

Annexure 'A'

Procedure for Pre Examination Data Uploading

Logon to Digital University

College to Login to the Digital University <http://mum.digitaluniversity.ac>

Example: User c164XXX-----college user name
Password *****-----enter password

Result Status Entry

- Click on Examination Link
- Click on Post Examination Link
- Click on Results Link
- Click on Result Status Link
- Select the FY courses for AY 2009-2010 and proceed
- Mark the students result as Pass/Fail ATKT/Fail/Not Available
- Select the SY courses for AY 2010-2011 and proceed
- Mark the students result as Pass/Fail ATKT/Fail/Not Available

Third Year Admission Entry in Digital College Portal

College will be required to Installed the Digital College Portal with All latest updates (In case of DC Portal is not working)

- Synchronize the result status / Student Data from smart client
- Login in DC Portal
- Click on Admission
- Click on Registered students
- Select the course (Course part SY) and proceed
- Select the student from the list
- Do the entry for third year, select the subject
- After completion of third year entry, upload the data on DU server from smart client

Exam Form Generation

Login to Digital University Portal with college login ID and Password

- Click on Pre Examination
- Click on Generate Exam Form
- Click on Download Exam Form
- Give the exam forms printout to students for verification
- Click on Inward Exam Form with fee details

After Inward the all the exam forms take print out of examination forms of concerned students in PDF format duly signed by the concerned Principal and submit the same along with the required fees to the Controller of Examinations, University of Mumbai.

Note:- The Detail presentation (PPT) for uploading the data is available on Digital University <http://mum.digitaluniversity.ac> and Mumbai University website <http://mu.ac.in>