

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

Instruction Manual

(Institute Level)

For Jan-2013 Admission and On Words

Enrollment & Exam Software

'6 Month & 1 Year Courses'

Procedure:-

A) Software Installation

i) New Student Enrollment Form

ii) Ex-Student Form Entry

iii) Already Enrolled (Old Student)

B) DD/Challan Detail Entry

C) Student Register (List of Student)

D) Export Data

E) Data to be written on CD

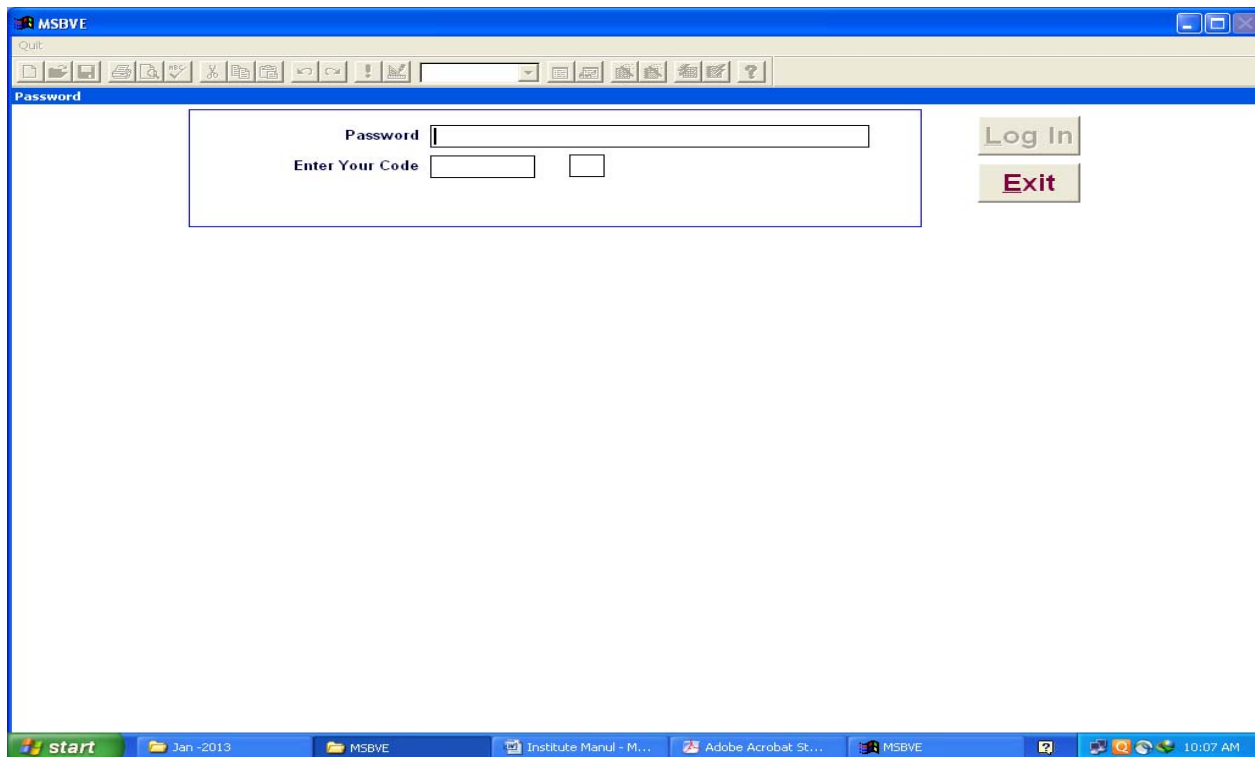
F) Submission

Instructions:

A) Software Installation

Insert CD in CD/DVD Drive.

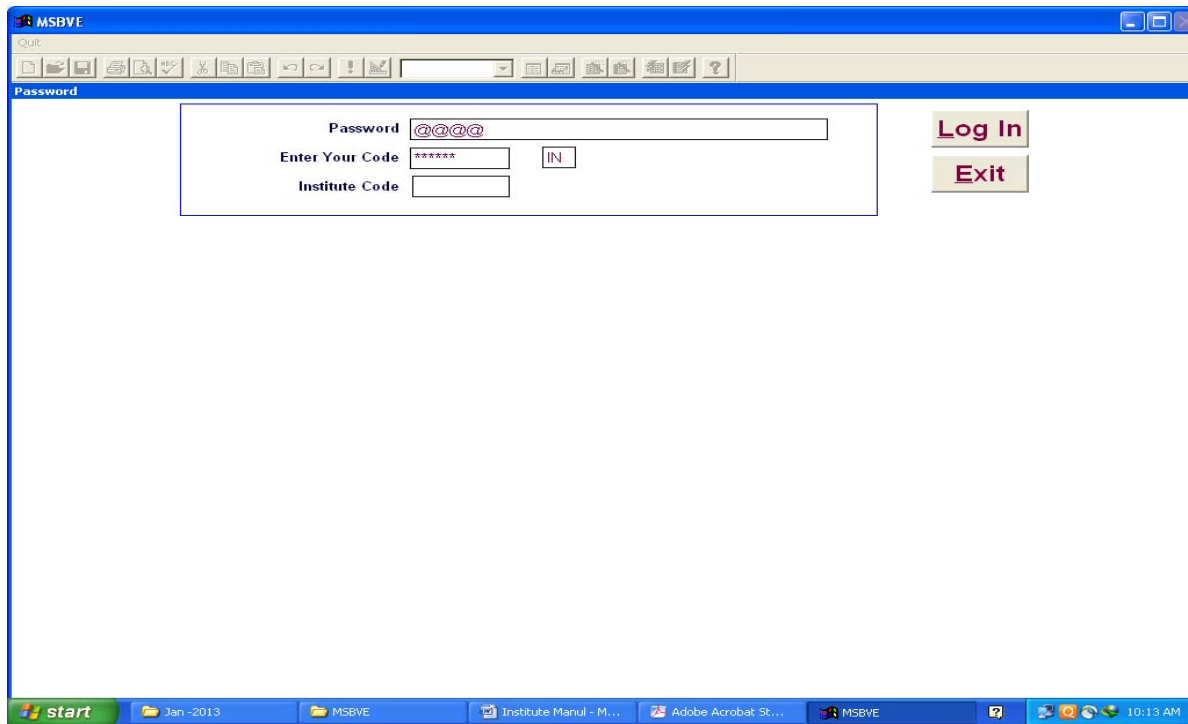
- 1) Open the CD
- 2) Copy the MSBVE folder
- 3) Paste this MSBVE folder in to **d:** drive of your computer.
- 4) Open the MSBVE folder.
- 5) Copy fonts "**Devnew**" & "**Kiran**" file.
- 6) Paste these fonts file in to font folder of control panel.
- 7) Scan Photo & Sign and paste it into **MSBVE/Photo.(JPG Format Colour Passport Size Photo)**
- 8) Double click on "**NTMAIN**"



9) Enter password "test"

10) Enter your Code "393939" and press Enter key

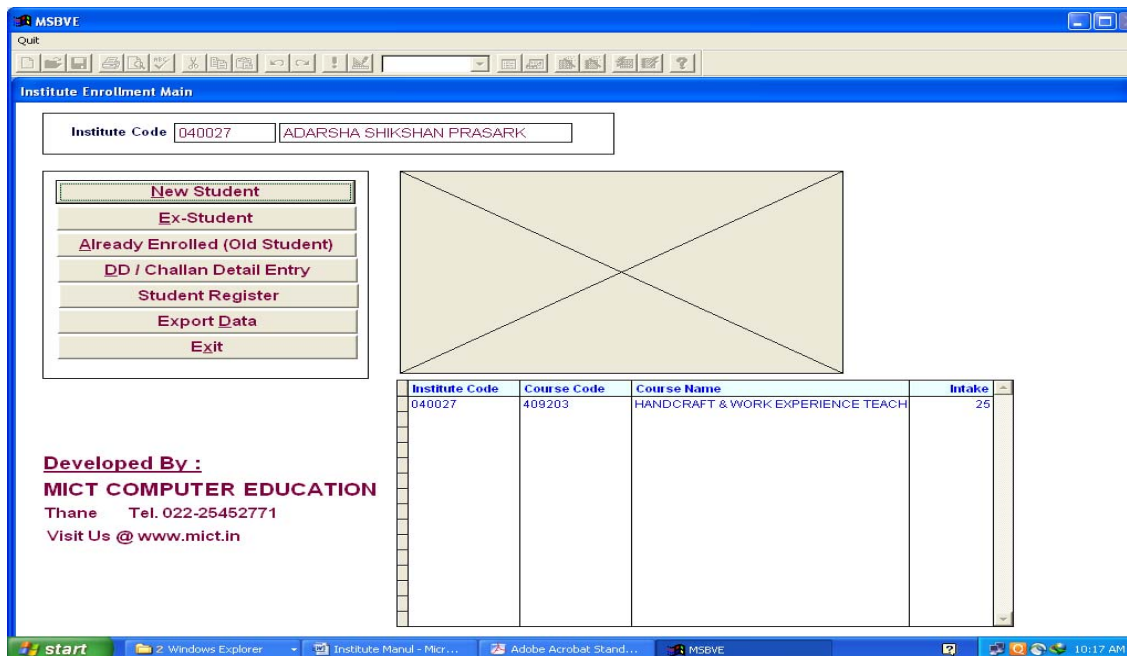
Following window appears



11) Enter your Institute Code (Six Digit)

12) Click on Log In button.

Following window appears



i) New Student Enrollment Form

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

2) Rename the photo & sign which is save in MSBVE/Photo Folder. Give exactly the same name for photo ie. P2501260001, 2, 3..... And for sign s2501260001,2,3..... as appeared on enrollment form....(Photo starts with P and Sign starts with S)

3) As soon as photo and sign rename with given allocated number, respective photo and sign will apper on form

MSBVE Enrolment Cum Exam Form (New Student)

Save Clear Edit Delete Exit

Fee Receipt No Date 14/01/2013 Sactioned Intake Total #

Year Of Admission 2013 Taluka Code 024 Institute Name ADARSHA SHIKSHAN PRASA

Course Duration Category Course Code

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

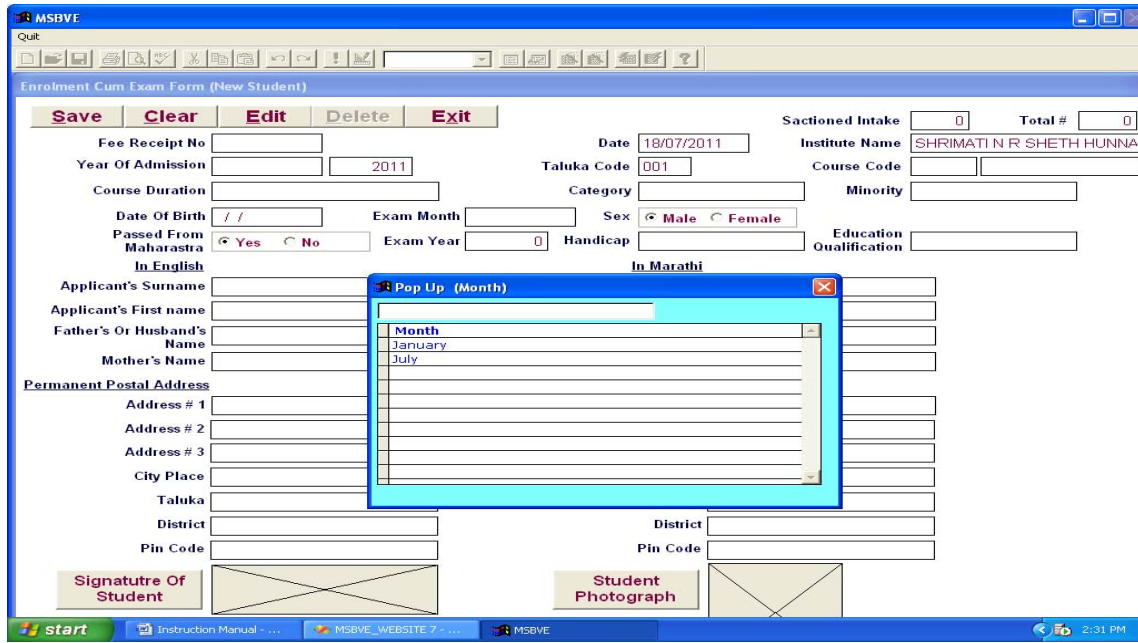
Pin Code Pin Code

Signature Of Student Student Photograph MSBVE\PHOTO\S0400270026.JPG

4) Fill up remaining Form.

5) Fill up all the information in the form properly.

6) Use Pop up window for →Year of Admission, Category, Minority, Handicap, and Education Qualification. Click in that box & use arrow key & select appropriate option.



7) For Marathi Data Entry → Use Following Key Board

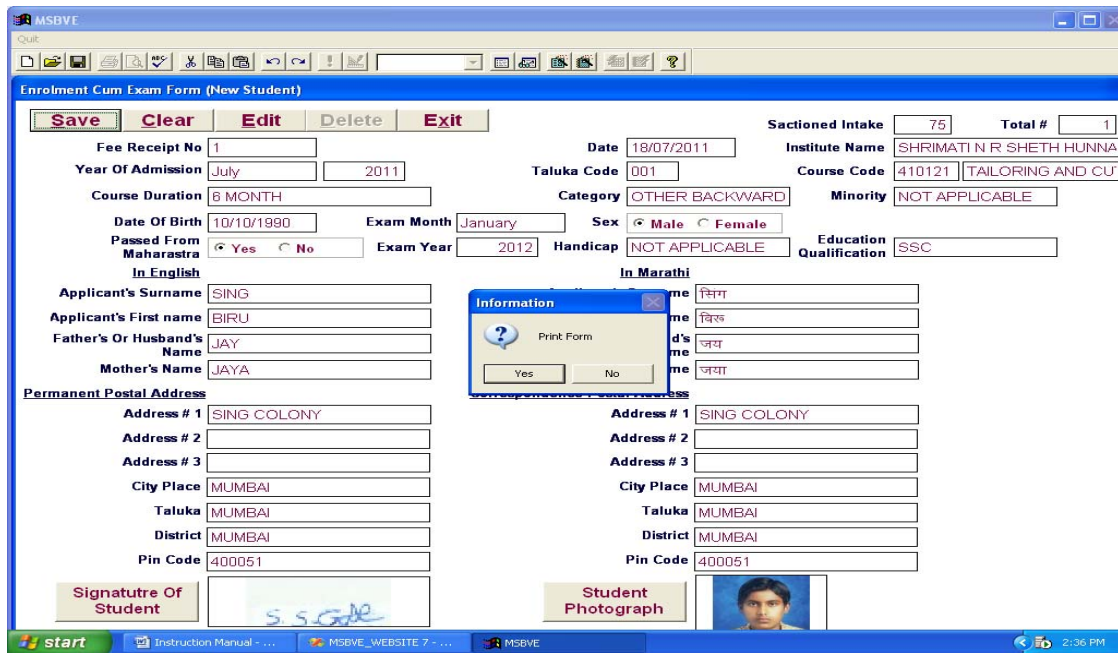
Without pressing shift+ key

`	1 १	2 २	3 ३	4 ४	5 ५	6 ६	7 ७	8 ८	9 ९	0 ०	- ॰	= =	\
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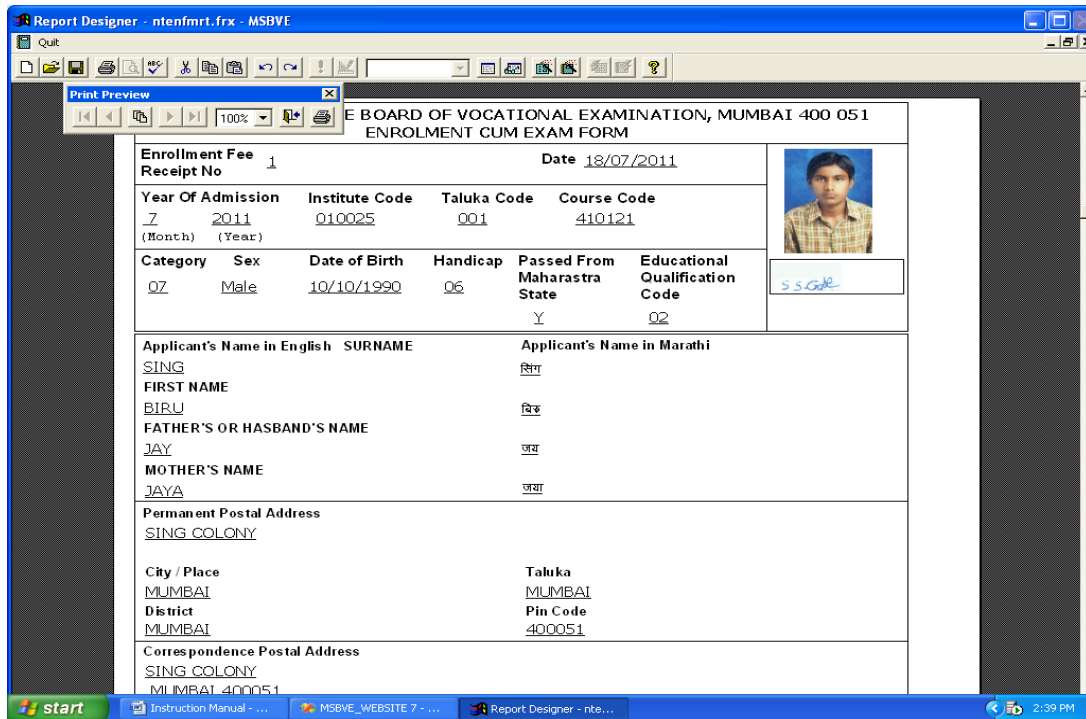
After pressing shift+ key

`	1	2	3	4	5	6	7	8	9	0	-	=	\
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	Q	W	E	R	T	Y	U	I	O	P	{	}	
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		A	S	D	F	G	H	J	K	L	:	“	
		अ	श	ड	फ	घ	ह	झ	ख	ळ	:	“	
		Z	X	C	V	B	N	M	<	>	?		
		ड	झ	छ	झ	फ	ण	.	ॢ	ॣ	?		

8) After filling form completely (**English & Marathi Data**), click on save button. It gives following message.

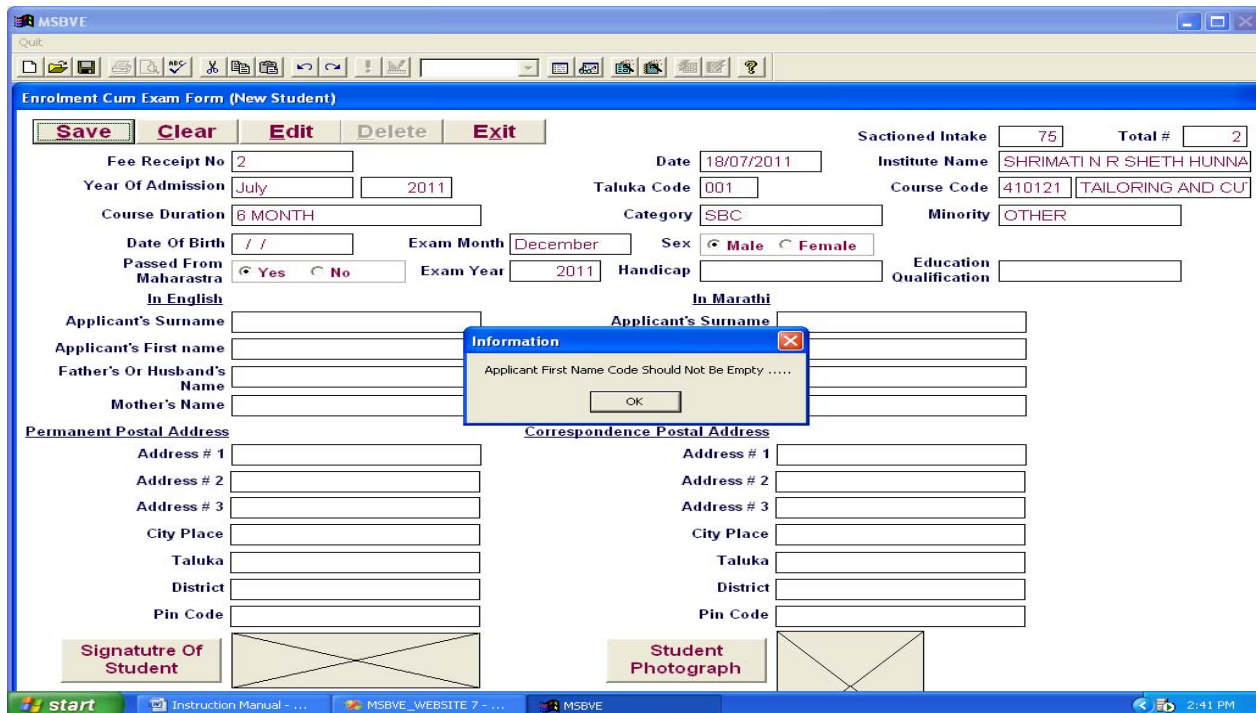


9) Click on **Yes** button to save the form, Print preview appeared



10) Click on printer button to printout the enrollment cum Exam form.

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



11) After printing -- check the Form Print, if found any mistake, follow the following procedure

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

The screenshot shows the MSBVE Enrolment Cum Exam Form (New Student) window. The window title is "MSBVE" and the subtitle is "Enrolment Cum Exam Form (New Student)". The window contains several input fields and a table.

Buttons: Save, Clear, Edit, Delete, Exit

Fields:

- Fee Receipt No: []
- Year Of Admission: []
- Course Duration: []
- Date: 18/07/2011
- Taluka Code: 001
- Category: []
- Minority: []
- Date Of Birth: []
- Exam Month: []
- Sex: Male Female
- Handicap: []
- Education Qualification: []
- Passed From Maharashtra: Yes No
- Exam Year: []
- Sactioned Intake: []
- Total #: []
- Institute Name: SHRIMATI N R SHETH HUNNNA
- Course Code: []

Table:

Fee Receipt #	Application #	Applicant Surname	Applicant First Name
1	18/07/2011	PATIL	ANAGHA
1	18/07/2011	SING	BIRU

Fields:

- 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: []

b) To select the form **double click** on **Fee Receipt No.** The form will open for editing.

c) Make correction which is required & save the form.

12) Thus fill up all remaining forms.

ii) Ex-Student Form Entry

- 1) Select **Ex-Student** tab from institute Enrollment Main window. Following window appears.

MSBVE

Quit

Enrolment Cum Exam Form (Ex-Student)

Save Clear Edit Delete Exit Re-Exam Details

Enrolment No Sactioned Intake Total #

Fee Receipt No Date Institute Name

Year Of Admission Taluka Code Course Code

Course Duration Category Minority

Date Of Birth Exam Month Sex Male Female

Passed From Maharashtra Yes No Exam Year Handicap Education Qualification

In English In Marathi

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 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

Signatutre Of Student Student Photograph

MSBVE

Jan -2013

MSBVE

Instruction M...

Adobe Acrob...

MSBVE

12:10 PM

2) Fill up all the details in above form. Then click on **Re-Exam Details**.

The screenshot shows the MSBVE Re-Exam Details form. At the top, there are buttons for 'Back' and 'Show Exam Preview'. Below these are dropdown menus for 'Month' (January) and 'Year' (2012). The main part of the form is a table with the following data:

Sr.No	Subject Name	Cleared Y/N	Exam Seat No	Exam Month	Exam Year	Marks Obtained
	COMPUTER OPERATION WITH M.S.OFFICE (TH-I)	N		0	0	0
	COMPUTER FUNDAMENTAL(PR-I)	Y	1201020010	1	2012	90
	M.S.OFFICE (PR-II)	Y	1201020010	1	2012	184
	KEY DEPRATION PER HOUR (6000-8000)	Y	1201020010	1	2012	264

Below the table, there are input fields for 'Name', 'District', and 'Pin Code'. There are also fields for 'Signature Of Student' and 'Student Photograph', each with a placeholder box containing an 'X'. The Windows taskbar at the bottom shows the time as 3:37 PM.

Note: In Window (column cleared Y/N)

'N':→Type 'N' if student is appearing for that subject

'Y':→ Type 'Y' if passed (Fill up all details of pass out student)

3) Fill up all Re-Exam Details.

4) Click on Back button.

5) Click on save button to save the form.

6) **And follow same procedure as enrollment form. (i.e. print etc)**

7) After finishing click on **Exit** button.

iii) Already Enrolled (Old Student)

1) Select **Already Enrolled (Old Student)** tab from institute Enrollment Main window.

Following window appears.

MSBVE

Quit

Enrolment Cum Exam Form (Already Enrolled Student)

Save Clear Edit Delete Exit

Enrolment No

Fee Receipt No

Year Of Admission 2013

Course Duration

Date Of Birth / /

Passed From Maharashtra Yes No

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

Sactioned Intake Total #

Date 14/01/2013

Institute Name ADARSHA SHIKSHAN PRASA

Taluka Code 02

Category

Minority

Exam Month

Sex Male Female

Exam Year

Handicap

Education Qualification

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 \\MSBVE\PHOTO\IS0400270026.JPG

start 2 Windows Explorer Institute Manul - Micr... Adobe Acrobat Stand... MSBVE 10:41 AM

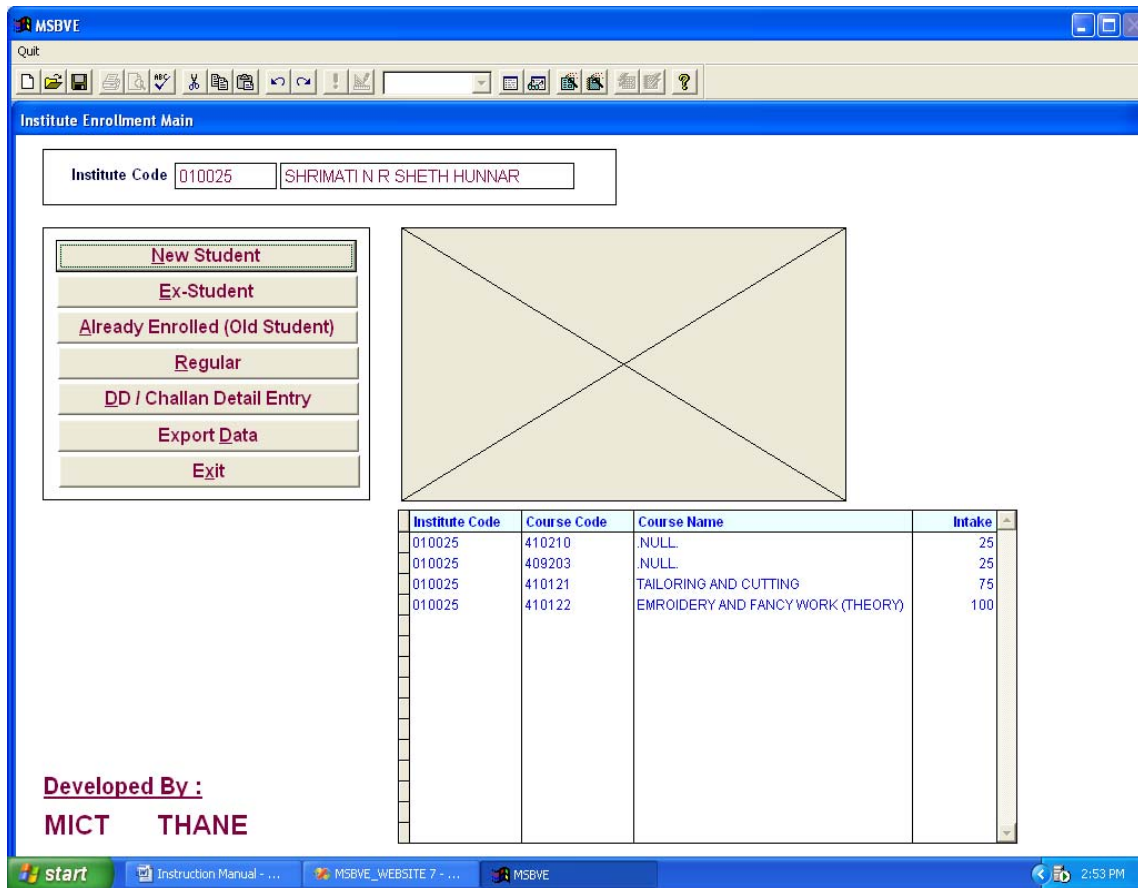
2) Fill up all the details in above form.

3) Click on save button to save the form.

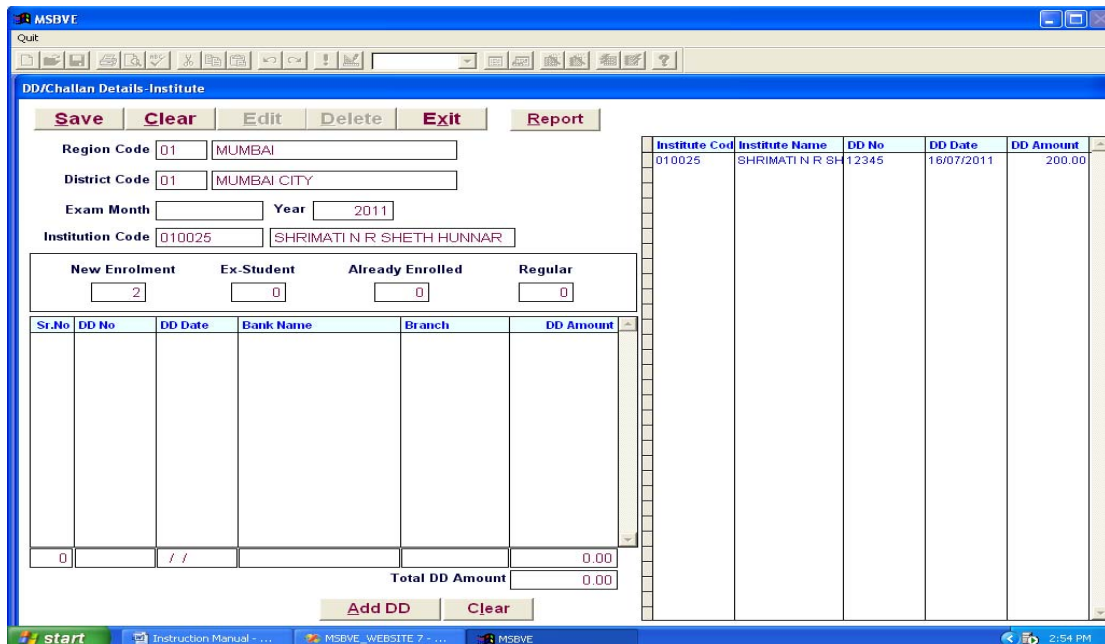
4) **And follow same procedure as enrollment form (i.e. print etc)**

5) After finishing click on Exit button.

B) DD/Challan Detail entry:



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



- 1) 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 following dd details print.

Report Designer - ntdddar.frx - MSBVE

Print Preview

List Of DD / Challan For Institute 010025 SHRIMATI N R SHETH HUNNAR SCHOOL As on 18/07/2011

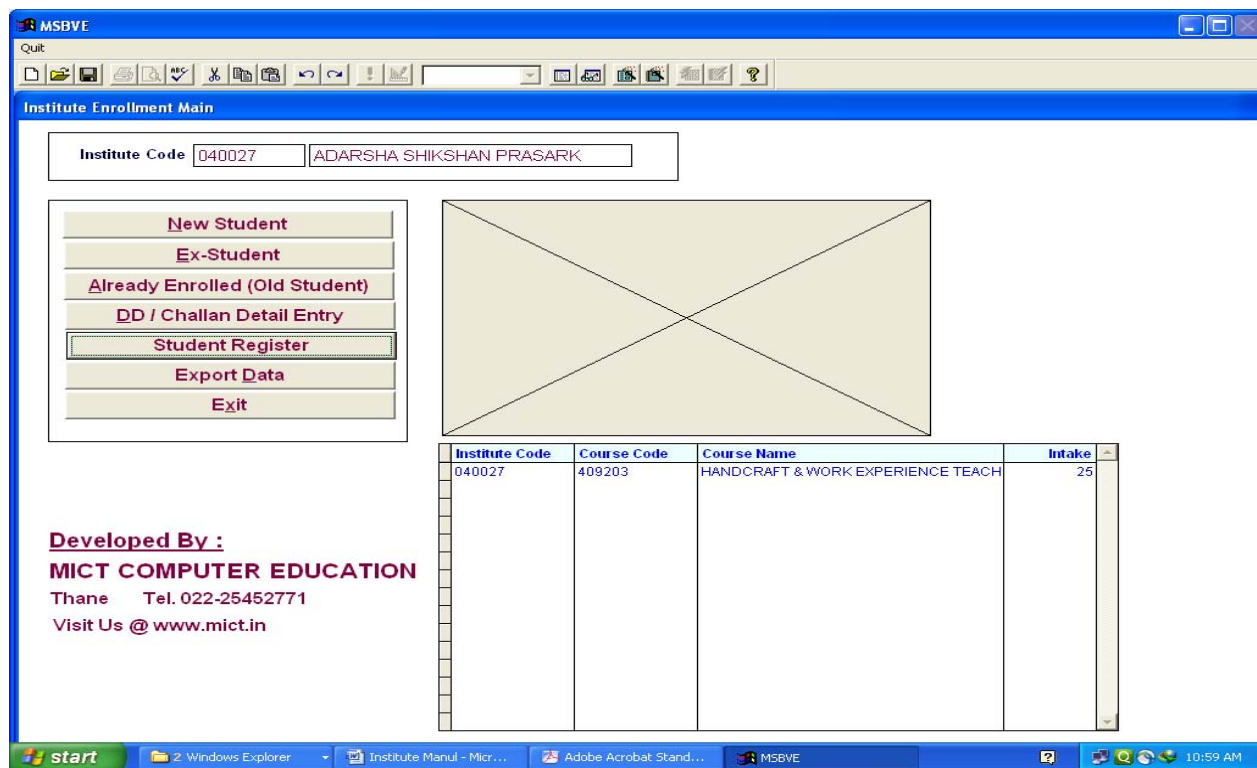
Exam Month January Year 2012
Region 01 MUMBAI
District 01 MUMBAI CITY

Sr. No	DD No.	DD Date	Bank Name	Service Branch	DD Amount
1	12345	16/07/2011	SBI	BANDRA	200.00
Total					200.00

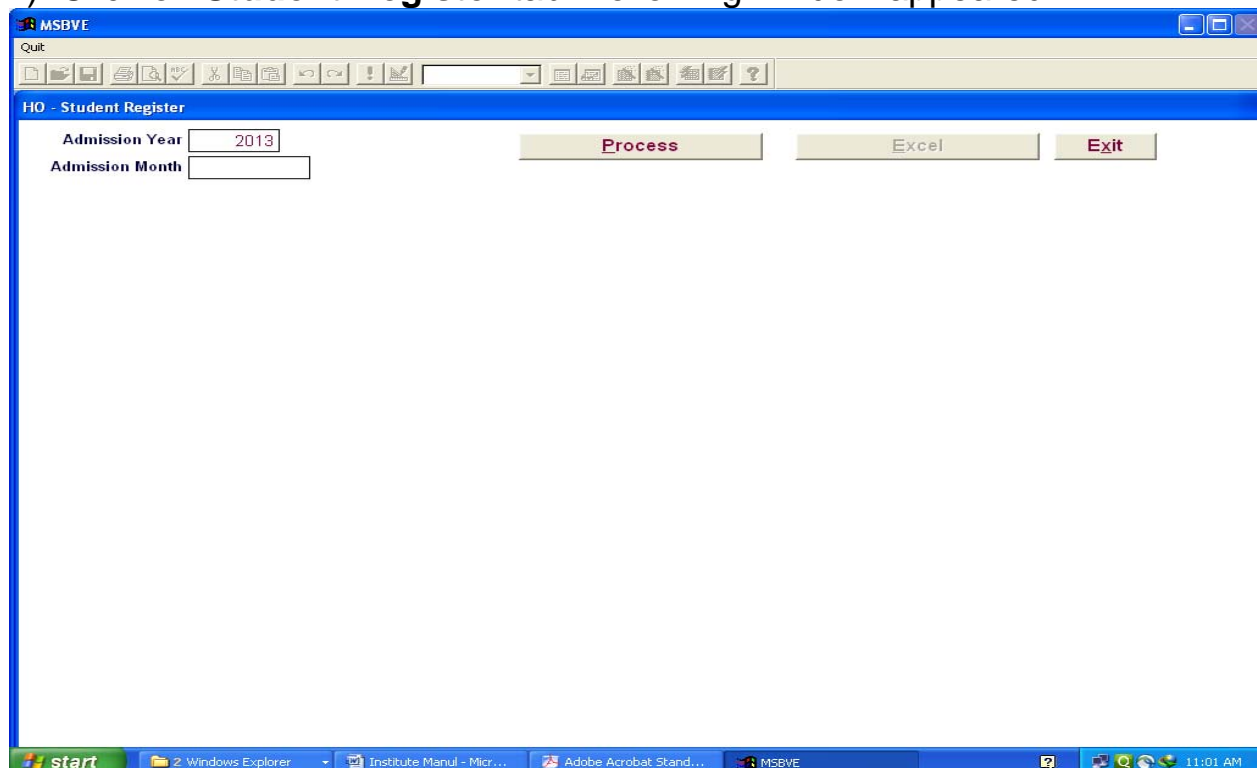
start | Instruction Manual - ... | MSBVE_WEBSITE 7 - ... | Report Designer - ntd... | 3:01 PM

- 5) Click on **Exit** button. Back to **Institute Enrollment Main** window.

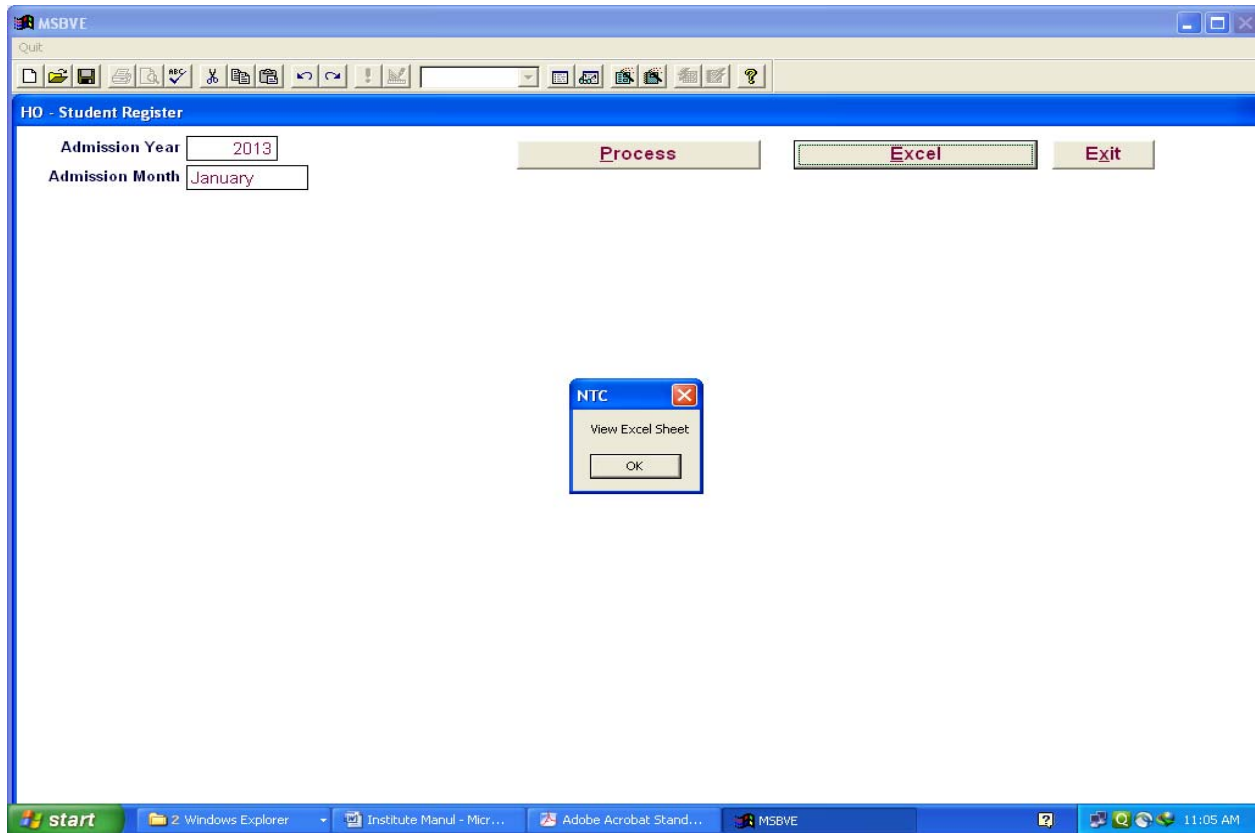
C) Student Register (List of Student)



1) Click on **Student Register** tab. Following window appeared...



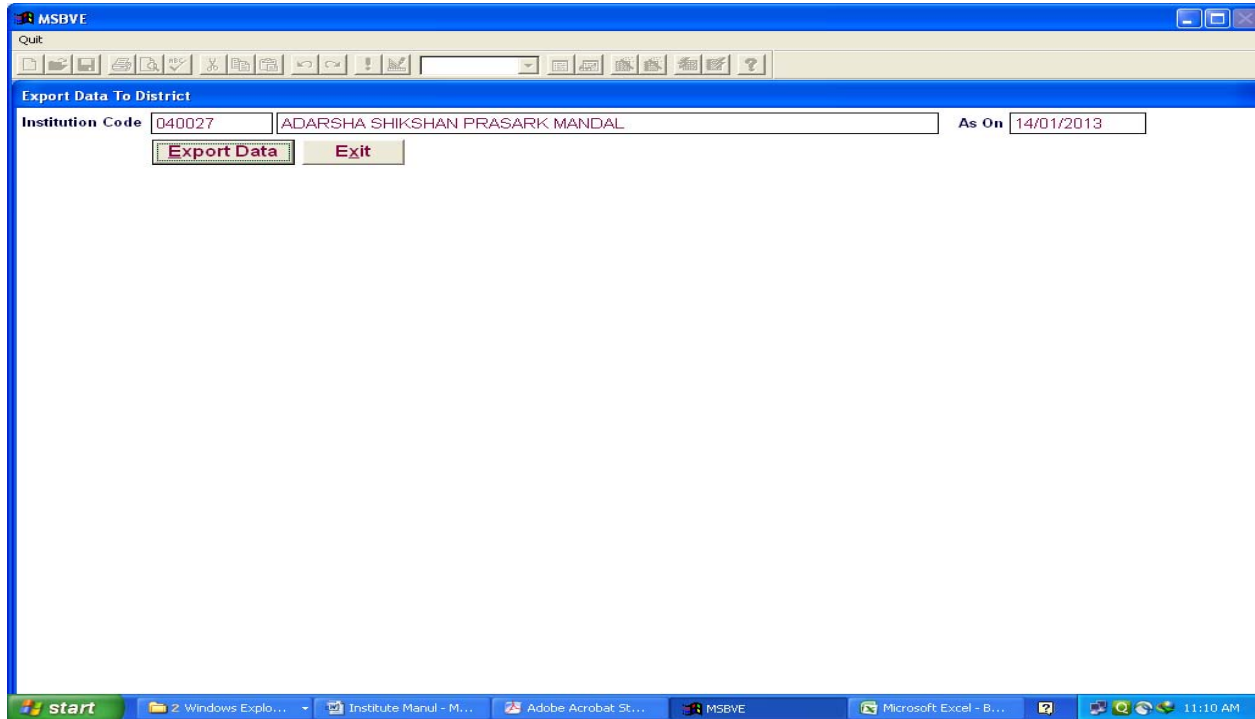
- 2) Type Admission Month and Select Admission Month from popup window.
- 3) Click On **Process** Button.
- 4) Click On **Excel** Button. Following window appears



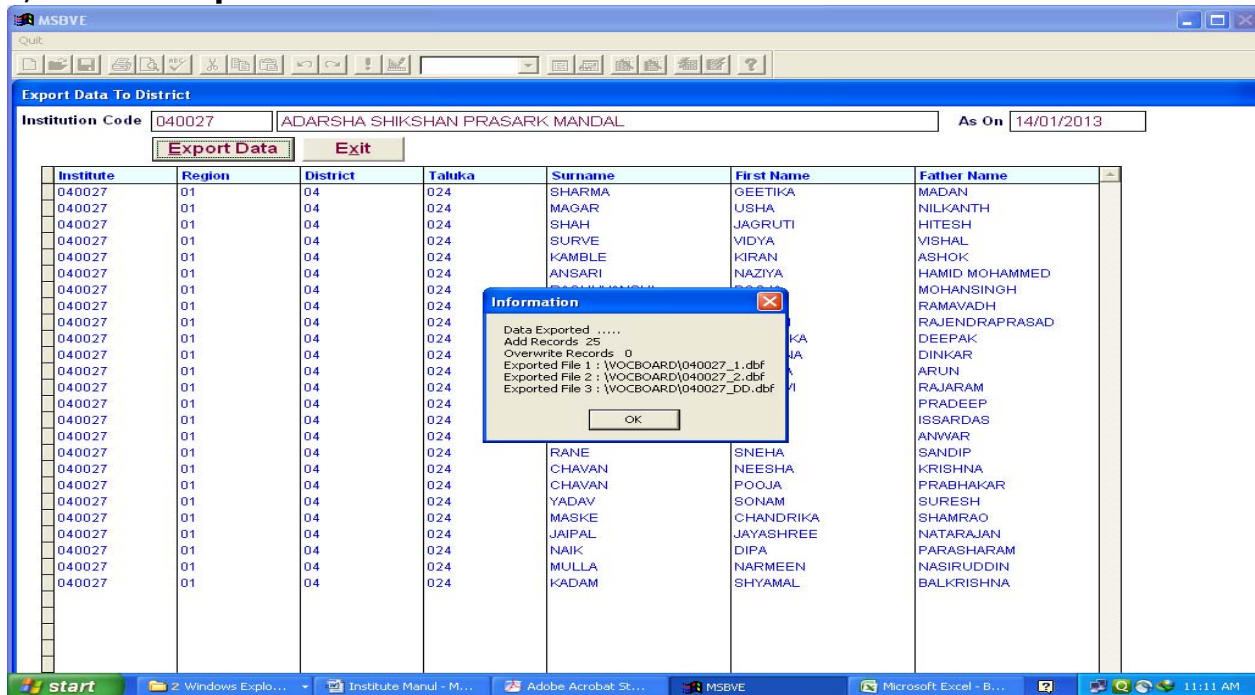
- 5) Click on **OK** button.
- 6) Student Register appears in separate **Excel** sheet
- 7) Save that sheet and take print of student register..
- 8) Click on **Exit** button. Back to **Institute Enrollment Main** window.

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.
- 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” along with “MSBVE”** Folder from **d: drive**.
- 2) Ensure that **VOCBOARD and MSBVE** folder written on CD.

F) Submit - CD to District Vocational Education and Training Office Along with Following Documents:

- 1) Above Data CD
- 2) Print out Of Student Enrollment forms.
- 3) DD/ Challan Report Print.
- 4) Challan Copy.
- 5) Student Register (List of Student).