

## Step-1 : - Create a Notification

Admin -> Notification -> Master -> Add

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

**NOTIFICATION -->ADD**

Select Year: 2024

Enter Issuing Section: College

Select College: GOVT DEGREE COLLEGE AKHNOOR

Select Notification Type: --Select NotificationType--

Enter Letter No: 99, 20/03/2024 (dd/mm/yyyy)

Sorting Criteria:  Id  NotificationNo  NotificationDate

Sorting Order:  ByAscendingOrder  ByDescendingOrder

Add Image  Testing

**Notification Added Successfully**

Modify	Delete	Lock	Verify	id	LetterNo	LetterDate
				12269	99	2024-03-20

## 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.**

**MARKS ENTRY-->ADD**

Select Session: 2024, Select Section: College

Select College: GOVT DEGREE COLLEGE

Select Notification/Letter No: 99 (20/03/2024)

Select Faculty: FACULTY OF ARTS, Select Course Level: UnderGraduate

Select Subject: BA, Select Schedule: 23-24\_S1\_NP

Select Course: BA(NEP), Select Part/Sem: Semester 1

Add Rollno: 102910001

Sort On:  ByExaminationRollNo  ByClassRollNo

Sorting Order:  ByAscendingOrder  ByDescendingOrder

**Search Records** **Add RollNo**

**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\_Trans ->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 need to be rectified, leave the others blank (Whose marks need not to be updated).**
  - **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.**

MARKS ENTRY->ADD

Select Faculty: FACULTY OF ARTS

Select Subject: BA

Select Course: BA(NEP)

Select Session: 2024

Select College: GOVT DEGREE COLLEGE AKHNOOR

Select Notification/Letter No: 99 (20/03/2024)

Select Course Level: UnderGraduate

Select Schedule: 23-24\_S1\_NP

Select Part/Sem: Semester 1

Select Paper (CS): (USESAT-104) JYOTISH SHASTRA KE MOOL TATAV

Select Paper Type: Internal Assessment

Sort On:  By Examination Roll No  By Class Roll No

Sorting Order:  By Ascending Order  By Descending Order

Buttons: Search Schedule, Select Schedule, Search Records, Select Paper

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

**Step-4: - Print the report**

Admin -> Admin Reports -> Rpt\_METrans ->Print

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