

IMPORTANT STEPS

01. Go to College Website www.saceve.in
02. Click on Login here. Enter data in staff Login.
03. **First Time User**
 - a. Change User-Id and Login provided by the College
 - b. It is Mandatory to change both user-id and password
 - c. Please do not use any special characters or spaces
 - d. Get your Email-id updated by the College immediately
04. Login with changed User-Id and Login

Attendance Feeding:

01. Select Attendance Entry Option from option bar
02. System will Display Papers along with Course and Class
03. Select Paper for which Attendance is to be fed
04. Select Month for which Attendance is to be fed
05. Fill up Total Classes Held
06. Press Go Button
07. System will display Students Data for Entering Classes Attended
08. Enter Classes, Press Tab Twice, Enter Classes for second Student.
09. Repeat above Process for all students
10. Once you finish entering data for all students Click on Update Button and wait.
11. DO NOT PRESS UPDATE BUTTON AGAIN AND AGAIN AS IT WILL GENERATE MUTIPLE ENTRIES.
12. In case System gives error Incorrect Data Entered, Contact Office, then pls inform College Office, respective window for correction.
13. You can view the filled Attendance by clicking on Attendance Report Button in Option Bar.

Leave application

01. Select Leave form.
02. Select Leave type.
03. Select date from & Date Up to from Calendar.
04. System will calculate days. You can change also. e.g for half day make it 0.5
05. After checking details press submit.