

## Importing Students Details (bulk entry of students)

### Ensure proper Internet Explorer settings

Please download the latest version of Excel Format for importing student's data from the AICTE site. **This functionality can be used to add bulk data (e.g, new batch of students or group of students whose data wasn't added last year).**

1	Every student, including NRI,PIO, lateral entry students, etc. admitted to Institute shall be entered in student data.
2	One student shall be added once only. Hence, name of the student added last year need not be added again.
3	Fill % of passing at appropriate semester/year against each student only when he/she passes that examination.  If he/she has failed, leave that corresponding field blank. e.g. Result of student who has failed in semester 1 and/or 2 shall not be entered even though he/she is allowed to continue in semester 3 and so on.
4	Name of the student who has completed the course will remain in the data.
5	Name of the student who has cancelled admission shall not be deleted. Mark him/her as Left the Institute="Yes" in appropriate field.
6	Entry of <b>DATE</b> in student data shall be in mm/dd/yyyy format only

# Filling up Students Details (bulk entry of students)

## Ensure proper Internet Explorer settings

Home | Change Password | College | Admin Screen | Chairman's View-Extension/Accreditation | Chairman's View-New College | Student Details ▼

Student Details

Application- Header | 1 of 1+

Menu ▼

Application Number: \* 1-233624904

Student Details | Menu ▼ | New | Save | **Import Student Data** | 1 - 2 of 2

Title	First Name	Middle Name	Surname / Family name	Mother's Name	Father's Name	Res Phone	Mobile Number	Gender
Miss	THELMA		PINTO	MARIA	JACOB	24569875	9658423751	Female
> Mr.	RAMA	MOHAN	REDDY				9833414407	Male

## **Filling up Students Details (IE settings)**

**Set the ActiveX controls in the Internet Options.**

**Go to Tools > Internet Options > Security(tab) > Custom Level**

**In ActiveX Controls & Plug-ins, set the following:**

- a) Allow previously unused ActiveX controls to run without prompt > Enable**
- b) Allow Scriptlets > Enable**
- c) Automatic prompting for ActiveX controls > Enable**
- d) Binary and Script behaviors > Enable**
- e) Download signed ActiveX controls > Enable**
- f) Download unsigned ActiveX controls > Enable**
- g) Initialize and script ActiveX controls marked as safe for scripting > Prompt**
- h) Run ActiveX controls and Plug-ins > Enable**
- i) Script ActiveX controls marked safe for scripting\* > Enable**
- j) Initialize and script ActiveX controls not marked as safe for scripting > Enable**

## **Filling up Students Details (Other Specifications)**

- i. The System should have Microsoft Office 2007 installed in it**
- ii. Please ensure that the Excel Sheet used for Student import is the latest uploaded on the Site**
- iii. The file should be placed on the Drive(D:\). It should have the path as “D:\ StudentExcel.xlsx”**
- iv. All data where column header is in Red is mandatory data**
- v. Wherever dropdown list is given, please select value from the dropdown. No other values will be accepted. Please don't copy & paste or drag and drop in the excel sheets.**
- vi. For checking valid data, in the excel toolbar, go to Data tab > Data Validation > Circle Invalid Data. Correct the circled data except for the Headers.**
- vii. One data row has be entered as a sample data row, for reference**
- viii. After one attempt of using import facility close the browser and reopen to use import functionality again.**
- ix. When clicked on the Import Button, if prompted for replacing existing file, click on “OK”.**
- x. When clicked on the Import Button, if prompted for running ActiveX controls, click on “OK”.**
- xi. Once the data is imported check the excel sheet for the “LogSheet”, for information about import status. For further import of data in the same tab, delete the “LogSheet”, and then proceed.**

## Filling up Students Details (entry of very less no. of students)

Use the “New” button for relatively less no. of students(less than 10).

**Avoid making duplicate records** with same **First Name, Last Name, DOB and Roll No.**

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Student Details

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Application Number: \* 1-233624904

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Student Details | Menu ▾ | **New** | Save | Import Student Data 1 - 2 of 2

Title	First Name	Middle Name	Surname / Family name	Mother's Name	Father's Name	Res Phone	Mobile Number	Gender
Miss	THELMA		PINTO	MARIA	JACOB	24569875	9658423751	Female
> Mr.	RAMA	MOHAN	REDDY				9833414407	Male

## Modifying Students Details (changing existing record)

Do not use import facility for changing data in existing records in the application. Modify one record at a time.

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Student Details

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Student Details Menu New Save Import Student Data 1 - 2 of 2

Title	First Name	Middle Name	Surname / Family name	Mother's Name	Father's Name	Res Phone	Mobile Number	Gender
Miss	THELMA		PINTO	MARIA	JACOB	24569875	9658423751	Female
Mr.	RAMA	MOHAN	REDDY				9833414407	Male