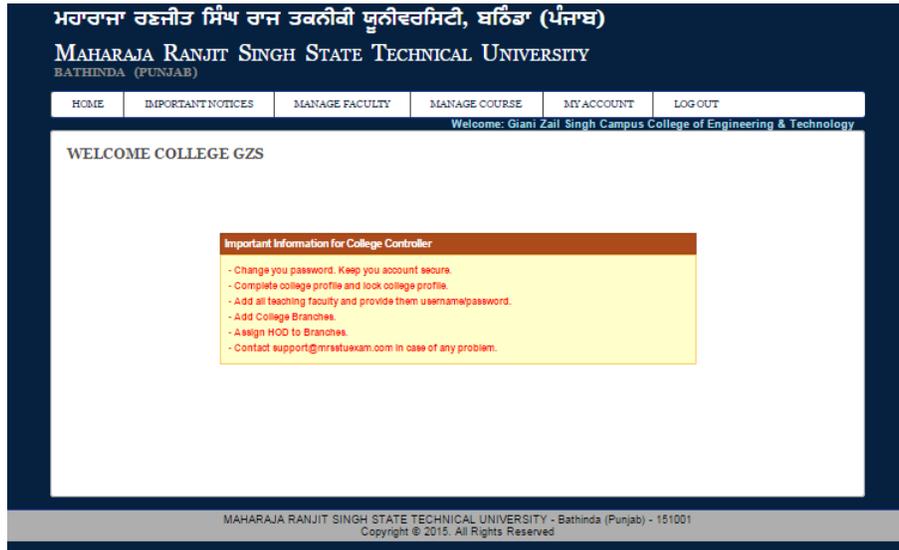


Steps for Upgradation & Subject Selection by HOD.

1. Open website www.mrsstuexam.com and login as HOD



2. On the header menu, move your mouse pointer to Student.



3. Click on Semester Upgrade.



4. To Upgrade Semester of Students, Select Branch and Click the Button “Search”

MANAGE SEMESTER UPGRADE

Select College: 120-Baba Farid College of E -
 Select Branch: 1113-Electronics & Commur
 Search

SECTION - A : List of Students for Upgradation

Roll Number	Student Name	Current Semester	Upgrade Semester	Action
#####	#####	1st	2nd	Upgrade
#####	#####	1st	2nd	Upgrade
#####	#####	1st	2nd	Upgrade
#####	#####	1st	2nd	Upgrade
#####	#####	1st	2nd	Upgrade
#####	#####	1st	2nd	Upgrade
#####	#####	1st	2nd	Upgrade
#####	#####	1st	2nd	Upgrade
#####	#####	1st	2nd	Upgrade
#####	#####	1st	2nd	Upgrade
#####	#####	1st	2nd	Upgrade

Upgrade Selected

SECTION - B : Pending Upgradation List

No Pending Upgradation Record

5. You will be able to see two sections on this page, SECTION-A and SECTION-B. SECTION-A contains the list of students who appeared for regular exam in Last Exam Session. Select Eligible student from SECTION-A and click on the button “Upgrade Selected”.

MANAGE SEMESTER UPGRADE

Select College: 120-Baba Farid College of E -
 Select Branch: 1113-Electronics & Commur
 Search

SECTION - A : List of Students for Upgradation

Roll Number	Student Name	Current Semester	Upgrade Semester	Action
#####	#####	1st	2nd	Upgrade
#####	#####	1st	2nd	Upgrade
#####	#####	1st	2nd	Upgrade
#####	#####	1st	2nd	Upgrade
#####	#####	1st	2nd	Upgrade
#####	#####	1st	2nd	Upgrade
#####	#####	1st	2nd	Upgrade
#####	#####	1st	2nd	Upgrade
#####	#####	1st	2nd	Upgrade
#####	#####	1st	2nd	Upgrade
#####	#####	1st	2nd	Upgrade

Upgrade Selected

SECTION - B : Pending Upgradation List

No Pending Upgradation Record

6. Selected Student will be upgraded and will be listed in SECTION-B, contains the records which are not confirmed/locked. Select Eligible student from SECTION-B and click on the button "Confirm Selected".

MANAGE SEMESTER UPGRADE

Selected Record(s) have been Upgraded.

Select College: 120-Baba Farid College of E
 Select Branch: 1113-Electronics & Commur

SECTION - A : List of Students for Upgradation

Roll Number	Student Name	Current Semester	Upgrade Semester	Action
15111849	Gurveer Kaur	1st	2nd	Upgrade
15111850	Harpreet SINGH	1st	2nd	Upgrade

SECTION - B : Pending Upgradation List

Roll Number	Student Name	Current Semester	Upgrade Semester	Action
#####	#####	1st	2nd	Lock Remove
#####	#####	1st	2nd	Lock Remove
#####	#####	1st	2nd	Lock Remove
#####	#####	1st	2nd	Lock Remove
#####	#####	1st	2nd	Lock Remove
#####	#####	1st	2nd	Lock Remove
#####	#####	1st	2nd	Lock Remove
#####	#####	1st	2nd	Lock Remove
#####	#####	1st	2nd	Lock Remove
#####	#####	1st	2nd	Lock Remove
#####	#####	1st	2nd	Lock Remove
#####	#####	1st	2nd	Lock Remove
#####	#####	1st	2nd	Lock Remove
#####	#####	1st	2nd	Lock Remove
#####	#####	1st	2nd	Lock Remove

Confirm Selected Remove Selected

NOTE: You are requested to cross check eligibility of each student before confirming. Once confirmed, you will not be able to downgrade semester.

7. In case you found that you have a student in SECTION-B, who is not eligible and selected by mistake, you have option to remove/downgrade it.

MANAGE SEMESTER UPGRADE

Selected Record(s) have been Upgraded.

Select College: 120-Baba Farid College of E
 Select Branch: 1113-Electronics & Commur

SECTION - A : List of Students for Upgradation

Roll Number	Student Name	Current Semester	Upgrade Semester	Action
15111849	Gurveer Kaur	1st	2nd	Upgrade
15111850	Harpreet SINGH	1st	2nd	Upgrade

SECTION - B : Pending Upgradation List

Roll Number	Student Name	Current Semester	Upgrade Semester	Action
#####	#####	1st	2nd	Lock Remove
#####	#####	1st	2nd	Lock Remove
#####	#####	1st	2nd	Lock Remove
#####	#####	1st	2nd	Lock Remove
#####	#####	1st	2nd	Lock Remove
#####	#####	1st	2nd	Lock Remove
#####	#####	1st	2nd	Lock Remove
#####	#####	1st	2nd	Lock Remove
#####	#####	1st	2nd	Lock Remove
#####	#####	1st	2nd	Lock Remove
#####	#####	1st	2nd	Lock Remove
#####	#####	1st	2nd	Lock Remove
#####	#####	1st	2nd	Lock Remove
#####	#####	1st	2nd	Lock Remove
#####	#####	1st	2nd	Lock Remove

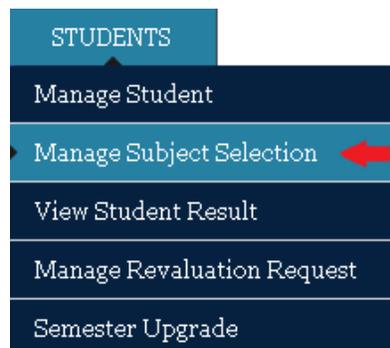
Confirm Selected Remove Selected

Subject Selection

1. Login on HOD id, On the header menu, move your mouse pointer to Student.



2. Click on Manage Subject Selection.



3. To Select Subjects for Students, Select Exam Session, Branch, Batch, Semester. It will display list of subjects and students according to the selected Branch and batch and semester.

SELECT ELECTIVE SUBJECT OR SEMESTER GROUP

*Select Exam Session	MAY2016
*Select Branch	1123-Mechanical Engineerir
*Select Batch	2015
*Select Semester	2nd
*Select Group	Physics Group

Section A - SUBJECTS

	Subject Code	Paper Id	Subject Title / Remarks	T/P
<input checked="" type="checkbox"/>	BTAM102	A1111	Engineering Mathematics-II	Theory
<input checked="" type="checkbox"/>	BTCH101	A1106	Engineering Chemistry (chemistry group)	Theory
<input checked="" type="checkbox"/>	BTCS101	A1108	Fundamentals of Computer Programming and IT (chemistry group)	Theory
<input checked="" type="checkbox"/>	BTME101	A1107	Elements of Mechanical Engineering (chemistry group)	Theory
<input checked="" type="checkbox"/>	BTME102	A1110	Engineering Drawing (chemistry group)	Theory
<input checked="" type="checkbox"/>	EVSC101	A1109	Environmental Science (chemistry group)	Theory
<input checked="" type="checkbox"/>	BTCH102		Engineering Chemistry Laboratory (chemistry group)	Practical
<input checked="" type="checkbox"/>	BTCS102		Fundamentals of Computer Programming and IT Laboratory (chemistry group)	Practical
<input checked="" type="checkbox"/>	BTME103		Engineering Computer Graphics Laboratory (chemistry group)	Practical
<input checked="" type="checkbox"/>	GF-2		General Fitness	Practical

Section B - STUDENTS

	Roll Number	Student Name	Father Name	Mother Name
<input type="checkbox"/>	1511221	AC SI HASI	R. VIJAYAMO	SF. K. R.
<input type="checkbox"/>	1511221	AM. L. RAM	F. DEVIAM	CH. D. AT. EVI
<input type="checkbox"/>	1511221	AF. ID. MAF	AI. N. INI	UF. L. EVI
<input type="checkbox"/>	1511221	BA. A. HAU	UI. D. CH. HARY	VE. A. I.
<input type="checkbox"/>	1511221	CH. IK. R. SIK	B. VIN. R. S. H.	JA. IS. U.
<input type="checkbox"/>	1511221	DE. R. KUMAR	K. J. M. JAL	PF. I. L. EV
<input type="checkbox"/>	1511222	HA. IK. ROR	M. ND. PA. ARORA	MA. J. R.
<input type="checkbox"/>	1511222	KL. EE. SING	AI. RE. VGI	LA. VE. KA
<input type="checkbox"/>	1511222	ML. O. IDAI	M. LI	ML. I. K. TU
<input type="checkbox"/>	1511222	PF. H. I. KUP	VI. L. Y. AV	LA. I. D.
<input type="checkbox"/>	1511222	R. SI. ANJI	B. N. UJI	GE. A. I. I.
<input type="checkbox"/>	1511222	R. SI. JMAI	BI. A. F. I.	SL. AN. DE.
<input type="checkbox"/>	1511222	R. SI. JMAI	VI. ES. R. S. RMA	MA. J. I. I.
<input type="checkbox"/>	1511222	S. IN. MAR	VI. UJI. M. O.	PF. I. L. EV
<input type="checkbox"/>	1511222	TA. U. MAR	R. UJI. R. Y. V.	MA. .D.

Save

Notes:

- 1# Subject selection is only required for Semesters having Elective Subjects or Semester Group.
- 2# One Student cannot be selected in more than one subject selections.
- 3# You need to lock your subject selections before last date.
- 4# College Controller can unlock subject selections till last date.

4. You will be able to see two sections on this page, SECTION-A and SECTION-B. SECTION-A contains the list of Subjects. Select Valid Subjects from SECTION-A. SECTION-B contains the list of Students. Select Students for selected subjects from SECTION-B and click on the button "Save".

SELECT ELECTIVE SUBJECT OR SEMESTER GROUP

Your subject selection saved successfully.

*Select Exam Session	MAY2016
*Select Branch	1123-Mechanical Engineerir
*Select Batch	2015
*Select Semester	2nd
*Select Group	Physics Group

Section A - SUBJECTS

Subject Code	Paper Id	Subject Title / Remarks	T/P	
<input checked="" type="checkbox"/>	BTAM102	A1111	Engineering Mathematics-II	Theory
<input checked="" type="checkbox"/>	BTEE101	A1104	Basic Electrical and Electronics Engineering (Physics Group)	Theory
<input checked="" type="checkbox"/>	BTHU101	A1103	Communicative English (Physics Group)	Theory
<input checked="" type="checkbox"/>	BTPH101	A1102	Engineering Physics (Physics Group)	Theory
<input checked="" type="checkbox"/>	HVPE101	A1105	Human Value & Professional Ethics (Physics Group)	Theory
<input checked="" type="checkbox"/>	BTEE102		Basic Electrical and Electronics Engineering Laboratory (Physics Group)	Practical
<input checked="" type="checkbox"/>	BTHU102		Communicative English Laboratory (Physics Group)	Practical
<input checked="" type="checkbox"/>	BTMP101		Manufacturing Practice (Physics Group)	Practical
<input checked="" type="checkbox"/>	BTPH102		Engineering Physics Laboratory (Physics Group)	Practical
<input checked="" type="checkbox"/>	GF-2		General Fitness	Practical

5. Selected Student will be displayed with selected subjects as show below. Click the button "Lock", to confirm the subject selection.

MANAGE SUBJECT SELECTION (ELECTIVE OR SEMESTER GROUP)

New Subject Selection

Sr.No#	Branch Code	Batch	Semester	Subjects	Roll Numbers	Students	Action
1 <input type="lock"/>	1123	2015	1st	BTAM101, BTCH101, BTCH102, BTCS101, BTCS102, BTME101, BTME102, BTME103, EVSC101,	1511; 1, 1511, 3, 15112, . 1511; . 1511; . 15112, 1511; 1, 1511, 1, 15112, . 1511; . 1511; . 15112, 1511; 1, 1511, 7, 15112, .	15	<input type="button" value="Edit"/>
2 <input type="lock"/>	1123	2015	2nd	BTAM102, BTEE101, BTEE102, BTHU101, BTHU102, BTMP101, BTPH101, BTPH102, GF- 2, HVPE101,	1511; 1, 1511, 3, 15112, . 1511; . 1511; . 15112, 1511; 1, 1511, 1, 15112, . 1511; . 1511; . 15112, 1511; 1, 1511, 7, 15112, .	15	<input type="button" value="Edit"/>

NOTE: You are requested to cross check Subject selection of each student before confirming. Once confirmed, you will not be able to unlock

NOTES:

- *Only HOD of the branch, can do subject selection of eligible students.*
- *There are two steps for subject selection.*
 - *Select Subject from SECTION-A and.*
 - *Select Student from SECTION-B and Save.*
- *Once a record is marked as confirmed by HOD, nobody will be able to unlock that record.*
- *In case of any problem with the semester upgradation, subject selection & Group selection send us email at supportexam@mrsstuexam.com.*

(Note: Please mention College Code, Student Roll Number and Faculty User Id, regarding which you are facing problem. This will help us to provide better support services to you.)