

# *Senior Secondary*

## *[10+2]*



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### About this software

- This software is designed to prepare result and print report cards for class 11 and 12 for CBSE schools.
- There are separate menus and modules for class 11<sup>th</sup> and 12<sup>th</sup>.
- Both the classes follows pattern similar to CCE i.e FA-1 to FA-4 and SA-1 and SA-2. In class 12<sup>th</sup>, SA-2 means Pre-Board examination.
- Report cards are printed for Term-1 as well Term-2 for both classes.
- In class 11<sup>th</sup>, result appears in the form of Passed or Failed. But in class 12<sup>th</sup> result word has been replaced with performance as school does not give final result for class 12<sup>th</sup>.
- There will 5 main subjects. Marks of these main subjects will be considered for result.
- 6<sup>th</sup> subject is additional subject. Pass or fail in the 6<sup>th</sup> subject will have NO effect on the result.
- A student can opt maximum of 3 misc subjects i.e. Gen Knowledge, Music, Dance, Sport, Gardening etc. Marks of these subjects will have no effect on the final result.
- Misc subjects are meant only for class 11<sup>th</sup>. For students of class 12<sup>th</sup>, there is no misc subjects.

### How to proceed....?

Follow the given steps in proper sequence to use the software for the first time.

**Note:** There may some data entered by the software company to show demonstration. You need to delete the existing student data before making fresh entry. How to delete....? Go to "**Class 11 > Student Entry**" click on "**Delete All**".

- Step-1: Follow "**Subject Name Entry**" on page no. 13
- Step-2: Follow "**Max. Marks Settings**" on page no. 14
- Step-3: Follow "**Attendance and Misc Subject Settings**" on page no.09
- Step-4: Follow "**Student Entry**" on page on. 05
- Step-5: Follow "**Main Subject Marks Entry**" on page no. 08

## Examination Pattern

### Salient Features

- Each subject carries 100 marks including theory and practical/project wherever applicable as per CBSE rules. For example Biology 70+30=100. This mark division can be customized by the school to suit their examination pattern.
- Total four FAs and two SAs are conducted in class 11<sup>th</sup>. Overall result is based on all these assessments.
- FAs Pattern: Each FA exam and each subject consist of two components. 25 marks of theory and 15 marks of practical/project. [Note: Marks for theory and practical can be changed by school].
- SAs Pattern: Division of marks of each subject is as per CBSE [Note: Marks for theory and practical can be changed by school].

### Pass Criteria for Class 11<sup>th</sup>

- Result is prepared on the basis of performance in all assessments i.e FAs and SAs.
- A student must secure minimum 33% marks to pass in a subject.
- Combined marks of both SAs must be more than 25%. Otherwise result will show "Failed" in that particular subject.
- In the subjects, like Biology, Physics, Geography, where separate pass is need in practical examination, a student must secured 33% marks in theory and 33% marks in practical separate to pass in that particular subject.
- To qualify and to be promoted in the class 12, a student needs to pass in 5 main subjects. 6<sup>th</sup> subject is additional subject. Pass or fail in the 6<sup>th</sup> subject will have NO effect on the result.
- Out of 5 main subjects, if a student is passed in at least 3 subjects, he/she will be eligible for Compartment examination.
- Out of 5 main subjects, if a student is passed in less than 3 subjects, he/she will be considered failed and will be detained in the same class.
- A student can opt maximum of 3 misc subjects i.e. Gen Knowledge, Music, Dance, Sport, Gardening etc. Marks of these subjects will have no effect on the final result.

**Max. Marks Settings - Class 11**

Subject ID:  Subject Name:  Pass in Practical Needed:

Theory Marks:  Practical / Project Marks:  Total Marks:

	FA-1	FA-2	SA-1	FA-3	FA-4	SA-2	Total
Theory Marks:	<input type="text" value="25"/>	<input type="text" value="25"/>	<input type="text" value="70"/>	<input type="text" value="25"/>	<input type="text" value="25"/>	<input type="text" value="70"/>	= 240
Practical / Project Marks:	<input type="text" value="15"/>	<input type="text" value="15"/>	<input type="text" value="30"/>	<input type="text" value="15"/>	<input type="text" value="15"/>	<input type="text" value="30"/>	= 120
Total Marks:	<input type="text" value="40"/>	<input type="text" value="40"/>	<input type="text" value="100"/>	<input type="text" value="40"/>	<input type="text" value="40"/>	<input type="text" value="100"/>	= 360

### Pass Criteria for Class 12<sup>th</sup>

- There is actually no Pass or Fail in Class 12<sup>th</sup> as final result is not given by school.
- Examination pattern followed in Class 12<sup>th</sup> is similar to class 11<sup>th</sup>.
- Result is prepared just to see the overall performance of a student in various exams.
- There are no misc. subjects in Class 12<sup>th</sup>.

**Student Entry: Class 11****How to enter student details in the software....?**

- Go to "**Class 11 > Student Entry**".
- Click on "**Add**" button. Fields like student name, class, stream etc be cleared and ready to accept entry.
- Type the details. Select the appropriate text from the drop down list.
- Once entry is done, click on "**Save**" button to save the record.

**Rules**

Admission No: Alphanumeric [number and text but no space]  
Student Name: Alphanumeric [number and text]  
Class: Select from drop down list [Don't type].  
Stream: Select from drop down list [Don't type].  
Class Name: Type Medical, Non-Medical etc. You can leave it blank also.  
Roll No: Numbers only.  
Subjects: Select from the drop down list.

Student Entry 11

**Enter / Select Student Details**

Admission No:

Student Name:

Class:

Stream:

Class Name:

Roll No:

**Select Minimum 5 Subjects**

Subject 1:

Subject 2:

Subject 3:

Subject 4:

Subject 5:

Additional Sub:

First Previous Next Last

Add Delete Delete All Save Total Records: 4

Admission No:  Search

## Import Student Details from Class 11 to 12

There students of class 11<sup>th</sup> passed and promoted. Their records should come to class 12<sup>th</sup>. There is provision to import records from class 11<sup>th</sup> to 12<sup>th</sup>. Here name, class, admission number, roll number and subjects will be imported. Marks and result will not be imported.

### How to Import....?

- Go to "**Class 12 > Student Entry**".
- If there are already few records of class 12<sup>th</sup> then it has to be deleted as these students have passed out and now they are not in the school. Click on "**Step-1: Delete all existing students of Class 12**".
- Now click on "**Step-2: Import student details from class 11**".

### How to enter student details in the software....?

- Go to "**Class 12 > Student Entry**".
- Click on "**Add**" button. Fields like student name, class, stream etc be cleared and ready to accept entry.
- Type the details. Select the appropriate text from the drop down list.
- Once entry is done, click on "**Save**" button to save the record.

### Rules

- Same rule as applicable for class 11.

**Student Profile**

- Other relevant details of students can be entered in Student Profile, e.g. Mother's Name, Father's Name, Date of Birth, CBSE Registration Number, AADHAR No, Email, Address etc.
- Type in the details and click on Save.

**Student Profile Class 12**

Select Class:  Select Stream:

Student Name:  Class:

Adm. No:  Stream:

Roll No:  Class Name:

Date of Birth:  SC/ST/OBC:

House:  Religion:

Mother's Name:  Gender:

Father's Name:  AADHAR:

Mobile / Phone:  CBSE Reg. No:

Address:  Email ID:

Total Records:

## Main Subject Marks Entry

- When an exam, say FA-1 or FA-2, is over, marks secured by the student are to be entered in the software.
- Go to "**Class 11 > Main Subject Mark Entry**". Now, select class and exam and click on "**Go**". Following window will appear.

Original Marks Entry Form 11

**FA-1**

Class:  Stream:  Exam:

Student Name:  Class:

Adm. No:  Stream:

Roll No:  Class Name:

Subject Names	Max Marks			Enter Marks		
	Theory	Prac/Proj	Total	Theory	Prac/Proj	Total
1) English Core	<input type="text" value="25"/>	<input type="text" value="15"/>	<input type="text" value="40"/>	<input type="text" value="25"/>	<input type="text" value="12"/>	<input type="text" value="37"/>
2) Physics	<input type="text" value="25"/>	<input type="text" value="15"/>	<input type="text" value="40"/>	<input type="text" value="20"/>	<input type="text" value="10"/>	<input type="text" value="30"/>
3) Chemistry	<input type="text" value="25"/>	<input type="text" value="15"/>	<input type="text" value="40"/>	<input type="text" value="18"/>	<input type="text" value="15"/>	<input type="text" value="33"/>
4) Biology	<input type="text" value="25"/>	<input type="text" value="15"/>	<input type="text" value="40"/>	<input type="text" value="24"/>	<input type="text" value="14"/>	<input type="text" value="38"/>
5) Hindi Core	<input type="text" value="25"/>	<input type="text" value="15"/>	<input type="text" value="40"/>	<input type="text" value="21"/>	<input type="text" value="10"/>	<input type="text" value="31"/>
6) <del>Maths</del>	<input type="text" value="0"/>					

- Enter the marks for theory and practical/project. Total will be calculated automatically when you click on **Save Marks**.
- Marks of student can be export to excel file. Just click on "**Export to Excel**".
- A brief and small report card can also be printed which can be given to parents after exam is over. Just click on "**Print Report Card**".
- Note: For class 12<sup>th</sup>, follow the same steps given above.

### Misc Subject Marks Entry

- This module is applicable only for class 11<sup>th</sup>.
- Go to "**Class 11 > Misc Subject Mark Entry**". Now, select class and stream and click on "**Go**". Following window will appear.

Misc Subject Marks Entry [Class 11]

Select Class:  Select Stream:

Student Name:  Class:

Adm. No:  Stream:

Roll No:  Class Name:

Max. Marks for a Term: 50

Misc Subjects	Term-1 Marks	Term-2 Marks	Total Marks
<input type="text" value="Computer"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
<input type="text" value="Drawing"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
<input type="text" value="Music"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

- Select the subjects here and then enter the marks in the box. Total marks will be calculated automatically when you click on save.
- It is better to click on Save after entry is complete for a student.
- Default maximum marks for a term are 50. It can be changed.
- Go to "**Settings > Attendance and Misc Subjects**". Here you can enter names of misc subjects being used in your school. Maximum marks can be set here.

**Attendance & Misc Subjects : Settings**

- Misc subjects are applicable only for class 11<sup>th</sup>.
- Go to "**Settings > Attendance and Misc Subjects**".

The screenshot shows a window titled "Other Settings" with two main sections:

- Attendance Settings : Class 11**
  - Term-1 Total Meetings:
  - Term-2 Total Meetings:
- Attendance Settings : Class 12**
  - Total Meetings up to SA-1:
  - Total Meetings upto Pre-Board-1:
- Misc Subject Name Settings : Class 11**
  - Sub-1:
  - Sub-2:
  - Sub-3:
  - Sub-4:
  - Sub-5:
  - Sub-6:
  - Max. Marks:
  -

Two blue arrows point from the text below to the "Sub-1" field and the "Max. Marks" field.

- Here, attendance settings for class 11<sup>th</sup> and 12<sup>th</sup> can be done.
- Name of misc subjects and maximum marks can also be set here.

## Attendance Entry

- This module is applicable for both classes.
- Go to "**Class 11 > Attendance Entry**". Select class and stream and click on Go.
- In the screenshot given below, Term-1 Meetings is 75 and Term-2 meetings are 150. [Note: It can be changed in "**Attendance and Misc Subject Settings**".]
- You need to enter numbers in "**T1 Attendance**" and "**T2 Attendance**" columns only. "**T1 Meetings**" and "**T2 Meetings**" get filled up automatically from the settings. Percent is also calculated automatically.
- However, you can also enter in "**T1 Meetings**" and "**T2 Meetings**" if a student has admitted late in the session and you need to calculate percent separately from other student.

**Attendance : Class 11**

Select Class:  Select Stream:

**Student Details**                      **Term-1 Meetings: 75**                      **Term-2 Meetings: 150**

Adm No	Student Name	Stream	Roll No.	T1 Meetings	T1 Attendance	T1 Percent	T2 Meetings	T2 Attendance	T2 Percent
▶ 101	Ramesh Kumar	Science	1						
102	Sohan Mukherjee	Science	2						
103	Pitwika Dey	Science	3						
104	Sultan Ahmed	Commerce	4						

- Same pattern and method is applicable for class 12 also.

## Result and Report Card: Class 11

- Report cards can be prepared after Term-1 and Term-2. This module is to prepare result and print report cards.
- Go to **"Class 11 > Result and Report Card"**. Select class and stream and click on Go. In the window shown below, you can see marks of all assessments. However, you will not be able to change the marks here.
- To prepare result, click on **"Prepare Result"**. You have to prepare result for each student one after another. It is advised to click on Prepare Result always before taking print for Report Cards.

Result and Report Cards [Class 11]

**Result and Report Card : Class 11**

Select Class:  Select Stream:

Student Name:  Class:  Stream:   
 Adm. No.:  Roll No.:  Class Name:

	FA-1			FA-2			SA-1			FA-3			FA-4			SA-2		
English Core	25	12	37	25	10	35	78	20	98	25	15	40	21	8	29	80	10	90
Physics	20	10	30	23	10	33	70	30	100	25	15	40	24	12	36	40	10	50
Chemistry	18	15	33	21	10	31	65	25	90	25	15	40	12	15	27	50	10	60
Biology	24	14	38	12	10	22	67	30	97	25	15	40	14	10	24	60	10	70
Hindi Core	21	10	31	10	10	20	98	0	98	25	15	40	13	6	19	90	0	90
***	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

  

	Up to Term-1				Up to Term-2			
English Core	128	42	170	Passed	254	75	329	Passed
Physics	113	50	163	Passed	202	87	289	Passed
Chemistry	104	50	154	Passed	191	90	281	Passed
Biology	103	54	157	Passed	202	89	291	Passed
Hindi Core	129	20	149	Passed	257	41	298	Passed
***	0	0	0	..	0	0	0	..

**Qualified**                      **Qualified and Promoted**

- "Print: Term-1 Report Card"** will print the report card for current student.
- Term-2 or final result can be printed by clicking on **"Print: Term-2 Report Card"**.
- Note: Follow the same pattern and method for class 12 also.

## Subject Name Entry

- Popular subject are already entered here. However, a school can also enter name of subject and its marks as per CBSE rule.
- Go to "**Class 11 > Subject Name Entry**". Following screen will be shown.
- To add a new subject, click on "**Add Subject**". Concerned boxes will become empty to accept entry. While making the entry, please follow CBSE rules as given below.
- Data Grid is only to see details .Don't enter and modify details in the Data Grid.

Sub ID	Subject Name	Theory Marks	Practical Marks	Total Marks	Pract Pass Needed
055	Accountancy	90	10	100	No
044	Biology	70	30	100	Yes
054	Business Studies	90	10	100	No
043	Chemistry	70	30	100	Yes
083	Computer Sci	70	30	100	Yes
030	Economics	100	0	100	No
301	English Core	80	20	100	No
302	Hindi Core	100	0	100	No
041	Mathematics	100	0	100	No
048	Physical Edu	70	30	100	Yes
042	Physics	70	30	100	Yes
000	Retailing	100	0	100	No

### Rules:

Subject ID:	Three digits as per CBSE [E.g. 029 for Geography, 042 for Physics]
Subject Name:	Name of subject.
Theory Marks:	Theory marks fixed by the CBSE.
Practical Marks:	Marks fixed for practical or project fixed by CBSE.
Total Mark:	It will be calculated automatically. Total of theory and practical should be 100.
Separate pass in practical needed:	Select "Yes" if separate pass is needed in practical, like Biology, Physics, Geography etc. For other subjects select "No".

## Max. Marks Settings

- Here maximum marks be set for a subject and for each assessment. By default, each subject has 25 marks theory and 15 marks practical or project for FAs. For SAs, CBSE rules are followed. However, it can be modified by the school to suit their own exam pattern.

Max. Marks Settings - Class 11

Subject ID:  Subject Name:  Pass in Practical Needed:

Theory Marks:  Practical / Project Marks:  Total Marks:

	FA-1	FA-2	SA-1	FA-3	FA-4	SA-2	Total
Theory Marks:	<input type="text" value="25"/>	<input type="text" value="25"/>	<input type="text" value="90"/>	<input type="text" value="25"/>	<input type="text" value="25"/>	<input type="text" value="90"/>	= 280
Practical / Project Marks:	<input type="text" value="15"/>	<input type="text" value="15"/>	<input type="text" value="10"/>	<input type="text" value="15"/>	<input type="text" value="15"/>	<input type="text" value="10"/>	= 80
Total Marks:	<input type="text" value="40"/>	<input type="text" value="40"/>	<input type="text" value="100"/>	<input type="text" value="40"/>	<input type="text" value="40"/>	<input type="text" value="100"/>	= 360

◀◀ Navigate ▶▶



- Go to "Class 11 > Max. Marks Settings". Enter the marks and click on save.
- Max. marks for class 11 and class 12 can be set differently or can have the same.
- Name of subjects of class 11 and class 12 should be same and identical. Then only software will apply the setting. Let us understand this. In the above window, subject name is "Accountancy". If a student has subject name as "Accounts" then it will create error. Similarly, "Computer Sci" and "Computers" are same for a human mind but are different for computer.
- To make subject name similar and identical in class 12, you need to sync class 12 settings with class 11 settings. How to do sync....? Go to "Class 12 > Max Marks Settings". Click on "Sync with Class 11" button.