



MAHATMA GANDHI UNIVERSITY

WELCOME

TO

ONLINE ATTENDANCE

GUIDELINES/INSTRUCTIONS

WEBLINK

**ENTER THE BELOW WEBSITE ADDRESS IN
THE WEB BROWSER OF YOUR COMPUTER**

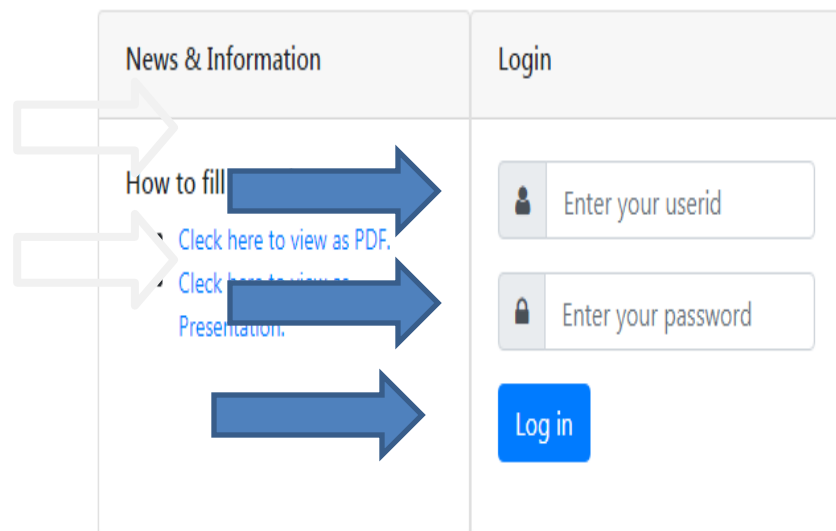
<http://portal.mguniversity.org.in/>

ONLINE ATTENDANCE PROCESS STEPS:

- **LOGIN:** GET USER ID AND PASSWORD THROUGH SMS AND LOGIN TO PORTAL
- **ON EXAM DATES PAGE OF YOUR CENTER:** CLICK ON “SELECT” BUTTON ON THAT PARTICULAR EXAM DATE ROW TO GO TO SUBJECT WISE PAGE OF CENTER
- **D-FORM AND ATTENDANCE:** AFTER LOGIN, ON THE FIRST SCREEN(EXAM DATE PAGE OF THE CENTER) DOWNLOAD D FORM AND ATTENDANCE SHEET.
- **ON SUBJECT WISE PAGE OF YOUR CENTER:** CLICK ON “SELECT” BUTTON ON THAT PARTICULAR SUBJECT ROW TO GO TO ATTENDANCE PAGE
- **ATTENDANCE PAGE:** MARK ATTENDANCE, ADD BUFFER IF REQUIRED
- ENSURE YOU HAVE MARKED ATTENDANCE FOR ALL CANDIDATES AND **PENDING STATUS IS MADE ZERO** IN THE FIRST PAGE(AFTER LOGIN PAGE)
- **PACKING LIST:** PRINT THE PACKING LIST

LOGIN PAGE(USERID / PASSWORD PAGE)

SCREEN : 1



ENTER USER ID AND PASSWORD SENT TO YOU THROUGH SMS AND CLICK LOGIN.

HELP LINE NUMBERS ARE GIVEN IN THE ABOVE SCREEN, IN CASE YOU NEED HELP REGARDING ONLINE ATTENDANCE.

FIRST SCREEN / EXAM DATE PAGE

AFTER ENTERING USER ID AND PASSWORD OF YOUR CENTER FOLLOWING SCREEN WITH YOUR CENTER EXAM DATES WILL BE DISPLAYED.

SCREEN : 2

Sino	Examdate	Total	Present	Absent	Malpractice	Buffer	Pending	Attendance Sheet	DForm	Select
1	12-02-2021	152	149	3	0	0	0	Select	Select	Select
2	15-02-2021	152	148	4	0	0	0	Select	Select	Select
3	17-02-2021	152	148	4	0	0	0	Select	Select	Select
4	19-02-2021	152	149	3	0	0	0	Select	Select	Select
5	22-02-2021	152	148	4	0	0	0	Select	Select	Select
6	24-02-2021	152	148	4	0	0	0	Select	Select	Select
7	08-03-2021	633	617	16	0	0	0	Select	Select	Select

AFTER CLICKING ON SELECT IN “ATTENDANCE SHEET /DFORM COLUMN” BELOW PAGE WILL BE DISPLAYED.

D – FORM / ATTENDANCE SHEET DOWNLOAD PAGE

SCREEN : 3



Mahatma Gandhi University, Nalgonda, Telangana

4030 : Nalanda Degree College ,R.P.Road , Nalgonda.

ChangePassword Logout

Helpline Number : 9573379292

Download Attendance Sheet and DForm

12-02-2021 Back

Sno	Title	Attendance Sheet	DForm
1	MBA (FEB-2021)	Download	Download

! - Osmania University, Hyderabad. The Portal is Running on Beta Version. For Best view use Google Chrome at Resolution 1366 X 768.

CLICK ON “DOWNLOAD” BUTTON OF ATTENDANCE SHEET COLUMN TO DOWNLOAD ATTENDANCE SHEET.

CLICK ON “DOWNLOAD” BUTTON OF D-FORM COLUMN TO DOWNLOAD D-FORM PAGE.

TAKE PRINT OUT OF BOTH ATTENDANCE SHEET AND DFORM PAGE.

BELOW IMAGE DISPLAYS SAMPLE ATTENDANCE SHEET AND D-FORM.

SAMPLE ATTENDANCE SHEET



MAHATMA GANDHI UNIVERSITY
NALGONDA, TELANGANA
EXAMINATION JUNE-2021
ATTENDANCE SHEET



100154

EXAMCENTRE:	4030 : Nalanda Degree College ,R.P.Road , Nalgonda.					
COURSE:	M.A. : English : IV Sem					
SUBJECT:	408/c : Indian Economy (Interdisciplinary)			EXAMDATE:	22-07-2021	
QP CODE:	9200			ROOM NUMBER:		
SLNO	NAME	HALL TICKET NUMBER	EXAMTYPE	STICKER NUMBER	ANSWER BOOKLET NUMBER	SIGNATURE
1	DHARMARAPU MADHU	422219009004	Regular	3864818		
2	KOMMU SHIREESHA	422219009005	Regular	3864819		
3	GANTALA SHOBA	422219009006	Regular	3864820		
4	GANNAMRAJU HARIKA	422219009007	Regular	3864821		
5	R NAGARANI	422219009008	Regular	3864822		
6	SHIGA RAJESH	422219009010	Regular	3864823		
7	KOMMU ANJANEYULU	422219009011	Regular	3864824		
8	MALOTHU BHASKER	422219009012	Regular	3864825		
9	MARRI PARIJATHA	422219009013	Regular	3864826		
10	MALOTHU SAVITHA	422219009014	Regular	3864827		

D-FORM SAMPLE PAGE



MAHATMA GANDHI UNIVERSITY, NALGONDA,
TELANGANA
EXAMINATION JUNE-2021
DFORM

EXAMCENTRE: 4030 : Nalanda Degree College ,R.P.Road , Nalgonda.
COURSE: M.A. : English : IV Sem
SUBJECT: 408/c : Indian Economy (Interdisciplinary)
EXAMDATE: 22-07-2021 QUESTION PAPERCODE:9200

422219009004	422219009005	422219009006	422219009007	422219009008
422219009010	422219009011	422219009012	422219009013	422219009014
422219009015	422219009016	422219009017	422219009018	

If Any Additions:


Registered:14 No.of Additions: No.of Present: No.of Absentees: No.of MalPractice:

NOTE: Round of Absentees in Red Mark.

Signature of Chief Superintendent with Seal

AFTER LOGIN SCREEN,CLICK ON “SELECT” (BESIDE D FORM DOWNLOAD BUTTON)ON PARTICULAR EXAM DATE TO ENTER NEXT STEP OF THE PROCESS.

SCREEN: 2

 **Mahatma Gandhi University, Nalgonda, Telangana**
4030 : Nalanda Degree College ,R.P.Road , Nalgonda.

ChangePassword Logout

Helpline Number : 9573379292

Sino	Examdate	Total	Present	Absent	Malpractice	Buffer	Pending	Attendance Sheet	DForm	Select
1	12-02-2021	152	149	3	0	0	0	Select	Select	Select
2	15-02-2021	152	148	4	0	0	0	Select	Select	Select
3	17-02-2021	152	148	4	0	0	0	Select	Select	Select
4	19-02-2021	152	149	3	0	0	0	Select	Select	Select
5	22-02-2021	152	148	4	0	0	0	Select	Select	Select
6	24-02-2021	152	148	4	0	0	0	Select	Select	Select
7	08-03-2021	633	617	16	0	0	0	Select	Select	Select

THE FOLLOWING SCREEN IS DISPLAYED WITH COURSE AND SUBJECTS ON THAT PARTICULAR DATE FOR THE CENTER

SCREEN:3




Mahatma Gandhi University, Nalgonda, Telangana
4030 : Nalanda Degree College ,R.P.Road , Nalgonda.

[ChangePassword](#) [Logout](#)

Helpline Number : 9573379292

Examdate: 06-07-2021


Sino	Course	Coursename	Year	QPapercode	Subjectcode	Subjectname	Total	Present	Absent	Malpractice	Buffer	Pending	Select
1	B.E.MAR21	CSE	AICTE III Sem	15018	340	ENVIRONMENTAL SCIENCE	1	0	0	0	0	1	
2	B.E.MAR21	Instrumentation	AICTE III Sem	15018	340	ENVIRONMENTAL SCIENCE	1	0	0	0	0	1	
3	B.E.MAR21	Civil	II/IV I- Semester	14009	254	SURVEYING - I	1	0	0	0	0	1	

CLICK ON “SELECT” BUTTON FOR PARTICULAR SUBJECT TO GO TO THE NEXT SCREEN

ATTENDANCE PAGE

AFTER CANDIDATE'S SIGNATURE ON D FORM, FILL THE ATTENDANCE ONLINE IN THE FORMAT SHOWN IN BELOW SCREEN.

SCREEN:4

 **Mahatma Gandhi University, Nalgonda, Telangana**
4030 : Nalanda Degree College ,R.P.Road , Nalgonda.

ChangePassword Logout

Helpline Number : 9573379292

Event: LAW COURSES JAN-2020
Examdate: 20-01-2020
Course: LL.B. (LLB (Hons) 3 YDC | V Sem | Subject: 505 : PRINCIPLES OF LEGISLATION AND LEGISLATIVE DRAFTING | 5200

Preview Attendance
Manage Attendance
Manage Buffer
Print Attendance
Packing Slip

Sno	Student Name	Hall Ticket Number	Examtype	Medium	Sticker Number	Old Sticker Number	Buffer	Attendance
1	G.EBER JAYA PAUL	172415854I	Regular	English	1109690			Present
2	KILARU SANDEEP	172415854O	Regular	English	1109691			Present
3	K ANRESHWAR	17241685	Regular	English	1109692			Present
4	SARALA E	172416854I	Regular	English	1109693			Present
5	GANJI PALLAVI	172416854I	Regular	English	1109694			Present
6	M V RAMANA	172416854I	Regular	English	1109695			Present
7	ADITI GUPTA	17241685	Regular	English	1109696			Present
8	YONTAIRY ANAND REDDY	172417854	Regular	English	1109697			Present
9	MALA SUDHAKAR	172417854	Regular	English	1109698			Present
10	SHAIK KASIM RAZVI	172417854	Regular	English	1109699			Present

BY DEFULT ATTENDANCE OF ALL CANDIDATES IS MARKED AS "PRESENT".

MARKING ATTENDANCE “ABSENT” / “MALPRACTICE”

FOR MARKING A HALLTICKET NUMBER AS ABSENT, PRESS “CTRL+F” OPTION TO ACTIVATE FIND BOX ON TOP OF THE ATTENDANCE PAGE.


ENTER THE **“ABSENT”** CANDIDATES HALLTICKET NUMBER IN FIND BOX AND PRESS ENTER.

THIS WILL SCROLL DOWN TO THAT PARTICULAR CANDIDATE ATTENDANCE DETAILS. SELECT ABSENT FROM THE DROP DOWN BOX.

SIMILARLY, FOR MARKING MALPRACTICE FOR A PARTICULAR CANDIDATE SELECT **“MALPRACTICE”** FROM DROP DOWN MENU BY USING CTRL+F “FIND OPTION”.

MARK/EDIT ATTENDANCE-MANAGE ATTENDANCE

SCREEN: 5



Mahatma Gandhi University, Nalgonda, Telangana
4030 : Nalanda Degree College ,R.P.Road , Nalgonda.

ChangePassword Logout

Helpline Number : 9573379292

Event: LAW COURSES JAN-2020

Examdate: 20-01-2020

Course: LL.B. : LLB (Hons) 3 YDC : V Sem | Subject: 505 : PRINCIPLES OF LEGISLATION AND LEGISLATIVE DRAFTING : 5200

Preview Attendance All 197 Present 197 Absent 0 Malpractice 0 Buffer 0 Other 0

Manage Attendance

Manage Buffer

Print Attendance

Packing Slip

Sno	Student Name	Hall Ticket Number	Examtype	Medium	Sticker Number	Old Sticker Number	Buffer	Attendance
1	G.EBER JAYA PAUL	17241585	Regular	English	1169690			Present
2	KILARU SANDEEP	17241585	Regular	English	1169691			Present
3	K AMRESHWAR	172416854	Regular	English	1169692			Present
4	SARALA E	1724168540	Regular	English	1169693			Present
5	GANJI PALLAVI	17241685	Regular	English	1169694			Present
6	M V RAMANA	172416854	Regular	English	1169695			Present
7	ADITI GUPTA	17241685	Regular	English	1169696			Present
8	VONTARY ANAND REDDY	172417854	Regular	English	1169697			Present
9	MALA SUDHAKAR	17241785	Regular	English	1169698			Present
10	SHAIK KASIM RAZVI	172417854	Regular	English	1169699			Present

IN CASE OF EDITING OF ATTENDANCE OF ANY CANDIDATE CLICK ON “MANAGE ATTENDANCE”

ADDING NEW BUFFER

FOR ADDING BUFFER CANDIDATES, CLICK ON “MANAGE BUFFER” BUTTON ON THE SCREEN AS SHOWN IN IMAGE BELOW. **SCREEN : 6**

Mahatma Gandhi University, Nalgonda, Telangana
4030 : Nalanda Degree College ,R.P.Road , Nalgonda. ChangePassword Logout

Helpline Number : 9573379292

Event: LAW COURSES JAN-2020

Examdate: 20-01-2020

Course: LL.B. : LLB (Hons) 3 YDC : V Sem | Subject: 505 : PRINCIPLES OF LEGISLATION AND LEGISLATIVE DRAFTING : 5200

Preview Attendance Manage Buffer Add New Buffer Replace Existing Sticker

Manage Attendance

Manage Buffer

Print Attendance

Packing Slip

Sino	Student Name	Hall Number	Examtype	Medium	Sticker Number	Old Sticker Number	Buffer	Attendance	Action
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AFTER CLICKING ON “MANAGE BUFFER” CLICK ON “ADD BUFFER” TO ENTER NEW BUFFER DETAILS. SEE IMAGE ABOVE TO ADD NEW BUFFER DETAILS

ADDING BUFFER CANDIDATE

SCREEN : 7

 **Mahatma Gandhi University, Nalgonda, Telangana**
4030 : Nalanda Degree College ,R.P.Road , Nalgonda. ChangePassword Logout

Helpline Number : 9573379292

Examdate: 20-01-2020

Course: LL.B. : LLB (Hons) 3 YDC : V Sem | Subject: 505 : PRINCIPLES OF LEGISLATION AND LEGISLATIVE DRAFTING : 5200

Preview Attendance

Manage Buffer

Add New Buffer

Replace Existing Sticker

Manage Attendance

Manage Buffer

Print Attendance

Packing Slip

Hall Ticket Number:

Enter Hall Ticket Number

New Sticker Number:

Enter Sticker Number

Medium:

--Select Medium--

Examtype:

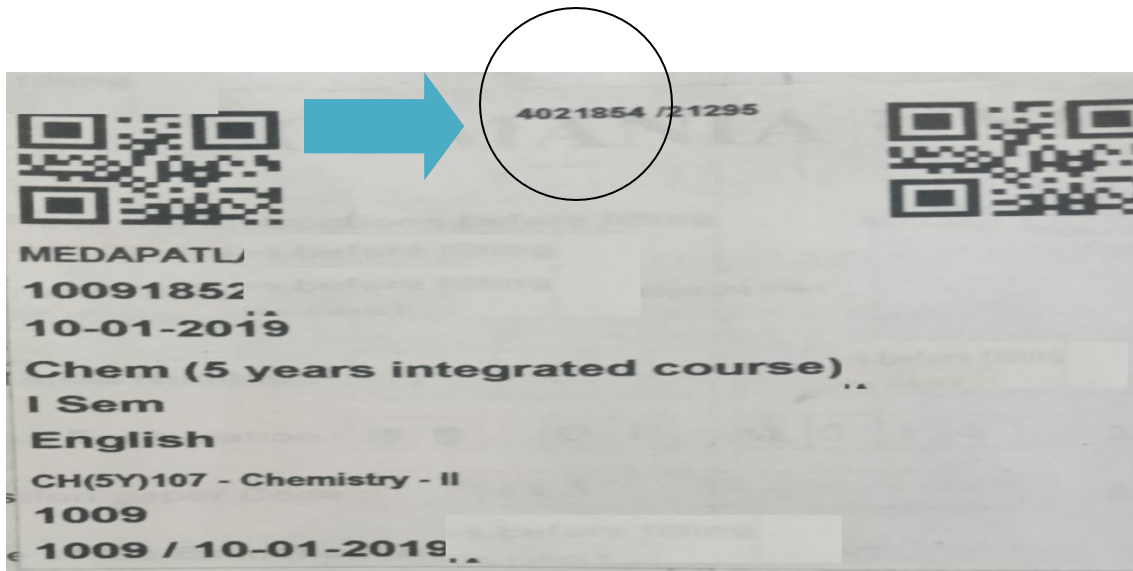
--Select Examtype--

Student Name:

Enter Student Name

Add New Buffer


SAMPLE BUFFER STICKER. BARCODE NUMBER IS AS SHOWN IN IMAGE 4021854



REPLACING EXISTING STICKER

CLICK ON “REPLACE EXISTING STICKER” IN CASE THE EXISTING STICKER IS DAMAGED, SMUDGED OR TORN.

SCREEN : 8



Mahatma Gandhi University, Nalgonda, Telangana
4030 : Nalanda Degree College ,R.P.Road , Nalgonda.

ChangePassword Logout

Helpline Number : 9573379292

Event: LAW COURSES JAN-2020

Examdate: 20-01-2020

Course: LL.B. : LLB (Hons) 3 YDC : V Sem | Subject: 505 : PRINCIPLES OF LEGISLATION AND LEGISLATIVE DRAFTING : 5200

Preview Attendance
Manage Attendance
Manage Buffer
Print Attendance
Packing Slip

Manage Buffer Add New Buffer **Replace Existing Sticker**

Hall Ticket Number:

New Sticker Number:


Student Name:

Replace Existing Sticker

ATTENDANCE PENDING STATUS

AFTER COMPLETING ATTENDANCE ENTRY ENSURE THE “PENDING STATUS” IN THE DATE WISE PAGE IS MADE ZERO. REFER BELOW IMAGE.

SCREEN: 2

 Mahatma Gandhi University, Nalgonda, Telangana 4030 : Nalanda Degree College ,R.P.Road , Nalgonda.								
Helpline Number : 9573379292								
Event: LAW COURSES JAN-2020								
S/no	Exam Date	Total	Present	Absent	Malpractice	Buffer	Pending	
1	02-01-2020	7944	7493	451	0	19	0	Select
2	04-01-2020	7952	7582	370	0	25	0	Select
3	06-01-2020	7435	7058	376	1	27	0	Select
4	08-01-2020	7433	7075	357	1	24	0	Select
5	10-01-2020	7434	7028	406	0	25	0	Select
6	17-01-2020	406	370	36	0	0	0	Select
7	20-01-2020	197	0	0	0	0	197	Select
Grand total		38801	36606	1996	2	120	197	

**AFTER PENDING STATUS BECOMING ZERO,
PROCEED WITH PACKING SLIP AS SHOWN IN
IMAGE BELOW**

SCREEN : 9

Mahatma Gandhi University, Nalgonda, Telangana
4030 : Nalanda Degree College ,R.P.Road , Nalgonda.

ChangePassword Logout

Helpline Number : 9573379292

Event: LAW COURSES JAN-2020
Examdate: 20-01-2020
Course: LL.B. : LLB (Hons) 3 YDC : V Sem | Subject: 505 : PRINCIPLES OF LEGISLATION AND LEGISLATIVE DRAFTING : 5200

All 197 Present 197 Absent 0 Malpractice 0 Buffer 0 Other 0

Sino	Student Name	Hall Ticket Number	Examtype	Medium	Sticker Number	Old Sticker Number	Buffer	Attendance
1	G.EBER JAYA PAUL	1724158540	Regular	English	1169690			Present
2	KILABU SAMSEEP	1724158540	Regular	English	1169691			Present
3	K AMRESHWAR	172416854	Regular	English	1169692			Present
4	SARALA E	17241685405	Regular	English	1169693			Present
5	GANJI PALLAVI	172416854	Regular	English	1169694			Present
6	M V RAMANA	172416854	Regular	English	1169695			Present
7	ADITI GUPTA	1724168540...	Regular	English	1169696			Present
8	VONTARY ANAND REDDY	1724178540	Regular	English	1169697			Present
9	MALA SUDHAKAR	1724178540	Regular	English	1169698			Present

Preview Attendance
Manage Attendance
Manage Buffer
Print Attendance
Packing Slip

**CLICK ON PACKING SLIP BUTTON TO GENERATE THE
SLIP. A SAMPLE FORMAT OF PACKING SLIP IMAGE IS
DISPLAYED BELOW.**

SCREEN : 10



MAHATMA GANDHI UNIVERSITY
NALGONDA, TELANGANA
EXAMINATION JULY - 2021
SUBJECT PACKING SLIP



210657

EXAMCENTRE: 4030 : Nalanda Degree College ,R.P.Road , Nalgonda.
EXAMDATE: 22-07-2021
COURSE: M.A. : Economics : IV Sem
SUBJECT: 408/d : Human Resource Management (Interdisciplinary) : 9213
GENERATED ON: 21/07/2021 05:18:32:PM



210657

REGISTERED STUDENT	1
BUFFER ADDED	0
STICKER REPLACED	0
PRESENT	1
ABSENT	0
MALPRACTICE	0
OTHER	0
TOTAL	1

THANK YOU!