



**SANTHIGIRI COLLEGE**

**OF COMPUTER SCIENCES**

Affiliated to M.G. University, Approved by AICTE and Accredited by NAAC



# **EMBASE Pro Suit**

**2023-2024**



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## EMBASE – NEW MODULE DETAILS 2023-2024

The **Attendance Engagement Overview** report offers a detailed snapshot of department-wise staff attendance and engagement on an hourly basis for a selected date. By using the filter option, you can narrow down the report to specific departments. This report is designed to help administrators quickly assess teacher availability and the presence of substitutes. Each hour of the day is color-coded to indicate the teacher's attendance status: Light Green signifies that the teacher attended class without using a timetable, Dark Green indicates attendance via the timetable, Red shows the teacher was absent, and Grey represents an absence with a substitution. Yellow and Orange highlight the attendance of substitute teachers, with Yellow indicating their presence and Orange showing their absence.

The report provides a comprehensive and easy-to-understand view of teacher engagement throughout the day. By selecting a department and date, users can track whether teachers adhered to their timetables or if substitutions occurred.



This tool is invaluable for ensuring smooth operations, highlighting both absences and substitutes, and enabling corrective actions to be taken where necessary. The color codes

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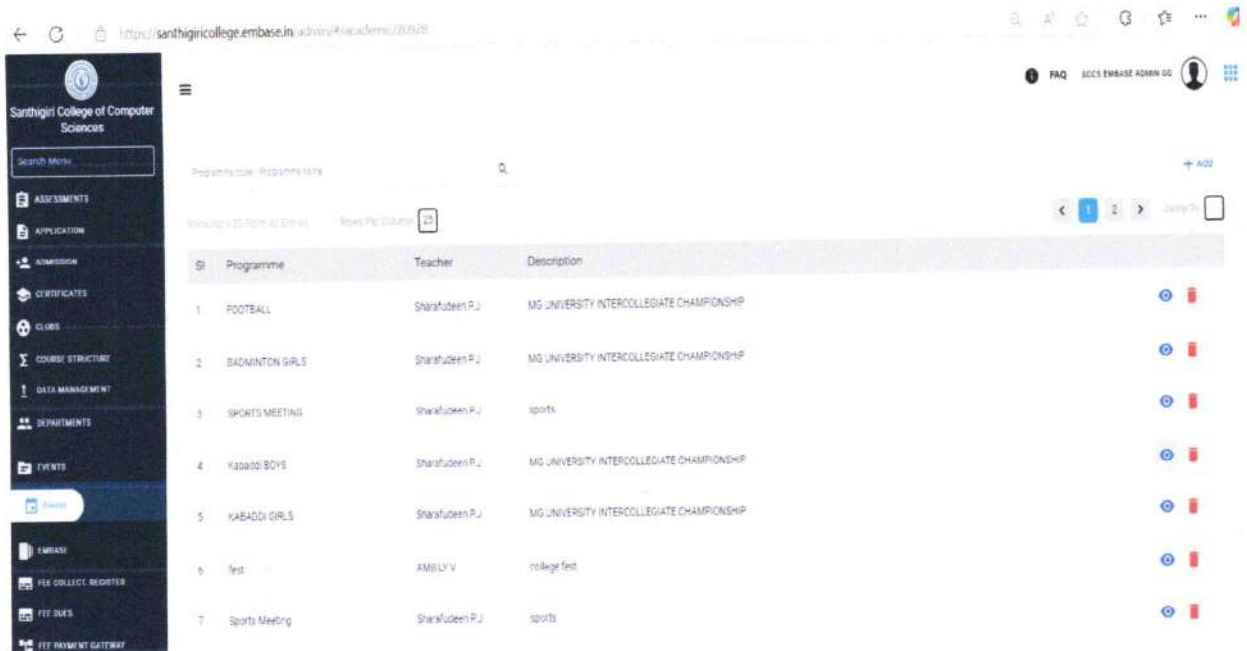


enhance the user experience by offering a quick and intuitive way to gauge attendance patterns at a glance

The **Event Attendance Management** system allows event coordinators to effectively add, edit, and delete events within the college. This system provides a streamlined approach to creating new events, which includes specifying essential details such as the event name, date, time, and location. Once events are created, coordinators can update or modify event details as necessary, ensuring the information remains current and accurate. Additionally, coordinators have the ability to delete events that are no longer relevant or have been canceled. This flexibility ensures the event records remain up to date.



By adding events to the system, coordinators can also mark and track attendance for each event. This helps maintain an accurate record of participants and ensures that all attendees are documented. The system serves as a comprehensive record-keeping tool for all events happening in the college, making it easier to track attendance and event details for future reference. This feature not only aids in organizing events but also provides a valuable audit trail, supporting effective event management and ensuring the success of future activities.



The **Timetable Management** system is designed to help educators and administrators efficiently create and manage timetables for the academic year. The process begins by setting up **Day Orders** in the Academic Settings, where administrators define the sequence of days for the academic year. Day orders can be customized (e.g., Set 1 with I, II, III, IV, V, VI or Set 2 with days of the week like Mon, Tue, Wed, Thu, Fri, Sat), and these orders are assigned to dates to align with holidays. Once the day orders are set, the next step is to create the **Timetable**, where administrators define the time slots for each day. A feature called **Copy Slots** allows for the replication of time slots across the week, ensuring consistency in scheduling. Once the timetable structure is in place, administrators can move on to adding **Time Table Entries**, where teachers and courses are allocated to specific hours.

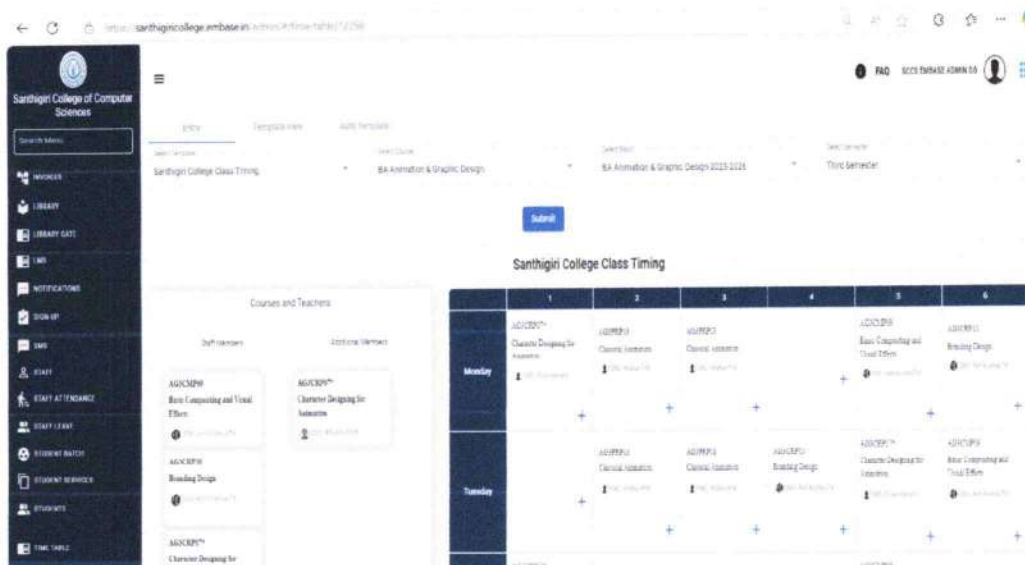
For more automated scheduling, the **Auto Template** feature streamlines the process by automatically mapping teachers and courses to the timetable. By marking attendance continuously for a batch and term over a period (usually a week), the system can

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automatically assign the timetable entries based on attendance patterns. This feature significantly reduces manual effort and ensures timely and accurate assignment of teachers and courses to their respective slots. Additionally, users can easily view the timetable in various formats, with the option to export it in Excel format for both **Batch-wise** and **Faculty-wise** views. This comprehensive timetable management system ensures an efficient scheduling process, enhances teacher allocation, and simplifies record-keeping for the entire academic year.

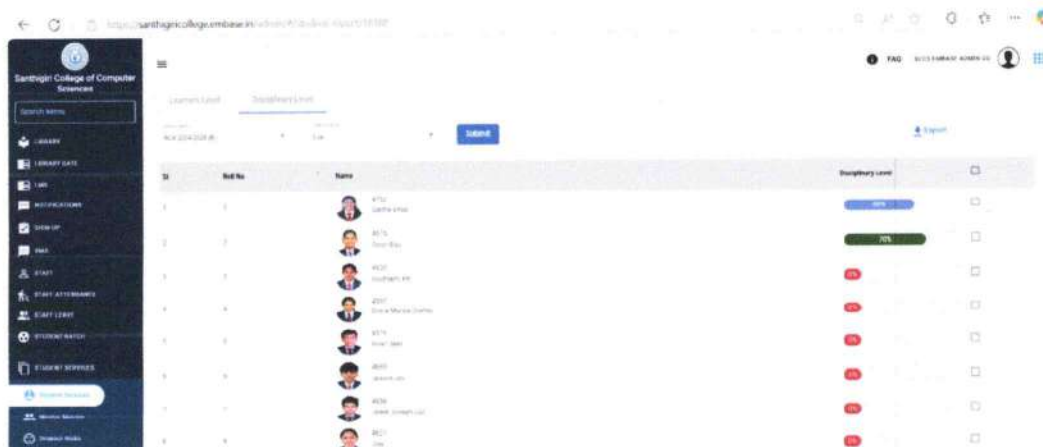


The **Student Services** menu offers a comprehensive tool for administrators to manage and monitor the academic and behavioural progress of students across the campus. Through this menu, administrators can easily view and update the **learner's level** and **disciplinary level** for each student, providing a detailed snapshot of their academic standing and conduct. By selecting specific batches and student statuses, administrators can make adjustments or track changes over time, ensuring that students' records remain accurate and up-to-date.





This system is designed to streamline the process of tracking student development, offering insights into both their educational progress and any disciplinary actions. Whether it's assessing a student's academic level based on their performance or reviewing their disciplinary record, the **Student Services** menu allows for a holistic approach to managing student information. This functionality not only helps in keeping track of individual progress but also plays a crucial role in fostering a structured and supportive environment for students throughout their academic journey.



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