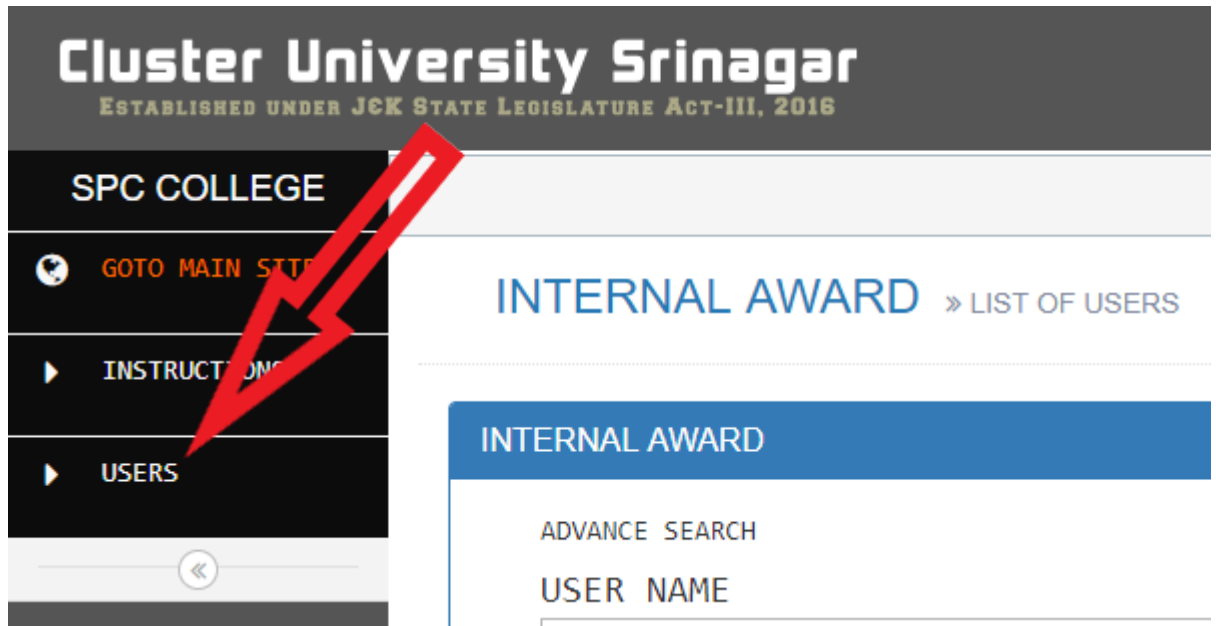
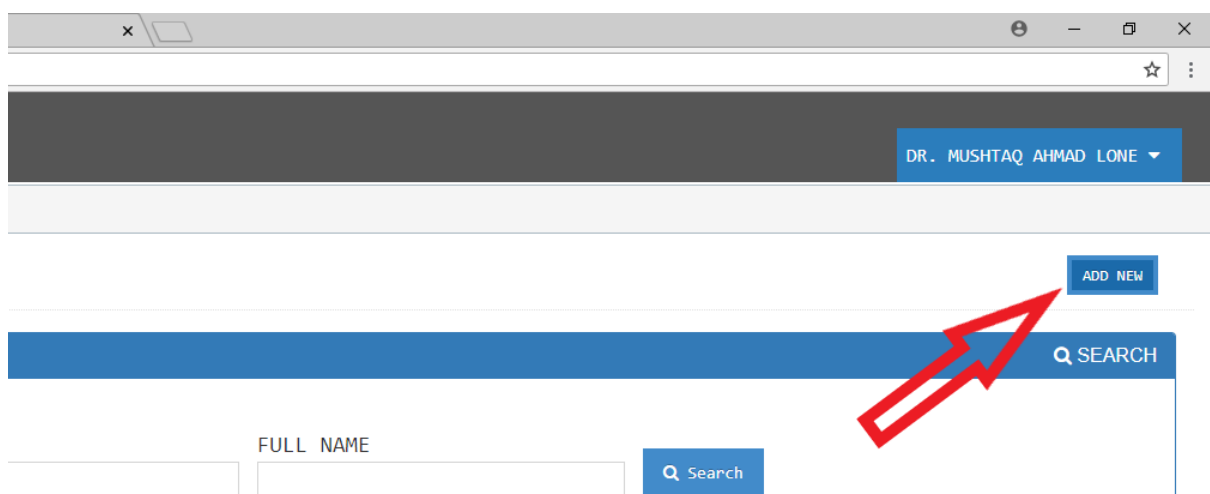


1. For Creating New Assistant Professors account click on Users Link in left Menu



2. Click on Add New Button Shown below



3. Fill all the details

i)UserName: UserName must be at least 6 characters ,only underscore(_) symbol is allowed


ii) Password: Password must be atleast 8 characters, one capital letter, one numeric character and one special character

* USERNAME	PRINCIPAL_SPC
* PASSWORD PASSWORD MUST BE ATLEAST 8 CHARACTERS,ONE CAPITAL LETTER,ONE NUMERIC CHARACTER AND ONE SPECIAL CHARACTER
* FULLNAME	
* EMAIL	
* DESIGNATION	
* PHONE NUMBER	
* ROLES	<input checked="" type="checkbox"/> ASSISTANT PROFESSOR

4. Add concerned subjects to Assistant Professor for he/she supposed to submit internal award.

* COURSE * SUBJECT * SEMESTER * RANGE TYPE ALL

B.A. Arabic Semester EXAM RO... ☒

 Add New

5. Assigning Roll No.'s

- i) To Assign all Roll No.'s to a particular Professor check/click “**All Roll-Nos**” checkbox.

* COURSE * SUBJECT * SEMESTER ALL ROLL-NOS

B.Sc. Medical Botany Semester 1 ☒

Add New

- ii) To Assign Range of Roll No.'s to a particular Professor uncheck “**All Roll-Nos**” checkbox and enter specific range of Roll No.'s in From and To Box

* PHONE NUMBER

* ROLES ☒ ASSISTANT PROFESSOR

* COURSE * SUBJECT * SEMESTER ALL ROLL-NOS FROM TO

B.Sc. Medical Botany Semester 1 ☐ 180001 180009

Add New

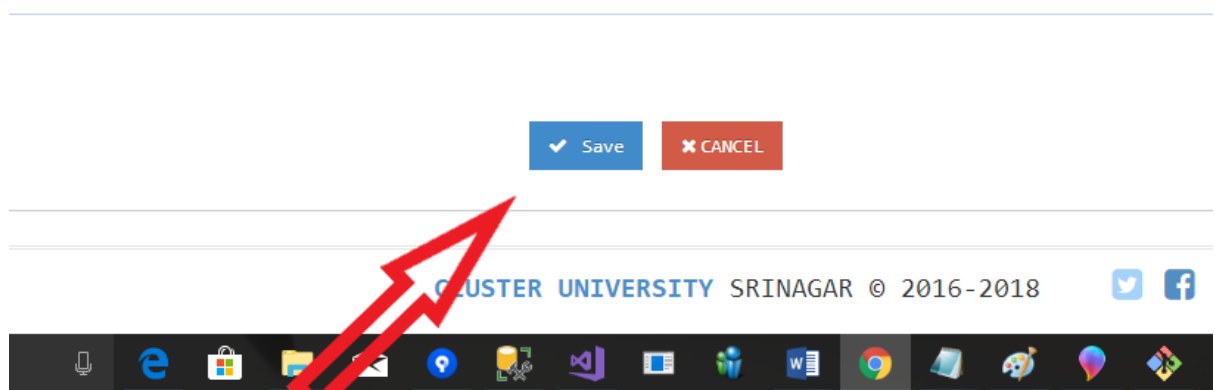
FIRST ROLLNO: 180001
LAST ROLLNO: 1801666
NO OF STUDENTS: 237

6. You can add No. of subjects by clicking on Add New Button

1 Botany Semester 1 ☐ 180001 180009

Add New

7. Now click on Save button to submit the data



your account is successfully submitted

Edit/Modify

9. You can modify by selecting the name of the Professor and follow the instructions from step no. 3

INTERNAL AWARD » LIST OF USERS ADD NEW

INTERNAL AWARD Q SEARCH

ADVANCE SEARCH

USER NAME FULL NAME Q Search

USER NAME	FULL NAME	EMAIL	ROLE	IS ACTIVE
Aptestuser	Aptestuser	TAL.DELINA@GMAIL.COM	COLLEGE_ASSISTANTPROFESSOR	YES ⌵
PROFESSOR_SPC	PROF. AB MAJEED BHAT	TOUSEEF@CUSRINAGFGGAR.EDU.IN	COLLEGE_ASSISTANTPROFESSOR	YES ⌵

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