Instructions for filling up the data for Student Details (04) & Expense Details(07)

It is mandatory for all institutions to re-enter the student details (04) as under.

1. Login to institute module.
2. Re-enter the details in **4.A Total intake of students** under submenu **Student Details (04)** in Institute Module as below and then **press** Update Button:-

The details will be updated as under:-

3. Similarly re-enter the details in **4.B Total strength of students Year wise [No. of Students (Excluding TFW)]** under submenu **Student Details (04)** in Institute Module and **press** Update Button.

4. Enter the data carefully. For example in case of 4 year duration program in **4.B**, 4th year student of 2016-17, 3rd year student of 2015-16, 2nd year student of 2014-15 should be closely relevant to intake of student in 2013-14 entered in **4.A** as shown below.

5. Please check the 11 **A.** (Number of students on roll on date on normative basis) **& 11 B.** (Number of students on roll on date on actual basis) fields for **'2014-15, 2015-16 and 2016-17 audited'** of submenu **Expense Details (07). The calculation will be revised** automatically based on the details re-entered in 4. A & 4.B respectively as shown below.

6. Accordingly, institute need to re-calculate the 11 A, for the '**2017-18, 2018-19 and 2019-20 projected'** of submenu **Expense Details** considering the probable intake of students for the respective years.

For example,

Case 1: Calculate 11 A. for '2017-18 projected' for 5- year program

Intake of 2017-18 (projected) + 2016-17+2015-16+2014-15+2013-14 (entered in 4. A) i.e. Summation of total intake of 5 years starting from 2017-18 to 2013-14.

Case 2: Calculate 11 A. for '2017-18 projected' for 2- year program

Intake of 2017-18 (projected) + 2016-17 (entered in 4. A) i.e. Summation of total intake of 2 years starting from 2017-18 to 2016-17.

Case 3: Calculate 11 A. for '2018-19 projected' for 4- year program
Intake of 2018-19 (projected) +2017-18 (projected) + 2016-17+2015-16 (entered in 4. A) i.e. Summation of total intake of 4 years starting from 2018-19 to 2015-16.

Case 4: Calculate 11 A. for '2019-20 projected' for 3- year program
All projected Intake of 2019-20 +2018-19 +2017-18 i.e. Summation of total intake of 3 years starting from 2019-20 to 2017-18.

Case 5: Calculate 11 A. for '2019-20 projected' for 4- year program
All projected Intake of 2019-20 +2018-19 +2017-18 +actual intake of 2016-17 as entered in 4. A i.e. Summation of total intake of 4 years starting from 2019-20 to 2016-17.

Likewise, re-calculate 11- B , for the projected years (2017-18, 2018-19,& 2019-20) considering the probable actual strength of student year wise in particular year.

Institute planning to increase/reduce intake are required to consider the change in probable intake/ strength in calculating 11 A. & 11 B. for the 2017-18, 2018-19 & 2019-20 projected.

Ensure that all details are correct and reflected properly in auto generated reports.