**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:

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| --- | --- | --- | --- |
| **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.