

# User Manual

for

## Profile Generator

CBSE Remodeled assessment system  
effective from the Academic session 2017-18

### PGM and PGS



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## Important:

1. You need MS Excel installed computer system.
2. Macros must be enabled in excel before use.

### To enable macros take the following steps

**Excel 2007+** > File or Office Button > Excel Options > Trust Center > Trust Center Settings button > Macro Settings > Set to Enable All Macros.

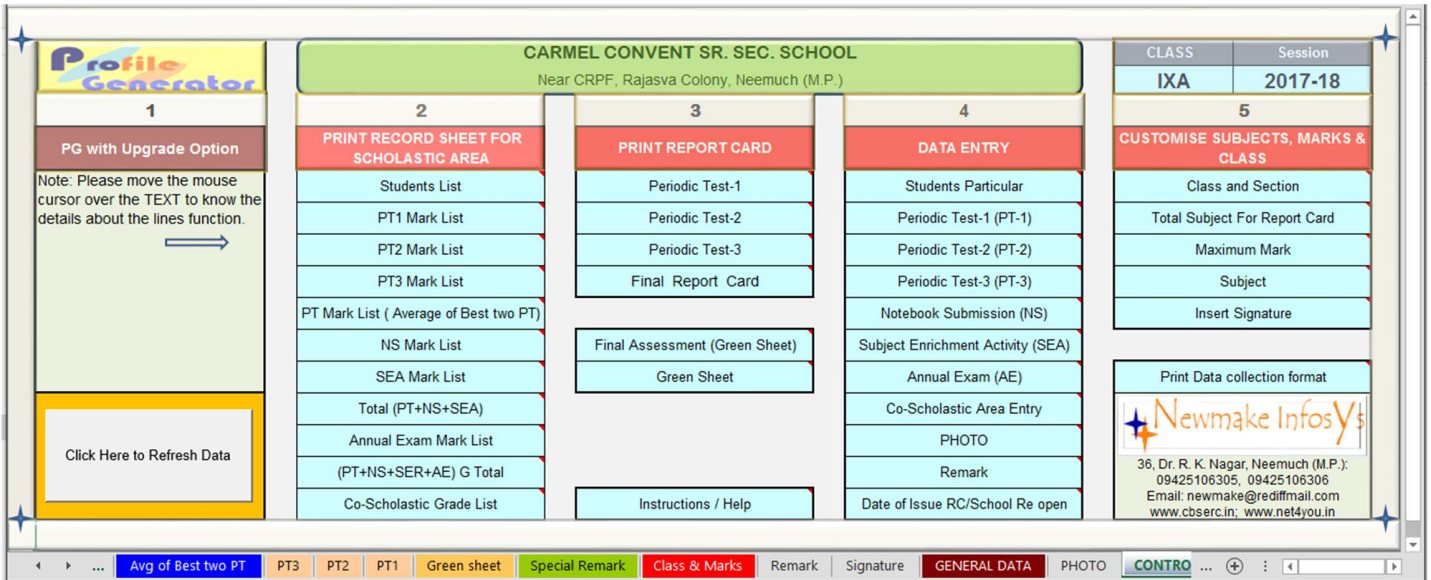
1. For the new settings to take effect, it will be necessary to close Excel and reopen it. A security dialog box should appear beneath the Office ribbon the next time you attempt to run a spreadsheet that contains macros.
2. When the notification appears, click the **Options** button. Choose **enable this content** from the options that appear to allow macros to run within the current spreadsheet. Click **OK** to close the window.

**Excel 2003** > Tools > Options > Security > Macro Security must be set to Low.



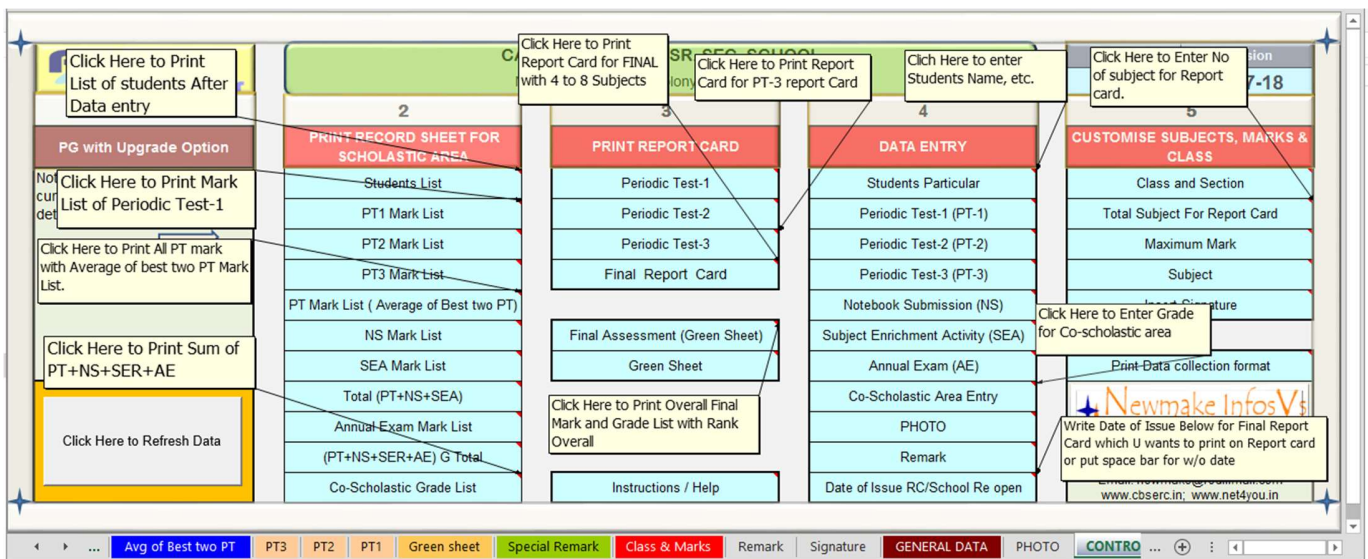
1. Unzip the file received through email using WinRAR.
2. You will get an excel file named PGS/PGM 2017-18.
3. Now open the PGS 2017-18 or PGM 2017-18 File.

This is the home screen of PG module.

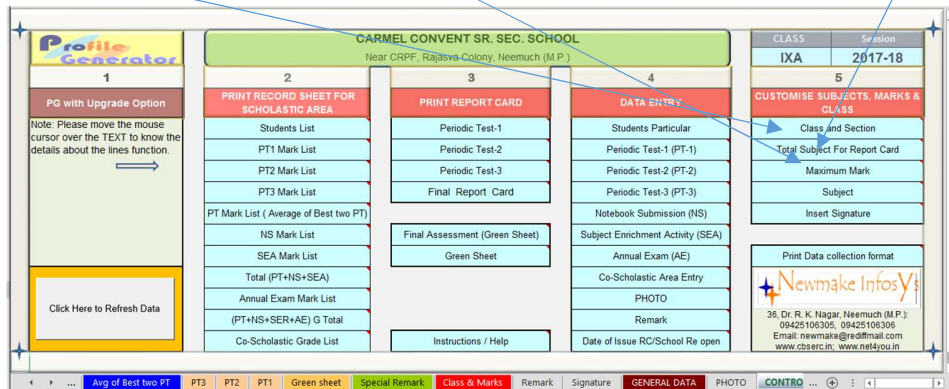


- i. Column no 2nd and 3rd links will allow you to manage various reports and report card in the hard and soft format.
- ii. You have to use links of column 4 for data entry work, i.e. students' particular, marks of various assessments and grade for co-scholastic area.
- iii. Links given in 5th column are useful to customize subject, class, maximum marks, total no of subjects.

Please move the mouse cursor over the TEXT of each column to know the details about the lines function.



4. Now click the any on line of column 05 of control page  
**Class and Section** or **Maximum Mark** or **Total Subject for report card**



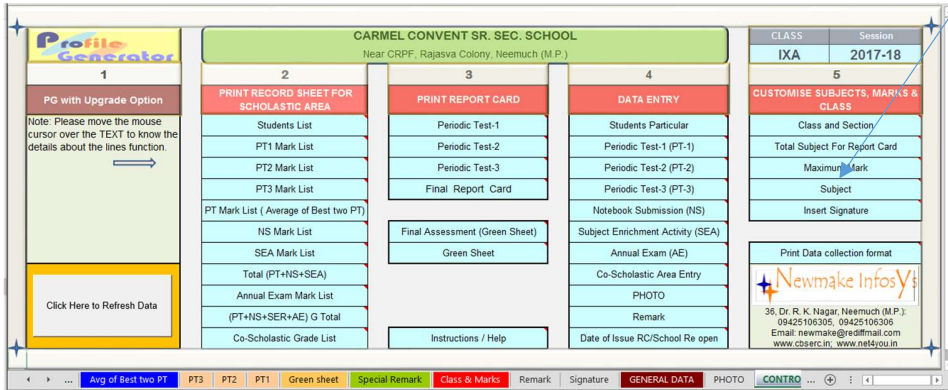
Following screen of PG module will appear, here you can customize the class & section, Total number of subjects required in the report card, maximum marks and Date to issue RC or reopen school.

Assessment Type	ENGLISH	HINDI	MATHEMATICS	SCIENCE	SOCIAL SCIENCE	COMPUTER SCIENCE	MSc	GK
PT-1	50	50	50	50	50	50	50	50
PT-2	50	50	50	50	50	50	50	50
PT-3	50	50	50	50	50	50	50	50
NS	5	5	5	5	5	5	5	5
SEA	5	5	5	5	5	5	5	5
AE	80	80	80	80	80	80	80	80

Use Red Home Button for back to control sheet.



5. To customize subject offered by you please click subject button from 5<sup>th</sup> column of control.



6. Here you can edit/change title of the subjects appear in mark list and students subject.

This is the Subject screen of PG module

SR. NO.	Roll No.	ENGLISH	Code No	HINDI	Code No	MATHEMATICS	Code No	SCIENCE	Code No	SOCIAL SCIENCE	Code No	COMPUTER SCIENCE	Code No	MSc	Code No	GK	Code No	Code No	Find Code No. / write Subject Name (You can put subject name against the code no and that code no u have to enter against the role no of the student)
To change the Subject pl change the code no (Code no are given in column "AM")																			
2017-18																			
1	1	ENGLISH	101	HINDI	2	MATHEMATICS	41	SCIENCE	86	SOCIAL SCIENCE	87	COMPUTER SCIENCE	1	MSc	28	GK	27	1	COMPUTER SCIENCE
2	2	ENGLISH	101	HINDI	2	MATHEMATICS	41	SCIENCE	86	SOCIAL SCIENCE	87	COMPUTER SCIENCE	1	MSc	28	GK	27	2	HINDI
3	3	ENGLISH	101	HINDI	2	MATHEMATICS	41	SCIENCE	86	SOCIAL SCIENCE	87	COMPUTER SCIENCE	1	MSc	28	GK	27	3	URDU COURSE-A
4	4	ENGLISH	101	HINDI	2	MATHEMATICS	41	SCIENCE	86	SOCIAL SCIENCE	87	COMPUTER SCIENCE	1	MSc	28	GK	27	4	PUNJABI
5	5	ENGLISH	101	HINDI	2	MATHEMATICS	41	SCIENCE	86	SOCIAL SCIENCE	87	COMPUTER SCIENCE	1	MSc	28	GK	27	5	BENGALI
6	6	ENGLISH	101	HINDI	2	MATHEMATICS	41	SCIENCE	86	SOCIAL SCIENCE	87	COMPUTER SCIENCE	1	MSc	28	GK	27	6	TAMIL
7	7	ENGLISH	101	HINDI	2	MATHEMATICS	41	SCIENCE	86	SOCIAL SCIENCE	87	COMPUTER SCIENCE	1	MSc	28	GK	27	7	TELUGU
8	8	ENGLISH	101	HINDI	2	MATHEMATICS	41	SCIENCE	86	SOCIAL SCIENCE	87	COMPUTER SCIENCE	1	MSc	28	GK	27	8	SINDHI
9	9	ENGLISH	101	HINDI	2	MATHEMATICS	41	SCIENCE	86	SOCIAL SCIENCE	87	COMPUTER SCIENCE	1	MSc	28	GK	27	9	MARATHI
10	10	ENGLISH	101	HINDI	2	MATHEMATICS	41	SCIENCE	86	SOCIAL SCIENCE	87	COMPUTER SCIENCE	1	MSc	28	GK	27	10	GUJARATI
11	11	ENGLISH	101	HINDI	2	MATHEMATICS	41	SCIENCE	86	SOCIAL SCIENCE	87	COMPUTER SCIENCE	1	MSc	28	GK	27	11	MANIPURI
12	12	ENGLISH	101	HINDI	2	MATHEMATICS	41	SCIENCE	86	SOCIAL SCIENCE	87	COMPUTER SCIENCE	1	MSc	28	GK	27	12	MALAYALAM
13	13	ENGLISH	101	HINDI	2	MATHEMATICS	41	SCIENCE	86	SOCIAL SCIENCE	87	COMPUTER SCIENCE	1	MSc	28	GK	27	13	ORIYA
14	14	ENGLISH	101	HINDI	2	MATHEMATICS	41	SCIENCE	86	SOCIAL SCIENCE	87	COMPUTER SCIENCE	1	MSc	28	GK	27	14	ASSAMESE

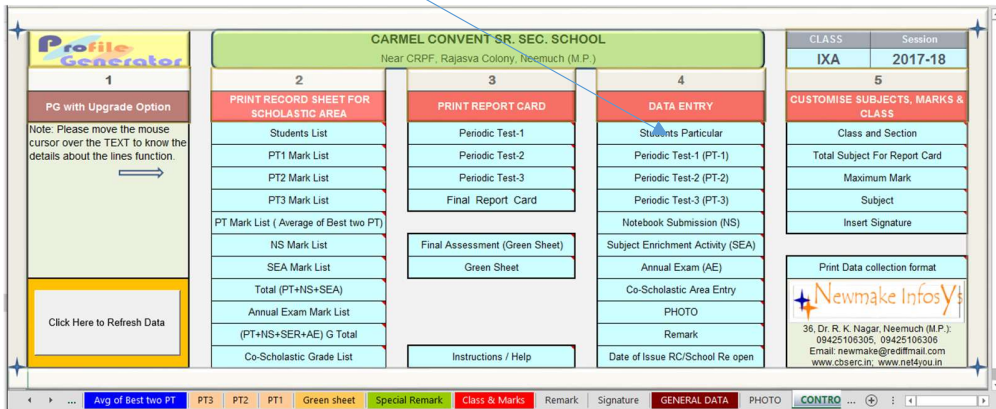
You have to change code no against each roll no, subject wise code no's are given column AN of the subject sheet.

To change the Subject title in different please edit/write the subject name in the 7<sup>th</sup> Row of the subject sheet.

Use Red Home Button for back to control sheet.



7. Now Click students particular of control (4<sup>th</sup> column )



This is the Data entry screen of PG module

SR. NO.	Class	R.No.	Ad.No.	Gender	Students First Name	Students Last Name	Fathers Name	Mothers Name	Address & Phone No.	DOB	House Name	Height (in cm)	Weight (in Kg)
1	IA	1	1657	B	Anil Kumar Jain	1	Mr Ankur Kumar Jain	Mrs Kavita Jain	2115, Vikas Nagar, Neemuch	01-01-00	Green	171.00	50.00
2	IA	2	2	B	2	2	2	2	2			171.00	50.00
3	IA	3	3	B	3	3	3	3	3			171.00	50.00
4	IA	4	4	B	4	4	4	4	4			171.00	50.00
5	IA	5	5	B	5	5	5	5	5			171.00	50.00
6	IA	6	6	B	6	6	6	6	6			171.00	50.00
7	IA	7	7	B	7	7	7	7	7			171.00	50.00

Here please enter column wise information's of the class students or copy and paste the data from other excel sheet column wise.

Use Red Home Button for back to control sheet.



8. To enter marks obtained in various test/exam held through the session click the appropriate line fourth column of control page Periodic Test (PT-1) OR Periodic Test (PT-2) OR Periodic Test (PT3) OR Annual exam (AE) OR Notebook submission (NS) or Subject enrichment activity (SEA) or Co scholastic area entry, here please enter marks obtained by

This is the Data entry screen of PG module for PT1 and same type for PT2 to AE

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW OFFICE REMOTE																	
IA											Enter Marks Obtained in PT-1						
SR. NO.	Class	R.No.	Ad.No.	Gender	Students First Name	DOB	House Name	Height (in cm)	Weight (in Kg)	ENGLISH	HINDI	MATHEMATICS	SCIENCE	SOCIAL SCIENCE	COMPUTER SCIENCE	MSc	GK
1	IA	1	1657	B	Anil Kumar Jain	01-01-00	Green	171.00	50.00	44.00	44.00	36.00	50.00	44.00	16.00	24.00	17.00
2	IA	2	2	B	2			171.00	50.00	1.00	2.00	3.00	4.00	5.00	6.00	7.00	8.00
3	IA	3	3	B	3			171.00	50.00	2.00	3.00	4.00	5.00	6.00	7.00	8.00	9.00
4	IA	4	4	B	4			171.00	50.00	3.00	4.00	5.00	6.00	7.00	8.00	9.00	10.00
5	IA	5	5	B	5			171.00	50.00	4.00	5.00	6.00	7.00	8.00	9.00	10.00	11.00
6	IA	6	6	B	6			171.00	50.00	5.00	6.00	7.00	8.00	9.00	10.00	11.00	12.00
7	IA	7	7	B	7			171.00	50.00	6.00	7.00	8.00	9.00	10.00	11.00	12.00	13.00

Pl enter marks obtained and save using ctrl S.

Note 1. Use one PG file for one section

2. For Updating of Application you can copy and paste all the data entered in white cells of the General data sheet.

### 9. Marks entry details for co scholastic area and activity

Here please enter grade only i.e. A, B, C, D, or E

IA						Co-Scholastic Area												
SR NO.	Class	R.No.	Ad.No.	Gender	Students First Name	Work Education	Are Education	Health & Physical Education	Sports	Material Arts	Yoga/NCC	General Awareness	Regularity and Punctuality	Scincerity	Good Behavior and Values	Respect for other's property	Sharing and caring	
1	IA	1	1657	B	Anil Kumar Jain	A	B	C	A	B	D	A	B	C	A	B	D	
2	IA	2	2	B	2													
3	IA	3	3	B	3													
4	IA	4	4	B	4													
5	IA	5	5	B	5													
6	IA	6	6	B	6													
7	IA	7	7	B	7													
8	IA	8	8	B	8													

Use Red Home Button for back to control sheet.



10. After entering data you can take printouts of various report class wise for crass checking and office record. As given below for PT1 to PT-3 etc. you have to click 1<sup>st</sup> columns different links.

Following type sample reports will generate

### 1. Sample mark list report For Periodic Test-1(PT-1)

CARMEL CONVENT SR. SEC. SCHOOL																				
Near CRPF, Rajasva Colony, Neemuch (M.P.)																				
																		Class I A Strength 50		
																		Session : 2017-18		
IA		2017-18		Marks Obtained in Periodic Test-1 (PT-1)							Periodic Test-1 (PT-1) Marks out of 10									
SR. NO.	Roll No.	NAME	Max Marks							Periodic Test-1 (PT-1) Marks out of 10									RANK	
			ENGLISH	HINDI	MATHEMATICS	SCIENCE	SOCIAL SCIENCE	COMPUTER SCIENCE	MSc	GK	ENGLISH	HINDI	MATHEMATICS	SCIENCE	SOCIAL SCIENCE	COMPUTER SCIENCE	MSc	GK		TOTAL
1	1	Anil Kumar Jain 1	44.0	44.0	36.0	50.0	44.0	16.0	24.0	17.0	8.80	8.80	7.20	10.00	8.80	3.20	4.80	3.40	46.8	1
2	2	22	1.0	2.0	3.0	4.0	5.0	6.0	7.0	8.0	0.20	0.40	0.60	0.80	1.00	1.20	1.40	1.60	4.2	49
3	3	33	2.0	3.0	4.0	5.0	6.0	7.0	8.0	9.0	0.40	0.60	0.80	1.00	1.20	1.40	1.60	1.80	5.4	47
4	4	44	3.0	4.0	5.0	6.0	7.0	8.0	9.0	10.0	0.60	0.80	1.00	1.20	1.40	1.60	1.80	2.00	6.6	45
5	5	55	4.0	5.0	6.0	7.0	8.0	9.0	10.0	11.0	0.80	1.00	1.20	1.40	1.60	1.80	2.00	2.20	7.8	43
6	6	66	5.0	6.0	7.0	8.0	9.0	10.0	11.0	12.0	1.00	1.20	1.40	1.60	1.80	2.00	2.20	2.40	9.0	41
7	7	77	6.0	7.0	8.0	9.0	10.0	11.0	12.0	13.0	1.20	1.40	1.60	1.80	2.00	2.20	2.40	2.60	10.2	39
8	8	88	7.0	8.0	9.0	10.0	11.0	12.0	13.0	14.0	1.40	1.60	1.80	2.00	2.20	2.40	2.60	2.80	11.4	37
9	9	99	8.0	9.0	10.0	11.0	12.0	13.0	14.0	15.0	1.60	1.80	2.00	2.20	2.40	2.60	2.80	3.00	12.6	35

## 2. Sample mark list report For Periodic Test-2 (PT-2)

CARMEL CONVENT SR. SEC. SCHOOL																				
Near CRPF, Rajasva Colony, Neemuch (M.P.)																				
																		Class I A Strength 50		
																		Session : 2017-18		
IA		2017-18		Marks Obtained in PT-2							Periodic Test-2 ( PT-2) Marks out of 10									
SR. NO.	Roll No.	Max Marks		50	50	50	50	50	50	50	50	10	10	10	10	10	10	10	60	RANK
		ENGLISH	HINDI	MATHEMATICS	SCIENCE	SOCIAL SCIENCE	COMPUTER SCIENCE	MSc	GK	ENGLISH	HINDI	MATHEMATICS	SCIENCE	SOCIAL SCIENCE	COMPUTER SCIENCE	MSc	GK	TOTAL		
1	1	Anil Kumar Jain 1	44.0	33.0	36.0	50.0	4.0	16.0	24.0	17.0	8.8	6.6	7.2	10.0	0.8	3.2	4.8	3.4	36.6	22.0
2	2	22	1.0	2.0	3.0	4.0	5.0	6.0	7.0	8.0	0.2	0.4	0.6	0.8	1.0	1.2	1.4	1.6	4.2	50.0
3	3	33	2.0	3.0	4.0	5.0	6.0	7.0	8.0	9.0	0.4	0.6	0.8	1.0	1.2	1.4	1.6	1.8	5.4	49.0
4	4	44	3.0	4.0	5.0	6.0	7.0	8.0	9.0	10.0	0.6	0.8	1.0	1.2	1.4	1.6	1.8	2.0	6.6	48.0
5	5	55	4.0	5.0	6.0	7.0	8.0	9.0	10.0	11.0	0.8	1.0	1.2	1.4	1.6	1.8	2.0	2.2	7.8	47.0
6	6	66	5.0	6.0	7.0	8.0	9.0	10.0	11.0	12.0	1.0	1.2	1.4	1.6	1.8	2.0	2.2	2.4	9.0	46.0
7	7	77	6.0	7.0	8.0	9.0	10.0	11.0	12.0	13.0	1.2	1.4	1.6	1.8	2.0	2.2	2.4	2.6	10.2	45.0
8	8	88	7.0	8.0	9.0	10.0	11.0	12.0	13.0	14.0	1.4	1.6	1.8	2.0	2.2	2.4	2.6	2.8	11.4	44.0
9	9	99	8.0	9.0	10.0	11.0	12.0	13.0	14.0	15.0	1.6	1.8	2.0	2.2	2.4	2.6	2.8	3.0	12.6	43.0
10	10	1010	9.0	10.0	11.0	12.0	13.0	14.0	15.0	16.0	1.8	2.0	2.2	2.4	2.6	2.8	3.0	3.2	13.8	42.0

## 3. Sample mark list report For Periodic Test-3(PT-3)

CARMEL CONVENT SR. SEC. SCHOOL																				
Near CRPF, Rajasva Colony, Neemuch (M.P.)																				
																		Class I A Strength 50		
																		Session : 2017-18		
IA		2017-18		Marks Obtained in PT-3																
SR. NO.	Roll No.	Max Marks		50	50	50	50	50	50	50	10	10	10	10	10	10	10	10	60	RANK
		ENGLISH	HINDI	MATHEMATICS	SCIENCE	SOCIAL SCIENCE	COMPUTER SCIENCE	MSc	GK	ENGLISH	HINDI	MATHEMATICS	SCIENCE	SOCIAL SCIENCE	COMPUTER SCIENCE	MSc	GK	TOTAL		
1	1	Anil Kumar Jain 1	44.0	44.0	36.0	50.0	44.0	16.0	24.0	17.0	8.8	8.80	7.20	10.00	8.80	3.20	4.80	3.40	46.8	1.0
2	2	22	1.0	2.0	3.0	4.0	5.0	6.0	7.0	8.0	0.2	0.40	0.60	0.80	1.00	1.20	1.40	1.60	4.2	49.0
3	3	33	2.0	3.0	4.0	5.0	6.0	7.0	8.0	9.0	0.4	0.60	0.80	1.00	1.20	1.40	1.60	1.80	5.4	47.0
4	4	44	3.0	4.0	5.0	6.0	7.0	8.0	9.0	10.0	0.6	0.80	1.00	1.20	1.40	1.60	1.80	2.00	6.6	45.0
5	5	55	4.0	5.0	6.0	7.0	8.0	9.0	10.0	11.0	0.8	1.00	1.20	1.40	1.60	1.80	2.00	2.20	7.8	43.0
6	6	66	5.0	6.0	7.0	8.0	9.0	10.0	11.0	12.0	1.0	1.20	1.40	1.60	1.80	2.00	2.20	2.40	9.0	41.0
7	7	77	6.0	7.0	8.0	9.0	10.0	11.0	12.0	13.0	1.2	1.40	1.60	1.80	2.00	2.20	2.40	2.60	10.2	39.0
8	8	88	7.0	8.0	9.0	10.0	11.0	12.0	13.0	14.0	1.4	1.60	1.80	2.00	2.20	2.40	2.60	2.80	11.4	37.0
9	9	99	8.0	9.0	10.0	11.0	12.0	13.0	14.0	15.0	1.6	1.80	2.00	2.20	2.40	2.60	2.80	3.00	12.6	35.0

### 4. Sample mark list report for Best of two Periodic Test

CARMEL CONVENT SR. SEC. SCHOOL																																		
Near CRPF, Rajasva Colony, Neemuch (M.P.)																																		
Class I A Strength 50																																		
Session : 2017-18																																		
IA	2017-18			ENGLISH				HINDI				MATHEMATICS				SCIENCE				SOCIAL SCIENCE				COMPUTER SCIENCE				MSc		GK				
SR. NO.	Roll No.	NAME	PT-1	PT-2	PT-3	PT	PT-1	PT-2	PT-3	PT	PT-1	PT-2	PT-3	PT	PT-1	PT-2	PT-3	PT	PT-1	PT-2	PT-3	PT	PT-1	PT-2	PT-3	PT	PT-1	PT-2	PT-3	PT	PT-1	PT-2	PT-3	PT
1	1	Anil Kumar Jain 1	8.8	8.8	8.8	8.8	8.8	6.6	8.8	8.8	7.2	7.2	7.2	7.2	10.0	10.0	10.0	10.0	8.8	0.8	8.8	8.8	3.2	3.2	3.2	3.2	4.8	4.8	3.4	3.4	3.4	3.4		
2	2	22	0.2	0.2	0.2	0.2	0.4	0.4	0.4	0.4	0.6	0.6	0.6	0.6	0.8	0.8	0.8	0.8	1.0	1.0	1.0	1.0	1.2	1.2	1.2	1.2	1.4	1.4	1.6	1.6	1.6	1.6		
3	3	33	0.4	0.4	0.4	0.4	0.6	0.6	0.6	0.6	0.8	0.8	0.8	0.8	1.0	1.0	1.0	1.0	1.2	1.2	1.2	1.2	1.4	1.4	1.4	1.4	1.6	1.6	1.8	1.8	1.8	1.8		
4	4	44	0.6	0.6	0.6	0.6	0.8	0.8	0.8	0.8	1.0	1.0	1.0	1.0	1.2	1.2	1.2	1.2	1.4	1.4	1.4	1.4	1.6	1.6	1.6	1.6	1.8	1.8	2.0	2.0	2.0	2.0		
5	5	55	0.8	0.8	0.8	0.8	1.0	1.0	1.0	1.0	1.2	1.2	1.2	1.2	1.4	1.4	1.4	1.4	1.6	1.6	1.6	1.6	1.8	1.8	1.8	1.8	2.0	2.0	2.2	2.2	2.2	2.2		
6	6	66	1.0	1.0	1.0	1.0	1.2	1.2	1.2	1.2	1.4	1.4	1.4	1.4	1.6	1.6	1.6	1.6	1.8	1.8	1.8	1.8	2.0	2.0	2.0	2.0	2.2	2.2	2.4	2.4	2.4	2.4		
7	7	77	1.2	1.2	1.2	1.2	1.4	1.4	1.4	1.4	1.6	1.6	1.6	1.6	1.8	1.8	1.8	1.8	2.0	2.0	2.0	2.0	2.2	2.2	2.2	2.2	2.4	2.4	2.6	2.6	2.6	2.6		
8	8	88	1.4	1.4	1.4	1.4	1.6	1.6	1.6	1.6	1.8	1.8	1.8	1.8	2.0	2.0	2.0	2.0	2.2	2.2	2.2	2.2	2.4	2.4	2.4	2.4	2.6	2.6	2.8	2.8	2.8	2.8		

### 5. Sample mark list report for Annual exam

CARMEL CONVENT SR. SEC. SCHOOL																											
Near CRPF, Rajasva Colony, Neemuch (M.P.)																											
Class I A Strength 50																											
Session : 2017-18																											
IA	2017-18			Marks Obtained in Annual Exam										Annual Exam Marks Obt. (AE) out of 80										Attendance			
SR. NO.	Roll No.	NAME	ENGLISH	HINDI	MATHEMATICS	SCIENCE	SOCIAL SCIENCE	COMPUTER SCIENCE	MSc	GK	ENGLISH	HINDI	MATHEMATICS	SCIENCE	SOCIAL SCIENCE	COMPUTER SCIENCE	MSc	GK	TOTAL	RANK	Attendance						
1	1	Anil Kumar Jain 1	60.0	55.0	33.0	55.0	66.0	16.0	34.0	44.0	60.00	55.00	33.00	55.00	66.00	16.00	34.00	44.00	285.0	5	400 / 500						
2	2	22	1.0	2.0	3.0	4.0	5.0	6.0	7.0	8.0	1.00	2.00	3.00	4.00	5.00	6.00	7.00	8.00	21.0	50	400 / 500						
3	3	33	2.0	3.0	4.0	5.0	6.0	7.0	8.0	9.0	2.00	3.00	4.00	5.00	6.00	7.00	8.00	9.00	27.0	49	400 / 500						
4	4	44	3.0	4.0	5.0	6.0	7.0	8.0	9.0	10.0	3.00	4.00	5.00	6.00	7.00	8.00	9.00	10.00	33.0	48	400 / 500						
5	5	55	4.0	5.0	6.0	7.0	8.0	9.0	10.0	11.0	4.00	5.00	6.00	7.00	8.00	9.00	10.00	11.00	39.0	47	400 / 500						
6	6	66	5.0	6.0	7.0	8.0	9.0	10.0	11.0	12.0	5.00	6.00	7.00	8.00	9.00	10.00	11.00	12.00	45.0	46	400 / 500						
7	7	77	6.0	7.0	8.0	9.0	10.0	11.0	12.0	13.0	6.00	7.00	8.00	9.00	10.00	11.00	12.00	13.00	51.0	45	400 / 500						
8	8	88	7.0	8.0	9.0	10.0	11.0	12.0	13.0	14.0	7.00	8.00	9.00	10.00	11.00	12.00	13.00	14.00	57.0	44	400 / 500						
9	9	99	8.0	9.0	10.0	11.0	12.0	13.0	14.0	15.0	8.00	9.00	10.00	11.00	12.00	13.00	14.00	15.00	63.0	43	9 / 12						

## 6. Sample mark list report for (PT+NS+SEA+AE) GT

CARMEL CONVENT SR. SEC. SCHOOL																									
Near CRPF, Rajasva Colony, Neemuch (M.P.)																									
Class I A Str																									
Session :																									
IA		2017-18	ENGLISH			HINDI			MATHEMATICS			SCIENCE			SOCIAL SCIENCE			COMPUTER SCIENCE			MSc			GK	
SR. NO.	Roll No.	Max Marks	20	80	100	20	80	100	20	80	100	20	80	100	20	80	100	20	80	100	20	80	100	20	80
		NAME	PT+SN+SEA	AE	Total	PT+SN+SEA	AE	Total	PT+SN+SEA	AE	Total	PT+SN+SEA	AE	Total	PT+SN+SEA	AE	Total	PT+SN+SEA	AE	Total	PT+SN+SEA	AE	Total	PT+SN+SEA	AE
1	1	Anil Kumar Jain 1	18.8	60.0	78.8	18.8	55.0	73.8	17.2	33.0	50.2	20.0	55.0	75.0	18.8	66.0	84.8	13.2	16.0	29.2	14.8	34.0	48.8	13.4	44.0
2	2	22	10.2	1.0	11.2	10.4	2.0	12.4	10.6	3.0	13.6	10.8	4.0	14.8	11.0	5.0	16.0	11.2	6.0	17.2	11.4	7.0	18.4	11.6	8.0
3	3	33	10.4	2.0	12.4	10.6	3.0	13.6	10.8	4.0	14.8	11.0	5.0	16.0	11.2	6.0	17.2	11.4	7.0	18.4	11.6	8.0	19.6	11.8	9.0
4	4	44	10.6	3.0	13.6	10.8	4.0	14.8	11.0	5.0	16.0	11.2	6.0	17.2	11.4	7.0	18.4	11.6	8.0	19.6	11.8	9.0	20.8	12.0	10.0
5	5	55	10.8	4.0	14.8	11.0	5.0	16.0	11.2	6.0	17.2	11.4	7.0	18.4	11.6	8.0	19.6	11.8	9.0	20.8	12.0	10.0	22.0	12.2	11.0
6	6	66	11.0	5.0	16.0	11.2	6.0	17.2	11.4	7.0	18.4	11.6	8.0	19.6	11.8	9.0	20.8	12.0	10.0	22.0	12.2	11.0	23.2	12.4	12.0
7	7	77	11.2	6.0	17.2	11.4	7.0	18.4	11.6	8.0	19.6	11.8	9.0	20.8	12.0	10.0	22.0	12.2	11.0	23.2	12.4	12.0	24.4	12.6	13.0
8	8	88	11.4	7.0	18.4	11.6	8.0	19.6	11.8	9.0	20.8	12.0	10.0	22.0	12.2	11.0	23.2	12.4	12.0	24.4	12.6	13.0	25.6	12.8	14.0
9	9	99	11.6	8.0	19.6	11.8	9.0	20.8	12.0	10.0	22.0	11.0	23.2	12.4	12.0	24.4	12.6	13.0	25.6	12.8	14.0	26.8	13.0	15.0	

## 7. Sample mark list report Overall Result

CARMEL CONVENT SR. SEC. SCHOOL																																									
Class I A 5																																									
Session :																																									
I		2017-18	ENGLISH			HINDI			MATHEMATICS			SCIENCE			SOCIAL SCIENCE			COMPUTER SCIENCE			GT (6)		Overall % of SUB																		
SR. NO.	R.No.	NAME	Total Attendance	PT+NS+SEA	AE	GT	Remark	Grade	rank	PT+NS+SEA	AE	GT	Remark	Grade	rank	PT+NS+SEA	AE	GT	Remark	Grade	rank	PT+NS+SEA	AE	GT	Remark	Grade	rank	GT (6)	Overall % of SUB												
				1	1	Anil Kumar Jain 1	400 / 500	18.8	60.0	78.8	B1	1	18.8	55.0	73.8	B1	1	17.2	33.0	50.2	C2	19	20.0	55.0	75.0	B1	1	18.8	66.0	84.8	A2	1	13.2	16.0	29.2	F	E1	39	391.8	65.3	
2	2	22	400 / 500	10.2	1.0	11.2	F	E2	50	10.4	2.0	12.4	F	E2	50	10.6	3.0	13.6	F	E2	50	10.8	4.0	14.8	F	E2	50	11.0	5.0	16.0	F	E2	50	11.2	6.0	17.2	F	E2	50	85.2	14.2
3	3	33	400 / 500	10.4	2.0	12.4	F	E2	49	10.6	3.0	13.6	F	E2	49	10.8	4.0	14.8	F	E2	49	11.0	5.0	16.0	F	E2	49	11.2	6.0	17.2	F	E2	49	11.4	7.0	18.4	F	E2	49	92.4	15.4
4	4	44	400 / 500	10.6	3.0	13.6	F	E2	48	10.8	4.0	14.8	F	E2	48	11.0	5.0	16.0	F	E2	48	11.2	6.0	17.2	F	E2	48	11.4	7.0	18.4	F	E2	48	11.6	8.0	19.6	F	E2	48	99.6	16.6
5	5	55	400 / 500	10.8	4.0	14.8	F	E2	47	11.0	5.0	16.0	F	E2	47	11.2	6.0	17.2	F	E2	47	11.4	7.0	18.4	F	E2	47	11.6	8.0	19.6	F	E2	47	11.8	9.0	20.8	F	E2	47	106.8	17.8
6	6	66	400 / 500	11.0	5.0	16.0	F	E2	46	11.2	6.0	17.2	F	E2	46	11.4	7.0	18.4	F	E2	46	11.6	8.0	19.6	F	E2	46	11.8	9.0	20.8	F	E1	46	12.0	10.0	22.0	F	E1	46	114.0	19.0

## 8. Sample mark list report Subject wise Green Sheet

CARMEL CONVENT SR. SEC. SCHOOL																					
Near CRPF, Rajasva Colony, Neemuch (M.P.)																					
IA		2017-18 Final Analysis																			
SR. NO.	R.No.	NAME	Attendance	ENGLISH															Grade	Rank	Result
				PT-1	PT-2	PT-3	PT-1	PT-2	PT-3	Best of 2 PT (01)	NS (02)	SEA (03)	Total (1+2+3) (A)	AE (B)	GT (A+B)						
				50	50	50	10	10	10	10	5	5	20	80	100						
1	1	Anil Kumar Jain 1	400 / 500	44.0	44.0	44.0	8.8	8.8	8.8	8.8	5.0	5.0	18.8	60.0	78.8	B1	1.0				
2	2	2 2	400 / 500	1.0	1.0	1.0	0.2	0.2	0.2	0.2	5.0	5.0	10.2	1.0	11.2	E2	50.0	F			
3	3	3 3	400 / 500	2.0	2.0	2.0	0.4	0.4	0.4	0.4	5.0	5.0	10.4	2.0	12.4	E2	49.0	F			
4	4	4 4	400 / 500	3.0	3.0	3.0	0.6	0.6	0.6	0.6	5.0	5.0	10.6	3.0	13.6	E2	48.0	F			
5	5	5 5	400 / 500	4.0	4.0	4.0	0.8	0.8	0.8	0.8	5.0	5.0	10.8	4.0	14.8	E2	47.0	F			
6	6	6 6	400 / 500	5.0	5.0	5.0	1.0	1.0	1.0	1.0	5.0	5.0	11.0	5.0	16.0	E2	46.0	F			
7	7	7 7	400 / 500	6.0	6.0	6.0	1.2	1.2	1.2	1.2	5.0	5.0	11.2	6.0	17.2	E2	45.0	F			
8	8	8 8	400 / 500	7.0	7.0	7.0	1.4	1.4	1.4	1.4	5.0	5.0	11.4	7.0	18.4	E2	44.0	F			
9	9	9 9	9 / 12	8.0	8.0	8.0	1.6	1.6	1.6	1.6	5.0	5.0	11.6	8.0	19.6	E2	43.0	F			
10	10	10 10	10 / 12	9.0	9.0	9.0	1.8	1.8	1.8	1.8	5.0	5.0	11.8	9.0	20.8	E2	42.0	F			

## 9. Sample mark list report Overall Result

CARMEL CONVENT SR. SEC. SCHOOL																		
Near CRPF, Rajasva Colony, Neemuch (M.P.)																		
Sr. No.	Roll No.	Name	Write/Edit Remark for Final result	Attendance (Present / Total no of days)	% Attendance I - Term	Remark for Attendance	Height in m	Weight	BMI (I-Term)									
1	1	Anil Kumar Jain 1	RESULT : ELIGIBLE FOR Imprvment Test in subject(s) With F, Need Hard work	400 / 500	80.0%	Regular	1.71	50.00	17.10									
2	2	2 2	RESULT :Detained in the same class	400 / 500	80.0%	Regular	1.71	50.00	17.10									
3	3	3 3	RESULT :Detained in the same class	400 / 500	80.0%	Regular	1.71	50.00	17.10									
4	4	4 4	RESULT :Detained in the same class	400 / 500	80.0%	Regular	1.71	50.00	17.10									
5	5	5 5	RESULT :Detained in the same class	400 / 500	80.0%	Regular	1.71	50.00	17.10									
6	6	6 6	RESULT :Detained in the same class	400 / 500	80.0%	Regular	1.71	50.00	17.10									
7	7	7 7	RESULT :Detained in the same class	400 / 500	80.0%	Regular	1.71	50.00	17.10									
8	8	8 8	RESULT :Detained in the same class	400 / 500	80.0%	Regular	1.71	50.00	17.10									
9	9	9 9	RESULT :Detained in the same class	9 / 12	75.0%	Regular	1.71	50.00	17.10									
10	10	10 10	RESULT :Detained in the same class	10 / 12	83.3%	Regular	1.71	50.00	17.10									
11	11	11 11	RESULT :Detained in the same class	10 / 12	83.3%	Regular	1.71	50.00	17.10									
12	12	12 12	RESULT :Detained in the same class	10 / 12	83.3%	Regular	1.71	50.00	17.10									
13	13	13 13	RESULT :Detained in the same class	10 / 12	83.3%	Regular	1.71	50.00	17.10									
14	14	14 14	RESULT :Detained in the same class	10 / 12	83.3%	Regular	1.71	50.00	17.10									
15	15	15 15	RESULT :Detained in the same class	10 / 12	83.3%	Regular	1.71	50.00	17.10									
16	16	16 16	RESULT :Detained in the same class	10 / 12	83.3%	Regular	1.71	50.00	17.10									
17	17	17 17	RESULT :Detained in the same class	10 / 12	83.3%	Regular	1.71	50.00	17.10									
18	18	18 18	RESULT :Detained in the same class	10 / 12	83.3%	Regular	1.71	50.00	17.10									
19	19	19 19	RESULT :Detained in the same class	10 / 12	83.3%	Regular	1.71	50.00	17.10									
20	20	20 20	RESULT :Detained in the same class	10 / 12	83.3%	Regular	1.71	50.00	17.10									
21	21	21 21	RESULT :Detained in the same class	10 / 12	83.3%	Regular	1.71	50.00	17.10									
22	22	22 22	RESULT :Detained in the same class	10 / 12	83.3%	Regular	1.71	50.00	17.10									
23	23	23 23	RESULT :Detained in the same class	10 / 12	83.3%	Regular	1.71	50.00	17.10									
24	24	24 24	RESULT :Detained in the same class	10 / 12	83.3%	Regular	1.71	50.00	17.10									

10. To insert photo in the report card pl follow the instructions given in sheet photo.

	A	B	C	D	E	F	G	H	I	J	K
1	To add photo Use command -- Ctrl+A	Re-name photo name as 1, 2, 3.....or roll no wise or as such and put in PHOTO folder of C Drive	SR. NO.	R.No.	NAME	PHOTO as on Report Card. pl don't insert/delete/change in column E			Please Read following points to insert photo		
2		1	1	1	Anil Kumar Jain 1			2	1. Create a folder "PHOTO" in C: drive and copy and paste or download all the photo from the camera in new folder PHOTO. Now note down the first student's photo no of the class and enter that number in B2 cell followed by fill series. (u can re-name photo as 1, 2, 3.....or roll no wise and same no. u have to enter against each student) 2. To add photo Use command -- Ctrl+A OR <input type="button" value="Click Here to Insert Photo"/>		
3		1	2	2	2 2				3. After inserting photo against each student in column A enter 1 in GREEN Box (H2), wait for one min and again put 2. (if you will not put 2 your system will work very slow...) 4. Photo size should be width 0.74 inch, Height 0.94 inch, Resolution 300 Pixel or less. To change the photo <input type="button" value="Click here to Edit Photo"/>		
4		1	3	3	3 3						
5		1	4	4	4 4						
5		1	4	4	4 4						

11. To insert signature of the principal

Put scanned signature in J5 box and put 1 in L5 box and enter, after 20 second again put 2 in the L3 box.

	A	B	C	D	E	I	J	K	L	M	N	
1	If You want to add principals scanned signature on each report card, you can do from here.											
2												
3												
4												
5												
6												
7												
8												

Sample Signature Size

C 5 Box

Pl insert Principal's scanned signature in the J5 Box and put 1 in L5 Box wait for a moment and again put 2 in L5 Box. (i.e. sig will appear in C5 Box)

J5 Box      L5 Box

## 12. To print Report card

You have to click 3<sup>rd</sup> columns different links to print PT-1, PT-2, PT-3 and annual (Final) report card.

Following type sample report card will generate

<b>CARMEL CONVENT SR. SEC. SCHOOL</b>	
Near CRPF, Rajasva Colony, Neemuch (M.P.)	
Website : www.carmelnmh.in, E-mail : carmelnmh@gmail.com, PH : 07423-220771	
(Affiliated to CBSE, New Delhi, Affiliation No.: 1030025)	
<b>Record of Academic Performance - Periodic Test-1</b>	
<b>2017-18</b>	
Name of Student	Anil Kumar Jain 1
Father's Name	Mr Ankur Kumar Jain
Mother's Name	Mrs Kavita Jain
Address	2115, Vikas Nagar, Neemuch
Admission No.	1657
Roll No.	1
Class	IA
DOB	01-01-00
Subject	Periodic Test-1
ENGLISH	8.8
HINDI	8.8
MATHEMATICS	7.2
SCIENCE	10.0
SOCIAL SCIENCE	8.8
COMPUTER SCIENCE	3.2
MSc	4.8
GK	3.4
<b>TOTAL</b>	<b>55.0</b>
CLASS TEACHER	VICE PRINCIPAL
PRINCIPAL	

## CARMEL CONVENT SR. SEC. SCHOOL

Near CRPF, Rajasva Colony, Neemuch (M.P.)

Website : [www.carmelnmh.in](http://www.carmelnmh.in), E-mail : [carmelnmh@gmail.com](mailto:carmelnmh@gmail.com), PH : 07423-220771

(Affiliated to CBSE, New Delhi, Affiliation No.: 1030025)

### Record of Academic Performance - FA2

2017-18

Name of Student	Anil Kumar Jain 1	Admission No.	1657
Father's Name	Mr Ankur Kumar Jain	Roll No.	1
Mother's Name	Mrs Kavita Jain	Class	IA
Address	2115, Vikas Nagar, Neemuch	DOB	01-01-00

Subject	Periodic Test-1	Periodic Test-2
ENGLISH	8.80	8.80
HINDI	8.80	6.60
MATHEMATICS	7.20	7.20
SCIENCE	10.00	10.00
SOCIAL SCIENCE	8.80	0.80
COMPUTER SCIENCE	3.20	3.20
<b>TOTAL</b>	<b>46.8</b>	<b>36.6</b>

CLASS TEACHER

VICE PRINCIPAL

PRINCIPAL

## CARMEL CONVENT SR. SEC. SCHOOL

Near CRPF, Rajasva Colony, Neemuch (M.P.)

Website : [www.carmelnmh.in](http://www.carmelnmh.in), E-mail : [carmelnmh@gmail.com](mailto:carmelnmh@gmail.com), PH : 07423-220771

(Affiliated to CBSE, New Delhi, Affiliation No.: 1030025)

### Record of Academic Performance - FA2

2017-18

Name of Student	3 3	Admission No.	3
Father's Name	3	Roll No.	3
Mother's Name	3	Class	IA
Address	3	DOB	

Subject	Periodic Test-1	Periodic Test-2
ENGLISH	0.40	0.40
HINDI	0.60	0.60
MATHEMATICS	0.80	0.80
SCIENCE	1.00	1.00
SOCIAL SCIENCE	1.20	1.20
COMPUTER SCIENCE	1.40	1.40
<b>TOTAL</b>	<b>46.8</b>	<b>36.6</b>

CLASS TEACHER

VICE PRINCIPAL

PRINCIPAL

# CARMEL CONVENT SR. SEC. SCHOOL



Near CRPF, Rajasva Colony, Neemuch (M.P.)

Website : [www.carmelnmh.in](http://www.carmelnmh.in), E-mail : [carmelnmh@gmail.com](mailto:carmelnmh@gmail.com), PH : 07423-220771

(Affiliated to CBSE, New Delhi, Affiliation No.: 1030025)

## Record of Academic Performance 2017-18

House Name	Green	Admission No.	1657
Name of Student	Anil Kumar Jain 1	Roll No.	1
Father's Name	Mr Ankur Kumar Jain	Class	IA
Mother's Name	Mrs Kavita Jain	DOB	1.1.00
Address	2115, Vikas Nagar, Neemuch		

### SCHOLASTIC AREA

Subject	Periodic Test-1 (MM 10)	Periodic Test-2 (MM 10)	Periodic Test-3 (MM 10)	Avarage of Best two Periodic Test (MM 10)
ENGLISH	8.8	8.8	8.8	8.8
HINDI	8.8	6.6	8.8	8.8
MATHEMATICS	7.2	7.2	7.2	7.2
SCIENCE	10.0	10.0	10.0	10.0
SOCIAL SCIENCE	8.8	0.8	8.8	8.8
COMPUTER SCIENCE	3.2	3.2	3.2	3.2
<b>TOTAL</b>				46.8

CLASS TEACHER

VICE PRINCIPAL

PRINCIPAL

# CARMEL CONVENT SR. SEC. SCHOOL

Near CRPF, Rajasva Colony, Neemuch (M.P.)



Website : www.carmelnmh.in, E-mail : carmelnmh@gmail.com, PH : 07423-220771

(Affiliated to CBSE, New Delhi, Affiliation No.: 1030025)

## Record of Academic Performance

2017-18

House Name	Green	Admission No.	1657
Name of Student	Anil Kumar Jain 1	Roll No.	1
Father's Name	Mr Ankur Kumar Jain	Class	<b>IA</b>
Mother's Name	Mrs Kavita Jain	DOB	1.1.00
Address	2115, Vikas Nagar, Neemuch		

SCHOLASTIC AREA	PT-1	PT-2	PT-3	Avg. of Best 2 PT	NS	SEA	Total	AE	Total	Grade	Subject Result Remark	Rank
Subject	(10)	(10)	(10)	(10)	(05)	(05)	(20)	(80)	(100)			
ENGLISH	8.8	8.8	8.8	8.8	5.0	5.0	18.8	60.0	78.8	B1		1.0
HINDI	8.8	6.6	8.8	8.8	5.0	5.0	18.8	55.0	73.8	B1		1.0
MATHEMATICS	7.2	7.2	7.2	7.2	5.0	5.0	17.2	33.0	50.2	C2		19.0
SCIENCE	10.0	10.0	10.0	10.0	5.0	5.0	20.0	55.0	75.0	B1		1.0
SOCIAL SCIENCE	8.8	0.8	8.8	8.8	5.0	5.0	18.8	66.0	84.8	A2		1.0
COMPUTER SCIENCE	3.2	3.2	3.2	3.2	5.0	5.0	13.2	16.0	29.2	E1	F	39.0
<b>Total</b>							106.8	285.0	<b>391.8</b>	Class Rank		7.00
Attendance	400 / 500		80.0%		Regular					Percentage		<b>65.3%</b>
Note : A1=91%-100%;A2=81% 90%;B1=71%-80%;B2=61%-70%;C1=51%-60%;C2=41%-50%;D=33%-40%;E1=21%-32%;E2=20% AND BELOW										Grade		<b>B2</b>

Co Scholastic Activities (Grading Scale A,B,C,D,E)	Grade	Discipline (Grading Scale A,B,C,D,E)	Grade	Health Status		
Work Education	A	General Awareness	A	BMI	Height (in cm)	Weight (in Kg)
Are Education	B	Regularity and Punctuality	B	17.10	171	50
Health & Physical Education	C	Scincerity	C	Note: (1) Students has to secure 33% marks in Annual exam as well as in internal Assessment . (2) PT (Periodic Test), NS (Notebook Submission), SEA (Subject Enrichment Activity), AE (Annual Exam) (3) BMI = Wt in Kg / (Height in m) <sup>2</sup>		
Sports	A	Good Behavior and Values	A			
Material Arts	B	Respect for other's property	B			
Yoga/NCC	D	Sharing and caring	D			

RESULT : ELIGIBLE FOR Impriment Test in subject(s) With F, Need Hard work

CLASS TEACHER

VICE PRINCIPAL

PRINCIPAL