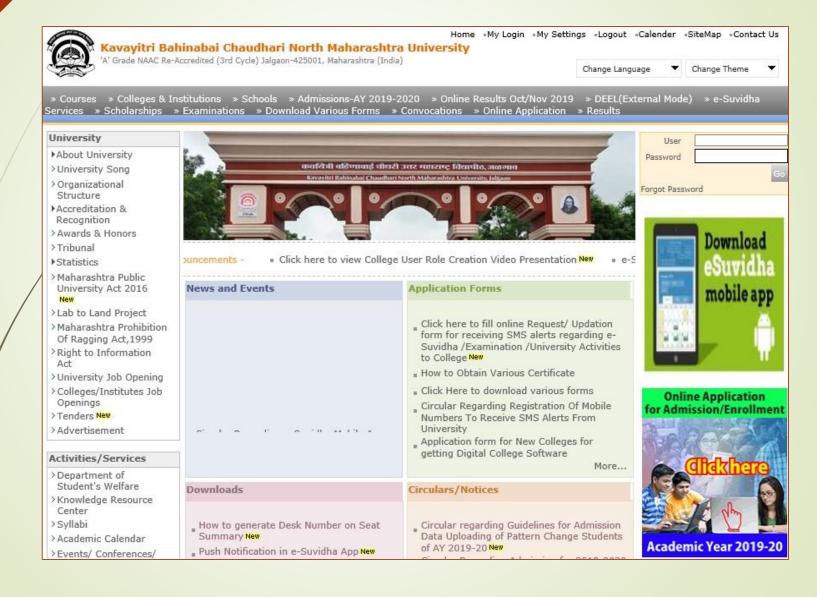
### Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon



**How To do Timetable Management** 

### Log on to <a href="http://nmuj.digitaluniversity.ac">http://nmuj.digitaluniversity.ac</a> and Enter your college Username and password



#### Click on "Dashboard" Tab



Course Definition | College Definition | Admissions | Registration | Administration | Messaging | Pre Examination | Examination | Reports | Student Profile | Invoice | Dashboard | Student Facilitation Center |

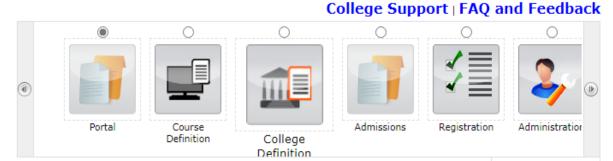
#### **Reports Dashboard**

Welcome Khandesh College Education Society's Moolji Jaitha College!

You have logged in as College and your last logon was 5/10/2020 9:49:24 AM

#### Home

- Course Definition
- College Definition
- Admissions
- Registration
- Administration
- Messaging
- Pre Examination
- Examination
- Reports
- Student Profile
- Invoice
- Dashboard
- Student Facilitation
  Center

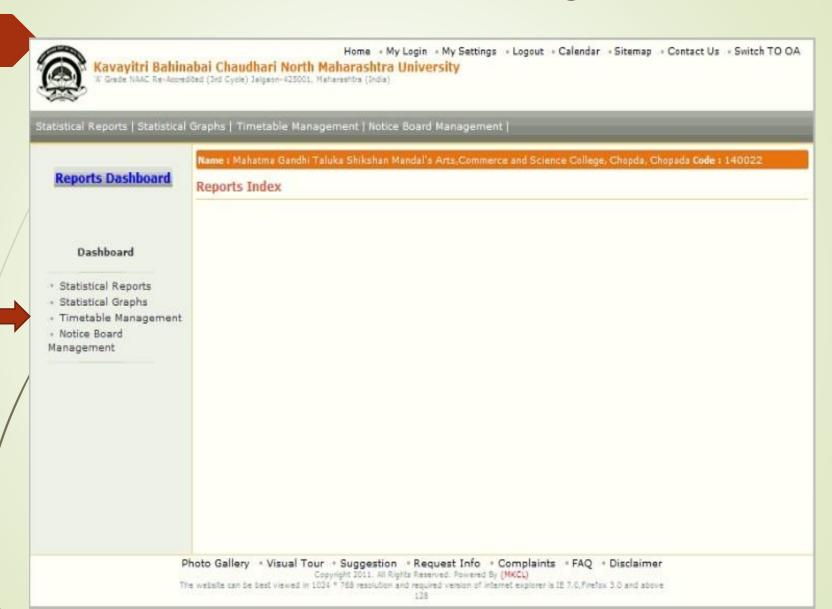


Set Default Module

#### Calender

- D 25/05/2020 Ramzan-Id (Id-Ul-Fitr) (Shawal-1) Holiday
- D 01/08/2020 Bakri Id (Id-Uz-Zuha) Holiday
- ▶ 15/08/2020 Independence Day Holiday
- D 16/08/2020 Parsi New Year (Shahenshahi) Holiday
- ▶ 18/08/2020 Pola Holiday
- D 22/08/2020 Ganesh Chaturthi Holidav
- D 30/08/2020 Moharum Holiday
- D 02/10/2020 Mahatma Gandhi Jayanti Holiday
- D 25/10/2020 Dasara Holiday
- D 30/10/2020 Id-E-Milad Holiday
- D 13/11/2020 Dhantrayodashi (Regarding Diwali) Holiday
- D 14/11/2020 Diwali Amavasaya (Laxmi Pujan) Holiday
- D 16/11/2020 Diwali (Bali Pratipada) Holiday
- D 25/12/2020 Christmas Holiday

### Click on "Timetable Management" Tab



#### Click on "Masters" Tab



Statistical Reports | Statistical Graphs | Timetable Management | Notice Board Management |

#### Reports Dashboard

College Name : Mahatma Gandhi Taluka Shikshan Mandal's Arts, Commerce and Science College, Chopda, Chopada College Code :

#### Time Table

#### Timetable Management

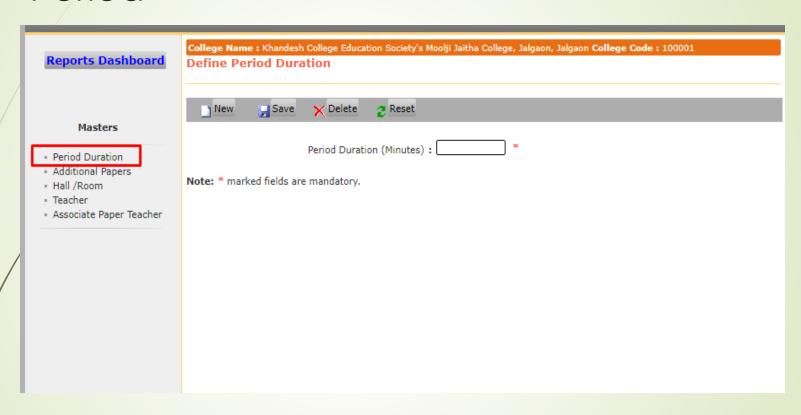
- Masters
- Time Table
- Reports

Photo Gallery "Visual Tour "Suggestion "Request Info "Complaints "FAQ "Disclaimer

Copyright 2011. All Rights Reserved. Powered By (MKCL)

The website can be best viewed in 1024 \* 765 resolution and required version of internet explorer is IE 7.0 Firefox 3.0 and above

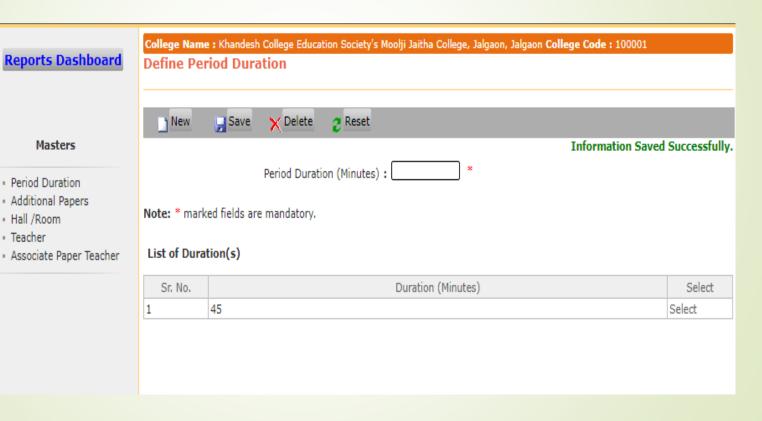
### Click on Period Duration to define Period



### Enter Duration in minutes and click on save button

Masters

 Hall /Room Teacher



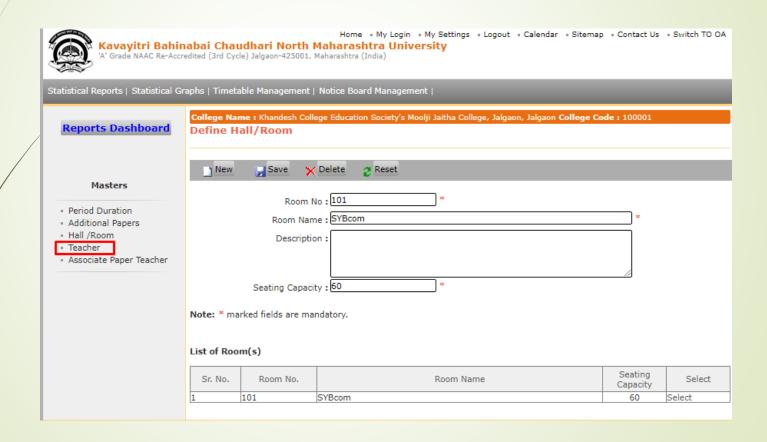
### To Define Additional Papers, Click on Additional Paper link

		ucation Society's Moolji Jaitha College, Jalgaon, Jalg [Paper(s) that are not available in course d		
New	☑ Save 🗙 Delet	e 🥭 Reset		
	· · · · · · · · · · · · · · · · · · ·			
	Paper Co	»de •		
	•			_
	Paper Na	me:		*
	Paper Abbreviati	ion : *		
	arked fields are mandator	у.		
Sr. No.	Paper Code	Paper Name	Paper Abbreviation	Selec
1	1111	Compulsory English	Com Eng	Select
	163302	Management Information Systems	MIS	Select
2				
3	1	Object Oriented	OOMD	Select

# To Define Room Hall Details click on Hall/Room Link, Enter Details and click on save

Statistical Reports   Statistical Gr	aphs   Timetable M	anagement   Notice Bo	oard Management			
Reports Dashboard	College Name : K Define Hall/F		cion Society's Moolji Jaitha Co	ollege, Jalgaon, Jalgaon <b>Col</b> l	lege Code : 100001	
Masters	New 📙	Save X Delete	2 Reset			
0.110.11		Room No: 101	*			
Period Duration     Additional Papers		Room Name : SYBco	m		*	
Hall /Room     Teacher     Associate Paper Teacher		Description :				
	Se	ating Capacity : 60	*			
	Note: * marked f	elds are mandatory.				
Define Hall/Room						
New 🚂 Save	➤ Delete	2 Reset				
	om No :			Infor	mation Saved	Successfully.
	Name:				*	
	cription:					
Seating Co	apacity:		*			
Note: * marked fields an	e mandatory.					
List of Room(s)						
Sr. No. Room No	o		Room Name		Seating Capacity	Select
1 101	SYBcom				60	Select

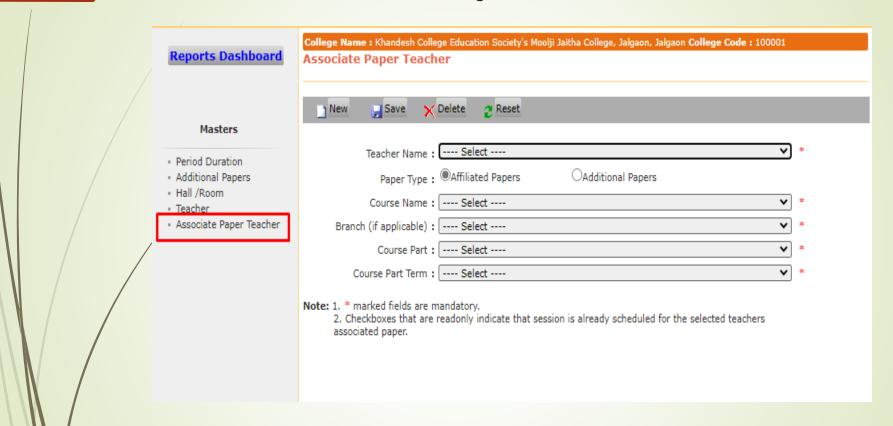
## To Add Teachers Details, Click on Teacher Link



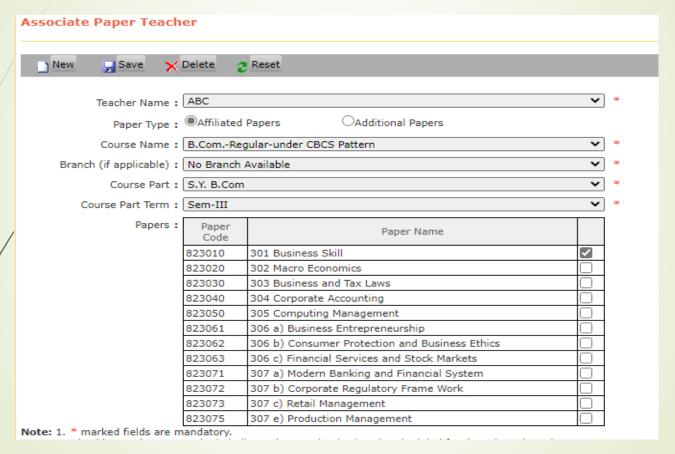
### **Enter Teacher Information**

College Name : Khandesh College	e Education Society's Moolji Jaitha College, Jalgaon, Jalgaon College Code: 100001
Define Teacher	e concation society's mooiji saitha conlege, saigaon, saigaon conlege code : 100001
New Save X	Delete 2 Reset
Teacher Name	: ABC *
Teacher ID/Code	:A111 Teacher Short Name :ABC *
Address	: W
	*
Pin Code	: 425001 * Phone Number : 9423100000 *
Date of Birth	:01/06/1979 * Date of Joining :01/01/2018 *
Nationality	: India *
Email	:
0 15 1: 4	- Inhal *
Qualification 1	
Qualification 2	
Qualification 3	
Qualification 4	:
Work Experience (Years)	*
Description	:
Description	

### Associate Subject to teachers



## Select Teacher and course details, paper list will be displayed below



Select the paper and click on Save button

### Go to Timetable link





### Time table link are following links



- Create Timetable
- Edit Timetable
- Copy Timetable
- Delete Timetable

## Create Timetable: Select all required details as below

ate Time Table	ion Society's Moolji Jaitha College, Jalgaon, Jalgaon College Code: 100001	
Academic Year :	2019-2020	*
Course Name :	B.ComRegular-under CBCS Pattern   ✓	*
Branch (if applicable):	No Branch Available	*
Course Part Details :	S.Y. B.Com	*
Course Part Term :	Sem-III 🔻	*
Division:	A *	
Session Start Time :	1 V: 00 V PM V [hh:mm] *	
No. of Sessions :	*	
Session Duration :	45	
Gap Within Sessions :	Select <b>&gt;</b> [minutes] *	
Week - From :	11/05/2020 To: 17/05/2020 *	
	Proceed	

#### Click on Add Button of each day

College Name: Khandesh College Education Society's Moolji Jaitha College, Jalgaon, Jalgaon College Code: 100001

Create Time Table - 11/05/2020 - 17/05/2020

Course	B.Com.(with credits) - Regular - under CBCS Pattern - S.Y. B.Com					
Acadamic Year	2019- 2020	Session Start Time	1:00 PM			
Duration	45 min	No of Session	1			
Gap within Session	45 min	Division	А			

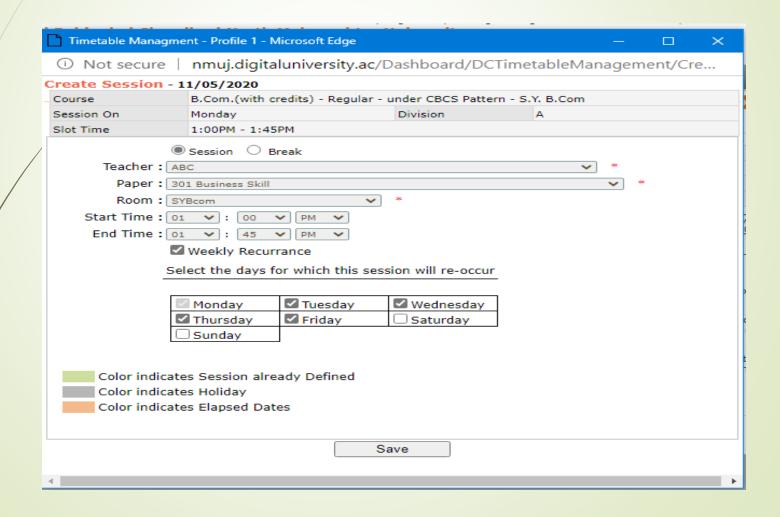
Slot Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	11/05/2020	12/05/2020	13/05/2020	14/05/2020	15/05/2020	16/05/2020	17/05/2020
1:00PM - 1:45PM	Add						

#### Note 1. Elapsed date's time table cannot be modified.

- You will have to once again finalize the time table if you Add / Edit / Remove any session or break from already finalized time tables.
- 3. Color indicates that holiday for the highlighted day has been defined after this time table was created. In order to mark the highlighted day as holiday for this time table click on 'Set Holiday' link. The sessions that are already defined will be automatically deleted.
- 4. Color indicates that holiday for the highlighted day has been cancelled after this time table was created. In order to cancel holiday for the highlighted day for this time table click on 'Cancel Holiday' Link. The sessions can be defined once the holiday is cancelled.

Finalize Time Table

## Fill all, teacher, paper, room details and click on save button



Timetable will be saved as below, Repeat this step to all papers of respective course part term.

College Name: Khandesh College Education Society's Moolji Jaitha College, Jalgaon, Jalgaon College Code: 100001 Create Time Table - 11/05/2020 - 17/05/2020										
Course B.Com.(with credits) - Regular - under CBCS Pattern - S.Y. B.Com										
Acadamic Yea	г				Session Start Time 1:00		1:00	) PM		
Duration		45 m	in		No of Session 1		1			
Gap within Se	ssion	45 m	in		Division		Α			
Slot Time	Monda 11/05/20		Tuesday 12/05/2020	Wednesday 13/05/2020	Thursday 14/05/2020	Friday 15/05/2020		Saturday 16/05/2020	Sunday 17/05/2020	
1:00PM - 301 Busin 1:45PM Skill Edit   Ren			301 Business Skill Edit   Remove	301 Business Skill Edit   Remove	301 Business Skill Edit   Remove	OKIII		No Lecture Remove	No Lecture Remove	
Note  1. Elapsed date's time table cannot be modified.  2. You will have to once again finalize the time table if you Add / Edit / Remove any session or break from already finalized time tables.  3. Color indicates that holiday for the highlighted day has been defined after this time table was created. In order to mark the highlighted day as holiday for this time table click on 'Set Holiday' link. The sessions that are already defined will be automatically deleted.  4. Color indicates that holiday for the highlighted day has been cancelled after this time table was created. In order to cancel holiday for the highlighted day for this time table click on 'Cancel Holiday' Link. The sessions can be defined once the holiday is cancelled.  Finalize Time Table										

After Completing all paper definition, click on Finalize timetable button

- Edit Timetable link Provides facility to edit timetable
- Copy timetable link provide copy timetable to week wise or month wise facility
- Delete timetable faculty is used to delete timetable

## To view the report of timetable click on reports links



## Timetable Report link had following reports

#### **Reports Dashboard**

#### Reports

- Course Wise Weekly Time Table
- Course Wise Monthly Time Table
- Teacher Wise Weekly Time Table
- Teacher Wise Monthly Time Table
- Teacher Wise Work Load
- · Course Wise Work Load
- · Weekly Work Load
- Daily Work Load

This reports is helpful to generate reports on various criteria to help colleges.

#### Thank You...!

#### For Any Assistance Contact;

e-Suvidha Student Facilitation Center,

Room No:101

Dr. A.P.J. Abdul Kalam Vidyarthi Bhavan, Kavayitri Bahinabai Chaudhari, North Maharashtra University, Jalgaon.

**Phone** - 0257-2258418, 9403002042, 9403002015, 9403002018, 9403002054, 9403002024, 9403002082,

Email - sfc@nmuj.digitaluniversity.ac