Add on Credits Entry User Manual

Important instructions to add "add on Credits" as follows.

1. College allows to enter only 2 credits per Semester for each student.

Steps to add credit entry:

Step 1: College login

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	Login	
	User Nome TestCollegel	
	Mobilo Number	
Shreemati Nathibai Damodar Thackersey	Possword	1 1 1
Women's University	Forgot Password	
China	227656 OTP expires in 4:40 minutes!	THE TRACE
	OTP sent on registered mobile number and email-Id	
	Verify OTP	

Step 2: Click on Digital University Menu



Step 3: Click on Assessment Data Entry menu

Program Definition College D Student Facilitation Center A	efinition Ad ssessment Da	missions Registra ata Entry Post Exa	tion Administration amination	Messaging Pre Ex	amination Reports	s Student Profile	Invoice Dashboard
Reports Dashboard Home	Welcom You have	e Test College logged in as C	e 1! CollegeSupportRo	ble and your last l	ogon was 4/24/	2024 4:22:11	PM Online Exam
 Program Definition College Definition Admissions Registration Administration Messaging Pre Examination Reports Student Profile Invoice 	۲	Portal	O Program Definition	College	O Admissions	Registration	Administration
Dashboard Student Facilitation Center Assessment Data Entry Post Examination	Calons	lor		Dennidon			Set Default Module
	Circula Messa	ars/Notices ging Inbox					•
	Alerts	& Reminders					•

Step 4: Click on Data Entry

Data Entry Reports Data Synchronization		
Reports Dashboard	Assessment Data Entry	
Assessment Data Entry	()	
 Data Entry Reports Data Synchronization 	Time Line for Data Entry Submission to University	

Step 5: Click on ECA Mark Entry

Da Reports Dashboard	ita Entry
Data Entry	<u>i</u>
Absent Entry Remove Missing Marks ntry Code Entry Marks Entry Against Code o	Marks Entry against Seat No This shall allow user to enter paper wise marks against Seat number. User has to input specific Seat number and shall enter marks against it. Absent Entry
Marks Modification Against ode No	 This shall allow user to mark student as Absent against Seat numbers Unfair Means Entry
Missing ECA Entry	 This shall allow user to mark student as unfair means against Seat numbers Missing Marks Entry
	 This shall allow user to mark student as Missing against Seat numbers. This is generally required to complete those entries for whose marks are not received by assessment entry center before export data for ERPS
	Remove Missing Marks Entry

Step 6: Load the program for which credits to be entered and click on next





Data Entry Reports Data Synchronization				
Reports Dashboard	Extra Curricular Mark Entry for Shri M D Shah Mahila College of Arts and Commerce, Malad, Mumbai (024) - April/May 2024 - B.Com.(with Credits) - Regular-Revised 2011-2012-First Year B.Com-Sem I			
	Change Course Selection			
Data Entry	New Entry Modify			
 Absent Entry Remove Missing Marks Entry 	Extra Curricular Name : Add on Credits Extra Curricular Max Marks : 10			
Code Entry Marks Entry Against Code No Code Entry Modification Marks Modification Against Code No ECA Mark Entry Missing ECA Entry	Seat No : 020615 Auto increment Seat No Marks : 1 Absent :			
	Save Cancel			
	Note: • To Mark absent against Seat number Alt+A			