

DATA ENTRY RULES

When you are entering address or remarks for report card, you may need to type long text. Please remember that you should not use some characters in the address or class teachers' remarks.

Allowed Characters:

- Comma (,)
- Dot (.)
- Colon (:)
- Hyphen (-)
- Star (*)
- Slash (/)

Not Allowed:

- Single Quote (')
- Double Quote (")
- Question Mark (?)
- Equal Sign (=)
- Ampersand (&)

For general data entry, follow the rules mentioned below....

Admission Number:

- Alphanumeric, maximum 10 characters
- Numbers allowed
- Letters allowed
- No special characters allowed

Student Name:

- Only text i.e. alphabets allowed
- No numbers allowed
- Maximum 30 characters

Roll number:

- Only numbers allowed
- E.g. 1, 2, 11, 34 etc.

Gender:

- Male, Female, Transgender

Marks Entry

- Upto one decimal point
- E.g, 10, 45, 25.5, 4.2 are valid

- 25.265 is invalid
- -1 is also valid [for absent]

For absent:

- Enter -1 [minus 1]
- AB, Absent are not valid

Address:

- 100 characters only

Mobile:

- Only 10 digits are valid
- No need to put +91
- No need to give space in between
- No need of putting comma
- 8999889898 is valid
- +918888999988 is not valid
- 8888887777, 5554446665 is not valid

Date:

- Always use DD-MM-YYYY format.
- 25-03-2020 is valid
- 25.03.2020 is not valid
- 25/03/2020 is not valid
- 25 March 2020 is not valid