USER'S MANUAL

ABSENTEE ENTRY

Login to IUMS Using URL with your credentials:

https://college.mlsuportal.in

Login Window:

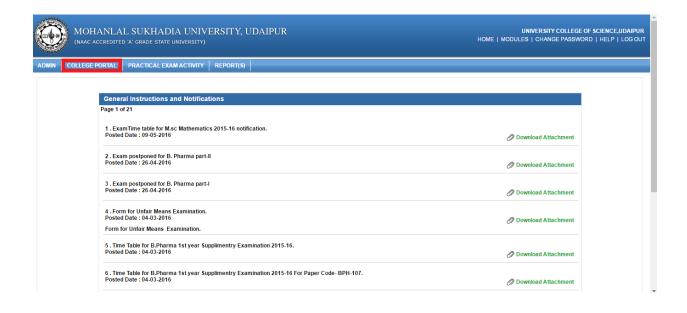


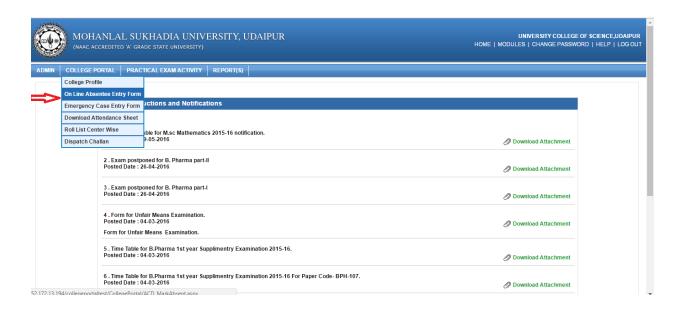
After Login another window will open which is given below. Then click on College Portal Icon.



Navigate from

College Portal → Online Absentee Entry Form



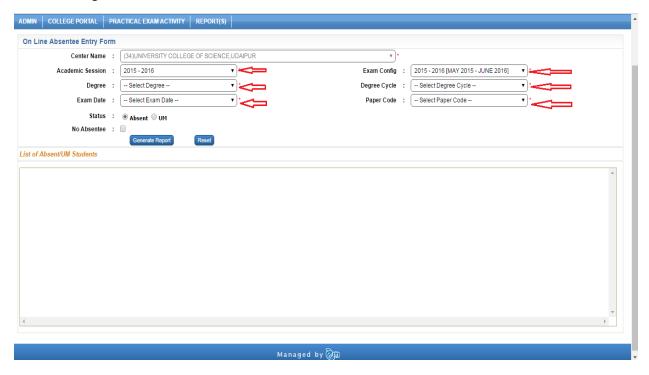


To GenerateAbsentee Report for an Exam Centre:

Select Academic Session, Exam Configuration, Degree, Degree Cycle, Exam Date and Paper Code for creating Absentee Report.

In status option:

- Select "Absent" option in case of student was absent at Exam Centre for selected configuration.
- Select "UM" option in case of student was caughtin Unethical Means towards Exam Rules and Regulationsat Exam Centre for selected configuration.
- Select "No Absentee" option in case of everyone was present at Exam Centre for selected configuration.



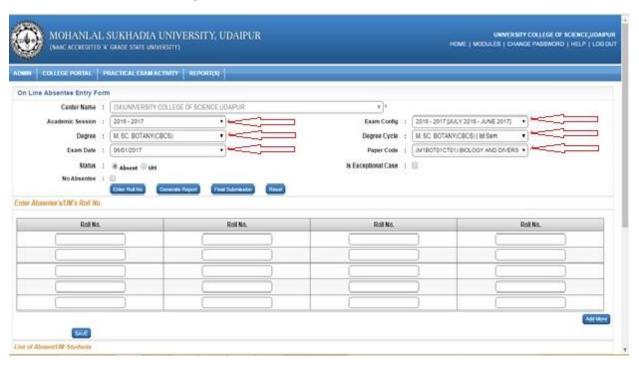
After selecting desired configuration and clicking on 'Enter Roll No' button as shown below in snapshot as an example, one table will appear in which user can enter absent student Roll No.

If user enters wrong Roll No. then a message will appear for the same.

Click on 'Is Exceptional Case' button for considering some exceptional case for a Roll No. at an Examination Centre.

Right below the Roll No. table 'Add More' button can be used for adding more rows in table.

Click on 'Save' button for saving the table entries.



All entries made earlier will be shown below in 'List of Absent/UM Student' for particular configuration.

After selecting desired configurationclick on "Generate Report" button for generating report at any point of time.

Note: यदिआपने 'Final Submission' बटनपरक्लिककरदियाहैतोआप List of List of Absent/UM Student में Change नहींकरसकतेहैं ।