

# SES Training Allocation Optional Activities to Students



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# 01-28-01: Allocate / De-allocate Optional Activities to Students

#### Let us understand the purpose of this activity

There are many subjects in the school specific to class sections. There are some subjects in which the student is given an option to choose from multiple subjects

E.g. especially in secondary and higher classes, there is an option for students to choose from multiple third languages e.g. Hindi / Sanskrit / Punjabi etc. And there are different subject combinations that student can opt for.

Then there are additional subjects as well, where the student if desires, can opt for, and these subjects may not add to final result of the student E.g. Information technology in some classes is an additional 6<sup>th</sup> subject which some students may opt for in a class section

So both type of subjects mentioned above, are referred to as 'Optional Activities' and these need to be allocated to specific student so that result can be entered in result entry in examination module.

These subjects are marked as 'Optional' in the module 'Configuration' and the same must have been observed by us when we had done Subject Association to respective Classes

It is important for us to note that if any subject is marked as 'optional', then the students names will appear against the subject in the 'Result Entry' screen in 'Examination module' only if students are allocated to it.

(For other subjects which have been marked as 'Mandatory', all students of the class section will automatically display.)

So in this session we will understand the process of allocation of optional subjects to students and we will also see how to remove the allocation if already done

The optional activities should be allocated to the students before the start of result entry by teachers in Examination module.

## So, let us begin this activity

#### Allocate / Assign the optional Activities

1. Now that we are inside the Admission module, we will go the Activities by clicking on 'Activities' button on top of the screen.

<b>^</b>	M-5	Star Admission							MGRM	Admin (MGRM ADMIN)	➔ Exit	
Business F	Rules	Activities Standard I			Analysis Reports	Predictive		Corrective Analysis				
Config	iguration	Immest Student from OLA		Assign Optio	nal Activities		My Library Det					
<sub>ا ا</sub>	ssion	Import Student Data	•				My Time Table					
		Applicant Personal Details		Additional Re	sponsibilities		Upload Studen	t Documents				
<b>A</b>		Applicant Birth Details		House								
₹ Fee		Applicant Parent Details		Batch								
🞎 Attend	ndance	Applicant Relative in School		Long Leave A								
🏯 HRMS	IS	Applicant Relatives in other Sch	ools	Assembly Ac								
81 Tes		Applicant Last School Detail		Events and A								
<u> </u>		Student Personal Details		PTA Meeting:								
🧐 Payro	oll	Student Birth Details		Student Com	plaints							
[g]] Finan	ncials	Student Parent Details		Transfer Cer								
Vurch	hase	Student Relative in School		Conduct Cert	ificate							
		Student Relatives in other Schoo	ols	My Batchmat	es							
📩 Inven	ntory	Student Health Detail		Recommend	ed Books							
🔝 Librar	ary	Student Last School Detail		Class Section	n Change							
I System	em Admin	Personalization Sheet		Student Pron	notion							
Dynam	mic Quei	Student Self Awareness		My Exam Det	ails							
		Medical Leave		My Attendand								
U-DIS	SE				actional data.	unia Demontali 4		views times of Demoste				
						ysis reports" t	o generate va	rious type of Reports.				
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- 2. We click on 'Activities' and select tab 'Assign Optional Activity' from the list of screens under 'Activities'
- 3. We will see the below screen opens



## **TRAINING MANUAL**

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Business Rules	Activities		MIS Reports	Analysis Reports	Predictive Analysis	Correc	ctive Anal				
Student Optional A		Standard Reports	wild hepoilta	Analysis Reports	Treaterive Analysis	ooned	Save	View	Delete	Clear	<u>E</u> xit
Student Optional A	ACTIVITY						<u>-</u>		Delete	Cica	Exit
Academic Year	:		✓ Session	:	-	Cla	ISS	: [		-	
Section	:	•									
Assign Optional Activitie	ies —										
Activity Type	:		<ul> <li>Category</li> </ul>	:	•	·					
Activities	:		Students	:							
	O Main S	Subject O Additional Subject									
	S. No.			Student Name		a alfal		- I Oubinat			
	5. NO.	Activity Type	Activity Name	Student Name		actid	Main/Addition	nal Subject			Add
											Delete
											Undo

- 4. Now we select the Academic Year in the screen
- 5. We also select the session such as Primary, Secondary etc. And based on the session selected we will see list of classes appearing in the field 'Class'
- 6. So we select Class and Section in the respective fields e.g. XI, A
- 7. Now click on the drop down 'Activity Type' 'Academic' or 'Non-Academic'
- 8. Based on the 'Activity Type' the next field 'Category' will show list of Subject Categories
- 9. And based on the 'Category' the next field 'Activities' will show list of optional subjects defined under the selected 'Category'. E.g. Under 'Category' 'Physics' we will see 'Phy-Theory', 'Phy-Practical', and 'Physics' defined

If the subjects does not appear in 'Categories' then it means that either the subjects are not associated to the class section or there are no 'Optional' subjects associated to the class section. So if there are no Optional Subjects in any class section, then we do not have to perform his Step for the class section



#### **TRAINING MANUAL**

usiness Rules	Activities Standard Reports	MIS Reports	Analysis Reports Predictive Analysis Corrective Analysis
Student Optiona	I Activity		Save View Delete Clear Exit
cademic Year	: 2017-2018	Session	: Senior Secondary Class : XI
ection	: A 💌		
Assign Optional Activ	vities		
Activity Type	: Academic	<ul> <li>Category</li> </ul>	AGRICULTURE
Activities	: AGRI-AGRI THEORY AGRI-AGRI PRAC./PROJ. AGRICULTURE	Students	<ul> <li>A WILFRED MELVIN - 3813</li> <li>A BILKHES BANU - 4033</li> <li>ADITYA SINGH - 3267</li> <li>AKASH KHATRI - 3709</li> <li>ALOK KUMAR - 2749</li> <li>AMAN SHARIMA - 003300</li> <li>AMIT KUMAR KAURAY - 3759</li> <li>ANJALI MEENA - 3431</li> <li>ANKIT VASHISTH - 2126</li> <li>ANISH SHARIMA - 40277</li> <li>ANURADHA - 3826</li> </ul>
	O No. A di An Tran	A officient strength of the	

## 10. So we select a Category and Activity which we need to allocate to students

Edo.	/l-Star Adr	nission											MGR	RM Adn	nin (MGRN	I ADMIN)		
Business Rules	Activities	Standar	d Reports	MIS F	leports	Analysis I	Reports	Predictive A	Analysis	Co	orrective A	nalysis	S					
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Academic Year	: 2017-20	18		•	Session		: Senior Se	econdary		•	Class			: XI			-	
Section	: A	•																
Assign Optional Acti	vities																	
Activity Type	: Academ	ic		•	Category		: AGRICUL	TURE		•								
Activities			Additional Subject		Stude its		A.BILKHE ADITYA S AKASH H ALOK KU AMAN SI AMIT KU ANJALI M ANJALI M ANKIT V/	ED MELVIN - 3813 EES BANU - 4033 SINGH - 3267 KHATRI - 3709 JMAR - 2749 HARMA - 003300 MAR KAURAV - 3759 IEENA - 3431 ASHISTH - 2126 JARIMA - 4277 HA - 3826	•									~
	S. No.	Activity Type		Activity	Name	Student Name				a	ctid Main/Add	ditional Si	ubject					Add
																		Delete
																		Undo
ACADEMIC YEAR	2017-2018															Power	ed by N	IGRM

11. Then we select whether the optional subject is opted as a 'Main subject' by the students or as an 'Additional Subject' by the student

Since as per CBSE one subject can be opted as 'Main subject' by some students whereas the same subject can be opted as an 'Additional subject' by another student, so same way we have to chose the subject for allocation.

12. Then we click on the student names where multiple student names can be selected.

List of all students along with respective school admission number of the selected class section appear



## **TRAINING MANUAL**

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		MIC Design	And the Provide Read of the And			(M ADMIN)
Business Rules	Activities Standard Reports	MIS Reports	Analysis Reports Predictive Ana			1 1 1
Student Optional A	Activity			Save	Vie <u>w</u> Delete	C <u>l</u> ear <u>E</u> xit
Academic Year	: 2017-2018	- Session	: Senior Secondary	✓ Class	: XI	•
Section	: A 👻	_			1	
-Assign Optional Activiti	es					
Activity Type	: Academic	<ul> <li>Category</li> </ul>	: AGRICULTURE	•		
Activities	AGRI-AGRI THEORY	Students	A WILFRED MELVIN - 3813			^
	AGRI-AGRI PRAC./PROJ. AGRICULTURE		A.BILKHEES BANU - 4033 ADITYA SINGH - 3267			
			AKASH KHATRI - 3709 ALOK KUMAR - 2749			
			AMAN SHARMA - 003300			
			AMIT KUMAR KAURAV - 3759 ANJALI MEENA - 3431			
			ANKIT VASHISTH - 2126 ANSH SHARMA - 4277			
	O Main Subject    Additional Sul	bject	ANURADHA - 3826			~
	S. No. Activity Type	Activity Name Str	udent Name	actid Main/Additio	nal Subject	Add
						Delete
						Undo
ACADEMIC YEAR:	2017-2018					Powered by MGRM

- 13. We will see that the clicked student names will become highlighted. In case we wrongly clicked on any student, then we can again click on the same and the highlight will disappear
- 14. No we click on button 'Add' and then we will see that the selected students gets added in row in the grid below with the Activity selected for allocation



#### **TRAINING MANUAL**

tudent Optiona	Activity							Save	Vie <u>w</u>	Delete	Clear	Exit
ademic Year ction	: 20 : A	017-2018	•	- Session	: [	Senior Secondary	•	Class	:	XI	•	
ssign Optional Activ	vities —		_									
Activity Type	: A	cademic		<ul> <li>Category</li> </ul>	: [	AGRICULTURE	•					
uctivities	A			Ct		A WILFRED MELVIN - 3813 A BILKHEES BANU - 4033 ADDTYA SINGH - 3267 AKASH KHATHI - 3709 ALOK KUMAR - 2749 AMANI SHARMA - 03300 AMIT KUMAR KAURAV - 3759 AMIT KUMAR KAURAV - 3759 AMIT VASHISTH - 2126 ANSH SHARIMA - 4277 ANURADHA - 3826						Í
	S	. No.	Activity Type	Activity Name	Student Name		a	ctid Main/Additional	Subject			Add
		1	Academic	AGRI-AGRI THEORY	AKASH KHATRI - 370	9		325 Additonal				
		2	Academic	AGRI-AGRI THEORY	AMAN SHARMA - 003	300		325 Additonal				Undo
		3	Academic	AGRI-AGRI PRAC./PF	AKASH KHATRI - 370	9		324 Additonal				Undo
		4	Academic	AGRI-AGRI PRAC./PF	AMAN SHARMA - 003	300		324 Additonal				
		5	Academic	AGRICULTURE	AKASH KHATRI - 370	9		326 Additonal				
		6	Academic	AGRICULTURE	AMAN SHARMA - 003	300		326 Additonal				

- 15. We click on button 'Save' to the allocation of these subjects to the student
- 16. We will receive the data saved message confirmation



## **TRAINING MANUAL**

A M-Star	Admission					MGRM Admin (M	IGRM ADMIN)	
Business Rules Ac	tivities Standard Repo	orts MIS Reports	Analysis Reports Predictive	Analysis C	orrective Analysi	is		
Student Optional Activi	ity				<u>S</u> ave	Vi <u>w</u> <u>D</u> elete	Clear	Exit
Academic Year :	2017-2018	- Session	Senior Secondary	•	Class	: XI	•	·
Section :	A 💌							
Assign Optional Activities —								
Activity Type :	Academic	▼ Category	: AGRICULTURE	•				
Activities :	AGRI-AGRI THEORY AGRI-AGRI PRAC./PROJ. AGRICULTURE	Students	: A WILFRED MELVIN - 3813 A.BILKHEES BANU - 4033 ADITYA SINGH - 3267 AKASH KHATRI - 3709					^
	O Main Subject O Addition	al Data has been	saved successfully.	ntar pe Cavitral				~
	S. No. Activity Type			8	actid Main/Additional S	Subject		Add
	1 Academic				325 Additonal			Delete
	2 Academic		OK Can	cel l	325 Additonal			Undo
	3 Academic				324 Additonal			
	4 Academic		AMAN SHARMA - 003300		324 Additonal			
	5 Academic	AGRICULTURE	AKASH KHATRI - 3709		326 Additonal			
	6 Academic	AGRICULTURE	AMAN SHARMA - 003300		326 Additonal			

- 17. We repeat above steps to allocate to other students of the class section
- 18. We can also change the class section as required for allocation of optional subjects to other students

#### **De-allocate the optional Activities**

- 1. We can remove the existing subject allocation from students by following these steps
- 2. We are in screen "Assign Optional Activity' in 'Admission' module
- 3. Now we select the Academic Year in the screen
- 4. We also select the session such as Primary, Secondary etc.
- 5. So we select Class and Section in the respective fields e.g. XI A in which we want to remove the activity allocation
- 6. Select the Activity Type, and Activity Category based on which the Activity Names will display



#### **TRAINING MANUAL**

usiness Rules	Act	tivities	Stand	lard Report	s MI	S Reports	Analysis	s Reports	Predict	tive Analysi	s C	orrective	Analysis	3				
tudent Optional	Activi	ty										<u>S</u> ave		Vie <u>w</u>	Delete	Cle	ear	<u>E</u> xit
ademic Year	:	2017-2018	1		•	Session		: Senio	r Secondary		•	Class		:	XI		•	
ction	:	A	•	]														
ssign Optional Activ	rities —																	
Activity Type	:	Academic			•	<ul> <li>Category</li> </ul>		AGR	CULTURE		<b>•</b>							
		AGRI-AGF AGRICULT		<ul> <li>Additional :</li> </ul>	Subject	Students		ADIT AKAS ALOH AMAI AMIT ANJA ANKI ANSH	KHEES BANU - 40 (A SINGH - 3267 6H KHATRI - 3709 (KUMAR - 2749 1 SHARMA - 0033 KUMAR KAURAV LI MEENA - 3431 (VASHISTH - 212 (SHARMA - 3826	300 7 - 3759 26								
		S. No.	Activity Typ	e	Act	ivity Name	Student Name					actid Main/	Additional Su	ubject				Add
															_			Delete
																		Undo

7. So we select an Activity Name which we need to de-allocate from students. As we select the Activity name the list of students allocated to the Activity will display in the grid



## **TRAINING MANUAL**

Business Rules	Activities	Standard Reports	s MIS	Reports	Analysis Re	eports Predictive Ana	alysis	Corrective An	alysis			
Student Optional A	Activity							<u>S</u> ave	Vie <u>w</u>	Delete	Clear	Exit
cademic Year	: 2017-201	18	•	Session		Senior Secondary	•	Class		XI	•	
ction	: A	•	_			,				,		
ssign Optional Activiti	ies											
Activity Type	: Academi	c	<b>_</b>	Category		AGRICULTURE	•					
Activities		RI THEORY RI PRAC./PROJ.		Students		A WILFRED MELVIN - 3813						^
	AGRICUL					A.BILKHEES BANU - 4033 ADITYA SINGH - 3267						
						AKASH KHATRI - 3709 ALOK KUMAR - 2749						
						AMAN SHARMA - 003300 AMIT KUMAR KAURAV - 3759						
						ANJALI MEENA - 3431						
						ANKIT VASHISTH - 2126 ANSH SHARMA - 4277						
	O Main S	ubject   Additional S	ubject			ANURADHA - 3826						~
	S. No.	Activity Type		ty Name	Student Name				ional Subject	_		Add
	1	Academic			AKASH KHATRI - 3			324 Additional		_		Delete
	2	Academic	AGRI	AGRI PRAC./PH	AMAN SHARMA -	003300		324 Additional				Undo

8. We double click on the activity row in the grid which needs to be removed and we will see that the selected row becomes highlighted in yellow shade.

We can also double click on more than one activity in the grid and all clicked activities will show the highlighted colour



#### **TRAINING MANUAL**

usiness Rules	-Star Adr Activities	nission Standard Reports	MIS Reports	Analysis Reports Predictive Analysis	Co	rrective Ana				GRM ADMIN)		
tudent Optional						<u>S</u> ave	Vi	<u>w</u>	<u>D</u> elete	Clea	r	<u>E</u> xit
ademic Year	: 2017-20	18	<ul> <li>Session</li> </ul>	Senior Secondary	1	Class		:	XI		•	
ction	: A	•	_					'				
ssign Optional Activi	ties —											
Activity Type	Academ	ic	<ul> <li>Category</li> </ul>	AGRICULTURE	•							
Activities		BR THEORY BRI PRAC (PROJ. TURE	Students	A WILFRED MELVIN - 3813     A BILKHEES BANU - 4033     ADITYA SINGH - 3267     AKASH KHATRI - 3709     ALOK KUMAR - 2749     AMAN SHARIKA - 003300     AMIT KUMAR - KAURAY - 3759     ANJALI MEENA - 3431     ANKIT VASHISTH - 2126     ANGH SHARIKA - 277								^
	O Main s		-	ANURADHA - 3826	_	- 1			_			~
	S. No.	Activity Type 1 Academic	Activity Name	Student Name AKASH KHATRI - 3709	ac	tid Main/Additio	onal Subjec	t			- <b>F</b>	۸dd
		2 Academic		AMAN SHARMA - 003300	_	324 Additional					- 1	Delete

9. We click on the 'Delete' button next to the grid and we get message to confirm deletion



#### **TRAINING MANUAL**

## **MSTAR**

usiness Rules	Activitie	s Standard Reports	MIS Reports	Analysis Reports Predictive An	alysis Corr	rective Ana	lysis			
tudent Optiona	al Activity					<u>S</u> ave	Vie <u>w</u>	<u>D</u> elete	Clear	<u>E</u> xit
ademic Year	: 2017-2	018	- Session	Senior Secondary	•	Class	:	XI	•	
ction	: A	<b>~</b>								
ssign Optional Acti	ivities									
Activity Type	: Acade	mic	<ul> <li>Category</li> </ul>	: AGRICULTURE	•					
Activities		AGRI THEORY	Students	: A WILFRED MELVIN - 3813		1				^
	AGRIC	AGRI PRAC./PROJ. ULTURE	- And		0-					
				CRITICAL	star					
					Message Control					
				Are you sure you want to delete this row?						
	O Mair	Subject   Additional S	ubject							×
	S. No.	Activity Type	Activity N	Yes No		Main/Additio	onal Subject	_		
		1 Academic	AGRI-AG			4 Additional		_		Delete
		2 Academic	AGRI-AGRI PRAC./Ph	AMAN SHARMA - 003300	3	24 Additional				Undo

- 10. We click on 'Yes' on the confirmation message and then we click on button 'Save' and we receive data saved confirmation message
- 11. After clicking 'Ok' on the message, we will see that the highlighted subject row(s) disappears from the grid indicating that deletion is completed



#### **TRAINING MANUAL**

ty 2017-2018 A Academic AGRI-AGRIT AGRI-AGRIT AGRICULTUR O Main Subje	rac./proj. E	Session     Category     Students	:	Senior Secondary AGRICULTURE A WILFRED MELVIN - 3813 ADITYA SINGH - 3267 AKASH KHATRI - 3709 ALOK KUMAR - 2749 AMAN SHARIMA - 003300 AMIT KUMAR - 2749 ANJALI MEENA - 3431 ANKT WASHIFTH - 2126	<b>•</b>	Class	<u>View</u> : x	<u>D</u> elete	Clear	Exit
A Academic AGRI-AGRI T AGRI-AGRI P AGRICULTUR	HEORY AAC./PROJ. E	Category	:	AGRICULTURE A WILFRED MELVIN - 3813 A BILKHEES BANU - 4033 ADITYA SINGH - 3267 AKASH KHATRI - 3709 ALOK KUIMAR - 2749 AMAN SHARMA - 003300 AMAT KUMAR KAURAY - 3759 ANJALI INECHA - 3431		Class	: 🛛	1	•	^
Academic AGRLAGRI T AGRLAGRI P AGRICULTUR	HEORY AAC./PROJ. E			A WILFRED MELVIN - 3813 A BILKHEES BANU - 4033 ADITYA SINGH - 3267 AKASH KHATRI - 3709 ALOK KUMAR - 2749 AMAN SHARIMA - 003300 AMIT KUMAR KAURAY - 3759 ANJALI IMECHA - 3431	•					^
AGRI-AGRI P AGRI-AGRI P AGRICULTUR	rac./proj. E			A WILFRED MELVIN - 3813 A BILKHEES BANU - 4033 ADITYA SINGH - 3267 AKASH KHATRI - 3709 ALOK KUMAR - 2749 AMAN SHARIMA - 003300 AMIT KUMAR KAURAY - 3759 ANJALI IMECHA - 3431	•					Â
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AGRI-AGRI P AGRICULTUR	rac./proj. E	Students	:	A.BILKHEES BANU - 4033 ADIT'A SINGH - 3267 AKASH KHATRI - 3709 ALOK KUMAR - 2749 AMAN SHARMA - 003300 AMIT KUMAR KAURAV - 3759 ANJALI MEENA - 3431						
AGRICULTUR	E			ADITYA SINGH - 3267 AKASH KHATRI - 3709 ALOK KUMAR - 2749 AMAN SHARMA - 003300 AMIT KUMAR KAURAV - 3759 ANJALI MEENA - 3431						
O Main Subje				ALOK KUMAR - 2749 AMAN SHARMA - 003300 AMIT KUMAR KAURAV - 3759 ANJALI MEENA - 3431						
O Main Subje				AMIT KUMAR KAURAV - 3759 ANJALI MEENA - 3431						
O Main Subje				ANJALI MEENA - 3431						
O Main Subje	_									
O main subje	ct  O Additional Su			ANSH SHARMA - 4277						,
S. No. Ad	tivity Type	Activity Name	Student Name	ANURADHA - 3826		actid Main/Additional	Subject			Add
5. NU. A	aivity type	Activity Name	Student Name		1ª	actid main/Additional s	Subject			
										Delete
										Undo

12. We can repeat these Repeat above steps to de-allocate optional activities from other students and we can also change the class section if we have to remove the allocations from students of other class sections



# **View Report**

Once we have allocated the optional Activities to students, we can generate and check the same using MIS Report 'Optional Activities Allocated'

M-Star Admi	ssion						MGRM Admin (MGRM ADMIN)	→ Exit	
Business Rules Activities	Standard Reports	MIS Reports	Analysis Reports	Pre	edictive Analysis	Corrective Analysis	_		
Configuration		Class wise List of Re	egistered Students		Transfer Certificates Is	sued			
-		Class wise Student	List		House wise Student Lis				
E Admission		<b>Class Section Wise</b>	List of Admitted Students		Batch wise Student Lis				
scheduler		Student List (Staff C	hild)						
₹ Fee		List of Students with	n their Relative(s) in School						
and Transport		Students List with O							
Mendanas		Optional Activities A	llocated						
🞎 Attendance		Class wise Non-Aca	demic Subject Opted by Stu	dent					
📥 HRMS		Long Leave Details							
Examination		Category wise Stude	ent List						
Denne II		Area wise Student L	ist				n		

#### The report gives us the Optional Activities allocated to various students

			Optional Activities A	Allocated		Powered By MGR	
Academic Year 2017-2018		2017-2018	✓ Session	n	Senior Secondary	~	
Class Nam	ne	XI	✓ Section	ı	ALL	Go	
			44 4 Page 1 of 7	44 4			
S. No.	Admission No	Roll No.	Student Name		Academic	Non-Academic	
XI - A							
1	3813	51	A WILFRED MELVIN	AGRI-	AGRI THEORY		
2				AGRI-	AGRI PRAC./PROJ.		
3	4033	52	A.BILKHEES BANU				
4	3267	53	ADITYA SINGH				
5	3709	54	AKASH KHATRI				
6	2749	31	ALOK KUMAR				
7	003300	14	AMAN SHARMA				
8	3759	55	AMIT KUMAR KAURAV				
9	3431	29	ANJALI MEENA	AGRI	CULTURE		
10	2126	27	ANKIT VASHISTH	AGRI-	AGRI THEORY		
11				AGRI-	AGRI PRAC./PROJ.		
12	4277	36	ANSH SHARMA				
13	3826	26	ANURADHA				
14	4213	33	ARYAN CHOUDHARY				
15	003484	17	ASHISH VASANT RATHOD				
16	003432	16	ASHUTOSH KUMAR JHA				
17	3999	56	C.AJAY KUMAR				
18	4670	47	DAANISH KUMAR				



# **Training Video Links**

S.No	Description	You-tube Link
1.	Training Video – Examination – Allocate Optional Subjects to Students	https://youtu.be/i5NwK1Da-0I

\*\*\* End of Document \*\*\*

