

## **INSTRUCTIONS**

# **Read the instructions carefully before starting the**

#### process

#### 1. Install MS-OFFICE 2007 in your system

- 2. Download the MS Access database <u>student.mdb</u> from the Bharathiar university official website (www.b-u.ac.in) and store it in the local hard disk.
- 3. Open the downloaded **<u>student bio.mdb</u>** database to start the process.

### MS Access Database name : student bio.mdb

Table name : i) BIODATA ii) CMASTER ii) COLLMAST

# **Data entry**

1. Double click the downloaded student.mdb database which leads to a MAIN MENU screen as shown below

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- 2. Click the option DATA ENTRY SCREEN to start the data entry. A sample data entry screen is shown below.
- **3.** Enter the student data and to get it saved and go to next record click the arrow mark which is available with \* atthe bottom left of the data entry screen.
- **4.** To perform any corrections in the saved record click the arrow mark (which indicates previous record) to go tothat particular record and do the modifications.
- **5.** After completing the entire data entry process copy the **<u>student bio.mdb</u>** file in a Pendrive to Registrar's Office A & B section and send the soft copy of the data to the Controller of Examinations email coe.edp@buc.edu.in

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Click this for Delete Record

### **Database Fields and its description**

\*All the fields should be entered compulsorily and in Capital letters.

#### 1. Register number : Student's Register number 2. Name : Name of the candidate as per SSLC Mark sheet. : Father's Name 3. Father's Name 4. F.Occupation : Father's Occupation 5. Year of Admn. : Current Year(2022) : Student's age 6. Age 7. Date of Birth : Date of Birth as per SSLC Mark sheet 8. Sex : Male candidate (M) Female candidate (F) Transgender (T) 9. Category : Refer COE's Instructions 10. Medium : Previous studied medium - English (E) - Tamil (T) : Refer COE's Instructions 11. Branch 12. Medium of Instruction : Joining Course medium - English (E) - Tamil (T) 13. Branch Type : Type of the Course A-Arts S – Science C-Commerce M-Management V-Vocational CR - Certificate Course D – Diploma Course PD – PG Diploma Course : I Semester (1) 14. Current Sem. II Semester (2), etc., 15. College code : Refer COLLMAST table 16. Community : OC - 1, BC - 2, MBC - 3, SC - 4, ST - 5, SCA - 6 17. Course code : Refer CMASTER table 18. U/P/C/D/PD : UG (U), PG (P), Certificate (C), Diploma (D), PG Dip. (PD) 19. Qualifying Exam : For Tamilnadu Candidates -1 For Other Boards - 2 Foreign Candidates (UG/PG) - 3 BU admitted for PG - 4 Other Universities - 5 **Diploma for SBTE Certificate Course** PG Diploma Course J - 6

20. University Fees	: Tamilnadu candidates (UG) : 1175/-					
	Other Boards (UG) : 1825/-					
	Foreign candidates (UG) : 8450/-					
	Foreign candidates (PG) : 14375/-					
	BU admitted PG : 675/-					
	Other Universities PG : 1750/-					
	Certificate / Diploma : 300/-					
	PG Diploma candidates : 350/-					
	M.Sc. Software System (5 Yrs.)					
	- TN Candidates - 1475/-					
	- OB Candidates - 2125/-					
	- Foreign Candidates - 8750/-					
21. Ancillary	: Refer COE's Instructions					
22. Date of Admn	: Date of the Admission of the candidate					
23. Passing Year	: Month and Year of Passing (Example: MAR-00)					
24. Percentage	: Percentage of marks					
25. First Language	: Refer COE's Instructions					
26. Nationality	: Indian (I), Foreign (F)					
27. Physically Challenged	: Either physically challenged or not					
28. Sanctioned	: Students sanctioned strength for the courses as per R's Office order.					
<b><u>Report Generation</u></b>						

- 1. After completing the entire data entry, select Reports option from the MAIN MENU
- 2. Report will be generated after clicking the Reports option.
- **3.** Export the report to MS-Word by clicking the <u>"W"</u> button which is available at the top below the tool bar. (A sample screen shot of the report is shown below for reference)
- **4.** Align the report in MS-Word if needed and take print outs.

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5 ARUNKUMAR.R	14	
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# To enable macros in access to get fees automatically



# Step 1: Click Office button at the left top corner and select Access Options

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Step 2: Click Trust Center and then click Trust Centre Settings



Step 3: Select <u>Macro Settings</u> and click last option <u>Enable all</u> <u>macros</u>

Step 4: Click **ok** button and close access and reopen.