NAAC ACCREDITED

तेजस्वि नावधीतमस्तु

ISO 9001:2015 & 14001:2015

FAIRFIELD

Institute of Management & Technology

Affiliated to GGS IP University, an 'A' Grade College by DHE, Govt. of NCT DELHI,
Approved by Bar Council of India, NCTE and Recognised under 2(f) of UGC Act of 1956

OPERATION MANUAL
FOR OPERATING STUDENT PORTAL

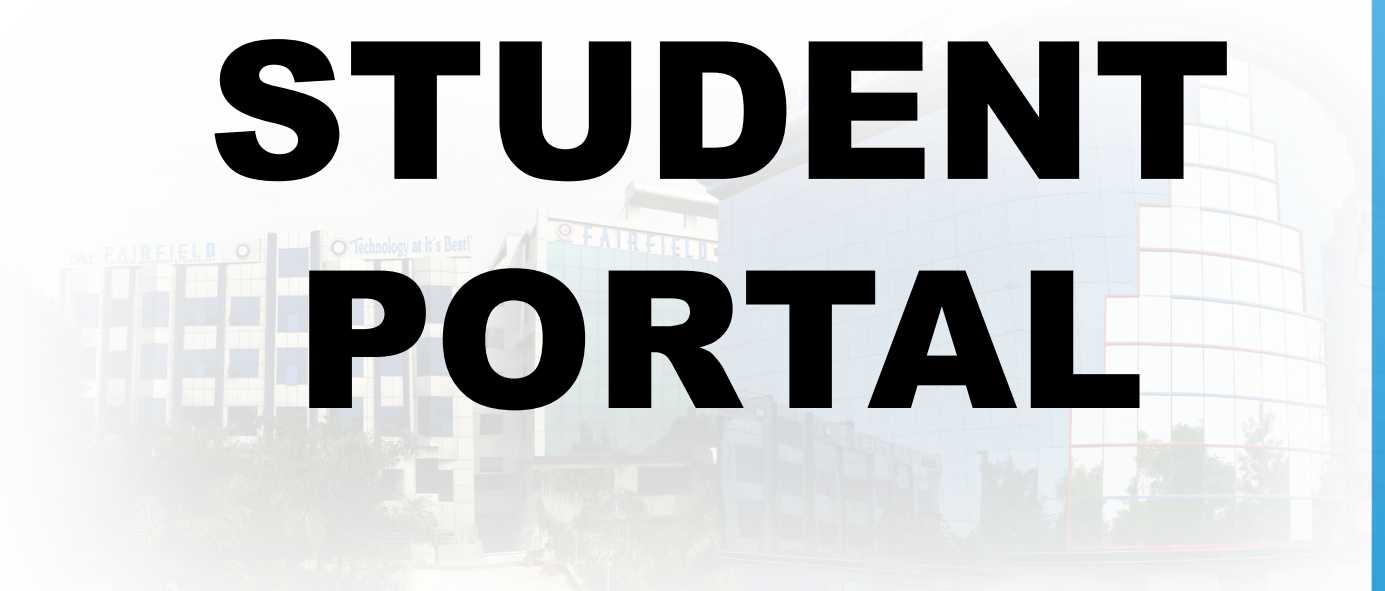
NAAC ACCREDITED

INSTITUTE OF MANAGEMENT & TECHNOLOGY FAIRFIELD

तेजस्वि नावधीतमस्तु

ISO 9001:2015 & 14001:2015

USER MANUAL FOR OPERATING STUDENT PORTAL



NAAC ACCREDITED

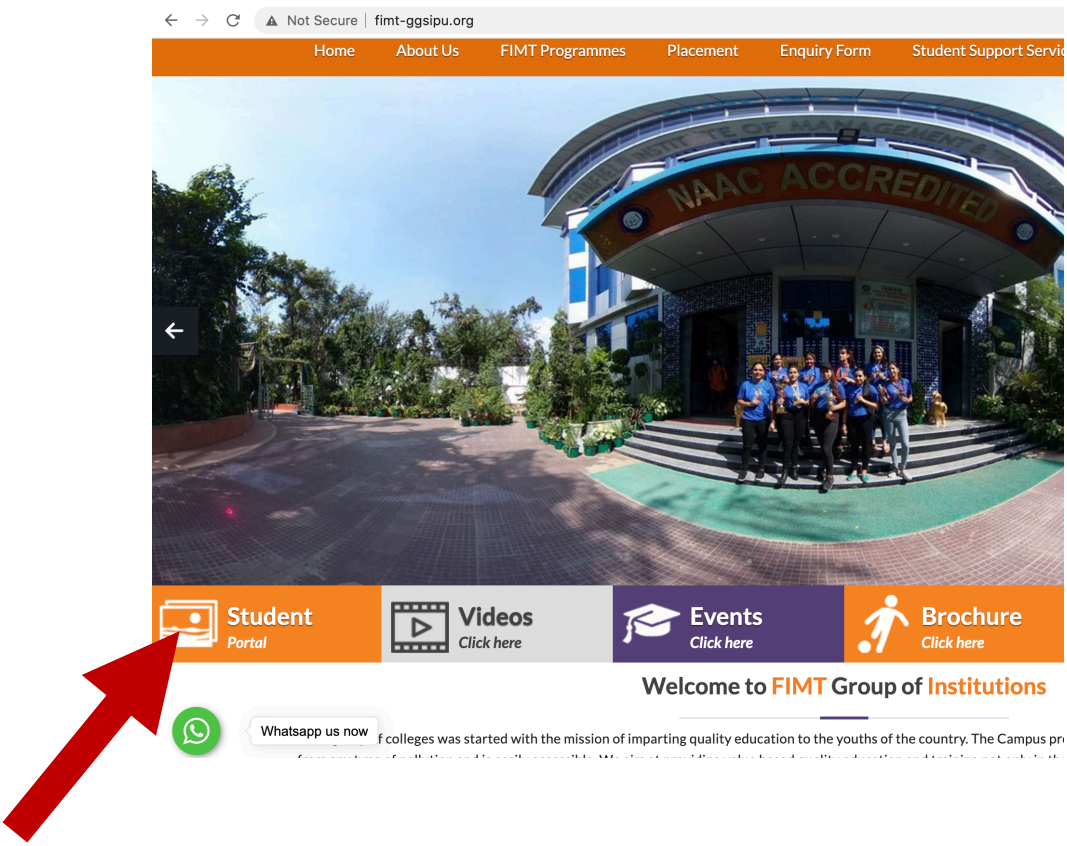
तेजस्वि नावधीतमस्तु

ISO 9001:2015 & 14001:2015

OPERATION MANUAL FOR STUDENT PORTAL

STEP-1

- Open FIMT Website : www.fimt-ggsipu.org
- Click *Student Portal* icon on left side.



NAAC ACCREDITED

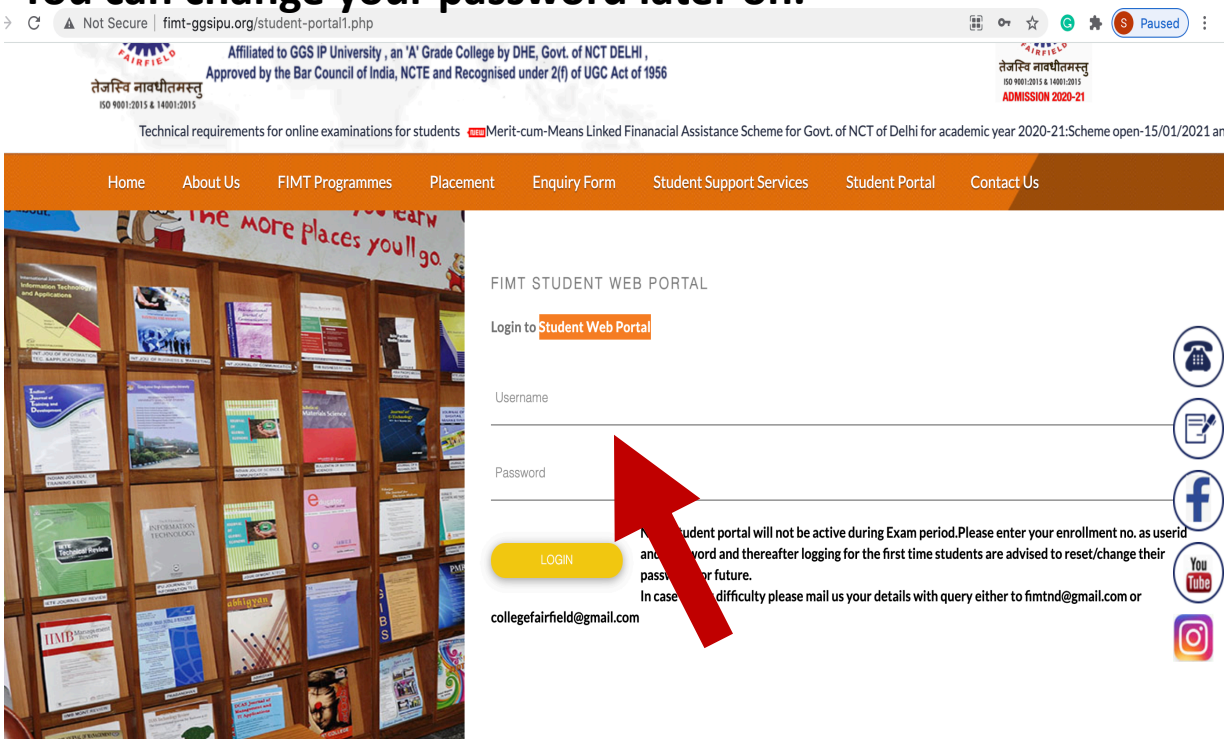
तेजस्वि नावधीतमस्तु

ISO 9001:2015 & 14001:2015

OPERATION MANUAL FOR STUDENT PORTAL

STEP-2

- Once you click Student portal need to login **Student Web Portal | USERNAME & PASSWORD**
- **You can take Username from college Administration, or mail us at fimtnd@gmail.com**
- **For first time your password is same as your Enrolment No.**
- **Successful login should take you to the Student Dashboard.**
- **You can change your password later on.**



NAAC ACCREDITED

तेजस्वि नावधीतमस्तु

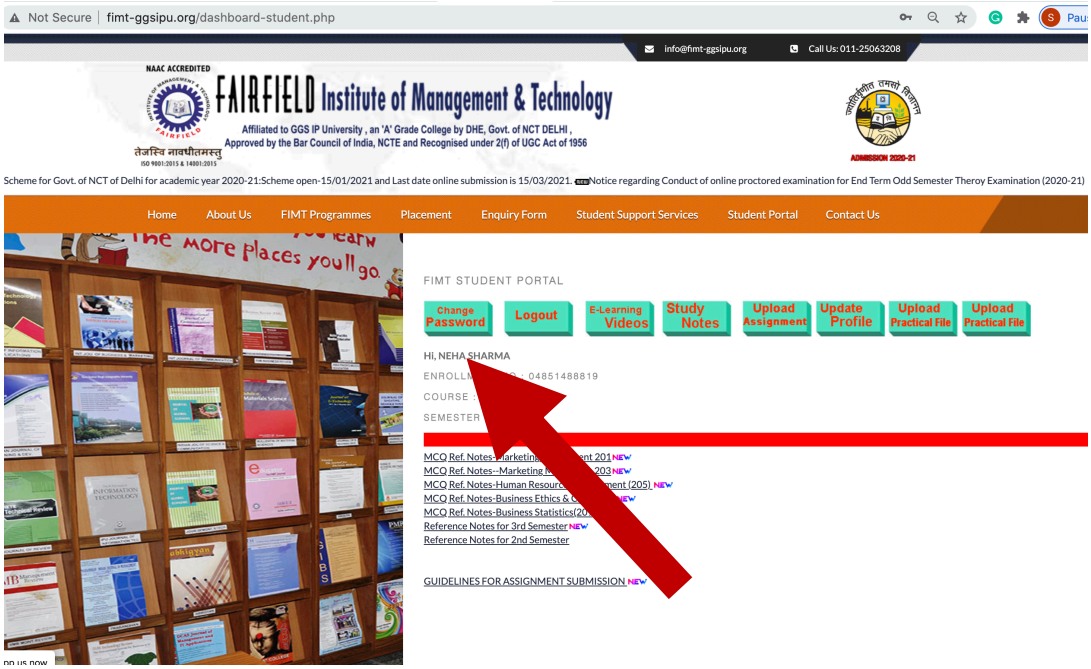
ISO 9001:2015 & 14001:2015

OPERATION MANUAL FOR STUDENT PORTAL

STEP-3

- Once you login **Student Web Portal | USERNAME & PASSWORD, Your portal Dashboard will display**
- **You can see green box options and use accordingly:-**

✓ *Change password*
✓ *Logout*
✓ *E-leaning videos*
✓ *Study notes*
✓ *Upload assignment*
✓ *Update Profile*
✓ *Upload Practical File*



NAAC ACCREDITED

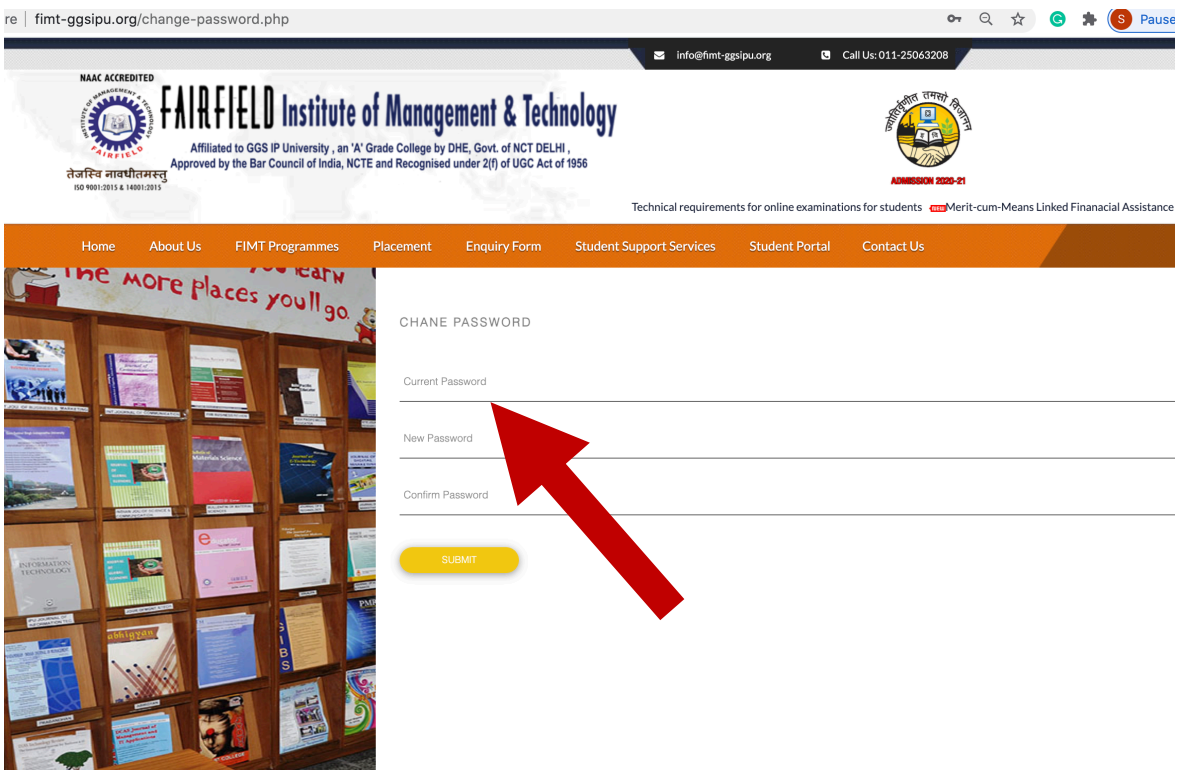
तेजस्वि नावधीतमस्तु

ISO 9001:2015 & 14001:2015

OPERATION MANUAL FOR STUDENT PORTAL

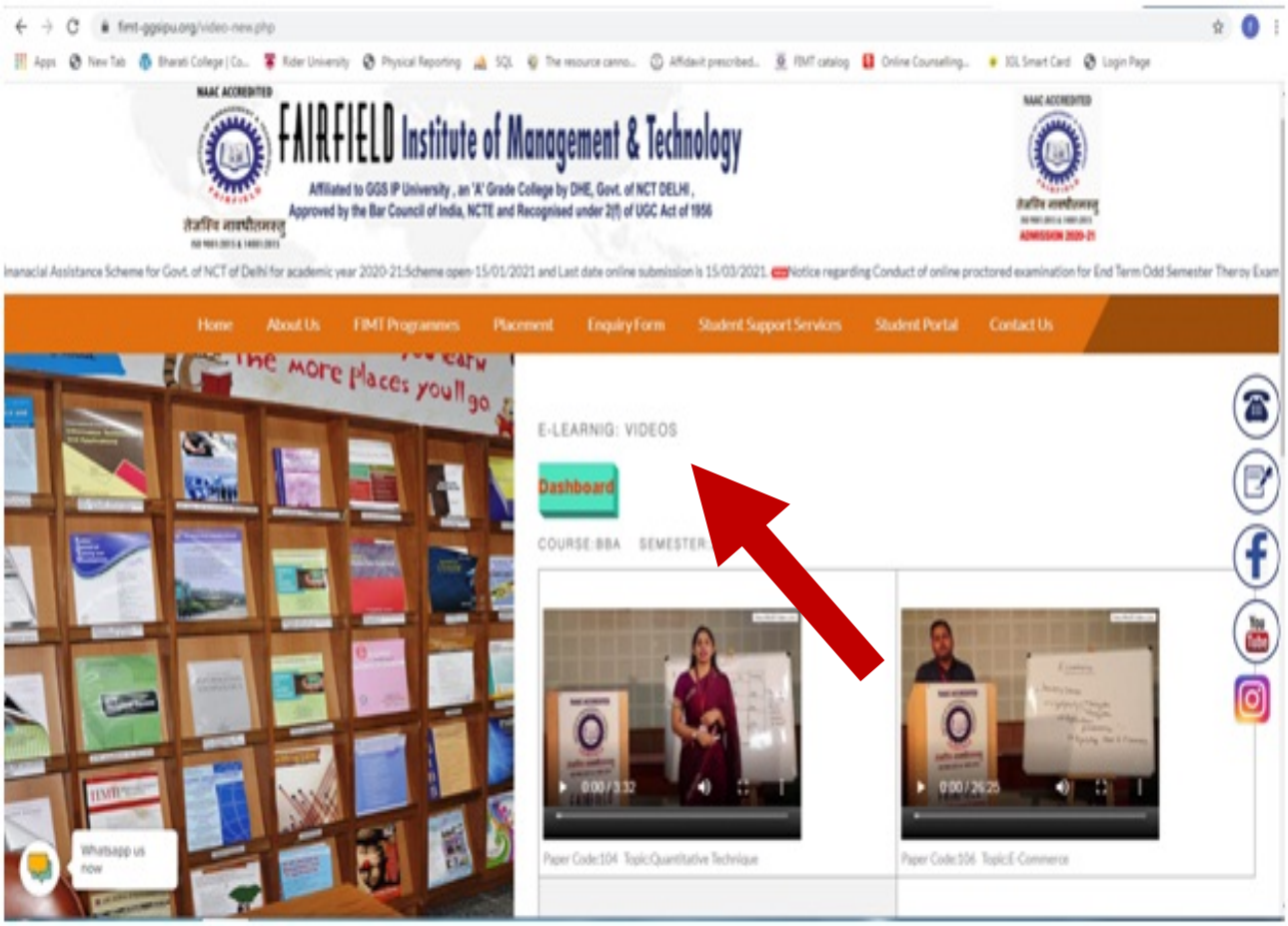
STEP-4

- If you want to change your Password (http://www.fimt-ggsipu.org/change-password.php), You need to follow simple three steps.
- Write *Current password;for first time users your Enrolment No. is automatic password
- Now write New Password,which you want to set.
- ..and confirm New Password.



STEP-5

- **For E-Learning videos, click (http://www.fimt-ggsipu.org/video-new.php)**



NAAC ACCREDITED

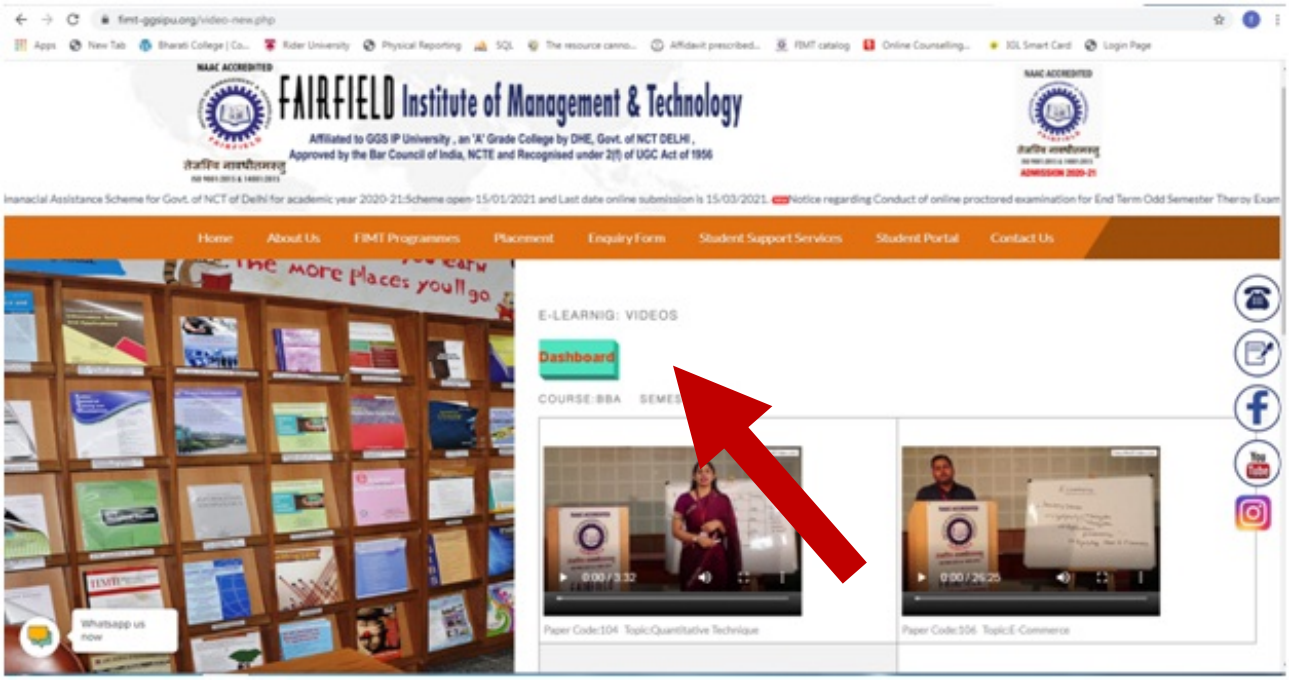
तेजस्वि नावधीतमस्तु

ISO 9001:2015 & 14001:2015

OPERATION MANUAL FOR STUDENT PORTAL

STEP-6

- If you want to see E-Learning videos kindly click on change your Password (http://www.fimt-ggsipu.org/change-password.php), You need to follow simple three steps.
- Write *Current password;for first time users your Enrolment No. is automatic password
- Now write New Password,w
- hich you want to set.
- ..and confirm New Password.



OPERATION MANUAL FOR STUDENT PORTAL

STEP-8

- **For downloading study notes,click (http://www.fimt-ggsipu.org/notes-new.php)**
- **You can download notes in pdf format.**

NAAC ACCREDITED

तेजस्वि नावधीतमस्तु
ISO 9001:2008 & 14001:2004

FAIRFIELD
Institute of Management & Technology

'A' Grade Institute by DHE, Govt. of NCT Delhi and Approved by the Bar Council of India and NCTE

Reference Material for Three Years

Bachelor of Commerce (Hons.)

Code : 888

Semester – II

FIMT Campus, Kapashera, New Delhi-110037, Phones : 011-25063208/09/10/11, 25066256/ 57/58/59/60
Fax : 011-250 65212 Mob. : 09312352942, 09811568155 E-mail : fimtoffice@gmail.com Website : www.fimt-ggsipu.org

DISCLAIMER : FIMT, ND has exercised due care and caution in collecting the data before publishing tis Reference Material. In spite of this ,if any omission ,inaccuracy or any other error occurs with regards to the data contained in this reference material, FIMT, ND will not be held responsible or liable. FIMT , ND will be grateful if you could point out any such error or your suggestions which will be of great help for other readers.

1 | Page

COPYRIGHT FIMT 2020

SAMPLE

NAAC ACCREDITED

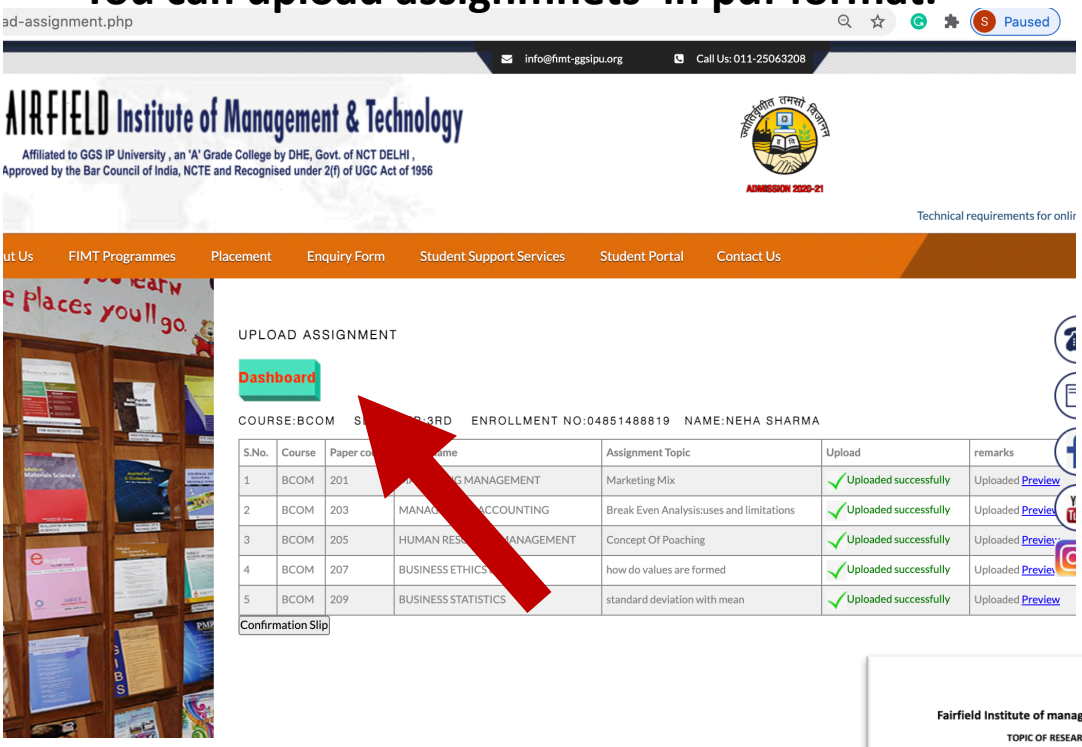
तेजस्वि नावधीतमस्तु

ISO 9001:2015 & 14001:2015

OPERATION MANUAL FOR STUDENT PORTAL

STEP-9

- **For uploading assignments ,click (http://www.fimt-ggsipu.org/upload-assignment.php)**
- **You can upload assignmnets in pdf format.**



NAAC ACCREDITED

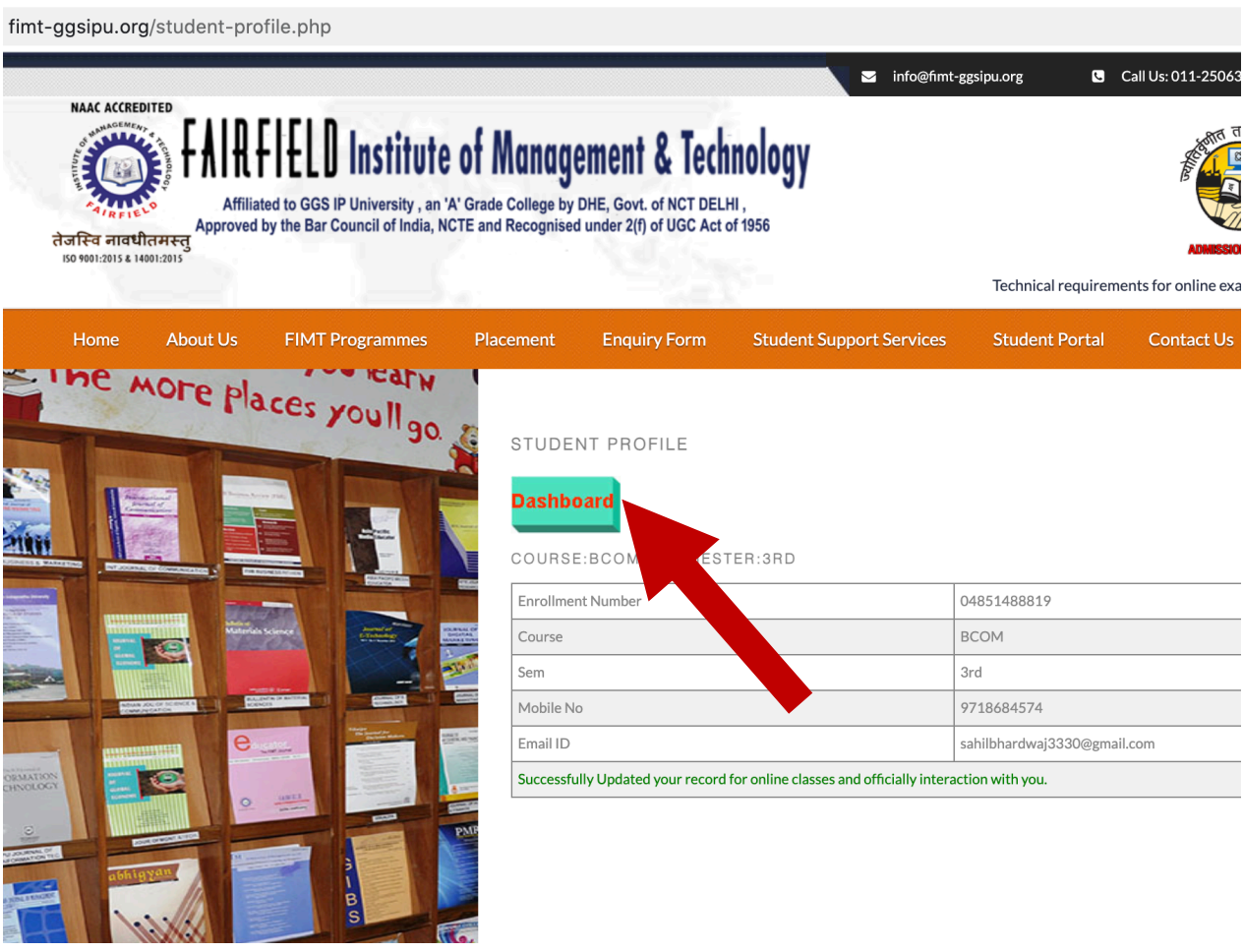
तेजस्वि नावधीतमस्तु

ISO 9001:2015 & 14001:2015

OPERATION MANUAL FOR STUDENT PORTAL

STEP-10

- **Update your profile details,click (http://www.fimt-ggsipu.org/student-profile.php)**



NAAC ACCREDITED

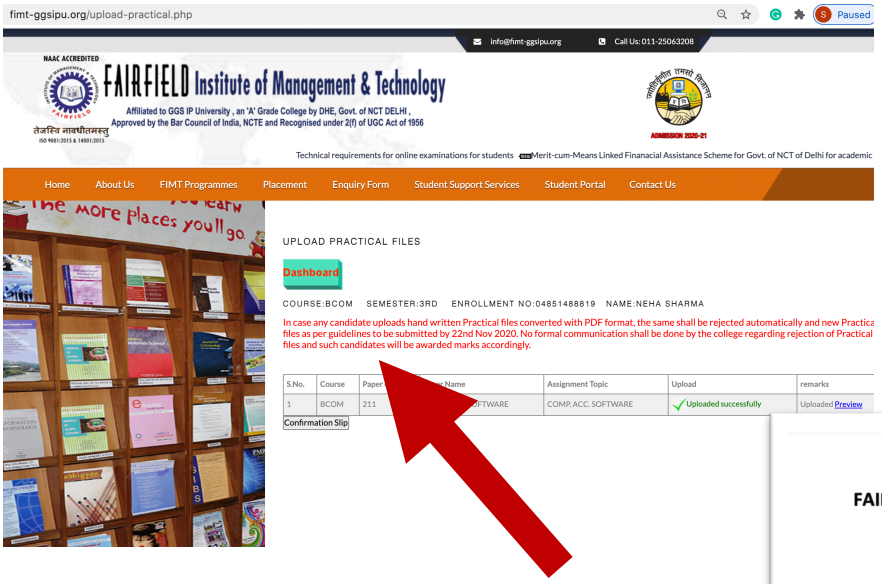
तेजस्वि नावधीतमस्तु

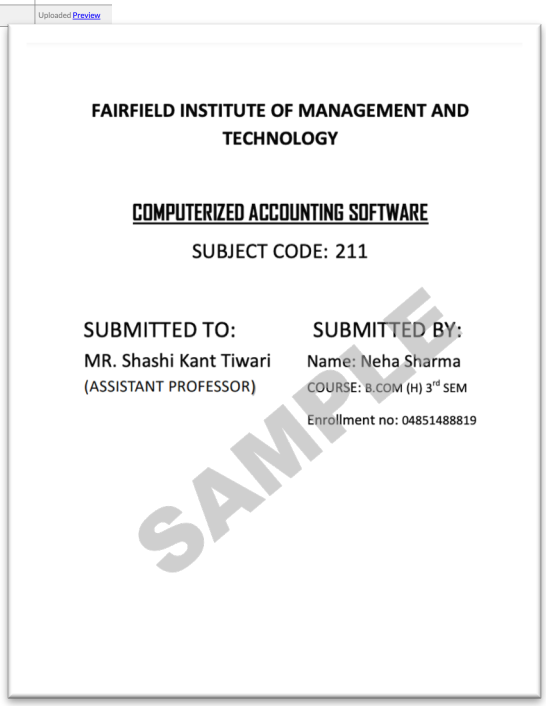
ISO 9001:2015 & 14001:2015

OPERATION MANUAL FOR STUDENT PORTAL

STEP-11

- **Uplaod your practical files in pdf format only, click (http://www.fimt-ggsipu.org/upload-practical.php)**





FAIRFIELD INSTITUTE OF MANAGEMENT AND TECHNOLOGY

COMPUTERIZED ACCOUNTING SOFTWARE

SUBJECT CODE: 211

SUBMITTED TO:
MR. Shashi Kant Tiwari
(ASSISTANT PROFESSOR)

SUBMITTED BY:
Name: Neha Sharma
COURSE: B.COM (H) 3rd SEM
Enrollment no: 04851488819

SAMPLE

NAAC ACCREDITED

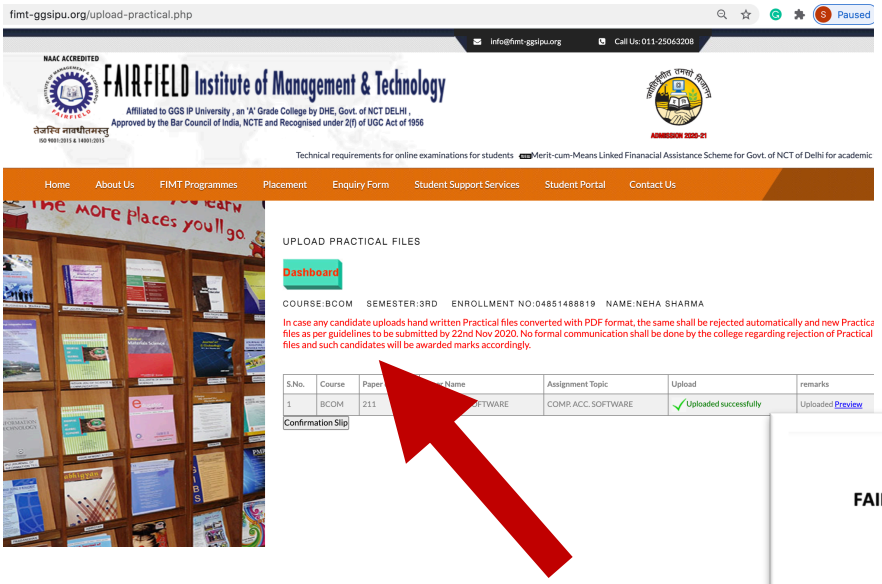
तेजस्वि नावधीतमस्तु

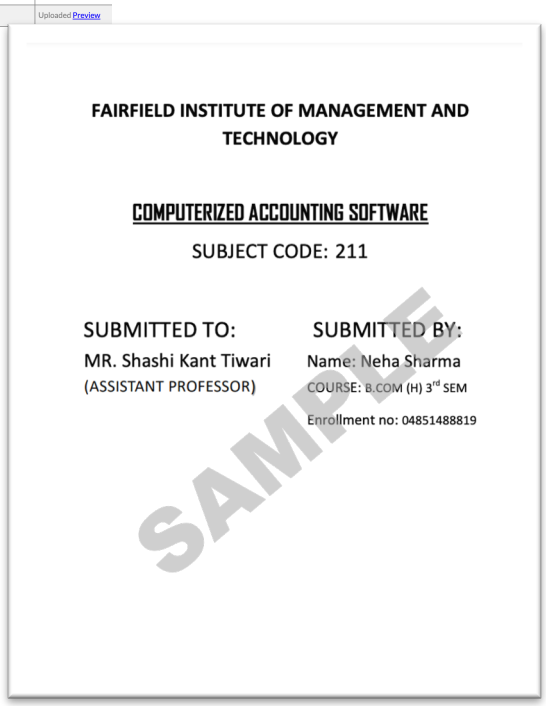
ISO 9001:2015 & 14001:2015

OPERATION MANUAL FOR STUDENT PORTAL

STEP-11

- **Uplaod your practical files in pdf format only, click (http://www.fimt-ggsipu.org/upload-practical.php)**





FAIRFIELD INSTITUTE OF MANAGEMENT AND TECHNOLOGY

COMPUTERIZED ACCOUNTING SOFTWARE

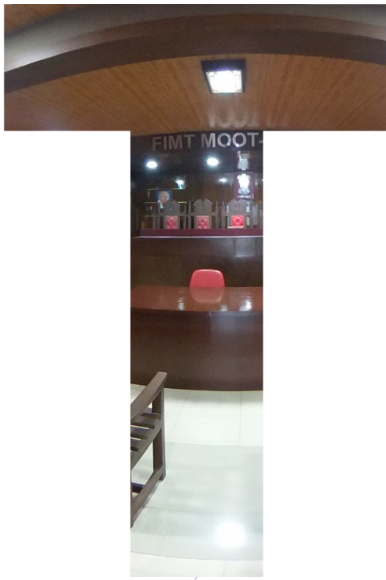
SUBJECT CODE: 211

SUBMITTED TO:
MR. Shashi Kant Tiwari
(ASSISTANT PROFESSOR)

SUBMITTED BY:
Name: Neha Sharma
COURSE: B.COM (H) 3rd SEM
Enrollment no: 04851488819

SAMPLE

FIMT



www.fimt-ggsipu.org