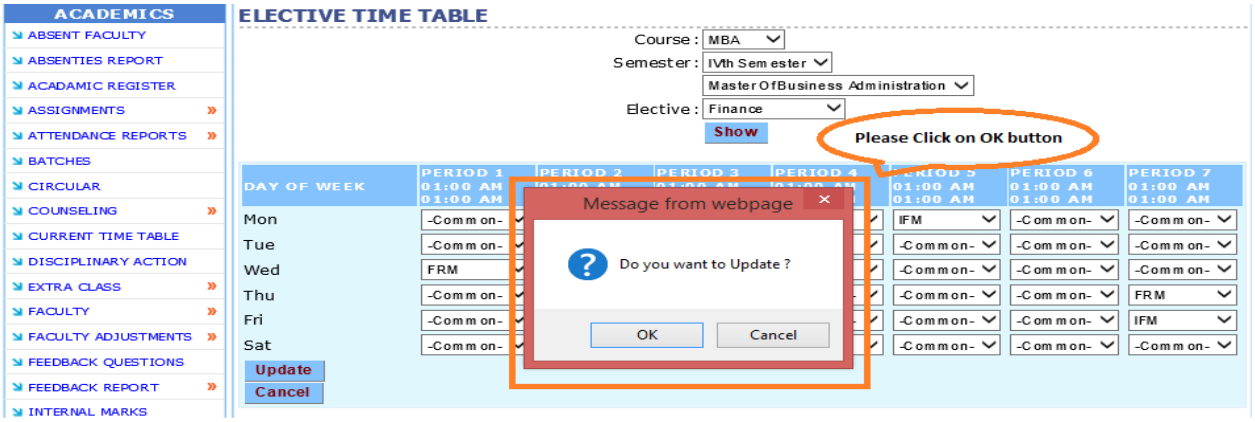
Step 7:-Here Please Click On **"Here Link"** To Set Elective Time Table As Shown In Below.



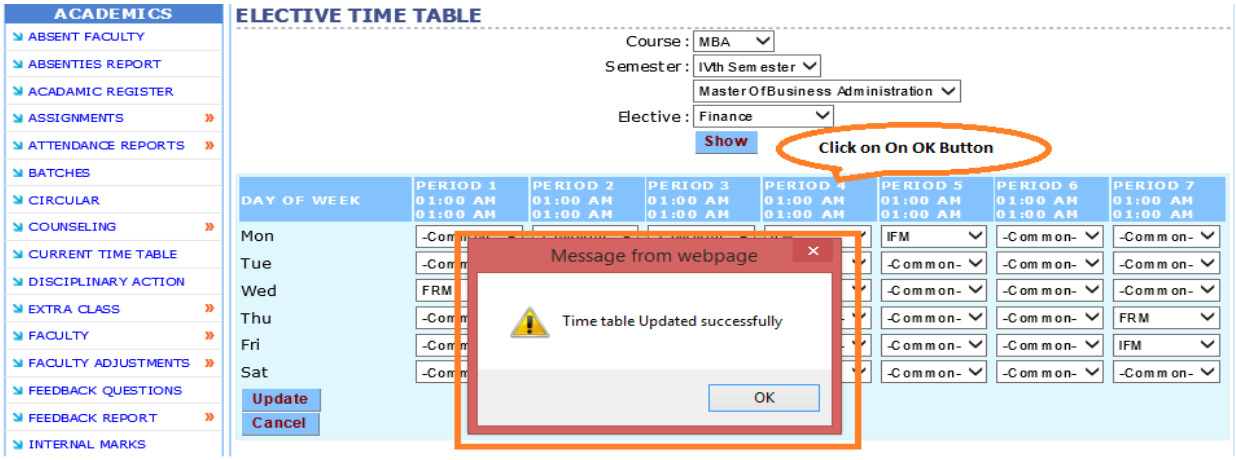
After Click On Here Link You Will Get The Below Table To Set Elective Time Table. Here Please Assign Your Elective Subject To That Particular Periods And Then Click On Update Button.



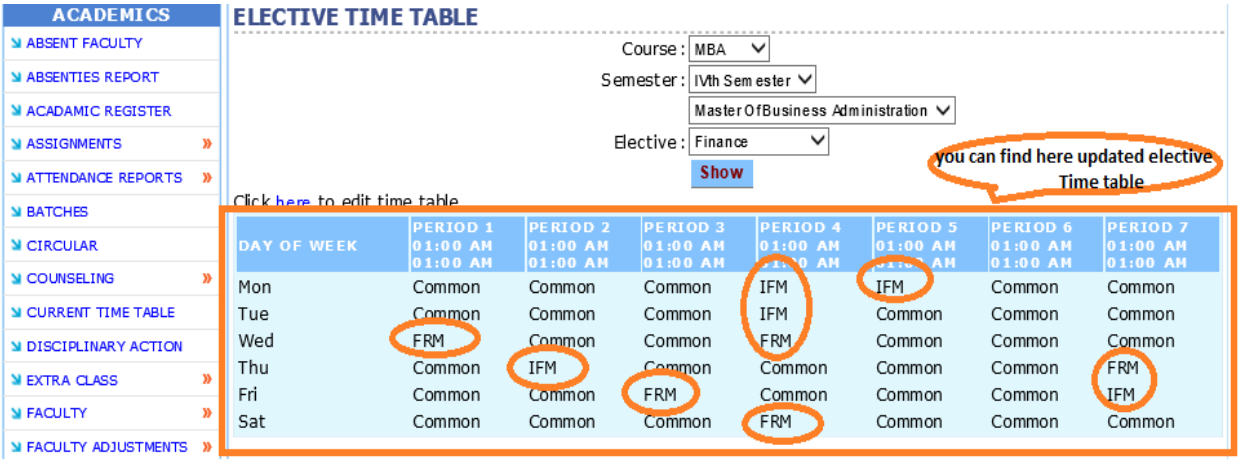
Step 7:-You Will Get This Confirmation Pop Up After Click On Update Button As Shown In Below. Here Please Click On OK Button



You Will Get Confirmed Message After Click On Ok Button As Shown In Below.



It Will Get Updated After Clicking On OK Button As Shown In Below



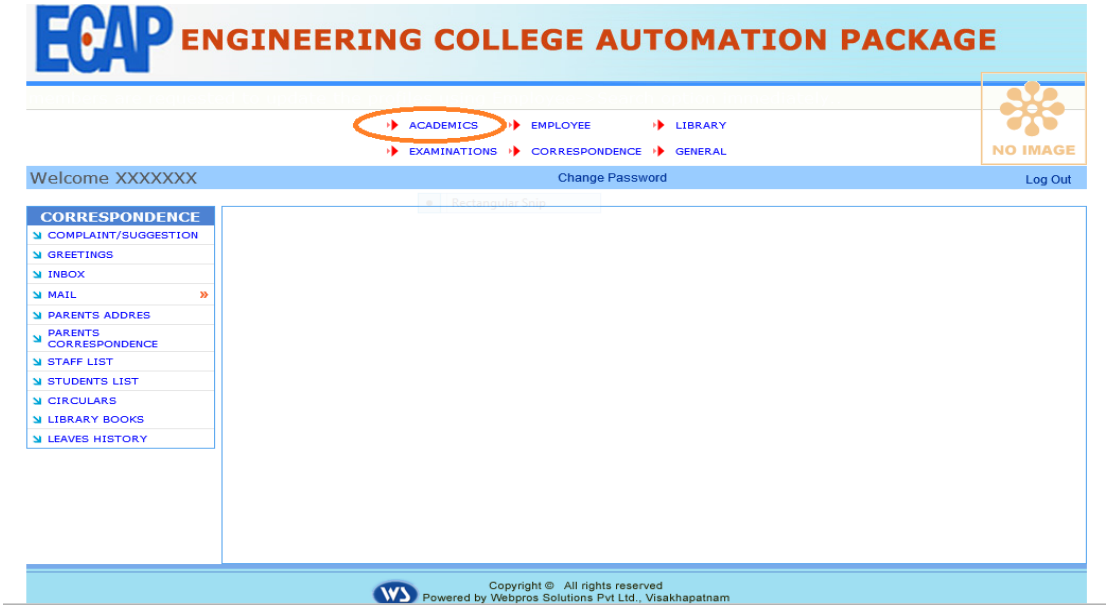
DAY OF WEEK	PERIOD 1 01:00 AM 01:00 AM	PERIOD 2 01:00 AM 01:00 AM	PERIOD 3 01:00 AM 01:00 AM	PERIOD 4 01:00 AM 01:00 AM	PERIOD 5 01:00 AM 01:00 AM	PERIOD 6 01:00 AM 01:00 AM	PERIOD 7 01:00 AM 01:00 AM
Mon	Common	Common	Common	IFM	IFM	Common	Common
Tue	Common	Common	Common	IFM	Common	Common	Common
Wed	FRM	Common	Common	FRM	Common	Common	Common
Thu	Common	IFM	Common	Common	Common	Common	FRM
Fri	Common	Common	FRM	Common	Common	Common	IFM
Sat	Common	Common	Common	FRM	Common	Common	Common

Question And Answers Of Academic Module Through HOD Logins

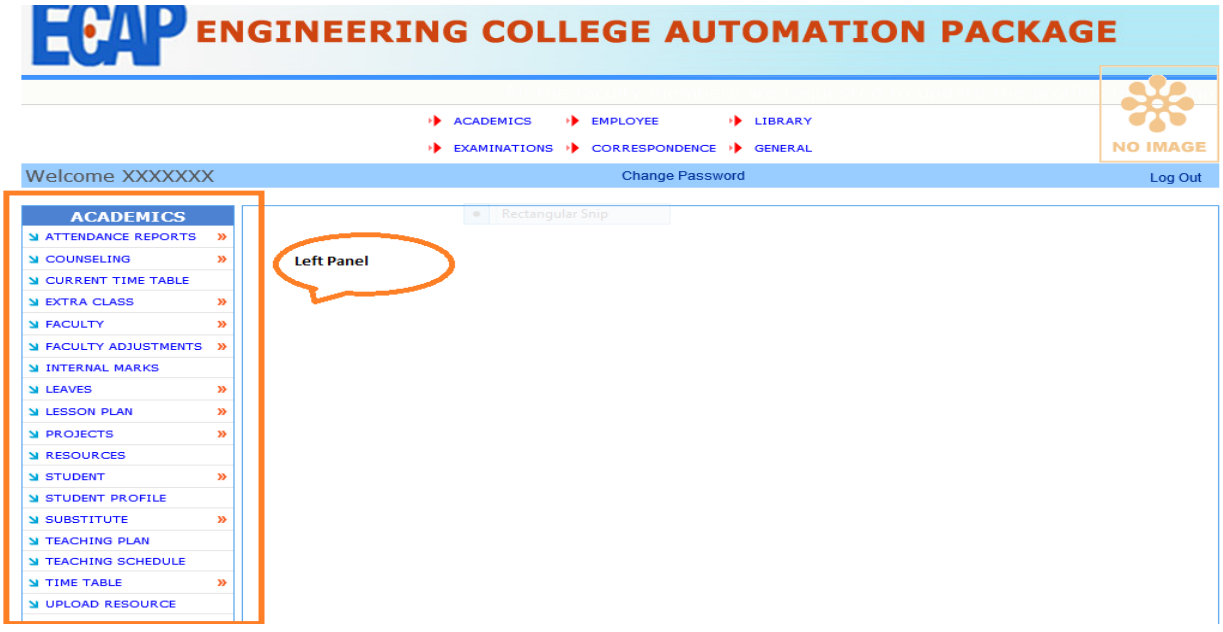
8) How To Check Time Table Report?

Step 1:-Please Login In To ECAP By Using Your Username And Password

Step 2:- Please Click On "Academics" Module As Shown In Below

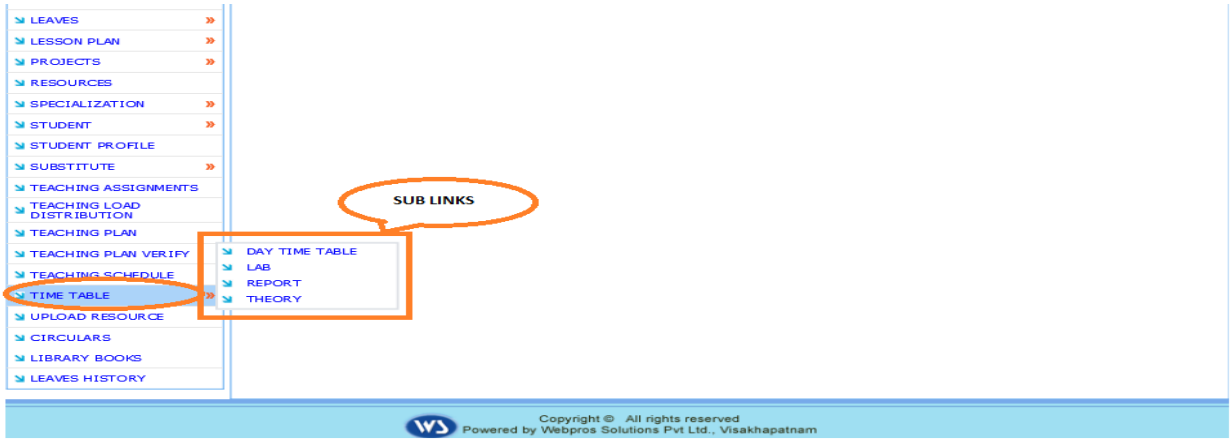


Step 3:-You Will Find "Left Panel" After Clicking On Academics Module As Shown In Below.

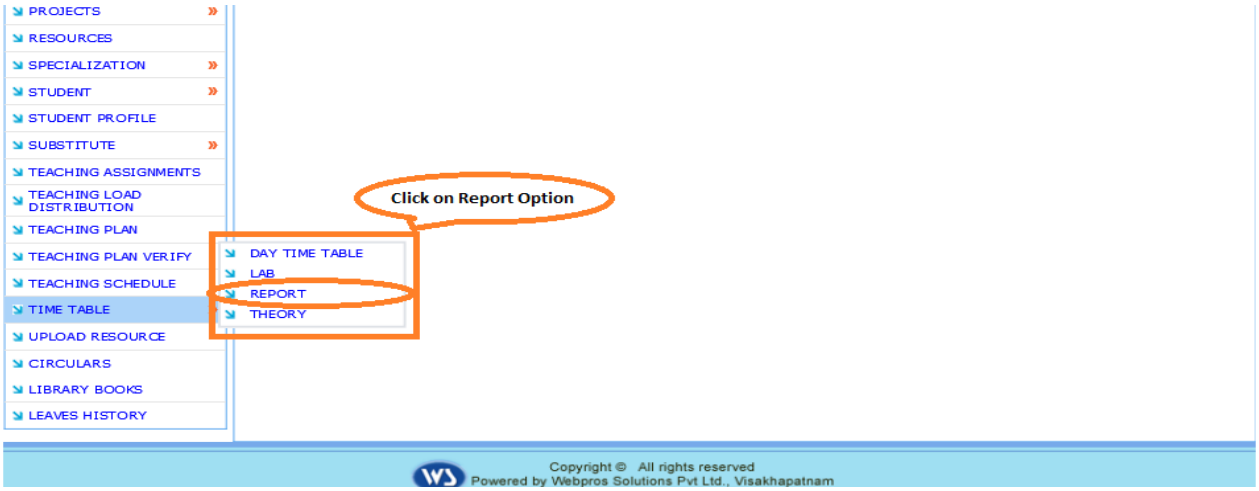


Question And Answers Of Academic Module Through HOD Logins

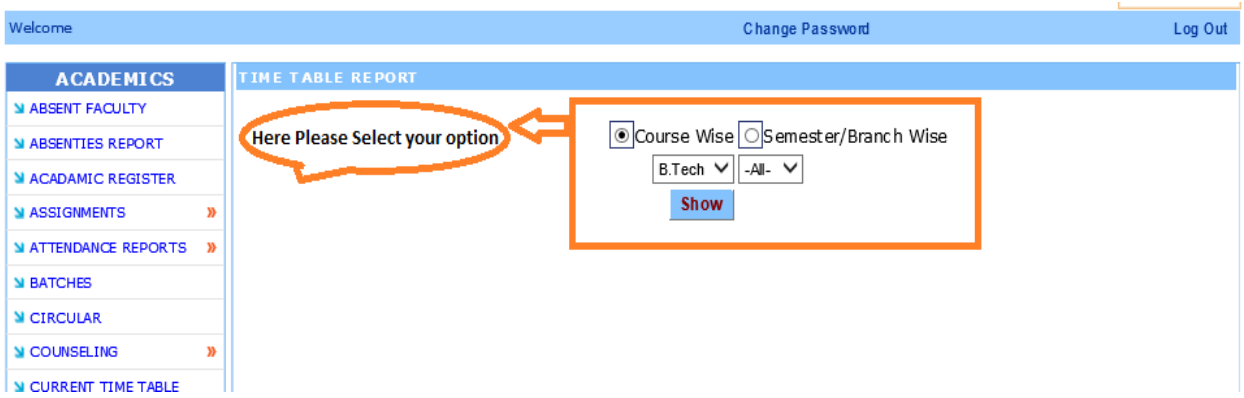
Step 4:-Please Place Your Mouse Pointer On "Time Table" Link Which Is Available In Left Menu. Then You Will Find "Sub Links Menu" As Shown In Below.



Step 5:-Please Click On "Report" Option Which Is Available On Sub Links Menu As Shown In Below.

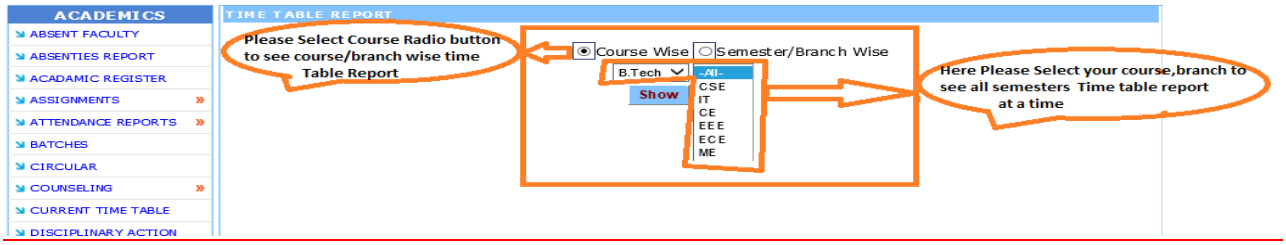


After Click On Report Option You Will Get The Below Screen .Here You Can See Course Wise Time Table Report And Semester /Branch Wise Time Table Report.

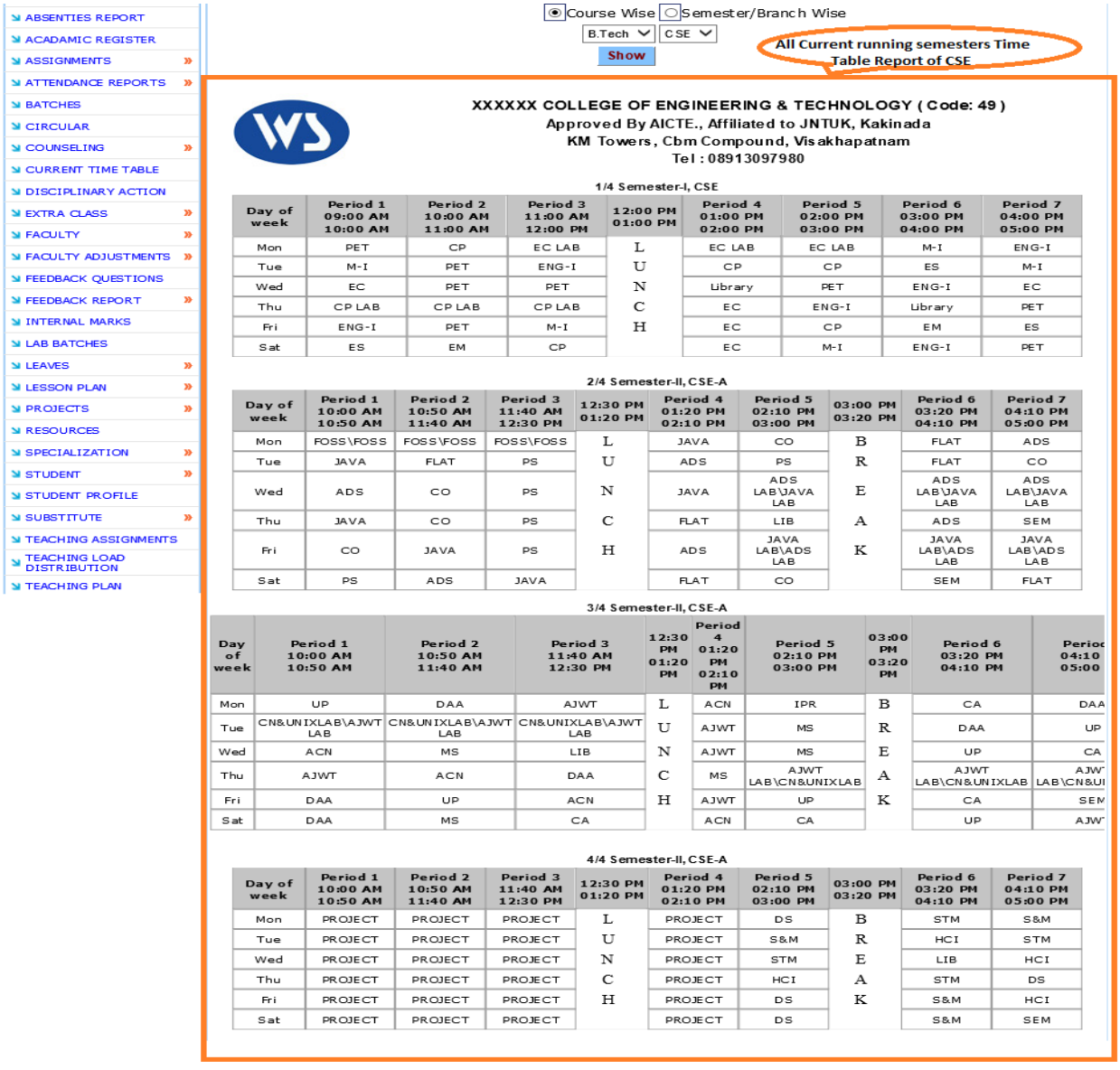


Question And Answers Of Academic Module Through HOD Logins

Course Wise Time Table Report:-Step 6:-Please Select Course Wise Option And Then Select Your Course And Branch And Then "Click On Show Button" To See Day Wise Time Table



You Will Get Time Table Report Like Below After Click On Show Button



XXXXXX COLLEGE OF ENGINEERING & TECHNOLOGY (Code: 49)
Approved By AICTE., Affiliated to JNTUK, Kakinada
KM Towers, Cbm Compound, Visakhapatnam
Tel : 08913097980

1/4 Semester-I, CSE

Day of week	Period 1 09:00 AM 10:00 AM	Period 2 10:00 AM 11:00 AM	Period 3 11:00 AM 12:00 PM	12:00 PM 01:00 PM	Period 4 01:00 PM 02:00 PM	Period 5 02:00 PM 03:00 PM	Period 6 03:00 PM 04:00 PM	Period 7 04:00 PM 05:00 PM
Mon	PET	CP	EC LAB	L	EC LAB	EC LAB	M-I	ENG-I
Tue	M-I	PET	ENG-I	U	CP	CP	ES	M-I
Wed	EC	PET	PET	N	Library	PET	ENG-I	EC
Thu	CP LAB	CP LAB	CP LAB	C	EC	ENG-I	Library	PET
Fri	ENG-I	PET	M-I	H	EC	CP	EM	ES
Sat	ES	EM	CP		EC	M-I	ENG-I	PET

2/4 Semester-II, CSE-A

Day of week	Period 1 10:00 AM 10:50 AM	Period 2 10:50 AM 11:40 AM	Period 3 11:40 AM 12:30 PM	12:30 PM 01:20 PM	Period 4 01:20 PM 02:10 PM	Period 5 02:10 PM 03:00 PM	03:00 PM 03:20 PM	Period 6 03:20 PM 04:10 PM	Period 7 04:10 PM 05:00 PM
Mon	FOSS\FOSS	FOSS\FOSS	FOSS\FOSS	L	JAVA	CO	B	FLAT	ADS
Tue	JAVA	FLAT	PS	U	ADS	PS	R	FLAT	CO
Wed	ADS	CO	PS	N	JAVA	ADS LAB\JAVA LAB	E	ADS LAB\JAVA LAB	ADS LAB\JAVA LAB
Thu	JAVA	CO	PS	C	FLAT	LIB	A	ADS	SEM
Fri	CO	JAVA	PS	H	ADS	JAVA LAB\ADS LAB	K	JAVA LAB\ADS LAB	JAVA LAB\ADS LAB
Sat	PS	ADS	JAVA		FLAT	CO		SEM	FLAT

3/4 Semester-II, CSE-A

Day of week	Period 1 10:00 AM 10:50 AM	Period 2 10:50 AM 11:40 AM	Period 3 11:40 AM 12:30 PM	12:30 PM 01:20 PM	Period 4 01:20 PM 02:10 PM	Period 5 02:10 PM 03:00 PM	03:00 PM 03:20 PM	Period 6 03:20 PM 04:10 PM	Period 04:10 05:00
Mon	UP	DAA	AJWT	L	ACN	IPR	B	CA	DAA
Tue	CN&UNIXLAB\AJWT LAB	CN&UNIXLAB\AJWT LAB	CN&UNIXLAB\AJWT LAB	U	AJWT	MS	R	DAA	UP
Wed	ACN	MS	LIB	N	AJWT	MS	E	UP	CA
Thu	AJWT	ACN	DAA	C	MS	AJWT LAB\CN&UNIXLAB	A	AJWT LAB\CN&UNIXLAB	AJW LAB\CN&UI
Fri	DAA	UP	ACN	H	AJWT	UP	K	CA	SEM
Sat	DAA	MS	CA		ACN	CA		UP	AJW

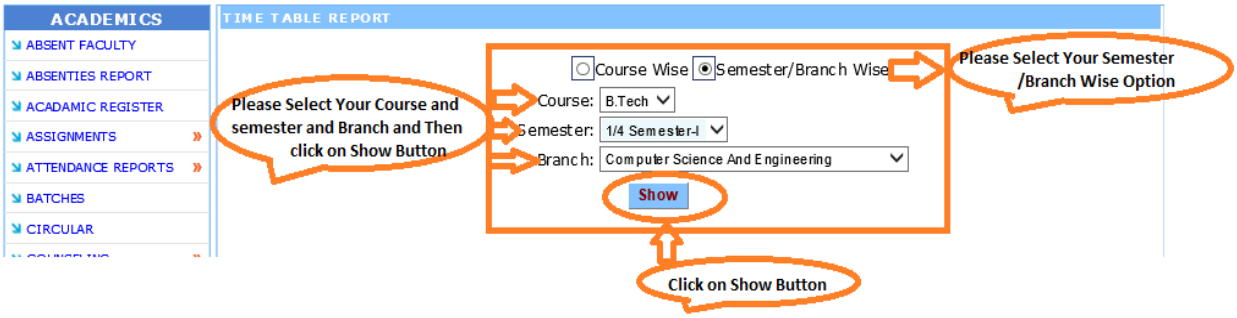
4/4 Semester-II, CSE-A

Day of week	Period 1 10:00 AM 10:50 AM	Period 2 10:50 AM 11:40 AM	Period 3 11:40 AM 12:30 PM	12:30 PM 01:20 PM	Period 4 01:20 PM 02:10 PM	Period 5 02:10 PM 03:00 PM	03:00 PM 03:20 PM	Period 6 03:20 PM 04:10 PM	Period 7 04:10 PM 05:00 PM
Mon	PROJECT	PROJECT	PROJECT	L	PROJECT	DS	B	STM	S&M
Tue	PROJECT	PROJECT	PROJECT	U	PROJECT	S&M	R	HCI	STM
Wed	PROJECT	PROJECT	PROJECT	N	PROJECT	STM	E	LIB	HCI
Thu	PROJECT	PROJECT	PROJECT	C	PROJECT	HCI	A	STM	DS
Fri	PROJECT	PROJECT	PROJECT	H	PROJECT	DS	K	S&M	HCI
Sat	PROJECT	PROJECT	PROJECT		PROJECT	DS		S&M	SEM

Question And Answers Of Academic Module Through HOD Logins

Semester/Branch Wise Time Table Report:-

Step 6:-Please Select Semester/Branch Wise Option And Then Select Your Course And Semester/Branch And Then "Click On Show Button" To See Day Wise Time Table



After Click On Show Button You Will Get The Below Time Table Report With Subject Names And Also With Respective Faculty Names As Shown In Below.(Please See In Next Page)

If You Want To Take Print Out Then Please Click On "PRINT Button" And If You Want To Export This Data In To Excel Sheet Please Click On "Export Button". Before Exporting You Should Follow These Steps In IE Tools

I)IE Tools->Internet Options->Security->Local Intranet->Customlevel->Activex Controls And Plugins-Initialize And Script Activex Controls Not Marked As Safe For Scripting->Please Select Enable->Click On OK

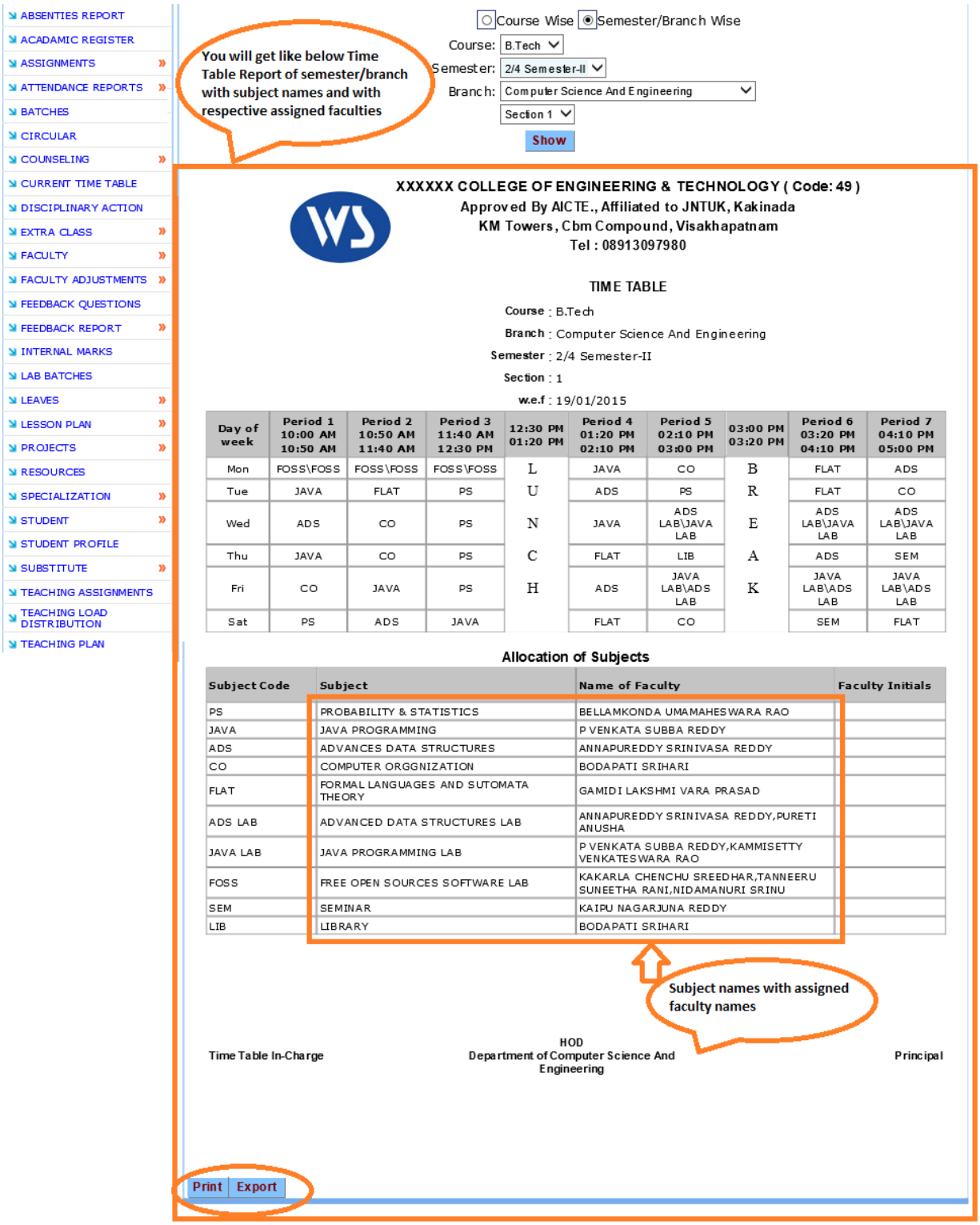
Still Your Unable To Exporting Data Means Please Follow These Steps

Ii)IE Tools->Internet Options->Security->Internet-Customlevel->Activex Controls And Plugins->Initialize And Script Activex Controls Not Marked As Safe For Scripting->Please Select Prompt->Click On OK

Iii)IE Tools->Internet Options->Security->Trusted Sites->Customlevel->Activex Controls And Plugins-Initialize And Script Activex Controls Not Marked As Safe For Scripting->Please Select Enable->Click On OK

----------Please Go To Next Page For Continuation----------

Question And Answers Of Academic Module Through HOD Logins



Note:-1. If you want print the report then please click on print button

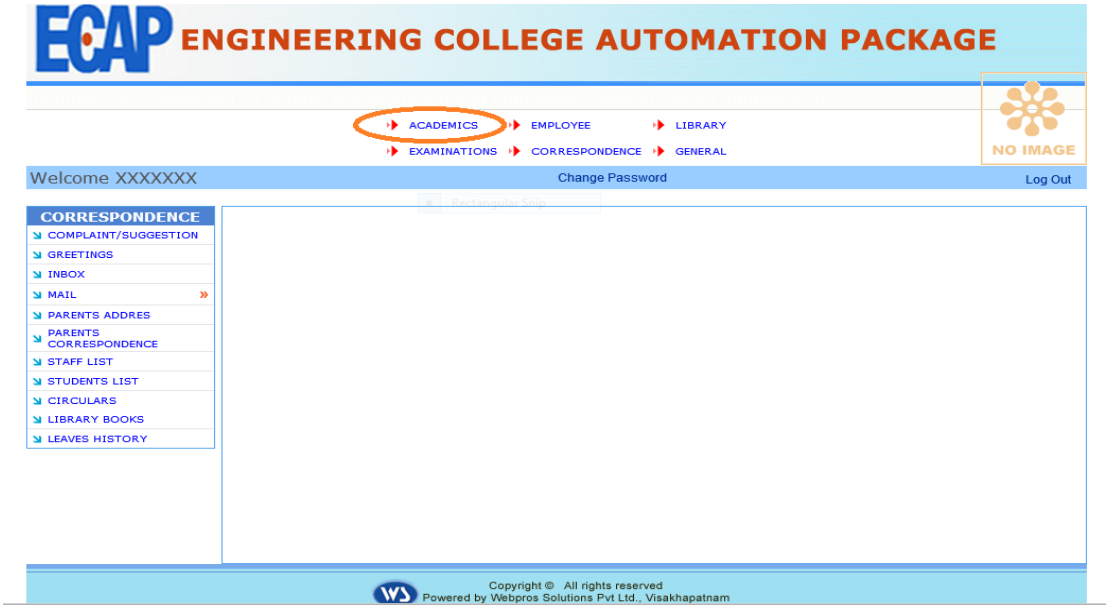
2. If you want to export the report in to excel then please click on Export Button

Question And Answers Of Academic Module Through HOD Logins

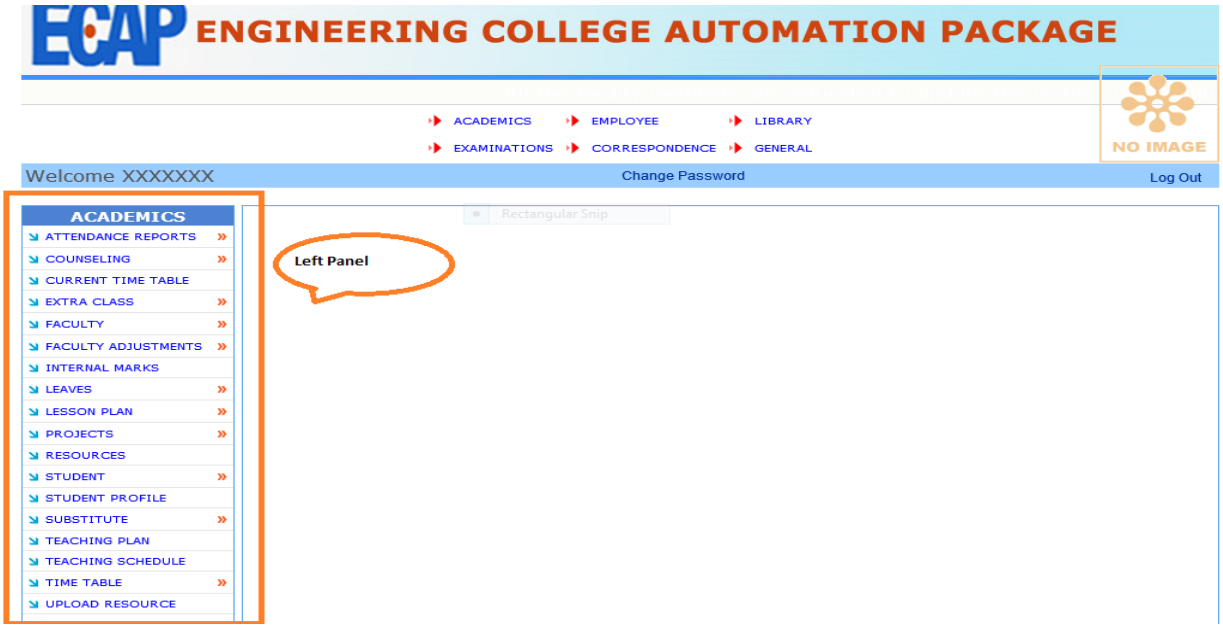
9) How Can I Check Day Time Table?

Step 1:-Please Login In To ECAP By Using Your Username And Password

Step 2:- Please Click On "Academics" Module As Shown In Below

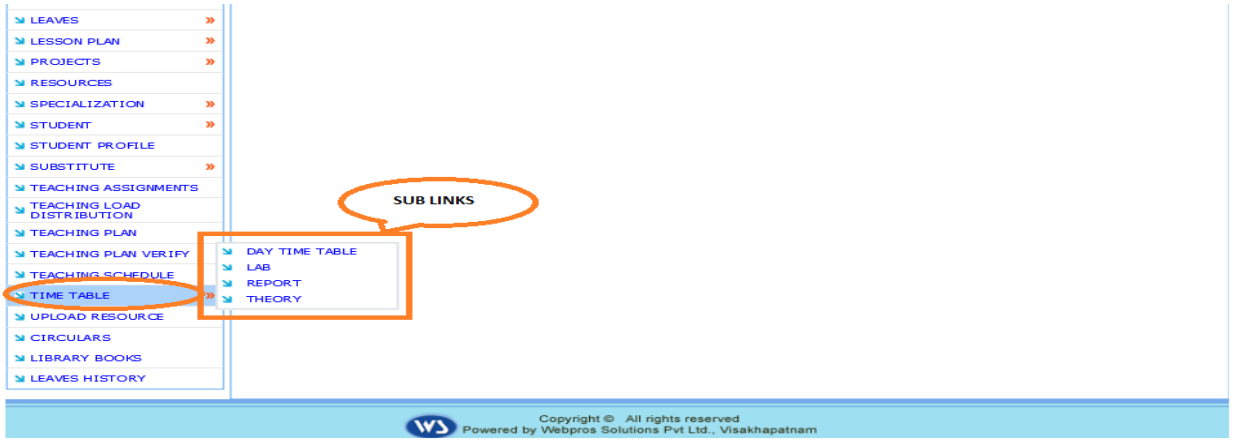


Step 3:-You Will Find "Left Panel" After Clicking On Academics Module As Shown In Below.

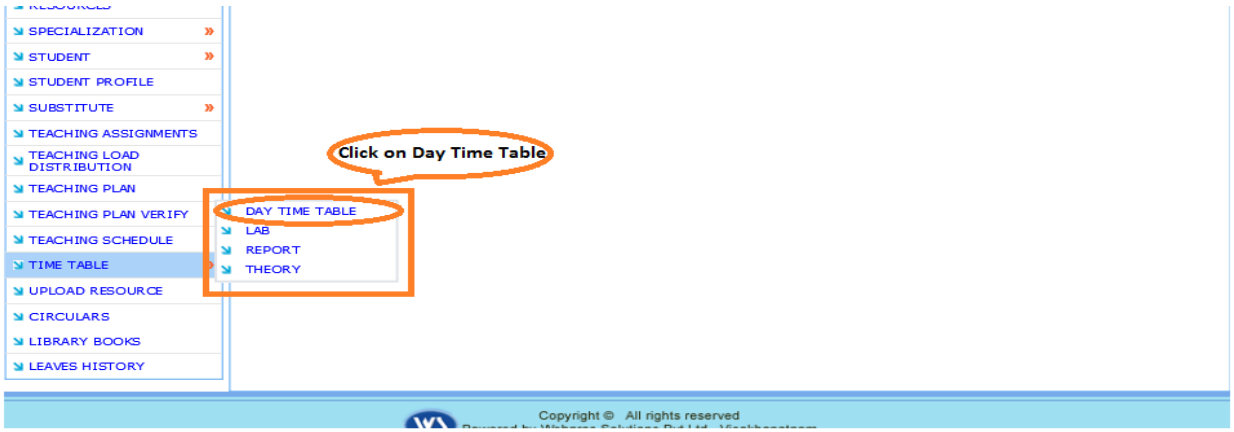


Question And Answers Of Academic Module Through HOD Logins

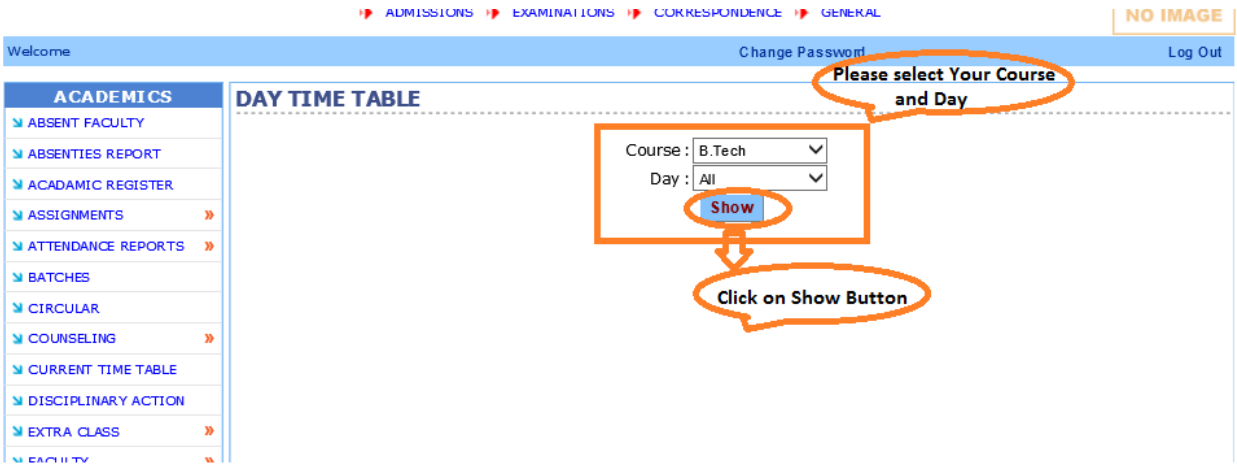
Step 4:-Please Place Your Mouse Pointer On "Time Table" Link Which Is Available In Left Menu. Then You Will Find "Sub Links Menu" As Shown In Below.



Step 5:-Please Click On "Day Time Table" Option Which Is Available On Sub Links Menu As Shown In Below.

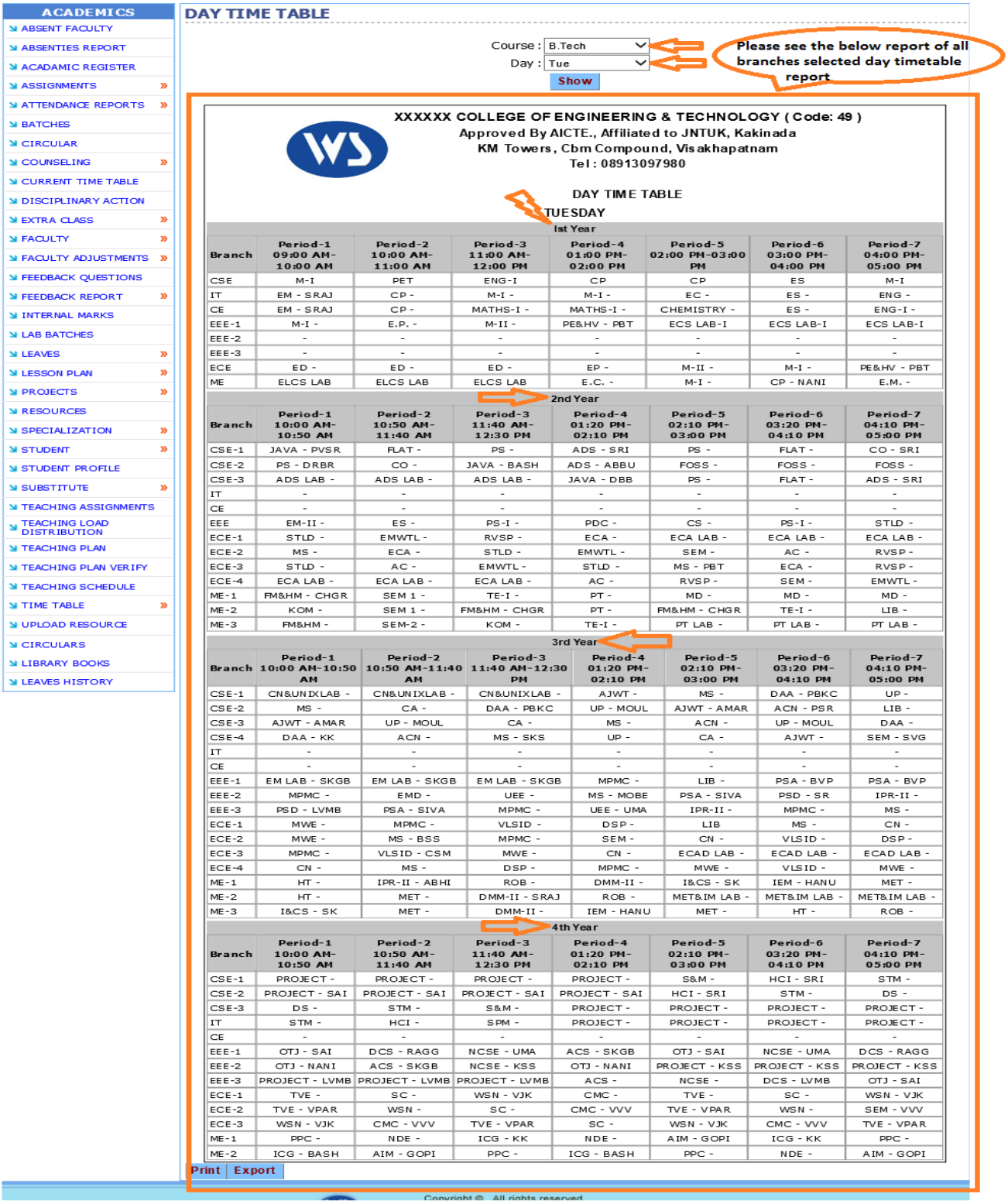


Step5:-Please Select Your Course And Day And Then Click On Show Button.



Question And Answers Of Academic Module Through HOD Logins

Step6:-You Will Get Your Day Wise Report Of All Years And All Sections Of All Branches On That Particular Day As Shown In Below



ACADEMICS

- ABSENT FACULTY
- ABSENTIES REPORT
- ACADAMIC REGISTER
- ASSIGNMENTS
- ATTENDANCE REPORTS
- BATCHES
- CIRCULAR
- COUNSELING
- CURRENT TIME TABLE
- DISCIPLINARY ACTION
- EXTRA CLASS
- FACULTY
- FACULTY ADJUSTMENTS
- FEEDBACK QUESTIONS
- FEEDBACK REPORT
- INTERNAL MARKS
- LAB BATCHES
- LEAVES
- LESSON PLAN
- PROJECTS
- RESOURCES
- SPECIALIZATION
- STUDENT
- STUDENT PROFILE
- SUBSTITUTE
- TEACHING ASSIGNMENTS
- TEACHING LOAD DISTRIBUTION
- TEACHING PLAN
- TEACHING PLAN VERIFY
- TEACHING SCHEDULE
- TIME TABLE
- UPLOAD RESOURCE
- CIRCULARS
- LIBRARY BOOKS
- LEAVES HISTORY

DAY TIME TABLE

Course : B.Tech
Day : Tue
Show

Please see the below report of all branches selected day timetable report

XXXXXX COLLEGE OF ENGINEERING & TECHNOLOGY (Code: 49)
Approved By AICTE., Affiliated to JNTUK, Kakinada
KM Towers, Cbm Compound, Visakhapatnam
Tel : 08913097980

DAY TIME TABLE
TUESDAY

1st Year

Branch	Period-1 09:00 AM-10:00 AM	Period-2 10:00 AM-11:00 AM	Period-3 11:00 AM-12:00 PM	Period-4 01:00 PM-02:00 PM	Period-5 02:00 PM-03:00 PM	Period-6 03:00 PM-04:00 PM	Period-7 04:00 PM-05:00 PM
CSE	M-I	PET	ENG-I	CP	CP	ES	M-I
IT	EM - SRAJ	CP -	M-I -	M-I -	EC -	ES -	ENG -
CE	EM - SRAJ	CP -	MATHS-I -	MATHS-I -	CHEMISTRY -	ES -	ENG-I -
EEE-1	M-I -	E.P. -	M-II -	PE&HV - PBT	ECS LAB-I	ECS LAB-I	ECS LAB-I
EEE-2	-	-	-	-	-	-	-
EEE-3	-	-	-	-	-	-	-
ECE	ED -	ED -	ED -	EP -	M-II -	M-I -	PE&HV - PBT
ME	ELCS LAB	ELCS LAB	ELCS LAB	E.C. -	M-I -	CP - NANI	E.M. -

2nd Year

Branch	Period-1 10:00 AM-10:50 AM	Period-2 10:50 AM-11:40 AM	Period-3 11:40 AM-12:30 PM	Period-4 01:20 PM-02:10 PM	Period-5 02:10 PM-03:00 PM	Period-6 03:20 PM-04:10 PM	Period-7 04:10 PM-05:00 PM
CSE-1	JAVA - PVSR	FLAT -	PS -	ADS - SRI	PS -	FLAT -	CO - SRI
CSE-2	PS - DRBR	CO -	JAVA - BASH	ADS - ABBU	FOSS -	FOSS -	FOSS -
CSE-3	ADS LAB -	ADS LAB -	ADS LAB -	JAVA - DBB	PS -	FLAT -	ADS - SRI
IT	-	-	-	-	-	-	-
CE	-	-	-	-	-	-	-
EEE	EM-II -	ES -	PS-I -	PDC -	CS -	PS-I -	STLD -
ECE-1	STLD -	EMWTL -	RVSP -	ECA -	ECA LAB -	ECA LAB -	ECA LAB -
ECE-2	MS -	ECA -	STLD -	EMWTL -	SEM -	AC -	RVSP -
ECE-3	STLD -	AC -	EMWTL -	STLD -	MS - PBT	ECA -	RVSP -
ECE-4	ECA LAB -	ECA LAB -	ECA LAB -	AC -	RVSP -	SEM -	EMWTL -
ME-1	FM&HM - CHGR	SEM 1 -	TE-I -	PT -	MD -	MD -	MD -
ME-2	KOM -	SEM 1 -	FM&HM - CHGR	PT -	FM&HM - CHGR	TE-I -	LIB -
ME-3	FM&HM -	SEM-2 -	KOM -	TE-I -	PT LAB -	PT LAB -	PT LAB -

3rd Year

Branch	Period-1 10:00 AM-10:50 AM	Period-2 10:50 AM-11:40 AM	Period-3 11:40 AM-12:30 PM	Period-4 01:20 PM-02:10 PM	Period-5 02:10 PM-03:00 PM	Period-6 03:20 PM-04:10 PM	Period-7 04:10 PM-05:00 PM
CSE-1	CN&UNIXLAB -	CN&UNIXLAB -	CN&UNIXLAB -	AJWT -	MS -	DAA - PBKC	UP -
CSE-2	MS -	CA -	DAA - PBKC	UP - MOUL	AJWT - AMAR	ACN - PSR	LIB -
CSE-3	AJWT - AMAR	UP - MOUL	CA -	MS -	ACN -	UP - MOUL	DAA -
CSE-4	DAA - KK	ACN -	MS - SKS	UP -	CA -	AJWT -	SEM - SVG
IT	-	-	-	-	-	-	-
CE	-	-	-	-	-	-	-
EEE-1	EM LAB - SKGB	EM LAB - SKGB	EM LAB - SKGB	MPMC -	LIB -	PSA - BVP	PSA - BVP
EEE-2	MPMC -	EMD -	UEE -	MS - MOBE	PSA - SIVA	PSD - SR	IPR-II -
EEE-3	PSD - LVMB	PSA - SIVA	MPMC -	UEE - UMA	IPR-II -	MPMC -	MS -
ECE-1	MWE -	MPMC -	VLSID -	DSP -	LIB	MS -	CN -
ECE-2	MWE -	MS - BSS	MPMC -	SEM -	CN -	VLSID -	DSP -
ECE-3	MPMC -	VLSID - CSM	MWE -	CN -	ECAD LAB -	ECAD LAB -	ECAD LAB -
ECE-4	CN -	MS -	DSP -	MPMC -	MWE -	VLSID -	MWE -
ME-1	HT -	IPR-II - ABHI	ROB -	DMM-II -	I&CS - SK	IEM - HANU	MET -
ME-2	HT -	MET -	DMM-II - SRAJ	ROB -	MET&IM LAB -	MET&IM LAB -	MET&IM LAB -
ME-3	I&CS - SK	MET -	DMM-II -	IEM - HANU	MET -	HT -	ROB -

4th Year

Branch	Period-1 10:00 AM-10:50 AM	Period-2 10:50 AM-11:40 AM	Period-3 11:40 AM-12:30 PM	Period-4 01:20 PM-02:10 PM	Period-5 02:10 PM-03:00 PM	Period-6 03:20 PM-04:10 PM	Period-7 04:10 PM-05:00 PM
CSE-1	PROJECT -	PROJECT -	PROJECT -	PROJECT -	S&M -	HCI - SRI	STM -
CSE-2	PROJECT - SAI	PROJECT - SAI	PROJECT - SAI	PROJECT - SAI	HCI - SRI	STM -	DS -
CSE-3	DS -	STM -	S&M -	PROJECT -	PROJECT -	PROJECT -	PROJECT -
IT	STM -	HCI -	SPM -	PROJECT -	PROJECT -	PROJECT -	PROJECT -
CE	-	-	-	-	-	-	-
EEE-1	OTJ - SAI	DCS - RAGG	NCSE - UMA	ACS - SKGB	OTJ - SAI	NCSE - UMA	DCS - RAGG
EEE-2	OTJ - NANI	ACS - SKGB	NCSE - KSS	OTJ - NANI	PROJECT - KSS	PROJECT - KSS	PROJECT - KSS
EEE-3	PROJECT - LVMB	PROJECT - LVMB	PROJECT - LVMB	ACS -	NCSE -	DCS - LVMB	OTJ - SAI
ECE-1	TVE -	SC -	WSN - VJK	CMC -	TVE -	SC -	WSN - VJK
ECE-2	TVE - VPAR	WSN -	SC -	CMC - VVV	TVE - VPAR	WSN -	SEM - VVV
ECE-3	WSN - VJK	CMC - VVV	TVE - VPAR	SC -	WSN - VJK	CMC - VVV	TVE - VPAR
ME-1	PPC -	NDE -	ICG - KK	NDE -	AIM - GOPI	ICG - KK	PPC -
ME-2	ICG - BASH	AIM - GOPI	PPC -	ICG - BASH	PPC -	NDE -	AIM - GOPI

Print Export

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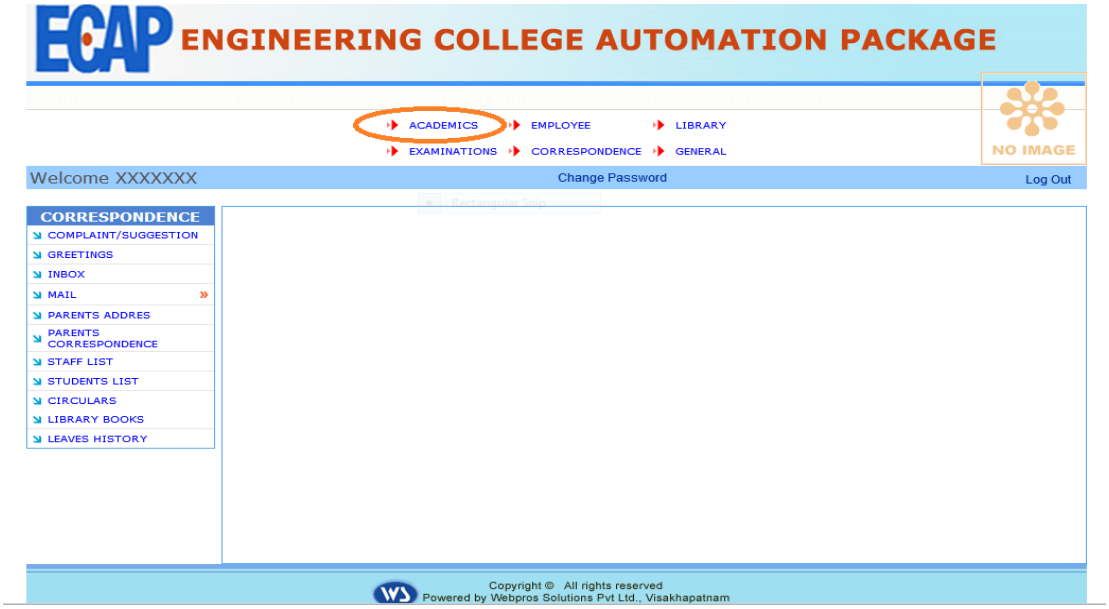
Question And Answers Of Academic Module Through HOD Logins

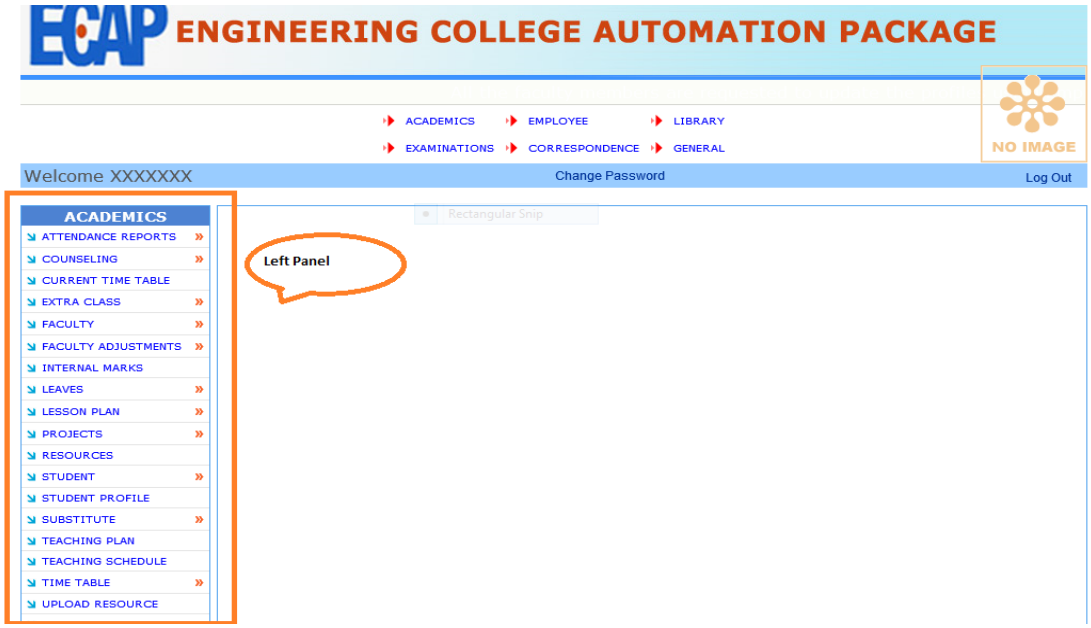
10) How To Check Current Time Table As On Time ?

Ans:-Step 1:-Please Login In To ECAP By Using Your Username And Password

Step 2:- Please Click On "Academics" Module As Shown In Below

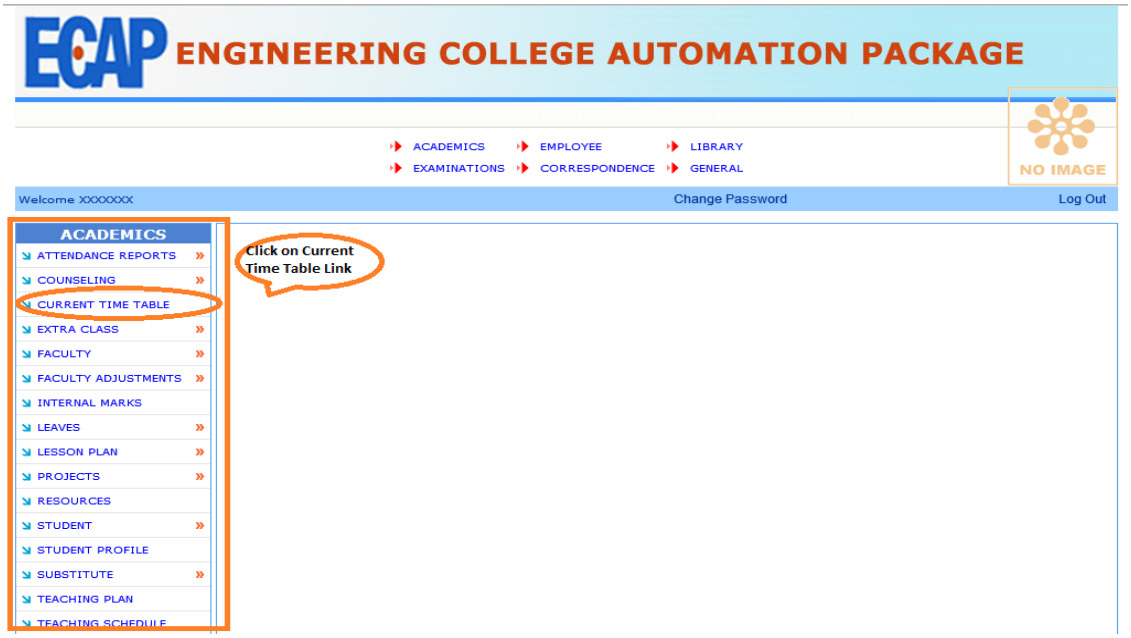


Step 3:-You Will Find "Left Panel" After Clicking On Academics Module As Shown In Below.

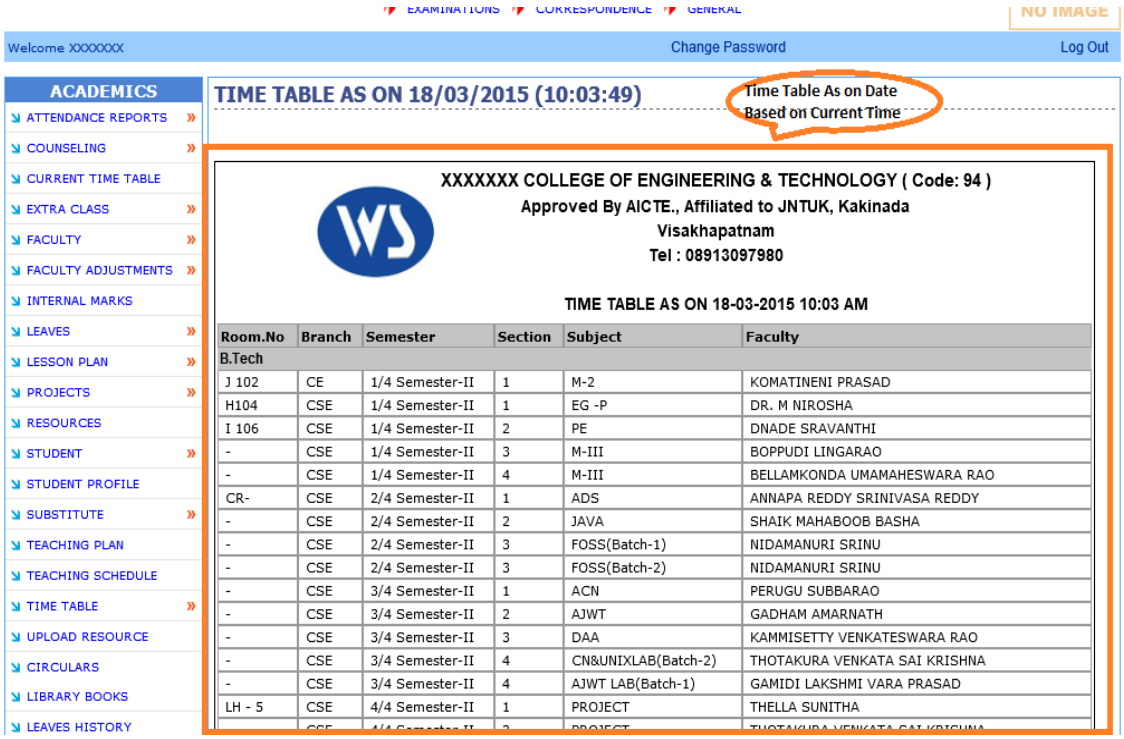


Question And Answers Of Academic Module Through HOD Logins

Step 4:-Please Click On "Current Time Table Option" Which Is Available On Left Panel As Shown In Below



Step5:-Now You Will Find Time Table Report As On Date With Current Running Time. Here You Can Check Which Periods Are Going On This Current Time. "This Will Show You Based On Your Period Timings"



Room.No	Branch	Semester	Section	Subject	Faculty
B.Tech					
J 102	CE	1/4 Semester-II	1	M-2	KOMATINENI PRASAD
H104	CSE	1/4 Semester-II	1	EG -P	DR. M NIROSHA
I 106	CSE	1/4 Semester-II	2	PE	DNADE SRAVANTHI
-	CSE	1/4 Semester-II	3	M-III	BOPPUDI LINGARAO
-	CSE	1/4 Semester-II	4	M-III	BELLAMKONDA UMAMAHESWARA RAO
CR-	CSE	2/4 Semester-II	1	ADS	ANNAPA REDDY SRINIVASA REDDY
-	CSE	2/4 Semester-II	2	JAVA	SHAIK MAHABOOB BASHA
-	CSE	2/4 Semester-II	3	FOSS(Batch-1)	NIDAMANURI SRINU
-	CSE	2/4 Semester-II	3	FOSS(Batch-2)	NIDAMANURI SRINU
-	CSE	3/4 Semester-II	1	ACN	PERUGU SUBBARAO
-	CSE	3/4 Semester-II	2	AJWT	GADHAM AMARNATH
-	CSE	3/4 Semester-II	3	DAA	KAMMISETTY VENKATESWARA RAO
-	CSE	3/4 Semester-II	4	CN&UNIXLAB(Batch-2)	THOTAKURA VENKATA SAI KRISHNA
-	CSE	3/4 Semester-II	4	AJWT LAB(Batch-1)	GAMIDI LAKSHMI VARA PRASAD
LH - 5	CSE	4/4 Semester-II	1	PROJECT	THELLA SUNITHA

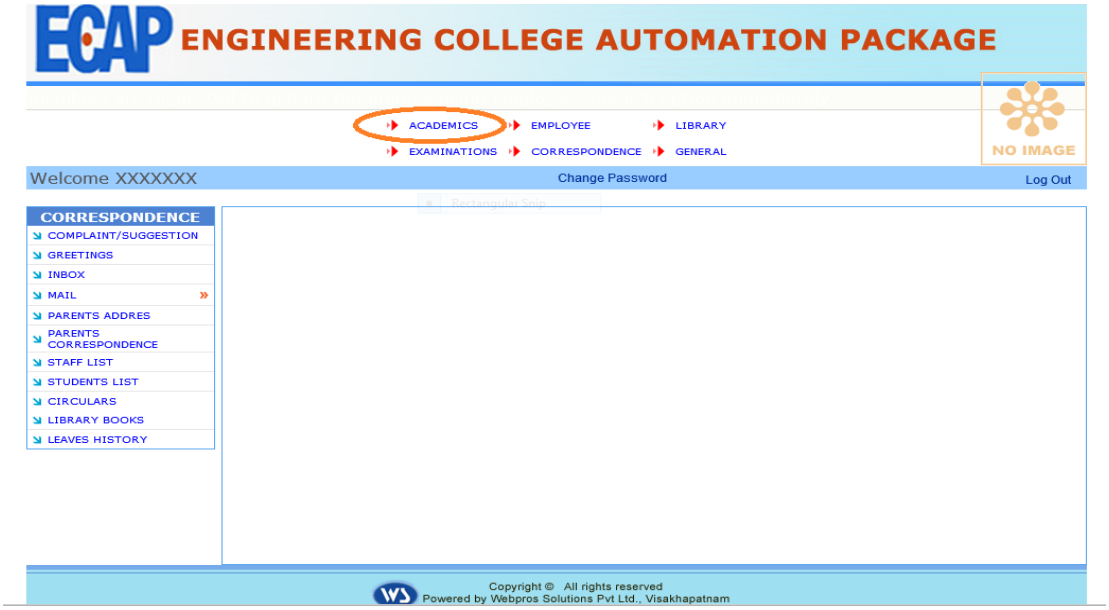
Question And Answers Of Academic Module Through HOD Logins

---------- Go To Next Page For Next Question ----------

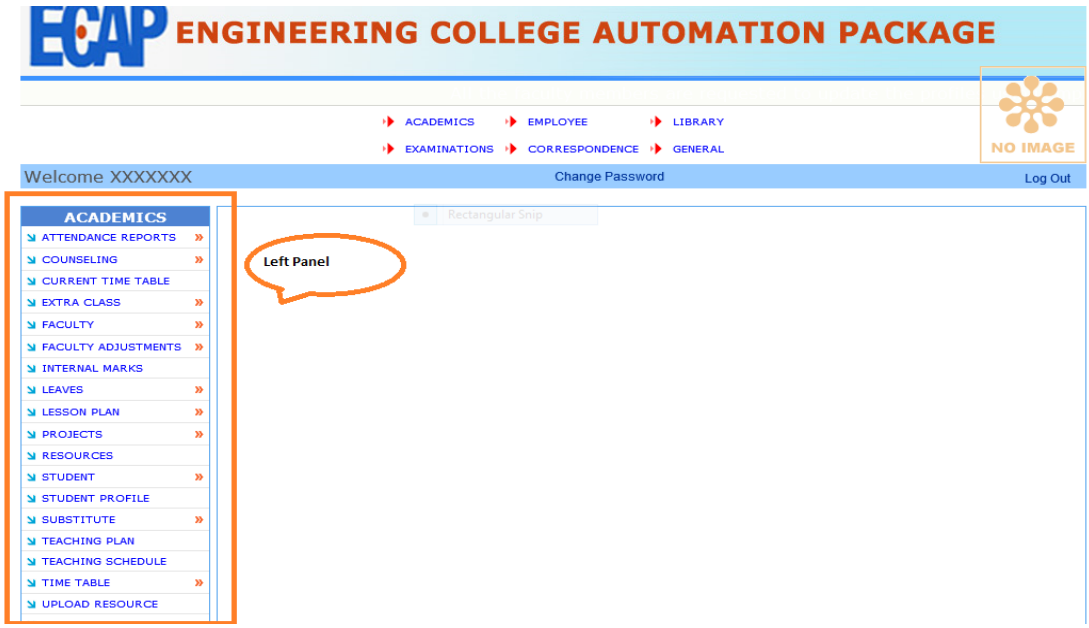
11) How Can I Assign Special Assignments To Faculty?

Ans:-Step 1:-Please Login In To ECAP By Using Your Username And Password

Step 2:- Please Click On "Academics" Module As Shown In Below



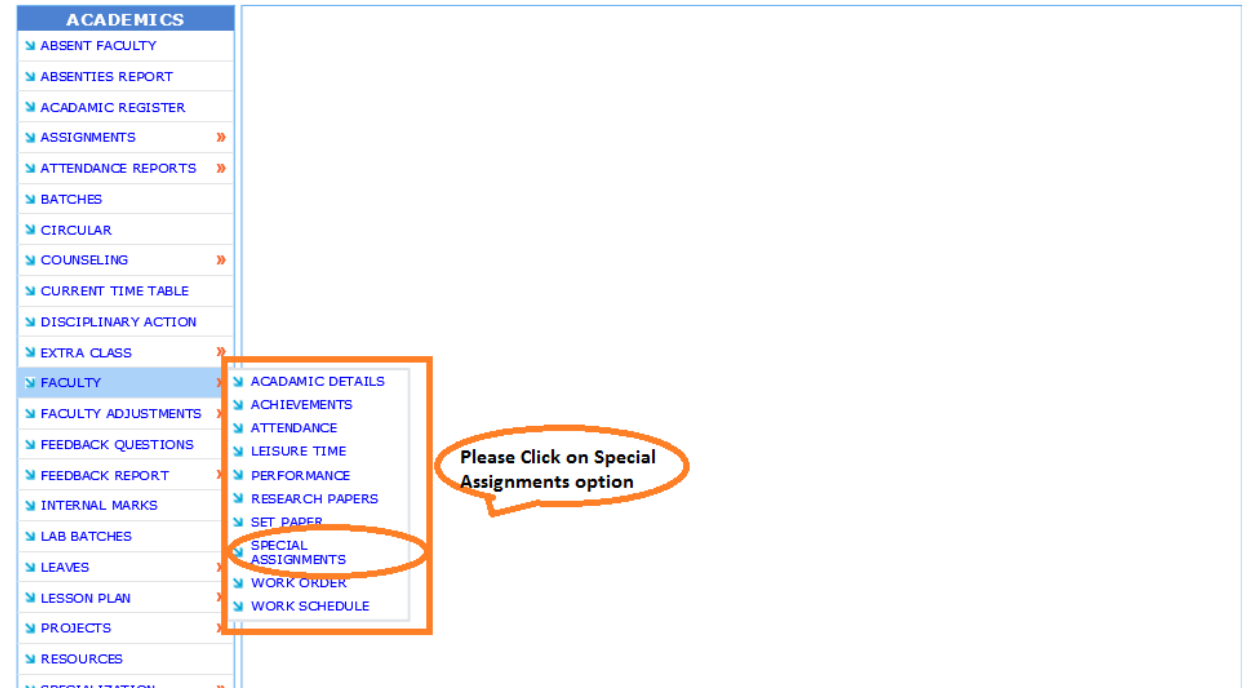
Step 3:-You Will Find "Left Panel" After Clicking On Academics Module As Shown In Below.



Question And Answers Of Academic Module Through HOD Logins

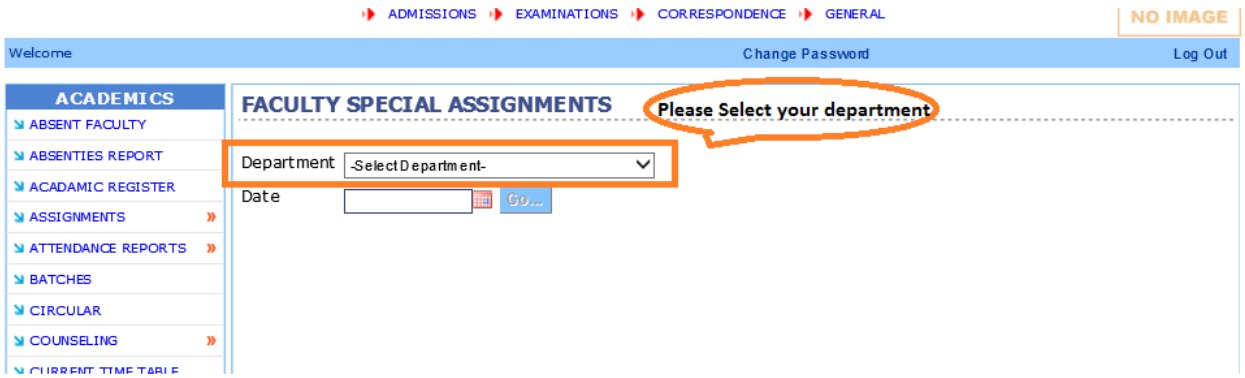
Step 4:- Please Place Your Mouse Pointer On "Faculty" Link Which Is Available In Left Menu. Then You Will Find "Sub Links Menu" As Shown In Below..

Step 5:- Please Click On Special Assignments Option Which Is Available On Sub Links Menu.

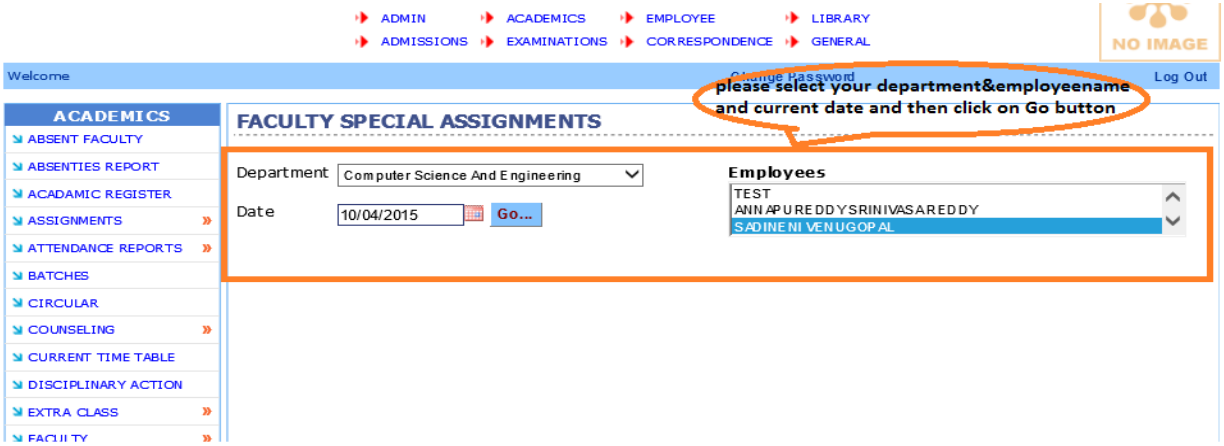


Question And Answers Of Academic Module Through HOD Logins

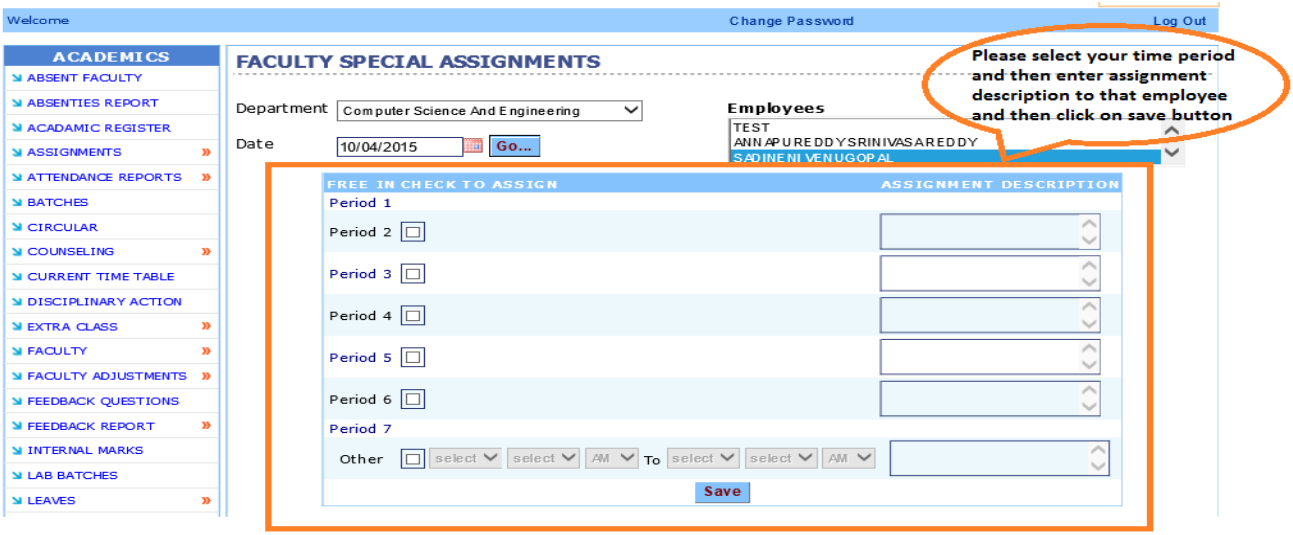
Step 6:- Please Select Your Department For Getting Your Faculty List .



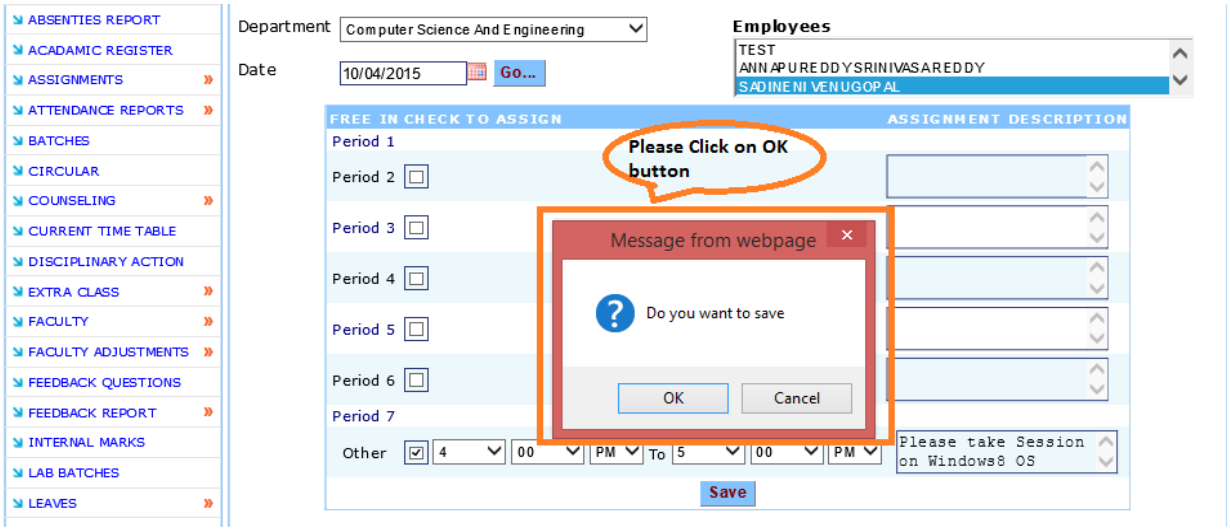
Step 7:- You Will Get Employee List &Date Option After Select Your Department As Shown In Below.Here Please Select Employee Name And Select Date And Then Click On GO Button



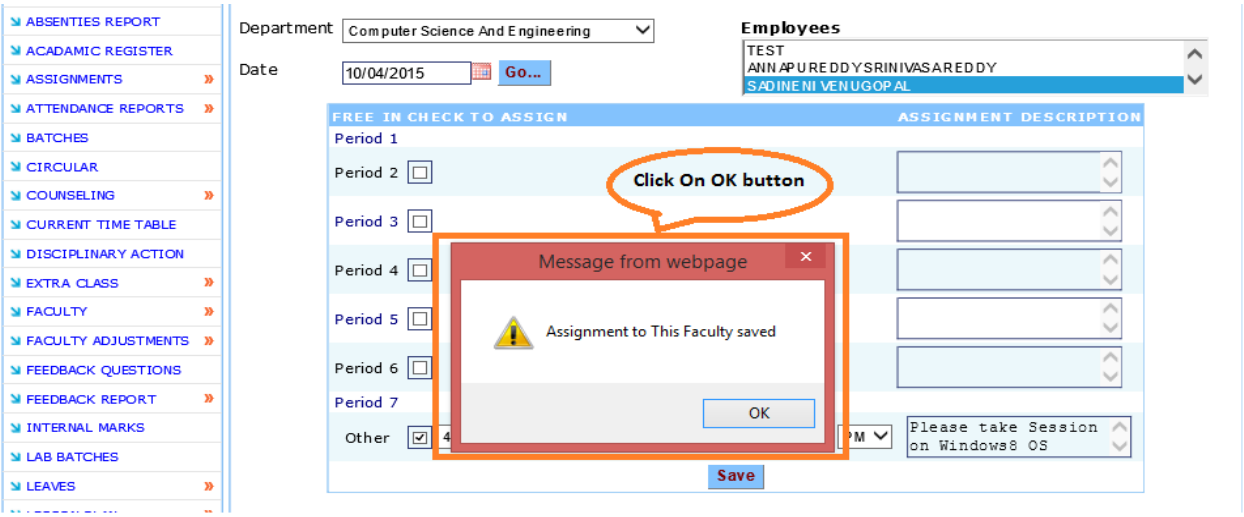
You Will Find The Below Table After Click On Go Button



Step8:-You Will Get POP Up Confirmation After Click On Save Button As Shown In Below Please Click On Ok Button Here.



Now You Will Get Confirmed Message As Shown In Below.Here Please Click On OK Button Then It Will Get Saved.



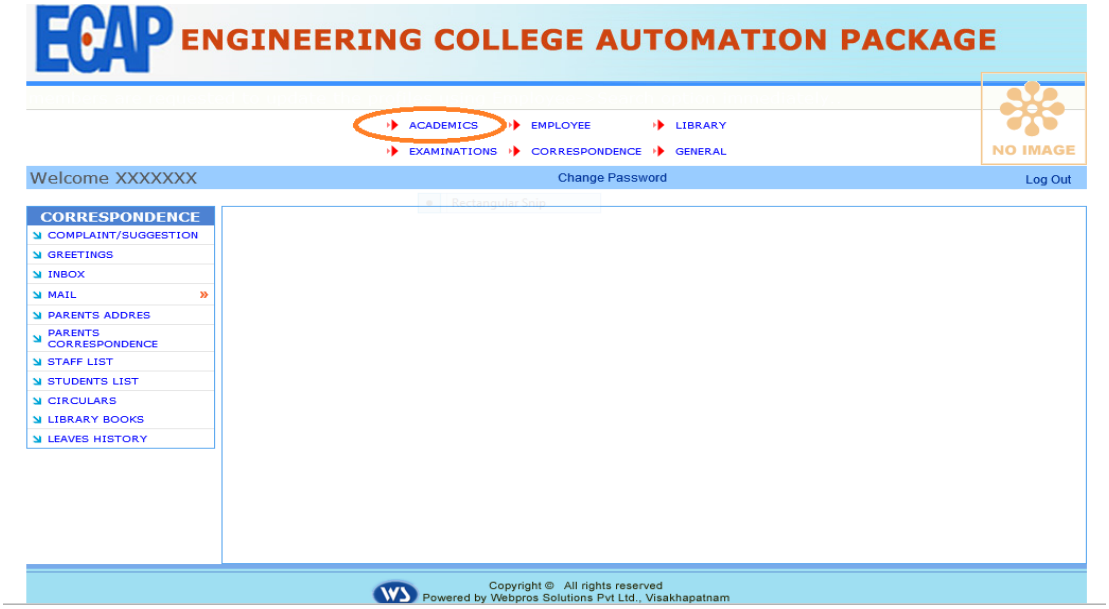
If You Want To See The Special Assignments Report Of That Particular Then Please Go On Work Schedule Option In Faculty Link. There You Can Find His Special Assignments On That Particular Day

Question And Answers Of Academic Module Through HOD Logins

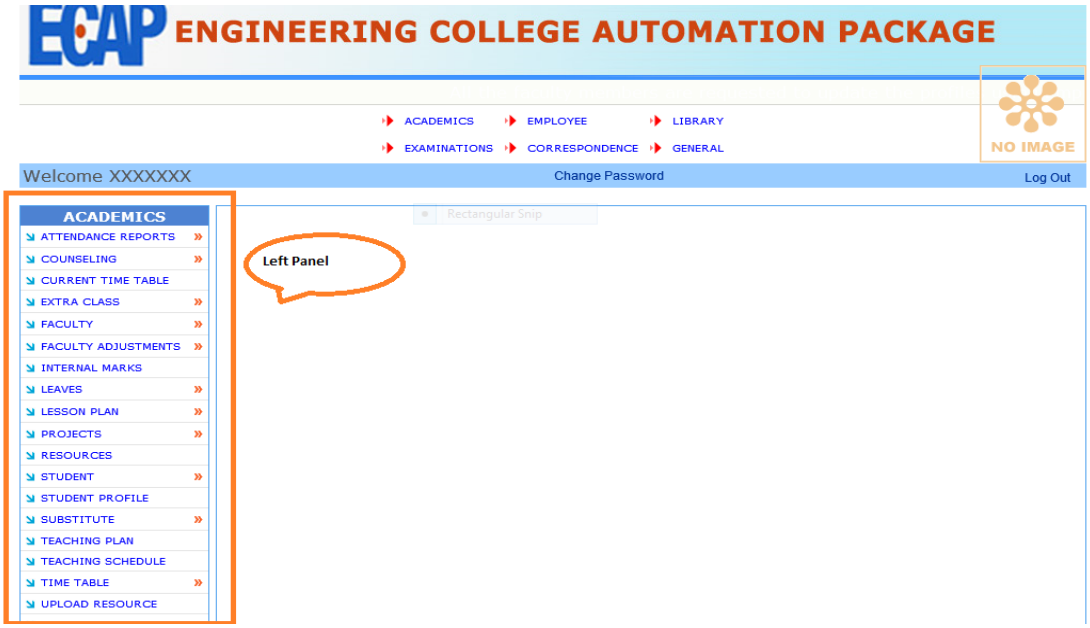
12) How Can I Check Faculties Work Order?

Ans:-Step 1:-Please Login In To ECAP By Using Your Username And Password

Step 2:- Please Click On "Academics" Module As Shown In Below

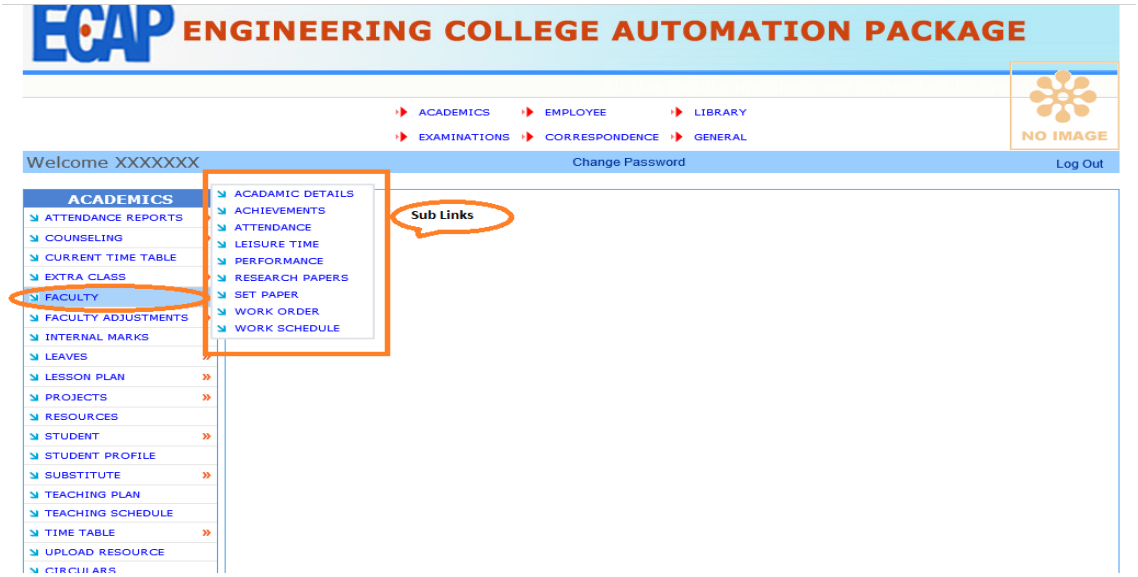


Step 3:-You Will Find "Left Panel" After Clicking On Academics Module As Shown In Below.

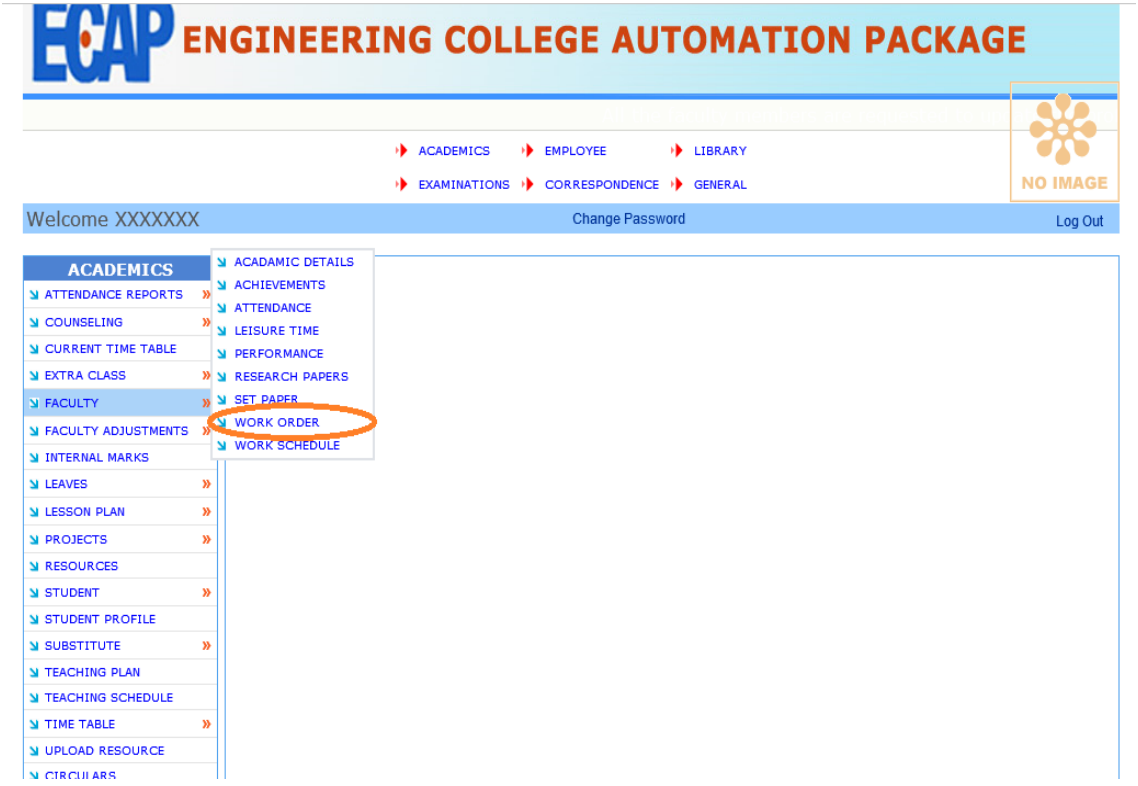


Question And Answers Of Academic Module Through HOD Logins

Step 4:-Please Place Your Mouse Pointer On "Faculty" Link Which Is Available In Left Menu. Then You Will Find "Sub Links Menu" As Shown In Below

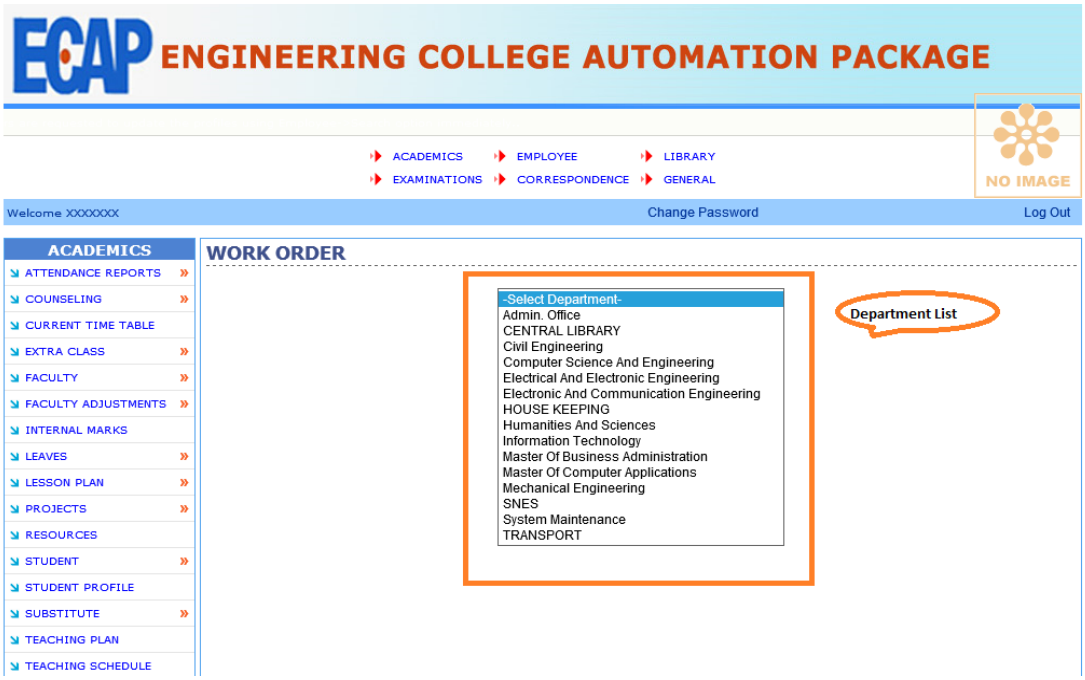


Step 5:-Please Find "Work Order" Option In Sub Links Menu As Shown In Below

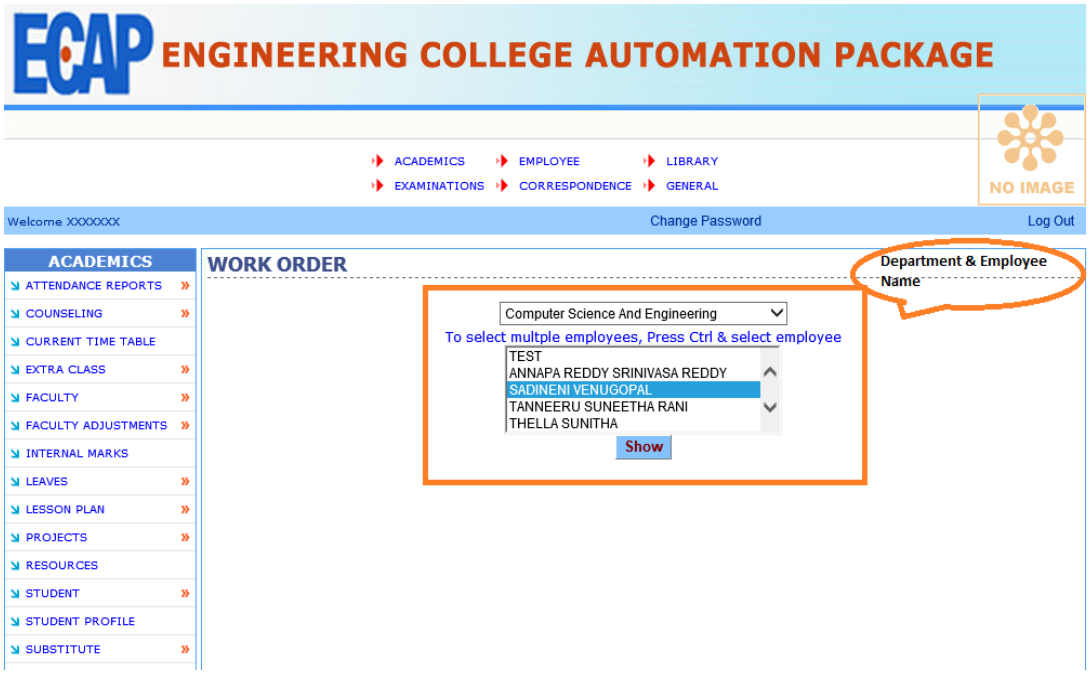


Question And Answers Of Academic Module Through HOD Logins

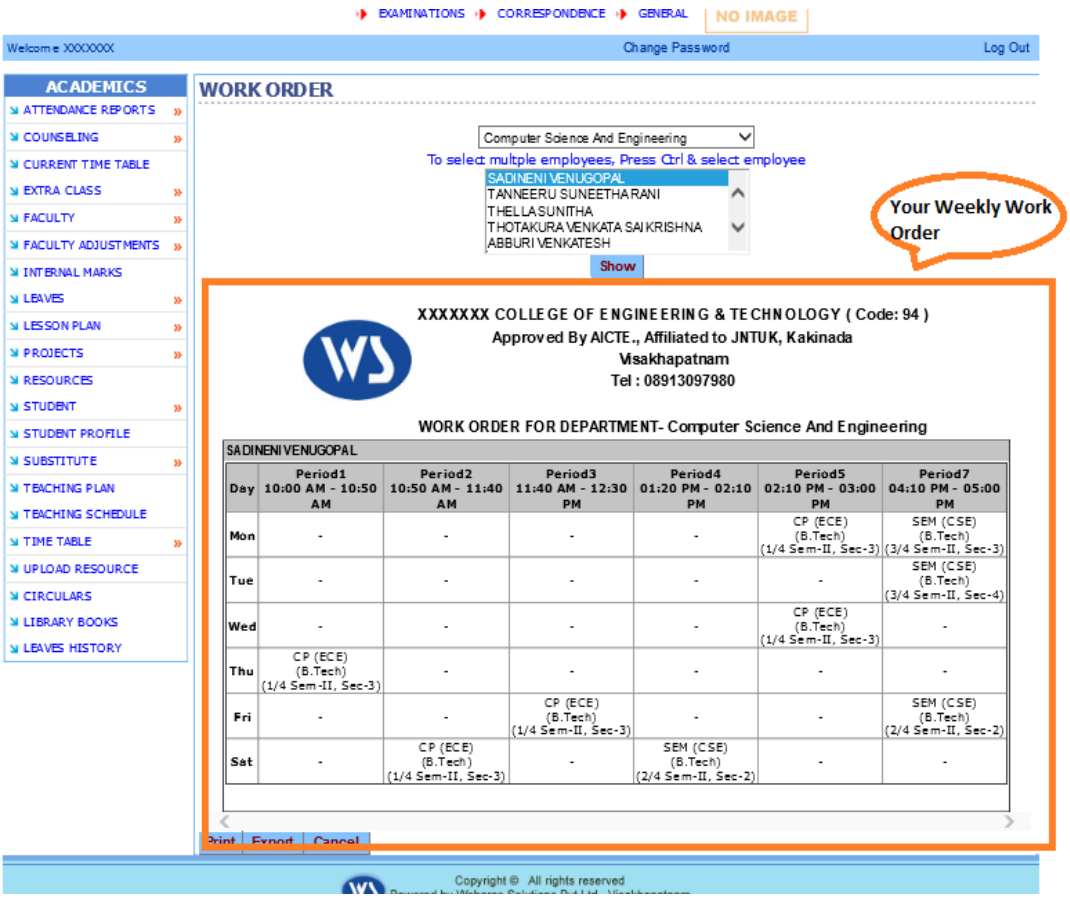
Step 6:-Please Click On "Work Order" Option As Shown In Above Screen.Then You Will Find "Departments List" And Then Please Select Your Department As Shown In Below.



Step 7:-Please Select Faculty Name From Employee List After Selecting Your Department As Shown In Below



Step 8:-Please Click On "Show Button" And Then You Will Find Your Weekly Work Order As Shown In Below



Day	Period1 10:00 AM - 10:50 AM	Period2 10:50 AM - 11:40 AM	Period3 11:40 AM - 12:30 PM	Period4 01:20 PM - 02:10 PM	Period5 02:10 PM - 03:00 PM	Period7 04:10 PM - 05:00 PM
Mon	-	-	-	-	CP (ECE) (B.Tech) (1/4 Sem-II, Sec-3)	SEM (CSE) (B.Tech) (3/4 Sem-II, Sec-3)
Tue	-	-	-	-	-	SEM (CSE) (B.Tech) (3/4 Sem-II, Sec-4)
Wed	-	-	-	-	CP (ECE) (B.Tech) (1/4 Sem-II, Sec-3)	-
Thu	CP (ECE) (B.Tech) (1/4 Sem-II, Sec-3)	-	-	-	-	-
Fri	-	-	CP (ECE) (B.Tech) (1/4 Sem-II, Sec-3)	-	-	SEM (CSE) (B.Tech) (2/4 Sem-II, Sec-2)
Sat	-	CP (ECE) (B.Tech) (1/4 Sem-II, Sec-3)	-	SEM (CSE) (B.Tech) (2/4 Sem-II, Sec-2)	-	-

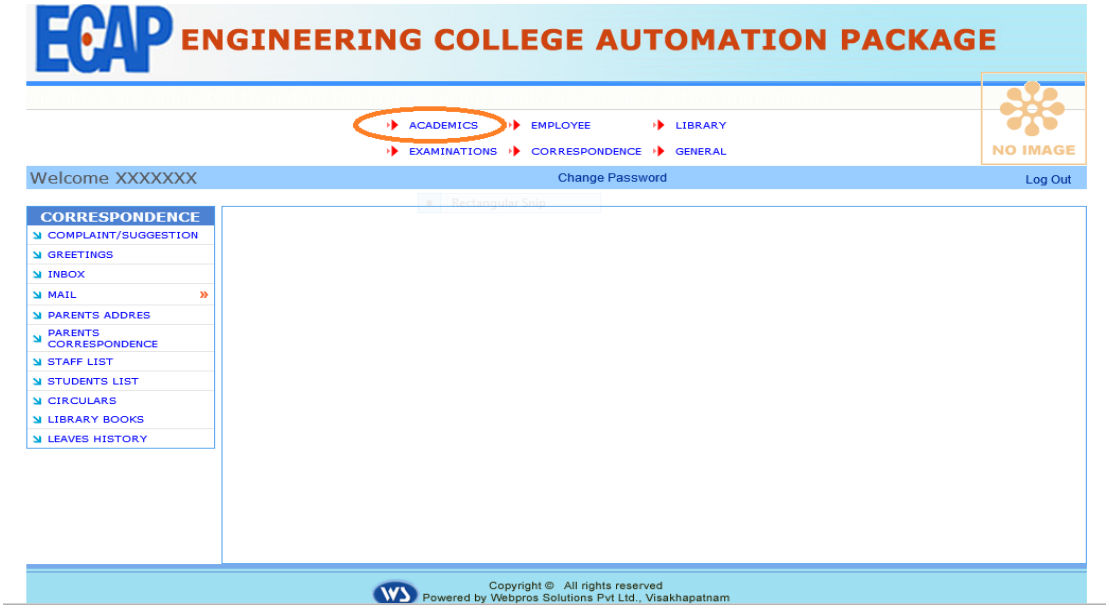
---------- Go To Next Page For Next Question ----------

Question And Answers Of Academic Module Through HOD Logins

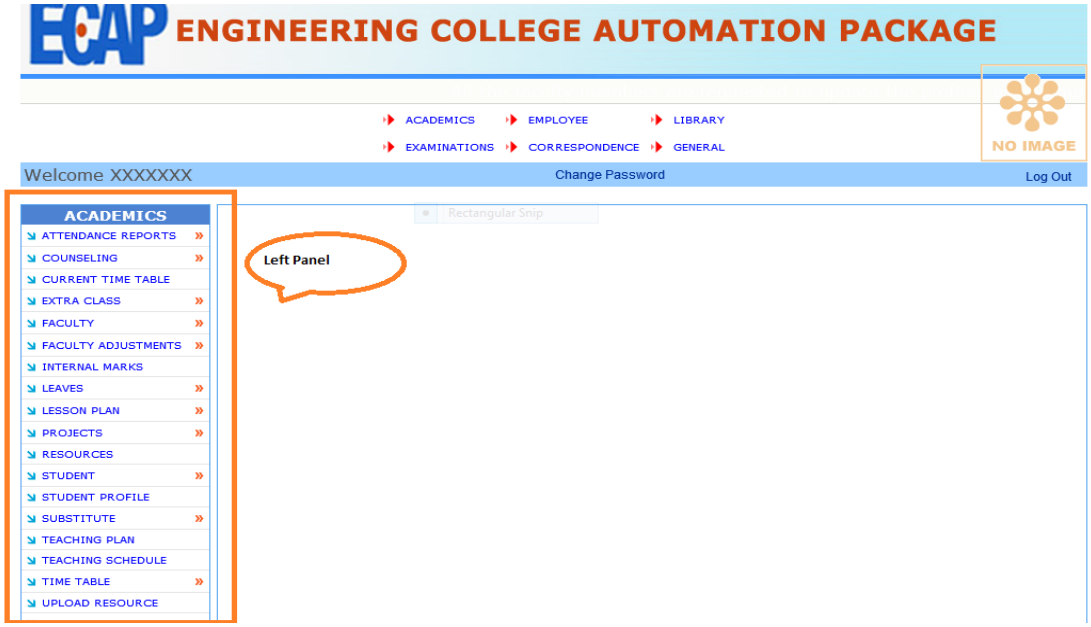
13)How Can I Check My Date Wise Work Schedule Report?

Ans:-Step 1:-Please Login In To ECAP By Using Your Username And Password

Step 2:- Please Click On "Academics" Module As Shown In Below

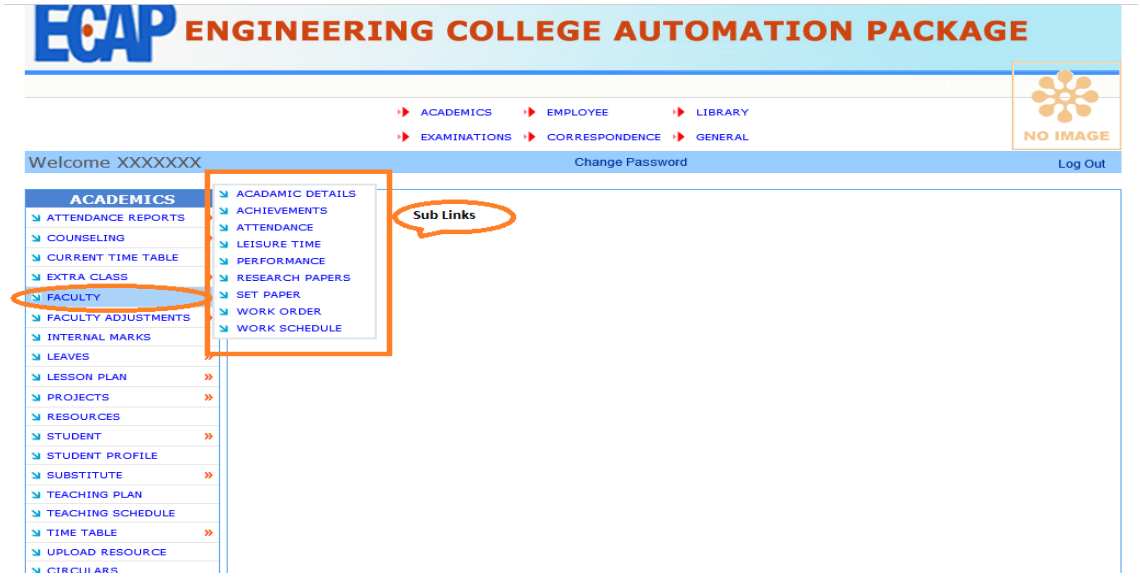


Step 3:-You Will Find "Left Panel" After Clicking On Academics Module As Shown In Below.

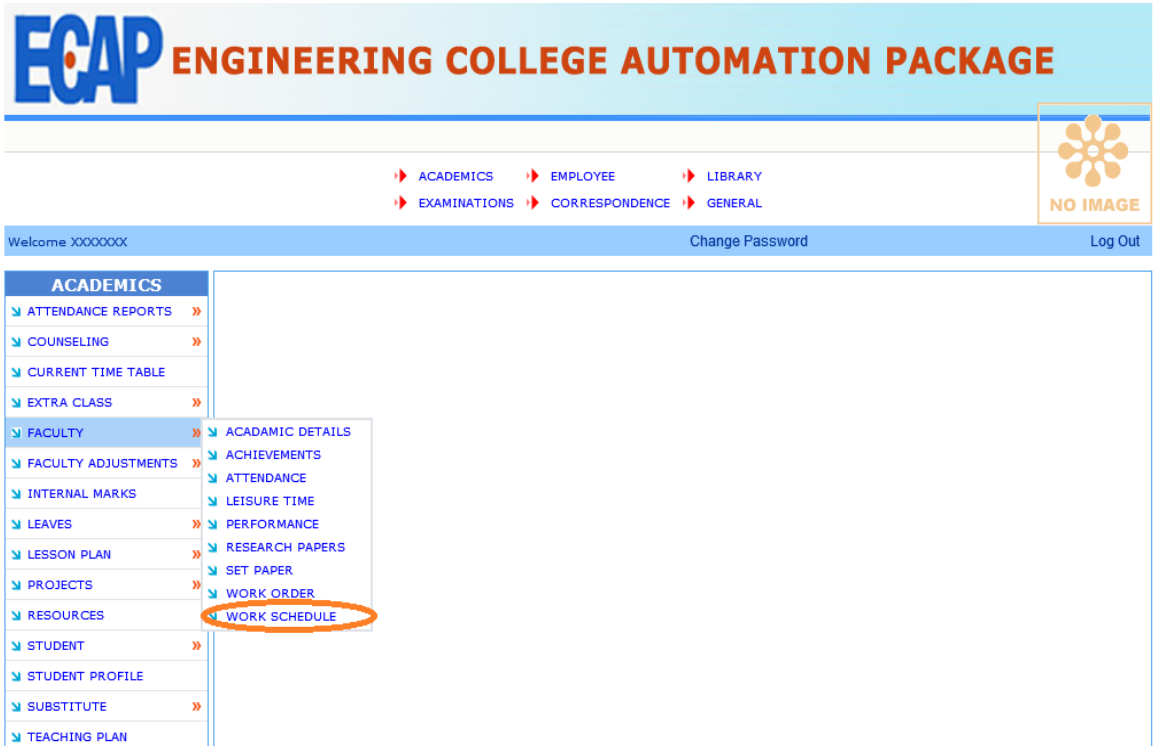


Question And Answers Of Academic Module Through HOD Logins

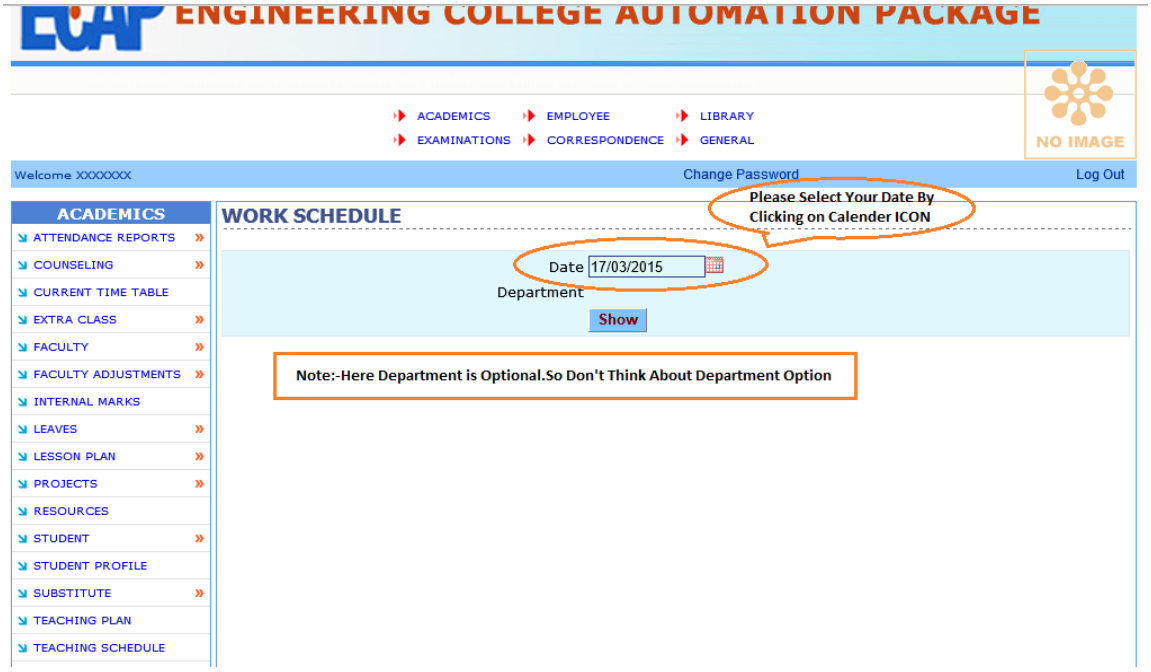
Step 4:-Please Place Your Mouse Pointer On "Faculty" Link Which Is Available In Left Menu. Then You Will Find "Sub Links Menu" As Shown In Below



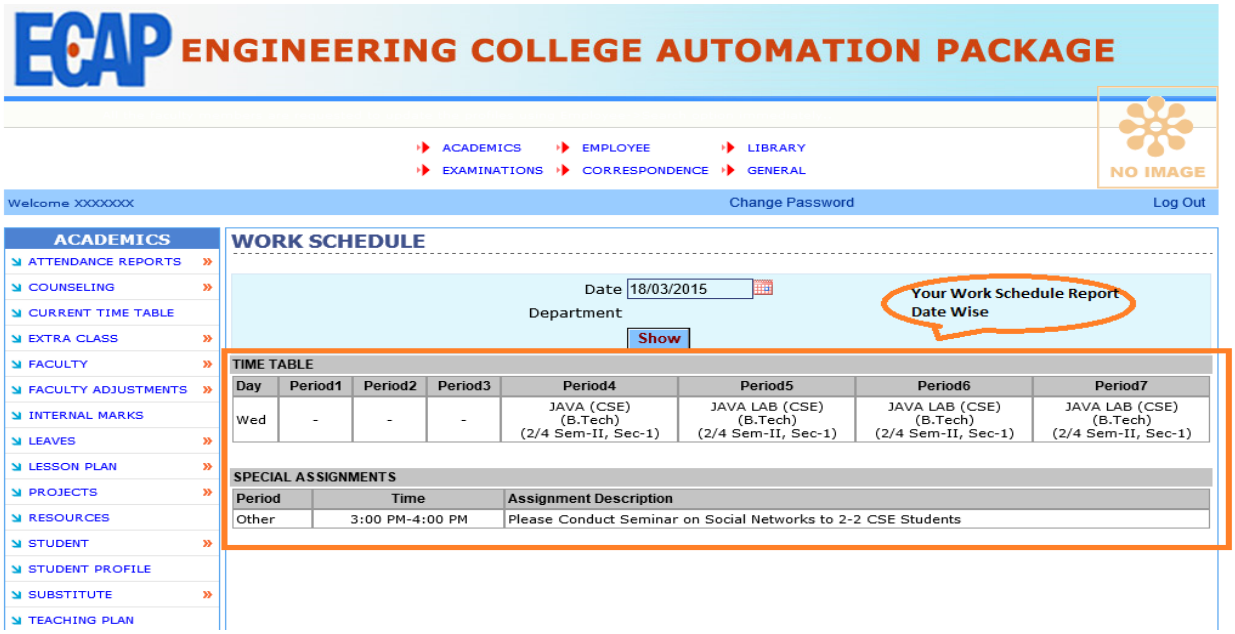
Step 5:-Please Find "Work Schedule" Option In Sub Links Menu As Shown In Below



Step 6:-Please Click On "Work Schedule" Option As Shown In Above Screen. Then You Will Find Date Option And Then Please "Select Your Date By Clicking On Calendar ICON" As Shown In Below.



Step 7:-Please Click On "Show Button" As Shown In Above Screen. Then You Will Find Your Date Wise Work Order As Shown In Below.



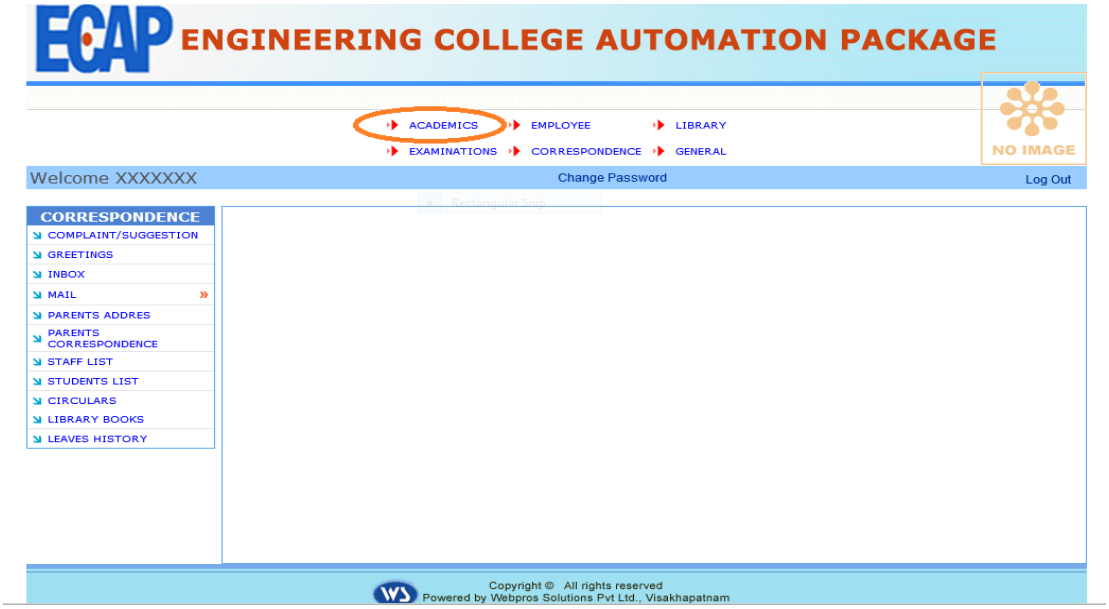
---------- Go To Next Page For Next Question ----------

Question And Answers Of Academic Module Through HOD Logins

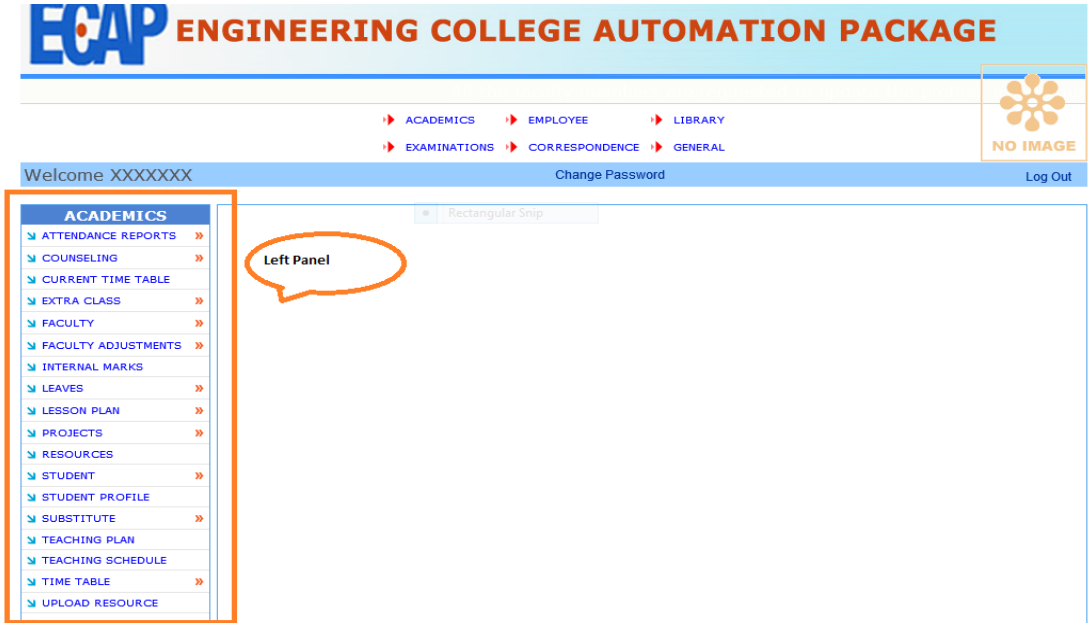
14) How Can I Enter My Achievements?

Ans:-Step 1:-Please Login In To ECAP By Using Your Username And Password

Step 2:- Please Click On "Academics" Module As Shown In Below

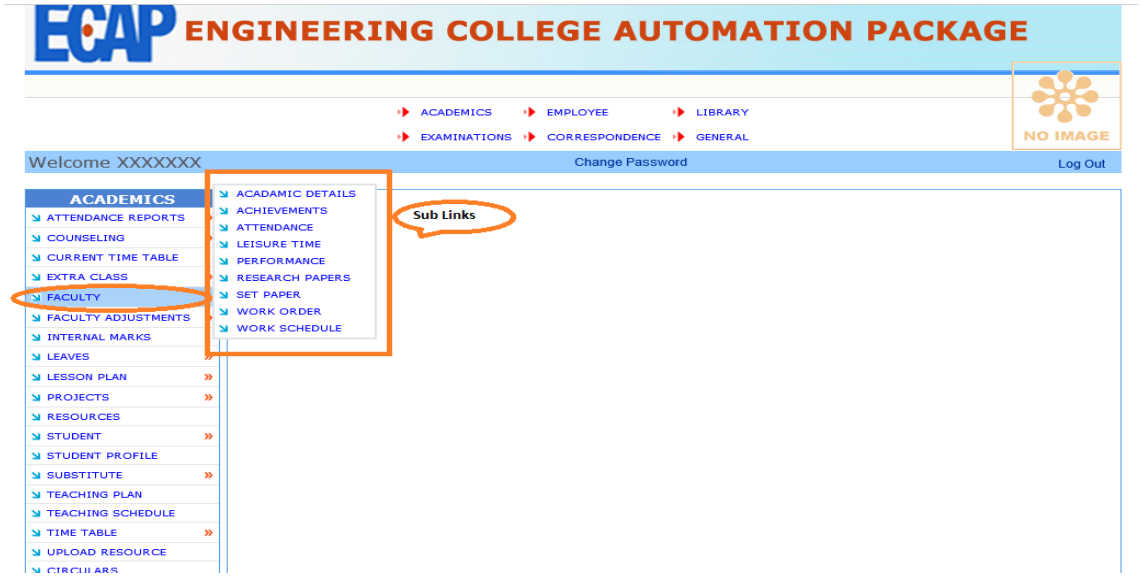


Step 3:-You Will Find "Left Panel" After Clicking On Academics Module As Shown In Below.

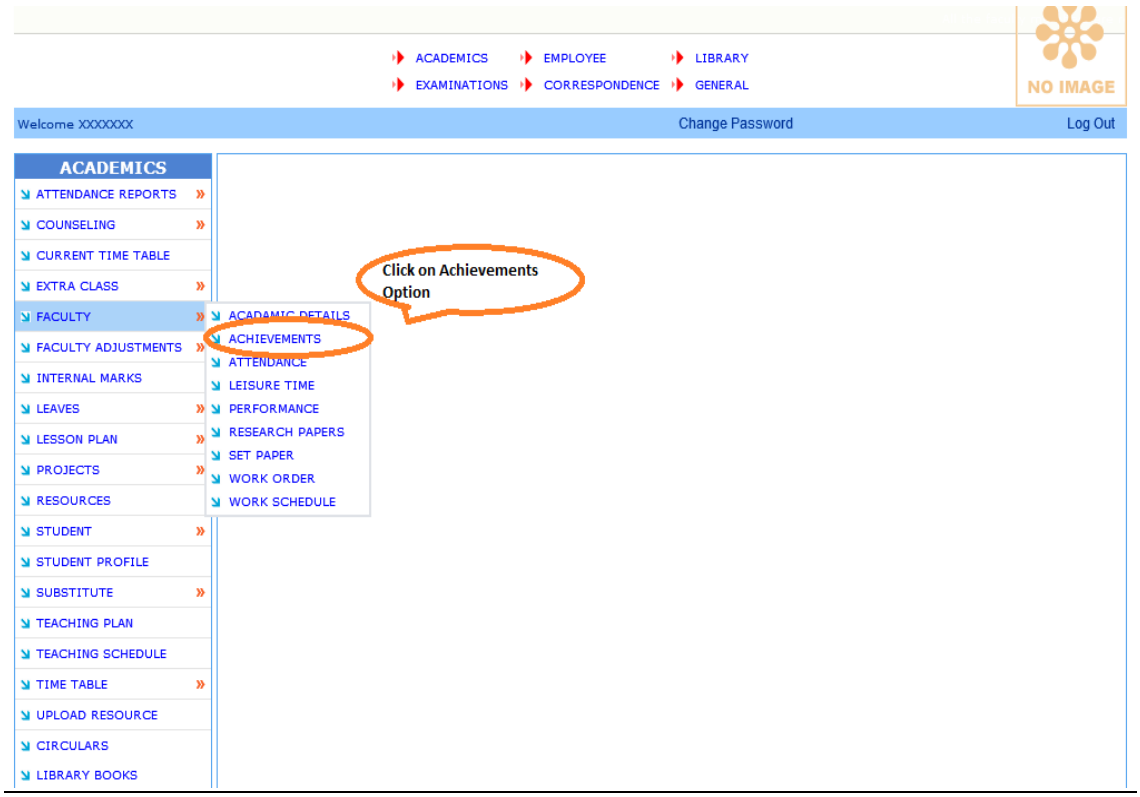


Question And Answers Of Academic Module Through HOD Logins

Step 4:-Please Place Your Mouse Pointer On "Faculty" Link Which Is Available In Left Menu. Then You Will Find "Sub Links Menu" As Shown In Below



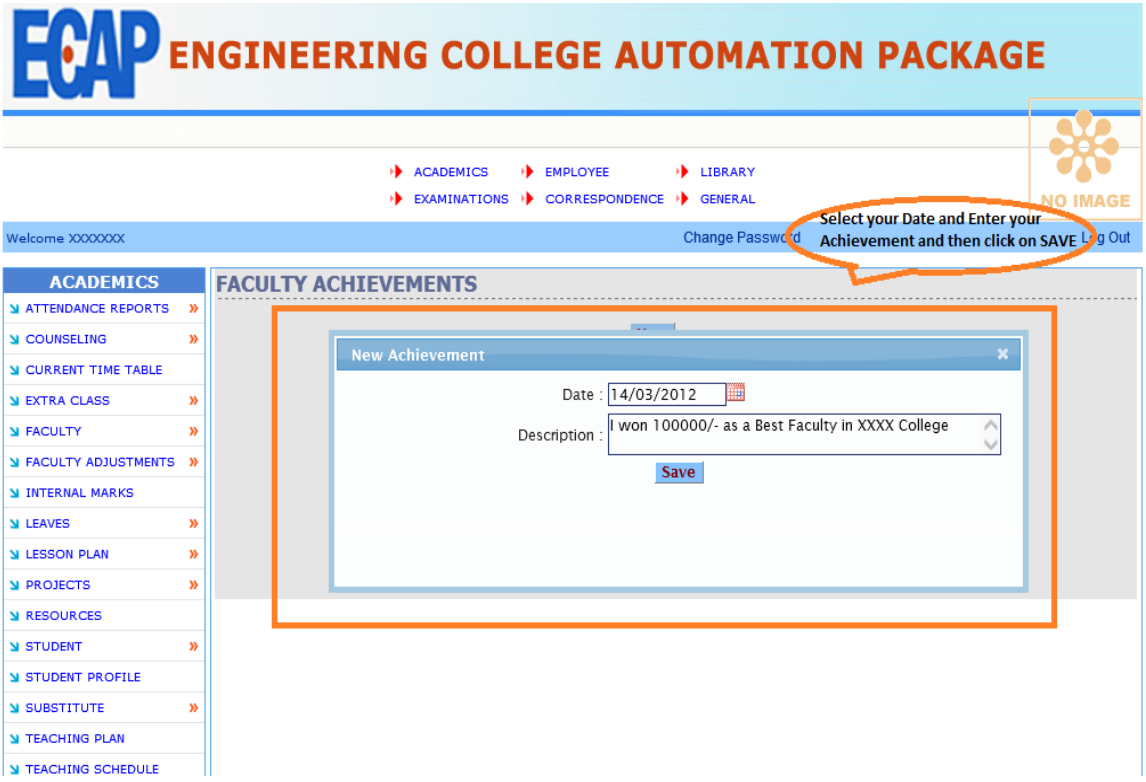
Step 5:-Please Find "Achievements" Option In Sub Links Menu As Shown In Below And Click On This Option.



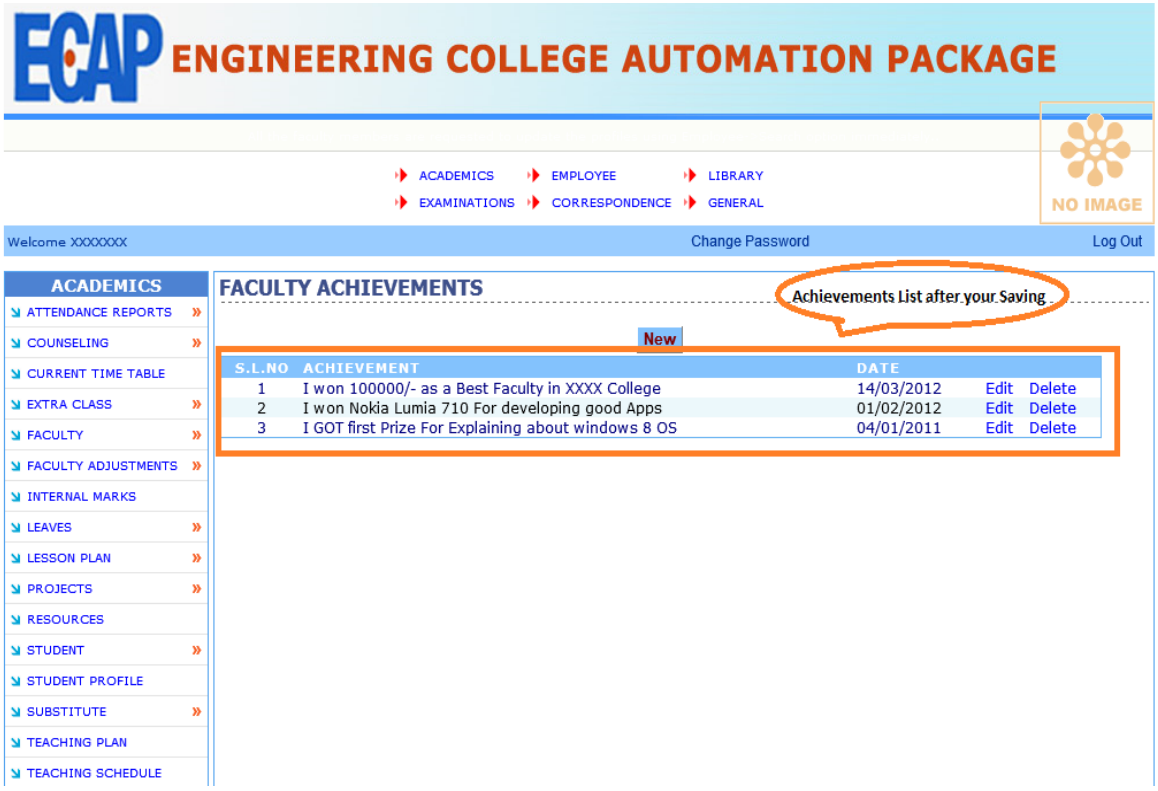
Question And Answers Of Academic Module Through HOD Logins

Step6:-Here Please Click On "NEW Button" For Entering Your Achievements.

Step7:-You Will Find "POPUP" For Entering Your Achievement. Here Please Select Your Date And Enter Your Achievement And Then Click On "Save Button".



Step8:-You Will Find Your "Achievements LIST" After Click On Save Button.



---------- Go To Next Page For Next Question ----------

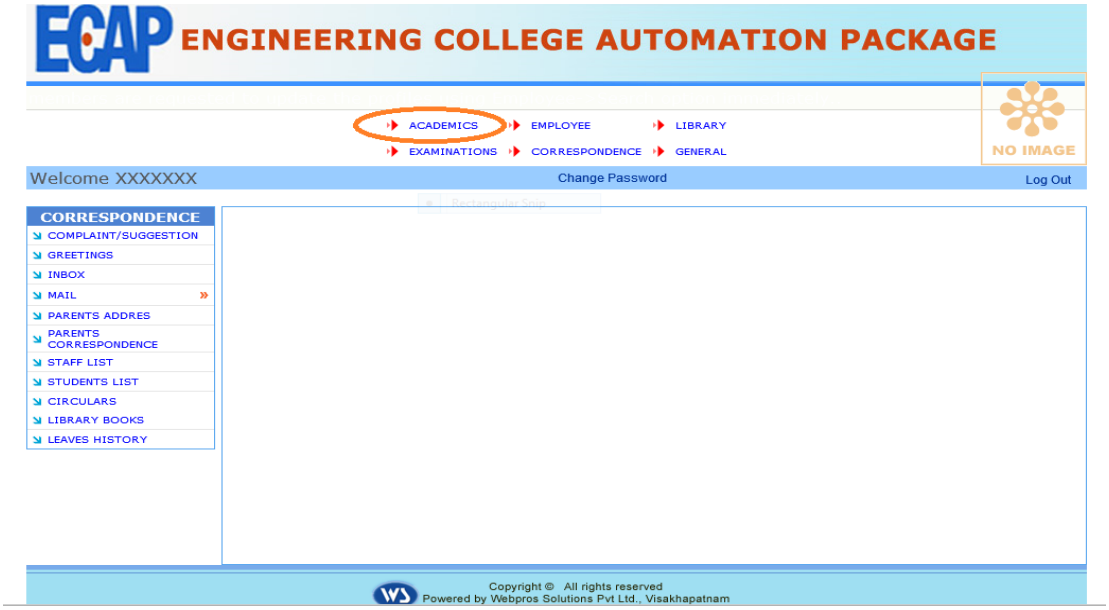
Question And Answers Of Academic Module Through HOD Logins

15) How Can I Edit And Delete My Existing Achievements?

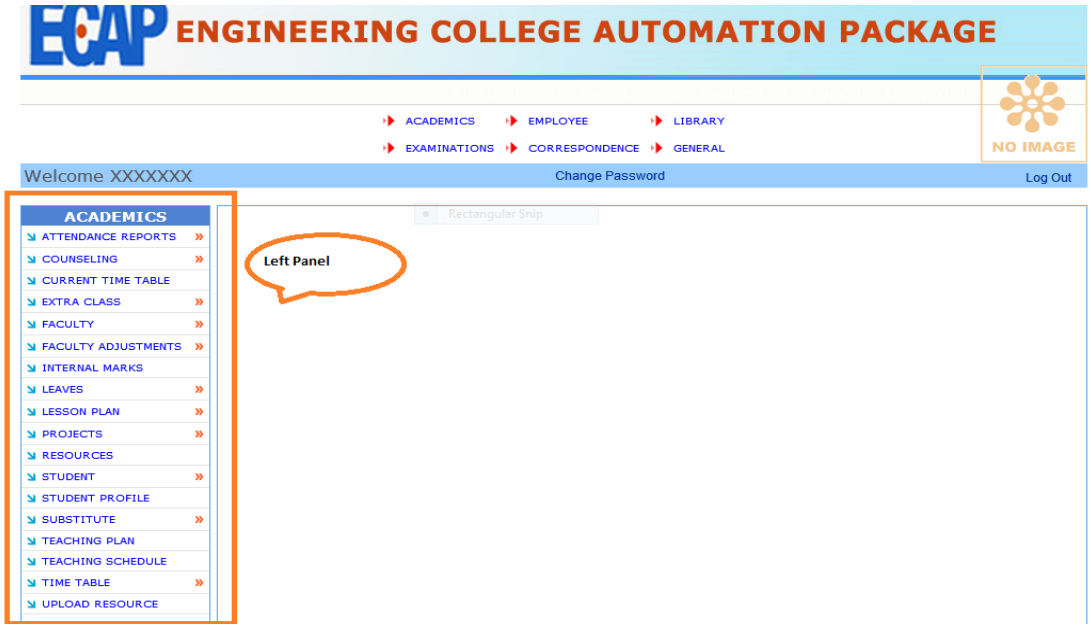
Ans:- For Editing Please Follow These Steps:-

Step 1:-Please Login In To ECAP By Using Your Username And Password

Step 2:- Please Click On "Academics" Module As Shown In Below

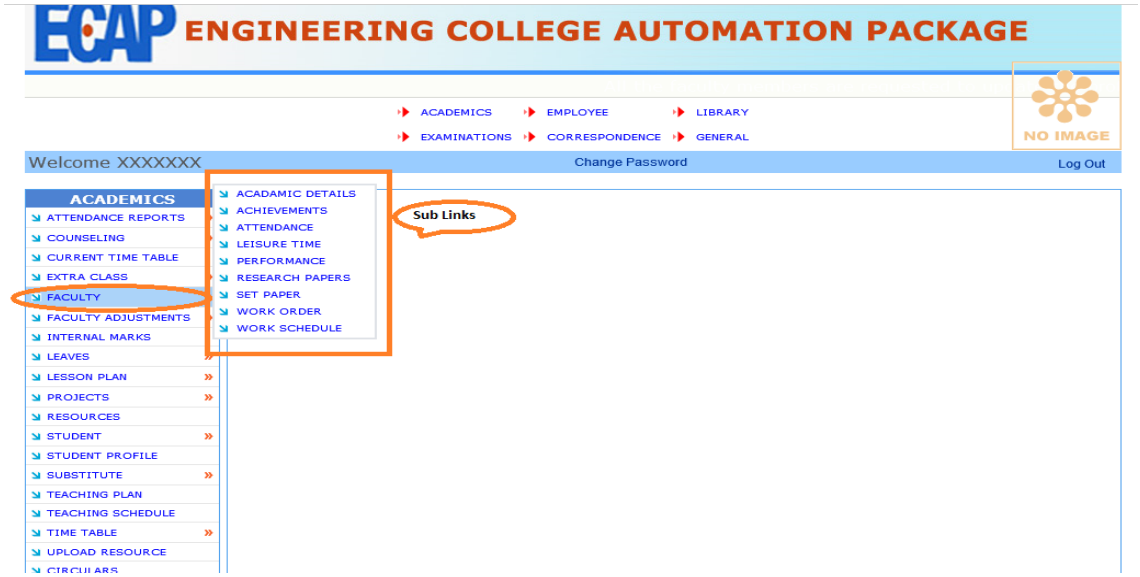


Step 3:-You Will Find "Left Panel" After Clicking On Academics Module As Shown In Below.

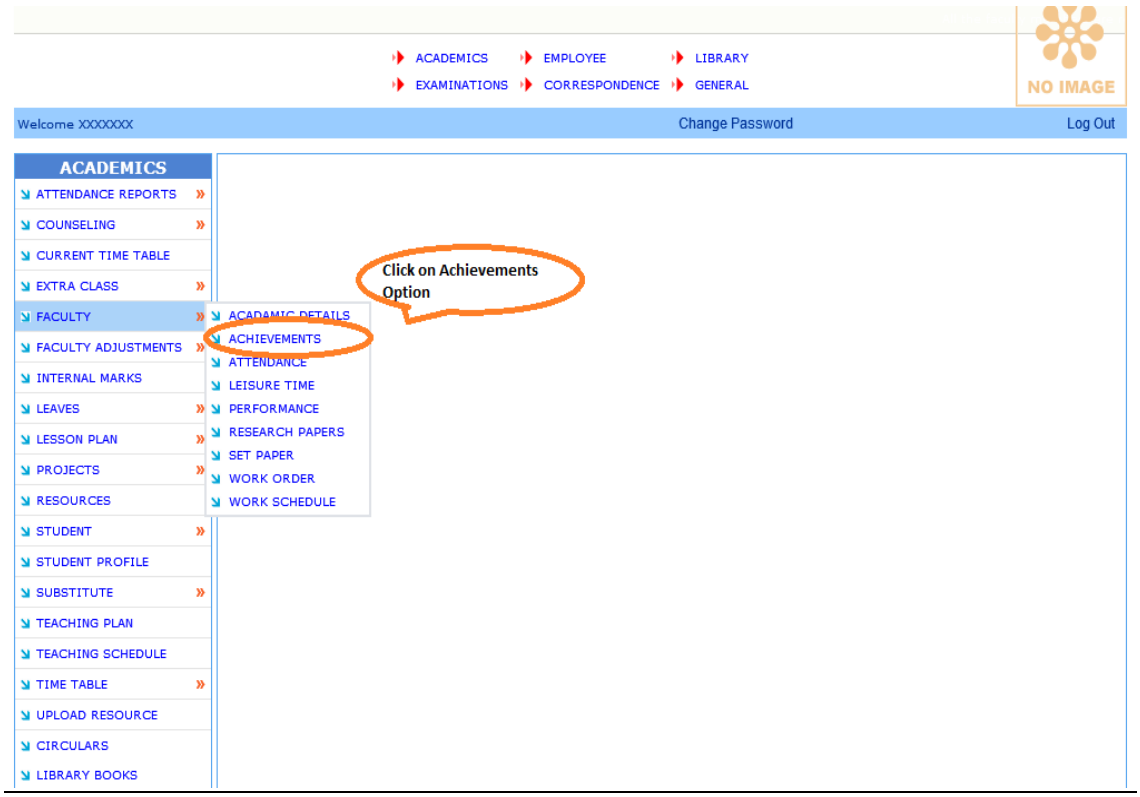


Question And Answers Of Academic Module Through HOD Logins

Step 4:-Please Place Your Mouse Pointer On "Faculty" Link Which Is Available In Left Menu. Then You Will Find "Sub Links Menu" As Shown In Below

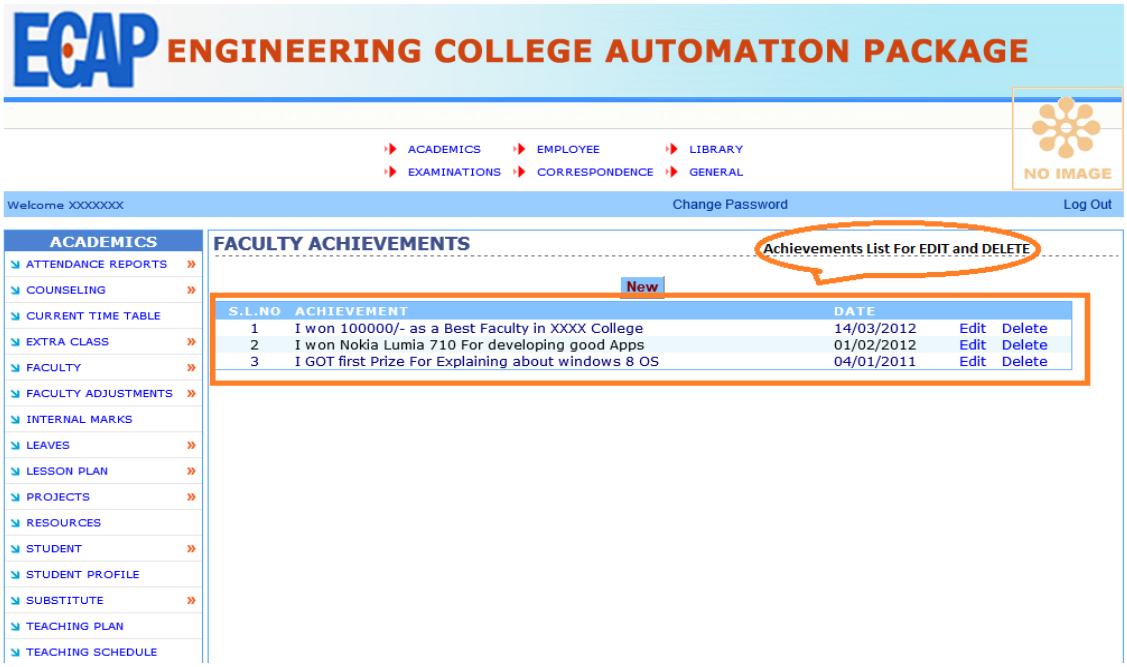


Step 5:-Please Find "Achievements" Option In Sub Links Menu As Shown In Below And Click On This Option.

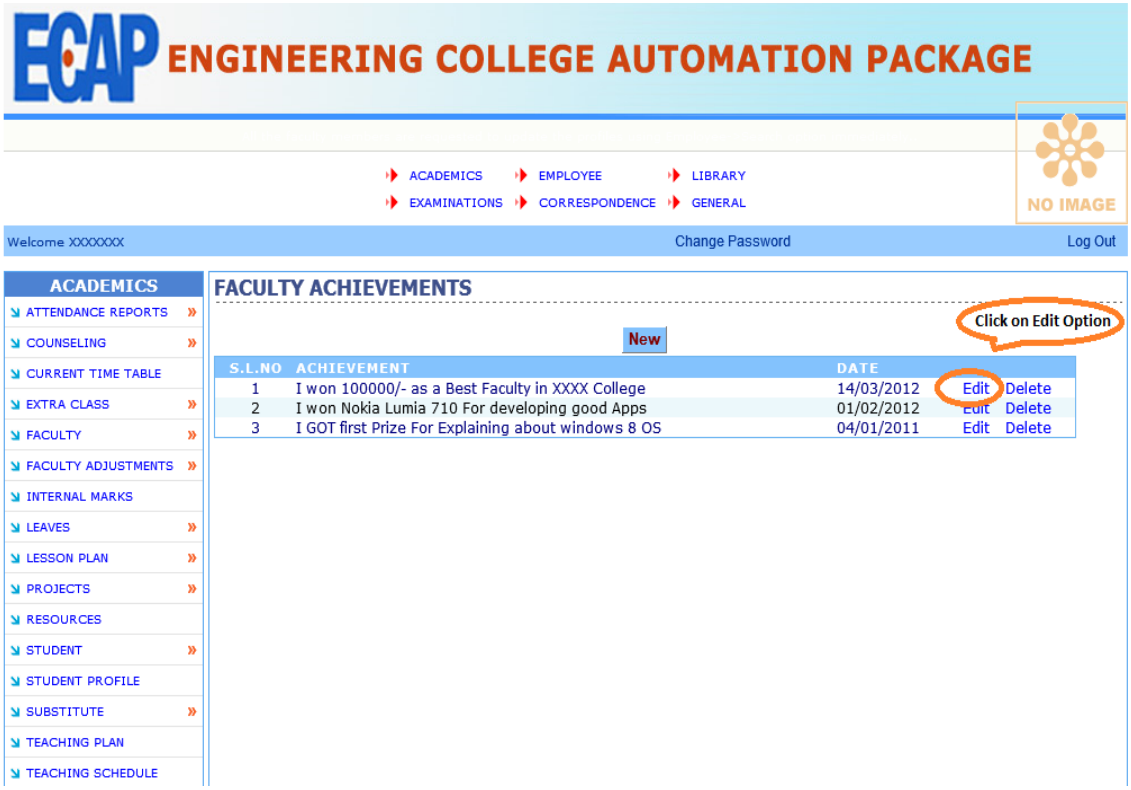


Question And Answers Of Academic Module Through HOD Logins

Step 6:-Please Find "Achievements List" After Click On Achievements Link As Shown In Below.

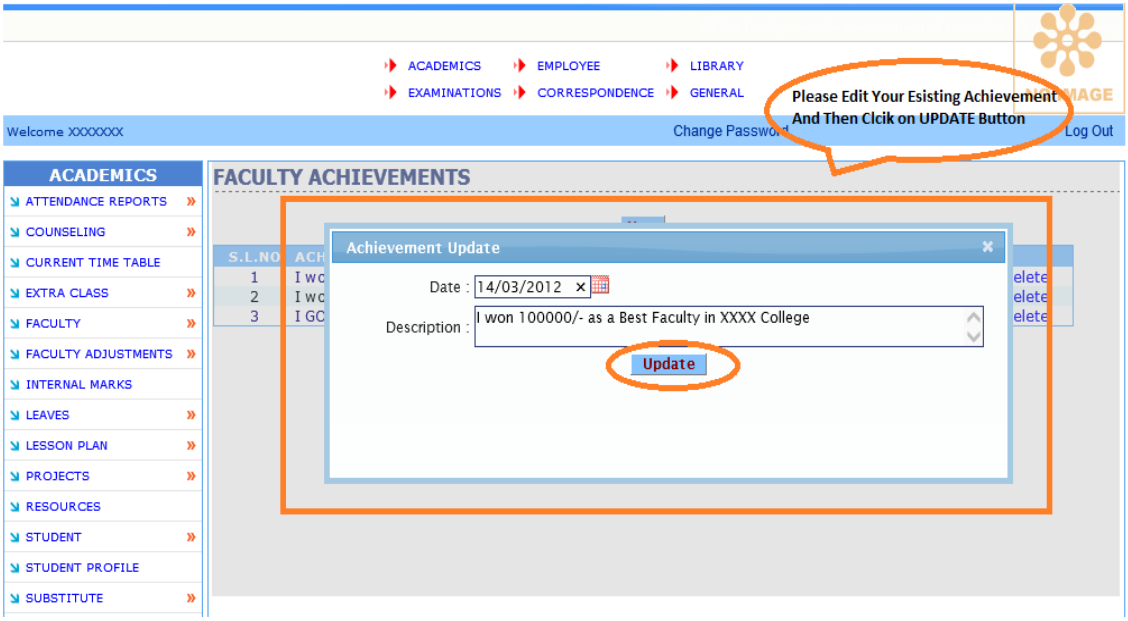


Step 7:-Please Click On "Edit Option" For Edit Your Existing Achievement As Shown In Below.

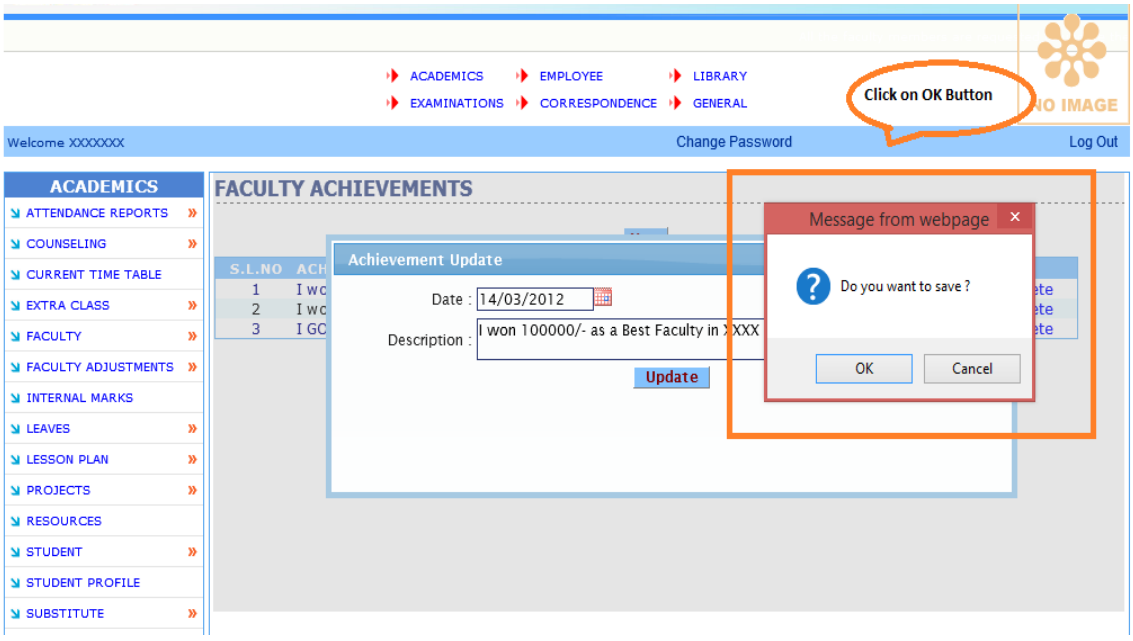


Question And Answers Of Academic Module Through HOD Logins

Step 8:-Please Click On "Edit Option" For Editing Your Existing Achievement As Shown In Below &Then "Edit Your Existing Achievement" And Then Click On "Update Button" As Shown In Below .

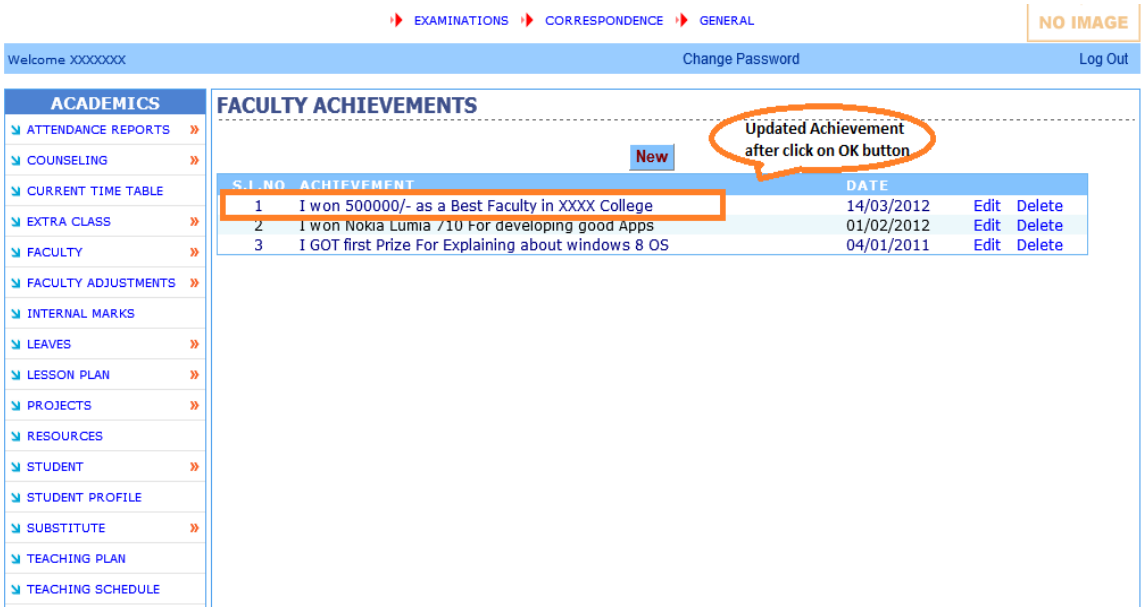


Step 9:-You Will Get "POP UP For Confirmation" After Click On Update Button. Here Please Click On "OK Button" As Shown In Below.



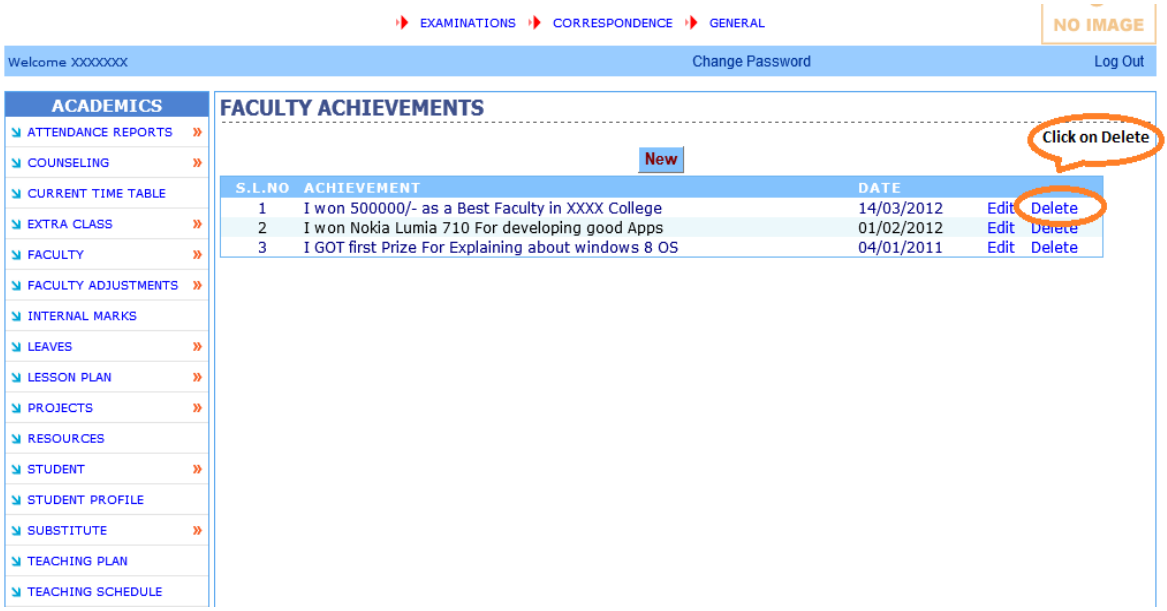
Question And Answers Of Academic Module Through HOD Logins

Step 10:-Please See Here It Got Updated After Click On "OK Button" As Shown In Below.

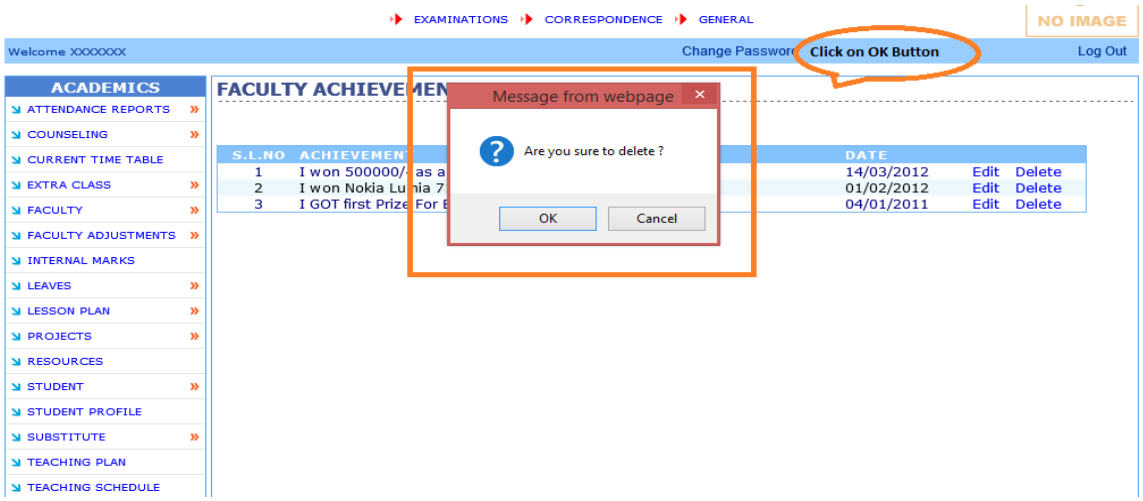


For Deleting Please Follow These Steps:-

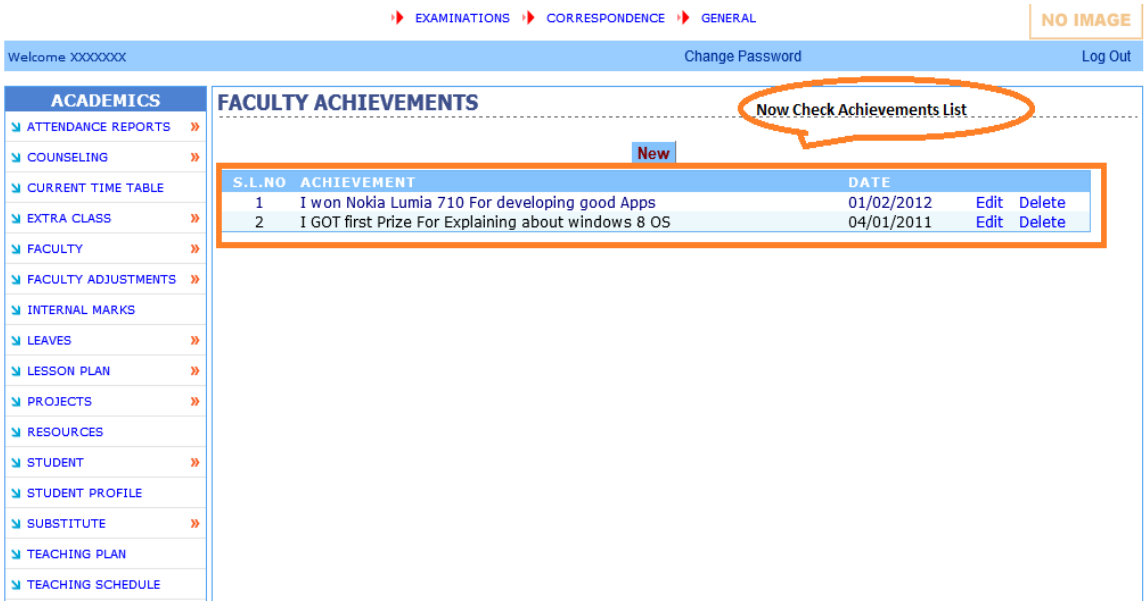
Step 11:- Please Click On "Delete Option" For Delete Your Existing Achievement As Shown In Below.



Step 12:- You Will Get "POP UP For Confirmation" After Click On Delete Option. Here Please Click On "OK Button" As Shown In Below.



Step 13:- Please "Check Achievements List" After Deleting Existing One And Also Check Before Screen It Is Having 3 Records And Now Please Observe On Below Screen,1 Record Got Deleted After Click On Delete Option.



---------- Go To Next Page For Next Question ----------

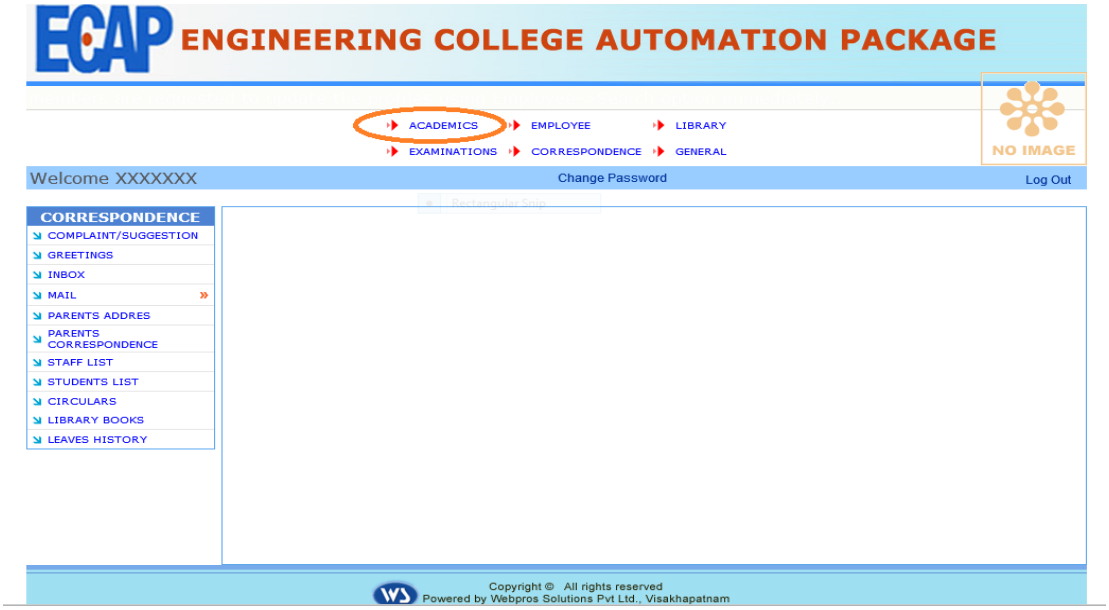
Question And Answers Of Academic Module Through HOD Logins

16) How Can I Add My Research Papers And How To Edit And Delete Existing Ones?

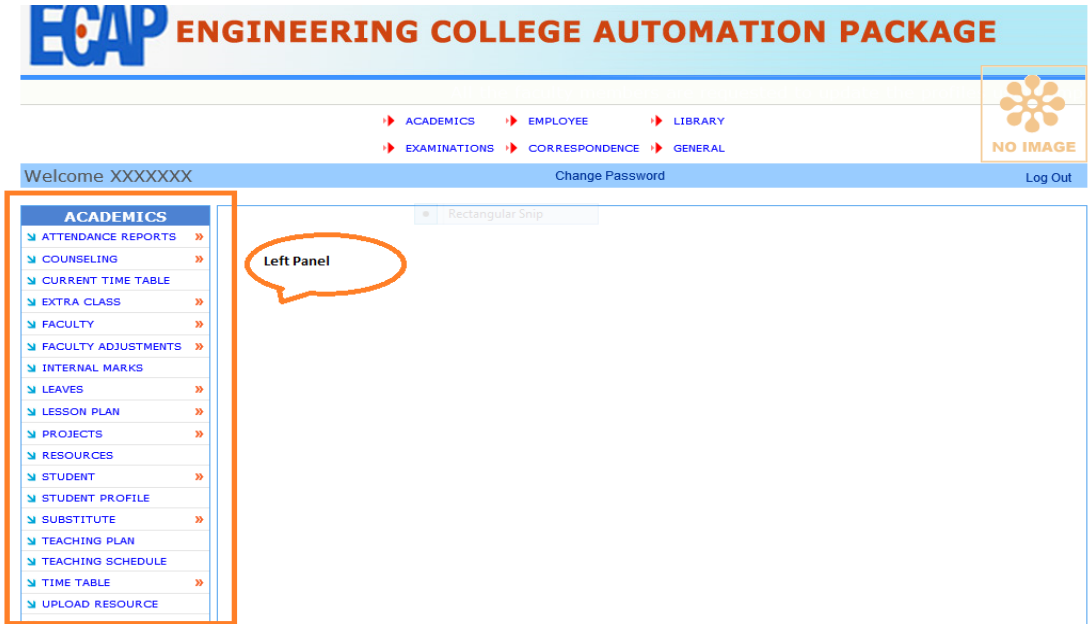
Ans:-Steps For Adding New Research Papers:-

Step 1:-Please Login In To ECAP By Using Your Username And Password

Step 2:- Please Click On "Academics" Module As Shown In Below

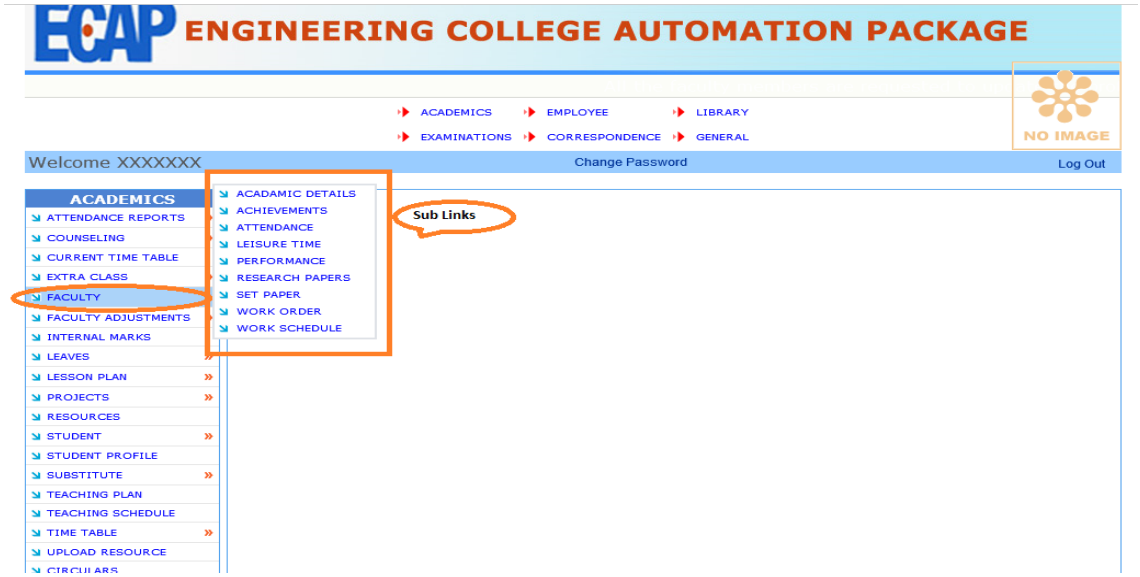


Step 3:-You Will Find "Left Panel" After Clicking On Academics Module As Shown In Below.

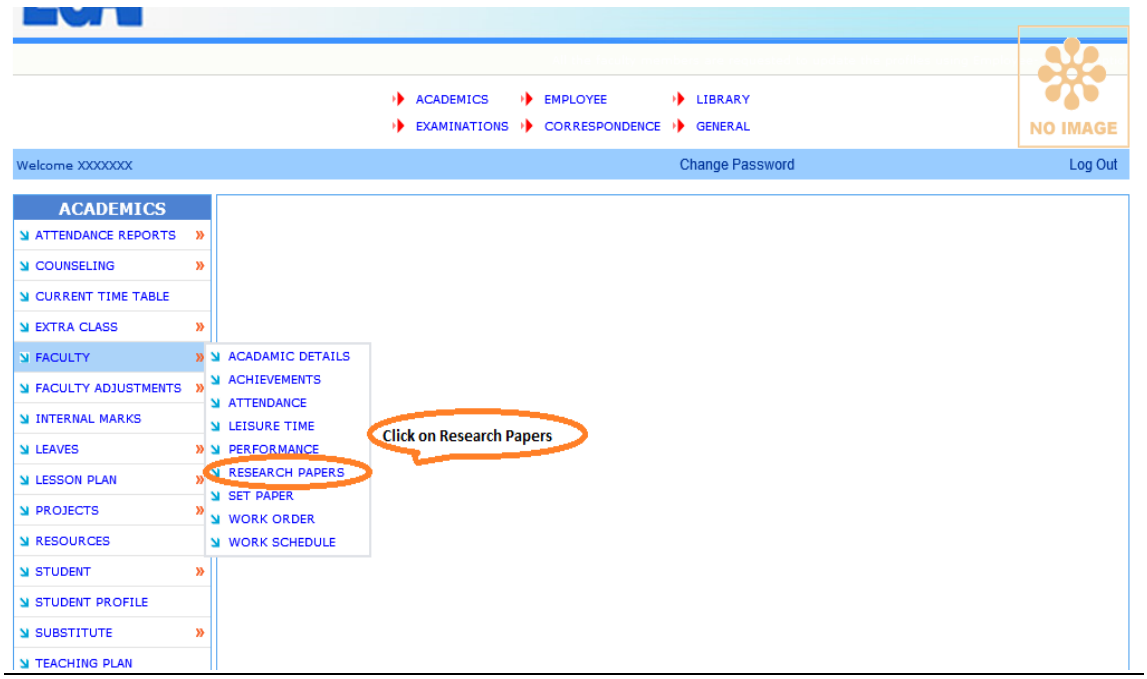


Question And Answers Of Academic Module Through HOD Logins

Step 4:-Please Place Your Mouse Pointer On "Faculty" Link Which Is Available In Left Menu. Then You Will Find "Sub Links Menu" As Shown In Below

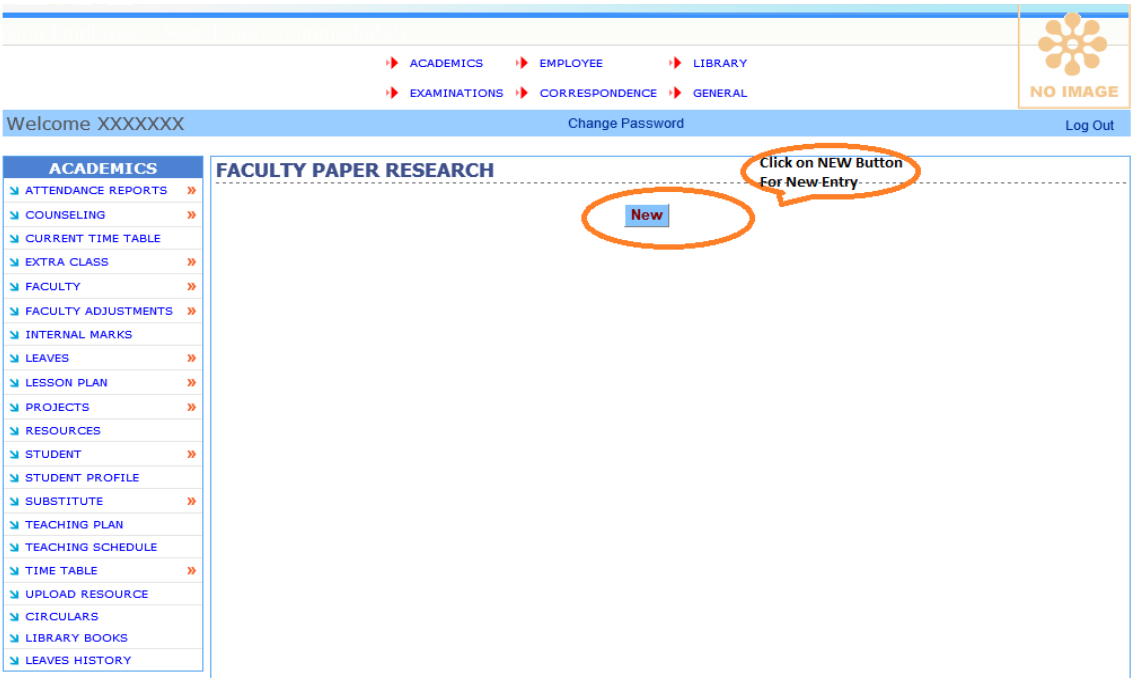


Step 5:-Please Find "Research Papers" Option In Sub Links Menu As Shown In Below And Click On This Option

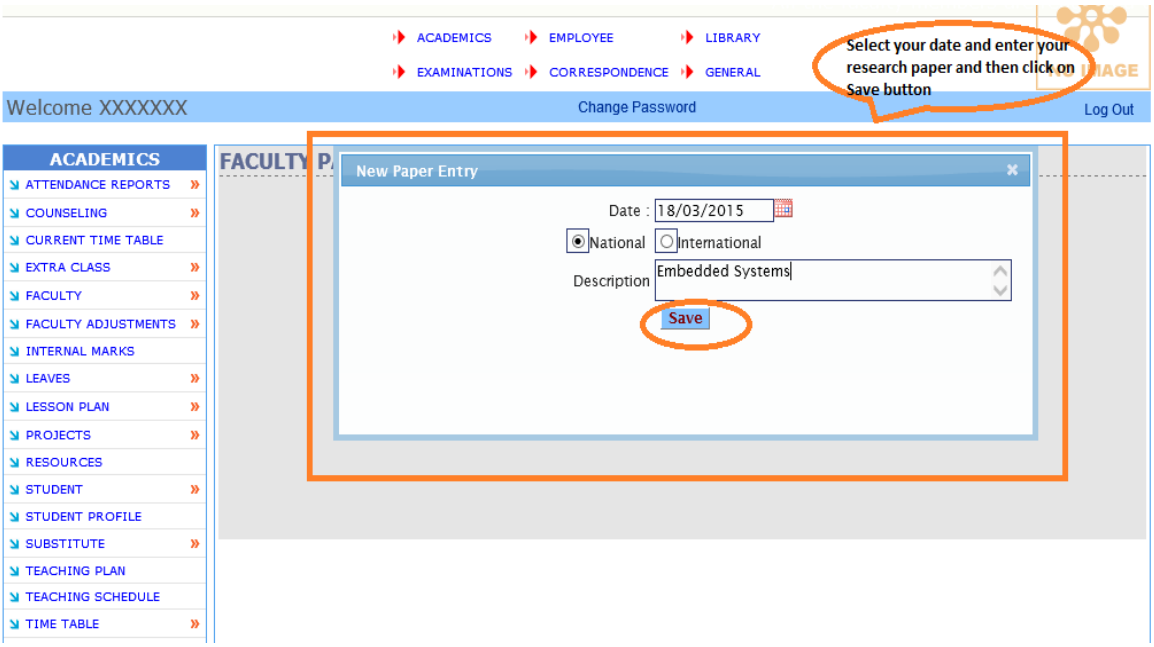


Question And Answers Of Academic Module Through HOD Logins

Step 6:-Please Click On "New Button" For New Research Papers Entry.

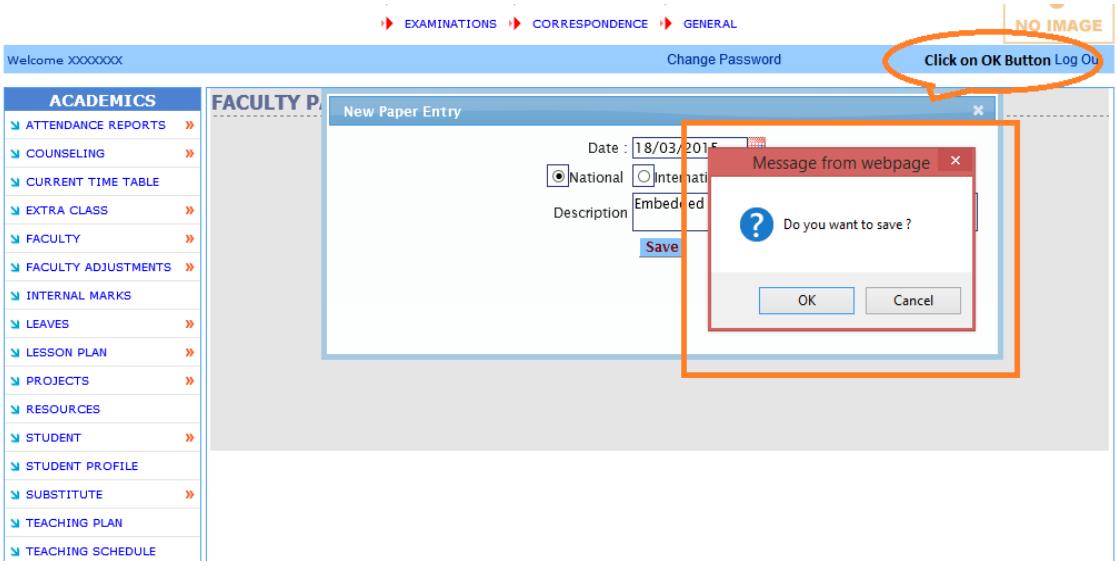


Step 7:- You Will Find "POPUP" For Entering Your Research Paper. Here Please Select Your Date And Enter Your Research Paper By Selecting National Or International And Then Click On "Save Button".

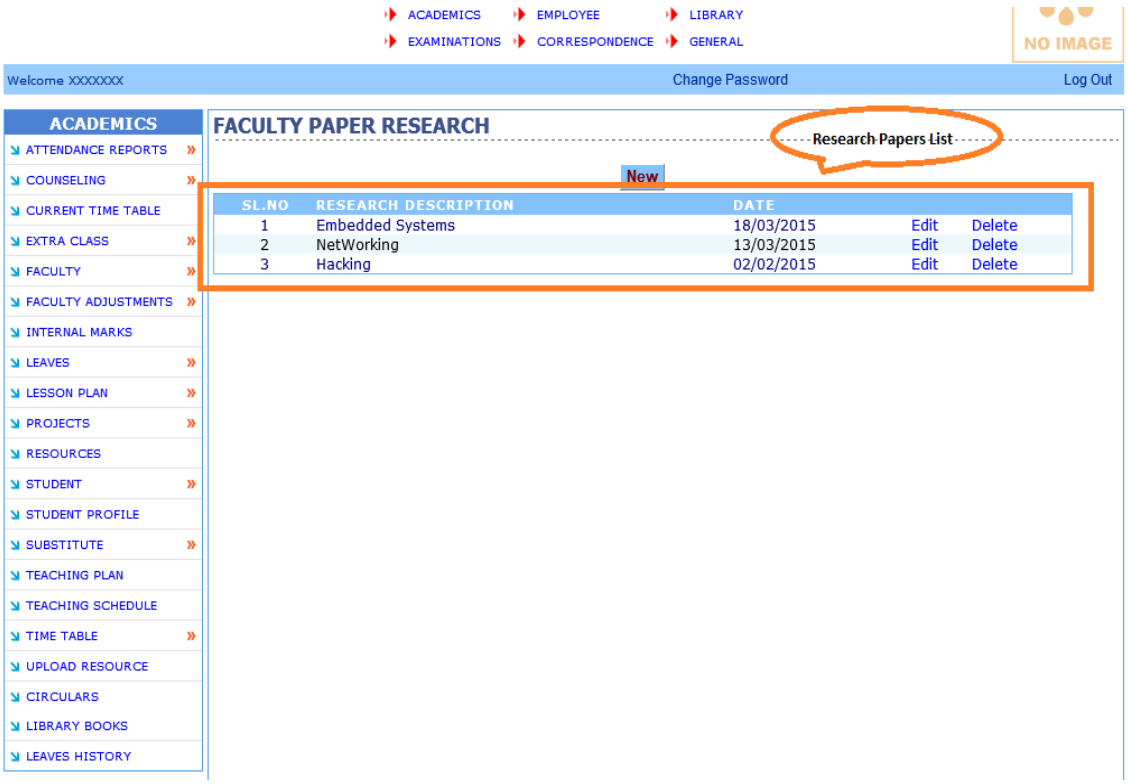


Question And Answers Of Academic Module Through HOD Logins

Step 8:- You Will Get "POP UP For Confirmation" After Click On Save Button. Here Please Click On "OK Button" As Shown In Below.



Step 9:-You Will Get Your Research Papers List After Click On OK Button As Shown In Below.

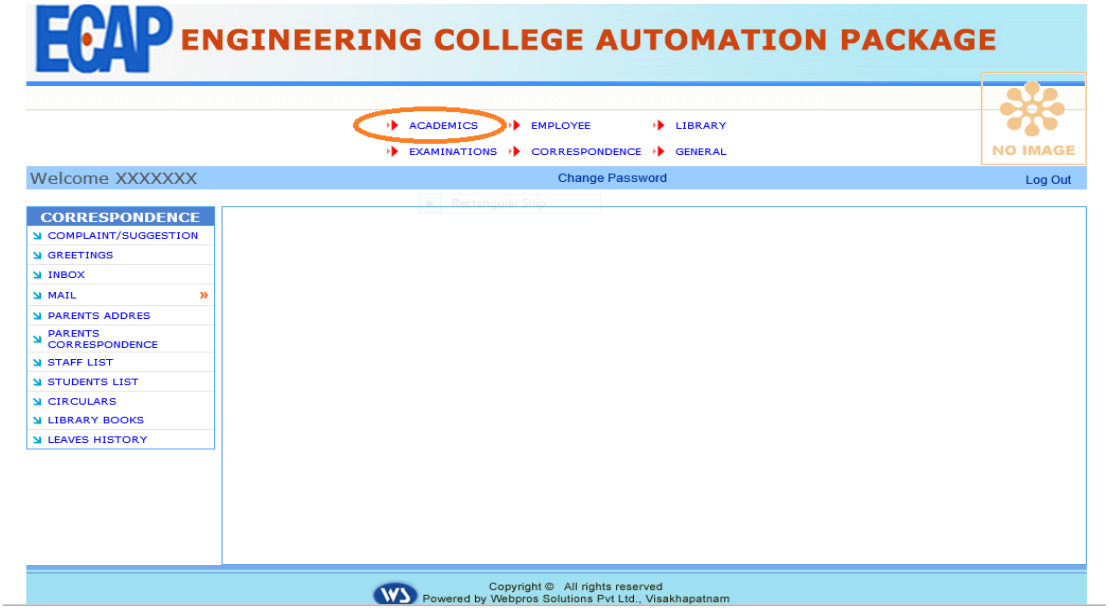


Question And Answers Of Academic Module Through HOD Logins

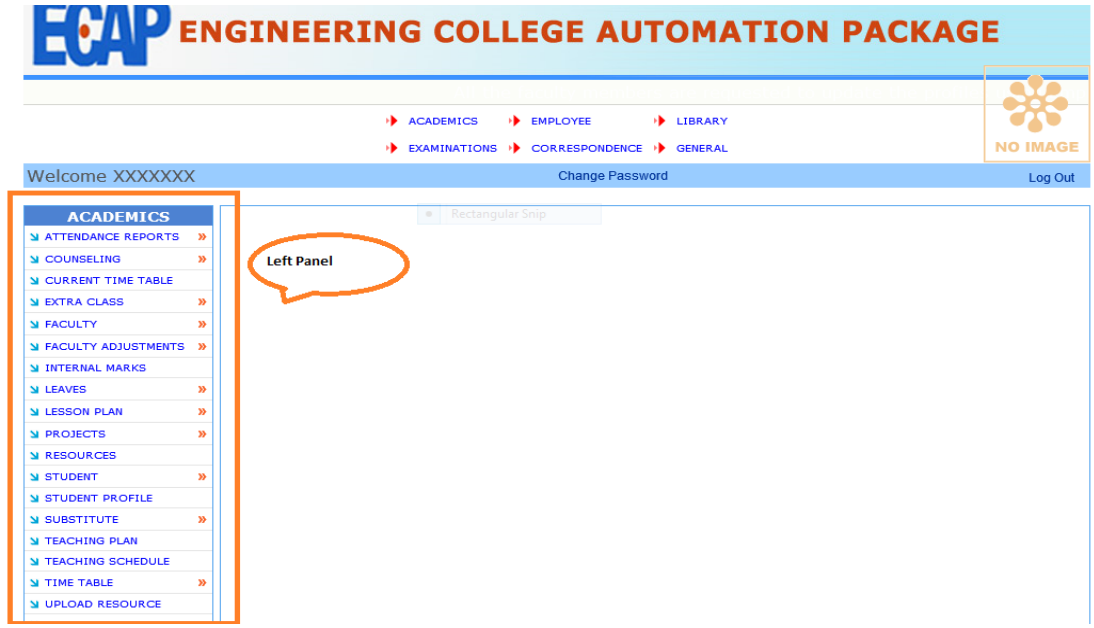
Steps For EDIT Existing Research Papers:-

Step 1:-Please Login In To ECAP By Using Your Username And Password

Step 2:- Please Click On "Academics" Module As Shown In Below

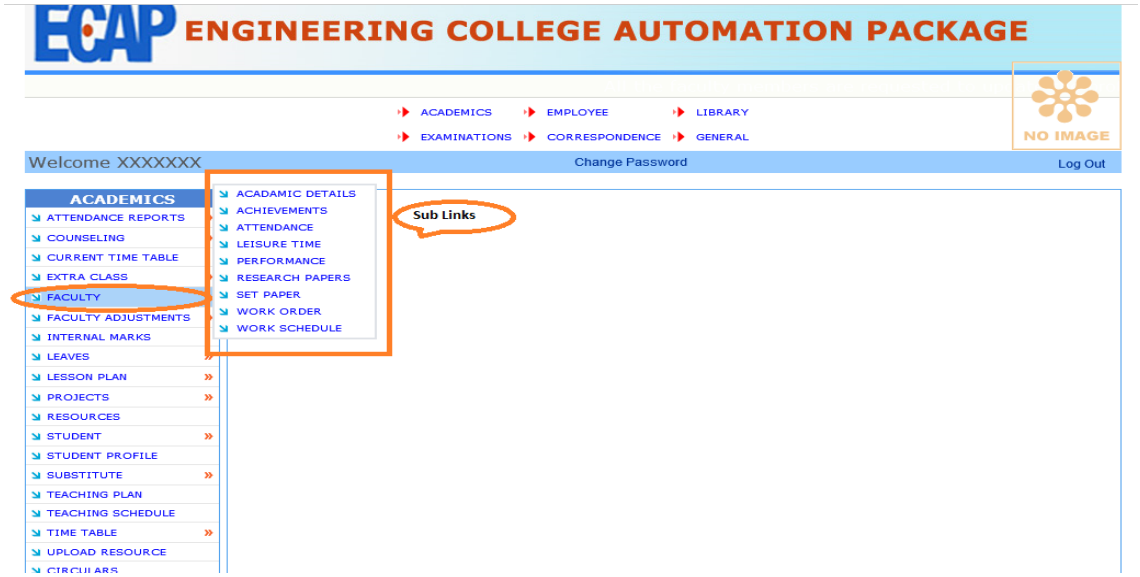


Step 3:-You Will Find "Left Panel" After Clicking On Academics Module As Shown In Below.

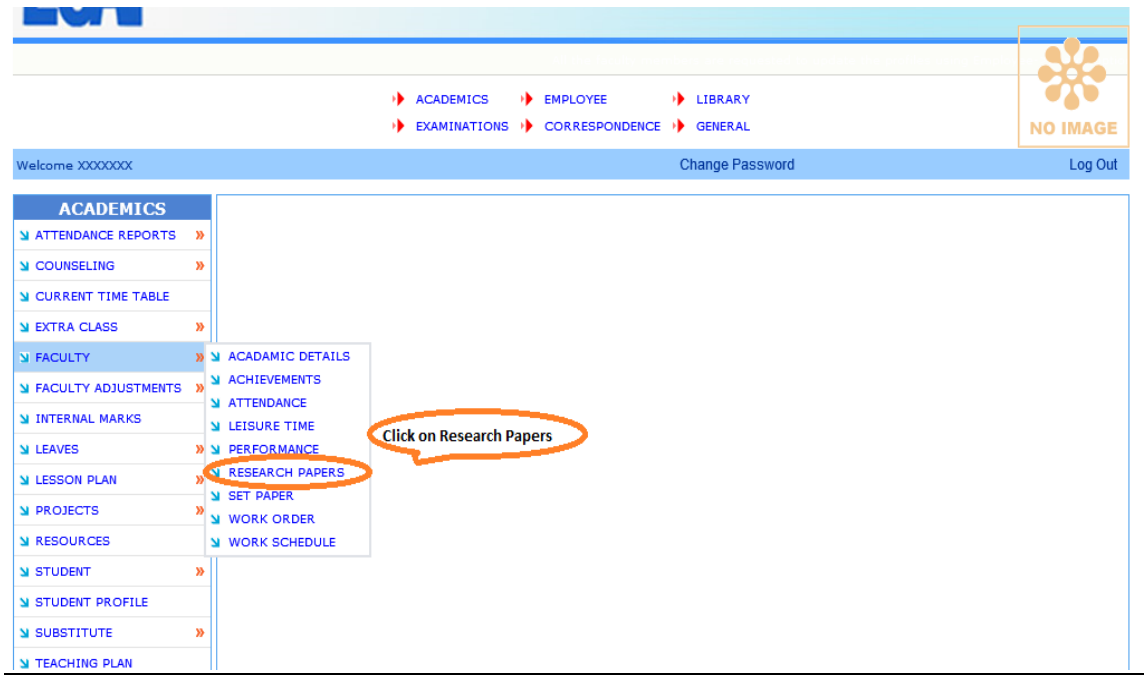


Question And Answers Of Academic Module Through HOD Logins

Step 4:-Please Place Your Mouse Pointer On "Faculty" Link Which Is Available In Left Menu. Then You Will Find "Sub Links Menu" As Shown In Below

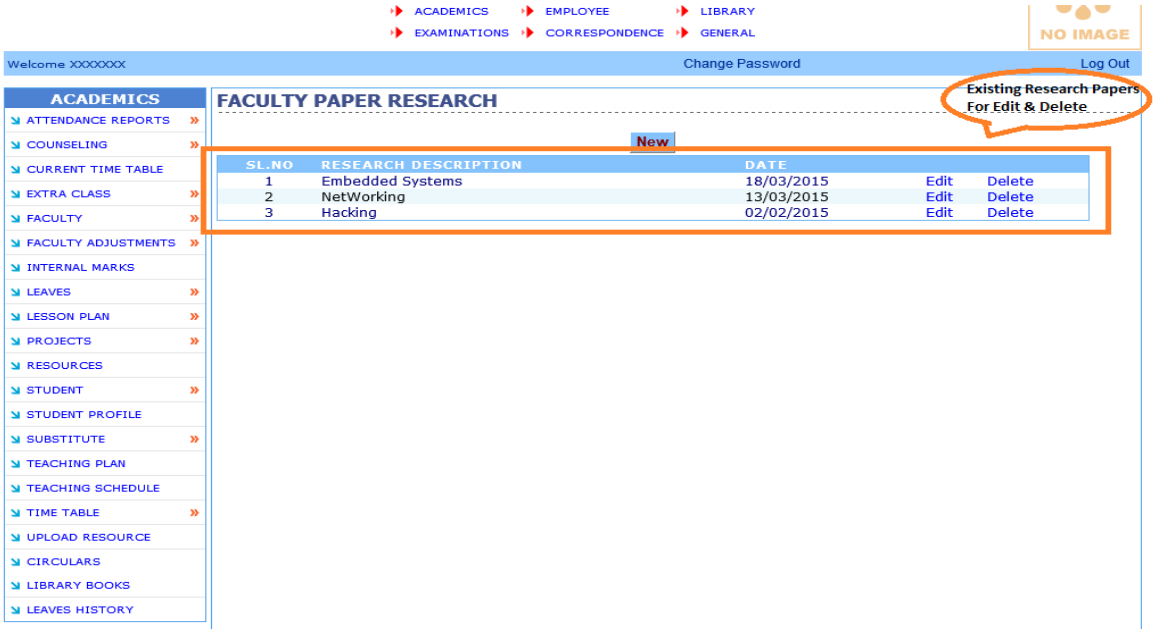


Step 5:-Please Find "Research Papers" Option In Sub Links Menu As Shown In Below And Click On This Option

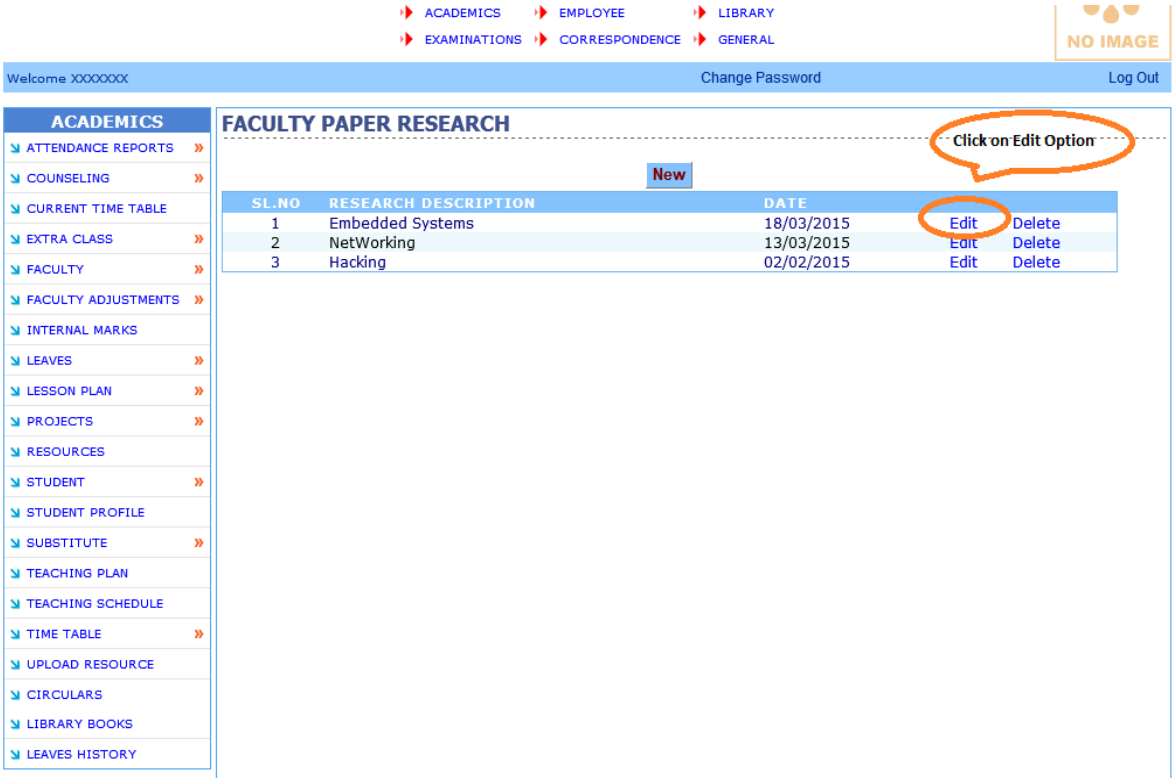


Question And Answers Of Academic Module Through HOD Logins

Step 6:-Please Find "Research Papers List" After Click On Research Paper Sub Link As Shown In Below.

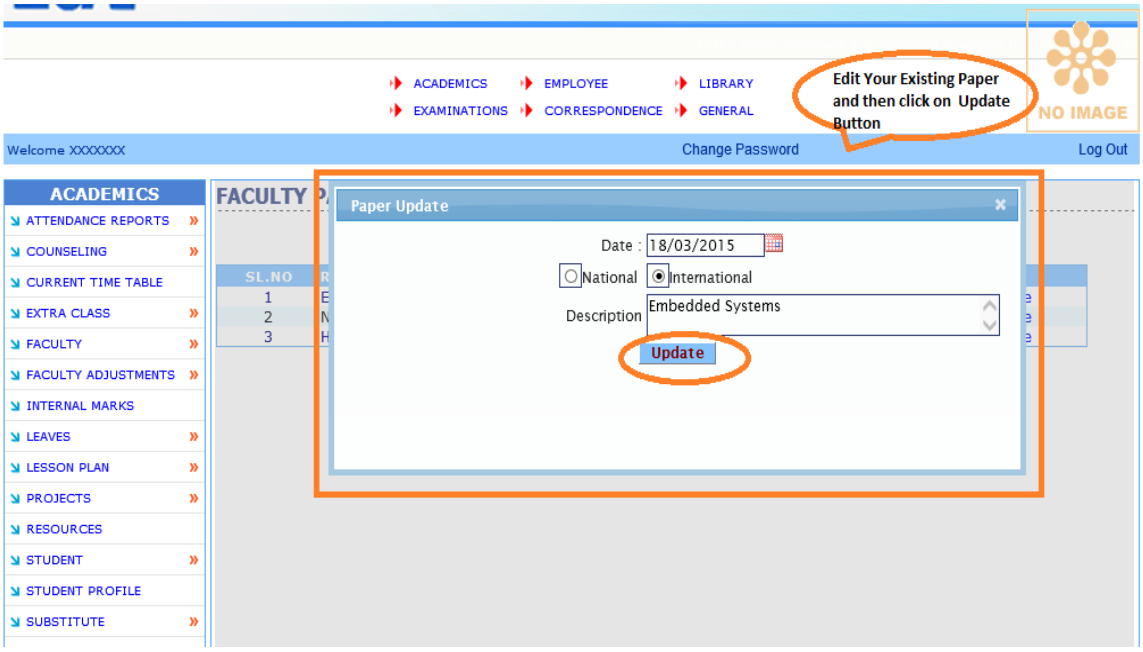


Step 7:-Please Click On "Edit Option" For Edit Your Existing Research Papers As Shown In Below.

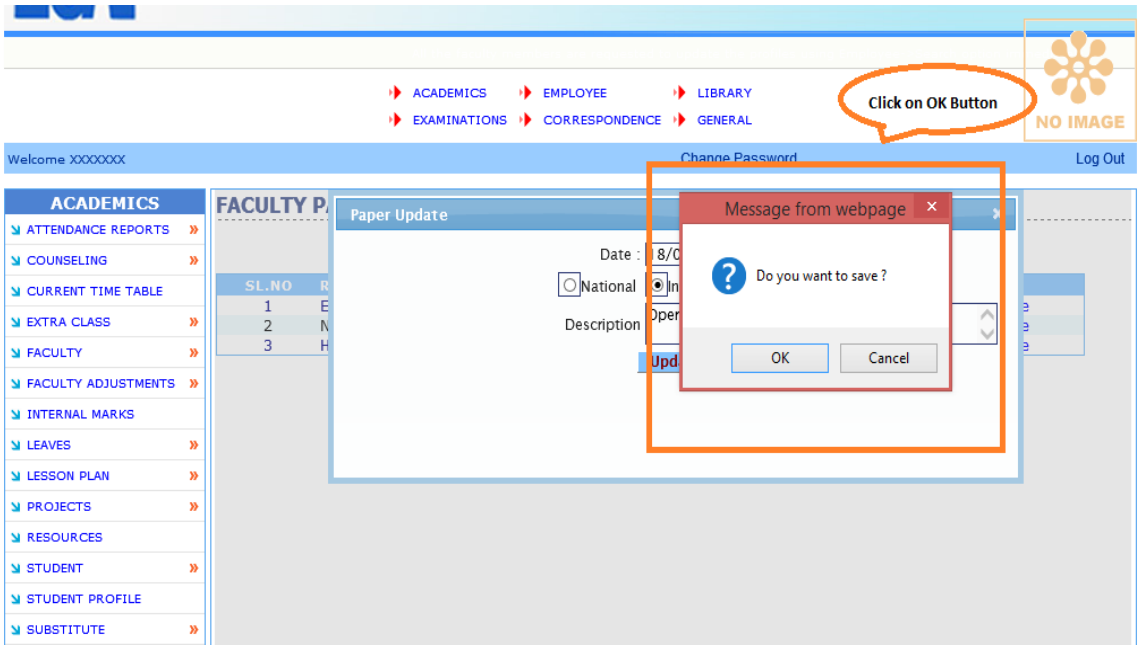


Question And Answers Of Academic Module Through HOD Logins

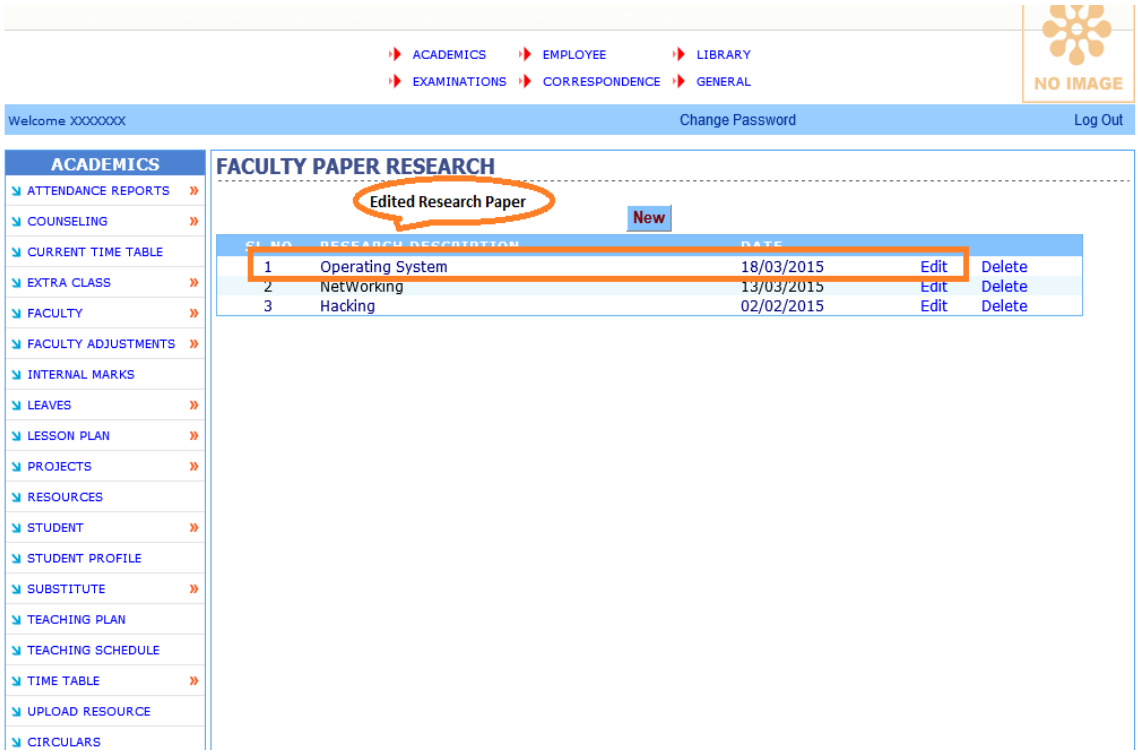
Step 8:-You Will Get POP UP After Clicking "Edit Option" For Editing Your Existing Research Papers As Shown In Below &Then "Edit Your Existing Paper" And Then Click On "Update Button" As Shown In Below .



Step 9:- You Will Get "POP UP For Confirmation" After Click On Update Button. Here Please Click On "OK Button" As Shown In Below.



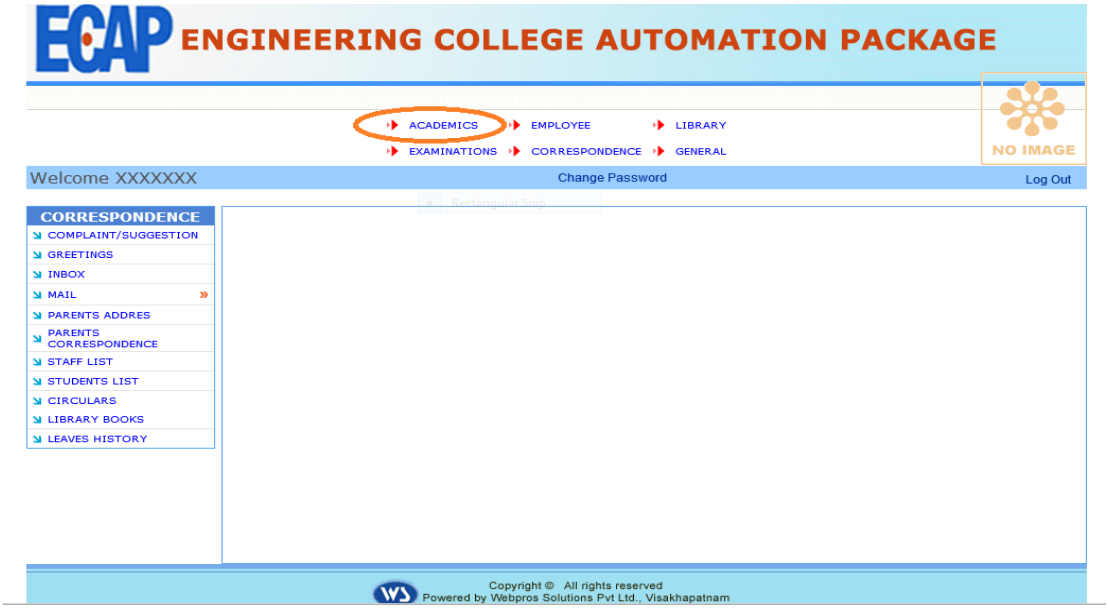
Step 10:-Please See Here It Got Updated After Click On "OK Button" As Shown In Below.



Steps For DELETE Existing Research Papers:-

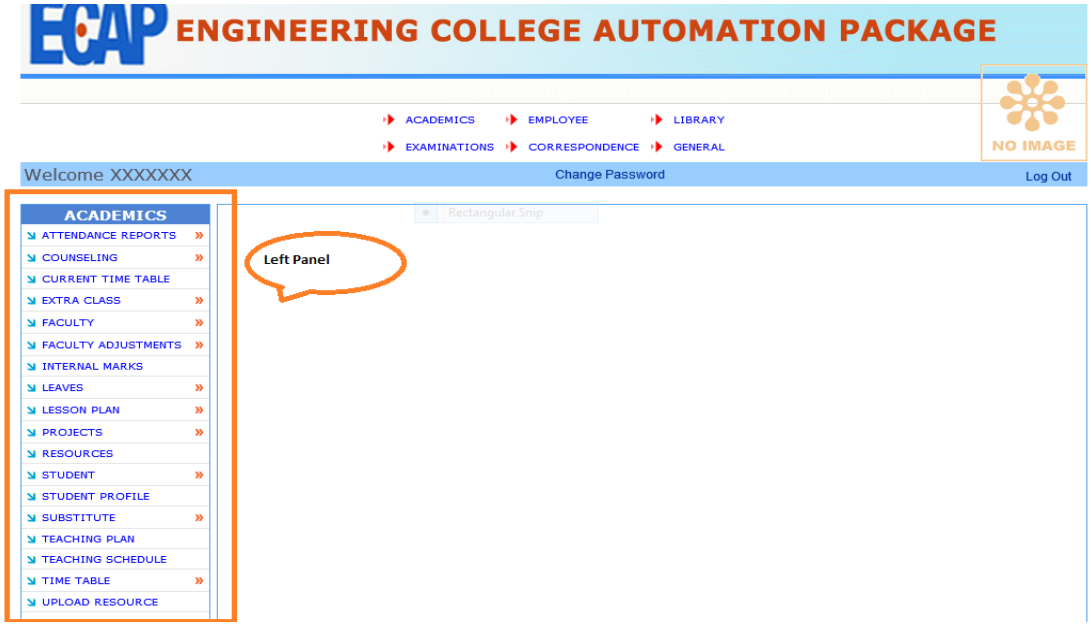
Step 1:-Please Login In To ECAP By Using Your Username And Password

Step 2:- Please Click On "Academics" Module As Shown In Below

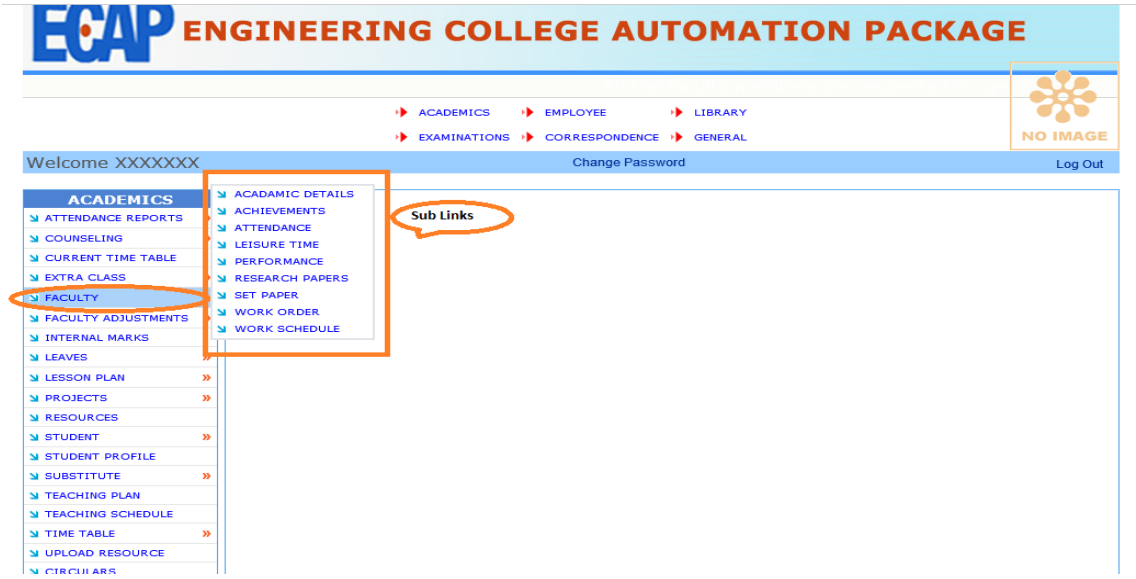


Question And Answers Of Academic Module Through HOD Logins

Step 3:-You Will Find "Left Panel" After Clicking On Academics Module As Shown In Below.

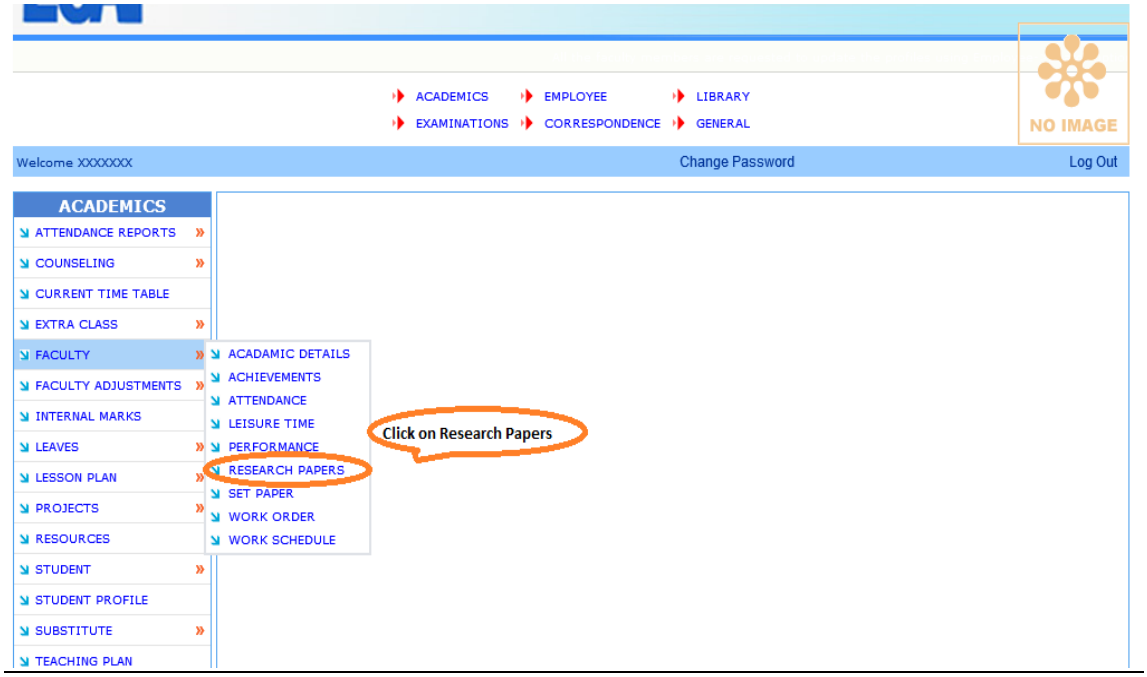


Step 4:-Please Place Your Mouse Pointer On "Faculty" Link Which Is Available In Left Menu. Then You Will Find "Sub Links Menu" As Shown In Below

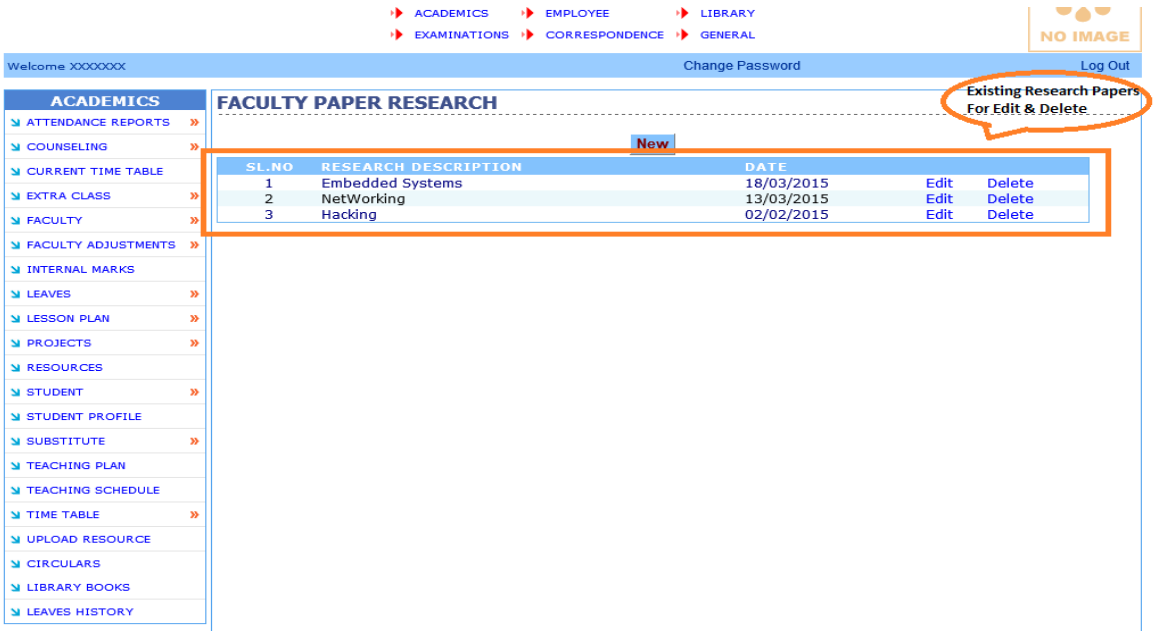


Question And Answers Of Academic Module Through HOD Logins

Step 5:-Please Find "Research Papers" Option In Sub Links Menu As Shown In Below And Click On This Option

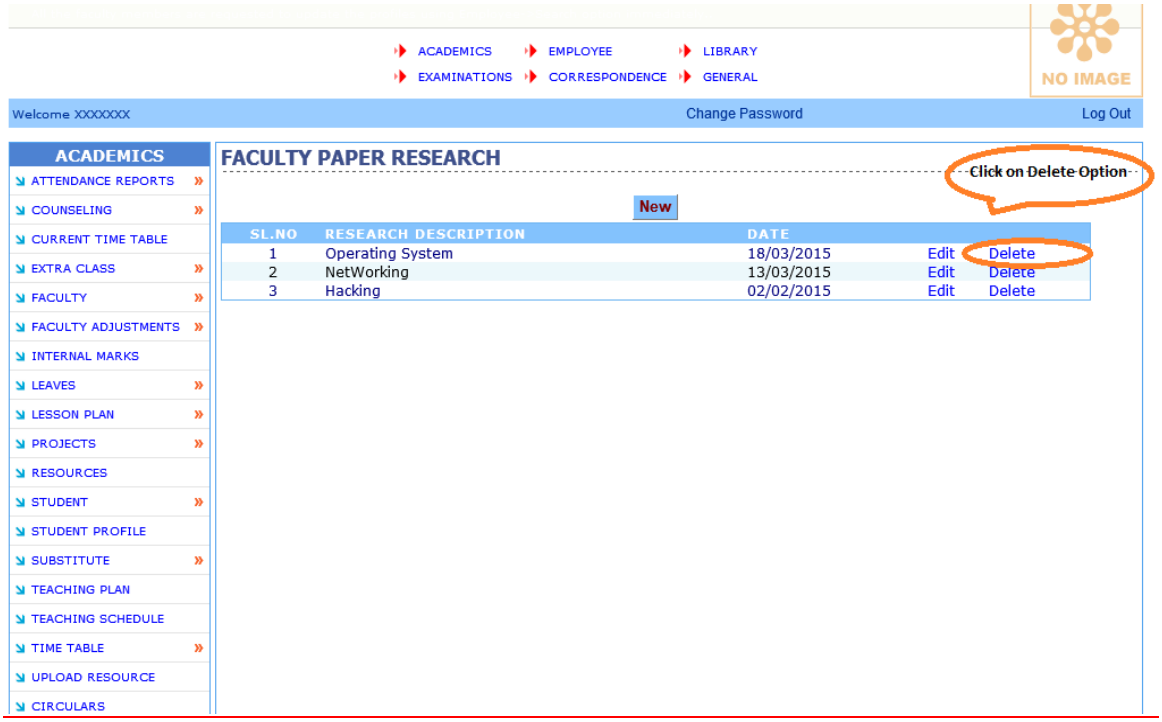


Step 6:-Please Find "Research Papers List" After Click On Research Paper Sub Link As Shown In Below.

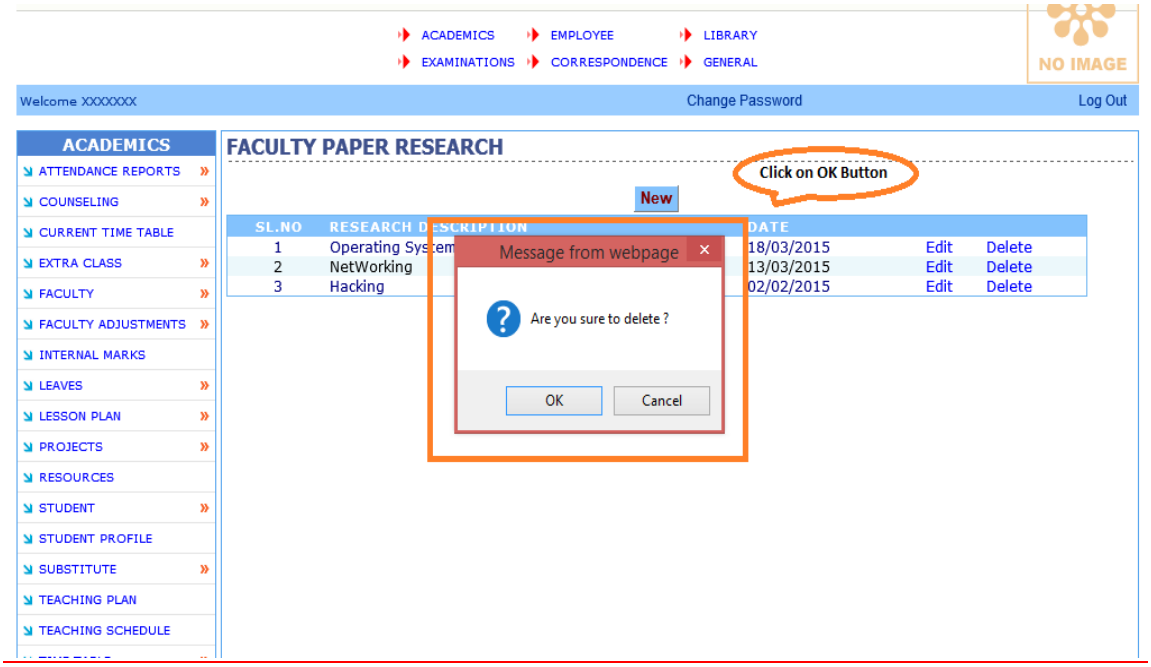


Question And Answers Of Academic Module Through HOD Logins

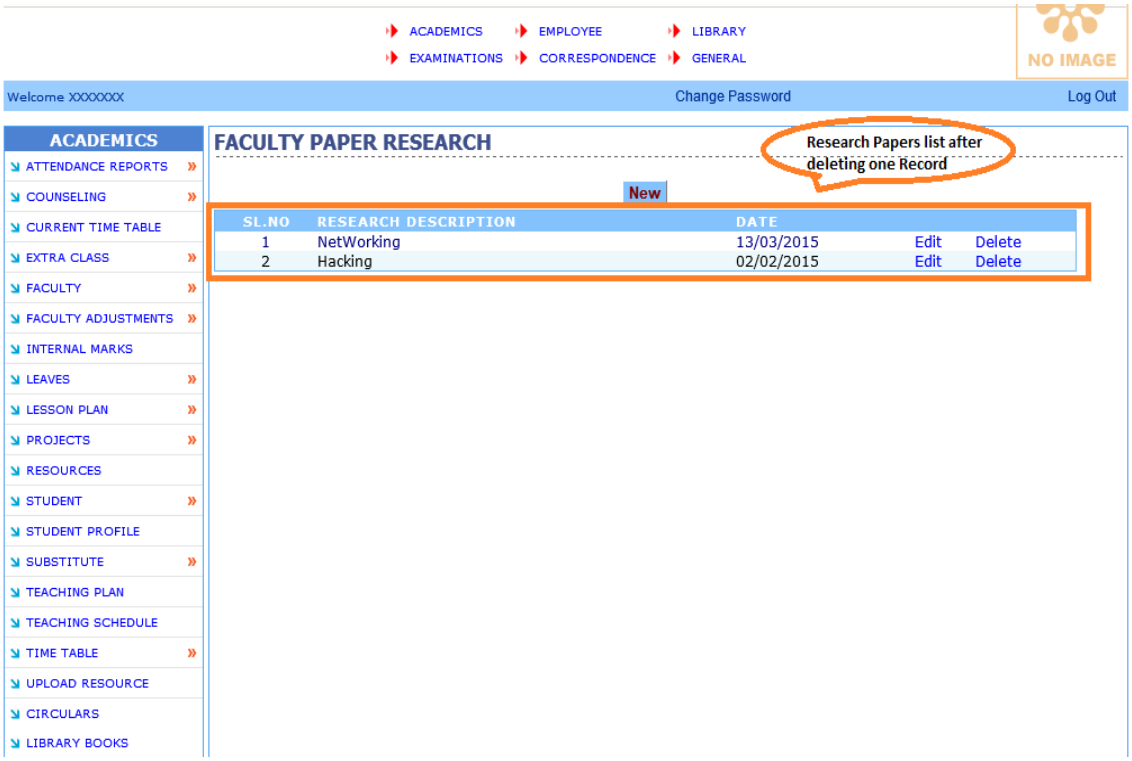
Step 7:-Please Click On "Delete Option" For Delete Your Existing Research Papers As Shown In Below.



Step 8:-Please Click On "OK Button" For Delete Your Existing Research Papers As Shown In Below.



Step 9:- Please "Check Research Papers List" After Deleting Existing One And Also Check Before Screen It Is Having 3 Records And Now Please Observe On Below Screen,1 Record Got Deleted After Click On Delete Option.



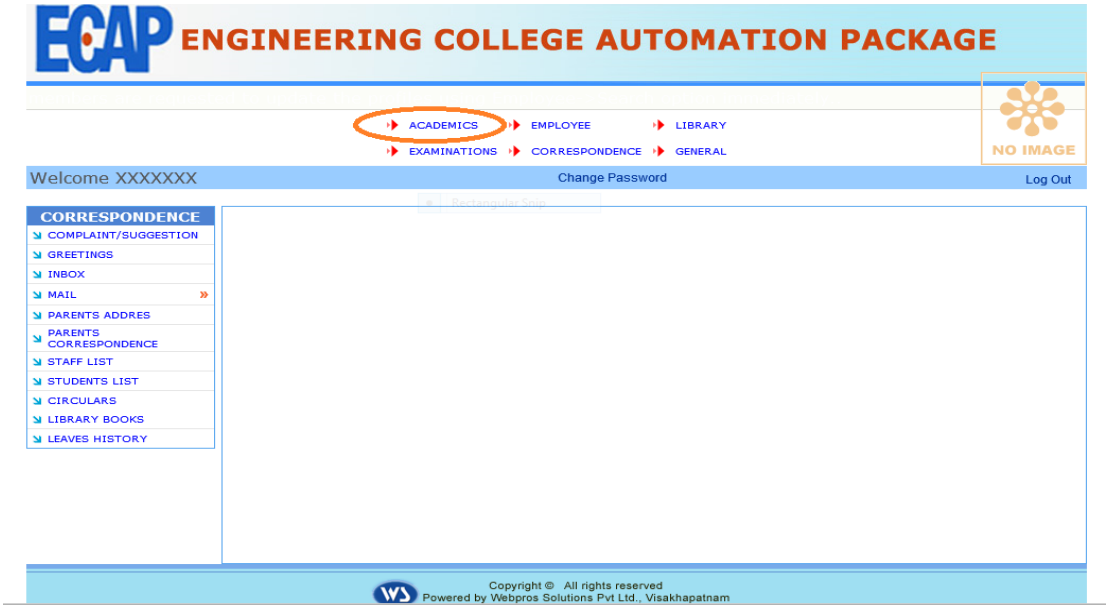
---------- Go To Next Page For Next Question ----------

Question And Answers Of Academic Module Through HOD Logins

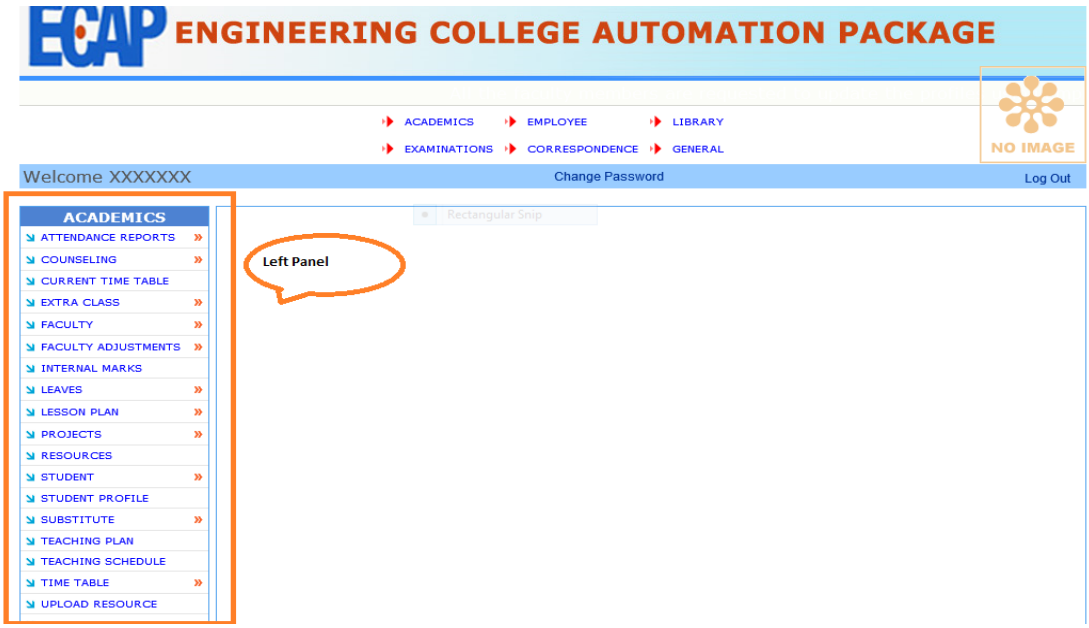
17) How Can I Post My Periods Day Wise Attendance ?

Ans:-Step 1:-Please Login In To ECAP By Using Your Username And Password

Step 2:- Please Click On "Academics" Module As Shown In Below

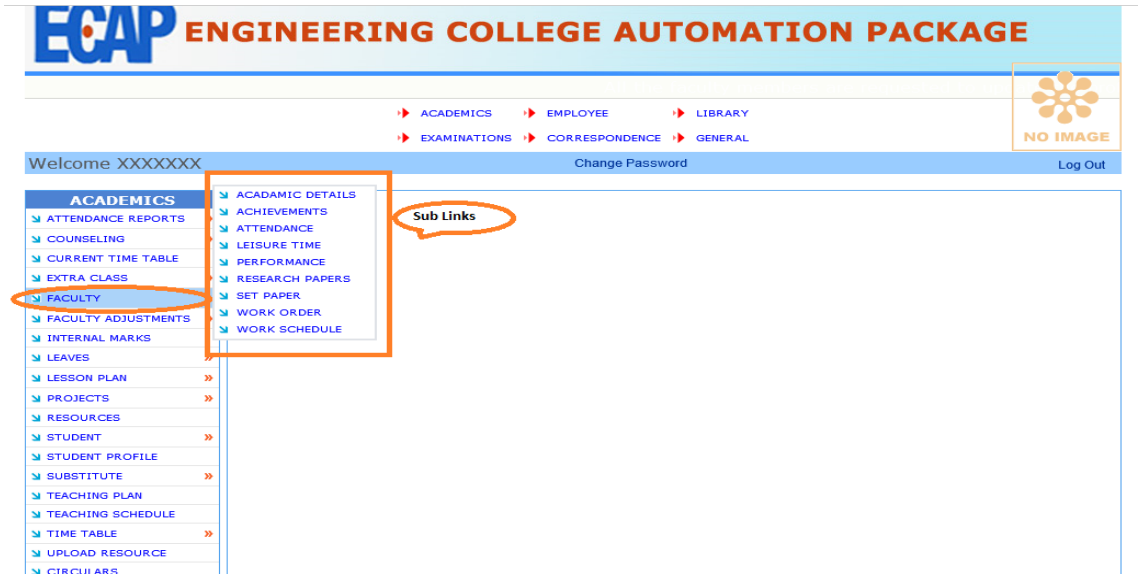


Step 3:-You Will Find "Left Panel" After Clicking On Academics Module As Shown In Below.

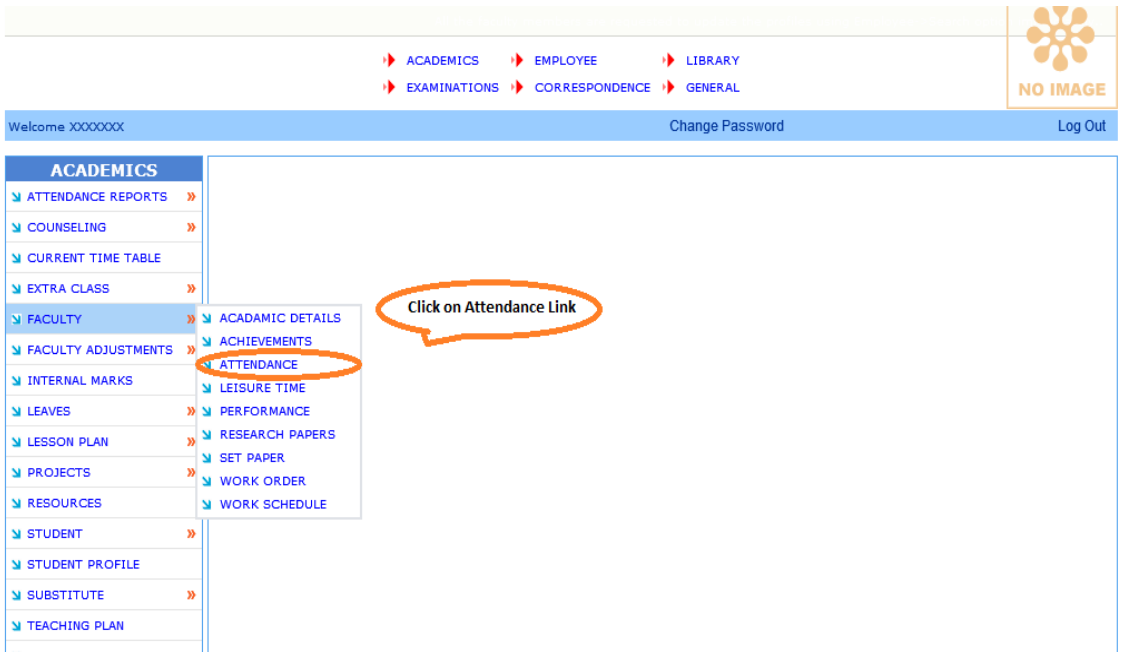


Question And Answers Of Academic Module Through HOD Logins

Step 4:-Please Place Your Mouse Pointer On "Faculty" Link Which Is Available In Left Menu. Then You Will Find "Sub Links Menu" As Shown In Below

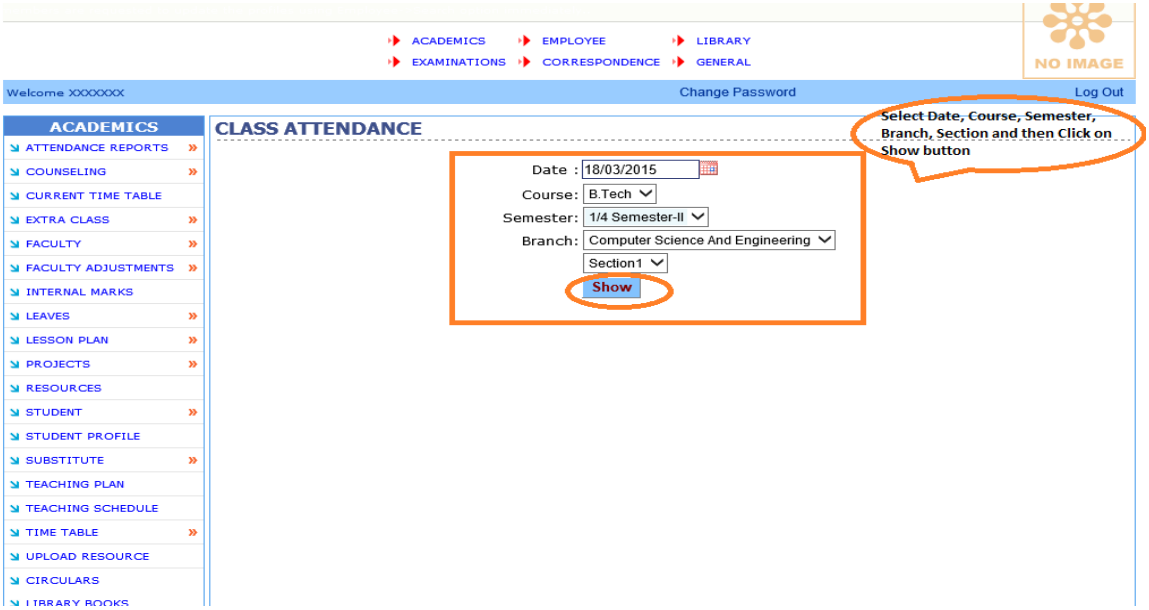


Step 5:-Please Find "Attendance" Option In Sub Links Menu As Shown In Below.

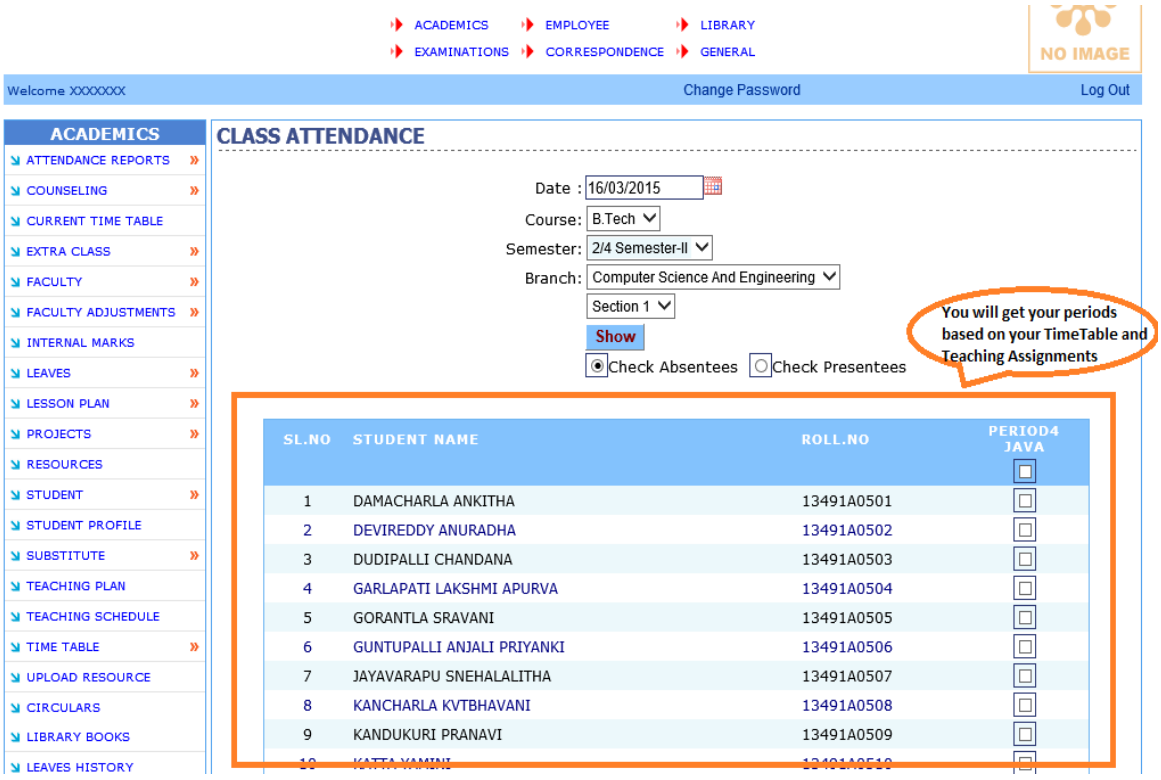


Question And Answers Of Academic Module Through HOD Logins

Step 6:-You Will Get Below Options After Click On Attendance Link As Shown In Below. Here Please Select "DATE,COURSE,SEMESTER,BRANCH,SECTION" And Then Click On"SHOW BUTTON" To Post Your Class Attendance As Shown In Below.

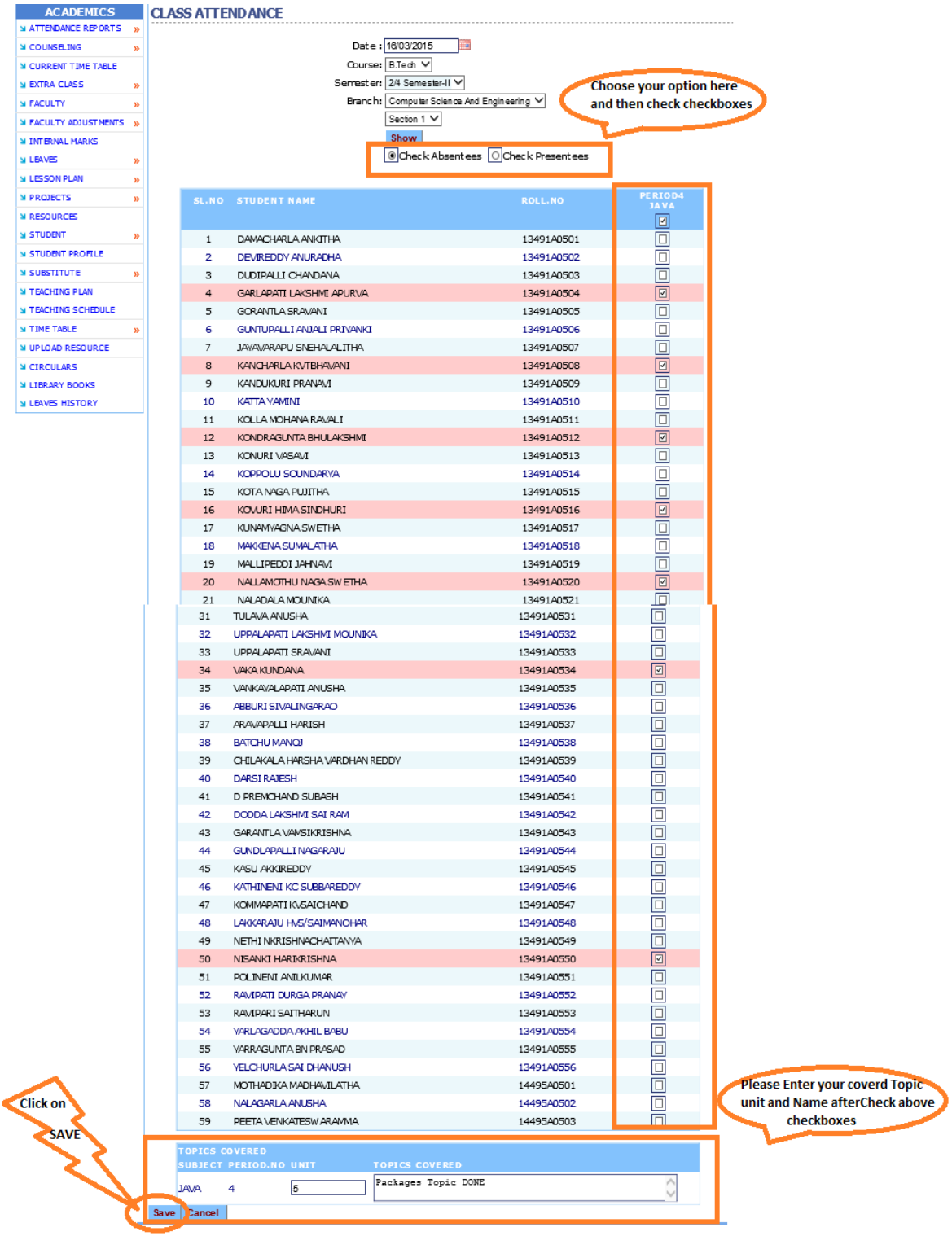


Step 7:-You Will "Get Your Periods Based On Your Time Table And Teaching Assignments" As Shown In Below.

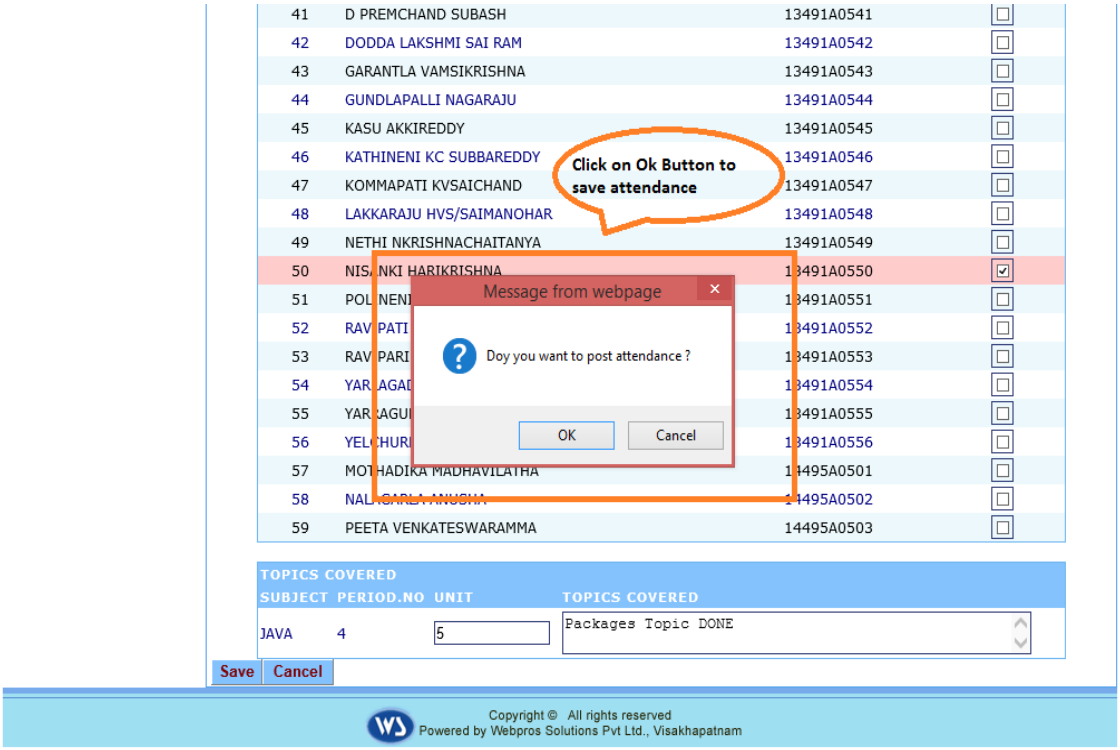


Question And Answers Of Academic Module Through HOD Logins

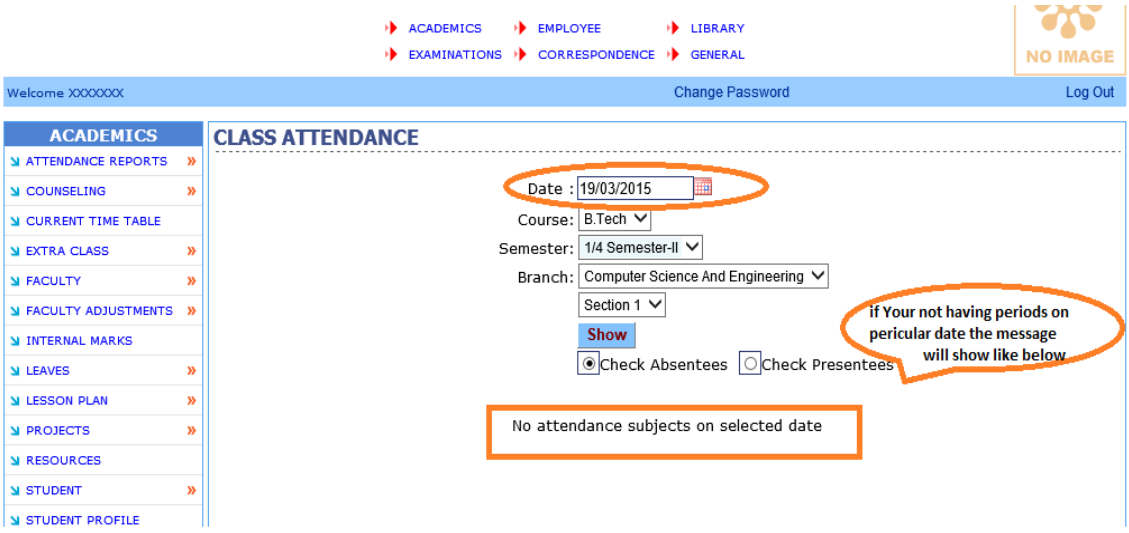
Step 8:-I)Please "Choose Your Option Absentees Or Presenters" And Then"Check Check Boxes"As Shown In Below Screen Ii)Please"Enter Your Covered Topic Name And Unit" As Shown In Below And Then "Click On Save Button" As Shown In Below Screen



Step 9:-You Will "POP UP Confirmation" As Shown In Below. Here Please "Click On OK Button" To "Save Your Posted Attendance" As Show In Below.



Step 10:-If You Are Not Having Periods On Particular Date The Message Will Show As Shown In Below.



---------- Go To Next Page For Next Question ----------

Question And Answers Of Academic Module Through HOD Logins

18) How Can I Edit Posted Attendance To Faculty Periods If He/She Posted Wrongly?

Ans:-After Posting Your Day Wise Class Attendance The Check Boxes Will Be Disabled. You Cannot Edit Posted Attendance So Before Posting Attendance To Your Periods You Should Care Full About It.

If You Posted Attendance Wrongly Then Please Contact With Your Admin Level Who Are Having Permission On All Modules.

There We Have Provided "Online Option" At "Attendance Link In Academics Module". Once Inform To Respective Person To Update Your Period's Attendance. Because This Link Is Very Confidential Link.

19)How Can We Import Cumulative Attendance Through Offline?

Ans:- If You Want To Import Your Periods Cumulative Attendance Then Please Contact With Your Admin Level Who Are Having Permission On All Modules.

There We Have Provided "Cumulative Option" At "Attendance Link In Academics Module". Once Inform To Respective Person To Update Your Period's Attendance. Because This Link Is Very Confidential Link.

20)How Can I Delete My Department Student Month Attendance?

Ans:-To Delete Your Department Cumulative Month Attendance:-

If You Want To Delete Your Department Students Monthly Cumulative Attendance Then Please Contact With Your Admin Level Who Are Having Permission On All Modules.

I) There We Have Provided "Cumulative Option" At "Attendance Link In Academics Module". Once Inform To Respective Person To Update Your Period's Attendance. Because This Link Is Very Confidential Link.

After Click On This Link Admin Will Find Delete Month Attendance Button Their He Can Delete Your Department Attendance.

Ii)If You Want To Delete All Subjects Attendance With In Date Range Then Please Contact With Your Admin Level Who Are Having Permission On All Modules.

There We Have Provided "Delete Option" At "Attendance Link In Academics Module". Once Inform To Respective Person To Update Your Period's Attendance. Because This Link Is Very Confidential Link.

Iii) If You Want To Delete Particular Student All Subjects Attendance With In Date Range Then Please Contact With Your Admin Level Who Are Having Permission On All Modules.

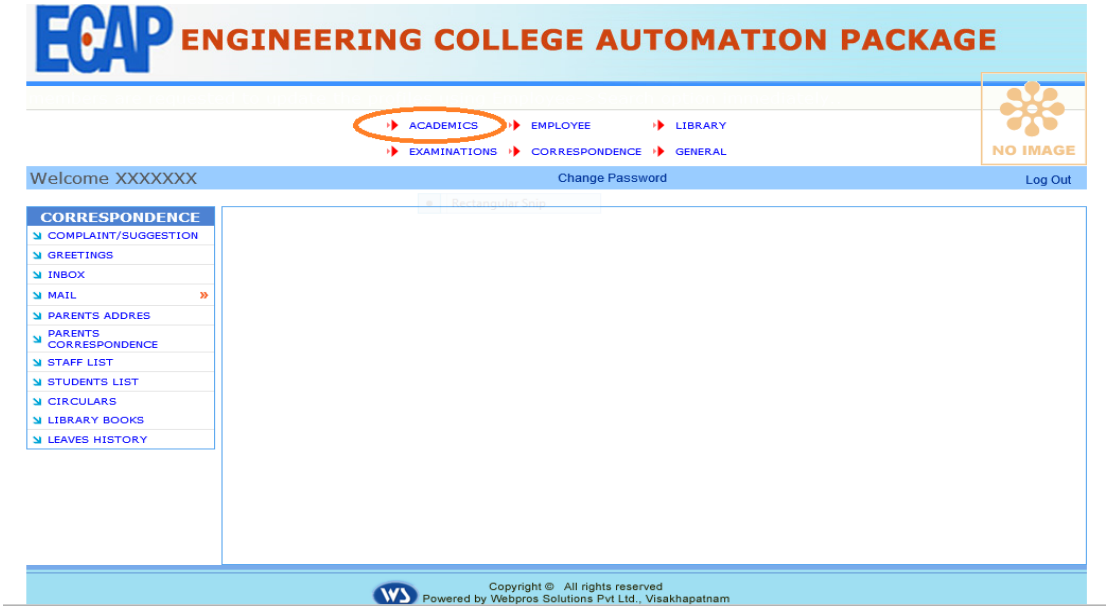
There We Have Provided "Delete Option" At "Attendance Link In Academics Module". Once Inform To Respective Person To Update Your Period's Attendance. Because This Link Is Very Confidential Link.

Question And Answers Of Academic Module Through HOD Logins

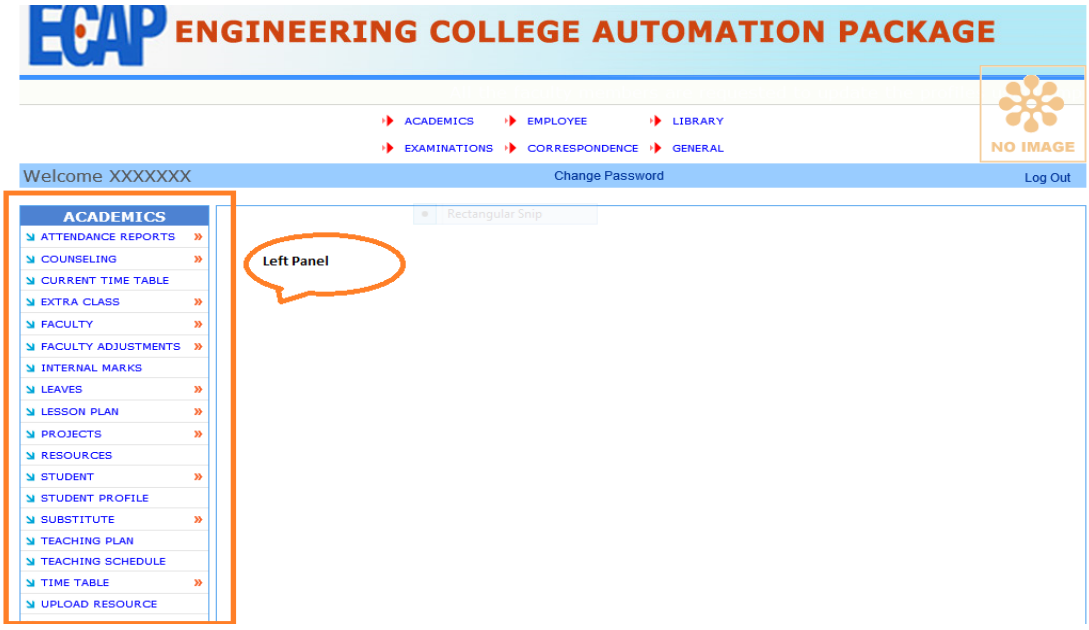
21) How To Check Faculty Leisure Timings For Adjusting Periods?

Ans:-Step 1:-Please Login In To ECAP By Using Your Username And Password

Step 2:- Please Click On "Academics" Module As Shown In Below

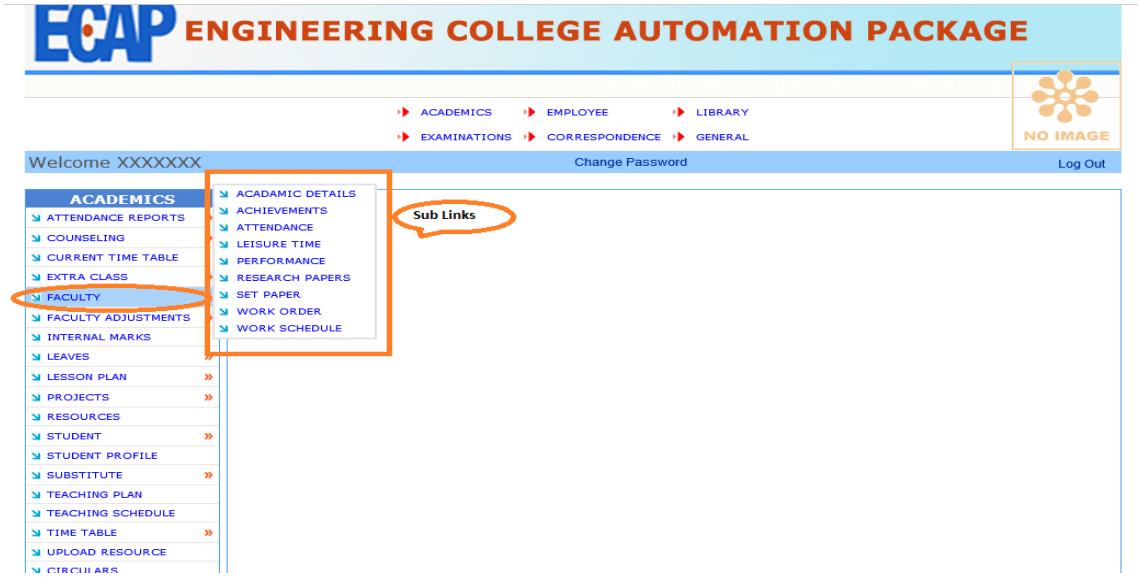


Step 3:-You Will Find "Left Panel" After Clicking On Academics Module As Shown In Below.

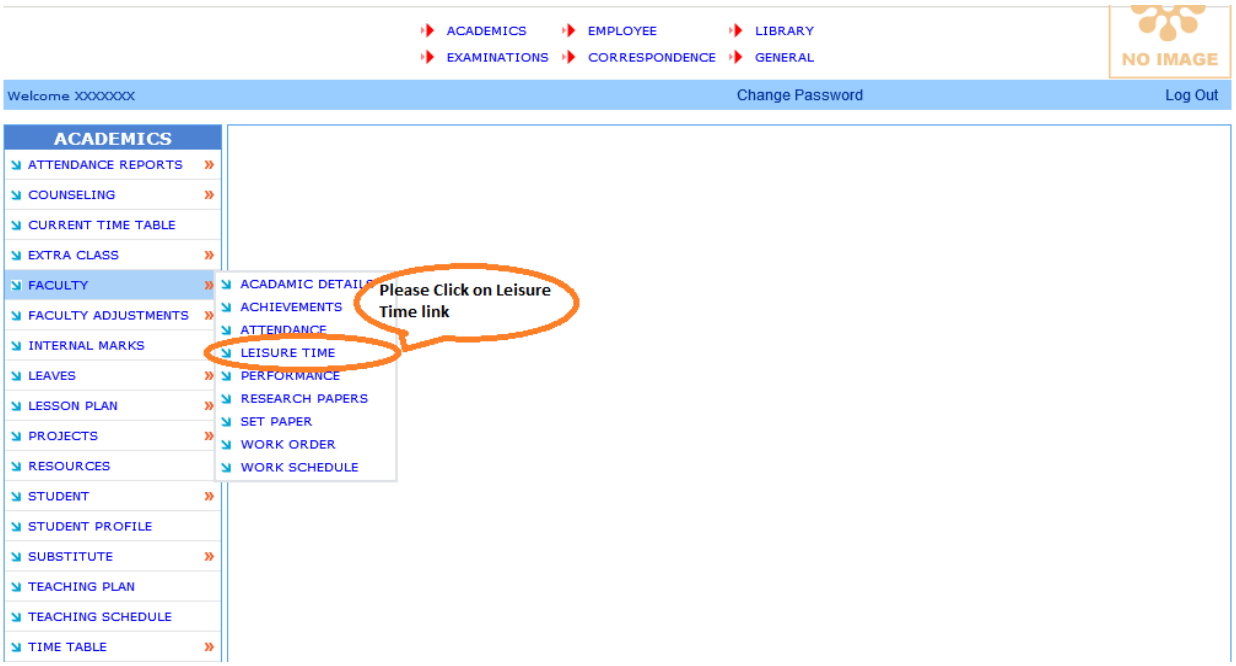


Question And Answers Of Academic Module Through HOD Logins

Step 4:-Please Place Your Mouse Pointer On "Faculty" Link Which Is Available In Left Menu. Then You Will Find "Sub Links Menu" As Shown In Below

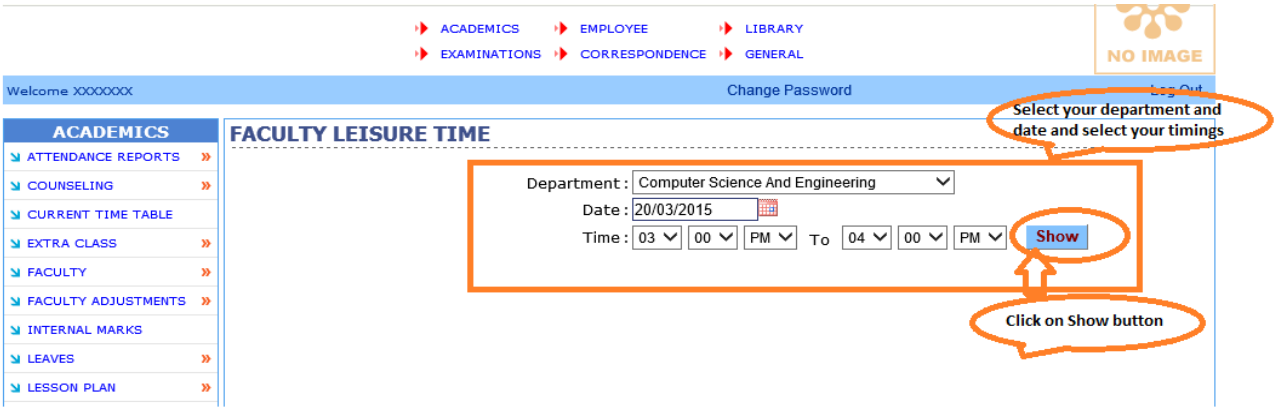


Step 5:-Please Find "Leisure Time" Option In Sub Links Menu .Please Click On This Option As Shown In Below.

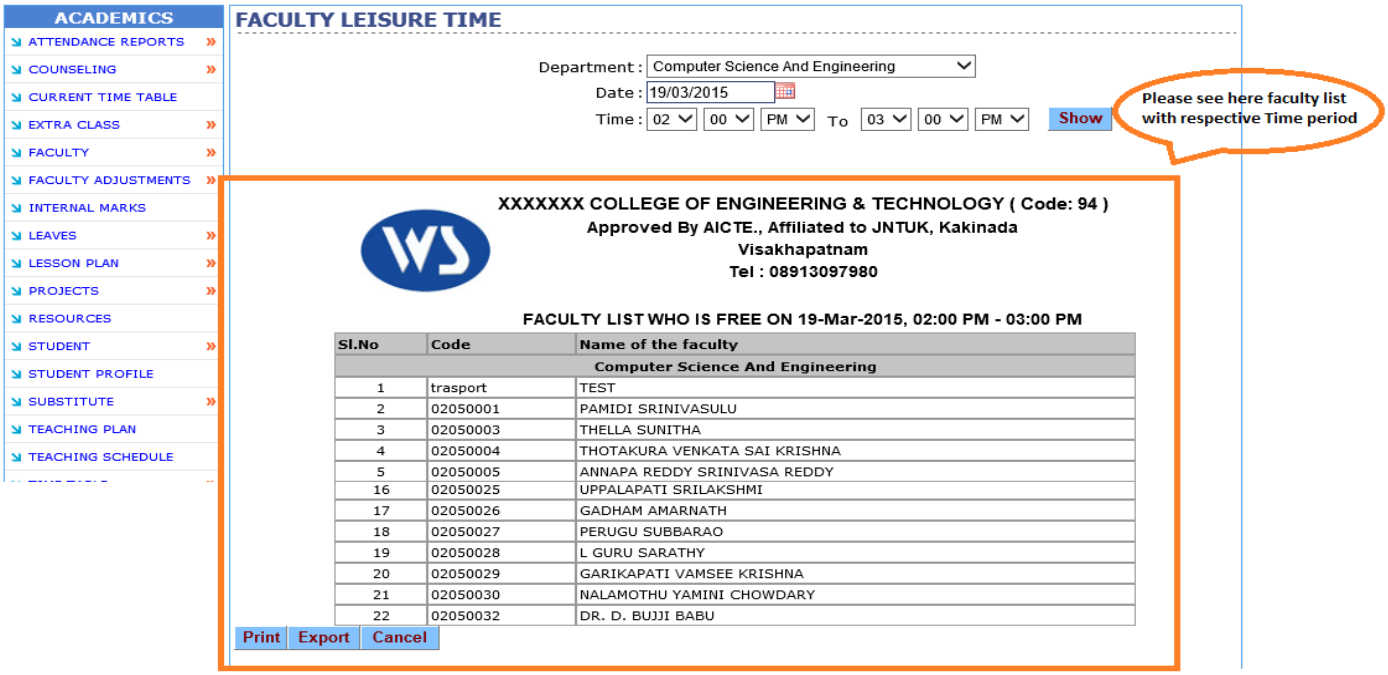


Question And Answers Of Academic Module Through HOD Logins

Step 6:-Please "Select Your Department And Date And Also Select Your Timings" And Then Click On "Show Button" As Shown In Below



Step 7:-You Will "Find Faculty Leisure Timings Report" As Shown In Below. "Based On This You Can Adjust The Period To That Particular Faculty".



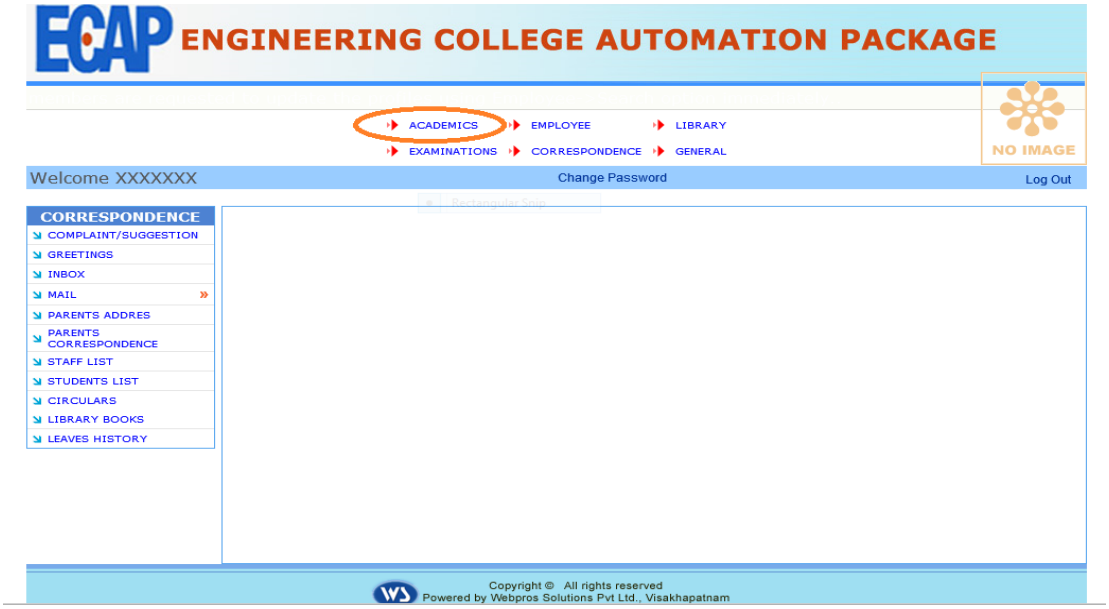
---------- Go To Next Page For Next Question ----------

Question And Answers Of Academic Module Through HOD Logins

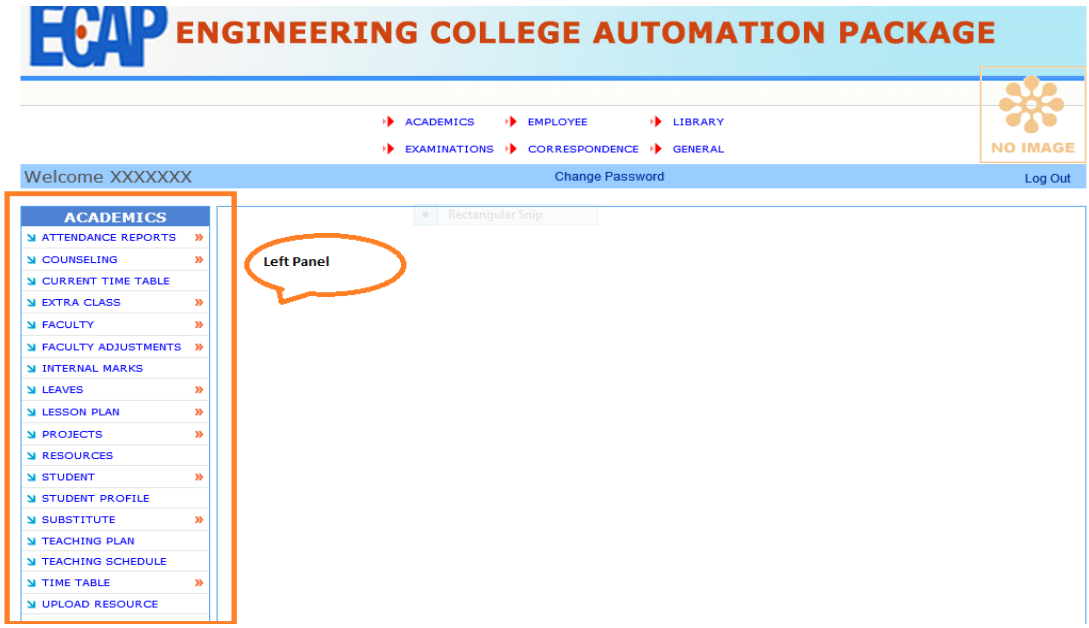
22)How Can I Adjust Faculties From One Period To Other Period?

Ans:-Step 1:-Please Login In To ECAP By Using Your Username And Password

Step 2:- Please Click On "Academics" Module As Shown In Below

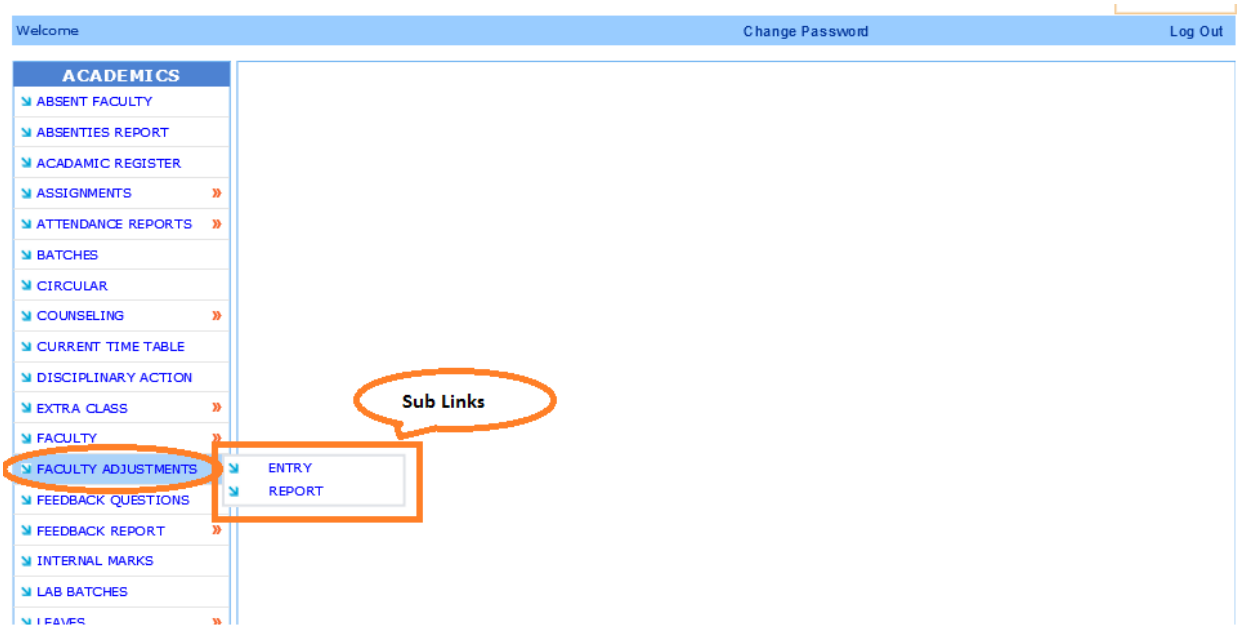


Step 3:-You Will Find "Left Panel" After Clicking On Academics Module As Shown In Below.



Question And Answers Of Academic Module Through HOD Logins

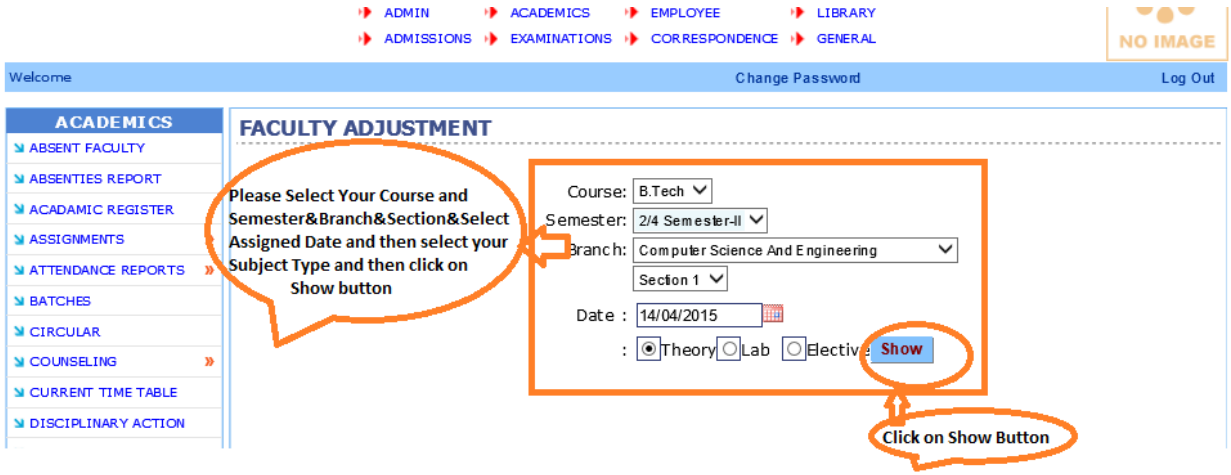
Step 4:-Please Place Your Mouse Pointer On "Faculty Adjustments" Link Which Is Available In Left Menu. Then You Will Find "Sub Links Menu" As Shown In Below.



Step 5:-Please Find "Entry" Option In Sub Links Menu. Here Please Click On Entry Option As Shown In Below.

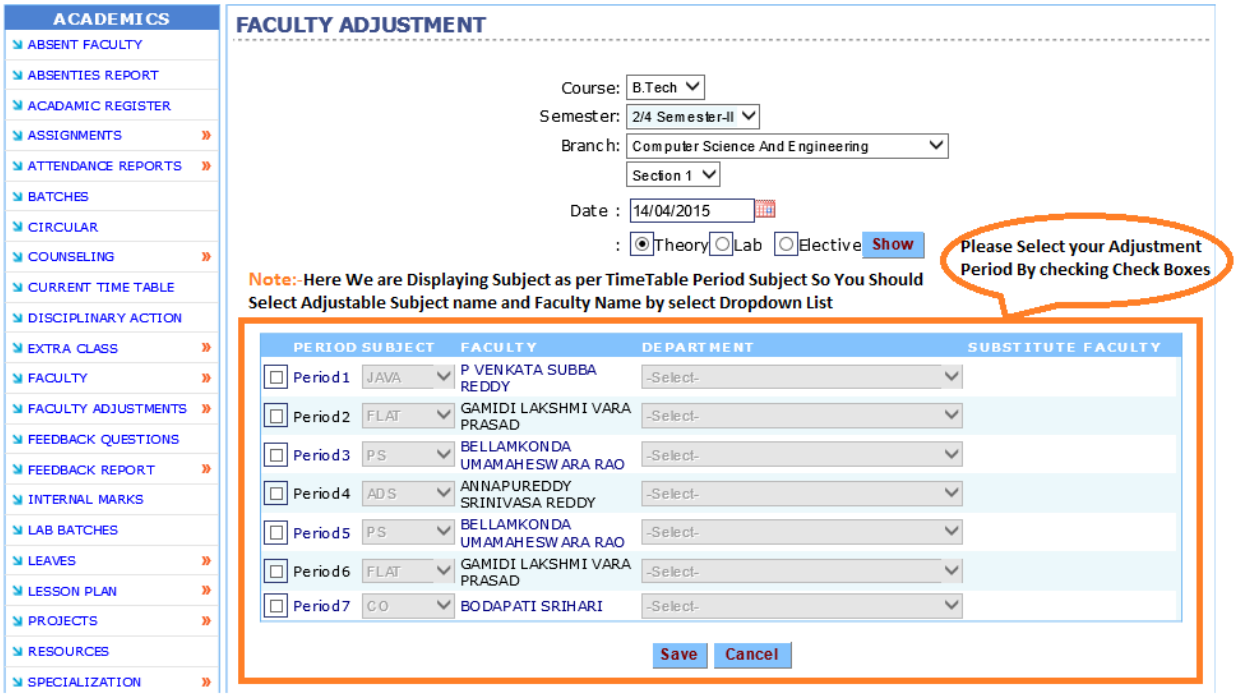
Question And Answers Of Academic Module Through HOD Logins

Step6:-You Will Get The Below Screen After Click On Entry Option. Here Please Select Your Course, Semester, Branch&Section And Select Your Adjustment Date And Then Select Your Subject Type And Then Click On SAVE Button.



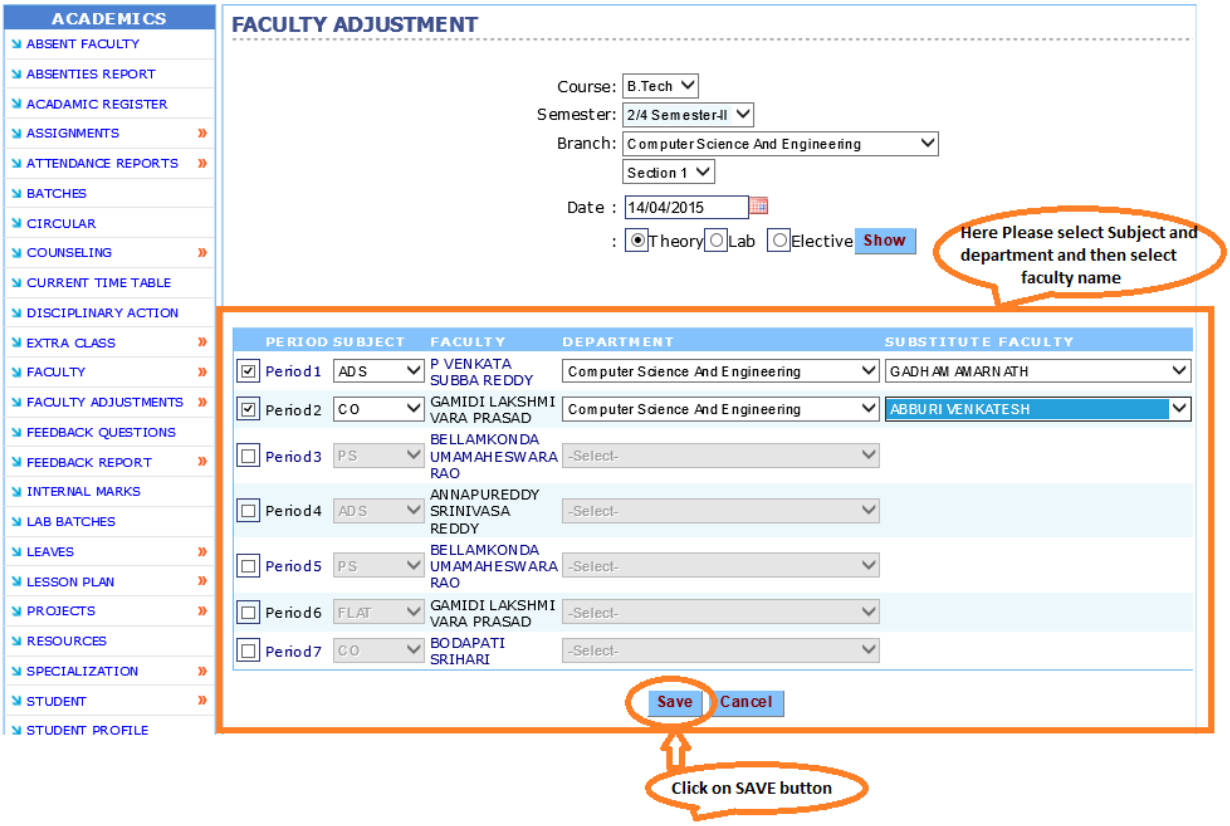
I)If You Want "Adjust Theory Subject Of One Period To Another Period" Then Please Follow The Below Steps.

Step7:- Please Follow The Step6 And Their You Need To Select Theory Option And Then Click On Show Button As Shown In Above Step 6.After Click On Show Button You Will Get The Below Screen For Adjusting Period.

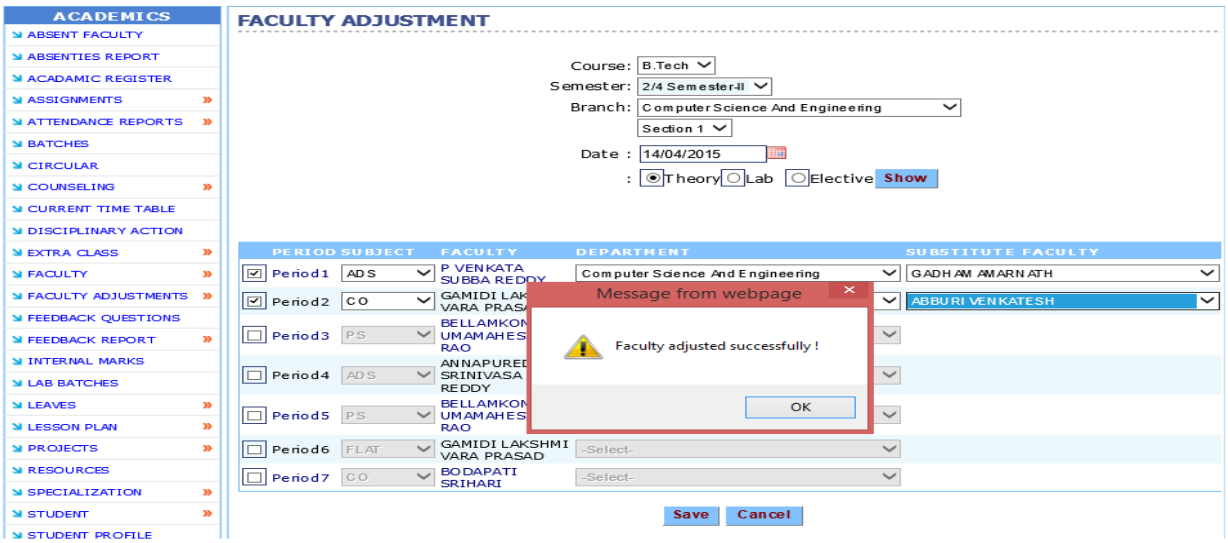


Question And Answers Of Academic Module Through HOD Logins

Step8:- Here Please Select Your Adjustable Period Check Box And Your Adjustable Subject Name And Then Select Adjustable Department Name After Selecting Department You Will Get Faculty List On Substitute Faculty Column As Shown In Below.



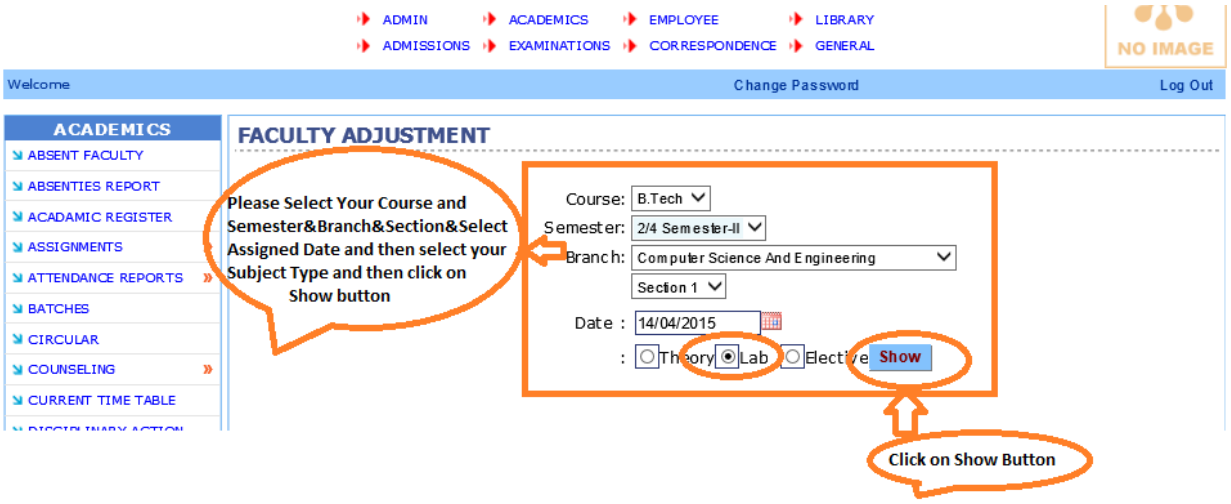
Step9:-You Will Get Confirmed Message After Click On Save Button As Shown In Below.



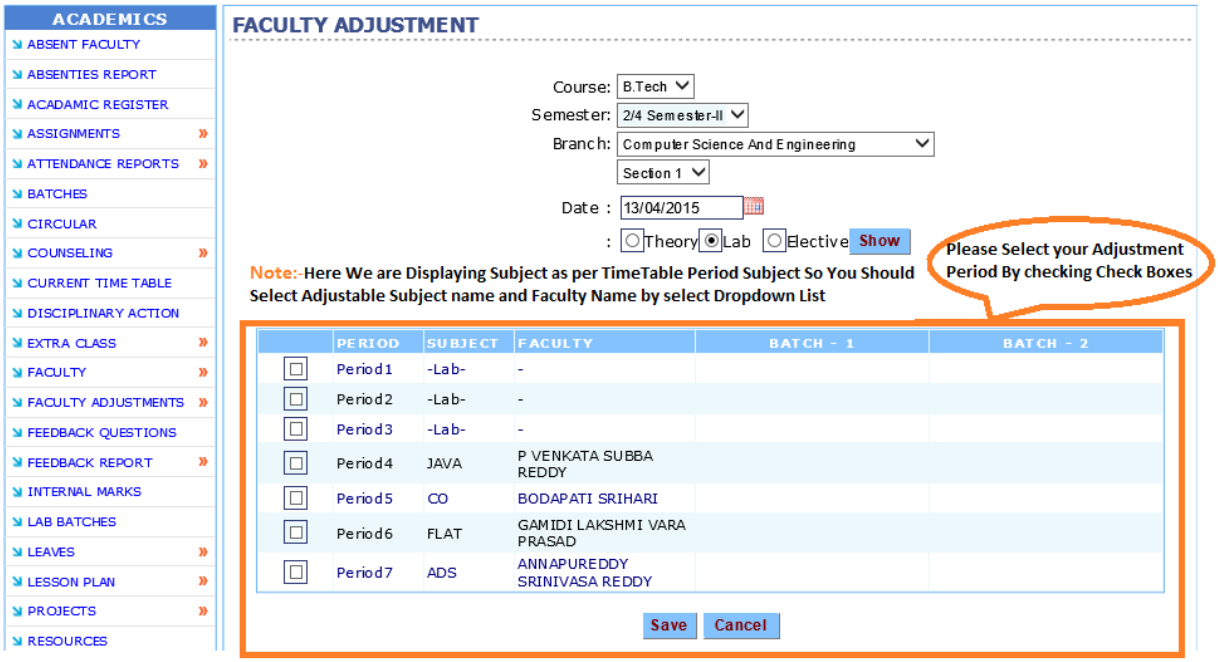
Question And Answers Of Academic Module Through HOD Logins

Ii)If You Want "Adjust Lab Subject From Theory Period Or Lab Period" Then Please Follow The Below Steps.

Step10:-You Will Get The Below Screen After Click On Entry Option. Here Please Select Your Course, Semester, Branch&Section And Select Your Adjustment Date And Then Select Your Subject Type And Then Click On SAVE Button.

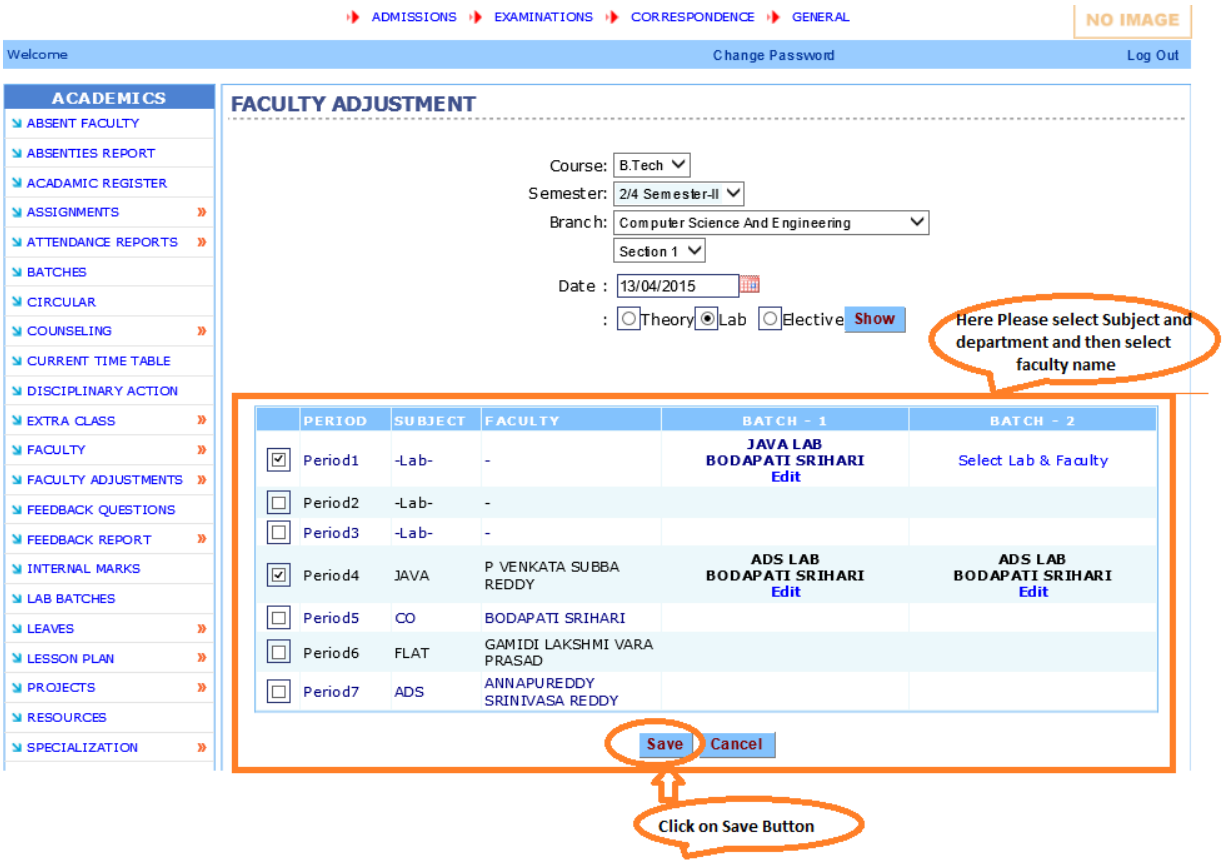


Step11:- Please Follow The Step10 And Their You Need To Select Lab Option And Then Click On Show Button As Shown In Above Step 10.After Click On Show Button You Will Get The Below Screen For Adjusting Period.

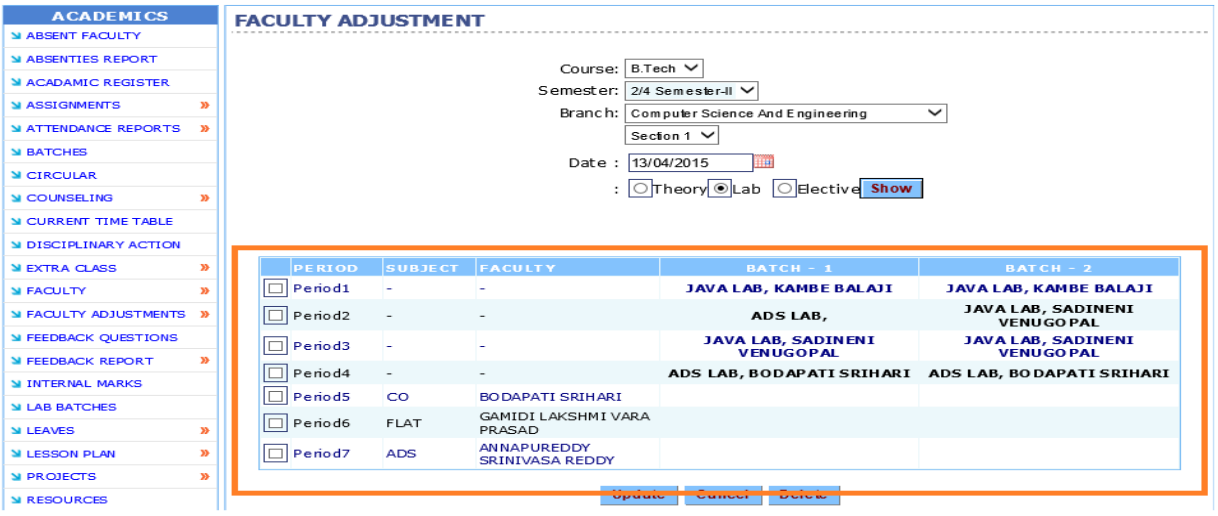


Question And Answers Of Academic Module Through HOD Logins

Step12:- Here Please Select Your Adjustable Period Check Box And Your Adjustable Subject Name And Then Select Adjustable Department Name After Selecting Department You Will Get Faculty List On Substitute Faculty Column As Shown In Below.



Step13:-You Will Get Saved After Click On Save Button As Shown In Below.

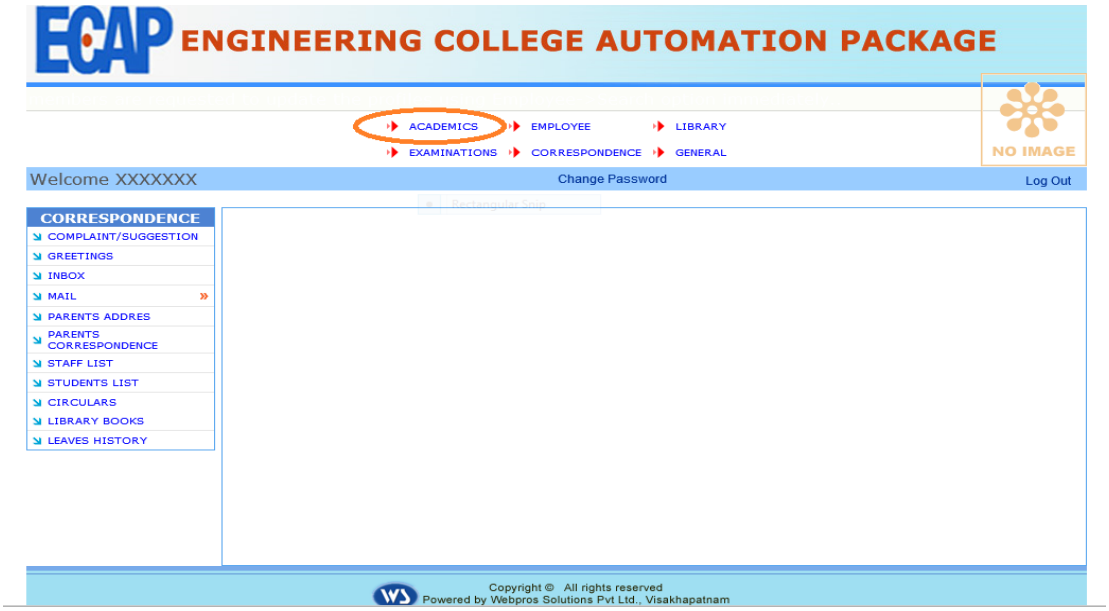


Note:-If You Want To Adjust Electives Then Please Follow The Above Same Steps Please Select Elective Option Instead Of Theory/Lab

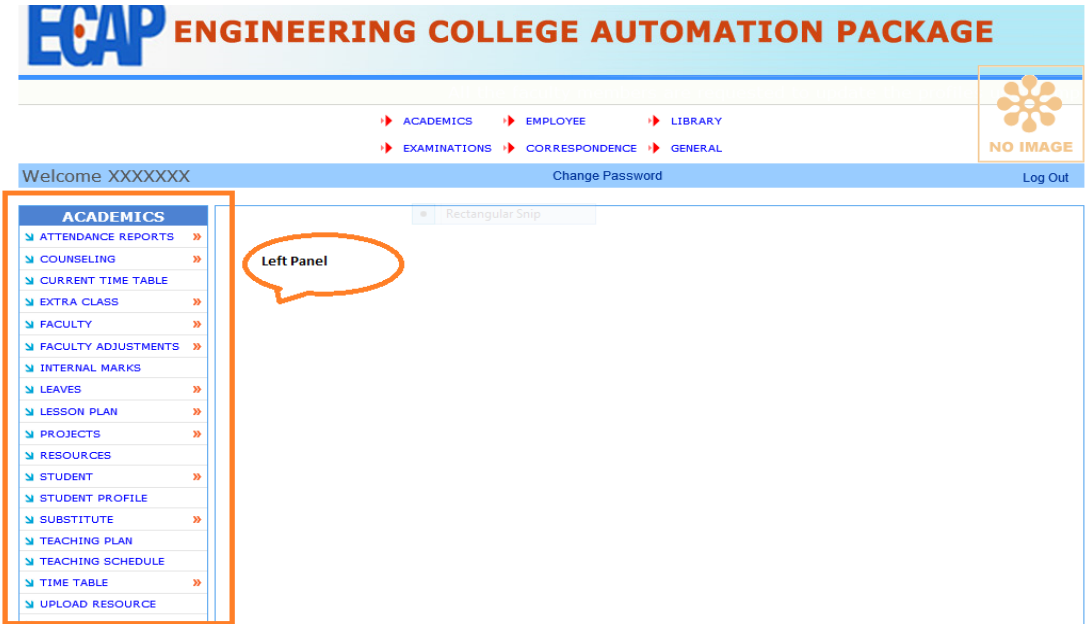
23) How Can I Check Faculties Adjusted Periods Report?

Ans:-Step 1:-Please Login In To ECAP By Using Your Username And Password

Step 2:- Please Click On "Academics" Module As Shown In Below

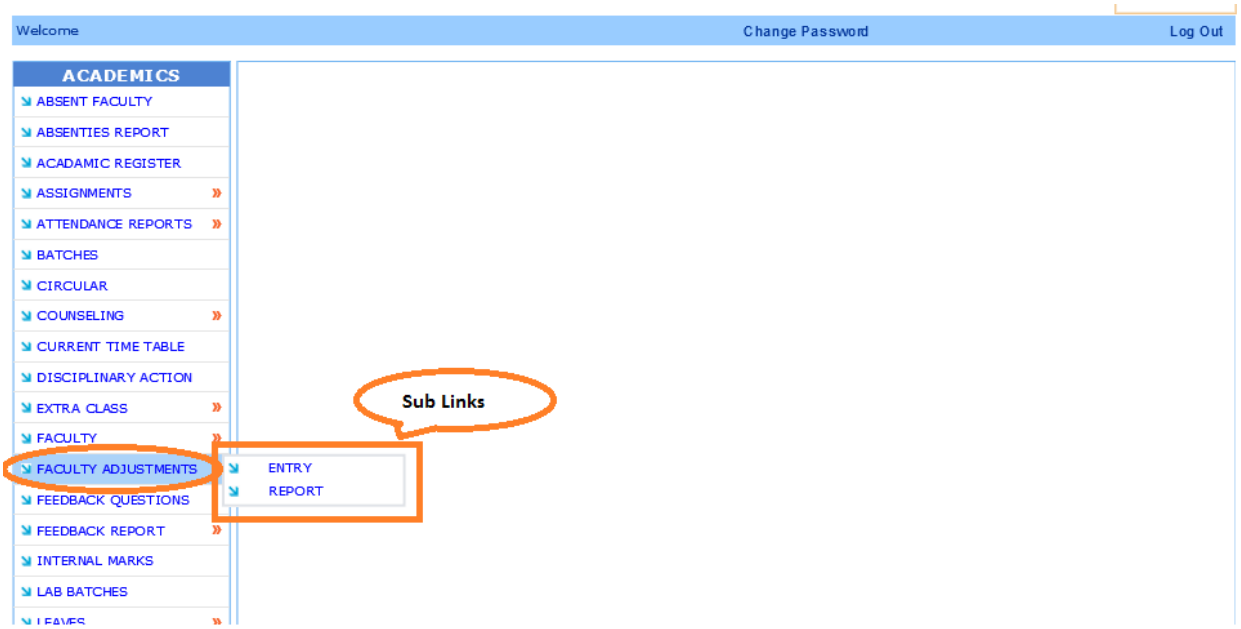


Step 3:-You Will Find "Left Panel" After Clicking On Academics Module As Shown In Below.

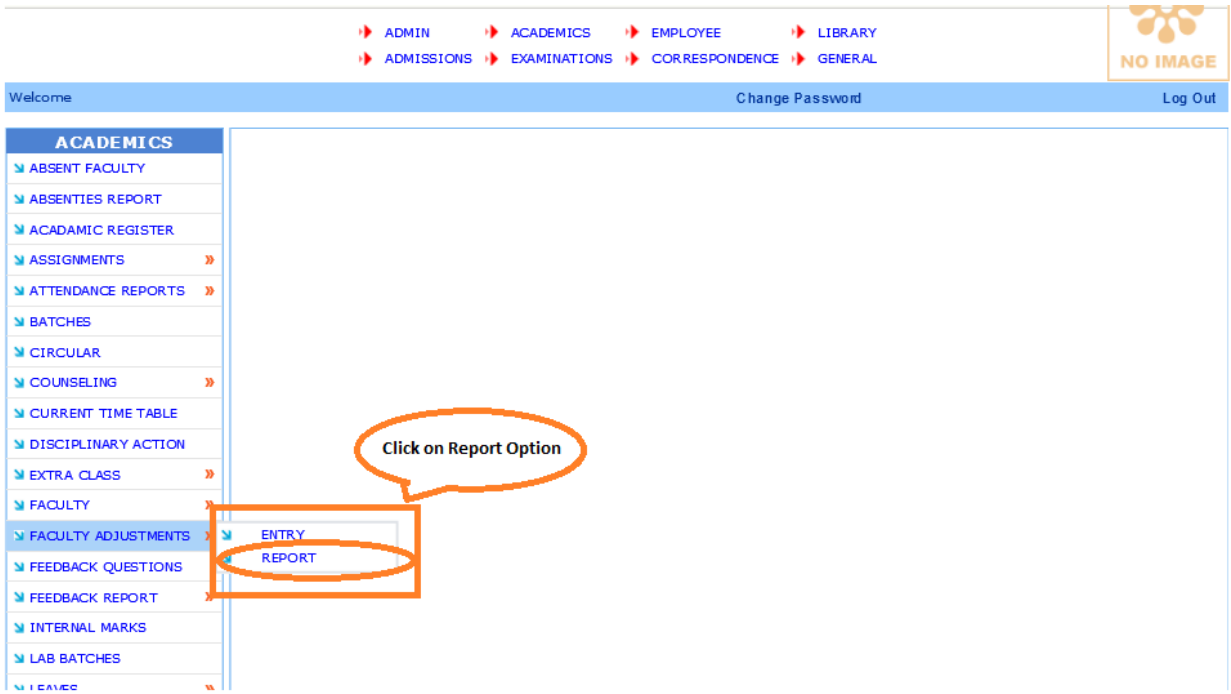


Question And Answers Of Academic Module Through HOD Logins

Step 4:-Please Place Your Mouse Pointer On "Faculty Adjustments" Link Which Is Available In Left Menu. Then You Will Find "Sub Links Menu" As Shown In Below.

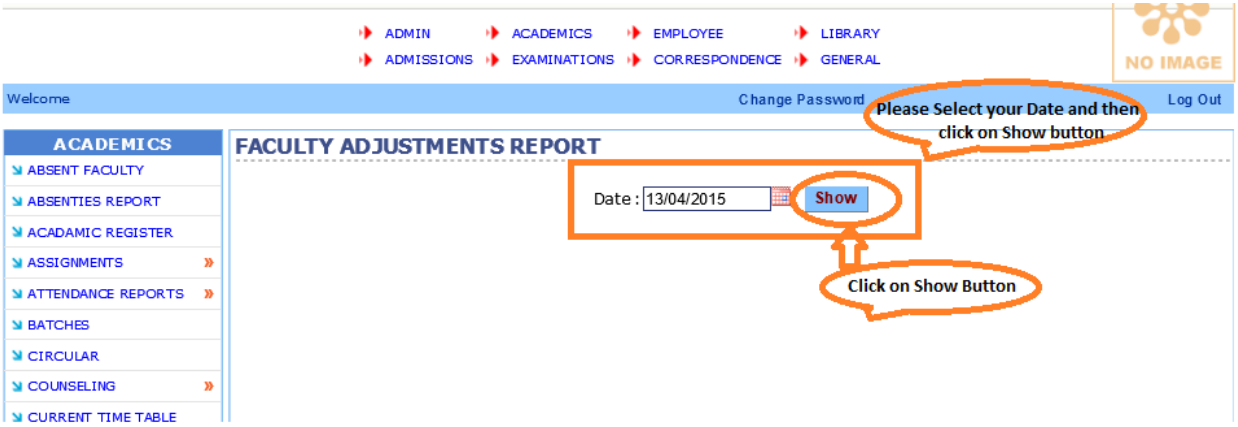


Step 5:-Please Find "Report" Option In Sub Links Menu. Here Please Click On Report Option As Shown In Below.

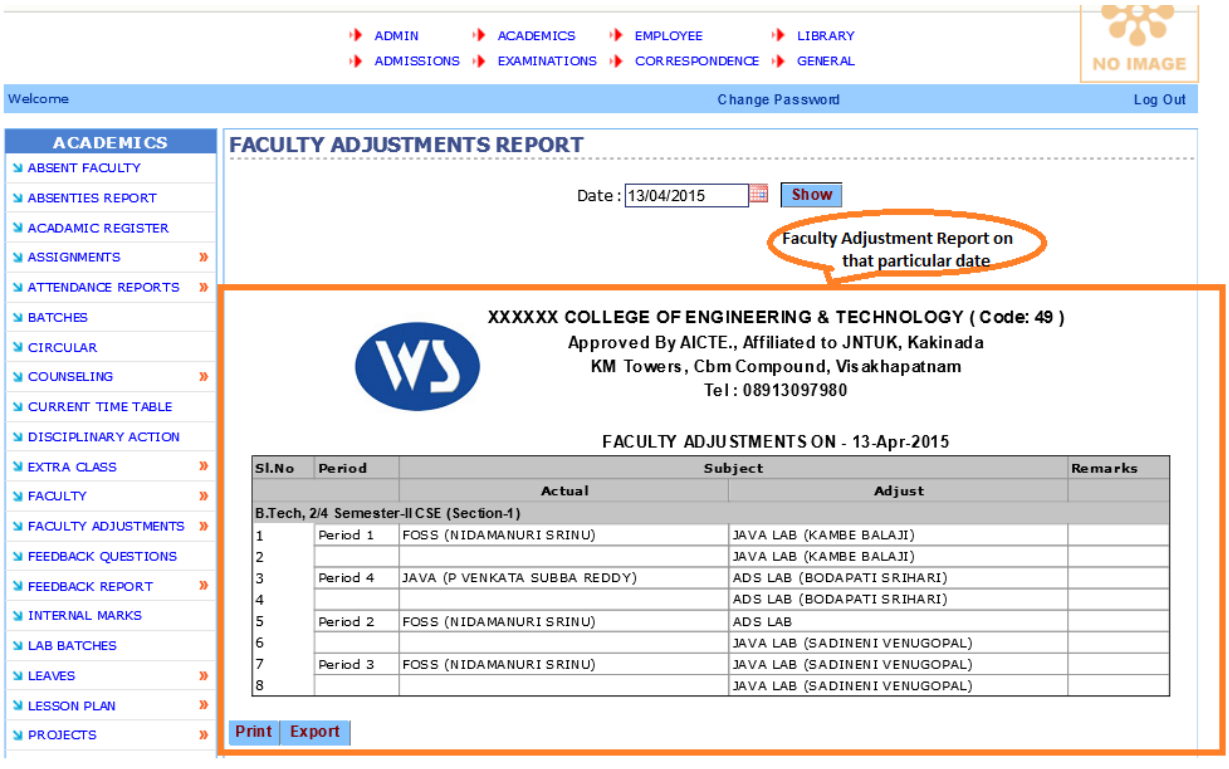


Question And Answers Of Academic Module Through HOD Logins

Step6:- You Will Get The Below Screen After Click On Report Option. Here Please Select Your Date And Then Click On "Show" Button.



Step7:- You Will Find Your Faculty Adjustment Report On That Particular Date As Shown In Below.



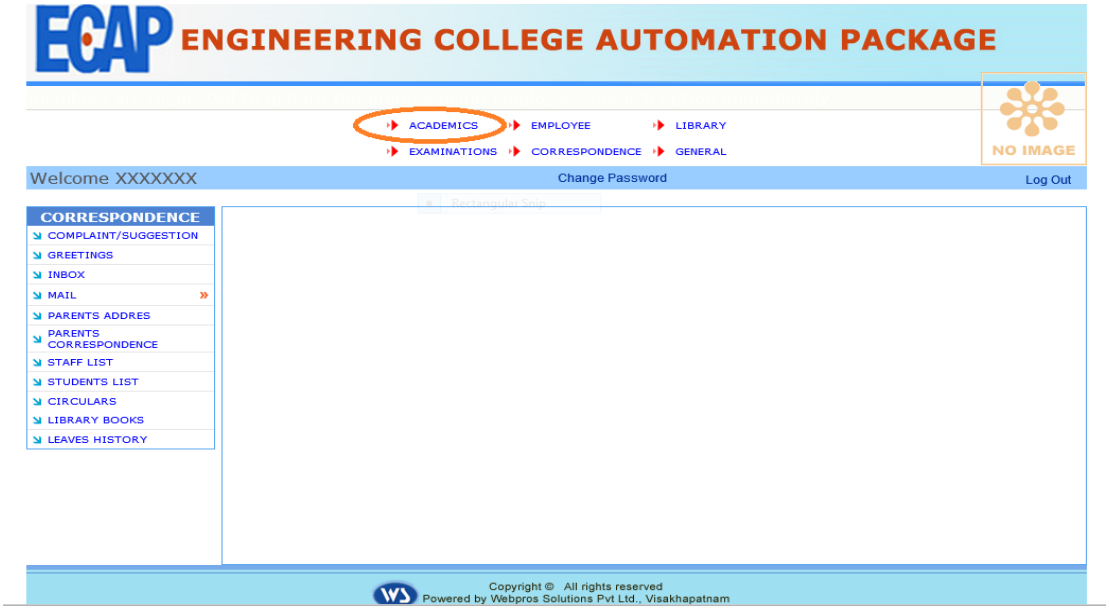
Sl.No	Period	Subject		Remarks
		Actual	Adjust	
B.Tech, 2/4 Semester-II CSE (Section-1)				
1	Period 1	FOSS (NIDAMANURI SRINU)	JAVA LAB (KAMBE BALAJI)	
2			JAVA LAB (KAMBE BALAJI)	
3	Period 4	JAVA (P VENKATA SUBBA REDDY)	ADS LAB (BODAPATI SRIHARI)	
4			ADS LAB (BODAPATI SRIHARI)	
5	Period 2	FOSS (NIDAMANURI SRINU)	ADS LAB	
6			JAVA LAB (SADINENI VENUGOPAL)	
7	Period 3	FOSS (NIDAMANURI SRINU)	JAVA LAB (SADINENI VENUGOPAL)	
8			JAVA LAB (SADINENI VENUGOPAL)	

Question And Answers Of Academic Module Through HOD Logins

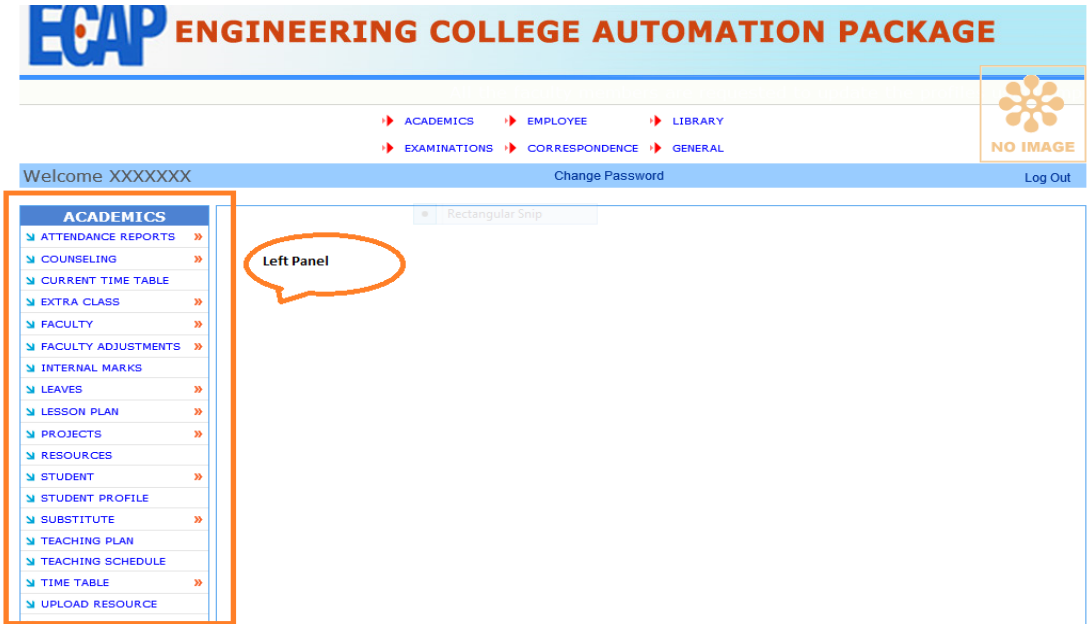
24) How Can I Enter Extra Classes In To Ecap And How Can I Check The Date Wise Report Of My Held Extra Classes?

Ans:- Step 1:-Please Login In To ECAP By Using Your Username And Password

Step 2:- Please Click On "Academics" Module As Shown In Below

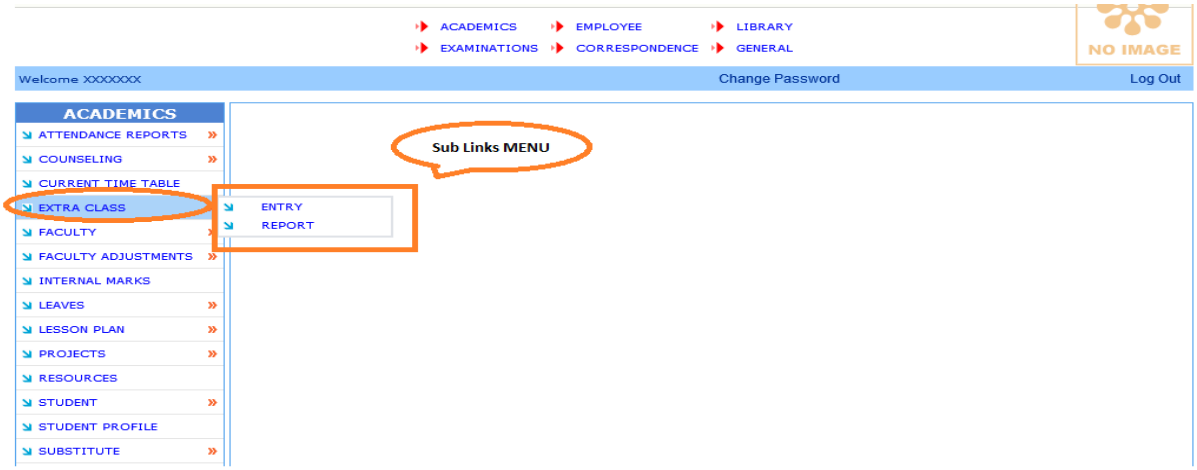


Step 3:-You Will Find "Left Panel" After Clicking On Academics Module As Shown In Below.

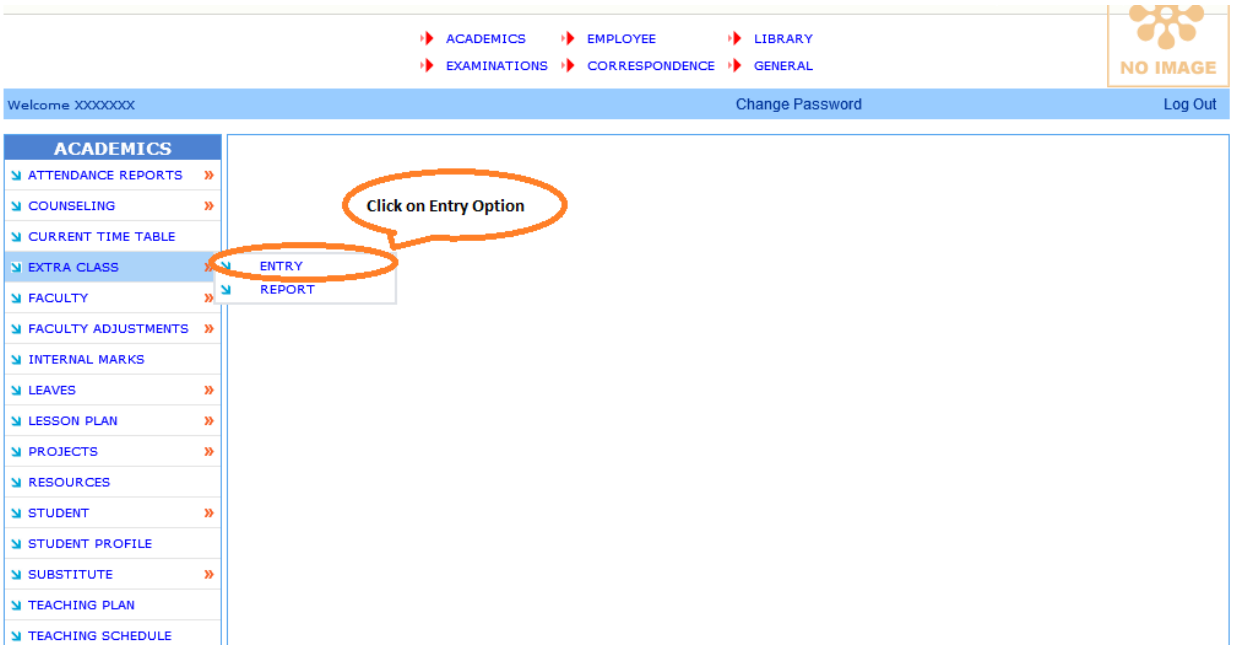


Question And Answers Of Academic Module Through HOD Logins

Step 4:-Please Place Your Mouse Pointer On "Extra Class" Link Which Is Available In Left Menu. Then You Will Find "Sub Links Menu" As Shown In Below.

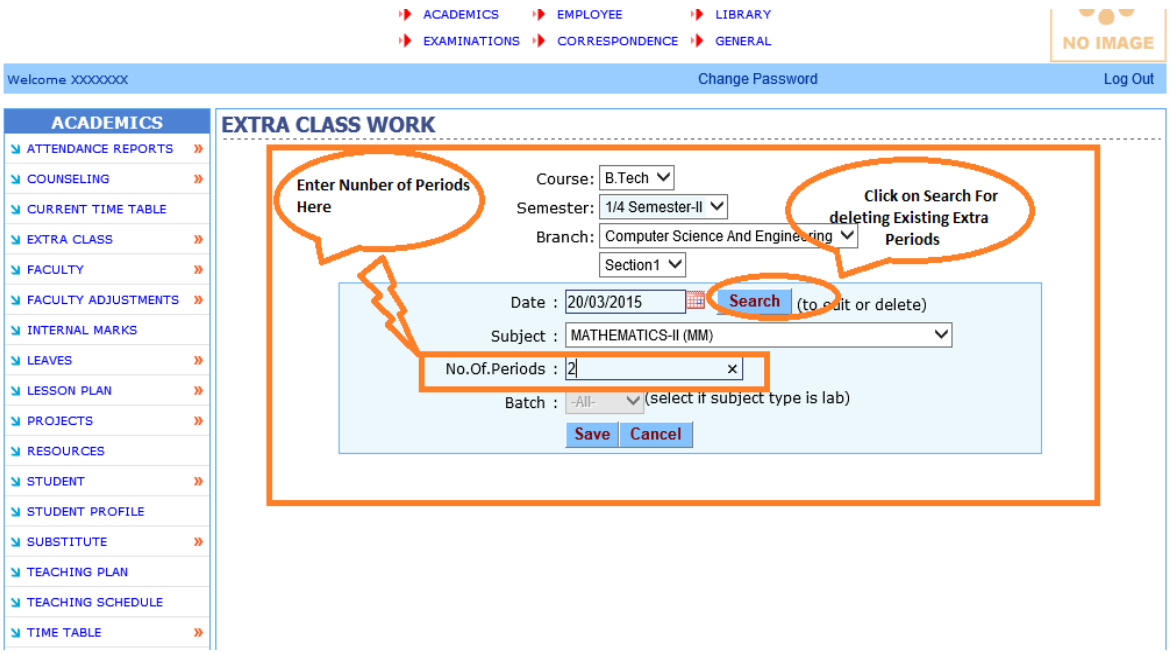


Step 5:-Please Find "Entry" Option In Sub Links Menu As Shown In Below. Please Click On "Entry" Link.



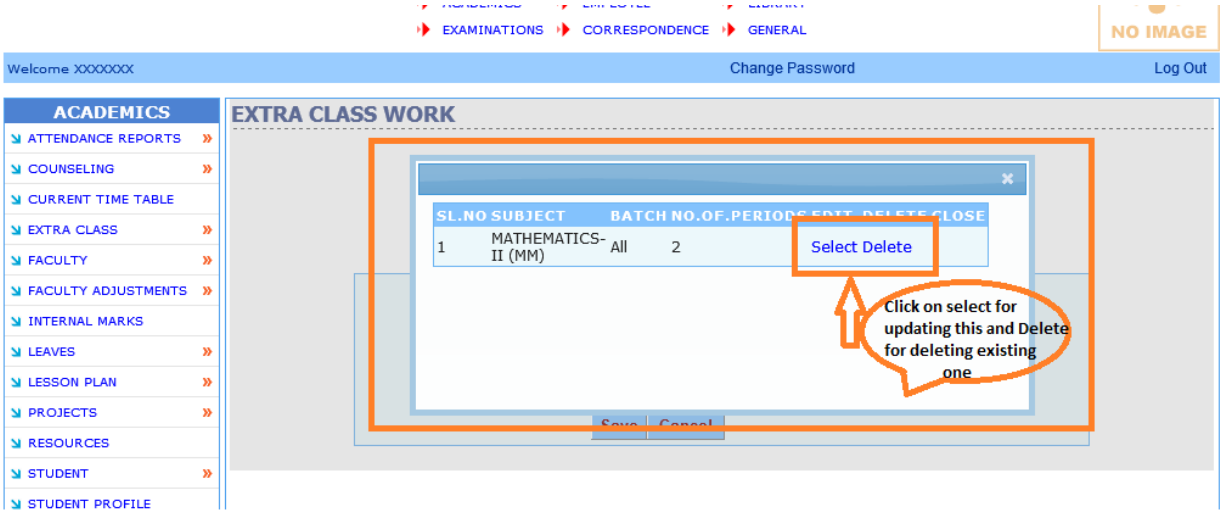
Question And Answers Of Academic Module Through HOD Logins

Step 6:-You Will Get Below Options After Click On Entry Link As Shown In Below. Here Please Select "DATE, COURSE, SEMESTER, BRANCH, SECTION, Number Of Periods" And Then Click On "Save BUTTON" To As Shown In Below. And Then You Will Get POP UP Confirmation For Saving Then Click On OK Button .



Here You Will Get POP UP As Shown In Below After Click On Search Button.. "Search Button" Is Used To Delete Existing Extra Classes And Modifying Existing Extra Classes As Shown In Below.

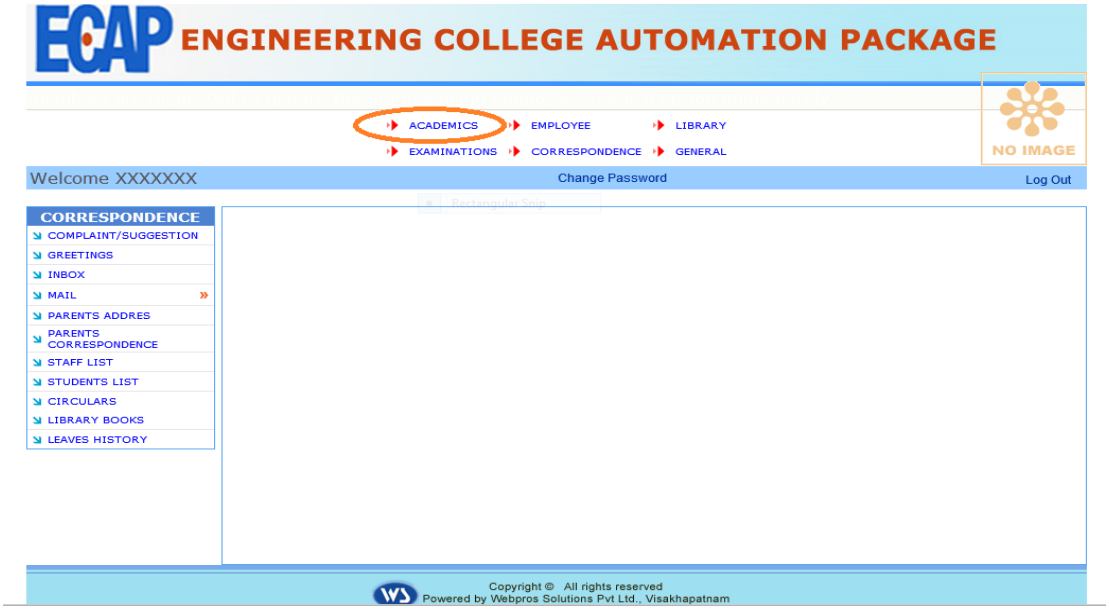
Question And Answers Of Academic Module Through HOD Logins



Date Wise Report Of Your Held Extra Classes:-

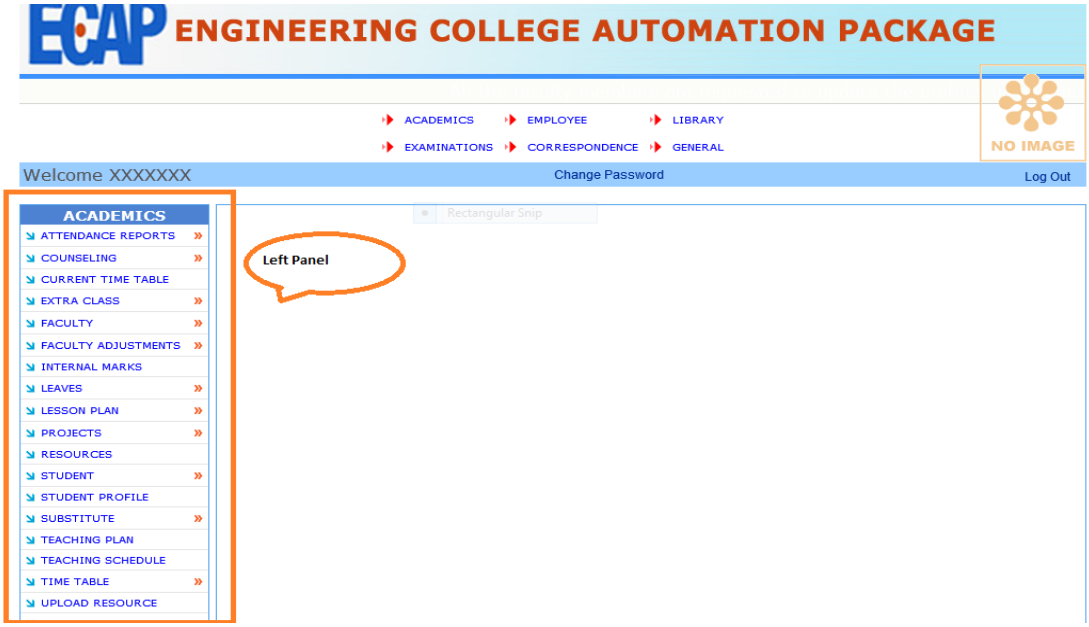
Ans:- Step 1:-Please Login In To ECAP By Using Your Username And Password

Step 2:- Please Click On "Academics" Module As Shown In Below

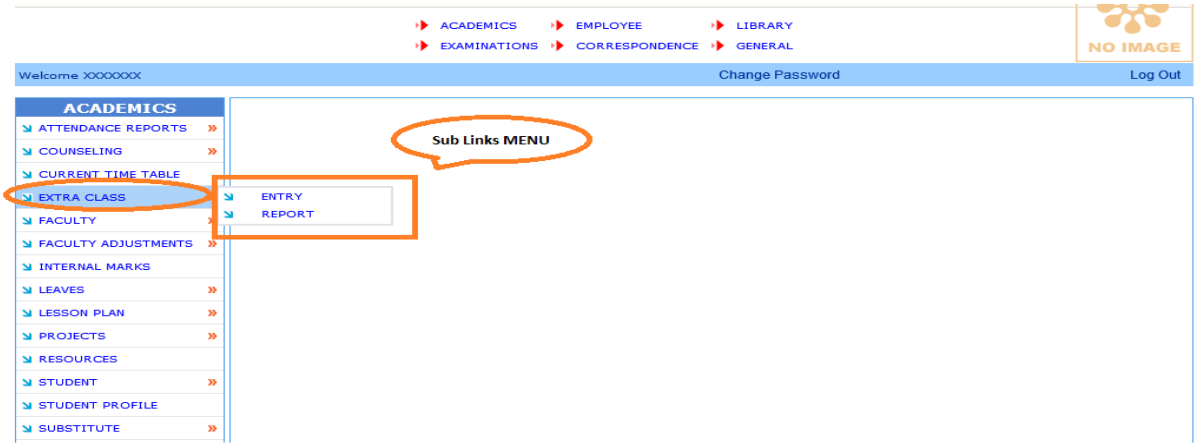


Step 3:-You Will Find "Left Panel" After Clicking On Academics Module As Shown In Below.

Question And Answers Of Academic Module Through HOD Logins

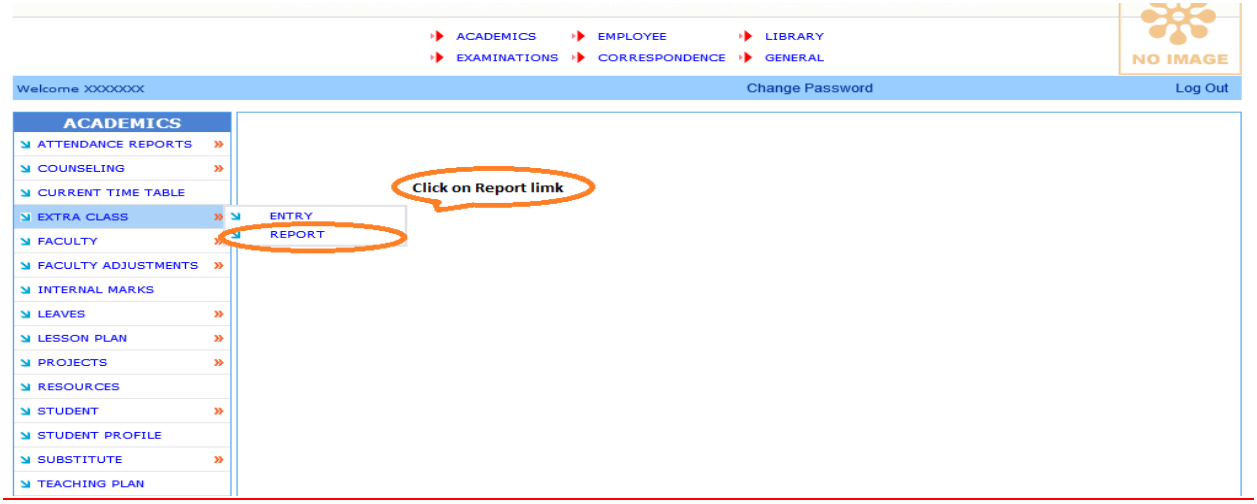


<u>Step 4</u>:-Please Place Your Mouse Pointer On "Extra Class" Link Which Is Available In Left Menu. Then You Will Find "Sub Links Menu" As Shown In Below.



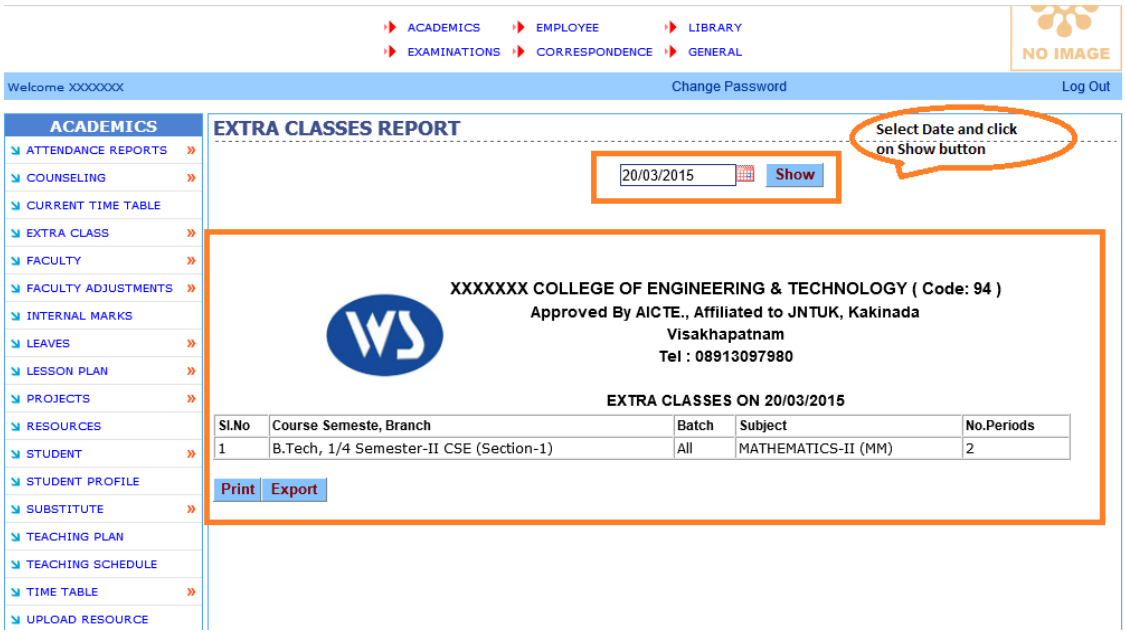
<u>Step 5</u>:-Please Find "Report" Option In Sub Links Menu As Shown In Below. Please Click On "Report" Link.

Question And Answers Of Academic Module Through HOD Logins



Step 6:-Please Select "Date" And Click On "Show Button" And Then You Will Get Your Extra Class Report As Shown In Below.

----------Please Go To Next Page For Continuation----------

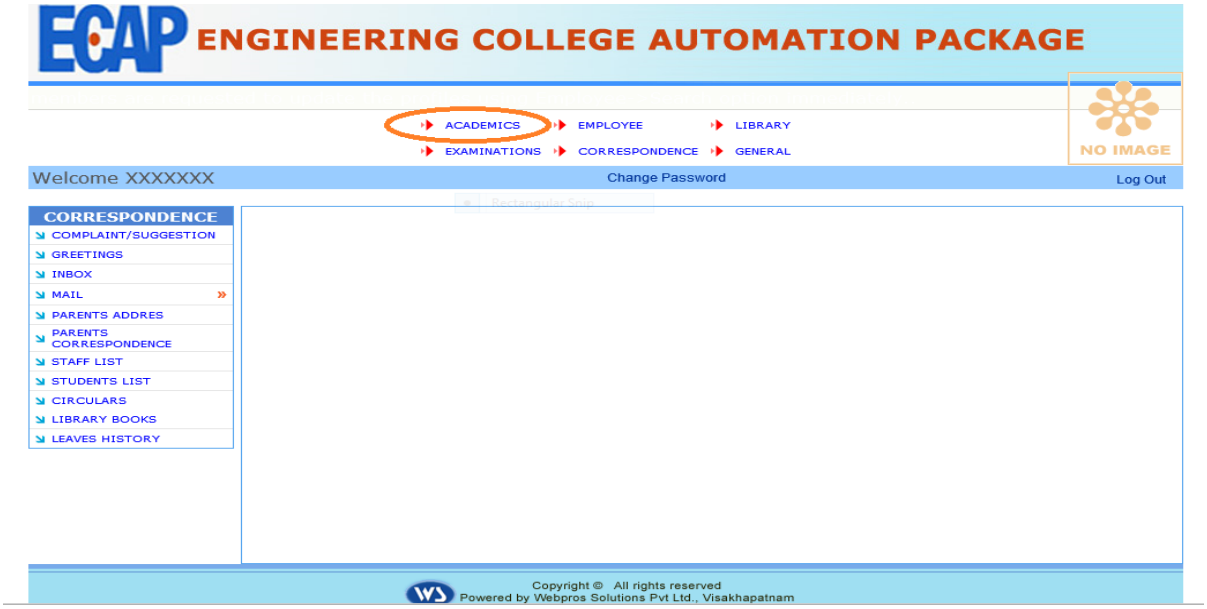


25) How Can I Post My Extra Classes Attendance To Students?

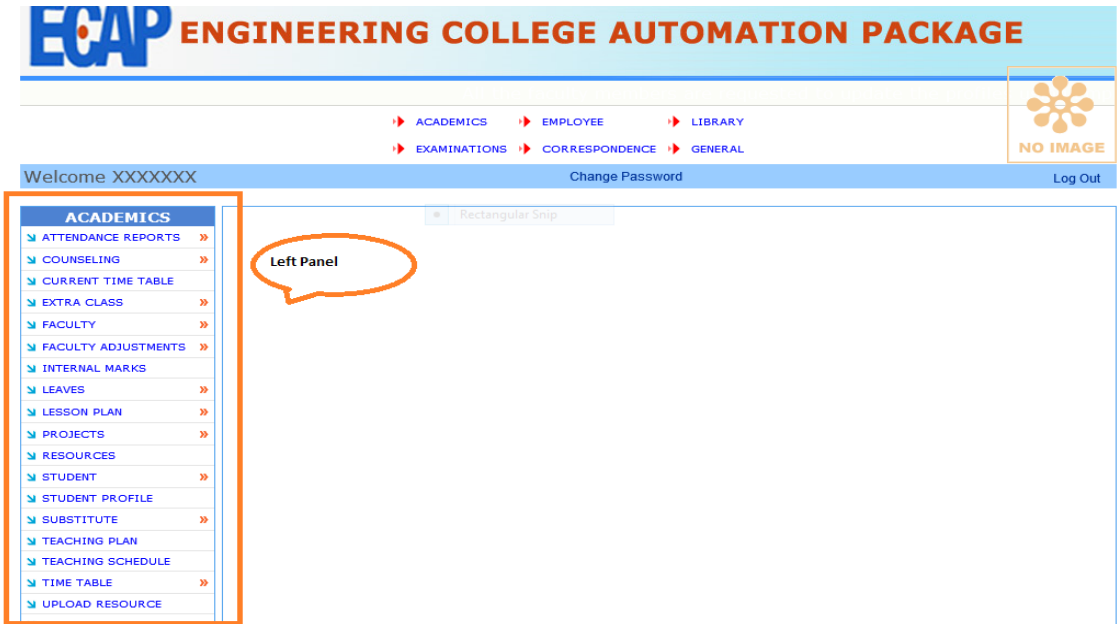
Question And Answers Of Academic Module Through HOD Logins

Ans:-Step 1:-Please Login In To ECAP By Using Your Username And Password

Step 2:- Please Click On "Academics" Module As Shown In Below

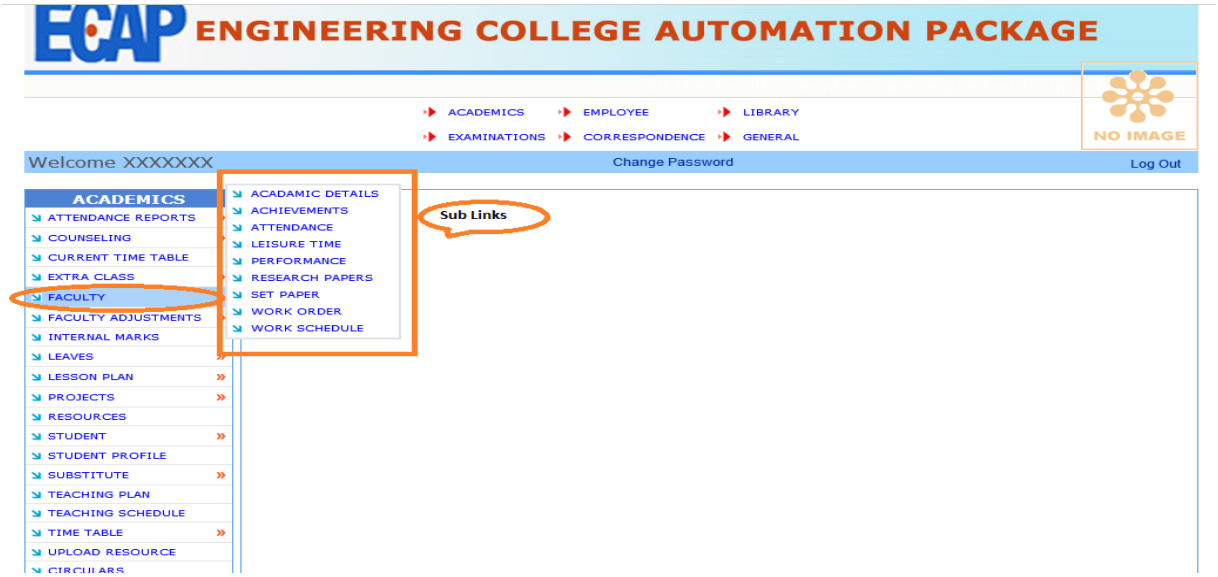


Step 3:-You Will Find "Left Panel" After Clicking On Academics Module As Shown In Below.

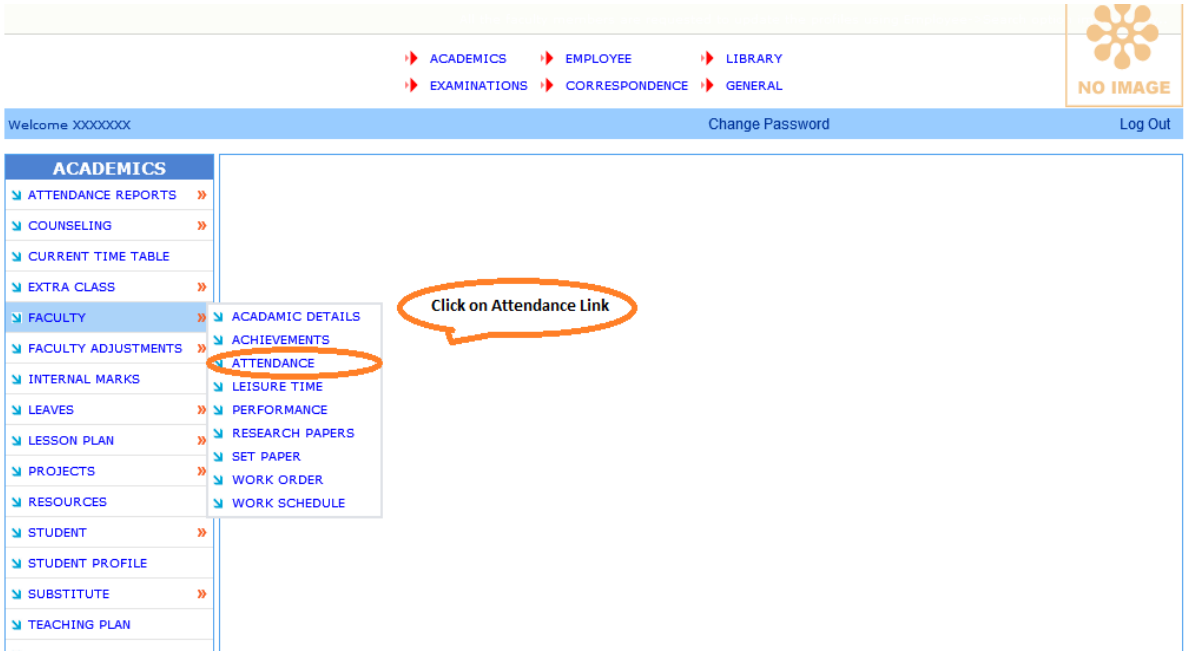


Question And Answers Of Academic Module Through HOD Logins

Step 4:-Please Place Your Mouse Pointer On "Faculty" Link Which Is Available In Left Menu. Then You Will Find "Sub Links Menu" As Shown In Below

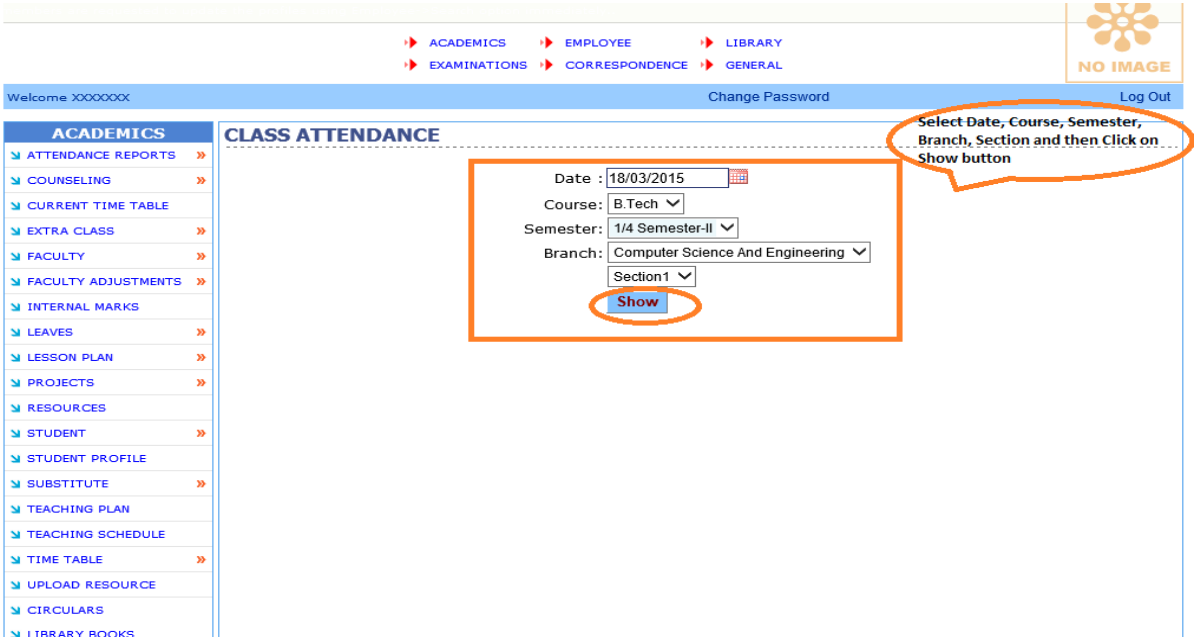


Step 5:-Please Find "Attendance" Option In Sub Links Menu As Shown In Below.



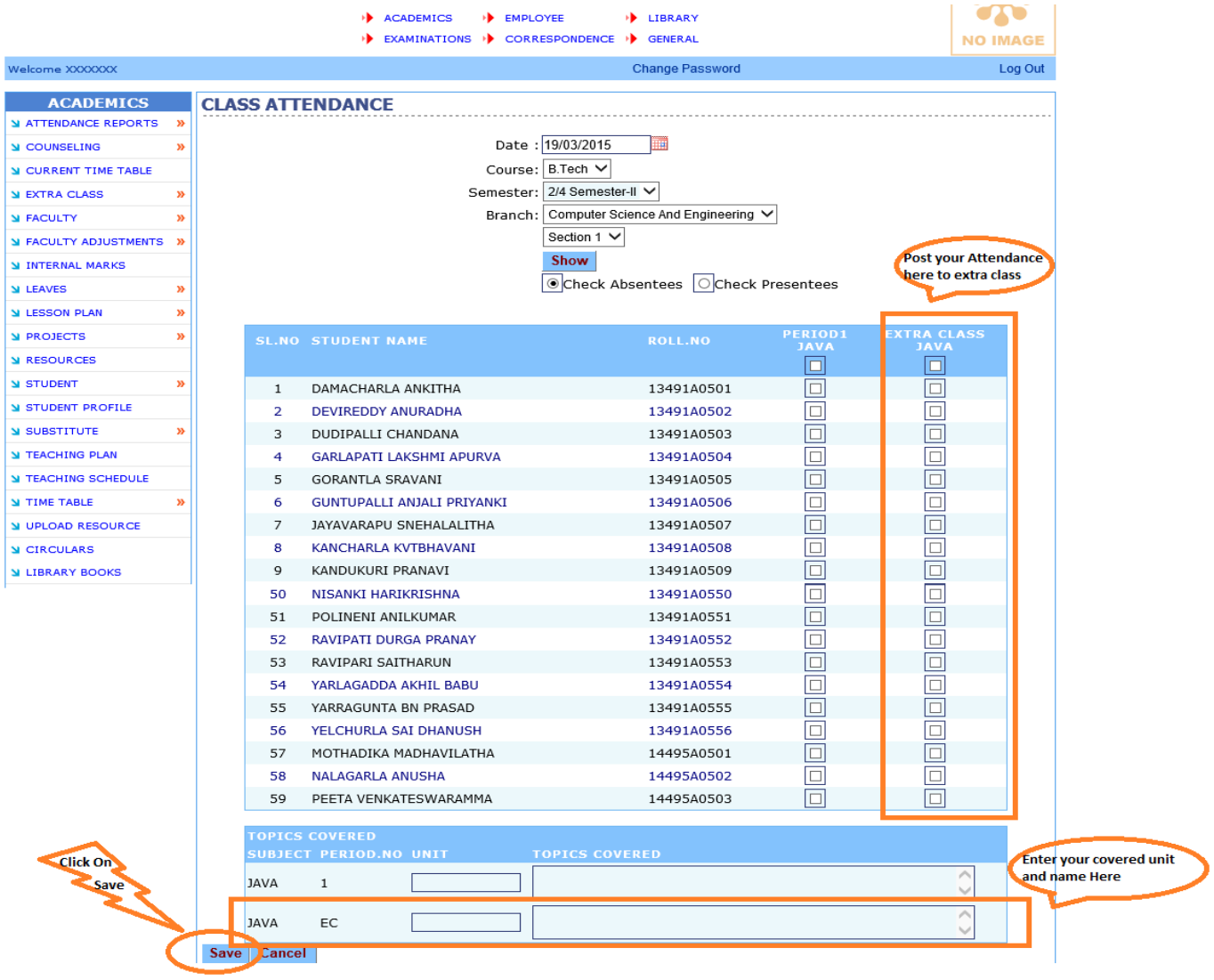
Question And Answers Of Academic Module Through HOD Logins

Step 6:-You Will Get Below Options After Click On Attendance Link As Shown In Below. Here Please Select "DATE, COURSE, SEMESTER, BRANCH, SECTION" And Then Click On "SHOW BUTTON" To Post Your Class Attendance As Shown In Below.

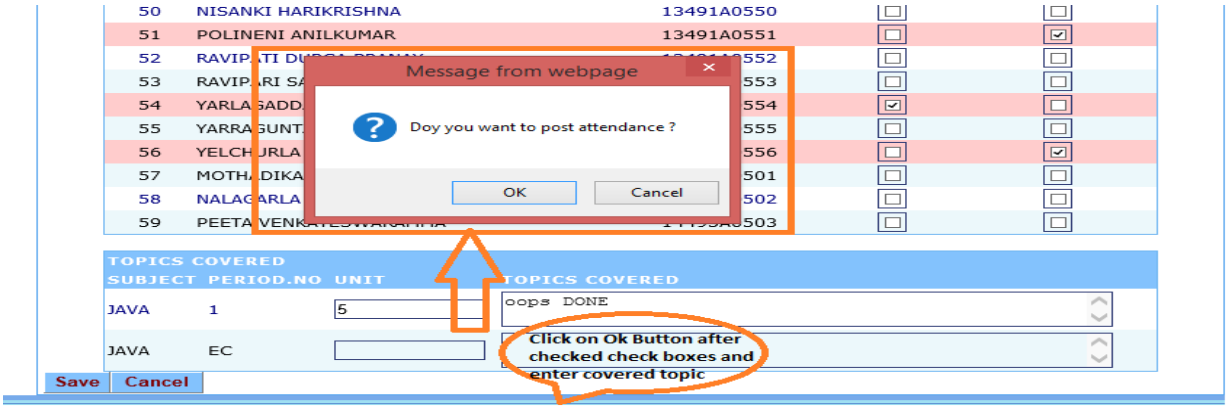


Step 7:-You Will "Get Your Extra Class Periods To Post Attendance" As Shown In Below.

Question And Answers Of Academic Module Through HOD Logins



Step 8:-You Will "Pop UP Confirmation" As Shown In Below.Here Click On OK Button

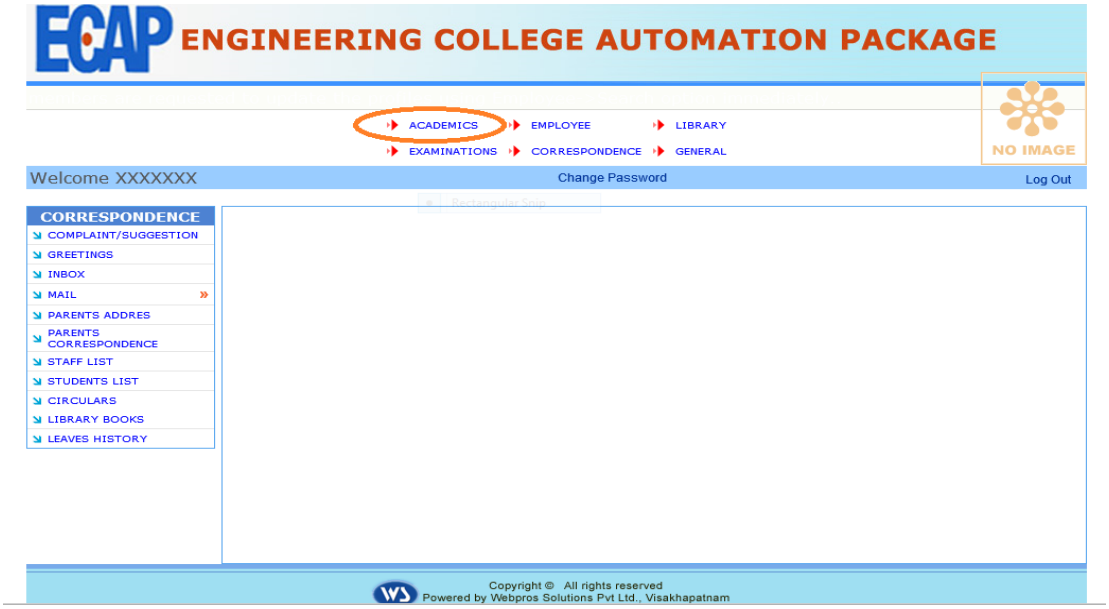


26)How To Send Request To Other Faculty For Period Adjustment?

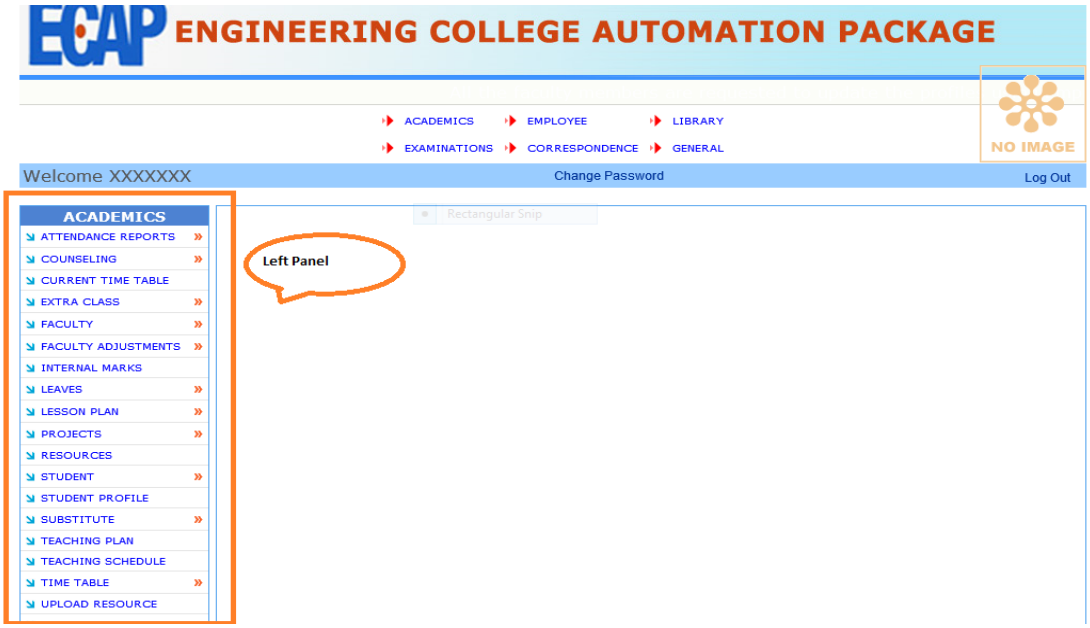
Question And Answers Of Academic Module Through HOD Logins

Ans:-Step 1:-Please Login In To ECAP By Using Your Username And Password

Step 2:- Please Click On "Academics" Module As Shown In Below

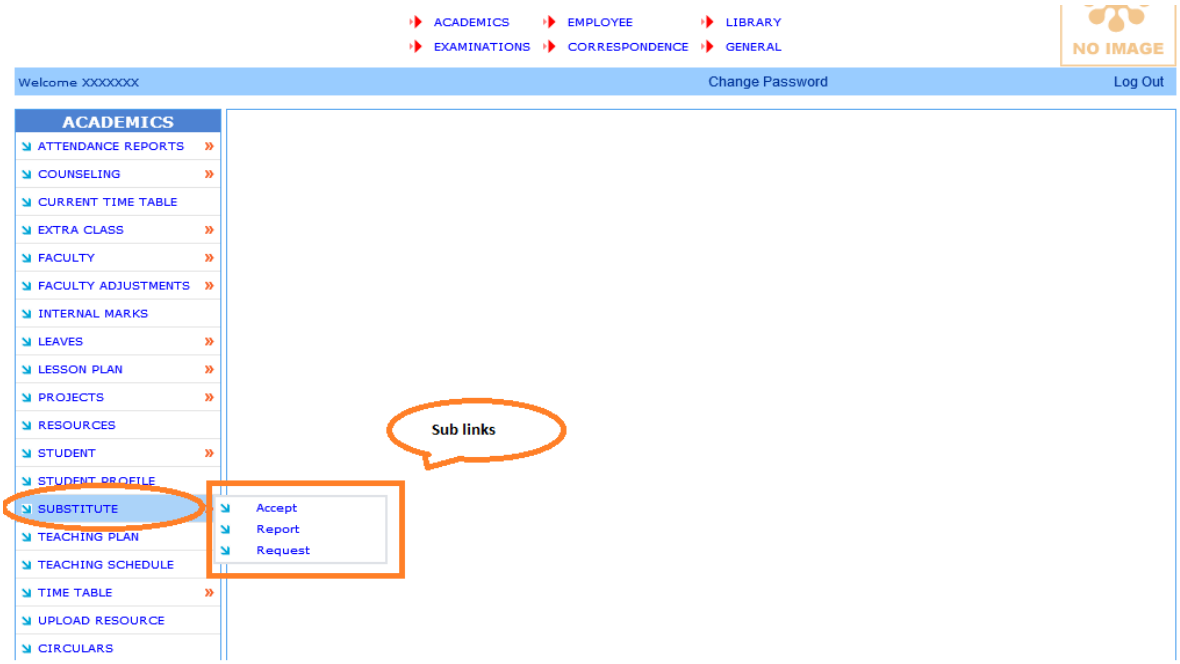


Step 3:-You Will Find "Left Panel" After Clicking On Academics Module As Shown In Below.

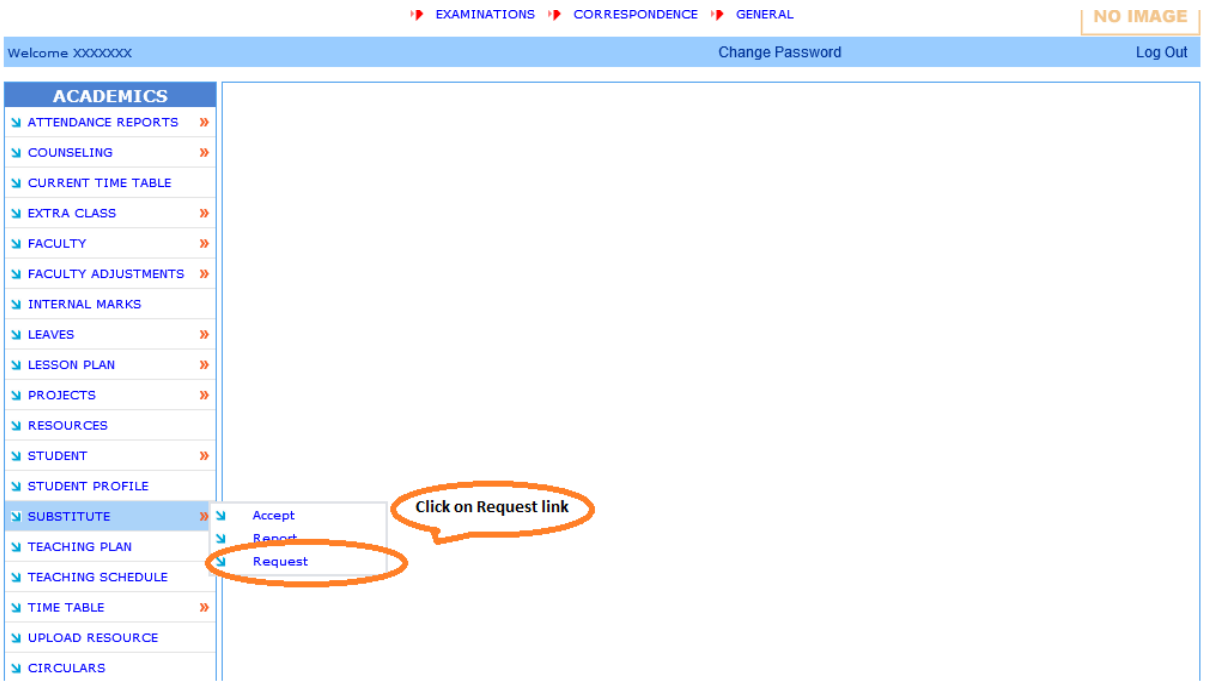


Step 4:-Please Place Your Mouse Pointer On "Substitute" Link Which Is Available In Left Menu. Then You Will Find "Sub Links Menu" As Shown In Below.

Question And Answers Of Academic Module Through HOD Logins

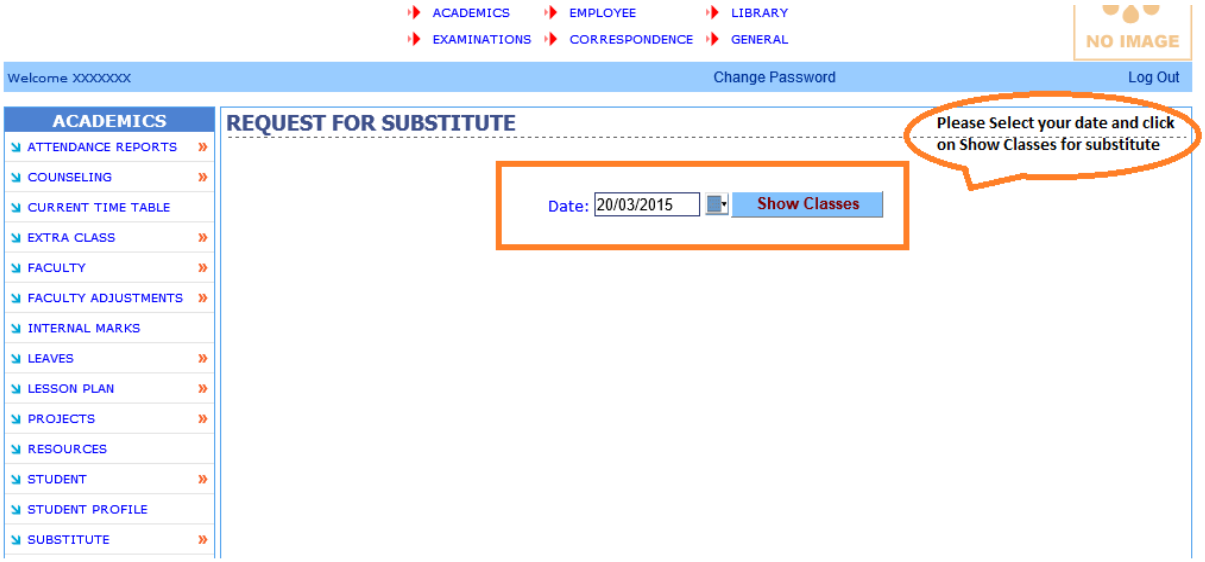


Step 5:- Please Find "Request" Option In Sub Links Menu .Please Click On This Option As Shown In Below.

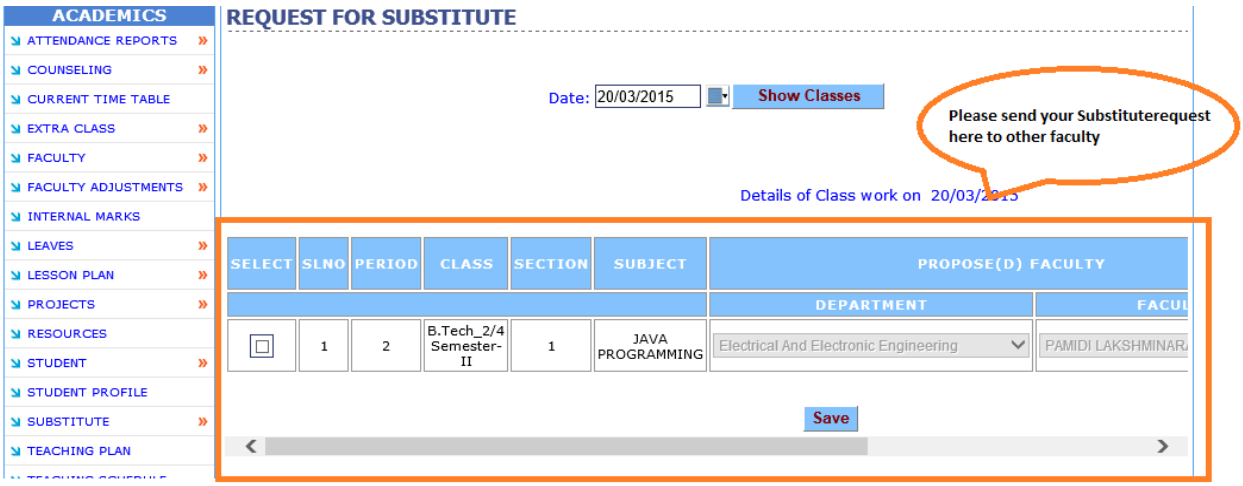


Step 6:-Here Please Select Your Date And Click On Show Classes Button To Send Request To Particular Faculty As Shown In Below.

Question And Answers Of Academic Module Through HOD Logins

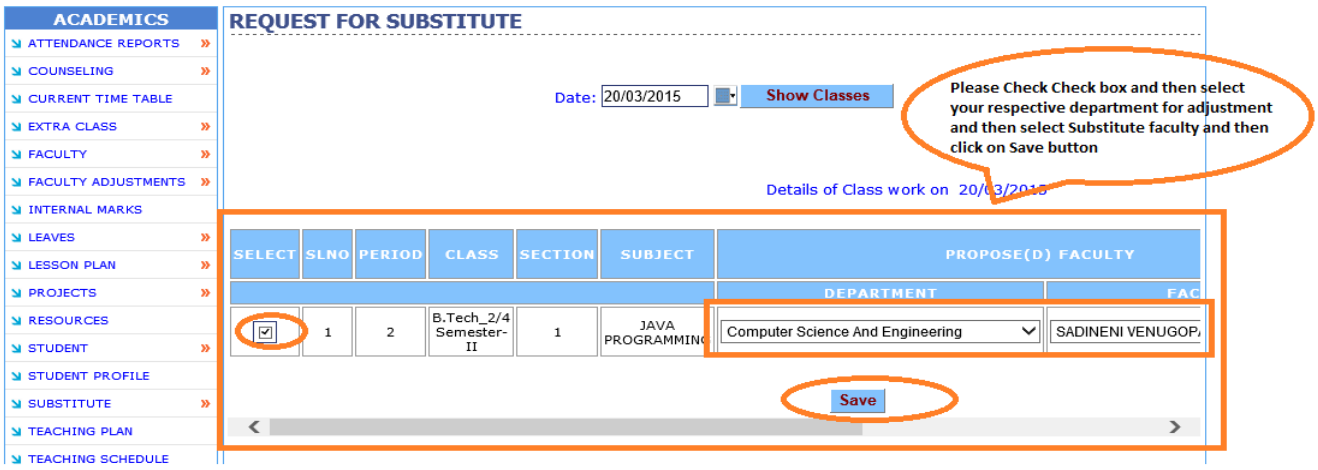


Step 7:-You Can Find The Below Table For Sending Substitute Request To Respective Faculty

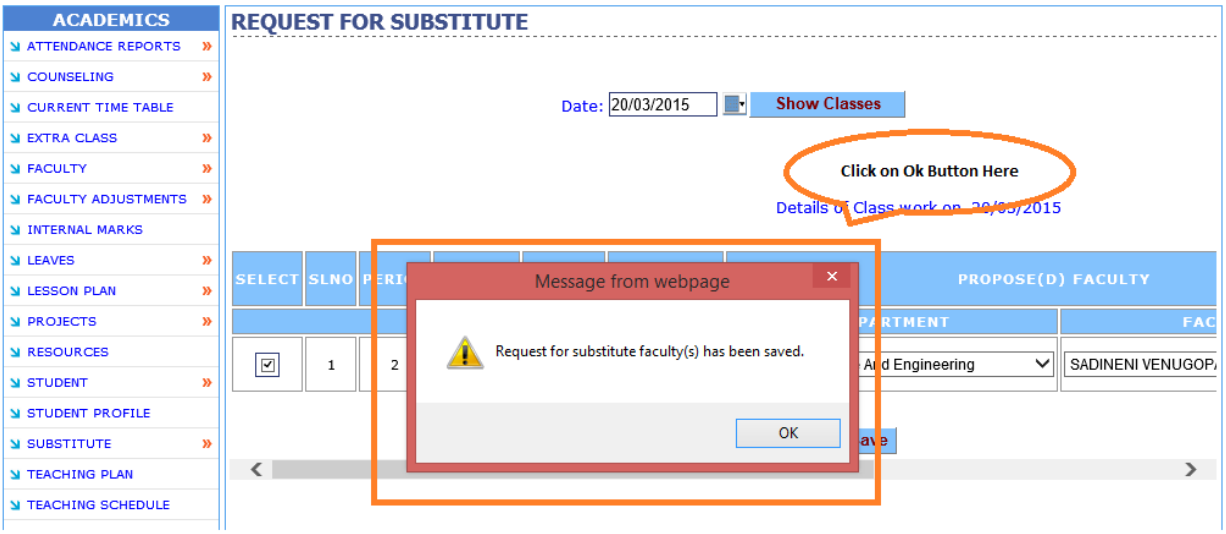


Step 8:-Please "Check Check Box" And Then "Select Respective Department" And Then "Select On Substitute Faculty Name" And Then "Click On Save Button" As Shown In Below

Question And Answers Of Academic Module Through HOD Logins



Step 9:-After Click On Save Button You Will Get "Confirmed POP UP " Here Click On Ok Button As Shown In Below And Then Check Your Substitute Request Report.



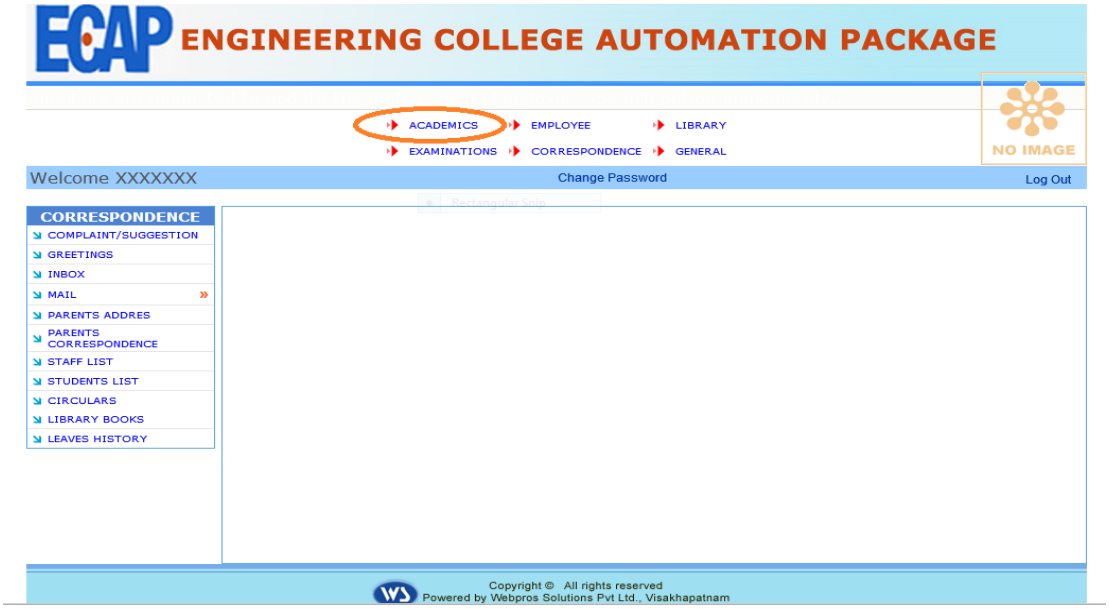
---------- Go To Next Page For Next Question ----------

27) How To Accept Requested Period Adjustments?

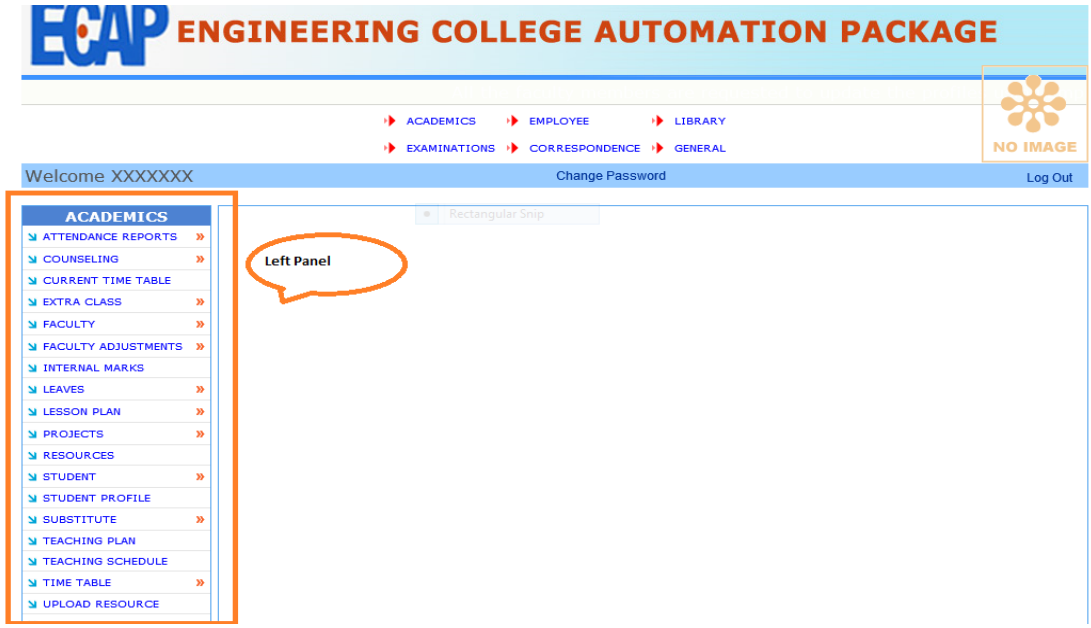
Ans:-Step 1:-Please Login In To ECAP By Using Your Username And Password

Question And Answers Of Academic Module Through HOD Logins

Step 2:- Please Click On "Academics" Module As Shown In Below

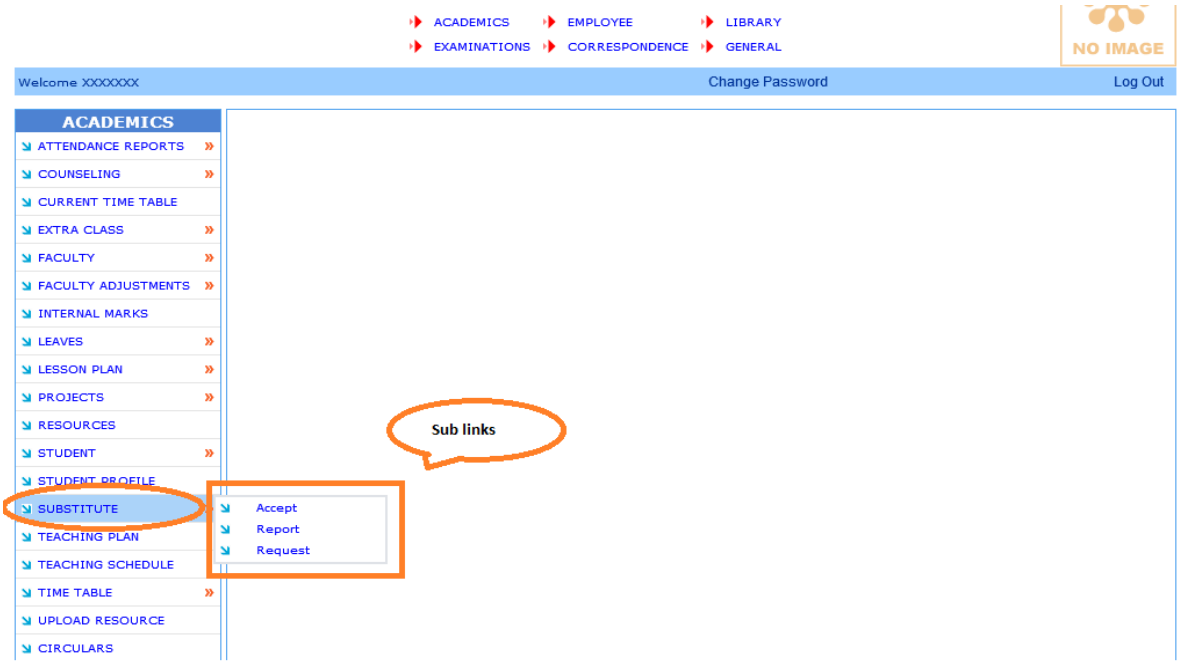


Step 3:-You Will Find "Left Panel" After Clicking On Academics Module As Shown In Below.

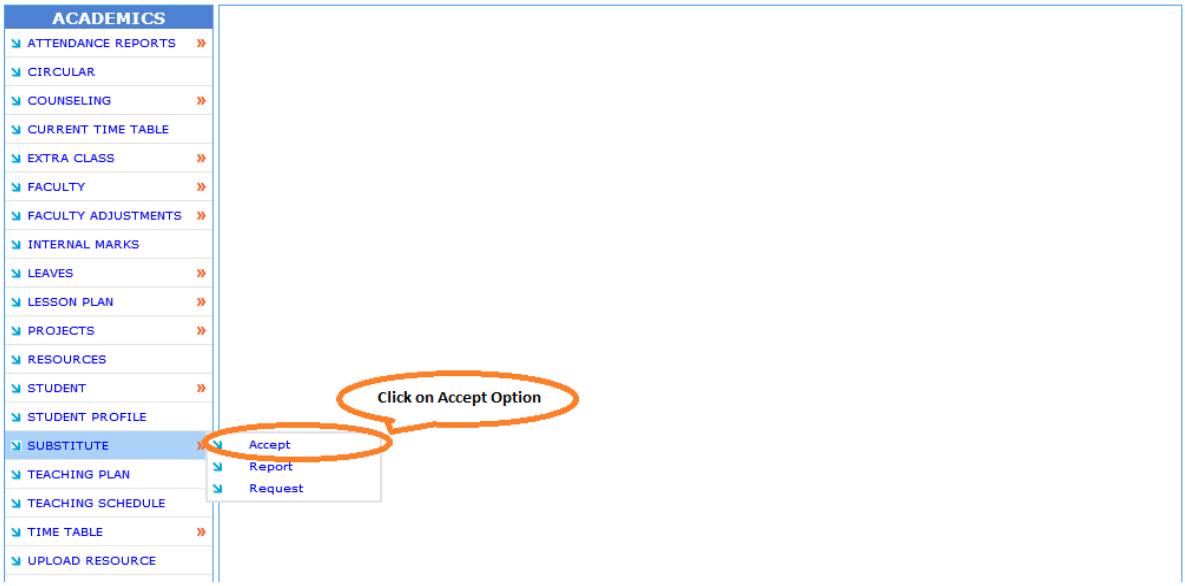


Step 4:-Please Place Your Mouse Pointer On "Substitute" Link Which Is Available In Left Menu. Then You Will Find "Sub Links Menu" As Shown In Below.

Question And Answers Of Academic Module Through HOD Logins

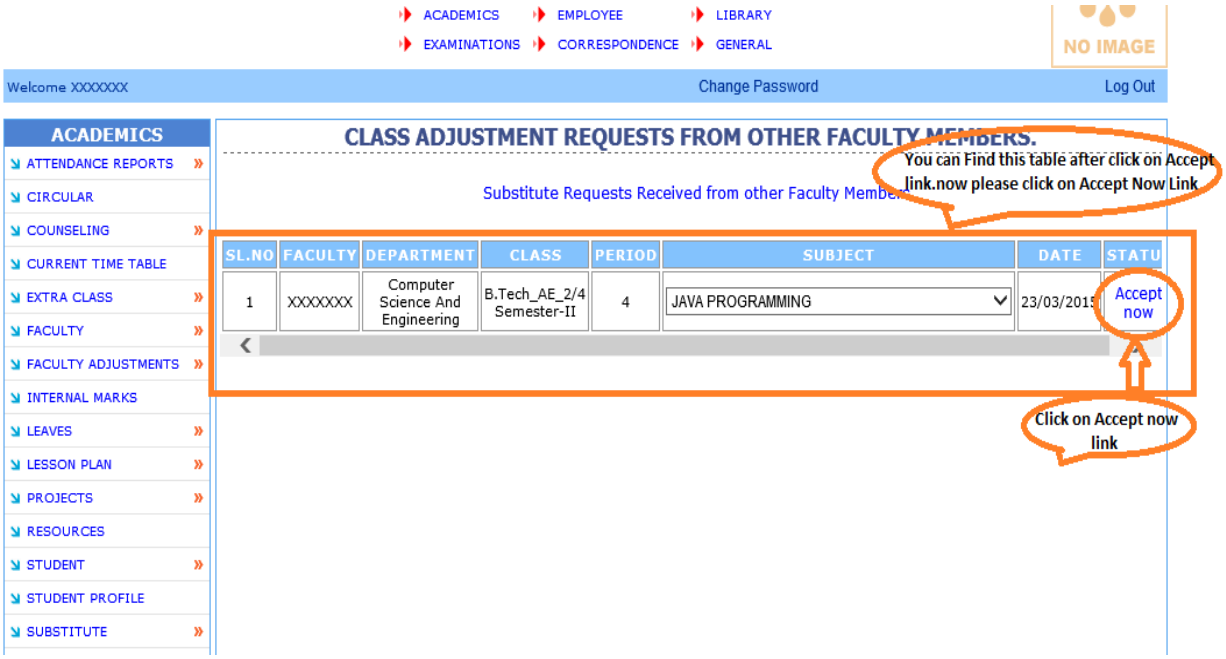


Step 5:-Please Click On "Accept Option" As Shown In Below.

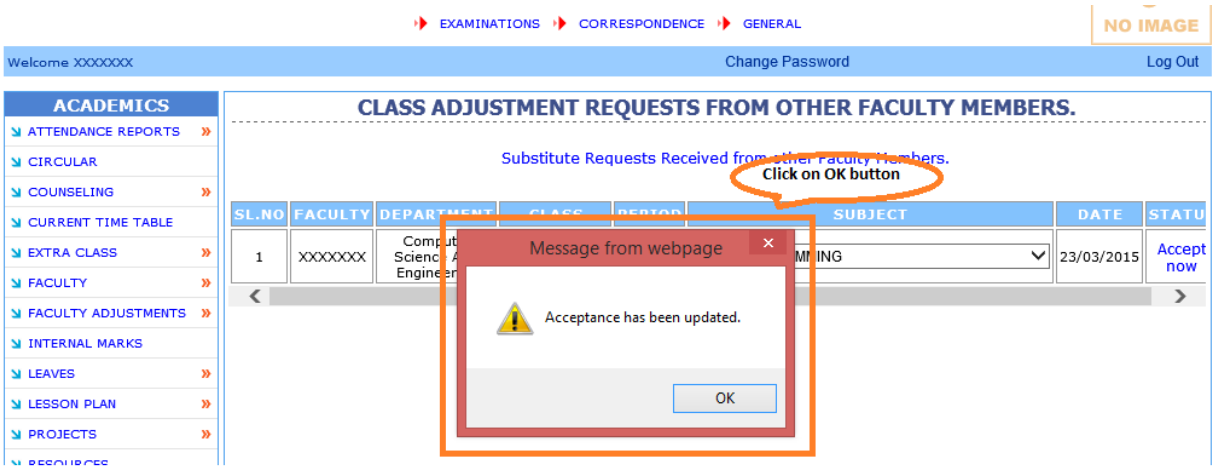


You Will Get This Table After Click On Accept Link. Here Please Click On "Accept Now" Link As Shown In Below

Question And Answers Of Academic Module Through HOD Logins

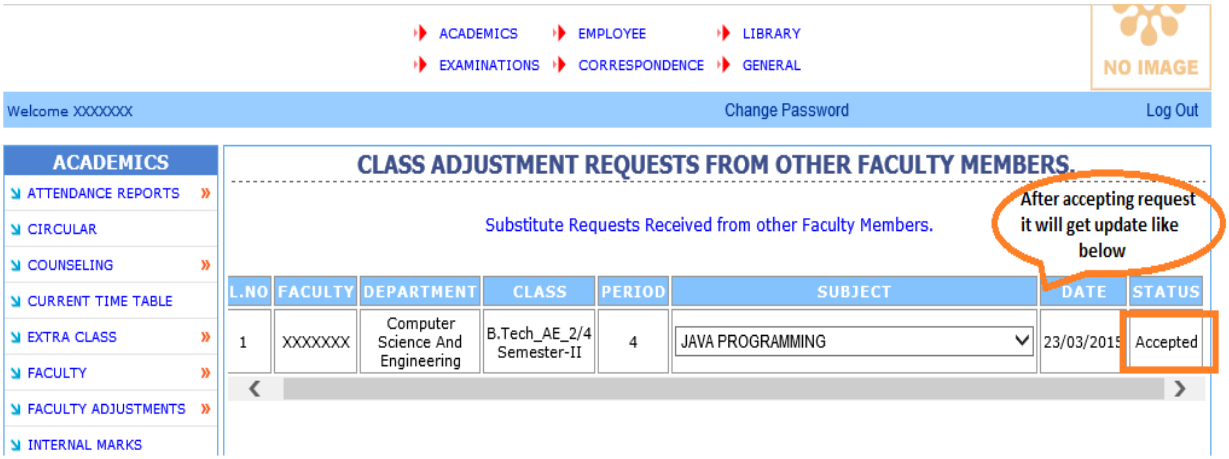


You Will Get "Confirmed Message" After Click On Accept Now Link. Here Click On Ok Button As Shown In Below



----------Please Go To Next Page For Continuation----------

After Click On Accept Now Link That Will Updated Like Accepted As Shown In Below



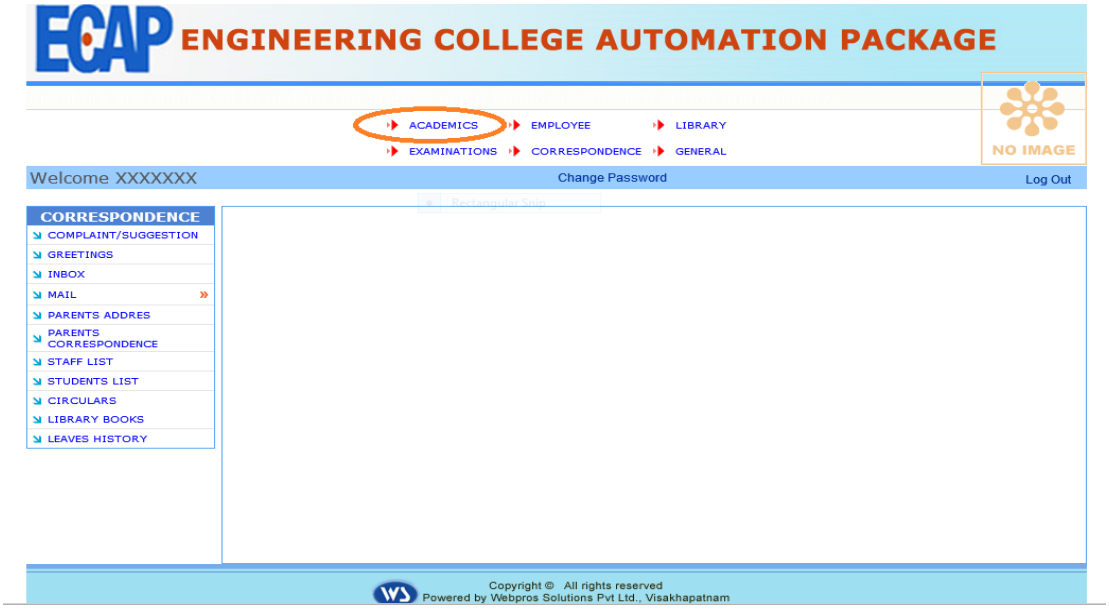
---------- Go To Next Page For Next Question ----------

28) How To Approve Substitute Period Request From Faculties?

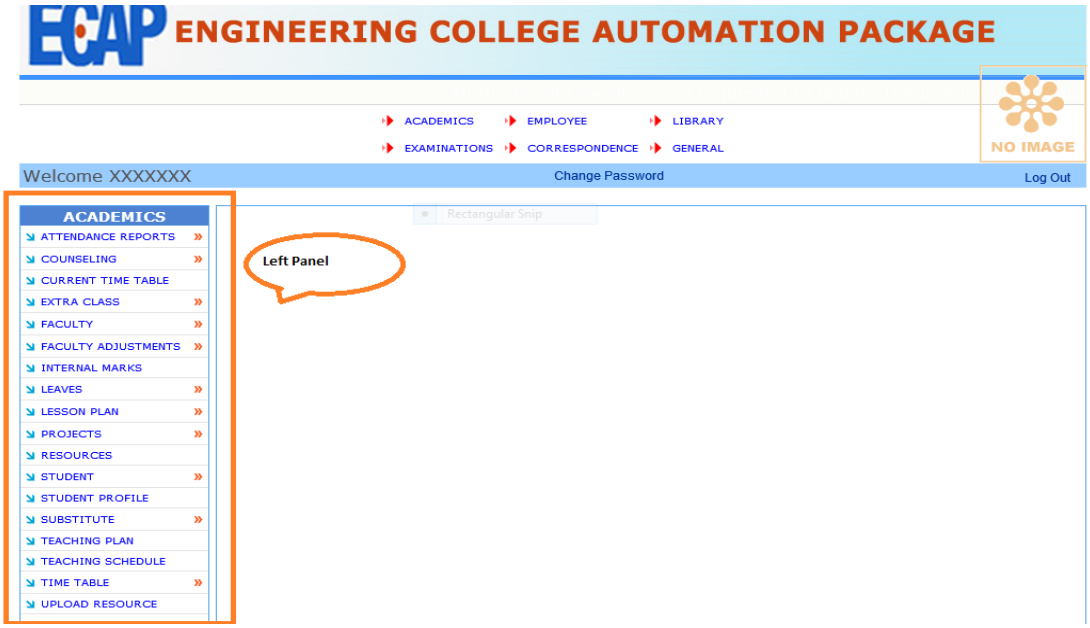
Question And Answers Of Academic Module Through HOD Logins

Ans:-Step 1:-Please Login In To ECAP By Using Your Username And Password

Step 2:- Please Click On "Academics" Module As Shown In Below

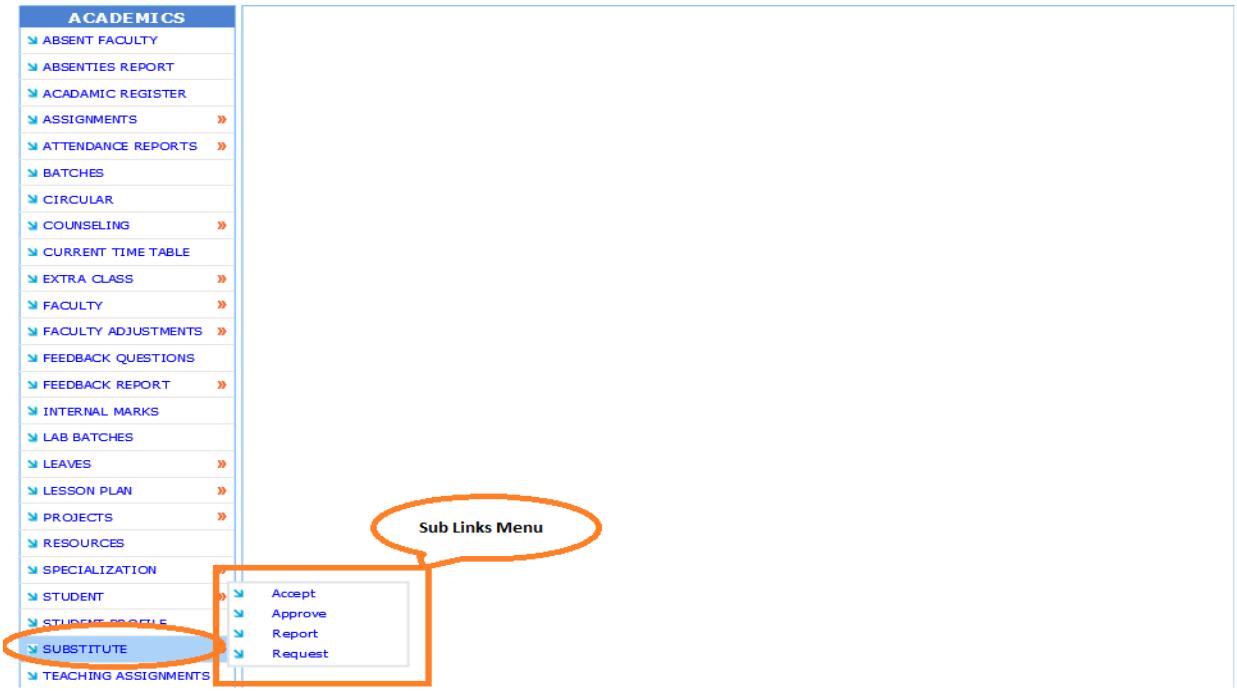


Step 3:-You Will Find "Left Panel" After Clicking On Academics Module As Shown In Below.



Question And Answers Of Academic Module Through HOD Logins

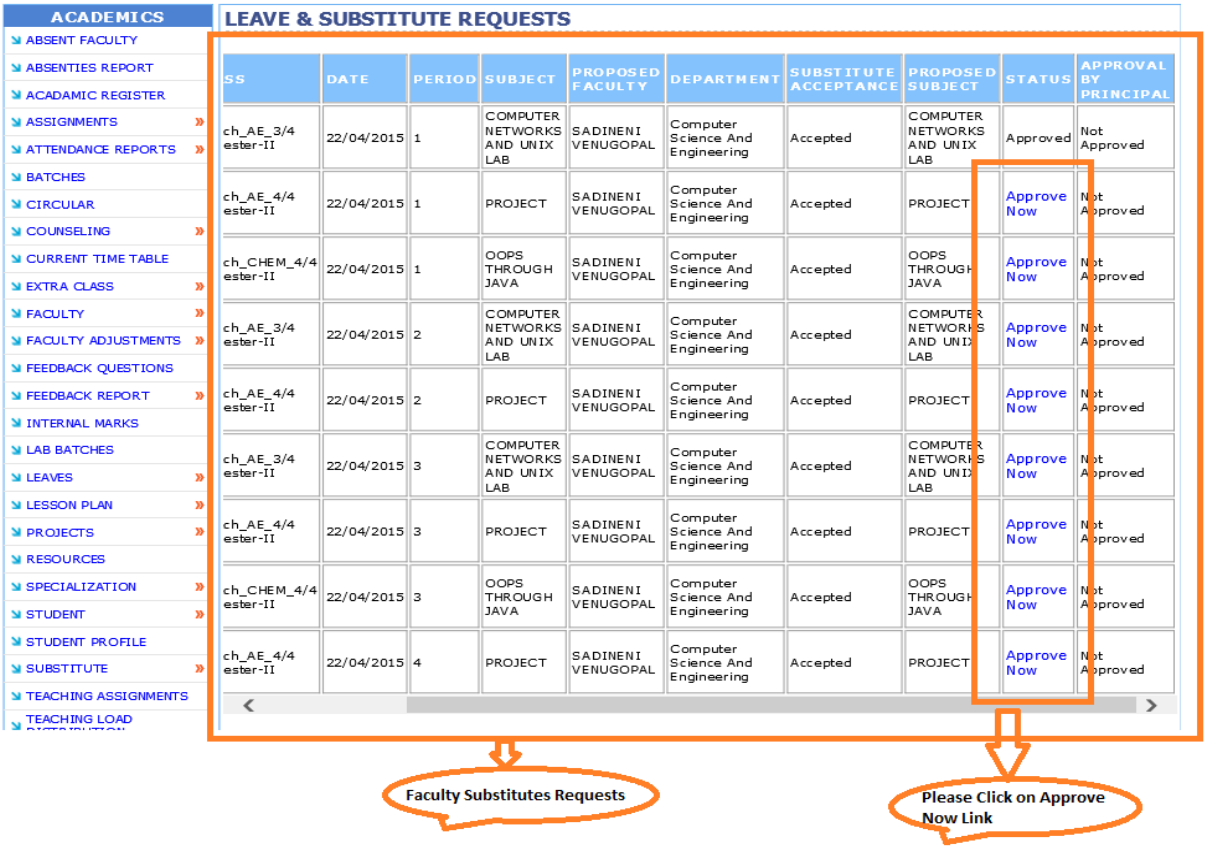
Step 4:-Please Place Your Mouse Pointer On "Substitute" Link Which Is Available In Left Menu. Then You Will Find "Sub Links Menu" As Shown In Below.



Step 5:-Please Click On "Approve Option" As Shown In Below.

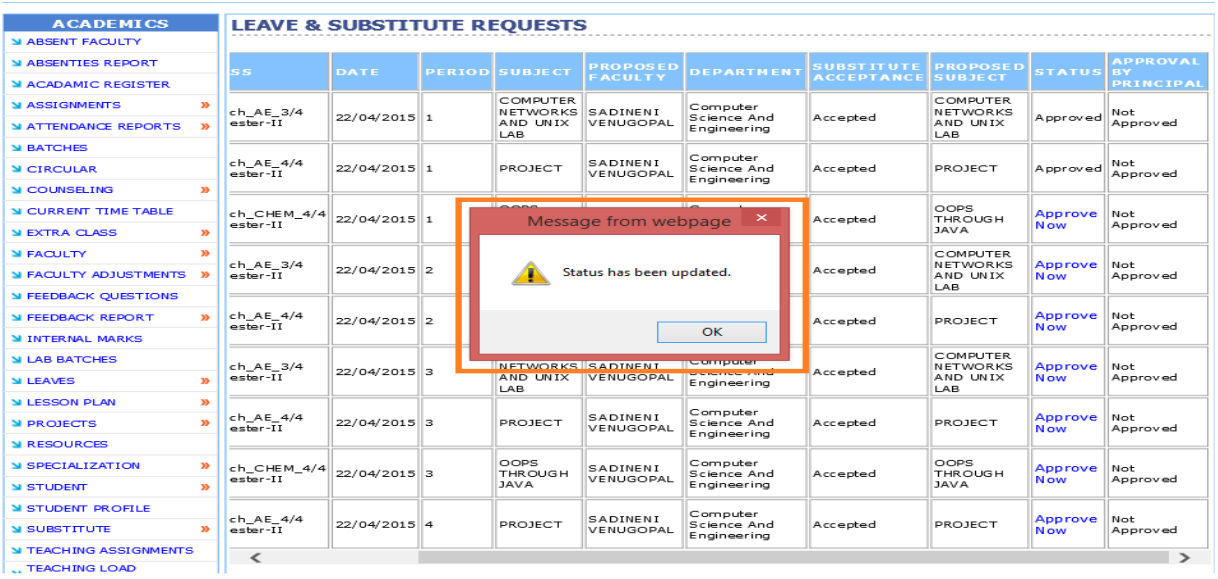
Question And Answers Of Academic Module Through HOD Logins

Step 6:-You Will Get Substitute Requests Report Like Below After Click On Approve Button.

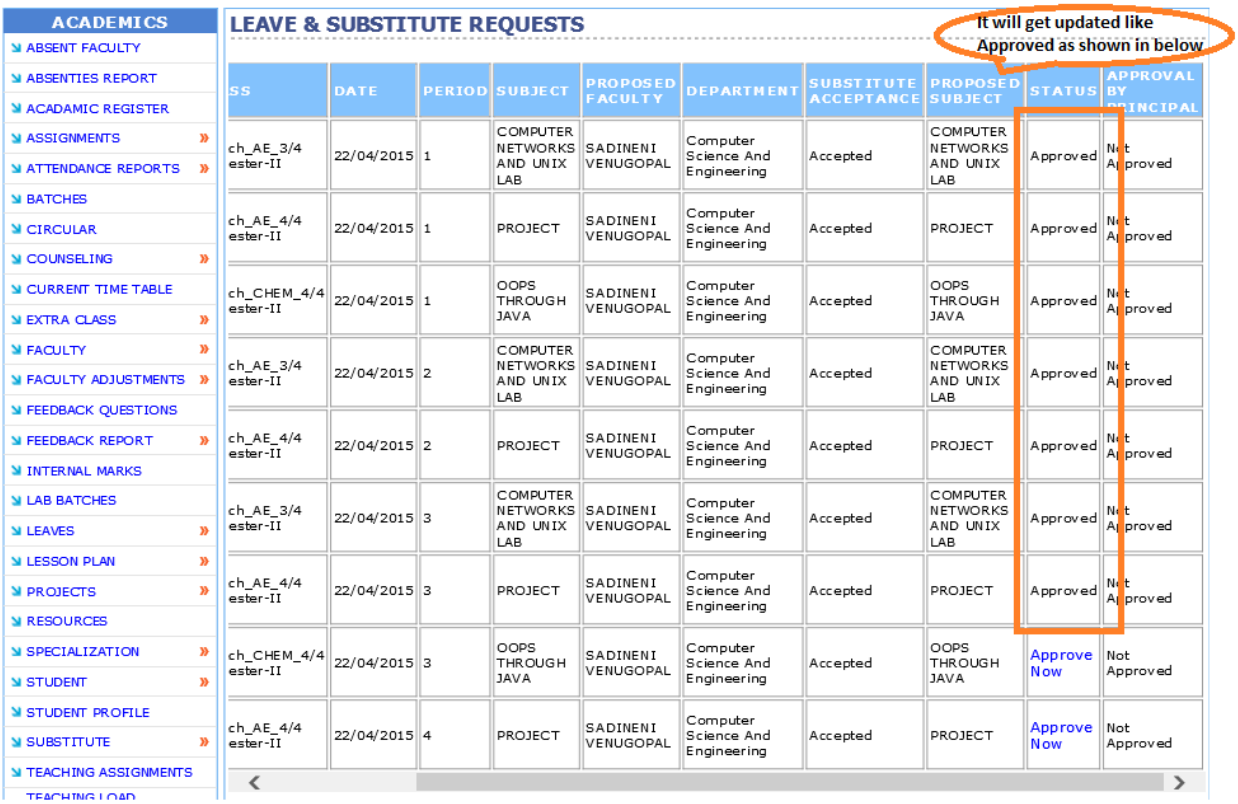


SS	DATE	PERIOD	SUBJECT	PROPOSED FACULTY	DEPARTMENT	SUBSTITUTE ACCEPTANCE	PROPOSED SUBJECT	STATUS	APPROVAL BY PRINCIPAL
ch_AE_3/4 ester-II	22/04/2015	1	COMPUTER NETWORKS AND UNIX LAB	SADINENI VENUGOPAL	Computer Science And Engineering	Accepted	COMPUTER NETWORKS AND UNIX LAB	Approved	Not Approved
ch_AE_4/4 ester-II	22/04/2015	1	PROJECT	SADINENI VENUGOPAL	Computer Science And Engineering	Accepted	PROJECT	Approve Now	Not Approved
ch_CHEM_4/4 ester-II	22/04/2015	1	OOPS THROUGH JAVA	SADINENI VENUGOPAL	Computer Science And Engineering	Accepted	OOPS THROUGH JAVA	Approve Now	Not Approved
ch_AE_3/4 ester-II	22/04/2015	2	COMPUTER NETWORKS AND UNIX LAB	SADINENI VENUGOPAL	Computer Science And Engineering	Accepted	COMPUTER NETWORKS AND UNIX LAB	Approve Now	Not Approved
ch_AE_4/4 ester-II	22/04/2015	2	PROJECT	SADINENI VENUGOPAL	Computer Science And Engineering	Accepted	PROJECT	Approve Now	Not Approved
ch_AE_3/4 ester-II	22/04/2015	3	COMPUTER NETWORKS AND UNIX LAB	SADINENI VENUGOPAL	Computer Science And Engineering	Accepted	COMPUTER NETWORKS AND UNIX LAB	Approve Now	Not Approved
ch_AE_4/4 ester-II	22/04/2015	3	PROJECT	SADINENI VENUGOPAL	Computer Science And Engineering	Accepted	PROJECT	Approve Now	Not Approved
ch_CHEM_4/4 ester-II	22/04/2015	3	OOPS THROUGH JAVA	SADINENI VENUGOPAL	Computer Science And Engineering	Accepted	OOPS THROUGH JAVA	Approve Now	Not Approved
ch_AE_4/4 ester-II	22/04/2015	4	PROJECT	SADINENI VENUGOPAL	Computer Science And Engineering	Accepted	PROJECT	Approve Now	Not Approved

Step7:- You Will Get Confirmed Message After Click On Approve Now Link. Here Please Click On OK Button.



After Click On Ok Button It Will Get Updated As Approved As Shown In Below.



SS	DATE	PERIOD	SUBJECT	PROPOSED FACULTY	DEPARTMENT	SUBSTITUTE ACCEPTANCE	PROPOSED SUBJECT	STATUS	APPROVAL BY PRINCIPAL
ch_AE_3/4 ester-II	22/04/2015	1	COMPUTER NETWORKS AND UNIX LAB	SADINENI VENUGOPAL	Computer Science And Engineering	Accepted	COMPUTER NETWORKS AND UNIX LAB	Approved	Not Approved
ch_AE_4/4 ester-II	22/04/2015	1	PROJECT	SADINENI VENUGOPAL	Computer Science And Engineering	Accepted	PROJECT	Approved	Not Approved
ch_CHEM_4/4 ester-II	22/04/2015	1	OOPS THROUGH JAVA	SADINENI VENUGOPAL	Computer Science And Engineering	Accepted	OOPS THROUGH JAVA	Approved	Not Approved
ch_AE_3/4 ester-II	22/04/2015	2	COMPUTER NETWORKS AND UNIX LAB	SADINENI VENUGOPAL	Computer Science And Engineering	Accepted	COMPUTER NETWORKS AND UNIX LAB	Approved	Not Approved
ch_AE_4/4 ester-II	22/04/2015	2	PROJECT	SADINENI VENUGOPAL	Computer Science And Engineering	Accepted	PROJECT	Approved	Not Approved
ch_AE_3/4 ester-II	22/04/2015	3	COMPUTER NETWORKS AND UNIX LAB	SADINENI VENUGOPAL	Computer Science And Engineering	Accepted	COMPUTER NETWORKS AND UNIX LAB	Approved	Not Approved
ch_AE_4/4 ester-II	22/04/2015	3	PROJECT	SADINENI VENUGOPAL	Computer Science And Engineering	Accepted	PROJECT	Approved	Not Approved
ch_CHEM_4/4 ester-II	22/04/2015	3	OOPS THROUGH JAVA	SADINENI VENUGOPAL	Computer Science And Engineering	Accepted	OOPS THROUGH JAVA	Approve Now	Not Approved
ch_AE_4/4 ester-II	22/04/2015	4	PROJECT	SADINENI VENUGOPAL	Computer Science And Engineering	Accepted	PROJECT	Approve Now	Not Approved

29) How Can I Cancel Requested Period Adjustment?

Ans:- Step1:-There Is No Separate Link For Substitute Cancellation.

Step2:- If You Wants To Cancel The Requested Substitute Then Please Don't Approve The Requested Substitutes.

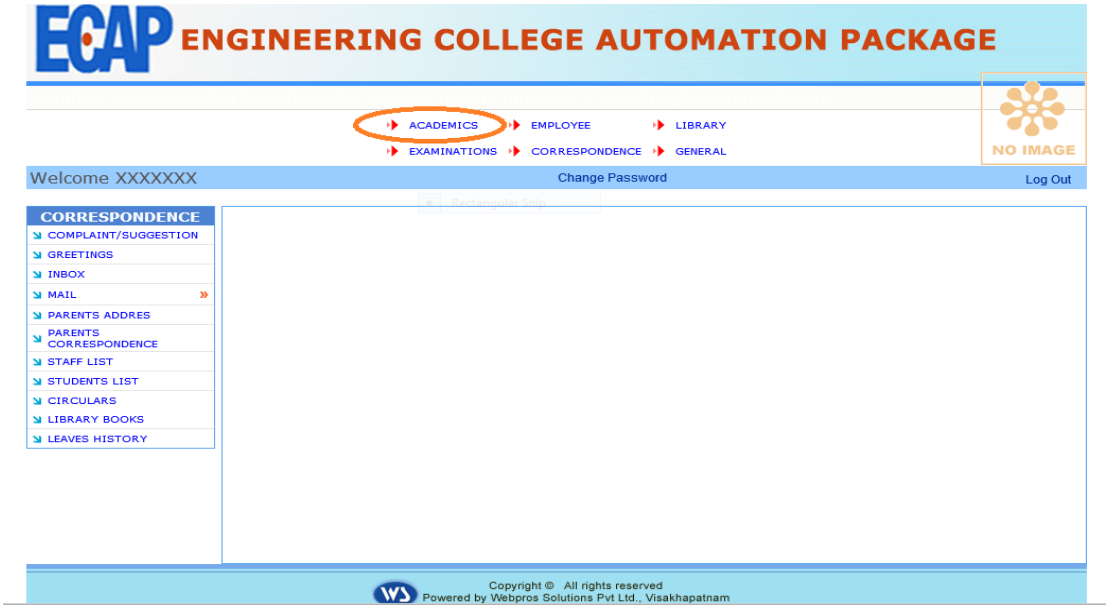
Step2:-If You Don't Approve Then The Status Will Show Like HOD/Principle Approve Pending Then Faculties Will Come To Know HOD/Principle Reject The Requested Substitute

Question And Answers Of Academic Module Through HOD Logins

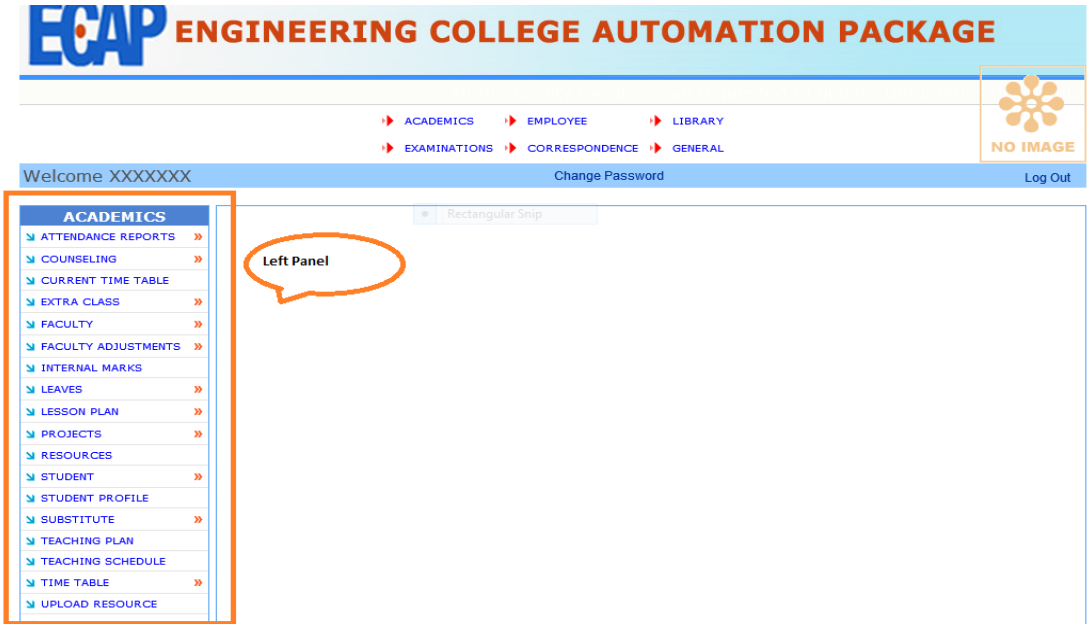
30) How To Check Substitute Requests Report?

Ans:-Step 1:-Please Login In To ECAP By Using Your Username And Password

Step 2:- Please Click On "Academics" Module As Shown In Below

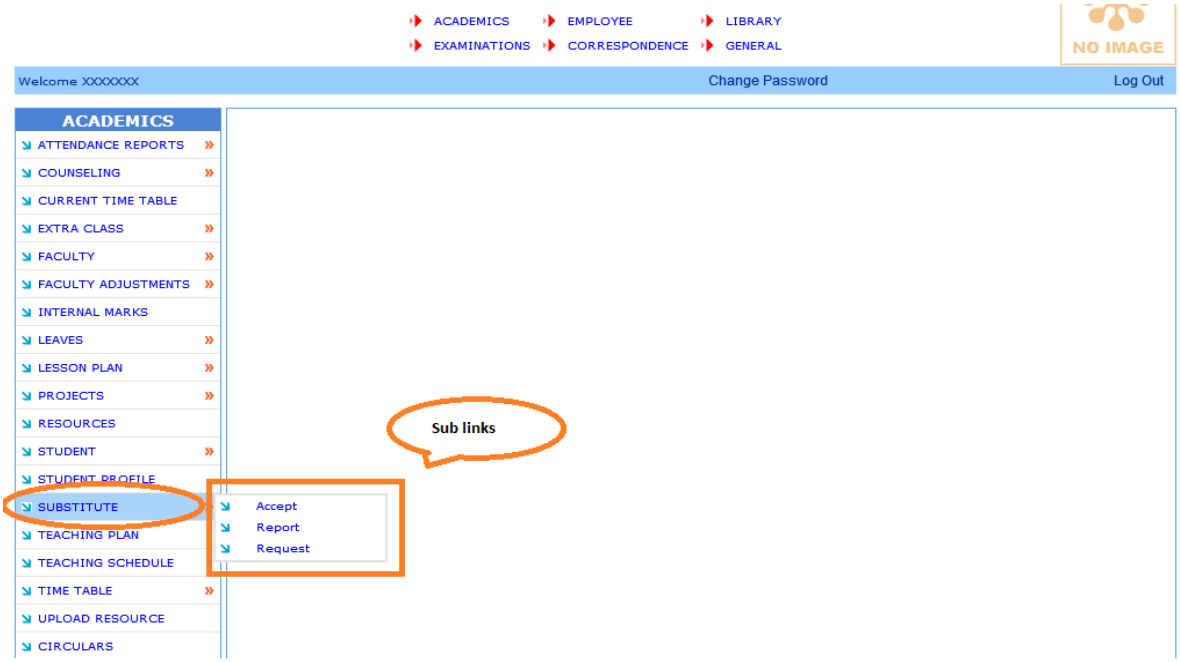


Step 3:-You Will Find "Left Panel" After Clicking On Academics Module As Shown In Below.

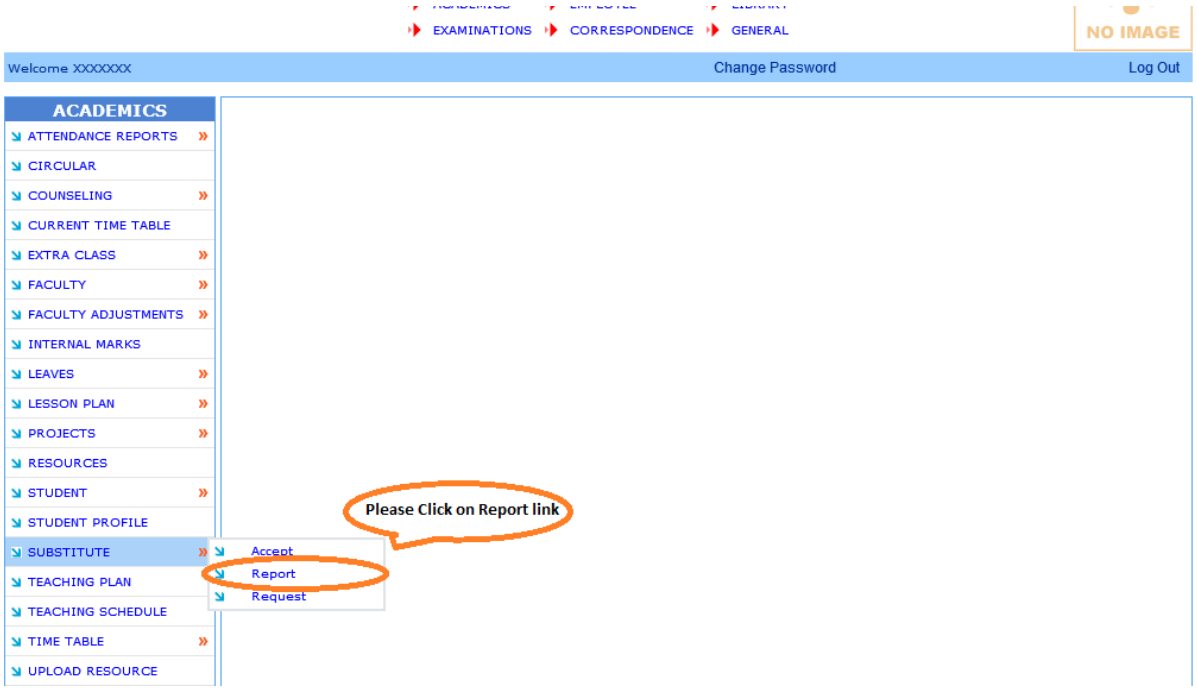


Question And Answers Of Academic Module Through HOD Logins

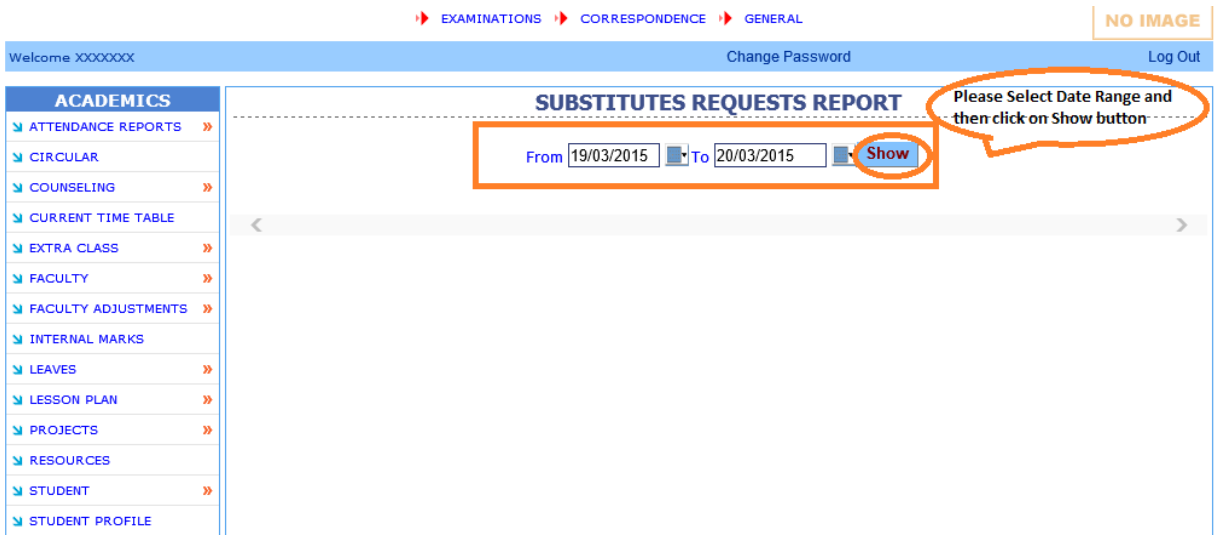
Step 4:-Please Place Your Mouse Pointer On "Substitute" Link Which Is Available In Left Menu. Then You Will Find "Sub Links Menu" As Shown In Below.



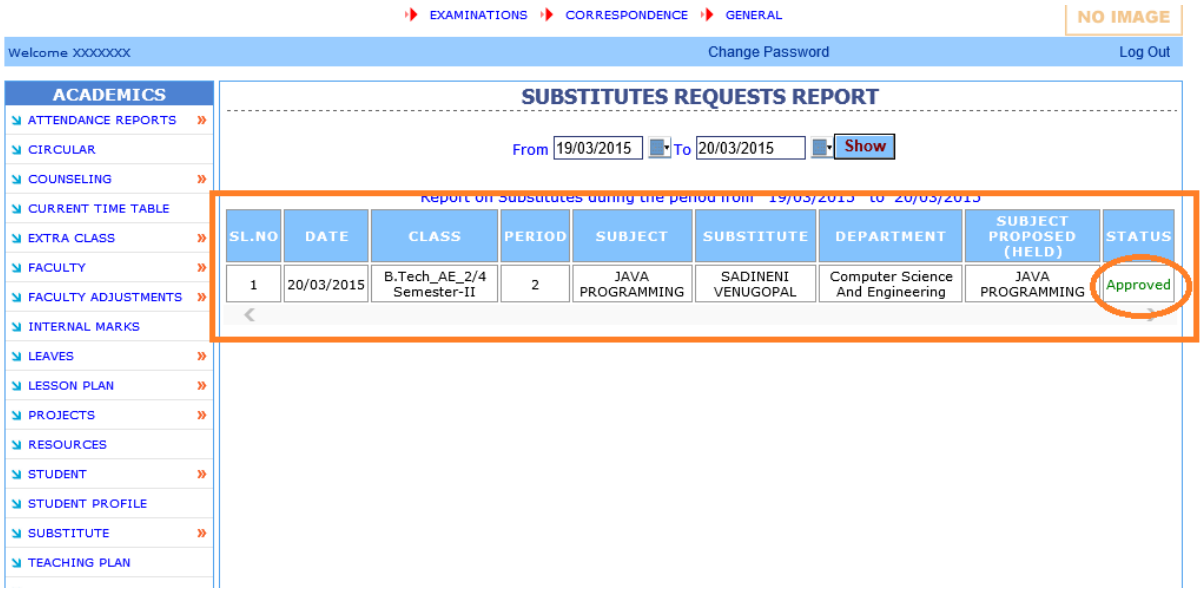
Step 5:-Please Click On "Report Option" As Shown In Below.



Step 6:-Please Select Your Date Range And Then Click On Show Button To Get Your Report As Shown In Below.



You Will Get This Below Report After Approved From HOD After Click On Show Button.



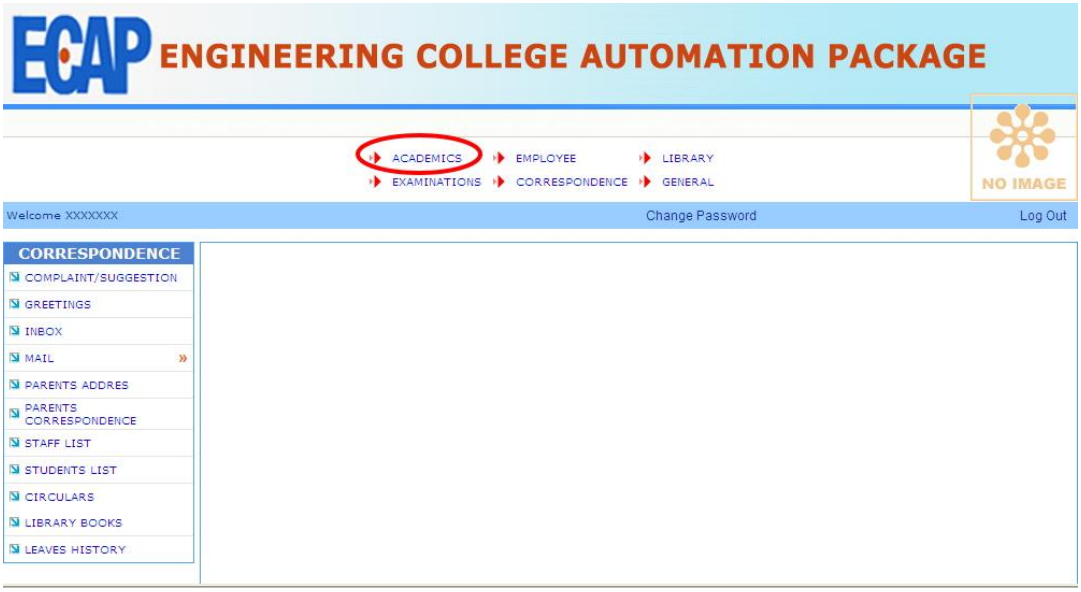
---------- Go To Next Page For Next Question ----------

Question And Answers Of Academic Module Through HOD Logins

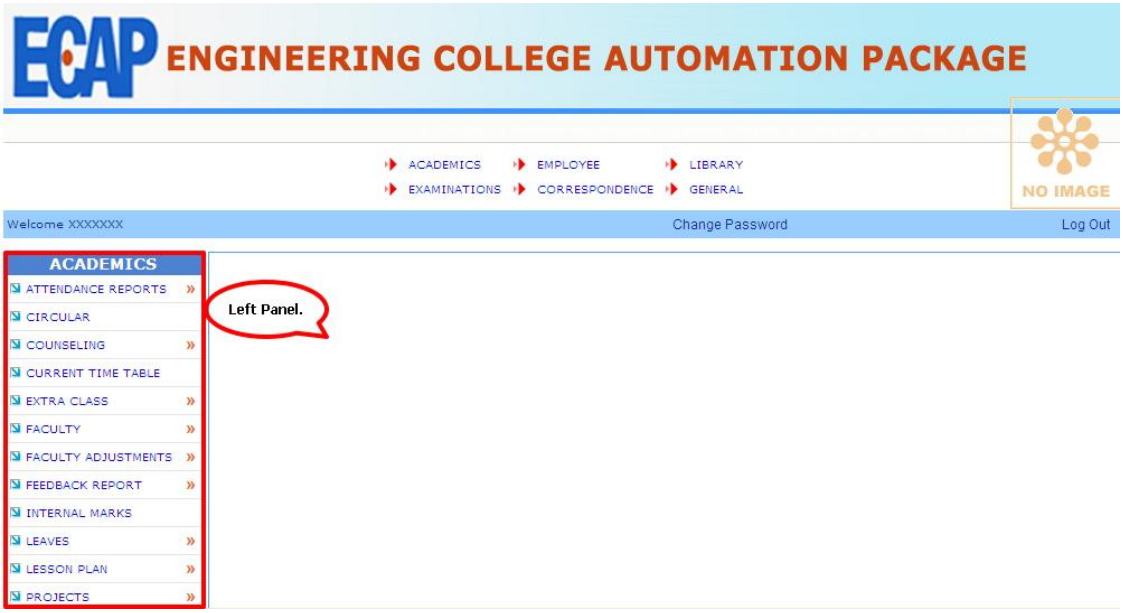
31) How Can I Apply Leaves?

Ans: - Step 1:-Please Login In To "ECAP" By Using Your Username And Password.

Step 2:- Please Click On "Academics" Module As Shown In Below.

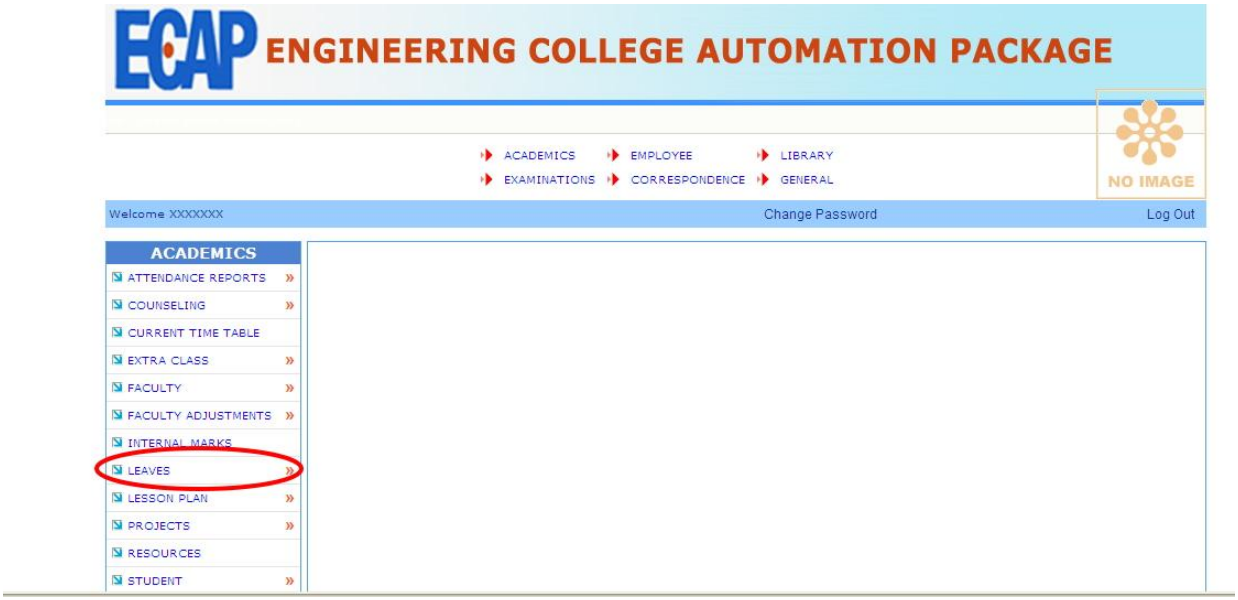


Step 3:- After Click On "Academics" Module You Will Find "Left Panel" As Shown In Below.

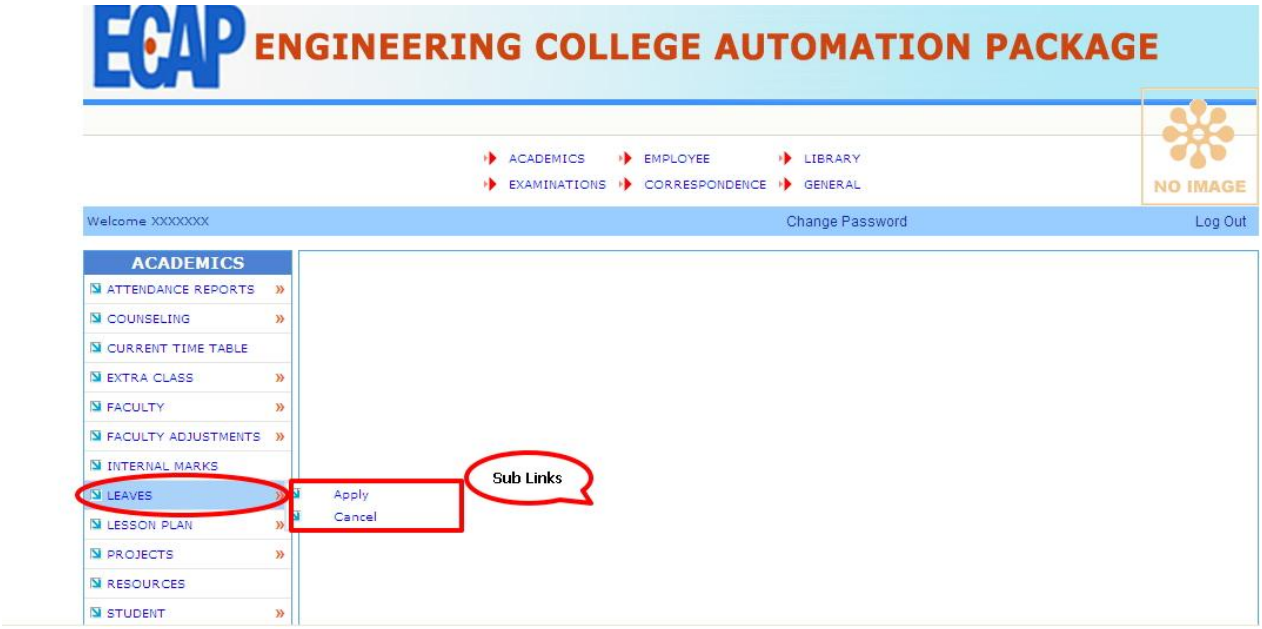


Question And Answers Of Academic Module Through HOD Logins

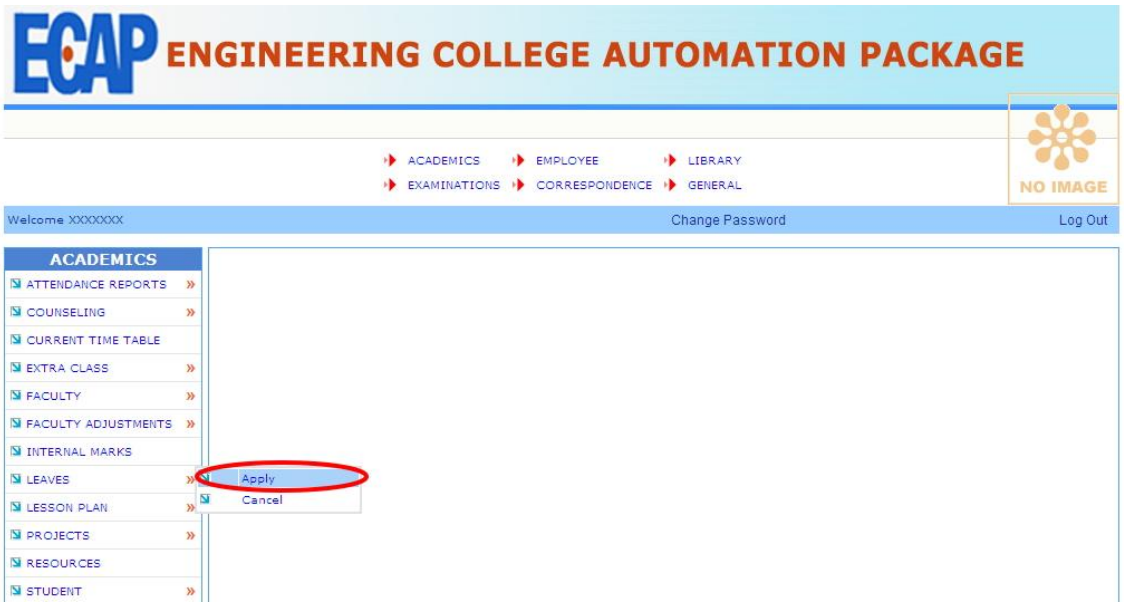
Step 4:- Please Find "Leaves" Link Which Is Available In Left Panel Menu As Shown In Below.



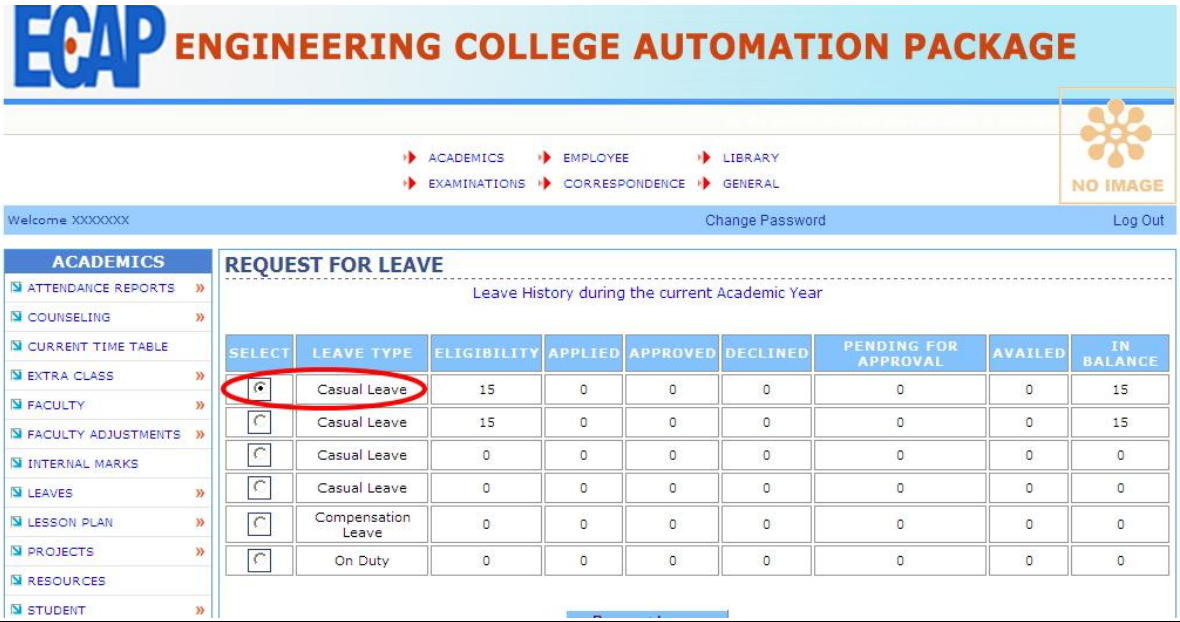
Step 5:- Please Place Your Mouse Pointer On "Leaves" In That You Will Find "Sublinks" Menu As Shown In Below.



Step 6:- Please Click On "Apply" Option As Shown In Below.



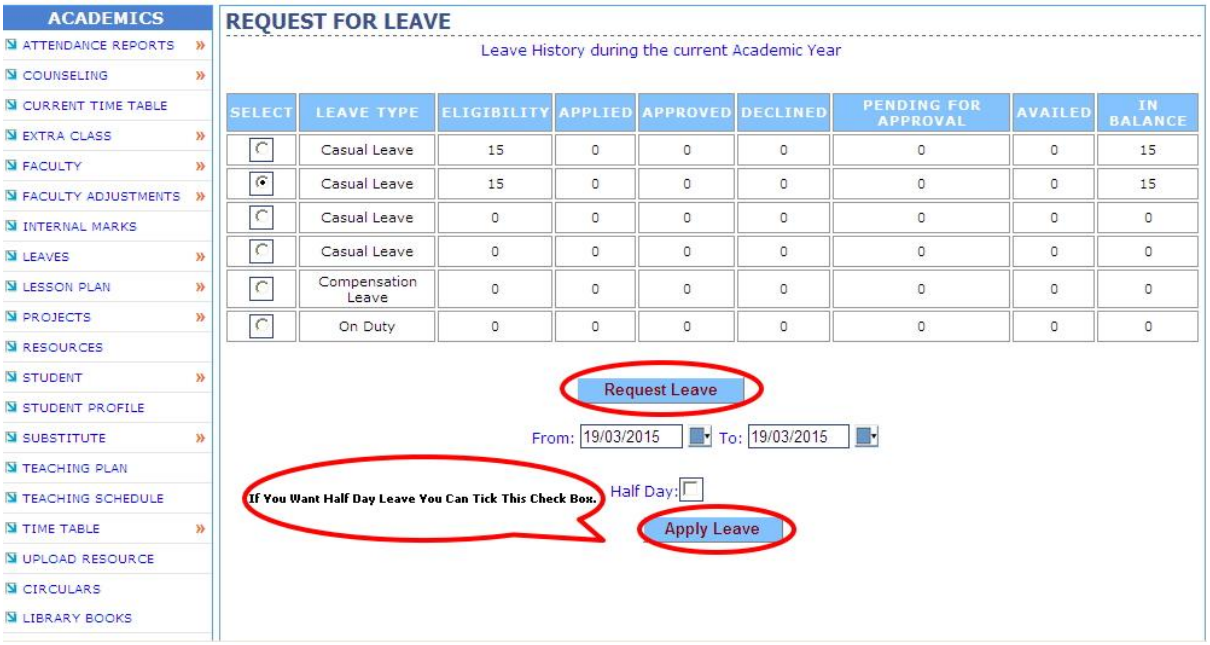
<u>Step 7:-</u> Please Click On "Apply" As Shown In Above, After Clicking The Apply Link You Will Get One Page Like Applying For Leave Please Click On Radio Button Which Type Of Leave You Want As Shown In Below.



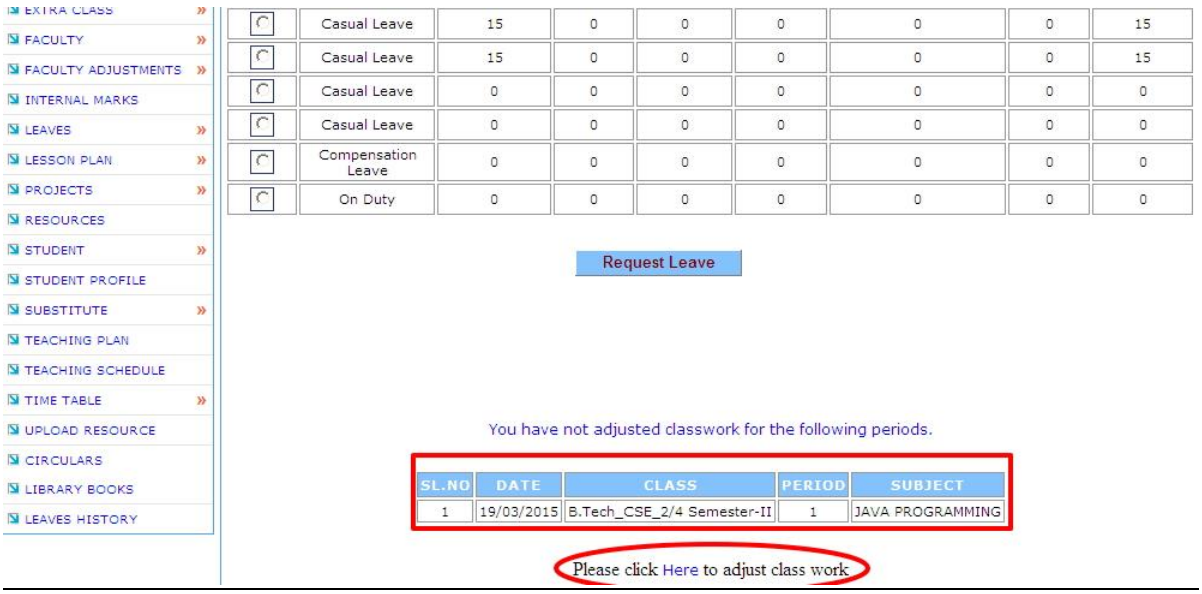
Question And Answers Of Academic Module Through HOD Logins

Step 8:- **Please Click On "Request Leave" You Will Find From Date And To Date You Will Select Date As Shown In Below, And Also If You Want "Half Day" Leave Please Click On Check Box You Will Get Two Options "FN" And "AN" Please Select One Option ,After That Click On "Apply Leave" As Shown In Below.**

Note:- If You Want Full Day Leave Don't Use Half Day Leave Option.

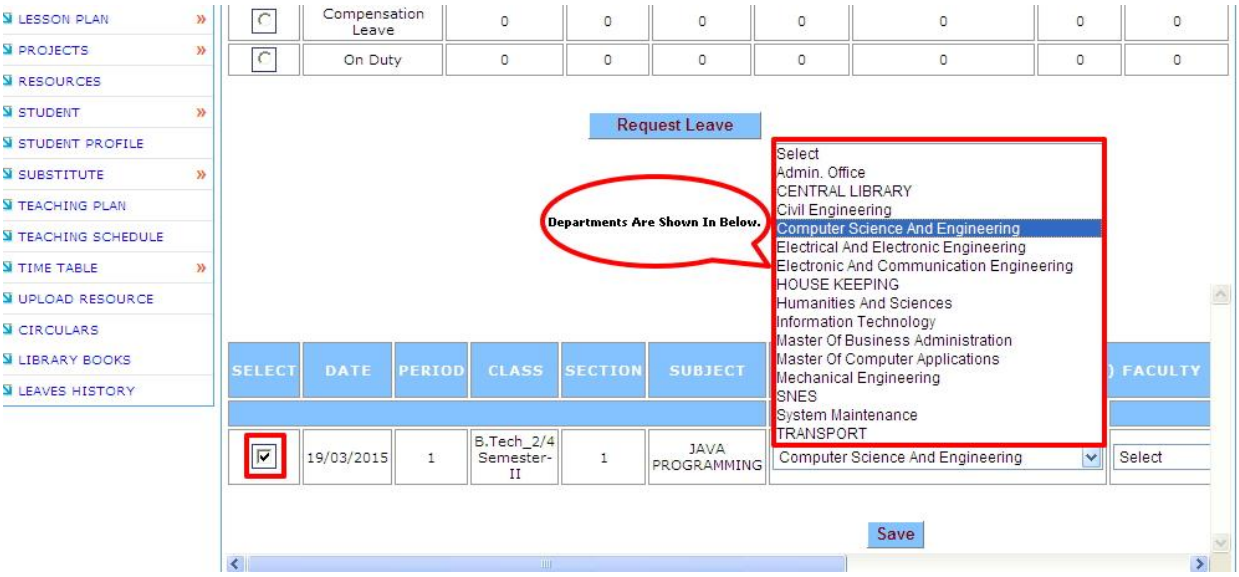


Step9:- **Please Click On "Apply Leave" As Shown In Above Screen,You Will Find Class Work Schedule As You Having On That Day As Shown In Below."Please Click Here To Adjust Class Work " As Shown In Below.**



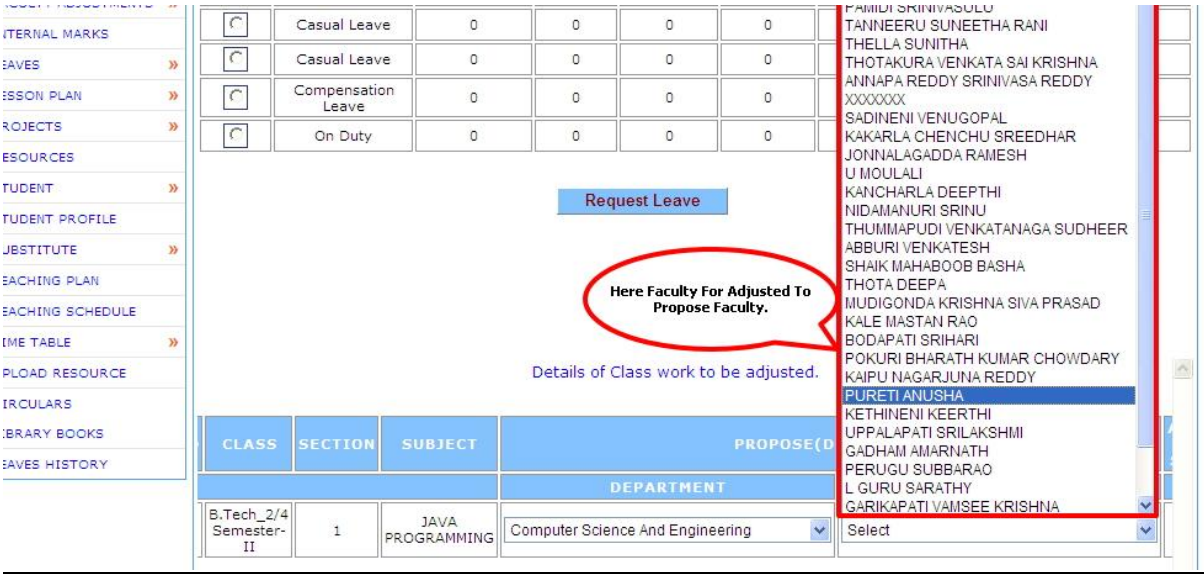
Step10:- Please Click Here To Adjust Class Work As Shown In Above Screen, Here You Will Find "Details Of Work To Be Adjusted To Propose Faculty" As Shown In Below,

Step11:- Please Click On Check Box You Will Find "Departments "As Shown In Below. Select Department As You Want.

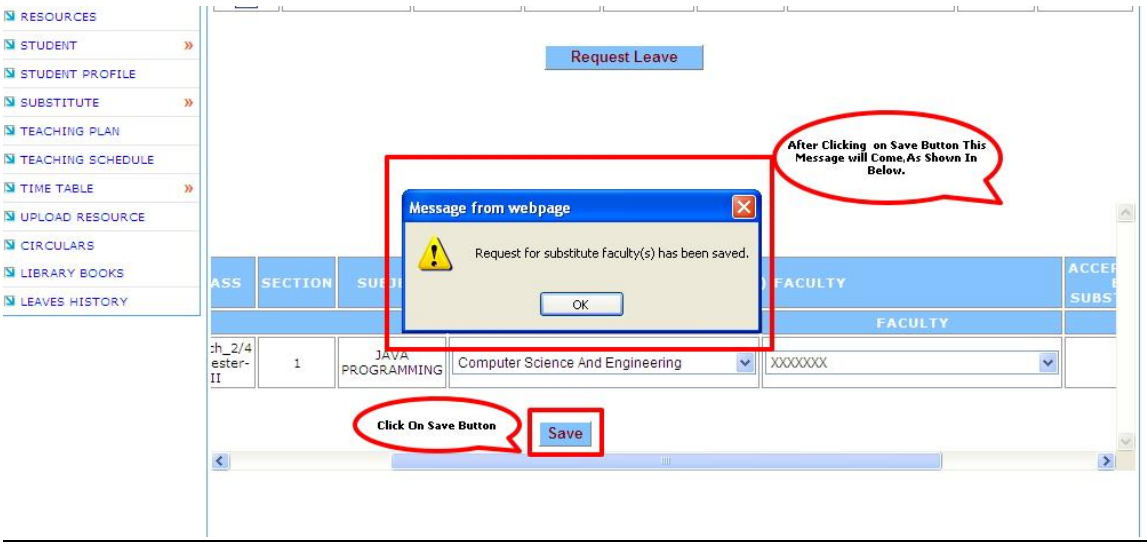


Question And Answers Of Academic Module Through HOD Logins

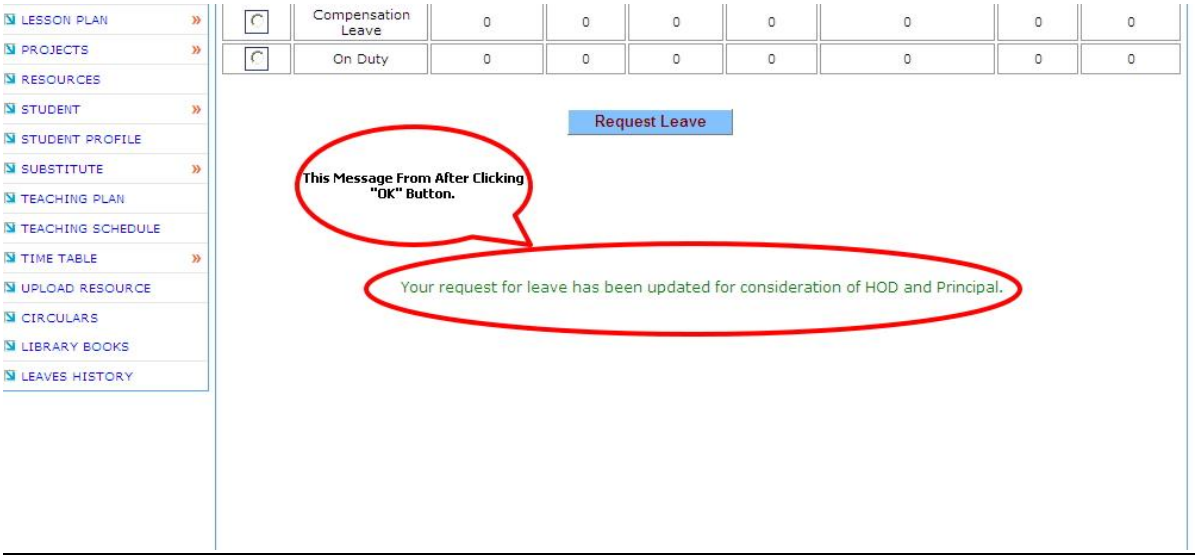
Step12:- Please Click On "Faculty "Drop Down Box As Shown In Below. Select Adjusted To Propose Faculty As Shown In Below.



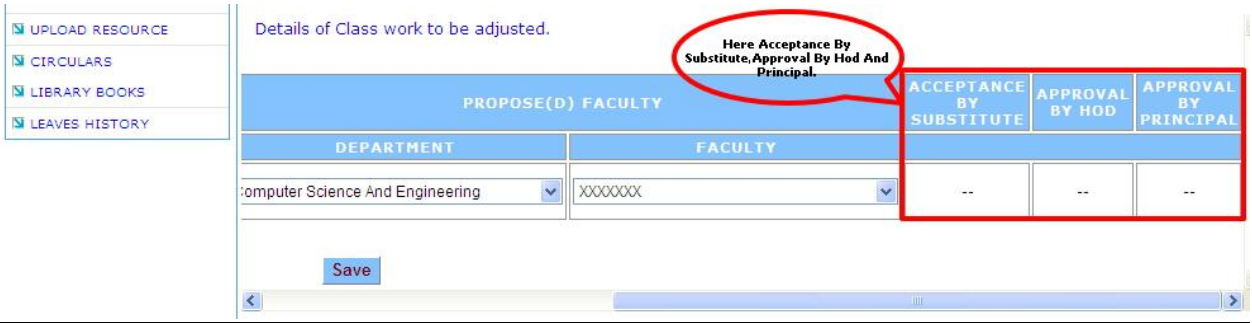
Step13:- Please Click On "Save" Button You Will Get Message From Webpage As Shown In Below.



Step14:- Please Click On "OK" Button You Will Find This Message As Shown In Below.



Step15:- As Shown In Above Screen The Request For Leave Has Been Updated For Consideration Of "HOD And Principal". Here You Will Get Approval For Leave As Shown In Below Screen.



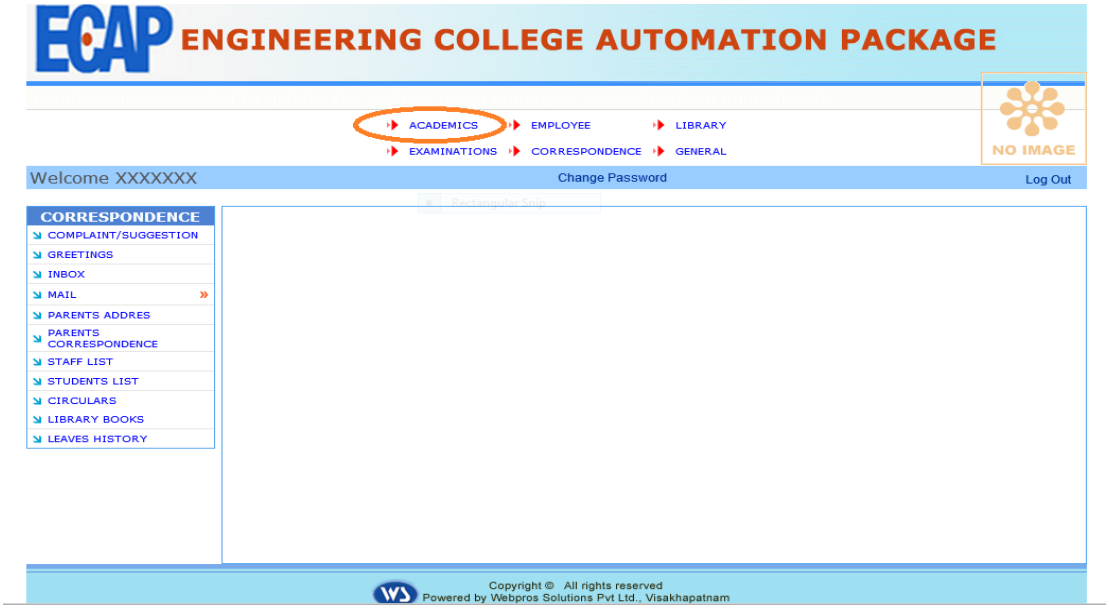
---------- Go To Next Page For Next Question ----------

Question And Answers Of Academic Module Through HOD Logins

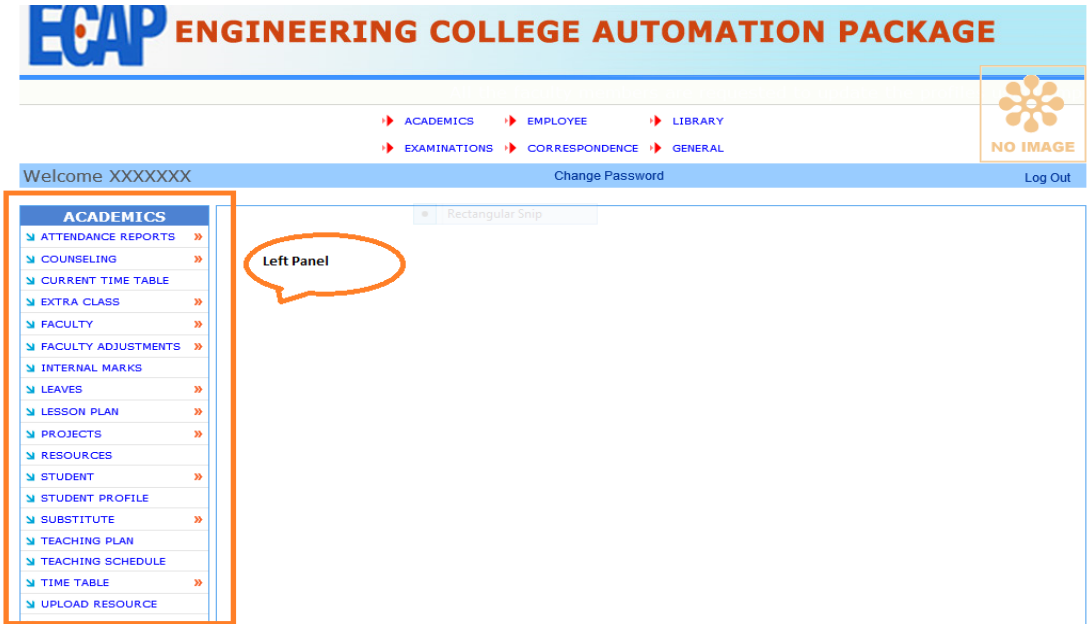
32) How To Approve Leaves From Requested Faculty?

Ans:-Step 1:-Please Login In To ECAP By Using Your Username And Password

Step 2:- Please Click On "Academics" Module As Shown In Below



Step 3:-You Will Find "Left Panel" After Clicking On Academics Module As Shown In Below.



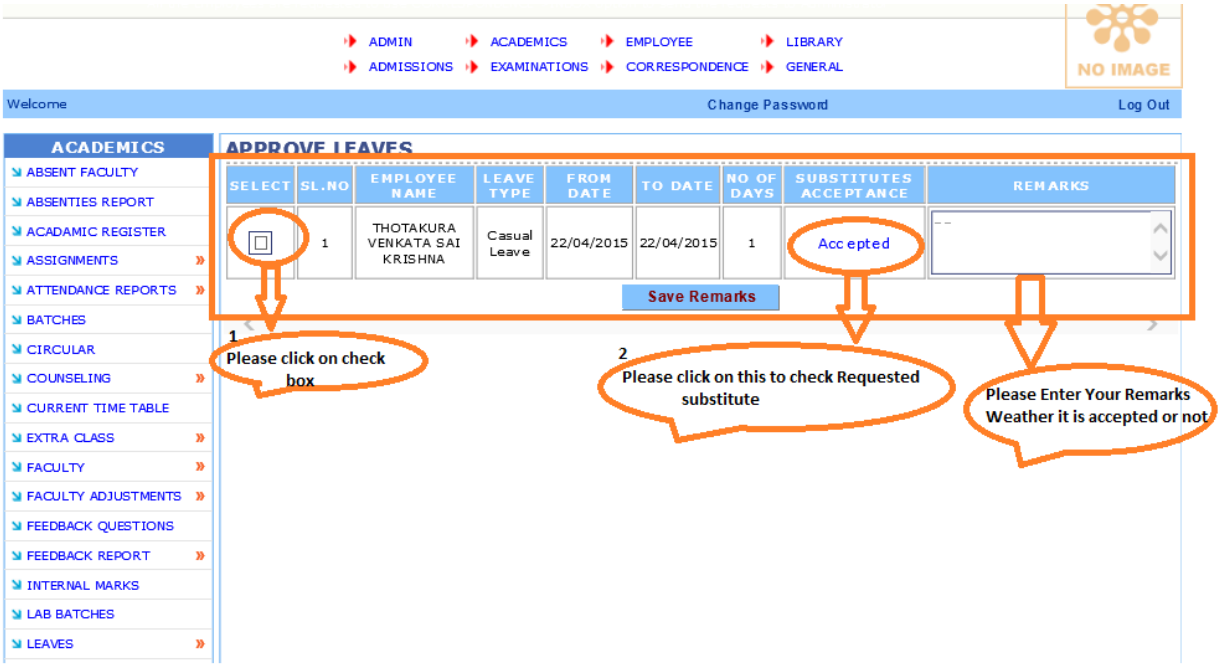
Question And Answers Of Academic Module Through HOD Logins

Step 4:-Please Place Your Mouse Pointer On "Leaves" Link Which Is Available In Left Menu. Then You Will Find "Sub Links Menu" As Shown In Below.

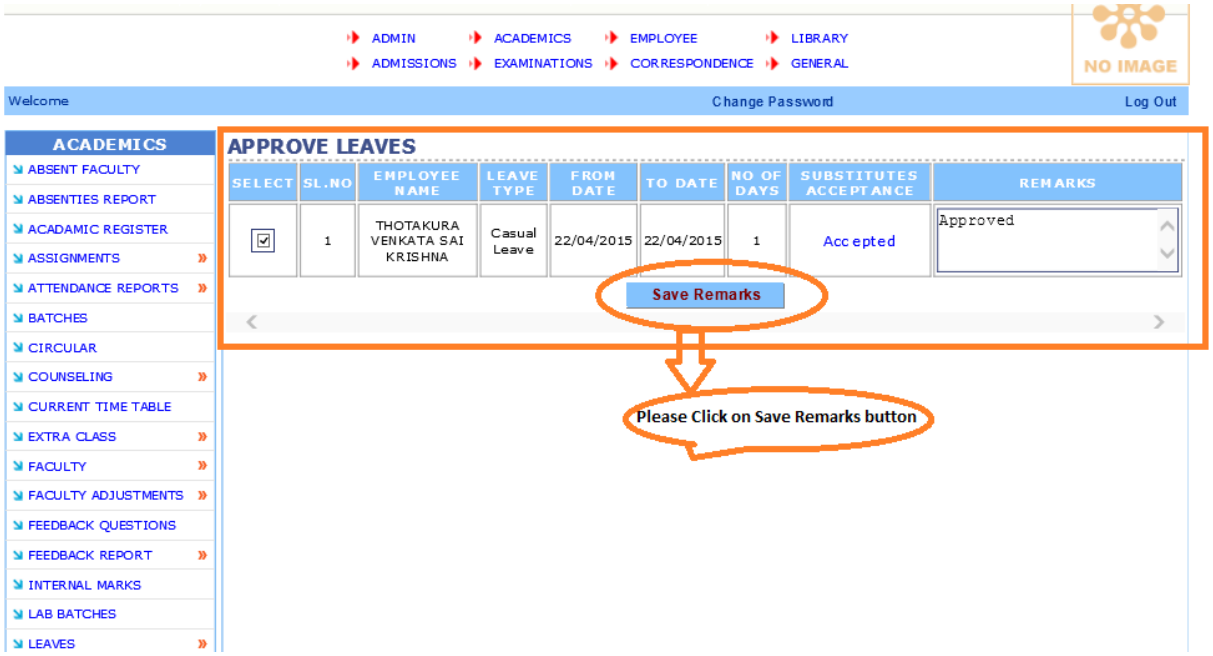
Step 5:- Please Click On Approve Option Which Is Available On Sub Links Menu As Shown In Below.

Question And Answers Of Academic Module Through HOD Logins

Step 5:- You Will Get Requested Leave From Faculty As Shown In Below. Here Please Follow As Shown In Below.

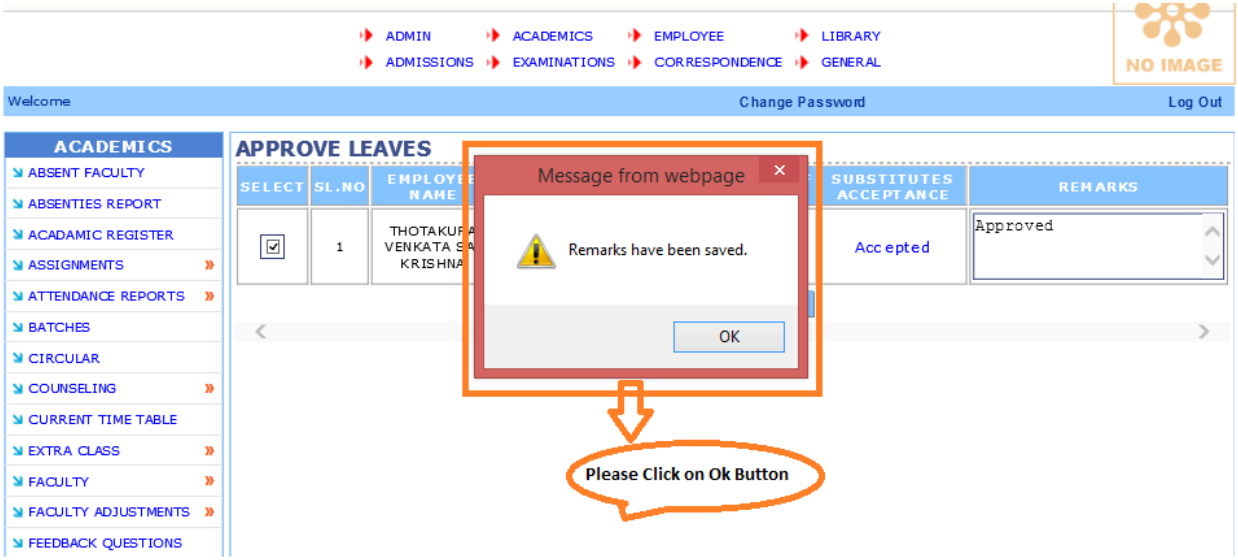


Step 5:- Please Click On Save Remarks Button After Entering Remarks As Shown In Below.



Question And Answers Of Academic Module Through HOD Logins

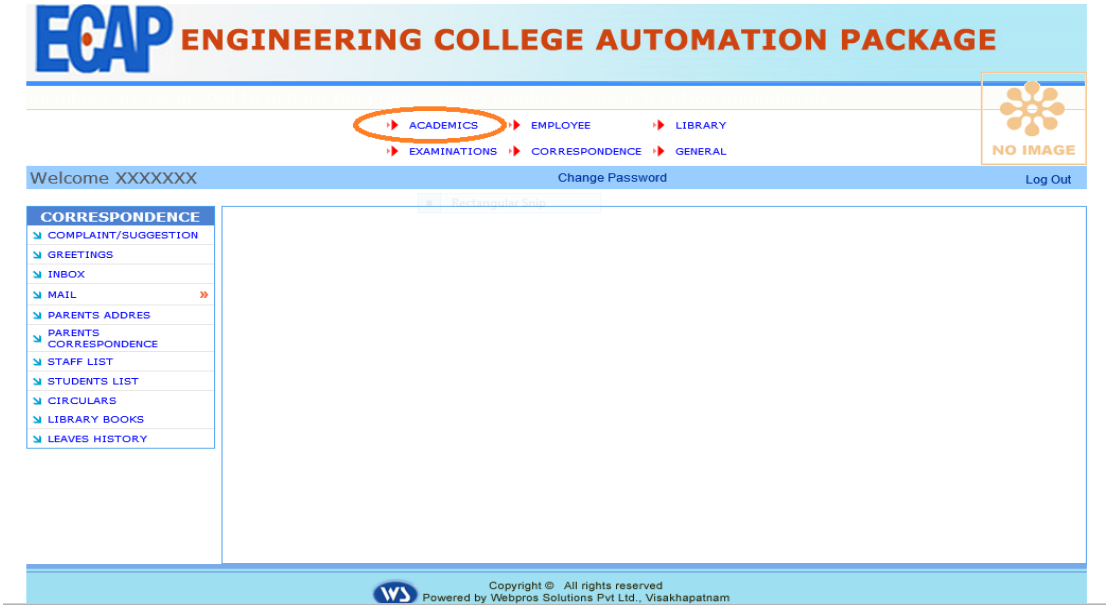
You Will Get The Below Confirmed Message After Click On Save Remarks Button As Shown In Below.Here Please Click On OK Button



33) How Can I Cancel Requested Leave From Faculty?

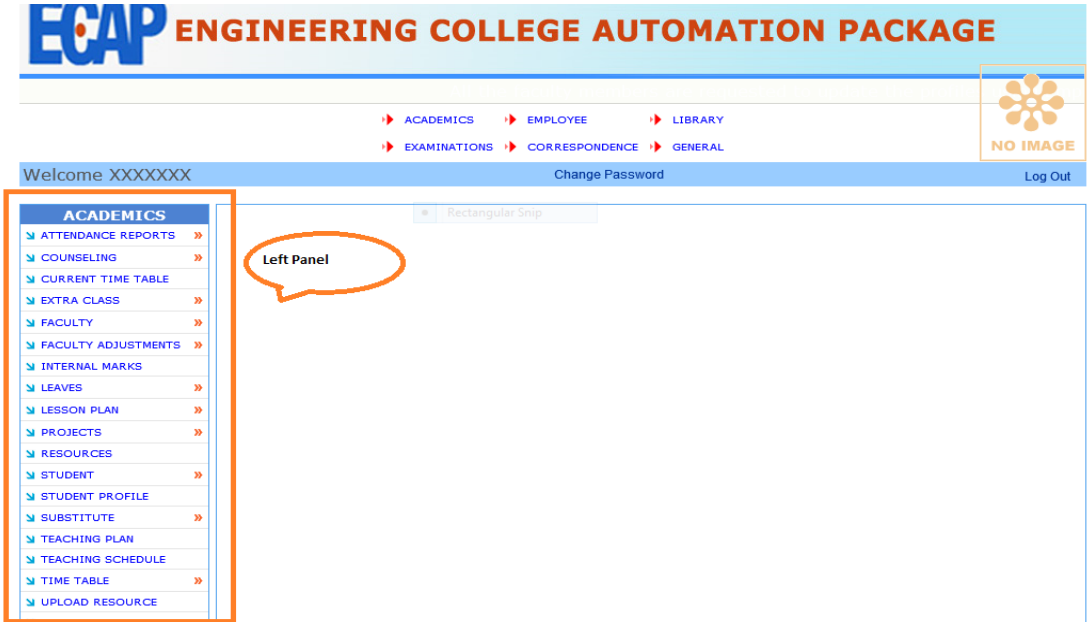
Ans:-Step 1:-Please Login In To ECAP By Using Your Username And Password

Step 2:- Please Click On "Academics" Module As Shown In Below



Question And Answers Of Academic Module Through HOD Logins

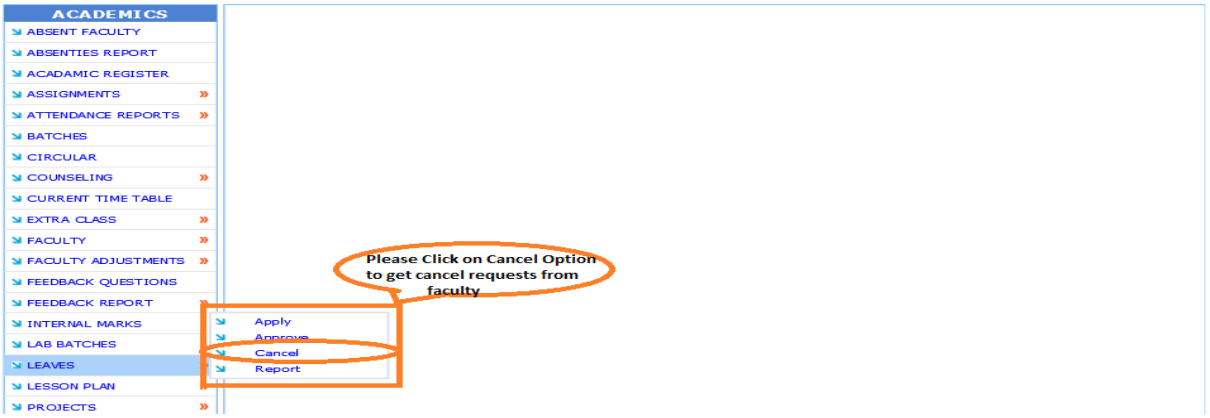
Step 3:-You Will Find "Left Panel" After Clicking On Academics Module As Shown In Below.



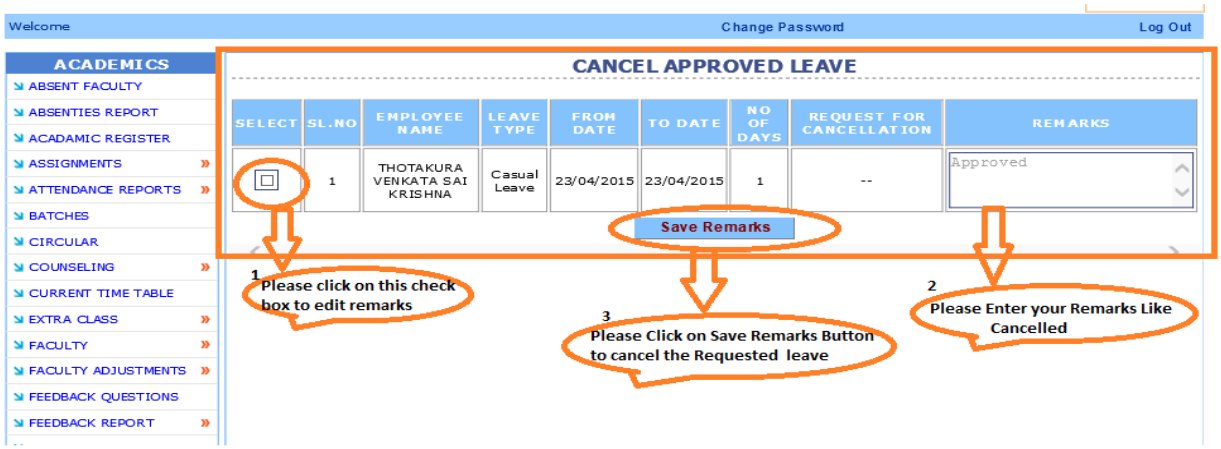
Step 4:-Please Place Your Mouse Pointer On "Leaves" Link Which Is Available In Left Menu. Then You Will Find "Sub Links Menu" As Shown In Below.

Question And Answers Of Academic Module Through HOD Logins

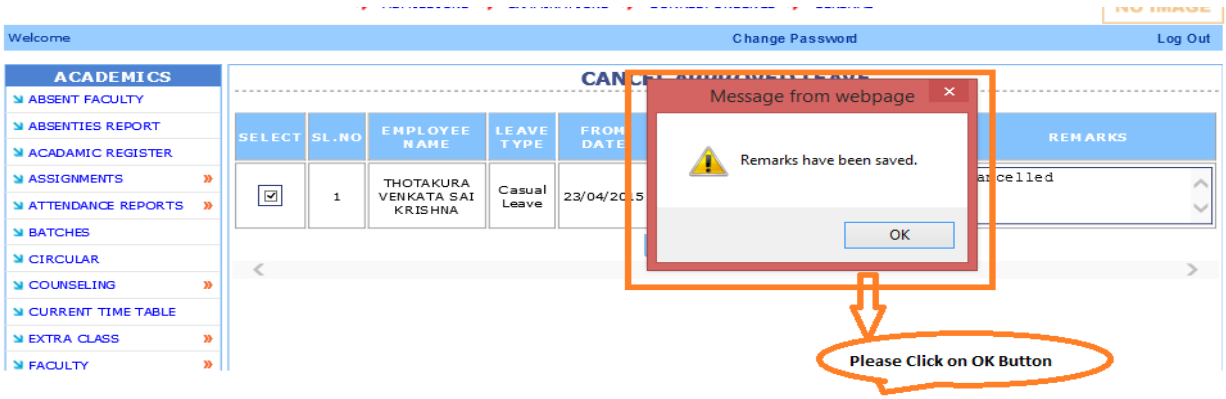
Step 5:- Please "Click On Cancel Option" Which Is Available On Sub Links Menu As Shown In Below.



Step 6:- You Will Get Like Below Screen After Click On CANCEL Option. Here You Need To Check Check Box To Edit The Remarks And Cancel The Approved Leave As Shown In Below.



You Will Get The Below Confirmed Message After Click On Save Remarks Button.



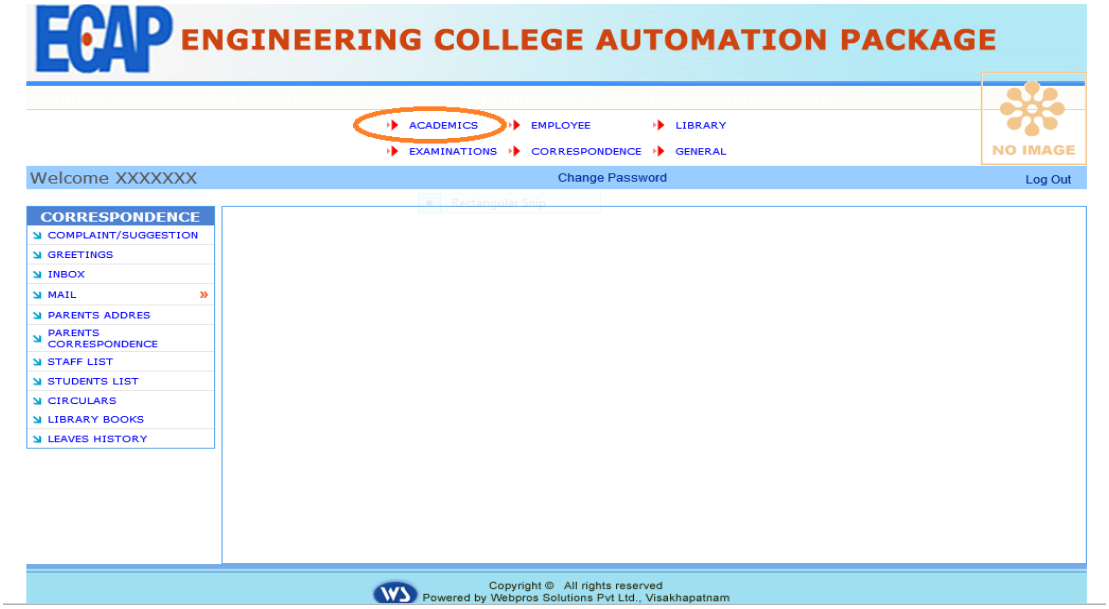
Principal Need To Cancel The Requested Approved Leave After You Cancelled.

Question And Answers Of Academic Module Through HOD Logins

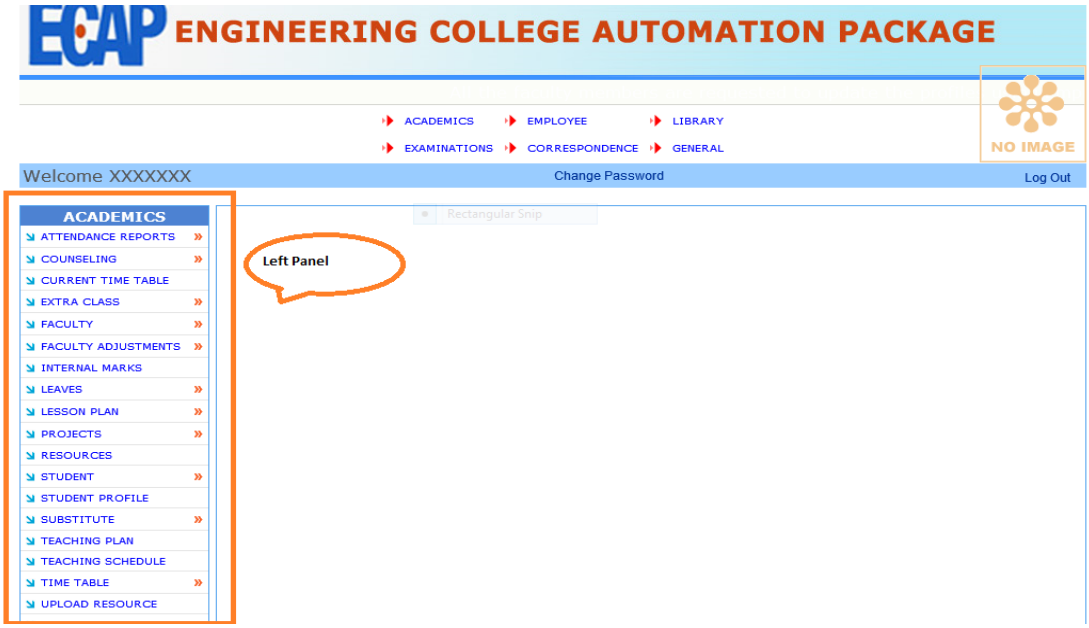
34) How To Check Staff Leaves Report?

Ans:-Step 1:-Please Login In To ECAP By Using Your Username And Password

Step 2:- Please Click On "Academics" Module As Shown In Below



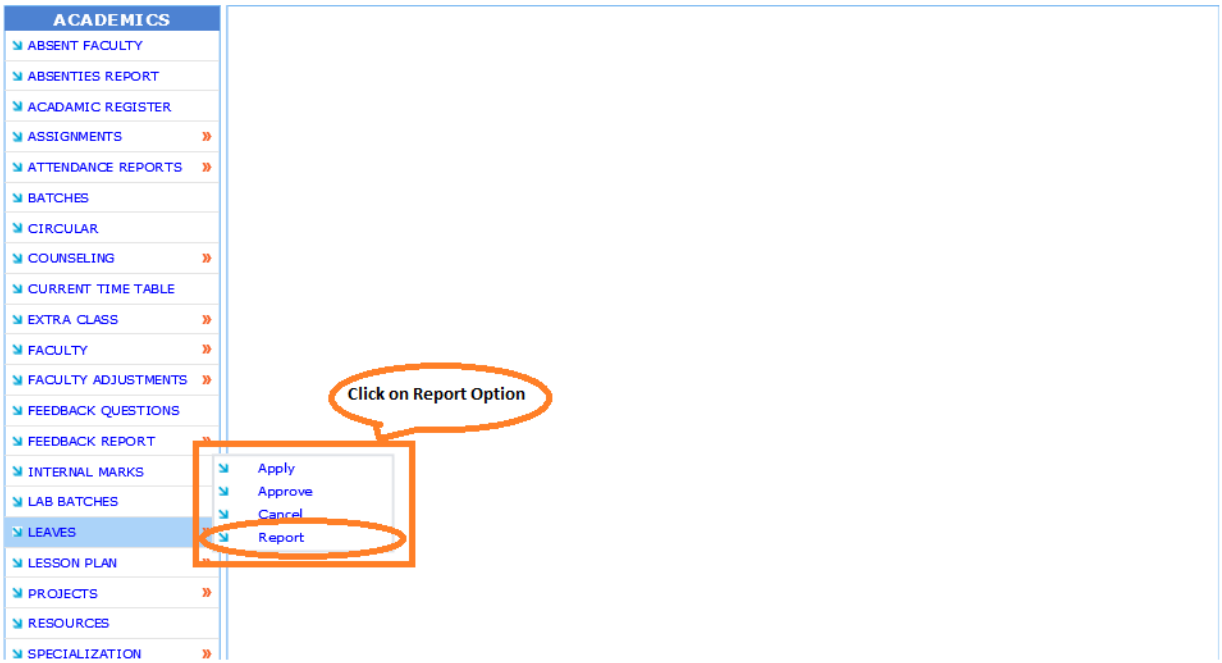
Step 3:-You Will Find "Left Panel" After Clicking On Academics Module As Shown In Below.



Question And Answers Of Academic Module Through HOD Logins

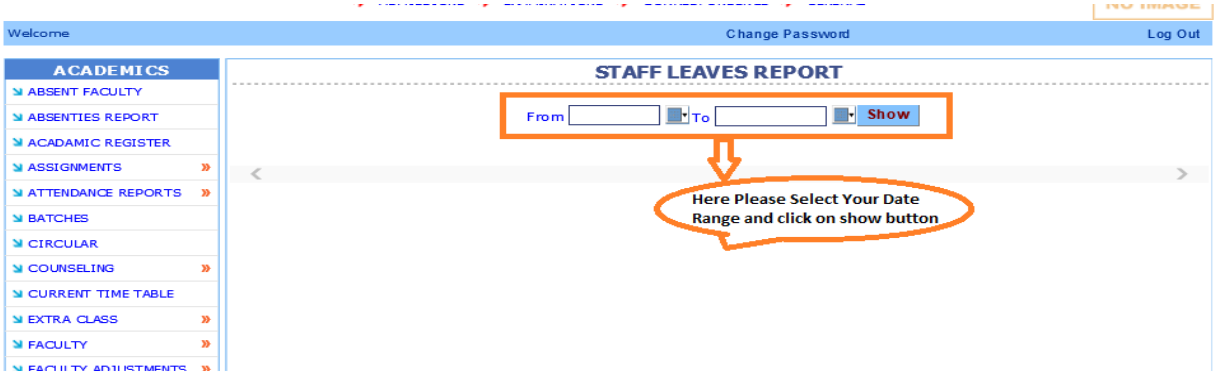
Step 4:-Please Place Your Mouse Pointer On "Leaves" Link Which Is Available In Left Menu. Then You Will Find "Sub Links Menu" As Shown In Below.

Step 5:-Please Click On Report Option Which Is Available On Sub Links Menu As Shown In Below.

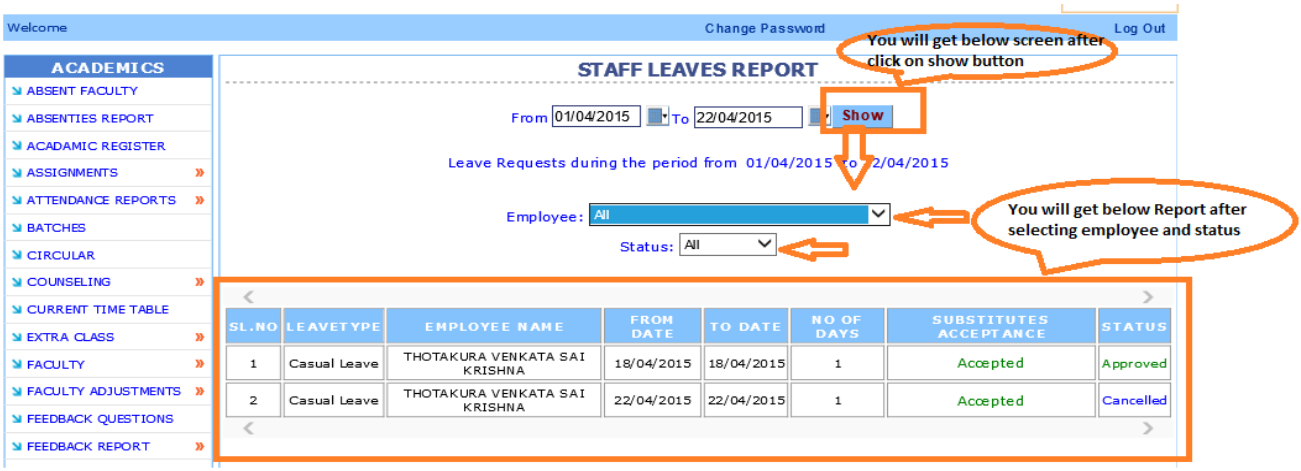


Question And Answers Of Academic Module Through HOD Logins

Step 6:-You Will Get The Below Screen After Click On Report Option .Please Select Your Date Range And Then Click On Show Button To See Employee Requested Leaves Report As Shown In Below

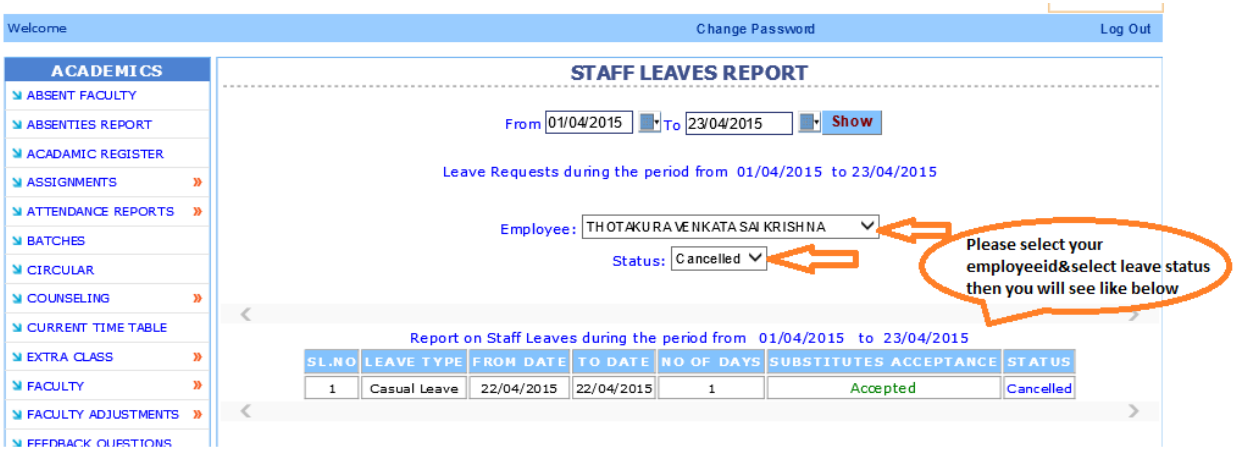


Step 7:-You Will Get The Below Report Of All Employees With Respective Faculty After Click On Show Button.



Step 7:-If You Want To See Individual Then You Need To Select Employee Name And Status As Shown In Below

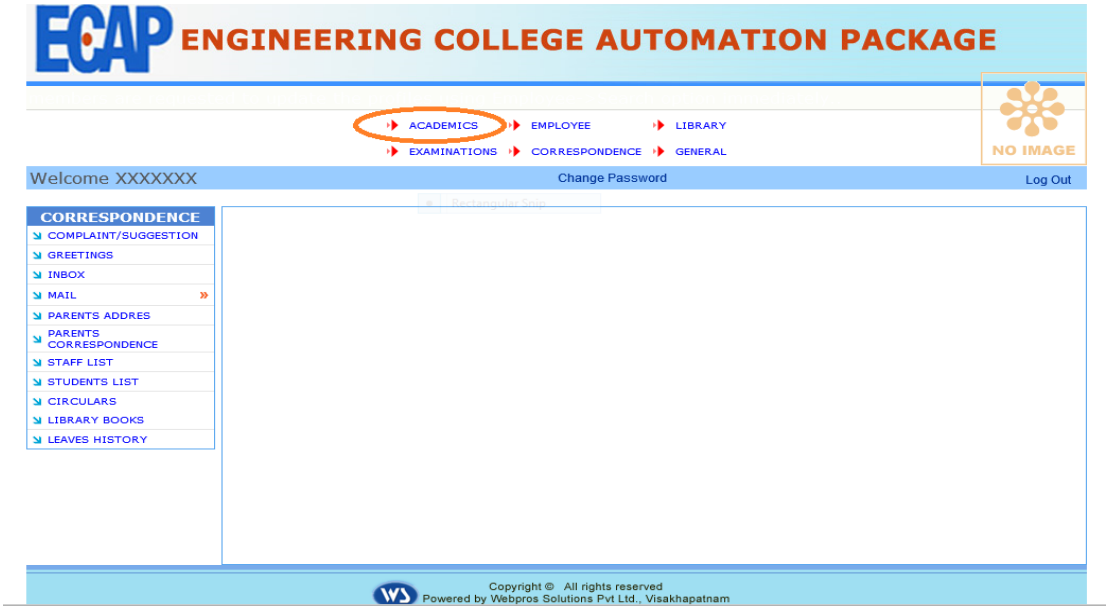
Question And Answers Of Academic Module Through HOD Logins



35) How To Check Student Profile (Eg:-Backlogs, Bio Data, Counseling Details, Fee Dues Etc..)?

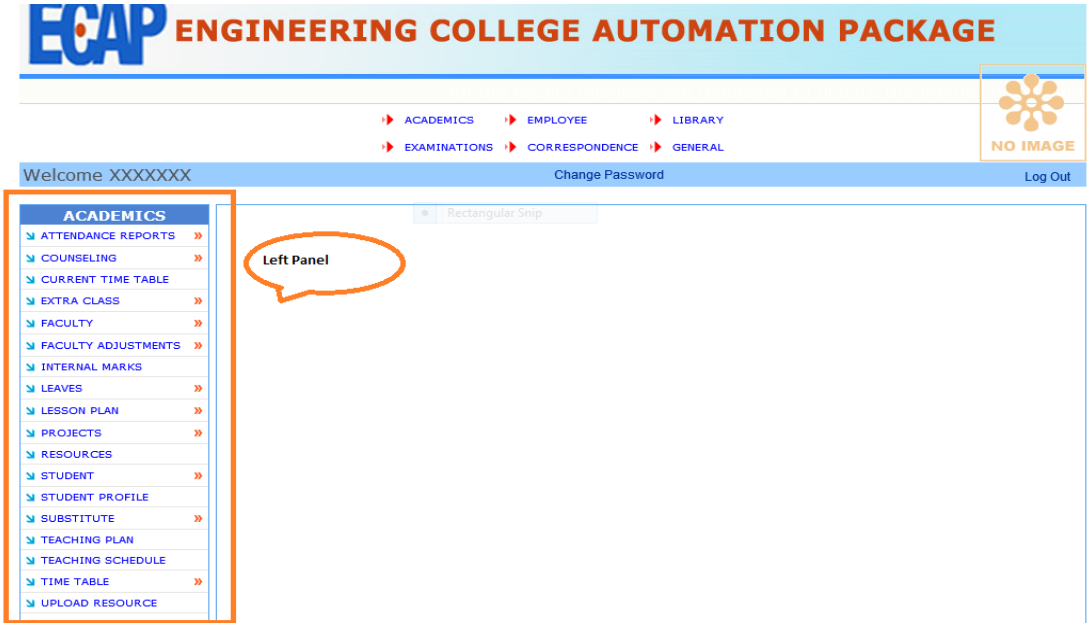
Ans:-Step 1:-Please Login In To ECAP By Using Your Username And Password

Step 2:- Please Click On "Academics" Module As Shown In Below

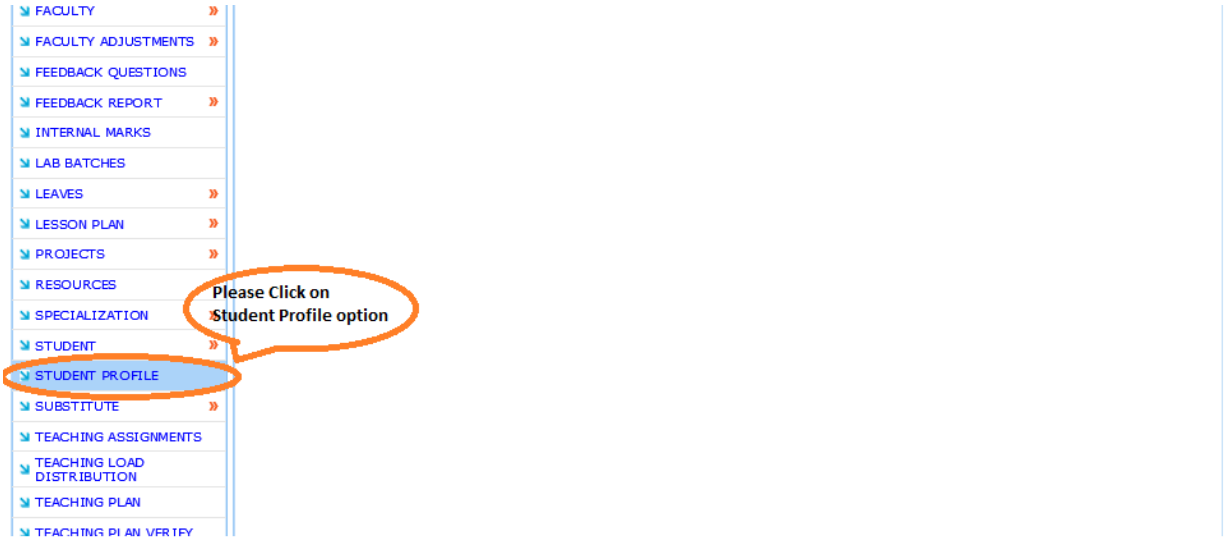


Step 3:-You Will Find "Left Panel" After Clicking On Academics Module As Shown In Below.

Question And Answers Of Academic Module Through HOD Logins

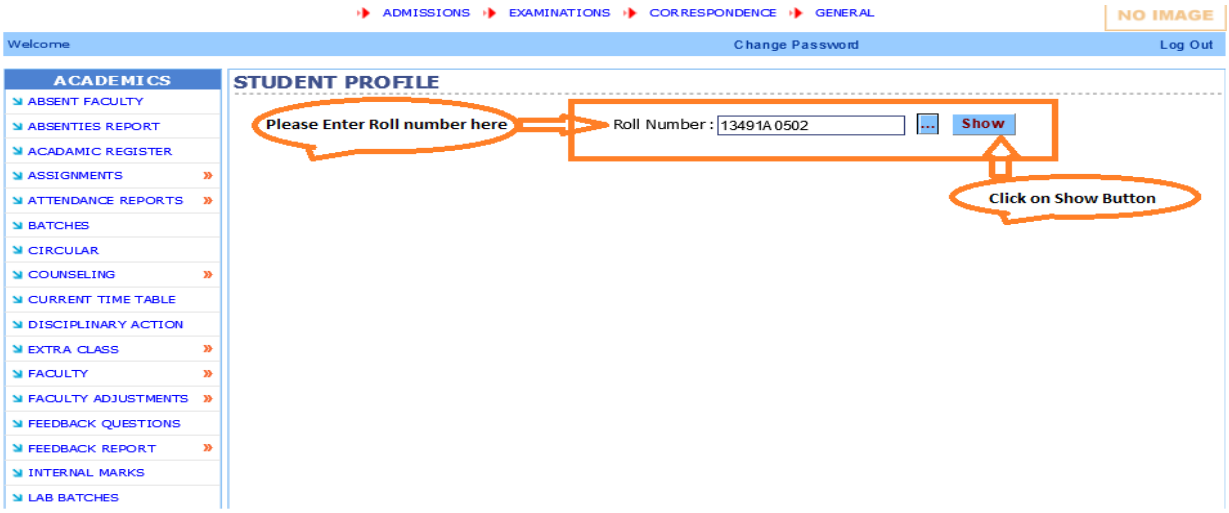


<u>Step 3</u>:-Please Click On Student Profile Option Which Is Available On Left Menu.

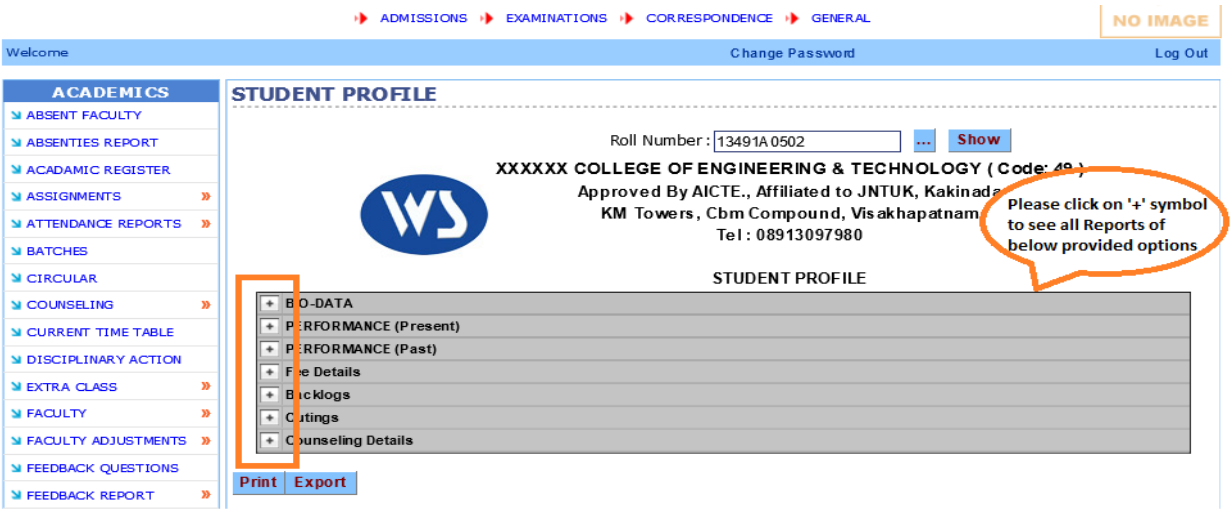


<u>Step 3</u>:-You Will Get The Below Screen After Click On Student Profile Option. Here Please Enter Roll Number And Then Click On Show Button To Get Student Profile As Shown In Below.

Question And Answers Of Academic Module Through HOD Logins

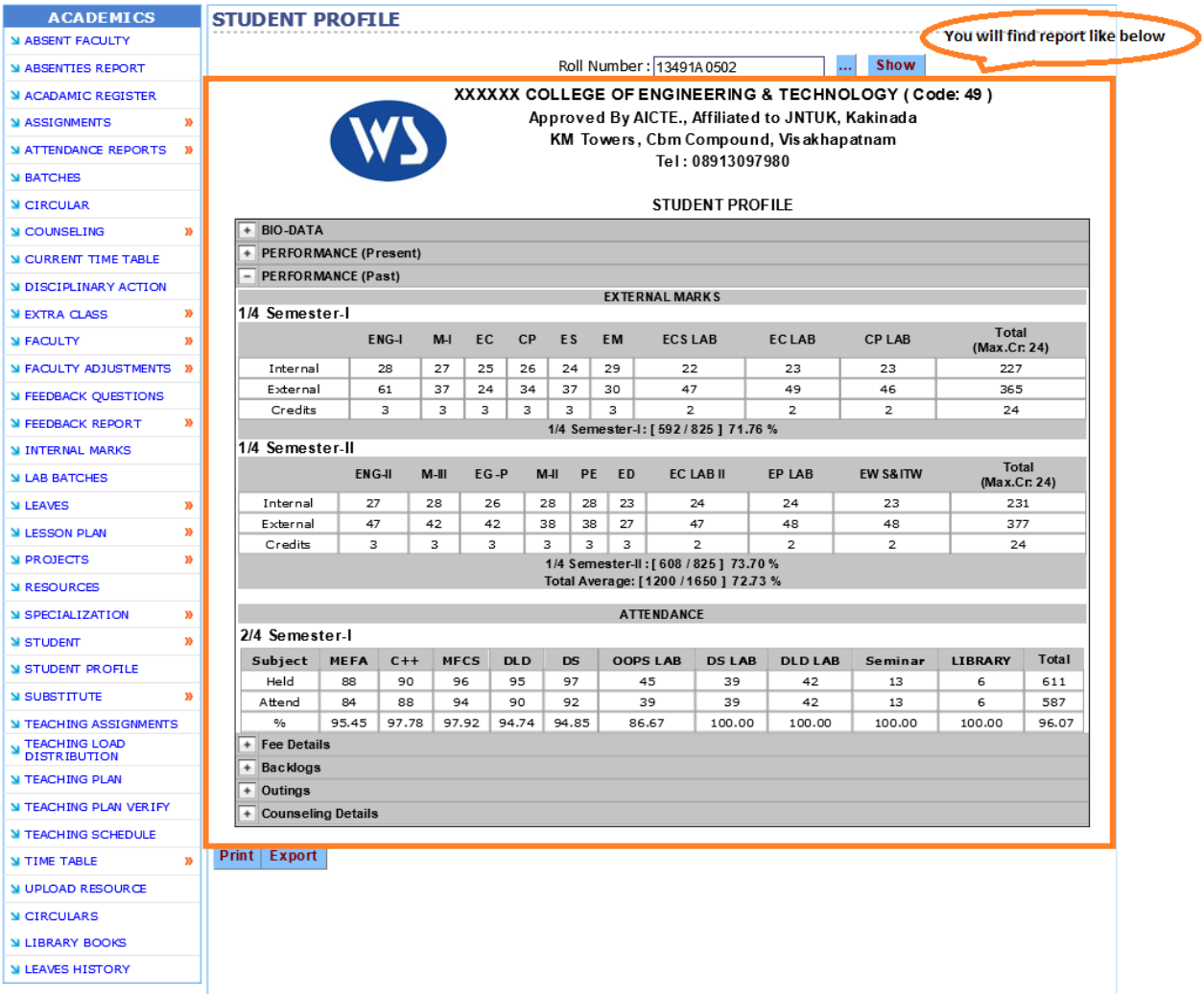


After Click On Show Button You Will Get Below Screen. Here You Need To Click On '+' Symbol To See Reports Of That Particular Student.



You Will Find Reports Like Below After Click On Every '+' Symbol.

Question And Answers Of Academic Module Through HOD Logins



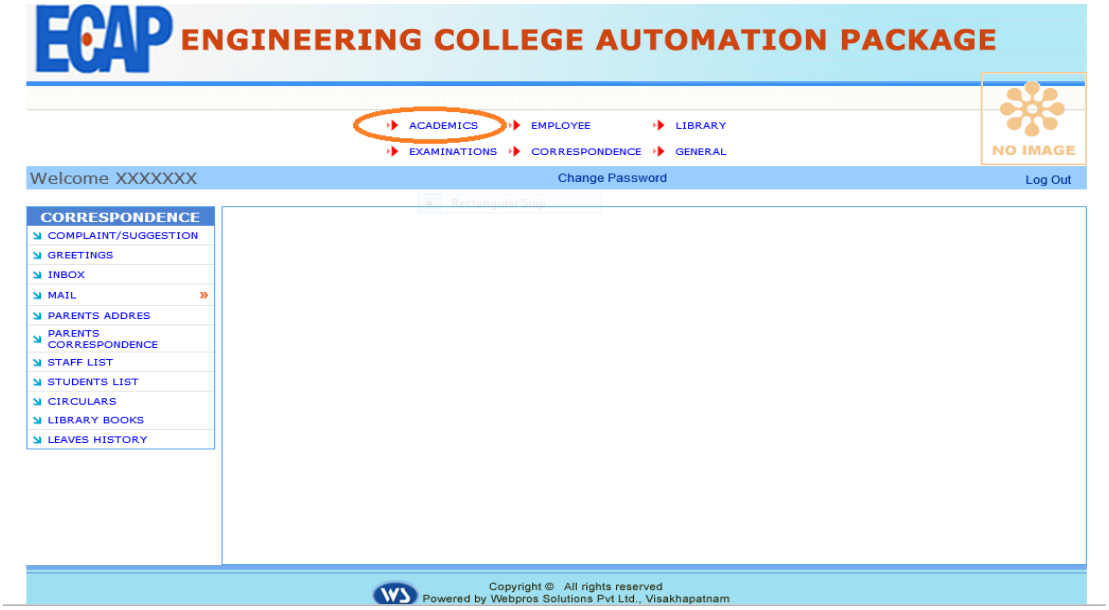
36) How To Check Student Past And Present Performance?

37) How To Give Assignments To Students?

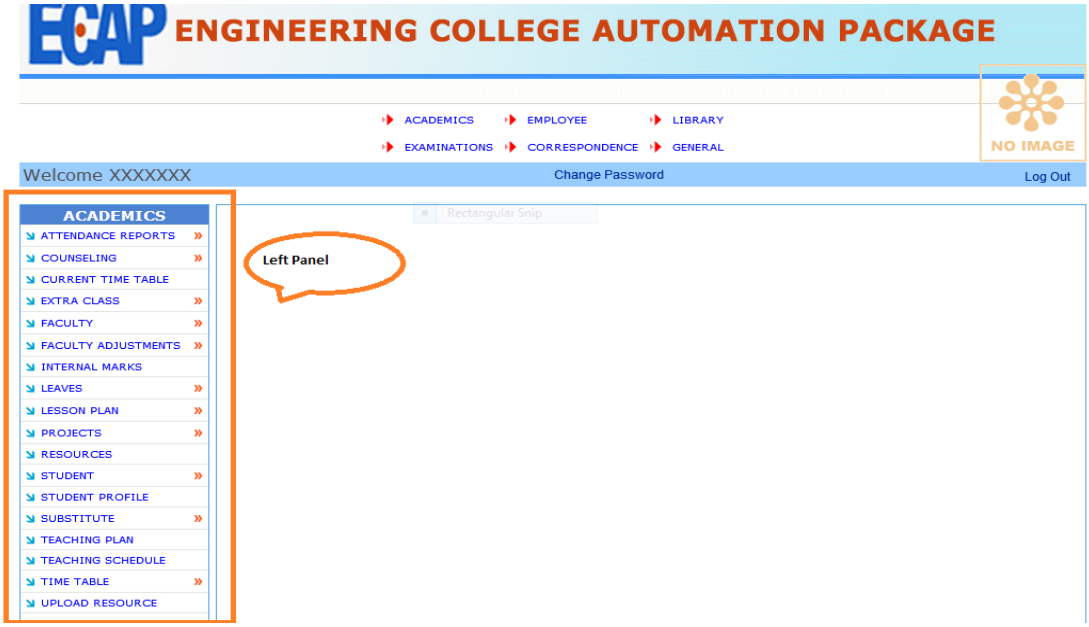
Ans:-Step 1:-Please Login In To ECAP By Using Your Username And Password

Step 2:- Please Click On "Academics" Module As Shown In Below

Question And Answers Of Academic Module Through HOD Logins

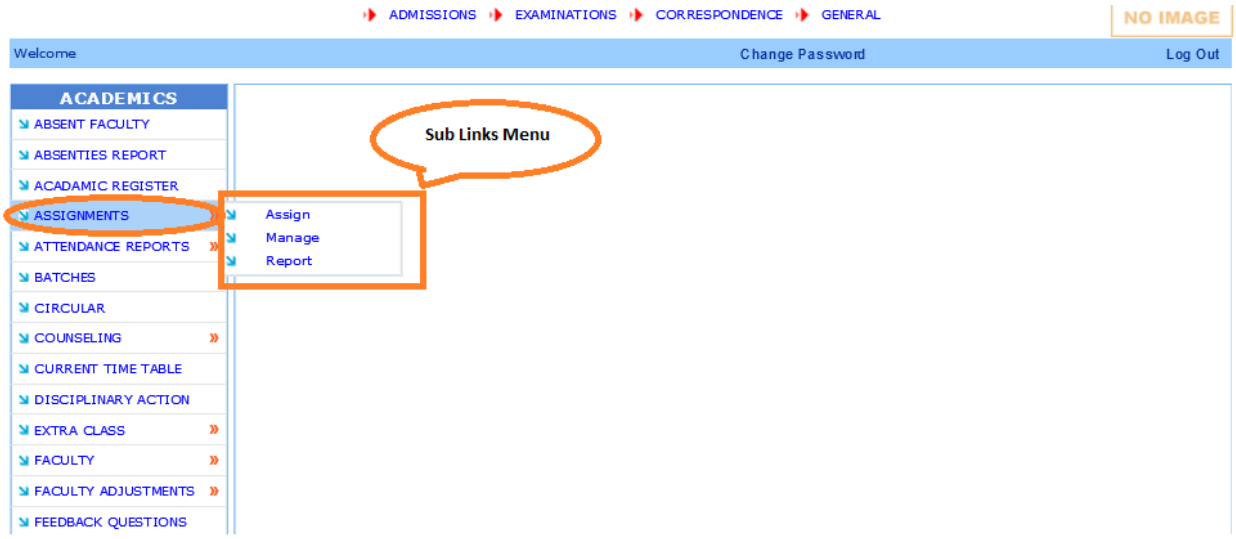


Step 3:-You Will Find "Left Panel" After Clicking On Academics Module As Shown In Below.

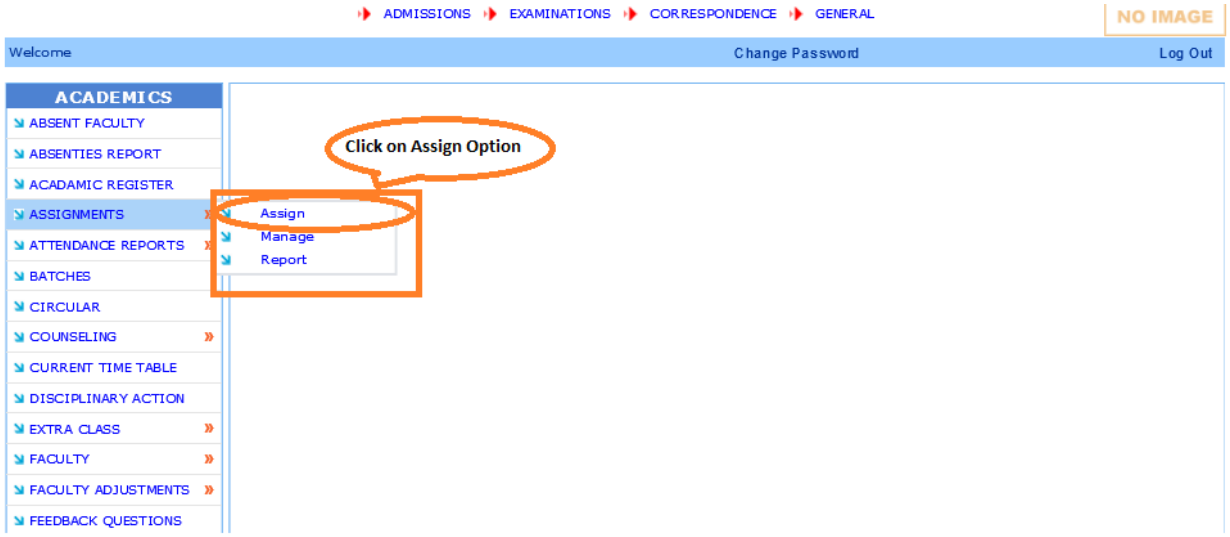


Step4:- Please Place Your Mouse Pointer On "Assignments" Link Which Is Available In Left Menu. Then You Will Find "Sub Links Menu" As Shown In Below.

Question And Answers Of Academic Module Through HOD Logins

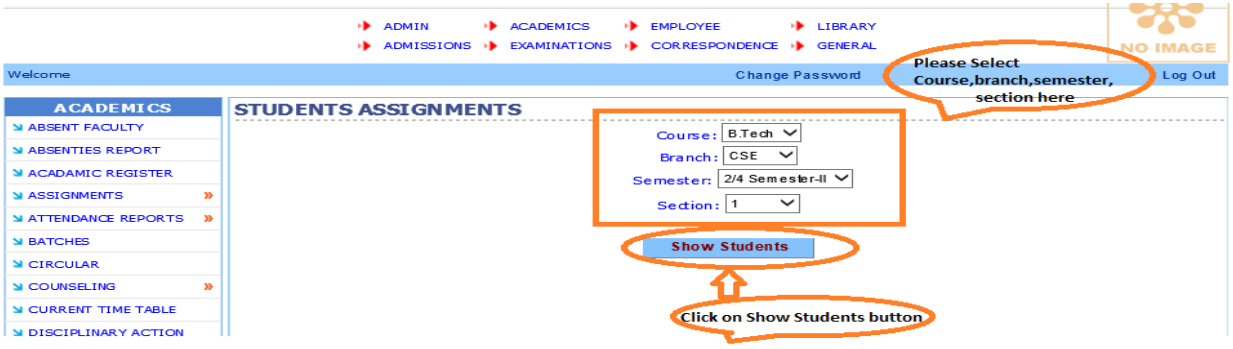


Step5:- Please Click On "Assign Option" Which Is Available In Sub Links Menu As Shown In Below.

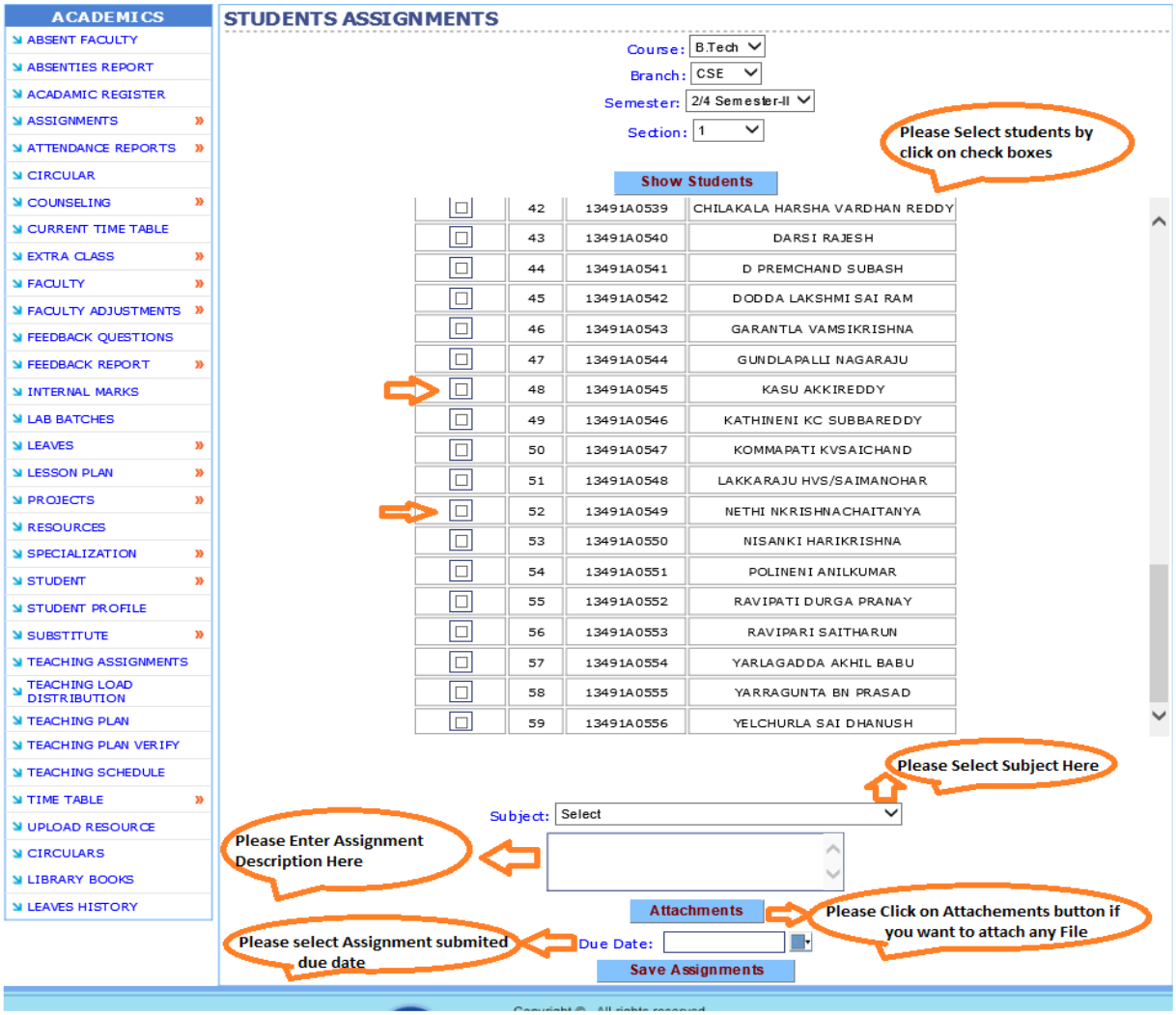


Step6:-You Will Get The Below Screen After Click On Assign Option. Here Please Select Course, Semester, Branch, Section And Then Click On Show Student's Button As Shown In Below

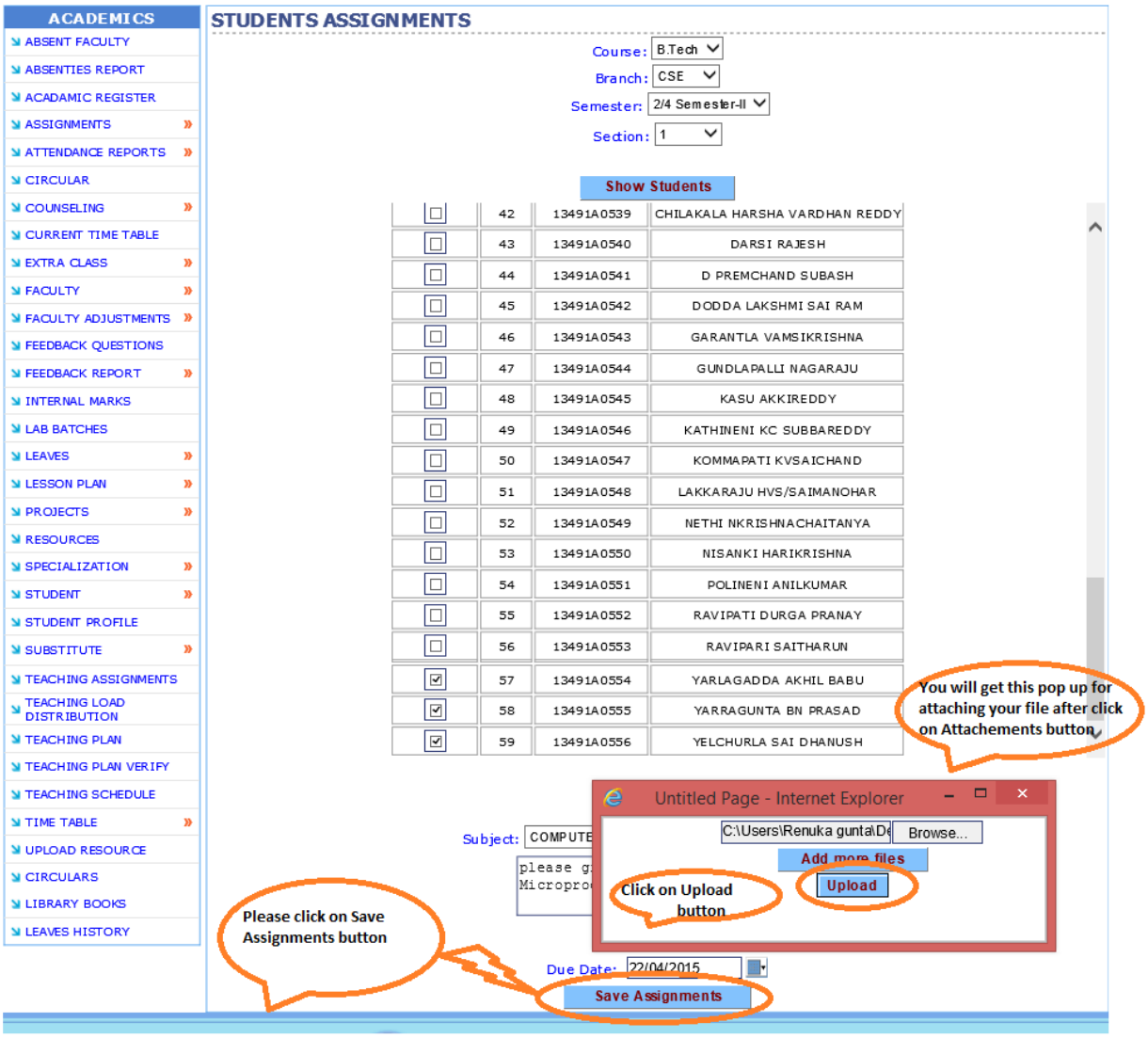
Question And Answers Of Academic Module Through HOD Logins



Step7:- You Will Get The Below Screen After Click On Show Students Button. Here Please Select Students And Subject And Enter Assignment Description And If You Want To Attach Any Attachments Then Please Attach By Click On Attachment Button And Then Select Assignment Submitted Due Date And Then Click On Save Assignments Button.

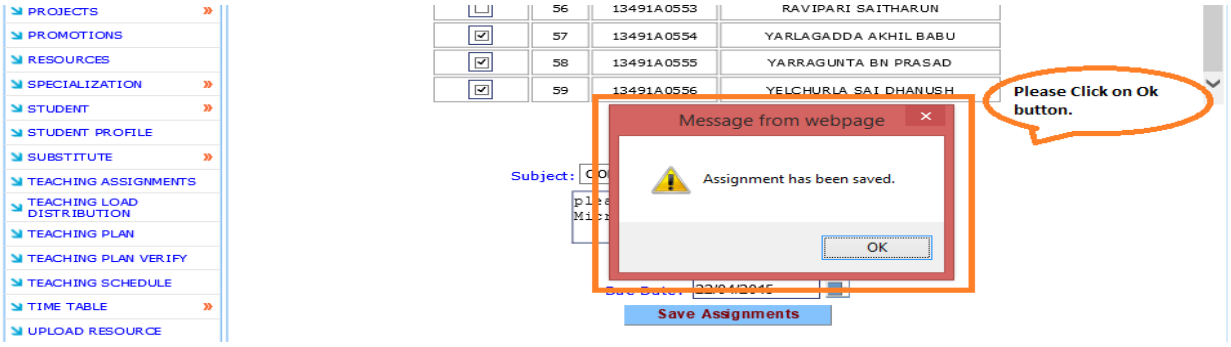


Step8:-Please Enter The Required Data As Shown In Below After Entering All Those Please Click On Save Assignments Button As Shown In Below.



You Will Get Below Confirmed Message After Click On Save Assignments. Here Please Click On OK Button.

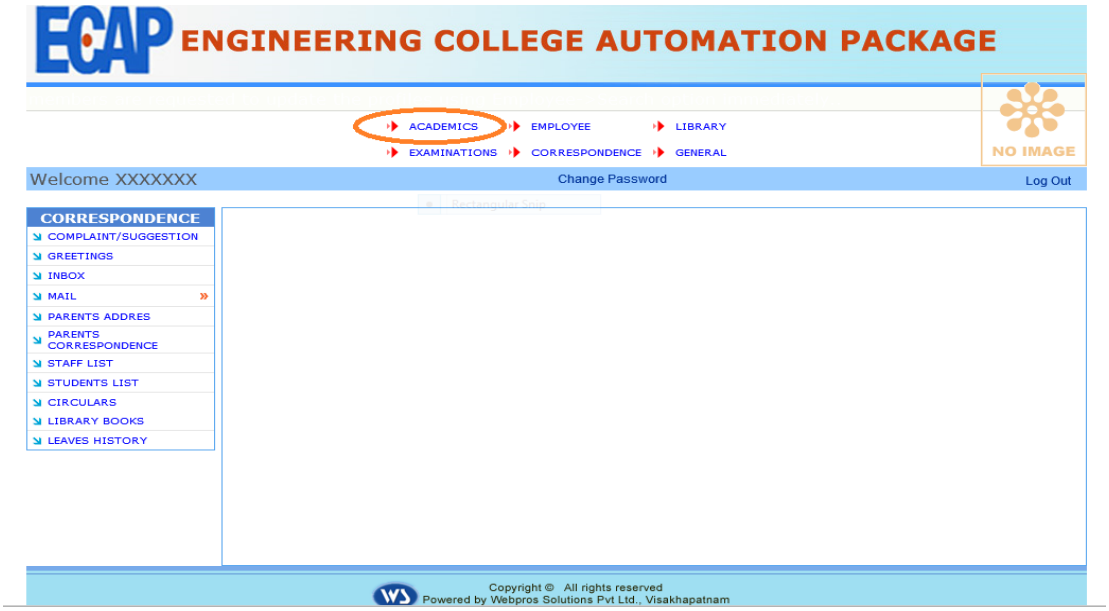
Question And Answers Of Academic Module Through HOD Logins



38) How To Give Marks Assignments Submitted Students?

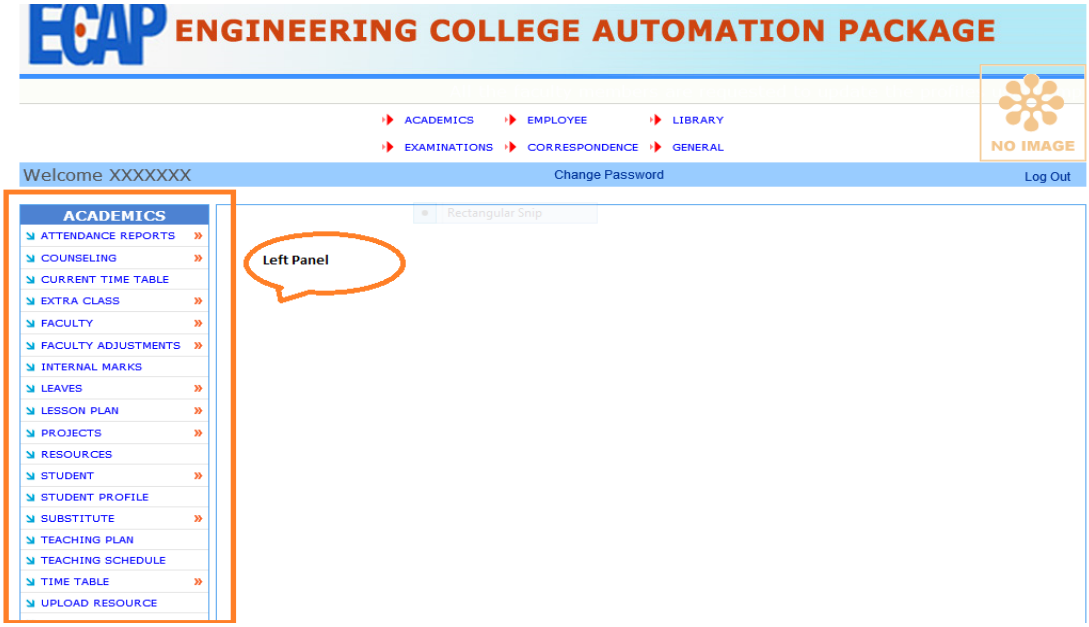
Ans:-Step 1:-Please Login In To ECAP By Using Your Username And Password

Step 2:- Please Click On "Academics" Module As Shown In Below

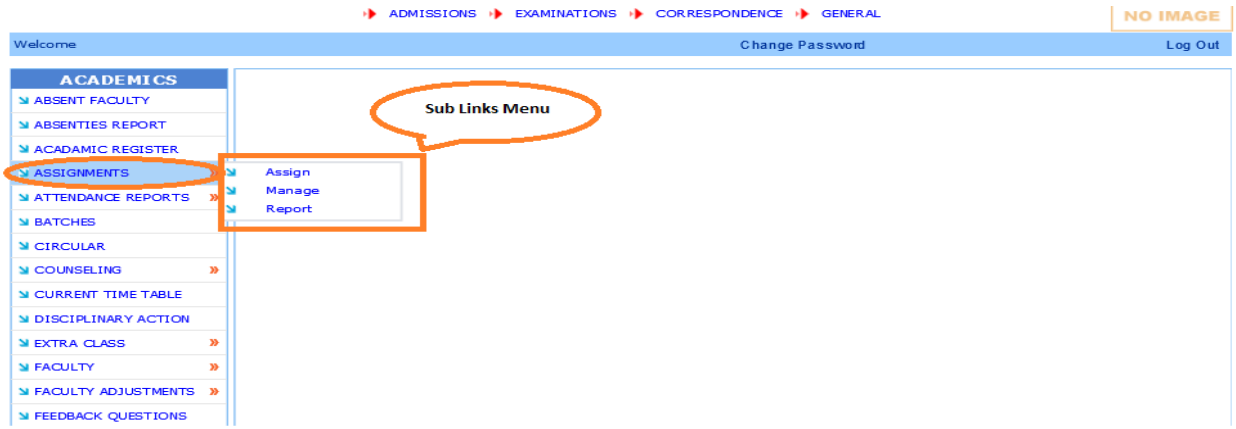


Step 3:-You Will Find "Left Panel" After Clicking On Academics Module As Shown In Below.

Question And Answers Of Academic Module Through HOD Logins

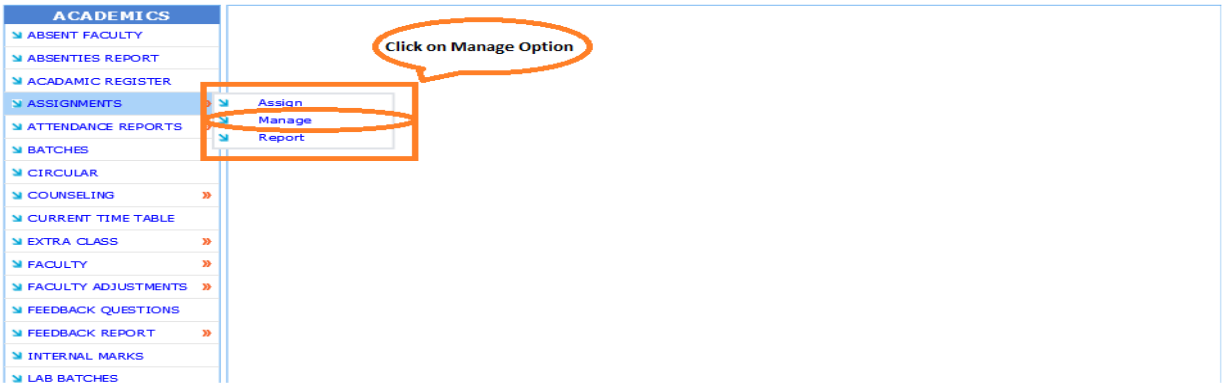


Step4:- Please Place Your Mouse Pointer On "Assignments" Link Which Is Available In Left Menu. Then You Will Find "Sub Links Menu" As Shown In Below.

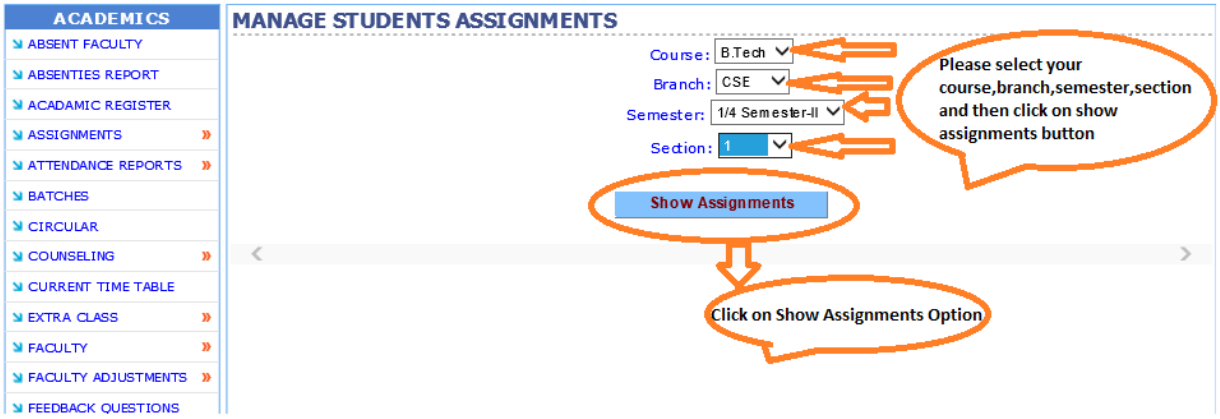


Step5:- Please Click On "Manage Option" Which Is Available In Sub Links Menu As Shown In Below.

Question And Answers Of Academic Module Through HOD Logins

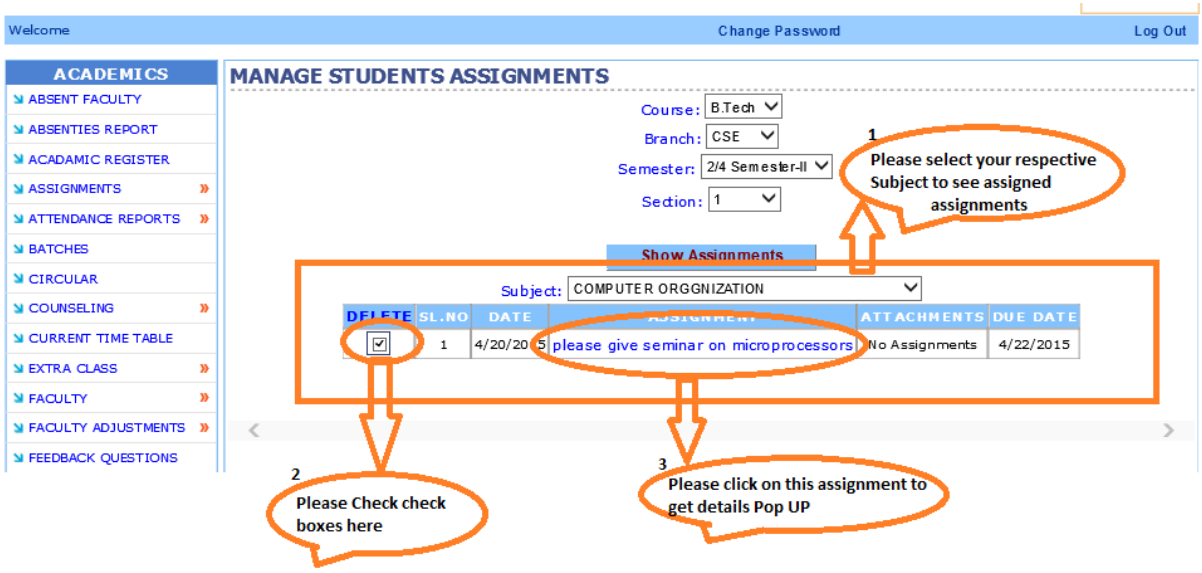


Step6:- **You Will Get The Below Screen After Click On Manage Option. Here Please Select Your Course, Branch, Semester, Section And Then Click On Show Assignments Button As Shown In Below.**

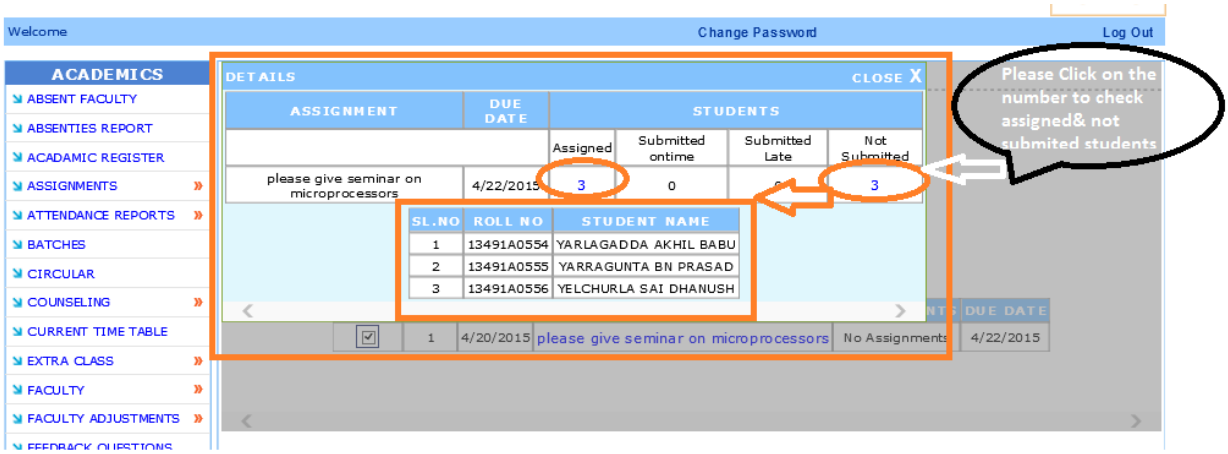


Step7:- **You Will Get The Below Screen After Click On Show Assignments Button. Then You Will Get Below Screen Here Please Select Your Subject And Select Check Box And Then Click On Assignment To Get Details As Shown In Below.**

Question And Answers Of Academic Module Through HOD Logins



Step8:- **You Will Get The Below Screen After Click On Assignments. Here You Can Check Assigned Students And Submitted And Not Submitted Students List As Shown In Below.**

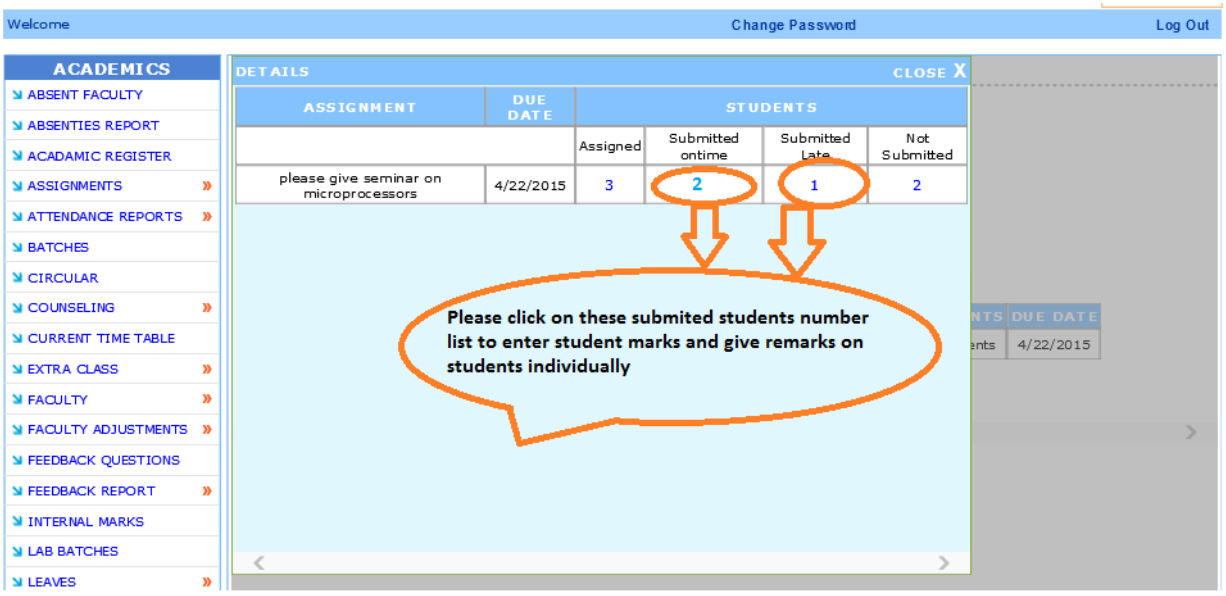


Step9:- **You Need To Follow The Below Steps To Check Late Submitted Students List**

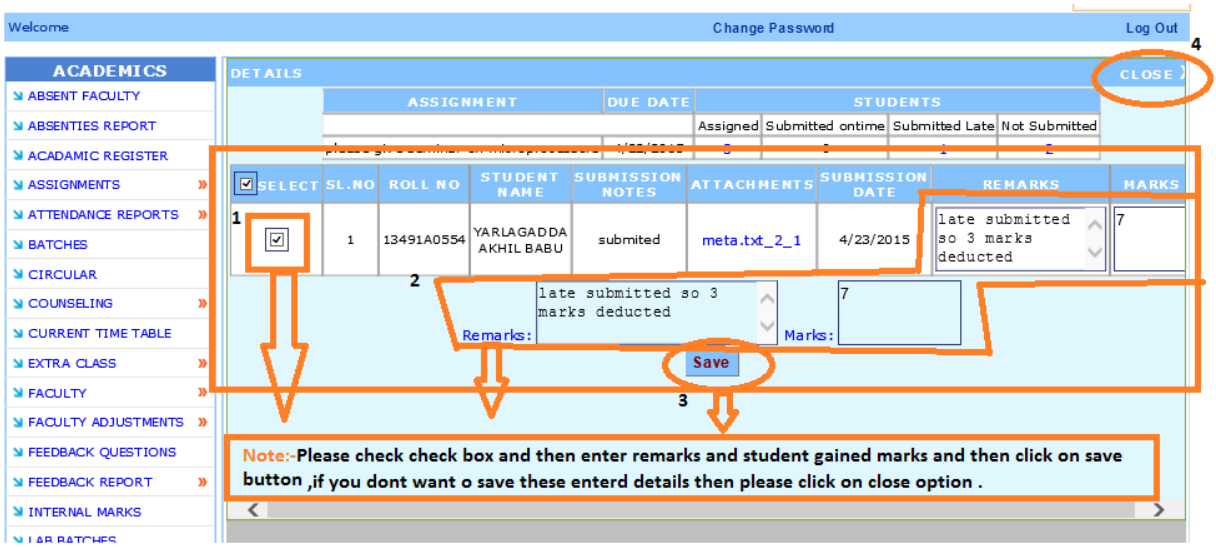
Submited Ontime:- **If You Want To Check Submitted Students List With In Due Dates Then Please Click On Submitted On Time Student List As Shown In Below Screen.**

Submitted Late:- **If You Want To Check Not Submitted Students List With In Due Dates Then Please Click On Not Submitted Student List As Shown In Below Screen.**

Question And Answers Of Academic Module Through HOD Logins

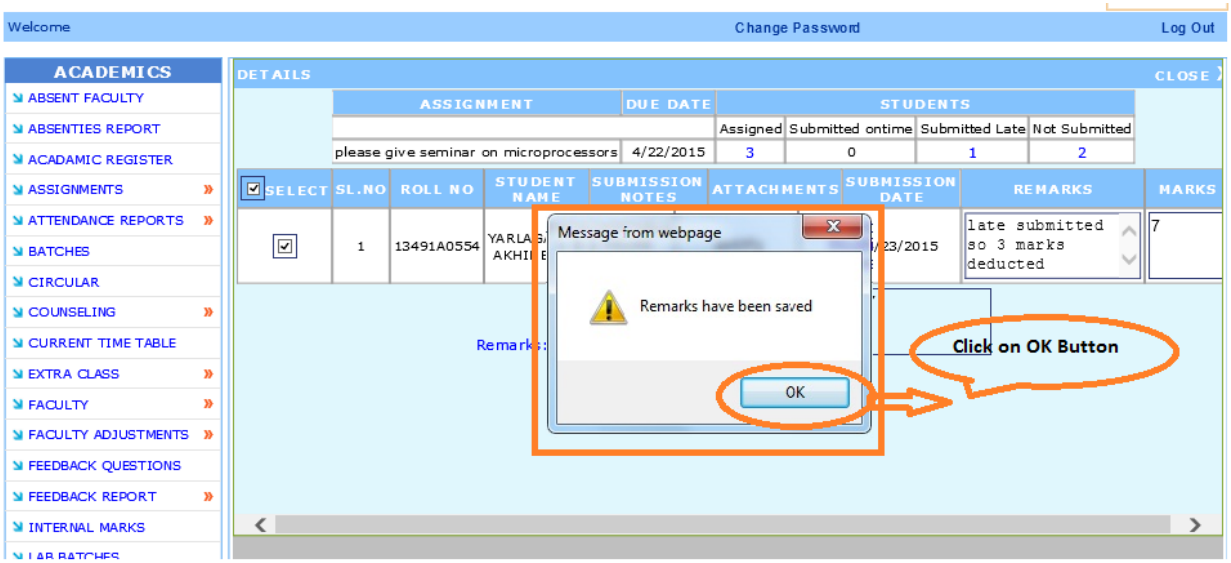


<u>Step10:-</u> You Will Get The Below Screen After Click On That Number List. Here You Need To Check The Check Box To Enter Remarks And Marks Of That Particular Student As Shown In Below. Please Click On Save Button After Entering Details Shown In Below.

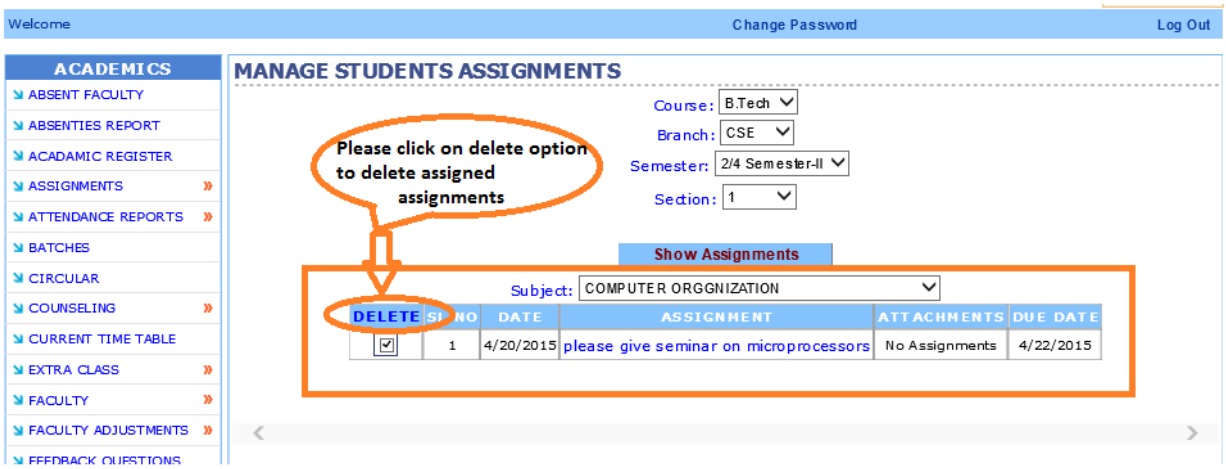


You Will Get The Below Confirmed Message After Click On Save Button As Shown In Below Screen In Next Page. Here Please Click On OK Button To Save Details.

Question And Answers Of Academic Module Through HOD Logins



Deleting A Assigned Assignment:- Please Click On Delete Option To Delete Assigned Assignments As Shown In Below.



----------Please Go To Next Page For Next Question----------
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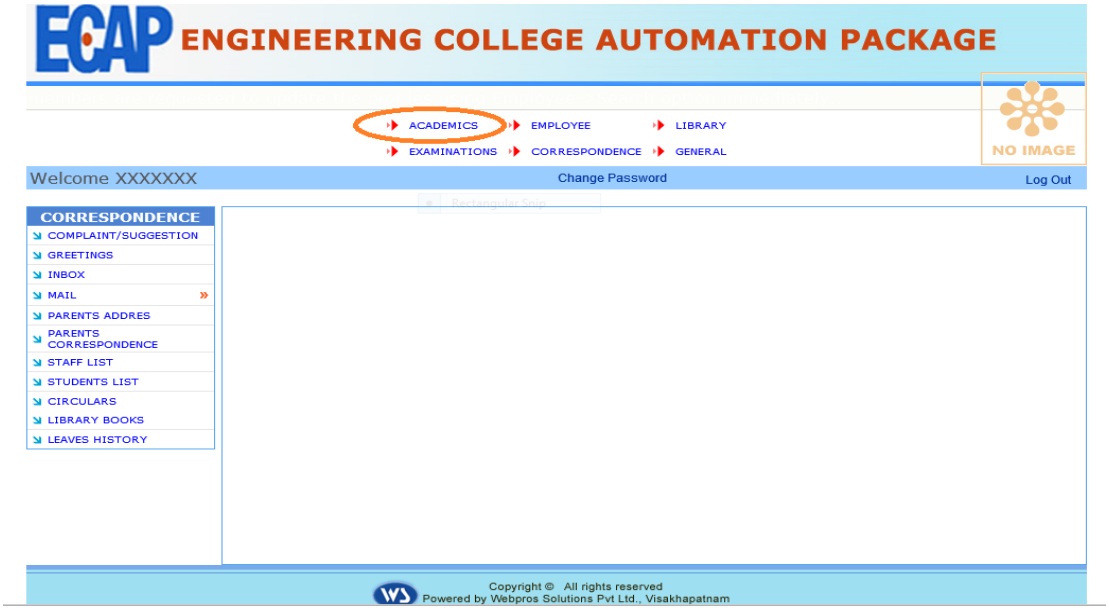
Question And Answers Of Academic Module Through HOD Logins

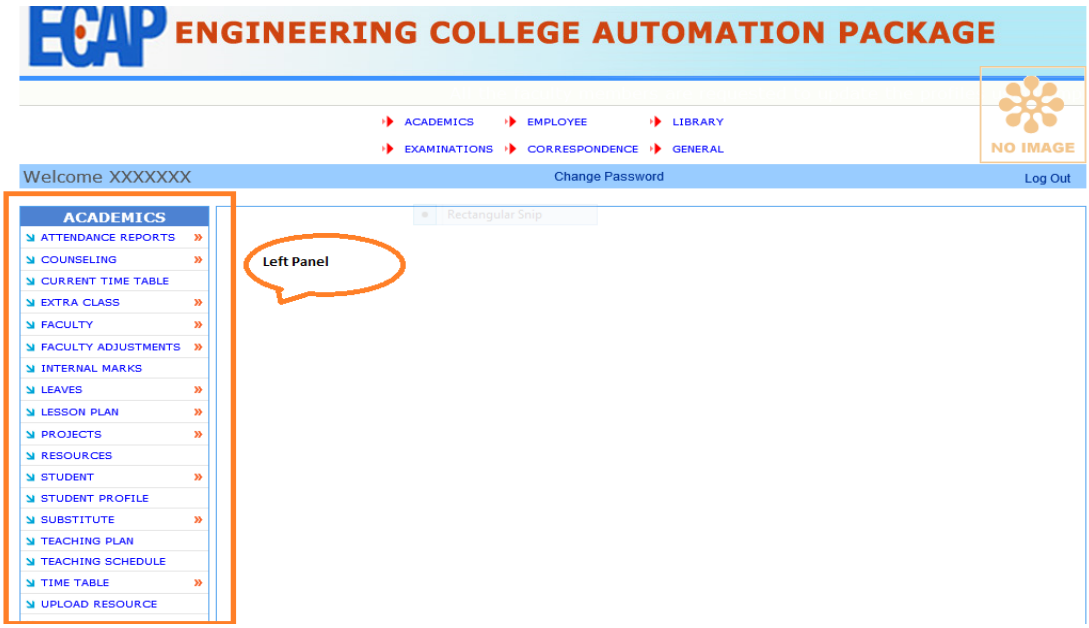
49) How To Check The Student Assignments Report?

Ans:-Step 1:-Please Login In To ECAP By Using Your Username And Password

Step 2:- Please Click On "Academics" Module As Shown In Below

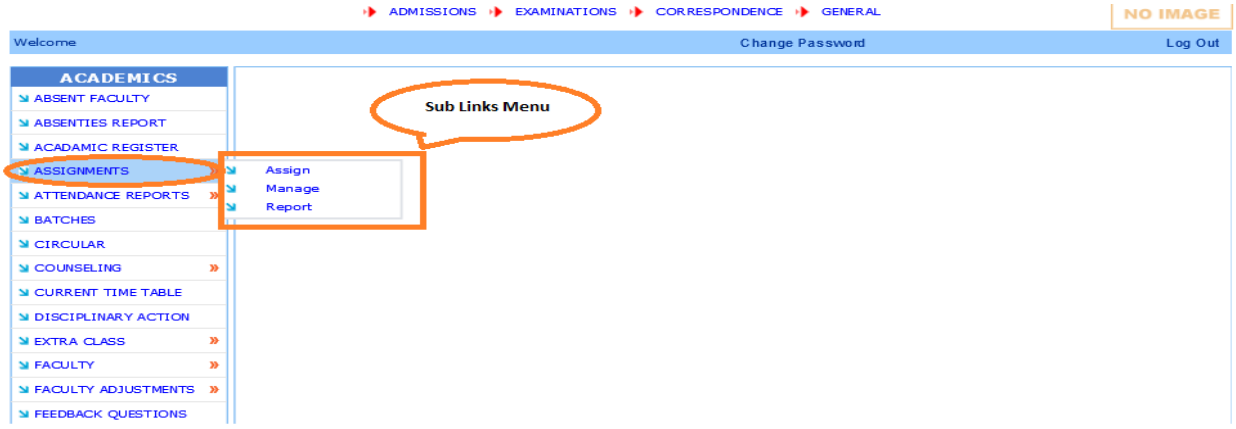


Step 3:-You Will Find "Left Panel" After Clicking On Academics Module As Shown In Below.

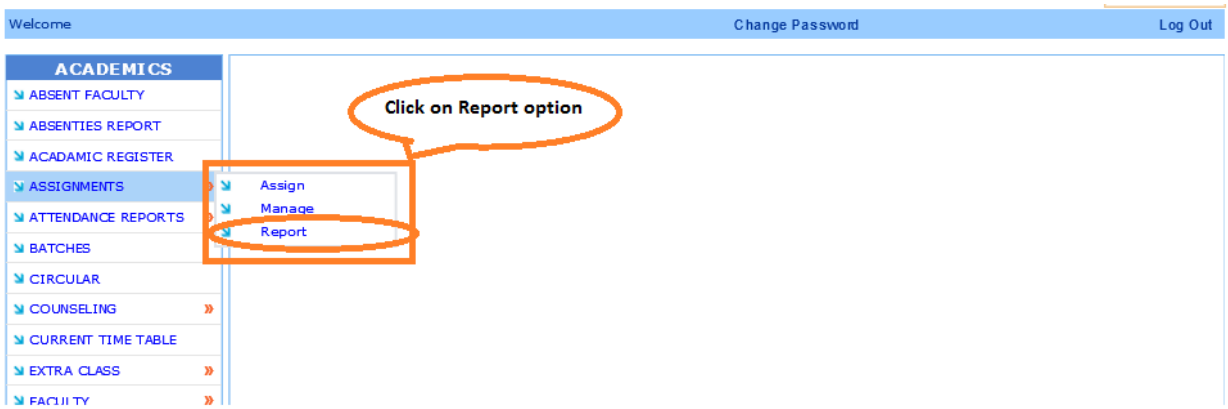


Question And Answers Of Academic Module Through HOD Logins

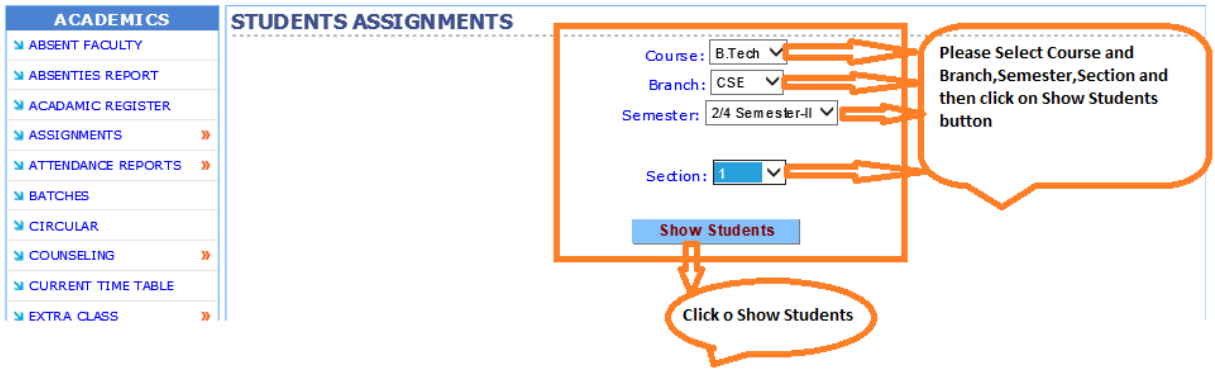
Step4:- Please Place Your Mouse Pointer On "Assignments" Link Which Is Available In Left Menu. Then You Will Find "Sub Links Menu" As Shown In Below.



Step5:- Please Click On "Report Option" Which Is Available In Sub Links Menu As Shown In Below.

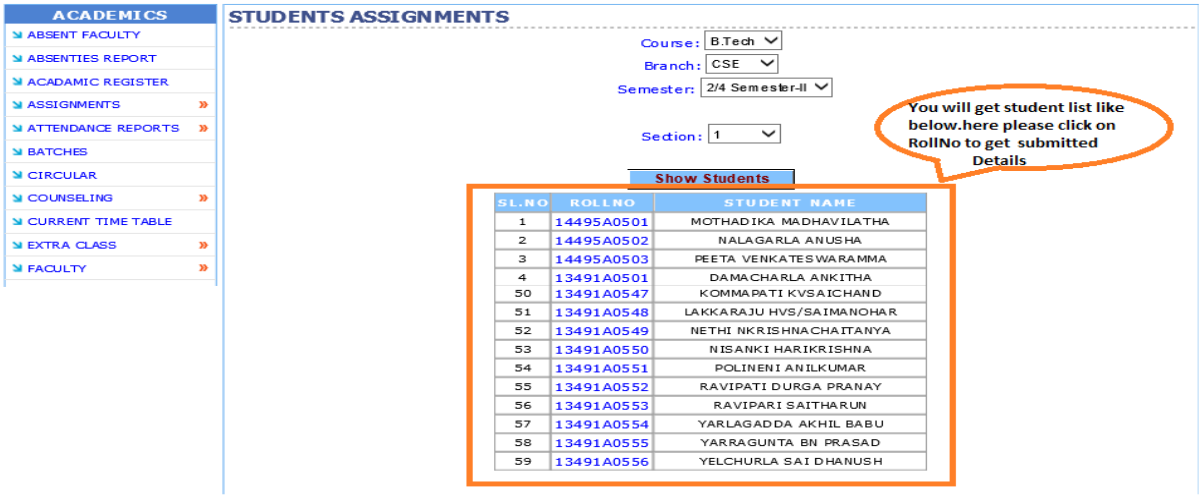


Step6:- You Will Get The Below Screen After Click On Report Option. Here Please Select Course, Branch, Semester, Section And Then Click On Show Students Button As Shown In Below.

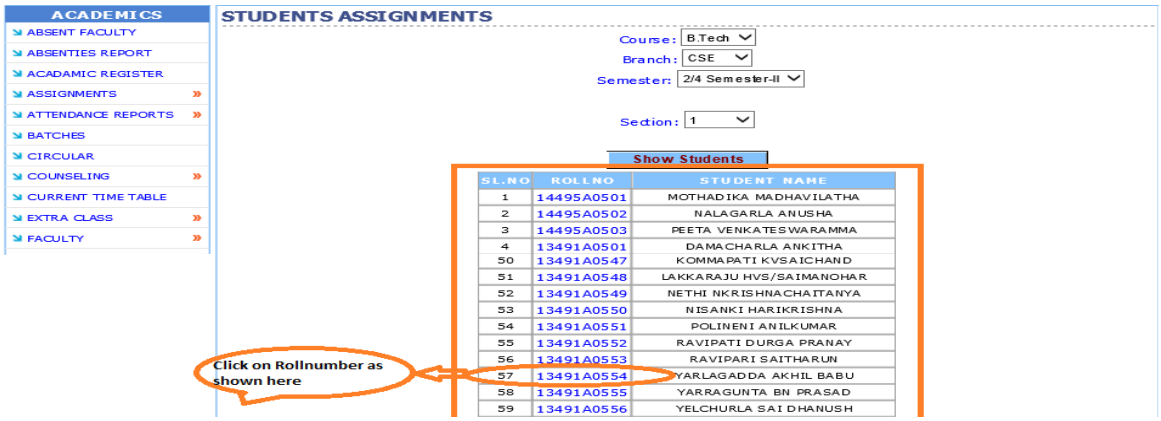


You Will Get Student List Like Below After Click On Show Students Button.

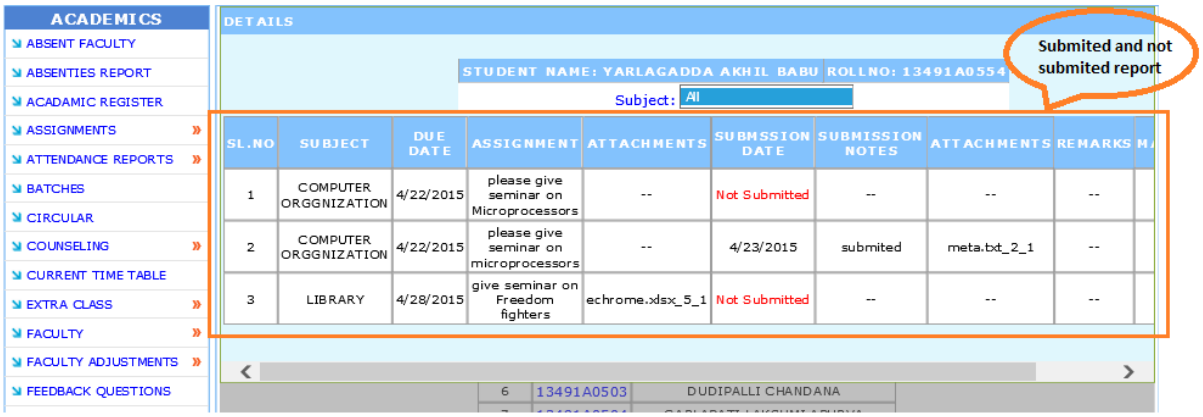
Question And Answers Of Academic Module Through HOD Logins



Here Please Click On Roll Number As Shown In Below.



You Will Get Below Screen After Click On Roll Number Here Please Select Subject And Then You Will Get Student Status Like Below. You Can Download Attachments By Students By Clicking On That Files.

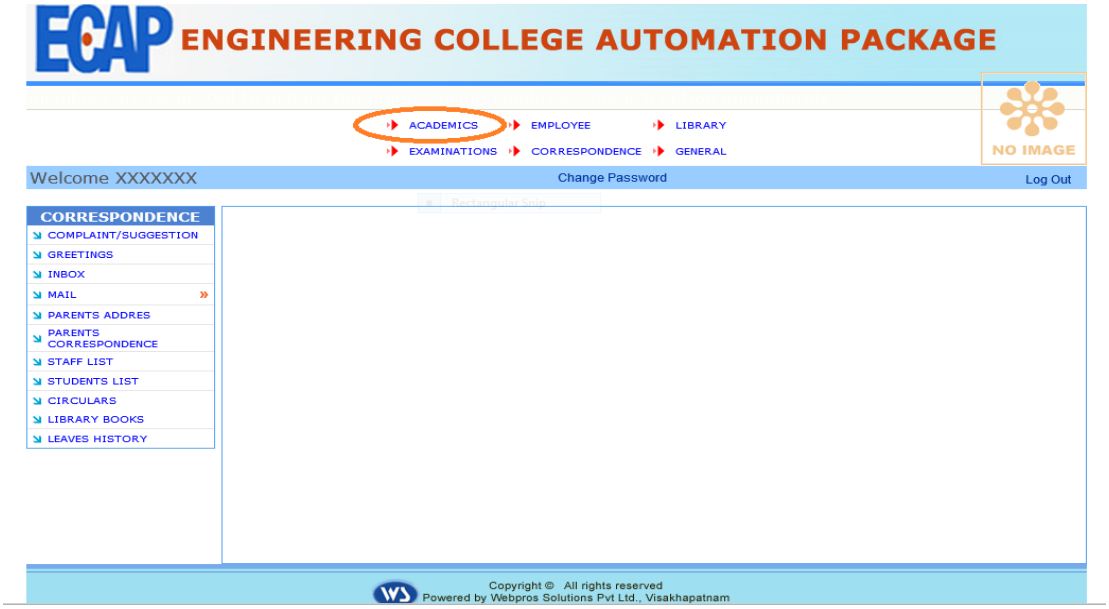


Question And Answers Of Academic Module Through HOD Logins

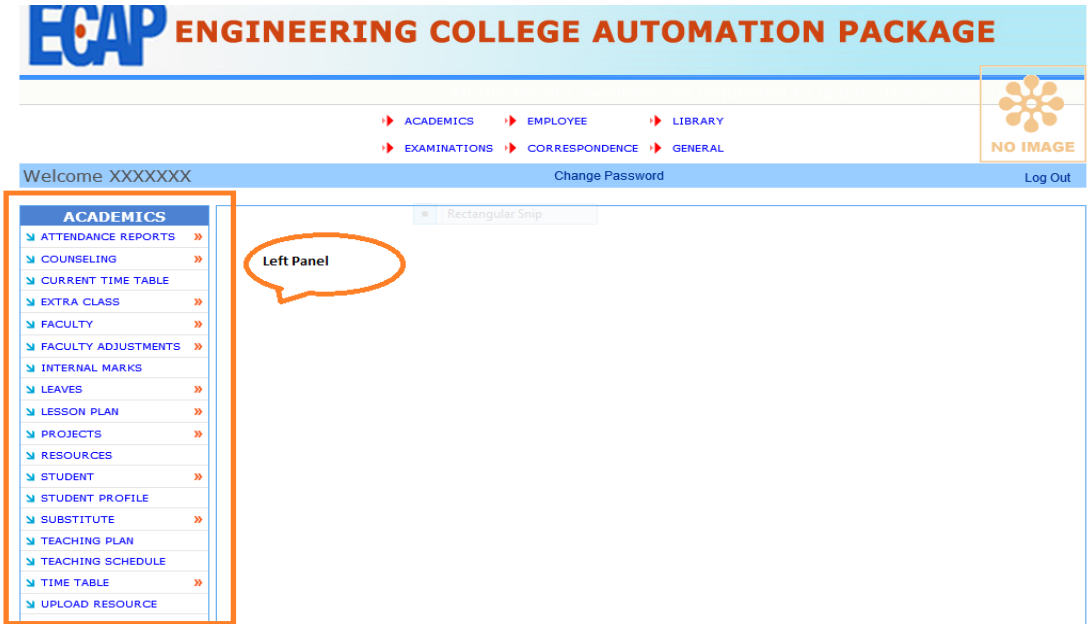
40) How To Assign Students To Faculty For Taking Counseling?

Ans:-Step 1:-Please Login In To ECAP By Using Your Username And Password

Step 2:- Please Click On "Academics" Module As Shown In Below

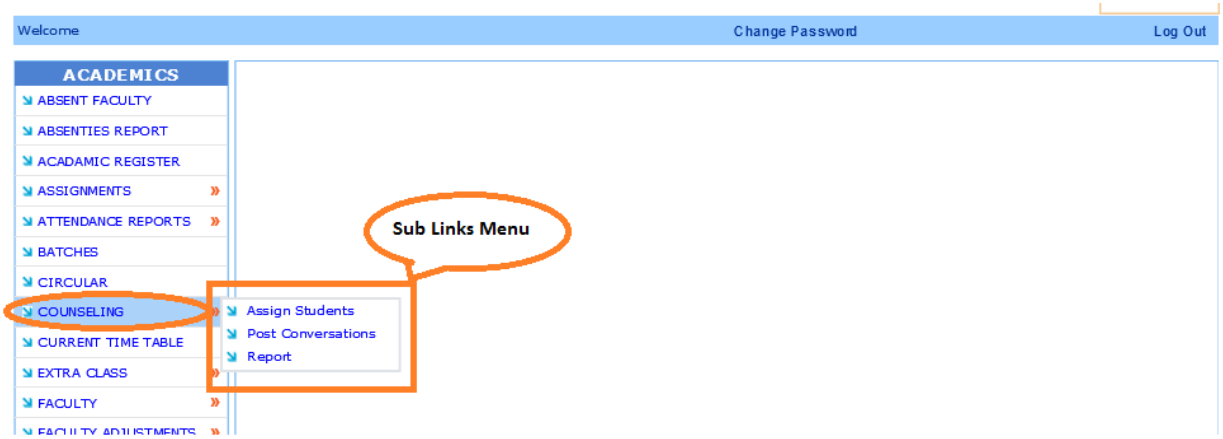


Step 3:-You Will Find "Left Panel" After Clicking On Academics Module As Shown In Below.

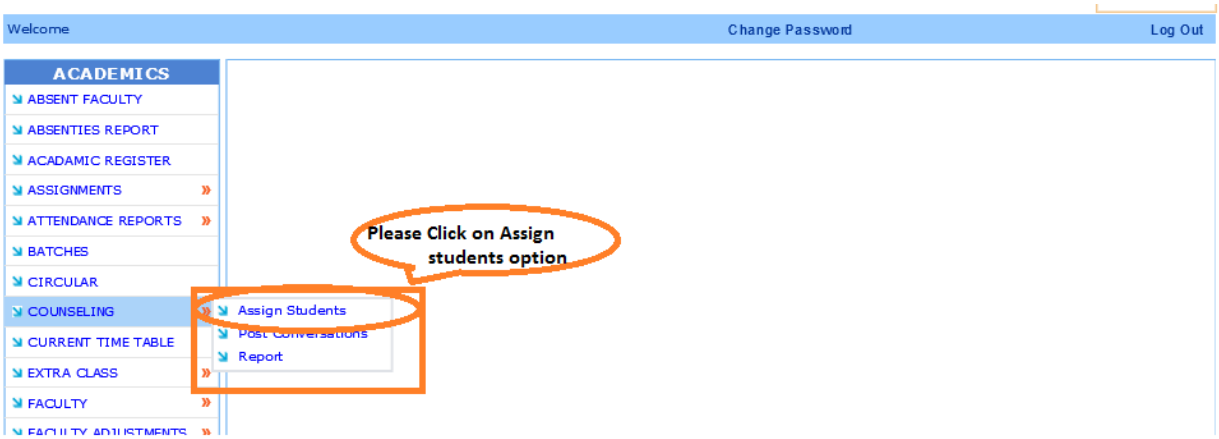


Question And Answers Of Academic Module Through HOD Logins

Step4:- Please Place Your Mouse Pointer On "Counseling" Link Which Is Available In Left Menu. Then You Will Find "Sub Links Menu" As Shown In Below.



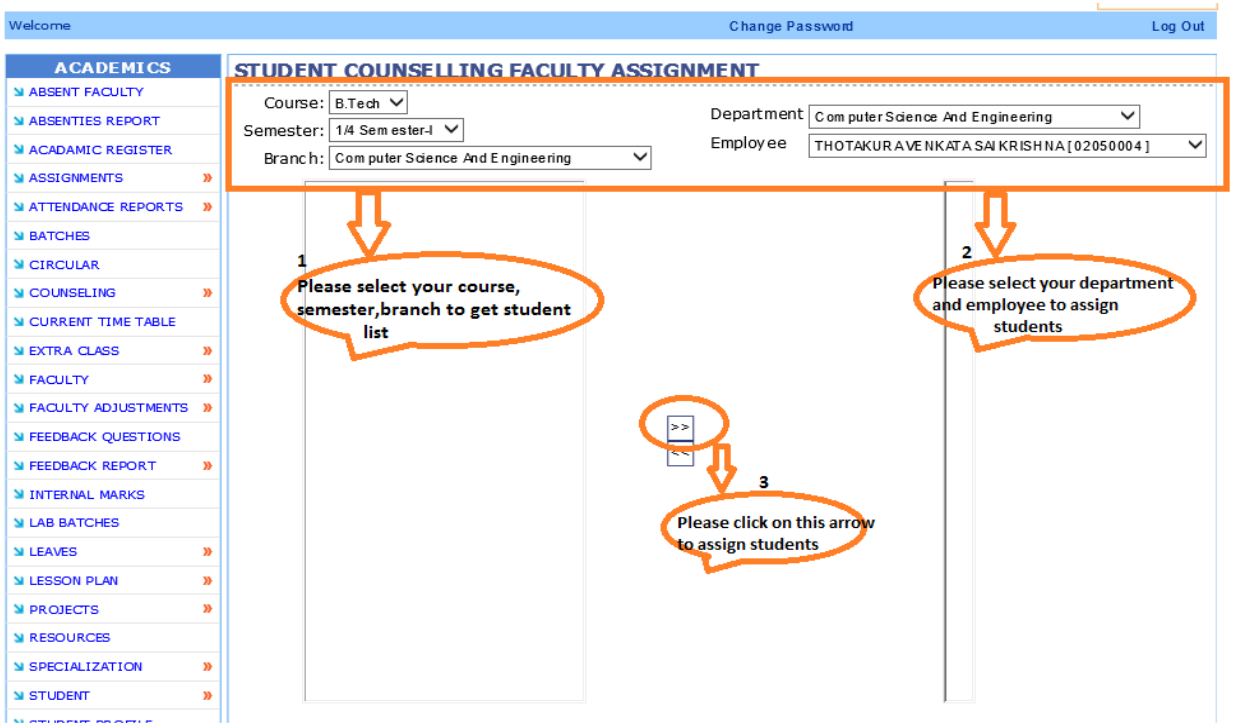
Step5:- Please Click On Assign Student's Option To Assign Students To Faculty.



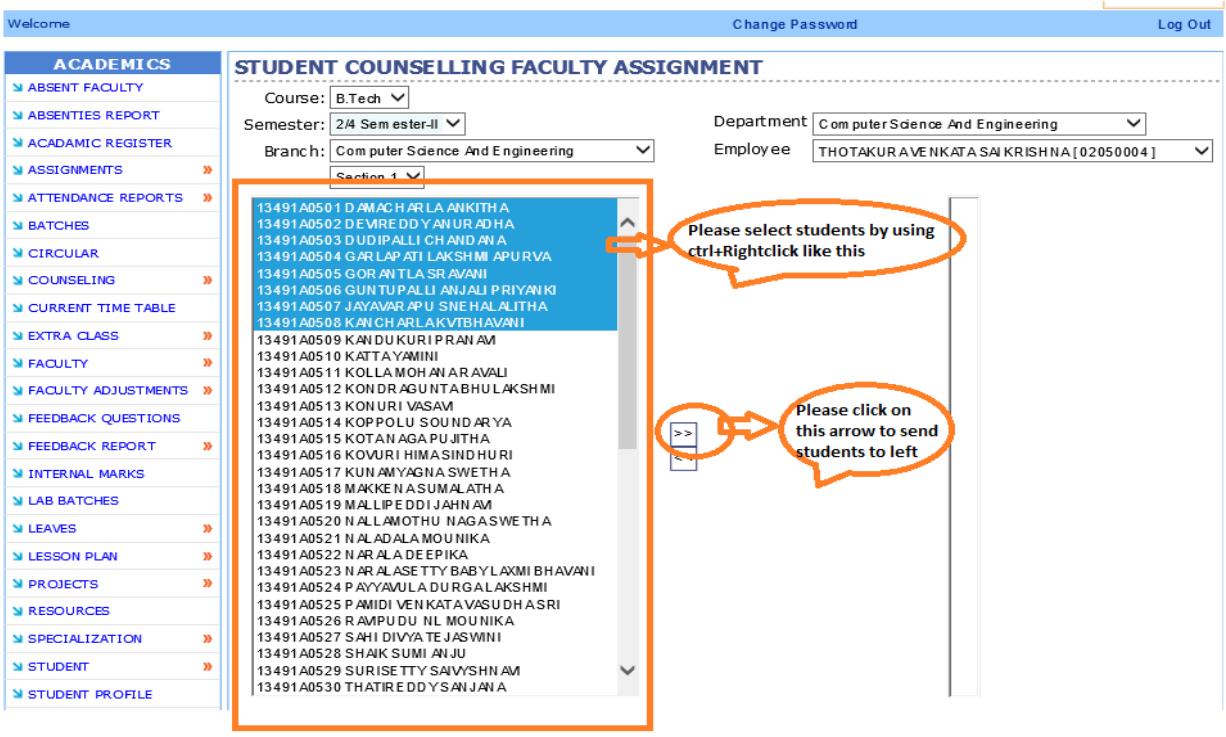
Step6:- You Will Get The Below Screen After Click On Assign Students Option. Here Please Select Course, Semester And Branch Dropdowns To Get Student Data And Please Select Respective Department And Employee As Shown In Below Screen Shot.

----------Please Go To Next Page To Continuation----------

Question And Answers Of Academic Module Through HOD Logins

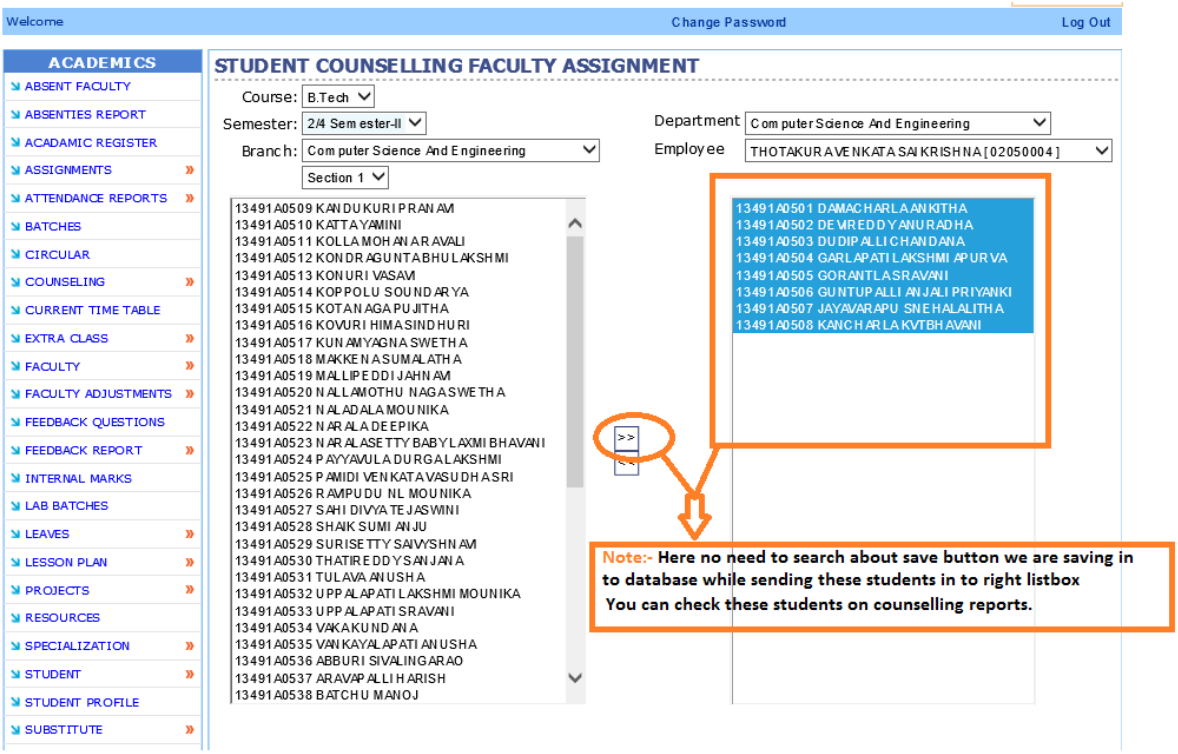


Here Please Select Students Using Ctrl+Rightclick And Then Click On Arrow Button To Move Students To Right Side As Shown In Below.



Question And Answers Of Academic Module Through HOD Logins

You Will Get Screen Like This After Click On Arrow Button. Here No Need To Search About Save Button. We Are Saving Students In To Database After Moved In To List Box As Shown In Below.

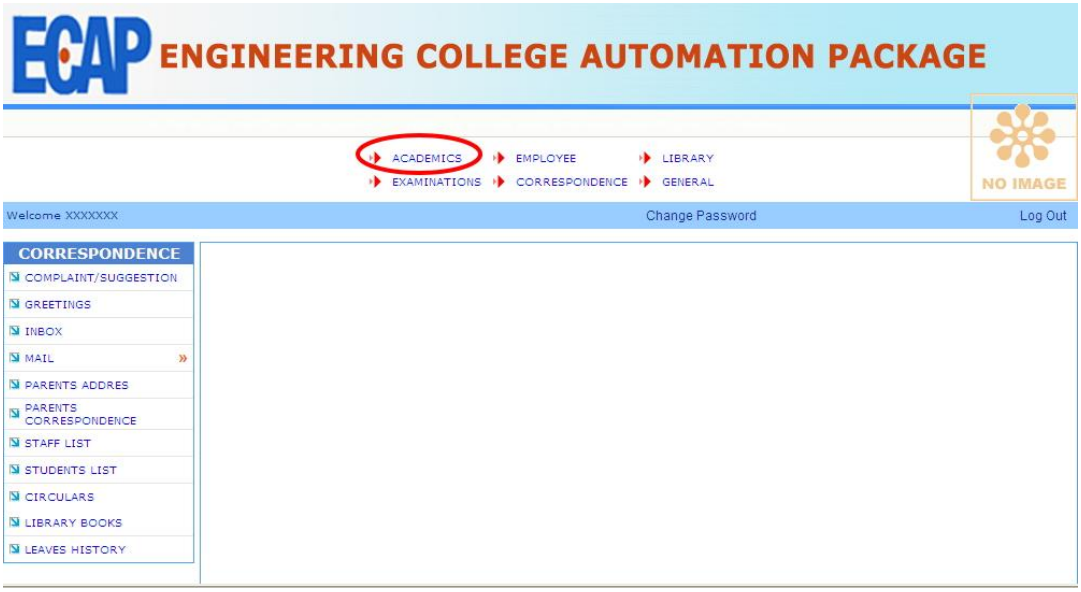


41) How To Post Counseling Conversation to students?

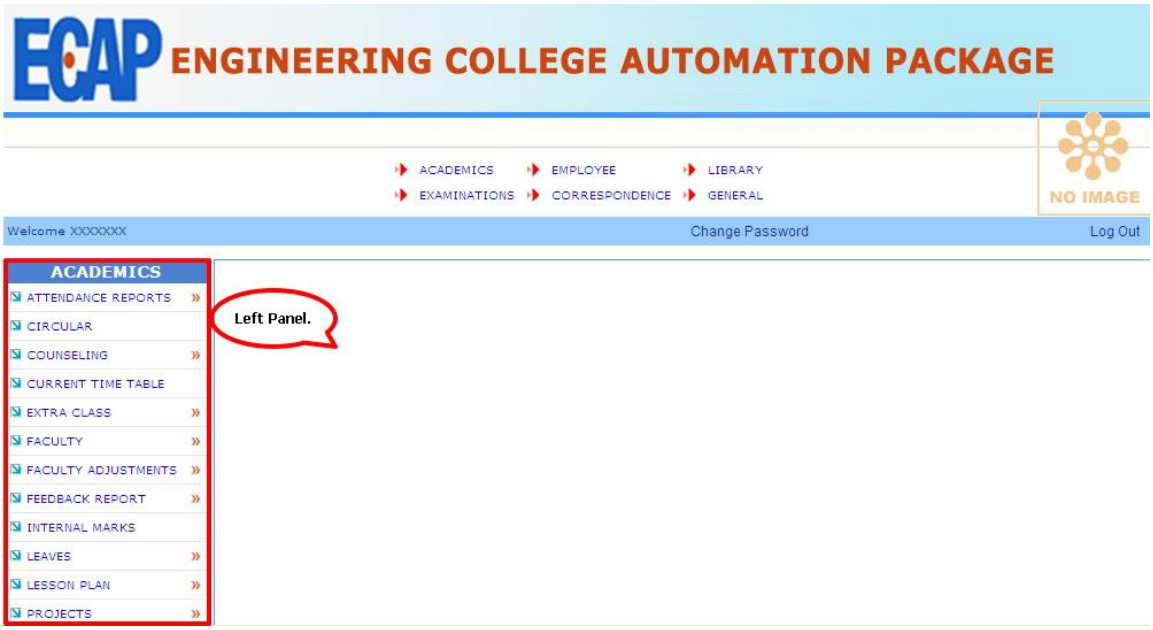
Ans: - Step 1:-Please Login In To "ECAP" By using Your Username And Password.

Step 2:- Please Click On "Academics" Module As Shown In Below.

Question And Answers Of Academic Module Through HOD Logins

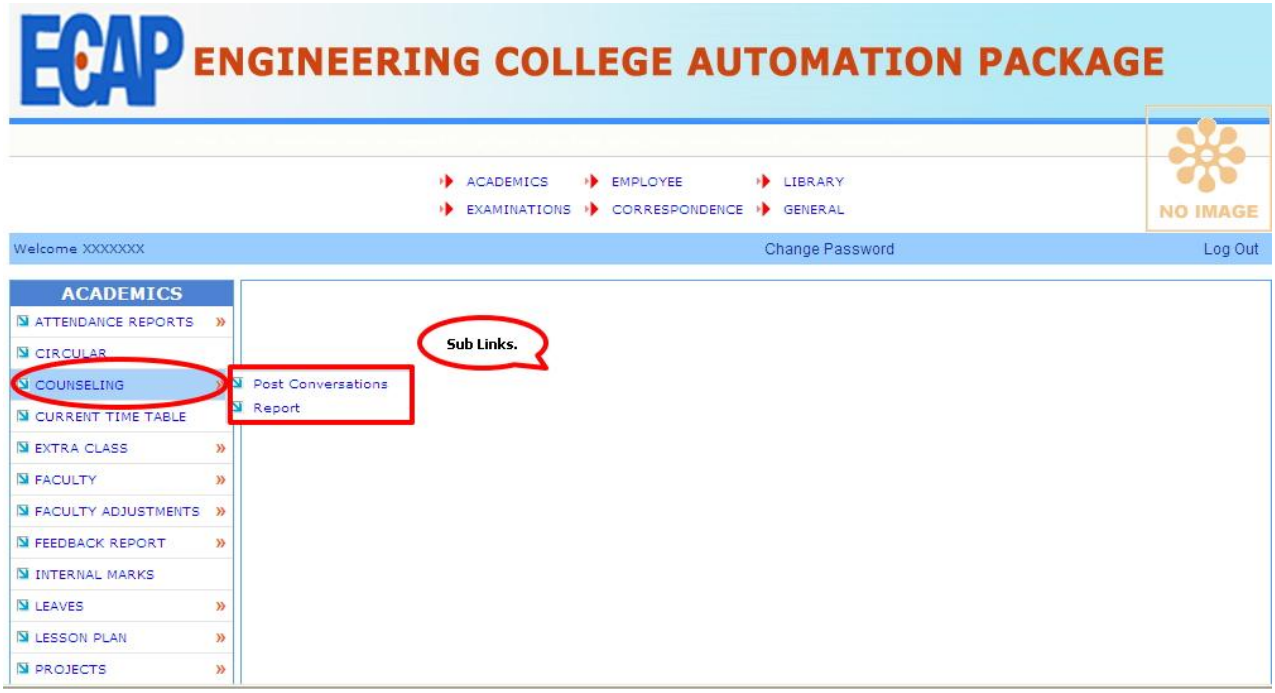


Step 3:- After Click On "Academics" Module You Will Find "Left Panel" As Shown In Below.

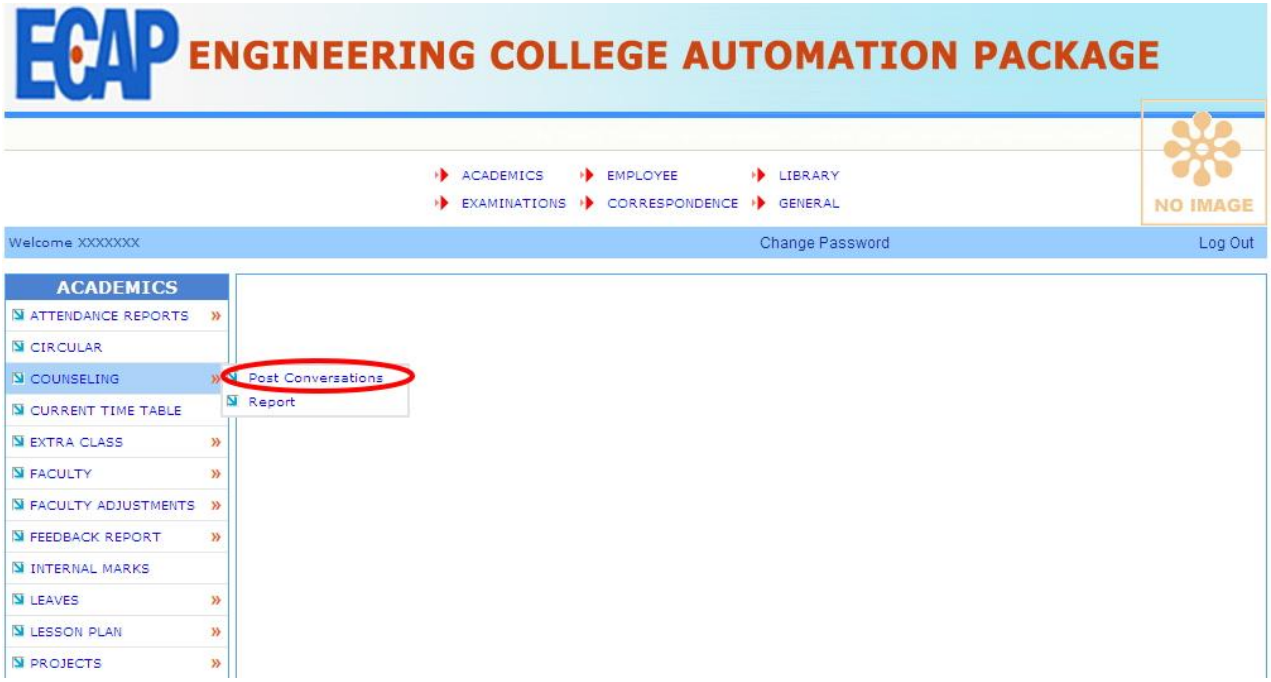


Step4:- Please Place Your Mouse Pointer On "Counseling" Link Which Is Available In Left Menu, Then You Will Find "Sub Links Menu" As Shown In Below.

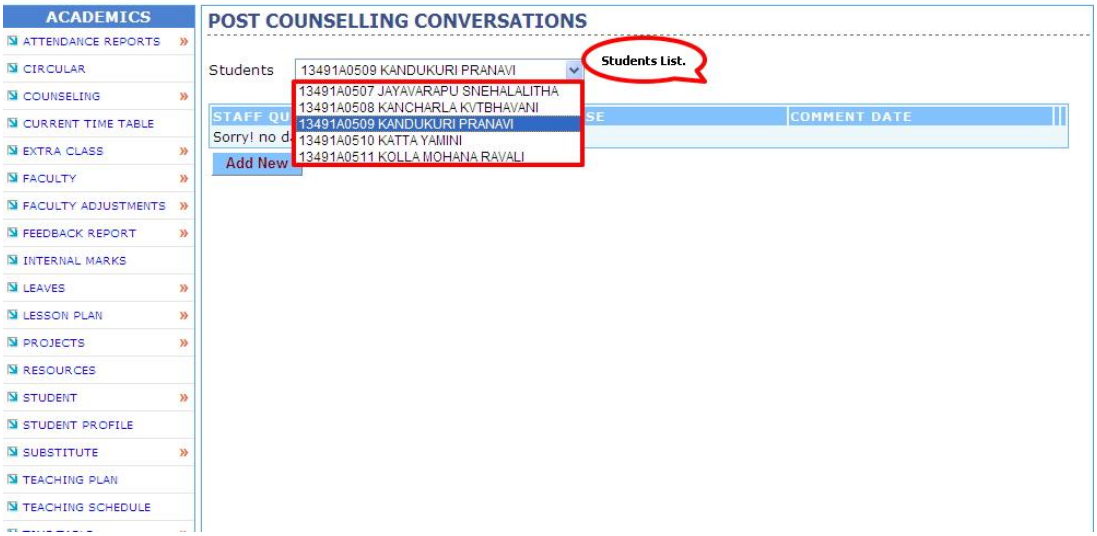
Question And Answers Of Academic Module Through HOD Logins



Step5:-Please Find "Post Conversations" Option In Sub Links Menu As Shown In Below.



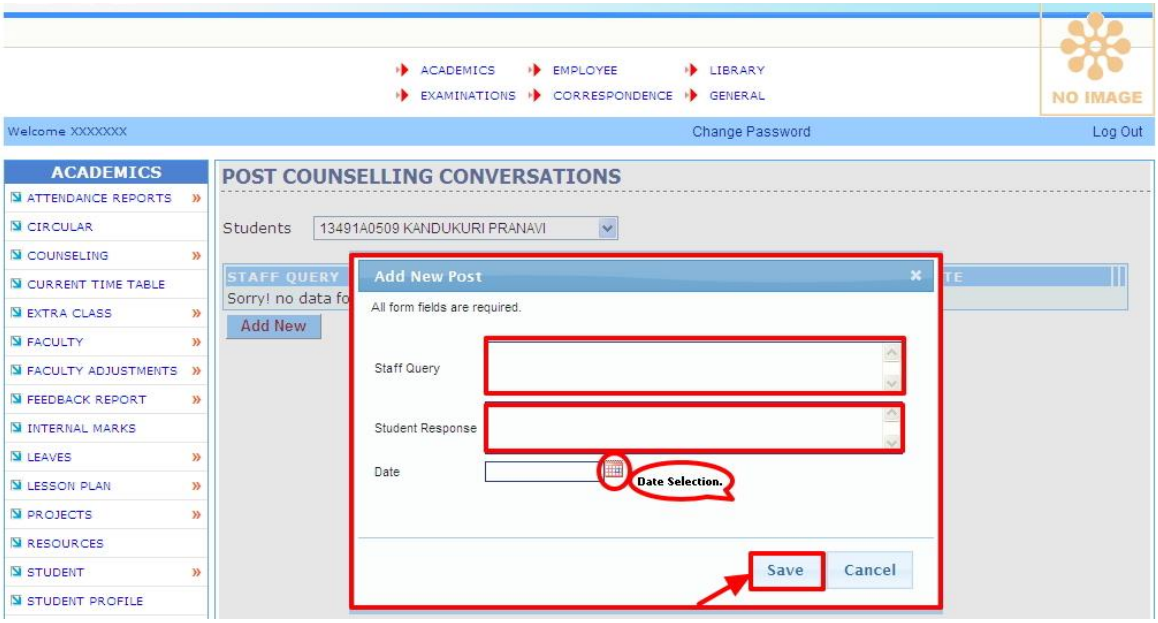
Step6:- Please Click On "Post Conversations" Option As Shown In Above Screen, Then You Will Find Students List And Then Please Select Student As Shown In Below.



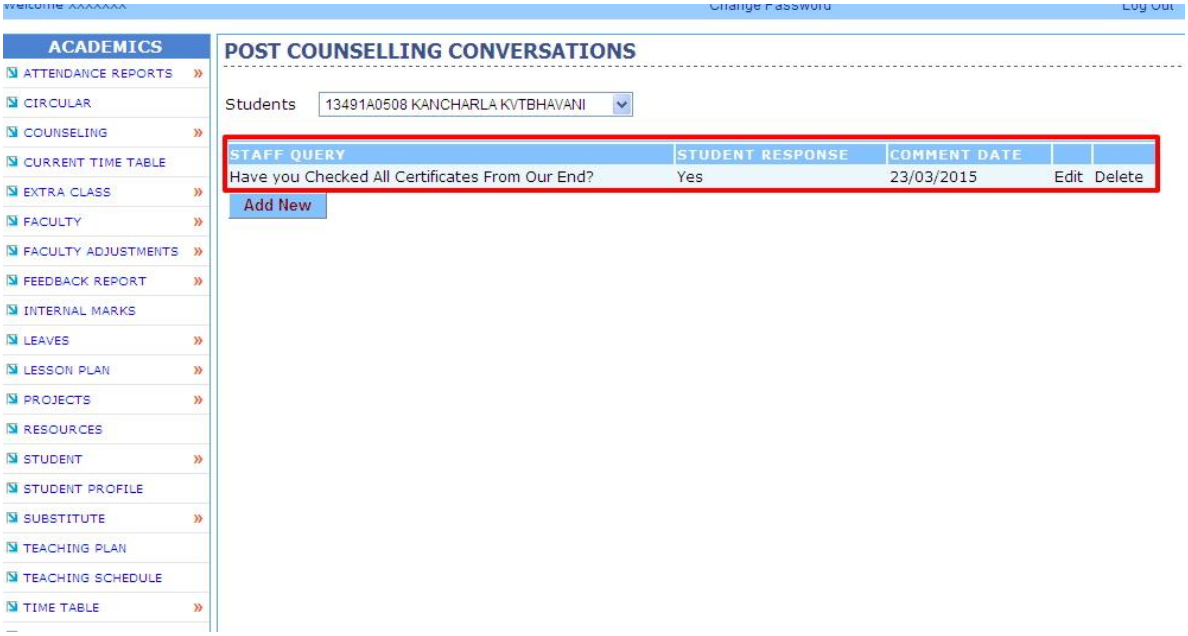
Step7:-After Select The Student As Shown In Above Screen, Please Click On "Add New" Button As Shown In Below.

Step8:- Please Click On "Add New" Button As Shown In Above Screen, Then You Will Find Window Like You Need To Fill That Fields And "Save" That Window As Shown In Below.

Question And Answers Of Academic Module Through HOD Logins



Step9:- After Click On "Save" Option Button As Shown In Above Screen, You Will Find Post Counseling Conversations As Shown In Below.

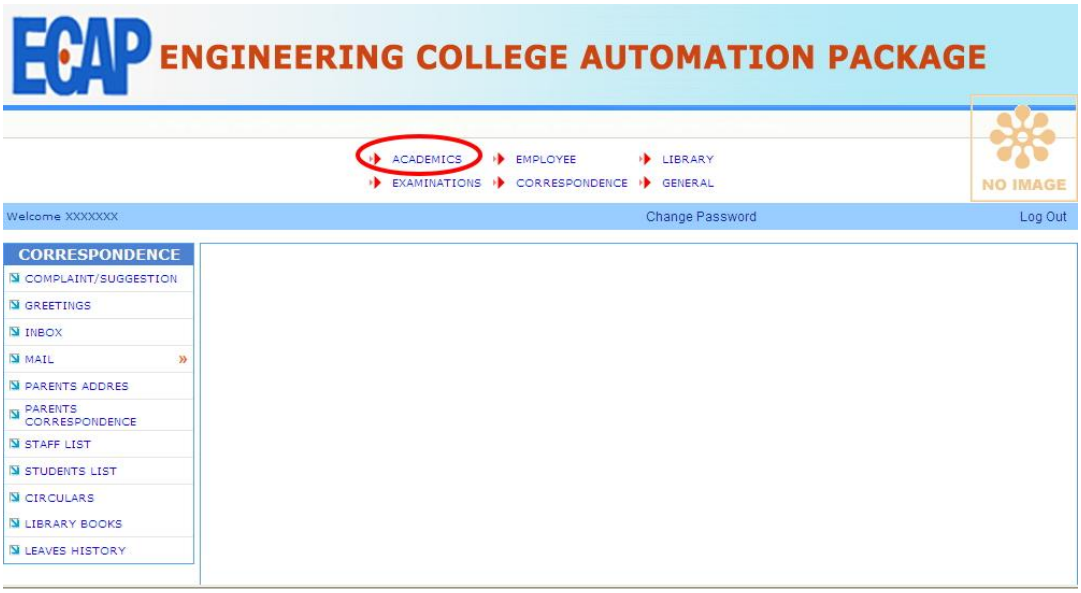


42) How To Check Counseling Conversation Report By Student Wise And Employee Wise?

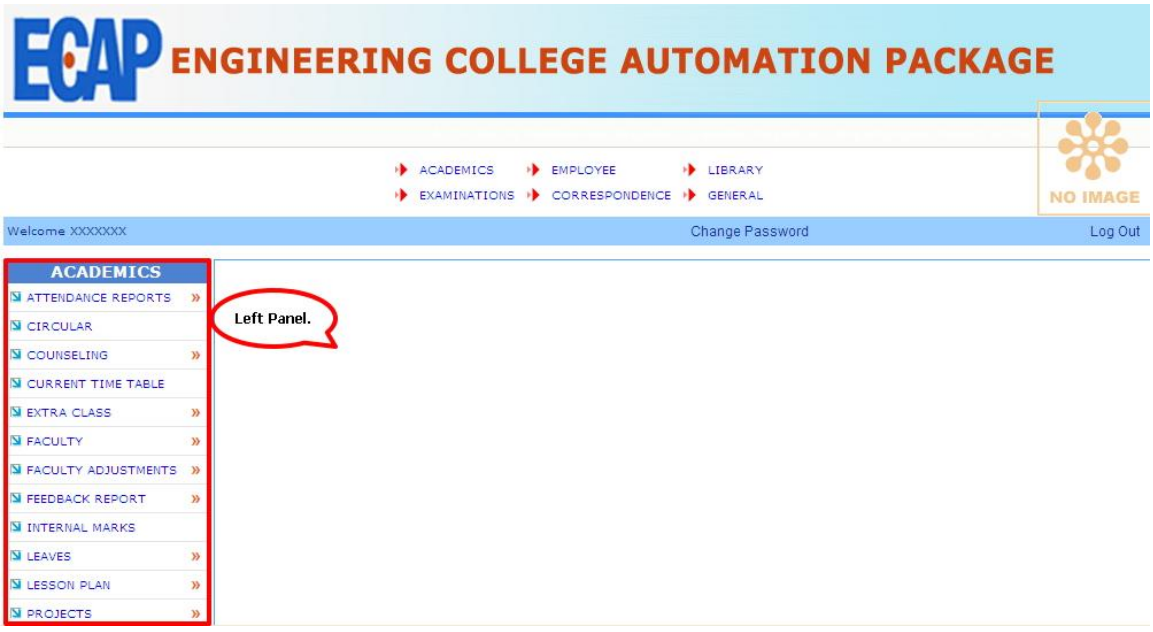
Ans: - Step 1:-Please Login In To "ECAP" By using Your Username And Password.

Question And Answers Of Academic Module Through HOD Logins

Step 2:- Please Click On "Academics" Module As Shown In Below.

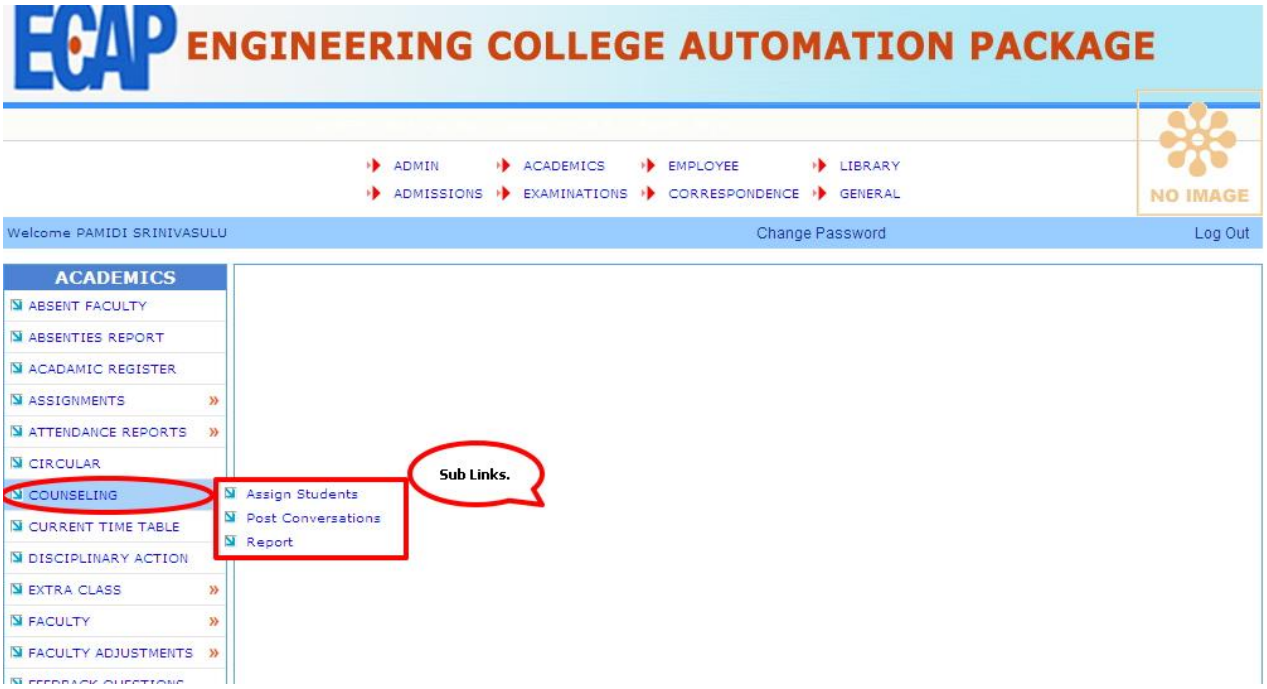


Step 3:- After Click on "Academics" Module You Will Find "Left Panel" As Shown In Below.

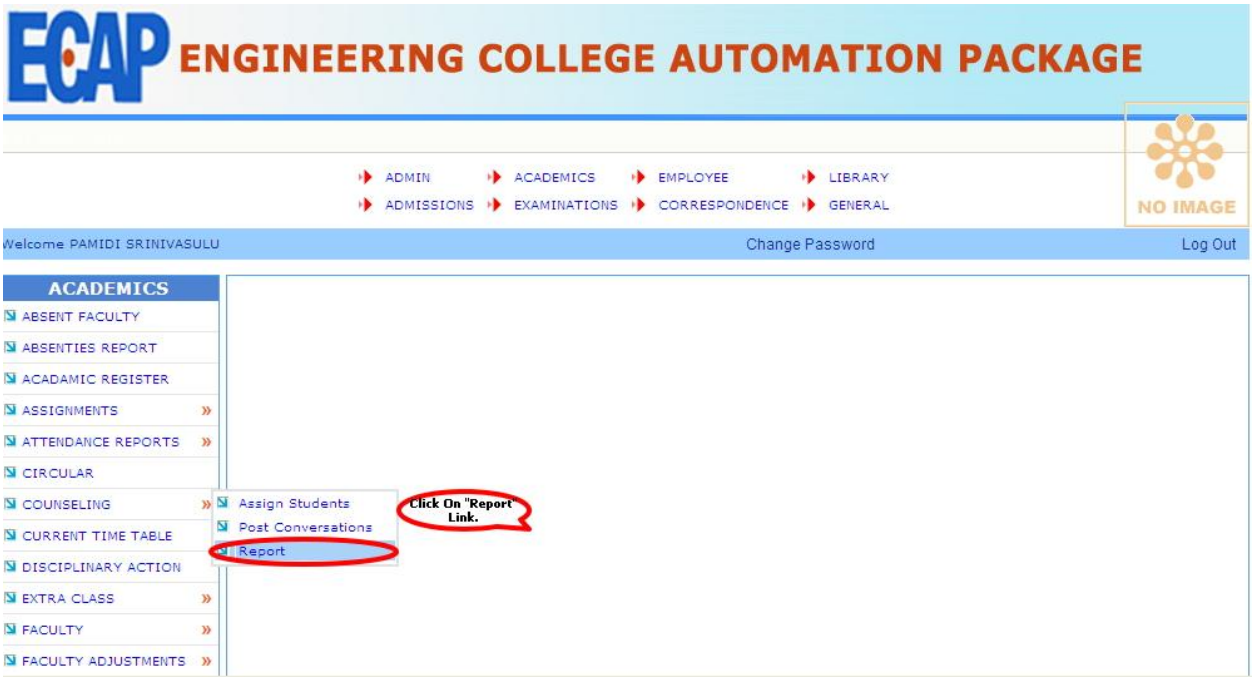


Step4:- Please Place Your Mouse Pointer On "Counseling" Link Which Is Available In Left Menu, Then You Will Find "Sub Links Menu" As Shown In Below.

Question And Answers Of Academic Module Through HOD Logins

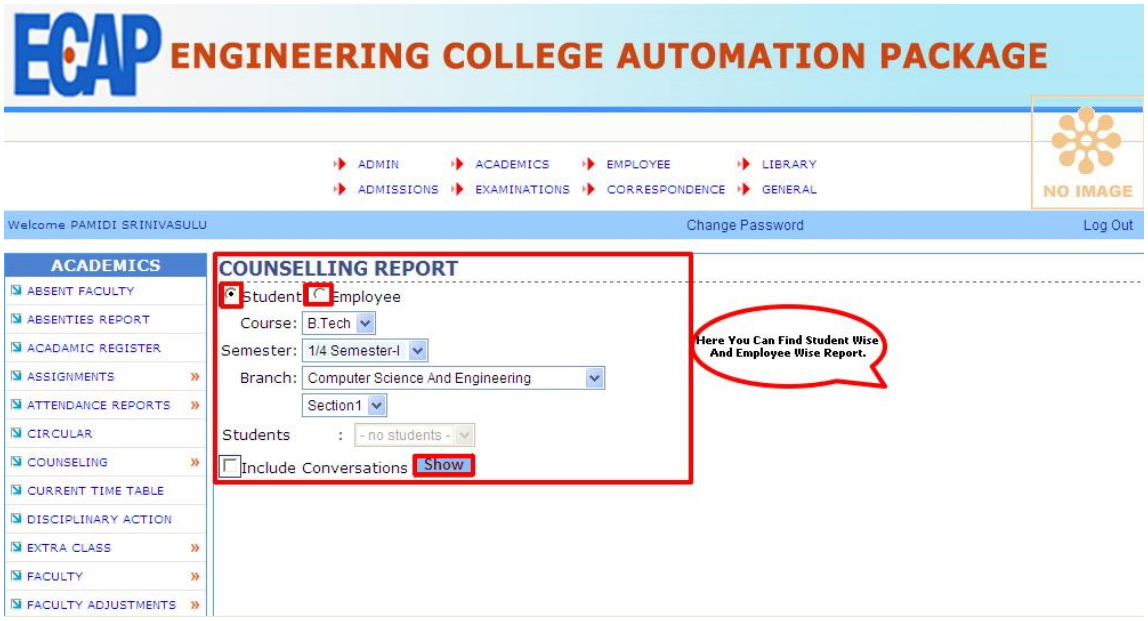


Step5:- Please Find "Report" Option In Sub Links Menu As Shown In Below.

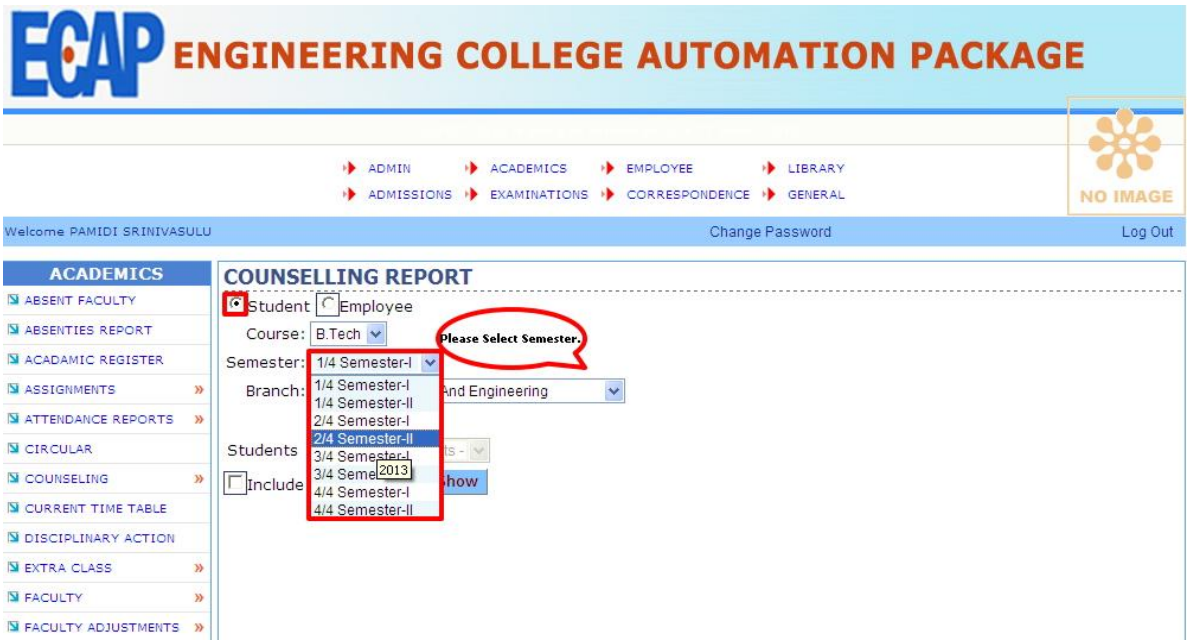


Question And Answers Of Academic Module Through HOD Logins

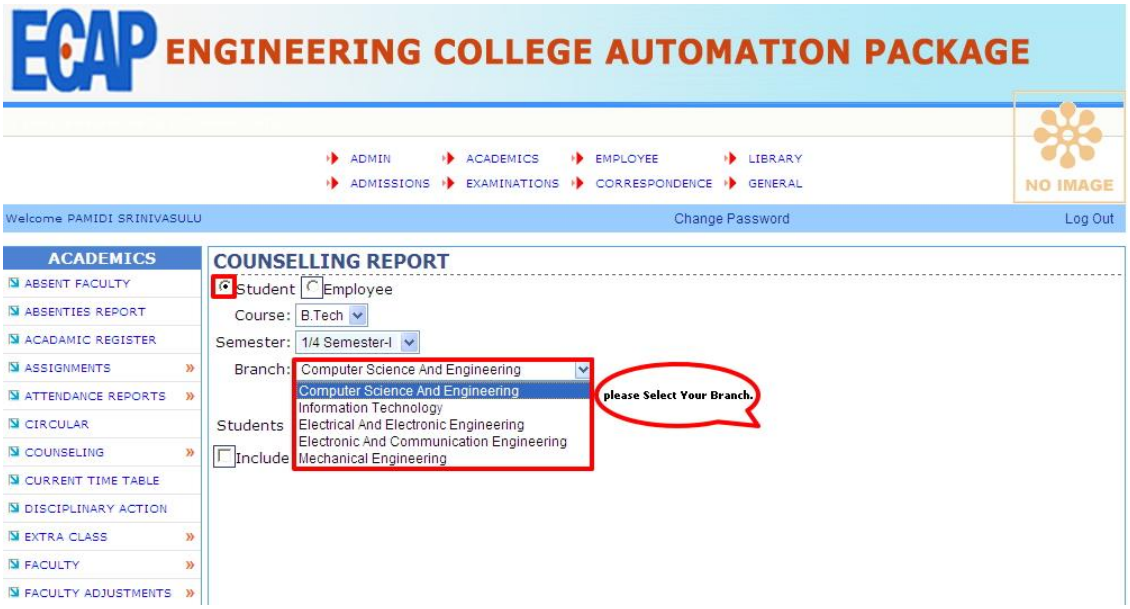
Step6:-After Click On "Report" Option As shown In Above Screen, Then You Will Find "Student Wise" And "Employee Wise" Counseling Report As Shown In Below.



Step7:-Please Select "Student" Option After That You Will Find "Semester" Please Select Semester As Shown In Below.

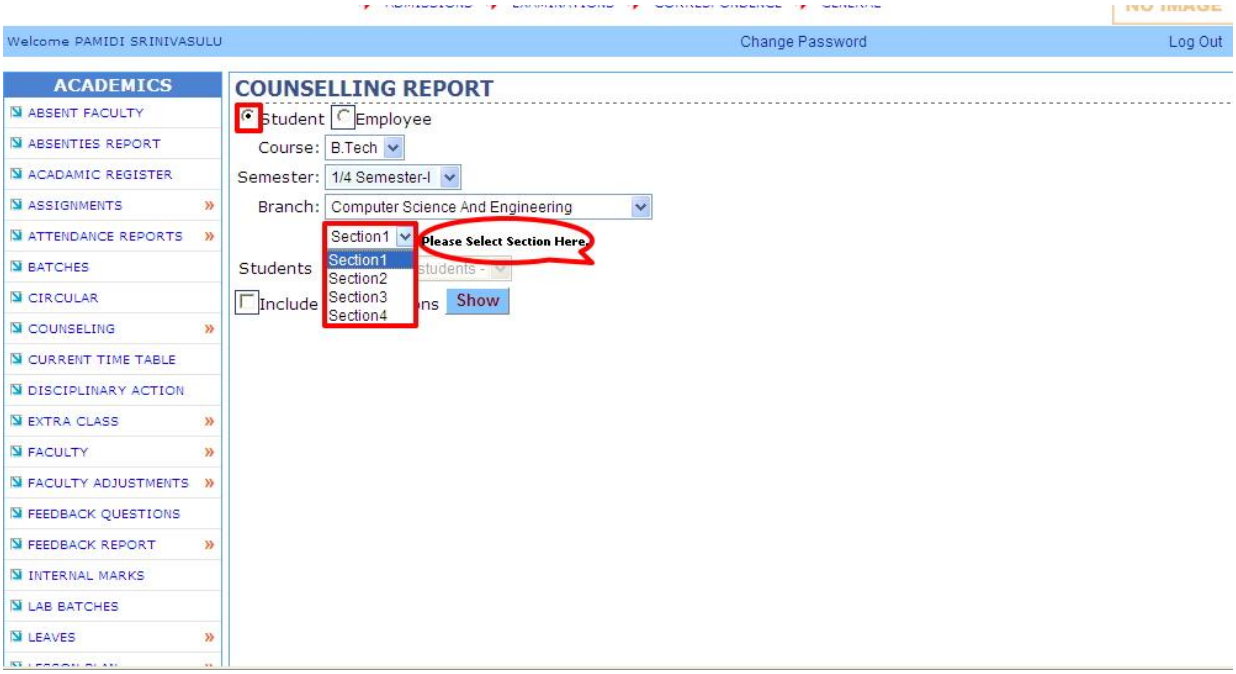


Step8:- Please Select "Student" Option After That You Will Find "Branch" Please Select Branch As Shown In Below.

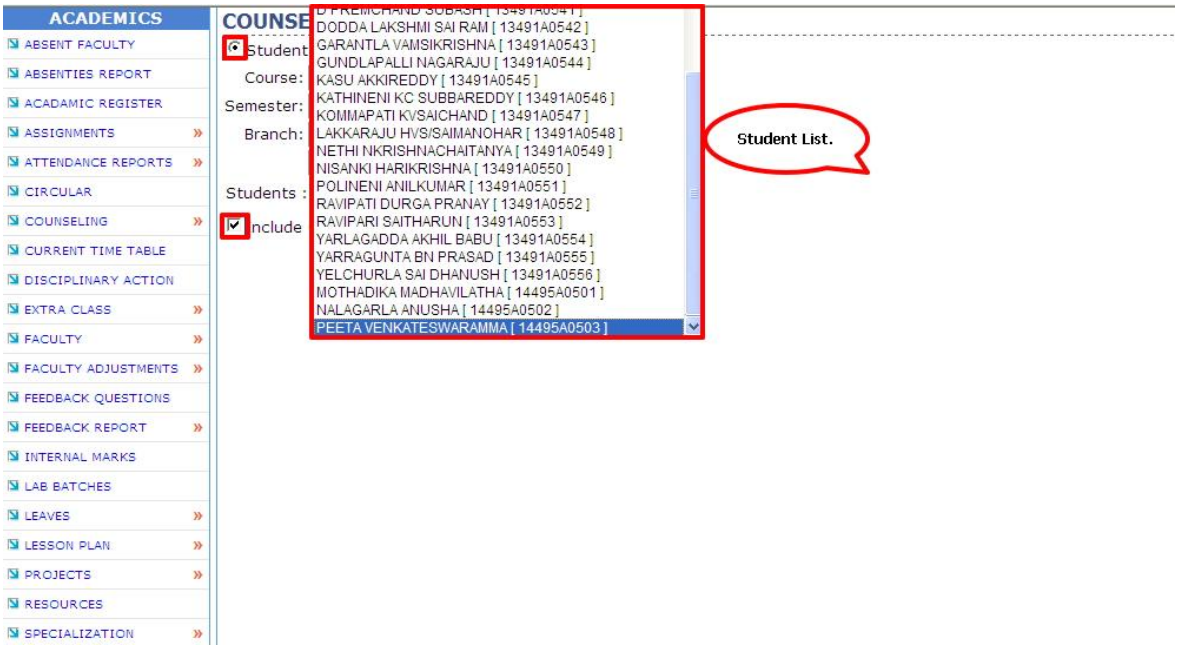


Step9:- Please Select "Student" Option After That You Will Find "Section" Please Select Section As Shown In Below.

Question And Answers Of Academic Module Through HOD Logins

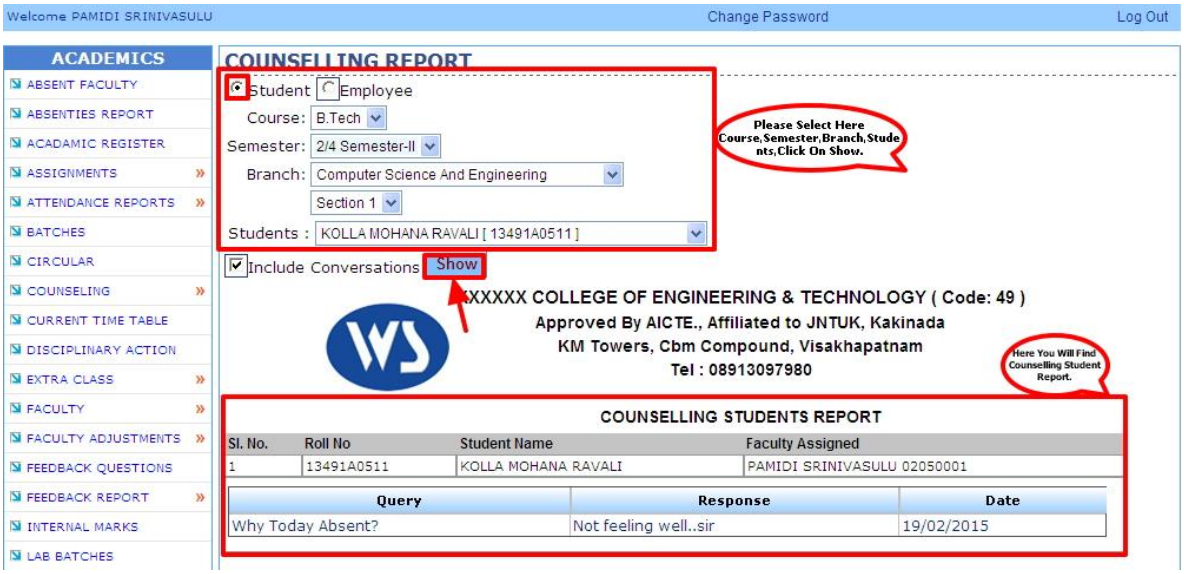


Step10:-Please Select "Include Conversations" Check Box Then You Will Find "Student List" As Shown In Below.

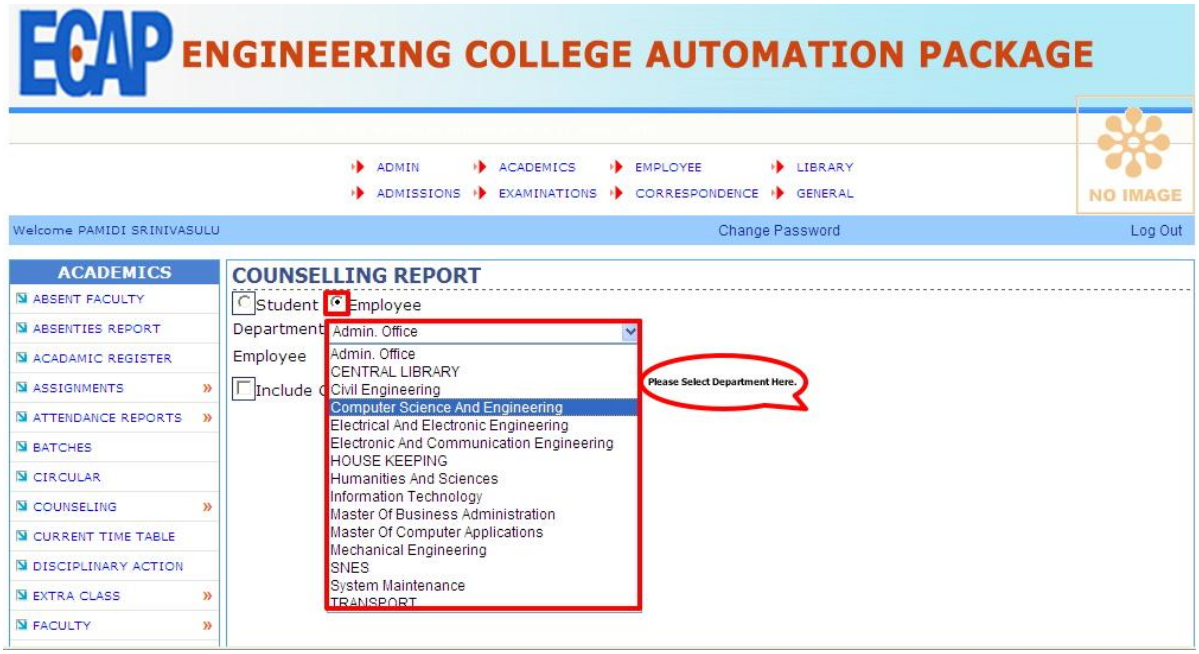


Step11:-After Select On "Course, Semester, Branch, Section, Students" As Shown In Above Screens, Then You Will Find "Show" Button Please Click On Show Button Then You Will Find Student Wise Report As Shown In Below.

Question And Answers Of Academic Module Through HOD Logins

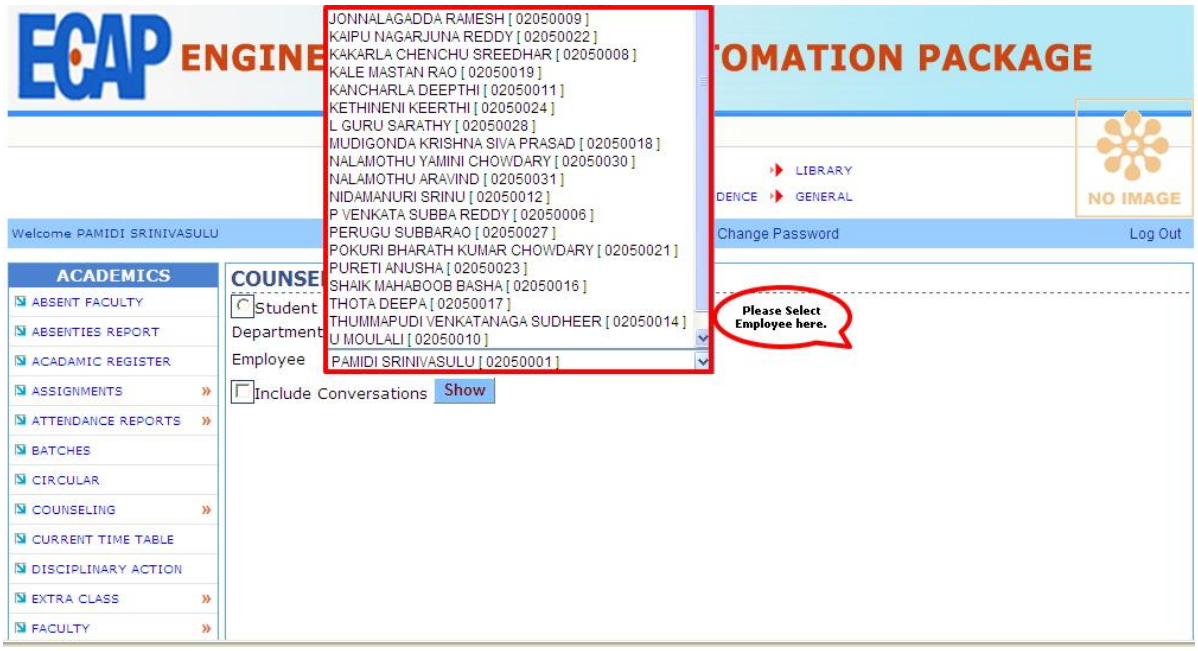


Step12:- Please Select "Employee" Option After That You Will Find "Department" Please Select Department As Shown In Below.

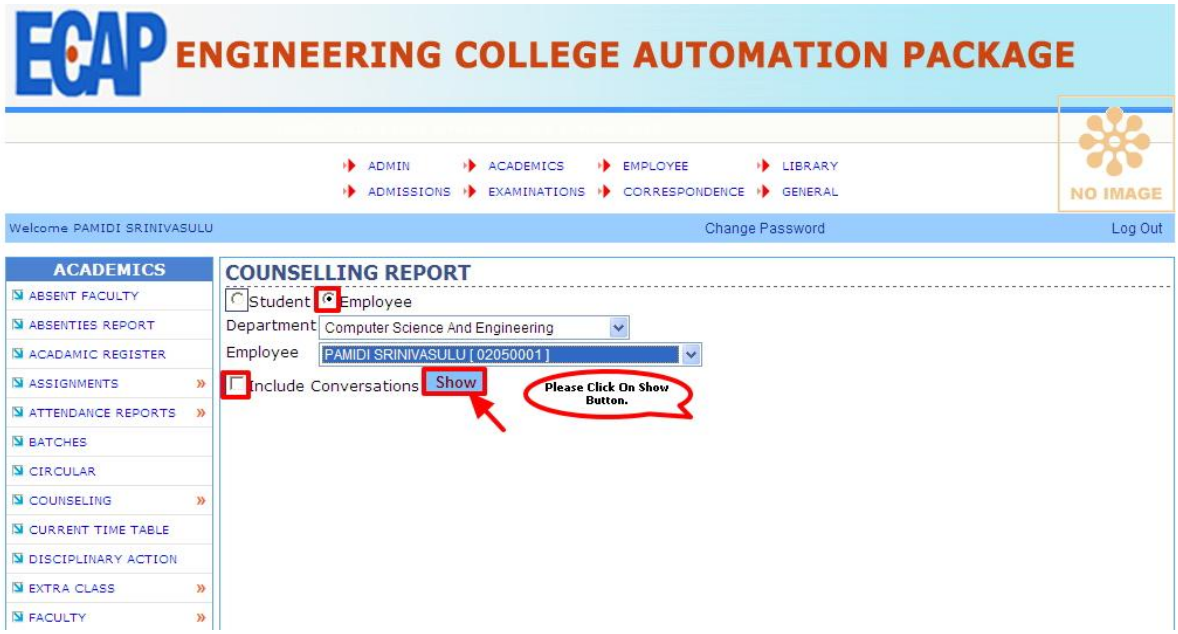


Step13:- Please Select "Employee" Option After That You Will Find "Employee List" As Shown In Below.

Question And Answers Of Academic Module Through HOD Logins

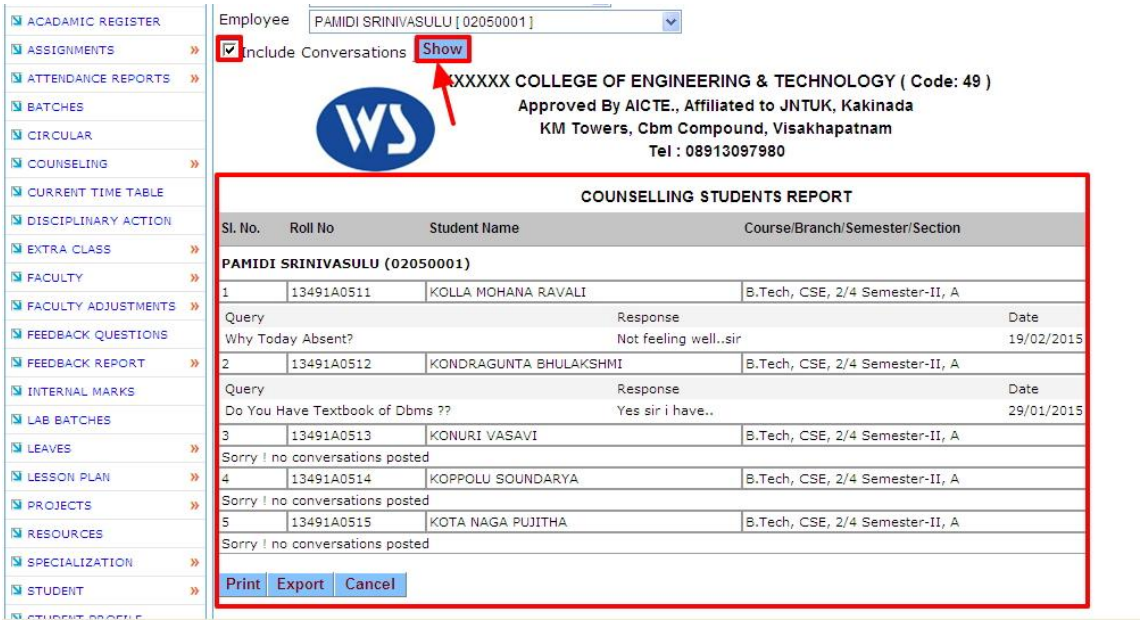


Step14:-After Select On "Department" And "Employee" As Shown In Above, Then You Will Find "Show" Button.



Step15:- Please Select "Include Conversations" Check Box Then You Will Find "Show" Button And You Will Find Employee Report As Shown In Below.

Question And Answers Of Academic Module Through HOD Logins

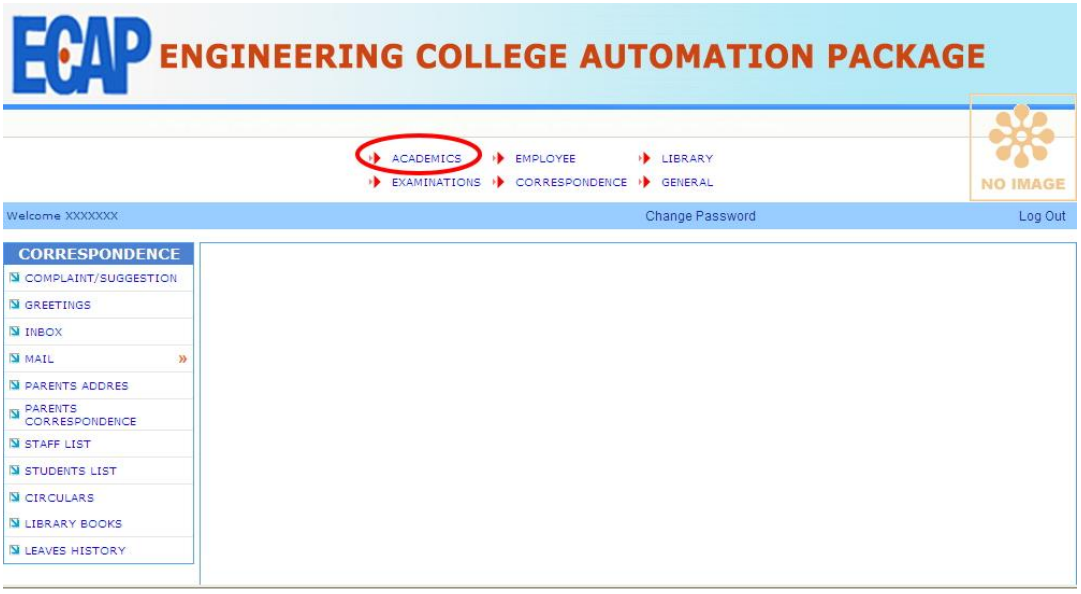


43) How to Take Disciplinary Action on students and Faculty?

Ans: - Student Disciplinary Action:-

Step 1:-Please Login In To "ECAP" By Using Your Username And Password.

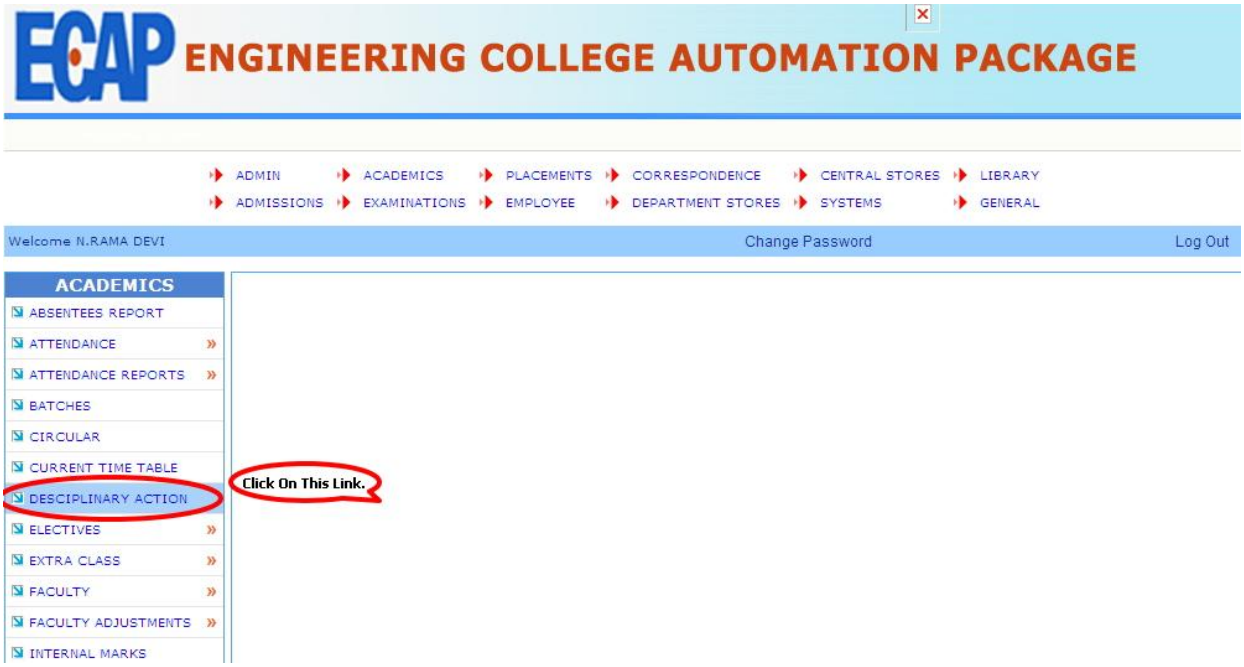
Step 2:- Please Click On "Academics" Module As Shown In Below.



Step3:- After Click On "Academics" Module You Will Find "Left Panel" As Shown In Below.

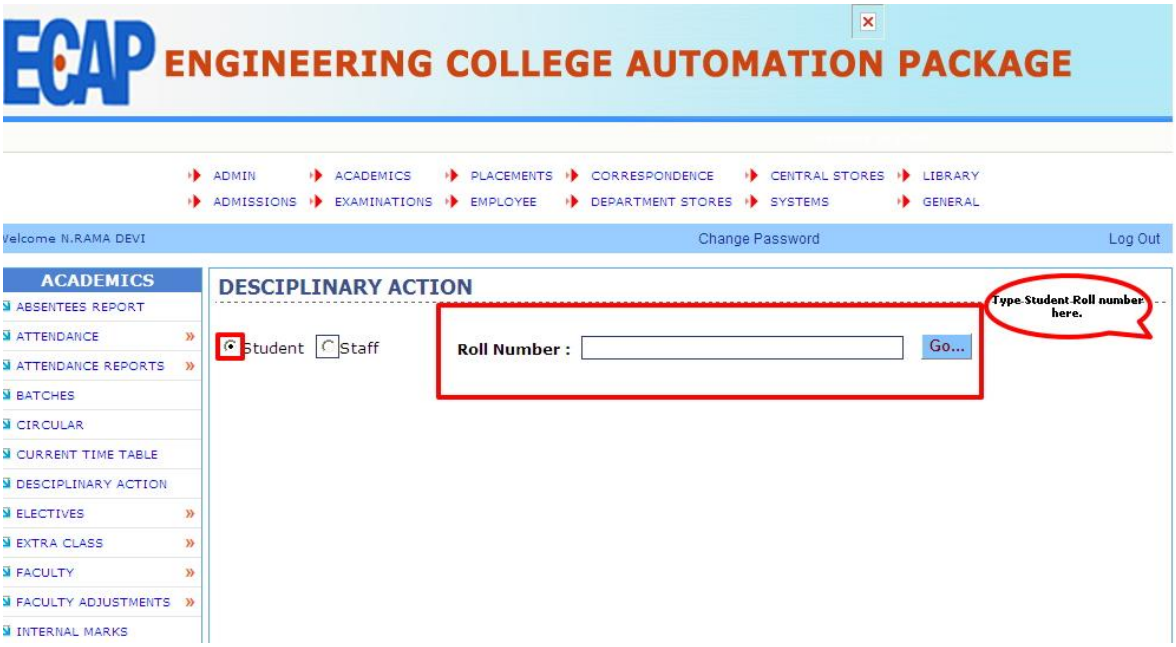
Question And Answers Of Academic Module Through HOD Logins

Step4:-Please Click On "Disciplinary Action" Which Is Available In Left Menu Link As Shown In Below.

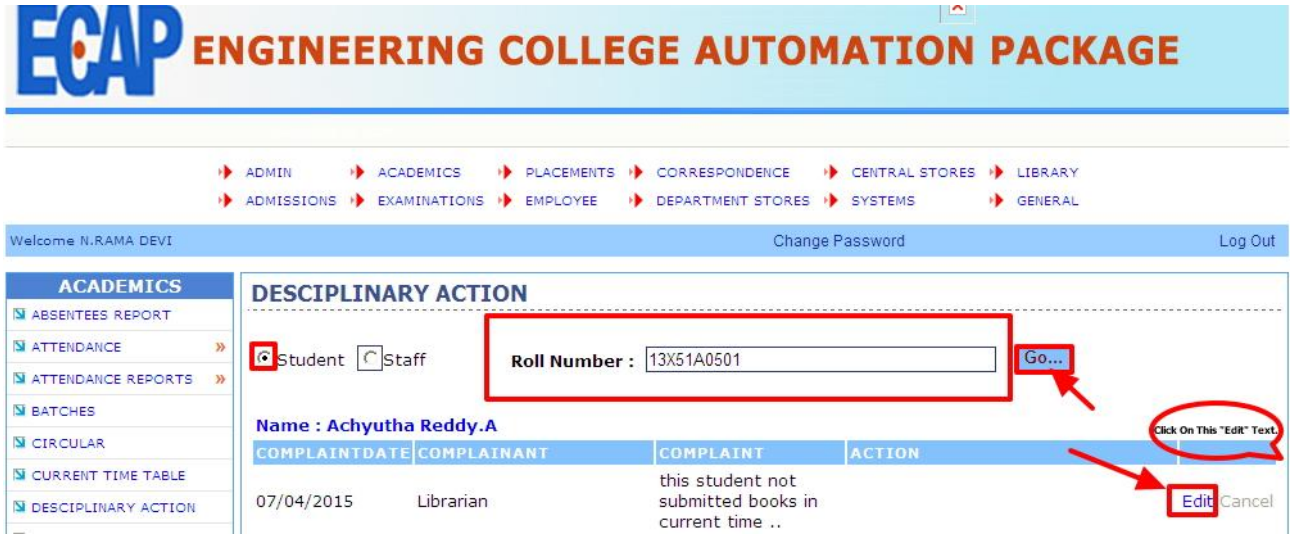


Step5:- After Click On "Disciplinary Action" Link As Shown In Above Screen, Then You Will Find "Student" Radio Button Option Please Click On That And Then Find "Roll Number", As Shown In Below.

Question And Answers Of Academic Module Through HOD Logins

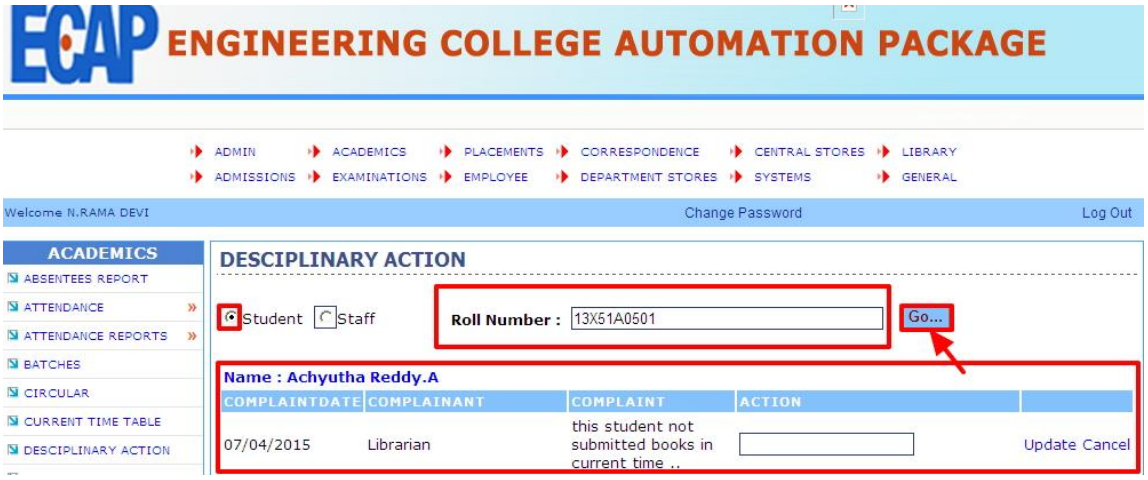


Step6:-Please Write Student "Roll Number" And Click On "Go" Button Then You Will Find Student Details After That Click On "Edit" Option As Shown In Below.

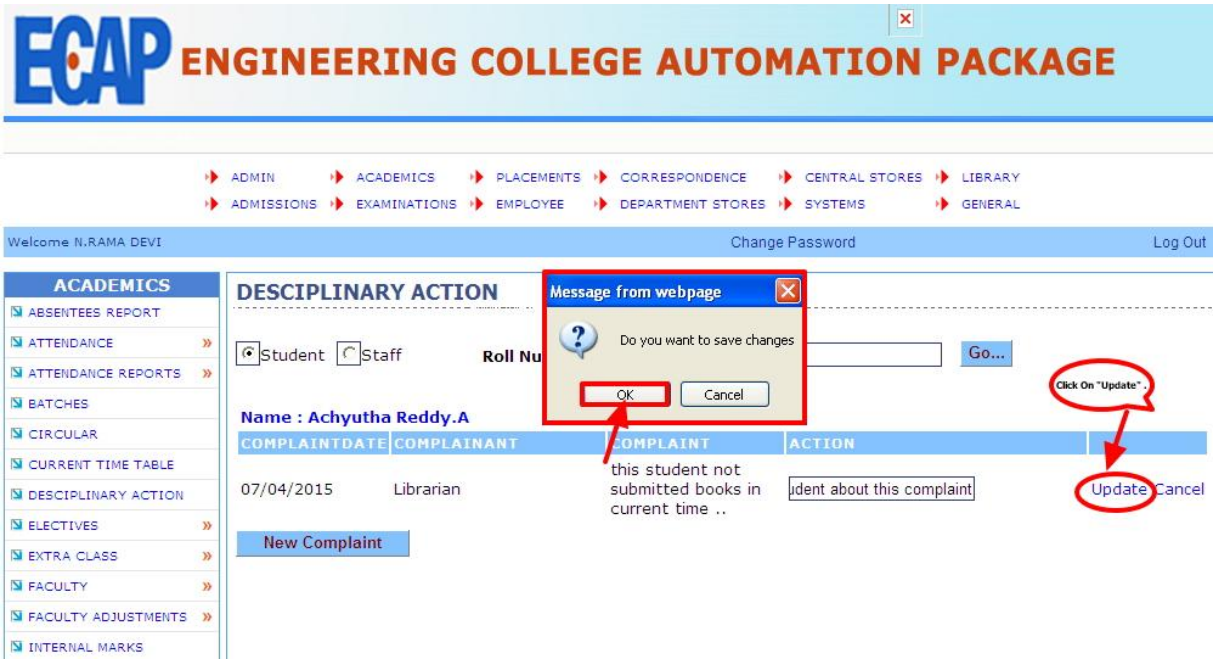


Step7:-After Click On "Edit" Option As Shown In Above Screen, Then You Will Find Edit Text Box You Can Write The "Action" On Student And "Update" As Shown In Below.

Question And Answers Of Academic Module Through HOD Logins

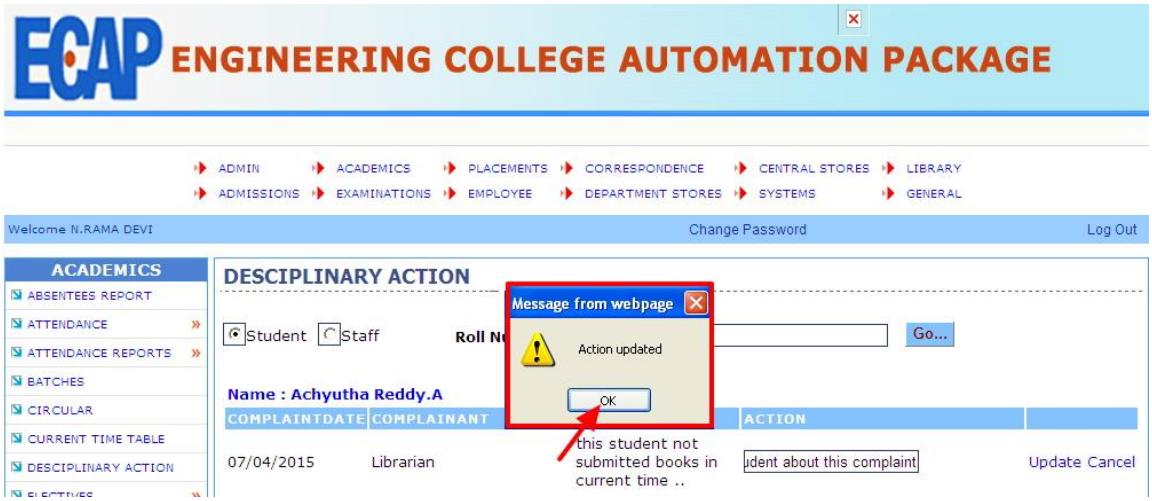


Step8:-After Written The "Action" Click On "Update" Then You Will Find "Web Page" Please Click On "OK" As Shown In Below.

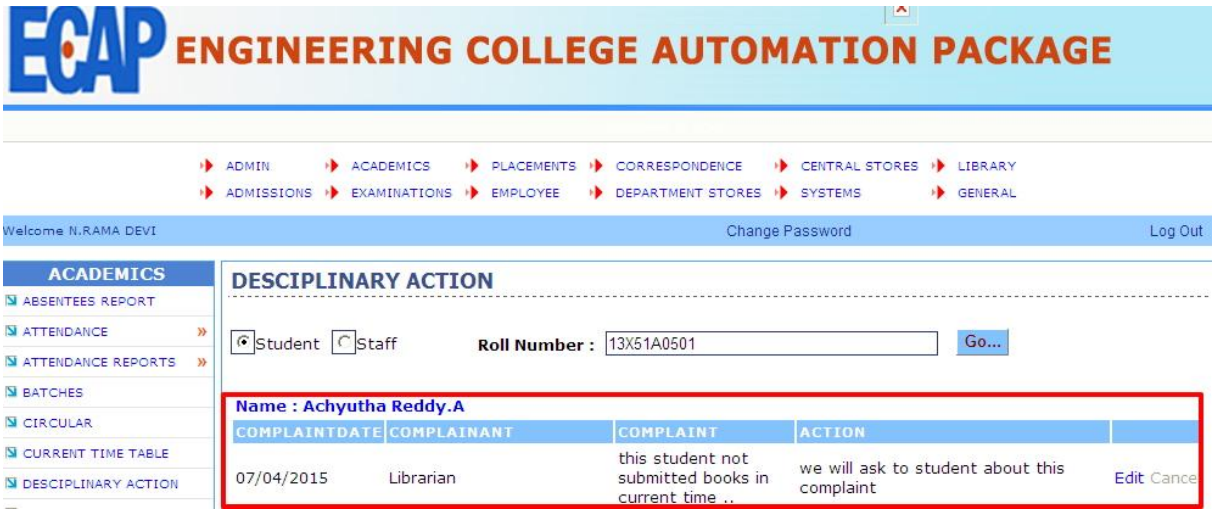


Step9:-After Click On "OK" Option Then You Will Find "Webpage" As Shown In Below.

Question And Answers Of Academic Module Through HOD Logins



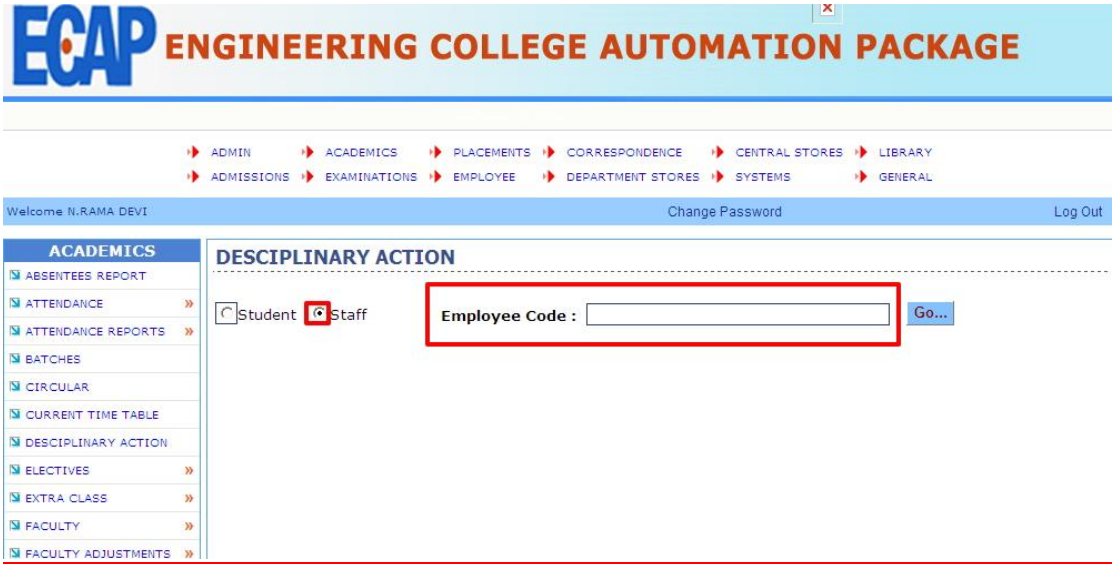
Step10:-Please Find "Disciplinary Action" For Student As Shown In Below.



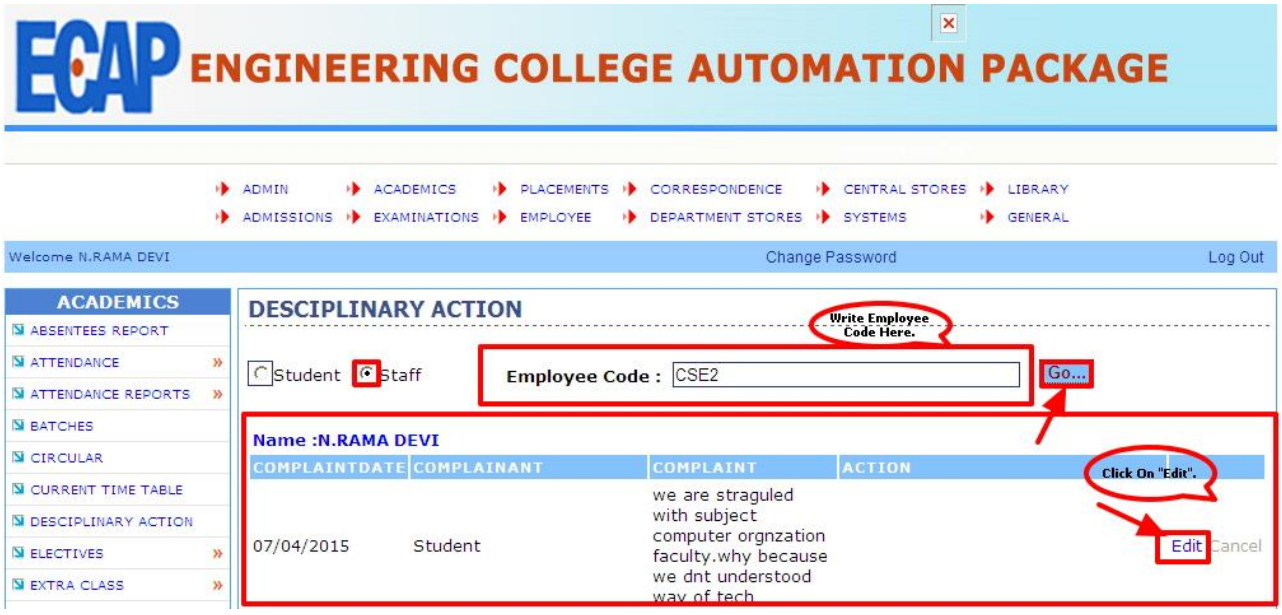
Employee Disciplinary Action:-

Question And Answers Of Academic Module Through HOD Logins

Step11:-Please Select "Employee" Radio Button Option Please Click On That And Then Find "Employee Code", As Shown In Below.

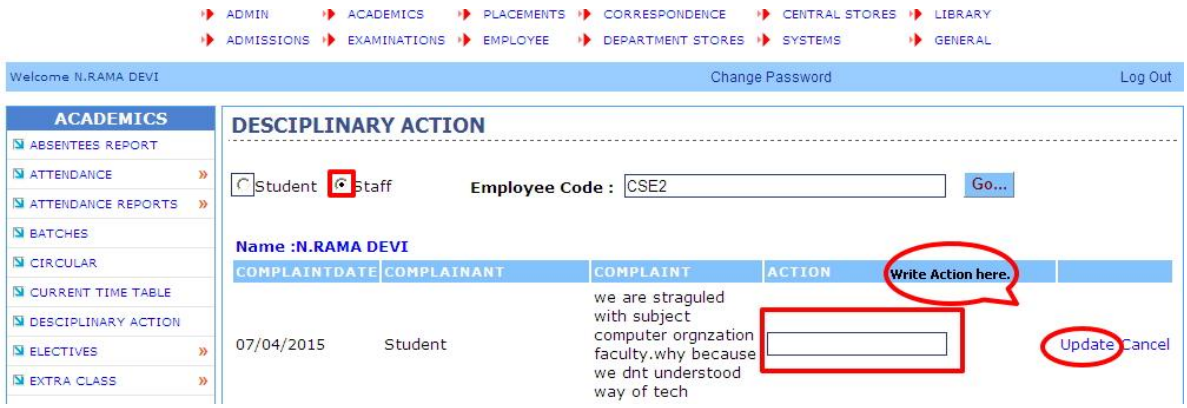


Step12:- Please Write "Employee Code" And Click On "Go" Button Then You Will Find Employee Details After That Click On "Edit" Option As Shown In Below.

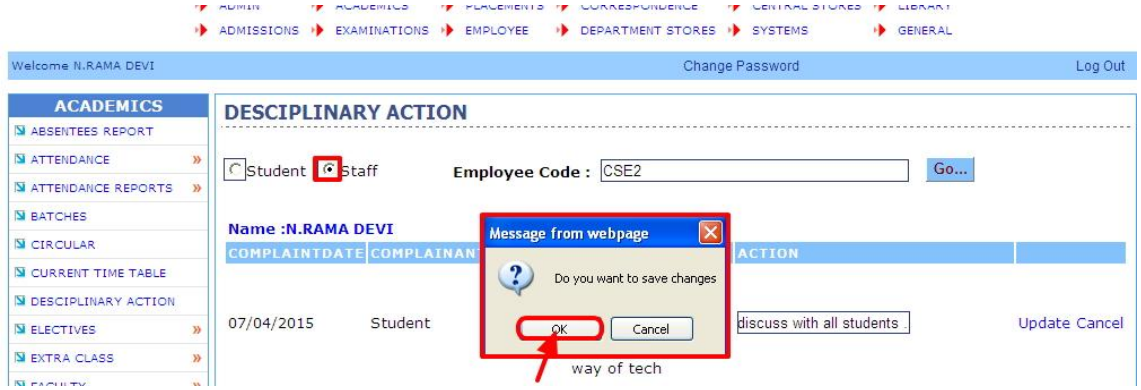


Question And Answers Of Academic Module Through HOD Logins

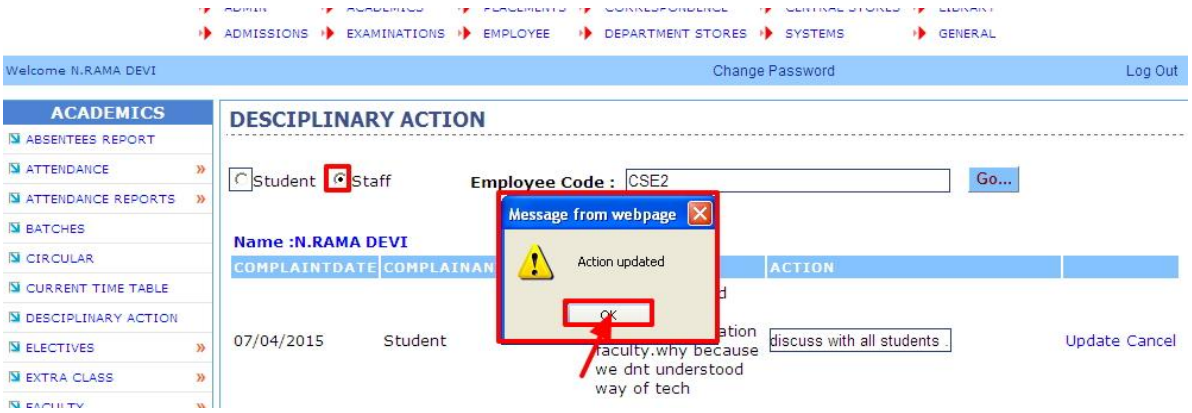
Step13:-After Click On "Edit" Option As Shown In Above Screen, Then You Will Find "EditText" Option As Shown In Below.



Step14:- After Written The "Action" Click On "Update" Then You Will Find "Web Page" Please Click On "OK" As Shown In Below.

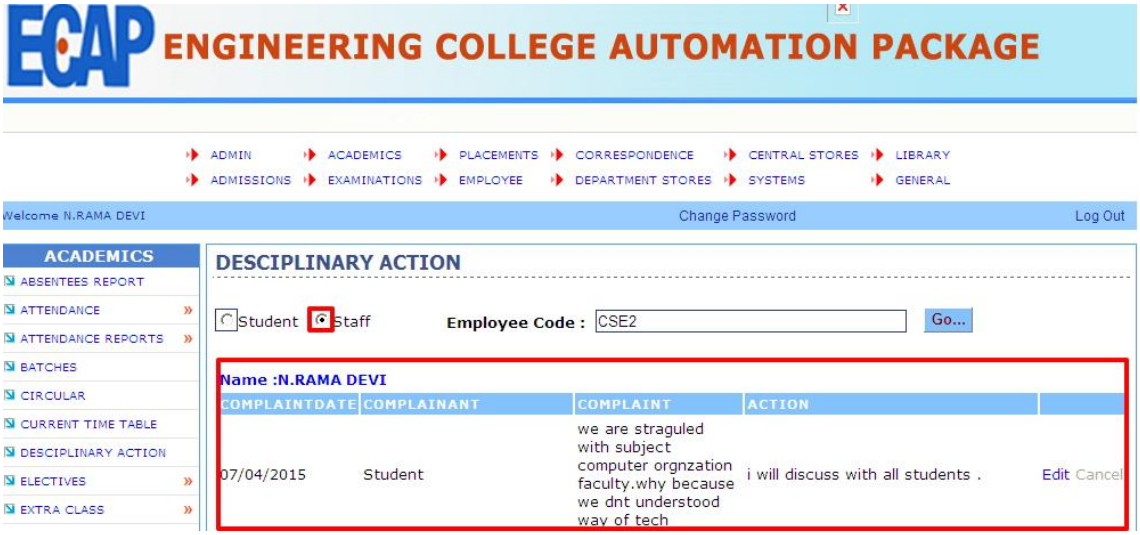


Step15:- After Click On "OK" Option Then You Will Find "Webpage" As Shown In Below.



Question And Answers Of Academic Module Through HOD Logins

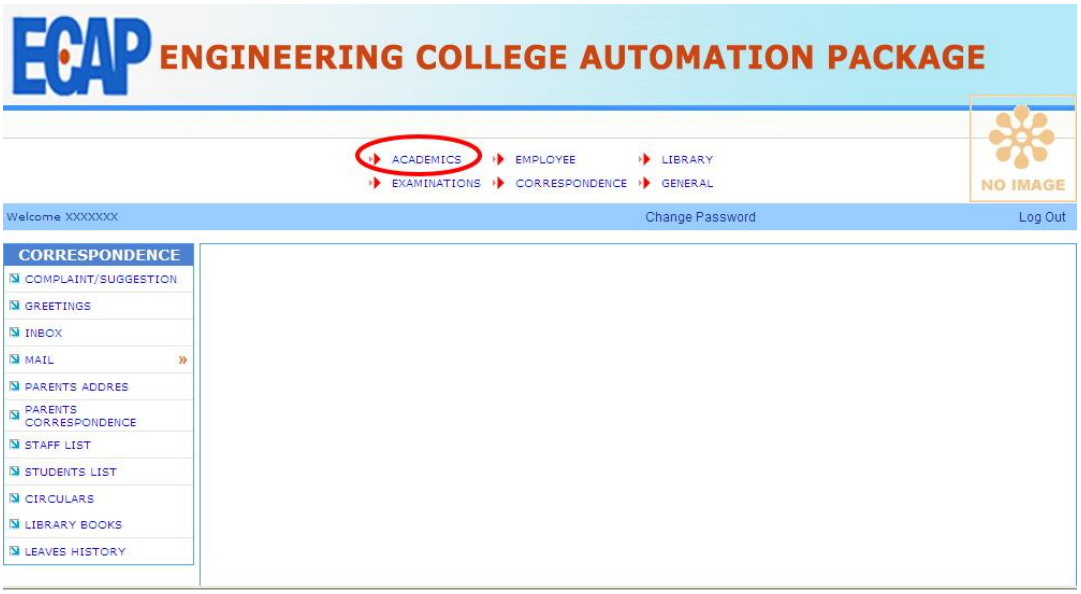
Step16:- Please Find "Disciplinary Action" For Employee As Shown In Below.



44) How To Generate Circular And How To Check The Generated Circular Report?

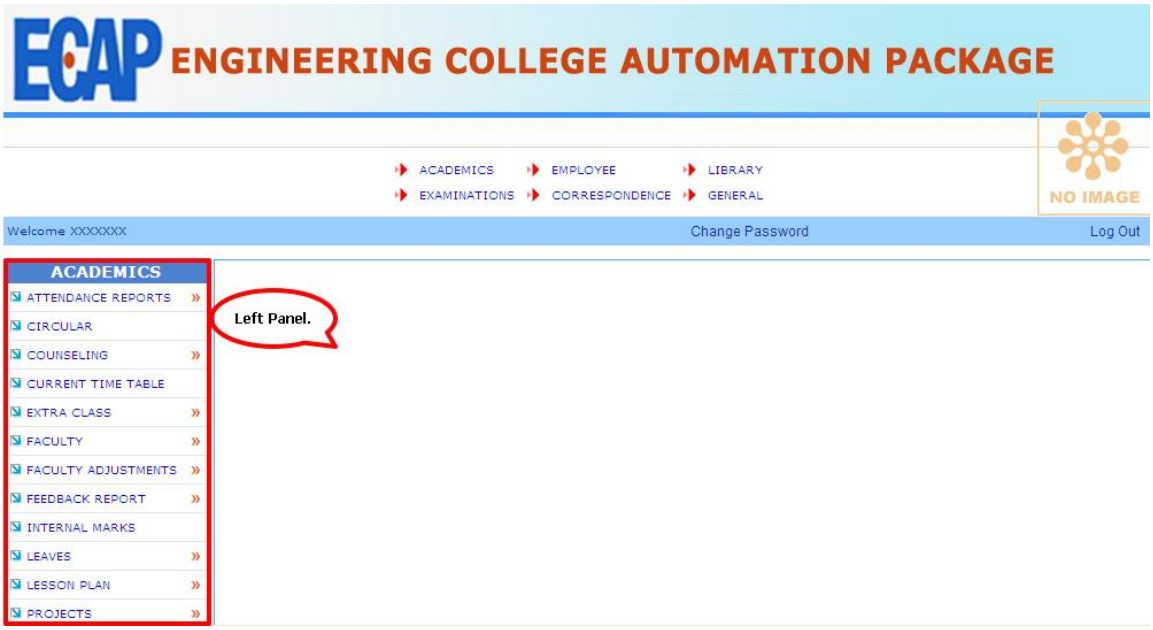
Ans:- Step 1:-Please Login In To "ECAP" By Using Your Username And Password.

Step 2:- Please Click On "Academics" Module As Shown In Below.

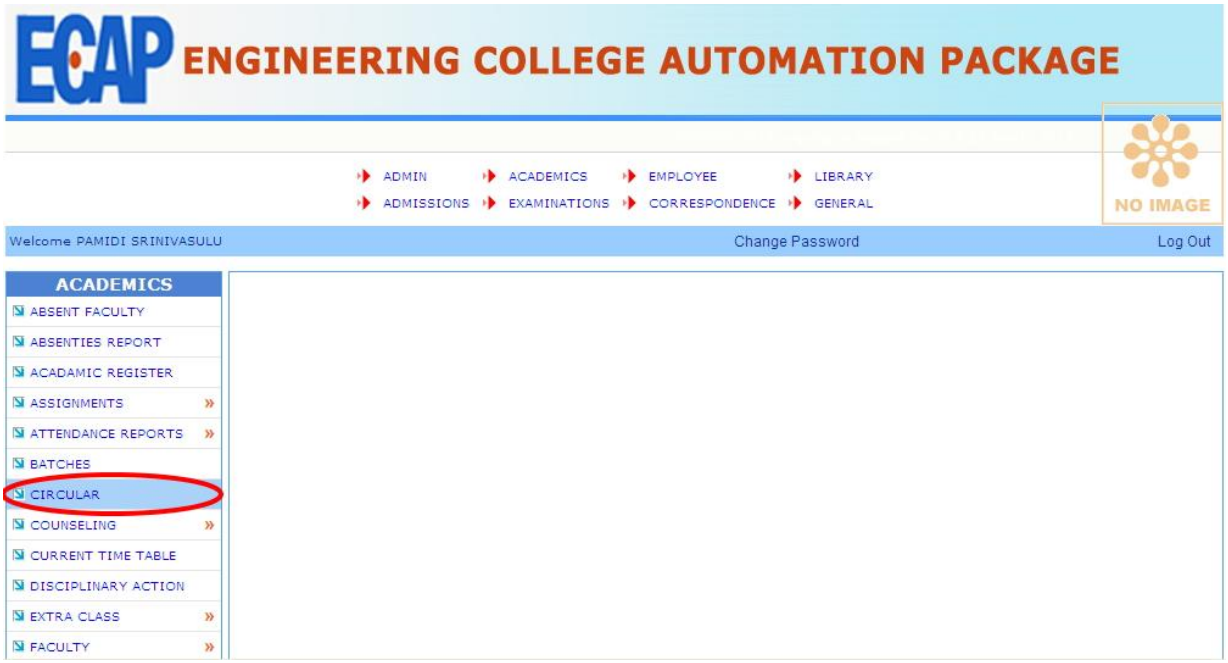


Question And Answers Of Academic Module Through HOD Logins

Step 3:- After Click On "Academics" Module You Will Find "Left Panel" As Shown In Below.

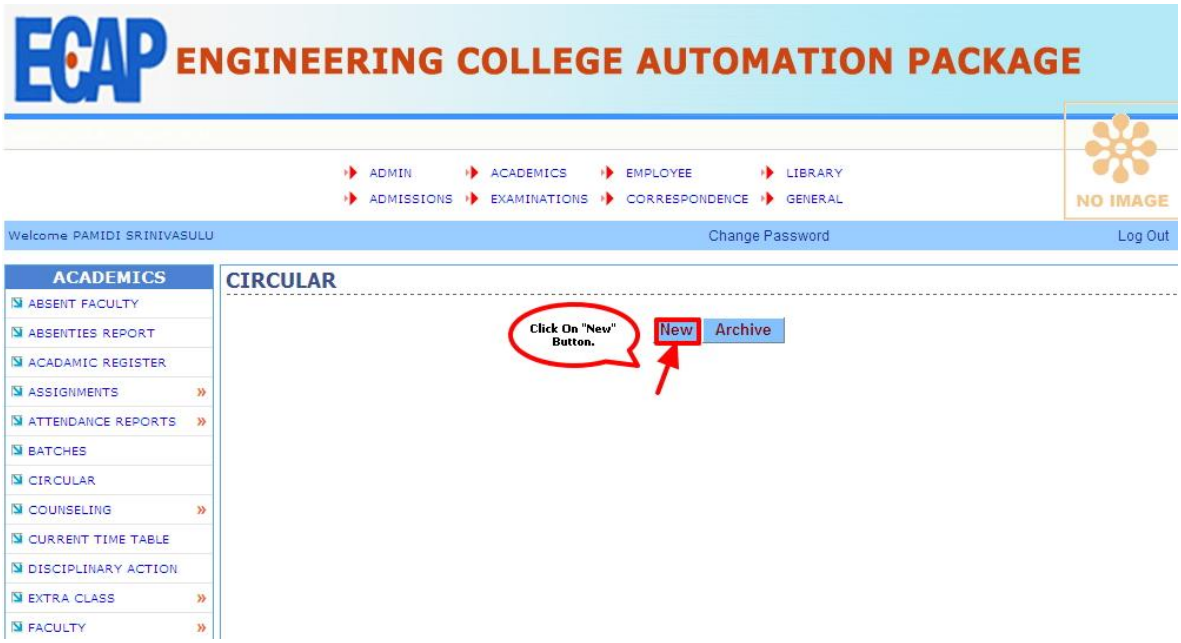


Step4:- Please Click On "Circular" Option Which Is Available In Left Menu Link As Shown In Below.



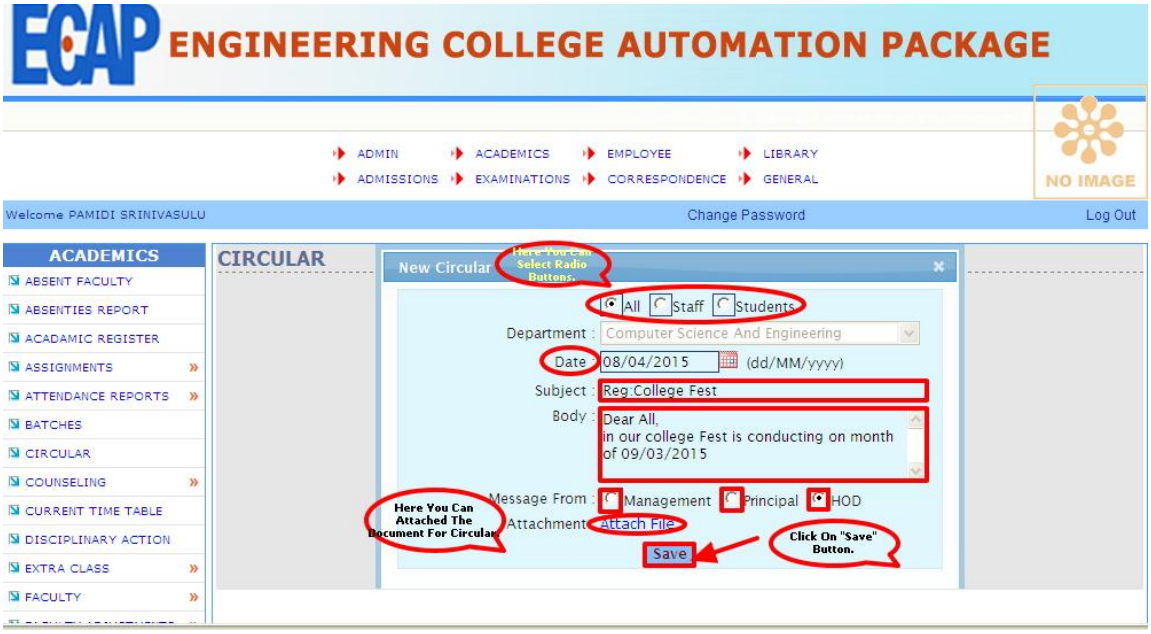
Question And Answers Of Academic Module Through HOD Logins

Step5:-After Click On "Circular" Option Then You Will Find Two Buttons "New" And "Archive" "New" is For Generate The Circular As Shown In Below.

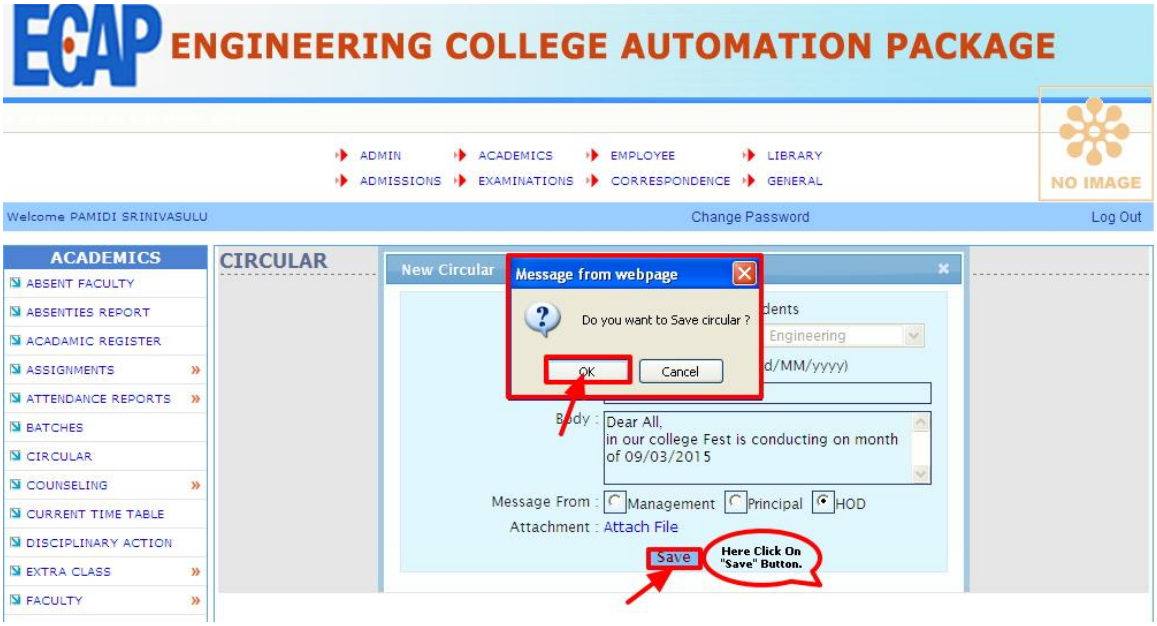


Step6:- After Click On "New" Button As Shown In Above Screen, Then You Will Find "Circular Window" You Can Select Radio Buttons By Using "All" or "Staff" or "Students" Then Select "Date", Then Write The "Subject" And "Body" Then You Will Select Radio Buttons By Using "Management", "Principal", "HOD" After That You Will Find "Attach File" Using This Option You Can Browse And Upload The Documents Then You Will Find "Save" Button As Shown In Below.

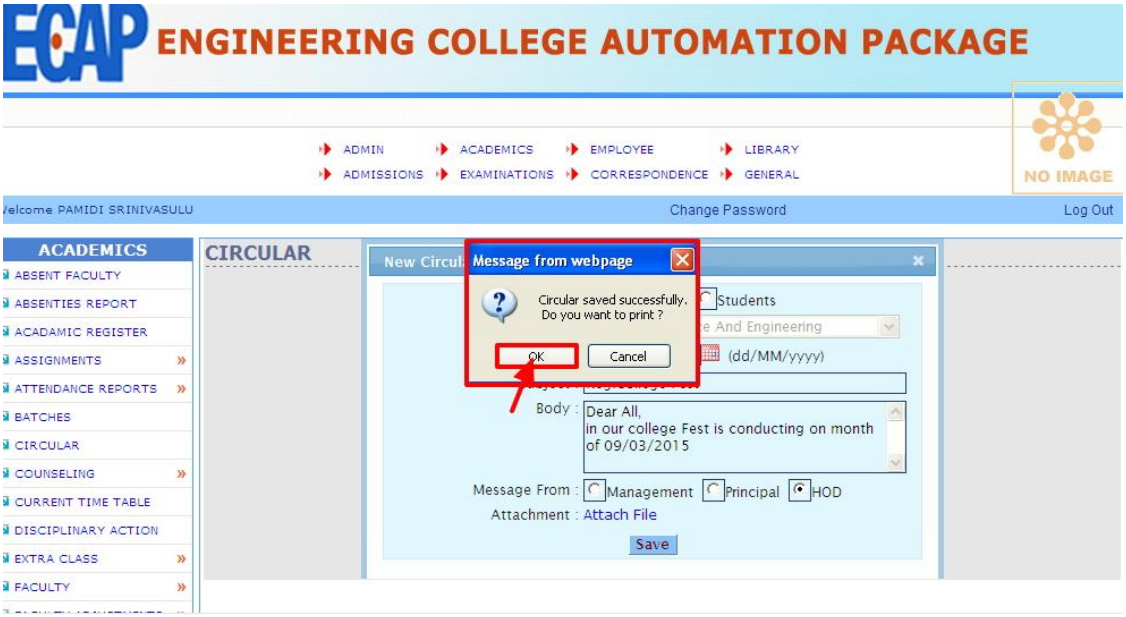
Note: - Here No Need To Select Department Drop Down, By Default We Are Filling Your Department Name Which Is Assigned To You In ECAP.



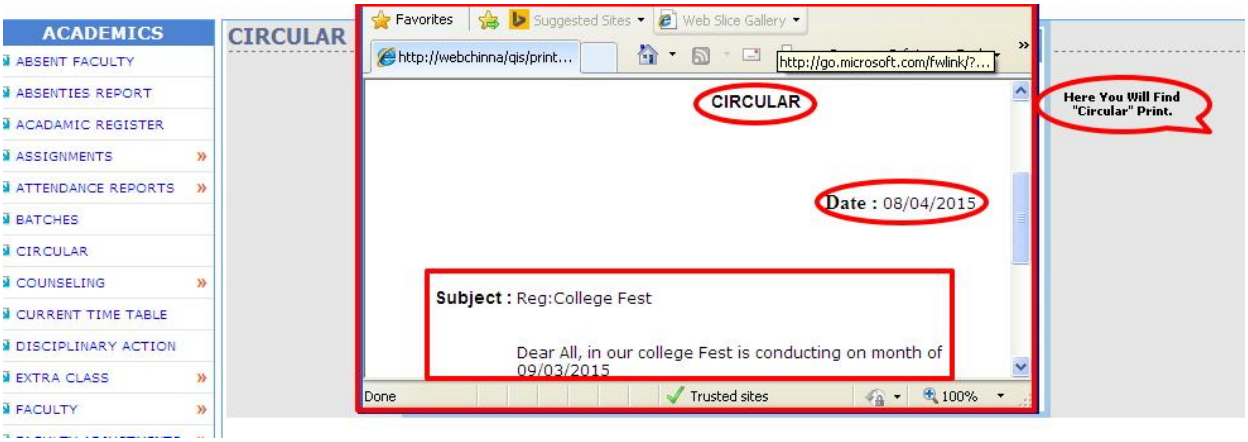
Step7:-After Click On "Save" Button As Shown In Above Screen, Then You Will Find "Webpage" As Shown In Below.



Step8:-After Click On "OK" Button As Shown In Above Screen, Then You Will Find "Webpage" For After Saved Circular And If You Want To Take Print Then You Will Click "OK" Button As Shown In Below.

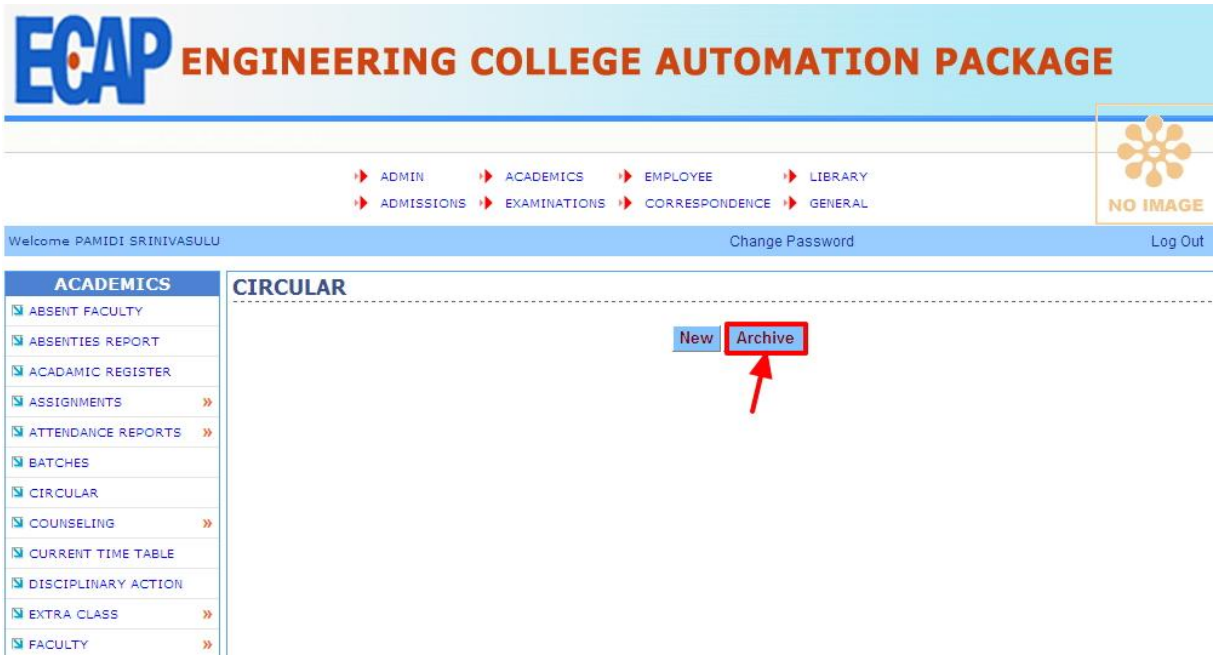


Step9:-After Click On "OK" As Shown In Above Screen, Then You Will Find Print For The Circular As Shown In Below.

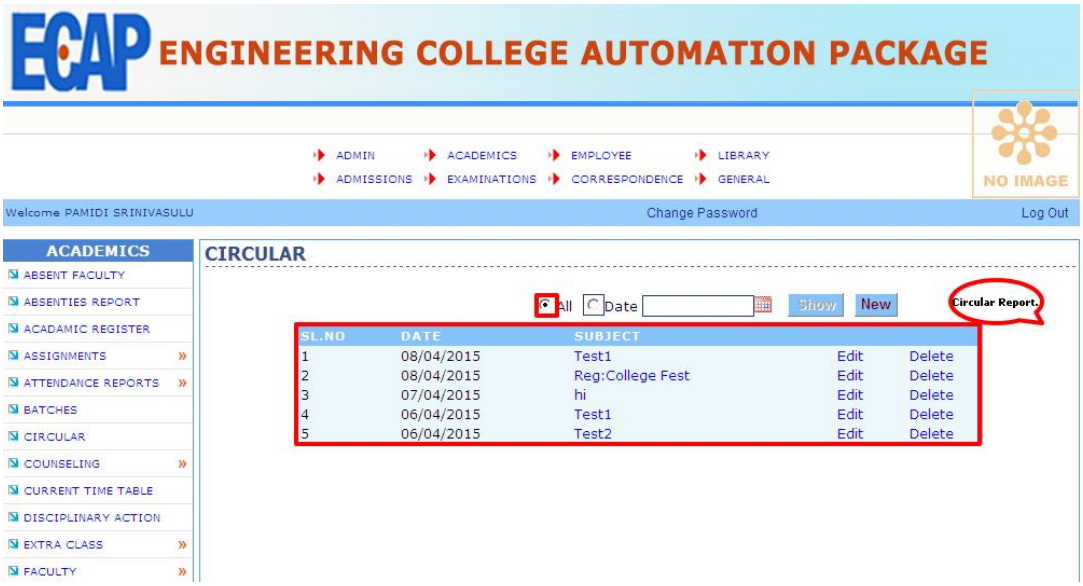


Generated Circular Reports As Shown In Below:-

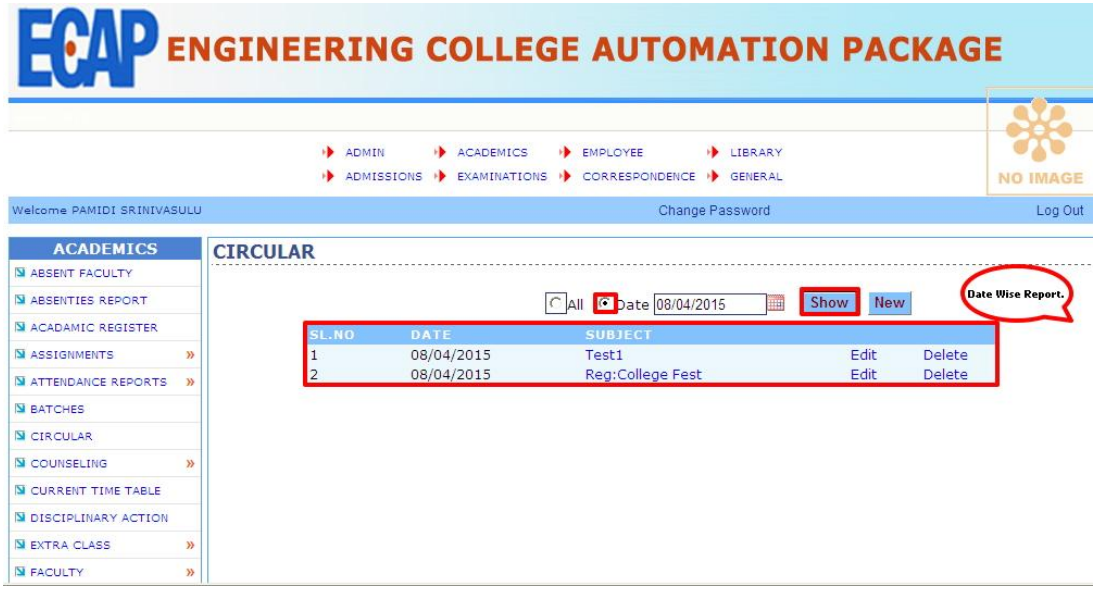
Step10:- Please Click On "Archive" Button As Shown In Below.



Step11:-After Click On "Archive" Button As Shown In Above Screen, Then You Will Find Circular Report By Selecting "All" Radio Button As Shown In Below.



Step12:-Please Select "Date" Radio Button Then Click On "Show" Button Then You Will Find Date Wise Circular Report.

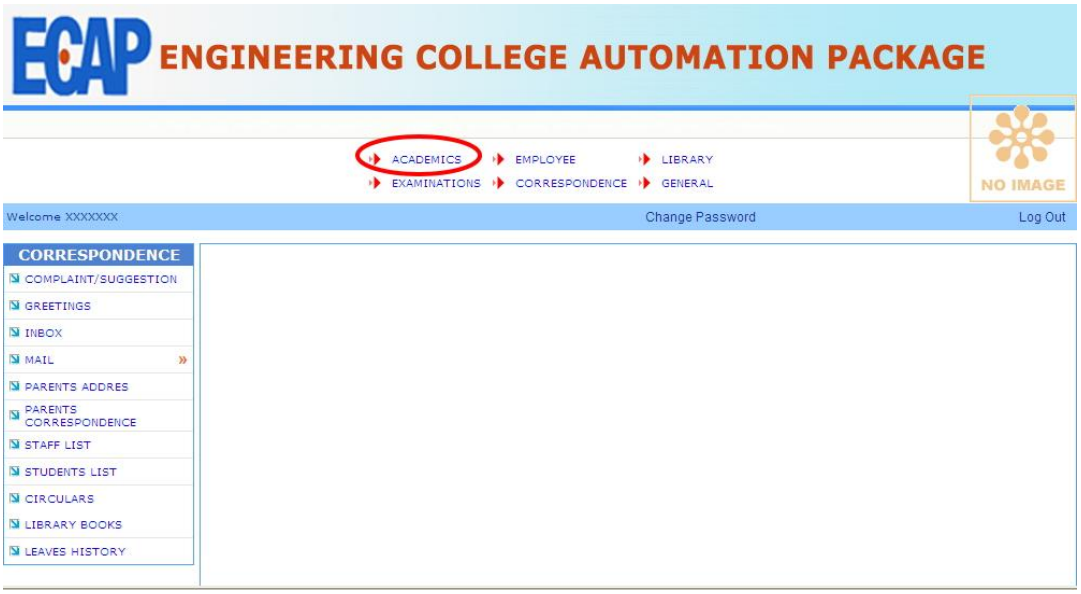


Question And Answers Of Academic Module Through HOD Logins

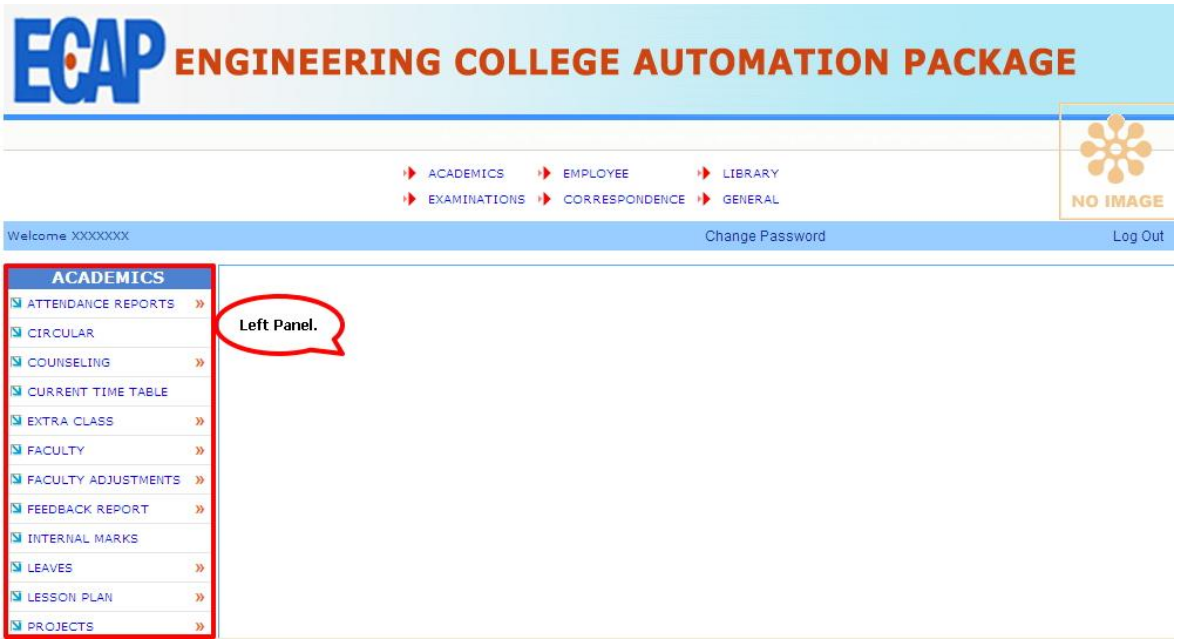
45) How Can I Post Internal Marks To My Subjects?

Ans:- Step 1:- Please Login In to "ECAP" By Using Your Username And Password.

Step2:- Please Click On "Academics" Module As Shown In Below.

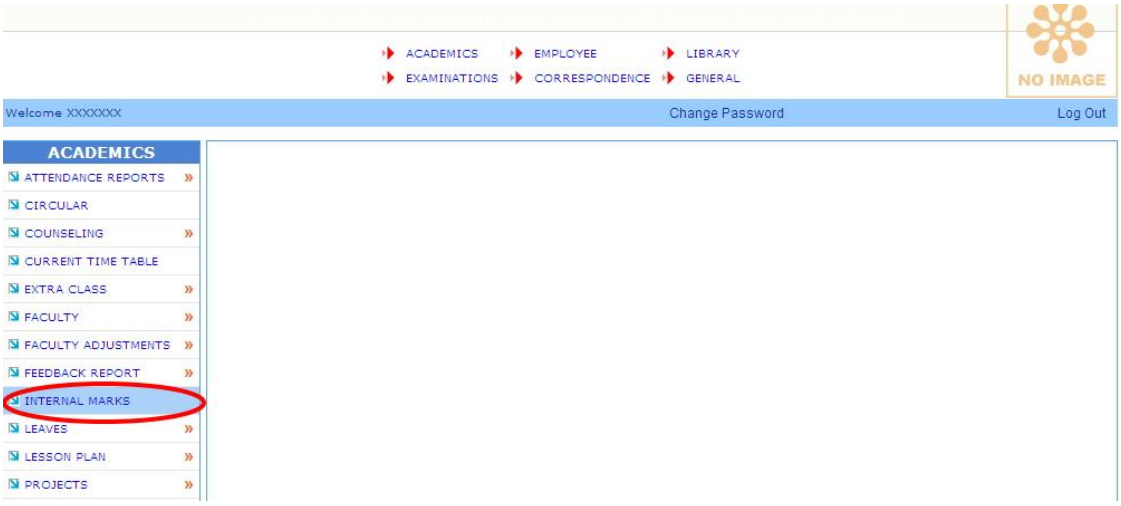


Step3:- After Click On "Academics" Module You Will Find "Left Panel" As Shown In Below.



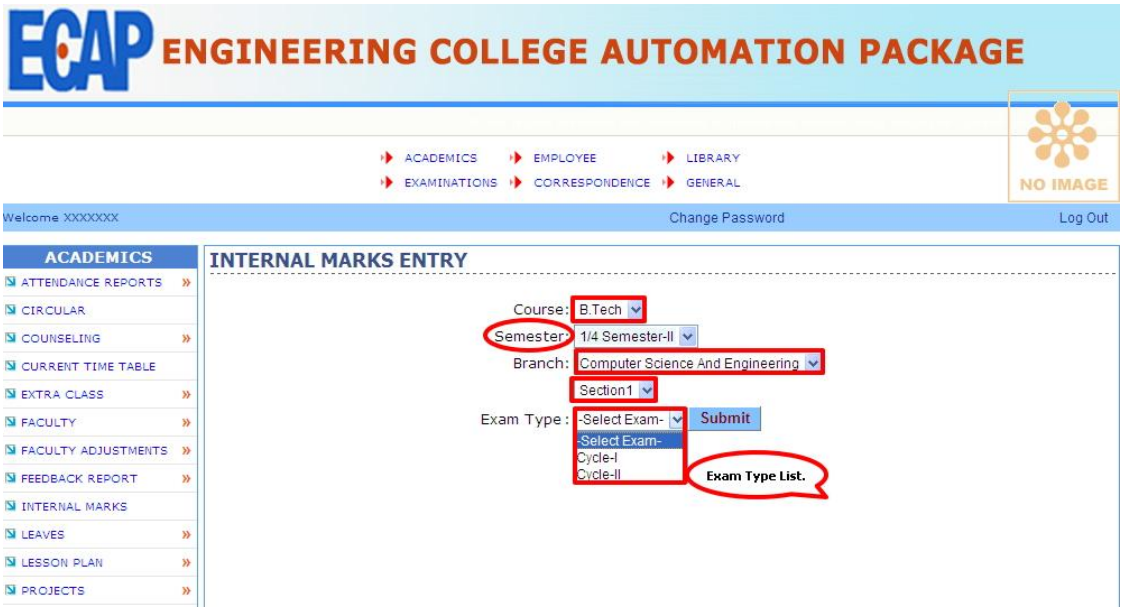
Question And Answers Of Academic Module Through HOD Logins

Step4:-Please Click On "Internal Marks" Option As Shown In Below.



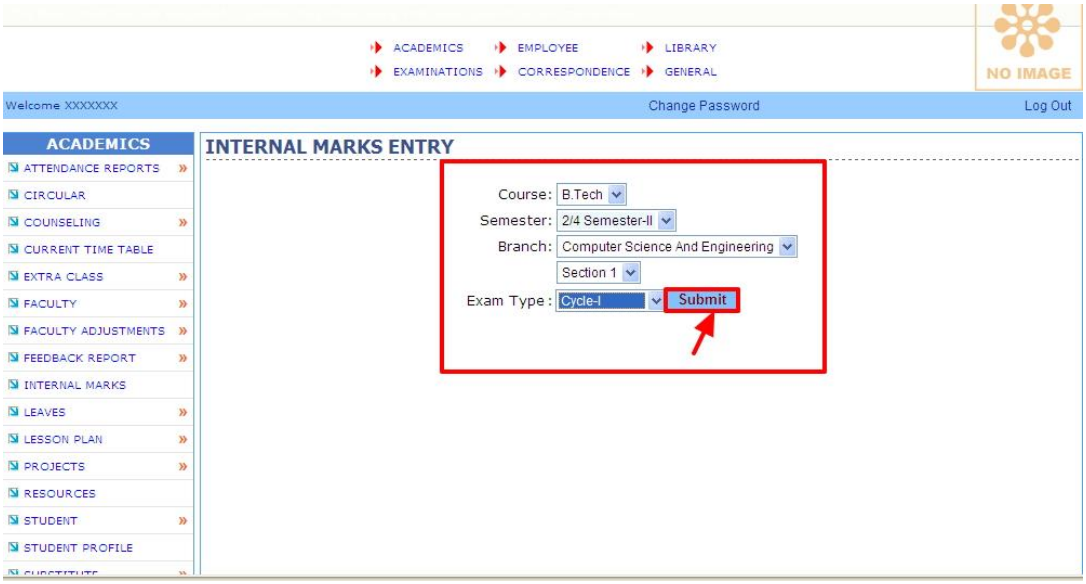
Step5:- After Click On "Internal Marks" Option As Shown In Above Screen, Then You Will Find "Course", "Semester", "Branch", "Section", "Exam Type" As Shown In Below.

Step6:- Please Select Your "Course", "Semester", "Branch", "Section" And "Exam Type" As Shown In Below.



Question And Answers Of Academic Module Through HOD Logins

Step7:- After Select On "Course", "Semester", "Branch", "Section" And "Exam Type" As Shown In Above Screen, Then You Will Find "Submit" Button , Please Click On "Submit" Button As Shown In Below.

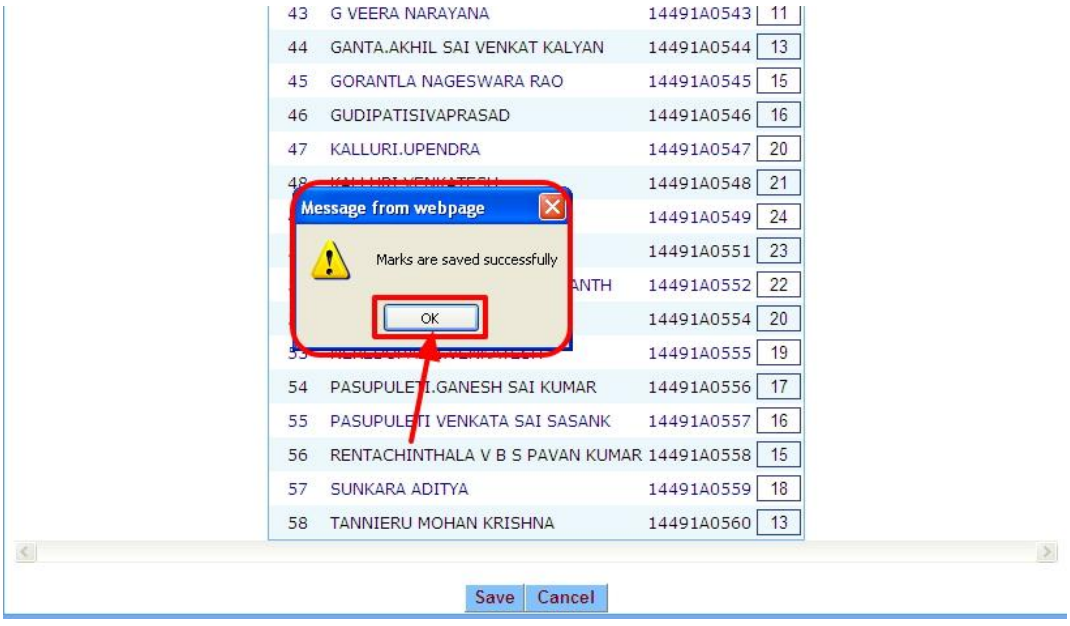


Step8:-After Click On "Submit " Button As Shown In Above Screen, Then You Will Find "Students" List, And Please Click On "Check Box" As Shown In Below.

Question And Answers Of Academic Module Through HOD Logins

Step9:- Please Enter Your Subject Marks And You Will Find "Save" Button As Shown In Below.

Step10:- After Click On "Save" Button As Shown In Above Screen, Then You Will Find "Web Page" And Click On "OK" Button As Shown In Below.

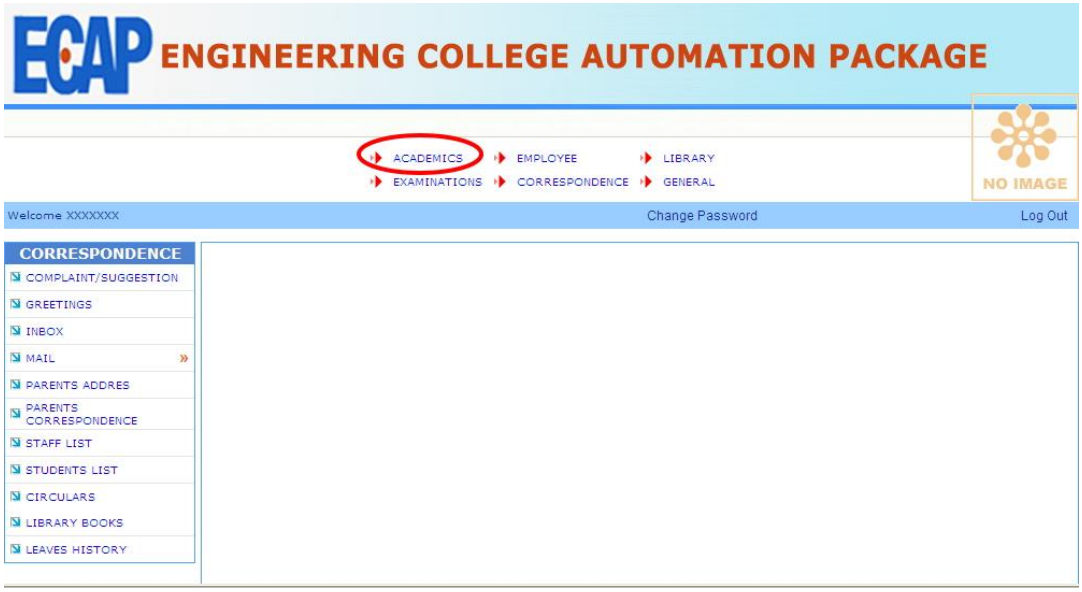


Question And Answers Of Academic Module Through HOD Logins

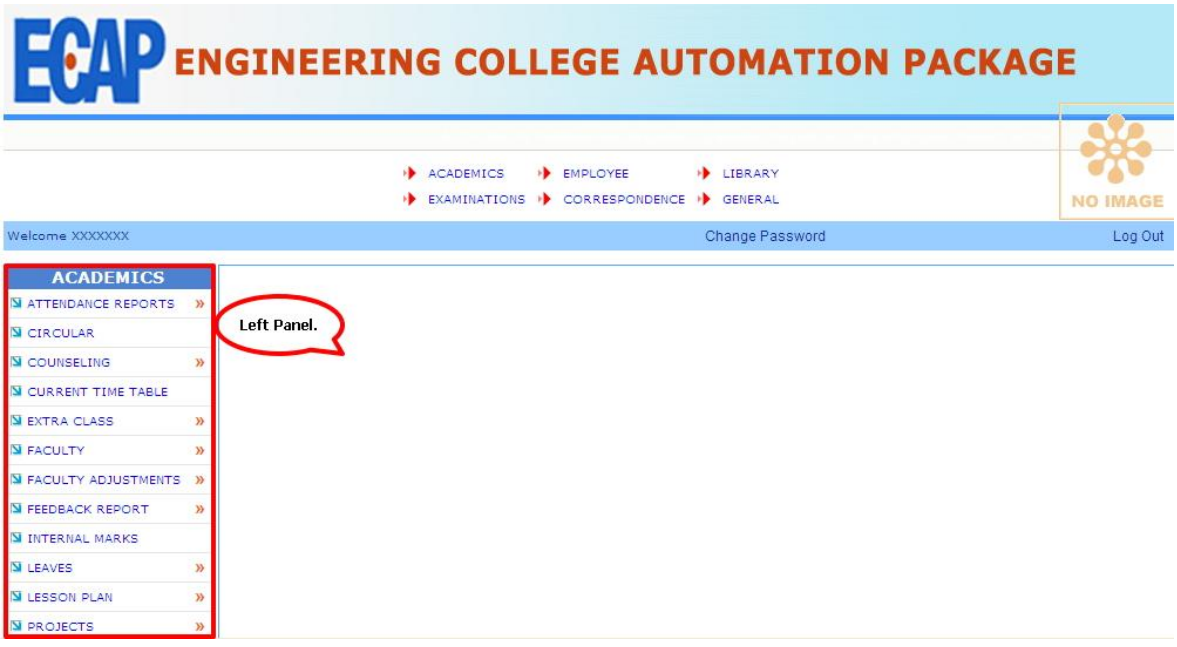
46) How To EDIT Posted Internal Marks If I Posted Wrongly?

Ans:- Step 1:- Please Login In to "ECAP" By Using Your Username And Password.

Step2:- Please Click On "Academics" Module As Shown In Below.

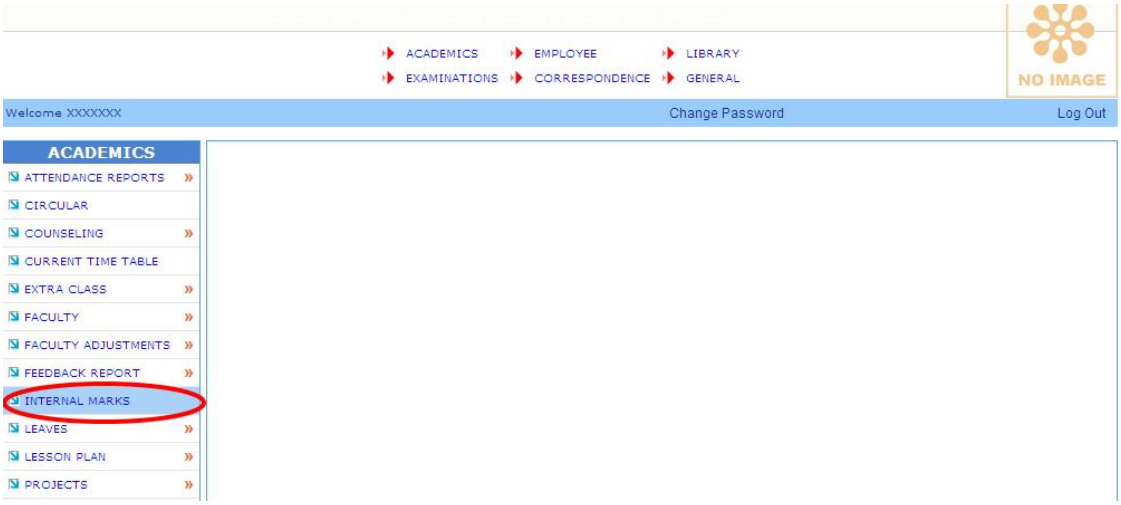


Step3:- After Click On "Academics" Module You Will Find "Left Panel" As Shown In Below.



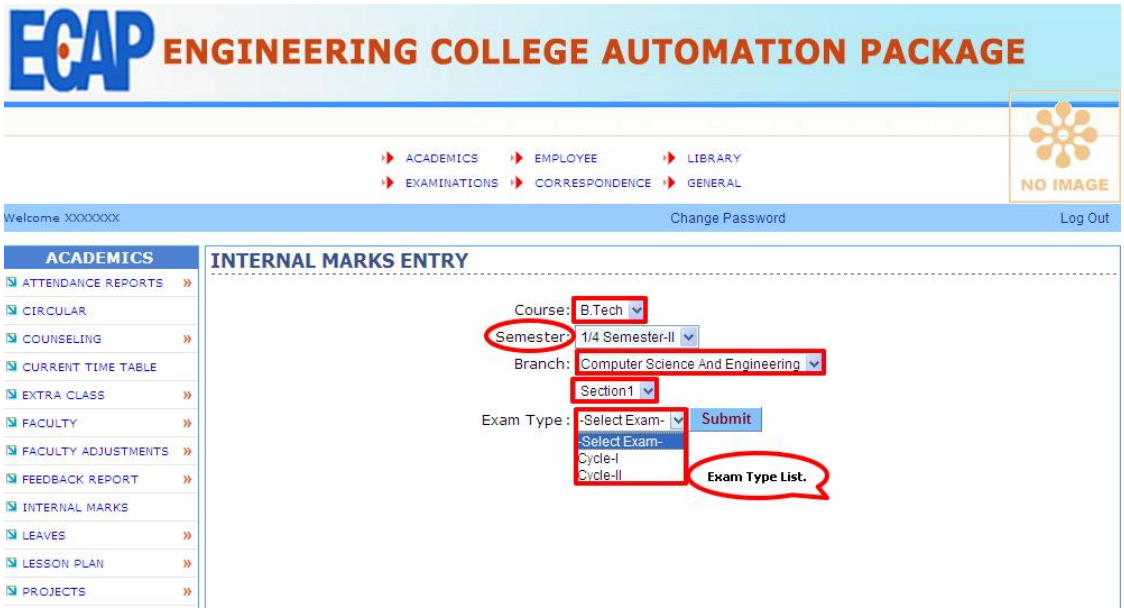
Question And Answers Of Academic Module Through HOD Logins

Step4:-Please Click On "Internal Marks" Option As Shown In Below.



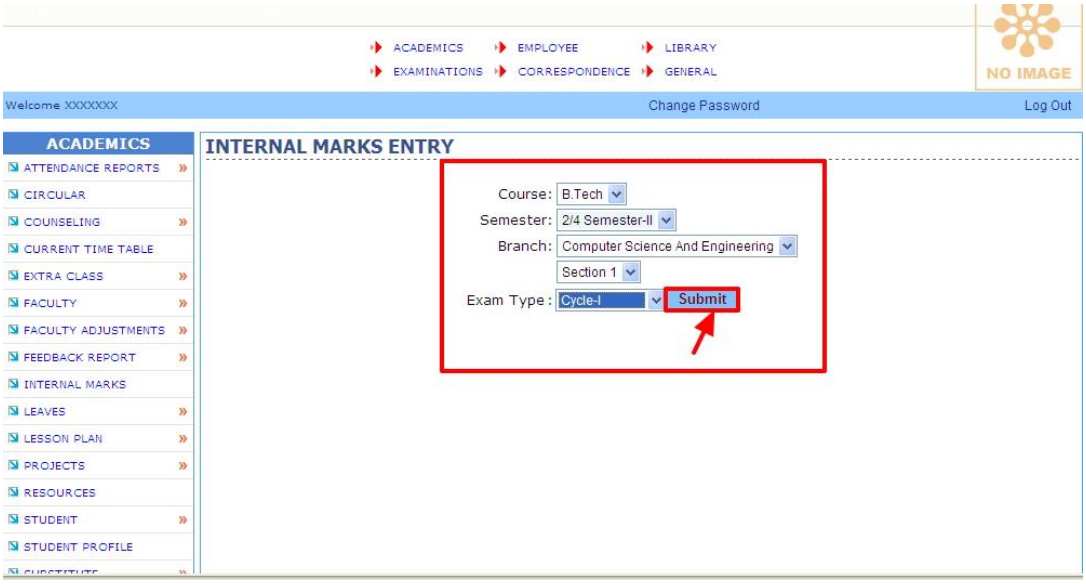
Step5:- After Click On "Internal Marks" Option As Shown In Above Screen, Then You Will Find "Course", "Semester", "Branch", "Section", "Exam Type" As Shown In Below.

Step6:- Please Select Your "Course", "Semester", "Branch", "Section" And "Exam Type" As Shown In Below.



Question And Answers Of Academic Module Through HOD Logins

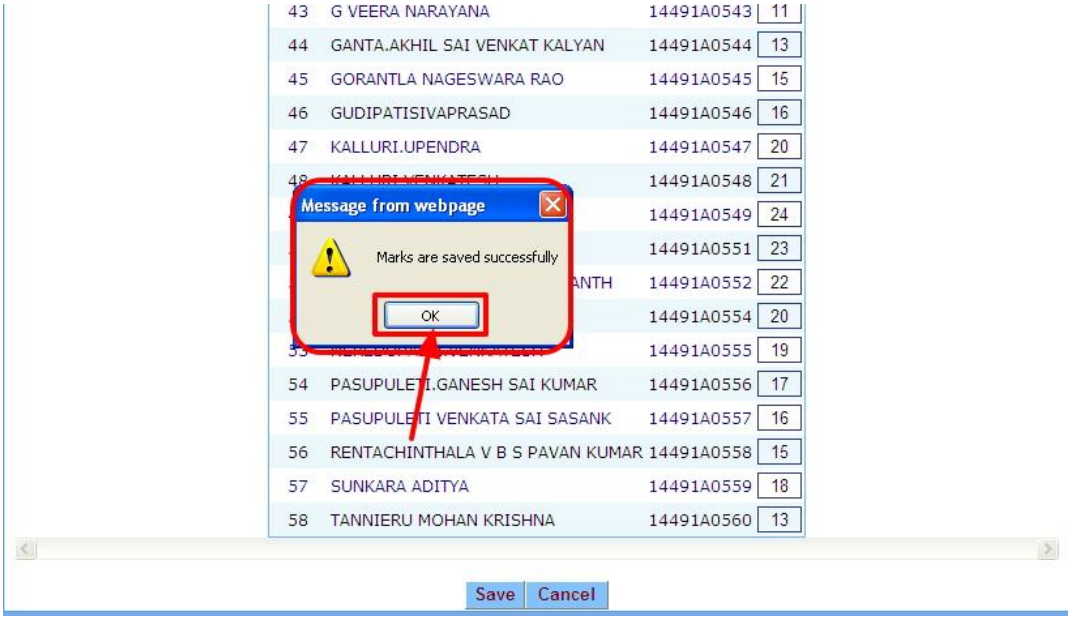
Step7:- After Select On "Course", "Semester", "Branch", "Section" And "Exam Type" As Shown In Above Screen, Then You Will Find "Submit" Button , Please Click On "Submit" Button As Shown In Below.



Step8:-After Click On "Submit " Button As Shown In Above Screen, Then You Will Find "Check Box", Please Select That "Check Box", You Can Edit Your Posted Marks As Shown In Below.

Step9:- After Edit Your Posted Marks As Shown In Above Screen, Then You Will Find "Save" Button As Shown In Below Screen.

Step10:- After Click On "Save" Button As Shown In Above Screen, Then You Will Find "Web Page" And Click On "OK" Button As Shown In Below.

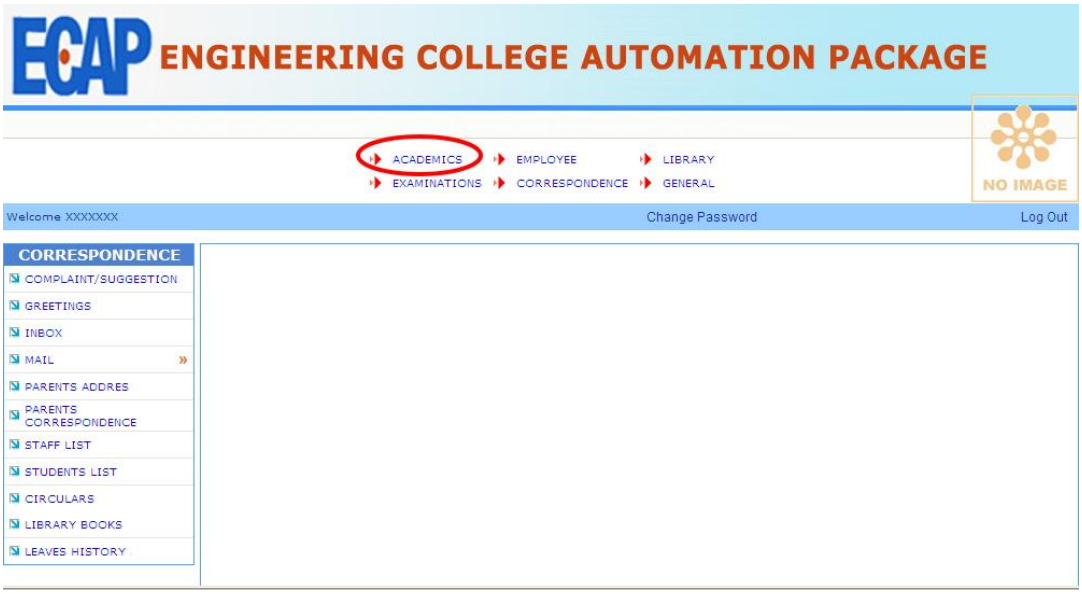


Question And Answers Of Academic Module Through HOD Logins

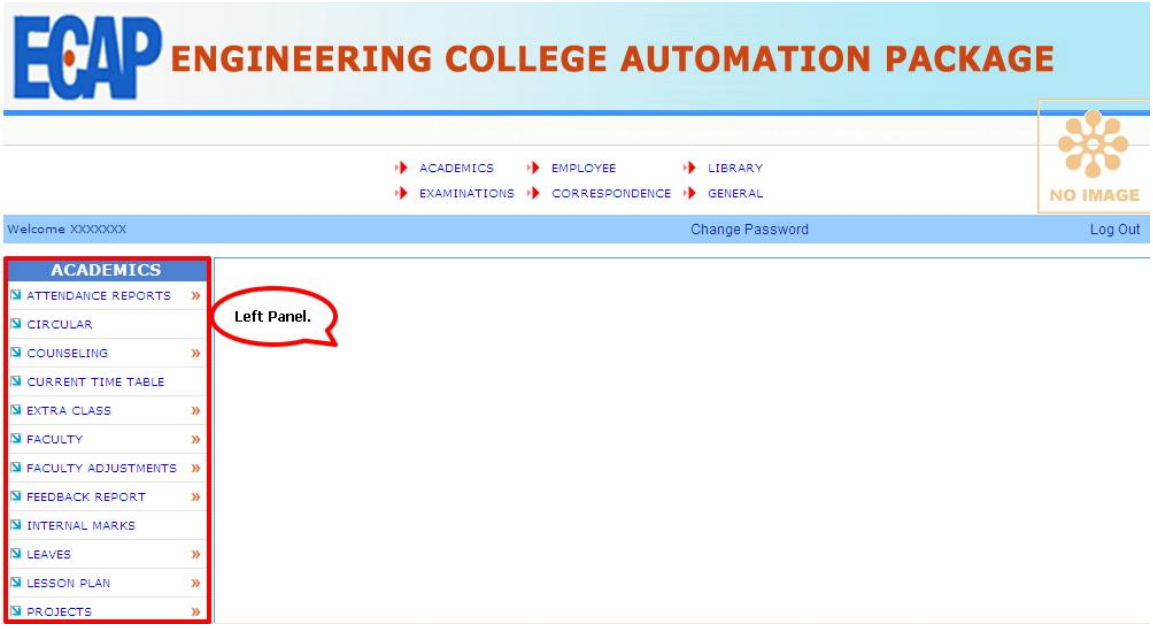
47) How Can I Check Faculty Academic Details?

Ans:- Step 1:-Please Login In To "ECAP" By Using Your Username And Password.

Step 2:- Please Click On "Academics" Module As Shown In Below.

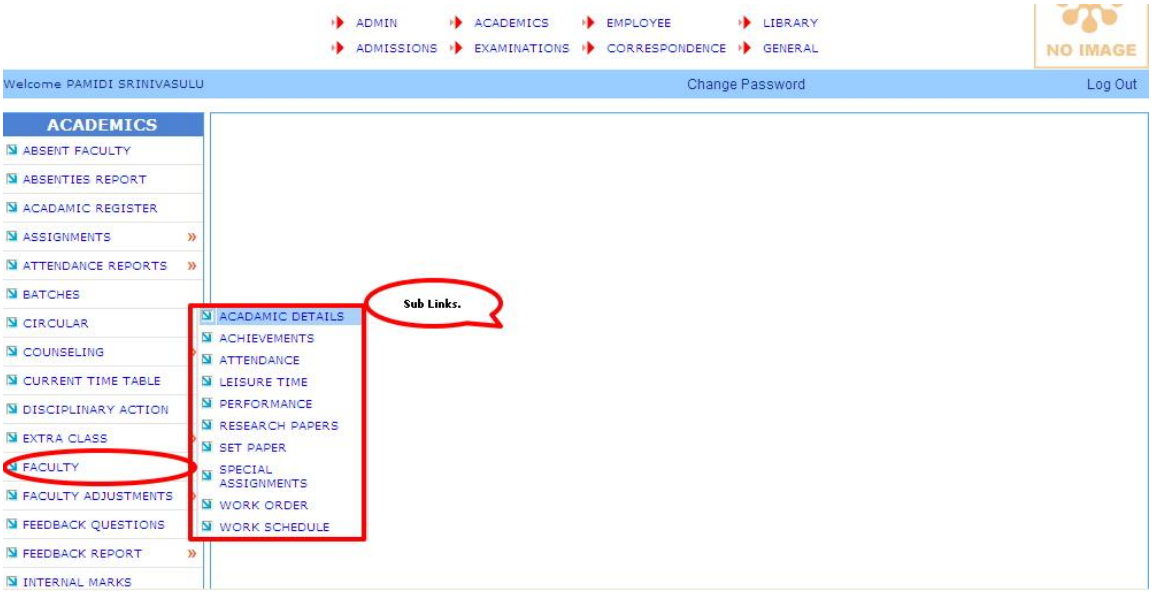


Step 3:- After Click On "Academics" Module You Will Find "Left Panel" As Shown In Below.

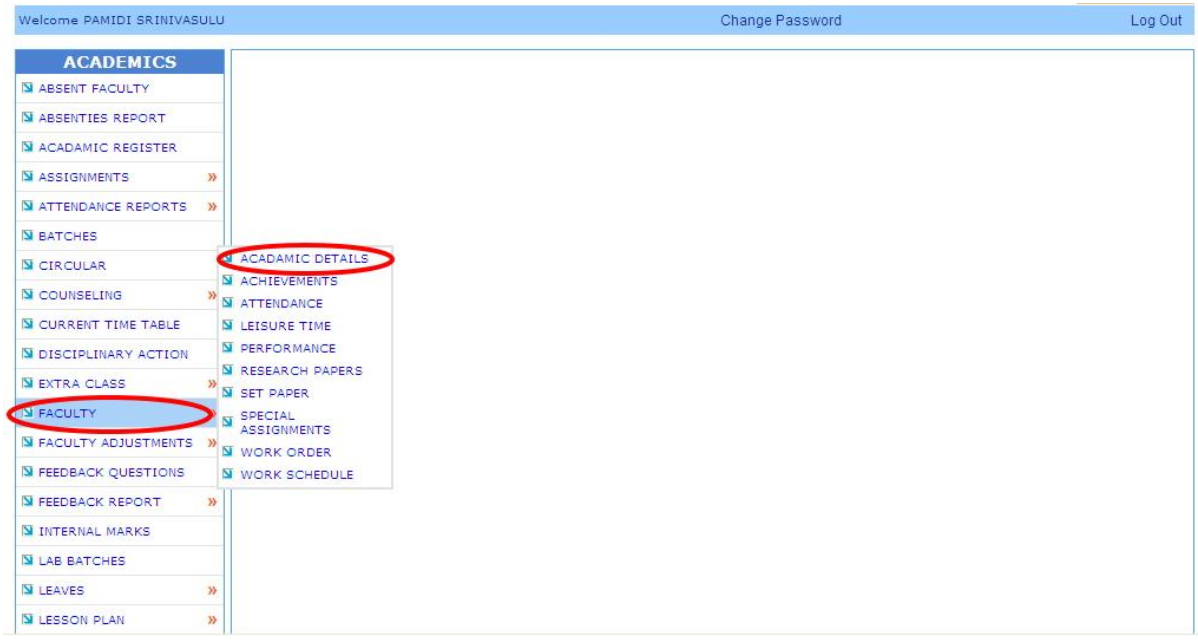


Question And Answers Of Academic Module Through HOD Logins

Step4:- Please Place Your Mouse Pointer On "Faculty" Link Which Is Available In Left Menu, Then You Will Find "Sub Links Menu" As Shown In Below.

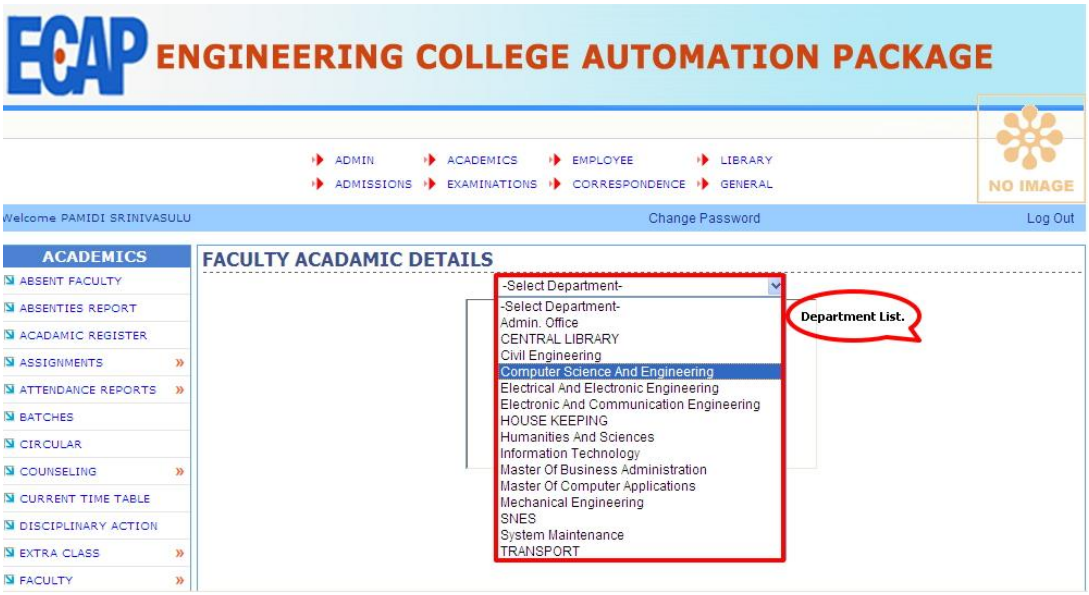


Step5:- Please Find "Academic Details" Option In Sub Links Menu Then Click On That As Shown In Below.

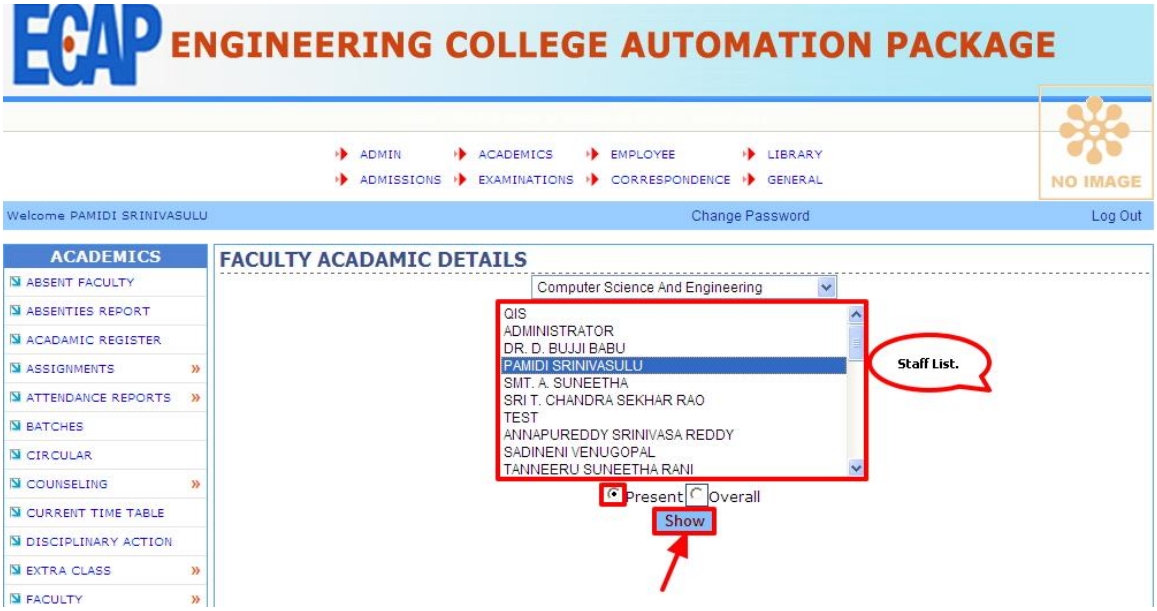


Question And Answers Of Academic Module Through HOD Logins

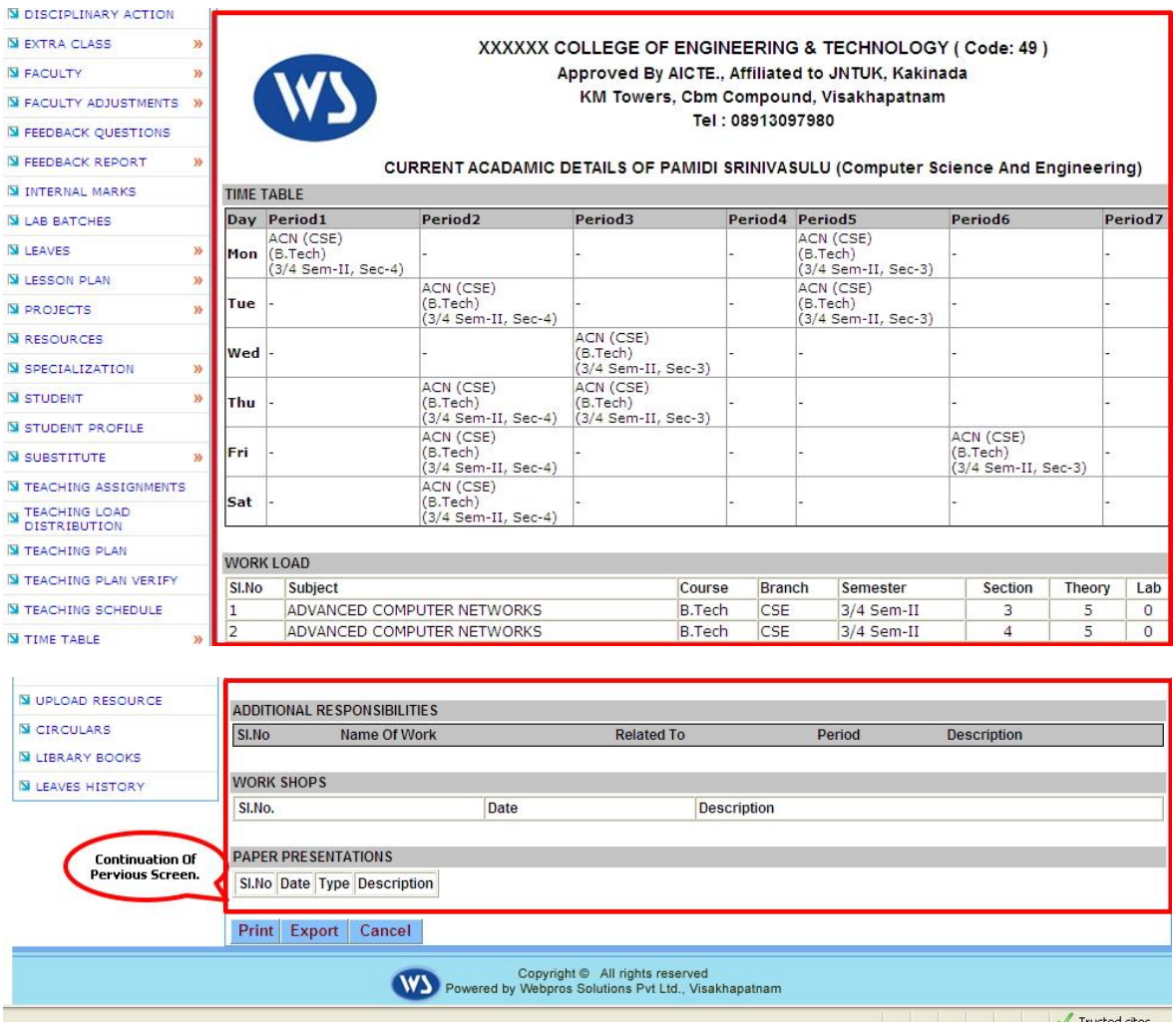
Step6:-After Click On "Academic Details" Option You Will Find "Departments" List As Shown In Below.



Step7:-After Select On "Departments List" Then You Will Find "Staff" List After That Please Select Radio Button "Present" Option And Then Click On "Show" Button As Shown In Below.

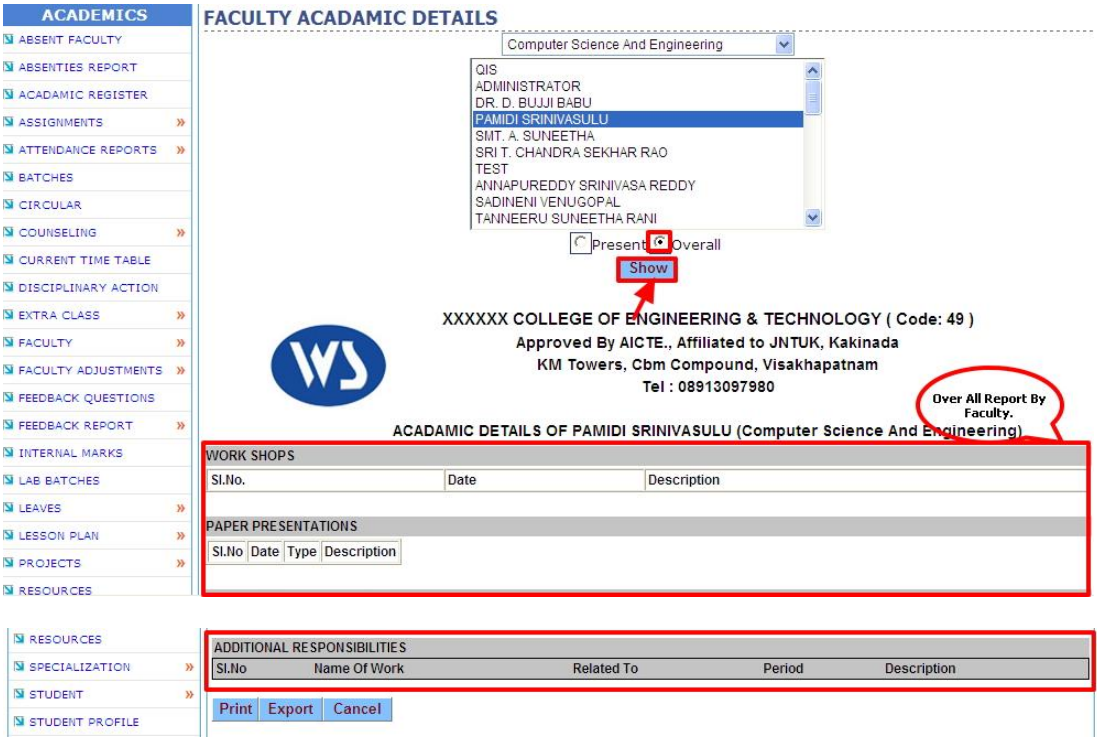


Step8:-After Click On "Show" Button Then You Will Find Current Academic Details Of Faculty As Shown In Below.



Question And Answers Of Academic Module Through HOD Logins

Step9:-Please Select "Over All" Radio Button, Then Click On "Show" Button Then You Will Find Over All Academic Details Of Faculty As Shown In Below.



Question And Answers Of Academic Module Through HOD Logins

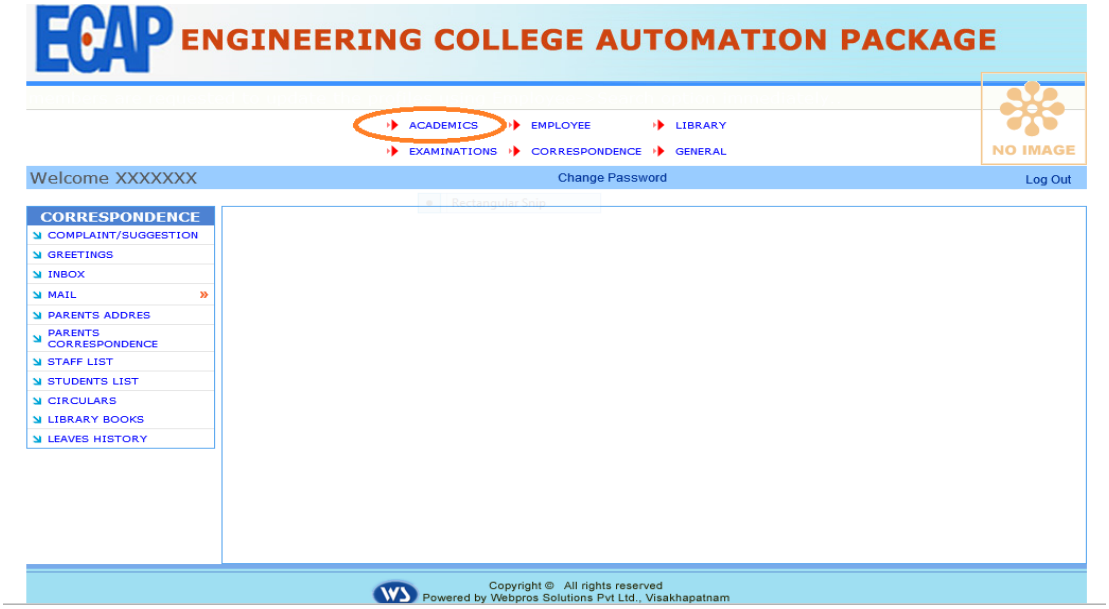
48) How Can I Enter My Lesson Plan And How To Check My Lesson Plan Report?

Ans:- NOTE:- Lesson Plan Is Nothing But "Text Book Index" This Will Help You To Maintain All Concepts Of That Particular Subject.

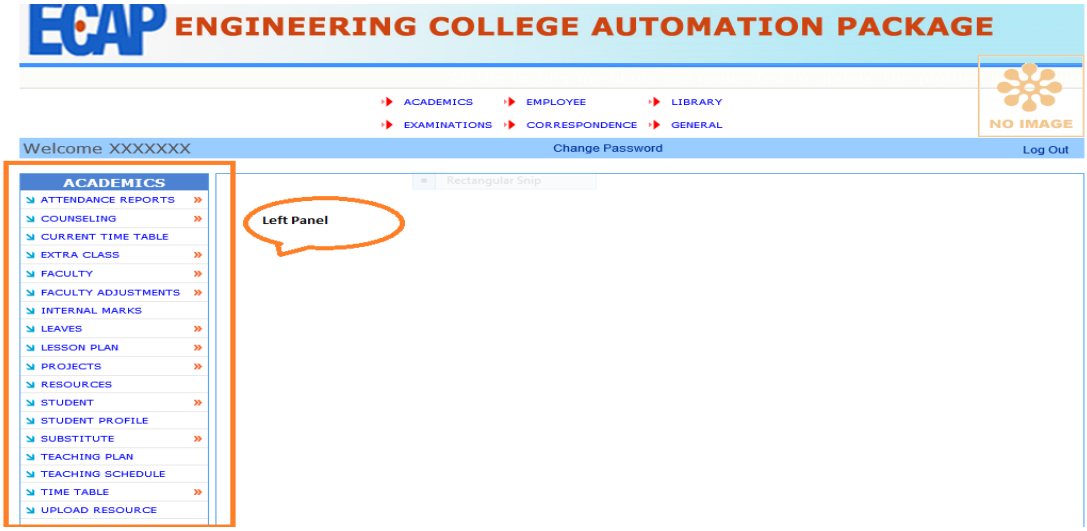
Steps For Entering Your Lesson Plan:-

Step 1:-Please Login In To "ECAP" By Using Your Username And Password.

Step 2:- Please Click On "Academics" Module As Shown In Below.

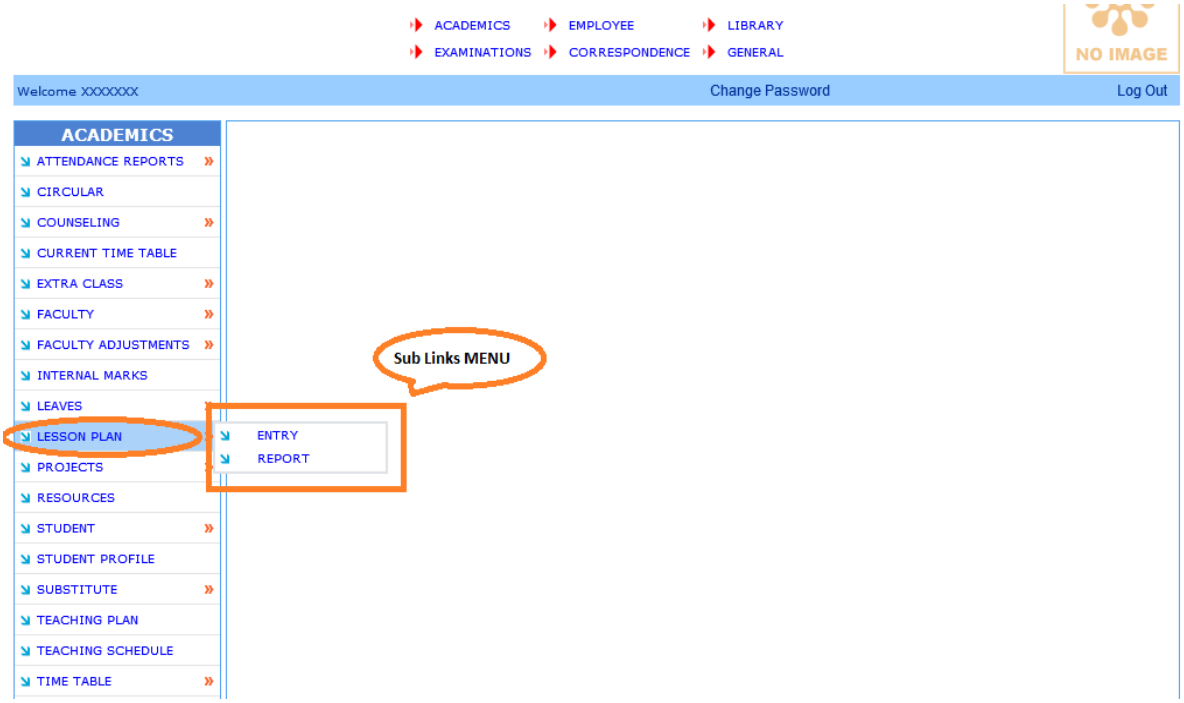


Step 3:-You Will Find "Left Panel" After Clicking On Academics Module As Shown In Below.

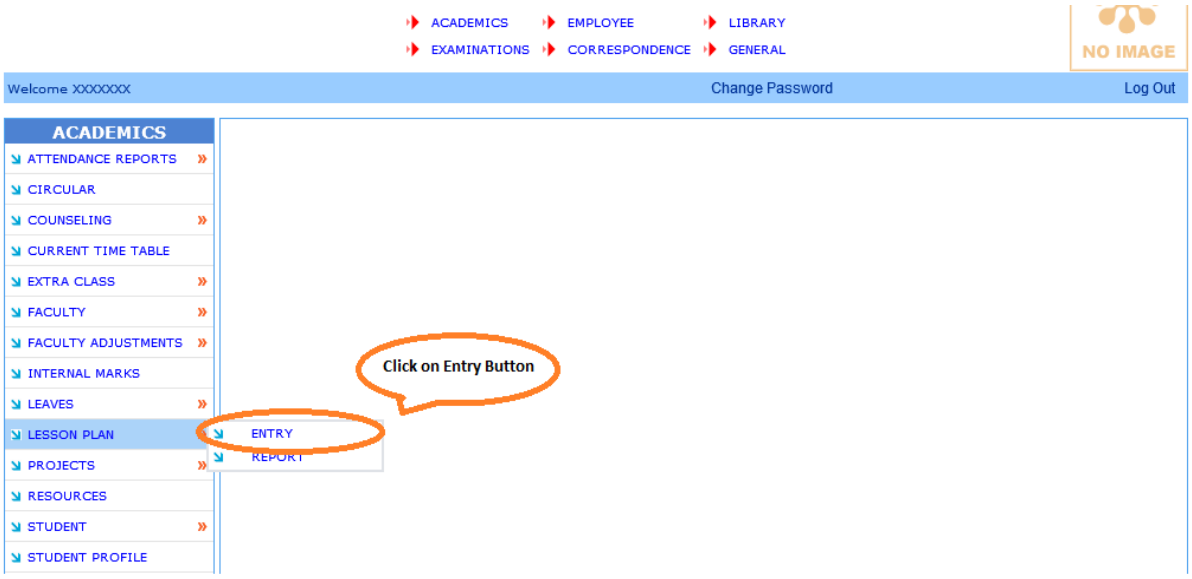


Question And Answers Of Academic Module Through HOD Logins

Step 4:-Please Place Your Mouse Pointer On "Lesson Plan" Link Which Is Available In Left Menu. Then You Will Find "Sub Links Menu" As Shown In Below.



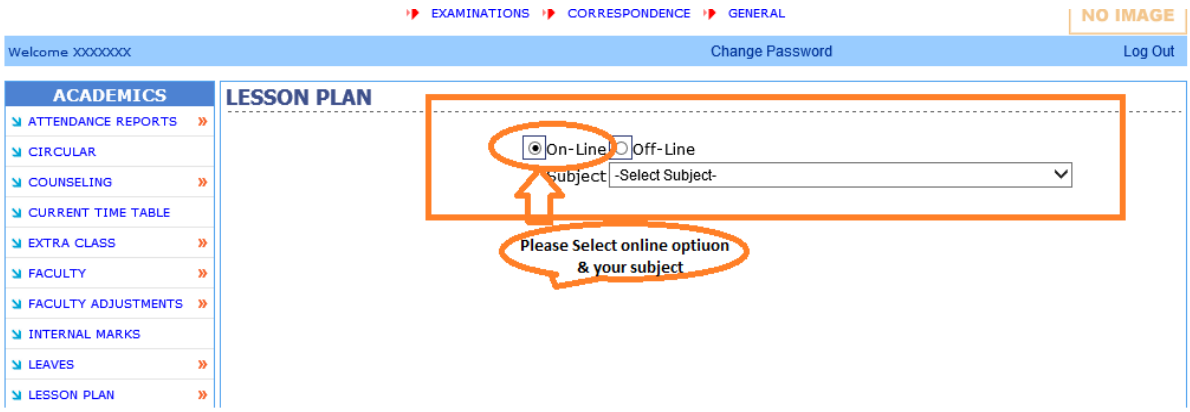
Step 5:- Please Find "Entry" Option In Sub Links Menu .Please Click On This Option As Shown In Below.



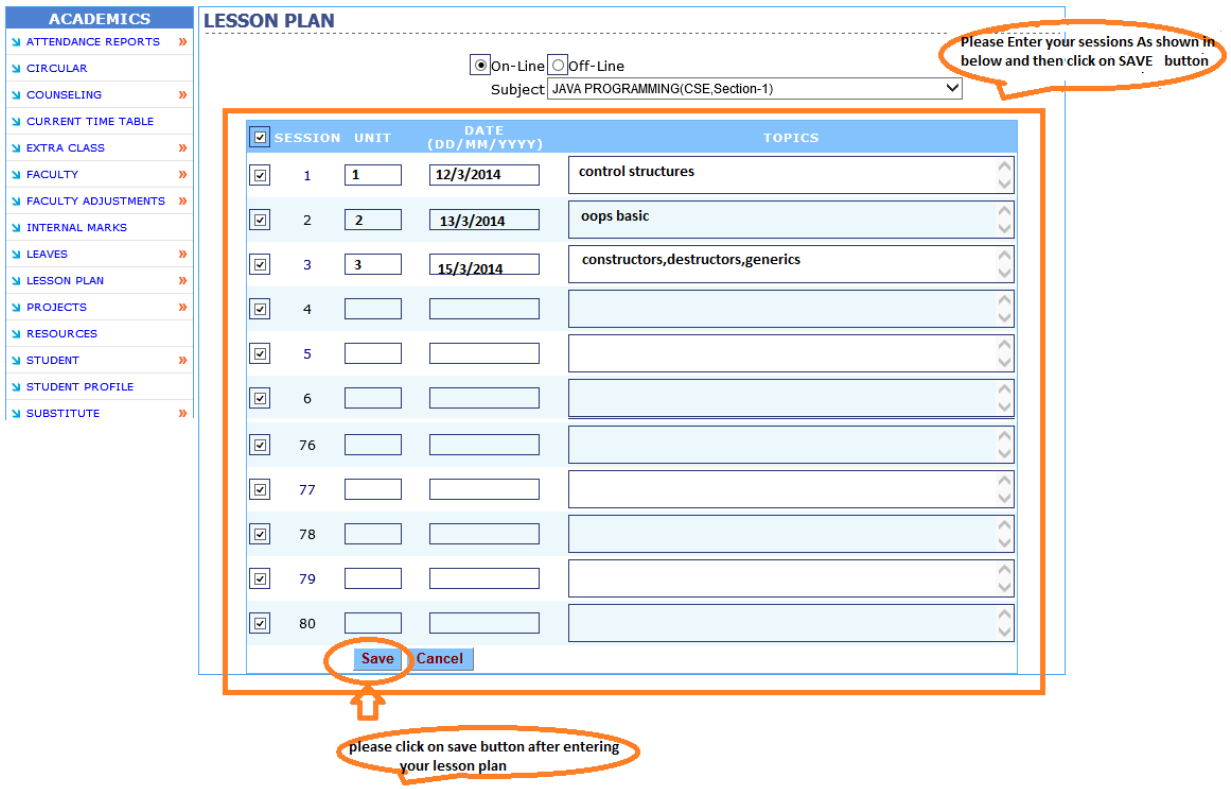
Question And Answers Of Academic Module Through HOD Logins

Step 6:-Here You Can Your Lesson Plan In 2 Ways I) Online ii) Offline

I) ONLINE Entry:- A)Here Please Select Online Option And Select Your Subject As Shown In Below.

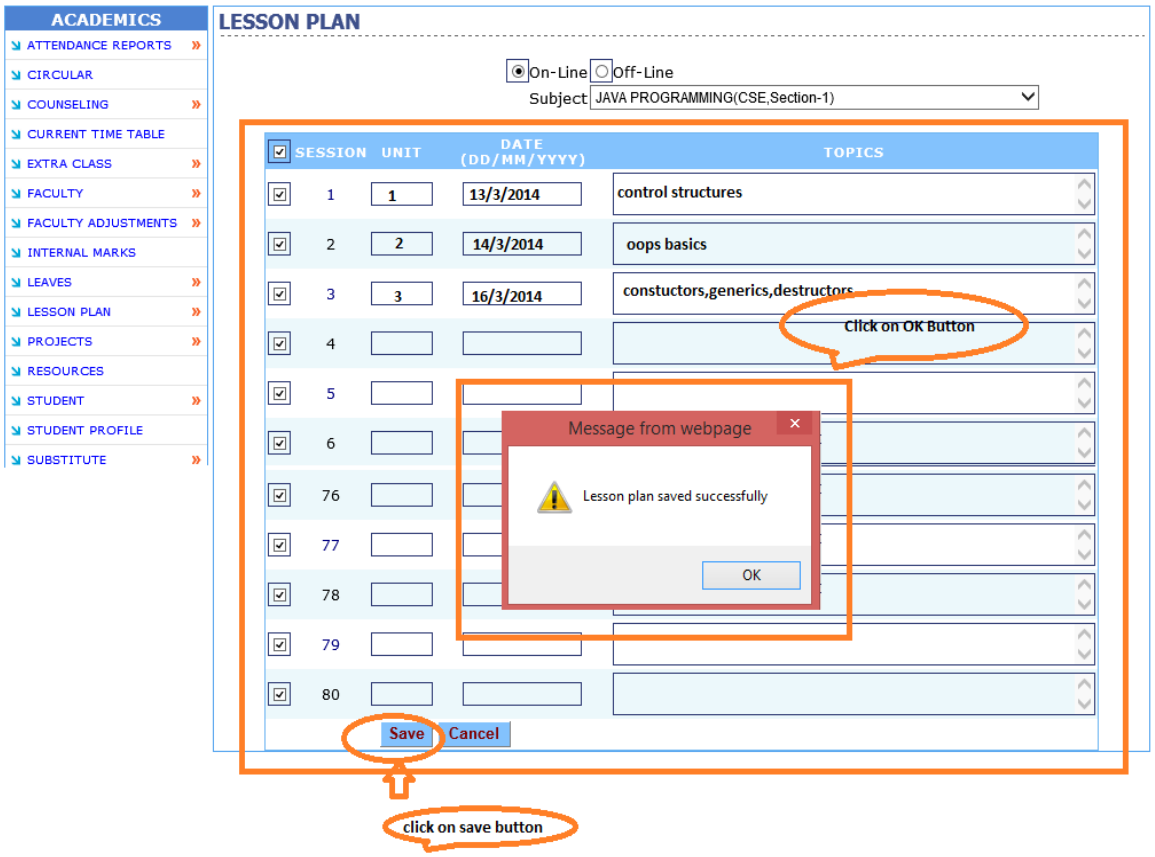


B) You Will "Find The Below Sessions" After Selecting Your Subject. These Will Display Based On Subject Entry Sessions Which Is Available At "Subject Link In Administrator Module". If You're Not Find Your Sessions Please Ask To Your Admin.

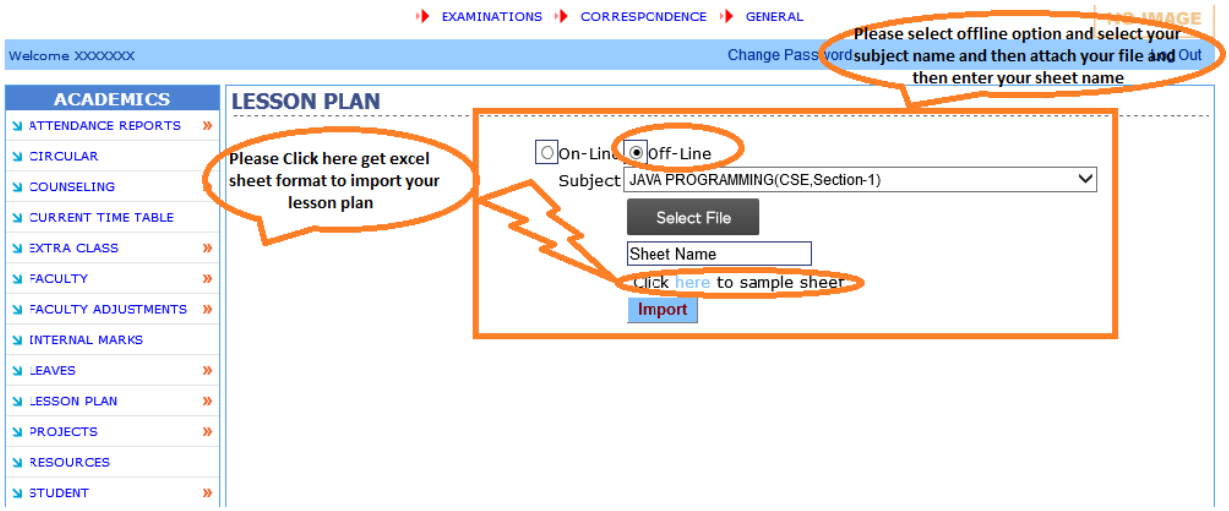


Question And Answers Of Academic Module Through HOD Logins

After Click On Save Button "You Will Get Pop Up" For Weather It Got Saved Or Not As Shown In Below. Here Please On Ok Button.



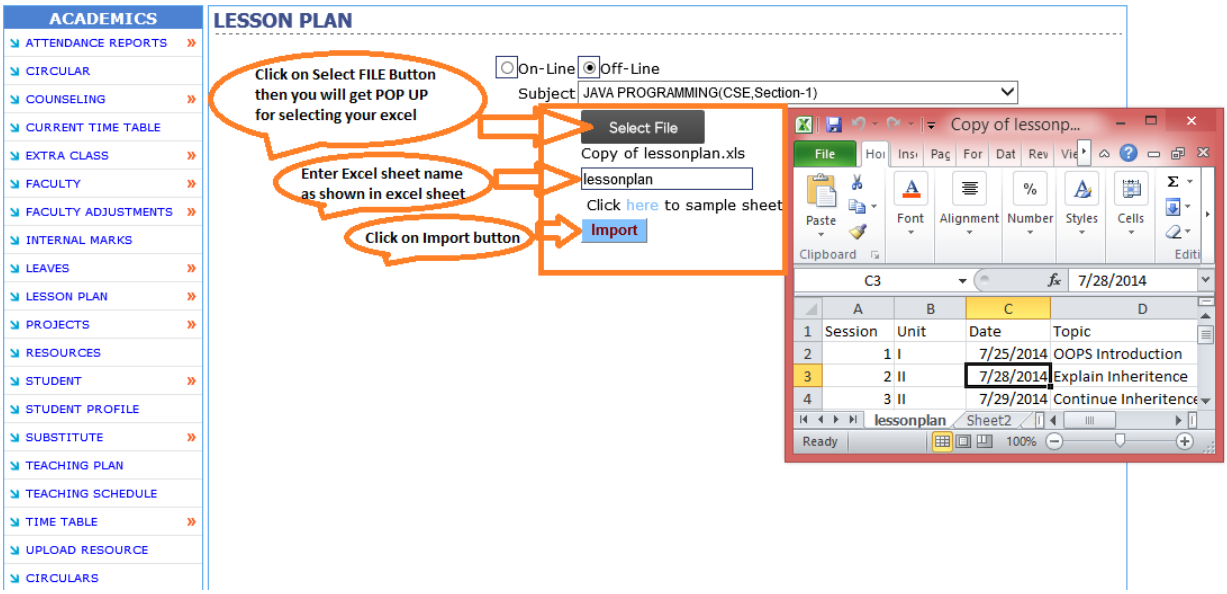
I) OFFLINE Entry:- **A)Here Please "Select Offline Option" And "Attach Your Excel File" And "Enter Your Sheet Name" Which Is Available Inside The Excel File And Then Click On Import Button As Shown In Below.**



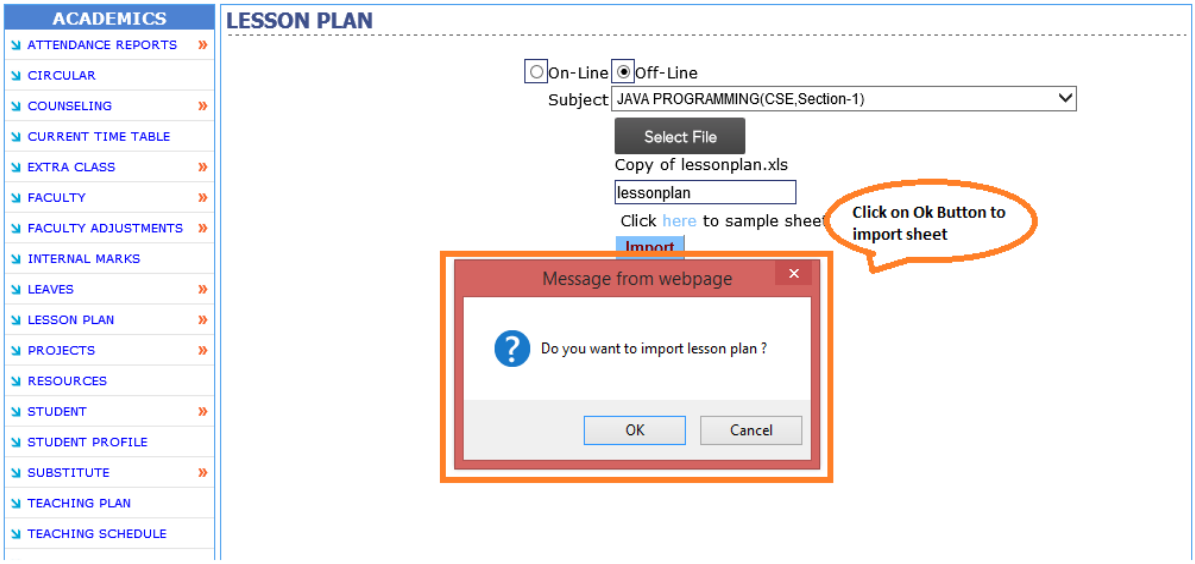
Question And Answers Of Academic Module Through HOD Logins

B) Here Please Select Your Excel File And Then Enter Your Excel Sheet Name As Shown In Below And Then Click On Import Button

NOTE:-Excel File Should Be In .XLS (Save As 97-2003 Format) And Excel Sheet Should Be In ECAP Format.



You Will Get POP UP Confirmation After Click On OK Button Then You Will Get "Lesson Plan Imported Successfully" Message Then Click On Ok And Then Check Lesson Plan Report.

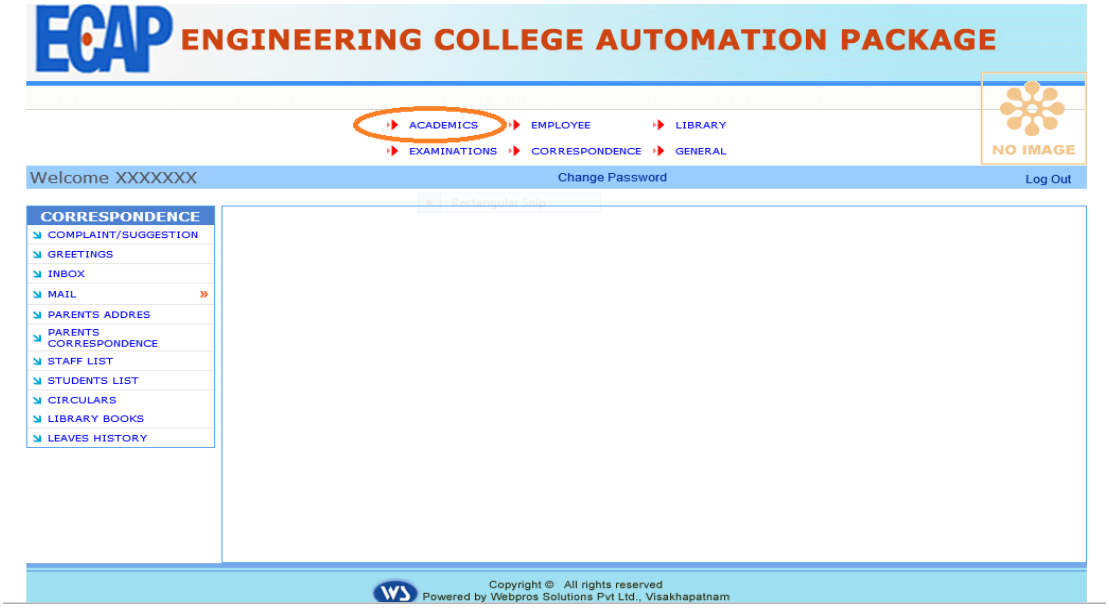


Question And Answers Of Academic Module Through HOD Logins

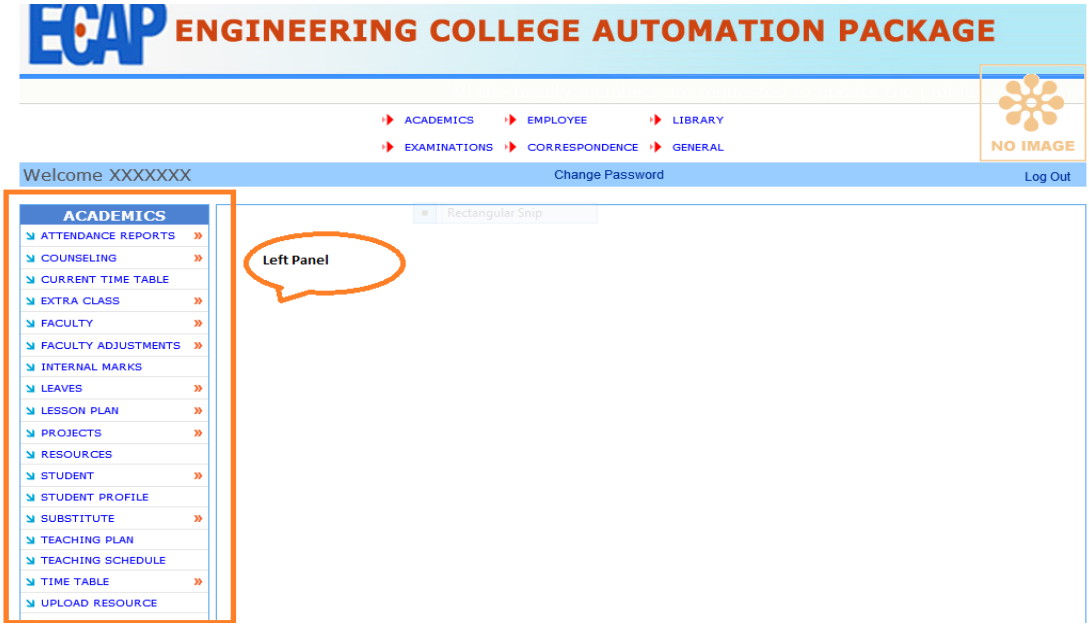
Steps For Check Your Lesson Plan Report:-

Step 1:-Please Login In to "ECAP" By Using Your Username And Password.

Step 2:- Please Click On "Academics" Module As Shown In Below.

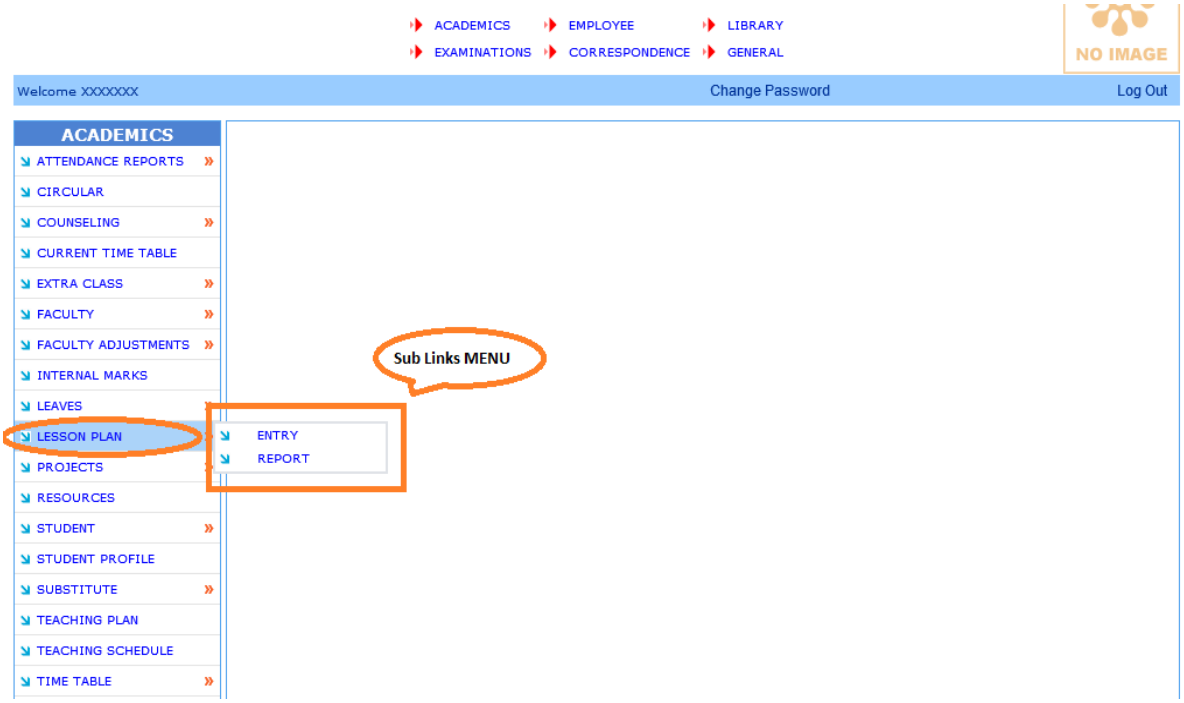


Step 3:-You Will Find "Left Panel" After Clicking On Academics Module As Shown In Below.

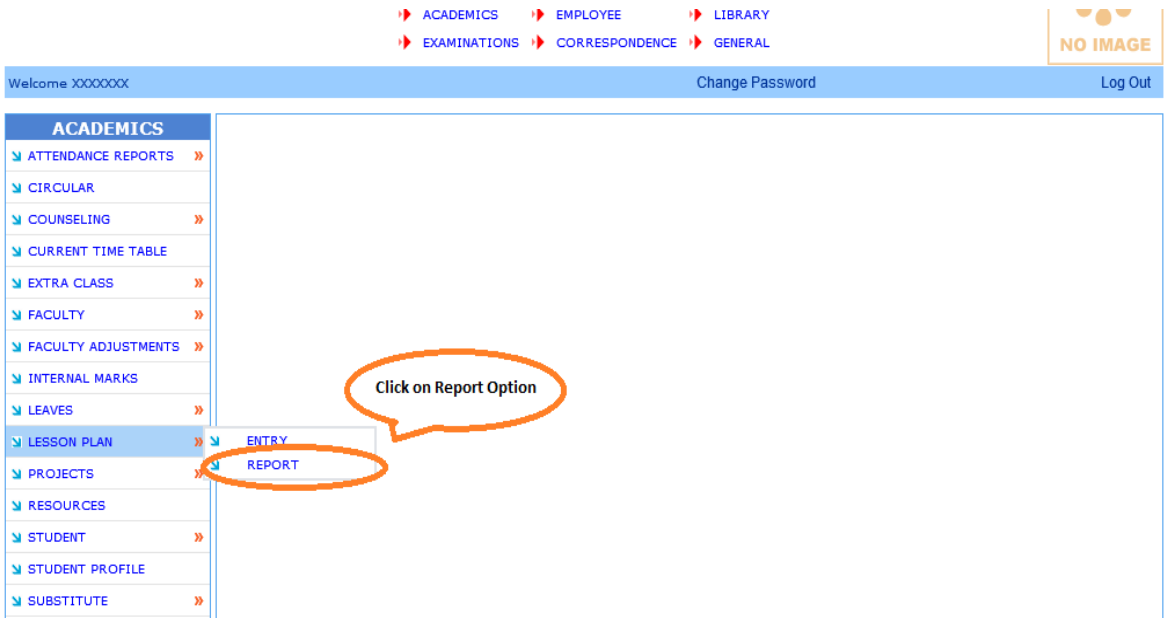


Question And Answers Of Academic Module Through HOD Logins

Step 4:-Please Place Your Mouse Pointer On "Lesson Plan" Link Which is available in Left Menu. Then You Will Find "Sub links Menu" As Shown in Below.

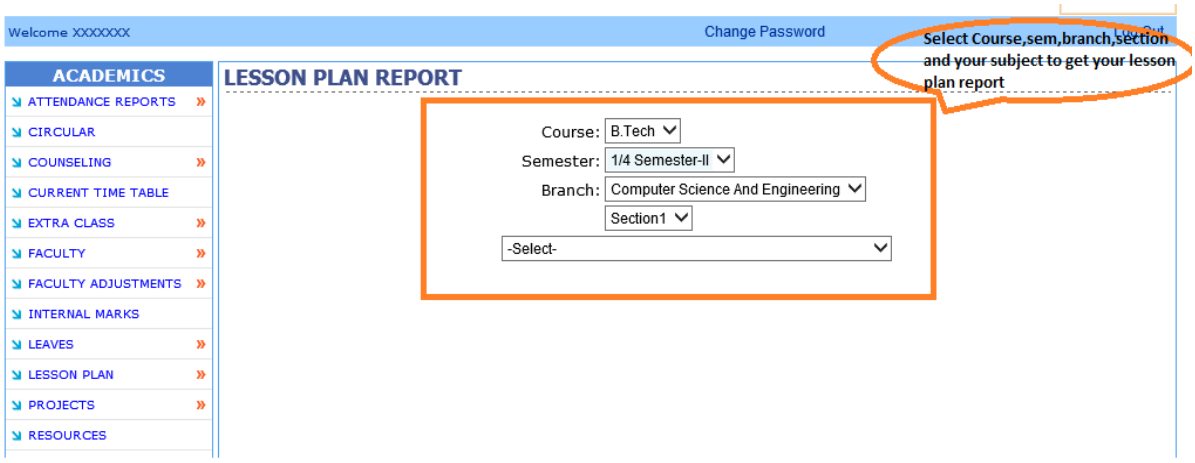


Step5:- Please Find "Report" Option In Sub Links Menu,Please Click On This Option As Shown In Below.

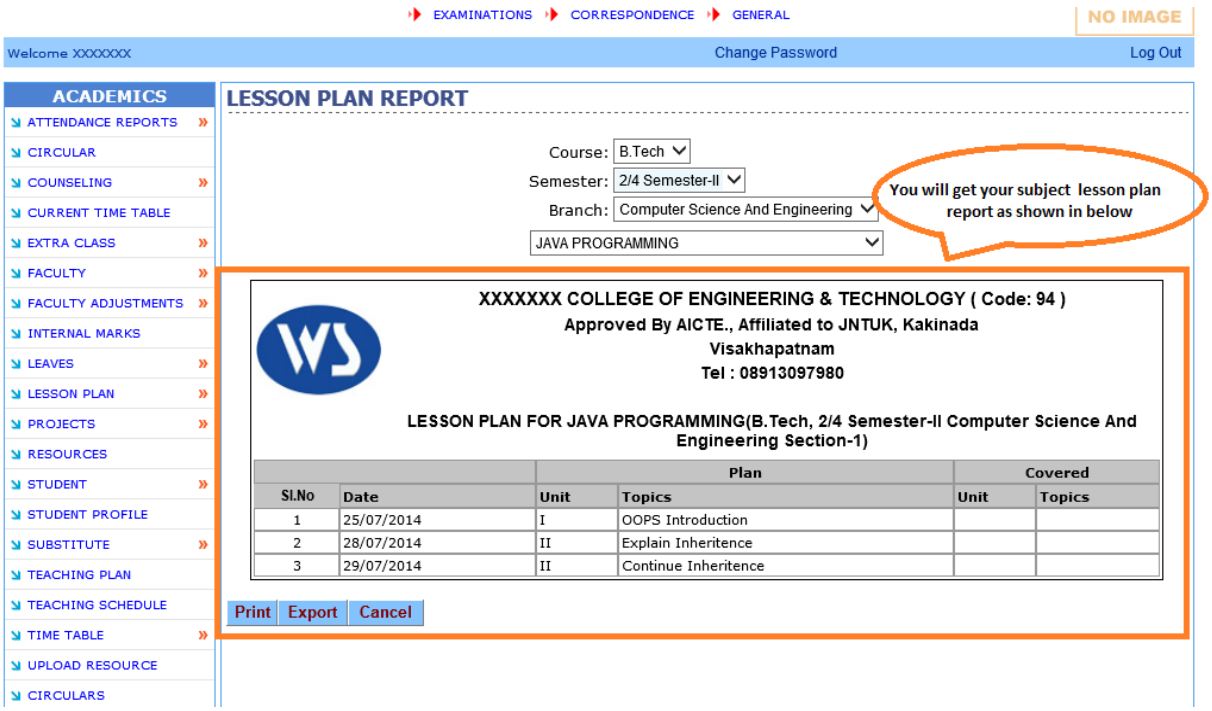


Question And Answers Of Academic Module Through HOD Logins

Step6:- Please Select Your Course, Semester, Branch, Section And Your Subject To Get Your Lesson Plan Report As Shown In Below.



You Will Get Your Subject Lesson Plan Report As Shown In Below.



		Plan		Covered	
Sl.No	Date	Unit	Topics	Unit	Topics
1	25/07/2014	I	OOPS Introduction		
2	28/07/2014	II	Explain Inheritence		
3	29/07/2014	II	Continue Inheritence		

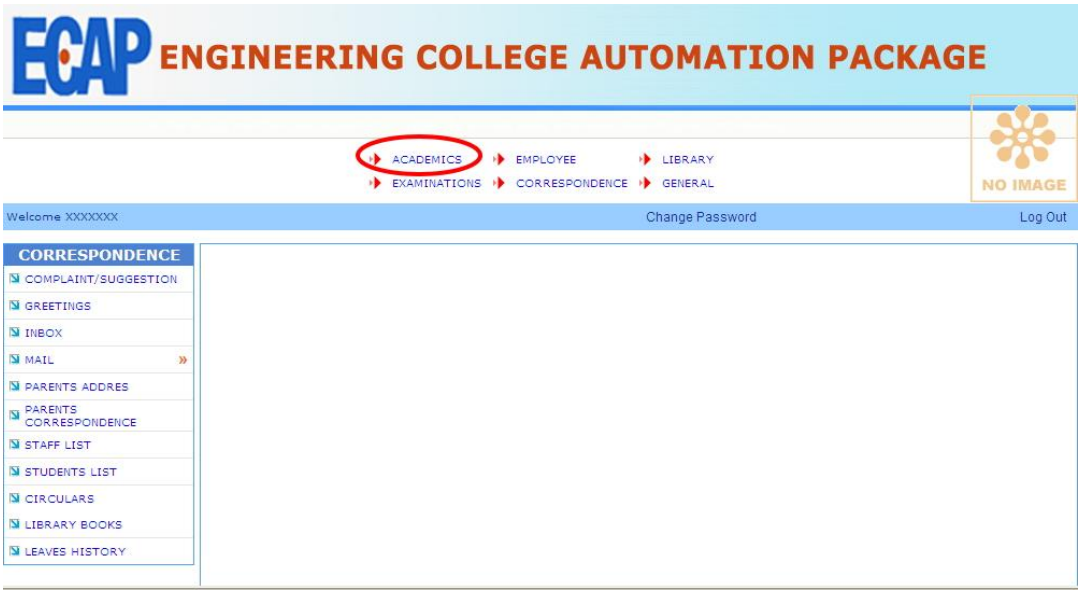
Go to Next Page For Next Question

Question And Answers Of Academic Module Through HOD Logins

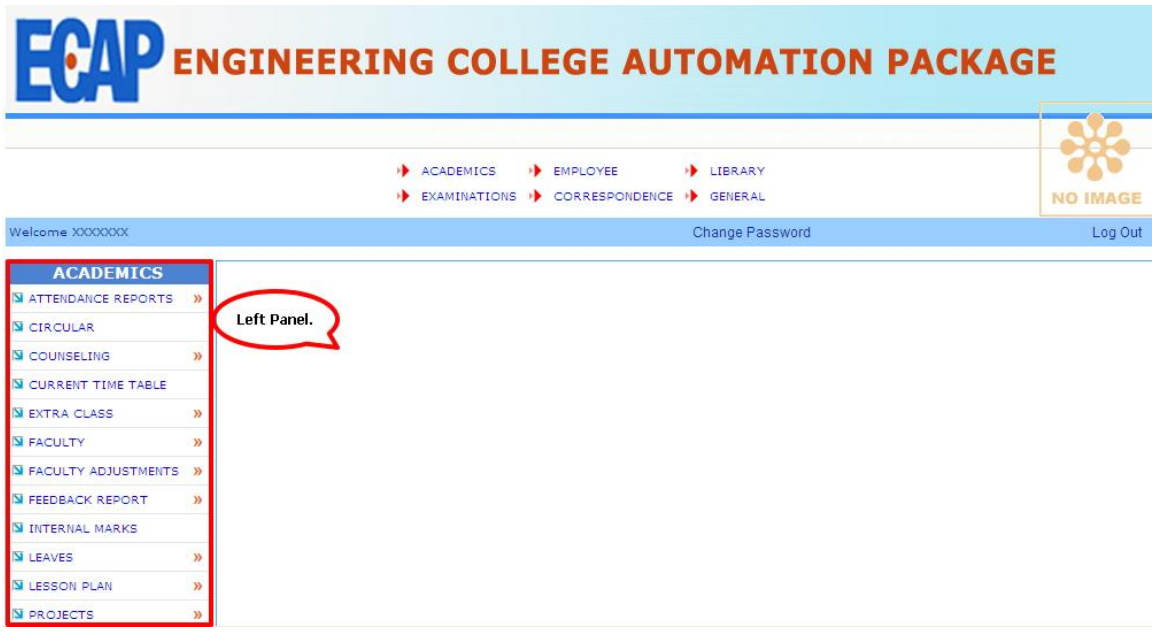
49) How To Check Teaching Load Distribution Through Semester Wise?

Ans:- Step 1:-Please Login In To "ECAP" By Using Your Username And Password.

Step 2:- Please Click On "Academics" Module As Shown In Below.

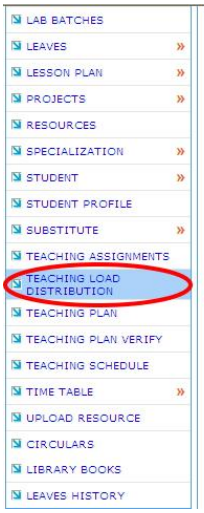


Step 3:- After Click On "Academics" Module You Will Find "Left Panel" As Shown In Below.

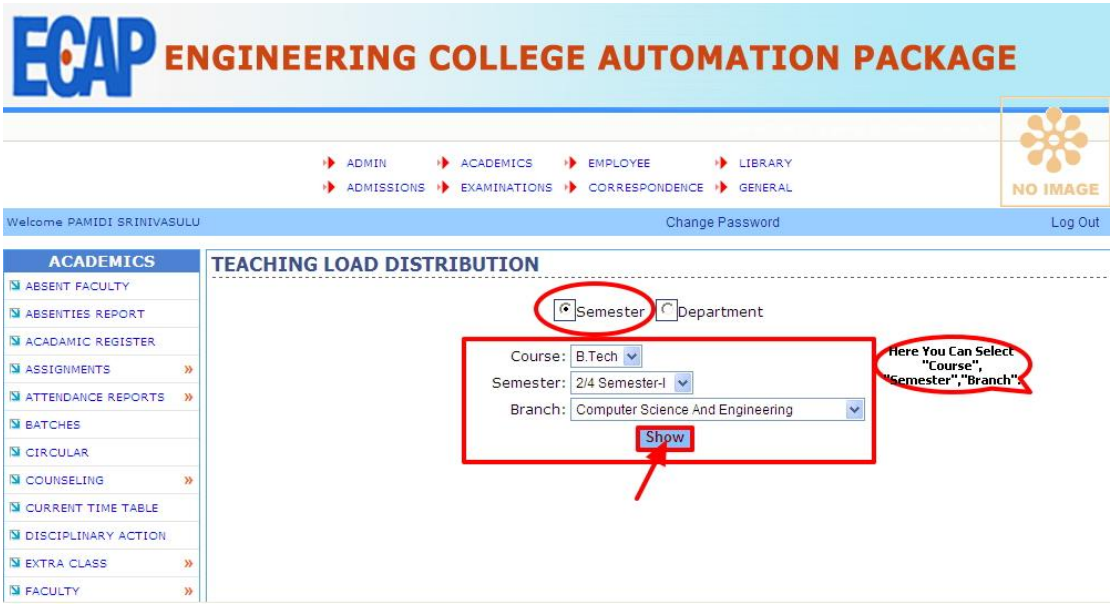


Question And Answers Of Academic Module Through HOD Logins

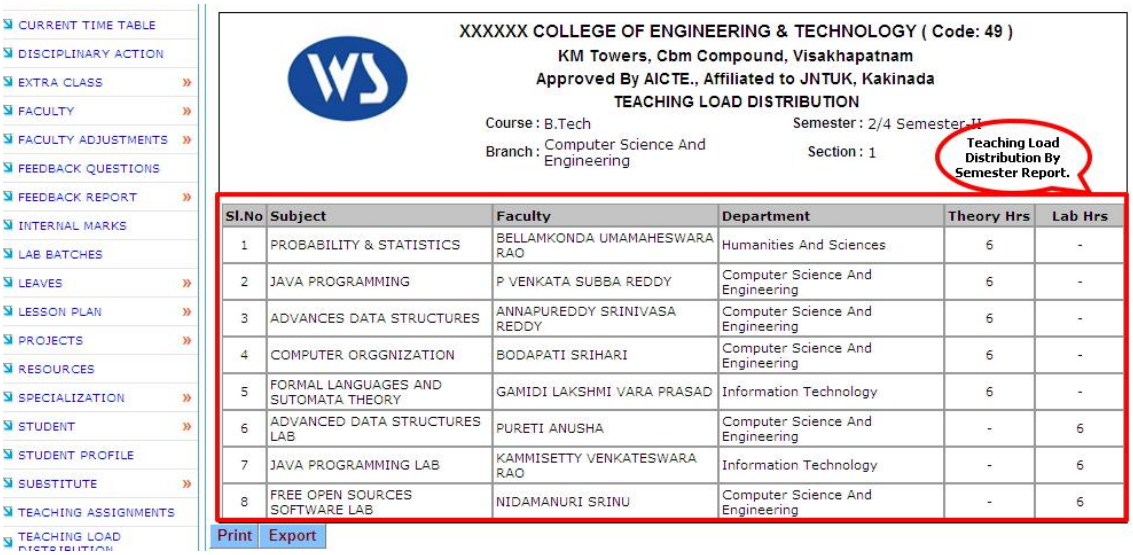
Step4:-Please Click On "Teaching Load Distribution" Option In Left Panel Menu As Shown In Below.



Step5:-After Click On "Teaching Load Distribution" Option As Shown In Above Screen, Then You Will Find "Semester" Radio Button Option Click On That And You Will Find "Course", "Semester", "Branch" And Then Click On "Show" Button As shown In Below.



Step6:- After Click On "Show" Button As Shown In Below Screen, Then You Will Find Semester Wise "Teaching Load Distribution" As Shown In Below.



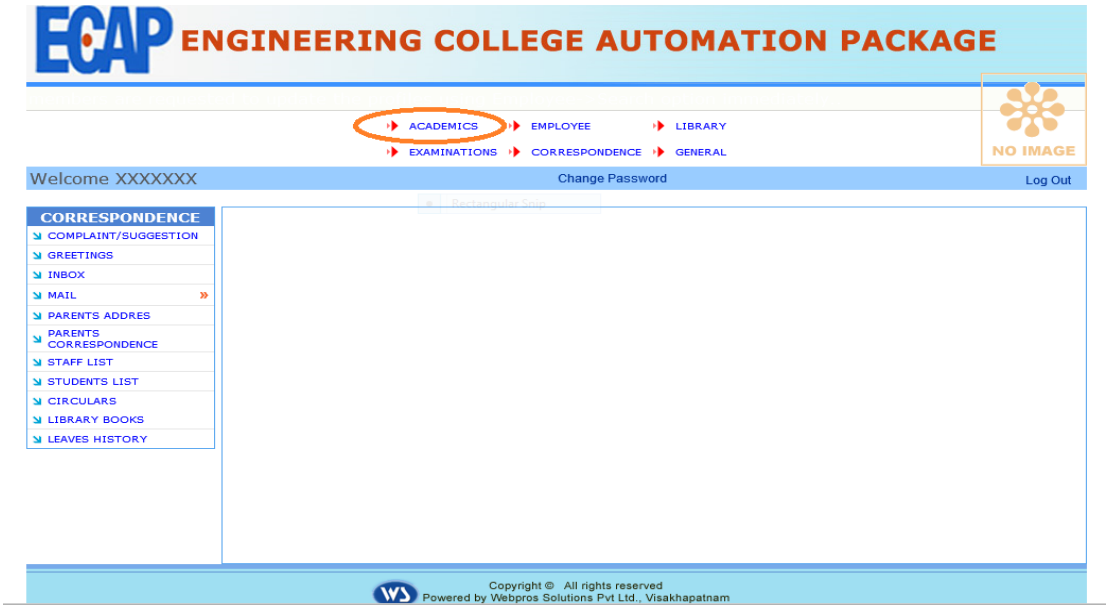
Sl.No	Subject	Faculty	Department	Theory Hrs	Lab Hrs
1	PROBABILITY & STATISTICS	BELLAMKONDA UMAMAHESWARA RAO	Humanities And Sciences	6	-
2	JAVA PROGRAMMING	P VENKATA SUBBA REDDY	Computer Science And Engineering	6	-
3	ADVANCES DATA STRUCTURES	ANNAPUREDDY SRINIVASA REDDY	Computer Science And Engineering	6	-
4	COMPUTER ORGGNIZATION	BODAPATI SRIHARI	Computer Science And Engineering	6	-
5	FORMAL LANGUAGES AND SUTOMATA THEORY	GAMIDI LAKSHMI VARA PRASAD	Information Technology	6	-
6	ADVANCED DATA STRUCTURES LAB	PURETI ANUSHA	Computer Science And Engineering	-	6
7	JAVA PROGRAMMING LAB	KAMMISETTY VENKATESWARA RAO	Information Technology	-	6
8	FREE OPEN SOURCES SOFTWARE LAB	NIDAMANURI SRINU	Computer Science And Engineering	-	6

50) How Can Enter My Teaching Plan and Covered Topics?

Ans:- Steps For Entering your Teaching Plan:-

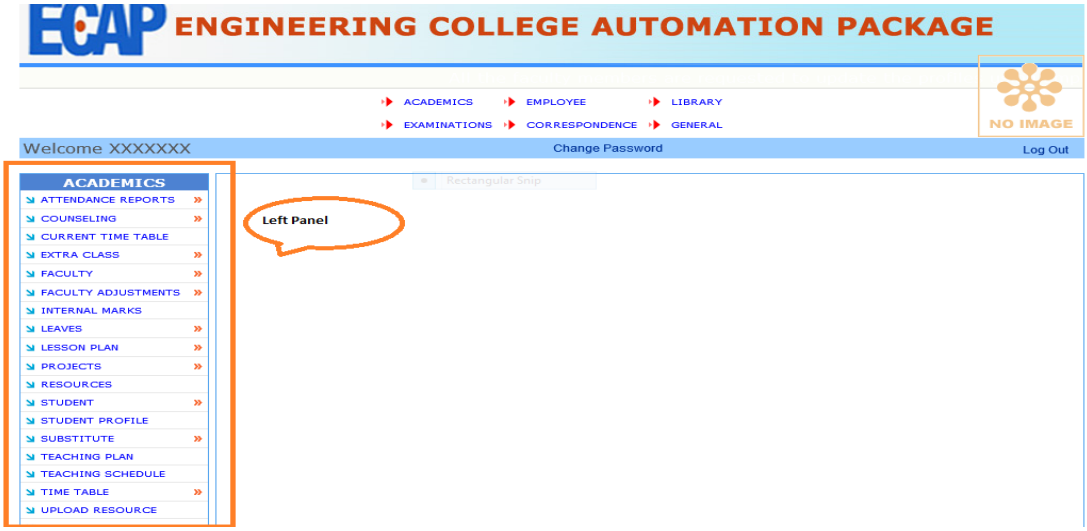
Step 1:-Please Login In To "ECAP" By Using Your Username And Password.

Step 2:- Please Click On "Academics" Module As Shown In Below.

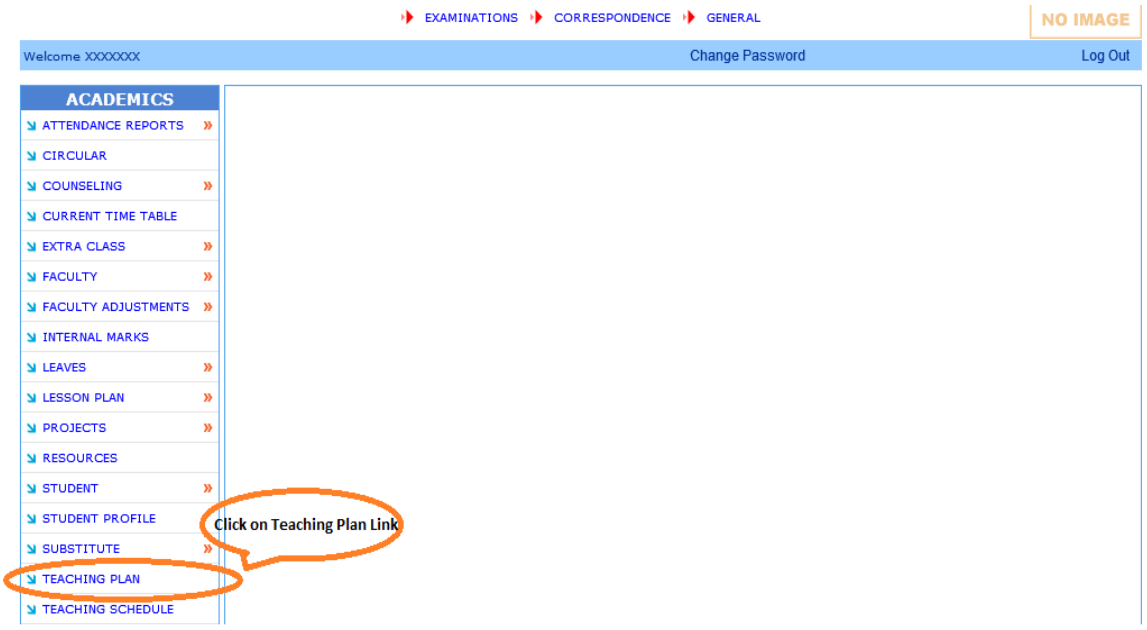


Question And Answers Of Academic Module Through HOD Logins

Step 3:-You Will Find "Left Panel" After Clicking On Academics Module As Shown In Below.

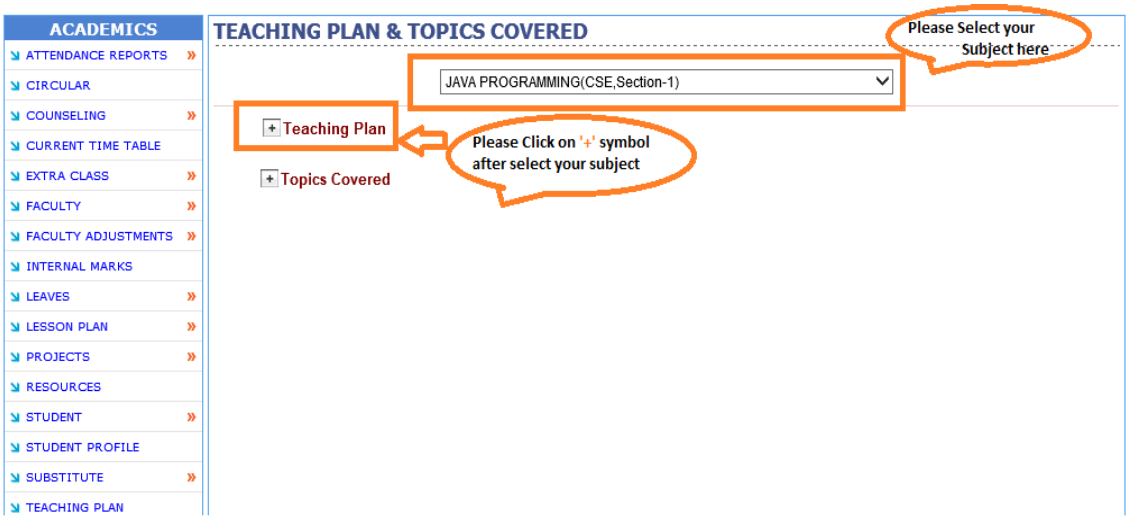


Step 4:-Please "Click On Teaching Plan Link" As Shown In Below.

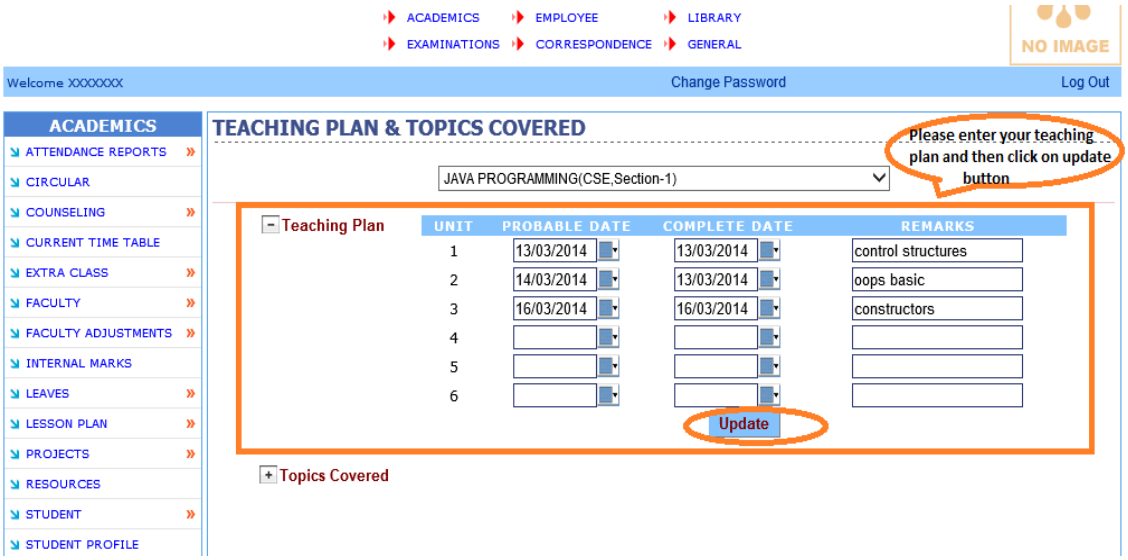


Question And Answers Of Academic Module Through HOD Logins

Step 5:-Select Your Subject And Then Click On '+' Symbol To Get Table For Entry As Shown In Below.

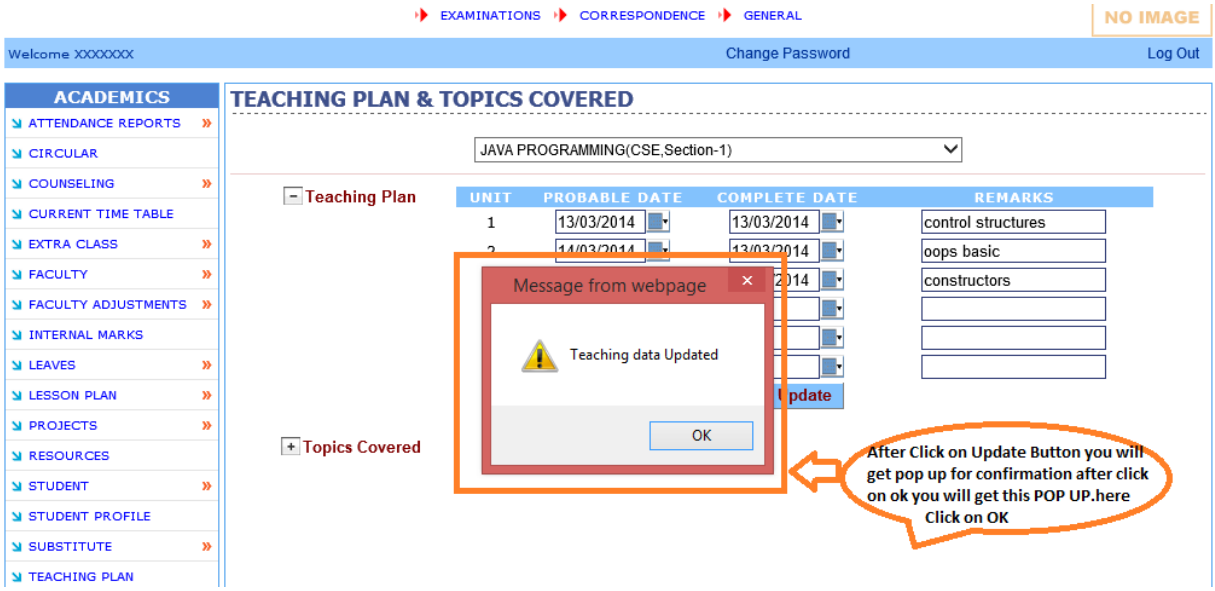


Step 6:-Please Select Your Probable Date And Complete Date And Then Enter Remarks And Then Click On Update Button As Shown In Below.



Question And Answers Of Academic Module Through HOD Logins

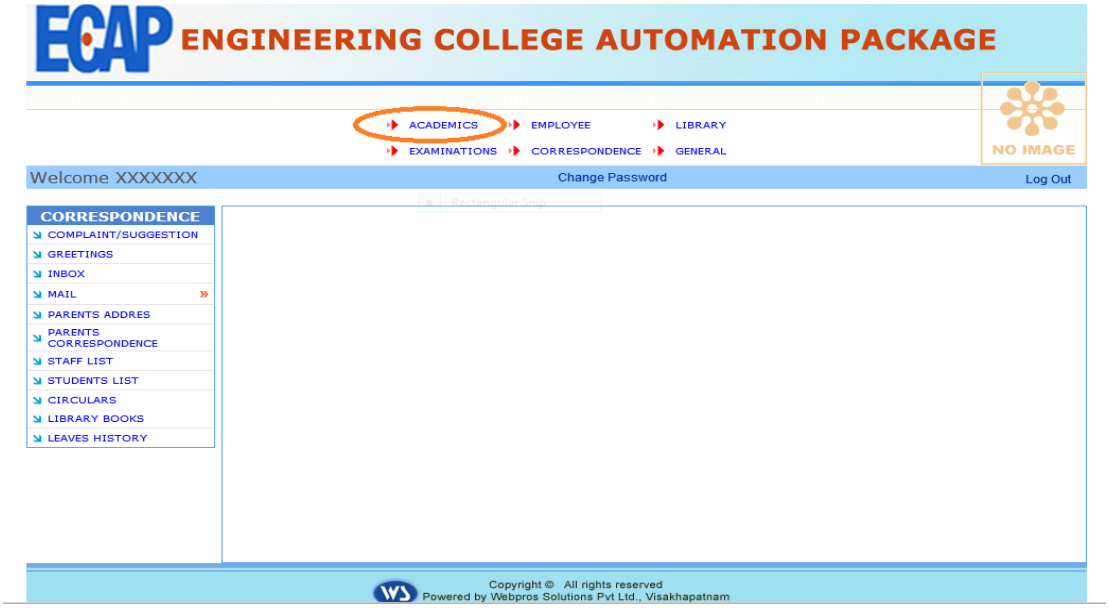
You Will Get Confirmation POP UP .Here Please Click On Ok And Then You Will Get The Below Confirmed Message Here Please Click On OK.



Steps For Entering Your Covered Topics:-

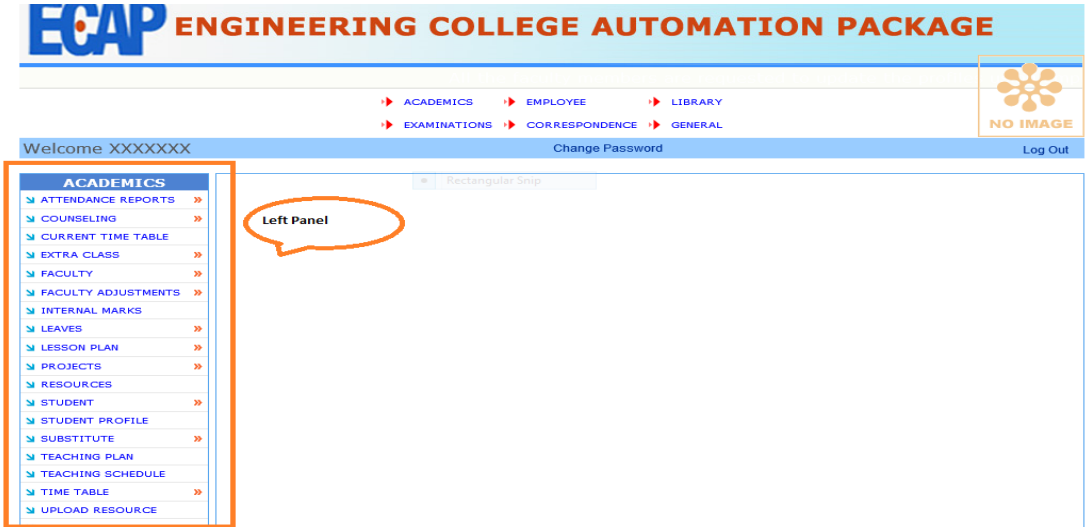
Step 1:-Please Login In To "ECAP" By Using Your Username And Password.

Step 2:- Please Click On "Academics" Module As Shown In Below.

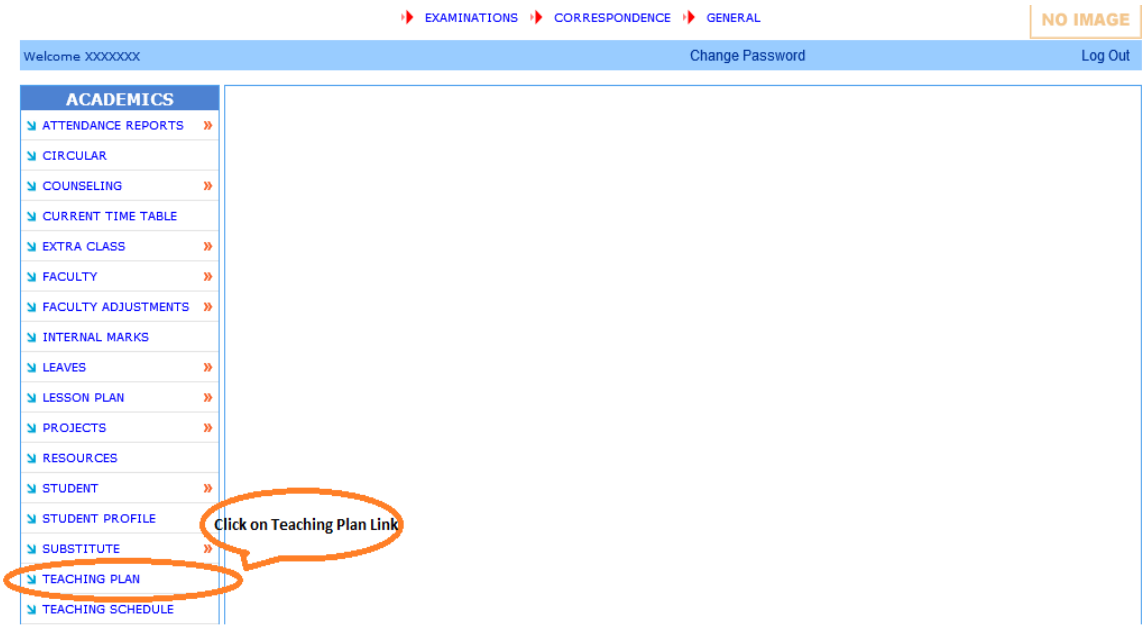


Question And Answers Of Academic Module Through HOD Logins

Step 3:-You Will Find "Left Panel" After Clicking On Academics Module As Shown In Below.

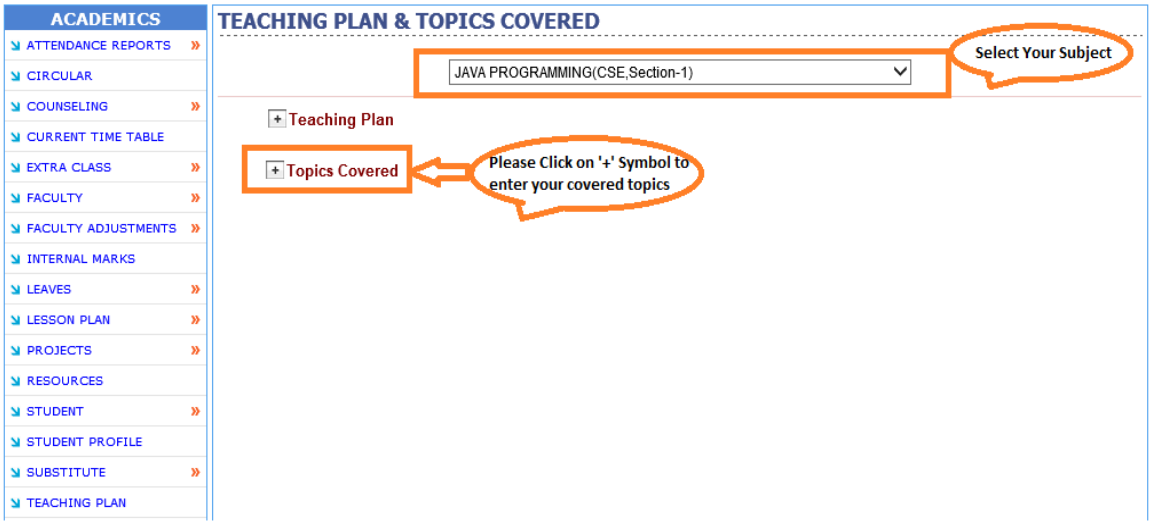


Step 4:-Please "Click On Teaching Plan Link" As Shown In Below.

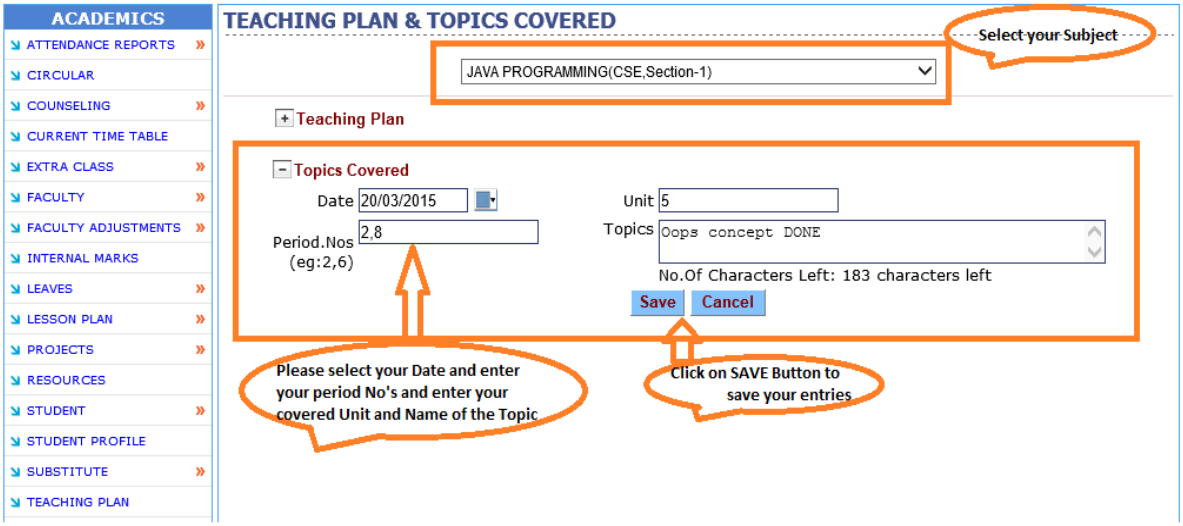


Question And Answers Of Academic Module Through HOD Logins

Step 5:-Select Your Subject And Then Click On '+' Symbol To Get Table For Entry As Shown In Below.



Step 6:-Please Select Your Date And Enter Your Covered Periods, Unit And Name Of The Topic And Then Click On Save Button As Shown In Below.

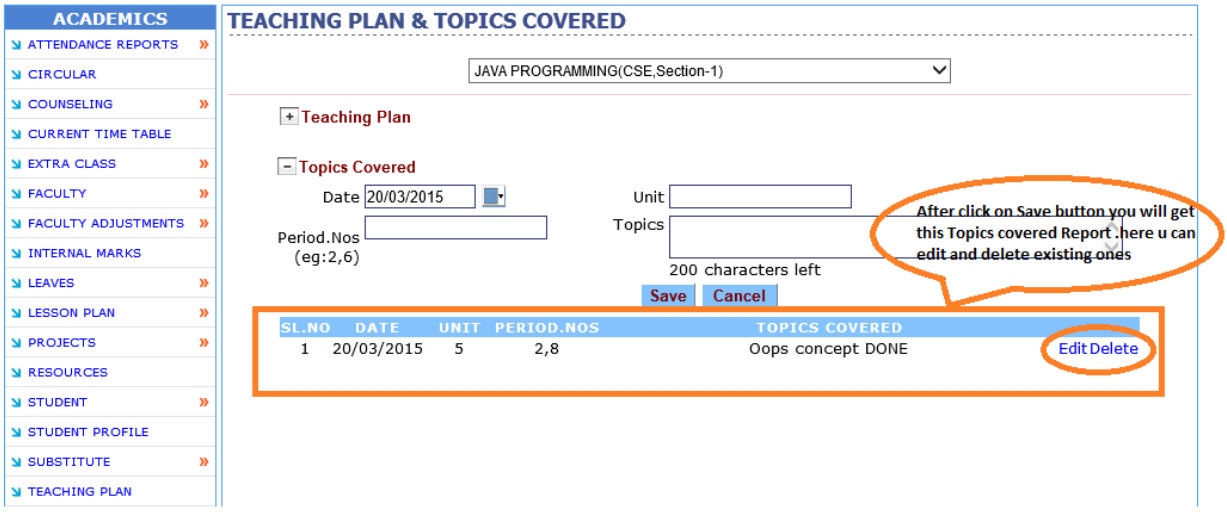


Step 6:-I)After Click On Save Button You Will Get Confirmation Pop Up

Ii)You Can Find The Below Topics Covered Report After Click On That Ok Button.

Iii)Here You Can Update Your Covered Topic By Using EDIT Option And You Can Delete Your Existing One By Using Delete Option.

Question And Answers Of Academic Module Through HOD Logins



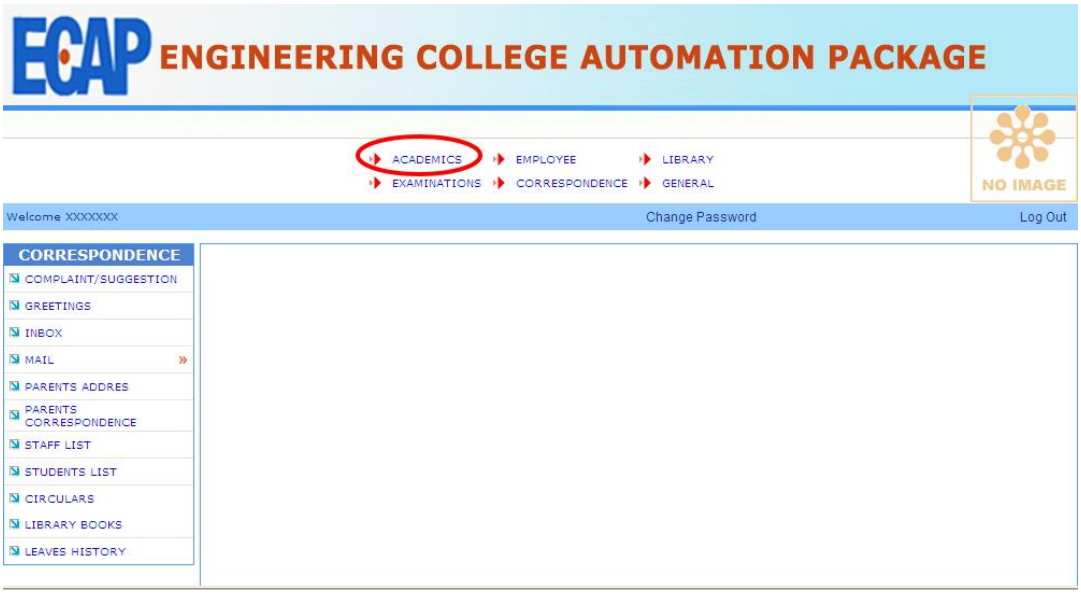
---------- Go to Next Page For Next Question ----------

Question And Answers Of Academic Module Through HOD Logins

51) How Can I Verify Teaching Plans?

Ans:- Step 1:-Please Login In To "ECAP" By using Your Username And Password.

Step 2:- Please Click On "Academics" Module As Shown In Below.

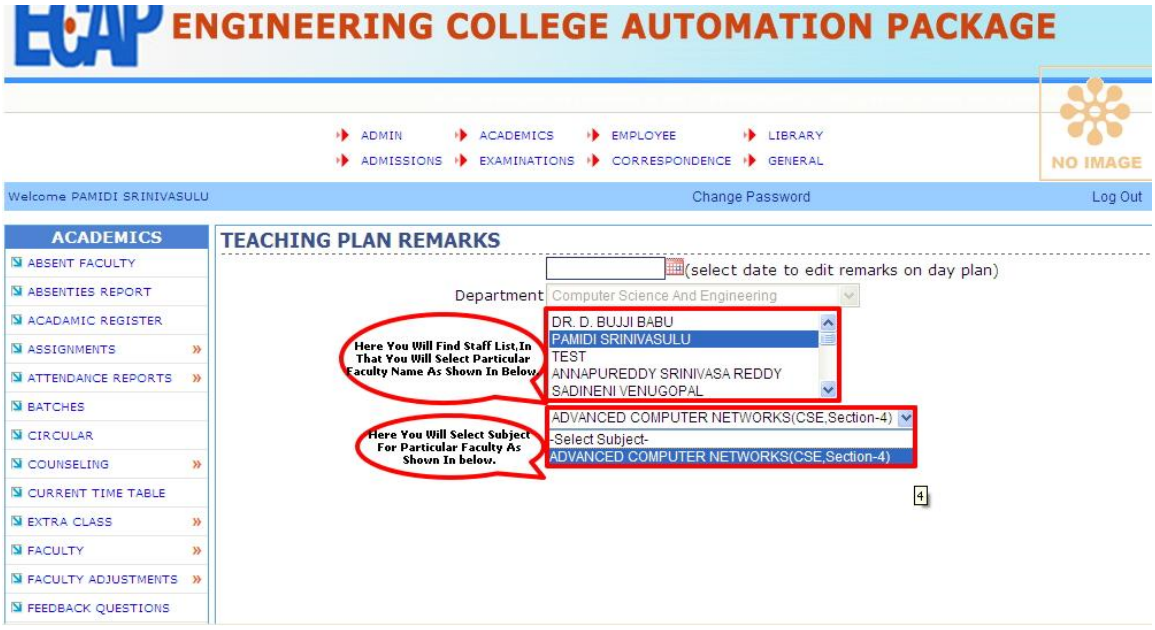


Step 3:- After Click On "Academics" Module You Will Find "Left Panel" As Shown In Below.

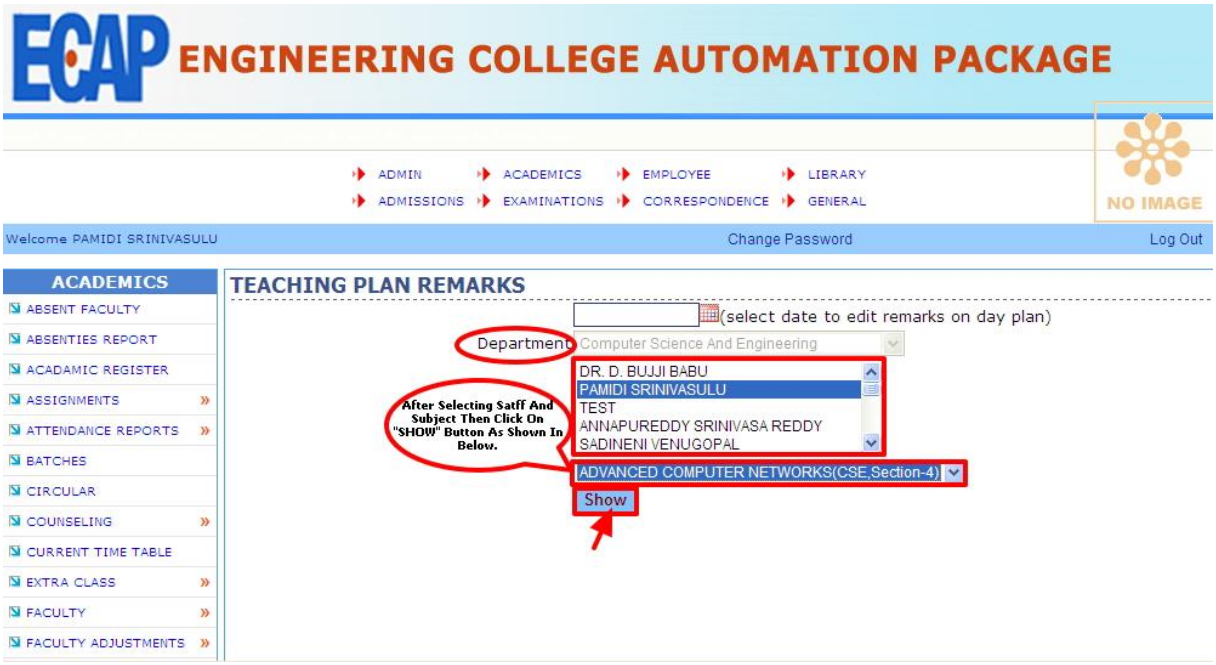
Step4:-Please Click On "Teaching Plan Verify" Link Which Is Available In Left Panel Menu As Shown In Below.

Step5:-After Click On "Teaching Plan Verify" Option Link, As Shown In Above Screen, Then You Will Find "Department" And "Staff List", "Subjects" Dropdown As Shown In Below.

Note:- Here "Department" Is Hiding.



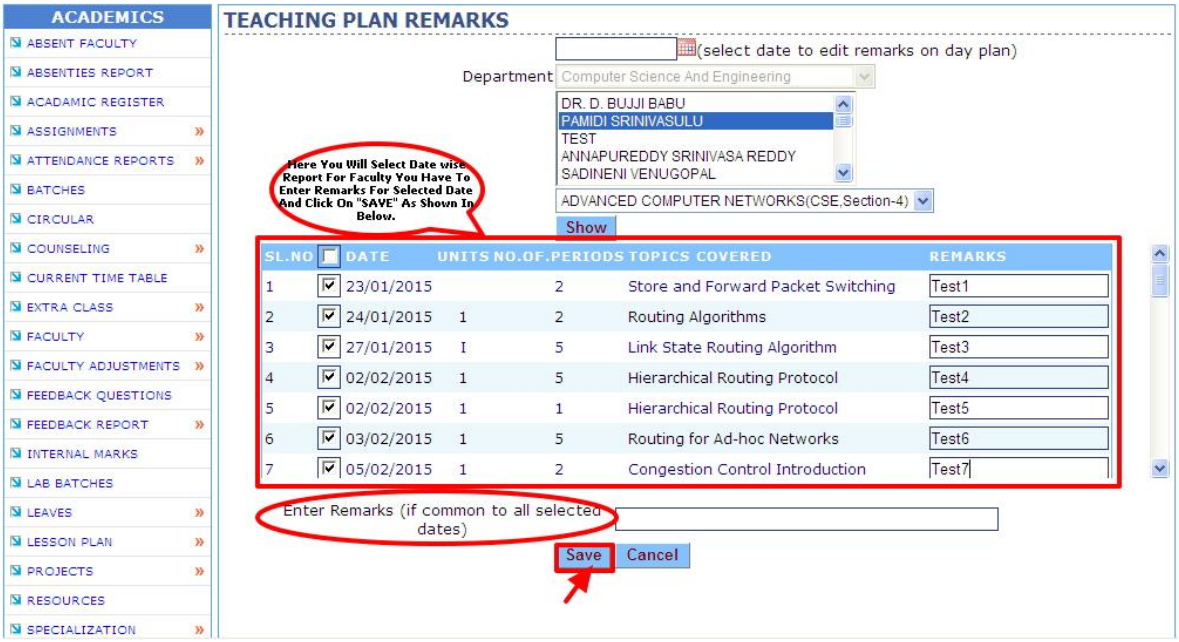
Step6:-Here You Will Select "Department" And "Staff" List, "Subjects" After That Click On "SHOW" Button As Shown In Below.



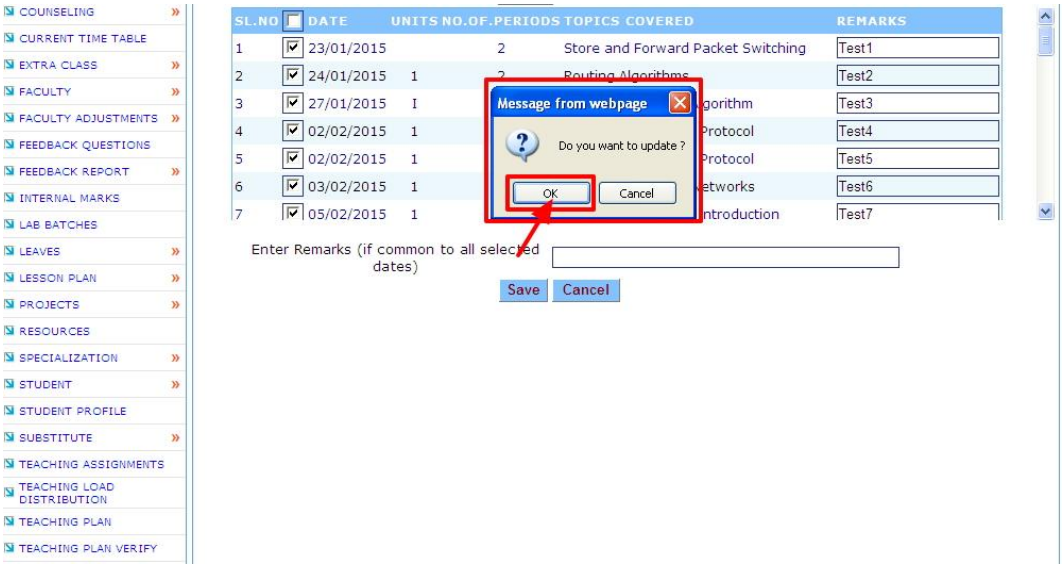
Step7:-After Click On "Show" Button As Shown In Above Screen, Then You Will Find Date Wise Teaching Plan, And Then Please Select Date And Enter The Remarks For Selected Date And Click On "Save" Button As Shown IN Below.

Step8:-Here For Example Remarks Are Common For All Selected Dates Please Enter The Remarks And Click On Save Button As Shown In Below.

Question And Answers Of Academic Module Through HOD Logins

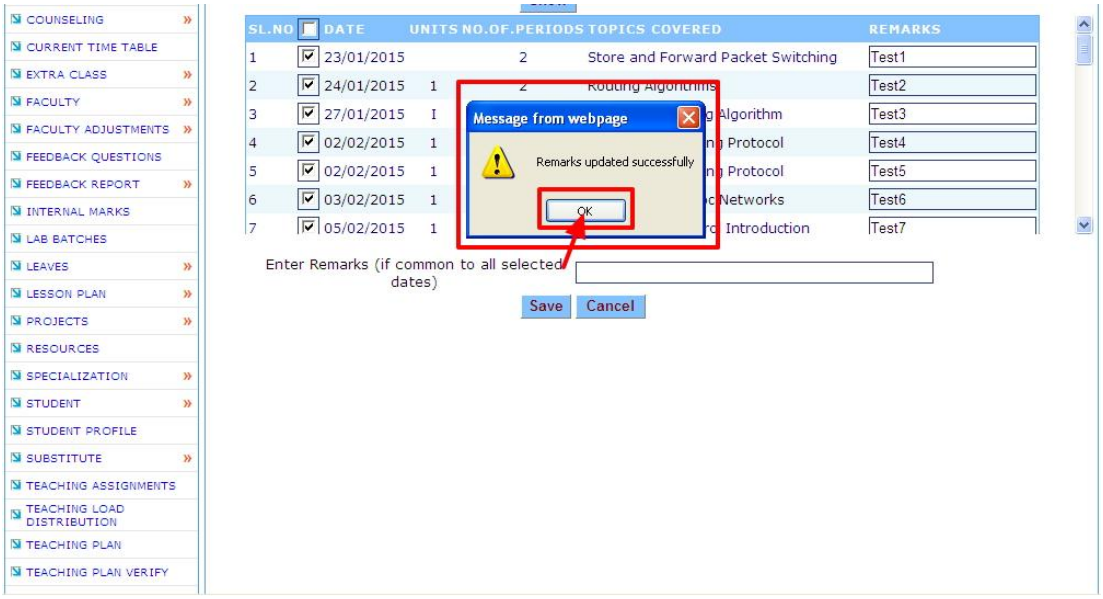


Step9:-After Click On "Save" Button As Shown In Above Screen, Then You Will Find Webpage In That Click On "OK" As Shown In Below.

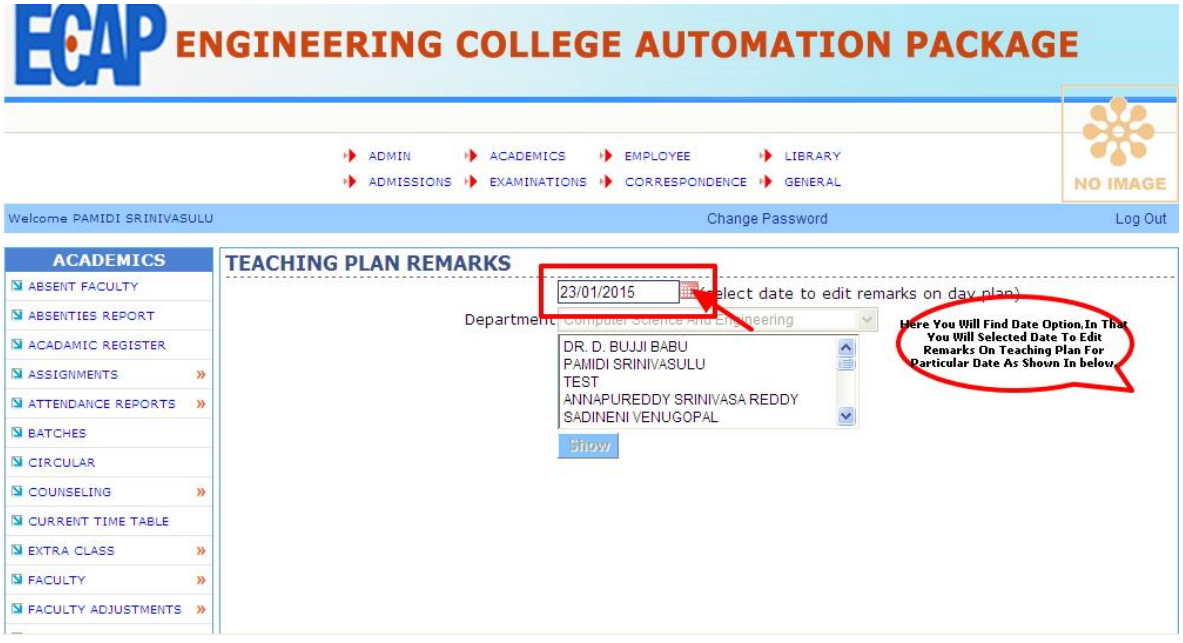


Question And Answers Of Academic Module Through HOD Logins

Step10:-After Click On "OK" Button As Shown In Above Screen, Then You Will Find Another Message From Webpage Please Click On "OK" Button As Shown In Below.



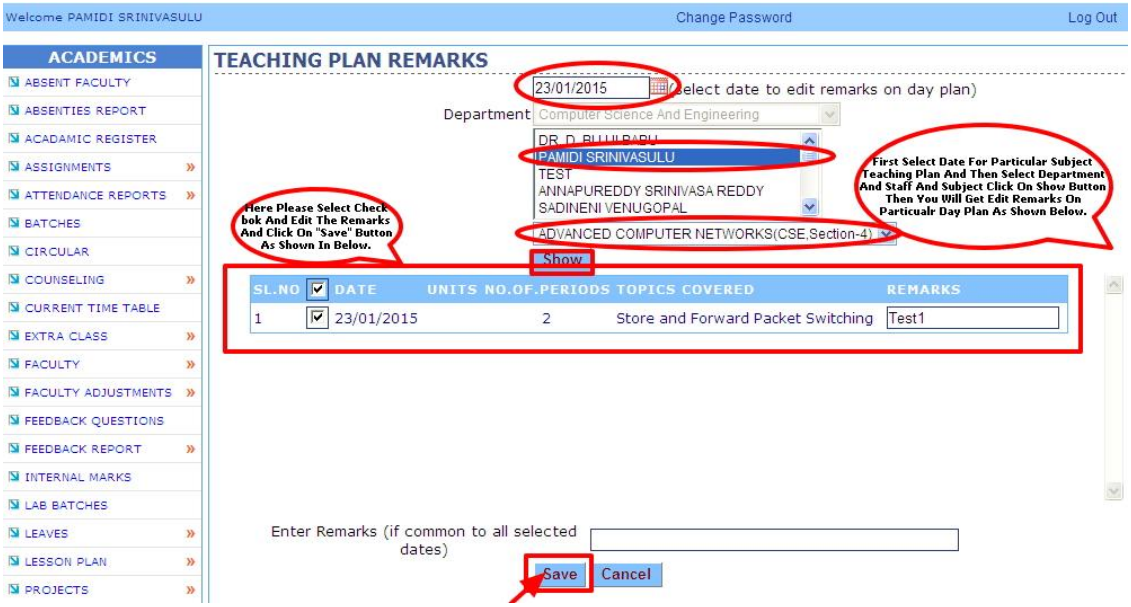
Step11:-Here You Will Find Date Option In That You Will Select The Date For Edit The Remarks On Particular Date, Please Click On Date Picker You Will Find "Calendar" As Shown In Below.



Step12:-Here You Will Find Date Option Please Click On Date Picker And Select Particular Date And Select Staff And Subject Then Click On "Show" Button As Shown In Below.

Question And Answers Of Academic Module Through HOD Logins

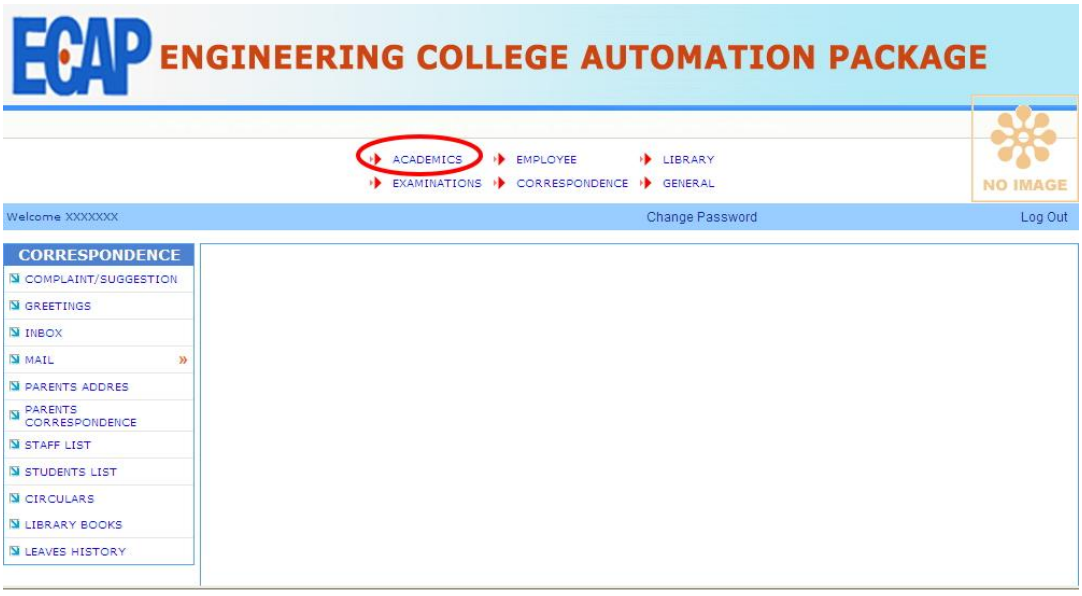
Step13:-After Click On "Show" Button Then You Will Find Report For Selected Date Teaching Plan, In That You Will Edit The Remarks And Click On Save Button As Shown In Below.



52) How Can I Check My Teaching Schedule?

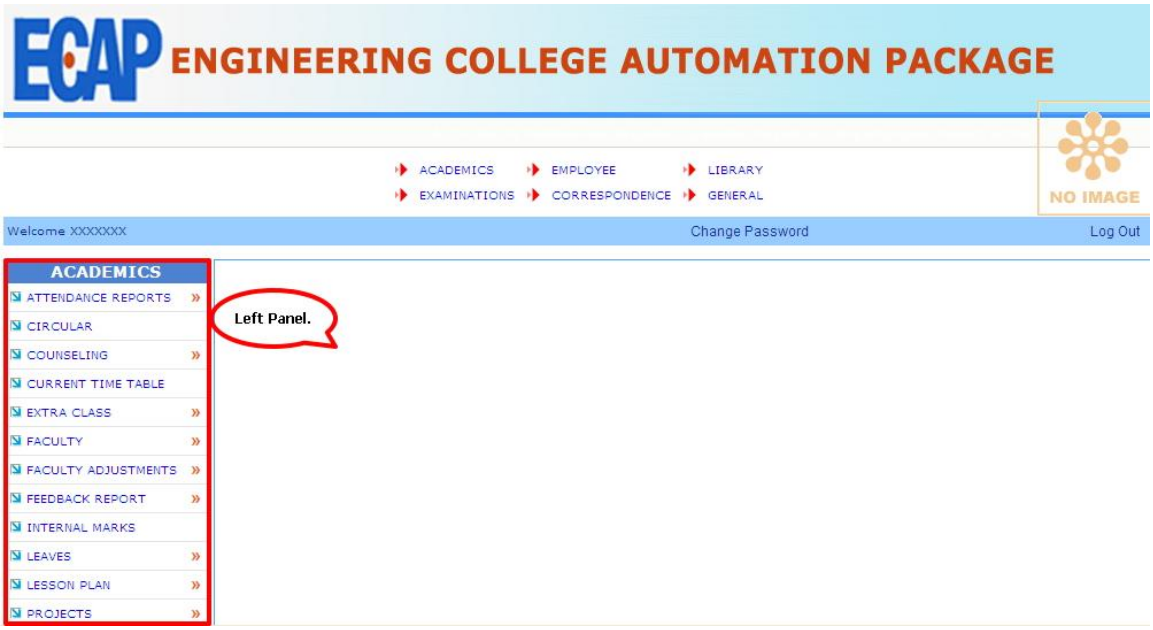
Ans:- Step 1:-Please Login In To "ECAP" By using Your Username And Password.

Step 2:- Please Click On "Academics" Module As Shown In Below.



Question And Answers Of Academic Module Through HOD Logins

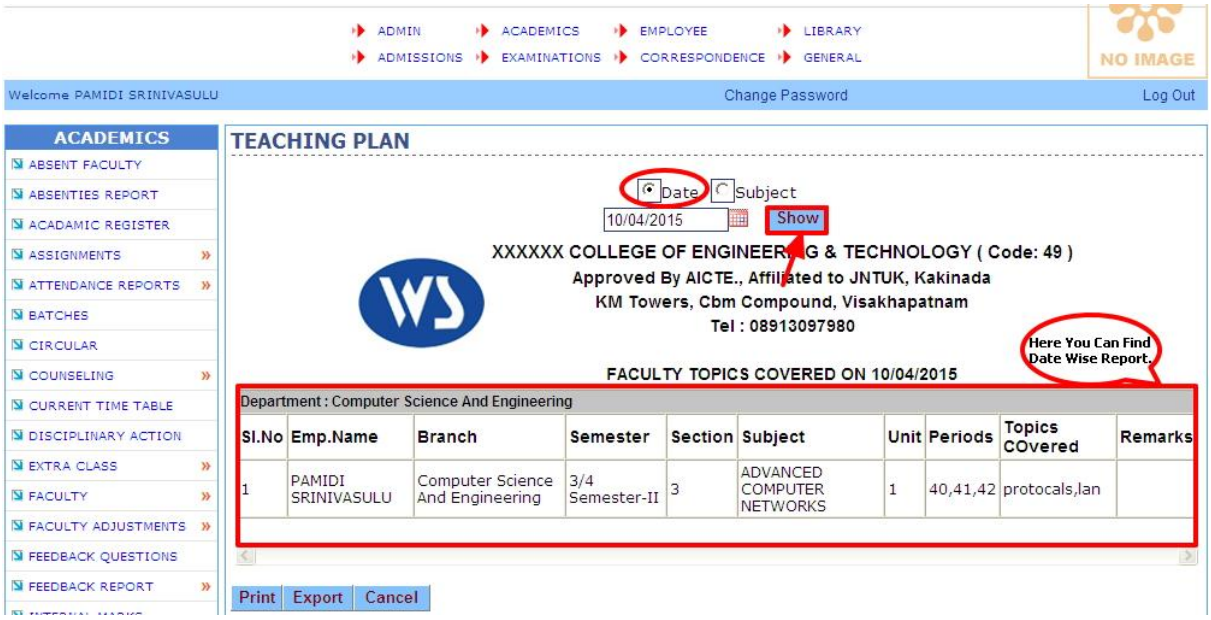
Step 3:- After Click On "Academics" Module You Will Find "Left Panel" As Shown In Below.



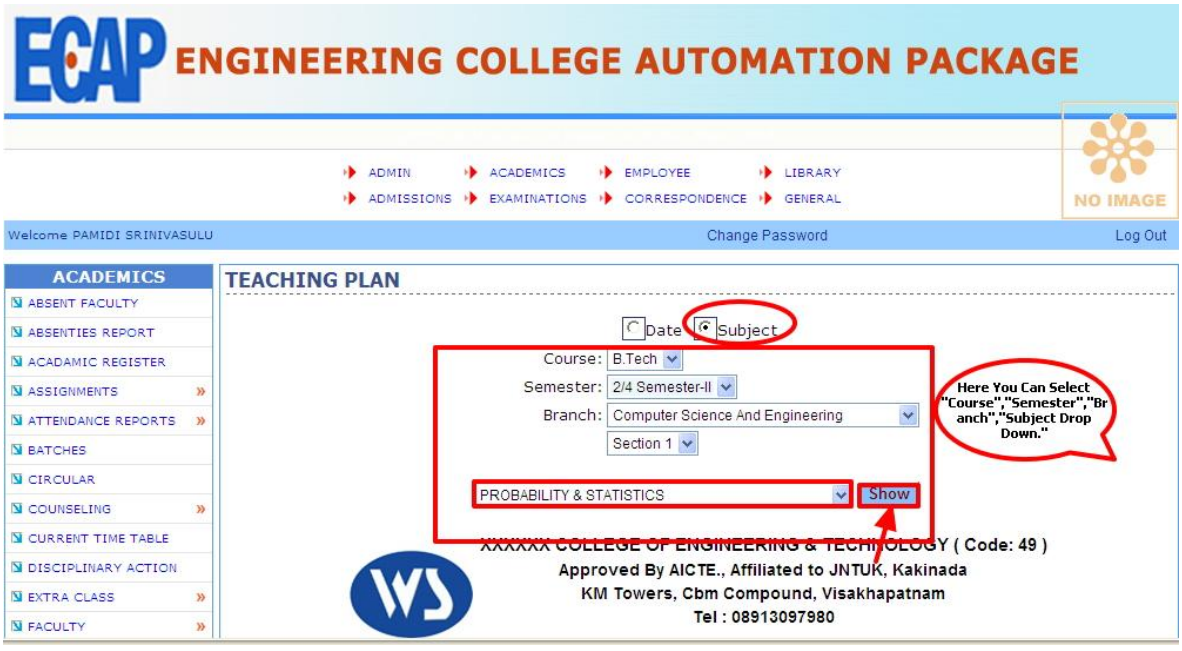
Step4:-Pease Click On "Teaching Schedule" Link As Shown In Below.

Question And Answers Of Academic Module Through HOD Logins

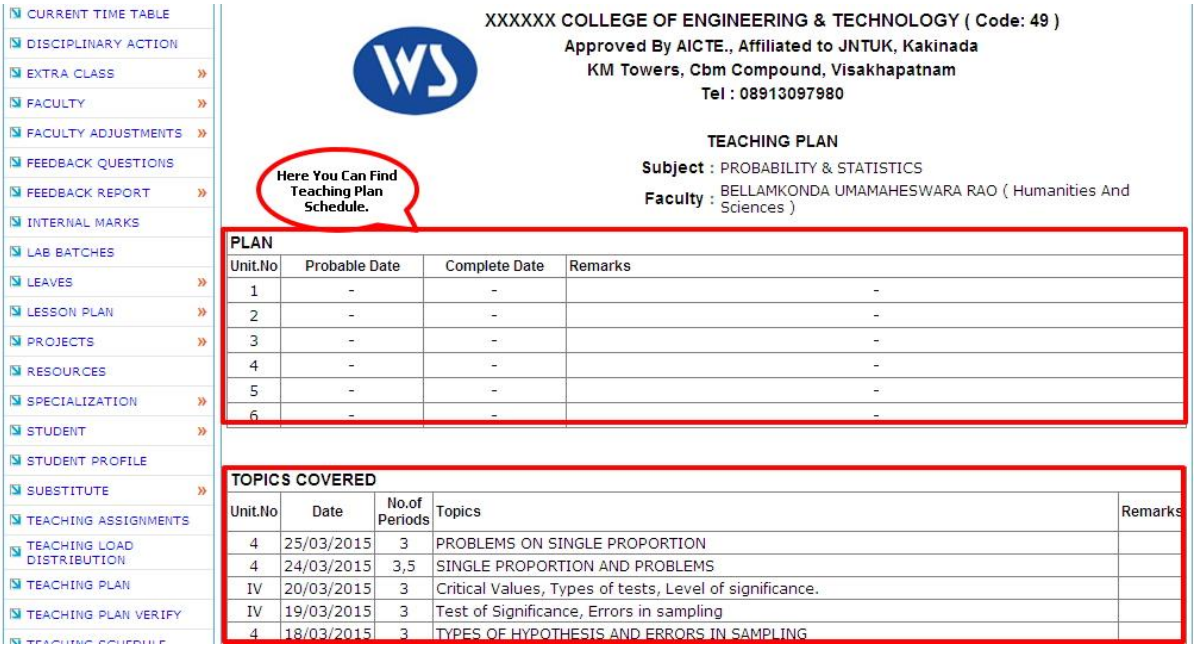
Step5:-After Click On "Teaching Schedule" Link As Shown In Above Screen, Then You Will Find "Date" Option Please Select "Date" And Click On "Show" Button Then You Will Find "Date Wise Schedule" As Shown In Below.



Step6:-Here You Can Select "Subject" Option Radio Button Then You Can Find "Course", "Semester", "Branch", And "Subject" Drop Down After That Click On "Show" Button As Shown In Below.



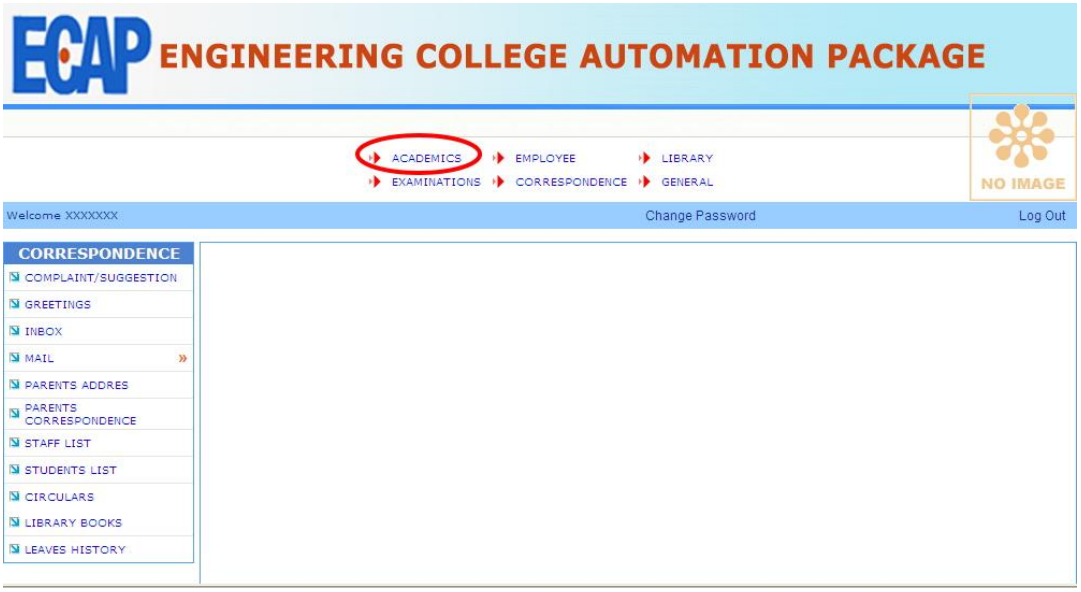
Step7:-After Click On "Show" Button As Shown In Above Screen, Then You Will Find Teaching Plan Schedule By Subject Wise As Shown In Below.



53)How Can I Upload Resources?

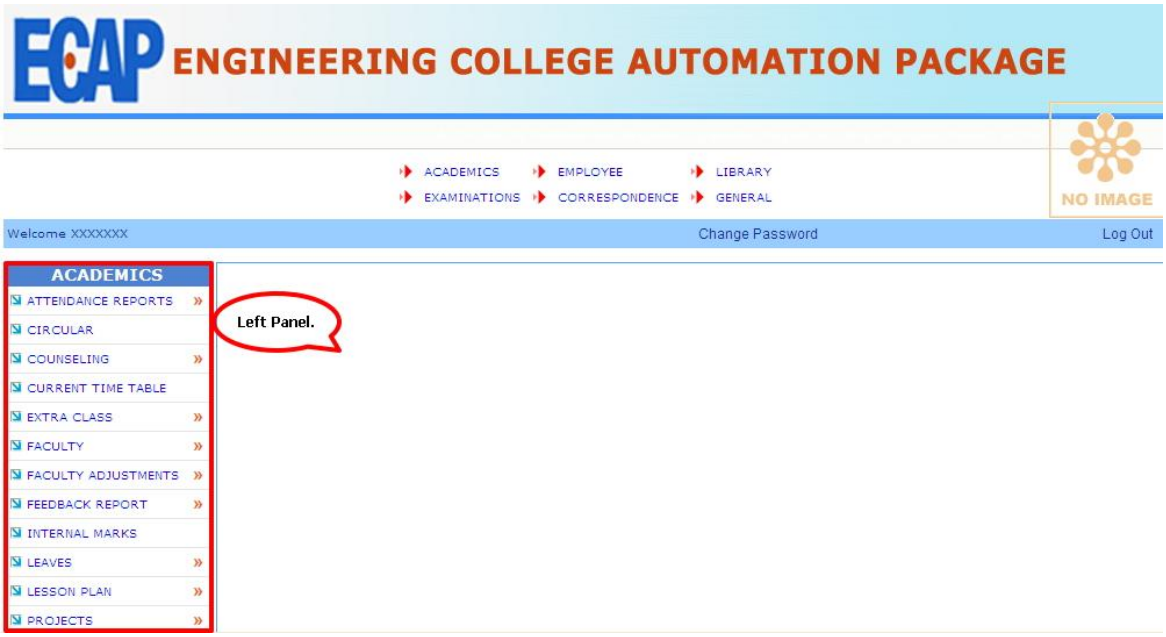
Ans:- Step 1:- Please Login In To "ECAP" By Using Your Username and Password.

Step 2:- Please Click On "Academics" Module As Shown in Below.



Question And Answers Of Academic Module Through HOD Logins

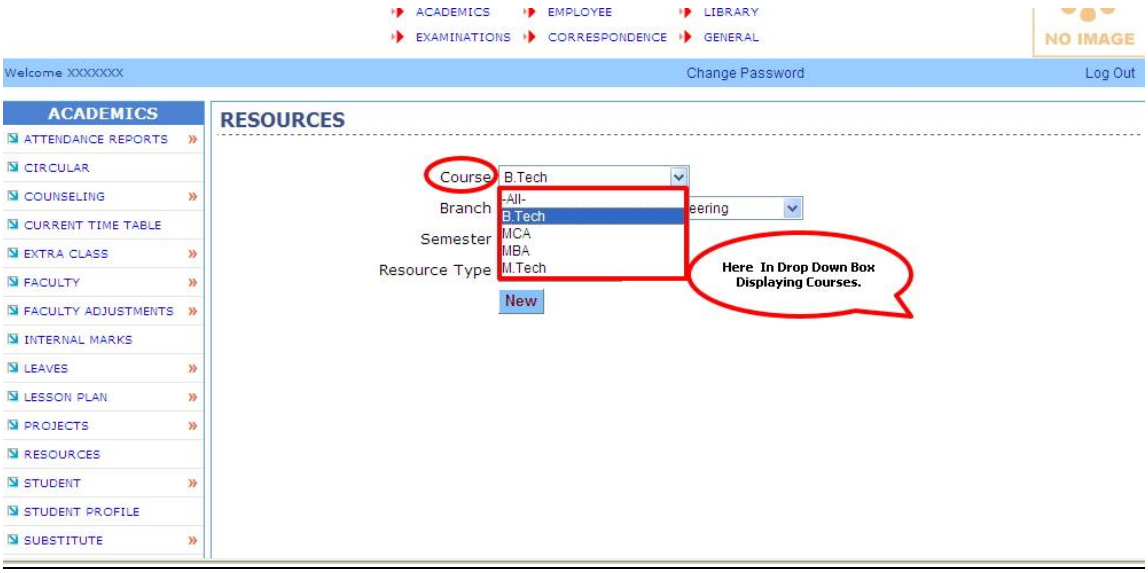
Step3:- After Click On "Academics" Module You Will Find "Left Panel" As Shown In Below.



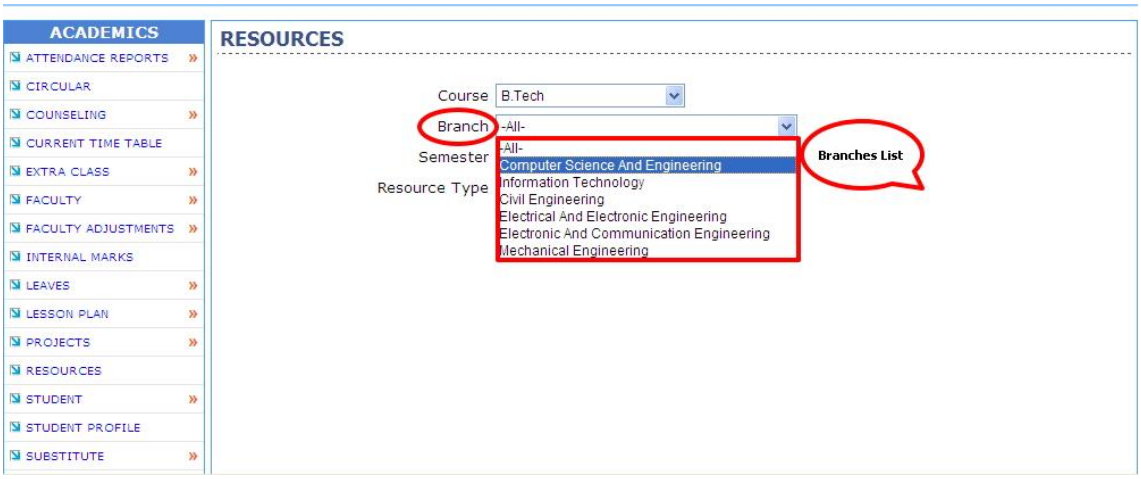
Step4:- Please Place Your Mouse Cursor On "Upload Resource" Links Which is Available in Left Menu As Shown In Below.

Question And Answers Of Academic Module Through HOD Logins

Step5:- After Click On Upload Resource Link You Will Find "Course", "Branch", "Semester", "Resource Type" , Drop Down Boxes Here First You Will Find "Courses" As Shown In Below.

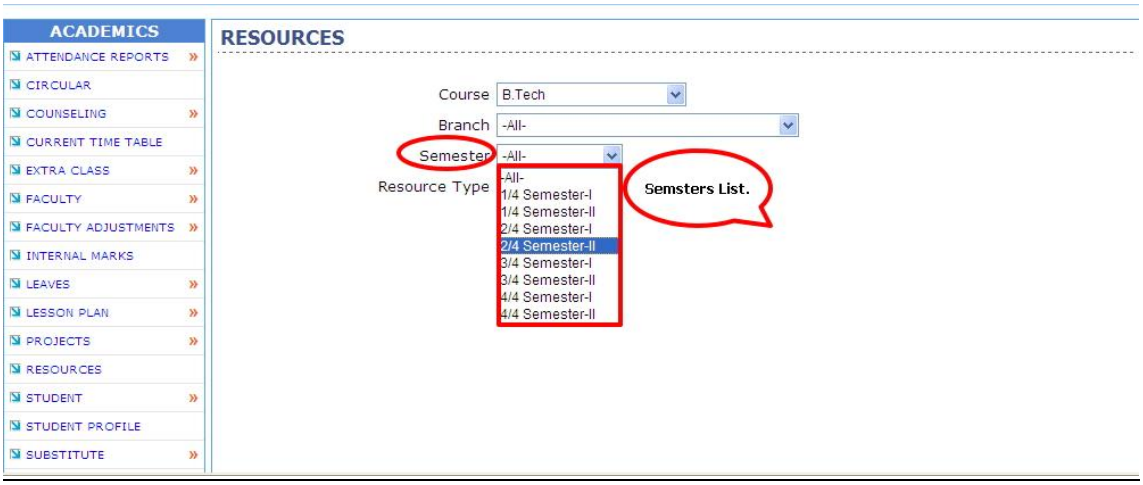


Step6:- Please Click On Drop Down Box You Will Find "Branch" In That Branch's List As Shown In Below.

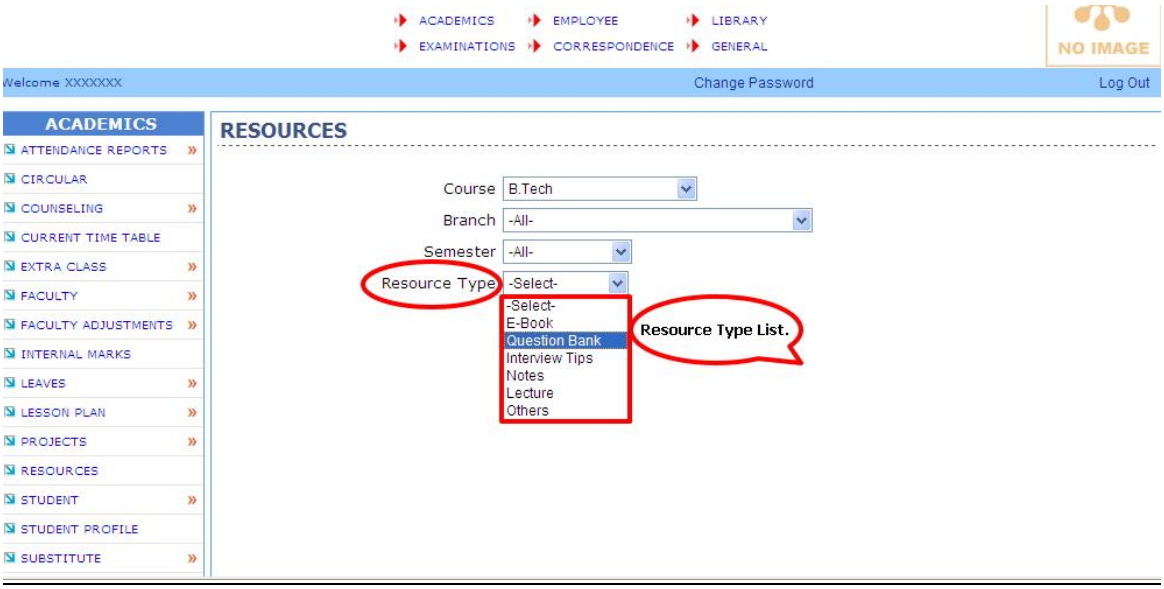


Question And Answers Of Academic Module Through HOD Logins

Step7:- Please Click On Drown Down Box You Will Find "Semesters" In That Semesters List As Shown In Below.



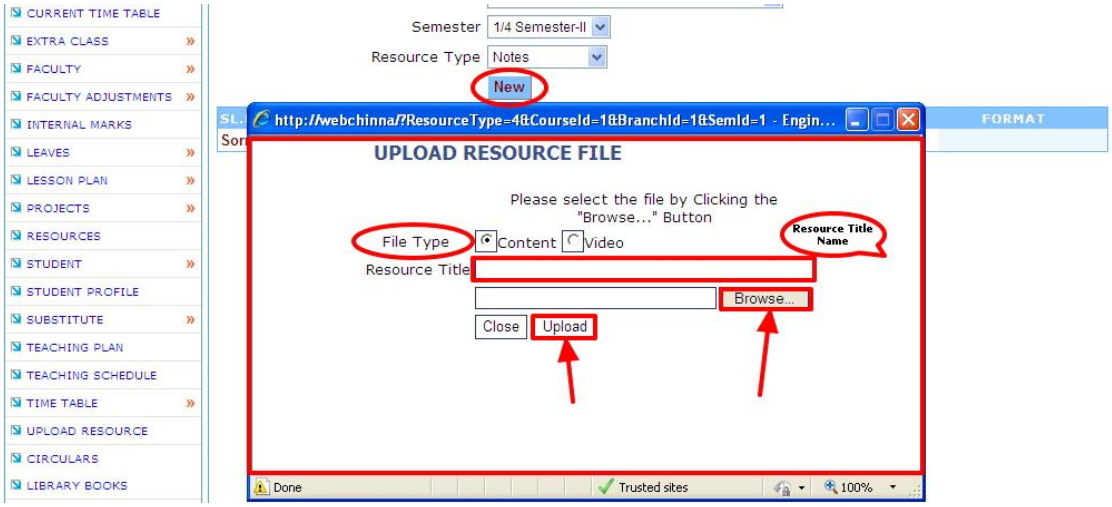
Step8:- Please Click On Drown Down Box You Will Find "Resource Type" In That Resource List As Shown In Below.



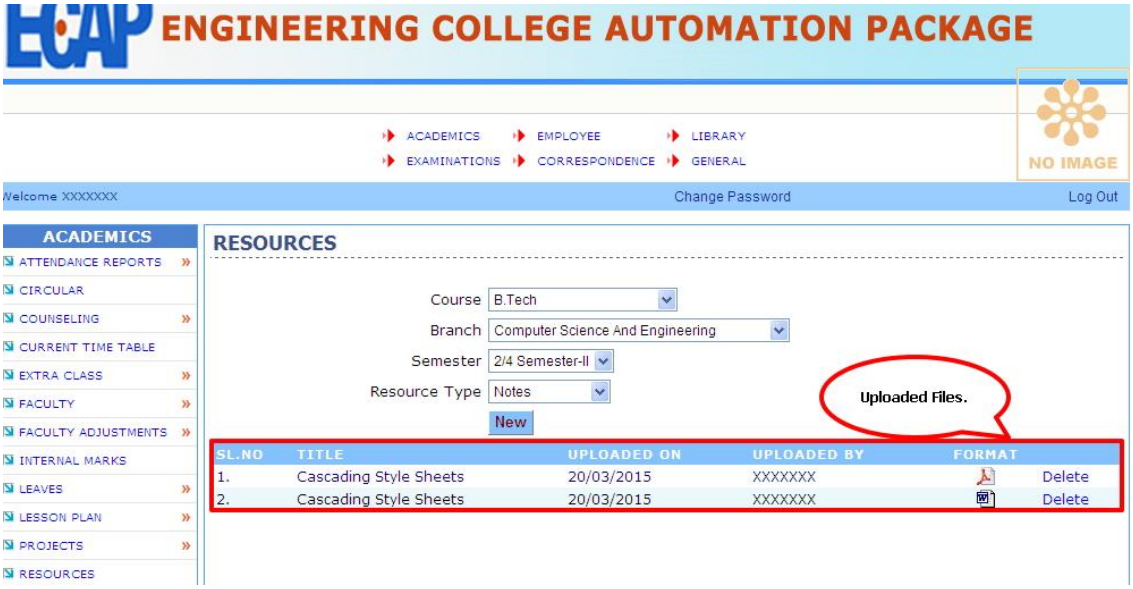
Step9:- Please Click On "New" Button You Will Find Upload Resource File Webpage The Webpage Consists Of "File Type", "Resource Title", "Browse", "Upload" Options As Shown In Below.

Step10:- Please Select File Type And Write Resource Title Name, After That Browse The File In Format Of "Doc", "Pdf" And Upload The File As Shown In Below.

Question And Answers Of Academic Module Through HOD Logins



Step11:- **After Uploaded Resource File As Shown In Above Screen, You Will Find Uploaded Files List As Shown In Below.**

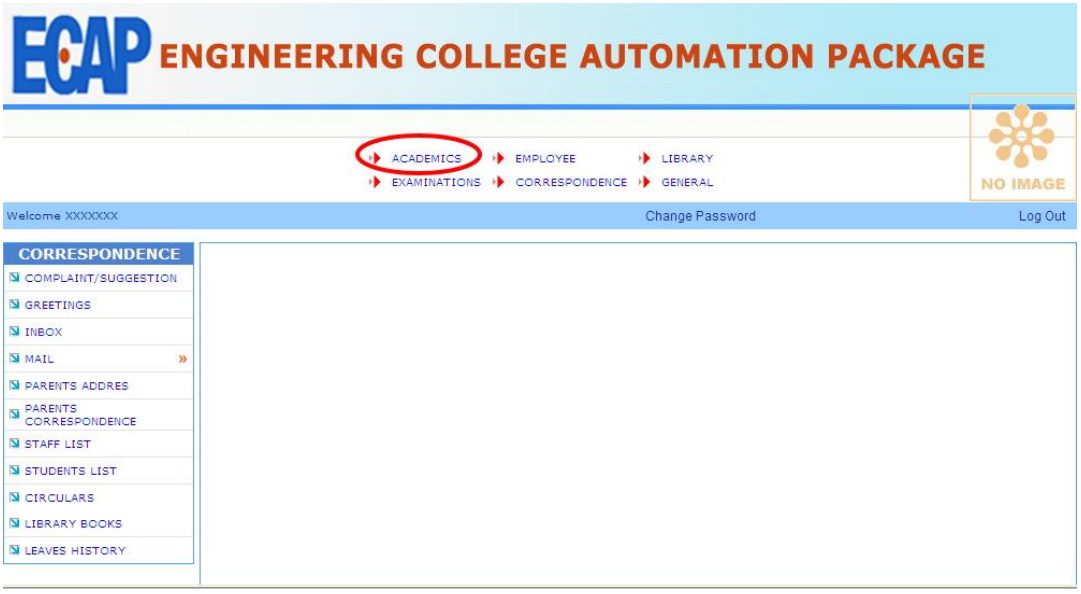


Question And Answers Of Academic Module Through HOD Logins

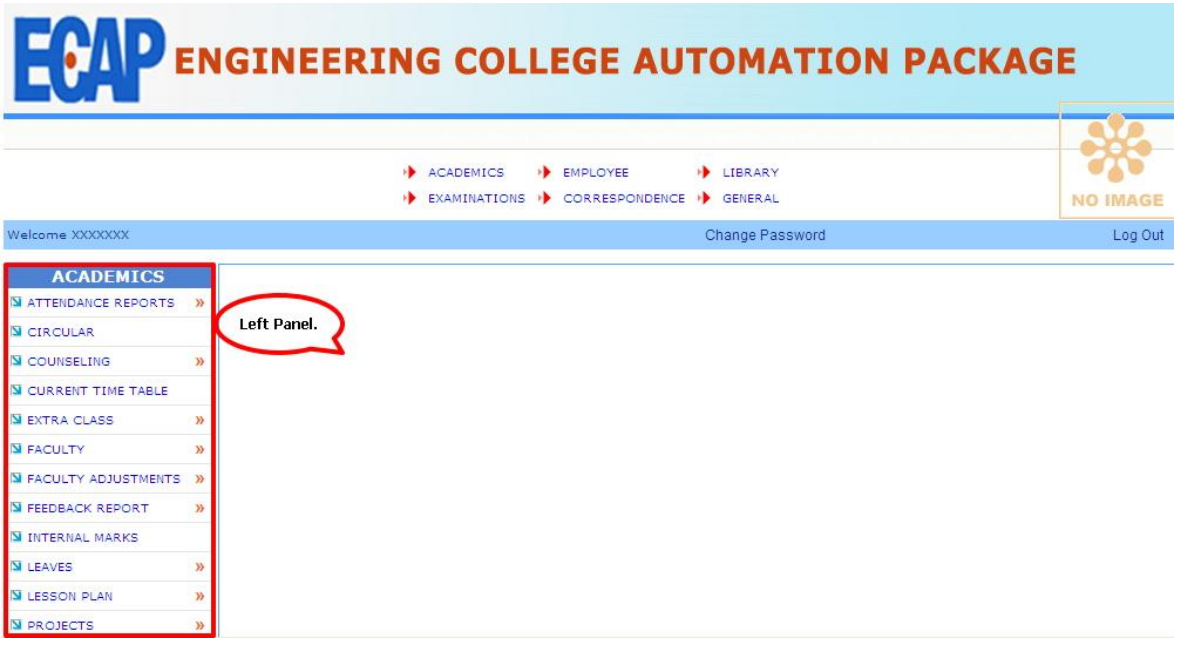
54) How To Download Required Resources?

Ans:-Step 1:-Please Login In To "ECAP" By Using Your Username And Password.

Step 2:- Please Click On "Academics" Module As Shown In Below.



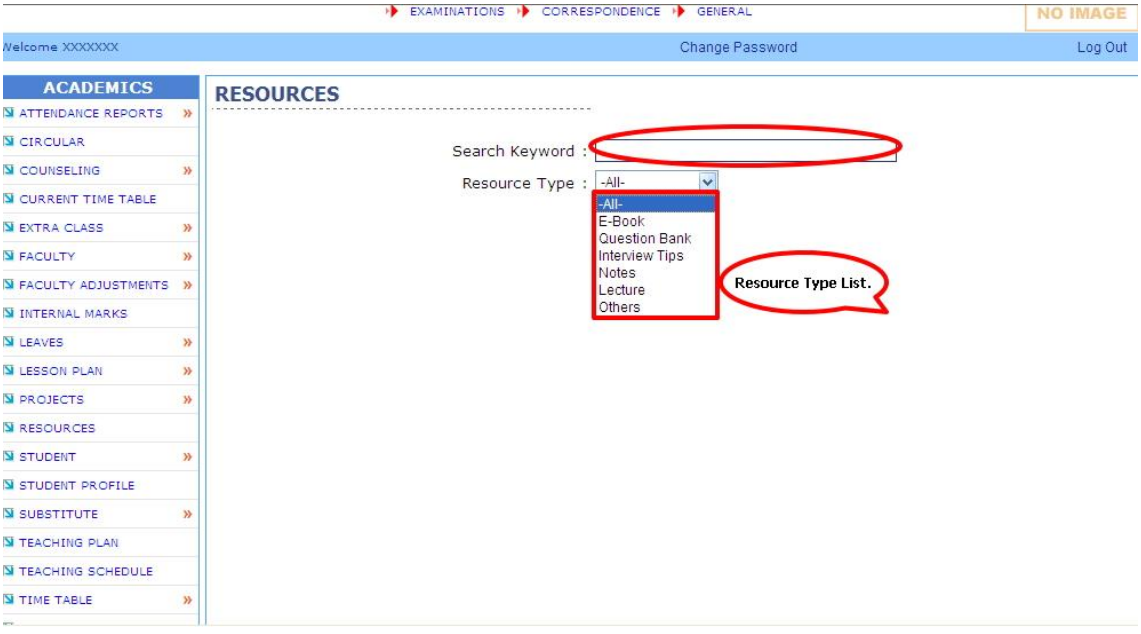
Step 3:- After Click On "Academics" Module You Will Find "Left Panel" As Shown In Below.



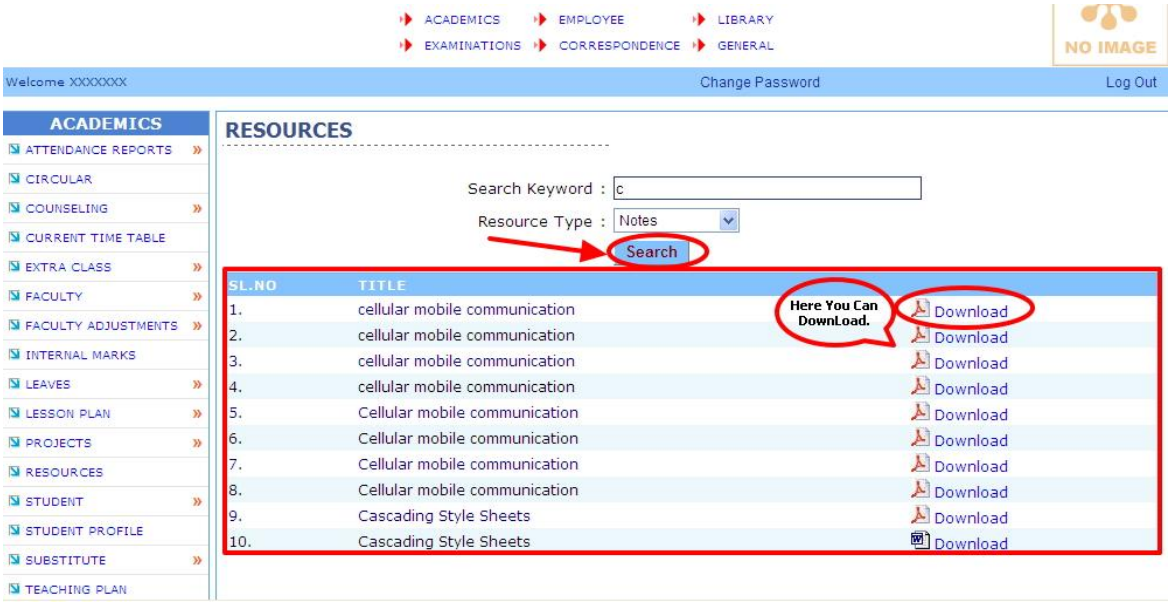
Question And Answers Of Academic Module Through HOD Logins

Step4:- Please Place Your Mouse Pointer On "Resources" Link Which Is Available In Left Menu, As Shown In Below.

Step5:- After Click On Resources Link As Shown In Above Screen, Here You Will Find "Search Keyword", "Resource Type" As Shown In Below.



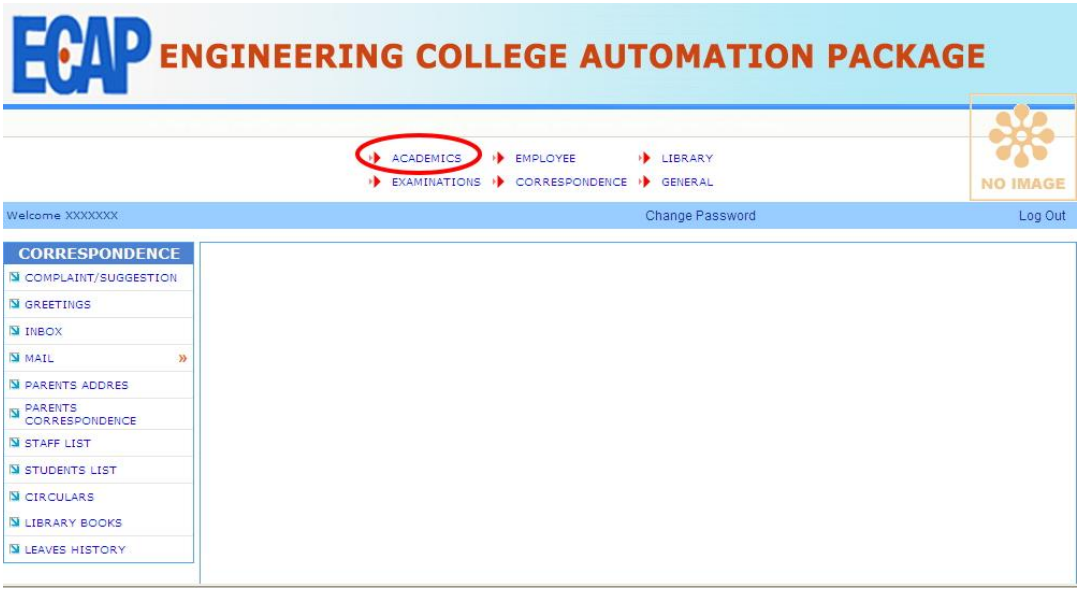
Step6:- Please Click On "Search" Button You Will Find All Resource By Using "Search Keyword" And "Resource Type" Then You Can "Download" The Resources As Shown In Below.



55) How To Assign Projects and Students to Faculties?

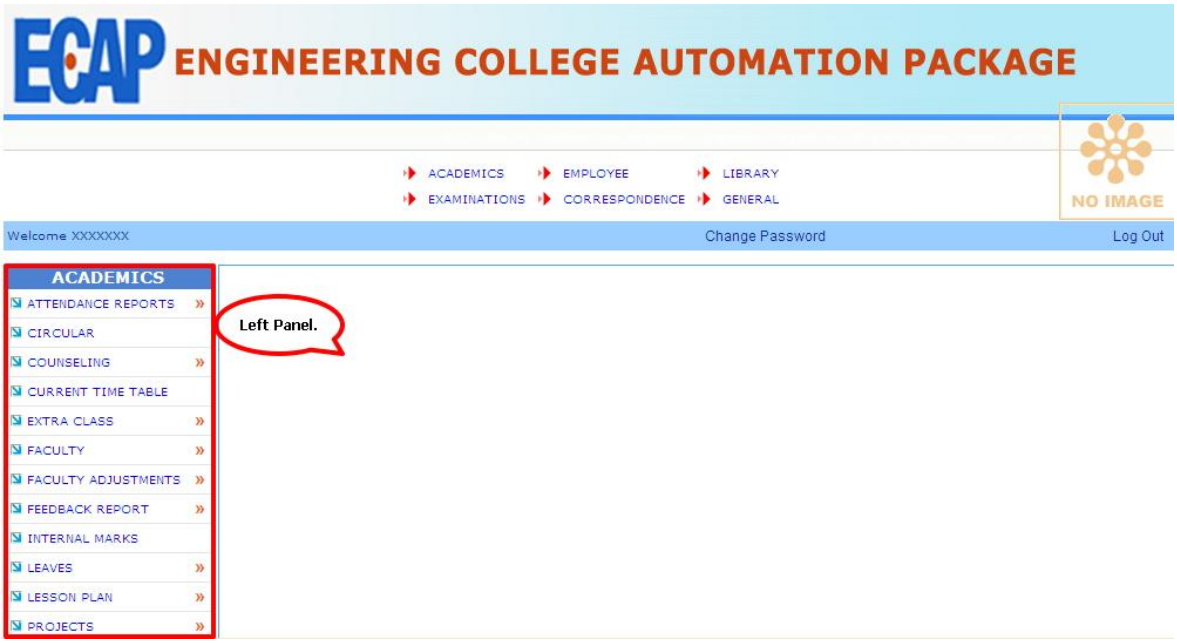
Ans:- Step1:- Please Login In To "ECAP" By Using Your Username And Password.

Step2:-Please Click On "Academics" Module As Shown In Below.



Question And Answers Of Academic Module Through HOD Logins

Step3:- After Click On "Academics" Module You Will Find "Left Panel" As Shown In Below.

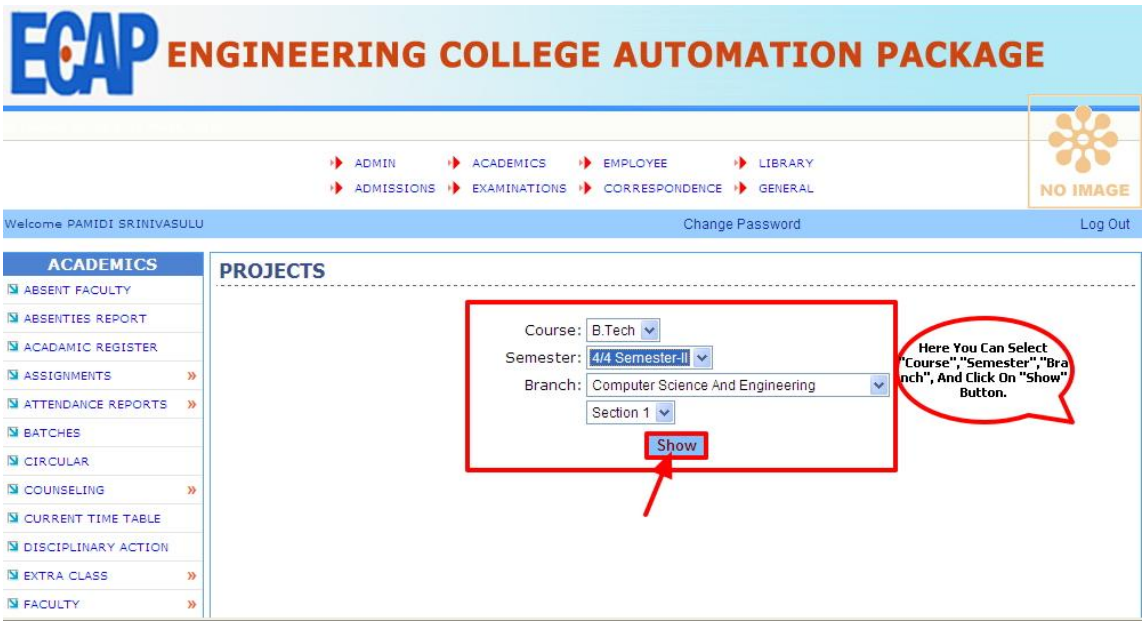


Step4:- Please Place Your Mouse Pointer on "Projects" Link Which is Available in Left Menu, Then You Will Find "Sub Links" Menu As Shown in Below

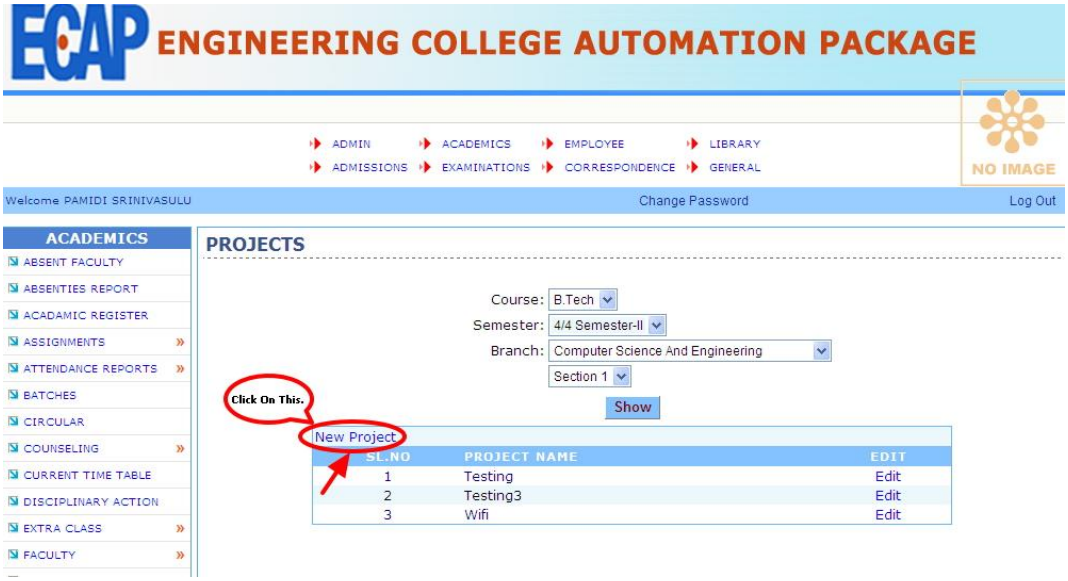
Question And Answers Of Academic Module Through HOD Logins

Step5:-Please Click On "Projects" Link Which Is Available In Left Menu, As Shown In Below.

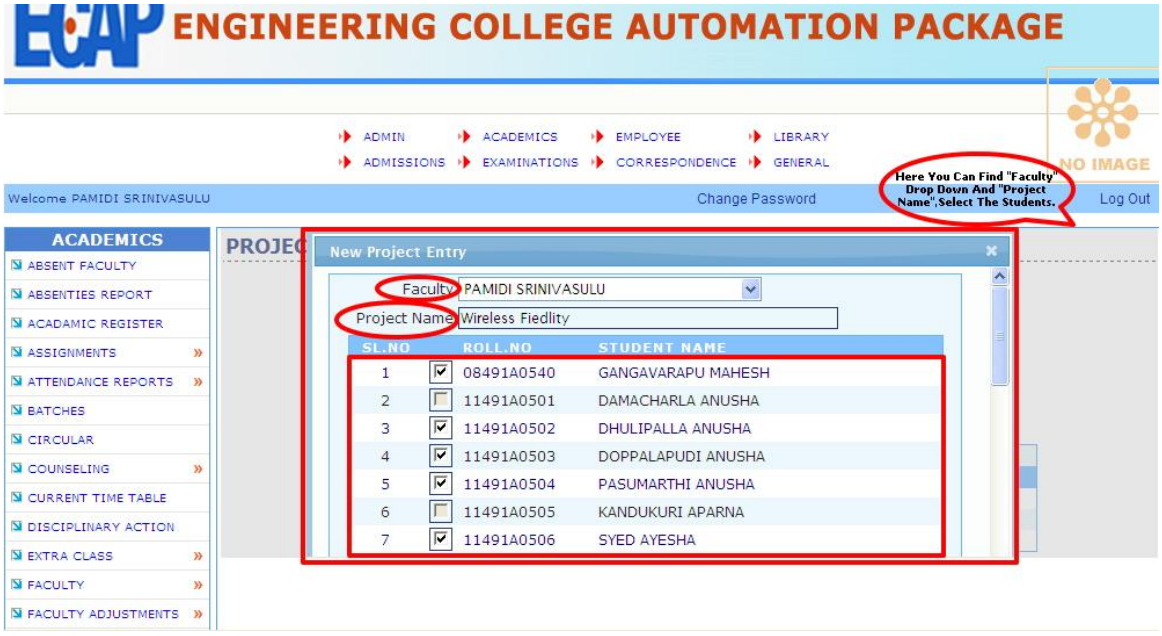
Step6:-After Click On "Projects" Links As Shown In Above Screen, Then You Will Find "Course", "Semester", "Branch", After That Click On "Show" Button As Shown In Below.



Step7:-After Click On "Show" Button As Shown In Above Screen, Then You Can Click On "New Project" Option As Shown In Below.

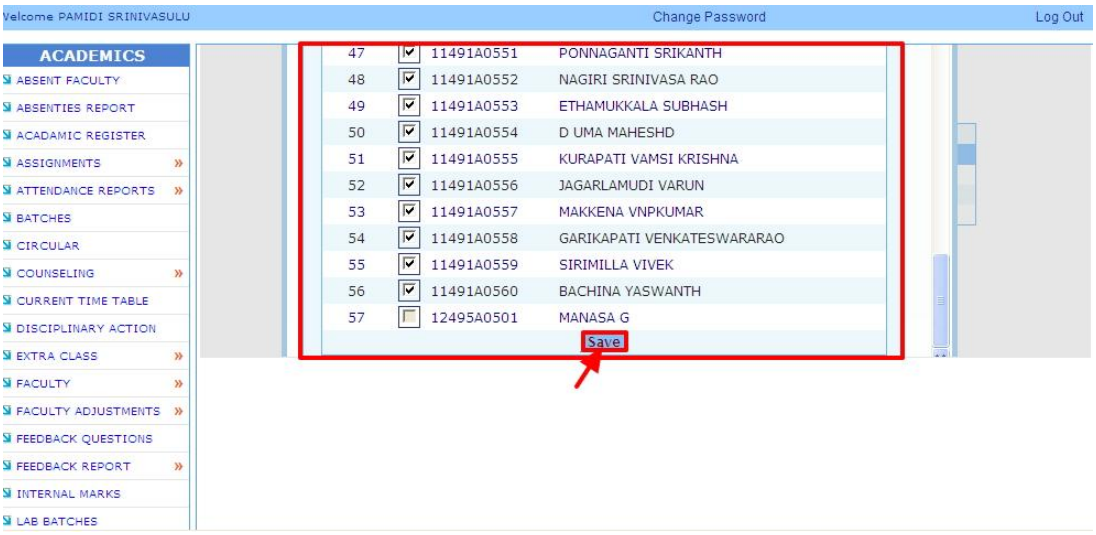


Step8:-After Click On "New Project" As Shown In Above Screen, Then You Will Find "New Project Entry", In That You Can Find "Faculty", "Project Name", And Also Select The Students As Shown In Below.

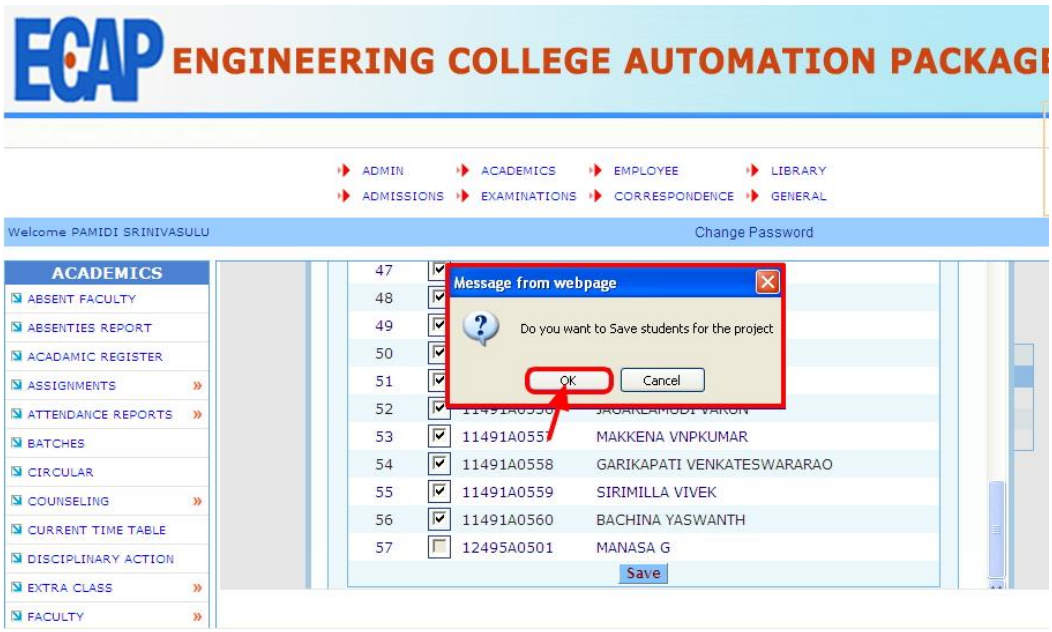


Continuation….Screen…

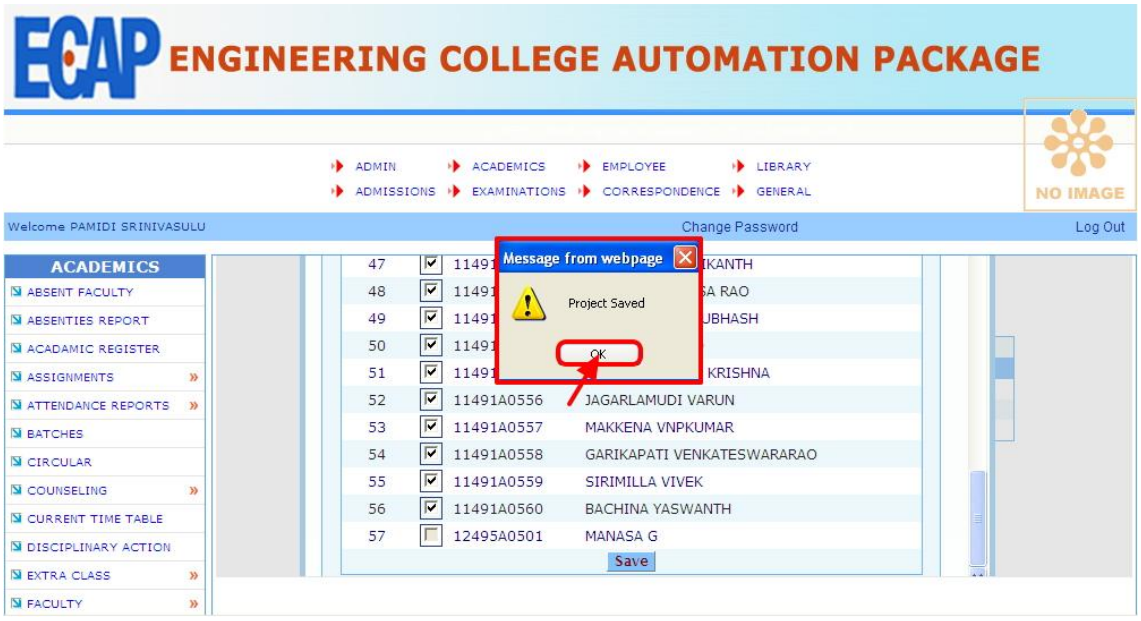
Question And Answers Of Academic Module Through HOD Logins



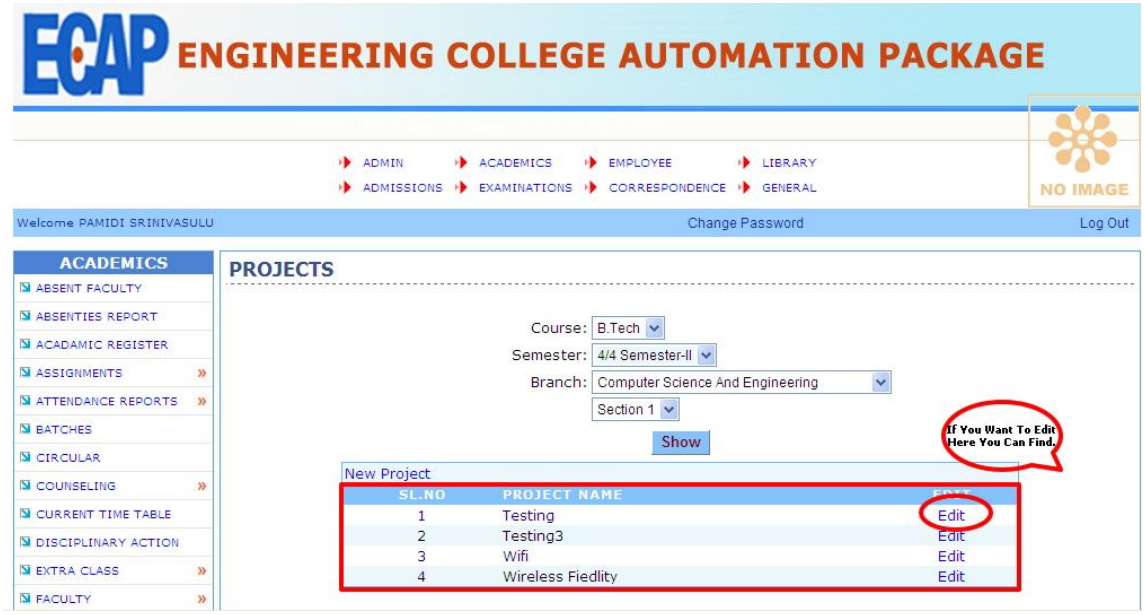
Step9:-After Click On "Save" Button As Shown In Above Screen, Then You Will Find "OK" Button, Click On That As Shown In Below.



Step10:- After Click "OK" Button As Shown In Above Screen, Then You Will Find "Project Saved" As Shown In Below.



Step11:-After Click On "OK" Button As Shown In Above Screen, Then You Will Find "Edit" Option, If You Want To Edit The Details You Can Edit Here As Shown In Below.

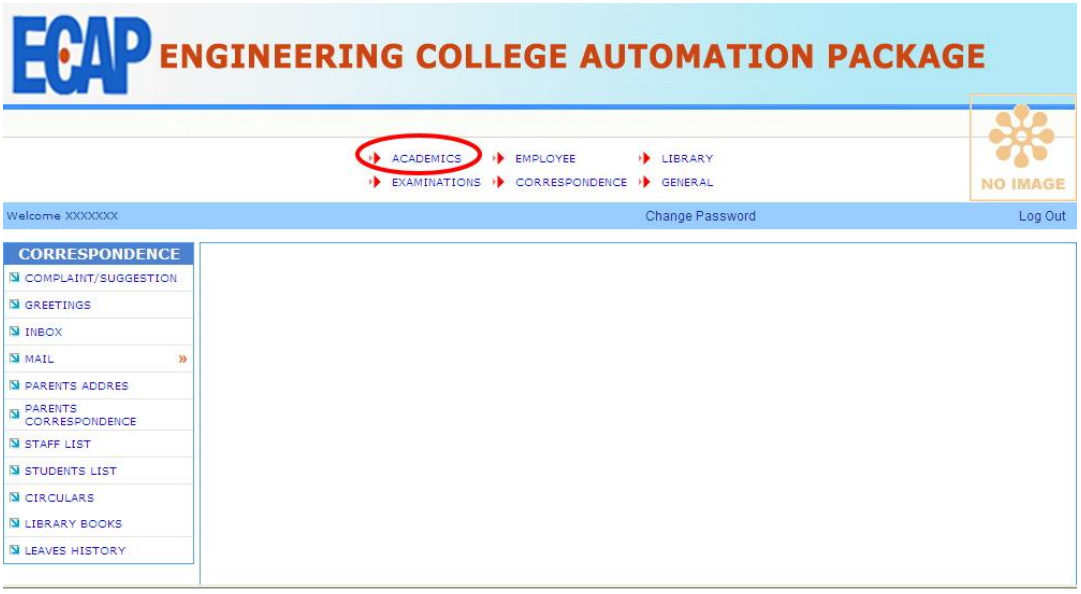


Question And Answers Of Academic Module Through HOD Logins

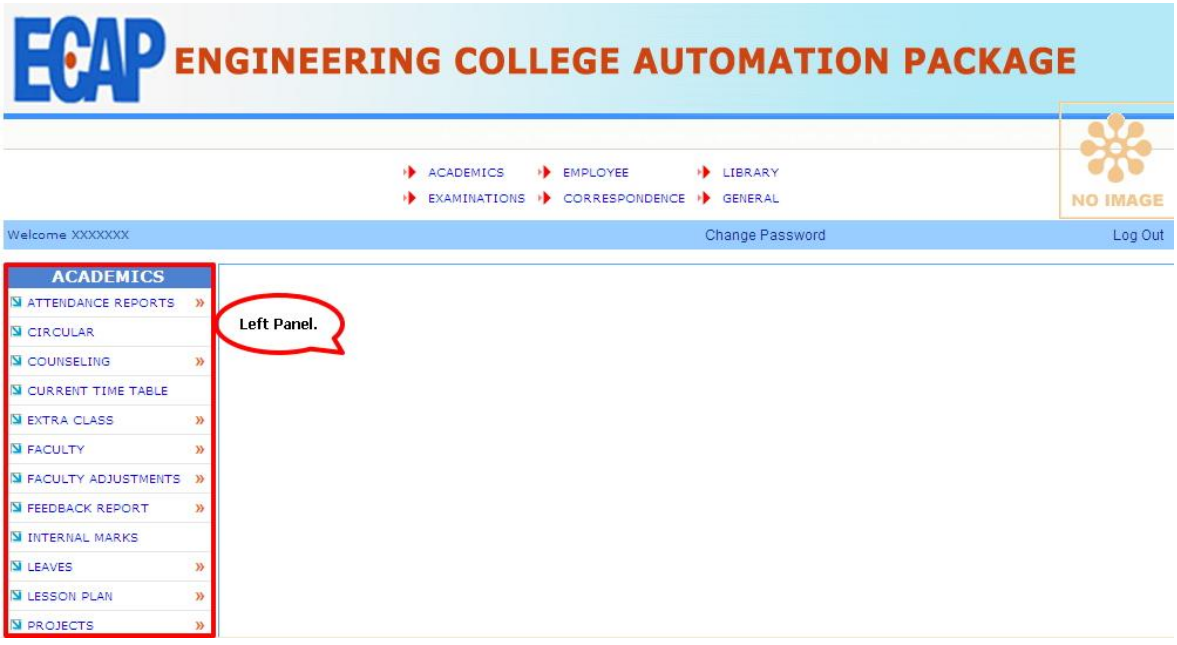
56) How To Upload Project Review Files which is Submitted By Students?

Ans:-Step1:- Please Login In To "ECAP" By Using Your Username And Password.

Step2:-Please Click On "Academics" Module As Shown In Below.

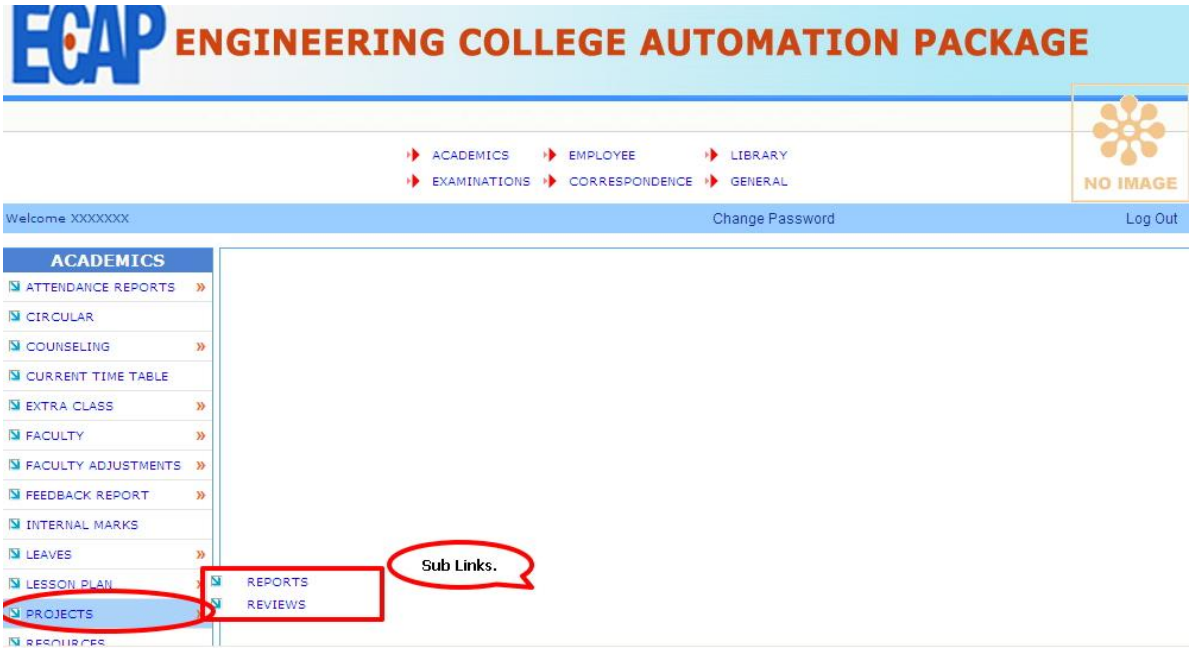


Step3:- After Click On "Academics" Module You Will Find "Left Panel" As Shown In Below.

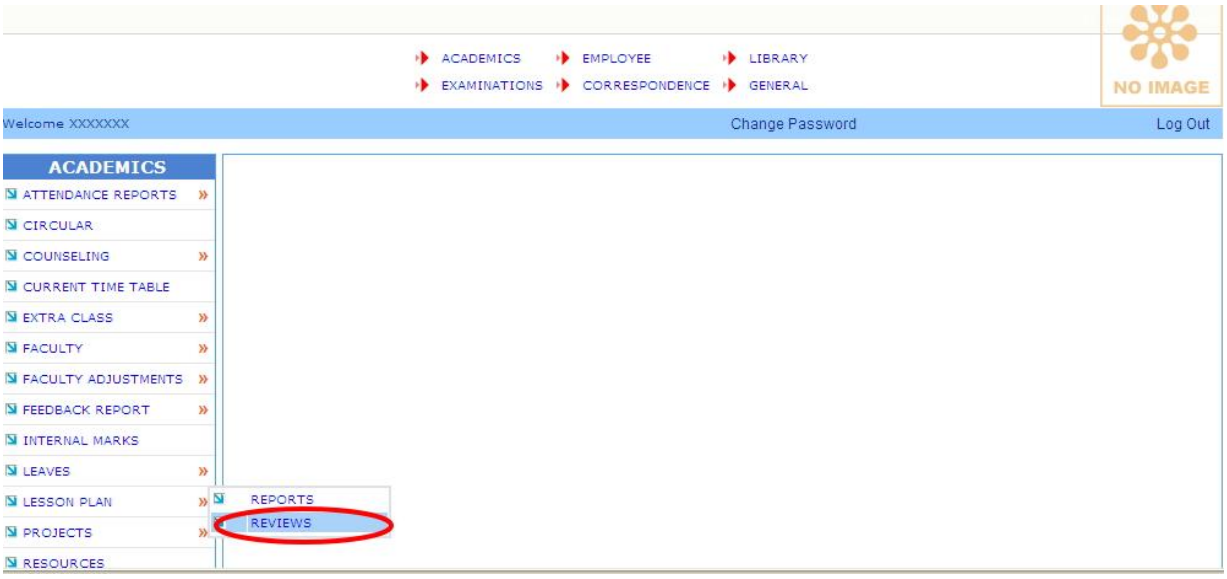


Step4:- Please Place Your Mouse Pointer on "Projects" Link Which is Available in Left Menu. Then You Will Find "Sub Links" Menu As Shown in Below.

Question And Answers Of Academic Module Through HOD Logins

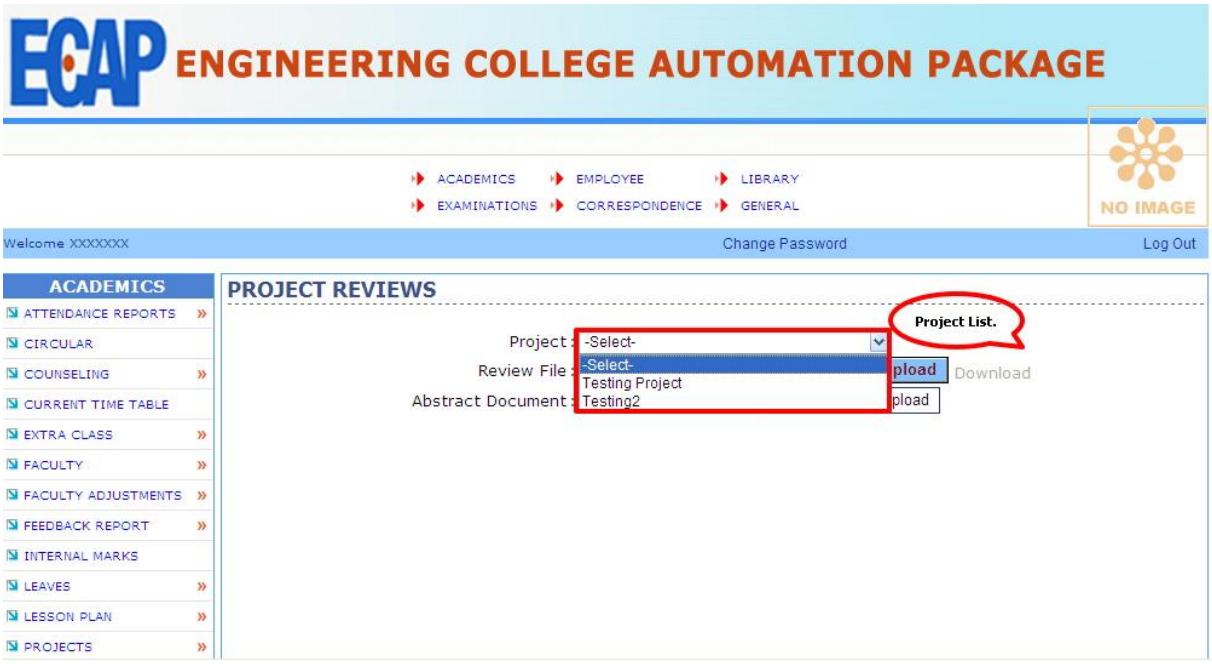


Step5:- Please Click On "Reviews" Sub Link Which Is Available In Left Menu, As Shown In Below.

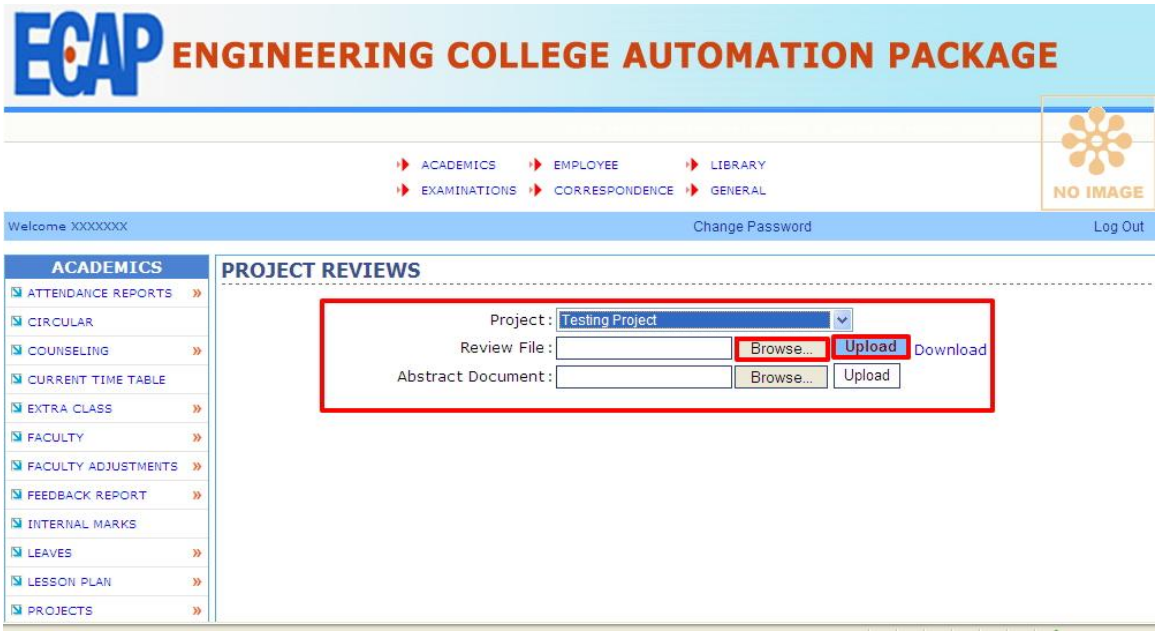


Question And Answers Of Academic Module Through HOD Logins

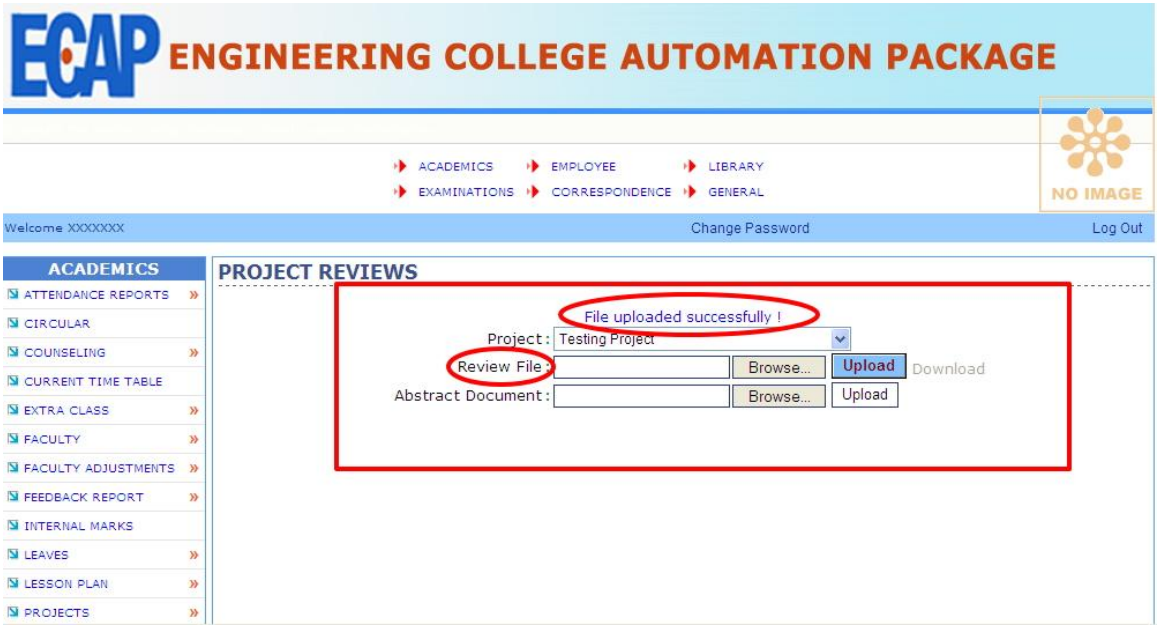
Step6:- Please Select Your "Project" As Shown In Below.



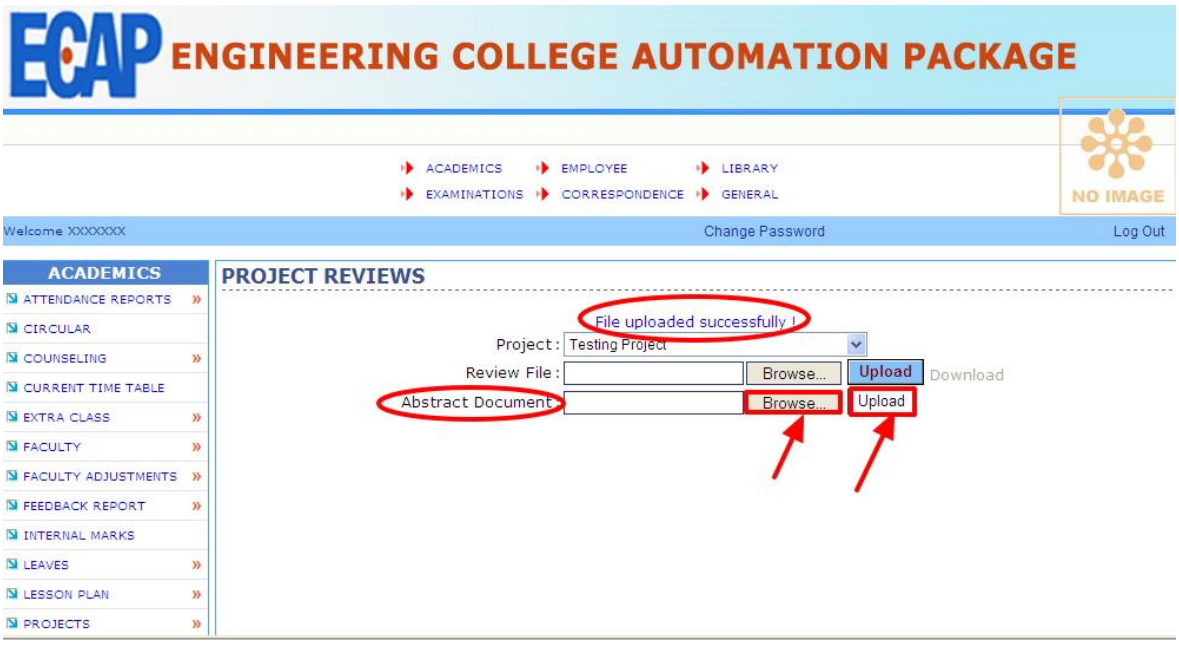
Step7:- After Select On Project As Shown In Above Screen, Then You Will Find Two Options "Review File", "Abstract Document", In that You Will Find "Browse" And "Upload" As Shown In Below.



Step8:-Please Browse "Review File" From Your Computer And "Upload" Then You Will Find A Message "File Uploaded Successfully!!" As Shown In Below.



Step9:- Please Browse "Abstract Document" From Your Computer And "Upload" Then You Will Find A Message "File Uploaded Successfully!!"As Shown In Below.

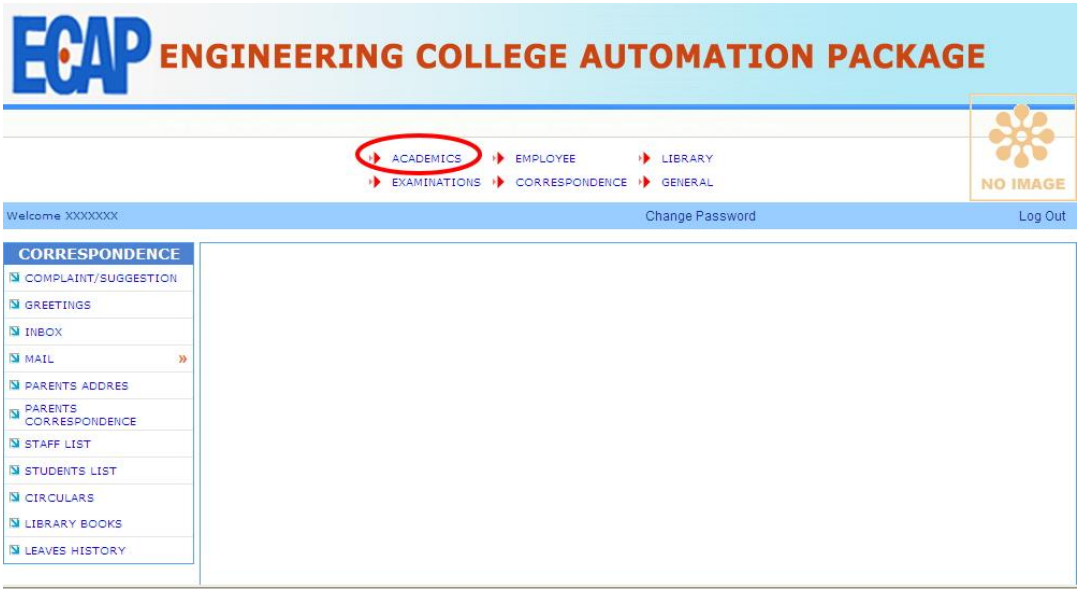


Question And Answers Of Academic Module Through HOD Logins

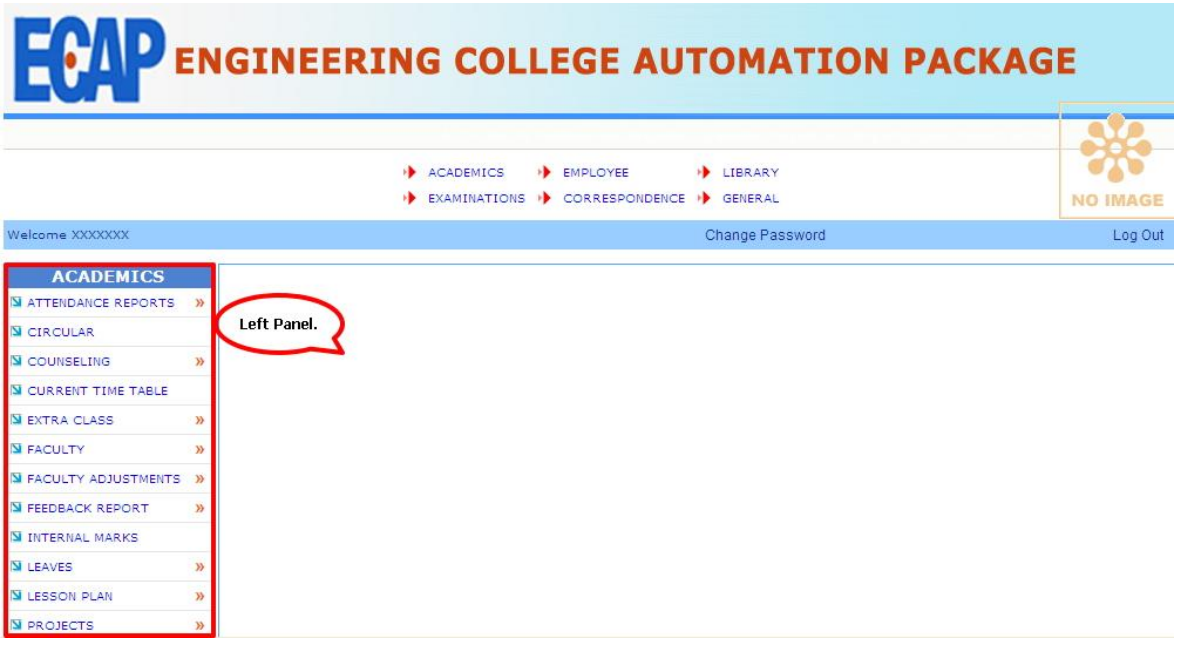
57) How Can I Check and Download Project Review Reports Weather Faculty Uploaded or not?

Ans: - Step1:- Please Login In To "ECAP" By Using Your Username And Password.

Step2:-Please Click On "Academics" Module As Shown In Below.

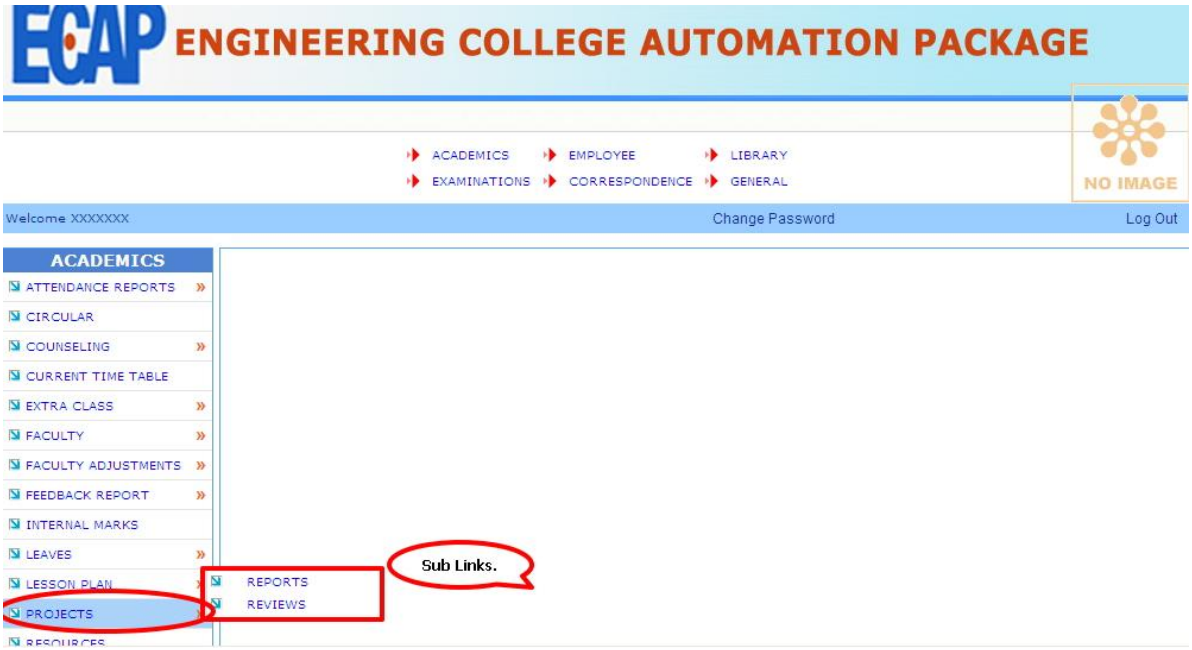


Step3:- After Click On "Academics" Module You Will Find "Left Panel" As Shown In Below.

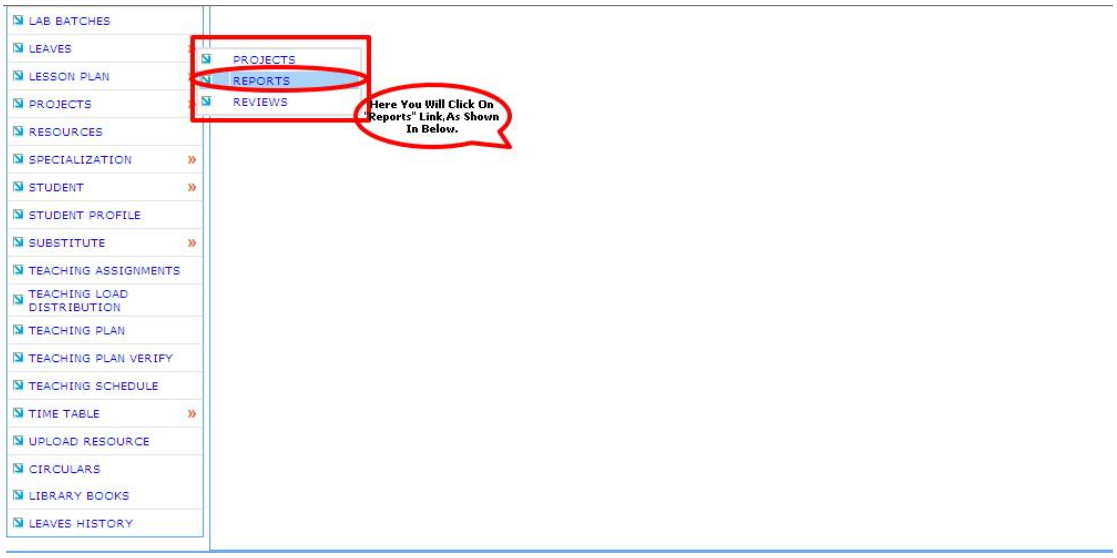


Question And Answers Of Academic Module Through HOD Logins

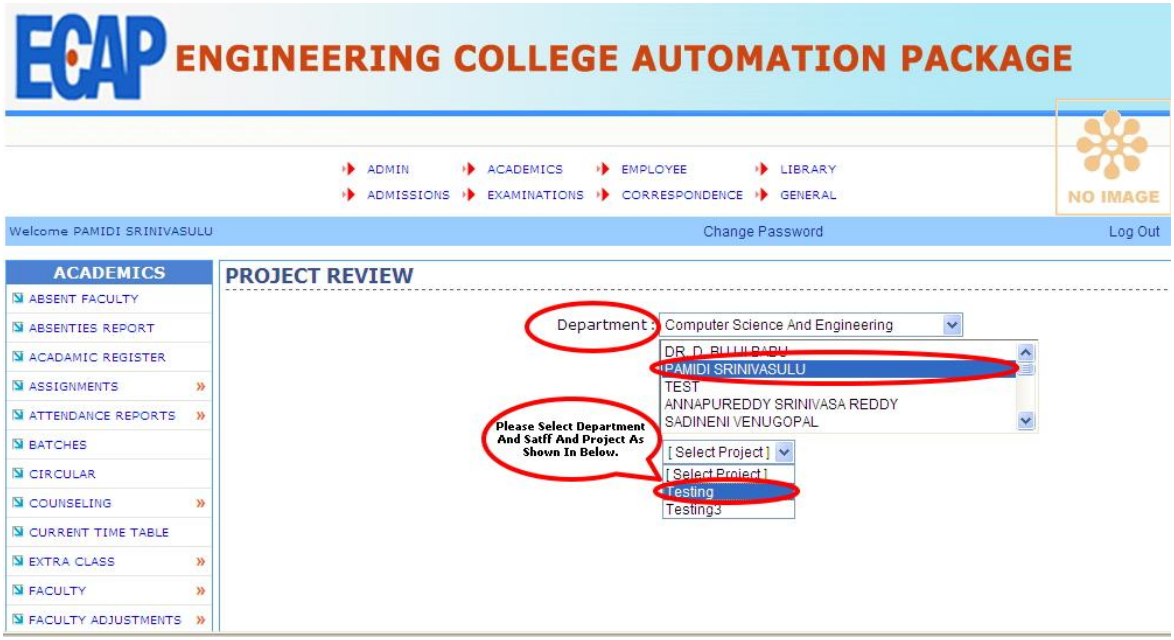
Step4:- Please Place Your Mouse Pointer on "Projects" Link Which is Available in Left Menu, Then You Will Find "Sub Links" Menu As Shown in Below.



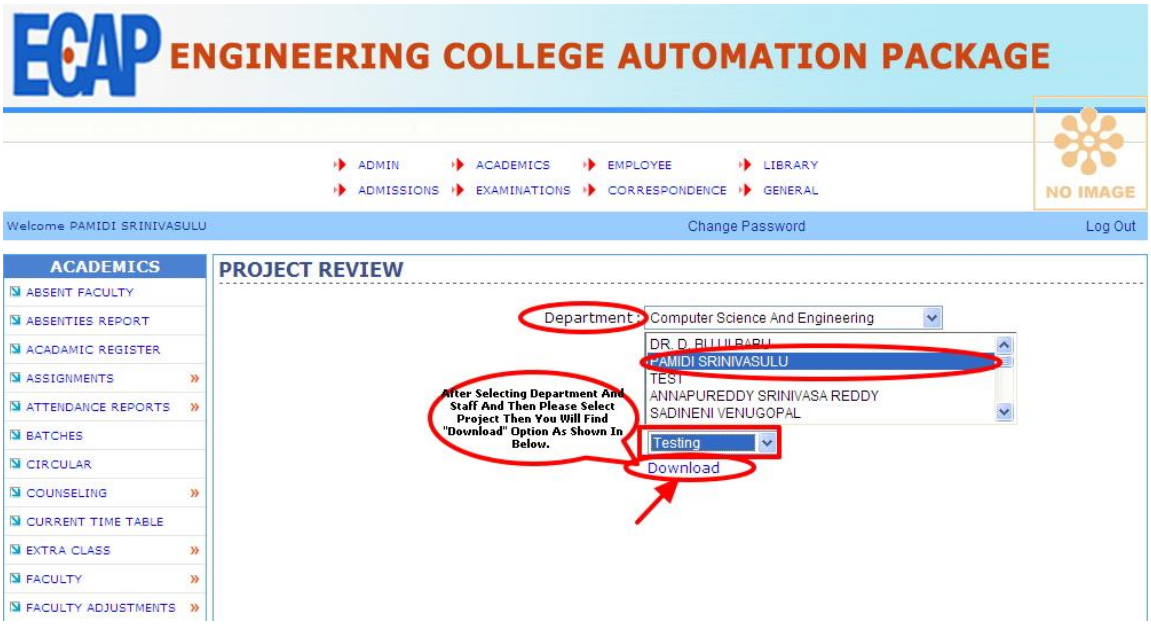
Step5:- Please Click On "Reports" Sub Link As Shown In Below.



Step6:-After Click On "Reports" Sub Link As Shown In Above Screen, Then You Will Select "Department" Then You Will Find Staff List Please Select Particular Department Staff After That Please Select Project On Selected Faculty As Shown In Below.



Step7:-After Select On "Department" And "Faculty" And Then Select "Project" As Shown In Above Screen, Then You Will Find "Download" Option You Can Download The Project As Shown In Below.

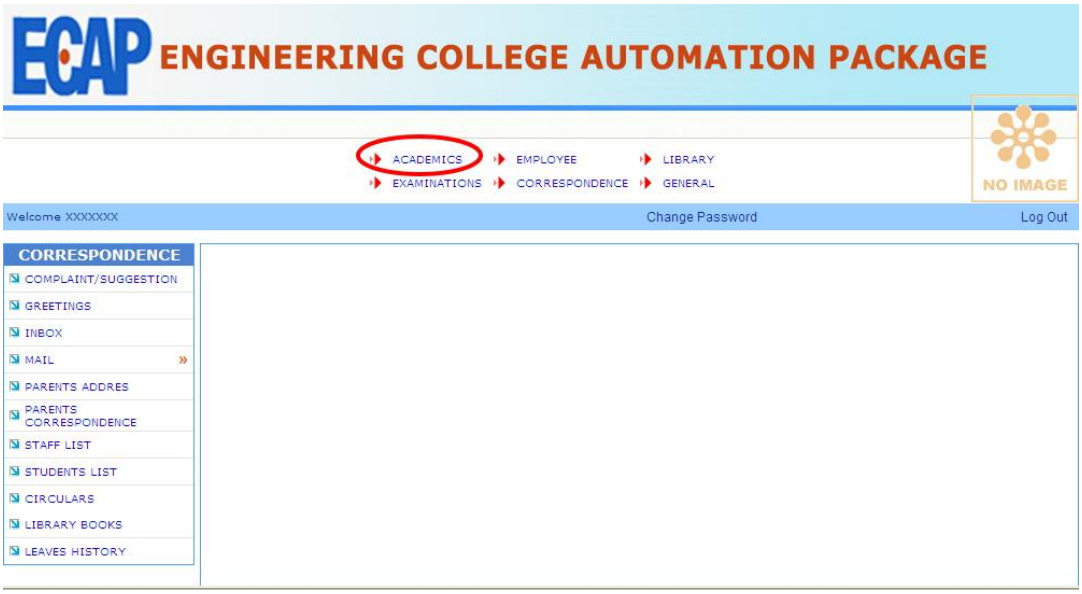


Question And Answers Of Academic Module Through HOD Logins

58) How Can I Add New Feed Back Questions?

Ans:- Step 1:-Please Login In To "ECAP" By using Your Username And Password.

Step 2:- Please Click On "Academics" Module As Shown In Below.

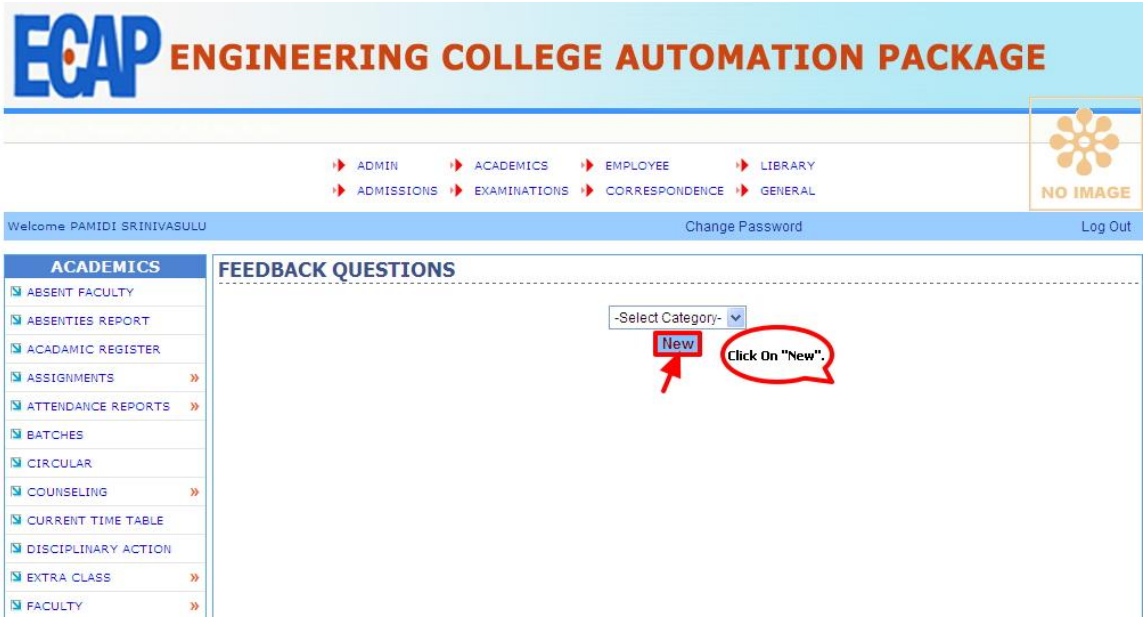


Step 3:- After Click On "Academics" Module You Will Find "Left Panel" As Shown In Below.

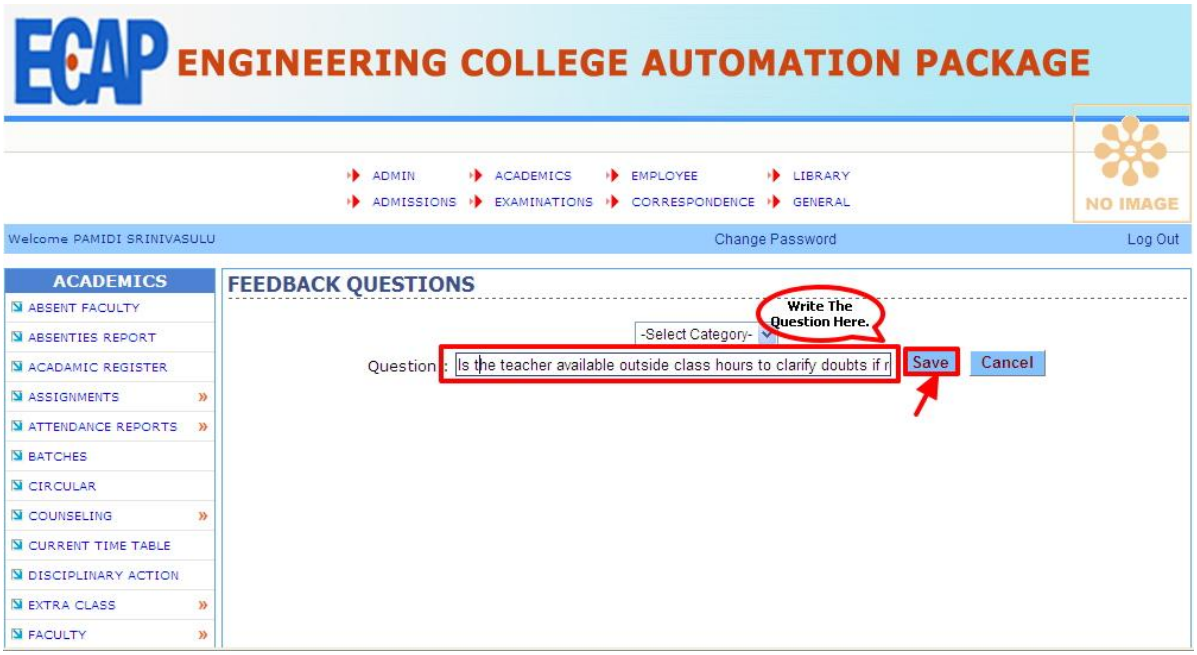
Question And Answers Of Academic Module Through HOD Logins

Step4:- Please Find "Feedback Questions" Option Which Is Available In Left Panel As Shown In Below.

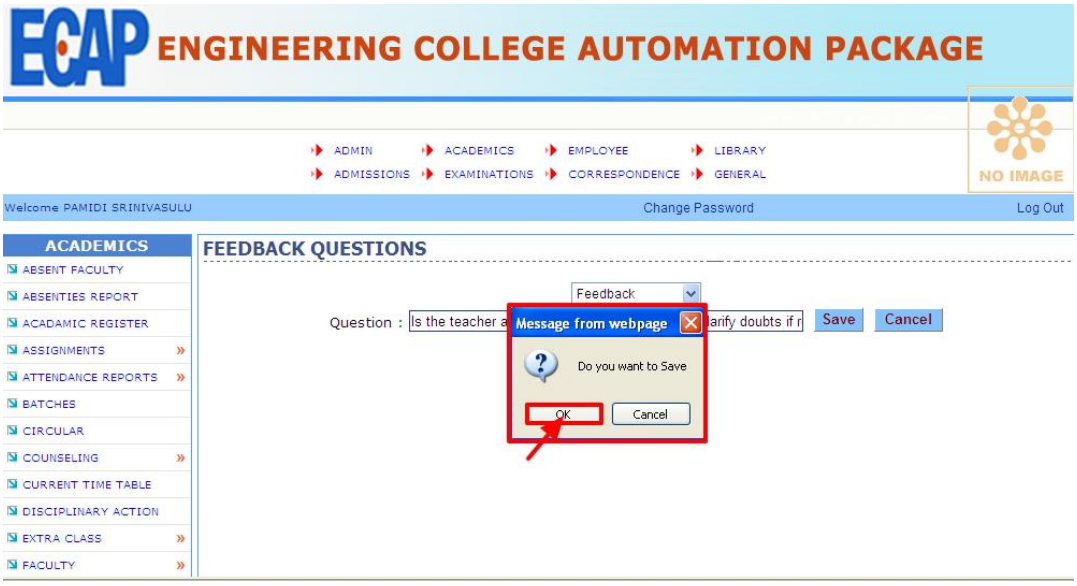
Step5:-After Click On "Feedback Questions" Option As Shown In Above Screen, Then You Will Find "New" Button As Shown In Below.



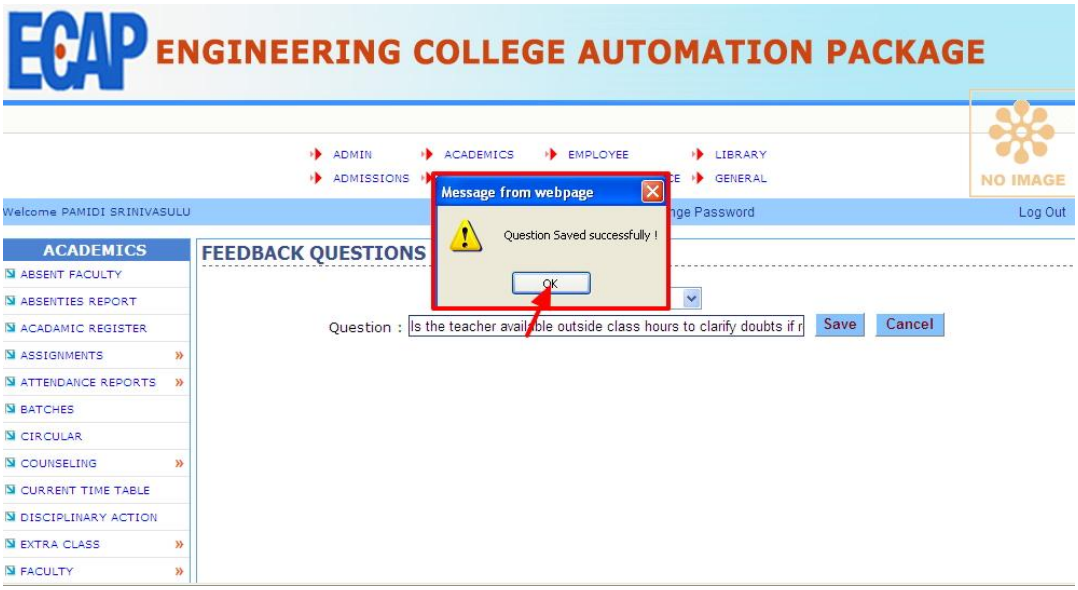
Step6:-After Click On "New" Button As Shown In Above Screen, Then You Will Find Question Edit Text Box In That You Have To Write Question And Click On "Save" Button As Shown In Below.



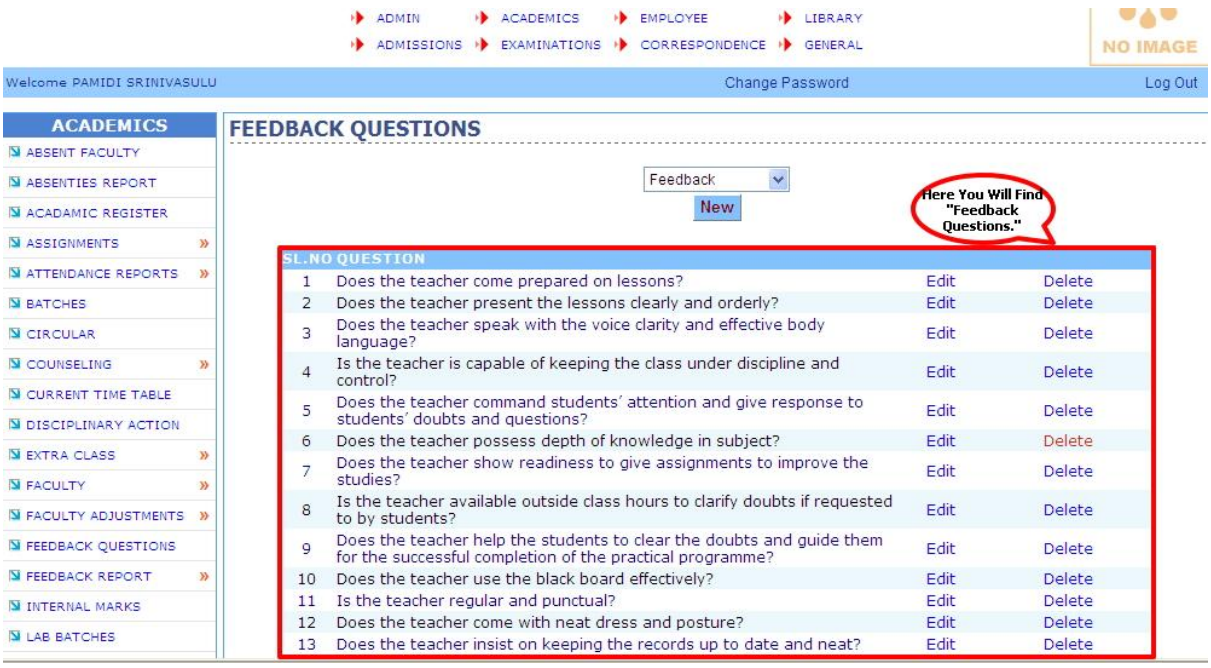
Step7:-After Click On "Save" Button As Shown In Above Screen, Then You Will Click On "OK" Button As Shown In Below.



Step8:-After Click On "OK" As Shown In Above Screen, Then You Will Find Message From Webpage "Question Saved Successfully!! " As Shown In Below.



Step9:-After Click On "OK" Button As Shown In Above Screen, Then You Will Find "Feedback Questions" List As Shown In Below.

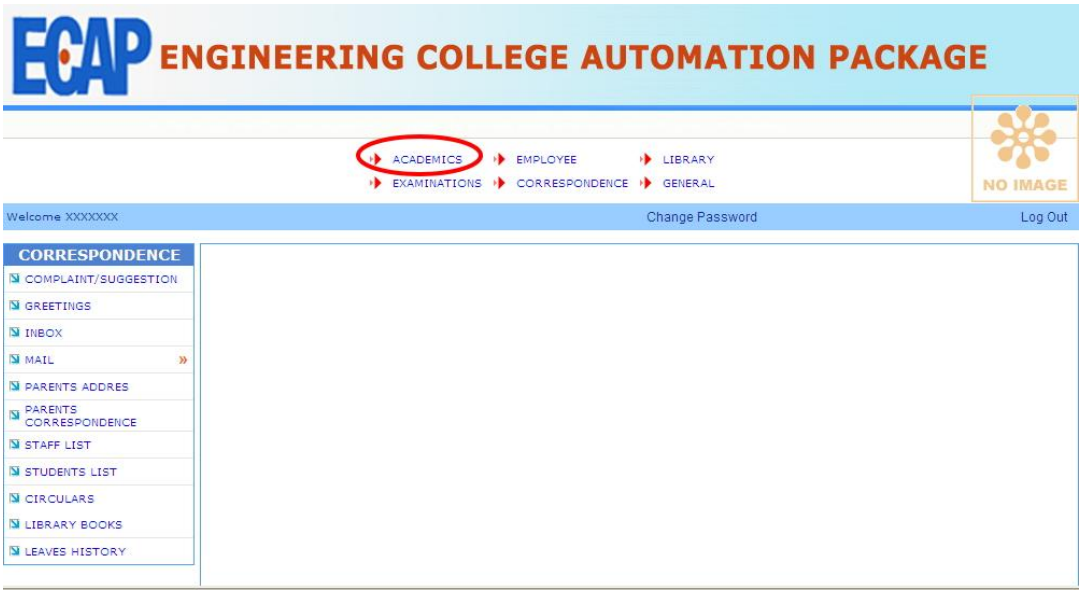


Question And Answers Of Academic Module Through HOD Logins

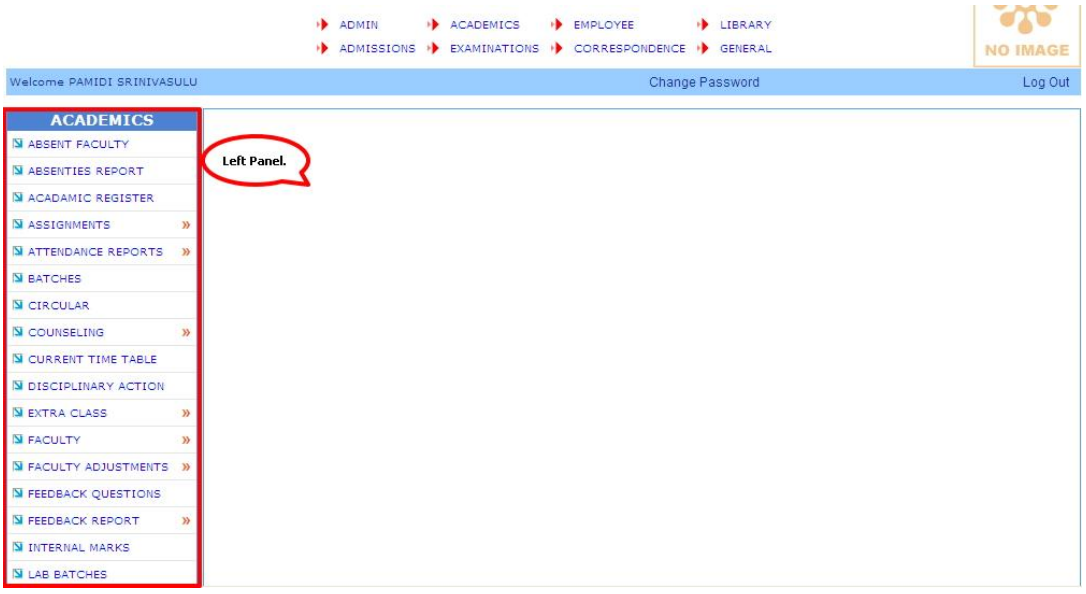
59) How Can I Edit And Delete Existing Feed Back Questions?

Ans:- Step 1:-Please Login In To "ECAP" By Using Your Username And Password.

Step 2:- Please Click On "Academics" Module As Shown In Below.



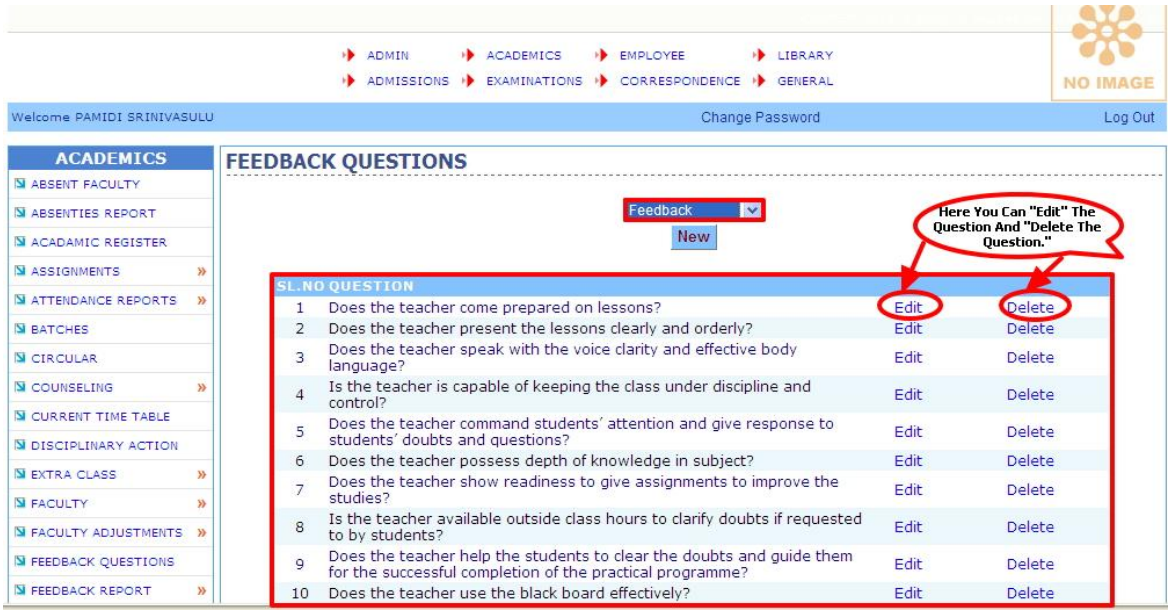
Step 3:- After Click On "Academics" Module You Will Find "Left Panel" As Shown In Below.



Question And Answers Of Academic Module Through HOD Logins

Step4:- Please Find "Feedback Questions" Option Which Is Available In Left Panel As Shown In Below.

Step5:-After Click On "Feedback Questions" Option As Shown In Above Screen, Then You Will Find Feedback Question List In That You Will Find "Edit" And "Delete" Two Options As Shown In Below.

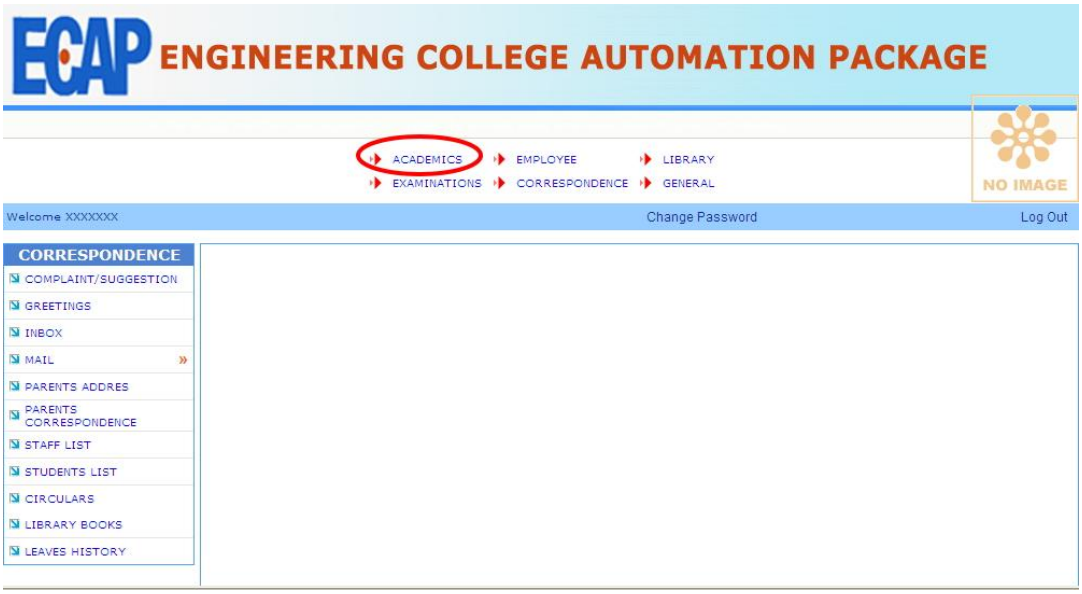


Question And Answers Of Academic Module Through HOD Logins

60) How Can I Check Student List Report Who All Are Posted And Not Posted Feed Back ?

Ans:- :- Step 1:-Please Login In To "ECAP" By Using Your Username And Password.

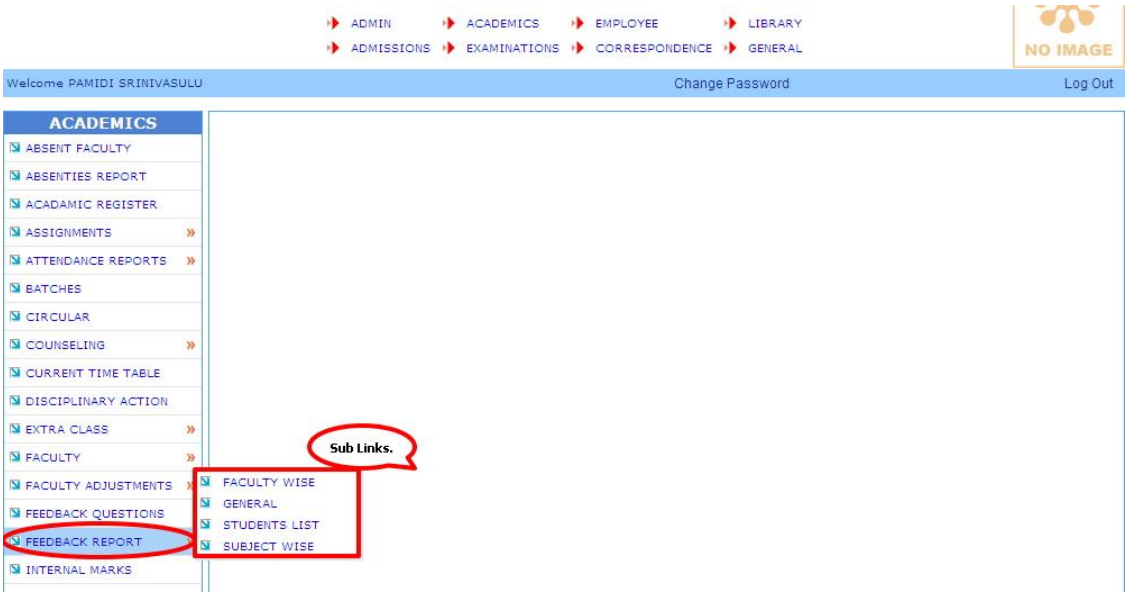
Step 2:- Please Click On "Academics" Module As Shown In Below.



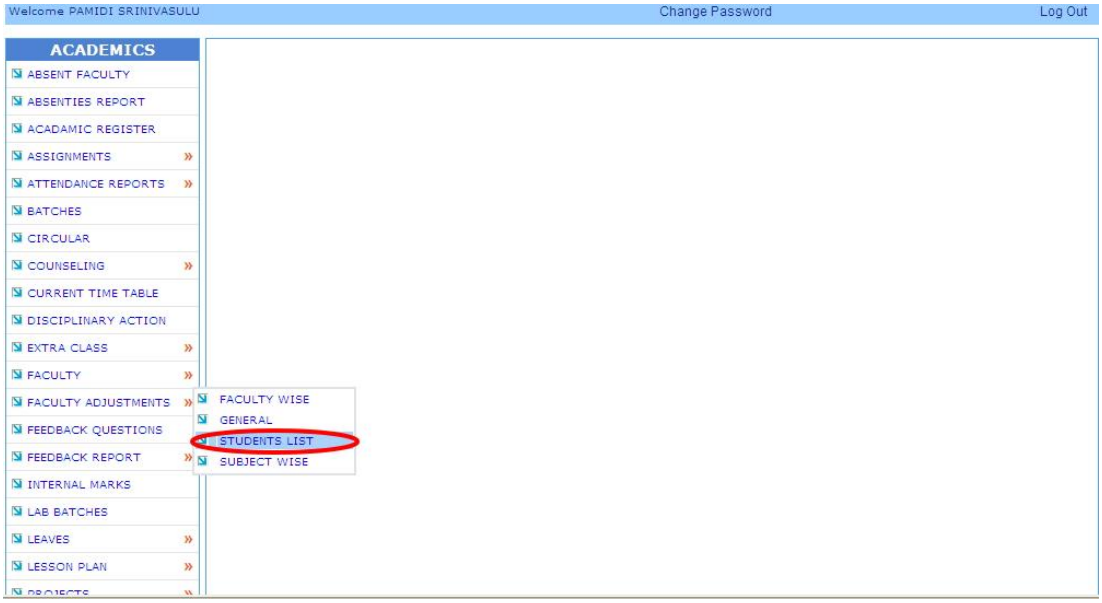
Step 3:- After Click On "Academics" Module You Will Find "Left Panel" As Shown In Below.

Question And Answers Of Academic Module Through HOD Logins

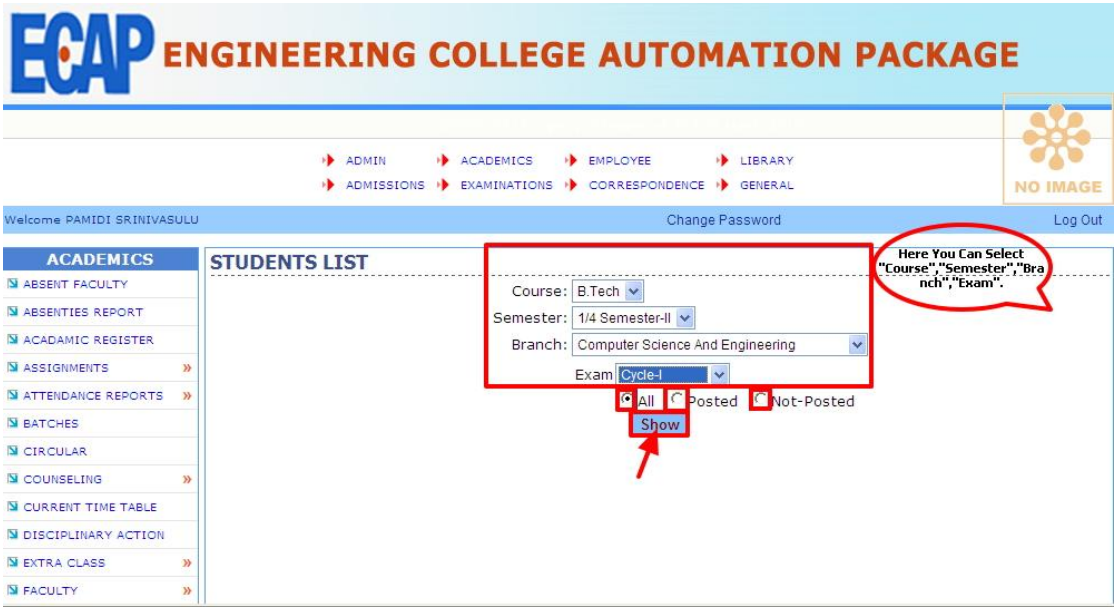
Step4:- Please Place Your Mouse Pointer on "Feedback Report" Link Which is Available In Left Menu, Then You Will Find "Sub Links" Menu As Shown In Below.



Step5:-Please Find "Student List" Option Which Is Available In Sub Links Menu As Shown In Below.



Step6:-After Click On "Students List" As Shown In Above Screen, Then You Will Select "Course", "Semester", "Branch", "Exam" Then After You Will Find Radio Buttons You Can Select By "ALL", "Posted", "Not-Posted" And Then Click On "Show" Button As Shown In Below.

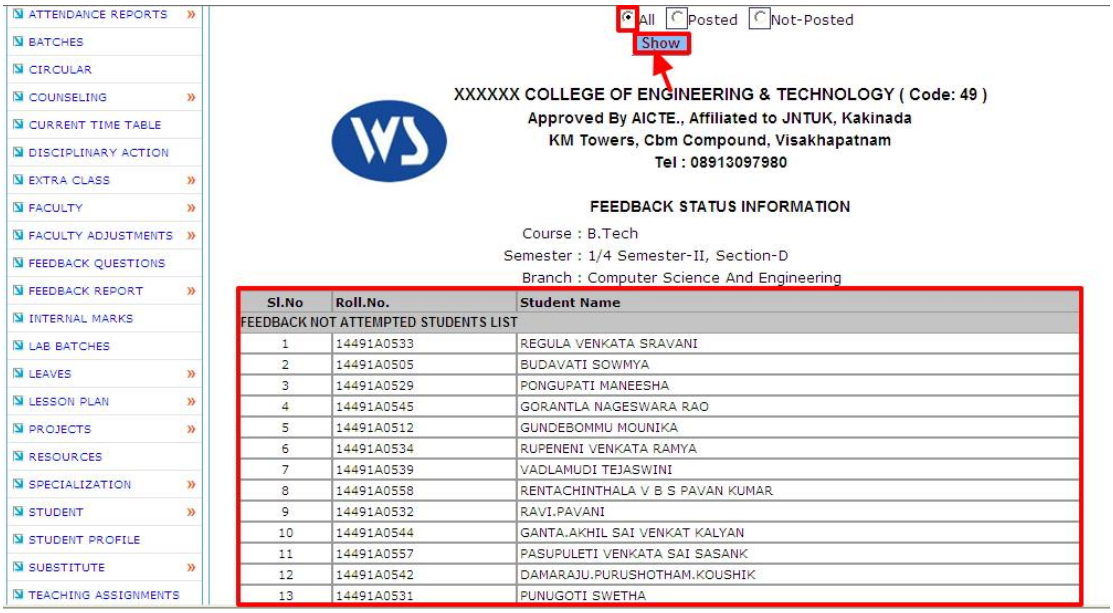


Step7:-After Select On "ALL" Option As Shown In Above Screen, Then You Will Find Total Feedback Status Information As Shown In Below.

Posted:-If You Want To Select "Posted" Option Then You Will Find Who Ever Posted Feedback Status Information Same As Like "ALL" Option As Shown In Below.

Not-Posted:-If You Want To Select "Not-Posted" Option Then You Will Find Who Ever Not Posted Feedback Status Information Same As Like "ALL" Option As Shown In Below.

Question And Answers Of Academic Module Through HOD Logins

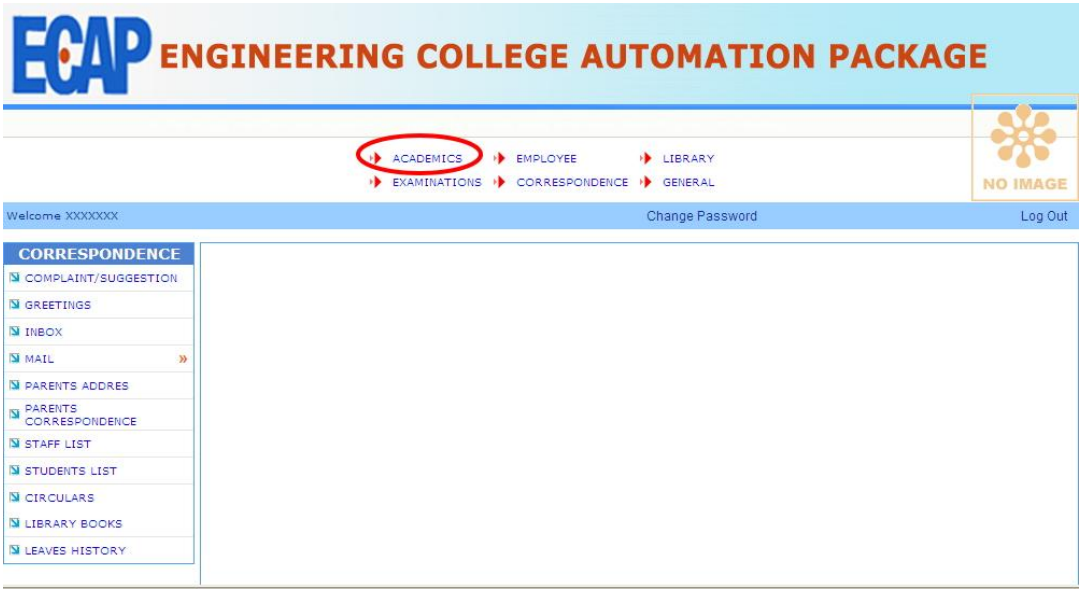


Sl.No	Roll.No.	Student Name
FEEDBACK NOT ATTEMPTED STUDENTS LIST		
1	14491A0533	REGULA VENKATA SRAVANI
2	14491A0505	BUDAVATI SOWMYA
3	14491A0529	PONGUPATI MANEESHA
4	14491A0545	GORANTLA NAGESWARA RAO
5	14491A0512	GUNDEBOMMU MOUNIKA
6	14491A0534	RUPENENI VENKATA RAMYA
7	14491A0539	VADLAMUDI TEJASWINI
8	14491A0558	RENTACHINTHALA V B S PAVAN KUMAR
9	14491A0532	RAVI.PAVANI
10	14491A0544	GANTA.AKHIL SAI VENKAT KALYAN
11	14491A0557	PASUPULETI VENKATA SAI SASANK
12	14491A0542	DAMARAJU.PURUSHOTHAM.KOUSHIK
13	14491A0531	PUNUGOTI SWETHA

61) How Can I Check Feedback Report Of Faculties Which Is Submitted By Students?

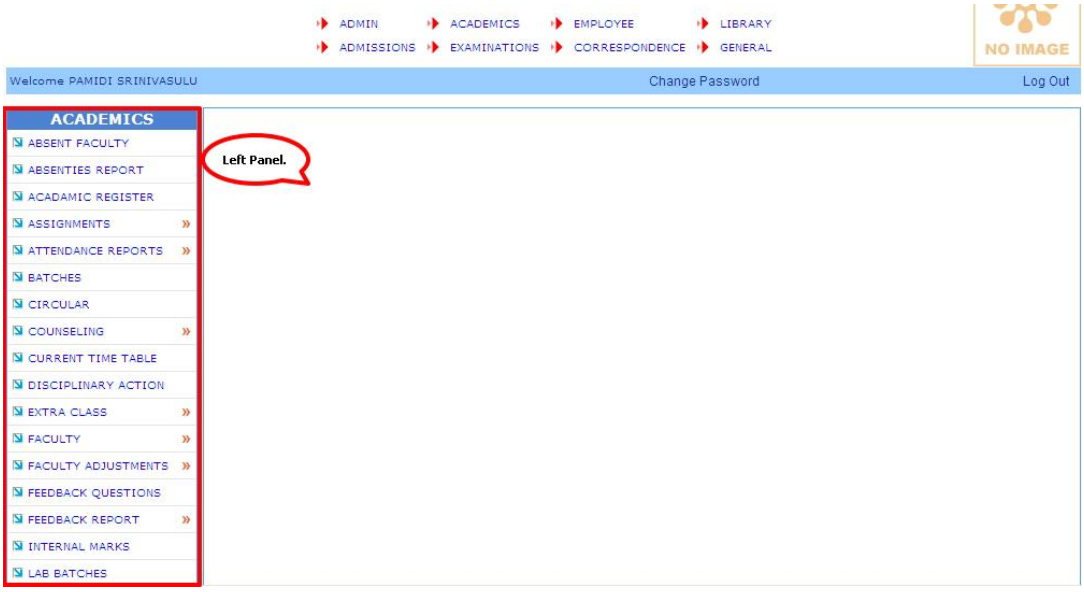
Ans:- Step 1:- Please Login In to "ECAP" By using Your Username and Password.

Step 2:- Please Click On "Academics" Module As Shown in Below.

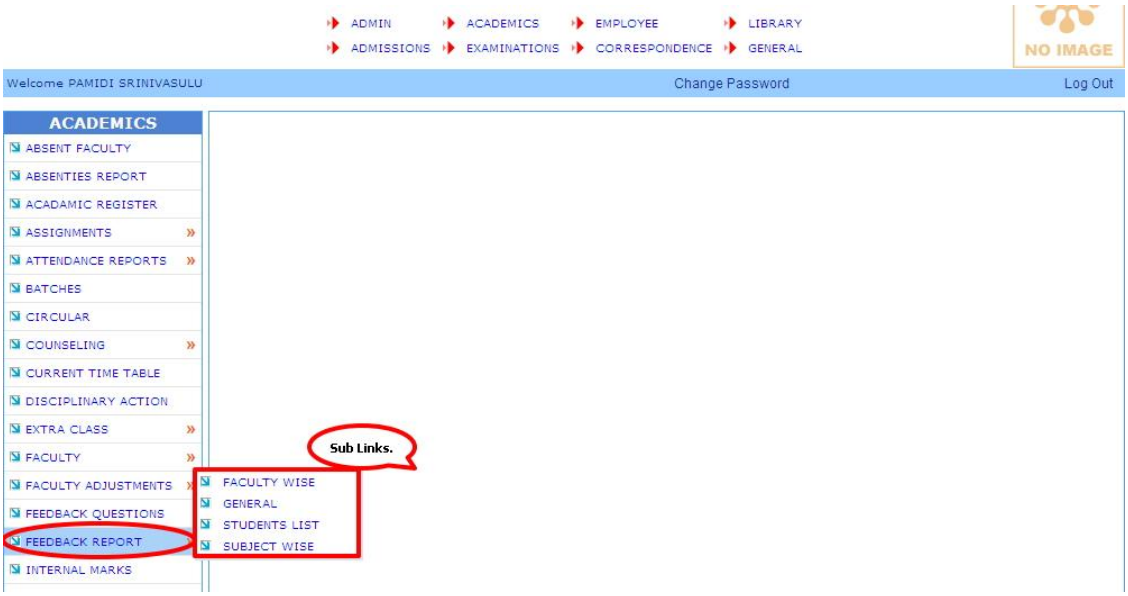


Question And Answers Of Academic Module Through HOD Logins

Step 3:- After Click On "Academics" Module You Will Find "Left Panel" As Shown In Below.



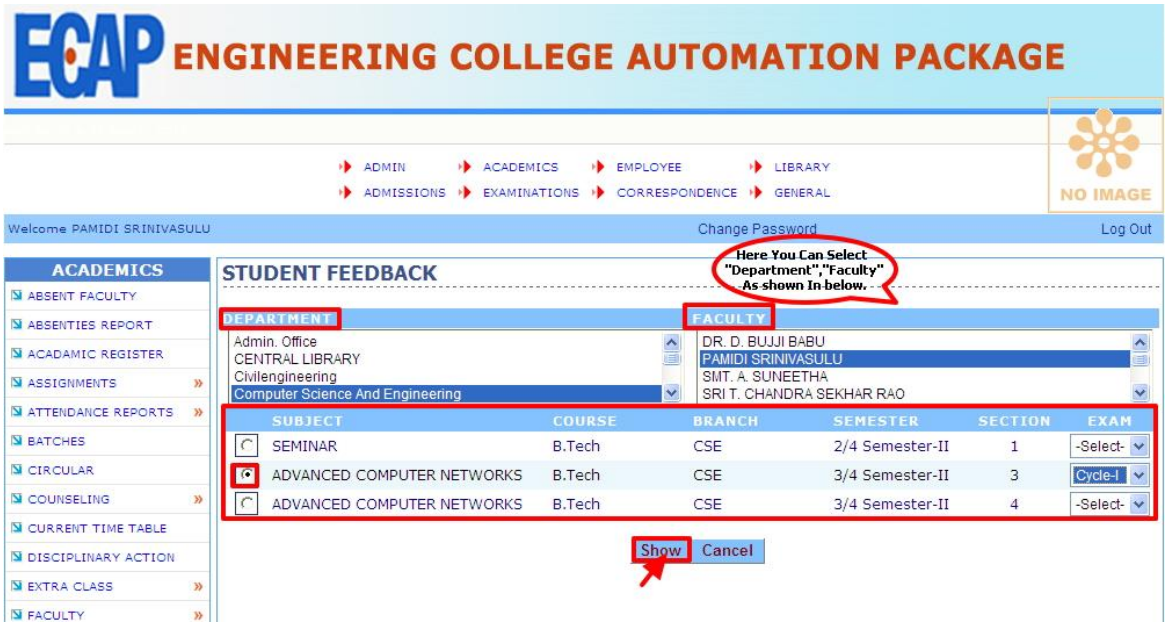
Step4:- Please Place Your Mouse Pointer on "Feedback Report" Link Which is Available In Left Menu, Then You Will Find "Sub Links" Menu As Shown In Below.



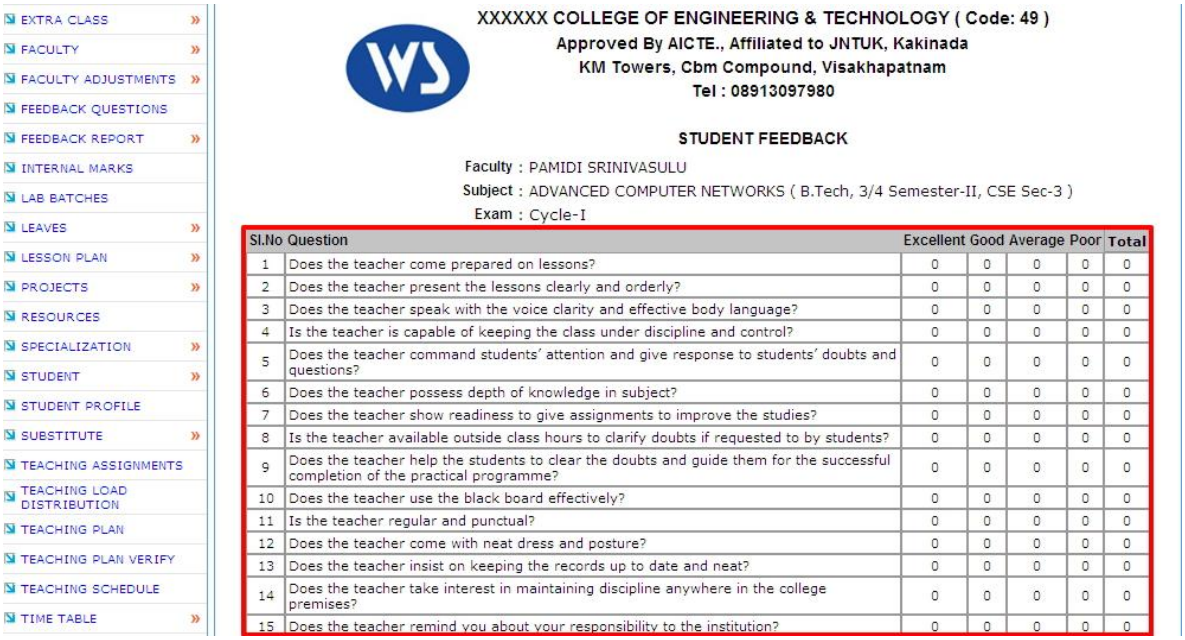
Question And Answers Of Academic Module Through HOD Logins

Step5:-Please Find "Faculty Wise" Option Which Is Available In Sub Links Menu As Shown In Below.

Step6:-After Click On "Faculty Wise" Option As Shown In Above Screen, Then You Will Select "Department" And Then After Select "Faculty" After That You Will Select Radio Button Option And Select "Exam" Then Click On "Show" Button As Shown In Below.



Step7:-After Click On "Show" Button As shown In Above Screen, Then You Will Find "Student Feedback" Report As Shown In Below.

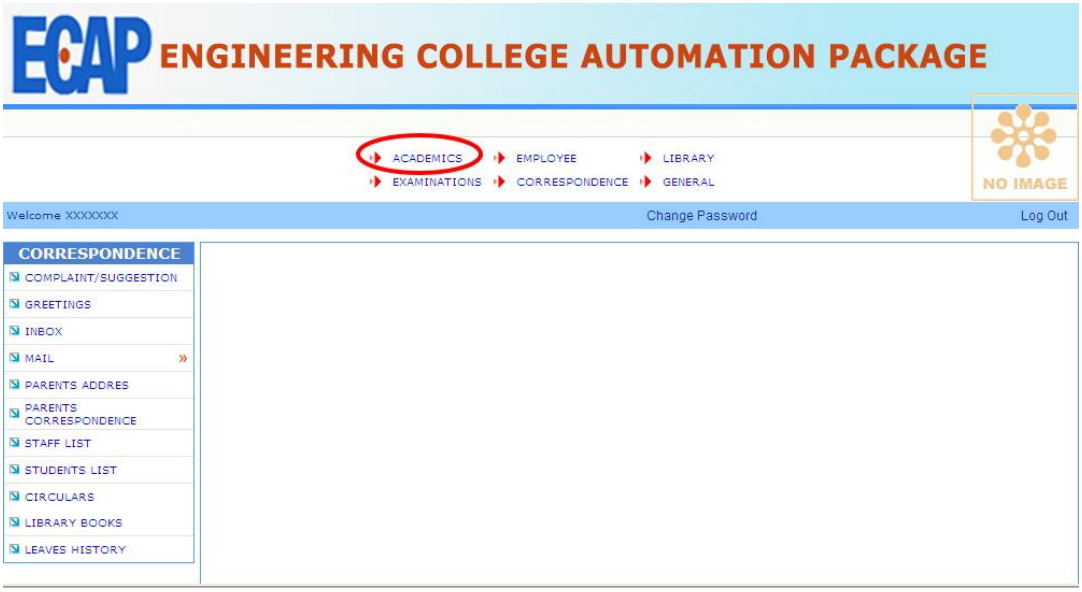


Sl.No	Question	Excellent	Good	Average	Poor	Total
1	Does the teacher come prepared on lessons?	0	0	0	0	0
2	Does the teacher present the lessons clearly and orderly?	0	0	0	0	0
3	Does the teacher speak with the voice clarity and effective body language?	0	0	0	0	0
4	Is the teacher is capable of keeping the class under discipline and control?	0	0	0	0	0
5	Does the teacher command students' attention and give response to students' doubts and questions?	0	0	0	0	0
6	Does the teacher possess depth of knowledge in subject?	0	0	0	0	0
7	Does the teacher show readiness to give assignments to improve the studies?	0	0	0	0	0
8	Is the teacher available outside class hours to clarify doubts if requested to by students?	0	0	0	0	0
9	Does the teacher help the students to clear the doubts and guide them for the successful completion of the practical programme?	0	0	0	0	0
10	Does the teacher use the black board effectively?	0	0	0	0	0
11	Is the teacher regular and punctual?	0	0	0	0	0
12	Does the teacher come with neat dress and posture?	0	0	0	0	0
13	Does the teacher insist on keeping the records up to date and neat?	0	0	0	0	0
14	Does the teacher take interest in maintaining discipline anywhere in the college premises?	0	0	0	0	0
15	Does the teacher remind you about your responsibility to the institution?	0	0	0	0	0

62) How Can I Check Feedback Report Of Subjects Which Is Submitted By Students?

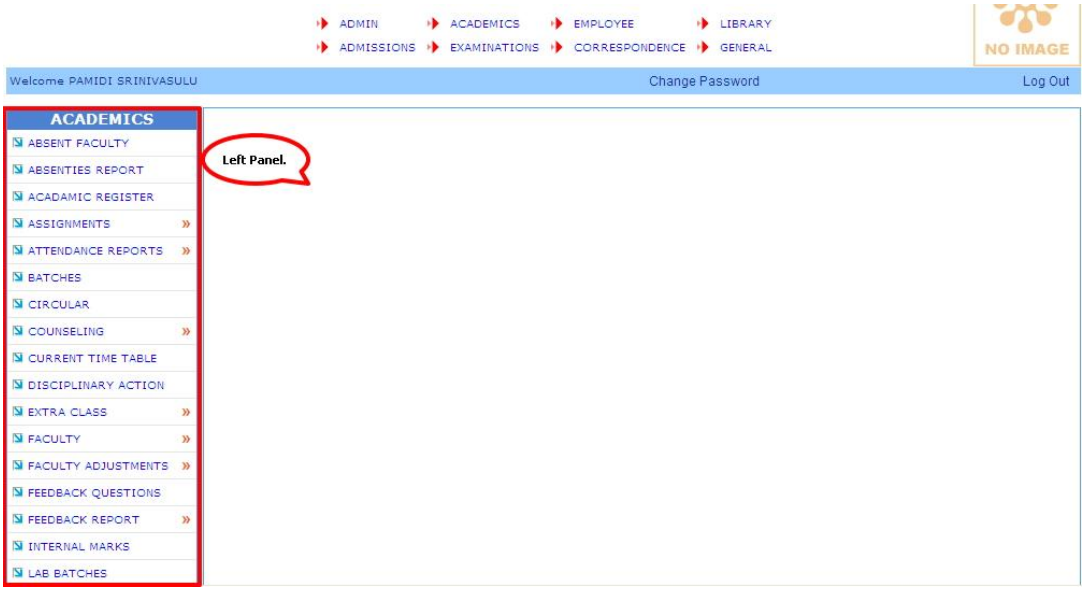
Ans:- Step 1:- Please Login In to "ECAP" By using Your Username and Password.

Step 2:- Please Click On "Academics" Module As Shown in Below.

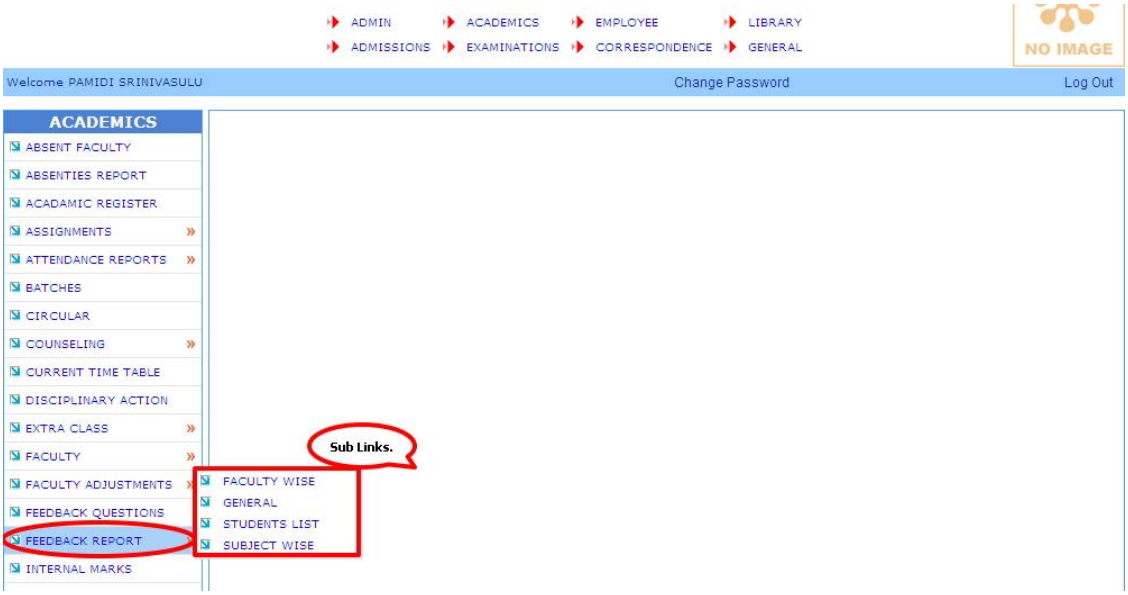


Question And Answers Of Academic Module Through HOD Logins

Step 3:- After Click On "Academics" Module You Will Find "Left Panel" As Shown In Below.



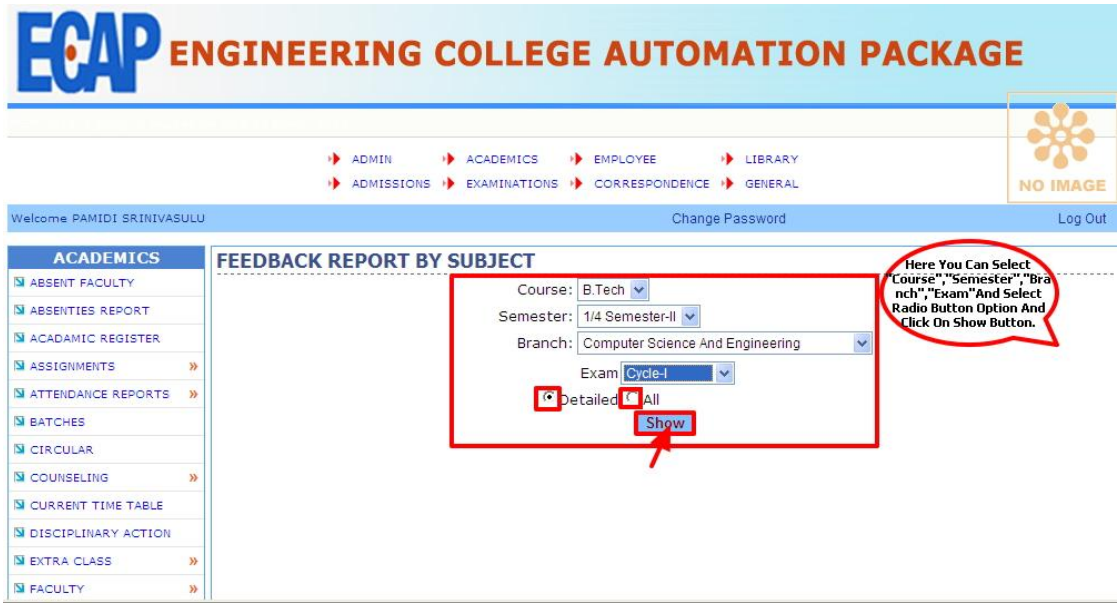
Step4:- Please Place Your Mouse Pointer on "Feedback Report" Link Which Is Available In Left Menu, Then You Will Find "Sub Links" Menu As Shown In Below.



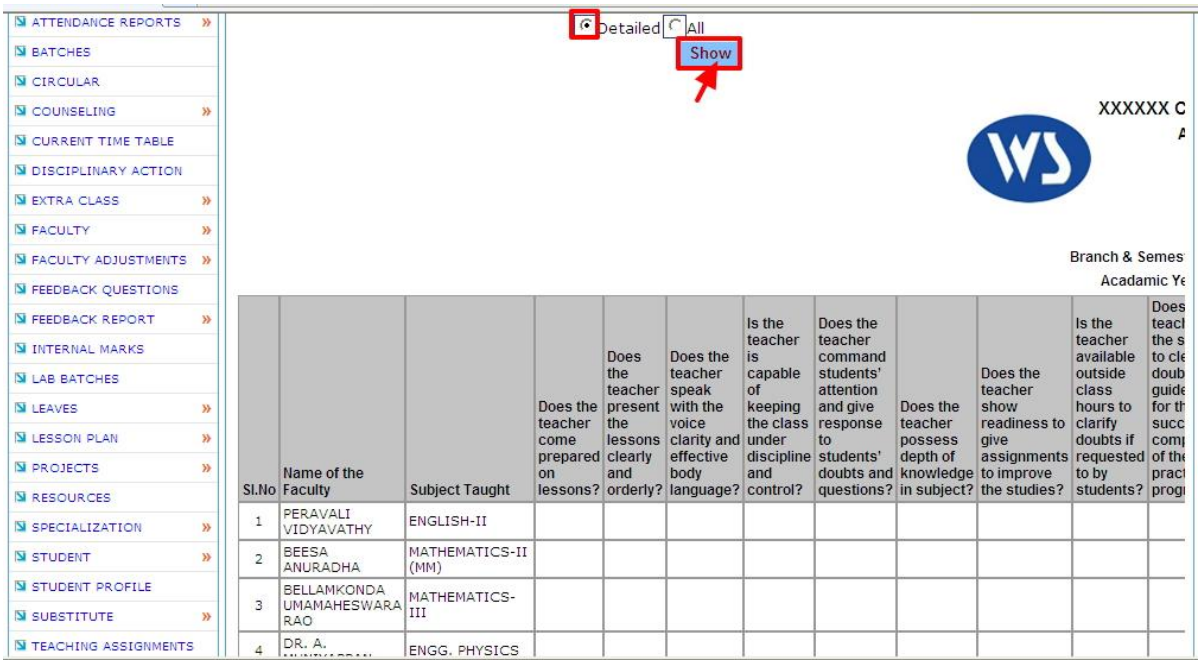
Question And Answers Of Academic Module Through HOD Logins

Step5:-Please Find "Subject Wise" Option Which Is Available In Sub Links Menu As Shown In Below.

Step6:-After Click On "Subject Wise" Option As Shown In Above Screen, Then You Will Select "Course", "Semester", "Branch", "Exam" As Shown In Below.

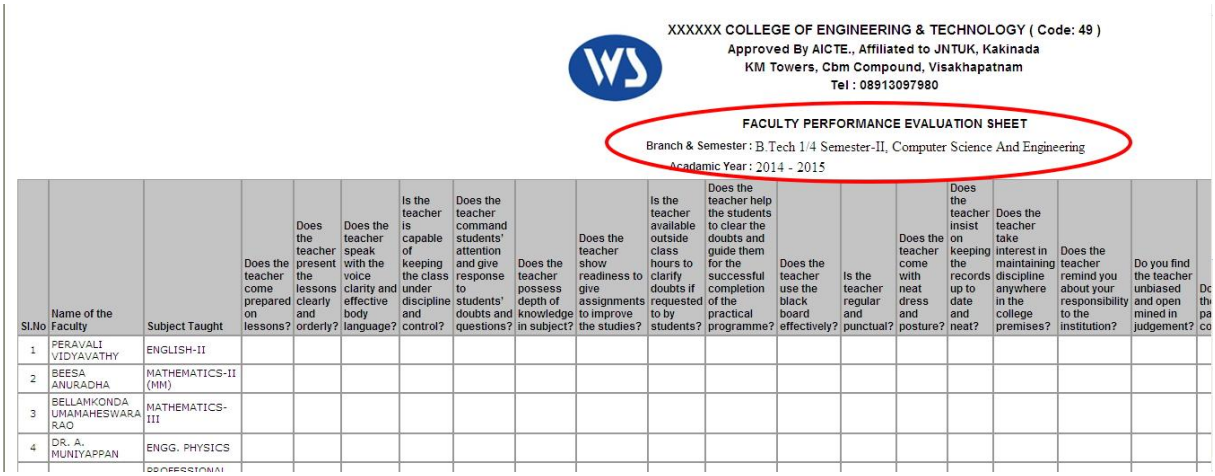


Step7:-After Selecting All Those As Shown In Above Screen, Then After You Will Select "Detailed" Option By Using Radio Button, Then Click On "Show" Button You Will Find Faculty Performance Evaluation Sheet As Shown In Below.



Sl.No	Name of the Faculty	Subject Taught	Does the teacher come prepared on lessons?	Does the teacher present the lessons clearly and orderly?	Does the teacher speak with the voice clarity and effective body language?	Is the teacher is capable of keeping the class under discipline and control?	Does the teacher command students' attention and give response to students' doubts and questions?	Does the teacher possess depth of knowledge in subject?	Does the teacher show readiness to give assignments to improve the studies?	Is the teacher available outside class hours to clarify doubts if requested to by students?	Does teacl the s to cl doub guide for th succ comp of the pract progr
1	PERAVALI VIDYAVATHY	ENGLISH-II									
2	BEESA ANURADHA	MATHEMATICS-II (MM)									
3	BELLAMKONDA UMAMAHESWARA RAO	MATHEMATICS-III									
4	DR. A.	ENGG. PHYSICS									

Continuation……Screen….



XXXXXX COLLEGE OF ENGINEERING & TECHNOLOGY (Code: 49)
Approved By AICTE., Affiliated to JNTUK, Kakinada
KM Towers, Cbm Compound, Visakhapatnam
Tel : 08913097980

FACULTY PERFORMANCE EVALUATION SHEET
Branch & Semester : B.Tech 1/4 Semester-II, Computer Science And Engineering
Acadamic Year : 2014 - 2015

Sl.No	Name of the Faculty	Subject Taught	Does the teacher come prepared on lessons?	Does the teacher present the lessons clearly and orderly?	Does the teacher speak with the voice clarity and effective body language?	Is the teacher is capable of keeping the class under discipline and control?	Does the teacher command students' attention and give response to students' doubts and questions?	Does the teacher possess depth of knowledge in subject?	Does the teacher show readiness to give assignments to improve the studies?	Is the teacher available outside class hours to clarify doubts if requested to by students?	Does the teacher help the students to clear the doubts and guide them for the successful completion of the practical programme?	Does the teacher use the black board effectively?	Is the teacher regular and punctual?	Does the teacher come with neat dress and posture?	Does the teacher insist on keeping the records up to date and neat?	Does the teacher take interest in maintaining discipline anywhere in the college premises?	Does the teacher remind you about your responsibility to the institution?	Do you find the teacher unbiased and open mined in judgement?	Do th pa co
1	PERAVALI VIDYAVATHY	ENGLISH-II																	
2	BEESA ANURADHA	MATHEMATICS-II (MM)																	
3	BELLAMKONDA UMAMAHESWARA RAO	MATHEMATICS-III																	
4	DR. A. MUNIYAPPAN	ENGG. PHYSICS																	

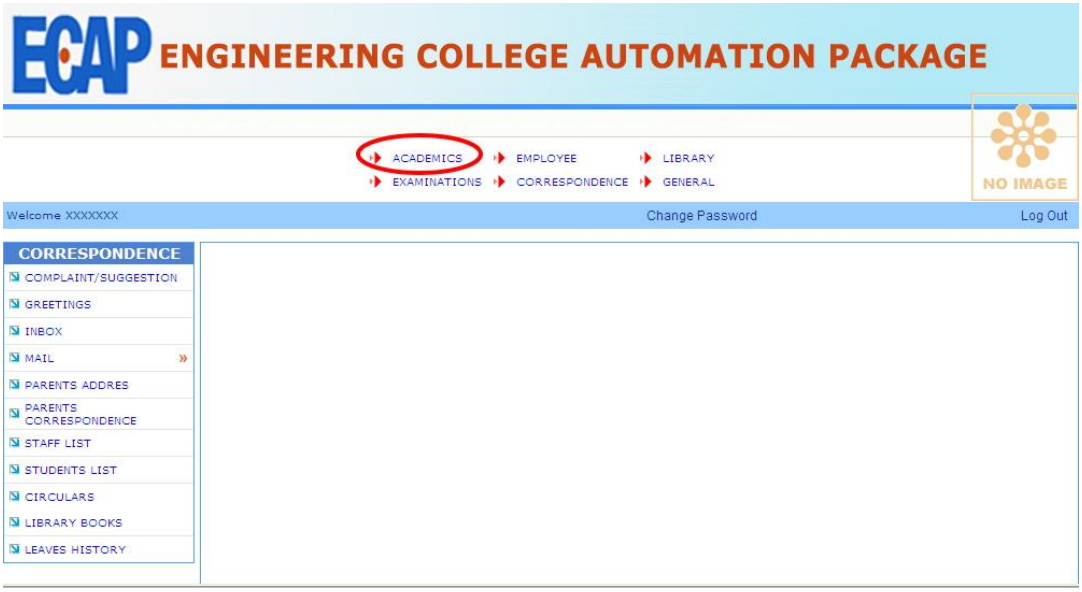
Step8:-Please Select "ALL" Option By Using Radio Button, And Then Click On "Show" Button You Will Find Feedback On Faculty By Students As Shown In Below.

Sl.No	Subject Name	Feedback	Faculty	Department
1	ENGLISH-II	0	PERAVALI VIDYAVATHY	Humanities And Sciences
2	MATHEMATICS-II (MM)	0	BEESA ANURADHA	Humanities And Sciences
3	MATHEMATICS-III	0	BELLAMKONDA UMAMAHESWARA RAO	Humanities And Sciences
4	ENGG. PHYSICS	0	DR. A. MUNIYAPPAN	Humanities And Sciences
5	PROFESSIONAL ETHICS & HUMAN VALUES	0	ABHISHEK KUMAR	Humanities And Sciences
6	ENGG. DRAWING	0	MULLURI HARITHA	Mechanical Engineering
7	ENGLISH-COMMUNICATION SKILLS LAB-II	0	PERAVALI VIDYAVATHY	Humanities And Sciences
8	ENGLISH-COMMUNICATION SKILLS LAB-II	0	SHAIK SHAAHEENA BEGUM	Humanities And Sciences
9	ENGINEERING PHYSICS LAB	0	DR. A. MUNIYAPPAN	Humanities And Sciences
10	ENGINEERING PHYSICS-VIRTUAL LABS-ASSIGNMENT	0	DR. A. MUNIYAPPAN	Humanities And Sciences
11	ENGINEERING WORKSHOP & IT WORKSHOP	0	BATTULA SARATHBABU	Mechanical Engineering
12	ENGINEERING WORKSHOP & IT WORKSHOP	0	TANNEERU SUNEETHA RANI	Computer Science And Engineering

63) How Can I Check General Feed Back Report?

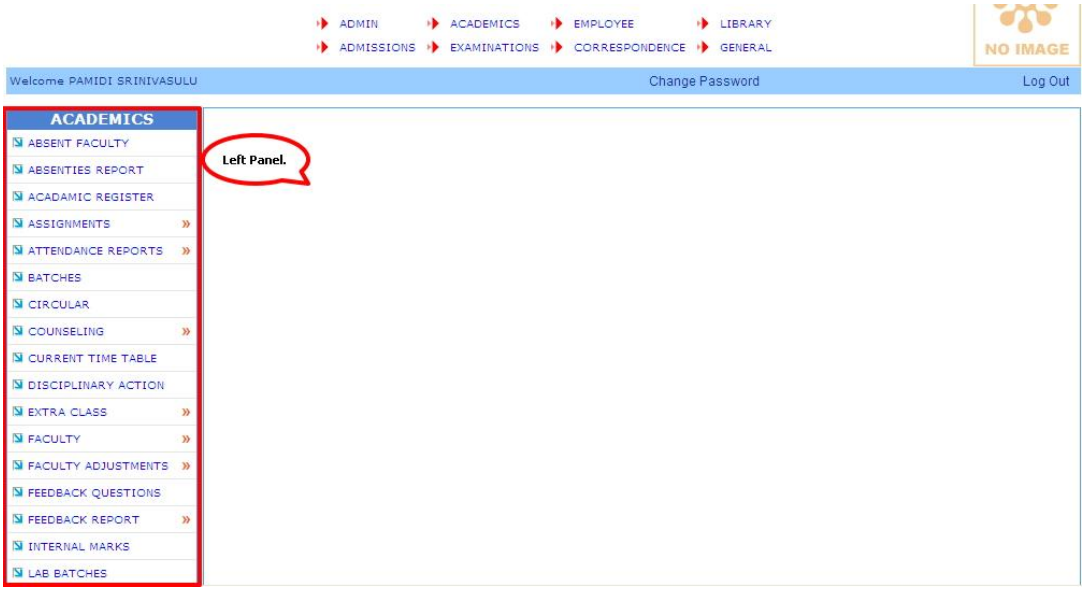
Ans:- Step 1:- Please Login In to "ECAP" By using Your Username and Password.

Step 2:- Please Click On "Academics" Module As Shown in Below.

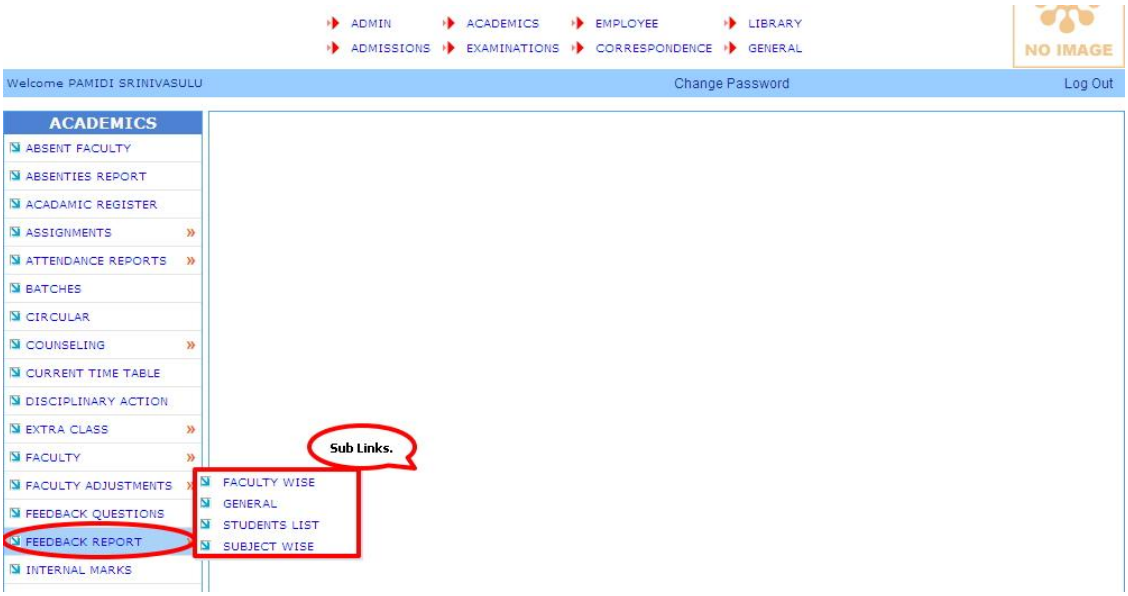


Question And Answers Of Academic Module Through HOD Logins

Step 3:- After Click On "Academics" Module You Will Find "Left Panel" As Shown In Below.



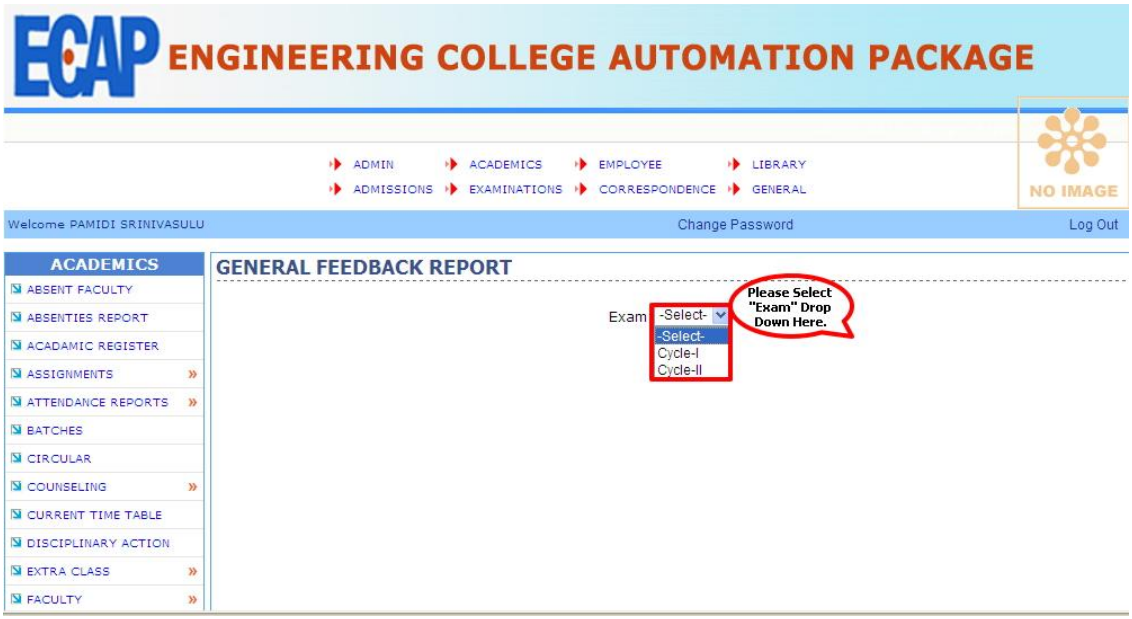
Step4:- Please Place Your Mouse Pointer on "Feedback Report" Link Which is Available In Left Menu, Then You Will Find "Sub Links" Menu As Shown In Below.



Question And Answers Of Academic Module Through HOD Logins

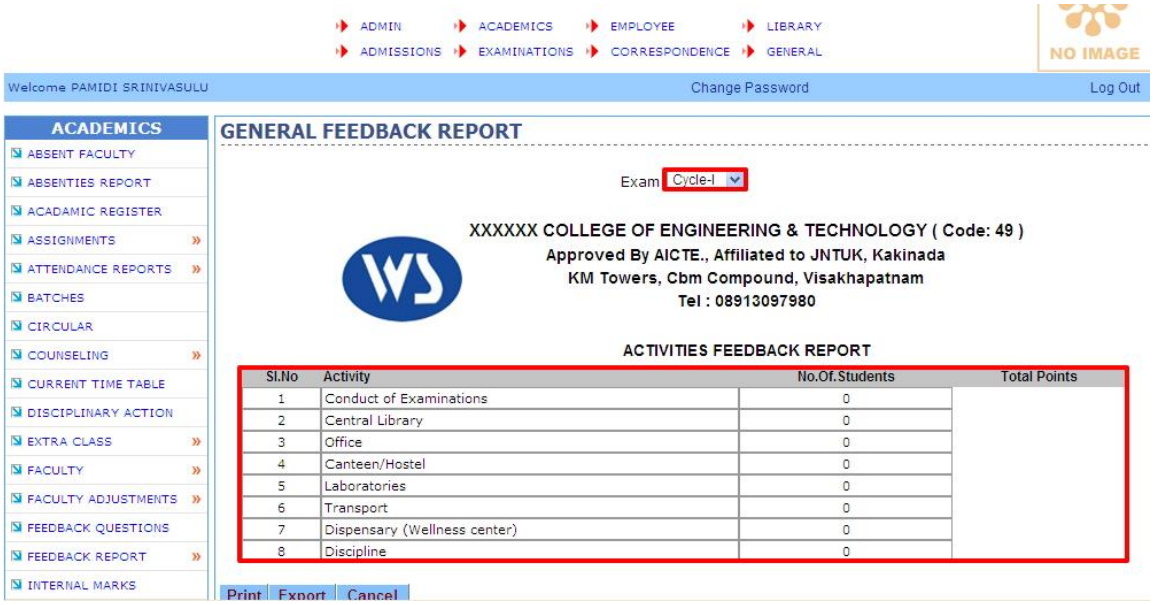
Step5:- Please Find "General" Option Which Is Available In Sub Links Menu As Shown In Below.

Step6:-After Click On "General" Link As Shown In Above Screen, Then You Will Find "Exam" Drop Down Please Select Exam As Shown In Below.



Question And Answers Of Academic Module Through HOD Logins

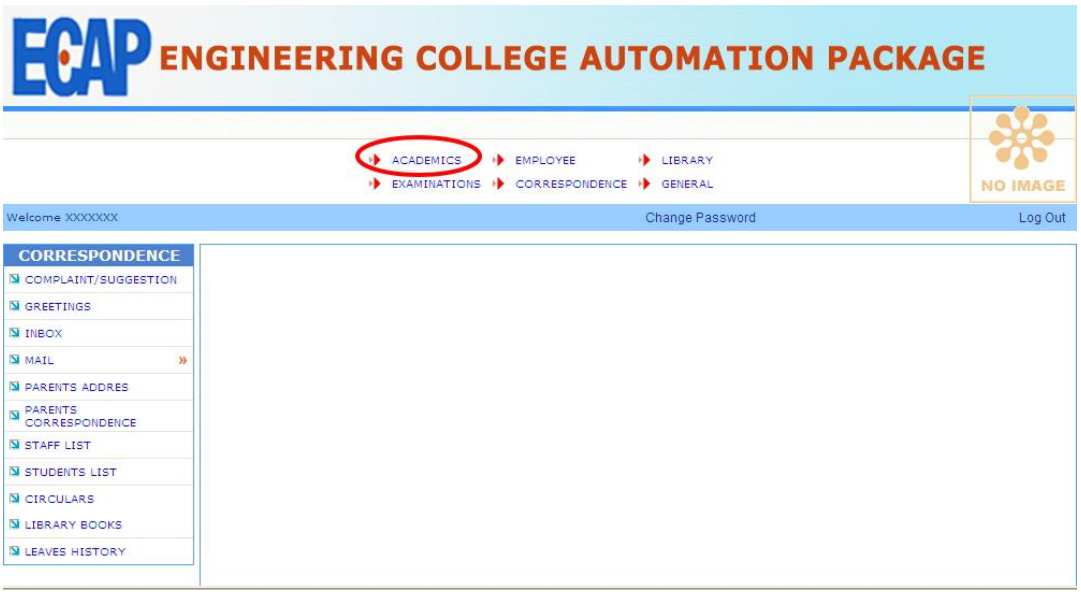
Step7:-Please Select "Exam" And You Will Find General Feedback Report As Shown In Below.



64) How Can I Upload Internal Exam Paper?

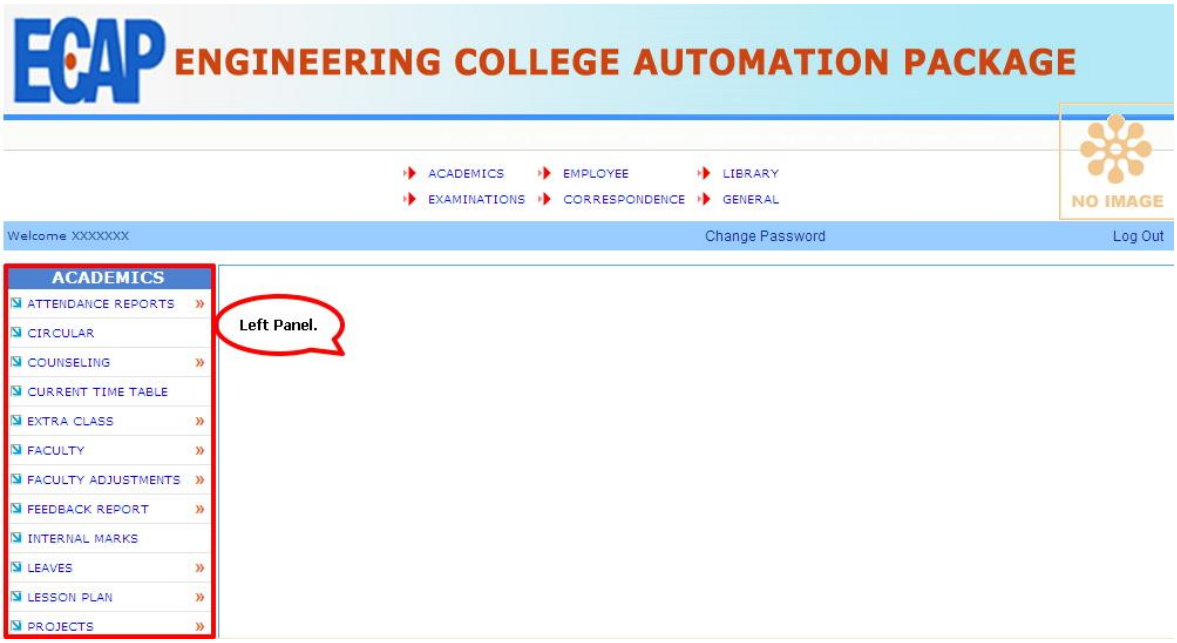
Ans:- Step 1:- Please Login In to "ECAP" By using Your Username and Password.

Step 2:- Please Click On "Academics" Module As Shown in Below.

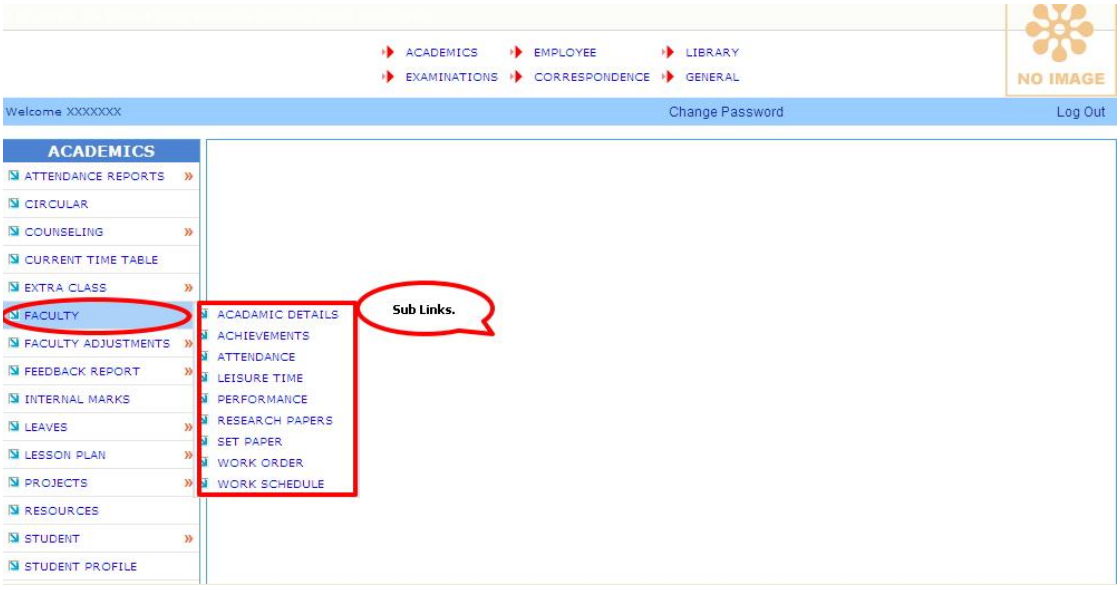


Question And Answers Of Academic Module Through HOD Logins

Step 3:- After Click on "Academics" Module You Will Find "Left Panel" As Shown In Below.

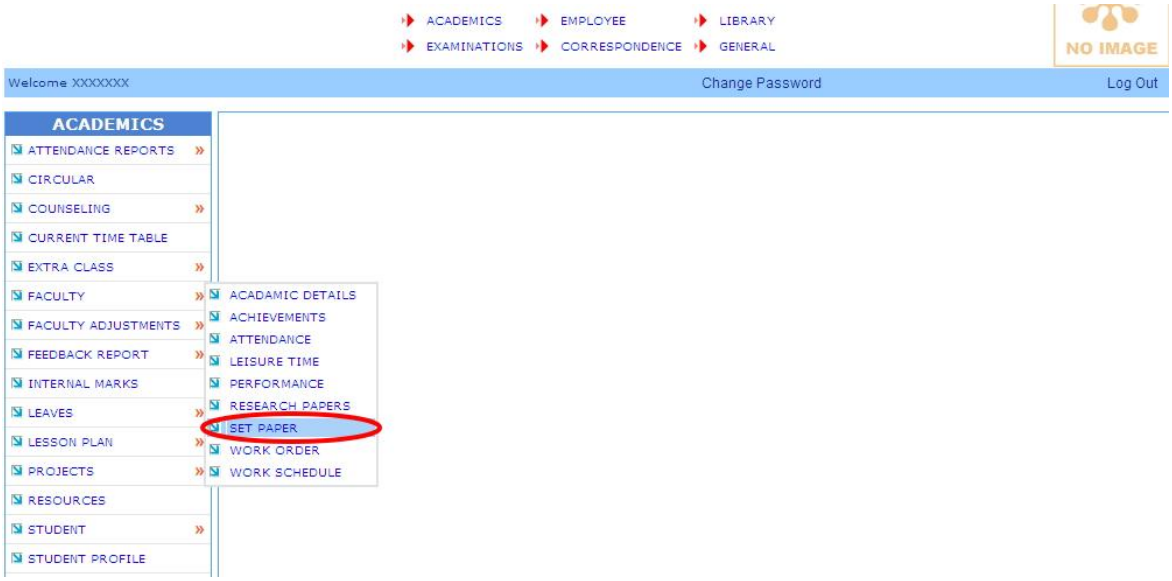


Step4:- Please Place Your Mouse Pointer on "Faculty" Link which is Available in Left Menu, Then You Will Find "Sub Links" Menu As Shown In Below.

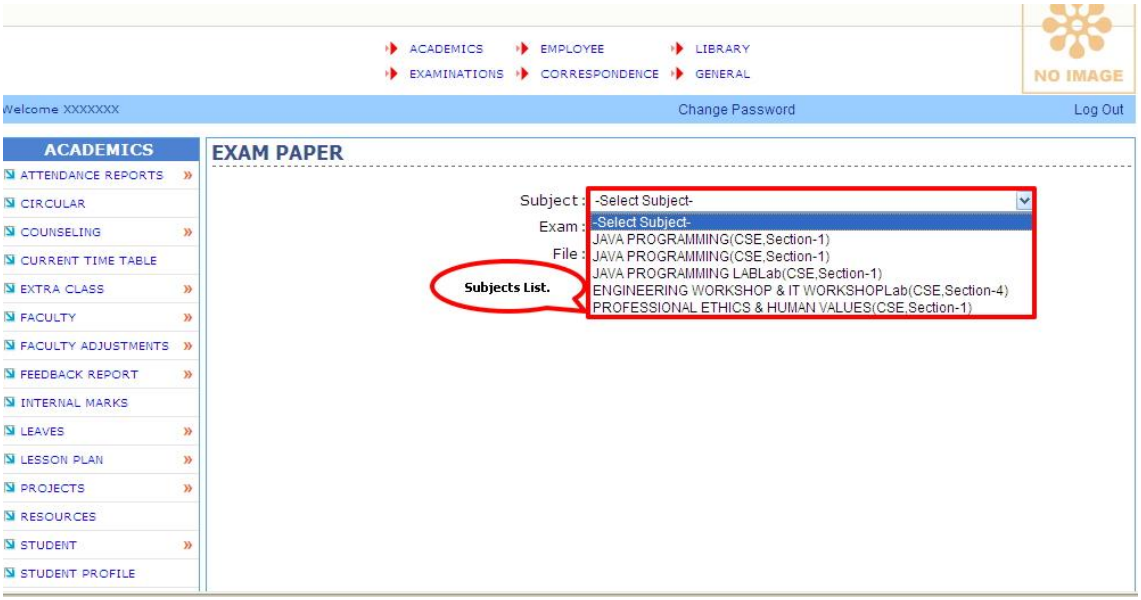


Question And Answers Of Academic Module Through HOD Logins

Step5:-Please Click On "Set Paper" Option In Sub Links Menu As Shown In Below.

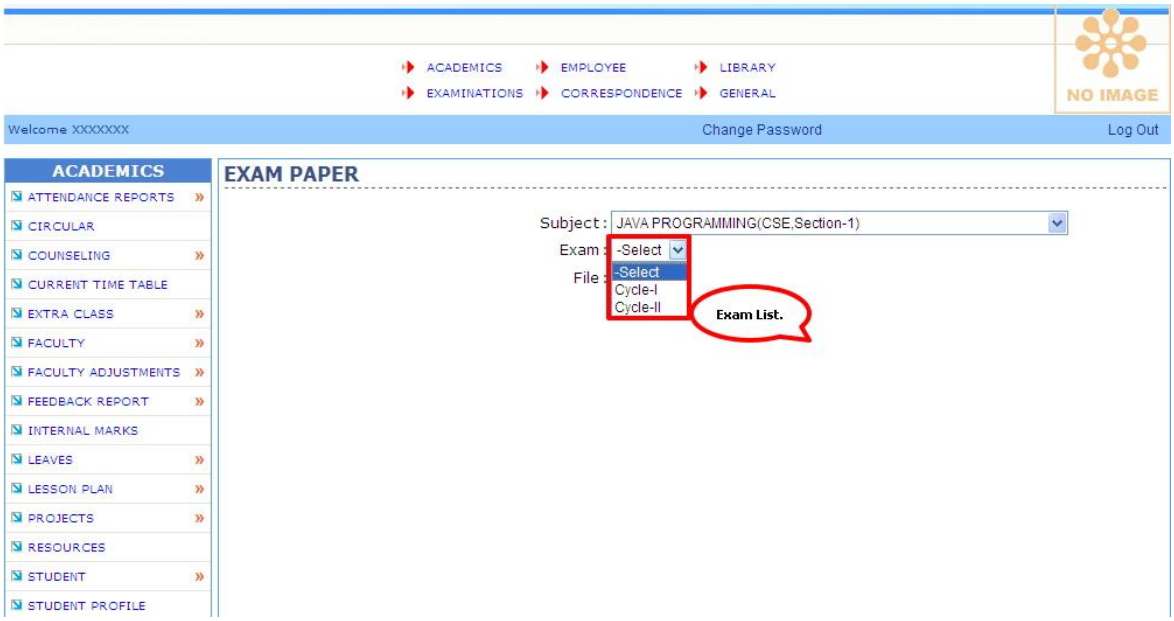


Step6:- After Click On "Set Paper" Option As Shown In Above Screen, Then You Find "Subject " Drop Down List As Shown In Below.

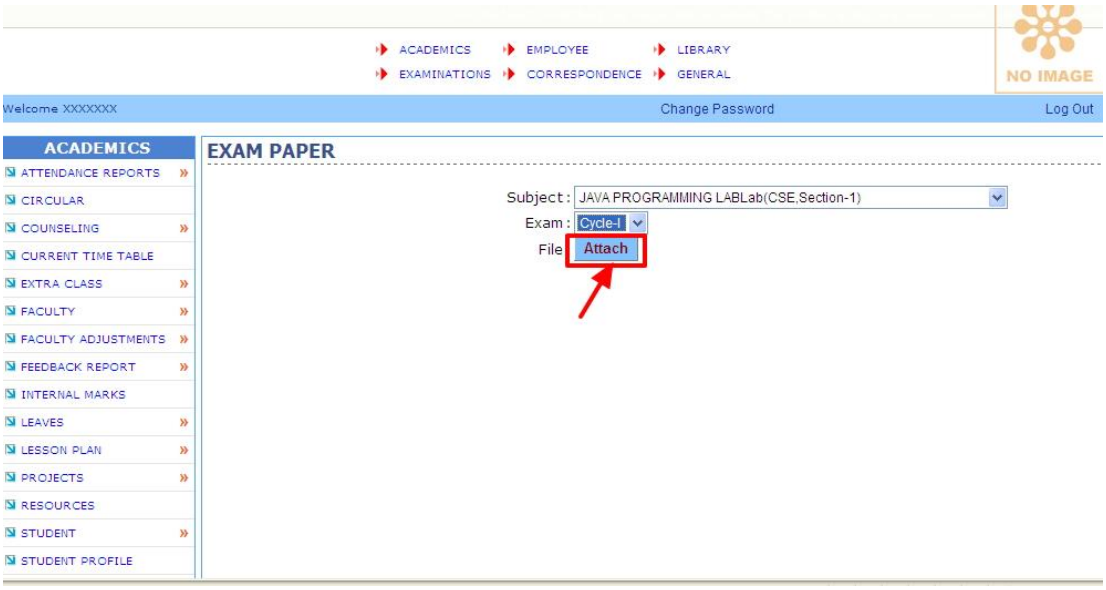


Question And Answers Of Academic Module Through HOD Logins

Step7:-Please Find "Exam" Drop Down List As Shown In Below.

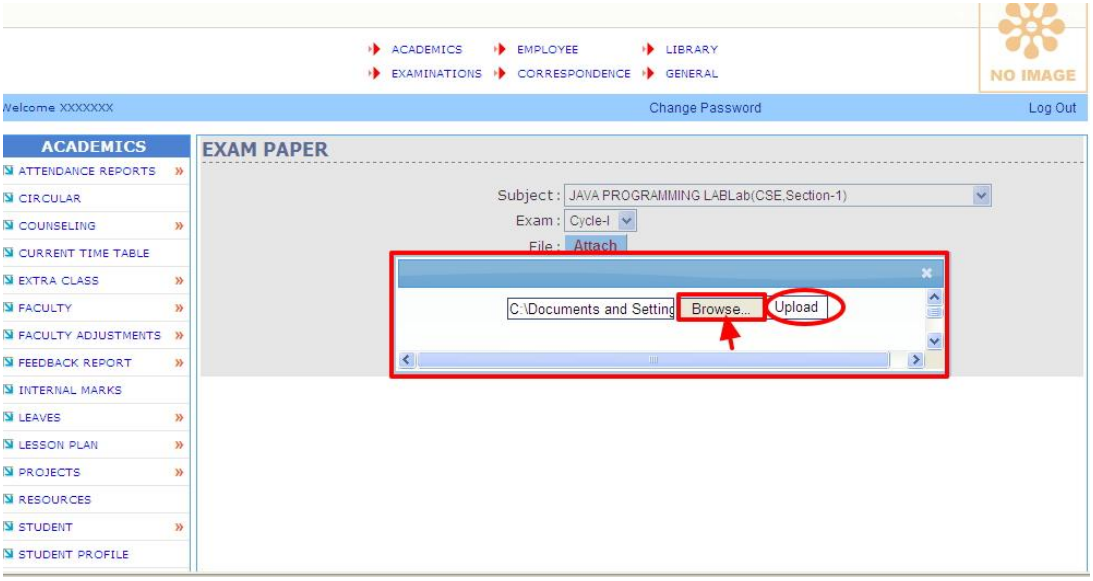


Step8:-Please Select Your "Subject" And "Exam" As Shown In Above Screen, Then You Will Find "Attach" Button As Shown In Below.

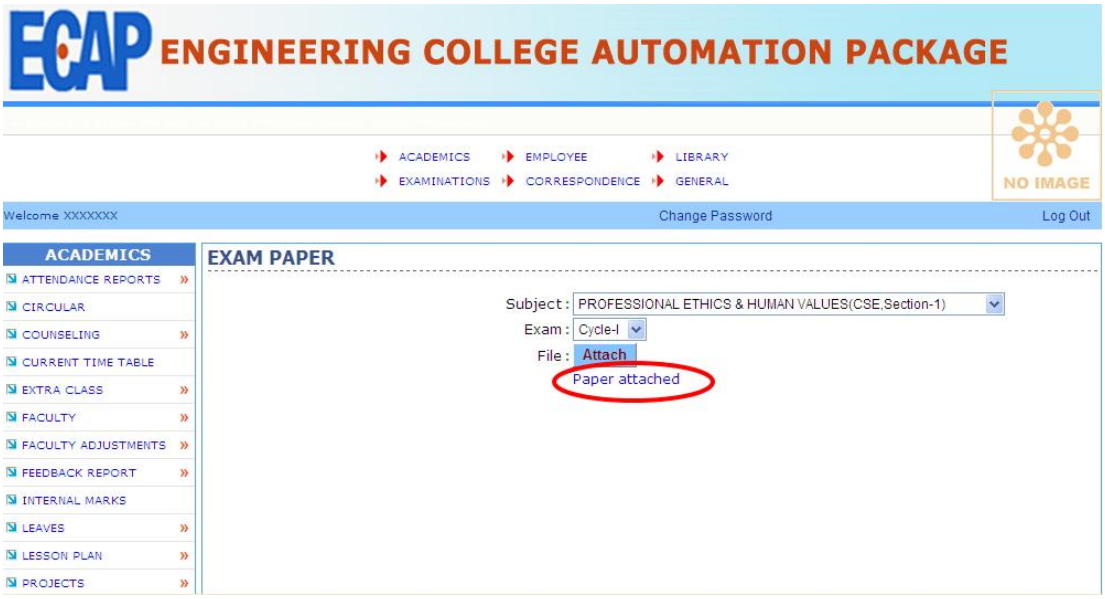


Question And Answers Of Academic Module Through HOD Logins

Step9:- After Click On Attached Button As Shown In Above Screen, Then You Will Find "Browse" And "Upload" Options As Shown In Below.



Step10:-After Uploaded File As Shown In Above Screen, Then You Will Find "Paper Attached" Option As Shown In Below.

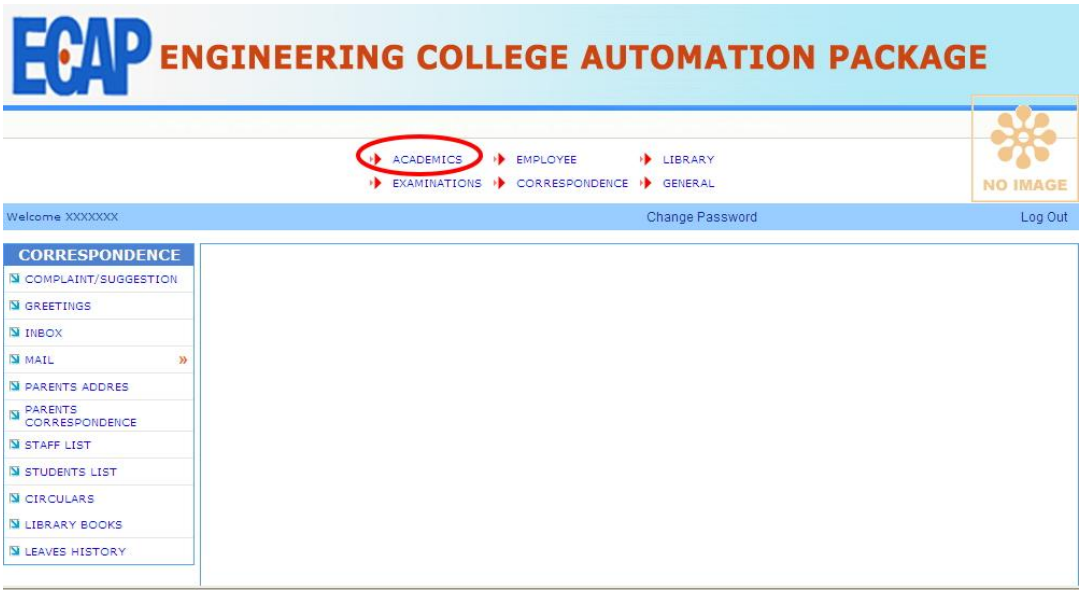


Question And Answers Of Academic Module Through HOD Logins

65) How Can I Check Monthly Wise Attendance Reports?

Ans: - Step 1:- Please Login In to "ECAP" By Using Your Username And Password.

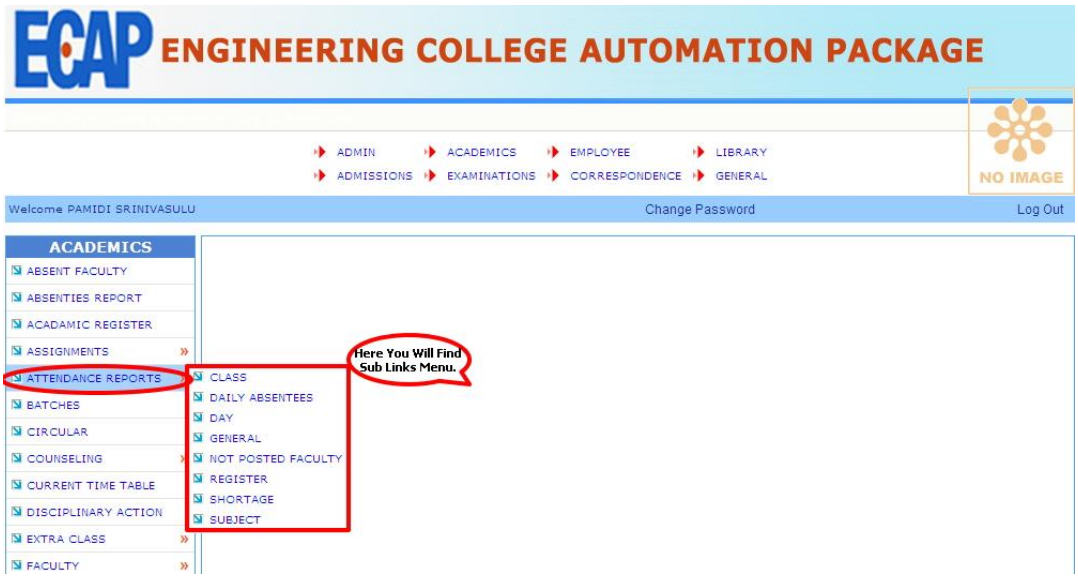
Step 2:- Please Click On "Academics" Module As Shown In Below.



Step 3:- After Click On "Academics" Module You Will Find "Left Panel" As Shown In Below.

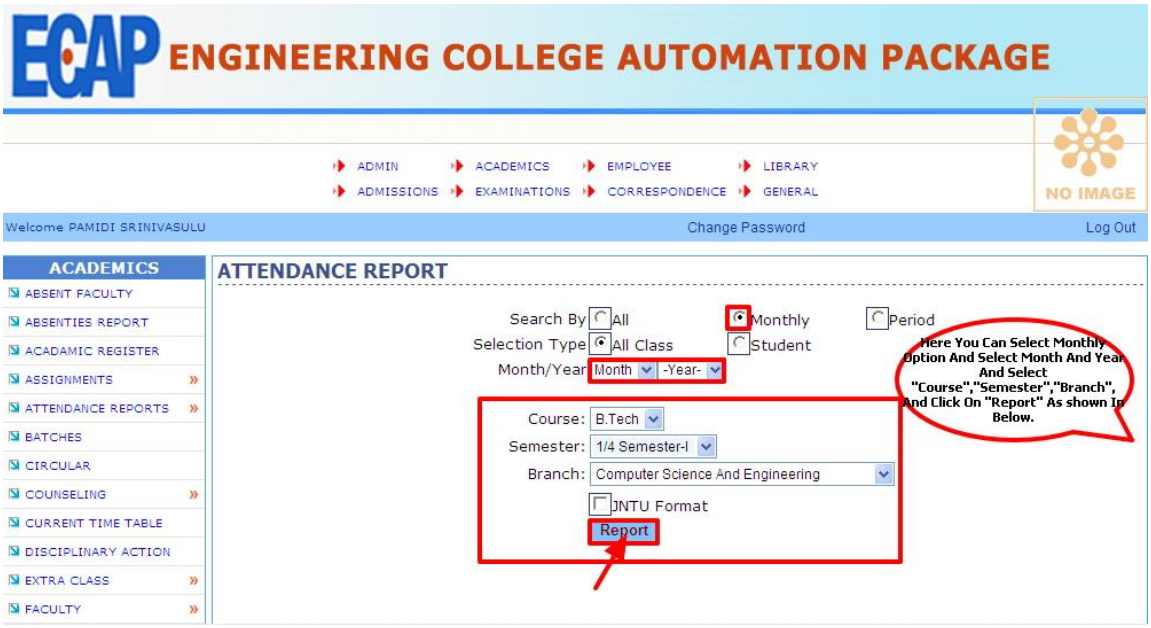
Question And Answers Of Academic Module Through HOD Logins

Step4:- Please Place Your Mouse Pointer On "Attendance Reports" Link Which Is Available In Left Menu, Then You Will Find "Sub Links" Menu As Shown In Below.

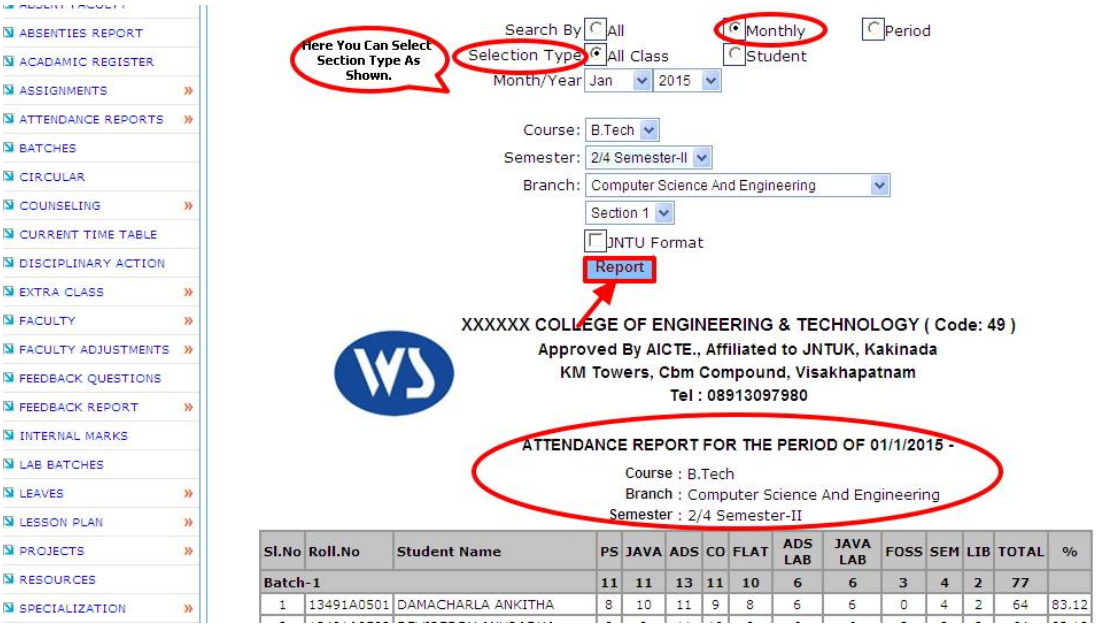


Step5:- Please Find "Class" Option Which Is Available In Sub Links Menu As Shown In Below.

Step6:-After Click On "Class" Link As Shown In Above Screen, Then You Will Find Attendance Report By "Monthly" You Can Select By Using Radio Button, After That You Will Select "Month/Year" Drop Down Box After That You Will Select "Course", "Semester", "Branch", And Then Click On "Report" As Shown In Below.

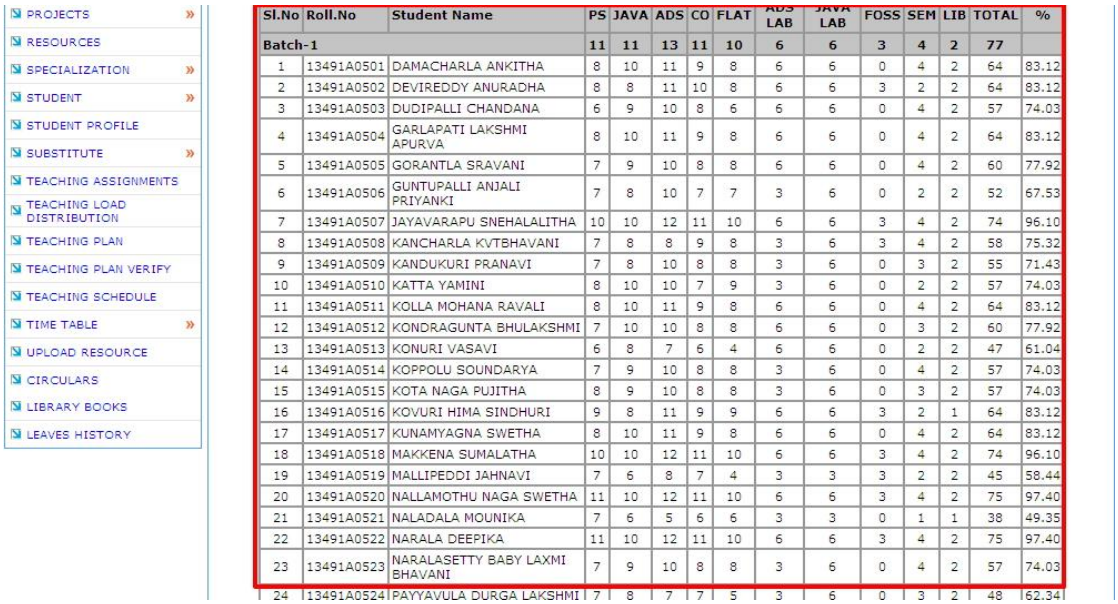


Step7:-Here You Will Find "Monthly" Report By Selecting "Selection Type" And As Shown In Below, And Also Select "Month/Year" And Etc…As Shown In Above Screen, Click On "Report" Button As Shown In Below.



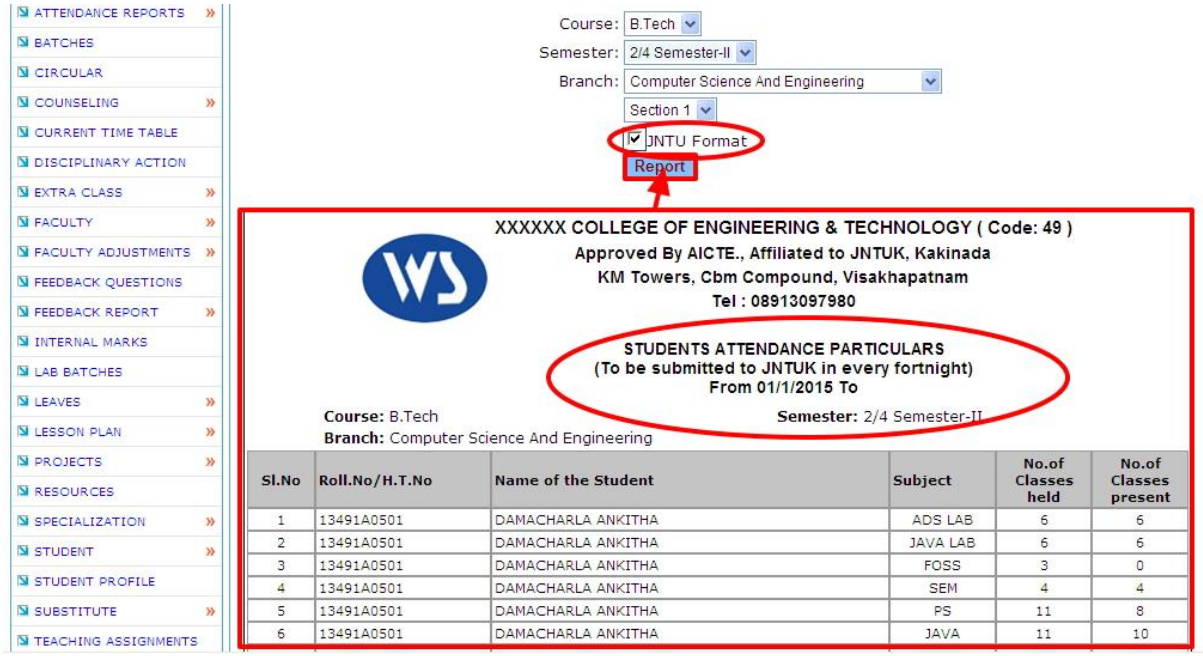
Sl.No	Roll.No	Student Name	PS	JAVA	ADS	CO	FLAT	ADS LAB	JAVA LAB	FOSS	SEM	LIB	TOTAL	%
Batch-1			11	11	13	11	10	6	6	3	4	2	77	
1	13491A0501	DAMACHARLA ANKITHA	8	10	11	9	8	6	6	0	4	2	64	83.12

Continuation….Screen….



Sl.No	Roll.No	Student Name	PS	JAVA	ADS	CO	FLAT	ADS LAB	JAVA LAB	FOSS	SEM	LIB	TOTAL	%
Batch-1			11	11	13	11	10	6	6	3	4	2	77	
1	13491A0501	DAMACHARLA ANKITHA	8	10	11	9	8	6	6	0	4	2	64	83.12
2	13491A0502	DEVIREDDY ANURADHA	8	8	11	10	8	6	6	3	2	2	64	83.12
3	13491A0503	DUDIPALLI CHANDANA	6	9	10	8	6	6	6	0	4	2	57	74.03
4	13491A0504	GARLAPATI LAKSHMI APURVA	8	10	11	9	8	6	6	0	4	2	64	83.12
5	13491A0505	GORANTLA SRAVANI	7	9	10	8	8	6	6	0	4	2	60	77.92
6	13491A0506	GUNTUPALLI ANJALI PRIYANKI	7	8	10	7	7	3	6	0	2	2	52	67.53
7	13491A0507	JAYAVARAPU SNEHALALITHA	10	10	12	11	10	6	6	3	4	2	74	96.10
8	13491A0508	KANCHARLA KVTBHAVANI	7	8	8	9	8	3	6	3	4	2	58	75.32
9	13491A0509	KANDUKURI PRANAVI	7	8	10	8	8	3	6	0	3	2	55	71.43
10	13491A0510	KATTA YAMINI	8	10	10	7	9	3	6	0	2	2	57	74.03
11	13491A0511	KOLLA MOHANA RAVALI	8	10	11	9	8	6	6	0	4	2	64	83.12
12	13491A0512	KONDRAGUNTA BHULAKSHMI	7	10	10	8	8	6	6	0	3	2	60	77.92
13	13491A0513	KONURI VASAVI	6	8	7	6	4	6	6	0	2	2	47	61.04
14	13491A0514	KOPPOLU SOUNDARYA	7	9	10	8	8	3	6	0	4	2	57	74.03
15	13491A0515	KOTA NAGA PUJITHA	8	9	10	8	8	3	6	0	3	2	57	74.03
16	13491A0516	KOVURI HIMA SINDHURI	9	8	11	9	9	6	6	3	2	1	64	83.12
17	13491A0517	KUNAMYAGNA SWETHA	8	10	11	9	8	6	6	0	4	2	64	83.12
18	13491A0518	MAKKENA SUMALATHA	10	10	12	11	10	6	6	3	4	2	74	96.10
19	13491A0519	MALLIPEDDI JAHNAVI	7	6	8	7	4	3	3	3	2	2	45	58.44
20	13491A0520	NALLAMOTHU NAGA SWETHA	11	10	12	11	10	6	6	3	4	2	75	97.40
21	13491A0521	NALADALA MOUNIKA	7	6	5	6	6	3	3	0	1	1	38	49.35
22	13491A0522	NARALA DEEPIKA	11	10	12	11	10	6	6	3	4	2	75	97.40
23	13491A0523	NARALASETTY BABY LAXMI BHAVANI	7	9	10	8	8	3	6	0	4	2	57	74.03
24	13491A0524	PAYYAVULA DURGA LAKSHMI	7	8	7	7	5	3	6	0	3	2	48	62.34

Step8:-Please Click On "JNTU Format" Option By Using Check Box, Then You Will Click On "Report" Button Then You Will Find Student Attendance Particulars As Shown In Below.



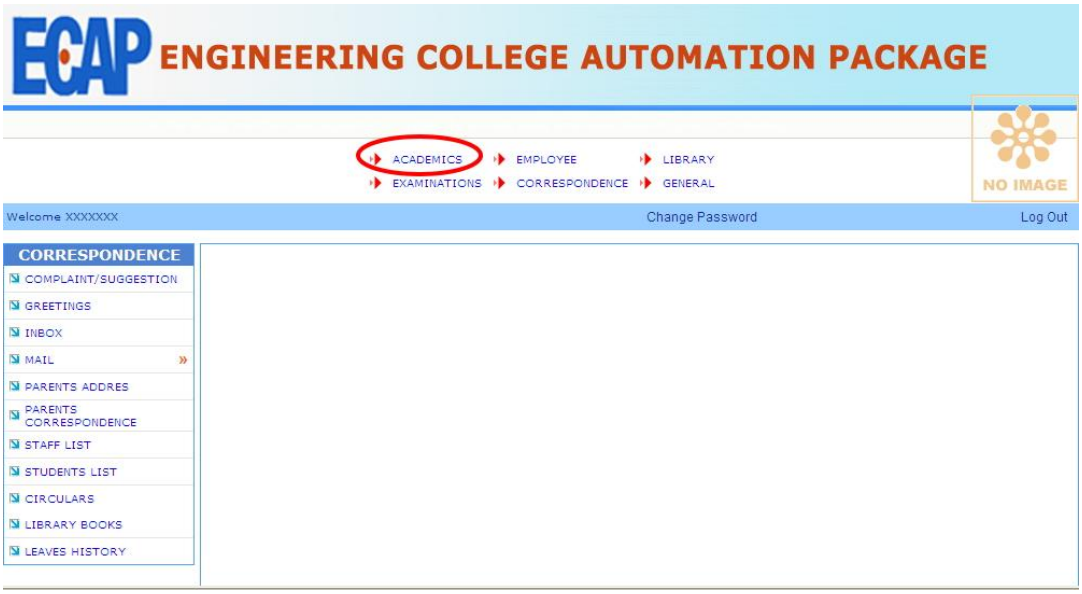
Sl.No	Roll.No/H.T.No	Name of the Student	Subject	No.of Classes held	No.of Classes present
1	13491A0501	DAMACHARLA ANKITHA	ADS LAB	6	6
2	13491A0501	DAMACHARLA ANKITHA	JAVA LAB	6	6
3	13491A0501	DAMACHARLA ANKITHA	FOSS	3	0
4	13491A0501	DAMACHARLA ANKITHA	SEM	4	4
5	13491A0501	DAMACHARLA ANKITHA	PS	11	8
6	13491A0501	DAMACHARLA ANKITHA	JAVA	11	10

Question And Answers Of Academic Module Through HOD Logins

66) How Can I Check Student Wise Attendance Reports?

Ans: - Step 1:- Please Login In to "ECAP" By Using Your Username and Password.

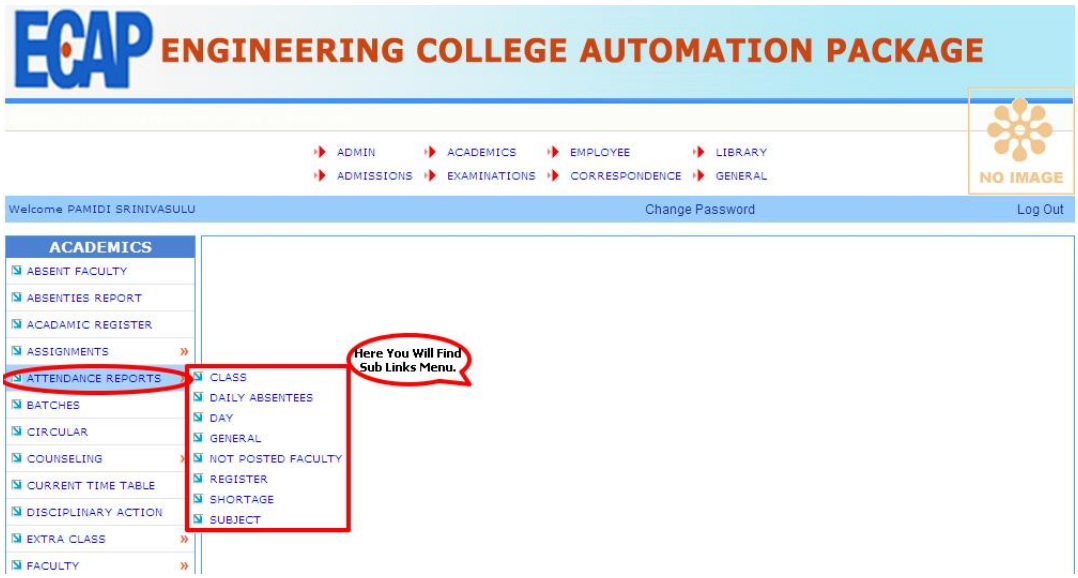
Step 2:- Please Click On "Academics" Module As Shown in Below.



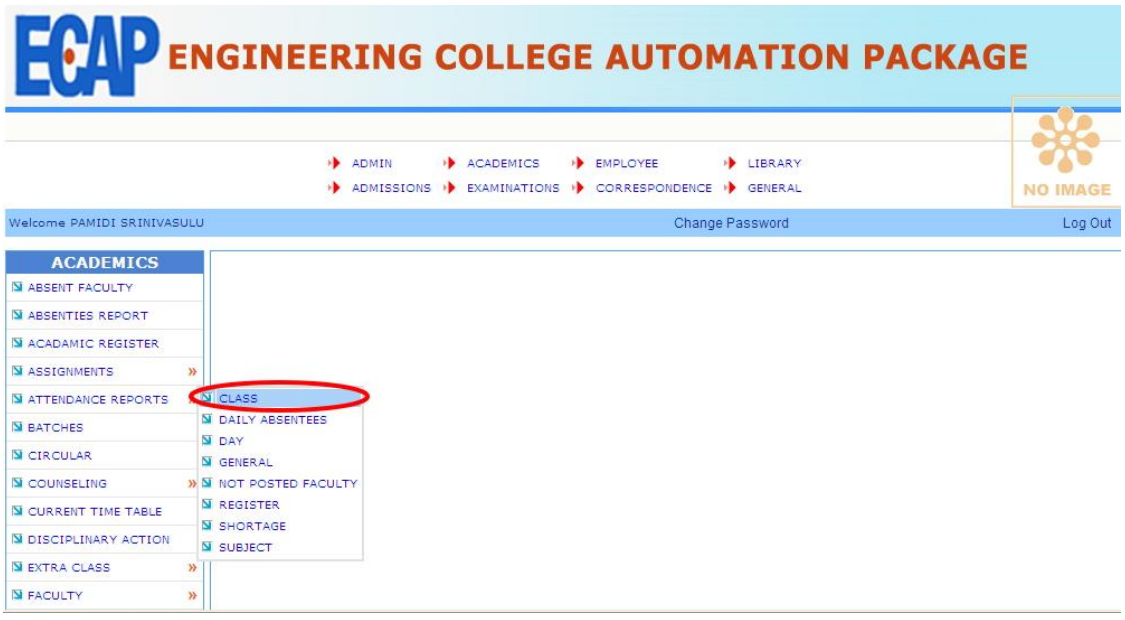
Step 3:- After Click On "Academics" Module You Will Find "Left Panel" As Shown In Below.

Question And Answers Of Academic Module Through HOD Logins

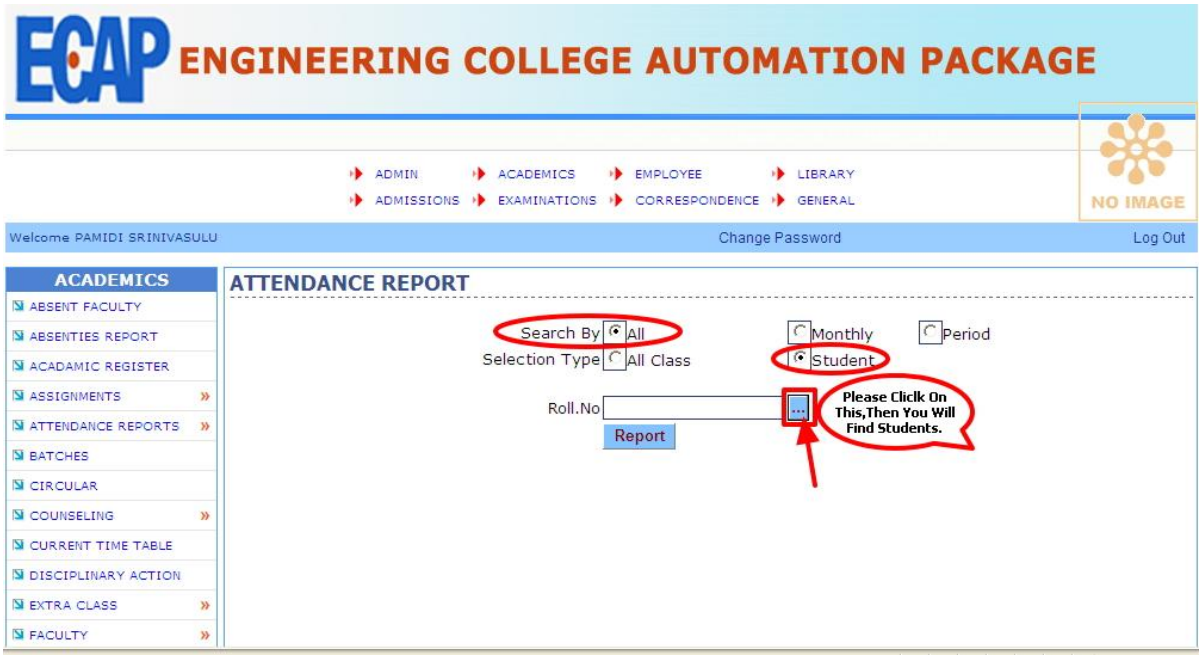
Step4:- Please Place Your Mouse Pointer on "Attendance Reports" Link Which Is Available In Left Menu, Then You Will Find "Sub Links" Menu As Shown In Below.



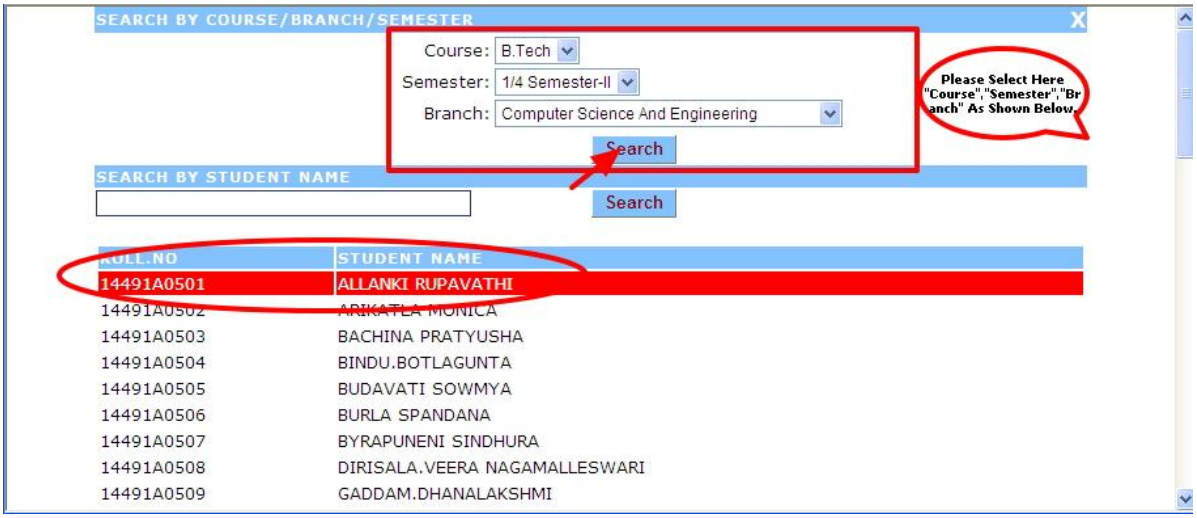
Step5:- Please Find "Class" Option Which Is Available In Sub Links Menu As Shown In Below.



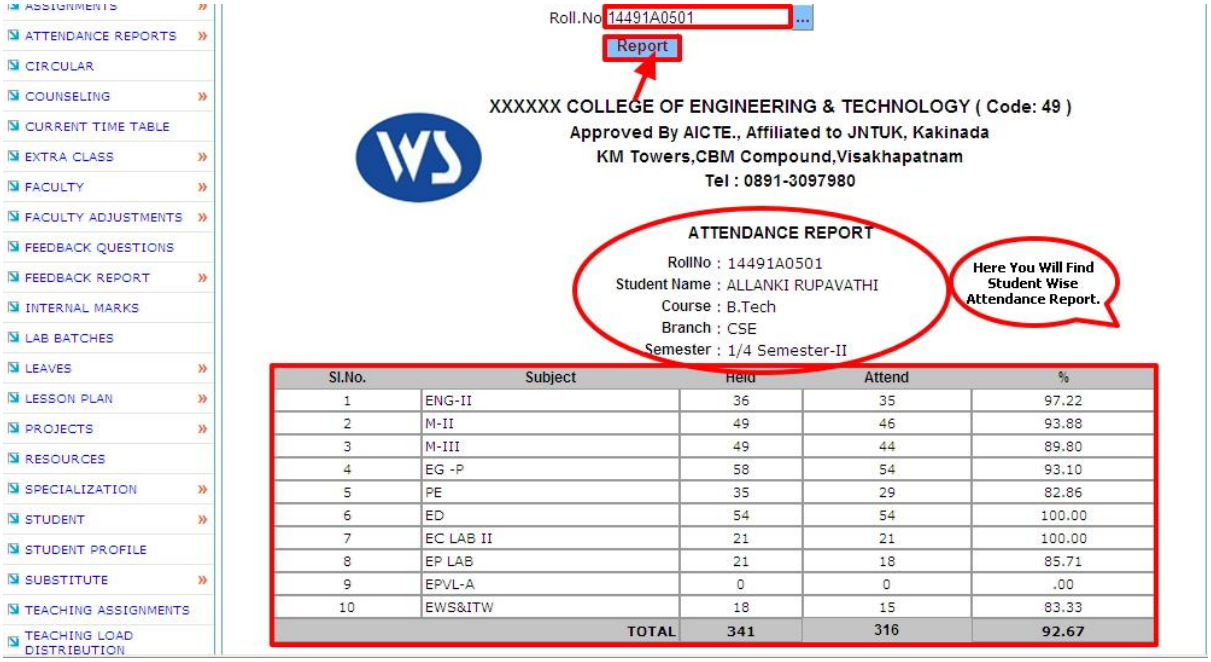
Step6:-After Click On "Class" Sub Link As Shown In Above Screen, Then You Will Find Search By "ALL" Option Using Radio Button, And Then You Will Find Selection Type In That You Will Select "Student" Option Using Radio Button, As Shown In Below. After That You Will Find "Roll. No" Please Type Student Number Or Else Click On Button As Shown In Below.



Step7:-After Click On Roll. No Button As Shown In Above Screen, Then You Will Find "Course", "Semester", "Branch" And Click On "Search" Button Then You Will Find Students List In That Please Select Student As Shown In Below.



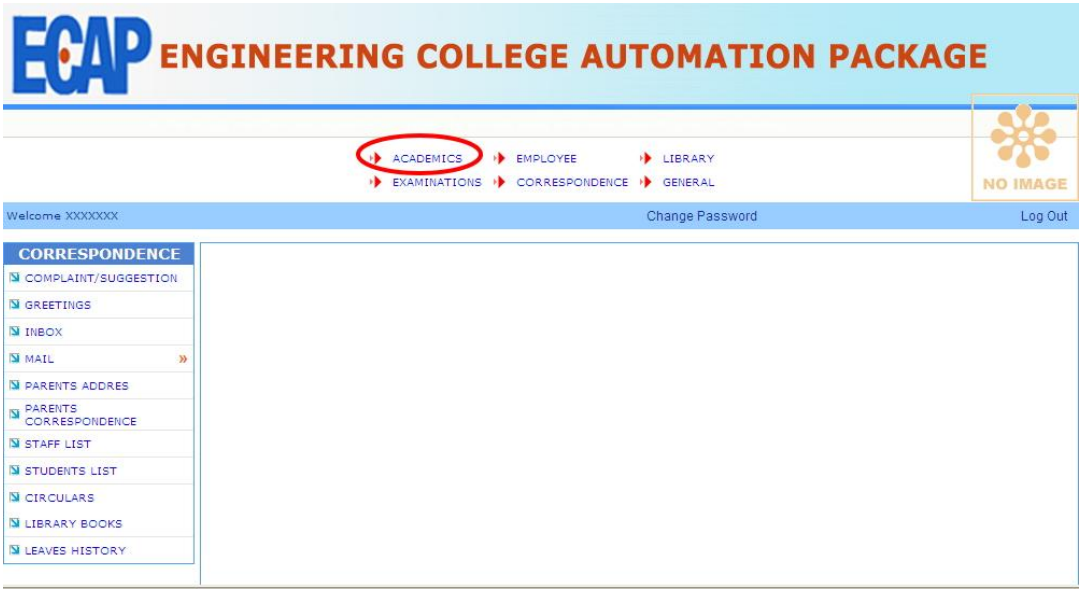
Step8:-After Select On Student Details As Shown In Above Screen, Then You Will Find "Student Wise Attendance Report" As Shown In Below.



67) How Can I Check Period Wise Attendance Reports?

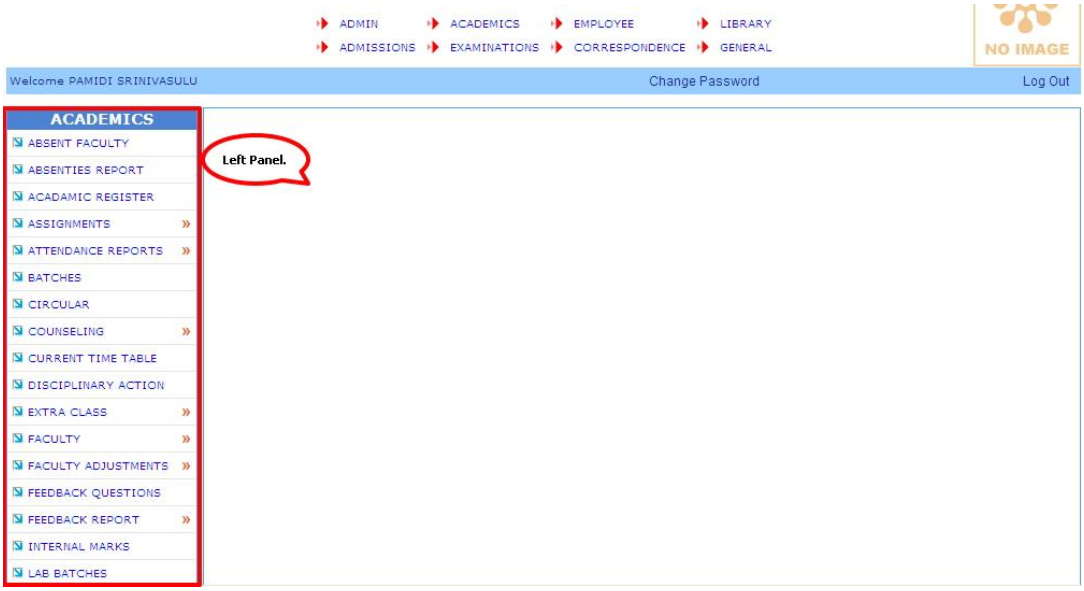
Ans: - Step 1:- Please Login In to "ECAP" By Using Your Username and Password.

Step 2:- Please Click On "Academics" Module As Shown in Below.

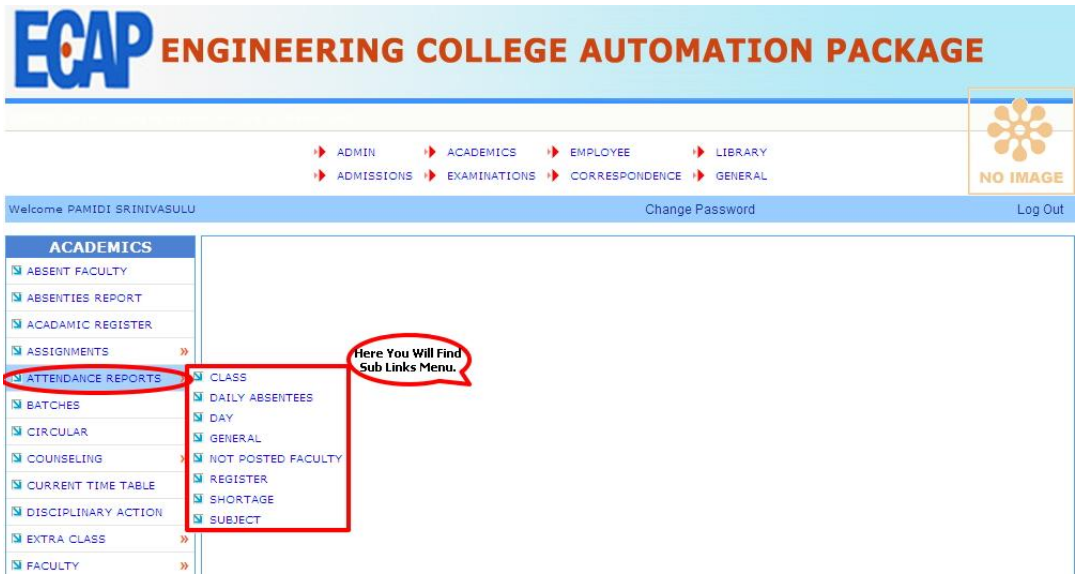


Question And Answers Of Academic Module Through HOD Logins

Step 3:- After Click On "Academics" Module You Will Find "Left Panel" As Shown In Below.



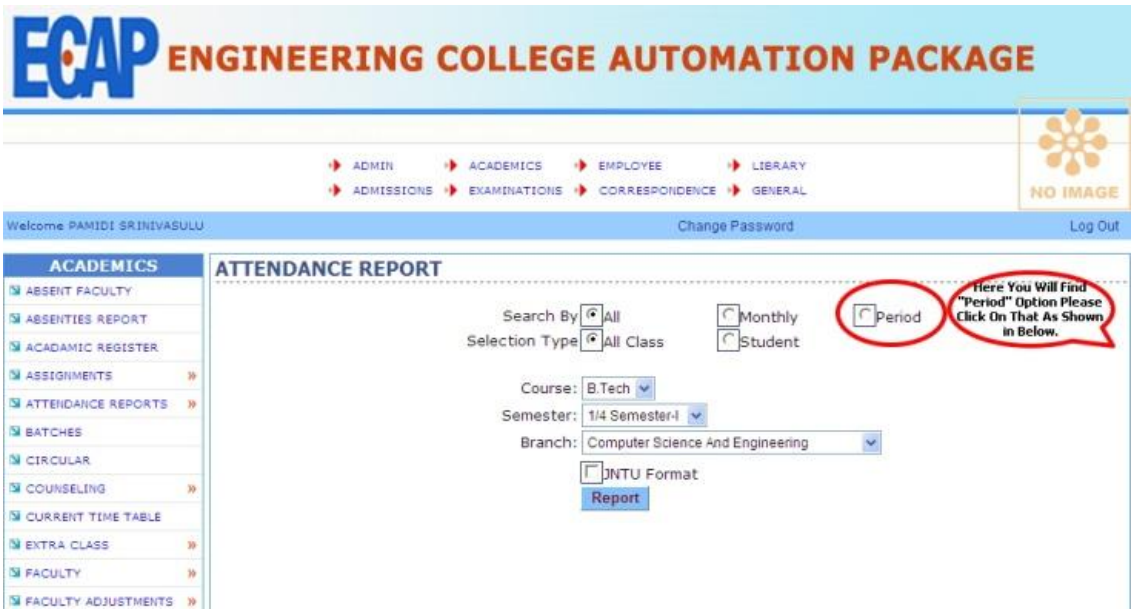
Step4:- Please Place Your Mouse Pointer on "Attendance Reports" Link Which is Available in Left Menu, Then You Will Find "Sub Links" Menu As Shown In Below.



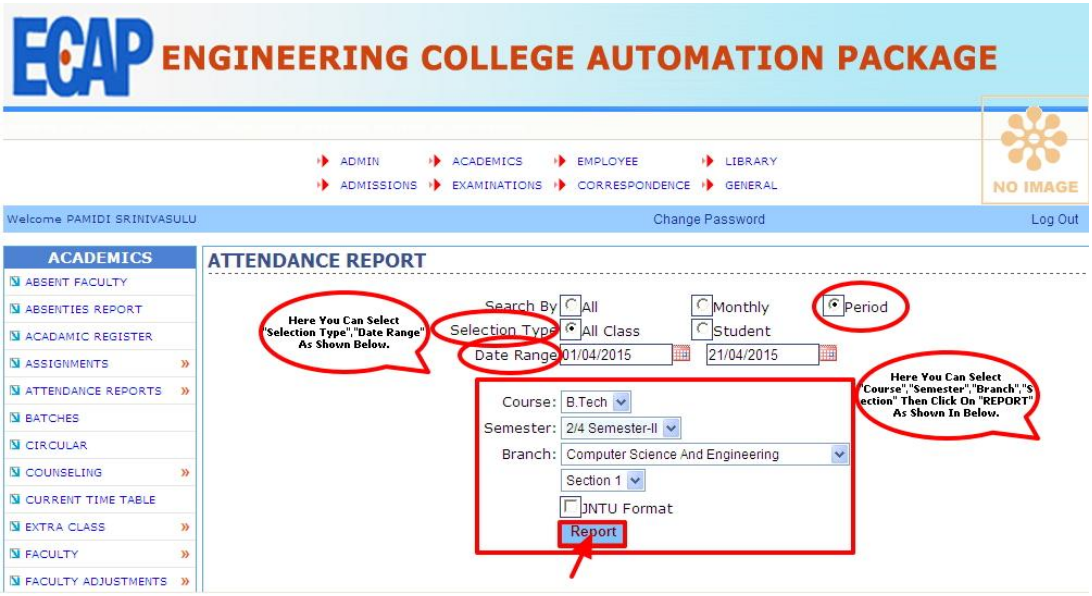
Question And Answers Of Academic Module Through HOD Logins

Step5:- Please Find "Class" Option Which Is Available In Sub Links Menu As Shown In Below.

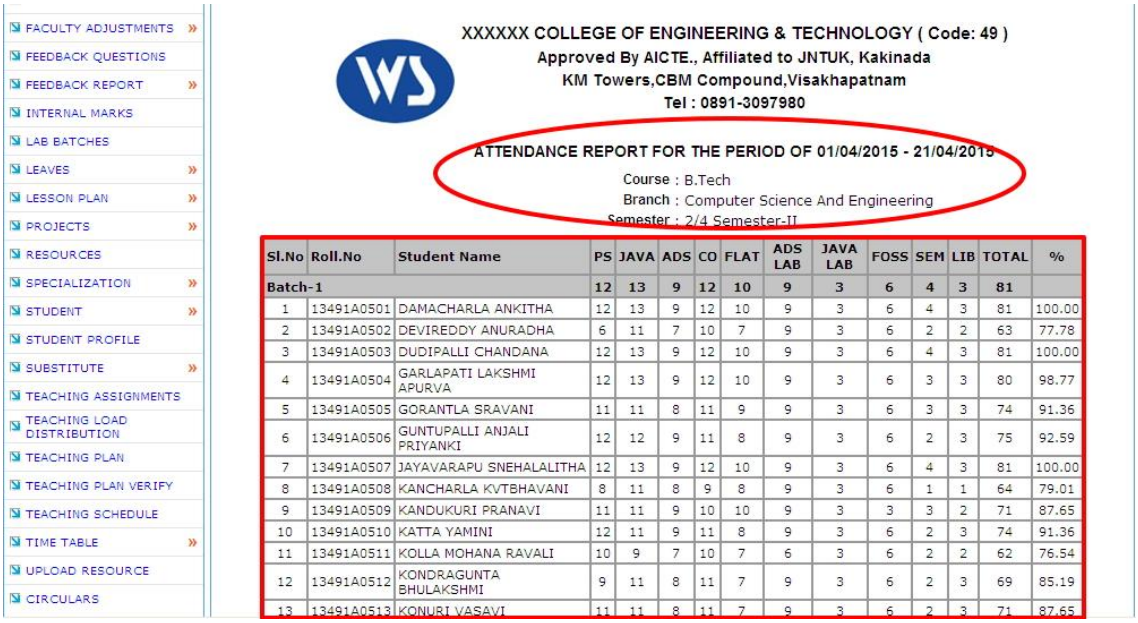
Step6:-After Click On "Class" Option As Shown In Above Screen, Then You Will Find "PERIOD" Option As Shown In Below.



Step7:-After Click On "PERIOD" Option As Shown Above Screen, Then You Will Find "Selection Type" And "Date Range" And Also Select "Course", "Semester", "Branch", "Section" After That Click On "Report" Button Then You Will Find Report For Period Wise Attendance As Shown In Below.



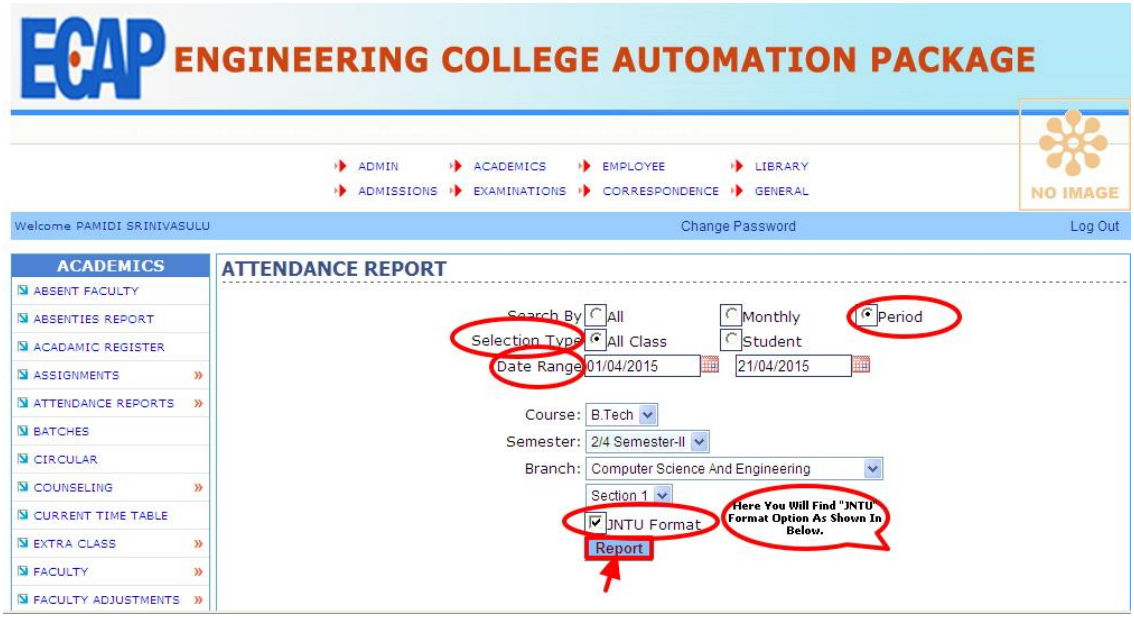
Step8:-After Click On "REPORT" Button As Shown In Above Screen, Then You Will Find "Period Wise" Attendance Report As Shown In Below.



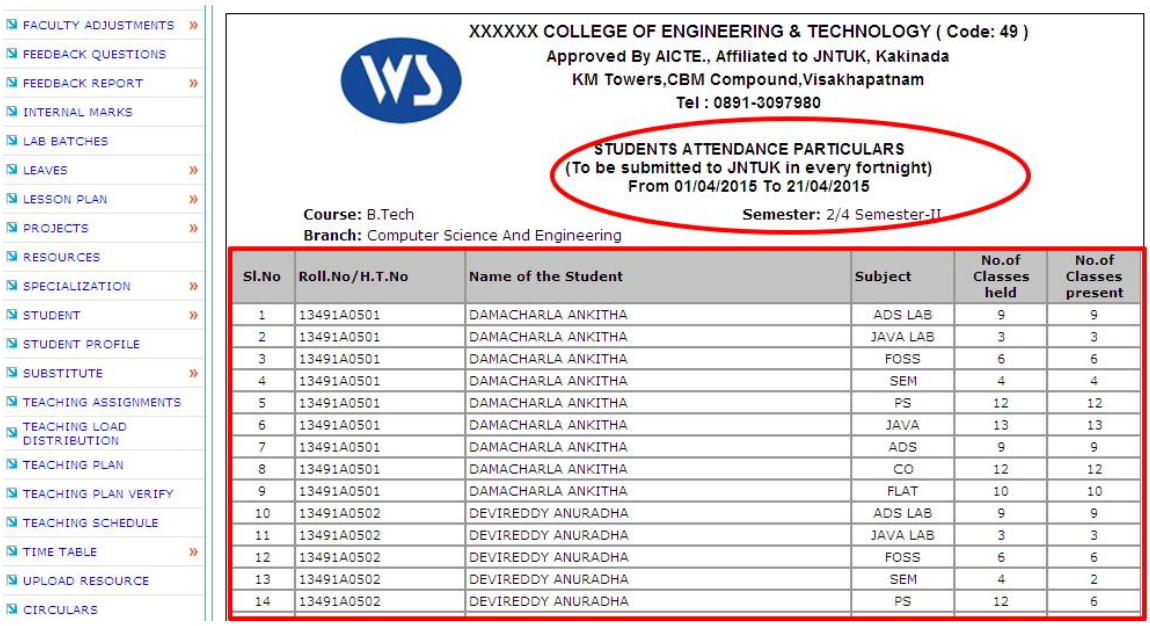
Sl.No	Roll.No	Student Name	PS	JAVA	ADS	CO	FLAT	ADS LAB	JAVA LAB	FOSS	SEM	LIB	TOTAL	%
Batch-1			12	13	9	12	10	9	3	6	4	3	81	
1	13491A0501	DAMACHARLA ANKITHA	12	13	9	12	10	9	3	6	4	3	81	100.00
2	13491A0502	DEVIREDDY ANURADHA	6	11	7	10	7	9	3	6	2	2	63	77.78
3	13491A0503	DUDIPALLI CHANDANA	12	13	9	12	10	9	3	6	4	3	81	100.00
4	13491A0504	GARLAPATI LAKSHMI APURVA	12	13	9	12	10	9	3	6	3	3	80	98.77
5	13491A0505	GORANTLA SRAVANI	11	11	8	11	9	9	3	6	3	3	74	91.36
6	13491A0506	GUNTUPALLI ANJALI PRIYANKI	12	12	9	11	8	9	3	6	2	3	75	92.59
7	13491A0507	JAYAVARAPU SNEHALALITHA	12	13	9	12	10	9	3	6	4	3	81	100.00
8	13491A0508	KANCHARLA KVTBHAVANI	8	11	8	9	8	9	3	6	1	1	64	79.01
9	13491A0509	KANDUKURI PRANAVI	11	11	9	10	10	9	3	3	3	2	71	87.65
10	13491A0510	KATTA YAMINI	12	11	9	11	8	9	3	6	2	3	74	91.36
11	13491A0511	KOLLA MOHANA RAVALI	10	9	7	10	7	6	3	6	2	2	62	76.54
12	13491A0512	KONDRAGUNTA BHULAKSHMI	9	11	8	11	7	9	3	6	2	3	69	85.19
13	13491A0513	KONURI VASAVI	11	11	8	11	7	9	3	6	2	3	71	87.65

Question And Answers Of Academic Module Through HOD Logins

Step9:-If You Want "JNTU Format" Wise Attendance Report Then You Will Find "JNTU Format" Option Please Select On That Checkbox After That Click On "Report" Button As Shown In Below.



Step10:-After Click On "JNTU Format" Option As Shown In Above Screen, Then You Will Find "JNTU Format" Report As Shown In Below.



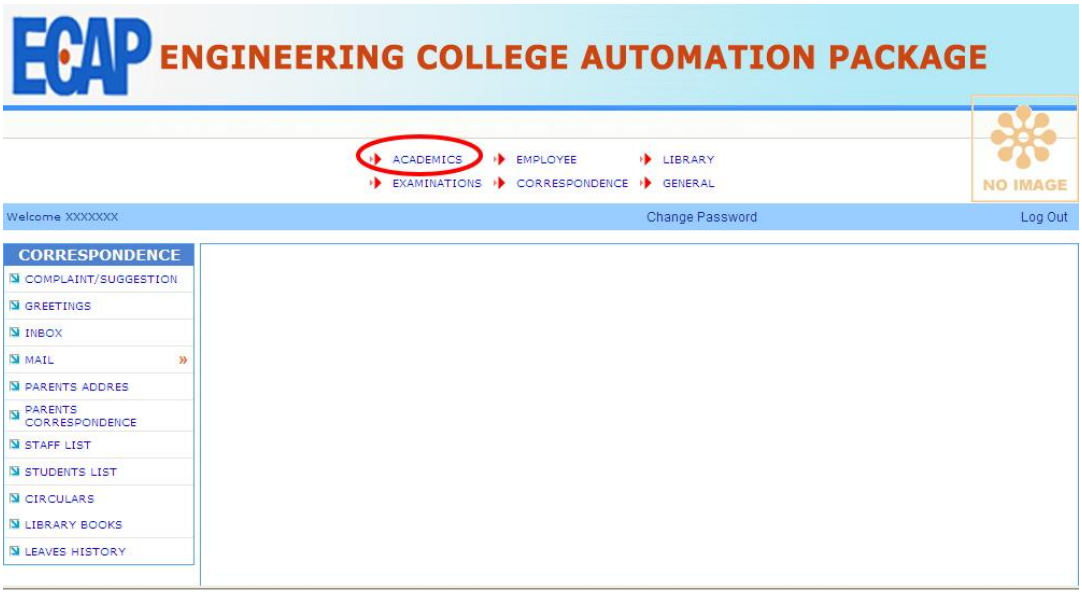
Sl.No	Roll.No/H.T.No	Name of the Student	Subject	No.of Classes held	No.of Classes present
1	13491A0501	DAMACHARLA ANKITHA	ADS LAB	9	9
2	13491A0501	DAMACHARLA ANKITHA	JAVA LAB	3	3
3	13491A0501	DAMACHARLA ANKITHA	FOSS	6	6
4	13491A0501	DAMACHARLA ANKITHA	SEM	4	4
5	13491A0501	DAMACHARLA ANKITHA	PS	12	12
6	13491A0501	DAMACHARLA ANKITHA	JAVA	13	13
7	13491A0501	DAMACHARLA ANKITHA	ADS	9	9
8	13491A0501	DAMACHARLA ANKITHA	CO	12	12
9	13491A0501	DAMACHARLA ANKITHA	FLAT	10	10
10	13491A0502	DEVIREDDY ANURADHA	ADS LAB	9	9
11	13491A0502	DEVIREDDY ANURADHA	JAVA LAB	3	3
12	13491A0502	DEVIREDDY ANURADHA	FOSS	6	6
13	13491A0502	DEVIREDDY ANURADHA	SEM	4	2
14	13491A0502	DEVIREDDY ANURADHA	PS	12	6

Question And Answers Of Academic Module Through HOD Logins

68) How Can I Check General Attendance Reports?

Ans:- Step 1:- Please Login In to "ECAP" By Using Your Username and Password.

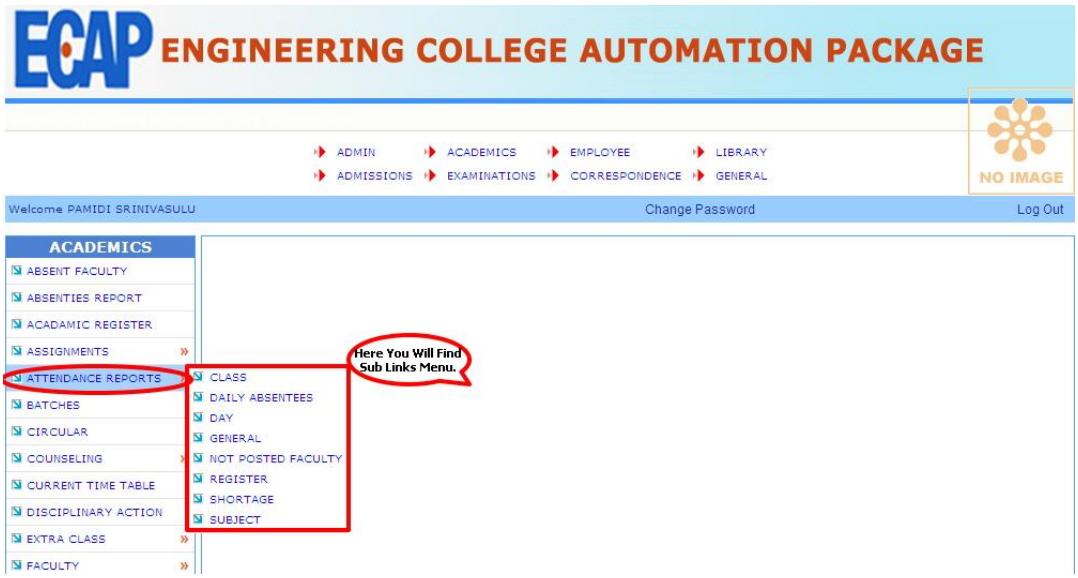
Step 2:- Please Click On "Academics" Module As Shown in Below.



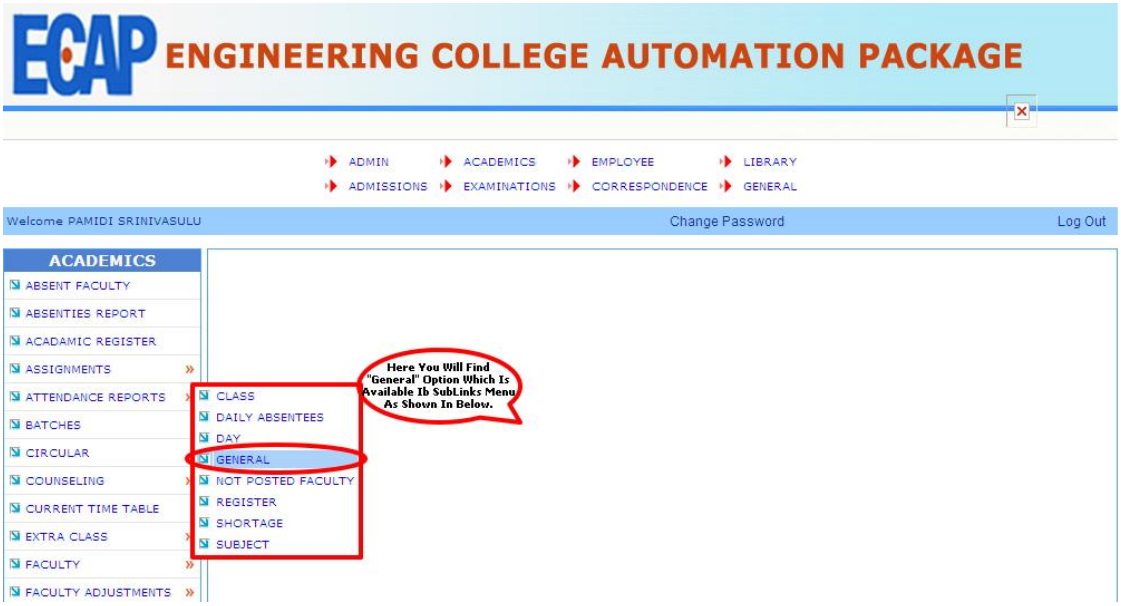
Step 3:- After Click On "Academics" Module You Will Find "Left Panel" As Shown In Below.

Question And Answers Of Academic Module Through HOD Logins

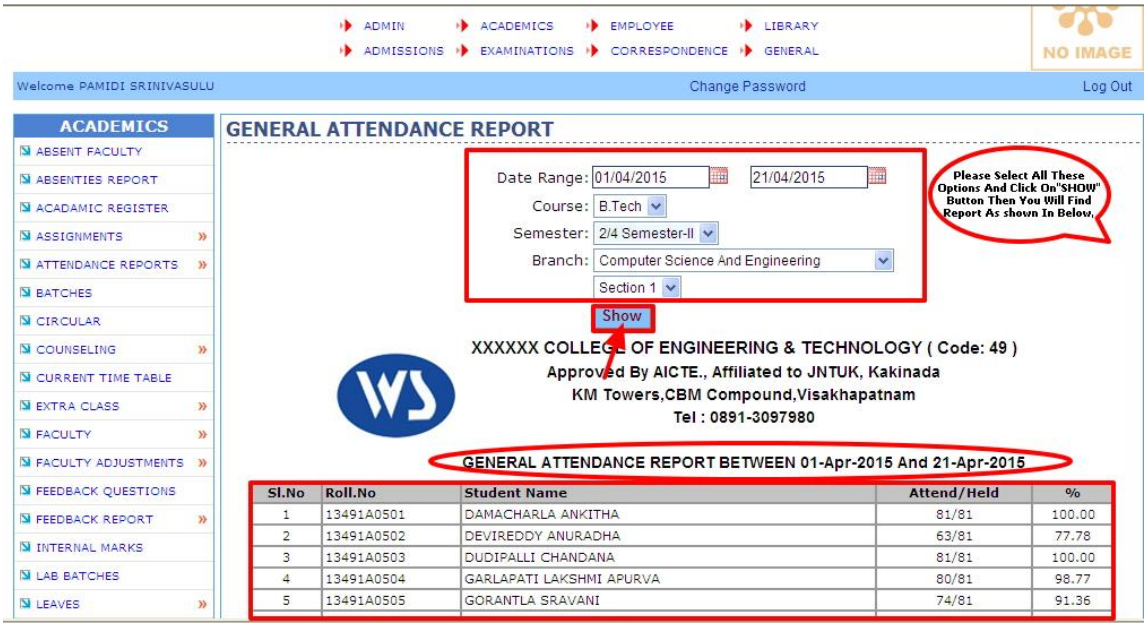
Step4:- Please Place Your Mouse Pointer on "Attendance Reports" Link Which is Available in Left Menu, Then You Will Find "Sub Links" Menu As Shown In Below.



Step5:- Please Find "GENERAL" Option Which Is Available In Sub Links Menu As Shown In Below.



Step6:-After Click On "GENERAL" Sub Link As Shown In Above Screen, Then You Will Select "Date Range", "Course", "Semester", "Branch", "Section" Then Click On "SHOW" Button You Will Find General Attendance Report As Shown In Below.



Continuation Screen…….

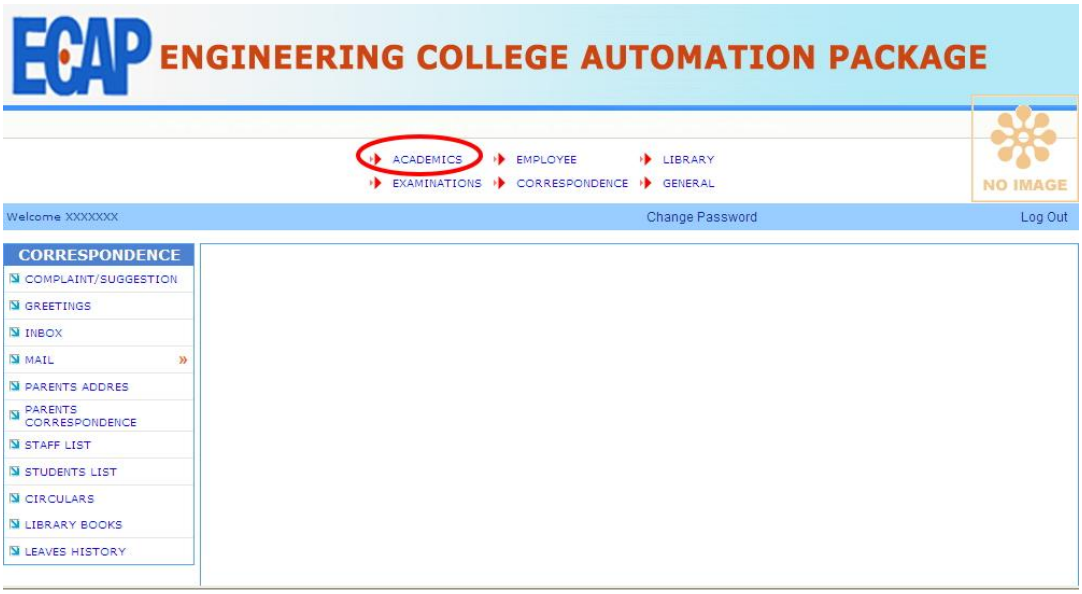
Note:- Here You Will Find "PRINT" Button Option, If You Want To Take Print For Attendance Report Please Click On Print Button As Shown In Below.

Question And Answers Of Academic Module Through HOD Logins

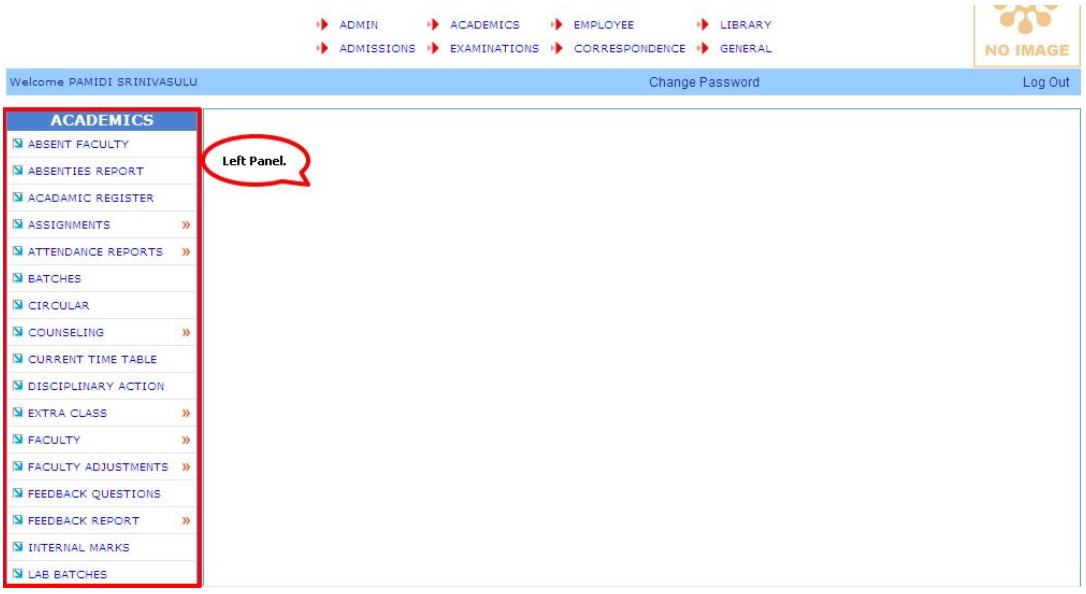
69) How Can I Check Student Master Attendance Register For That Particular Month?

Ans:- Step 1:- Please Login In to "ECAP" By Using Your Username and Password.

Step 2:- Please Click On "Academics" Module As Shown in Below.

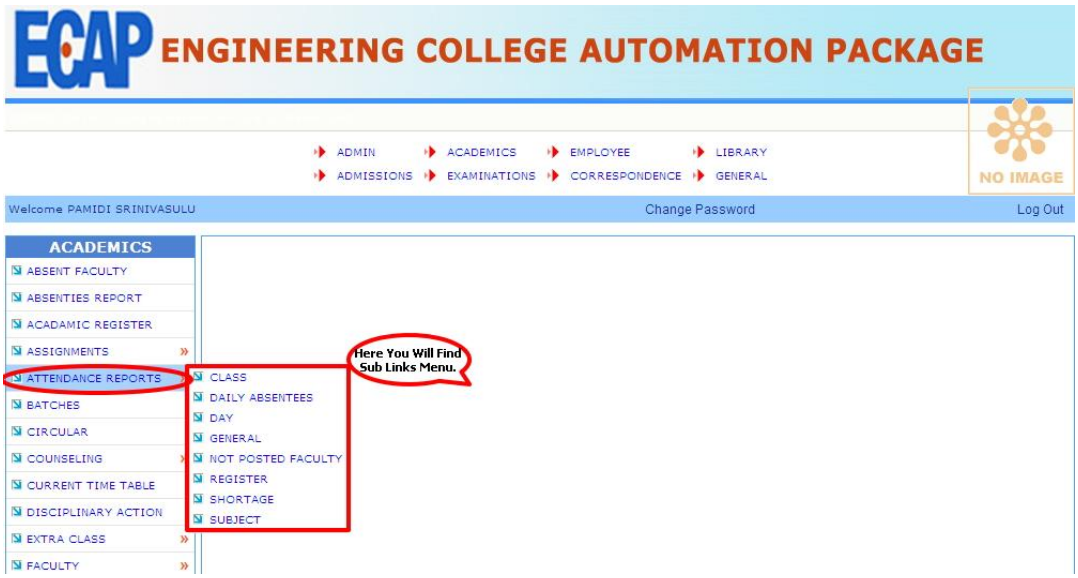


Step 3:- After Click On "Academics" Module You Will Find "Left Panel" As Shown In Below.

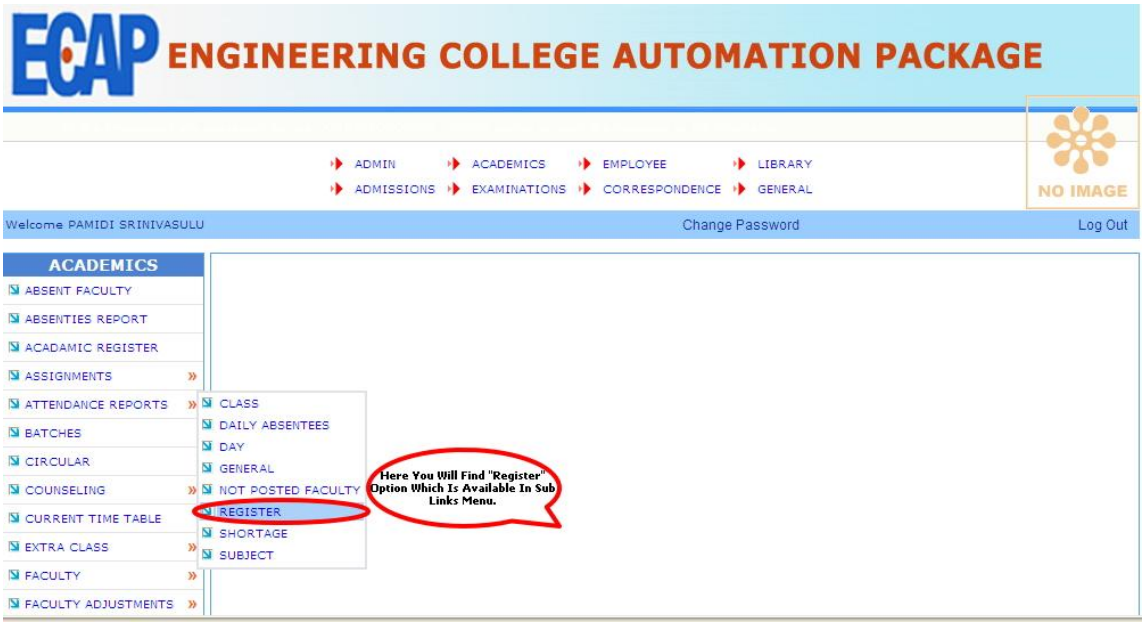


Question And Answers Of Academic Module Through HOD Logins

Step4:- Please Place Your Mouse Pointer on "Attendance Reports" Link Which is Available in Left Menu, Then You Will Find "Sub Links" Menu As Shown In Below.

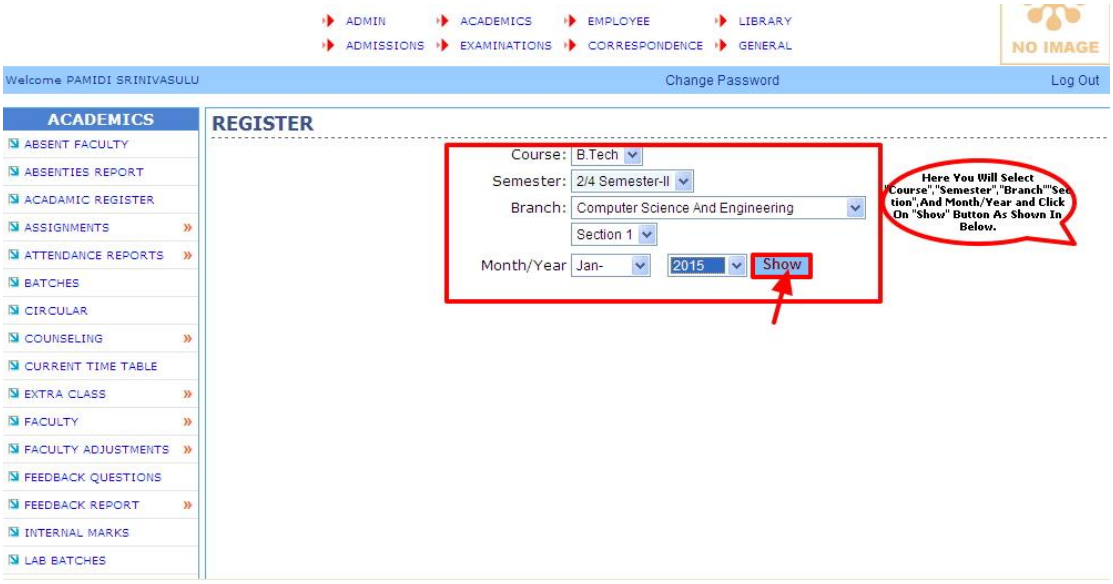


Step5:- Please Find "REGISTER" Option Which Is Available In Sub Links Menu As Shown In Below.



Question And Answers Of Academic Module Through HOD Logins

Step6:-After Click On "REGISTER" Option As Shown In Above Screen, Then You Will Select "Course", "Semester", "Branch", "Section" And "Month/Year" Then Click On "SHOW" Button As Shown In Below.



Step7:-After Click on "SHOW" Button As Shown In Above Screen, Then You Will Find "Students Master Attendance Register" For The Month Wise Report As Shown In Below.

XXXXXX COLLEGE OF ENGINEERING & TECHNOLOGY (Code: 49)
Approved By AICTE., Affiliated to JNTUK, Kakinada
KM Towers,CBM Compound,Visakhapatnam
Tel : 0891-3097980

Students Master Attendance Register for the month of Jan- 2015 Programme B.Tech, Computer Science And Engineering, Semester 2/4 Semester-II

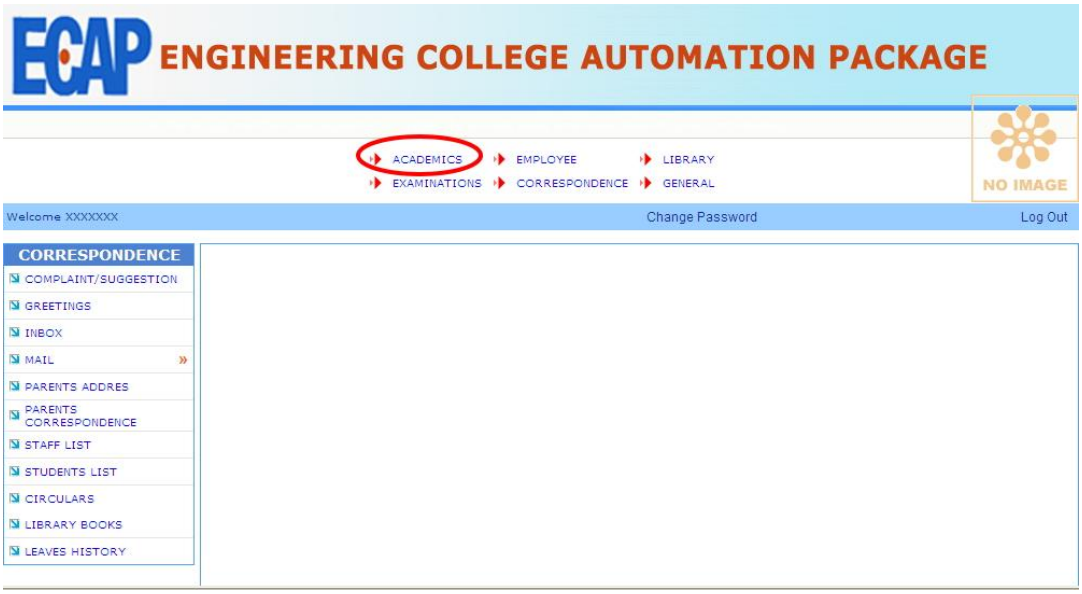
Sl.No	Roll Number	Name of Pupil	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	X	Y
1	13491A0501	DAMACHARLA ANKITHA	H	-	-	S	-	-	-	-	-	-	S	H	H	H	H	H	H	S	A	A	P	P	P	P	S	H	P	P	P	P	P	9	2
2	13491A0502	DEVIREDDY ANURADHA	H	-	-	S	-	-	-	-	-	-	S	H	H	H	H	H	H	S	A	A	P	P	P	A	S	H	P	P	P	P	A	7	4
3	13491A0503	DUDIPALLI CHANDANA	H	-	-	S	-	-	-	-	-	-	S	H	H	H	H	H	H	S	A	A	P	P	P	P	S	H	A	P	P	P	P	8	3
4	13491A0504	GARLAPATI LAKSHMI APURVA	H	-	-	S	-	-	-	-	-	-	S	H	H	H	H	H	H	S	A	A	P	P	P	P	S	H	P	P	P	P	P	9	2
5	13491A0505	GORANTLA SRAVANI	H	-	-	S	-	-	-	-	-	-	S	H	H	H	H	H	H	S	A	A	A	P	P	P	S	H	P	P	P	P	P	8	3
6	13491A0506	GUNTUPALLI ANJALI PRIYANKI	H	-	-	S	-	-	-	-	-	-	S	H	H	H	H	H	H	S	A	A	A	P	P	A	S	H	P	P	P	P	A	6	5
7	13491A0507	JAYAVARAPU SNEHALALITHA	H	-	-	S	-	-	-	-	-	-	S	H	H	H	H	H	H	S	A	P	P	P	P	P	S	H	P	P	P	P	P	10	1
8	13491A0508	KANCHARLA KVTBHAVANI	H	-	-	S	-	-	-	-	-	-	S	H	H	H	H	H	H	S	A	A	P	P	P	P	S	H	P	A	A	P	P	7	4
9	13491A0509	KANDUKURI PRANAVI	H	-	-	S	-	-	-	-	-	-	S	H	H	H	H	H	H	S	A	A	A	P	P	A	S	H	P	P	P	P	P	7	4
10	13491A0510	KATTA YAMINI	H	-	-	S	-	-	-	-	-	-	S	H	H	H	H	H	H	S	A	A	A	P	P	A	S	H	P	P	P	P	A	6	5
11	13491A0511	KOLLA MOHANA RAVALI	H	-	-	S	-	-	-	-	-	-	S	H	H	H	H	H	H	S	A	A	P	P	P	P	S	H	P	P	P	P	P	9	2
12	13491A0512	KONDRAGUNTA BHULAKSHMI	H	-	-	S	-	-	-	-	-	-	S	H	H	H	H	H	H	S	A	A	A	P	P	P	S	H	P	P	P	P	A	7	4
13	13491A0513	KONURI VASAVI	H	-	-	S	-	-	-	-	-	-	S	H	H	H	H	H	H	S	A	A	A	P	P	A	S	H	P	P	P	P	A	6	5
14	13491A0514	KOPPOLU SOUNDARYA	H	-	-	S	-	-	-	-	-	-	S	H	H	H	H	H	H	S	A	A	A	P	P	P	S	H	P	P	P	P	P	8	3
15	13491A0515	KOTA NAGA PUJITHA	H	-	-	S	-	-	-	-	-	-	S	H	H	H	H	H	H	S	A	P	P	P	P	P	S	H	A	A	P	P	A	7	4
16	13491A0516	KOVURI HIMA SINDHURI	H	-	-	S	-	-	-	-	-	-	S	H	H	H	H	H	H	S	A	P	P	A	P	A	S	H	P	P	P	P	P	8	3
17	13491A0517	KUNAMYAGNA SWETHA	H	-	-	S	-	-	-	-	-	-	S	H	H	H	H	H	H	S	A	A	P	P	P	P	S	H	P	P	P	P	P	9	2

Question And Answers Of Academic Module Through HOD Logins

70) How Can I Check Attendance Shortage Student List Between Shortage Range?

Ans:- Step 1:- Please Login In to "ECAP" By Using Your Username and Password.

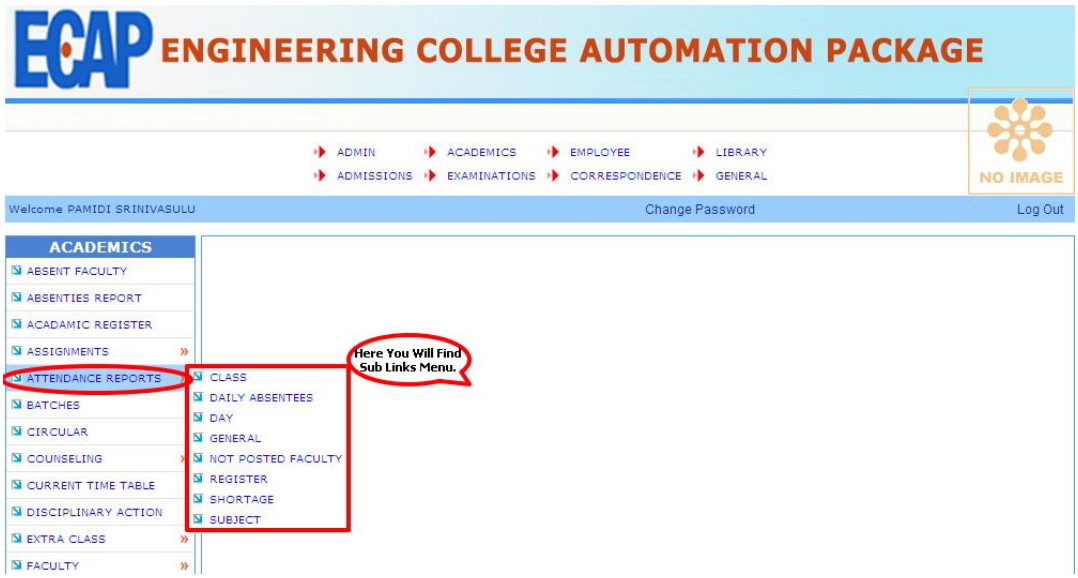
Step 2:- Please Click On "Academics" Module As Shown in Below.



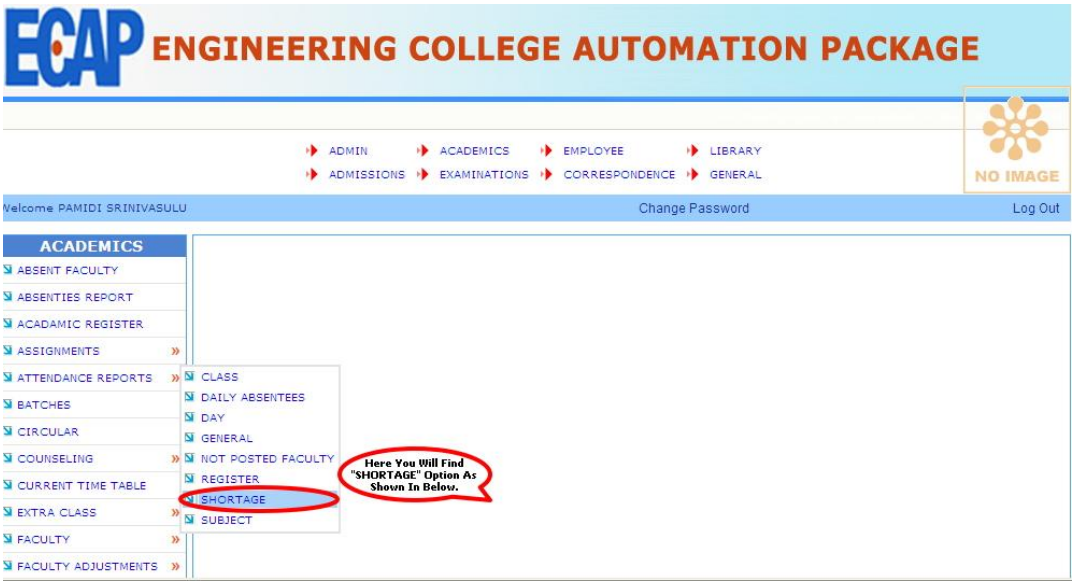
Step 3:- After Click On "Academics" Module You Will Find "Left Panel" As Shown In Below.

Question And Answers Of Academic Module Through HOD Logins

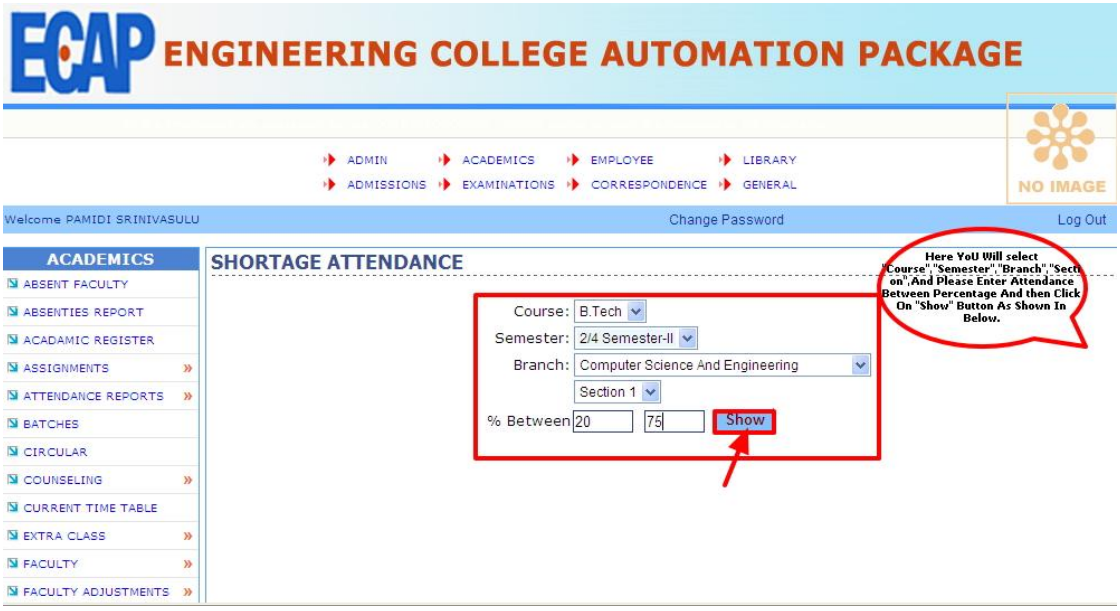
Step4:- Please Place Your Mouse Pointer on "Attendance Reports" Link Which is Available in Left Menu, Then You Will Find "Sub Links" Menu As Shown In Below.



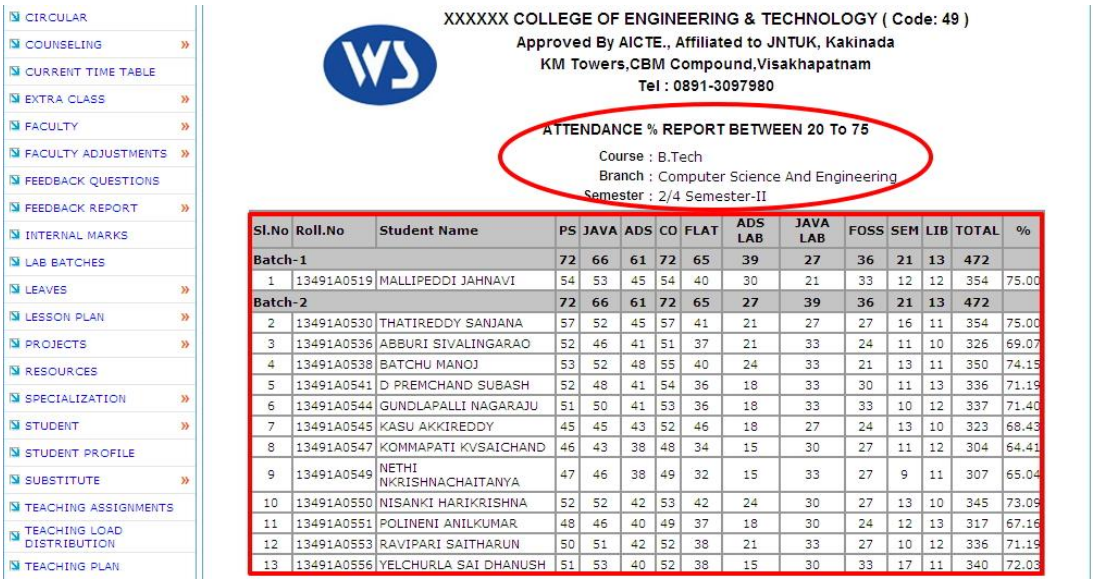
Step5:- Please Find "SHORTAGE" Option Which Is Available In Sub Links Menu As Shown In Below.



Step6:-After Click On "SHORTAGE" Option Sub Link As Shown In Above Screen, Then You Will Select "Course", "Semester", "Branch", "Section" And Also Enter Attendance Between Percentage Then Click On "Show" Button As Shown In Below.



Step7:-After Click On "SHOW" Button As Shown In Above Screen, Then You Will Find Student Attendance Shortage List Between Percentage Report As Shown In Below.



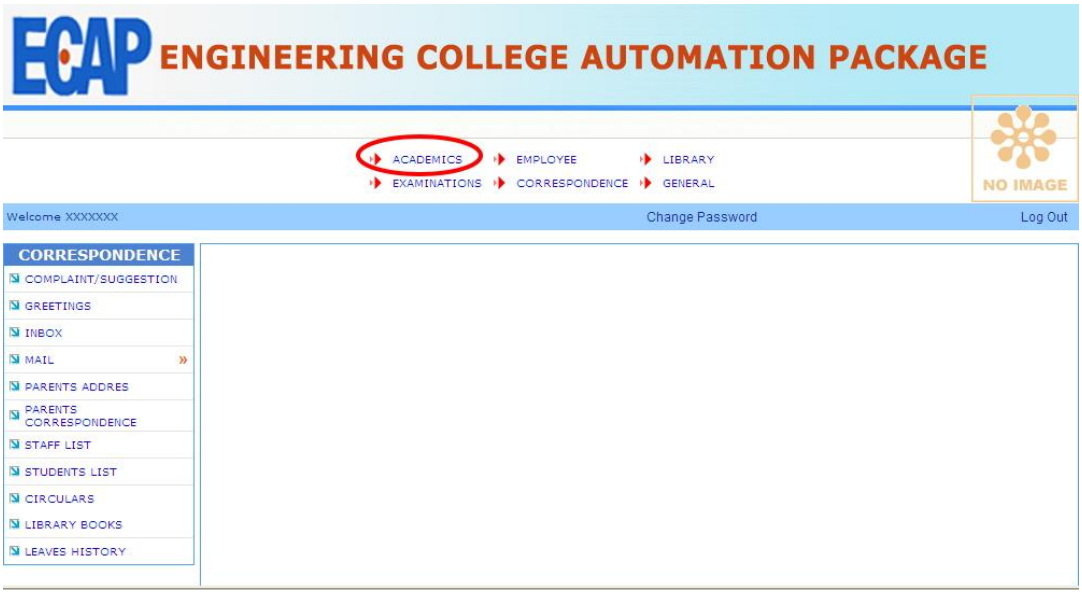
Sl.No	Roll.No	Student Name	PS	JAVA	ADS	CO	FLAT	ADS LAB	JAVA LAB	FOSS	SEM	LIB	TOTAL	%
Batch-1			**72**	**66**	**61**	**72**	**65**	**39**	**27**	**36**	**21**	**13**	**472**	
1	13491A0519	MALLIPEDDI JAHNAVI	54	53	45	54	40	30	21	33	12	12	354	75.00
Batch-2			**72**	**66**	**61**	**72**	**65**	**27**	**39**	**36**	**21**	**13**	**472**	
2	13491A0530	THATIREDDY SANJANA	57	52	45	57	41	21	27	27	16	11	354	75.00
3	13491A0536	ABBURI SIVALINGARAO	52	46	41	51	37	21	33	24	11	10	326	69.07
4	13491A0538	BATCHU MANOJ	53	52	48	55	40	24	33	21	13	11	350	74.15
5	13491A0541	D PREMCHAND SUBASH	52	48	41	54	36	18	33	30	11	13	336	71.19
6	13491A0544	GUNDLAPALLI NAGARAJU	51	50	41	53	36	18	33	33	10	12	337	71.40
7	13491A0545	KASU AKKIREDDY	45	45	43	52	46	18	27	24	13	10	323	68.43
8	13491A0547	KOMMAPATI KVSAICHAND	46	43	38	48	34	15	30	27	11	12	304	64.41
9	13491A0549	NETHI NKRISHNACHAITANYA	47	46	38	49	32	15	33	27	9	11	307	65.04
10	13491A0550	NISANKI HARIKRISHNA	52	52	42	53	42	24	30	27	13	10	345	73.09
11	13491A0551	POLINENI ANILKUMAR	48	46	40	49	37	18	30	24	12	13	317	67.16
12	13491A0553	RAVIPARI SAITHARUN	50	51	42	52	38	21	33	27	10	12	336	71.19
13	13491A0556	YELCHURLA SAI DHANUSH	51	53	40	52	38	15	30	33	17	11	340	72.03

Question And Answers Of Academic Module Through HOD Logins

71) How Can I Check Attendance Report For Particular Subject?

Ans:- Step 1:- Please Login In to "ECAP" By Using Your Username and Password.

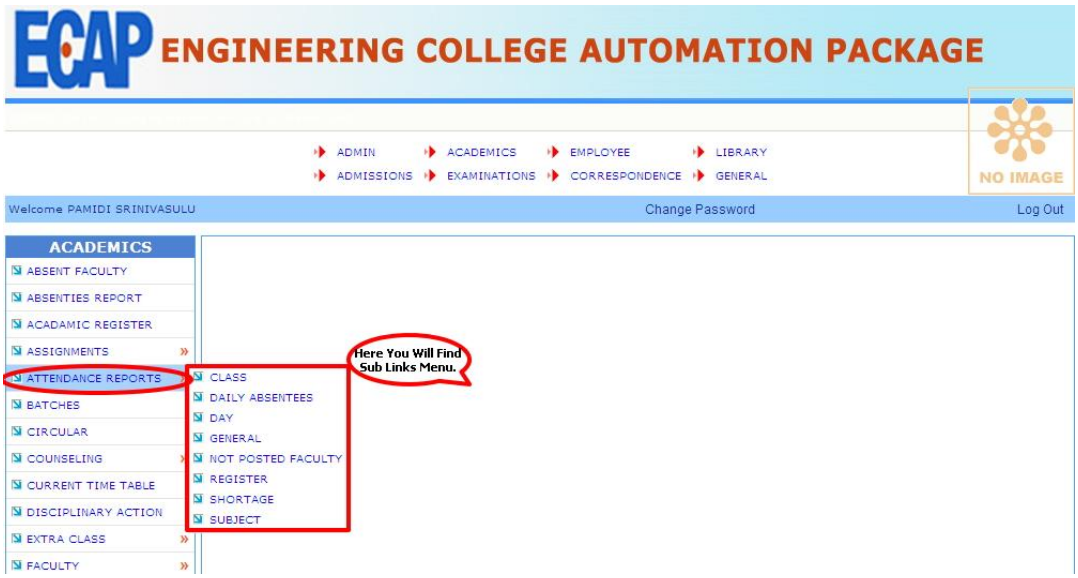
Step 2:- Please Click On "Academics" Module As Shown in Below.



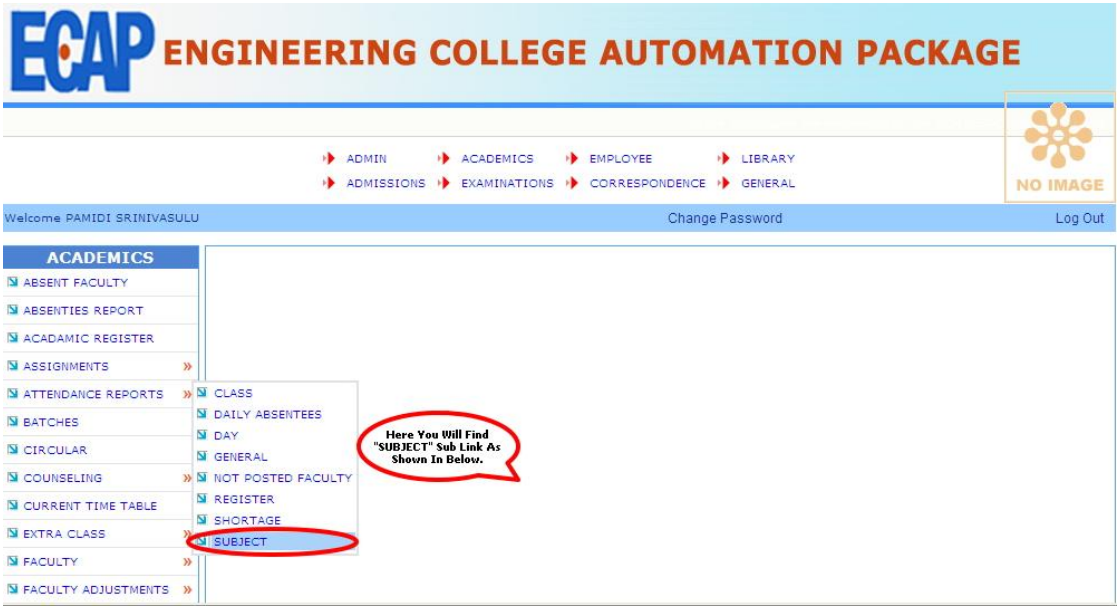
Step 3:- After Click On "Academics" Module You Will Find "Left Panel" As Shown In Below.

Question And Answers Of Academic Module Through HOD Logins

Step4:- Please Place Your Mouse Pointer on "Attendance Reports" Link Which is Available in Left Menu, Then You Will Find "Sub Links" Menu As Shown In Below.

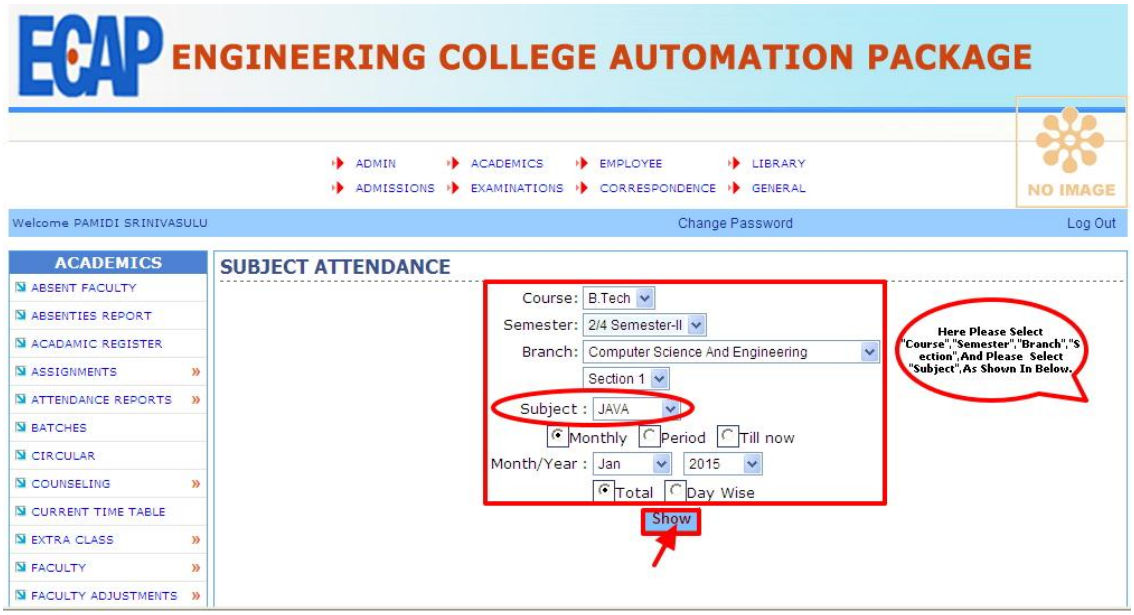


Step5:- Please Find "SUBJECT" Option Which Is Available In Sub Links Menu As Shown In Below.

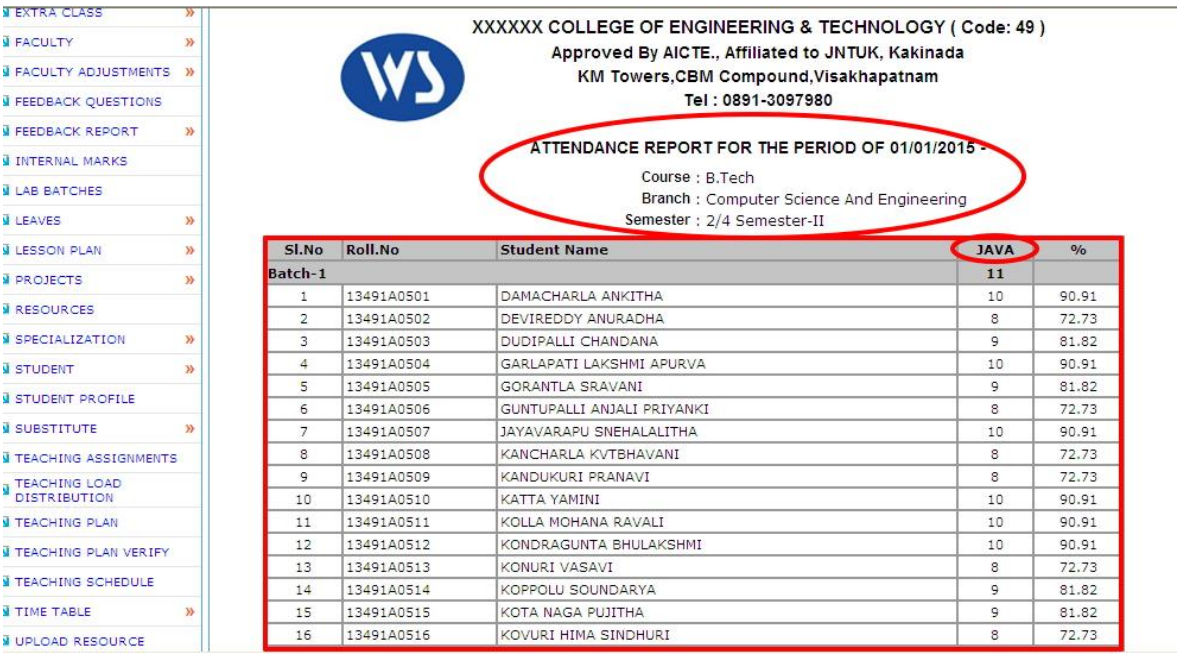


Step6:-After Click On "Subject" Option As Shown In Above Screen, Then You Will Select "Course", "Semester", "Branch", "Section" And Also You Will Find "Subject" Drop Down In That Please Select Subject As Shown In Below.

Step7:-If You Want To Display By Subject Wise Attendance Report "Monthly"(OR)"Period"(OR)"Till Now" Options You Will Find Here And Also Select "Month/Year", And Also You Will Find "Total", (OR) "Day wise" Attendance Reports By Subject Wise And Then Click On "SHOW" Button As Shown In Below.



Step8:-After Click On "Show" Button As Shown Above Screen, Then You Will Find Attendance Report For Subject Wise As Shown In Below.



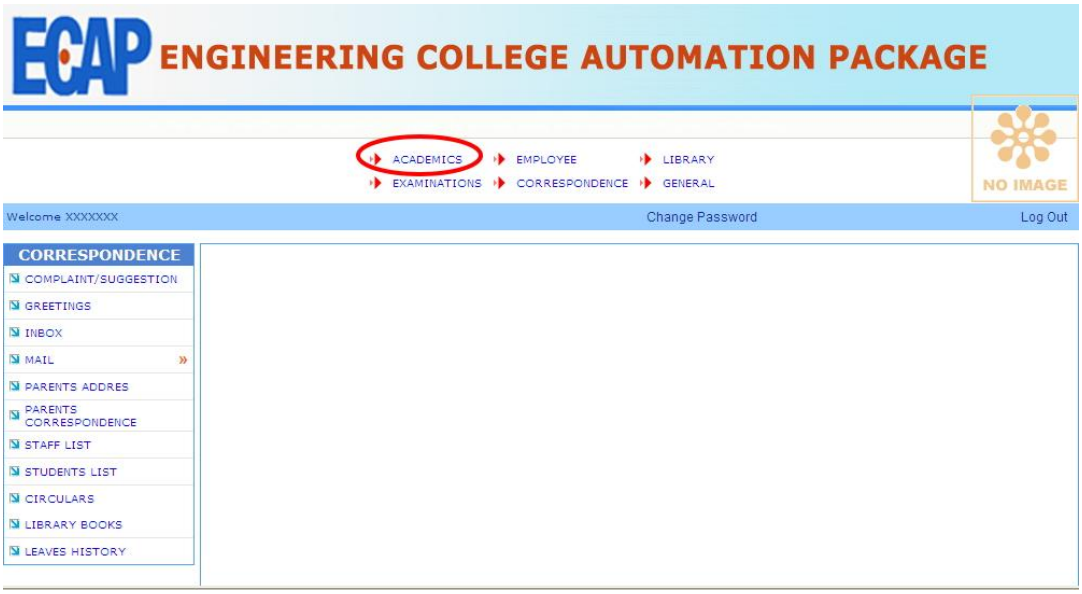
Sl.No	Roll.No	Student Name	JAVA	%
Batch-1			11	
1	13491A0501	DAMACHARLA ANKITHA	10	90.91
2	13491A0502	DEVIREDDY ANURADHA	8	72.73
3	13491A0503	DUDIPALLI CHANDANA	9	81.82
4	13491A0504	GARLAPATI LAKSHMI APURVA	10	90.91
5	13491A0505	GORANTLA SRAVANI	9	81.82
6	13491A0506	GUNTUPALLI ANJALI PRIYANKI	8	72.73
7	13491A0507	JAYAVARAPU SNEHALALITHA	10	90.91
8	13491A0508	KANCHARLA KVTBHAVANI	8	72.73
9	13491A0509	KANDUKURI PRANAVI	8	72.73
10	13491A0510	KATTA YAMINI	10	90.91
11	13491A0511	KOLLA MOHANA RAVALI	10	90.91
12	13491A0512	KONDRAGUNTA BHULAKSHMI	10	90.91
13	13491A0513	KONURI VASAVI	8	72.73
14	13491A0514	KOPPOLU SOUNDARYA	9	81.82
15	13491A0515	KOTA NAGA PUJITHA	9	81.82
16	13491A0516	KOVURI HIMA SINDHURI	8	72.73

Question And Answers Of Academic Module Through HOD Logins

72) How Can I Check Attendance Not Posted Faculty?

Ans:- Step 1:- Please Login In to "ECAP" By Using Your Username and Password.

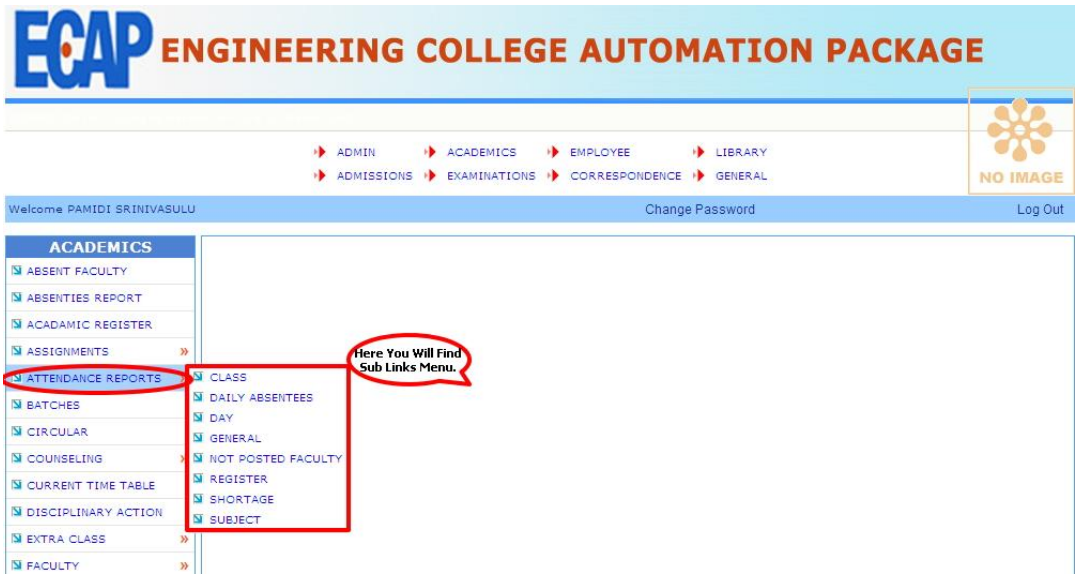
Step 2:- Please Click On "Academics" Module As Shown in Below.



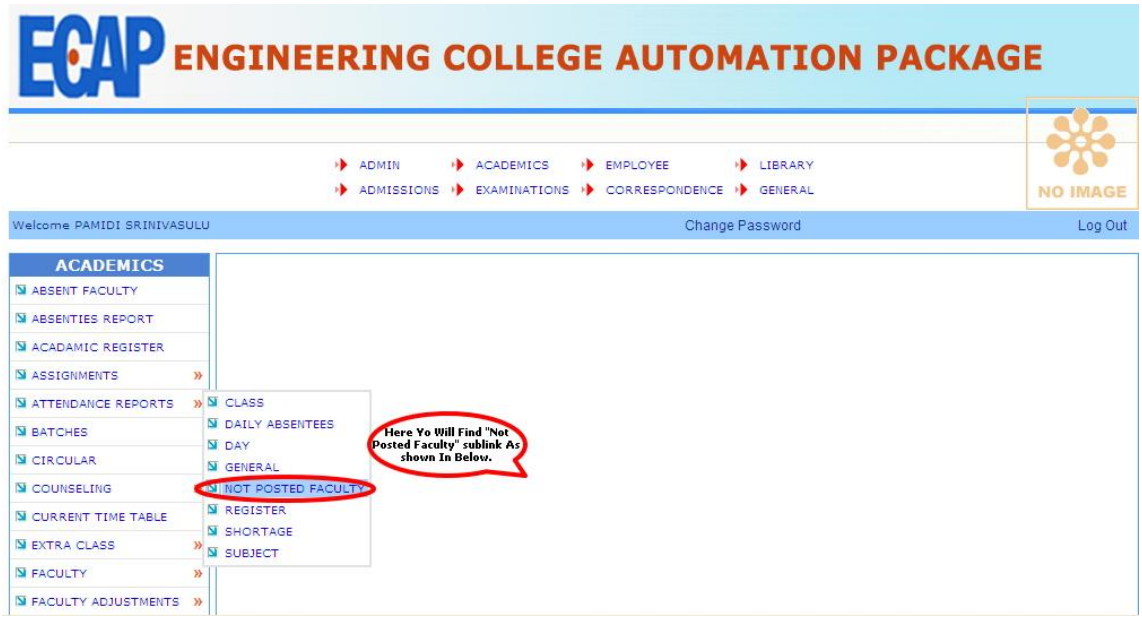
Step 3:- After Click On "Academics" Module You Will Find "Left Panel" As Shown In Below.

Question And Answers Of Academic Module Through HOD Logins

Step4:- Please Place Your Mouse Pointer on "Attendance Reports" Link Which is Available in Left Menu, Then You Will Find "Sub Links" Menu As Shown In Below.

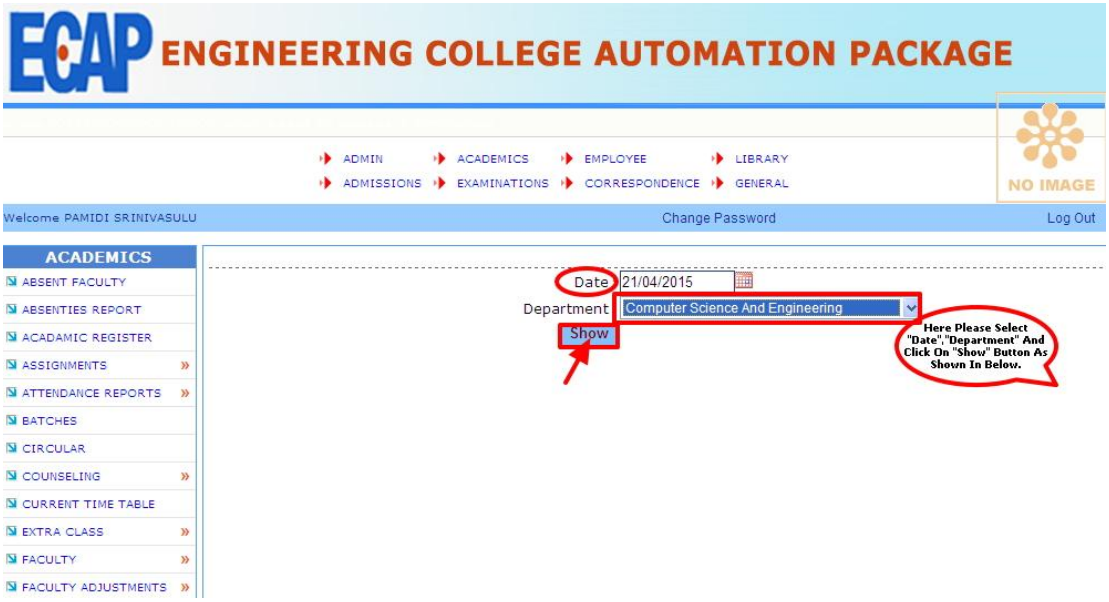


Step5:- Please Find "NOT POSTED FACULTY" Option Which Is Available In Sub Links Menu As Shown In Below.

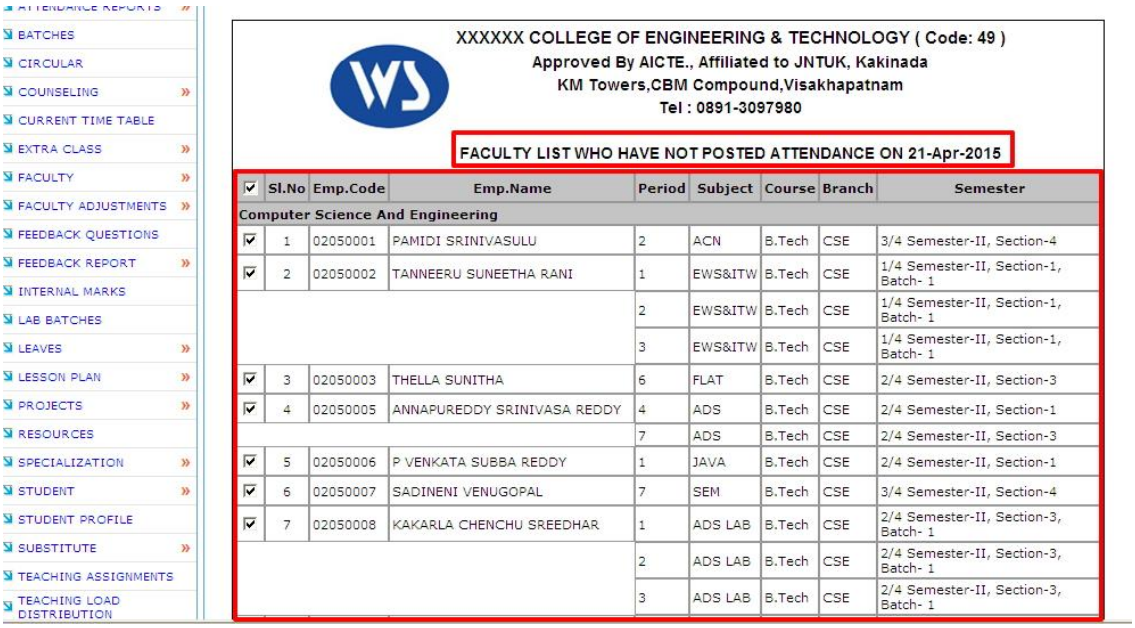


Question And Answers Of Academic Module Through HOD Logins

Step6:-After Click On "Not Posted Faculty" Sub Links As Shown In Above Screen, Then You Will Select "Date", "Department" And Then Click On "Show" Button As Shown In Below.



Step7:-After Click On "SHOW" Button As Shown In Above Screen, Then You Will Find Faculty List For Who Have "Not Posted Attendance" On Particular Date As Shown In Below.



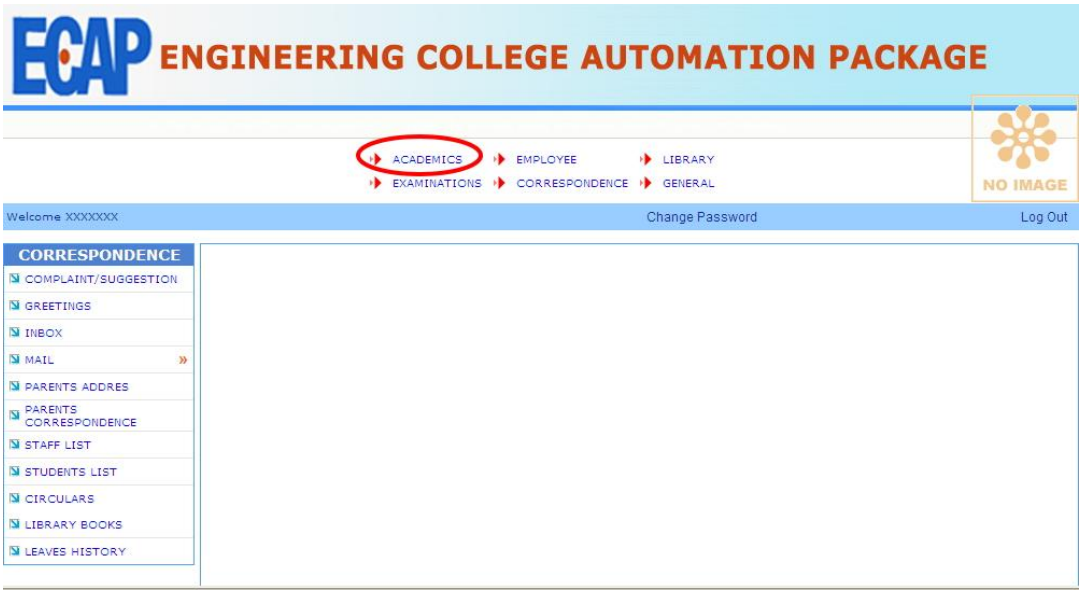
Sl.No	Emp.Code	Emp.Name	Period	Subject	Course	Branch	Semester
Computer Science And Engineering							
1	02050001	PAMIDI SRINIVASULU	2	ACN	B.Tech	CSE	3/4 Semester-II, Section-4
2	02050002	TANNEERU SUNEETHA RANI	1	EWS&ITW	B.Tech	CSE	1/4 Semester-II, Section-1, Batch- 1
			2	EWS&ITW	B.Tech	CSE	1/4 Semester-II, Section-1, Batch- 1
			3	EWS&ITW	B.Tech	CSE	1/4 Semester-II, Section-1, Batch- 1
3	02050003	THELLA SUNITHA	6	FLAT	B.Tech	CSE	2/4 Semester-II, Section-3
4	02050005	ANNAPUREDDY SRINIVASA REDDY	4	ADS	B.Tech	CSE	2/4 Semester-II, Section-1
			7	ADS	B.Tech	CSE	2/4 Semester-II, Section-3
5	02050006	P VENKATA SUBBA REDDY	1	JAVA	B.Tech	CSE	2/4 Semester-II, Section-1
6	02050007	SADINENI VENUGOPAL	7	SEM	B.Tech	CSE	3/4 Semester-II, Section-4
7	02050008	KAKARLA CHENCHU SREEDHAR	1	ADS LAB	B.Tech	CSE	2/4 Semester-II, Section-3, Batch- 1
			2	ADS LAB	B.Tech	CSE	2/4 Semester-II, Section-3, Batch- 1
			3	ADS LAB	B.Tech	CSE	2/4 Semester-II, Section-3, Batch- 1

Question And Answers Of Academic Module Through HOD Logins

73) How To Check Absent Faculties on Current Day?

Ans:- Step 1:- Please Login In to "ECAP" By Using Your Username and Password.

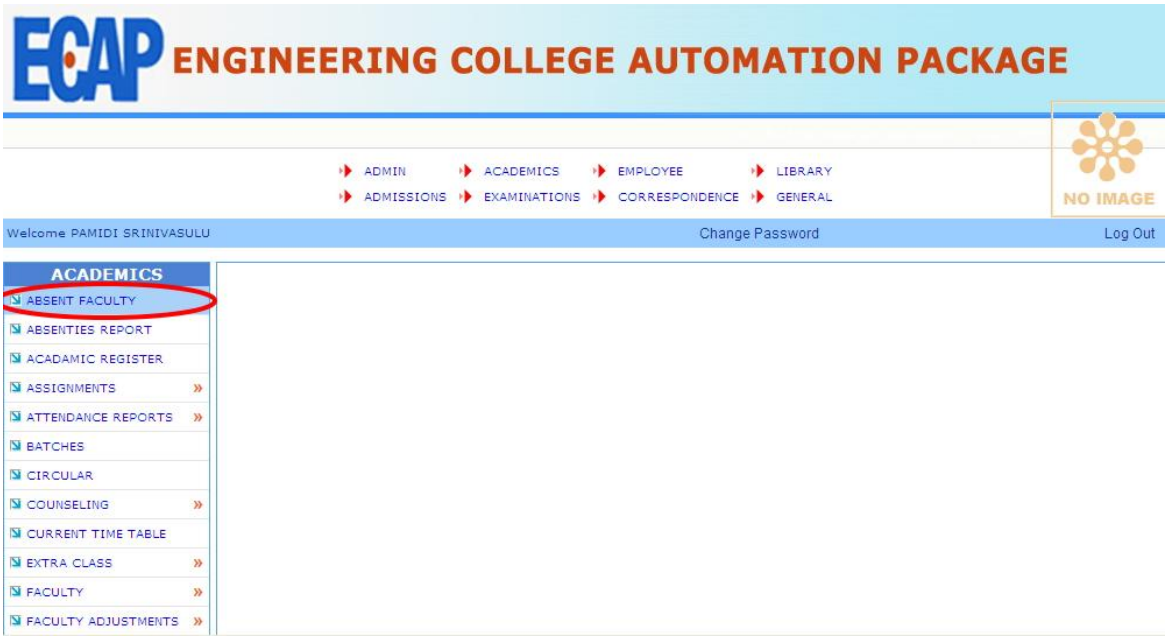
Step 2:- Please Click On "Academics" Module As Shown in Below.



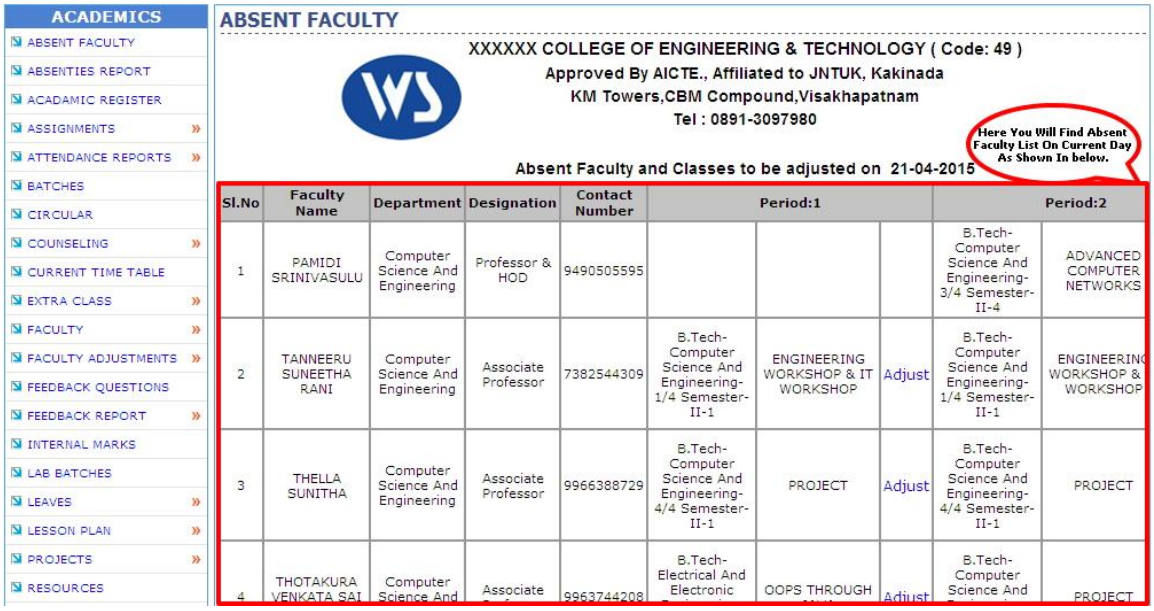
Step 3:- After Click On "Academics" Module You Will Find "Left Panel" As Shown In Below.

Question And Answers Of Academic Module Through HOD Logins

Step4:-Please Find "ABSENT FACULTY" Link Which Is Available In Left Menu As Shown In Below.



Step5:-After Click On "Absent Faculty" Links As Shown In Above Screen, Then You Will Find Absent Faculty Report For Particular Date (Or) Day As Shown In Below.

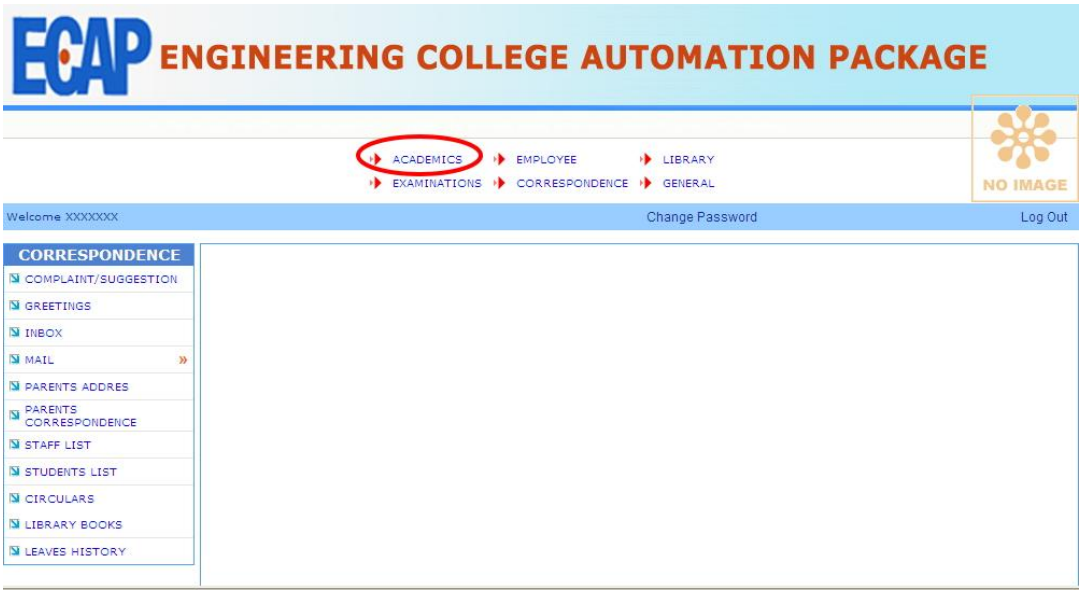


Question And Answers Of Academic Module Through HOD Logins

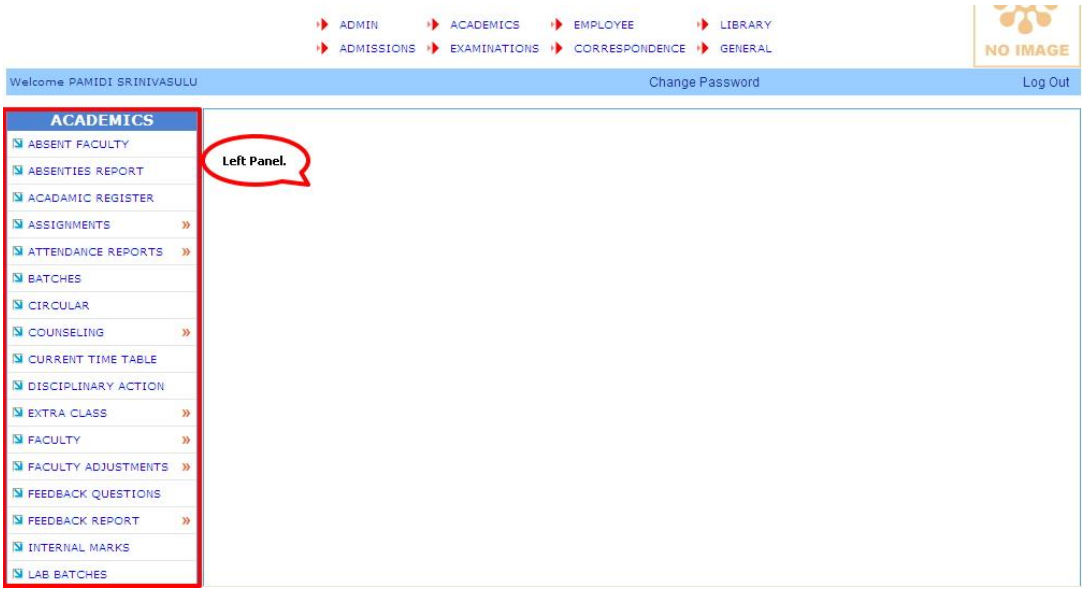
74) How To Check Student Absentees Report By Day Wise?

Ans:- Step 1:- Please Login In to "ECAP" By Using Your Username and Password.

Step 2:- Please Click On "Academics" Module As Shown in Below.

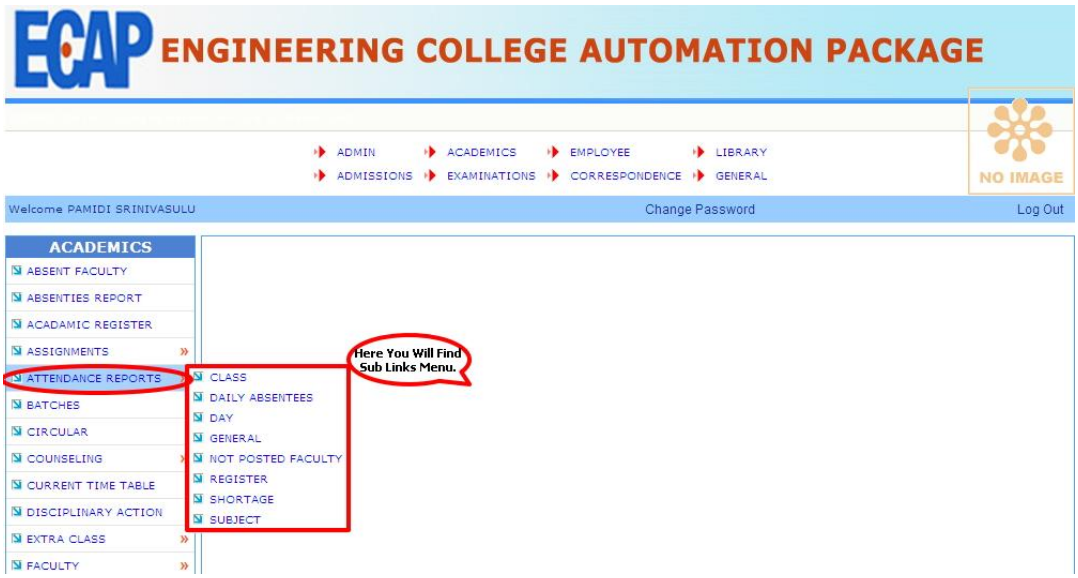


Step 3:- After Click On "Academics" Module You Will Find "Left Panel" As Shown In Below.

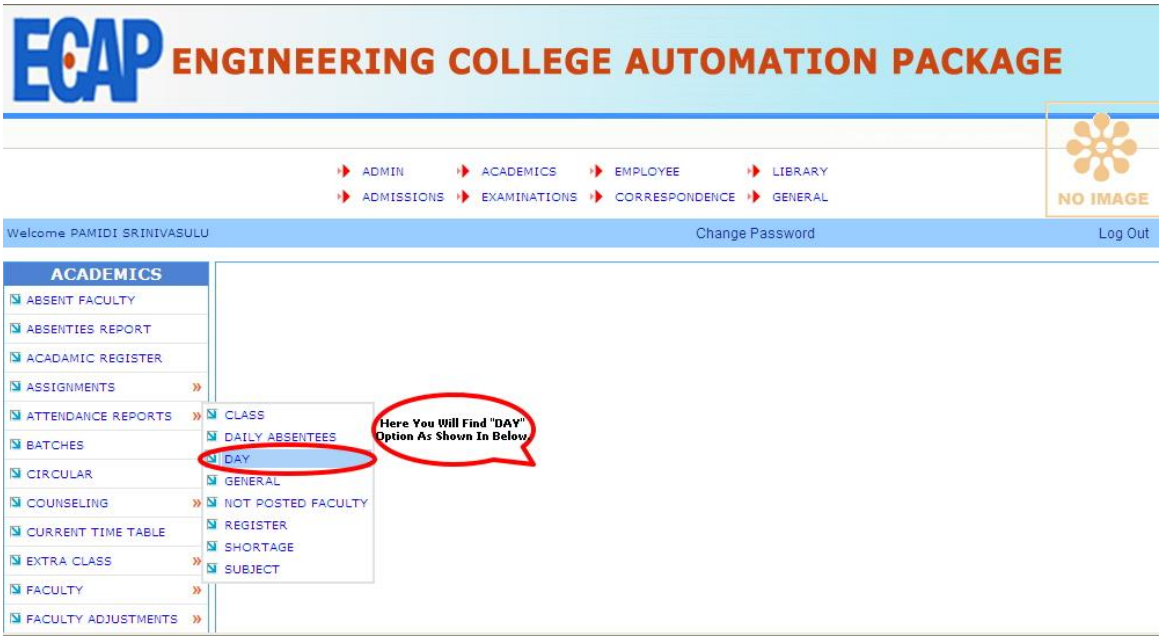


Question And Answers Of Academic Module Through HOD Logins

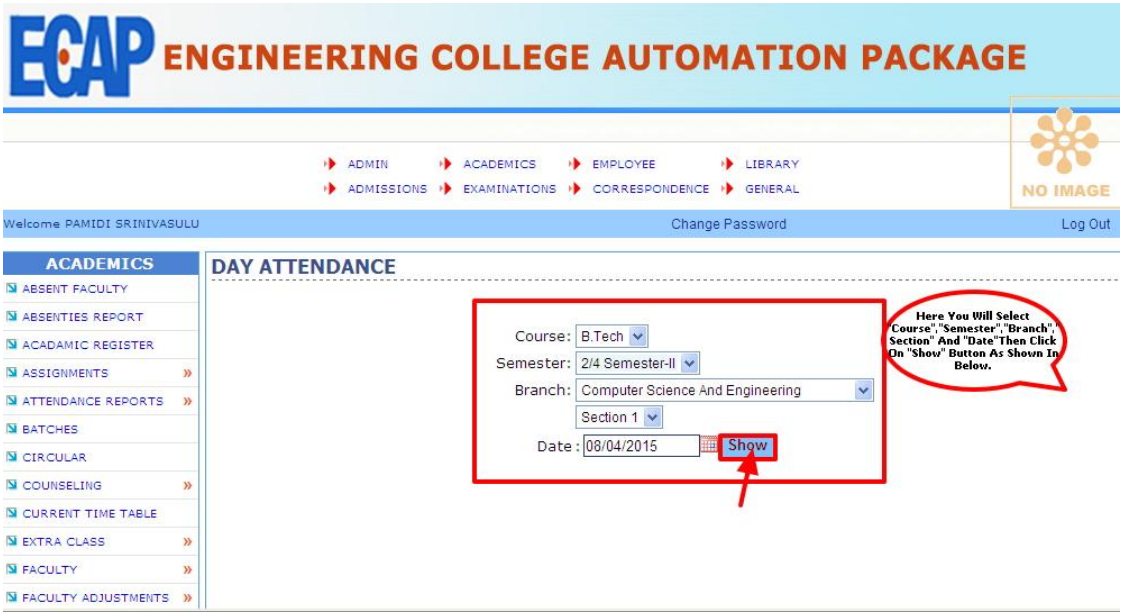
Step4:- Please Place Your Mouse Pointer on "Attendance Reports" Link Which is Available in Left Menu, Then You Will Find "Sub Links" Menu As Shown In Below.



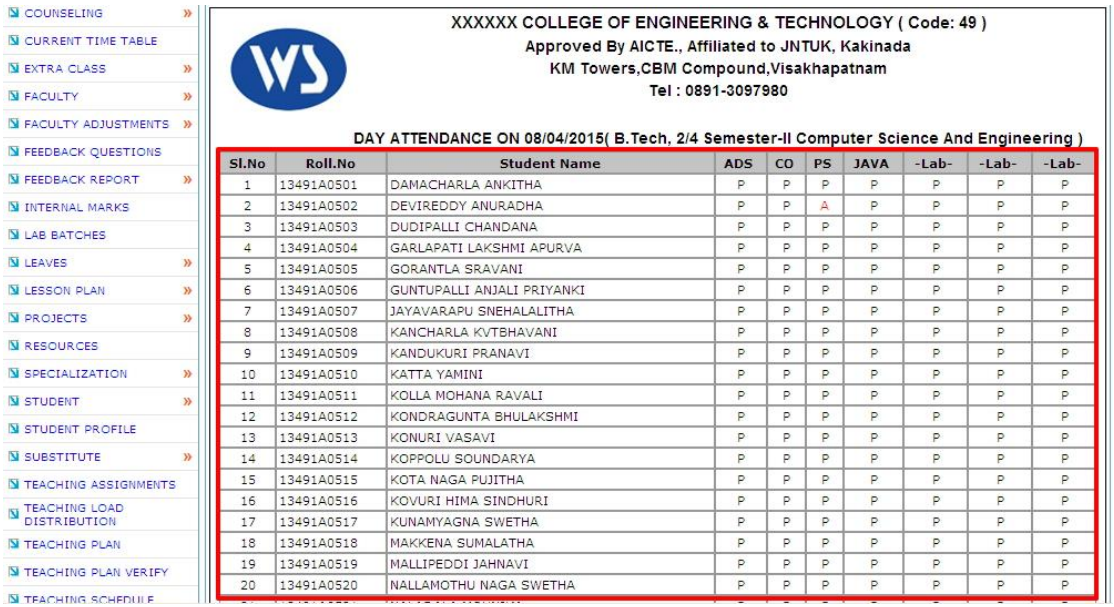
Step5:- Please Find "DAY" Option Which Is Available In Sub Links Menu As Shown In Below.



Step6:-After Click On "Day" Sub Link As Shown In Above Screen, Then You Will Select "Course","Semester","Branch","Section", And "Date" Then After Click On "Show" Button As Shown In Below.



Step7:-After Click On "Show" Button As Shown In Above Screen, Then You Will Find Student Day Wise Absentees Attendance Report As Shown In Below.

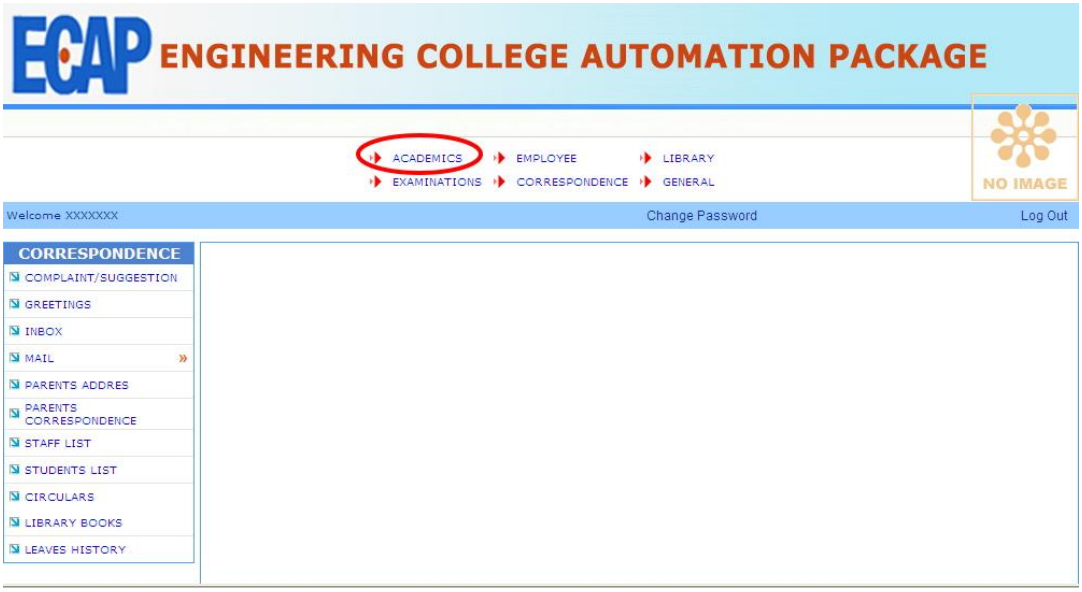


Question And Answers Of Academic Module Through HOD Logins

75) How To Check Subject Academic Register?

Step 1:- Please Login In to "ECAP" By Using Your Username and Password.

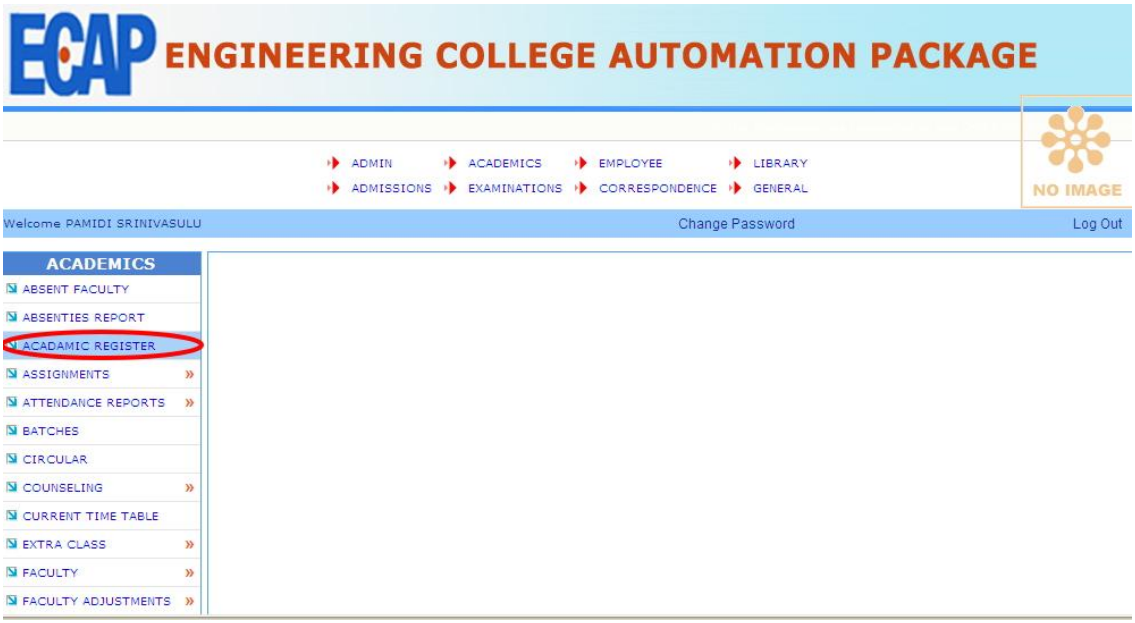
Step 2:- Please Click On "Academics" Module As Shown in Below.



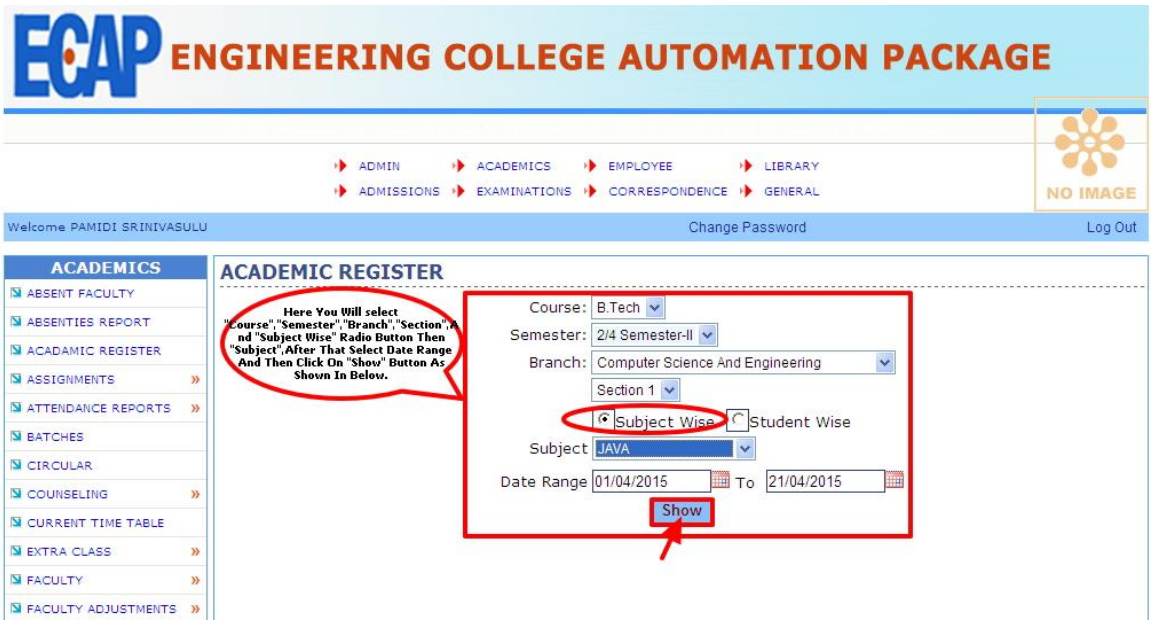
Step 3:- After Click On "Academics" Module You Will Find "Left Panel" As Shown In Below.

Question And Answers Of Academic Module Through HOD Logins

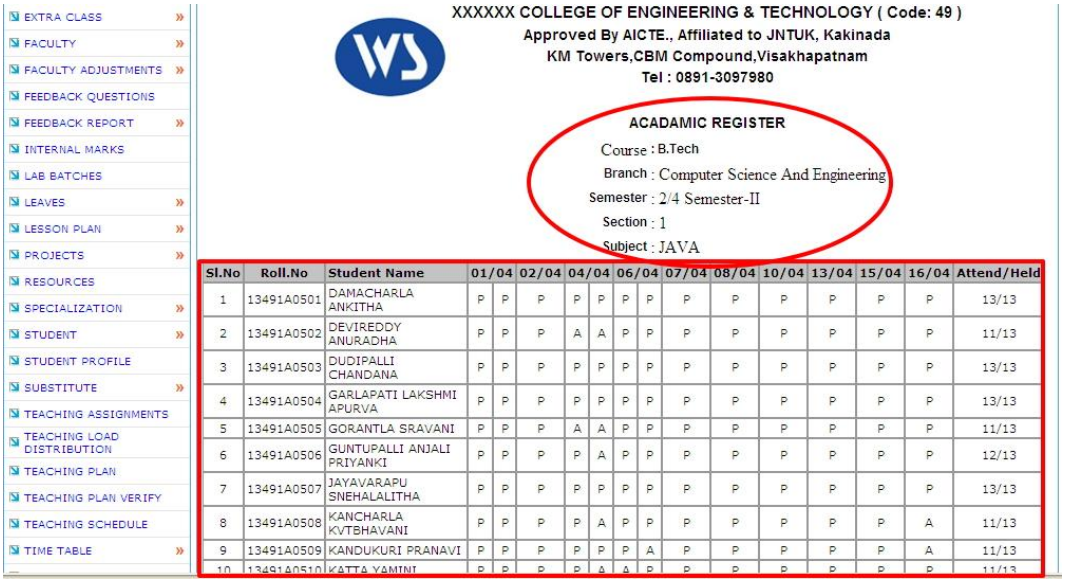
Step4:- Please Click On "ACADAMIC REGISTER" Link Which Is Available In Left Menu As Shown In Below.



Step5:-After Click On "Academic Register" Link As Shown In Above Screen, Then You Will Select "Course","Semester","Branch","Section", And Select "Subject Wise" Option Which Is Available In Radio Button And Then Please Select "Subject" Option Which Is Available In Drop Down Box And Then Select "Date Range" And Click On "Show" Button As Shown In Below.



Step6:-After Click On "Show" Button As Shown In Above Screen, Then You Will Find "Subject Wise Academic Register" Report As Shown In Below.

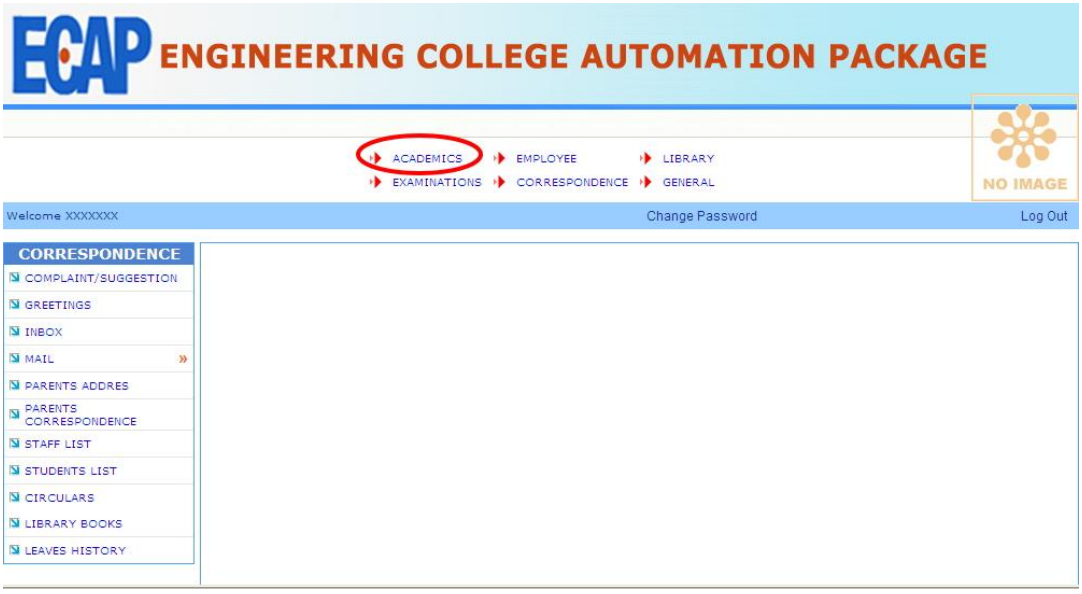


Sl.No	Roll.No	Student Name	01/04		02/04	04/04		06/04		07/04	08/04	10/04	13/04	15/04	16/04	Attend/Held
1	13491A0501	DAMACHARLA ANKITHA	P	P	P	P	P	P	P	P	P	P	P	P	P	13/13
2	13491A0502	DEVIREDDY ANURADHA	P	P	P	A	A	P	P	P	P	P	P	P	P	11/13
3	13491A0503	DUDIPALLI CHANDANA	P	P	P	P	P	P	P	P	P	P	P	P	P	13/13
4	13491A0504	GARLAPATI LAKSHMI APURVA	P	P	P	P	P	P	P	P	P	P	P	P	P	13/13
5	13491A0505	GORANTLA SRAVANI	P	P	P	A	A	P	P	P	P	P	P	P	P	11/13
6	13491A0506	GUNTUPALLI ANJALI PRIYANKI	P	P	P	P	A	P	P	P	P	P	P	P	P	12/13
7	13491A0507	JAYAVARAPU SNEHALALITHA	P	P	P	P	P	P	P	P	P	P	P	P	P	13/13
8	13491A0508	KANCHARLA KVTBHAVANI	P	P	P	P	A	P	P	P	P	P	P	P	A	11/13
9	13491A0509	KANDUKURI PRANAVI	P	P	P	P	P	P	A	P	P	P	P	P	A	11/13
10	13491A0510	KATTA YAMINI	P	P	P	P	A	A	P	P	P	P	P	P	P	11/13

76) How To Check Student Academic Register?

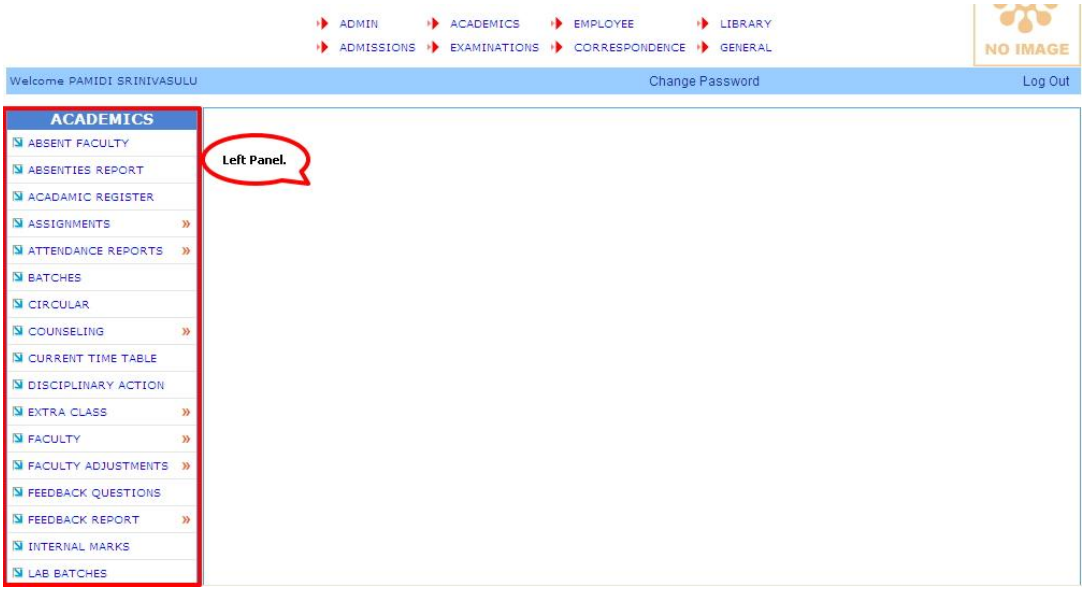
Step 1:- Please Login In to "ECAP" By Using Your Username and Password.

Step 2:- Please Click On "Academics" Module As Shown in Below.

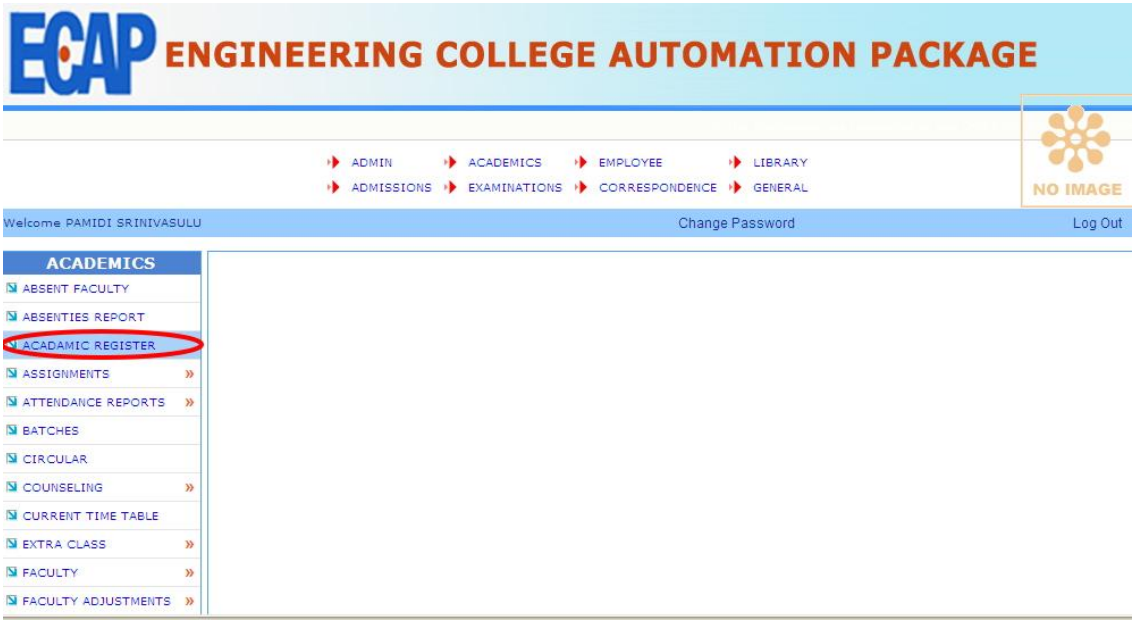


Question And Answers Of Academic Module Through HOD Logins

Step 3:- After Click On "Academics" Module You Will Find "Left Panel" As Shown In Below.

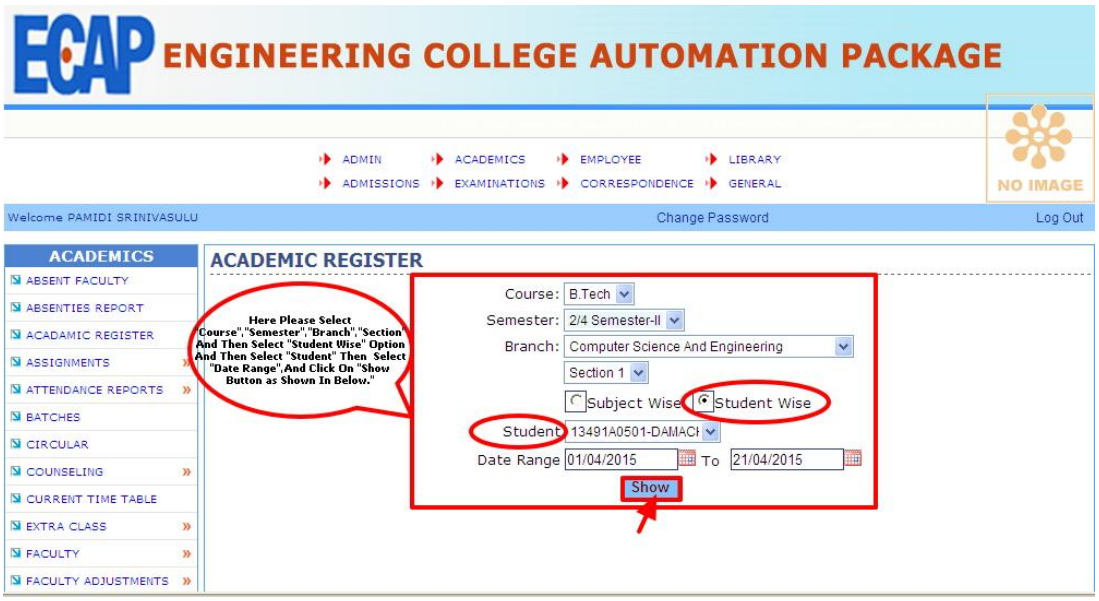


Step4:- Please Click On "ACADAMIC REGISTER" Link Which Is Available In Left Menu As Shown In Below.

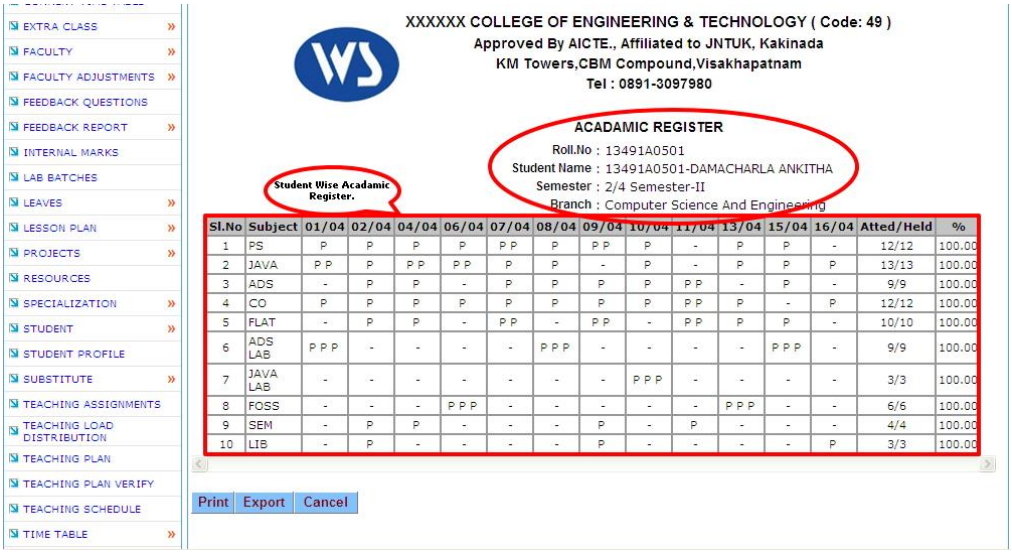


Question And Answers Of Academic Module Through HOD Logins

Step5:- After Click On "Academic Register" Link As Shown In Above Screen, Then You Will Select "Course","Semester","Branch","Section", And Select "Student Wise" Option Which Is Available In Radio Button And Then Please Select "Student" Option Which Is Available In Drop Down Box And Then Select "Date Range" And Click On "Show" Button As Shown In Below.



Step6:-After Click On "Show" Button As Shown In Above Screen, Then You Will Find Student Wise Academic Register Report As Shown In Below.



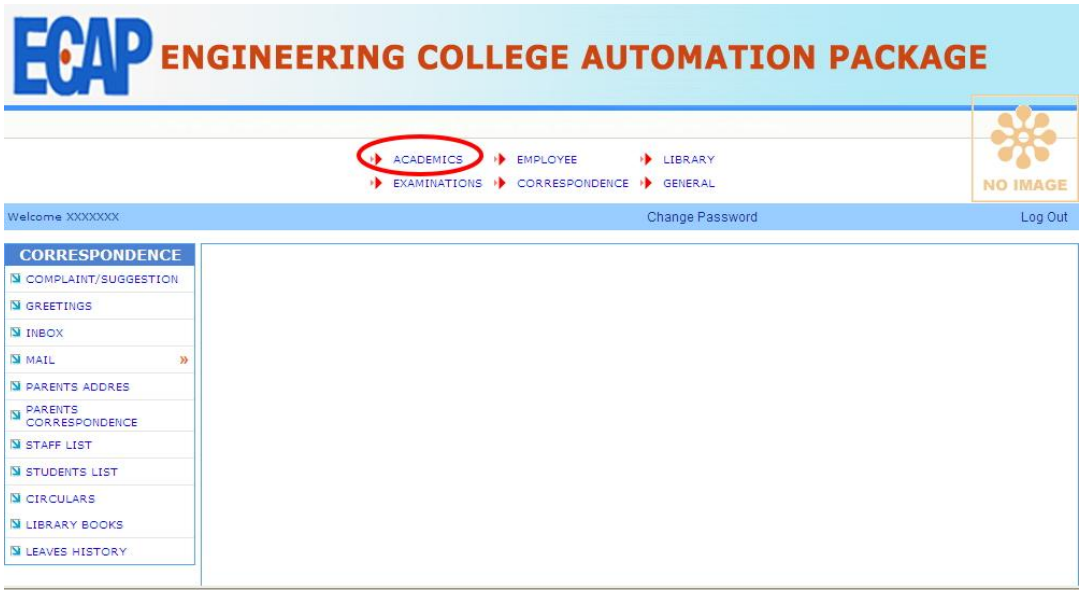
Sl.No	Subject	01/04	02/04	04/04	06/04	07/04	08/04	09/04	10/04	11/04	13/04	15/04	16/04	Atted/Held	%
1	PS	P	P	P	P	P P	P	P P	P	-	P	P	-	12/12	100.00
2	JAVA	P P	P	P P	P P	P	P	-	P	-	P	P	P	13/13	100.00
3	ADS	-	P	P	-	P	P	P	P	P P	-	P	-	9/9	100.00
4	CO	P	P	P	P	P	P	P	P	P P	P	-	P	12/12	100.00
5	FLAT	-	P	P	-	P P	-	P P	-	P P	P	P	-	10/10	100.00
6	ADS LAB	P P P	-	-	-	-	P P P	-	-	-	-	P P P	-	9/9	100.00
7	JAVA LAB	-	-	-	-	-	-	-	P P P	-	-	-	-	3/3	100.00
8	FOSS	-	-	-	P P P	-	-	-	-	-	P P P	-	-	6/6	100.00
9	SEM	-	P	P	-	-	-	P	-	P	-	-	-	4/4	100.00
10	LIB	-	P	-	-	-	-	P	-	-	-	-	P	3/3	100.00

Question And Answers Of Academic Module Through HOD Logins

77) How Can I Check My Leaves History?

Step 1:-Please Login In To "ECAP" By using Your Username And Password.

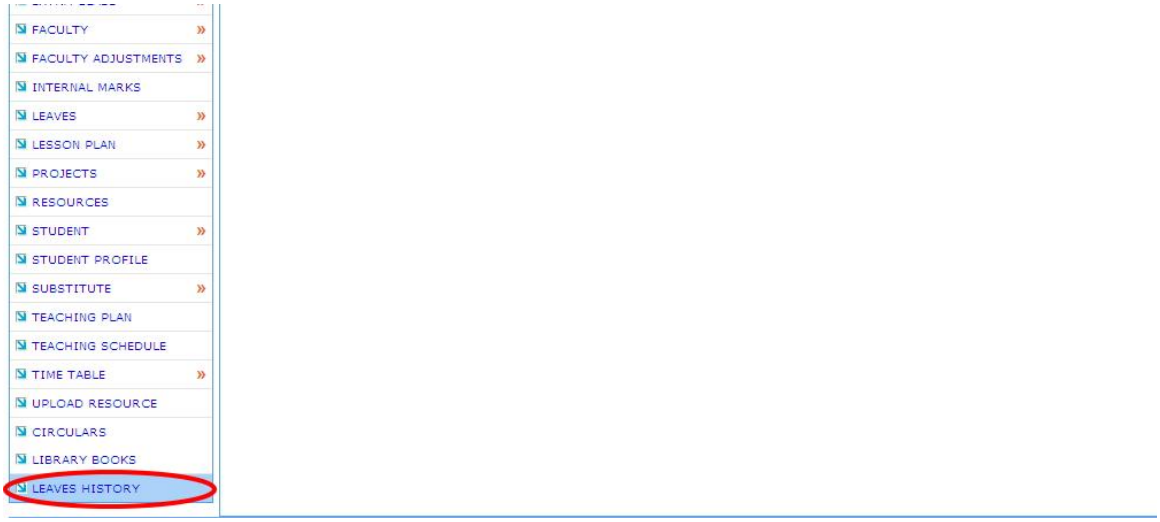
Step 2:- Please Click On "Academics" Module As Shown In Below.



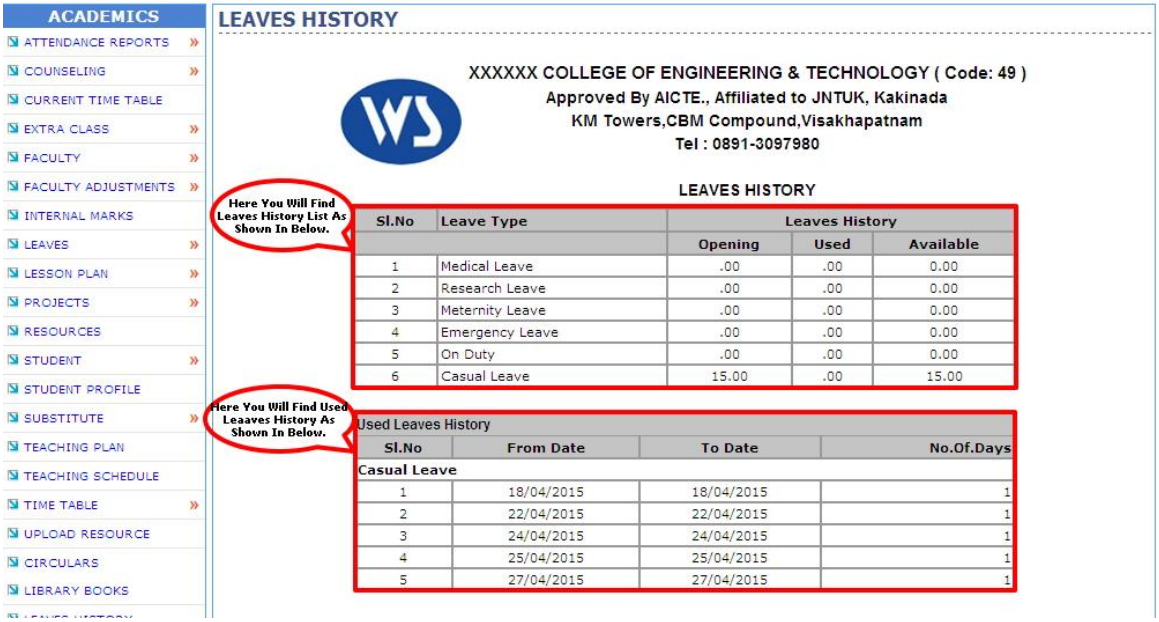
Step 3:- After Clicking on "Academics" Module You Will Find "Left Panel" As Shown in Below.

Question And Answers Of Academic Module Through HOD Logins

Step4:-Please Click On "Leaves History" Link Which Is Available In Left Panel Menu As Shown In Below.



Step5:-After Click On "Leaves History" Links As Shown In Above Screen, Then You Will Find "Available Leaves" And "Applied Leaves" As Shown In Below.

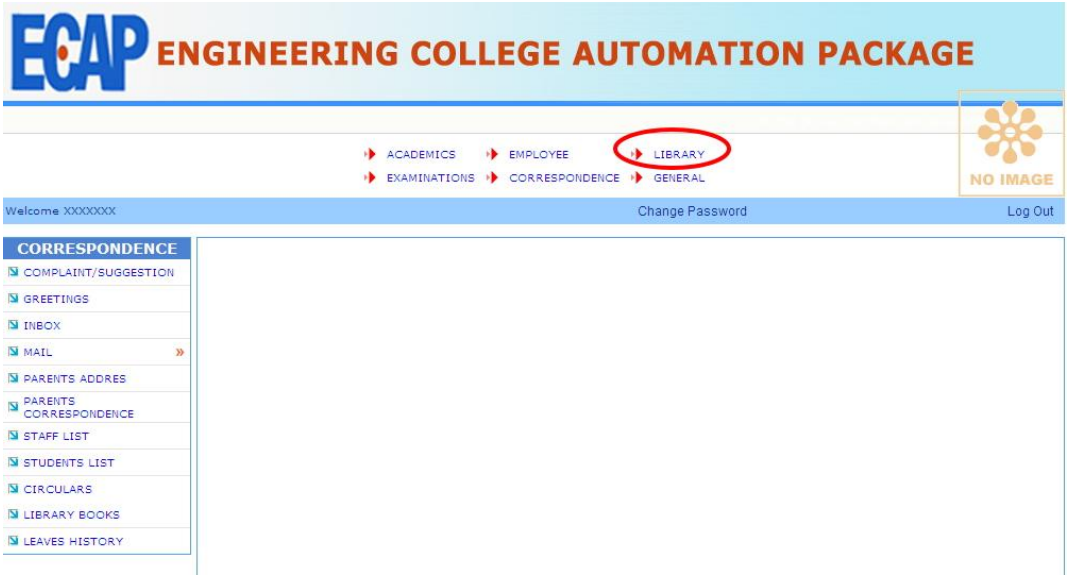


Question And Answers Of Academic Module Through HOD Logins

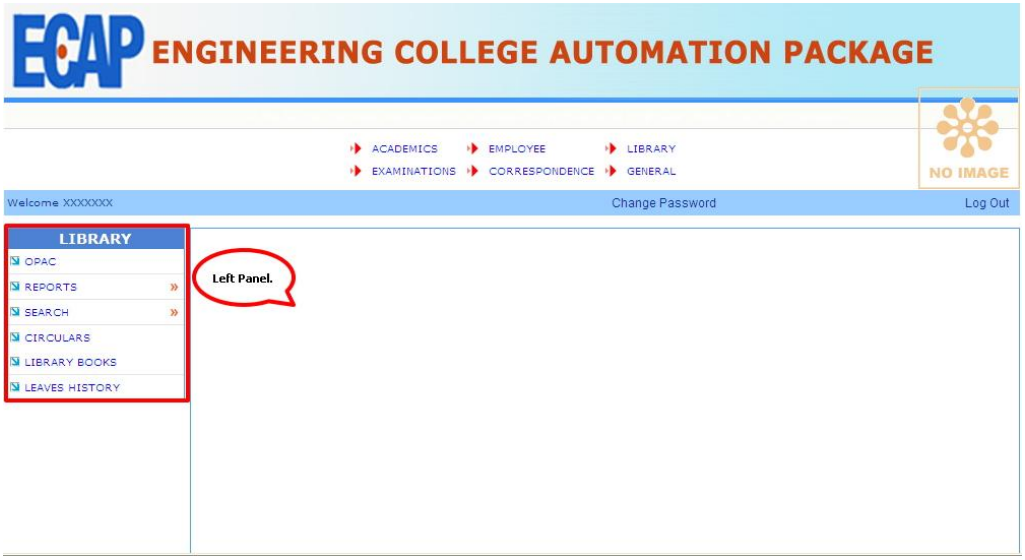
78) How Can I Check My Library Books?

Ans:-Step1:- Please Login In To "ECAP" By Using Your Username And Password.

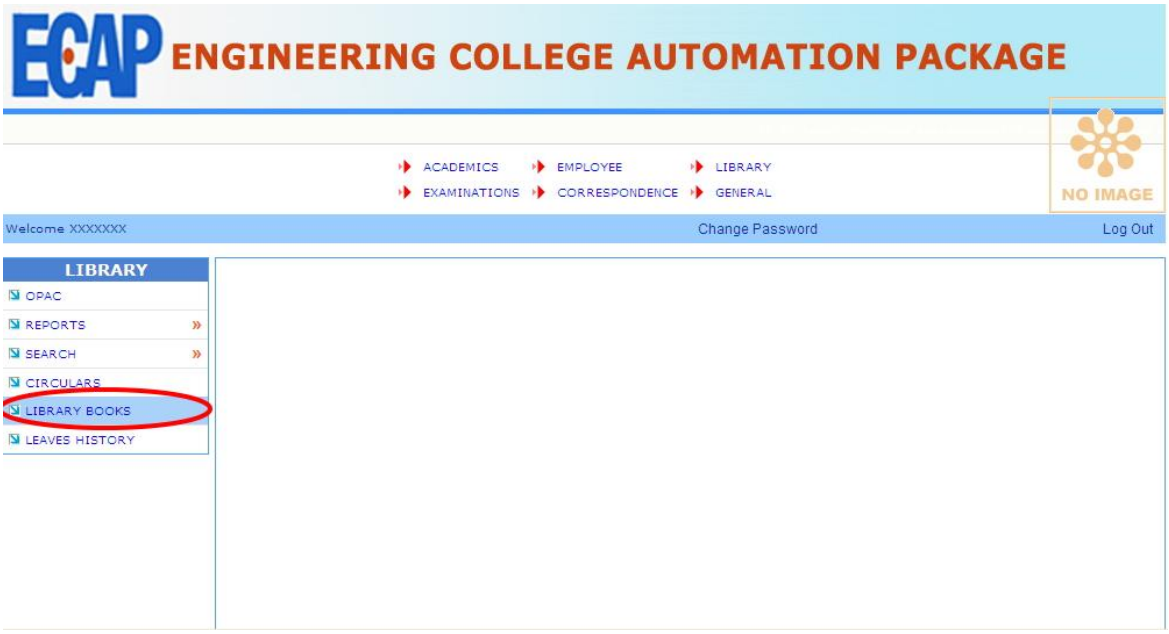
Step2:-Please Click On "LIBRARY" Module As Shown In Below.



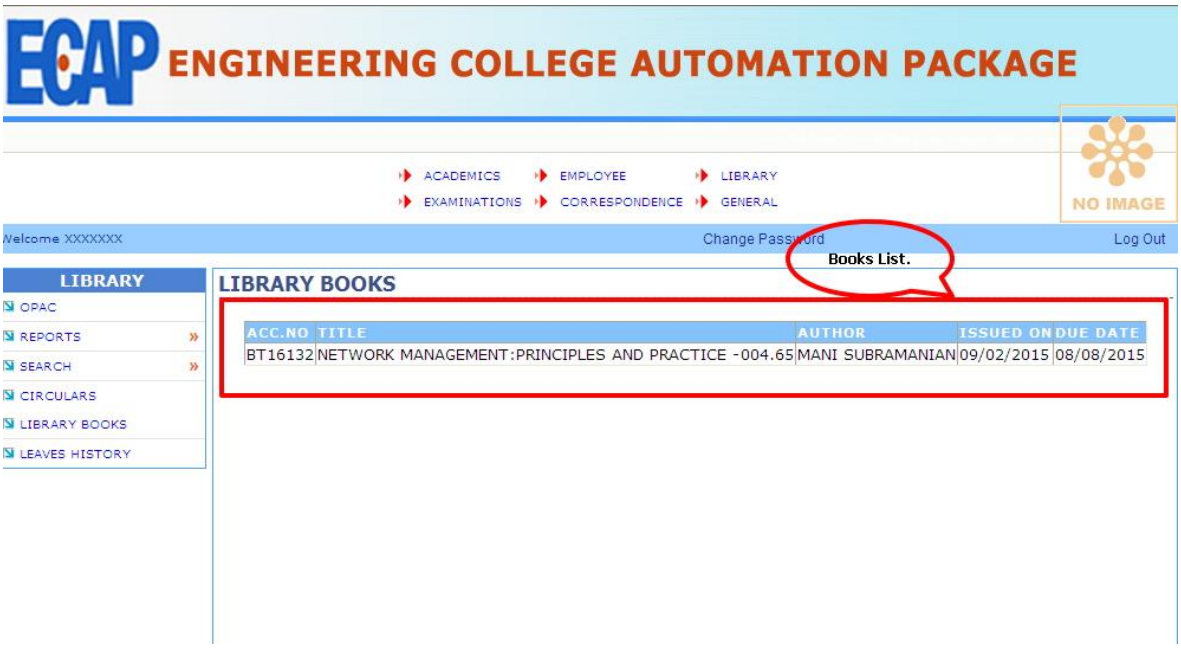
Step3:- After Click On "Library" Module You Will Find "Left Panel" As Shown In Below.



Step4:- Please Click On "Library Books" Which Is Available In Left Menu Link As Shown In Below.



Step5:- After Click On Library Books Option As Shown In Above Screen, Then You Will Find "Library Books" List As Shown In Below.



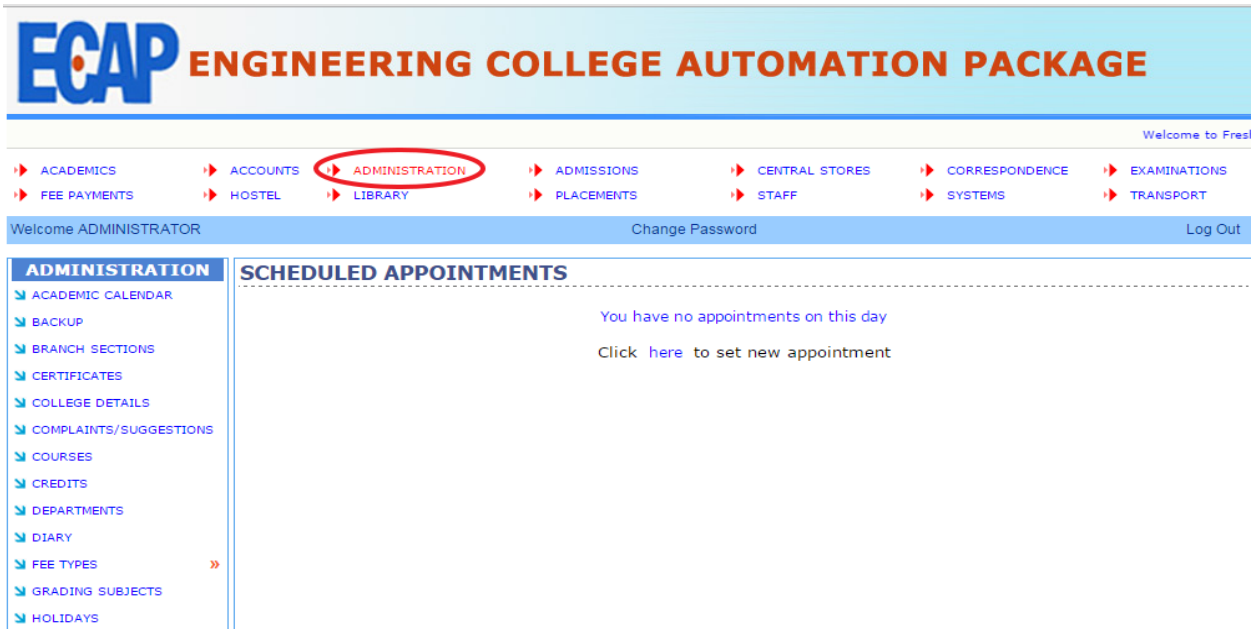
Question And Answers Of Academic Module Through HOD Logins

ADMINISTRATION MODULE

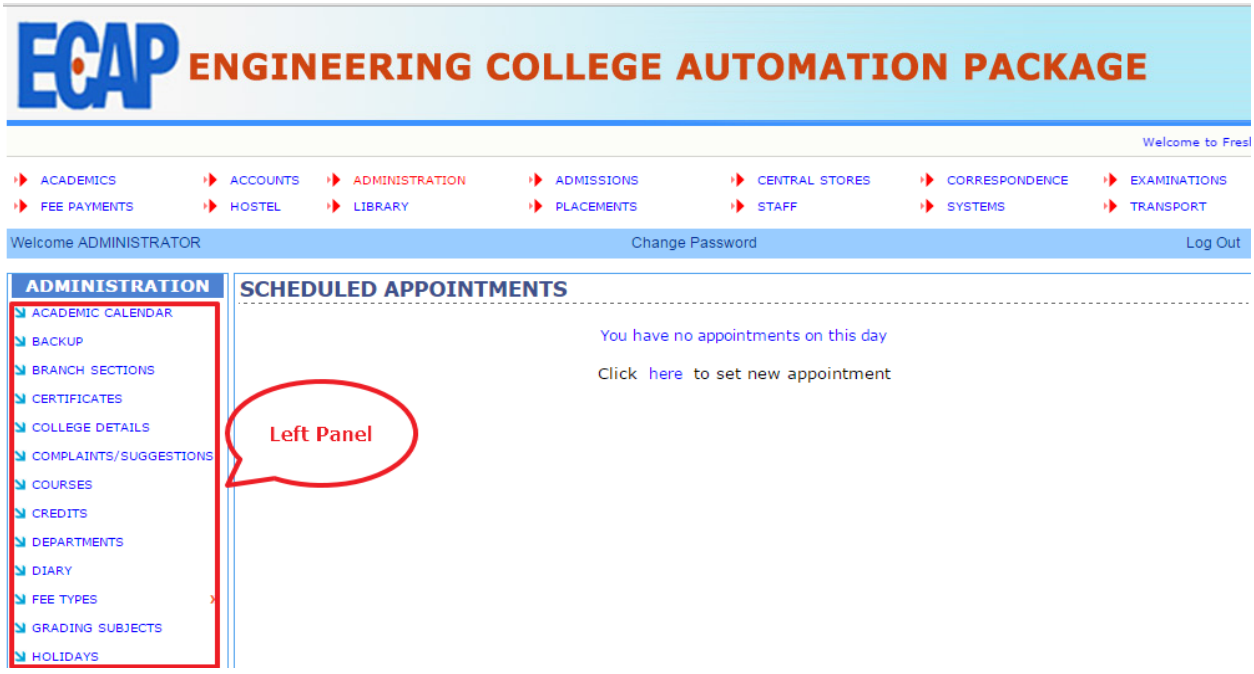
1) How To Add/Remove Courses? (Courses)

Ans:- Step 1:- Please Login In To "ECAP" By Using Your Username And Password.

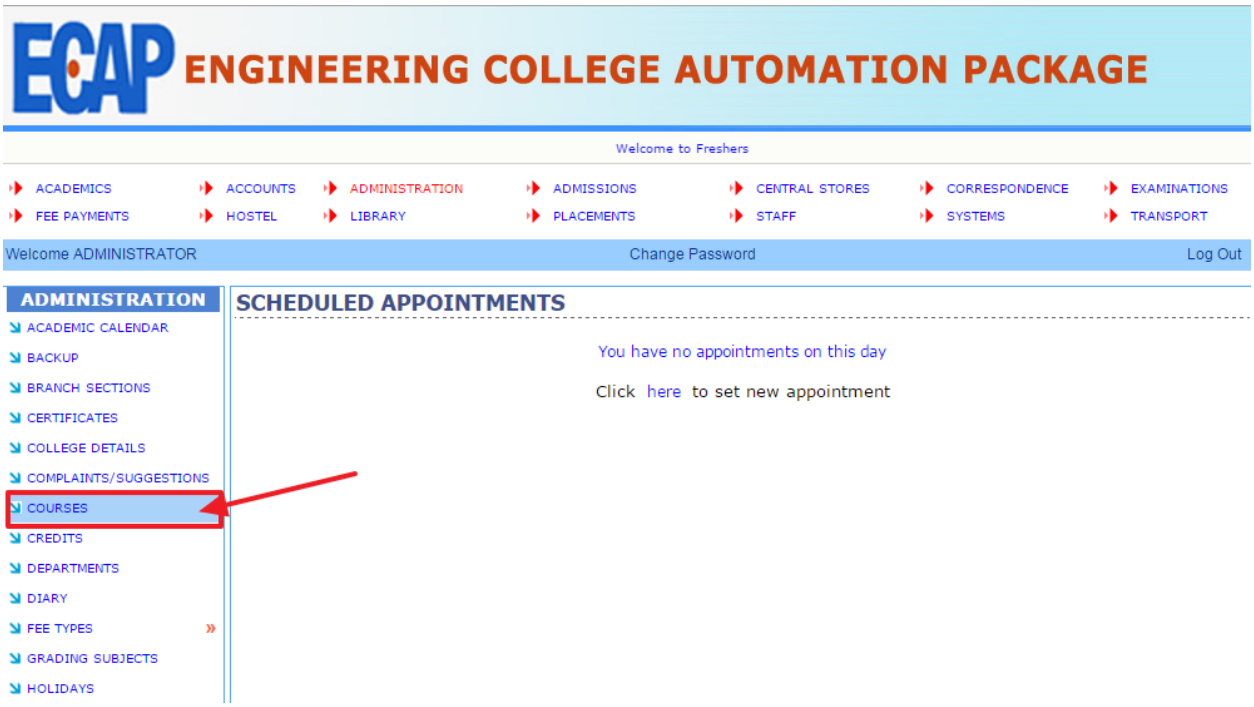
Step2:- Please Click On "ADMINISTRATION" Module As Shown In Below.



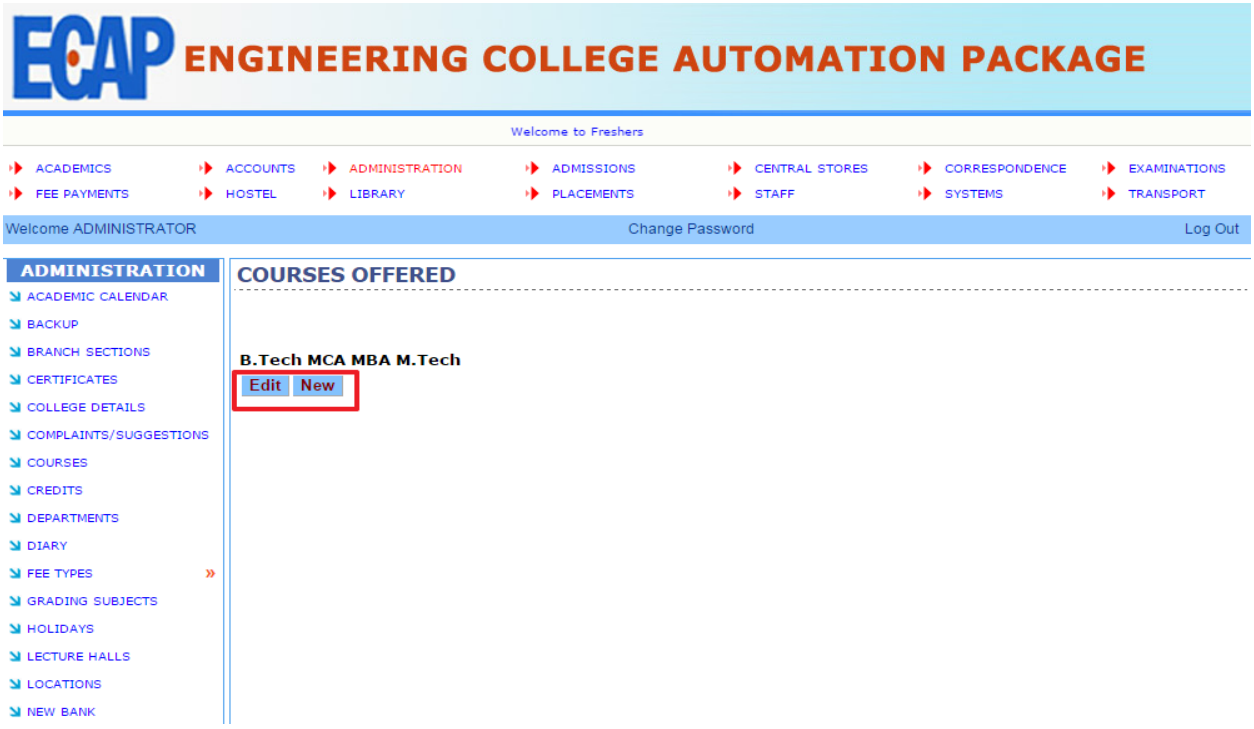
Step3:- After Click On "ADMINISTRATION" Then You Will Find "Left Panel" As Shown In Below.



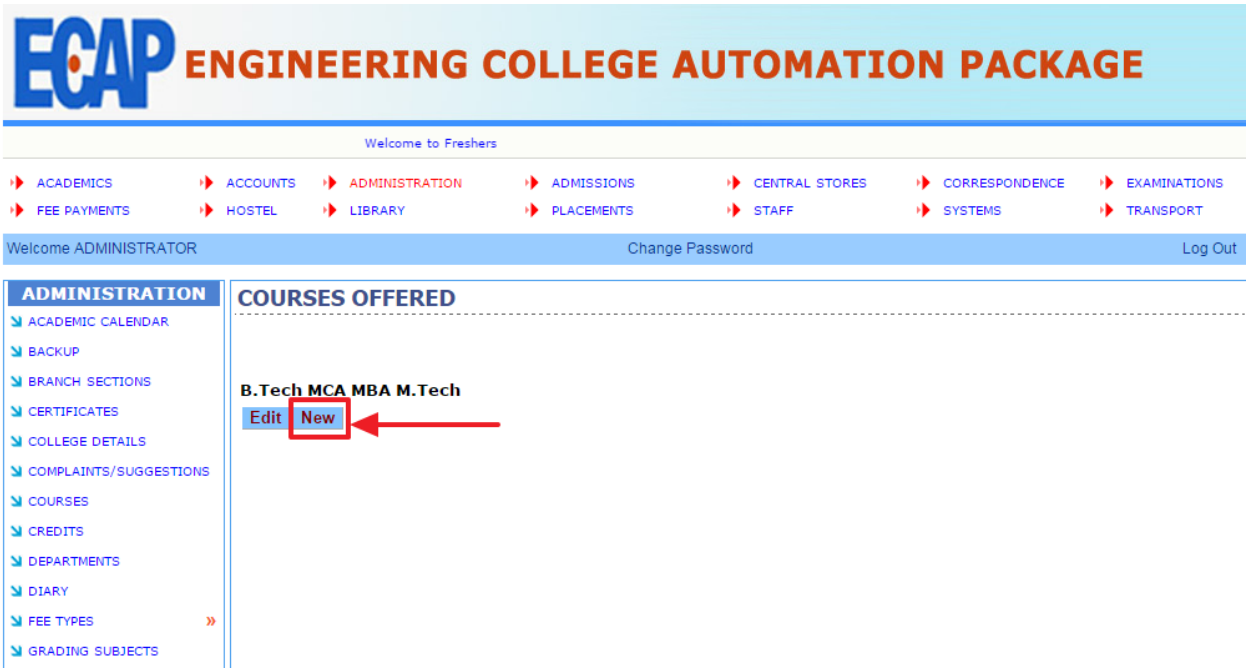
Step4:-Please Click On "ADMINISTRATION" Which Is Available In Left Panel Menu As Shown In Below.



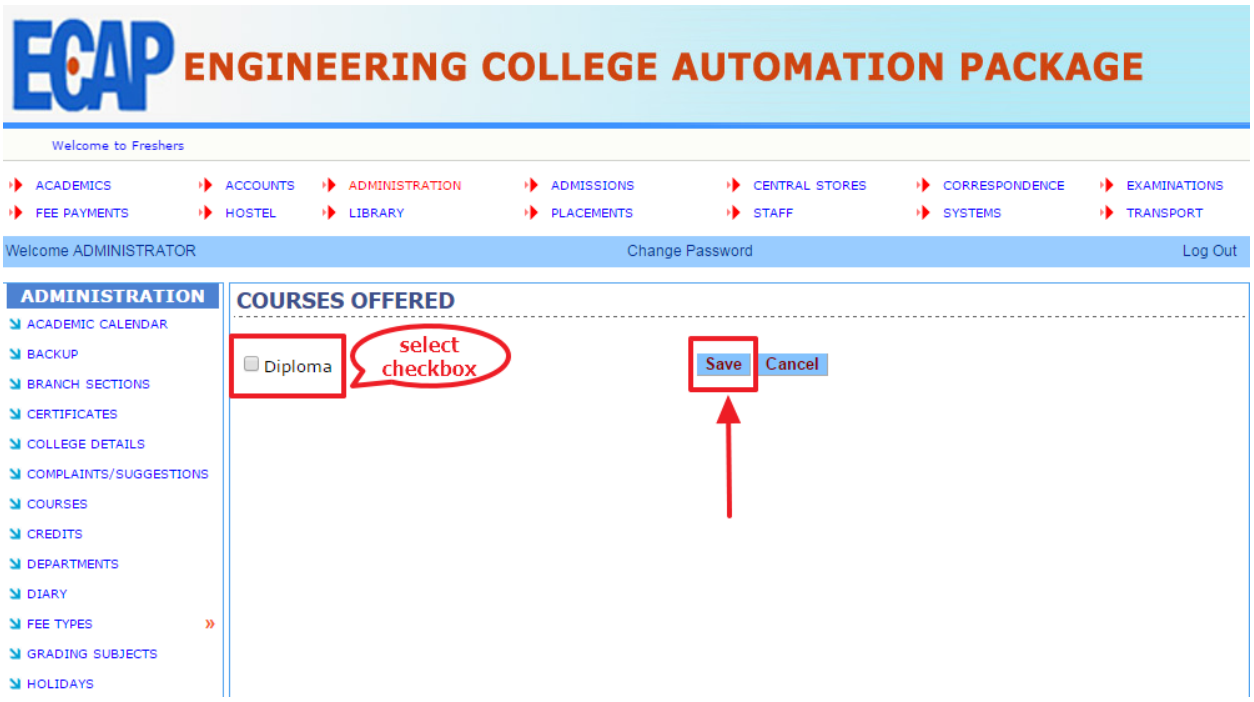
Step5:- After Select On "COURSES" Then You Will Find "EDIT" Button Please Click On "NEW" Option Button As Shown In Below.



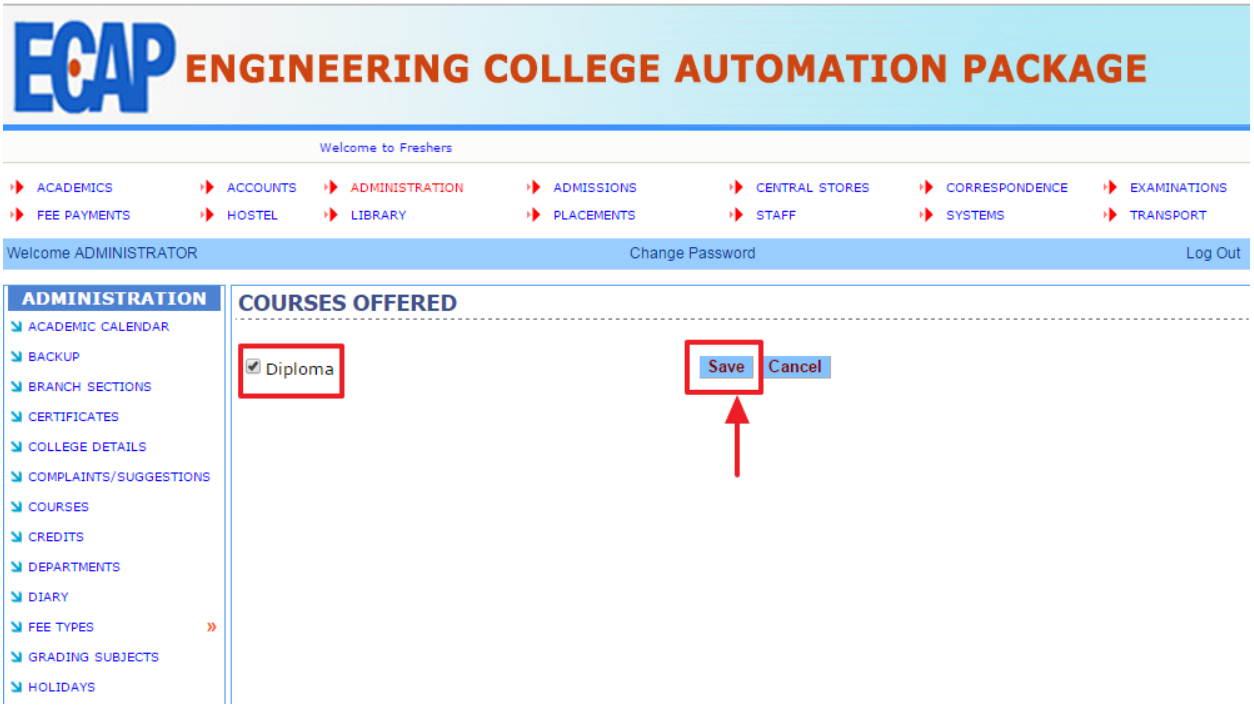
Step6:- Please Click On "NEW" Option Button As Shown In Below.



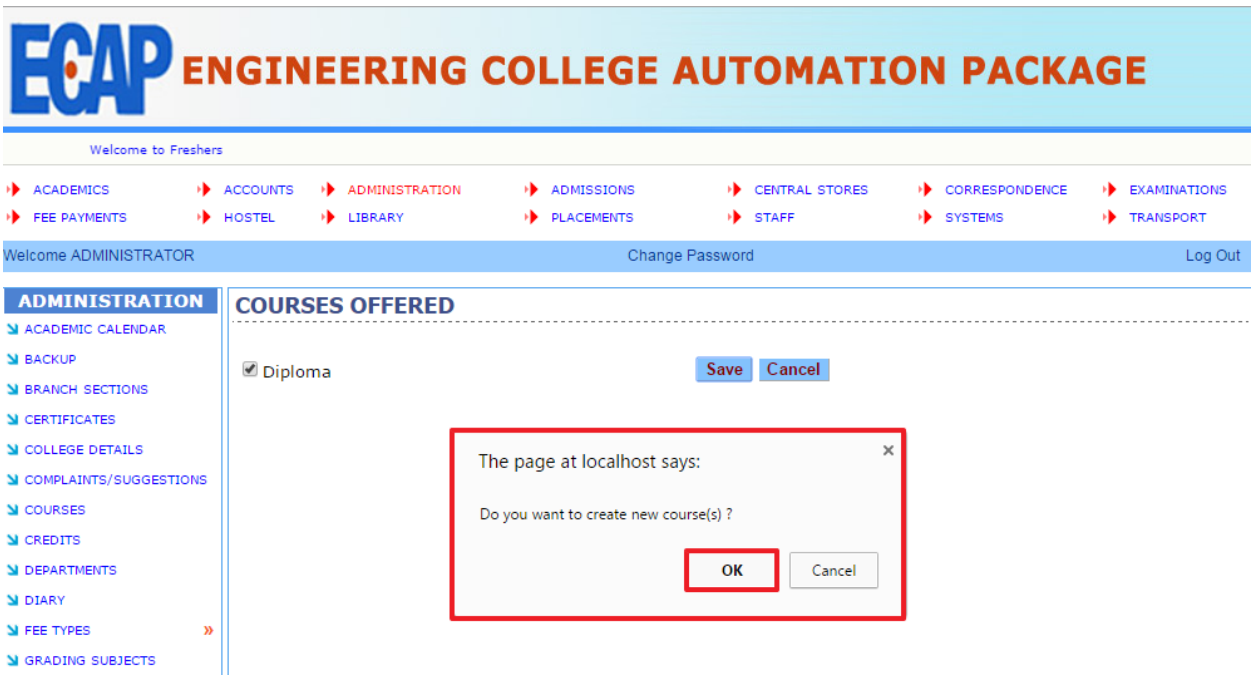
Step7:-Please Select Checkbox And Click Save Button.



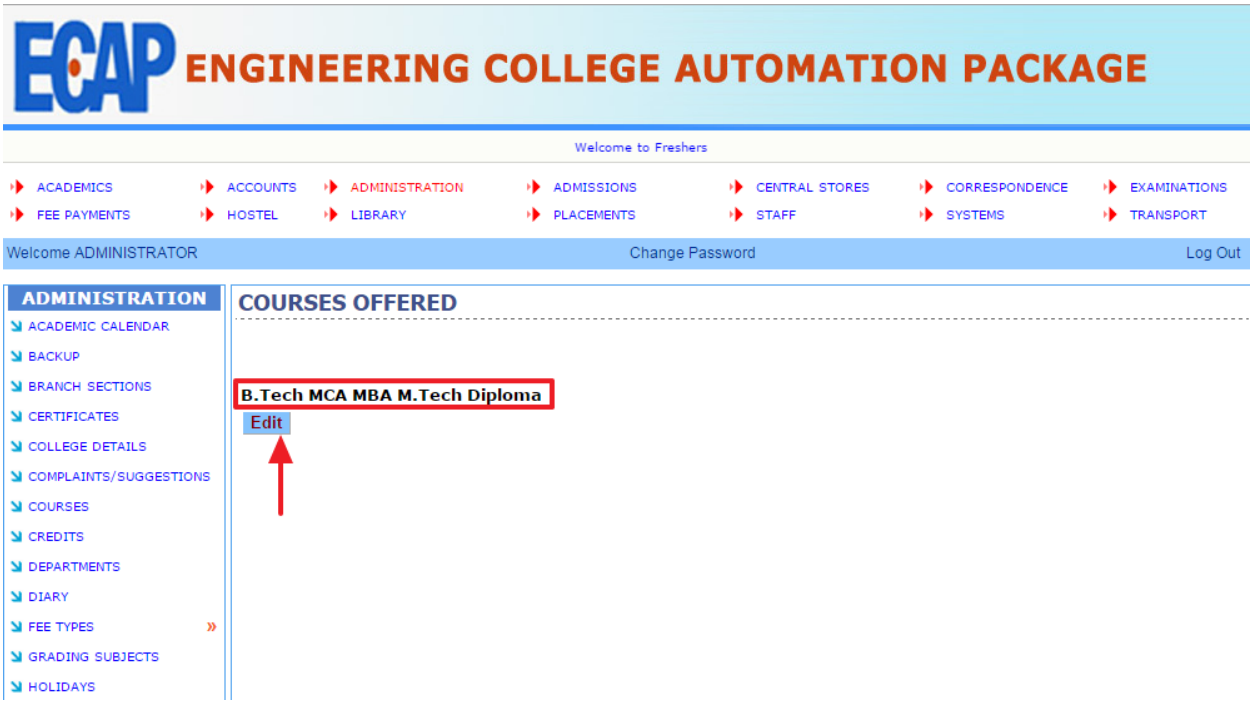
Step8:-Please Select Checkbox And Click Save Button.



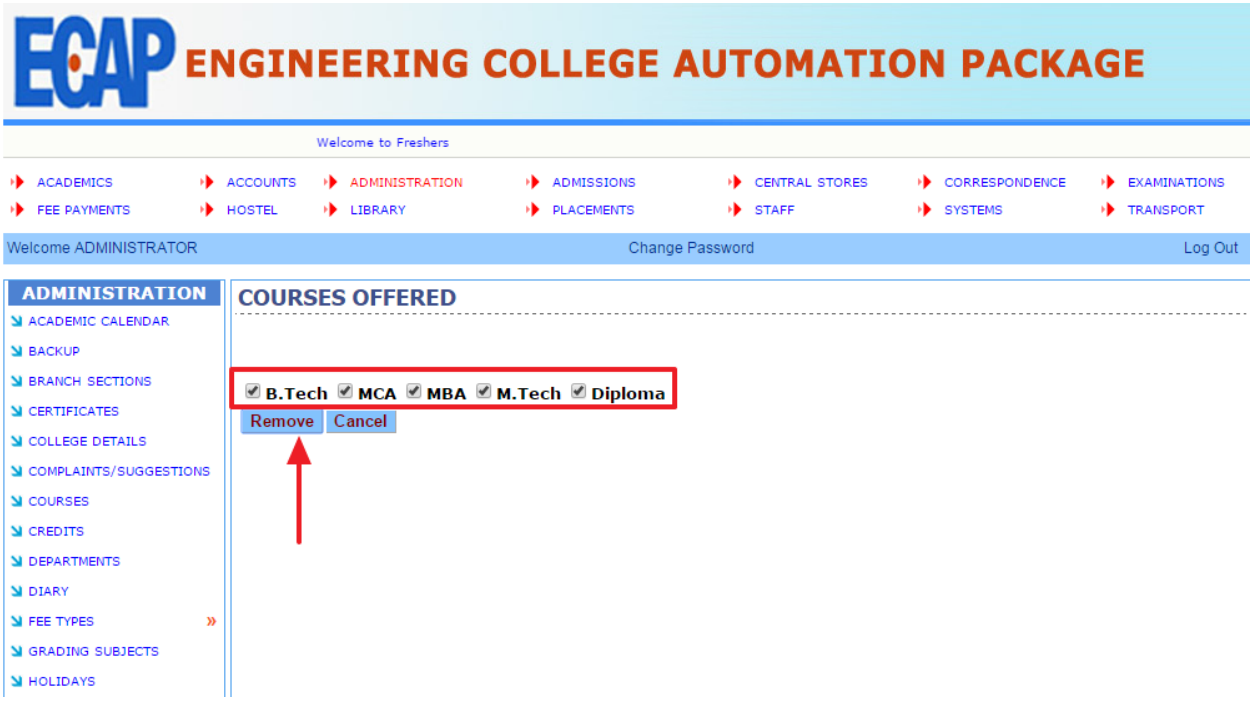
Step9:-Please Click On Ok.



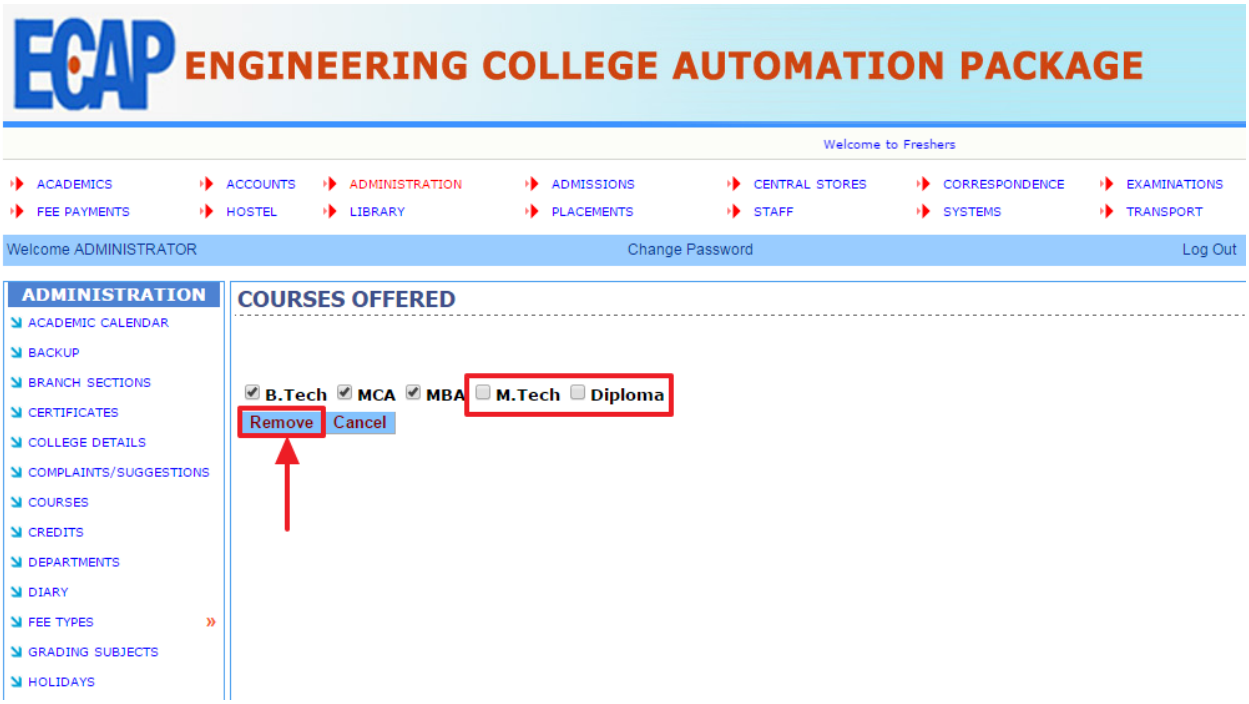
Step10:-Please Click Edit Button.



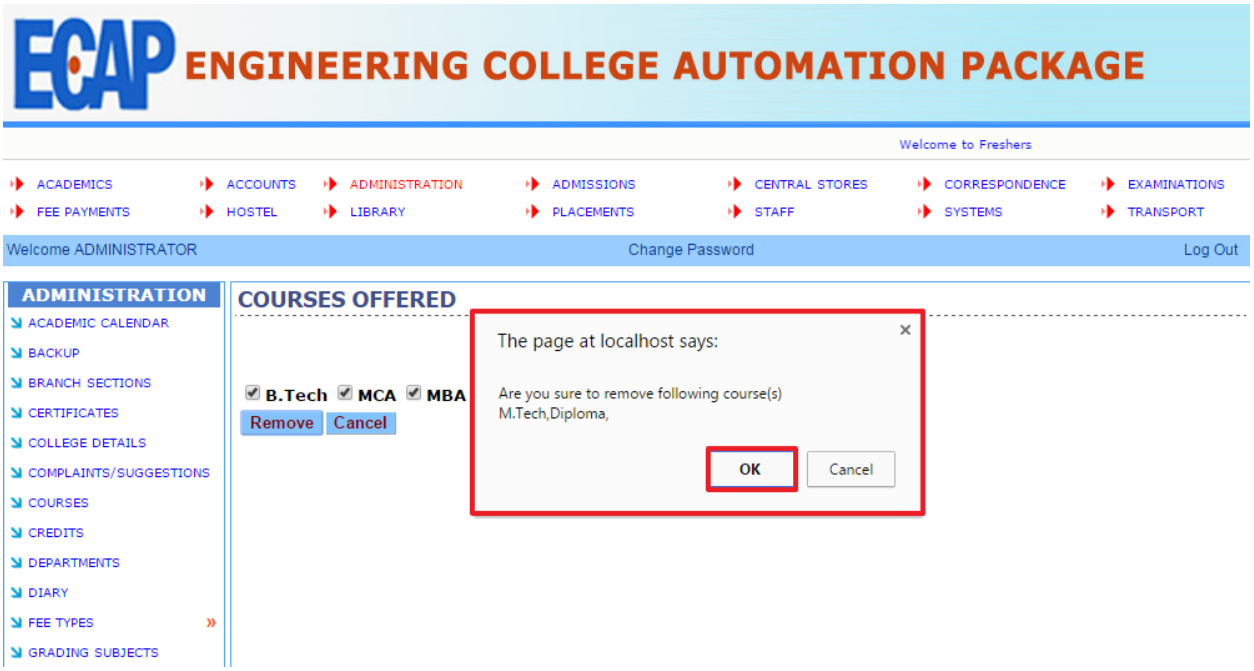
Step11:-Please Remove Courses.



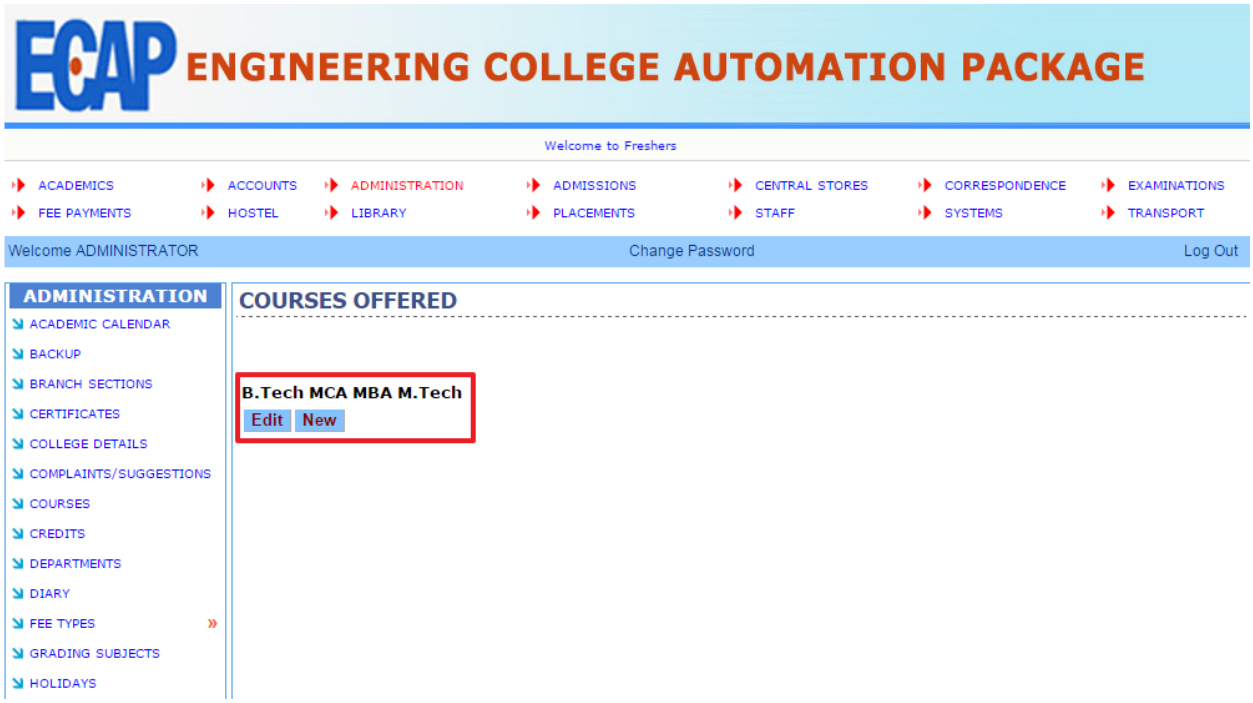
Step12:-Please Select Checkbox. And Click On Remove.



Step13:-Please Click On Ok.



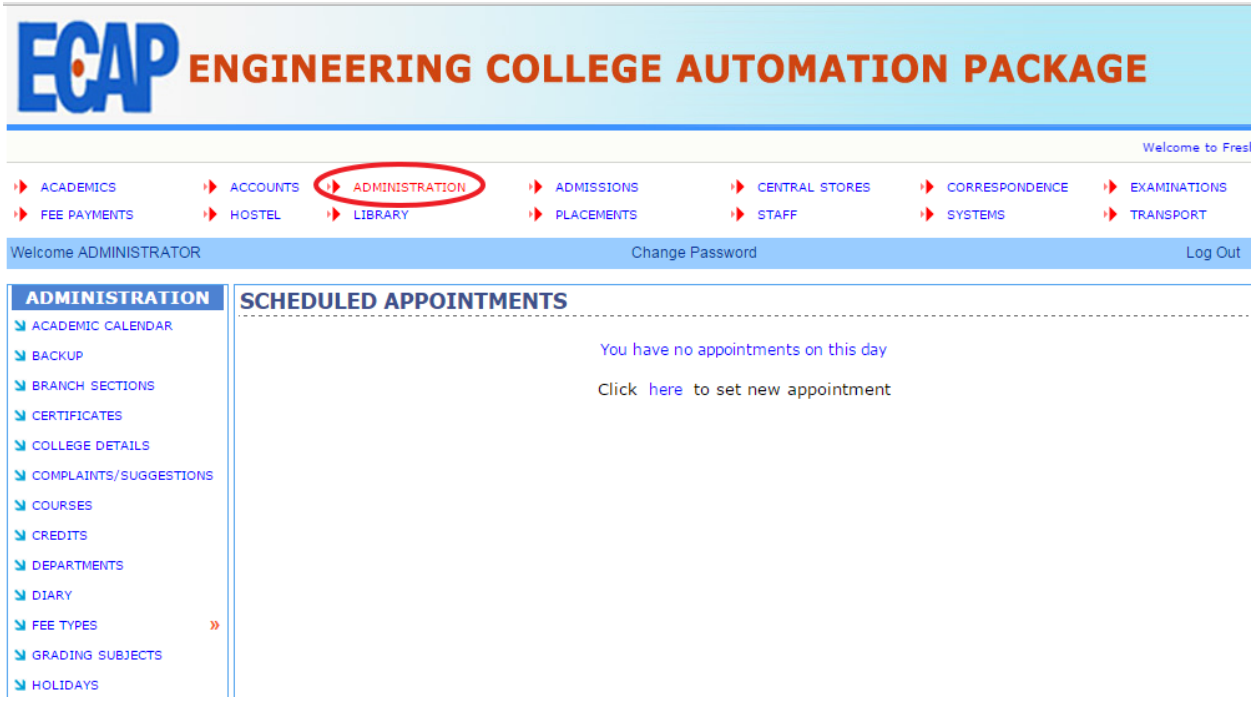
Step14:- **Please Click On "OK" Button As Shown In Below.**



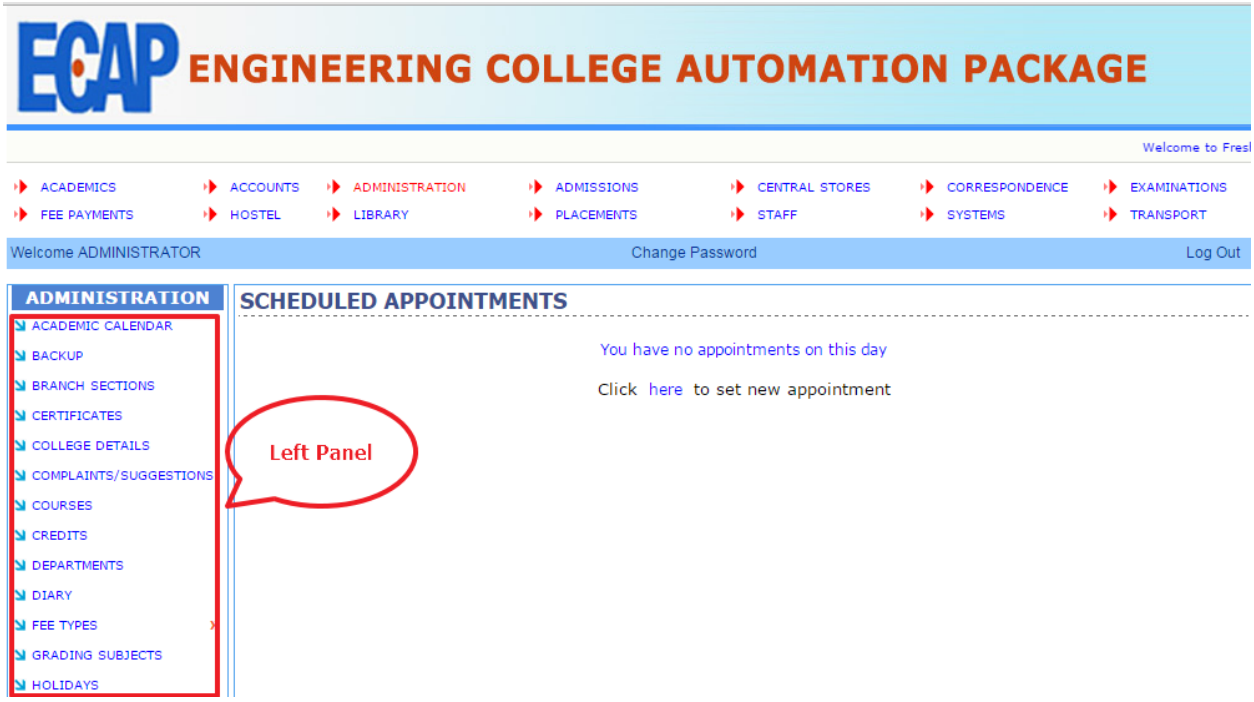
2) How To Add/Edit/Delete Departments? (Departments)

Ans:- Step 1:- **Please Login In To "ECAP" By Using Your Username And Password.**

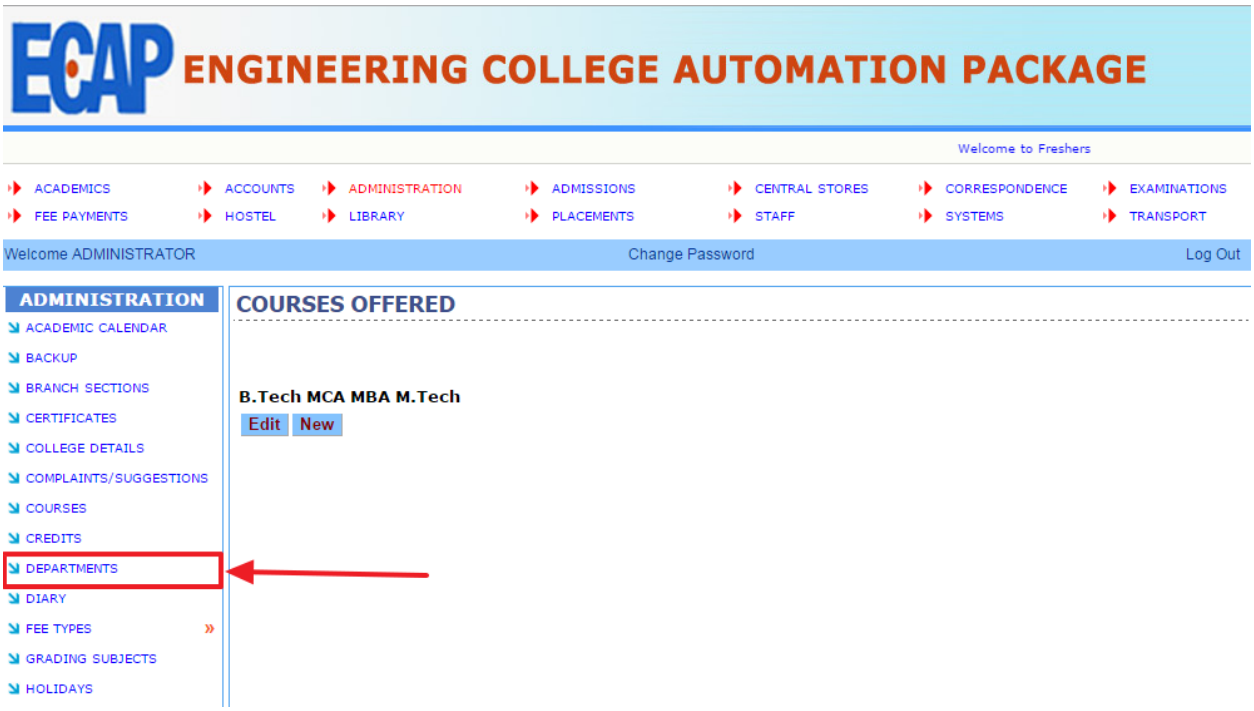
Step2:- **Please Click On "ADMINISTRATION" Module As Shown In Below.**



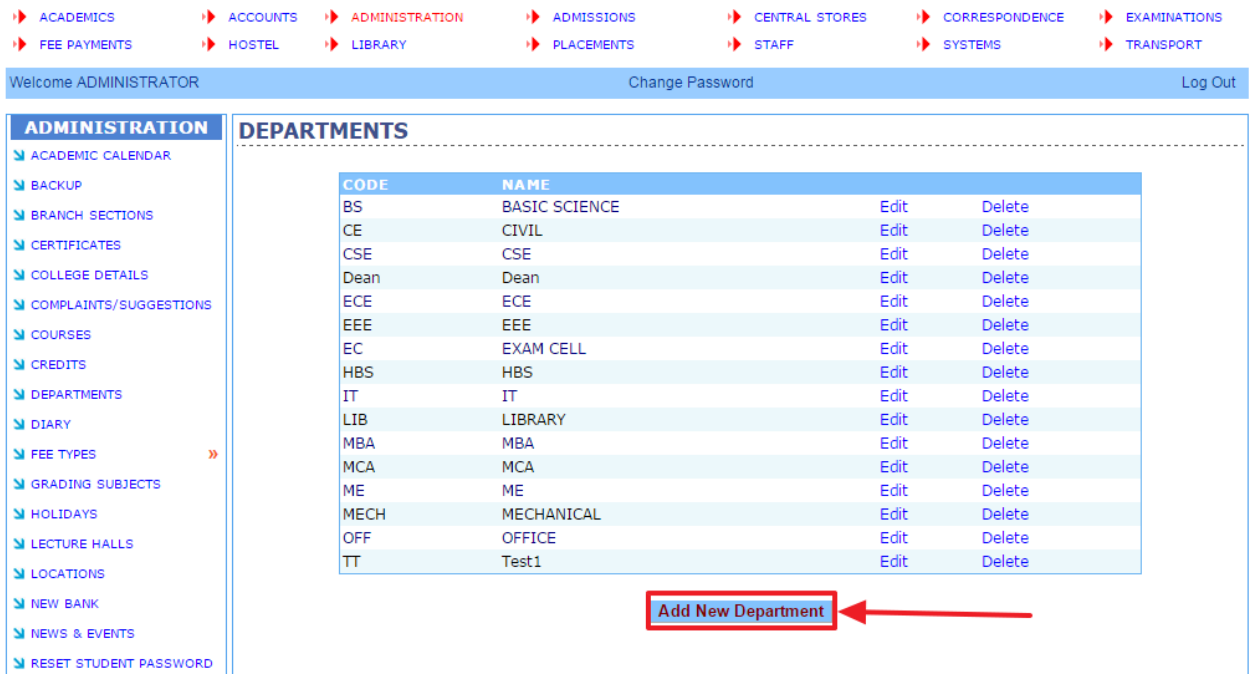
Step3:- After Click On "ADMINISTRATION" Then You Will Find "Left Panel" As Shown In Below.



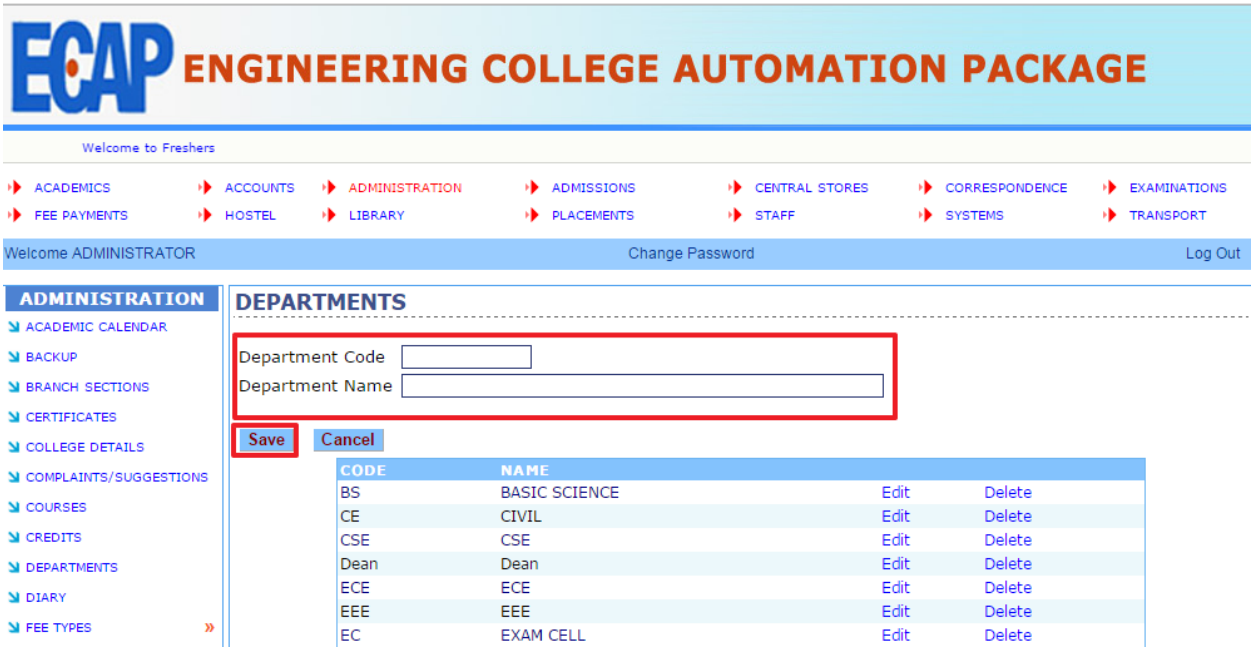
Step4:-Please Click On "ADMINISTRATION" Which Is Available In Leftpanel Menu As Shown Below.



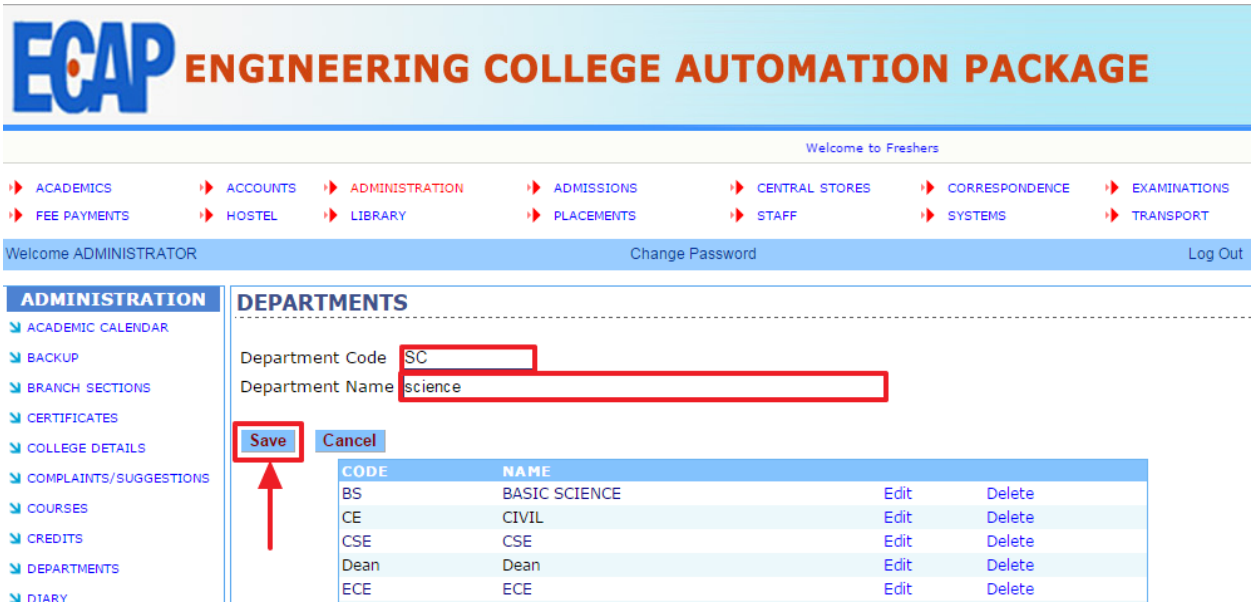
Step4:-Please Select Add New Department.



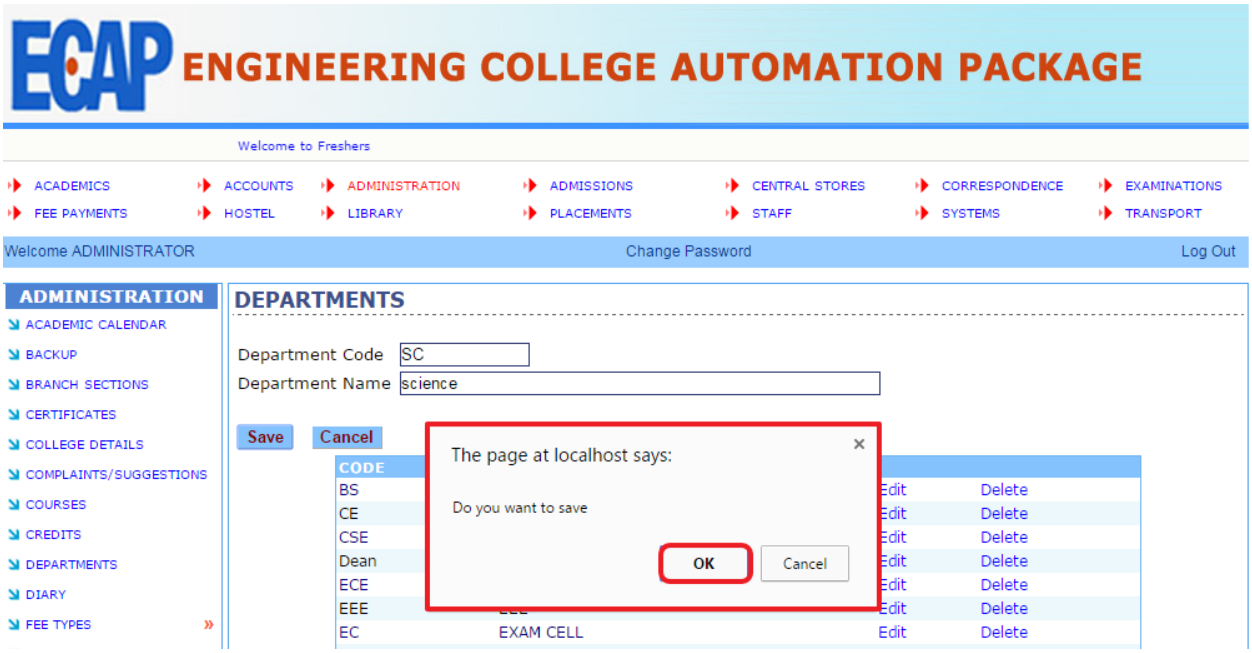
Step4:-Please Enter Department Code And Department Name.



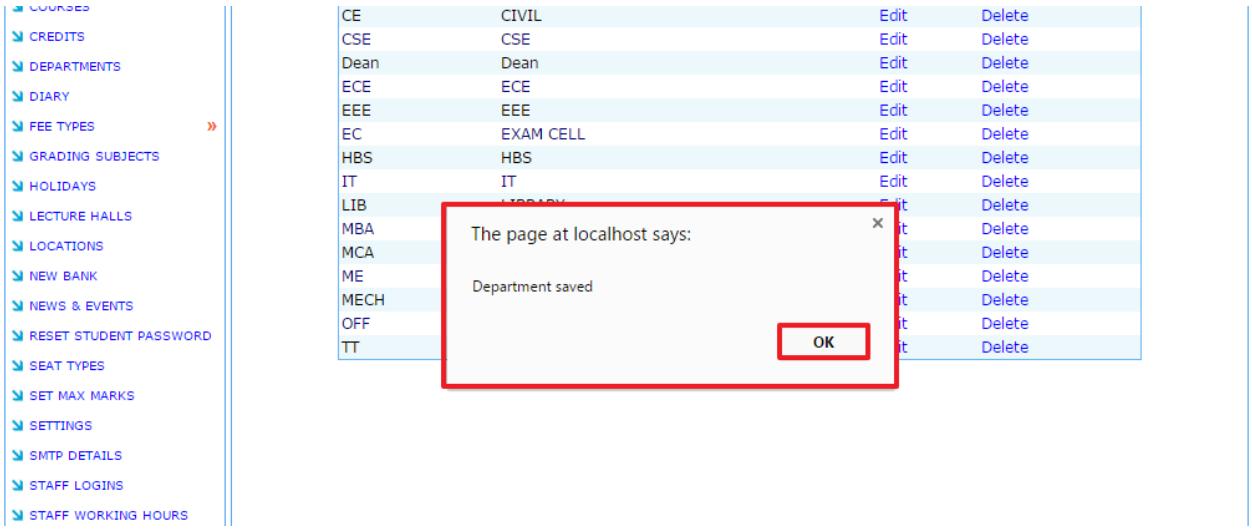
Step4:-Please Select Save Button.



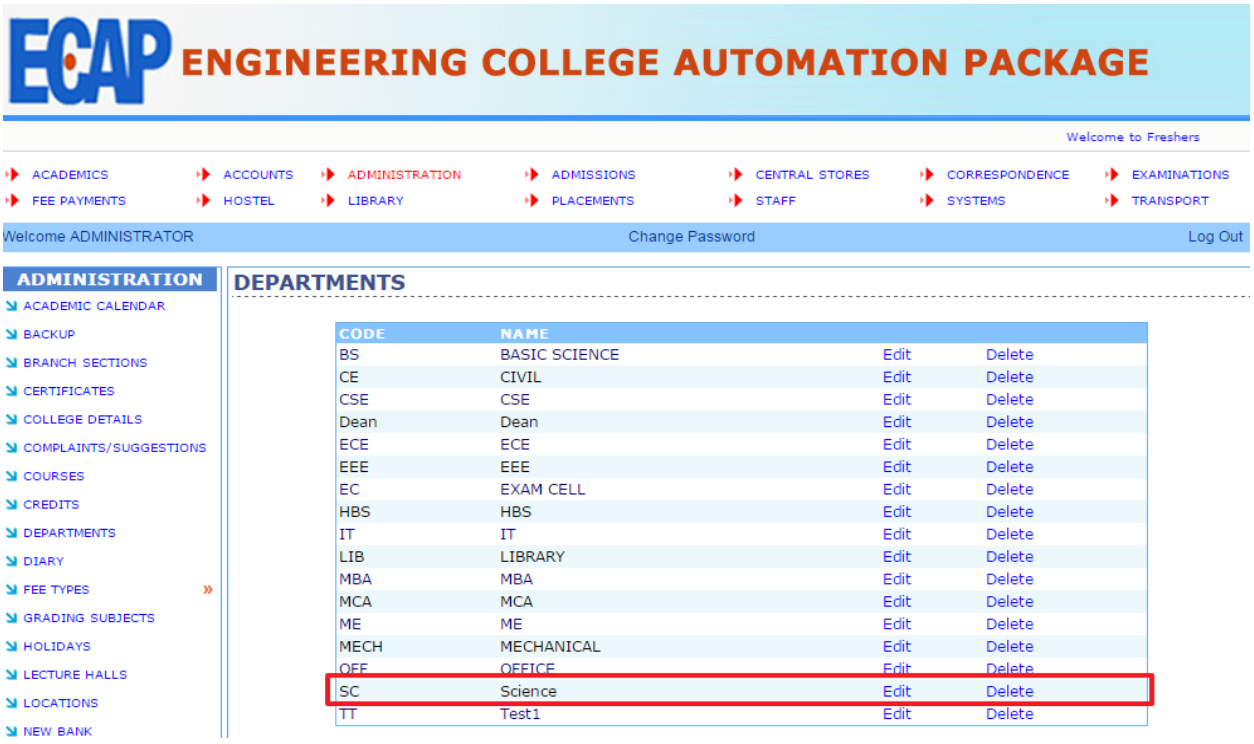
Step4:-Please Click On Ok.



Step4:-Please Click Ok.



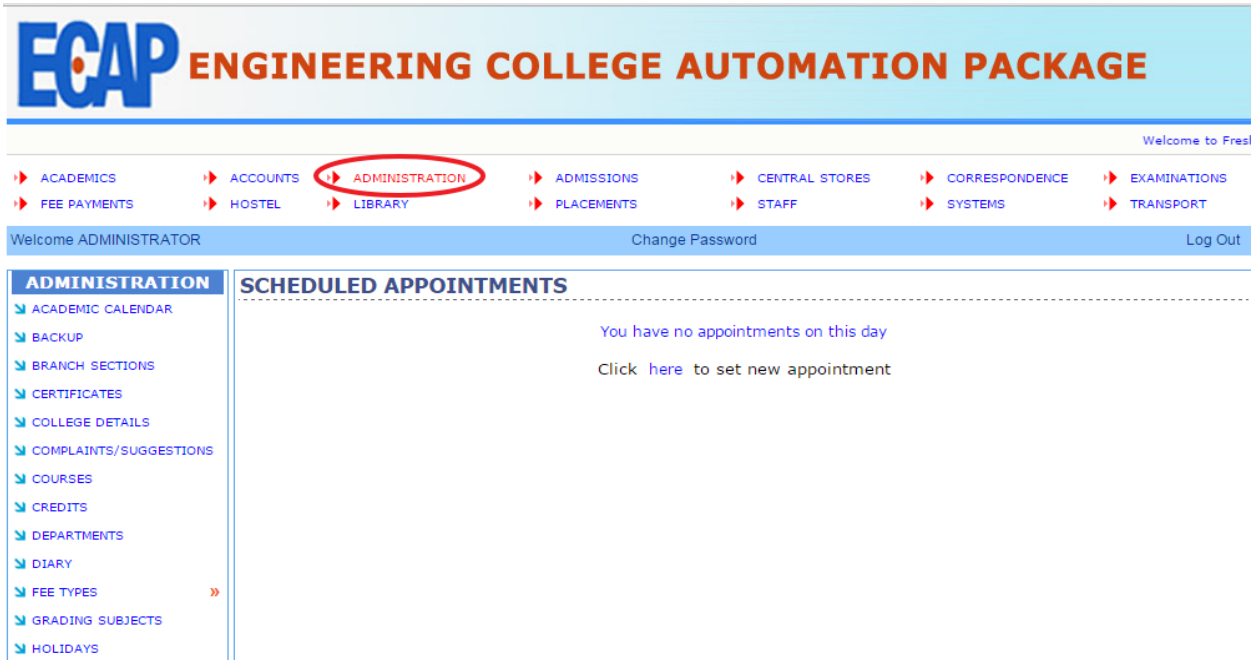
Step4:-Department Saved As Shown Below.



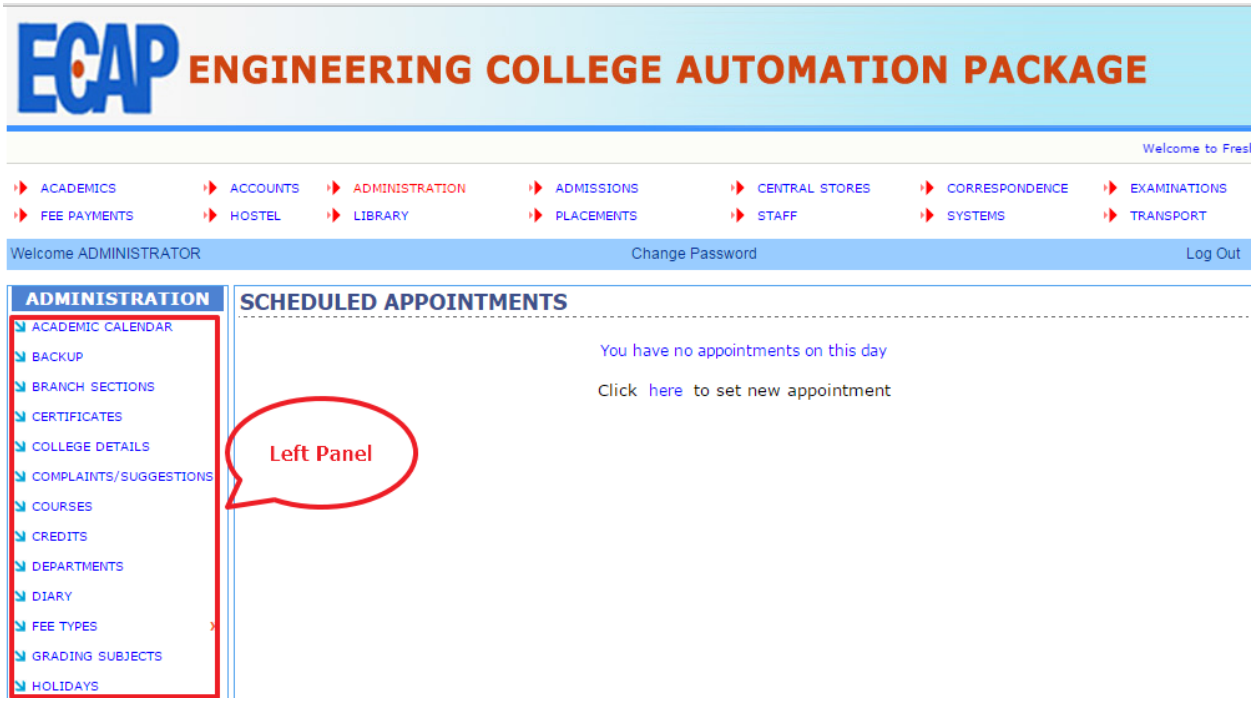
3) Where Can I Create New Branches And Edit/Delete Existing Branches? (Branches)

Ans:- Step 1:- Please Login In To "ECAP" By Using Your Username And Password.

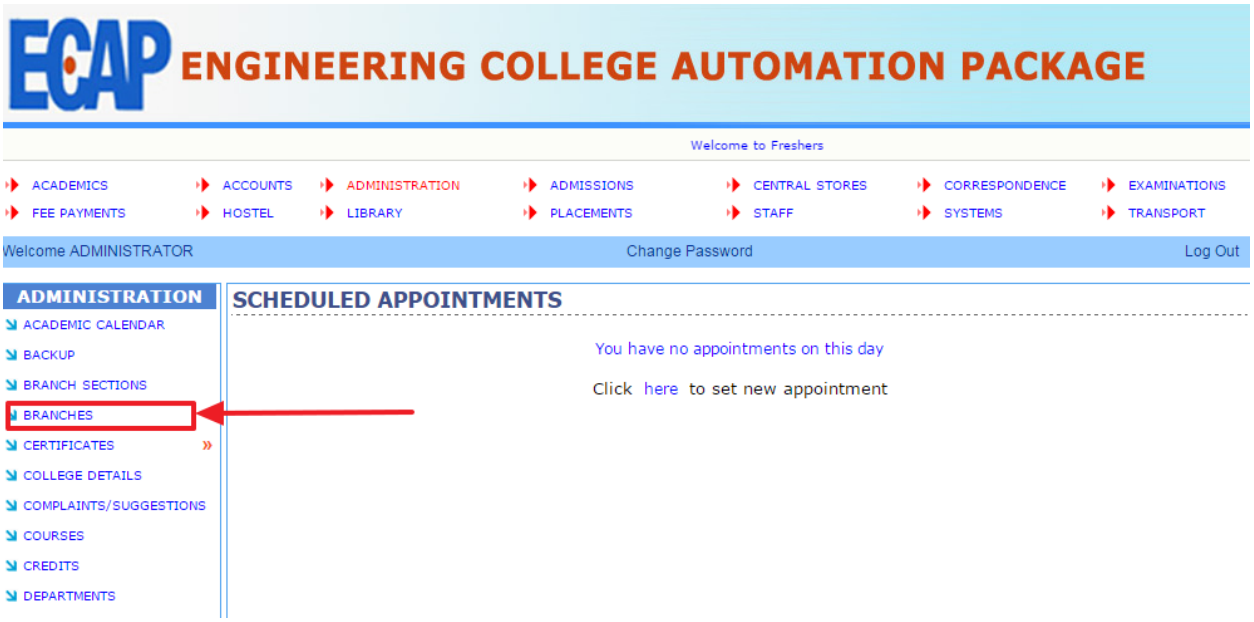
Step2:- Please Click On "ADMINISTRATION" Module As Shown In Below.



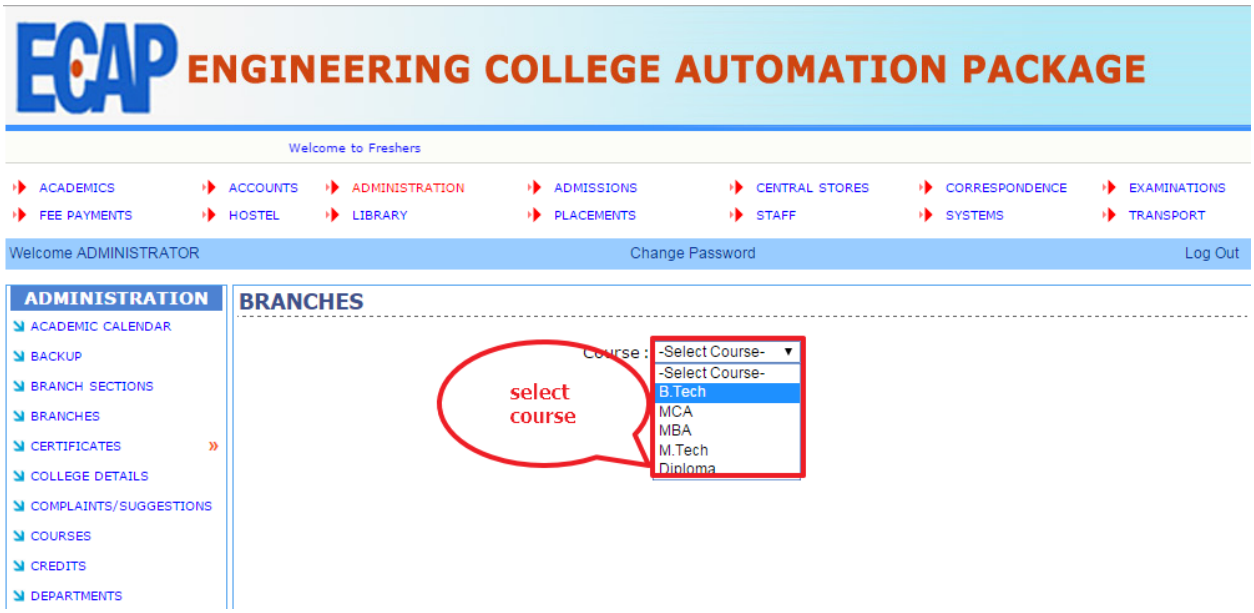
Step3:- After Click On "ADMINISTRATION" Then You Will Find "Left Panel" As Shown In Below.



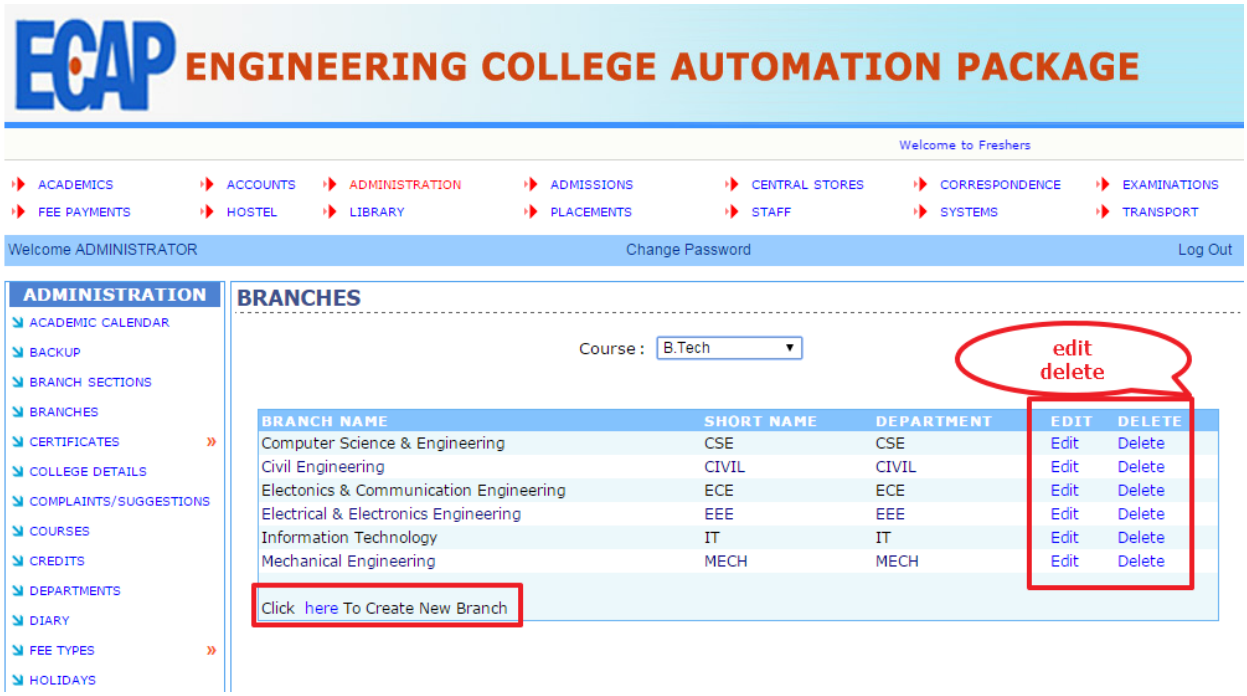
Step4:-Please Click On "ADMINISTRATION" Which Is Available In Leftpanel Menu As Shown Below.



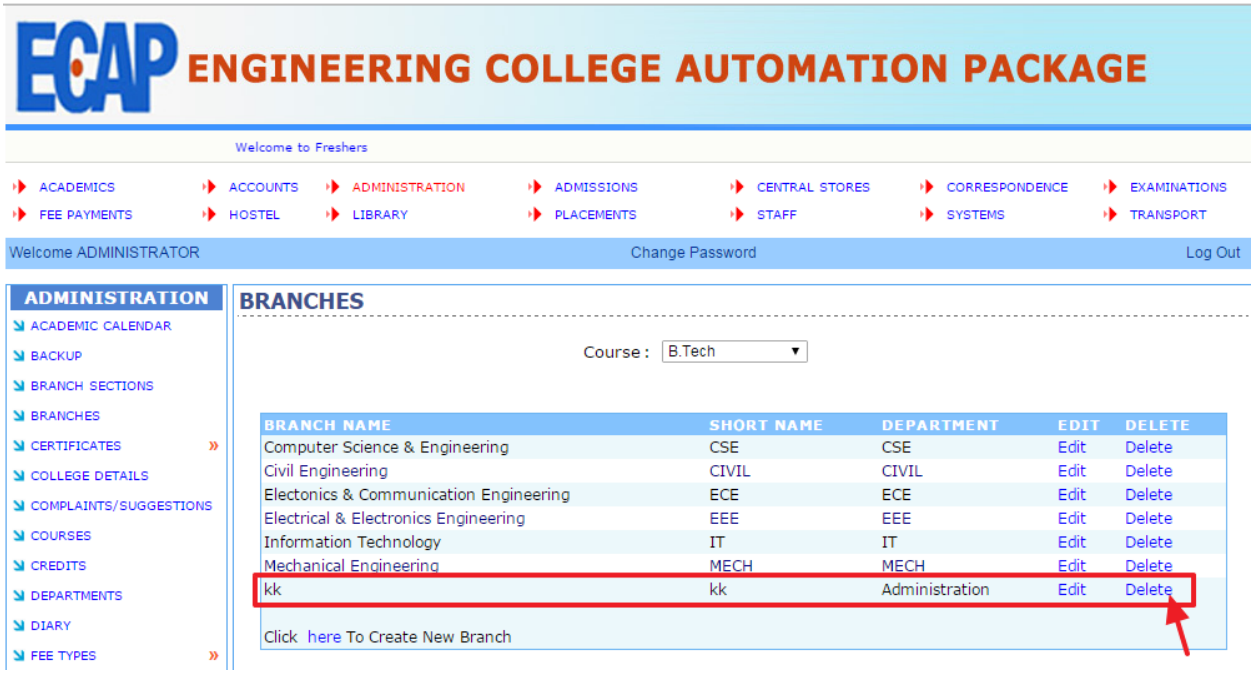
Step5:-Please Select Course.



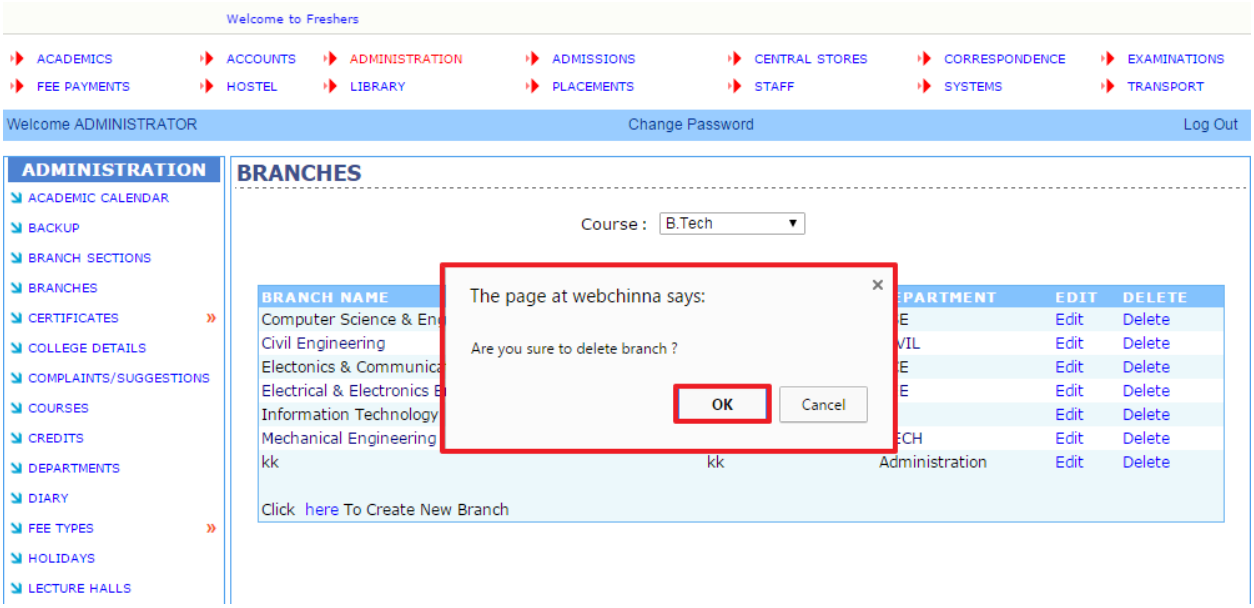
Step6:-Please Select Edit OR Delete.



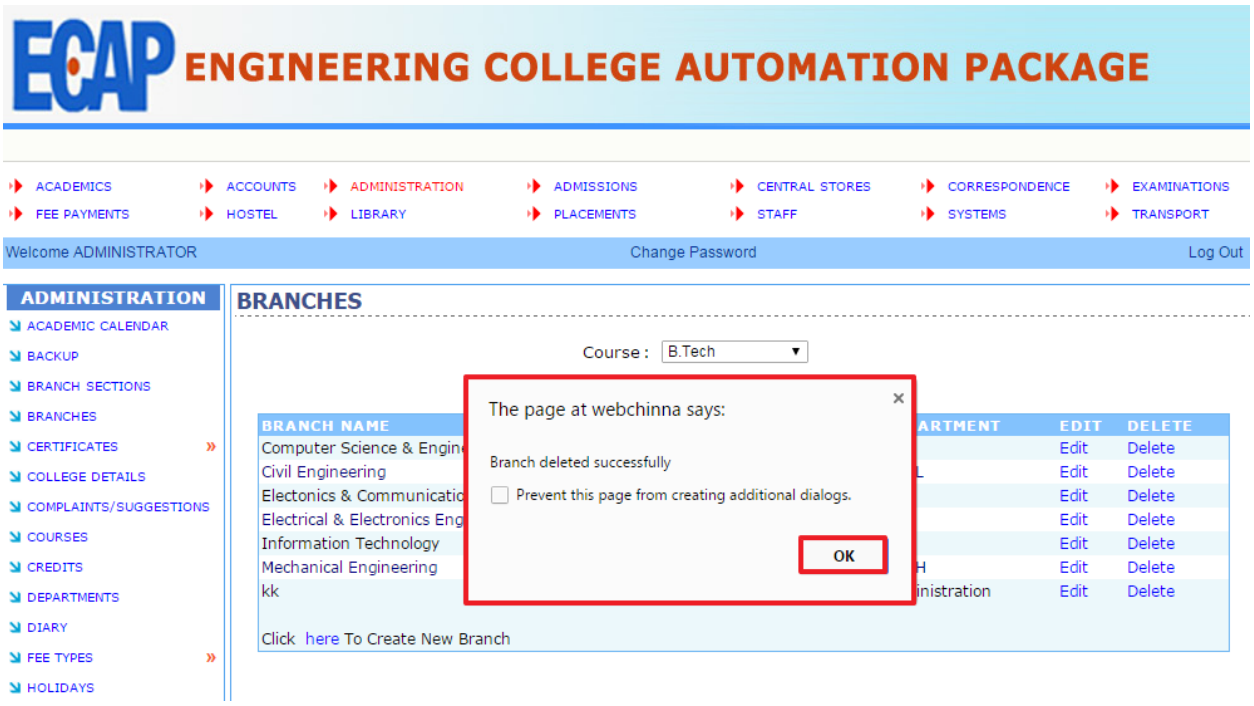
Step7:-Please Select Delete Button.



Step8:-Please Click On Ok Button.



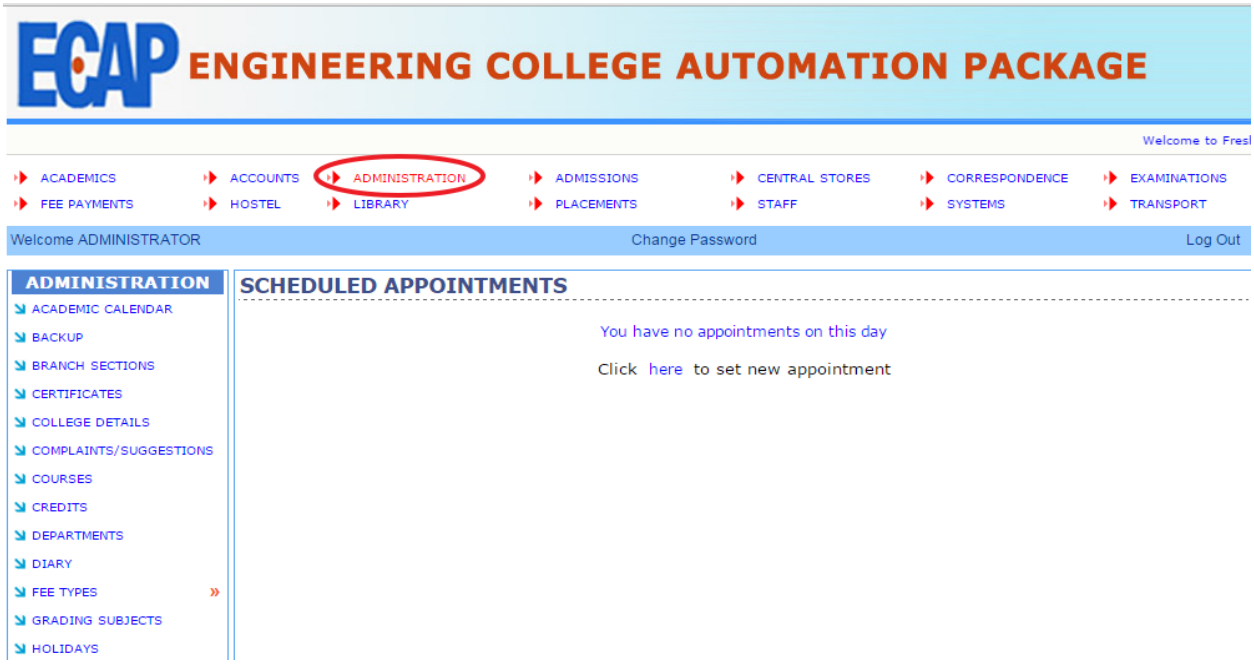
Step9:-Please Click On Ok.



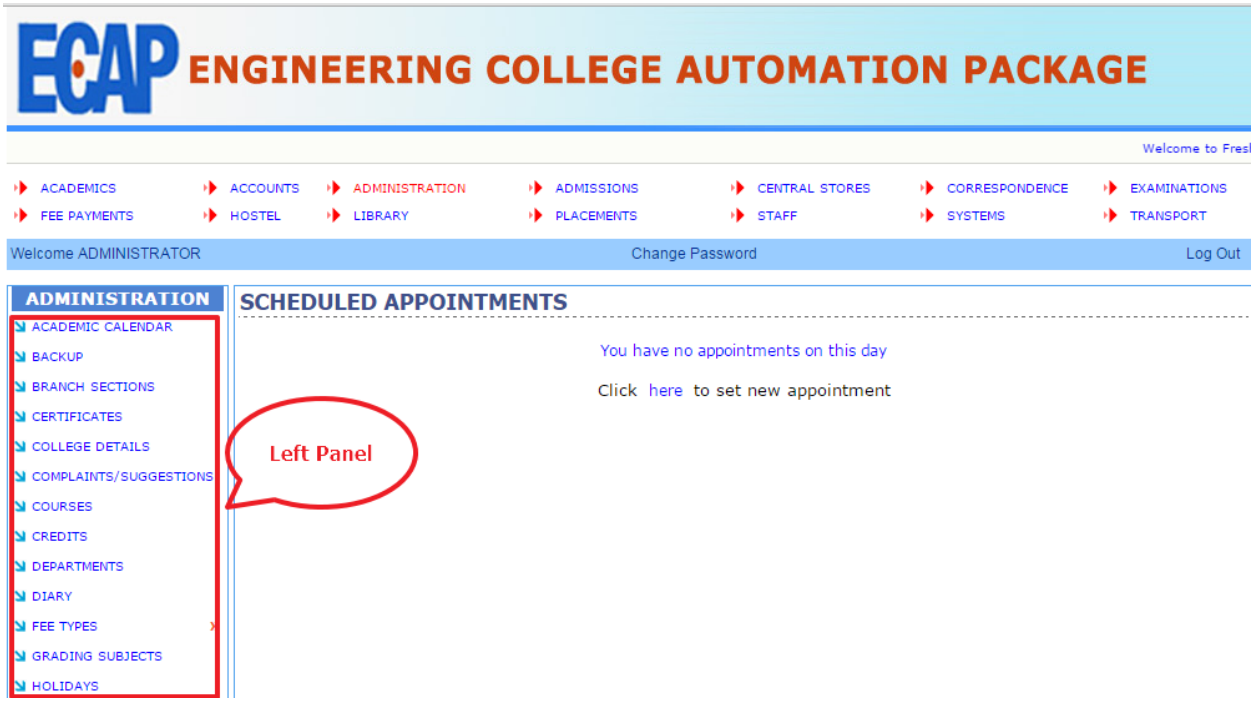
3) Where Can I Create A Number Of Sections To A Particular Branch? (Branch Sections)

Ans:- Step 1:- Please Login In To "ECAP" By Using Your Username And Password.

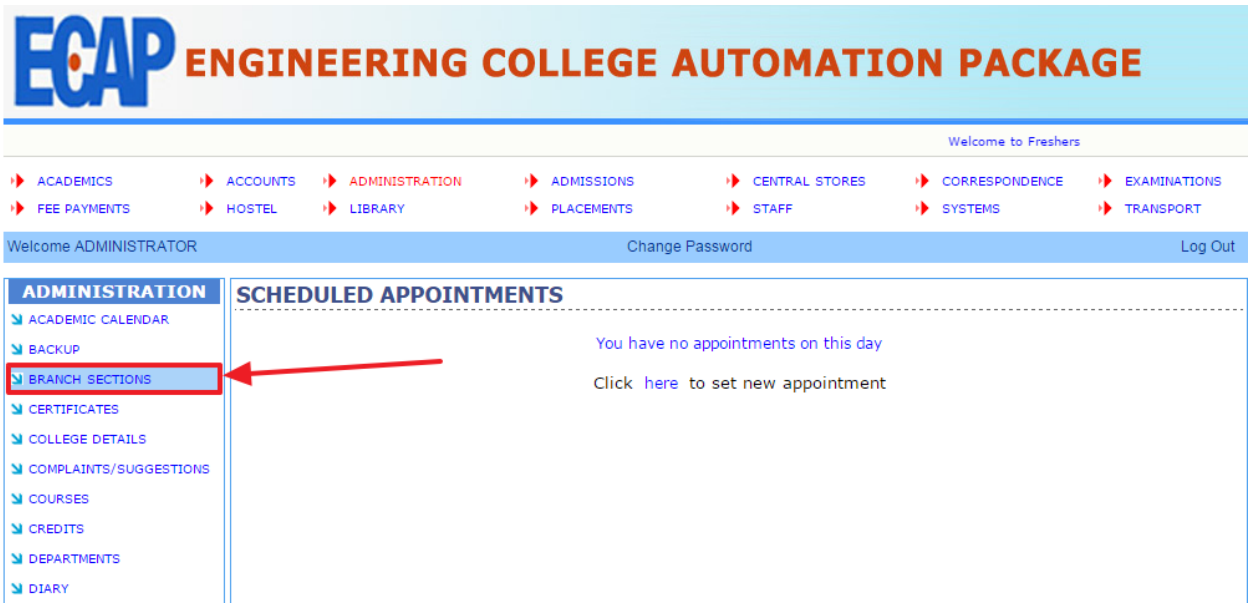
Step2:- Please Click On "ADMINISTRATION" Module As Shown In Below.



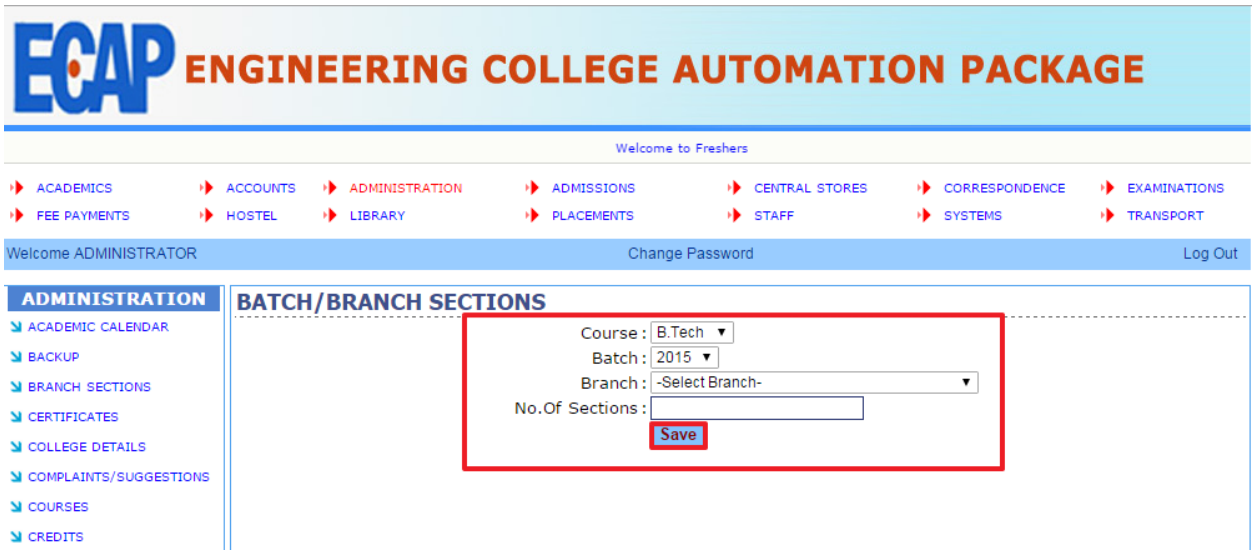
Step3:- After Click On "ADMINISTRATION" Then You Will Find "Left Panel" As Shown In Below.



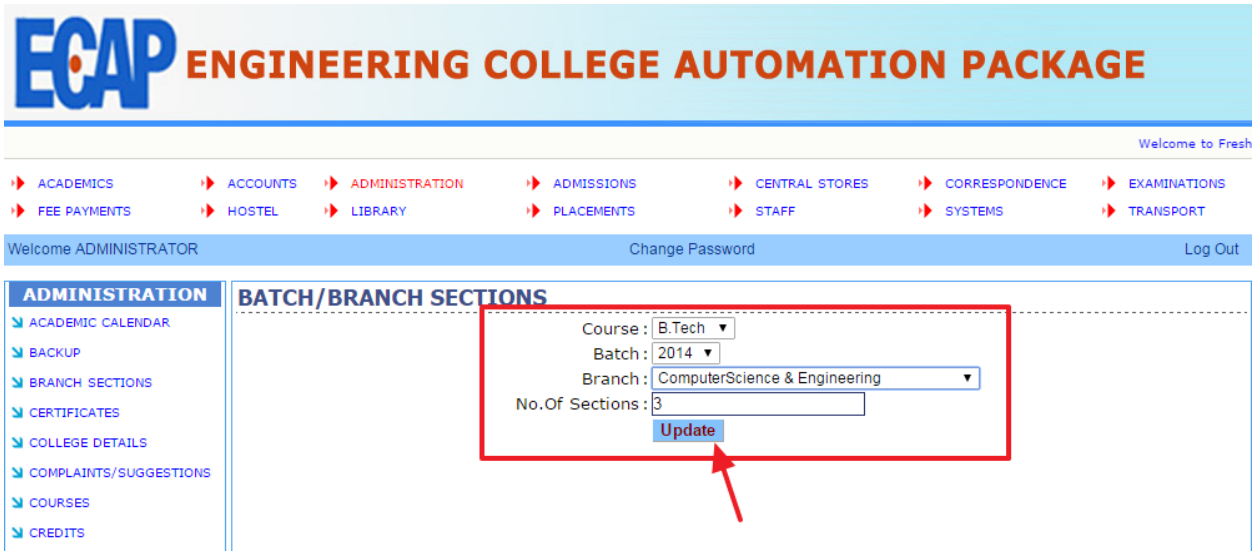
Step4:-Please Click On "ADMINISTRATION" Which Is Available In Leftpanel Menu As Shown Below.



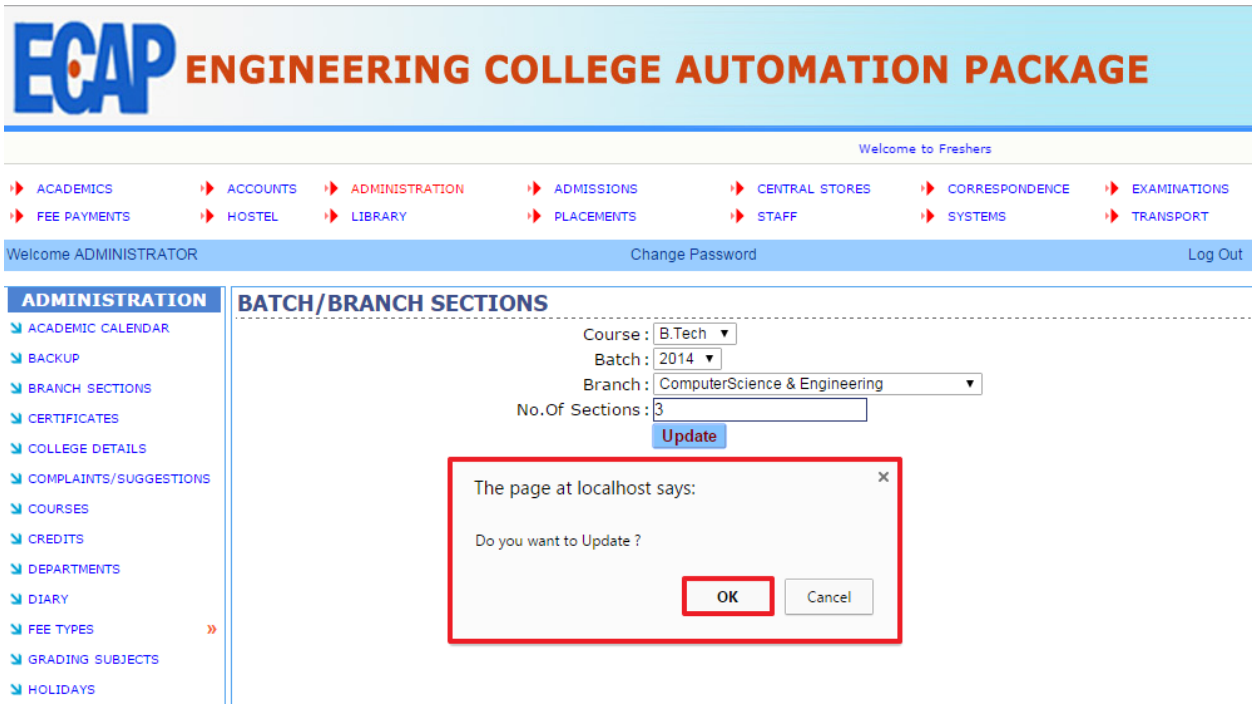
Step5:-Please Select Course ,Branch, Batch, No Of Sections.



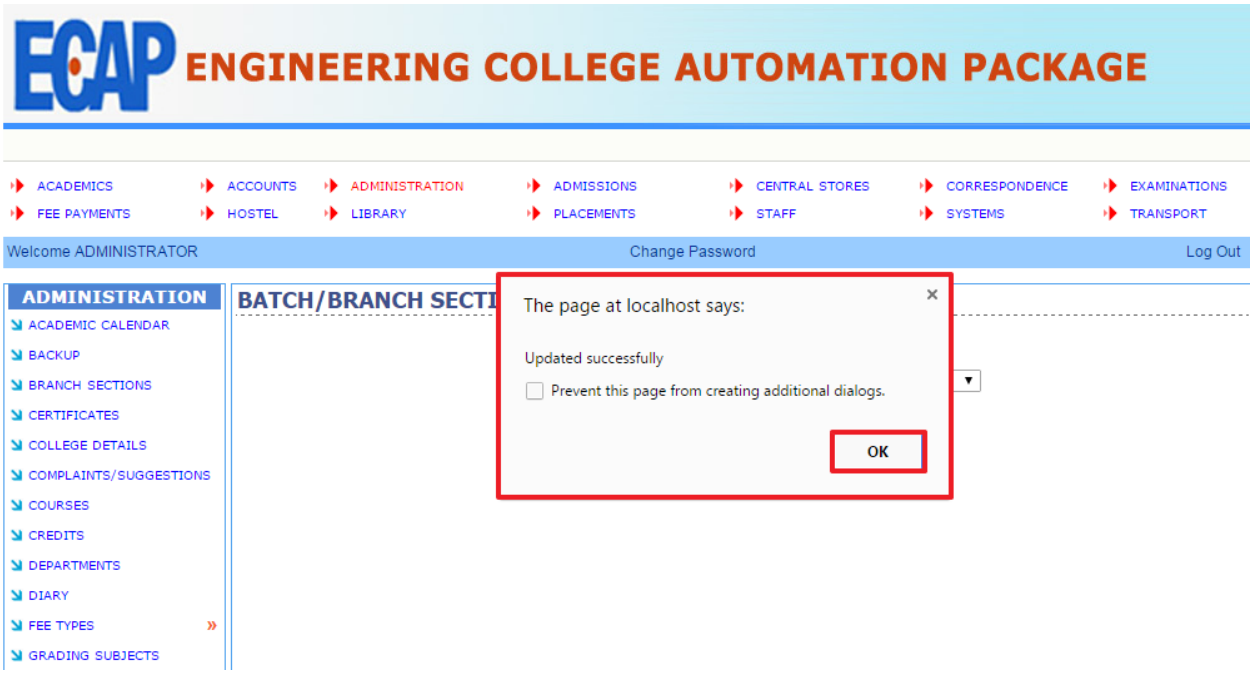
Step6:-Please Click On Update Button.



Step7:-Please Click On Ok.



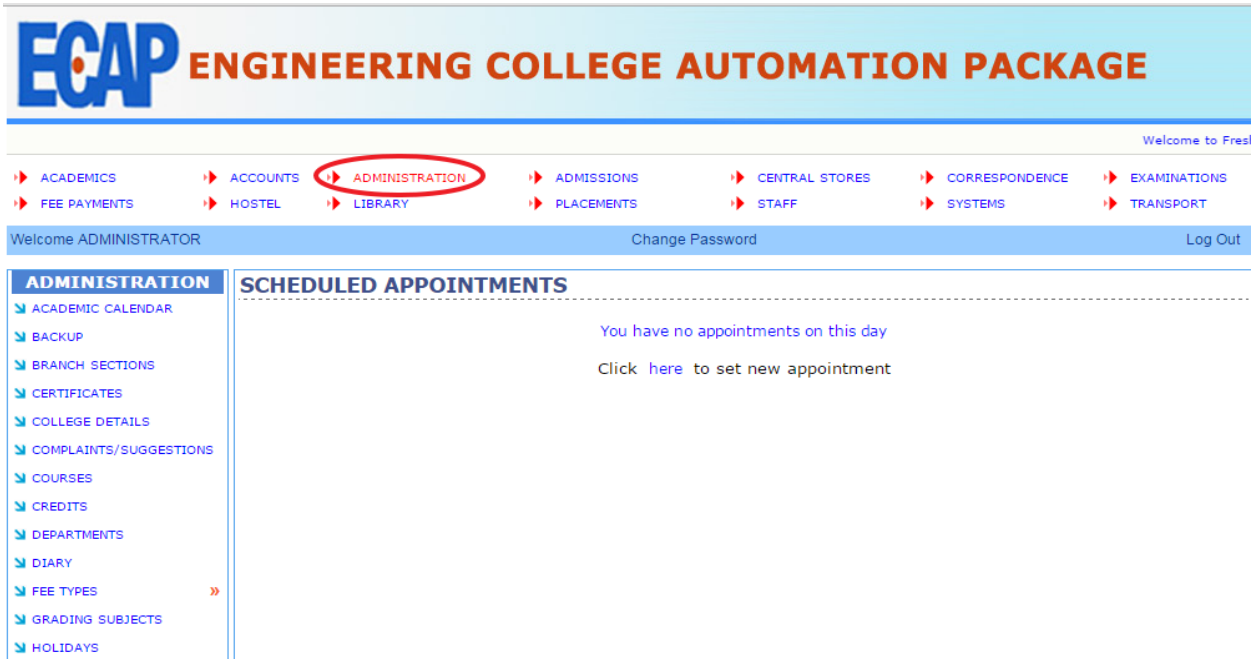
Step8:-Please Click On Ok.



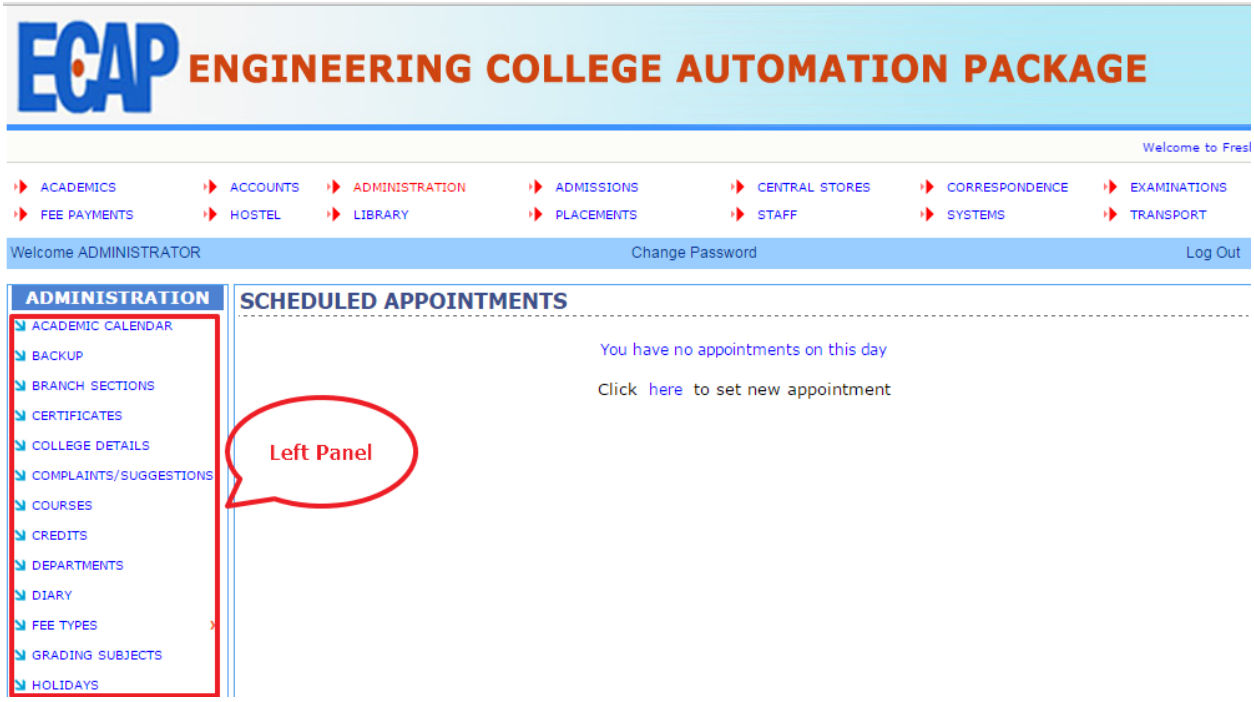
4) Where Can I Enter College Details? (College Details)

Ans:- Step 1:- Please Login In To "ECAP" By Using Your Username And Password.

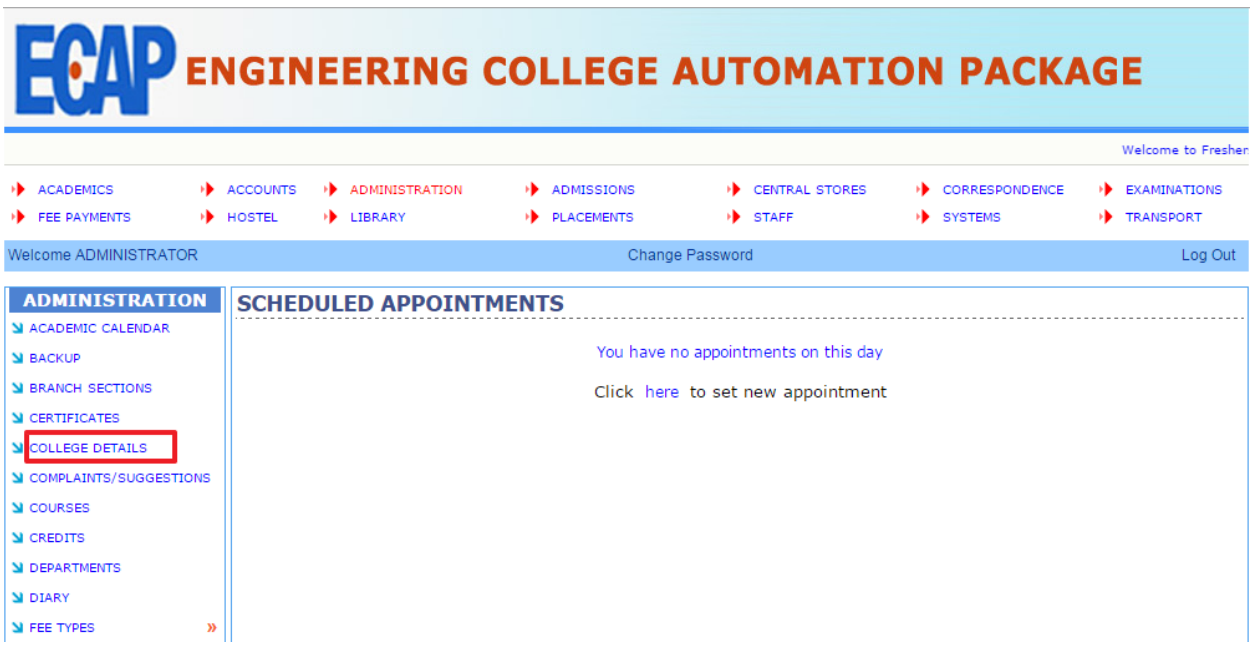
Step2:- Please Click On "ADMINISTRATION" Module As Shown In Below.



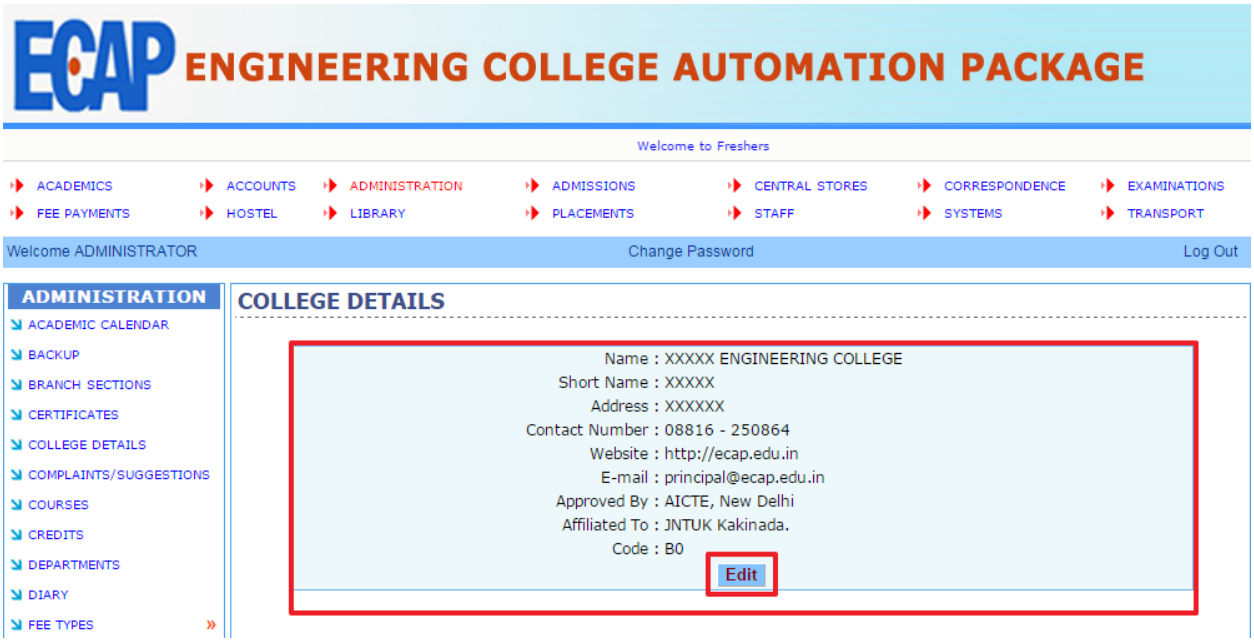
Step3:- After Click On "ADMINISTRATION" Then You Will Find "Left Panel" As Shown In Below.



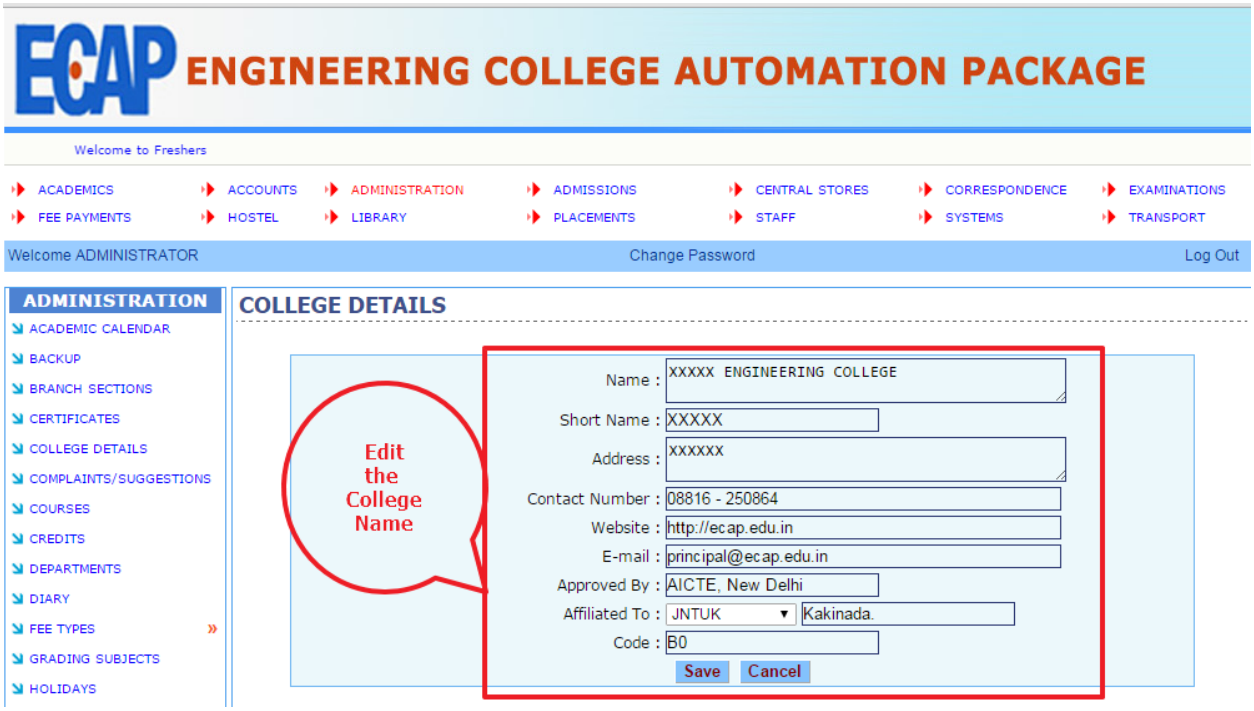
Step4:-Please Click On "ADMINISTRATION" Which Is Available In Leftpanel Menu As Shown Below.



Step5:-Please Click On Edit Button.



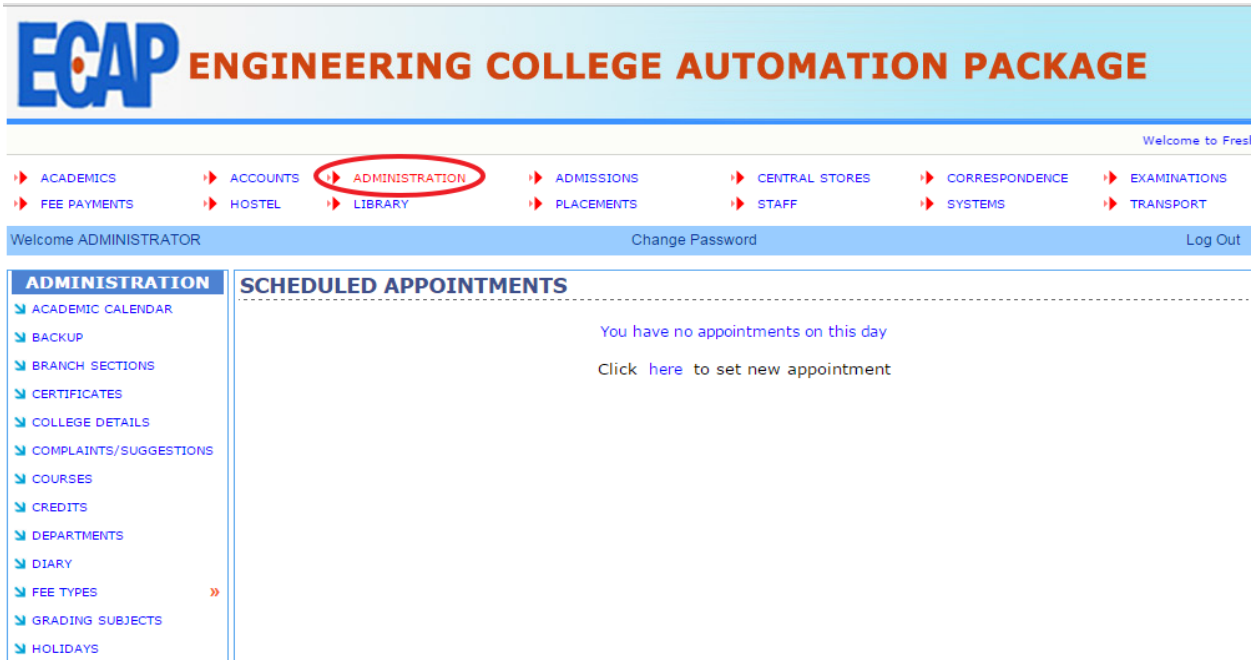
Step6:-Edit The Details Of College. And Click On Save Button.



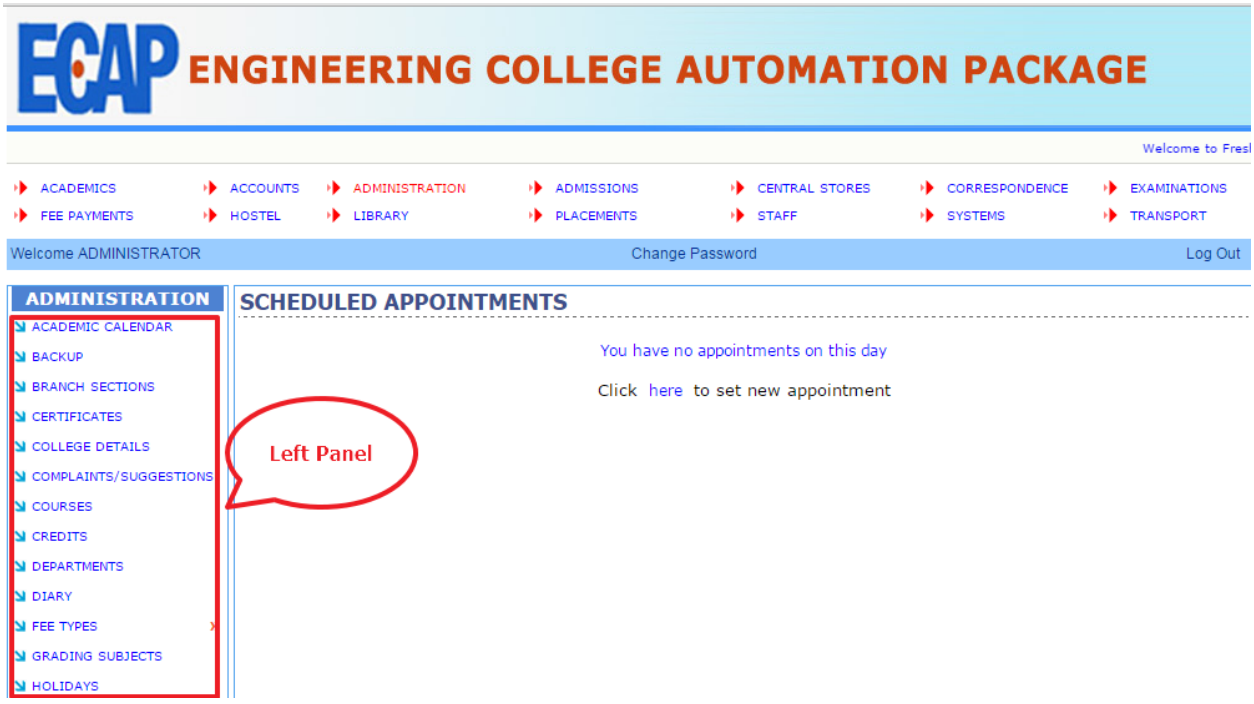
5) Where Can I Enter Locations Which Is Used To Admissions Entry? **(Locations)**

Ans:- Step 1:- **Please Login In To "ECAP" By Using Your Username And Password.**

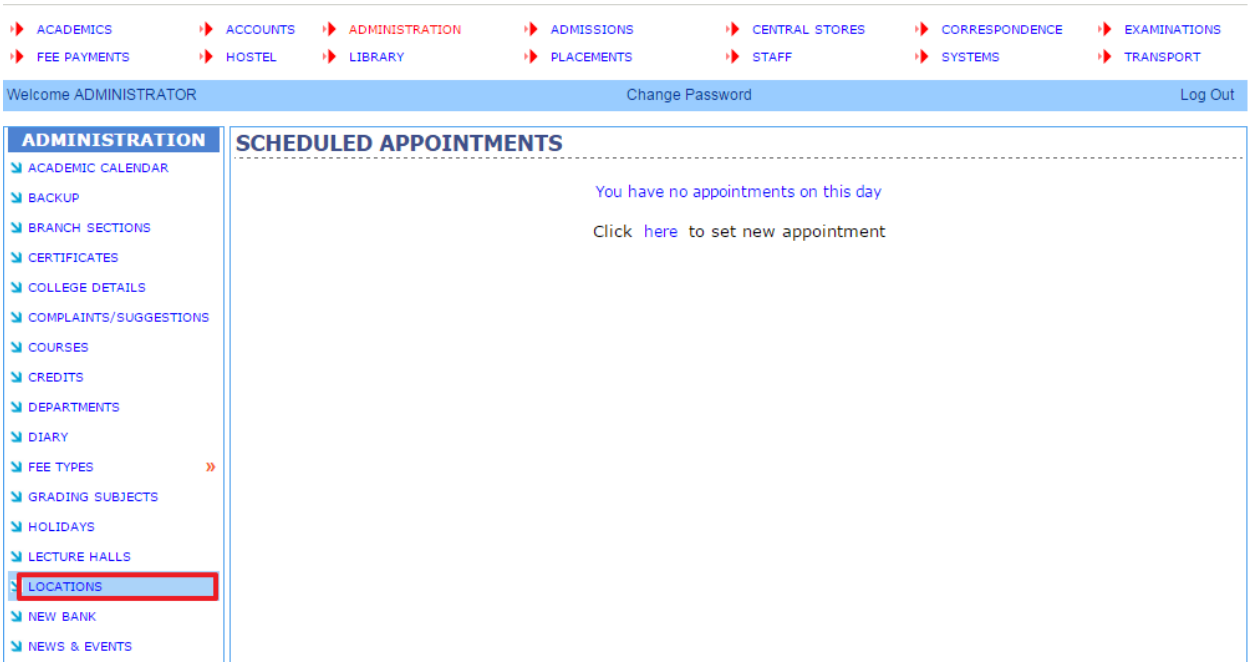
Step2:- **Please Click On "ADMINISTRATION" Module As Shown In Below.**



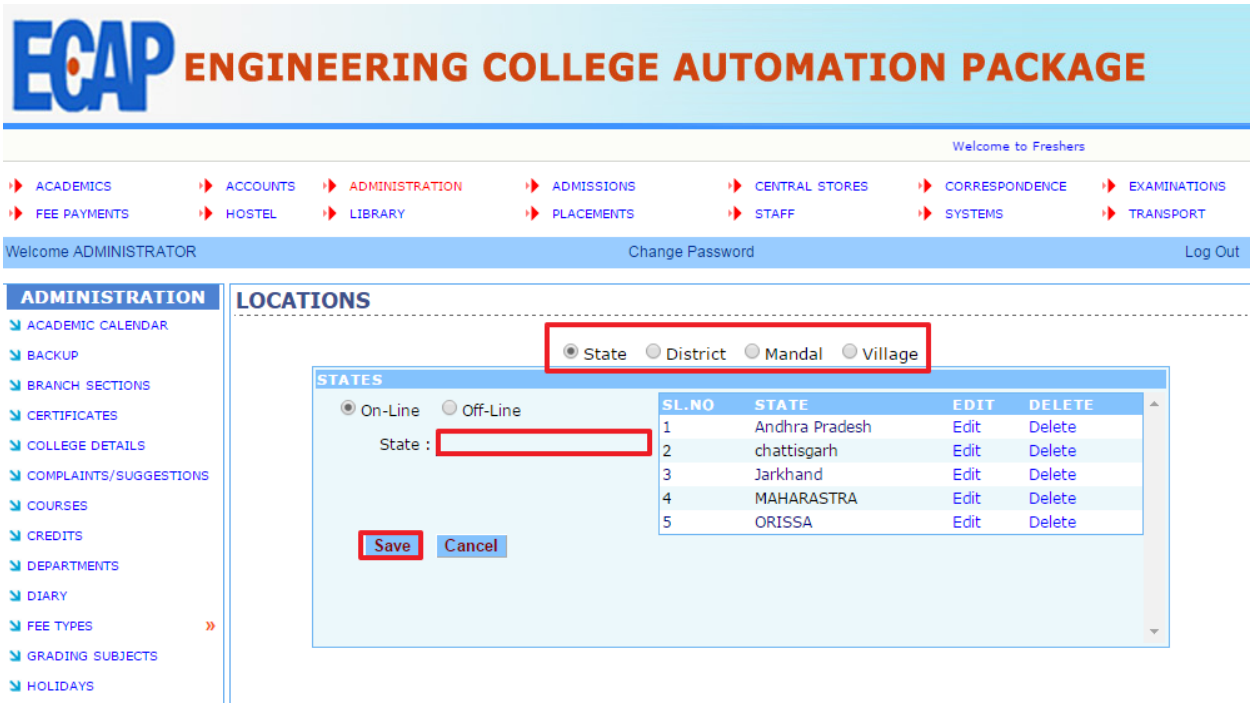
Step3:- **After Click On "ADMINISTRATION" Then You Will Find "Left Panel" As Shown In Below.**



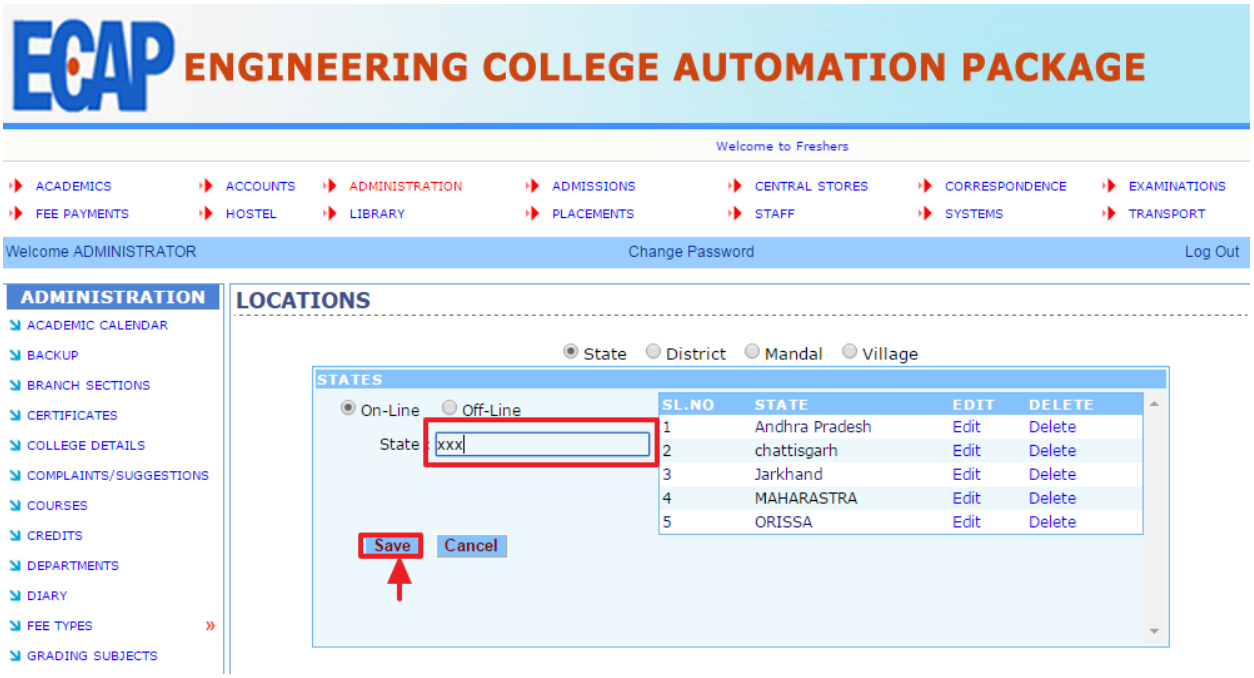
Step4:-Please Click On "ADMINISTRATION" Which Is Available In Leftpanel Menu As Shown Below.



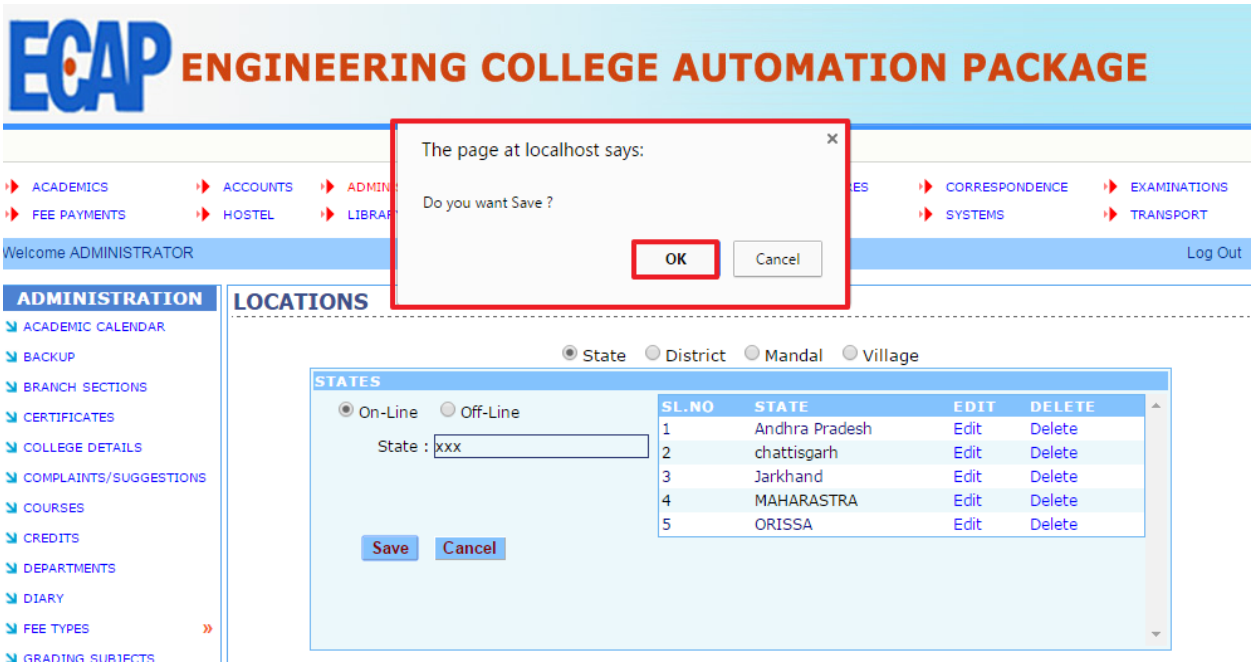
Step5:-Please Select State Radio Button.



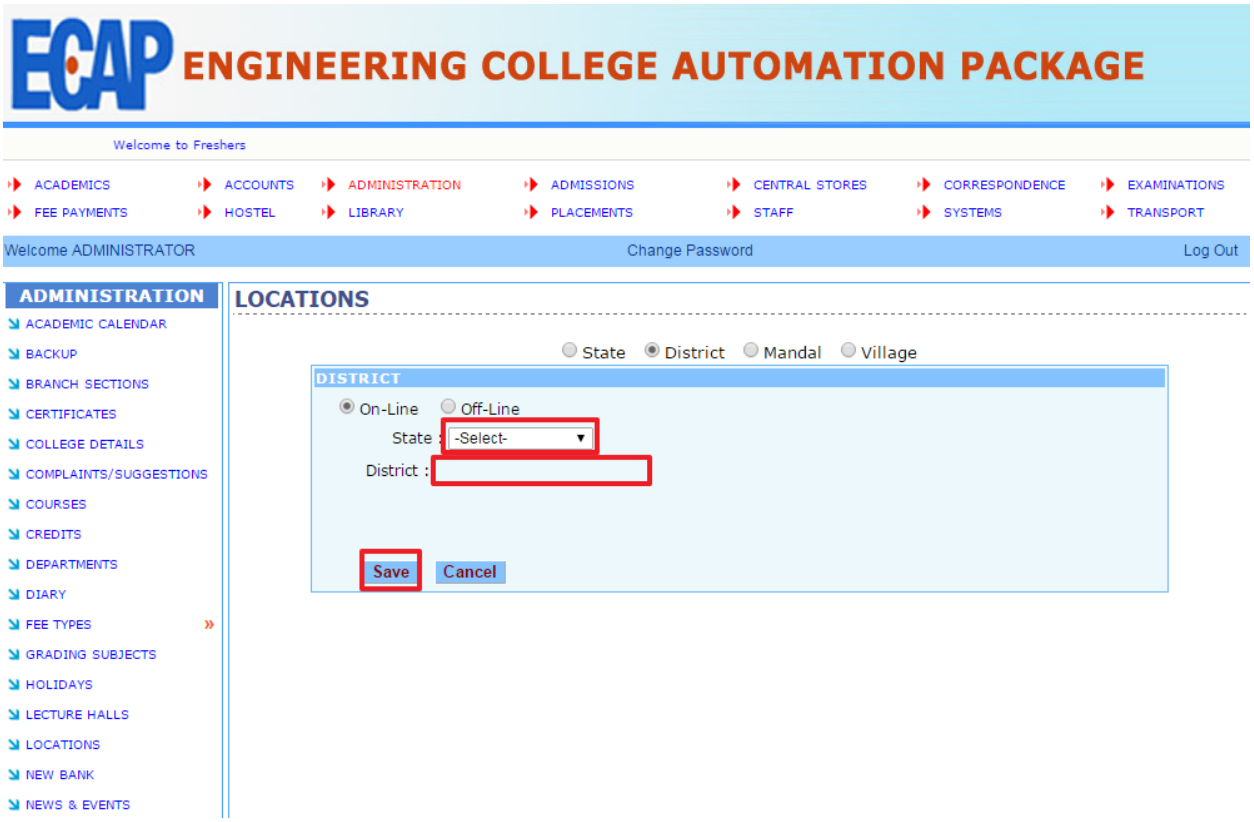
Step6:-Please Enter State Name.



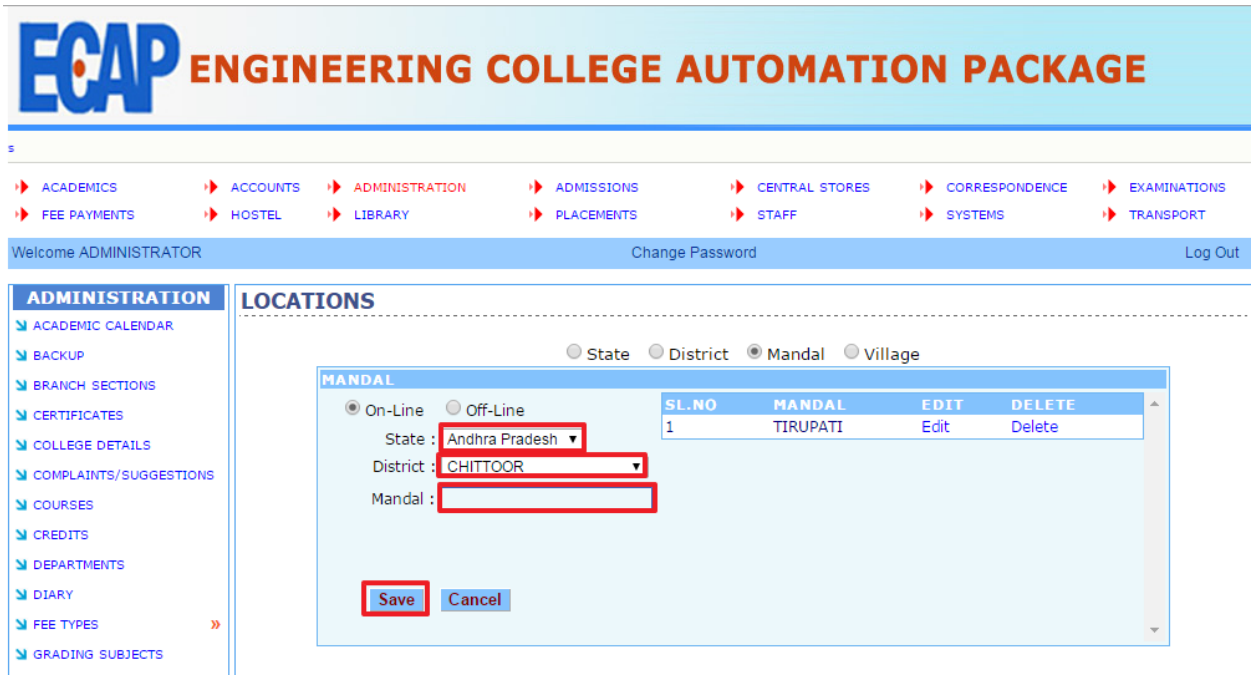
Step7:-Please Click Ok.



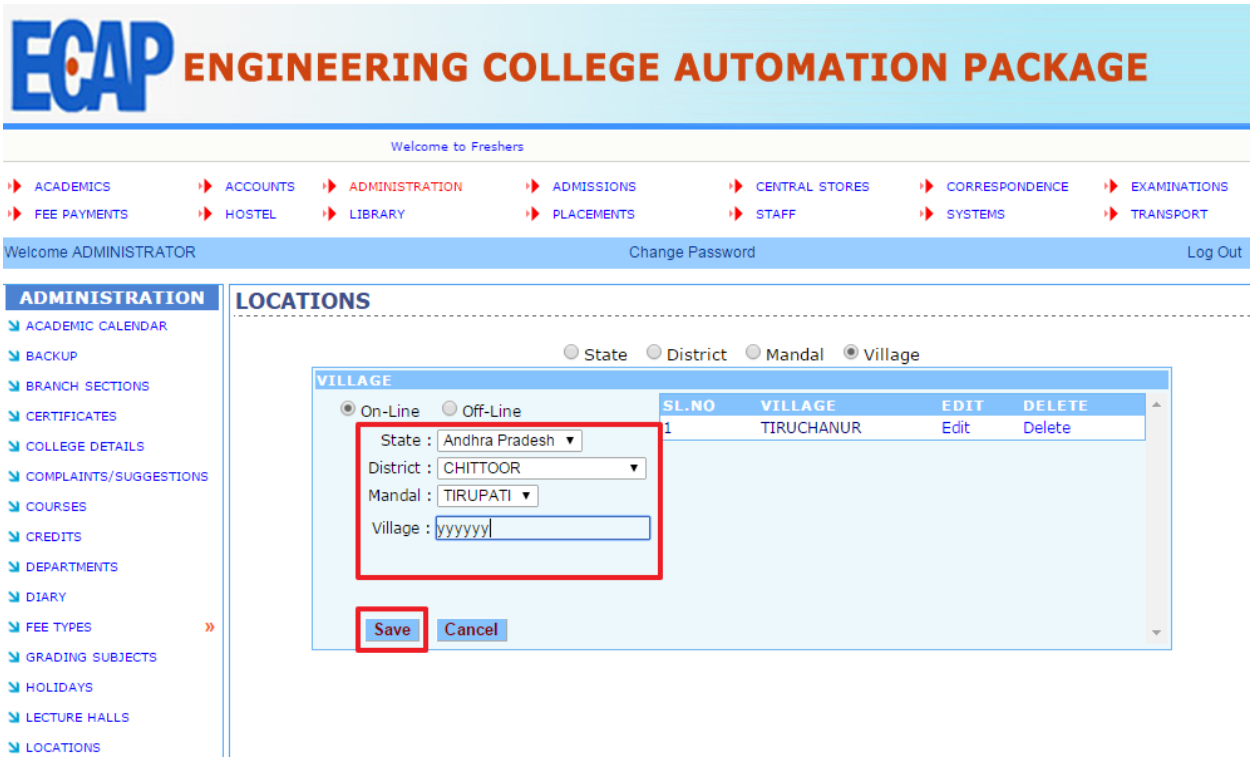
Step8:-Please Radio Button District. Select State And District And Etc.



Step9:-Please Select State, District, And Mandal And Click Save Button.



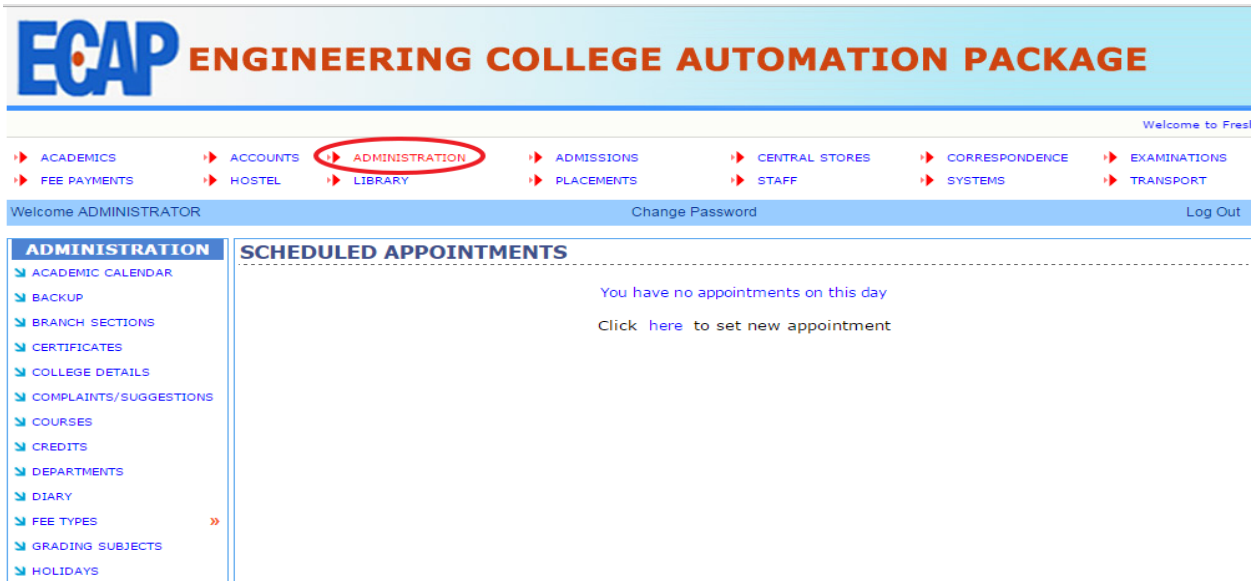
Step10:-Please Select State, District, Mandal, Village And Click Save Button Location Saved Sown Below.



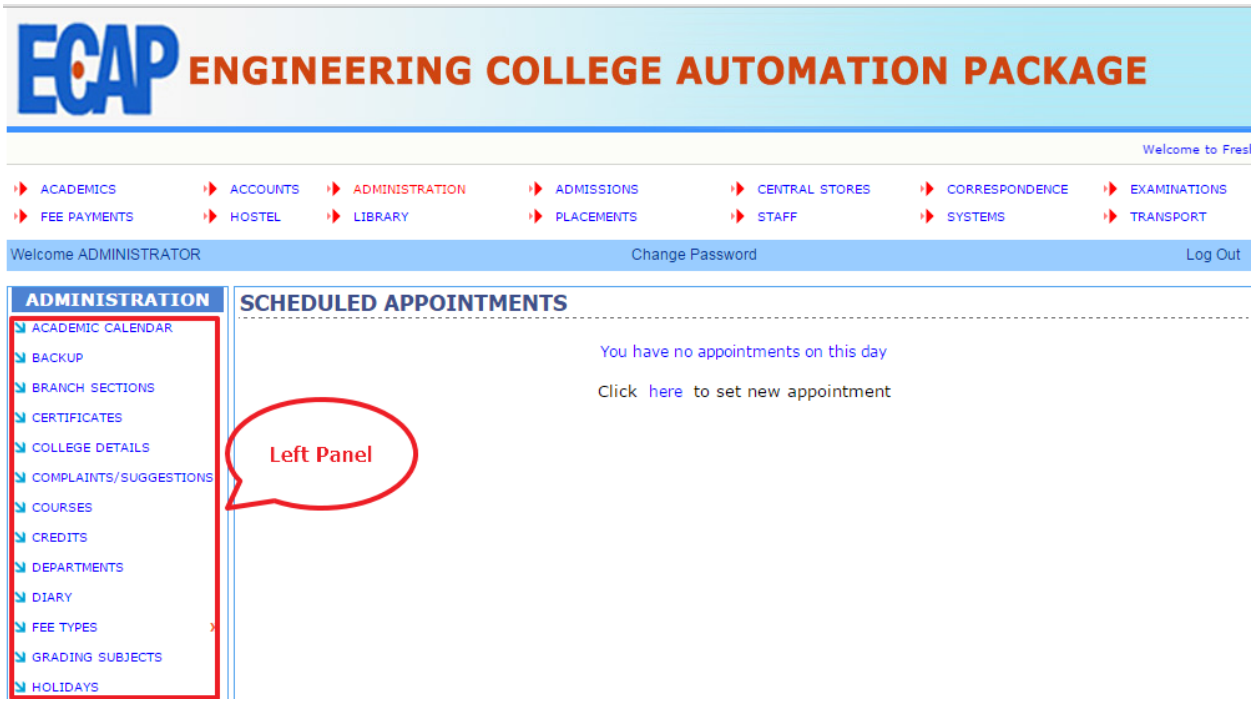
7) Where Can I Add Class Room Details And How To Edit/Delete Existing Room Details? (Lecture Halls)

Ans:- Step 1:- Please Login In To "ECAP" By Using Your Username And Password.

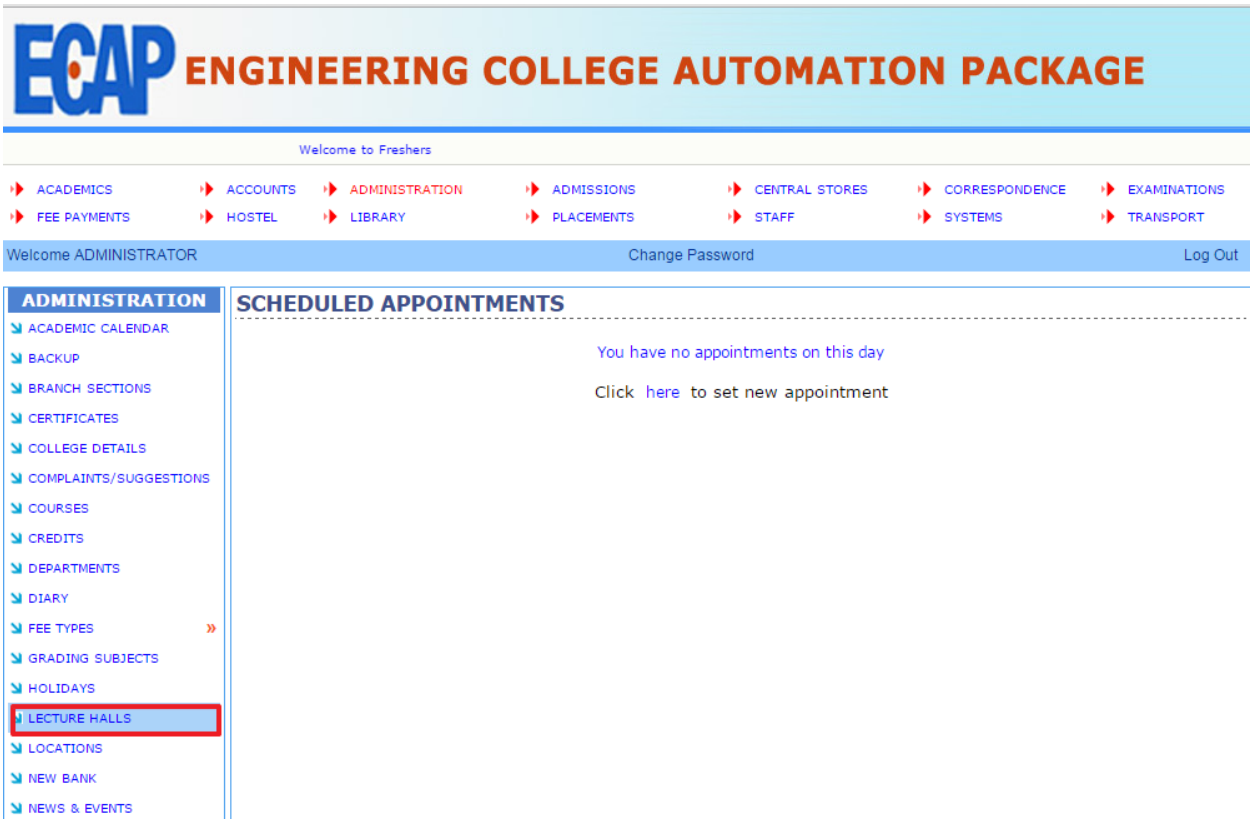
Step2:- Please Click On "ADMINISTRATION" Module As Shown In Below.



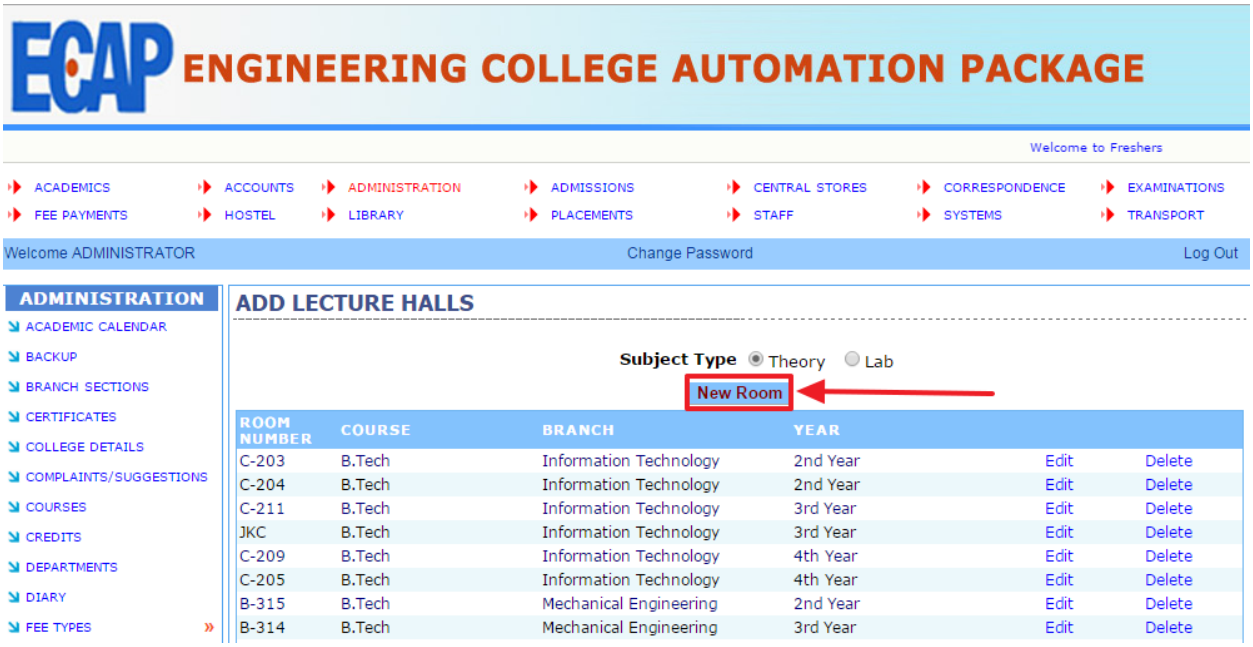
Step3:- After Click On "ADMINISTRATION" Then You Will Find "Left Panel" As Shown In Below.



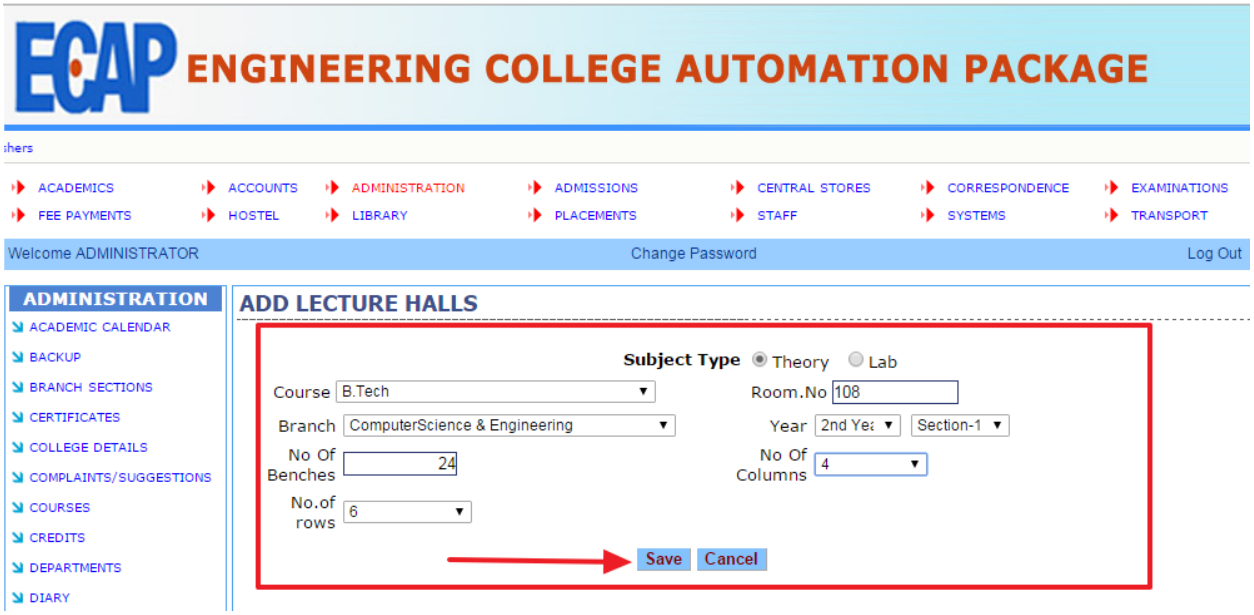
Step4:-Please Click On "ADMINISTRATION" Which Is Available In Leftpanel Menu As Shown Below.



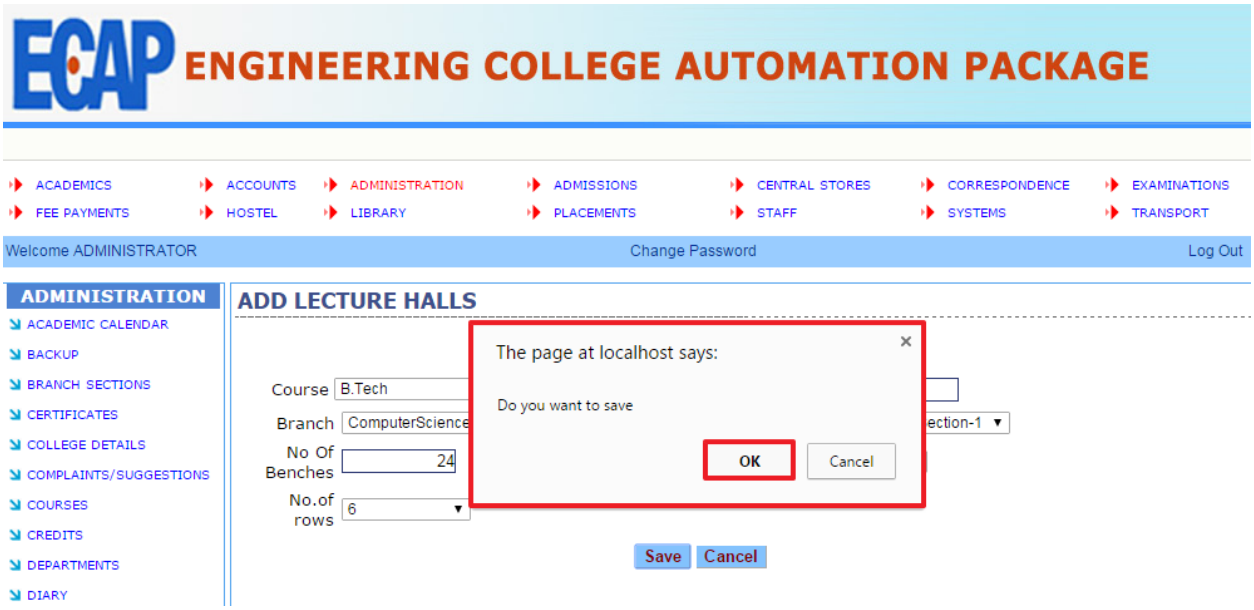
Step5:-Please Select New Room.



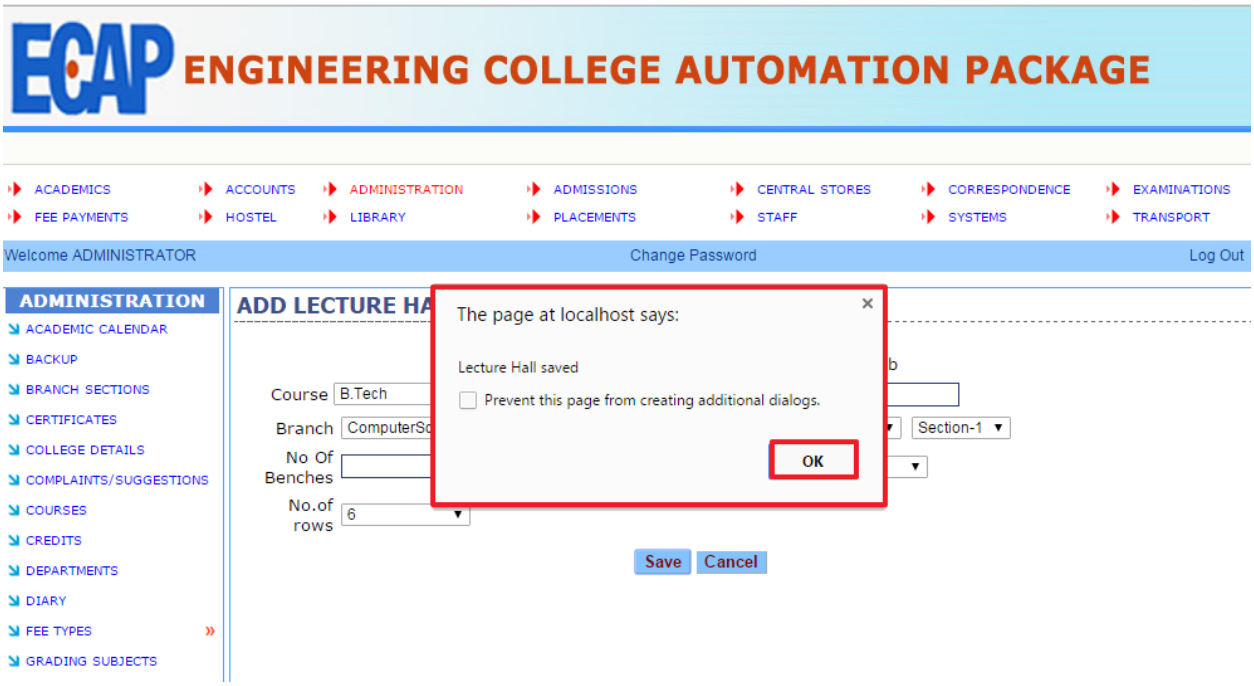
Step6:-Please Select Course, Branch, No Of Benches,No Of Rows, Room No,Year,No Of Columns And Click Save Button.



Step7:-Please Click On Ok.



Step8:-Please Ckick On Ok.

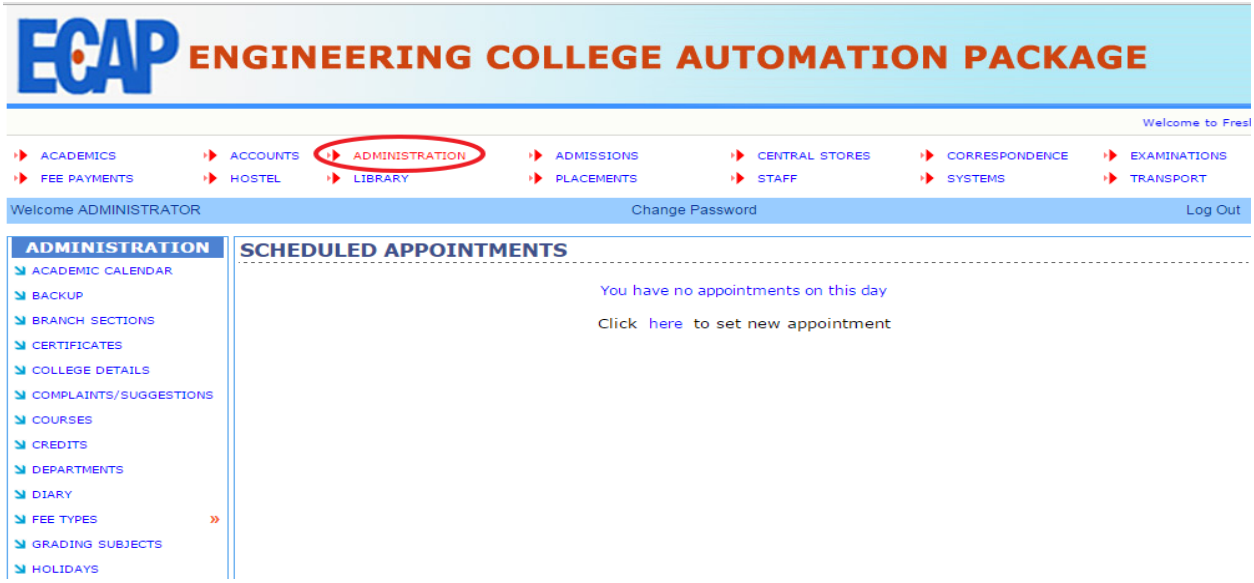


Step9:-You Can Edit And Delete This Lecture Hall.

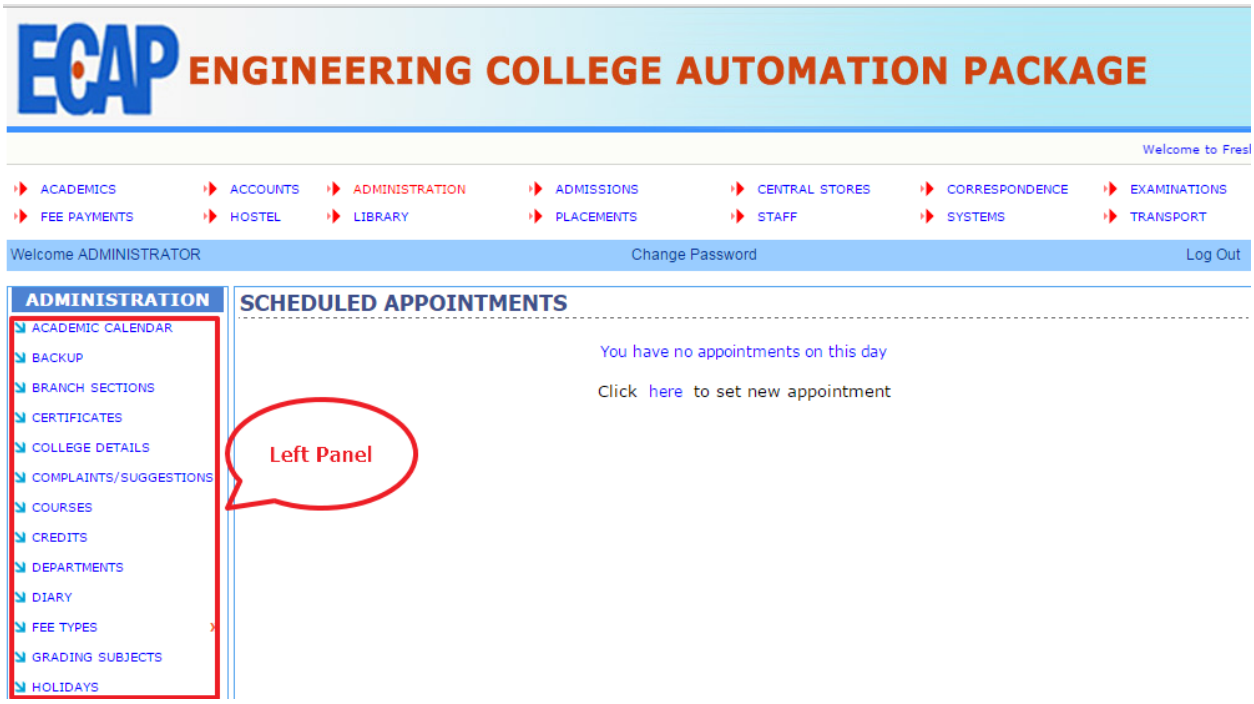
8) How To Add Subjects By Course/Semester/Branch/Regulation Wise Which Is Used To Academics, Examinations? (Subjects)

Step 1:- Please Login In To "ECAP" By Using Your Username And Password.

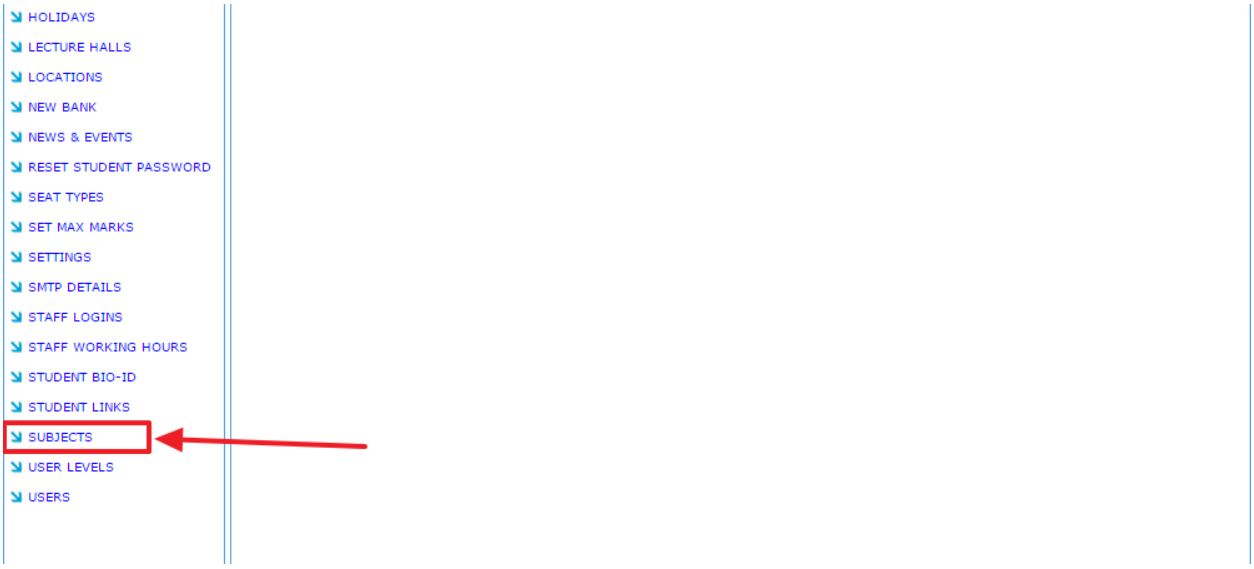
Step2:- Please Click On "ADMINISTRATION" Module As Shown In Below.



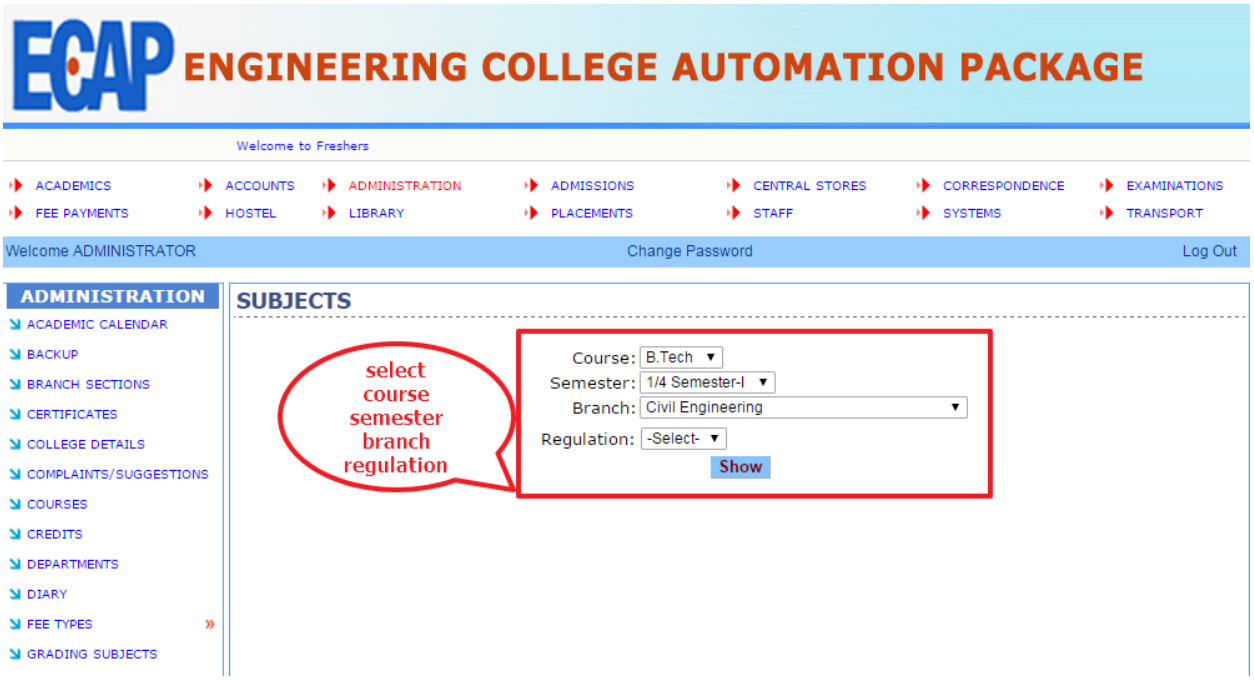
Step3:- After Click On "ADMINISTRATION" Then You Will Find "Left Panel" As Shown In Below.



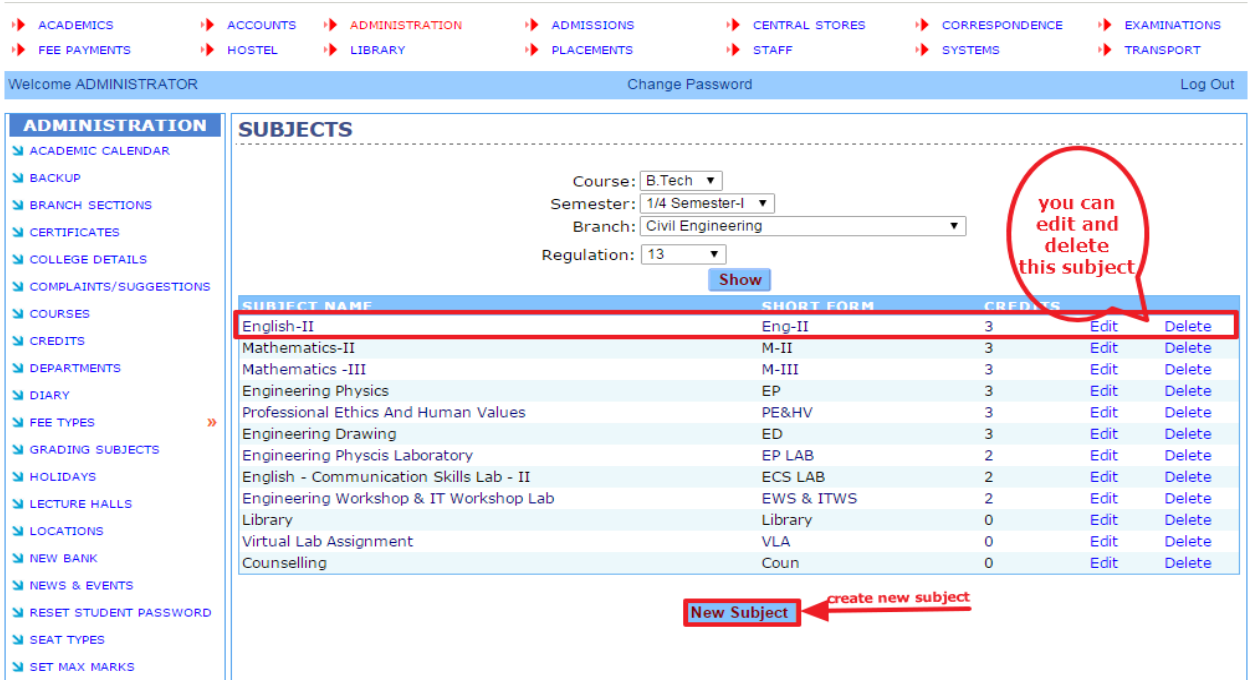
Step4:-Please Click On "ADMINISTRATION" Which Is Available In Leftpanel Menu As Shown Below.



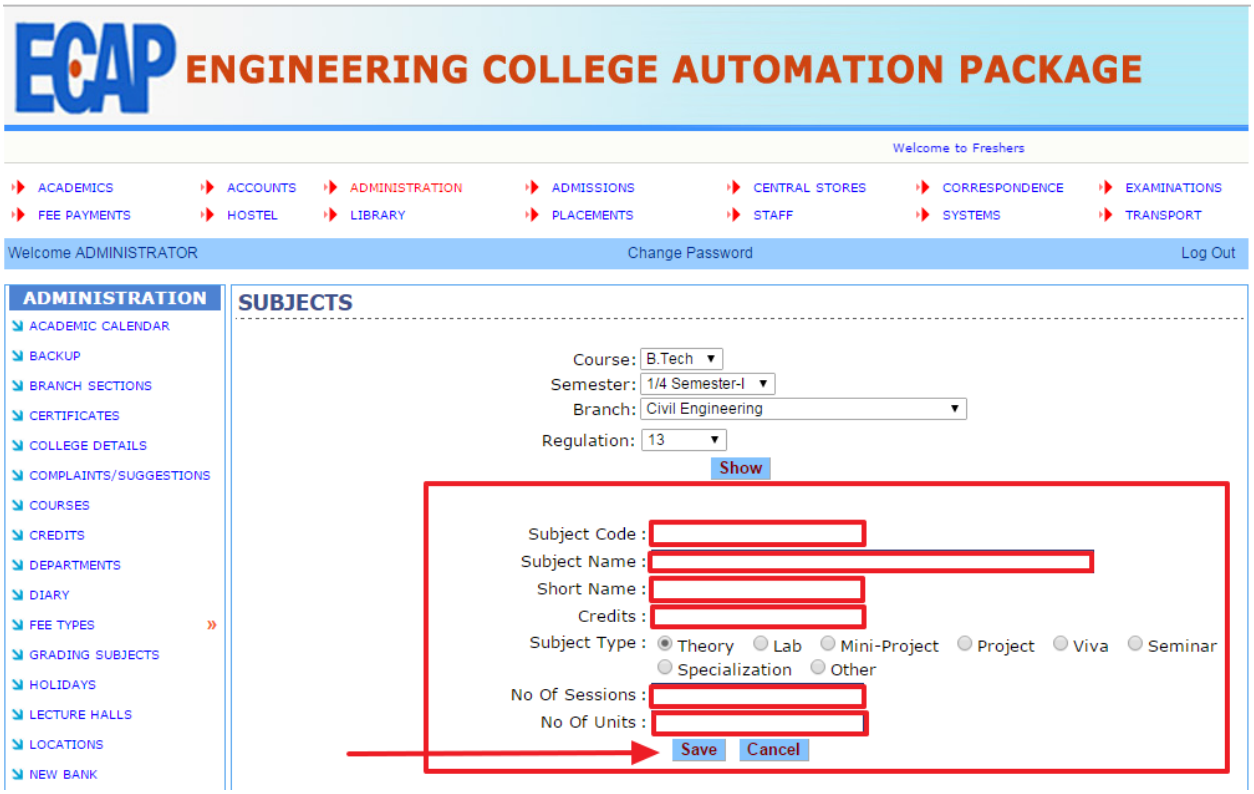
Step5:-Please Select Course, Semester, Branch, Regulation And Click Show Button.



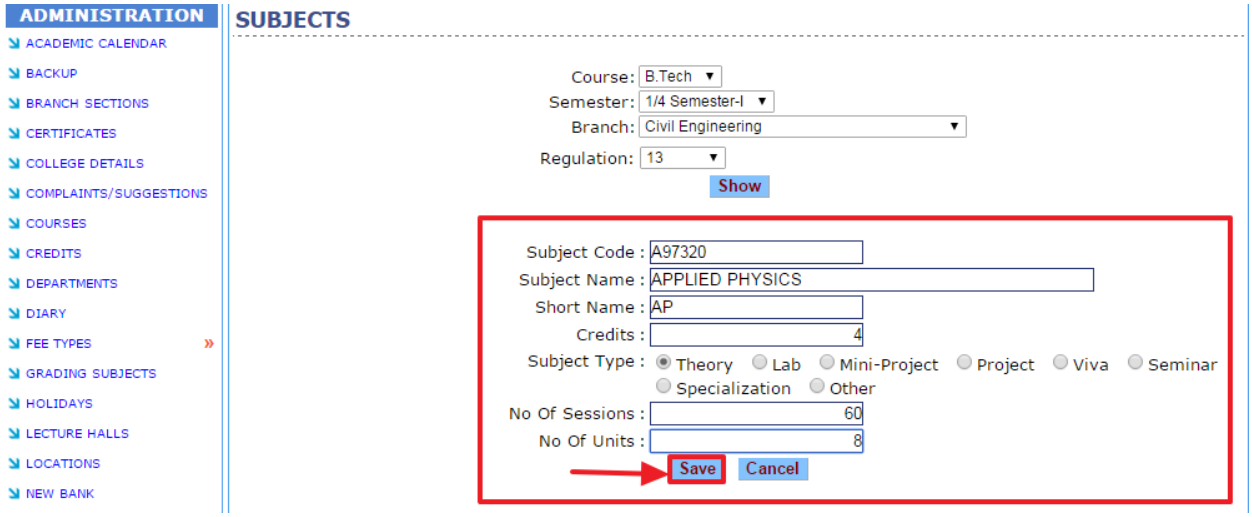
Step6:-Please Select New Subject.



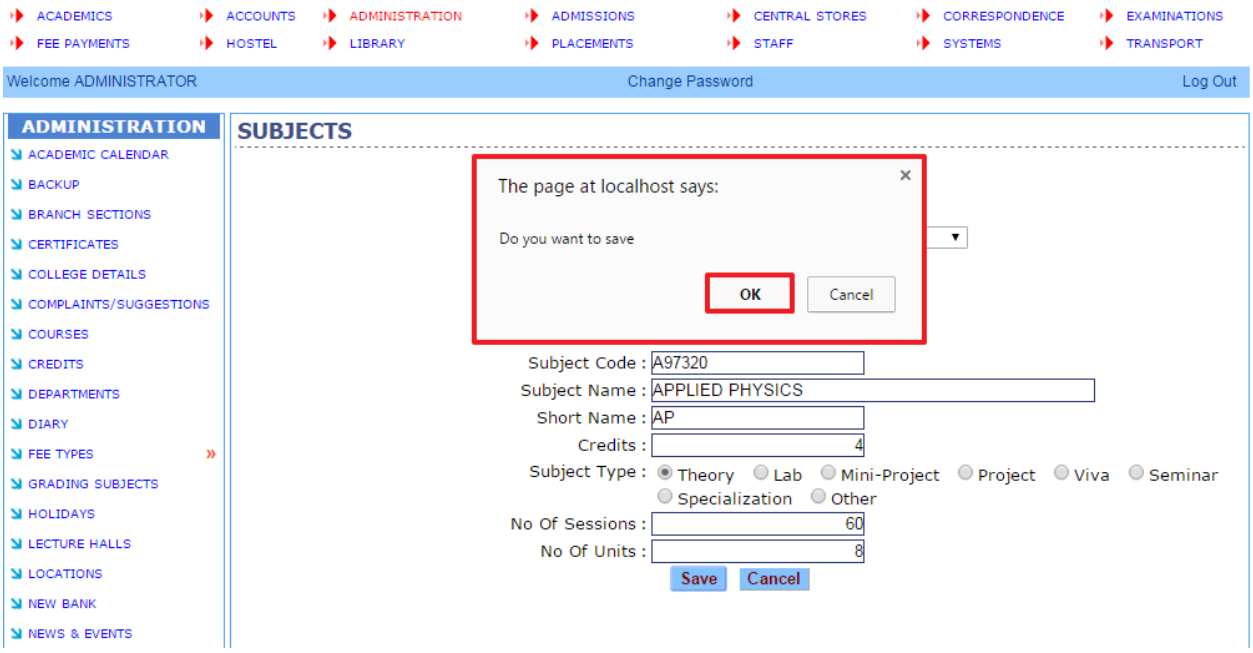
Step7:-Please Enter Subject Code, Subject Name, Short Name, Credits, Subject Types, And No Of Units And Click Save Button.



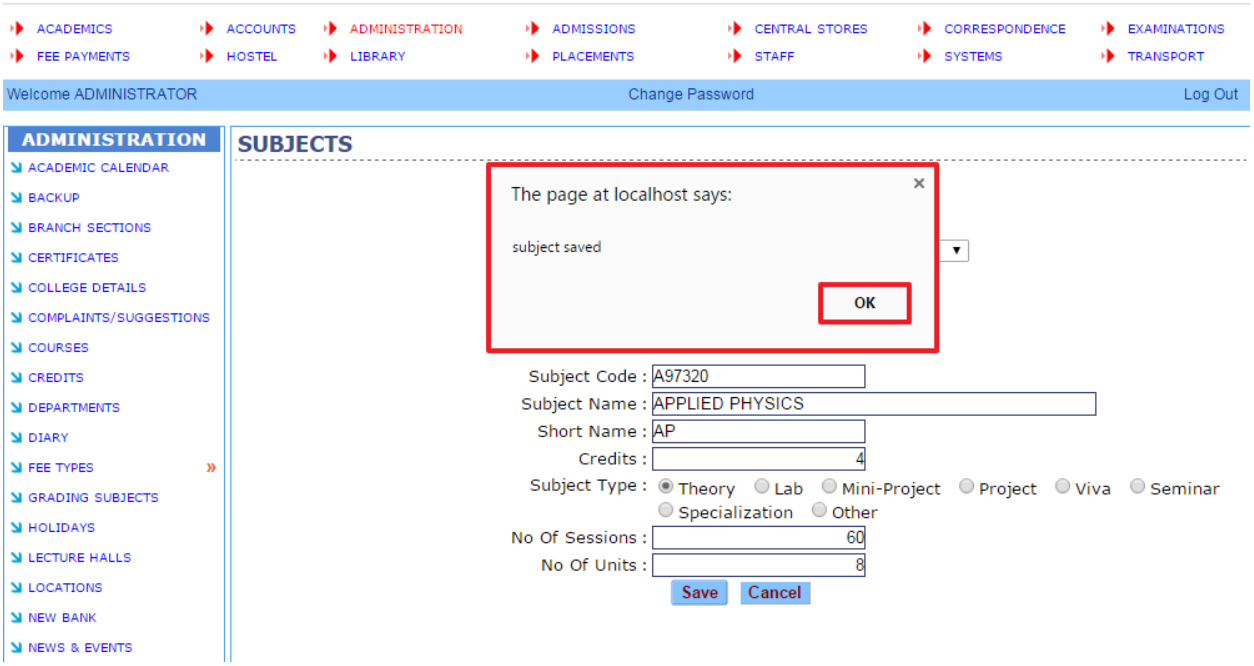
Step8:-Please Click On Save Button.



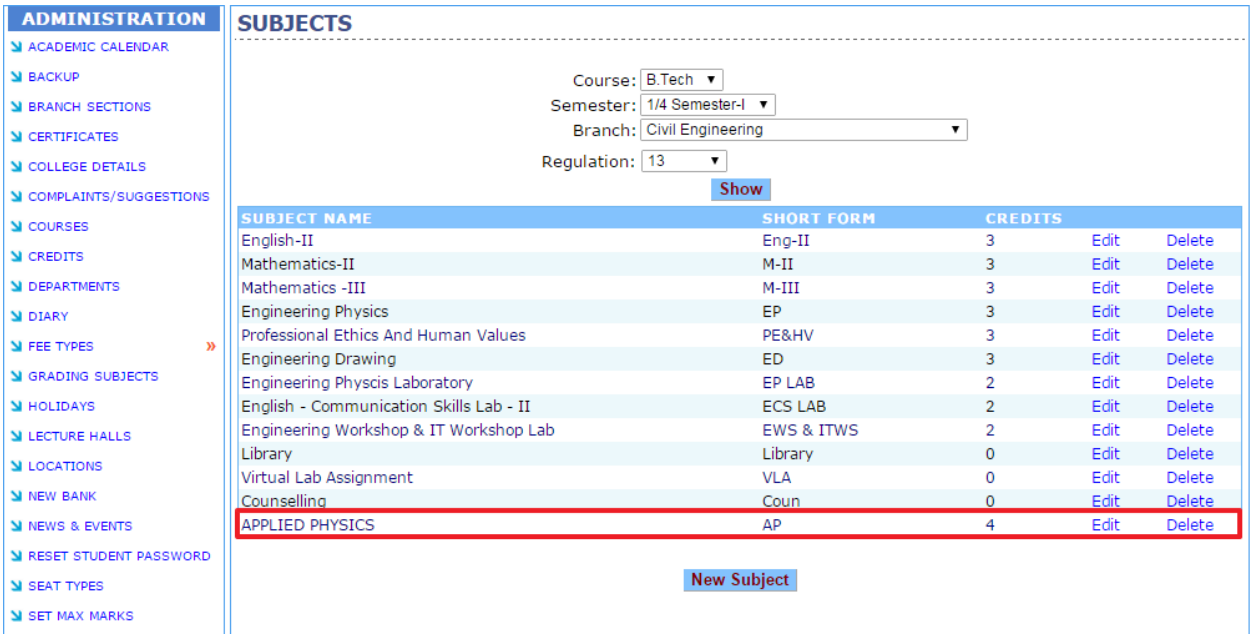
Step9:-Please Click Ok.



Step10:-Please Click Ok.



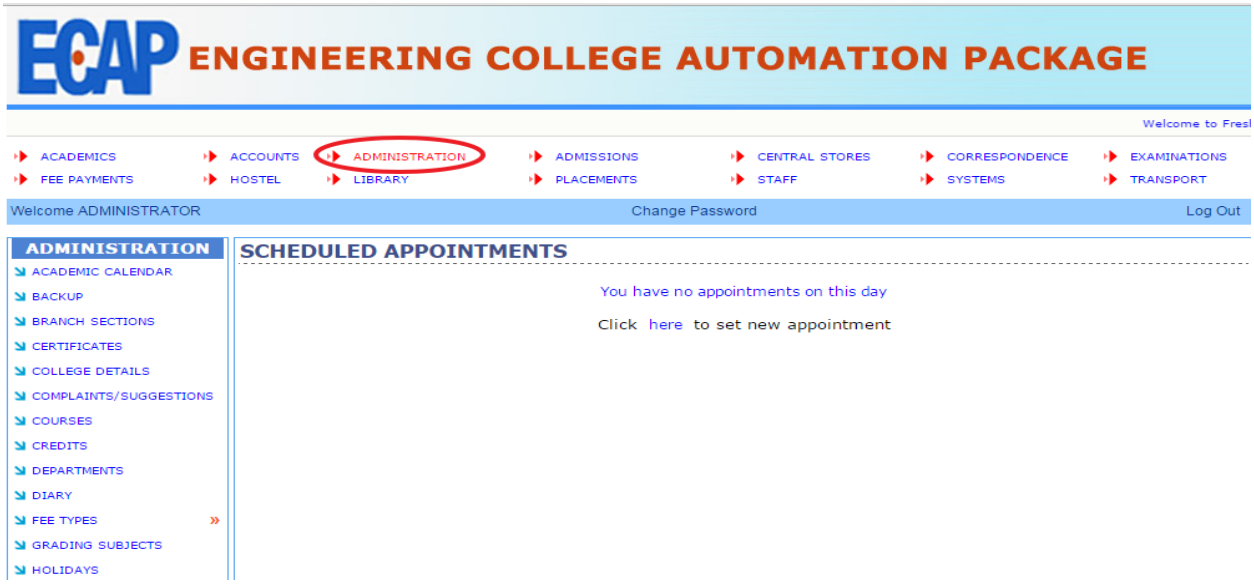
Step11:-Subject Saved Shown Below.



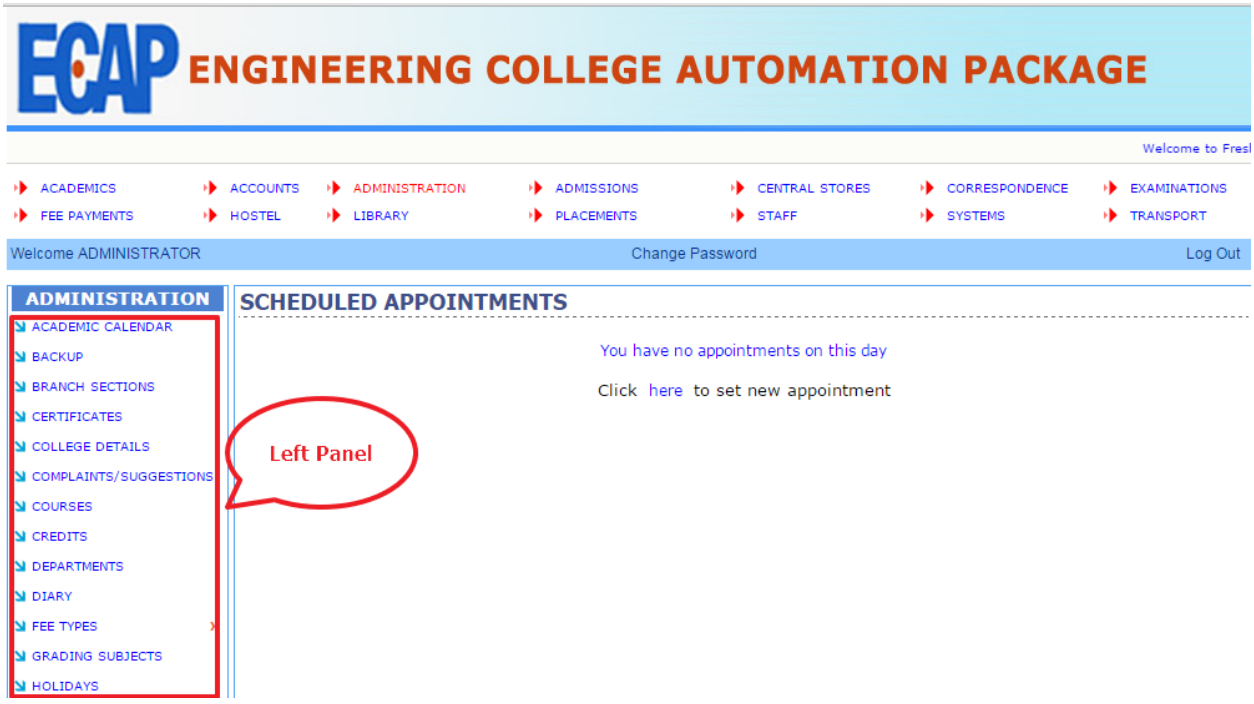
9) Where Can I Add Seat Types Which Are Needful To Fee Payments? (Seat Types)

Step 1:- Please Login In To "ECAP" By Using Your Username And Password.

Step2:- Please Click On "ADMINISTRATION" Module As Shown In Below.

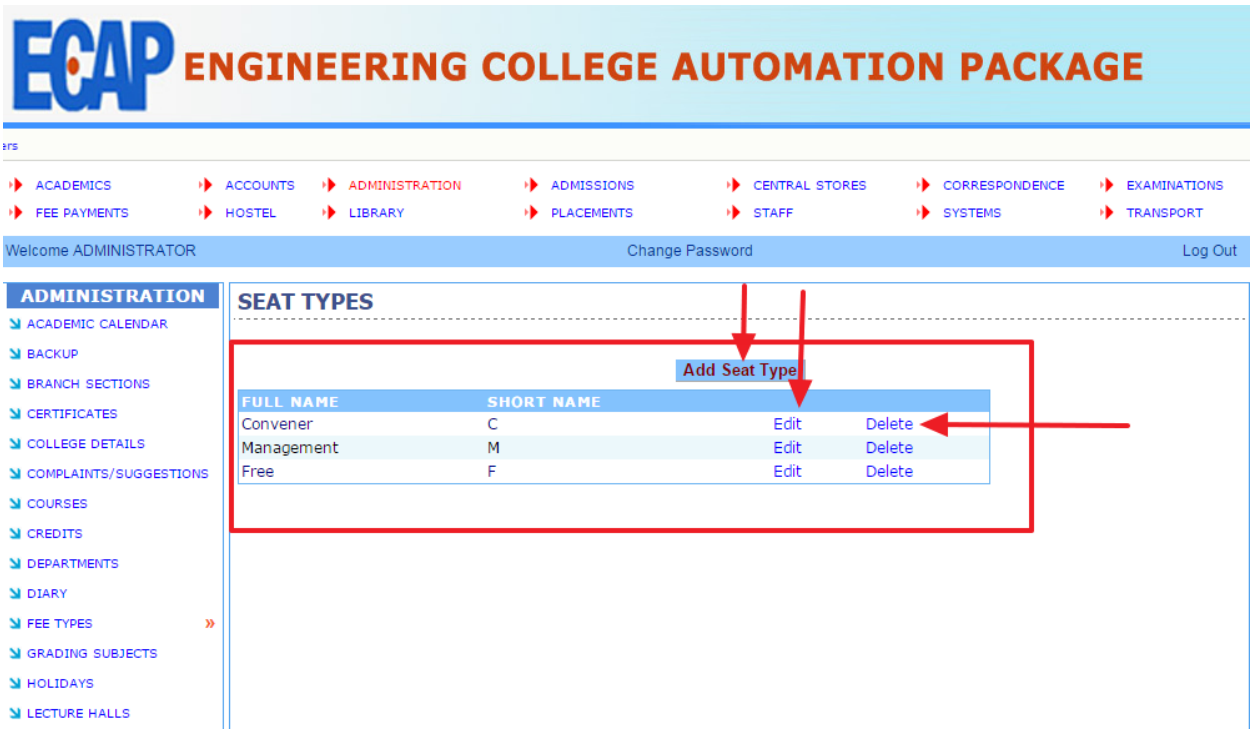


Step3:- After Click On "ADMINISTRATION" Then You Will Find "Left Panel" As Shown In Below.

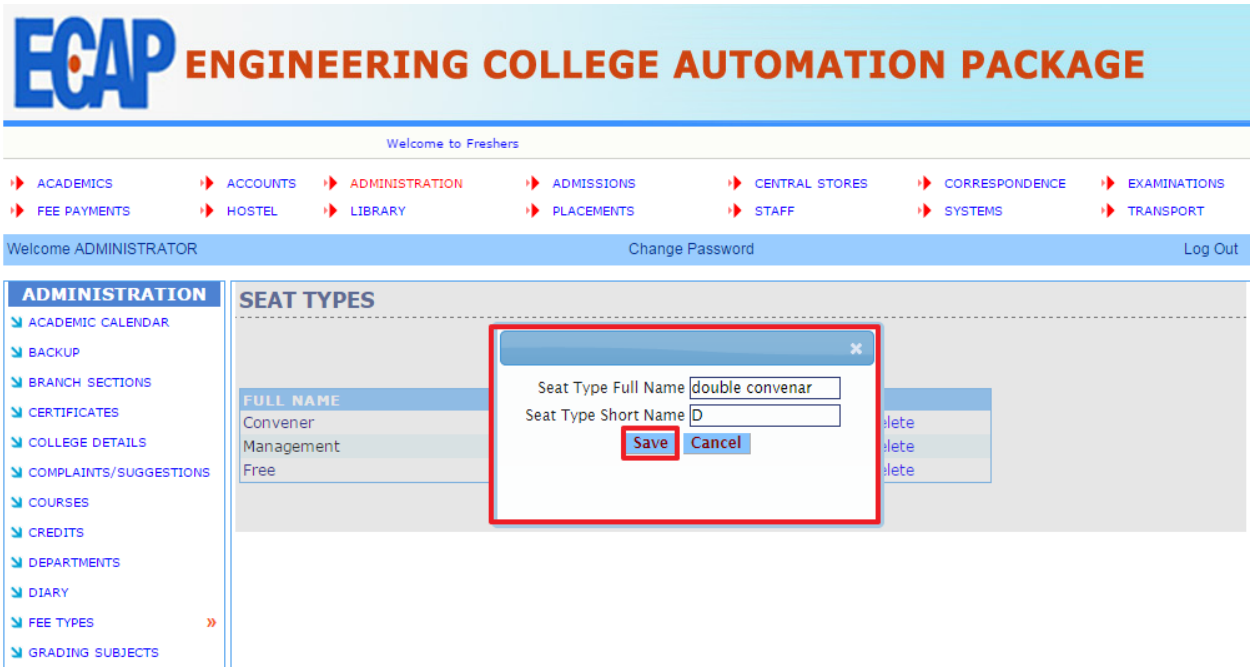


Step4:-Please Click On "ADMINISTRATION" Which Is Available In Leftpanel Menu As Shown Below.

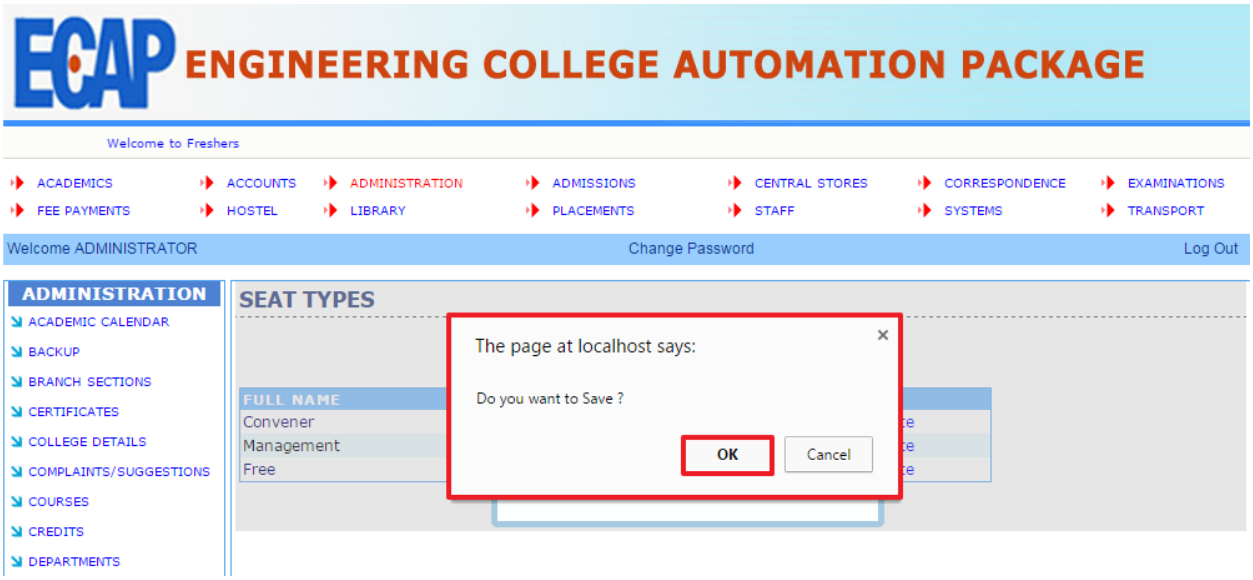
Step5:-Please Click On Add Seat Type.



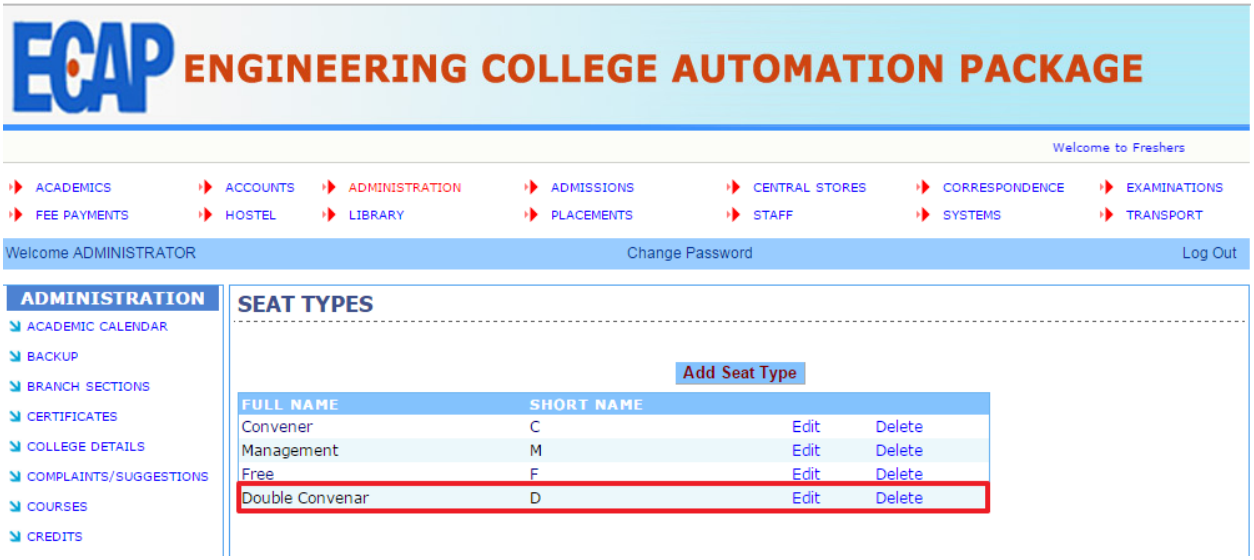
Step6:-Please Enter Seat Type And Short Name And Click On "Save".



Step7:-Please Click On Ok.



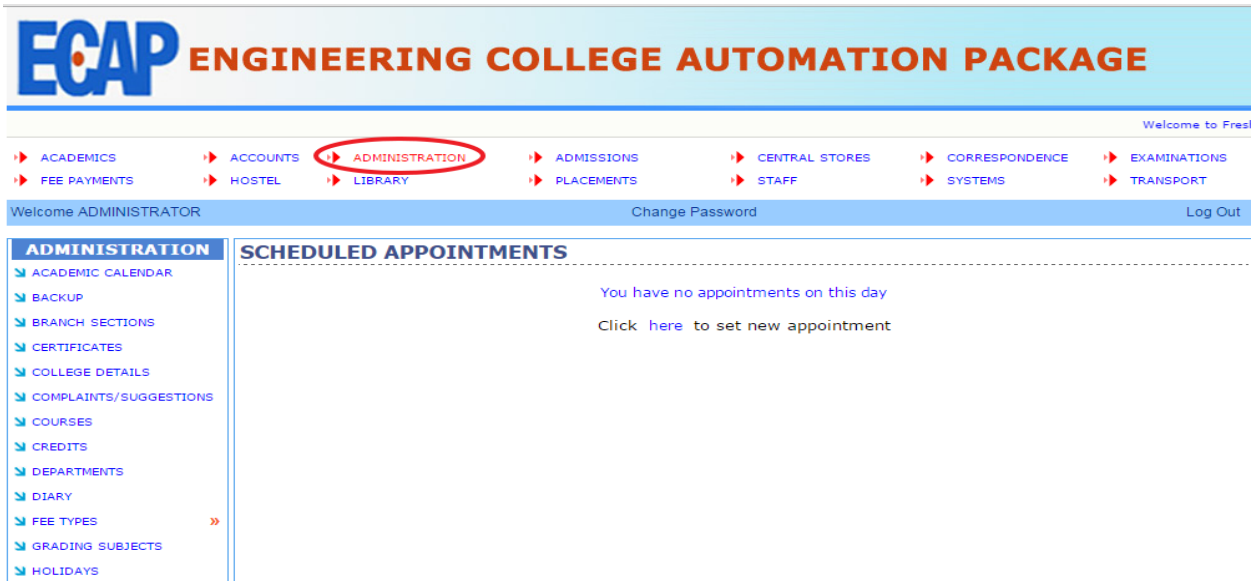
Step8:-Seat Type Saved As Shown Below.



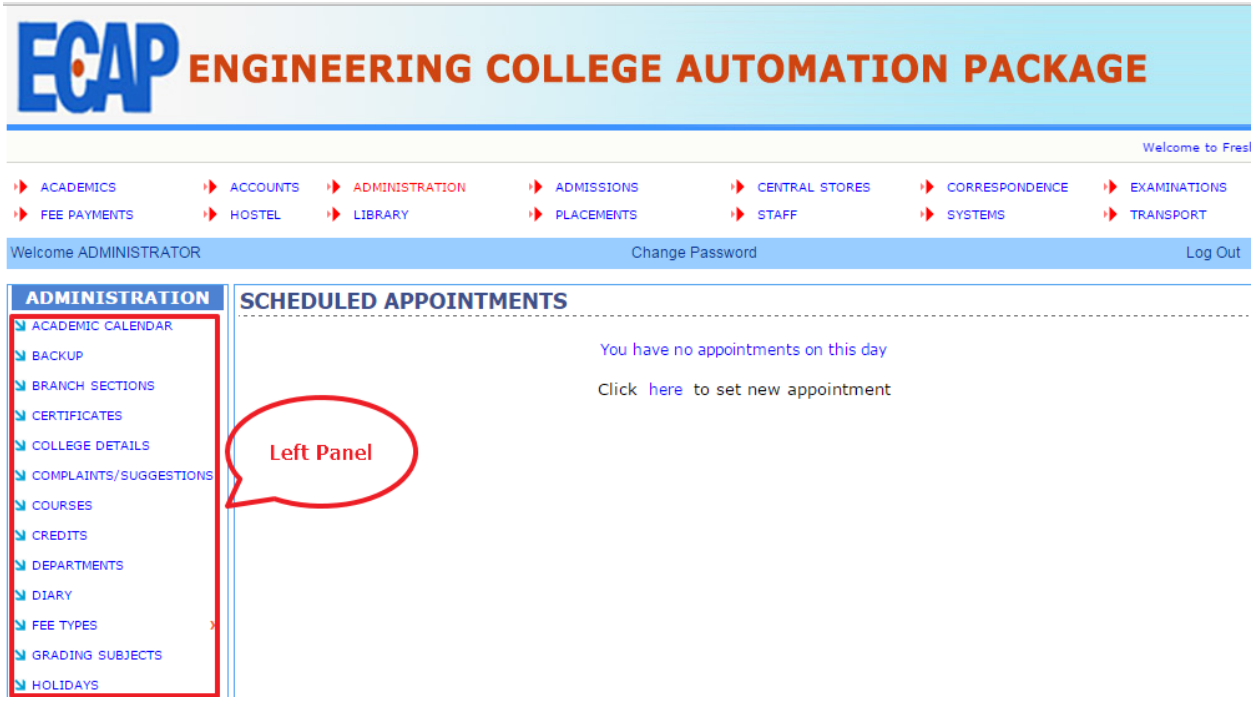
10) Where Can I Apply External /Internal Max And Pass Marks Which Is Useful To External Marks Entry/Reports? (Set Max Marks)

Step 1:- Please Login In To "ECAP" By Using Your Username And Password.

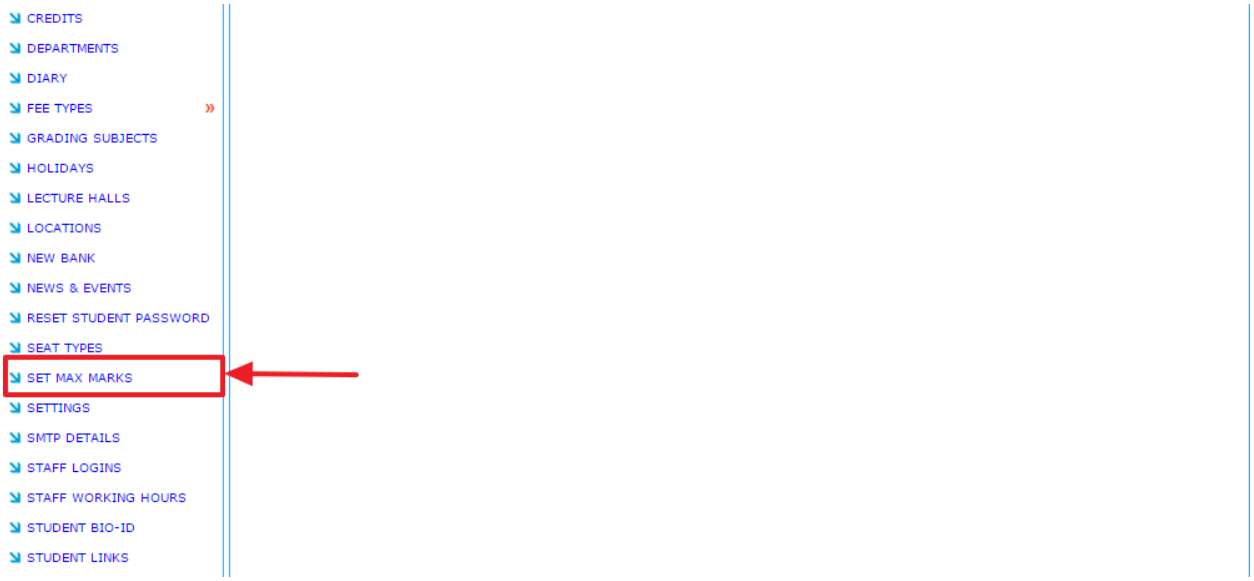
Step2:- Please Click On "ADMINISTRATION" Module As Shown In Below.



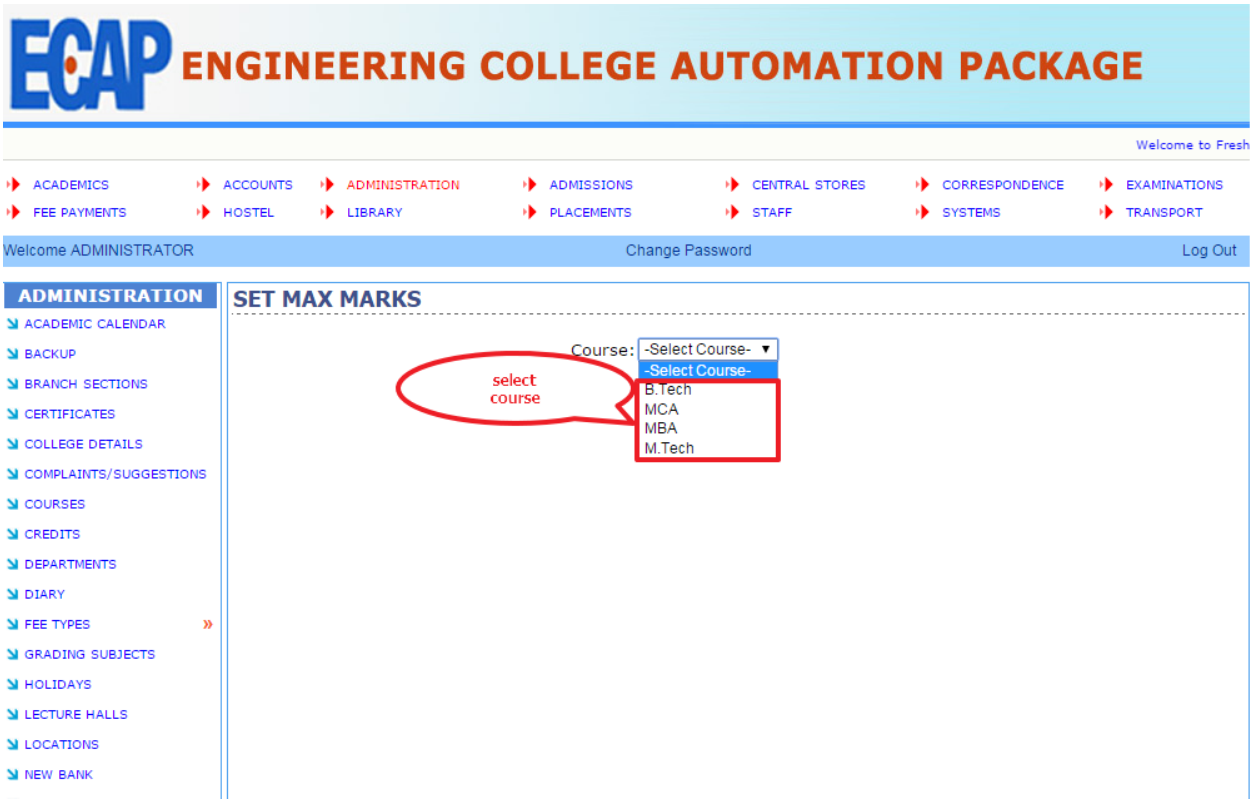
Step3:- After Click On "ADMINISTRATION" Then You Will Find "Left Panel" As Shown In Below.



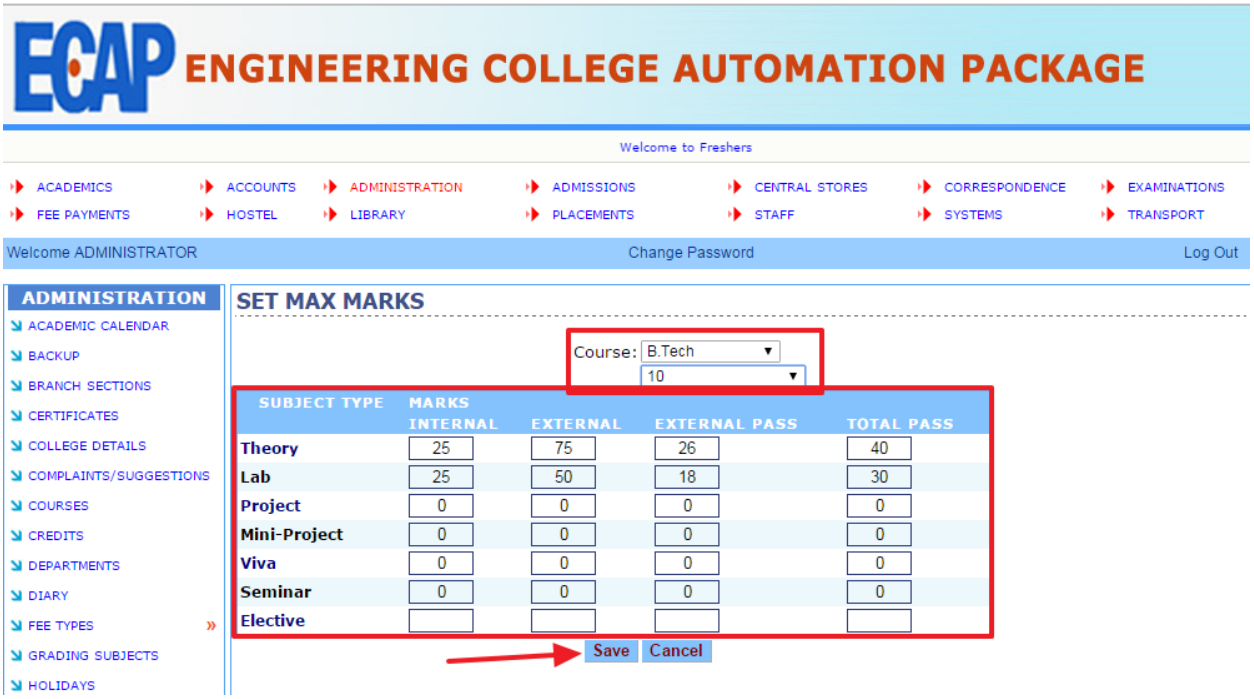
Step4:-Please Click On "ADMINISTRATION" Which Is Available In Leftpanel Menu As Shown Below.



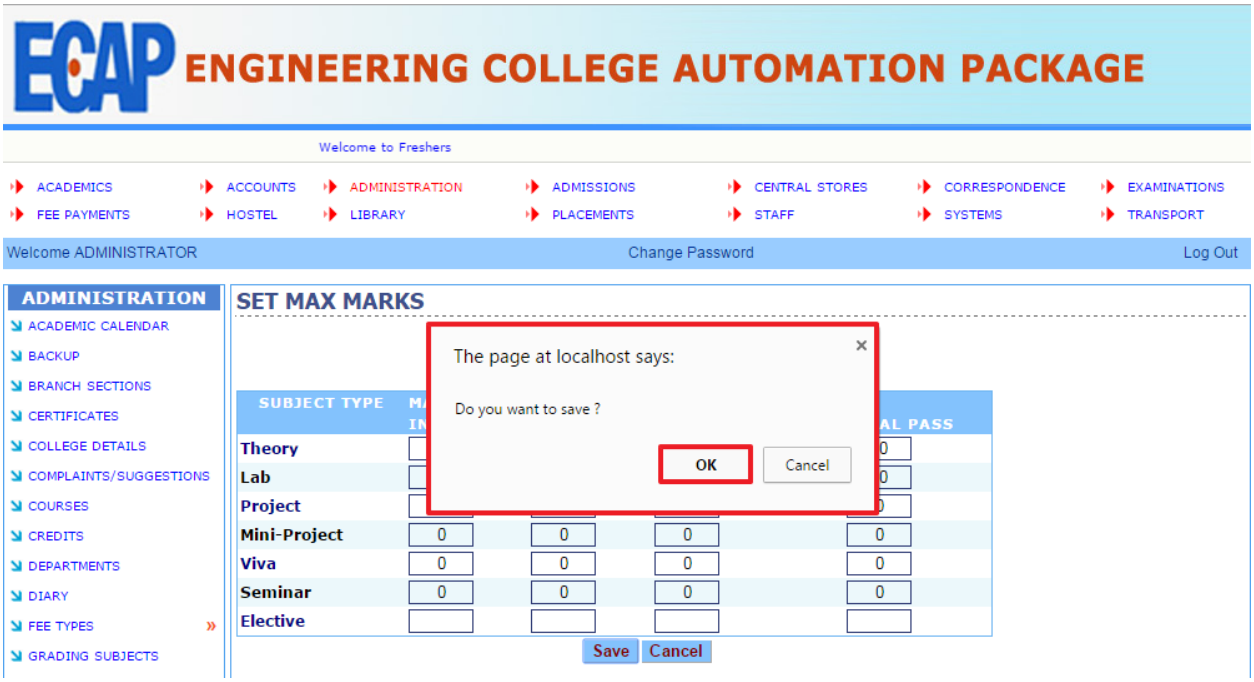
Step5:-Please Select Course.



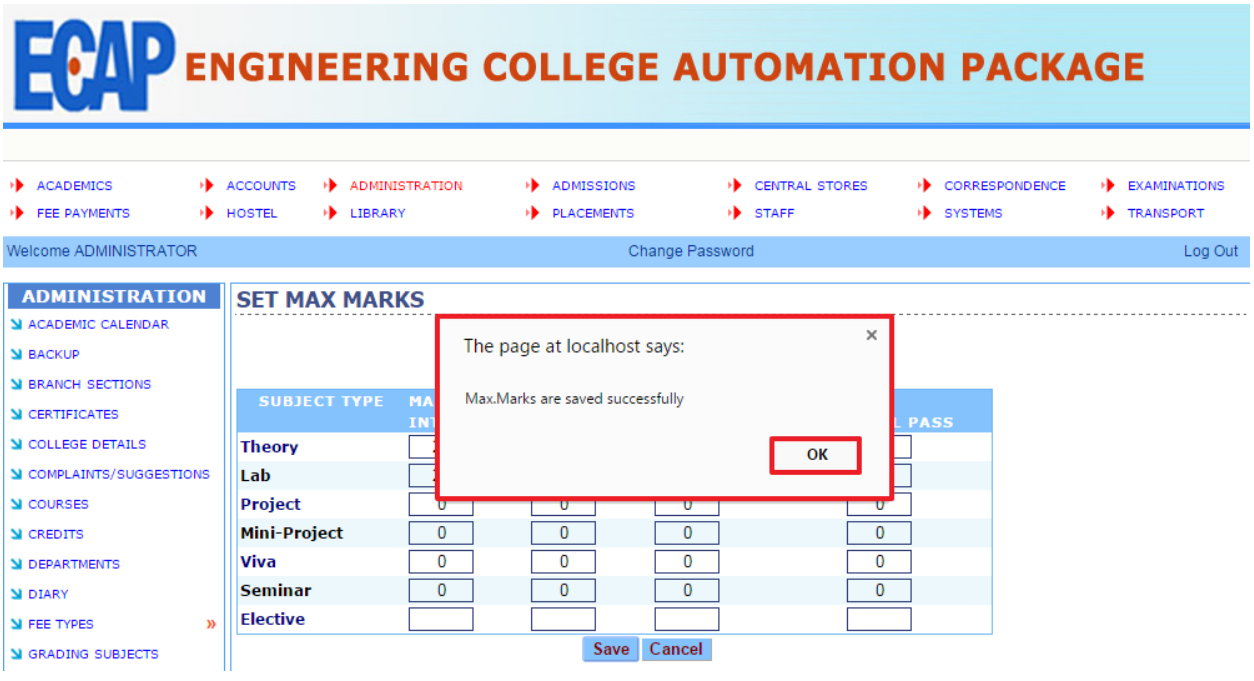
Step6:-Please Select Course, Regulation, And Theory Wise And Lab Wise Marks Entry, And Click On Save.



Step7:-Please Click “Ok”.



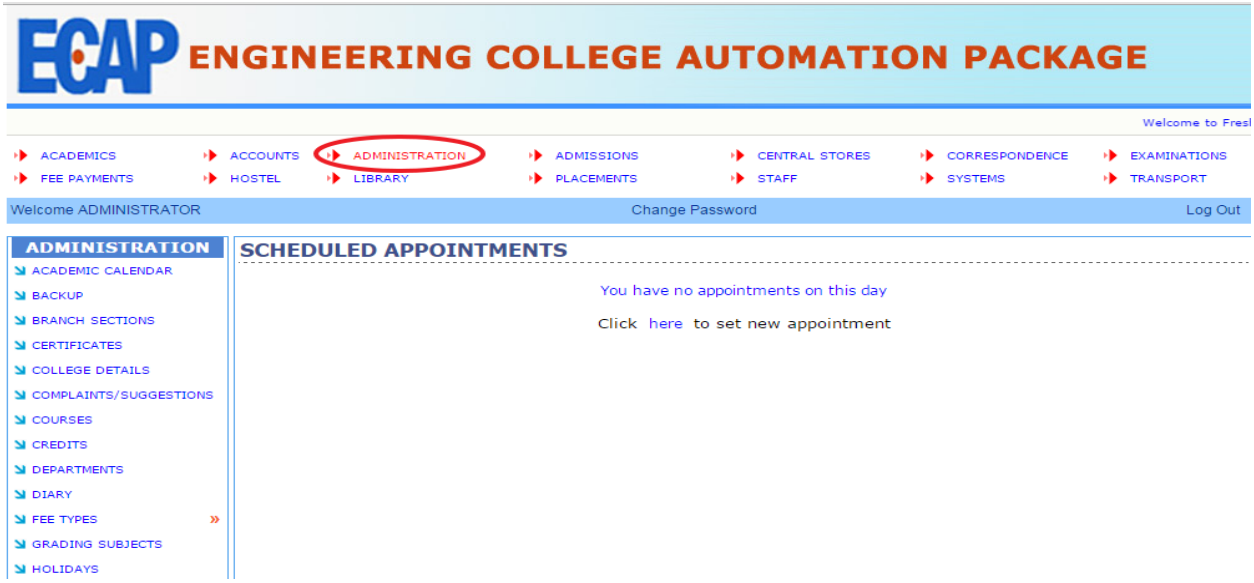
Step8:-Please Click Ok.



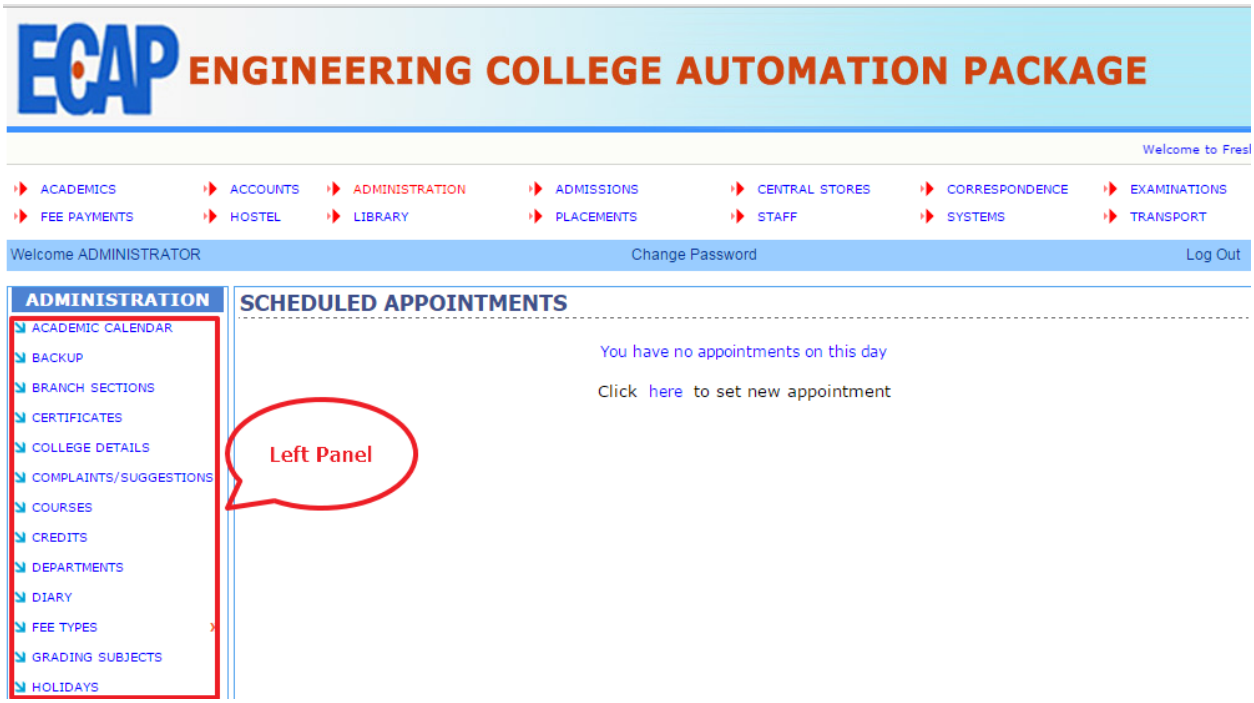
11) Where Can I Add Bank Names Which Is Used To Create Bank Account Numbers In Accounts Module? (New Bank)

Step 1:- Please Login In To "ECAP" By Using Your Username And Password.

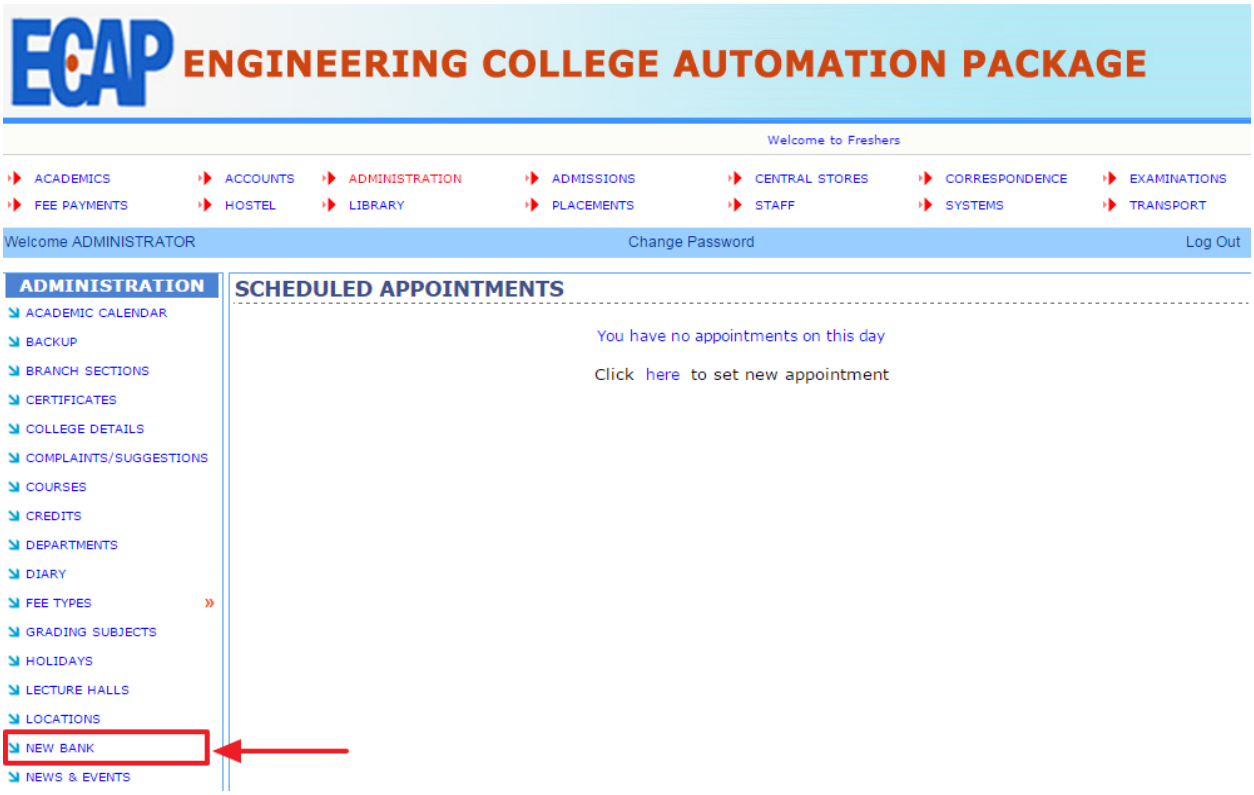
Step2:- Please Click On "ADMINISTRATION" Module As Shown In Below.



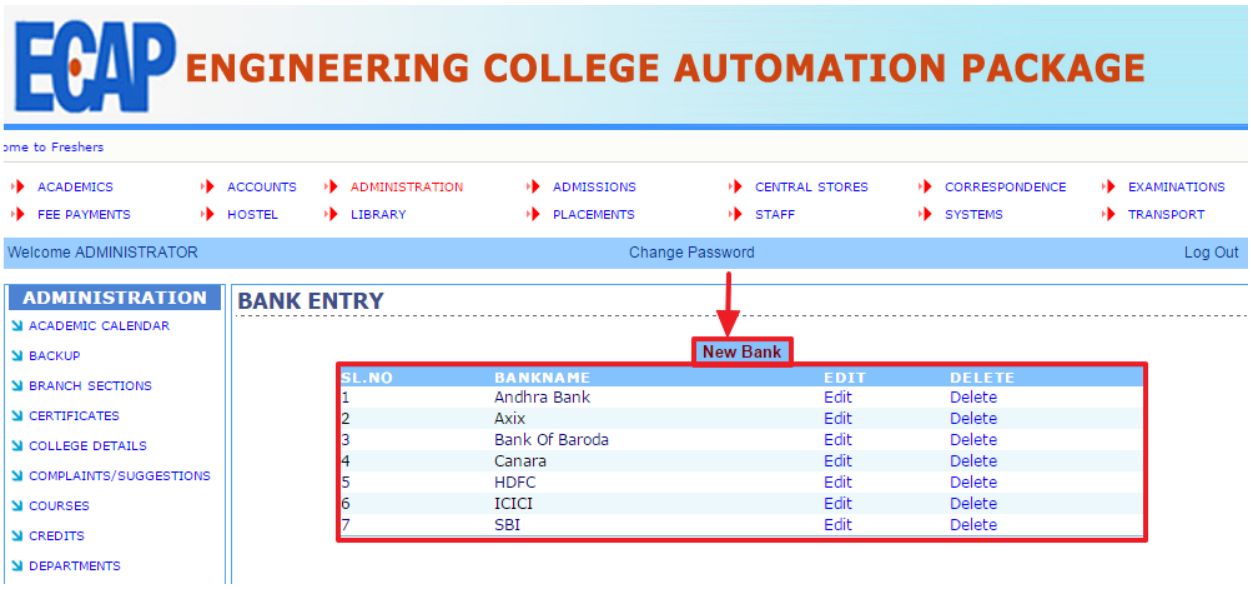
Step3:- After Click On "ADMINISTRATION" Then You Will Find "Left Panel" As Shown In Below.



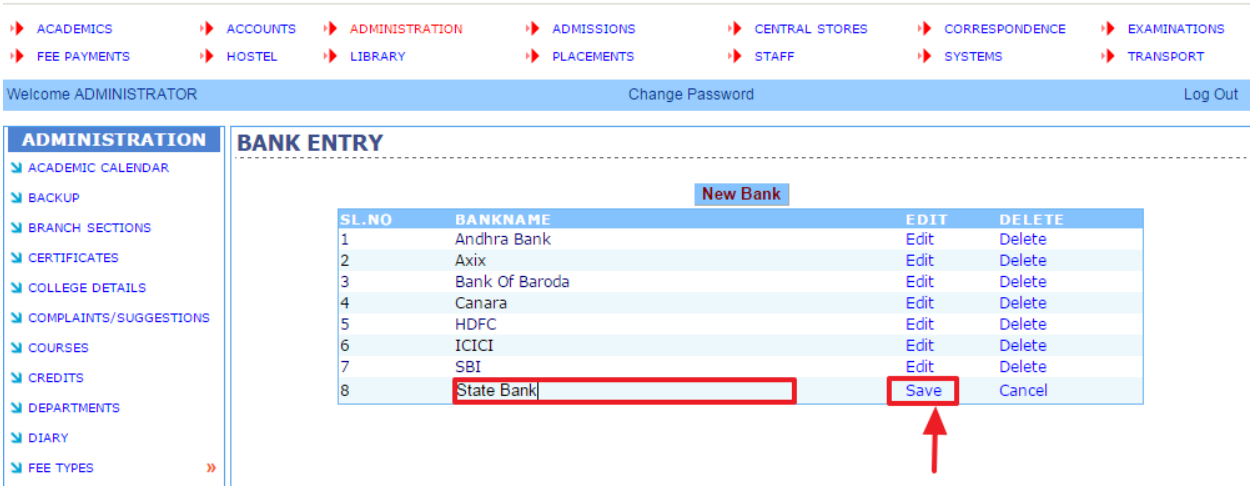
Step4:-Please Click On "ADMINISTRATION" Which Is Available In Leftpanel Menu As Shown Below.



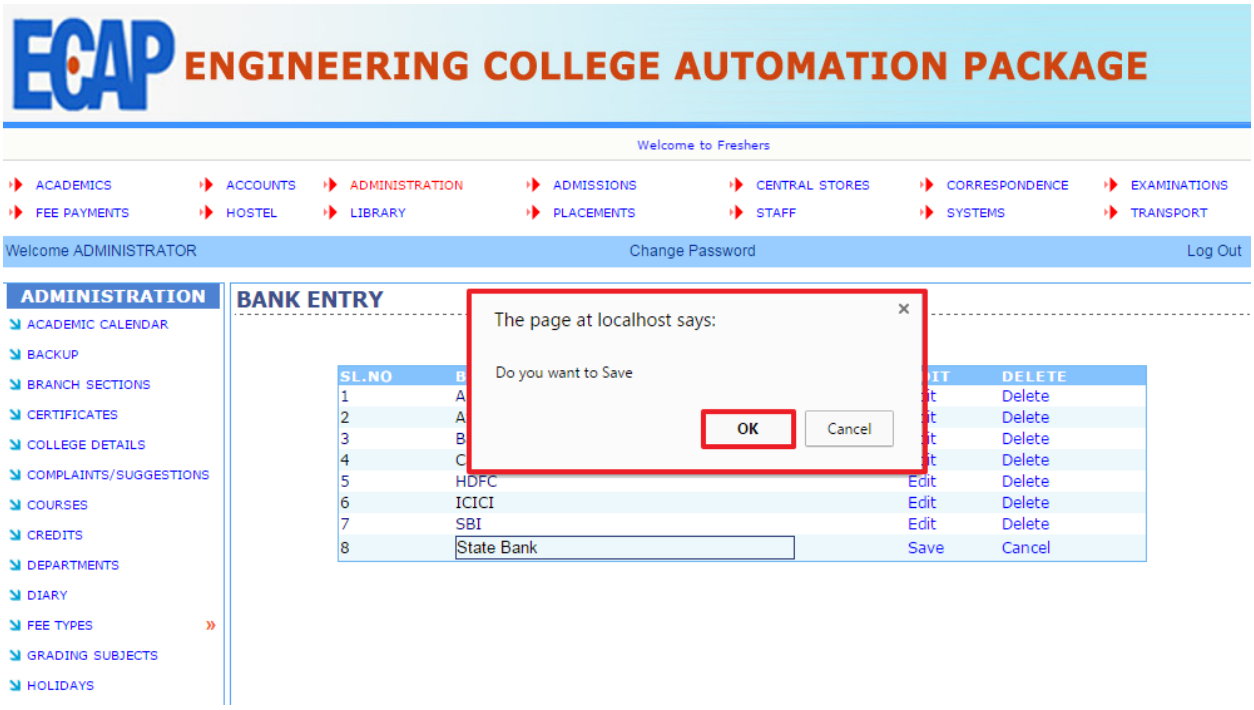
Step5:-Please Click New Bank.



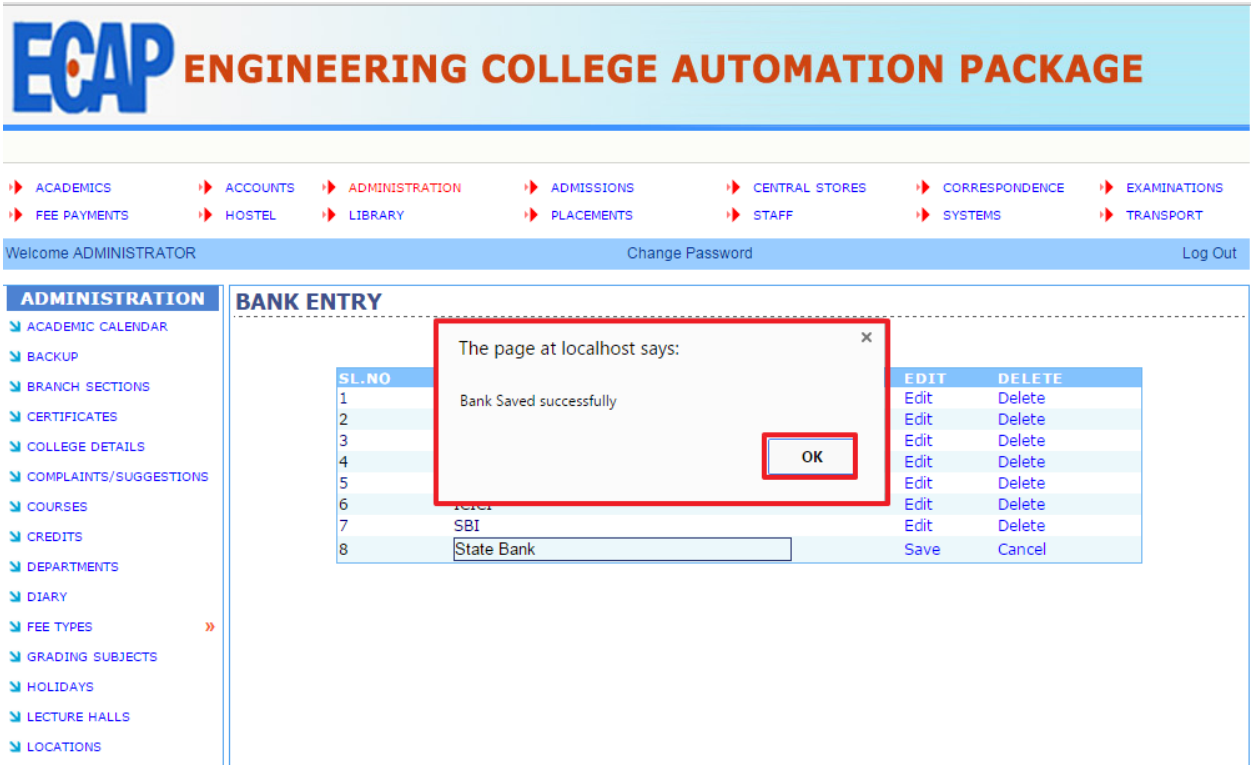
Step6:-Please Enter The Bank Name And And Click Savebutton.



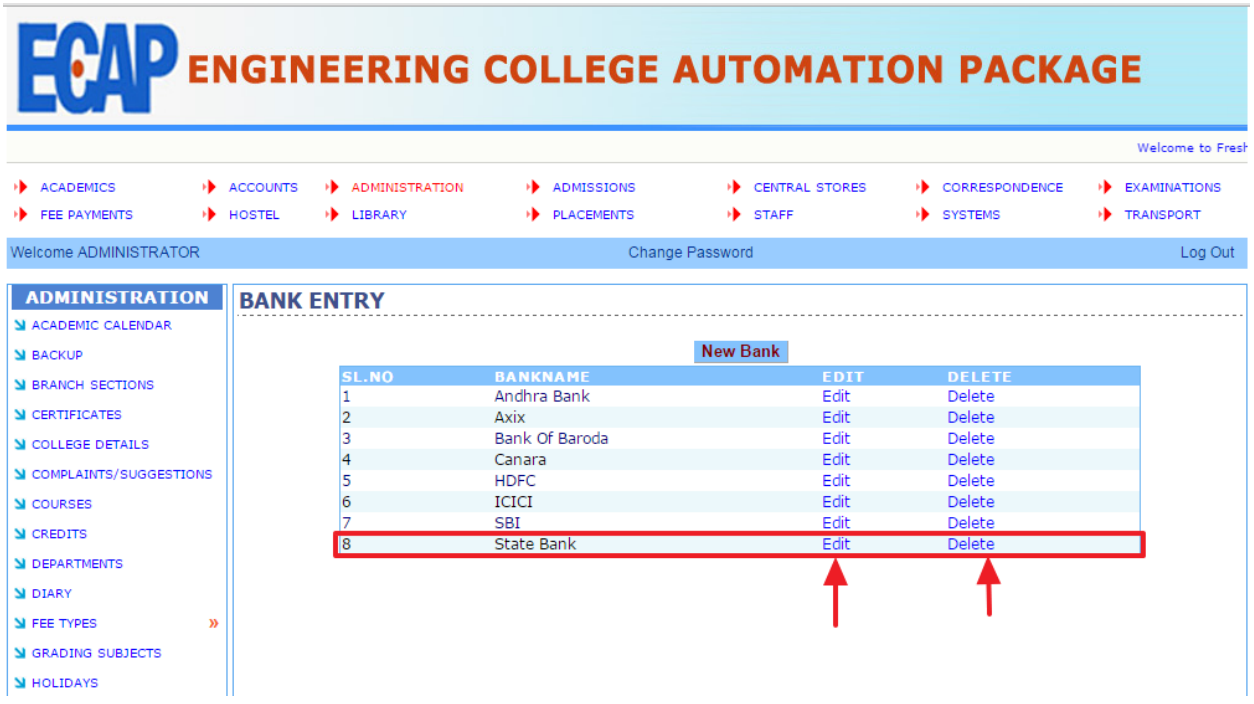
Step7:-Please Click On Ok.



Step8:-Please Click On Ok.



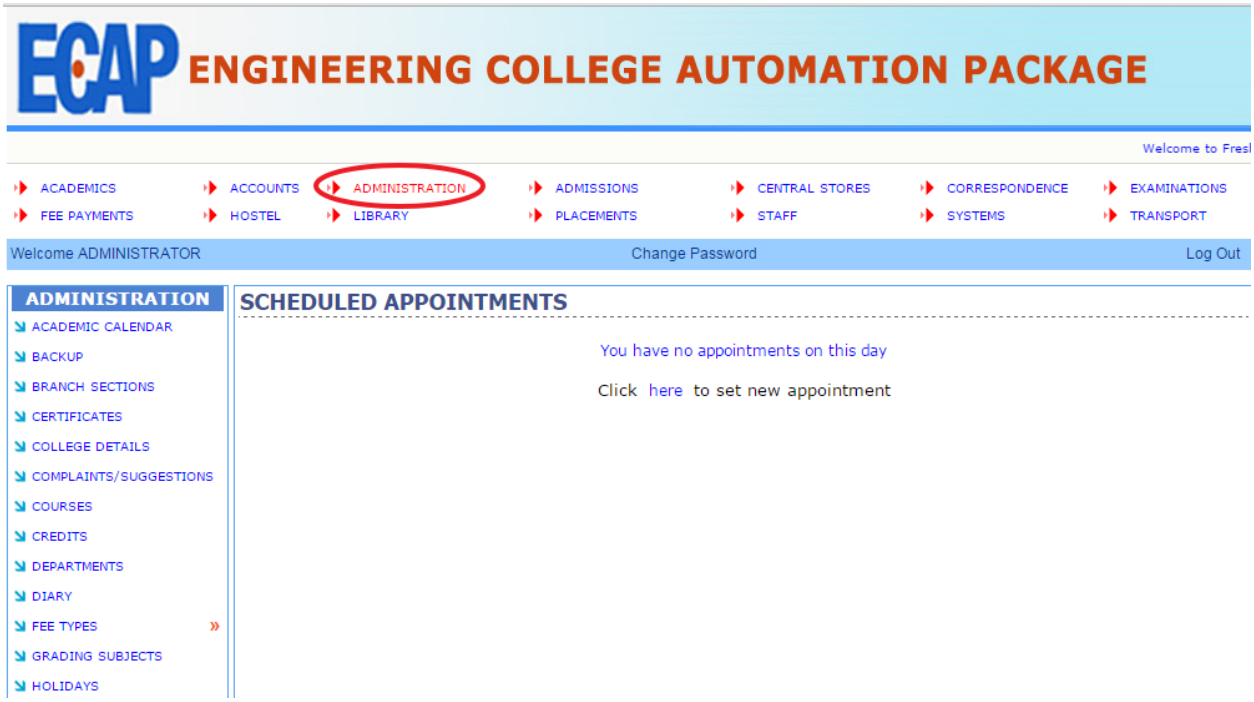
Step9:-Bank Saved As Shown Below.



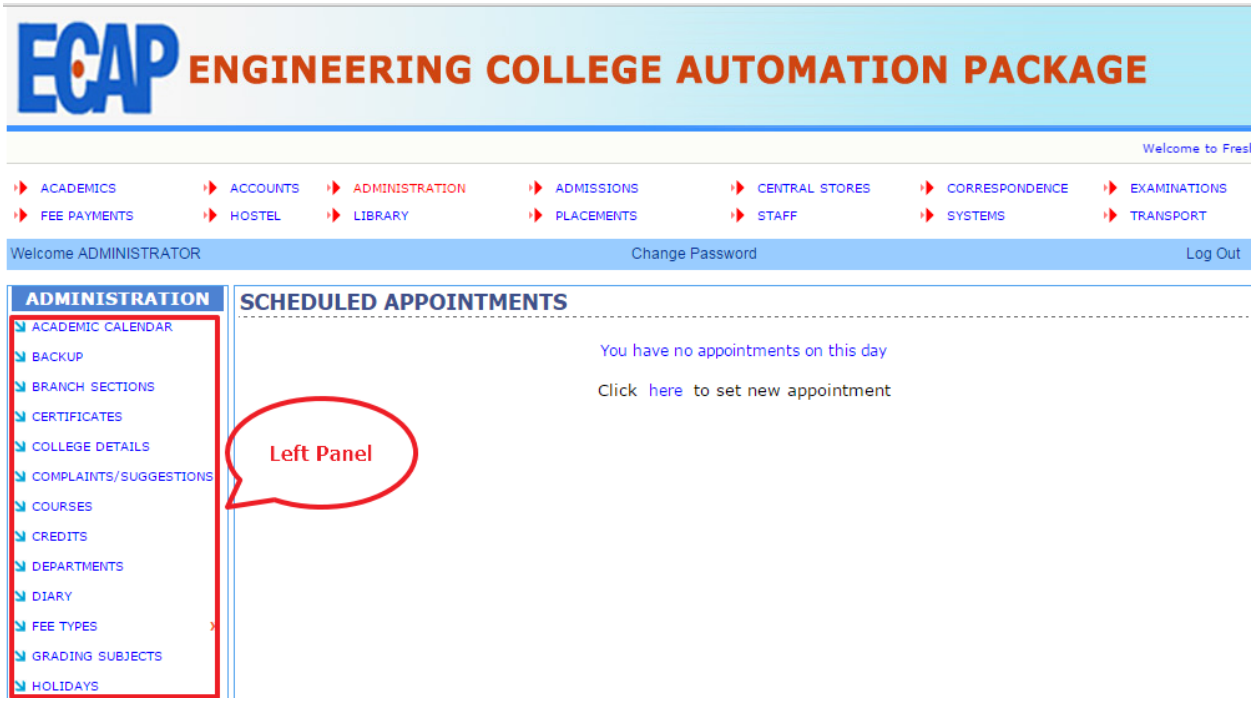
12) Where Can I Set Staff Working Hours? **(Staff Working Hours)**

Ans:- Step 1:- Please Login In To "ECAP" By Using Your Username And Password.

Step2:- Please Click On "ADMINISTRATION" Module As Shown In Below.

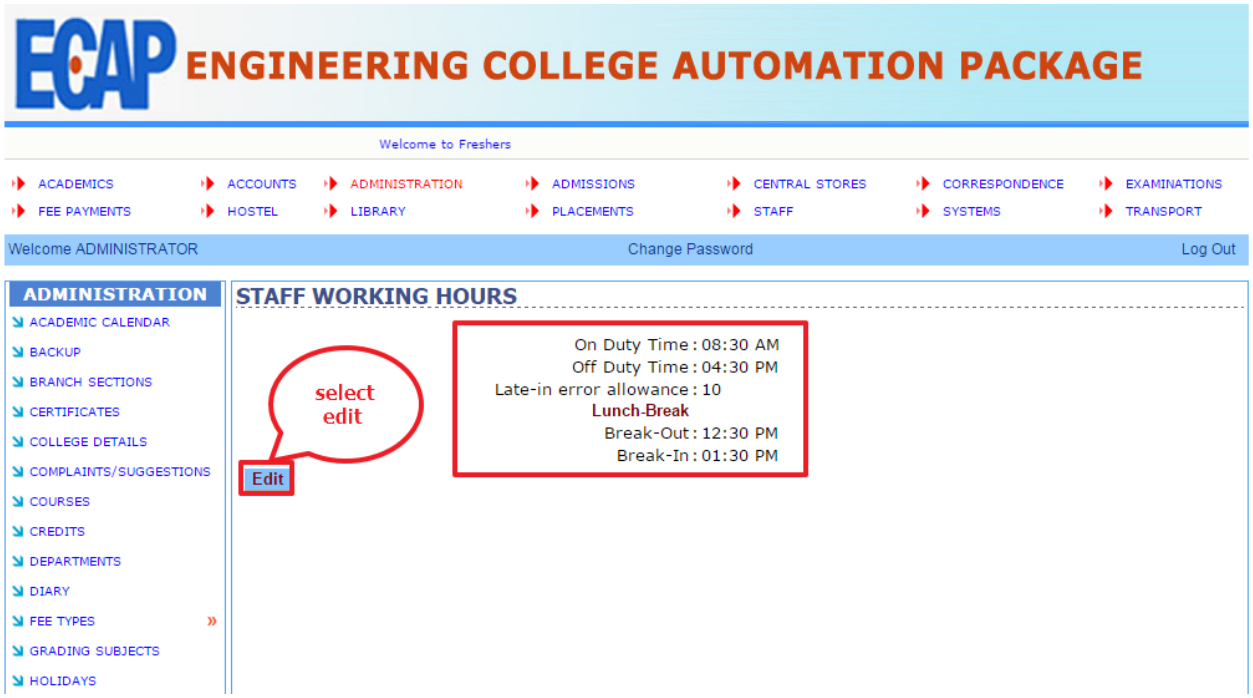


Step3:- After Click On "ADMINISTRATION" Then You Will Find "Left Panel" As Shown In Below.

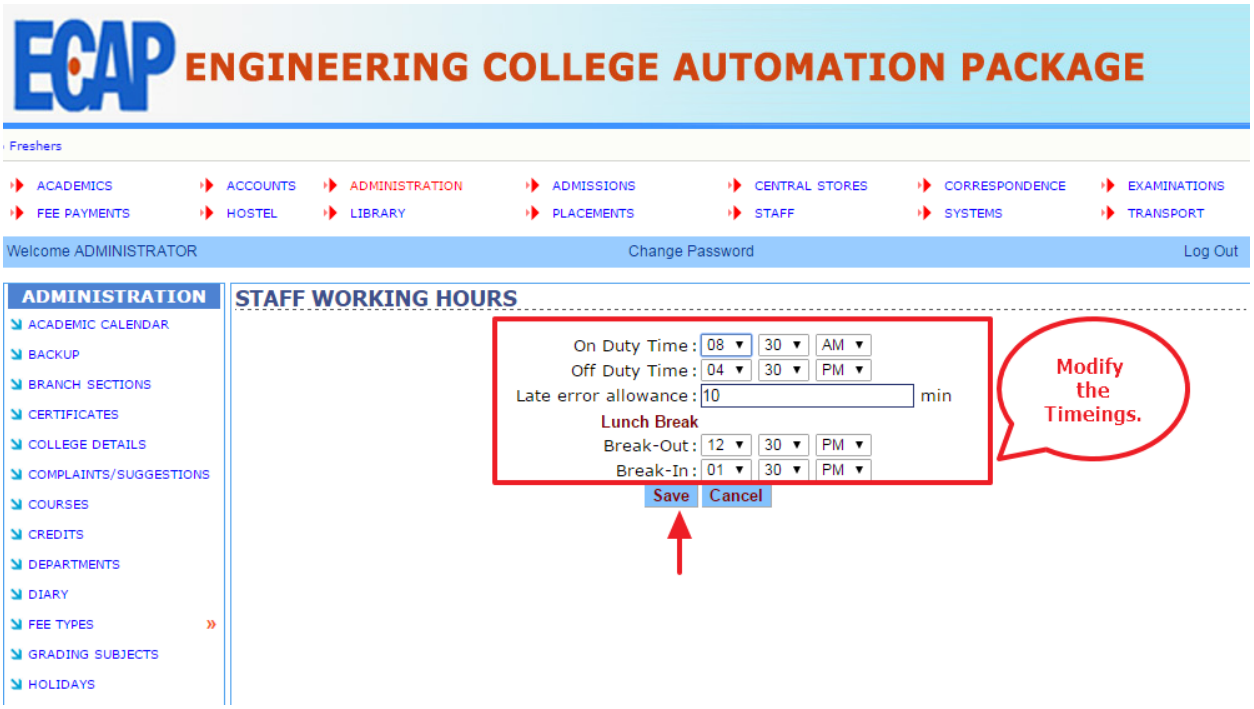


Step4:-Please Click On "ADMINISTRATION" Which Is Available In Left Panel Menu As Shown In Below.

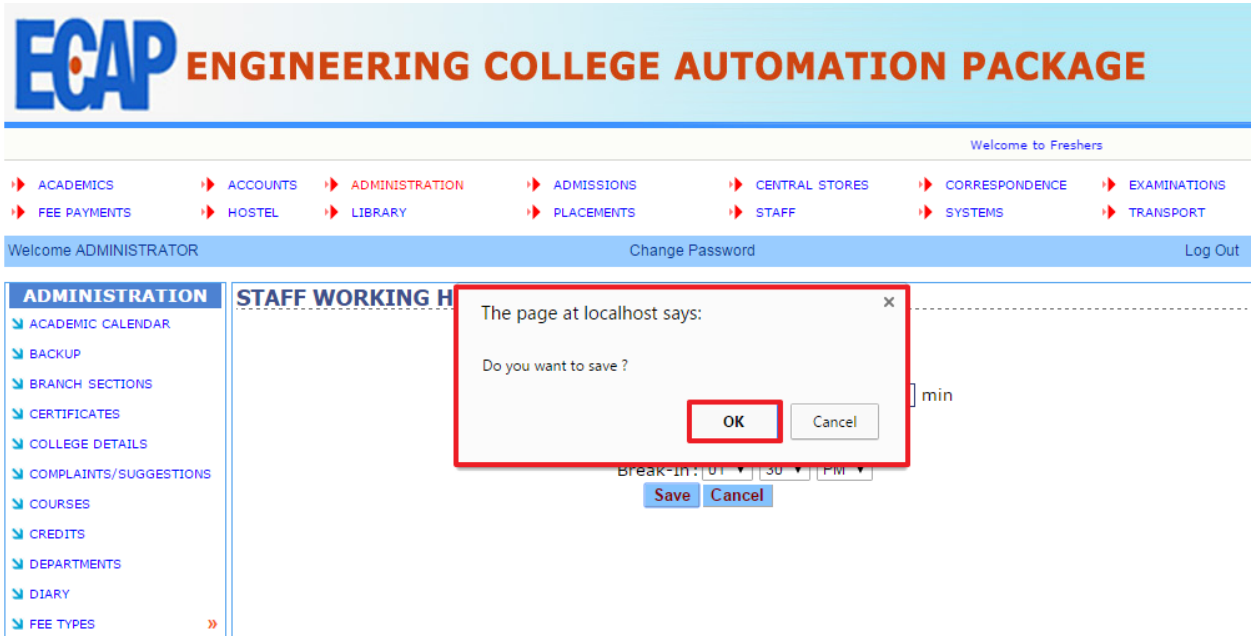
Step5:-Please Select Edit Button.



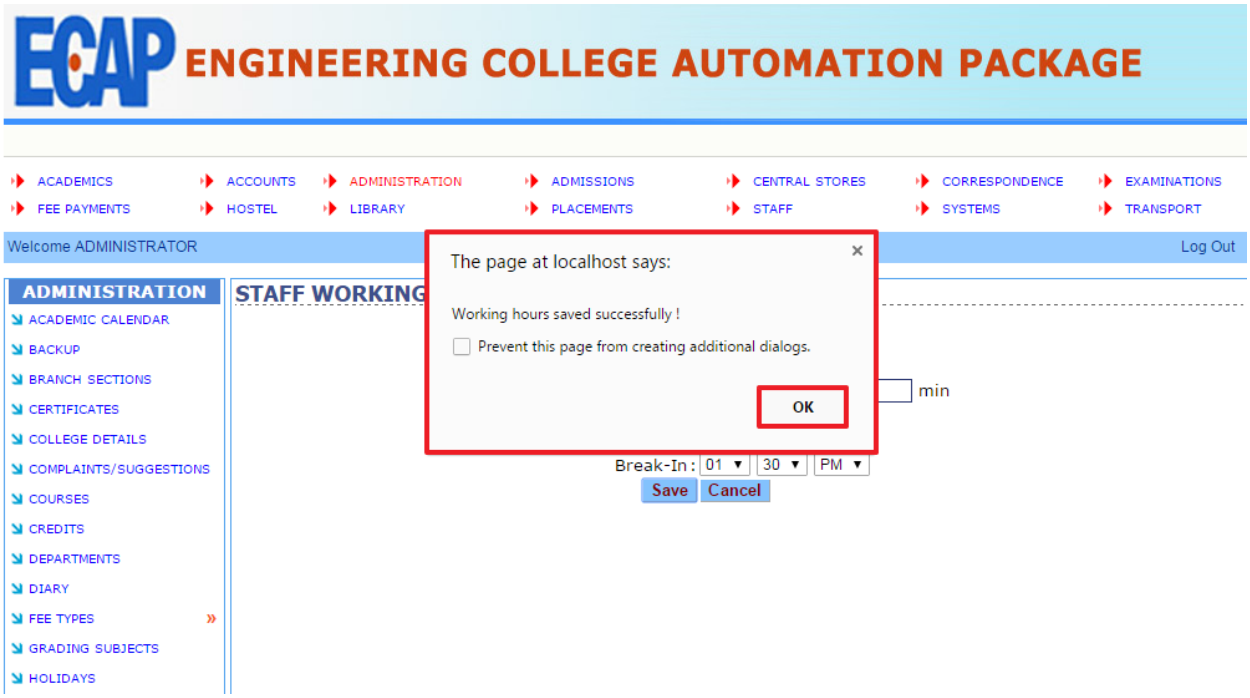
Step6:-Please Modify The Timeings.



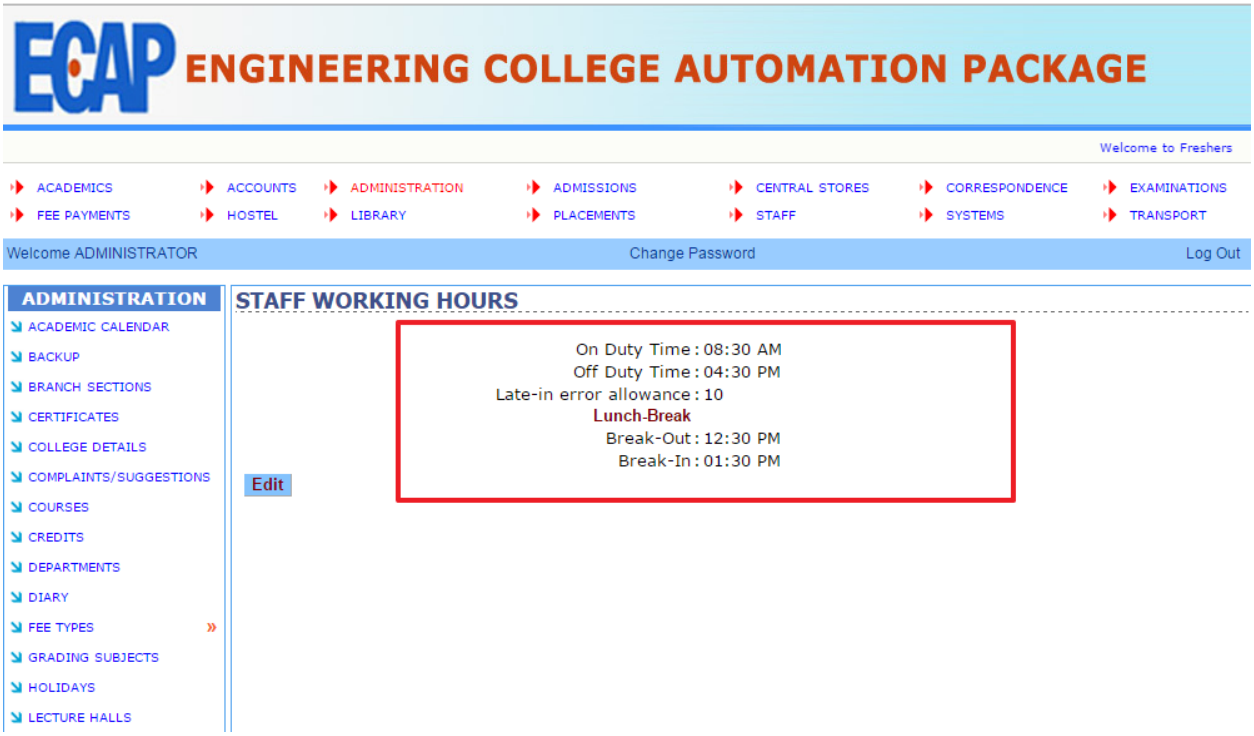
Step7:-Please Click On Ok.



Step8:-Please Click Ok.



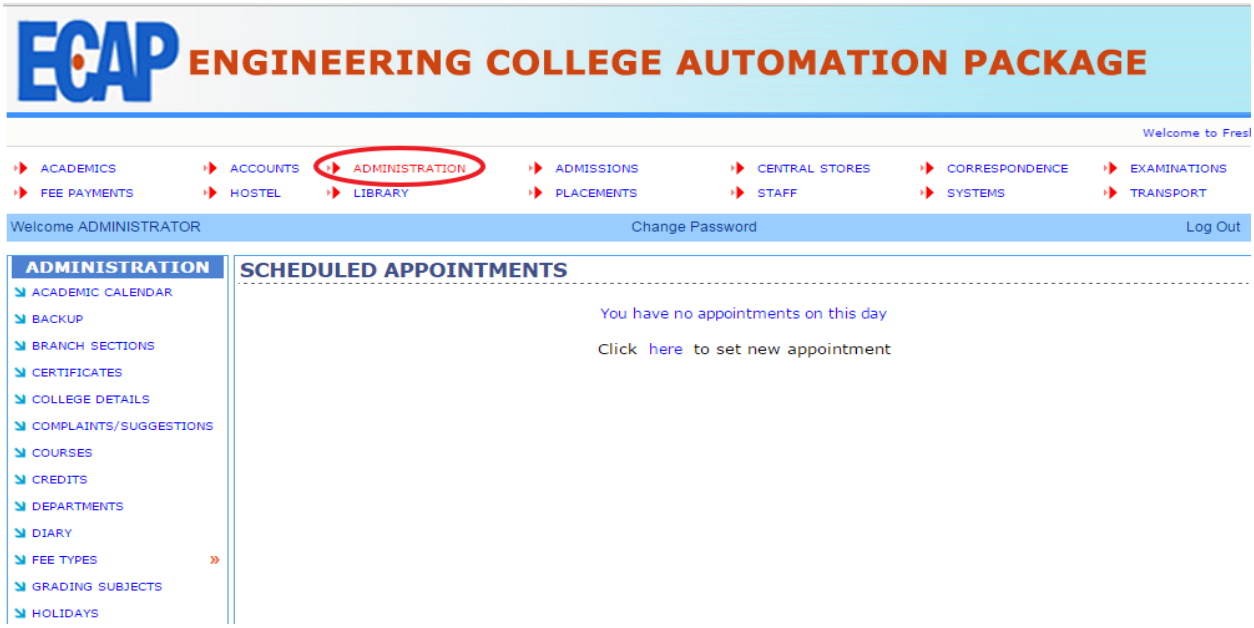
Step9:-Staff Working Hours Saved As Shown Below.



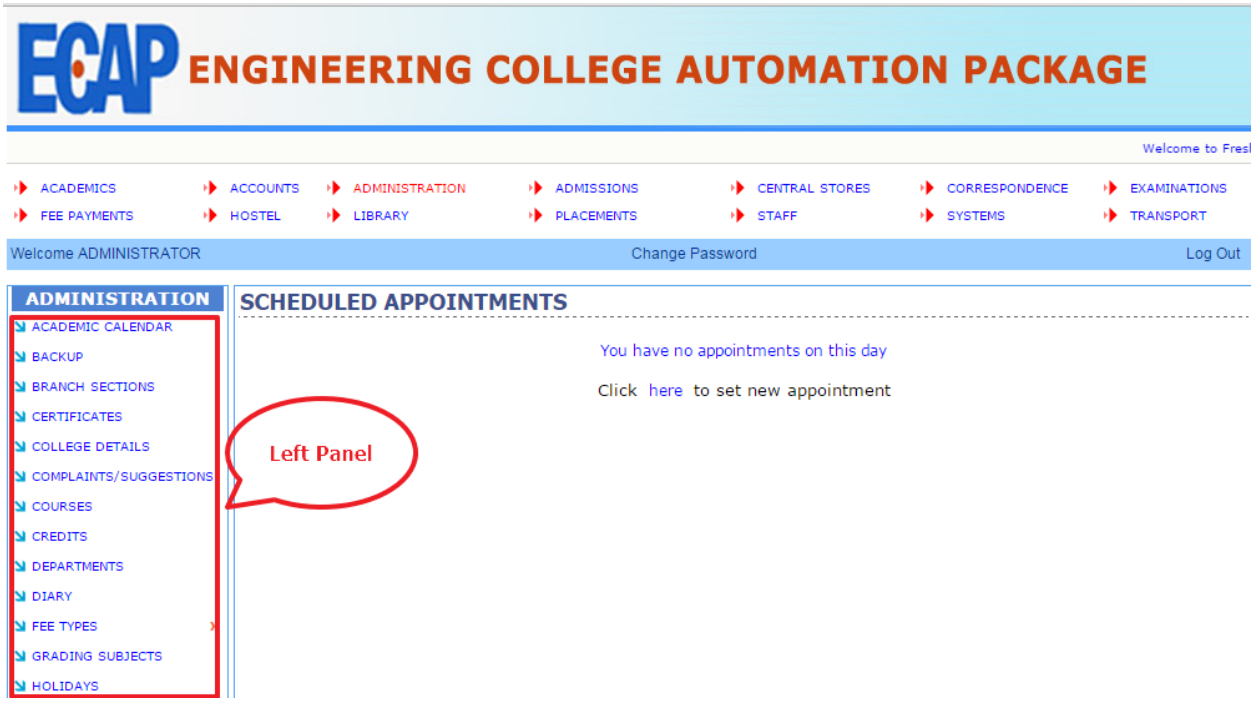
13) How To Add/Edit/Delete Certificate Names Which Is Useful To Collect Student, Staff Certificates? (Certificates)

Ans:- Step 1:- Please Login In To "ECAP" By Using Your Username And Password.

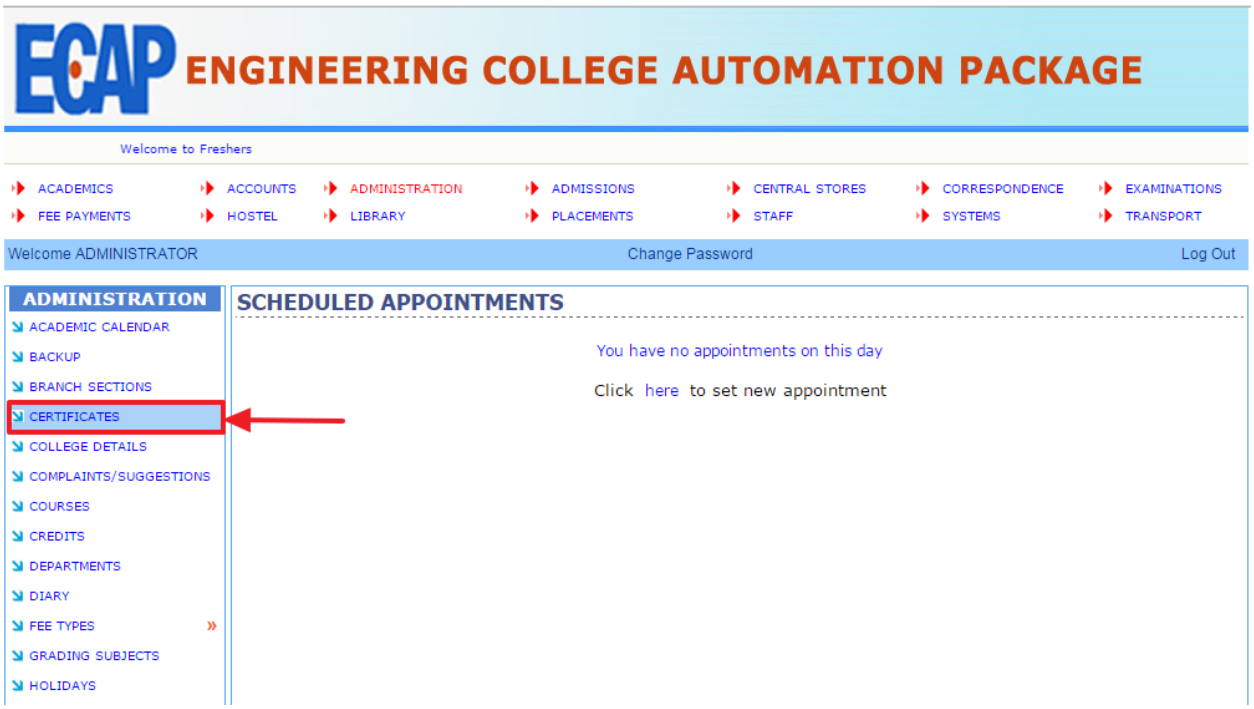
Step2:- Please Click On "ADMINISTRATION" Module As Shown In Below.



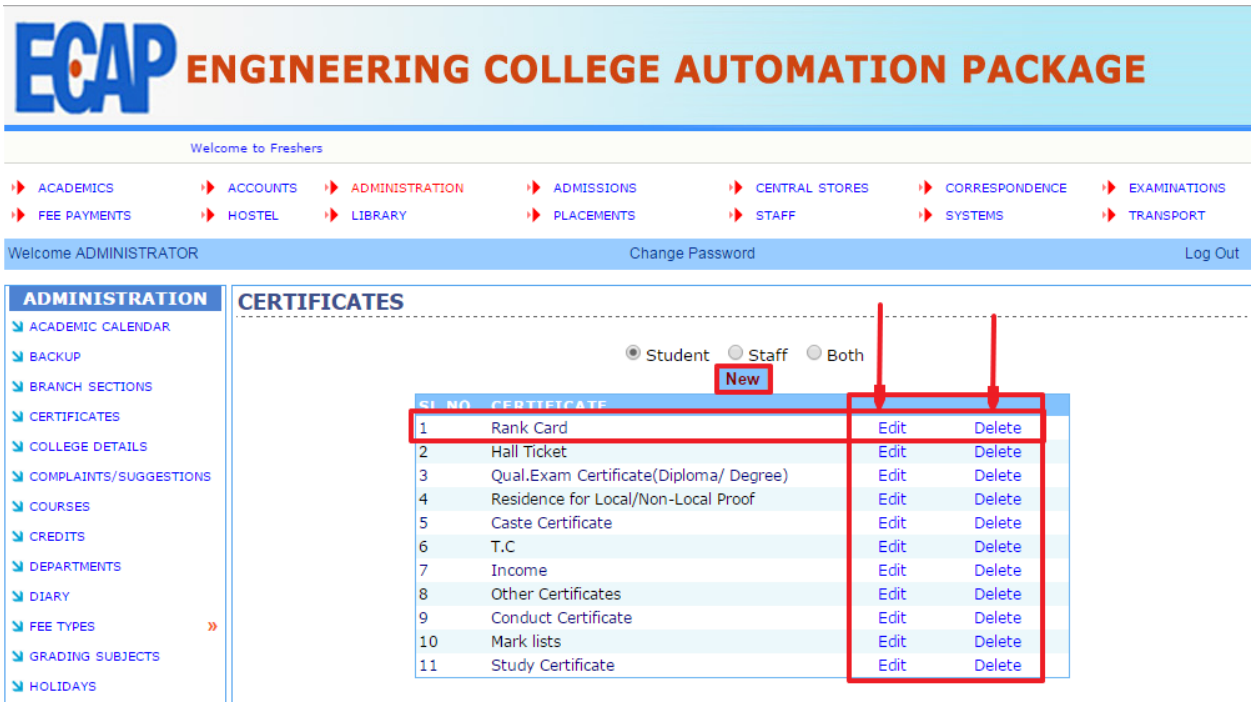
Step3:- After Click On "ADMINISTRATION" Then You Will Find "Left Panel" As Shown In Below.



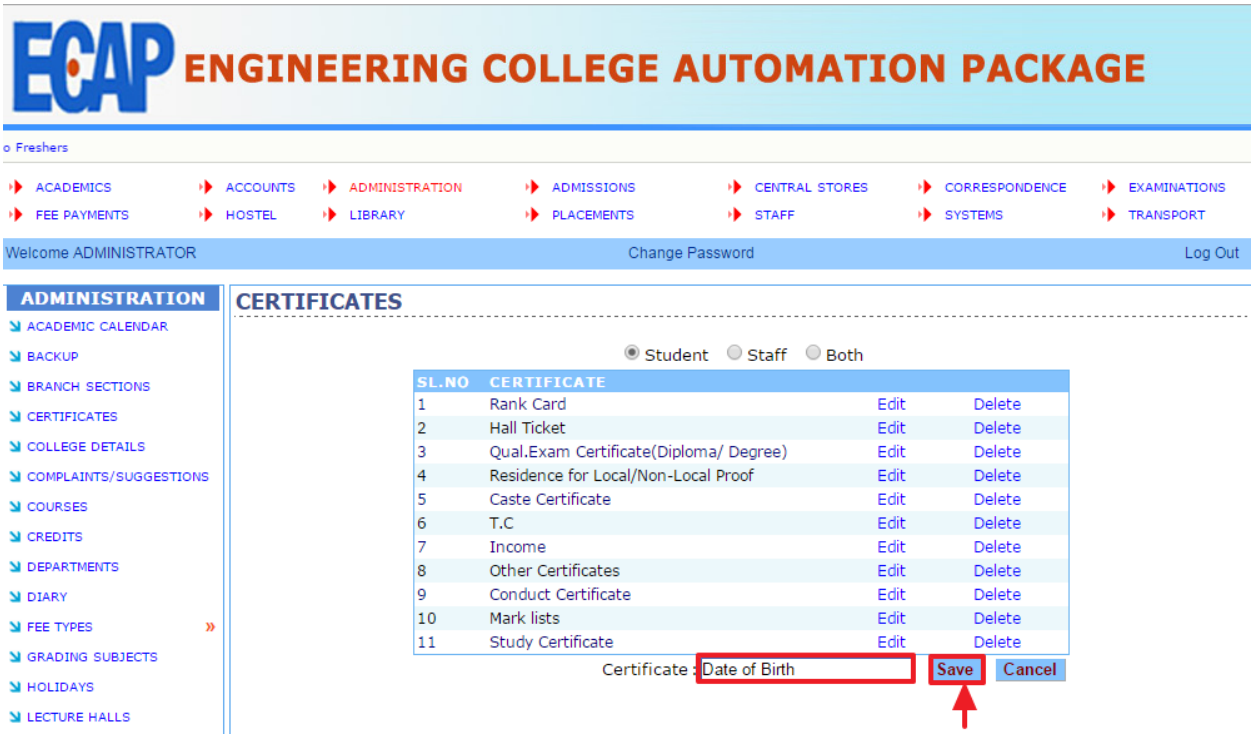
Step4:-Please Click On "ADMINISTRATION" Which Is Available In Left Panel Menu As Shown In Below.



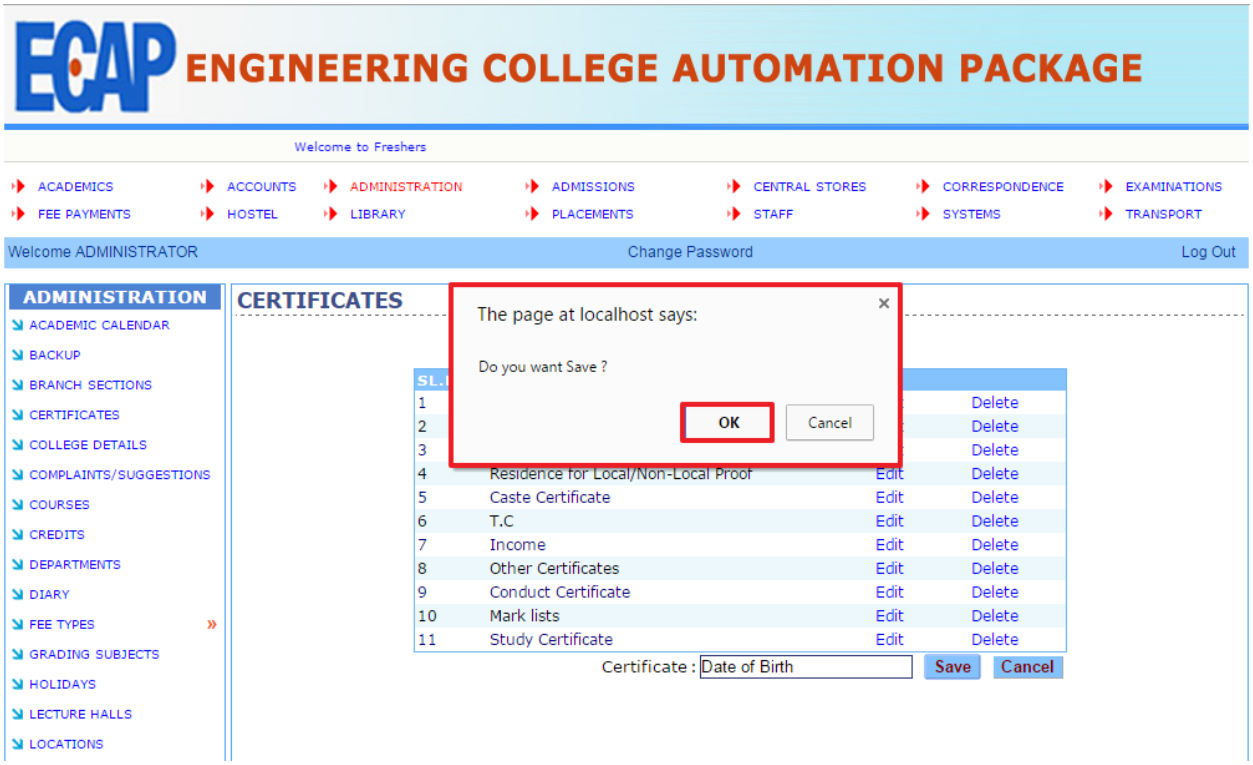
Step5:-Please Select New Button.



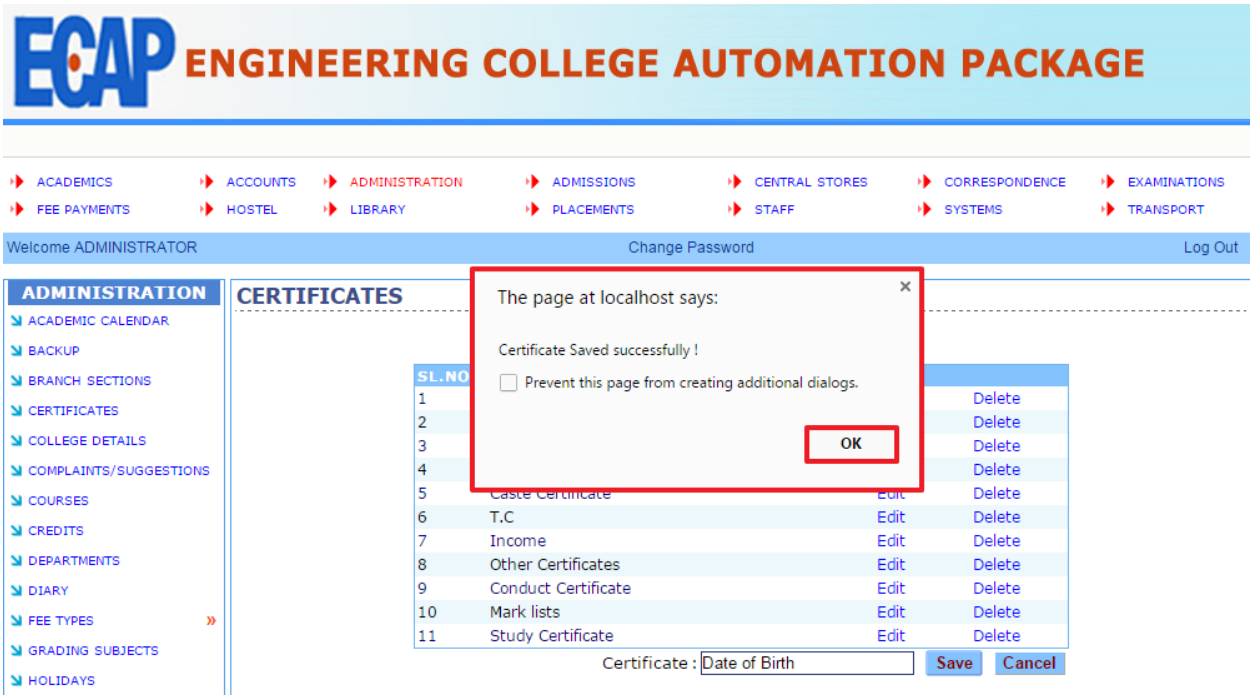
Step6:-Please Enter Name And Click Save Button.



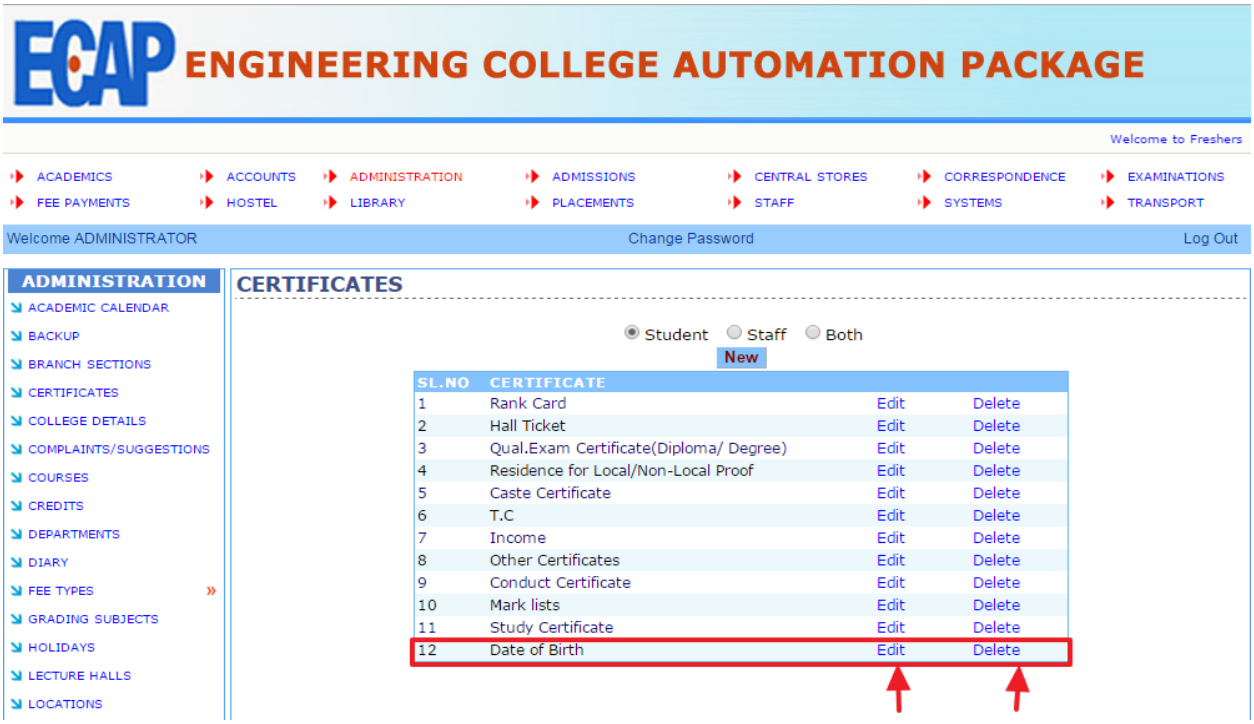
Step7:-Please Click On Ok.



Step8:-Please Click Ok.



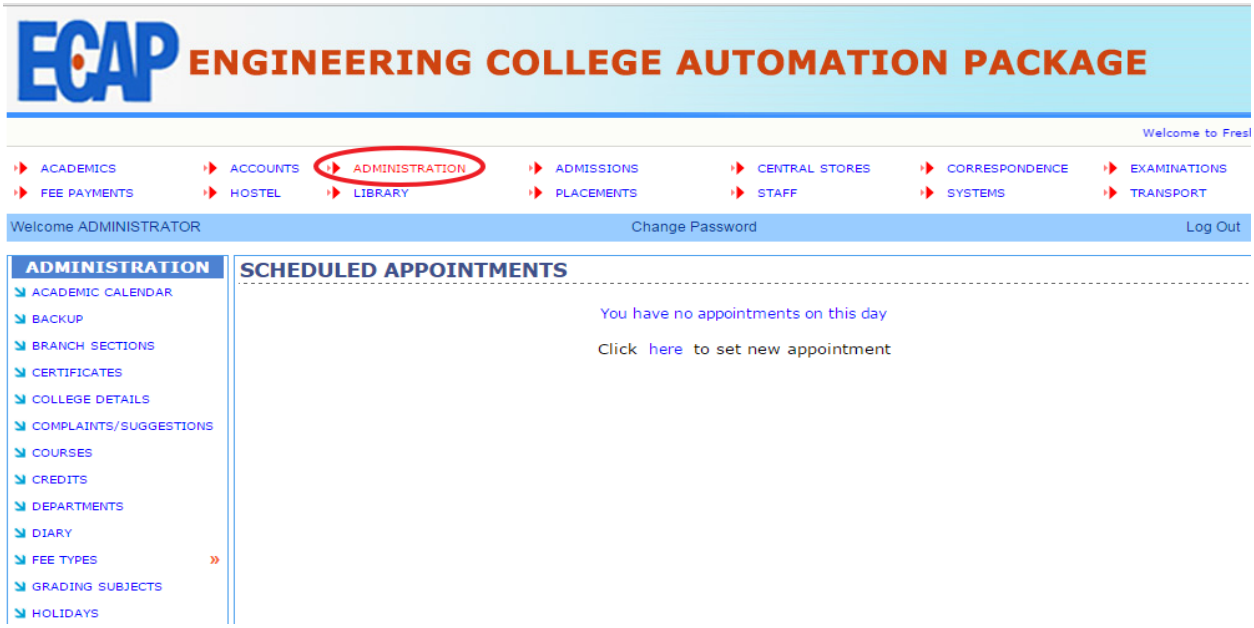
Step9:-Certificate Saved As Shown Below.



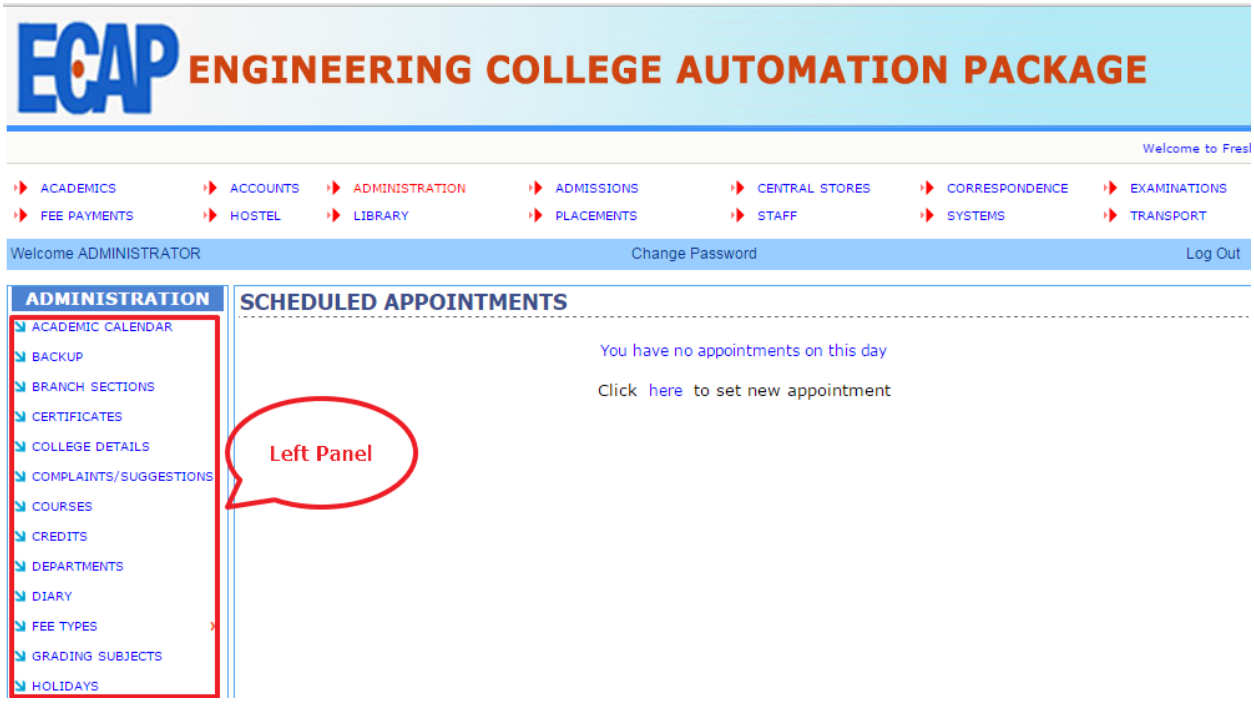
14) Where Can I Set College Mailed And Password To Send Mails From Correspondence Module? (SMTP Details)

Ans:- Step 1:- Please Login In To "ECAP" By Using Your Username And Password.

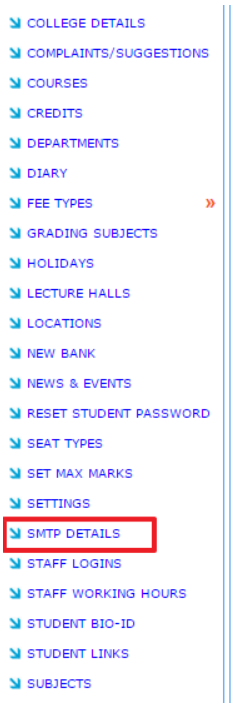
Step2:- Please Click On "ADMINISTRATION" Module As Shown In Below.



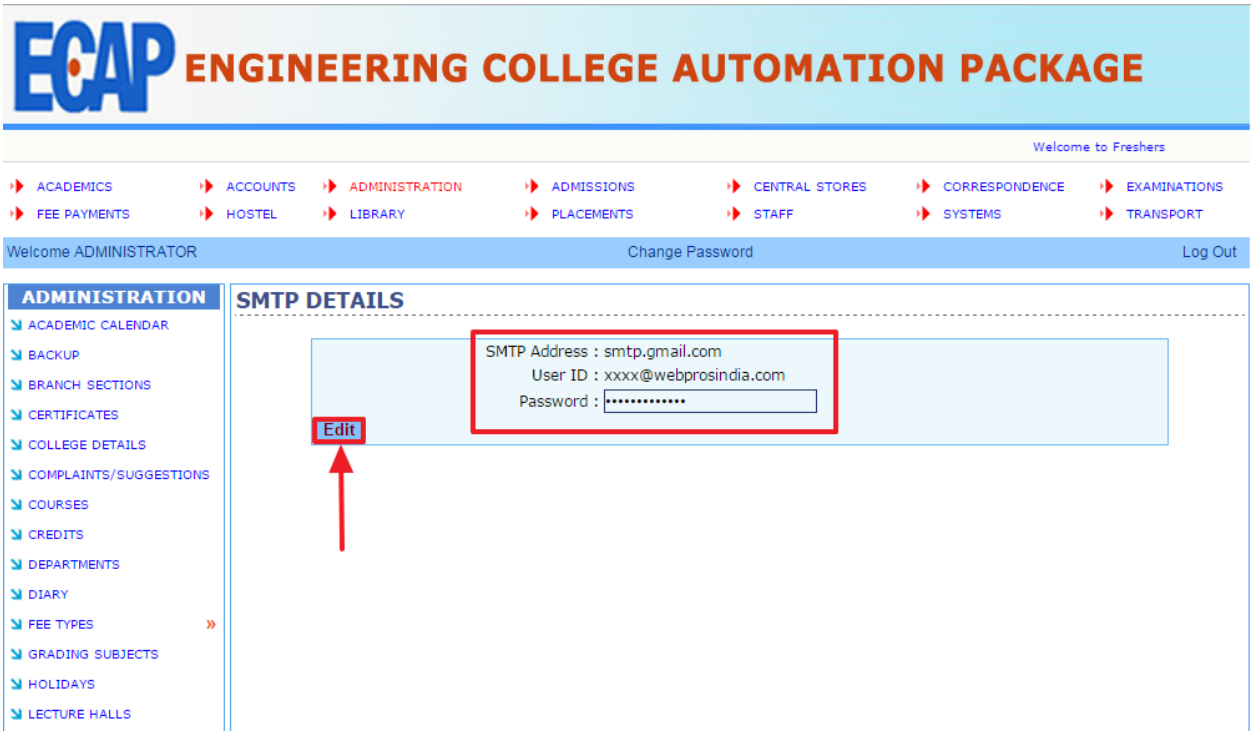
Step3:- After Click On "ADMINISTRATION" Then You Will Find "Left Panel" As Shown In Below.



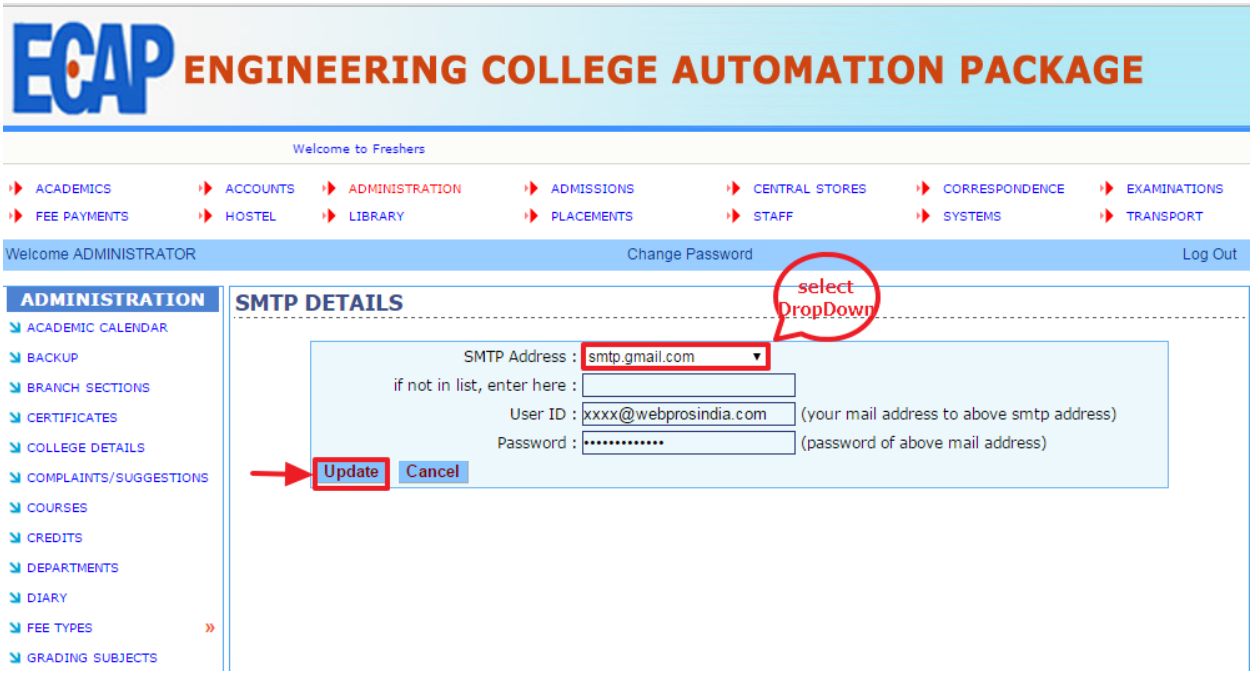
Step4:-Please Click On "ADMINISTRATION" Which Is Available In Left Panel Menu As Shown In Below.



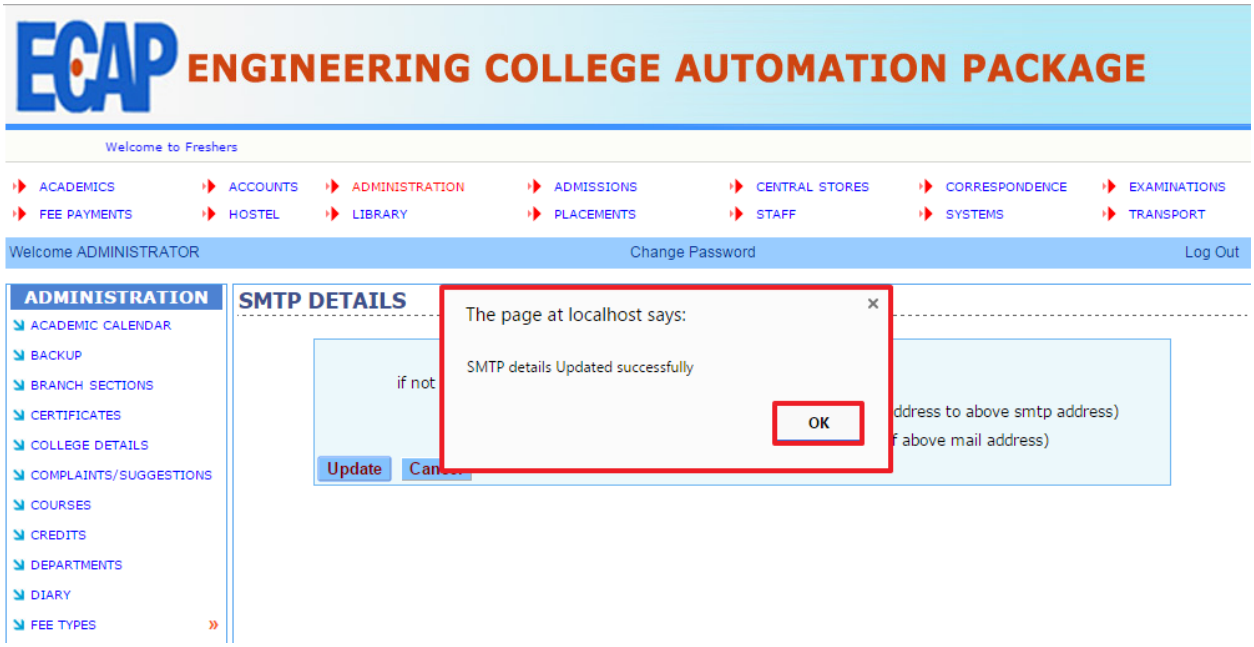
Step5:-Please Select Edit Button.



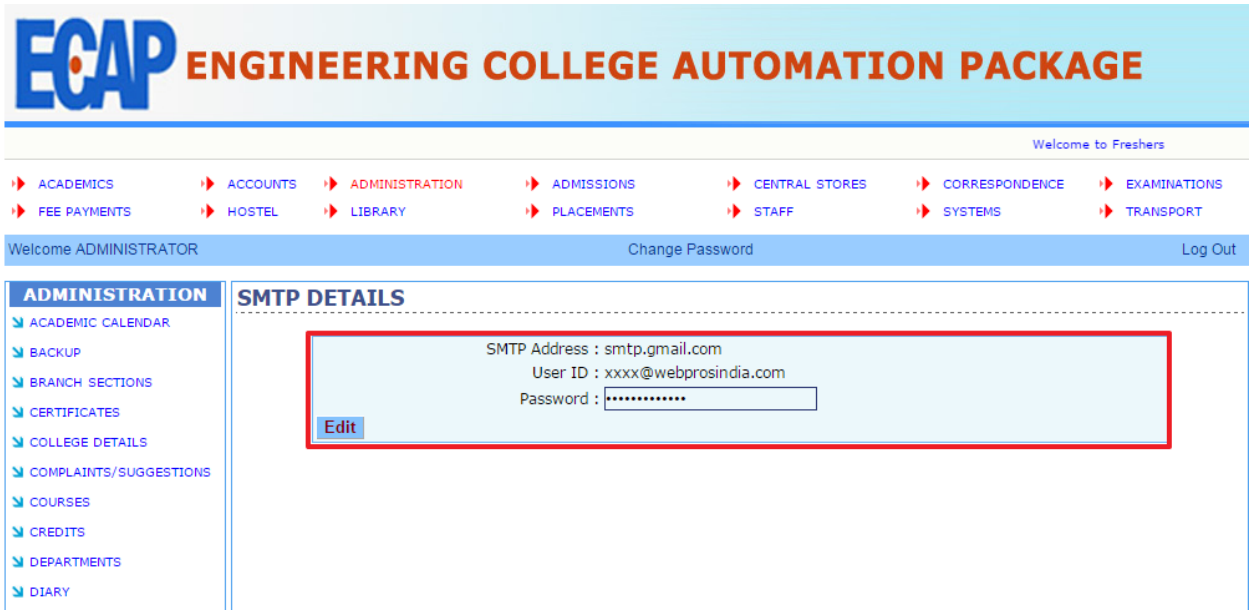
Step6:-Please Select SMTP Address Drop Down List And Select Userid And Password, And Select Update Button.



Step7:-Please Select Ok.



Step8:-SMTP Address Saved Successfully As Shown Below.

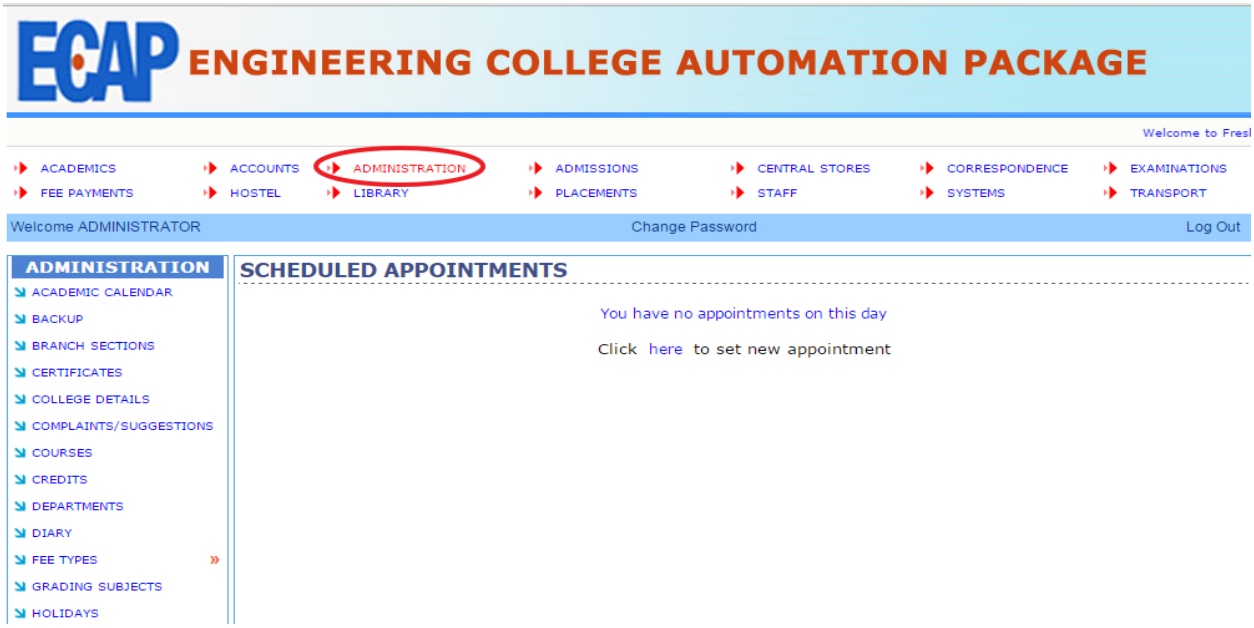


15) Where Can I Create Userid And Passwords By User Wise To Access The Package?

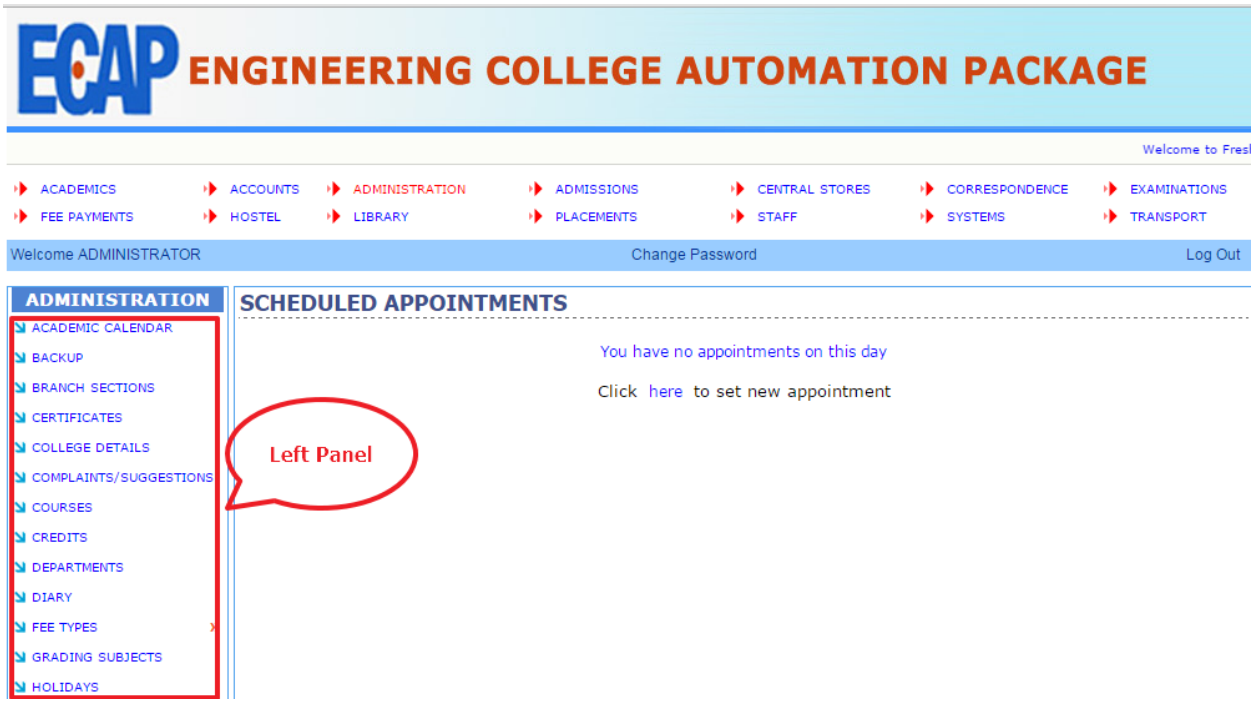
(Users->Teaching/Non Teaching)

Ans:- Step 1:- Please Login In To "ECAP" By Using Your Username And Password.

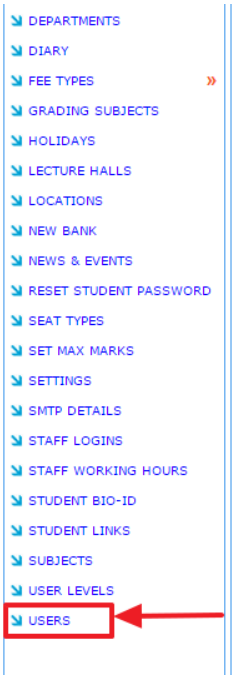
Step2:- Please Click On "ADMINISTRATION" Module As Shown In Below.



Step3:- After Click On "ADMINISTRATION" Then You Will Find "Left Panel" As Shown In Below.



Step4:-Please Click On "ADMINISTRATION" Which Is Available In Left Panel Menu As Shown In Below.

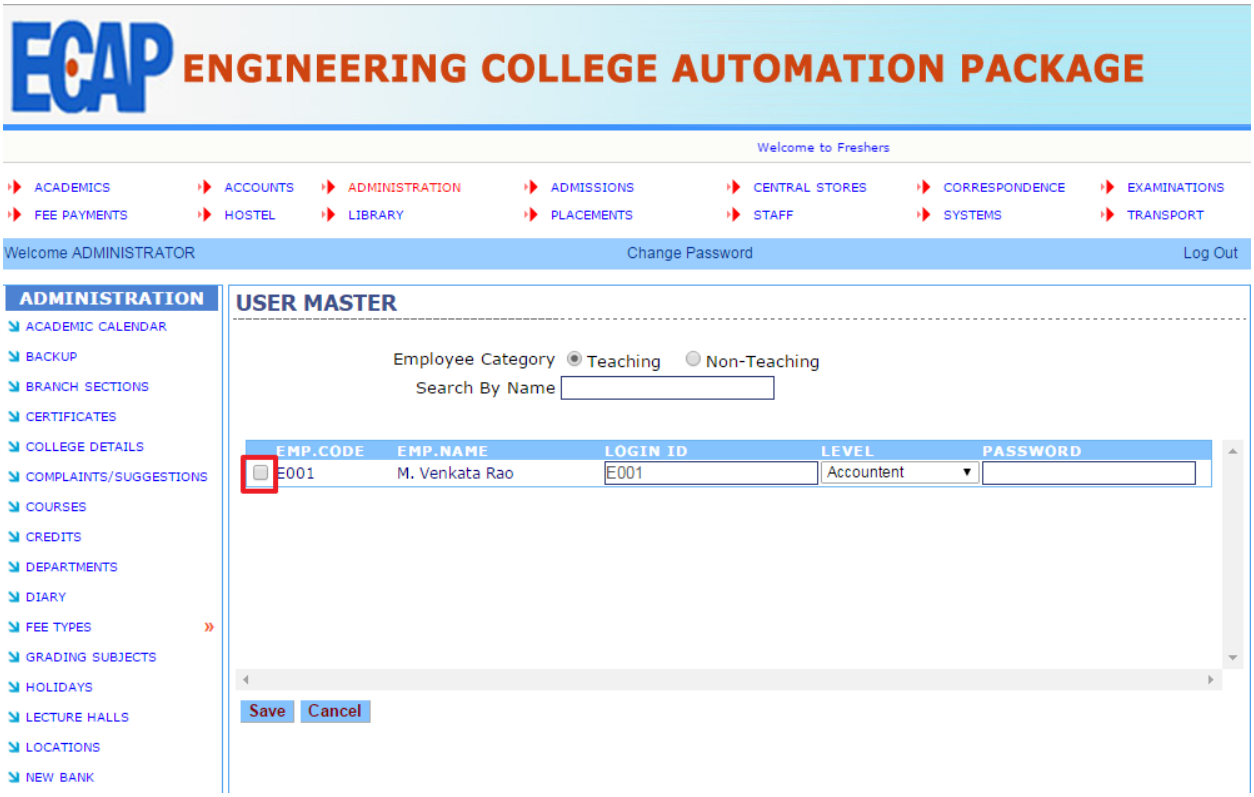


Step5:-Please Select Add New User.

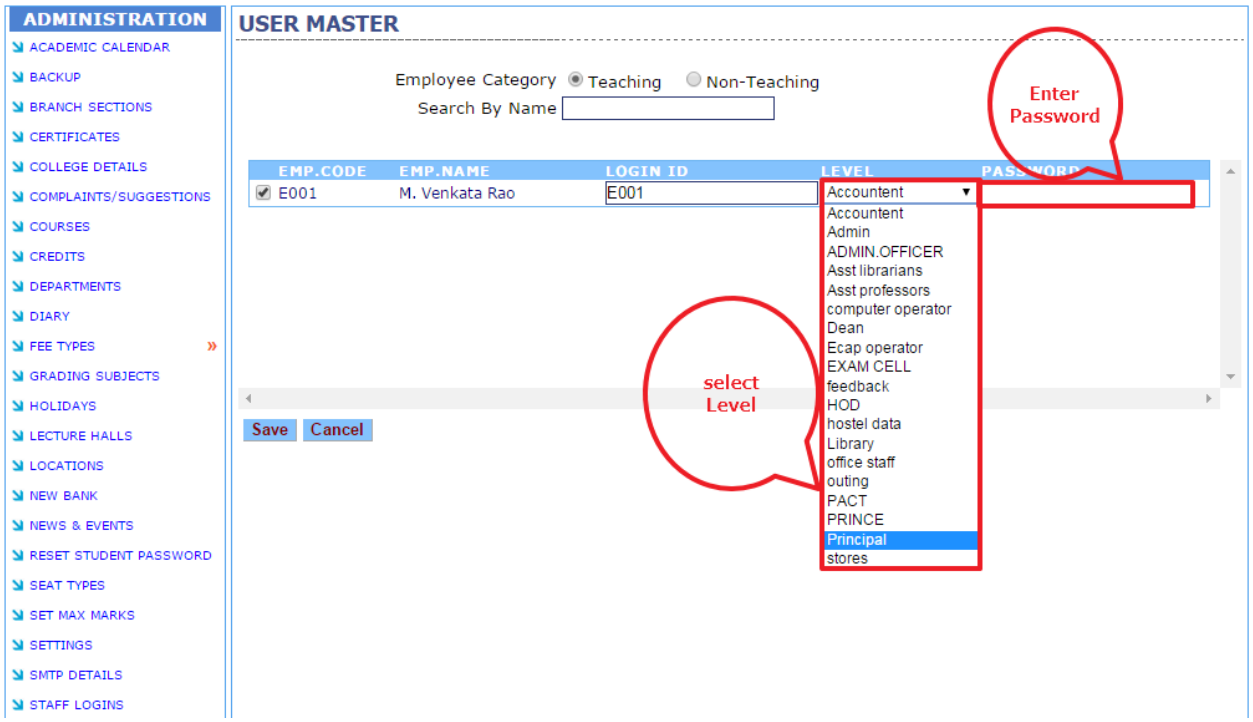
731	MRS.SUNKARA ALIVELU MANGATAYARU	731	Asst professors	••••••	Edit Delete
732	MS.CH.GANGA BHAVANI	732	Asst professors	•••••••	Edit Delete
733	MR. P.VINAY	733	Asst professors	•••••	Edit Delete
734	MRS. CH. LAKSHMI PRASANNA	734	Asst professors	••••••	Edit Delete
735	S.PADMINI	735	Asst professors	••••	Edit Delete
736	MMVPVLN VANI	736	Asst professors	••••••••	Edit Delete
801	DR.G.SRINIVASA RAO	Principal	Principal	••••••	Edit Delete
888	G.S.RAO	888	Asst professors	••••••••	Edit Delete
901	MR. G. SUBBA RAJU	901	HOD	••••••	Edit Delete
902	MR. M. SIVA KRISHNA RAJU	902	Asst professors	••••••	Edit Delete
903	MRS.J.SWARNA JYOTHI	903	Asst professors	••••••	Edit Delete
908	MS.N.SARITHA	908	Asst professors	•••••••	Edit Delete
909	MS A..BHARATA LAKSHMI	909	Asst professors	••••••••	Edit Delete
910	MS.D.ANUSHA	910	Asst professors	•••••••••	Edit Delete
911	MR.CH ANUDEEP	911	Asst professors	•••••••	Edit Delete
912	MR. M.PRUDHVY RAJU	912	Asst professors	•••••••	Edit Delete
913	MS.M.HARIKA	913	Asst professors	••••••••	Edit Delete
999	VICE-PRINCIPAL	999	Admin	•••	Edit Delete

Add New Users

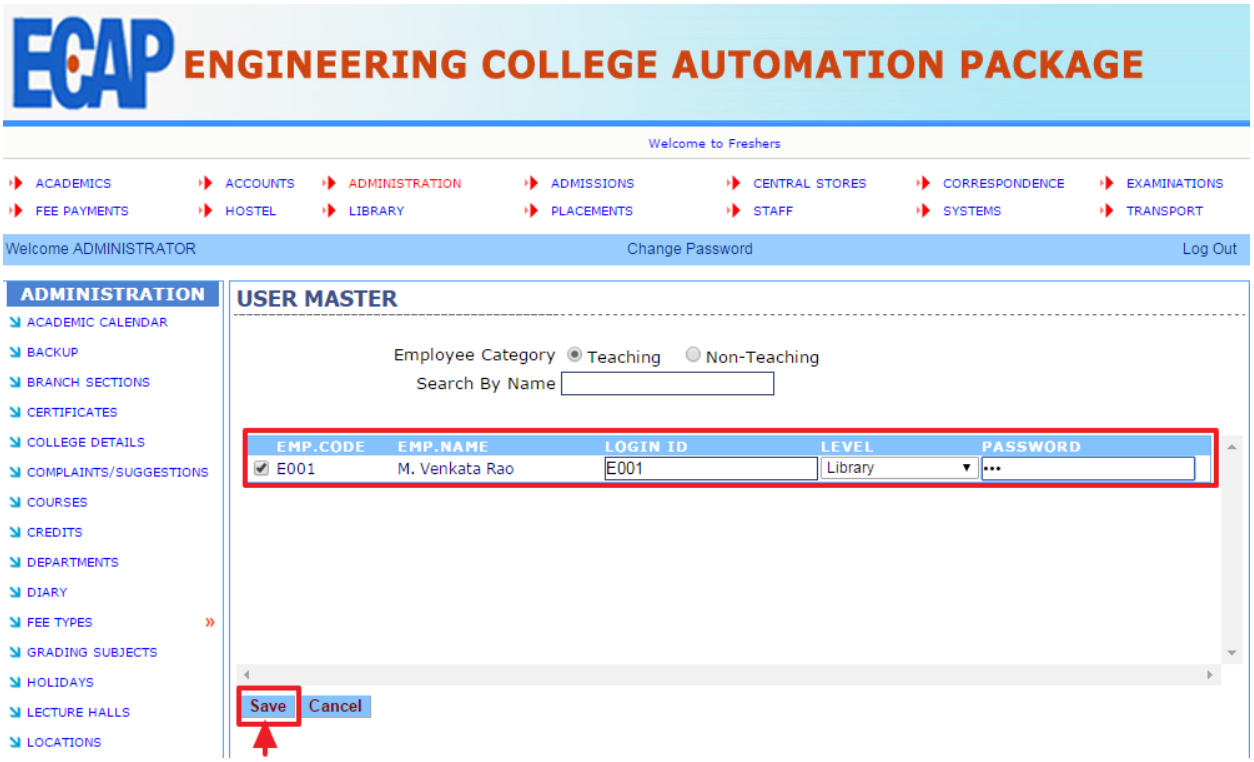
Step6:-Please Select Checkbox And Select Level And Enter Password.



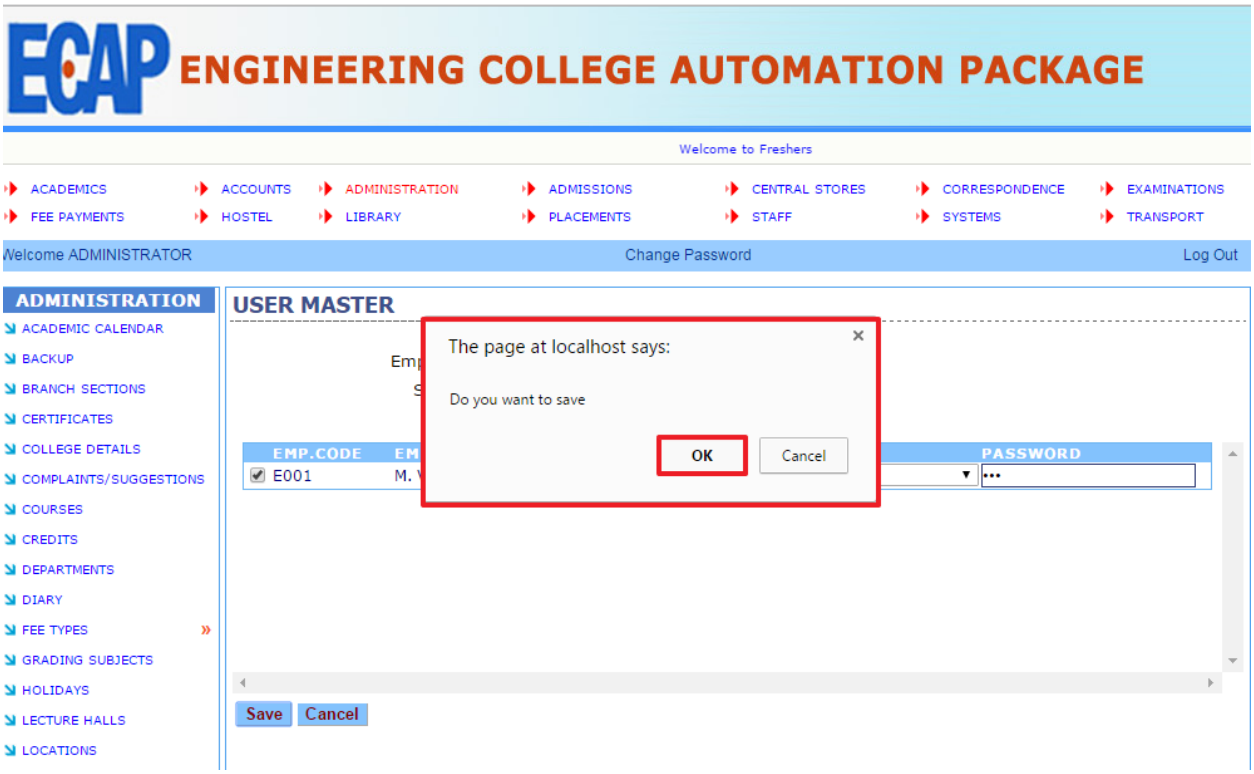
Step7:-Please Select Level.



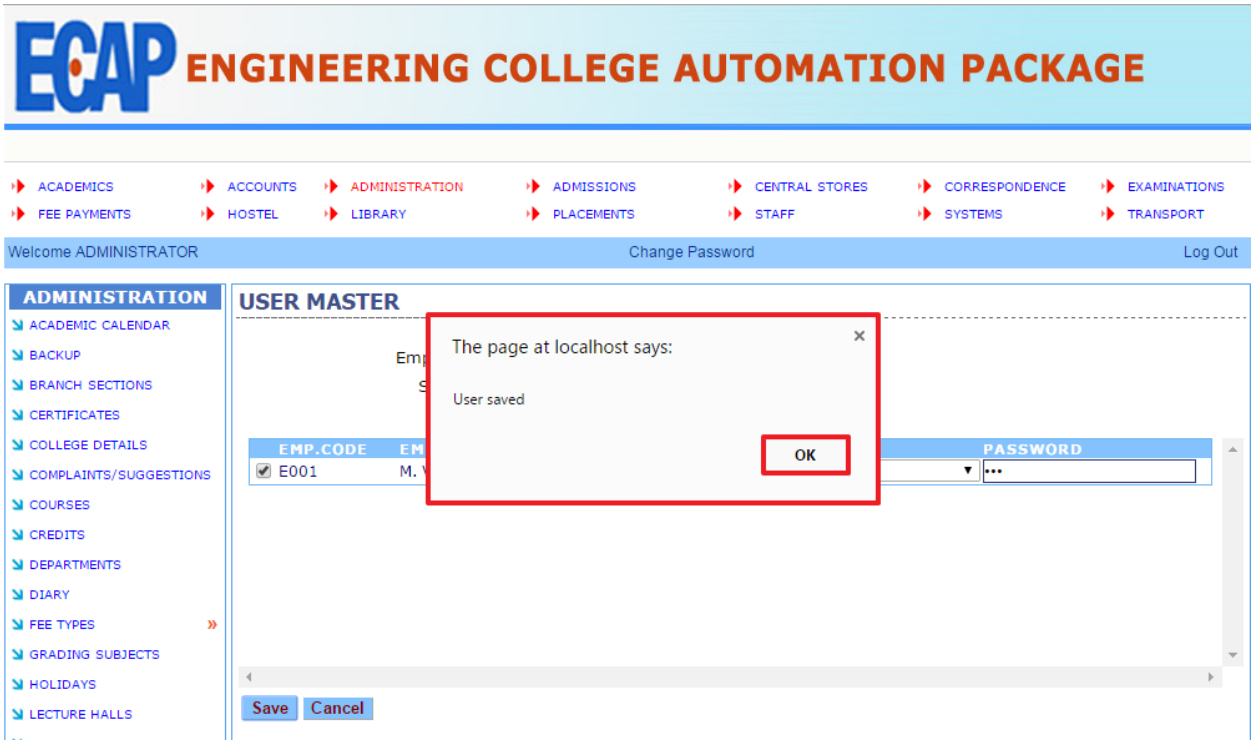
Step8:-Please Click Save.



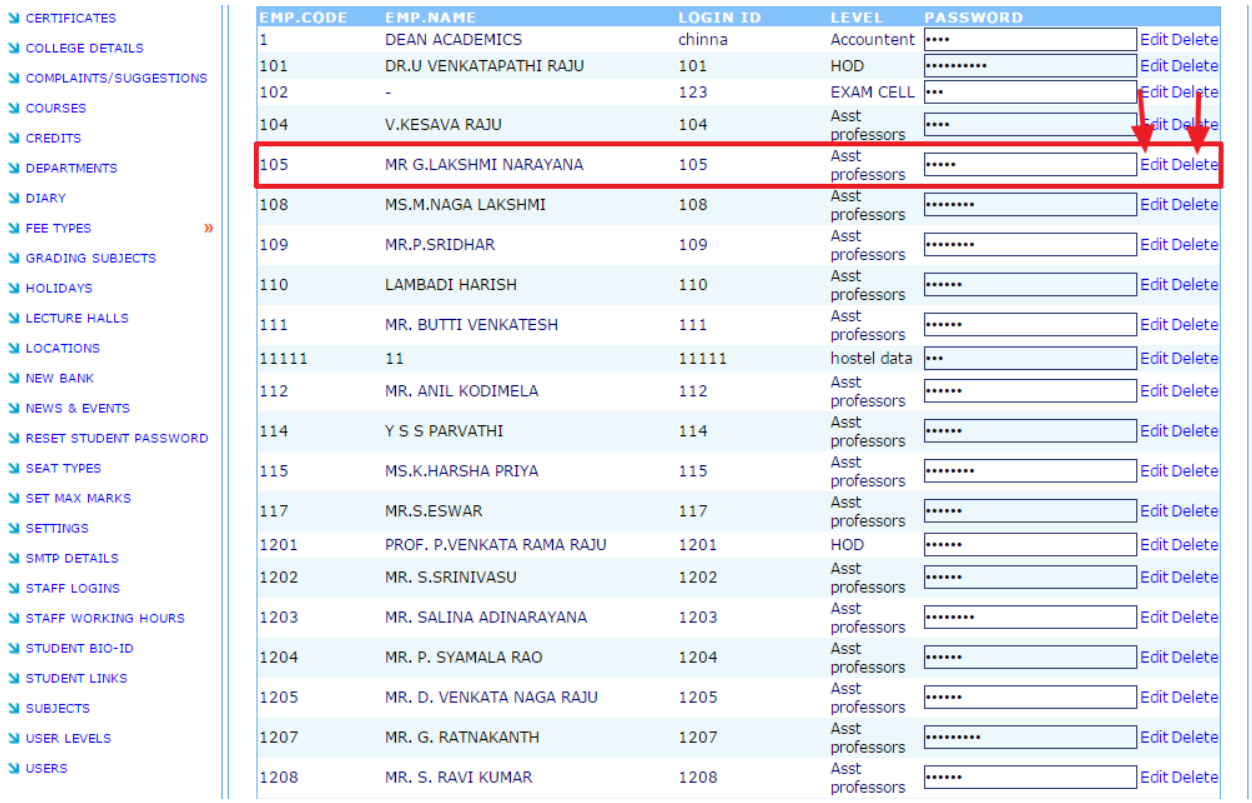
Step9:-Please Clickok.



Step10:-Please Click Ok.



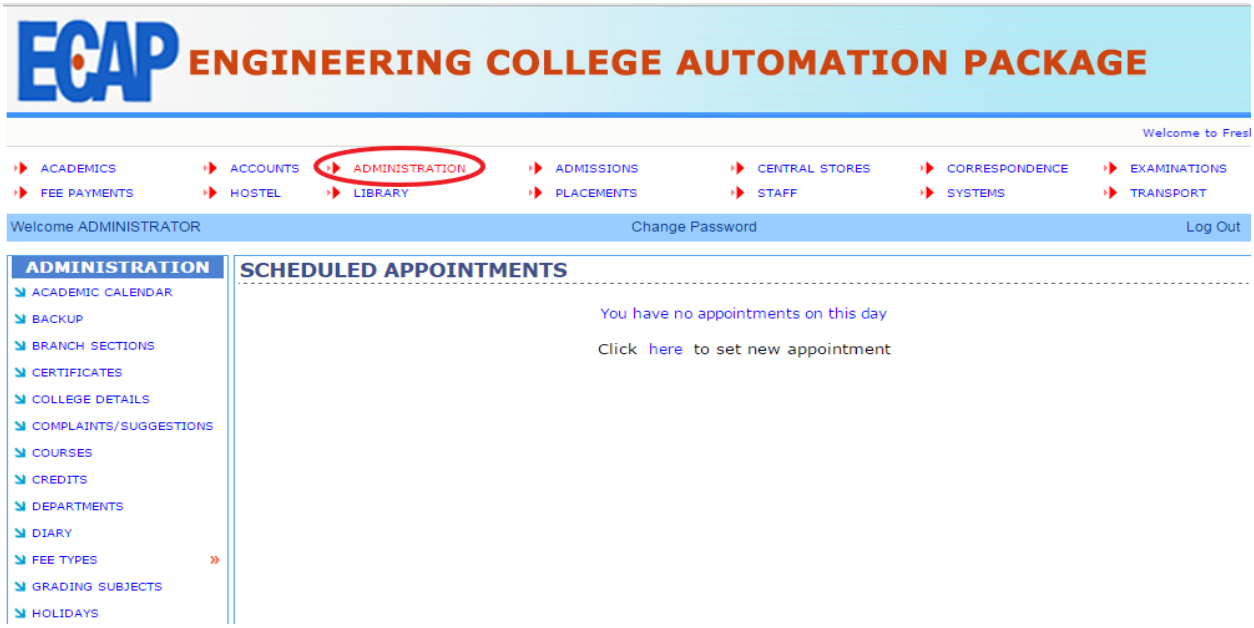
Step11:-Please Click Ok.



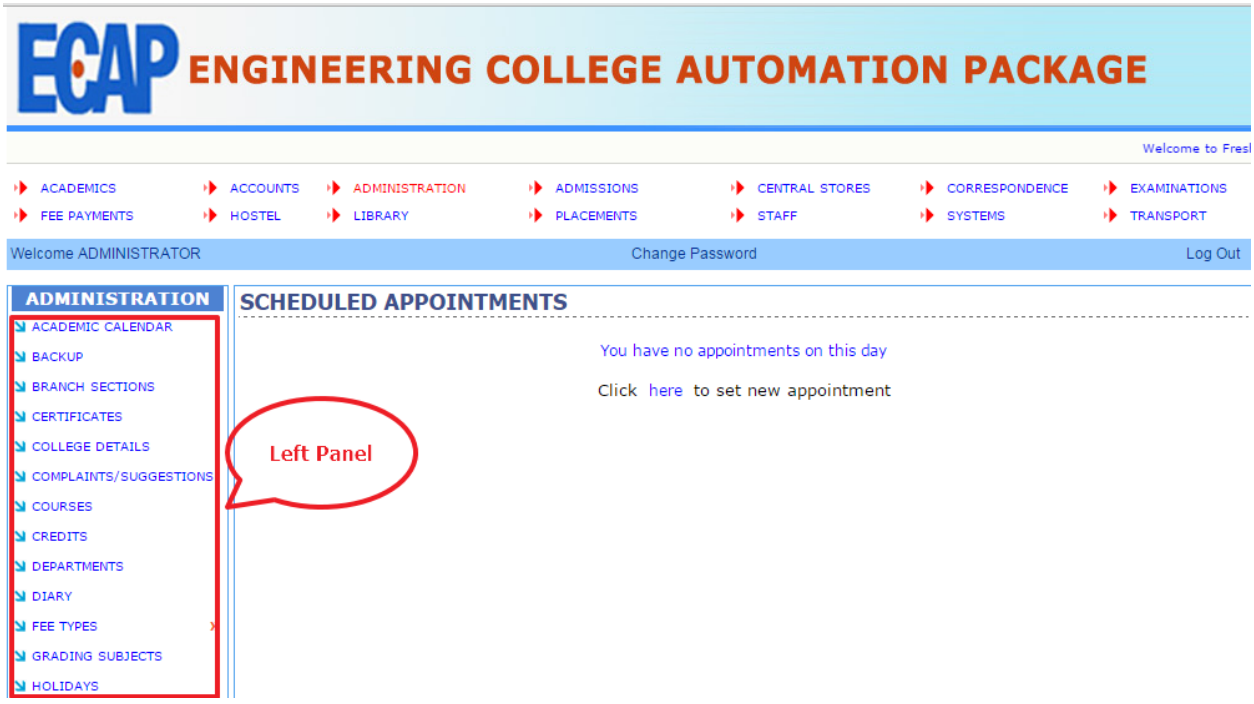
16) Where Can I Create User Levels And How To Give Permissions On Particular Link To Access The Links By Particular User Level? **(User Levels)**

Ans:- Step 1:- Please Login In To "ECAP" By Using Your Username And Password.

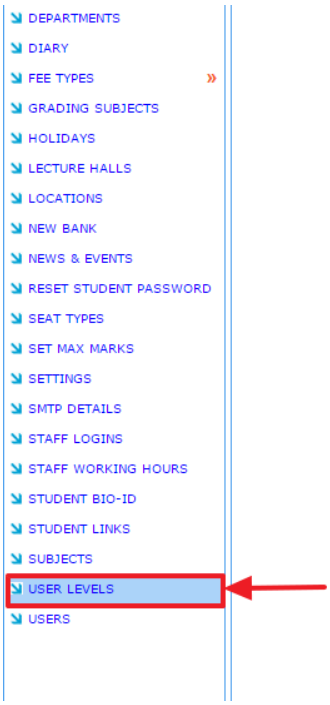
Step2:- Please Click On "ADMINISTRATION" Module As Shown In Below.



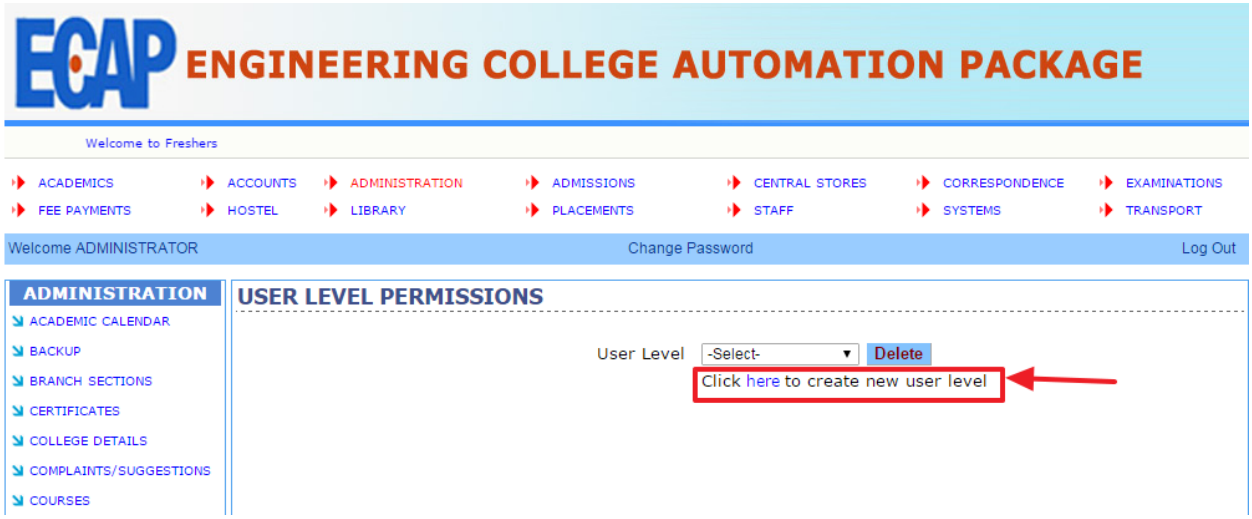
Step3:- After Click On "ADMINISTRATION" Then You Will Find "Left Panel" As Shown In Below.



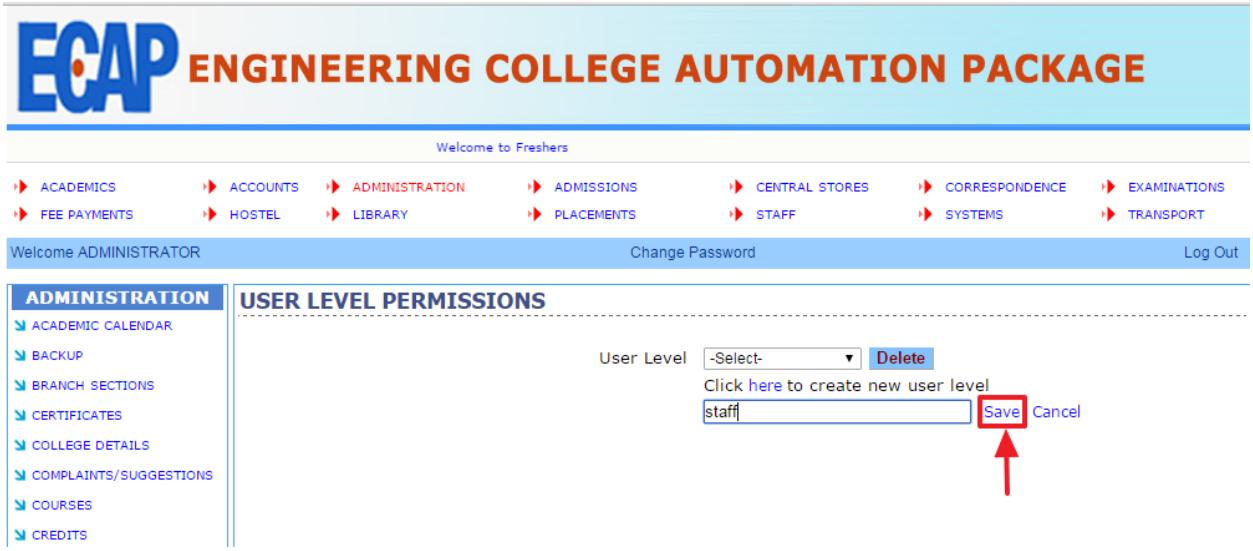
Step4:-Please Click On "ADMINISTRATION" Which Is Available In Left Panel Menu As Shown In Below.



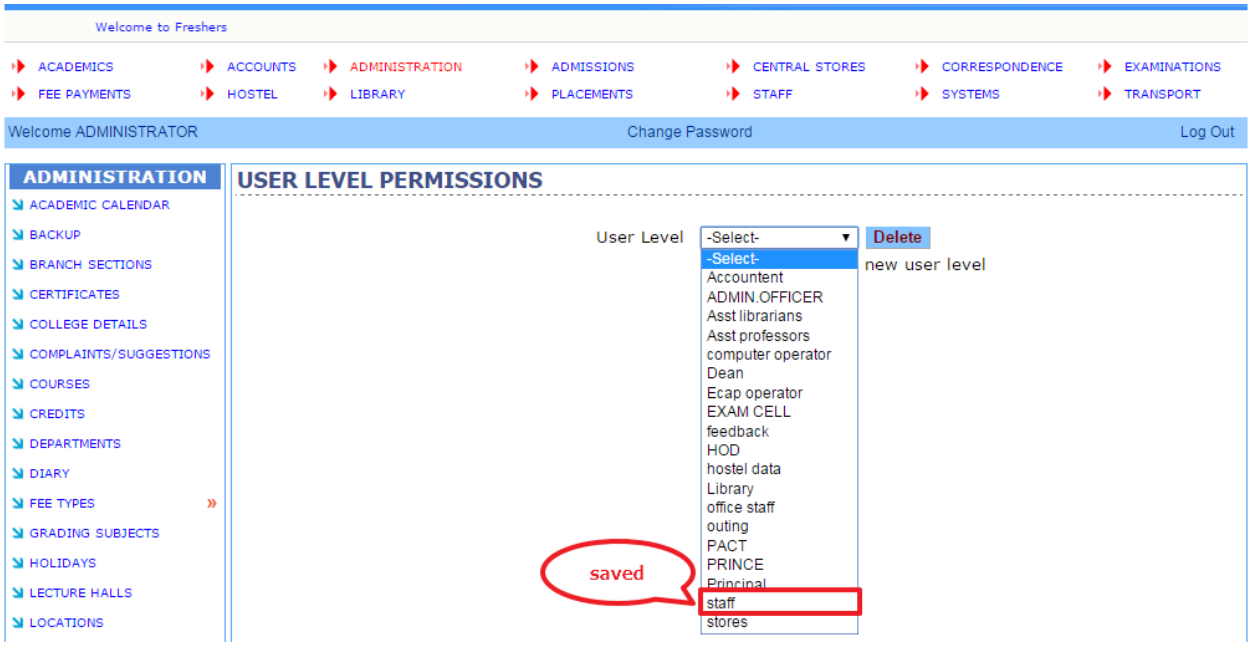
Step5:-Please Select New User Level.



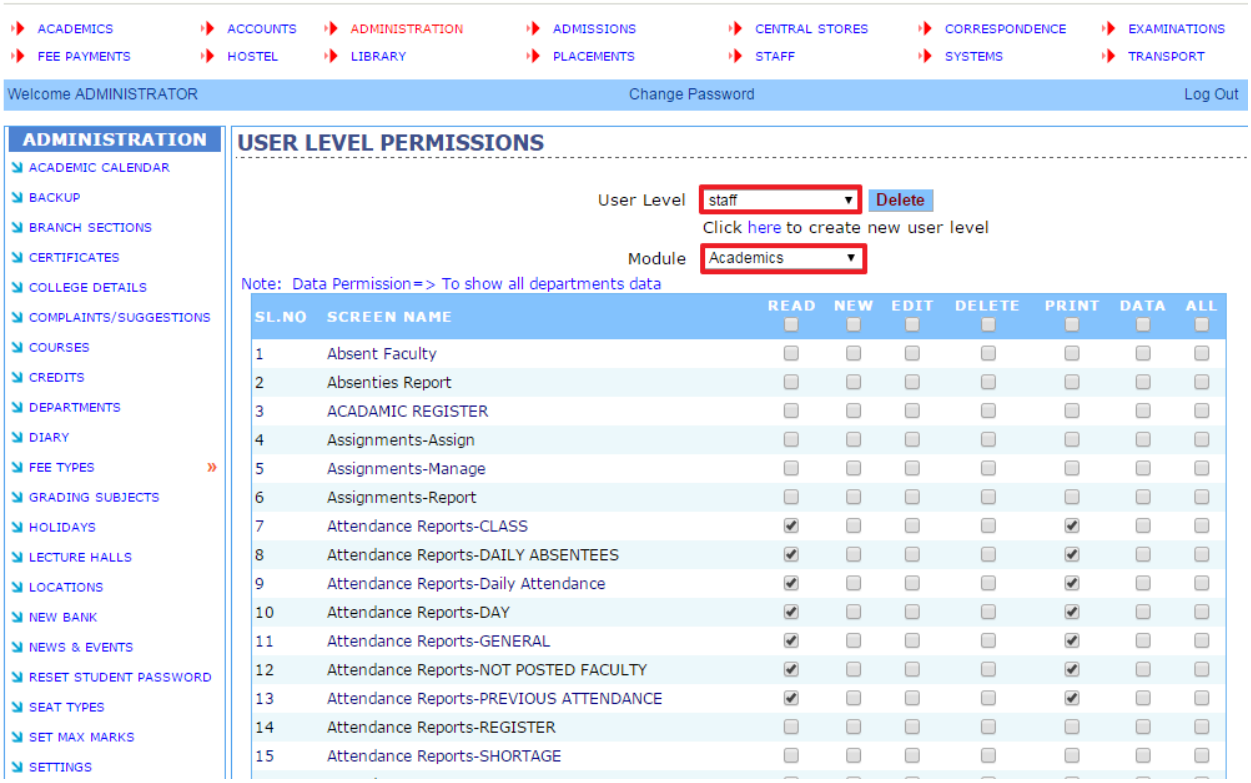
Step6:-Please Enter Level Name And Click Save.



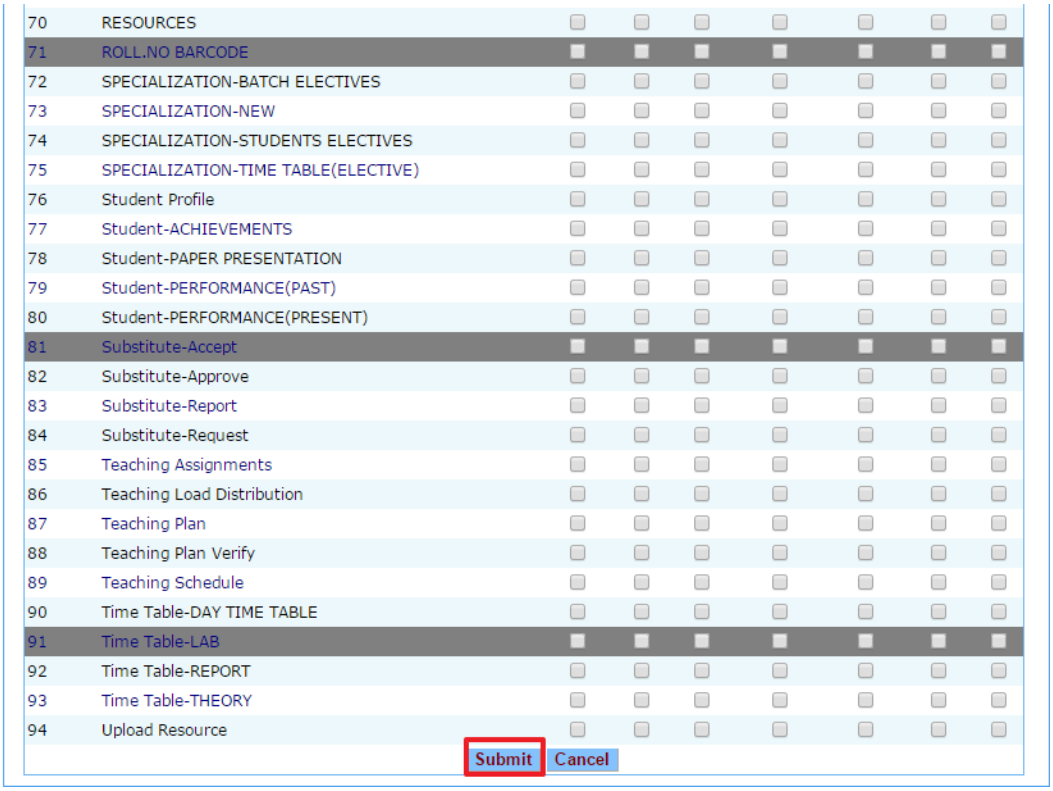
Step7:- User Level Saved As Shown Below.



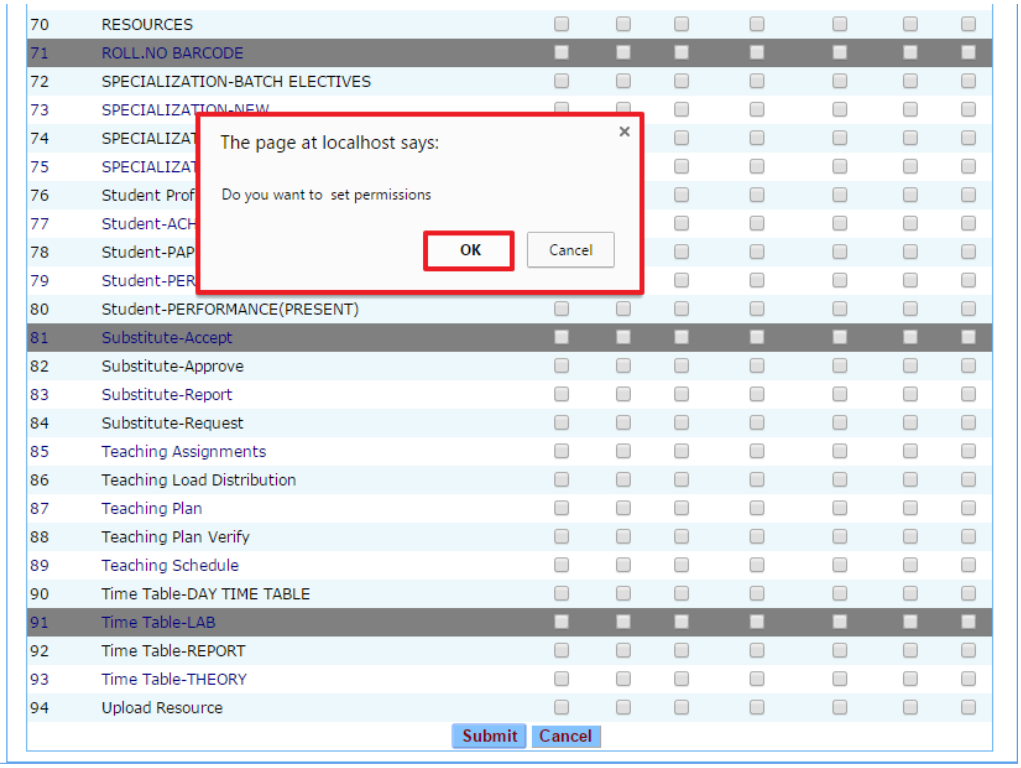
Step8:-Please Select User Level Dropdown List And Select Module. And Select Checkboxes.



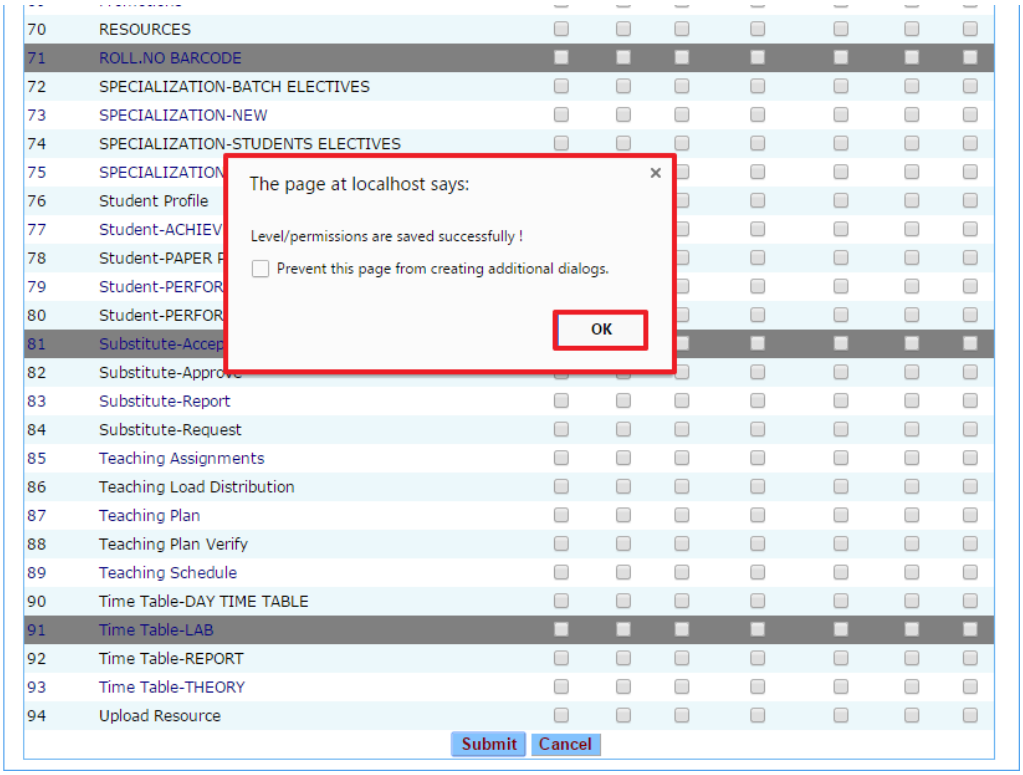
Step9:-Please Click Save.



Step10:-Please Click Ok.



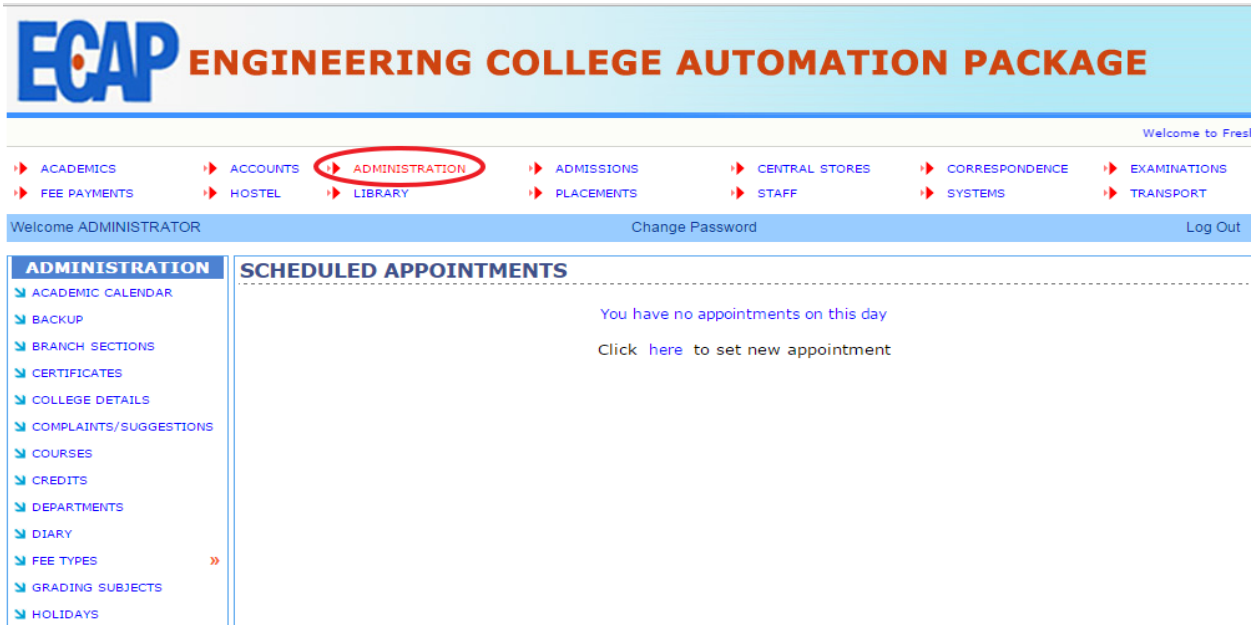
Step11:-Please Click Ok.



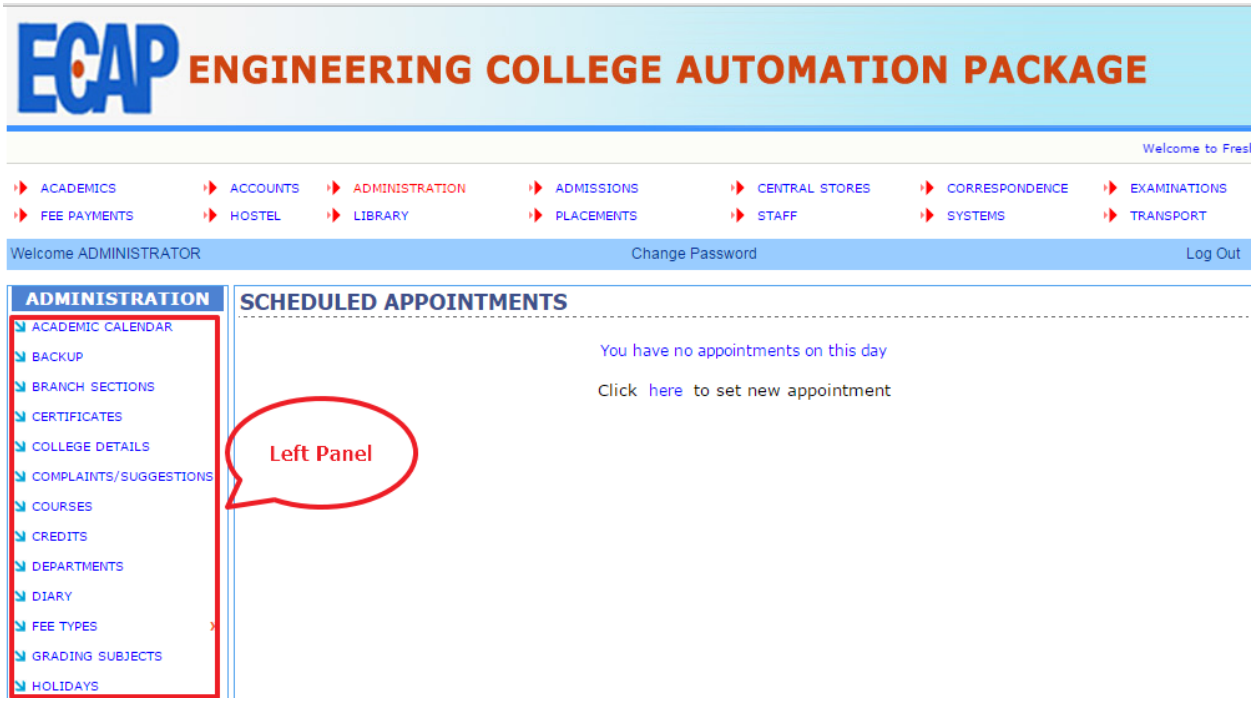
17) Where Can I Reset Student Login Passwords? **(Reset Student Password)**

Ans:- Step 1:- **Please Login In To "ECAP" By Using Your Username And Password.**

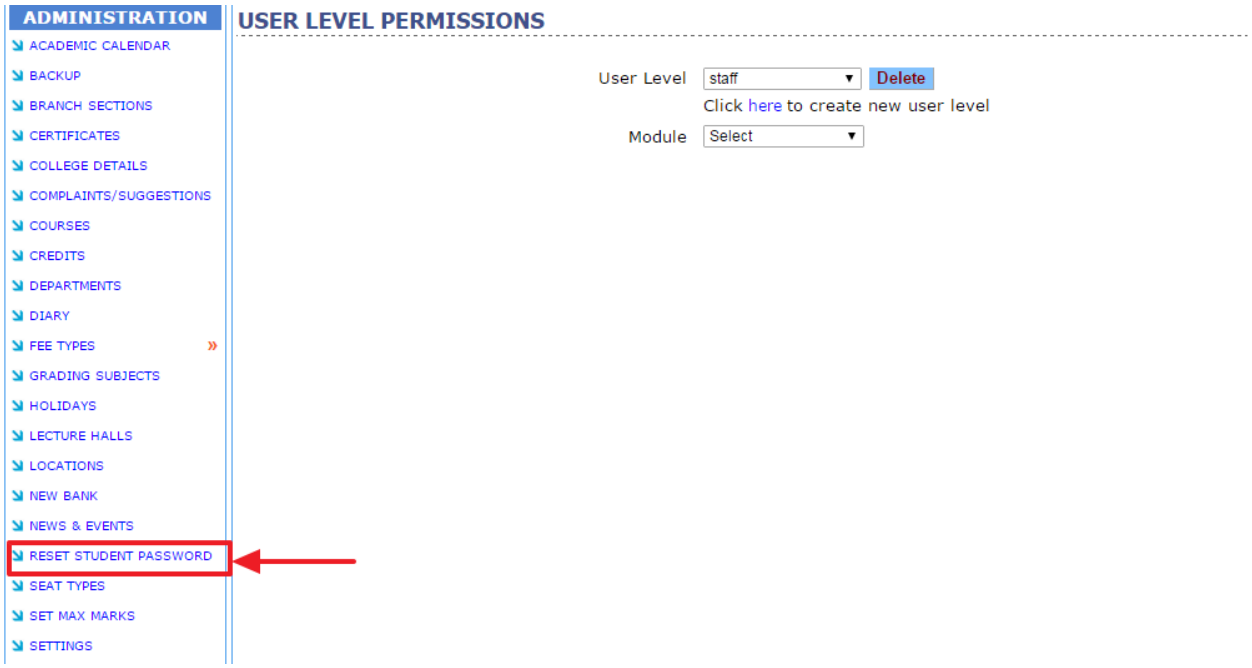
Step2:- **Please Click On "ADMINISTRATION" Module As Shown In Below.**



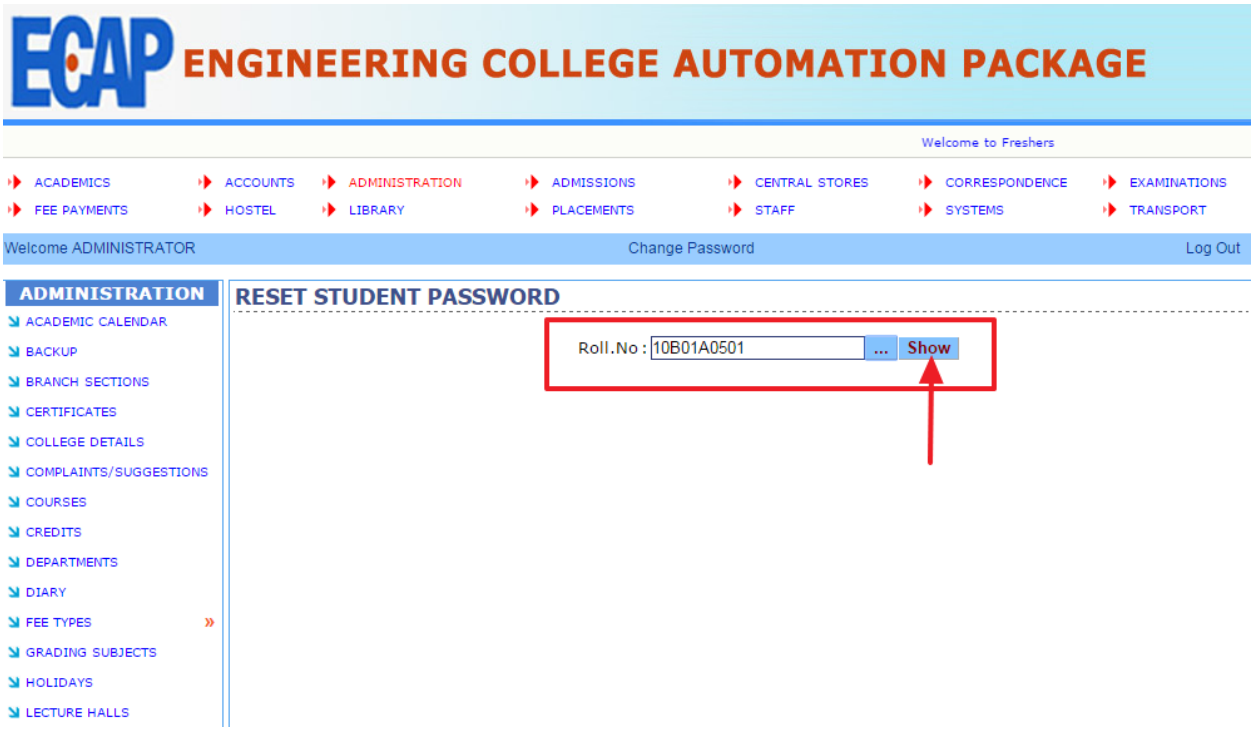
Step3:- **After Click On "ADMINISTRATION" Then You Will Find "Left Panel" As Shown In Below.**



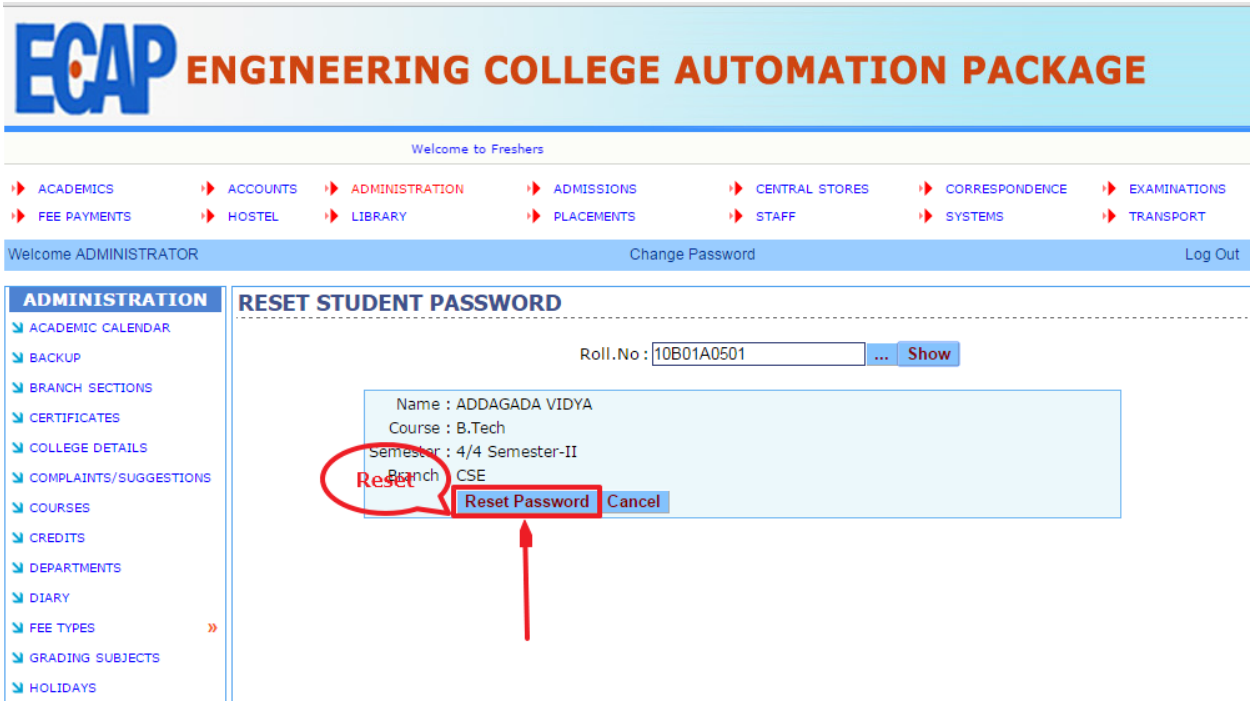
Step4:-Please Click On "ADMINISTRATION" Which Is Available In Left Panel Menu As Shown In Below.



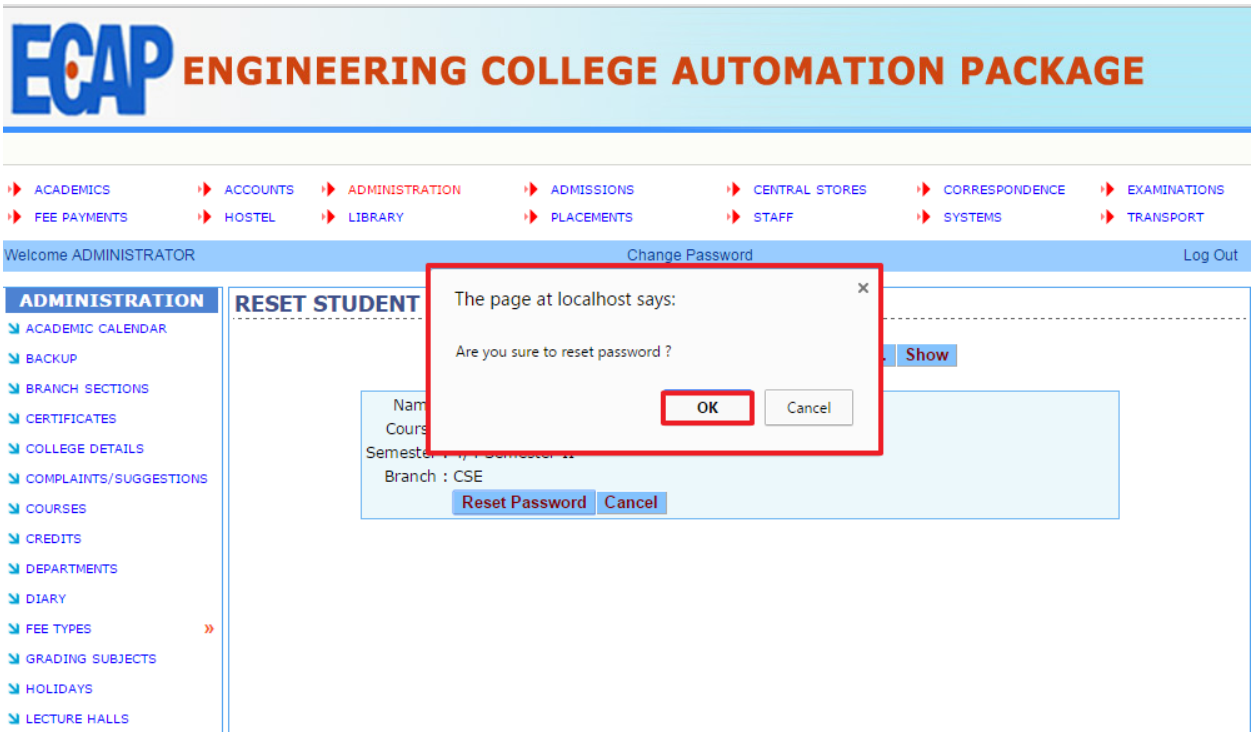
Step5:-Please Enter Roll No And Select Show Button.



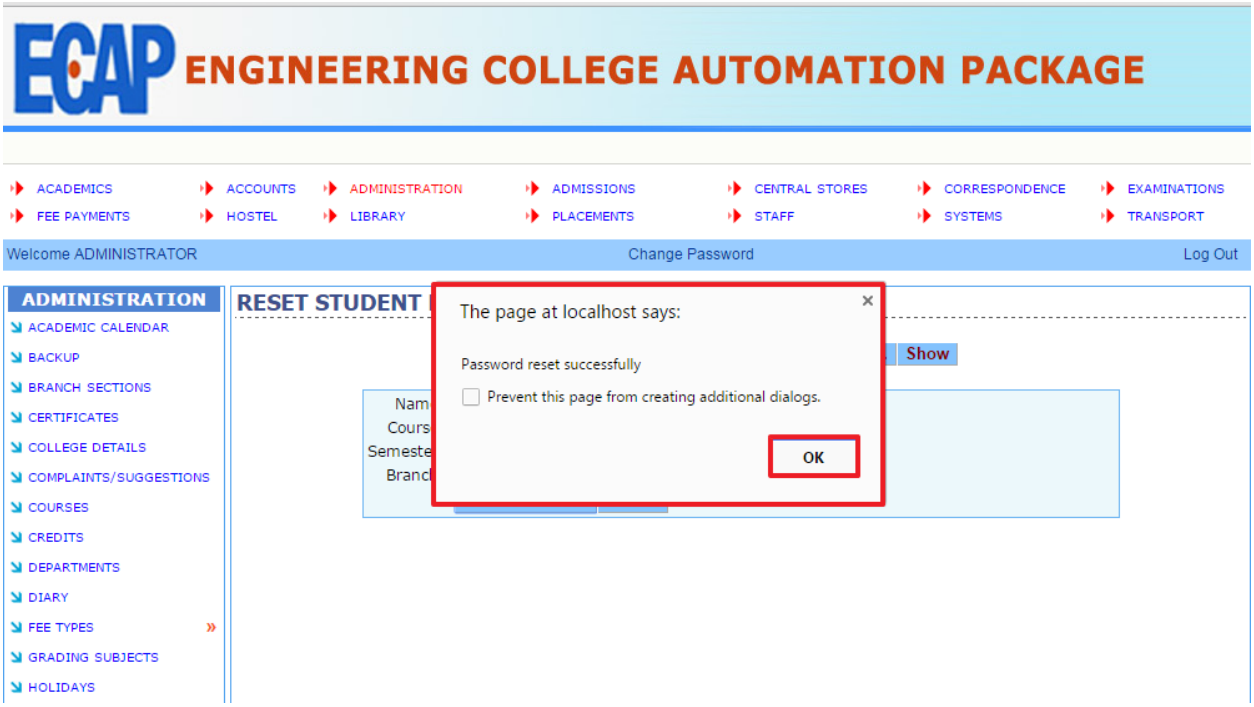
Step6:-Please Click Reset Password.



Step7:-Please Click Ok.



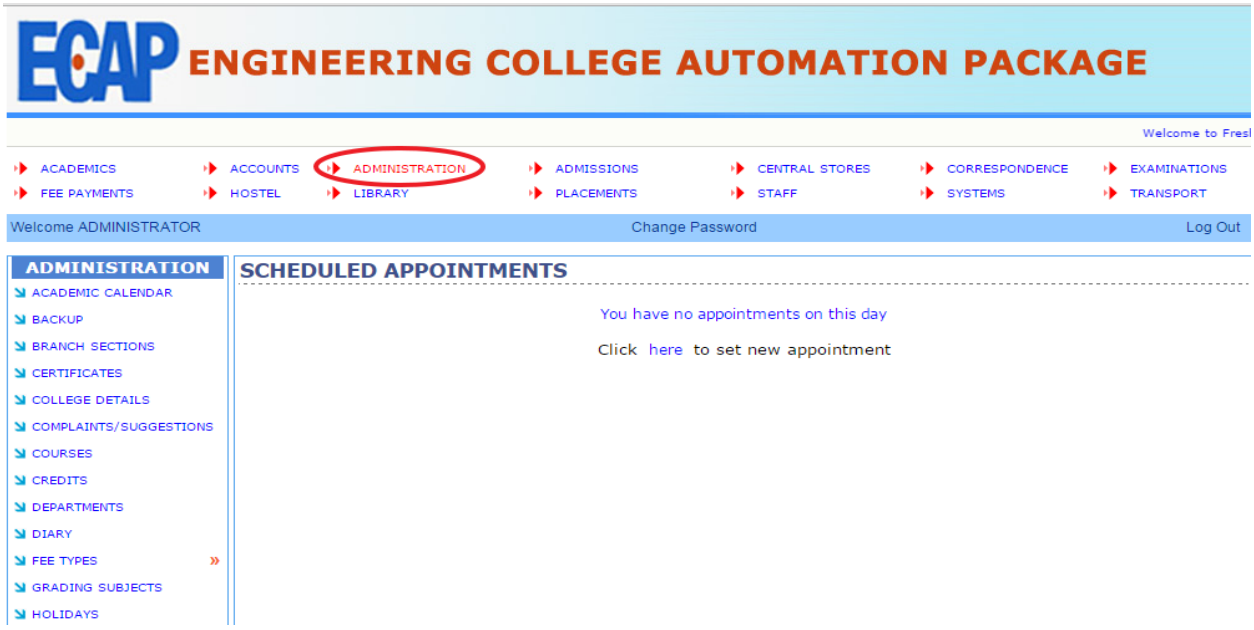
Step8:-Please Click Ok.



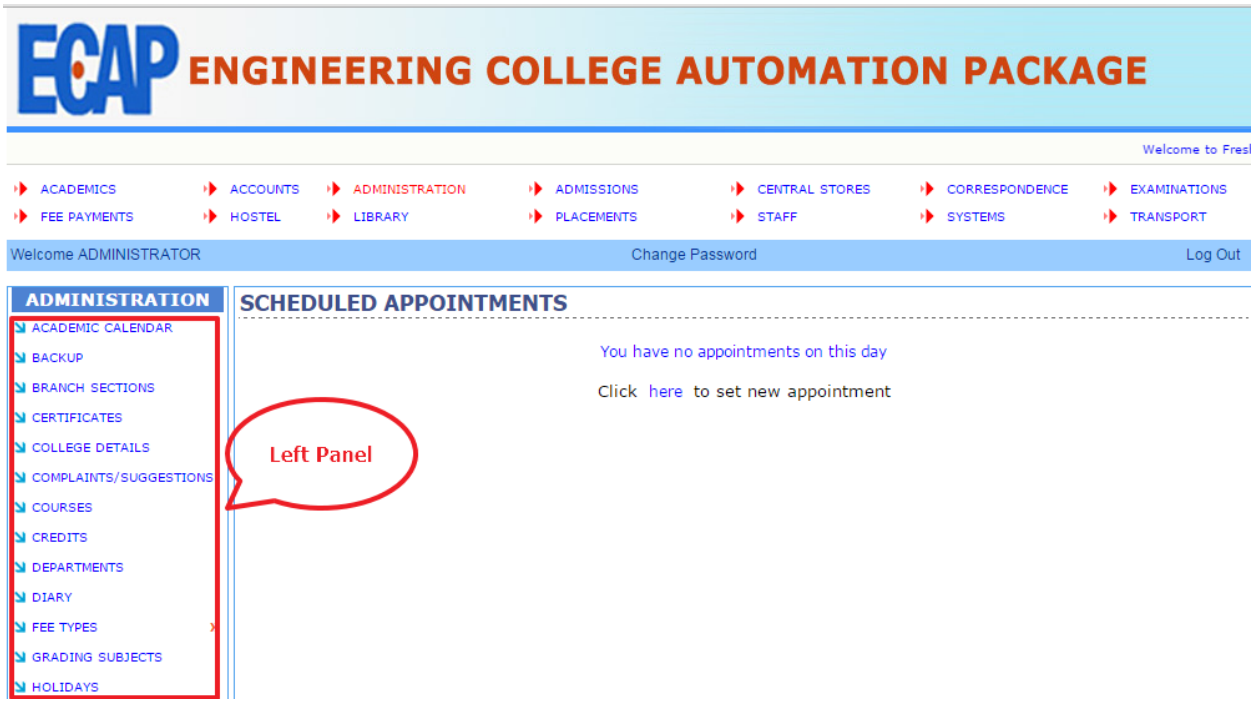
18) Where Can I Set Academic Year? (Settings->Academic Year)

Ans:- Step 1:- Please Login In To "ECAP" By Using Your Username And Password.

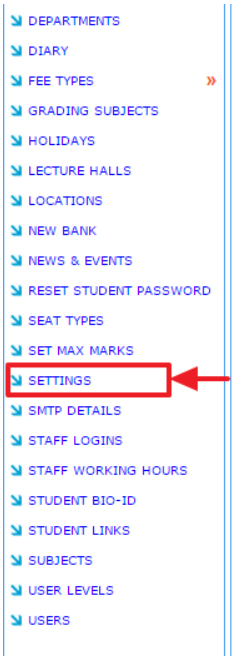
Step2:- Please Click On "ADMINISTRATION" Module As Shown In Below.



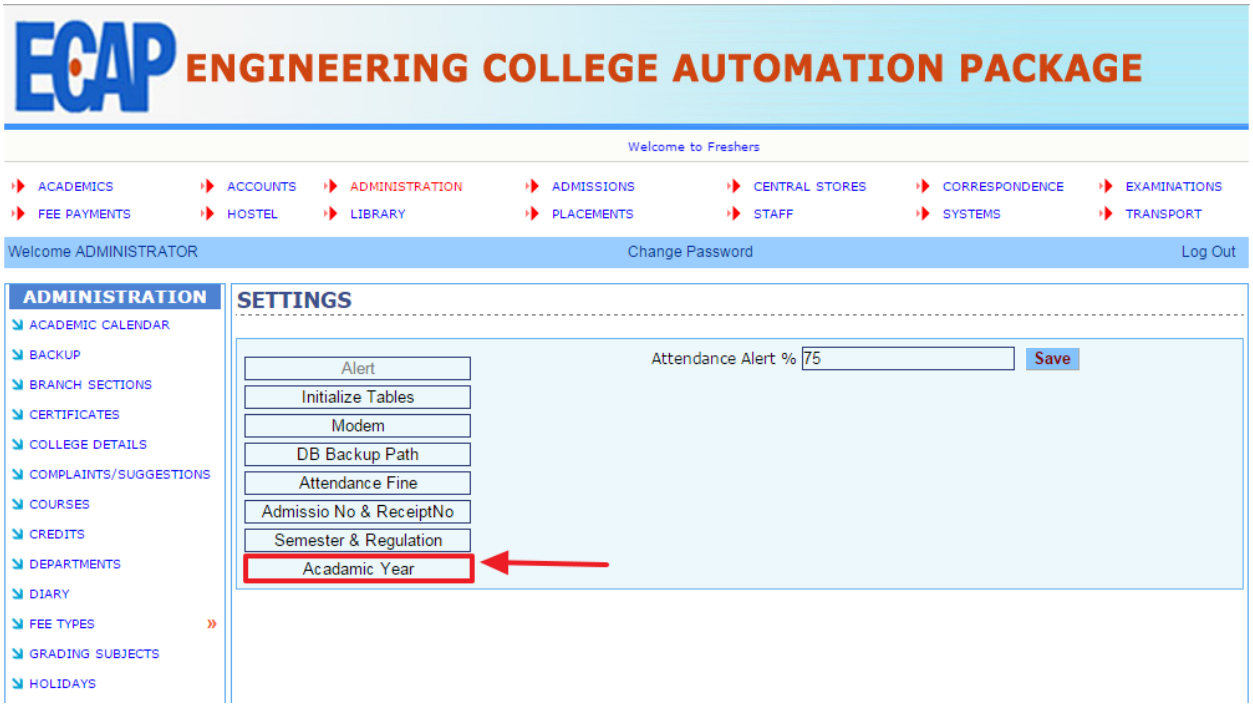
Step3:- After Click On "ADMINISTRATION" Then You Will Find "Left Panel" As Shown In Below.



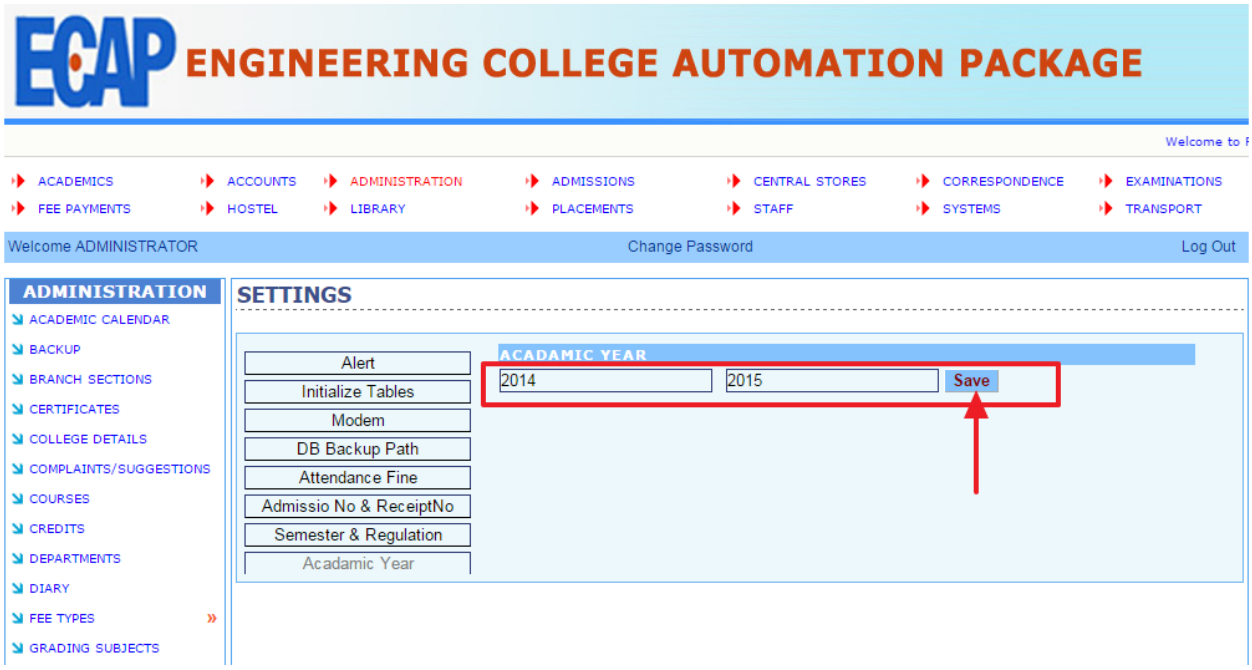
Step4:-Please Click On "ADMINISTRATION" Which Is Available In Left Panel Menu As Shown In Below. And Select Settings.



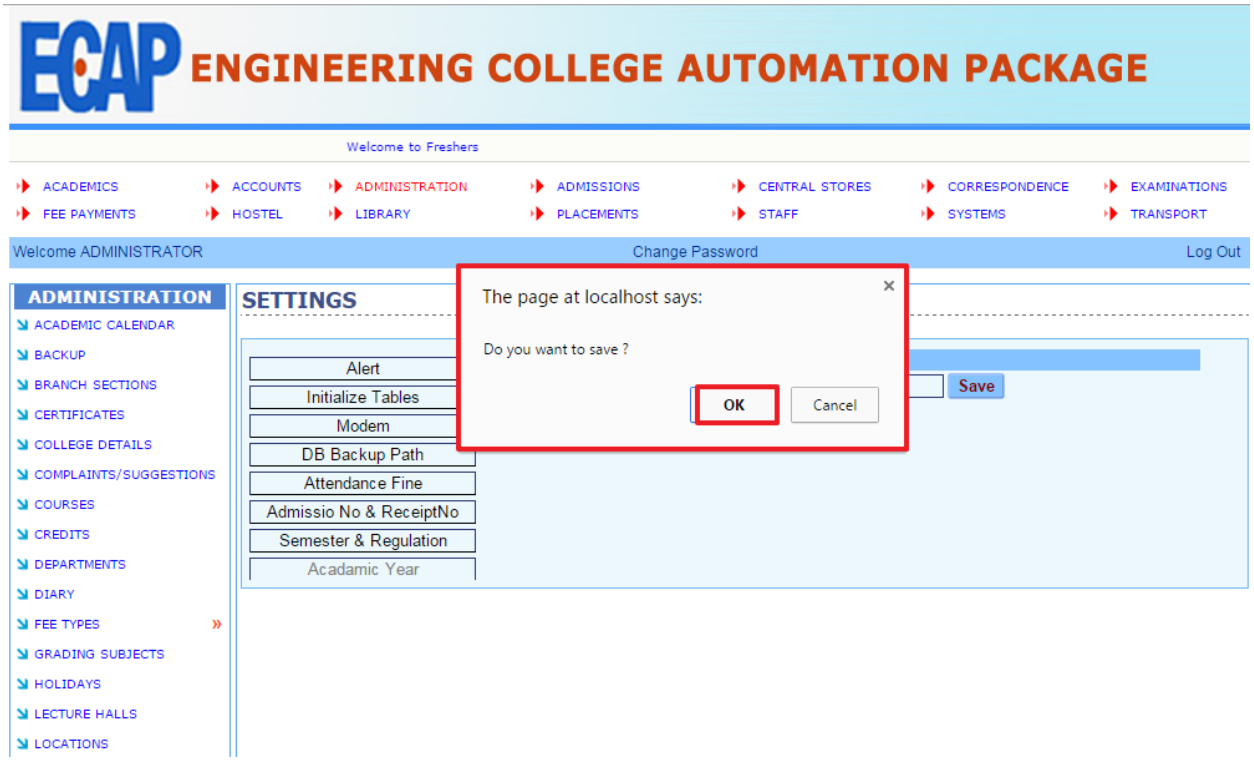
Step5:-Please Select Academic Year.



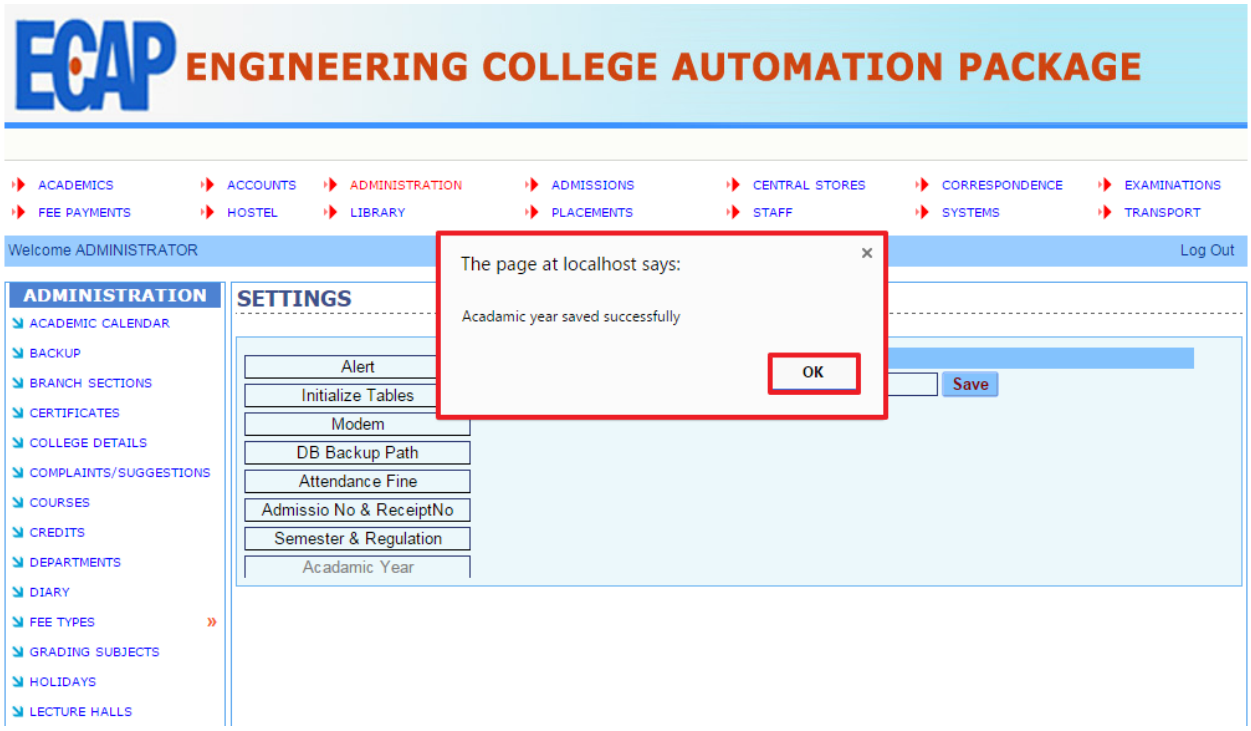
Step6:-Please Enter Year. And Click Save.



Step7:-Please Select Ok.



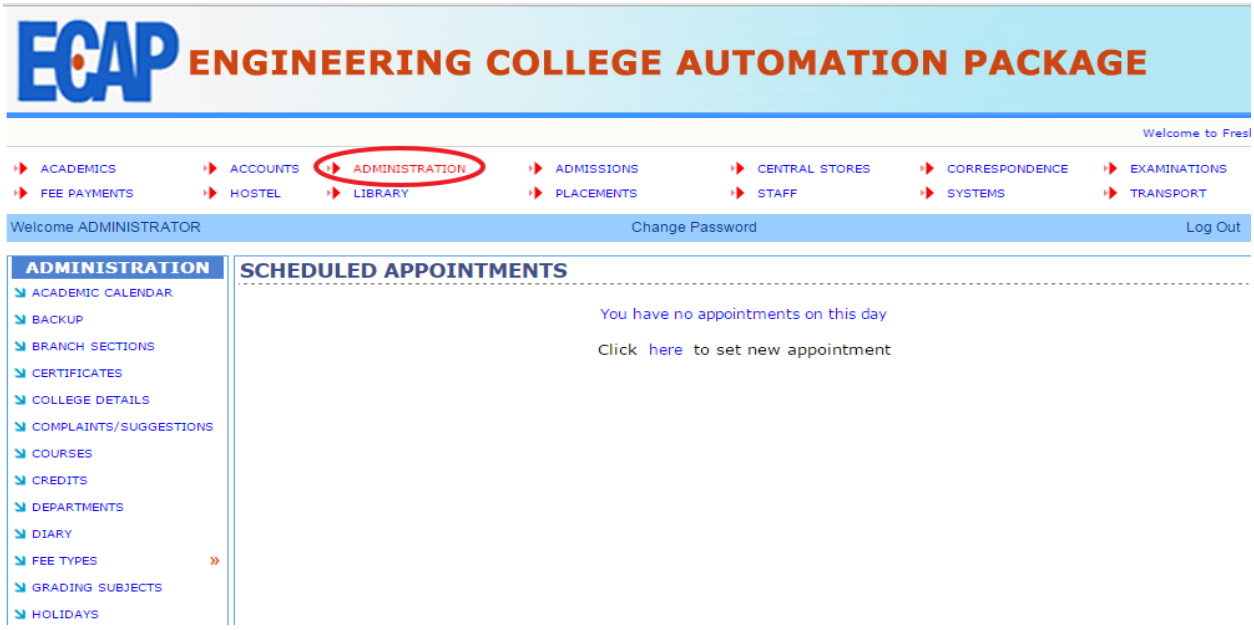
Step8:-Please Select Ok.



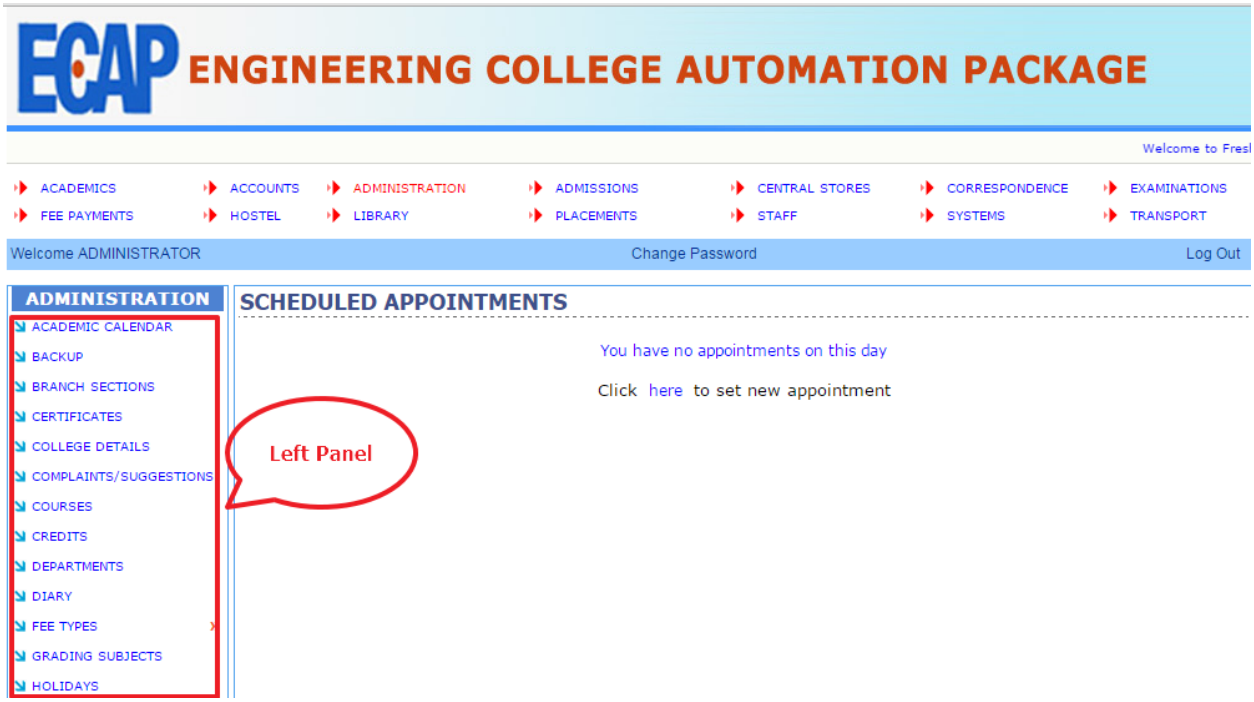
19) Where Can I Set Attendance Shortage Percentage? (Settings->Alert)

Ans:- Step 1:- Please Login In To "ECAP" By Using Your Username And Password.

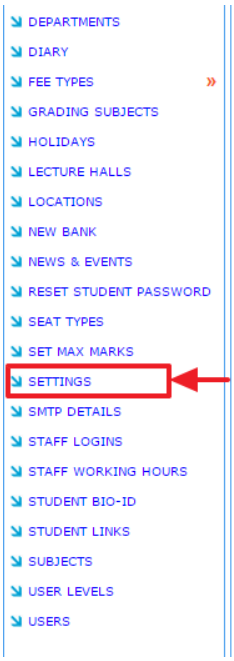
Step2:- Please Click On "ADMINISTRATION" Module As Shown In Below.



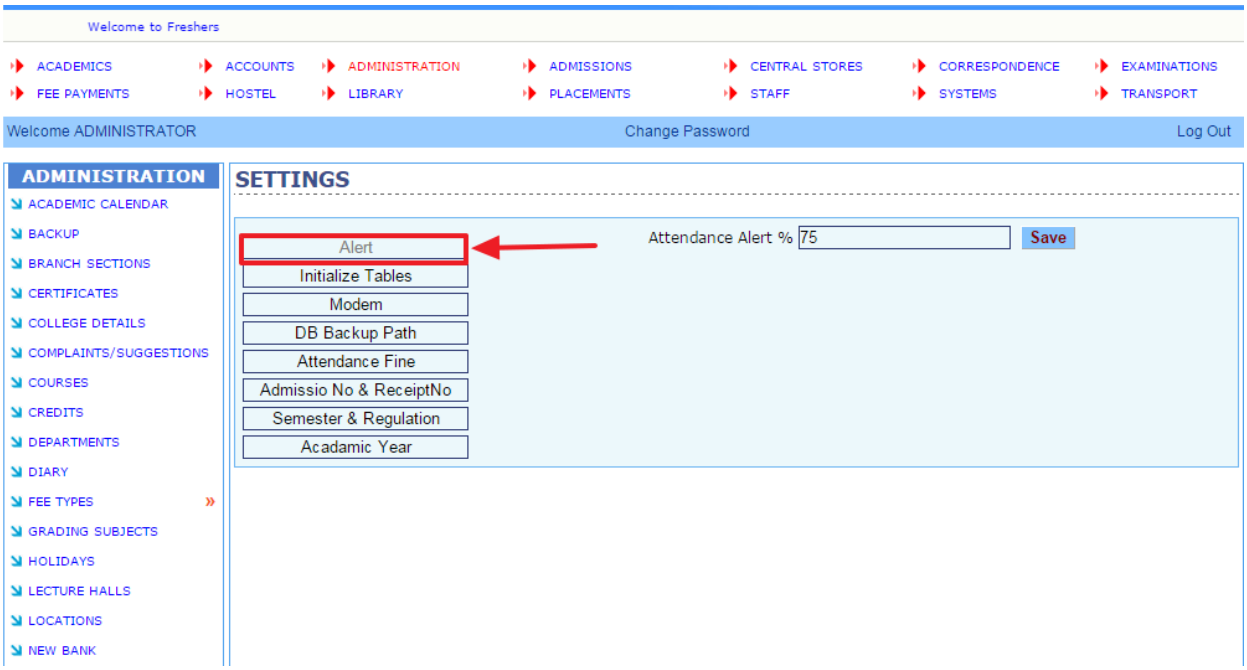
Step3:- After Click On "ADMINISTRATION" Then You Will Find "Left Panel" As Shown In Below.



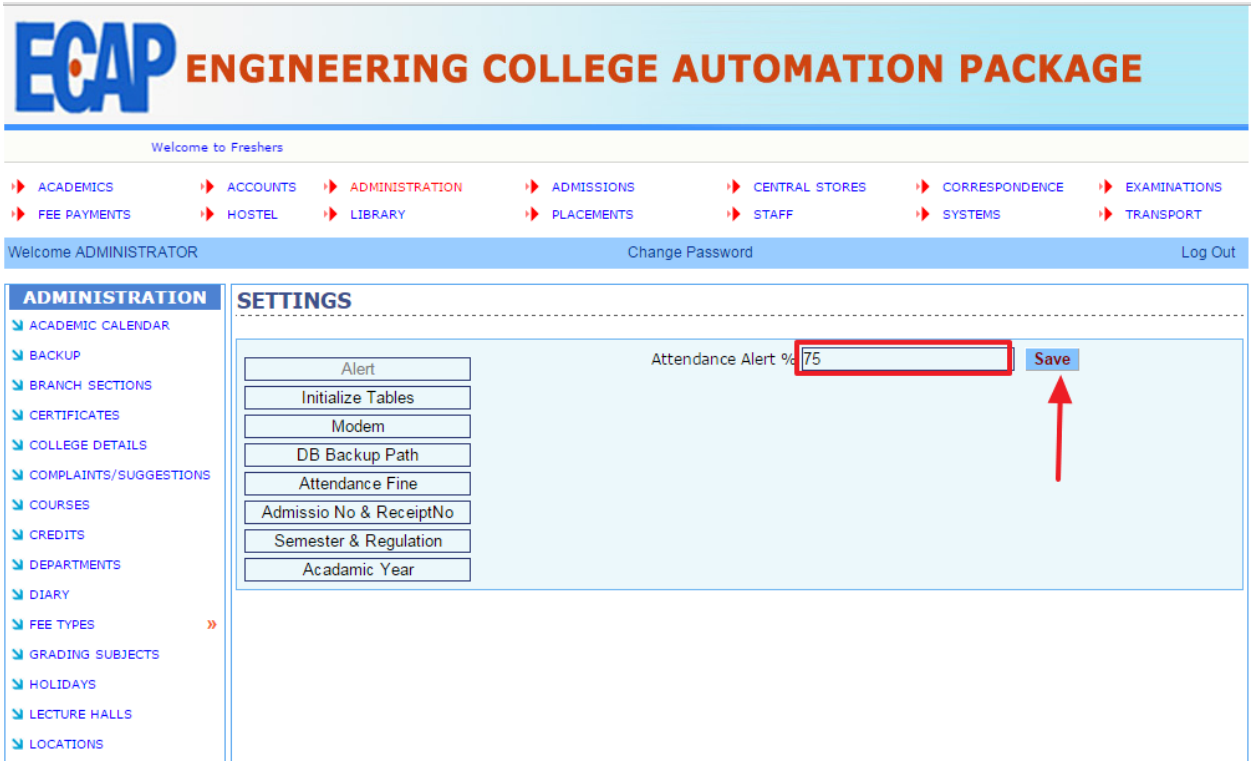
Step4:-Please Click On "ADMINISTRATION" Which Is Available In Left Panel Menu As Shown In Below. And Select Settings.



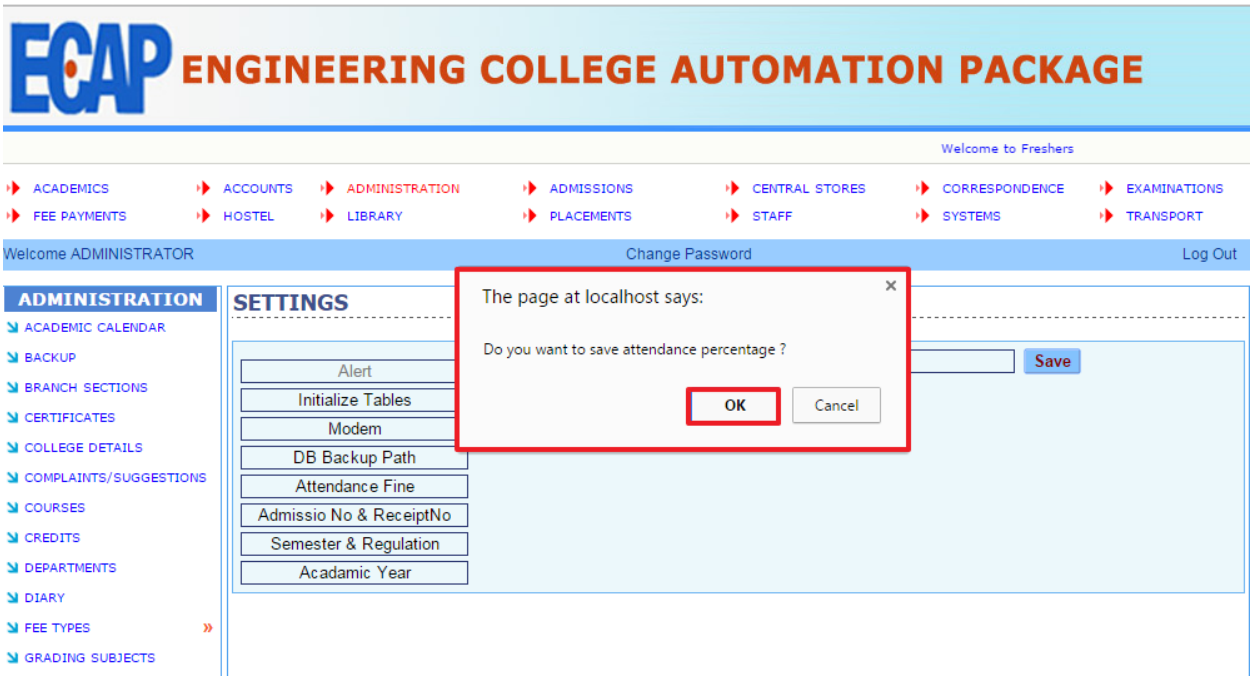
Step5:-Please Click Alert.



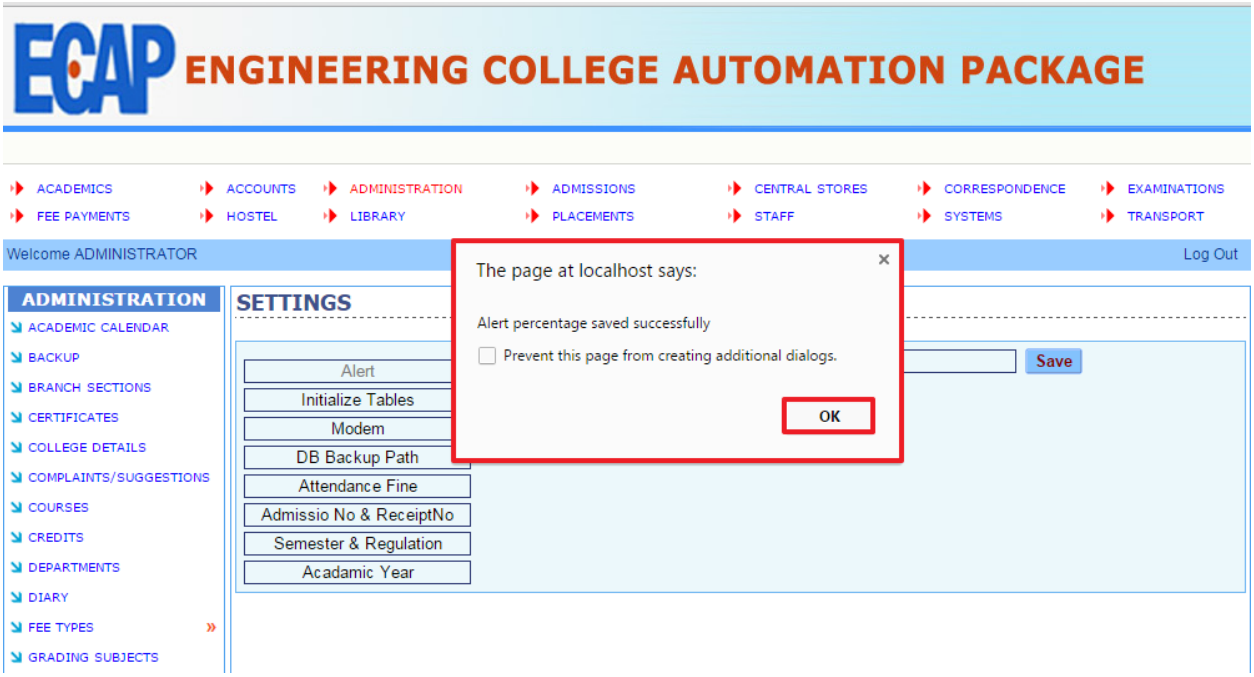
Step6:-Please Mention Percentage And Click Save.



Step7:-Please Click Ok.



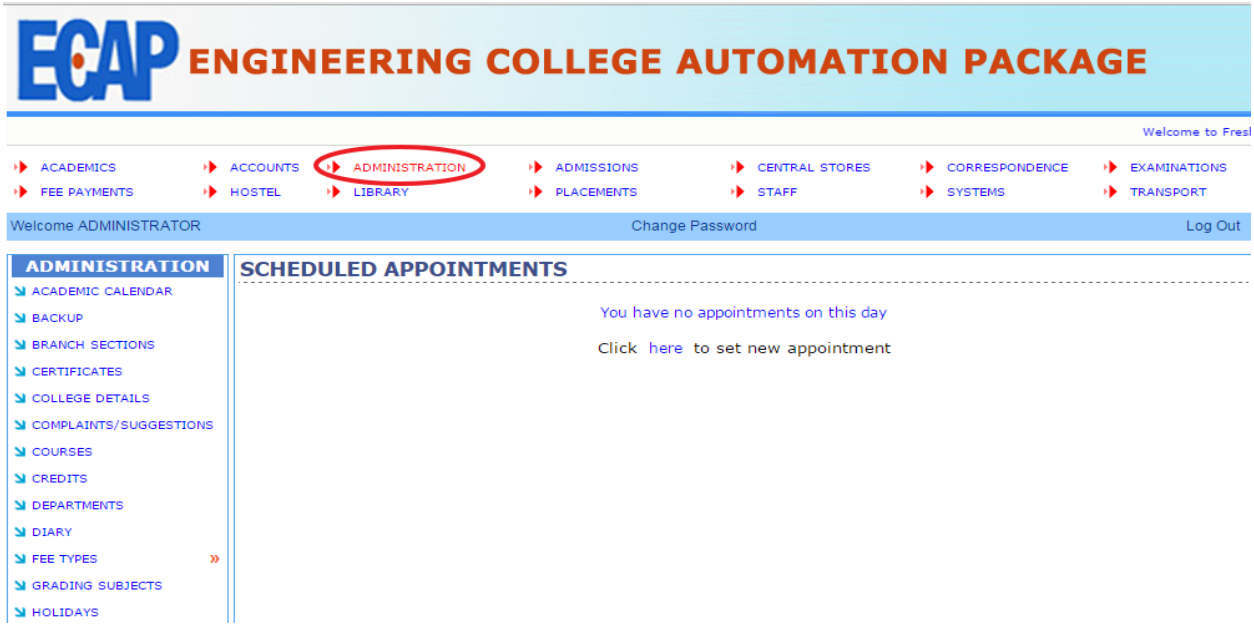
Step8:-Please Click Ok.



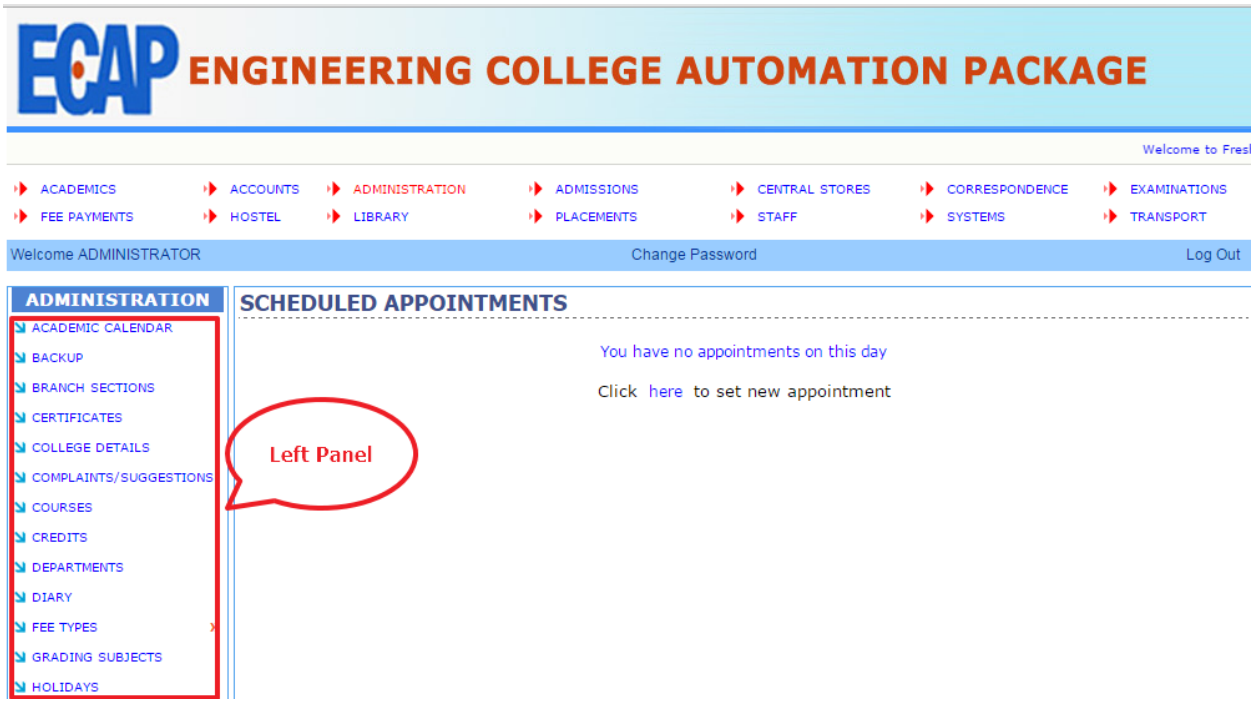
20) Where Can I Set Attendance Fine Which Is Used To Attendance Shortage Students Fine Collection In Accounts Module? (Settings->Attendance Fine)

Ans:- Step 1:- Please Login In To "ECAP" By Using Your Username And Password.

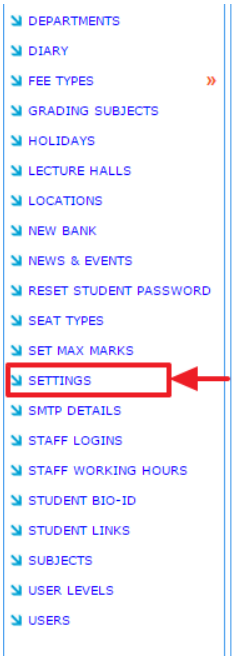
Step2:- Please Click On "ADMINISTRATION" Module As Shown In Below.



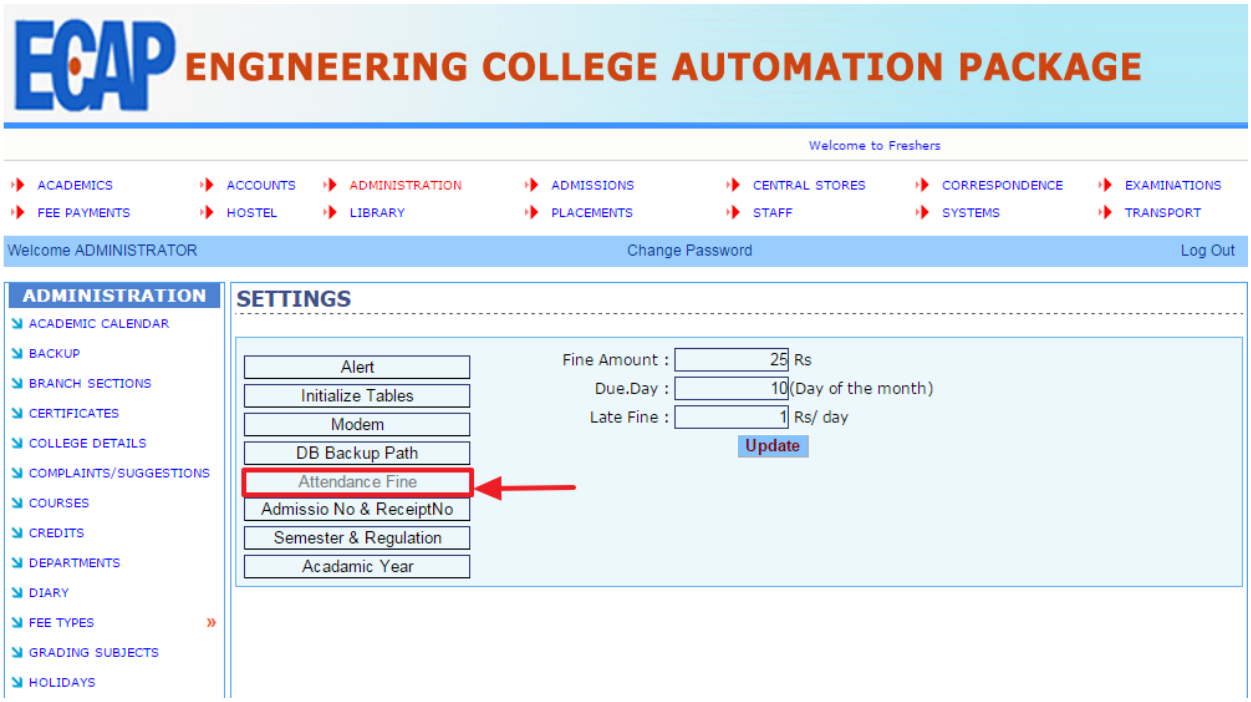
Step3:- After Click On "ADMINISTRATION" Then You Will Find "Left Panel" As Shown In Below.



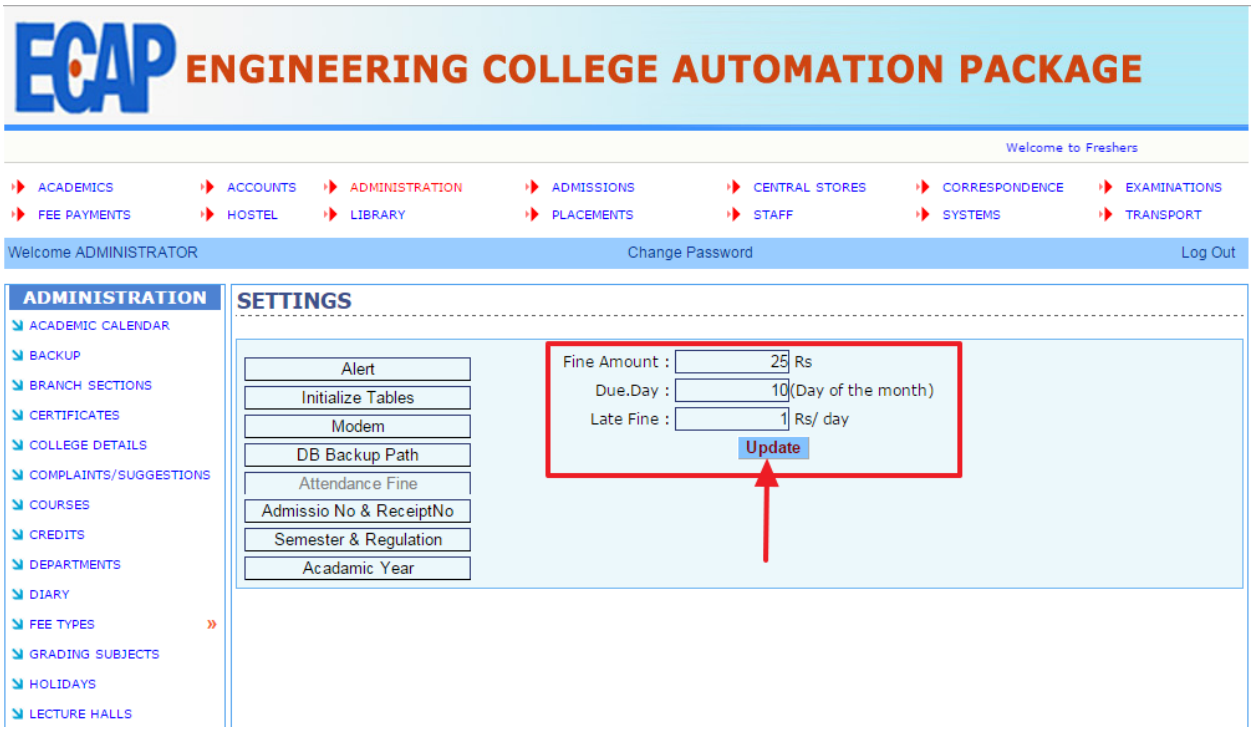
Step4:-Please Click On "ADMINISTRATION" Which Is Available In Left Panel Menu As Shown In Below. And Select Settings.



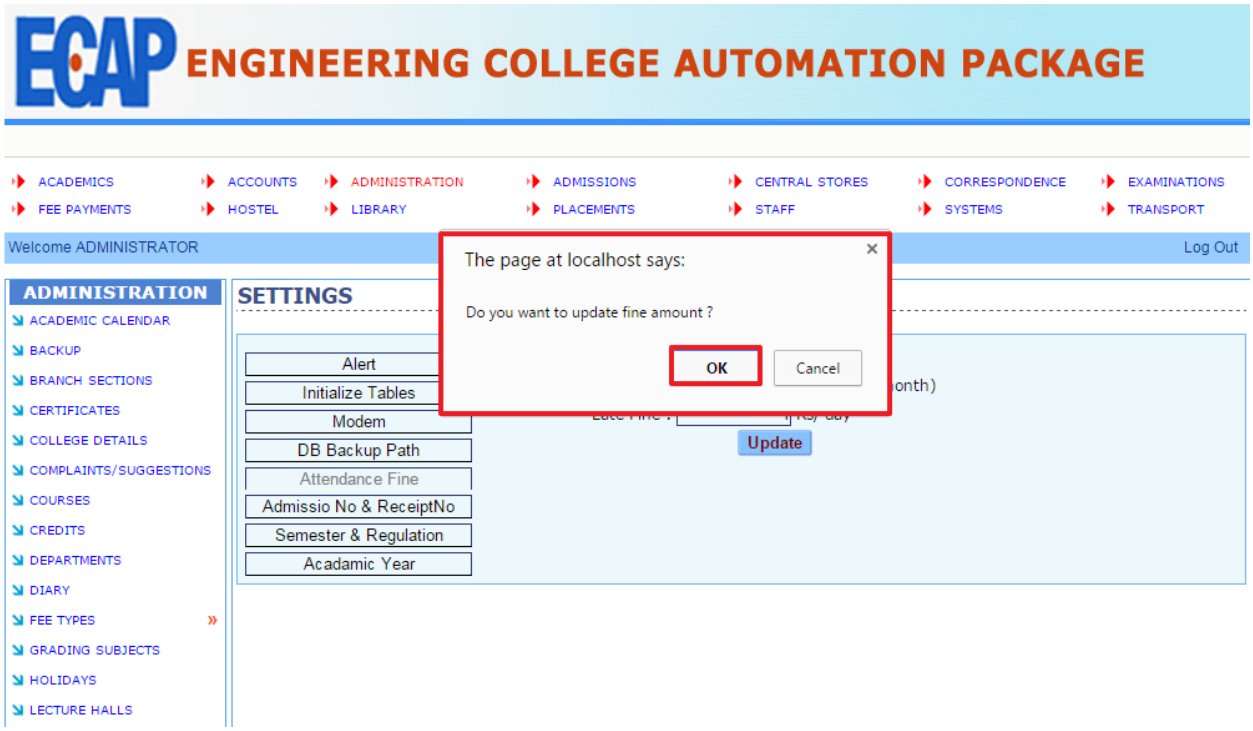
Step5:-Please Click Attendance Fine.



Step6:-Please Enter Fine Amount And Due. Day And Late Fine And Select Update.



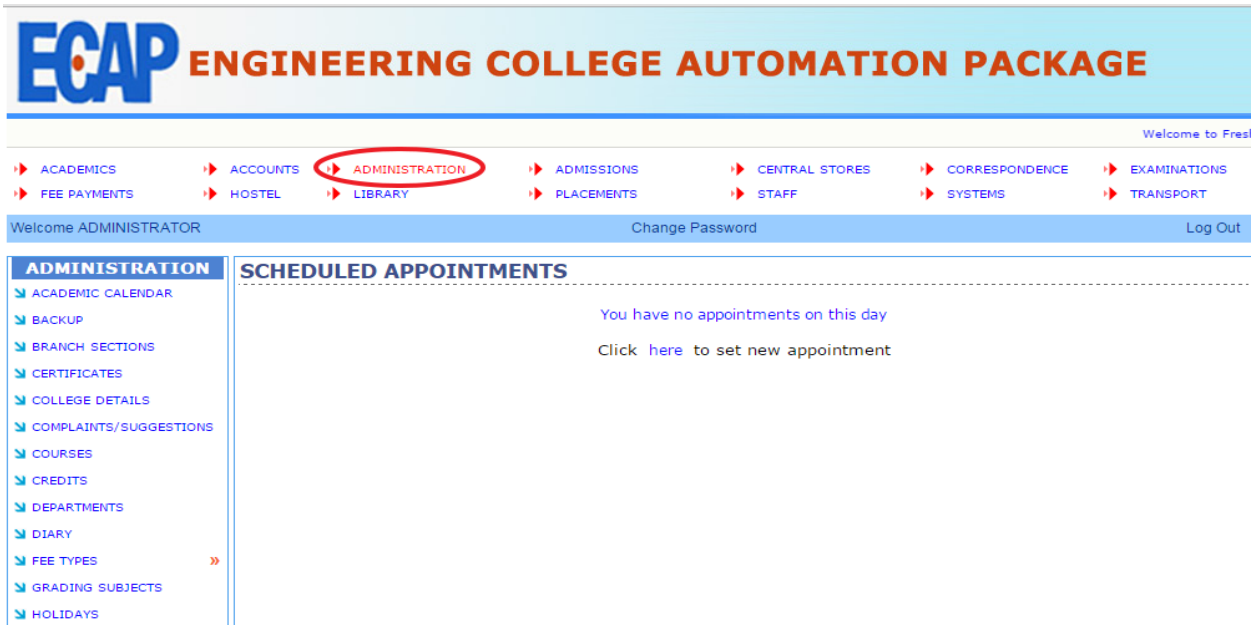
Step7:-Please Click Ok.



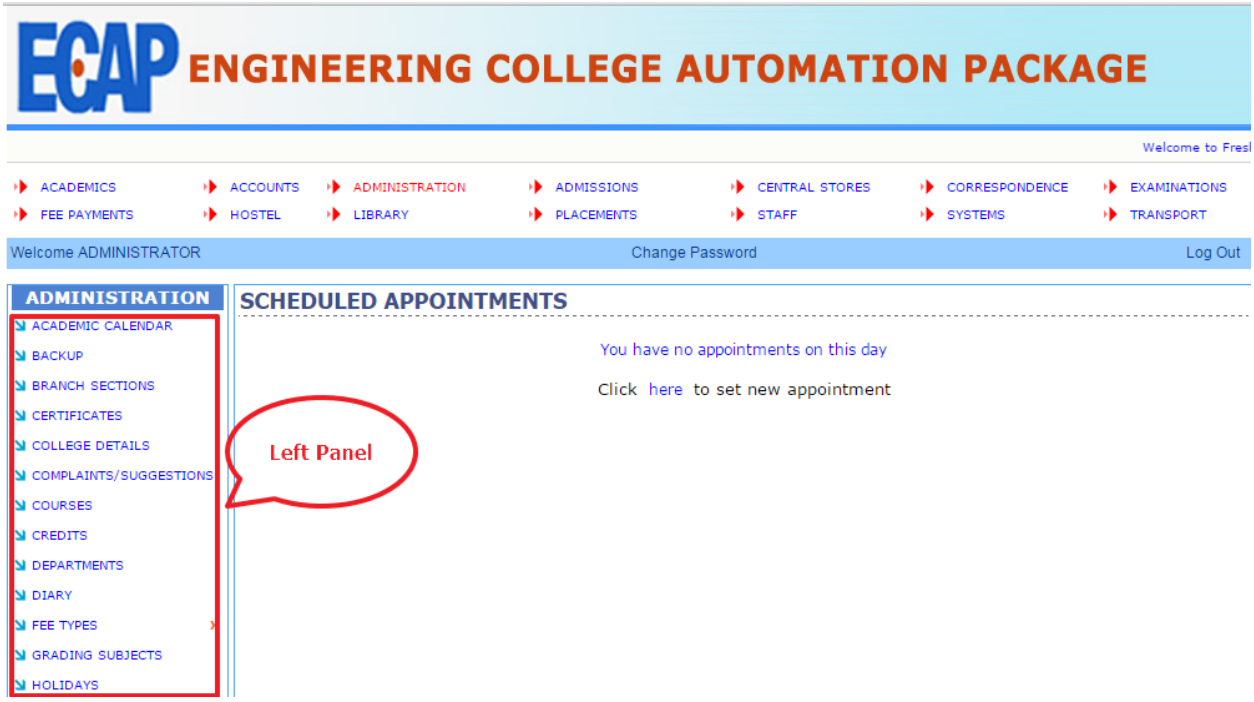
21) How To Take Database Backup Daily? (Backup)

Ans:- Step 1:- Please Login In To "ECAP" By Using Your Username And Password.

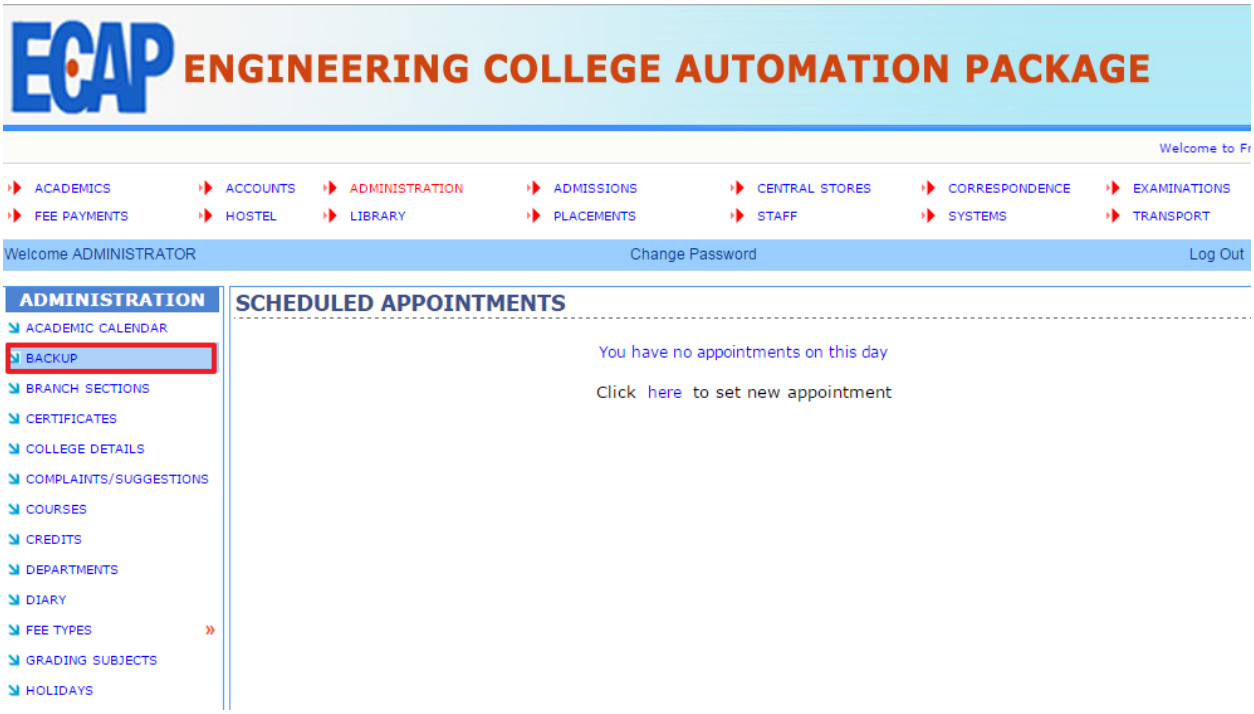
Step2:- Please Click On "ADMINISTRATION" Module As Shown In Below.



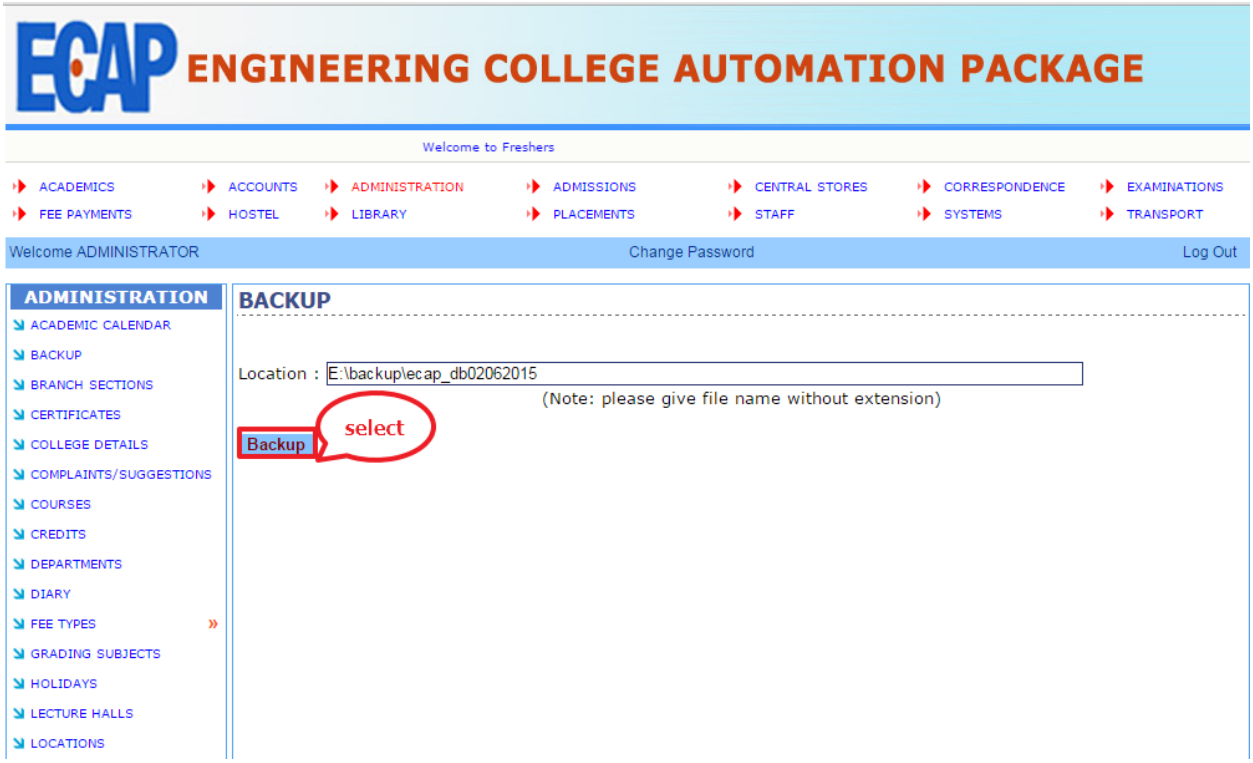
Step3:- After Click On "ADMINISTRATION" Then You Will Find "Left Panel" As Shown In Below.



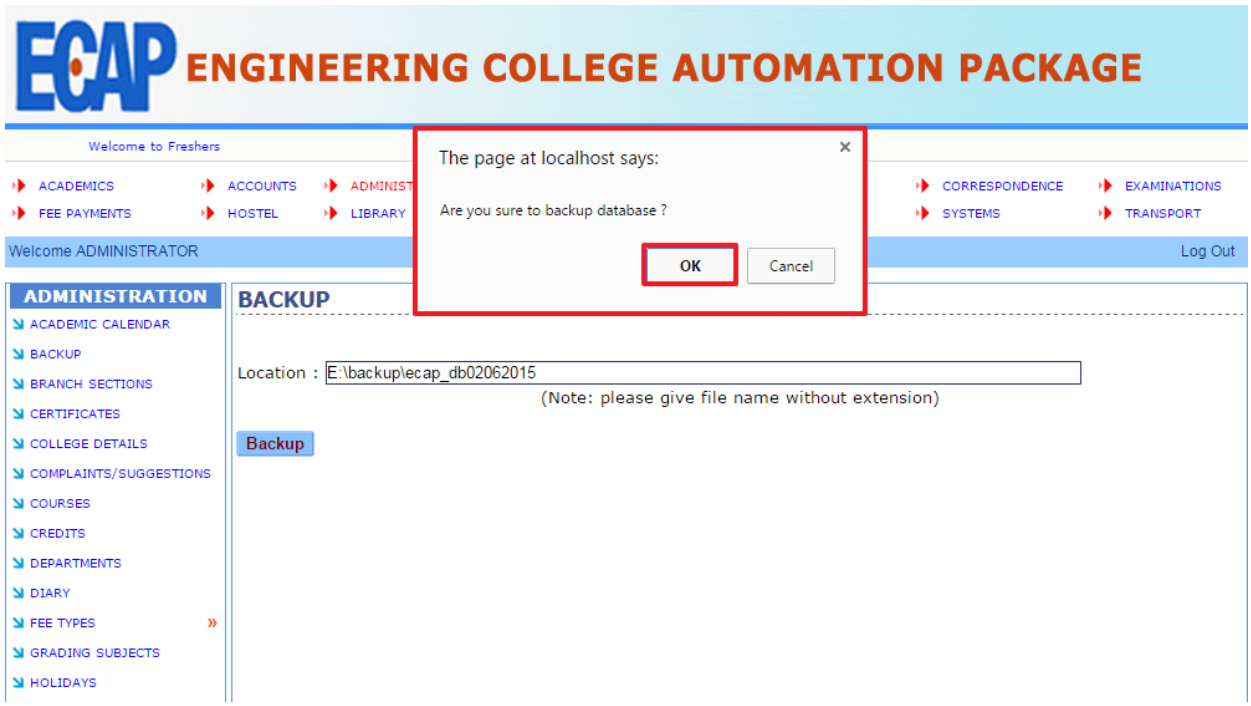
Step4:-Please Click On "ADMINISTRATION" Which Is Available In Left Panel Menu As Shown In Below. Click Backup.



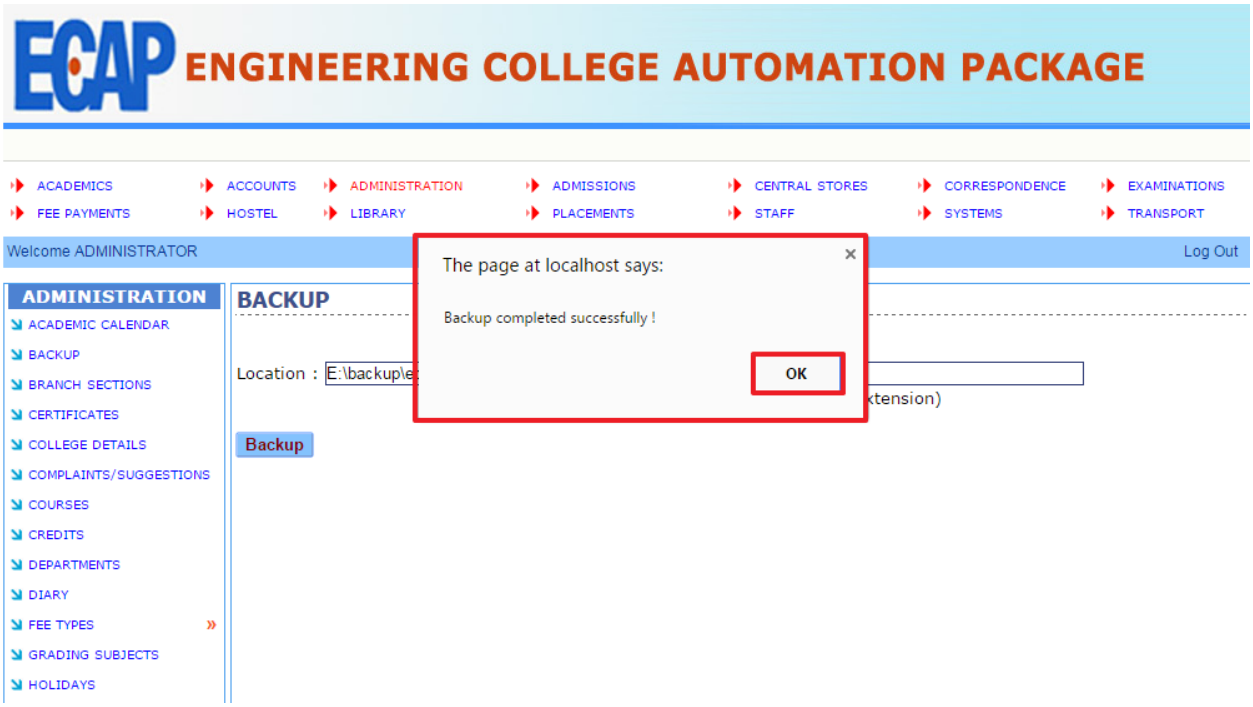
Step5:-Please Select Backup.



Step6:-Please Click Ok.



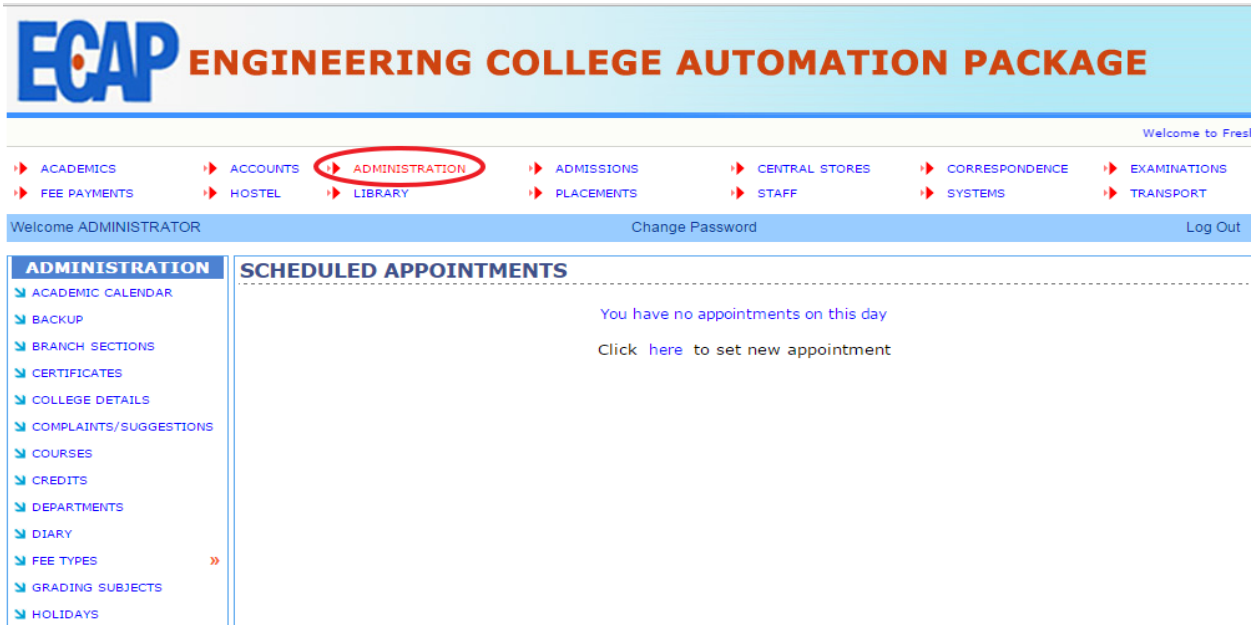
Step7:-Please Click Ok.



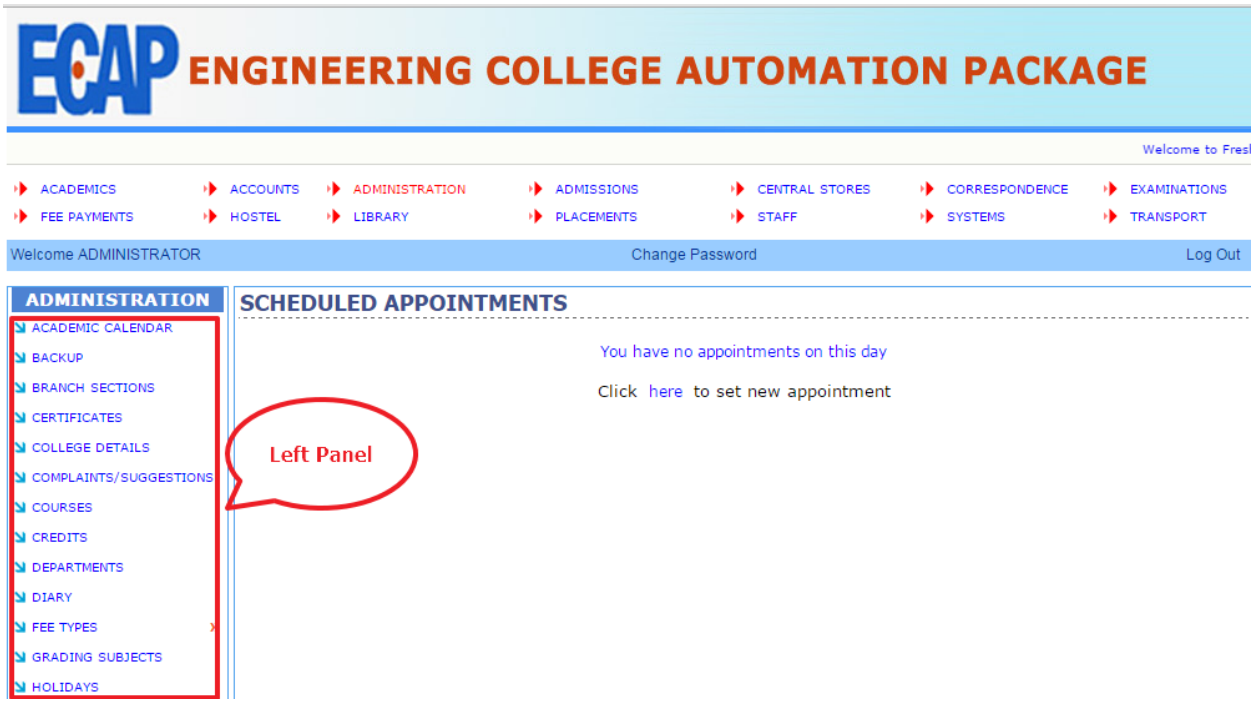
22) Where Can I Set Database Backup Path? (Settings->DB Backup Path)

Ans:- Step 1:- Please Login In To "ECAP" By Using Your Username And Password.

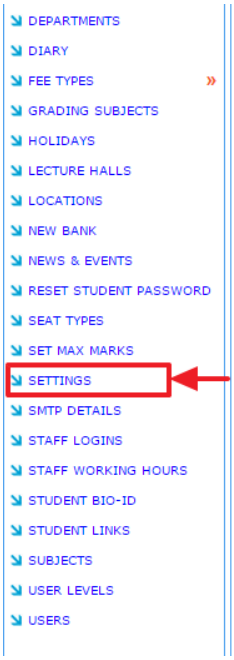
Step2:- Please Click On "ADMINISTRATION" Module As Shown In Below.



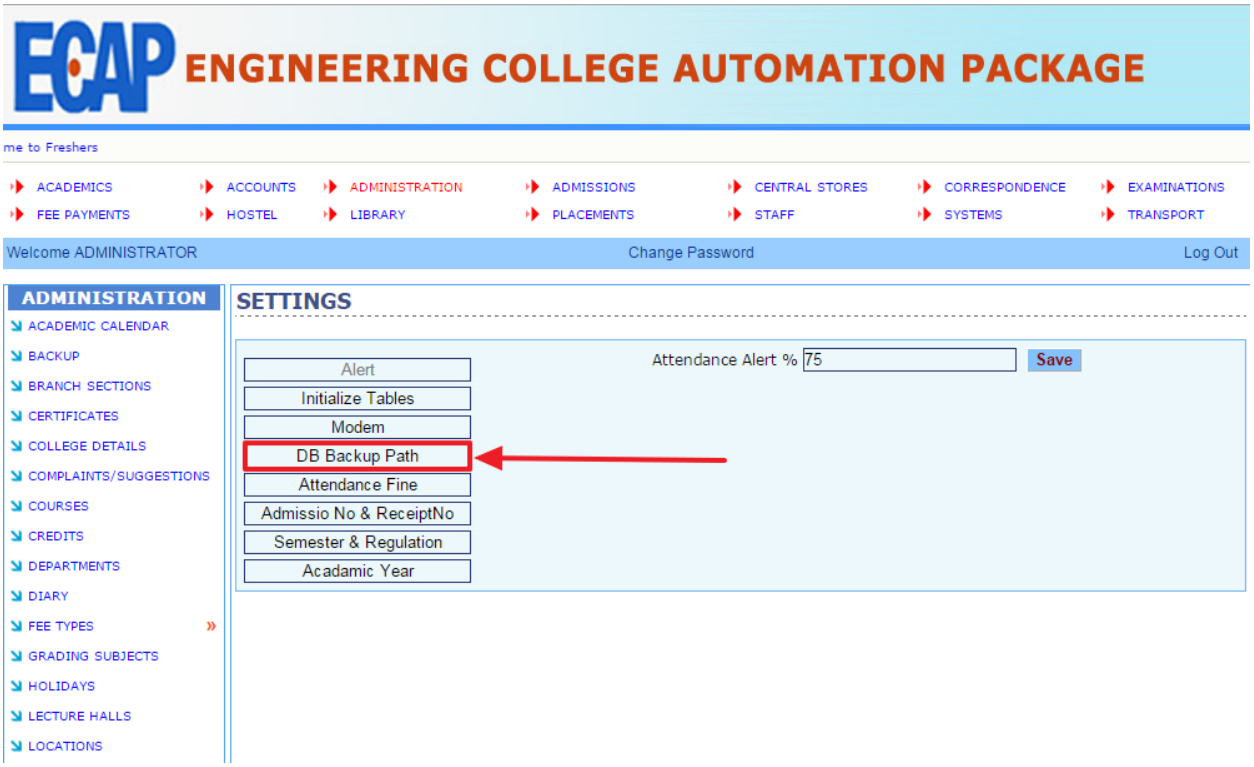
Step3:- After Click On "ADMINISTRATION" Then You Will Find "Left Panel" As Shown In Below.



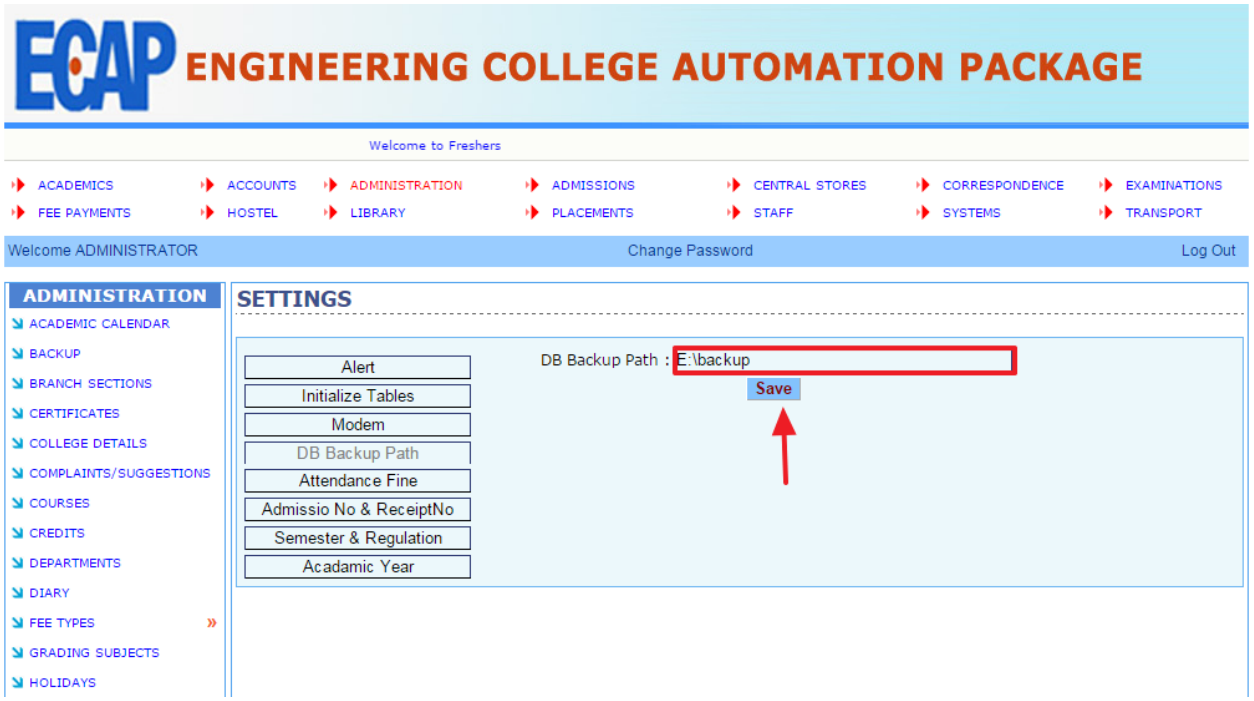
Step4:-Please Click On "ADMINISTRATION" Which Is Available In Left Panel Menu As Shown In Below. And Select Settings.



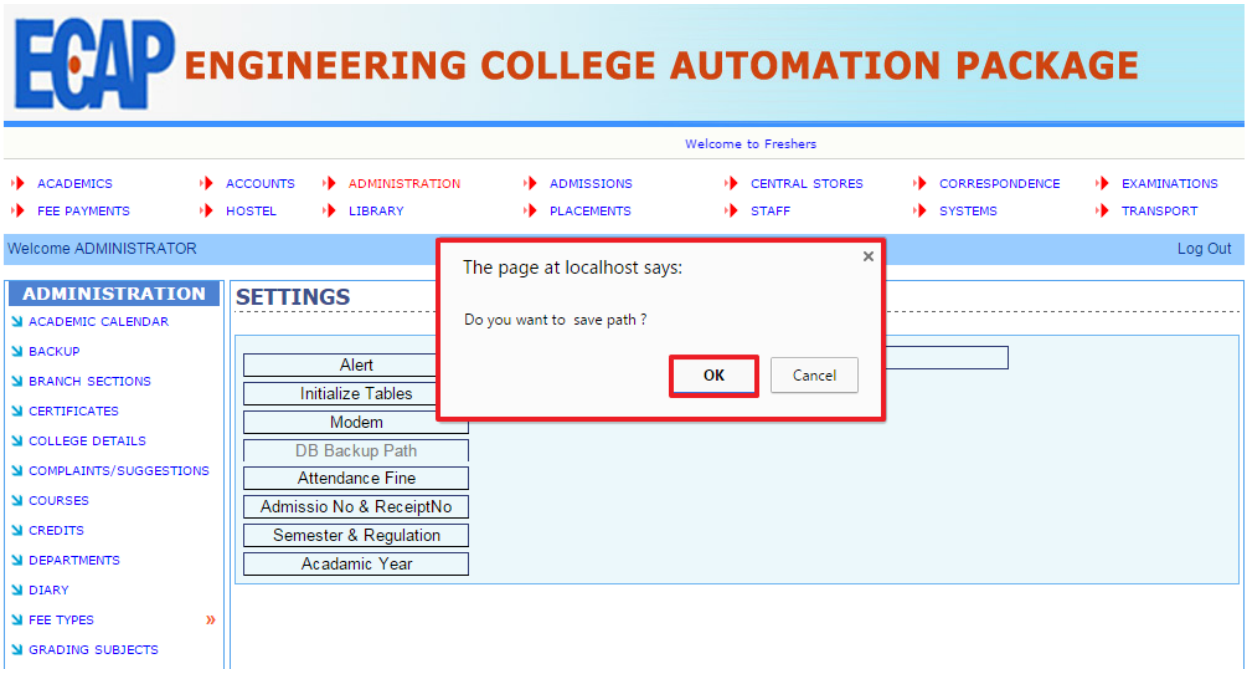
Step5:-Please Click Attendance DB Backup Path.



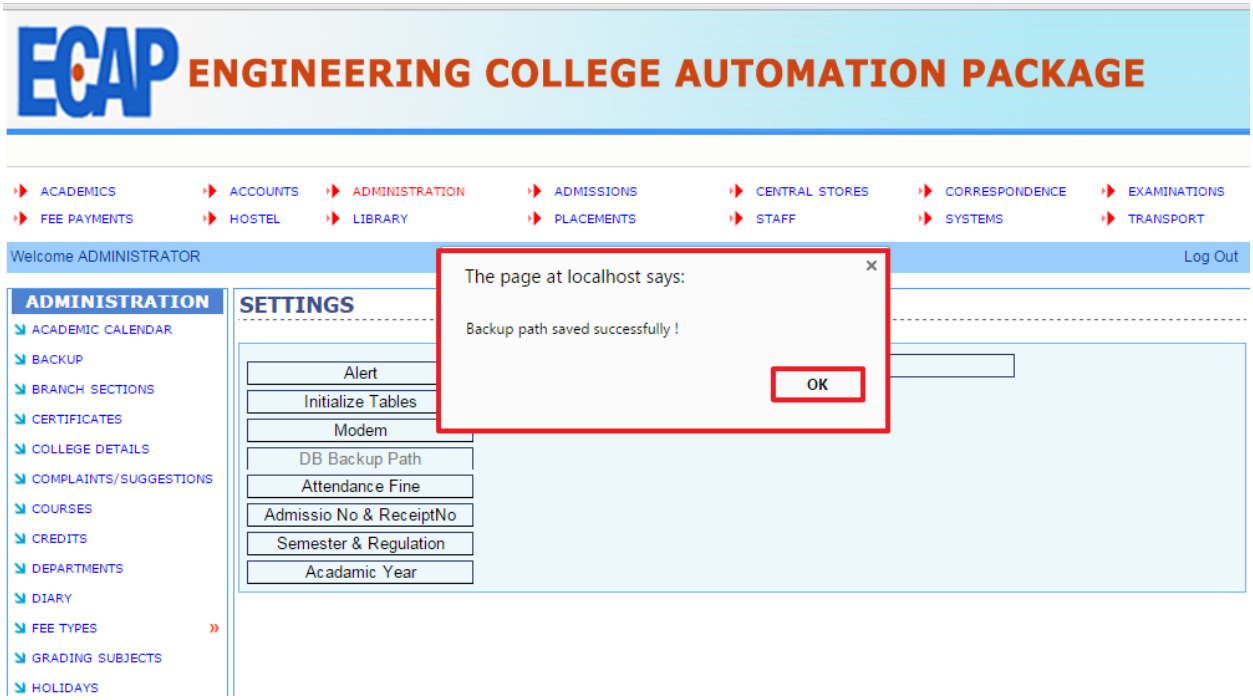
Step6:-Please Select Backup Path In Computer.



Step7:-Please Click Ok.



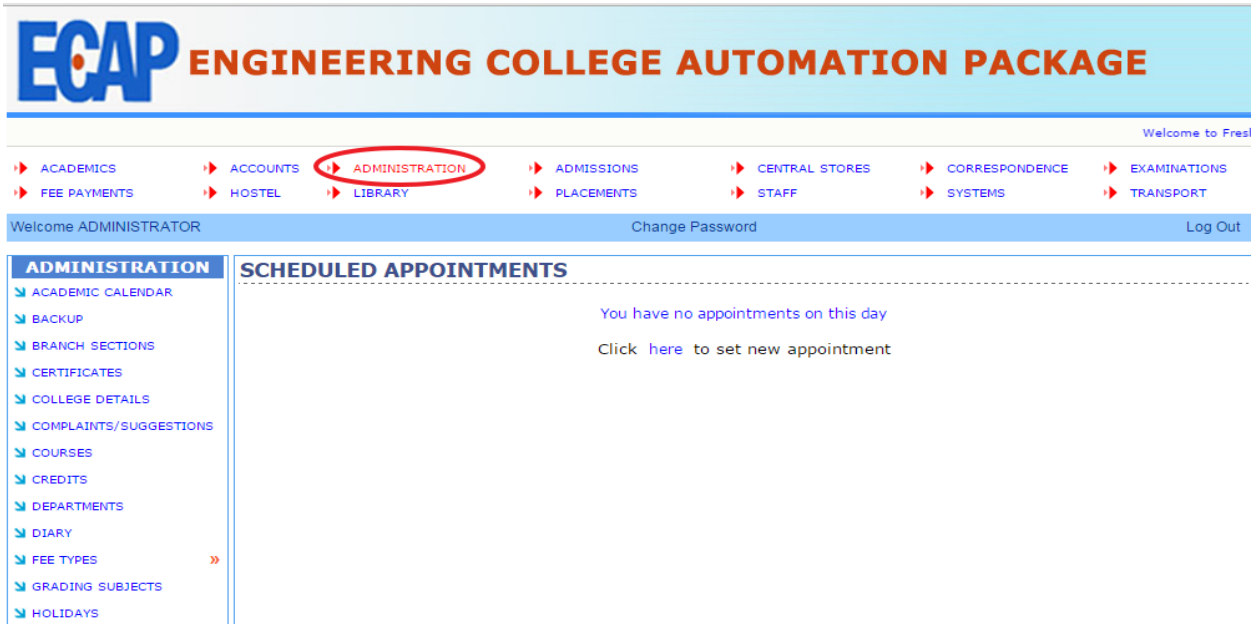
Step8:-Please Click Ok. And Backup Path Saved Successfully Message As Shown Below.



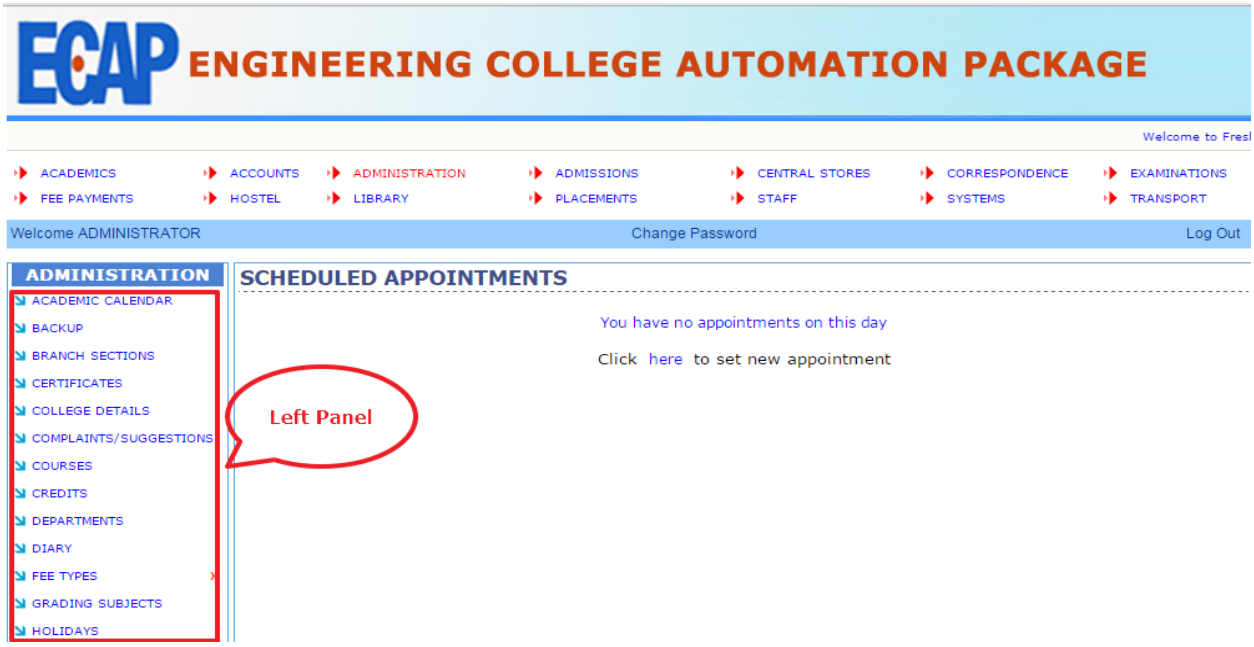
23) Where Can I Set Admission Number /Fee Receipt No /Exam Receipt No /Library Current Accession Number? (Settings->Admission Number & Receipt No)

Ans:- Step 1:- Please Login In To "ECAP" By Using Your Username And Password.

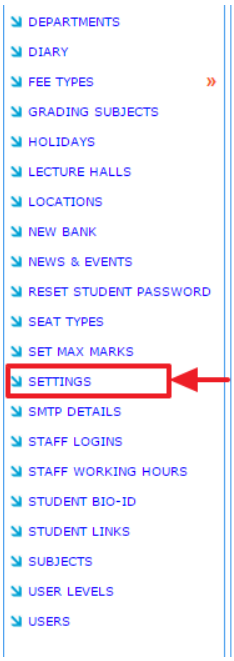
Step2:- Please Click On "ADMINISTRATION" Module As Shown In Below.



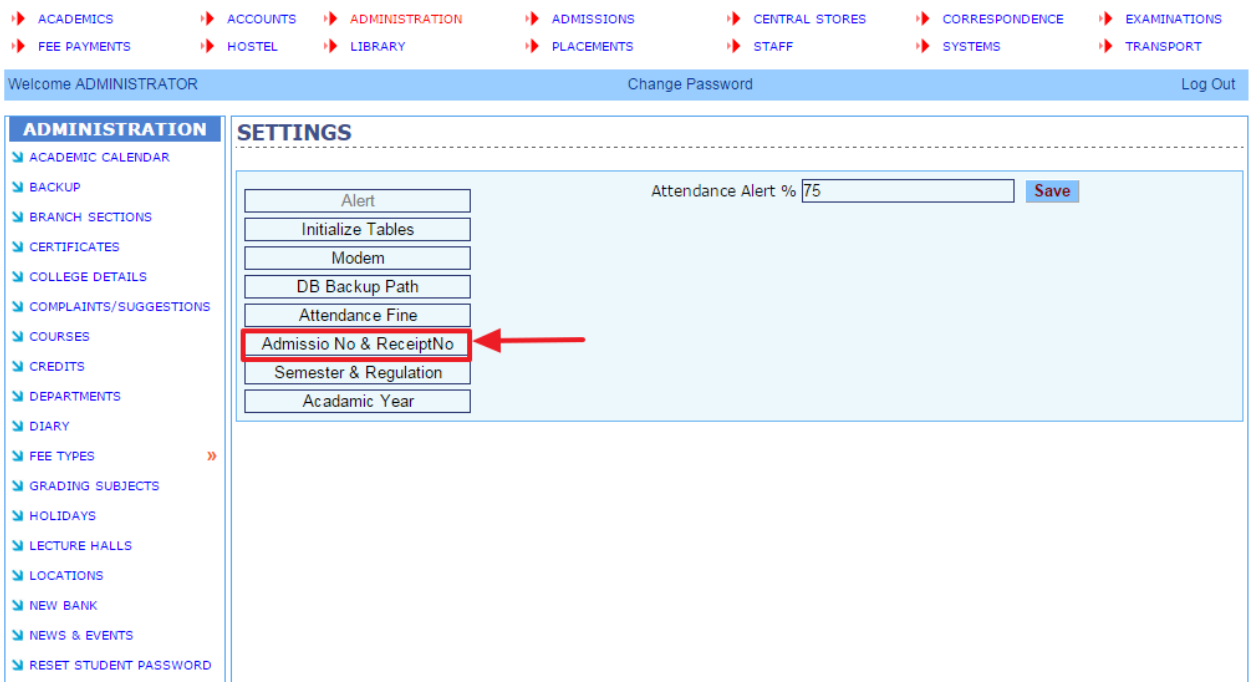
Step3:- After Click On "ADMINISTRATION" Then You Will Find "Left Panel" As Shown In Below.



Step4:-Please Click On "ADMINISTRATION" Which Is Available In Left Panel Menu As Shown In Below. And Select Settings.

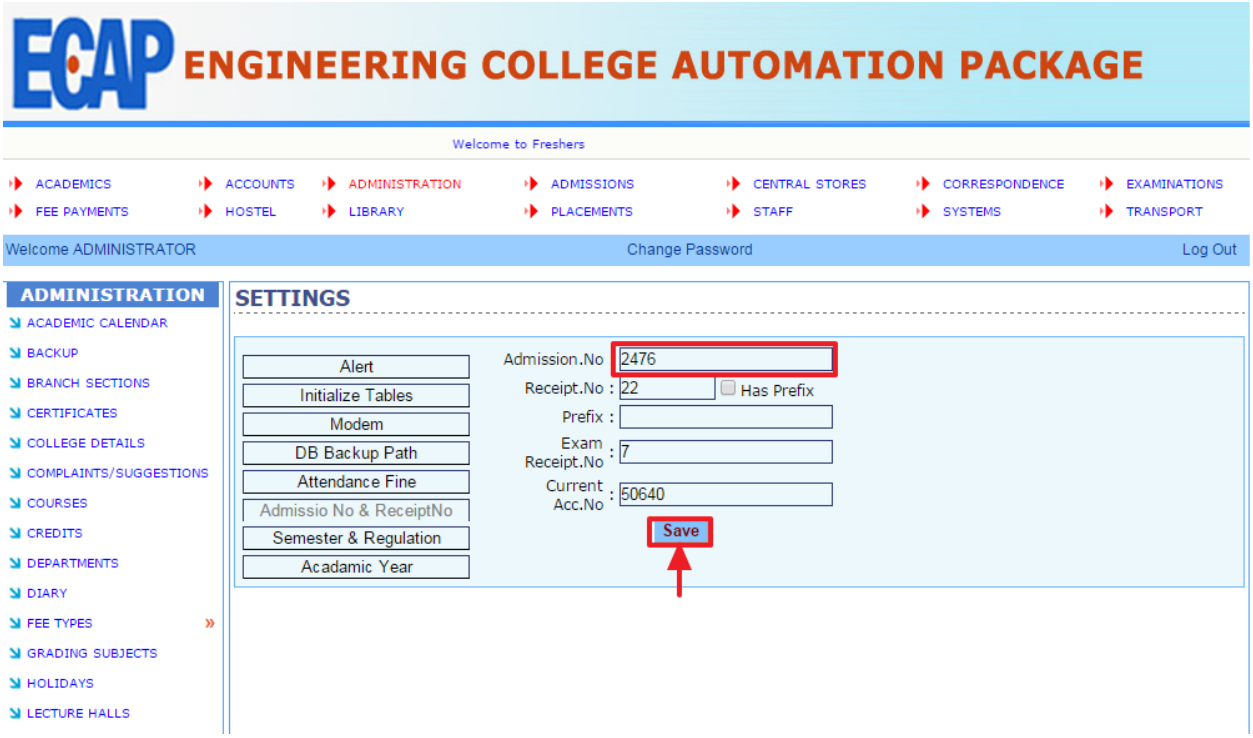


Step5:-Please Click Admission No & Receiptno.



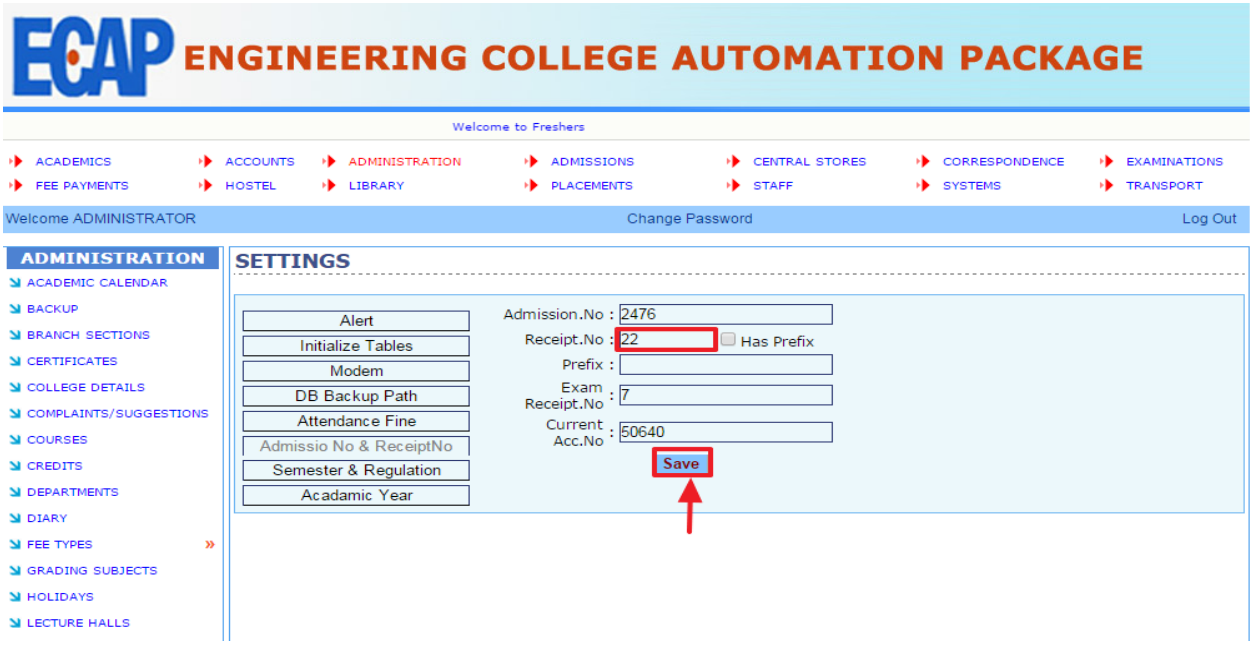
Note:-1. Admission Number (Will Generate Admission No While Entering Students Through Admissions Online)

Step6:-Please Enter Admission No And Click Save.



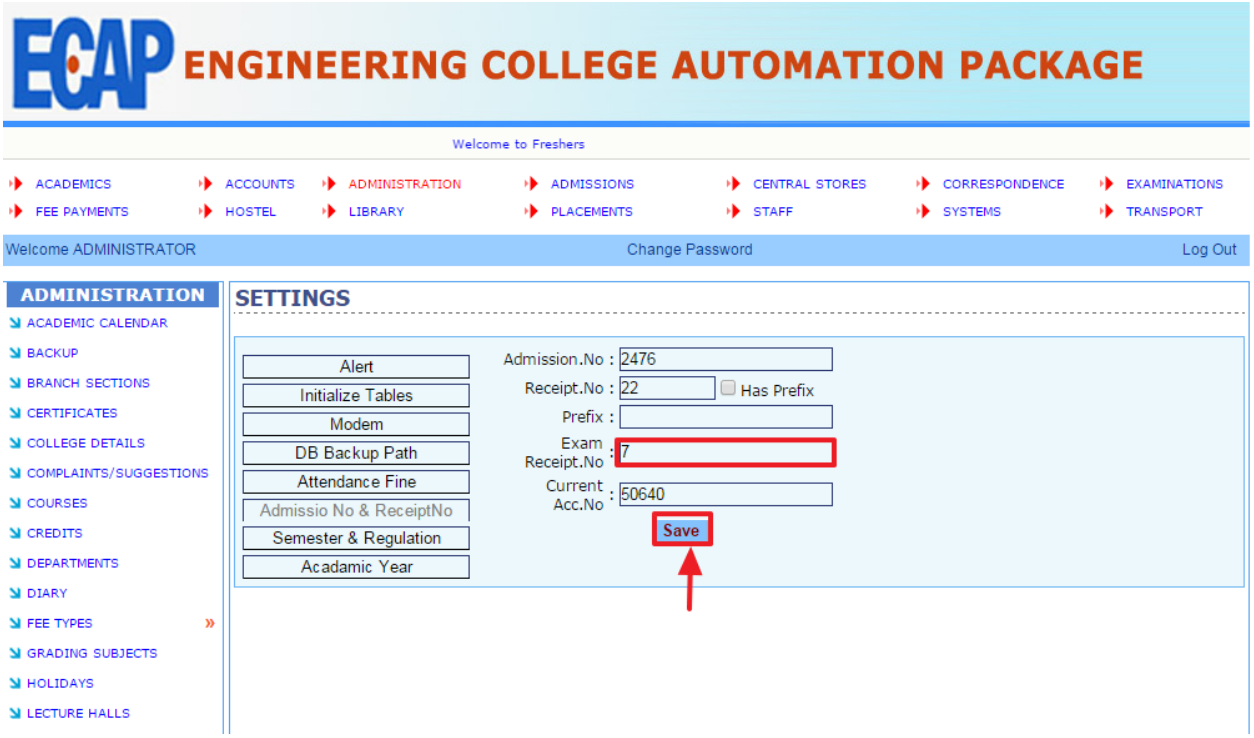
2. Fee Receipt No (Used To Generate Receipts Without Giving Receipt No I.E. Auto Generation)

Step7:-Please Enter Receipt No And Click Save.



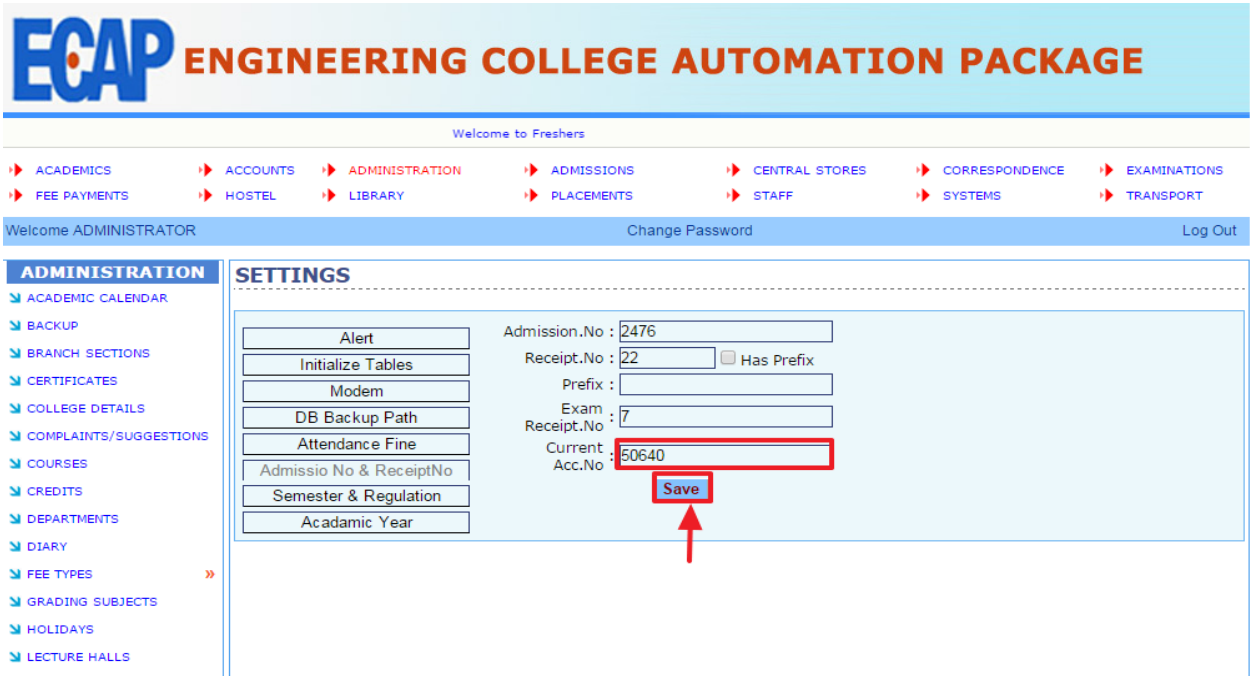
3. Exam Receipt No (Will Generate Receipt While Saving Exam External Regular/Supply Registrations)

Step8:-Please Enter Exam Receipt No And Click Save.



4. Library Current Accession Number (Will Generate Accession Number While Entering Books Online)

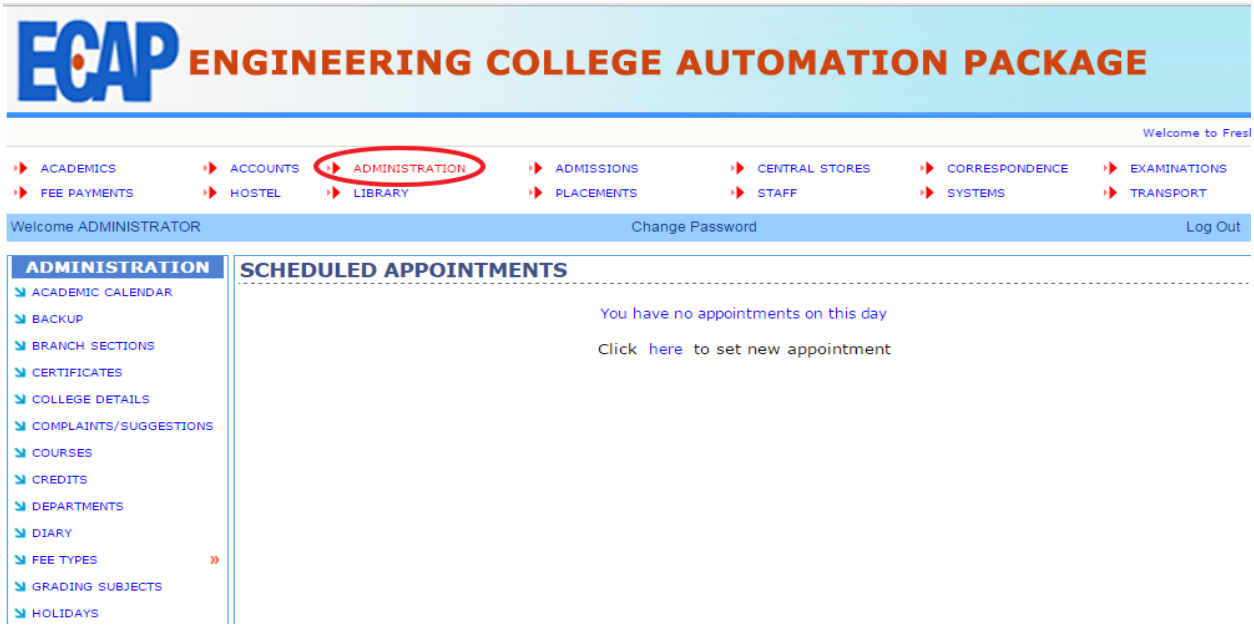
Step9:-Please Enter Current Acc No And Click Save.



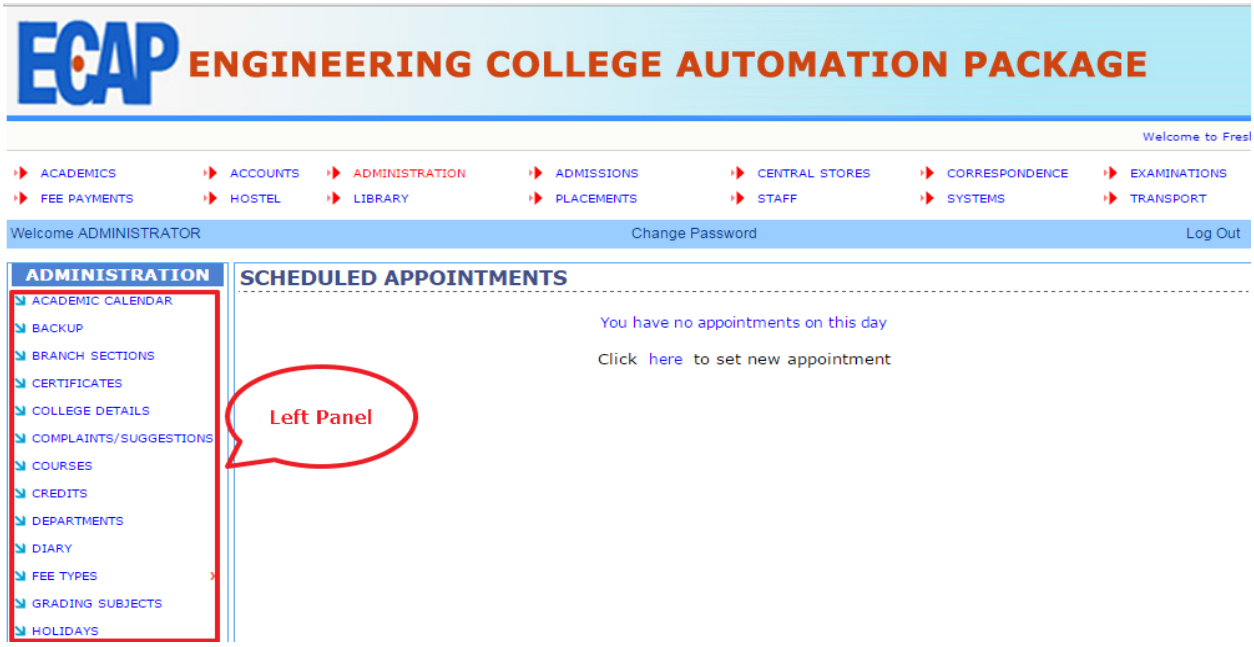
24) Where Can I Create Attendance/Marks Tables By Semester Wise Which Is Used To Post Attendance/Internal Marks Through Faculty Logins? (Settings->Initialize Tables)

Ans:- Step 1:- Please Login In To "ECAP" By Using Your Username And Password.

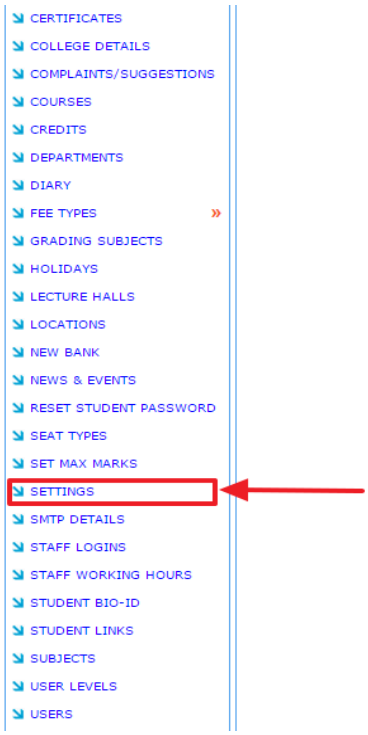
Step2:- Please Click On "ADMINISTRATION" Module As Shown In Below.



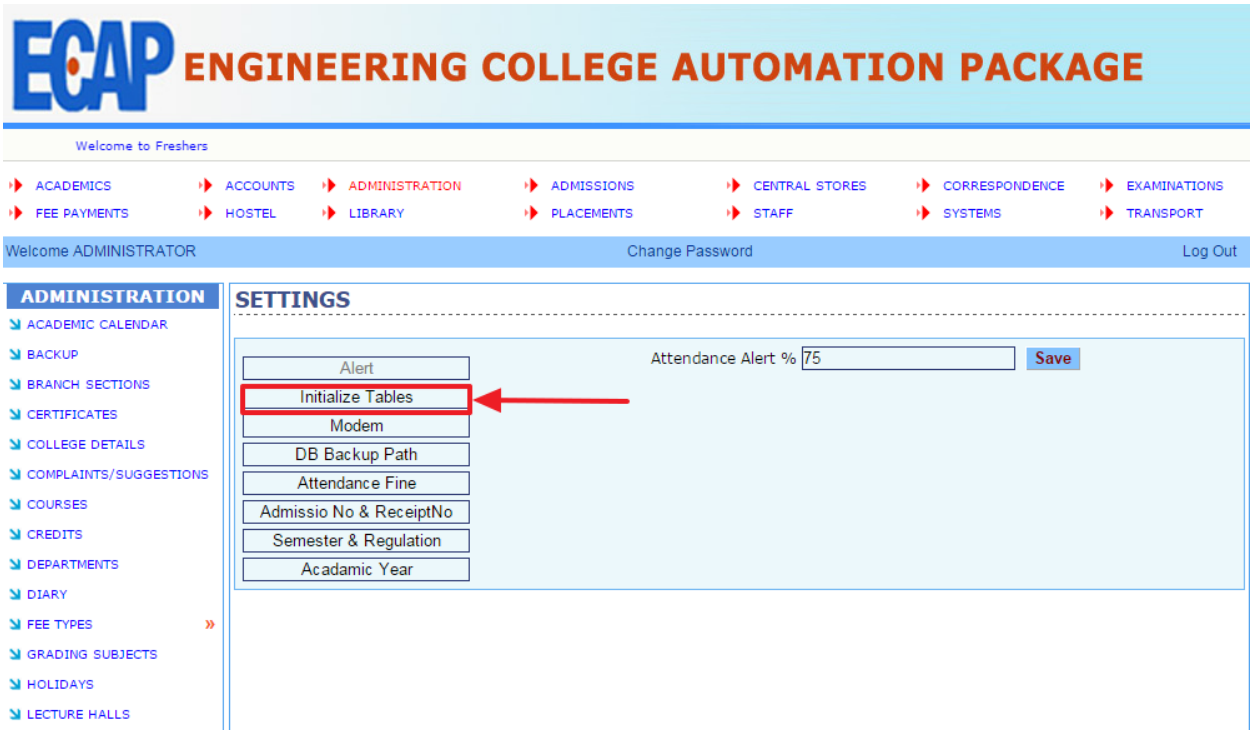
Step3:- After Click On "ADMINISTRATION" Then You Will Find "Left Panel" As Shown In Below.



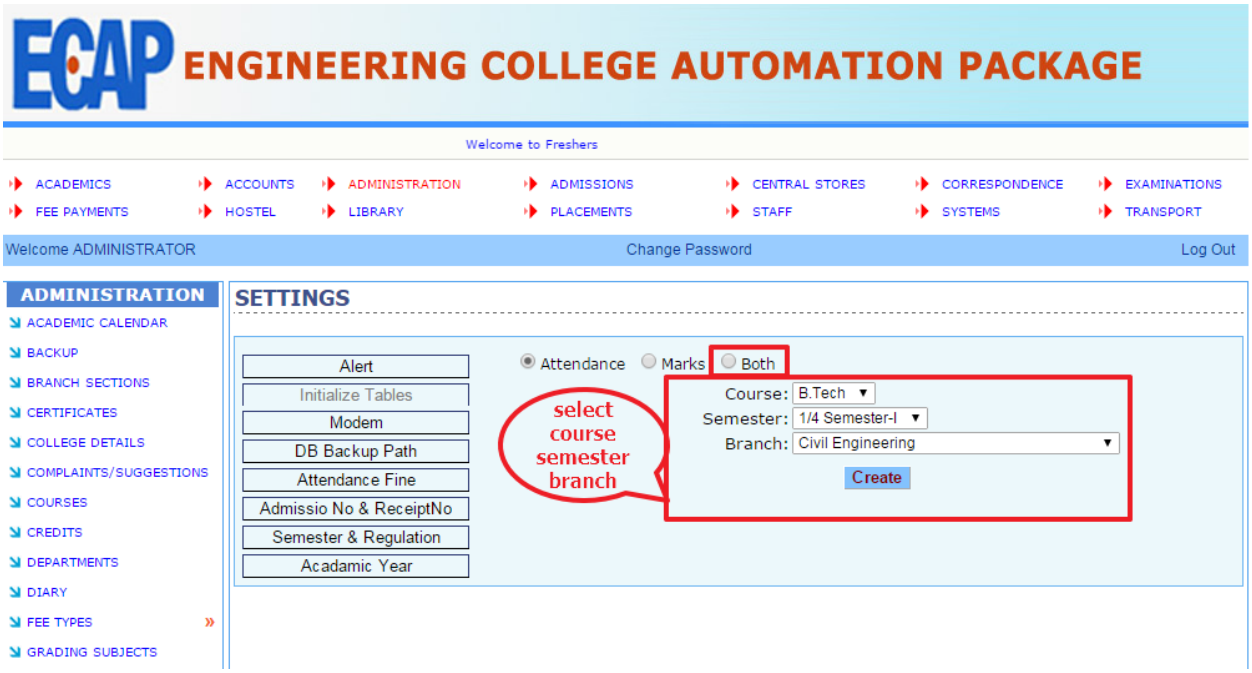
Step4:-Please Click On "ADMINISTRATION" Which Is Available In Left Panel Menu As Shown In Below. And Select Settings.



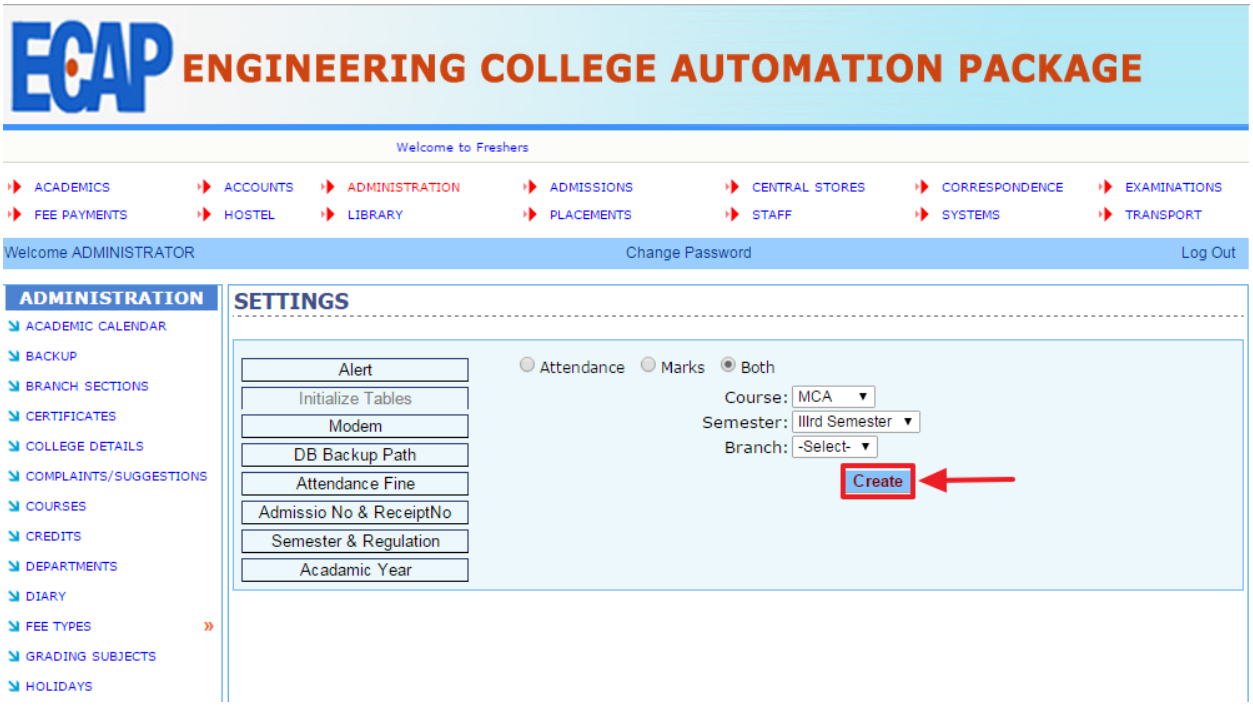
Step5:-Please Select Initialize Tables.



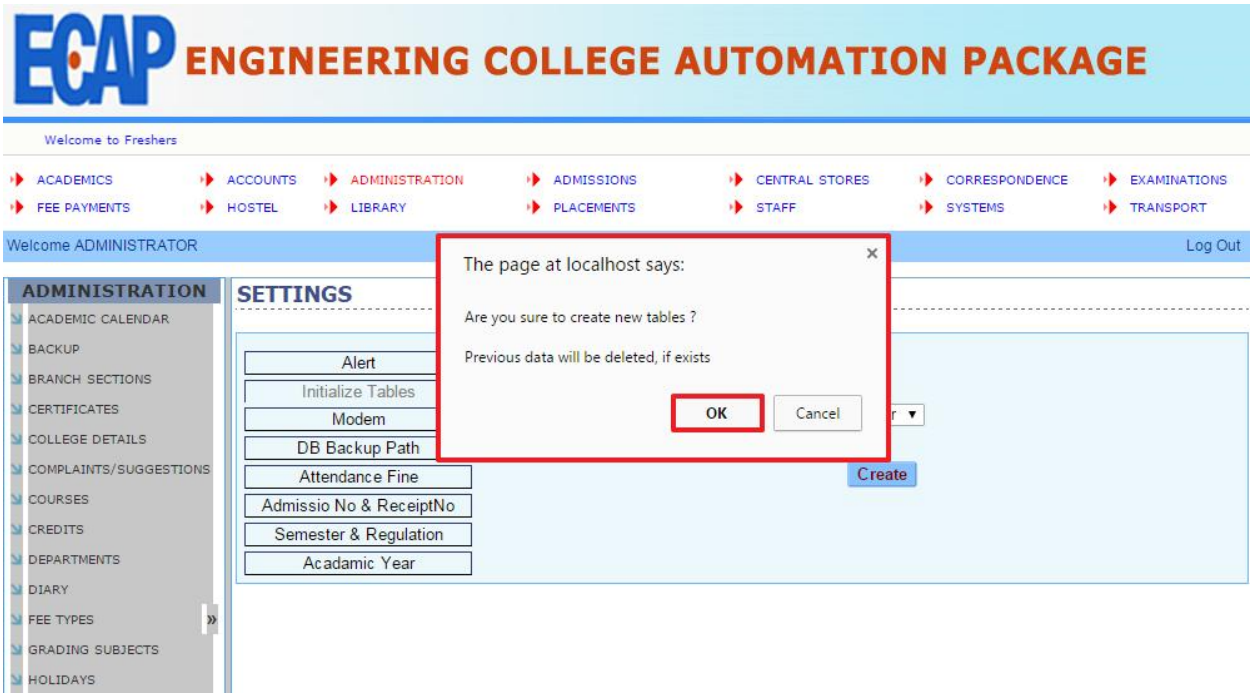
Step6:-Please Select Radio Button Both And Select Course, Semester, Branch And Click Create.



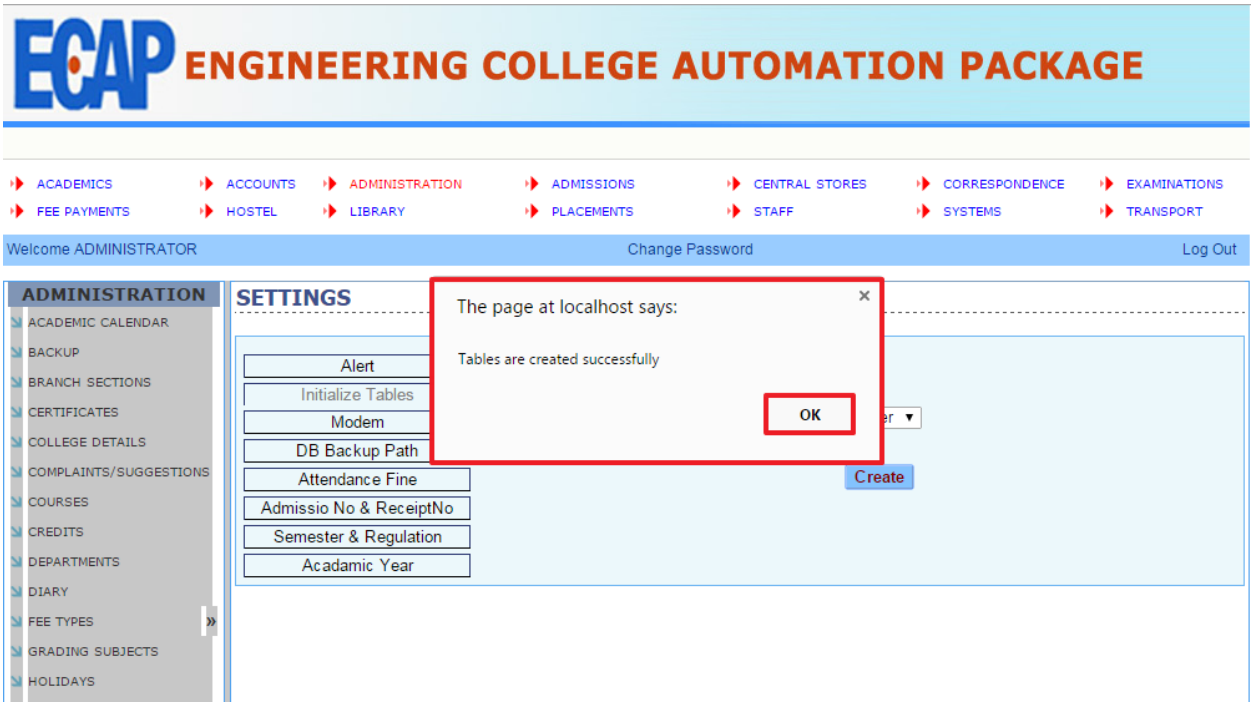
Step7:-Please Select Create.



Step8:-Please Click Ok.



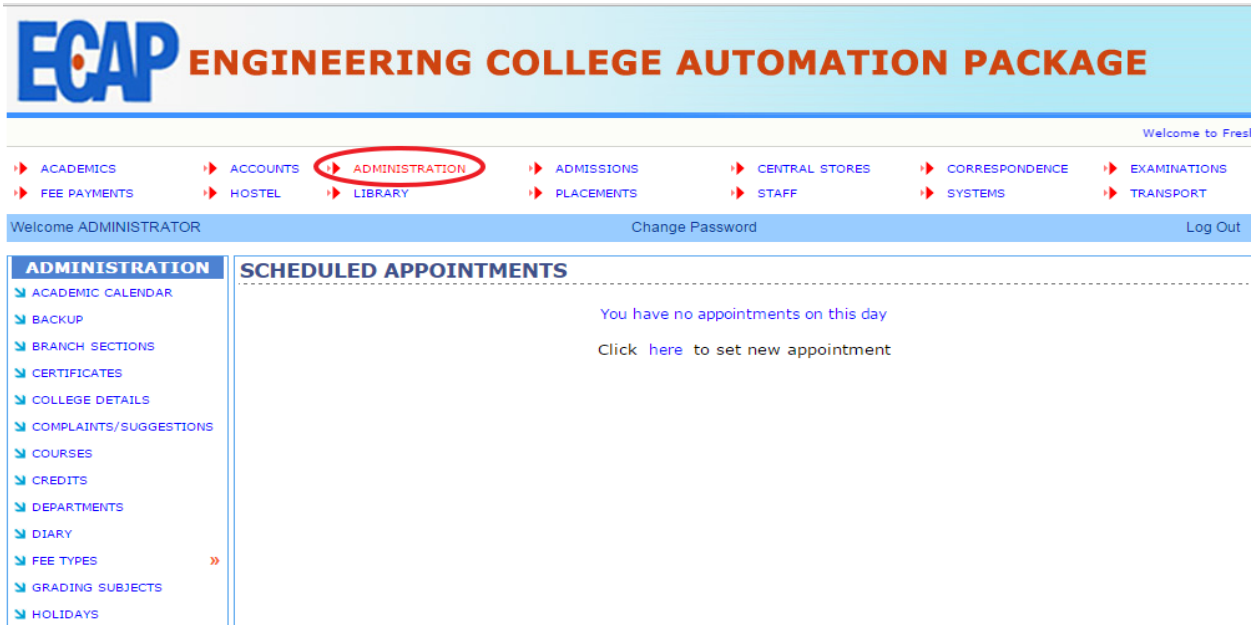
Step9:-Please Click Ok.



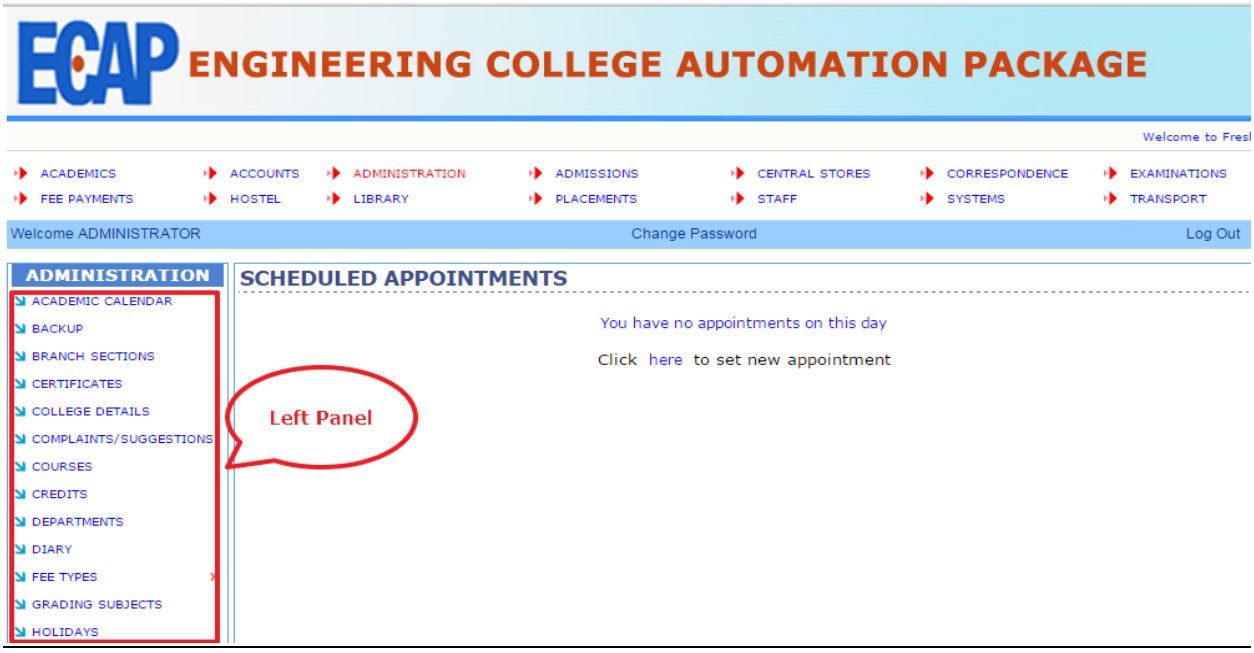
25) Where Can I Add Holidays List? (Holidays)

Ans:- Step 1:- Please Login In To "ECAP" By Using Your Username And Password.

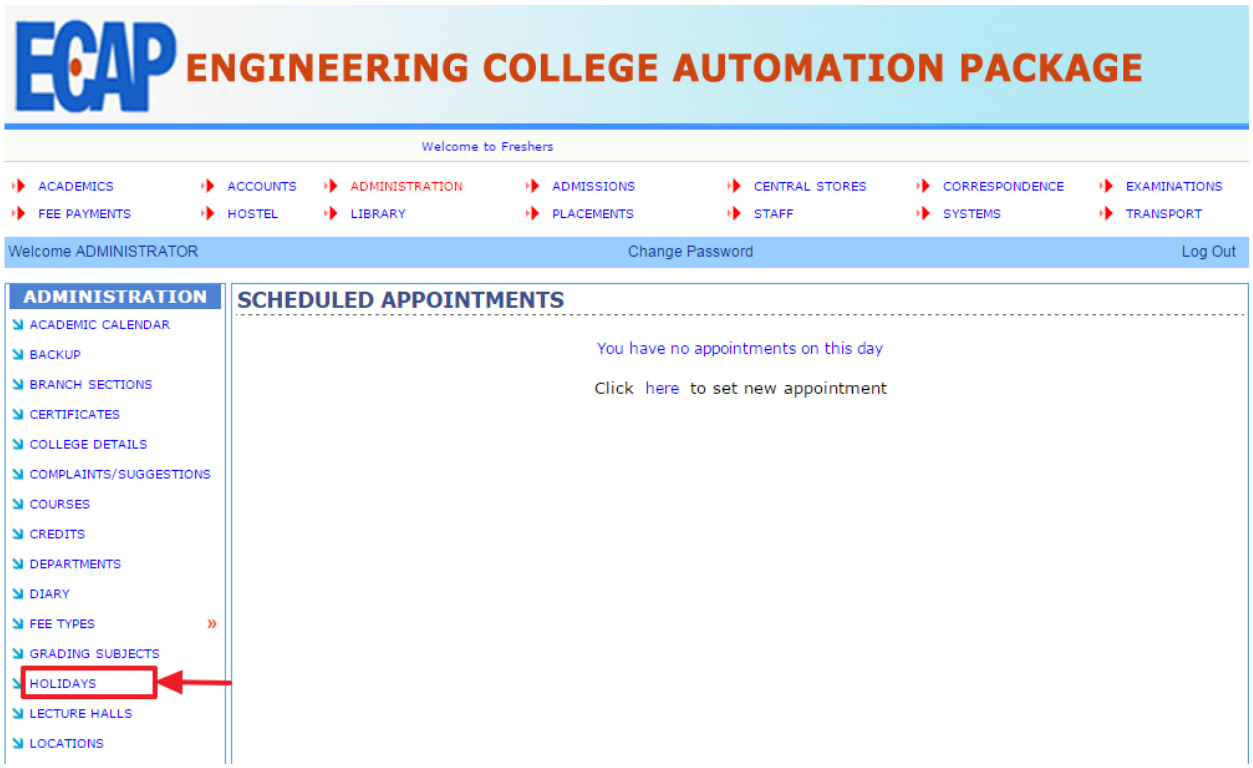
Step2:- Please Click On "ADMINISTRATION" Module As Shown In Below.



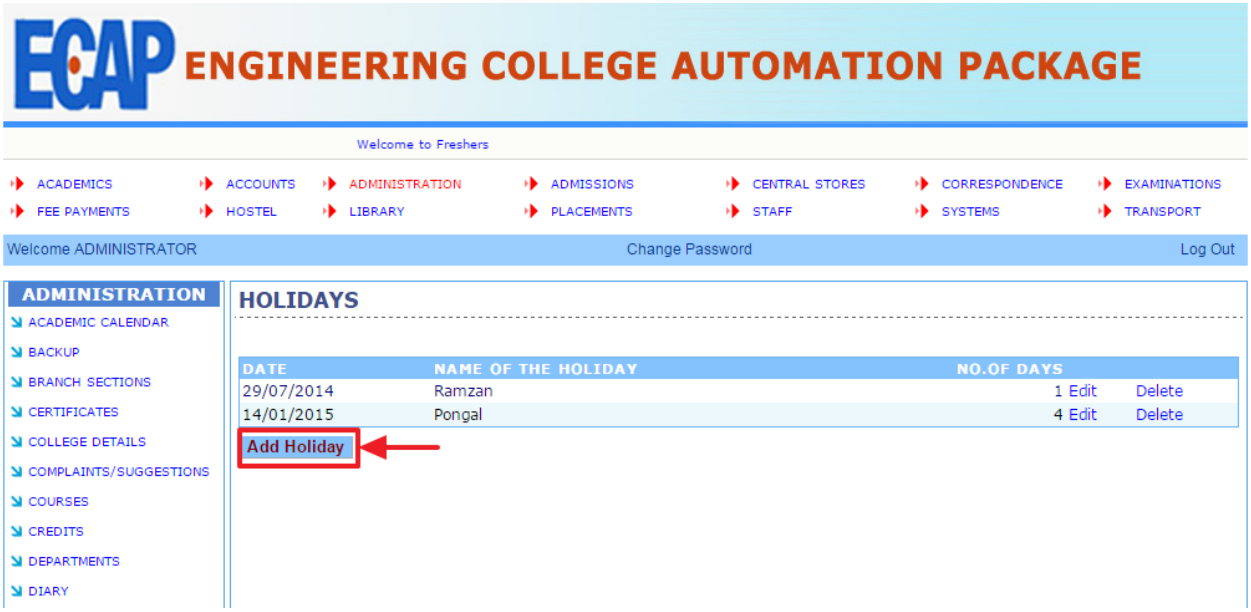
Step3:- After Click On "ADMINISTRATION" Then You Will Find "Left Panel" As Shown In Below.



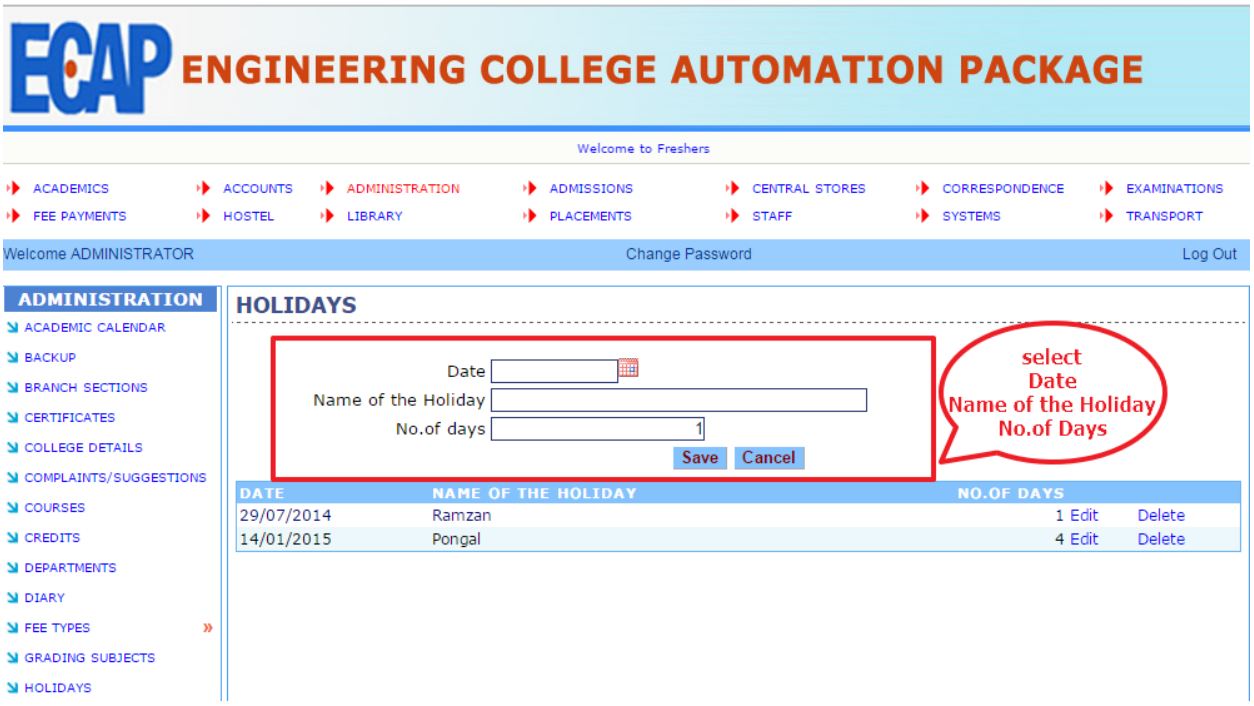
Step4:-Please Click On "ADMINISTRATION" Which Is Available In Left Panel Menu As Shown In Below.



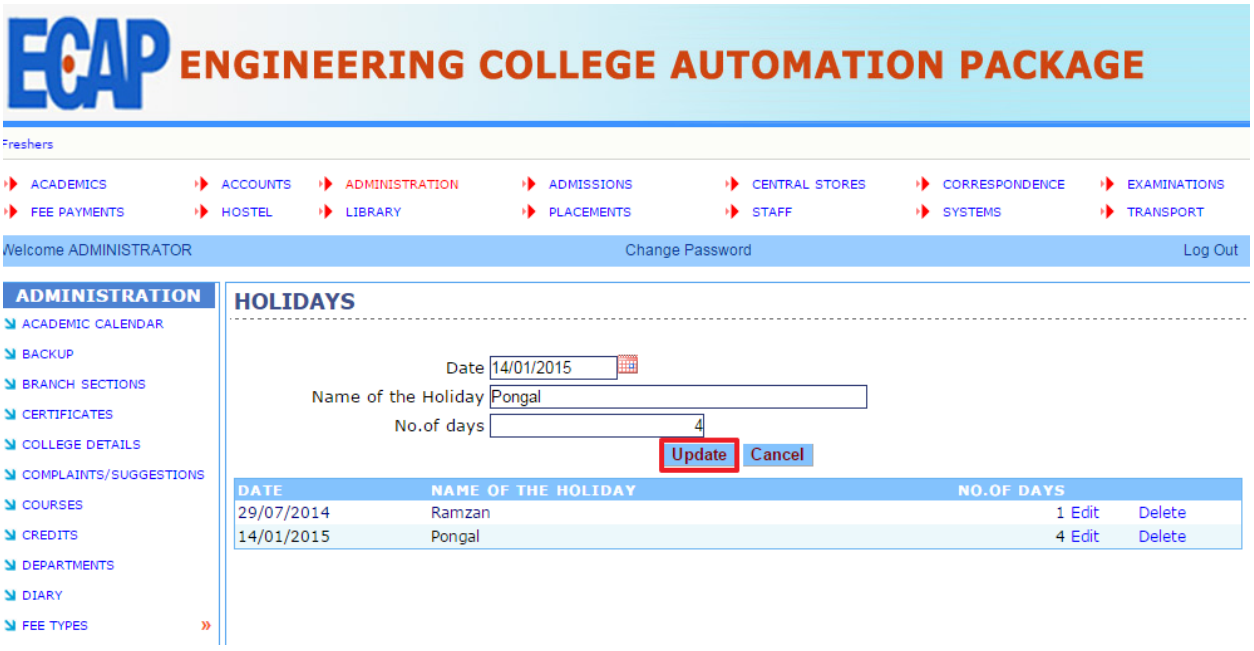
Step5:-Please Select Hiliday.



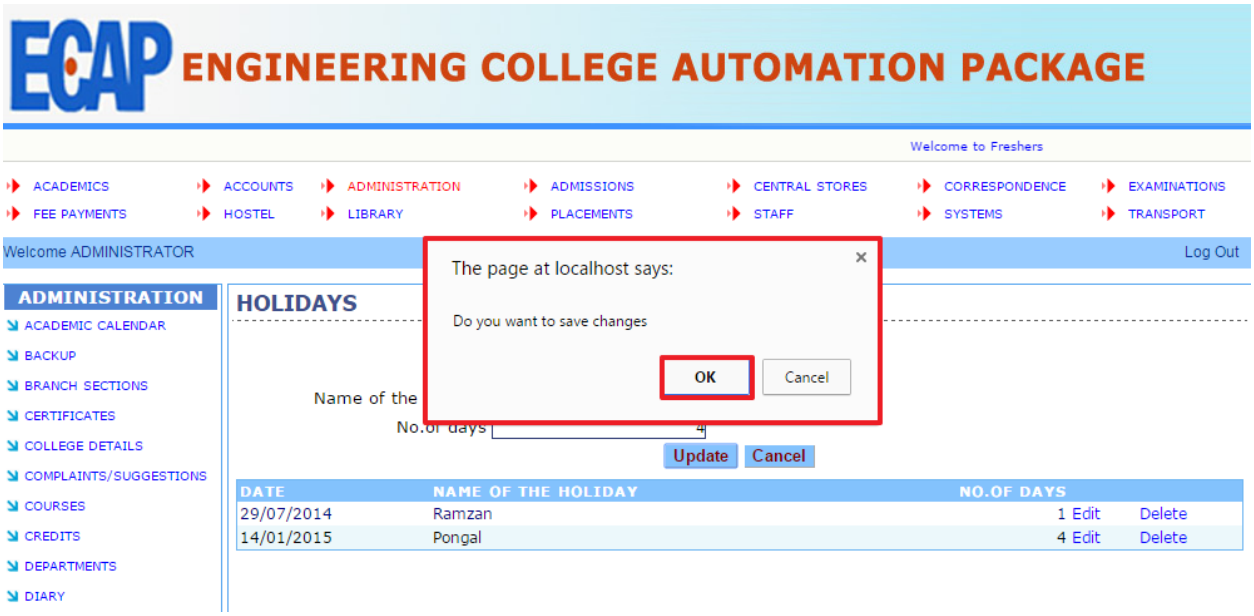
Step6:-Please Select Date, Name Of The Holiday, No. Of Days And Select Save.



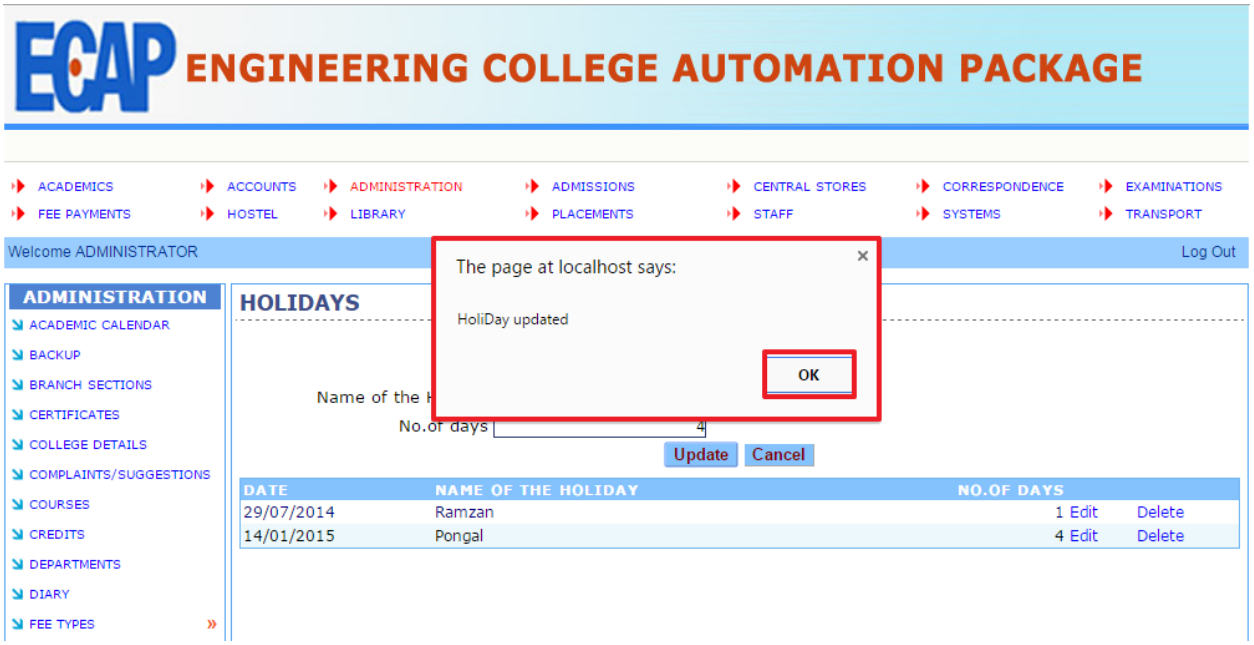
Step7:-Please Select Update.



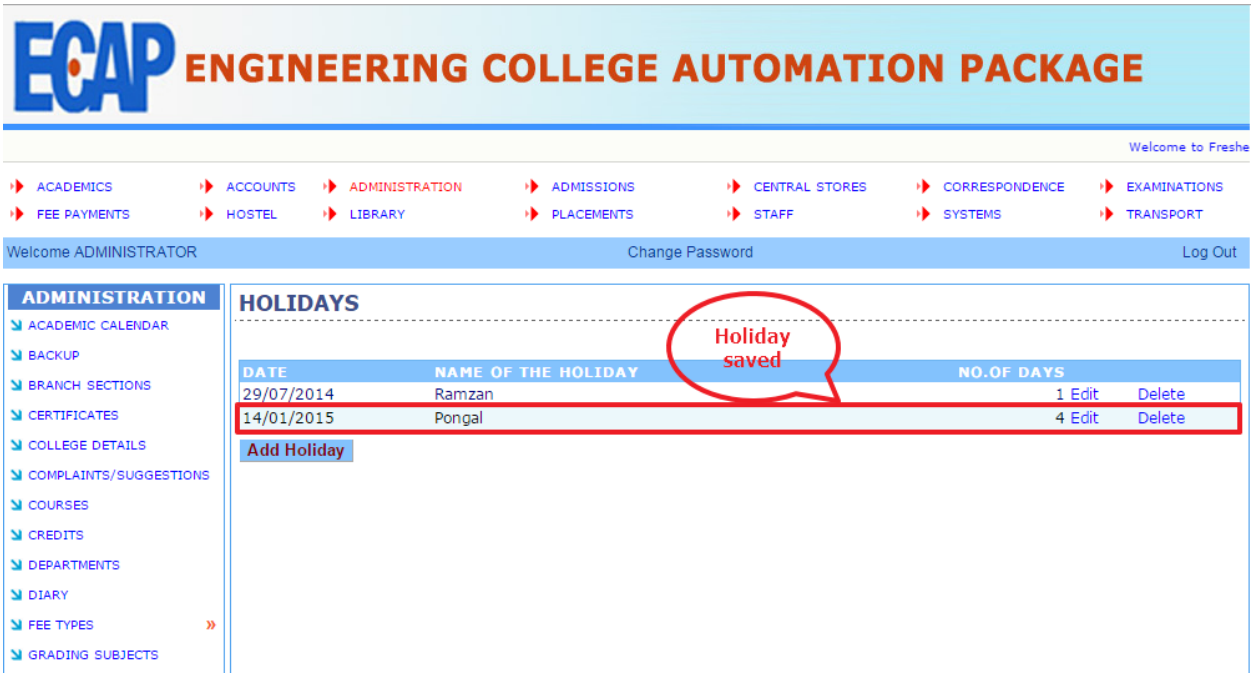
Step8:-Please Click Ok.



Step9:-Please Click Ok.



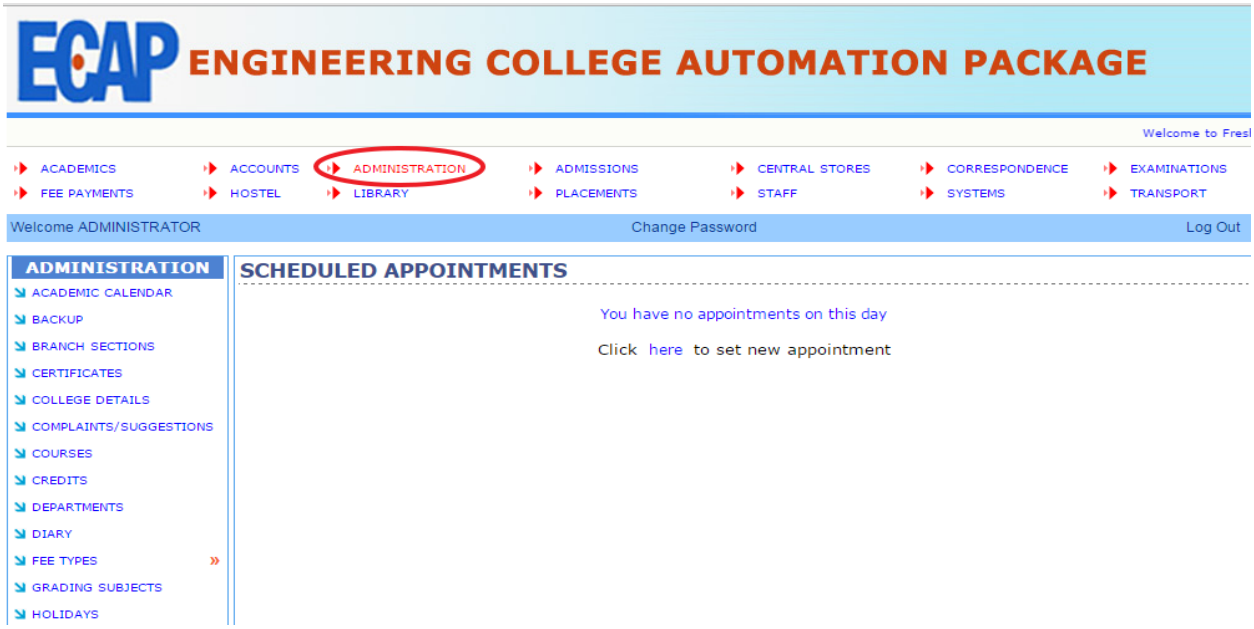
Step10:-Holiday Saved Successfully Saved As Shown Below.



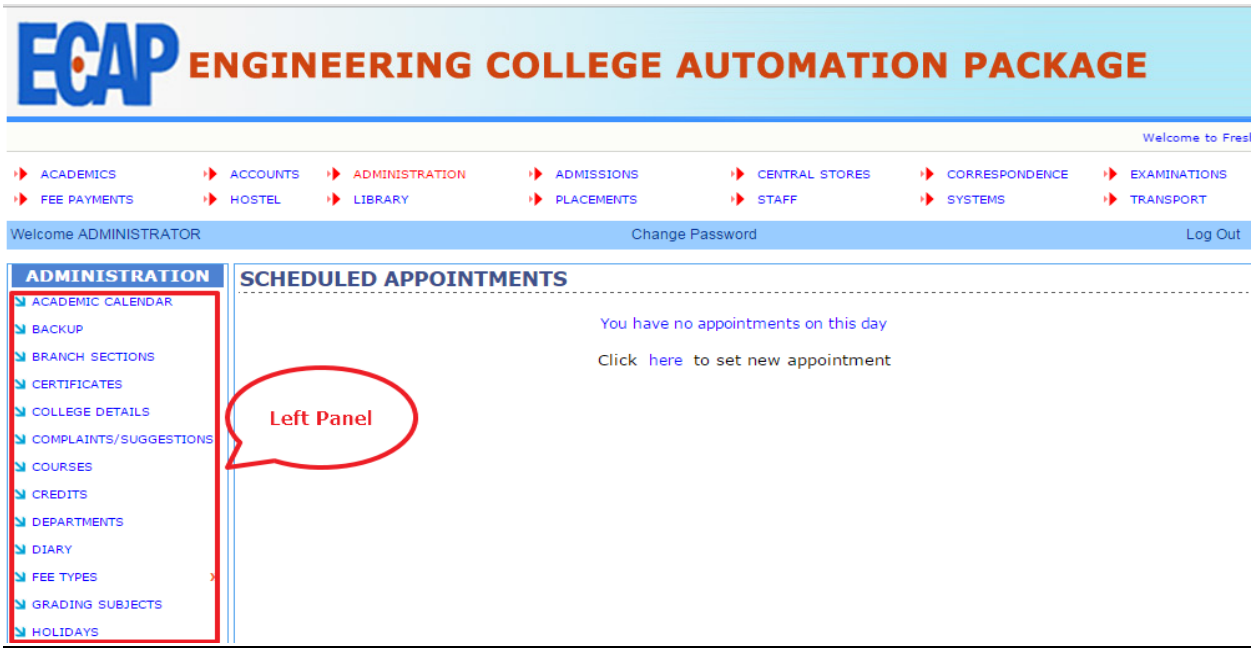
26) Where Can I Enter Credits Which Is Used To Detain A Student By Credits While Promoting Students 1 Semester To Next Semester? (Credits)

Ans:- Step 1:- Please Login In To "ECAP" By Using Your Username And Password.

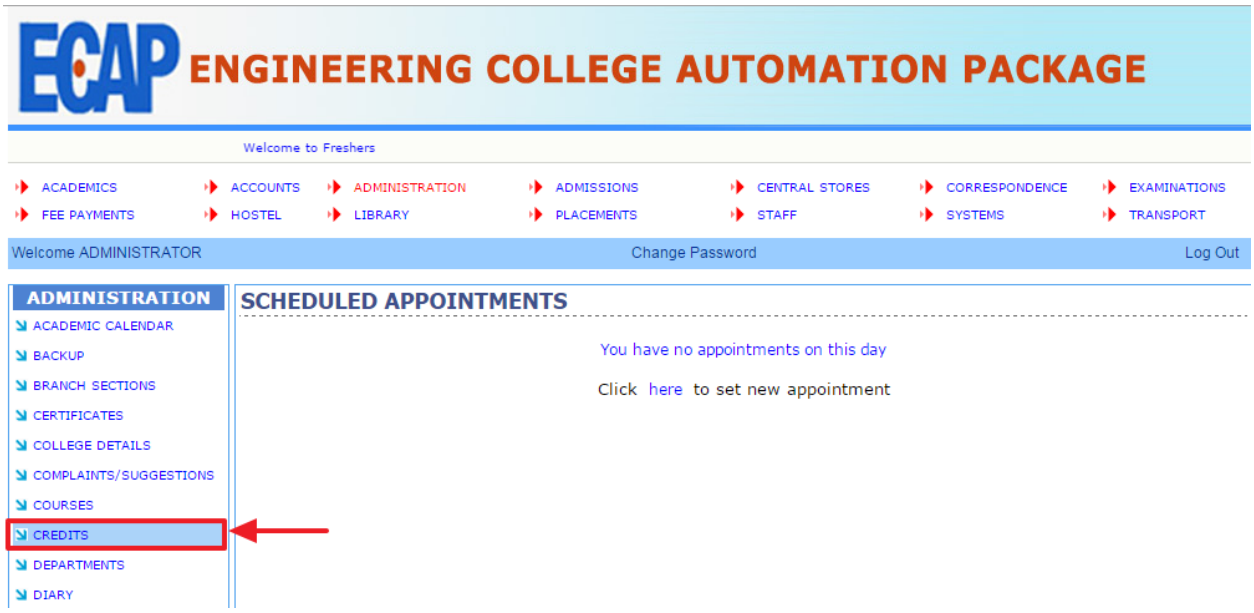
Step2:- Please Click On "ADMINISTRATION" Module As Shown In Below.



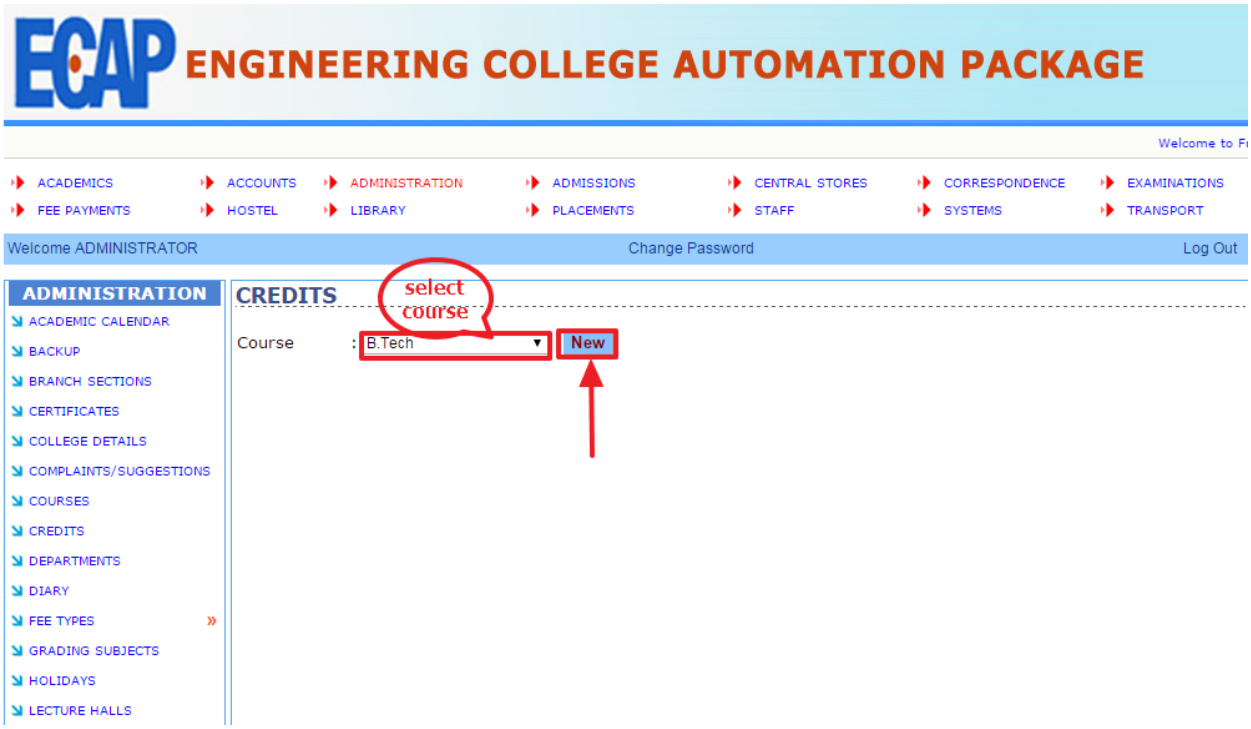
Step3:- After Click On "ADMINISTRATION" Then You Will Find "Left Panel" As Shown In Below.



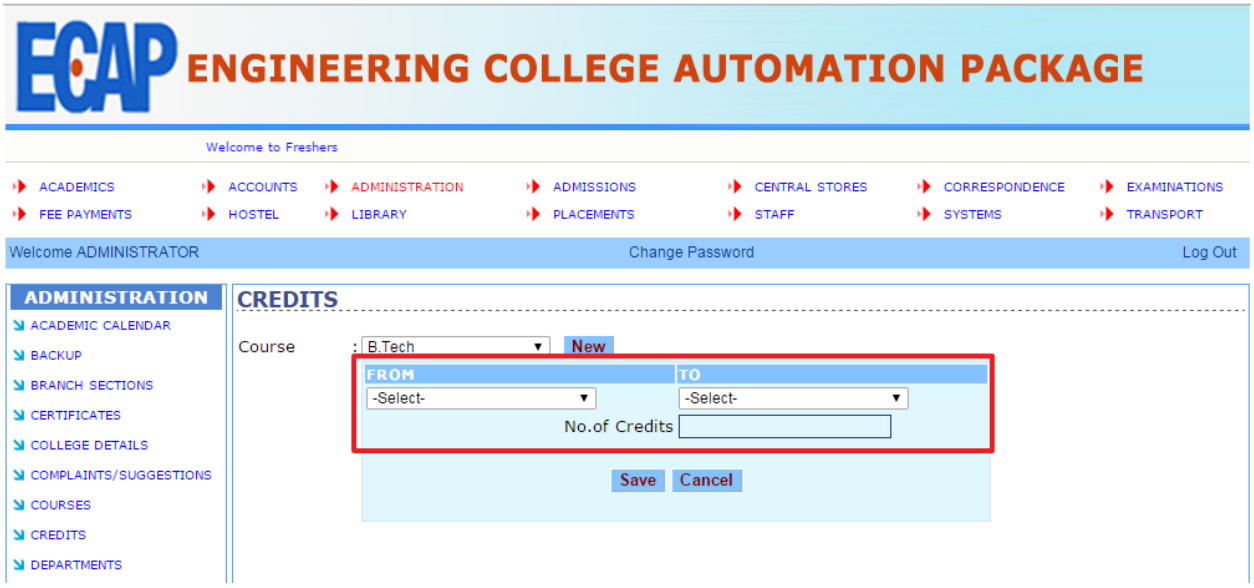
Step4:-Please Click On "ADMINISTRATION" Which Is Available In Left Panel Menu As Shown In Below.



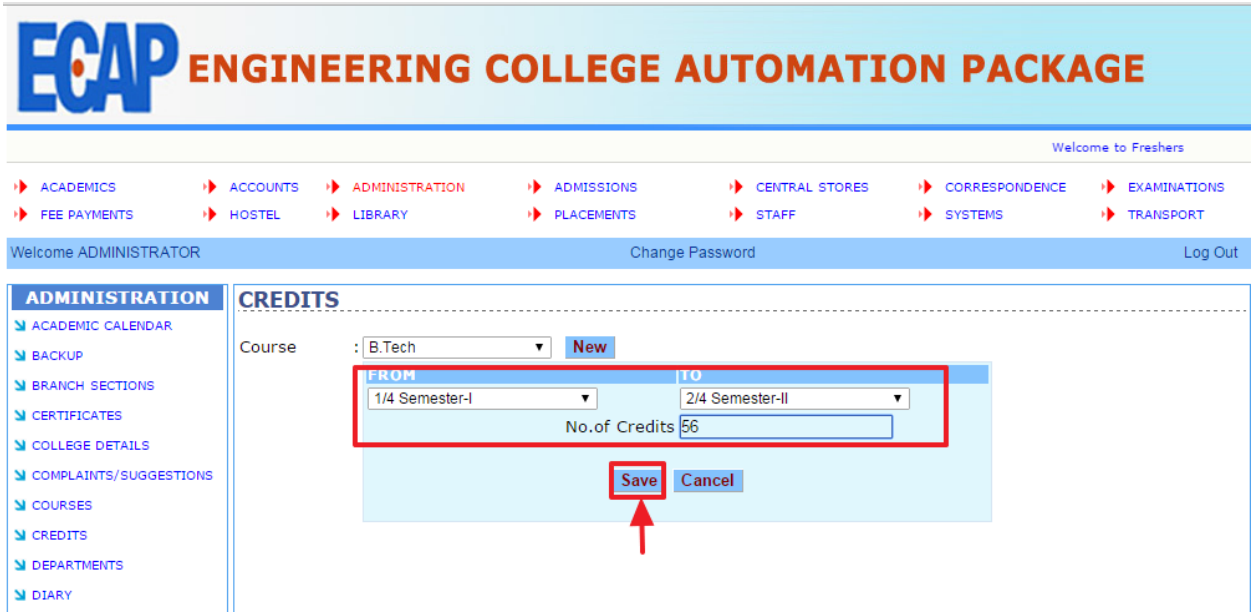
Step5:-Please Select Course And Click New.



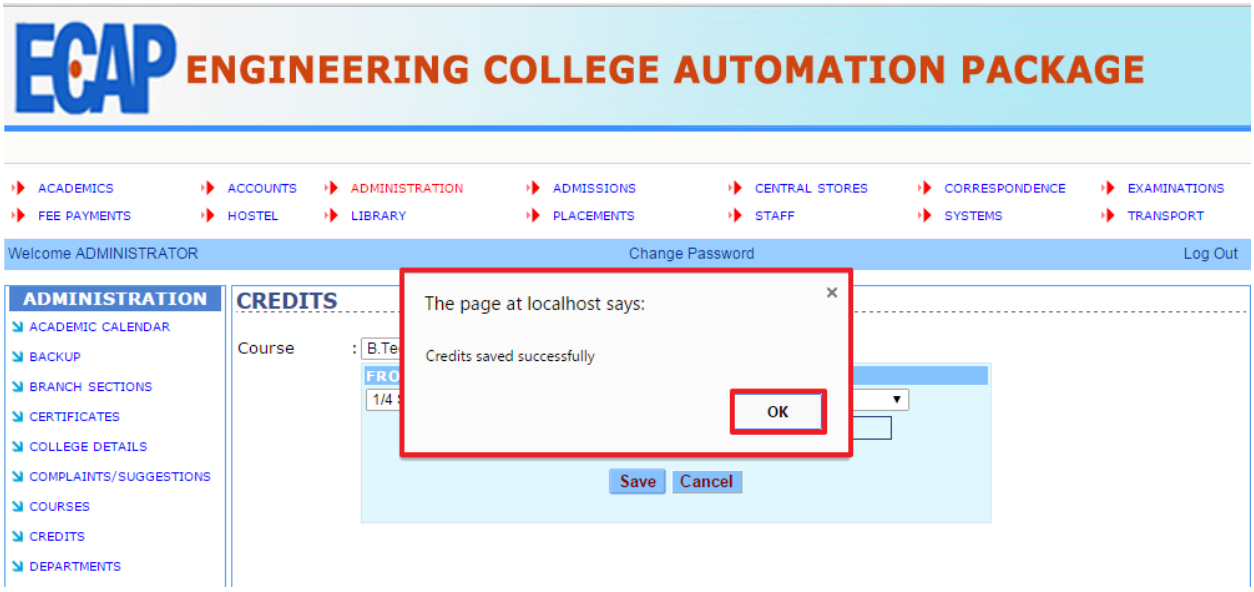
Step6:-Please Select From And To Semesters And Click Save Button.



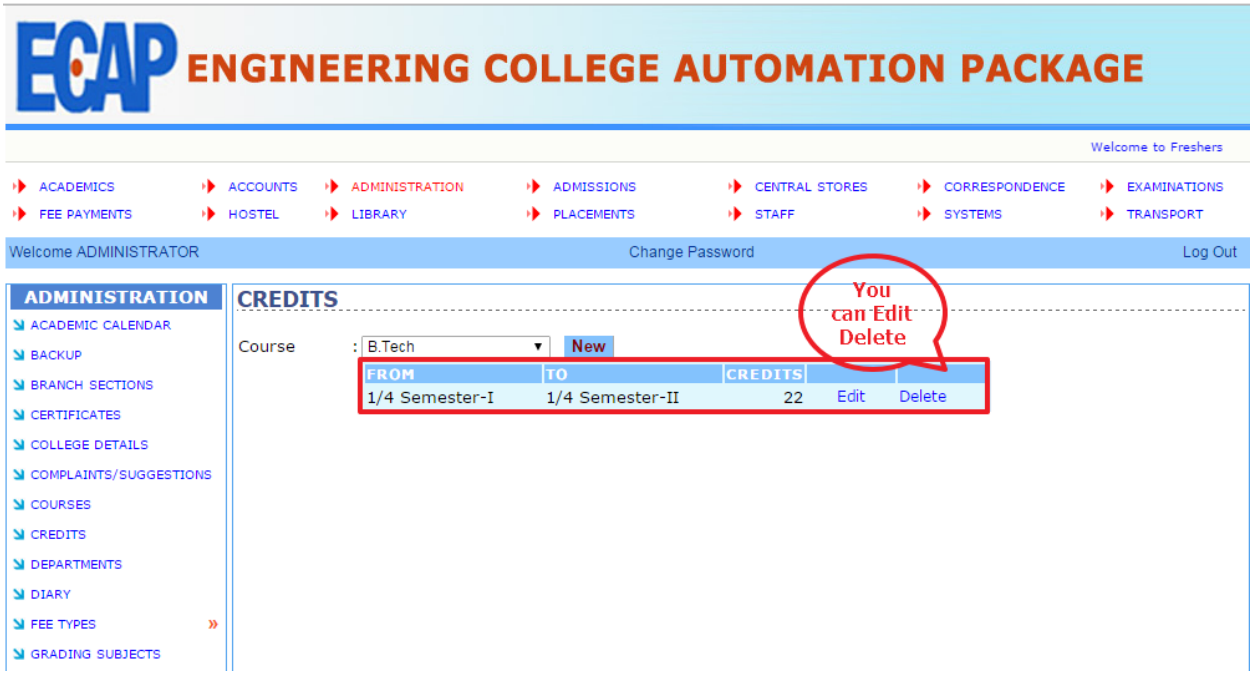
Step7:-Please Select From And To Semesters And Click Save Button.



Step8:-Please Select Ok.



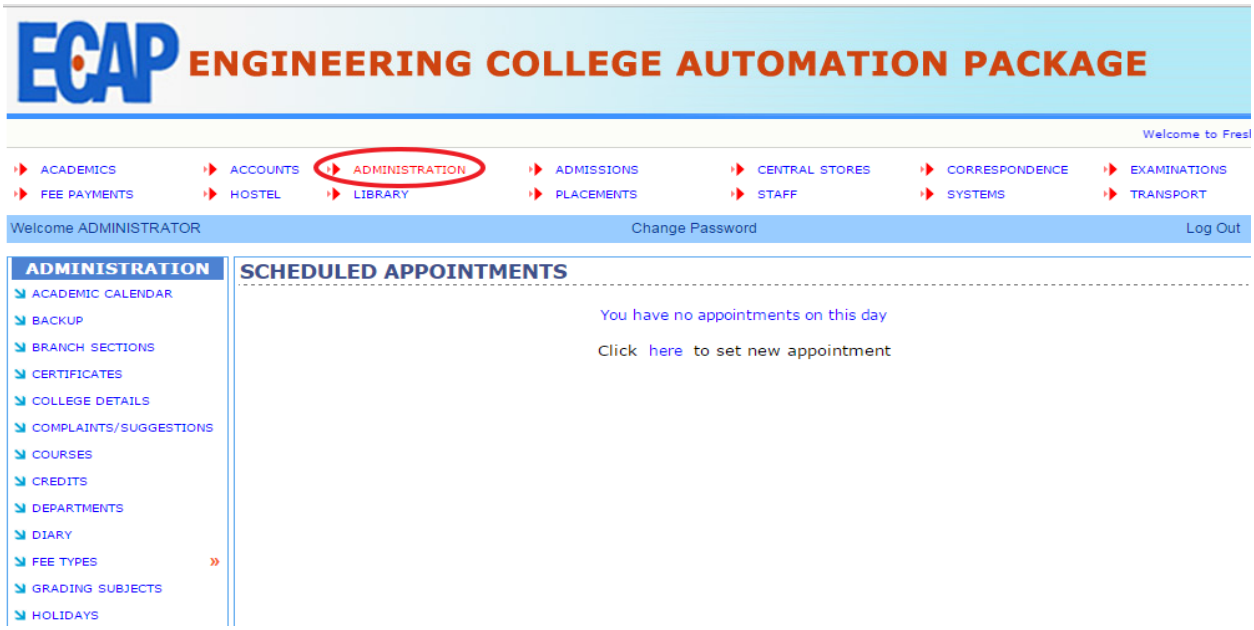
Step9:-Please Select Ok.



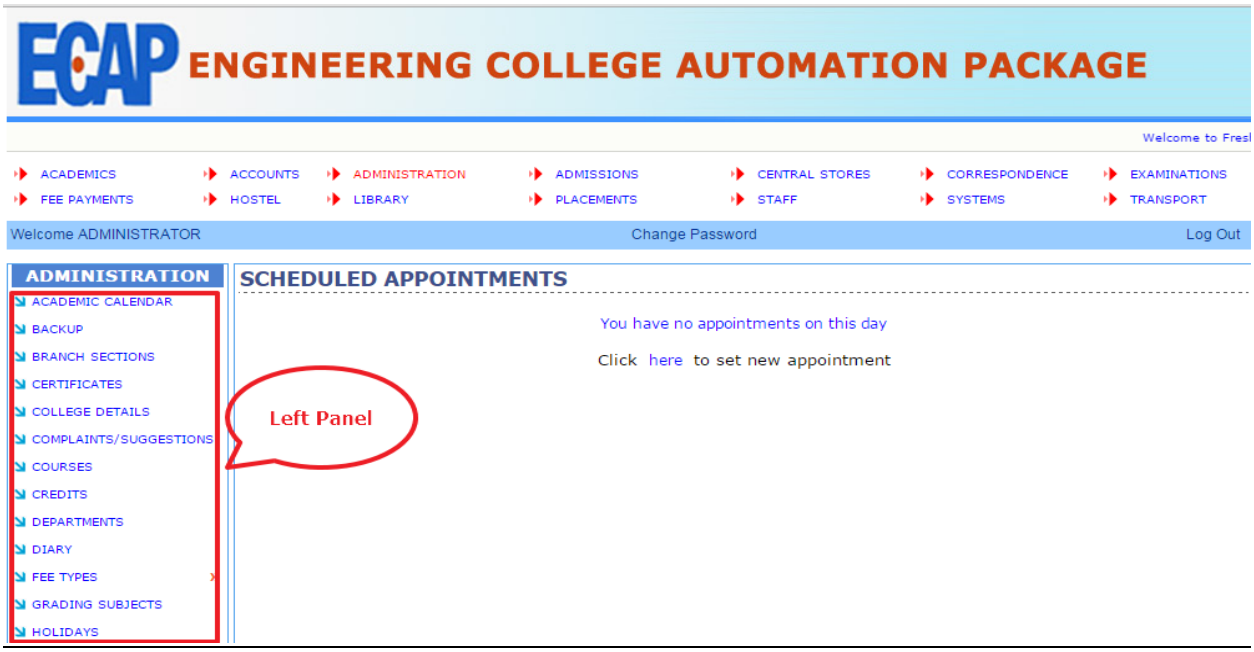
27) Where Can I Check Staff Login Timings In To Package By Selected Date Wise? (Staff Logins)

Ans:- Step 1:- Please Login In To "ECAP" By Using Your Username And Password.

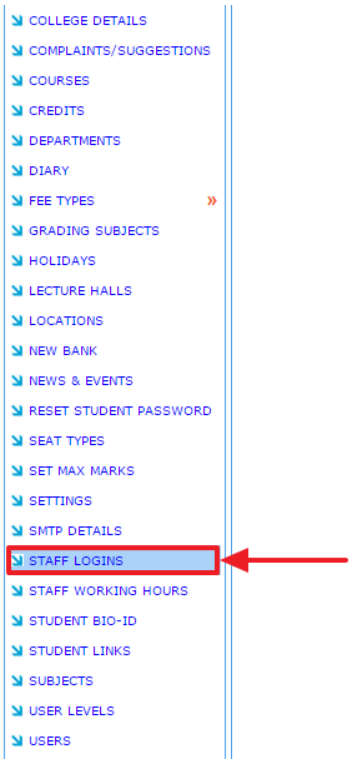
Step2:- Please Click On "ADMINISTRATION" Module As Shown In Below.



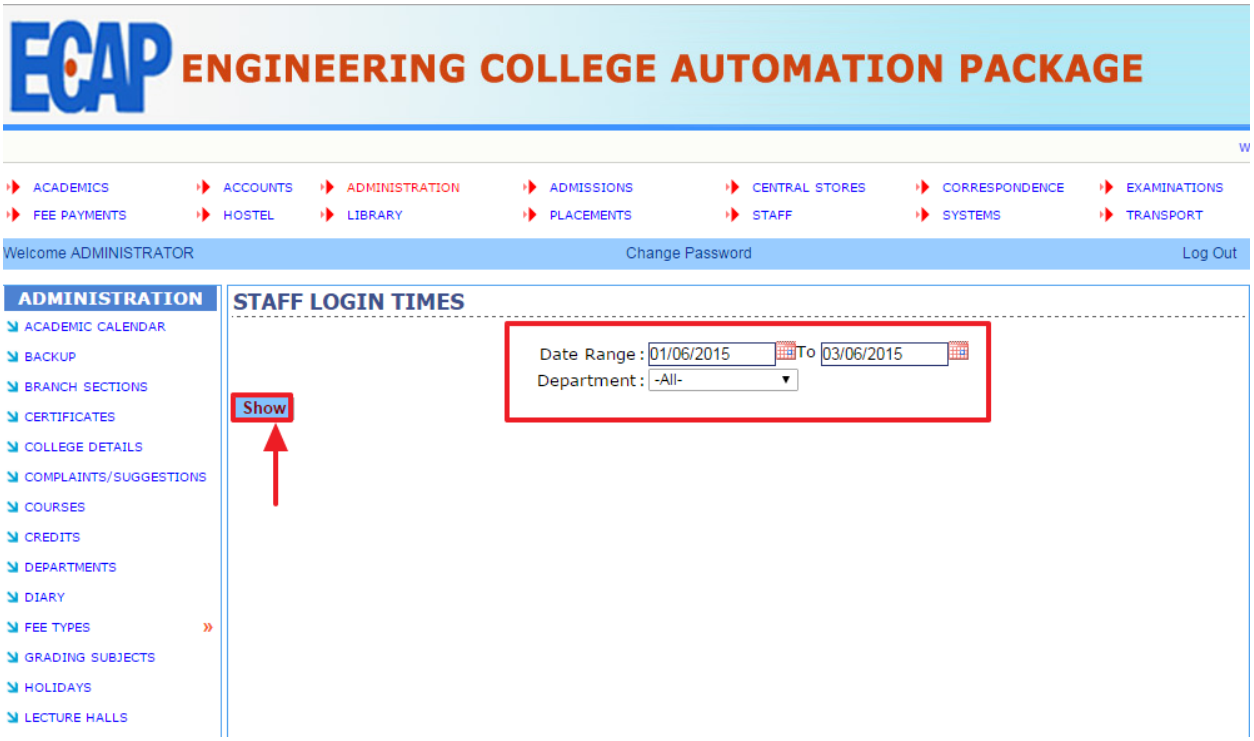
Step3:- After Click On "ADMINISTRATION" Then You Will Find "Left Panel" As Shown In Below.



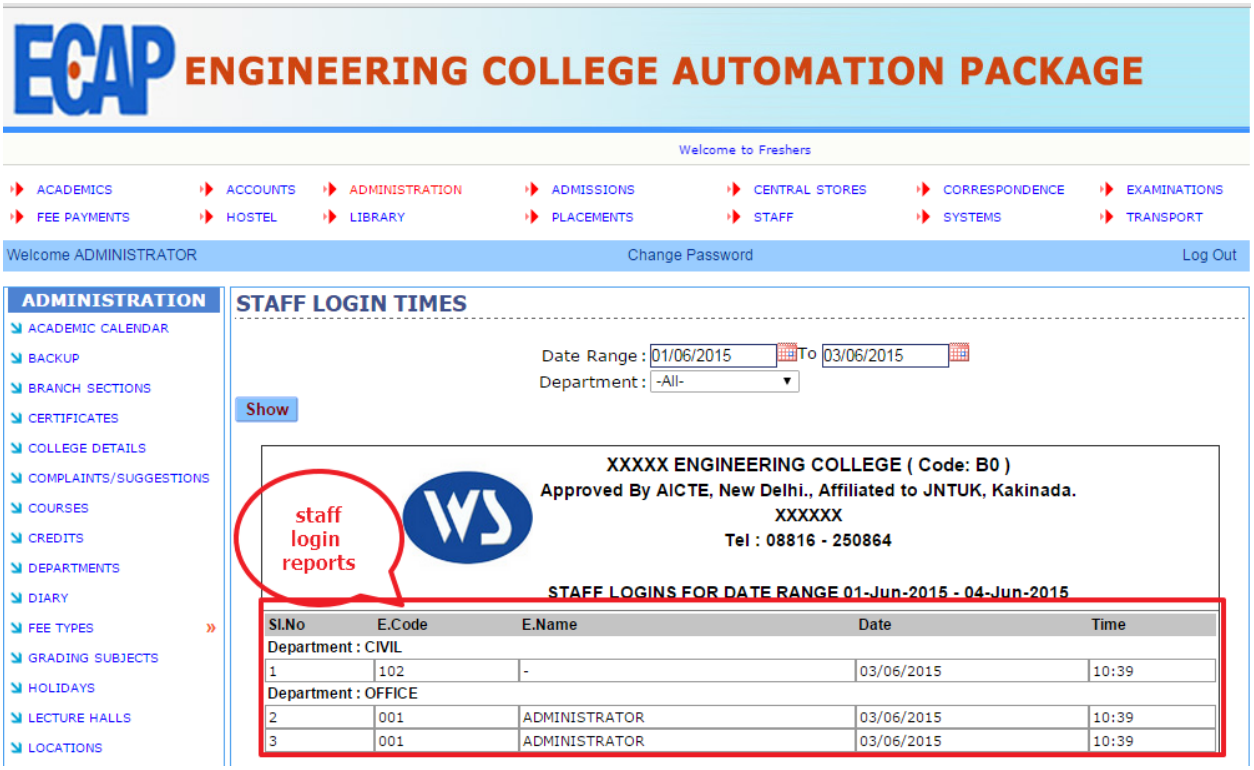
Step4:-Please Click On "ADMINISTRATION" Which Is Available In Left Panel Menu As Shown In Below. Select Staff Logins.



Step5:-Please Select Date Range And Select Department And Click Show Button.



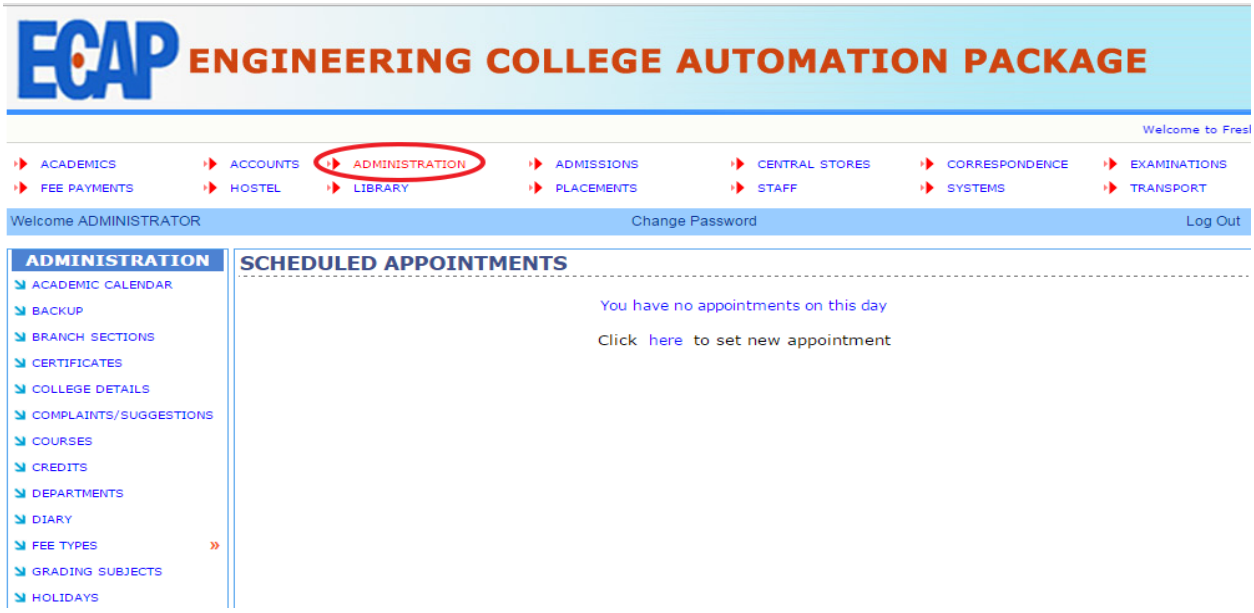
Step6:-Staff Logins Reports As Shown Below.



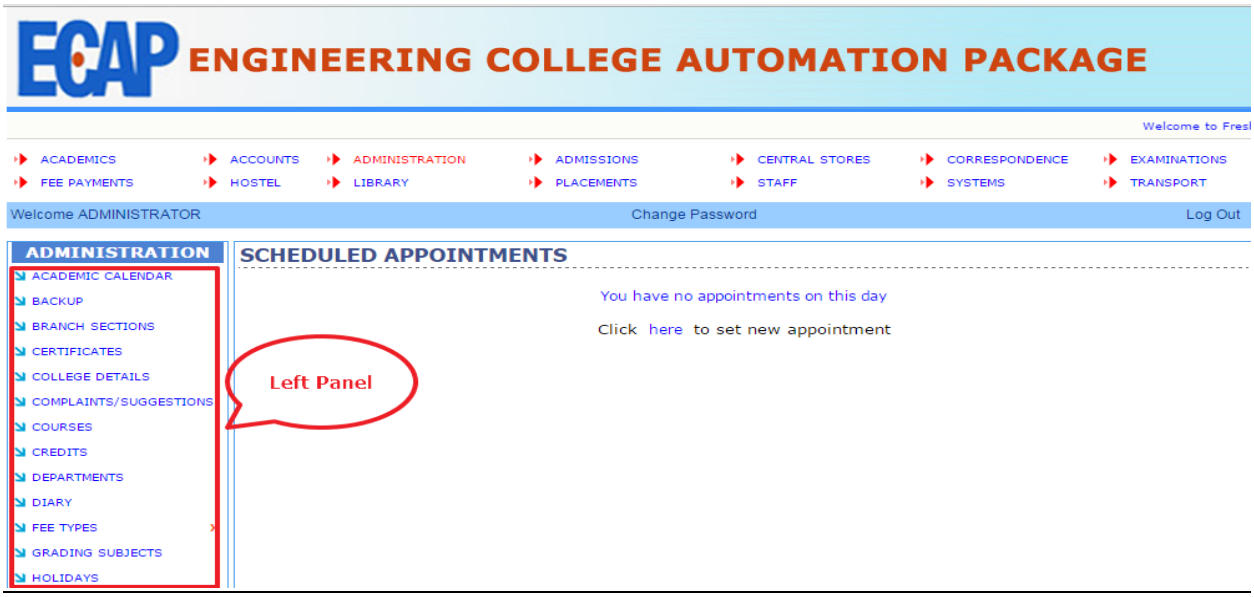
28) Where Can I Check Staff Login Timings In To Package By Selected Date Wise? (Staff Logins)

Ans:- Step 1:- Please Login In To "ECAP" By Using Your Username And Password.

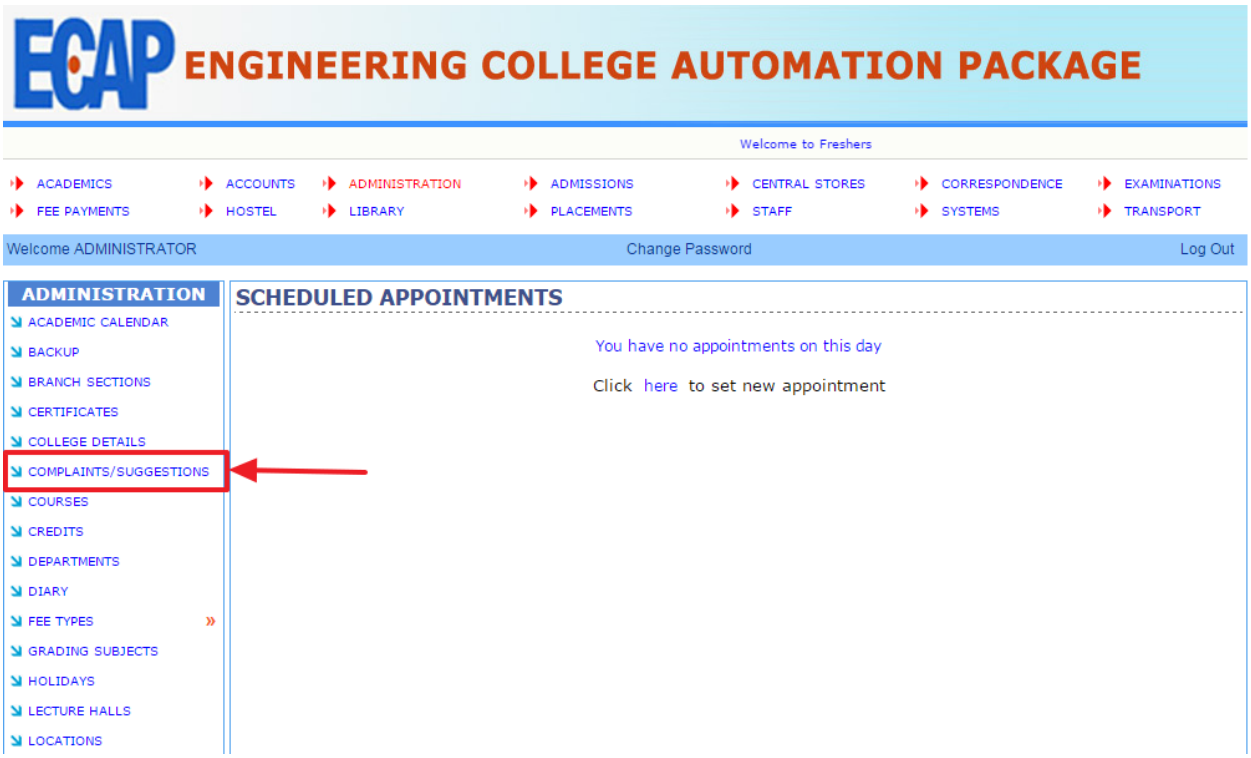
Step2:- Please Click On "ADMINISTRATION" Module As Shown In Below.



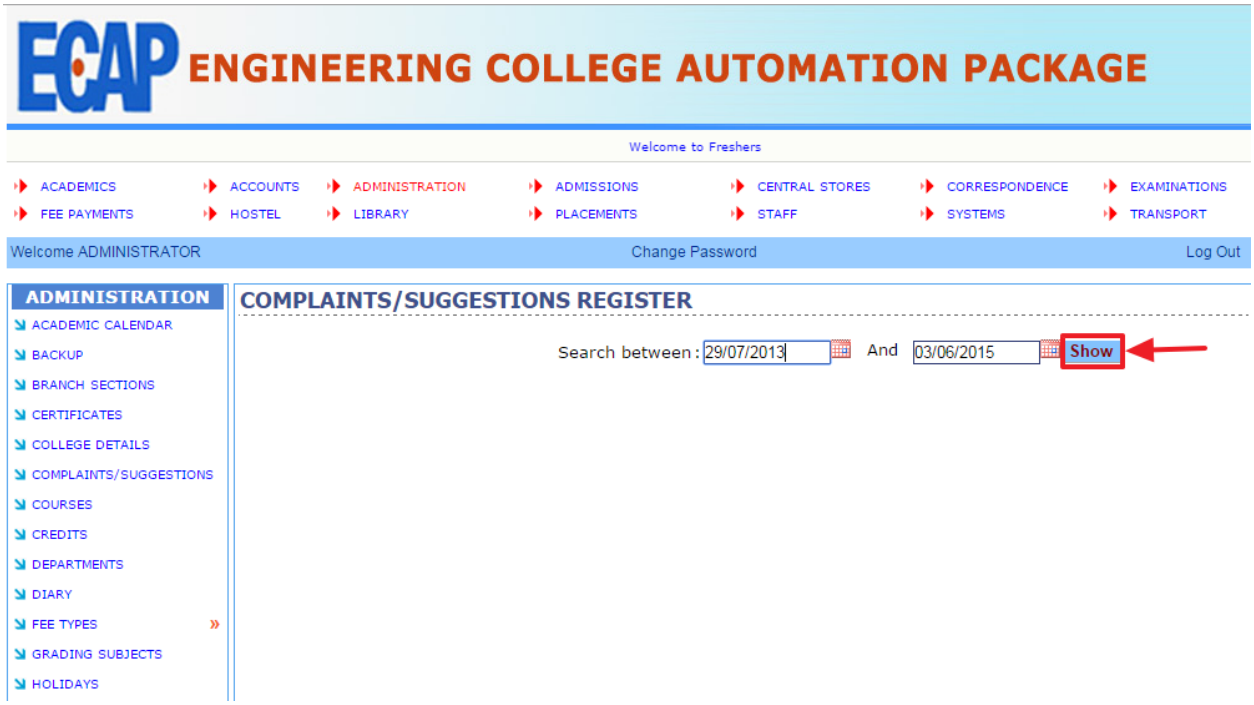
Step3:- After Click On "ADMINISTRATION" Then You Will Find "Left Panel" As Shown In Below.



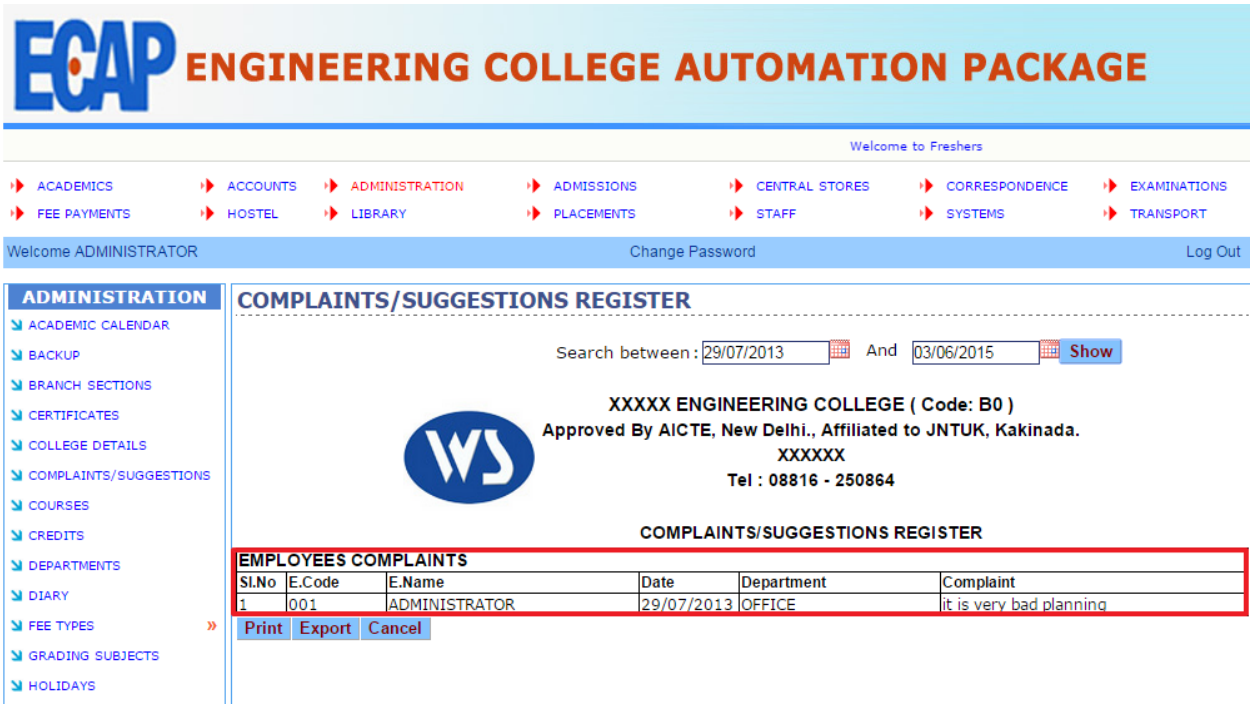
Step4:-Please Click On "ADMINISTRATION" Which Is Available In Left Panel Menu As Shown In Below. Select Complaints/Suggestions.



Step5:-Please Select Date Range And Click Show.



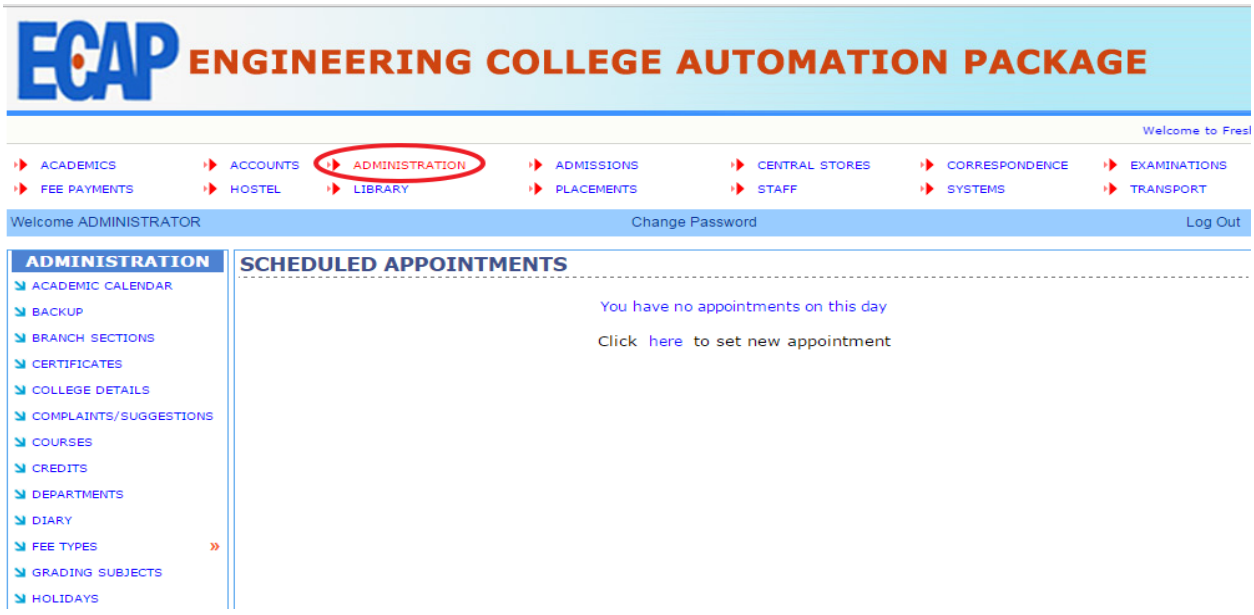
Step6:-Reports As Shown Below.



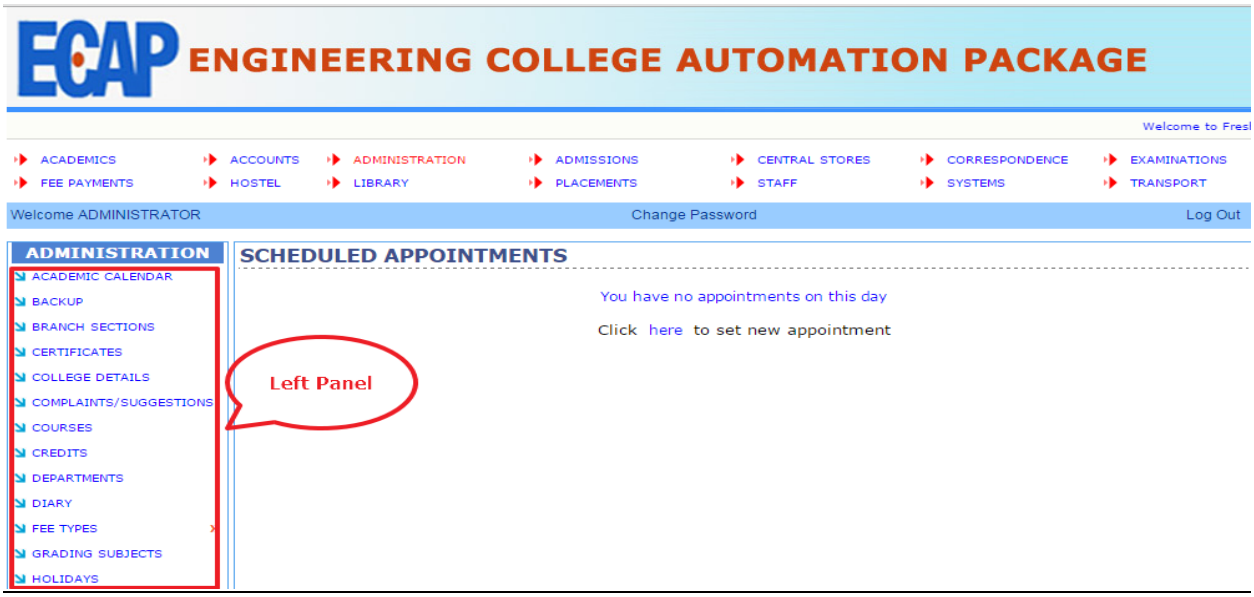
30) Where Can I Add College Scheduled Appointments? (Dairy)

Ans:- Step 1:- Please Login In To "ECAP" By Using Your Username And Password.

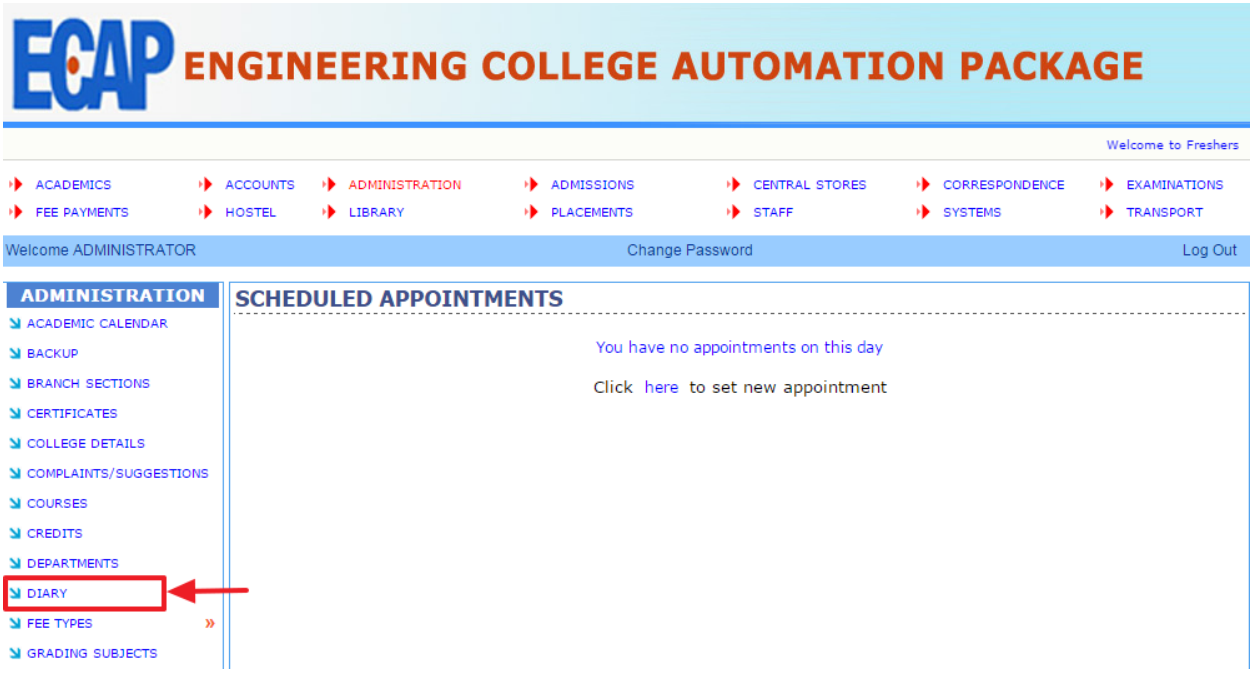
Step2:- Please Click On "ADMINISTRATION" Module As Shown In Below.



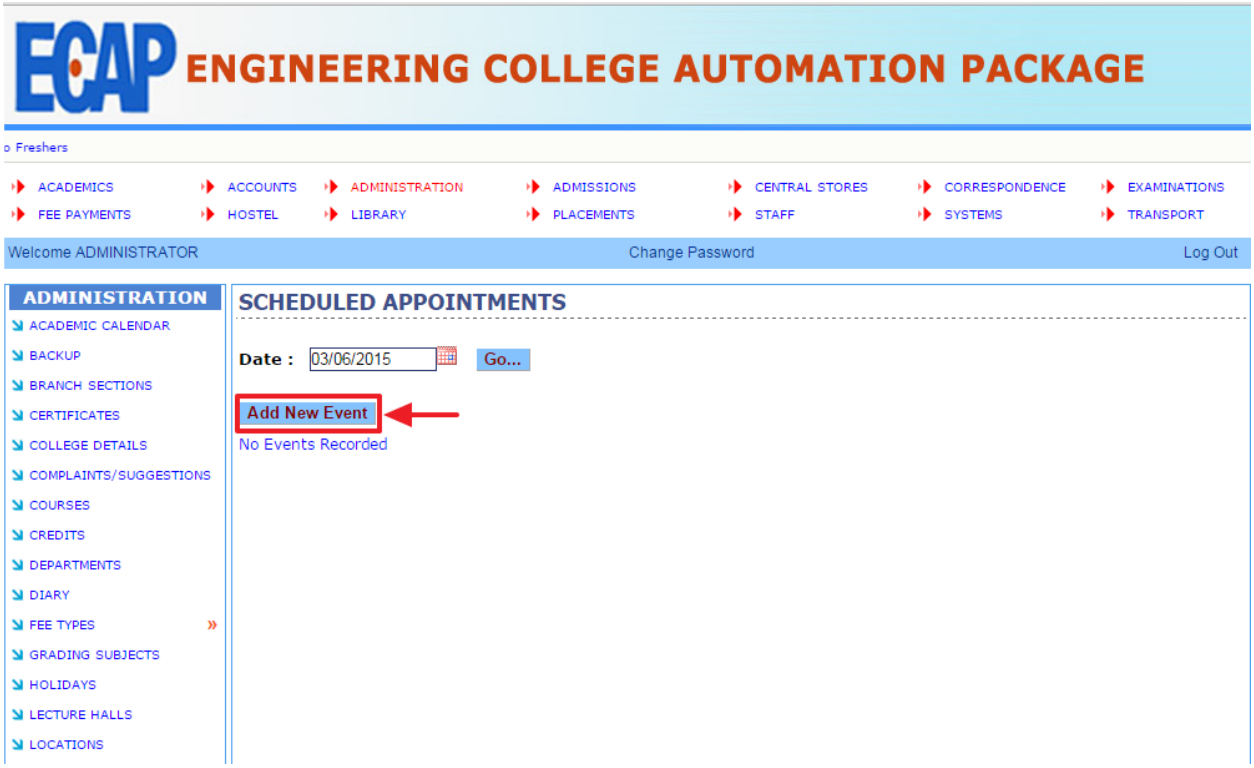
Step3:- After Click On "ADMINISTRATION" Then You Will Find "Left Panel" As Shown In Below.



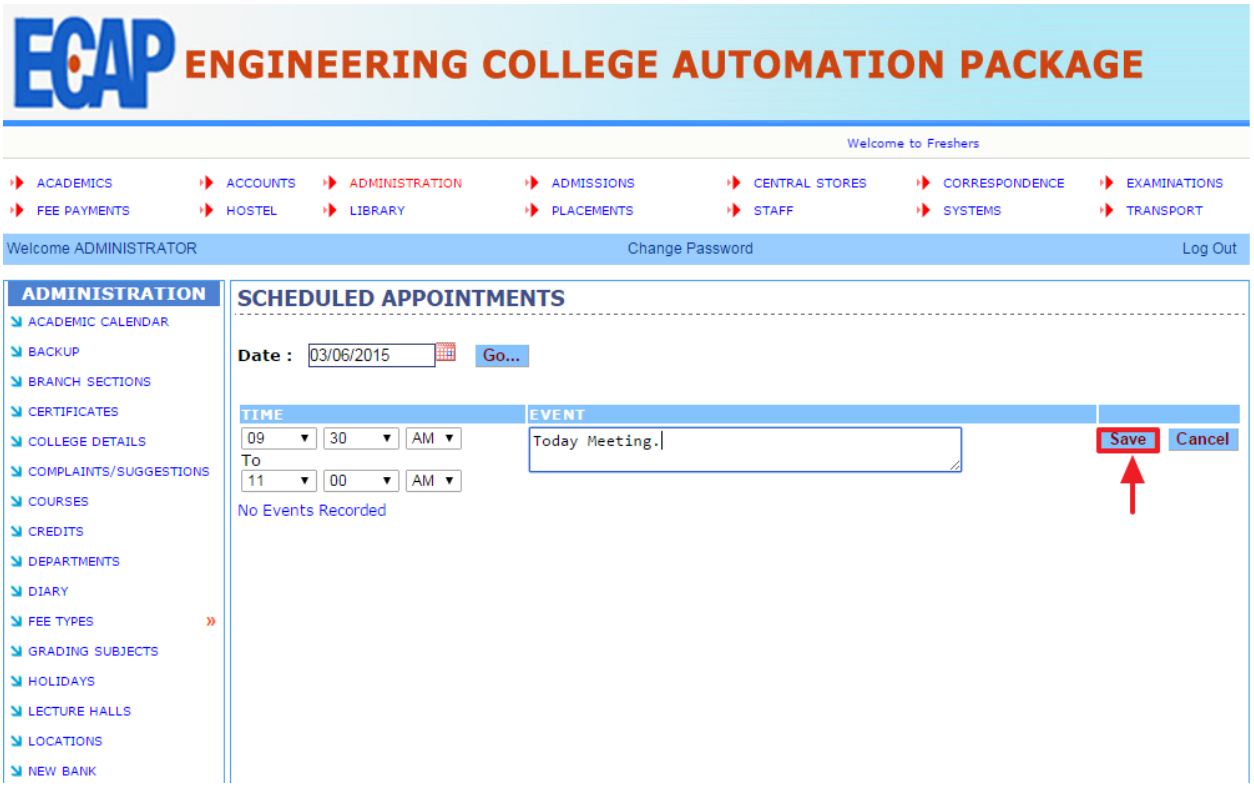
Step4:-Please Click On "ADMINISTRATION" Which Is Available In Left Panel Menu As Shown In Below. Select Diary.



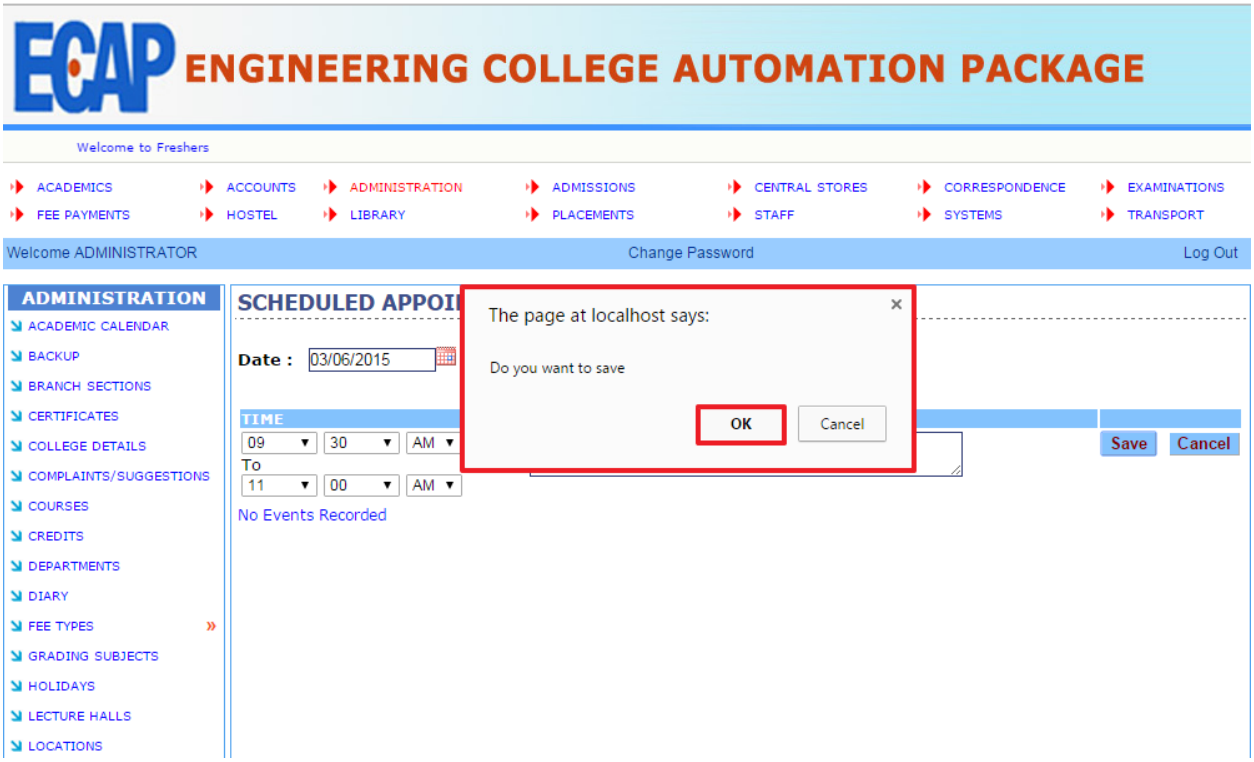
Step5:-Please Select Add New Event.



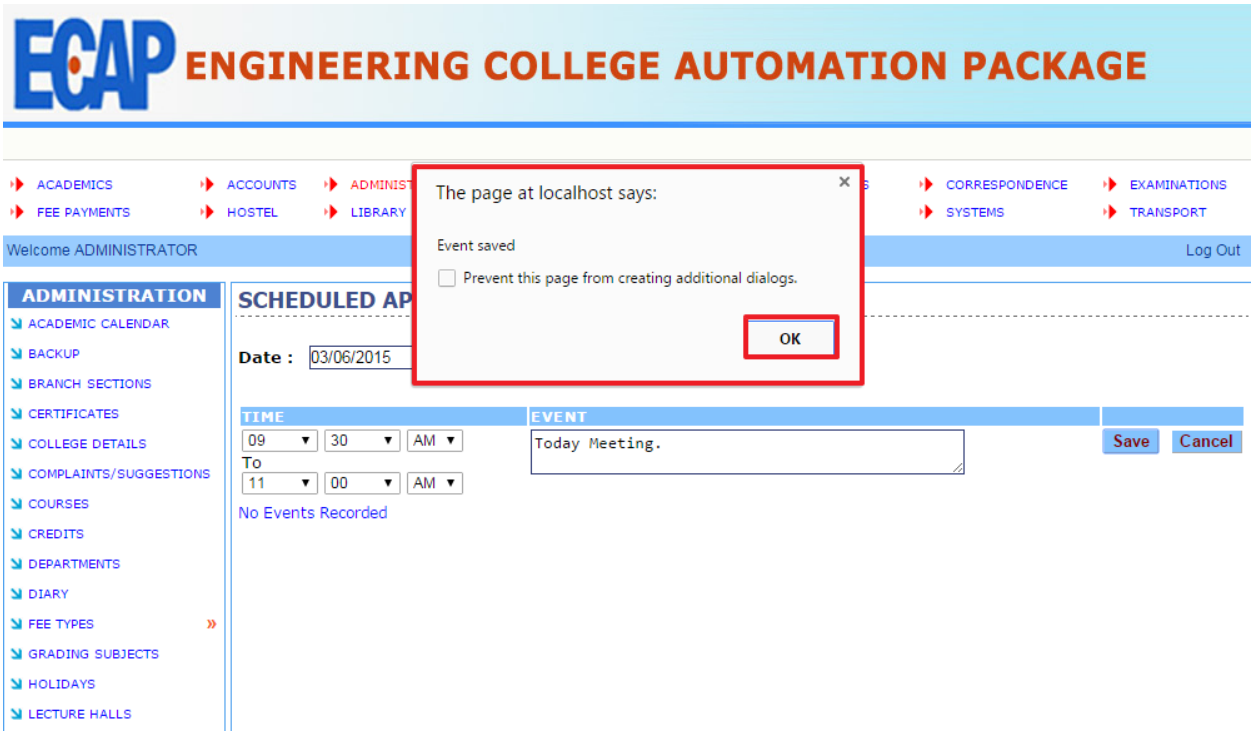
Step6:-Please Select Time And Event Name And Select Save.



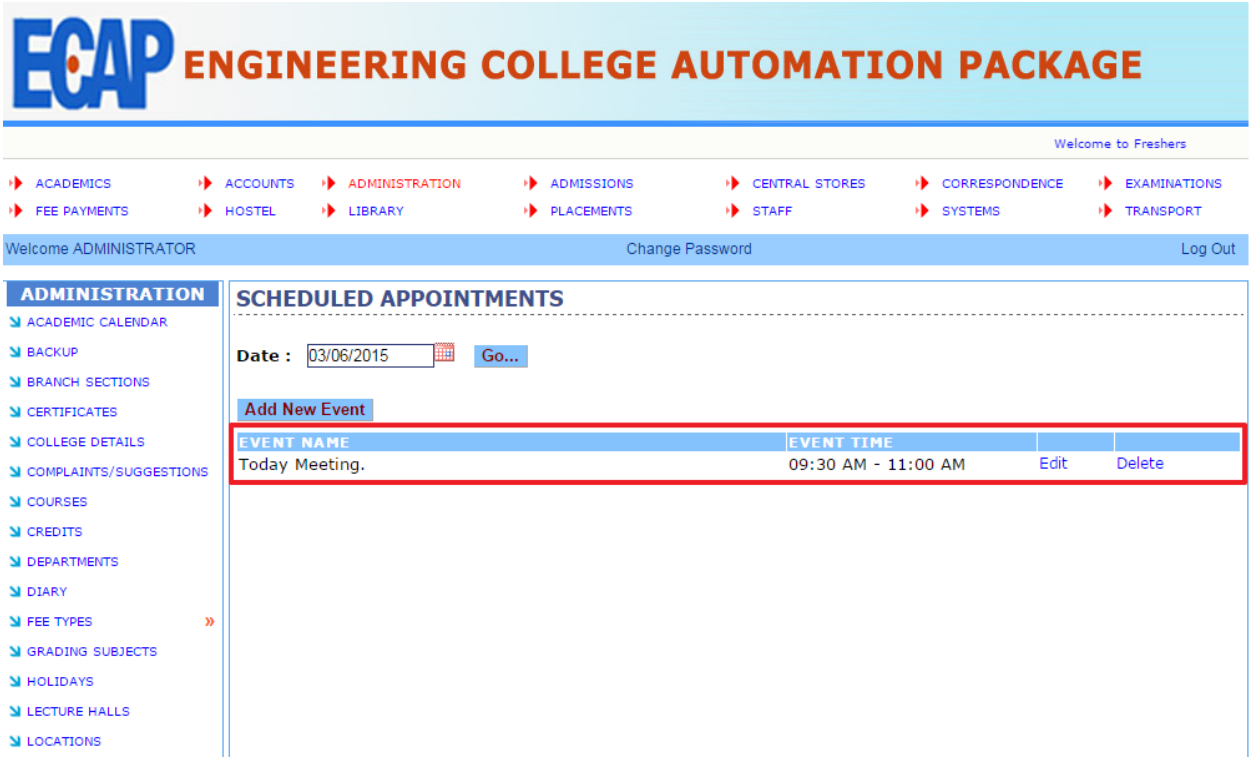
Step7:-Please Click Ok.



Step8:-Please Click Ok.



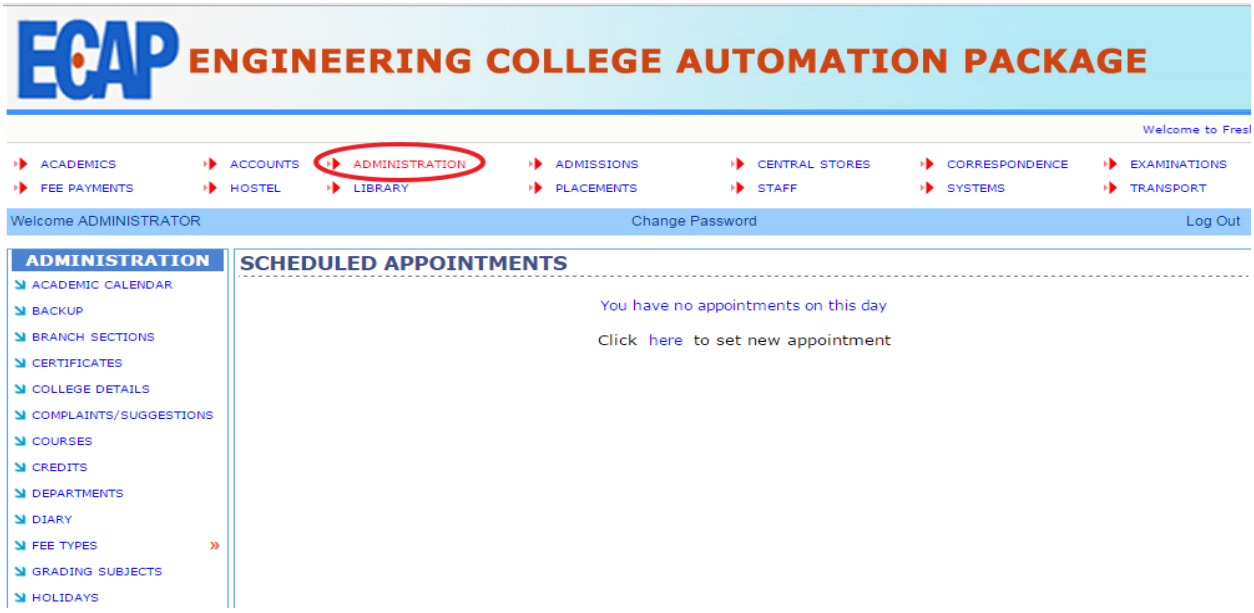
Step9:-Diary Saved As Shown Below.



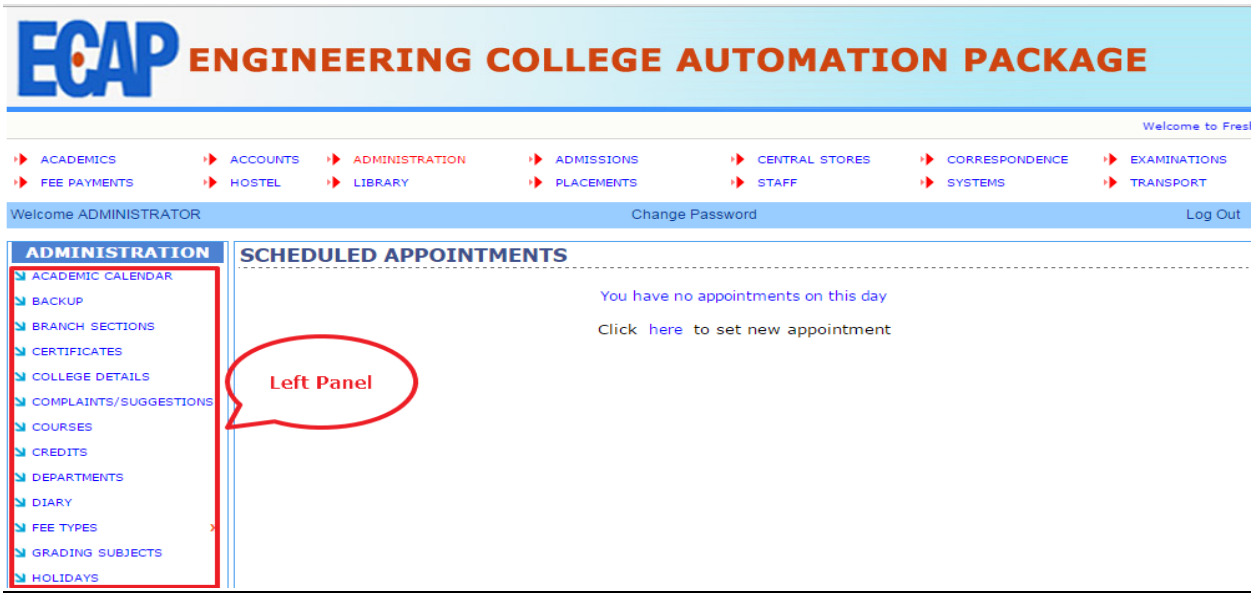
31) Where Can I Add News/Events Which Is Visible To All User Logins? **(News & Events)**

Ans:- Step 1:- **Please Login In To "ECAP" By Using Your Username And Password.**

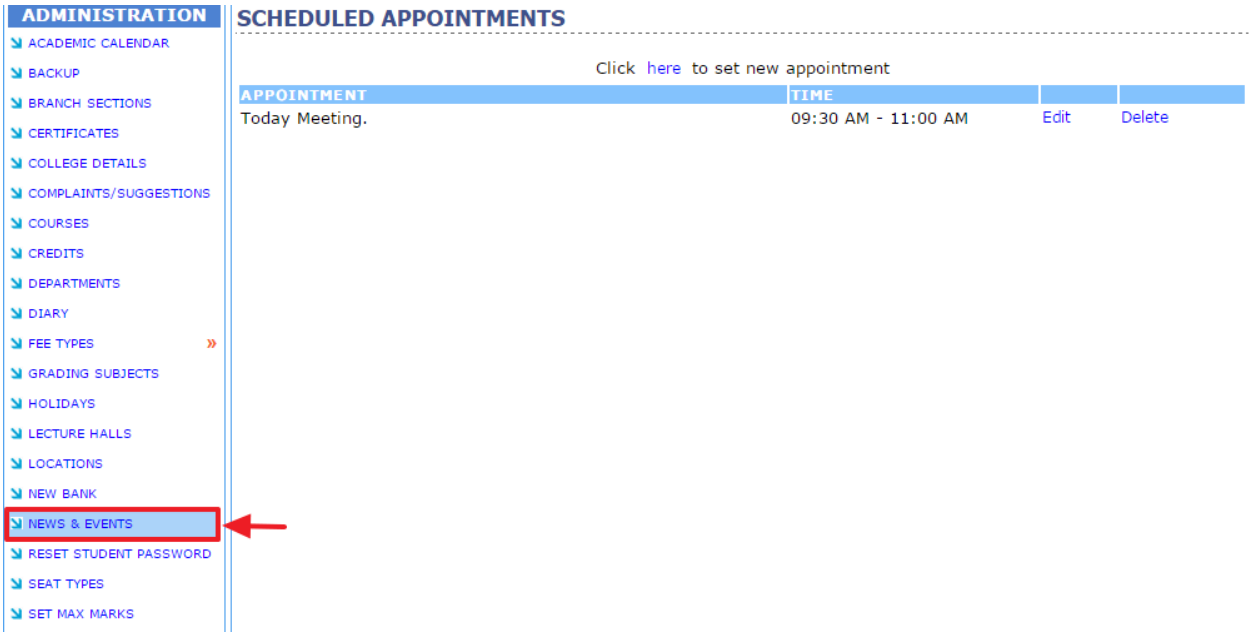
Step2:- **Please Click On "ADMINISTRATION" Module As Shown In Below.**



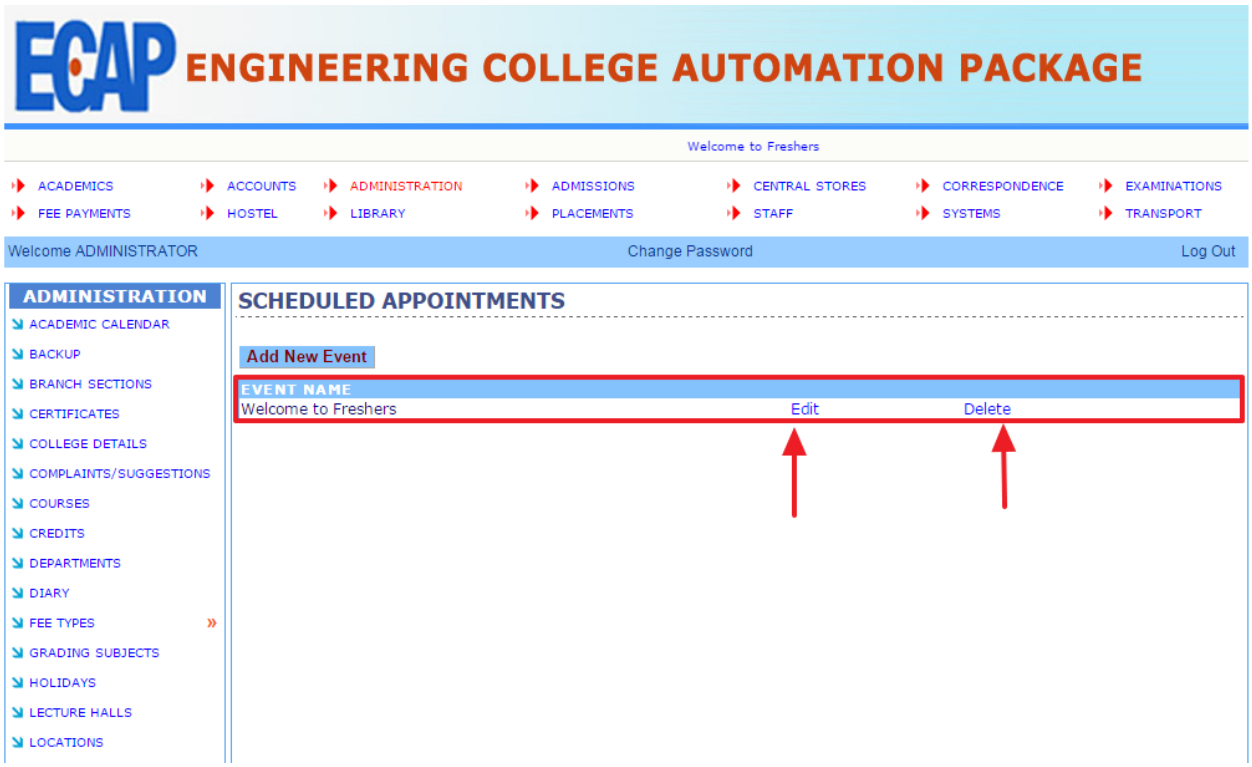
Step3:- **After Click On "ADMINISTRATION" Then You Will Find "Left Panel" As Shown In Below.**



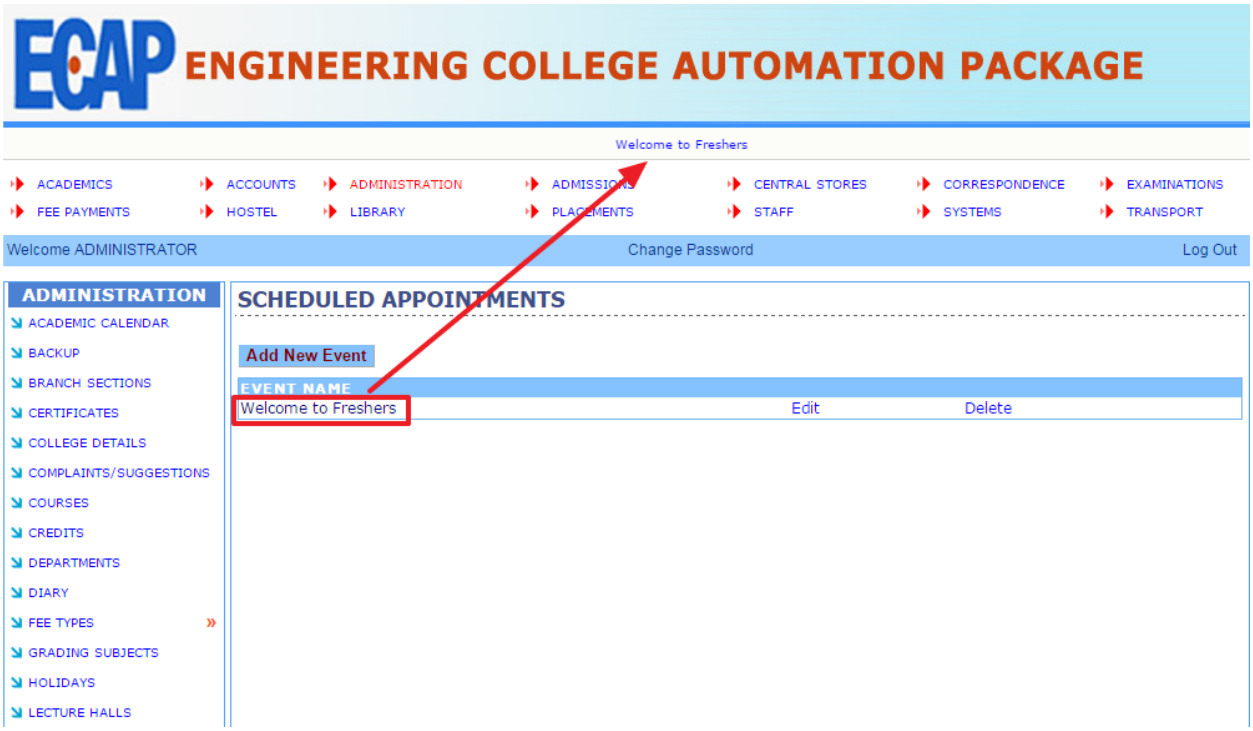
Step4:-Please Click On "ADMINISTRATION" Which Is Available In Left Panel Menu As Shown In Below. Select News & Events.



Step4:-Please Enter The Event Name, This Event Scrolling On Top Of Ecap Application.



Step4:-Event Is Saved As Shown Below.



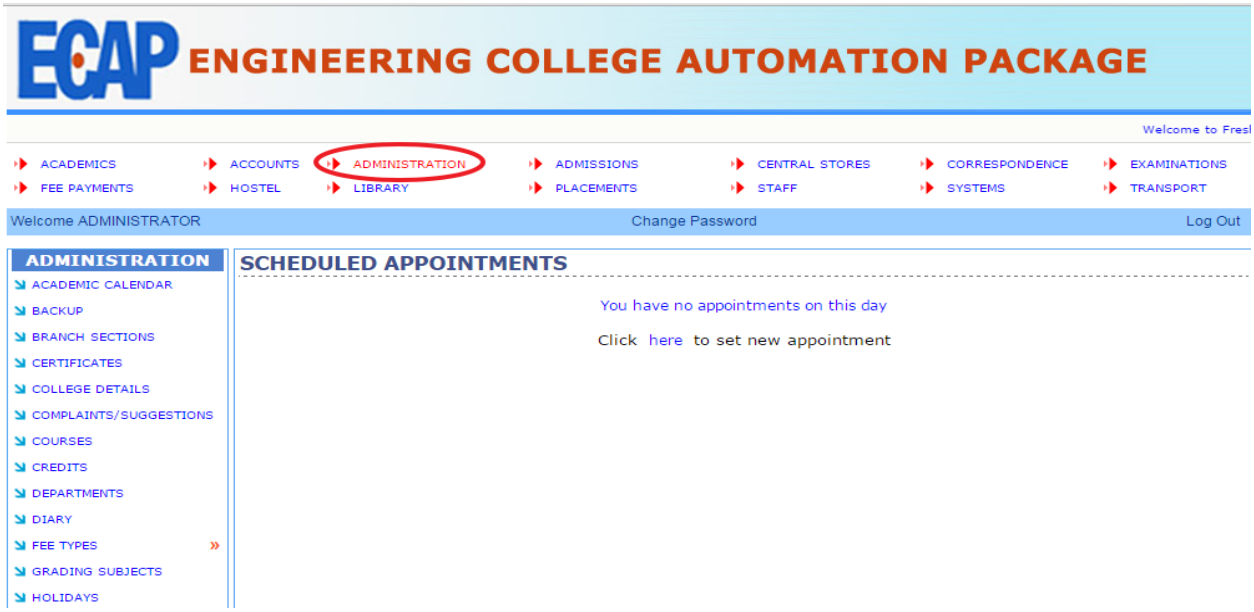
32) Where Can I Enter Student Biometric Device Ids For Downloading Students Attendance?

(Student Bio-ID)

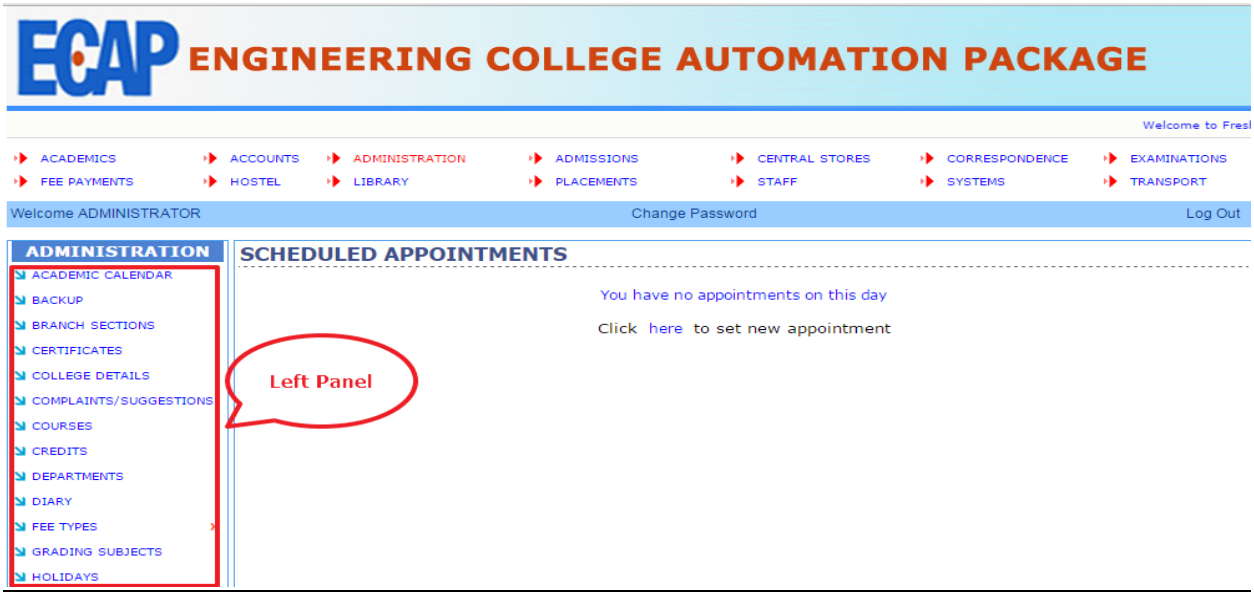
Note: - This Is Only Possible If Every Class Room Is Having Biometric Devices And Every Student Needs To Give A Punch In Every Period.

Ans:- Step 1:- Please Login In To "ECAP" By Using Your Username And Password.

Step2:- Please Click On "ADMINISTRATION" Module As Shown In Below.

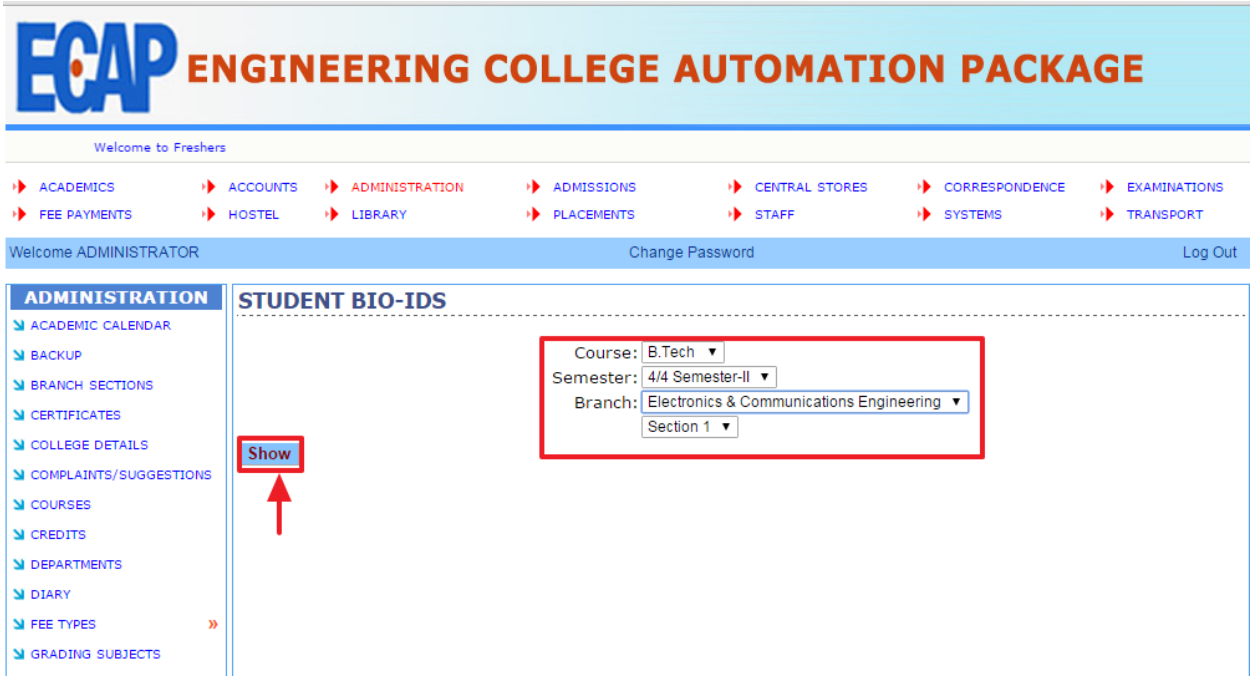


Step3:- After Click On "ADMINISTRATION" Then You Will Find "Left Panel" As Shown In Below.

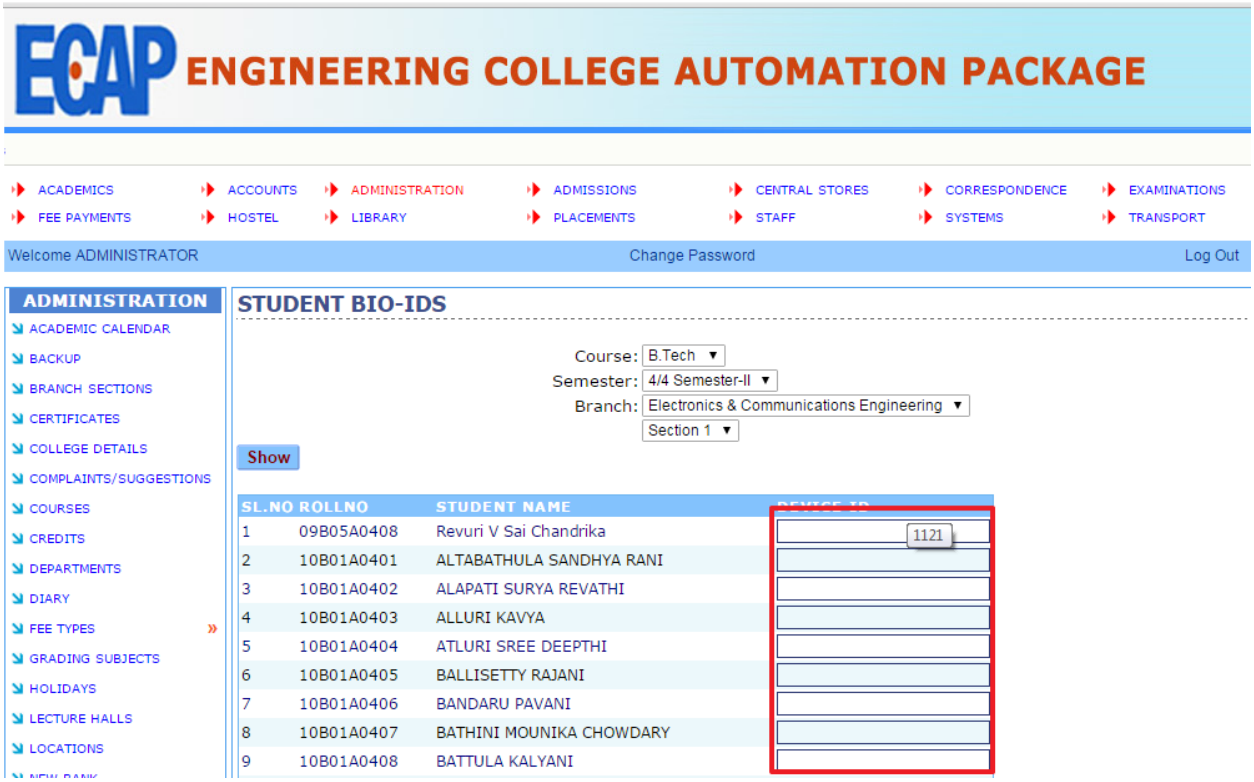


Step4:-Please Click On "ADMINISTRATION" Which Is Available In Left Panel Menu As Shown In Below. Select Student Bio-Id.

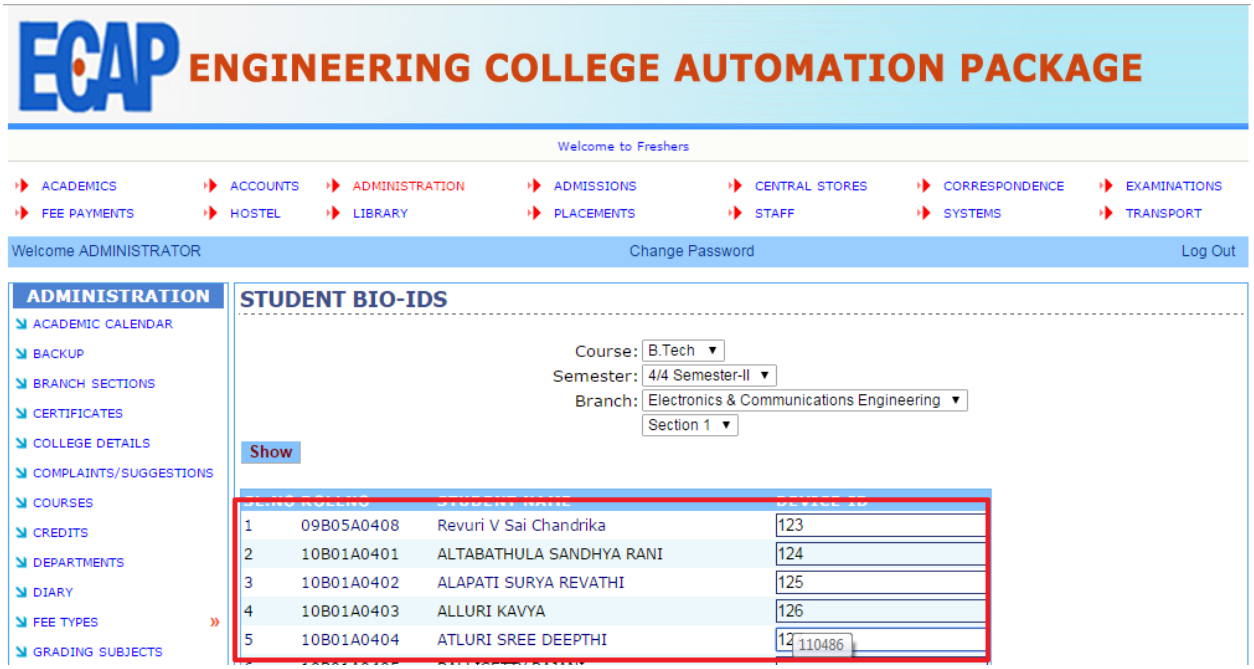
Step5:-Please Select Course And Semester And Branch And Section And Click Show Button.



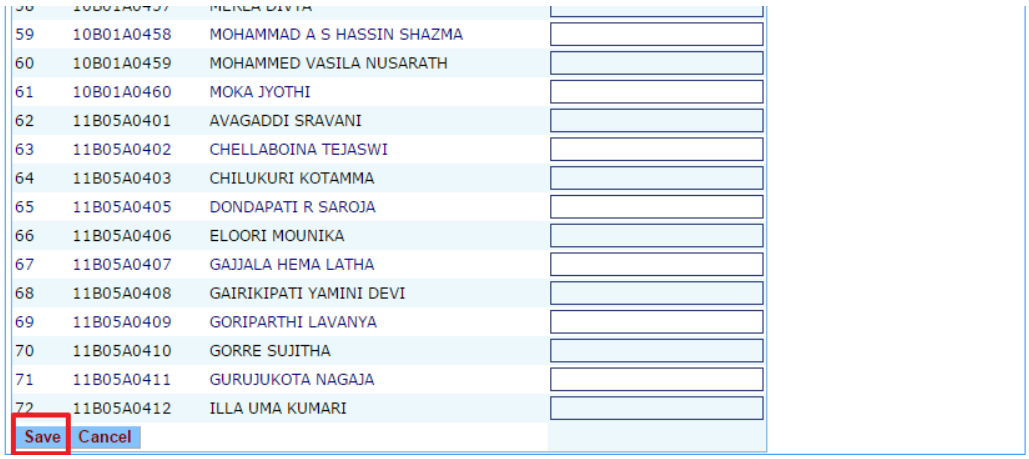
Step6:-Please Enter Device ID.



Step7:-Please Enter Device Id.



Step8:-Please Click Save.



59	10B01A0458	MOHAMMAD A S HASSIN SHAZMA
60	10B01A0459	MOHAMMED VASILA NUSARATH
61	10B01A0460	MOKA JYOTHI
62	11B05A0401	AVAGADDI SRAVANI
63	11B05A0402	CHELLABOINA TEJASWI
64	11B05A0403	CHILUKURI KOTAMMA
65	11B05A0405	DONDAPATI R SAROJA
66	11B05A0406	ELOORI MOUNIKA
67	11B05A0407	GAJJALA HEMA LATHA
68	11B05A0408	GAIRIKIPATI YAMINI DEVI
69	11B05A0409	GORIPARTHI LAVANYA
70	11B05A0410	GORRE SUJITHA
71	11B05A0411	GURUJUKOTA NAGAJA
72	11B05A0412	ILLA UMA KUMARI

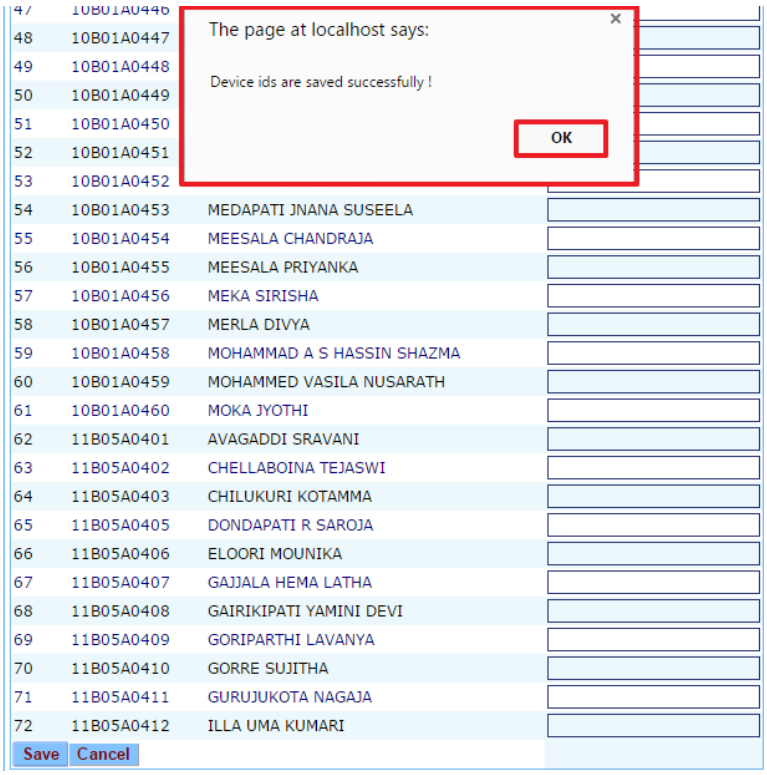
Save Cancel

Step9:-Please Click Ok.

48	10B01A0447	
49	10B01A0448	
50	10B01A0449	
51	10B01A0450	
52	10B01A0451	
53	10B01A0452	
54	10B01A0453	
55	10B01A0454	MEESALA CHANDRAJA
56	10B01A0455	MEESALA PRIYANKA
57	10B01A0456	MEKA SIRISHA
58	10B01A0457	MERLA DIVYA
59	10B01A0458	MOHAMMAD A S HASSIN SHAZMA
60	10B01A0459	MOHAMMED VASILA NUSARATH
61	10B01A0460	MOKA JYOTHI
62	11B05A0401	AVAGADDI SRAVANI
63	11B05A0402	CHELLABOINA TEJASWI
64	11B05A0403	CHILUKURI KOTAMMA
65	11B05A0405	DONDAPATI R SAROJA
66	11B05A0406	ELOORI MOUNIKA
67	11B05A0407	GAJJALA HEMA LATHA
68	11B05A0408	GAIRIKIPATI YAMINI DEVI
69	11B05A0409	GORIPARTHI LAVANYA
70	11B05A0410	GORRE SUJITHA
71	11B05A0411	GURUJUKOTA NAGAJA
72	11B05A0412	ILLA UMA KUMARI

Save Cancel

Step10:-Please Click Ok.

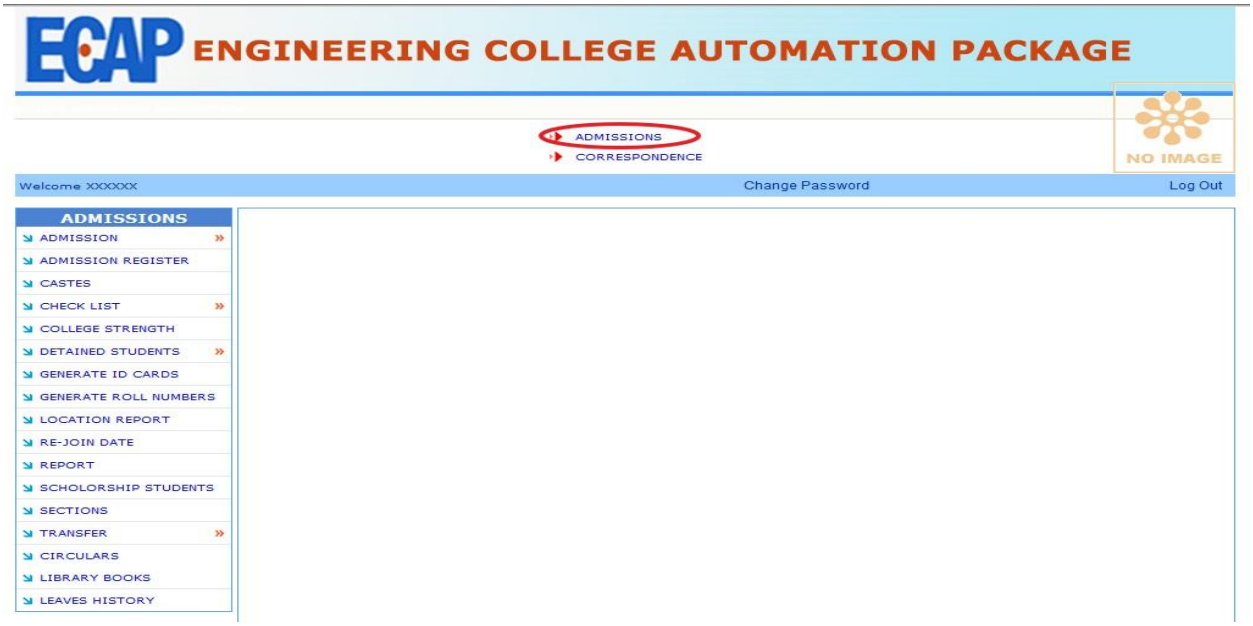


ADMISSION MODULE

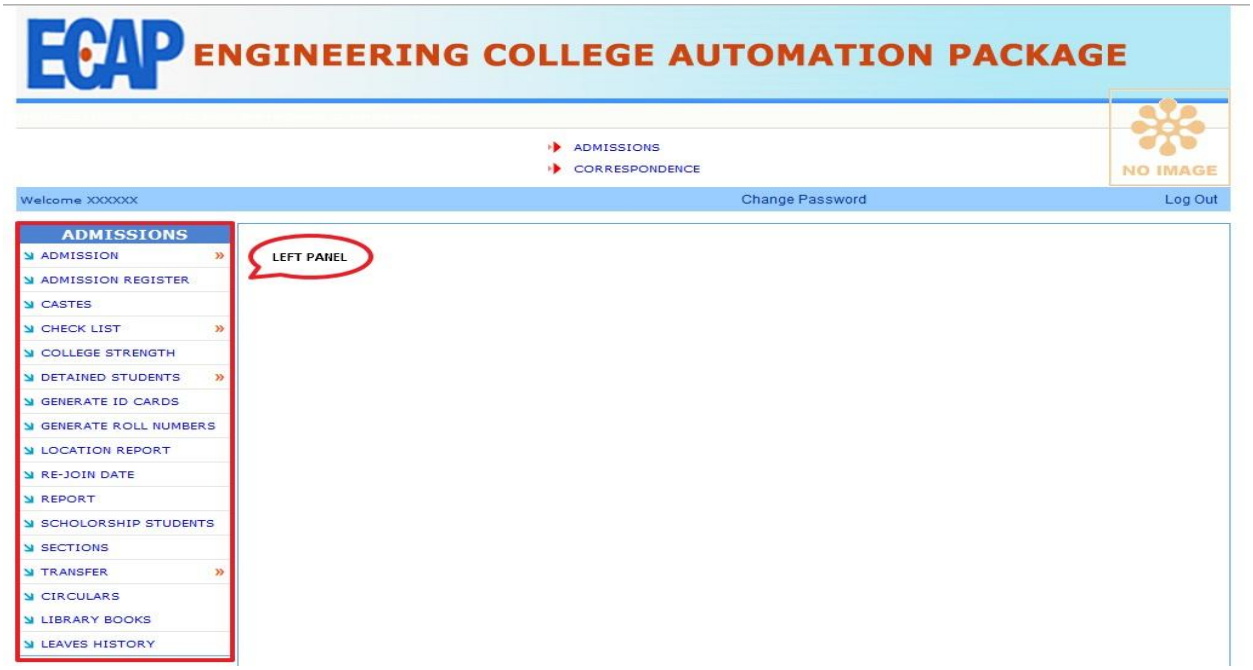
1) Where Can I Create Category And Caste? (Castes)

Ans:- Step 1:- Please Login In To "ECAP" By Using Your Username And Password.

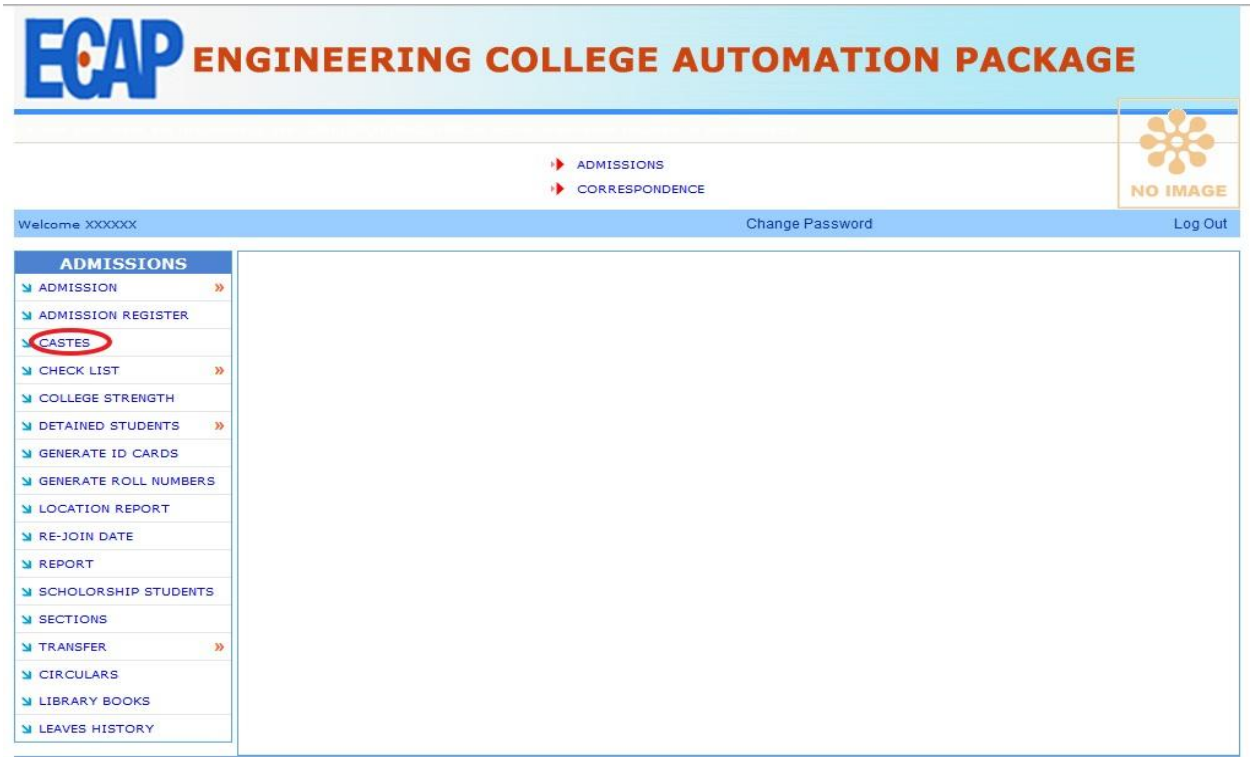
Step 2:- Please Click On "Admission" Module As Shown In Below.



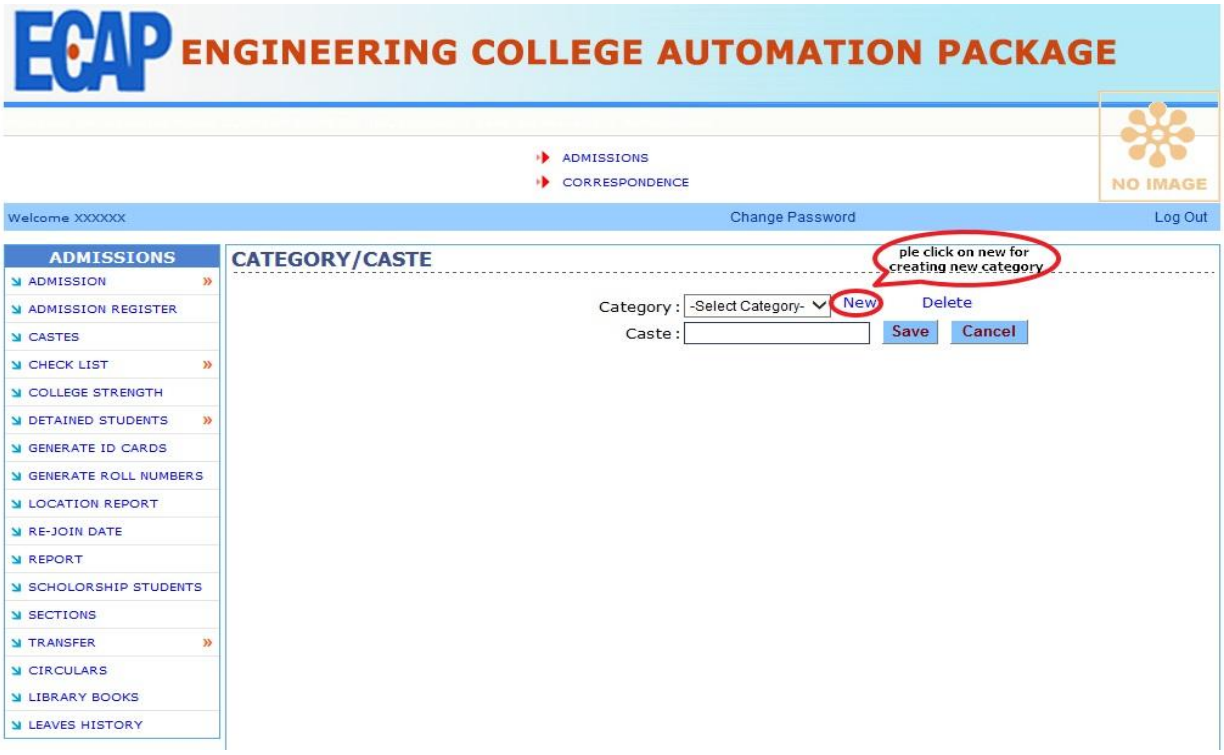
Step3:- After Clicking On Admission Module You Will Find "Left Panel" As Shown In Below.



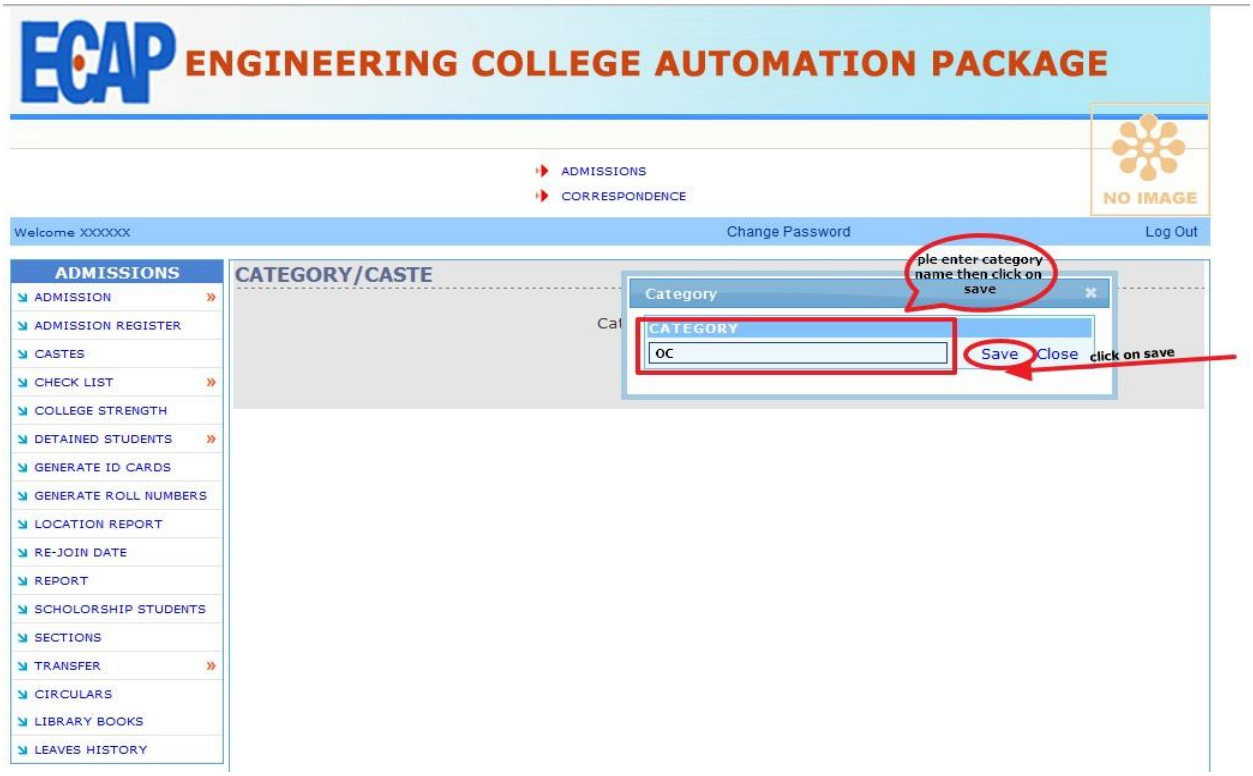
Step4:-Please Click On "Castes" Link As Shown In Below.



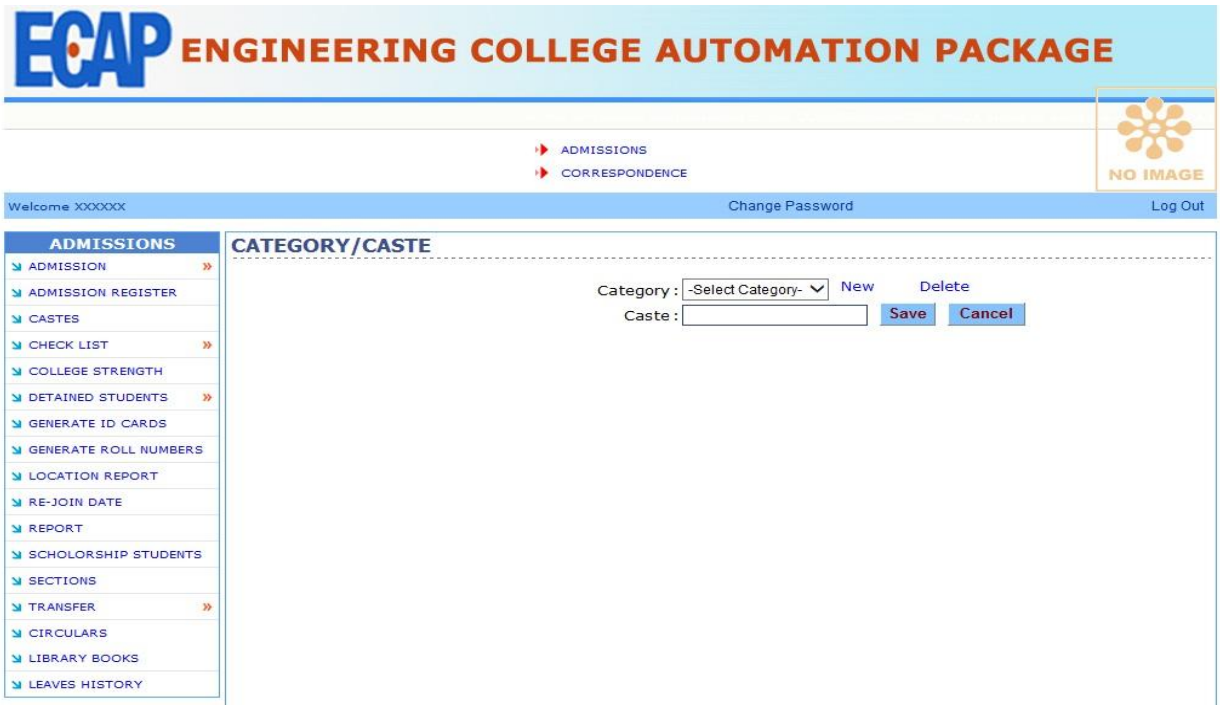
Step5:-After Clicking On "Castes" Link As Shown In Above, Then You Will Click On "New" For Creating New Category As Shown Below



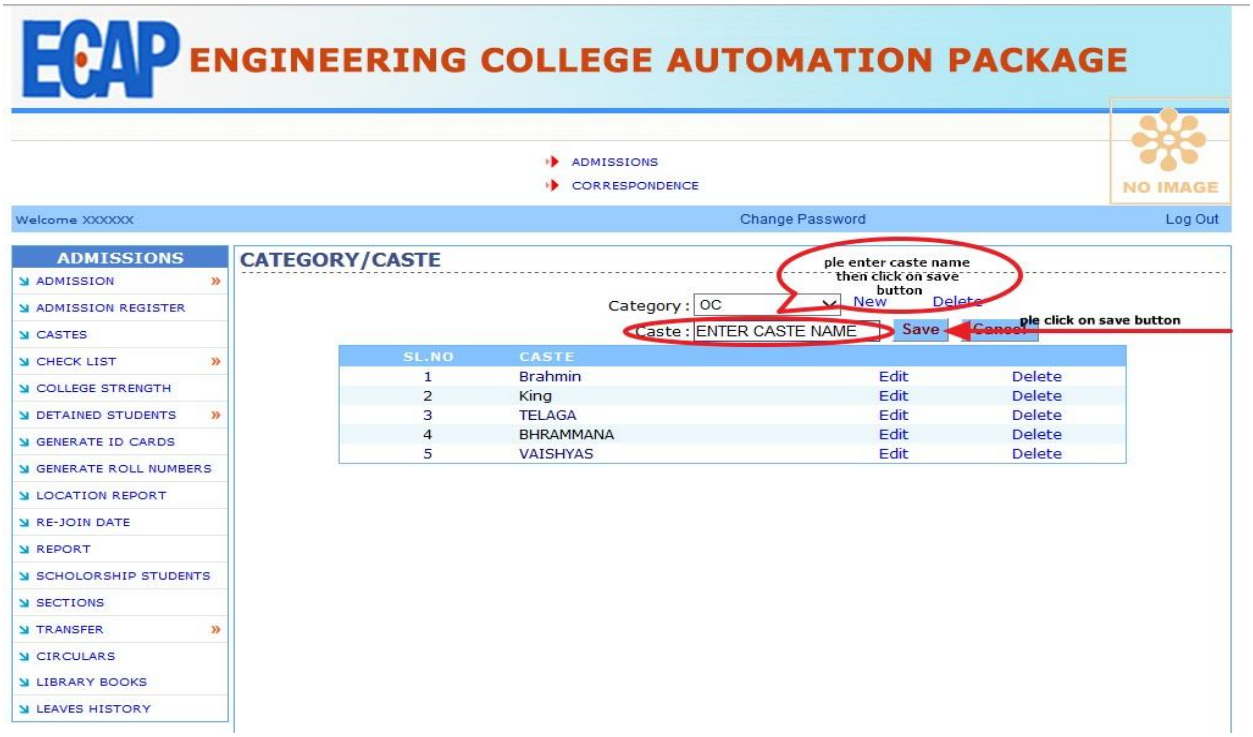
Step6:- **After Click On New As Shown Above Screen Then You Will Enter Category Name And Click On Save Button As Shown Below**



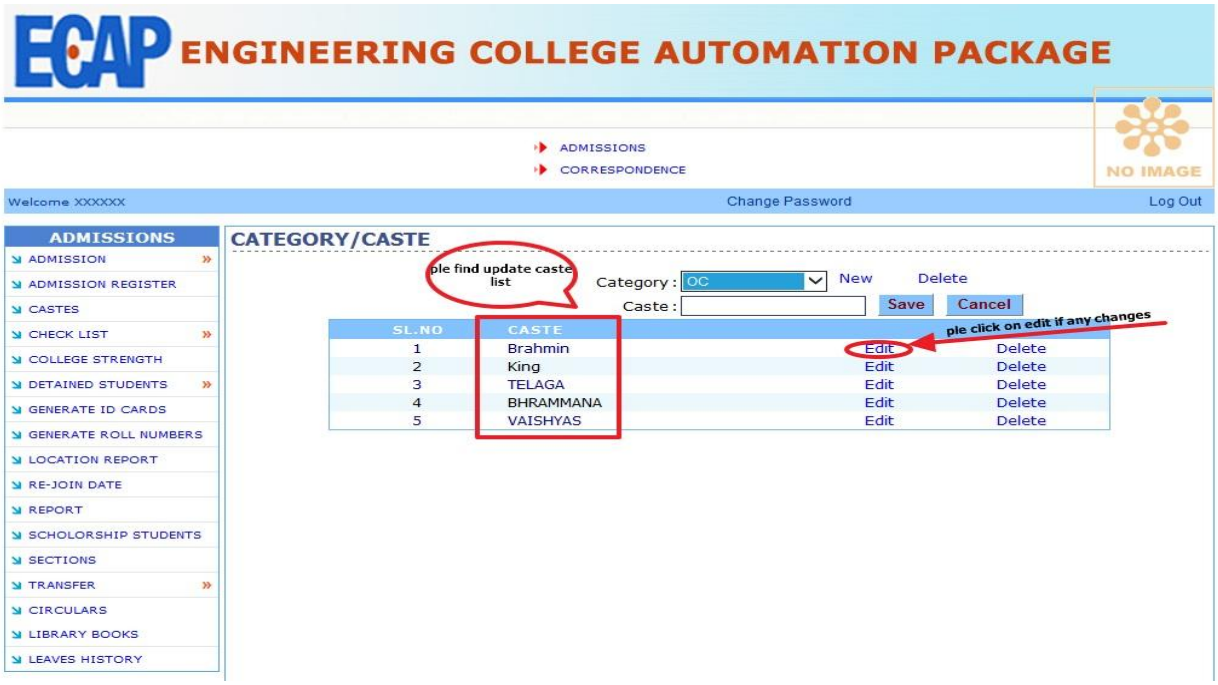
Step7:- **Click On Admissions Link On Top Bar And Click On Castes Link On Left Panel To Find The Next Screen As Follows.**



Step8:- Now Select Category. If Castes Are Already Added To The Selected Category, They Will Be Displayed In The Data Grid As Follows.



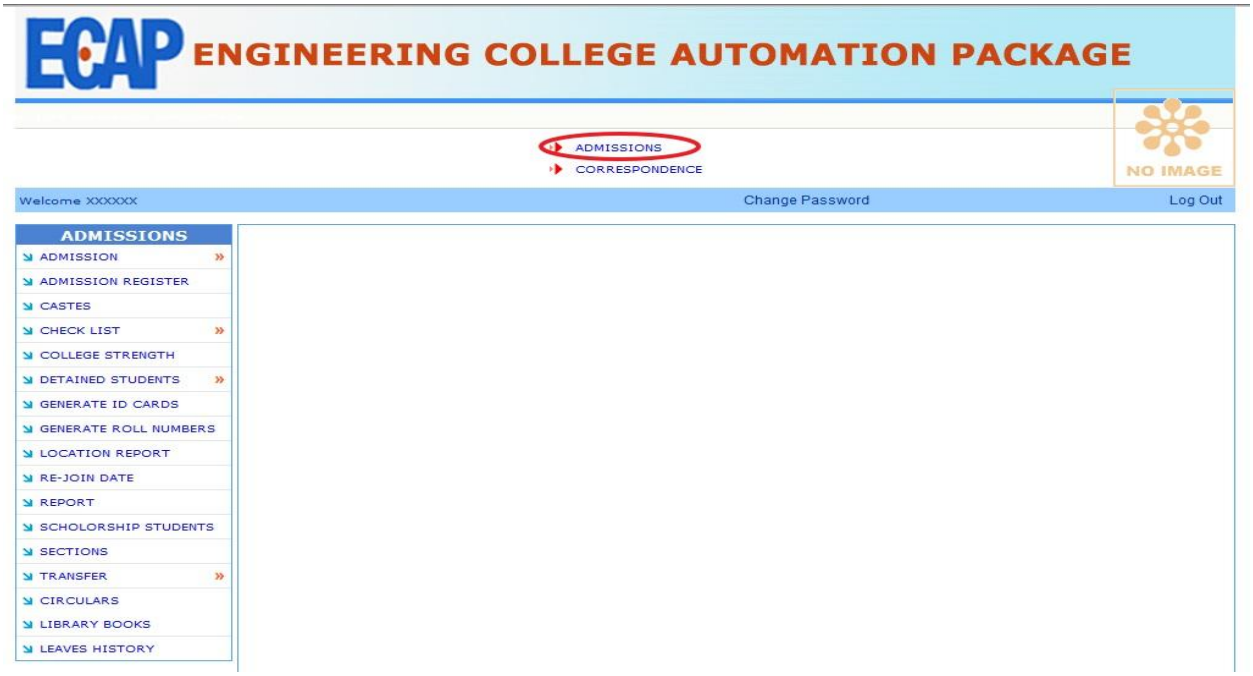
Step9:- Now Previously Entered Castes Can Either Be Edited Or Deleted And New Caste Can Be Entered In The Text Box Provided And Click On Save Button To Save New Castes



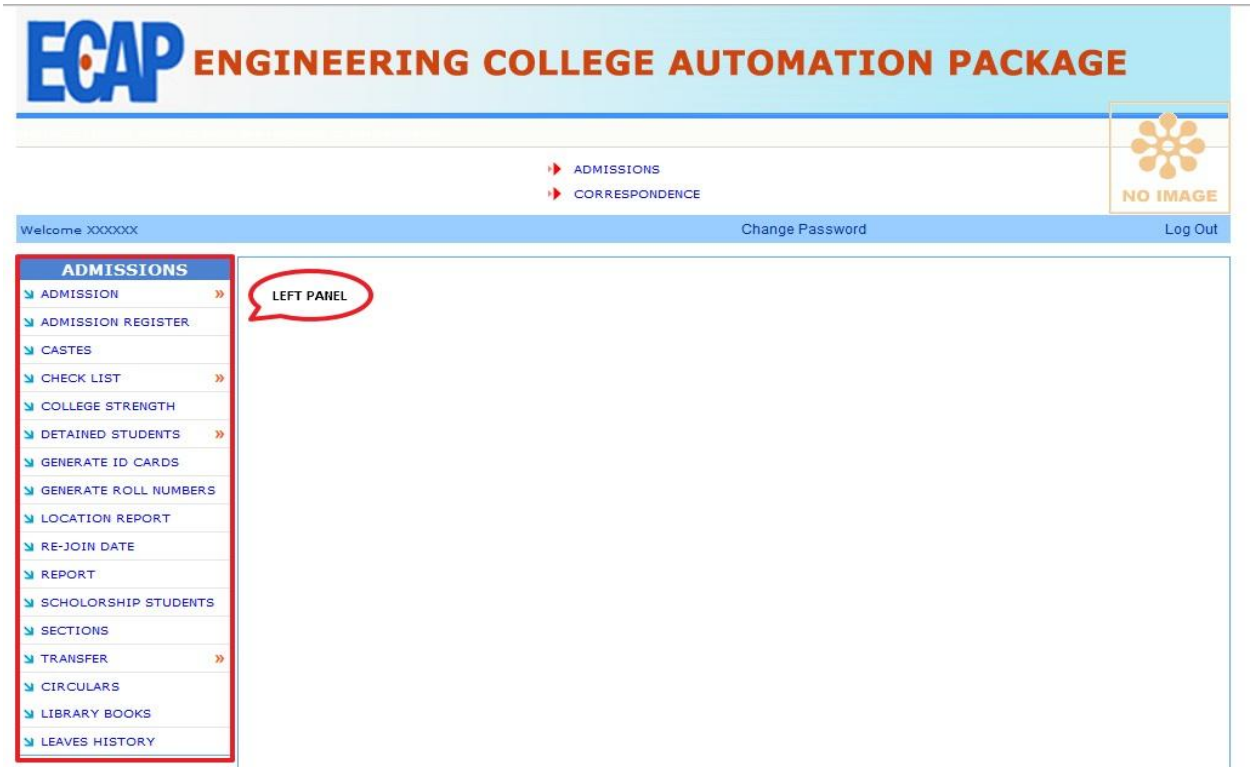
2) Where Can I Enter Admissions Through Online? (Admissions->Online)

Ans:- Step 1:- Please Login In To "ECAP" By Using Your Username And Password.

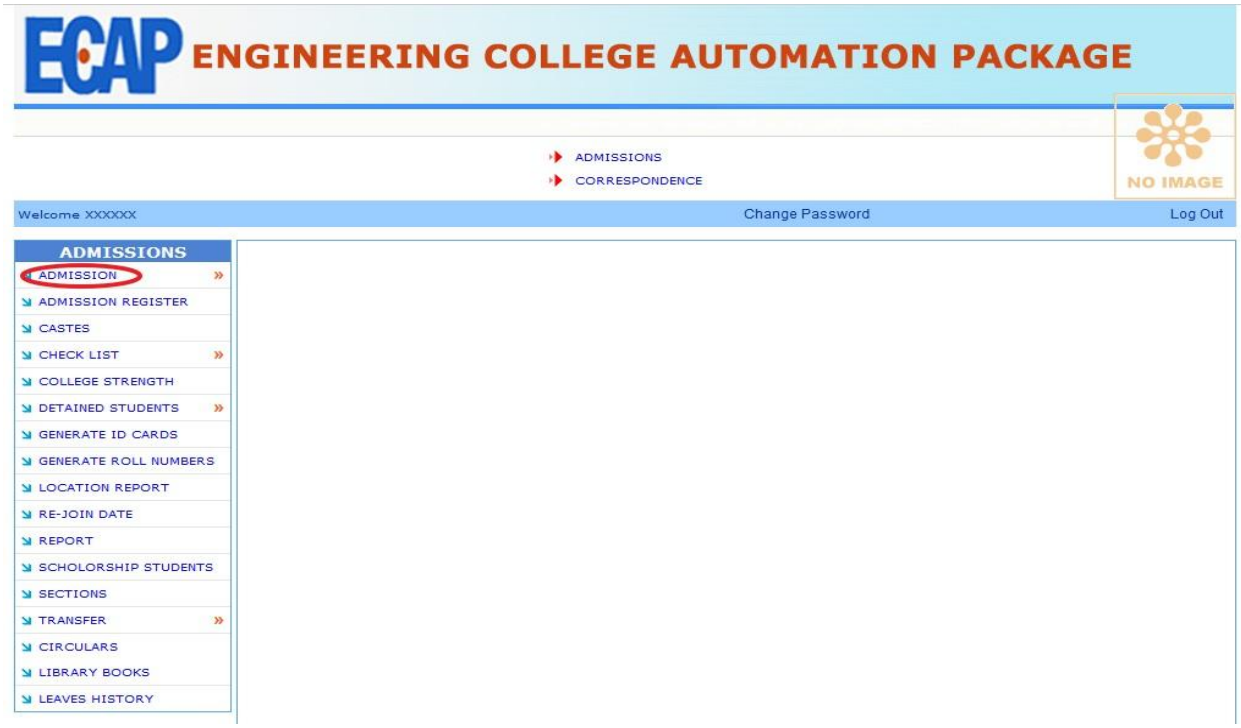
Step 2:- Please Click On "Admission" Module As Shown In Below.



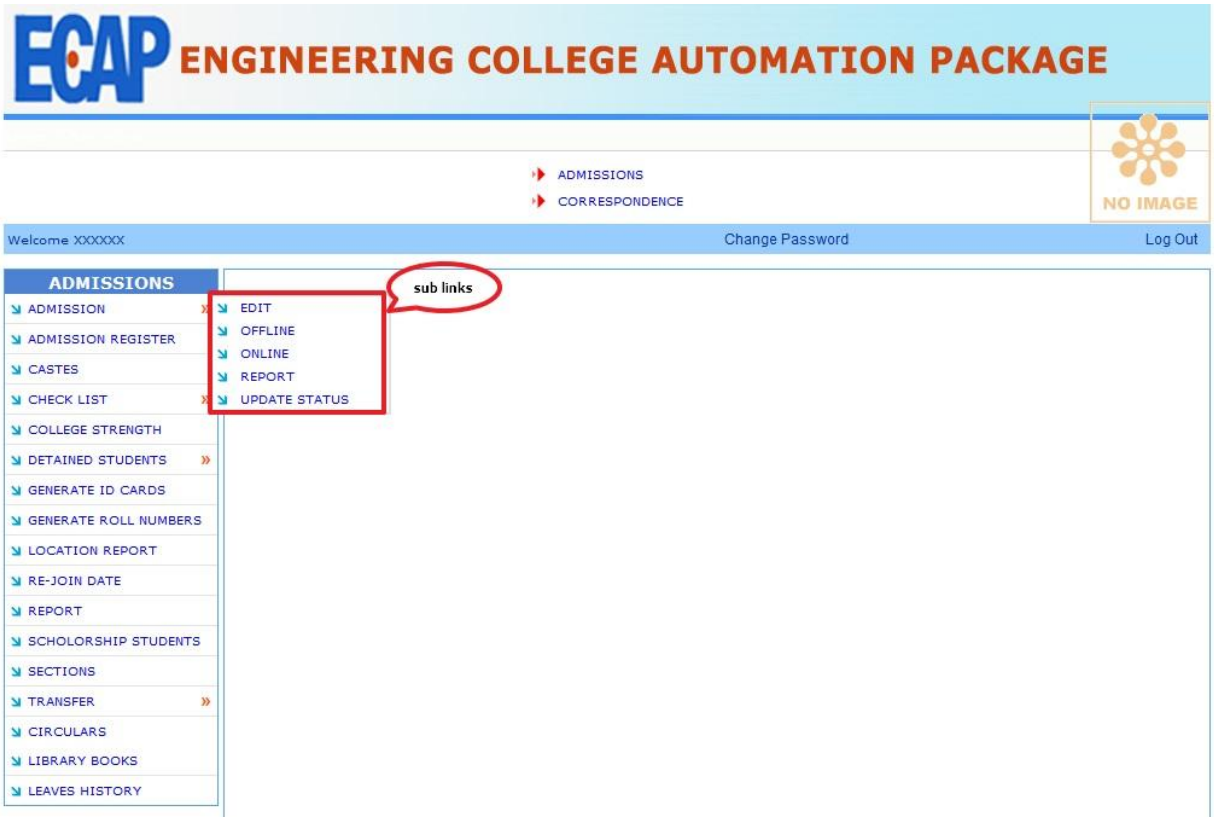
Step3:- After Clicking On Admission Module You Will Find "Left Panel" As Shown In Below.



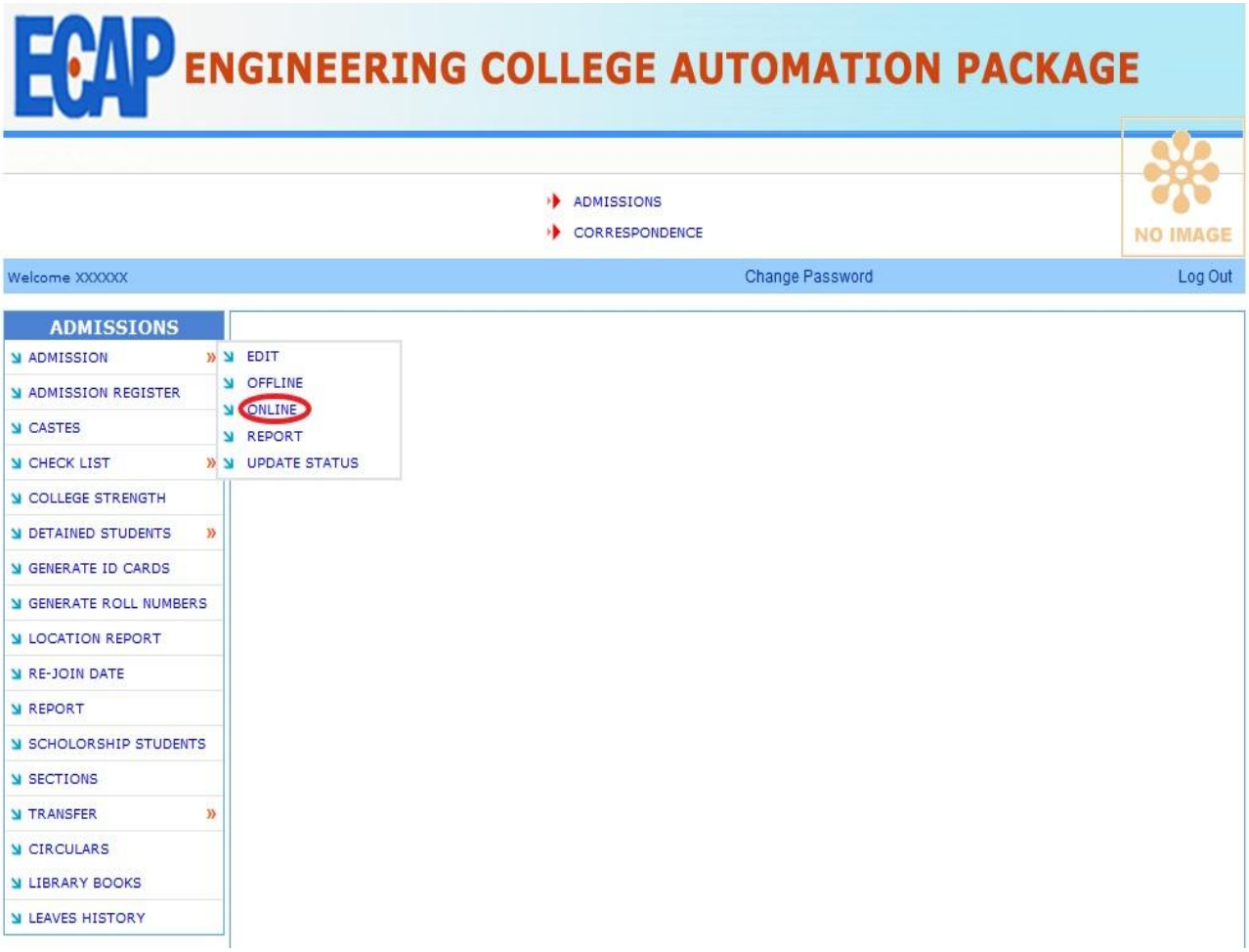
Step 4:-You Will Find "Lift Panel" In That "Admission" Link As Shown In Below.



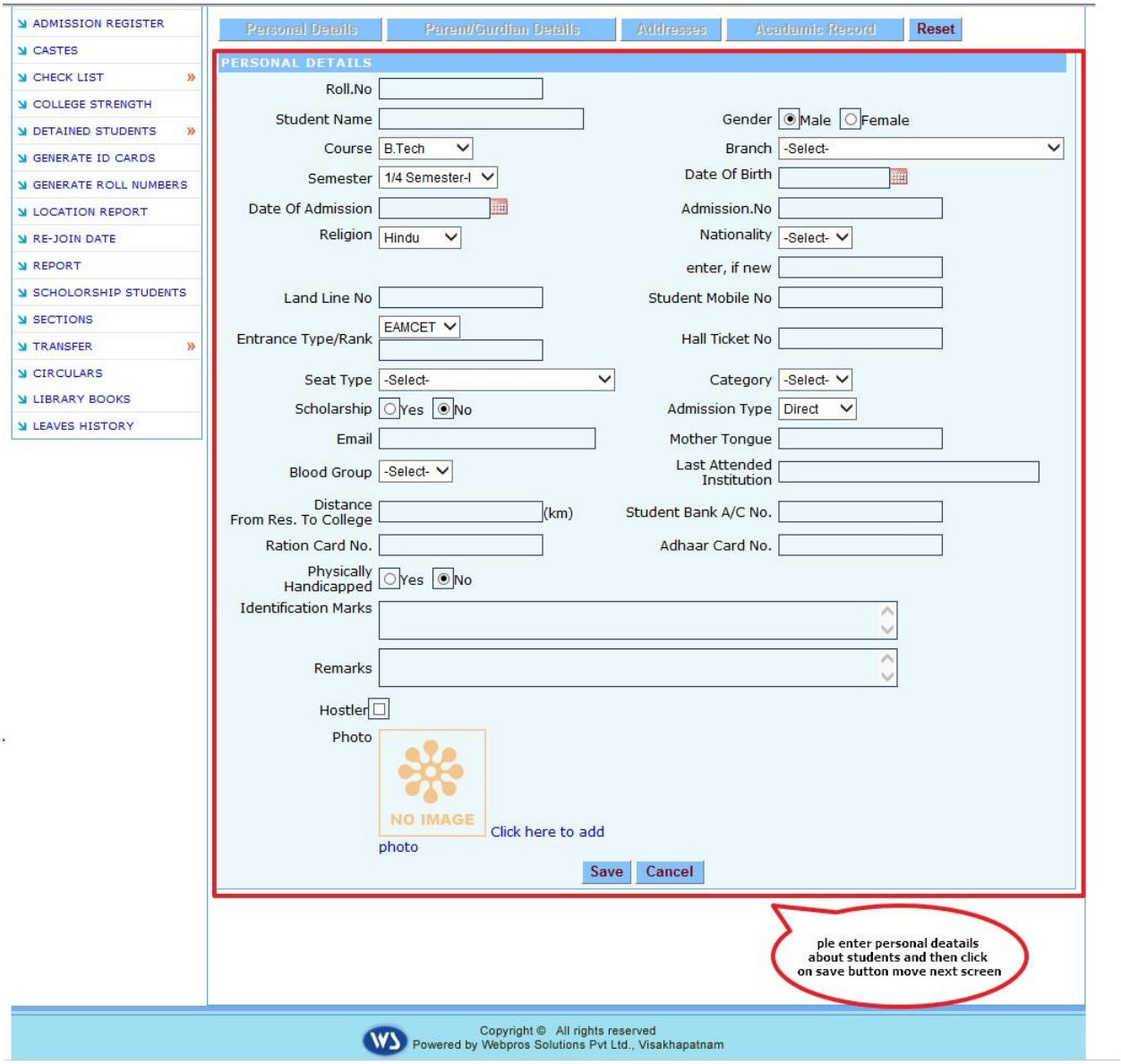
Step5:- Please Place Your Mouse Pointer On "Admission" Link Which Is Available In Left Menu. Then You Will Find "Sub Links Menu" As Shown In Below.



Step6:-Please Find "Online" Option In Sub Links Menu As Shown In Below.



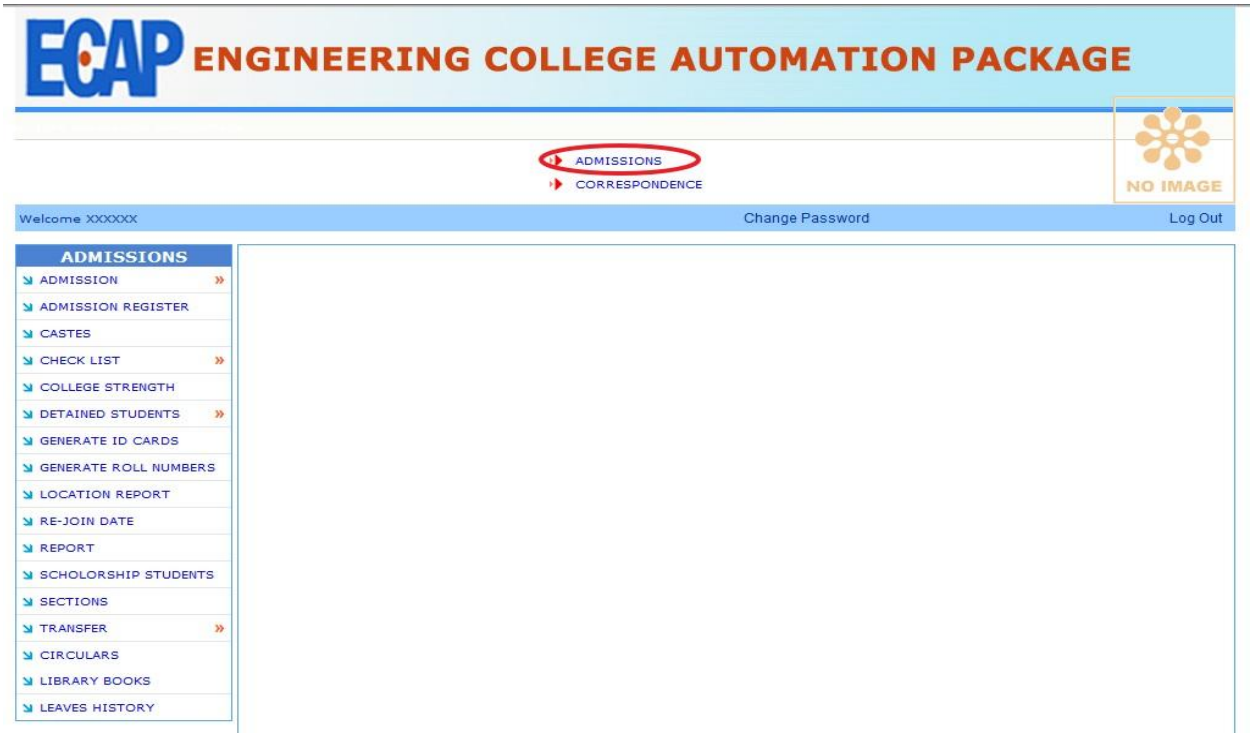
Step7:- Click On Admissions Link On Top Bar And Place Cursor On Admission Link On Left Panel And Click On Online Link From The Popup Menu Displayed To Find The Next Screen As Follows. Data Needs To Be Entered For Each Student Taking Admission In The College.



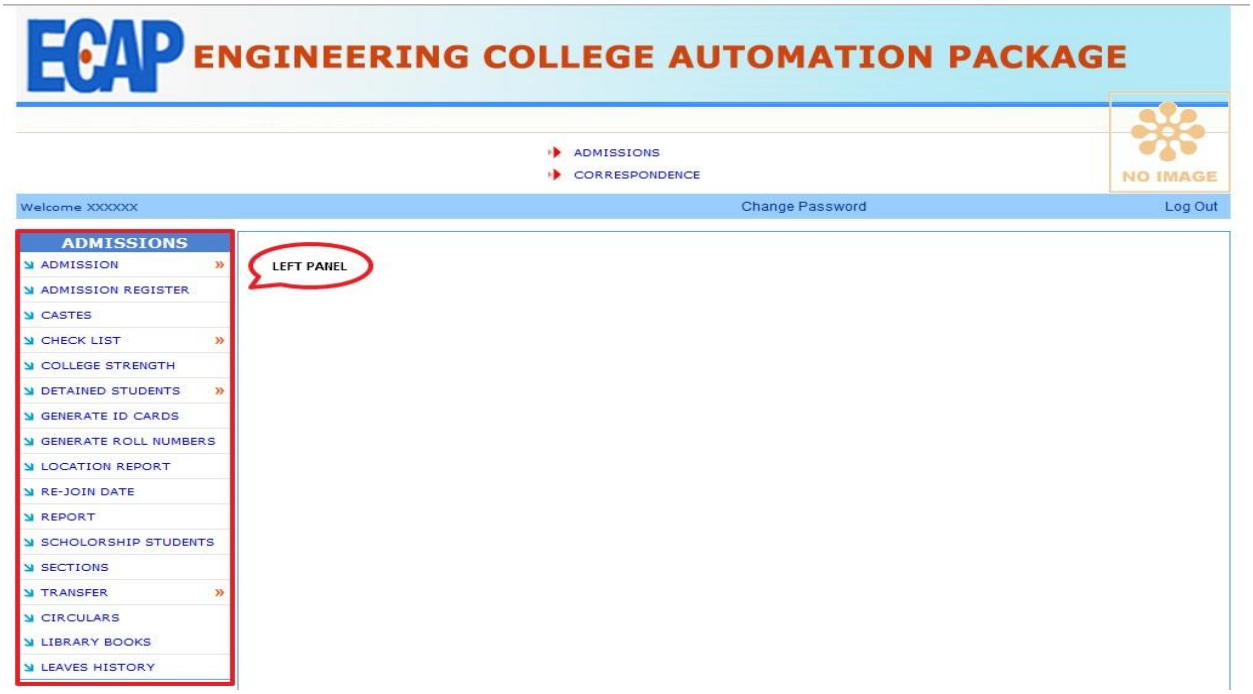
3) Where Can I Upload Student Admission Details Through Offline Which Is Available In Excel File? (Admissions->Offline)

Ans:- Step 1:- Please Login In To "ECAP" By Using Your Username And Password.

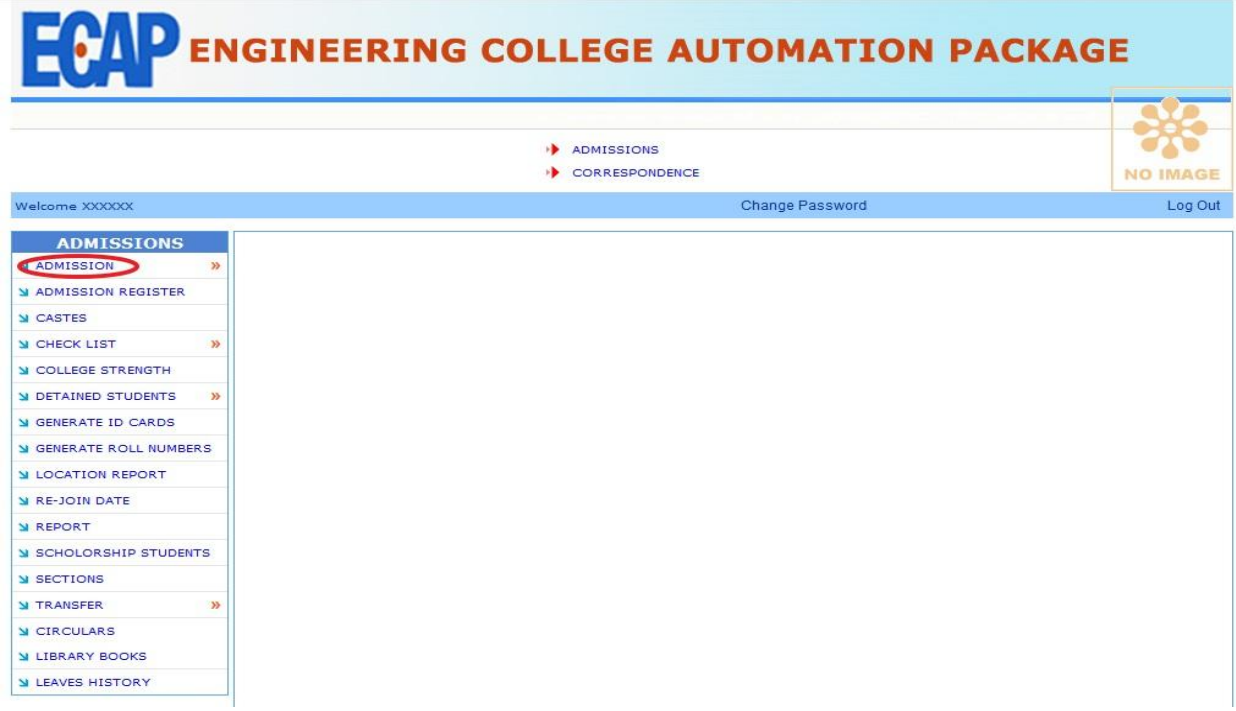
Step 2:- Please Click On "Admission" Module As Shown In Below.



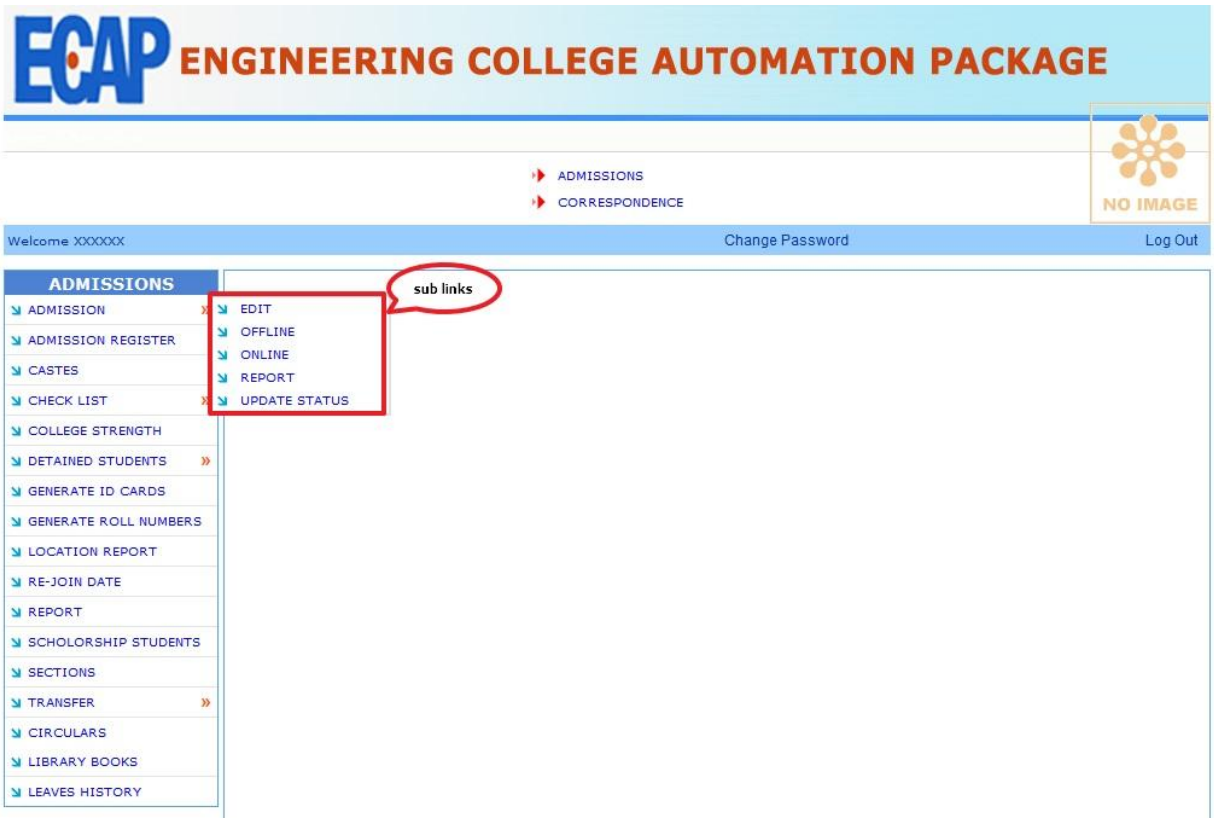
Step3:- After Clicking On Admission Module You Will Find "Left Panel" As Shown In Below.



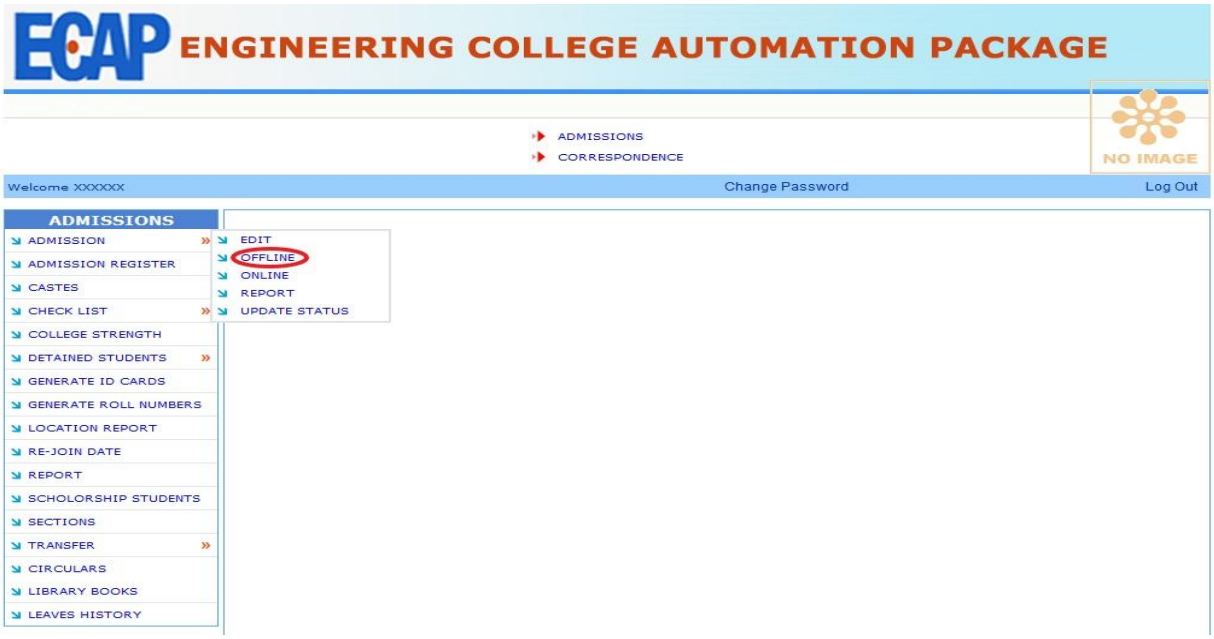
Step 4:-You Will Find "Lift Panel" In That "Admission" Link As Shown In Below.



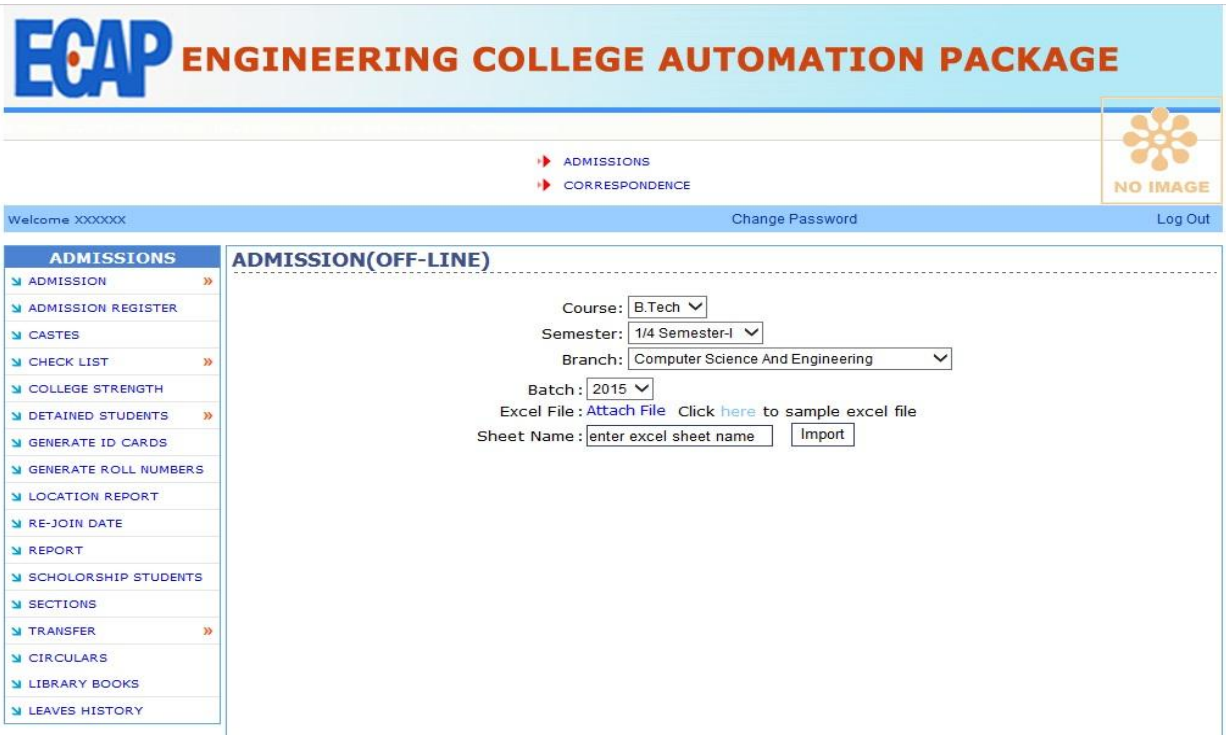
Step5:- Please Place Your Mouse Pointer On "Admission" Link Which Is Available In Left Menu. Then You Will Find "Sub Links Menu" As Shown In Below.



Step6:-Please Find "Offline" Option In Sub Links Menu As Shown In Below.

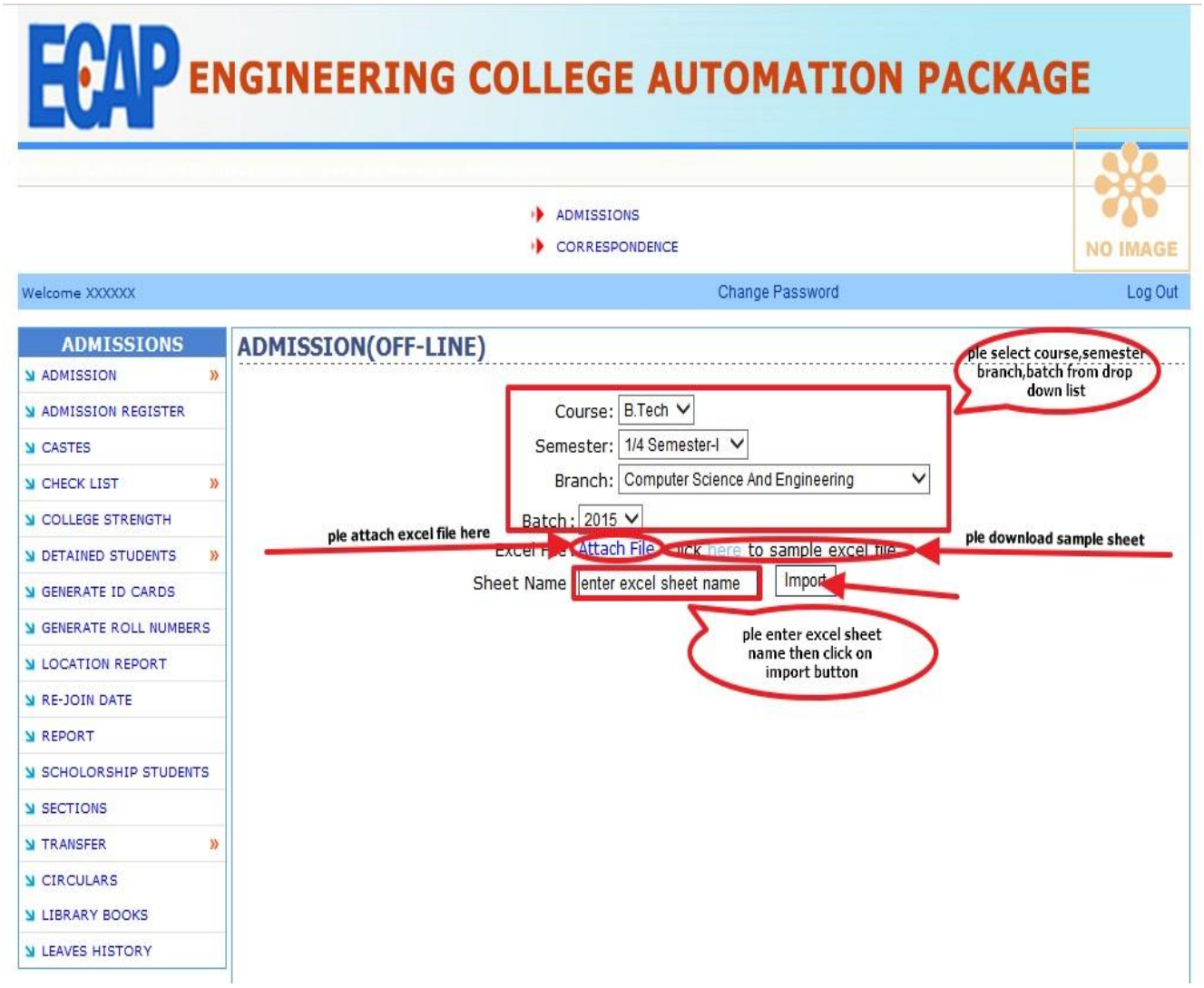


Step7:- If Students Data Is Already Available In Excel Sheet In The Format Prescribed, Then System Can Read Students Data From The File And Dump Data In The Database. After Click On Offline Link From The Popup Menu Displayed To Find The Next Screen As Follows.



Step8:- Now Select Course, Branch, Semester And Batch From The Dropdowns And Browse For Excel File From Local System By Clicking On Browse Button And Enter Sheet Name Containing Data In The

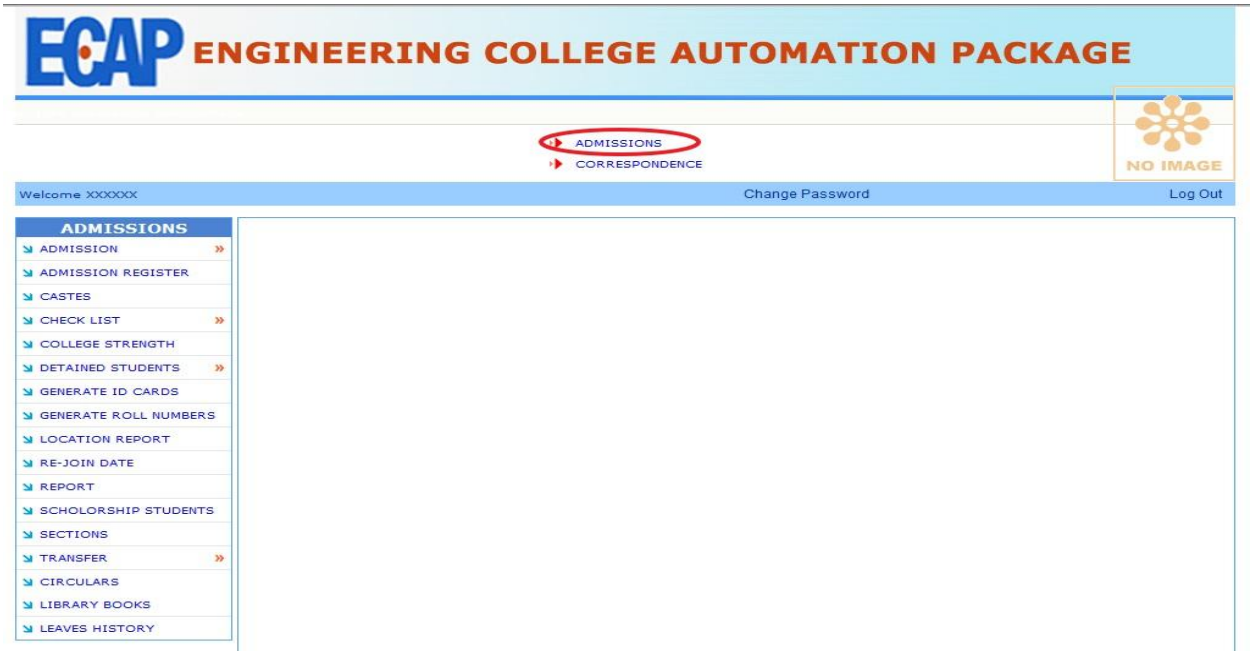
Text Box Provided And Click On Import Button To Download Students Data From The Excel File Into The Database. Sample Excel File Containing The Format Can Be Downloaded By Clicking On Here Link.



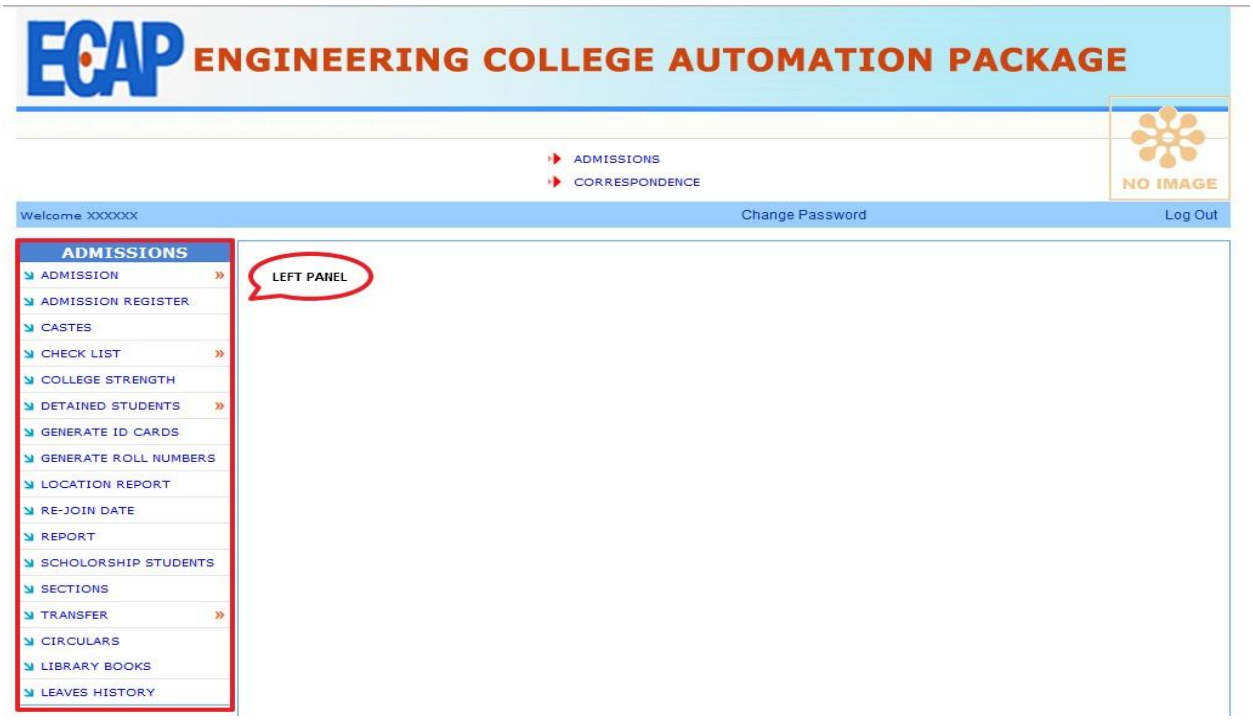
4) Where Can I Edit Student Details If Any Student Data Was Wrongly Entered? (Admissions->Edit)

Ans:- Step 1:- Please Login In To "ECAP" By Using Your Username And Password.

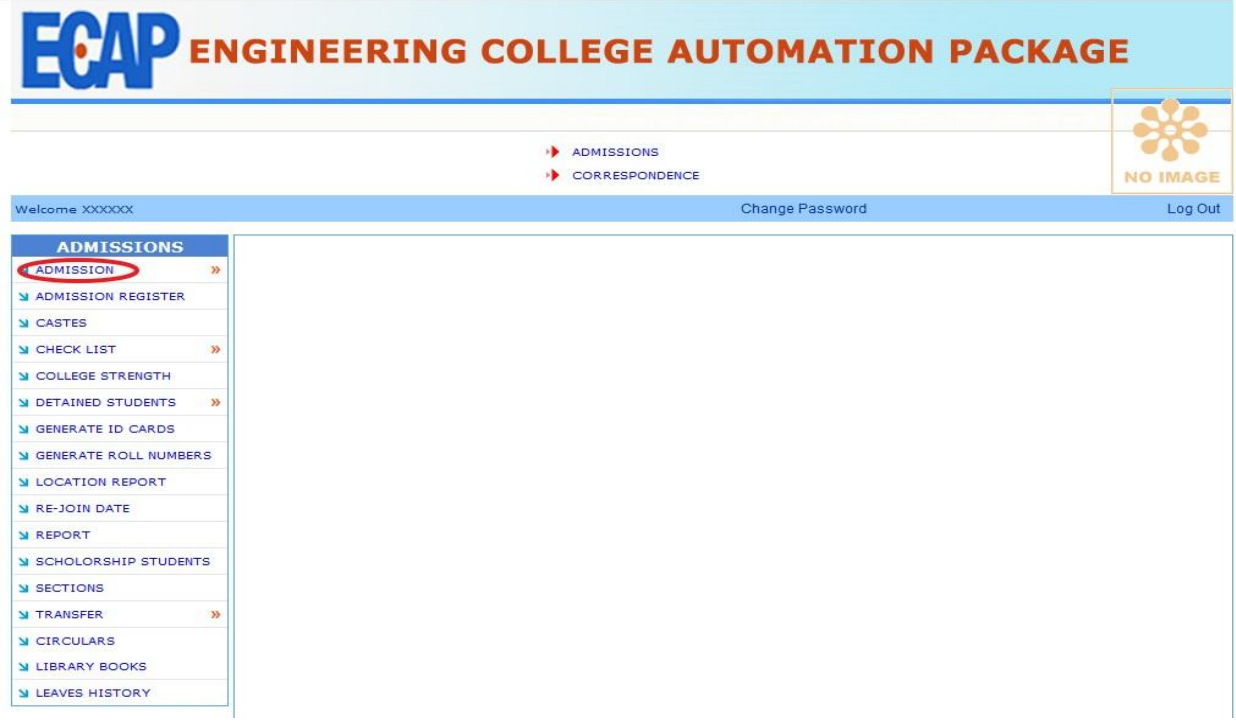
Step 2:- Please Click On "Admission" Module As Shown In Below.



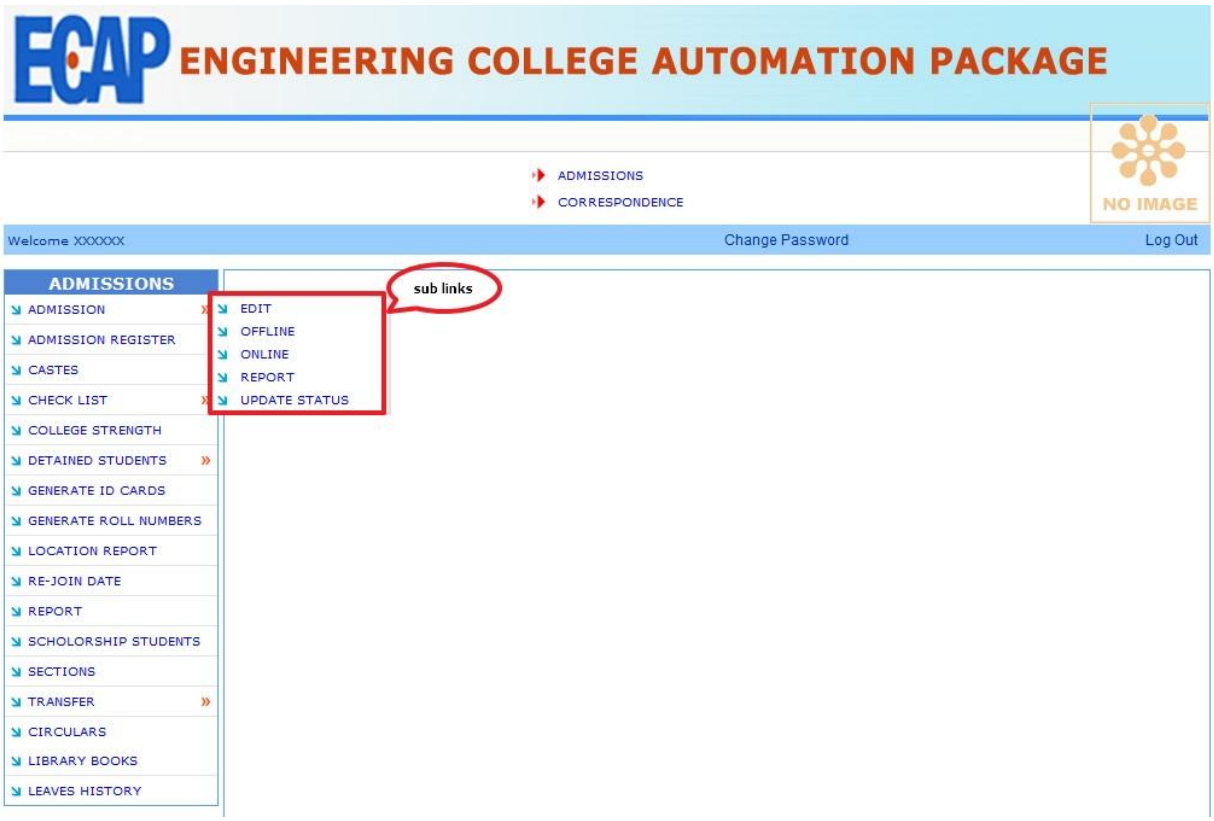
Step3:- After Clicking On Admission Module You Will Find "Left Panel" As Shown In Below.



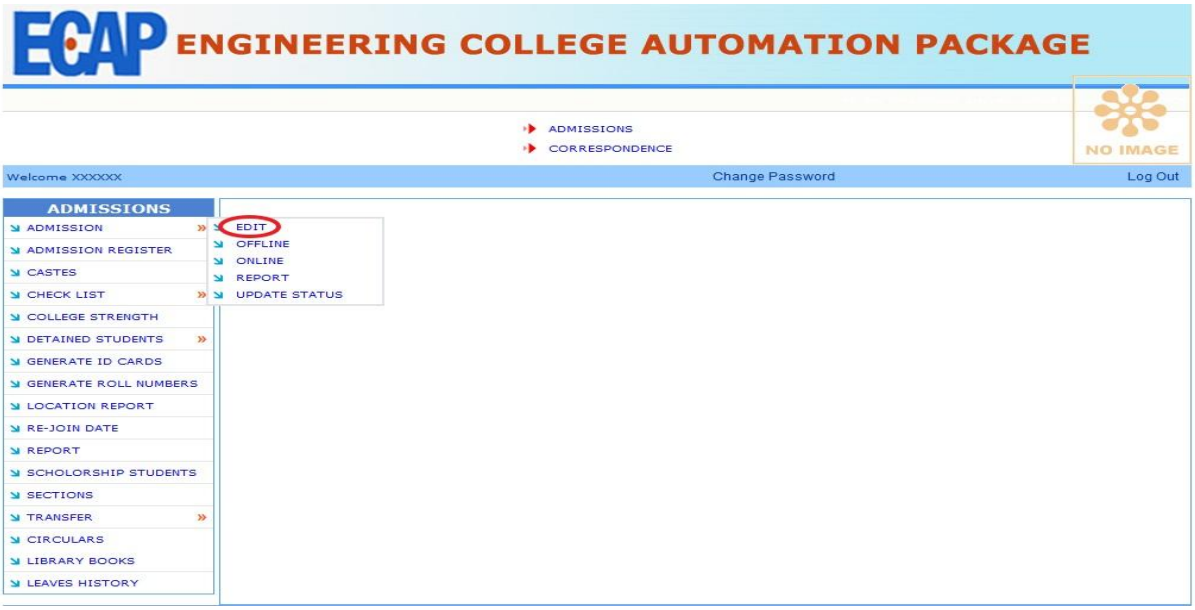
Step 4:-You Will Find "Lift Panel" In That "Admission" Link As Shown In Below.



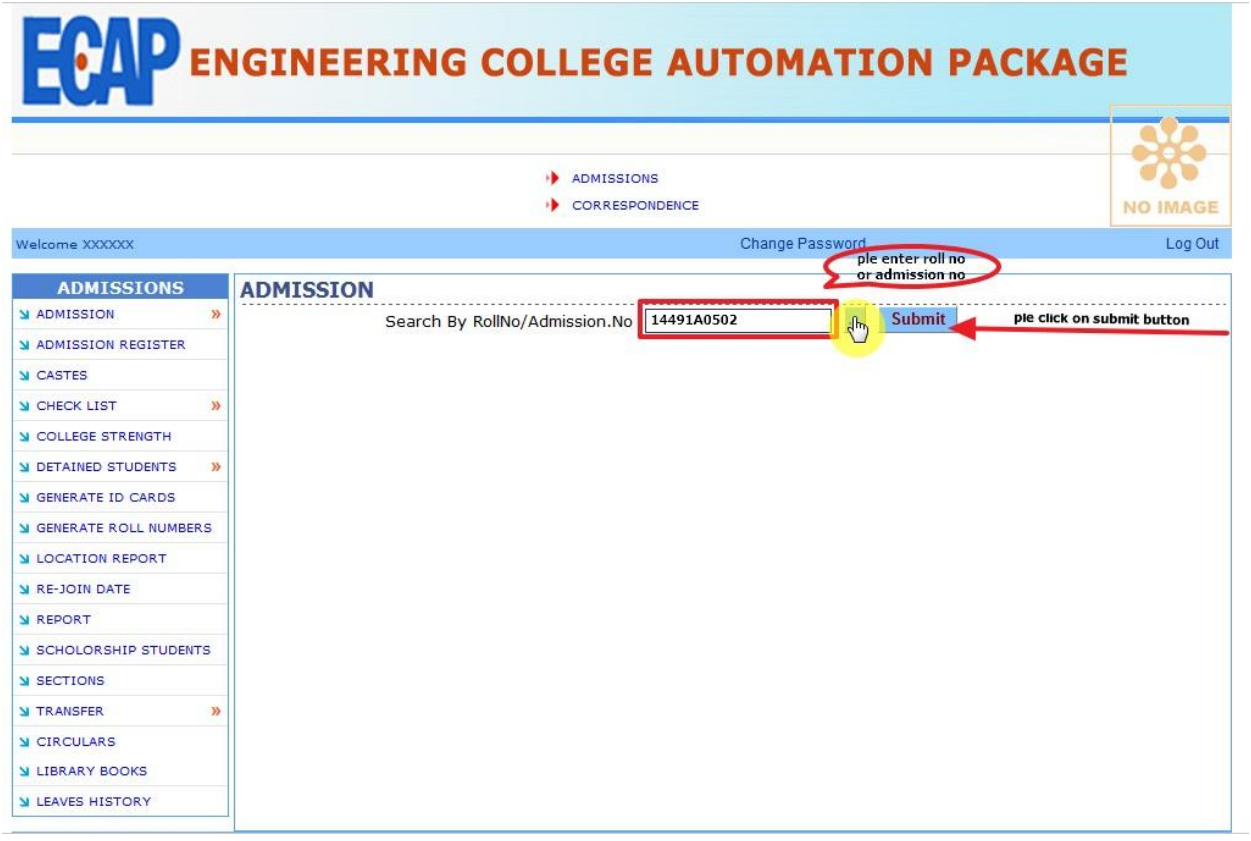
Step5:- Please Place Your Mouse Pointer On "Admission" Link Which Is Available In Left Menu. Then You Will Find "Sub Links Menu" As Shown In Below.



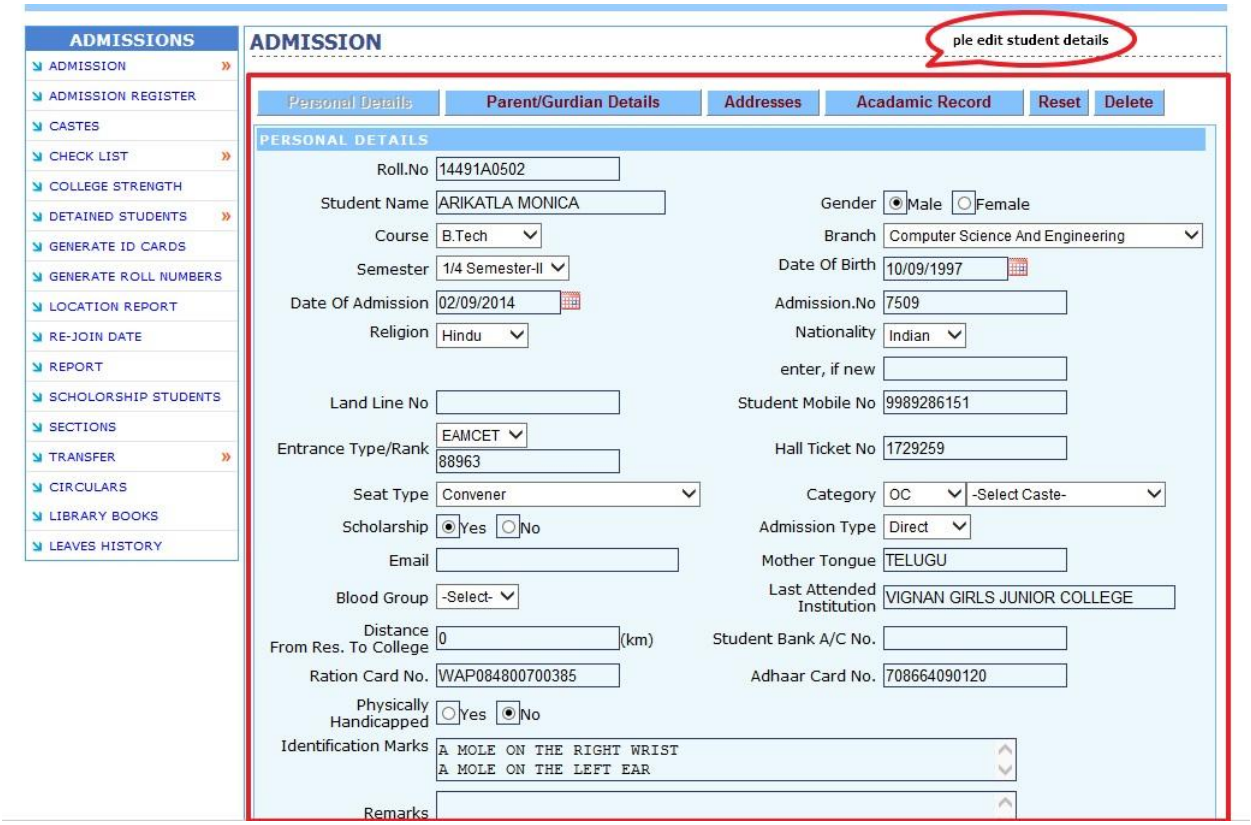
Step6:-Please Find "Edit" Option In Sub Links Menu As Shown In Below.



Step7:- After Click On Edit Link From The Popup Menu Displayed To Enter Roll No Or Admission No And Then Click On Show Button As Follows



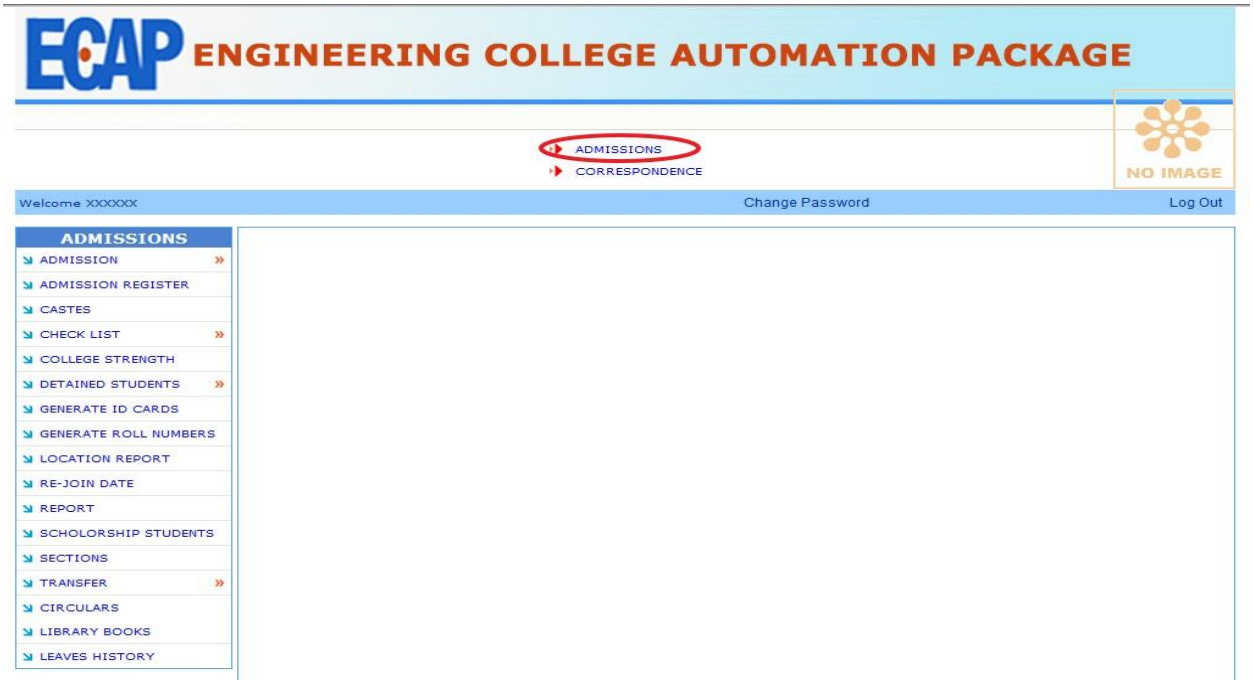
Step8:- After Click On Submit Button You Will Find Student Details. If Any Wrong Entry Then You Will Enter Current Details About Particular Student And Then Click On Update Button.



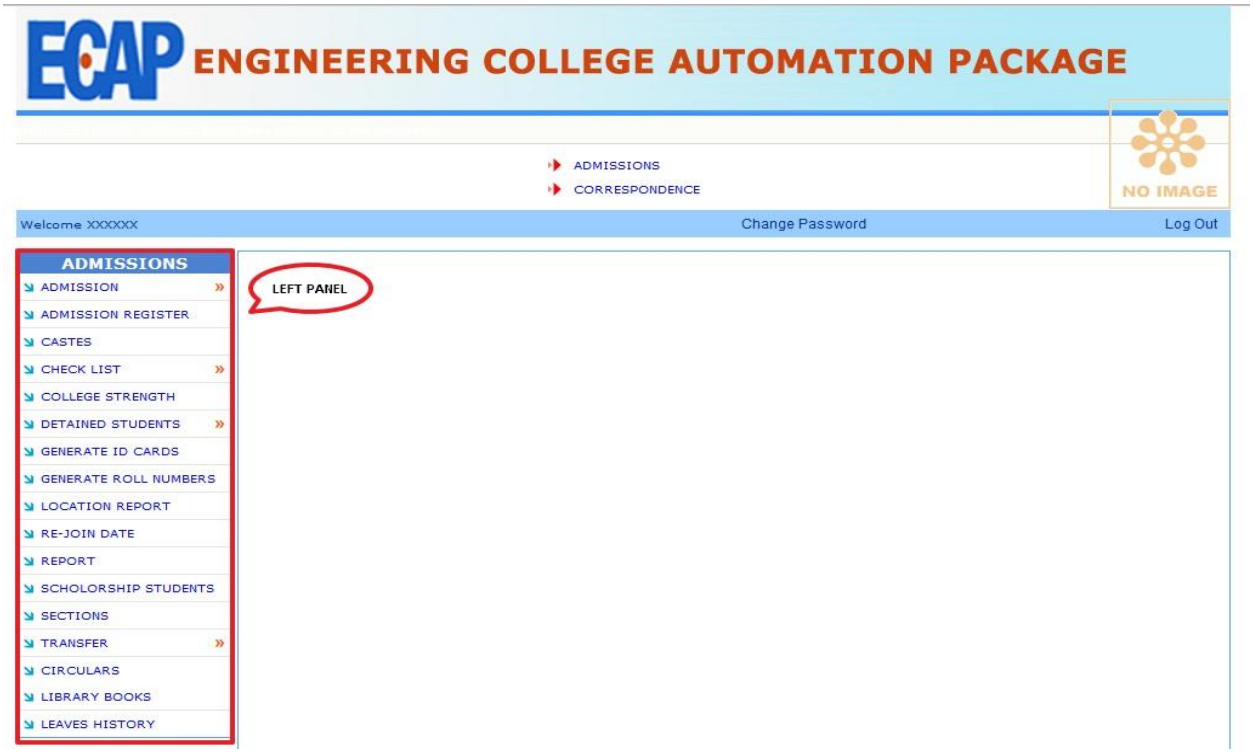
5) Where Can I Set Students In Order As We Want For Ex: - Regular, Lateral, Rejoined Candidates/Lateral, Regular, Rejoined /Rejoined, Regular, Lateral? (Admissions->Update Status)

Ans:- Step 1:- Please Login In To "ECAP" By Using Your Username And Password.

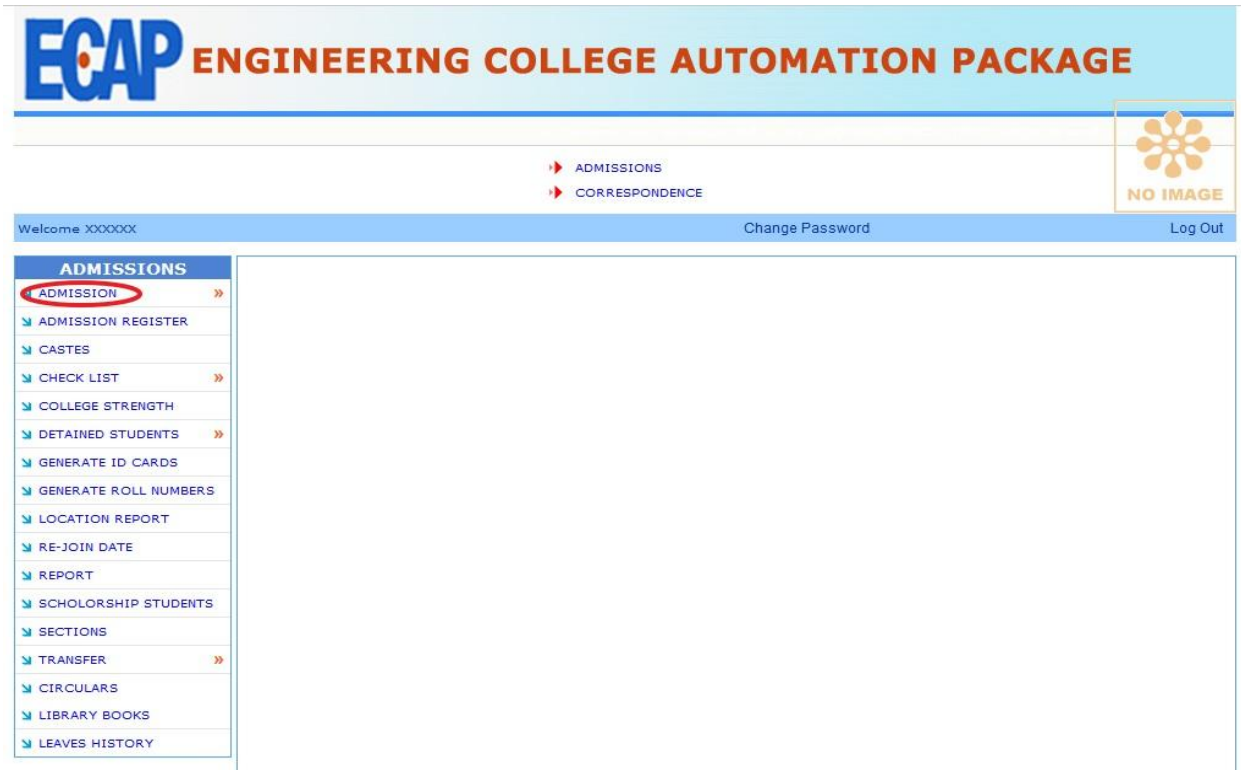
Step 2:- Please Click On "Admission" Module As Shown In Below.



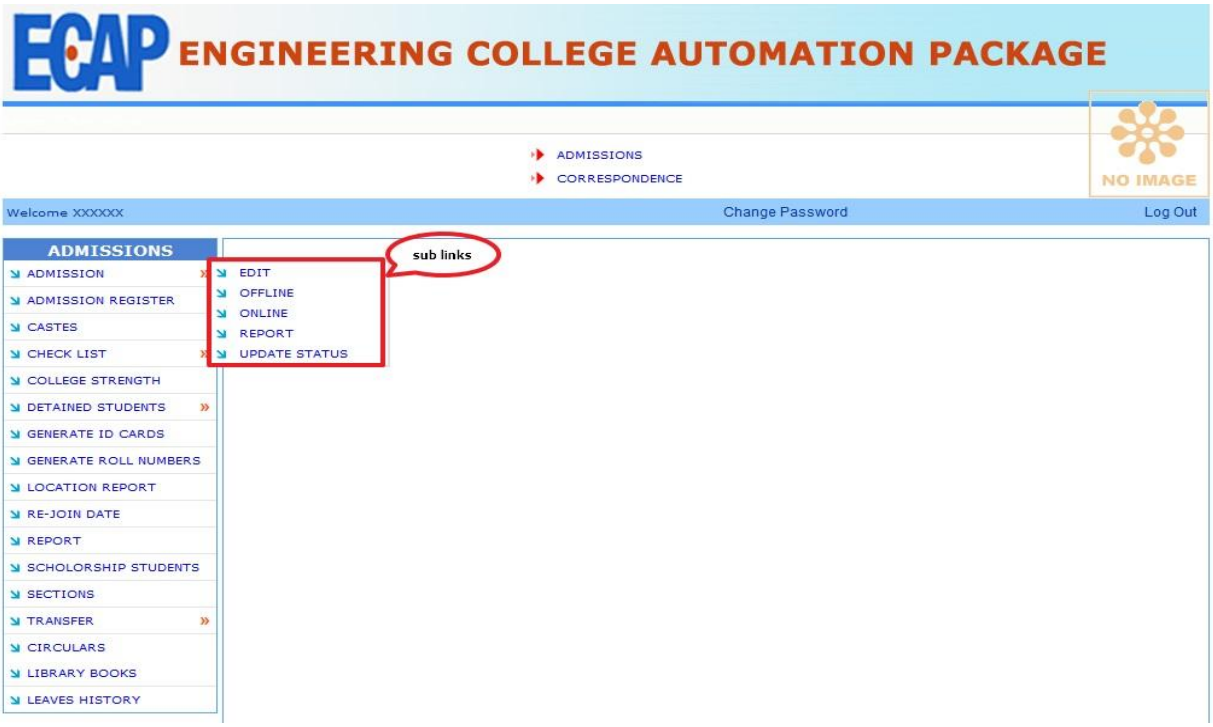
Step3:- After Clicking On Admission Module You Will Find "Left Panel" As Shown In Below.



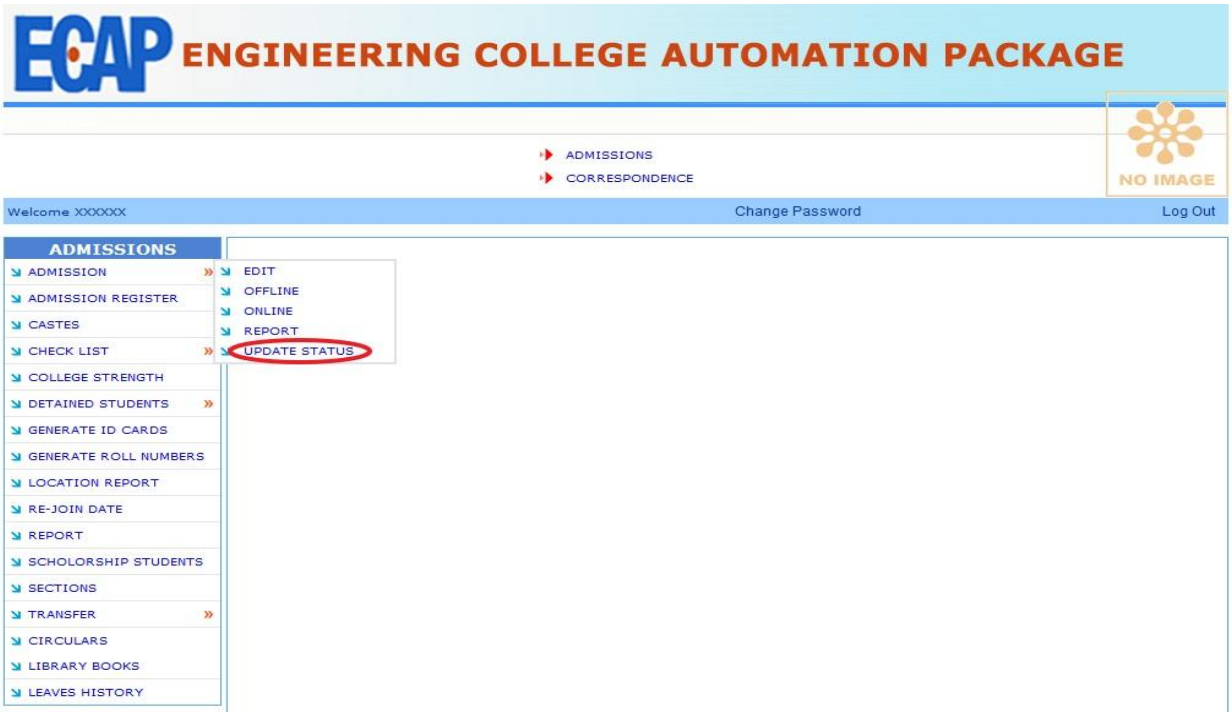
Step 4:-You Will Find "Lift Panel" In That "Admission" Link As Shown In Below.



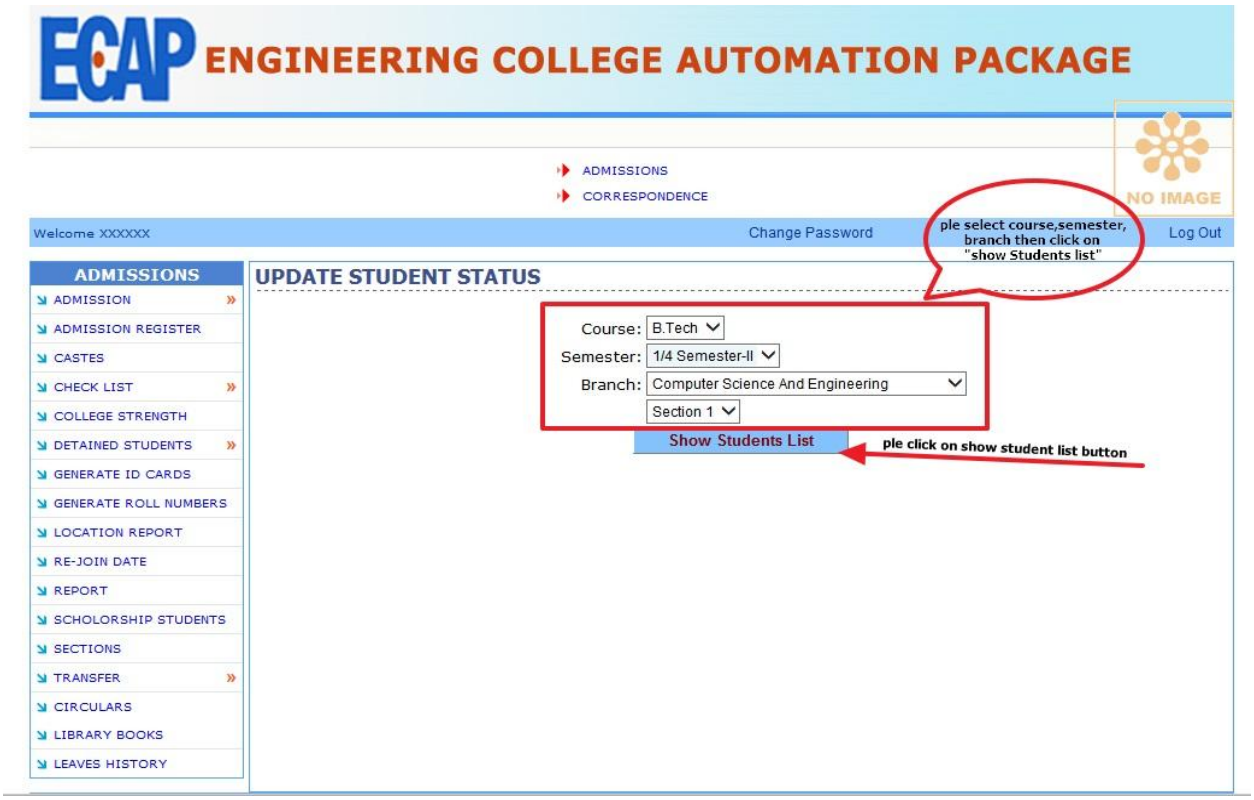
Step5:- Please Place Your Mouse Pointer On "Admission" Link Which Is Available In Left Menu. Then You Will Find "Sub Links Menu" As Shown In Below.



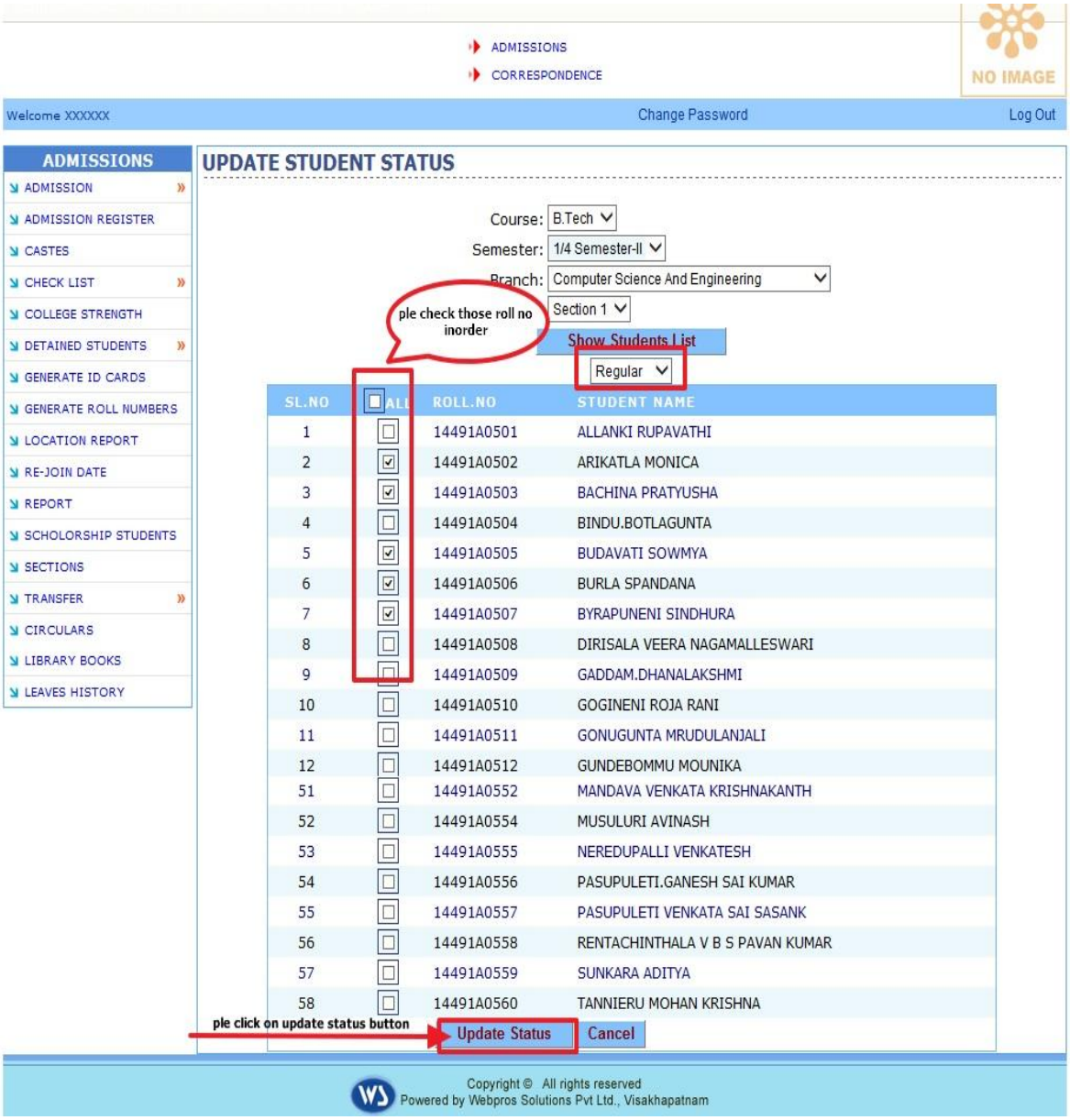
Step6:-Please Find "Update Status" Option In Sub Links Menu As Shown In Below.



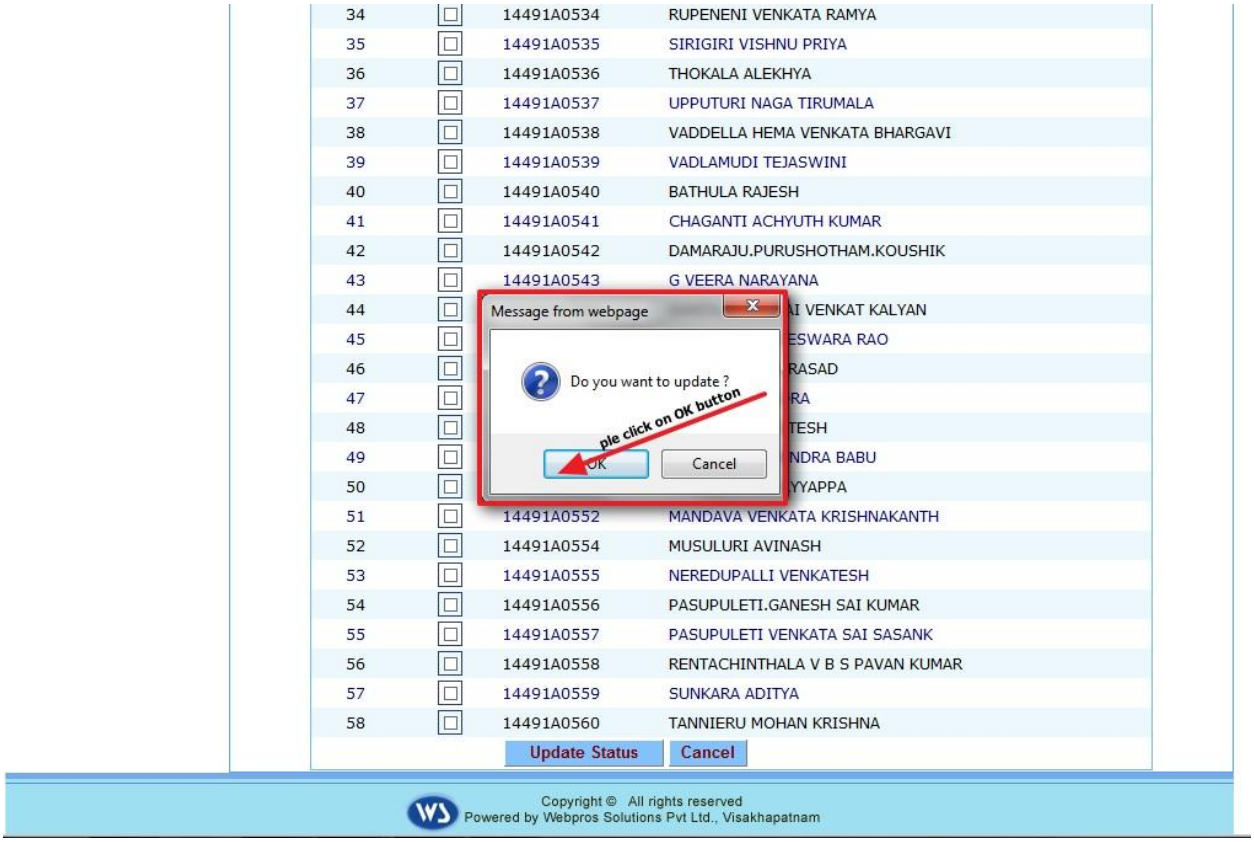
Step7:- After Click On Update Status Link From The Popup Menu Displayed To Select Course, Semester& Branch Then Click On "Show Student List" As Shown Below.

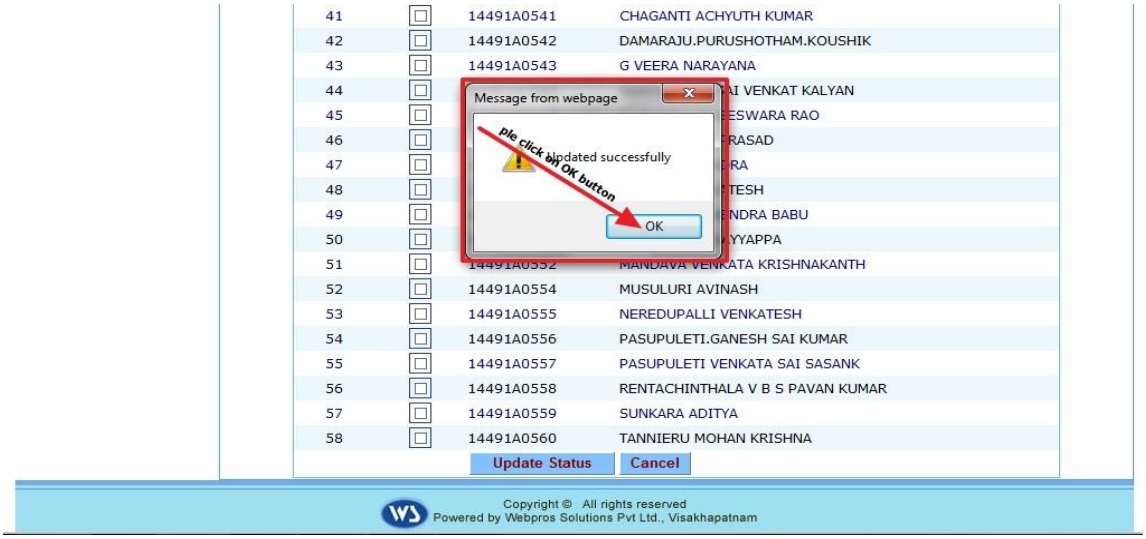


Step8:- After Click On Show Student's List Button You Will Find Student Details. Now Select In Order Roll Numbers With Check Boxes And Then Click On "Update Status" As Shown Below.



Step9:- After Click On "Update Status "Button And Then You Will You Will Get "POP UP For Confirmation" After Click On Update Button. Here Please Click On "OK Button" As Shown In Below

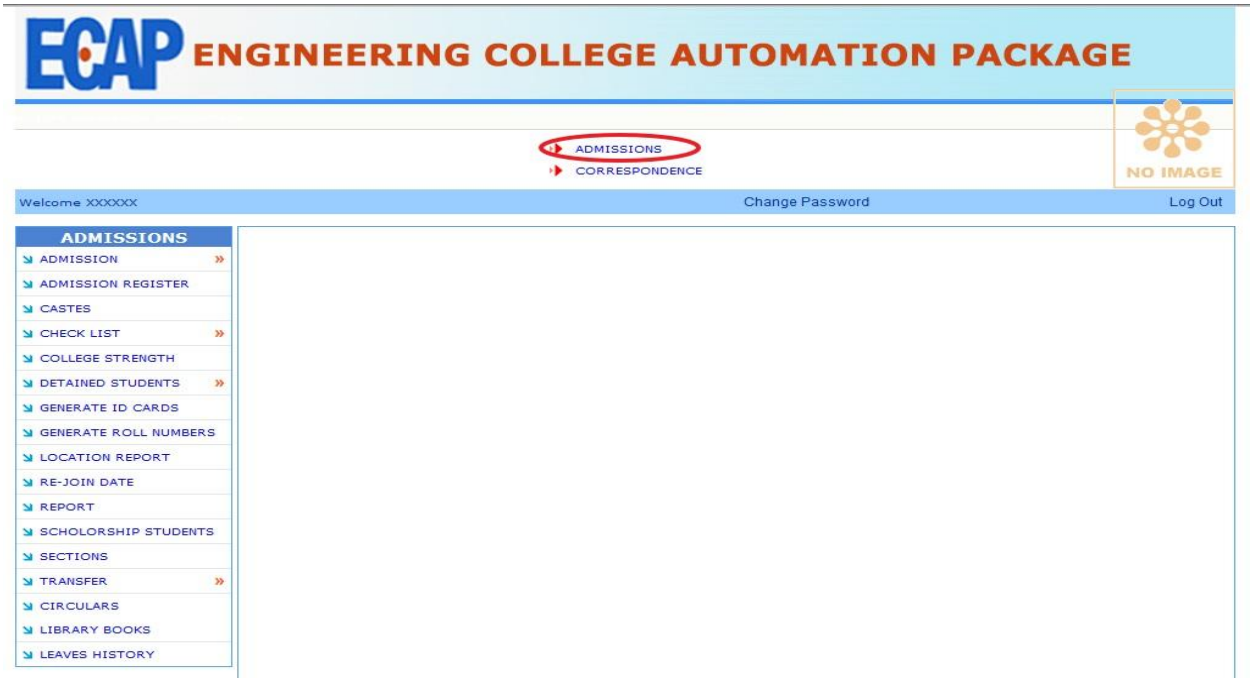




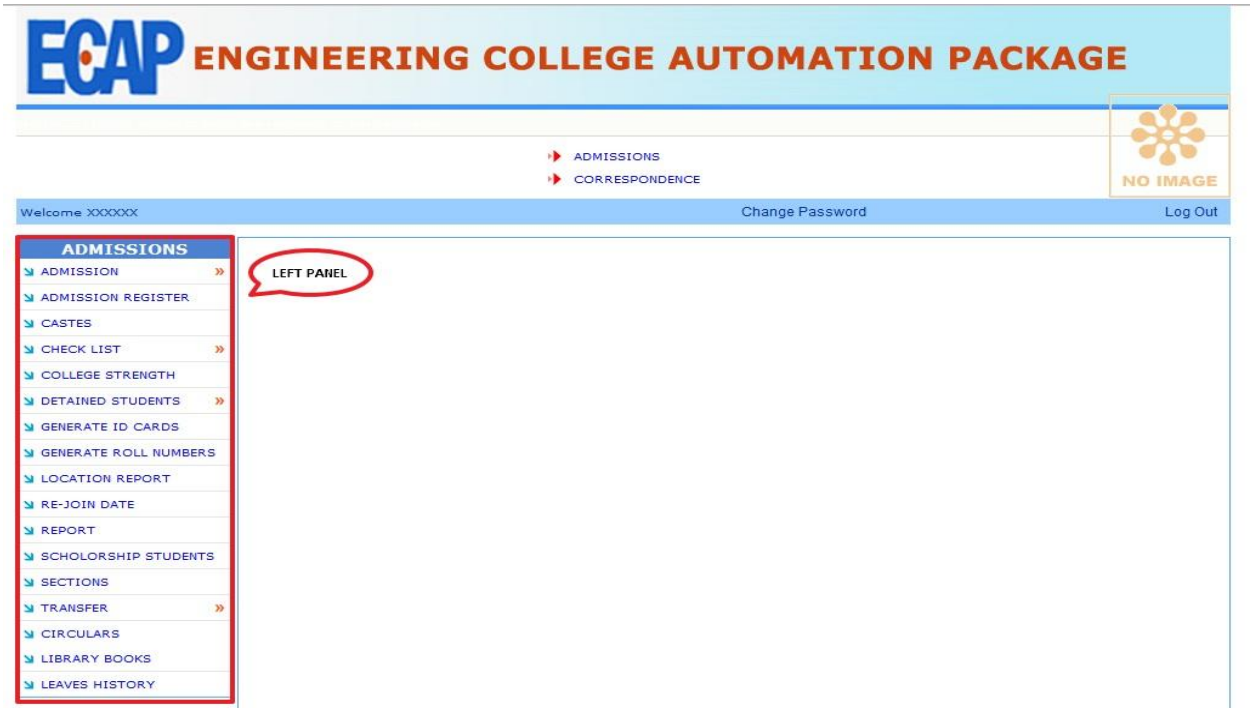
6) How To Check Admission Details Of Particular Student? (Admissions->Report)

Ans:- Step 1:- Please Login In To "ECAP" By Using Your Username And Password.

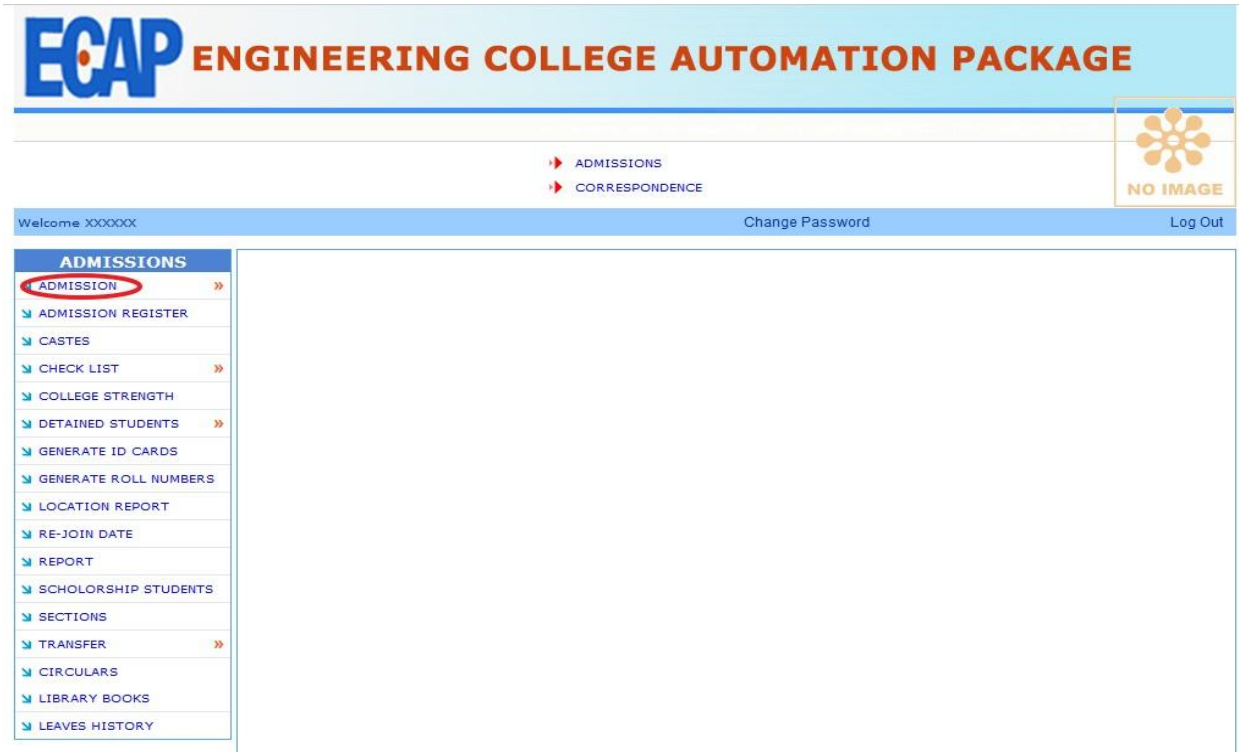
Step 2:- Please Click On "Admission" Module As Shown In Below.



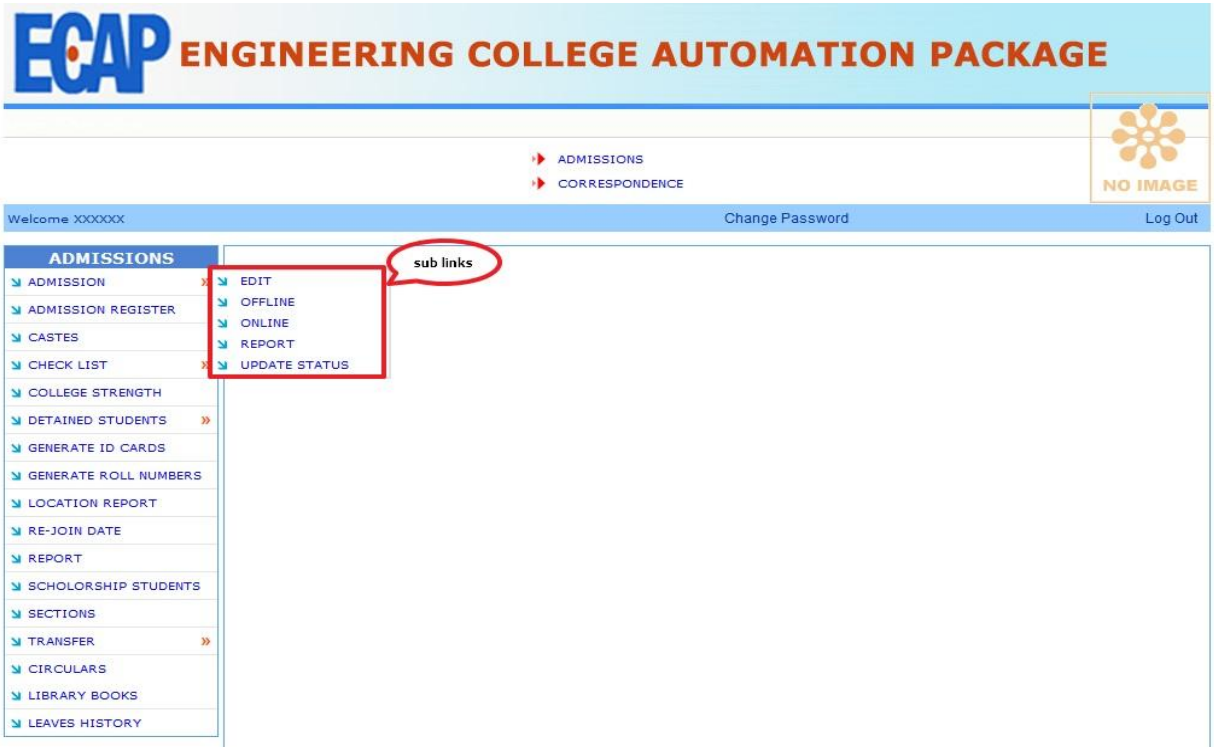
Step3:- After Clicking On Admission Module You Will Find "Left Panel" As Shown In Below.



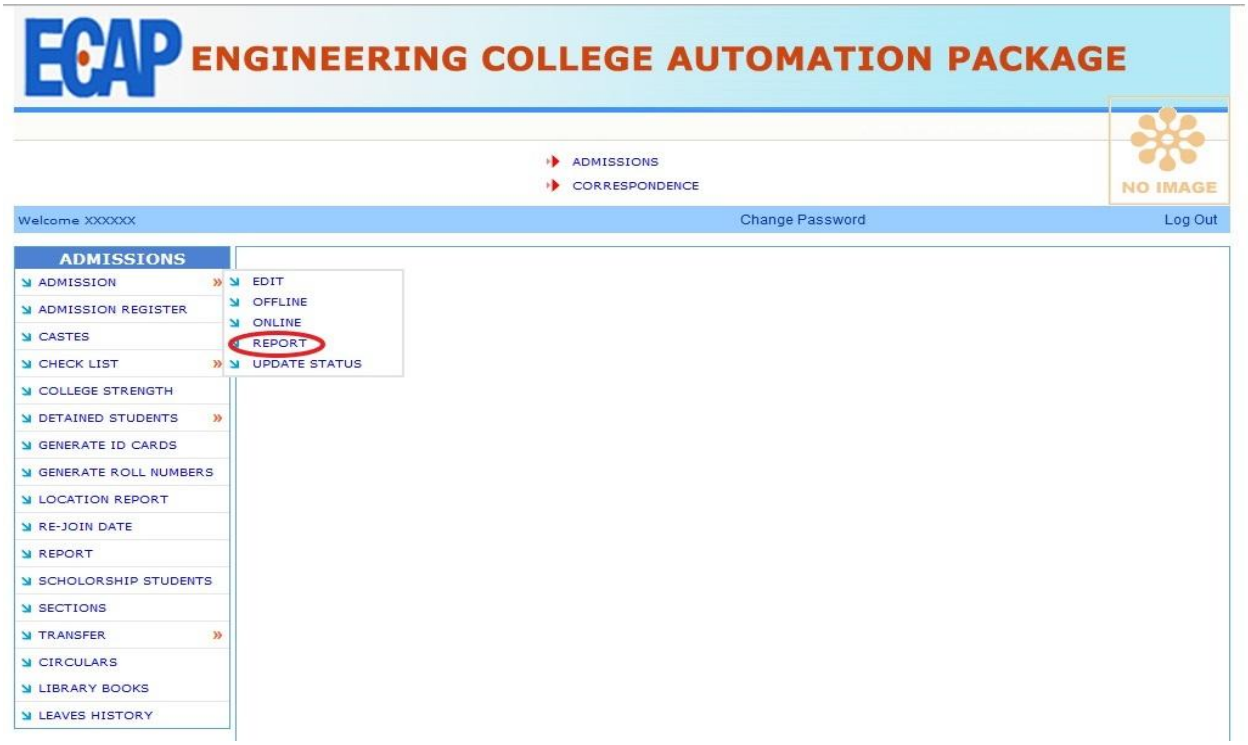
Step 4:-You Will Find "Lift Panel" In That "Admission" Link As Shown In Below.



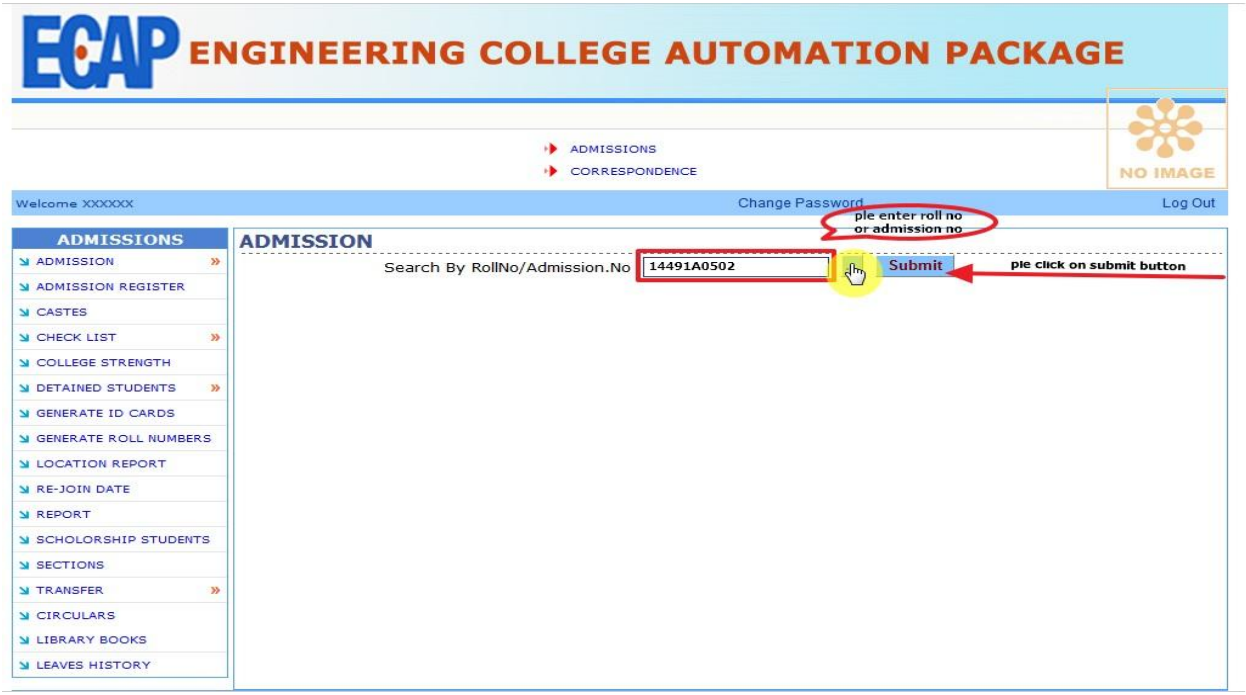
Step5:- Please Place Your Mouse Pointer On "Admission" Link Which Is Available In Left Menu. Then You Will Find "Sub Links Menu" As Shown In Below.



Step6:-Please Find "Report" Option In Sub Links Menu As Shown In Below.



Step7:- After Click On Edit Link From The Popup Menu Displayed To Enter Roll No Or Admission No And Then Click On Show Button As Follows



Step8:-After Click On Submit Button And Then You Will Get Report If You Want To Take Print Out Then Please Click On "PRINT Button" And If You Want To Export This Data In To Excel Sheet Please Click On "Export Button".As Shown Below.

XXXXXX COLLEGE OF ENGINEERING & TECHNOLOGY (Code: 49)
Approved By AICTE., Affiliated to JNTUK, Kakinada
KM Towers,CBM Compound,Visakhapatnam
Tel : 0891-3097980

Personal Details			
Roll.No	14491A0502	Admission.No	7509
Student Name	ARIKATLA MONICA	Gender	Male
DOB	10/09/1997	Join Date	02/09/2014
Course	B.Tech, CSE	Semester	1/4 Semester-II
Nationality	Indian	Religion	Hindu
Mother Toungue	TELUGU	Blood Group	-
Entrance Type, Rank	EAMCET, 88963	Hallticket Number	1729259
Phone.No		Mobile.No	9989286151
Seat Type		Admission Type	Direct
Category	OC	Caste	OC
Scholarship	Yes	Email	
Last Studied	VIGNAN GIRLS JUNIOR COLLEGE	Distance From Res To College	0
Bank A/c		Ration Card.No	WAP084800700385
Adhar Card.No	708664090120	PHC	No
Identification Marks	A MOLE ON THE RIGHT WRIST A MOLE ON THE LEFT EAR		

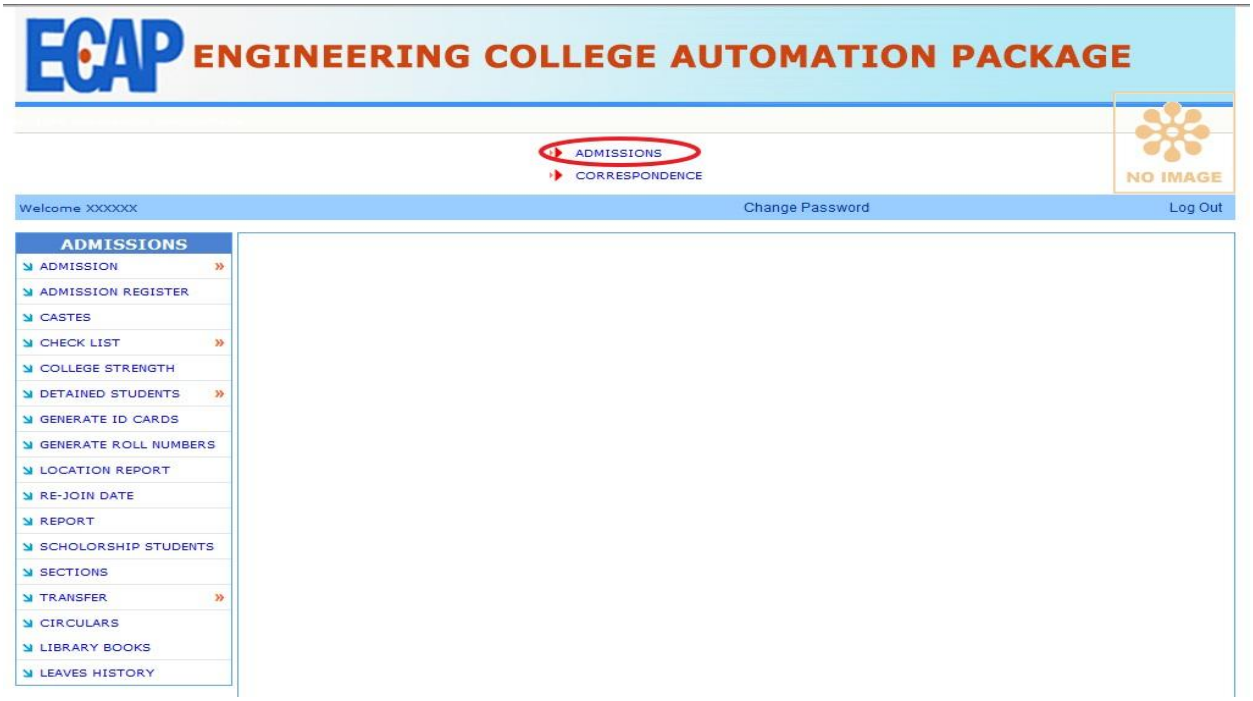
Permanent Address		Correspondence Address	
Door.No	6-31	Door.No	6-31
Street	SIVALAYAM	Street	SIVALAYAM
Village	TANGUTUR	Village	TANGUTUR
Mandal	TANGUTUR	Mandal	TARLUPADU
District	PRAKASAM	District	PRAKASAM
State	ANDHRA PRADESH	State	ANDHRA PRADESH
Pin	523274	Pin	523274

SSC Details			
H.T.No	1216105324	Board	BOARD OF SECONDARY EDUCATION
Passed Year	2012	School	SARATH SATHAVAHANA
Max.Marks	600	Obtained, %	510, 85.00
Inter Details			
H.T.No	1406211246	Board	BOARD OF INTERMEDIATE EDUCATION
Passed Year	2014	College	VIGNAN GIRLS JR COLLEGE
Max.Marks	1000	Obtained, %	838, 83.80
Parent/Gurdian Details			
Father Name	A.VENKATASWAMY	Father Occupation	FARMER
Income	60000	Email	
Phone.No	9989286151	Mobile.No	
Mother Name	A.MADHAVI	Occupation	HOUSEWIFE
Phone.No		Mobile.No	9032902290
Email			
Gurdian Name		Gurdian Address	
Phone.No		Mobile.No	

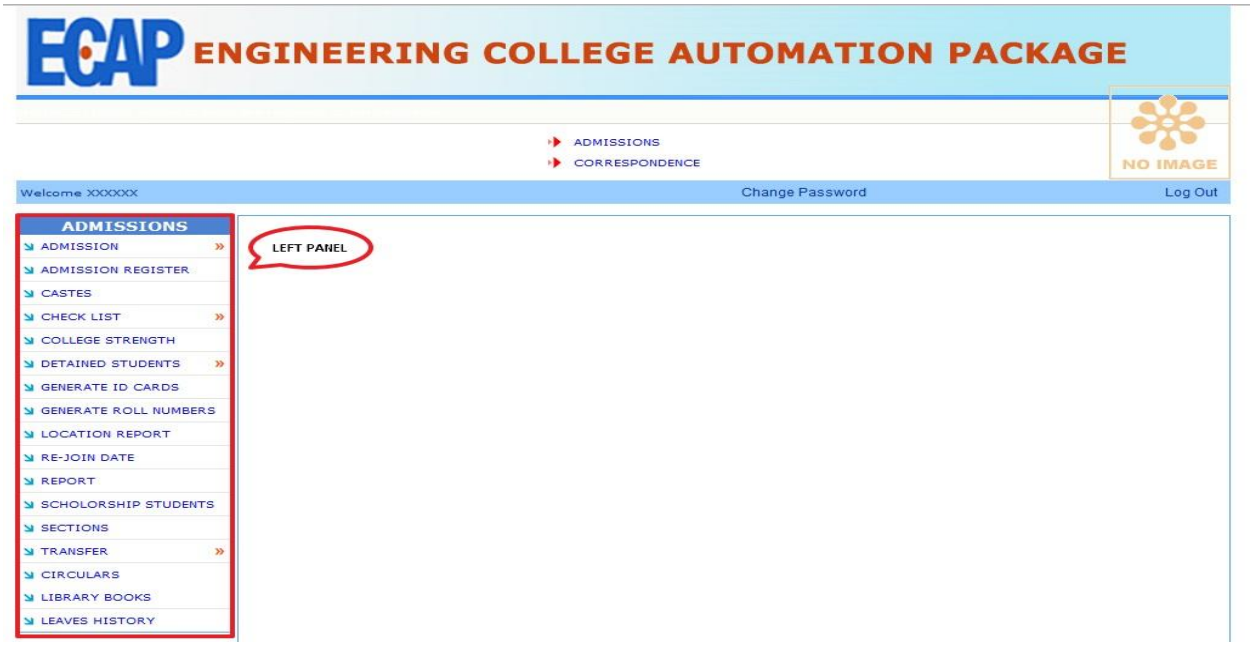
7) Where To Check College Admission Register By Year Wise And Admission Status Wise? (Admission Register)

Ans:- Step 1:- Please Login In To "ECAP" By Using Your Username And Password.

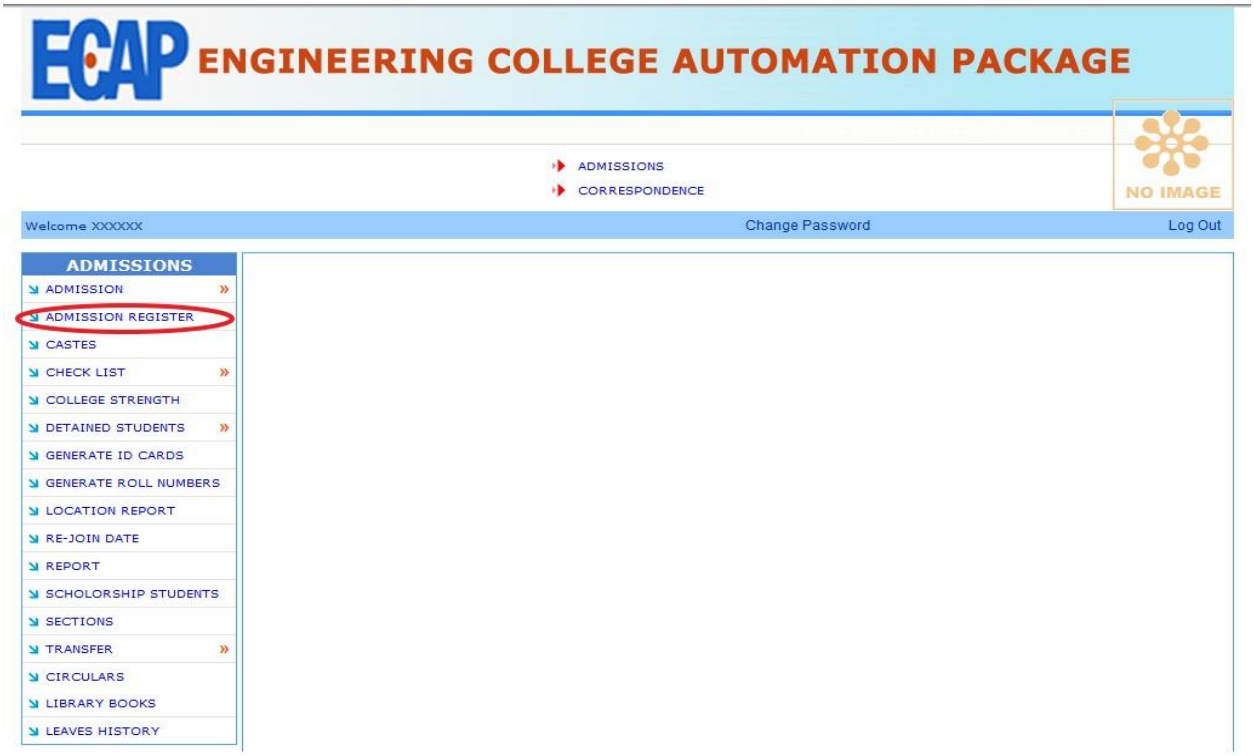
Step 2:- Please Click On "Admission" Module As Shown In Below.



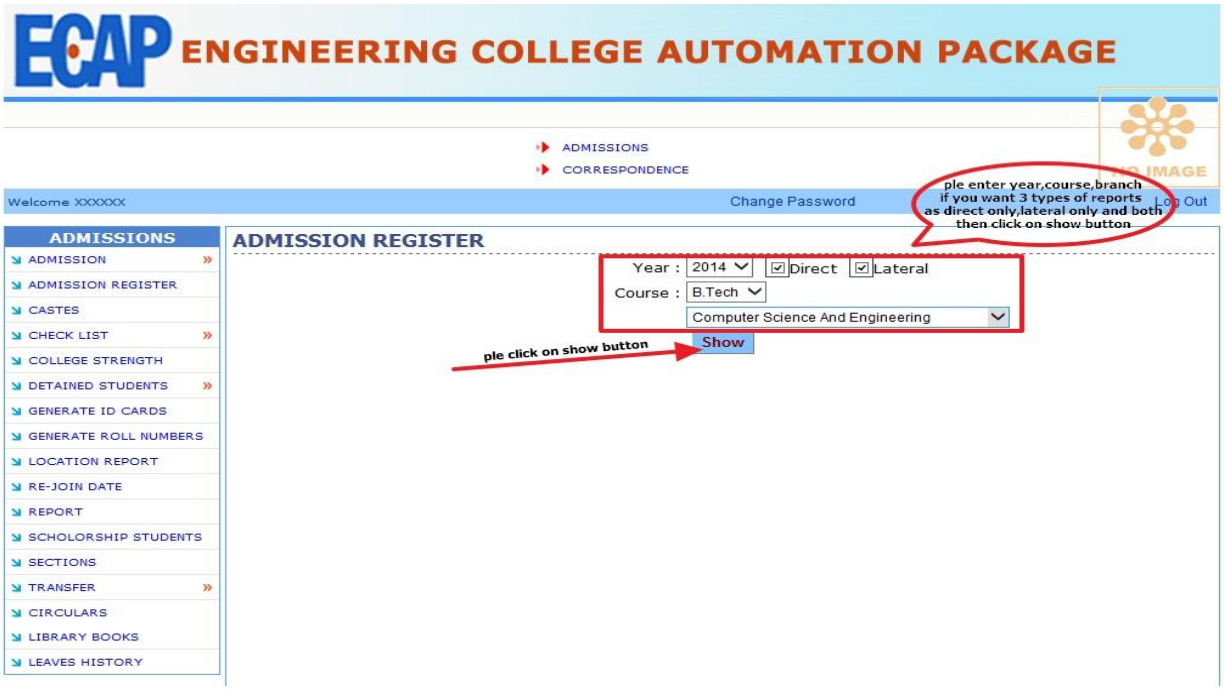
Step3:- After Clicking On Admission Module You Will Find "Left Panel" As Shown In Below.



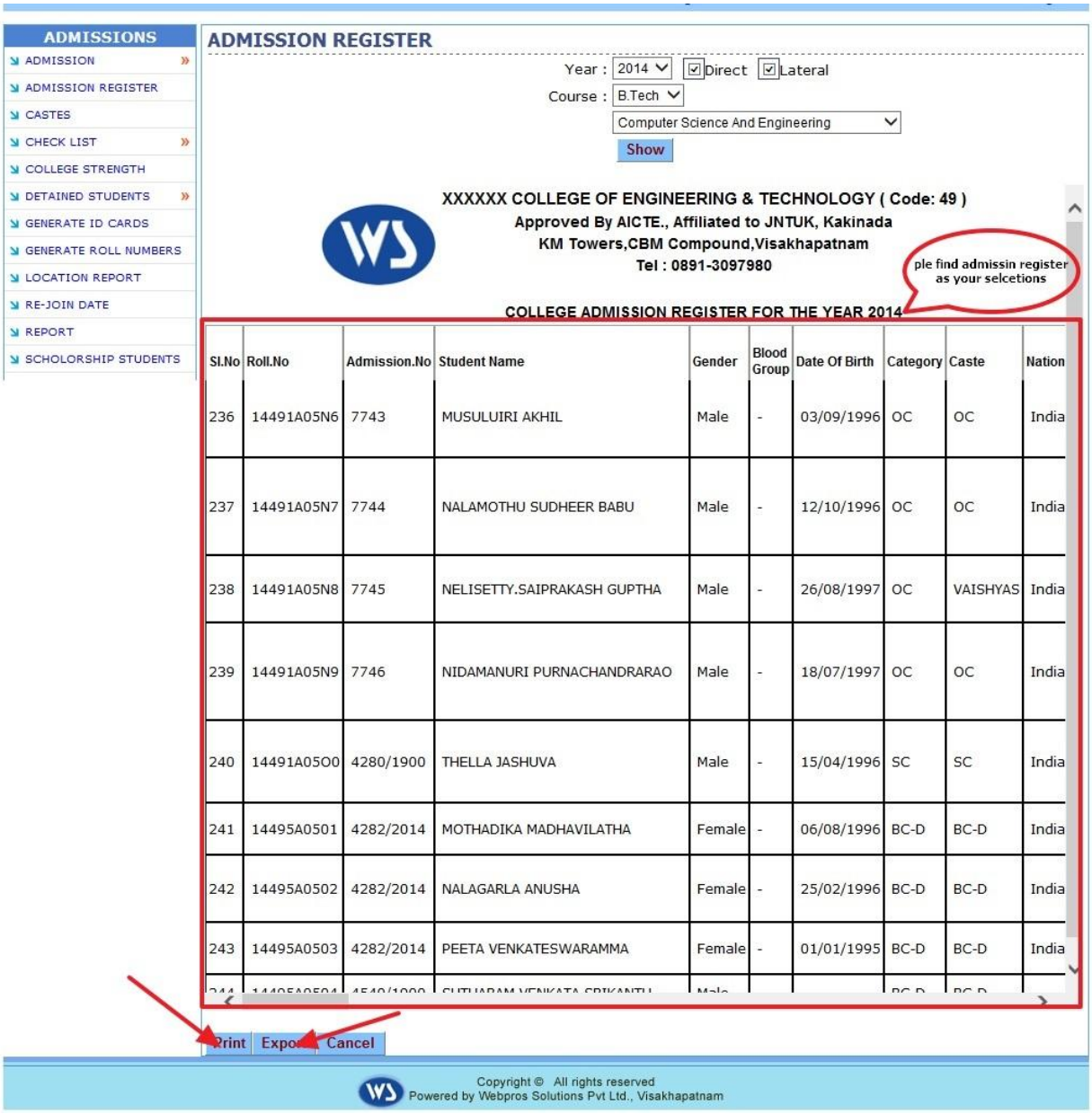
Step 4:-You Will Find "Lift Panel" In That "Admission Register" Link As Shown In Below.



Step5:- Please Place Your Mouse Pointer On "Admission Register" Link Which Is Available In Left Menu. Now Select Year, Course And Branch And Click On Show Button To View Admission Register Of Students Of Selected Branch And Course Joined During The Year Either Directs Or Lateral Entry As Follows



Step6:-After Click On Show Button And Then You Will Get Admission Register If You Want To Take Print Out Then Please Click On "PRINT Button" And If You Want To Export This Data In To Excel Sheet Please Click On "Export Button".As Shown Below

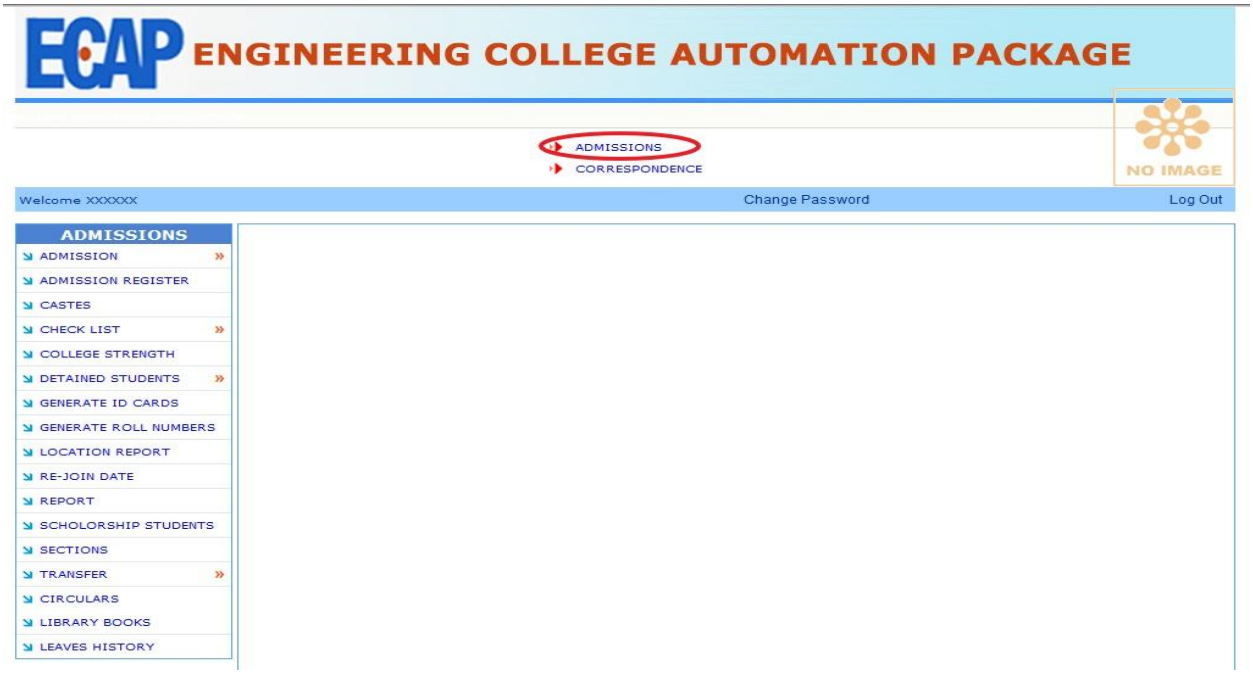


Sl.No	Roll.No	Admission.No	Student Name	Gender	Blood Group	Date Of Birth	Category	Caste	Nation
236	14491A05N6	7743	MUSULUIRI AKHIL	Male	-	03/09/1996	OC	OC	India
237	14491A05N7	7744	NALAMOTHU SUDHEER BABU	Male	-	12/10/1996	OC	OC	India
238	14491A05N8	7745	NELISETTY.SAIPRAKASH GUPTHA	Male	-	26/08/1997	OC	VAISHYAS	India
239	14491A05N9	7746	NIDAMANURI PURNACHANDRARAO	Male	-	18/07/1997	OC	OC	India
240	14491A05O0	4280/1900	THELLA JASHUVA	Male	-	15/04/1996	SC	SC	India
241	14495A0501	4282/2014	MOTHADIKA MADHAVILATHA	Female	-	06/08/1996	BC-D	BC-D	India
242	14495A0502	4282/2014	NALAGARLA ANUSHA	Female	-	25/02/1996	BC-D	BC-D	India
243	14495A0503	4282/2014	PEETA VENKATESWARAMMA	Female	-	01/01/1995	BC-D	BC-D	India

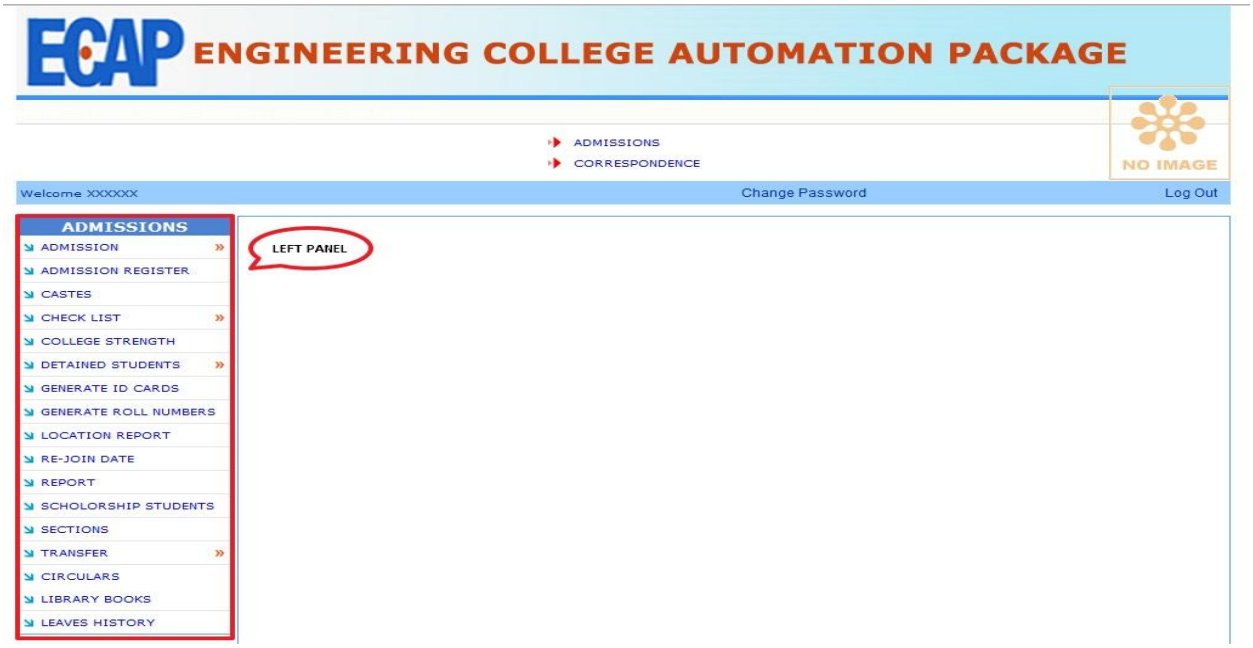
8) How To Check Students List Weather They Have Updated Seat Types Or Not? (Admission Register->Export In To Excel ->Filter Seat Type->Update With Correct Ones->And Then Import That Sheet Through Admissions->Offline)

Ans:- Step 1:- Please Login In To "ECAP" By Using Your Username And Password.

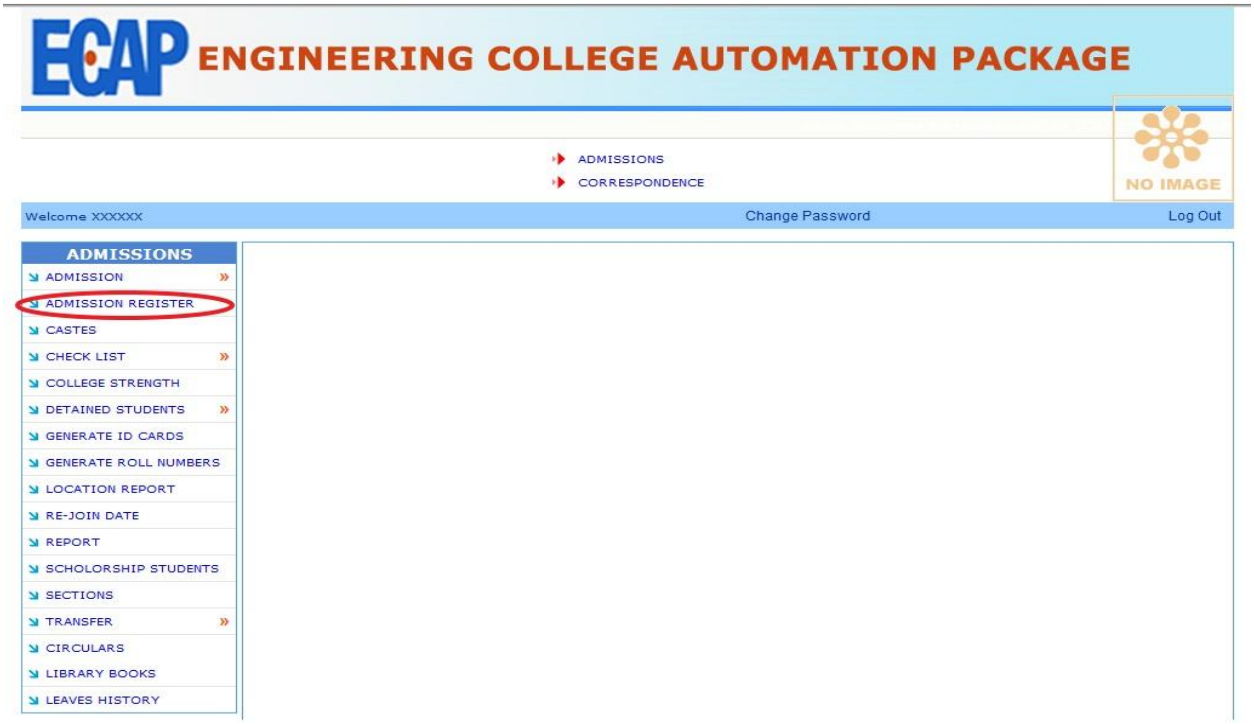
Step 2:- Please Click On "Admission" Module As Shown In Below.



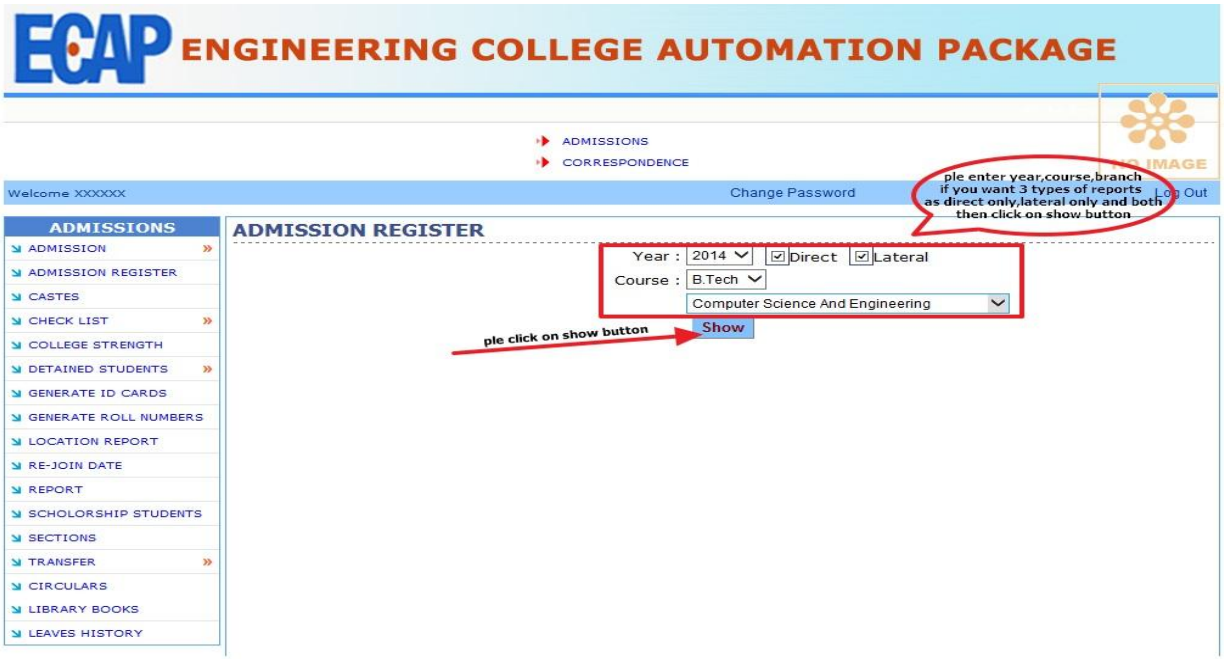
Step3:- After Clicking On Admission Module You Will Find "Left Panel" As Shown In Below.



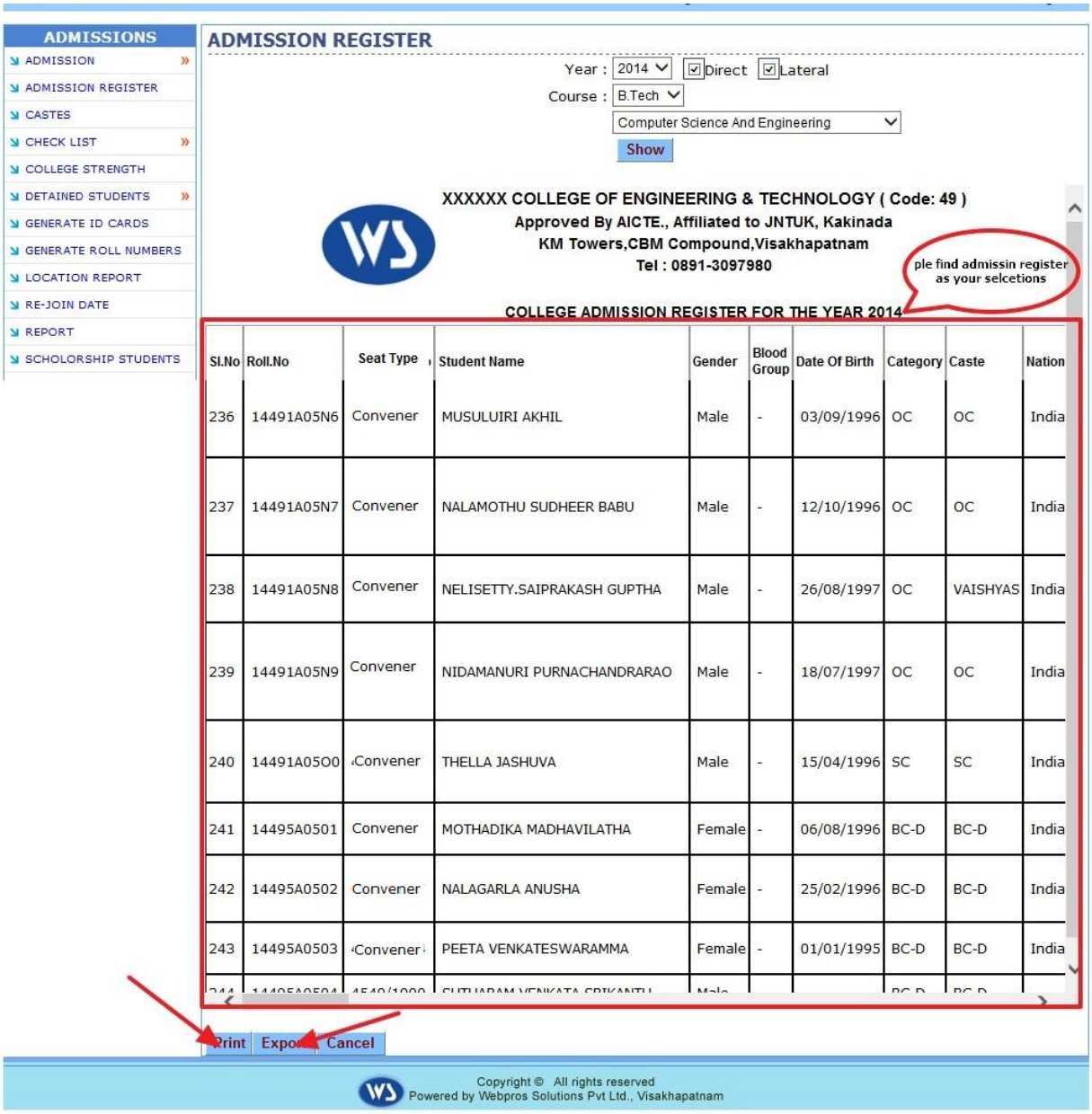
Step 4:-You Will Find "Lift Panel" In That "Admission Register" Link As Shown In Below.



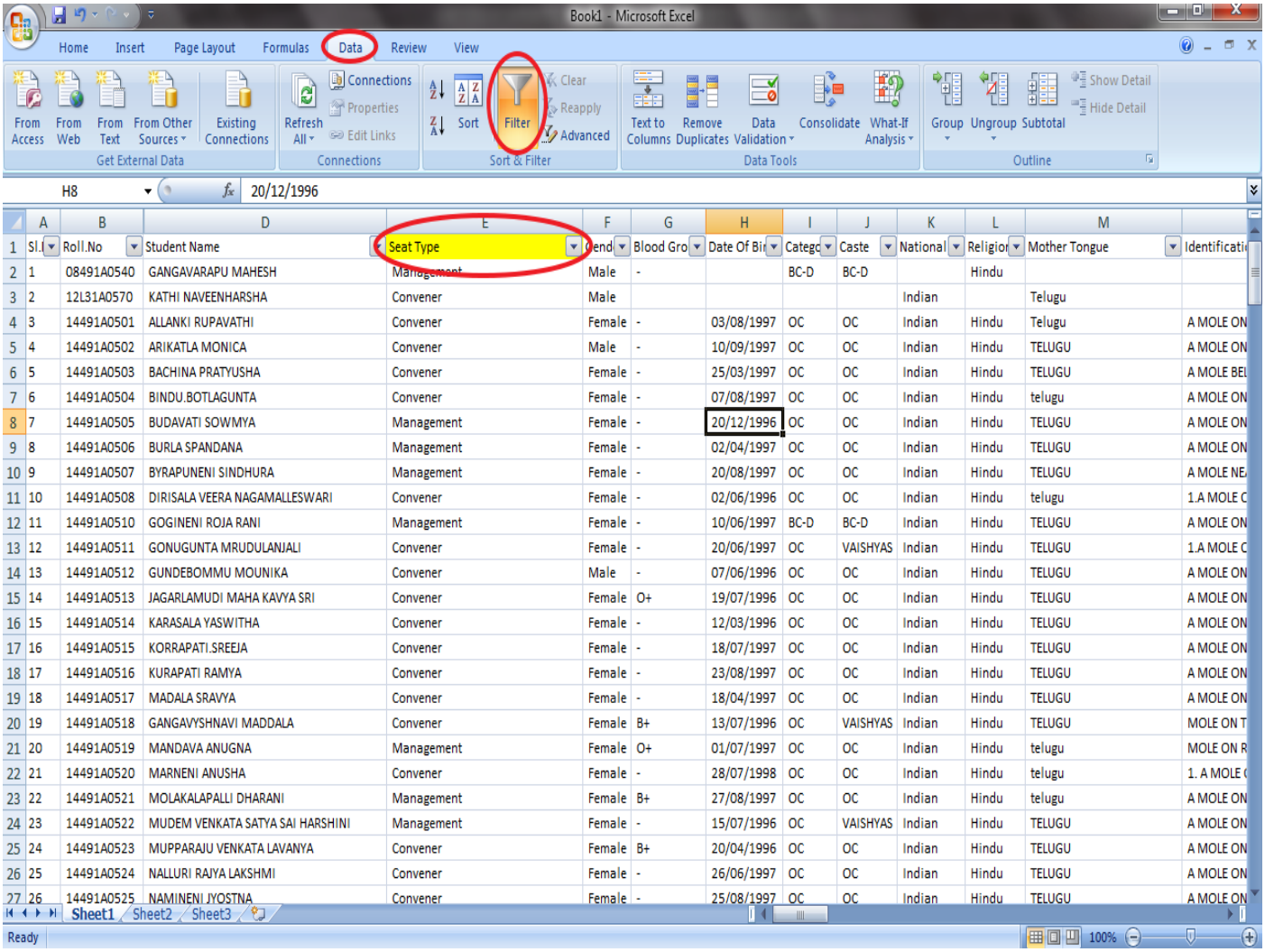
Step5:- Please Place Your Mouse Pointer On "Admission Register" Link Which Is Available In Left Menu. Now Select Year, Course And Branch And Click On Show Button To View Admission Register Of Students Of Selected Branch And Course Joined During The Year Either Directs Or Lateral Entry As Follows



Step6:-After Click On Show Button And Then You Will Get Admission Register If You Want To Take Print Out Then Please Click On "PRINT Button" And If You Want To Export This Data In To Excel Sheet Please Click On "Export Button".As Shown Below



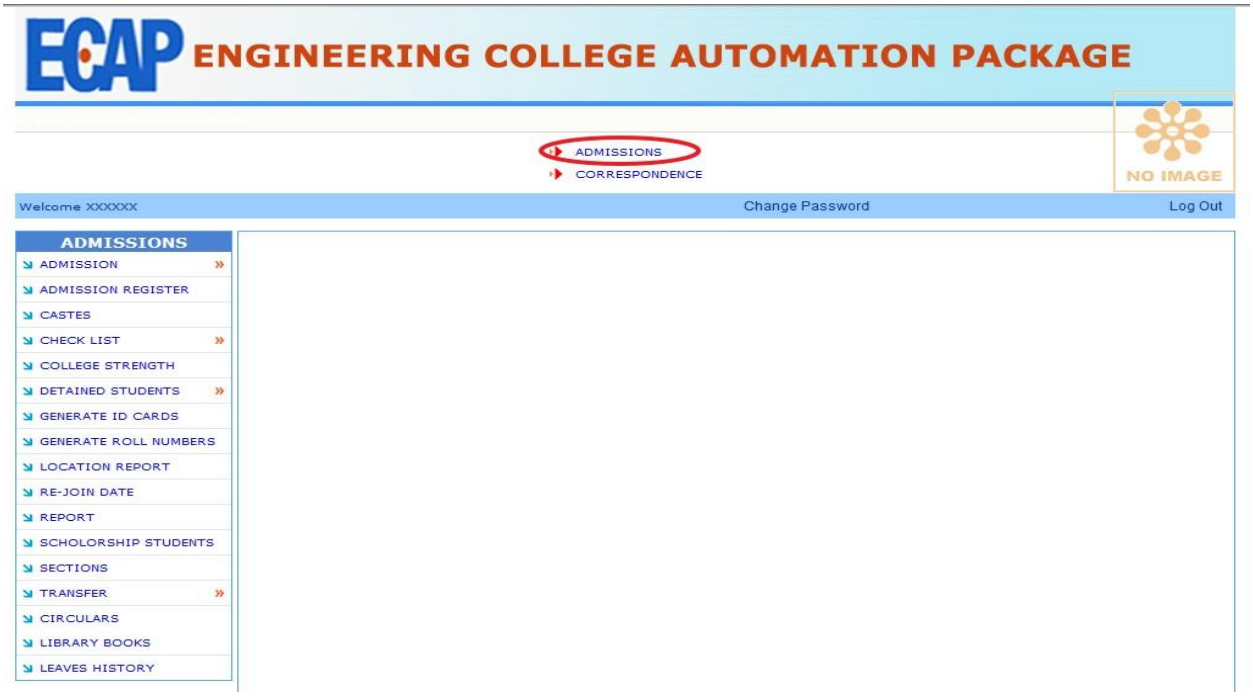
Step7:- After Click On Export Button U Will Get Student Details In Excel File And Then Check Students List Weather They Have Updated Seat Types Or Not. If Any Wrong Data Entry Then You Will Follow To ->Export In To Excel ->Filter Seat Type->Update With Correct Ones->And Then Import That Sheet Through Admissions->Offline)(Refer With Q.No 2)



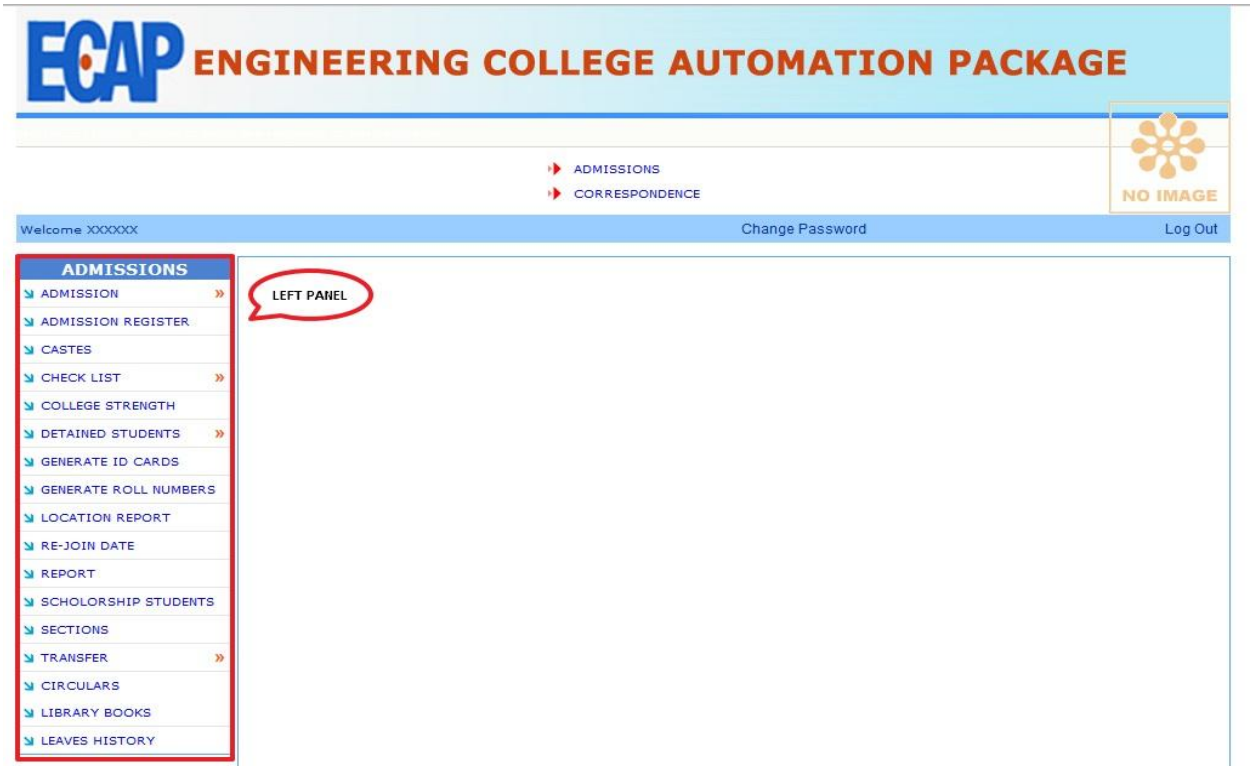
9) How To Check College Strength By Seat Type Wise/Caste, Category Wise/All? (College Strength)

Ans:- Step 1:- Please Login In To "ECAP" By Using Your Username And Password.

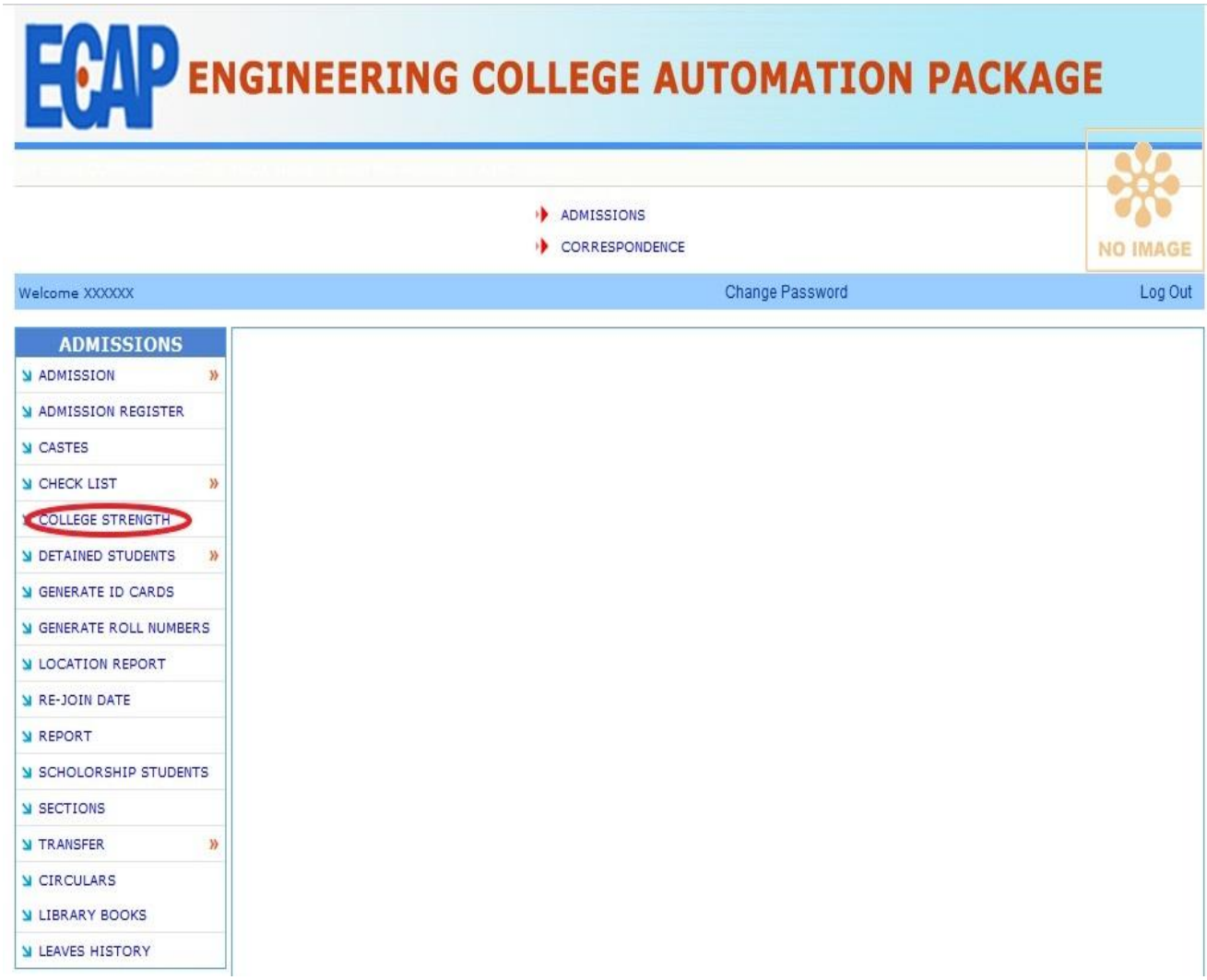
Step 2:- Please Click On "Admission" Module As Shown In Below.



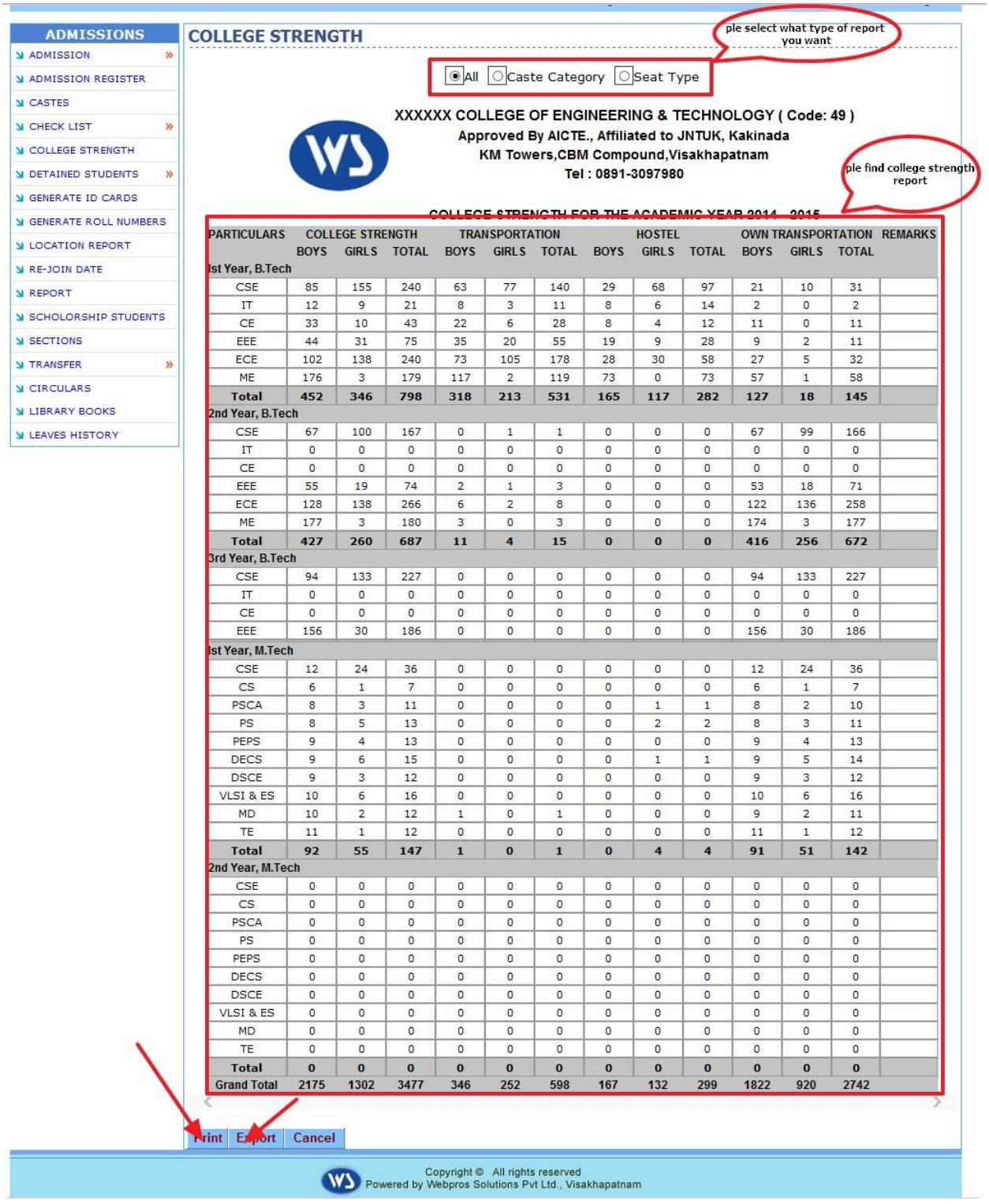
Step3:- After Clicking On Admission Module You Will Find "Left Panel" As Shown In Below.



Step 4:-You Will Find "Lift Panel" In That "College Strength" Link As Shown In Below.



Step5:-After Click On College Strength Link And Then You Will Get Admission Register If You Want To Take Print Out Then Please Click On "PRINT Button" And If You Want To Export This Data In To Excel Sheet Please Click On "Export Button".As Shown Below.

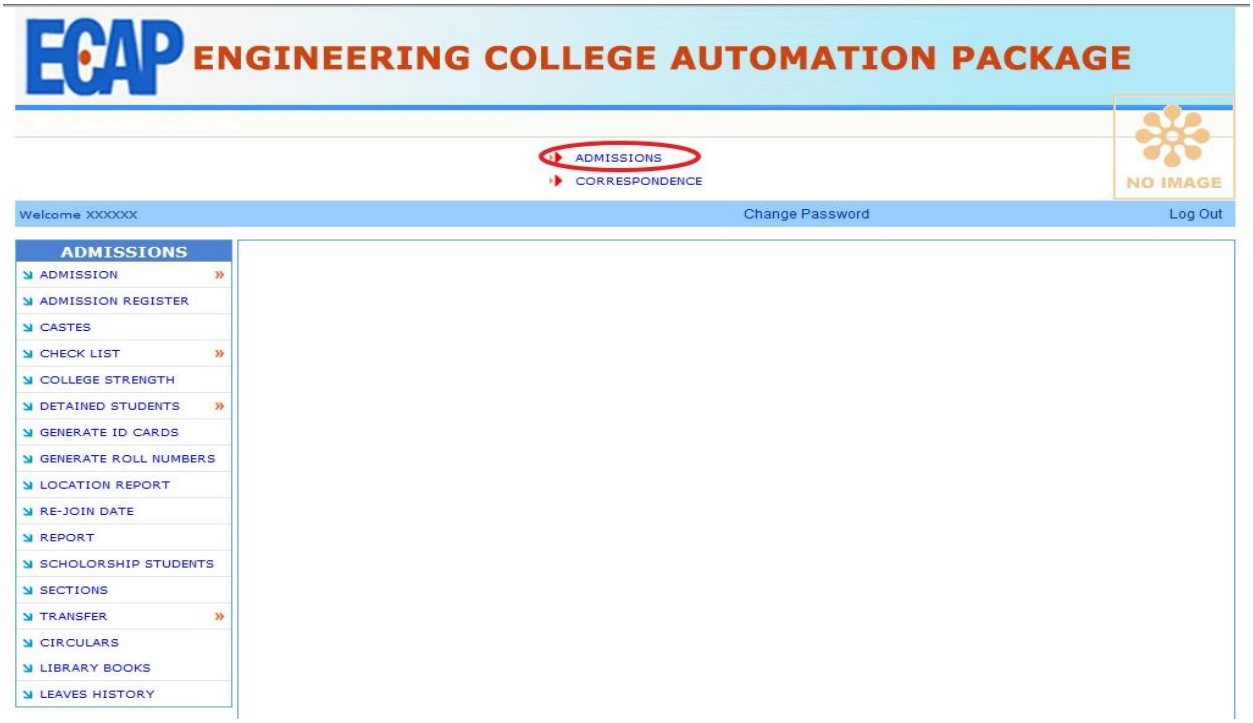


PARTICULARS	COLLEGE STRENGTH			TRANSPORTATION			HOSTEL			OWN TRANSPORTATION			REMARKS
	BOYS	GIRLS	TOTAL	BOYS	GIRLS	TOTAL	BOYS	GIRLS	TOTAL	BOYS	GIRLS	TOTAL	
Ist Year, B.Tech													
CSE	85	155	240	63	77	140	29	68	97	21	10	31	
IT	12	9	21	8	3	11	8	6	14	2	0	2	
CE	33	10	43	22	6	28	8	4	12	11	0	11	
EEE	44	31	75	35	20	55	19	9	28	9	2	11	
ECE	102	138	240	73	105	178	28	30	58	27	5	32	
ME	176	3	179	117	2	119	73	0	73	57	1	58	
Total	**452**	**346**	**798**	**318**	**213**	**531**	**165**	**117**	**282**	**127**	**18**	**145**	
2nd Year, B.Tech													
CSE	67	100	167	0	1	1	0	0	0	67	99	166	
IT	0	0	0	0	0	0	0	0	0	0	0	0	
CE	0	0	0	0	0	0	0	0	0	0	0	0	
EEE	55	19	74	2	1	3	0	0	0	53	18	71	
ECE	128	138	266	6	2	8	0	0	0	122	136	258	
ME	177	3	180	3	0	3	0	0	0	174	3	177	
Total	**427**	**260**	**687**	**11**	**4**	**15**	**0**	**0**	**0**	**416**	**256**	**672**	
3rd Year, B.Tech													
CSE	94	133	227	0	0	0	0	0	0	94	133	227	
IT	0	0	0	0	0	0	0	0	0	0	0	0	
CE	0	0	0	0	0	0	0	0	0	0	0	0	
EEE	156	30	186	0	0	0	0	0	0	156	30	186	
Ist Year, M.Tech													
CSE	12	24	36	0	0	0	0	0	0	12	24	36	
CS	6	1	7	0	0	0	0	0	0	6	1	7	
PSCA	8	3	11	0	0	0	0	1	1	8	2	10	
PS	8	5	13	0	0	0	0	2	2	8	3	11	
PEPS	9	4	13	0	0	0	0	0	0	9	4	13	
DECS	9	6	15	0	0	0	0	1	1	9	5	14	
DSCE	9	3	12	0	0	0	0	0	0	9	3	12	
VLSI & ES	10	6	16	0	0	0	0	0	0	10	6	16	
MD	10	2	12	1	0	1	0	0	0	9	2	11	
TE	11	1	12	0	0	0	0	0	0	11	1	12	
Total	**92**	**55**	**147**	**1**	**0**	**1**	**0**	**4**	**4**	**91**	**51**	**142**	
2nd Year, M.Tech													
CSE	0	0	0	0	0	0	0	0	0	0	0	0	
CS	0	0	0	0	0	0	0	0	0	0	0	0	
PSCA	0	0	0	0	0	0	0	0	0	0	0	0	
PS	0	0	0	0	0	0	0	0	0	0	0	0	
PEPS	0	0	0	0	0	0	0	0	0	0	0	0	
DECS	0	0	0	0	0	0	0	0	0	0	0	0	
DSCE	0	0	0	0	0	0	0	0	0	0	0	0	
VLSI & ES	0	0	0	0	0	0	0	0	0	0	0	0	
MD	0	0	0	0	0	0	0	0	0	0	0	0	
TE	0	0	0	0	0	0	0	0	0	0	0	0	
Total	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	
Grand Total	**2175**	**1302**	**3477**	**346**	**252**	**598**	**167**	**132**	**299**	**1822**	**920**	**2742**	

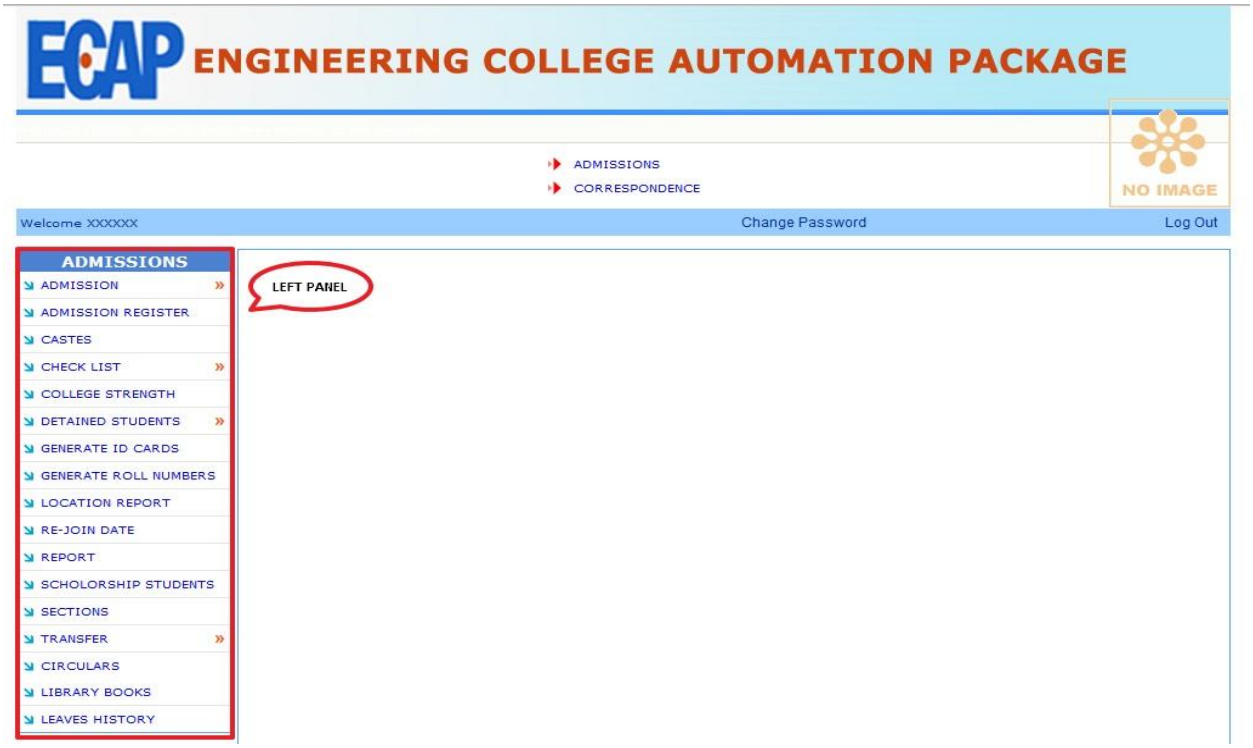
10) How To Check Students By Location Wise (State, District, Mandal, Village)? (Location Report)

Ans:- Step 1:- Please Login In To "ECAP" By Using Your Username And Password.

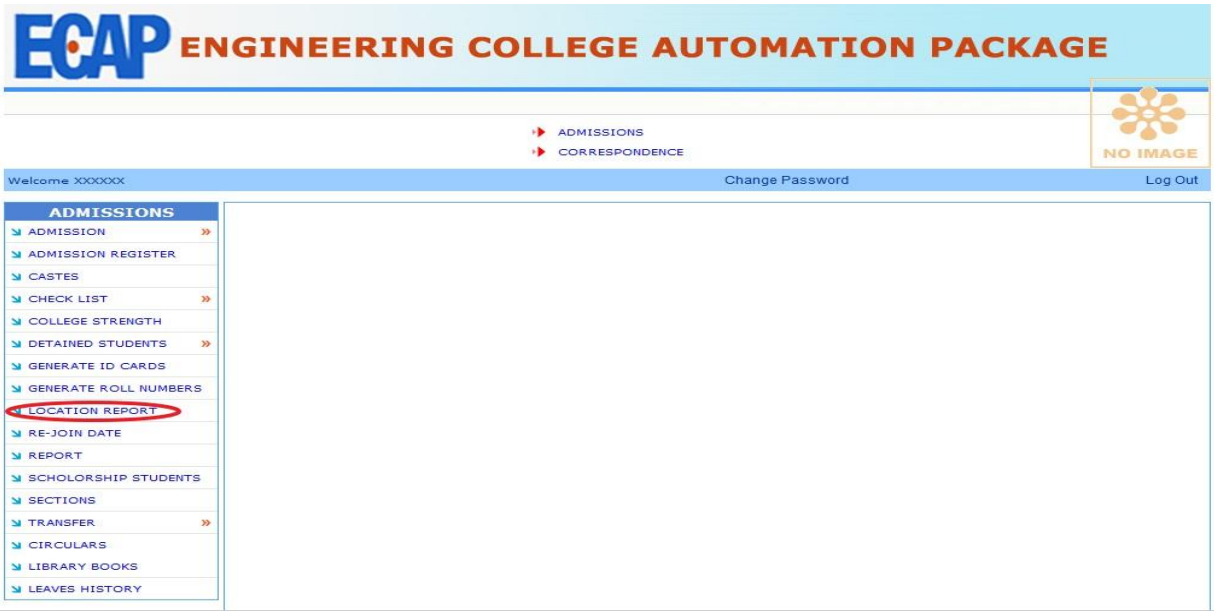
Step 2:- Please Click On "Admission" Module As Shown In Below.



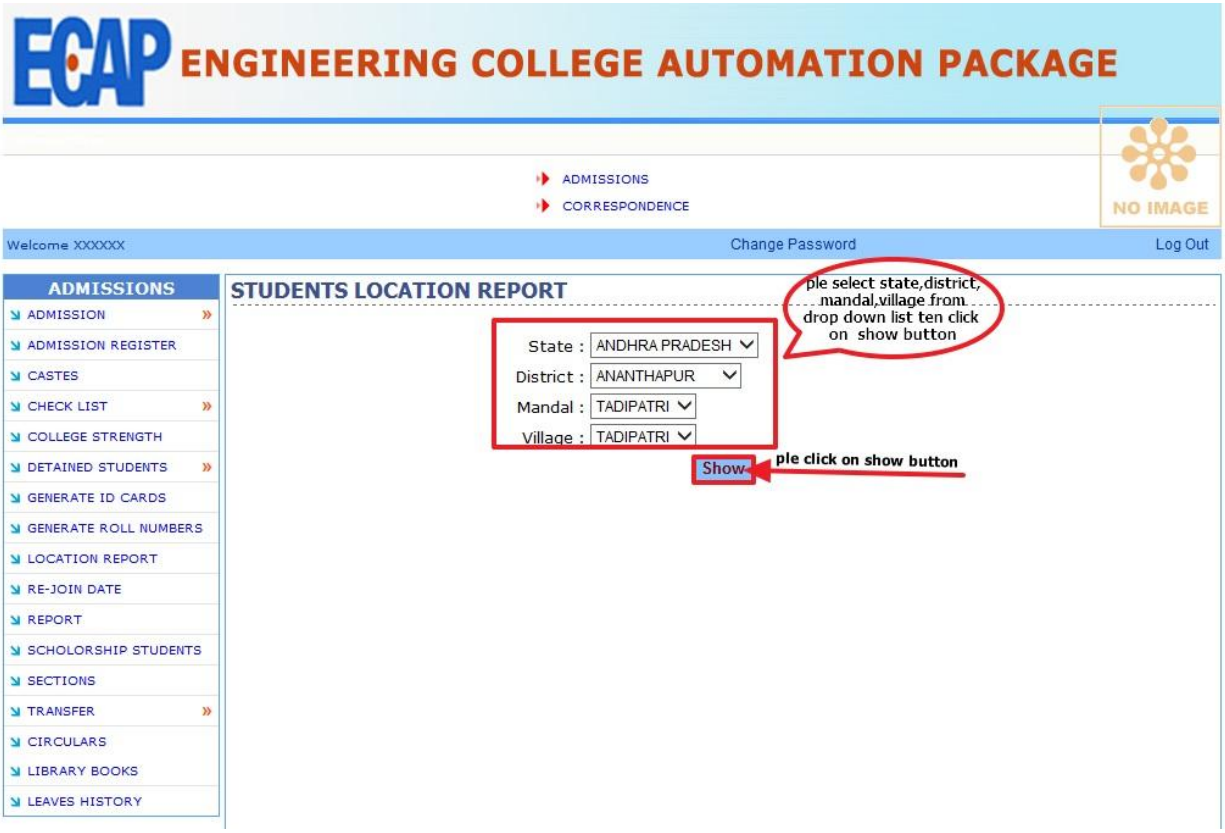
Step3:- After Clicking On Admission Module You Will Find "Left Panel" As Shown In Below.



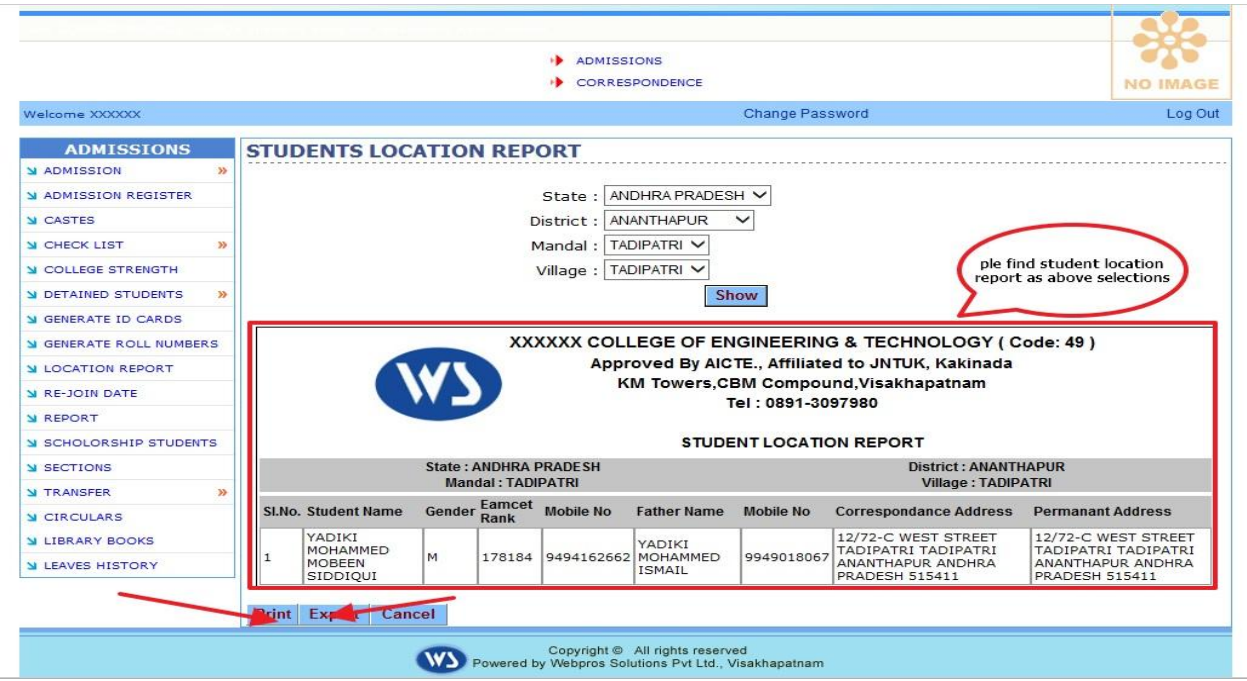
Step 4:-You Will Find "Lift Panel" In That "Location Report" Link As Shown In Below.



Step5:- Please Place Your Mouse Pointer On "Location Report" Link Which Is Available In Left Menu. Now Select State District Mandal, Village And Click On Show Button As Shown Below



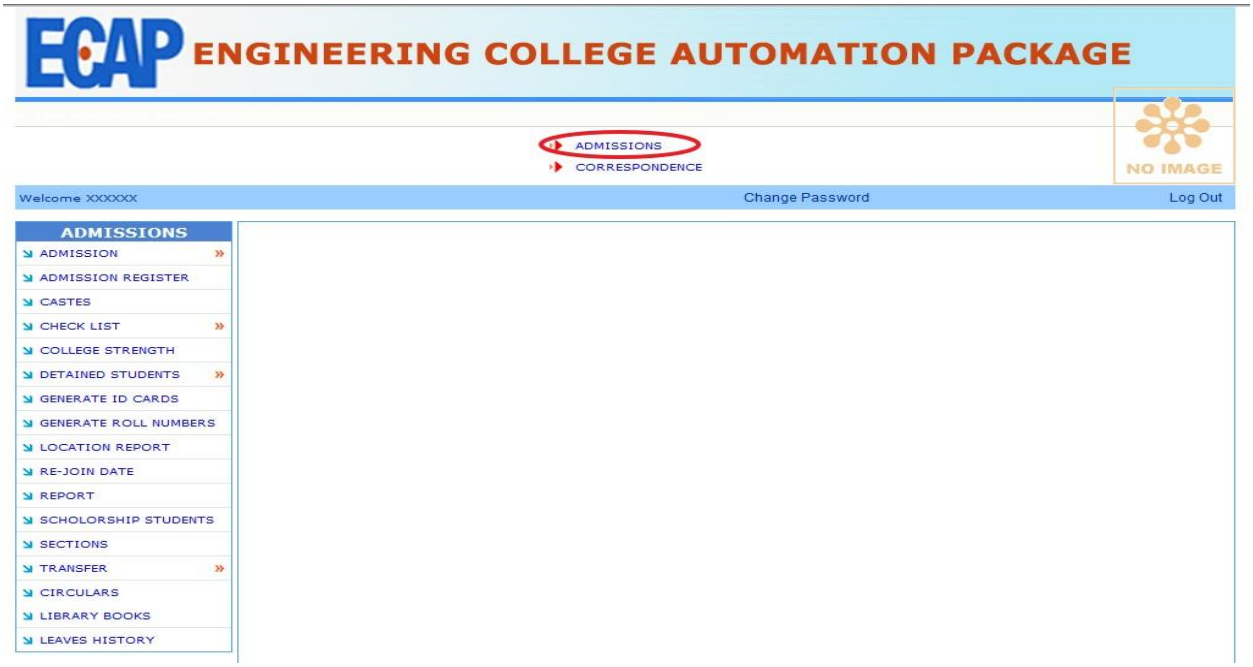
Step8:-After Click On Show Button And Then You Will Get Admission Register If You Want To Take Print Out Then Please Click On "PRINT Button" And If You Want To Export This Data In To Excel Sheet Please Click On "Export Button".As Shown Below



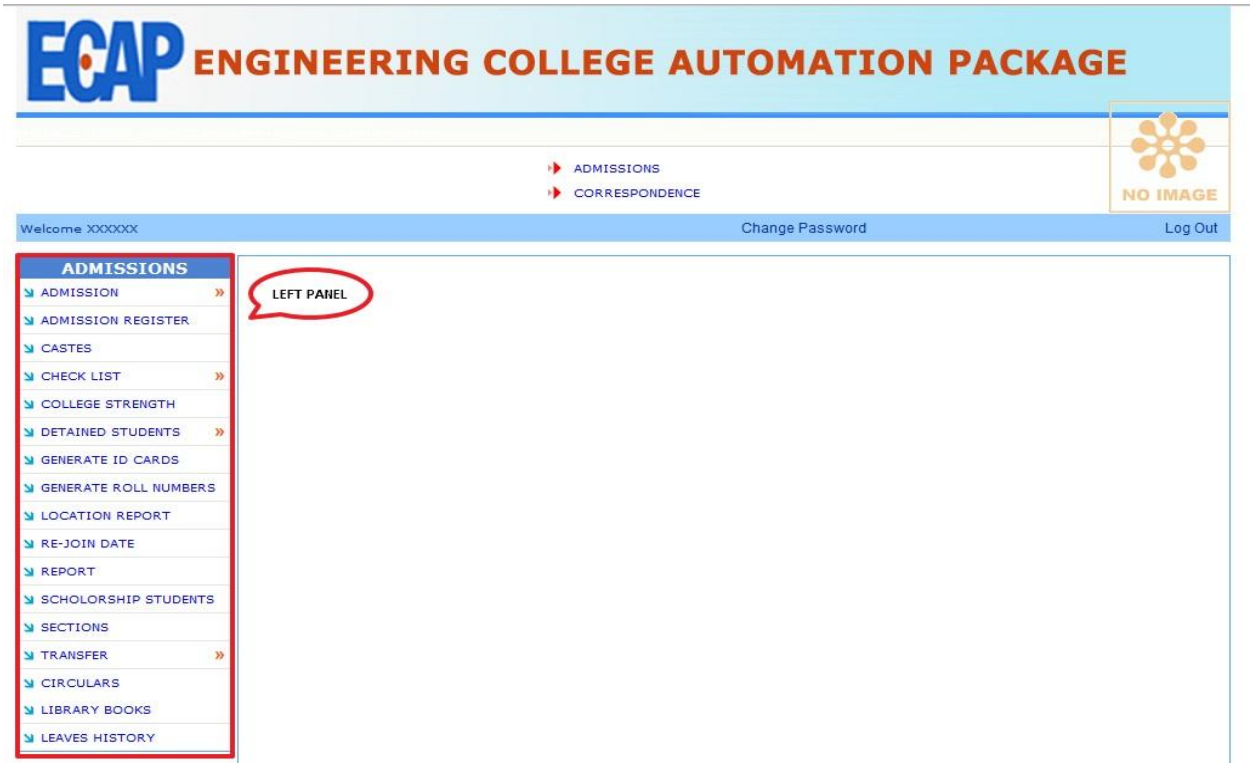
11) How To Check Admissions By Batch/Seat Type/Course, Branch Wise? (Report->Admissions Report)

Ans:- Step 1:- Please Login In To "ECAP" By Using Your Username And Password.

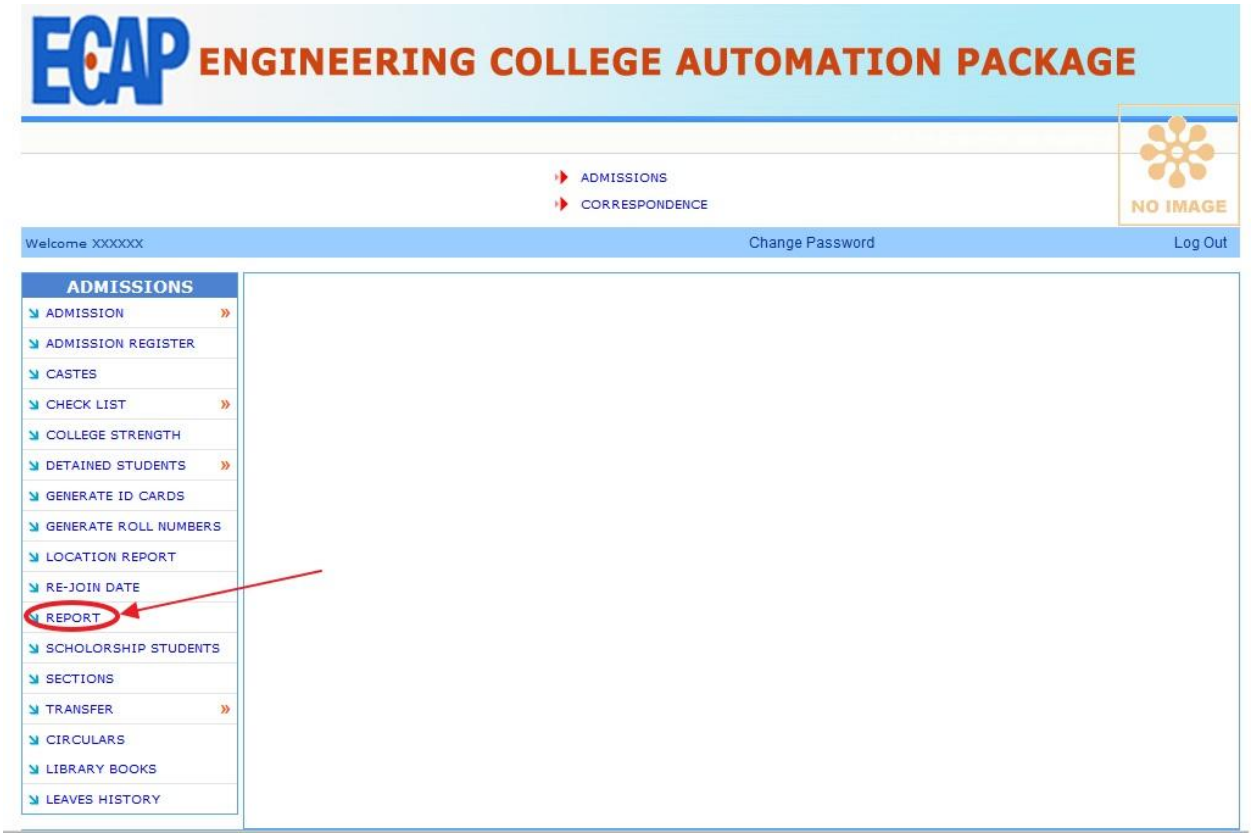
Step 2:- Please Click On "Admission" Module As Shown In Below.



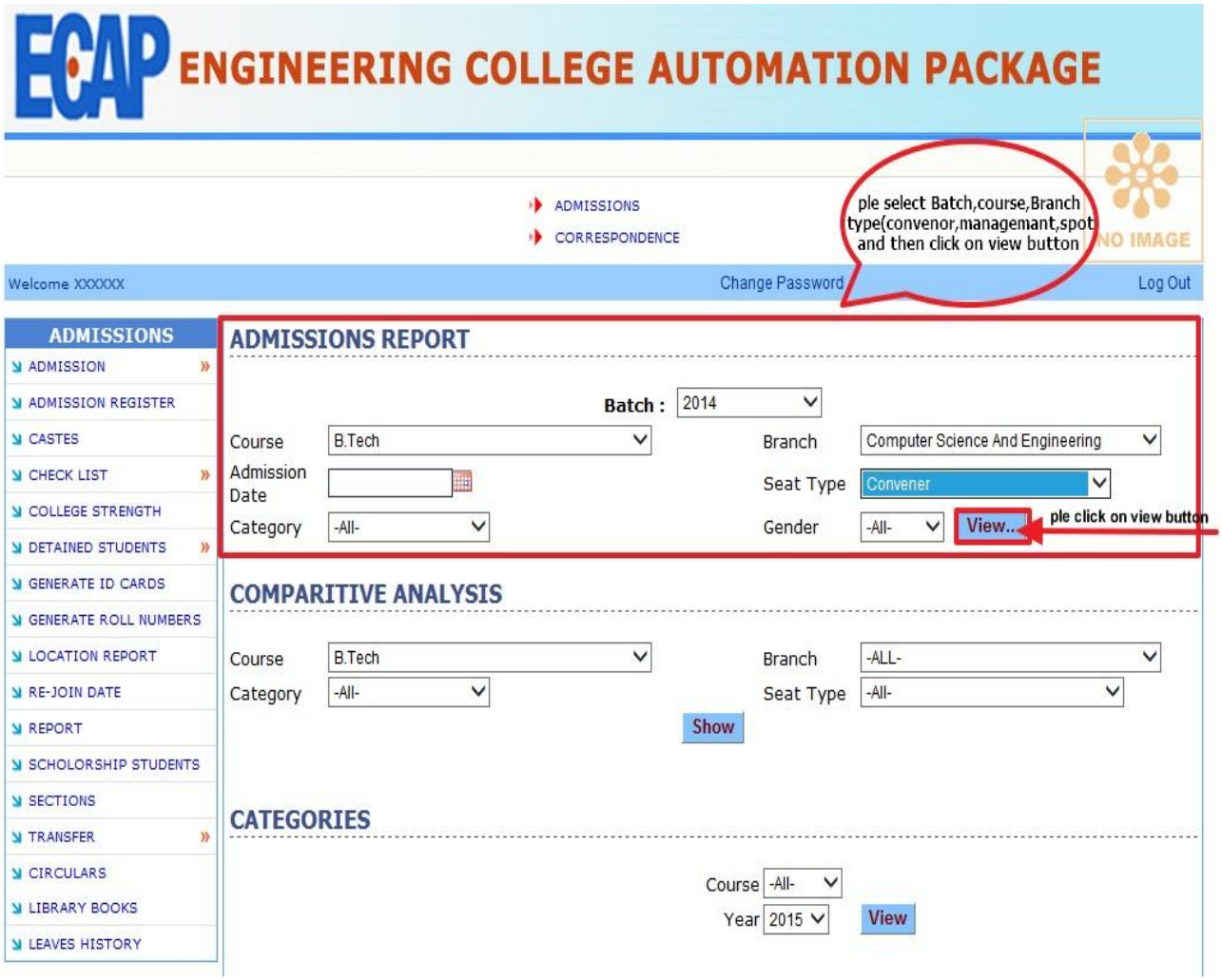
Step3:- After Clicking On Admission Module You Will Find "Left Panel" As Shown In Below.



Step 4:-You Will Find "Lift Panel" In That "Report" Link As Shown In Below.



Step5:- Please Place Your Mouse Pointer On "Report" Link Which Is Available In Left Menu. Now Select Course, Batch, Branch, Seat Type And Click On View Button As Shown Below



Step6:-After Click On View Button And Then You Will Get Admission Register If You Want To Take Print Out Then Please Click On "PRINT Button" And If You Want To Export This Data In To Excel Sheet Please Click On "Export Button".As Shown Below

- ADMISSION
- ADMISSION REGISTER
- CASTES
- CHECK LIST
- COLLEGE STRENGTH
- DETAINED STUDENTS
- GENERATE ID CARDS
- GENERATE ROLL NUMBERS
- LOCATION REPORT
- RE-JOIN DATE
- REPORT
- SCHOLORSHIP STUDENTS
- SECTIONS
- TRANSFER
- CIRCULARS
- LIBRARY BOOKS
- LEAVES HISTORY

ADMISSIONS REPORT

Batch : 2014

Course: B.Tech | Branch: Computer Science And Engineering

Admission Date: | Seat Type: Convener

Category: -All- | Gender: -All- | View..

XXXXXX COLLEGE OF ENGINEERING & TECHNOLOGY (Code: 49)

Approved By AICTE., Affiliated to JNTUK, Kakinada

KM Towers,CBM Compound,Visakhapatnam

Tel : 0891-3097980

please find your Admissions report by Batch/Seat type/Course, Branch wise

ADMISSIONS REPORT (B.Tech)

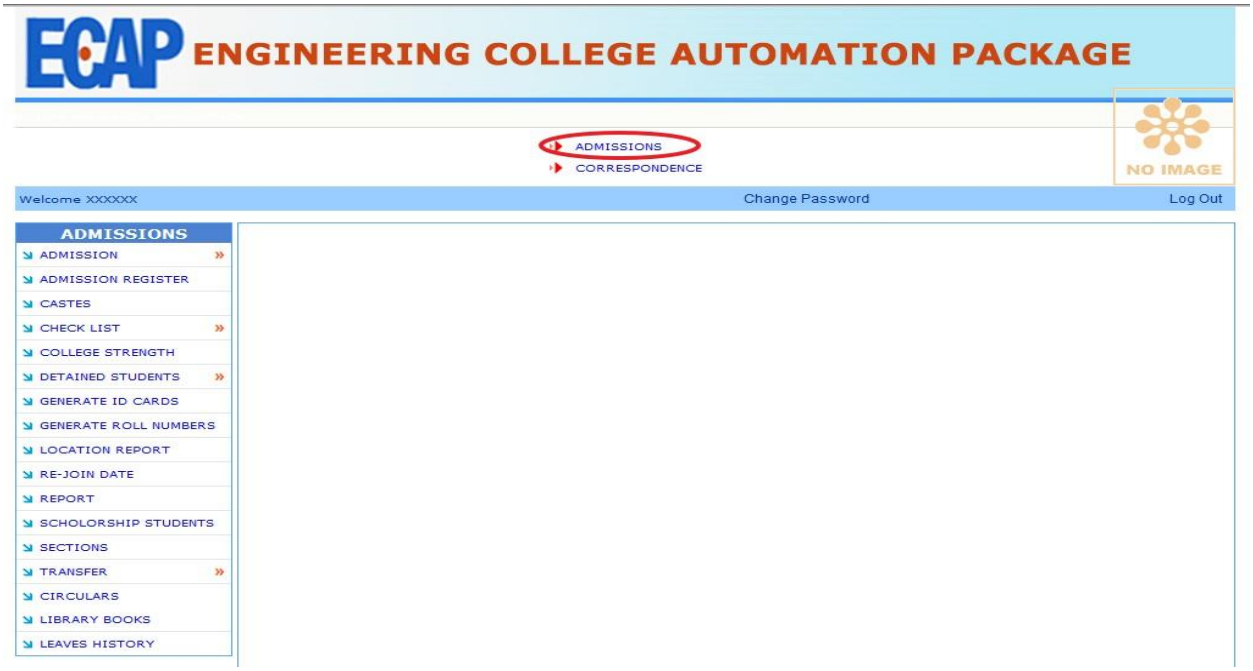
Sl.No	Date	Admn.No	RollNo	Student Name	Father Name	EAMCET Rank	Category	Gender
Branch : Computer Science And Engineering								
1	02-09-2014	7682	14491A05H5	MOPARTHI TEJA ANANTHA KRISHNA	M.LAKSHMI NARAYANA	80091	OC	Male
2	05-09-2014	7665	14491A05F8	YENDLURI MOUNIKA	YENDLURI SUBBARAO	102212	OC	Female
3	02-09-2014	7661	14491A05F4	UMMANENI RAJYALAKSHMI	U.SUBBARAO	23919	OC	Female
4	02-09-2014	7680	14491A05H3	MANDADI VAMSI KRISHNA	MANDADI SRINIVASULU	47237	OC	Male
5	01-09-2014	7659	14491A05F2	TALLURI LAKSHMI DRUTHI	SRINIVASA RAO	0	OC	Female
6	04-09-2014	7667	14491A05G0	BEZAWADA SAICHAITANYA	B.SRINIVASARAO	1,21,214	OC	Male
7	02-11-2014	7673	14491A05G6	KALVA SAI CHANDRA	KALVA CHANDRA SEKHAR	96540	BC-D	Male
8	03-09-2014	7684	14491A05H7	NIHAR NIMMALA	RAGHAVULU NIMMALA	0	OC	Male
9	01-09-2014	7675	14491A05G8	KARNATI VENKATA NARENDRA	KARNATI CHINA GALIAH	65126	OC	Male
10	05-09-2014	7681	14491A05H4	MANNAM SAIKIRAN	ANJANEYULU	110509	OC	Male
132	02-09-2014	7516	14491A0509	GADDAM.DHANALAKSHMI	G.VENKATESWARULU	97564	OC	Female
133	01-08-2014	7746	14491A05N9	NIDAMANURI PURNACHANDRARAO	NIDAMANURI KHAJA RAO	83568	OC	Male
134	01-09-2014	7598	14491A0591	POKURI PRIYANKA	POKURI SRINIVASA RAO	42458	OC	Female
135	01-09-2014	7580/2014	14491A0573	SWETHA CHOWDARY JARUGULA	RADHA KRISHNA MURTHY JARUGULA	54340	OC	Female
136	01-09-2014	7597	14491A0590	PERURI SREELAKSHMI	PERURI KEDARNADH	88429	OC	Female
137	01-09-2014	7602	14491A0595	RAYAPANENI DEEPTHI	RAYAYANENI MOHANRAO	48143	OC	Female
138	01-09-2014	7594	14491A0587	PALADUGU PRASANTHI	PALADUGU SRINIVASRAO	25650	OC	Female
139	01-09-2014	7601	14491A0594	PUSALA PUSHPALATHA	PUSALA PRASAD	92546	OC	Female
140	01-09-2014	7574	14491A0567	CHENNUPATI VIDYAGAYATHRI	CHENNUPATI RAMANAIAH	80040	OC	Female
141	02-09-2014	7625	14491A05B8	UPPUTURI RAMCHARANTEJA	CHANDRA SEKHAR UPPUTURI	97979	BC-B	Male
142	02-09-2014	7614	14491A05A7	SIVAKRISHNA KAMANI	RAMAIAH KAMANI	95143	OC	Male
143	01-09-2014	7607	14491A05A0	SOMINENI LAKSHMI	S.NARASIMHARAO	114184	OC	Female
144	02-09-2014	7627	14491A05C0	ARAVIND VUNNAM	SRINIVASULU VUNNAM	122598	OC	Male
145	02-09-2014	7621	14491A05B4	LELLA VENKATA SAI KRISHNA	LELLA SRINIVASA RAO	121795	OC	Male
146	01-09-2014	7706	14491A05J9	MUNDRU VENKATA KALYANI	M.PURNA CHANDRA RAO	84393	OC	Female
147	02-09-2014	7703	14491A05J6	MINNEKANTI VENKATA LAKSHMI PRASANNA	MINNEKANTI SUBBARAO	39574	OC	Female
148	02-09-2014	7710	14491A05K3	NALAMALAPU DIVYA	N.SANJEEVA REDDY	90516	OC	Female
149	02-09-2014	7723	14491A05L6	SURAMPALLI JYOTHEESWARI	SURAMPALLI VENKATESWARLU	97007	OC	Female
150	05-09-2014	7727	14491A05M0	VEERAMOSU TEJASWINI	MADHAVARAO	100052	OC	Female
151	01-08-2014	3937/2014	14491A05M2	AMARNENI VENKATESH	AMARANENI KOTISWARAO	110279	OC	Male

Print | Export | Cancel

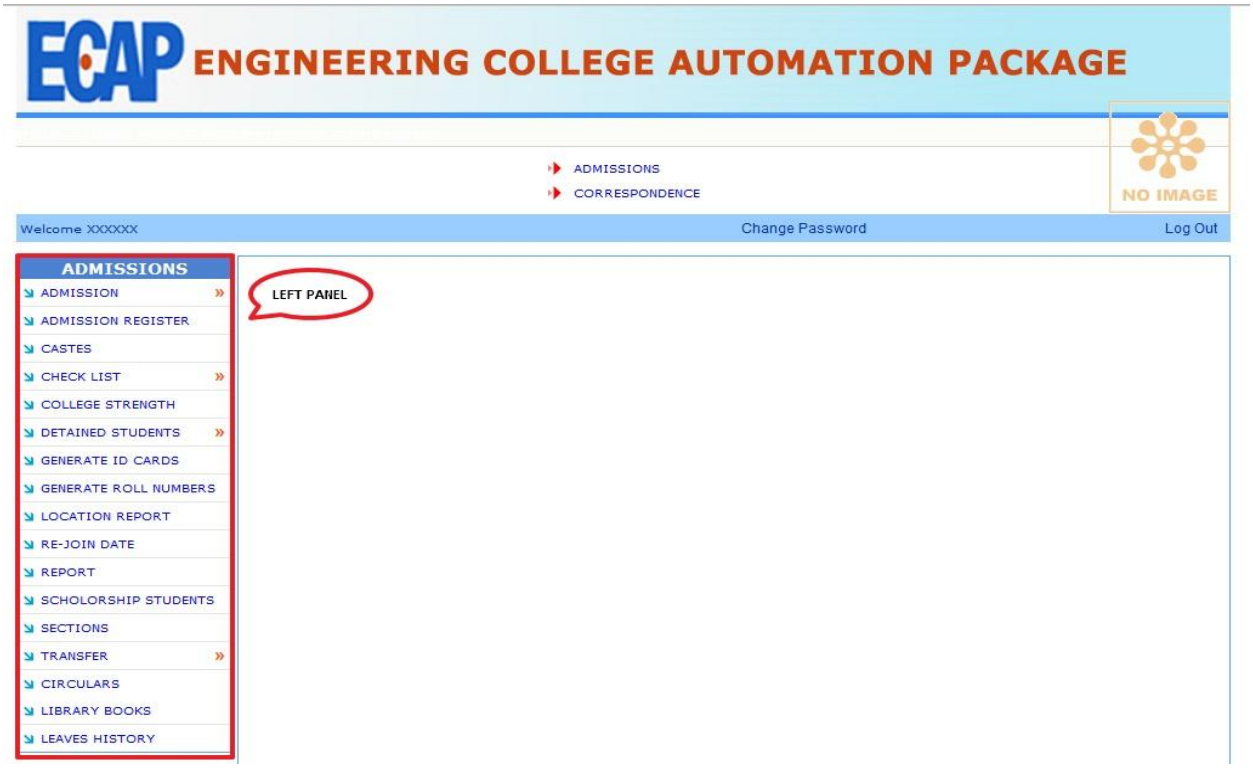
12) How To Check Admissions Report With Bar Chart Analysis? **(Report->Comparative Analysis)**

Ans:- Step 1:- **Please Login In To "ECAP" By Using Your Username And Password.**

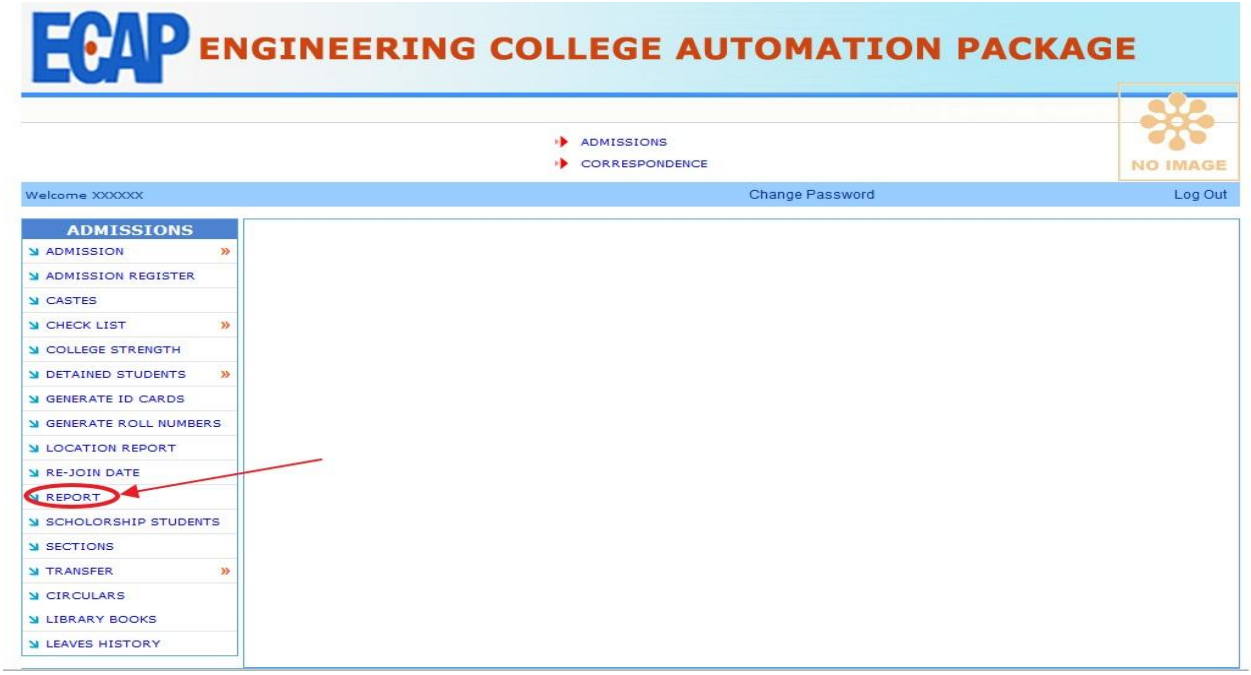
Step 2:- **Please Click On "Admission" Module As Shown In Below.**



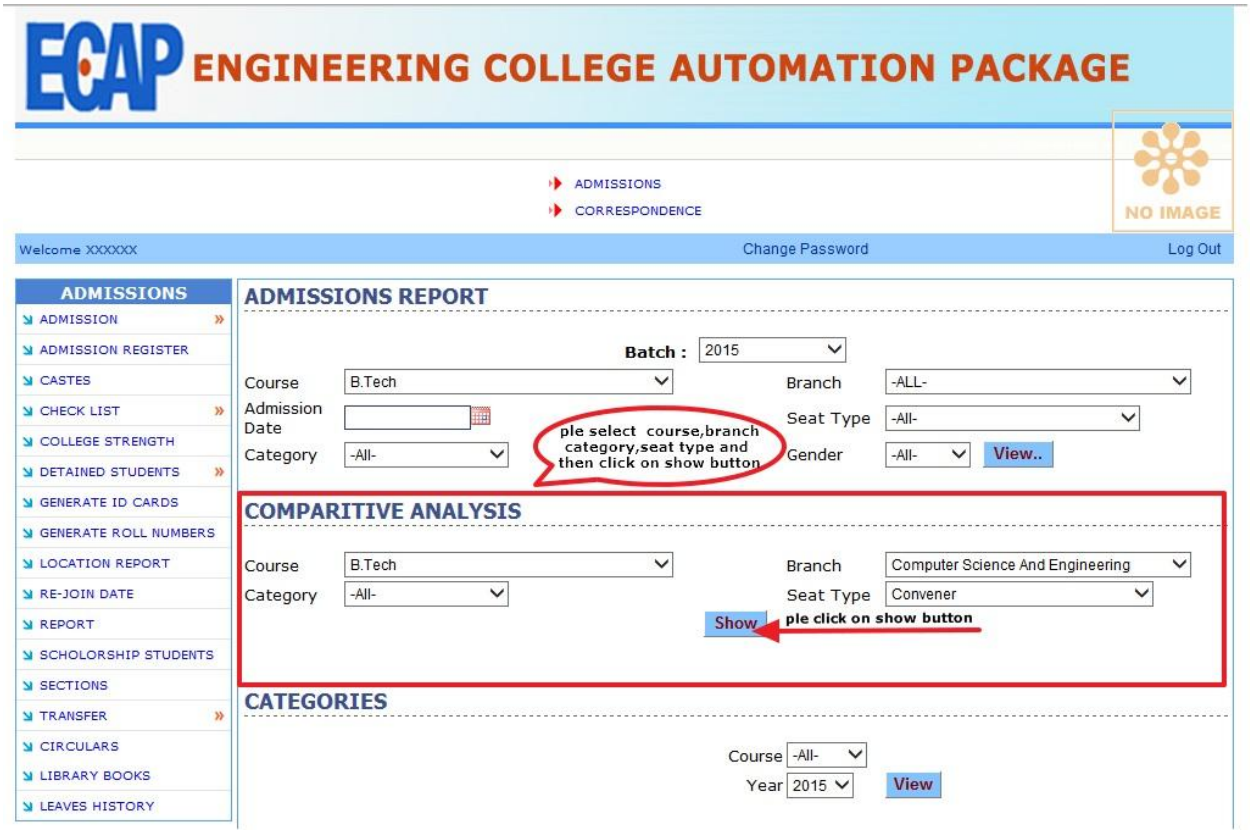
Step3:- **After Clicking On Admission Module You Will Find "Left Panel" As Shown In Below.**



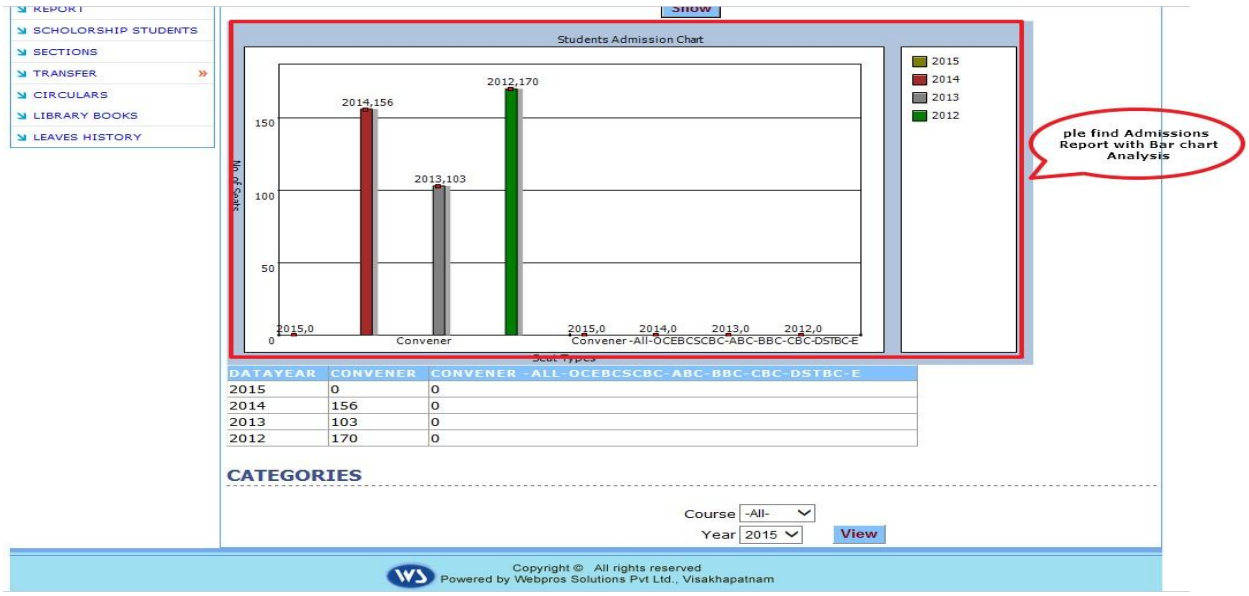
Step 4:-You Will Find "Lift Panel" In That "Report" Link As Shown In Below.



Step5:- Please Place Your Mouse Pointer On "Report" Link Which Is Available In Left Menu. Now Select Course, Branch, Seat Type, Category And Click On View Button As Shown Below



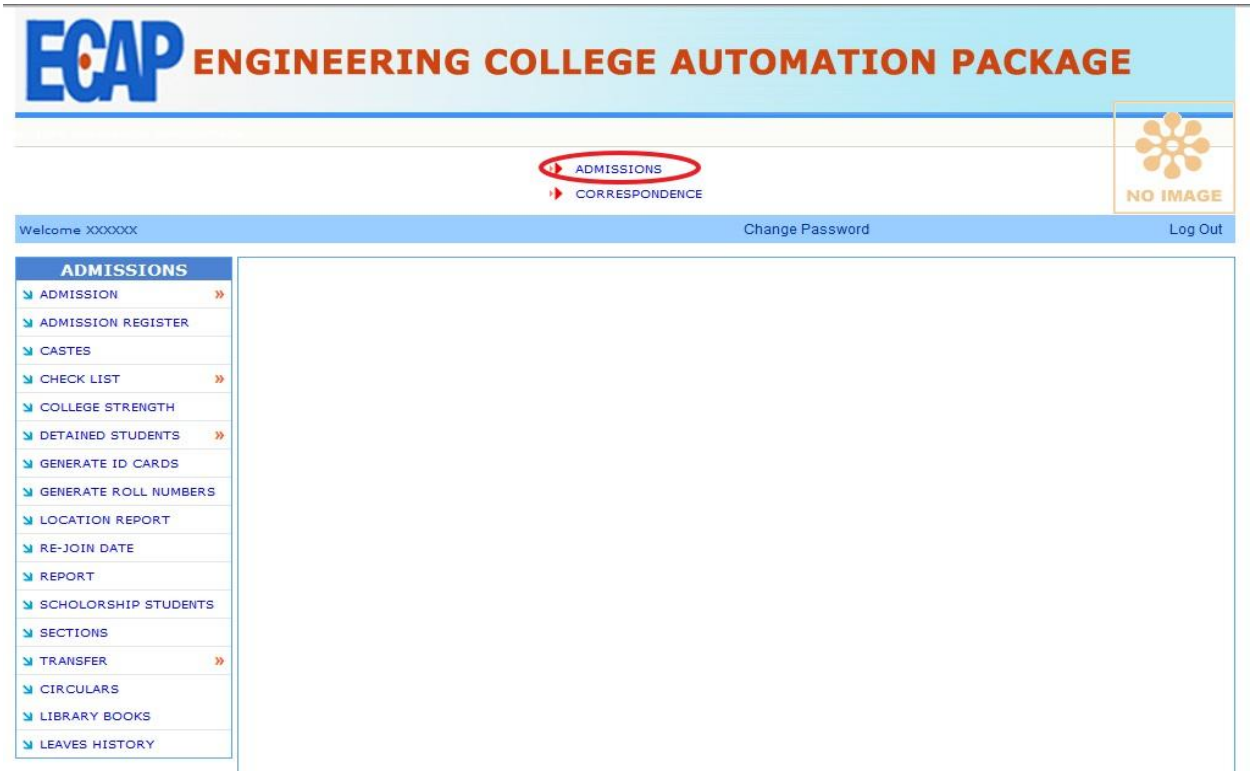
Step3:- After Clicking On Show Button And You Will Find Admissions Report With Bar Chart Analysis As Shown In Below.



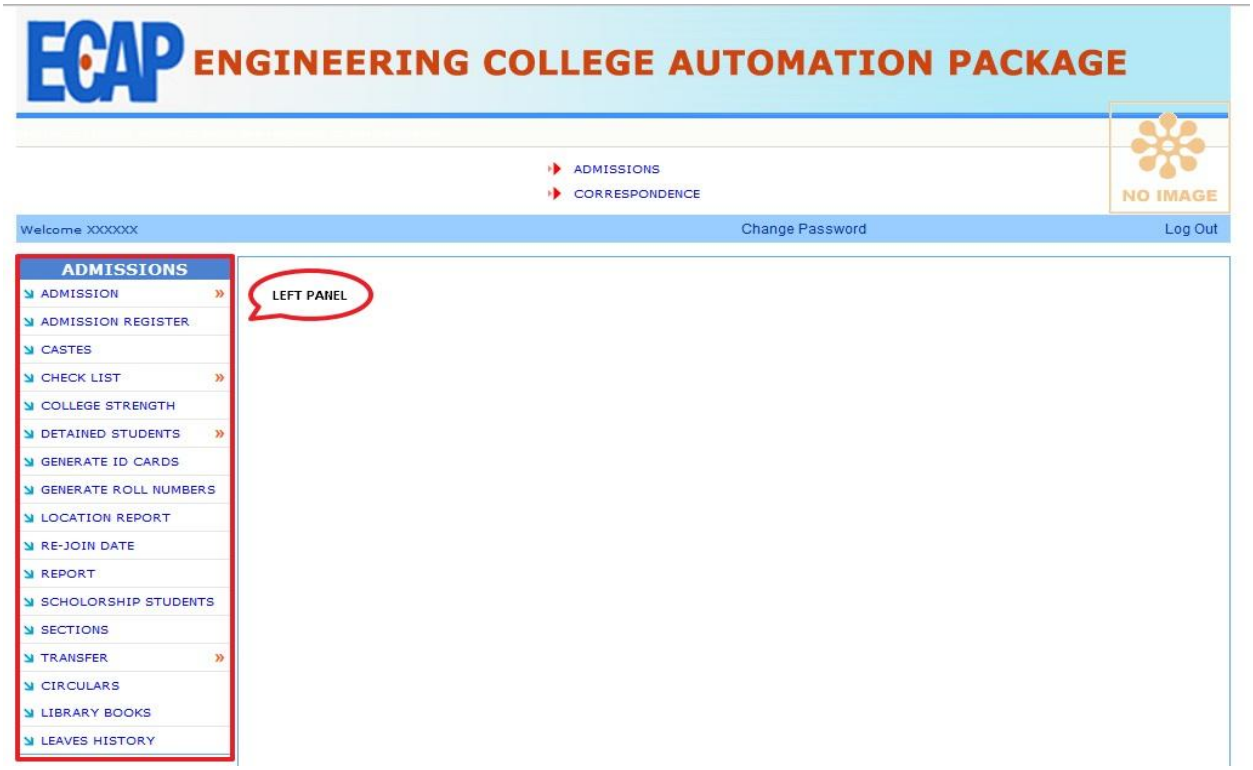
13) How To Check Cumulative Admission Report By Category Wise? (Report->Categories)

Ans:- Step 1:- Please Login In To "ECAP" By Using Your Username And Password.

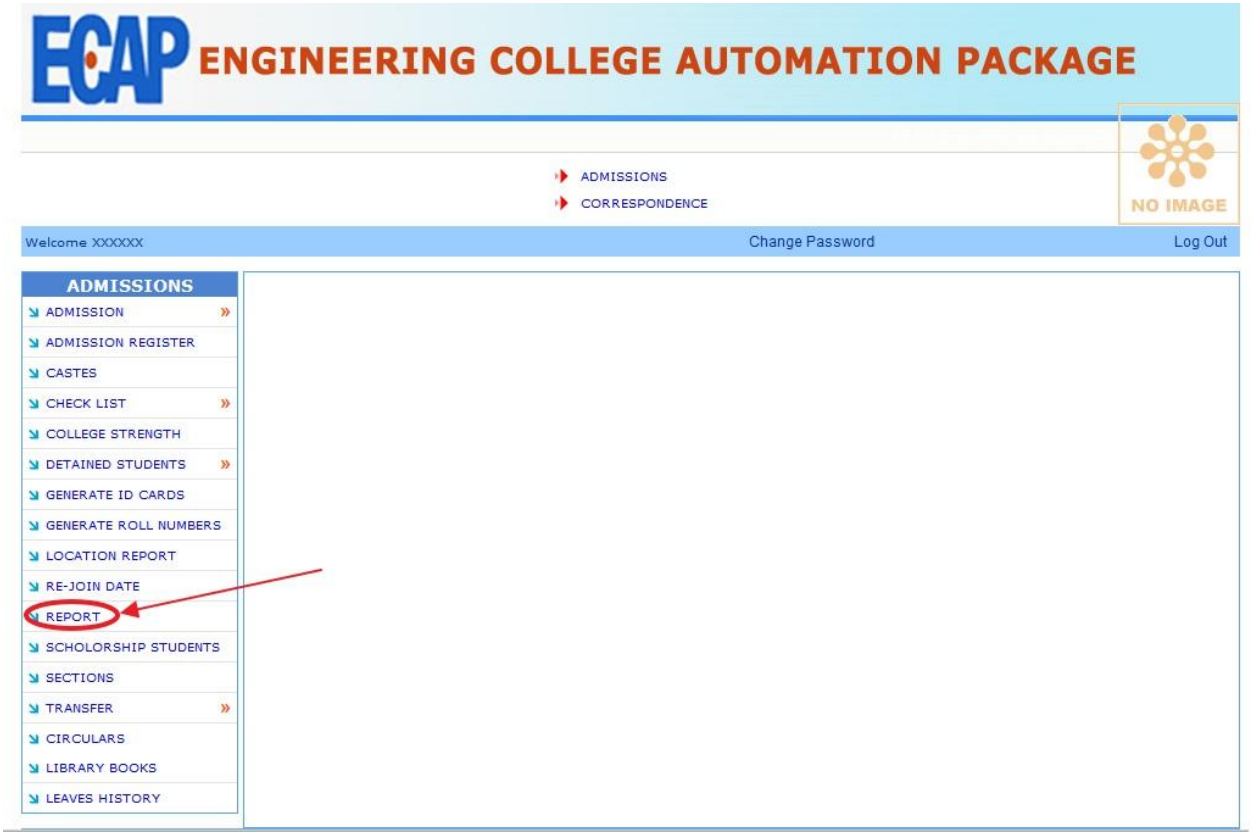
Step 2:- Please Click On "Admission" Module As Shown In Below.



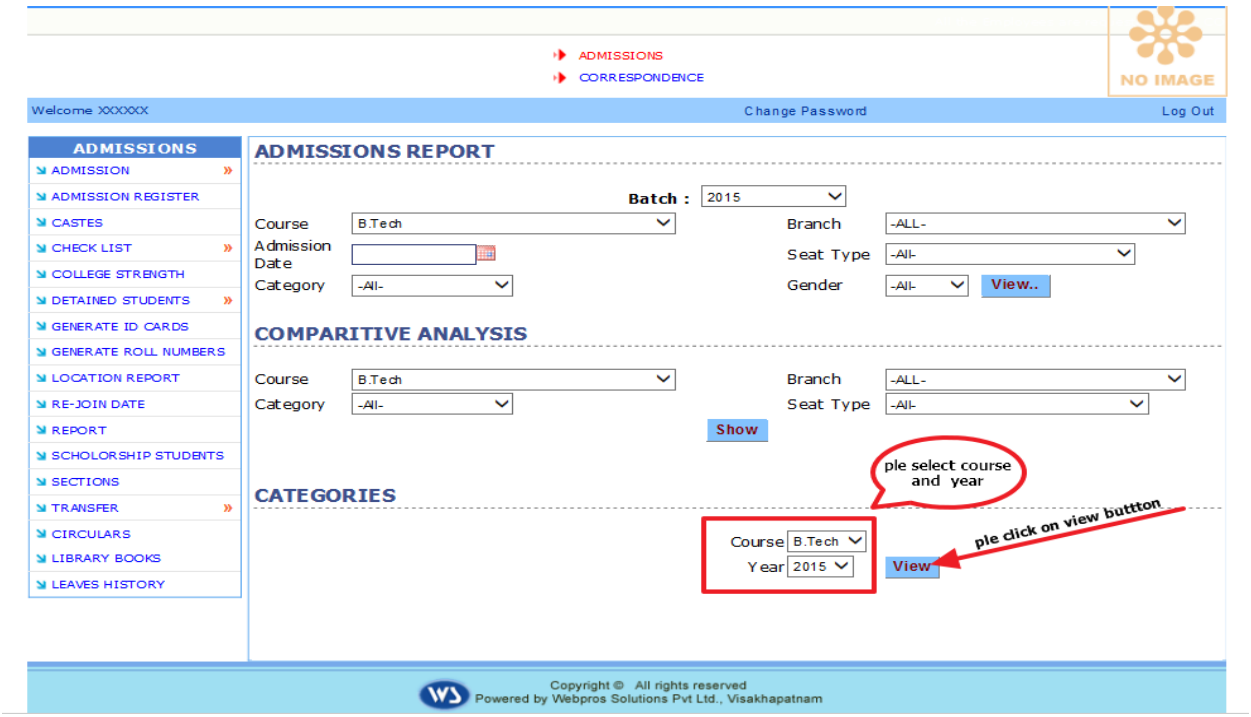
Step3:- After Clicking On Admission Module You Will Find "Left Panel" As Shown In Below.



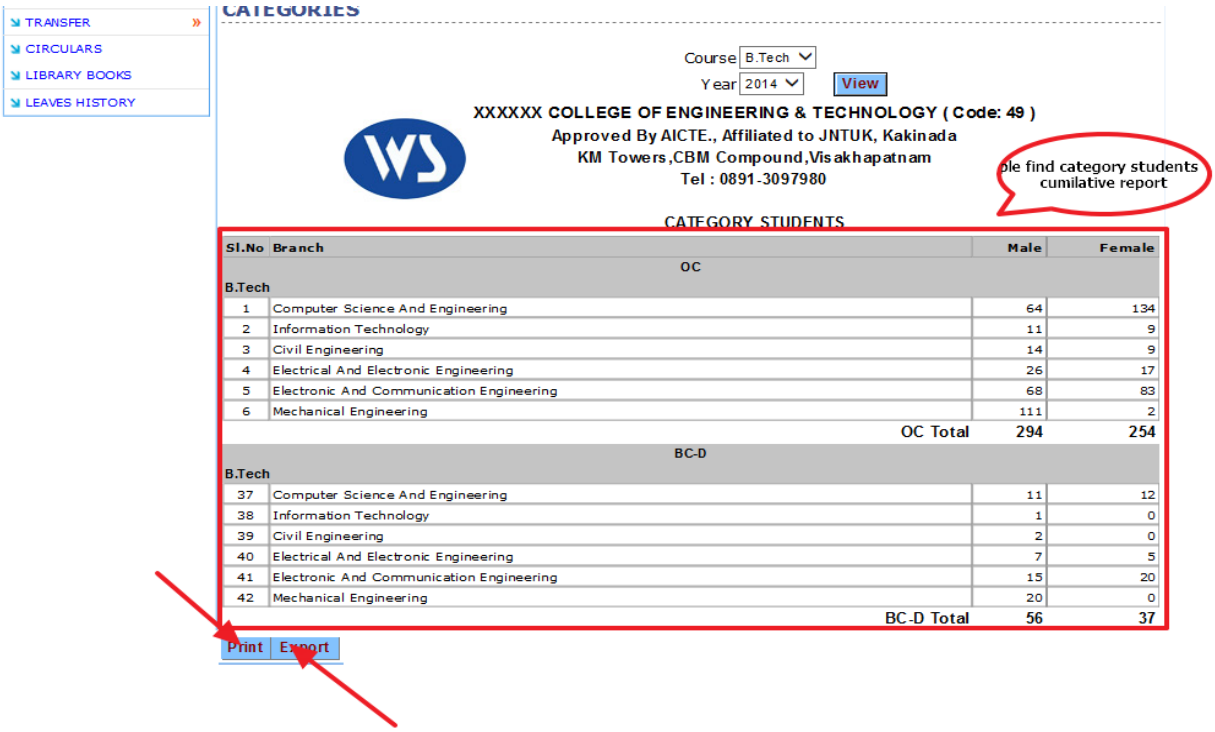
Step 4:-You Will Find "Lift Panel" In That "Report" Link As Shown In Below.



Step5:- Please Place Your Mouse Pointer On "Report" Link Which Is Available In Left Menu. Now Select Course, Year And Click On View Button As Shown Below



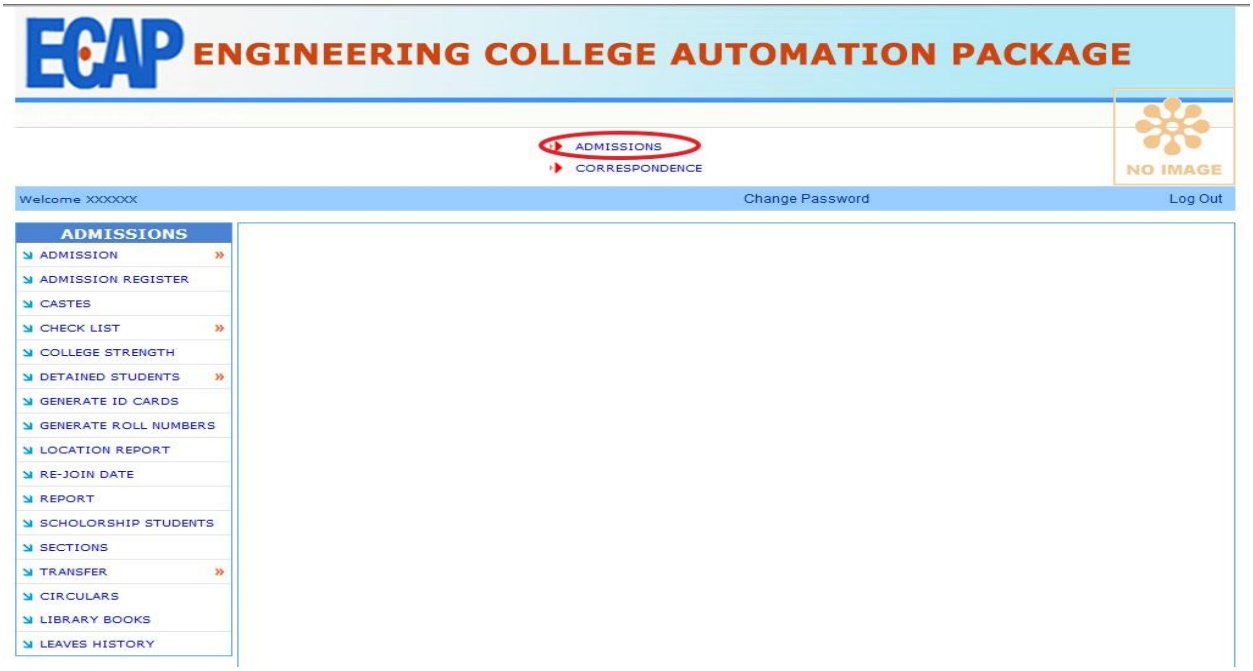
Step6:-After Click On View Button And Then You Will Get Category Wise Report If You Want To Take Print Out Then Please Click On "PRINT Button" And If You Want To Export This Data In To Excel Sheet Please Click On "Export Button".As Shown Below



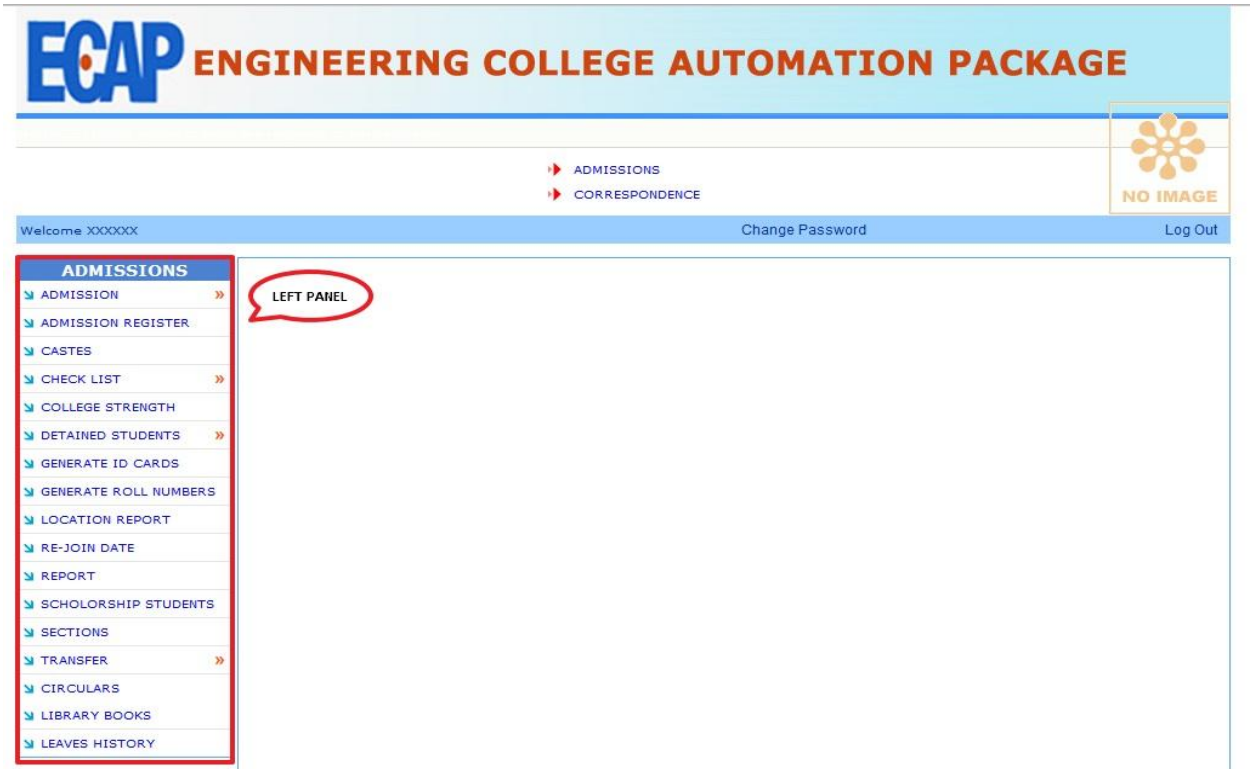
14) Where Can I Get Scholarship Students List? **(Scholarship Students)**

Ans:- Step 1:- **Please Login In To "ECAP" By Using Your Username And Password.**

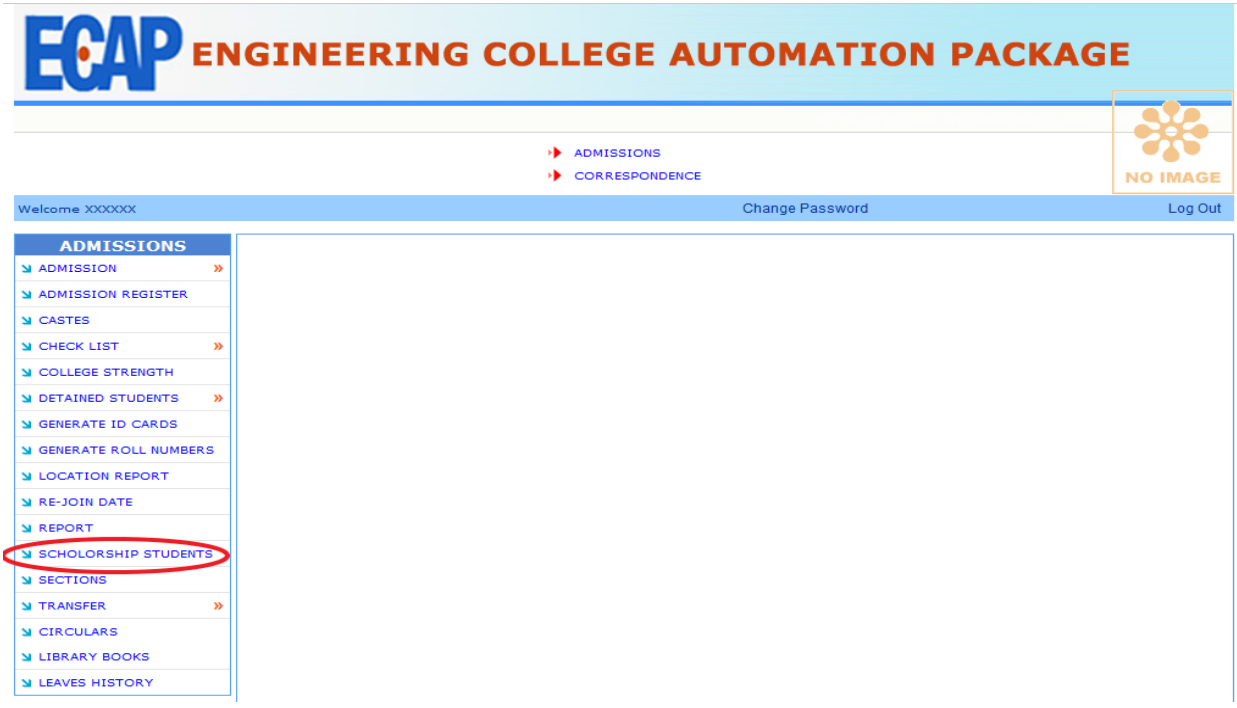
Step 2:- **Please Click On "Admission" Module As Shown In Below.**



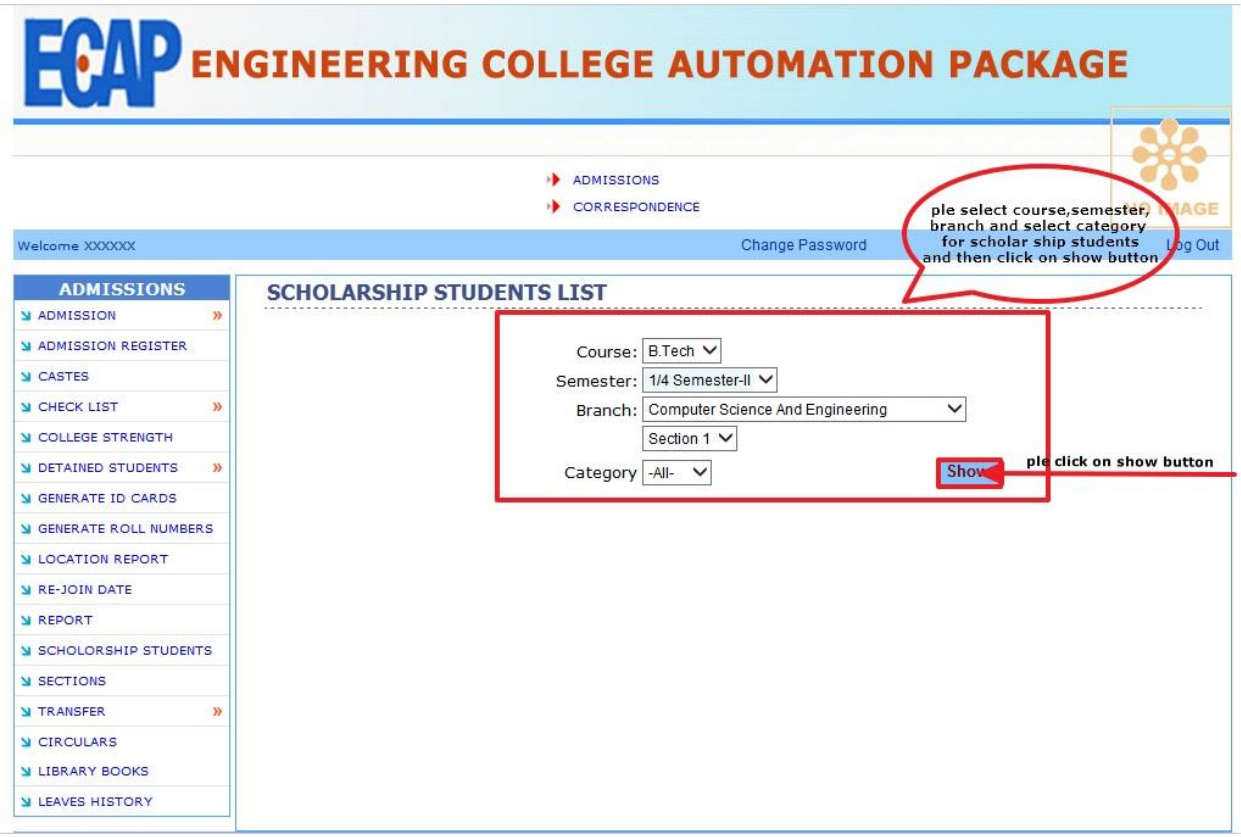
Step3:- After Clicking On Admission Module You Will Find "Left Panel" As Shown In Below.



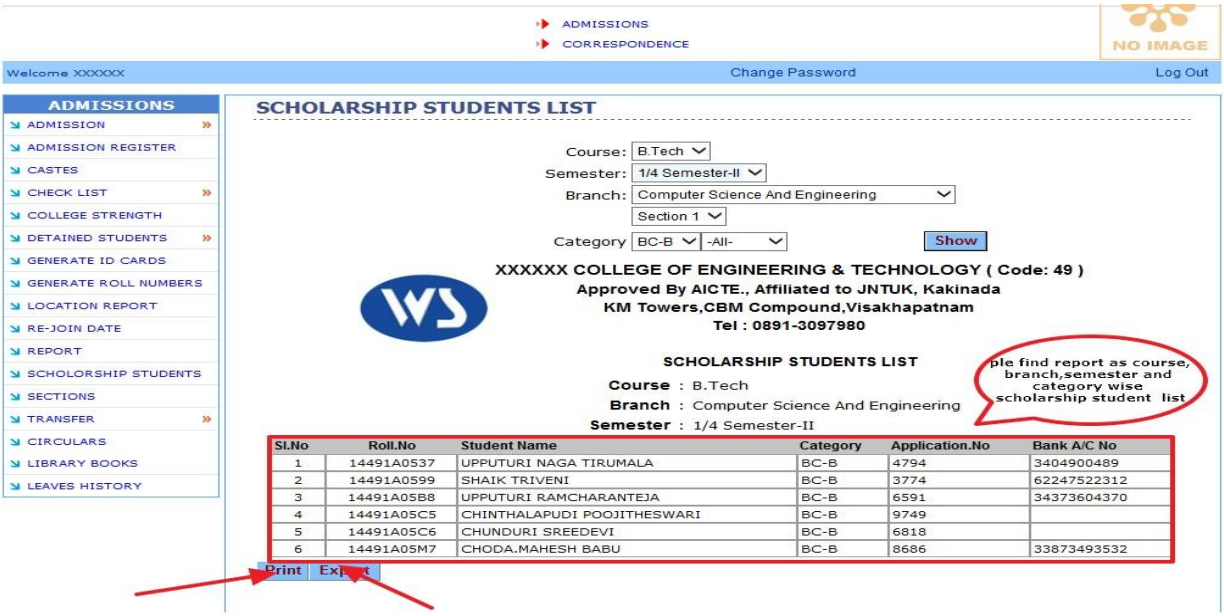
Step 4:-You Will Find "Lift Panel" In That "Scholorship Student" Link As Shown In Below.



Step5:- Please Place Your Mouse Pointer On "Scholarship Student" Link Which Is Available In Left Menu. Now Select Course, Branch, Category And Click On View Button As Shown Below



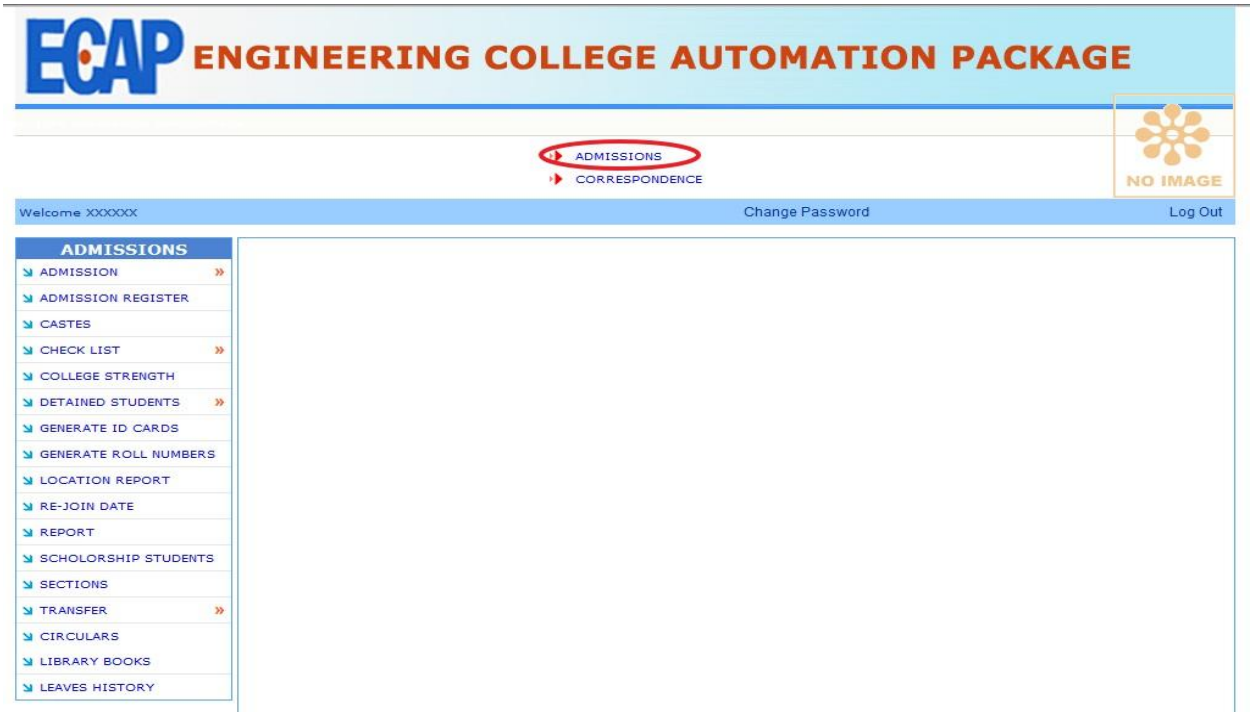
Step6:-After Click On View Button And Then You Will Get Admission Register If You Want To Take Print Out Then Please Click On "PRINT Button" And If You Want To Export This Data In To Excel Sheet Please Click On "Export Button".As Shown Below



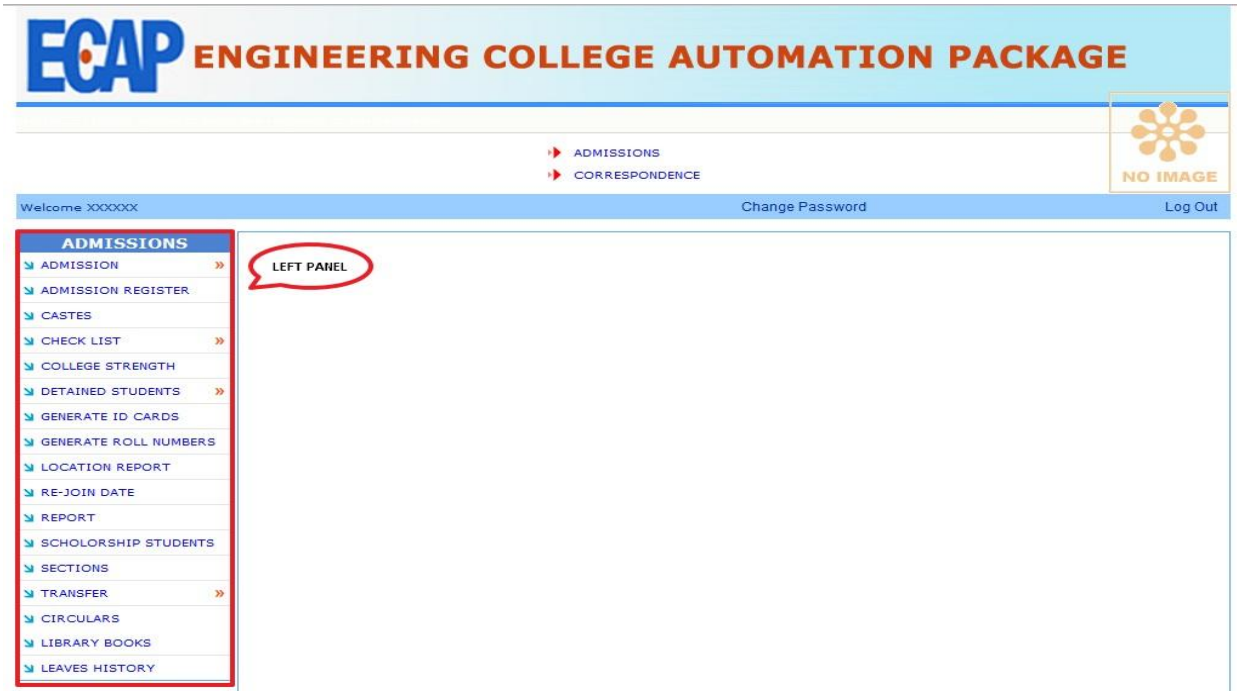
15) How To Do Detain A Particular Student In Our Package? (Detained Students->Entry)

Ans:- Step 1:- Please Login In To "ECAP" By Using Your Username And Password.

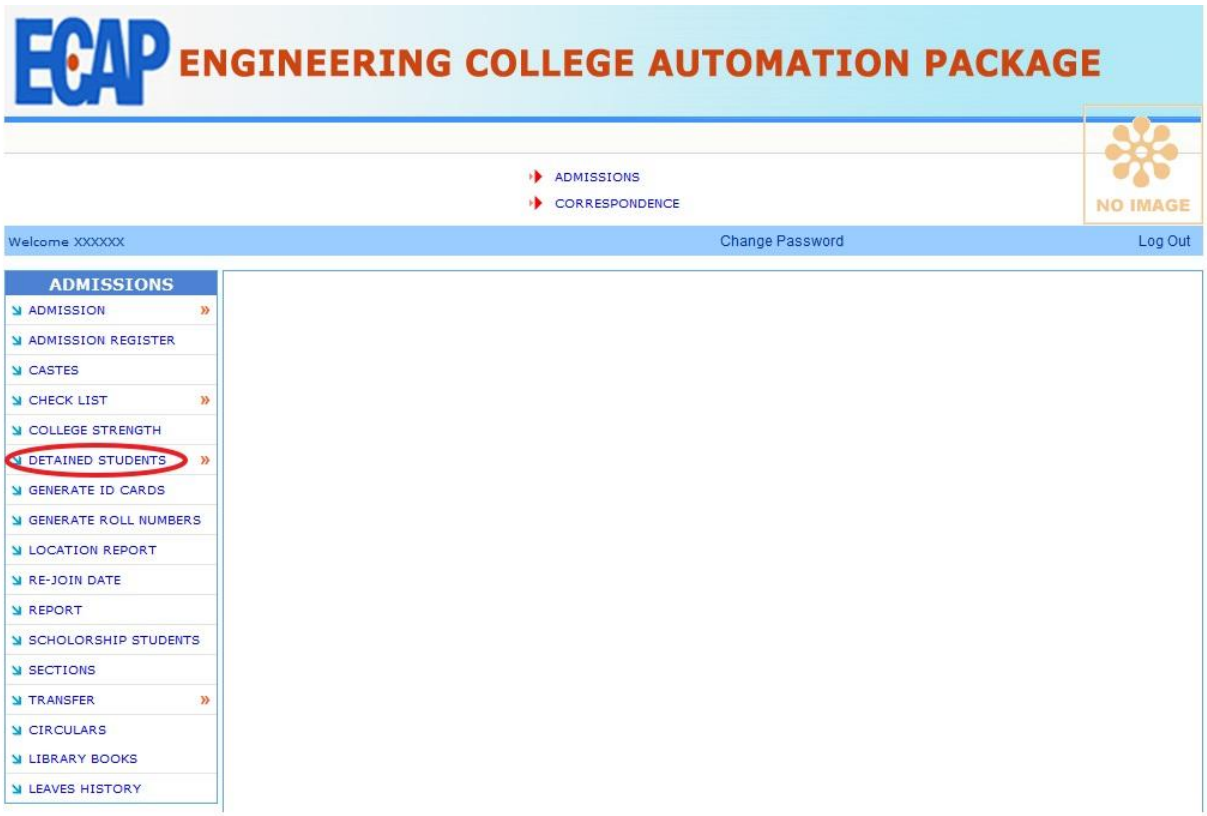
Step 2:- Please Click On "Admission" Module As Shown In Below.



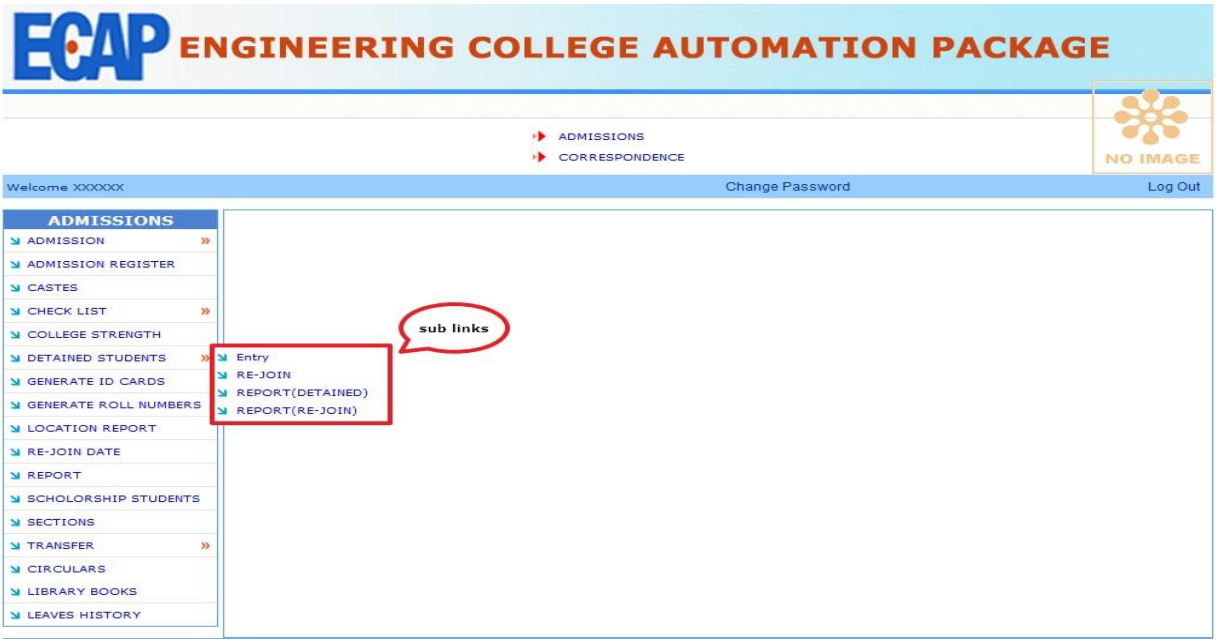
Step3:- After Clicking On Admission Module You Will Find "Left Panel" As Shown In Below.



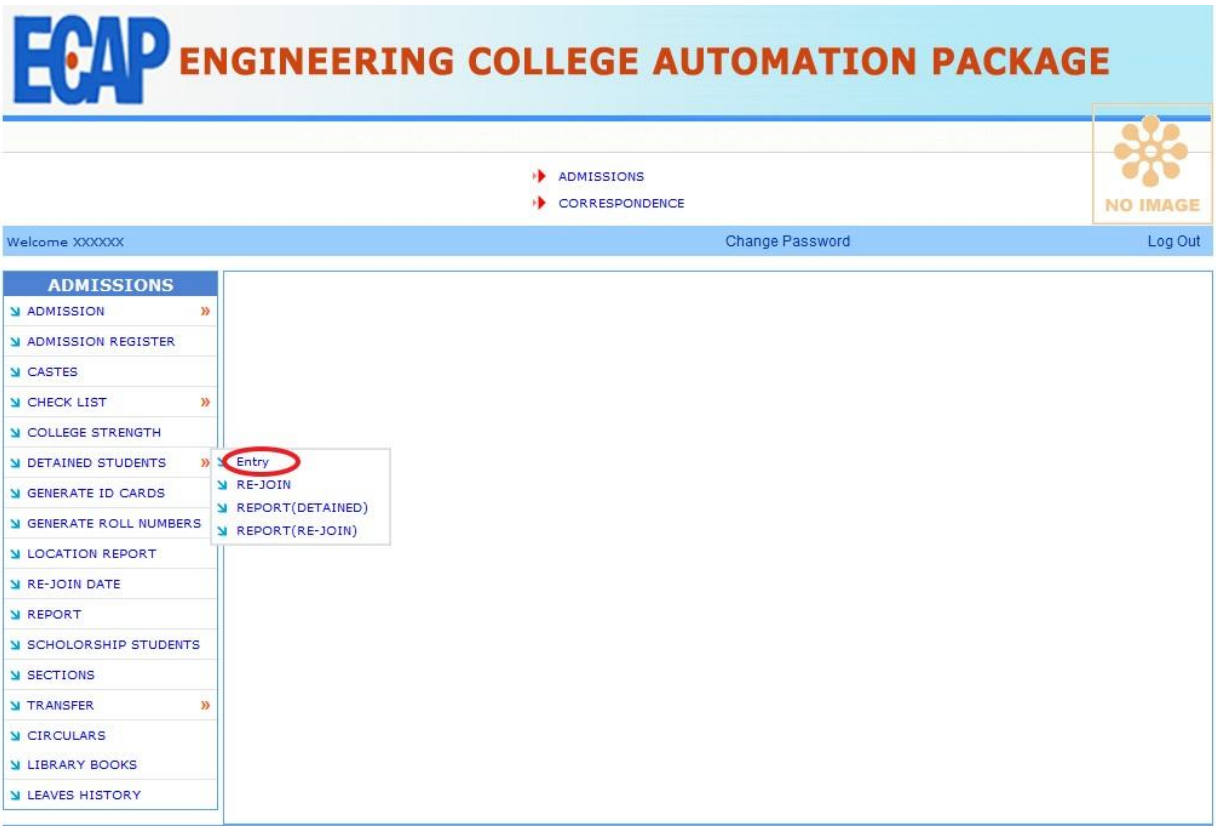
Step 4:-You Will Find "Lift Panel" In That "Detained Student" Link As Shown In Below.



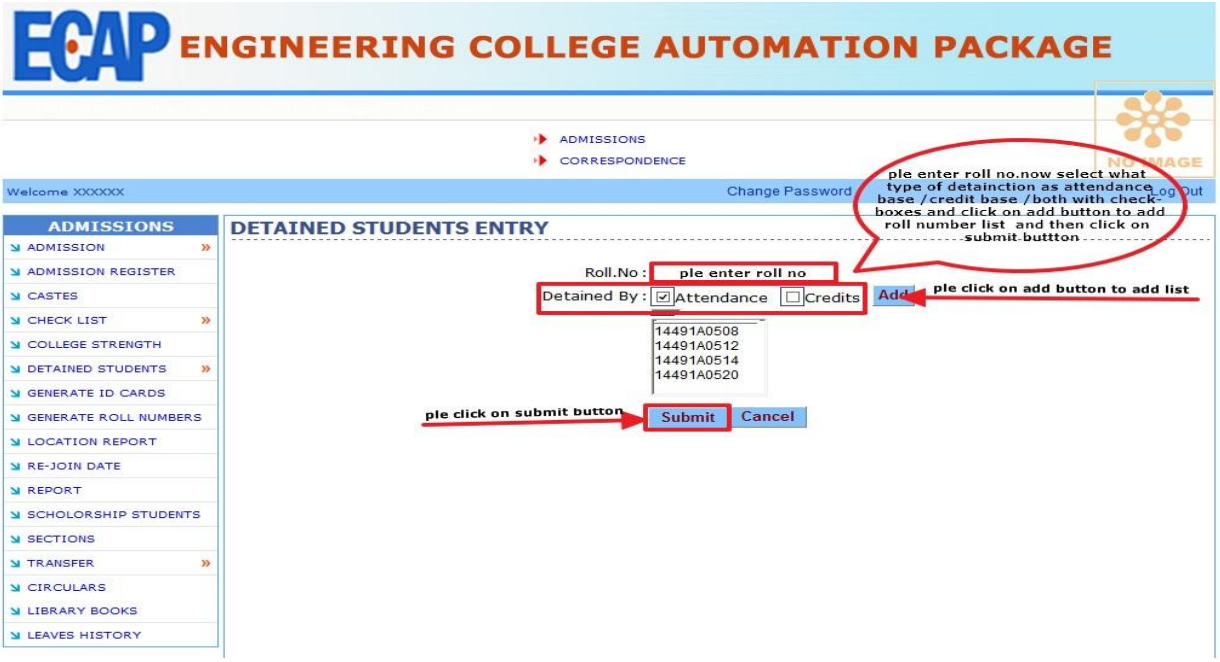
Step5:- Please Place Your Mouse Pointer On "Detained Student" Link Which Is Available In Left Menu. Then You Will Find "Sub Links Menu" As Shown In Below.



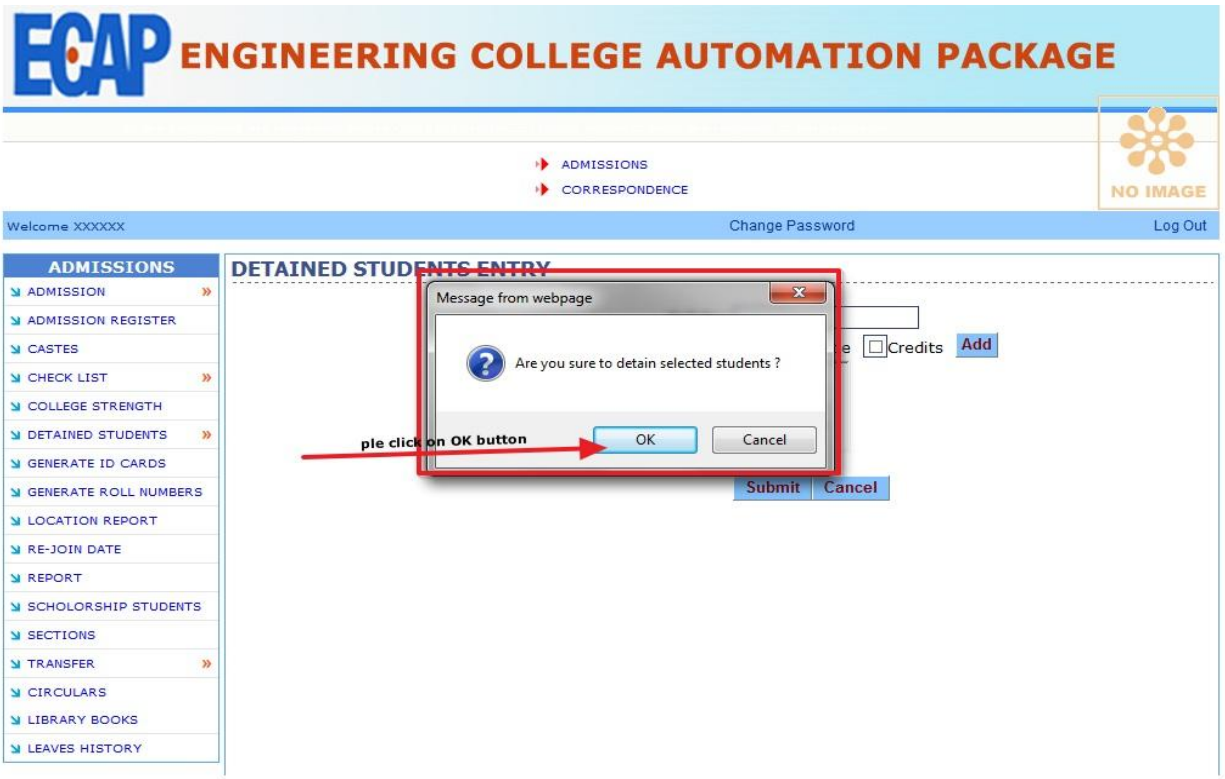
Step6:-Please Find "Entry" Option In Sub Links Menu As Shown In Below.

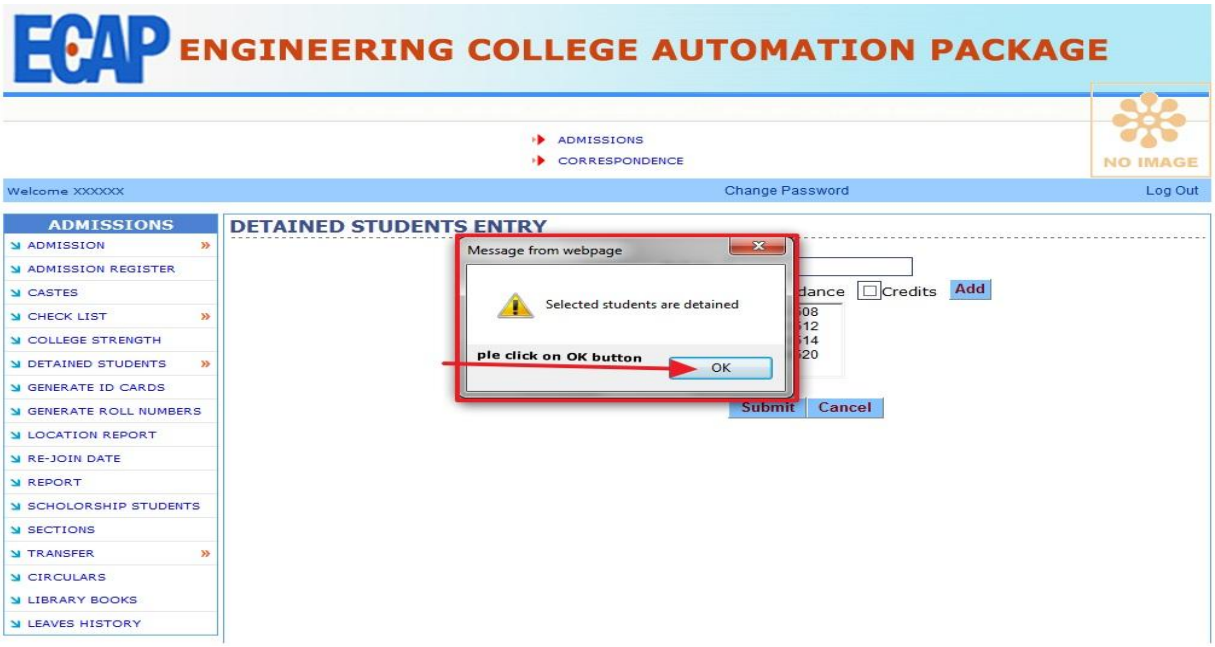


Step7:- After Click On Entry Link From The Popup Menu Displayed To Enter Roll No And Check Which Type Distinction As Attendance/Credits/Both And Then Click Add Button To Add List A Particular Roll No And Then Click On Submit Button As Shown Below



Step 7:-After Click On "Save "Button And Then You Will You Will Get "POP UP For Confirmation" After Click On Update Button. Here Please Click On "OK Button" As Shown In Below.

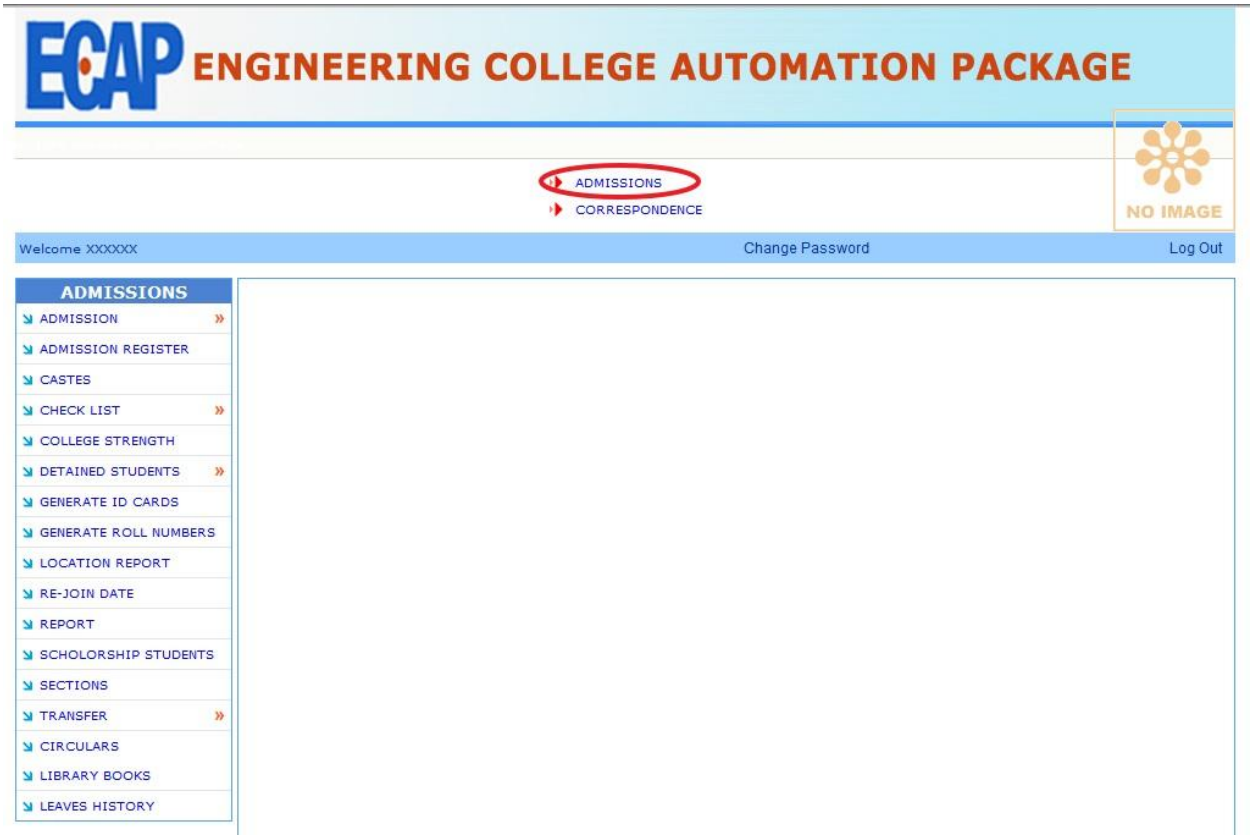




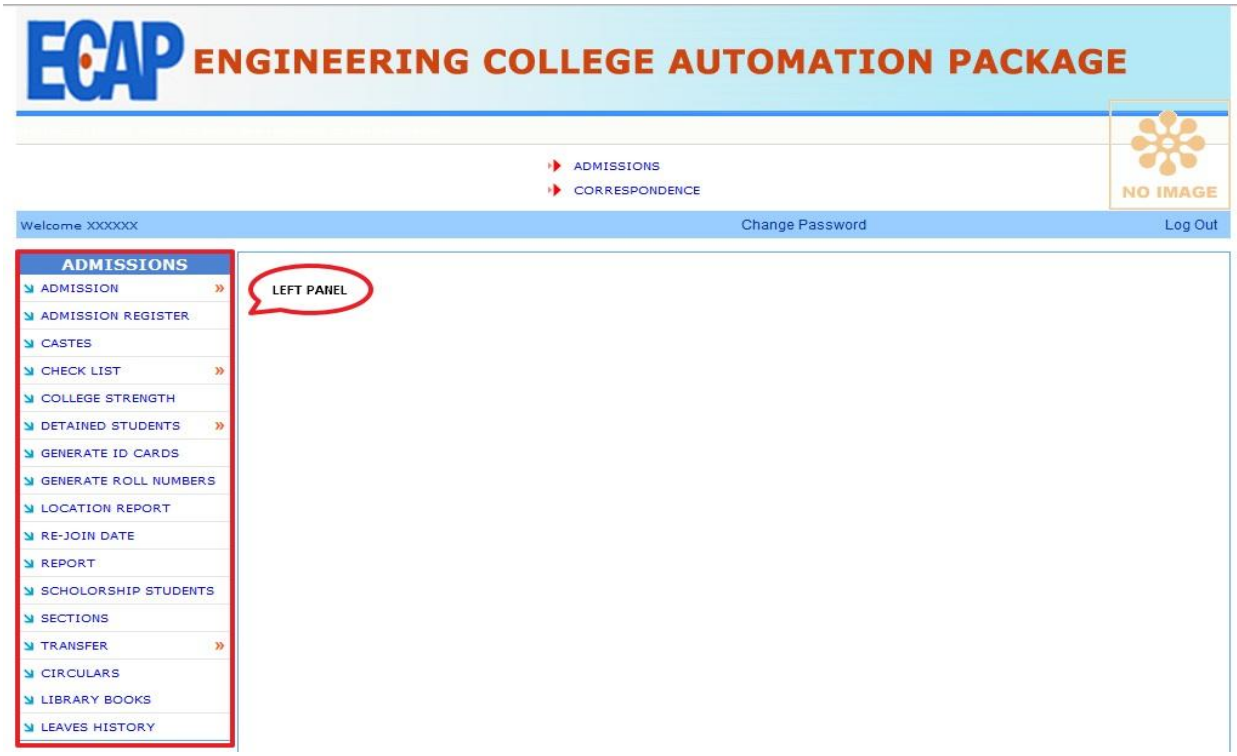
16) Where Can I Check List Of Detained Students Detained By Attendance/Credits/Both? (Detained Students->Report (Detained))

Ans:- Step 1:- Please Login In To "ECAP" By Using Your Username And Password.

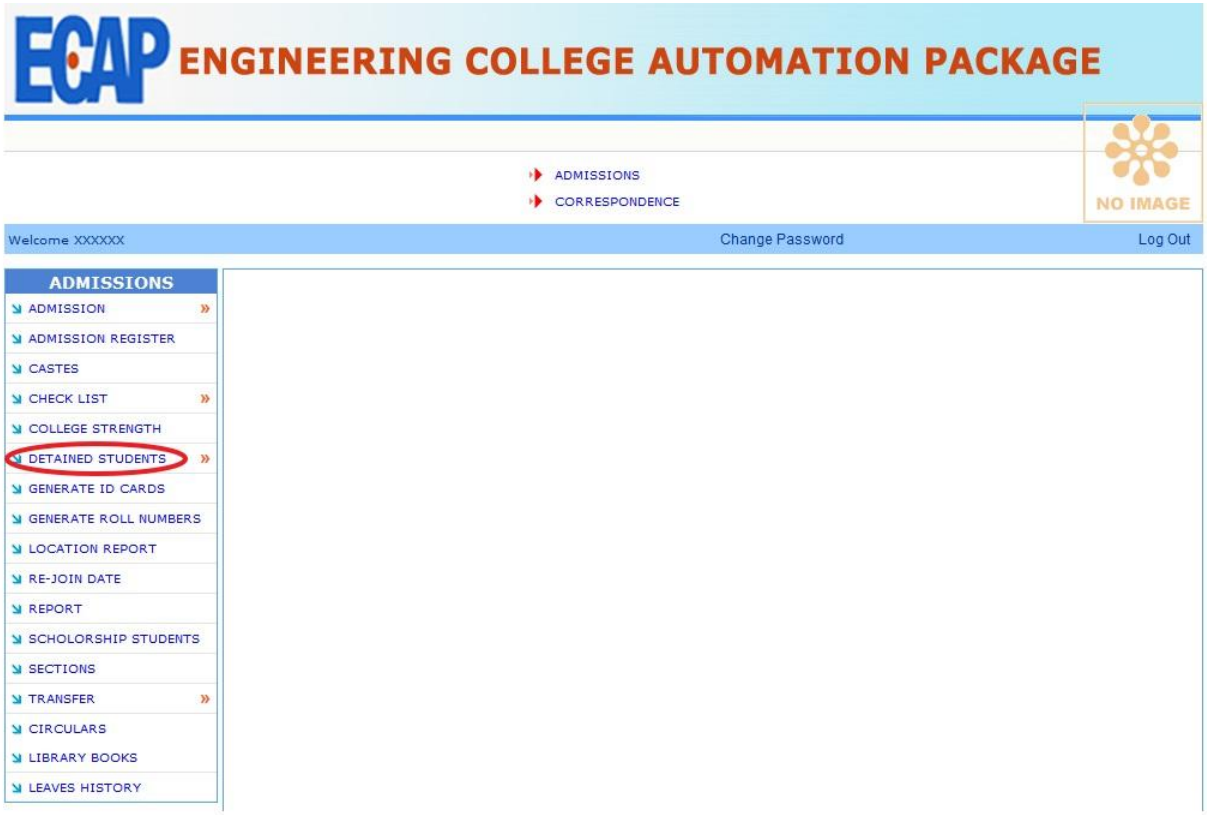
Step 2:- Please Click On "Admission" Module As Shown In Below.



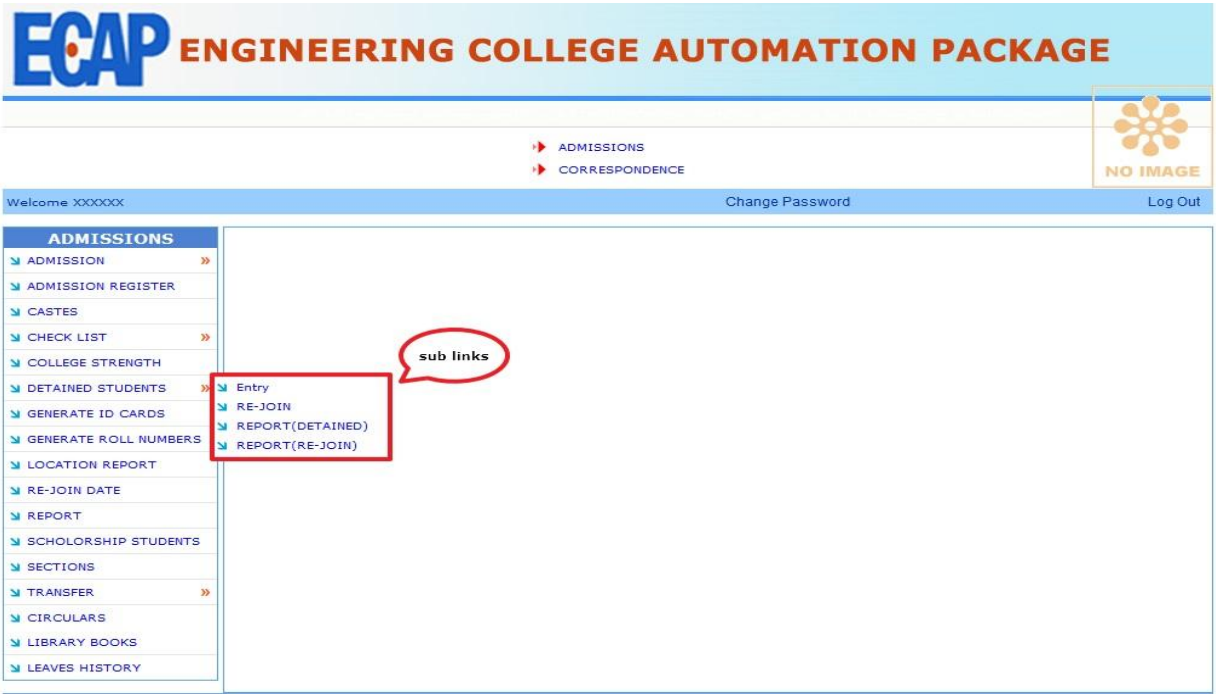
Step3:- After Clicking On Admission Module You Will Find "Left Panel" As Shown In Below.



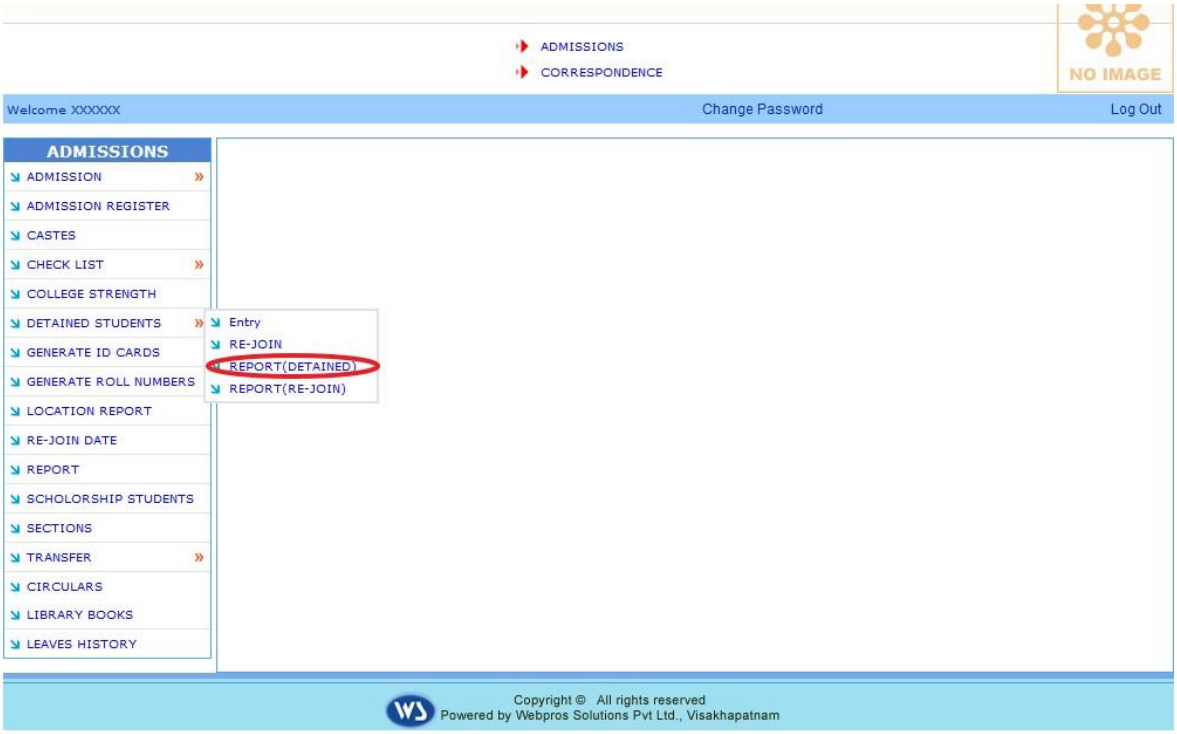
Step 4:-You Will Find "Lift Panel" In That "Detained Student" Link As Shown In Below.



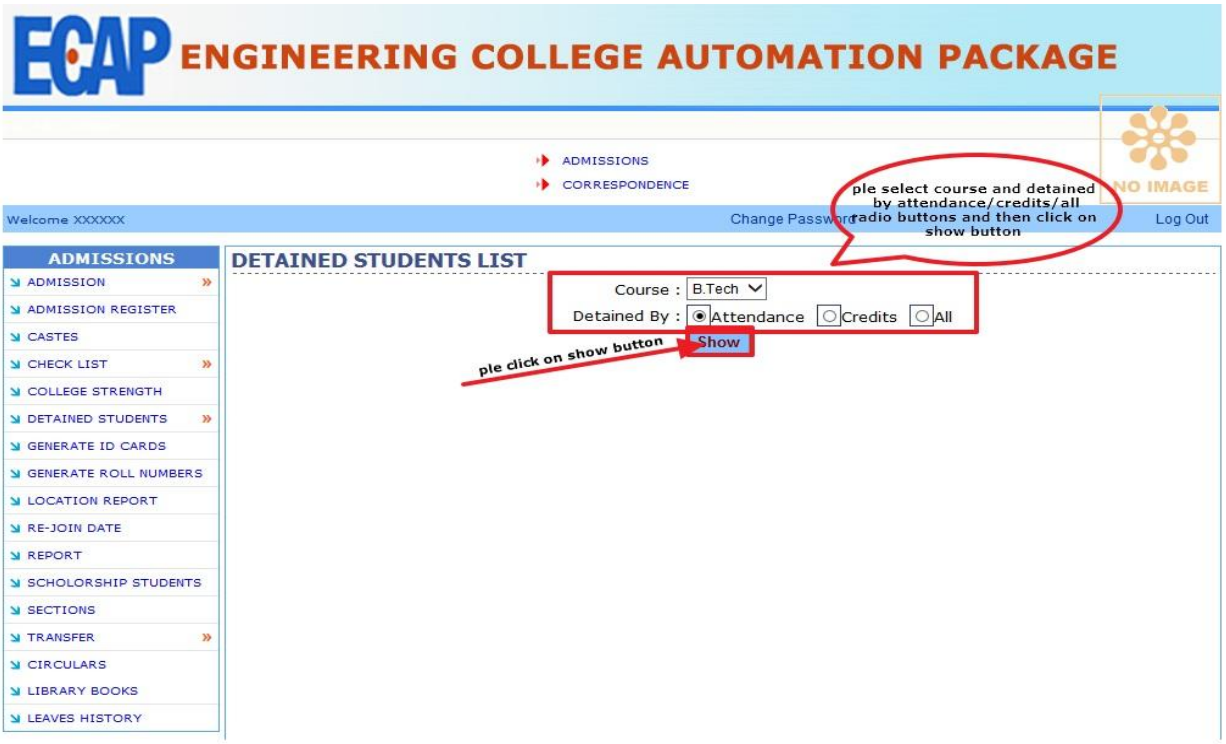
Step5:- Please Place Your Mouse Pointer On "Detained Student" Link Which Is Available In Left Menu. Then You Will Find "Sub Links Menu" As Shown In Below.



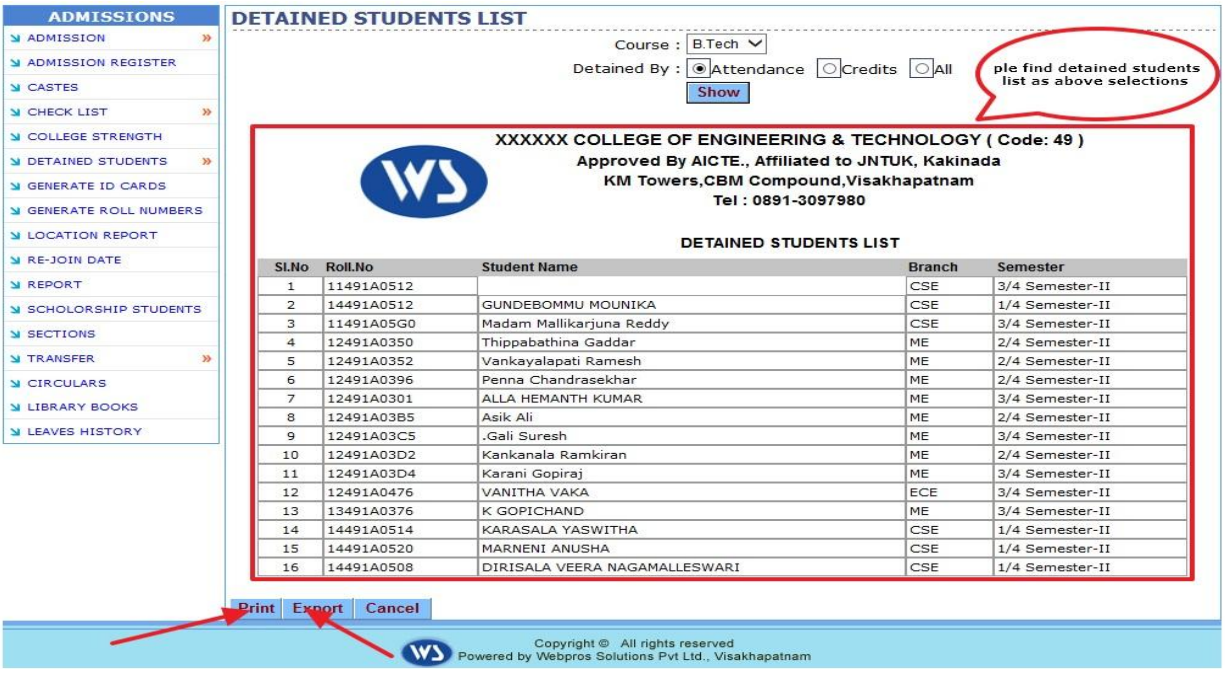
Step6:-Please Find "Report (Detained)" Option In Sub Links Menu As Shown In Below.



Step7:- After Click On Report (Detained) Link From The Popup Menu Displayed To Select Which Type Distinction As Attendance/Credits/All And Then Click Show Button As Shown Below.



Step8:-After Click On Show Button And Then You Will Get Detained Students List If You Want To Take Print Out Then Please Click On "PRINT Button" And If You Want To Export This Data In To Excel Sheet Please Click On "Export Button".As Shown Below

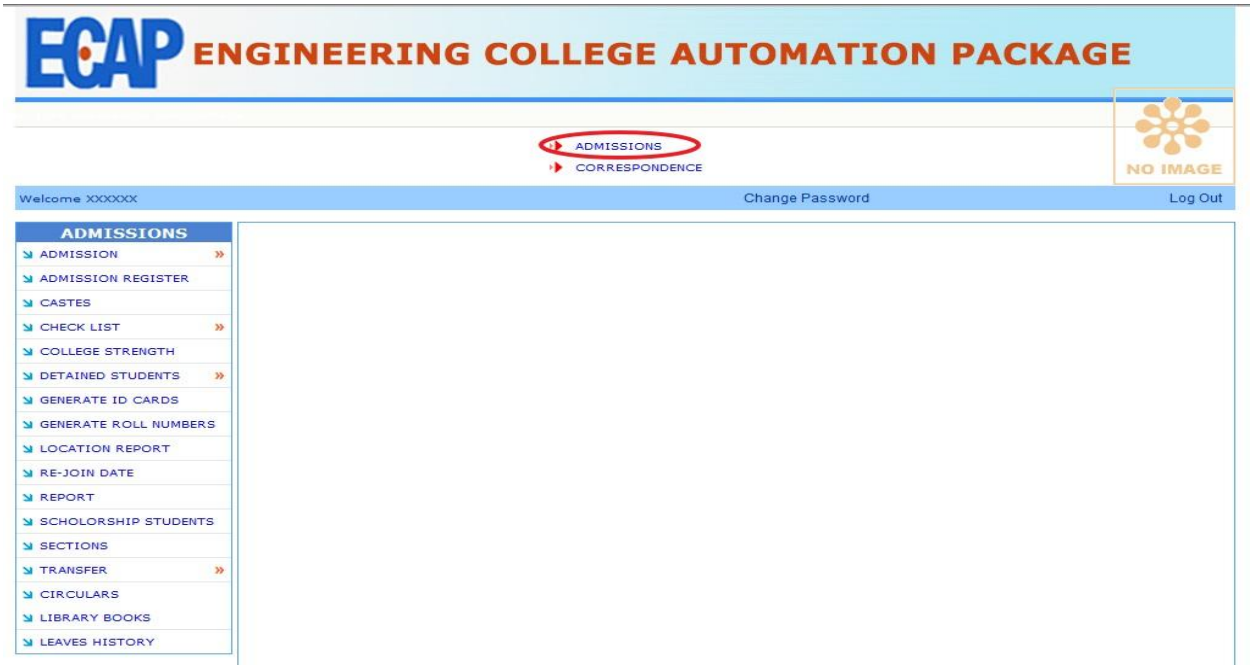


Sl.No	Roll.No	Student Name	Branch	Semester
1	11491A0512		CSE	3/4 Semester-II
2	14491A0512	GUNDEBOMMU MOUNIKA	CSE	1/4 Semester-II
3	11491A05G0	Madam Mallikarjuna Reddy	CSE	3/4 Semester-II
4	12491A0350	Thippabathina Gaddar	ME	2/4 Semester-II
5	12491A0352	Vankayalapati Ramesh	ME	2/4 Semester-II
6	12491A0396	Penna Chandrasekhar	ME	2/4 Semester-II
7	12491A0301	ALLA HEMANTH KUMAR	ME	3/4 Semester-II
8	12491A03B5	Asik Ali	ME	2/4 Semester-II
9	12491A03C5	.Gali Suresh	ME	3/4 Semester-II
10	12491A03D2	Kankanala Ramkiran	ME	2/4 Semester-II
11	12491A03D4	Karani Gopiraj	ME	3/4 Semester-II
12	12491A0476	VANITHA VAKA	ECE	3/4 Semester-II
13	13491A0376	K GOPICHAND	ME	3/4 Semester-II
14	14491A0514	KARASALA YASWITHA	CSE	1/4 Semester-II
15	14491A0520	MARNENI ANUSHA	CSE	1/4 Semester-II
16	14491A0508	DIRISALA VEERA NAGAMALLESWARI	CSE	1/4 Semester-II

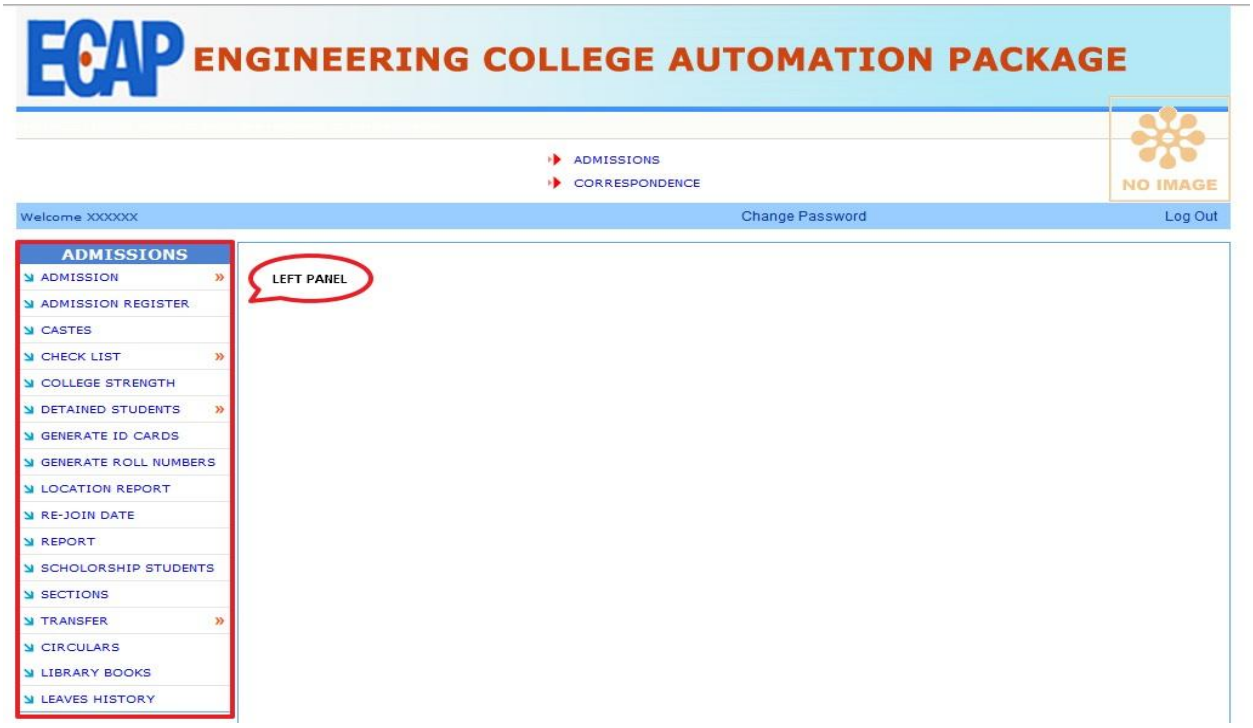
17) Where Can I Do Rejoin A Particular Student Or Number Of Students In Our Package? (Detained Students->RE-JOIN)

Ans:- Step 1:- Please Login In To "ECAP" By Using Your Username And Password.

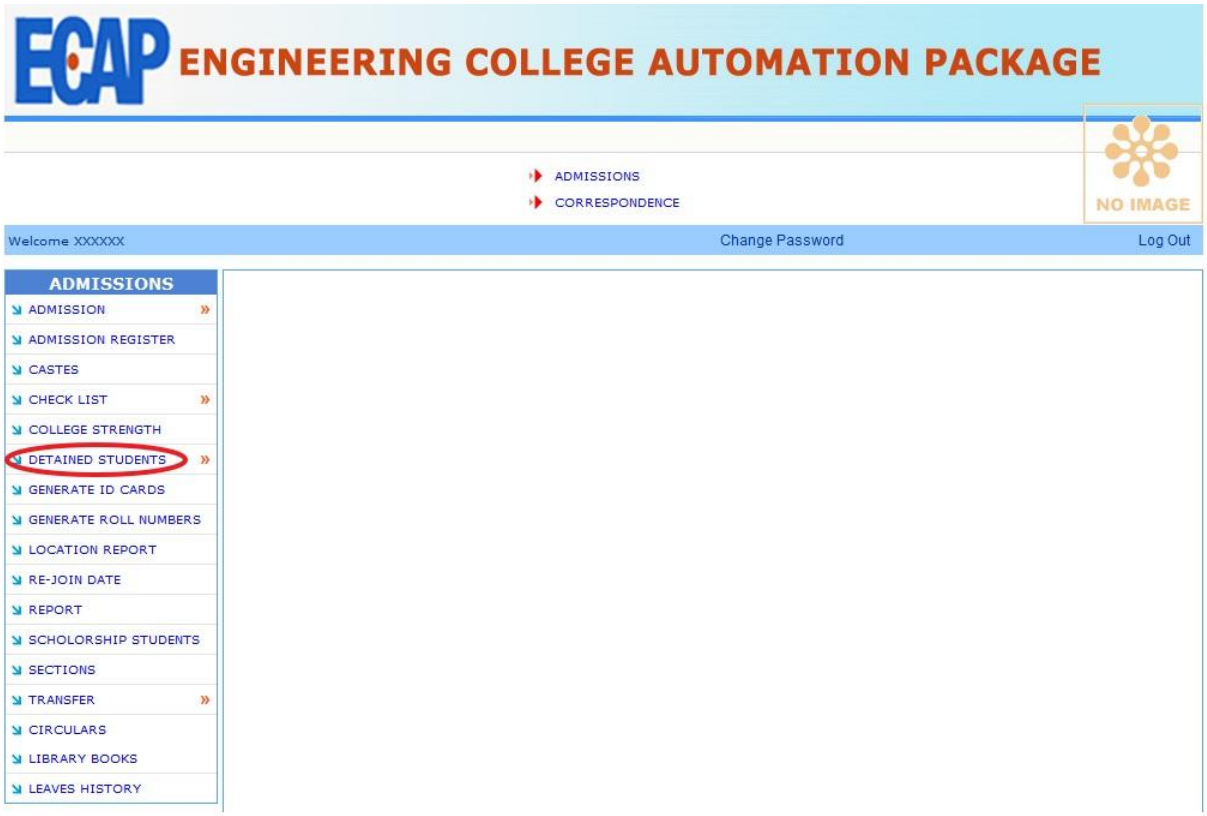
Step 2:- Please Click On "Admission" Module As Shown In Below.



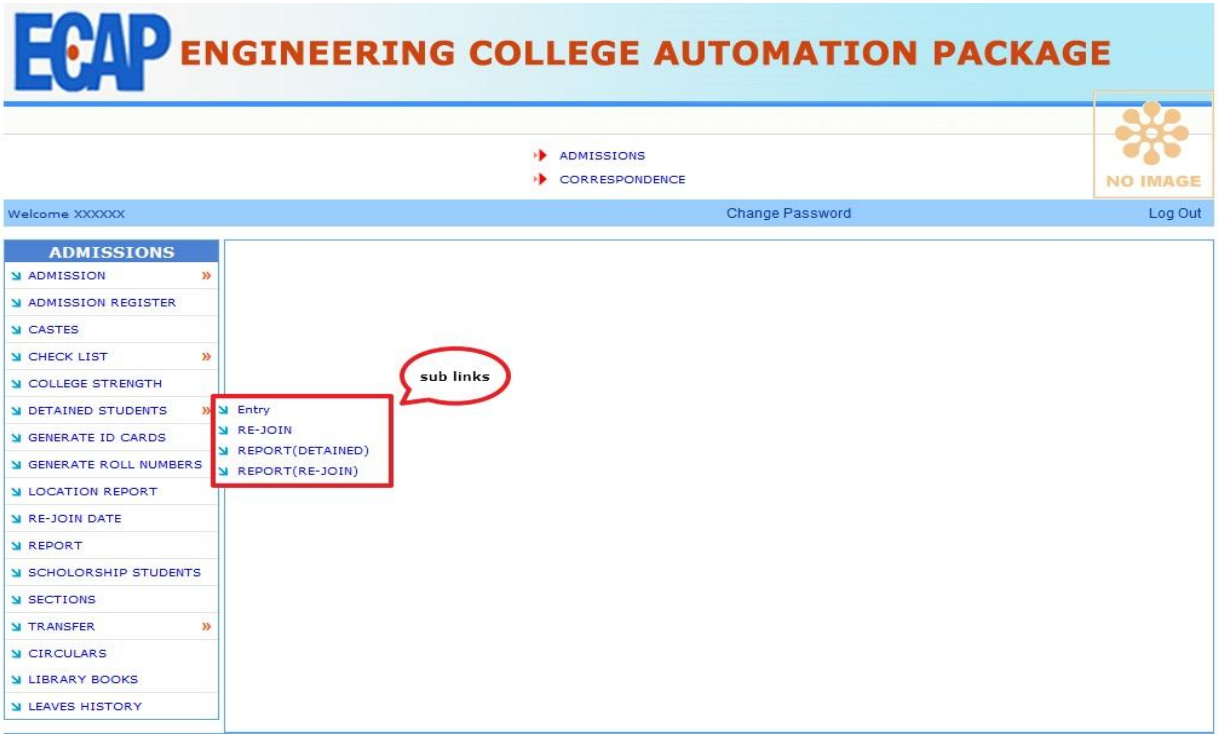
Step3:- After Clicking On Admission Module You Will Find "Left Panel" As Shown In Below.



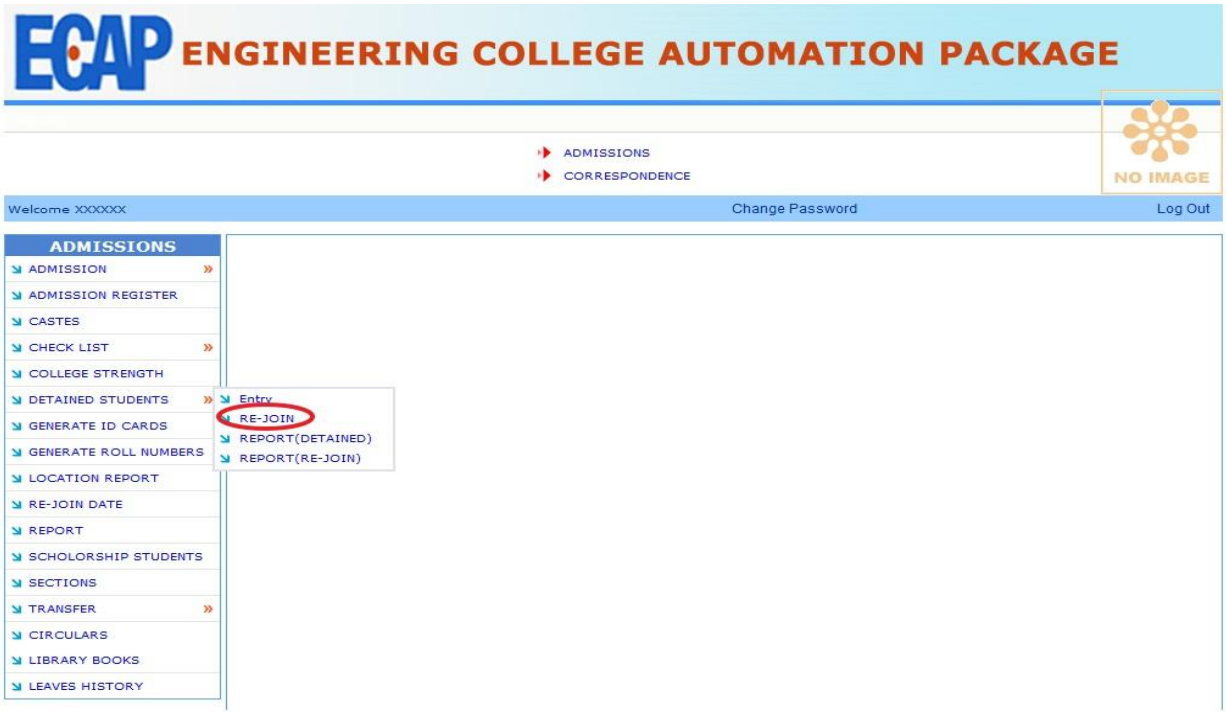
Step 4:-You Will Find "Lift Panel" In That "Detained Student" Link As Shown In Below.



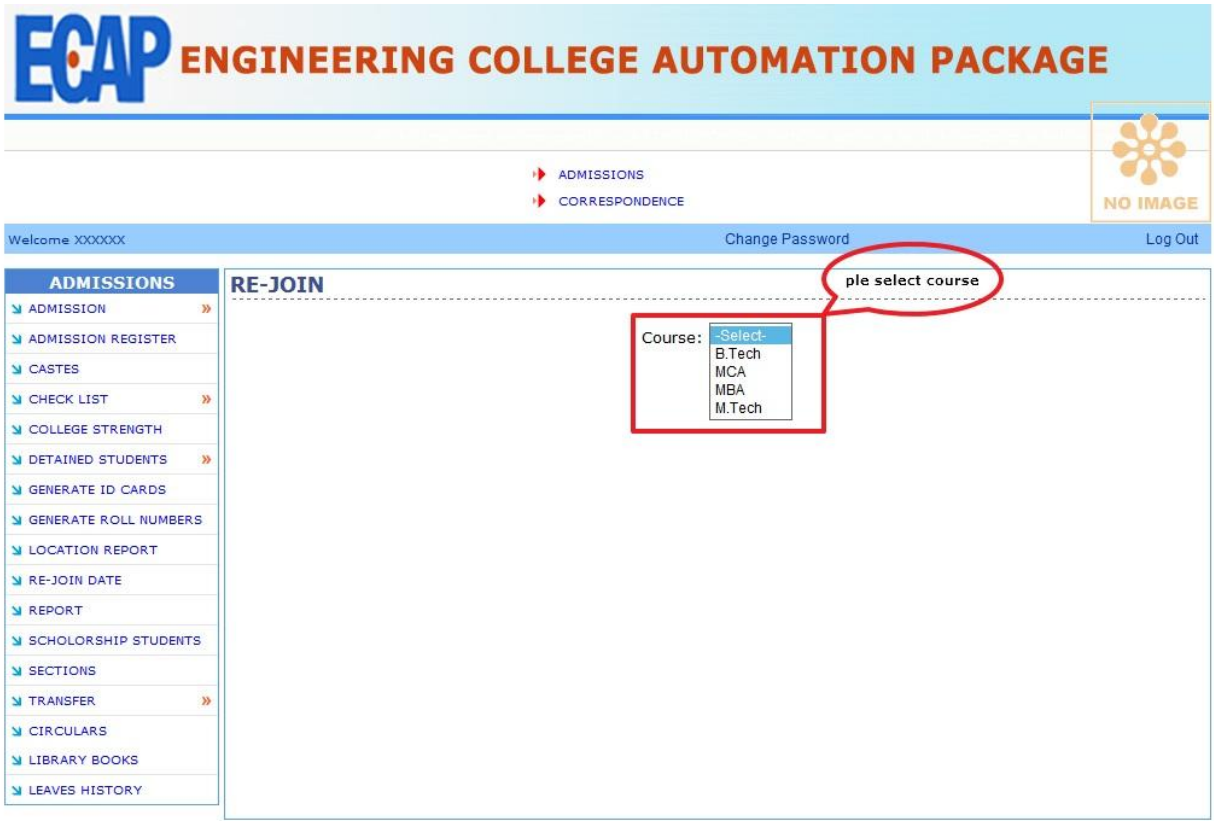
Step5:- Please Place Your Mouse Pointer On "Detained Student" Link Which Is Available In Left Menu. Then You Will Find "Sub Links Menu" As Shown In Below.



Step6:-Please Find "Re-Join" Option In Sub Links Menu As Shown In Below.



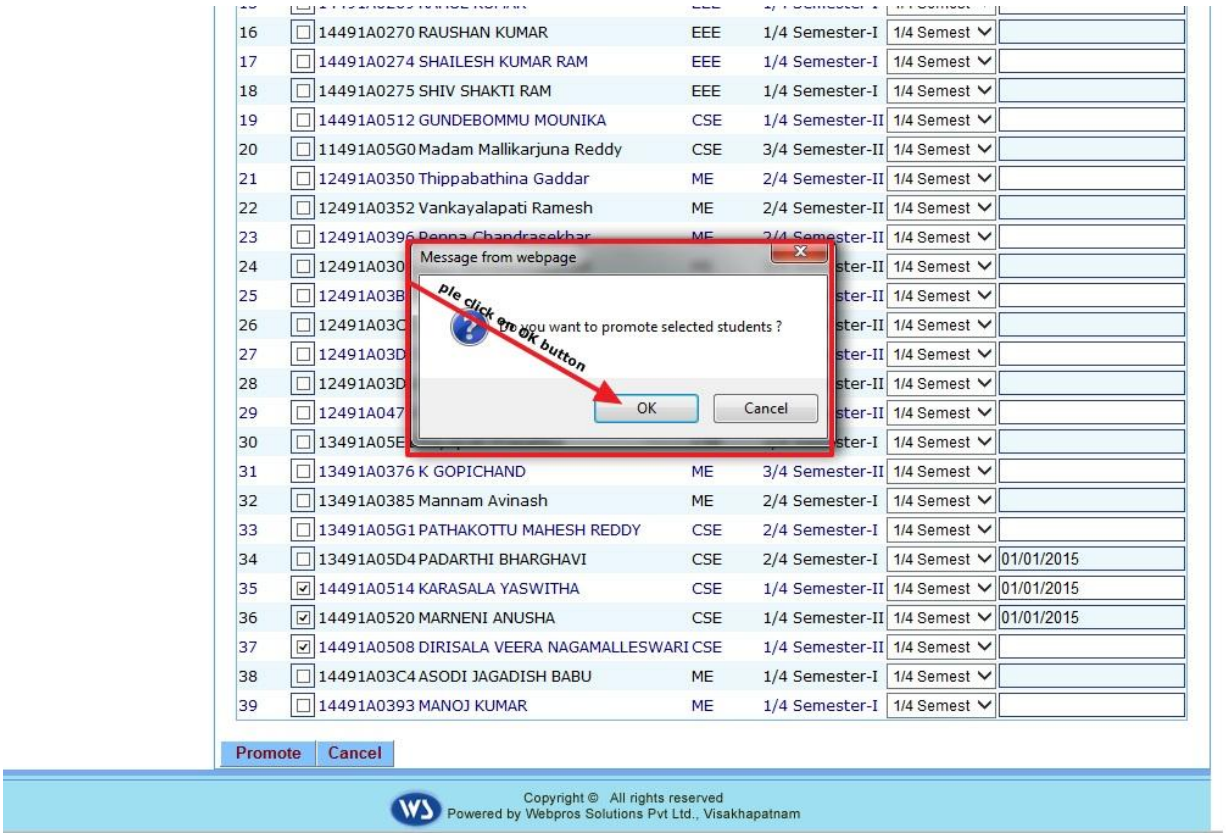
Step7:- Now Select Course To Find List Of Students Who Were Previously Detained As Shown Below



Step8:- After Select Course To Find List Of Students Who Were Previously Detained As Shown Below Along With Check Boxes Against Students Names. Now Select Check Boxes Against Students Who Seek Readmission And Enter Re-Join Date Then Click On Save Button To Save Record.

16	14491A0270 RAUSHAN KUMAR	EEE	1/4 Semester-I	1/4 Semest	
17	14491A0274 SHAILESH KUMAR RAM	EEE	1/4 Semester-I	1/4 Semest	
18	14491A0275 SHIV SHAKTI RAM	EEE	1/4 Semester-I	1/4 Semest	
19	14491A0512 GUNDEBOMMU MOUNIKA	CSE	1/4 Semester-II	1/4 Semest	
20	11491A05G0 Madam Mallikarjuna Reddy	CSE	3/4 Semester-II	1/4 Semest	
21	12491A0350 Thippabathina Gaddar	ME	2/4 Semester-II	1/4 Semest	
22	12491A0352 Vankayalapati Ramesh	ME	2/4 Semester-II	1/4 Semest	
23	12491A0396 Penna Chandrasekhar	ME	2/4 Semester-II	1/4 Semest	
24	12491A0301 ALLA HEMANTH KUMAR	ME	3/4 Semester-II	1/4 Semest	
25	12491A03B5 Asik Ali	ME	2/4 Semester-II	1/4 Semest	
26	12491A03C5 .Gali Suresh	ME	3/4 Semester-II	1/4 Semest	
27	12491A03D2 Kankanala Ramkiran	ME	2/4 Semester-II	1/4 Semest	
28	12491A03D4 Karani Gopiraj	ME	3/4 Semester-II	1/4 Semest	
29	12491A0476 VANITHA VAKA	ECE	3/4 Semester-II	1/4 Semest	
30	13491A05E1 Rayapati Prasanna	CSE	2/4 Semester-I	1/4 Semest	
31	13491A0376 K GOPICHAND	ME	3/4 Semester-II	1/4 Semest	
32	13491A0385 Mannam Avinash	ME	2/4 Semester-I	1/4 Semest	
33	13491A05G1 PATHAKOTTU MAHESH REDDY	CSE	2/4 Semester-I	1/4 Semest	
34	13491A05D4 PADARTHI BHARGHAVI	CSE	2/4 Semester-I	1/4 Semest	01/01/2015
35	14491A0514 KARASALA YASWITHA	CSE	1/4 Semester-II	1/4 Semest	01/01/2015
36	14491A0520 MARNENI ANUSHA	CSE	1/4 Semester-II	1/4 Semest	01/01/2015
37	14491A0508 DIRISALA VEERA NAGAMALLESWARI	CSE	1/4 Semester-II	1/4 Semest	
38	14491A03C4 ASODI JAGADISH BABU	ME	1/4 Semester-I	1/4 Semest	
39	14491A0393 MANOJ KUMAR	ME	1/4 Semester-I	1/4 Semest	

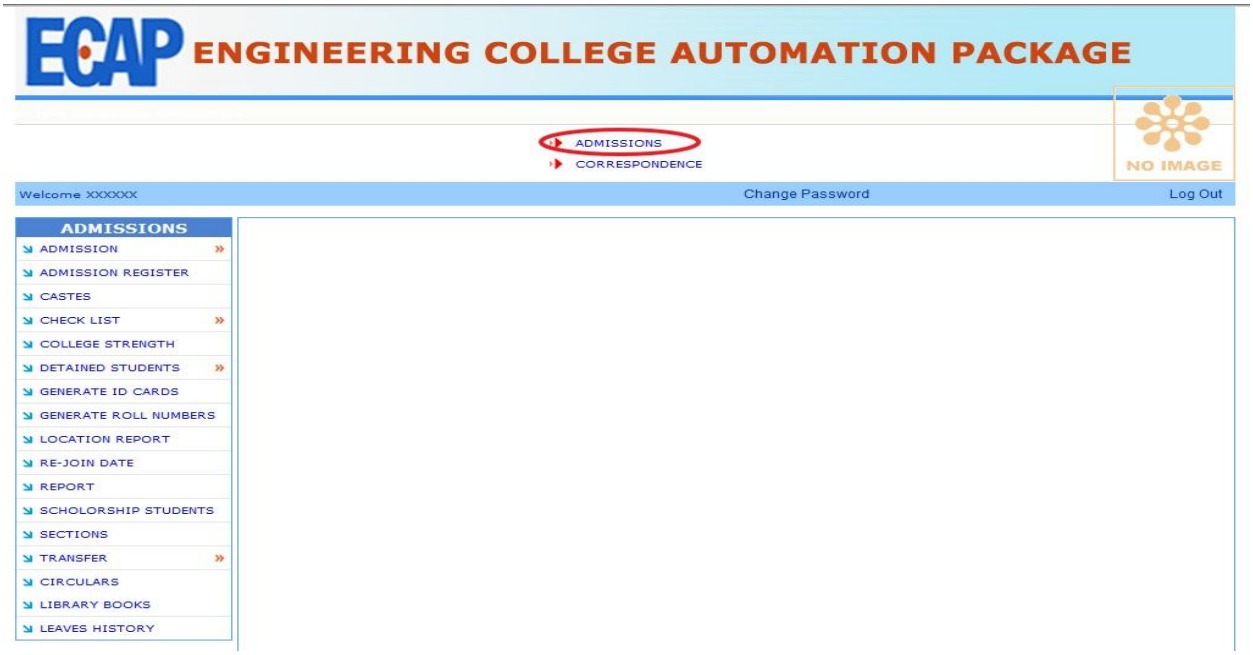
Step 9:-After Click On "Promote "Button And Then You Will You Will Get "POP UP For Confirmation" After Click On Update Button. Here Please Click On "OK Button" As Shown In Below.



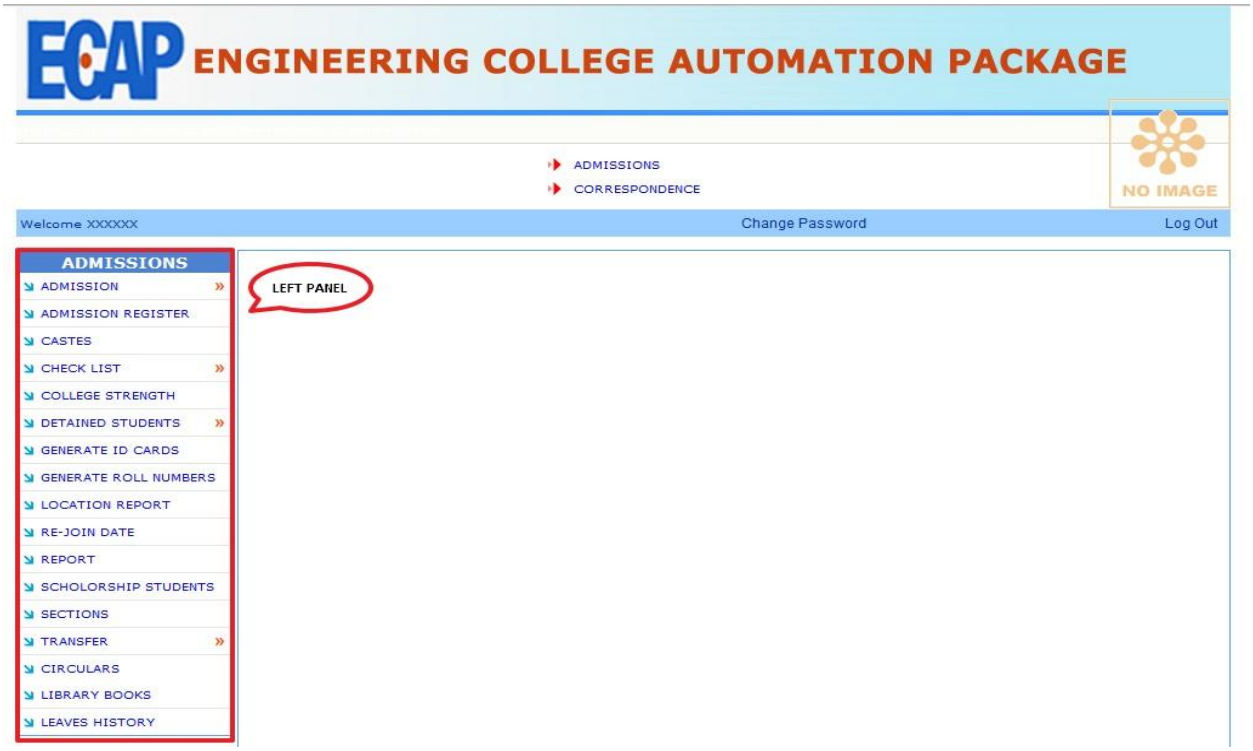
18) Where Can I Get Rejoined Students List? **(Detained Students->Report (RE-JOIN))**

Ans:- Step 1:- **Please Login In To "ECAP" By Using Your Username And Password.**

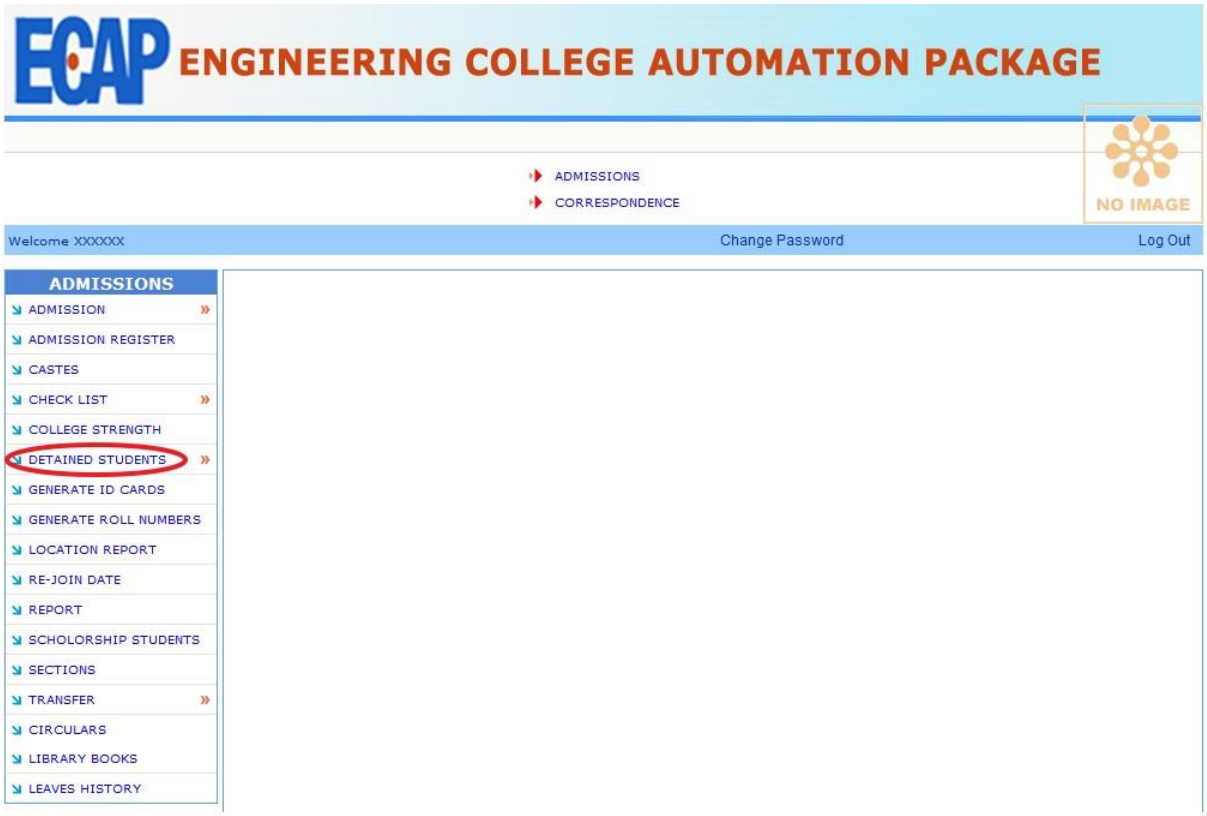
Step 2:- **Please Click On "Admission" Module As Shown In Below.**



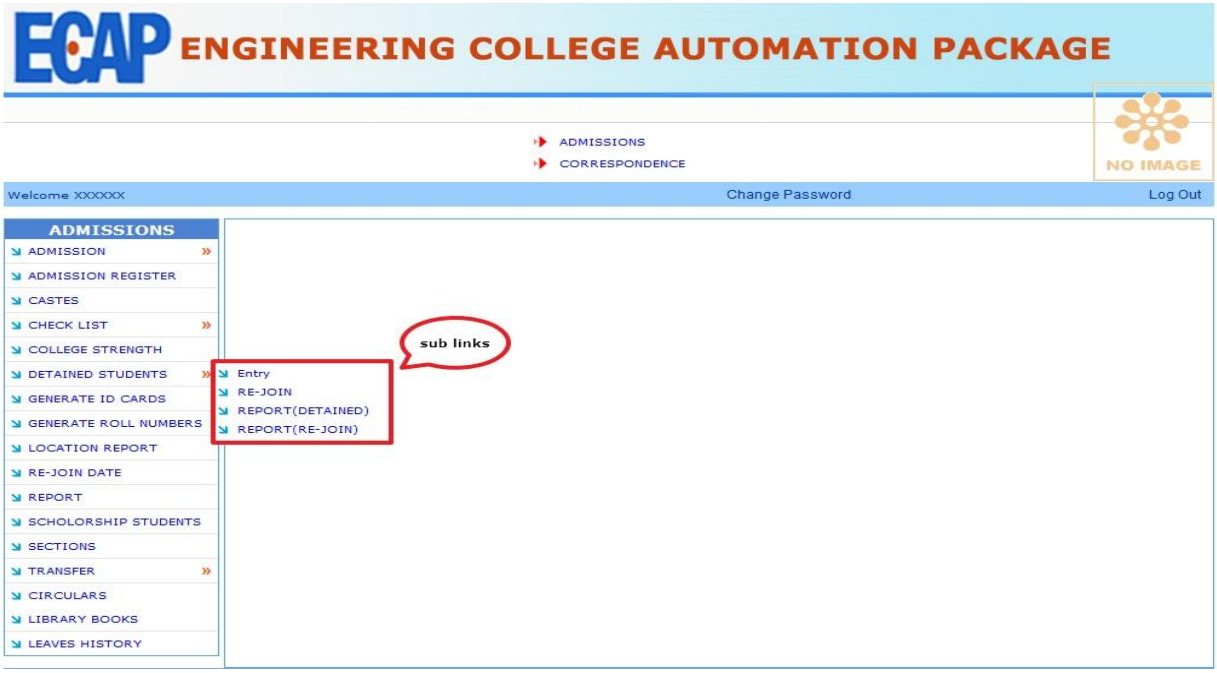
Step3:- **After Clicking On Admission Module You Will Find "Left Panel" As Shown In Below.**



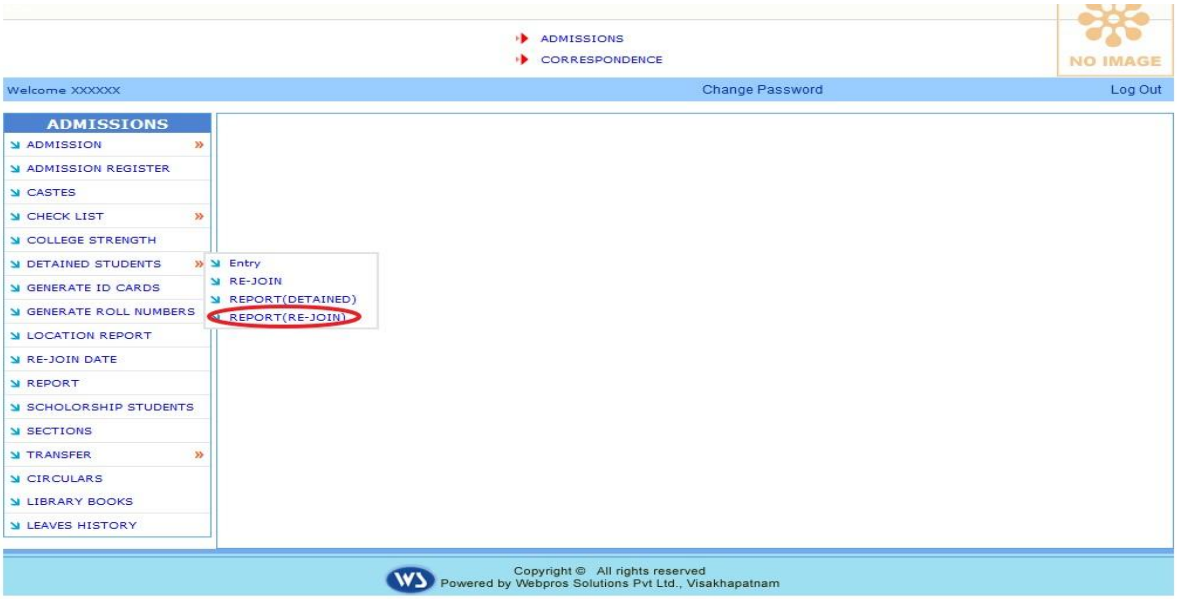
Step 4:-You Will Find "Lift Panel" In That "Detained Student" Link As Shown In Below.



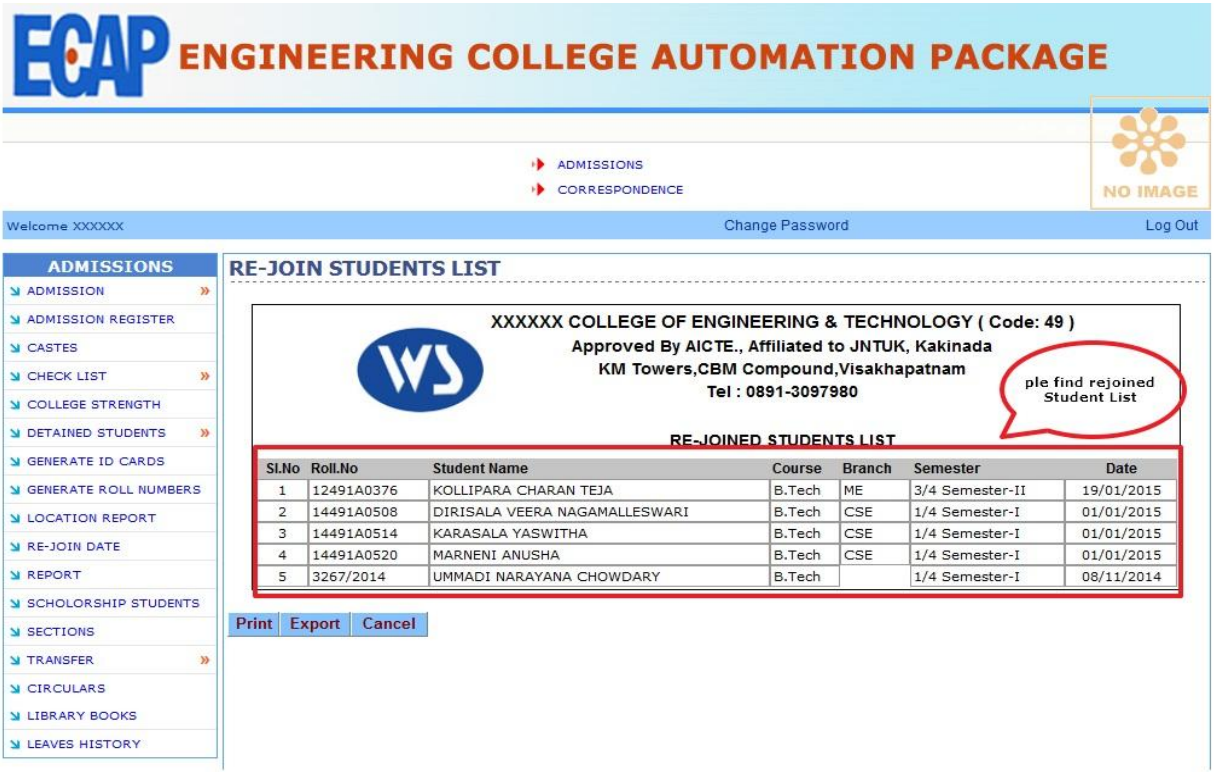
Step5:- Please Place Your Mouse Pointer On "Detained Student" Link Which Is Available In Left Menu. Then You Will Find "Sub Links Menu" As Shown In Below.



Step6:-Please Find "Report (Detained)" Option In Sub Links Menu As Shown In Below.



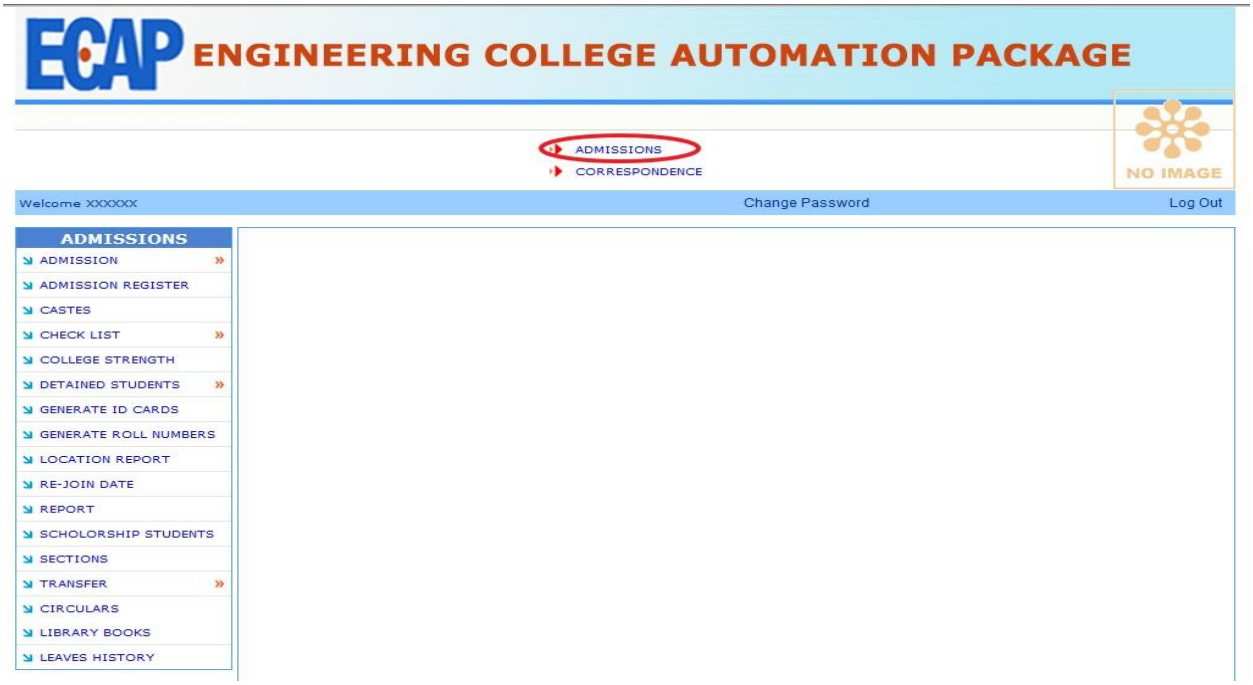
Step7:-After Click On Report (Re-Join) And Then You Will Get Re-Joined List If You Want To Take Print Out Then Please Click On "PRINT Button" And If You Want To Export This Data In To Excel Sheet Please Click On "Export Button".As Shown Below



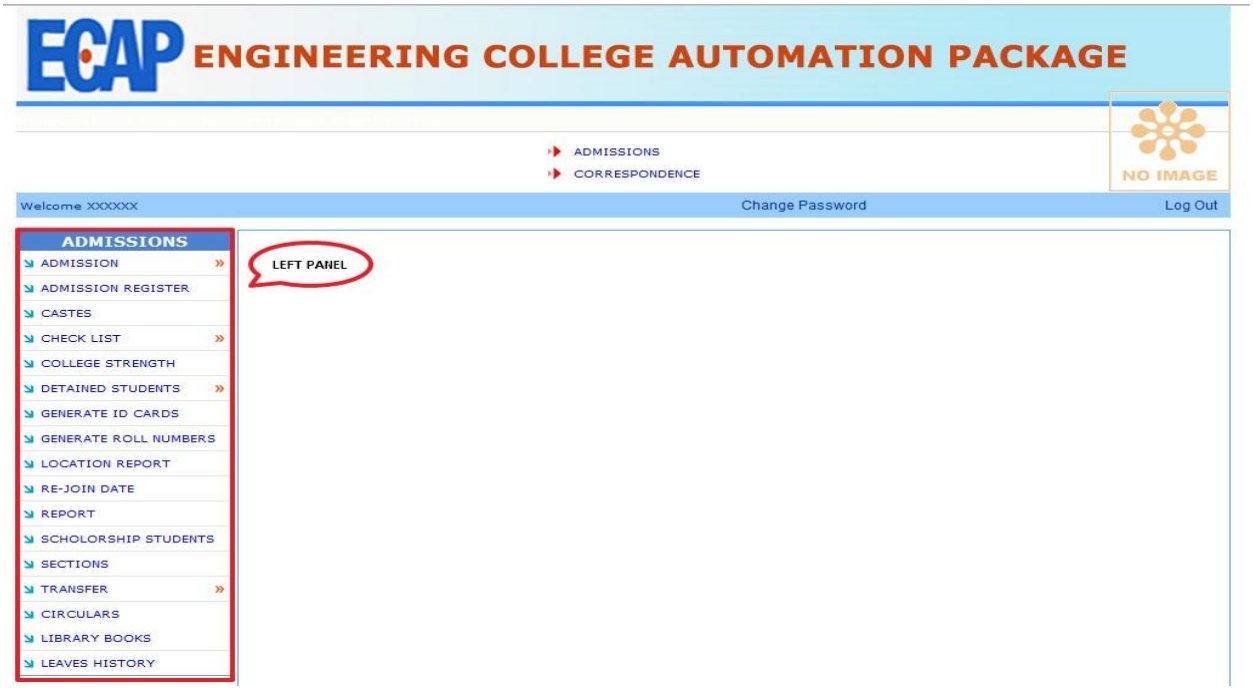
19) Where Can I Set Rejoin Date Of Rejoined Students/Lateral Entry Students For Calculating Attendance From As On Joined Date? (RE-JOIN DATE)

Ans:- Step 1:- Please Login In To "ECAP" By Using Your Username And Password.

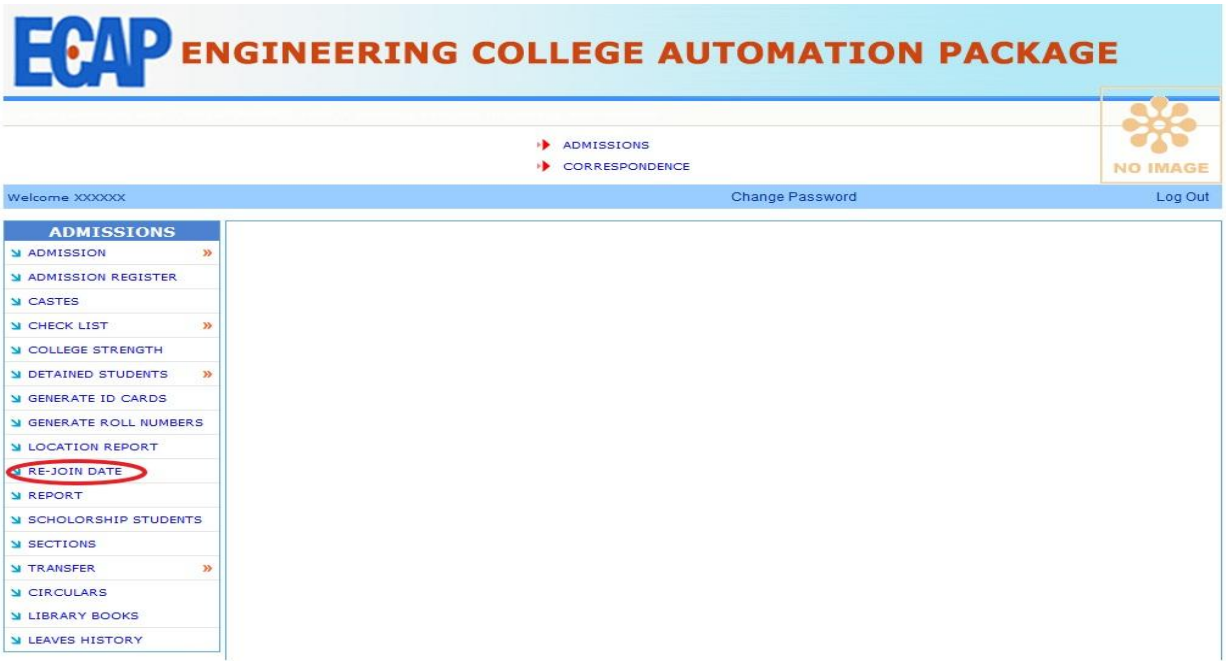
Step 2:- Please Click On "Admission" Module As Shown In Below.



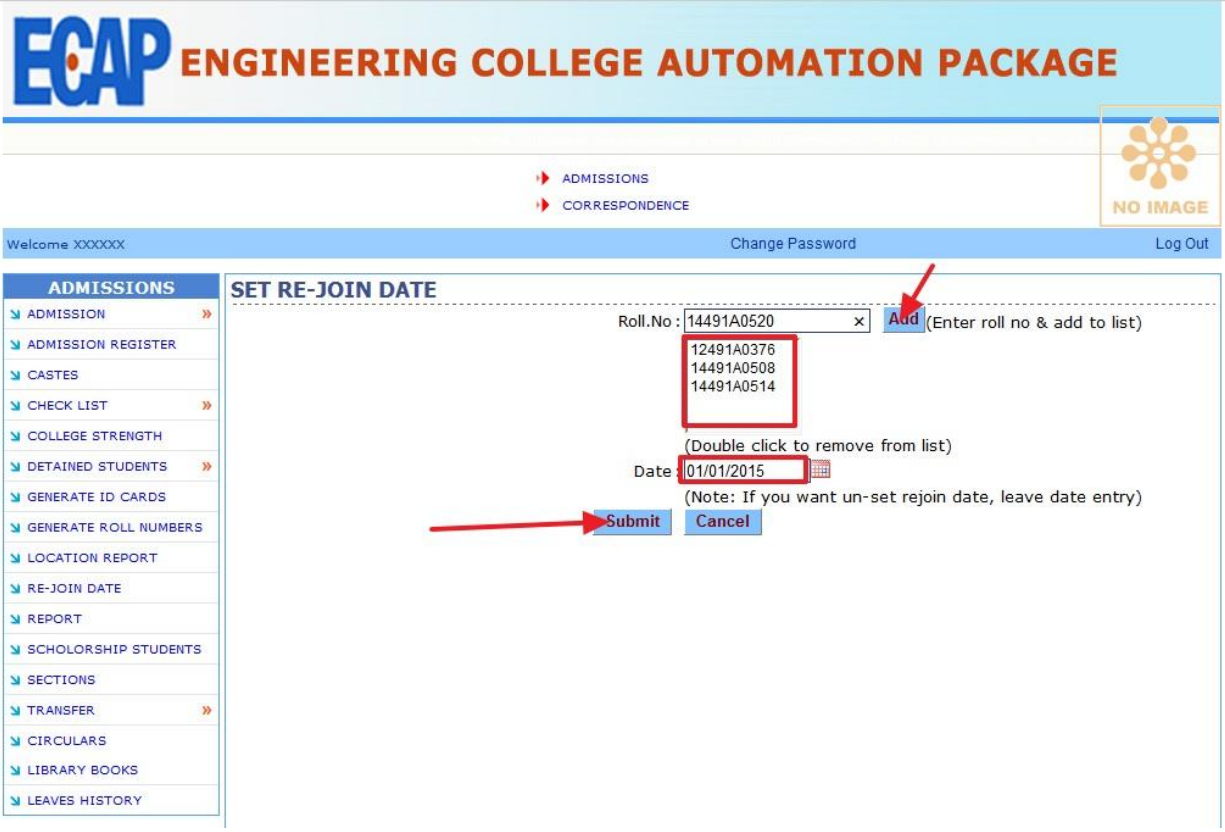
Step3:- After Clicking On Admission Module You Will Find "Left Panel" As Shown In Below.



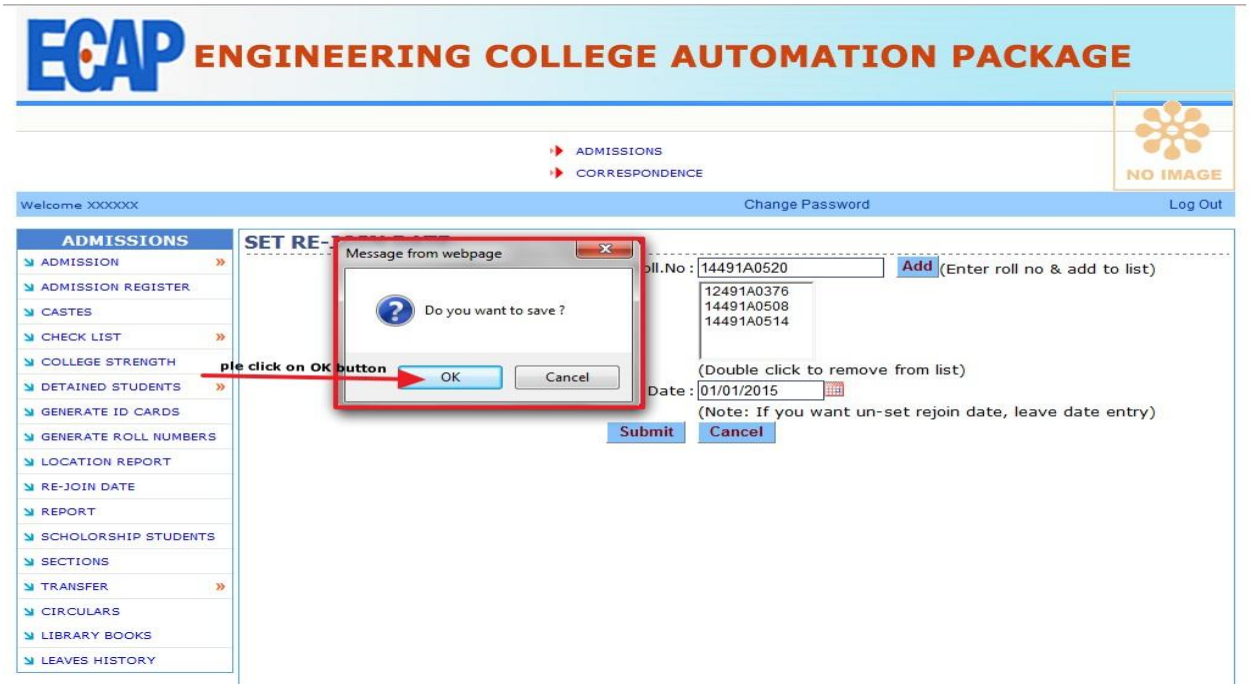
Step 4:-You Will Find "Lift Panel" In That "Re-Join Date" Link As Shown In Below.

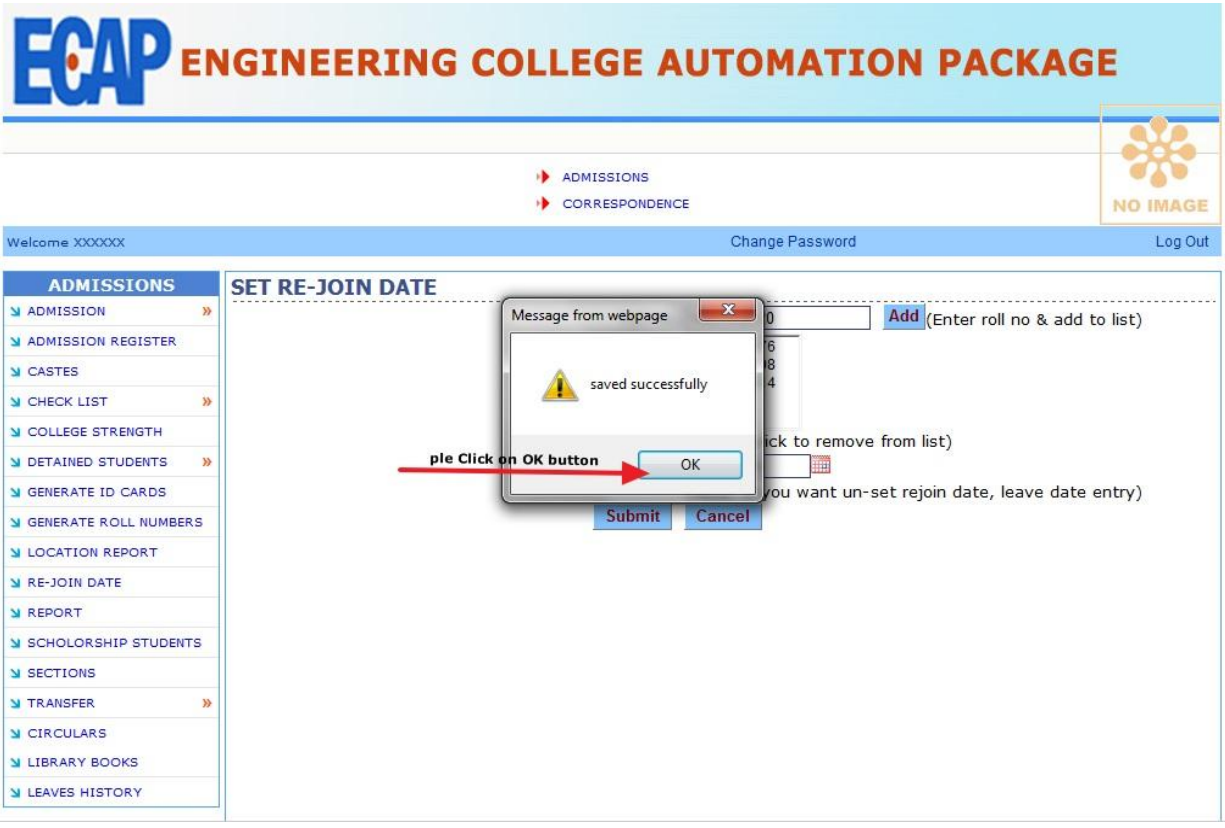


Step5:- Now You Will Enter Roll Numbers As Those Are Rejoined Students/Lateral Entry Students To Set Rejoin Date For Calculating Attendance From As On Joined Date As Shown Below.



Step 6:-After Click On "Submit "Button And Then You Will You Will Get "POP UP For Confirmation" After Click On Update Button. Here Please Click On "OK Button" As Shown In Below

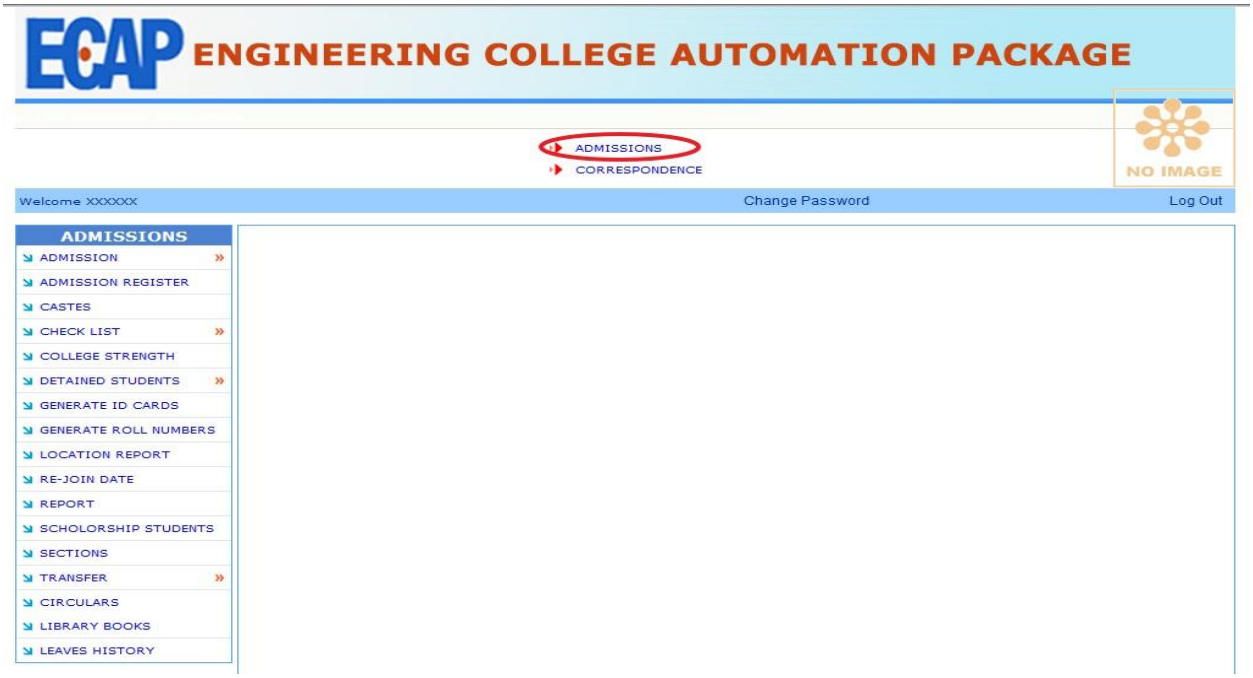




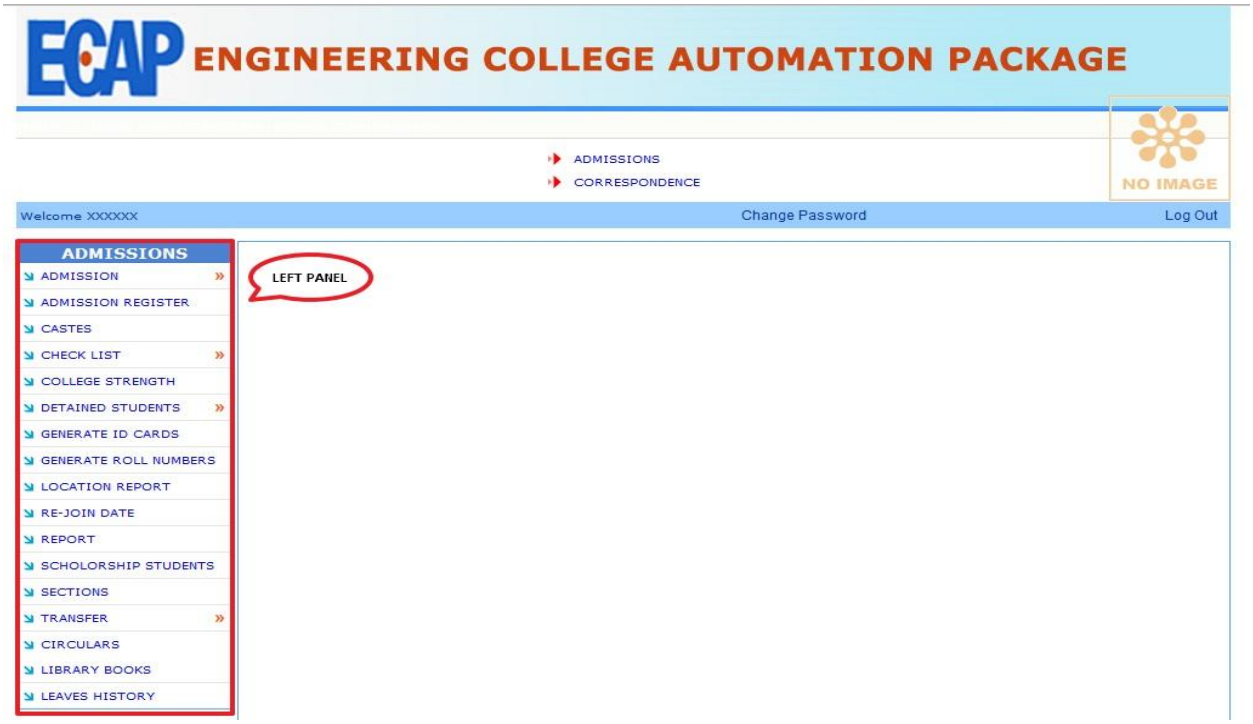
20) Where Can I Enter Transfer/Discontinued Student Details In To Package? **(Transfer->Entry)**

Ans:- Step 1:- **Please Login In To "ECAP" By Using Your Username And Password.**

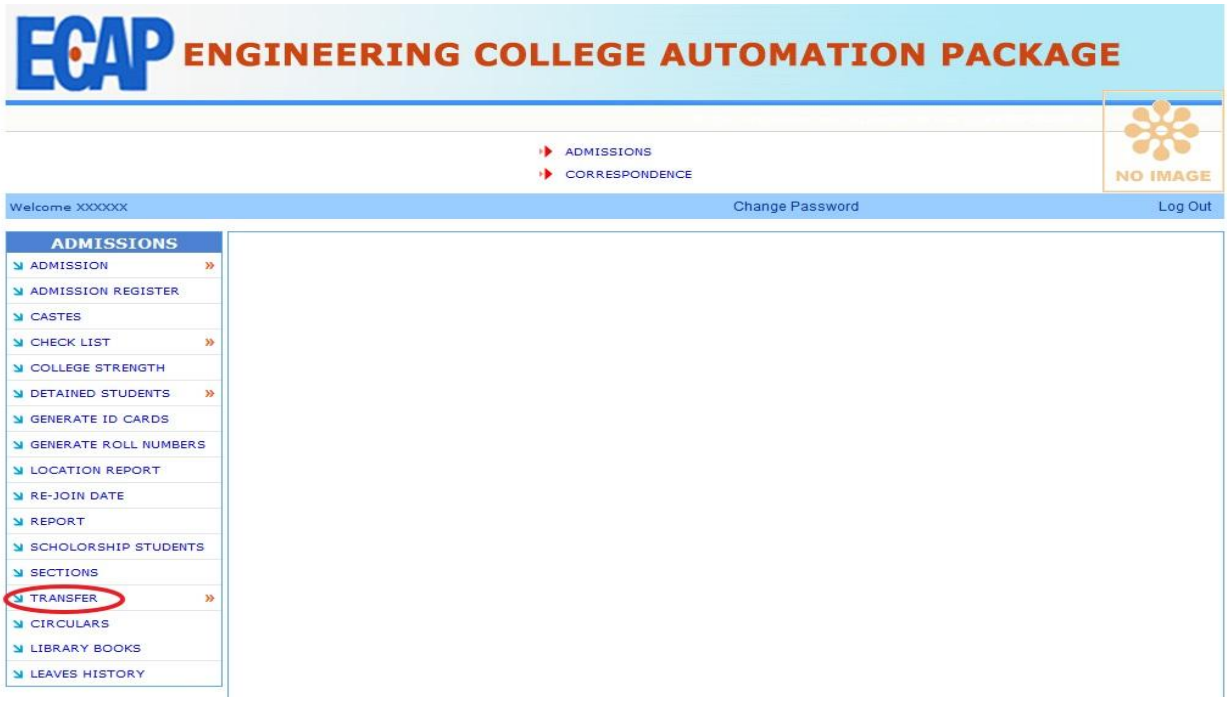
Step 2:- **Please Click On "Admission" Module As Shown In Below.**



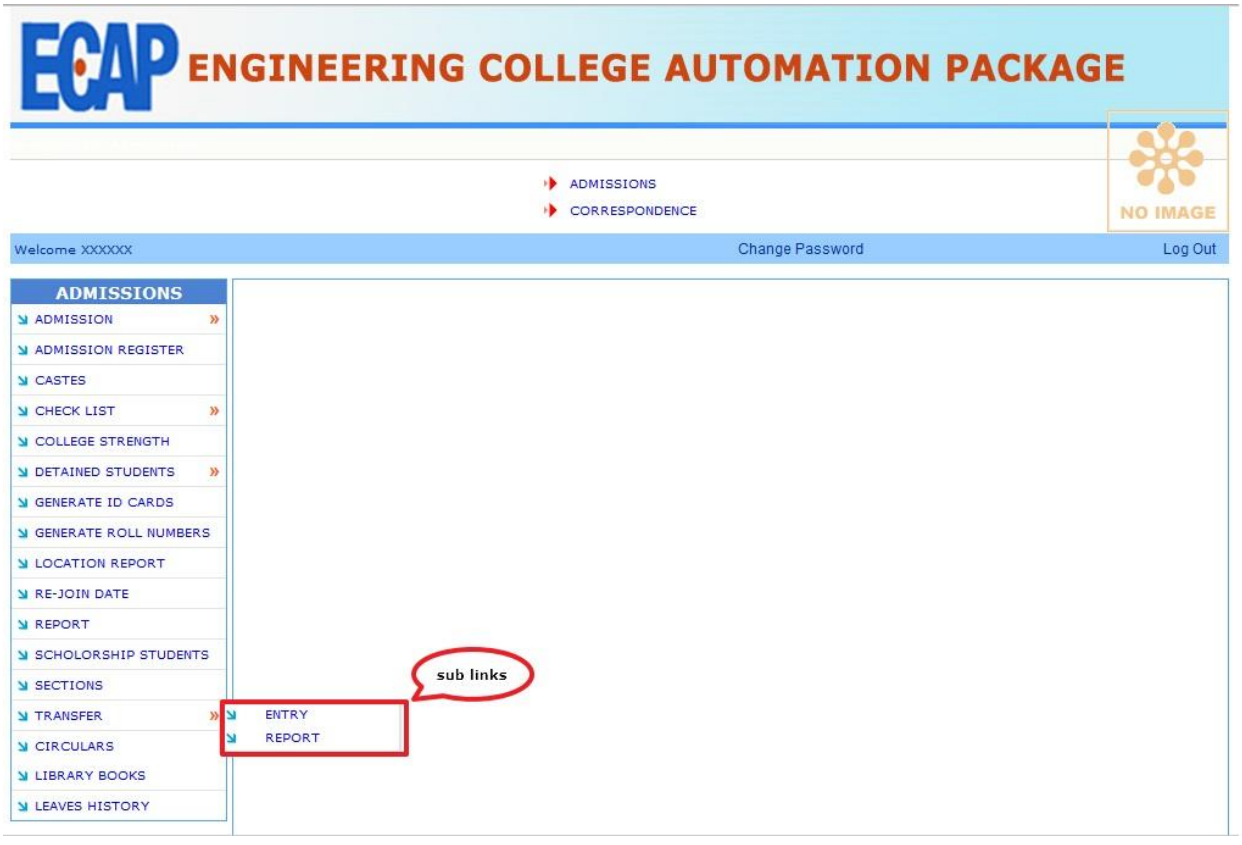
Step3:- **After Clicking On Admission Module You Will Find "Left Panel" As Shown In Below.**



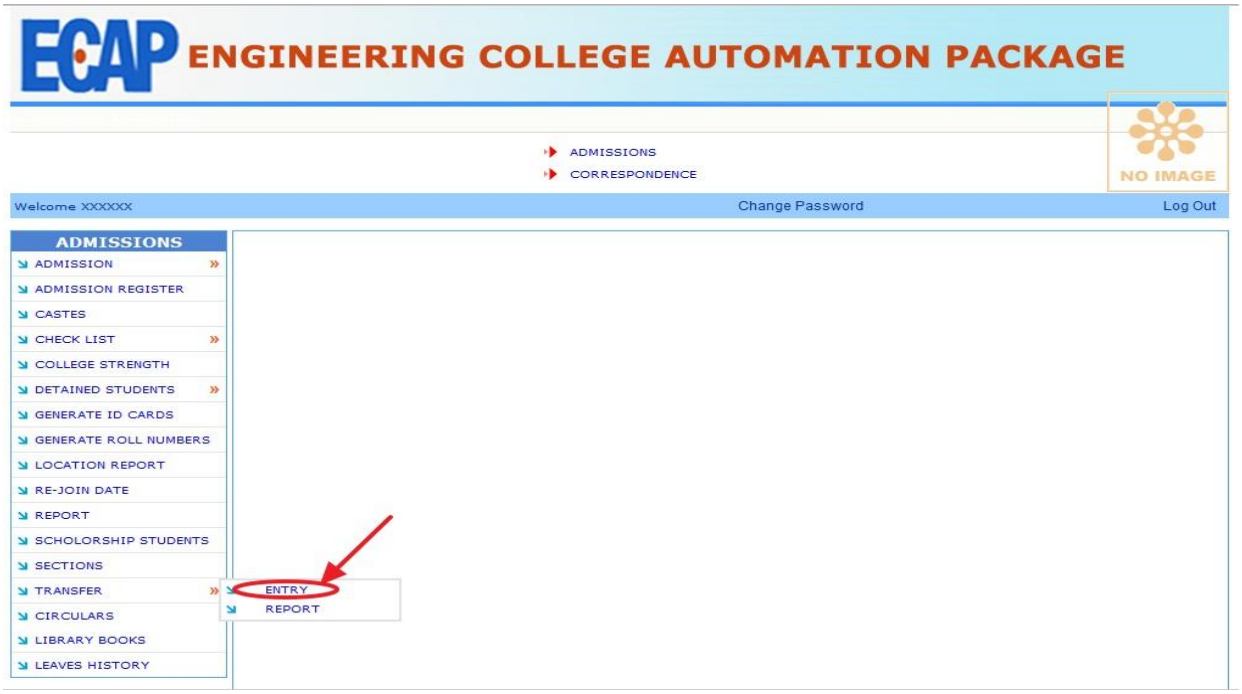
Step 4:-You Will Find "Lift Panel" In That "Transfer " Link As Shown In Below.



Step5:- Please Place Your Mouse Pointer On "Transfer" Link Which Is Available In Left Menu. Then You Will Find "Sub Links Menu" As Shown In Below.

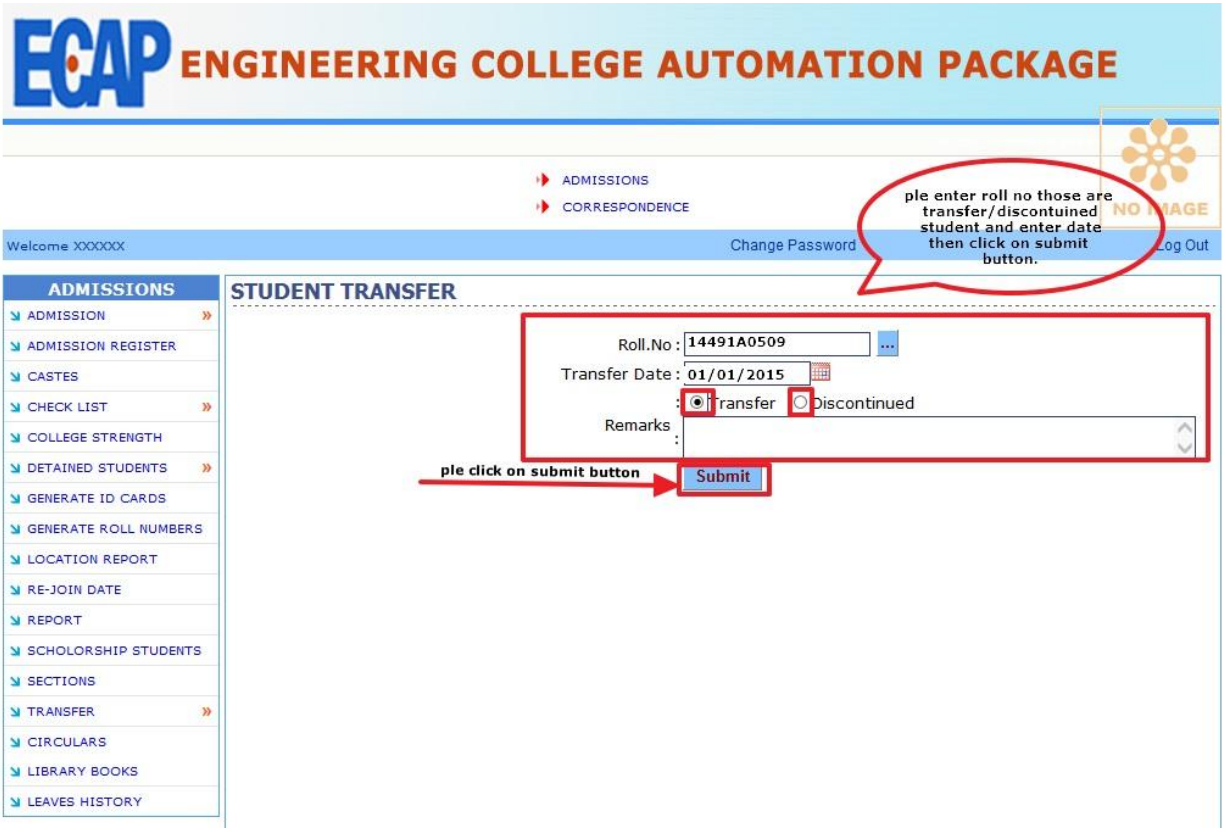


Step6:-Please Find "Entry" Option In Sub Links Menu As Shown In Below.

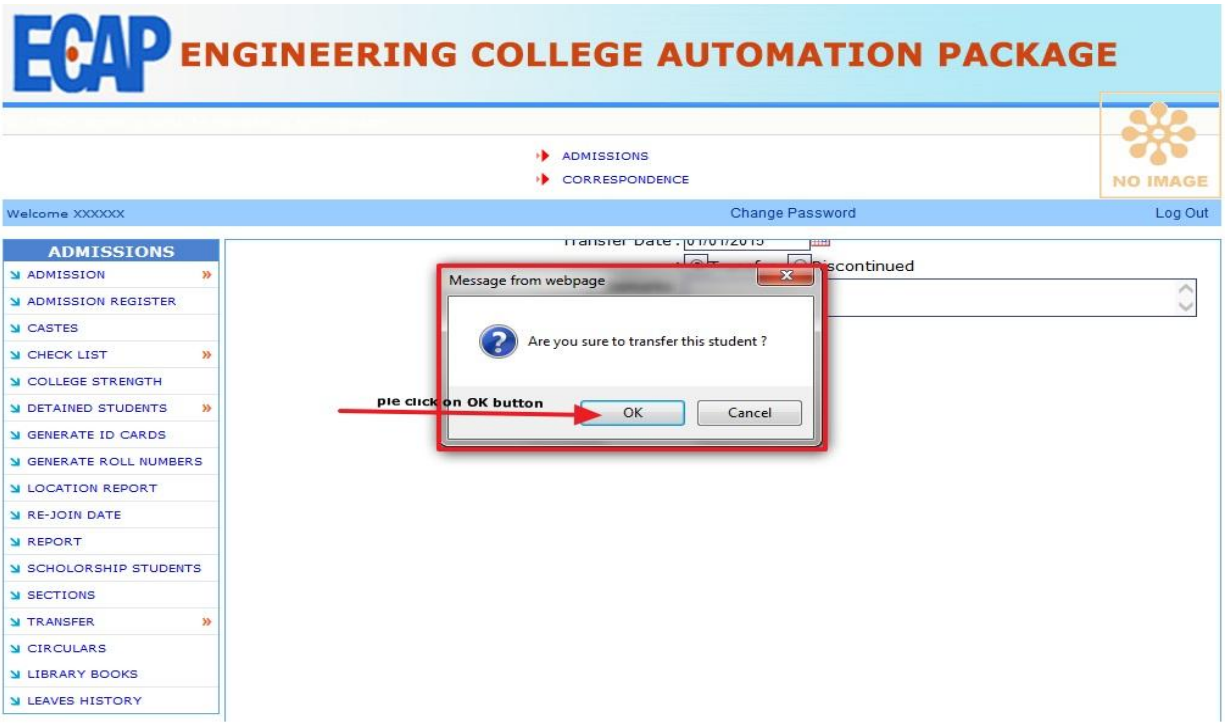


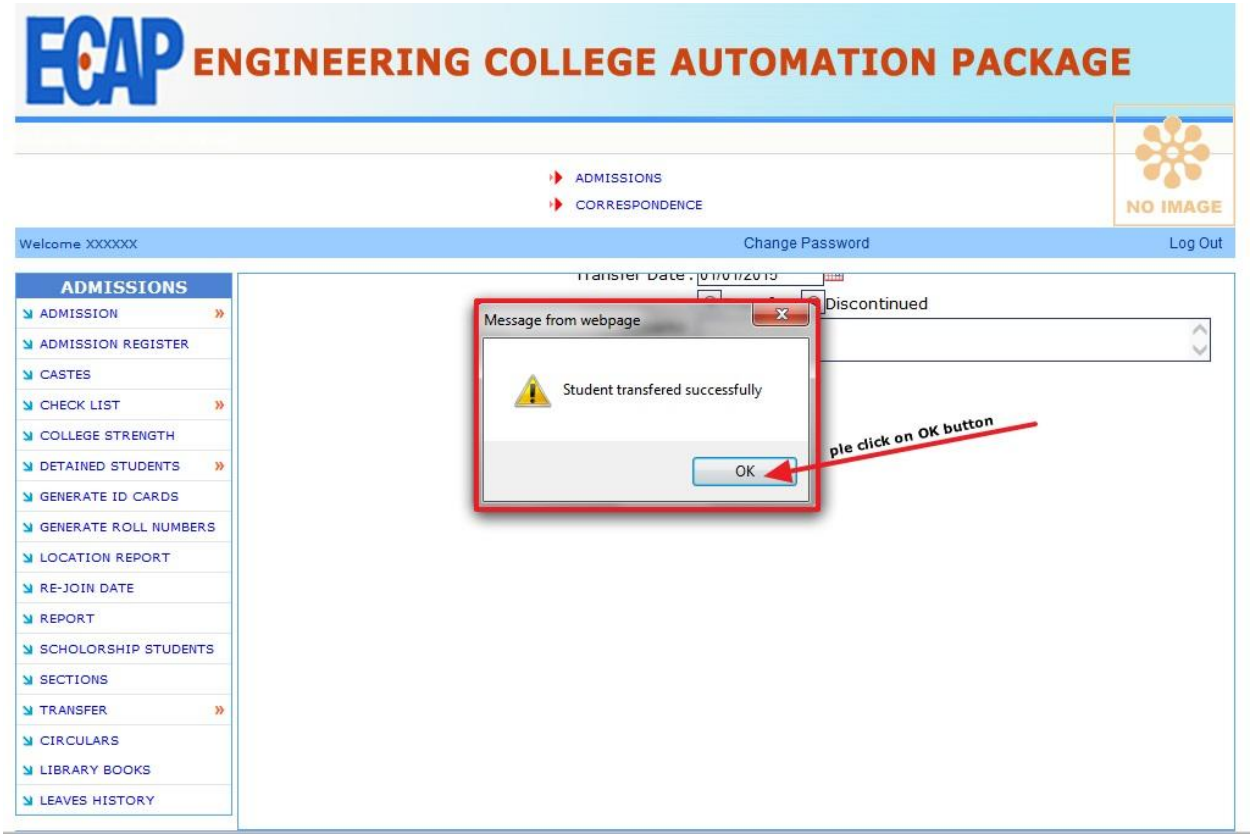
Step7:- Now You Will Enter Roll Numbers As Those Are Transfer/Discontinued Students To Set Date.

Then Click On Submit Button As Shown Below.



Step 8:-After Click On "Submit "Button And Then You Will You Will Get "POP UP For Confirmation" After Click On Update Button. Here Please Click On "OK Button" As Shown In Below

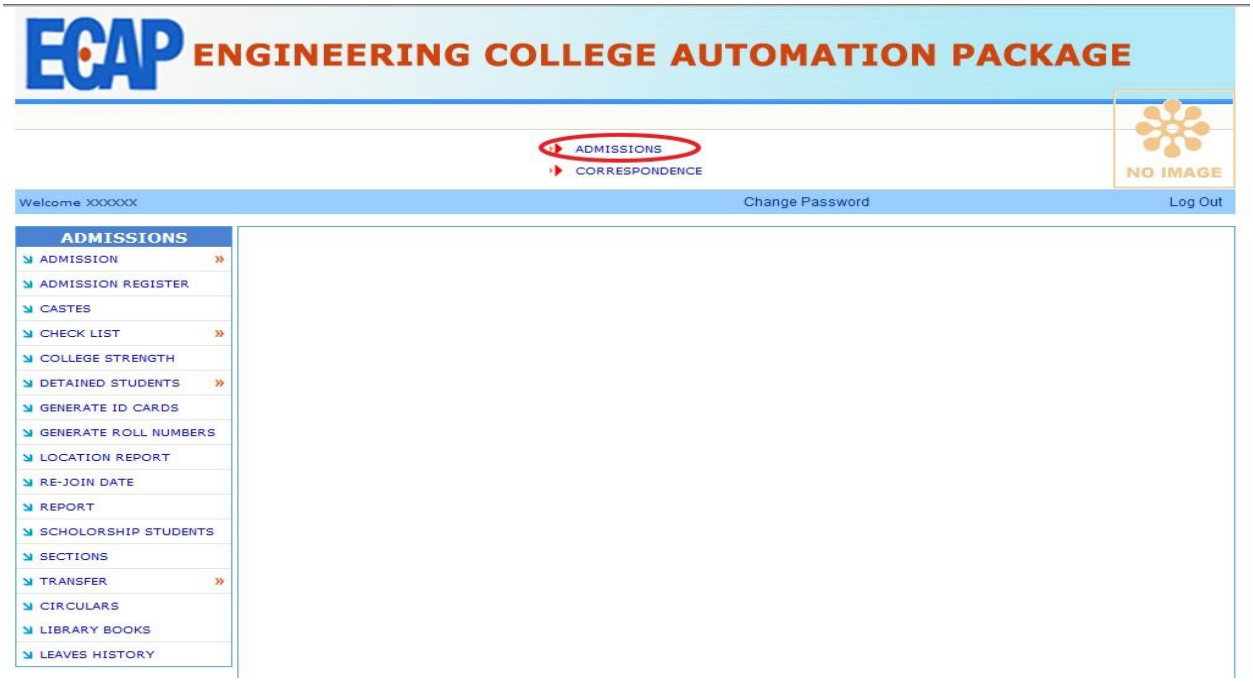




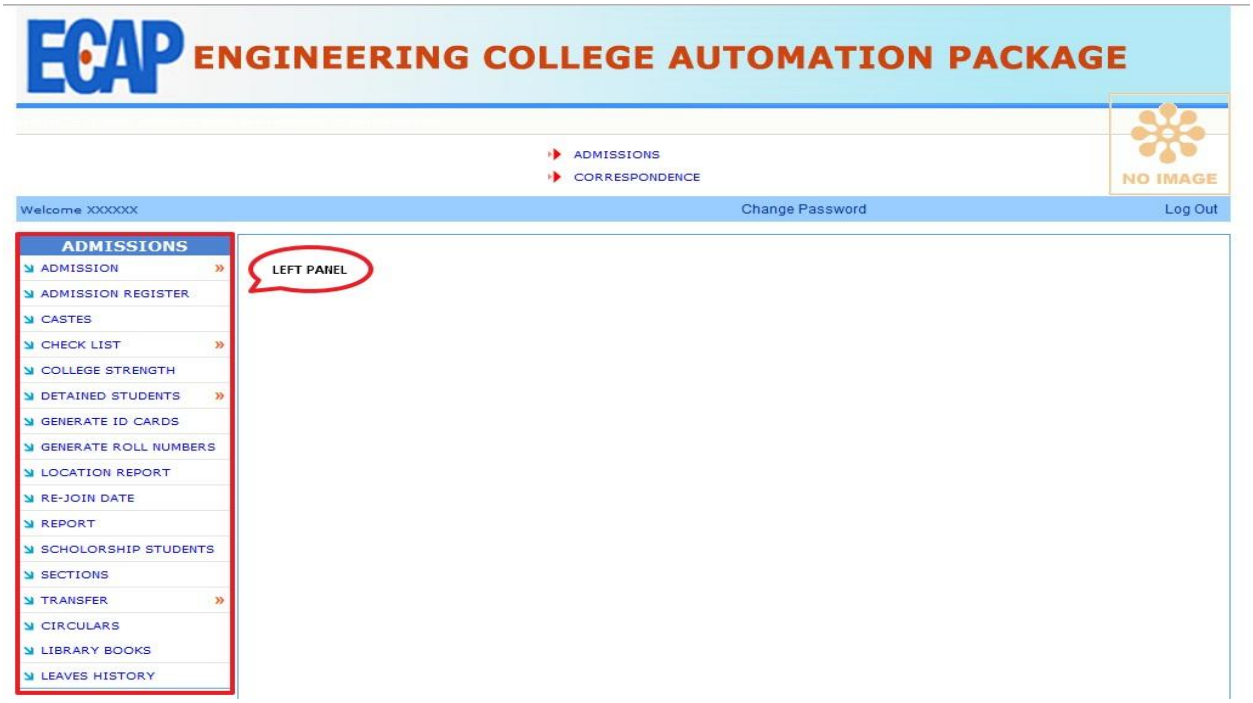
21) Where Can I Check Transfer/Discontinued Students List? **(Transfer->Report)**

Ans:- Step 1:- **Please Login In To "ECAP" By Using Your Username And Password.**

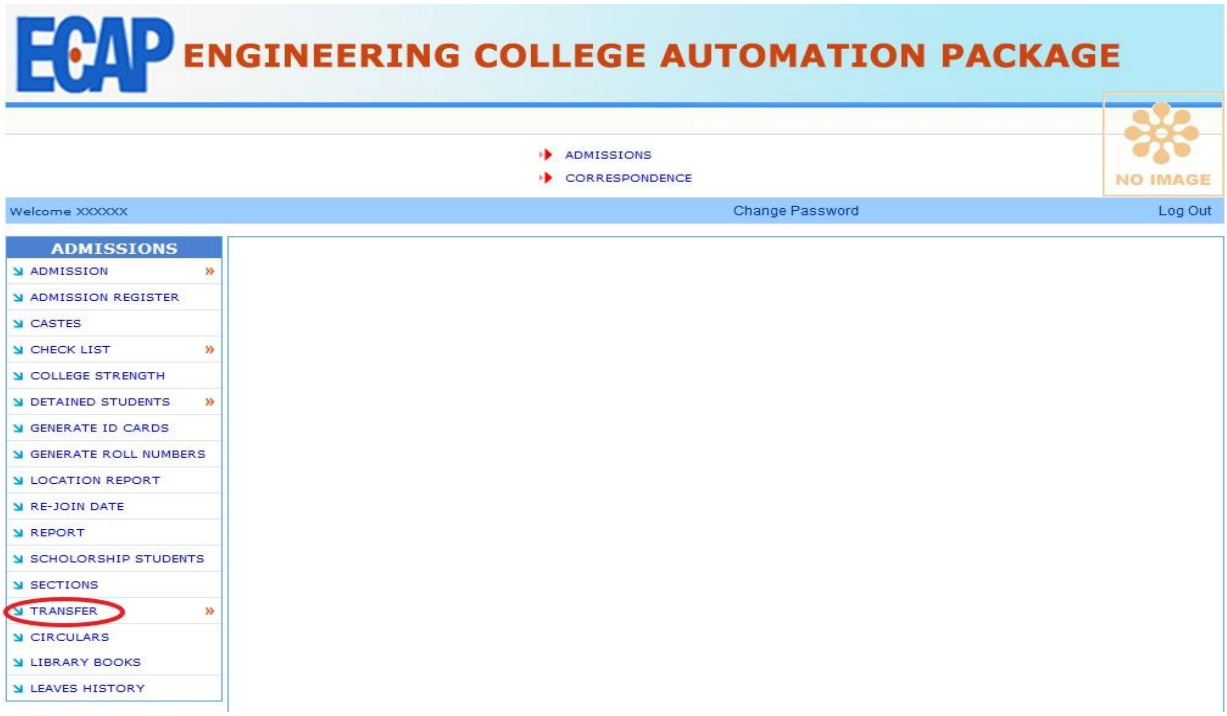
Step 2:- **Please Click On "Admission" Module As Shown In Below.**



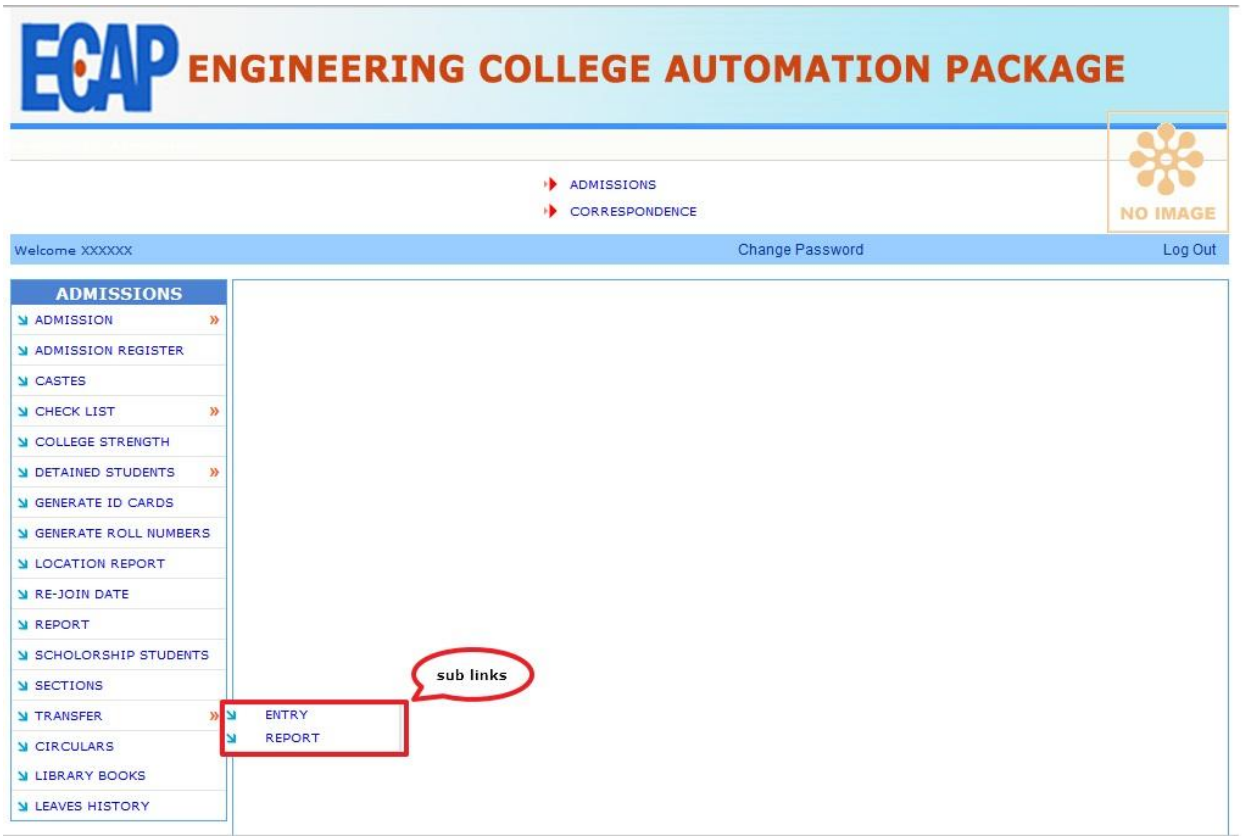
Step3:- **After Clicking On Admission Module You Will Find "Left Panel" As Shown In Below.**



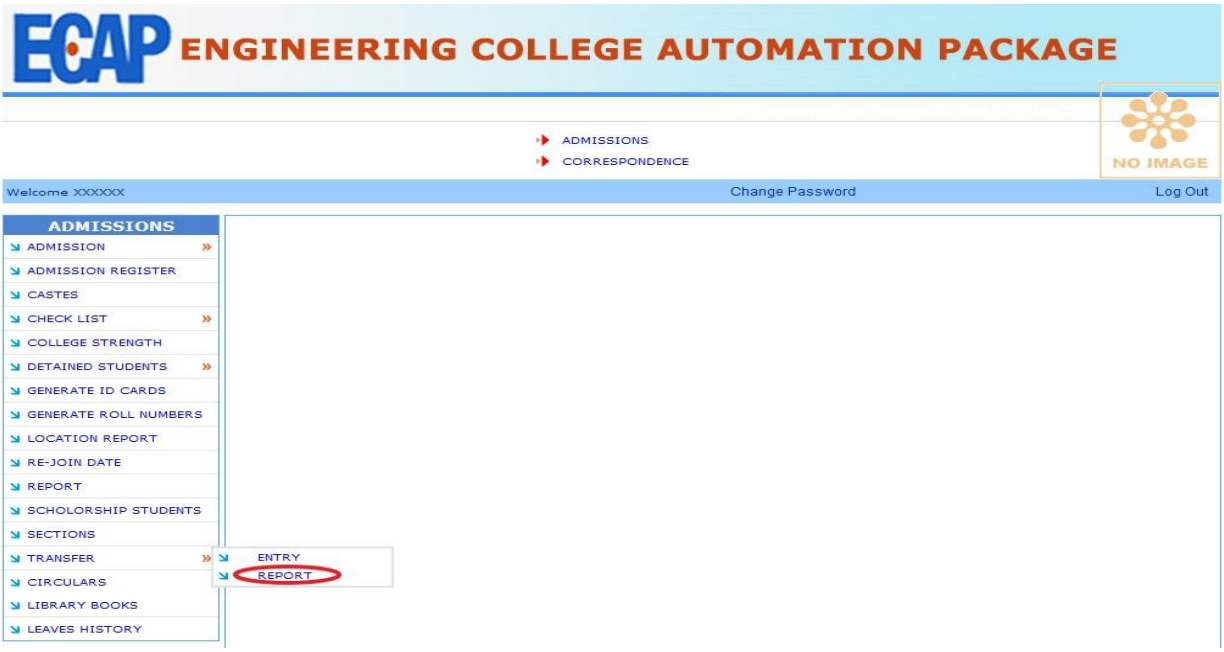
Step 4:-You Will Find "Lift Panel" In That "Transfer " Link As Shown In Below.



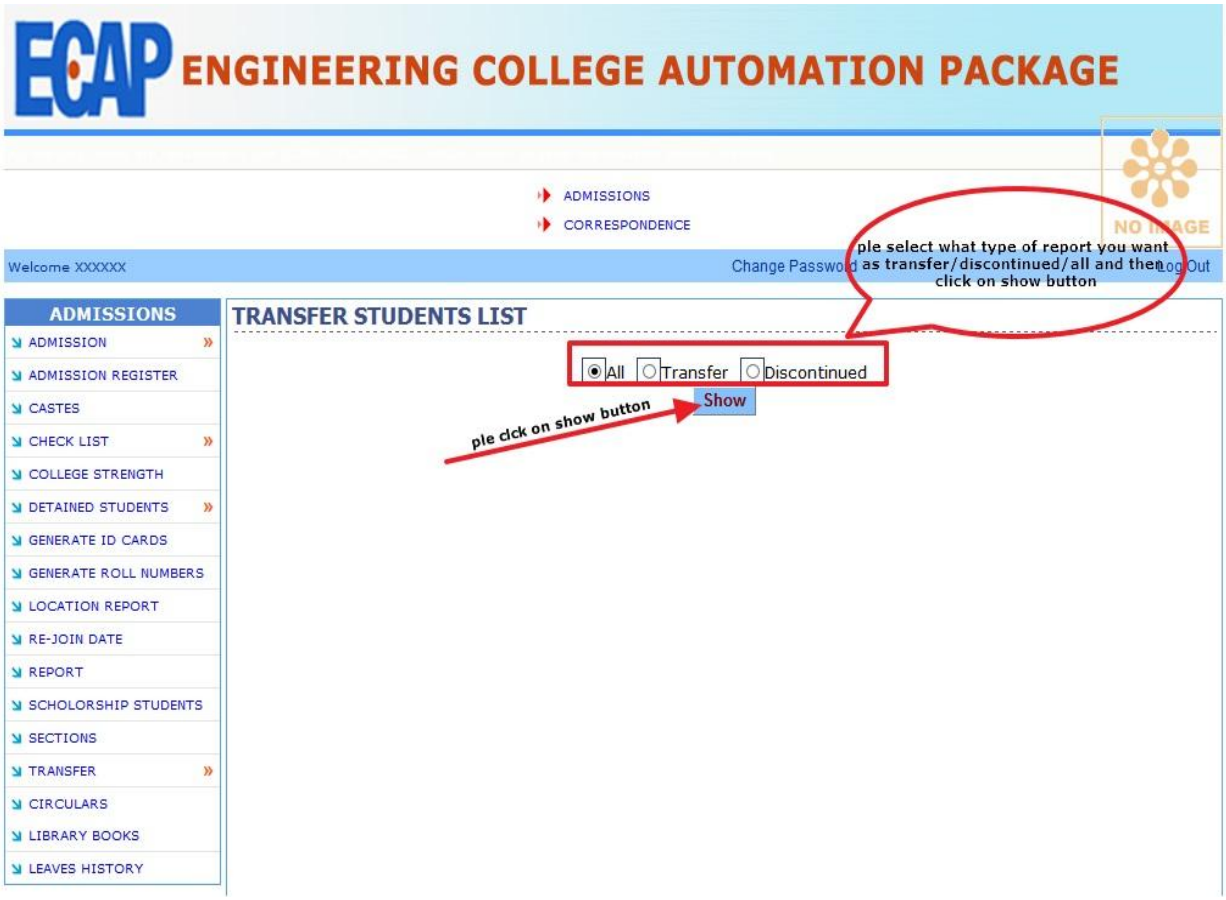
Step5:- Please Place Your Mouse Pointer On "Transfer" Link Which Is Available In Left Menu. Then You Will Find "Sub Links Menu" As Shown In Below.



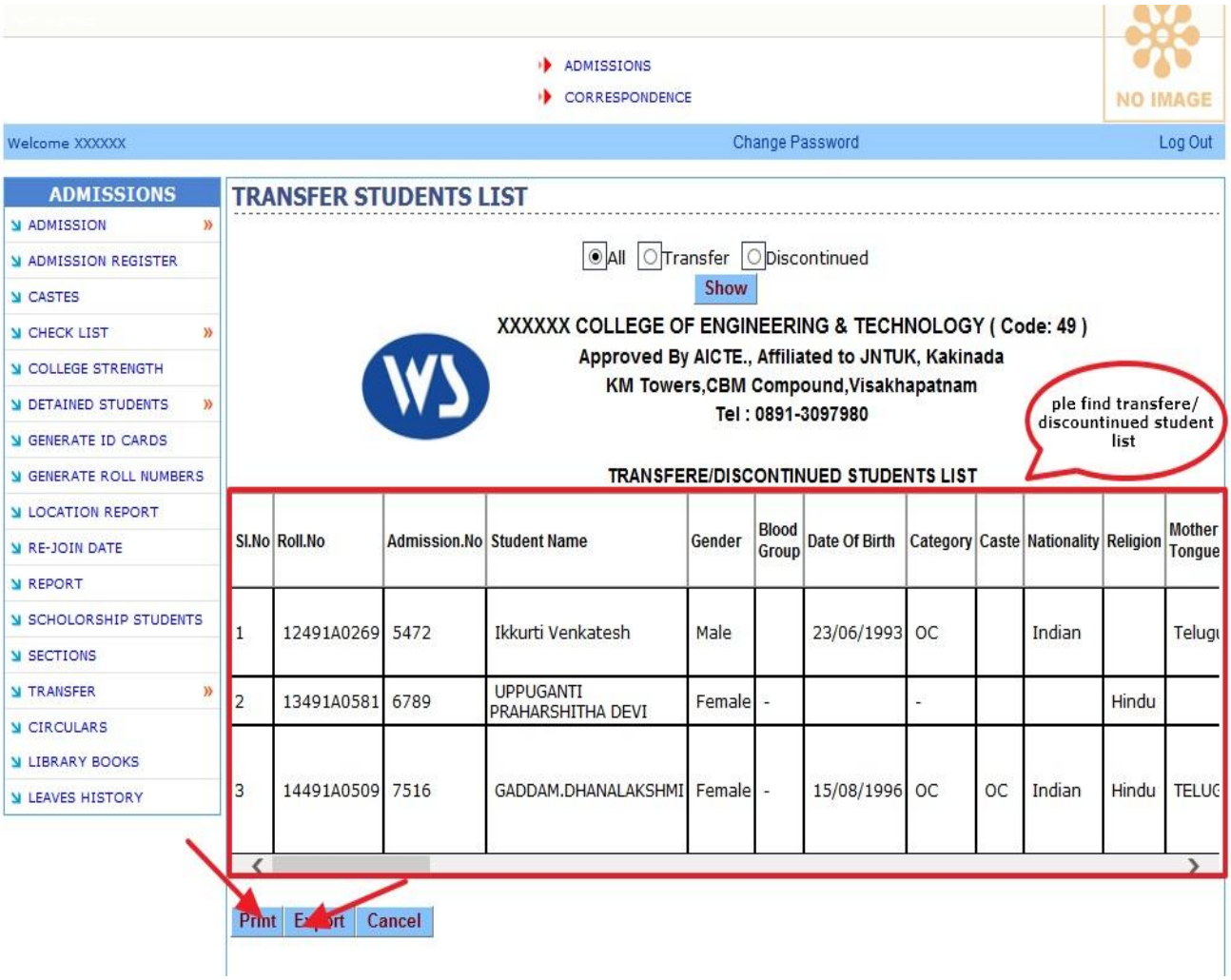
Step6:-Please Find "Report" Option In Sub Links Menu As Shown In Below.



Step7:- Now You Will Select Radio Buttons As Transfer/Discontinued/All Report You Would Like To Have As Shown Below.



Step8:-After Click On Report (Re-Join) And Then You Will Get Re-Joined List If You Want To Take Print Out Then Please Click On "PRINT Button" And If You Want To Export This Data In To Excel Sheet Please Click On "Export Button".As Shown Below

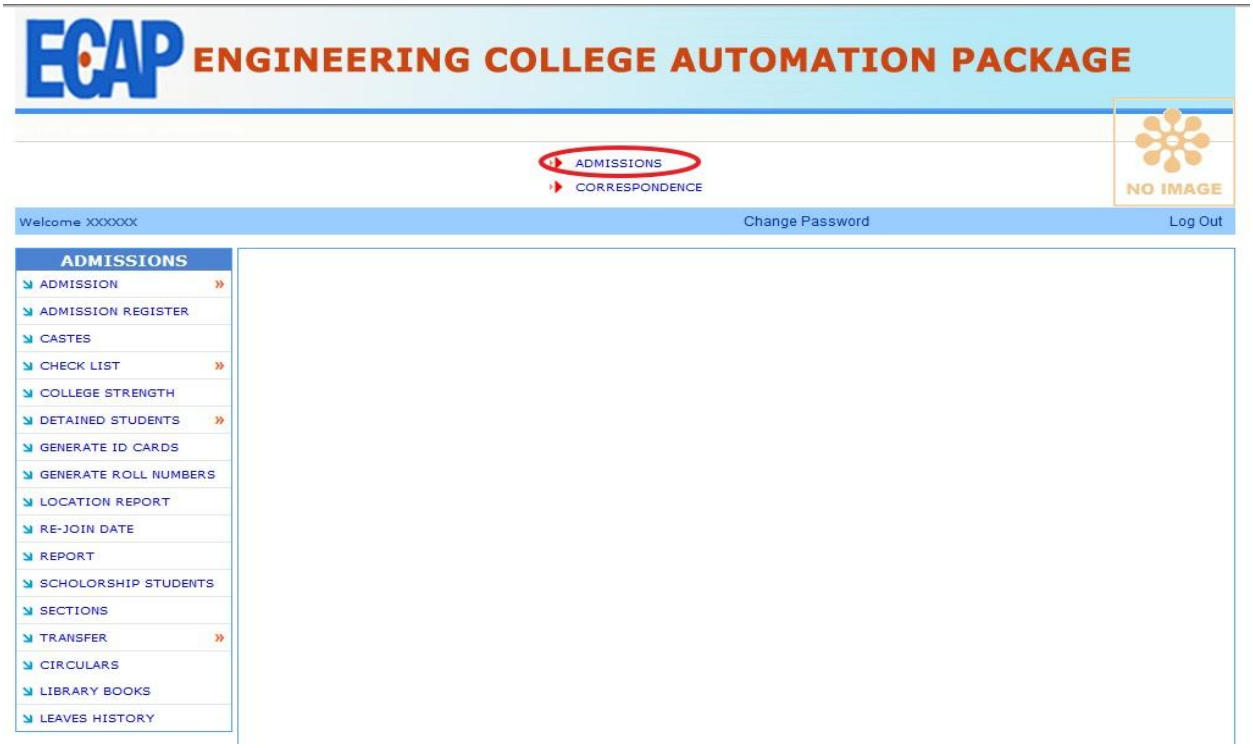


Sl.No	Roll.No	Admission.No	Student Name	Gender	Blood Group	Date Of Birth	Category	Caste	Nationality	Religion	Mother Tongue
1	12491A0269	5472	Ikkurti Venkatesh	Male		23/06/1993	OC		Indian		Telugu
2	13491A0581	6789	UPPUGANTI PRAHARSHITHA DEVI	Female	-		-			Hindu	
3	14491A0509	7516	GADDAM.DHANALAKSHMI	Female	-	15/08/1996	OC	OC	Indian	Hindu	TELUG

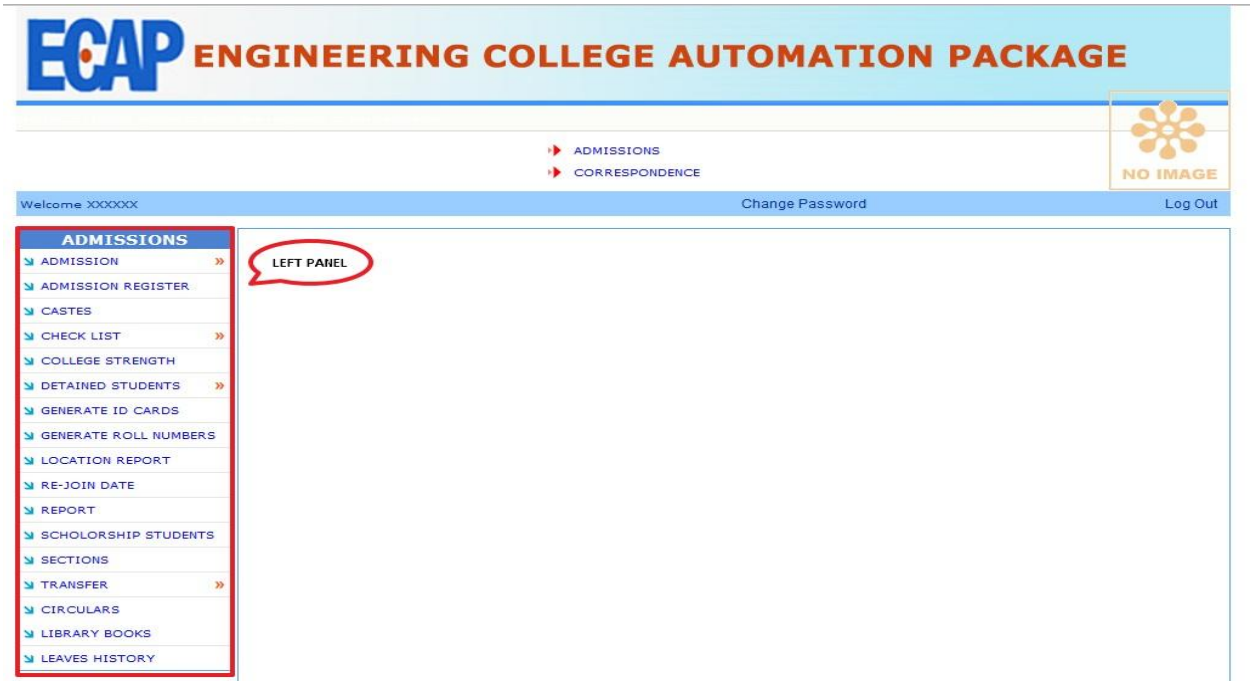
22) Where Can I Student Generate ID Card For College/Transport/Hostel? (Generate ID Cards)

Ans:- Step 1:- Please Login In To "ECAP" By Using Your Username And Password.

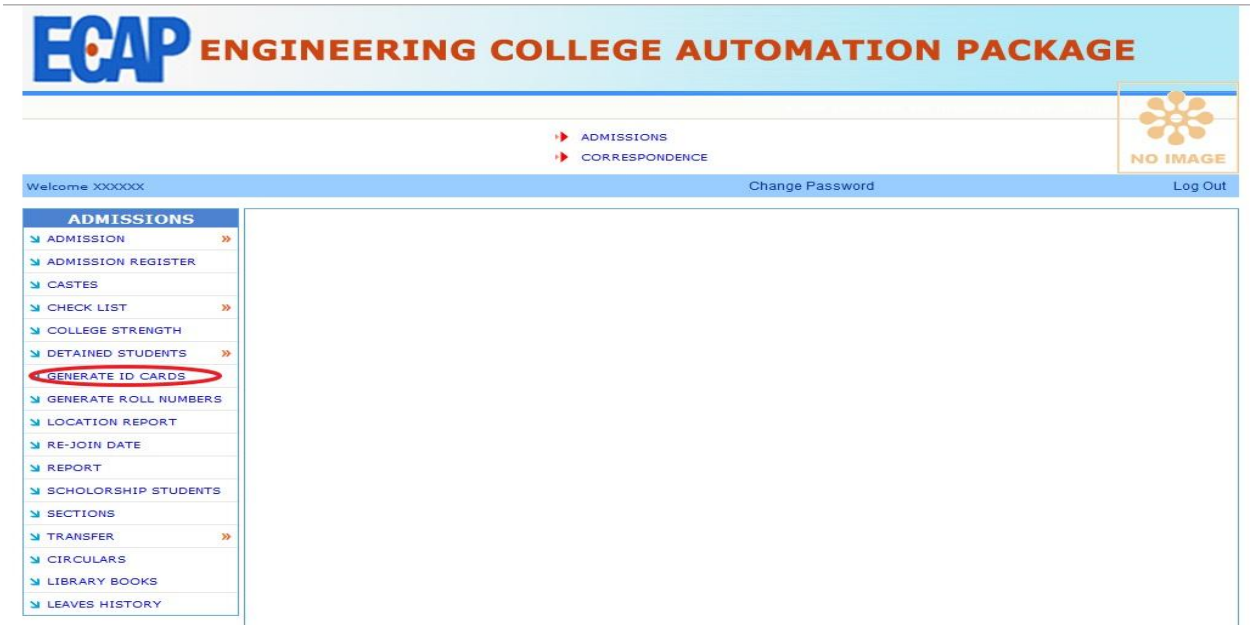
Step 2:- Please Click On "Admission" Module As Shown In Below.



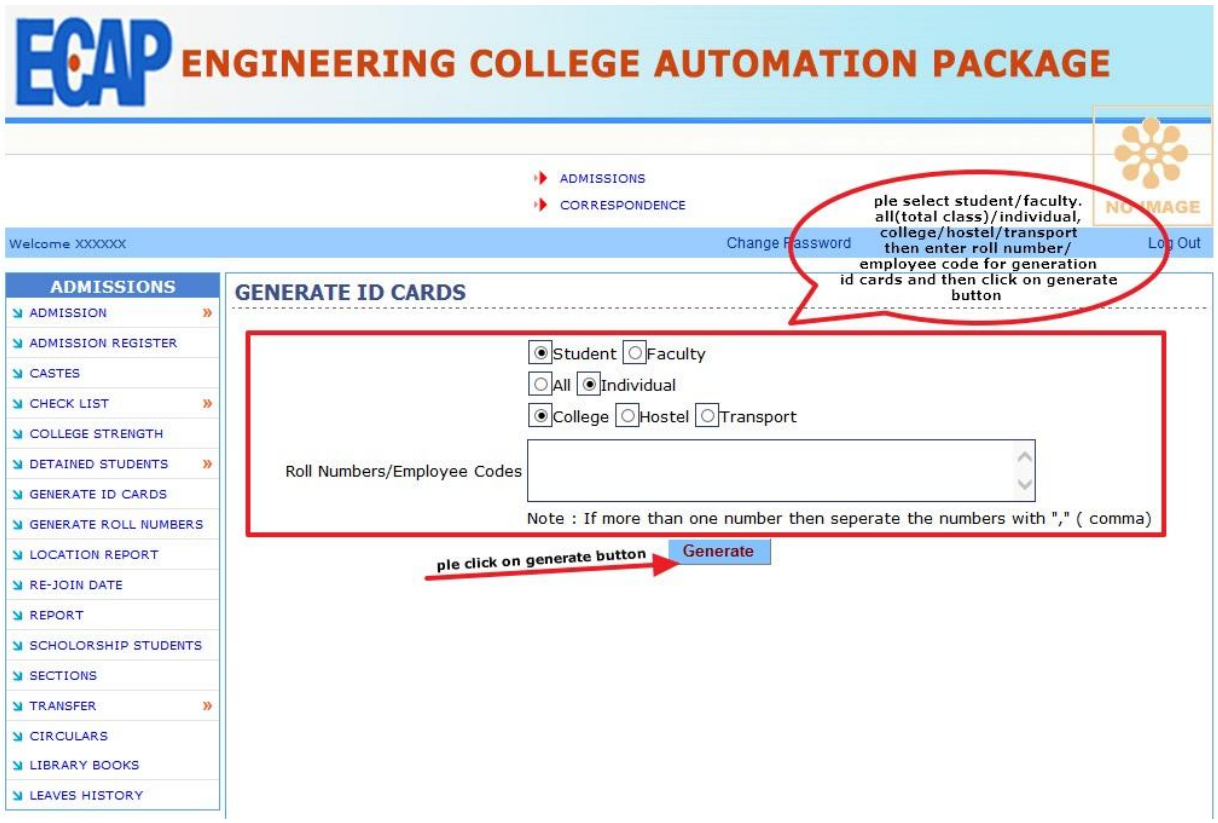
Step3:- After Clicking On Admission Module You Will Find "Left Panel" As Shown In Below.



Step 4:-You Will Find "Lift Panel" In That "Generate Id Cards " Link As Shown In Below.



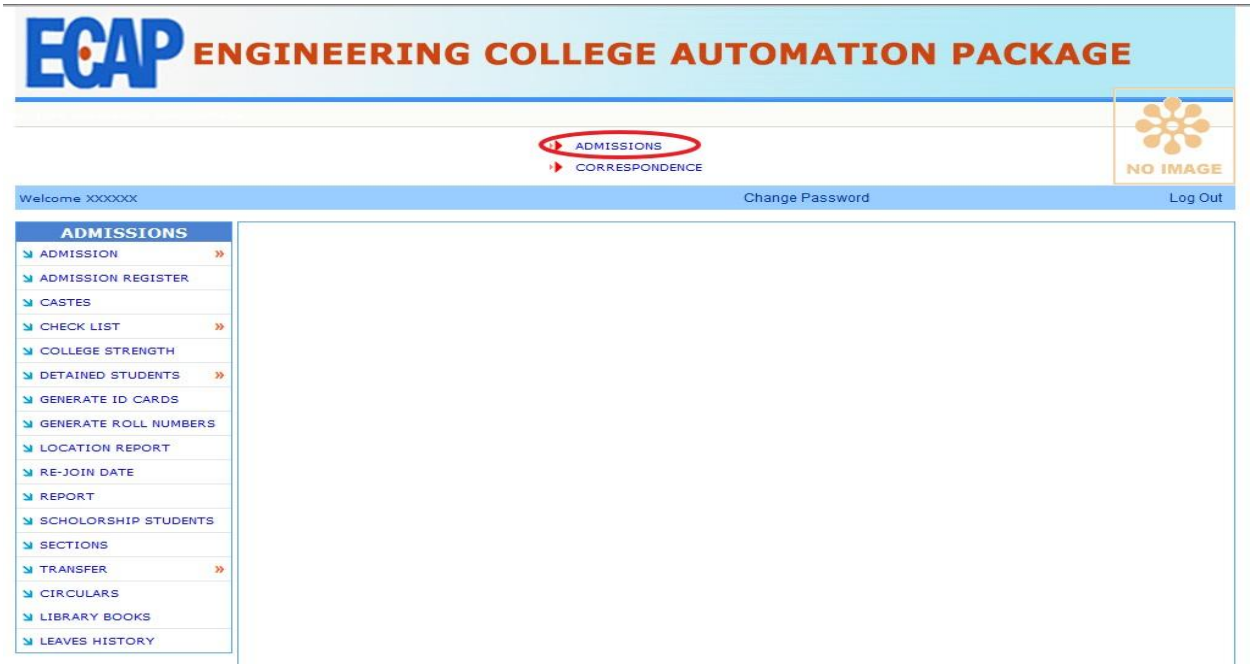
Step5:- Now You Will Select ID Card For Staff/Student, All /Individual & College/Hostel/Transport And Then Enter Empno/Roll No Then Click On Generate Button As Shown Below



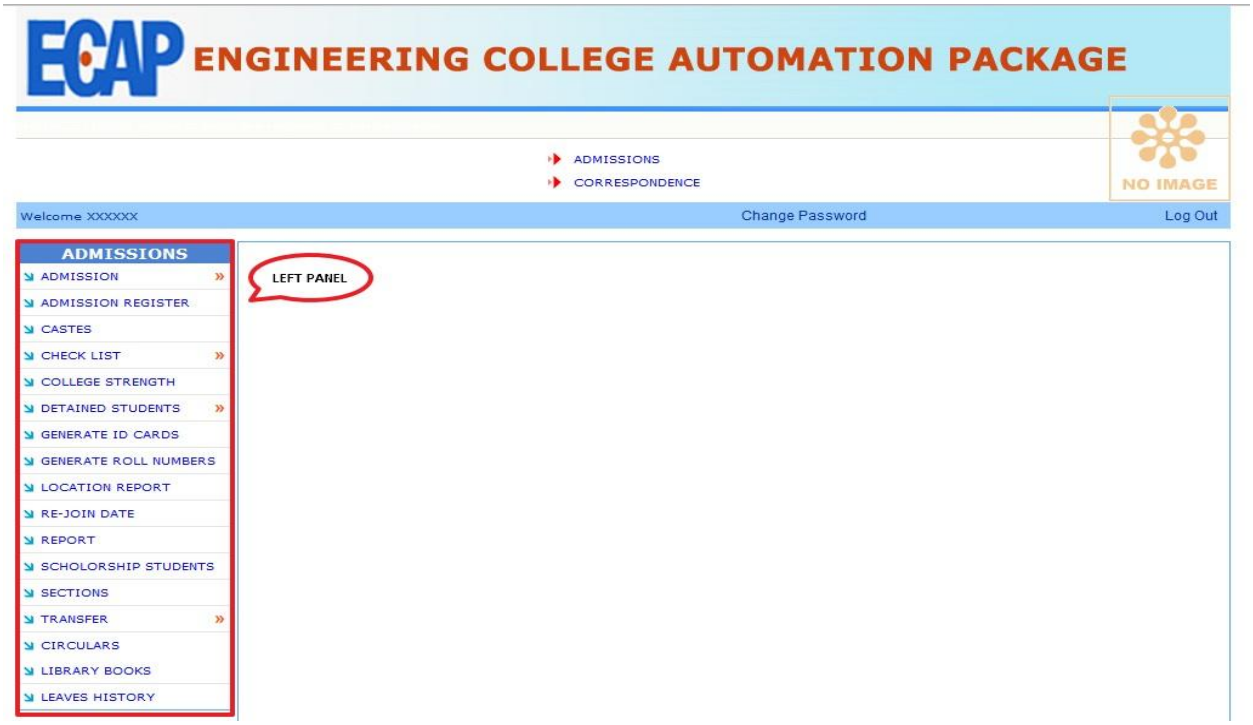
23) Where Can I Generate Student Roll Numbers For New Admitted Candidates? (Generate Roll Numbers)

Ans:- Step 1:- Please Login In To "ECAP" By Using Your Username And Password.

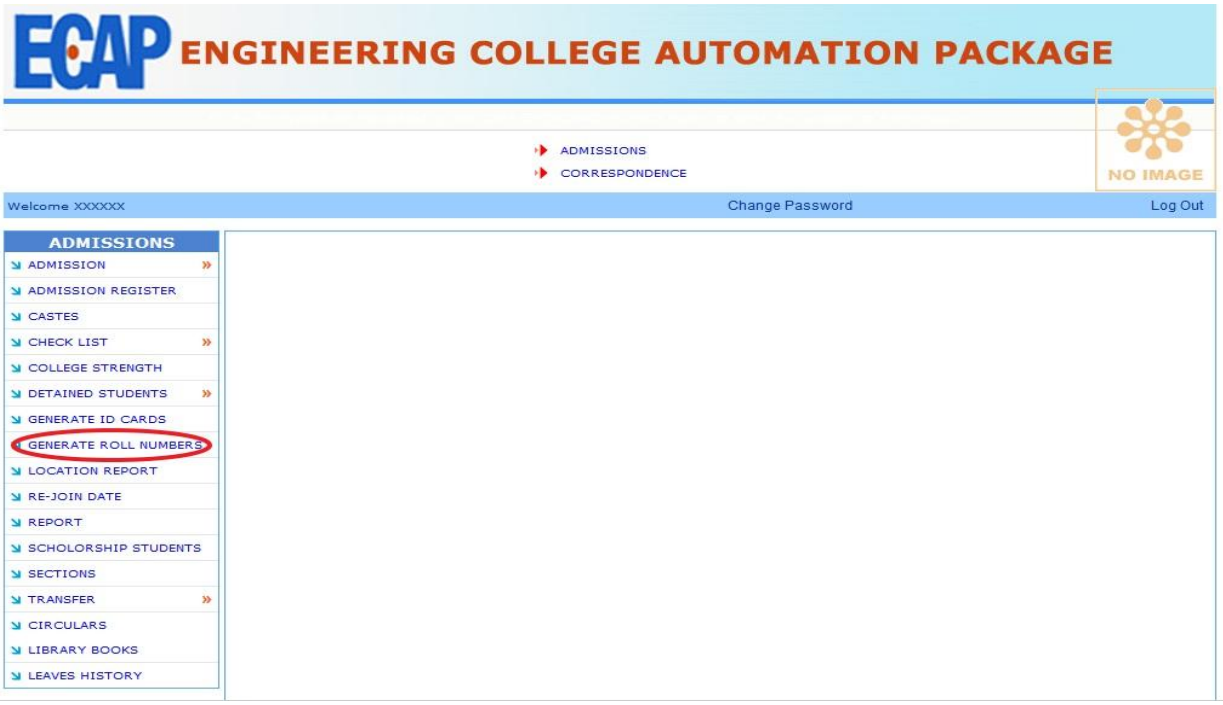
Step 2:- Please Click On "Admission" Module As Shown In Below.



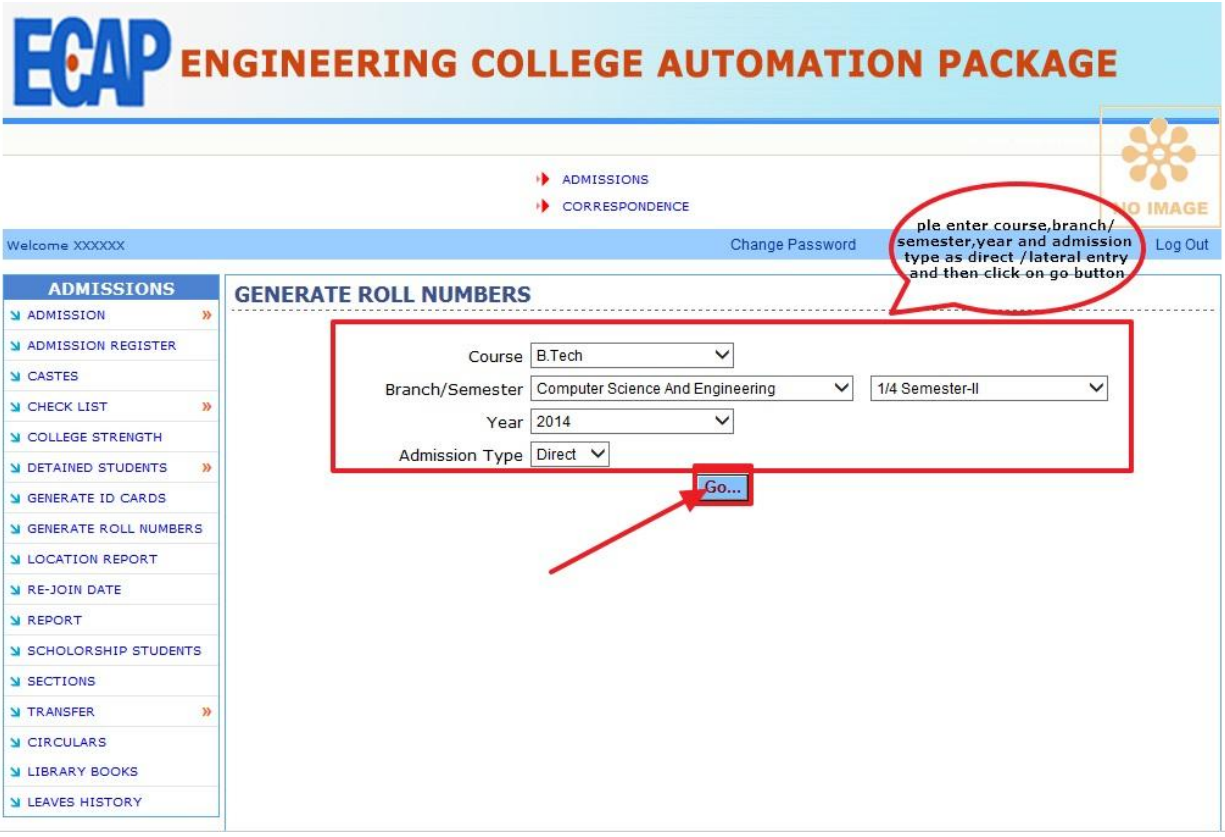
Step3:- After Clicking On Admission Module You Will Find "Left Panel" As Shown In Below.



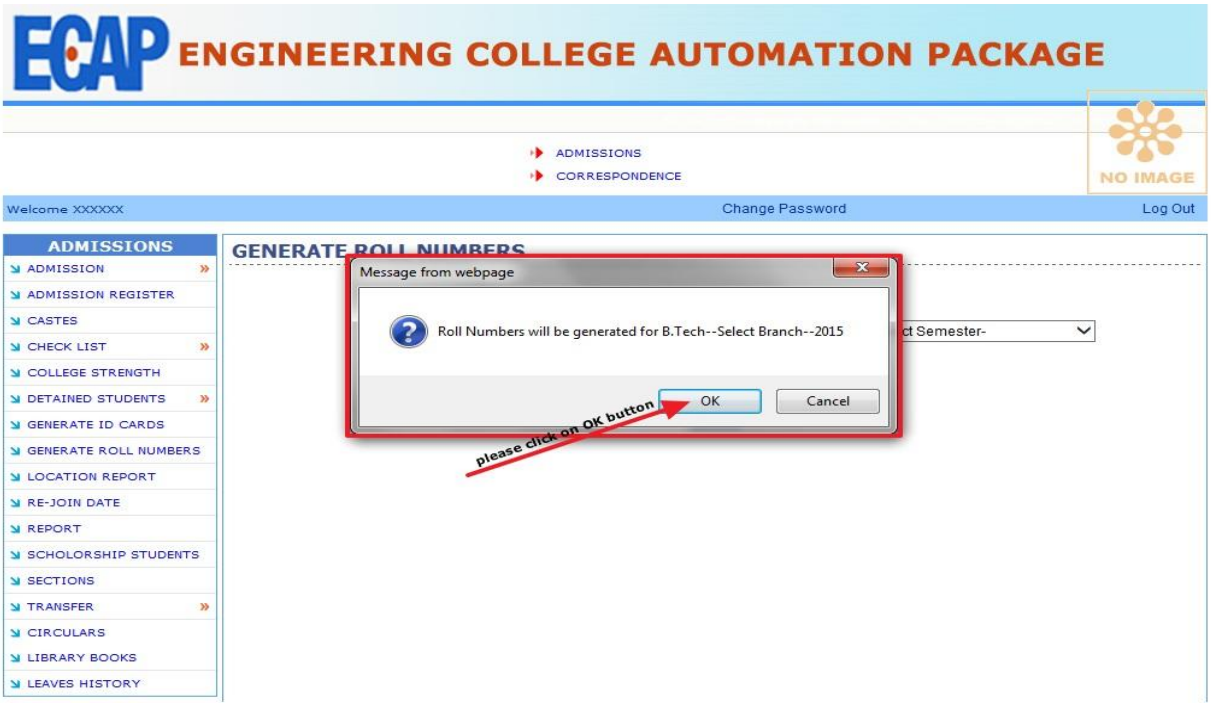
Step 4:-You Will Find "Lift Panel" In That "Generate Roll Numbers " Link As Shown In Below.



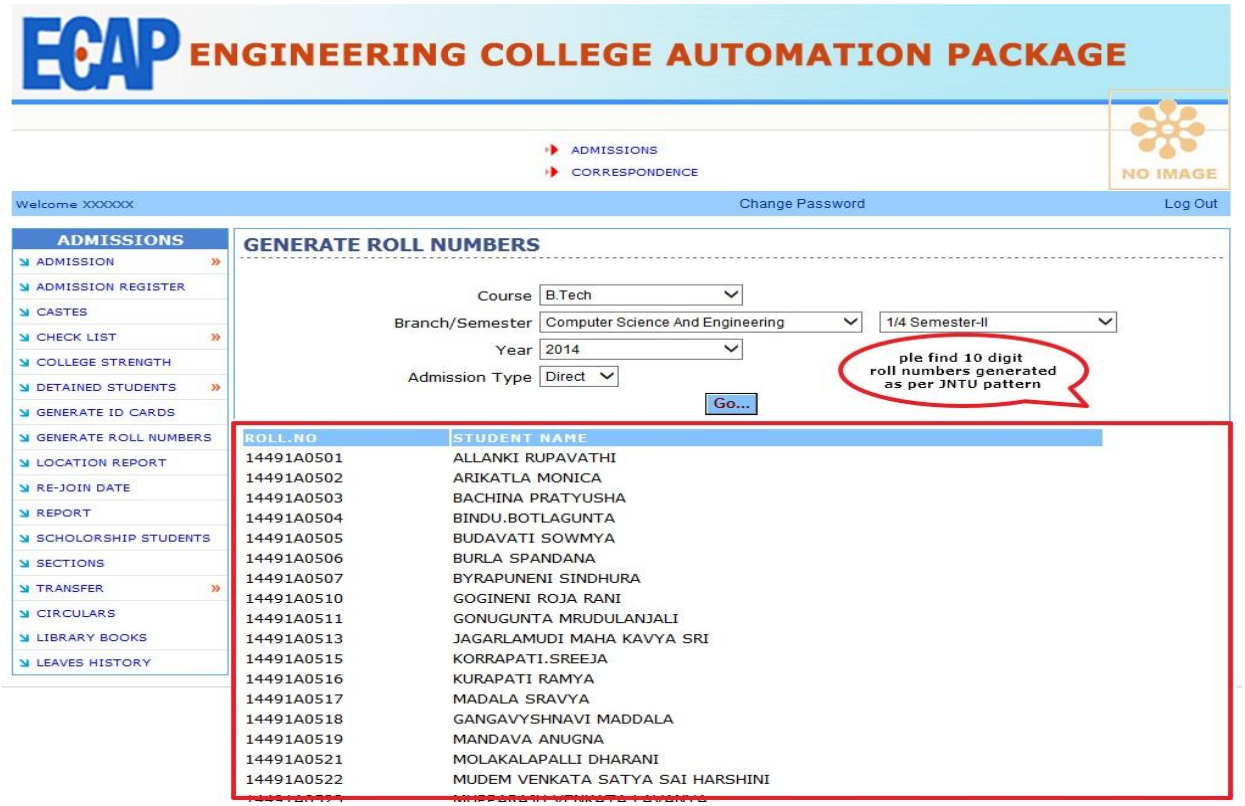
Step5:- Now Select Course, Branch, Semester, Year And Admission Type From Dropdowns And Click On Go Button To Generate Roll Numbers. Next Screen Will Be As Follows.



Step 6:-After Click On "Submit "Button And Then You Will You Will Get "POP UP For Confirmation" After Click On Update Button. Here Please Click On "OK Button" As Shown Below



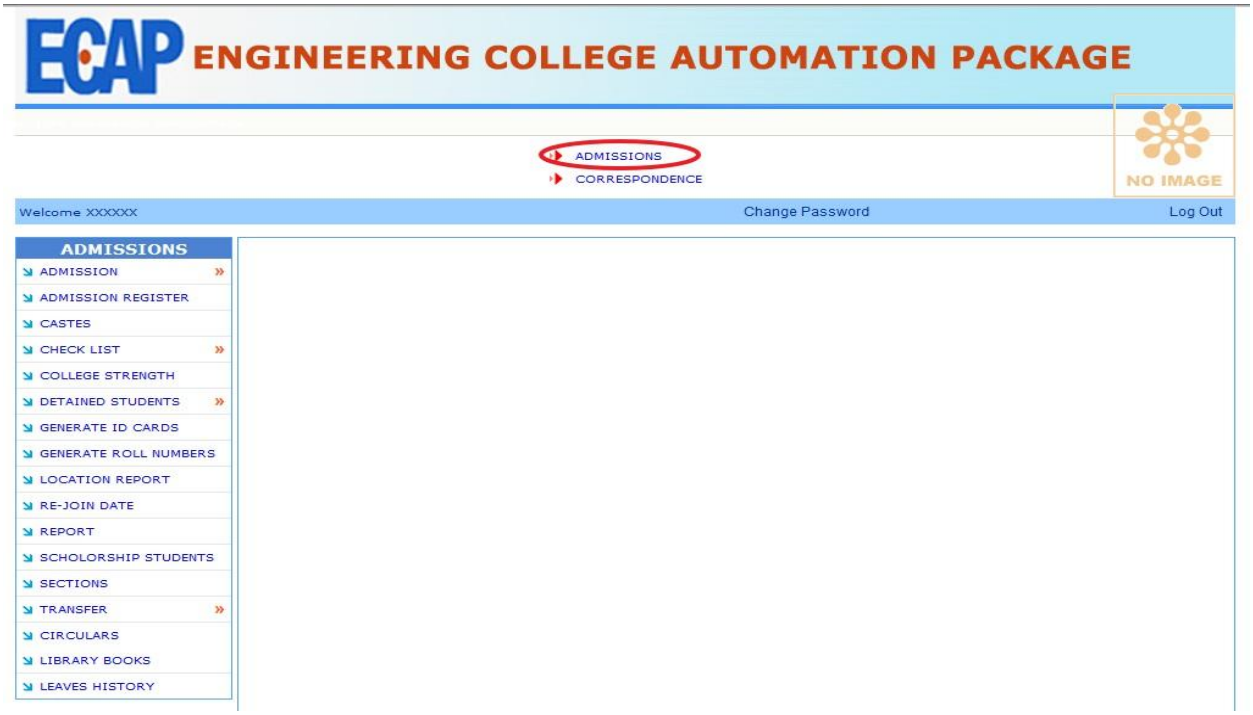
Step7:- Now You Will Get Screen Shows 10 Digit Roll Numbers Generated As Per JNTU Pattern For Students Of Selected Course, Branch And Year. As Shown Below.



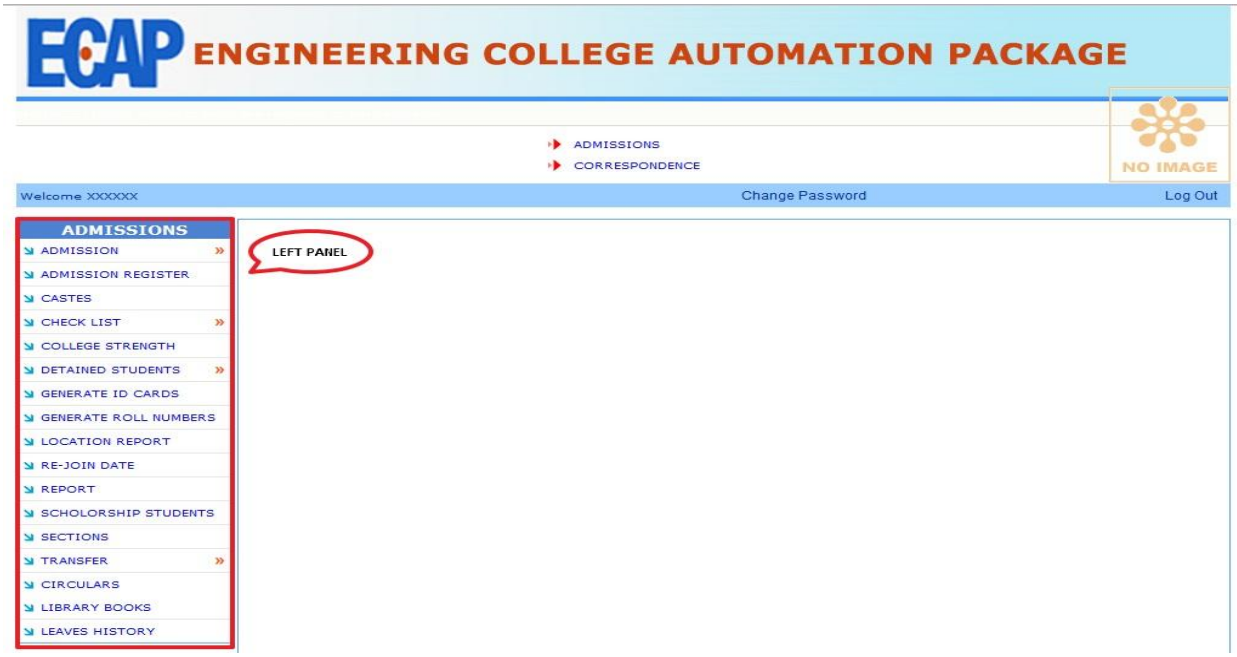
24) How To Divide Particular Branch/Semester Students In To Section Wise? (Sections)

Ans:- Step 1:- Please Login In To "ECAP" By Using Your Username And Password.

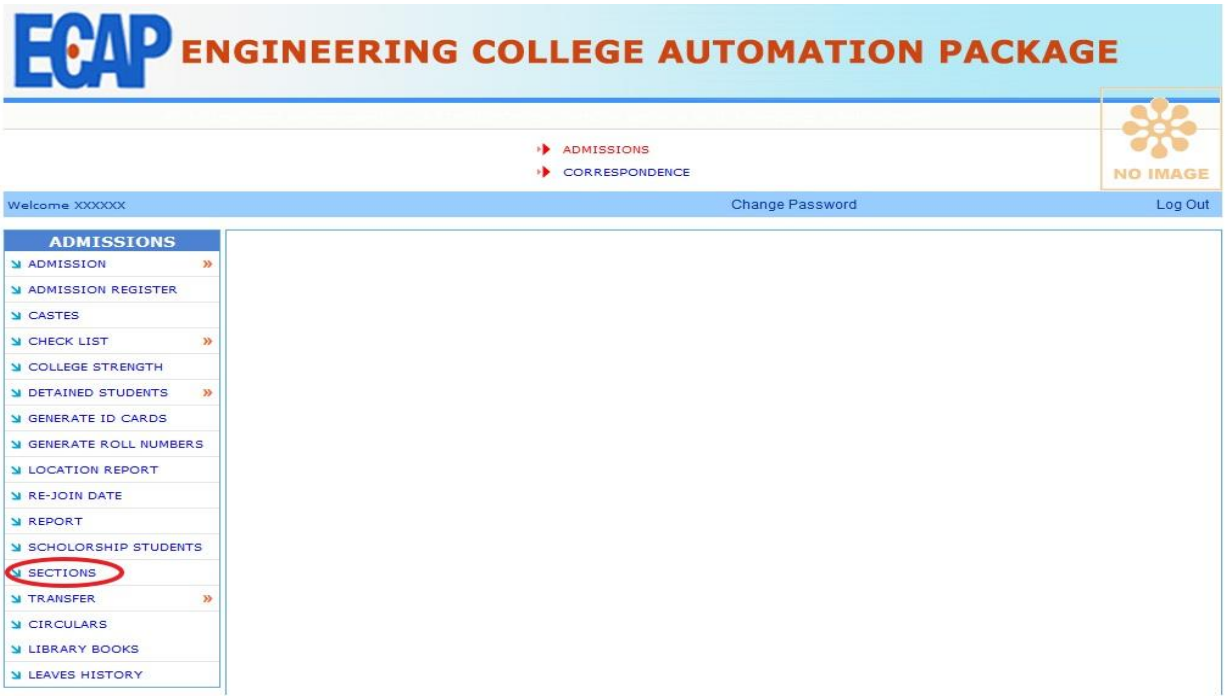
Step 2:- Please Click On "Admission" Module As Shown In Below.



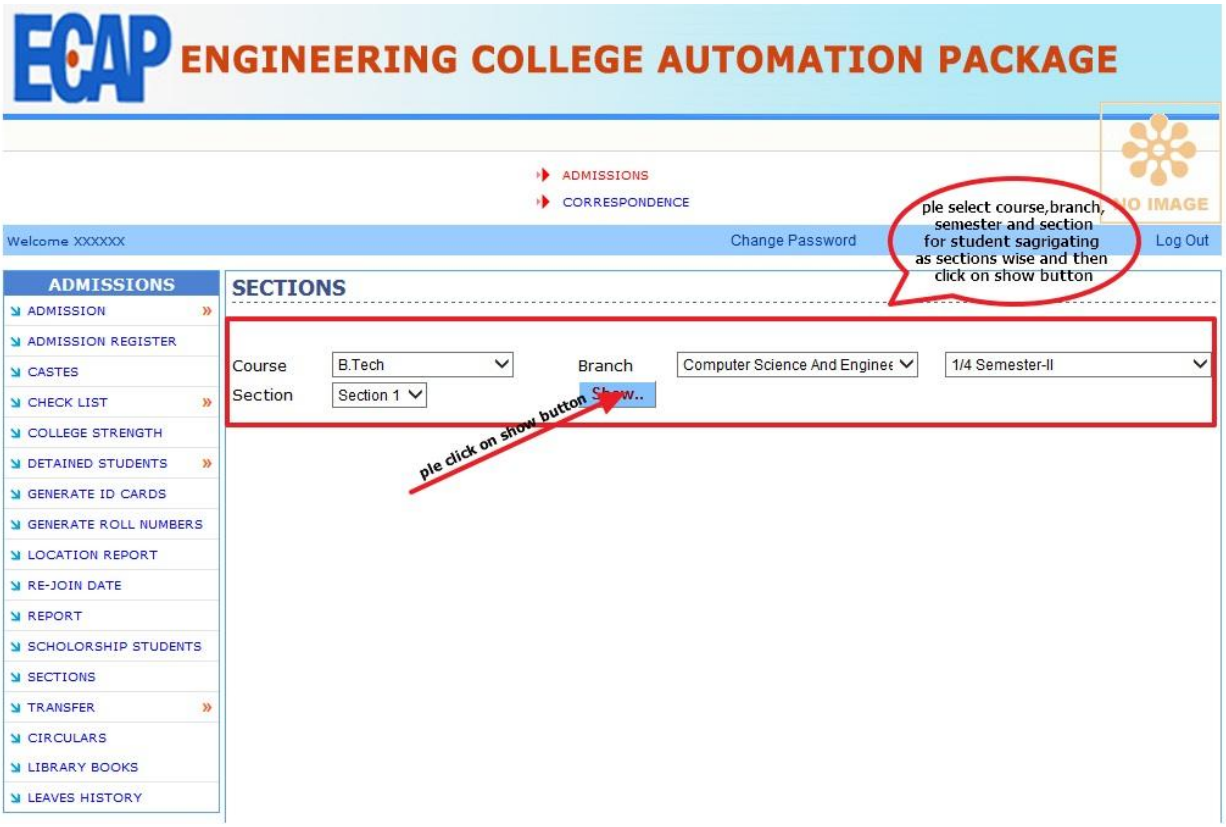
Step3:- After Clicking On Admission Module You Will Find "Left Panel" As Shown In Below.



Step 4:-You Will Find "Lift Panel" In That "Generate Roll Numbers " Link As Shown In Below.

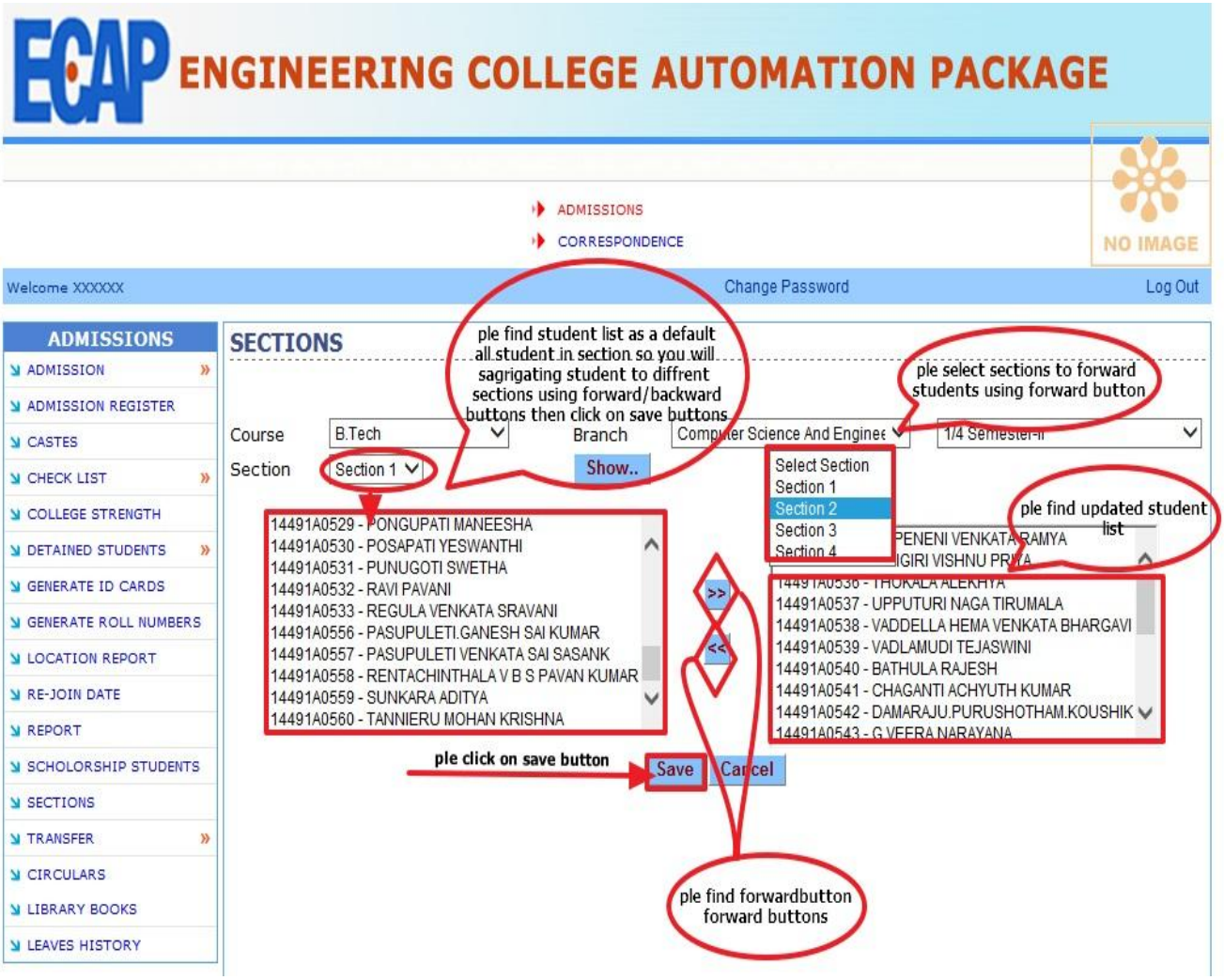


Step5:- Now Select Course, Branch, Semester, For Segregation Students Existing Section To Another Sections And Then Click On Show Buttons

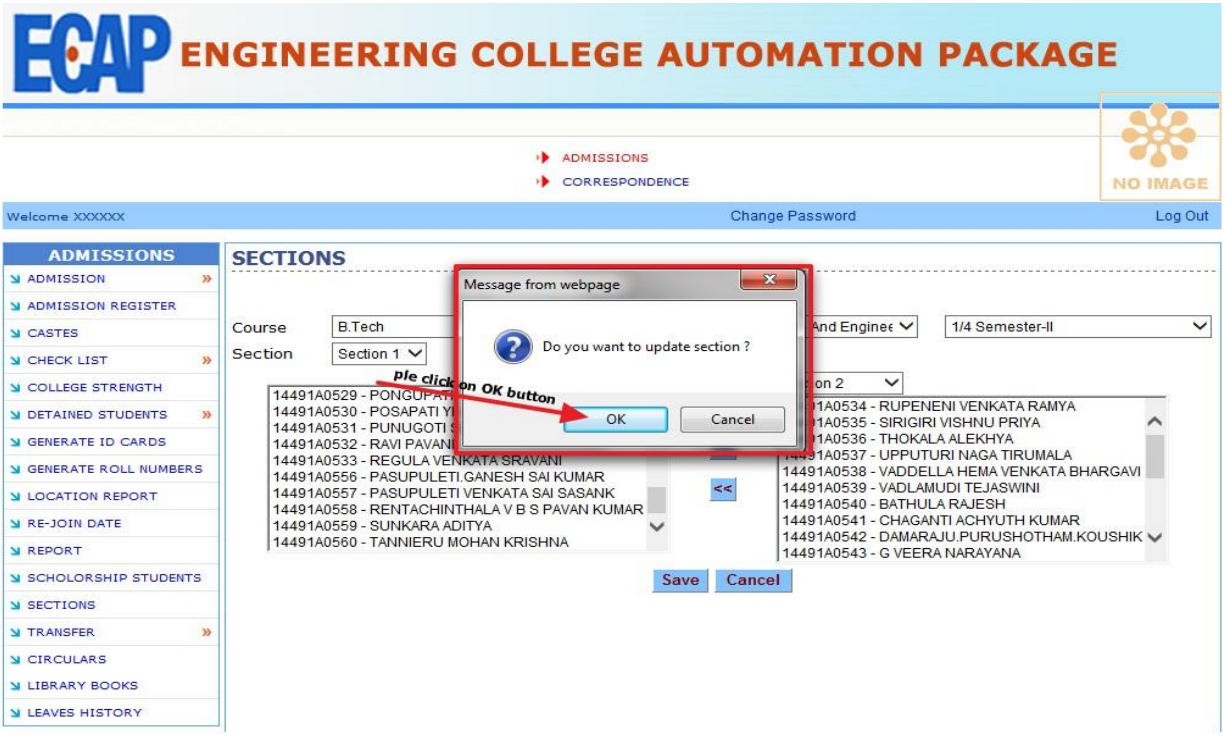


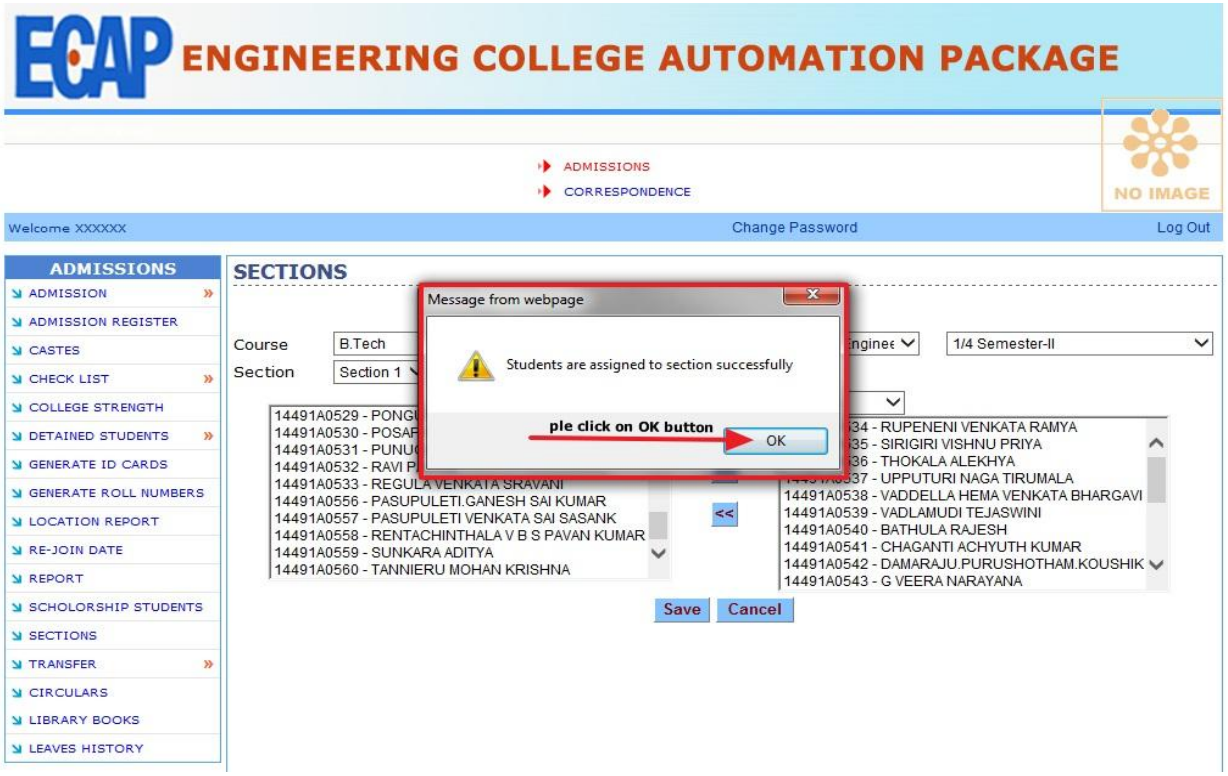
Step6:- Now You Will Get Screen Shows All Students In Default Section As Section1.Now Select Those Students Are Sending To Another Section. Now You Will Select Destination Section And Then Click On Forward Button To Move Students To Selected Section

And Then Click On Save Button As Shown Below



Step 7:-After Click On "Save "Button And Then You Will You Will Get "POP UP For Confirmation" After Click On Update Button. Here Please Click On "OK Button" As Shown Below.

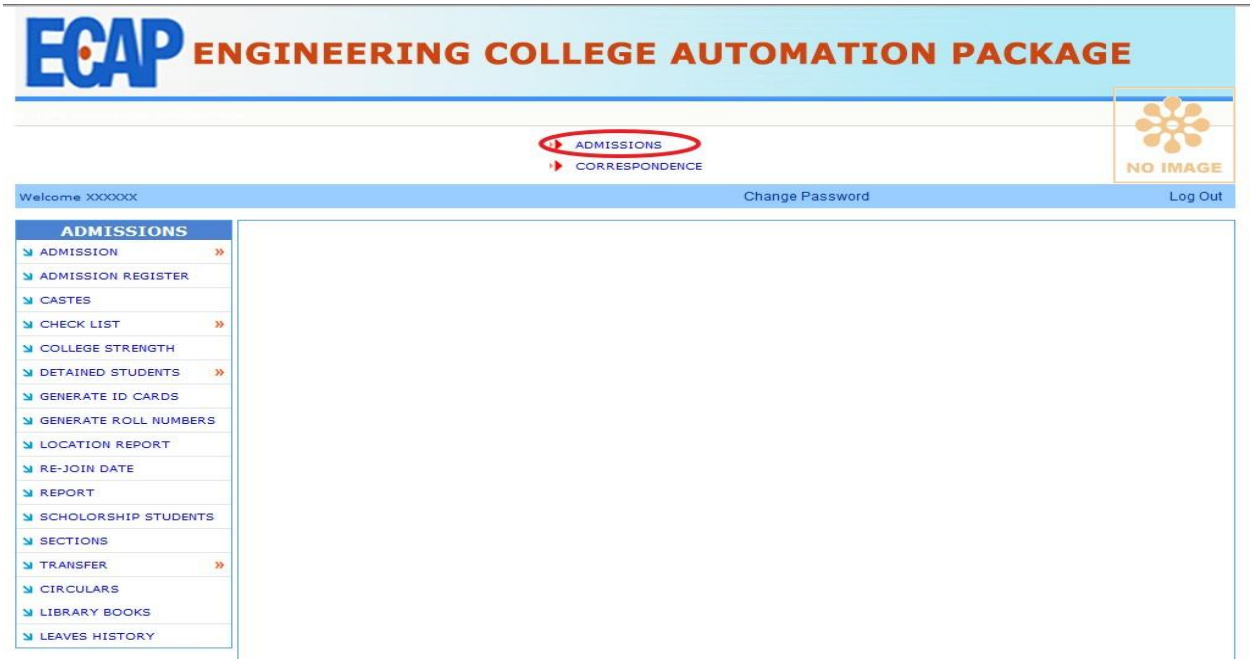




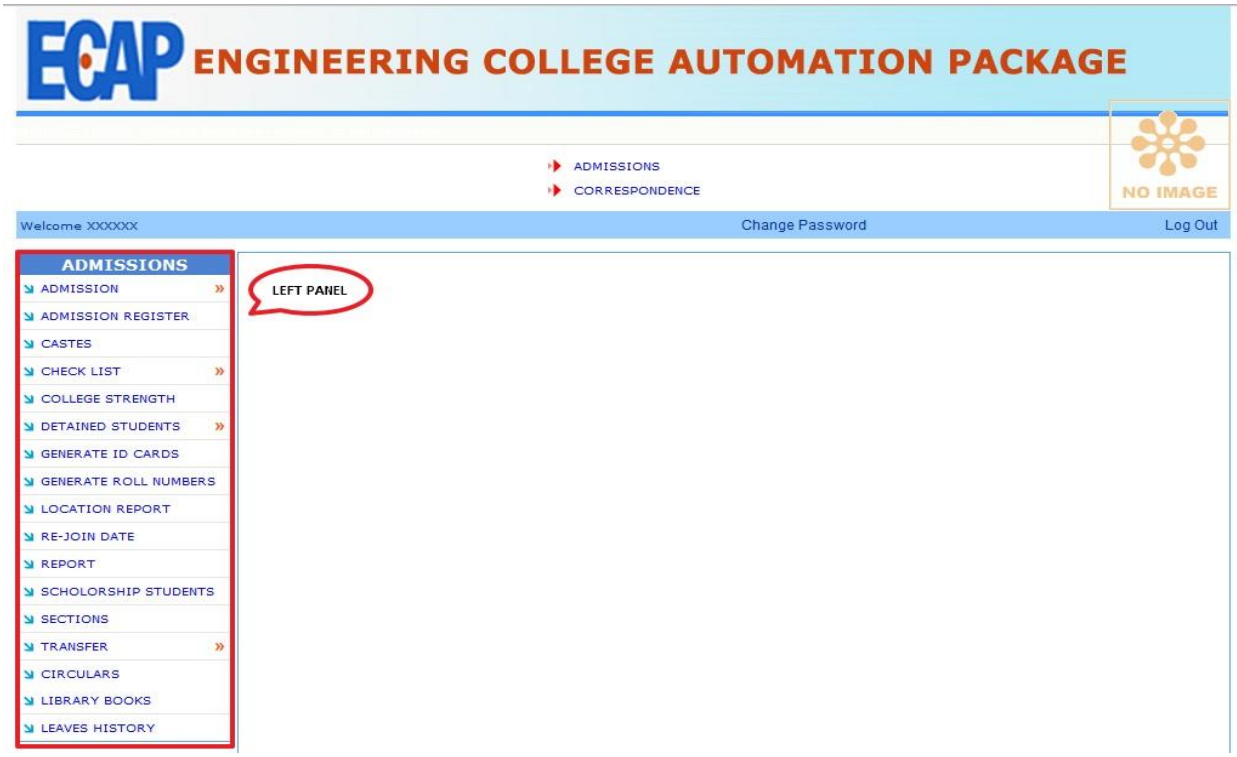
25) Where Can I Enter Certificates Submitted Student's Data? (Check List->Entry)

Ans:- Step 1:- Please Login In To "ECAP" By Using Your Username And Password.

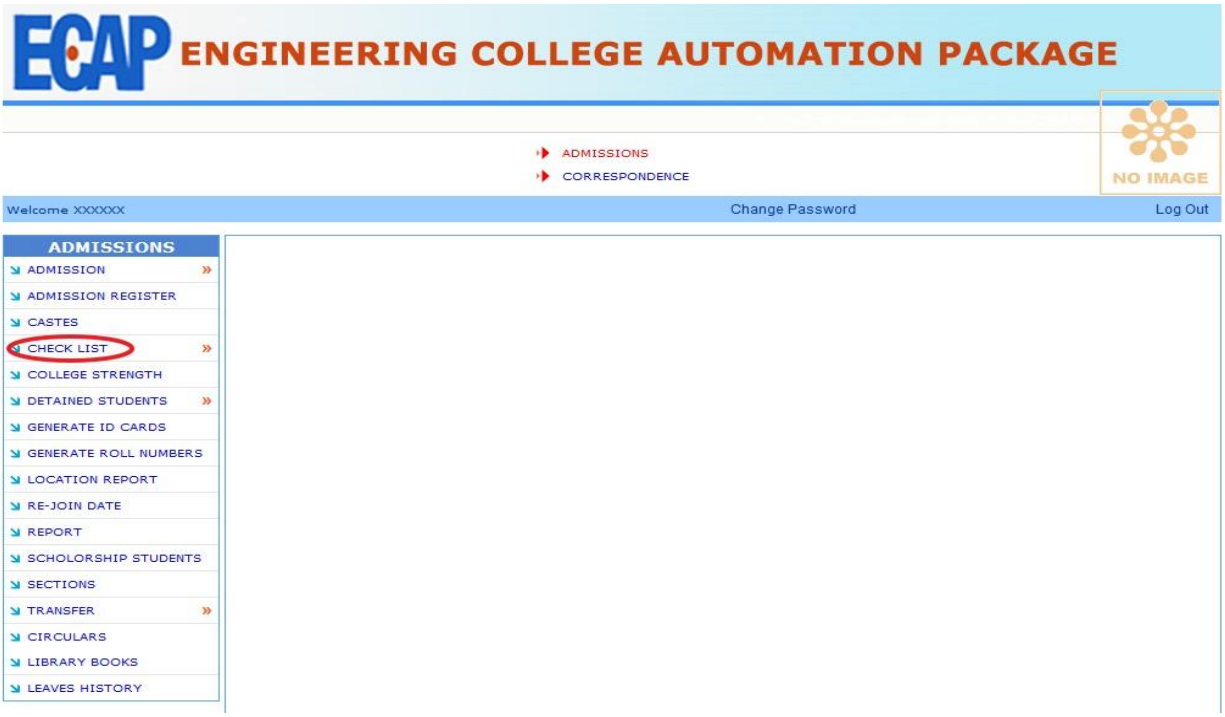
Step 2:- Please Click On "Admission" Module As Shown In Below.



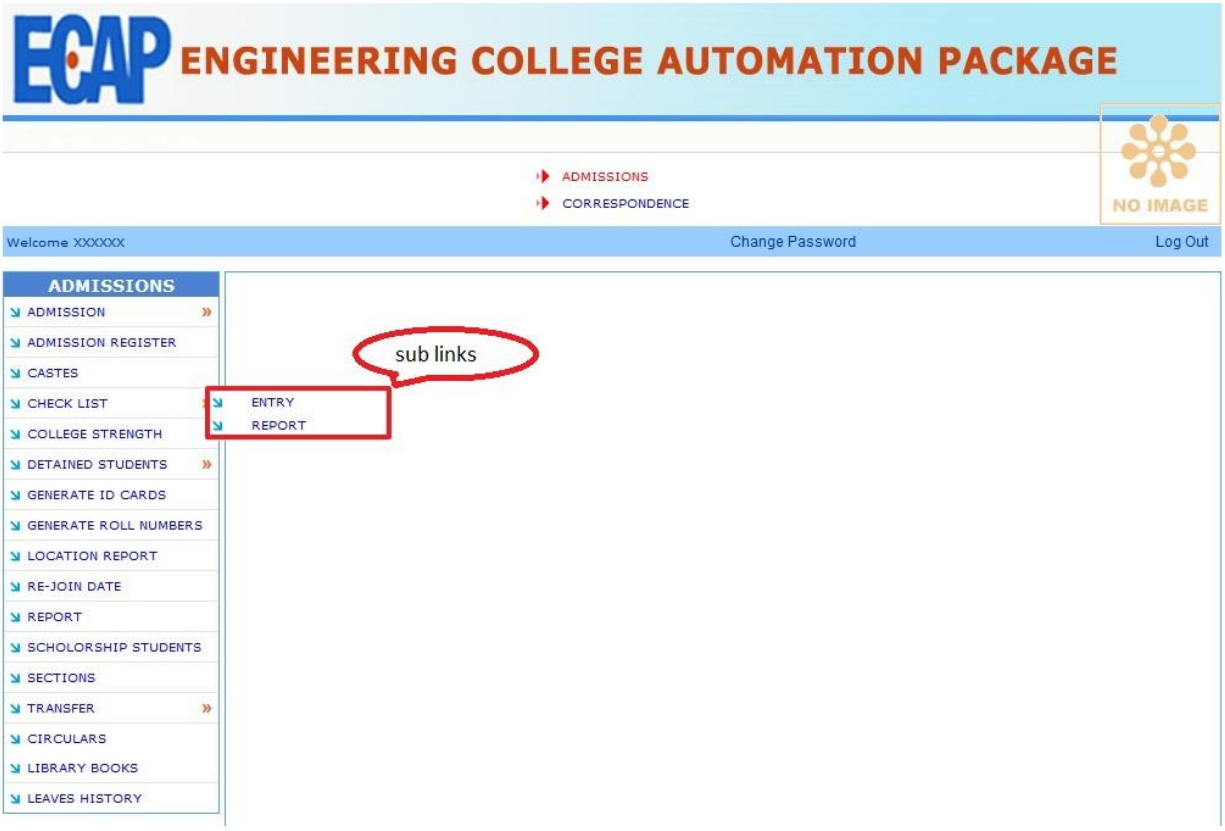
Step3:- After Clicking On Admission Module You Will Find "Left Panel" As Shown In Below.



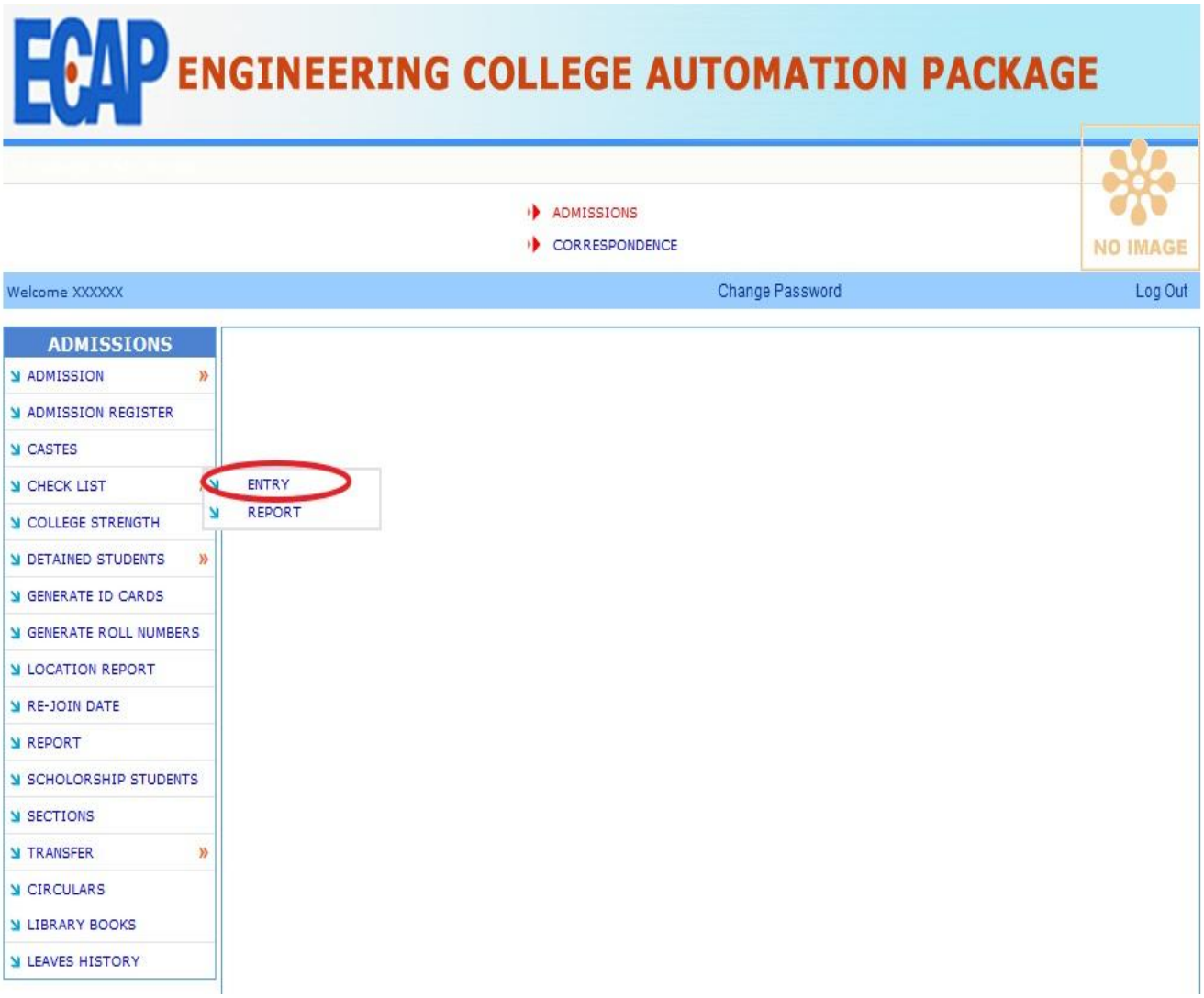
Step 4:-You Will Find "Lift Panel" In That "Check List " Link As Shown In Below.



Step5:- Please Place Your Mouse Pointer On "Check List" Link Which Is Available In Left Menu. Then You Will Find "Sub Links Menu" As Shown In Below.



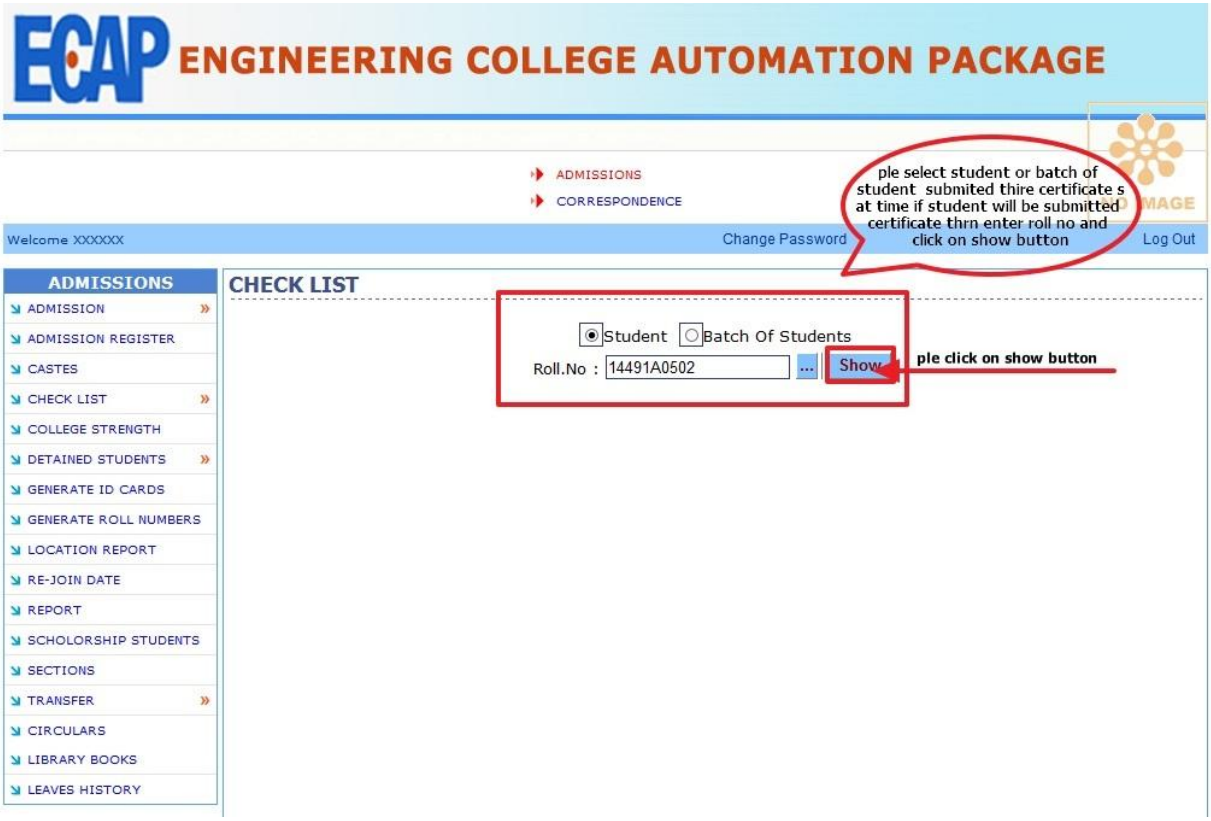
Step6:-Please Find "Entry" Option In Sub Links Menu As Shown In Below.



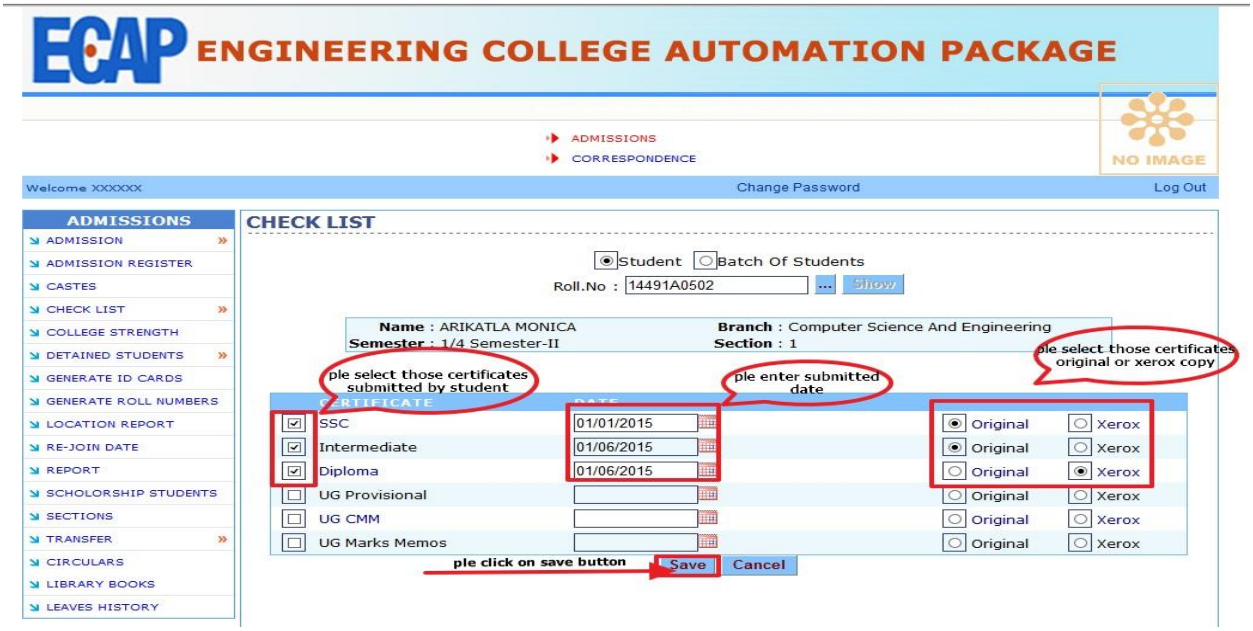
Step7:-Now You Will Select Check Boxes As Single Student Or Batch Of Student Will Be Submitted Certificates

1) If Batch Of Students Will Be Submitted Certificates Then You Will Select Course, Semester, And Branch Then Click On Show Button.

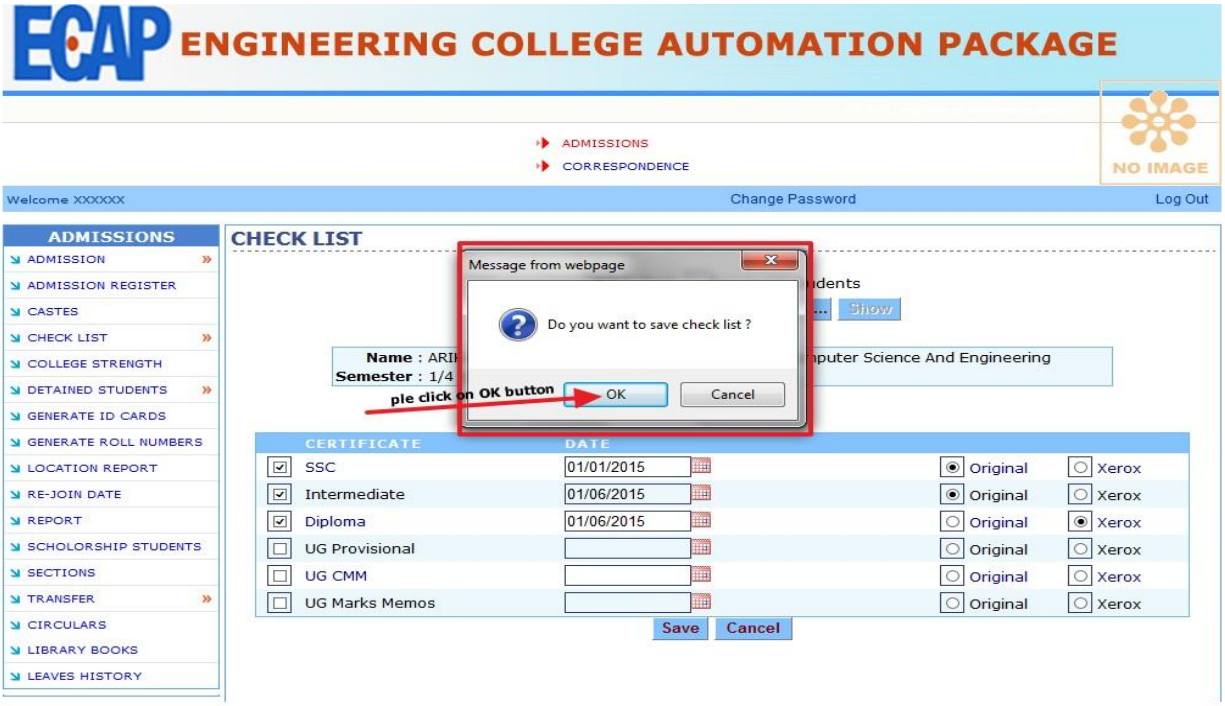
2) If Single Student Will Be Submitted Certificates Then You Will Enter Roll No And Then Click On Show Button As Shown Below.

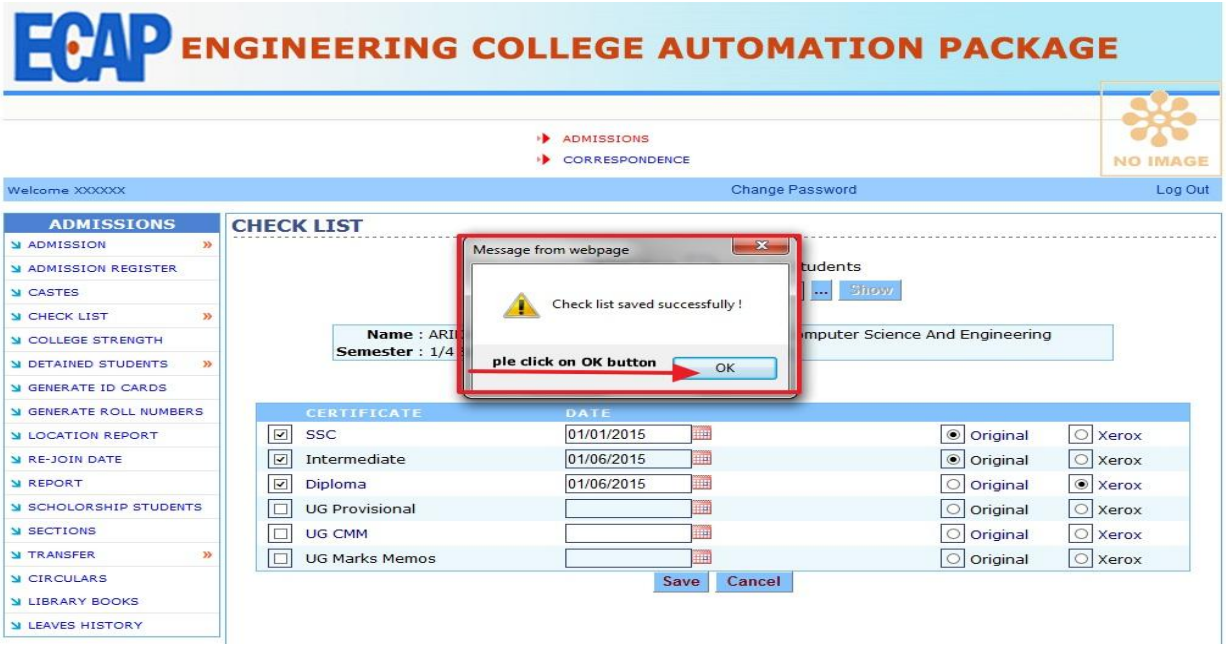


Step8:- After Select Show Button. You Will Find Screen As Certificate List, Date& Type And Then Select What Are Certificates Submitted By Student And Date Then Select Those Certificate Original Or Xerox Copy And Then Click On Save Button As Shown Below.



Step 9:-After Click On "Save "Button And Then You Will You Will Get "POP UP For Confirmation" After Click On Update Button. Here Please Click On "OK Button" As Shown Below

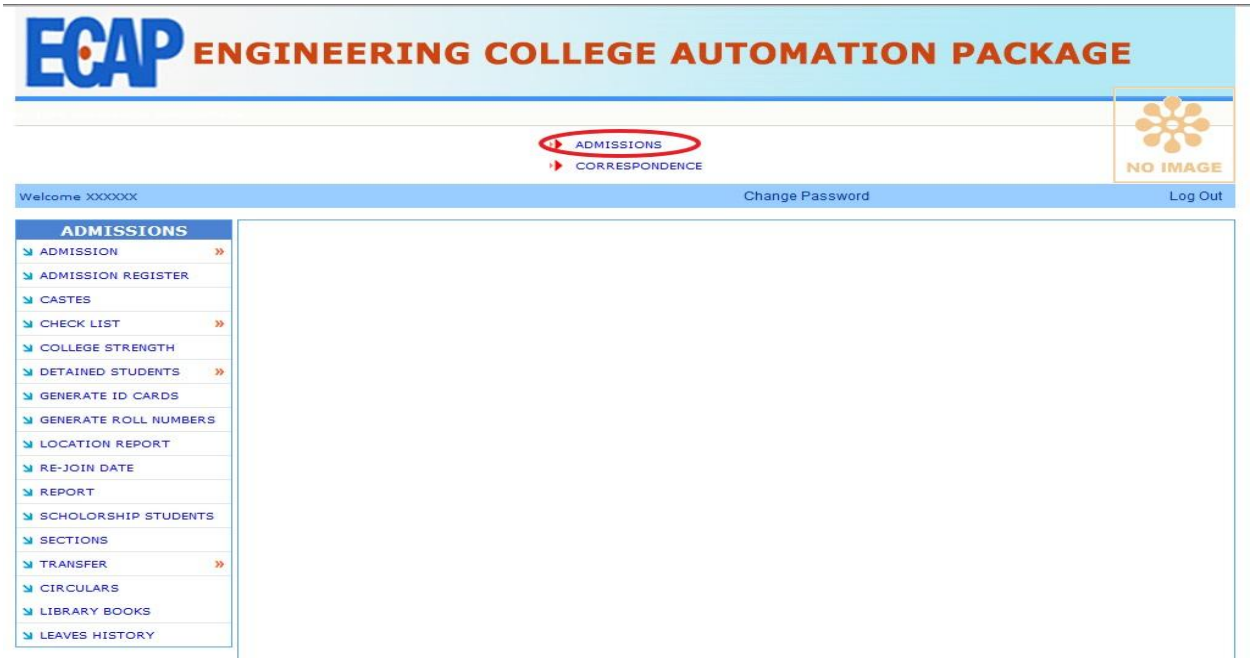




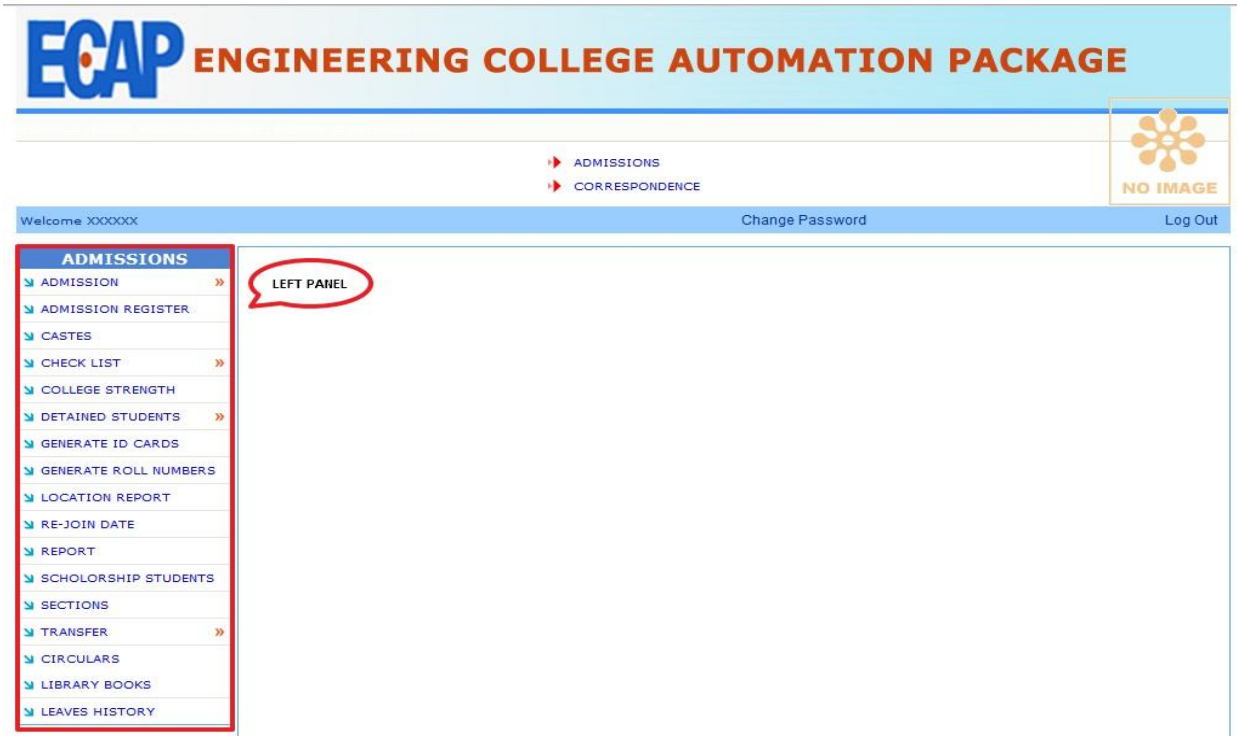
26) How To Check Certificates Submitted Student's Data Weather They Have Submitted Original Or Xerox? (Check List->Report)

Ans:- Step 1:- Please Login In To "ECAP" By Using Your Username And Password.

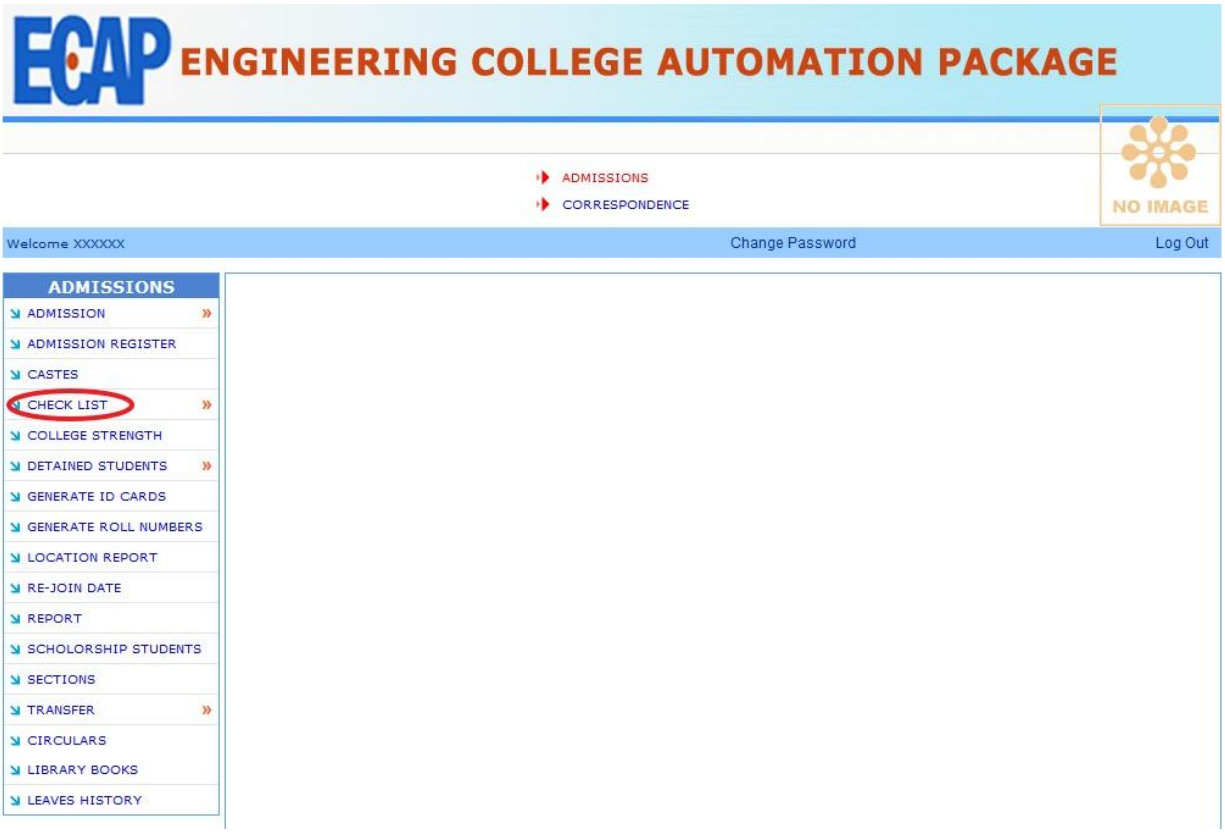
Step 2:- Please Click On "Admission" Module As Shown In Below.



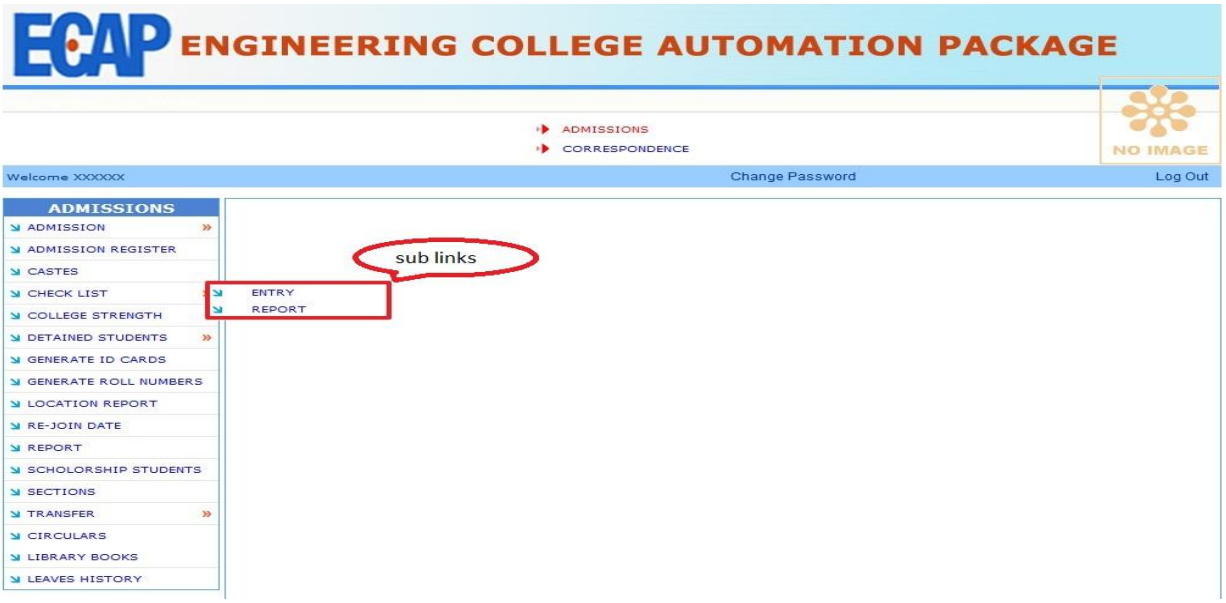
Step3:- After Clicking On Admission Module You Will Find "Left Panel" As Shown In Below.



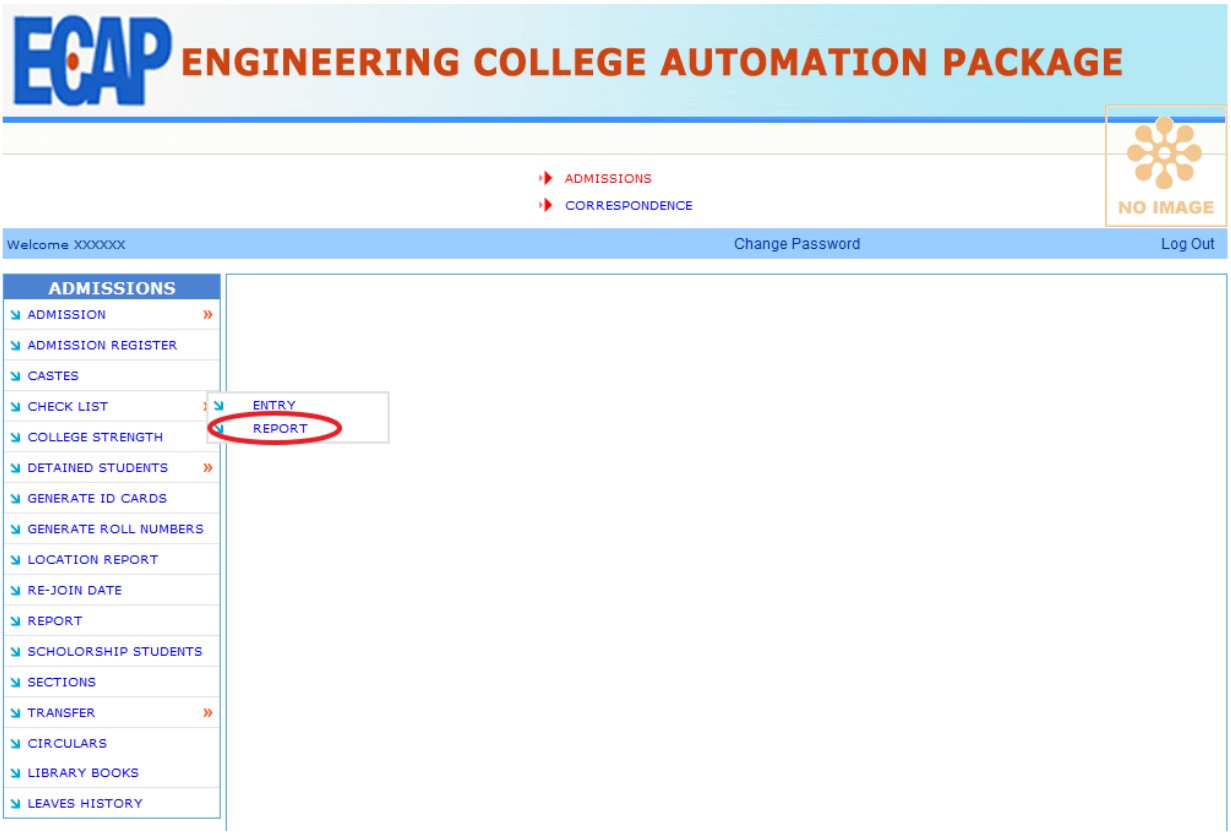
Step 4:-You Will Find "Lift Panel" In That "Check List " Link As Shown In Below.



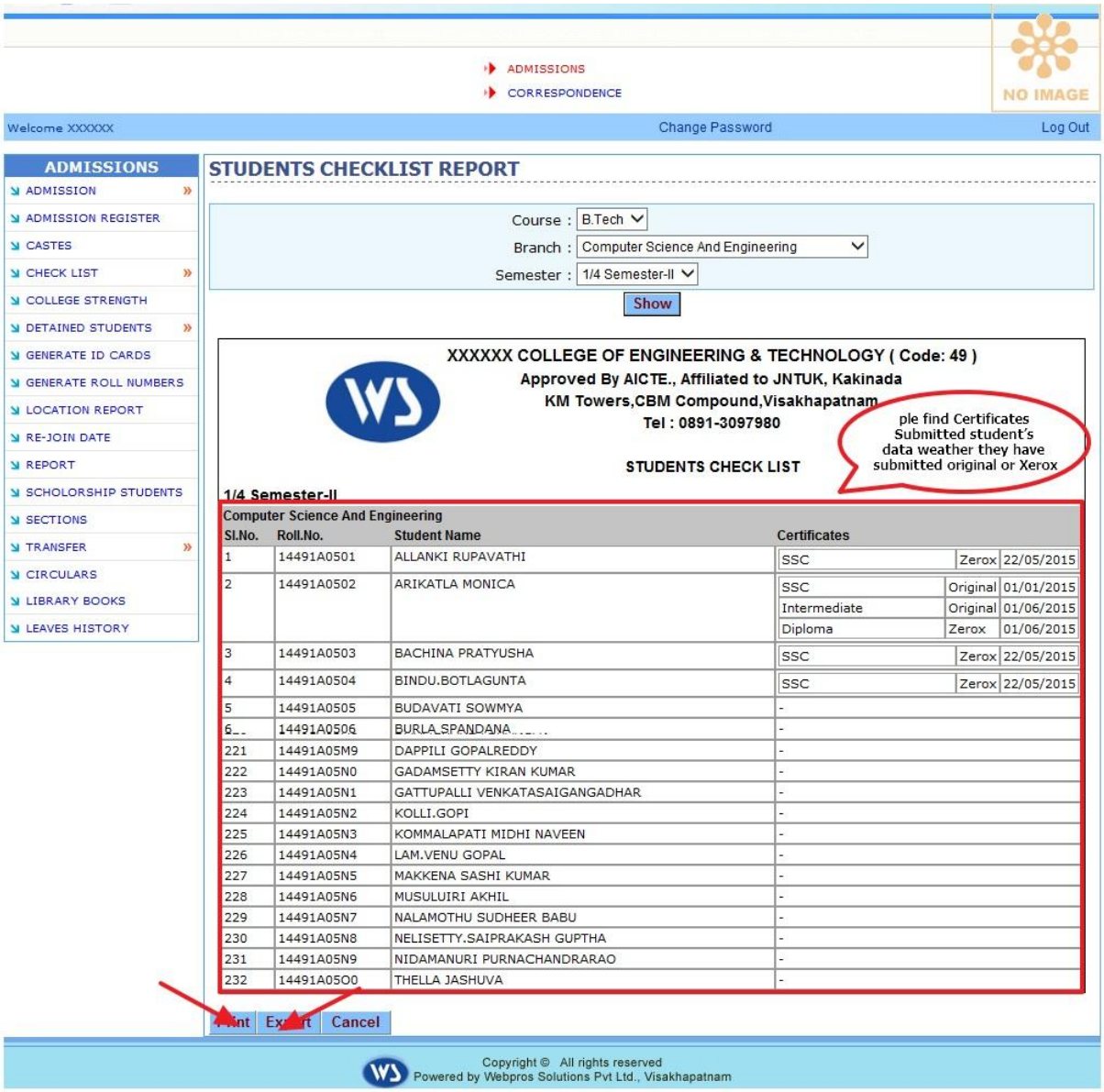
Step5:- Please Place Your Mouse Pointer On "Check List" Link Which Is Available In Left Menu. Then You Will Find "Sub Links Menu" As Shown In Below.



Step6:-Please Find "Report" Option In Sub Links Menu As Shown In Below.



Step7:-After Click On Report (Re-Join) And Then You Will Get Re-Joined List If You Want To Take Print Out Then Please Click On "PRINT Button" And If You Want To Export This Data In To Excel Sheet Please Click On "Export Button".As Shown Below

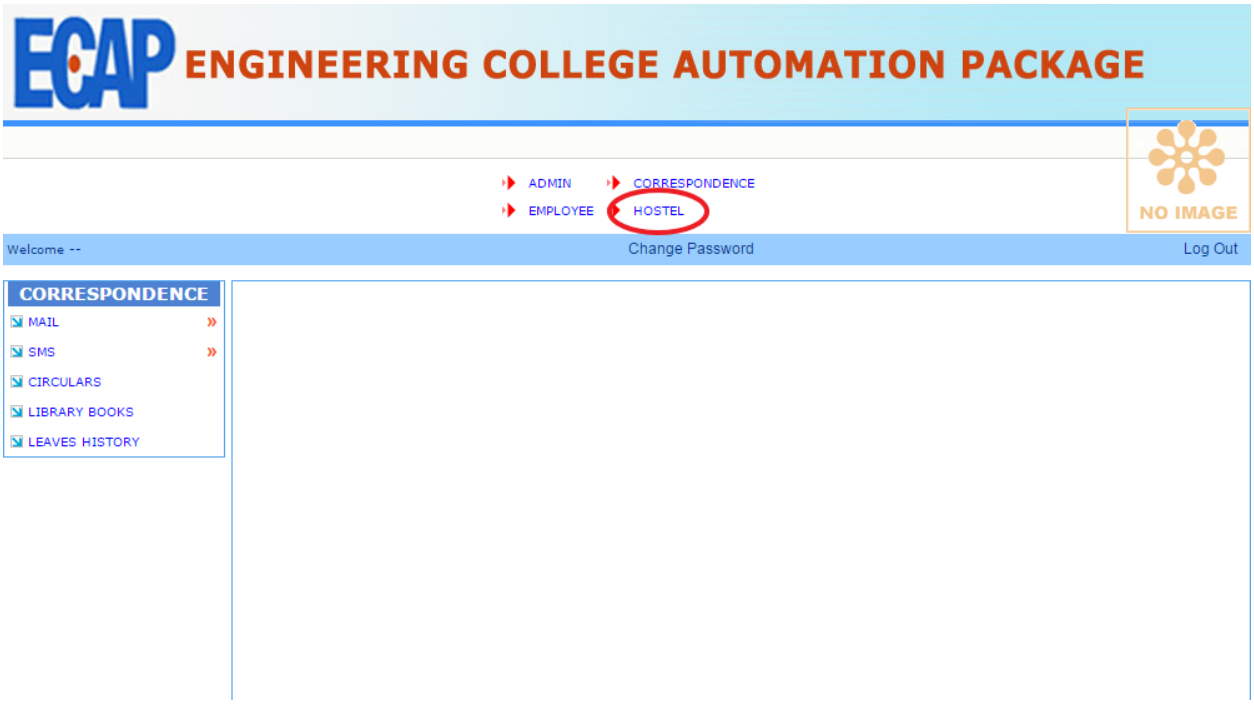


HOSTEL MODULE

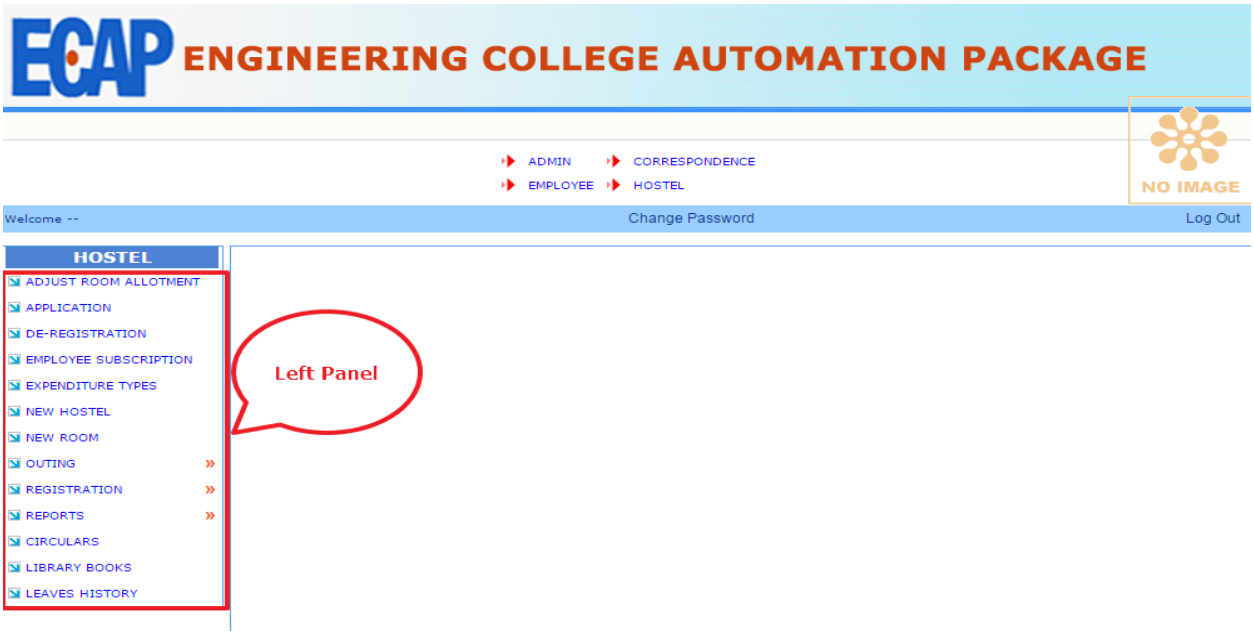
1) **Where Can I Save Hostel Names?** **(New Hostel)**

Ans:- Step 1:- Please Login In To "Ecap" By Using Your Username And Password.

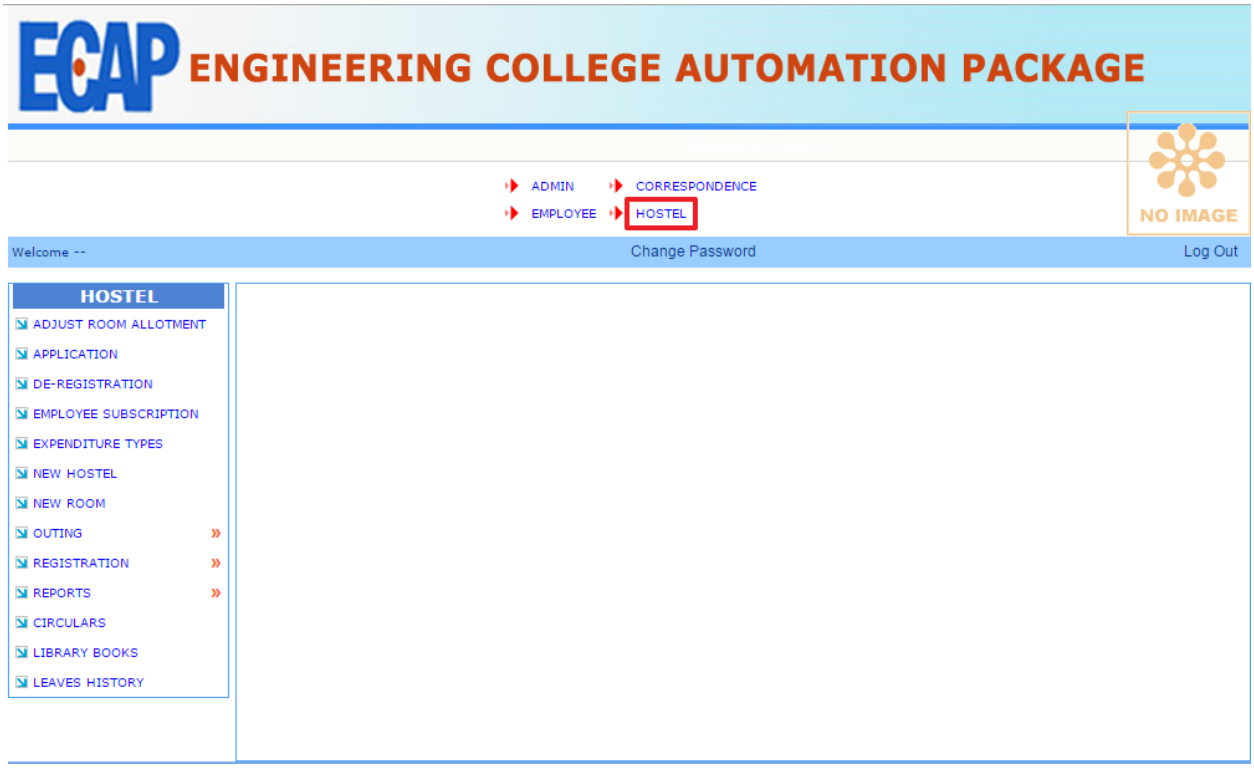
Step2:- Please Click On "Hostel" Module As Shown In Below.



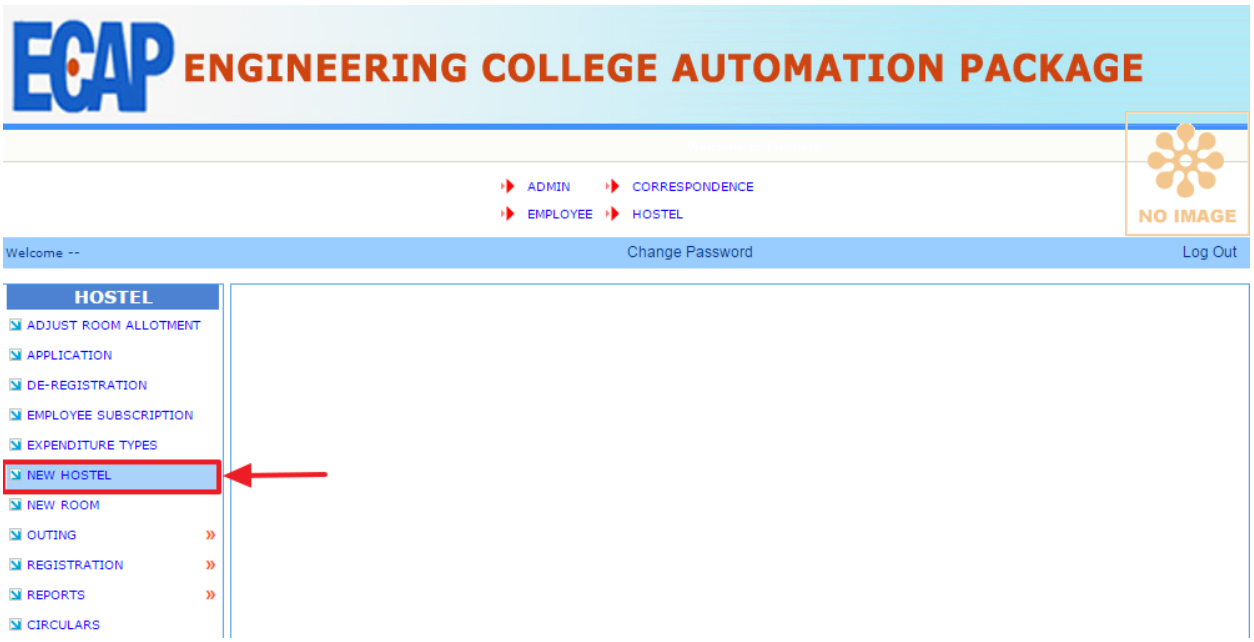
Step3:- After Click On "Hostel" Then You Will Find "Left Panel" As Shown In Below.



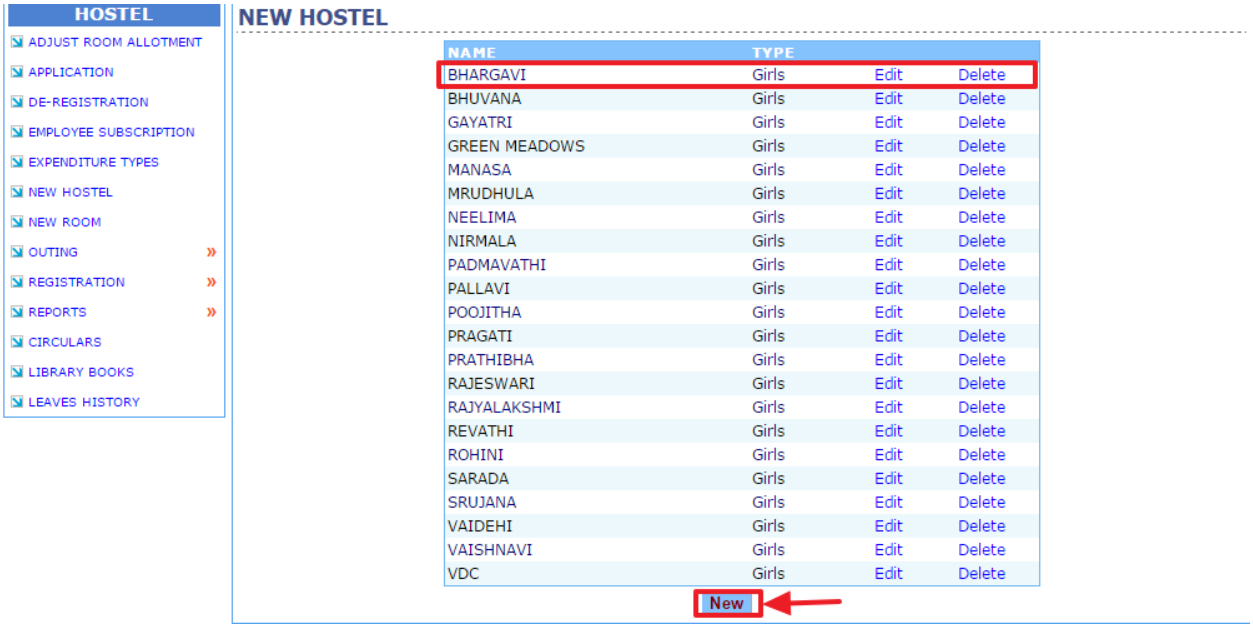
Step4:-Please Click On "Hostel" Which Is Available In Left Panel Menu As Shown In Below.



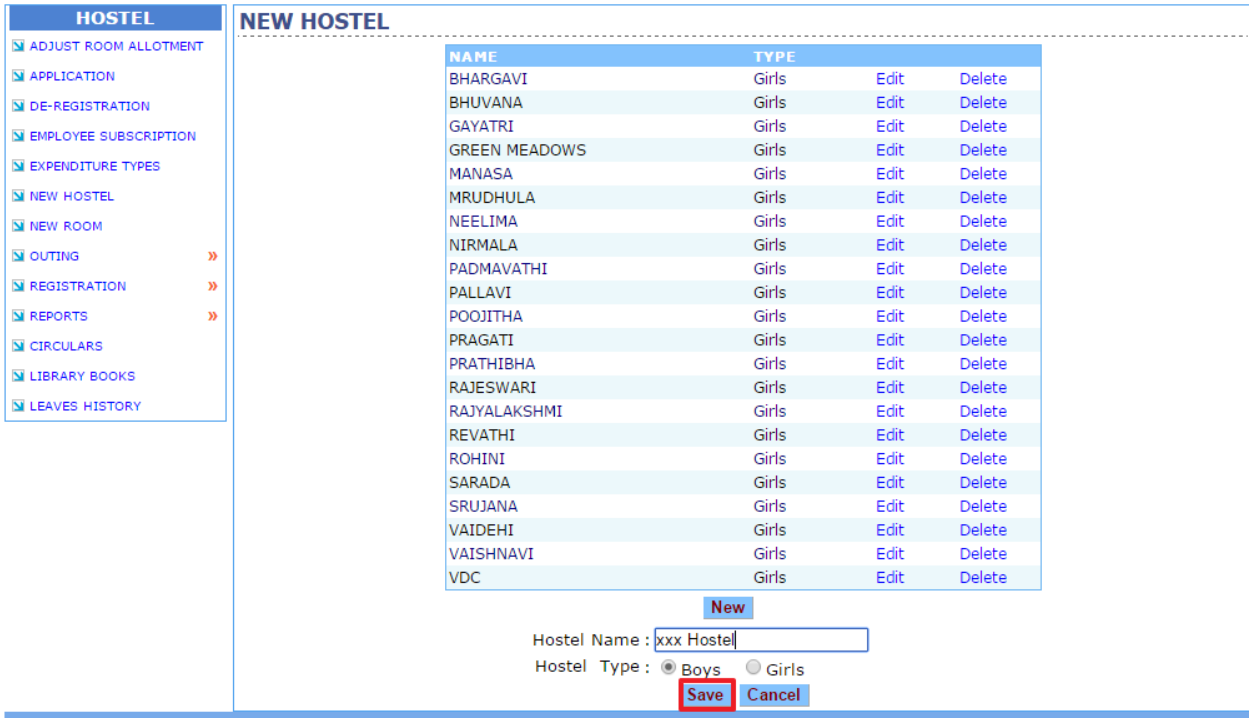
Step5:-Please Click New Hostel.



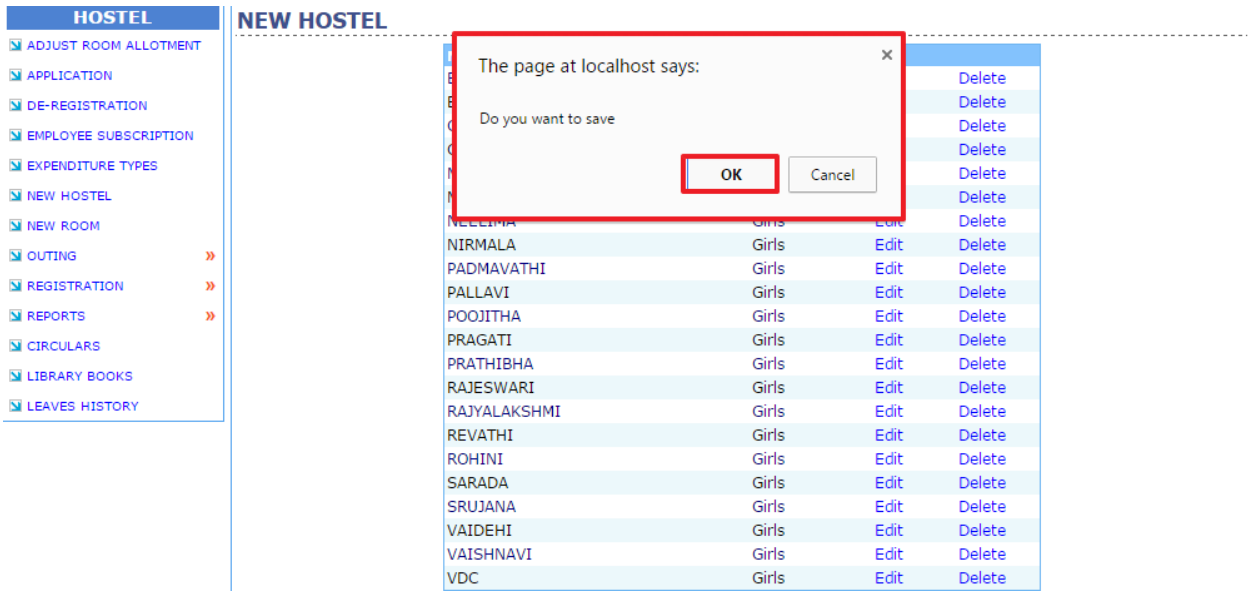
Step6:-Please Select New.



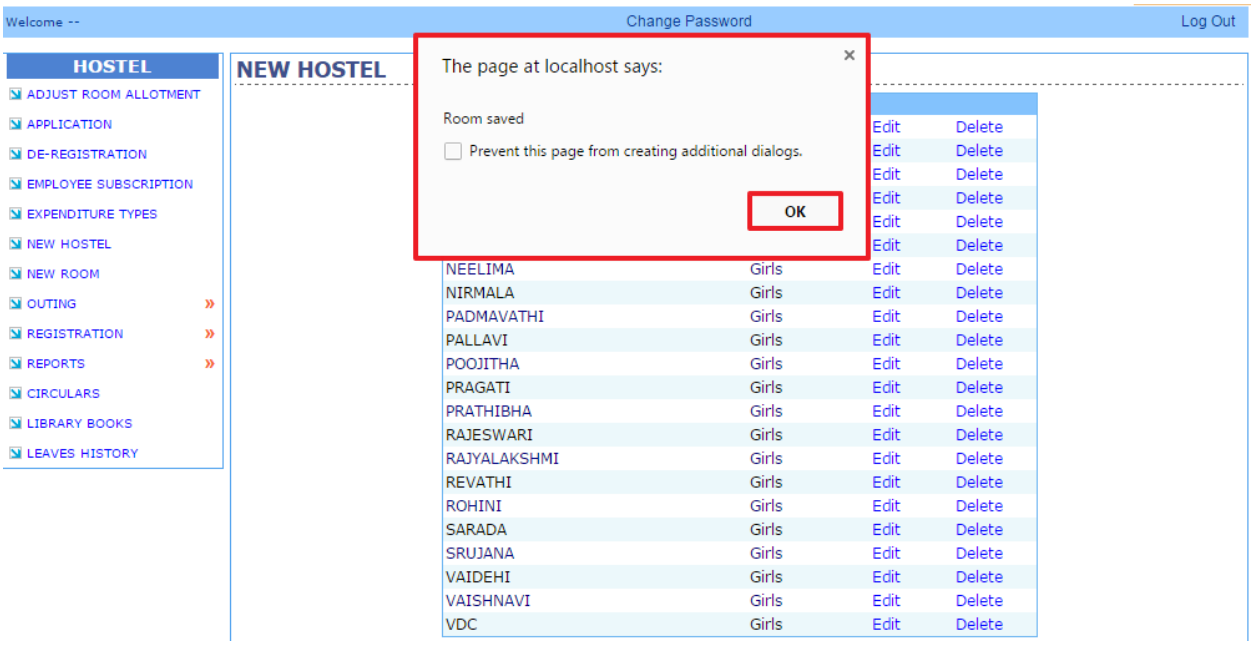
Step7:-Please Enter Hostel Name And Hostel Type And Click Save Button.



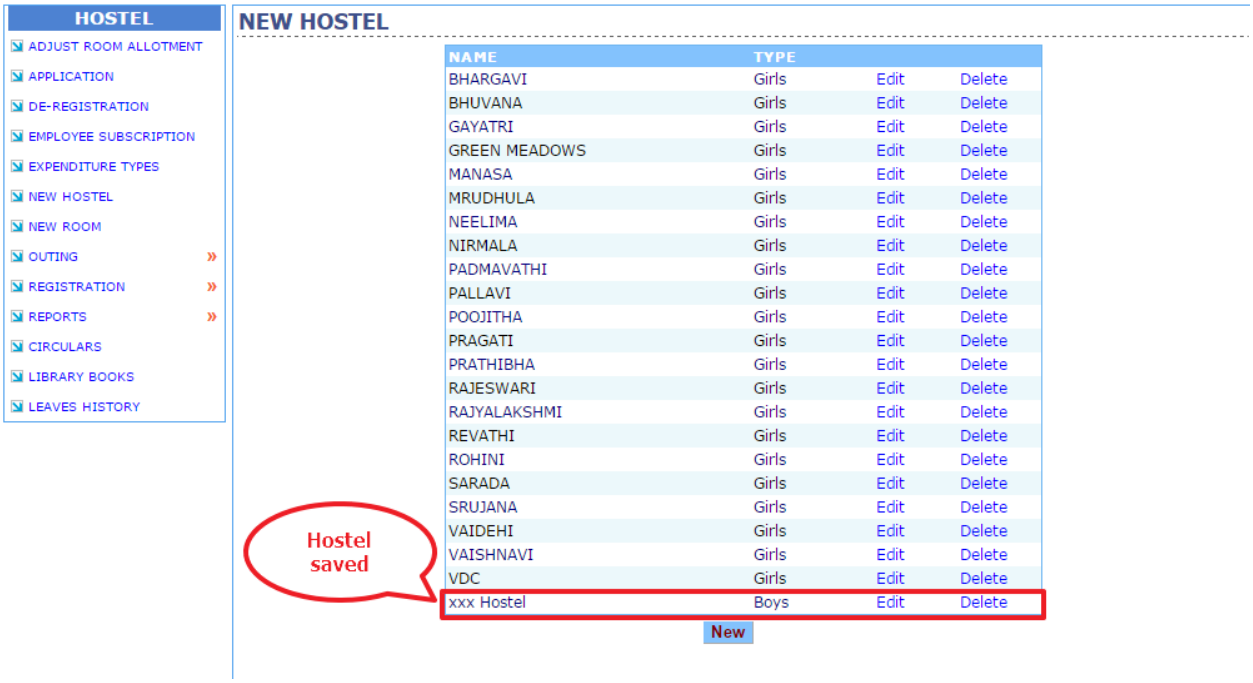
Step8:-Please Click Ok.



Step9:-Please Click Ok.



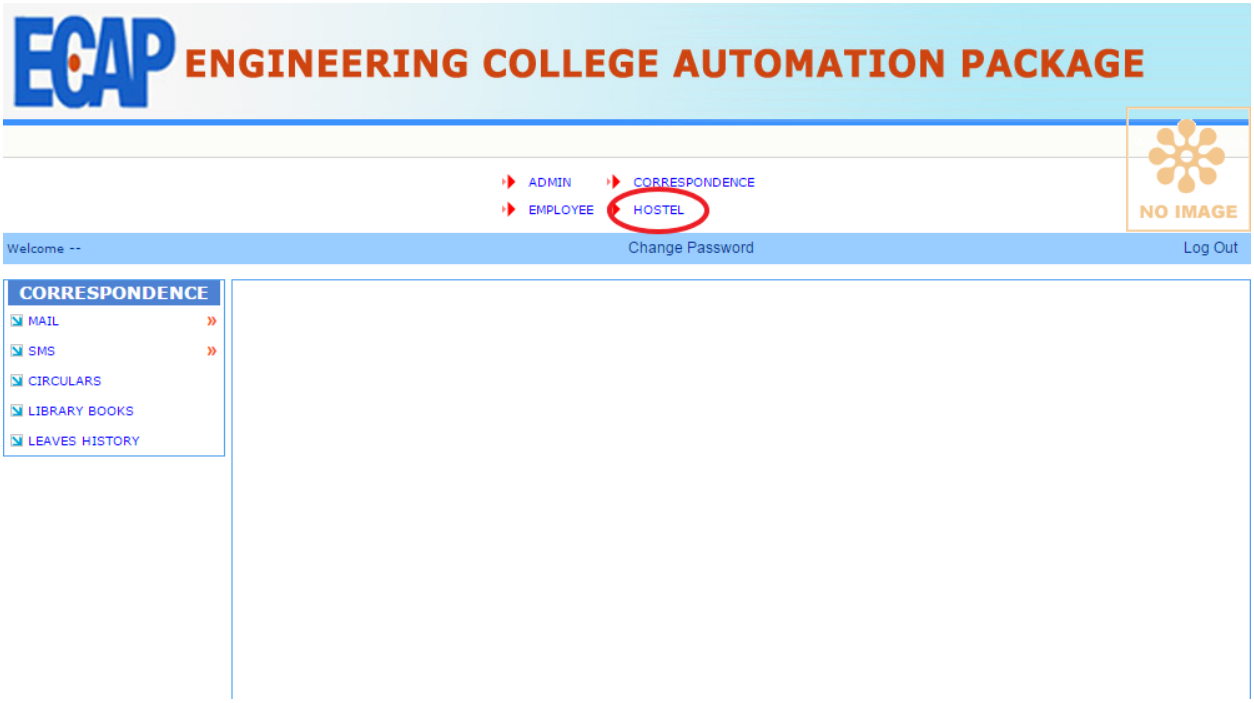
Step10:-Hostel Saved Successfully As Shown Below.



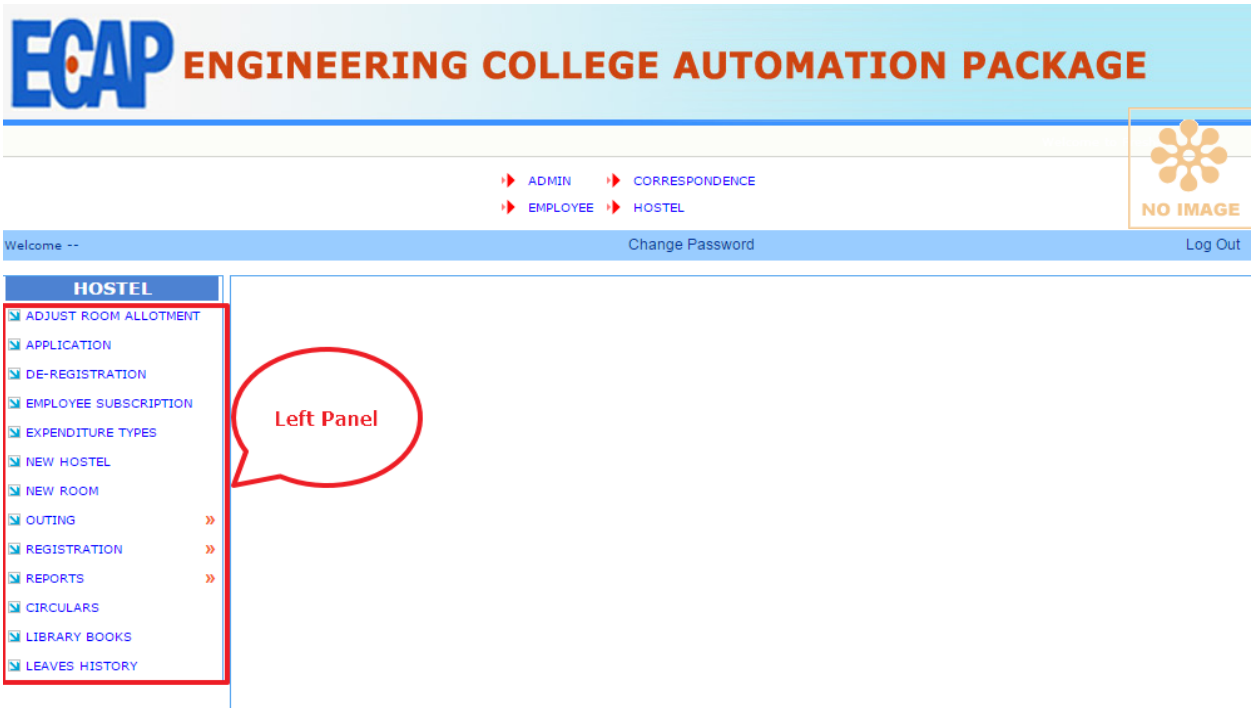
2) **Where Can I Enter Hostel Rooms By Hostel Name Wise? (New Room)**

Ans:- Step 1:- Please Login In To "Ecap" By Using Your Username And Password.

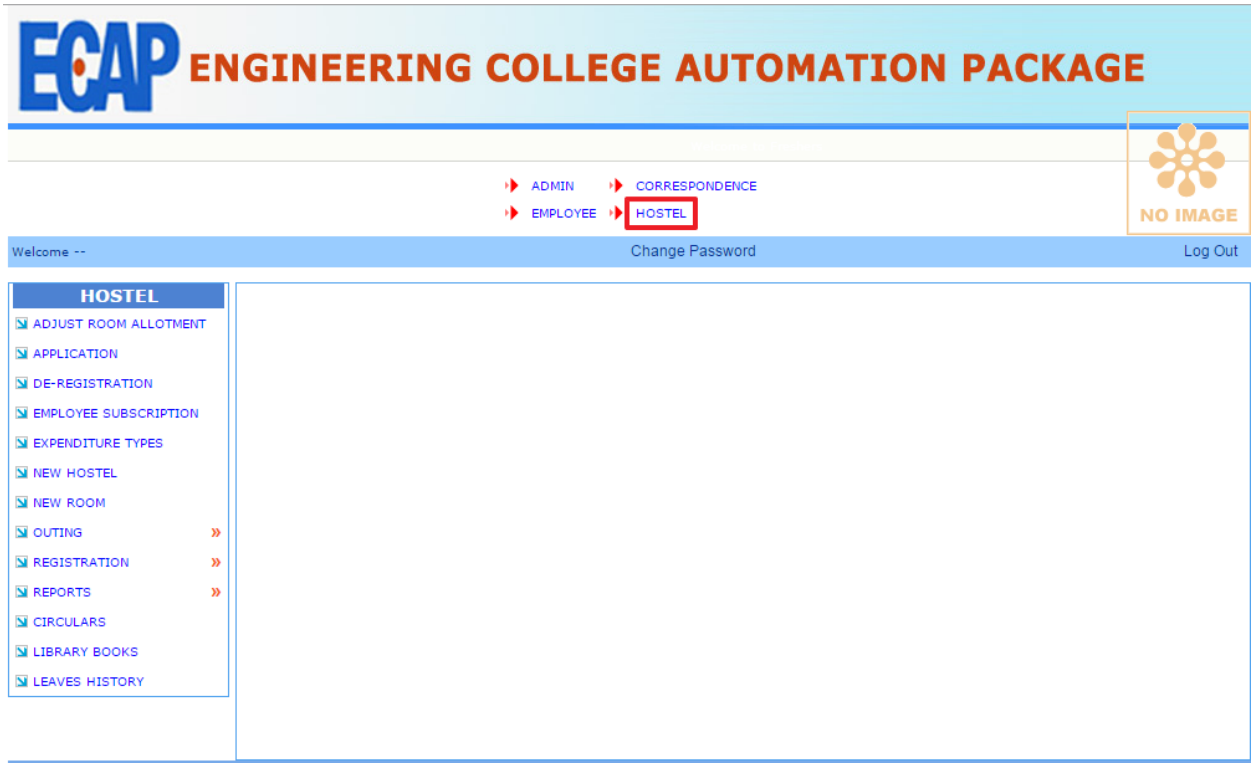
Step2:- Please Click On "Hostel" Module As Shown In Below.



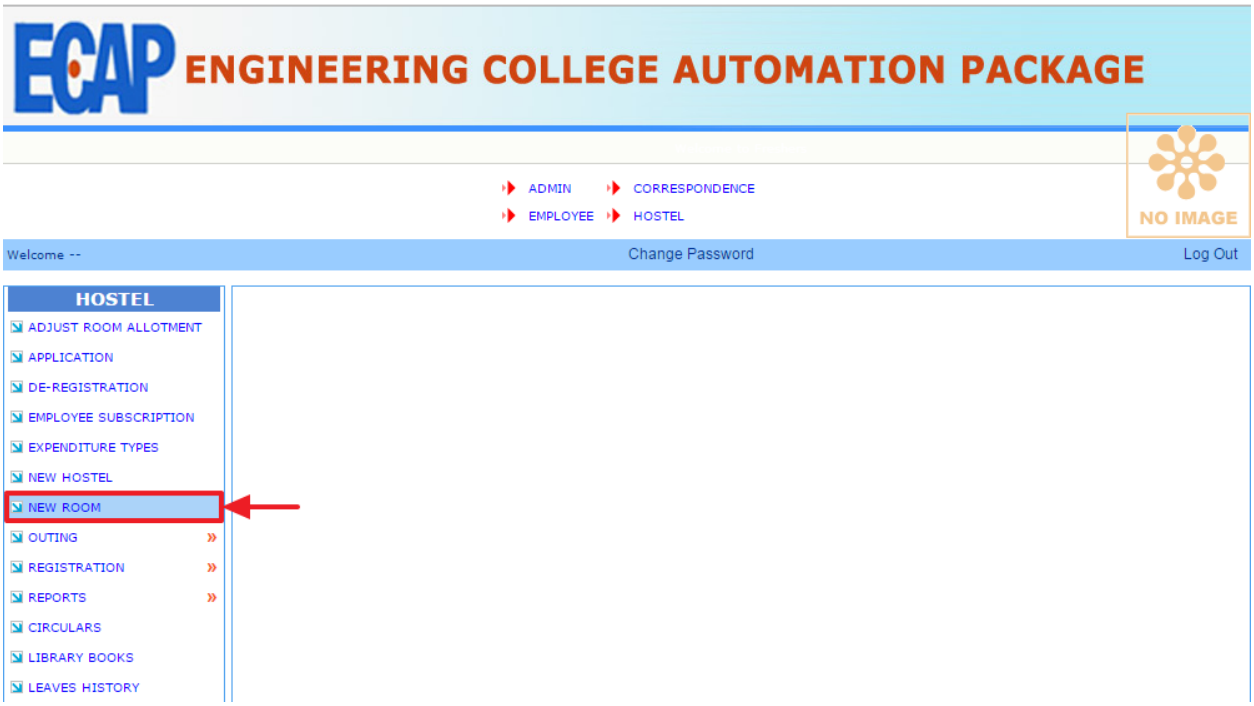
Step3:- After Click On "Hostel" Then You Will Find "Left Panel" As Shown In Below.



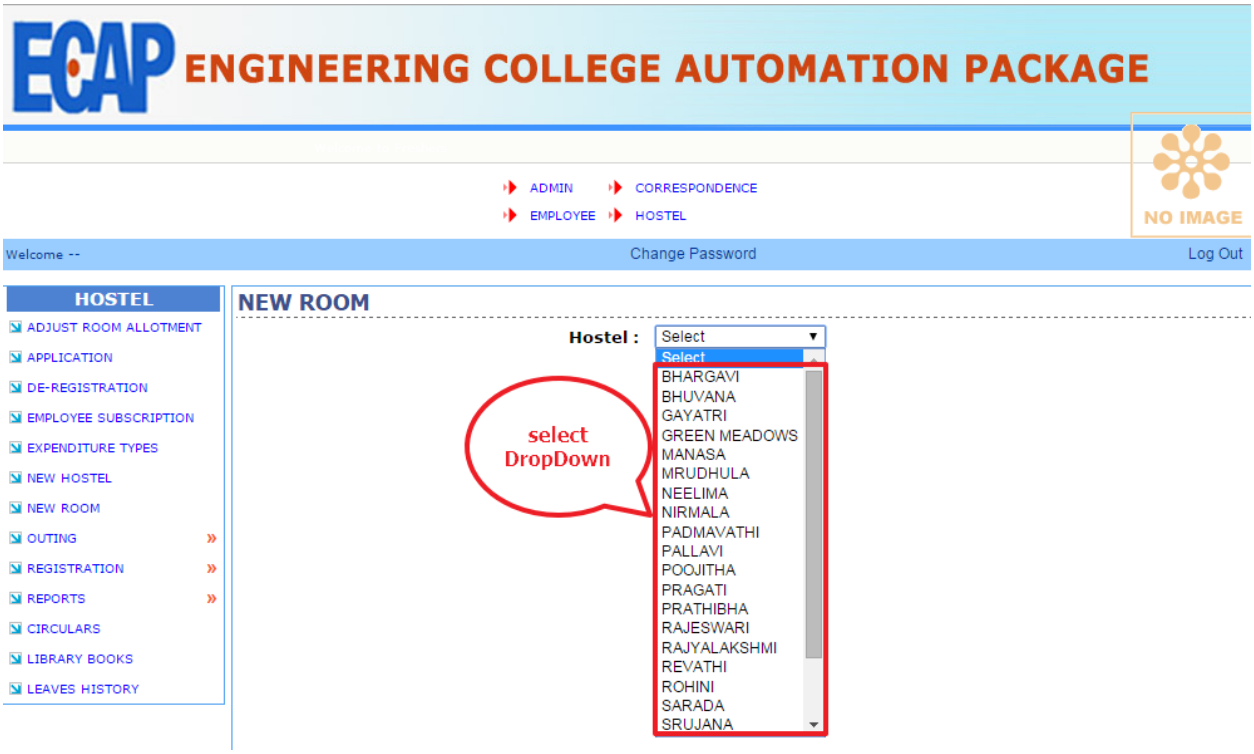
Step4:-Please Click On "Hostel" Which Is Available In Left Panel Menu As Shown In Below.



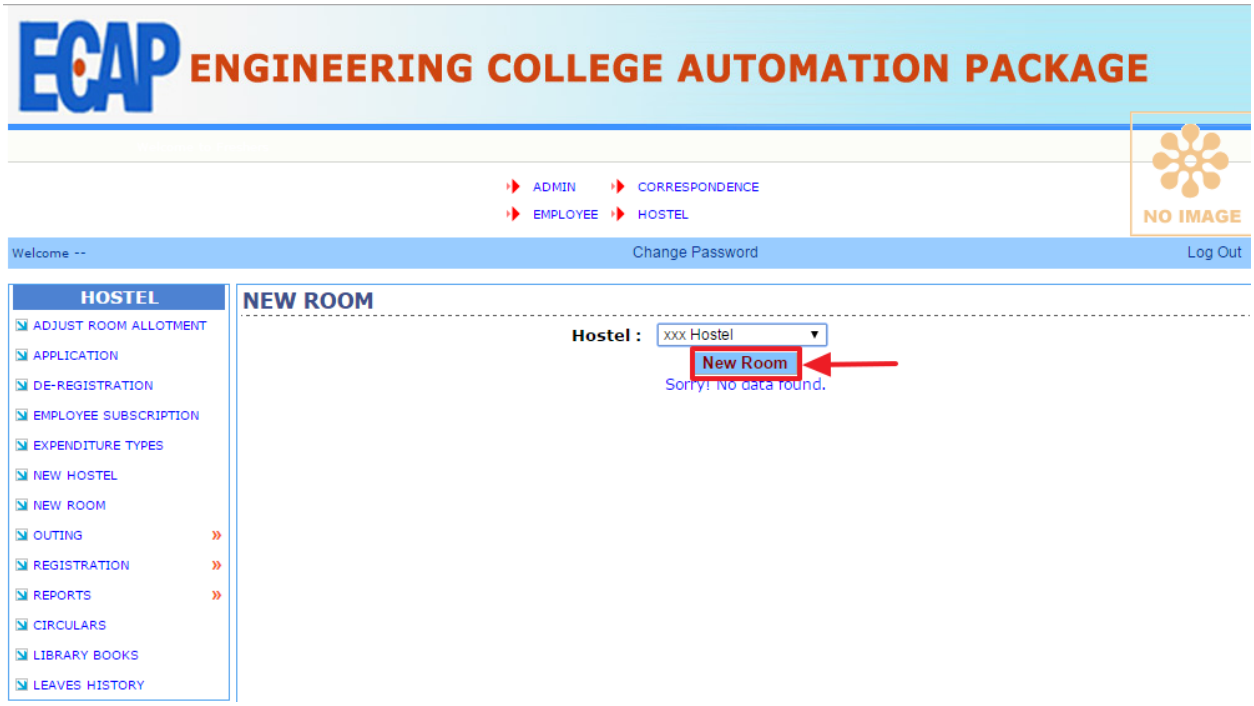
Step5:-Please Select New Room.



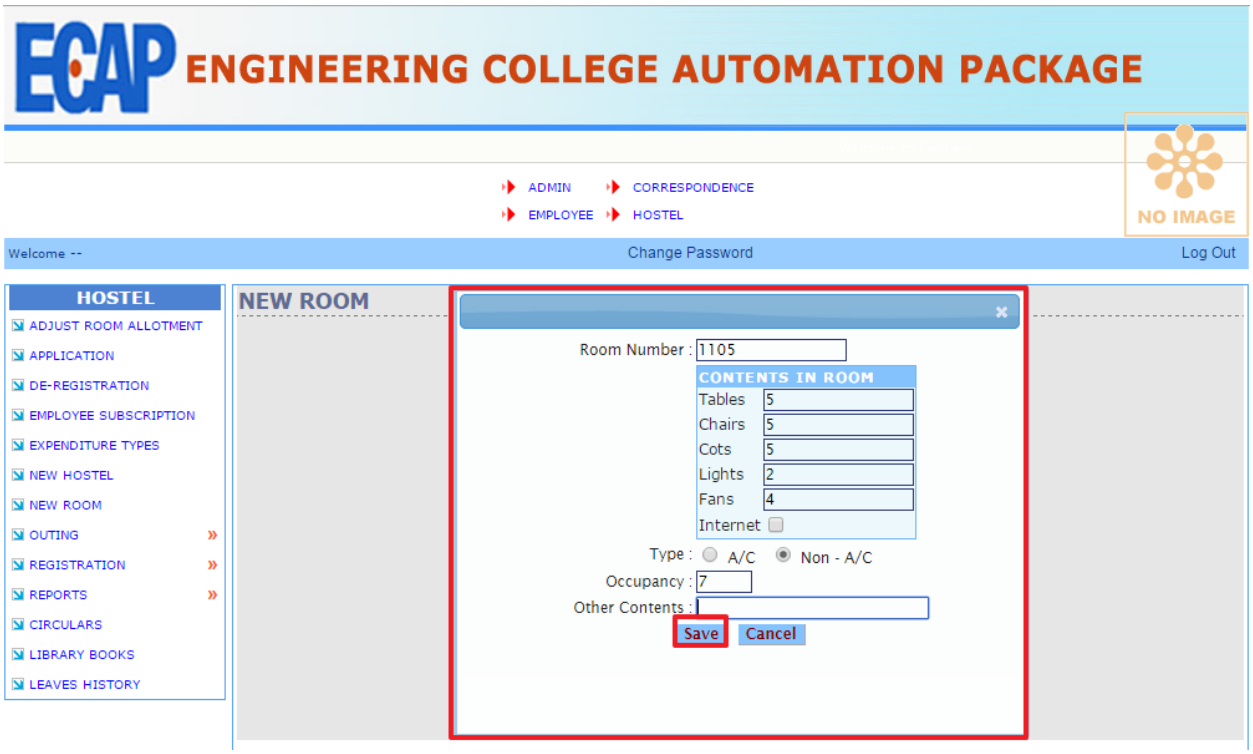
Step6:-Please Select Dropdown List.



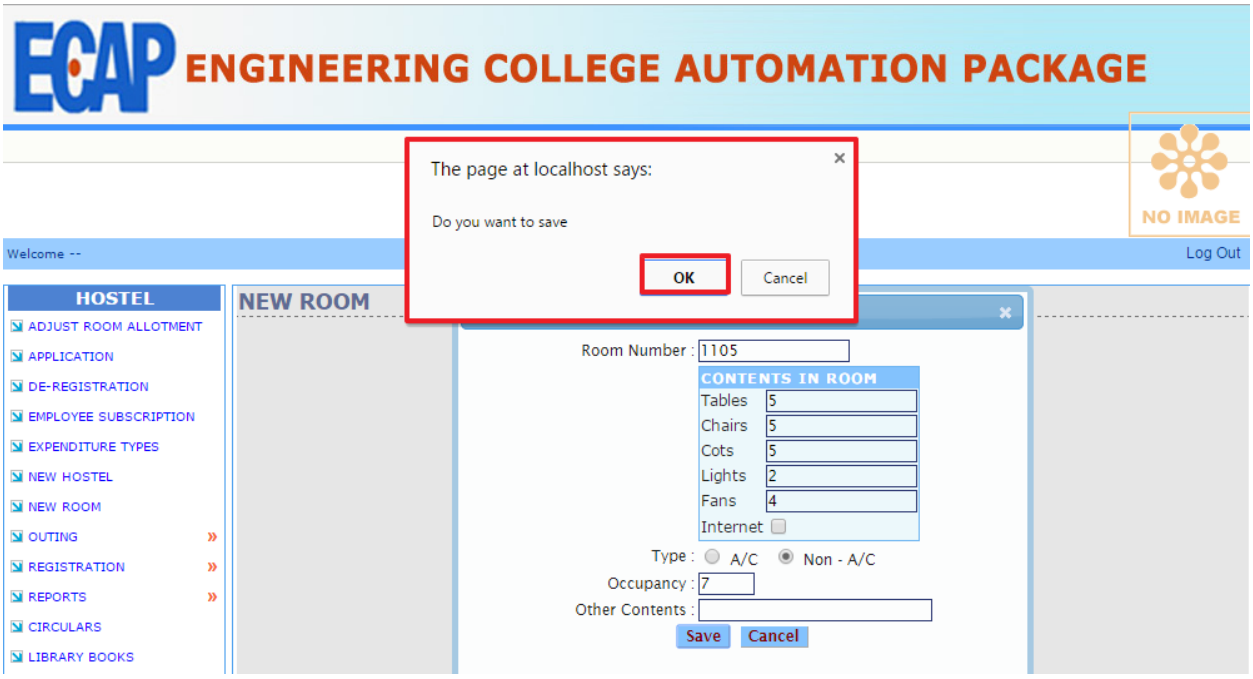
Step7:-Please Select New Room.



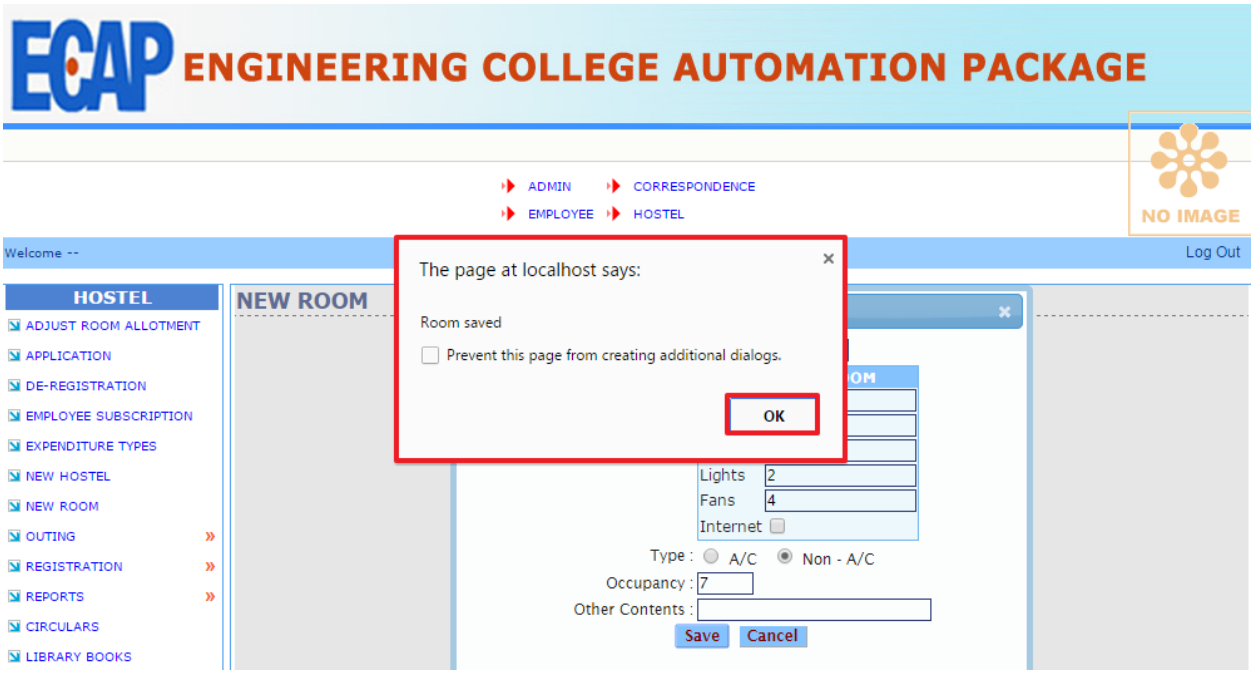
Step8:-Please Select Room Number, Tables, Chairs, Cots, Light, Fans, Internet, Type, Occupancy And Click Save Button.



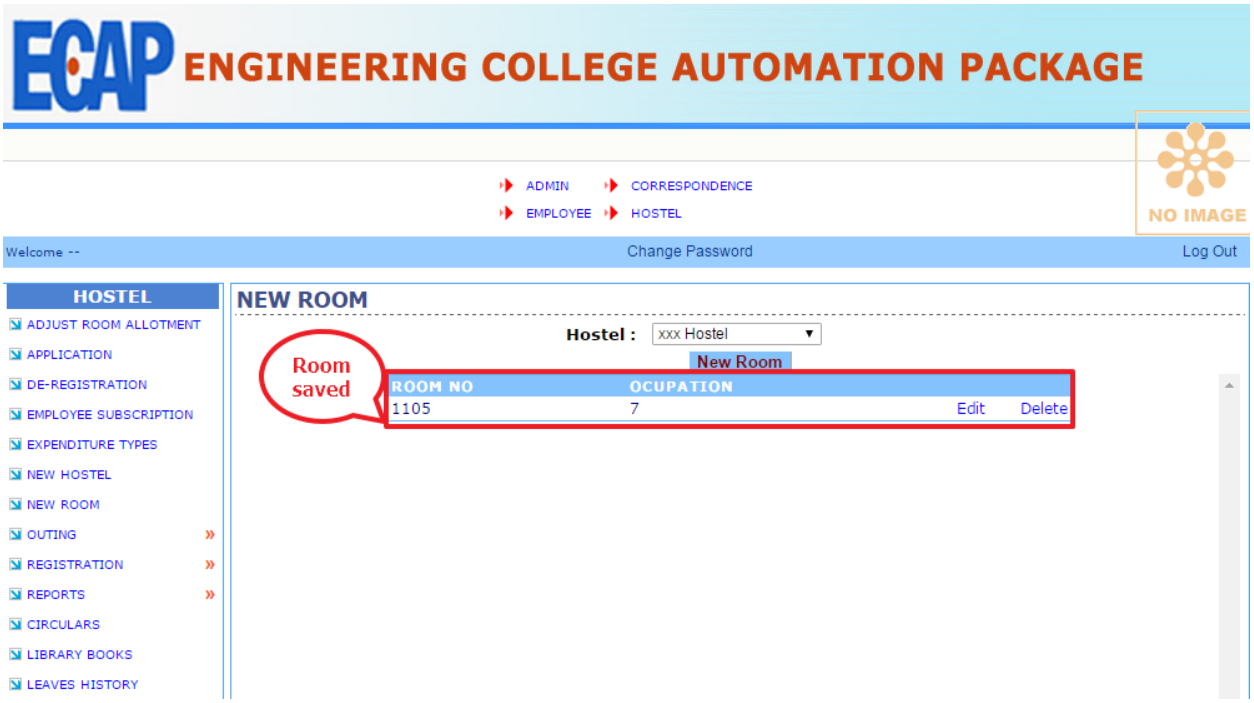
Step9:-Please Click Ok.



Step10:-Please Click Ok.



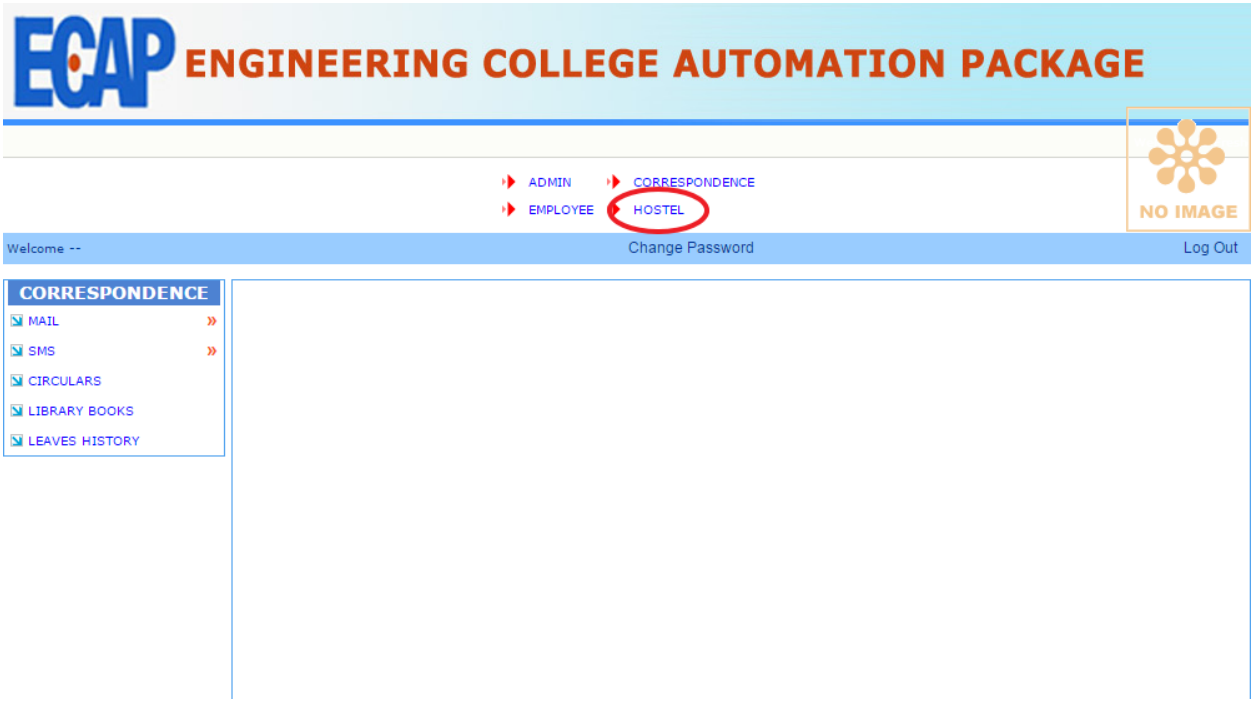
Step11:-Room Saved Successfully As Shown Below.



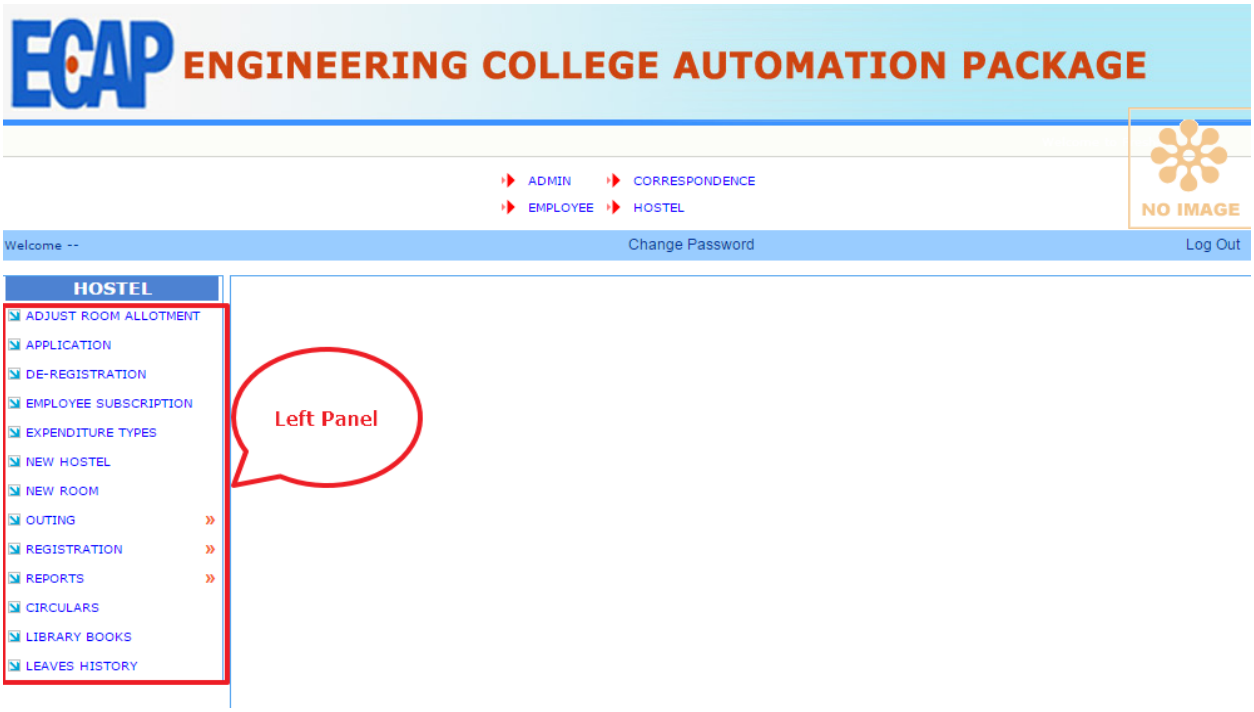
3) How To Register Students In To Hostel Through Online? (Registration->Online)

Ans:- Step 1:- Please Login In To "Ecap" By Using Your Username And Password.

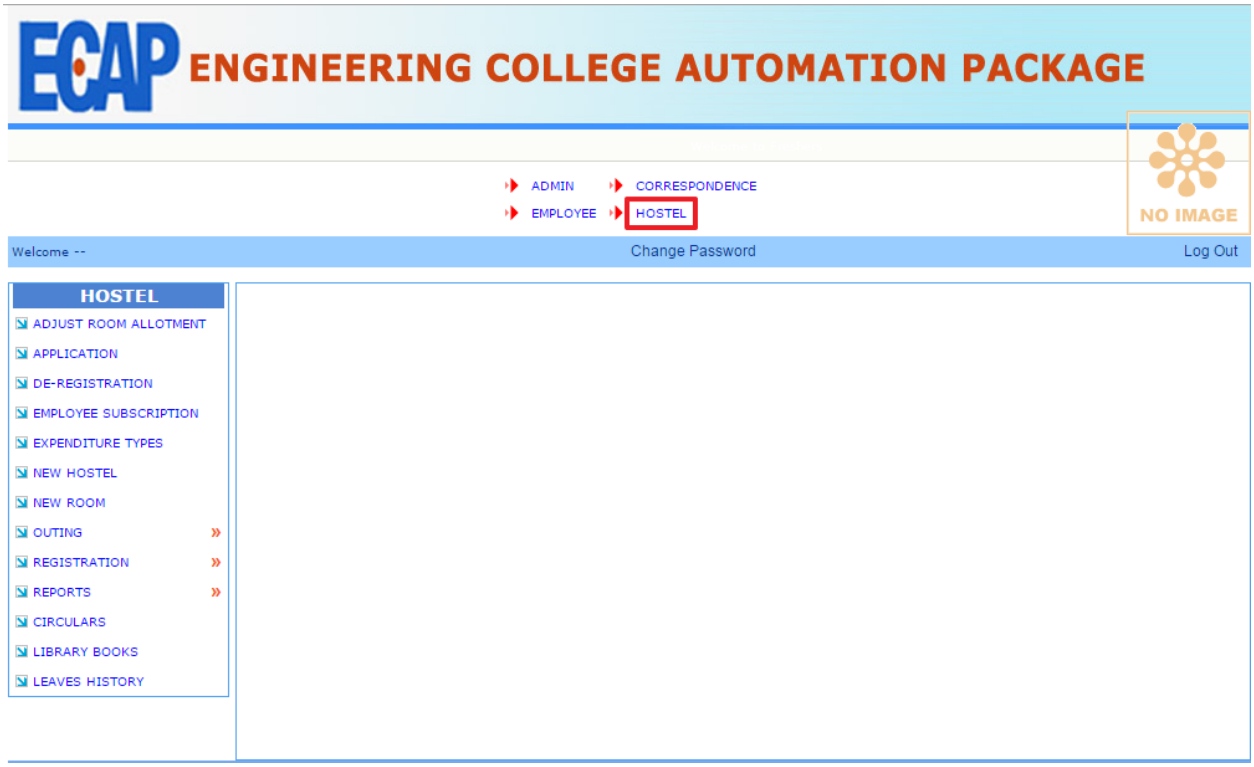
Step2:- Please Click On "Hostel" Module As Shown In Below.



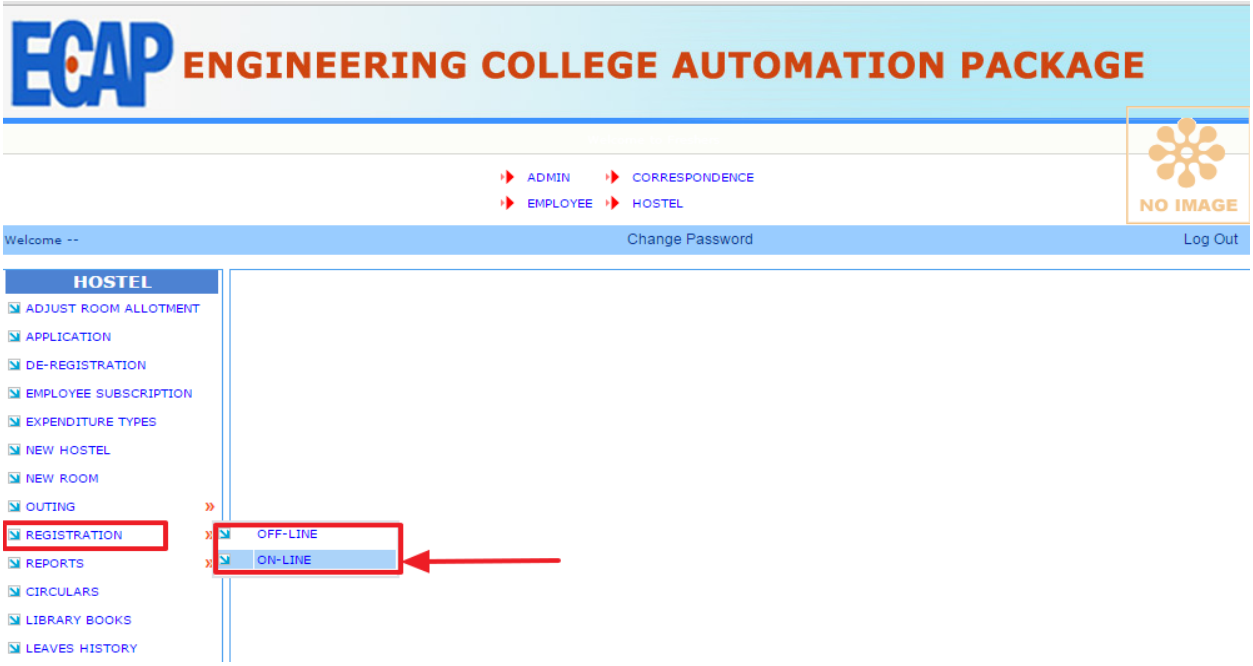
Step3:- After Click On "Hostel" Then You Will Find "Left Panel" As Shown In Below.



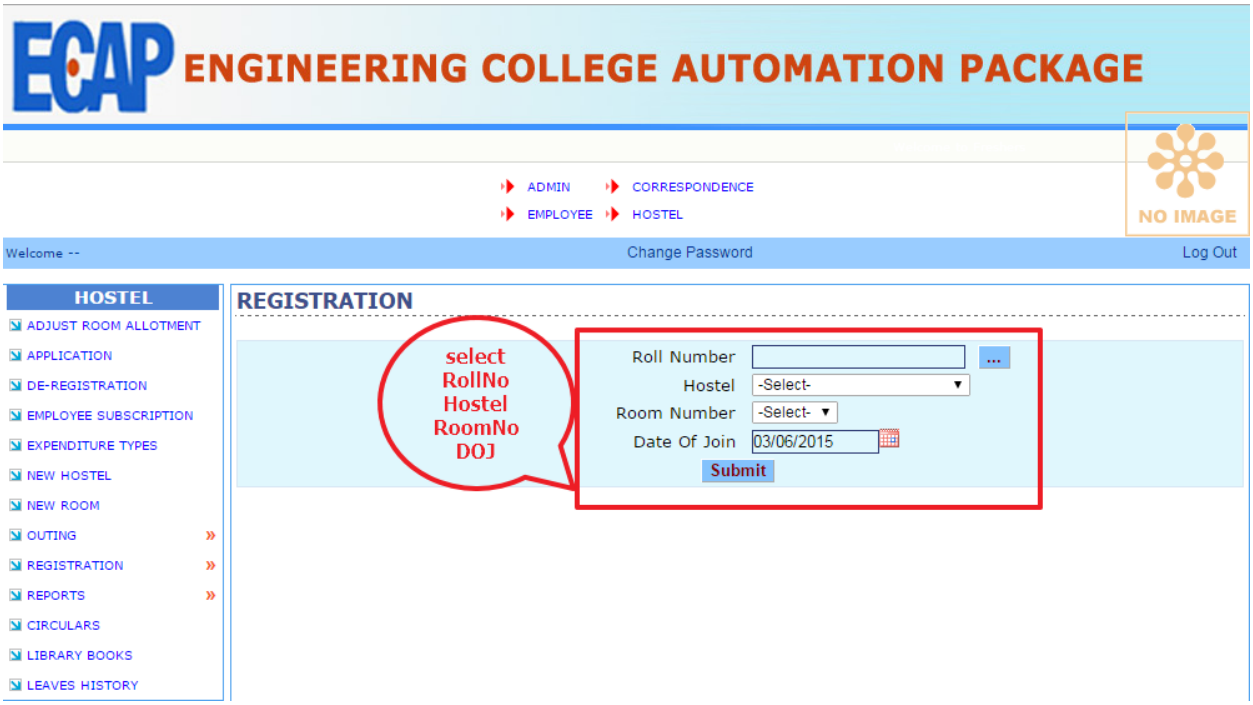
Step4:-Please Click On "Hostel" Which Is Available In Left Panel Menu As Shown In Below.



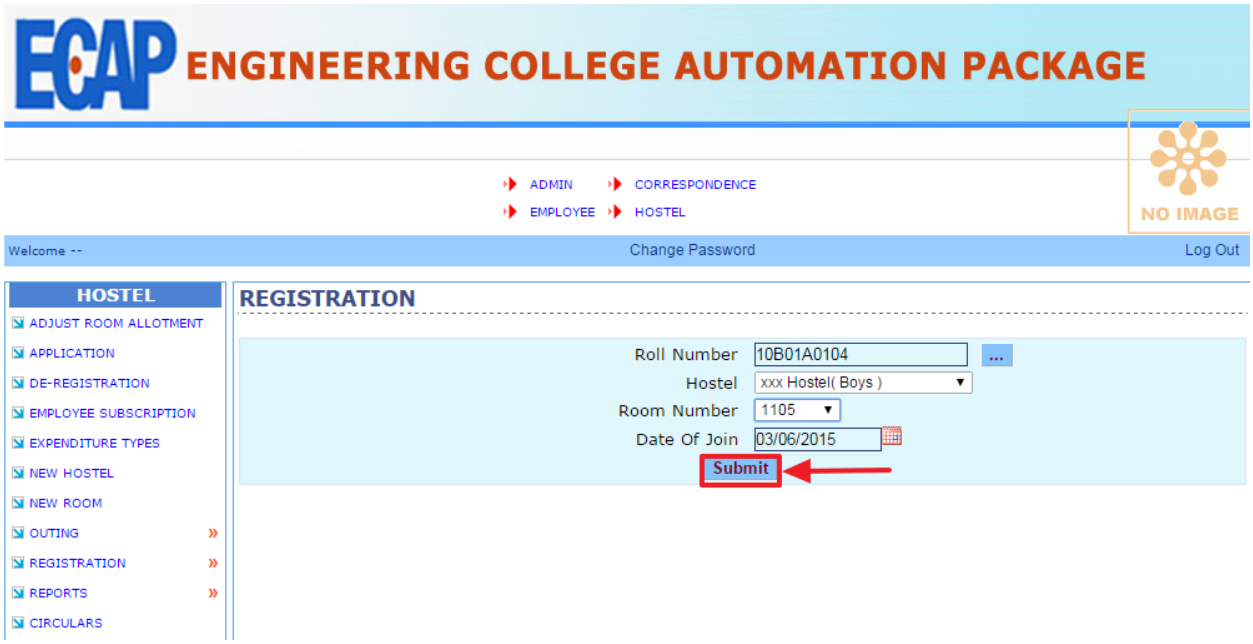
Step5:- Please Place Your Mouse Pointer On "Registration" Link Which Is Available In Left Menu. Then You Will Find "Sub Links Menu" As Shown In Below. "Online" Option In Sub Links Menu As Shown In Below.



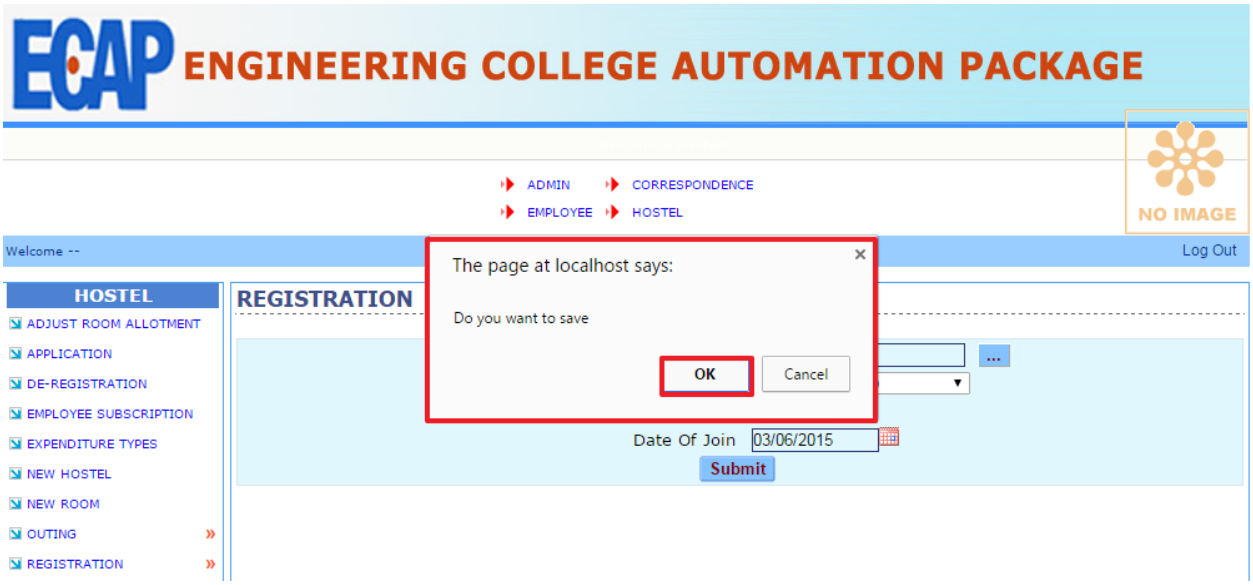
Step6:-Please Click On "Online" Option As Shown In Above Screen.Then You Will Find "Rollno" , "Hostel" , "Roomno" , "Date Of Join" And Then Please Select Submit Button.



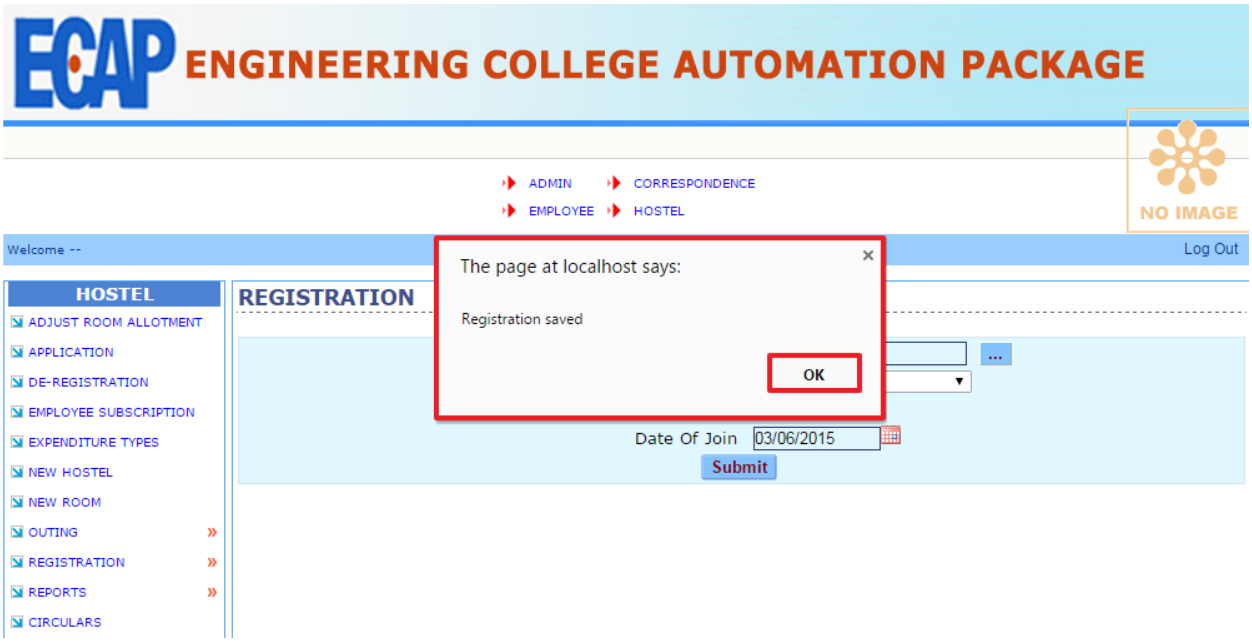
Step7:-Please Select Submit Button.



Step8:-Please Click Ok.



Step9:-Please Click Ok. Registration Saved Successfully As Shown Below.

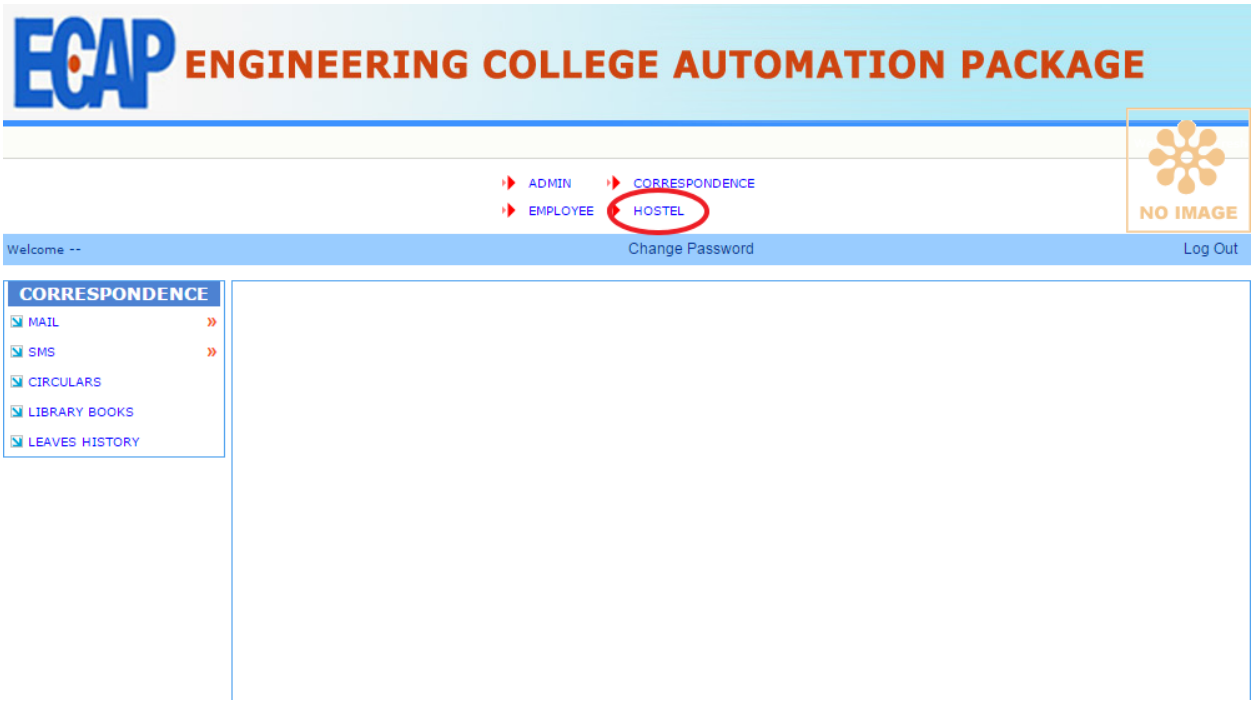


4) How To Upload Hostel Students Data Through Offline Which Is Available In Excel File?

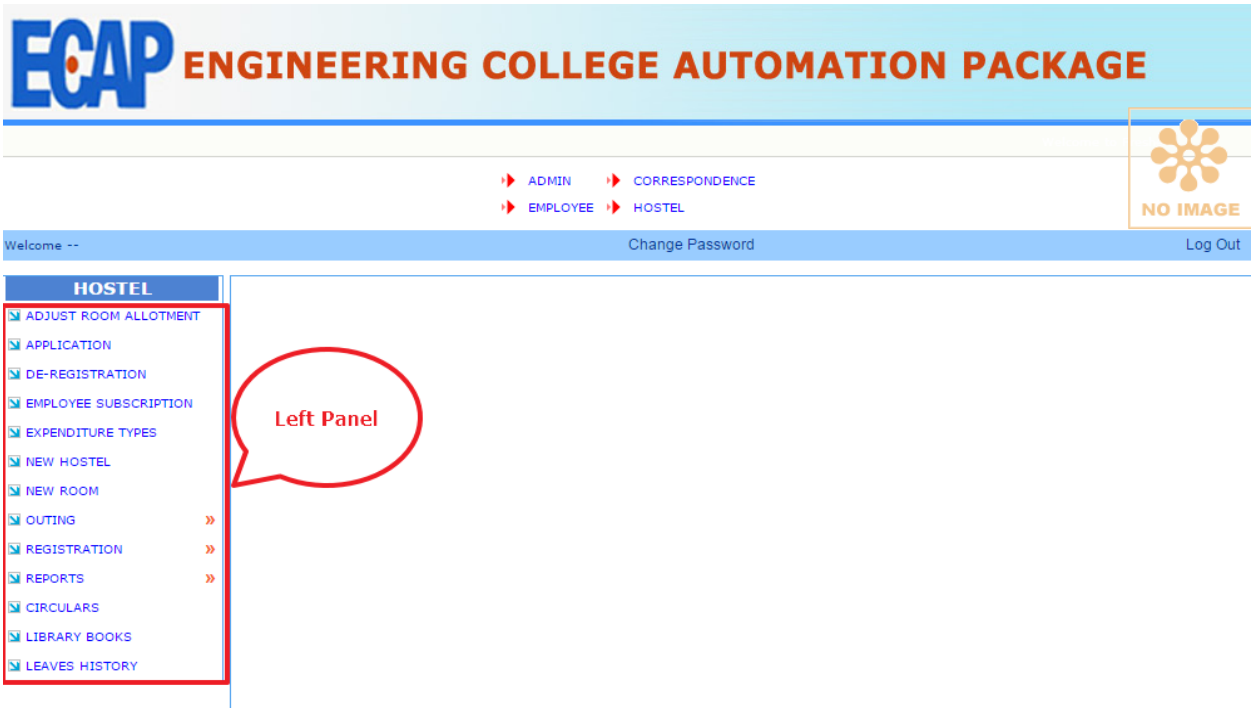
(Registration->Offline)

Ans:- Step 1:- Please Login In To "Ecap" By Using Your Username And Password.

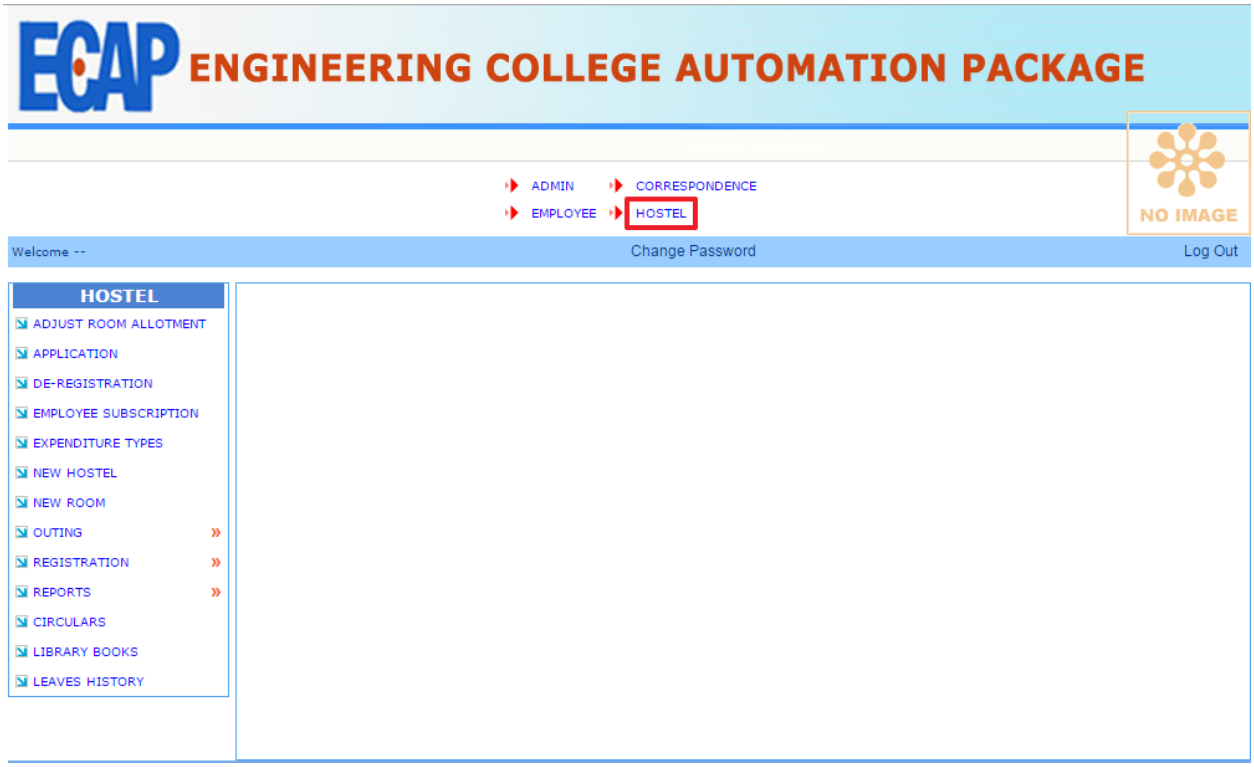
Step2:- Please Click On "Hostel" Module As Shown In Below.



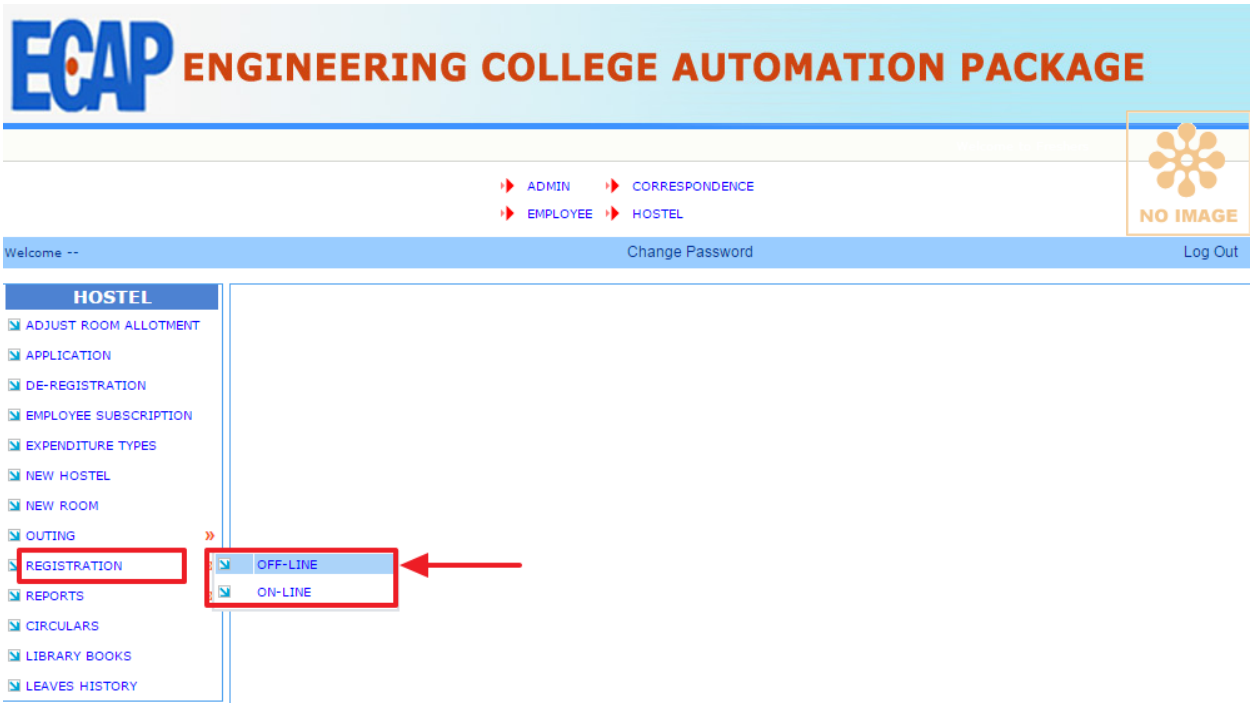
Step3:- After Click On "Hostel" Then You Will Find "Left Panel" As Shown In Below.



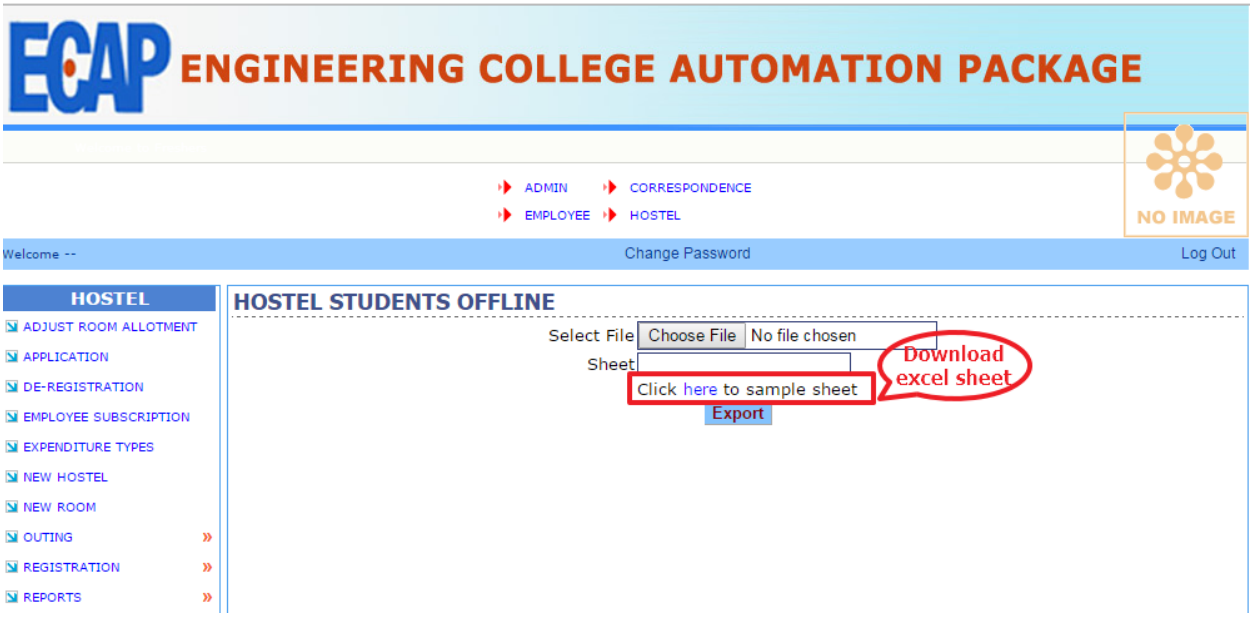
Step4:-Please Click On "Hostel" Which Is Available In Left Panel Menu As Shown In Below.



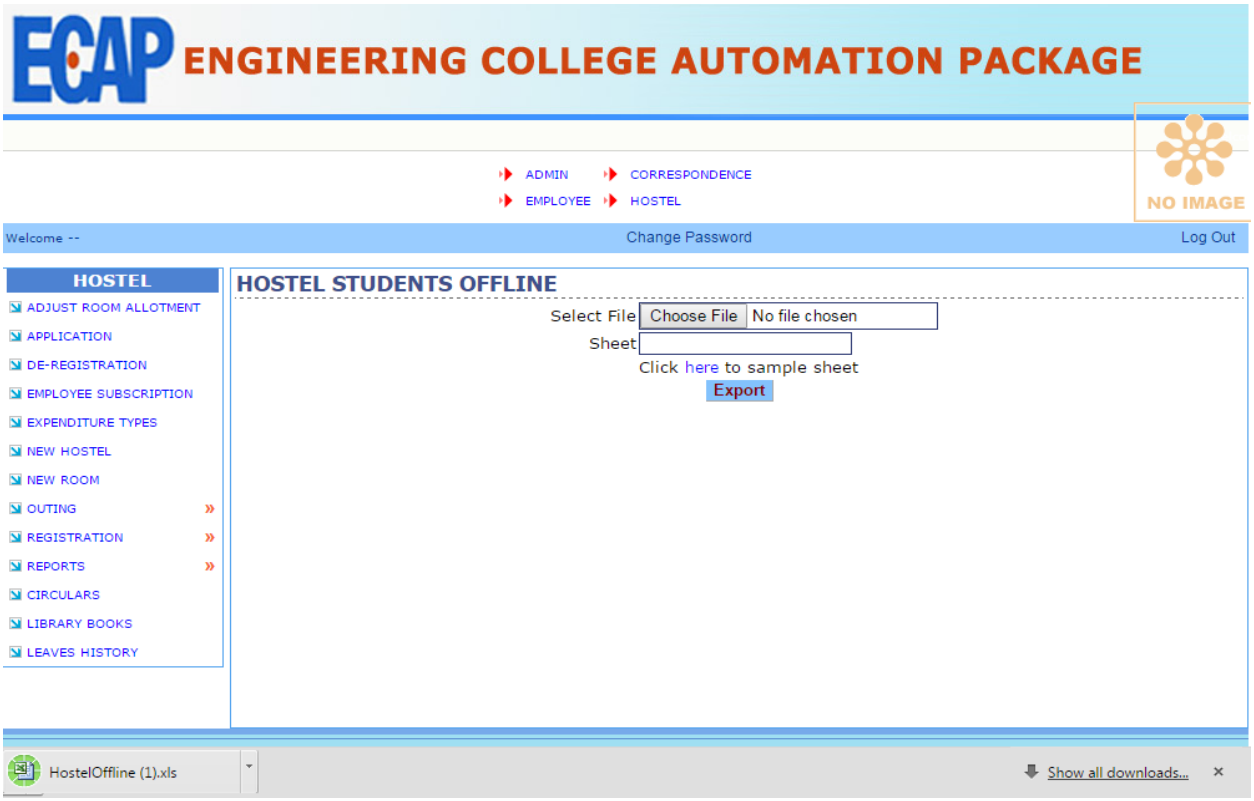
Step5:- Please Place Your Mouse Pointer On "Registration" Link Which Is Available In Left Menu. Then You Will Find "Sub Links Menu" As Shown In Below. "Off-Line" Option In Sub Links Menu As Shown In Below.



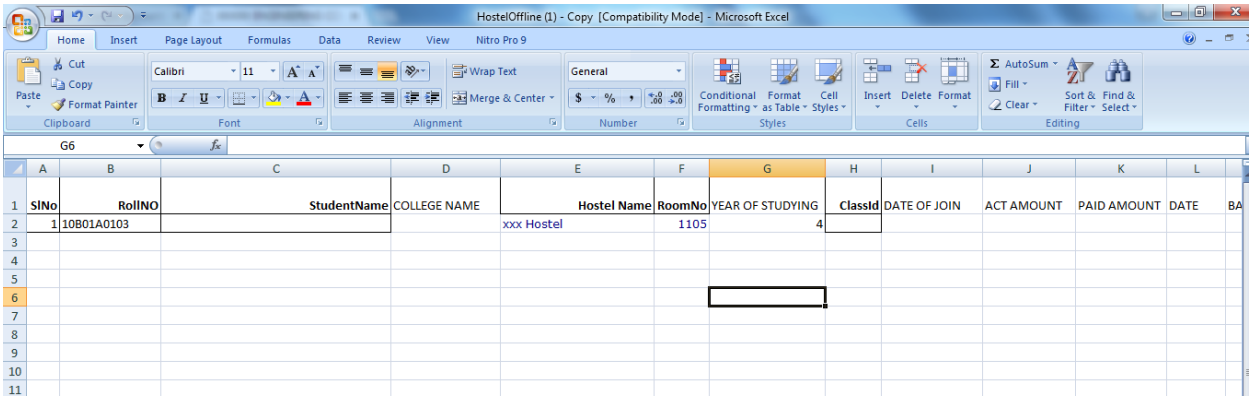
Step6:- Please Download The Sheet.



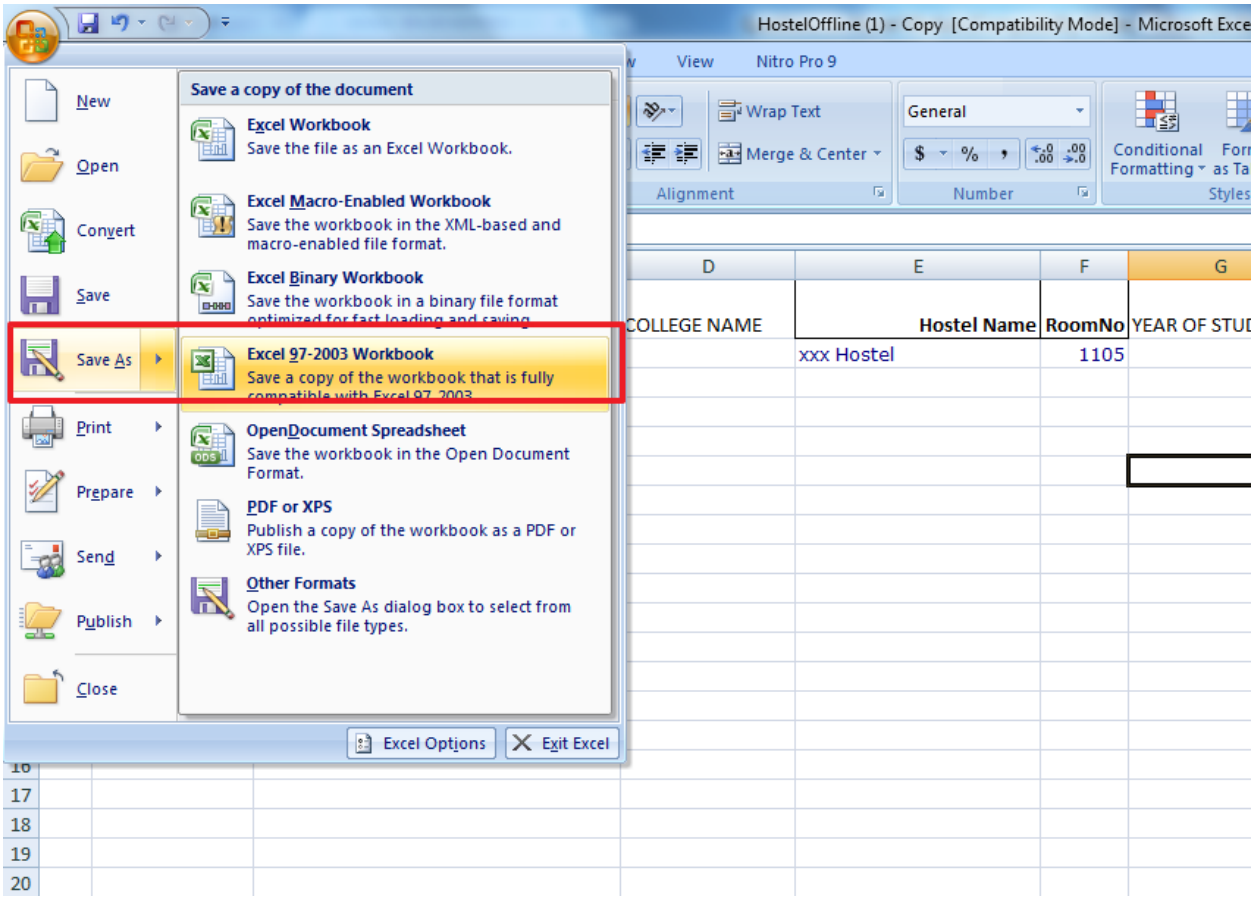
Step7:- Please Attach The File.



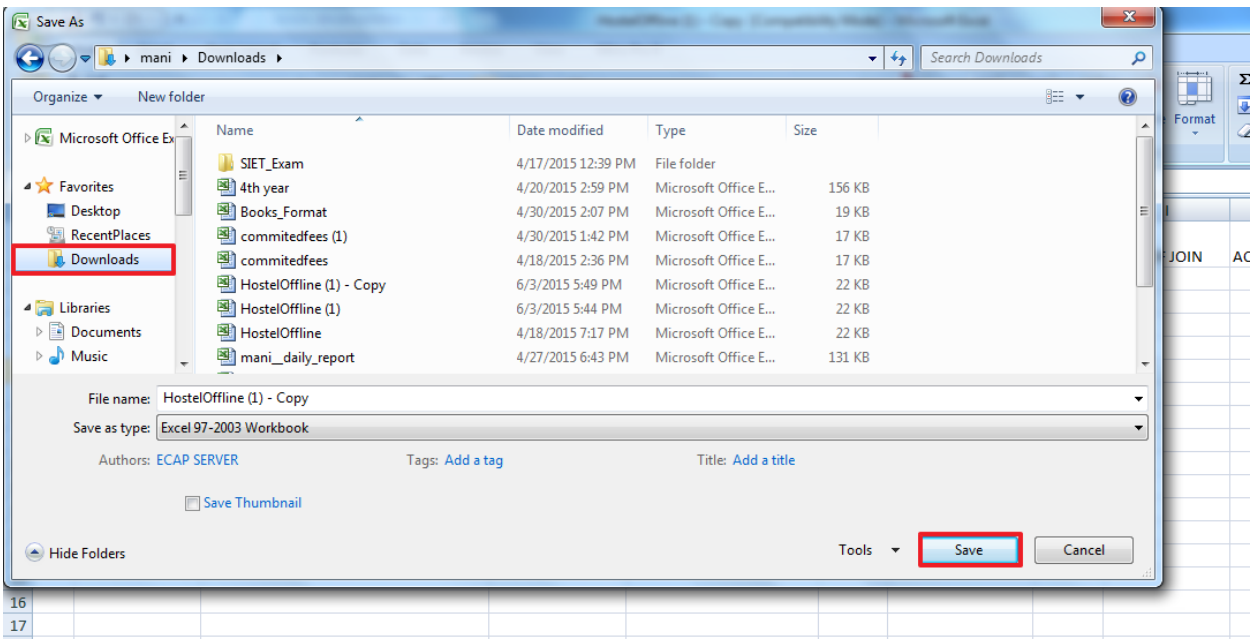
Step8:- Please Open The Excel Sheet.



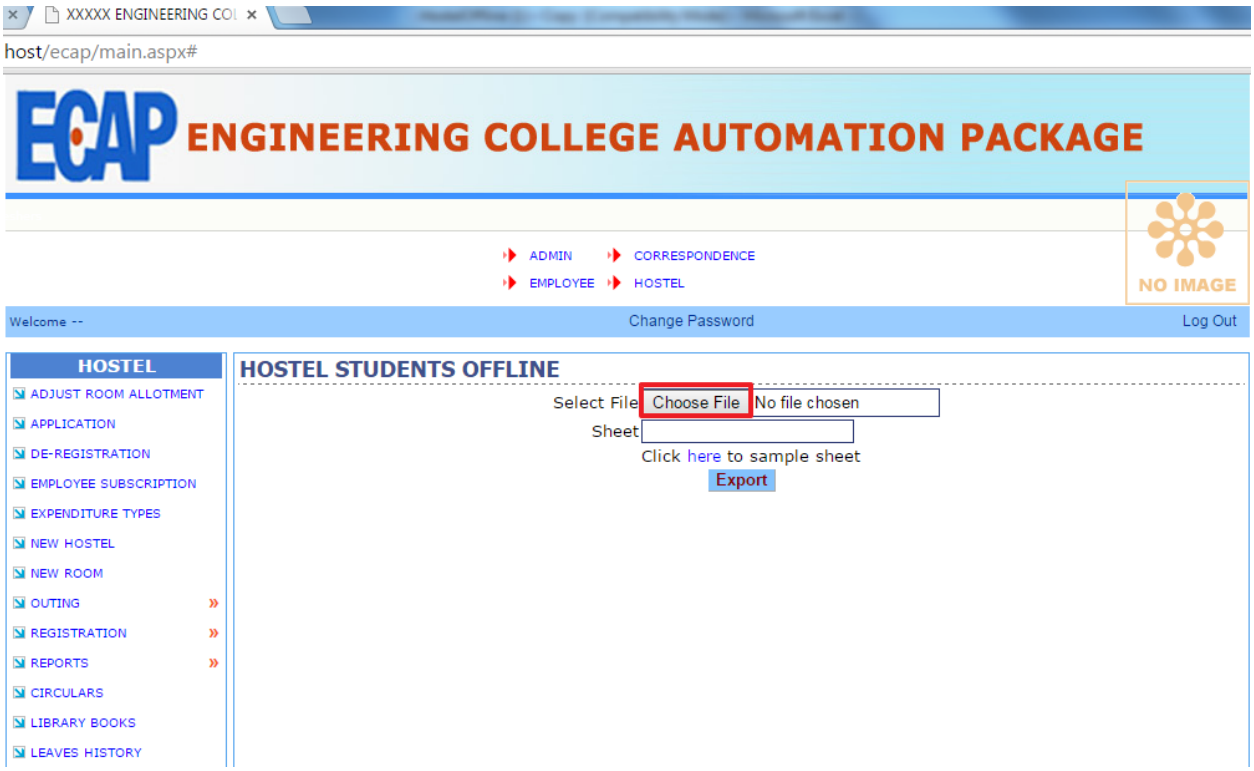
Step9:- Please Save As In Excel 97-2003 Format.



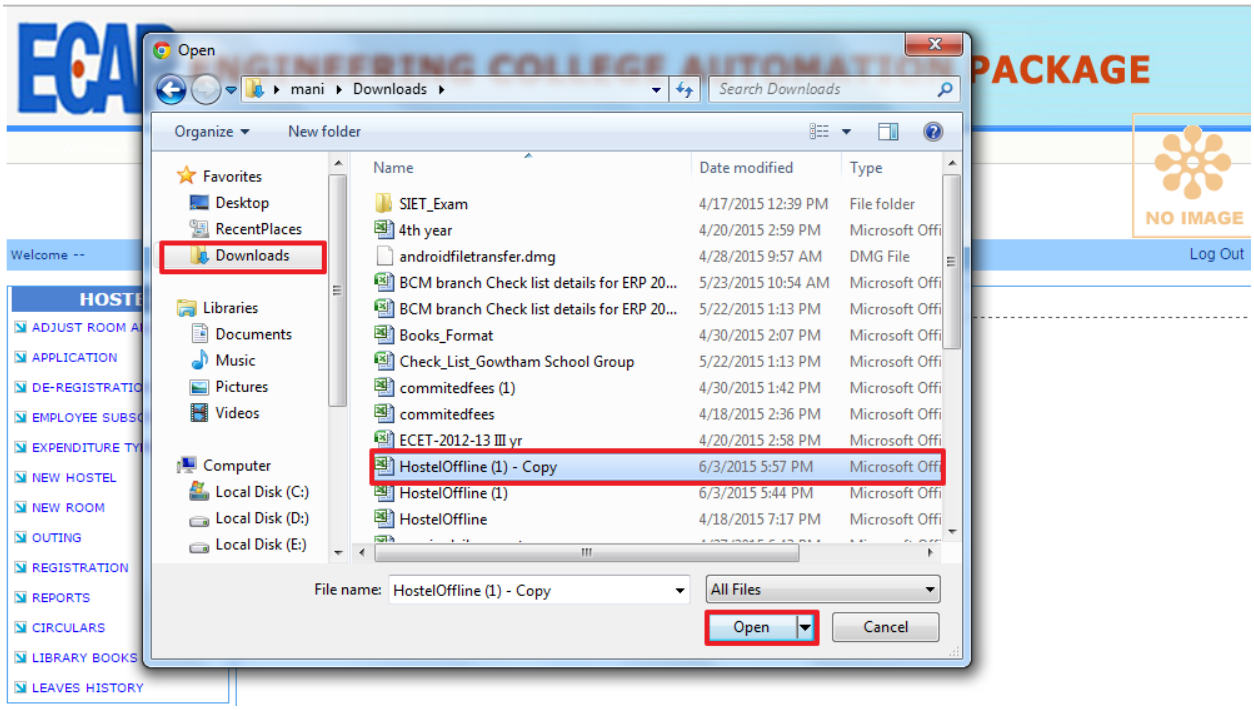
Step10:- Please Save The Sheet In Ant Folder.



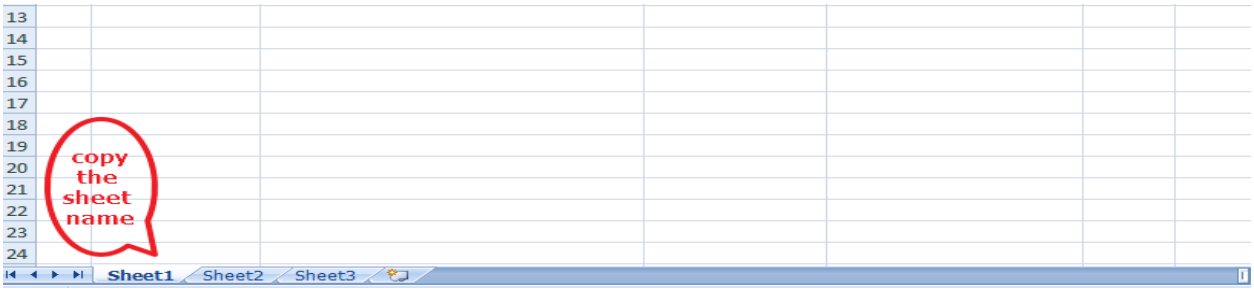
Step11:- Please Click Choose File.



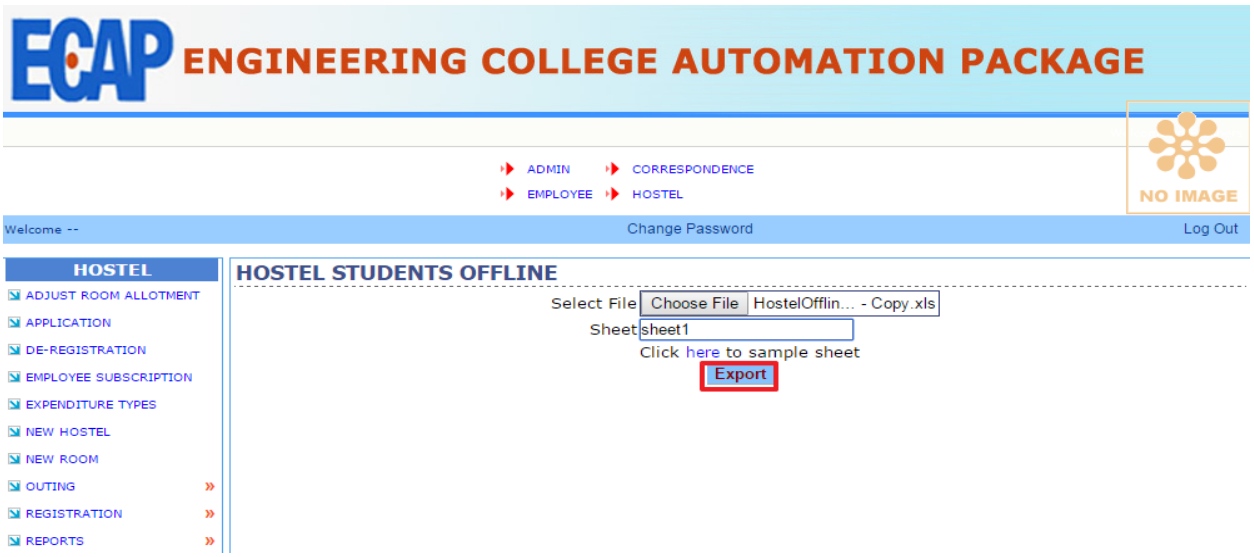
Step12:- Please Attach The File.



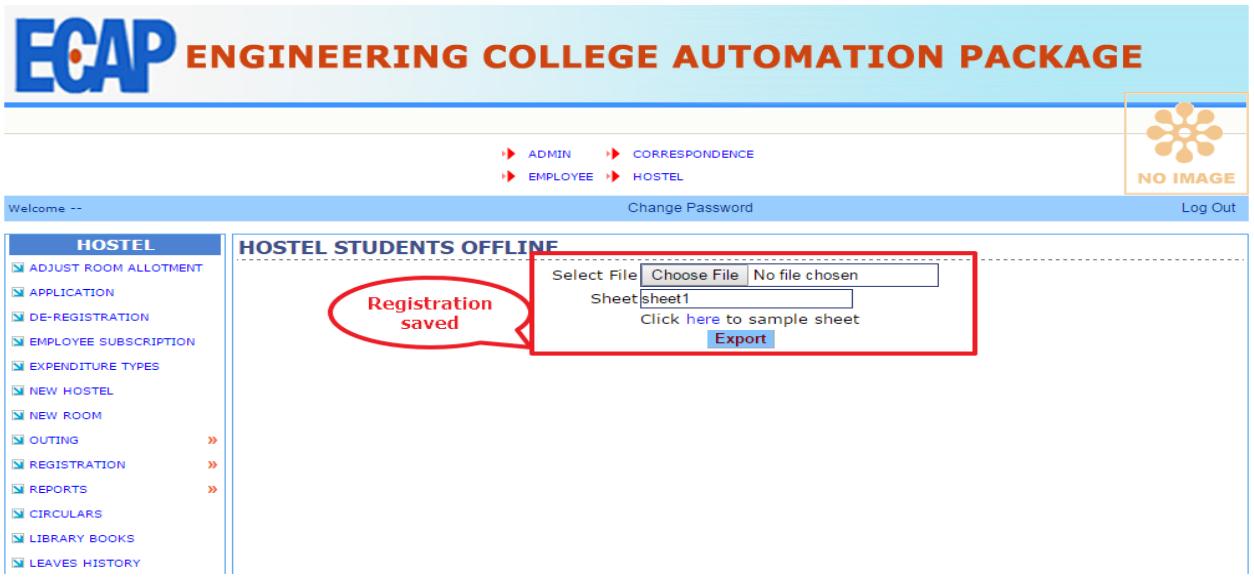
Step13:- **Please Copy The Sheet Name.**



Step14:- **Please Select Export Button.**



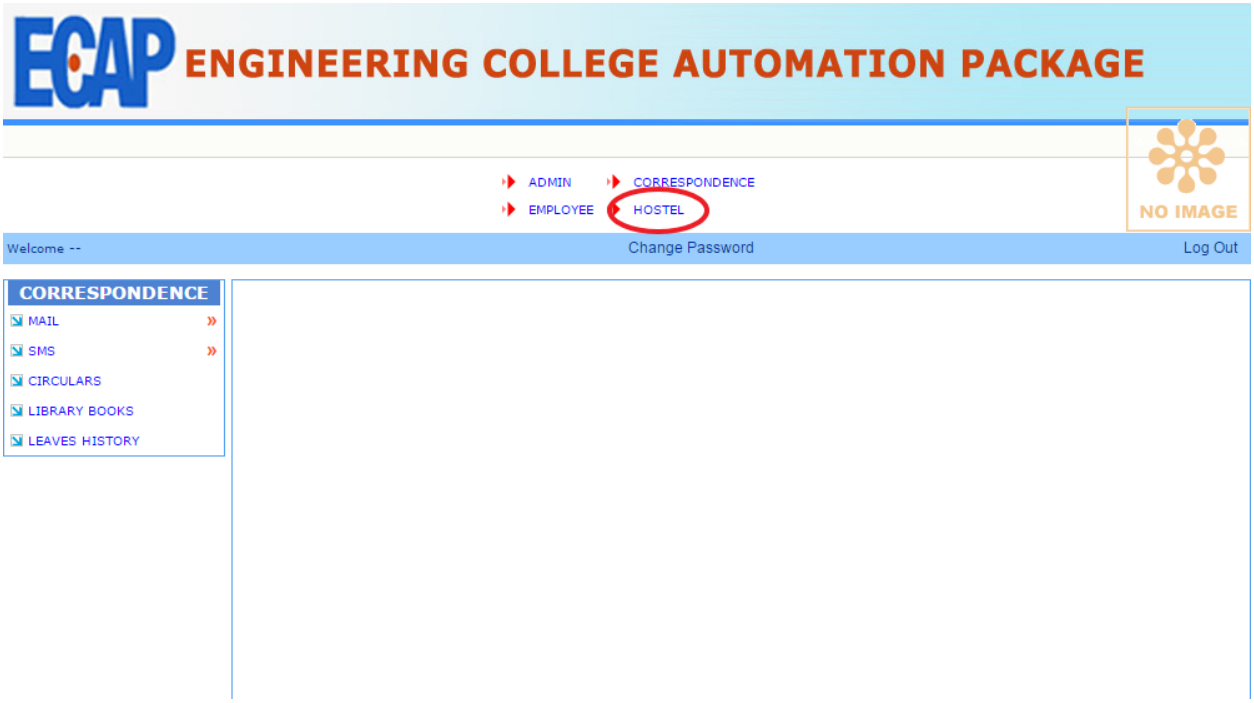
Step15:- **Registration Saved As Shown Below.**



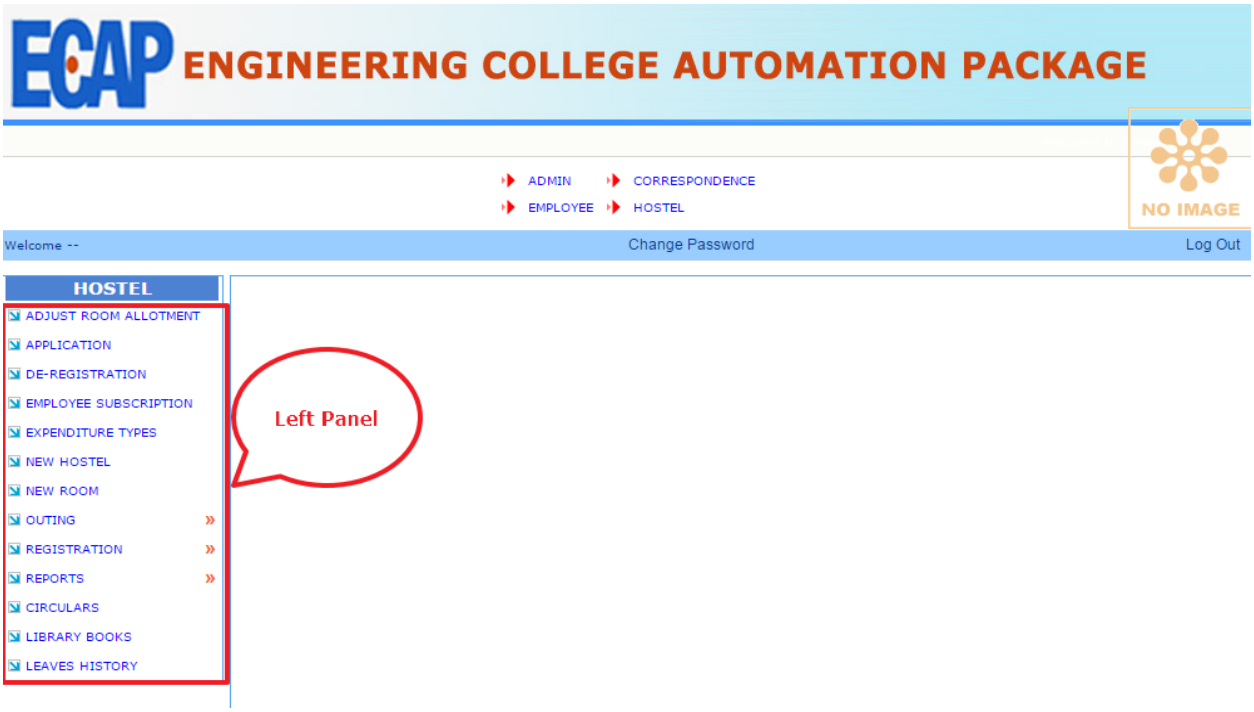
5) Where Can I Do Employee Registrations In To Hostel? (Employee Subscription)

Ans:- Step 1:- Please Login In To "Ecap" By Using Your Username And Password.

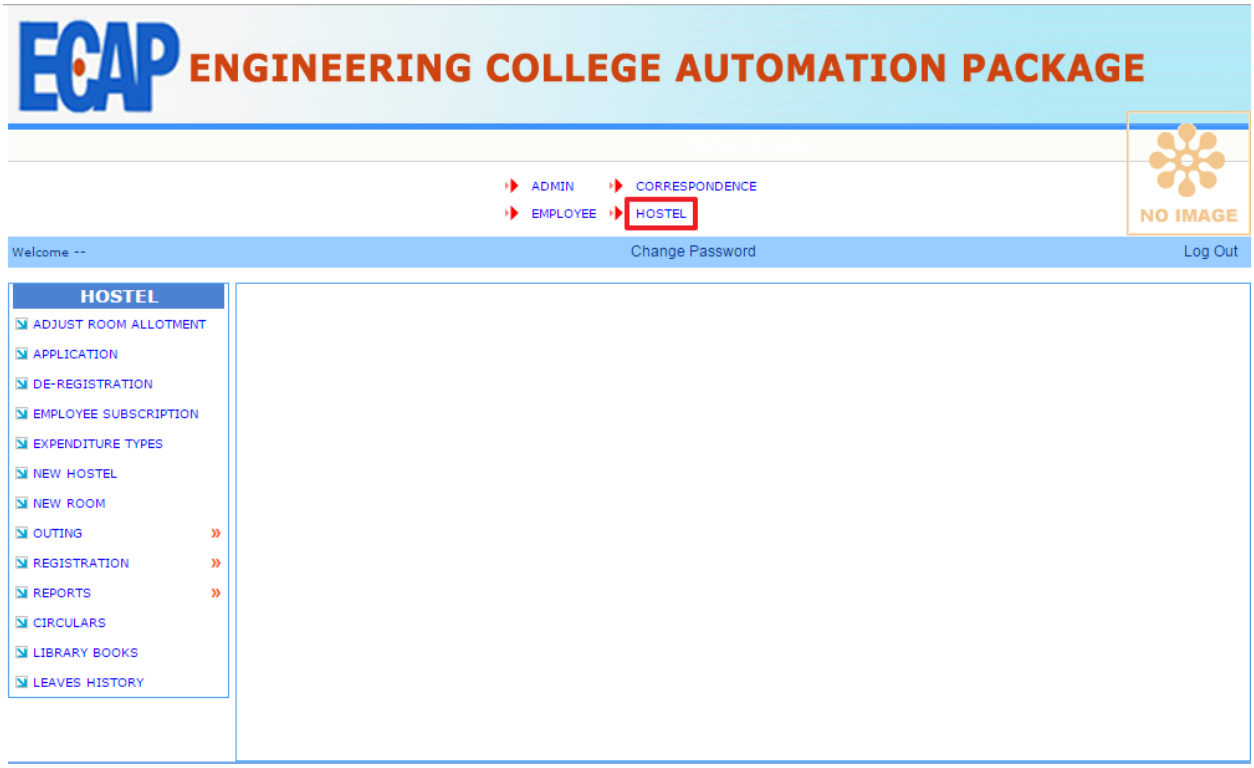
Step2:- Please Click On "Hostel" Module As Shown In Below.



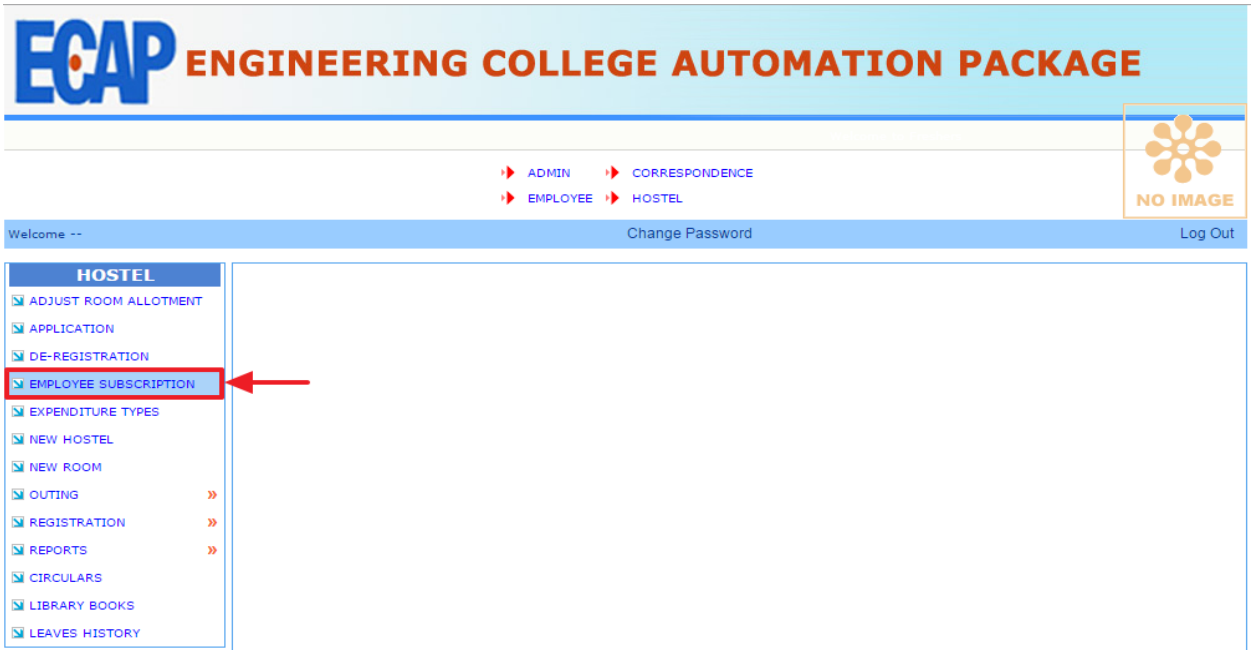
Step3:- After Click On "Hostel" Then You Will Find "Left Panel" As Shown In Below.



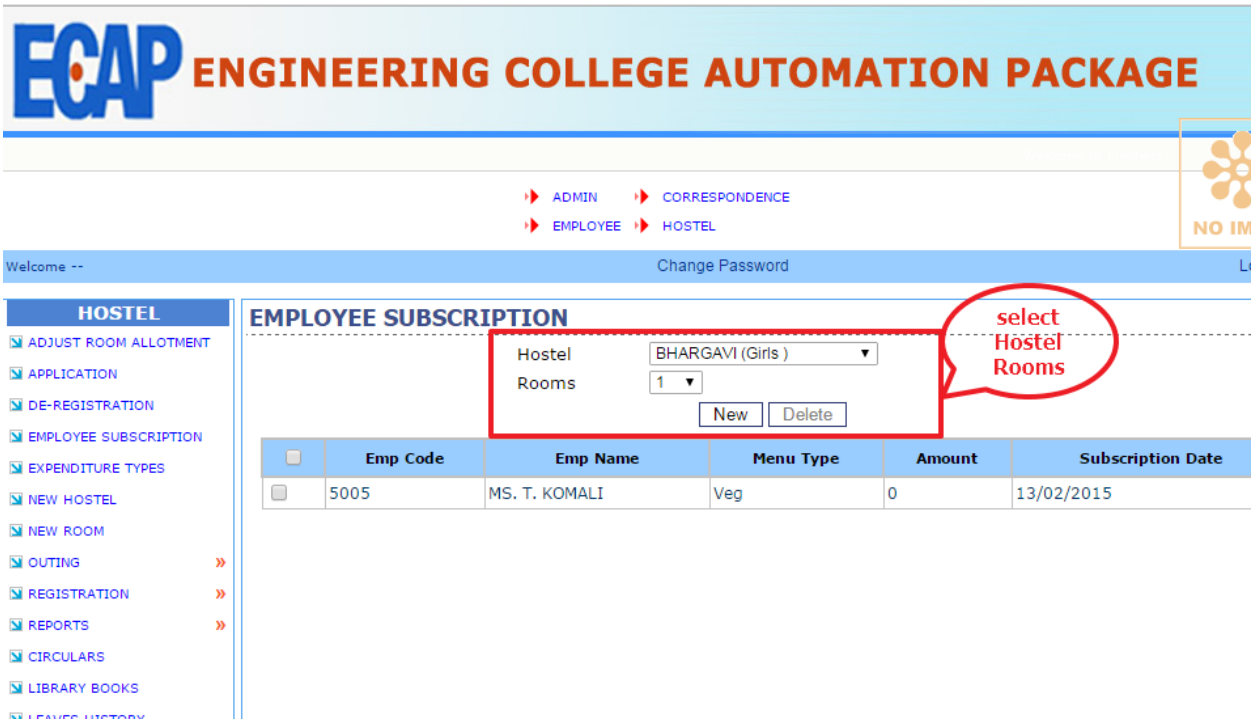
Step4:-Please Click On "Hostel" Which Is Available In Left Panel Menu As Shown In Below.



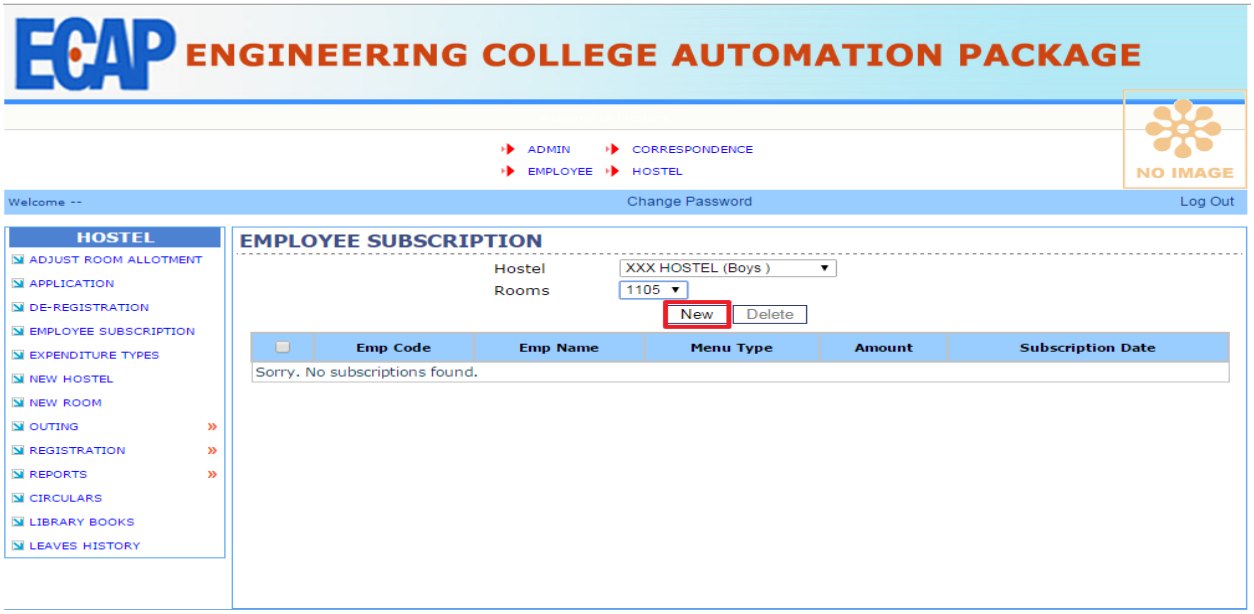
Step5:- Please Place Your Mouse Pointer On "Employee Subscription" Link Which Is Available In Left Menu.



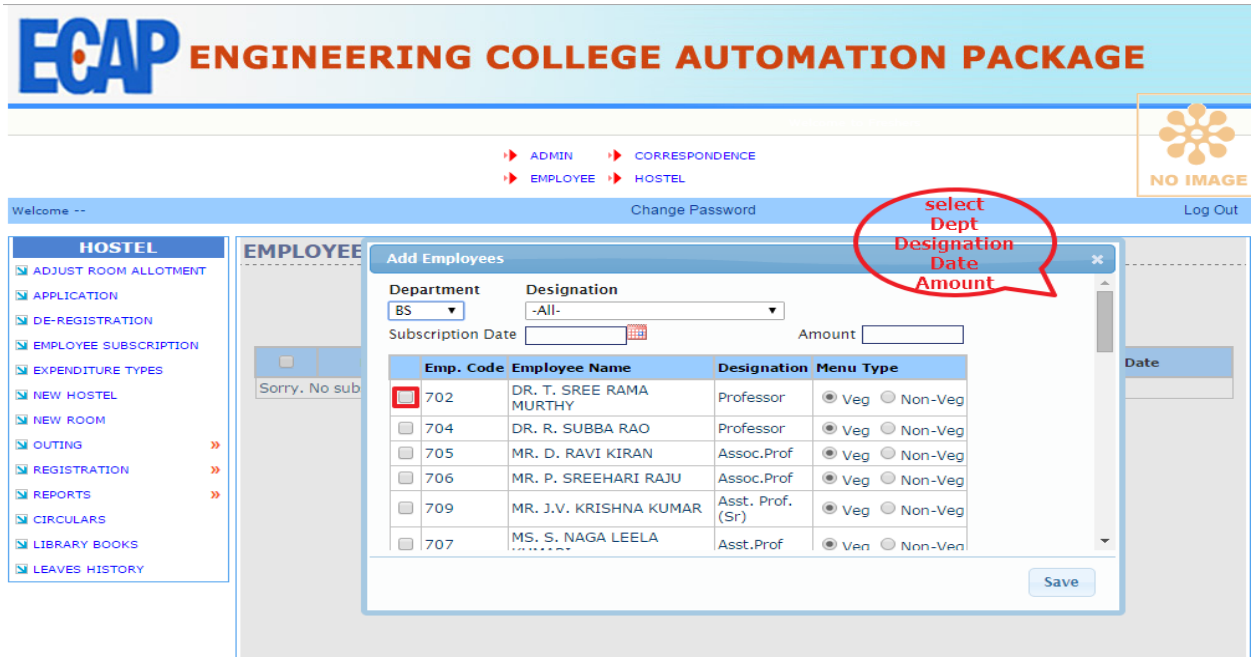
Step6:- Please Select Dropdown Hostel And Rooms.



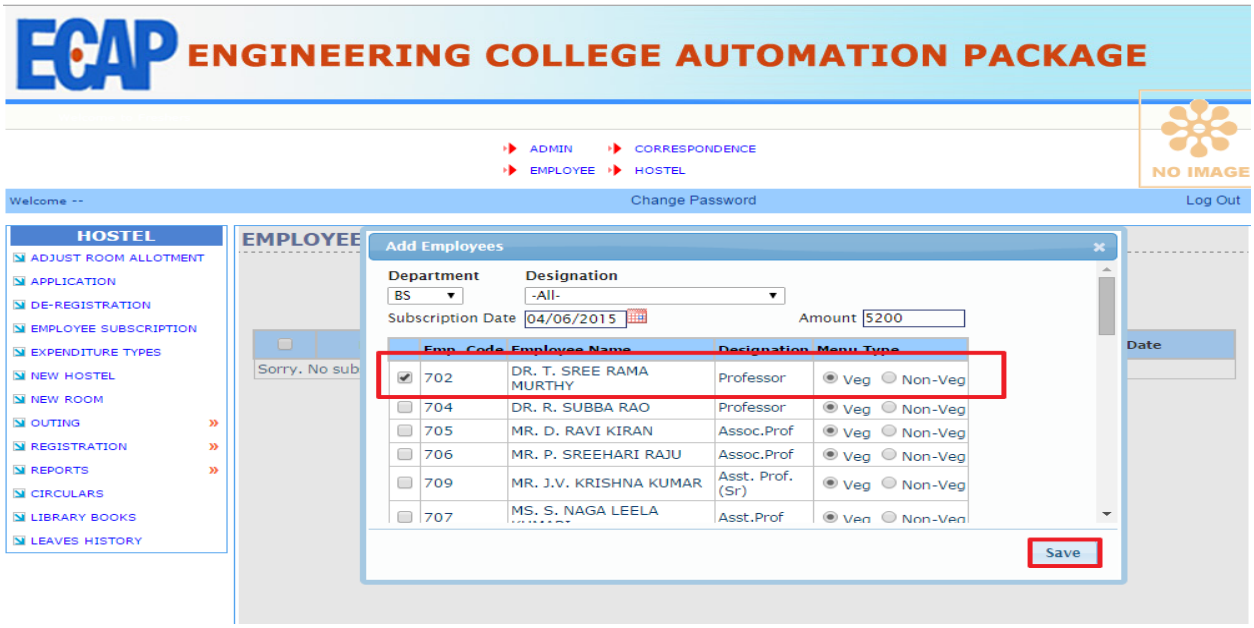
Step7:- Please Select New.



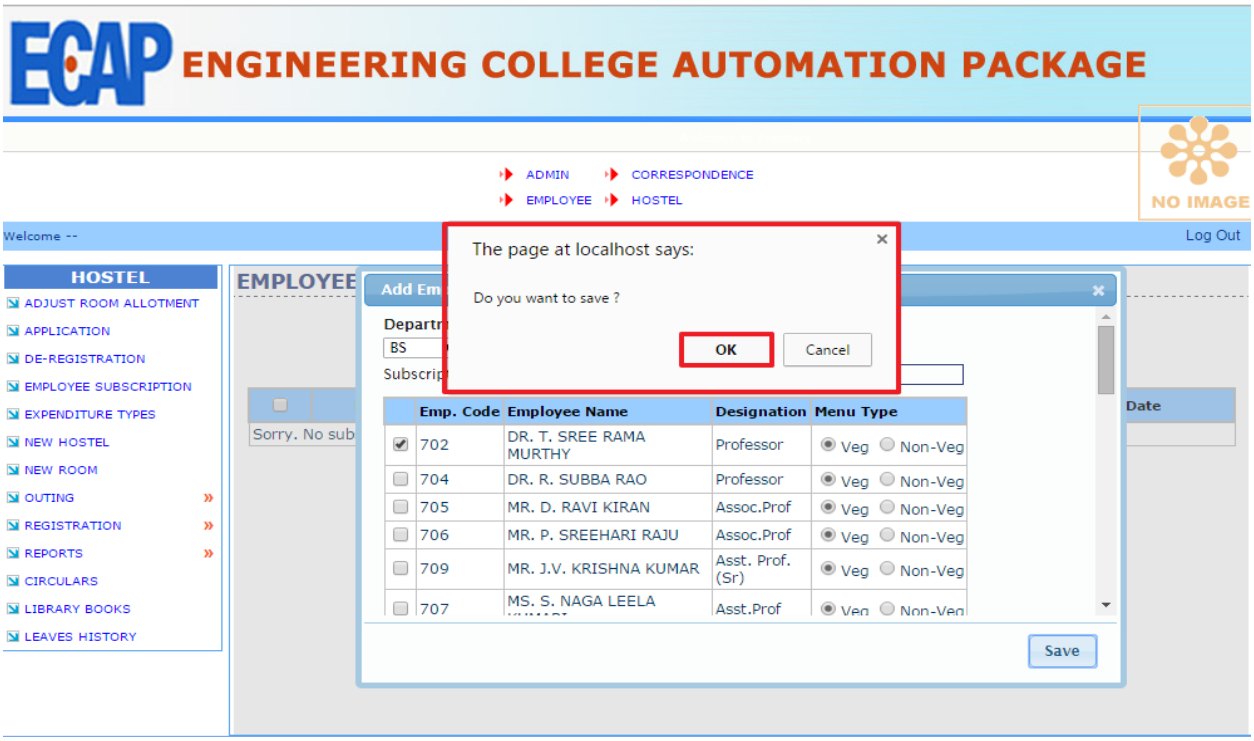
Step8:- Please Select Department, Designation, Date, Amount.



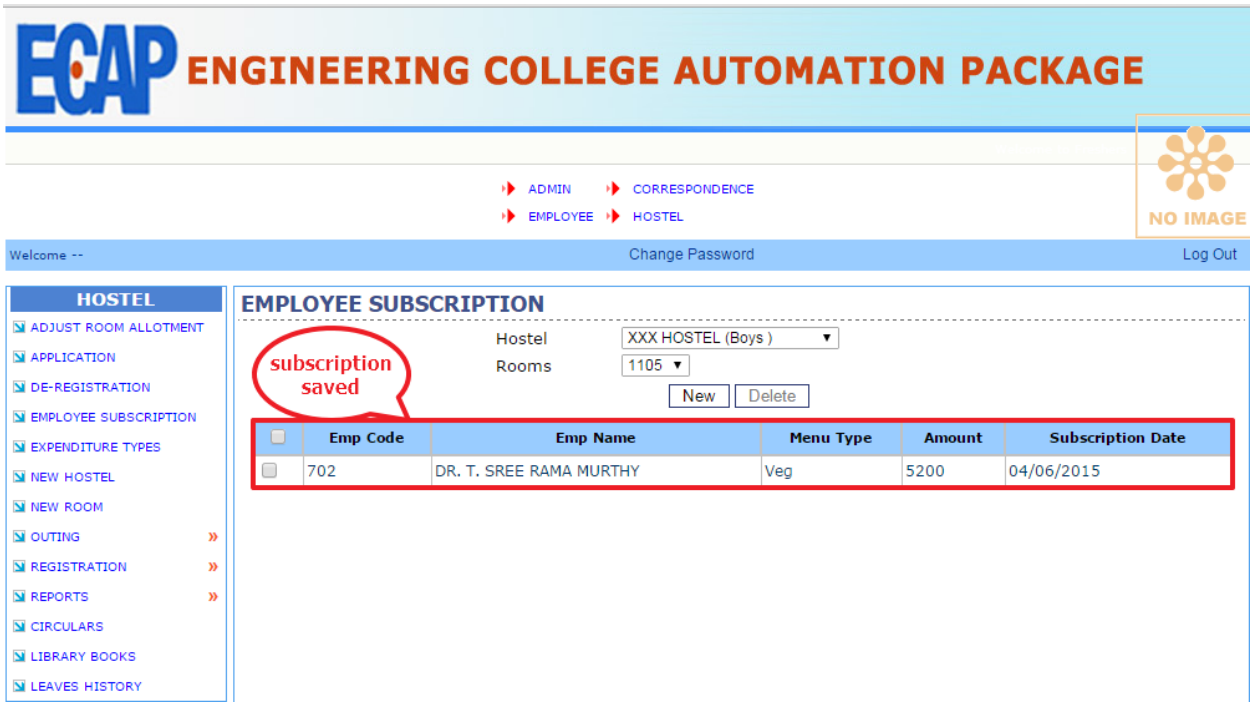
Step9:- Please Select Checkbox And Click Save Button.



Step10:Please Click Ok.



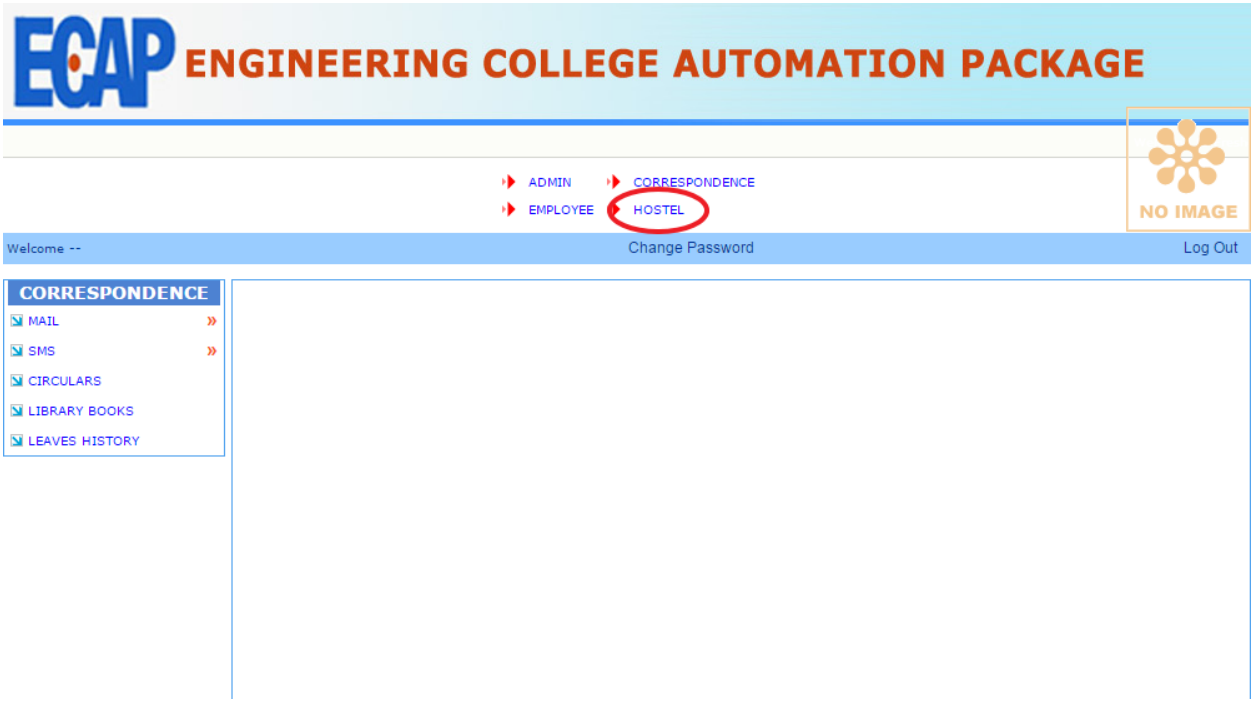
Step11:- Please Click Ok.



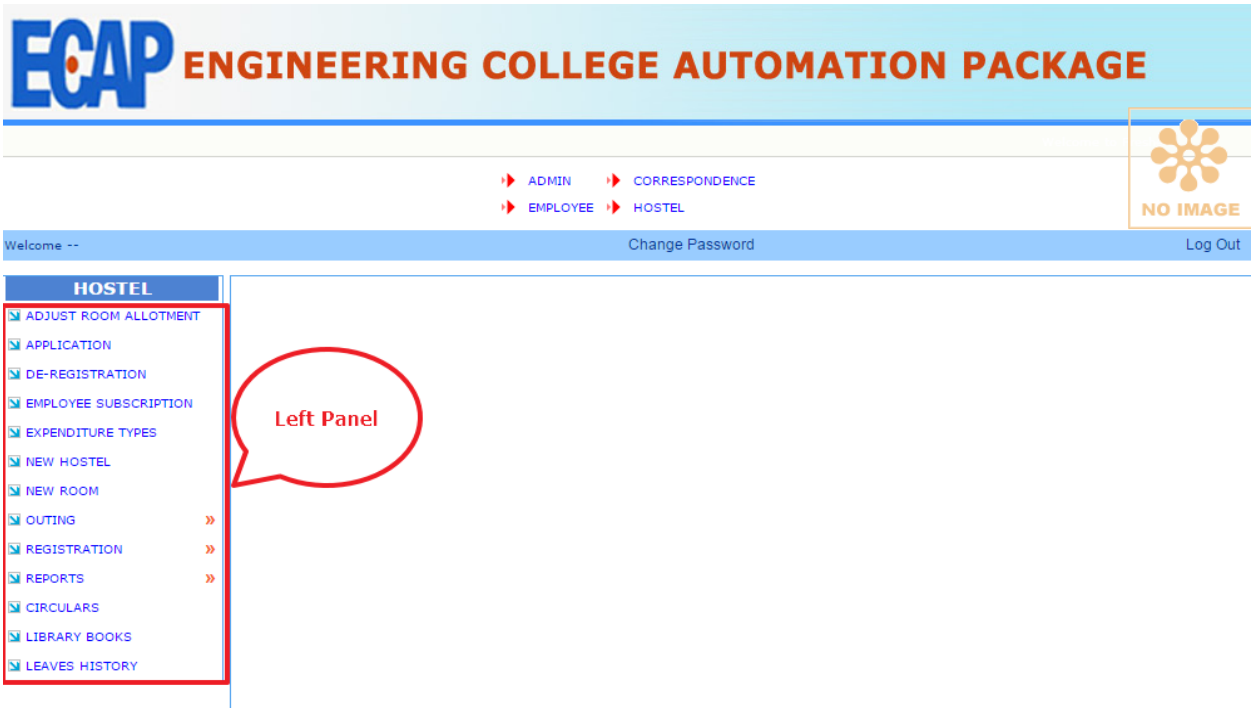
6) Where Can I Do Students De Registrations From Hostel? **(De-Registration)**

Ans:- Step 1:- **Please Login In To "Ecap" By Using Your Username And Password.**

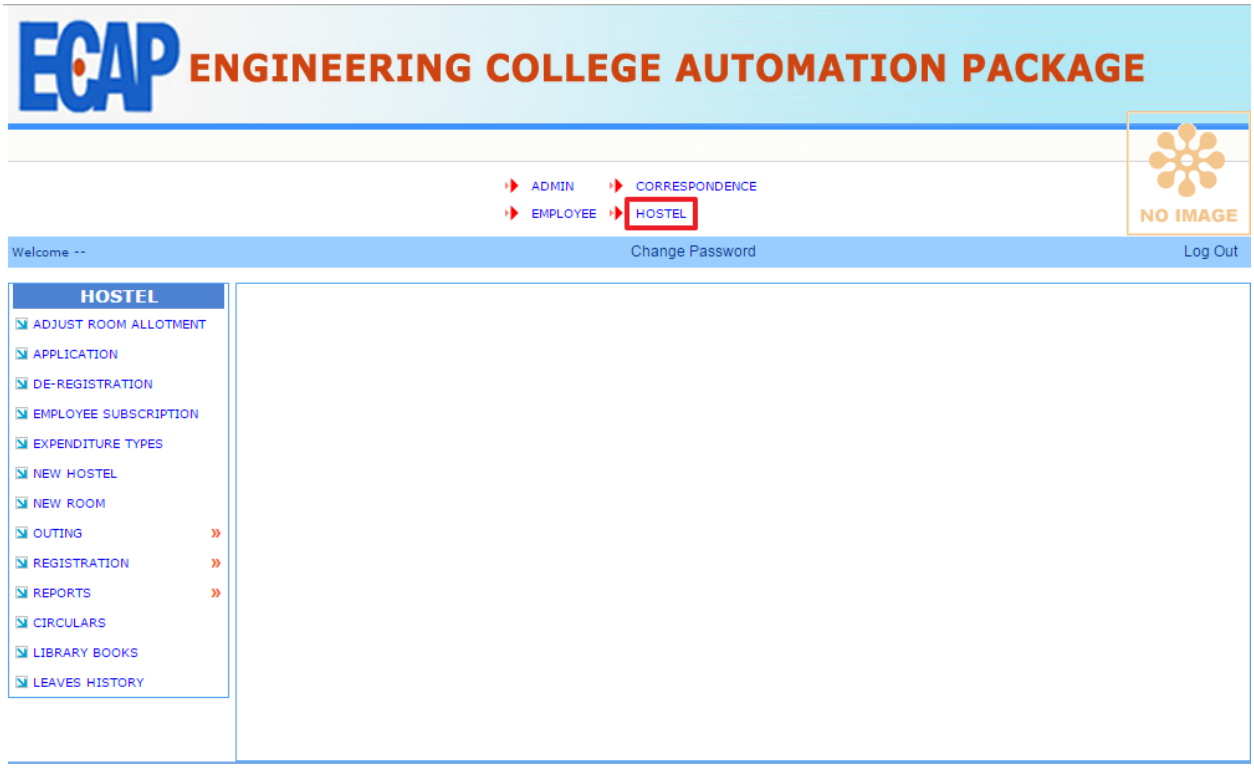
Step2:- **Please Click On "Hostel" Module As Shown In Below.**



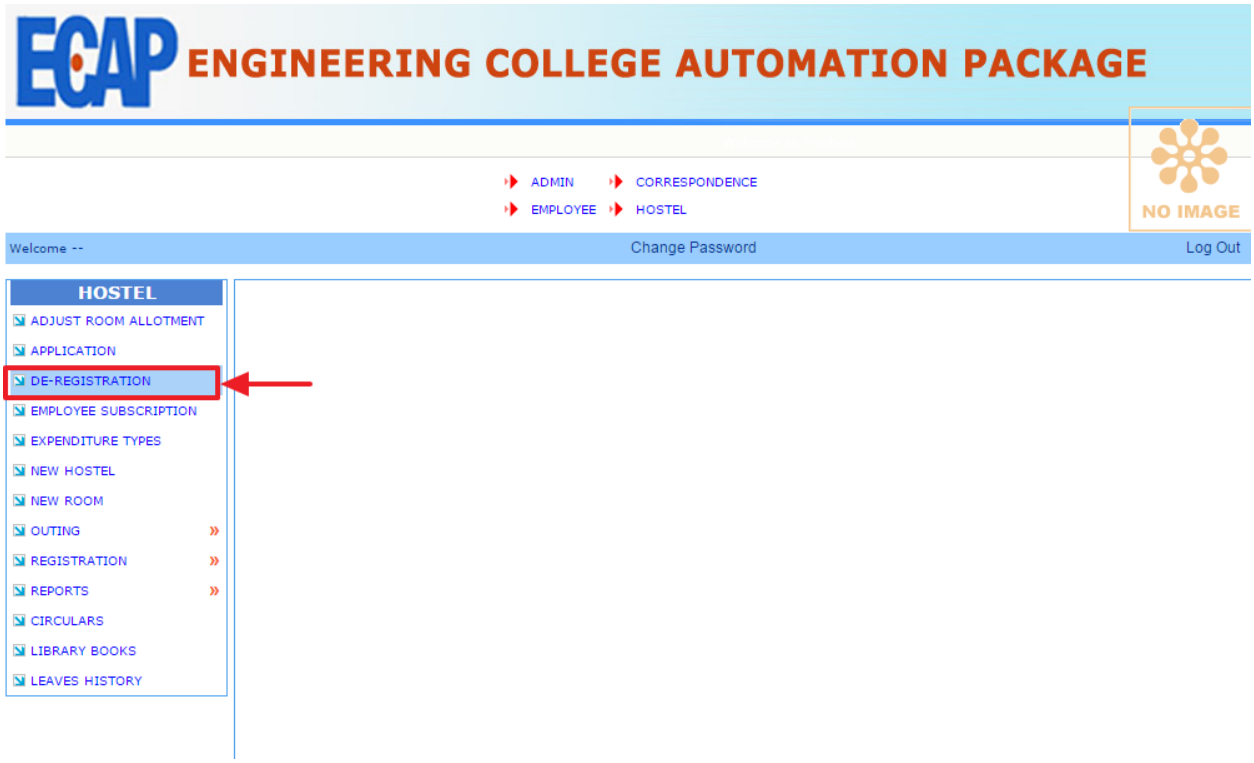
Step3:- **After Click On "Hostel" Then You Will Find "Left Panel" As Shown In Below.**



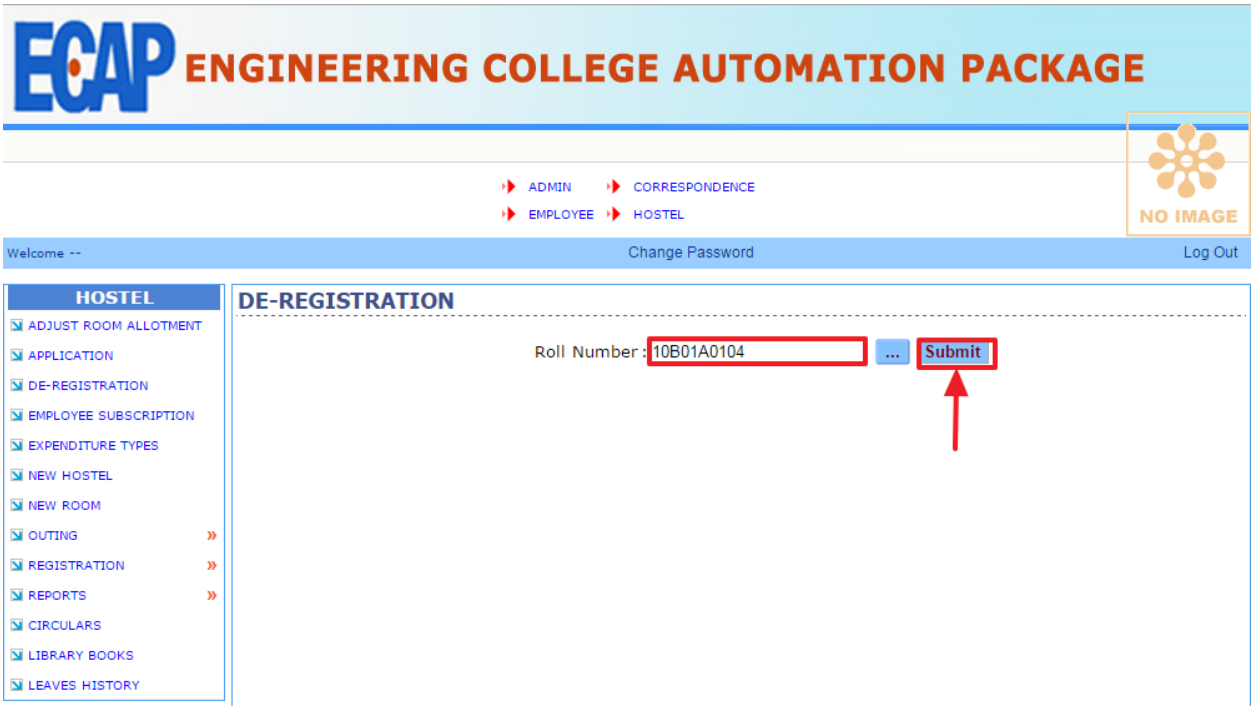
Step4:-Please Click On "Hostel" Which Is Available In Left Panel Menu As Shown In Below.



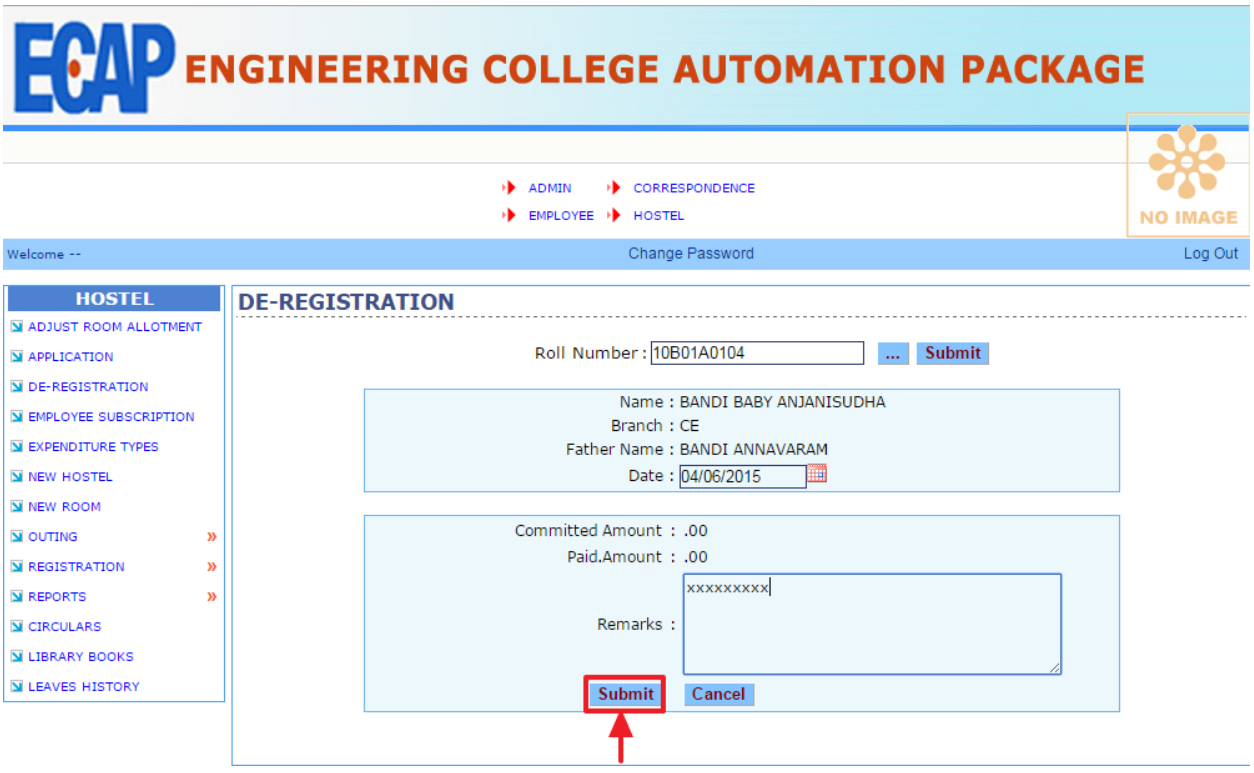
Step5:- Please Place Your Mouse Pointer On "De-Subscription" Link Which Is Available In Left Menu.



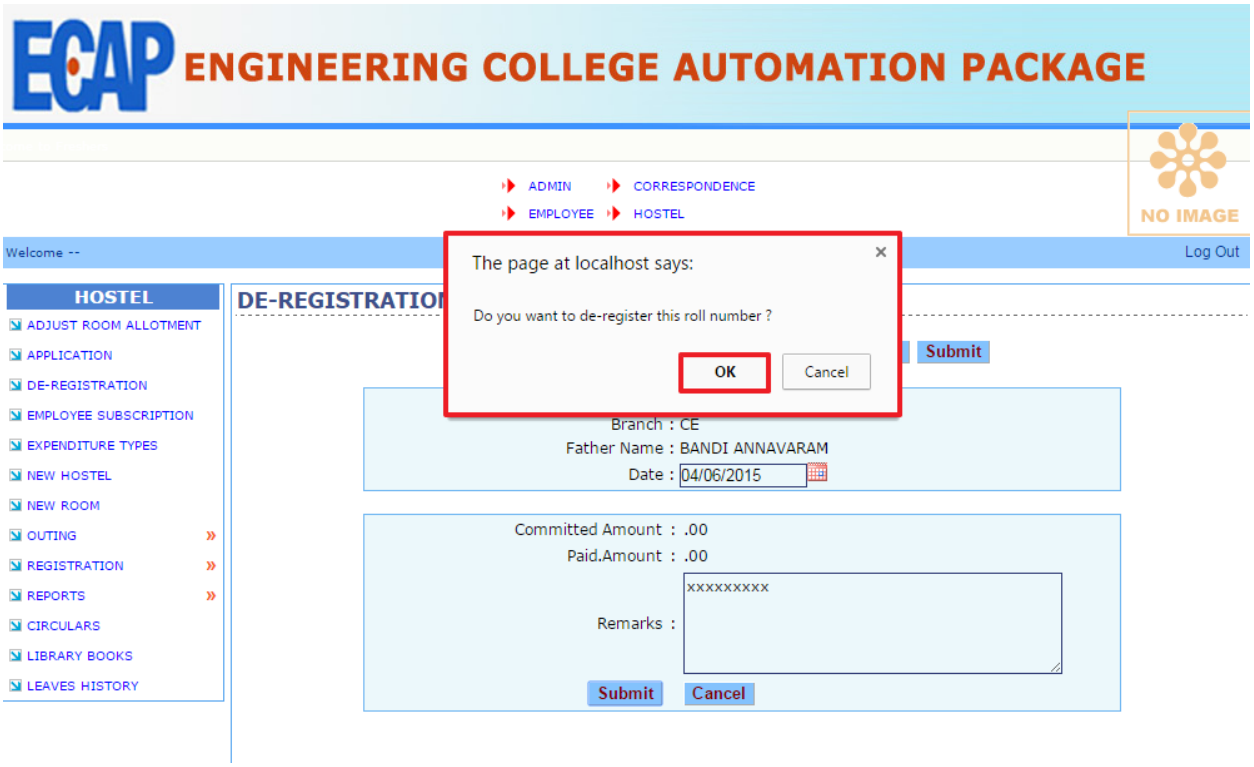
Step6:- **Please Enter Roll No And Select Submit Button.**



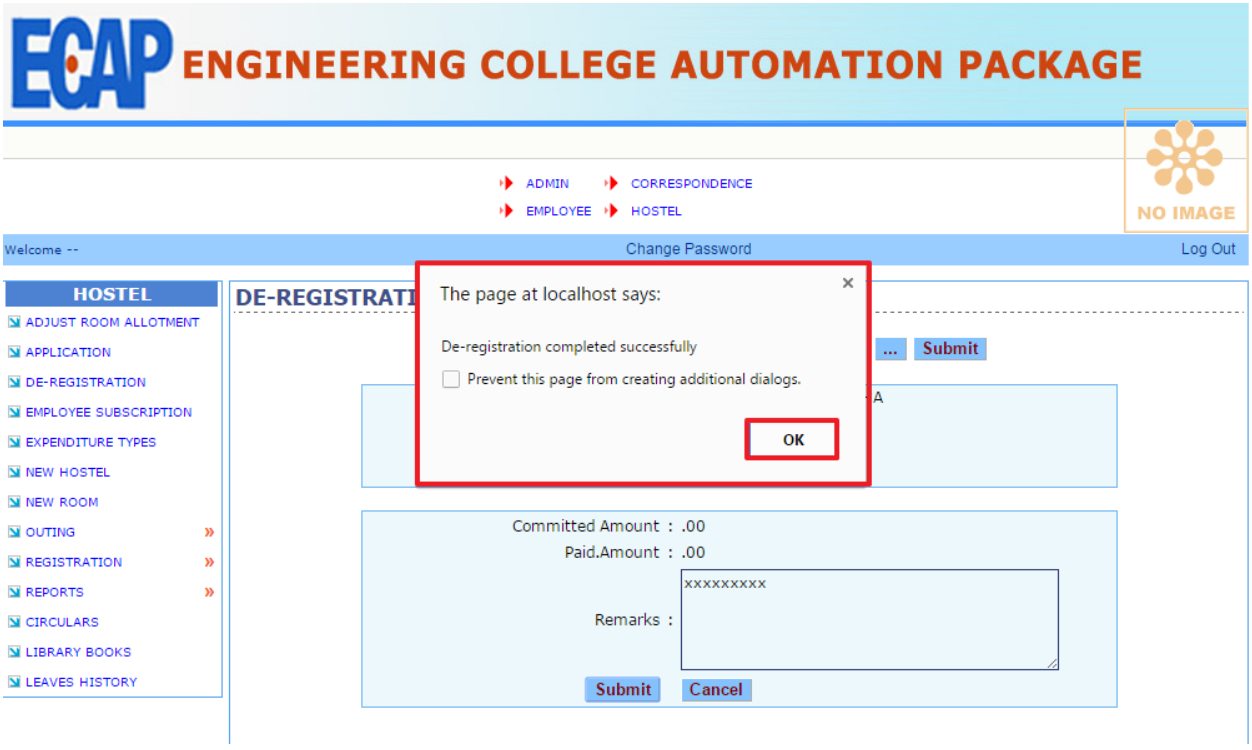
Step7:- **Please Select Submit Button.**



Step8:- **Please Click Ok.**



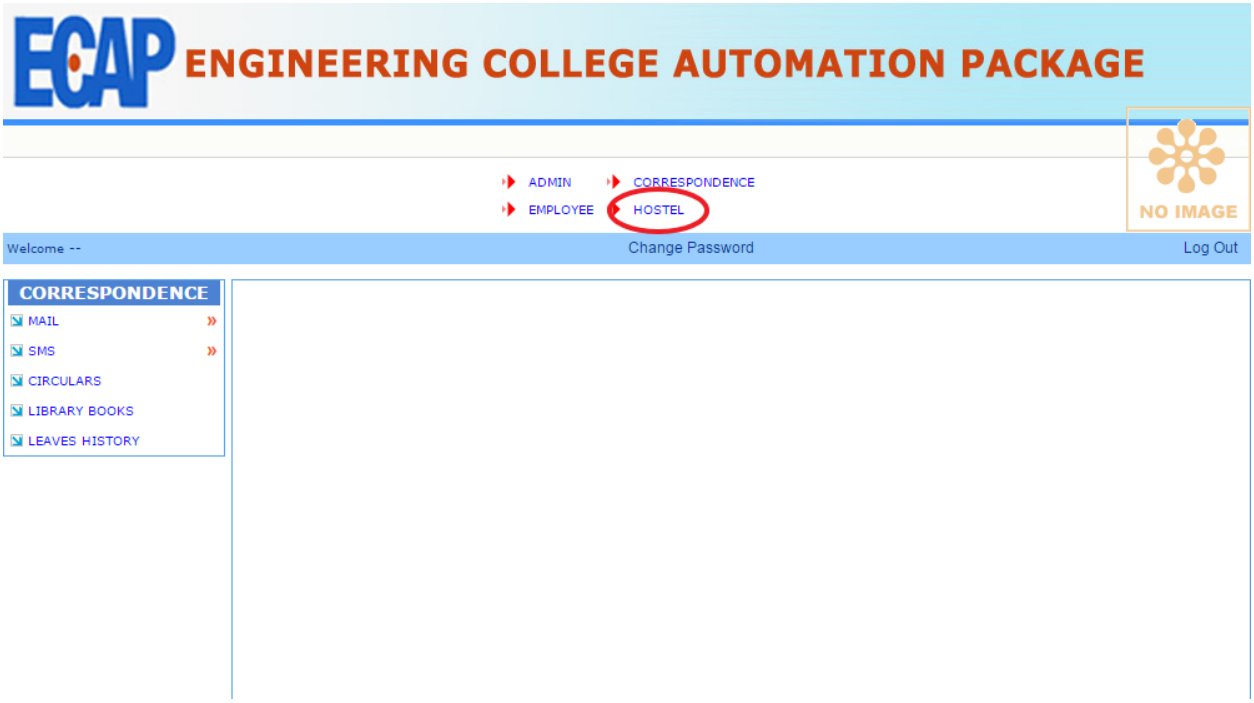
Step9:- **Please Click Ok. De-Subscription Saved As Shown Below.**



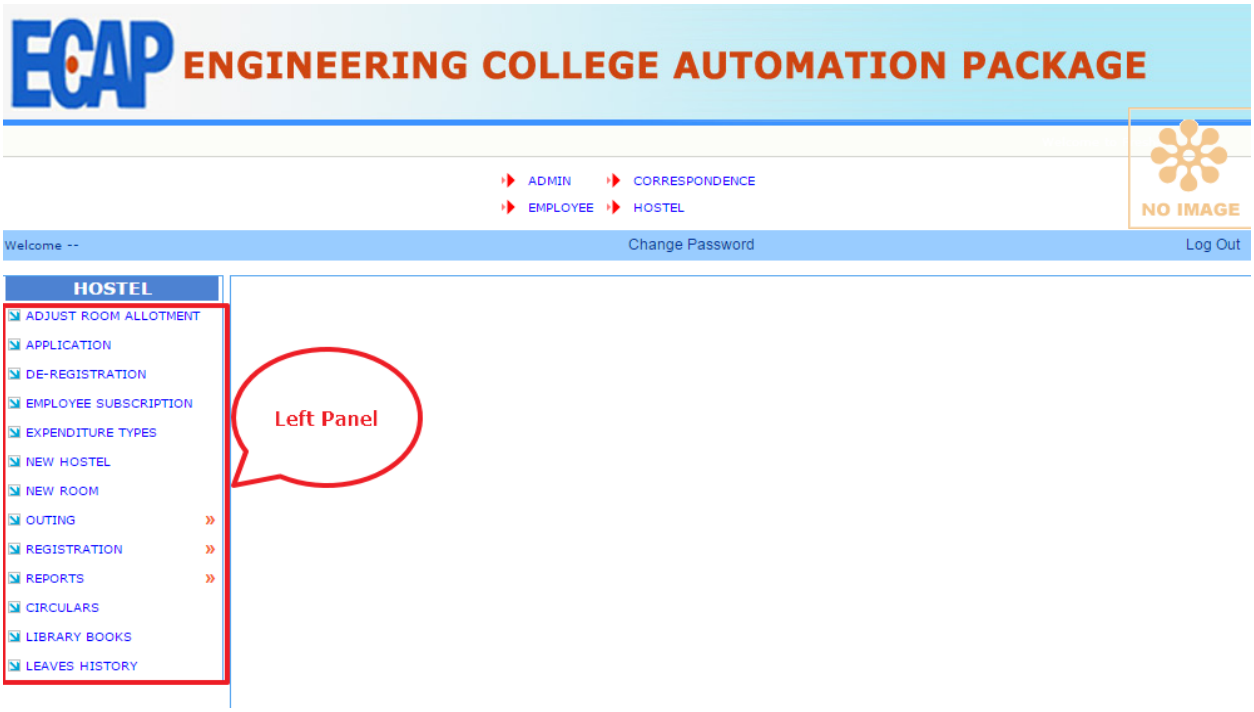
7) Where Can I Do Employee De Registration From Hostel? **(Employee Subscription->Delete)**

Ans:- Step 1:- **Please Login In To "Ecap" By Using Your Username And Password.**

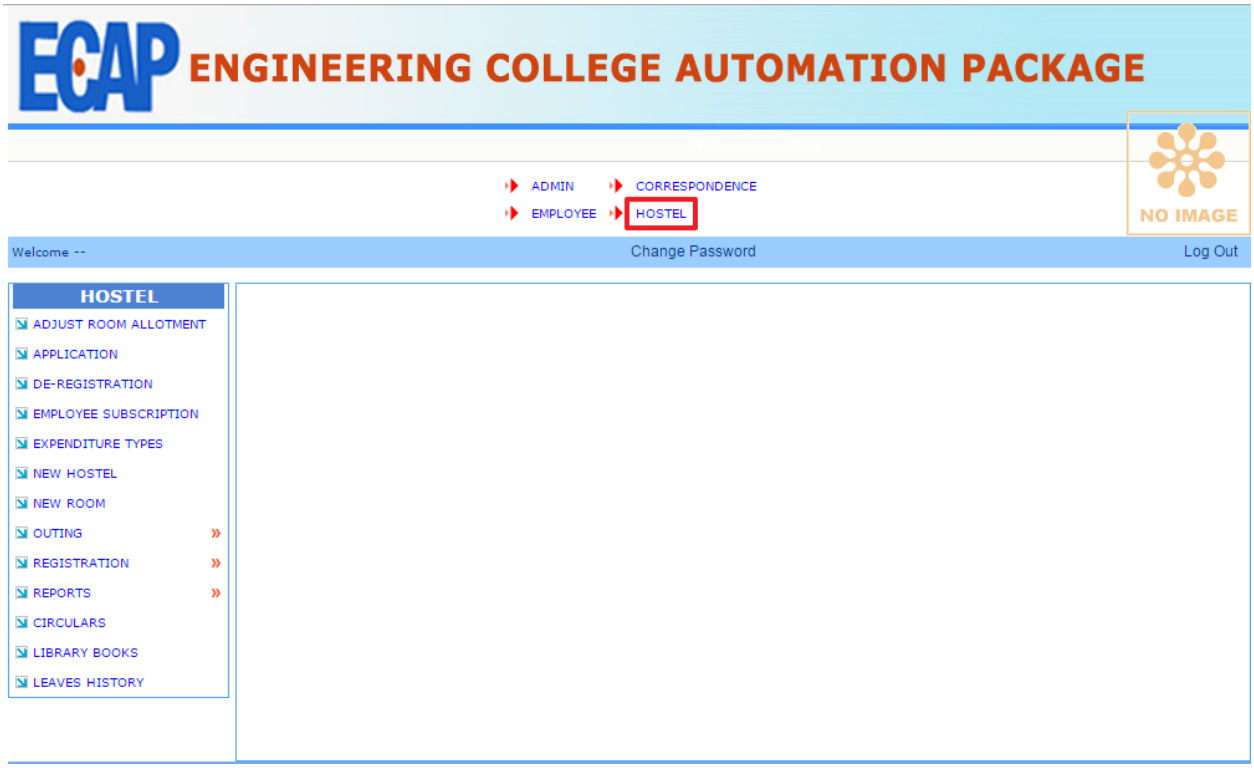
Step2:- **Please Click On "Hostel" Module As Shown In Below.**



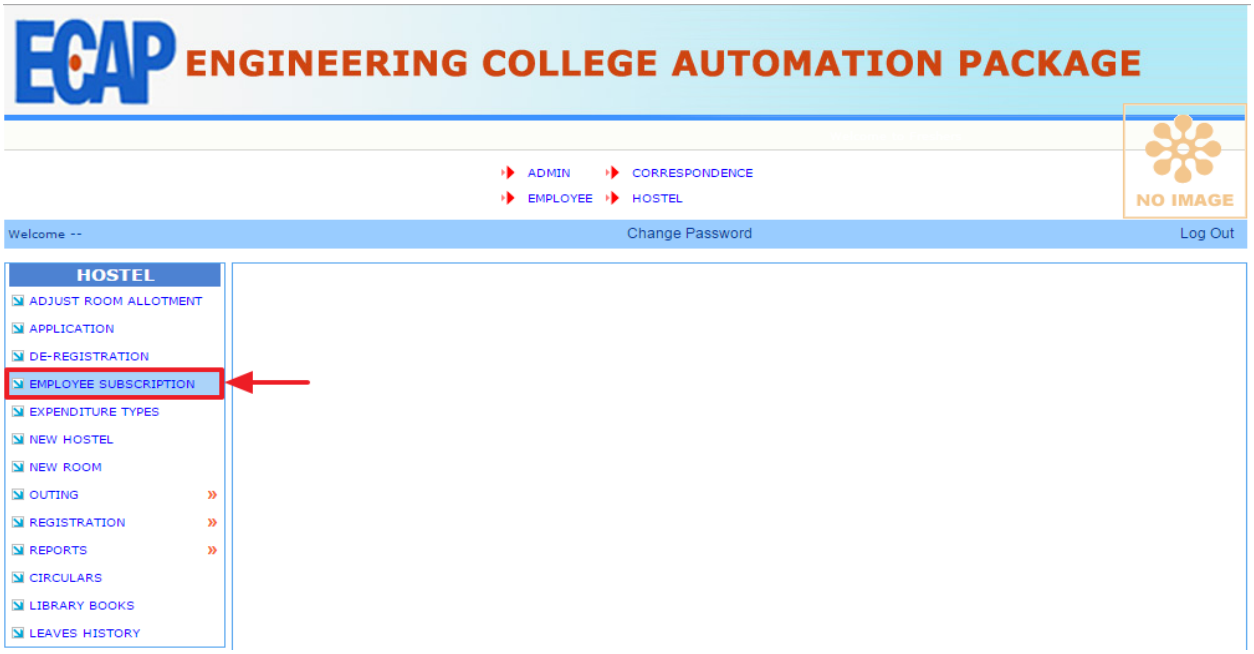
Step3:- **After Click On "Hostel" Then You Will Find "Left Panel" As Shown In Below.**



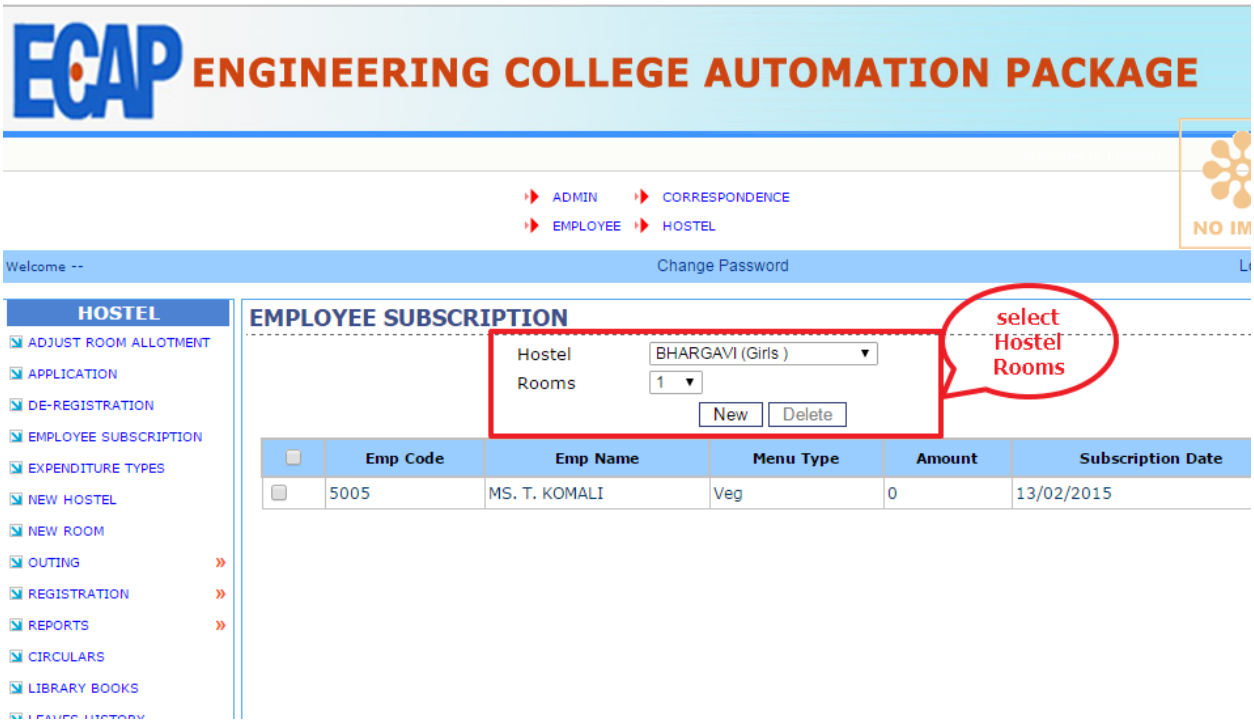
Step4:-Please Click On "Hostel" Which Is Available In Left Panel Menu As Shown In Below.



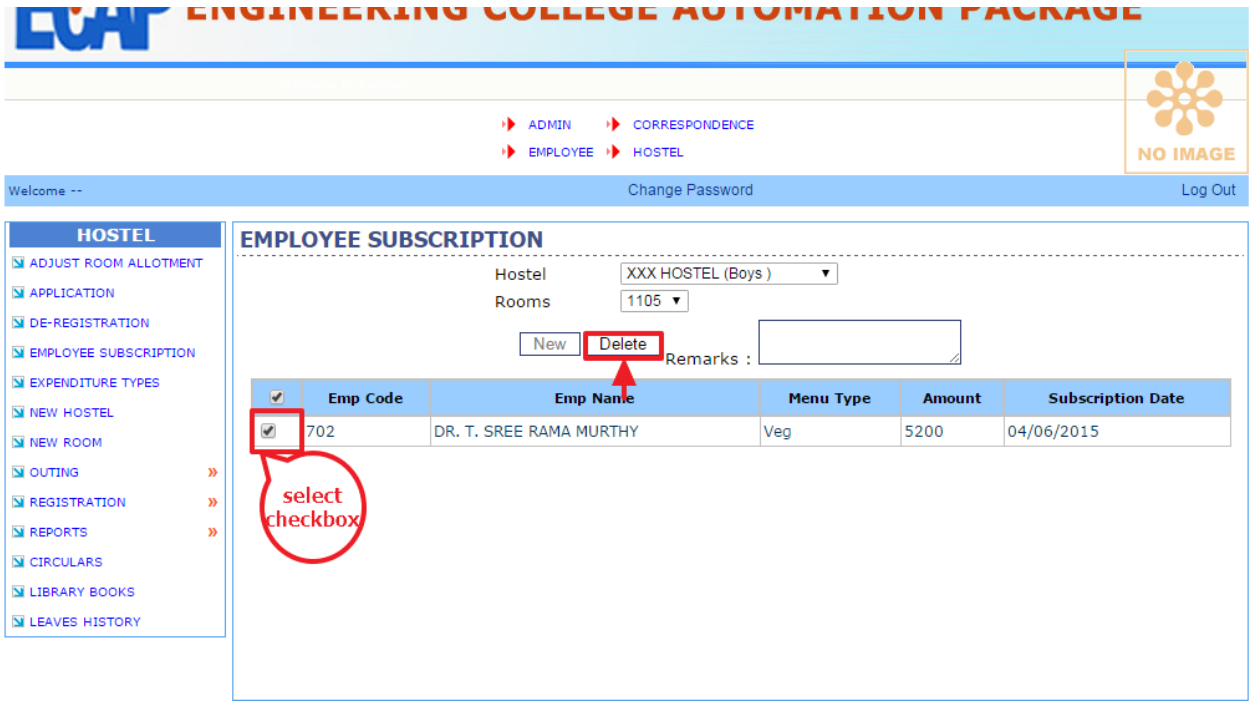
Step5:- Please Place Your Mouse Pointer On "Employee Subscription" Link Which Is Available In Left Menu.



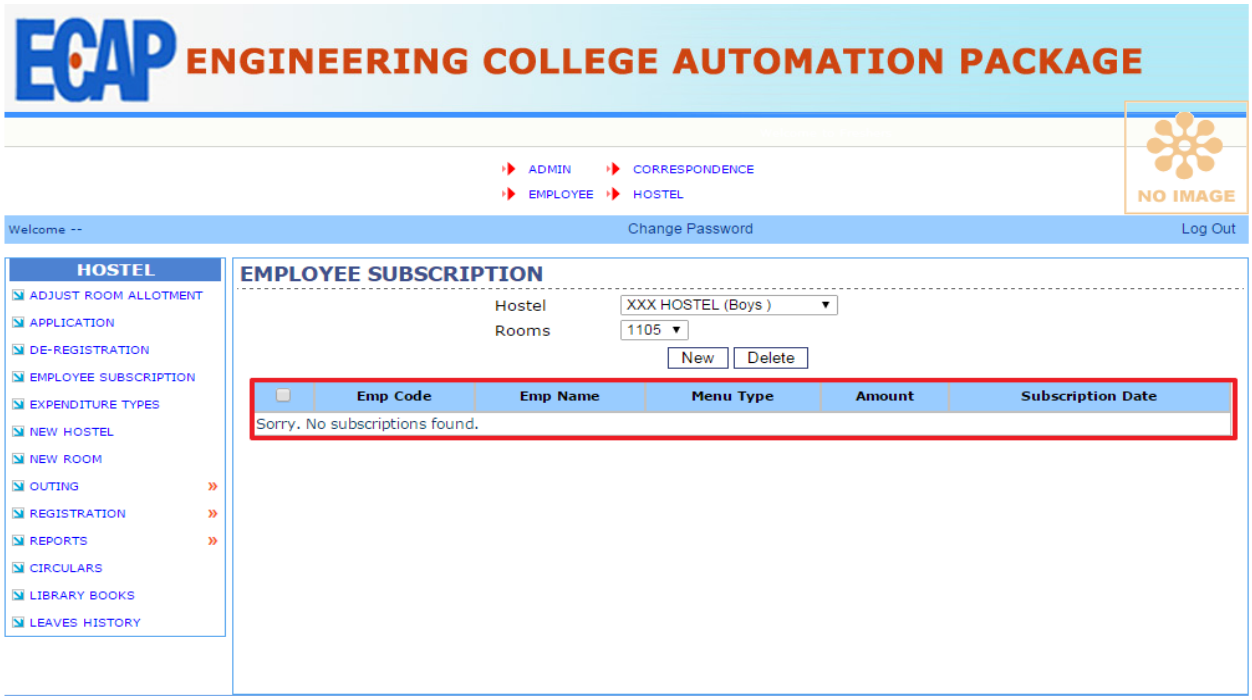
Step6:- Please Select Dropdown Hostel And Rooms.



Step7:- Please Checkbox And Select Delete Button.



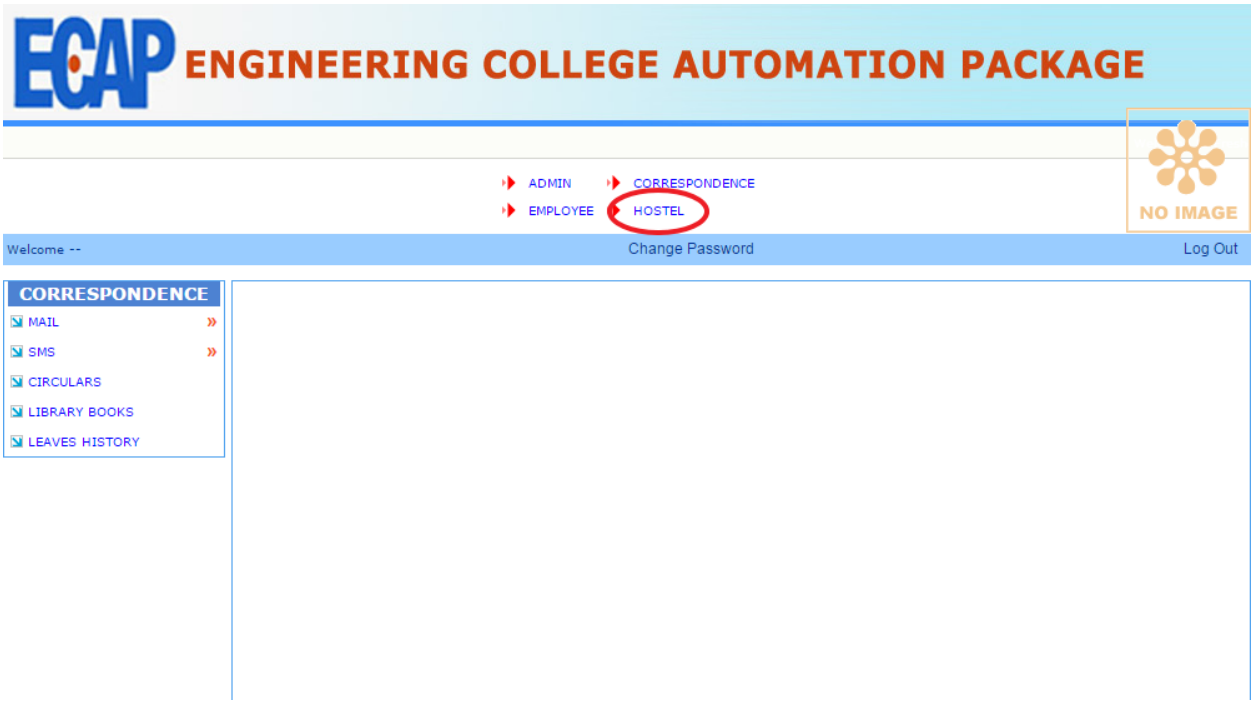
Step8:- **Employee De-Subscription Saved Successfully As Shown Below.**



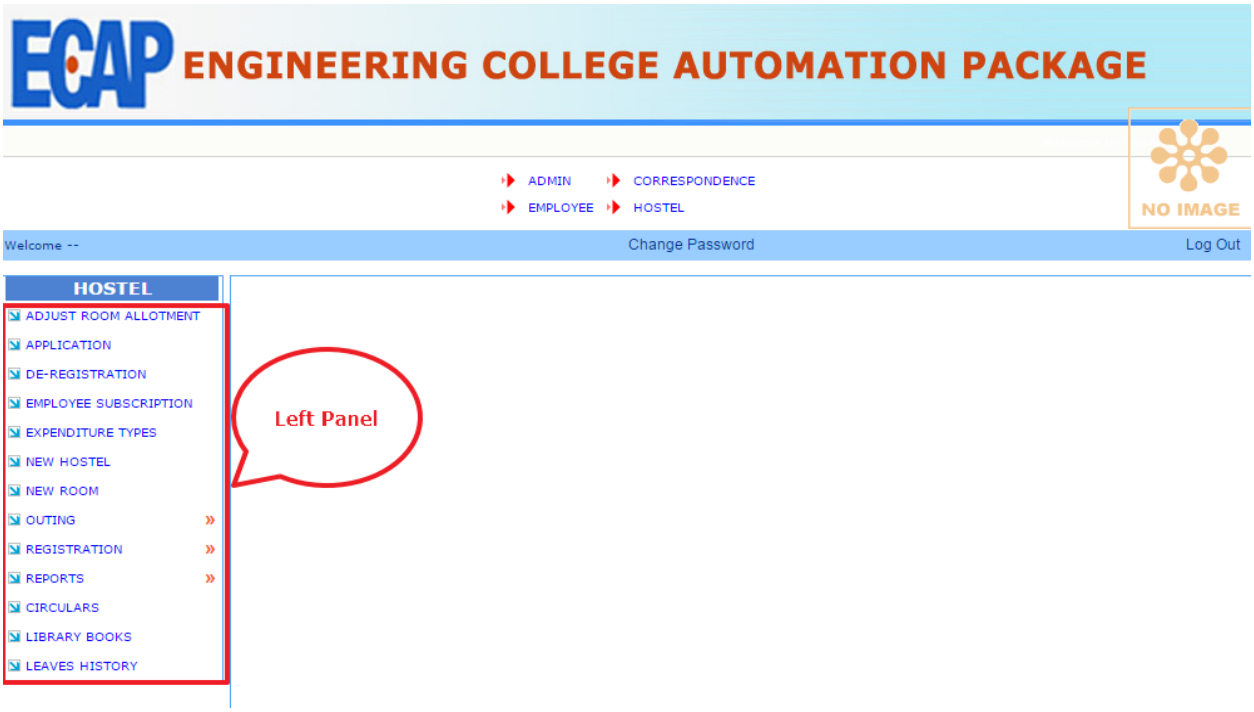
8) How To Generate Hostel Application For Particular Student? **(Application)**

Ans:- Step 1:- **Please Login In To "Ecap" By Using Your Username And Password.**

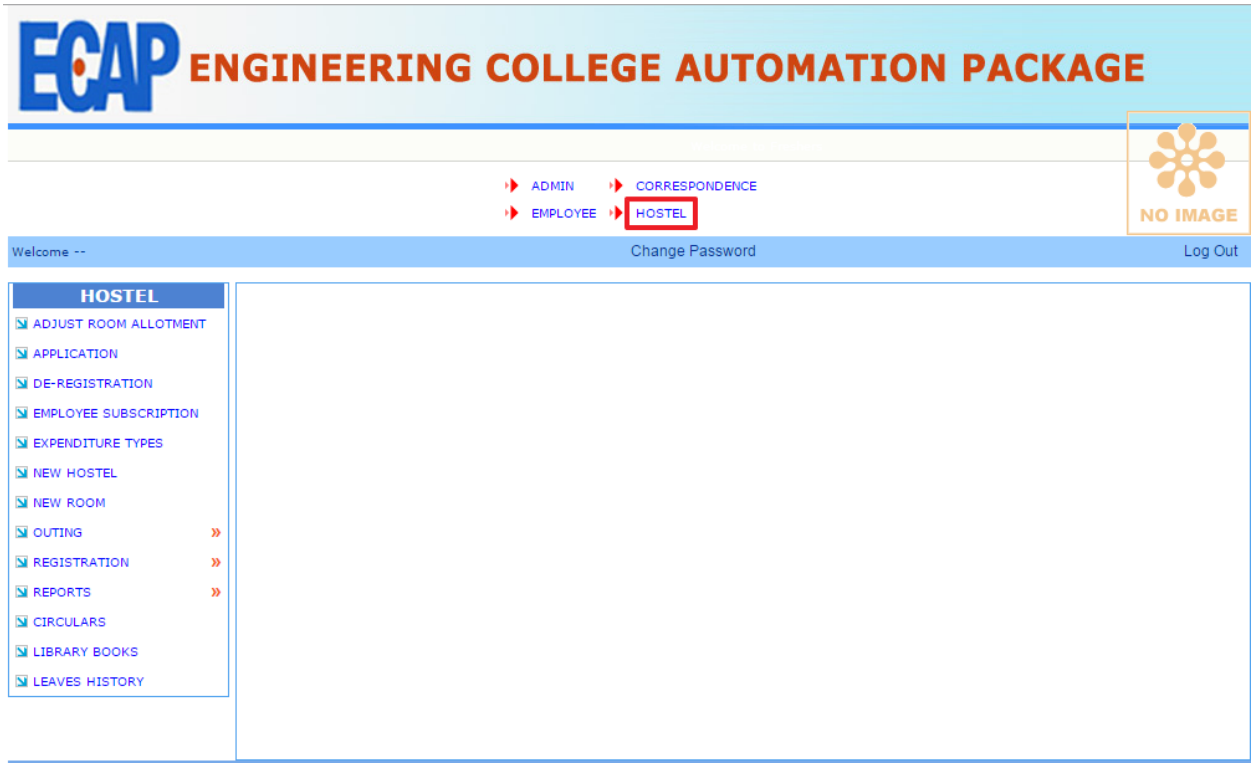
Step2:- **Please Click On "Hostel" Module As Shown In Below.**



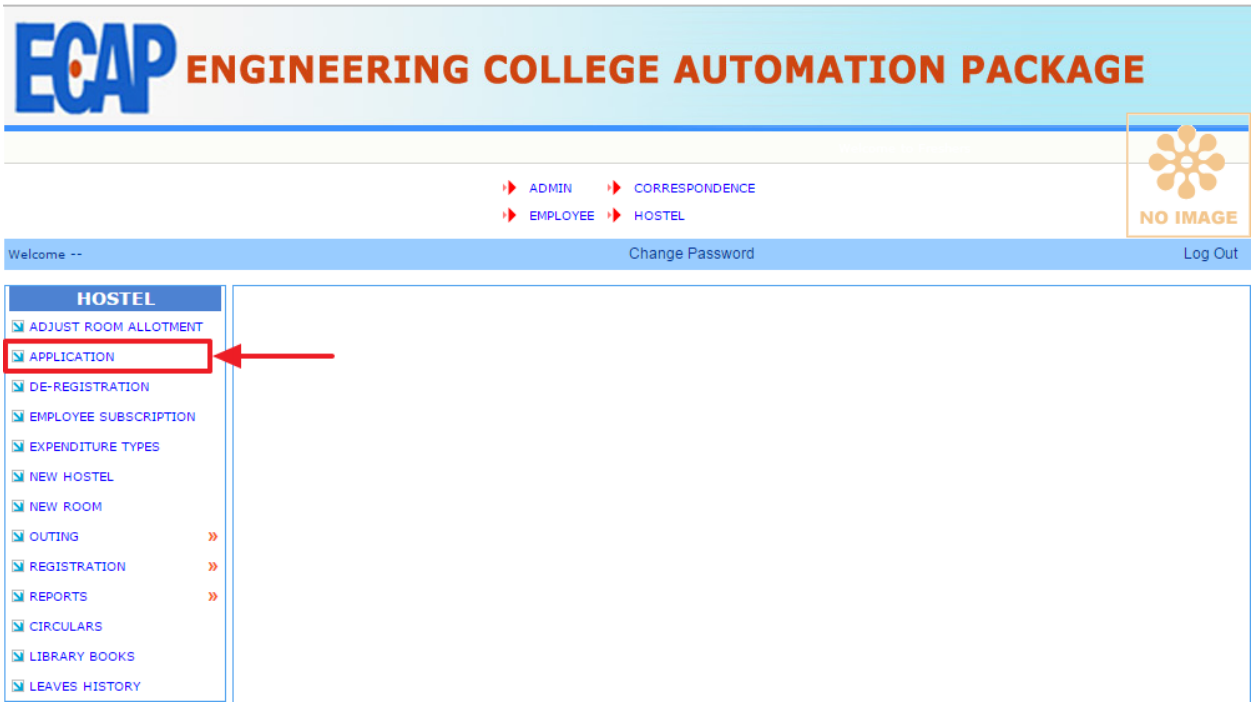
Step3:- After Click On "Hostel" Then You Will Find "Left Panel" As Shown In Below.



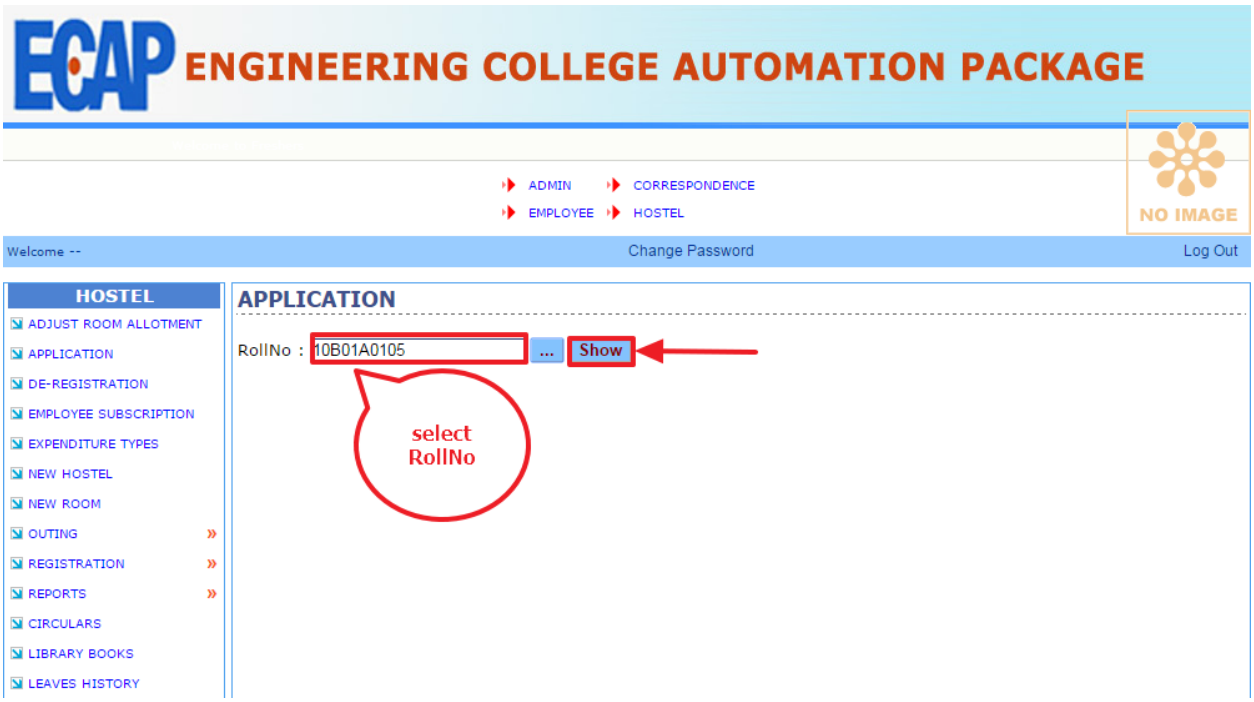
Step4:-Please Click On "Hostel" Which Is Available In Left Panel Menu As Shown In Below.



Step5:- **Please Place Your Mouse Pointer On "Application" Link Which Is Available In Left Menu.**



Step6:- **Please Enter Roll No And Select Show Button.**



Step7:- **Application As Shown Below.** **Step5:-** **Please**

XXXXX ENGINEERING COLLEGE (Code: B0)
Approved By AICTE, New Delhi., Affiliated to JNTUK, Kakinada.
XXXXXX
Tel : 08816 - 250864

HOSTEL APPLICATION

1.	**Name of the student**	: BILLA SAI NAGA VINUTHA
2.	**Branch/Reg.No**	: CE/10B01A0105
3.	**Name of the Parent/Guardian**	: BILLA KOTA SATYANARAYANA
4.	**Address for communication**	: 6-1138/2 Kodada Road Jaggayyapet JAGGAYYA PET KRISHNA Andhra Pradesh 521175
5.	**Telephone.No**	: , 9493175457
6.	**Blood group of the Student**	: B+
7.	**Details of payment**	:

NO IMAGE

Receipt.No **Date** **Amount**

Signature of the secretary & correspondent **Signature of the Incharge**

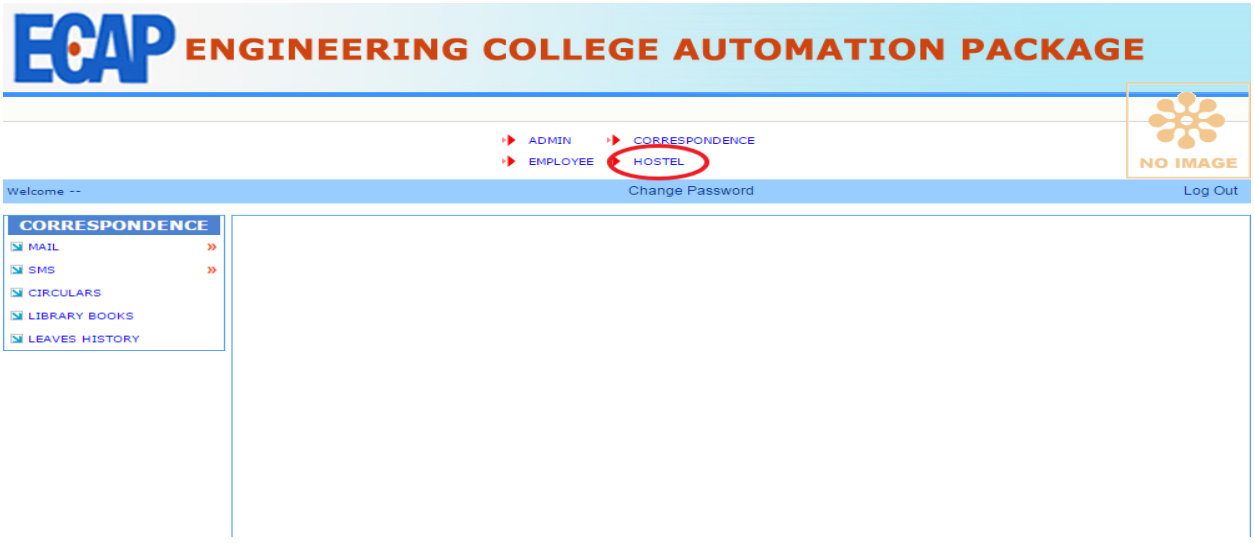
HOSTEL RULES AND REGULATIONS

1. Rooms are allotted by the deputy warden.
2. Hostel membership will be terminated at the end of each academic year. Re-admission is necessary at the beginning of the subsecutive academic year.
3. All amounts due to the hostel are to be paid at the start of the academic year.
4. Hostelrs must be in their hostel rooms by 7.00 P.M .
5. Study hours are compulsory from 8.30 to 10.30 P.M .
6. No student is allowed to stay in the hostel during class hours without a written permission from the Principal/Deputy warden
7. Students are responsible for furniture and fixtures in the rooms. Any damage caused is to borne by all the inmates of that particular room.

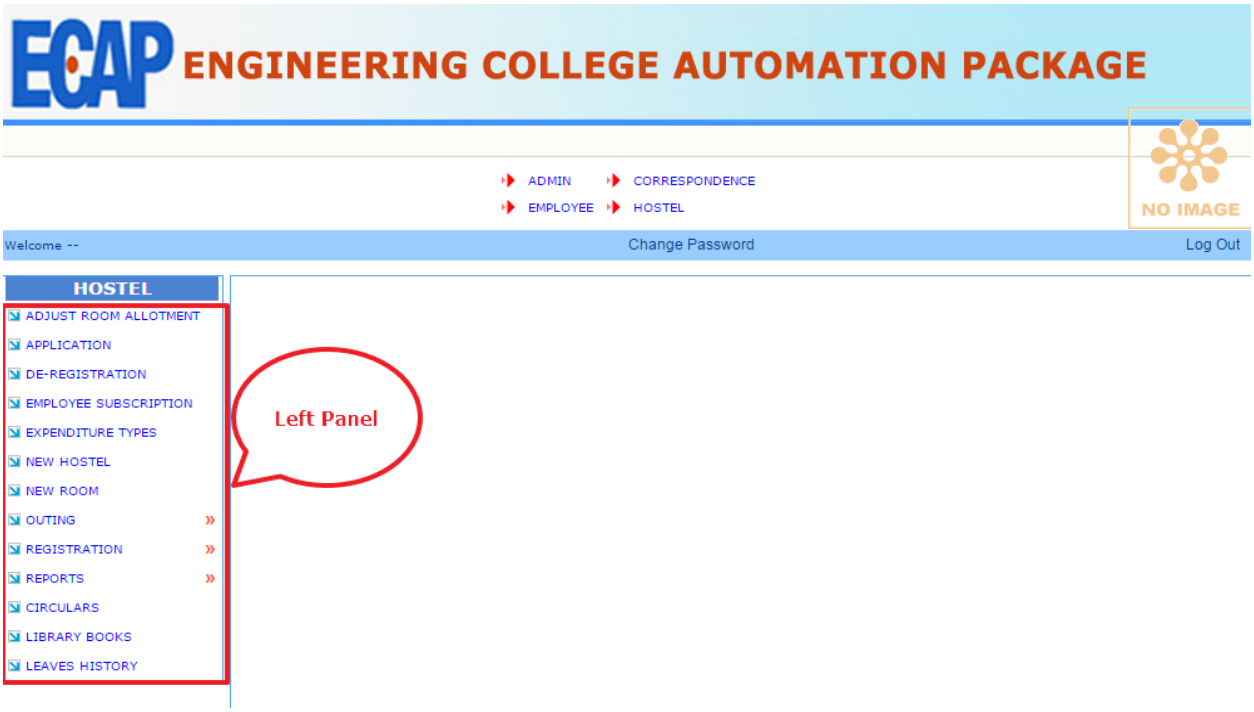
9) Where Can I Adjust Students In To Particular Hostel/Room To Other Hostel/Rooms? **(Adjust Room Allotment)**

Ans:- Step 1:- **Please Login In To "Ecap" By Using Your Username And Password.**

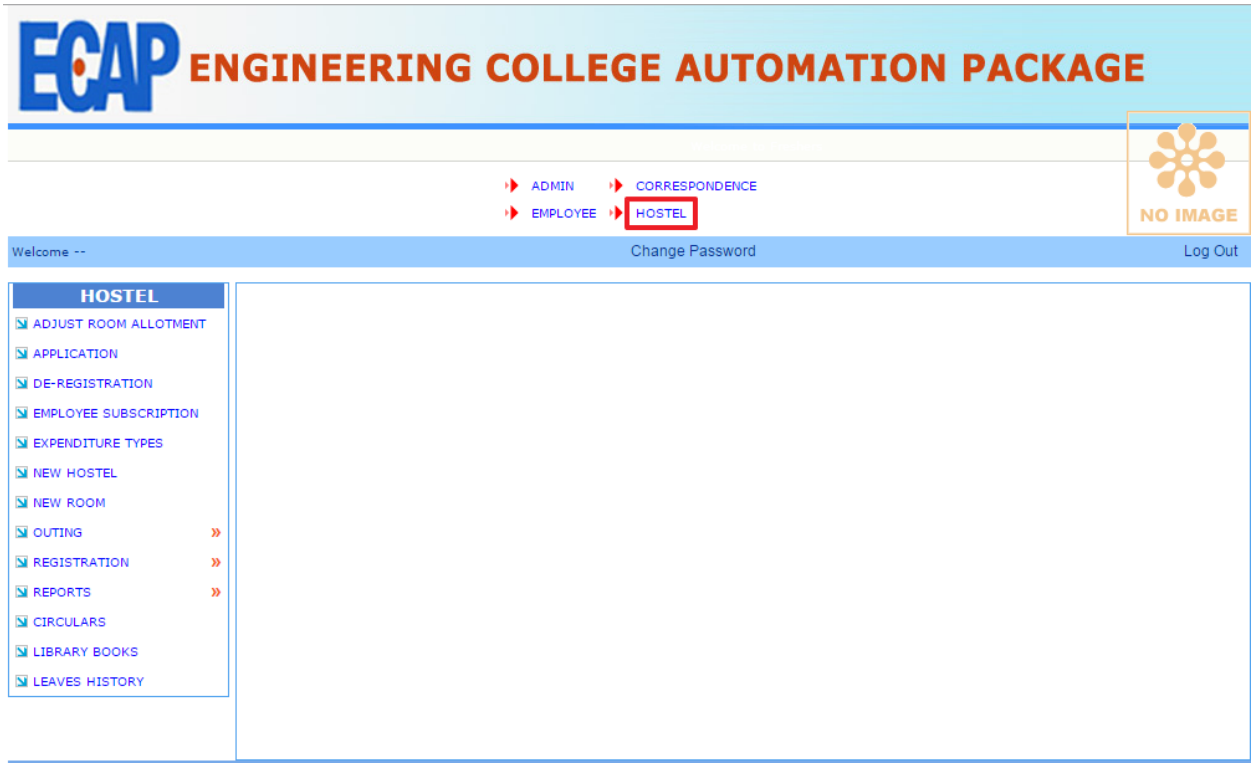
Step2:- **Please Click On "Hostel" Module As Shown In Below.**



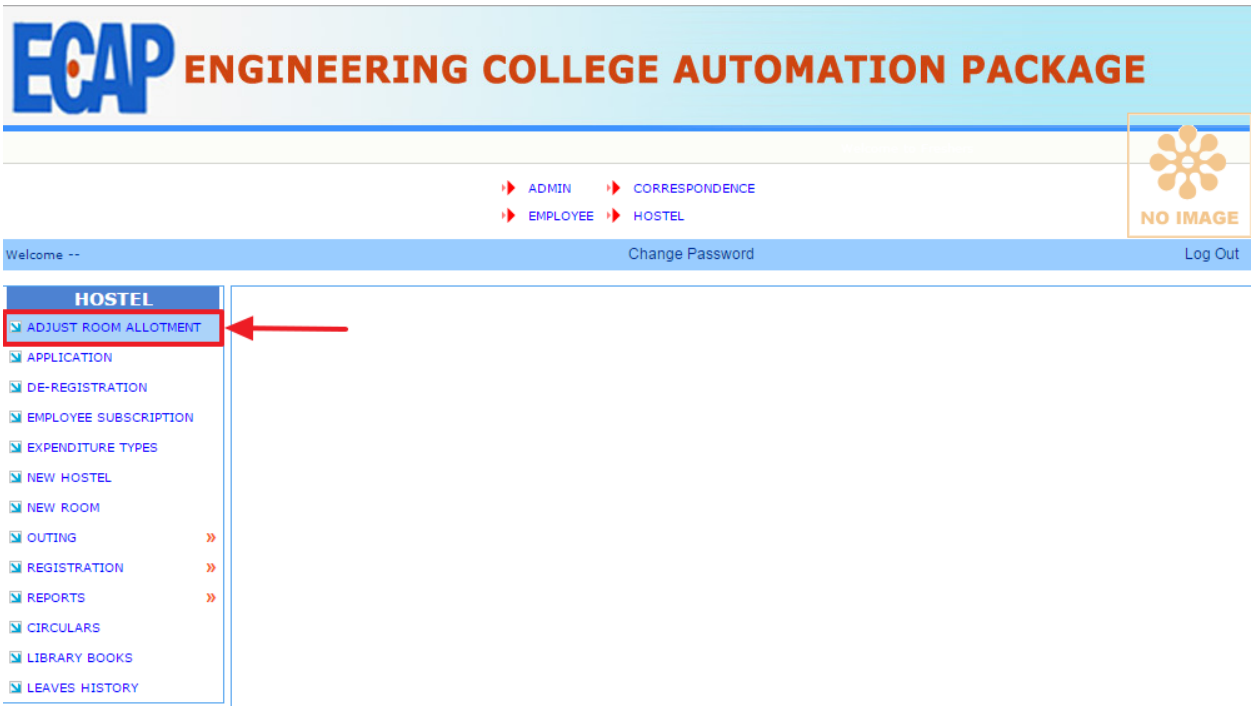
Step3:- After Click On "Hostel" Then You Will Find "Left Panel" As Shown In Below.



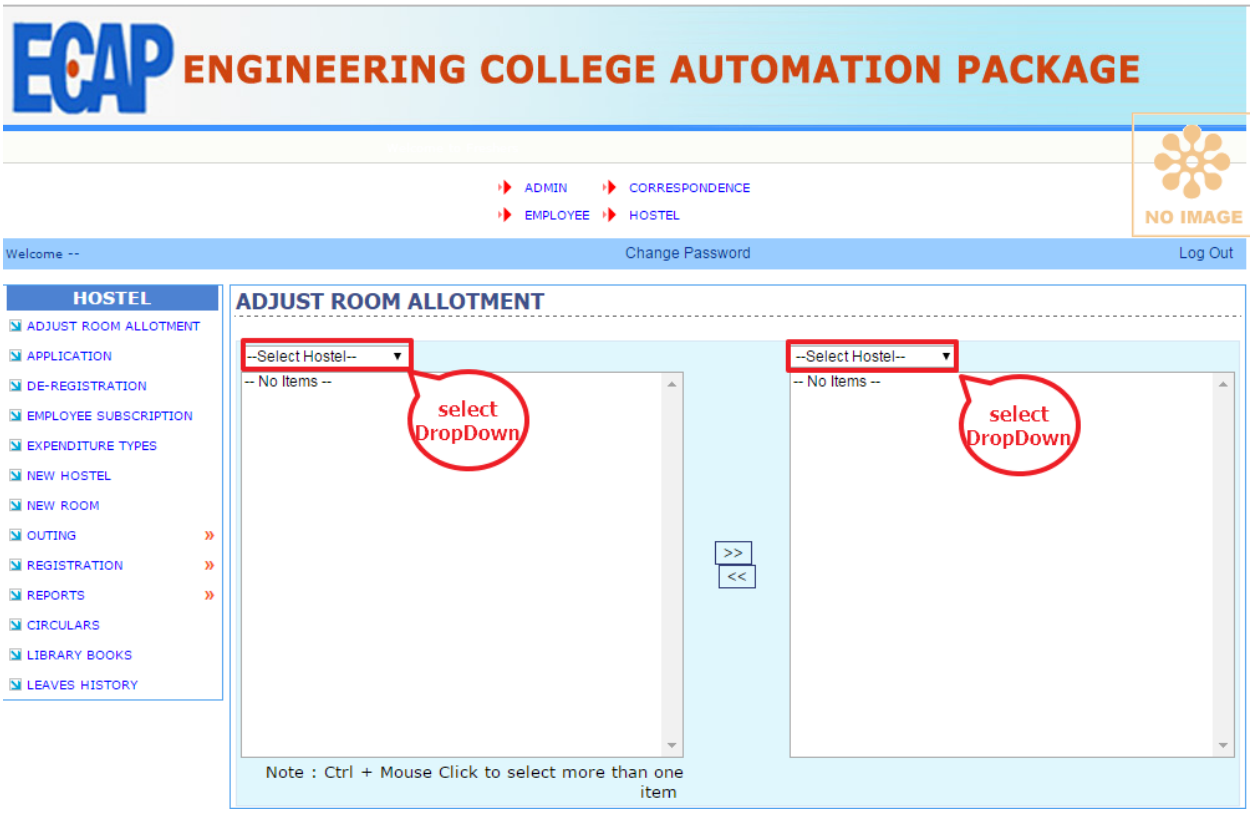
Step4:-Please Click On "Hostel" Which Is Available In Left Panel Menu As Shown In Below.



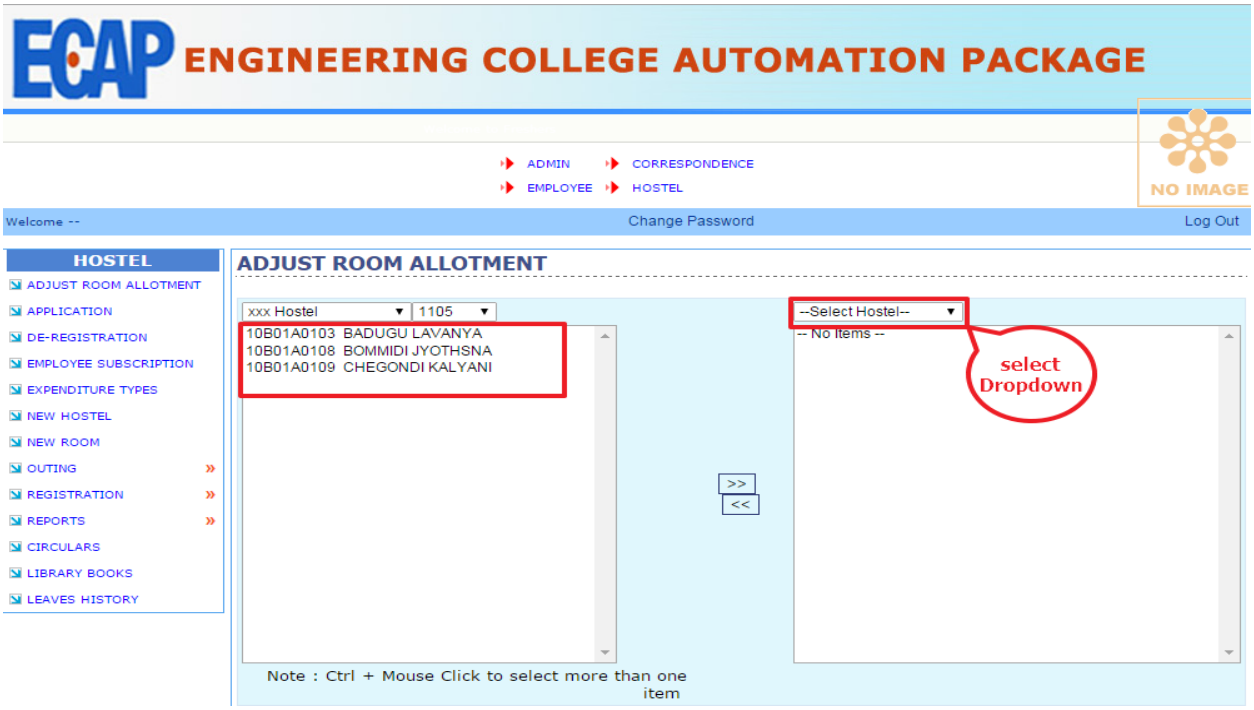
Step5:- Please Place Your Mouse Pointer On "Adjust Room Allotment" Link Which Is Available In Left Menu.



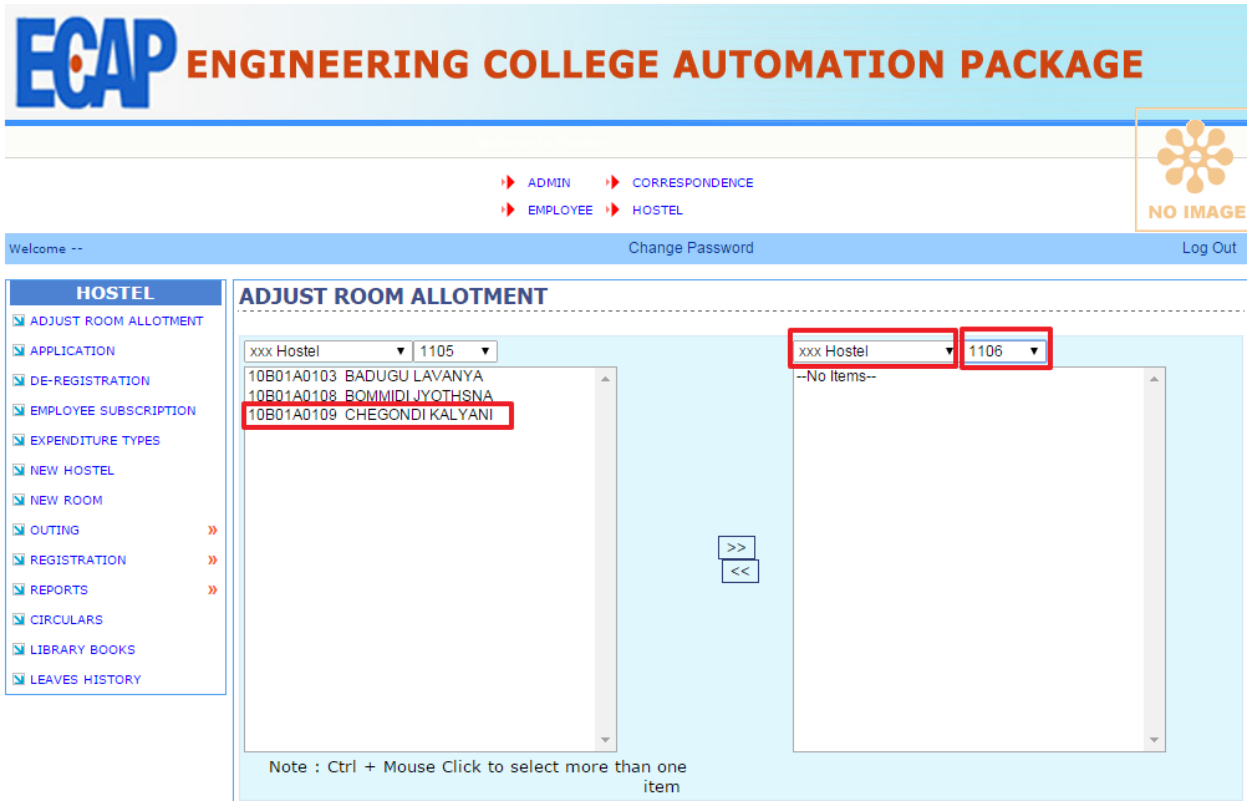
Step6:- Please Select Dropdown Select Hostel Name.



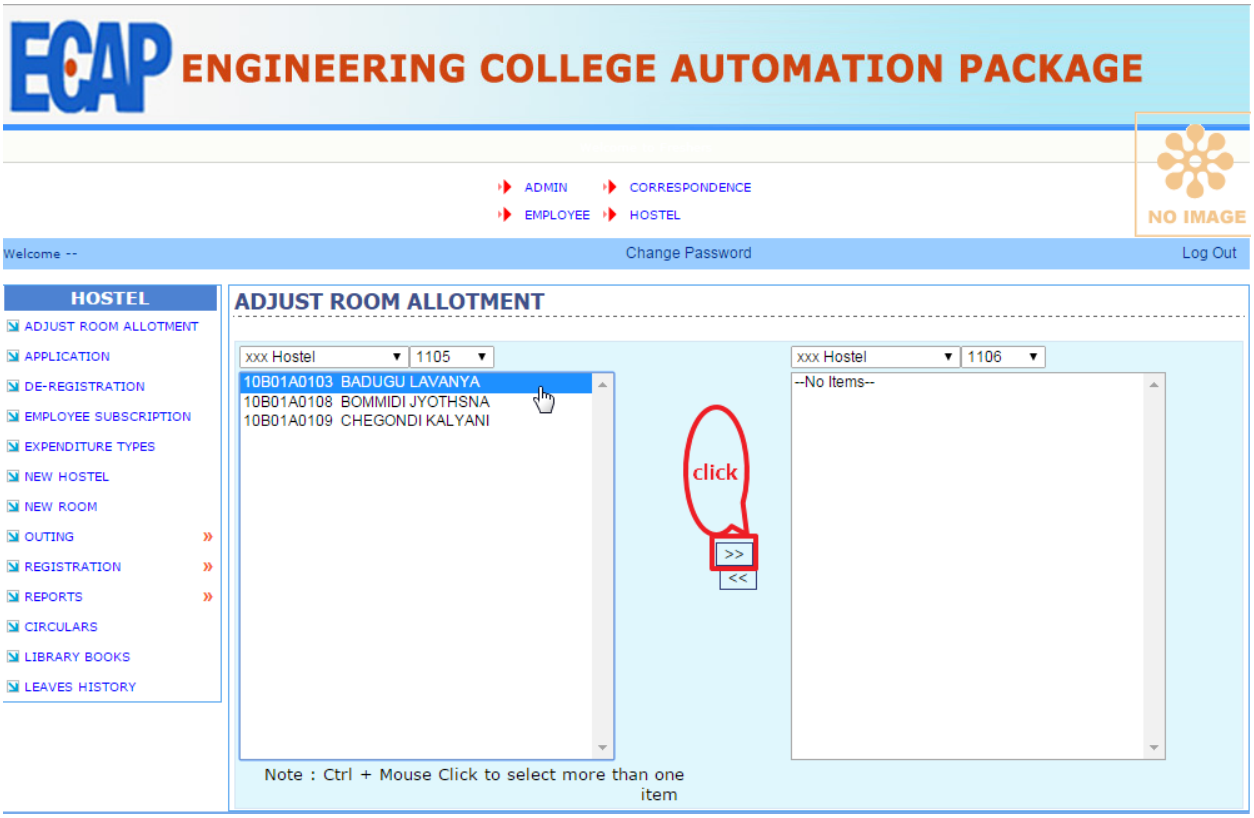
Step7:- **Please Select Room No And Select Dropdown.**



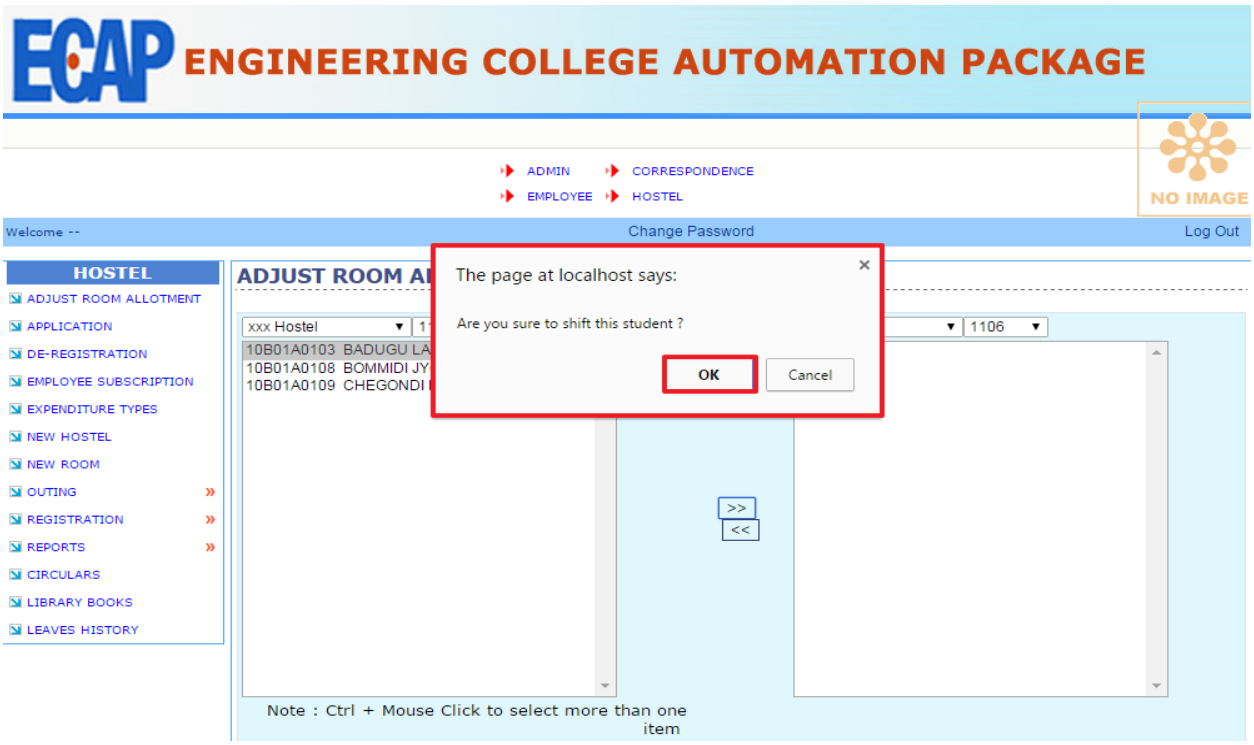
Step8:- **Please Select Another Room No.**



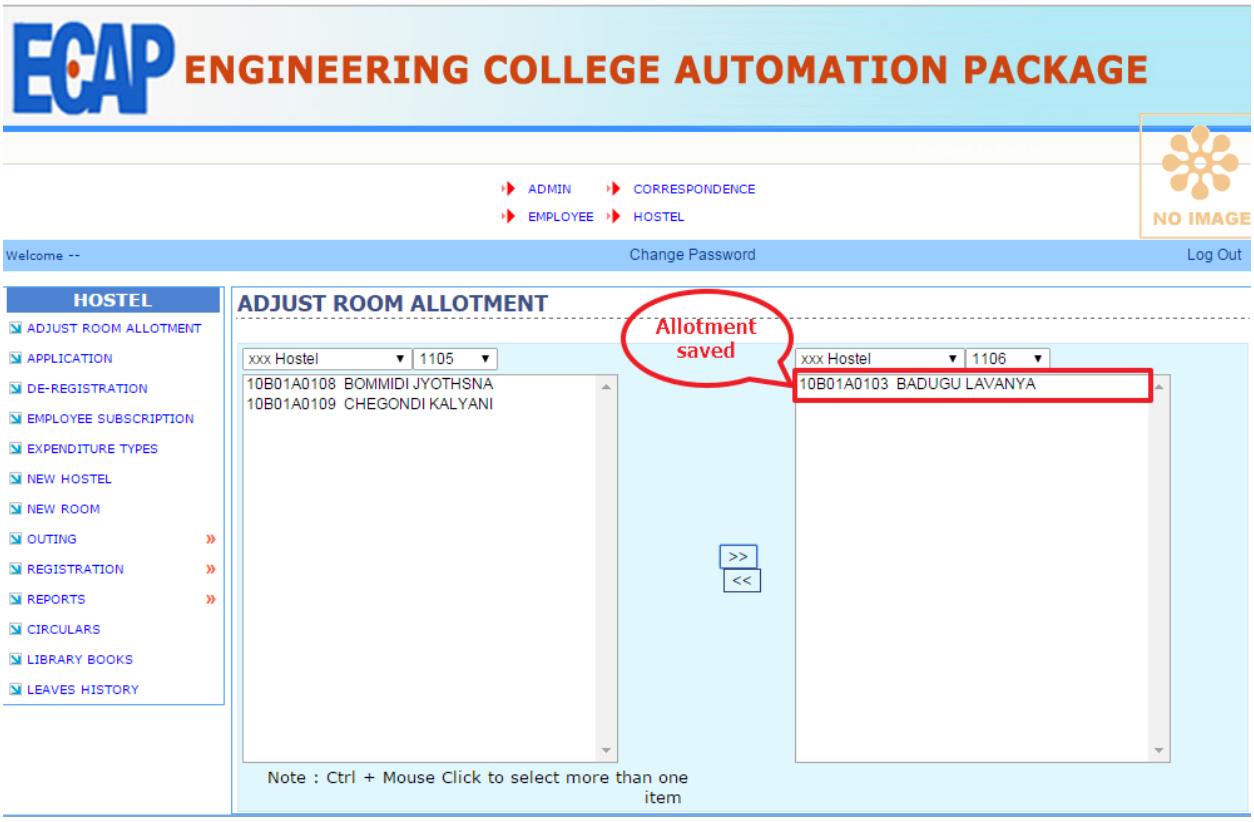
Step9:- **Please Select Student Roll No And Click Forward Aero.**



Step10:- **Please Click Ok.**



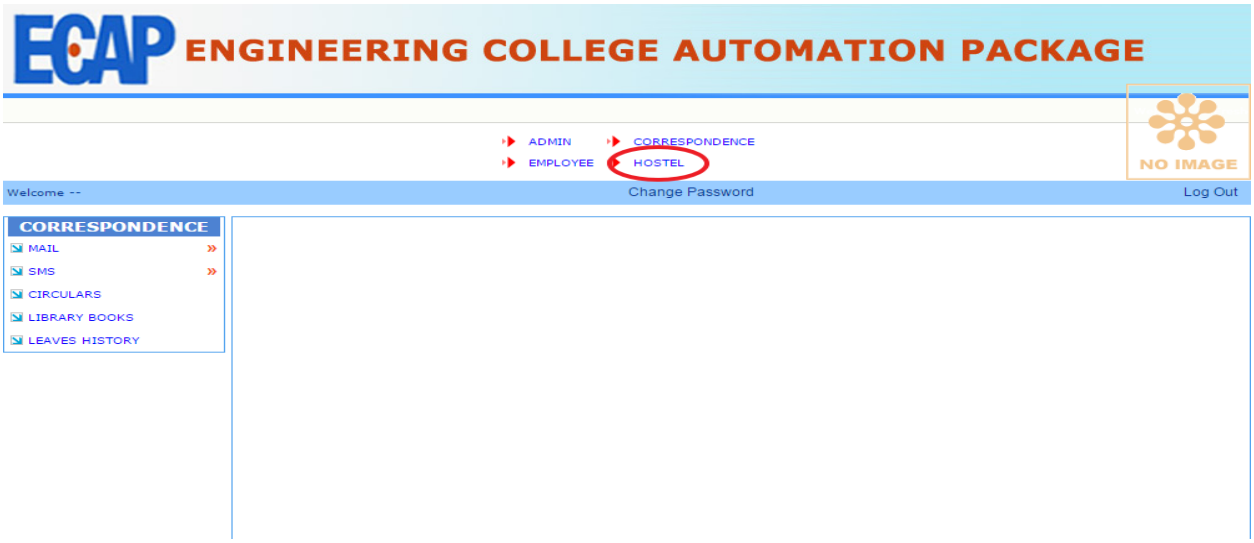
Step11:- **Room Allotment Saved As Shown Below.**



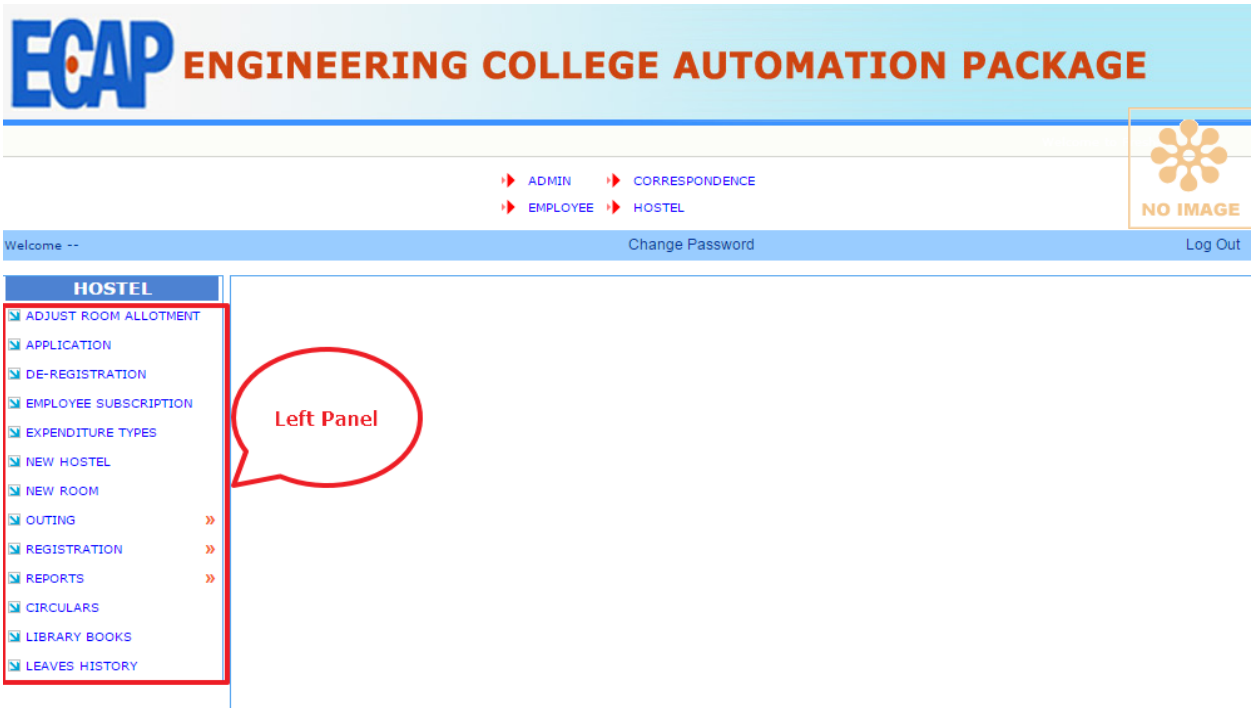
10) Where Can I Add Hostel Expenditure Heads? **(Expenditure Types)**

Ans:- Step 1:- **Please Login In To "Ecap" By Using Your Username And Password.**

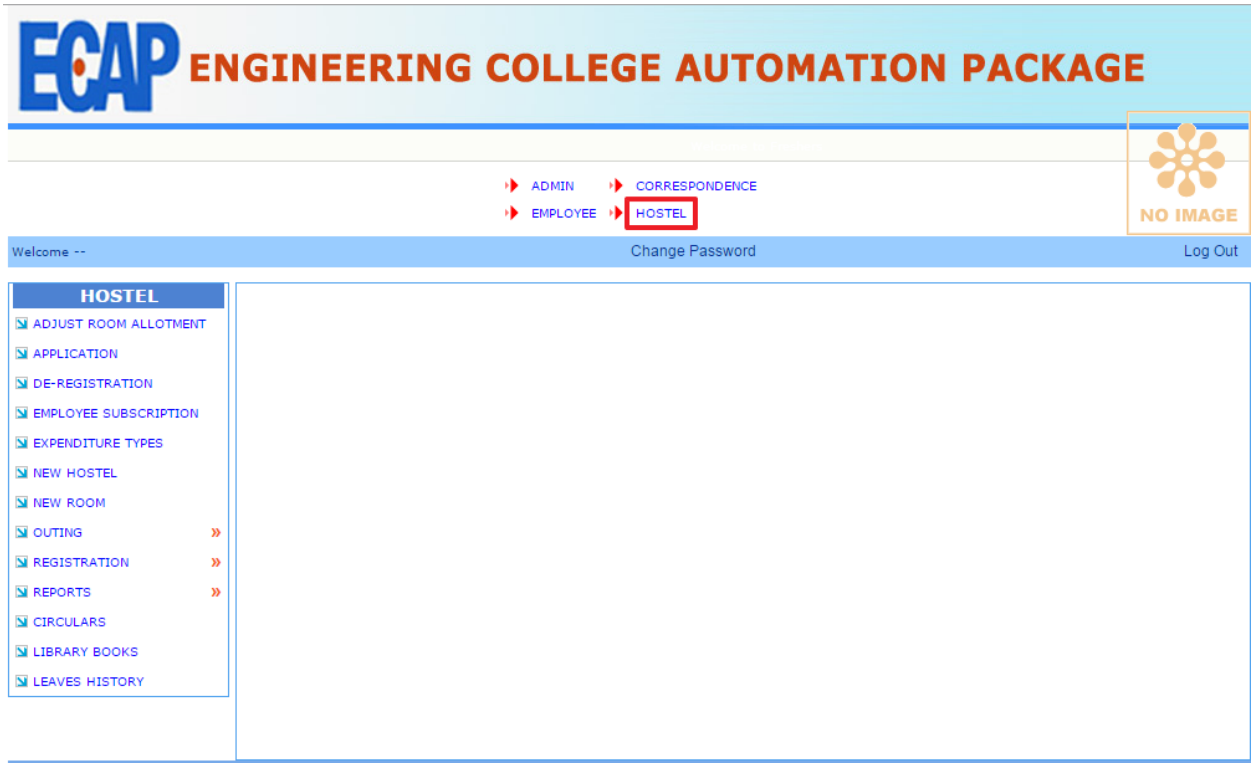
Step2:- **Please Click On "Hostel" Module As Shown In Below.**



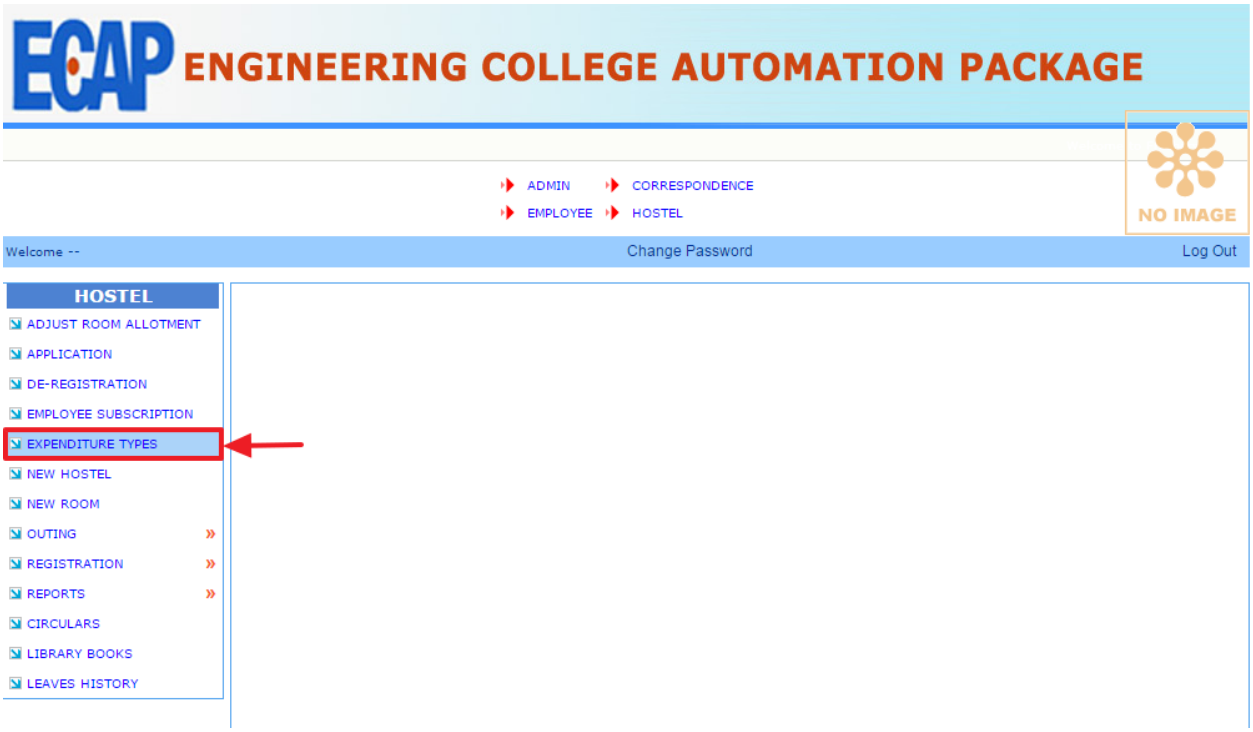
Step3:- After Click On "Hostel" Then You Will Find "Left Panel" As Shown In Below.



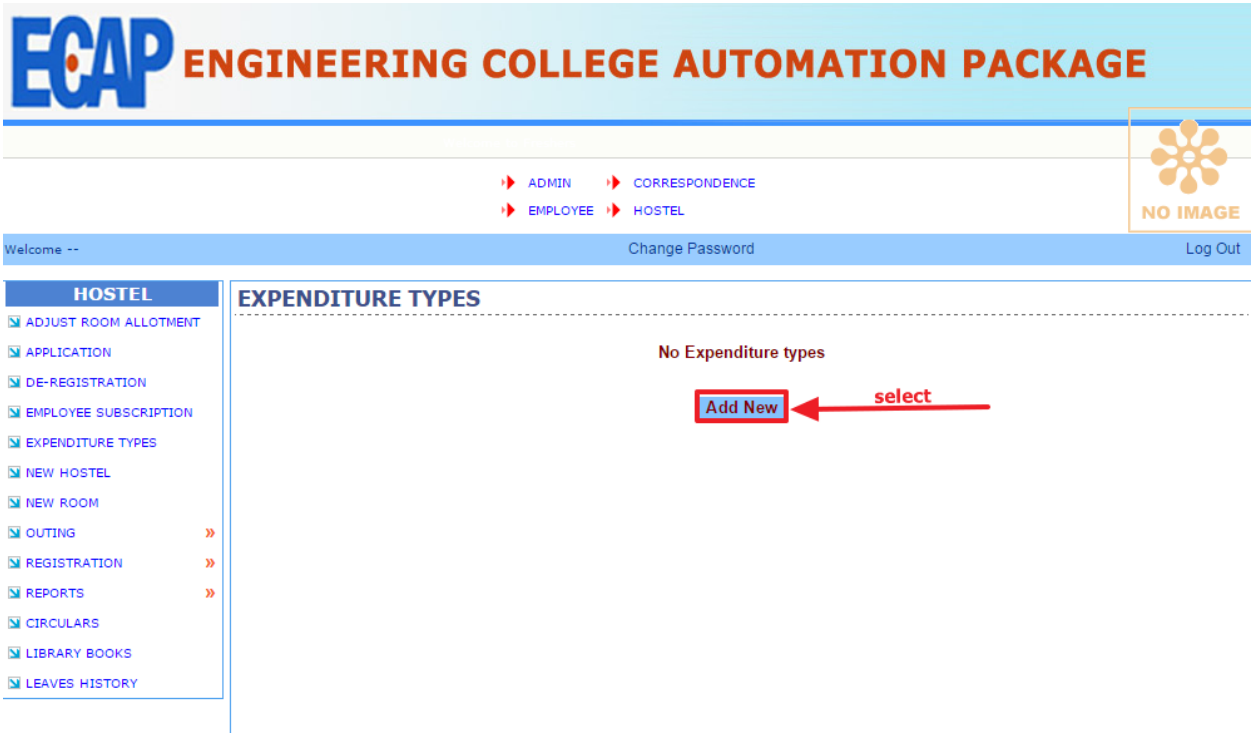
Step4:-Please Click On "Hostel" Which Is Available In Left Panel Menu As Shown In Below.



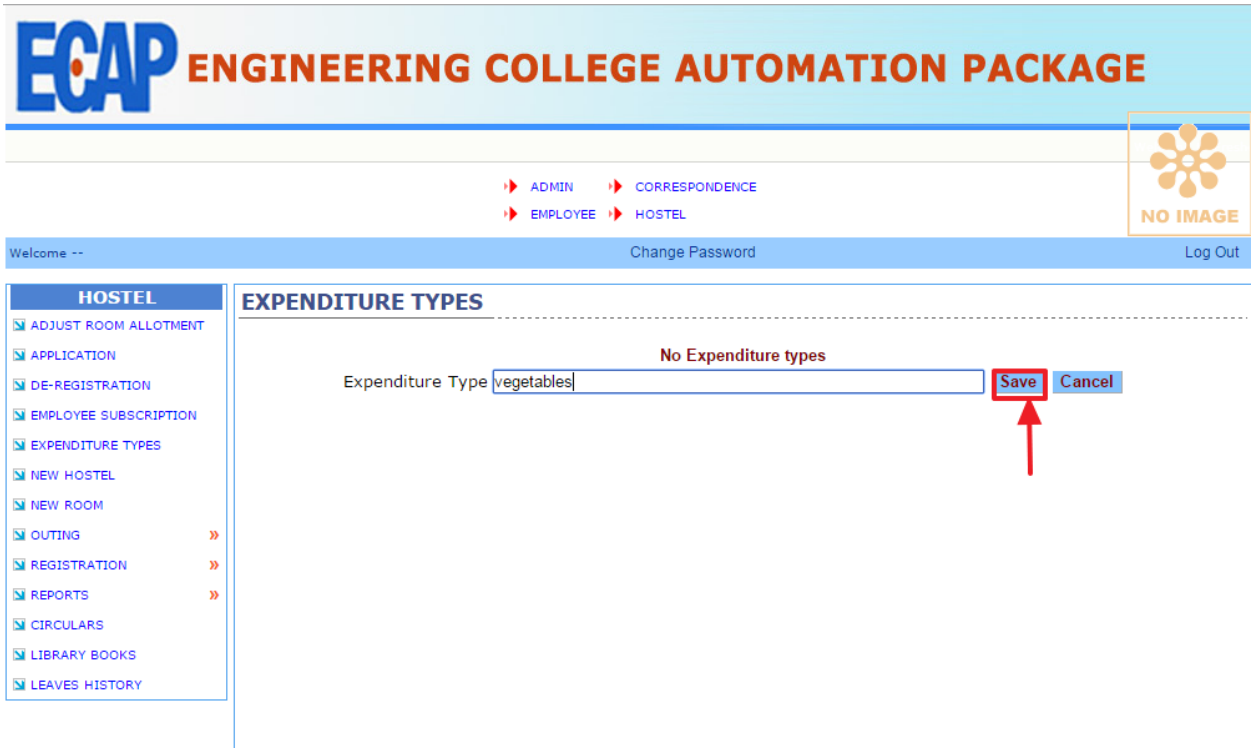
Step5:- Please Place Your Mouse Pointer On "Expenditure Types" Link Which Is Available In Left Menu.



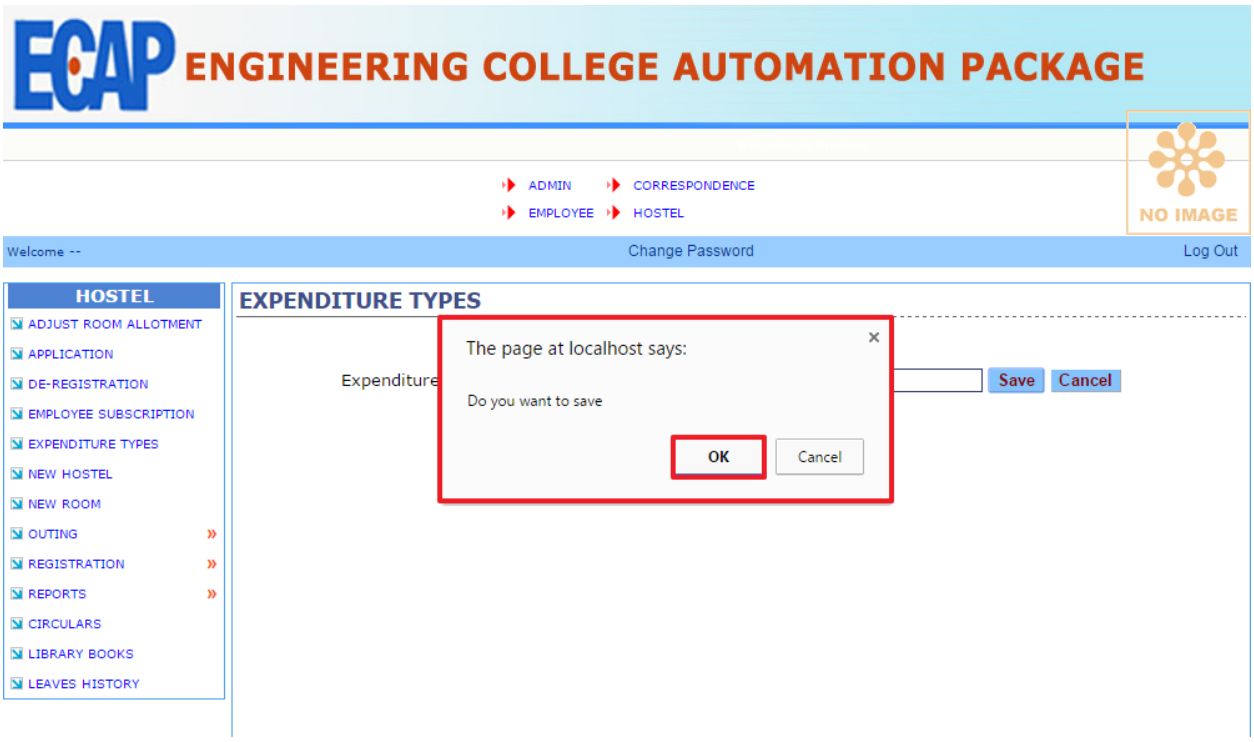
Step6:- Please Select Add New.



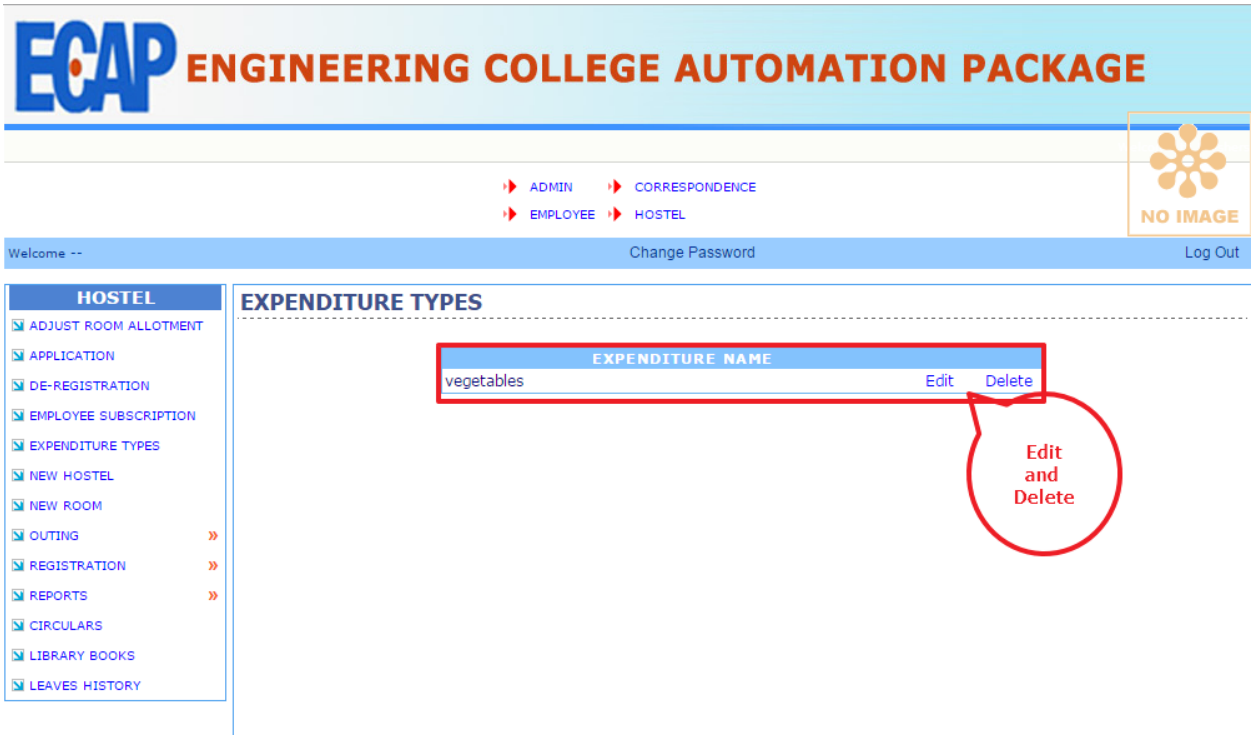
Step7:- **Please Enter Head Name And Click Save Button.**



Step8:- **Please Select Ok.**



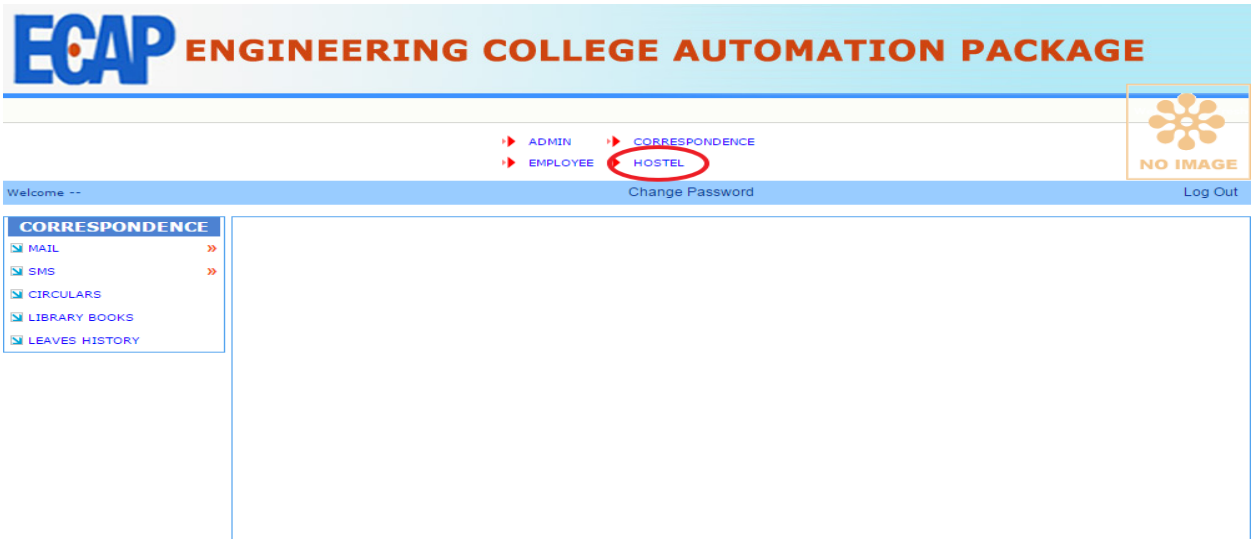
Step9:- Expenditure Type Saved As Shown Below. You Edit And Delete This Expenditure Type.



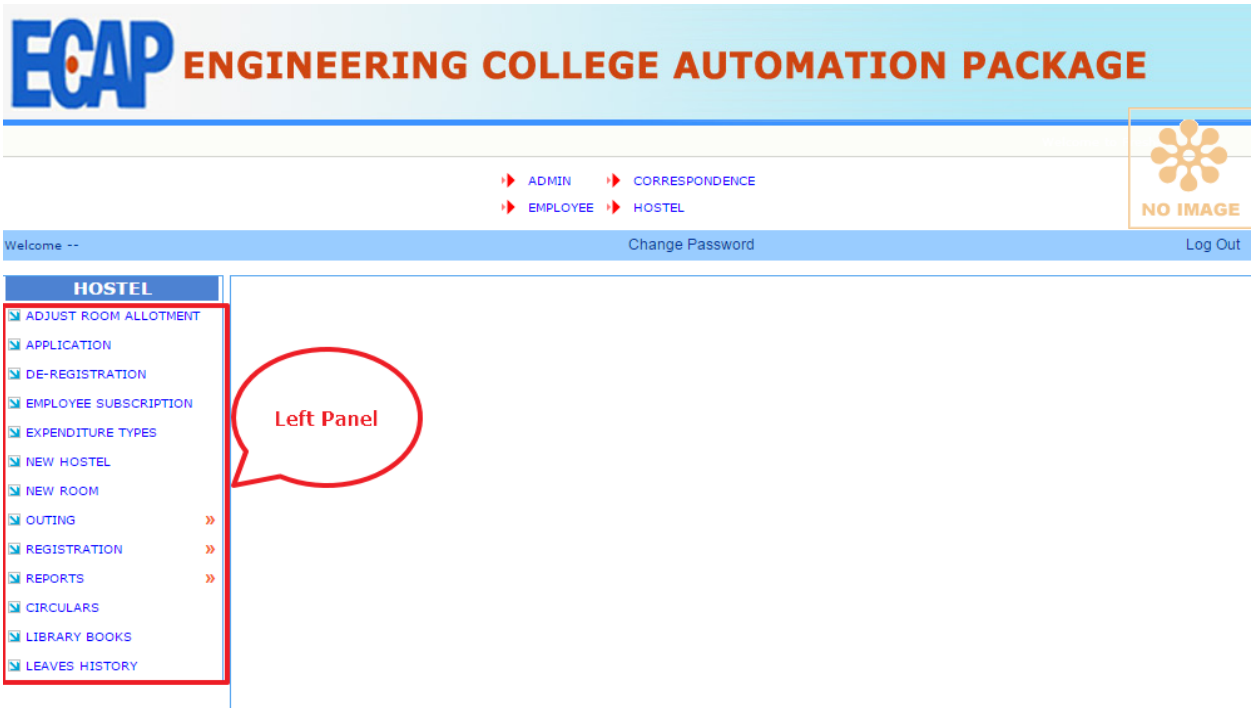
11) Where Can I Enter Student Outing Details? (Outing->Enter/Return->New)

Ans:- Step 1:- Please Login In To "Ecap" By Using Your Username And Password.

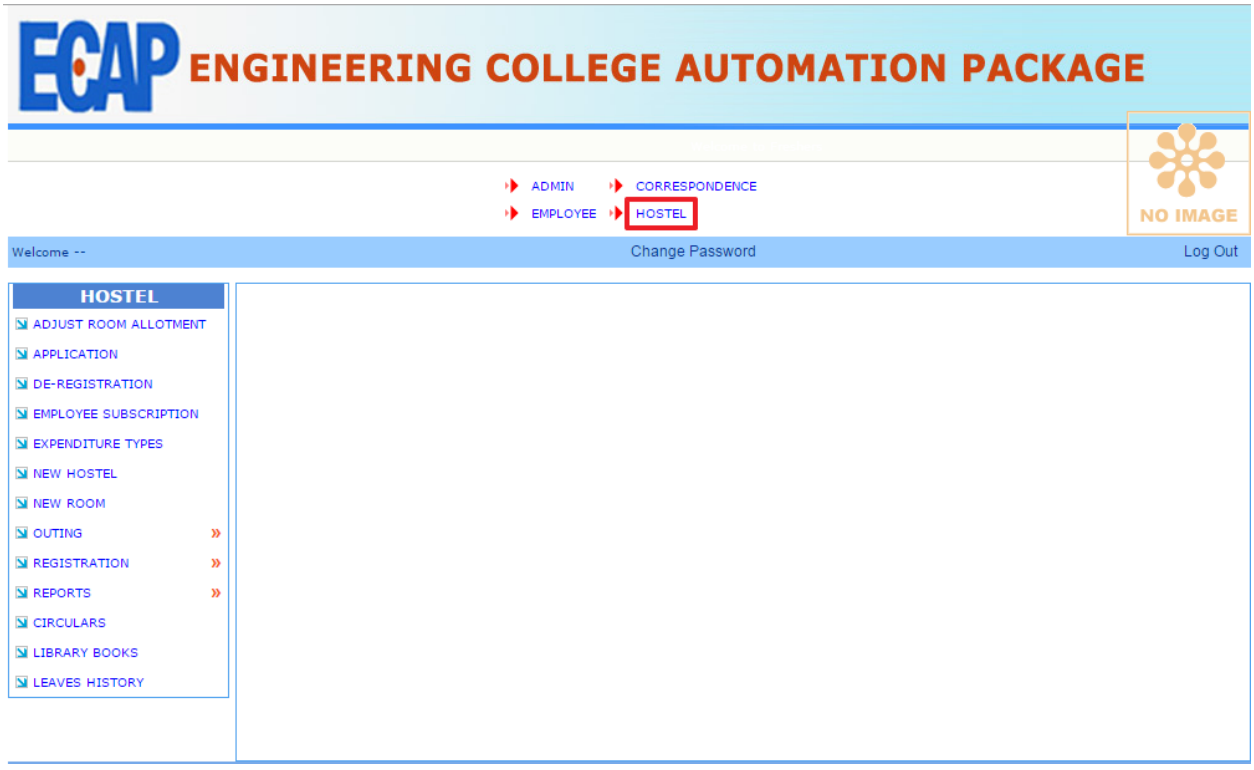
Step2:- Please Click On "Hostel" Module As Shown In Below.



Step3:- After Click On "Hostel" Then You Will Find "Left Panel" As Shown In Below.

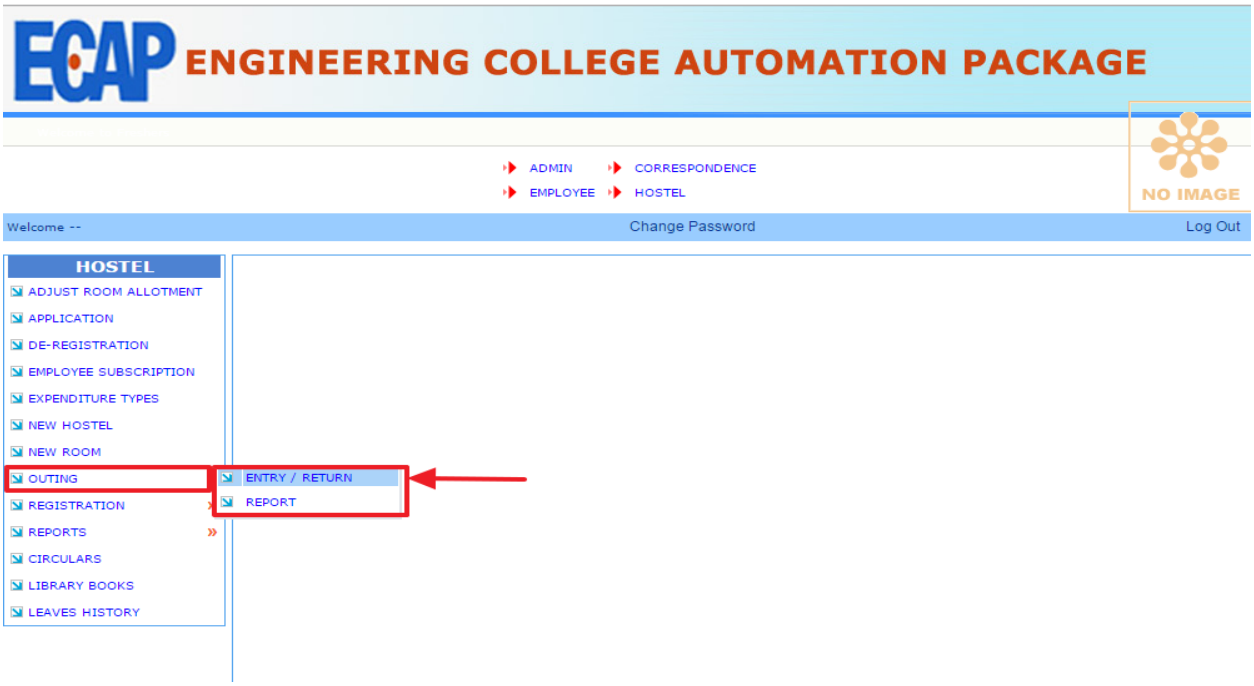


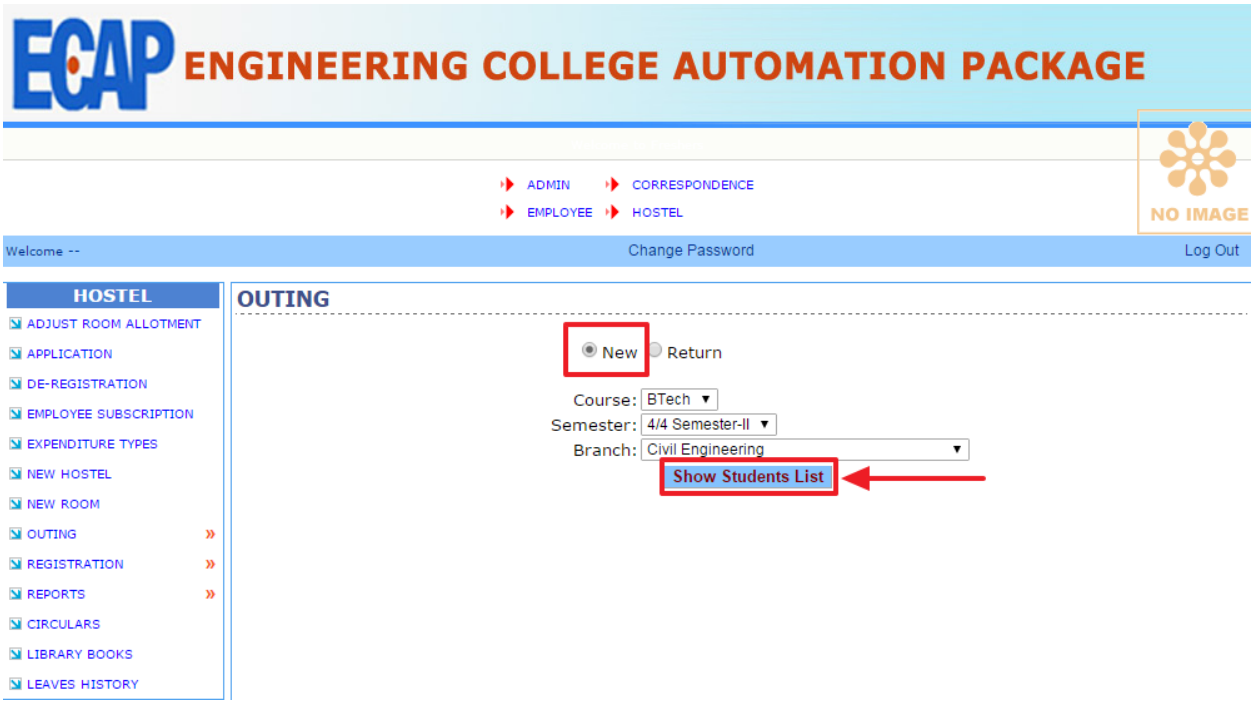
Step4:-Please Click On "Hostel" Which Is Available In Left Panel Menu As Shown In Below.

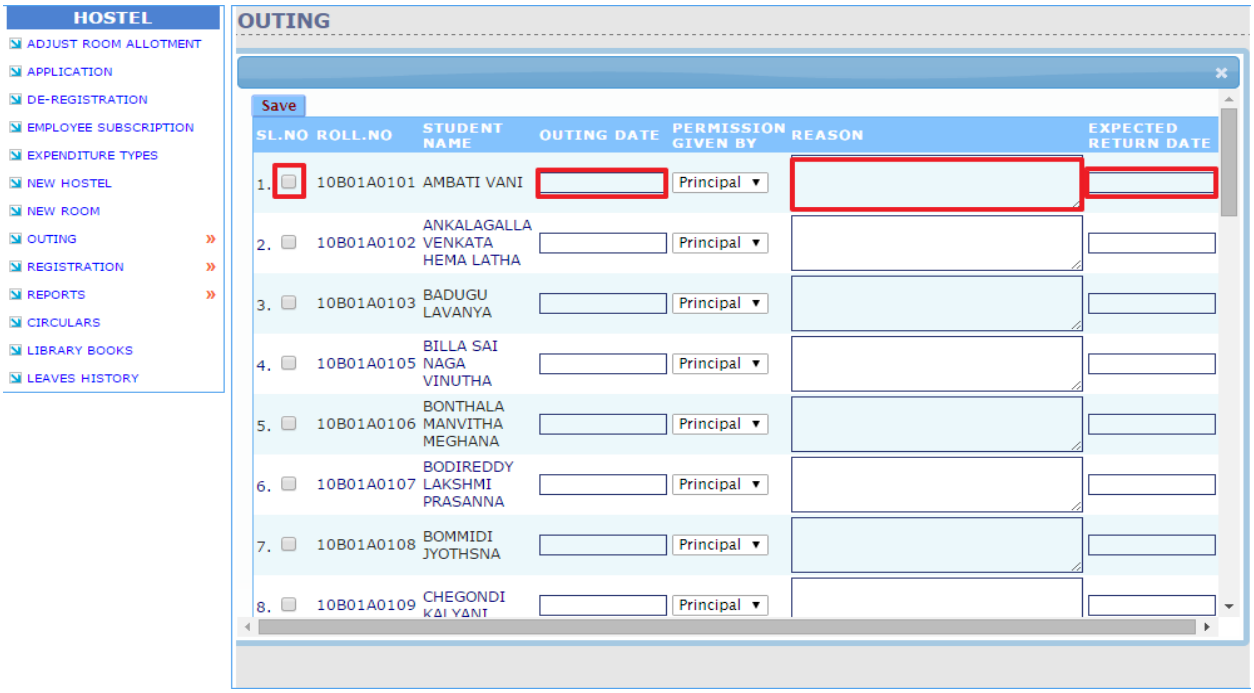


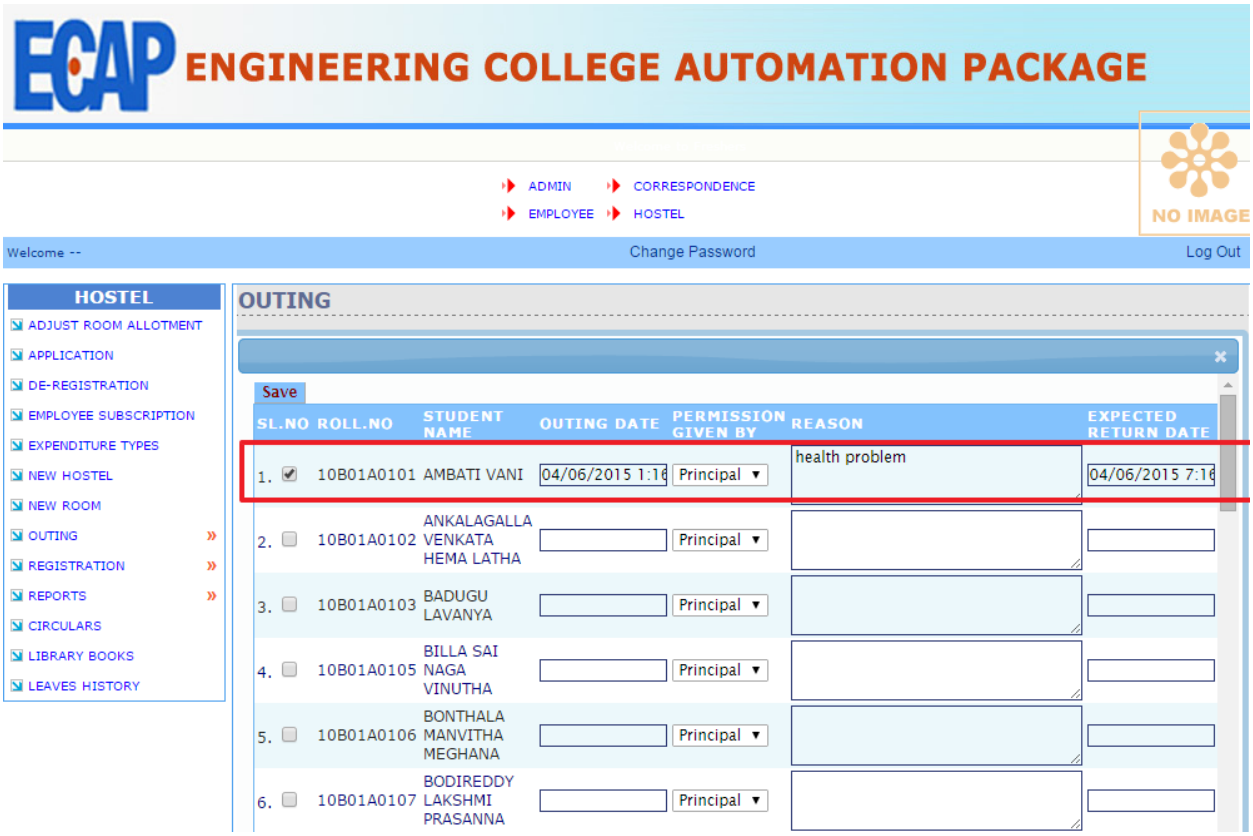
Step5:- Please Place Your Mouse Pointer On "Expenditure Types" Link Which Is Available In Left Menu.

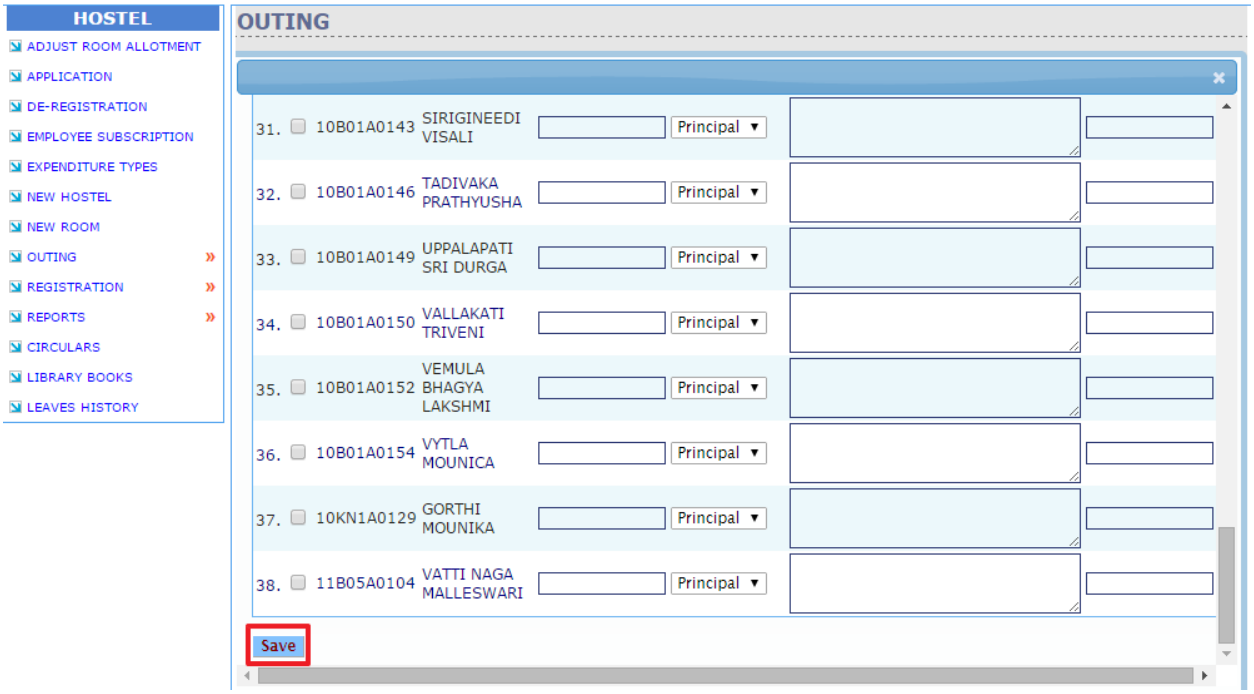
Then You Will Find "Sub Links Menu" As Shown In Below. "Entry/Return" Option In Sub Links Menu As Shown In Below.




ECAP
ENGINEERING COLLEGE AUTOMATION PACKAGE
ADMIN
CORRESPONDENCE
EMPLOYEE
HOSTEL
NO IMAGE
Welcome --
Change Password
Log Out
HOSTEL
ADJUST ROOM ALLOTMENT
APPLICATION
DE-REGISTRATION
EMPLOYEE SUBSCRIPTION
EXPENDITURE TYPES
NEW HOSTEL
NEW ROOM
OUTING
REGISTRATION
REPORTS
CIRCULARS
LIBRARY BOOKS
LEAVES HISTORY
OUTING
New
Return
Course: BTech
Semester: 4/4 Semester-II
Branch: Civil Engineering
Show Students List


HOSTEL
ADJUST ROOM ALLOTMENT
APPLICATION
DE-REGISTRATION
EMPLOYEE SUBSCRIPTION
EXPENDITURE TYPES
NEW HOSTEL
NEW ROOM
OUTING
REGISTRATION
REPORTS
CIRCULARS
LIBRARY BOOKS
LEAVES HISTORY
OUTING
Save
SL.NO ROLL.NO STUDENT NAME OUTING DATE PERMISSION GIVEN BY REASON EXPECTED RETURN DATE
1. 10B01A0101 AMBATI VANI Principal
2. 10B01A0102 ANKALAGALLA VENKATA HEMA LATHA Principal
3. 10B01A0103 BADUGU LAVANYA Principal
4. 10B01A0105 BILLA SAI NAGA VINUTHA Principal
5. 10B01A0106 BONTHALA MANVITHA MEGHANA Principal
6. 10B01A0107 BODIREDDY LAKSHMI PRASANNA Principal
7. 10B01A0108 BOMMIDI JYOTHSNA Principal
8. 10B01A0109 CHEGONDI Principal

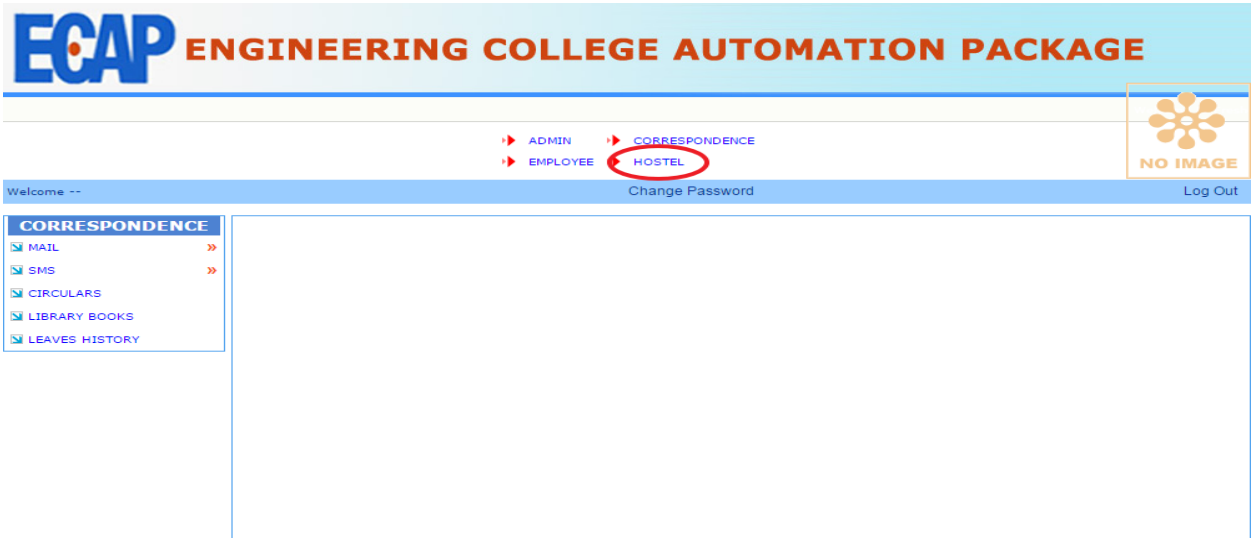

ECAP
ENGINEERING COLLEGE AUTOMATION PACKAGE
ADMIN
CORRESPONDENCE
EMPLOYEE
HOSTEL
NO IMAGE
Welcome --
Change Password
Log Out
HOSTEL
ADJUST ROOM ALLOTMENT
APPLICATION
DE-REGISTRATION
EMPLOYEE SUBSCRIPTION
EXPENDITURE TYPES
NEW HOSTEL
NEW ROOM
OUTING
REGISTRATION
REPORTS
CIRCULARS
LIBRARY BOOKS
LEAVES HISTORY
OUTING
Save
SL.NO ROLL.NO STUDENT NAME OUTING DATE PERMISSION GIVEN BY REASON EXPECTED RETURN DATE
1. 10B01A0101 AMBATI VANI 04/06/2015 1:16 Principal health problem 04/06/2015 7:16
2. 10B01A0102 ANKALAGALLA VENKATA HEMA LATHA Principal
3. 10B01A0103 BADUGU LAVANYA Principal
4. 10B01A0105 BILLA SAI NAGA VINUTHA Principal
5. 10B01A0106 BONTHALA MANVITHA MEGHANA Principal
6. 10B01A0107 BODIREDDY LAKSHMI PRASANNA Principal


HOSTEL
ADJUST ROOM ALLOTMENT
APPLICATION
DE-REGISTRATION
EMPLOYEE SUBSCRIPTION
EXPENDITURE TYPES
NEW HOSTEL
NEW ROOM
OUTING
REGISTRATION
REPORTS
CIRCULARS
LIBRARY BOOKS
LEAVES HISTORY
OUTING
31. 10B01A0143 SIRIGINEEDI VISALI Principal
32. 10B01A0146 TADIVAKA PRATHYUSHA Principal
33. 10B01A0149 UPPALAPATI SRI DURGA Principal
34. 10B01A0150 VALLAKATI TRIVENI Principal
35. 10B01A0152 VEMULA BHAGYA LAKSHMI Principal
36. 10B01A0154 VYTLA MOUNICA Principal
37. 10KN1A0129 GORTHI MOUNIKA Principal
38. 11B05A0104 VATTI NAGA MALLESWARI Principal
Save

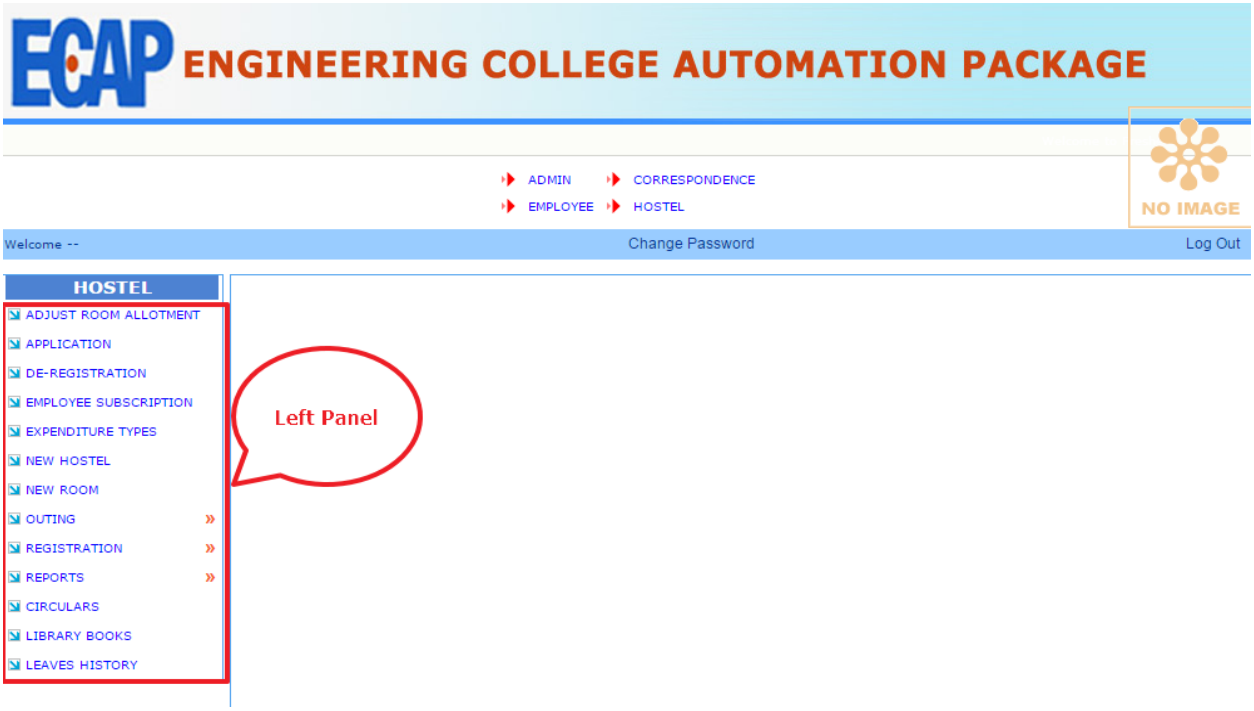
12) Where Can I Check De-Registered Students List? **(Reports->De Registered Students)**

Ans:- Step 1:- **Please Login In To "Ecap" By Using Your Username And Password.**

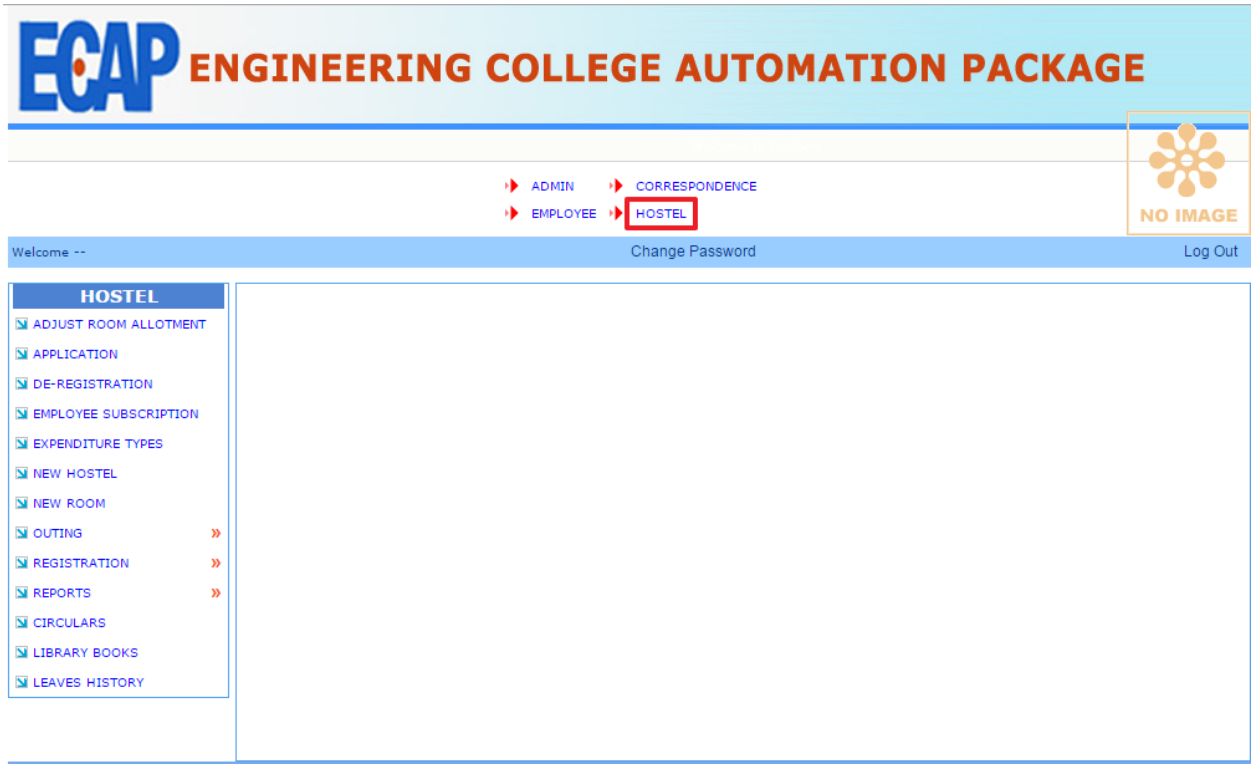
Step2:- **Please Click On "Hostel" Module As Shown In Below.**



Step3:- **After Click On "Hostel" Then You Will Find "Left Panel" As Shown In Below.**

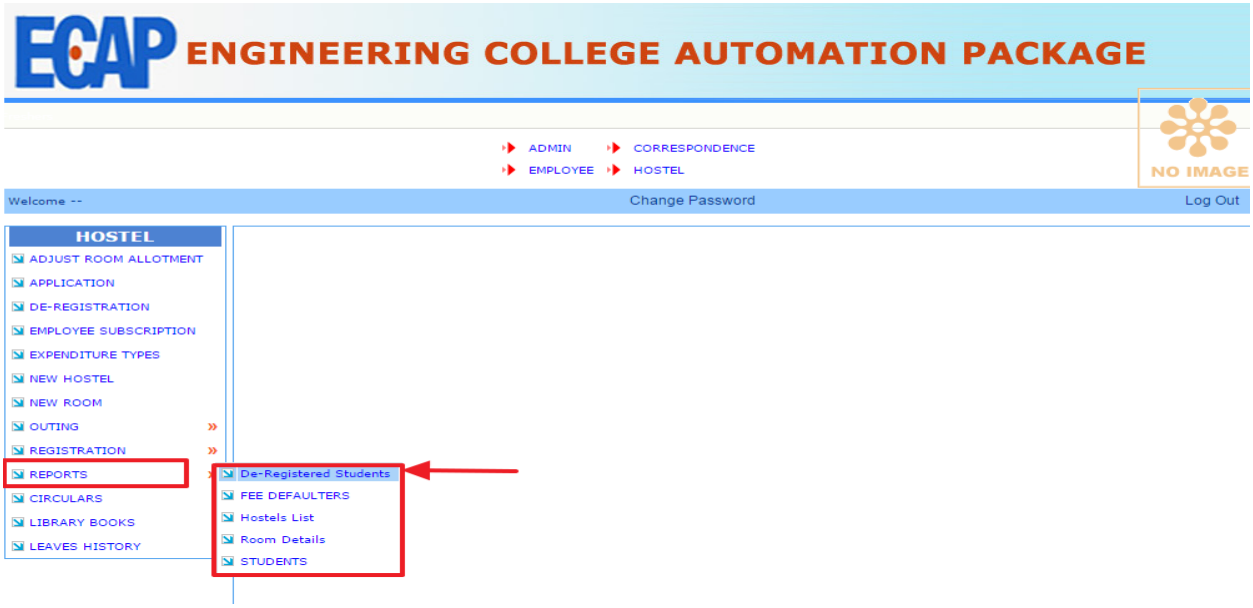


Step4:-Please Click On "Hostel" Which Is Available In Left Panel Menu As Shown In Below.

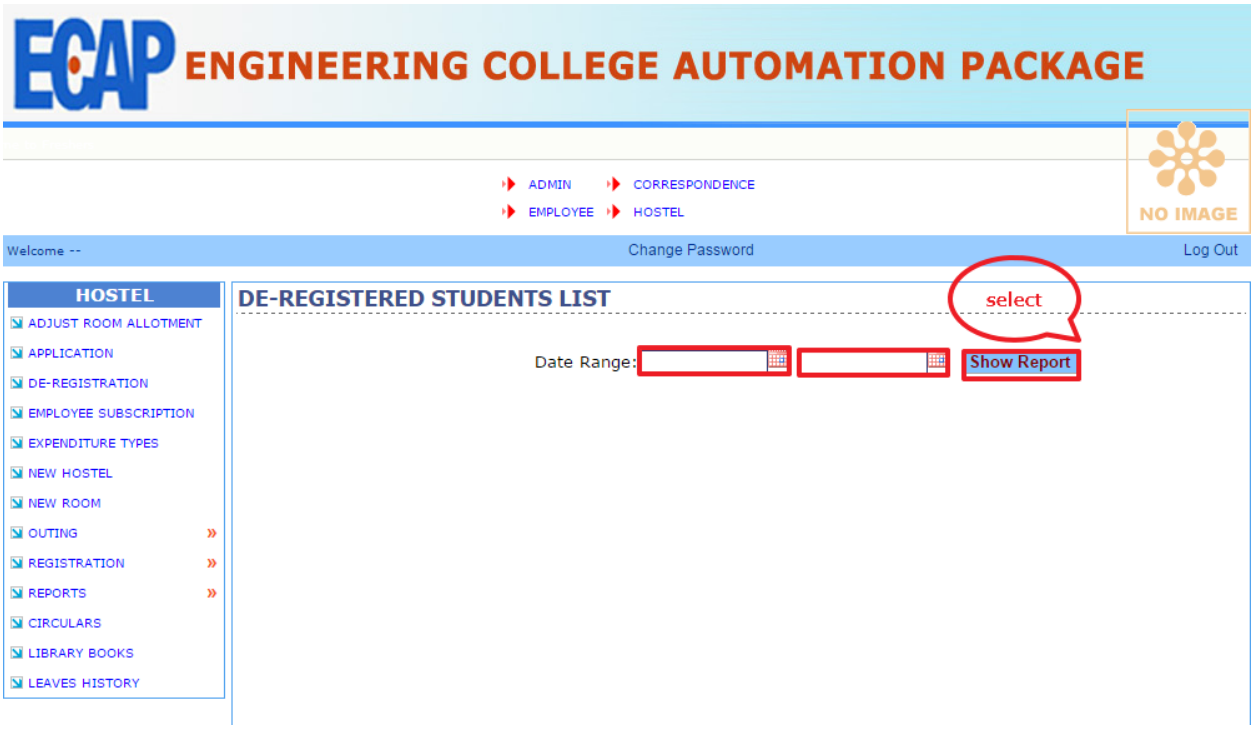


Step5:- Please Place Your Mouse Pointer On "Reports" Link Which Is Available In Left Menu.

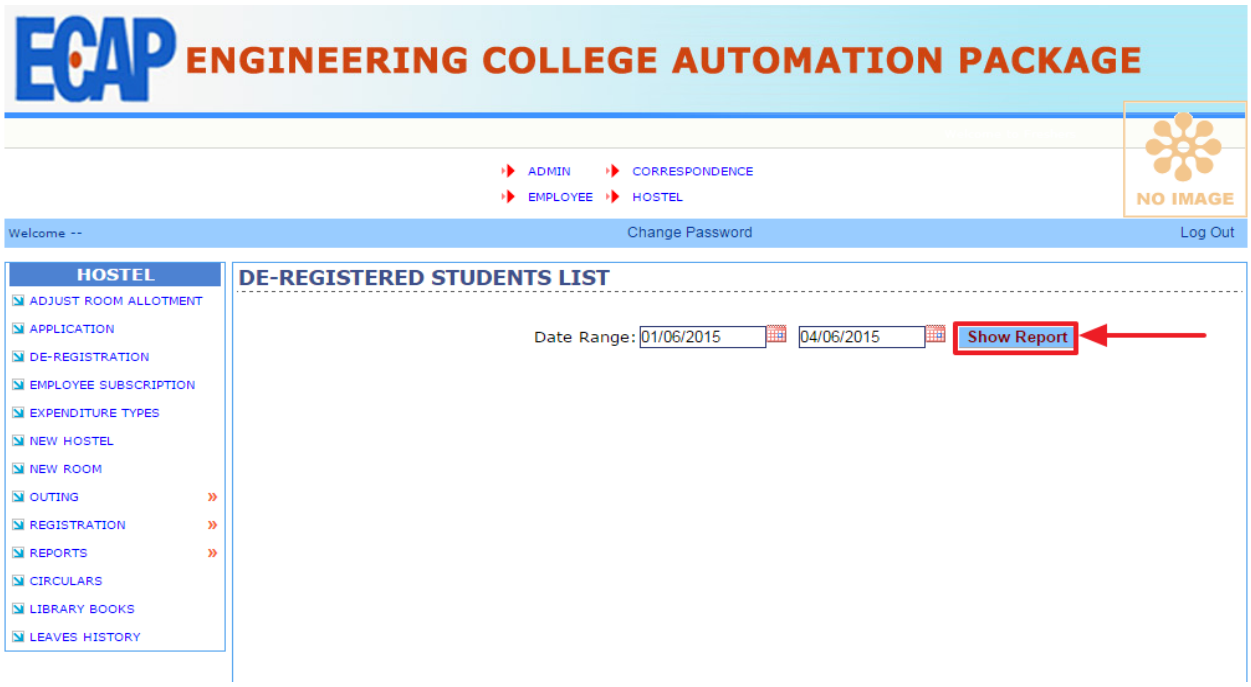
Then You Will Find "Sub Links Menu" As Shown In Below. "De-Registered Student" Option In Sub Links Menu As Shown In Below.



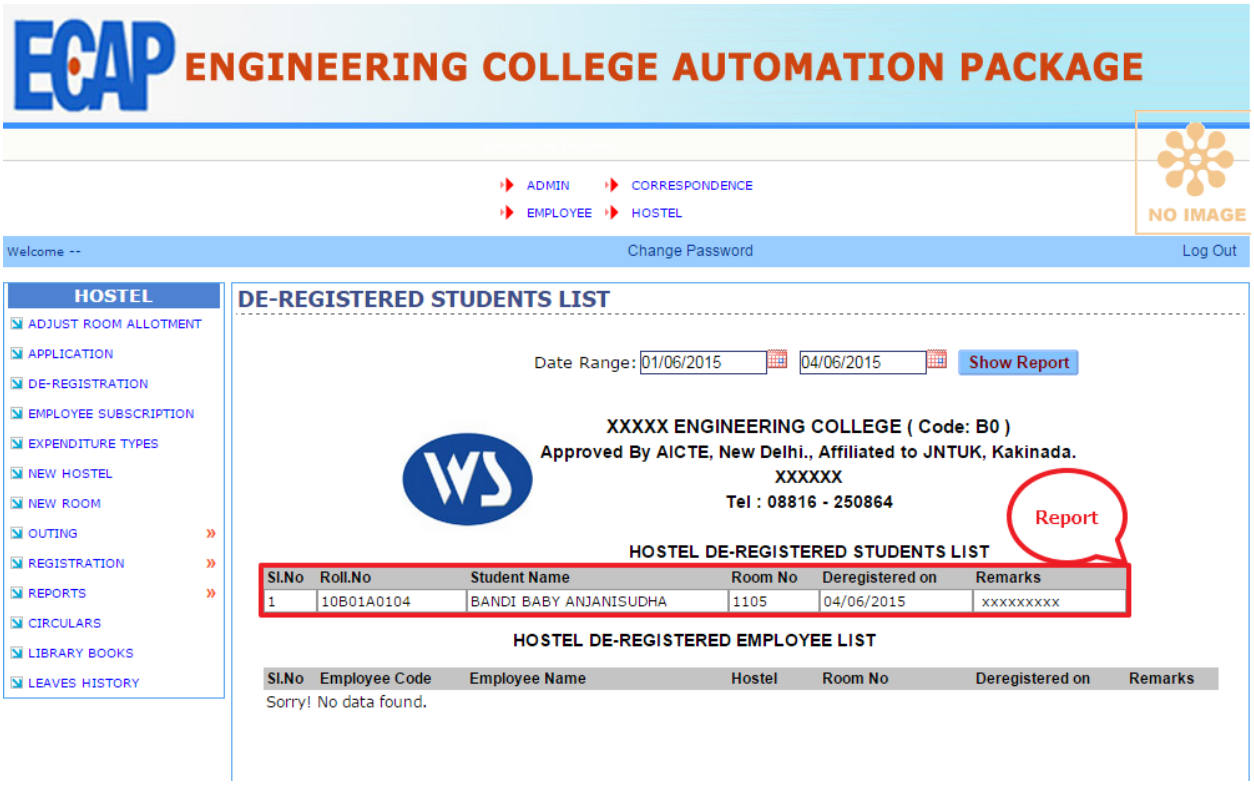
Step6:- **Please Select Date Range And Select Show Report.**



Step7:- **Please Click Show Report.**



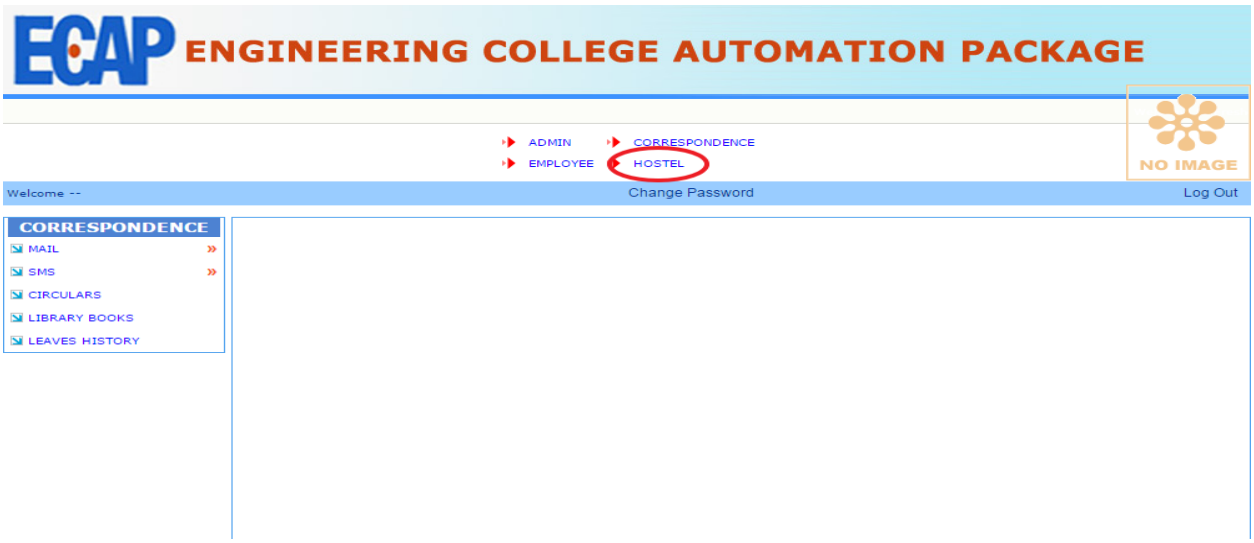
Step8:- **De-Registered Students Report As Shown Below.**



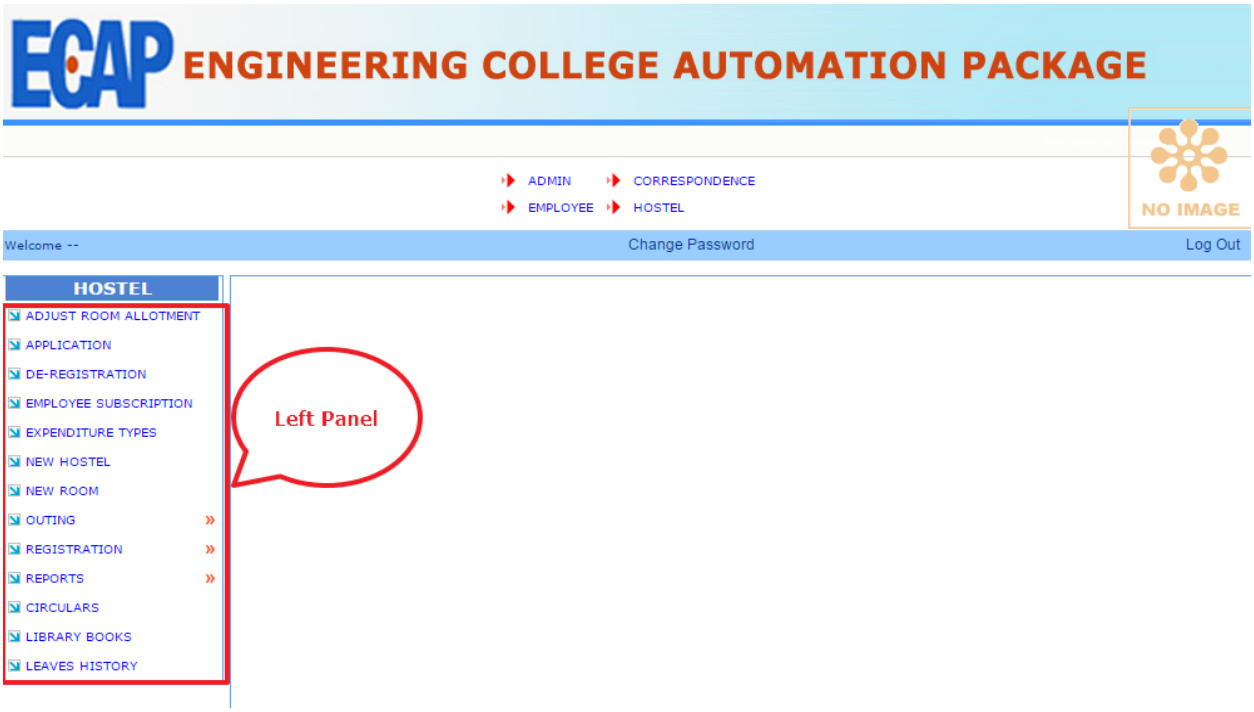
13) Where Can I Check Hostel Students Fee Dues List By Hostel Room/Course Wise? **(Reports->Fee Defaulters)**

Ans:- Step 1:- **Please Login In To "Ecap" By Using Your Username And Password.**

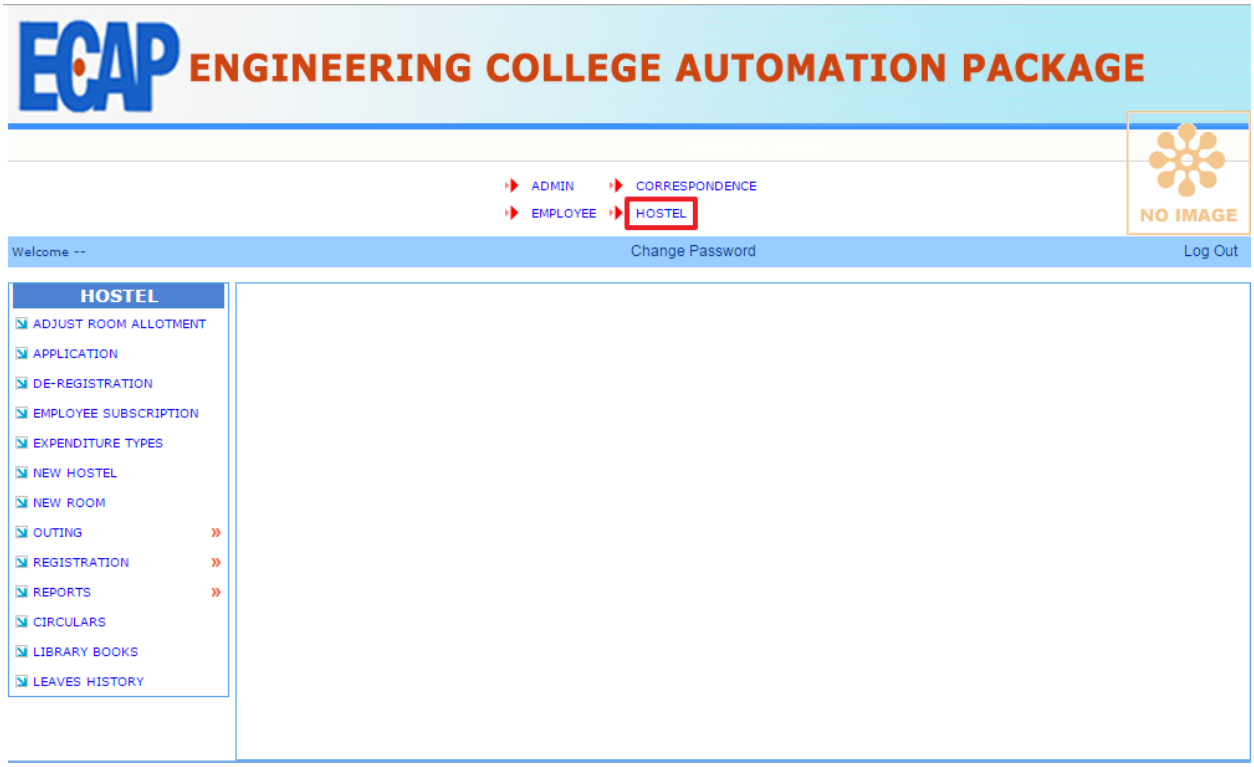
Step2:- **Please Click On "Hostel" Module As Shown In Below.**



Step3:- After Click On "Hostel" Then You Will Find "Left Panel" As Shown In Below.

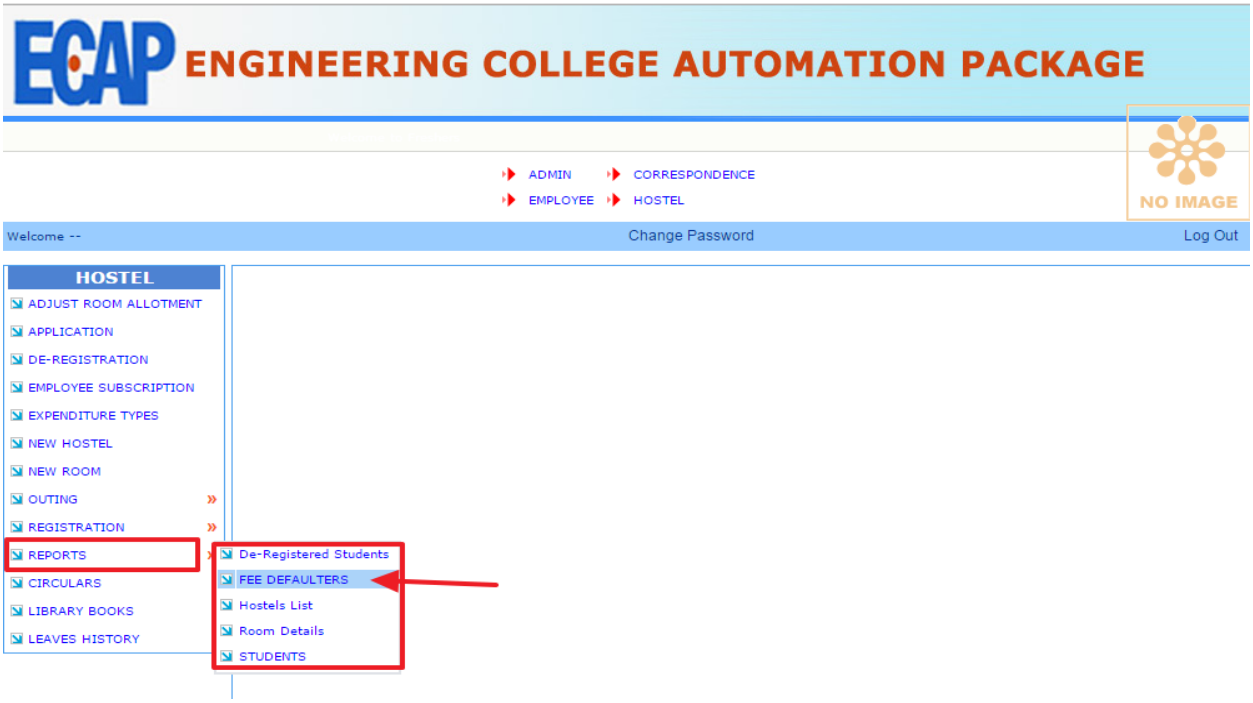


Step4:-Please Click On "Hostel" Which Is Available In Left Panel Menu As Shown In Below.

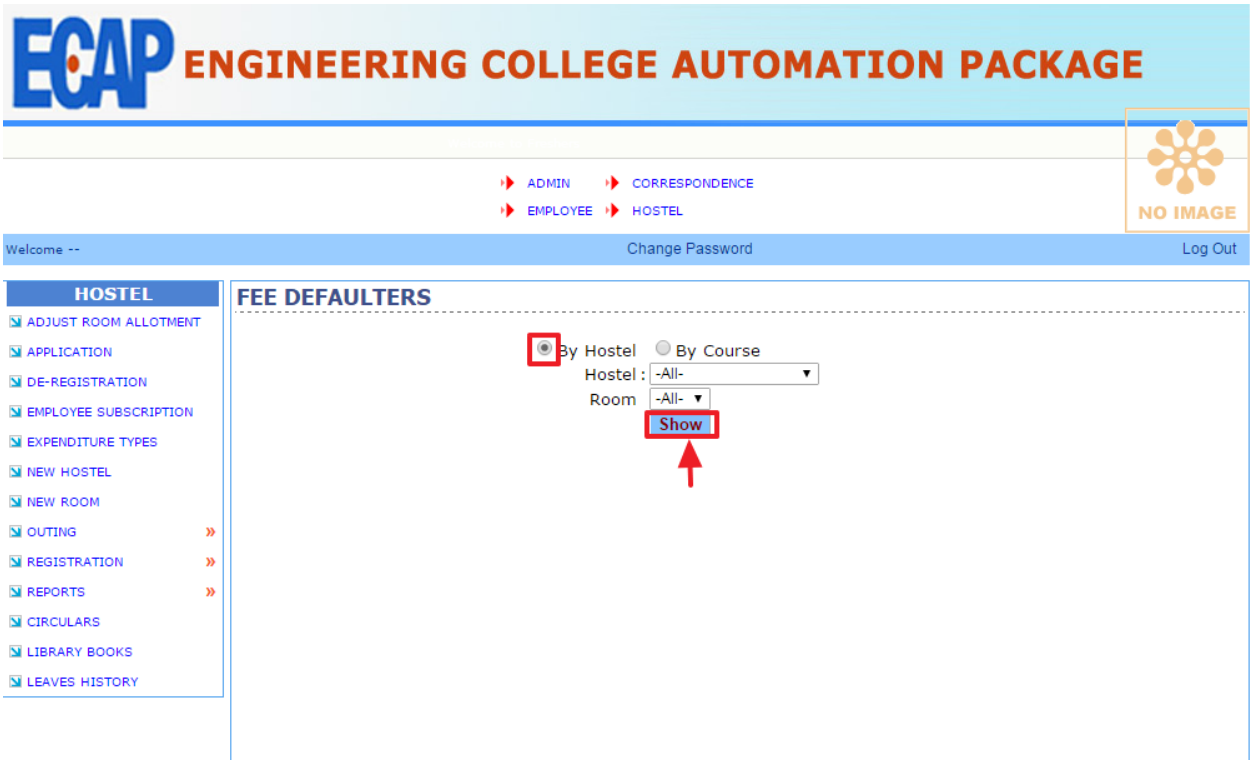


Step5:- Please Place Your Mouse Pointer On "Reports" Link Which Is Available In Left Menu.

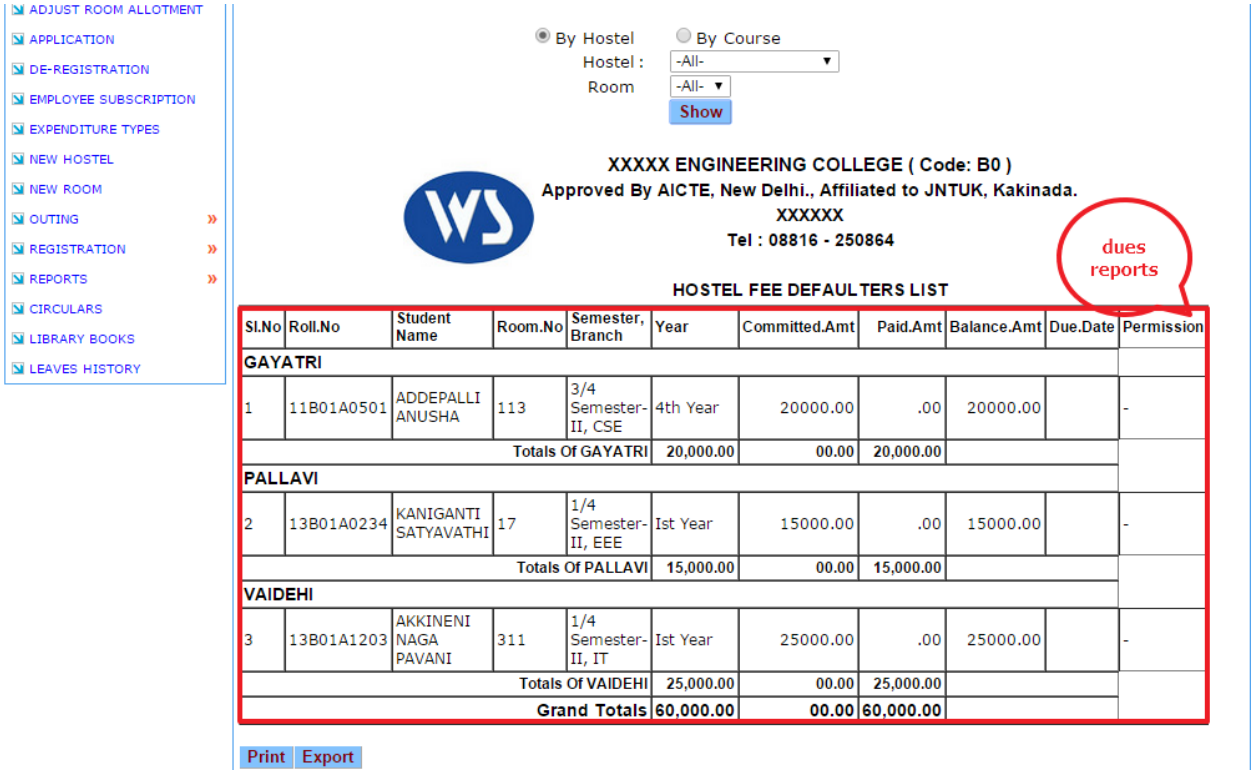
Then You Will Find "Sub Links Menu" As Shown In Below. "Fee Defaulters" Option In Sub Links Menu As Shown In Below.



Step6:- Please Select Radio Button By Hostel And Hostel, Room And Click Show Button.

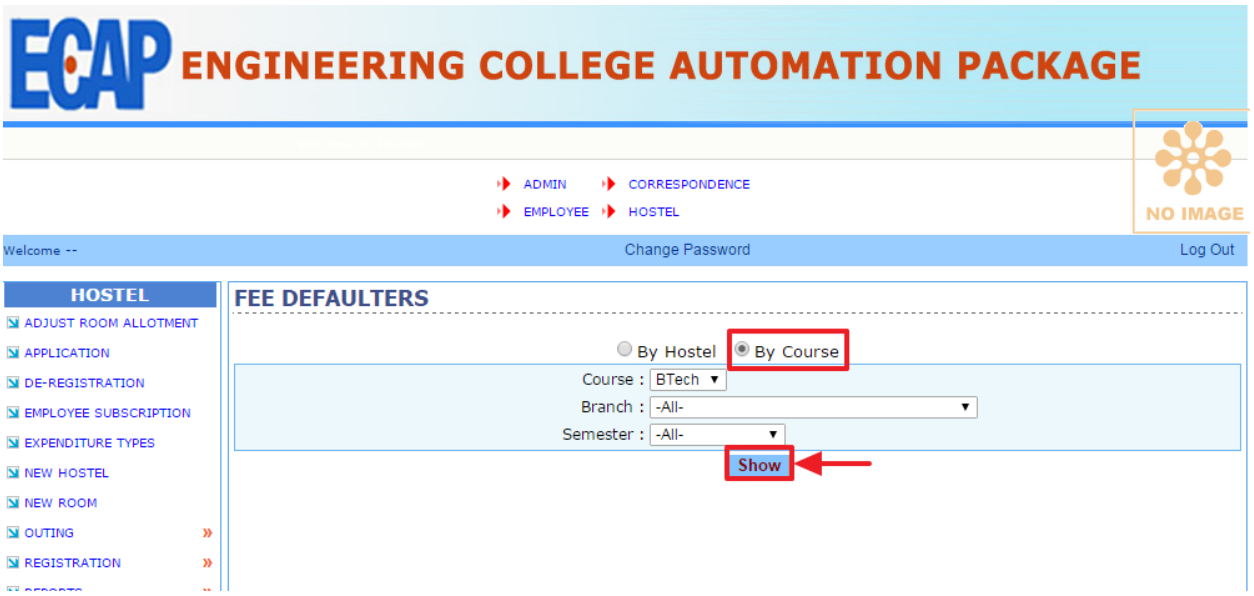


Step7:- **Hostel Wise Dues Reports As Shown Below.**

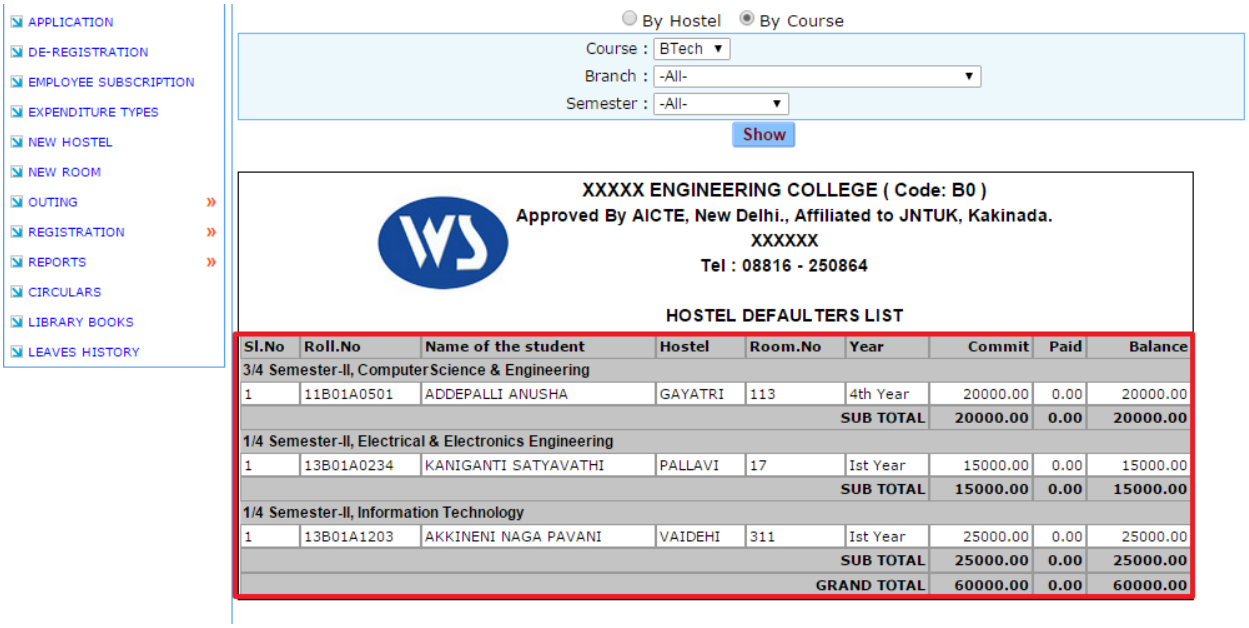


Sl.No	Roll.No	Student Name	Room.No	Semester, Branch	Year	Committed.Amt	Paid.Amt	Balance.Amt	Due.Date	Permission
GAYATRI										
1	11B01A0501	ADDEPALLI ANUSHA	113	3/4 Semester-II, CSE	4th Year	20000.00	.00	20000.00		-
				Totals Of GAYATRI	20,000.00	00.00	20,000.00			
PALLAVI										
2	13B01A0234	KANIGANTI SATYAVATHI	17	1/4 Semester-II, EEE	Ist Year	15000.00	.00	15000.00		-
				Totals Of PALLAVI	15,000.00	00.00	15,000.00			
VAIDEHI										
3	13B01A1203	AKKINENI NAGA PAVANI	311	1/4 Semester-II, IT	Ist Year	25000.00	.00	25000.00		-
				Totals Of VAIDEHI	25,000.00	00.00	25,000.00			
				Grand Totals	60,000.00	00.00	60,000.00			

Step8:- **Please Select Radio Button By Course And Select Course, Branch, Semester And Click Show Button.**



Step9:- **By Course Wise Dues Reports As Shown Below.**

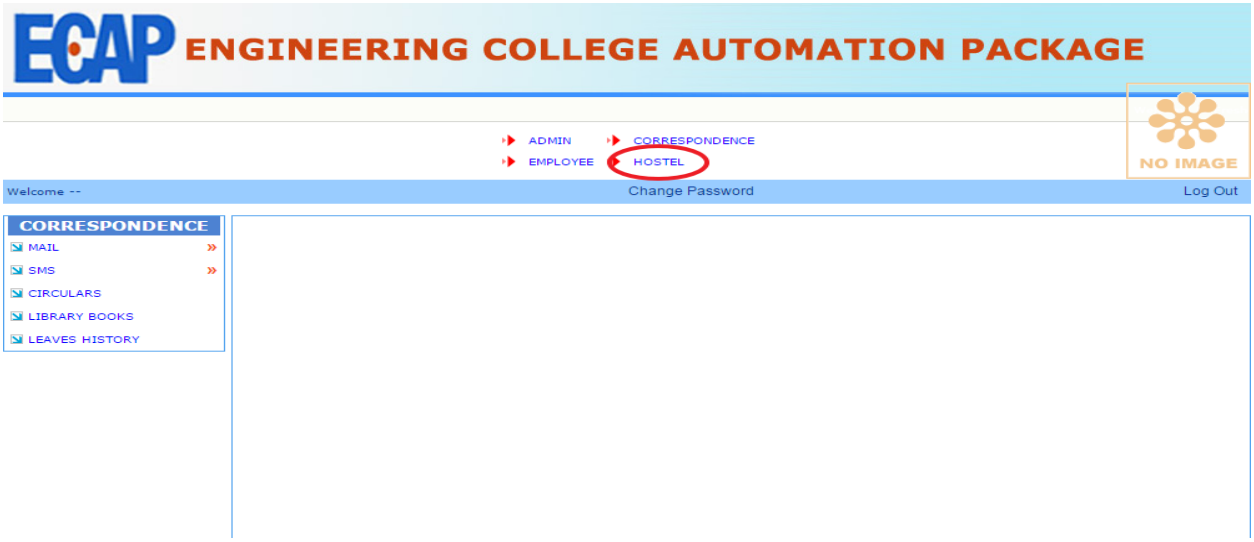


Sl.No	Roll.No	Name of the student	Hostel	Room.No	Year	Commit	Paid	Balance
3/4 Semester-II, Computer Science & Engineering								
1	11B01A0501	ADDEPALLI ANUSHA	GAYATRI	113	4th Year	20000.00	0.00	20000.00
					SUB TOTAL	20000.00	0.00	20000.00
1/4 Semester-II, Electrical & Electronics Engineering								
1	13B01A0234	KANIGANTI SATYAVATHI	PALLAVI	17	Ist Year	15000.00	0.00	15000.00
					SUB TOTAL	15000.00	0.00	15000.00
1/4 Semester-II, Information Technology								
1	13B01A1203	AKKINENI NAGA PAVANI	VAIDEHI	311	Ist Year	25000.00	0.00	25000.00
					SUB TOTAL	25000.00	0.00	25000.00
					GRAND TOTAL	60000.00	0.00	60000.00

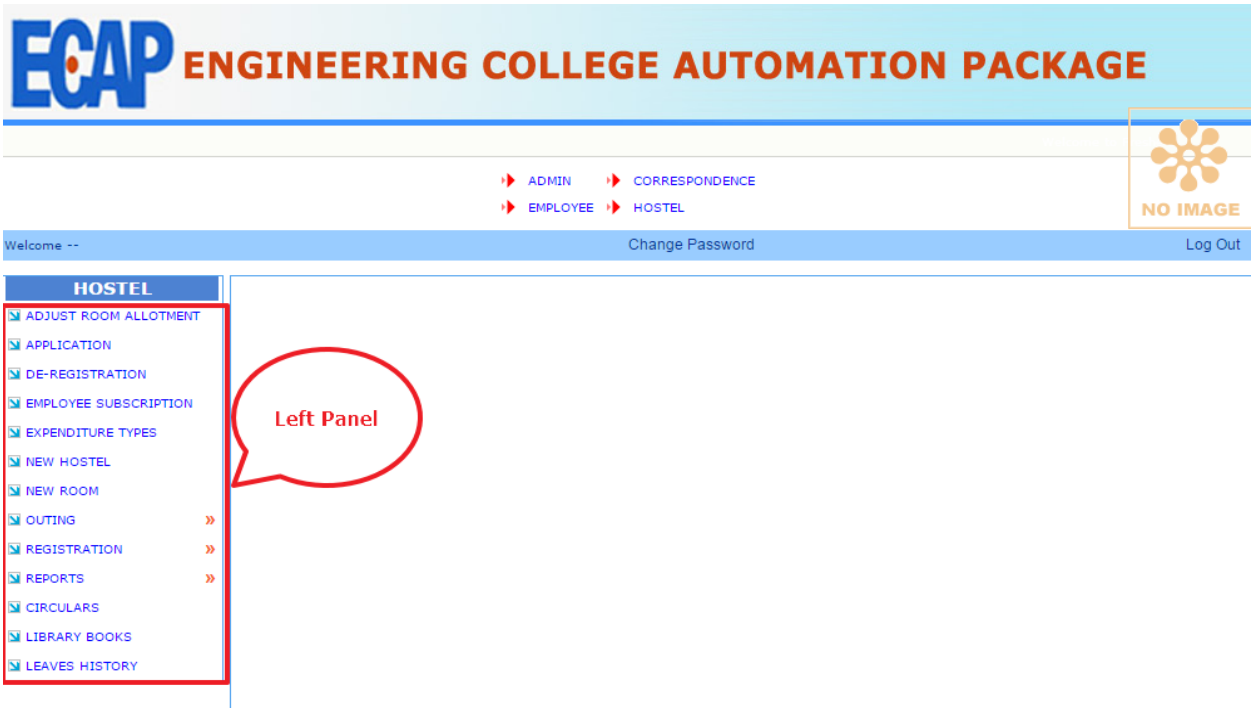
14) Where Can I Check Hostel Capacity/Occupied Cumulatively? **(Reports->Hostels List)**

Ans:- Step 1:- **Please Login In To "Ecap" By Using Your Username And Password.**

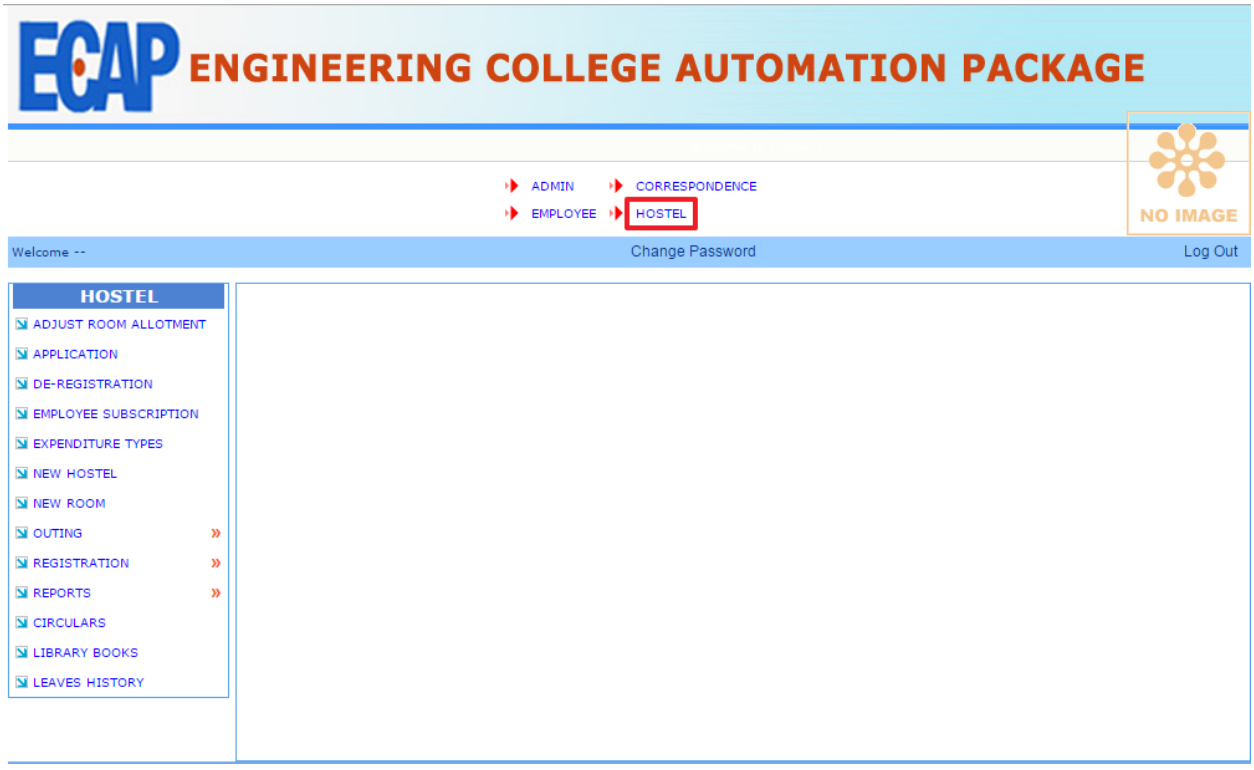
Step2:- **Please Click On "Hostel" Module As Shown In Below.**



Step3:- After Click On "Hostel" Then You Will Find "Left Panel" As Shown In Below.

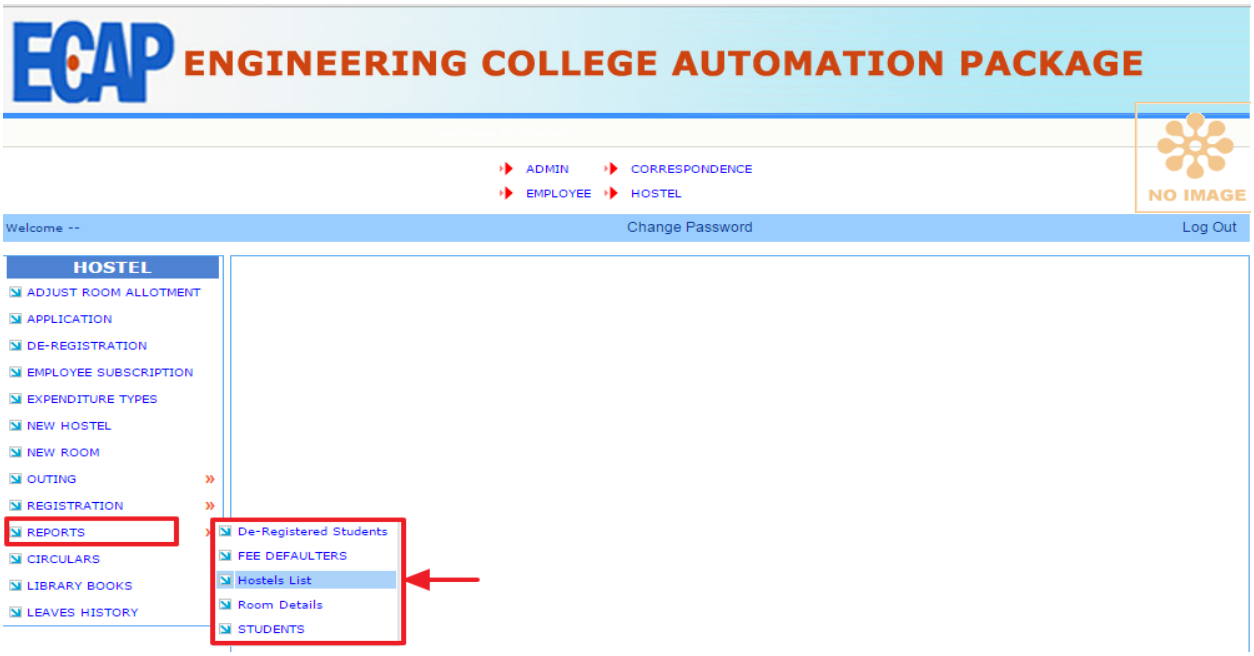


Step4:-Please Click On "Hostel" Which Is Available In Left Panel Menu As Shown In Below.

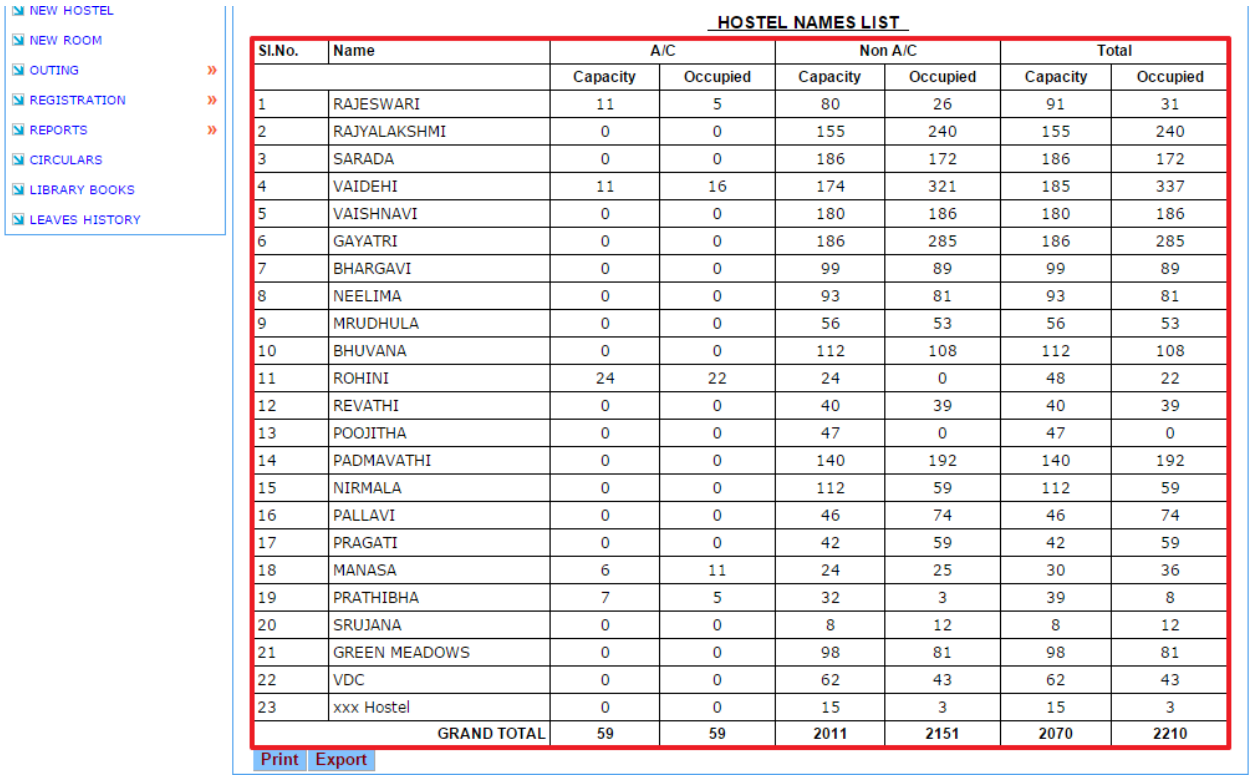


Step5:- Please Place Your Mouse Pointer On "Reports" Link Which Is Available In Left Menu.

Then You Will Find "Sub Links Menu" As Shown In Below. "Hostels List" Option In Sub Links Menu As Shown In Below.



Step6:- **Hostel Capacity List As Shown Below.**



HOSTEL NAMES LIST

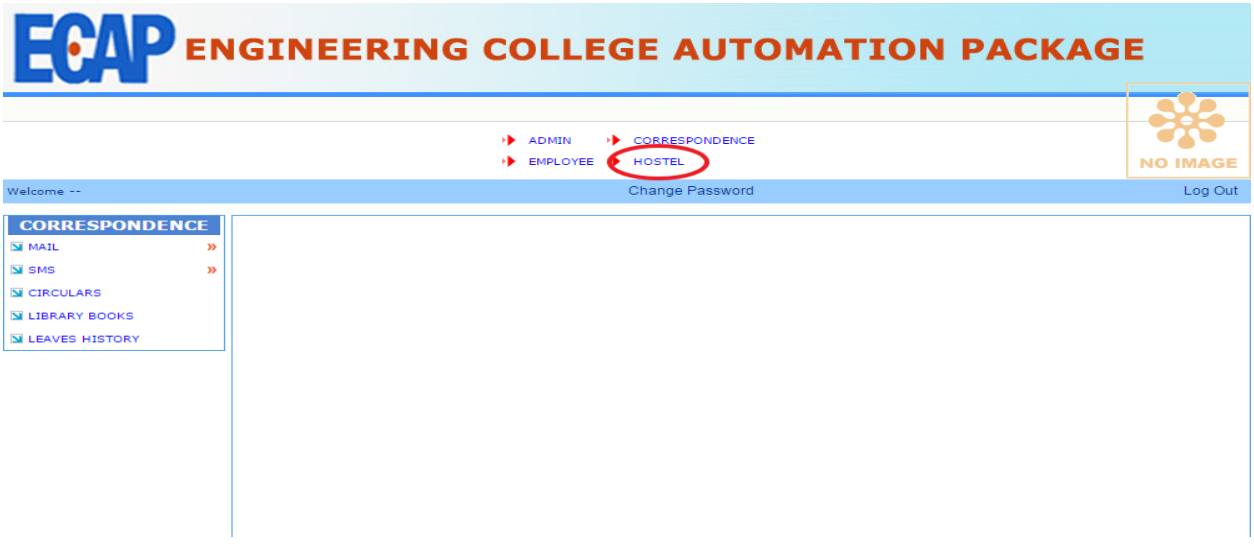
Sl.No.	Name	A/C		Non A/C		Total	
		Capacity	Occupied	Capacity	Occupied	Capacity	Occupied
1	RAJESWARI	11	5	80	26	91	31
2	RAJYALAKSHMI	0	0	155	240	155	240
3	SARADA	0	0	186	172	186	172
4	VAIDEHI	11	16	174	321	185	337
5	VAISHNAVI	0	0	180	186	180	186
6	GAYATRI	0	0	186	285	186	285
7	BHARGAVI	0	0	99	89	99	89
8	NEELIMA	0	0	93	81	93	81
9	MRUDHULA	0	0	56	53	56	53
10	BHUVANA	0	0	112	108	112	108
11	ROHINI	24	22	24	0	48	22
12	REVATHI	0	0	40	39	40	39
13	POOJITHA	0	0	47	0	47	0
14	PADMAVATHI	0	0	140	192	140	192
15	NIRMALA	0	0	112	59	112	59
16	PALLAVI	0	0	46	74	46	74
17	PRAGATI	0	0	42	59	42	59
18	MANASA	6	11	24	25	30	36
19	PRATHIBHA	7	5	32	3	39	8
20	SRUJANA	0	0	8	12	8	12
21	GREEN MEADOWS	0	0	98	81	98	81
22	VDC	0	0	62	43	62	43
23	xxx Hostel	0	0	15	3	15	3
	GRAND TOTAL	59	59	2011	2151	2070	2210

Print Export

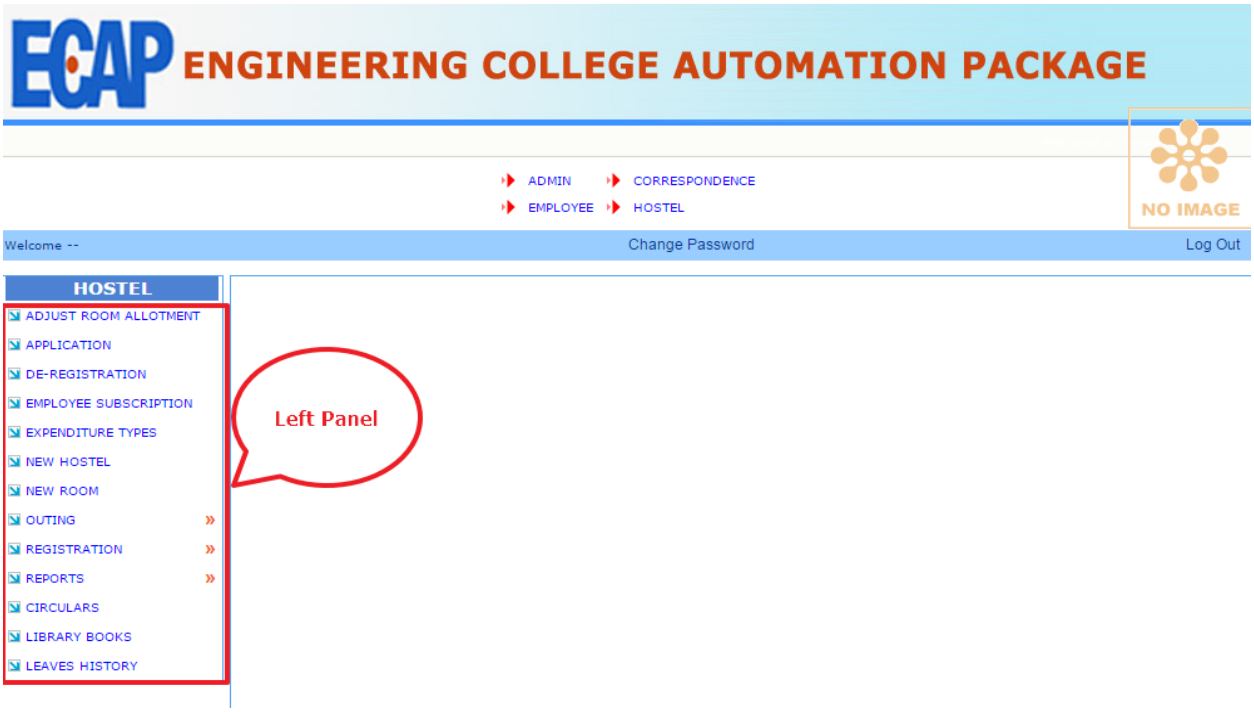
15) Where Can I Check Room Vacancy Details By Hostel Name Wise? **(Reports->Room Details)**

Ans:- Step 1:- **Please Login In To "Ecap" By Using Your Username And Password.**

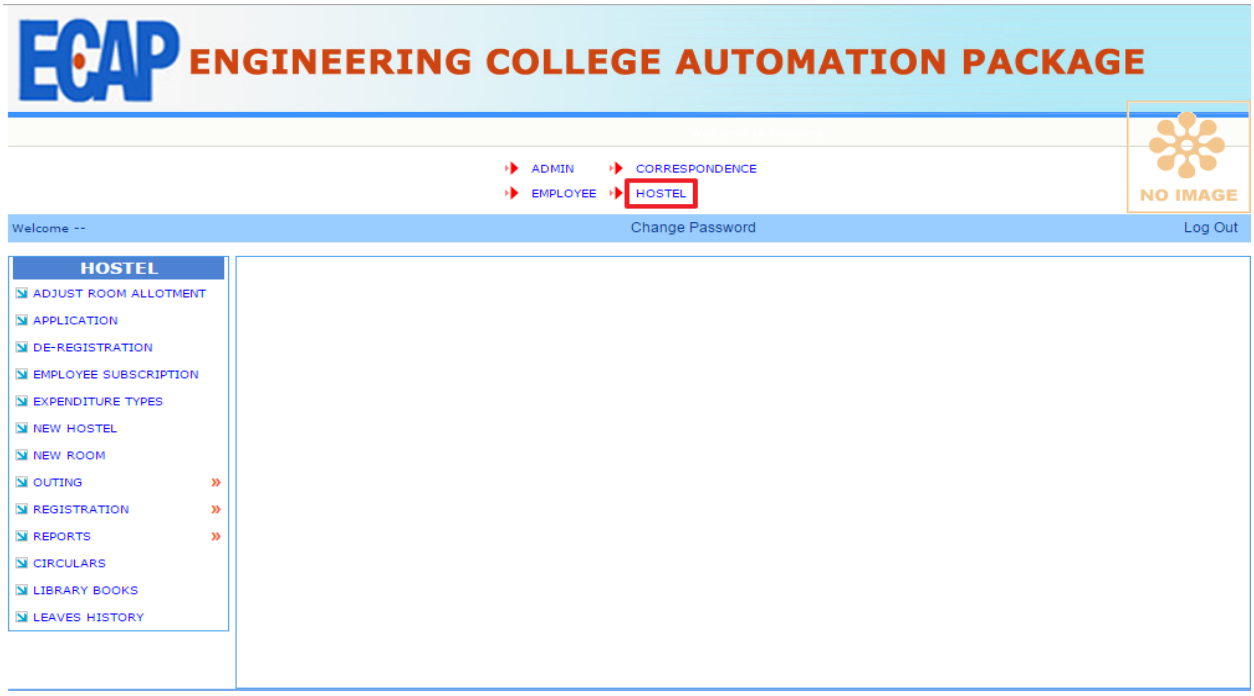
Step2:- **Please Click On "Hostel" Module As Shown In Below.**



Step3:- After Click On "Hostel" Then You Will Find "Left Panel" As Shown In Below.

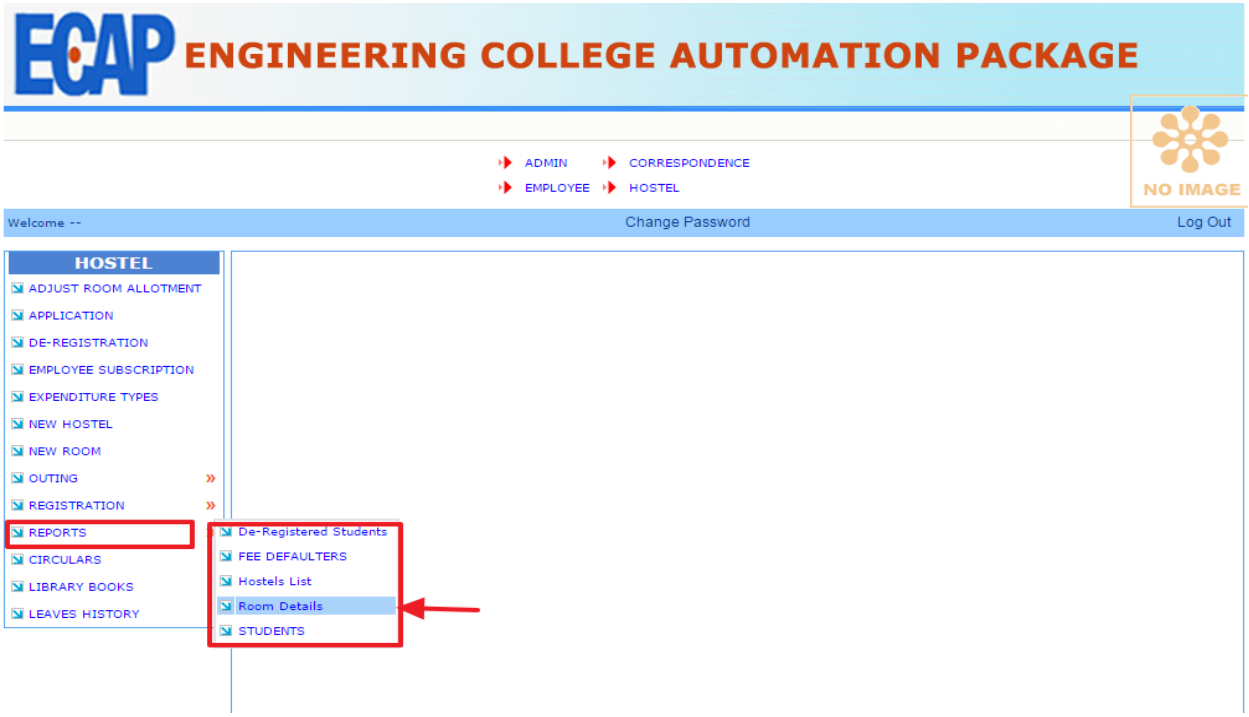


Step4:-Please Click On "Hostel" Which Is Available In Left Panel Menu As Shown In Below.

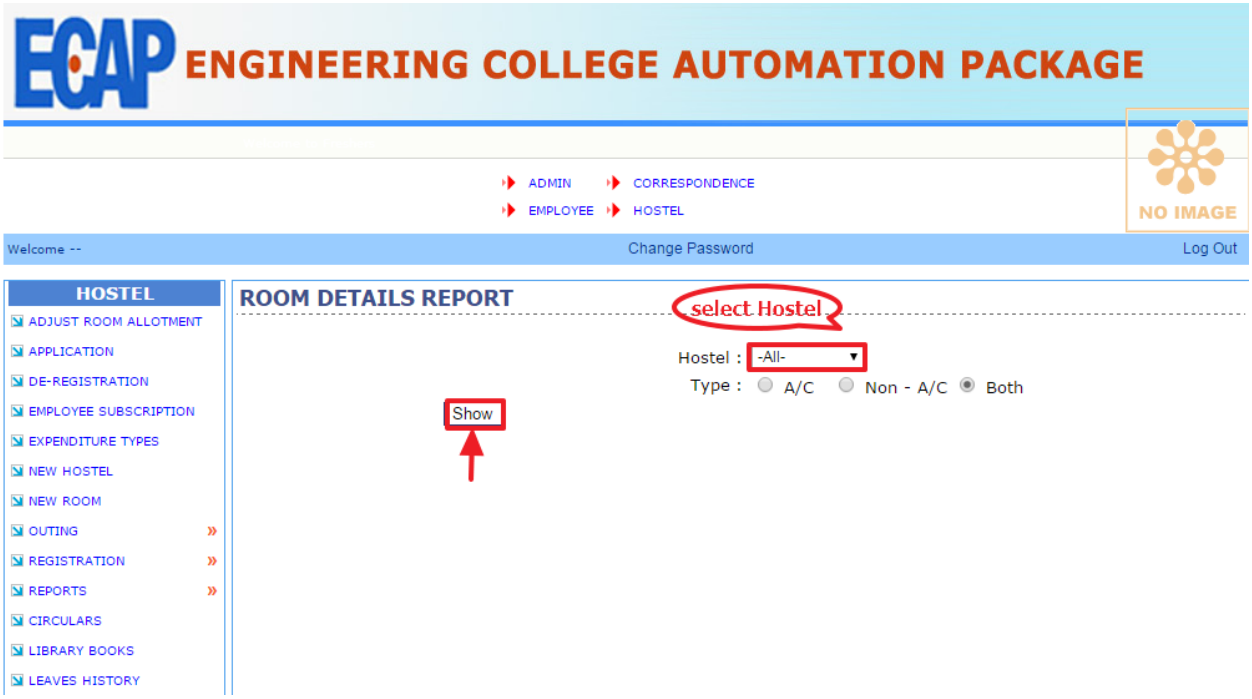


Step5:- Please Place Your Mouse Pointer On "Reports" Link Which Is Available In Left Menu.

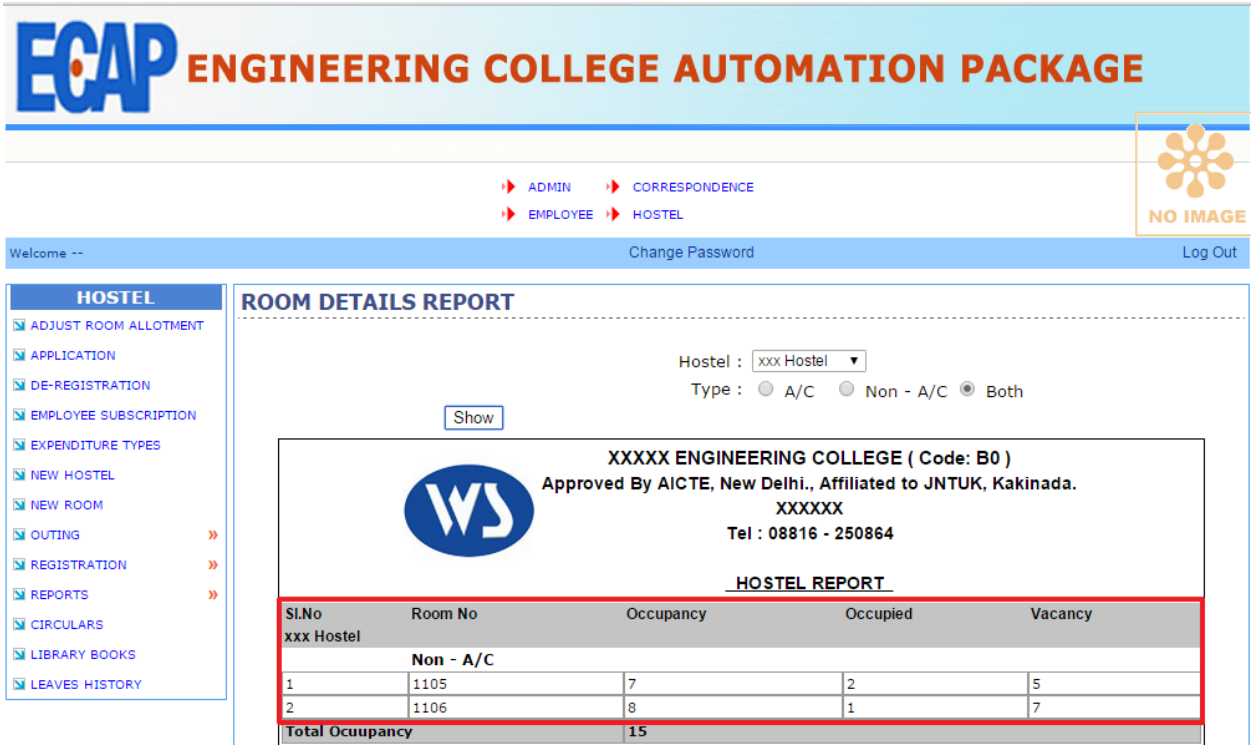
Then You Will Find "Sub Links Menu" As Shown In Below. "Room Details" Option In Sub Links Menu As Shown In Below.



Step6:- Please Select Hostel And Type And Select Show Button.



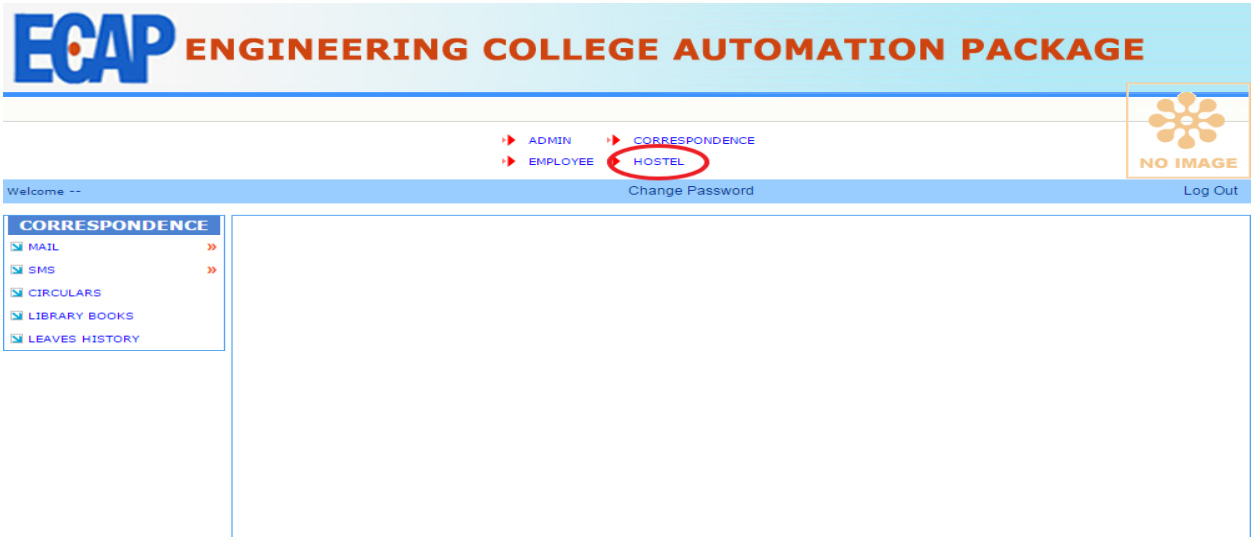
Step7:- **Hostel Wise Room Details Reports As Shown Below.**



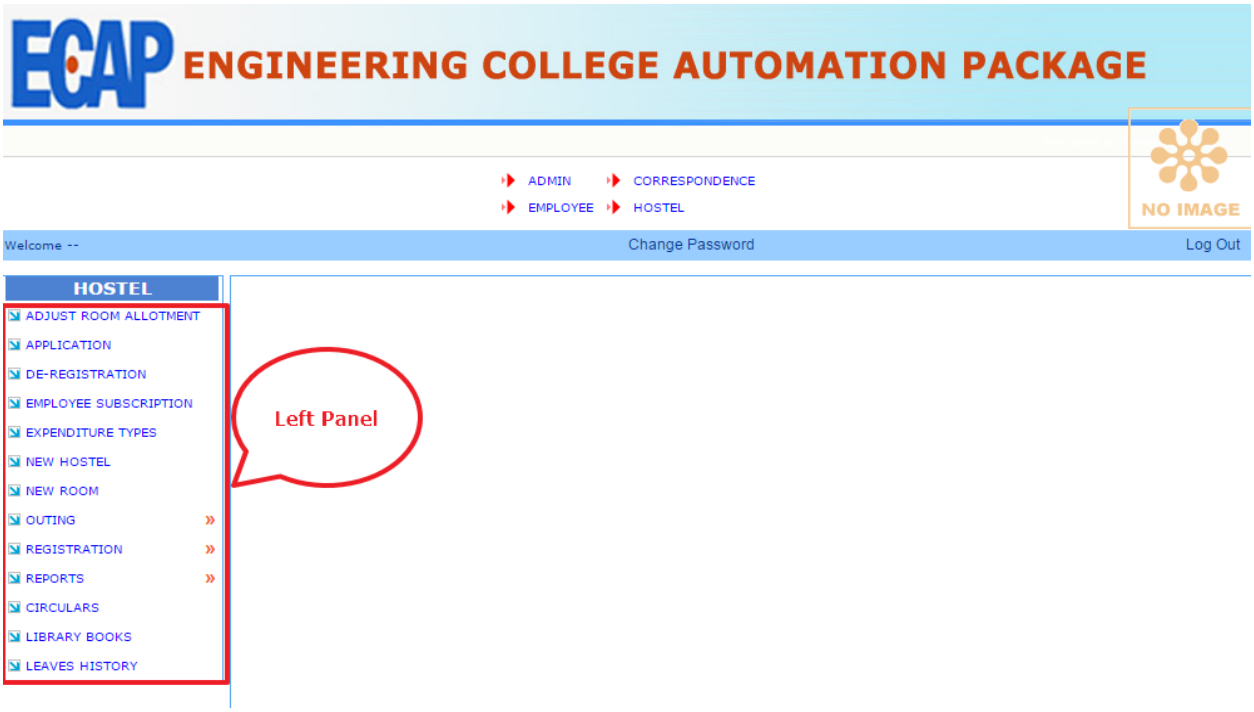
16) Where Can I Check Students/Employees List By Room Wise? **(Reports->Students->Room Wise)**

Ans:- Step 1:- **Please Login In To "Ecap" By Using Your Username And Password.**

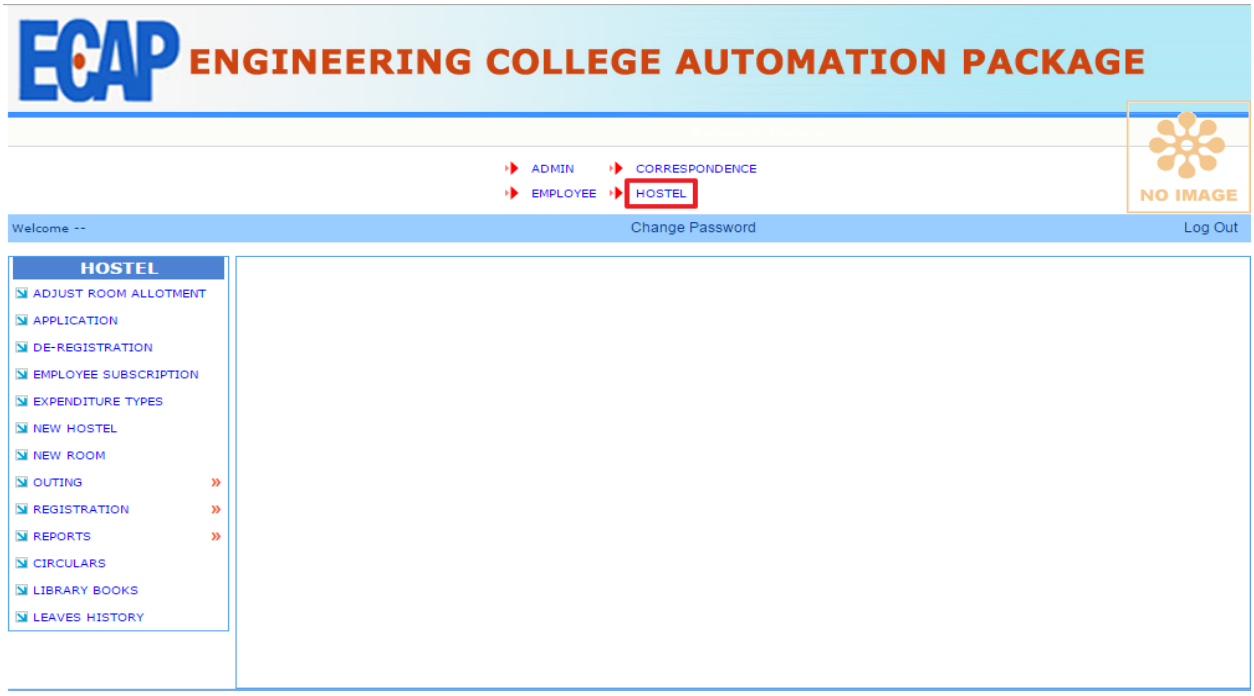
Step2:- **Please Click On "Hostel" Module As Shown In Below.**



Step3:- After Click On "Hostel" Then You Will Find "Left Panel" As Shown In Below.

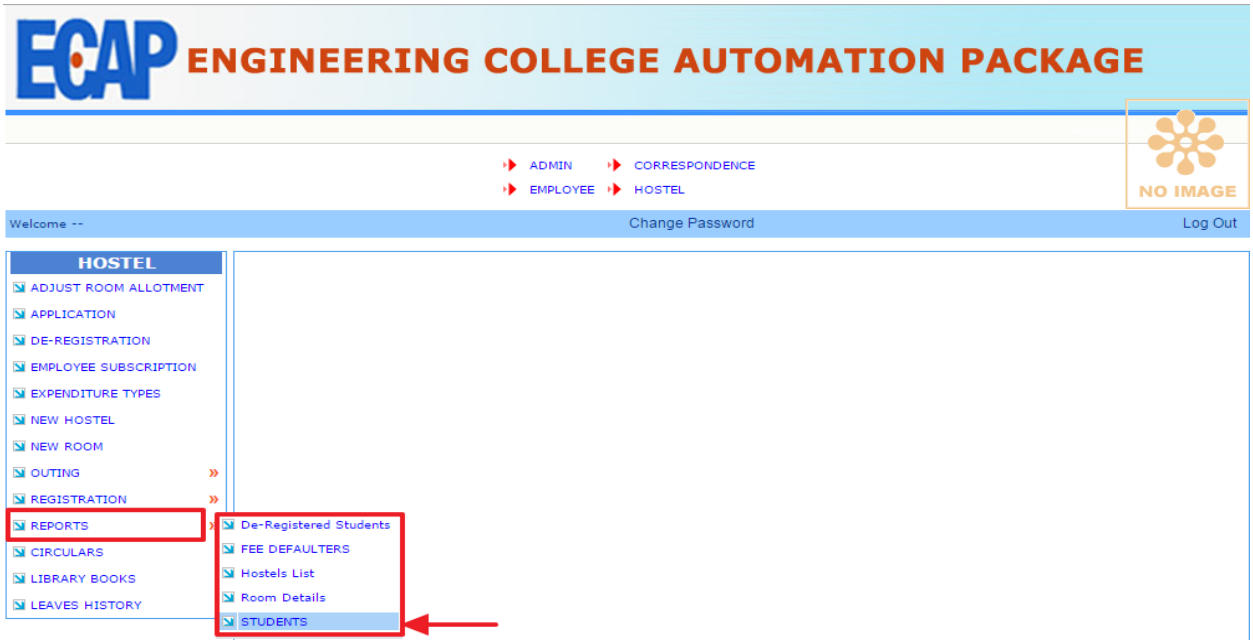


Step4:-Please Click On "Hostel" Which Is Available In Left Panel Menu As Shown In Below.

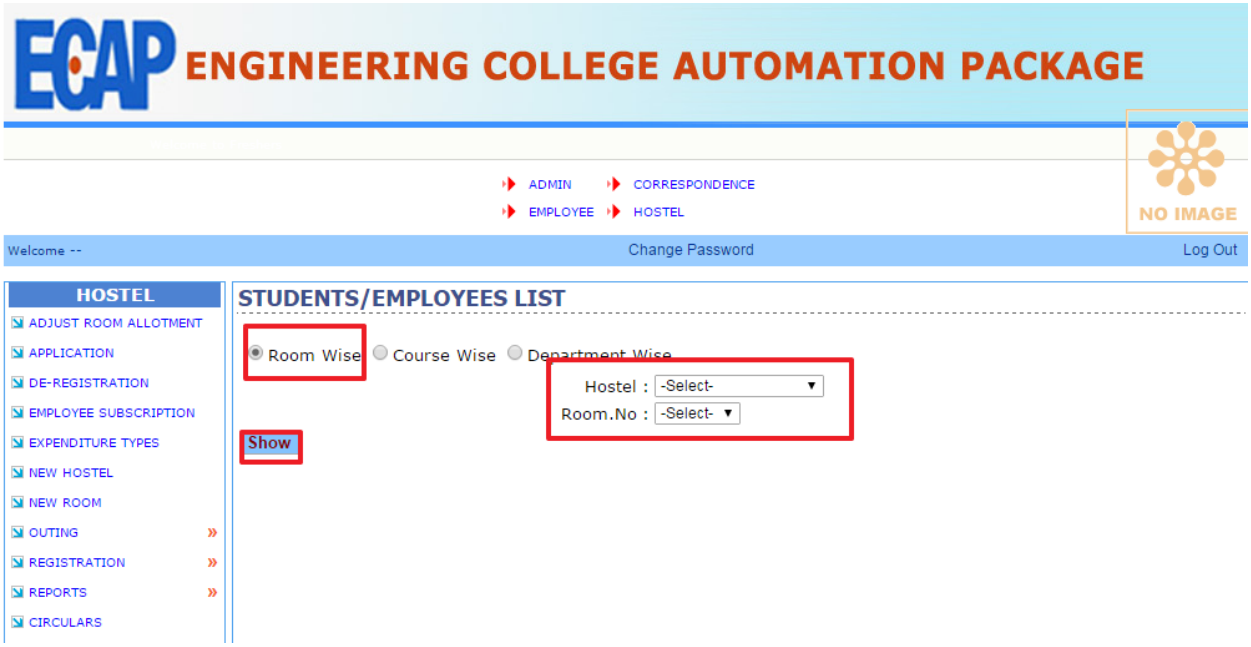


Step5:- Please Place Your Mouse Pointer On "Reports" Link Which Is Available In Left Menu.

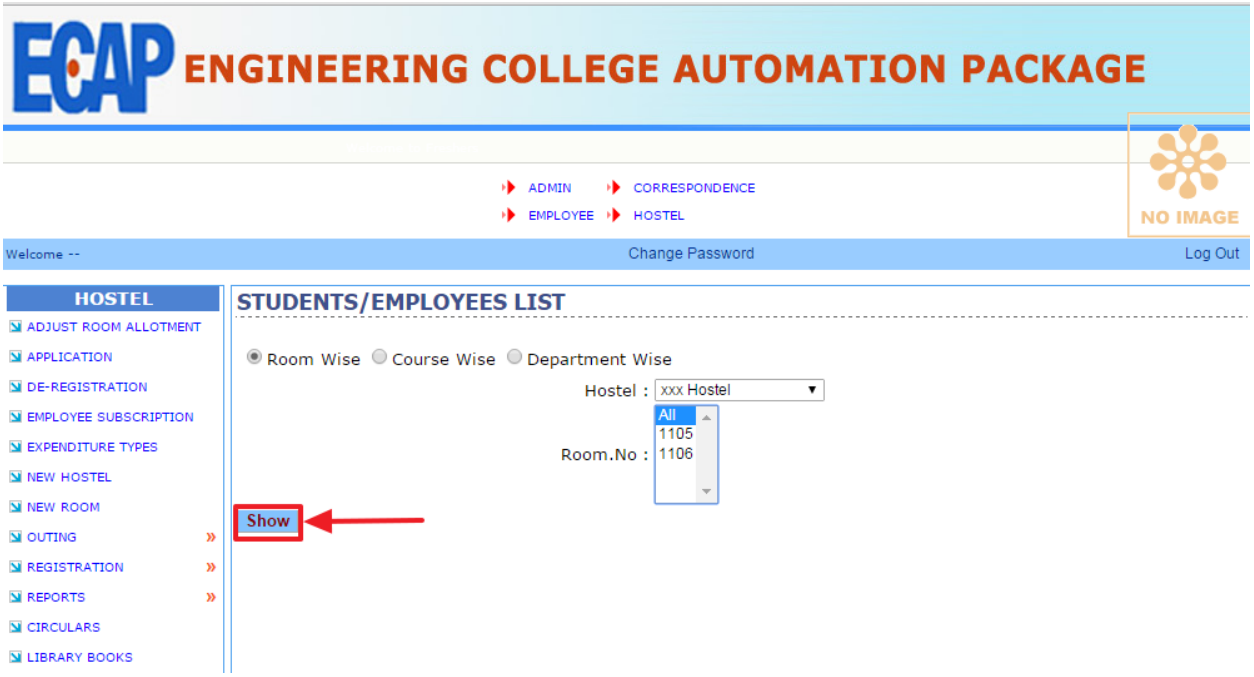
Then You Will Find "Sub Links Menu" As Shown In Below. "Students" Option In Sub Links Menu As Shown In Below.



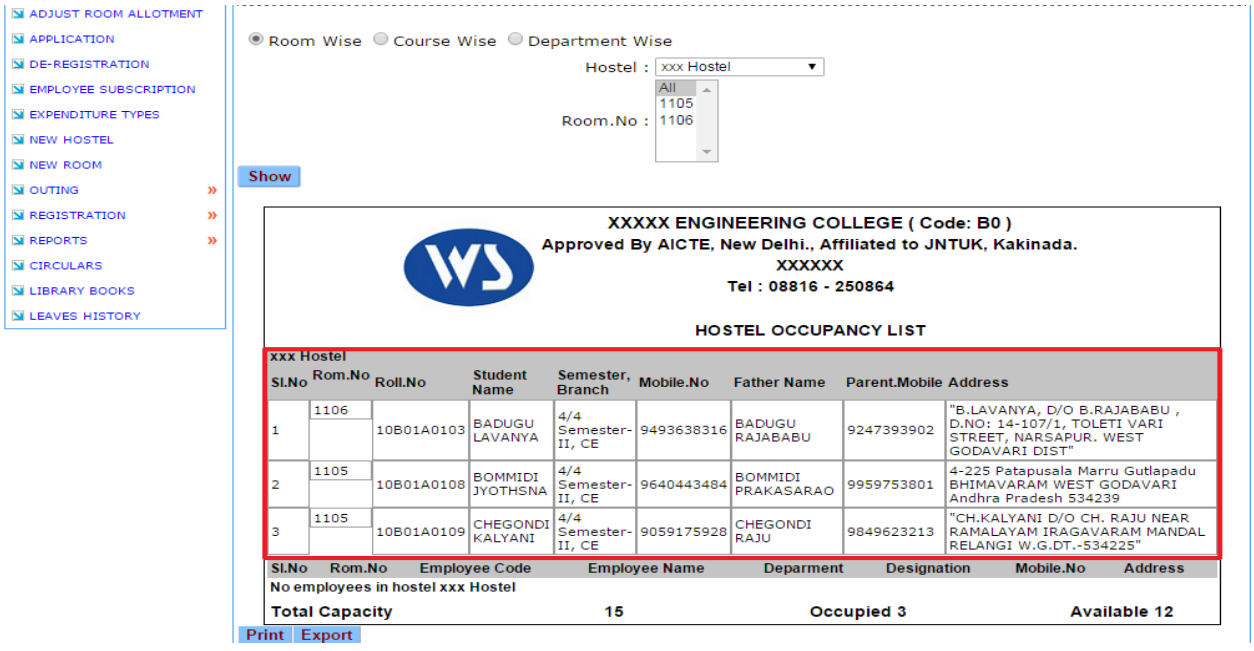
Step6:- Please Select Radio Button Room Wise And Select Hostel, Room No And Select Show Button.



Step7:- **Please Select Show Button.**



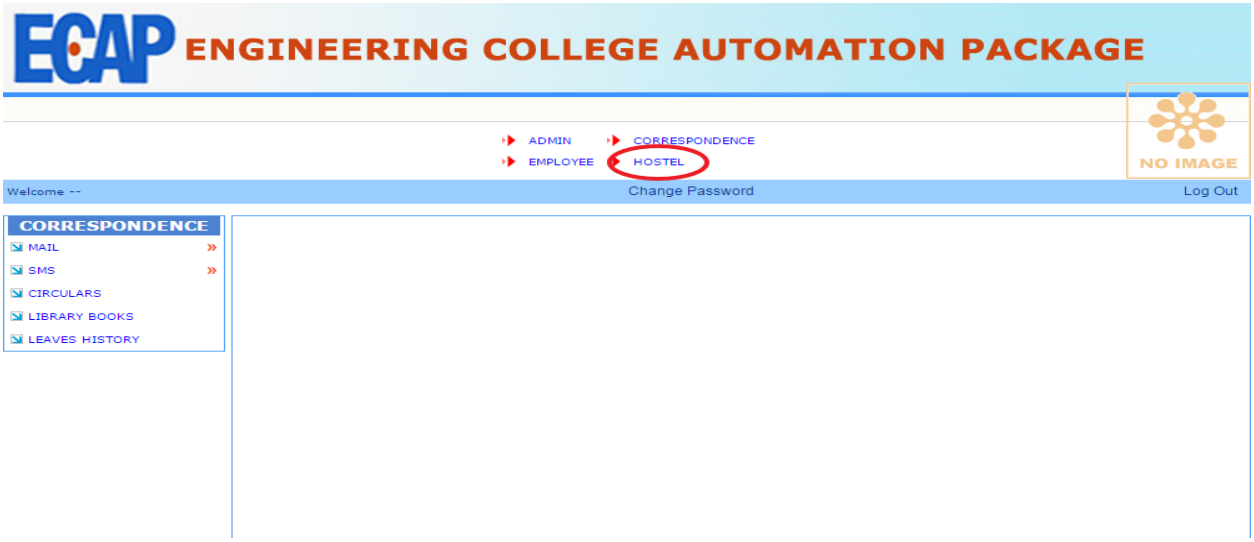
Step8:- **Room Wise Student List As Shown Below.**



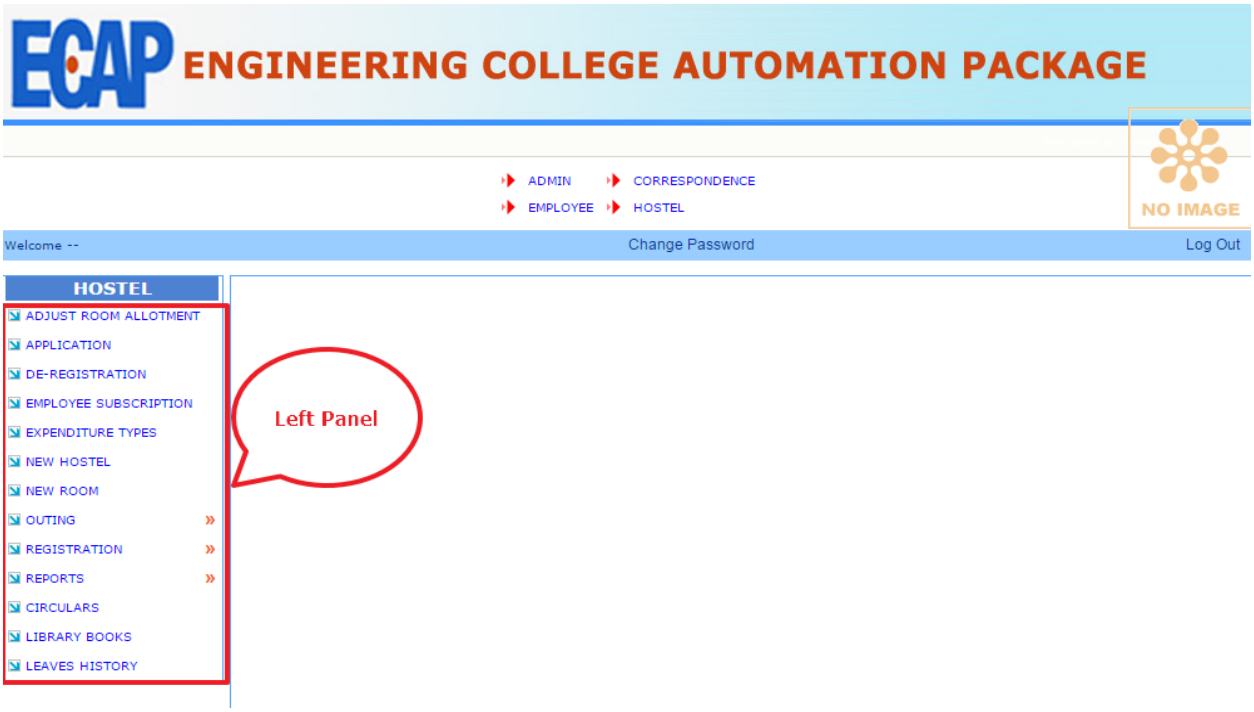
17) Where Can I Check Hostel Students List By Course Wise? **(Reports->Course Wise)**

Ans:- Step 1:- Please Login In To "Ecap" By Using Your Username And Password.

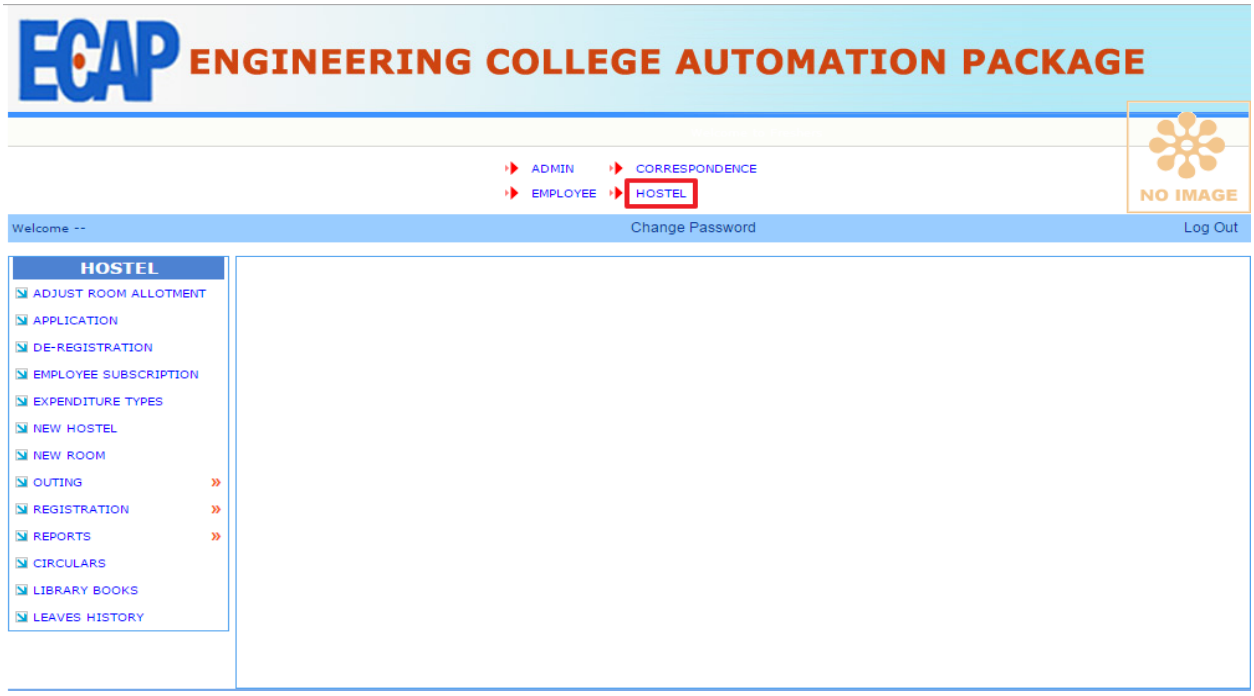
Step2:- Please Click On "Hostel" Module As Shown In Below.



Step3:- After Click On "Hostel" Then You Will Find "Left Panel" As Shown In Below.

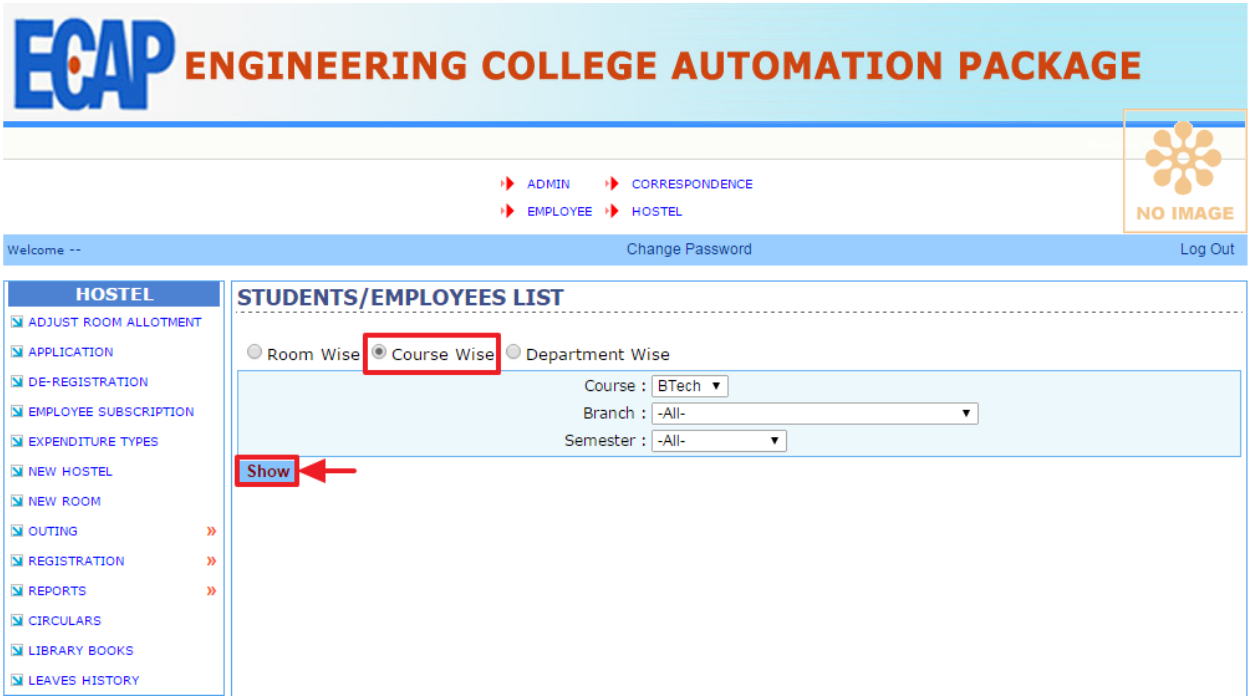


Step4:-Please Click On "Hostel" Which Is Available In Left Panel Menu As Shown In Below.

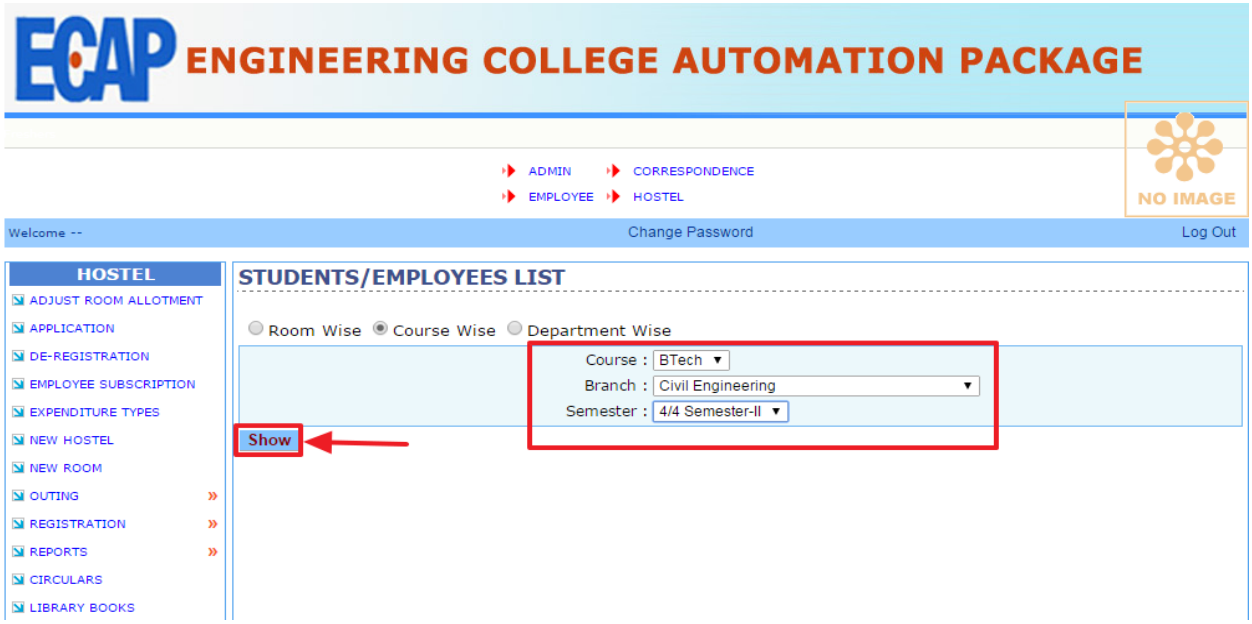


Step5:- Please Place Your Mouse Pointer On "Reports" Link Which Is Available In Left Menu.

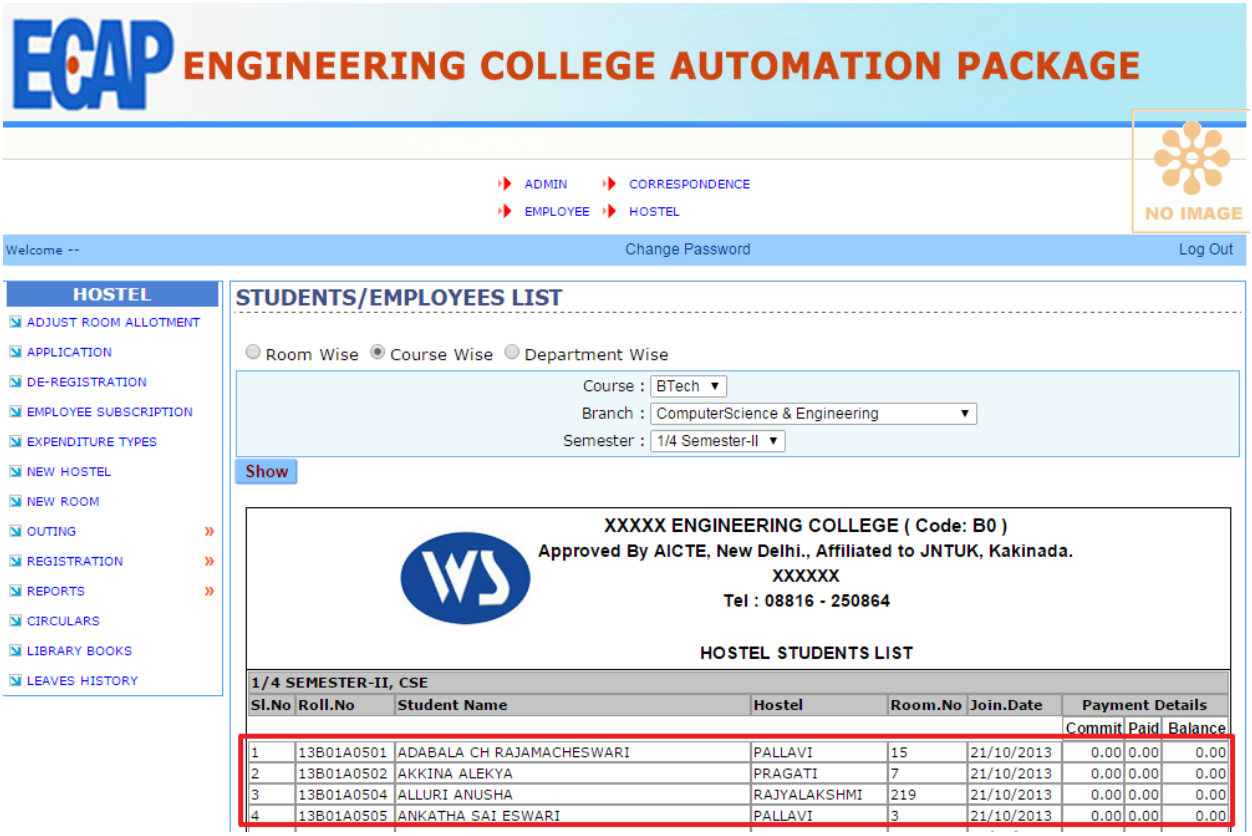
Then You Will Find "Sub Links Menu" As Shown In Below. "Students" Option In Sub Links Menu As Shown In Below. Select Radio Button Course Wise.



Step6:- **Please Select Radio Button Course Wise And Select Dropdown List Course, Branch, Semester And Select Show Button.**



Step7:- **Course Wise Student Reports As Shown Below.**

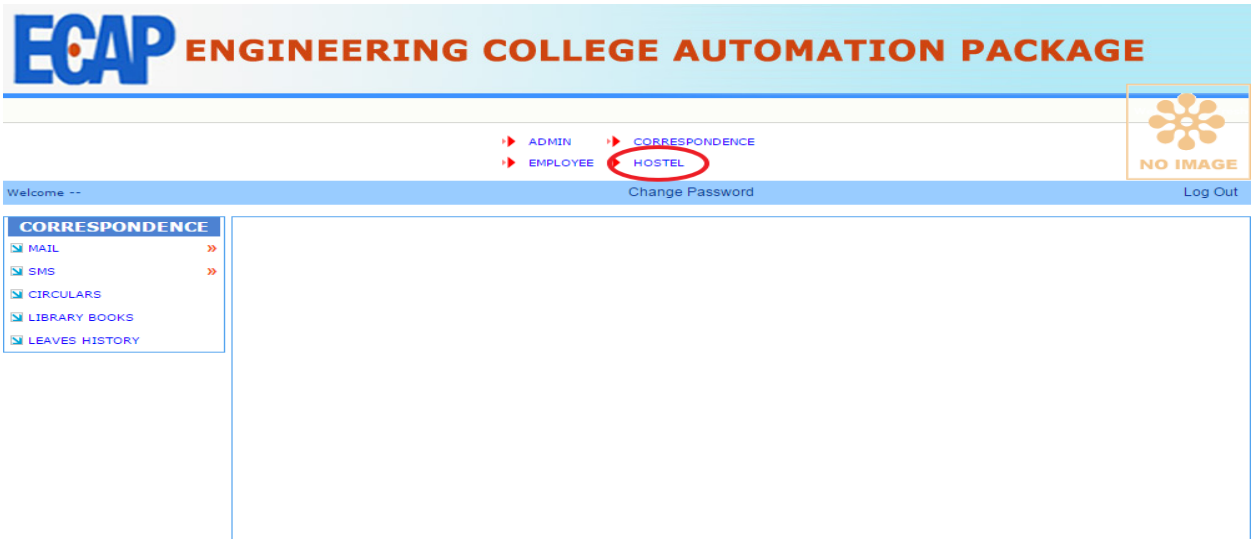


Sl.No	Roll.No	Student Name	Hostel	Room.No	Join.Date	Payment Details		
						Commit	Paid	Balance
1	13B01A0501	ADABALA CH RAJAMACHESWARI	PALLAVI	15	21/10/2013	0.00	0.00	0.00
2	13B01A0502	AKKINA ALEKYA	PRAGATI	7	21/10/2013	0.00	0.00	0.00
3	13B01A0504	ALLURI ANUSHA	RAJYALAKSHMI	219	21/10/2013	0.00	0.00	0.00
4	13B01A0505	ANKATHA SAI ESWARI	PALLAVI	3	21/10/2013	0.00	0.00	0.00

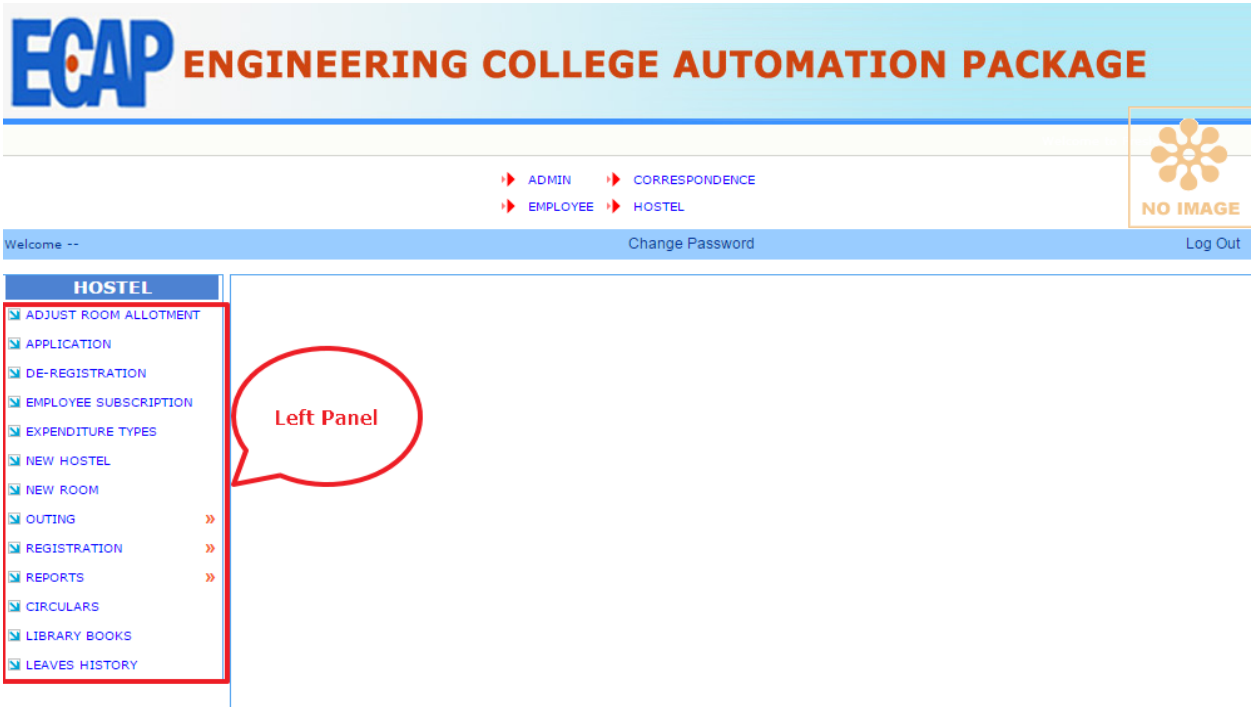
18) Where Can I Check Hostel Employees List By Department Wise? **(Reports->Students->Department Wise)**

Ans:- Step 1:- **Please Login In To "Ecap" By Using Your Username And Password.**

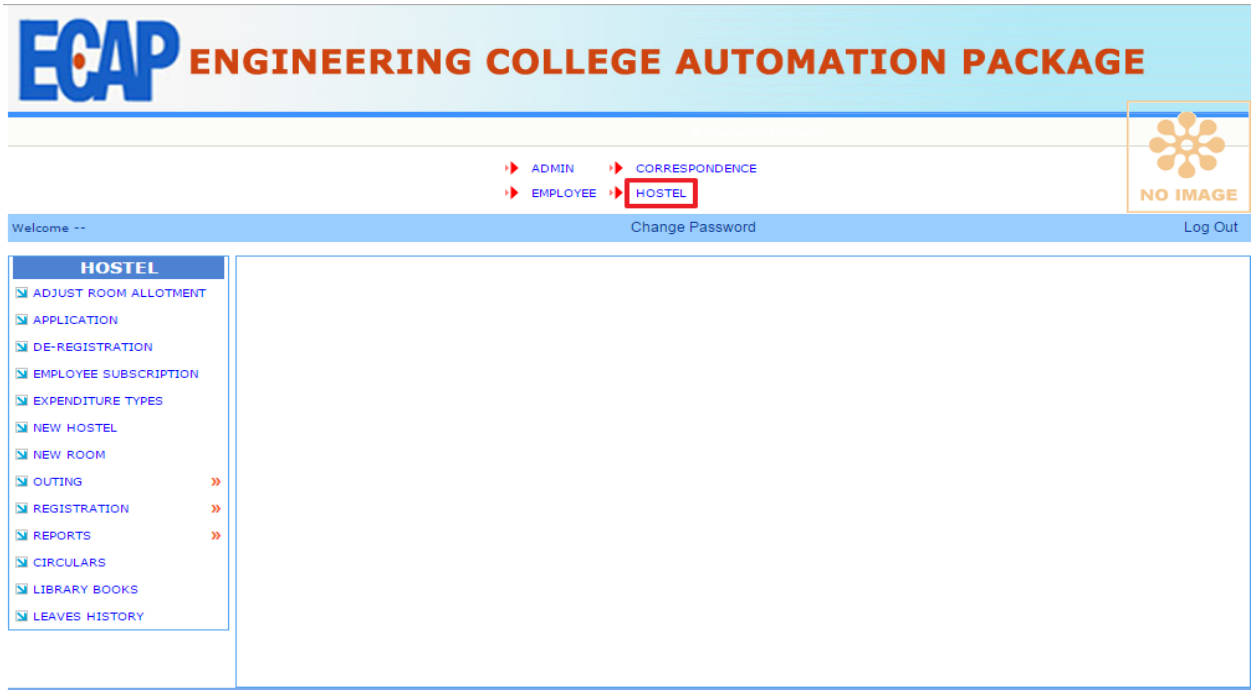
Step2:- **Please Click On "Hostel" Module As Shown In Below.**



Step3:- **After Click On "Hostel" Then You Will Find "Left Panel" As Shown In Below.**

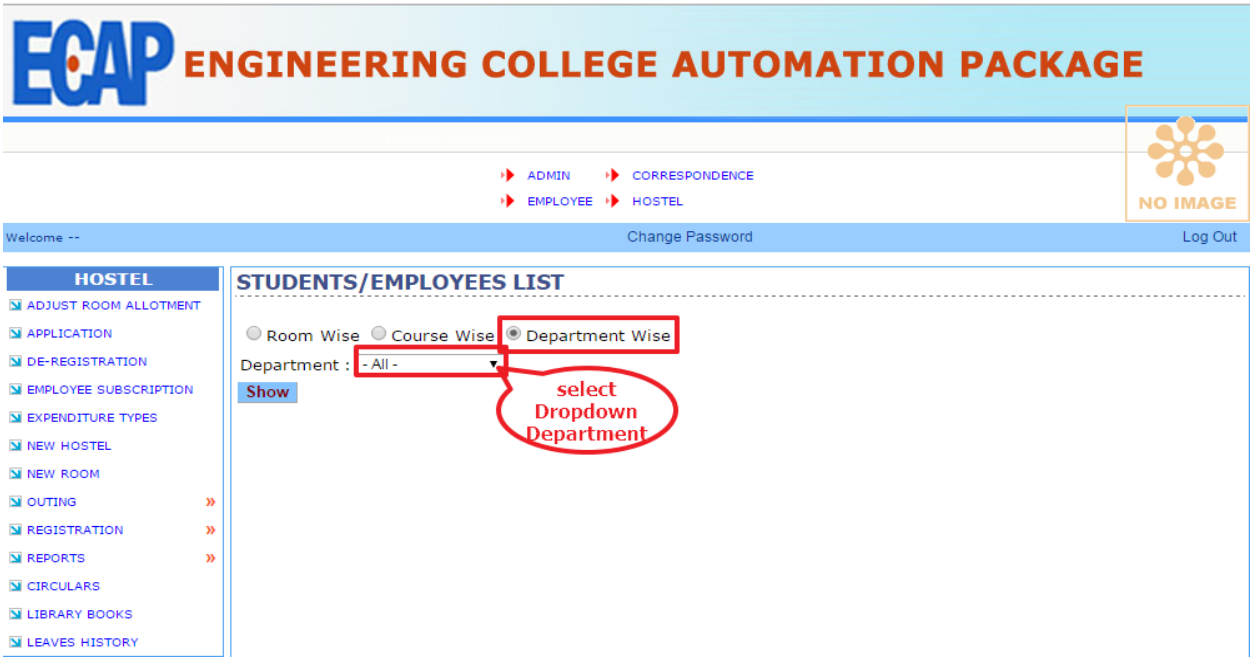


Step4:-Please Click On "Hostel" Which Is Available In Left Panel Menu As Shown In Below.

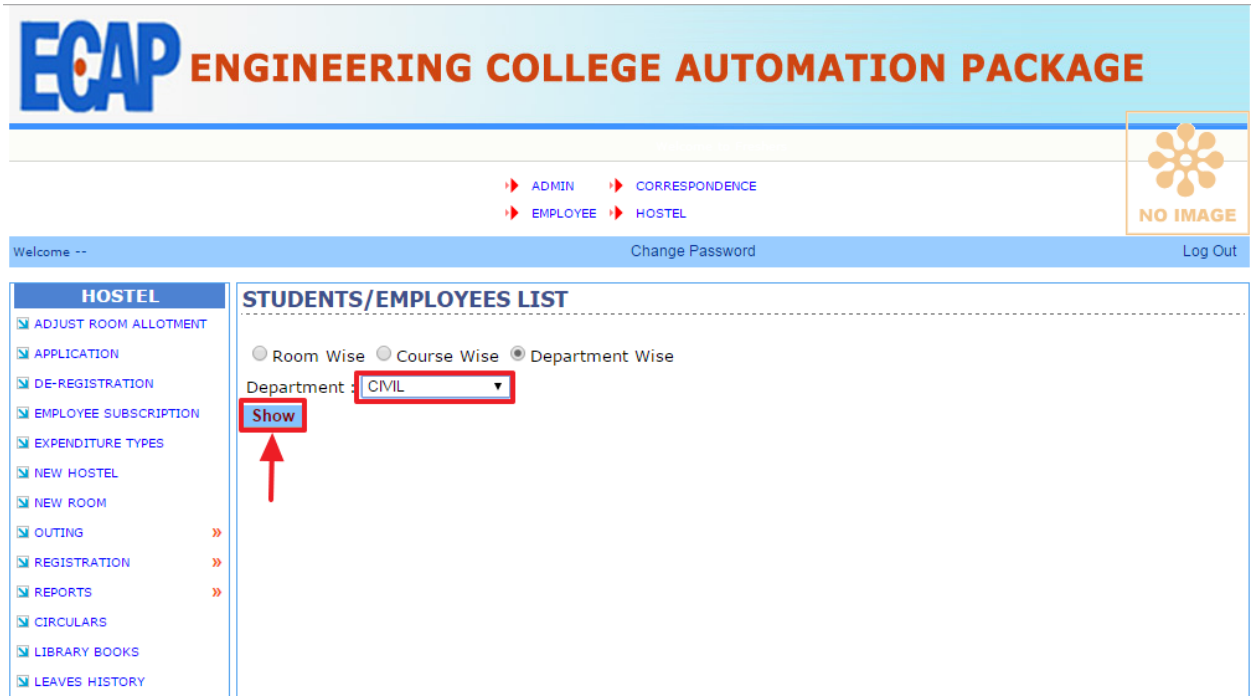


Step5:- Please Place Your Mouse Pointer On "Reports" Link Which Is Available In Left Menu.

Then You Will Find "Sub Links Menu" As Shown In Below. "Students" Option In Sub Links Menu As Shown In Below. Select Radio Button Department Wise.



Step6:- **Please Select Department And Click Show Button.**



Step7:- **Department Wise Faculty List As Shown Below.**