# Download examination attendance sheet.

- l) login to du portal and click to pre-examination tab.
- 2)click to report tab.
- 3)click to report for venue tab.
- 4) click here paper wise attendance sheet and junior supervisor report.
- 5)select course your faculty
- 6) Select Teaching Learning Method Assessment Method Assessment Type (Lectures - Theory – UA)
- 7)here show the paper, select your paper with date wise
- 8) Block/Laboratory Management. Enter Number of Blocks/Laboratories (ex. 300 student here your block wise student one block 50 student 300/6=50) I will entered 6
- 9) here select option :-Desk Number Suffix (e.g. Seat Number/ Desk Number : BA1390010/R22
- 10) here desk number option with prefix
- Ex. block no count of stu.be allocated prefix value starting desk no.

1 50 A 01 (BLOCK NO 1 TO 6 AND ALLOCATED 50 STU PER BLOCK PREFIX A TO F & STARTING DESK NO A 01, B 51, C 101, D 151, E 201, F251.) & Generate report in 3 pages

11) Download your report in 3 pages with desk no

#### Login to du portal. & click to preexamination tab.





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# Click to report tab



## Click to report for venue tab

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#### Click to paper wise attendance sheet and junior supervisor report



### Load here your course and click to proceed button

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List • Physically Challenged Student List • Paper Wise Attendance Sheet and Junior Supervisor Report • Absent/Unfair Means	Select Course Part : F.Y.B.A.			
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# Blocks/Laboratories & select desk option no 2

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