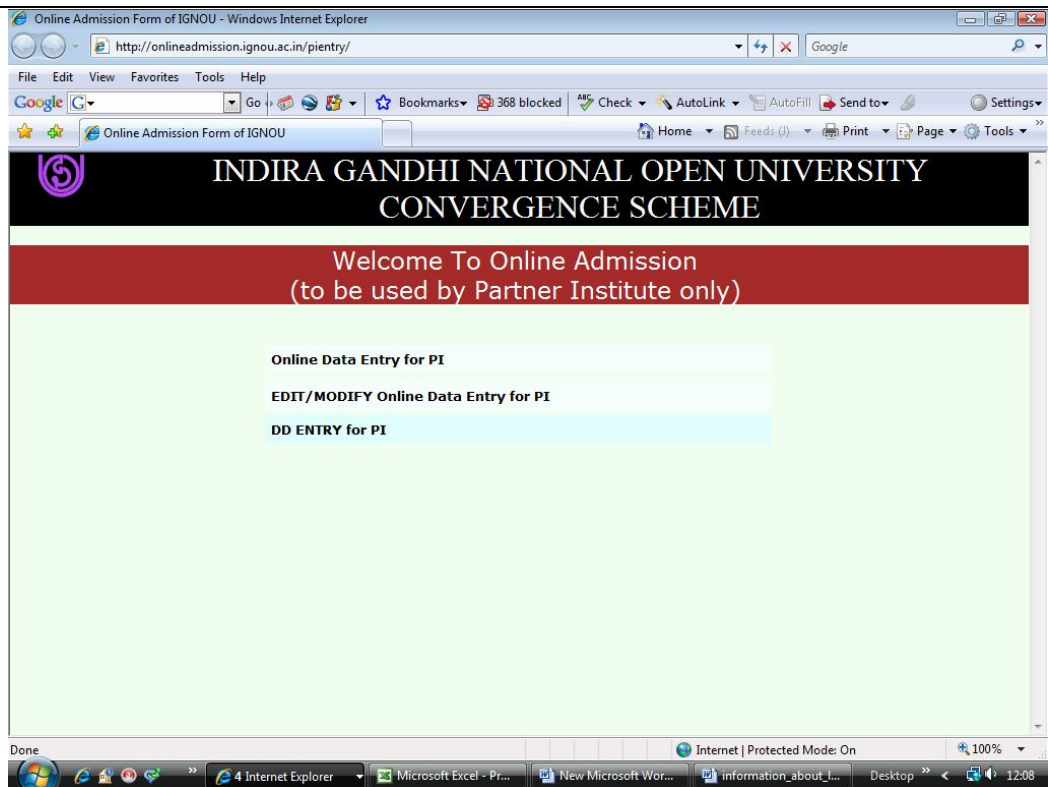


User Manual

In the home page there are three following options:-

- i) Online Data Entry for PIs.
- ii) Edit /Modify Online Data Entry for PIs.
- iii) DD Entry for PI



1. Online Data Entry for PIs :-

- 1) This option is to enter admission data/information through online.
- 2) Only the PIs can submit the admission data.
- 3) Each PI has been provided an user ID and Password.
- 4) PIs can login by using this user ID and the Password as communicated to you through email.
- 5) At any point of time the PIs can change their user ID as well as their password through the provisions made.
- 6) PIs can enter the admission data online through more than one computer that means the same user ID and the Password can be used to submit data through more than one computer.
- 7) Once the “Online Data Entry for PI” option is clicked a new window as below appears for logging in.

The screenshot shows a web form titled "Login FOR PI". The form is light blue with a dark header. It contains the following fields and elements:

- Username:** A text input field containing "DAV2401".
- Password:** A text input field that is currently empty.
- Click Here to Change Password:** A blue hyperlink.
- Session:** A dropdown menu showing "Jan, 2009".
- Lot No.:** A dropdown menu showing "3".
- Program:** A dropdown menu showing "BLIS:BACHELOR OF LIBRARY AND INFORMATION SCIENCE".
- Submit:** A button with the text "Submit".

- 8) This login window has the provision to enter the user name and password. After entering the user name and password the next step is to select the session and the LOT No. (Right know the data entry for Jan-2009 Session).
- 9) After selecting the session it is compulsory to select one of the Lot No between 1 to 20. Lot No. denote the allotment no. One of these numbers has to be given to each operator. These operators may submit data through different computers or these numbers can be used for submitting data on various programmes.

- 10) Once the user name and the password are typed and the session & LOT No. is selected then the window appears with a set of programmes under the option "Program". It is to be noted that the programmes opted by the PIs as per the letter of acceptance only will appear in this menu.
- 11) The PIs cannot make any admission for the programmes that are not in their list of opted program.
- 12) After selecting the Lot no and the Program please click on the "Submit" button.
- 13) Once the submit button is pressed a new page as below appears for the entry of the student data who has enrolled for the selected program.

[Logout](#)



Indira Gandhi National Open University DEC, Maidan Garhi, New Delhi

CONVERGENCE SCHEME APPLICATION FORM (Admissions - Jan-2009)

Fields marked with * are mandatory.

Program Code Selected*	: BLIS	Regional Centre Code:Name	: DAV2401: D.A.V (P.G.) College
Enrollment No.(9 digit)*	:	<input type="text"/>	
State Code where your Regional Centre is located*	:	--Select-- <input type="button" value="v"/>	
Medium*	:	--Select-- <input type="button" value="v"/>	
Are you already registered with IGNOU?	:	--Select-- <input type="button" value="v"/>	
If yes write the Enrollment No. & Program Code	:	--Select-- <input type="button" value="v"/>	

Personal/General Detail	
Name*	: <input type="text"/>
Name of Father/Husband/Mother*	: --Select-- <input type="button" value="v"/>
Date of Birth *	: --Select-- <input type="button" value="v"/> --Select-- <input type="button" value="v"/> --Select-- <input type="button" value="v"/>
Nationality*	: Indian <input type="button" value="v"/>
Sex*	: --Select-- <input type="button" value="v"/>
Category*	: --Select-- <input type="button" value="v"/> Territory*
Marital Status*	: --Select-- <input type="button" value="v"/>
Religion*	: --Select-- <input type="button" value="v"/>

Whether Minority*	:	--Select--
Social Status*	:	--Select--
Whether Kashmiri Migrant*	:	--Select--

Compulsory Course Details (for course title refer Prospectus)	
Course Code	Course Credit
BLIS1	4
BLIS2	4
BLIS3	4
BLIS3P	4
BLIS4	4
BLIS4P	4
BLIS5	4
BLIS6	4
BLIS7	4

Other Details	
Whether Physically handicapped(PH)*	: --Select--
If physically handicapped (nature of disability)	: --Select-- Other Specify
Employment Status*	: --Select--

Relevant Education (Which makes you eligible for Programme)					
Qualification*	Main Subjects (in short form)*	Year of Passing*	Division*	% of Marks (rounded off)*	Board Code (whether required)
--Select--			--Select--		--Select--

- i) Second Class Bachelor's Degree with 50% marks.
Or
ii) Bachelor's Degree with Diploma in Library Science.
Or
iii) Bachelor's Degree with two years of working experience in a Library and information center.
Or
iv) Bachelor's Degree in a Professional area such as Engineering, Pharmacy, Law, etc.

Eligibility Criteria:

Correspondence Address Line 1 *	:	
Address Line 2	:	
Address Line 3	:	City*
State *	:	<input type="text" value="--Select--"/> <input type="button" value="Pin"/>
Telephone No. (if any) with STD Code	:	Fax No. (if any) with STD Code
Mobile No. (if any)	:	
Email-ID(if any, should be valid for 6 months)	:	

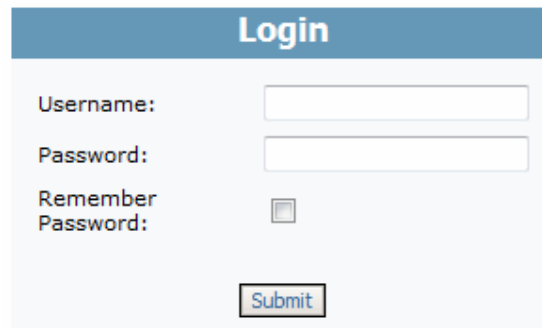
Declaration:

I hereby declare that I have read and understood the conditions of eligibility for the programme for which I seek admission. I fulfill the minimum eligibility criteria and I have provided necessary information in this regard. In the event of any information being found incorrect or misleading, my candidature shall be liable to cancellation by the University at any time and I shall not be entitled to refund of any fee paid by me to the University. I have carefully studied the rules of the University as printed in the Prospectus and I accept them and shall not raise any dispute in future over the same rules. Further, I also understand that it will be University discretion to allot a study centre.

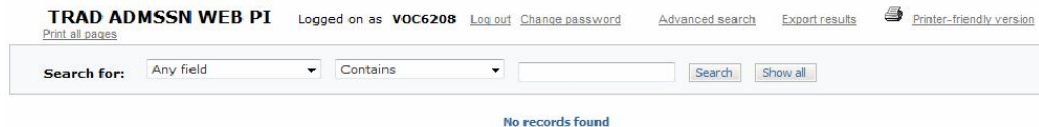
- 14) This page is self explanatory & data entry is compulsory wherever the red star appears before the fields.
- 15) The system automatically displays the compulsory course details. Details of the Elective/Optional courses need to be selected from the choice.
- 16) After entering all the information please enter the submit button which is in the bottom of the page.
- 17) After pressing the submit button you will have a page with two options for printing a hard copy for you record purpose and the second button is to submit and continue.
- 18) This process can continue for data entry for the selected programme.
- 19) For entering admission data for the next programme one has to logout and login again.

2. Edit/Modify Online Data Entry for PIs

1. This option is to facilitate the PI to Edit, Check and Modify the data that was already entered.
2. Once this option is clicked the following Login window appears:-



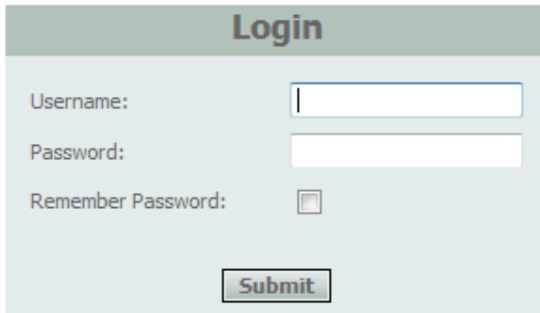
3. Please type your PI Code as username and **SUPER PASSWORD** as communicated to you through email.
4. After pressing the submit button a new window appears as below:-



5. The options available in this window are self explanatory.
6. Any editing of Data, Printing/Searching etc. are possible through the menus available in this window.
7. It is suggested to logout from this option immediately after the editing work is done.
8. For editing a different Password shall be used/suggested so that the right for editing the records is limited.

3. DD ENTRY FOR PI –

1. This option is to enter the Demand Draft (D.D.) details.
2. Data Entry for every Demand Draft that you send to DEC is to be entered.
3. When this option is clicked a login window appears as below:



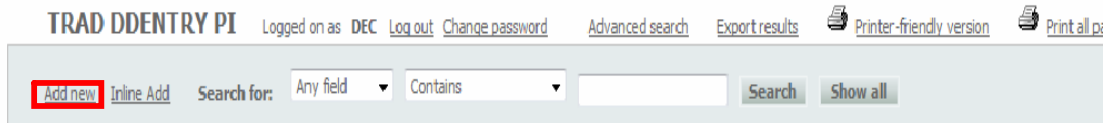
Login

Username:

Password:

Remember Password:

4. Please enter your User I.D. and the Password as communicated to you by email and press the “Submit” button. (The User I.D. and the Password for each PIs will be intimated through their respective email I.D).
5. After pressing the “Submit” button appears as below. The option available in this window is self explanatory.

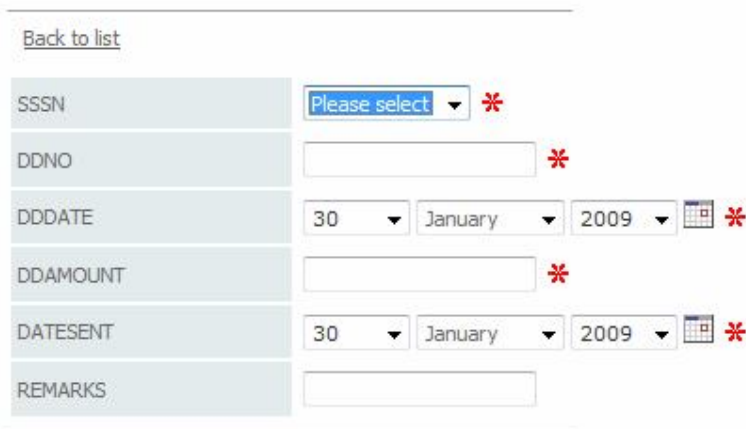


TRAD DDENTRY PI Logged on as: DEC [Log out](#) [Change password](#) [Advanced search](#) [Export results](#) [Printer-friendly version](#) [Print all pages](#)

[Add new](#) [Inline Add](#) Search for: Any field Contains

6. For D.D. Entry please click the “Add New” option of this window.
7. Once the “Add New” option is clicked the window as below appears for D.D. Data Entry –

TRAD DDENTRY PI, Add new record



[Back to list](#)

SSSN	<input type="text" value="Please select"/>	*
DDNO	<input type="text"/>	*
DDDATE	<input type="text" value="30"/> <input type="text" value="January"/> <input type="text" value="2009"/>	*
DDAMOUNT	<input type="text"/>	*
DATESENT	<input type="text" value="30"/> <input type="text" value="January"/> <input type="text" value="2009"/>	*
REMARKS	<input type="text"/>	

* - Required field

8. The option in this window is self explanatory (SSSN – Denotes the session for which the D. D. entry is made. Therefore enough care is recommended while submitting the data).
9. After entering all the information please press the “Save” button to save and to send your record to our database.
10. The “Reset” button allows you to reset the Data Entry.