EMS
USER
MANUAL

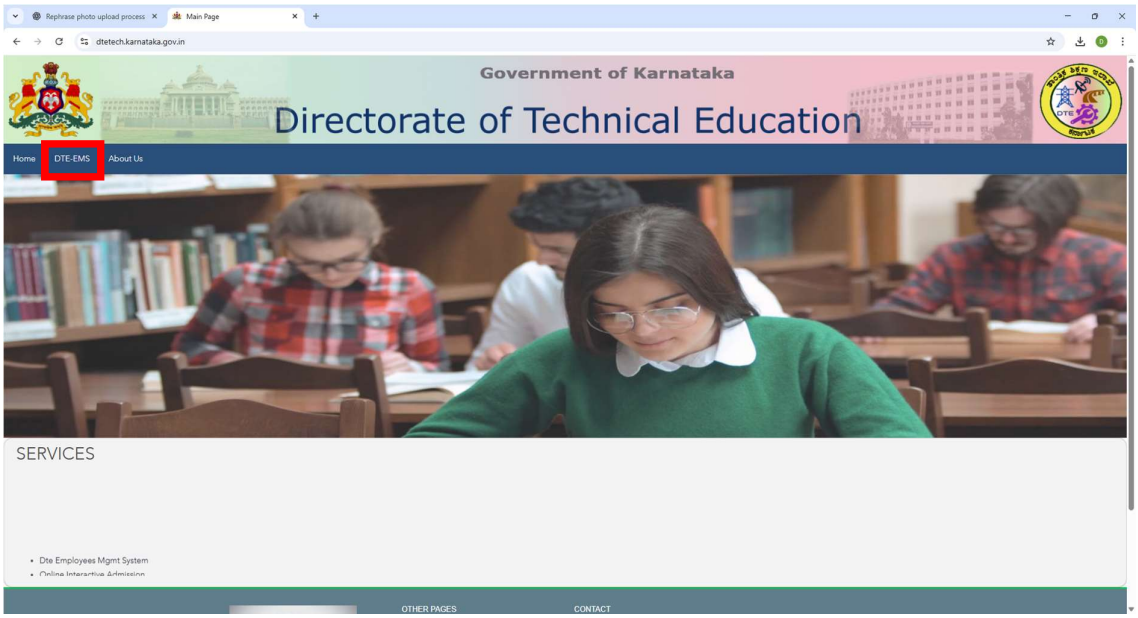
Prepared By PMU Team Chandralekha V Giraddi Version 1.0 (19-11-2025)

1. LOGIN Page

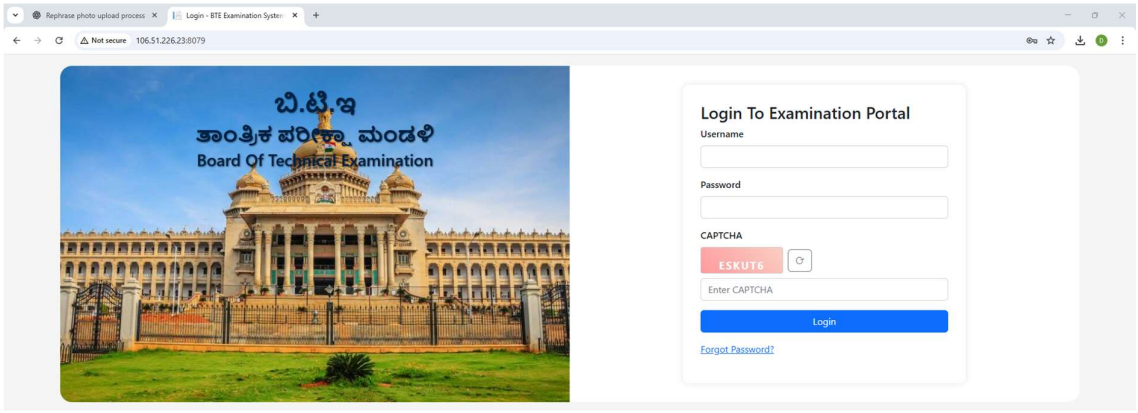
Step 1: Open a web browser (e.g., Chrome, Firefox, Safari).

Step 2: Navigate to the application's login URL,

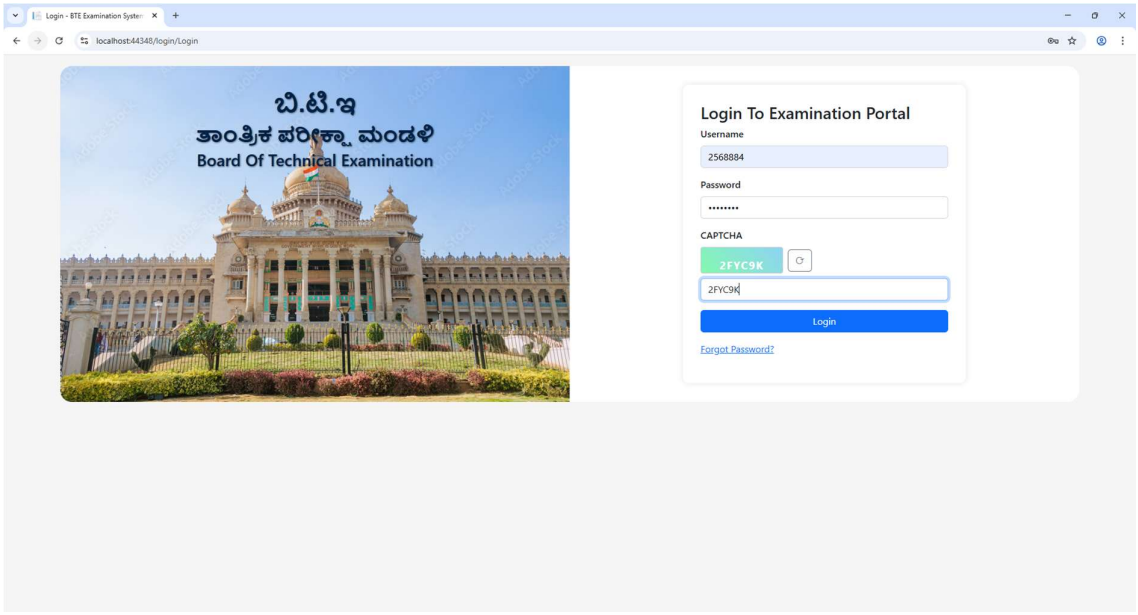
https://dtetech.karnataka.gov.in



Step 3: Click on **DTE-EMS** to open EMS Portal

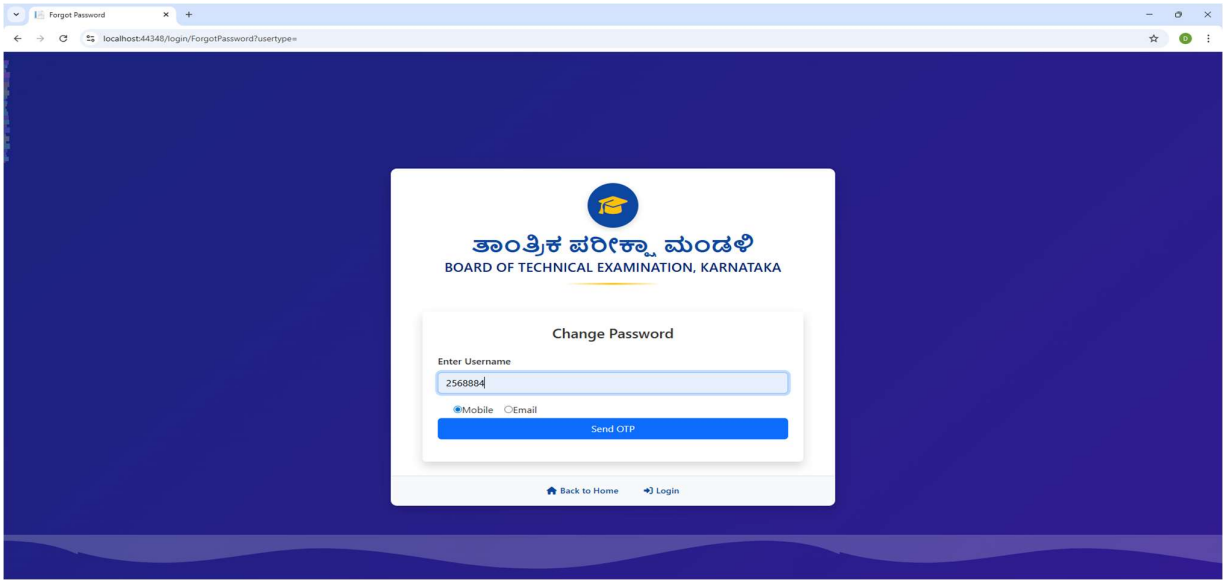


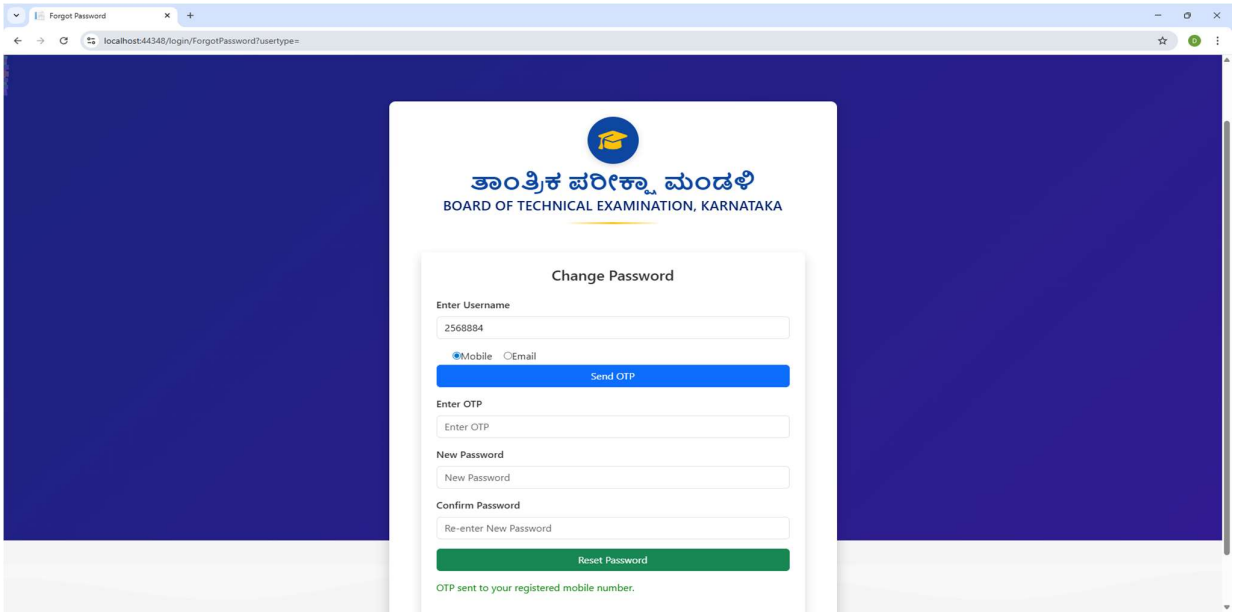
Step 3: Enter your Username and Password.



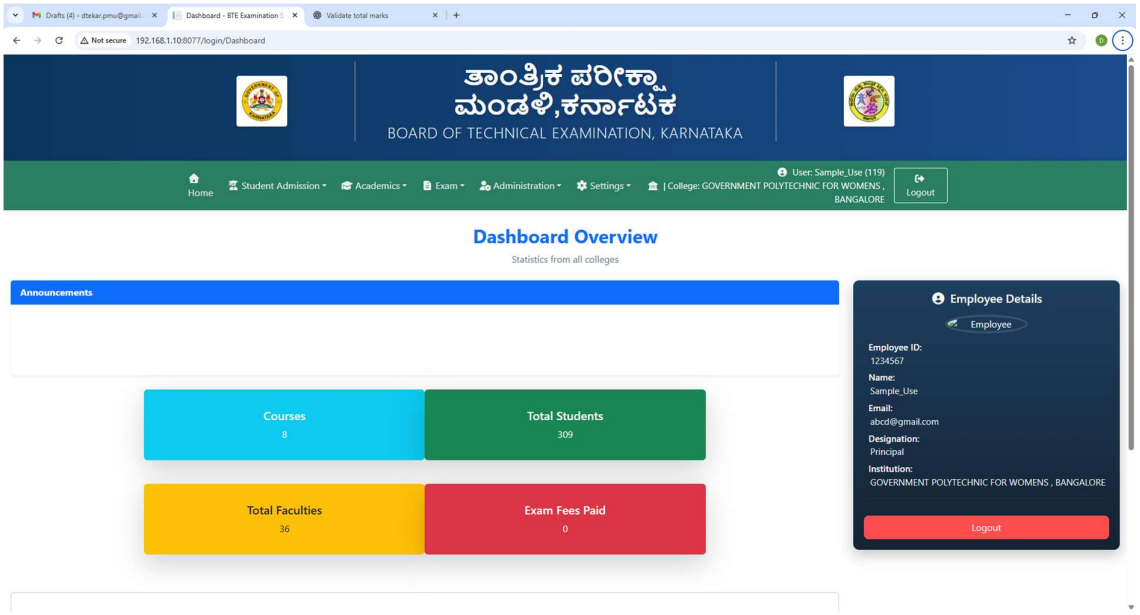
Step 4: Click the "Login" button to proceed.

Step 5: For the first time Login, you will be directed to change the password by receiving OTP on Mobile.



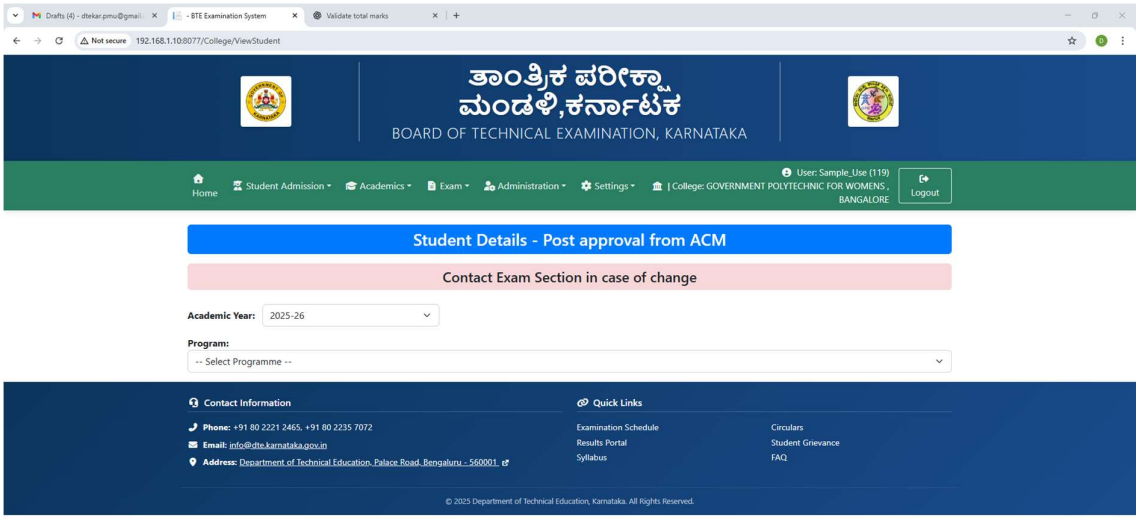


If your credentials are correct, you will be redirected to your homepage.

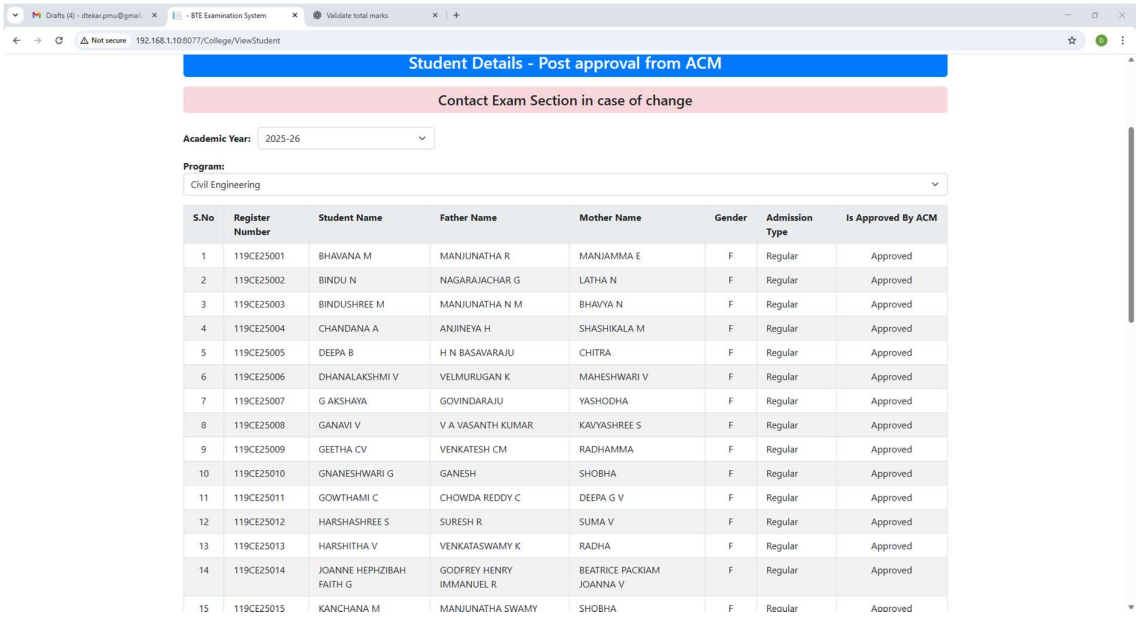


2. <u>View Approved Student Data</u>

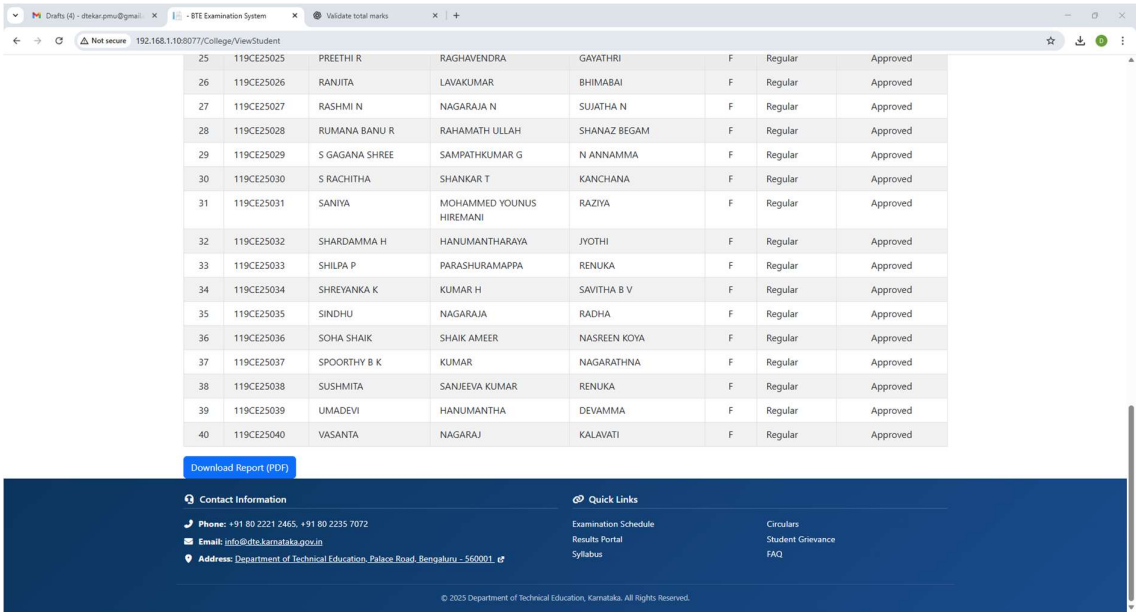
Step 1: After logging in, go to the **Student Admission** tab and choose **View Approved Student Data** from the dropdown to view approved students of your college. The screen below will appear.



Step 2: Select the Academic Year, and Program and following screen appears,



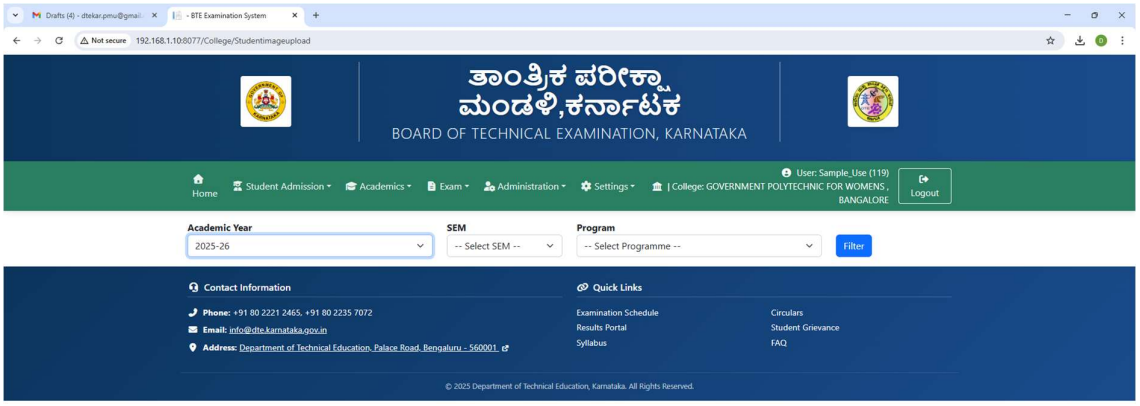
S.No	Register Number	Student Name	Father Name	Mother Name	Gender	Admission Type	Is Approved By ACM
1	119CE25001	BHAVANA M	MANJUNATHA R	MANJAMMA E	F	Regular	Approved
2	119CE25002	BINDU N	NAGARAJACHAR G	LATHA N	F	Regular	Approved
3	119CE25003	BINDUSHREE M	MANJUNATHA N M	BHAVYA N	F	Regular	Approved
4	119CE25004	CHANDANA A	ANJINEYA H	SHASHIKALA M	F	Regular	Approved
5	119CE25005	DEEPA B	H N BASAVARAJU	CHITRA	F	Regular	Approved
6	119CE25006	DHANALAKSHMI V	VELMURUGAN K	MAHESHWARI V	F	Regular	Approved
7	119CE25007	G AKSHAYA	GOVINDARAJU	YASHODHA	F	Regular	Approved
8	119CE25008	GANAVI V	V A VASANTH KUMAR	KAVYASHREE S	F	Regular	Approved
9	119CE25009	GEETHA CV	VENKATESH CM	RADHAMMA	F	Regular	Approved
10	119CE25010	GNANESHWARI G	GANESH	SHOBHA	F	Regular	Approved
11	119CE25011	GOWTHAMI C	CHOWDA REDDY C	DEEPA G V	F	Regular	Approved
12	119CE25012	HARSHASHREE S	SURESH R	SUMA V	F	Regular	Approved
13	119CE25013	HARSHITHA V	VENKATASWAMY K	RADHA	F	Regular	Approved
14	119CE25014	JOANNE HEPHZIBAH FAITH G	GODFREY HENRY IMMANUEL R	BEATRICE PACKIAM JOANNA V	F	Regular	Approved
15	119CE25015	KANCHANA M	MANJUNATHA SWAMY	SHOBHA	F	Regular	Approved



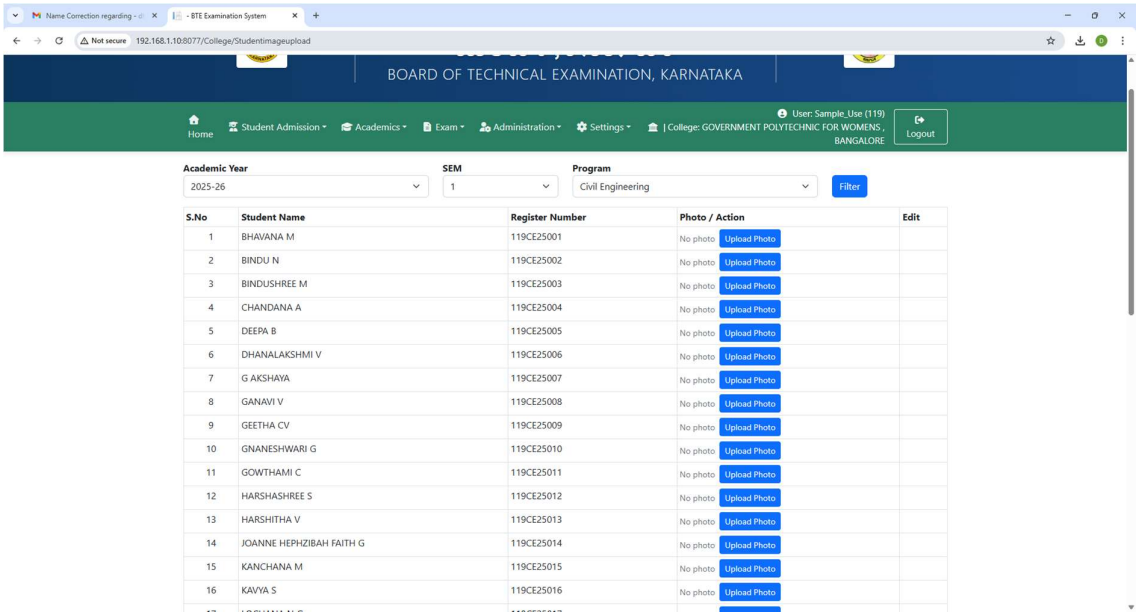
User can download the Report for future reference.

3. Verify Student Image

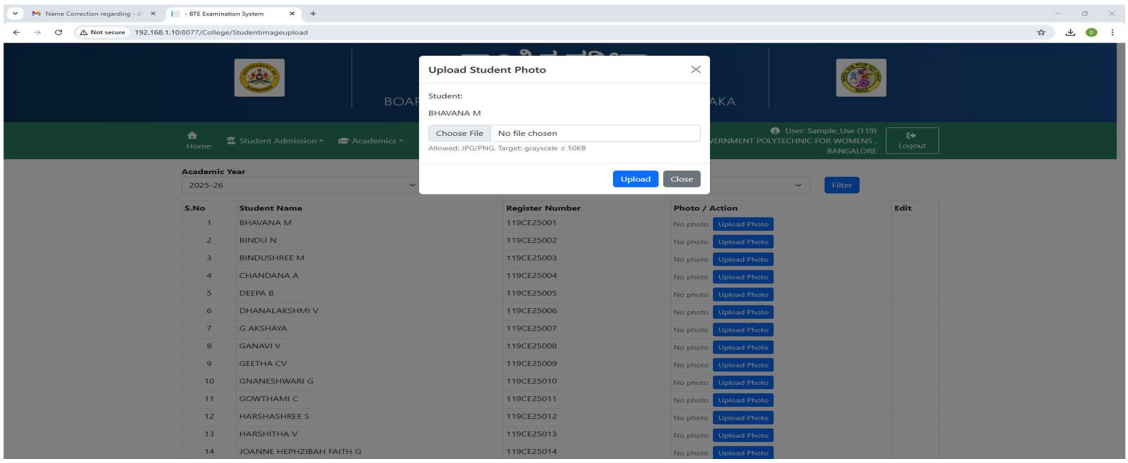
Step 1: Upon successful login, navigate to the Dashboard, click on the **Student Admission** tab, and select **Verify Student Image**. The corresponding screen will appear.



Step 2: Select the Academic Year, SEM, Program and click on Filter button, following screen appears,

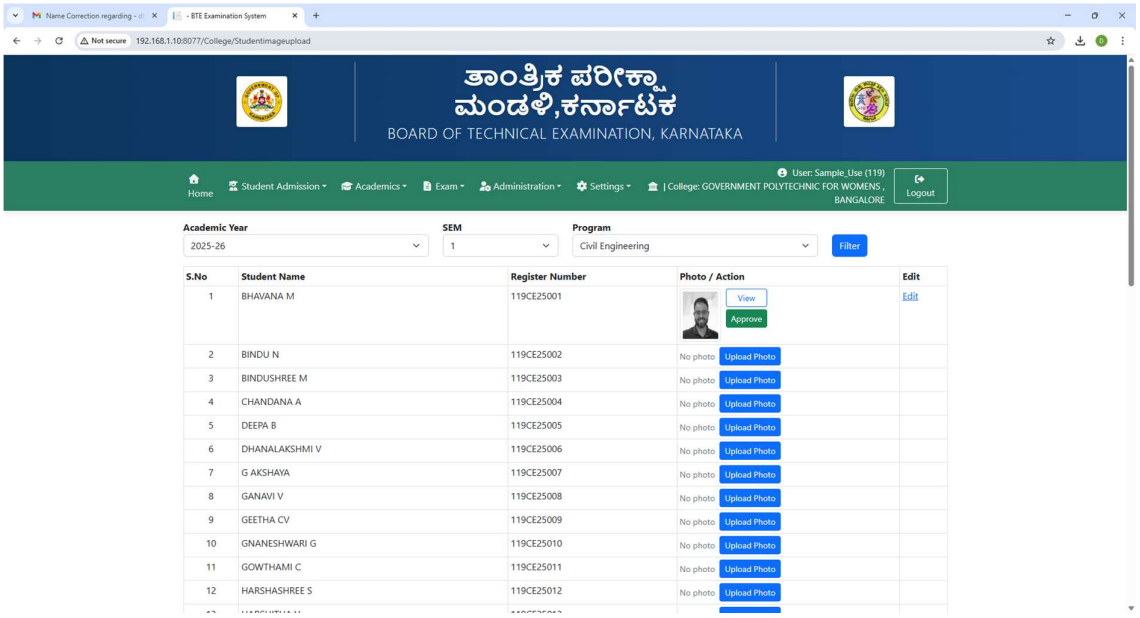


Step 3: The student's photo can be uploaded by any one of the following: the **Student, the HOD, or the Principal.** When upload photo button is clicked, following screen appears, choose the file (.jpg or .png) and click on Upload button.



Step 4: After a successful upload, the photo will appear for HOD/Principal approval. If the student has already uploaded the photo, it will be displayed

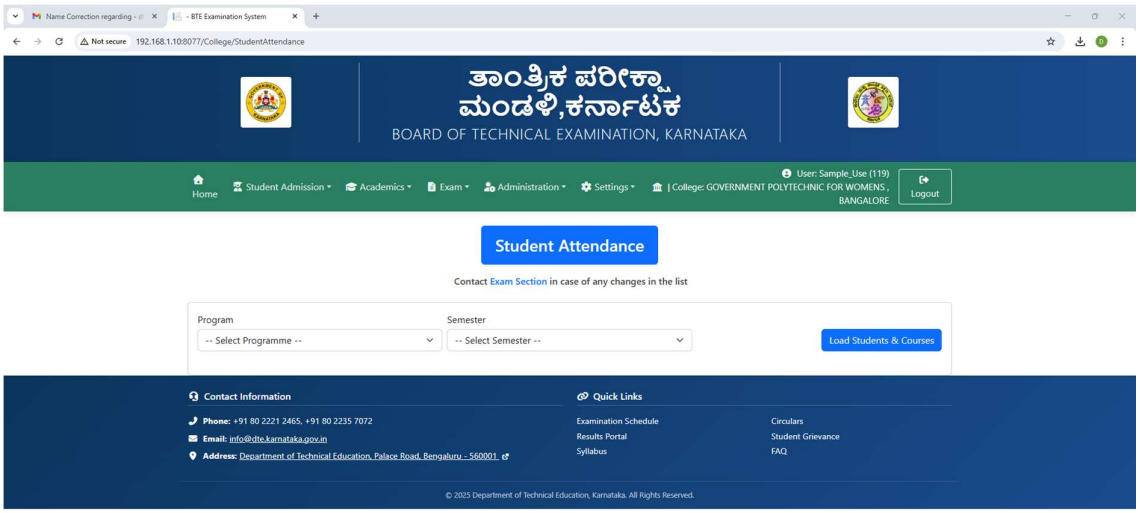
here, and there is no need to upload it again — simply approve it.



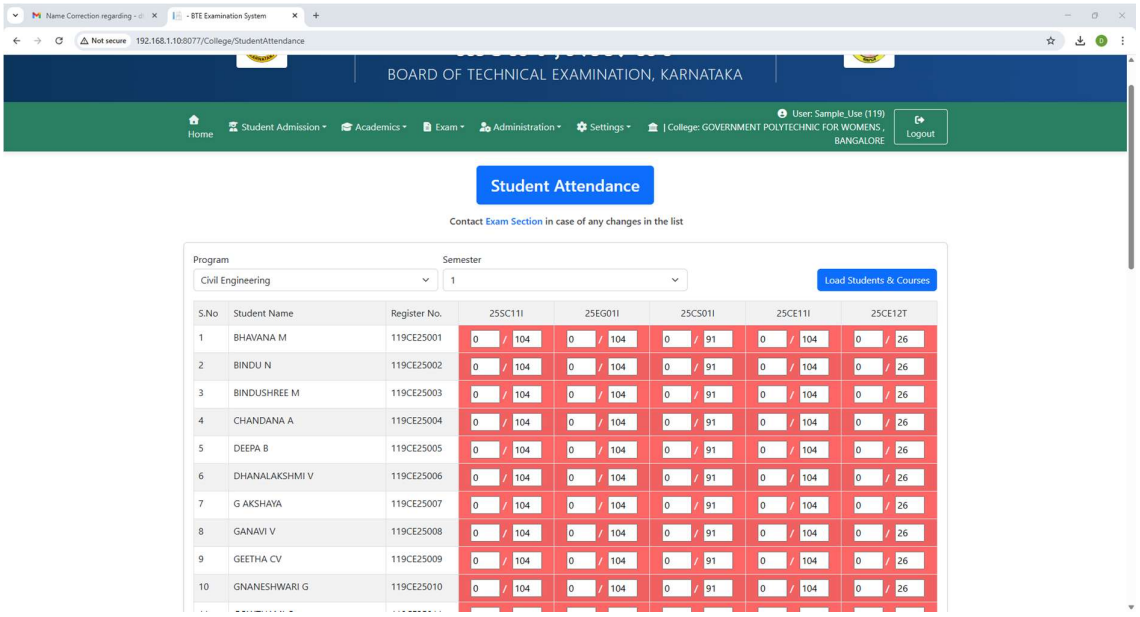
Step 5: If the student's photo requires an update, select the **Edit** option, upload the revised photograph, and proceed with approval once more.

4. Student Attendance Upload

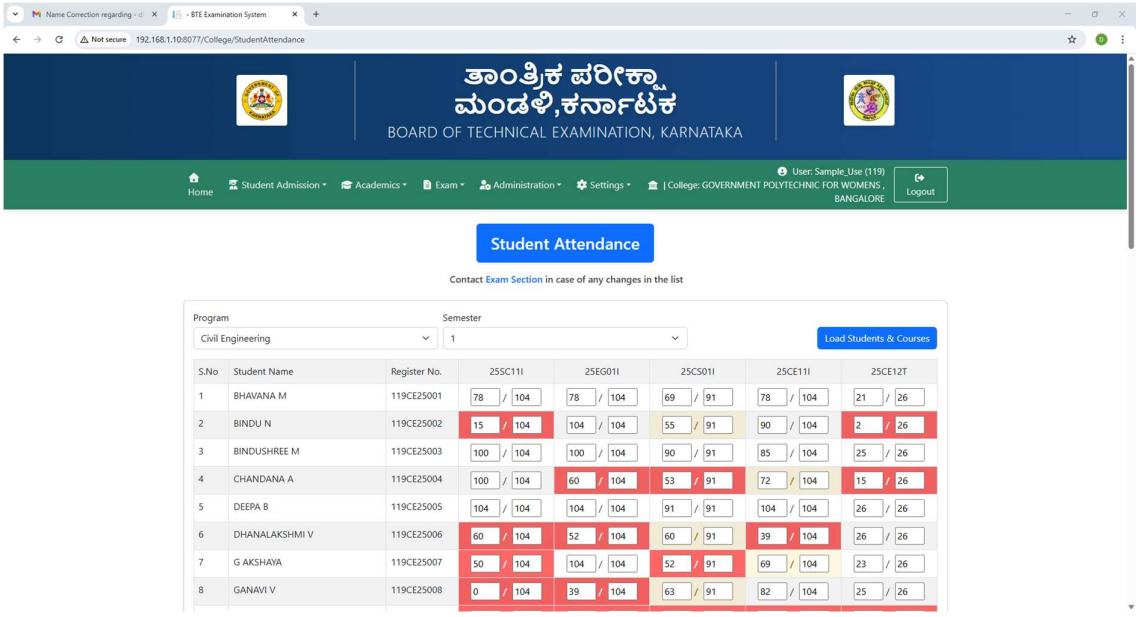
Step 1: After Successful Login, From the **Dashboard**, click on **Academics** and select **Attendance Upload** option and following screen appears,



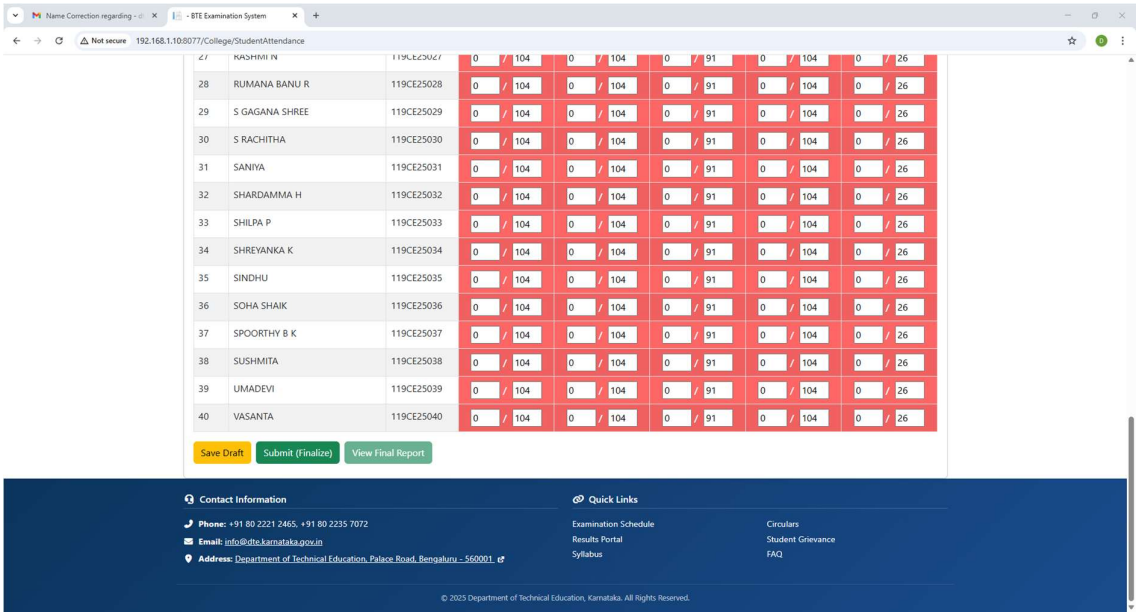
Step 2: Select the program and semester and click on Load Students and Courses, following screen appears



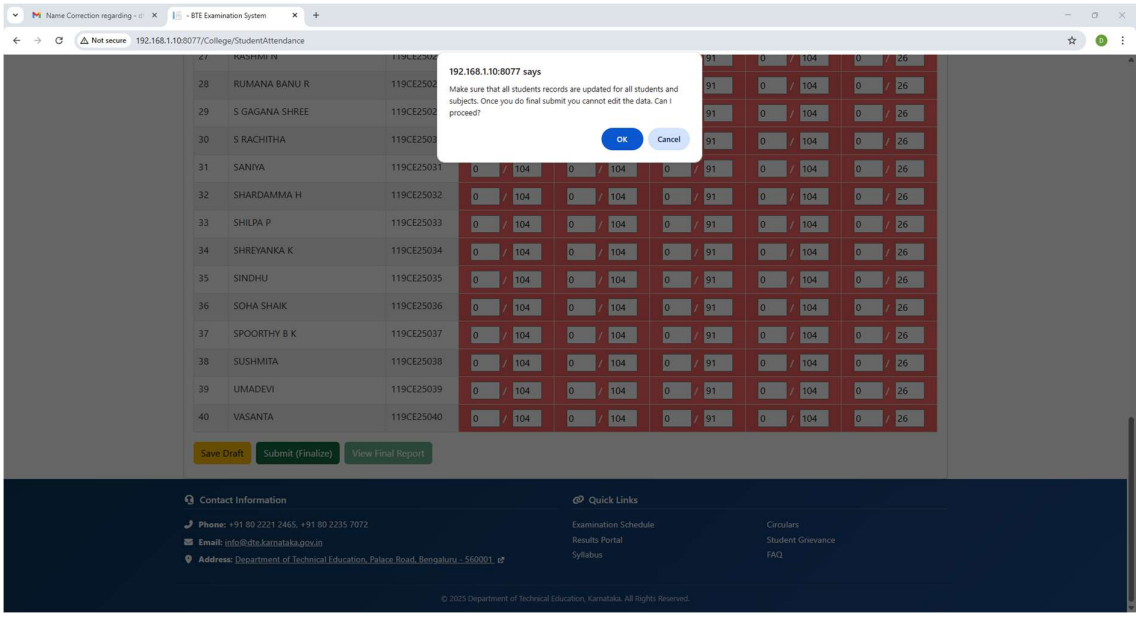
Step 3: Enter the attendance details for all students and for all courses. Condonable student attendance (60%-75%) will be shown yellow background and shortage student's (<60%) details will be shown in Red.

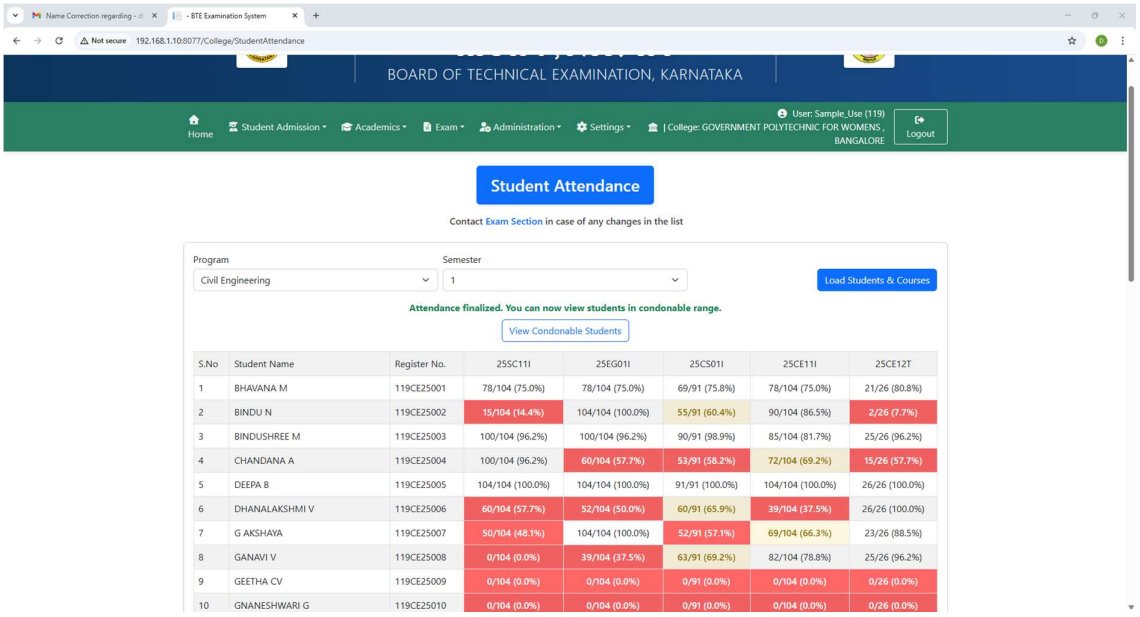


Step 4: click on Save Draft button and you will get Success message if entries are made correctly.



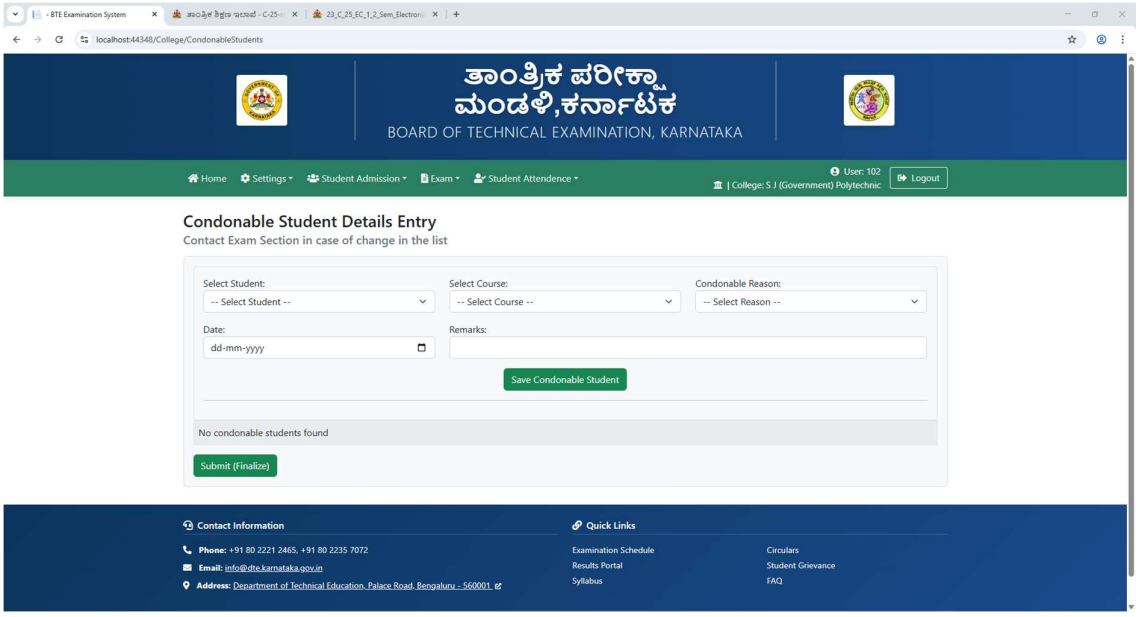
Step 5: Click on Submit (Finalize) button to freeze the entries.



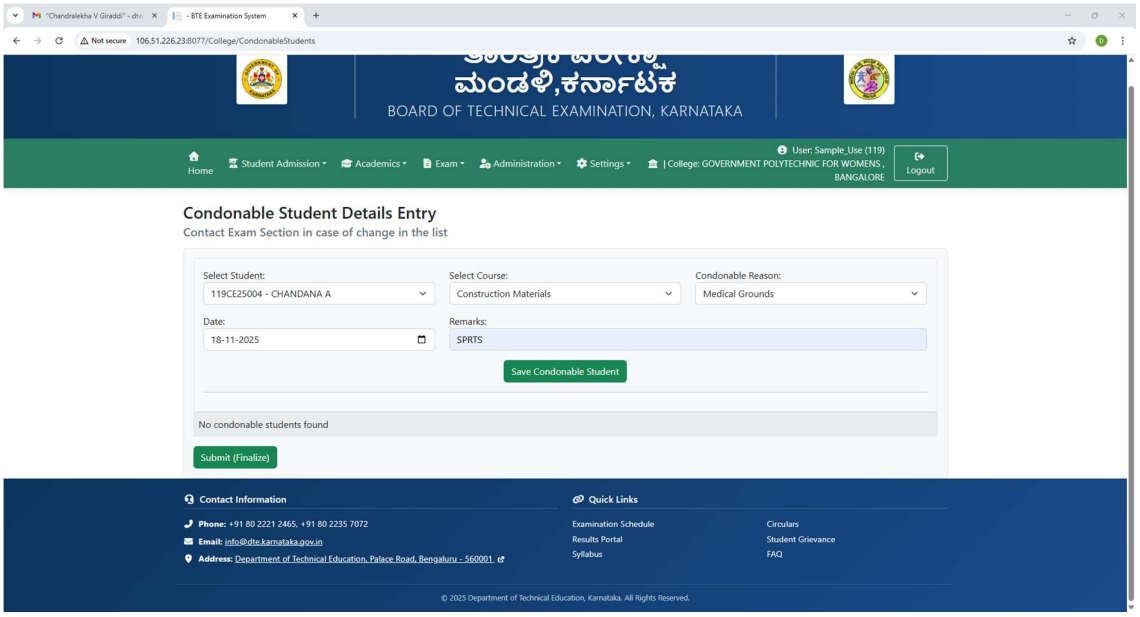


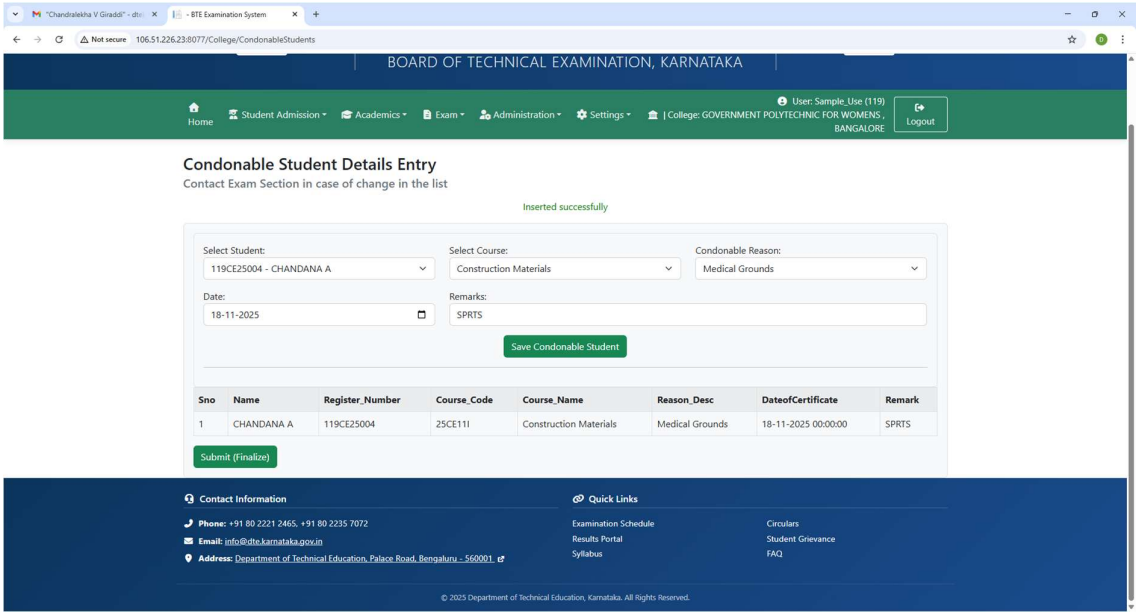
S.No	Student Name	Register No.	25SC11I	25EG01I	25CS01I	25CE11I	25CE12T
1	BHAVANA M	119CE25001	78/104 (75.0%)	78/104 (75.0%)	69/91 (75.8%)	78/104 (75.0%)	21/26 (80.8%)
2	BINDU N	119CE25002	15/104 (14.4%)	104/104 (100.0%)	55/91 (60.4%)	90/104 (86.5%)	2/26 (7.7%)
3	BINDUSHREE M	119CE25003	100/104 (96.2%)	100/104 (96.2%)	90/91 (98.9%)	85/104 (81.7%)	25/26 (96.2%)
4	CHANDANA A	119CE25004	100/104 (96.2%)	60/104 (57.7%)	53/91 (58.2%)	72/104 (69.2%)	15/26 (57.7%)
5	DEEPA B	119CE25005	104/104 (100.0%)	104/104 (100.0%)	91/91 (100.0%)	104/104 (100.0%)	26/26 (100.0%)
6	DHANALAKSHMI V	119CE25006	60/104 (57.7%)	52/104 (50.0%)	60/91 (65.9%)	39/104 (37.5%)	26/26 (100.0%)
7	G AKSHAYA	119CE25007	50/104 (48.1%)	104/104 (100.0%)	52/91 (57.1%)	69/104 (66.3%)	23/26 (88.5%)
8	GANAVI V	119CE25008	0/104 (0.0%)	39/104 (37.5%)	63/91 (69.2%)	82/104 (78.8%)	25/26 (96.2%)
9	GEETHA CV	119CE25009	0/104 (0.0%)	0/104 (0.0%)	0/91 (0.0%)	0/104 (0.0%)	0/26 (0.0%)
10	GNANESHWARI G	119CE25010	0/104 (0.0%)	0/104 (0.0%)	0/91 (0.0%)	0/104 (0.0%)	0/26 (0.0%)

Step 6: Once the attendance is finalized, a provision is provided to view condonable students and regularize their attendance. Click on the **View Condonable Students** button, and the following page will appear.

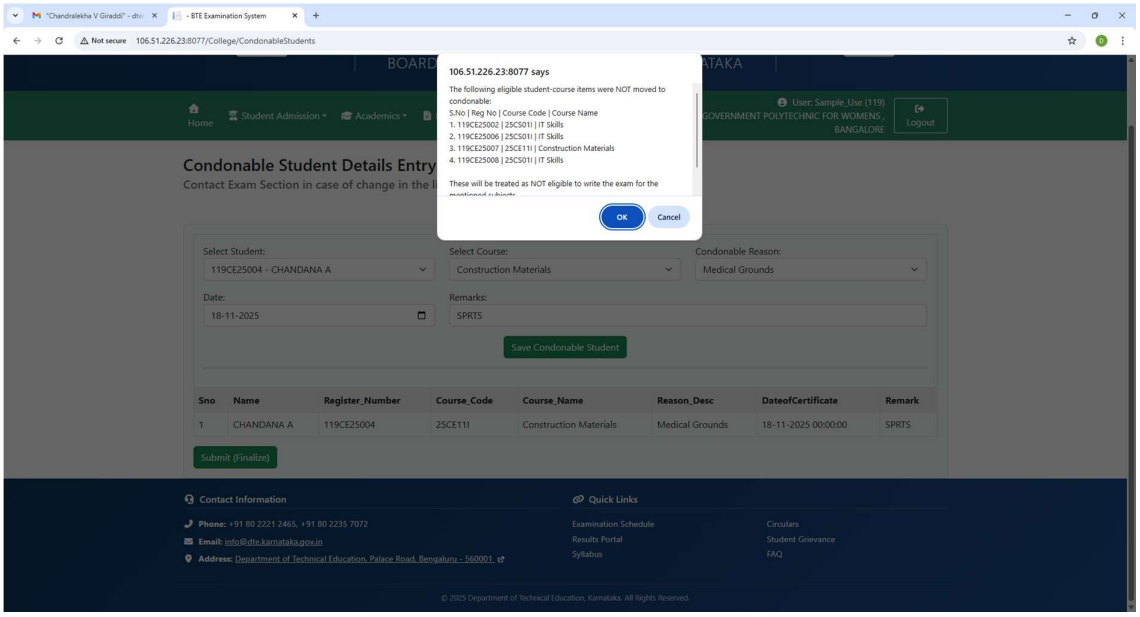


Step 7 : Select Student, Course, Condonable Reasons, Date and remarks and click on Save condonable Student.

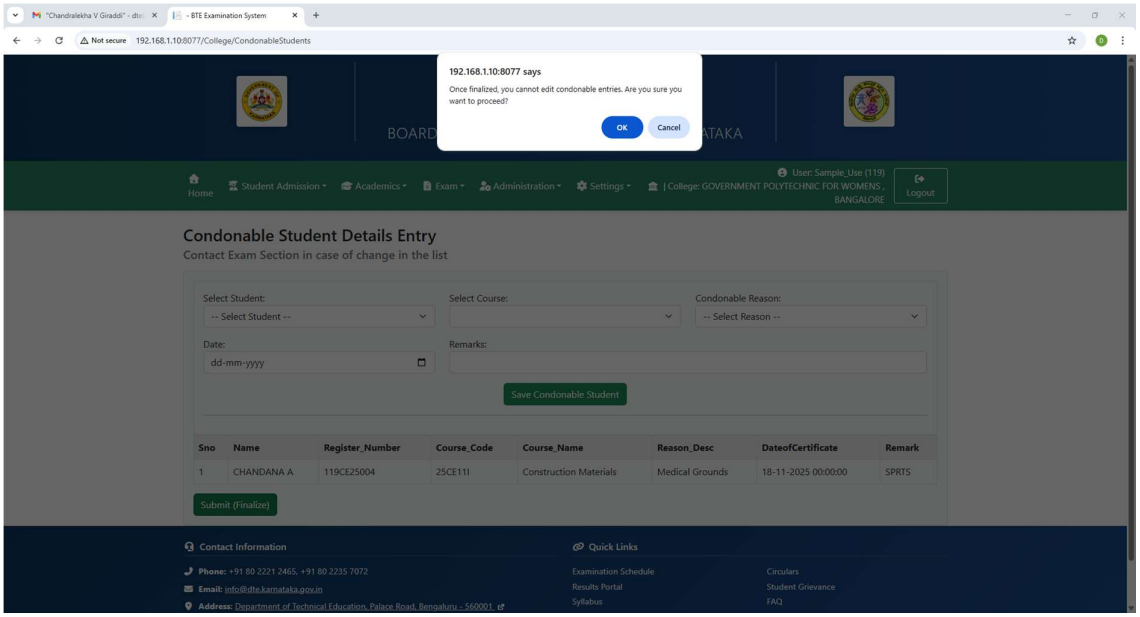




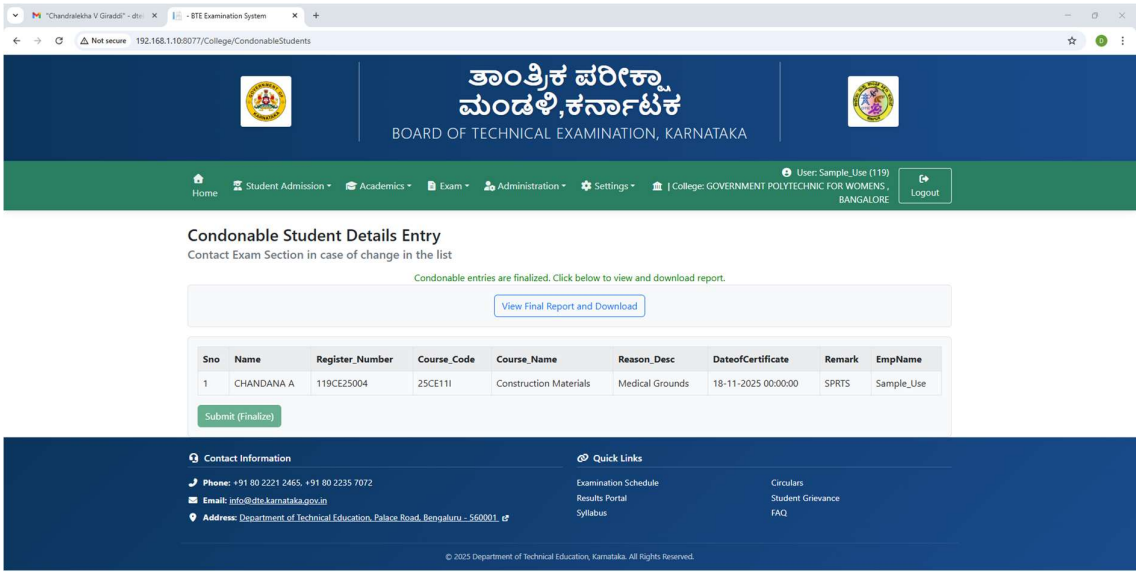
Step 8: After regularizing attendance for students, click **Submit (Finalize)**. A pop-up will appear; read it and click **OK** to continue, or **Cancel** to make further changes.



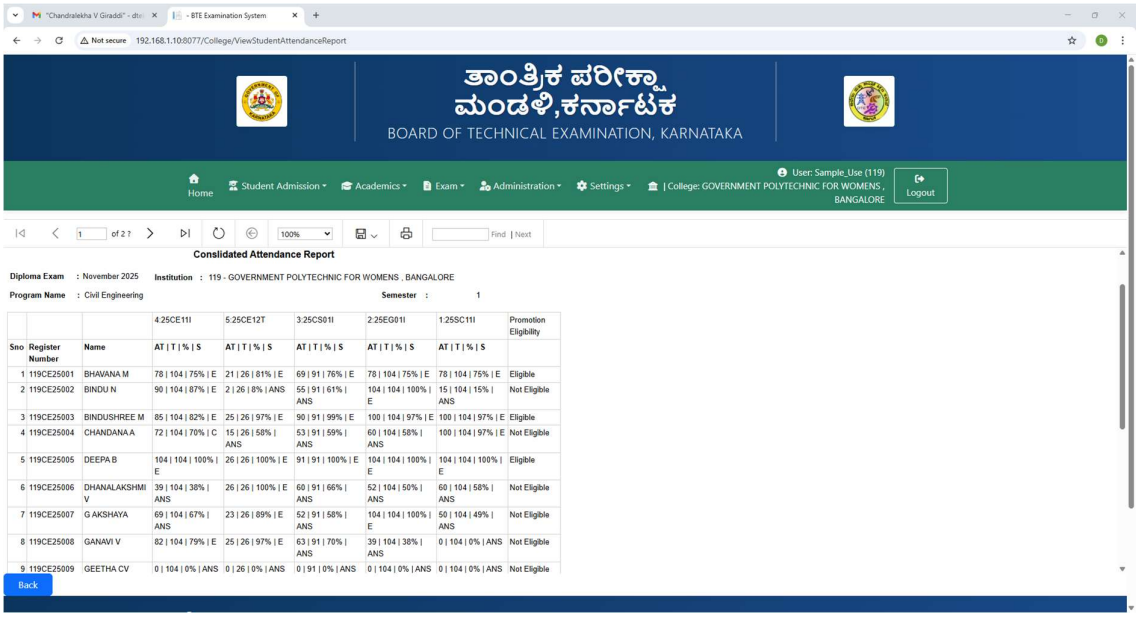
A second pop up appears asking for final submit, read carefully click on OK to proceed else click cancel.



The following screen appears, on finalizing the attendance.



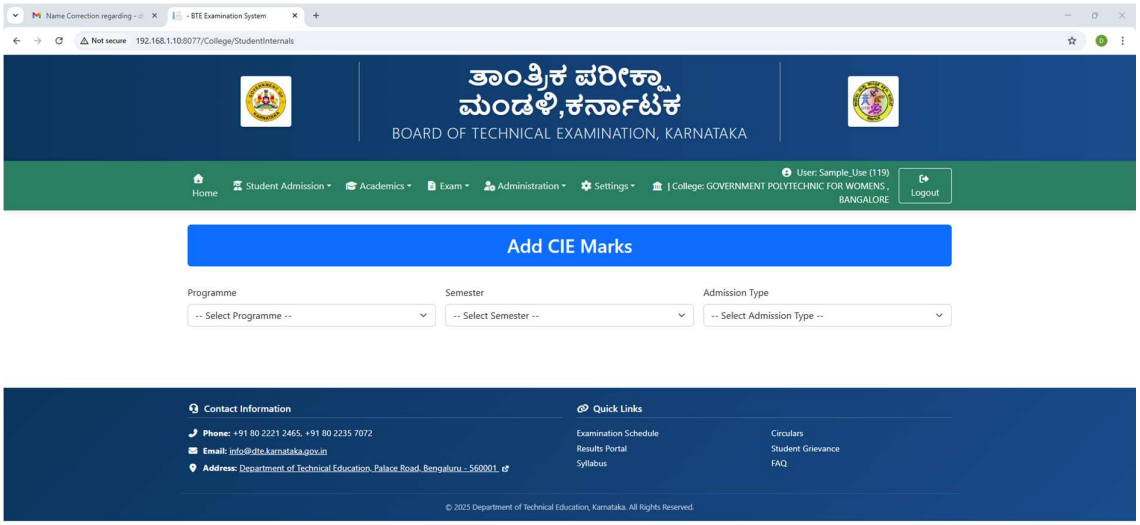
Step 9: User can view and download the final Attendance report.



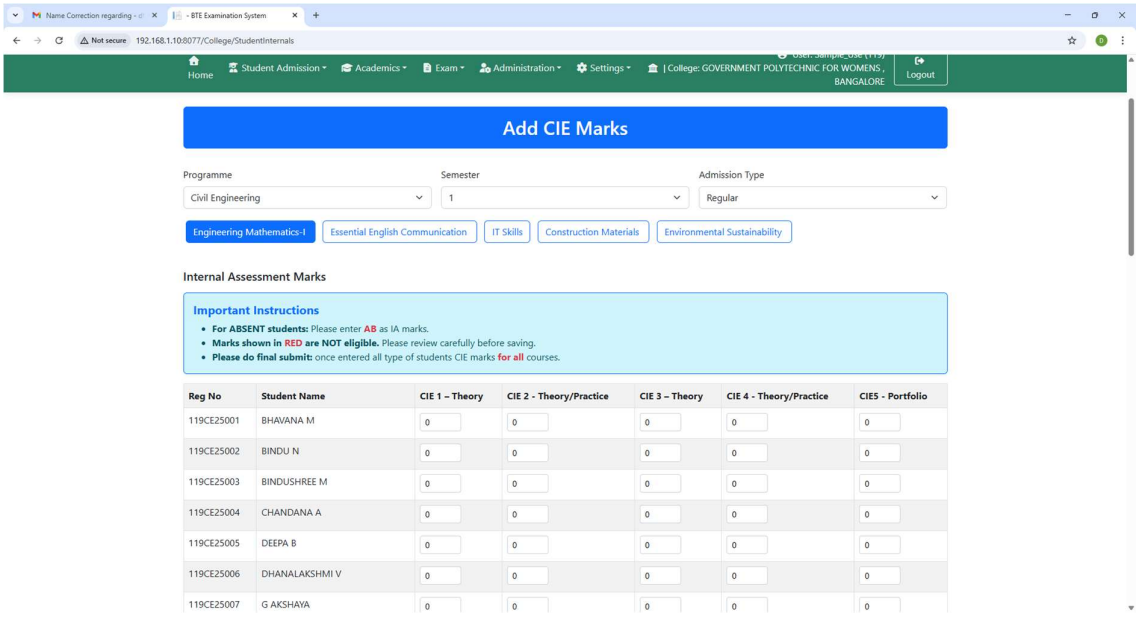
Sno	Register Number	Name	4:25CE11I AT | T | % | S	5:25CE12T AT | T | % | S	3:25CS01I AT | T | % | S	2:25EG01I AT | T | % | S	1:25SC11I AT | T | % | S	Promotion Eligibility
1	119CE25001	BHAVANA M	78 | 104 | 75% | E	21 | 26 | 81% | E	69 | 91 | 76% | E	78 | 104 | 75% | E	78 | 104 | 75% | E	Eligible
2	119CE25002	BINDU N	90 | 104 | 87% | E	2 | 26 | 8% | ANS	55 | 91 | 61% | ANS	104 | 104 | 100% | E	15 | 104 | 15% | ANS	Not Eligible
3	119CE25003	BINDUSHREE M	85 | 104 | 82% | E	25 | 26 | 97% | E	90 | 91 | 99% | E	100 | 104 | 97% | E	100 | 104 | 97% | E	Eligible
4	119CE25004	CHANDANA A	72 | 104 | 70% | C	15 | 26 | 58% | ANS	53 | 91 | 59% | ANS	60 | 104 | 58% | ANS	100 | 104 | 97% | E	Not Eligible
5	119CE25005	DEEPA B	104 | 104 | 100% | E	26 | 26 | 100% | E	91 | 91 | 100% | E	104 | 104 | 100% | E	104 | 104 | 100% | E	Eligible
6	119CE25006	DHANALAKSHMI V	39 | 104 | 38% | ANS	26 | 26 | 100% | E	60 | 91 | 66% | ANS	52 | 104 | 50% | ANS	60 | 104 | 58% | ANS	Not Eligible
7	119CE25007	G AKSHAYA	69 | 104 | 67% | ANS	23 | 26 | 89% | E	52 | 91 | 58% | ANS	104 | 104 | 100% | E	50 | 104 | 49% | ANS	Not Eligible
8	119CE25008	GANAVI V	82 | 104 | 79% | E	25 | 26 | 97% | E	63 | 91 | 70% | ANS	39 | 104 | 38% | ANS	0 | 104 | 0% | ANS	Not Eligible
9	119CE25009	GEETHA CV	0 | 104 | 0% | ANS	0 | 26 | 0% | ANS	0 | 91 | 0% | ANS	0 | 104 | 0% | ANS	0 | 104 | 0% | ANS	Not Eligible

5. Internal Marks Upload

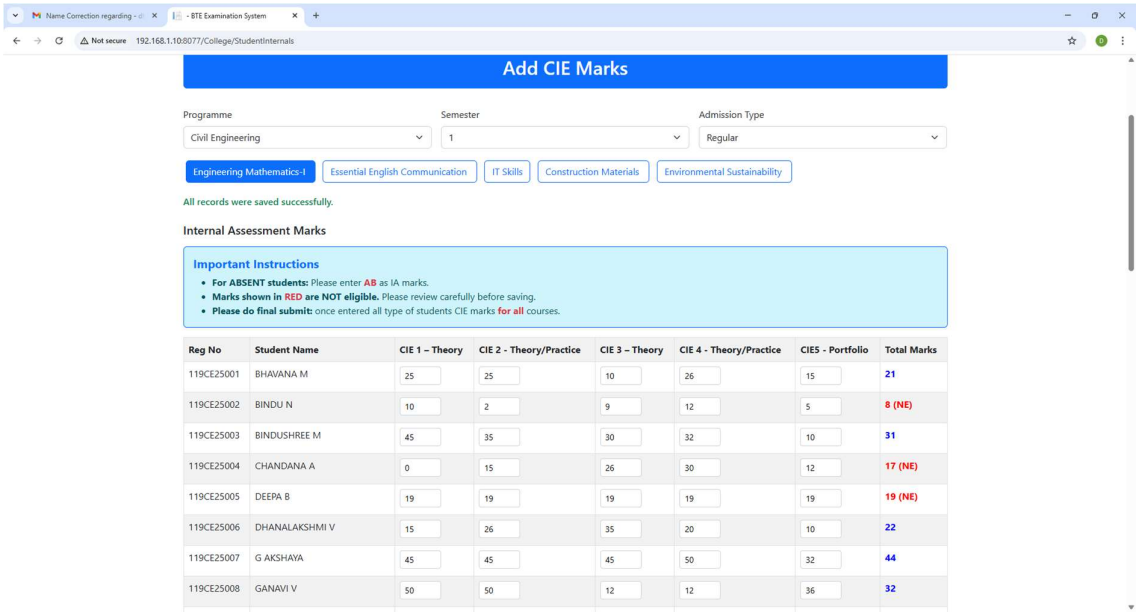
Step 1: To enter CIE marks, navigate to the **Academics** tab, and select **Internal Marks Upload**. The corresponding screen will be displayed.



Step 2: Choose the Programme, Semester, Admission Type, and the required Course to enter internal marks. The screen below will be displayed.

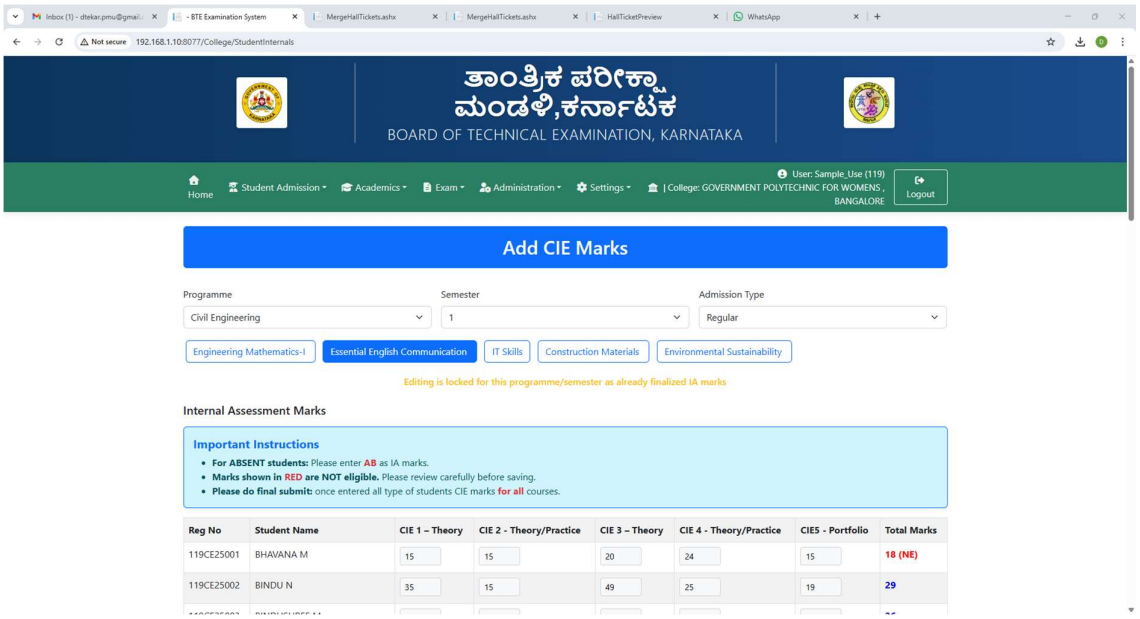


Step 3 : Read the instructions and enter the marks for all the students for all CIE’s and for all courses,

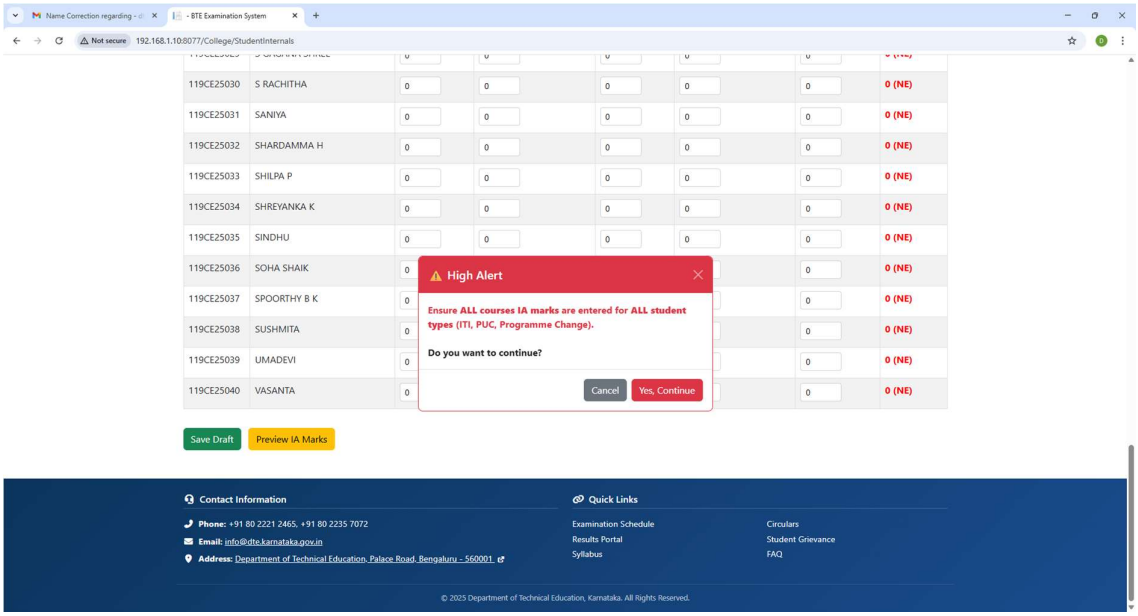


Step 4: Upon completing the marks entry for a course, click the **Save Draft** option. A success message will be displayed if all entries are correct. Marks that are below the eligible threshold (< 40% of the maximum marks) and entries marked as Absent (AB) will be highlighted in red.

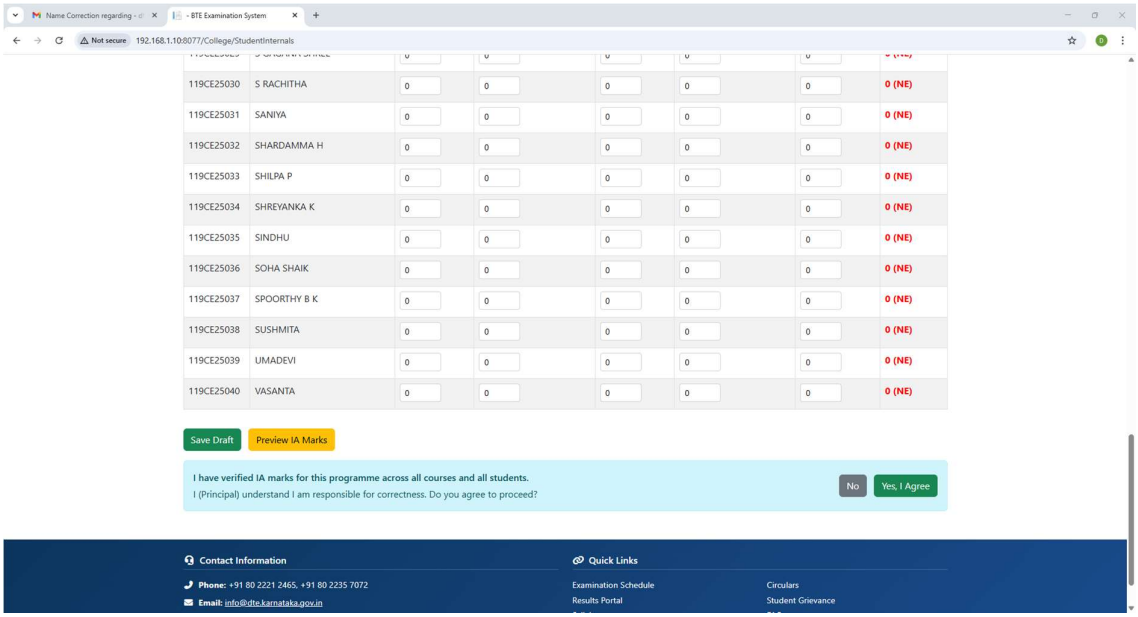
Step 5: To proceed with marks entry for another course, click on the relevant course tab and enter the required marks.



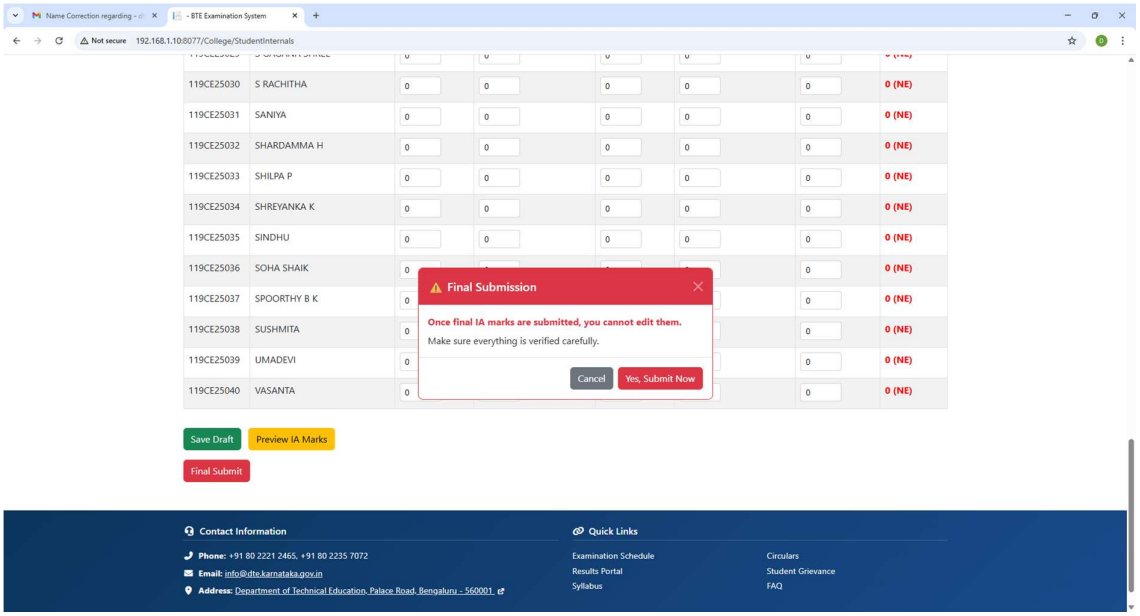
Step 6: After completing the marks entry for all courses and all students, select the **Preview IA Marks** option. The system will prompt you to verify that entries have been made for every student type.



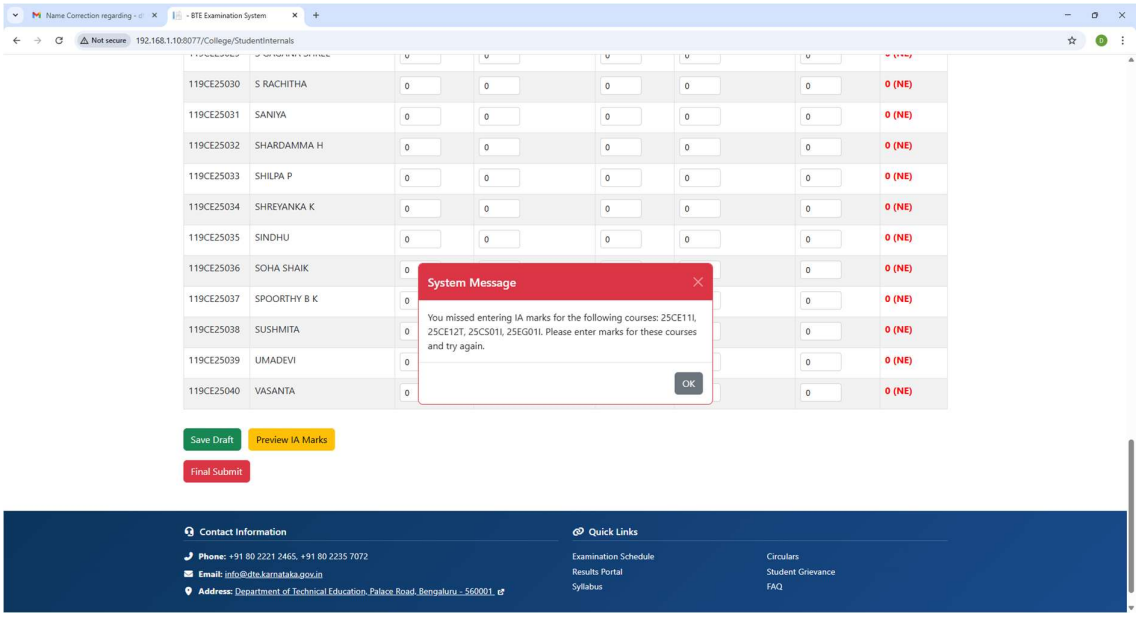
Step 7: If user is Principal /HOD, then user will be prompted to proceed for final submission.



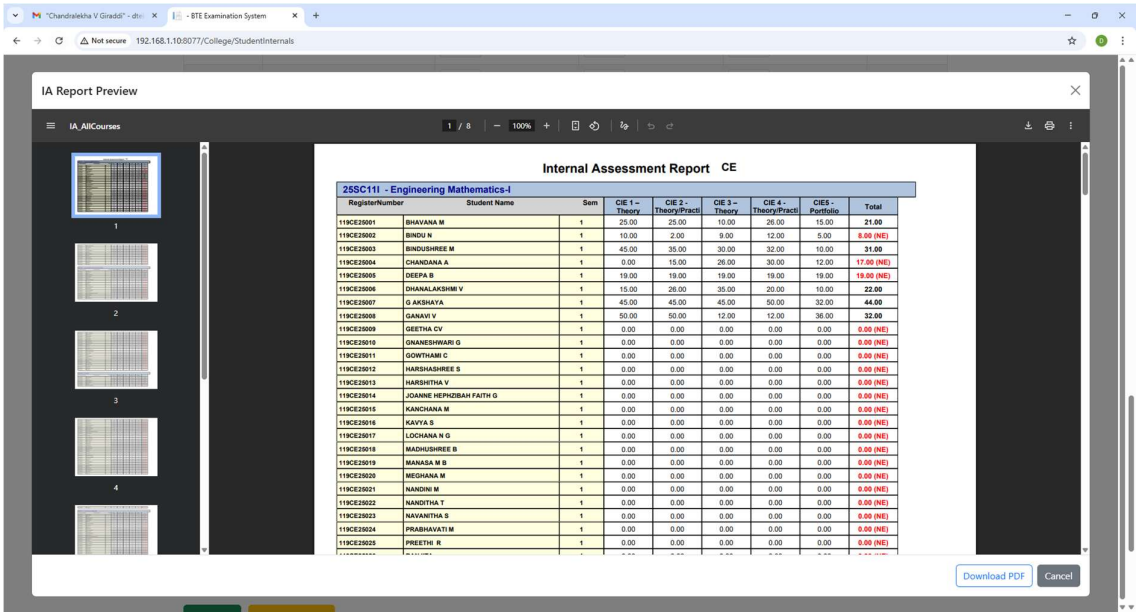
Step 8: Click on **Yes, I agree**. Then click on **Final Submit**, a prompt will appear and click on **Yes, Submit Now** to lock the marks.



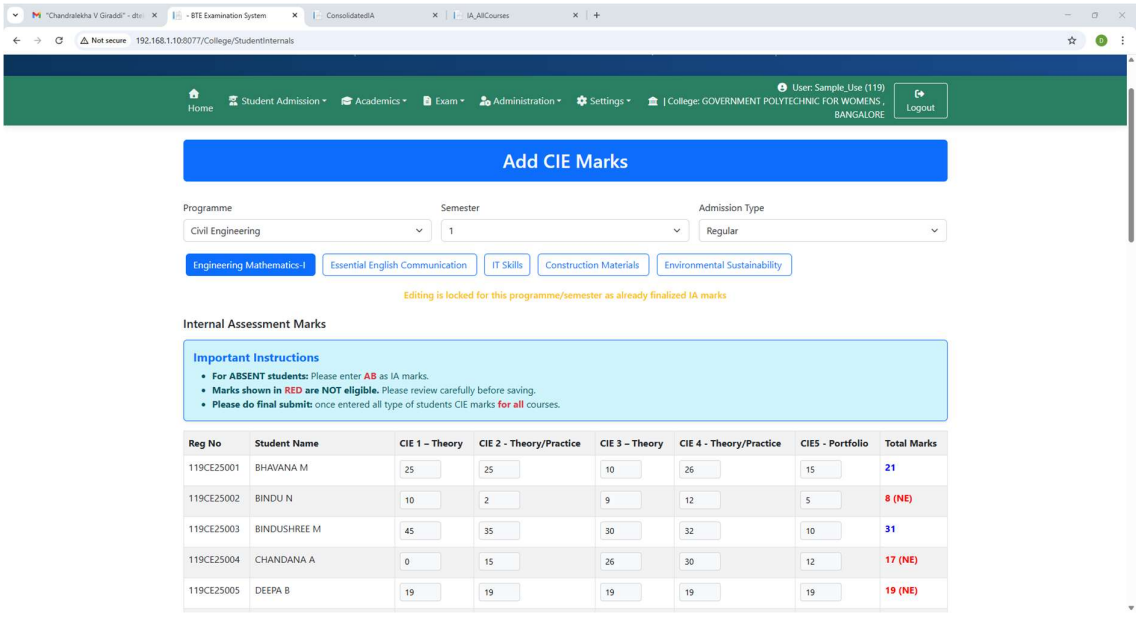
If marks entry for any course remains incomplete, the system will notify you to complete the pending entries.



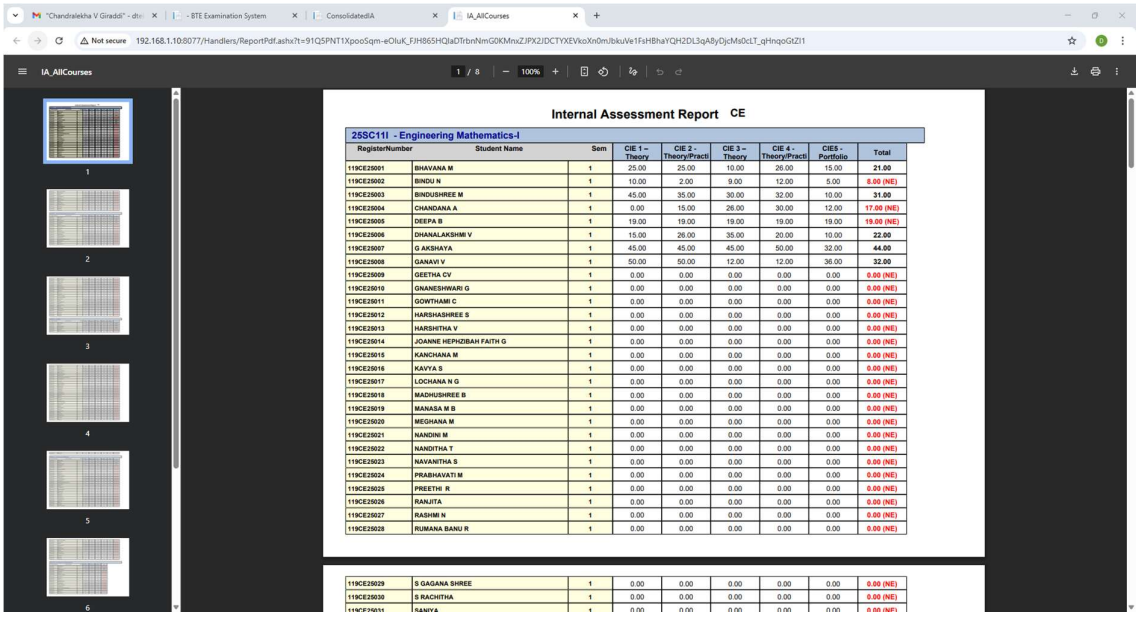
Step 9: A preview of the entered marks can be accessed at any time by clicking on the **Preview IA Marks** option.



Step 10: Upon final submission, the following screen will be displayed, indicating that editing has been locked for the selected program.



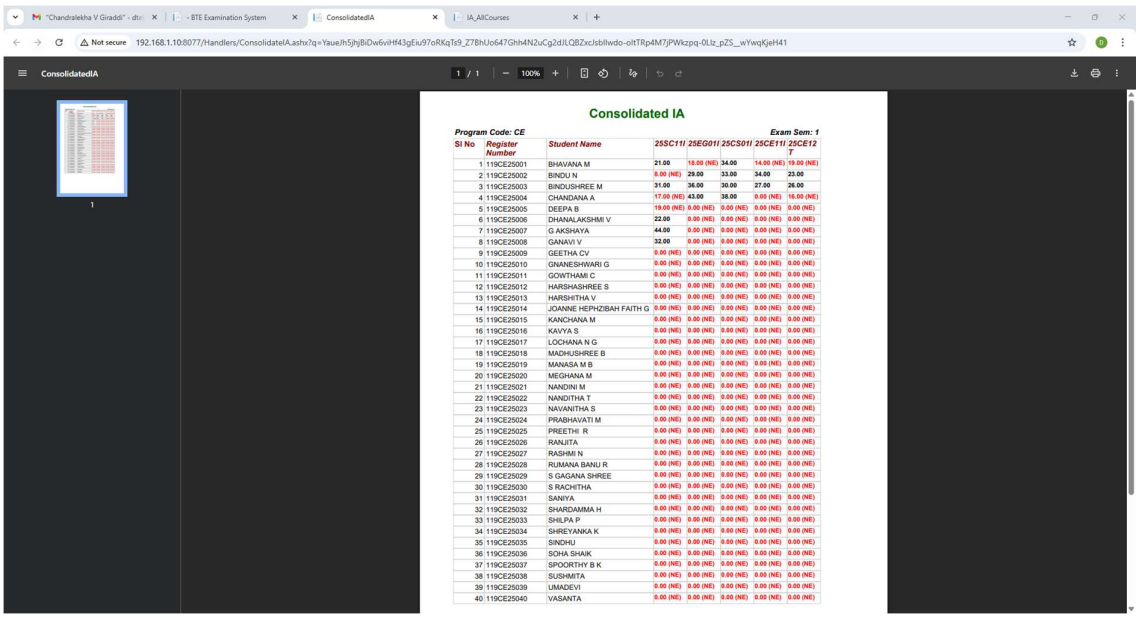
Step 11: Once all course marks are entered, click **Download Final IA /Download Final Consolidate IA** to view them. You can also download the file for future reference.



Internal Assessment Report CE

25SC11I - Engineering Mathematics-I

RegisterNumber	Student Name	Sem	CIE 1 – Theory	CIE 2 - Theory/Practi	CIE 3 – Theory	CIE 4 - Theory/Practi	CIE5 - Portfolio	Total
119CE25001	BHAVANA M	1	25.00	25.00	10.00	26.00	15.00	21.00
119CE25002	BINDU N	1	10.00	2.00	9.00	12.00	5.00	8.00 (NE)
119CE25003	BINDUSHREE M	1	45.00	35.00	30.00	32.00	10.00	31.00
119CE25004	CHANDANA A	1	0.00	15.00	26.00	30.00	12.00	17.00 (NE)
119CE25005	DEEPA B	1	19.00	19.00	19.00	19.00	19.00	19.00 (NE)
119CE25006	DHANALAKSHMI V	1	15.00	26.00	35.00	20.00	10.00	22.00
119CE25007	G AKSHAYA	1	45.00	45.00	45.00	50.00	32.00	44.00
119CE25008	GANAVI V	1	50.00	50.00	12.00	12.00	36.00	32.00
119CE25009	GEETHA CV	1	0.00	0.00	0.00	0.00	0.00	0.00 (NE)
119CE25010	GNANESHWARI G	1	0.00	0.00	0.00	0.00	0.00	0.00 (NE)
119CE25011	GOWTHAMI C	1	0.00	0.00	0.00	0.00	0.00	0.00 (NE)
119CE25012	HARSHASHREE S	1	0.00	0.00	0.00	0.00	0.00	0.00 (NE)
119CE25013	HARSHITHA V	1	0.00	0.00	0.00	0.00	0.00	0.00 (NE)
119CE25014	JOANNE HEPHZIBAH FAITH G	1	0.00	0.00	0.00	0.00	0.00	0.00 (NE)
119CE25015	KANCHANA M	1	0.00	0.00	0.00	0.00	0.00	0.00 (NE)
119CE25016	KAVYA S	1	0.00	0.00	0.00	0.00	0.00	0.00 (NE)
119CE25017	LOCHANA N G	1	0.00	0.00	0.00	0.00	0.00	0.00 (NE)
119CE25018	MADHUSHREE B	1	0.00	0.00	0.00	0.00	0.00	0.00 (NE)
119CE25019	MANASA M B	1	0.00	0.00	0.00	0.00	0.00	0.00 (NE)
119CE25020	MEGHANA M	1	0.00	0.00	0.00	0.00	0.00	0.00 (NE)
119CE25021	NANDINI M	1	0.00	0.00	0.00	0.00	0.00	0.00 (NE)
119CE25022	NANDITHA T	1	0.00	0.00	0.00	0.00	0.00	0.00 (NE)
119CE25023	NAVANITHA S	1	0.00	0.00	0.00	0.00	0.00	0.00 (NE)
119CE25024	PRABHAVATI M	1	0.00	0.00	0.00	0.00	0.00	0.00 (NE)
119CE25025	PREETHI R	1	0.00	0.00	0.00	0.00	0.00	0.00 (NE)
119CE25026	RANJITA	1	0.00	0.00	0.00	0.00	0.00	0.00 (NE)
119CE25027	RASHMI N	1	0.00	0.00	0.00	0.00	0.00	0.00 (NE)
119CE25028	RUMANA BANU R	1	0.00	0.00	0.00	0.00	0.00	0.00 (NE)
119CE25029	S GAGANA SHREE	1	0.00	0.00	0.00	0.00	0.00	0.00 (NE)
119CE25030	S RACHITHA	1	0.00	0.00	0.00	0.00	0.00	0.00 (NE)



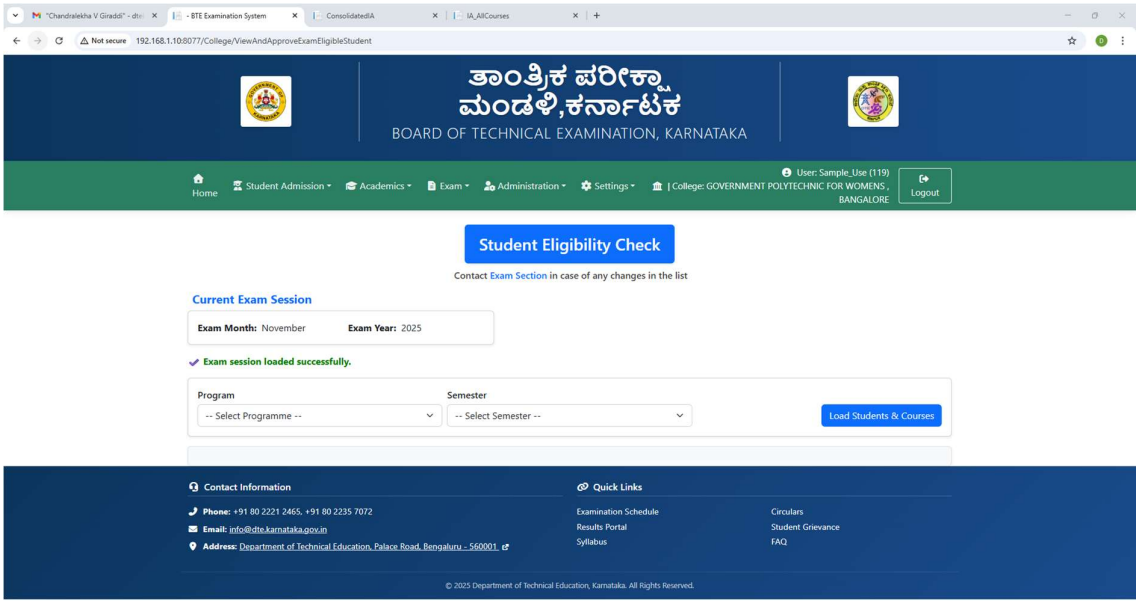
Consolidated IA

Program Code: CE Exam Sem: 1

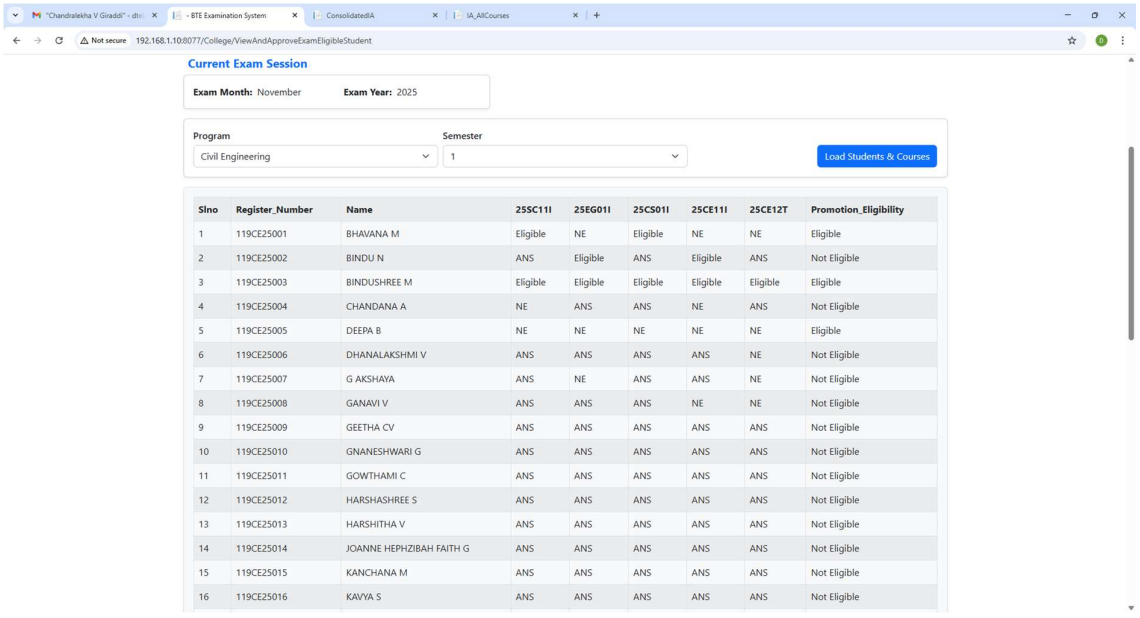
Sl No	Register Number	Student Name	25SC11I	25EG01I	25CS01I	25CE11I	25CE12T
1	119CE25001	BHAVANA M	21.00	18.00 (NE)	34.00	14.00 (NE)	19.00 (NE)
2	119CE25002	BINDU N	8.00 (NE)	29.00	33.00	34.00	23.00
3	119CE25003	BINDUSHREE M	31.00	36.00	30.00	27.00	26.00
4	119CE25004	CHANDANA A	17.00 (NE)	43.00	38.00	0.00 (NE)	16.00 (NE)
5	119CE25005	DEEPA B	19.00 (NE)	0.00 (NE)	0.00 (NE)	0.00 (NE)	0.00 (NE)
6	119CE25006	DHANALAKSHMI V	22.00	0.00 (NE)	0.00 (NE)	0.00 (NE)	0.00 (NE)
7	119CE25007	G AKSHAYA	44.00	0.00 (NE)	0.00 (NE)	0.00 (NE)	0.00 (NE)
8	119CE25008	GANAVI V	32.00	0.00 (NE)	0.00 (NE)	0.00 (NE)	0.00 (NE)
9	119CE25009	GEETHA CV	0.00 (NE)	0.00 (NE)	0.00 (NE)	0.00 (NE)	0.00 (NE)
10	119CE25010	GNANESHWARI G	0.00 (NE)	0.00 (NE)	0.00 (NE)	0.00 (NE)	0.00 (NE)
11	119CE25011	GOWTHAMI C	0.00 (NE)	0.00 (NE)	0.00 (NE)	0.00 (NE)	0.00 (NE)
12	119CE25012	HARSHASHREE S	0.00 (NE)	0.00 (NE)	0.00 (NE)	0.00 (NE)	0.00 (NE)
13	119CE25013	HARSHITHA V	0.00 (NE)	0.00 (NE)	0.00 (NE)	0.00 (NE)	0.00 (NE)
14	119CE25014	JOANNE HEPHZIBAH FAITH G	0.00 (NE)	0.00 (NE)	0.00 (NE)	0.00 (NE)	0.00 (NE)
15	119CE25015	KANCHANA M	0.00 (NE)	0.00 (NE)	0.00 (NE)	0.00 (NE)	0.00 (NE)
16	119CE25016	KAVYA S	0.00 (NE)	0.00 (NE)	0.00 (NE)	0.00 (NE)	0.00 (NE)
17	119CE25017	LOCHANA N G	0.00 (NE)	0.00 (NE)	0.00 (NE)	0.00 (NE)	0.00 (NE)
18	119CE25018	MADHUSHREE B	0.00 (NE)	0.00 (NE)	0.00 (NE)	0.00 (NE)	0.00 (NE)
19	119CE25019	MANASA M B	0.00 (NE)	0.00 (NE)	0.00 (NE)	0.00 (NE)	0.00 (NE)
20	119CE25020	MEGHANA M	0.00 (NE)	0.00 (NE)	0.00 (NE)	0.00 (NE)	0.00 (NE)
21	119CE25021	NANDINI M	0.00 (NE)	0.00 (NE)	0.00 (NE)	0.00 (NE)	0.00 (NE)
22	119CE25022	NANDITHA T	0.00 (NE)	0.00 (NE)	0.00 (NE)	0.00 (NE)	0.00 (NE)
23	119CE25023	NAVANITHA S	0.00 (NE)	0.00 (NE)	0.00 (NE)	0.00 (NE)	0.00 (NE)
24	119CE25024	PRABHAVATI M	0.00 (NE)	0.00 (NE)	0.00 (NE)	0.00 (NE)	0.00 (NE)
25	119CE25025	PREETHI R	0.00 (NE)	0.00 (NE)	0.00 (NE)	0.00 (NE)	0.00 (NE)
26	119CE25026	RANJITA	0.00 (NE)	0.00 (NE)	0.00 (NE)	0.00 (NE)	0.00 (NE)
27	119CE25027	RASHMI N	0.00 (NE)	0.00 (NE)	0.00 (NE)	0.00 (NE)	0.00 (NE)
28	119CE25028	RUMANA BANU R	0.00 (NE)	0.00 (NE)	0.00 (NE)	0.00 (NE)	0.00 (NE)
29	119CE25029	S GAGANA SHREE	0.00 (NE)	0.00 (NE)	0.00 (NE)	0.00 (NE)	0.00 (NE)
30	119CE25030	S RACHITHA	0.00 (NE)	0.00 (NE)	0.00 (NE)	0.00 (NE)	0.00 (NE)
31	119CE25031	SANIYA	0.00 (NE)	0.00 (NE)	0.00 (NE)	0.00 (NE)	0.00 (NE)
32	119CE25032	SHARDAMMA H	0.00 (NE)	0.00 (NE)	0.00 (NE)	0.00 (NE)	0.00 (NE)
33	119CE25033	SHILPA P	0.00 (NE)	0.00 (NE)	0.00 (NE)	0.00 (NE)	0.00 (NE)
34	119CE25034	SHREYANKA K	0.00 (NE)	0.00 (NE)	0.00 (NE)	0.00 (NE)	0.00 (NE)
35	119CE25035	SINDHU	0.00 (NE)	0.00 (NE)	0.00 (NE)	0.00 (NE)	0.00 (NE)
36	119CE25036	SOHA SHAIK	0.00 (NE)	0.00 (NE)	0.00 (NE)	0.00 (NE)	0.00 (NE)
37	119CE25037	SPOORTHY B K	0.00 (NE)	0.00 (NE)	0.00 (NE)	0.00 (NE)	0.00 (NE)
38	119CE25038	SUSHMITA	0.00 (NE)	0.00 (NE)	0.00 (NE)	0.00 (NE)	0.00 (NE)
39	119CE25039	UMADEVI	0.00 (NE)	0.00 (NE)	0.00 (NE)	0.00 (NE)	0.00 (NE)
40	119CE25040	VASANTA	0.00 (NE)	0.00 (NE)	0.00 (NE)	0.00 (NE)	0.00 (NE)

6. Check Exam Eligibility

Step 1: After logging in, go to the **Academics** tab and choose **Check Academics Eligibility** to approve the eligible student list. The screen below will be displayed.



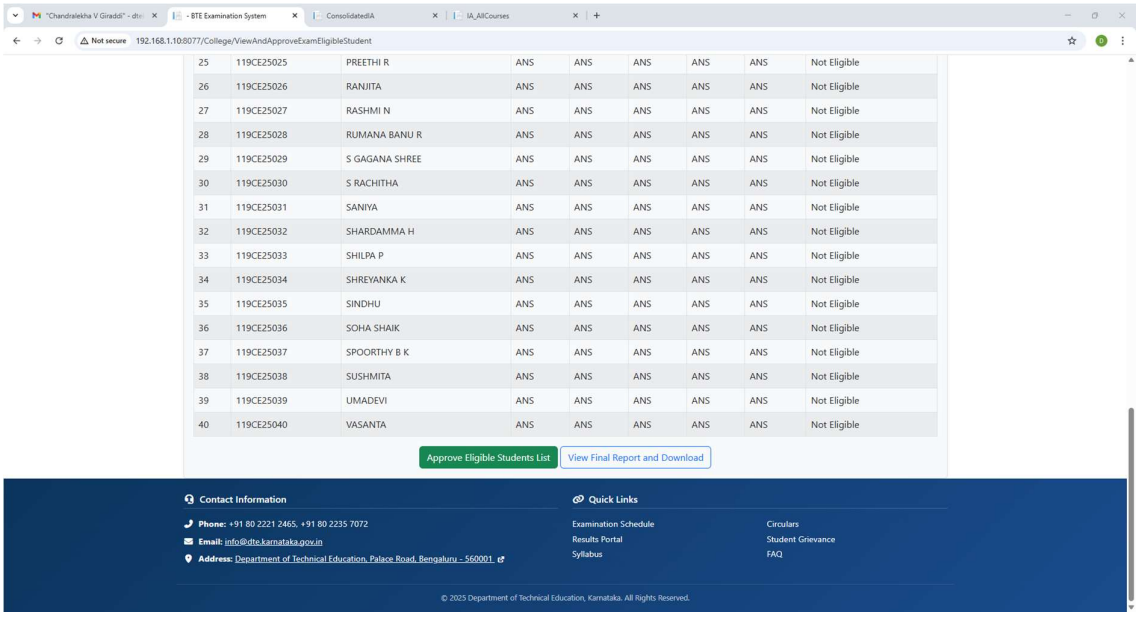
Step 2: Select the Program and Semester and click on **Load Students & Courses**. Student list along with promotional eligibility will be displayed.

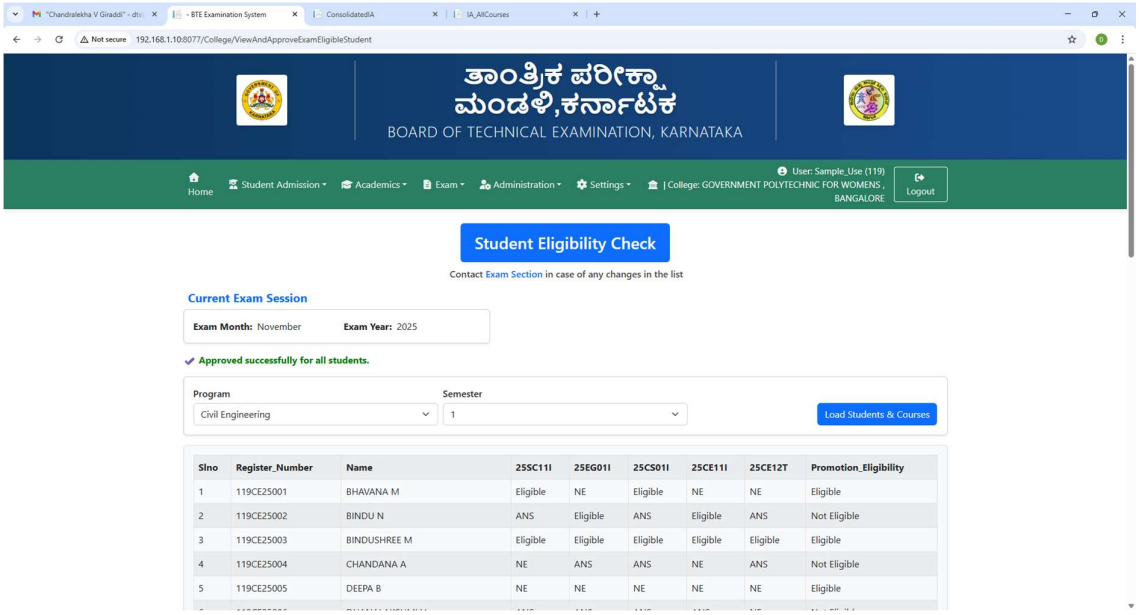


Slno	Register_Number	Name	25SC11I	25EG01I	25CS01I	25CE11I	25CE12T	Promotion_Eligibility
1	119CE25001	BHAVANA M	Eligible	NE	Eligible	NE	NE	Eligible
2	119CE25002	BINDU N	ANS	Eligible	ANS	Eligible	ANS	Not Eligible
3	119CE25003	BINDUSHREE M	Eligible	Eligible	Eligible	Eligible	Eligible	Eligible
4	119CE25004	CHANDANA A	NE	ANS	ANS	NE	ANS	Not Eligible
5	119CE25005	DEEPA B	NE	NE	NE	NE	NE	Eligible
6	119CE25006	DHANALAKSHMI V	ANS	ANS	ANS	ANS	NE	Not Eligible
7	119CE25007	G AKSHAYA	ANS	NE	ANS	ANS	NE	Not Eligible
8	119CE25008	GANAVI V	ANS	ANS	ANS	NE	NE	Not Eligible
9	119CE25009	GEETHA CV	ANS	ANS	ANS	ANS	ANS	Not Eligible
10	119CE25010	GNANESHWARI G	ANS	ANS	ANS	ANS	ANS	Not Eligible
11	119CE25011	GOWTHAMI C	ANS	ANS	ANS	ANS	ANS	Not Eligible
12	119CE25012	HARSHASHREE S	ANS	ANS	ANS	ANS	ANS	Not Eligible
13	119CE25013	HARSHITHA V	ANS	ANS	ANS	ANS	ANS	Not Eligible
14	119CE25014	JOANNE HEPHZIBAH FAITH G	ANS	ANS	ANS	ANS	ANS	Not Eligible
15	119CE25015	KANCHANA M	ANS	ANS	ANS	ANS	ANS	Not Eligible
16	119CE25016	KAVYA S	ANS	ANS	ANS	ANS	ANS	Not Eligible

Step 3: A student is considered **Eligible** for a course when attendance is above 75% and internal marks are greater than 40% of the course maximum marks. If the marks are unsatisfactory, the status will appear as **NE**; if attendance is unsatisfactory, it will appear as **ANS**.

Click on **Approve Eligible Student List** button to approve the list and a Success message appears.

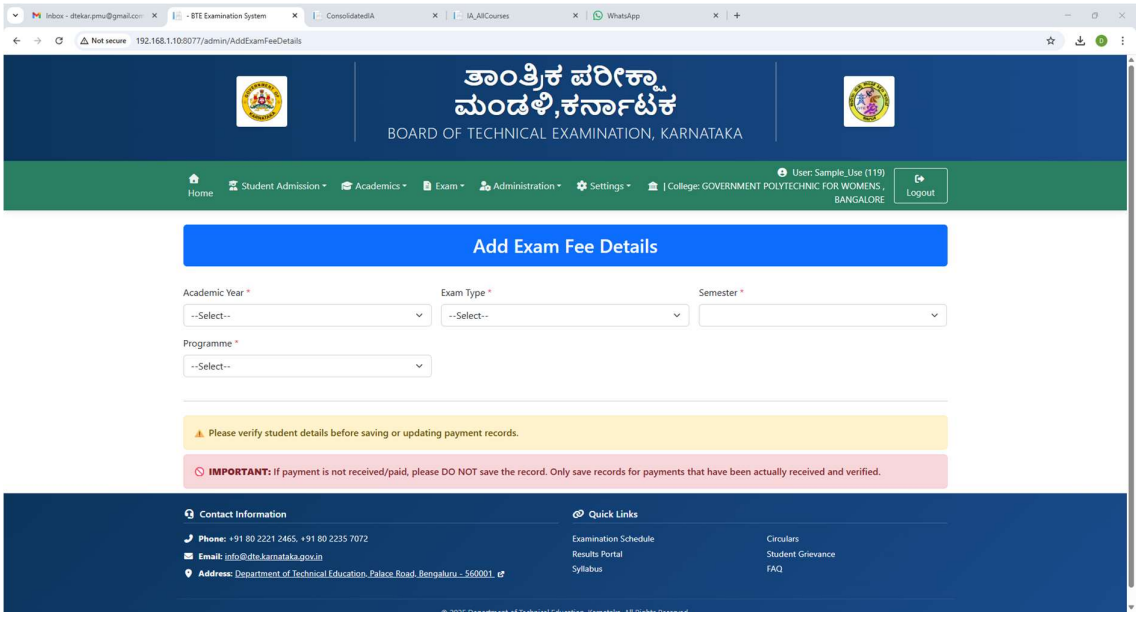




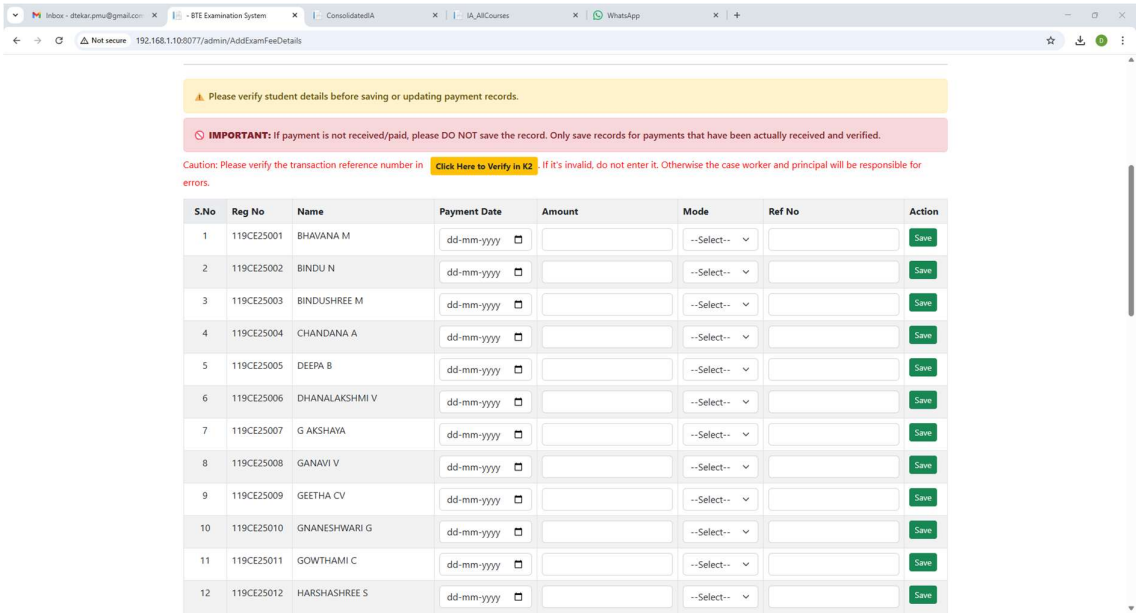
Step 4: The final report can be viewed and downloaded by selecting the **View Final Report and Download** option.

7. FEE Validation

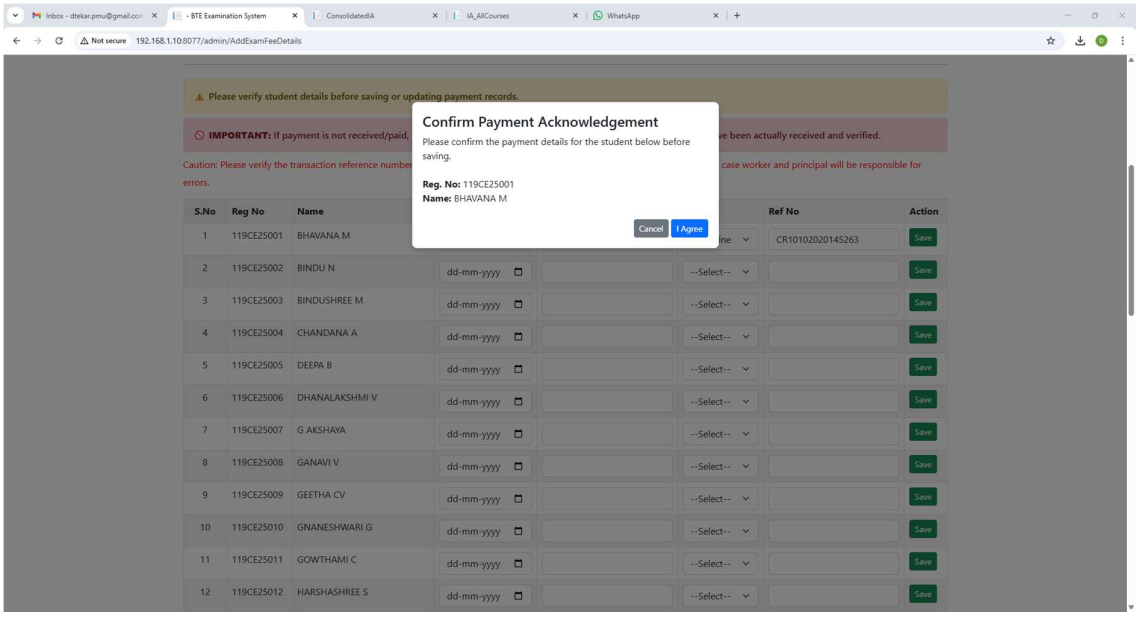
Step 1: For FEE validation click on **Exam** Tab and choose the option **Fee Validation**. Following screen appears,



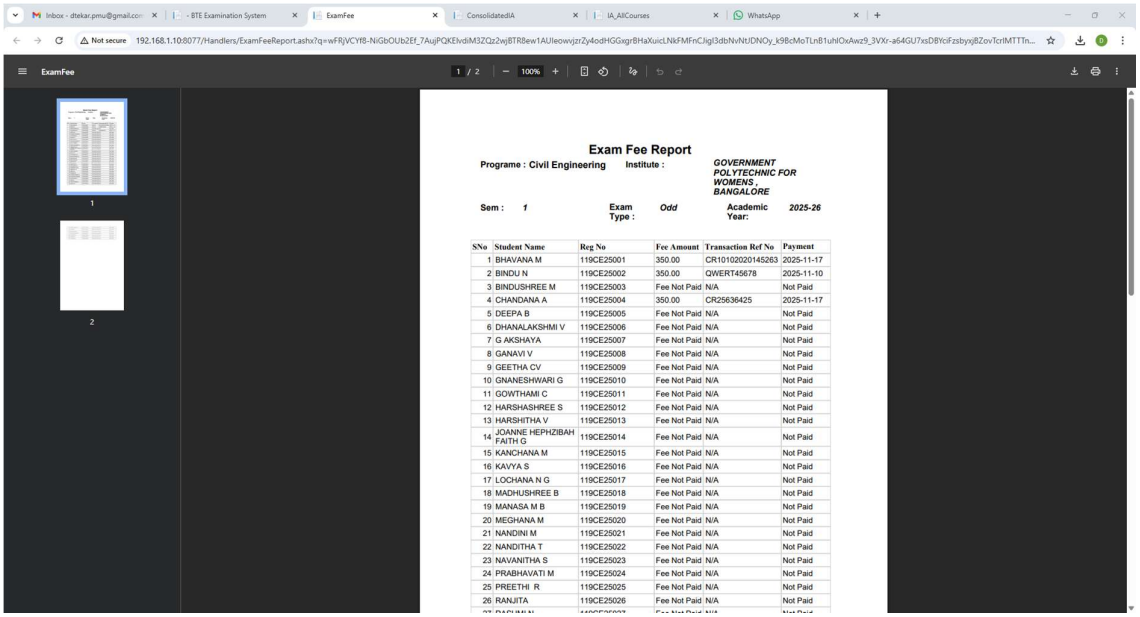
Step 2: Select the Academic year, Exam type, Semester , Programme and following screen appears,



Step 3 : Read the instructions carefully and fill in the student's fee details. Click the **Save** button for each student entry. You will be asked to confirm the payment acknowledgement—click **I Agree** to proceed.

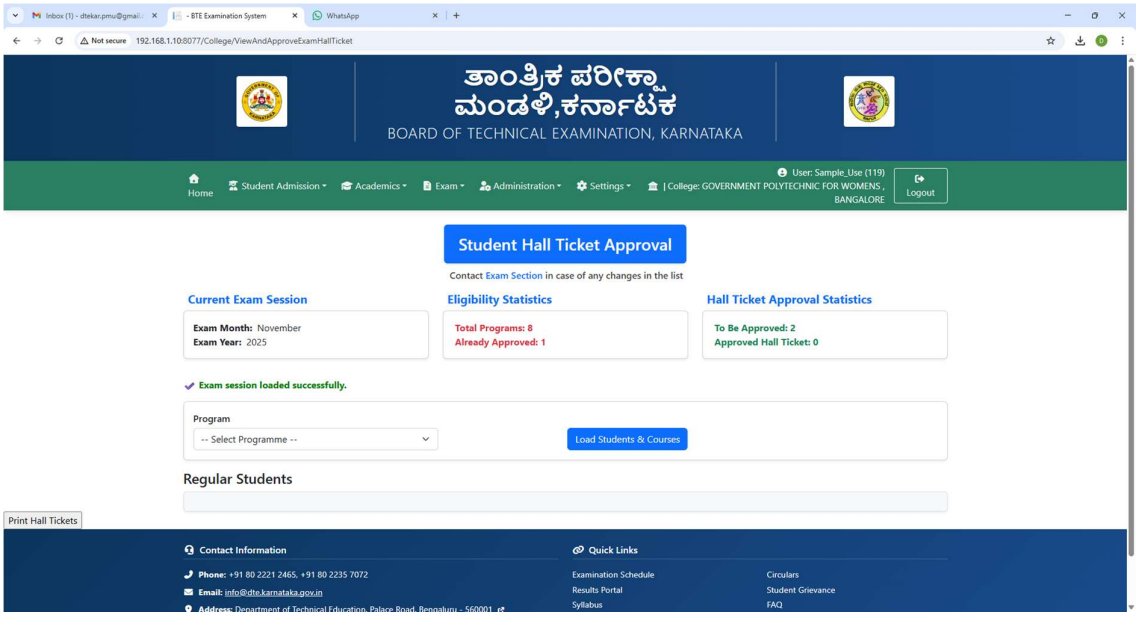


Step 4: After the Fee entries are made and user want to Generate the Report , click on Generate Exam Fee Report button

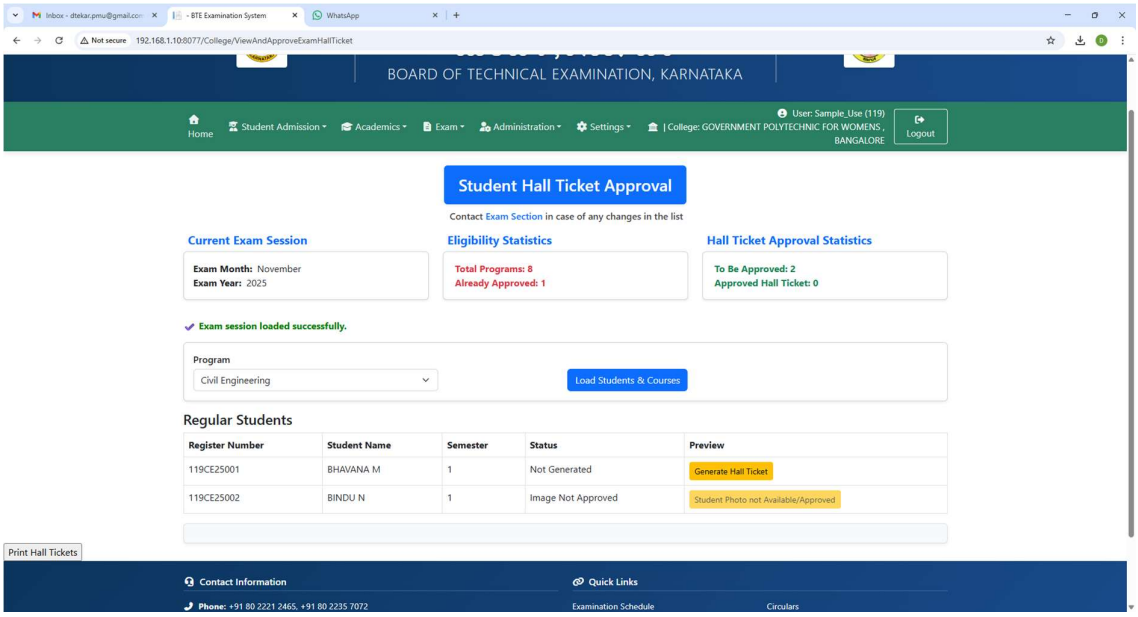


8. View & Approve Exam Hall ticket

Step 1: To view and approve the exam hall ticket, click on the **Exam** tab, and select **Hall Ticket Generation**.

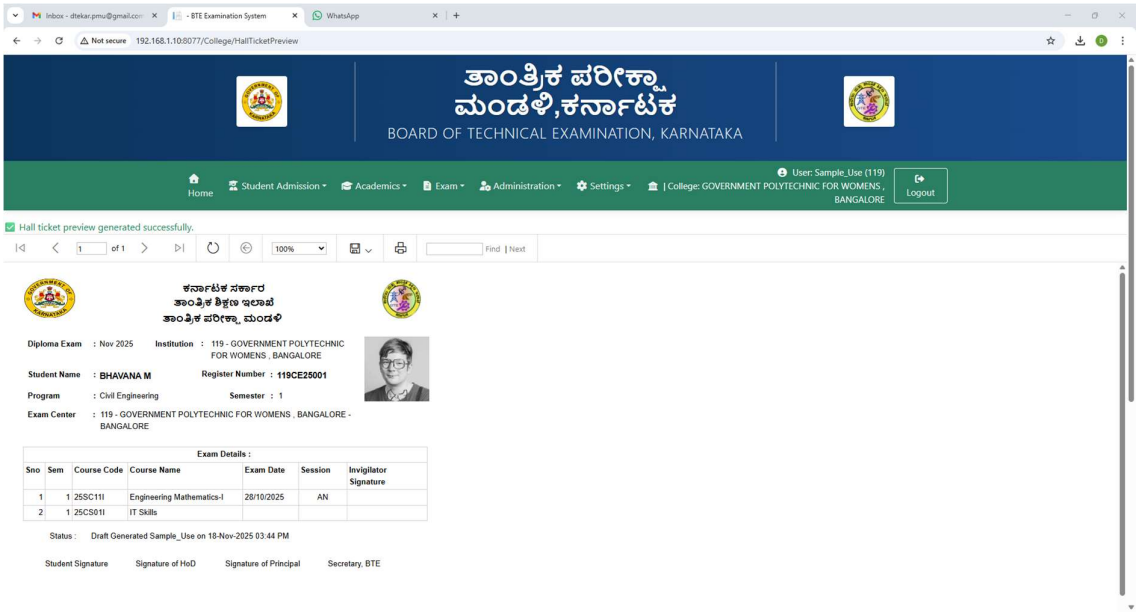


Step 2: Select the Program and click on **Load Students & Courses** button

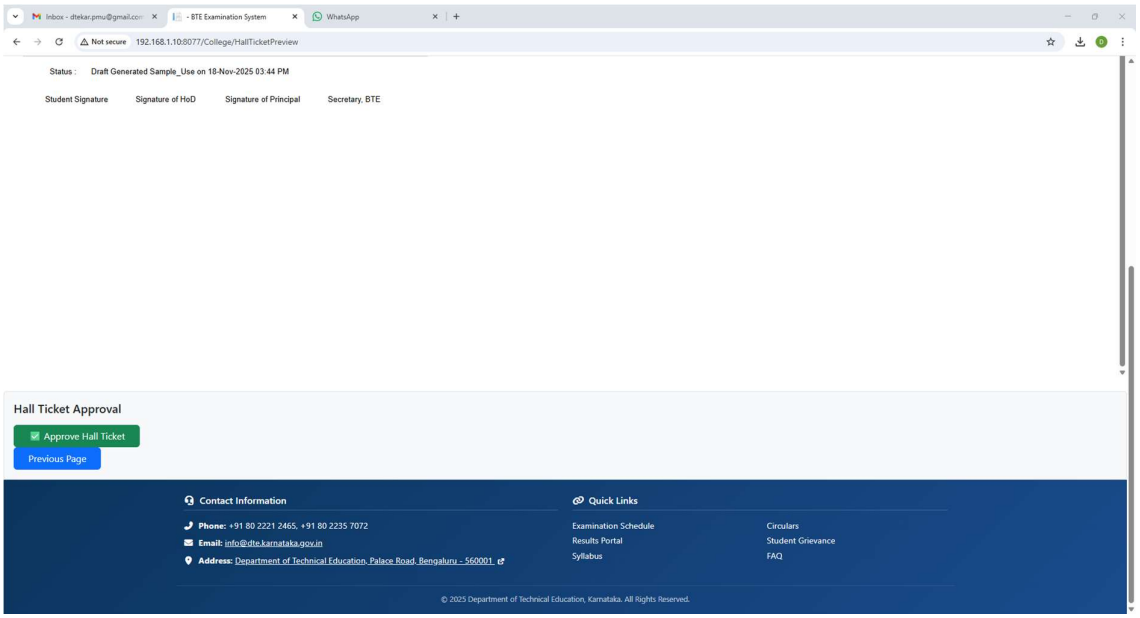


Only the students for whom Image/ Photo is verified will be allowed to Generate Hall Ticket.

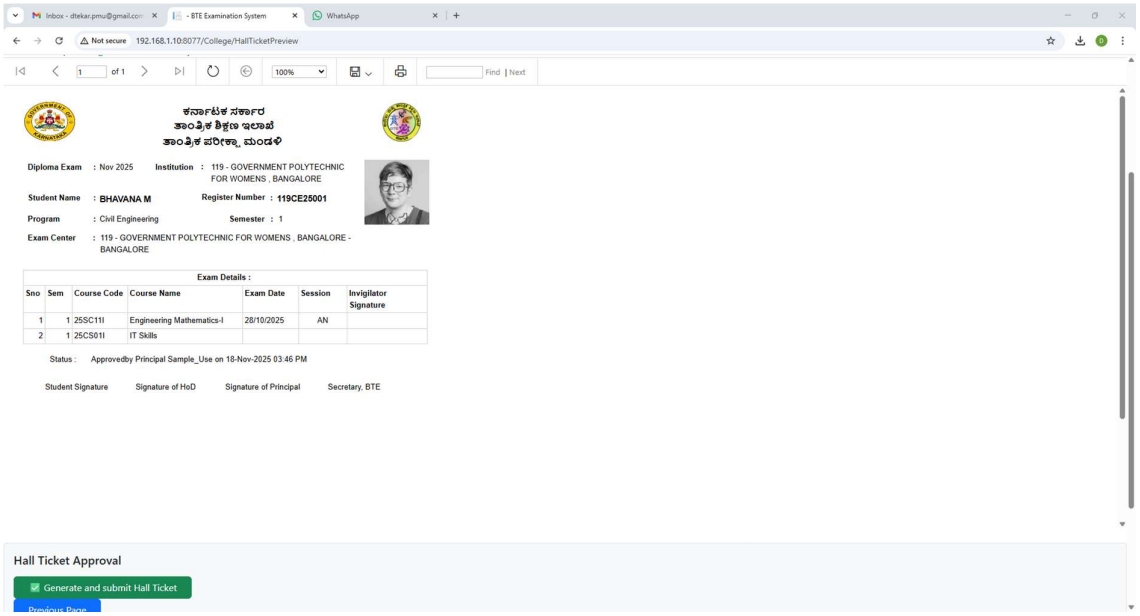
Step 3 : Click on Generate Hall ticket Button.



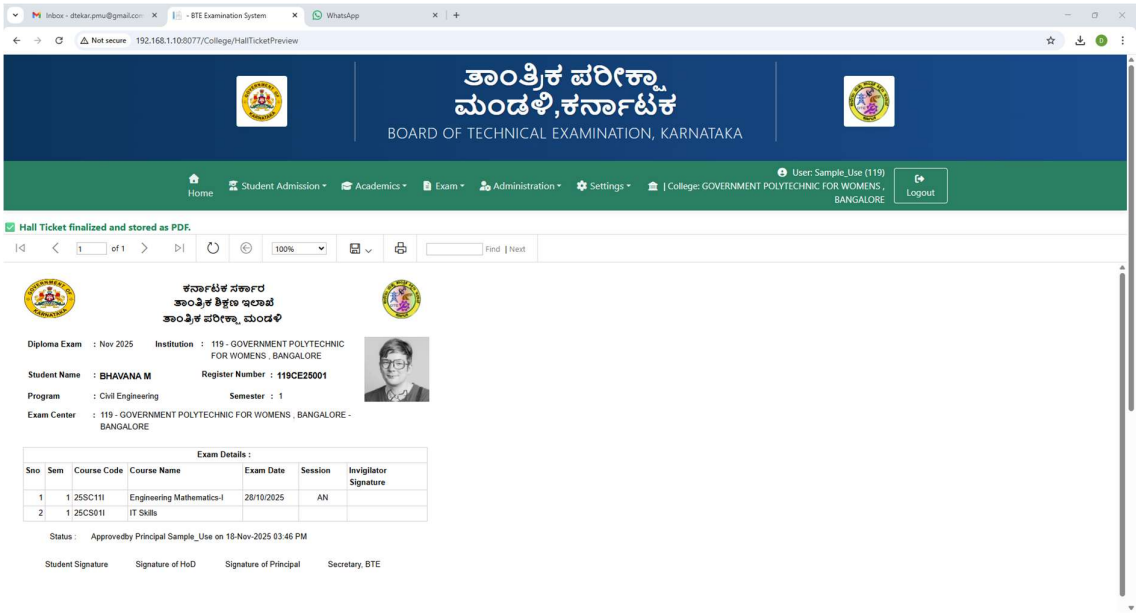
Step 4 : Click on **Approve Hall Ticket** to approve it.



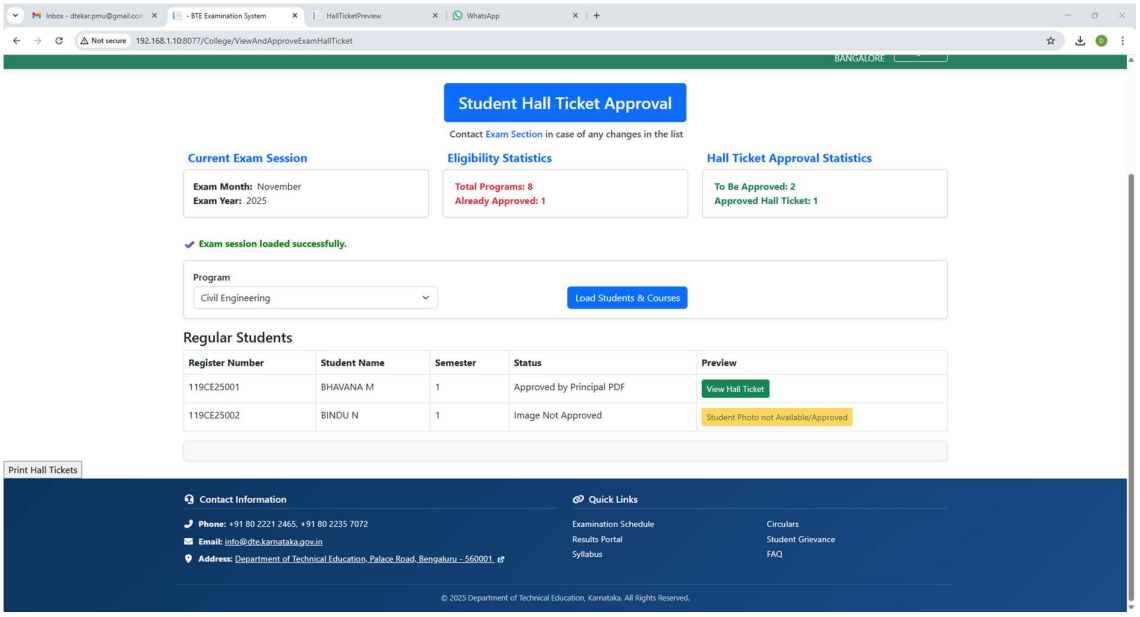
Step 5 : Once approved Successfully, the status changes to Approved by Principal.



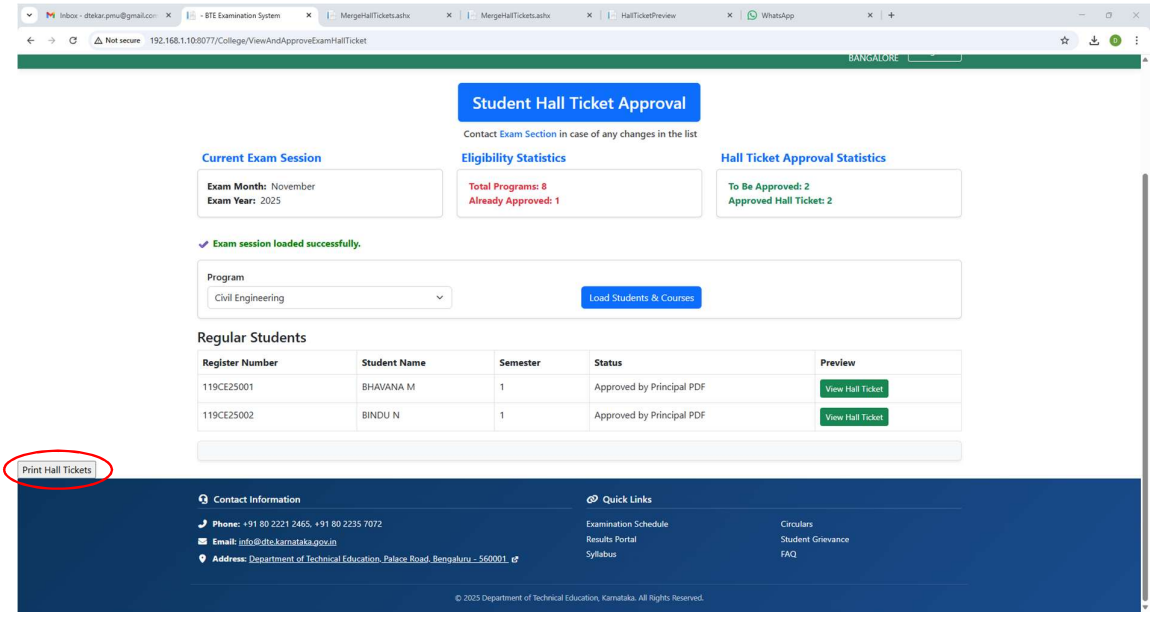
Step 6: click on **Generate and Submit Hall Ticket** button for generation of Hall Ticket.



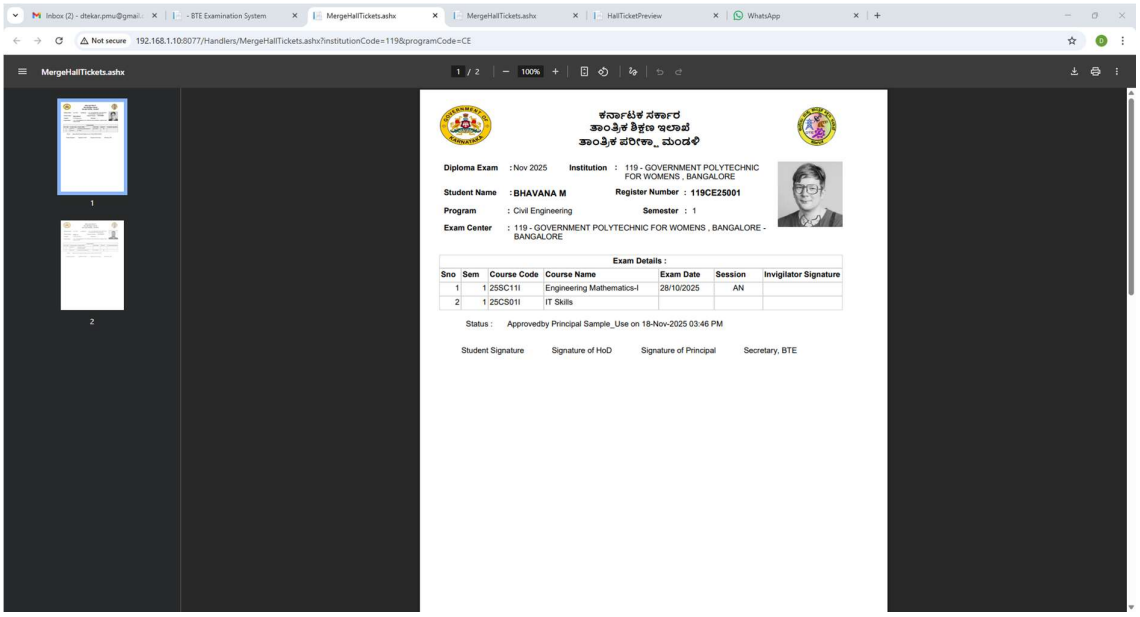
Step 7 : Click **View Hall Ticket** to see the generated hall ticket.



Step 8 : Click the **Print Hall Tickets** button to print the hall tickets.



Step 9 : A window containing all approved hall tickets will be displayed for printing.



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As the EMS plays a crucial role in capturing, validating, and processing student-related data—including attendance, internal marks, fee details, eligibility, and hall ticket generation—it is essential that every Staff Member, Head of Department, and Principal exercises the utmost care and accuracy while entering information into the system. Even minor errors in data entry can lead to significant discrepancies affecting students' academic records and examination processes. Therefore, all users are strongly advised to verify each entry thoroughly before saving or finalizing it. Your attention to detail and strict adherence to the prescribed procedures will ensure the integrity, reliability, and smooth functioning of the EMS platform.