Step-1 : - Create a Notification

Admin -> Notification -> Master -> Add

- Select Session
- Select Section
- Select College
- Enter Letter no. and date

Step-2 Add the Roll no. of the students whose marks to be updated.

Examination -> Marks Entry -> ME_TranRollNo ->Add

- Select Session
- Select College
- Select Notification
- Select Faculty
- Select Schedule
- *Add the Roll No.(for only those students whose marks needs to be modified) in a notification. Separate notification should be created for a different discipline.*

Step-3 Concerned teacher should be asked to submit the marks of the subject of the Roll No's that have been added in the notification with their userid and form as used for submission of original awards   Update the marks of the added student in the relevant subjects.

Examination -> Marks Entry -> ME_Tran ->Add

- Select Faculty.
- Select Subject and schedule.
- Select Session, college and notification.
- Select the paper and paper type.
- Search the records.
- **Update the marks of only those students whose marks needs to be rectified, leave the others blank (Whose marks need not to be updated).**
    - o **Example: - If Student (A) has two subjects Physics and Chemistry, and the rectification is only in Physics. Update the marks in Physics and leave the Chemistry blank.**

Step-3: - Lock the Notification (Collage shall Lock the notification when all the relevant awards are added by the concerned teacher).

Step-4: - Print the report

Admin -> Admin Reports -> Rpt_METran ->Print

Step-4: - Send the letter duly signed by the College Principal to the Deputy Registrar (Evaluation) for further necessary action.