

# **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



**MOHANLAL SUKHADIA UNIVERSITY, UDAIPUR**  
(NAAC ACCREDITED 'A' GRADE STATE UNIVERSITY)

UNIVERSITY COLLEGE OF SCIENCE, UDAIPUR  
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ADMIN | **COLLEGE PORTAL** | PRACTICAL EXAM ACTIVITY | REPORT(S)

General Instructions and Notifications  
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1. ExamTime table for M.sc Mathematics 2015-16 notification.  
Posted Date : 09-05-2016

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2. Exam postponed for B. Pharma part-II  
Posted Date : 26-04-2016

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3. Exam postponed for B. Pharma part-I  
Posted Date : 26-04-2016

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4. Form for Unfair Means Examination.  
Posted Date : 04-03-2016  
Form for Unfair Means Examination.


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5. Time Table for B.Pharma 1st year Supplimentry Examination 2015-16.  
Posted Date : 04-03-2016

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6. Time Table for B.Pharma 1st year Supplimentry Examination 2015-16 For Paper Code- BPH-107.  
Posted Date : 04-03-2016

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College Profile  
On Line Absentee Entry Form  
Emergency Case Entry Form  
Download Attendance Sheet  
Roll List Center Wise  
Dispatch Challan

General Instructions and Notifications

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52.172.13.194/collegeportaltest/CollegePortal/ACD\_MarkAbsent.aspx

### ***To Generate Absentee 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 caught in Unethical Means towards Exam Rules and Regulations at Exam Centre for selected configuration.
- Select “No Absentee” option in case of everyone was present at Exam Centre for selected configuration.

ADMIN | COLLEGE PORTAL | PRACTICAL EXAM ACTIVITY | REPORT(S)

**On Line Absentee Entry Form**

Center Name : (34)UNIVERSITY COLLEGE OF SCIENCE,UDAIPUR

Academic Session : 2015 - 2016

Degree : -- Select Degree --

Exam Date : -- Select Exam Date --

Exam Config : 2015 - 2016 [MAY 2015 - JUNE 2016]

Degree Cycle : -- Select Degree Cycle --

Paper Code : -- Select Paper Code --

Status : ☒ Absent ☐ UM

No Absentee : ☐

[Generate Report](#) [Reset](#)

**List of Absent/UM Students**

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Managed by

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.

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**On Line Absentee Entry Form**

Center Name : (M)UNIVERSITY COLLEGE OF SCIENCE, UDAIPUR

Academic Session : 2016 - 2017

Degree : M. SC. BOTANY(CBCS)

Exam Date : 05/01/2017

Exam Config : 2016 - 2017 (JULY 2016 - JUNE 2017)

Degree Cycle : M. SC. BOTANY(CBCS) | 1st Sem

Paper Code : (M1B0701CT01) BIOLOGY AND DIVERS

Status : ☒ Absent ☐ UM

No Absentee : ☐

Is Exceptional Case : ☐

Enter Absentee's/UM's Roll No.

Roll No.	Roll No.	Roll No.	Roll No.
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

List of Absent/UM Students

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

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

**Note:** यदि आपने 'Final Submission' बटन पर क्लिक कर दिया है तो आप List of List of Absent/UM Student में Change नहीं कर सकते हैं ।