

How to work for online eligibility

First of all make sure that your university authority is having online eligibility facility and you have downloaded the blank excel file form online eligibility link of your university's website.

- 1) After completion of admission you must have to fill up the all information of the student from his admission form.
- 2) To perform this task Click on "Back office" menu, in student's module & select "Admission form details" submenu. Following screen will appear on your desktop.

Admission Form Details (KOTHAWALE PRANOTI BHAGWAN)

General | Parent | Previous Institute | Current Year Info | Concession | Received Docs | Subjects | Educational | Hostel | Passport

G.R./PRN No. 2934 Uni./Board Reg. No. []

Std. Name KOTHAWALE PRANOTI BHAGWAN Gender Female

Address 92/4 SANMITRA, MAHESH HSG. S Location Pune

Phone 1 02064001161 Phone 2 [] Fax [] Cell 9371973303

E-Mail ID pranotibk@gmail.com Birth Date 14/11/1993 Birth Place Pune

Delivery Place Pune Nationality India Mother Tongue Marathi

Marital Status Unmarried Occupational St. [] Blood Group B+ Phy. Handicape []

Conveyance [] Religion HINDU Caste OPEN Sub-Caste VEERSHAVA

Category OPEN Specialization [] Qualification []

Reg. No.	Student's Name	Class	Roll No.	Status	Member ID
2933	PENDHARKAR AMRUTA SUNIL	F.Y.B.COM	6001	Active	5670
2934	KOTHAWALE PRANOTI BHAGWAN	F.Y.B.COM	6002	Active	5671
2936	NAZARE RAVIRAJ DIPAK	F.Y.B.COM	6003	Active	5673
2943	RATNAPARKHI TRUPTI JAY	F.Y.B.COM	6004	Active	5680
2944	KESKAR MEDHA RAVINDRA	F.Y.B.COM	6005	Active	5681
2945	DHAMDHARE HRUCHA MILIND	F.Y.B.COM	6006	Active	5682

Save Copy Prv. Inst. Copy Cur. Year Copy Subjects Refresh Exit

List of Students sorted by Class & Roll No., click on column name for sorting in Asc. & Des. mode

Fig 1

- 3) Fill up all the information of a student on the screen shown in Fig 1 and Click on SAVE button.
- 4) Now click on PREVIOUS INSTITUTE tag On the same screen. Following screen will appear.

Admission Form Details (KOTHAWALE PRANOTI BHAGWAN)

General Parent Previous Institute .Current Year Info Concession .Received Docs Subjects Educational Hostel Passport

Last Attended Class: HSC
 Institute: GARWARE COLLEGE OF COMMERCE
 Board/University: MARATHWADA UNIVERSITY
 Eligibility: Same College State of Resident: M.S.
 Qualified Exam: HSC Passing Year: Mar 2011
 Percentage: 79.33 Result: Distinction
 Exam Center: PUNE Seat No.: P151163
 T.C./L.C. No.: Issue Date: //

Religion: HINDU
 Caste: OPEN
 Sub-Caste: VESHNAV
 Category: OPEN

Note: These fields are limited to TC, LC, and Character Certificate etc. only.

Add in Eligibility List GAP: No

Reg. No.	Student's Name	Class	Roll No.	Status	Member ID
2933	PENDHARKAR AMRUTA SUNIL	F.Y.B.COM	6001	Active	5670
2934	KOTHAWALE PRANOTI BHAGWAN	F.Y.B.COM	6002	Active	5671
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2943	RATNAPARKHI TRUPTI JAYANT	F.Y.B.COM	6004	Active	5680
2944	KESKAR MEDHA RAVINDRA	F.Y.B.COM	6005	Active	5681
2945	DHAMDHARE HRUCHA MILIND	F.Y.B.COM	6006	Active	5682

Save Copy Prv. Inst.
 Copy Cur. Year Copy Subjects
 Refresh Exit

Fig 2

- 5) Fill up the all information of the student on this screen shown in Fig.2 and Click on SAVE button.
- 6) After entering necessary information in each fields on both "GENERAL" tag and "PREVIOUS INSTITUTE" tag of all students of a class, exit from the back office screen don't forget to save the record after entering information of every students.
- 7) Now click on "ZP/Uni./UGC Report" menu in "student module" and select the submenu "Eligibility List". Following screen will appear on your desktop.

Eligibility List

Class F.Y.B.COM

Date From 31/05/2011 Upto 29/06/2011

Eligibility (All)

Qualified Exam (All Exams)

Examining Body (All Institutes)

Sort By Class + Roll No.

Report Format Pune University

Include Zero Fee Records

Ok Exit Export->Excel

Fig. 3

- 8) Select the class of your choice whose eligibility list is to be prepared. Select period of admission, eligibility criteria, Qualified Exam, Examining Body, Sort by and most important report format "Pune University".
- 9) If you apply check mark in check box of "Include Zero Fee Record" then your eligibility list will be prepared by including all students who have not paid eligibility fee at the time of admission and have kept this fee pending.
- 10) If you remove the check mark from the check box then students who have not paid their eligibility fee, will not be included in the eligibility list.
- 11) After selecting proper value for each object on this screen shown in Fig.3, click on "Ok" button to get preview of eligibility report now close the report. You can print this viewed output to preserve your office record.
- 12) Close this preview screen and you will be back on the screen as shown in Fig 3.

13) Now click on "Export->Excel' button you will be asked to specify where to save this exported file from VRIDDHI. Enter suitable folder name and file name in which this eligibility file in Excel format is to be stored. This file will have all necessary information of the student required by university authority for online eligibility purpose. Prepare this excel file for all class.

14) Now close VRIDDHI software.

15) Open this exported file of each class (one at a time) and select the record from opened file, copy these selected record and paste it to excel file obtained from university's website. This way you have entered all data from VRIDDHI excel file to university's excel file.

serial no	last name	first name	middle name	mother na	birth date	sex	caste	cat	creamy la	last exam	last quali	last quali last	last quali last	last quali passing	n ris	mahara member	address
1	KOTHAWALE	PRANOTI	BHAGWAN	SMITA	14/11/1993	F	OPEN	NO	MARATHV	HSC	P151163	79.33	Mar/2011	MH	92/4	SANMITRA, MAHESH HSG	
2	NAZARE	RAVIRAJ	DIPAK	SANGEET	05/11/1993	M	OPEN	NO	MAHARA	HSC	P151008	75.33	Mar/2011	MH	R.H. NO. 306,	INDIRA SHANKAR	
3	RATNAPARK	TRUPTI	JAYANT	NILANGI	19/01/1993	F	OPEN	NO	MAHARA	HSC	P150970	78.83	Feb/2011	MH	SHRAMASAF	FLYA, APTS WADG	
4	KESKAR	MEDHA	RAVINDRA	ANJALI	04/04/1993	F	OPEN	NO	MAHARA	HSC	P150905	62	Feb/2011	MH	E206, OM NISHA	TOWNSHIP, S	
5	DHAMDHARE	HRUCHA	MILIND	NEETA	28/09/1993	F	OPEN	NO	MAHARA	HSC	P150955	74.66	Feb/2011	MH	B-69, GOPAL	NIWAS, TULSHIB	
6	AWATI	TANVI	VISHNU	SAVITA	03/11/1993	F	OPEN	NO	MAHARA	HSC	P150972	82.33	Feb/2011	MH	8, RUNWAL	PARADISE, BHUSA	
7	KHOLE	DIPIKA	KIRAN	SANDHYA	28/11/1993	F	OBC	NO	MAHARA	HSC	P151049	59	Mar/2011	MH	MROYA HEIGHTS,	FLAT - 204/B	
8	POTNIS	DHANASHREE	KISHOR	NILIMA	13/11/1993	F	OPEN	NO	MAHARA	HSC	P151118	71.33	May/2011	MH	FLAT NO. 10	JANKISHANKAR AI	
9	KULKARNI	SUJATA	VYANKATESH	UJWALA	05/05/1994	F	OPEN	NO	MAHARA	HSC	P151275	55	May/2011	MH	60/468,	MAHARASHINAGAR, GU	
10	WACHASUNI	PAYAL	ASHUTOSH	MANASI	06/11/1993	F	OPEN	NO	MAHARA	HSC	P151169	64.5	Feb/2011	MH	A1-11, VITHAL	HEIGHTS ANANDI	
11	KULKARNI	KETAKI	DATTATRAYA	RAJASHR	29/11/1993	F	OPEN	NO	MAHARA	HSC	P150884	62.33	Feb/2011	MH	21, SWAMI	NIVAS GURURAJ SC	
12	NARKE	SWAPNIL	SURESH	MANDA	05/02/1991	M	OBC	NO	MAHARA	HSC	P151132	60	Feb/2011	MH	BOMBAY SAPPERS	COLONY S	
13	GHATE	MEENAL	ATUL	KETAKI	31/03/1994	F	OPEN	NO	MAHARA	HSC	P150758	58	Feb/2011	MH	DWIJAY APPARTMENT	SATSAN	
14	BAGAITKAR	AMITA	AJIT	JYOTI	19/05/1994	F	OPEN	NO	MAHARA	HSC	P150772	47.83	Feb/2011	MH	S.NO. 18/3C	NAVACHAITANYA S	
15	KULKARNI	AARTI	PRANESH	POOJA	25/01/1994	F	OPEN	NO	MAHARA	S. Y. J. C.	P150805	73	Mar/2011	MH	KISAN KUNJ,	MANIK BAUG, OPP	
16	KULKARNI	AMRUTA	ARUN	ANJALI	06/07/1994	F	OPEN	NO	MAHARA	S. Y. J. C.	P151107	46.83	Mar/2011	MH	310/311	NAVI PETH(SADASHIV)	
17	SHETE	NEHA	SANJAY	ROHINI	21/09/1993	F	OPEN	NO	MAHARA	HSC	P150706	62.33	Feb/2011	MH	E-2/7	SURYAPRAPHA GARDEN	
18	SATPUTE	NILAM	VITTHAL	MANGAL	18/03/1994	F	OPEN	NO	MAHARA	S. Y. J. C.	P151078	69.33	Mar/2011	MH	S.NO. 84/165,	SHASTRINAGAR,	
19	SAWANT	NIKHIL	ASHOK	SAVITA	15/11/1993	M	OPEN	NO	MAHARA	HSC	P150939	74.17	Feb/2011	MH	B-104/10,	UPPER INDIRA NAGAI	
20	SHINDE	ANAND	RAMESH	VANDANA	09/09/1992	M	OPEN	NO	MAHARA	HSC	P151123	61.5	Feb/2011	MH	1WA	VASANTVIHAR, OPP KUM	
21	SHALIGRAM	MAITREY	JITENDRA	SMITA	25/06/1993	M	OPEN	NO	MAHARA	XII	P151096	62.67	Feb/2011	MH	flat no 3,	mangalmurti co-op hous	
22	MULGUNDKA	SHREYAS	CHANDRAKAN	JYOTI	25/06/1993	M	OPEN	NO	MAHARA	XII	P150709	76.33	Feb/2011	MH	H-10, 147	ASHTAVINAYAK NAG	
23	TIDKE	ROHIT	ASHOK	UMA	28/06/1993	M	OPEN	NO	MAHARA	XII	P151242	61.5	Feb/2011	MH	595,	dattawadi near ploic station	

16) Now Upload this university's excellig file on university's website using your college ID and password.