



INSTRUCTIONS

Read the instructions carefully before starting the process

1. **Install MS-OFFICE 2007 in your system**
2. Download the MS Access database [mphil.mdb](#) from the download forms option in the Bharathiar university official website (www.b-u.ac.in) and store it in the local hard disk.
3. Double click the downloaded [mphil.mdb](#) database to start the process. The related database files required for the process are given below.
4. In **MS-ACCESS 2007** first “**enable the contents**“ of the “**security warning**” by selecting “**options**” button and then proceed using the database.

MS Access Database name : mphil.mdb

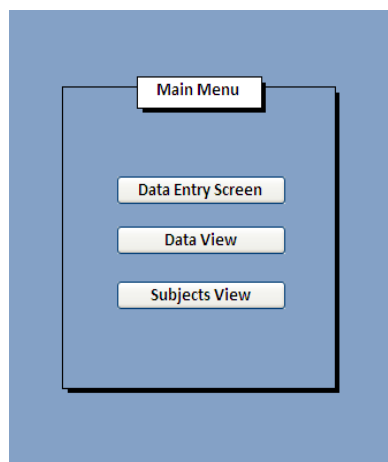
Table name : i) COLMPBIO (The information about the students will get stored inside this table)

ii) SUBJMST (This table contains **subject code** and **subject name**)

ii) COLLEGEM (This table contains **college code** and **college name**)

Data entry

1. Double click the downloaded **mphil.mdb** database which leads to a **MAIN MENU** screen as shown below



2. Click the option **DATA ENTRY SCREEN** to start the data entry. A sample data entry screen is shown below.
3. Enter the student data and to get it saved and go to next record click the arrow mark which is available with * at the bottom left of the data entry screen.
4. To perform any corrections in the saved record click the arrow mark (which indicates previous record) to go to that particular record and do the modifications.

- After completing the entire data entry process copy the **mphil.mdb** file in a CD and submit one copy of the CD to the Registrar's section of the University.

Click this option to delete a record

The screenshot shows the 'M.Phil. Data Entry Screen' in Microsoft Access. The form contains the following data:

| | | | |
|---------------|------------------|----------------------------|---|
| APPL. NO: | M1000 | PREVIOUS DEGR.: | M.A. TAMIL |
| NAME: | SHOBA S | PREVIOUS UNIV.: | TAMILNADU OPEN UNIVERSITY |
| GENDER: | F | WHETHER PREV. UNIV. B.U. ? | N |
| COMMU.: | OC | REMARKS: | NIL |
| PROGRAMME: | M | RELEVANT SUBJ. ? | Y |
| FT/PT: | P | SESSION: | SEP 2011 |
| CLASS: | II-CLASS | FEES AMOUNT: | 2000 |
| YEARADM: | 9/1/2011 | ADDRESS: | D/O.V.K.SURENDRAN 1104, E.B. COLONY, VASAVI COLLEGE PO, ma LAKSHMI NAGAR, BHAVANI |
| SUBJ.CODE: | ELE | GUIDE NAME: | MR.C.KUMARASWAMY |
| DEPT.CODE: | BIT | | |
| COLL. CODE: | 5 | | |
| BROAD FIELD1: | IKKALA ILLAKIYAM | | |
| BROAD FIELD2: | | | |
| PERCENTAGE: | 54 | | |

- To View previous Record
- To view First Record
- Click to save and add new record
- Click to view last record
- Click to view next record

Downloaded Application numbering

For downloaded application forms the application number should be given as follows

Ex.: D12TAM1 (Tamil subject application)

D – This denotes this application is downloaded application.

12 – This denotes the college code for **Govt. Arts, Cbe**. Please refer **COLLEGEM** table for the college code.

TAM – This is subject code denotes for which subject this application belongs. To know the subject code please view **SUBJMST** table

1 – This denotes 1st Application number for Tamil department.

Database Fields and its description

***All the fields should be entered compulsorily and in Capital letters.**

1. Appl.No. : Application number
2. Name : Name of the candidate as per SSLC Mark sheet.
3. Gender : Male or Female or Transgender
4. Commu : Community
5. Programme : M.phil. (M)
6. FT/PT : Full-time or Part-time
7. Class : Class obtained in PG
8. Yearadm : Year of admission to be typed as **01/10/2011**
9. Subj. Code : Subject Code
10. Dept.Code : Department code [**Subject code and Department code are same**]
11. Coll.Code : College code
12. Broad field : Broad field of study. [Don't mention the **title of the thesis**]
13. Percentage : i) For **BC/MBC/OC/DNC** candidates the percentage of marks should be **55%** and above in the master's degree.
ii) For **SC/ST/SCA** candidates the percentage of marks should be **50%** and above in the master's degree.
14. Previous degree : Previous degree completed (PG)
15. Previous University : Previous University studied (PG)
16. Whether prev.univ. B.U.? : Whether previous university studied is Bharathiar University or not?
17. Remarks : Remarks if any
18. Relavant Subj. : Is the M.Phil subject is related to PG subject ?
19. Session : Session to be typed as **OCT 2011**
20. Fees : i) If previous degree (PG) is in Bharathiar University then **Full-time fees – Rs.1100/- ; Part-time fees – Rs.1350/-**
ii) If previous degree (PG) other than Bharathiar University then **Full-time fees – Rs.1750/- ; Part-time fees – Rs.2000/-**
21. Address : Address of the candidate
22. Guide name : Guide name opted by the candidate

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