

# **Instruction For Filling the Student e Registration Template**

## **(A) Filling Student registration details in template**

**Please find the below mentioned steps on how to provide student e registration data**

1. Download the Student e registration excel template from college website.
2. In Student e registration excel template , there are various columns for which data is to be filled like College Name , College code and Stream Name for which student data is been provided.
3. In Student e registration excel template , there are various sheets already added . Hence Maintain separate sheets for student data for various streams and maintain the college details in each sheet.  
**For Example :** If your college is running Commerce and Arts course , then in first sheet enter Commerce student details and in second sheet enter Arts student data.
4. Next step is to Download Student data from SAMS for each course.
5. Delete the Photo from the downloaded excel sheet from SAMS.
6. Copy the excel data for all the fields from SAMS data and paste the same in the Student e registration excel template.
7. A few additional fields data is required for Honours / Non Honours , Student email ID and Student Subject Enrollment Details in Student e registration template.
8. Subject lists under each subject type will come as drop down.
9. Save the student registration excel template with college name and send it to University email ID provided.

## **(B) Student Photo details**

1. Login to SAMS.
2. In Left Tab , click on services and click on Issue of I card
3. Select the stream for which you need to download the student photos and click on SHOW
4. Right click on the viewed page and save it in a folder.
5. Rename each student photo with their roll number and extension as JPG. For Example : student roll number is **BA16-001** , the photo for the student should be renamed as **BA16-001.jpg**
6. Maintain separate folder for student photos for various courses and create a zip folder for each course.
7. Save the various student course wise photo folders in a single folder and save it with college name and send to university email ID provided .

**NOTE : Please provide the student e registration data course wise by 4th November 2016**

**Contact Person Details :**