



INSTRUCTIONS

Read the instructions carefully before starting the process

1. **Install MS-OFFICE 2007 in your system**
2. Download the MS Access database student.mdb from the download forms option in the Bharathiar university official website (www.b-u.ac.in) and store it in the local hard disk.
3. Double click the downloaded student.mdb database to start the process. The related database files required for the process are given below

MS Access Database name : student.mdb

Table name : i) BIODATA (The information about the students will get stored inside this table)

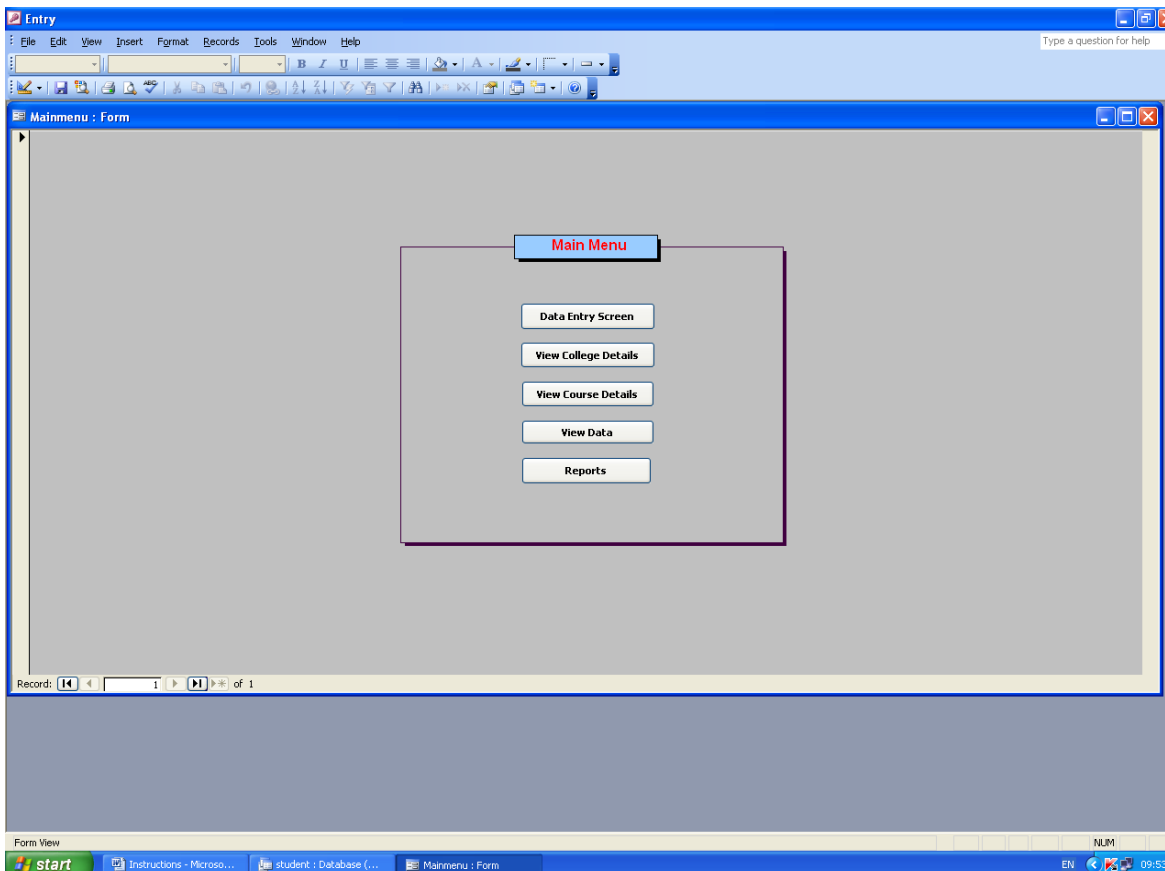
ii) CMASTER (This table contains course code and course name)

ii) COLLMAST (This table contains college code and college name)

4. Those who are using **MS-ACCESS 2007** they should first **“enable the contents“** of the **“security warning”** by selecting **“options”** button and then proceed using the database.

Data entry

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



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 * at the 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 to that particular record and do the modifications.
5. After completing the entire data entry process copy the **student.mdb** file in a CD and submit one copy of the CD to the Registrar's section and another one copy to COE's section of the University.

Click this option to delete a record

The screenshot shows the 'STUDENTS BIO-DATA ENTRY SCREEN' in Microsoft Access. The form contains the following fields:

- NAME: RAMESH KUMAR R
- FATHER'S NAME: RAMACHANDRAN S
- OCCUPATION: TEACHER
- YEAR OF ADMN.: 2012
- DATE OF BIRTH: 19/01/1966
- AGE: 46
- GENDER: M
- SELECT COLLEGE: 13
- SELECT COURSE: 22K
- BRANCH: CHEMISTRY
- MEDIUM: E
- CURRENT SEM.: 1
- COURSE TYPE: U
- PHYSICALLY CHALLENGED: N
- COMMUNITY: 2
- SANCTIONED: 60
- QUALIFYING EXAM: 1
- PHOTO: cccc
- UNIVERSITY FEES: 730
- ANCILLARY: MAT
- CATEGORY: 1
- DATE OF ADMN.: 12/07/2012
- PASSING YEAR: 2012
- PERCENTAGE: 50
- FIRST LANGUAGE: T
- NATIONALITY: I (Note: IF NATIONALITY IS "F" PLEASE ENTER THE NAME OF THE COUNTRY)
- COUNTRY: INDIA

At the bottom of the form, there is a record navigation bar with the following elements:

- Record: 1 of 6
- Buttons for navigation: Home, Previous, Next, End, Refresh, Save, Delete, More, Filter, Selection, Advanced, Toggle Filter, Size to Fit Form, Switch Windows, Find, Go To, Replace, Select.

- Click this button to add new record and also to save
- Click this button to view last record
- Click this button to view next record
- Shows Total Records
- View previous Record To view First Record

Database Fields and its description

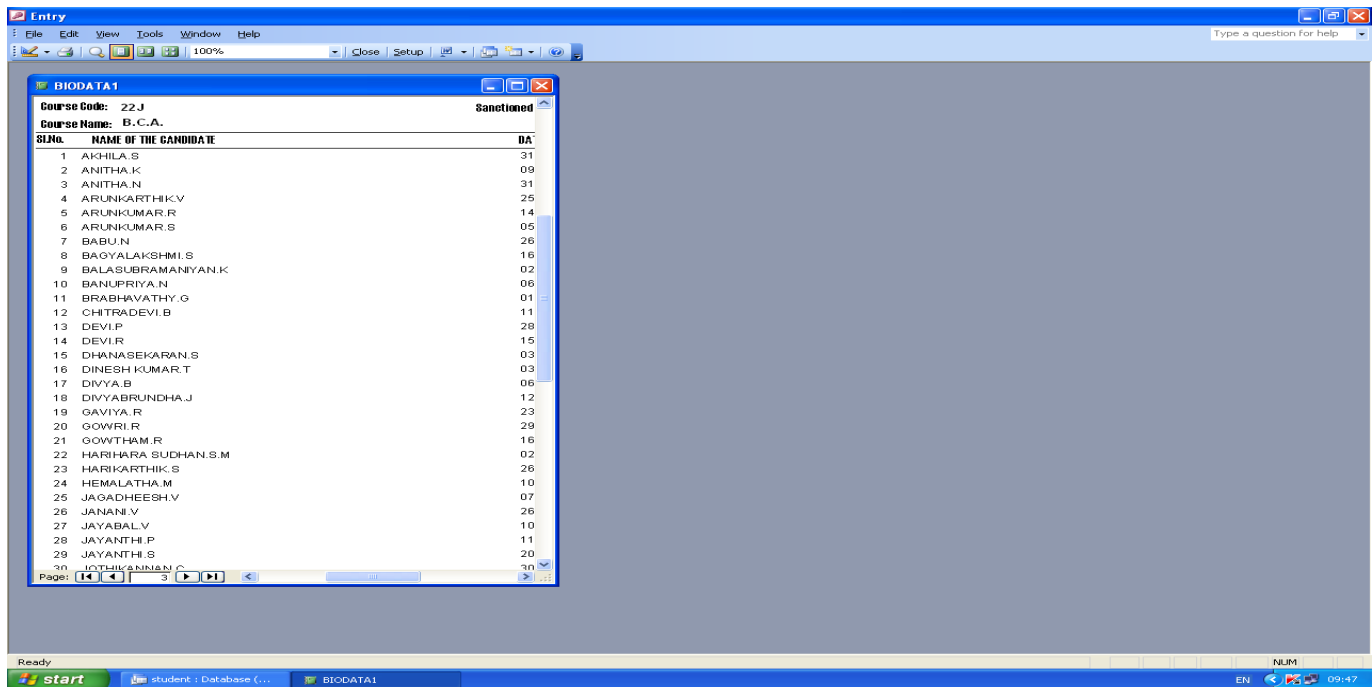
***All the fields should be entered compulsorily and in Capital letters.**

- | | |
|---------------------|---|
| 1. Name | : Name of the candidate as per SSLC Mark sheet. |
| 2. Father's Name | : Father's Name |
| 3. F.Occupation | : Father's Occupation |
| 4. Year of Admn. | : Current Year |
| 5. Date of Birth | : Date of Birth as per SSLC Mark sheet |
| 6. Age | : Student's age |
| 7. Sex | : Male candidate (M)
Female candidate (F)
Transgender (T) |
| 8. College code | : Refer COLLMAST table |
| 9. Course code | : Refer CMASTER table |
| 10. Branch | : Refer COE's Instructions |
| 11. Medium | : English (E)
Tamil (T) |
| 12. Current Sem. | : I Semester (1)
II Semester (2), etc., |
| 13. U/P/C/D/PD | : UG (U), PG (P), Certificate (C), Diploma (D), PG Dip. (PD) |
| 14. Community | : OC – 1, BC – 2, MBC – 3, SC – 4, ST – 5, SCA – 6 |
| 15. 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 – 6
Lateral Entry (II year) – 7
Lateral (MCA)-BU – 8
Lateral (MCA)-OU – 9
Lateral (MCA)-FOREIGN – 10 |
| 16. University Fees | : Tamilnadu candidates (UG) – 915/-
Other Boards (UG) – 1440/-
Foreign candidates (UG) – 6815/-
Foreign candidates (PG) – 11780/-
BU admitted PG – 505/-
Other Universities PG – 1405/-
B.U. MCA candidates – 605/-
Other University MCA – 1505/-
Foreign candidates MCA – 11880/-
Certificate / Diploma – 225/-
PG Diploma candidates – 290/-
Lateral entry MCA – BU – 505/-
Lateral entry MCA – OU – 1405/-
Lateral entry MCA – FOREIGN – 11780/-
M.Sc. Software System (5 Yrs.)
- TN Candidates – 1180/-
- OB Candidates – 1705/-
- Foreign Candidates – 12080/- |

- | | |
|--------------------------|---|
| 17. Ancillary | : Refer COE's Instructions |
| 18. Category | : Refer COE's Instructions |
| 19. Date of Admn | : Date of the Admission of the candidate |
| 20 Passing Year | : Month and Year of Passing (Example: MAR-12) |
| 21 Percentage | : Percentage of marks |
| 22 First Language | : Refer COE's Instructions |
| 23 Nationality | : Indian (I), Foreign (F) |
| 24 Physically Challenged | : Either physically challenged or not |
| 25 Sanctioned | : Students sanctioned strength for the courses as per R's Office order. |

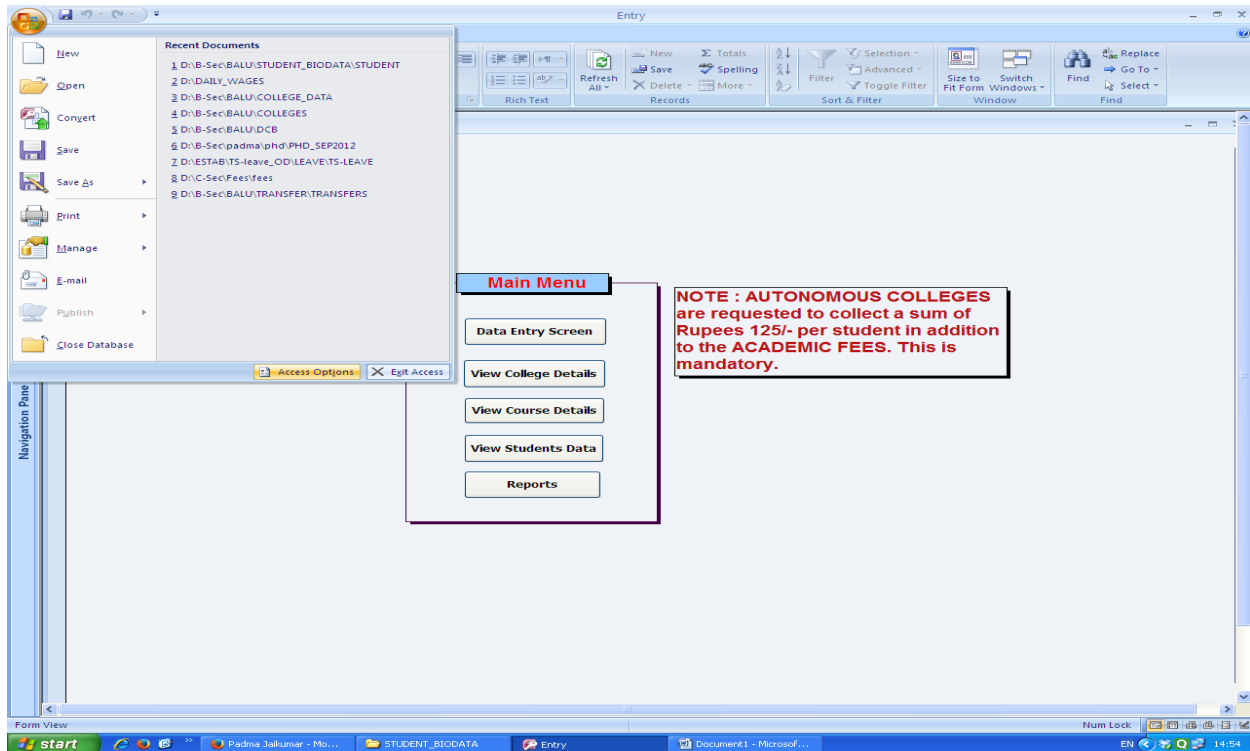
Report Generation

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 **“W”** 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.

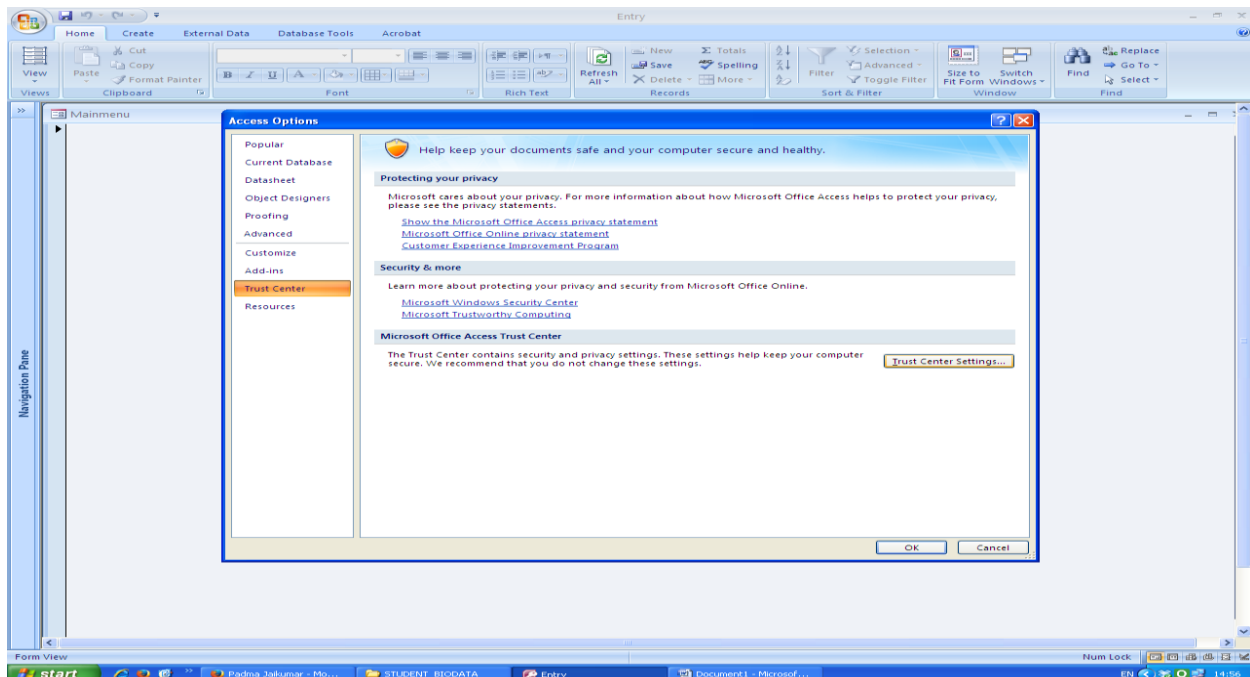


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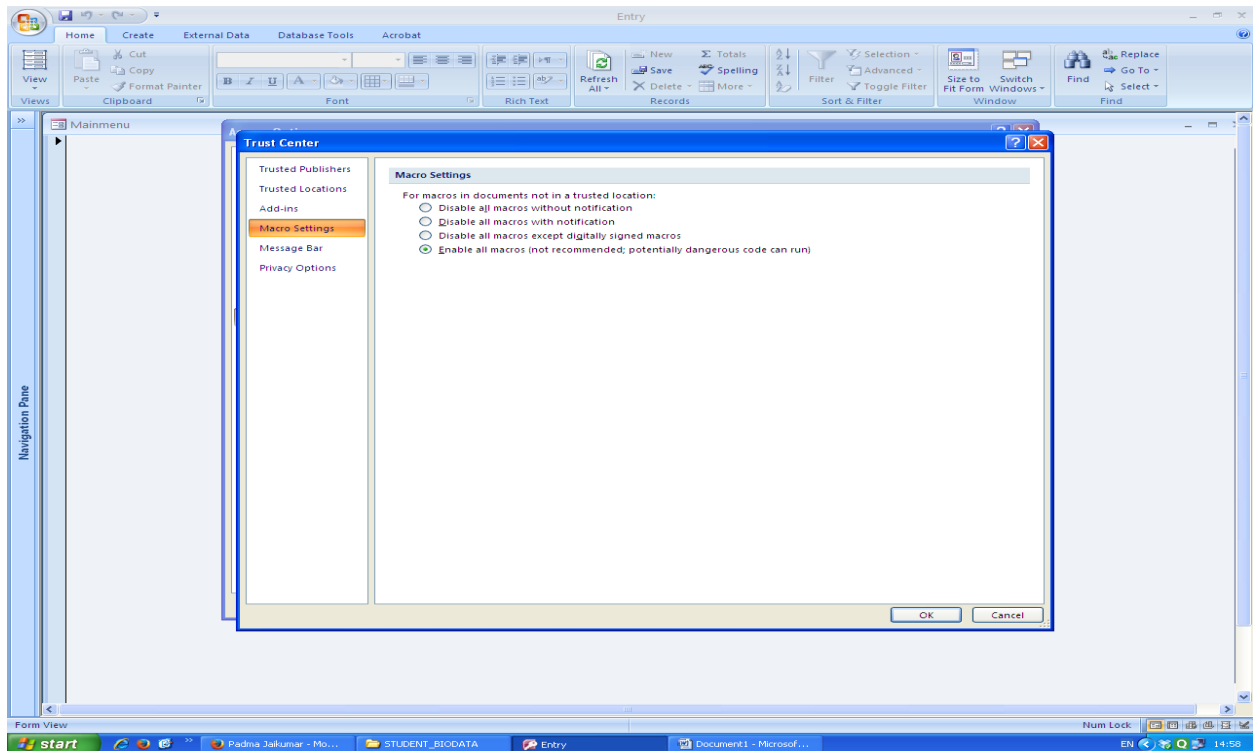
To enable macros in access to get fees automatically



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



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



Step 3: Select **Macro Settings** and click last option **Enable all macros**

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