**SHAHEED BHAGAT SINGH STATE TECHNICAL CAMPUS**

**Moga Road, NH-95, Ferozepur -152004**

(*Established by the Punjab Government*)

**(Formerly Shaheed Bhagat Singh College of Engineering & Technology)**

All concerned HoDs/ADs have been assigned access rights to generate reports in various applications of TCSiON for the respective Deptt/Section. The reports are as below:

|  |  |  |  |
| --- | --- | --- | --- |
| **Deptt/Section** | **Application in TCSiON** | **Modules** | **Report type** |
| Establishment | HRMS | * Attendance
 | * Daily Employee Leave and Attendance Detail
* Employee Attendance Report
 |
| * Leave
 | * Leave Application Details
* Leave Application Report
* Month wise Leave Summary Report
 |
| Academics & Admission | CMS | * Fee
 | * Complete Fee Details
* Fee Collection Summary as on Date
* Fine Due -As on Date
* Outstanding Detailed Report
* Duplicate Receipt Report
* Fee Schedule for a Student
* Outstanding Fee Report
* Fee Collection As On Date – Detailed
* Fee Structure for a Batch in an Academic Year
* Session Wise Fee Details
* Fee Summary Report
* Fee Collection Details
 |
| * Academics
* Exam and Grading
 | * Students Progress Report
* Class Wise Rank Report
* Examination Marks Details
* Student Exam Fee
* Examination Process Score Details
* Examination Capture Score Details
 |
| * Student
 | * Academic Details
* Admission Tree Dimension
* Batch Admission Seat Details
* Student Complete Details
 |
| * Time Table
 | * Attendance Analysis Details of Faculties
* Current Attendance Details
* Faculty Wise Attendance
* Period wise Attendance Percentage for a Class
* Time Table complete details
* Attendance compliance details of Faculties
* Day wise Attendance Percentage
* Time Table Edit log details
* Attendance Sheet
* Leave Details
* Complete Attendance Details
* Faculty Allocation Report
* Room Wise Time Table
* Consolidated Attendance Report
* Faculty Load
* Subject wise Syllabus Scheduled
 |
| * Letter printing report
 | * Absentee List Report
 |

The concerned can access reports by following steps after logging into TCSiON:

Step 1: Click Report & Communication 🡪 Report🡪Report Library

Step 2: Select Report Type (Pre-configured report/On Demand Report)

**For Pre-Configured reports**

Step 3: Select Solution

Step 4: Select Module

Step 5: Search for reports by clicking GO Button

Step 6: Select the report as per requirements.

**For on demand reports**

Step 3: Select Solution

Step 4: Select Business category

Step 5 : Search for reports by clicking GO Button

Step 6: Select the report as per requirements.