

DCT - User Manual

Read the entire manual before proceeding

How to login to DCT Website?

- Visit **ct.mitindia.edu/ct/student**
- Login using the **credentials shared in mail**.
- Desktop/Laptop usage is expected. After logging in, scale the screen size for better experience.

How to change the password?

- Hover over the left pane
- Click the “Change Pass” tab
- Enter your new password
- You will be redirected to the home page

How to Add Subjects to the database?

Step 1: Hover over the left pane

Step 2: Click the “Add Subjects” tab

Step 3: Check your current semester

General Add/Remove Subjs:

- First row in a table can't be deleted.
- If you wish to clear the entry of the first row, reset the Course Code / Semester / Type option to Empty field, **But don't forget to clear the Grade option too, if changed.**
- If you wish to add a row click the plus button with respect to the table
- If you wish to remove a row click the corresponding minus symbol

Rules for Entry:

- 1) Verify all the details and then click submit. Multiple submits for the same semester is not permitted.
- 2) After successfully submitting details of the first semester, proceed filling the details of subsequent semesters.
- 3) Users are requested to verify their details by viewing the academic performance for the corresponding semester in the left pane.

- 4) Students are requested to enter the academic details genuinely as the details will be cross verified by the corresponding FA's.
- 5) Table: Core Subjects:
 - a. Select the course code from the drop down menu.
 - b. The course name and the corresponding credit will be updated.
 - c. If you have cleared the subject in the first go!, just proceed by filling the secured grade.
 - d. If you haven't cleared the subject till now, then enter the grade as **"RA"** in all appearances.
 - e. The core subjects of the particular semester must be entered in **"Core Subject"** table and not in **RA Subjects** table.
- 6) Table: RA Subjects (Core):
 - a. If you have reappeared for any subject in that particular semester (Core Subjects) enter the details here.
 - b. Click the Semester
 - c. Click the particular course code
 - d. Enter the Grade
 - e. If you have cleared the subject, enter the grade as such.
 - f. If you haven't cleared the subject again, enter as RA.
 - g. **If cleared the system automatically updates the other appearances to #RA.**
- 7) Table: Elective Subject
 - a. To enter the professional elective click "Professional" and select the course code and fill the details
 - b. To enter the Open Elective, Enter the course code, course name, course credit and the grade. (All are case sensitive).
 - c. RA Scenarios:
 - i. If you have taken the elective for reappearance for the same or different course, then it is mandatory to select the corresponding course code in the "Alternative Course".