

**M.S. Board of Vocational Education Examinations,
Mumbai-51**

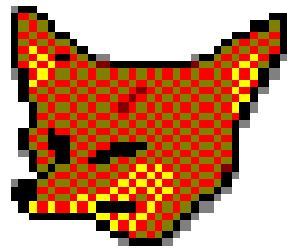
Instruction Manual

(Institute Level)

Enrollment & Exam Software

For New Student

'2 Year Courses'



prmain

Procedure for following: -

A) Software Installation

i) Enrollment Form

B) DD/Challan Detail Entry :

C) Student Register

D) Export Data:

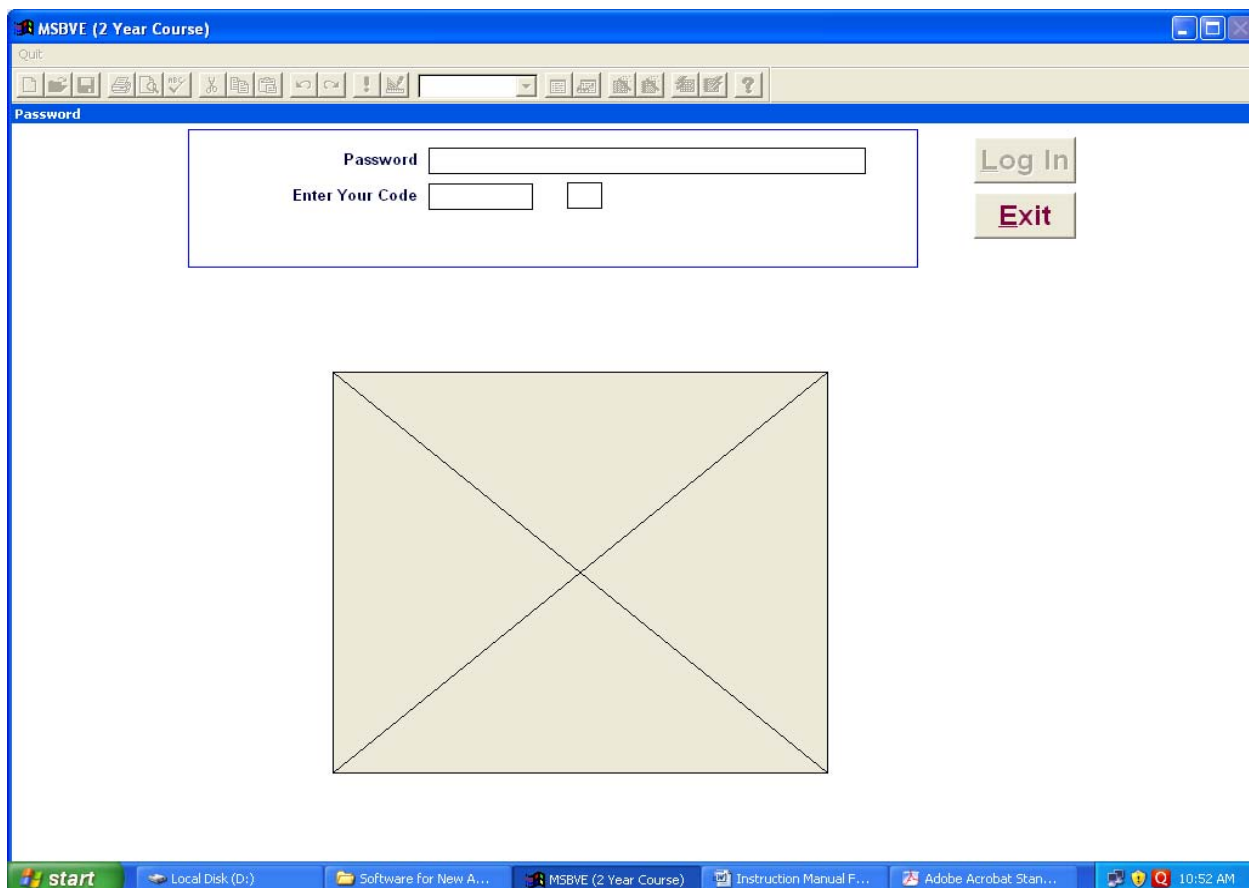
E) Data to be written on CD:

F) Submission:

Instructions: -

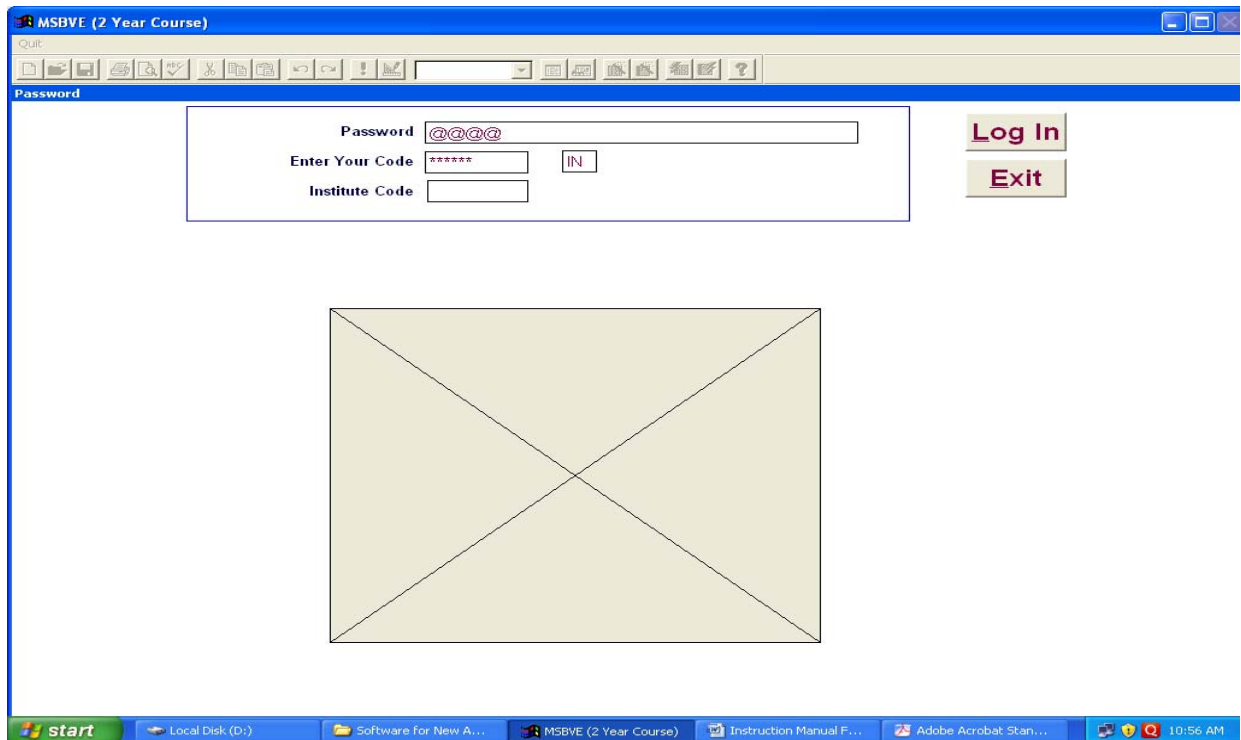
A) Software Installation Procedure:-

- 1) Copy the MSBVE2 Folder and Paste It into D: Drive of your Computer
- 2) Open the MSBVE2 folder.
- 3) Copy fonts "**Devnew**" & "**Kiran**" file (which is available in MSBVE2 Folder).
- 4) Paste these fonts file in to font folder of control panel of your Computer
- 5) Scan passport size Photo & Sign of student in 'jpg' format and paste it into **MSBVE2/Photo Folder**.
- 6) Double click on "**prmain**" file.
- 7) Following window will appear.



- 8) Enter password as "**test**"
- 9) Enter your Code "**393939**" (For Every institute)

Following window appears



- 10) Enter your Institute Code (Six Digit)- allotted by Board.
- 11) Click on **Log In** button.

Following window appears

Institute Enrollment Main

Institute Code: 050060 VIVEKDEEP SHIKSHAN SANSHT

Developed By :
MICT COMPUTER EDUCATION
Thane Tel. 022-25452771
Visit Us @ www.mict.in

Institute Code	Course Code	Course Name	Intake
050060	304401	ARCHITECT DRAUGHTSMAN	50

i) Enrollment Form

1) Click on “**New Student**” tab. You will get following screen.

MSBVE (2 Year Course)

Enrolment Cum Exam Form (New Student)

Save Clear Edit Delete Exit

Sactioned Intake Total #

Fee Receipt No Date 16/10/2012 Institute Name VIVEKDEEP SHIKSHAN SANS

Year Of Admission 2012 Taluka Code 043 Course Code

Course Duration Category Select Optional Subject

Date Of Birth / / Exam Month Sex Male Female Minority

Passed From Maharashtra Yes No Exam Year Handicap Education Qualification

In English

Applicant's Surname Applicant's Surname

Applicant's First name Applicant's First name

Father's Or Husband's Name Father's Or Husband's Name

Mother's Name Mother's Name

Permanent Postal Address

Address # 1 Address # 1

Address # 2 Address # 2

Address # 3 Address # 3

City Place City Place

Taluka Taluka

District District

Pin Code Pin Code

Signatutre Of Student Student Photograph

\\MSBVE2\PHOTO\IS0500600001.JPG

start MSBVE2 My Documents Instruction Manual Fo... MSBVE (2 Year Course) 12:34 PM

2) Rename the photo & sign which is already saved in **MSBVE2/Photo Folder** as appeared on enrollment form.(Give exactly the same name for photo ie. P2501260001, 2, 3..... And for sign s2501260001,2,3.....respectively)
As soon as above given name is revised, the photo and sign of concerned student on enrollment form.
(एन्रोलमेंट फॉर्मवर असल्याप्रमाणे **MSBVE2/Photo** मधील **photo** व **sign** चे नाव बदलावे)

3) Following Window will appeared.

MSBVE (2 Year Course)

Quit

Enrolment Cum Exam Form (New Student)

Save Clear Edit Delete Exit

Sactioned Intake Total #

Fee Receipt No Date Institute Name

Year Of Admission Taluka Code Course Code

Course Duration Category

Date Of Birth Exam Month Sex Male Female Minority

Passed From Maharashtra Yes No Exam Year Handicap Education Qualification

In English

Applicant's Surname

Applicant's First name

Father's Or Husband's Name

Mother's Name

Permanent Postal Address

Address # 1

Address # 2

Address # 3

City Place

Taluka

District

Pin Code

Signature Of Student

In Marathi

Applicant's Surname

Applicant's First name

Father's Or Husband's Name

Mother's Name

Correspondence Postal Address

Address # 1

Address # 2

Address # 3

City Place

Taluka

District

Pin Code

Student Photograph

start Local Disk (D:) Software for New A... MSBVE (2 Year Course) Instruction Manual F... Adobe Acrobat Stan... 11:01 AM

4) Follow/adopt the same procedure for each form.

5) Use Pop up window for - > **Year of Admission, Category, Minority, Handicap, Education Qualification.** Click in that box & use arrow key & select appropriate option.

6) Fill up all the proper information in the form (Sample as given below)

MSBVE (2 Year Course)

Enrolment Cum Exam Form (New Student)

Save Clear Edit Delete Exit

Sactioned Intake 50 Total # 0

Fee Receipt No 123 Date 10/10/2012 Institute Name VIVEKDEEP SHIKSHAN SANS

Year Of Admission September 2012 Taluka Code 043 Course Code 304401 ARCHITECT DRAUG

Course Duration 2 YEAR Category OTHER BACKWARD Select Optional Subject

Date Of Birth 01/05/1992 Exam Month September Sex Male Female Minority NOT APPLICABLE

Passed From Maharashtra Yes No Exam Year 2014 Handicap NOT APPLICABLE Education Qualification SSC

In English Applicant's Surname PATIL Applicant's First name YOGESH Father's Or Husband's Name PRAMOD Mother's Name SHOBBH

In Marathi Applicant's Surname पाटील Applicant's First name योगेश Father's Or Husband's Name प्रमोद Mother's Name शोभा

Permanent Postal Address Address # 1 556, PARIKAMAL Address # 2 GOSPADA Address # 3 NAGAON City Place URAN Taluka URAN District RAIGAD Pin Code 400702

Correspondence Postal Address Address # 1 556, PARIKAMAL Address # 2 GOSPADA Address # 3 NAGAON City Place URAN Taluka URAN District RAIGAD Pin Code 400702

Signature Of Student A. A. Acharya Student Photograph MSBVE2\PHOTO\50500600001.JPG

7) **Important** – The other relevant subjects of the course will be stored by default **but for Elective subjects** → select of one subject from Elective-I and one subject from Elective-II which are mandatory. For Elective-I and Elective-II Subjects ,Click on **Select Optional Subject**

Following Window appears

MSBVE (2 Year Course)

Select Optional Subject

Back Course 304401 ARCHITECT DRAUGHTSMAN

Sr.No	Subject Name	TH/PR	Opt.Fix.
1	ENGLISH (COMMUNICATION SKILL)	01	F
2	ENGLISH (COMMUNICATION SKILL)	02	F
3	ELECTIVE-I	01	O
4	ELECTIVE-I	02	O
5	ELECTIVE-II	01	O
6	ELECTIVE-II	02	O
7	BUILDING MATERIAL AND CONSTRUCTION	01	F
8	BUILDING MATERIAL AND CONSTRUCTION	02	F
9	BUILDING DRAWING AND CAD	01	F
10	BUILDING DRAWING AND CAD	02	F
11	ARCHITRCTURAL DRAFTING AND ESTIMATING COSTING	01	F
12	ARCHITRCTURAL DRAFTING AND ESTIMATING COSTING	02	F

Optional Subject 0 Add Subject Clear

District RAIGAD Pin Code 400702

Signature Of Student A. A. Acharya Student Photograph MSBVE2\PHOTO\50500600001.JPG

7-A) For displaying Elective-I Subject, Double click Sr. No of Elective-I Subject

MSBVE (2 Year Course)

Quit

Select Optional Subject

Back Course: 304401 ARCHITECT DRAUGHTSMAN

Sr.No	Subject Name	TH/PR	Opt..Fix.
1	ENGLISH (COMMUNICATION SKILL)	01	F
2	ENGLISH (COMMUNICATION SKILL)	02	F
3	ELECTIVE-I	01	O
4	ELECTIVE-I	02	O
5	ELECTIVE-II	01	O
6	ELECTIVE-II	02	O
7	BUILDING MATERIAL AND CONSTRUCTION	01	F
8	BUILDING MATERIAL AND CONSTRUCTION	02	F
9	BUILDING DRAWING AND CAD	01	F
10	BUILDING DRAWING AND CAD	02	F
11	ARCHITRCTURAL DRAFTING AND ESTIMATING COSTING	01	F
12	ARCHITRCTURAL DRAFTING AND ESTIMATING COSTING	02	F


Optional Subject: 3 | ELECTIVE-I

Add Subject **Clear**

District: RAIGAD Pin Code: 400702

District: RAIGAD Pin Code: 400702

Signature Of Student: A. A. Acharya

Student Photograph: 

MSBVE2\PHOTO\SO500600001.JPG

start MSBVE2 Software for N... Downloads Instruction Ma... Adobe Acrobat... MSBVE (2 Year ... 11:18 AM

7-B) Optional subject in Elective-I will Appear as shown below

The screenshot displays the MSBVE (2 Year Course) software interface. The main window is titled "Select Optional Subject" and shows a list of subjects for selection. The course is identified as "304401 ARCHITECT DRAUGHTSMAN". The list includes:

Sr.No	Subject Name	TH/PR	Opt.Fix.
1	ENGLISH (COMMUNICATION SKILL)	01	F
2	ENGLISH (COMMUNICATION SKILL)	02	F
3	ELECTIVE-I	01	O
4	ELECTIVE-I	02	O
5	ELECTIVE-II	01	O
6	ELECTIVE-II	02	O
7	BUILDING MATERIAL AND CONSTRUCTION	01	F
8	BUILDING MATERIAL AND CONSTRUCTION	02	F
9	BUILDING DRAWING AND CAD	01	F
10	BUILDING DRAWING AND CAD	02	F
11	ARCHITECTURAL DRAFTING	01	F
12	ARCHITECTURAL DRAFTING	02	F

A "Pop Up (Subject)" window is overlaid on the main window, showing a list of subjects for selection:

Subject Name	Code
APPLIED MATHEMATICS	90000011
BUSINESS ECONOMICS	90000012
ENTREPRENEURSHIP	90000014
PHYSICAL BIOLOGY(BOTONY & ZOOLOGY)	90000013

The "Optional Subject" field in the main window is currently empty. The interface also includes fields for District (RAIGAD) and Pin Code (400702), a signature field (A. A. Acharya), a student photograph, and a student ID field (MSBVE2\PHOTO\IS0500600001 JP G).

7-C) Select one Subject which is chosen from Elective-I and Press Enter Key To close POP UP window.

e.g. If you selected 'ENTREPRENEURSHIP', then following window with Tab 'Add Subject' will appear.

MSBVE (2 Year Course)

Quit

Select Optional Subject

Back Course 304401 ARCHITECT DRAUGHTSMAN

Sr.No	Subject Name	THPR	Opt.Fix.
1	ENGLISH (COMMUNICATION SKILL)	01	F
2	ENGLISH (COMMUNICATION SKILL)	02	F
3	ELECTIVE-I	01	O
4	ELECTIVE-I	02	O
5	ELECTIVE-II	01	O
6	ELECTIVE-II	02	O
7	BUILDING MATERIAL AND CONSTRUCTION	01	F
8	BUILDING MATERIAL AND CONSTRUCTION	02	F
9	BUILDING DRAWING AND CAD	01	F
10	BUILDING DRAWING AND CAD	02	F
11	ARCHITRCTURAL DRAFTING AND ESTIMATING COSTING	01	F
12	ARCHITRCTURAL DRAFTING AND ESTIMATING COSTING	02	F

Optional Subject 3 ELECTIVE-I

Entrepreneurship

Add Subject

Clear

District RAIGAD

Pin Code 400702

Signature Of Student A. A. Acharya

Student Photograph

District RAIGAD

Pin Code 400702

MSBVE2\PHOTO\50500600001.JPG

start MSBVE2 Software for N... Downloads Instruction Ma... Adobe Acrobat... MSBVE (2 Year ... 11:23 AM

7-D) Click On Add Subject Button. Following window will appear.

MSBVE (2 Year Course)

Quit

Select Optional Subject

Back Course: 304401 ARCHITECT DRAUGHTSMAN

Sr.No	Subject Name	THPR	Opt.Fix.
1	ENGLISH (COMMUNICATION SKILL)	01	F
2	ENGLISH (COMMUNICATION SKILL)	02	F
3	ENTREPRENEURSHIP	01	O
4	ENTREPRENEURSHIP	02	O
5	ELECTIVE-II	01	O
6	ELECTIVE-II	02	O
7	BUILDING MATERIAL AND CONSTRUCTION	01	F
8	BUILDING MATERIAL AND CONSTRUCTION	02	F
9	BUILDING DRAWING AND CAD	01	F
10	BUILDING DRAWING AND CAD	02	F
11	ARCHITRCTURAL DRAFTING AND ESTIMATING COSTING	01	F
12	ARCHITRCTURAL DRAFTING AND ESTIMATING COSTING	02	F


Optional Subject:

Add Subject **Clear**

District: RAIGAD Pin Code: 400702

District: RAIGAD Pin Code: 400702

Signature Of Student: A. A. Acharya

Student Photograph: 

MSBVE2\PHOTO\SO500600001.JPG

start MSBVE2 Software for N... Downloads Instruction Ma... Adobe Acrobat... MSBVE (2 Year ... 11:25 AM

7-E) For selection of optional subject from Elective-II follow the same procedure as given for Elective-I. Following window will appear.

MSBVE (2 Year Course)

Quit

Select Optional Subject

Back Course

Sr.No	Subject Name	TH/PR	Opt./Fix.
1	ENGLISH (COMMUNICATION SKILL)	01	F
2	ENGLISH (COMMUNICATION SKILL)	02	F
3	ENTREPRENEURSHIP	01	O
4	ENTREPRENEURSHIP	02	O
5	ELECTIVE-II	01	O
6	ELECTIVE-II	02	O
7	BUILDING MATERIAL AND CONSTRUCTION	01	F
8	BUILDING MATERIAL AND CONSTRUCTION	02	F
9	BUILDING DRAWING AND CAD	01	F
10	BUILDING DRAWING AND CAD	02	F
11	ARCHITRCTURAL DRAFTING AND ESTIMATING COSTING	01	F
12	ARCHITRCTURAL DRAFTING AND ESTIMATING COSTING	02	F


Optional Subject

Add Subject **Clear**

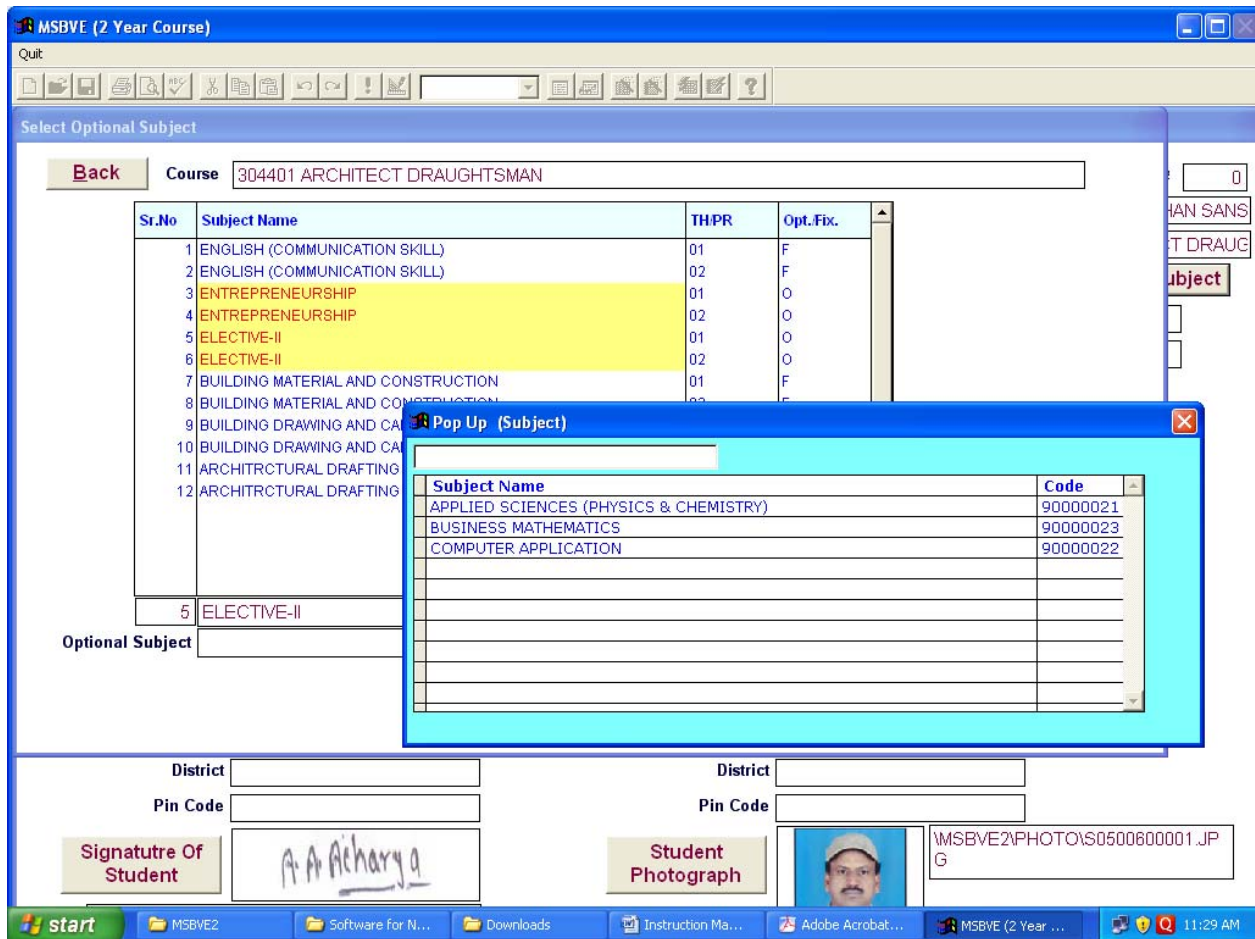
District District

Pin Code Pin Code

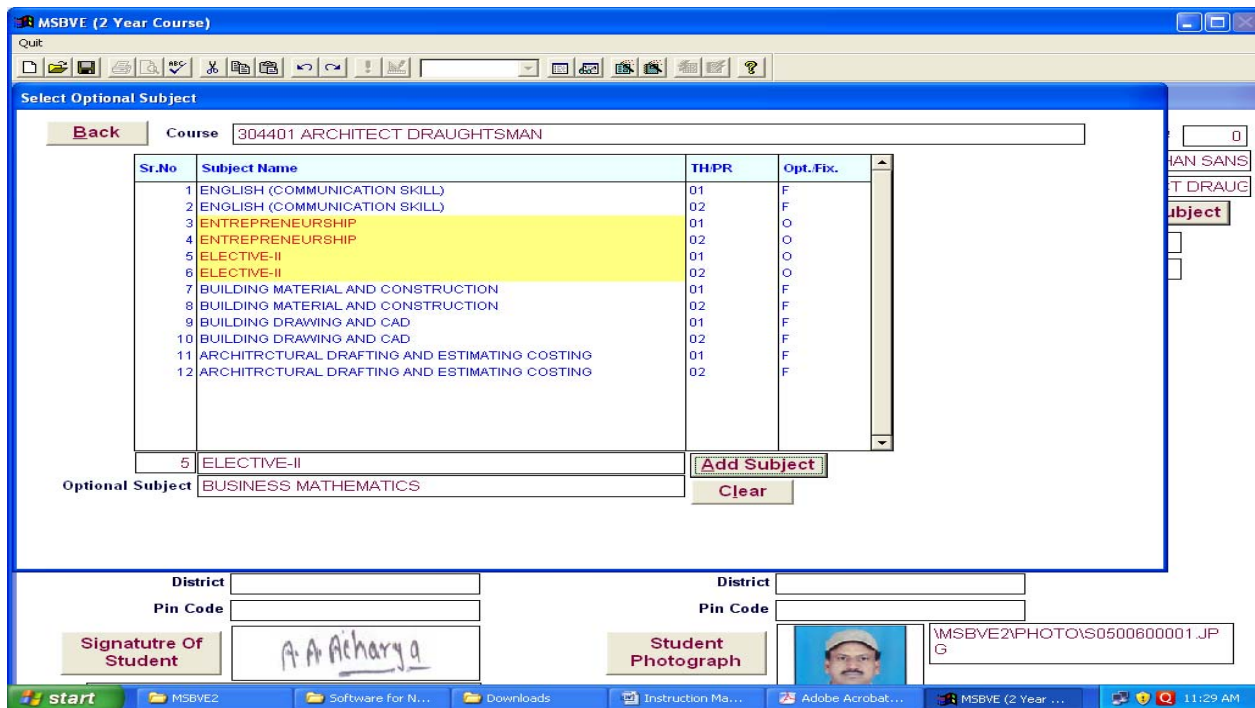
Signature Of Student

Student Photograph 

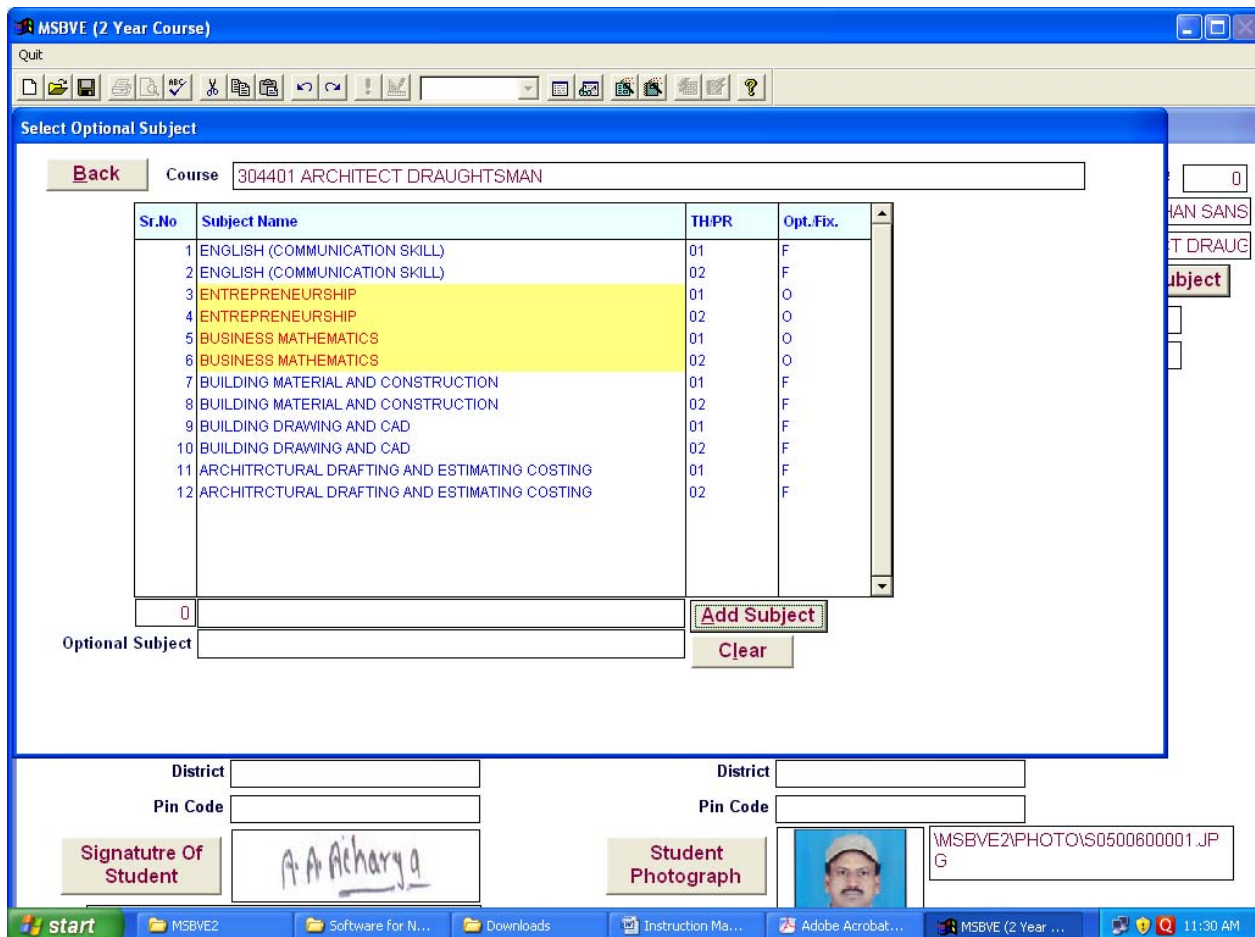
start MSBVE2 Software for N... Downloads Instruction Ma... Adobe Acrobat... MSBVE (2 Year ... 11:27 AM



7-F) Select The one Subject which is choose from ELECTIVE-II and Press Enter Key To close POP UP window.



7- G) Click On Add Subject Button. Following window will appear.



8) Click On Back Button

9) You will return back to Enrollment Form

10) Fill Up All the Remaining Information in Enrollment Form.

11) After filling all the Information, Click on Save Button. It will gives following message.

MSBVE (2 Year Course)

Enrolment Cum Exam Form (New Student)

Save **Clear** **Edit** **Delete** **Exit**

Sactioned Intake Total #

Fee Receipt No Date Institute Name

Year of Admission Taluka Code Course Code

Course Duration Category **Select Optional Subject**

Date Of Birth Exam Month Sex Male Female Minority

Passed From Maharashtra Yes No Exam Year Handicap Education Qualification

In English

Applicant's Surname

Applicant's First name

Father's Or Husband's Name

Mother's Name

In Marathi

Applicant's Surname

Applicant's First name

Father's Or Husband's Name

Mother's Name

Permanent Postal Address

Address # 1

Address # 2

Address # 3

City Place

Taluka

District

Pin Code

Signature Of Student

Student Photograph

Information Print Form

start MSBVE2 Software For N... Downloads Instruction Ma... Adobe Acrobat... MSBVE (2 Year ... 11:36 AM


12) Click on **Yes** button to save the form, → Print preview will appeared(as given bellow).

Report Designer - ntenfmrt.frx - MSBVE (2 Year Course)

Print Preview

100%

BOARD OF VOCATIONAL EXAMINATION, MUMBAI 400 051
ENROLMENT CUM EXAM FORM

Enrollment Fee Receipt No <u>123</u>		Date <u>10/10/2012</u>			
Year Of Admission (Month) <u>9</u> (Year) <u>2012</u>	Institute Code <u>050060</u>	Taluka Code <u>043</u>	Course Code <u>304401</u>		
Category <u>07</u>	Sex <u>Male</u>	Date of Birth <u>01/05/1992</u>	Handicap <u>06</u>	Passed From Maharashtra State <u>Y</u>	Educational Qualification Code <u>02</u>
Applicant's Name in English SURNAME <u>PATIL</u>			Applicant's Name in Marathi <u>पाटील</u>		
FIRST NAME <u>YOGESH</u>			<u>योगेश</u>		
FATHER'S OR HASBAND'S NAME <u>PRAMOD</u>			<u>प्रमोद</u>		
MOTHER'S NAME <u>SHOBHA</u>			<u>शोभा</u>		
Permanent Postal Address <u>556 PARIKAMAL GOSPADA</u> <u>NAGAON</u>					
City / Place <u>URAN</u>			Taluka <u>URAN</u>		
District <u>RAIGAD</u>			Pin Code <u>400702</u>		
Correspondence Postal Address <u>556 PARIKAMAL GOSPADA</u> <u>NAGAON URAN 400702</u>					

start MSBVE2 Software for N... Downloads Instruction Ma... Adobe Acrobat... Report Designe... 11:37 AM

13) Click on printer button to take printout of the filled enrollment cum Exam form.

Note : If you keep any field vacant(blank) following error will appear

MSBVE (2 Year Course)

Quit

Enrolment Cum Exam Form (New Student)

Save Clear Edit Delete Exit

Fee Receipt No Date 10/10/2012 Sactioned Intake Total #

Year Of Admission 2012 Institute Name VIVEKDEEP SHIKSHAN SANS

Course Duration Taluka Code 043 Course Code

Date Of Birth Exam Month Sex Male Female Category Select Optional Subject

Passed From Maharashtra Yes No Exam Year Handicap Minority

Education Qualification

In English Applicant's Surname In Marathi Applicant's Surname

Applicant's First name

Father's Or Husband's Name

Mother's Name

Permanent Postal Address Correspondence Postal Address

Address # 1 Address # 1

Address # 2 Address # 2

Address # 3 Address # 3

City Place City Place

Taluka Taluka

District District

Pin Code Pin Code

Signature Of Student

Student Photograph

Information

Month & Year Of Admission Should Not Be Empty

OK

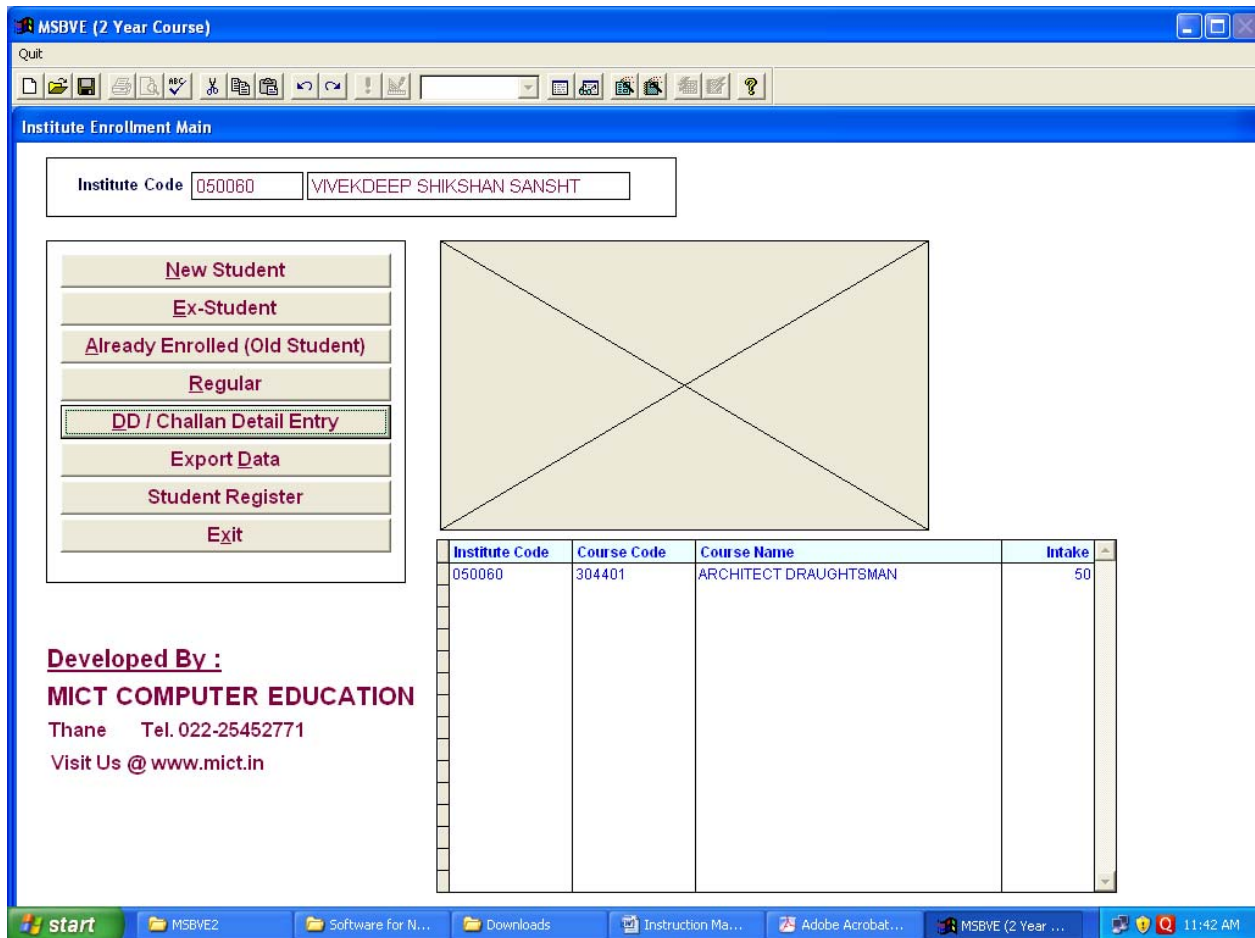
MSBVE2PHOTO\IS0500600002.JPG

start MSBVE2 Software for N... Downloads Instruction Ma... Adobe Acrobat... MSBVE (2 Year ... 11:39 AM

14) **After printing** -- check the Form Print, if found any mistake, follow the Following procedure **for editing./ correction**

a) Click on **Edit** button. Following window appears.

B) DD/Challan Detail entry: (Only payment of fee through Challan is acceptable)



1) Click on **DD/Challan Detail Entry** tab. Following window will appeared.

MSBVE (2 Year Course)

Quit

DD/Challan Details -Institute

Save Clear Edit Delete Exit Report

Region Code 01 MUMBAI

District Code 05 RATNAGIRI

Exam Month Year 2012

Institution Code 050060 VIVEKDEEP SHIKSHAN SANSHT.

New Enrolment	Ex-Student	Already Enrolled	Regular
1	0	0	0

Sr.No	DD No	DD Date	Bank Name	Branch	DD Amount
0		//			0.00
Total DD Amount					0.00

Add DD Clear

start MSBVE2 Software for N... Downloads Instruction Ma... Adobe Acrobat... MSBVE (2 Year ... 11:43 AM

Select **exam month** from popup window & make entry of **year, DD/Challan No, DD Date** etc.

2) Click on **Add DD** button.

3) Click on **Save** button.

4) For **printing report**—click on report button, to get **DD/Challan** details print.

Report Designer - ntdlddar.frx - Page 1 - MSBVE (2 Year Course)

Print Preview

se)

List Of DD / Challan For Institute 050060 VIVEKDEEP SHIKSHAN SANSHTA, As on 10/10/2012

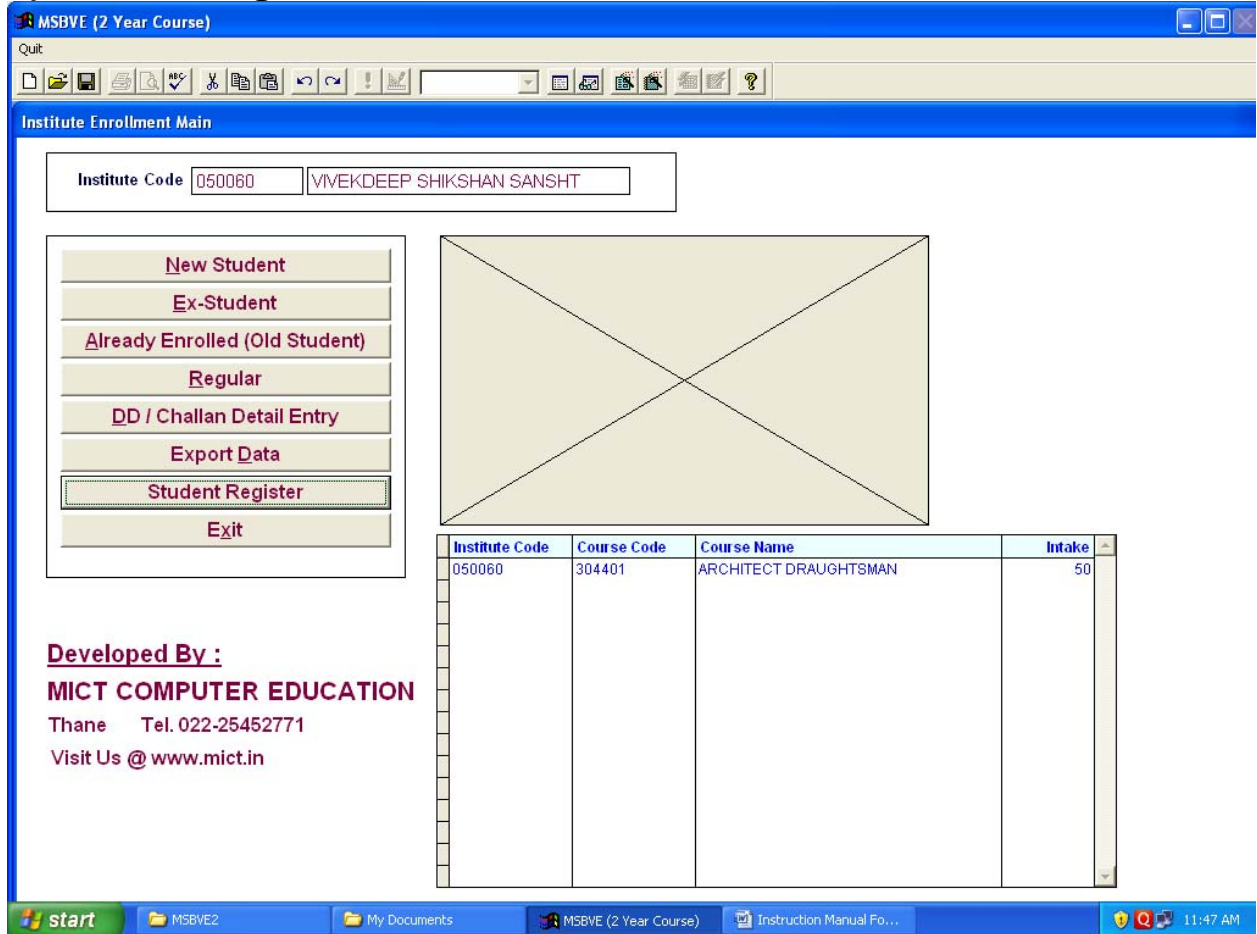
Exam Month June Year 2014
Region 01 MUMBAI
District 05 RATNAGIRI

Sr. No	DD No.	DD Date	Bank Name	Service Branch	DD Amount
1	1234567	01/02/2012	SBI	RAIGAD	400.00
Total					400.00

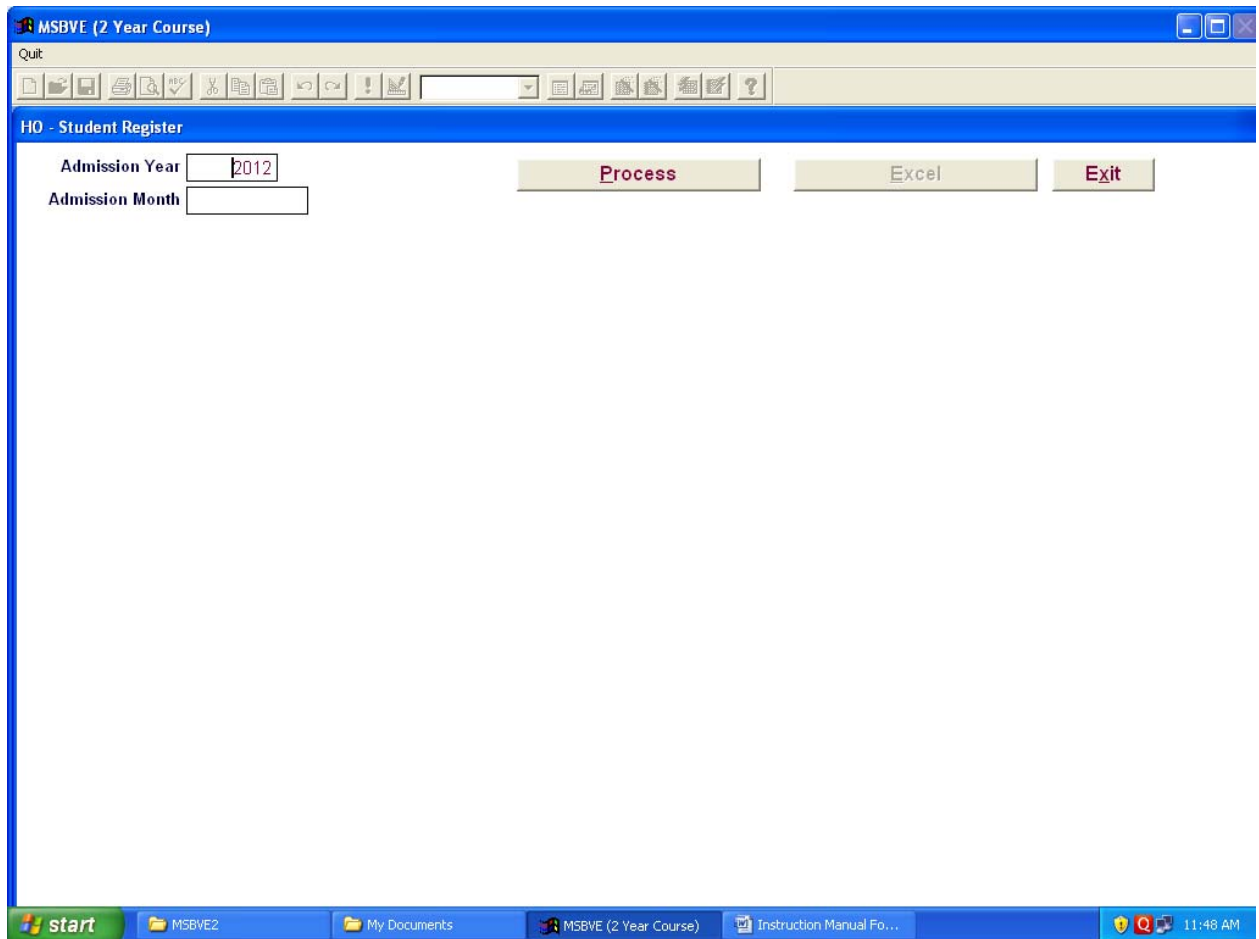
start MSBVE2 Software for N... Downloads Instruction Ma... Adobe Acrobat... Report Designe... 11:46 AM

Click on **Exit** button. You will go back to **Institute Enrollment Main** window.

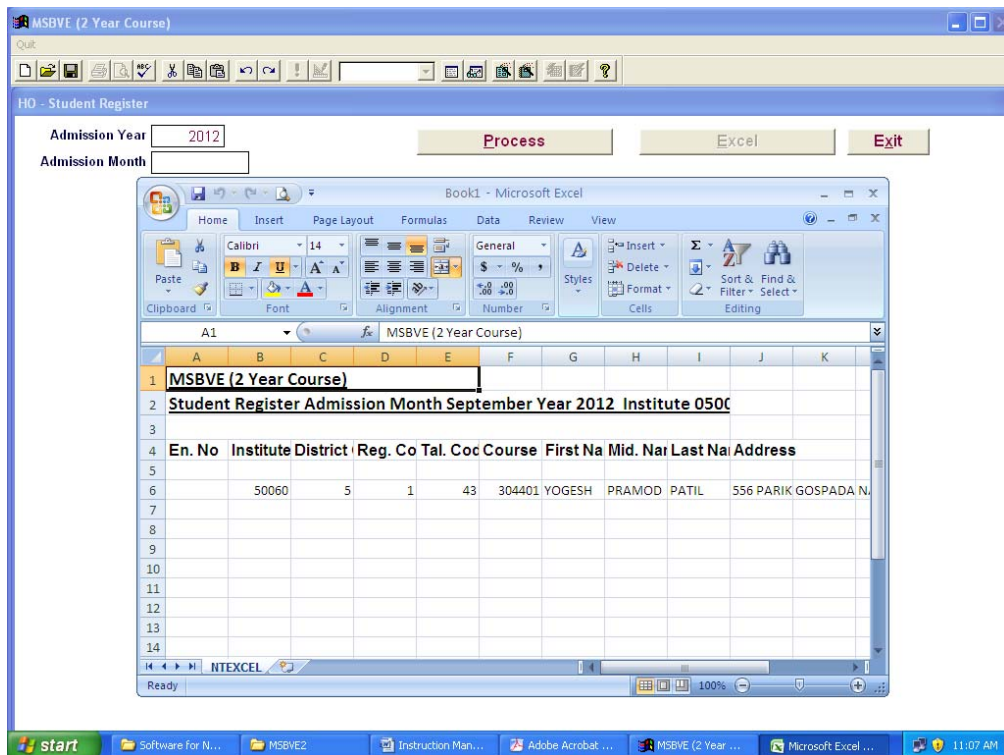
C) Student Register:-



1) Click on Student Register tab, Following Window will appear



- 2) Fill up the Admission Month And Admission Year And Click on Process Button
- 3) Click on Excel Button,→ Report will appeared in excel sheet.
(Following window will appear.)

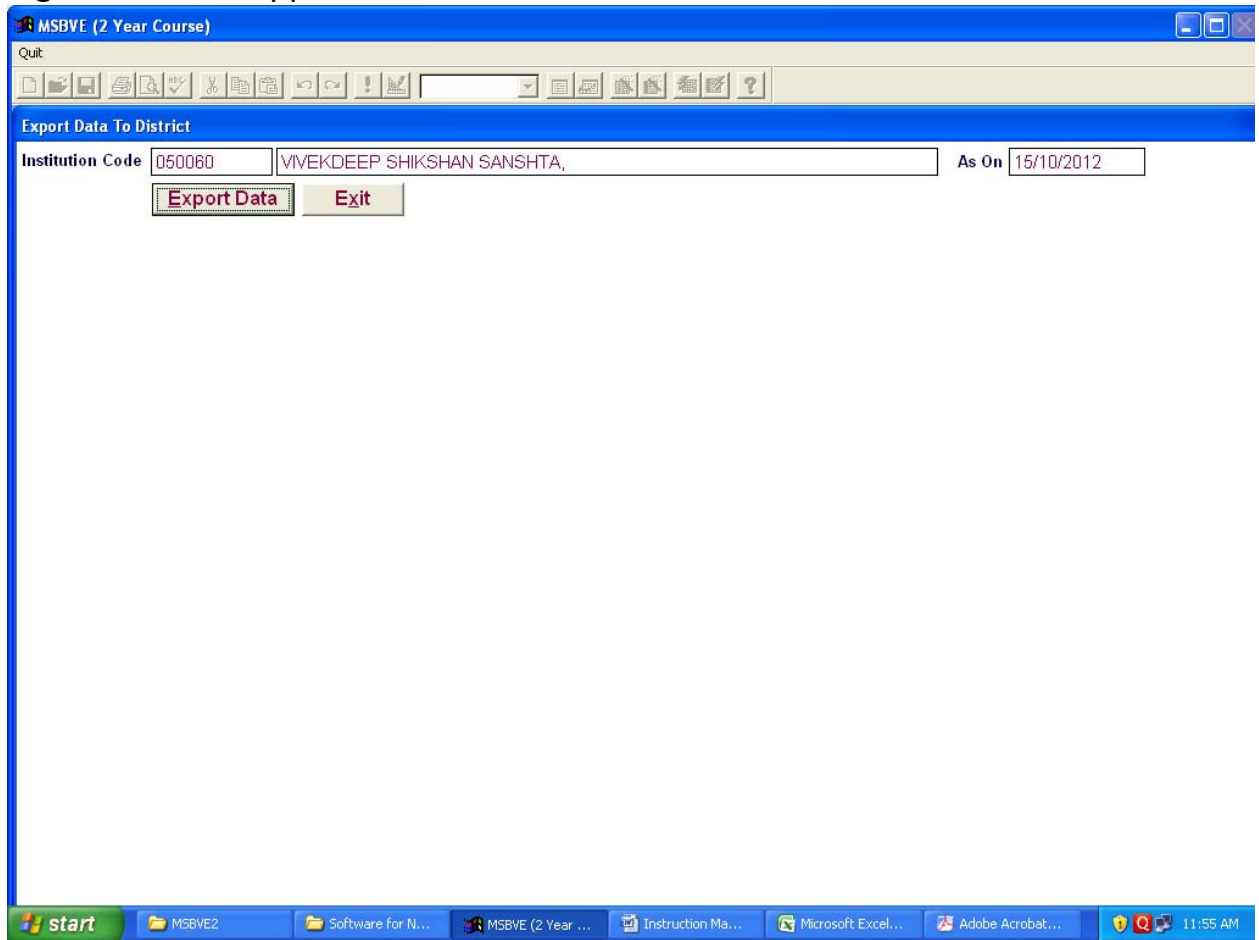


4) After getting report, click on **Exit Button** to return to Main Window..

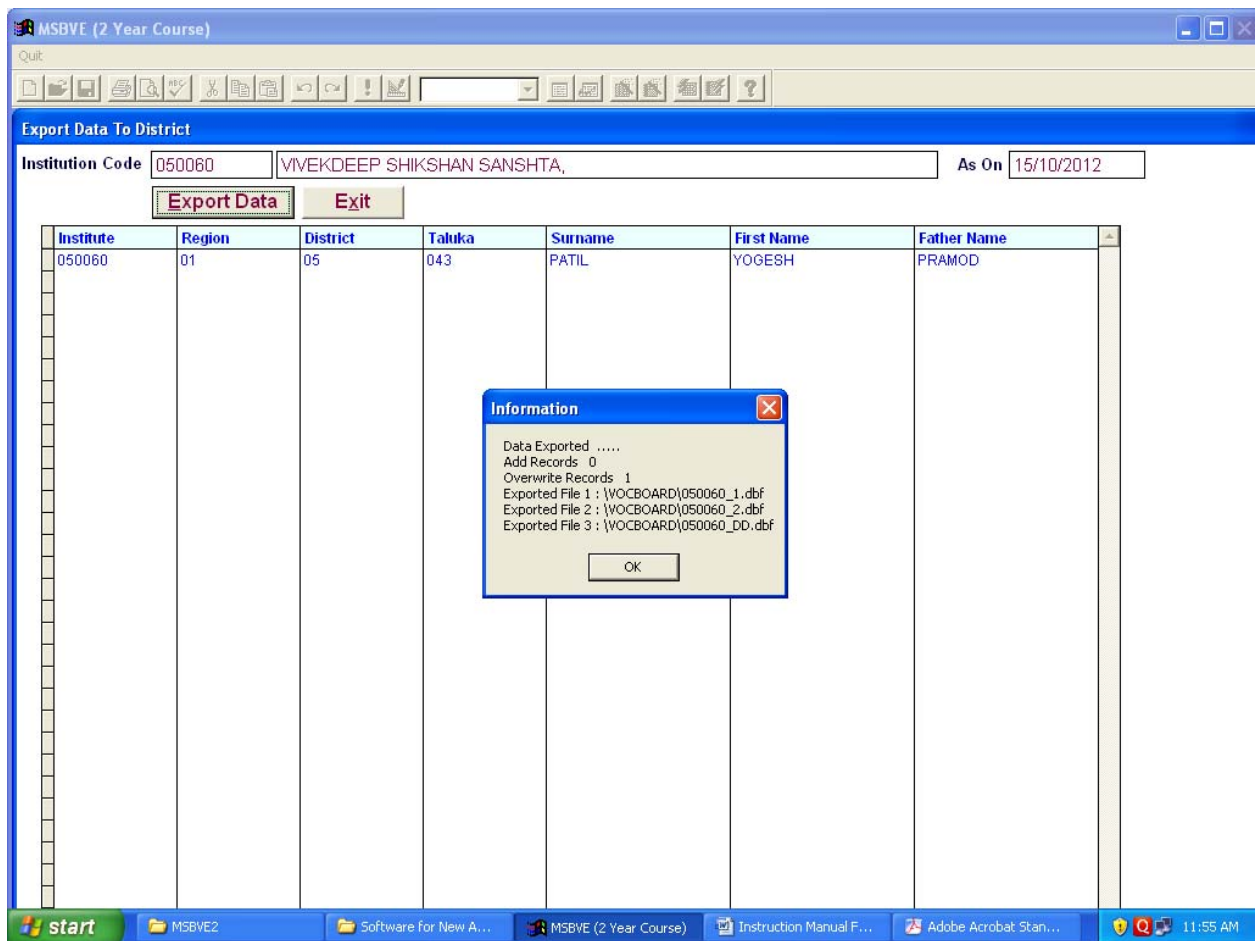
D) Export Data:

1) Click on **Export Data** button on **Institute Enrollment Main** window.

Following window will appeared



2) Click on **Export Data** button.



- 3) Click on **OK** button.(shown in Message)
- 4) Click on **Exit** button.
- 5) Click on Institute Enrollment Main window's **Exit** button.
- 6) Click on password window's **Exit** button.

E) Data to be written on CD :

1) **“VOCBOARD”** Folder from **d: drive & MSBVE2 Folder**

2) Ensure that **VOCBOARD** folder written on CD.

G) Submit - Submit following Material to District Vocational Education and Training Office

1) CD having **“VOCBOARD” Folder & MSBVE2 Folder**

2) Print out Of Student Enrollment forms.

3) Student Register.

3) DD/ Challan Report Print.

4) Original Challan Copy.
