

SHREE SOMNATH SANSKRIT UNIVERSITY

Online Enrollment System

PRESENTED BY: INFINITY INFOWAY PVT. LTD

Opp. Saptarshi Process Pvt Ltd, Beside Somnath Auto Agency, Nr. Rajkamal Petrol Pump, Gondal Rd, Rajkot, Gujarat 360004

- Registrar

Shree somnath Sanskill Linkersky

Veraval, Dist. Gir Sommath (Gularat

Shree Somnath Sanskrit University Profile:

O The Sanskrit literature is one of the richest in the world and Sanskrit is accepted as the mother of all the languages. Recent studies have shown that it is most computers friendly. Sanskrit is more scientific and phonetic language. Today, the scientific literature in Sanskrit available to us is vast and varied, covering subjects as diverse as alchemy and mathematics and metallurgy, gemology and zoology, and many more. Sanskrit language, with an incomparable store of knowledge and Science carries with itself a legacy of Indian tradition, is at the genesis of our well-developed nation.

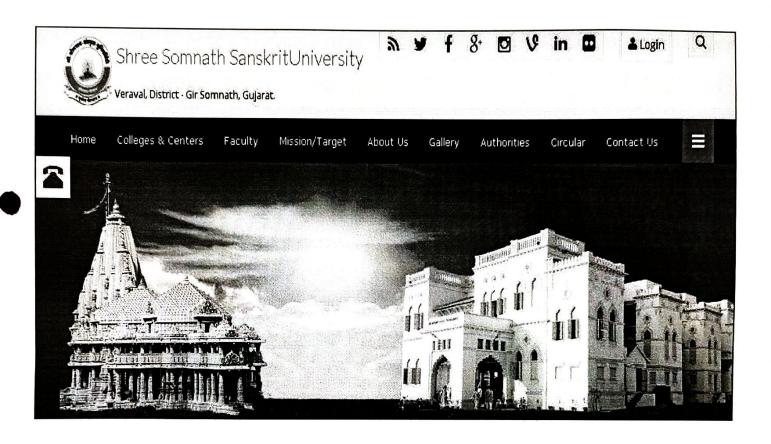
Infinity Infoway Pvt. Ltd. Company Profile:

o IIPL is a Rajkot (India) based consortium of web and software development. Since 2004 IIPL is helping businesses do better with the digital solutions. In the last 12 years IIPL has built strong clientele base across the countries (portfolio) based on our commitment to deliver and deliver solutions that work in unique ways. This confidence has come about with sincere perseverance, constant up gradation of applied technology and incisive experience & project management capabilities built over the years.

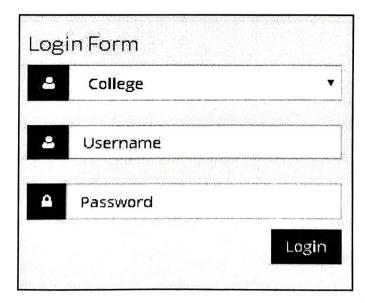
Registrar

SHREE SOMNATH SANSKRIT UNIVERISTY-ENROLLMENT PROCESS

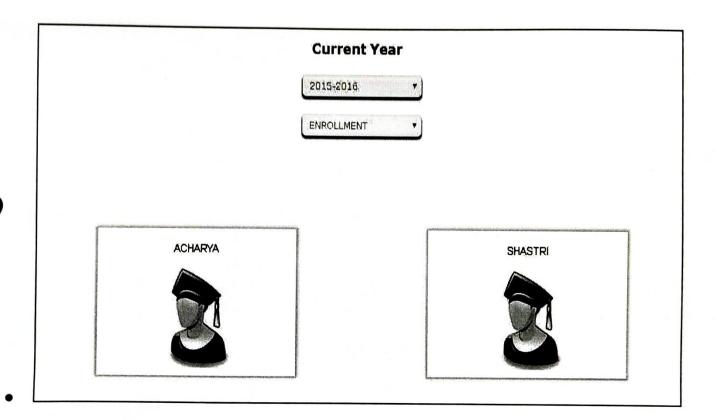
> First Open the University website www.sssu.in



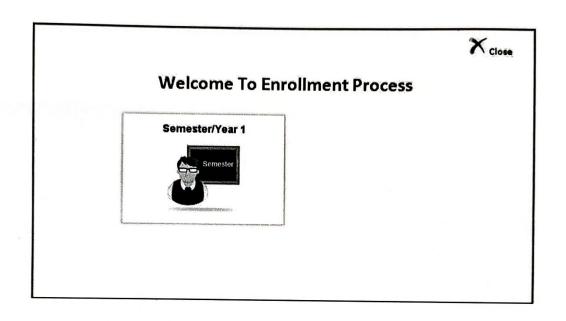
• Click the log in button. That will display the following screen.



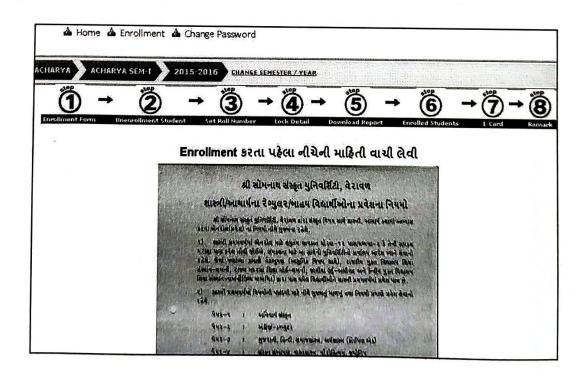
- Select college and enter the username and password of the college.
- Once you are log in, the following screen will display.



• The current year will be selected by default. Select the enrollment option. Then select Acharya or Shastri. The following screen will be displayed.



Click semester 1. The following screen about the details regarding the enrollment will be displayed.



Englise !

Registrar
Shree somnath Sanskrit University
Veraval, Dist, Gir Somnath (Gujarat)

Now go step by step Step - 1 (Enrollment Form) The form for Acharya will open. ICHARYA ACHARYA SEM-I 2015-2016 CHANGE SEMESTER / YEAR 6 * ની નિશાની વાળા બધા ફિલ્ડ ફરજીયાત છે. બાકીના ફિલ્ડ ઓપ્શનલ છે. COLLEGE DETAIL College Code : College Name: 720 Test For Infinity Course: ACHARYA Semester ACHARYA SEM-I 1. Select Your Subject. (તમારા વિષય સિલેક્ટ કરો) Compulsary Foundation (Please Select Any 1 Subject) CF411 - Compulsory Sanskrit DCE411 - Nibandh, Parisavand(seminar) Compulsory Sanskrit Core Compulsory (Please Select Any 1 Subject) -☐ Sahitya Puranetihas Navy Vyakran Navya Nyaya Ramanuj Vedanta Swaminarayana Vedanta (s) **☑** Dharmashastra Falit Jyotish Swaminarayana Vedanta (j) ☑ Vastushastra Paurohityam Sarvadarshana Core Elective (Please Select Any 1 Subject) -☐ Ved Sahitya Puranetihas Dharmashastra Prachin Rajnitishasra Falit Jyotish Sarvadarshana Navy Vyakran Discipline Centric Elective (Please Select Any 1 Subject) Nibandh, Parisavand(seminar) 2. Applicant's Name In Full(BIOCK LETTER):Mr./Ms./Mrs. (વિદ્યાર્થી નું ગામ) Last Name : First Name ; Father Name: Mother Name:

> The form for Shastri will open like this.

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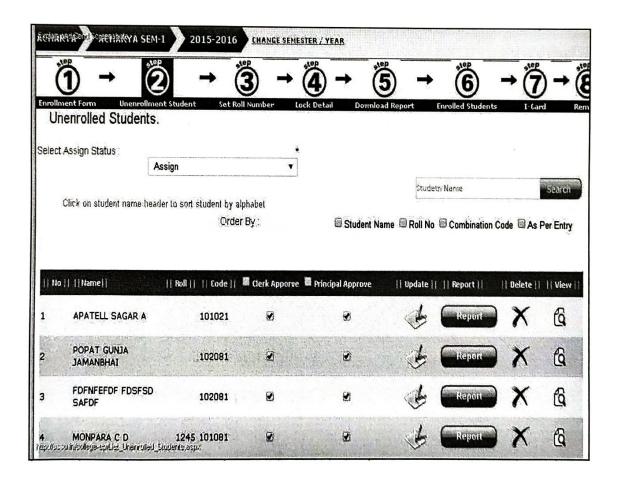
> The details are to be filled in the fields.

<u>Field</u>	Details
Subject Selection	Here you have to write the subject you select
Surname, first name, father's name, mother's name.	As per recorded in the mark sheet
Address for correspondence	Write your address and phone number
Birth date	As per the school leaving certificate
Nationality and gender	Write nationality and your gender
Category	Fill this field with your category, occupation and marital status. If you belong to sc/st/obc/ebc category and want to get the benefits of reservation, you will have to attach the caste certificate.
Details of HSC exams	A student will have to give the details as per the HSC mark sheet.
Other details	Here the student will have to provide the details of the name of the bank, branch name, code, name of the city, aadhar card number, ration card number etc.
List of attached documents	The list of the documents to be attached is to be given, and tick the box against it.
Photo and sign	The files of photo and the image of the sign of the students are to be uploaded. The size limit for each file should be 100 kb.

> After filling the details, click SAVE button.

Shree somnath Sanskrit University

- Step-2(unenrollment students)
 - Here the names of all the students who have applied to be enrolled will be displayed. These details require the approval from the clerk and the principal. For that purpose, click the check button and then the button of the clerk. And in the same way, check button and the button of principal.
 - Here the names of the students whose enrollment is approved will be displayed in the list given in ASSIGN option, and those who are not enrolled will be in the NO ASSIGN option.



Here only those applications will be considered as valid who have got the approval from the clerk and the principal.

> to get the report image, click 'report'. The image will be as below.

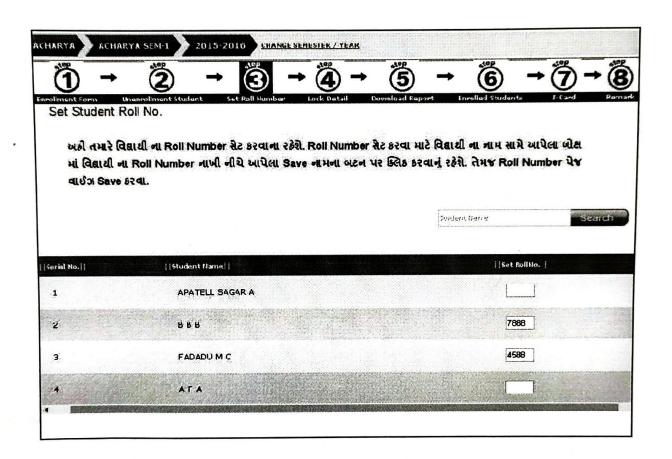
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પ્રત્યેલ્યાન આપવામાં આવશે મપાત્ર દર્શ હોય / જારી હિલ્લ
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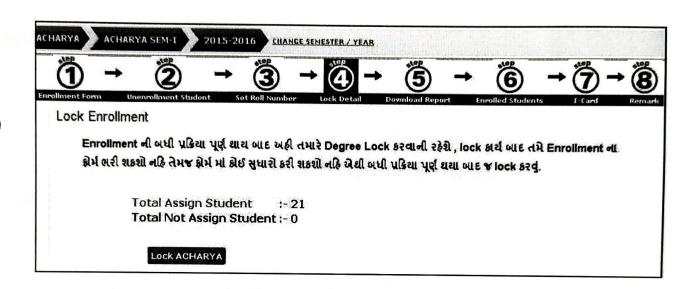
એનરોલમેન્ટ નંબર:

- Step- 3(Set Roll Number)
 - > Here you can set the roll numbers of the students. It is not compulsory.

Here you will find the list of the assigned students. Write their roll number in the box against the names and save.



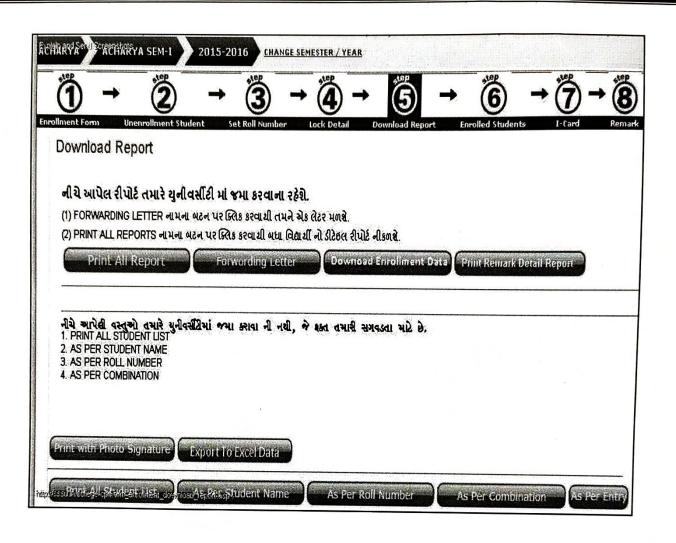
- Step- 4(Lock detail)
 - After completing the enrollment process, you can lock all the details.
 - > Check the number of the assigned and non assigned students and click on the Lock Degree.
 You will not be able to make changes in the details now.



Step- 5(Download Report)

- ➤ Here you can print the reports. You can print all types of reports by clicking on the print buttons.
- > You can print 'all reports'. You have to submit it to the university along with a forwarding letter.

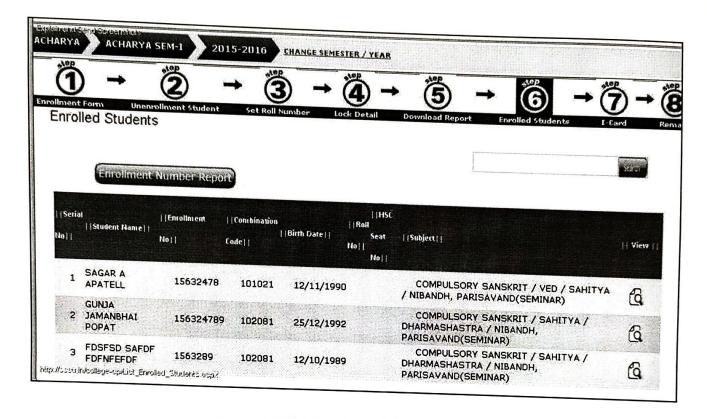
Print All Report	You can print all the reports by this button.
Forwarding Letter	This will print the list of the students with combination codes. Submit it to the University.
Print With Photo Signature	You can get the print with the photo and sign of the student.
Print All Student List	Here you will get the print of all the students.
As per Student Name	The list will be as per the names.
As per Roll Number	The list will be as per the numbers.
As per Combination	The list will be as per the combination codes.
As per Entry	The list will be as per the serial number of entry.
Print Challan	It will print a challan for the students.



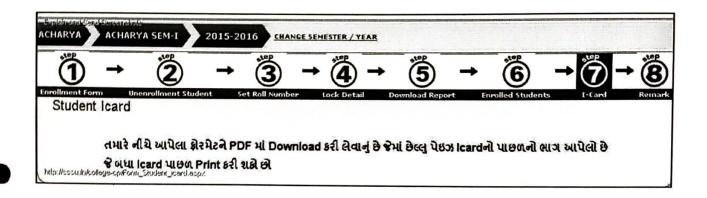
Step-6(Enrolled Students)

The enrollment numbers are given by the university for all the assigned students.

The enrollment number of the students can be seen by clicking the button.



- Step-7(I-Card)
 - > Once the students are enrolled, you can print I-Cards here.



Notes

Feedback

Name of college:				
How did you find	today's demonstr	ration?		
				*:
Do you need more YES	information? NO			
Write you opinion.				

Thanks
Infinity Infoway Pvt. Ltd.

Date: / / 2016



SHREE SOMNATH SANSKRIT UNIVERSITY

Online Enrollment System

Academic YEAR 2016-17

PRESENTED BY: INFINITY INFOWAY PVT. LTD

Opp. Saptarshi Process Pvt Ltd, Beside Somnath Auto Agency, Nr. Rajkamal Petrol Pump, Gondal Rd, Rajkot, Gujarat 360004

Shree Somnath Sanskrit University Profile

- Shree Somnath Sanskrit University, Veraval was established by Government of Gujarat through an Act of Legislative Assembly passed on April 1, 2005. University Grants Commission gave approval undersection 2 (f) and included it in the list of recognized Universities on February 17, 2006. Academic Sessions of College began from June 2006 and Post Graduate Sahitya Department was established on July 20, 2006. It is the Public State University with Sanskrit as its medium of instruction, having 7 Faculties, 1 Constituent College, wherein more than 275 students on campus are pursuing higher studies under the care and supervision of 21 teaching (16 Permanent) and 30 (19 Permanent) supporting staff members. More than4472 students are registered in the University affiliated Colleges/Institutes/Centers in the academic year2015-16.Till date, University has given academic affiliation to 36 Colleges/Institutions including University Sanskrit College and one B.Ed. College across Gujarat. At present, 40 Diploma Centers and 37 P.G.D.C.A. Study Centers are functioning. Further, University has given approval to the world famous 'ARSH' Akshardham Research Institute for Social Harmony, Gandhinagar and Ta0vajnan MandirResearch Institute, Modasa as Research Institutes.It is the only special Sanskrit University of Gujarat as it offers a wide range of courses in Sāhitya, Jyotişhaśāstra, Vāstuśāstra, Veda, Vyākaraņa, Navya Vyākaraņa, Rāmānuja Vedānta, Swāminārāyaņa Vedānta, Sarva Daršana, Navya Nyāya, Dharmašāstra, Purāņašāstra, Paurohityam and Yoga. It gives opportunity foreducation starting from Certificate Course to Ph.D. In addition to this, English, Computer Applications, Gujarat, Hindi and Sociology are also offered at affiliated Colleges across Gujarat. University conducts its academic programmes under C.B.C.S. (Choice Based Credit System) and Semester System from the academic year 2011-12.
- Śāradā Bhavana, the University Library contains around 7,000 volumes. Pujya Shri Morari Bapu hasmade a generous donation of rupees 3 lacs for procuring reference books in Sanskrit and he has inaugurated iton October 17, 2013. It was named as 'Triveni Reference Library' in the pious memory of Shri K.K. Shastri, Pujya Dongare Maharaj and Pujya Virag Muni. It gives the facility of reading room, issue & return, reference and referral services book bank, old question papers, selling of University publications as well as University Granth Nirman Board publications etc. at its outset. Efforts have been made to keep sufficient number of textbooks for students and basic reference books for the faculty and scholars. University has state of art Computer Lab with more than 25 PCs. All the departments are accessible through Intercom facility. University is ICT enabled.

Infinity Infoway Pvt. Ltd. Company Profile:

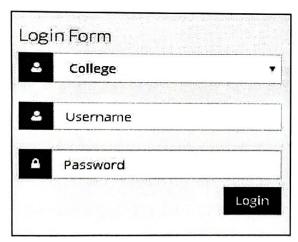
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SHREE SOMNATH SANSKRIT UNIVERISTY - ENROLLMENT PROCESS

> First Open the University website www.sssu.in

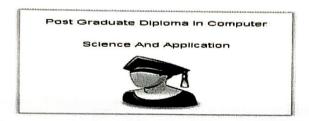


 Click the log in button. That will display the following screen.

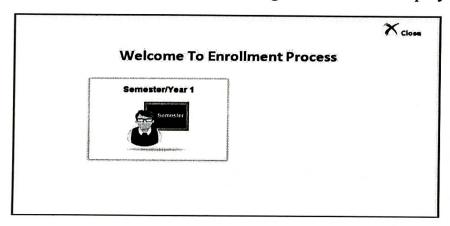


- Select college and enter the username and password of the college.
- Once you are log in, the following screen will display.

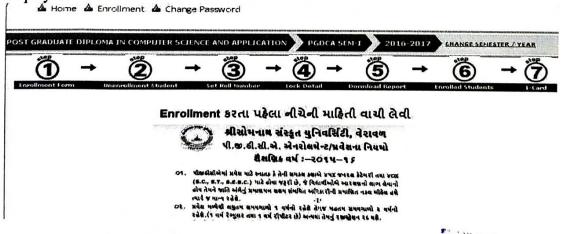
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L	ENROLLMENT	+.)



• The current year will be selected by default. Select the enrollment option. Then select PGDCA The following screen will be displayed.



Click semester 1. The following screen about the details regarding the enrollment will be displayed.



- Now go step by step
- ➤ Step-1 Enrollment Form
- > The form for PGDCA will open

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Enrollment Form	Unenrollment Student	Set Roll Numb	er Lock Detail	Download Report	Enrolled Students	11.4

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llege Code :	720	College Name:	Test For Infinity
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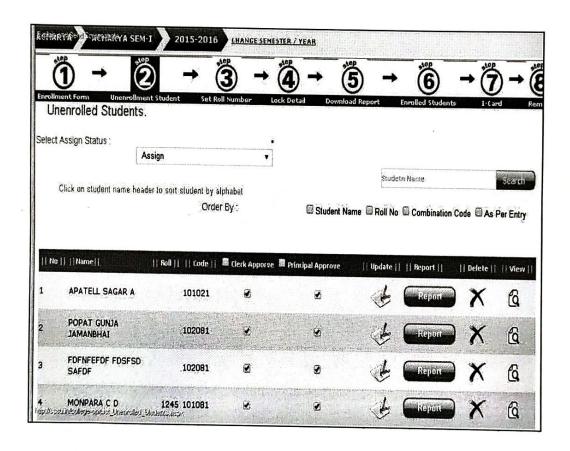
2. Applicant's Name In Full(BIOCK LETTER):Mr./Ms./Mrs. (વિદ્યાર્થી નું નામ)

> The details are to be filled in the fields.

<u>Field</u>	Details
Subject Selection	Here you have to write the subject you select
Surname, first name, father's name, mother's name.	As per recorded in the mark sheet
Address for correspondence	Write your address and phone number
Birth date	As per the school leaving certificate
Nationality and gender	Write nationality and your gender
Category	Fill this field with your category, occupation and marital status. If you belong to sc/st/obc/ebc category and want to get the benefits of reservation, you will have to attach the caste certificate.
Details of HSC exams	A student will have to give the details as per the HSC mark sheet.
Other details	Here the student will have to provide the details of the name of the bank, branch name, code, name of the city, aadhar card number, ration card number etc.
List of attached documents	The list of the documents to be attached is to be given, and tick the box against it.
Photo and sign	The files of photo and the image of the sign of the students are to be uploaded. The size limit for each file should be 100 kb.

After filling the details, click SAVE button.

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 - ➢ Here the names of the students whose enrollment is approved will be displayed in the list given in ASSIGN option, and those who are not enrolled will be in the NO ASSIGN option.



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- > To get the report image, click 'report'. The image will be as below.

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શ્રીસોમનાથ સંસ્કૃત યુનિવર્સિટી, વેશવળ



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આ થી દું પ્રમાણીત કર્યું હું		ભૂતમાં કહિતા ક 	(વિધાર્યીની સહી) M) 23 વિદ્યાર્થીએ પ્રોસ્ક્ષ-૧૨/અમ્બપા
તેની સમક્ય પરીશામાં બેઠાદમ	uis	ૂવાનાવાદીકી/વારાવાદીએ સરવાની વિગ વી પરીસા પાસ કેલ છે.અને તેનો માં પ્રવેશને પાત્ર છે.સાર વિશ્વાની દ્વારા નિયા	(વિધાર્થીની સહી) (વિધાર્થીએ એસ્ફ્ર-૧૨/મધ્યવ્ય આ પર્વીમાનાં મુણપત્રક તેમજ પરિણાસ
તેની સગલ્ધ પરીલામાં બેઠદદમ ત્રદ પ્રવેશનાં સંદર્શમાં સદસતા	uis	થીં પરીલા પાસ કરેલ છે.અને કેનો	(વિધાર્થીની સહી) (વિધાર્થીએ એસ્ફ્ર-૧૨/મધ્યવ્ય આ પર્વીમાનાં મુણપત્રક તેમજ પરિણાસ
તેની સમક્ય પરીક્ષામાં બેઠકામ ત્રક પ્રવેશનાં સંદર્શમાં શ્રહસતા હરી પ	મંદ્ર સદર વિપાસી શાસ્ત્રી અભ્યાસદ્યા	્રા પરીસા પાસ કરેલ છે,અને તેનો માં પ્રવેશને પાત્ર છે.માત્ર વિલાશી હાલ નિયત કુસ્ત્રામી ::	(વિધાર્થીની સહી) (વિધાર્થીએ એસ્ફ્ર-૧૨/મધ્યવ્ય આ પર્વીમાનાં મુણપત્રક તેમજ પરિણાસ
તેનો સમક્ય પરીક્ષામાં ધૈકારમ ત્રક પ્રવેશનાં સંદર્ભમાં સક્સતા હજી ખ ૧ એન્સ્સેલ્પ્રેન્ટ ક્રી પેંટે શ્રા	મંદ્ર મદ્રમ વિપાસી શાસ્ત્રી અભ્યામદ્રમ વિપાસી શાસ્ત્રી અભ્યામદ્રમ : ! .૧૦૦/- વિદ્યાર્થીએ ભરવાના	્રા પરીસા પાસ કરેલ છે,અને તેનો માં પ્રવેશને પાત્ર છે.માત્ર વિલાશી હાલ નિયત કુસ્ત્રામી ::	(વિધાર્થીની સહી) હિ):: વિદ્યાર્થીએ એસ્ફ્ર-૧૨/ગ્રહ્મવ આ પર્વીક્ષાનાં મૃક્ષપત્રક તેમજ પરિણાગ ત હી ભરવામાં આવેલ છે.
તેનો સમક્ય પરીક્ષામાં વેઠકમ ત્રક પ્રવેશનાં સંદર્શમાં સક્સતા હવી ખ ૧ એનશેલએન્ટ ક્રી પેંટે શ્રા ૨ અધૂરી વીઝતવાળા તથા સ્વ-પ્રમાણીત જોડ્યી. 3 પ્રવેશપત્રો મહાવિધાલયન	મંદ્ર મદ્ર વિપાસી શાસ્ત્રી અભ્યામદ્રમ ફ .૧૦૦/ – વિદ્યાર્થીએ સરવાતા ડોક્યુમેન્ટ અપૂર્ત એડવામાં માં પ્રધાનાચાર્થ/આચાર્ય માસ્ક્રન	્રાં પરીસા પાસ કરેલ છે.અને તેનો માં પ્રવેશને પાત્ર છે.ક્ષાર વિલાશી હાલ નિયા ક્રાં પ્રવેશને પાત્ર ક્ રાંગાઓ :: વહેરોં.	(વિધાર્થીની સહી) (વિધાર્થીની સહિ) વિદ્યાર્થીએ એસ્ફ્રા-૧૨/મધ્યવા ધા પર્યોતાનાં મૃણપત્રંક તેમજ પરિણાસ ન દી ભસ્તામાં ધારોલ છે.
તેનો સમક્ય પરીક્ષામાં વૈદ્ધામાં પ્રદેશના વિદ્યામાં મંદળમાં મક્સતા પર પ્રવેશનાં મંદળમાં મક્સતા પર એનવેલ્લમેન્ટ કી પેંટે ફા. ર અધૂરી વીગતવાલા તથા સ્વ-પ્રમાણીત જોડ્યી. 3 પ્રવેશપત્રો મહાવિધાલયન આવેલ પ્રવેશપત્રો સ્વીક્ષ ૪ જે વિદ્યાર્થી ઓની જફરી	માં મારુ વિપાસી શાસ્ત્રી અલ્લામામ્ય ક્રાંગ વિપાસી શાસ્ત્રી અલ્લામામ ક્રાંગ વિદ્યાર્થીએ ભરવાના ડોક્યુમેન્દ અપૂર્તા જોડવામાં માં પ્રધાનાચાર્થ/આચાર્ય મારક ક્રવામાં આવશે નહી અનેપ્રવેશ દિકાવારી ન મેળવવાને કારણે હ્રા ન હીય અથવા યુનિવર્સિટી	્યાં પરીસા પાસ કેલ છે.અને તેનો માં પ્રવેશને પાત્ર છે.ક્રામ વિલાગી હેલ નિયા ક્ યું-માંથી :: સ્ત્રેશે. આવેલ હોય તે કોર્ય રદ થશે.ડોક્યુમે ત ભરીને મોક્સવા આવશ્યક છે. કોઈ	(વિયાવીની સહી) (વિયાવીને એસ્ફ્ર-૧૨/માનવા આ પર્વીભાનાં મુણપત્રંક તેમજ પરિણાબ ત દી ભરવામાં આવેલ છે. જ્યા મંજેઓમાં સીધા ન આપવામાં આવશે થા હોય / જરૂરી વિષય
તેને સમક્ય પરીકામાં વેઠકમ ત્રક પ્રવેશનાં સંકર્ભમાં સકસતા . ત્રોખ વ એનરોલએન્ટ કી પેટે ફા સ્વ અપૂરી વીગતવાળા તથા સ્વ – પ્રમાણીત જોડવી. 3 પ્રવેશપત્રો મહાવિયાલયન આવેલ પ્રવેશપત્રો સ્વીકા જે વિલાધી ઓની જ્ફરી કે વિષયોમાં ઉત્તીણે શય હોય તેવા વિશામીના પ્ર પ્રયુનિવર્સિટીના નિયમાનુસ છે. ચાલુ શૈક્ષણિક વર્ષ એ	મંદ્ર વિપાસી શાસ્ત્રી અભ્યાસક્ષ્ય ૧૯૦/- વિદ્યાર્થીએ ભરવાના ડોક્યુમેન્ટ અપૂર્તા એડવામાં મં પ્રધાનાચાર્થ/આચાર્ય માસ્ક્ર સ્વામાં આવશે નહી અનેપ્રવેશ દેશવારી ન મેલવવાને કારણે ત હીય અધવા યુનિવર્સિટી વેશકોર્મ રદ થશે. કર શાસ્ત્રી ક્લામાં અભ્યાસક તેનરોલમેન્ટ થનાર વિપાર્થીઓન્	ર્થી પરીસા પાસ કરેલ છે.અને તેનો માં પ્રવેશને પાત્ર છે.ક્ષણ વિલાગી હેલા નિયા : સુરુતાઓ :: રહેશે. આવેલ હોય તે કોર્મ રદ થશે.ડોક્યુંમે ત ભરીને મોક્સવા આવશ્યક છે. ક્રેઈ ! અંગેના સીધા પત્રભ્યવધાર પ્રત્યેચ્યા યુનિવર્સિટીમાં પ્રવેશ માટે અપાત્ર હ	(લિયાર્થીની સહી) (લિયાર્થીને ચેરણ-૧૨/મધ્યવ્ય આ પર્વીશ્વાનાં સુણપત્રક તેમજ પરિણાગ ત થી ભરવામાં આવેલ છે. પણ સંજોગોમાં સીધા ન આપવામાં અવધે થાં હોય / જરૂરી વિષય (માન્યત: લાગુ પડતા ન કર્મ(પ વર્ષ) નક્કી થયેલ (સાક્રમ પૂર્ણ કરી સેવાનો

Step- 3 (Set Roll Number)

Here you can set the roll numbers of the students. It is not compulsory.

Here you will find the list of the assigned students. Write their roll number in the box against the names and save.



અહીં તમારે વિદ્યાર્થી ના Roll Number સેટ કરવાના રહેશે. Roll Number સેટ કરવા માટે વિદ્યાર્થી ના નામ સામે આપેલા બોક્ષ માં વિદ્યાર્થી ના Roll Number નાખી નીચે આપેલા Save નામના બટન પર ક્લિક કરવાનું રહેશે. તેમજ Roll Number પેજ વાઇઝ Save કરવા.

	half-blenous distance and the second
Student Name	Search

Set RollNo.
7888
TOTAL COLUMN TO A STATE OF THE PARTY OF THE

- Step- 4(Lock detail)
 - After completing the enrollment process, you can lock all the details.
 - Check the number of the assigned and non assigned students and click on the Lock Degree. You will not be able to make changes in the details now.



Lock Enrollment

Enrollment ની બધી પ્રક્રિયા પૂર્ણ થાય બાદ અહી તમારે Degree Lock કરવાની રહેશે , lock કાર્ય બાદ તમે Enrollment ના ક્રેમ્પ ભરી શકશો નહિ તેમજ ફ્રોર્મ માં કોઈ સુધારો કરી શકશો નહિ એથી બધી પ્રક્રિયા પૂર્ણ થયા બાદ જ lock કરવું.

Total Assign Student :- 21
Total Not Assign Student :- 0

Lock ACHARYA

Step- 5(Download Report)

- ➤ Here you can print the reports. You can print all types of reports by clicking on the print buttons.
- > You can print 'all reports'. You have to submit it to the university along with a forwarding letter.

Forwarding Letter	This will print the list of the students with combination codes. Submit it to the
	University.
Print With Photo Signature	You can get the print with the photo and sign of the student.
Print All Student List	Here you will get the print of all the students.
As per subject	The list will be as per the subject.
Print Challan	It will print a challan for the students.

(1)	→	2	→	3	→	4	→	(5)	→	_ (6)	→	(7)	
Enrollment Form	1	Unenrollment Studen	t	Set Roll Numi	oer	Lock Detail						U	
		_				LOCK DECOI		Download Report	t Er	rolled Students	5	I-Card	ı

Download Report

ની ચે આપેલ રીપોર્ટ તમારે યુનીવર્સીટી માં જમા કરવાના રહેશે.

- (1) PRINT ALL STUDENT REPORTS ના મના બટન પર ક્લિક કરવા શ્રી બધા વિદ્યાર્થી નો ડીટેકલ રીપોર્ટ નીકળશ્રે.
- (2) FORWARDING LETTER નામના બટન પર ક્લિક કરવાચી તમને એક લેટર મળશે.
- (3) SUBJECT WISE REPORTS નામના બટન પર ક્લિક કરવાથી બધા વિદાર્થી ના વિષય ની માફિતી નો ડીટેઇલ રીપોર્ટ નીકળશે.
- (4) CHALLAN નામના બટન પર ક્લિક કરવાશી બેન્ક માં ભરવાના ચલણ નોરિપોર્ટ નીકળશે.

Print All Student Report Forwarding Letter Subject Wise Report challan

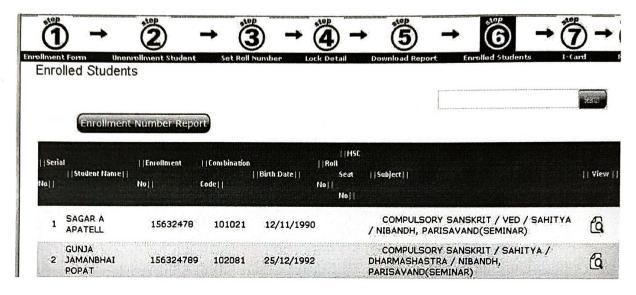
નીચે આપેલી વસ્તુઓ તમારે યુનીવસીંટીમાં જમા કરાવા ની નથી, જે કક્ત તમારી સમવડતા માટે છે.

- 1. PRINT WITH PHOTO SIGNATURE
- 2. EXPORT TO EXCEL DATA

Print with Photo Signature Export To Excel Data

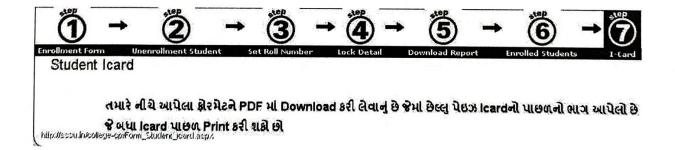
- Step-6(Enrolled Students)
 - > The enrollment numbers are given by the university for all the assigned students.

The enrollment number of the students can be seen by clicking the button.



• Step-7(I-Card)

Once the students are enrolled, you can print I-Cards here.



Notes

Feedback

Name of college :							
How did you find today's demonstration?							
Do you need more information? YES NO							
Write you opinion.							
	1 .						

Thanks
Infinity Infoway Pvt. Ltd.

Date: / / 2016



Online Internal Marks Entry Process

USER MANUAL

(with effect from DEC-2018 Exam)

- Follow the following procedure to enter the internal marks of the semester exams of Shastri ans Acharya
 - Open the browser and open the site www.sssu.in.

 The following window will open. Enter the username and the password of the college/Mahavidyalaya.

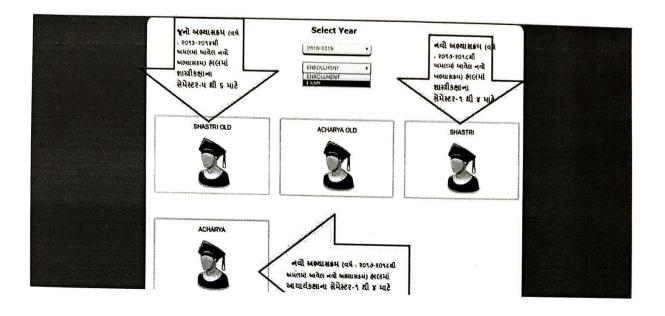


The confidentiality of the username and password is to be maintained by the principal. In case of missing, contact the controller of the examination or email him on sssu.exam@gmail.com

After log in, the following window will open. Select the current year. E.g. (2018-2019). Select EXAM from EXAM and ENROLLMENT.

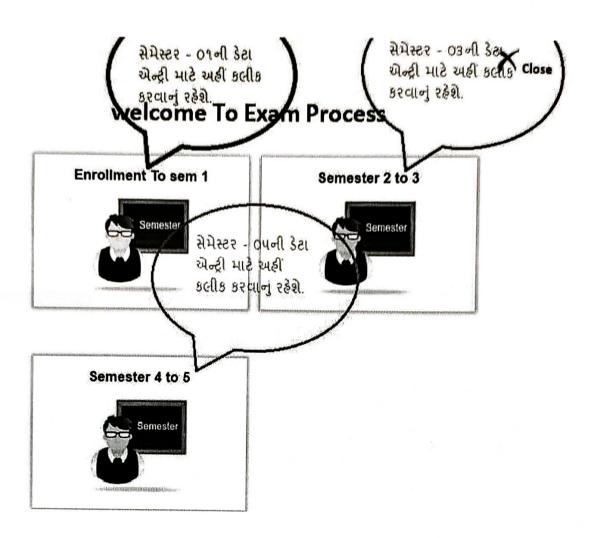
Click on Shastri or Acharya for the regular students, new syllabus. Click on Shastri old for the old course students.

Registrar



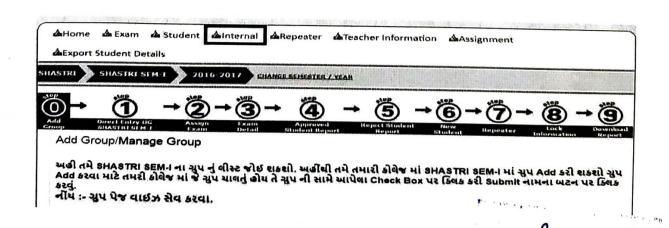
- > The data entry of the internal marks for Shastri and Acharya is to be done by the college/Mahavidyalaya. Select Shastri or Acharya whichever you want to enter first.
- When you select any level of Shastri or Acharya, finish the procedure from Report to Lock. Then log out and start the entry for another level. Do not enter the marks of two levels simultaneously.
- After the above said step, select Exam and select Level. The following window will open. For the entry of first semester of Shastri and Acharya, click on 'Enrollment to semester 1', for the data entry of semester 3, click on 'semester 2 to 3', for the data entry of semester 5 of Shastri, click on 'semester 4 to 5'

Registrar

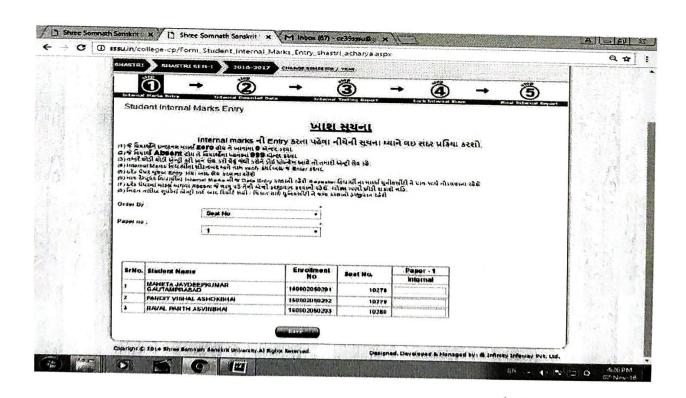


□ For the entry of first semester of Shastri and Acharya, click on 'Enrollment to semester 1', for the data entry of semester 3, click on 'semester 2 to 3', for the data entry of semester 5 of Shastri, click on 'semester 4 to 5'.

Following window will be opened after you select semester.



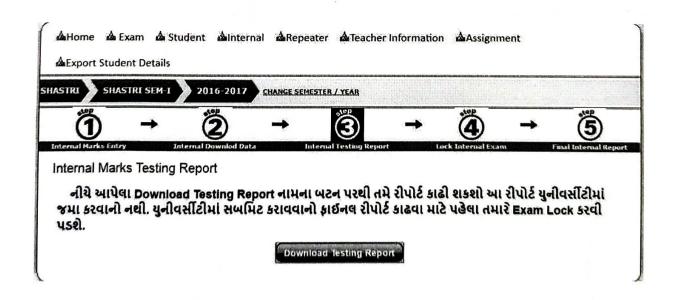
- Click on Internal and through 1 to 5 steps you can enter the internal marks in the following windows.
- Study the instructions carefully and enter the seat number of the students in 'order by' and enter the paper number in paper no.
- The names of the students will appear and you can enter the marks between 0 to 30.
 Note: if the entry of the marks is not done for any student, he will be considered as absent.
- Verify the name and number of the student before you enter the marks.
- As per the new syllabi (w.e.f. 2017-2018), there are 7 papers in each semester (except semester 3 in which the paper no. 8 of Environment is added). There are five papers in each semester of Acharya.
- As per the old syllabi (w.e.f. 2013-2014), there are 8 papers in each semester (except semester 6 in which the paper no. 9 of Environment is added). There are six papers in each semester of Acharya.
- It is compulsory to click SAVE button after the marks entered for each paper.



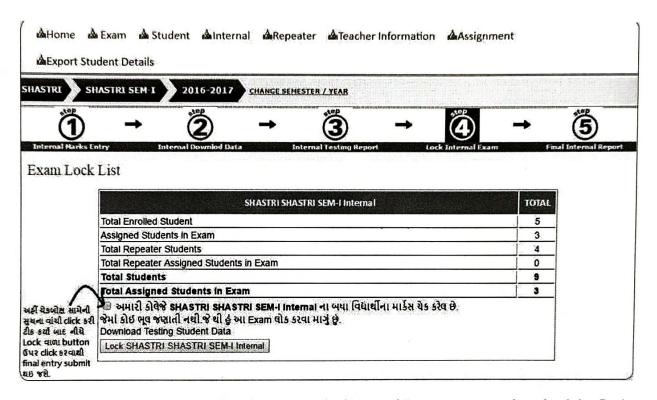
 Step-2. Click on 'Internal Download Data' and the following window will open. Select seat no. in the drop menu of Order By and click download to get the sheet of marks of all the students in excel. This is for the verification purpose for the college/Mahavidyalaya.

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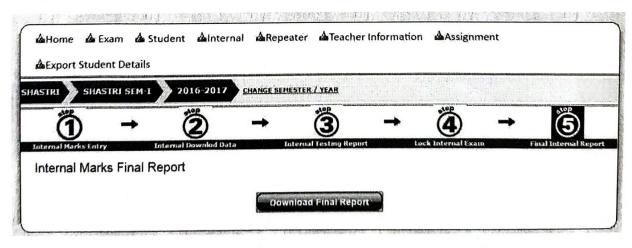
 Step-3. Click on 'Internal Testing Report' and following window will open. Click on 'Download Testing Report'. This report is for verification for the college and Mahavidyalaya, and not to submit to the University.



• Step-4. Click on 'Lock Internal Exams'. After verification of the entry of the internal marks by the college, final submission should be done. By clicking LOCK. Marks cannot be changed once it is locked. Before LOCK, tick against all the check boxes.



Step -5 (Final Internal Report). By clicking on Final Internal Report, you can download the final report. This report is to be printed in two copies. One is to submit to the University after the stamp and sign of the principal.



IMPORTANT INSTRUCTIONS

- The college/mahavidyalaya will have enter the data of internal exams in December for the semester 1,3,5 for Shastri and semester 1 for Acharya. The entry for semester 2,4,6, for Shastri and semester 2 for Acharya can be done in April. This can be done online only on www.sssu.in.
- 2. It is compulsory to submit the internal marks in hard copy within the given period.
- 3. All the records of the internal marks of the students are to be preserved and submit to the University whenever it is asked.
- 4. The marks of the repeater students are to be sent on the letter head of the college with the stamp and sign of the principal, and not online. But the college will have to submit to the University the internal marks of that student who appears as the first time and for full exams. Otherwise the result will show the absent of that student.
- 5. In case of any difficulty, you are requested to contact the Examination Department on 02876-244532 from 10.30 am to 6.00 pm on working days.

Registrar

Shree Somnath Sanskrit University

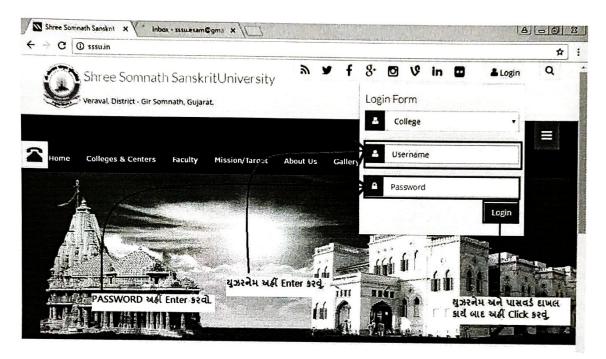


USER MANUAL

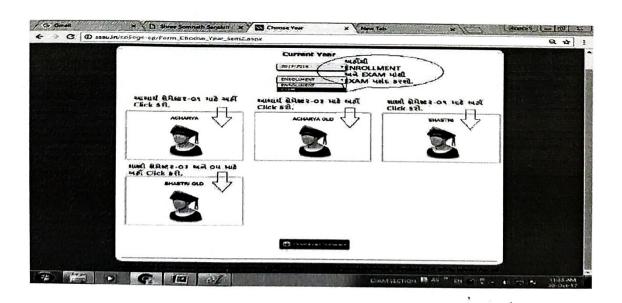
TO DOWNLOAD THE SEAT NUMBER AND HALL TICKET

The seat numbers of the students can be downloaded by the college/Mahavidyalaya after logging in by using the username and password. The procedure is as follows.

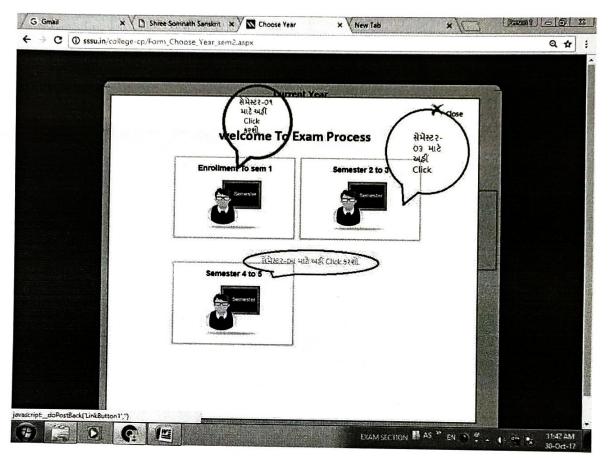
1) Open the browser, go to sssu.in, the following window will open. Enter password and username to log in as you do in case of enrollment process.



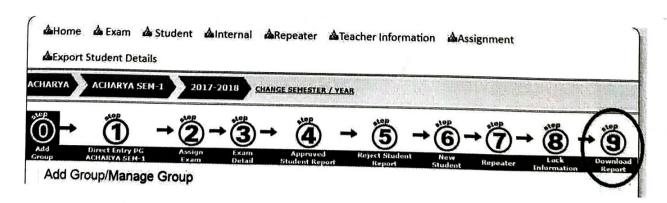
Once you log in, the following window will open. Current year (2017-2018) will be by default in the drop menu of the year. Select EXAMS from ENROLLMENT and EXAM. To download the seat numbers. Click on the figure indicating program and old/new syllabus.



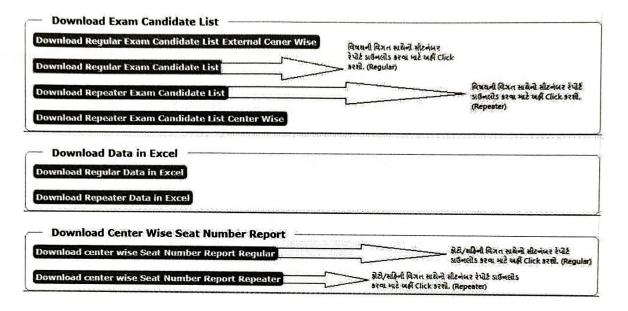
After the above said step, select Exam and select Level. The following window will open. For the entry of first semester of Shastri and Acharya, click on 'Enrollment to semester 1', for the data entry of semester 3, click on 'semester 2 to 3', for the data entry of semester 5 of Shastri, click on 'semester 4 to 5'.



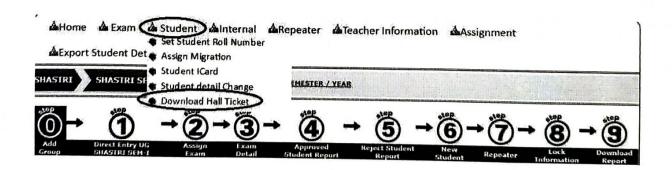
After clicking the semester number, the following window will open. You can download the numbers by clicking on DOWNLOAD THE REPORT as step 9.



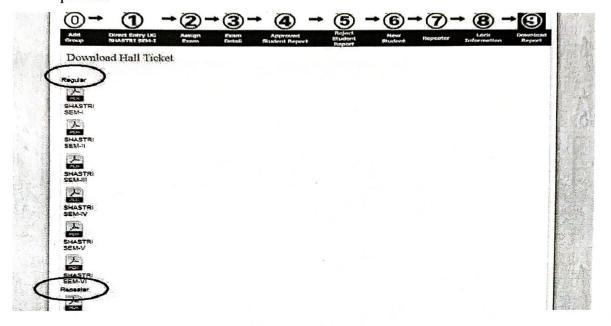
> Step-9 Click on the download the report. Following window will open. You can download the reports of the regular and repeaters by selecting the buttons showed by the arrows.



- > The hall tickets for all the semesters can be downloaded by the college from the website after log in by the username and the password. The steps are as follows.
- > Follow the steps number 1 to 3 as above. Select student menu, and select Download the Hall Ticket from the dropdown menu.



When you click 'Download the Hall Ticket', the window will open as below. You can download the hall tickets of the regular and repeater students by selecting the respective pdf file.



IMPORTANT INSTRUCTIONS

- 1. The confidentiality of the username and password is to be maintained by the principal. The principal has to see that the username and passwords are not misused. If required, change them frequently.
- 2. The principal will have take care that the information of the students like his photo and sign cannot be misused as they are available on seat number, hall ticket reports.
- 3. The hall tickets are to be issued to the students after the stamp and sign of the principal.
- 4. In case of any difficulty in downloading the hall ticket and seat numbers, you are requested to contact the examination department on 02876-244532 from 10.30 am to 6.00 pm on working days.
