

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:-

4.A Total intake of students

Sr. No	Course	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	Total
1	Chemical Engineering	80	80	80	80	80	80	360
2	Mechanical Engineering	60	80	120	120	120	120	600
3	Electrical Engineering	80	80	120	120	120	120	600
4	Electronics & Communication Engg.	120	120	120	120	120	120	720
5	Instrumentation & Control Engg.	80	80	80	80	80	80	360
6	Civil Engineering	80	80	120	120	120	120	600
7	Computer Engineering	120	120	120	120	120	120	720
8	Information Technology	80	80	80	80	80	120	420
Total		0	600	780	780	780	840	3780

The details will be updated as under:-

4.A Total intake of students

Sr. No	Course	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	Total
1	Chemical Engineering	80	80	80	80	80	80	360
2	Mechanical Engineering	80	80	120	120	120	120	600
3	Electrical Engineering	80	80	120	120	120	120	600
4	Electronics & Communication Engg.	120	120	120	120	120	120	720
5	Instrumentation & Control Engg.	80	80	80	80	80	80	360
6	Civil Engineering	80	80	120	120	120	120	600
7	Computer Engineering	120	120	120	120	120	120	720
8	Information Technology	80	80	80	80	80	120	420
Total		600	600	780	780	780	840	4380

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.

4.A Total intake of students

Sr. No	Course	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	Total
1	Chemical Engineering	0	60	60	60	60	60	300
2	Mechanical Engineering	0	80	120	120	120	120	540
3	Electrical Engineering	0	90	120	120	120	120	540
4	Electronics & Communication Engg.	0	120	120	120	120	120	600
5	Instrumentation & Control Engg.	0	80	80	80	80	80	360
6	Civil Engineering	0	80	120	120	120	120	540
7	Computer Engineering	0	120	120	120	120	120	600
8	Information Technology	0	80	80	80	80	120	360
Total		0	600	780	780	780	840	3780

4.B Total strength of students Yearwise(No. of Students (Excluding TFW))

Sr. No	Year	Course	1st Year	2nd Year	3rd Year	4th Year	Total
1	2016-17	Chemical Engineering	60	60	77	59	266
2	2015-16	Chemical Engineering	64	71	60	79	265
3	2014-15	Chemical Engineering	62	63	71	67	265
4	2016-17	Mechanical Engineering	126	146	155	138	565
5	2015-16	Mechanical Engineering	129	142	137	77	485
6	2014-15	Mechanical Engineering	128	143	75	77	423

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.

11 A. Number of students on roll on date on normative basis	2740	2940	3100	840	840	840
a) Salary cost per student p.a. (1A/11A)	0.00	0.02	0.90	5.39	5.51	6.61
b) Other cost per student p.a. (9B/11A)	0.01	1.24	1.10	5.02	5.34	5.89
c) Total Cost per student p.a. (1B/11A)	1.41	2.07	2.01	10.40	10.85	12.50
11 B. Number of students on roll on date on actual basis	3558	3348	3612	3684	3756	3828
a) Salary cost per student p.a. (1A/11B)	0.72	0.73	0.80	1.23	1.23	1.45
b) Other cost per student p.a. (9B/11B)	0.73	1.10	0.98	1.24	1.19	1.29
c) Total Cost per student p.a. (1B/11B)	1.45	1.82	1.77	2.37	2.42	2.74

12 Upload Audited/Provisional Report As Per Mentioned Below

a) Upload **Zip File (2014-15)** Audited Statement

b) Upload **Zip File (2015-16)** Audited Statement

c) Upload **Zip File (2016-17)** for actual expense from Apr-2016 to Dec-2016 and projected from Jan-2017 to Mar-2017 certified by CA

UPLOADED AUDITED/PROVISIONAL REPORT		
Year	File	Download
2014 - 15	Balance Sheet ITUG 14-15.rpt	
2015 - 16	BalanceSheet ITTUUG 15-16.rpt	
2016 - 17	Adjusted ITMUUG 16-17.rpt	

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.