



The Institute of Chartered Accountants of India  
Set up by an Act of Parliament

## ICAI STUDENT REGISTRATION PORTAL USER MANUAL FOR POU

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### Accessing the Application

To access the application for POU Admin, Please enter the URL –  
 “http://icaionlineregistration.org/Admin\_Module/login.aspx ”

A. Login using the username and password provided to you by the Head Office.

Successful login should take you to the POU Dashboard.

The Institute of Chartered Accountants of India

User Name:

Password:

Login

[Forgot Password?](#)

[Register as Student](#)

[Register as Faculty](#)

[Home](#)

User can login after supply Valid User Name & Password as POU, Head Office, Student & Faculty.

This option enables user to register as a student

This option enables user to register as a faculty

- This Login screen would be same for POU Admin, HO, Admin, Student & Faculty Login

## Retrieving password



The Institute of Chartered Accountants of India

User Name:

Password:

Login

[Forgot Password?](#)

[Register as Student](#) [Register as Faculty](#)

[Home](#)

In case you have forgotten the password, please click here to initiate the password recovery process.

In order to retrieve password, click on forgot password link which will take user to a new screen. Next screen will prompt user to enter the registered email address.



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## Recover Password

Registered email address has to be entered to retrieve the password

Email ID :

Send

[Click here to Login](#)

Post entering the email address user needs to click on send button. After this user will get an automated mail on the registered email address with a password retrieval link on it.

## [POU Dashboard](#)

If user login as POU Admin, he would be taken to POU Dashboard which is mentioned below Screen. User can handle functionality as batch Management, student confirmation, Student & Faculty Attendance Report & Print certificate.

The screenshot shows a dashboard with a red header bar containing a home icon and the word "Dashboard". Below the header, there are nine functional tiles arranged in a 3x3 grid. Each tile includes an icon, a title, and a brief description. Callout boxes with orange borders and arrows point to specific tiles to provide additional context:

- MANAGE YOUR BATCHES**: Create New Batches and Manage New batches using this section. You can also delete batches that have not yet been launched. *Callout: To create & manage Batches from here*
- LAUNCH BATCH**: Once batches are created you will have to launch them so that they are available to students for registration. A batch once launched cannot be rolled back.
- CONFIRM STUDENT REGISTRATIONS**: Confirm or Un-Confirm students that have registered in your batches. Only confirmed students will be allowed to attend classes. *Callout: Admin can confirm student after course registration from here*
- STUDENT ATTENDANCE SHEET**: Manage student attendance sheet from this section.
- FACULTY ATTENDANCE SHEET**: Manage Faculty Attendance sheet from this section.
- APPROVE CHANGE OF BATCH**: Approve student's request for change of batch to your POU.
- BATCH LIST**: View Batches that you have created.
- FACULTY APPROVAL**: Approve/DisApprove Faculties From Here.
- CANCEL WAITLIST NUMBER**: Cancel WaitList Number From Here.
- GENERATE CERTIFICATE**: Generate certificate for students who have passed all the criterias and are eligible for certificates. *Callout: Admin can generate certificate no from here for confirm students*
- PRINT AUTHORIZATION**: Print Authorization for students who have passed all the criterias and are eligible for certificates.
- PRINT CERTIFICATE**: Print Certificates for successfully completed courses. Certificates can be printed after successful completion of course. *Callout: Admin can print certificate form here*

## Batch Management

Admin can create new batches and manage using this section. You can also delete batches that have not yet been launched

**Batch Management** + Add

Batch Management

Batch ID	Course Name	Status	From Date	To Date	
noid-001	Information Technology Training	General	03/01/2014	15/03/2014	
noidaop-002	Orientation Programme	General	03/01/2014	28/03/2014	
noid-003	Information Technology Training	General	09/01/2014	08/02/2014	
noid-002	Information Technology Training	General	09/01/2014	08/02/2014	
noidaop-001	Orientation Programme	General	09/01/2014	07/02/2014	⊗
noidaop-003	Orientation Programme	General	08/01/2014	08/02/2014	⊗
nagmcs-100	GMCS - I Course	General	04/01/2014	28/02/2014	⊗
nagmcs1-101	GMCS - I Course	General	04/01/2014	20/03/2014	⊗
NOIDA-GMCS1-001	GMCS - I Course	General	25/01/2014	09/02/2014	⊗

To add new batch, click to "Add" button

User can manage all batches information in this Grid

Admin can delete batch only before it is launched

## New Batch Creation

The Institute of Chartered Accountants of India Noida Logout

**Batch Management** + Add

Batch Management : GMCS - I Course

Region: Central    POU Code: C0032    POU Name: NOIDA    Course: GMCS - I Course

Batch No.:     Total Batch Size:     Batch Size:     Reserve Size:

From Date:     To Date:

Batch Timing: From 1:00 AM To 1:00 AM

Course: GMCS - I Course  
 Submit    Cancel

When Admin click to "Add" button to create new batch then A POP would be display for course selection.

**NOTE:**  
 \* The same faculty should not be assigned classes for more than 2 days.  
 \* Approval from BoS is required for accepting students above 50.

subject_id	Subject	Subject Description	Faculty	From Date	To Date
37	General Management	Planning, Organising, Staffing, Directing, Control, Role & Responsibilities of Managers at different Levels	Select		
38	Developing Personal Traits	Attitudes & Values, Motivation - Self & Others, Time Management, Planning & Prioritizing	Select		
39	Business Communication	Writing Skills, Letter & Essay Writing, Writing Minutes, Articulation Skills, Reading & Comprehension Skills, Book Review, Preparation of Project Reports, Data Analysis & Research Methodology	Select		
40	Presentation	Making Powerpoint Presentations, Public Speaking / Extempore Speech, Case Based Presentation on Strategic Decision Making	Select		

User can fix faculty schedule according to Subject

Submit Cancel

The "Cancel" button takes user back to the main Dashboard Screen

### Explanation of fields

- Region – This will show the registered POU region.
- POU Code- Designated id of POU.
- Total Batch Size – Number of students to be accommodated.
- Batch Size – Published batch size against the total number of students.
- Reserve Size – Reserved Seats Number.
- From Date- To Date – Batch start and end date.
- Batch Timings – Timings of the batch.

➤ Once user fill all the details. They need to click on submit.

### Assigning faculty to a subject while creating a batch

To assign a faculty to a subject the logged in POU can click on the select button under faculty column against the corresponding subject. The user will be taken to a screen which will show all the faculties for the subject. The user can select the desired faculty from the screen. On submission, the faculty will be assigned to the subject.

The screenshot shows a 'Batch Management' window with a table of faculty assignments. The table has three columns: 'Faculty Name', 'City', and 'View Schedule'. The rows are as follows:

Faculty Name	City	View Schedule
mukesh sharma	BARODA	[View Schedule Icon]
Alok Dwivedi k Dwivedi	AGRA	[View Schedule Icon]
Alokta A	AGRA	[View Schedule Icon]
sunny agarwal	AKOLA	[View Schedule Icon]
Alok Dwivedi	AGRA	[View Schedule Icon]
test test	AKOLA	[View Schedule Icon]
test test	AKOLA	[View Schedule Icon]
Alok jhasni Dwivedi jhasni	AHMEDABAD	[View Schedule Icon]

An orange callout box points to the 'View Schedule' icon in the row for 'Alok Dwivedi' with the text: "To view faculty schedule, click this icon & submit". At the bottom of the window, there are 'Submit' and 'Cancel' buttons.

- To view schedule of any chosen faculty one can see the entire schedule by clicking on View Schedule icon.
- Clicking on submit button ensures faculty name against the subject.

## Launching a batch

Once batches are created, Admin launch them so that they are available to students for registration. A batch once launched cannot be rolled back.

**Launch Batch**

Launch Batch

Select Batch  
Select

Region Course POU

Total Batch Size Batch Size Reserve Size

From Date To Date

Launch Batch As  
General

Once batch created, user can launch batch

Launch Cancel

- User can select the batch from the drop down menu.
- All Records would be auto-filled
- Admin can Launch Batch as following type –
  - 1) General
  - 2) Wait Listed.
- On selecting the “General” option, batch will be launching for general students and for “Waitlisted” option, batch will be launching for Waitlisted students only.
- Next screen for waitlisted option.

**Launch Batch**

Launch Batch

Select Batch  
Select

Region Course POU

Total Batch Size Batch Size Reserve Size

From Date To Date

Launch Batch As  
WaitListed

Batch becomes General In  
After 1 day  
After 1 day  
After 2 day

Batch can be launched as “waitlisted” from here.

Waitlisted batch becomes General after 1 or 2 day.

Launch Cancel



## Confirming Student to a batch

Once interested students register for a batch launched by the POU, the POU will have to login and confirm the student registration.

The screenshot shows the 'Confirm Student' interface. At the top, it says 'The Institute of Chartered Accountants of India' and 'Jhansi' with a 'Logout' button. Below this is a red bar with a home icon and the text 'Confirm Student'. The main content area has a heading 'Confirm Student'. There is a 'Batch Number' dropdown menu with 'jhansi-op-001' selected and a green 'Get List' button. Below this is a table with the following columns: Student Name, Payment Mode, Demand Draft Number, Amount, and Status. The table contains three rows of student data. Each row has 'Confirm' and 'UnConfirm' buttons. Below the table is a 'Cancel' button. Two callout boxes provide instructions: one pointing to the buttons stating 'Once student confirmed, confirm/unconfirmed button would be disabled', and another pointing to the buttons stating 'POU Admin can confirm or unconfirm students from here'.

Student Name	Payment Mode	Demand Draft Number	Amount	Status
AAA	Offline	11111111111111	3000	Confirm UnConfirm
anil	Offline	333333	3000	Confirm UnConfirm
anil	Offline	111	3000	Confirm UnConfirm

- POU admins can select the batch from the drop down and they will get a list of students that have registered for the particular batch.
- Once POU click on the “confirm” checkbox against the student that he wishes to confirm.

## Registering Student Attendance

POU admins can mark attendance for students by selecting the intended batch. All the students belonging to that particular batch will be displayed. POU admins can mark attendance for first and second half of the students.

The Institute of Chartered Accountants of India POU Admin

New batches for CBCA 1 will be launched on the 10th of November 2013

### Student Attendance

Batch Number:

Student Name	Registration Number	First/Second Half	Attendance
rahul singh	12345	First Half	
rahul singh	12345	First Half	
samik kti	5616568	First Half	

User can mark attendance by clicking on this icon. Next screen is as below.

The Institute of Chartered Accountants of India POU Admin

New batches for CBCA 1 will be launched on the 10th of November 2013

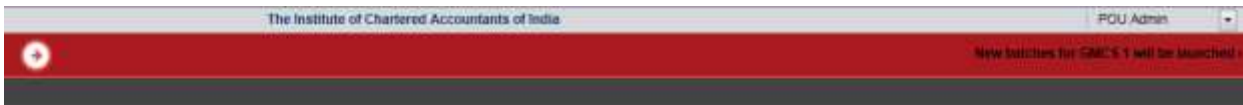
Batch Number:

Student Name	First Half Attendance		
Prachi Mittal	<input type="checkbox"/> 2013-11-07	<input type="checkbox"/> 2013-11-15	<input type="checkbox"/> 2013-11-23
priya	<input type="checkbox"/> 2013-11-08	<input type="checkbox"/> 2013-11-16	<input type="checkbox"/> 2013-11-24
	<input type="checkbox"/> 2013-11-09	<input type="checkbox"/> 2013-11-17	<input type="checkbox"/> 2013-11-25
	<input type="checkbox"/> 2013-11-10	<input type="checkbox"/> 2013-11-18	<input type="checkbox"/> 2013-11-26
	<input type="checkbox"/> 2013-11-11	<input type="checkbox"/> 2013-11-19	<input type="checkbox"/> 2013-11-27
	<input type="checkbox"/> 2013-11-12	<input type="checkbox"/> 2013-11-20	<input type="checkbox"/> 2013-11-28
	<input type="checkbox"/> 2013-11-13	<input type="checkbox"/> 2013-11-21	<input type="checkbox"/> 2013-11-29
	<input type="checkbox"/> 2013-11-14	<input type="checkbox"/> 2013-11-22	

- Clicking on “Submit” ensures that attendance is marked.

## Registering Faculty Attendance

POU admins can mark attendance for faculty by selecting the intended batch. All faculties belonging to that different batch will be displayed. POU admins can mark attendance for first and second half of the faculties.

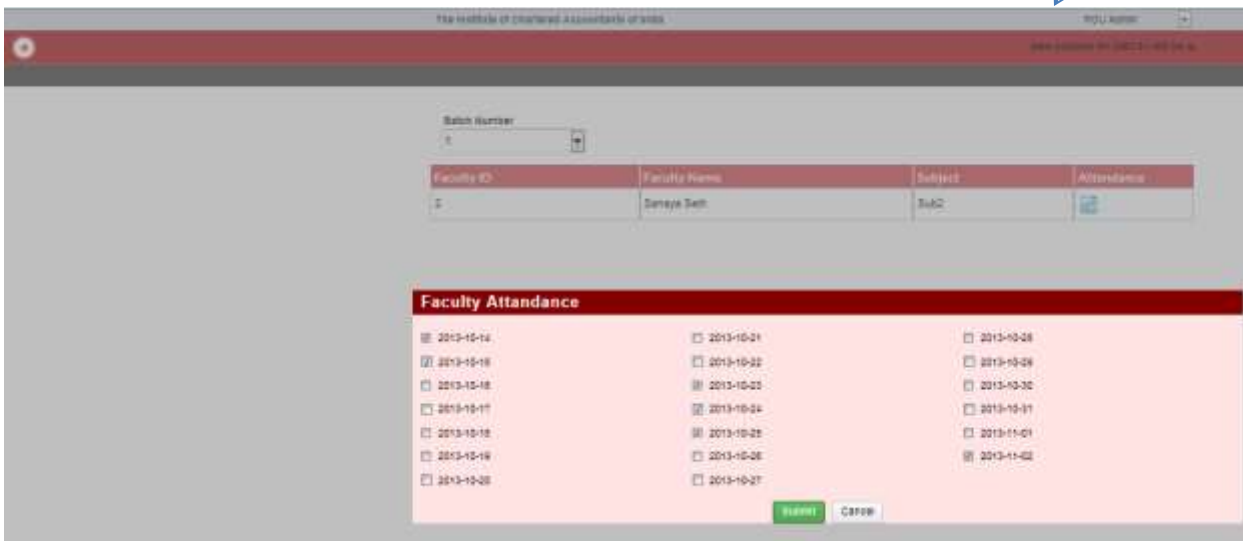


### Faculty Attendance

Batch Number

Faculty ID	Faculty Name	Subject	Attendance
2	Saraya Seth	Sub2	

User can mark Faculty attendance by clicking on this icon. Next screen is as below.



- Clicking on "Submit" ensures that attendance is marked.

## Approving a student batch change

POU can approve batch change request of students if they want to change batch after course registration and gets confirmed by the same POU.

From POU	Student Name	Current Batch	Desired Batch	Approve
GOA	dd eded edede	GOA Chan1	3443	<input type="checkbox"/>

Submit Cancel

POU Admin can confirm/verify change request from here

- Click on submit to complete the verification procedure.

## Batch List

POU Admin can view all batches that created by self.

Batch ID	Course Name	Date	To Date
101 ajmer-gmcs1-001	GMCS - I Course	14	08/03/2014
102 ajmer-gmcs1-0	GMCS - I Course		
103 ajmer-itt-001	Information Tech Training	23/01/2014	20/02/2014
105 ajmer-itt-002	Information Technology Training	23/01/2014	18/02/2014

Admin clicks here to see student's information

POU Admin update test results from here

When admin clicks to particular batch in Batch list to see students records, next screen mentioned below

**Student list of Batch**

Student Name	Registration No	Registration Date	Address	Mobile No	Email Id	Status
abhidemo	4534534553	07/01/2014	abhidemo	4533554555	abhidemo@gmail.com	Confirmed
alokdemo	3w34443443	07/01/2014	alokdemo	3455454545	alokdemo@gmail.com	Confirmed

Back

All registered students records would be seen here

## Faculty Approval

POU can approve/disapprove Faculty request for subjects.

**POU Faculty Approval** Search

**Faculty Approval**

Faculty Name: Alok Jhasni Dwivedi Jhasni

Get Subjects Applied For

	Course Name	Subject Name	Qualification	Experience	Approval Status
<input checked="" type="checkbox"/>	Information Technology Training	Computer Fundamentals	MCA	Teaching 0Years 0Months, Corporate 0Years 0Months, Practice 0Years 0Months	Approved
<input checked="" type="checkbox"/>	Information Technology Training	Operating Systems	MCA	Teaching 0Years 0Months, Corporate 0Years 0Months, Practice 0Years 0Months	UnApproved
<input type="checkbox"/>	Information Technology Training	MS-Word	MCA	Teaching 0Years 0Months, Corporate 0Years 0Months, Practice 0Years 0Months	Approval Pending
<input type="checkbox"/>	Information Technology Training	MS-Excel	MCA	Teaching 0Years 0Months, Corporate 0Years 0Months, Practice 0Years 0Months	Approval Pending
<input type="checkbox"/>	Information Technology Training	MS-PowerPoint	MCA	Teaching 0Years 0Months, Corporate 0Years 0Months, Practice 0Years 0Months	Approval Pending
<input type="checkbox"/>	Information Technology Training	MS-Access	MCA	Teaching 0Years 0Months, Corporate 0Years 0Months, Practice 0Years 0Months	Approval Pending

Click to checkbox and Approve/Disapprove faculty

## Cancel Waitlist No

Admin can cancel Waitlist Number from Here and student again can apply for same future batch.

➔

Cancel WaitList Students

Cancel WaitList Students

Student Name	WaitListed Number	Status	Course	Cancel
Mr Rohan Kumar	NZVCE9	UnUsed	GMCS Course	✕
Alok	2GUZTtw	UnUsed	GMCS - I Course	✕
Alok	o9RbX	UnUsed	GMCS - II Course	✕
Alok	445M	UnUsed	GMCS Course	✕
Alok	1wLJq	Cancel	Information Technology Training	✕
Alok K Dubey	MFDBkK	UnUsed	GMCS Course	✕
Alok K Dubey	V3d06w	Cancel	GMCS Course	✕
Alok K Dubey	698Agj	Cancel	Orientation Programme	✕
Alok K Dubey	0jIdAd	UnUsed	GMCS Course	✕

Click this icon to cancel waitlist students

## Generate Certificate

Admin can generate certificate for students who have passed all the criteria and are eligible for certificates.

- POU can generate certificate only for confirmed students of selected batch.
- Certificate Date and Test Date (In case of ITT only) should be greater than Batch End Date

➔

Generate Certificate

Generate Certificate

Batch	Course	From Date	To Date	Certificate Date	Test Date	
345455	GMCS - I Course	15/01/2014	08/02/2014	<input type="text"/>		<a href="#">Generate Certificate</a>
345455	GMCS - I Course	15/01/2014	08/02/2014	<input type="text"/>		<a href="#">Generate Certificate</a>
jhansi-gmcs1-001	GMCS - I Course	11/01/2014	07/02/2014	<input type="text"/>		<a href="#">Generate Certificate</a>

Admin click to this link after supply certificate date

In case of ITT course , then test date will be display with certificate date as next screen mentioned below.

**Generate Certificate**

Generate Certificate

Batch Name	Course Name	From Date	To Date	Certificate Date	Test Date	
bln-gmcs1-001	GMCS - I Course	21/01/2014	08/02/2014			Generate Certificate
bln-gmcs1-002	GMCS - I Course	22/01/2014	18/02/2014			Generate Certificate
bln-gmcs2-001	GMCS - II Course	22/01/2014	12/02/2014			Generate Certificate
bln-gmcs2-002	GMCS - II Course	22/01/2014	11/02/2014			Generate Certificate
bln-gmcs2-003	GMCS - II Course	23/01/2014	18/02/2014			Generate Certificate
bln-itt-001	Information Technology Training	21/01/2014	11/02/2014			Generate Certificate
bln-itt-002	Information Technology Training	22/01/2014	19/02/2014			Generate Certificate
bln-itt-003	Information Technology Training	21/01/2014	13/02/2014			Generate Certificate
bln-op-001	Orientation Programme	21/01/2014	05/02/2014			Generate Certificate

In case of ITT Course Test Date should be greater than Batch End Date

POU Admin supply certificate date and test date then click to generate certificate, display below mentioned screen.

**Generate Certificate**

Generate Certificate

Batch Name	Student Name	Certificate Number	Certificate Date	Course
bln-gmcs1-001	RUPESH KUMAR SAHU	BIKANER/GMCS - I Course/0000001	20/02/2014	GMCS - I Course
bln-gmcs1-001	abhidirect abhidirect	BIKANER/GMCS - I Course/0000002	20/02/2014	GMCS - I Course

Cancel

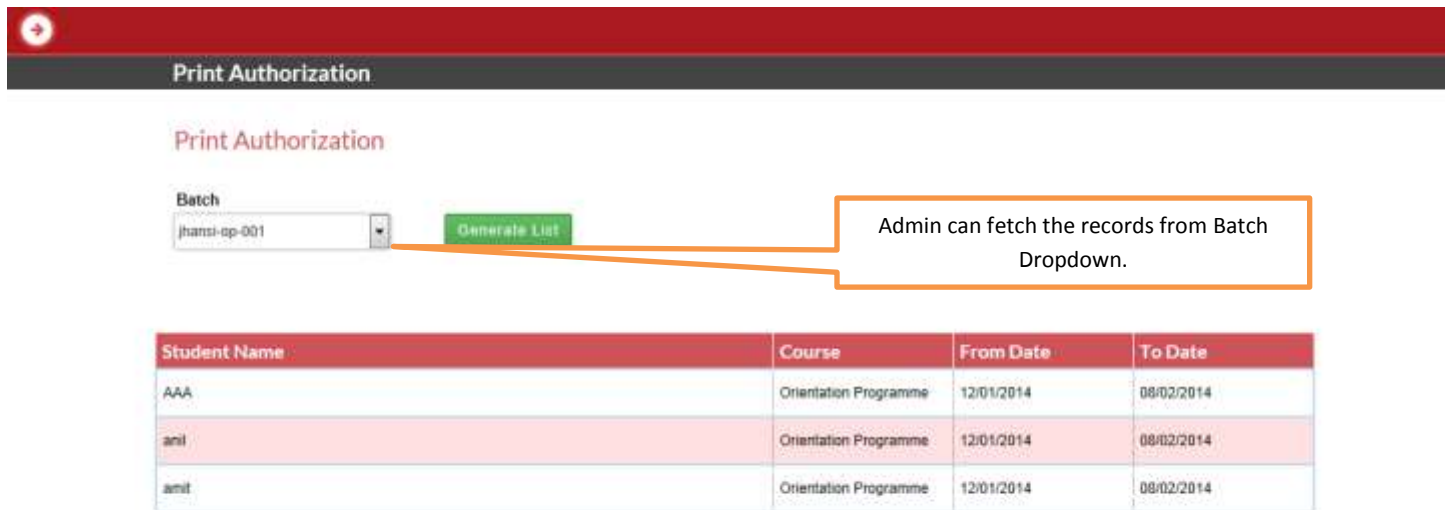
Admin gets a unique certificate no after registration

Certificate registration no format will be according to Courses.

- GMCS(All GMCS courses & OP) - POU Name/Course Name/unique 7 digit no(start from 0000001)
- ITT - POU Code/ Year of Certificate Date /unique 7 digit no(start from 0000001)

## Print Authorization

Print Authorization for students who have passed all the criteria and are eligible for certificates and who have certificate no, only their information could be fetch.



Print Authorization

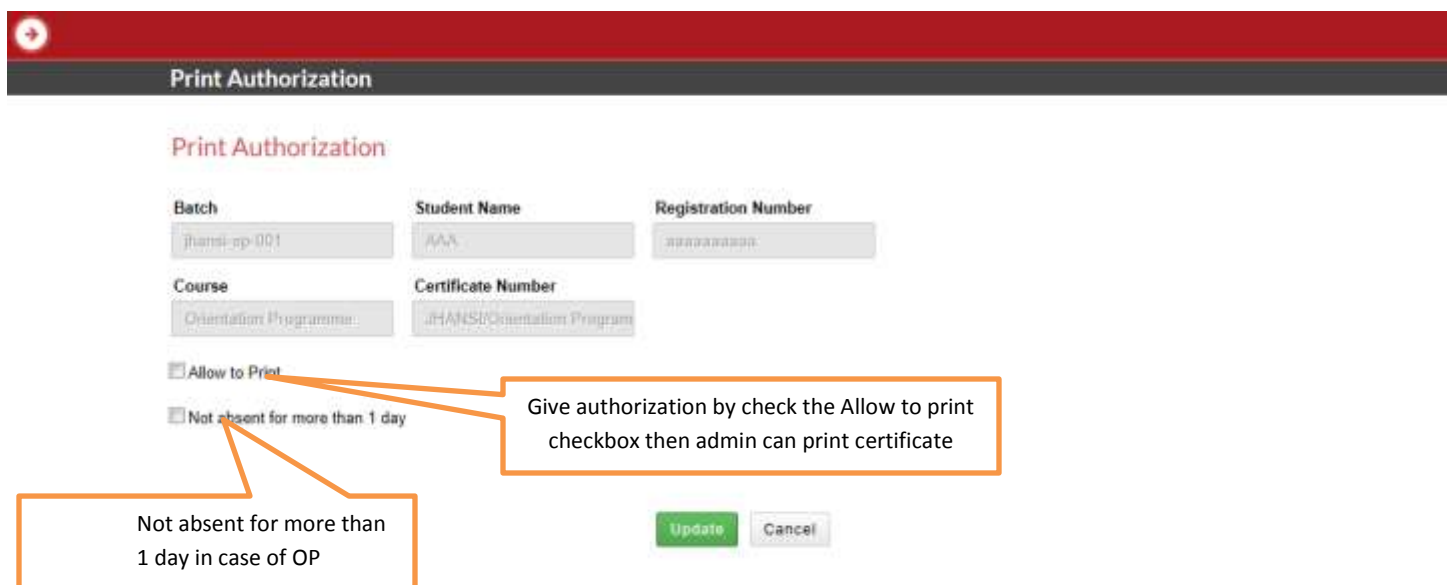
Batch: jhansi-op-001

Generate List

Admin can fetch the records from Batch Dropdown.

Student Name	Course	From Date	To Date
AAA	Orientation Programme	12/01/2014	08/02/2014
ani	Orientation Programme	12/01/2014	08/02/2014
amit	Orientation Programme	12/01/2014	08/02/2014

To allow the print certificate , click to particular student record and give him authorization.



Print Authorization

Batch: jhansi-op-001

Student Name: AAA

Registration Number: aaaaaaaaa

Course: Orientation Programme

Certificate Number: jHANSI/Orientation Program

Allow to Print

Not absent for more than 1 day

Give authorization by check the Allow to print checkbox then admin can print certificate

Not absent for more than 1 day in case of OP

Update Cancel

- Admin needs to check Allow to print checkbox to print certificate otherwise certificate can't be printed.
- Student would Not absent for more than 1 day in case of OP
- Student would Not absent for more than 2 day in case of GMCS, GMCS-I, GMCS-II courses



➔

Print Authorization

### Print Authorization

<b>Batch</b>	<b>Student Name</b>	<b>Registration Number</b>
<input type="text" value="ajmer-gmcs1-002"/>	<input type="text" value="amitdemo"/>	<input type="text" value="ewrrrererr"/>
<b>Course</b>	<b>Certificate Number</b>	
<input type="text" value="GMCS - I Course"/>	<input type="text" value="AJMER/GMCS - I Course/000000"/>	

Allow to Print  
 Not absent for more than 2 day

Not absent for more than 2 day in case of GMCS, GMCS-I, GMCS-II courses

In Case of ITT batch, screen mentioned below:

➔

Print Authorization

The Institute of Chartered Accountants of India			Ajmer	Logout
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<b>Batch</b>	<b>Student Name</b>	<b>Registration Number</b>
<input type="text" value="ajmer-itt-001"/>	<input type="text" value="abhidemo"/>	<input type="text" value="4934534553"/>
<b>Course</b>	<b>Certificate Number</b>	
<input type="text" value="Information Technology Training"/>	<input type="text" value="AJMER/201A/0000001"/>	

<b>M1</b>	<b>M2</b>	<b>Presentation</b>
<input type="text" value="4"/>	<input type="text" value="5"/>	<input type="text" value="0"/>
<b>OLT</b>	<b>Grace</b>	<b>Total</b>
<input type="text" value="298"/>	<input type="text" value="5"/>	<input type="text" value=""/>

Allow to Print  
 I declare that the student has above 90% attendance.

In case of ITT Batch, Admin supply all required marks for M1, M2, OLT & grace here

## Print Certificate

Print Certificates for successfully completed courses. Certificates can be printed any time after successful completion of a course.

**Print Certificate**

Print Certificate

Course:  Batch:  Registration Number:

Admin can print certificate on supplying specific student's registration number

Reg No	Student Name	Batch Name	Course	Allowed	Print
aaaaaaaa	AAA AAA AAA	jhansi-op-001	Orientation Programme	Not Allowed	<input type="button" value="Print"/>
aaaaaaaa	AAA AAA AAA	jhansi-itt-001	Information Technology Training	Allowed	<input type="button" value="Print"/>
aaaaaaaa	anil anil	jhansi-op-001	Orientation Programme	Not Allowed	<input type="button" value="Print"/>
aaaaaaaa	amit amit	jhansi-op-001	Orientation Programme	Not Allowed	<input type="button" value="Print"/>
aaaaaaaa	anil anil	jhansi-itt-001	Information Technology Training	Allowed	<input type="button" value="Print"/>
aaaaaaaa	amit amit	jhansi-itt-001	Information Technology Training	Not Allowed	<input type="button" value="Print"/>

Click here to print certificate if status is allowed

----- End of Manual -----