

How to use Online Counseling Application

1. Upload student list in following format **Setting->Students-> Upload.**

	A	B
1	4VP12ME041	KISHAN KUMAR
2	4VP13ME001	ABDUL RAHIMAN D
3	4VP13ME002	ABHIJITH A J

2. File type should be **MS Excel and data in first sheet only.**
3. If no USN is allotted then frame a 7 digit roll number like **BRANCH (2 Letter) SEM (1 digit) SECTION (1 Letter) ROLL NUMBER (3 digits) Ex: EC3A001.**
4. No blank USNs are allowed.
5. Upload list of subjects in following format **Setting->Subjects-> Upload**

	A	B	C
1	15MAT31	Engineering Mathematics	0

Admin:
Subject code

Admin:
Name of the subject

Admin:
Elective Group
0-> Core subject
1-> Group 1
.
.
.
N-> Group N

6. Student list and subject list are should be uploaded branch semester section wise separately.
7. Subject – staff mapping (Who is teaching what) go to **Setting->Subjects-> Staff allotment.**
8. Subject - Student allotment (Who is studying what) default all subjects are allotted to all students, in case of elective Uncheck the checkbox under subject code which student is not studying that subject go to **Setting->Subjects-> Student allotment.**
9. Counselor allotment. "Same as above" indicates previous selected Counselor is allotted to that student go to **Setting->Students-> Counselor allotment.**