

Course registration & Grade filling

Starting 30th December till 5th January 2012

The following tasks are desired to be completed in order to complete the course registration as well as online grade filling. The SCHEME must be made for all the semesters (UG/PG) of studies. These task can be performed using login/ID as per your respective LDAP credentials o the site: <http://portal.mnit.ac.in/mis/> . Detailed instructions are provided in a separate file as HOW-TO-GUIDE.

Task desired to be completed from Head of the Departments-

SCHEME updation: The scheme for a given programme is to be updated in respect of program core, programme elective.

Floating OPEN elective: The requisite number of OPEN electives as agreed MUST be floated by HoD for other departments.

Choosing OPEN electives for students of your department: The already agreed subjects are already shown in your menu as drop down list.

Assign Program adviser: Assign program adviser for each semester.

Arrange for **grade filling** by each course coordinator into MIS.

Task desired to be completed from Program advisers in the Departments-

Choose PROGRAM electives: Choose appropriate number of program electives

Choose OPEN electives: Choose appropriate number of program electives

Register: Register all the students simultaneously, for a given semester.

Task desired to be completed from course coordinators in the Departments-

Grade filling by each course coordinator into MIS

