Webinar + Workshop on 360° Feedback

Organized by Faculty Development Cell, AICTE for the Students and Faculty members of Engineering and Polytechnic Institutes By AICTE in

Anna University and it's Affiliated Institutes.

📅 20.10.2021  🕒 3:30 pm onwards

🤔 /OfficialAICTE ⏎️ /MediaAICTE 🎵 @AICTE_INDIA

RSVP  https://forms.gle/jp8GW2tAAq5zityQ7
Panelist Link:

<table>
<thead>
<tr>
<th>Event</th>
<th>Webinar and Workshop on 360 Degree Feedback</th>
</tr>
</thead>
<tbody>
<tr>
<td>Event address for panelists:</td>
<td><a href="https://aicteindia.webex.com/aicteindia/onstage/g.php?MTID=e77b0bb113e6551502732db89c0f36a87">https://aicteindia.webex.com/aicteindia/onstage/g.php?MTID=e77b0bb113e6551502732db89c0f36a87</a></td>
</tr>
<tr>
<td>Date and time:</td>
<td>Wednesday, October 20, 2021 3:30 pm</td>
</tr>
<tr>
<td></td>
<td>India Time (Mumbai, GMT+05:30)</td>
</tr>
<tr>
<td>Duration:</td>
<td>1 hour</td>
</tr>
<tr>
<td>Description:</td>
<td>Webinar and Workshop on 360 Degree Feedback for Anna University and its affiliated institutions.</td>
</tr>
<tr>
<td>Event number:</td>
<td>2511 110 7462</td>
</tr>
<tr>
<td>Event password:</td>
<td>1234</td>
</tr>
<tr>
<td>Video Address:</td>
<td><a href="mailto:25111107462@aicteindia.webex.com">25111107462@aicteindia.webex.com</a></td>
</tr>
<tr>
<td></td>
<td>You can also dial 210.4.202.4 and enter your meeting number.</td>
</tr>
<tr>
<td>Audio conference:</td>
<td>Singapore Toll</td>
</tr>
<tr>
<td></td>
<td>+65-6703-6949</td>
</tr>
<tr>
<td></td>
<td>Show all global call-in numbers</td>
</tr>
<tr>
<td></td>
<td>Access code: 2511 110 7462</td>
</tr>
</tbody>
</table>
Implementation Manual for

AICTE

360 Degree Feedback Capture and Reporting System
Overview

Protsahan Bharati / Smart Cookie is a Student-Teacher reward platform where students from colleges are rewarded for performing well in any day-to-day activity by their Teachers. Primarily, it is an effort to make the whole process of education more fun, interactive and most importantly, ‘Rewarding’ because a person who feels appreciated will always do more than what is expected.

Currently in association with AICTE we are implementing the 360 Degree Feedback for Teachers as part of their requirement for the 7th pay commission.

The 360-Degree Feedback is based on the following parameters.

a. Teaching Process (Max 25 Points)
b. Students’ Feedback (Max 25 Points)
c. Departmental Activities (Max 20 Points)
d. Institute Activities (Max 10 Points)
e. ACR (Max 10 Points)
f. Contribution to Society (Max 10 Points)
## Contents

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<th>Page Number</th>
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</thead>
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<td></td>
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<td>4</td>
<td>Upload Filled data templates</td>
<td>32</td>
</tr>
</tbody>
</table>
Section -A

Guideline to Activate Your School
Guidelines To activate your School

1. Enter URL https://smartcookie.in/AICTE-360degreefeedback

The webpage above will appear.

1. Then click on the the Green **Activate Your School** Button option available.
2. After you click on that button you will get the **Activate School Admin** Login Page.
3. In that Login page select the Email ID option and enter the correct and accurate email id which is registered in our platform while creating the admin for your school if your Email is not registered with us need not to worry fill in the form as usual and click on the Activate button.

   **Credentials:- Email[id of institute registered with AICTE]**
   **Password[PID Permanent ID of the institute].**

4. If your email id is correct and matches the password then you will be redirected to the specific page.

5. If your Email Id is not registered then a screen like below will appear
• If you wish to re-enter the email click on the **Re-enter** button
• If you want to continue with same email id then click on the **Use this Email ID** button.

Once you click on re-enter it will redirect you towards the Login page to activate.

If you choose to click on the Green button it will redirect you towards the page like below
In this page fill the form in which Name, Designation, Country Code, Phone number are marked as required fields. Once you fill that form Agree to the T&C and click on the submit button.

6. Once the Submit Button is clicked You will receive otp to the mail ID specified and mobile number given. And confirmation Screen will appear.

7. Once you click on the OK button on the alert box it will automatically takes you to the School Admin Verification Panel.

8. Enter the OTP that you have received on your mobile number and click on Verify OTP option.
Once the OTP is verified you will get a alert message on the screen like below

9. After that click on OK button then you will land on the terms and condition page.

Read the terms and condition properly and click on the accept or cancel button as of your requirement.

10. Once you click on the Accept button Password Updation Panel of the Admin will appear
• Here update the password.

11. And once it’s done you will directly land up in the dashboard section of your college/school.

This is the Procedure to activate your College/School.
Section -B

Data Requirement & Implementation Process
**Data Requirement**

To enable this feedback, we would require the data listed below.

The Data is categorized into 4 Different Categories.

1. **Organization Data**
   - a. Departments
   - b. Course Level
   - c. Degree
   - d. Branch
   - e. Class
   - f. Division

2. **Entities / Masters**
   - a. Students
   - b. Teachers
   - c. Subject
   - d. Semester
   - e. Activity

3. **Mapping Data**
   - a. Teacher – Subject
   - b. Student – Subject
   - c. Student – Semester

4. **Time Capsule Data**
   - a. Academic Year
   - b. Branch – Subject – Division – Year

**Implementation Steps**

**Login Details**

1. Email ID registered with AICTE for all correspondence
2. School ID / Institute ID is the AICTE Permanent ID
3. Initial Password is the AICTE Permanent ID

Once you enter the password, you will be required to accept the standard terms and conditions after which the person logging in would have to change the password on first login.
Section-C

General Guidelines to fill the Standard Data Formats
**Guidelines to fill Standard Data Input Formats**

After creating the new updated password, the School Admin can login and upload data after creating the data files as specified in the files attached formats in the given order.

<table>
<thead>
<tr>
<th>1. Course Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Degree</td>
</tr>
<tr>
<td>3. Department</td>
</tr>
<tr>
<td>4. Branch</td>
</tr>
<tr>
<td>5. Class</td>
</tr>
<tr>
<td>6. Division</td>
</tr>
<tr>
<td>7. Subject</td>
</tr>
<tr>
<td>8. Academic Year</td>
</tr>
<tr>
<td>9. Semester</td>
</tr>
<tr>
<td>10. Teacher</td>
</tr>
<tr>
<td>11. Teacher Subject</td>
</tr>
<tr>
<td>12. Branch-Subject-Div-Year</td>
</tr>
<tr>
<td>13. Class Subject</td>
</tr>
<tr>
<td>14. Student</td>
</tr>
<tr>
<td>15. Student Semester</td>
</tr>
<tr>
<td>16. Student Subject</td>
</tr>
<tr>
<td>17. Parent</td>
</tr>
</tbody>
</table>

Please Double Click on the Excel Icon to Open the Required Files
1. Course Level

This is the streams taught at the school / college. This would be
- a. UG – Under Graduation
- b. PG – Post Graduation
- c. Diploma

CourseLevel.csv

Description of Fields
- a. SchoolID
  AICTE Permanent ID provided by AICTE
- b. ExtCourseLevelID
  If you have deployed an internal computerized system at your school / college / institute / university you can provide the Internal CourseLevelID, if no system is deployed then simply use the serial number 1,2,3 etc.
- c. CourseLevel
  As described you need to enter the relevant course levels taught at the school / college / institute.

<table>
<thead>
<tr>
<th>SchoolID</th>
<th>ExtCourseLevelID</th>
<th>CourseLevel</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-441962951</td>
<td>1</td>
<td>UG</td>
</tr>
<tr>
<td>1-441962951</td>
<td>2</td>
<td>PG</td>
</tr>
<tr>
<td>1-441962951</td>
<td>3</td>
<td>DIPLOMA</td>
</tr>
</tbody>
</table>

** ExtCourseLevelID should be different in each entry.**
2. Degree

This is where we define the different degrees offered in the school / college like.

a. B.Tech
b. M.Tech
c. Diploma

![DegreeMaster.csv](image)

Description of Fields

a. SchoolID
   AICTE Permanent ID provided by AICTE
b. DegreeID
   If you have deployed an internal computerized system at your school / college you can provide this Internal DegreeID, if no system is deployed then simply use the serial number 1,2,3 etc.
c. DegreeName
   Full Description of Degree as explained
d. DegreeCode
   Short Name of the Degree’s offered
e. CourseLevel
   As earlier defined in the Course upload, you need to mention the course level, UG, PG, PhD, Diploma, etc.

<table>
<thead>
<tr>
<th>SchoolID</th>
<th>DegreeID</th>
<th>DegreeName</th>
<th>DegreeCode</th>
<th>CourseLevel</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-441962951</td>
<td>1</td>
<td>Bachelor of Engineering</td>
<td>BTECH</td>
<td>UG</td>
</tr>
<tr>
<td>1-441962951</td>
<td>2</td>
<td>Master of Engineering</td>
<td>MTECH</td>
<td>PG</td>
</tr>
<tr>
<td>1-441962951</td>
<td>3</td>
<td>Diploma in Computer Engineering</td>
<td>DCE</td>
<td>DIPLOMA</td>
</tr>
</tbody>
</table>
3. Departments

Description of Fields
a. SchoolID
   AICTE Permanent ID provided by AICTE
b. DepartmentCode
   Short Name / Code of the Department.
c. DepartmentName
   Name of the Department
d. DepartmentID
   If you have deployed an internal computerized system at your school / college you can
   provide this Internal DepartmentID, if no system is deployed then simply use the serial
   number 1,2,3 etc

e. EstablishmentYear
   Year in which this department began in your school / college.
f. PhoneNo
   Phone Number of this department.
g. FaxNo
   Fax number of this department.
h. EmailID
   Email ID of this department.
i. IsEnabled
   If this department is currently active in the system then IsEnabled is True else you need
to set it to False.

<table>
<thead>
<tr>
<th>SchoolID</th>
<th>DepartmentCode</th>
<th>DepartmentName</th>
<th>DepartmentID</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-441962951</td>
<td>CSE</td>
<td>Computer Engineering</td>
<td>1</td>
</tr>
<tr>
<td>1-441962951</td>
<td>CIL</td>
<td>Civil Engineering</td>
<td>2</td>
</tr>
<tr>
<td>1-441962951</td>
<td>ELE</td>
<td>Electronics</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>EstablishmentYear</th>
<th>PhoneNo</th>
<th>FaxNo</th>
<th>EmailID</th>
<th>IsEnabled</th>
</tr>
</thead>
<tbody>
<tr>
<td>2007</td>
<td>2164271462</td>
<td><a href="mailto:computer.dte@gmail.com">computer.dte@gmail.com</a></td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>2007</td>
<td>2164271462</td>
<td><a href="mailto:civil.dte@gmail.com">civil.dte@gmail.com</a></td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>2007</td>
<td>2164271462</td>
<td><a href="mailto:electronics.dte@gmail.com">electronics.dte@gmail.com</a></td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

** DepartmentCode and DepartmentID entry should not be same into template
4. Branch
This is the sub division of the department.

BranchMaster.csv

Description of Fields

a. **SchoolID**
   AICTE Permanent ID provided by AICTE
b. **BranchID**
   If you have deployed an internal computerized system at your school / college you can provide this Internal BranchID if any.
c. **BranchName**
   Name of Branch
d. **Specialization**
   Specialization taught at this Branch.
e. **Duration**
   The Duration in terms of years that the degree offered at this Branch.
f. **IsEnabled**
   If this Branch is currently active in the system, then IsEnabled is True else you need to set it to False.
g. **DepartmentName**
   Name of the Department where this branch is part of.
h. **CourseLevel**
   As earlier defined in the Course upload, you need to mention the course level, UG, PG, PhD, Diploma, etc.

<table>
<thead>
<tr>
<th>SchoolID</th>
<th>BranchID</th>
<th>Branch</th>
<th>Specialization</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-441962951</td>
<td>1</td>
<td>Digital Communication</td>
<td>Digital Communication</td>
</tr>
<tr>
<td>1-441962951</td>
<td>2</td>
<td>VLSI and Embedded</td>
<td>Digital Communication</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Duration</th>
<th>IsEnabled</th>
<th>DepartmentName</th>
<th>CourseName</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>1</td>
<td>Electronics</td>
<td>UG</td>
</tr>
<tr>
<td>3</td>
<td>1</td>
<td>Electronics</td>
<td>UG</td>
</tr>
</tbody>
</table>

**DepartmentName** :: Enter Same name Department name entered into Department File

**CourseName** :: Enter Same course level entered into Course Level File.
5. Class

This is where we define the Class as F.Y. B.Tech, S.Y. B.Tech, etc.

Class.csv

Description of Fields

a. SchoolID
   AICTE Permanent ID provided by AICTE
b. Class
   List of Class at the school / college like
   1. F.Y. B.Tech
   2. S.Y. B.Tech
   3. T.Y. B.Tech
   4. F.Y. M.Tech
   5. S.Y. M.Tech

c. ClassID
   If you have deployed an internal computerized system at your school / college you can provide this Internal BranchID if any.

d. CourseLevel
   As earlier defined in the Course upload, you need to mention the course level, UG, PG, PhD, Diploma, etc.

<table>
<thead>
<tr>
<th>SchoolID</th>
<th>Class</th>
<th>ClassID</th>
<th>CourseLevel</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-441962951</td>
<td>F.Y. Electronics</td>
<td>1</td>
<td>UG</td>
</tr>
<tr>
<td>1-441962951</td>
<td>S.Y. Electronics</td>
<td>2</td>
<td>UG</td>
</tr>
<tr>
<td>1-441962951</td>
<td>F.Y. Civil</td>
<td>3</td>
<td>UG</td>
</tr>
<tr>
<td>1-441962951</td>
<td>S.Y. Civil</td>
<td>4</td>
<td>UG</td>
</tr>
</tbody>
</table>

ClassID :- 1) Should be Numeric.

2) Value should not be same. Keep same sequence 1-2-3-4.
6. Division

This is where we define the divisions of the School / College like Division A, B, C or Division 1,2,3 etc.

DivisionMaster.csv

Description of Fields
a. SchoolID
   AICTE Permanent ID provided by AICTE
b. DivisionID
   If you have deployed an internal computerized system at your school / college you can
   provide this Internal ID if any.
c. Division
   As in definition this is the list of Divisions in the School / College.

<table>
<thead>
<tr>
<th>SchoolID</th>
<th>DivisionID</th>
<th>Division</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-441962951</td>
<td>1</td>
<td>Div A</td>
</tr>
<tr>
<td>1-441962951</td>
<td>2</td>
<td>Div B</td>
</tr>
<tr>
<td>1-441962951</td>
<td>3</td>
<td>Div C</td>
</tr>
<tr>
<td>1-441962951</td>
<td>4</td>
<td>Div D</td>
</tr>
</tbody>
</table>

DivisionID:- 1) Should be Numeric.

2) Value should not be same. Keep same sequence 1-2-3-4.
7. **Subject**
   List courses offered at the School / College.

![Excel sheet](Subject.csv)

**Description of Fields**

a. **SchoolID**  
   AICTE Permanent ID provided by AICTE.

b. **SubjectID**  
   If you have deployed an internal computerized system at your school / college you can provide this Internal ID if any.

c. **SubjectCode**  
   Code defined for the Subject

d. **Subject**  
   Name of the Subject

e. **SubjectType**  
   Type of subject like Theory / Lab

f. **SubjectShortName**  
   Short Name for the Subject

g. **SubjectCredit**  
   Total Marks / Credits for the Subject.

<table>
<thead>
<tr>
<th>SchoolID</th>
<th>SubjectID</th>
<th>SubjectCode</th>
<th>Subject</th>
<th>SubjectType</th>
<th>SubjectShortName</th>
<th>SubjectCredit</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-441962951</td>
<td>22211</td>
<td>22211</td>
<td>Database management</td>
<td>Theory</td>
<td>DMS</td>
<td>6</td>
</tr>
<tr>
<td>1-441962951</td>
<td>22518</td>
<td>22518</td>
<td>Software Testing</td>
<td>Theory</td>
<td>STE</td>
<td>5</td>
</tr>
<tr>
<td>1-441962951</td>
<td>22519</td>
<td>22519</td>
<td>Steel Design</td>
<td>Theory</td>
<td>SST</td>
<td>5</td>
</tr>
<tr>
<td>1-441962951</td>
<td>22520</td>
<td>22520</td>
<td>Concrete Structures</td>
<td>Theory</td>
<td>CNS</td>
<td>6</td>
</tr>
</tbody>
</table>
8. Academic Year

Description of Fields

a. SchoolID
   AICTE Permanent ID provided by AICTE.

b. YearID
   If you have deployed an internal computerized system at your school / college you can
   provide this Internal ID if any.

c. AcademicYear
   List of Academic Years offered at the School / College like 2014-15, 2015-16, 2016-17
   etc.

d. Year
   This is the beginning year i.e 2014, 2015, 2016 etc.

e. IsEnabled
   This is the current year that is in operation like 2016 will be set to True all others will be
   set to False.

<table>
<thead>
<tr>
<th>SchoolID</th>
<th>YearID</th>
<th>AcademicYear</th>
<th>Year</th>
<th>IsEnabled</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-441962951</td>
<td>15</td>
<td>2015-2016</td>
<td>2015</td>
<td>0</td>
</tr>
<tr>
<td>1-441962951</td>
<td>16</td>
<td>2016-2017</td>
<td>2016</td>
<td>0</td>
</tr>
<tr>
<td>1-441962951</td>
<td>17</td>
<td>2017-2018</td>
<td>2017</td>
<td>0</td>
</tr>
<tr>
<td>1-441962951</td>
<td>18</td>
<td>2018-2019</td>
<td>2018</td>
<td>1</td>
</tr>
<tr>
<td>1-441962951</td>
<td>19</td>
<td>2019-2020</td>
<td>2019</td>
<td>0</td>
</tr>
</tbody>
</table>
9. Semester

SemesterMaster.csv

**Description of Fields**

a. **SchoolID**
   - AICTE Permanent ID provided by AICTE.

b. **BranchID**
   - If you have deployed an internal computerized system at your school / college you can provide this Internal ID if any.

c. **SemesterID**
   - If you have deployed an internal computerized system at your school / college you can provide this Internal ID if any.

d. ** SemesterName**
   - This is where the semester names like Semester 1, Semester 2 etc. are defined.

e. ** SemesterCredit**
   - Sum of Marks/Credits of the course / subjects conducted in that semester.

f. **IsRegularSemester**
   - If the semester is applicable to every student then IsRegularSemester is set to True and if it is an optional semester applicable to selected students then it is set to False.

g. **BranchName**
   - Branch where this semester is applicable, if you have defined Branch ID then this is optional

h. ** DepartmentName**
   - Department where this semester is applicable, if you have defined Branch ID then this is optional

i. **DepartmentID**

j. **CourseLevel**
   - As earlier defined in the Course upload, you need to mention the course level, UG, PG, PhD, Diploma, etc., if you have defined Branch ID then this is optional

k. **Class**
   - Class where semester is applicable.

l. **isEnabled**
   - If this is the current semester of that Class / Branch / Department then IsEnabled set to True and all other semesters for that Class / Branch / Department need to be set to False.

<table>
<thead>
<tr>
<th>SchoolID</th>
<th>BranchID</th>
<th>SemesterID</th>
<th>SemesterName</th>
<th>SemesterID</th>
<th>SemesterCredit</th>
<th>IsRegularSemester</th>
<th>BranchName</th>
<th>DepartmentID</th>
<th>CourseLevel</th>
<th>Class</th>
<th>IsEnabled</th>
</tr>
</thead>
<tbody>
<tr>
<td>441962</td>
<td>951</td>
<td>1</td>
<td>Semester 1</td>
<td>5</td>
<td>1</td>
<td>Digital Communication Electronics</td>
<td>3</td>
<td>UG – Under Graduation</td>
<td>F.Y. Electronics</td>
<td>1</td>
<td>True</td>
</tr>
</tbody>
</table>
### Description of Fields

a. **SchoolID**
   
   AICTE Permanent ID provided by AICTE.

b. **EmployeeRegCode**
   
   Teacher Code by which they would be unique to the system.

c. **EmployeeName**
   
   Name of the Teacher

d. **Mobile**
   
   Phone Number of the Teacher

e. **DeptName**
   
   Name of the Department Internal Department name where the Teacher is attached to.

f. **DeptID**
   
   Internal Department name where the Teacher is attached to.

g. **Gender**
   
   Gender of the Teacher, Male / Female

h. **EmailID**
   
   Email ID of the Teacher which will be used for login into the system.

i. **Country**
   
   Country.

j. **City**
   
   City

k. **PermanentAddress**
   
   Date of birth of teacher.

l. **DOB**
   
   Date of birth of teacher.

m. **IntEmail**
   
   Internal Email used by the School / College, this is optional

n. **PhoneNo**
   
   Phone Number of the Teacher

o. **AppointmentDate**
   
   Appointment Date

p. **EmployeeType**
   
   Teaching Staff is identified as 133 or 134, 135 identified by HOD and 137 identified by Principal and non-teaching staff is identified by any other ID.

### Table: Teachers / Employees

<table>
<thead>
<tr>
<th>SchoolID</th>
<th>EmployeeRegCode</th>
<th>EmployeeName</th>
<th>Mobile</th>
<th>DeptID</th>
<th>Gender</th>
<th>EmailID</th>
<th>Country</th>
<th>City</th>
<th>DOB</th>
<th>PermanentAddress</th>
<th>IntEmail</th>
<th>PhoneNo</th>
<th>AppointmentDate</th>
<th>EmployeeType</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-4419</td>
<td>1-3182333</td>
<td>Rahul Mundhe</td>
<td>8805</td>
<td>0801</td>
<td>M</td>
<td><a href="mailto:rahul.mundhe@gpk.ac.in">rahul.mundhe@gpk.ac.in</a></td>
<td>India</td>
<td>Karad</td>
<td>02-07-1983</td>
<td>gpkarad.dt@<a href="mailto:e@gmail.com">e@gmail.com</a></td>
<td>2164</td>
<td>2714</td>
<td>2011</td>
<td>133</td>
</tr>
<tr>
<td>1-4419</td>
<td>1-3180918</td>
<td>Shyam Salkar</td>
<td>8308</td>
<td>2151</td>
<td>M</td>
<td>salkarshyam@<a href="mailto:v@gmail.com">v@gmail.com</a></td>
<td>India</td>
<td>Karad</td>
<td>12-07-1983</td>
<td>gpkarad.dt@<a href="mailto:e@gmail.com">e@gmail.com</a></td>
<td>2164</td>
<td>2714</td>
<td>2011</td>
<td>135</td>
</tr>
<tr>
<td>1-4419</td>
<td>1-3194557</td>
<td>Vitthal Bandal</td>
<td>9421</td>
<td>0574</td>
<td>M</td>
<td><a href="mailto:vitthalbandal@gmail.co">vitthalbandal@gmail.co</a></td>
<td>India</td>
<td>Karad</td>
<td>02-07-1983</td>
<td>gpkarad.dt@<a href="mailto:e@gmail.com">e@gmail.com</a></td>
<td>2164</td>
<td>2714</td>
<td>2016</td>
<td>137</td>
</tr>
</tbody>
</table>
11. Teacher – Subject

TeacherSubject.csv

Description of Fields

a. SchoolID
   AICTE Permanent ID provided by AICTE.
b. TeacherID
   Unique ID of the Teacher as defined in the Teacher List.
c. SubjectID
   Subject ID as defined in the Subject List that this teacher teaches.
d. SubjectCode
   If Subject ID is defined, then this is optional else you would need to enter the Subject
   Code as defined in the Subject List.
e. SubjectName
   If Subject ID is defined, then this is optional else you would need to enter the Subject
   Name as defined in the Subject List.
f. YearID
   Year ID as defined in the Academic Year list.
g. DivisionID
   As defined in the Division List.
h. Division
   If Division ID is defined, then this is optional else you would need to enter the Division as
   defined in the Division list.
i. SemesterID
   As defined in the Semester List.
j. Semester
   If Semester ID is defined, then this is optional else you would need to enter the
   Semester as defined in the Semester list.
k. BranchID
   If Semester ID is defined, then this is optional else you would need to enter the Branch
   ID as defined in the Branch list.
l. BranchName
   If Branch ID or Semester ID is defined, then this is optional else you would need to enter
   the Branch name as defined in the Branch list.
m. DepartmentID
   If Branch ID or Semester ID is defined, then this is optional else you would need to enter
   the Department ID as defined in the Department list.
n. DepartmentName
   If Branch ID or Semester ID or Department ID is defined, then this is optional else you
   would need to enter the Department Name as defined in the Department list.
o. CourseLevel
As earlier defined in the Course upload, you need to mention the course level, UG, PG, PhD, Diploma, etc., if you have defined Branch ID then this is optional

p. AcademicYear
   As defined in the Academic Year List.

<table>
<thead>
<tr>
<th>SchoolID</th>
<th>TeacherID</th>
<th>SubjectID</th>
<th>Subject Code</th>
<th>Subject Name</th>
<th>YearID</th>
<th>DivisionID</th>
<th>Division</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-441962951</td>
<td>1212</td>
<td>125</td>
<td>MAT</td>
<td>Maths</td>
<td>19</td>
<td>1</td>
<td>A</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester ID</th>
<th>Semester</th>
<th>BranchID</th>
<th>Branch</th>
<th>DepartmentID</th>
<th>Department</th>
<th>Course Level</th>
<th>AcademicYear</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>II</td>
<td>5</td>
<td>Electronics</td>
<td>1</td>
<td>Electronics</td>
<td>UG</td>
<td>2018-19</td>
</tr>
</tbody>
</table>

12. Branch – Subject – Year – Division

13. Class Subject
14. Student

![Image of Excel file](xa.png)

Student.csv

- **SchoolID**: AICTE Permanent ID provided by AICTE
- **StudentPRN**: Student PRN provided by University or Internal Student id
- **StudentName**: Full Name of Student
- **PhoneNo**: Phone number of student
- **BranchName**: Branch where this semester is applicable, if you have defined Branch ID then this is optional
- **YearID**: Current Academic Year Id
- **Gender**: Gender of Student
- **EmailID**: Student Email id
- **Country**: Country of Student.
- **FatherName**: Student Father Name
- **DOB**: Student Birth of date.
- **Class**: Student class
- **PermanentAddress**: Student Permanent address
- **City**: Student city
- **TemporaryAddress**: Temporary address of student.
- **PermanentVillage**: Permanent Village
- **PermanentTaluka**: Permanent Taluka
- **PermanentDistrict**: Permanent District
- **PermanentPincode**: Permanent Pincode
- **InternalEmailID**: Internal Email ID
- **Specialization**: Student Specialization
- **CourseLevel**:
As earlier defined in the Course upload, you need to mention the course level, UG, PG, PhD, Diploma, etc., if you have defined Branch ID then this is optional

- AcademicYear
  - Current academic Year

- Department
  - Department where this semester is applicable, if you have defined Branch ID then this is optional.

<table>
<thead>
<tr>
<th>SchoolID</th>
<th>Student PRN</th>
<th>StudentName</th>
<th>PhoneNo</th>
<th>BranchName</th>
<th>YearID</th>
<th>Gender</th>
<th>EmailID</th>
<th>Country</th>
<th>FatherName</th>
<th>DOB</th>
<th>Class</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-441962951</td>
<td>1800100016</td>
<td>Jagdale Sonali Shankar</td>
<td>9423457810</td>
<td>Electronics</td>
<td>18</td>
<td>Female</td>
<td><a href="mailto:sonali@gmail.com">sonali@gmail.com</a></td>
<td>India</td>
<td>Shankar</td>
<td>01-06-2002</td>
<td>F.Y. Electronics</td>
</tr>
<tr>
<td>1-441962951</td>
<td>1800100225</td>
<td>Ghadage Haridas dattartra</td>
<td>9423703018</td>
<td>Electronics</td>
<td>18</td>
<td>Male</td>
<td><a href="mailto:hari@yahoo.com">hari@yahoo.com</a></td>
<td>India</td>
<td>D</td>
<td>21-07-2001</td>
<td>F.Y. Electronics</td>
</tr>
<tr>
<td>1-441962951</td>
<td>1800100129</td>
<td>Patil Sanika Sanjay</td>
<td>9987564321</td>
<td>Electronics</td>
<td>18</td>
<td>Female</td>
<td><a href="mailto:sanika@yahoo.com">sanika@yahoo.com</a></td>
<td>India</td>
<td>Sanjay</td>
<td>02-06-2002</td>
<td>F.Y. Electronics</td>
</tr>
<tr>
<td>1-441962951</td>
<td>1800100210</td>
<td>Suryavanshi Aditya Ramesh</td>
<td>9827503010</td>
<td>Electronics</td>
<td>18</td>
<td>Male</td>
<td><a href="mailto:aditya@gmail.com">aditya@gmail.com</a></td>
<td>India</td>
<td>Ramesh</td>
<td>03-04-2001</td>
<td>F.Y. Electronics</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PermanentAddress</th>
<th>City</th>
<th>TemporaryAddress</th>
<th>PermanentVillage</th>
<th>PermanentTaluka</th>
<th>PermanentDistrict</th>
<th>PermanentPincode</th>
<th>InternalEmailID</th>
<th>Specialization</th>
<th>CourseLevel</th>
<th>AcademicYear</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kolhapur</td>
<td>Ichalkaranji</td>
<td>Karad</td>
<td>Ichalkaranji</td>
<td>Hatkanangale</td>
<td>Kolhapur</td>
<td>416115</td>
<td><a href="mailto:sonali@gmail.com">sonali@gmail.com</a></td>
<td>Electronics</td>
<td>UG – Under Graduation</td>
<td>2019</td>
<td>Electronics</td>
</tr>
<tr>
<td>Solapur</td>
<td>Solapur</td>
<td>Karad</td>
<td>Solapur</td>
<td>North Solapur</td>
<td>Solapur</td>
<td>416789</td>
<td><a href="mailto:hari@yahoo.com">hari@yahoo.com</a></td>
<td>Electronics</td>
<td>UG – Under Graduation</td>
<td>2019</td>
<td>Electronics</td>
</tr>
<tr>
<td>Sangli</td>
<td>Tasgaon</td>
<td>Karad</td>
<td>Tasgaon</td>
<td>Tasgaon</td>
<td>Sangli</td>
<td>410125</td>
<td><a href="mailto:Sanika@gmail.com">Sanika@gmail.com</a></td>
<td>Electronics</td>
<td>UG – Under Graduation</td>
<td>2019</td>
<td>Electronics</td>
</tr>
</tbody>
</table>
15. Student – Semester

StudentSemester.csv

Description of Fields

a. SchoolID
   AICTE Permanent ID provided by AICTE.
b. StudentID
   As defined in the Student List.
c. SemesterID
   As defined in the Semester List
d. SemesterName
   If Semester ID is defined then this is optional else you would need to enter the Semester as defined in the Semester list.
e. YearID
   Year ID as defined in the Academic Year list.
f. AcademicYear
   If YearID is defined then it is optional else as defined in the Academic Year List.
g. DivisionID
   As defined in the Division List.
h. Division
   If DivisionID is defined then optional else as defined in the Division List.
i. BranchID
   As defined in the Branch List.
j. BranchName
   If BranchID is defined then optional else as defined in the Branch List.
k. Specialization
   If BranchID is defined then optional else as defined in the Branch List.
l. DepartmentID
   If BranchID is defined then optional else as defined in the Branch List or Department List.
m. Department
   If BranchID / Department ID is defined then optional else as defined in the Branch List or Department List.

n. CourseLevelID
   If BranchID / Department ID is defined then optional else as defined in the Branch List or Department List.

o. CourseLevel
   If BranchID / Department ID / CourseLevelID is defined then optional else as defined in the Branch List or Department List or Course List.
p. IsCurrentSemester
   If this is the Current Semester then it is set to True else to False
<table>
<thead>
<tr>
<th>SchoolID</th>
<th>StudentID</th>
<th>SemesterID</th>
<th>SemesterName</th>
<th>YearID</th>
<th>AcademicYear</th>
<th>ExtDivisionID</th>
<th>Division</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-441962951</td>
<td>102030</td>
<td>II</td>
<td>S.Y.</td>
<td>19</td>
<td>2019-20</td>
<td>1</td>
<td>A</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>BranchID</th>
<th>Branch</th>
<th>Specialization</th>
<th>DepartmentID</th>
<th>Department</th>
<th>CourseLevelID</th>
<th>CourseLevel</th>
<th>IsCurrentSemester</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Electronics</td>
<td>Electronics</td>
<td>1</td>
<td>Electronics</td>
<td>1</td>
<td>UG</td>
<td>Yes</td>
</tr>
</tbody>
</table>

16. **Student – Subject**

![Image of Excel sheet](image.png)

**StudentSubject.csv**

**Description of Fields**

- **SchoolID**
  - AICTE Permanent ID provided by AICTE.
- **StudentID**
  - Enter Student id provided to student.
- **SubjectCode**
  - If Subject ID is defined then this is optional else, you would need to enter the Subject Code as defined in the Subject List.
- **SemesterID**
  - As defined in the Semester List.
- **BranchID**
  - As defined in the Branch List.
- **SubjectID**
  - Subject ID as defined in the Subject List that the student learns.
- **YearID**
  - Year ID as defined in the Academic Year list.
- **DivisionID**
  - As defined in the Division List.
- **SubjectName**
  - If Subject ID is defined, then this is optional else you would need to enter the Subject Name as defined in the Subject List.
- **Division**
  - If DivisionID is defined, then optional else as defined in the Division List.
- **Semester**
  - If Semester ID is defined, then this is optional else you would need to enter the Semester as defined in the Semester list.
- **Branch**
  - If BranchID is defined, then optional else as defined in the Branch List.
- **Department**
If BranchID / Department ID is defined, then optional else as defined in the Branch List or Department List.

n. CourseLevel
   If BranchID / Department ID / CourseLevelID is defined, then optional else as defined in the Branch List or Department List or Course List.

o. AcademicYear
   If YearID is defined, then it is optional else as defined in the Academic Year List.

p. TeacherID
   As defined in the Teacher List.

<table>
<thead>
<tr>
<th>SchoolID</th>
<th>StudentID</th>
<th>SubjectCode</th>
<th>SemesterID</th>
<th>BranchID</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-441962951</td>
<td>102030</td>
<td>MAT</td>
<td>1</td>
<td>1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SubjectID</th>
<th>YearID</th>
<th>DivisionID</th>
<th>SubjectName</th>
<th>Division</th>
</tr>
</thead>
<tbody>
<tr>
<td>123</td>
<td>19</td>
<td>1</td>
<td>Maths</td>
<td>A</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester</th>
<th>Branch</th>
<th>Department</th>
<th>CourseLevel</th>
<th>AcademicYear</th>
<th>TeacherID</th>
</tr>
</thead>
<tbody>
<tr>
<td>II</td>
<td>Electronics</td>
<td>Electronics</td>
<td>UG</td>
<td>2019-20</td>
<td>105070</td>
</tr>
</tbody>
</table>

17. Parent
Section-D

Guideline to Upload Filled Template
Guidelines to upload Filled data templates

1. Enter URL [https://smartcookie.in](https://smartcookie.in)
2. Click on ‘Login’ drop-down and select “School Admin”.
3. You can login with (Email, Phone Number).
4. After successfully logged in, School Admin ‘Dashboard’ will appear.
5. Now, click on ‘Upload Panel’ option from the Dashboard.
6. Now, you have to fill out some options which are as follows:
   i. On the right side you will see the option ‘Download Format’
      Now, choose the appropriate option from the dropdown list and click on ‘Download Format’ button for downloading the format for the same.
   ii. To see the downloaded, excel file: On the right side a popup will blink, click on the popup and then choose “Always allow pop-ups” option.
   iii. Now, open the excel sheet and fill in all the details. Save the file.
   iv. Now, go back to the ‘Upload Panel’, fill in the required details like, ‘Uploaded By’ (Your Name), Select the dropdown option for which you want to Upload.
   v. Choose the Excel sheet in which you have saved the changes.
   vi. Click on ‘Upload’ button.
   vii. Now, go to ‘Batch Upload Status’ option on right side of the ‘Upload Panel’ page.
   viii. Click on ‘Scan’ button. Now, the in the Status column, you will see whether the file was successfully inserted.
   ix. Now, go back to ‘Batch Upload Status’ and click on ‘Process’ button.
   x. Now, ‘Batch Master’ window will open, from the drop down list select the excel sheet which you uploaded.
xi. Now, ‘Batch Master’ window is displayed which will show that your excel file was successfully uploaded.

Below is example for Login with Email Id....

(Fig 1: Login Option for School Admin)

7. After Successfully login click on ‘Upload Panel ’ functionality

(Fig 2: Dashboard for School Admin)
8. After that click on Drop-Down and select file and click on ‘Download Format’ button. From this option School Admin can download blank (.CSV formats) in which School Admin can fill data for respective school and then upload it using Upload Panel Option.

(Fig 3: Upload Panel - Download Format to Upload Master data for School)

9. Selected file format will be downloaded and after that enter data of all fields. Sequence for upload must be as follows.

<table>
<thead>
<tr>
<th>Master Option</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Department</td>
<td></td>
</tr>
<tr>
<td>2. Course Level</td>
<td></td>
</tr>
<tr>
<td>3. Degree</td>
<td></td>
</tr>
<tr>
<td>4. Branch</td>
<td></td>
</tr>
<tr>
<td>5. Class</td>
<td></td>
</tr>
<tr>
<td>6. Division</td>
<td></td>
</tr>
<tr>
<td>7. Semester</td>
<td></td>
</tr>
<tr>
<td>8. Academic Year</td>
<td></td>
</tr>
<tr>
<td>9. Student</td>
<td></td>
</tr>
<tr>
<td>10. Teacher</td>
<td></td>
</tr>
<tr>
<td>11. Subject</td>
<td></td>
</tr>
<tr>
<td>12. Branch Subject Division Year</td>
<td></td>
</tr>
<tr>
<td>13. Teacher Subject</td>
<td></td>
</tr>
<tr>
<td>14. Student Semester</td>
<td></td>
</tr>
<tr>
<td>15. Student Subject</td>
<td></td>
</tr>
<tr>
<td>16. Parent</td>
<td></td>
</tr>
</tbody>
</table>

Below is example for 1) Department Master.
Fill data for school and prepare it for upload.

(Fig 4:- Downloaded blank template for Department)

10. Again go to upload Panel and Enter your name for ‘Uploaded By’ option.
11. Choose master file option from Drop-Down which (1. Department as shown in Fig 5)
12. Choose excel sheet in which you have filled the details.
13. Click on Upload button.
14. Click on ‘OK’ button.

(Fig 5:- Upload Panel Procedure to upload Fill Template)
15. After that click on “Batch Upload Status”

16. Recently uploaded file should display on top and click on on ‘Scan’ button on that particular file.

17. Click on ‘Batch Upload Status’ button.
18. Click on ‘Process’ button.

19. After successfully upload Batch Master window is displayed. Then from the drop down select recent uploaded file.
20. Now, ‘Batch Master’ window will open, which will show that your excel file was successfully uploaded.