

# **VHSEMS-Seating Arrangement – Manual**

## **Room Categories**

For the seating arrangement there are three categories to choose.

1. Category A – 30 Students per Room
2. Category B – 10 Students per Room
3. Category C – 39 Students per Room

In Category A we can accommodate 10 rows. If both second and first year students are there, a total of 30 students (3 students in a row) can be arranged to the room. If only one year is there, then the room will occupy only 20 students (2 students in a row) maximum.

In Category B is we can accommodate students in between the SSLC students if required. The room will occupy only 10 students (1 student in a row) in the middle of each row.

In Category C we can accommodate 39 (13 rows) students in large rooms if required. If both second and first year students are there, a total of 39 students (3 students in a row) can be accommodated in the room. If only one year is there, then the room can accommodate only 26 students (2 students in a row).

## **Adding Rooms**

In Exam Activities Menu, Chose Seating Arrangement and select examination date from the dropdown list. Then provide number of rooms required (for each category separately), choose room category and click on the save button.

For example

<b>No of room</b>	<b>Category</b>
3	30
1	10
1	39

Upon adding the rooms, they will be displayed on the page; if necessary you may delete any category and add once again. Now you can generate the room arrangement by clicking the “Generate” button on the page. Then click download to get it printed.

After generating seating arrangement, you can download attendance sheets for each room from the same page itself.