



User Manual

**

Study Center

Contents

Study Center Login from Website
Study Center Login from URL
Post Login- Admin Dashboard
Evaluator Registration- Add Single Evaluator
Single Evaluator Registration details7
Evaluators Registration- Add Multiple Evaluators
Multiple Evaluators Registration details
Step 1
Multiple Evaluators Registration details
Step 2
Multiple Evaluators Registration details
Step 3
Multiple Evaluators Registration details
Step 4
Faculty/Mentor/Evaluator, Year and Semester Course Allocation13
Step 1
Faculty/Mentor/Evaluator, Year and Semester Course Allocation14
Step 2

Study Center Login from Website

- The Study Center can login from the Website or from the URL received on the registered email id.
- Select the appropriate Study Center & click on- 'Login' button.





Study Center Login from URL

- The Study Center can also use the URL received on their registered email id.
- Study Center has to enter the username & password received in their registered email id & then click on 'Login' button.





Post Login- Admin Dashboard

- Post login the Study Center will see the admin dashboard.
- Go to the 2nd card i.e.- 'Faculties/Mentors/Evaluators & Year and Semesters'.
- Click on first link i.e.- 'Faculties/Mentors/Evaluators/Admin/User registration'.





Evaluator Registration- Add Single Evaluator

- The Study Center can add single Evaluator as well as multiple Evaluators at a time.
- To add single Evaluator, click on- 'Add single Faculty/Mentor/Evaluator' button.

MKCL ERA Learning Management System Vashway Vashway Vashway Vashway Vashway	राव चवहाण महाराष्ट्र विद्यापीठ Intrao Chavan Maharashtra Open University Interventes. Inde	(1) Mbps A- A A+	2021-2022-YCMOU ~ English ~ 🖆 ()	
Sameer Shivaji Murukate	Welcome to ALL INDIA INSTITUT PUNE Last Login : 24-02-2022 11:22 AM	E OF LOCAL SELF GOVERNMENT,		ŀ
Home				
Faculty/Mentor/ Eva	រluator Registration and allocati	ion		
Add single Fact Please click below for singl	ulty/Mentor/Evaluator e Faculty/Mentor /Evaluators	Add Multiple Faculties/Me	entors/Evaluators	
Add single Faculty/Mer	tor/Evaluator	Add multiple Faculties/Mentors/Evaluators		
		Click here		
© Copyright 2021 Maharashtra Knowledge (MKCL All Rights Reserved.	Corporation Ltd.		v1.0	



Single Evaluator Registration details

- The Study Center has to fill up the mentioned details to register a single Evaluator.
- The fields marked in red (*) are all mandatory.
- Once all the details are filled, click on 'Add' button.

MKL Revening Management Dystem	10 Mbps A- A A+ 2021-2022-YCMOU ~ English ~ 🗘 🕐 🕚	
Sameer Shivaji Murukate Welcome to ALL INDIA INSTITUT D- H072500005 Last Login : 24-02-2022 11:22 AM	TE OF LOCAL SELF GOVERNMENT,	
Home		
Faculty/Mentor/Evaluator Registration details Please fill the mentioned details to register		
User Type*	Employee Code*	
Select Role	▼ Employee Code	
First Name (provide firstname in english letter only)*	Last Name (provide lastname in english letter only)*	
First Name	Last Name	
Gender* Female Male Transgender 	Date of Birth *	
Email Address		
Enter Email Address e.g.:- abc@gmail.com	Enter Mobile Number	
	Generate Report Add Clic	ck here
List of Faculty/Mentor /Evaluator	Q Search here Per page 5 ¢	
SrNo 💠 User Type 🔶 Employee Code 💠 Name	💠 Email Address 💠 Mobile Number Update Remove	
1 ProjectEvaluator 1234 Vijay Sinha	deeptivy@mcl.org 9999999999 Update Remove	
2 ProjectEvaluator 12345 Suryakant Tripathi	deeptivy@mkcl.org 9999999999 Update Remove	
O Copyright 2021 Maharashtra Knowledge Corporation Ltd. All Rights Reserved.	v1.0	

Screenshot 4

Evaluators Registration- Add Multiple Evaluators

- The Study Center can add single Evaluator as well as multiple Evaluators at a time.
- To add multiple Evaluators, click on- 'Add multiple Faculties/Mentors/Evaluators' button.

MKCL हिस्कि Learning Management System System Nastra, b	राव चव्हाण महाराष्ट्र विद्यापीठ ntrao Chavan Maharashtra Open University anterastres. Inde	(<u>10</u> Mbps A- A A+	2021-2022-YCMOU ~ English ~ 单 😃
Sameer Shivaji Murukate	Welcome to ALL INDIA INSTITUT PUNE Last Login : 24-02-2022 11:22 AM	TE OF LOCAL SELF GOVERNMENT,	
Home			
Faculty/Mentor/ Eva Add single Faculty/Mer	aluator Registration and allocati ulty/Mentor/Evaluators e Faculty/Mentor /Evaluators tor/Evaluator	ion Add Multiple Faculties/Med Please click below for multiple Faculties/Mento Add multiple Faculties/Mentors/Evaluators	entors/Evaluators ors/Evaluators Registration Click here
© Copyright 2021 Maharashtra Knowledge All Rights Reserved.	Corporation Ltd.		v1.0



Step 1

- In order to add multiple Evaluators at a time, the Study Center has to select the 'User Type' as Project Evaluator.
- Click on- 'Download Template' button.
- An excel sheet will get downloaded.

MKCL ERA Learning Management System	तराव चन्हाण महाराष्ट्र विद्यापीठ wantrao Chavan Maharashtra Open University Materastras. Inde	<u>(ບຼາ</u>) 10 Mbp	s A- A A+	2021-2022-YCMOU ~	English 🗸 🧖	Ċ
Sameer Shivaji Murukate	Welcome to ALL INDIA INSTITU PUNE Last Login : 24-02-2022 11:22 AM	ITE OF LOCAL SELF GOVERN	MENT,			
Home						
Faculties, Mentors Please fill the mentioned detai	5, Evaluators Registration detail Is to register	ls				
User Type						
Select a role		*				
Upload File		Download template	Click	ere		
	Upload faculty data					
		Cancel Upload				
© Copyright 2021 Maharashtra Knowledge MI Rights Reserved.	Corporation Ltd.					v1.0



Step 2

• The Study Center has to read the given instructions carefully.

Control of the second sec	प्रावंतराव चव्हाण महाराष्ट्र विद्यापीठ Instructions > The faculty template has been downloaded for ProjectEvaluator . > Please edit and upload the template for faculty registration.	X X X X X X X X X X X X X X X X X X X
Home	 > EmpCode should be unique for each faculty. > Rejected registrations will be downloaded after upload. 	
Faculties/Mento Please fill the mentioned det		dose
User Type ProjectEvaluator	· · · · · · · · · · · · · · · · · · ·	
Upload File	Download template	
	Upload faculty data	

Screenshot 7

Step 3

- The Study Center has to fill up the required columns in the excel sheet.
- The Study Center has to make sure that they enter the date of birth (DOB) of Evaluator in the given format only. (i.e. DD-MM-YYYY)

	్		÷						FacultyDe	etails_ProjectEv	aluator - E	xcel							r –	8	×
Fil	e Home	Insert P	age Layout	Formulas D	Data Review	View 🖓	Tell me what	you want to d	0									Dha	nashree R. Kul	karni 🖓 Sl	hare
	👗 Cut	Calibr	i • 12	ĂĂ	==**	F Wrap	Text	General	*		and a	Normal	Bad	G	iood		- 🎠 🖥	Σ Auto	oSum 🔭 🧍		
Past	e ● Eormat Pa	inter B 1	<u>u</u> - <u>-</u>	- <u>A</u> - <u>A</u> -	= = = = =	🖶 Merge	& Center 🔹	- %,	€.0 .00 0.€ 00.	Conditional	Format as	Neutral	Calculat	tion	heck Cell	↓ Inse	rt Delete For	rmat Clea	Sort	& Find &	
	Clipboard	5	Font	5	Alig	Inment	5	Numbe	r 5	Tormatting	Table		Styles				Cells		Editing	Sciect	^
A1	-	: × •	s fx	EmpCode																	~
	А	В	С	D	E	F		G	Н	1	J	К	L	м	N	0	Р	Q	R	S	
1	EmpCode Fi	rstName	LastName	MobileNo	Emailld	Gender	DOB(DD-	MM-YYYY)													
2	101 Dł	nanashree	Kulkarni	99999999999	abc@gmail.co	<u>n</u> Female	(01-01-1990													
3	102 Ka	ijal	Pawar	8888888888	xyz@gmail.com	n Female	1	10-10-1990													
4																					
5																					
6																					
/																					
8																					
10																					
11																					
12																					
13																					
14																					
15																					
16																					
17																					
18																					
19																					
20																					
21																					
23																					
24																					
25																					
26																					
27																					
28																					
29																					
	FacultyDetails																				
Ready	/																E			+	100%

Screenshot 8

Step 4

- Once the template is ready, upload it into the system.
- Click on- 'Upload' button.

MKCL Garring Management System	ाव चरहाण महाराष्ट्र विद्यापीठ trac Chavan Maharaabha Open University araoba, inde	(10 Mbps A- A	A+ 2021-2022-YCMOU ~ English	ں پ ¶ ن
Sameer Shivaji Murukate	Welcome to ALL INDIA INSTITUTE OF PUNE Last Login : 24-02-2022 11:22 AM	LOCAL SELF GOVERNMENT,		
Home	lundere Destatunding data ile			
Please fill the mentioned details	to register			
User Type				
ProjectEvaluator				
14.8 KB FacultyDetails_ProjectEv				
		Cancel Upload	Click here	
© Copyright 2021 Maharashtra Knowledge C	orporation Ltd.			v1.0

Screenshot 9

Faculty/Mentor/Evaluator, Year and Semester Course Allocation

Step 1

- Once the Evaluator is registered, the Study Center has to do the Year & Semester Course Allocation.
- Go to the 2nd card i.e.- 'Faculties/Mentors/Evaluators & Year and Semesters'.

• Click on third link i.e.- 'Faculties/Mentors/Evaluators Year & Semester Course Allocation'.



Screenshot 20

Faculty/Mentor/Evaluator, Year and Semester Course Allocation

Step 2

• The Study Center has to select the values from dropdown & click on- 'Attach' button.

• Once the allocation is done, the Study Center can see the allocated Course, Year & Semester to Evaluator at the bottom of the page.

MKCL ERA Learning Management System	व चरकाण महाराष्ट्र विद्यापीठ ao Cravan Maharashtra Open University wates, inde	(관) 10 Mbps A- A	A A+ 2021-2022-YCMOU ~ Englis	h ~ 🖉 U
Sameer Shivaji Murukate	Welcome to ALL INDIA INSTITUTE OF PUNE Last Login : 24-02-2022 11:22 AM	ELOCAL SELF GOVERNMENT,		
Home				
Faculty/Mentor/Eval	luator, Year and Semester Course A	Allocation		
Please select the values from the	dropdown to allocate Courses,Year and Semester to the l	Faculty/Mentor/Evaluator.		
Year and Semester *		Division *		
Select Year and Semester	v	Select Division	•	
Subject * Select Course	•	Faculty/Mentor/Evaluator * Select Faculty/Mentor/Evaluator	~	
			Generate Report Attach	Click here
Allocated Course, Year an	s Semester to Faculty/Mentor/Evalautor	Q. Search here	Per page 5	
Sr.No Academic Year	Year and Semester Division	Course Faculty/Mentor	/ Update Remove	
1 2021-2022	S.Y. M.B.A. Semester IV P79 2017-2018 Onwards	MBA Project Report Vijay	Update Remove	
© Copyright 2021 Maharashtra Knowledge Co All Rights Reserved.	orporation Ltd.			v1.0

Screenshot 11