saasvaap

KERALA STATE VETERINARY COUNCIL
Admin User Manual

Table of Contents

1.Admin Portal

1.1. Sign In

- Open https://portal.ksvc.kerala.gov.in/admin in the browser
- Enter the Username and password
- Click sign In

1.2. Dashboard
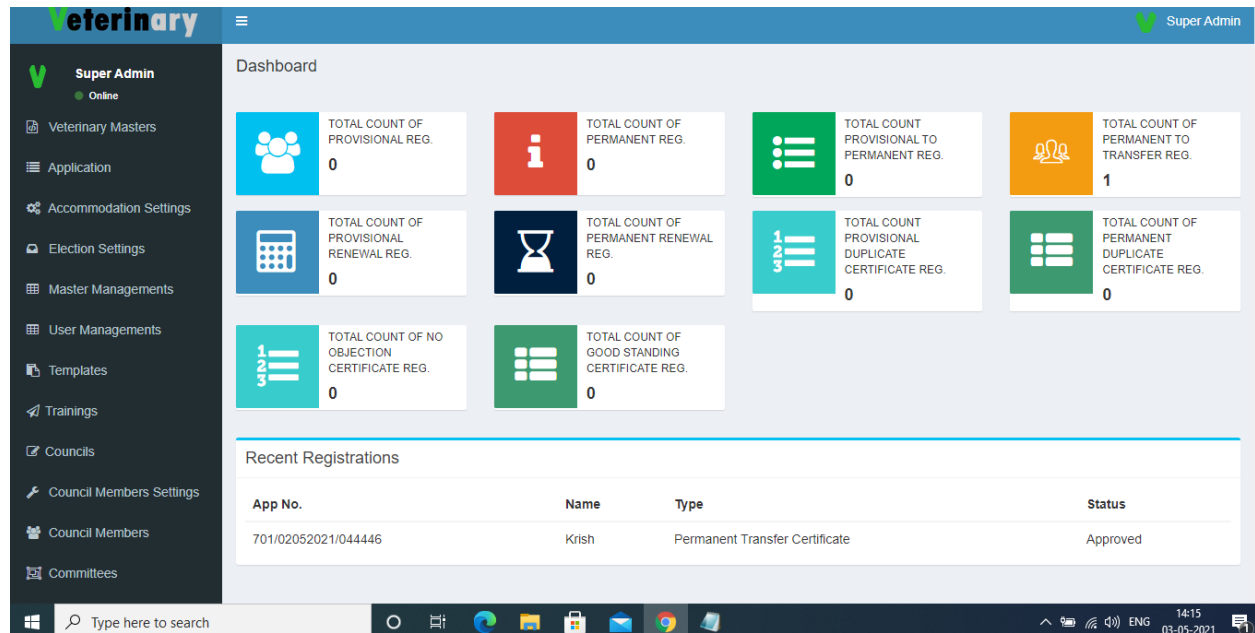
On the dashboard, User can see the count of the applications and the recent registrations

1.3. Veterinary master

1.3.1. Profile

Admin users can see the registered permanent user list from this menu. User can search the data by selecting the district and KSVC No or name
By clicking the edit button, the admin can update the details of the user.

1.3.2. Search

Search

Enter KSVC Number

Submit

Enter the KSVC no and click submit for getting the corresponding user detail

Search

Enter KSVC Number

10

Submit

Info

SREEDHARAN.N.K.
BVSc & AH

nima.g@saasv56546aap.com

9048885664567161

Details

Professional Address
VATAKARA

Edit

Residence Address

1.3.3. Student

Enter the student details on the corresponding fields and click on save.After save the details,It created a student group as shown in the below picture

Admin can delete the student group by clicking on the delete button.Admin can view the student details by clicking on the View button as shown on the below screenshot.

Internship Extension Letter date:

Internship Extension Letter number:

Internship Extension Commencing date:

Letter from college:
[Choose File] No file chosen

Students

Renewal	#	AdmissionNo	Name	
	1	A111	L	Edit
	2	A110	K	Edit
	3	A109	J	Edit
	4	A108	I	Edit
	5	A107	H	Edit
	6	A106	G	Edit
	7	A105	F	Edit
	8	A104	E	Edit

Admin can edit the Name of the student here using the Edit button

Internship Extension Letter date:

Internship Extension Letter number:

Internship Extension Commencing date:

Letter from college:
[Choose File] No file chosen

Students

Admission No:
A00111

Name:
Kavya

[Update Student]

Renewal	#	AdmissionNo	Name	
	1	A00111	Kavya	Edit
	2	A00110	Jeena	Edit
	3	A00109	Nandan	Edit
	4	A00108	Asif	Edit
	5	A00107	Sabari	Edit
☐	6	A00106	Neethu	
☐	7	A00105	Athira	
	8	A00104	Arya	Edit
	9	A00103	Amal	Edit

A checkbox will be shown here next to each student row if the student is eligible to apply for a provisional renewal application.On this case,tick the checkbox, enter the details and click add renewal button. Refer Screenshot below

	3	A00109	Nandan	Edit
	4	A00108	Asif	Edit
	5	A00107	Sabari	Edit
☑	6	A00106	Neethu	
☑	7	A00105	Athira	
	8	A00104	Arya	Edit
	9	A00103	Amal	Edit
	10	A00102	Aravind	Edit
☑	11	A00101	Brahma	Edit
	12	A00100	Yadhu	Edit

Back   Add Renewal

1.3.4. Barring

User Barrings

Add New

Show 10 ∨ entries

Search:

# ▲	KSVC No	User	Baring Type	Baring From	Baring To	Reason	Action	Status
				No data available in table				

Showing 0 to 0 of 0 entries

Previous   Next

If want to add new barring user, click Add new button placed at the top of the page

User Barring

KSVC Number:

Action Taken:

Choose Action

From Date:

To Date:

order_number:

Order Date:

minutes_number:

Minutes Date:

upload_order:

Choose File | No file chosen

Reason:

Enter the details of the barring user and click save.Admin have the provision to extend and reduce the validity period of the barred user.For this select Extend/Reduce on the field "Action taken".

1.4. Application

1.4.1. Pull application

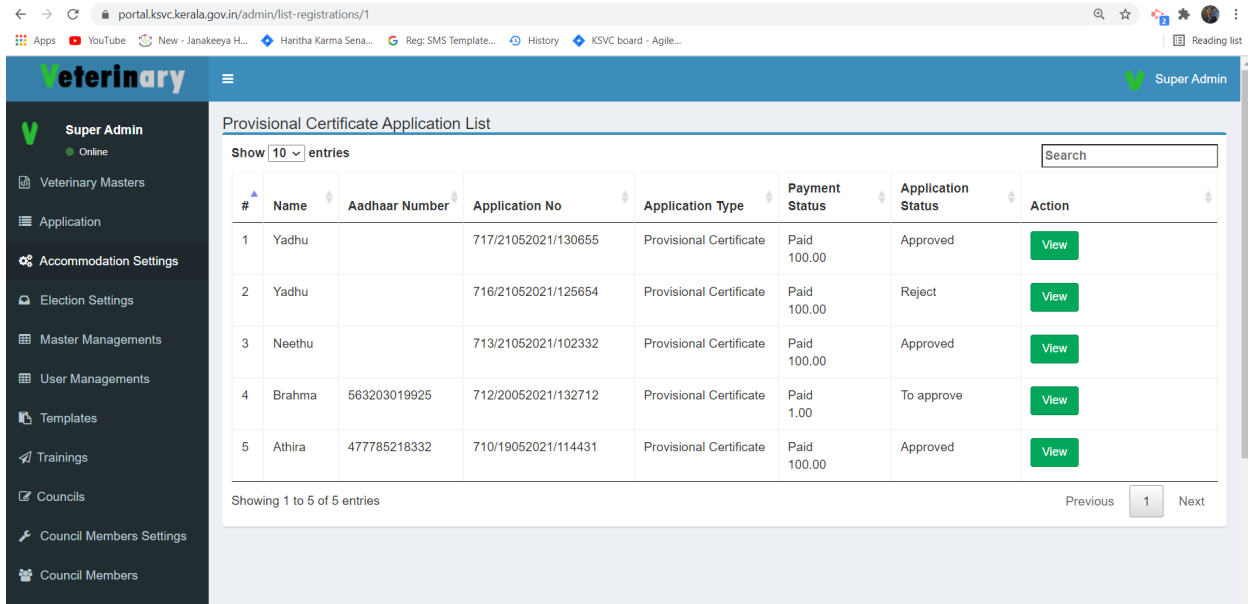Pull application allows you to bypass the Reviewers process and directly approve the application from the list

1.4.2. List

1.4.2.1. Provisional

 All the provisional applications are listed in this menu. Admin can view the details by clicking on the view button.
- Admin can add the remarks and forward and then approve the application (Reviewers and Approvers functionalities (process) can be done from admin side)

- After approval, for generating certificate, click on generate certificate button and for generating ID card, click on generate ID card button.

- Admin also has the provision to add the defects to the application and return the application to the public user.

2020-05-14 00:00:00 to 2020-05-14.
Post Office Name P changed from nemom to
poojappura.
Post Office Name C changed from nemom po to
poojappura.
- 2

[Reject] [Add Remarks] [Add Defect]

Defects

```
Enter your defects ...




```

[Reset]

[Forward To Applicant]

1.4.2.2. Provisional to Permanent

Provisional to Permanent Certificate Application List

Show [10 ▼] entries   Search [_____]

#	Name	Aadhaar Number	Application No	Application Type	Payment Status	Application Status	Action
1	Yadhu		723/25052021/122147	Provisional to Permanent Certificate	Paid 100.00	Approved	[View]

Showing 1 to 1 of 1 entries   Previous [1] Next

All the provisional to permanent applications are listed in this menu. Admin can view the details by clicking on the view button.

- Admin can add the remarks and forward and then approve the application (Reviewers and Approvers functionalities (process) can be done from admin side)

- After approval, for generating certificate, click on generate certificate button and for generating ID card, click on generate ID card button.

[Generate Certificate] [Generate ID Card]

● Admin also has the provision to add the defects to the application and return the application to the public user.

1.4.2.3. Permanent

All the permanent applications are listed in this menu. Admin can view the details by clicking on the view button.

For approving the application, admin can add the remarks and approve the application.For generating certificate, click on generate certificate button and for generating ID card, click on generate ID card button. Admin also has the provision to add the defects to the application and return the application to the public user.

1.4.2.4. Permanent Transfer

All the permanent Transfer applications will be listed in this menu. Admin can view the details by clicking on the view button.

For approving the application, admin can add the remarks and approve the application.For generating certificate, click on generate certificate button and for generating ID card, click on generate ID card button. Admin also has the provision to add the defects to the application and return the application to the public user.

1.4.2.5. Provisional renewal

All the provisional renewal applications are listed in this menu. Admin can view the details by clicking on the view button.

For approving the application, admin can add the remarks and approve the application.

For generating certificate, click on generate certificate button .Admin also has the provision to add the defects to the application and return the application to the public user.

1.4.2.6. Permanent renewal

All the permanent renewal applications are listed in this menu. Admin can view the details by clicking on the view button.

Application Details

Permanent Renewal

Application No	736/01062021/172450
Name	PRABAKARAN .M .K
Nationality	India
Aadhaar Number	392536148125
Voter id	Dhud136838
Passport Number	HDYJD26388
Pan Number	BDHDU2633H
Blood Group	AB+
Date Of Birth	14/04/1975
Ration Card Number	
Additional Mobile Number	7788998899
University	Kerala Agricultural University
College	College of Veterinary and Animal Sciences, Mannuthy
Admission No	ABC569955
Religion	Hindu

Cerificate History

Permanent Renewal
Permanent Duplicate
Certificate

For approving the application, admin can add the remarks and approve the application.For generating certificate, click on generate certificate button .Admin also has the provision to add the defects to the application and return the application to the public user.

1.4.2.7. Provisional duplicate

All the provisional duplicate applications are listed in this menu. Admin can view the details by clicking on the view button.

Provisional Duplicate Certificate Application List

Show 10 ⌄ entries   Search [   ]

#	Name	Aadhaar Number	Application No	Application Type	Payment Status	Application Status	Action
1	Yadhu		721/21052021/144519	Provisional Duplicate Certificate	Paid 100.00	Approved	View
2	Yadhu		719/21052021/143751	Provisional Duplicate Certificate	Paid 100.00	Reject	View

Showing 1 to 2 of 2 entries   Previous 1 Next

Approver Recommend Period (In Months)	6
Rules	Provisional period : 6 months Provisional Renewal period : 2 months
Approved Period (In Months)	6
Valid Upto	20-05-2020
Approved At	21-05-2021
Remarks	lnfglkdflk;bd - Super Admin jnlklkl - Super Admin
Defects Reported	
Payment Details	Status : Paid Amount To Paid : 100.00 Fee Paid : 100.00 Receipt
Version Changes	

Generate Certificate

For approving the application, admin can add the remarks and approve the application.For generating certificate, click on generate certificate button .Admin also has the provision to add the defects to the application and return the application to the public user.

1.4.2.8. Permanent Duplicate

All the Permanent duplicate applications are listed in this menu. Admin can view the details by clicking on the view button.

Permanent Duplicate Certificate Application List

Show 10 entries   Search

#	Name	Aadhaar Number	Application No	Application Type	Payment Status	Application Status	Action
1	Yadhu		738/01062021/175418	Permanent Duplicate Certificate	Not Paid 50.00	Submit	View Pay Now
2	PRABAKARAN .M .K	392536148125	737/01062021/174752	Permanent Duplicate Certificate	Paid 50.00	Approved	View
3	HARITHA. P.	642560496940	734/30052021/055704	Permanent Duplicate Certificate	Not Paid 50.00	Submit	View Pay Now
4	HARITHA. P.	642560496940	733/30052021/032233	Permanent Duplicate Certificate	Paid 50.00	Approved	View
5	SREEJAYA.S	287010820567	731/28052021/235500	Permanent Duplicate Certificate	Paid 50.00	Approved	View
6	NOUFEL. E. V.	572243692475	729/28052021/184118	Permanent Duplicate Certificate	Paid 1.00	Approved	View

Showing 1 to 6 of 6 entries   Previous 1 Next

For approving the application, admin can add the remarks and approve the application.For generating certificate, click on generate certificate button .Admin also has the provision to add the defects to the application and return the application to the public user.

1.4.2.9. Transfer-NOC

All the NOC applications are listed in this menu. Admin can view the details by clicking on the view button.For approving the application, admin can add the remarks and approve the application.

No Objection Certificate Application List

Show 10 entries   Search

#	Name	Aadhaar Number	Application No	Application Type	Payment Status	Application Status	Action
1	NOUFEL. E. V.	572243692475	735/30052021/151712	No Objection Certificate	Paid 1.00	Approved	View

Showing 1 to 1 of 1 entries   Previous 1 Next

Veterinary Council	Goa State Veterinary Council
Transfer State	Goa
Transfer Country	India
Transfer Reason Type	Higher education
Transfer Course	Mvsc
Approved At	30-05-2021
Remarks	Approved - Approver Approved - Approver
Defects Reported	
Payment Details	Status : Paid Amount To Paid : 100.00 Fee Paid : 1.00 Receipt
Version Changes	

Generate Certificate

For generating certificate, click on generate certificate button .Admin also has the provision to add the defects to the application and return the application to the public user.

1.4.2.10. Transfer-GSC

All the GSC applications are listed in this menu. Admin can view the details by clicking on the view button.

For approving the application, admin can add the remarks and approve the application.For generating certificate, click on generate certificate button .Admin also has the provision to add the defects to the application and return the application to the public user.

1.4.3. Add provisional application

Admin has the provision to add the provisional application through admin side

Add Provisional Application

* Admission No:	* Provisional Certificate No:
	Eg: P-339/2019

* Course Completion Certificate Number:	* Course Completion Certificate Date:

* Universities:	* Colleges:
Choose University	Colleges

* Name:	* Gender :
	● Male ○ Female ○ Other

* Email:	* Mobile No:

* Date Of Birth:	Ration Card Number:

* Nationality:	Voter Id:
Choose Country	

Pan Number:	* Blood Group:

Enter the details and click on save.Application status is directly changed to approved and send a mail to the public user when click on save.

1.4.4. Add permanent application

Admin has the provision to add the permanent application through admin side

Enter the details and click on save.Application status is directly changed to approved and send a mail to the public user when click on save.

1.4.5. List application(Backend)

All the applications which were applied through the admin side are listed in this menu.

1.4.6. Specialization

All the veterinary and academic qualifications applied by the public user is listed under this menu

1.5. Accommodation settings

1.5.1. Accommodation types

All the accommodation types are listed in the menu.By clicking on Add new, it is possible to add accommodation types.

1.5.2. Room types

All the Room types are listed in the menu.

Click ADD NEW to create a new room.

1.5.3. Room

All available Rooms are listed in the menu.

NOTE: The rooms which are in CHECKED IN status will be shown as Occupied under status. The status shows the current status of the room.

Create New Room

Accommodation Type :
Choose Accommodation Type

Room Type :
Choose Room Type

Room Number :

Floor Number :

Status:
show

Save   Cancel

1.5.4. Room Blocking

Admin can block the room for any purpose like maintenance,government and council

Room Blocking

Booking Type :
Blocking

Room Type :
Choose Room Type

Type :
Choose Type

From Date:

Purpose :
Choose Purpose

To Date:

No of Guests:

Remarks :

Accomodation Type :
○ Room ○ Bed

Reset

Check Availability

Rooms booked from admin side are listed under Room Booking List

1.5.5. Room Booking List

All the room bookings are listed here.

Room Bookings

Show 10 v entries   Search: [   ]

#▲	Booking No	User	Room Type	No of persons	Amount	Duration	Payment status	Action
1	RMBK149	PRABAKARAN .M .K yadhu.kr@saasvaap.in 8891398280	Double AC Room	2	2700.00	04/06/2021 05:52 PM 05/06/2021 11:53 PM	Paid 🗎	Details
2	RMBK147	PRABAKARAN .M .K yadhu.kr@saasvaap.in 8891398280	Double AC Room	2	1500.00	03/06/2021 12:23 AM 03/06/2021 06:23 PM	Paid 🗎	Details
3	RMBK138	PRABAKARAN .M .K yadhu.kr@saasvaap.in 8891398280	Double AC Room	2	1300.00	28/05/2021 10:20 AM 29/05/2021 06:50 AM	Paid 🗎	Details
4	RMBK136	NOUFEL. E. V. noufelev@gmail.com 9946855137	Single AC Room	1	700.00	26/05/2021 11:50 PM 27/05/2021 11:50 PM	Paid 🗎	Details
5	RMBK133	Super Admin admin@ksvc.com 23232ds.com	Single AC Room	1	700.00	20/05/2021 01:04 PM 21/05/2021 01:04 PM	Paid 🗎	Details
6	RMBK132	Super Admin admin@ksvc.com 23232ds.com	Single AC Room	1	600.00	05/05/2021 06:42 PM 06/05/2021 06:42 PM	Paid 🗎	Details

Showing 1 to 6 of 6 entries   Previous | 1 | Next

Click details against each record to View the details of booking and also for CHANGE ROOM, CHECK IN and CHECKOUT

CHECK IN

Purpose	Govt
Remarks	

Guests

Type : **Room**
Room No : 2201
Floor No : 2

Name	Email	Mobile	Address
PRABAKARAN .M .K	yadhu.kr@saasvaap.in	8891398280	CHERUVATHANI, Anjoor, PIN: 680523

Change Room :

[2201   v]

[Check In]

CHECK OUT

Once Check in is clicked , the Checkout button will appear as shown in the screenshot below. The privileged user can enter the amenity status by clicking on the checkbox provided and enter remarks if any

The advance can be returned through the provision given here, and the Checkout button can be used to release the room to be available for booking again.

NOTE: The rooms that are booked should be Checked out to get them available for the public to book it again.

1.5.6. Building Master

All the building master is listed in the menu.

Click ADD NEW to add new building details.

1.5.7. Hall Master

All the Hall master is listed in the menu.By clicking on Add new, it is possible to add a new Hall master.

1.5.8. Hall Booking list

All hall bookings are listed in this menu

Note: After booking from admin side, Payment for booking can be done through the PAYMENT menu provided.

1.5.9. Hall Booking Approval pending

All the pending approval for hall booking are listed in this menu. By clicking on the view of the hall booking, admin can reject or approve it.

Hall Bookings

Show 10 entries   Search: _____

No ▲	Booking No	Hall Name	User Details	From	To	Payment Status	Status	Action
			No data available in table					

Showing 0 to 0 of 0 entries   Previous   Next

1.5.10. Block Hall booking

Backend user can block the hall under this menu for any maintenance purpose or anything.

Block Hall

Hall :
Choose Hall ▼

Email :
_____

Booking Time :
● Hourly ○ Daily

Mobile Number :
_____

From :
_____

Purpose :
_____

To :
_____

Reset

Type Of Booking :
● Individual ○ Organization

Enter amount for exemption:
_____

Organization Type :
○ Govt ○ Other

Reason for exemption :
_____

Name :
_____

Reset

Block Hall

1.5.11. Amenity Master

Backend users have the provision to add the amenity master by clicking the ADD NEW button. All the amenities available in Rooms can be added here.

Amenity Masters

Add New

Amenity Name	Status	Action
Television	Active	👁 ✎ 🗑
Chairs	Active	👁 ✎ 🗑
Heater	Active	👁 ✎ 🗑

1.6. Election Settings

The Election Settings Menu allows the admin user to Generate Electoral Roll, Add Election and Polling Stations using this menu

1.6.1. Electoral Roll

The electoral Roll can be generated here by giving the Electoral year and Generating that year's Electoral Roll. This will generate the list of all the Permanent Members of KSVC in PDF and CSV formats

On clicking update electoral Roll, The current Electoral Roll will be displayed.

Electoral Rolls 2021

On clicking the UPDATE ELECTORAL ROLL, the admin user can INCLUDE or EXCLUDE members.

GET FOR INCLUSION

Click the GET FOR INCLUSION button to see the list of members who have their Permanent Registration renewal Pending.

From this list the admin select the check box against the members who need to be included in Electoral Roll

On clicking ADD TO ELECTORAL ROLL , these selected members will get added in the electoral Roll list

GET FOR EXCLUSION

Click the GET FOR INCLUSION button to see the list of members who have an active Permanent Registration.

From this list the admin can select the check box against the members who need to be excluded from the Electoral Roll

On clicking REMOVE FROM ELECTORAL ROLL , these selected members will get removed from the electoral Roll list.

FINALIZING ELECTORAL ROLL

After inclusion/exclusion is done, the admin user can FINALIZE the electoral roll by clicking the Finalize button.

Note: Inclusion or Exclusion cannot be done once the electoral Roll is Finalized.

1.6.2. Election

All the elections created will be listed in this page .

Admin user can create a new election using the Add new election button.
The electoral Roll generated earlier will be listed in the Electoral Roll Drop down here.

Nominations can be added from the List view of Election.

1.6.2.1. Add Nominee

Admin user can add nominee by clicking on the button in the list.

Nominees

Add New

Show 10 entries

Search:

Candidate Types	Nominee Name	Nominee Details	Proposer Name	Proposer Details	Seconder Name	Seconder Details	Scrutiny
Elected Members	DEVARAJAN .P	Serial Number : 2 Nominee Volume Number : 3 Page Number : 2	RAJI .V .V	Serial Number : 3 Nominee Volume Number : 2 Page Number : 2	VISWANATHAN .A	Serial Number : 1 Nominee Volume Number : 2 Page Number : 1	Reject Approve

Showing 1 to 1 of 1 entries

Previous 1 Next

New Nominees can be added using "Add new" button shown in the screenshot below.

Election Nomination Create

Nominee Details

KSVC Number   Name

[   ] Search   [   ]

Candidate Types   SI.NO of ER   KSVC PR vol.No   KSVC PR Page no

Elected Members   [   ]   [   ]   [   ]

Proposer Details

KSVC Number   Name

[   ] Search   [   ]

SI.NO of ER   KSVC PR Page no   KSVC PR vol.No

[   ]   [   ]   [   ]

Seconder Details

KSVC Number   Name

[   ] Search   [   ]

SI.NO of ER   KSVC PR Page no   KSVC PR vol.No

[   ]   [   ]   [   ]

Close Add

Added nominees can be Approved or Rejected from the Nominees list

Nominees

Add New

Show 10 entries

Search:

Candidate Types	Nominee Name	Nominee Details	Proposer Name	Proposer Details	Seconder Name	Seconder Details	Scrutiny
Elected Members	DEVARAJAN .P	Serial Number : 2 Nominee Volume Number : 3 Page Number : 2	RAJI .V .V	Serial Number : 3 Nominee Volume Number : 2 Page Number : 2	VISWANATHAN .A	Serial Number : 1 Nominee Volume Number : 2 Page Number : 1	Reject Approve

Showing 1 to 1 of 1 entries

Previous 1 Next

After approval, if the Nominee wants to withdraws the application , that also can be done from by clicking Withdraw application in the below screenshot.

Final List of Nominees can be seen by clicking the FINAL LIST button in the above screenshot. The list of Nominees will be listed and the Admin user can confirm the list of Nominees by clicking CONFIRM LIST button

1.6.2.2. View Electoral Roll

Admin user can open Corresponding Electoral Roll by clicking on this button against the election in the Election List.

1.6.2.3. Assign Postal Votes

Admin user can assign Postal Vote Privilege to Electoral Roll members by clicking on this button against the election in the Election List.

Sl. No.	Reg No	Name	Registry	Address	Phone	Email	District	Vote Marked	Postal Vote
1	6	DEVARAJAN .P	Volume No : Page No : Serial No :	AISWARYAM, HARI NAGAR, PUNKUNNAM, THRISSUR, PIN - 680 002	9846064607	devraj_vet@hotmail.com	Thrissur	No	
2	14	RAJEEV .M .G(S/O GOPINATHAN NAIR)	Volume No : Page No : Serial No :	MANANTHARA HOUSE, MANARCADU (P.O.), KOTTAYAM, PIN - 686 019	9447033153	dr.rajeevmg@gmail.com	Kottayam	No	
3	24	MOHAN JOSEPH	Volume No : Page No : Serial No :	PUTHANANGADY HOUSE, BETHLEHEM, KOODAPUZHA, CHALAKUDY, THIRSSUR, PIN - 680 307	9447828868	drmohanjoseph1@rediffmail.com	Thrissur	No	
4	25	JANARDHANAN .A	Volume No : Page No :	CHANDANI, POTTAMMAL, CHEVARAMBALAM, CALICUT, PIN - 673 017	9847331173	janardhanan07@yahoo.co.in	Kozhikkode	No	

The Admin user can Assign postal vote to particular KSVC member by clicking on the ASSIGN POSTAL VOTE button icon shown against each record.

1.6.2.4. Add Election Staff

Admin user can add new Election Staff by clicking button against the election in the Election List.

KSVC Member added as Election staff

Non KSVC Member as an electoral Staff

Add User as Staff

Name	**User Types**
Priyadersini Prasanth	Assistant Returning Officer
Email	**Gazette Upload**
piya.madhavan@gmail.com	Choose File KSVC-report-1621832744.pdf
Mobile Number	**Gazette Number**
9567935420	123
Password	**Gazette Date**
......	27/05/2021
Confirm Password	
......	

Close   Add Staff

1.6.2.5. Mark Vote

Admin user can Mark Vote by clicking [✓] button against the election in the Election List.
Note : Mark Vote icon will be Available only on Polling Date.

Admin User can Search for an User using KSVC no: & Mark vote by Clicking on Mark Vote icon
(Unmark Vote by Clicking on Unmark Vote icon)

1.6.2.6. Election Result

Admin User should click on Nomination Icon Corresponding to the Election.

Admin user should Click on the Final List Button in the Nominees Page.

Candidate Types	Nominee Name	Nominee Details	Proposer Name	Proposer Details	Seconder Name	Seconder Details	Scrutiny
Elected Members	SAI PRASAD.S	Serial Number : 2876 Nominee Volume Number : 001 Page Number : 001	VISWANATHAN .A	Serial Number : 1 Nominee Volume Number : 2 Page Number : 1	RAJEEV .M .G(S/O GOPINATHAN NAIR)	Serial Number : 4 Nominee Volume Number : 2 Page Number : 3	
Elected Members	USHA RANI .N	Serial Number : 312 Nominee Volume Number : 001	VISWANATHAN .A	Serial Number : 1 Nominee Volume Number : 2 Page Number : 1	RAJEEV .M .G(S/O GOPINATHAN NAIR)	Serial Number : 4 Nominee Volume Number : 2 Page Number : 3	

(Nominees — Show 10 entries — Search:)

Admin user should Click on the Result Button in Nominees List Page.

Nominees List 2021

Candidate Types	Nominee Name	Nominee Details	Proposer Name	Proposer Details	Seconder Name	Seconder Details
Elected Members	SAI PRASAD.S	Serial Number : 2876 Nominee Volume Number : 001 Page Number : 001	VISWANATHAN .A	Serial Number : 1 Nominee Volume Number : 2 Page Number : 1	RAJEEV .M .G(S/O GOPINATHAN NAIR)	Serial Number : 4 Nominee Volume Number : 2 Page Number : 3
Elected Members	USHA RANI .N	Serial Number : 312 Nominee Volume Number : 001 Page Number : 001	VISWANATHAN .A	Serial Number : 1 Nominee Volume Number : 2 Page Number : 1	RAJEEV .M .G(S/O GOPINATHAN NAIR)	Serial Number : 4 Nominee Volume Number : 2 Page Number : 3

Admin User can Enter Total Votes for each Elected member & can select Fail or Won for each member.

| Elected Members | SHYJU. C.S | Serial Number : 1036
Nominee Volume Number : 001
Page Number : 001 | 375 | Won |
| Elected Members | RAJEEV .M .G(S/O GOPINATHAN NAIR) | Serial Number : 4
Nominee Volume Number : 2
Page Number : 3 | 35 | Fail |

Admin User can Submit the Election Result by Clicking on on the Submit Button after Uploading the Election File.

1.6.3. Polling Stations

All the polling stations added will be listed here. Admin user can add new Polling stations by clicking the ADD NEW button. Created Polling station can be edited or deleted by the admin user

1.7.Master Management

1.7.1. Religion

Religions			Add New
Religion	**Status**	**Action**	
Islam	Show	👁 ✎ 🗑	
Christian	Show	👁 ✎ 🗑	
Sikh	Show	👁 ✎ 🗑	
Budhism	Show	👁 ✎ 🗑	
Jain	Show	👁 ✎ 🗑	
Other	Show	👁 ✎ 🗑	
Parsis	Show	👁 ✎ 🗑	
Nil	Show	👁 ✎ 🗑	
Hindu 1	Show	👁 ✎ 🗑	

All the religions are listed under this menu.By clicking on the Add new button, the backend user can create a new religion. Backend user can delete/edit/view the religion by using delete,edit and view buttons

1.7.2. Caste

Castes				Add New
Show 10 entries			Search:	
Caste ▲	**Religion**	**Status**	**Action**	
adddd	Other	Show	👁 ✎	
ADI ANDHRA	Jain	Show	👁 ✎	
ADI ANDHRA Converted to Christianity	Christian	Show	👁 ✎	
ADI ANDHRA Converted to Christianity	Christian	Show	👁 ✎	
ADI DRAVIDA	Hindu 1	Show	👁 ✎	
ADI DRAVIDA Converted to Christianity	Christian	Show	👁 ✎	
ADI DRAVIDA Converted to Christianity	Christian	Show	👁 ✎	
ADI KARNATAKA	Hindu 1	Show	👁 ✎	
ADI KARNATAKA Converted to Christianity	Christian	Show	👁 ✎	
ADI KARNATAKA Converted to Christianity	Christian	Show	👁 ✎	

All the castes are listed under this menu.By clicking on the Add new button, the backend user can create a new caste. Backend users can edit/view the religion by using edit and view buttons.

1.7.3. Countries

All the countries are listed under this menu.By clicking on the Add new button, the backend user can create a new country. Backend user can delete/edit/view the country by using delete,edit and view buttons.

1.7.4. States

All the states are listed under this menu.By clicking on the Add new button, the backend user can create a new state. Backend user can edit/view the state by using edit and view buttons

1.7.5. Specialization

Back end user can add the different qualification by clicking the add new button

1.7.6. Degree

Back end user can add the different degree by clicking the add new button. Backend user can /delete/edit/view the degree by using delete,edit and view buttons

Degrees

			Add New
Show 10 ∨ entries			Search:

Degree ▲	Status	Action
BSc	Show	€ 👁 ✏ 🗑
BVSc	Show	€ 👁 ✏ 🗑
Diploma	Show	€ 👁 ✏ 🗑
MS	Show	€ 👁 ✏ 🗑
MSc	Show	€ 👁 ✏ 🗑
MVSc	Show	€ 👁 ✏ 🗑
PG Diploma	Show	€ 👁 ✏ 🗑
PhD	Show	€ 👁 ✏ 🗑

Showing 1 to 8 of 8 entries   Previous 1 Next

When click on first action symbol, it directs to a page to add the master fees as shown below

Degree Fees

Add New Fee

Degree Fee List

Search: [   ]

☐ ▲	Name	Amount	Effect From	Effect To
	No data available in table			

Remove

Previous   Next

Master Fee List

Search: [   ]

☐▲	Name	Amount	Effect From	Effect To
☐	Qualification	100.00	2000-12-01	
☐	Provisional Duplicate Certificate	100.00	2010-12-01	
☐	No objection Certificate	100.00	2010-12-01	
☐	Good Standing Certificate	100.00	2010-12-01	
☐	Permanent Duplicate Certificate	100.00	2010-12-01	
☐	Permanent Renewal Certificate	100.00	2010-12-01	
☐	Permanent Certificate (by transfer)	100.00	2010-12-01	

1.7.7. Skill sets

All the skill sets are listed under this menu. Back end user can create new skill sets by clicking on Add new button.

Skill Set

Skill:

[   ]

[Save] [Cancel]

1.7.8. Fee labels

All the Fee labels are listed under this menu.

Back end user can create new fee labels by clicking on Add new button.Backend user can /delete/edit/view the fee label by using delete,edit and view buttons

Fee Master Labels

Label:

[   ]

[Save] [Cancel]

1.7.9. Fee Masters

Fee Masters   [Add New]

Show [10 ▾] entries   Search: [   ]

Label	Amount	Effect From	Effect To	Status	Action
Good Standing Certificate	100.00	01/12/2010		Show	👁 ☑ 🗑
No objection Certificate	100.00	01/12/2010		Show	👁 ☑ 🗑
Permanent Certificate	100.00	01/12/2010		Show	👁 ☑ 🗑
Permanent Certificate (by transfer)	100.00	01/12/2010		Show	👁 ☑ 🗑
Permanent Duplicate Certificate	100.00	01/12/2010		Show	👁 ☑ 🗑
Permanent Renewal Certificate	100.00	01/12/2010		Show	👁 ☑ 🗑
Provisional Certificate	100.00	01/12/2010		Show	👁 ☑ 🗑
Provisional Duplicate Certificate	100.00	01/12/2010		Show	👁 ☑ 🗑
Provisional Renewal Certificate	100.00	01/12/2010		Show	👁 ☑ 🗑
Provisional to Permanent Certificate	100.00	01/12/2010		Show	👁 ☑ 🗑

All the Fee Masters are listed under this menu.Back end user can create new fee masters by clicking on Add new button.Backend user can delete/edit/view the fee master by using delete,edit and view buttons

Fee Masters

Label :   **Amount:**

[Permanent Certificate   ▾]   [115   ]

Effect From: **Status:**

[27/05/2021   ]   [show   ▾]

[Save] [Cancel]

1.7.10. Fine/Penalty settings

Back end user has the option to add the fine by clicking add new button

The fee added will be considered as fine/month

1.7.11. Certificate

All the certificates are listed under this menu.Back end user can create new certificates by clicking on Add new button.Backend user can delete/edit the certificates by using delete,edit buttons.First action symbol is for adding the fees against the certificates

Certificate Fee List

Search: [_____]

☐ ▲ Name	Amount	Effect From	Effect To
☐ Good Standing Certificate	100.00	2010-12-01	

[Remove]

Previous [1] Next

Master Fee List

Search: [_____]

☐ ▲ Name	Amount	Effect From	Effect To
☐ Qualification	100.00	2000-12-01	
☐ Provisional Duplicate Certificate	100.00	2010-12-01	
☐ No objection Certificate	100.00	2010-12-01	
☐ Permanent Duplicate Certificate	100.00	2010-12-01	
☐ Permanent Renewal Certificate	100.00	2010-12-01	
☐ Permanent Certificate (by transfer)	100.00	2010-12-01	
☐ Permanent Certificate	100.00	2010-12-01	

Multiple Fees can be added against a certificate (Ex: GST ,ID Card,Processing Fee etc)

Back end user can set the validity period for the certificates by using second action symbol

Good Standing Certificate Periods

Period (In months):

[_____]

Gazatte Date:

[_____]

Rules:

[_____]

[Reset]

[Add]

Show [10 ▼] entries   Search: [_____]

Period (In months) ▲	Gazatte Date	Rules	Action

1.7.12. Common images

All the common images are listed under this menu.Back end user can create new common images by clicking on Add new button. Common Images added here will be listed when the templates for Certificates are configured.

Common Images

Label:

Image:

Choose File | No file chosen

[Save] [Cancel]

1.7.13. Universities

Universities   [Add New]

Show [10 ▼] entries   Search: [_____]

Country ▲	State	University Name	Status	Action
India	Kerala	KVASU	Show	👁

Showing 1 to 1 of 1 entries   Previous [1] Next

All the universities are listed under this menu.Back end users can create new universities by clicking on the Add new button.

1.7.14. Colleges

All the colleges are listed under this menu.Back end users can create new colleges by clicking on the Add new button.Backend user can delete/edit/view the colleges by using delete,edit and view action symbols

1.7.15. Veterinary council

All the Veterinary councils are listed under this menu.Back end users can create new veterinary council by clicking on the Add new button.Backend user can delete/edit/view the council by using delete,edit and view action symbols

1.7.16. Sector

All the sectors are listed under this menu.Back end users can create new sectors by clicking on the Add new button.Backend user can delete/edit/view the sector by using delete,edit and view action symbols

Sectors

Sector Name:

Parent Sector :

Choose Parent Sector

Is Leaf Node :

○ No ○ Yes

Status:

show

[Save] [Cancel]

1.7.17. Offices

Offices

[Add New]

Office Name	Sector	Status	Action
Institute of Animal Health & Veterinary Biologicals , Palode	Animal Husbandry department, Government of Kerala.	Show	👁 ✎ 🗑
Animal Disease Control Project Office, TVPM	Animal Husbandry department, Government of Kerala.	Show	👁 ✎ 🗑
Animal Disease Control Project District Office, TVPM	Animal Husbandry department, Government of Kerala.	Show	👁 ✎ 🗑

All the offices are listed under this menu.Back end users can create new offices by clicking on the Add new button.Backend user can delete/edit/view the office by using delete,edit and view action symbols

Offices

Office Name:

Sector :

Choose Sector

Districts :

Choose Districts

Address:

[Reset]

Email Id:

Phone Number:
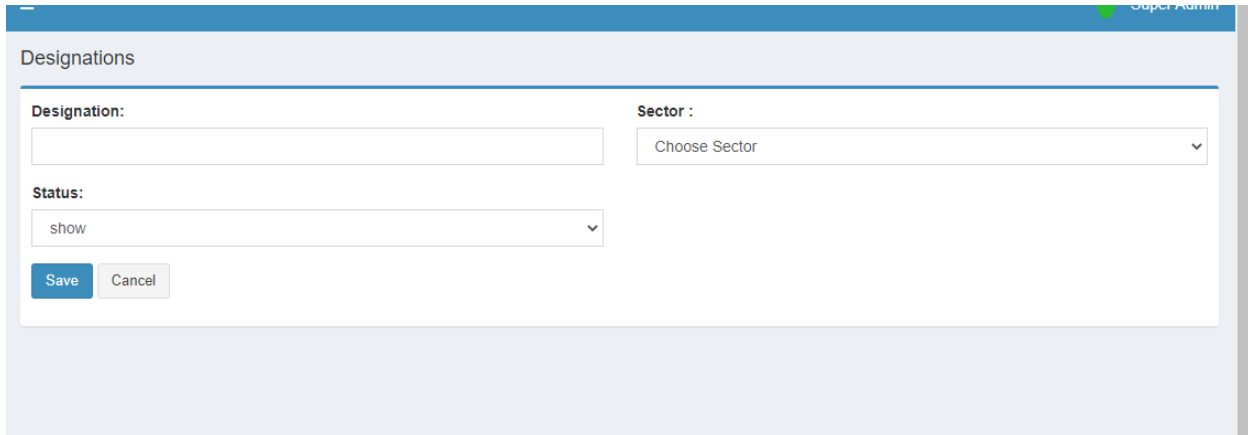
Status:

show

[Save] [Cancel]

1.7.18. Designation
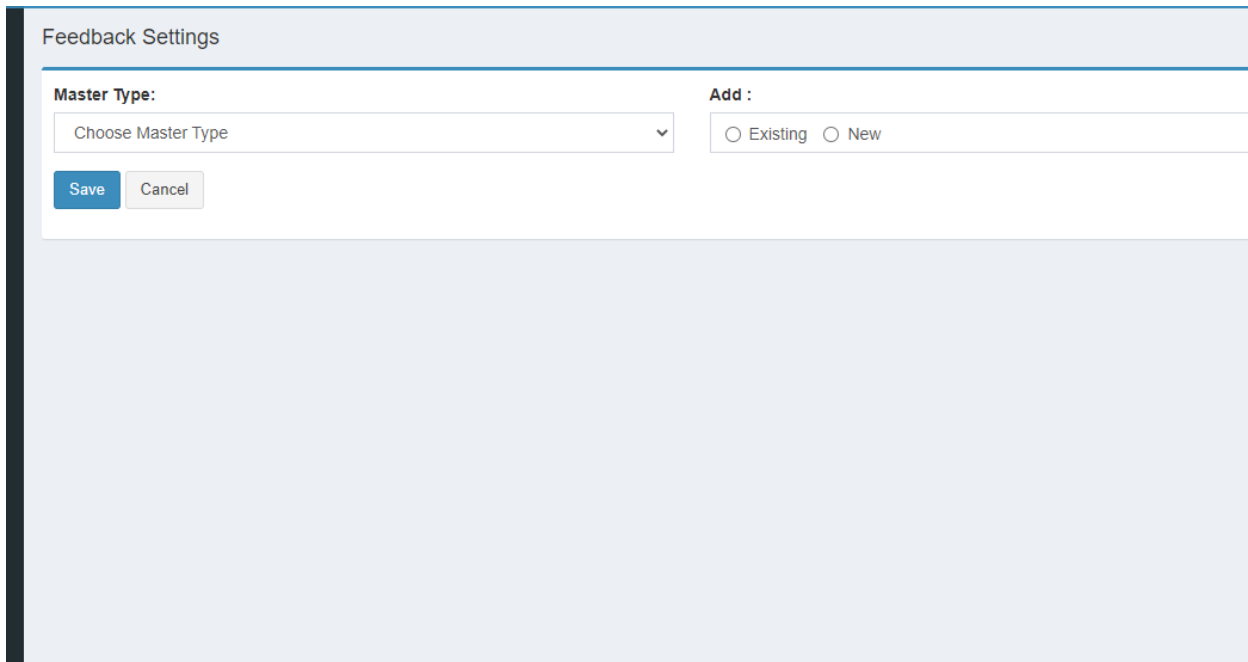
All the designations are listed under this menu.Back end users can create new designations by clicking on the Add new button.

1.7.19. Feedback settings

Backend user can set the feedback settings for the public user through this module

1.7.20. Complaint categories

Backend user can set complaint categories for the public user through this module

1.8. User management

1.8.1. List Users

All the privileged user and public registered users are listed here.

KSVC members can also be added as admin users for carrying out various activities with in the organization.

KSVC Registered users with access to admin side and all the public users will also be listed in the same page.

List Previlege KSVC Users

Show 10 entries   Search:

Name	Email	Mobile Number	Status	Action
		No data available in table		

Showing 0 to 0 of 0 entries   Previous   Next

List All Public Users

Enter Name/Email/MobileNumber   Search

Name	Email	Mobile Number	Status	Action
Dr Sangeetha P	sangeethapalakkara@gmail.com	8630541536	Active	👁 ✏
BINU PRASANTH.K R	drbinuprasanth@gmail.com	9446443740	Active	👁 ✏
ANJITHA SIVAN	anjithaasivan@gmail.com	7025761411	Active	👁 ✏
CHACKO.K.C.	yadhukkr2@gmail.com	7907676090	Active	👁 ✏
Aravind	yadhukkr1@gmail.com	7907676999	Active	👁 ✏
JINU JOHN (S/O JOHN EASO)	jinu88@gmail.com	9495019138	Active	👁 ✏
CHITHRA.P.ARUNIMA (D/O P. PRASANTH)	drchithraparunima@gmail.com	9496892779	Active	👁 ✏
SREEJAYA.S	amanda.christos1217@gmail.com	7306620979	Active	👁 ✏

AAdmin user can prevent any public user from logging into the portal by clicking the Eye icon given against his record.

The password, email id and phone number of a public user can be reset by the administrator from the edit option provided here

New members can be assigned with additional privileges as in the screen below

List Previlege Users   Add New

Approver - Privilege List
Search:

	Role	Description
☐	Application List/View	List and view all applications details and status
☐	Application Review	Review application and send defect to user or forward to approver
☐	Application Approval	Approve application or send defect
☐	Master Management	Manage basic master details
☐	Room Management	Manage room details
☐	Hall Management	Manage hall details
☐	Election Management	Manage election
☐	Training Management	Manage training, add, approve and reject users
☐	View Election	View elections
☐	Create Election	Create elections

Remove

Previous   1   2   3   Next

Master Role List
Search:

	Role	Description
☐	Add Vote	Add vote
☐	Check IN/OUT	Check in/out users book through online
☐	Committy Management	Manage committy
☐	Complaints & Grievance	View user complaints, grievance and send reply
☐	Council Management	Manage council
☐	Feedbacks	View user feedbacks
☐	Meeting Management	Manage meetings
☐	Offline Payments	Place payments for room/hall through offline
☐	Qualification Approval	Approve qualification or send defect
☐	Qualification Review	Review qualification and send defect to user or forward to approver

Add

Previous   1   2   Next

1.8.2. Add Users

The admin user can add new users by clicking the "ADD NEW" button provided in the List User page.

1.9. Templates

1.9.1. ID card

Backend user has the provision to add the templates of ID card.For that choose the position and upload the image.

1.9.2. Registration certificate

- Provision to add emblems, Signatures
- Backend users can set the emblems required with their position (Left/Right/Center) for top and bottom.

1.9.3. Training certificate

Backend users have the provision to add the templates of training certificate .For that choose the position and upload the image.

1.10. Training

Admin has the provision to create training with description, training type and seat count.

Trainings

Training Name:

Training Description:

Reset

Training Type:
Choose Training Type

Seat Count:

Status:
show

Save Cancel

One or More batches can be created under the same training name.

- Backend user will have the provision to view the applied list and can either select a user from the applied list or can add a new user who is not applied to the training from the active list.
- The user can select a new user from the list of active veterinary doctors .There will be provision to view the training history of the user
- Notification will be sent to selected applicants.
- The Attendees details of the training will be marked into the application by the backend user through this module.
- There will be provision to mark status "Present" or "Absent" against each user.
- Training certificate generation with QR code (for both trainees and faculties).

Admin can View All the Trainings in the Trainings Page with name, type,date, count & status.

Trainings						Add New

Show 10 ⌄ entries   Search: [   ]

# ▲	Training Name	Training Type ⇕	Training Date ⇕	Seat Count ⇕	Status ⇕	Action ⇕
1	Soft SKills	Paid	10/06/2021 - 10/04/2021	10	Show	👁 🗑
2	Covid Protocol	Paid	05/06/2021 - 06/06/2021	30	Show	👁 🗑
3	Covid in Animals	Paid	12/06/2021 - 19/06/2021	20	Show	👁 🗑
4	Money Management	Free	01/06/2021 - 01/06/2021	25	Show	👁 🗑
5	Time Management	Paid	07/06/2021 - 08/06/2021	50	Show	👁 🗑
6	Public Speaking	Paid	01/06/2021 - 02/06/2021	30	Show	👁 🗑
7	training on vci act	Free	29/05/2021 - 30/05/2021	20	Show	👁 🗑
8	Customer Interaction	Free	26/05/2021 - 26/05/2021	10	Show	👁 🗑
9	Demo 3	Free	25/05/2021 - 25/05/2021	5	Show	👁 🗑
10	Care and Management of Pet Birds	Free	31/05/2021 - 01/06/2021	45	Show	👁 🗑

Showing 1 to 10 of 12 entries   Previous 1 2 Next

After Creating a Training , user can Add a Batch or Batches under the same Training.

Training Batches

Batch Name:
Batch1

Trainer Name:
Professor Kumar

Batch Description:
Be on time.

[Reset]

Amount:
500

Venue:
Hall 2

Training From Date:
19/06/2021

Training To Date:
19/06/2021

Seat Count:
15

Status:
show

[Save] [Cancel]

Admin can Search & Add any user from Users List into the Training Batch.

Admin can do Payment as well as Approve or Reject any User Request.

Admin can Remove any user from Member List to User List as well as Add any user from User List to Member List.

Admin can Mark Attendance as Present or Absent for Members of Training.

Vetenary Do's & Dont's - Batch1 - Attendence

Attendence markes successfully

Mark Attendence

User:

Search: [   ]

☐ ▲	Name	KSVC No ⇕
☐	CHACKO.K.C.	1
☑	PRABAKARAN .M .K	2

Previous [1] Next

Date: [   ]

Section: [FN ▼]

Mark Attendence:

[Present ▼]

[Mark]

Attendence List

Show [10 ▼] entries

Search: [   ]

Attendee	▲ Date ⇕	Section ⇕	Attendance ⇕
CHACKO.K.C.	19/06/2021	FN	Absent
PRABAKARAN .M .K	19/06/2021	FN	Present

Showing 1 to 2 of 2 entries

Previous [1] Next

Admin can Generate Proceedings Report for the Training.

PROCEEDINGS OF THE REGISTRAR,
KERALA STATE VETERINARY COUNCIL
PERRORKADA, THIRUVANANTHAPURAM

Registrar Kerala State Veterinary Council, Peroorkada-"VETENARY DO'S & DONT'S"- 19/06/2021 - 20/06/2021 Veterinarians Selected –Order Issued

No. KSVC/481623822908/2021   Dated: 16/06/2021

ORDER

Kerala State Veterinary Council, Peroorkada has decided to organize a training programme on VETENARY DO'S & DONT'S at Hall 2 on 19/06/2021 - 19/06/2021 . Following veterinarians are selected for the mentioned training.

Sl. No.	KSVC Regn No./ Provisional No.	Name & Address
1	1	CHACKO.K.C. Dist.Animal Husbandary of Calicut. yadhukkr2@gmail.com 7907676090
2	2	PRABAKARAN .M .K Pattom, Pattom, PIN: 695004 yadhu.kr@saasvaap.in

After the training is completed the certificates for the Trainer and trainee can be generated batch wise from the portal itself.

1.11. Council

Back end user has the option to add council version through this module

1.11.1. Council Member settings

- Council will have the following members
  - Ex-Officials – 3
  - Government Official – 3
  - Elected Officials – 4
  - Association Nominee -1

1.11.2. Council Member

Council Members								Add New

Show 10 ⌄ entries   Search: [   ]

Name & No ▲	Joining Date ⇕	Role ⇕	Member Type ⇕	Membership End Date ⇕	Active Status ⇕	Status ⇕	Action ⇕
			No data available in table				

Showing 0 to 0 of 0 entries   Previous   Next

Admin users can add a user to the council by entering the registration number or by searching the name.

1.11.3. Committee

Super admin will have the privilege to create the executive committee.

Create Committees

Council Version: **Name:**

[Council Version   ⌄]   [   ]

Status:

[show   ⌄]

[Save] [Cancel]

Merge SubCommittees

Choose Committees :

[Choose Committees   ▲]
[   ]
[▼]

[Save] [Cancel]

The privileged user will have the provision to create subcommittees as and when required.While creating the subcommittee, the admin can create a new subcommittee or merge two or more subcommittees or split a merged subcommittee.

1.11.4. Committee members

Backend user has the provision to add the committee members

Committee Members

Committee:	Ksvc Number:
Choose Committee	
Name:	**Designation:**
Joining Date:	**Role:**
	Choose Role

Save   Cancel

1.11.5. Meeting

Meetings

Meeting Type:	Meeting Name:
Choose Meeting Type	
Meeting Venue:	**Meeting Date & Time:**
Meeting Agenda:	**Meeting Status:**
	show

Reset

Save   Cancel

Backend user will have the provision to create a meeting .Backend user will have the provision to add committee members for the meeting
Other members can be added to the meeting as "Invitees" from the list of active veterinary doctors or from outside the veterinary doctor community.

1.11.6. Feedback

All the feedback from the public user is listed under this menu

1.11.7. Complaints and Grievance
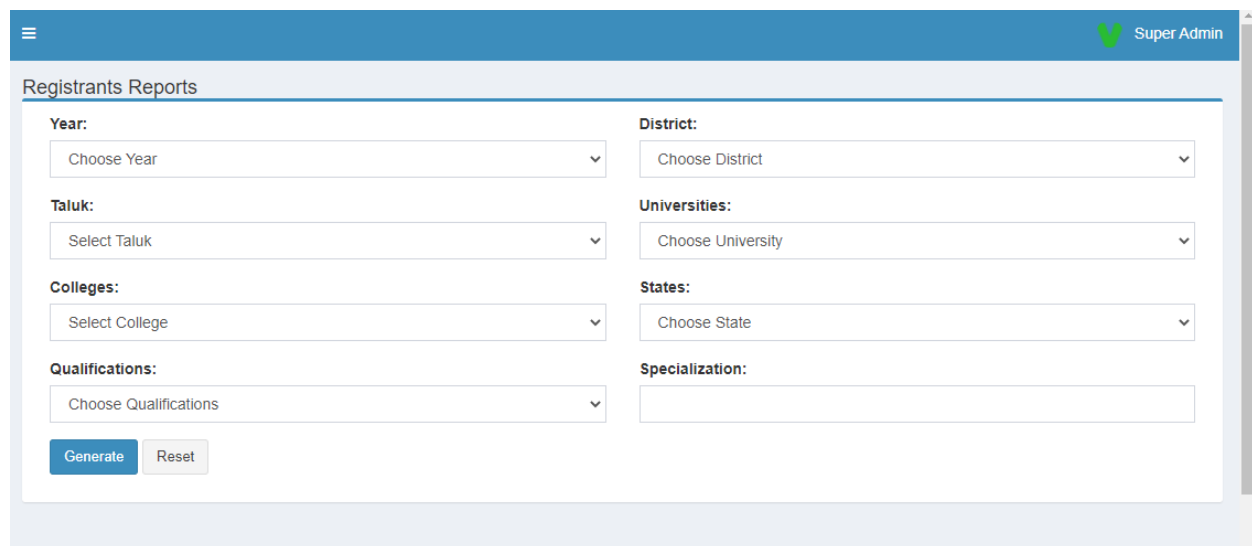
All the complaints from the public user are listed under this menu.Admin user can reply to the complaints through this section.The response will be delivered as an email.
- Admin user can also change the status of the complaint as one of the followings:
  - Action Taken
  - Action Not taken
  - Invalid
  - Rejected

1.11.8. Reports

1.11.8.1. Registered veterinary practitioner

This report will generate the registered veterinary practitioner.Enter all the details and click generate.

1.11.8.2. Registrant details
This report will generate the registrant details.Enter all the details and click generate

Veterents Reports

Registrant Type:
[All ⌄]

District:
[Choose District ⌄]

Taluk:
[Select Taluk ⌄]

Universities:
[Choose University ⌄]

Colleges:
[Select College ⌄]

States:
[Choose State ⌄]

Qualifications:
[Choose Qualifications ⌄]

Specialization:
[ ]

From:
[ ]

To:
[ ]

[Generate] [Reset]

1.11.8.3. Election

This report will generate the election result.Enter the details and click generate.

Elections Reports

From:
[ ]

To:
[ ]

[Generate] [Reset]

1.11.8.4. Electoral Roll

This report will generate the electoral roll result.Enter the detail and click generate.

Electoralroll Reports

Election:
[⌄]

[Generate] [Reset]

1.11.8.5. Applications

This report will generate with application type .Enter the details and click generate.

1.11.8.6. Transaction

This report will generate the transaction result.Enter the details and click generate.

1.11.8.7. Hall booking

This report will generate the hall booking details.Enter the details and click generate.

1.11.8.8. Accomodation

This report will generate the room booking details.Enter the details and click generate.

1.11.8.9. Complaints and grievance

This report will generate the complaint related details.Enter the details and click generate.

1.11.8.10. Feedbacks

This report will generate the feedback details.Enter the details and click generate.

1.11.8.11. Fine

This report will generate the fine details.Enter the details and click generate.

Fine Reports

From: To:

[   ]   [   ]

[Generate] [Reset]

1.11.8.12. Training

1.11.8.12.1. List

This report will generate the training list details.Enter the details and click generate.

Training-list Reports

Start Date: End Date:

[   ]   [   ]

[Generate] [Reset]

1.11.8.12.2. Users

This report will generate the training users list details.Enter the details and click generate.

1.11.8.12.3. Applied Users

This report will generate the training Applied Users list details. Enter the details and click generate.

1.11.9. Payment

This section is for the payment purpose,Enter the transaction No, click search and click pay button.

*****The End*****