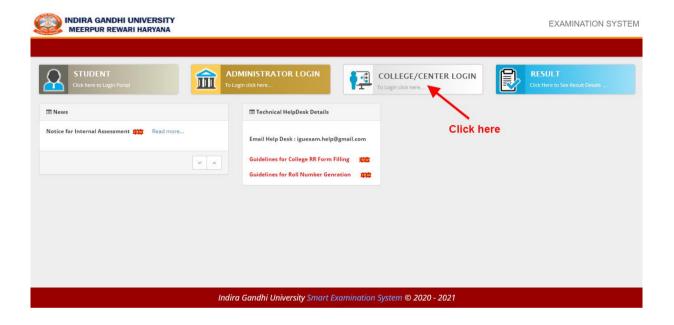


## Guidelines to download The Blank Award Sheet Theory Mark Foil and Center Wise Theory Marks Entry on Indira Gandhi University Meerpur (Academic session 2020-2021)

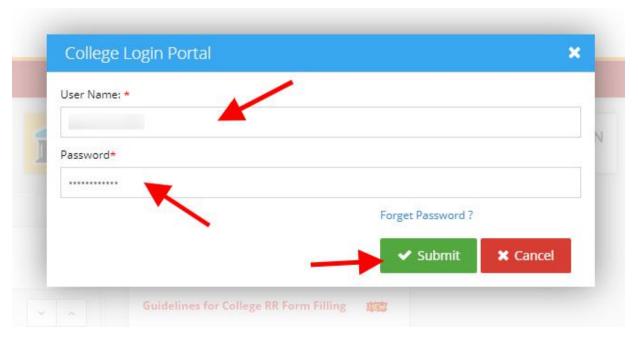
What all do you need to download "The Blank Award Sheet Theory Mark Foil and Center Wise Theory Marks Entry" for Indira Gandhi University Meerpur?

As an applicant you would need the 'College/Center User ID' and 'Password'.

Please click on "College/Center Login" tab given on the home page of the Online Portal (https://igu1.ucanapply.com/smartexam/public/index/). Screenshot as bellow.

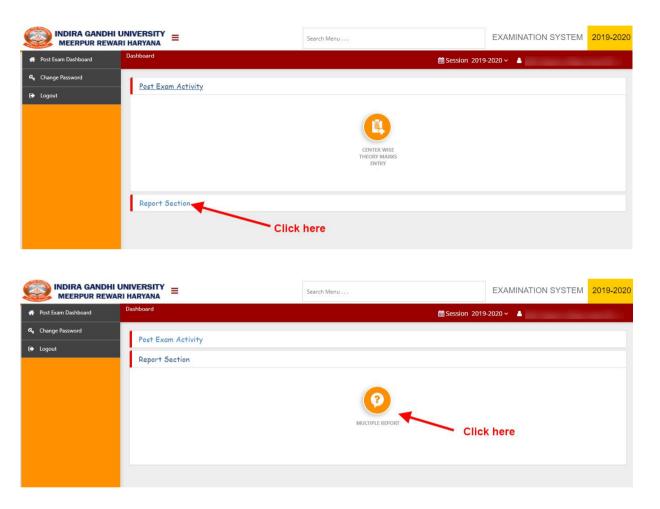


On clicking the 'College/Center Login' the login pop up will open. Fill the User Name and Password and click on Submit. Screenshot as bellow.

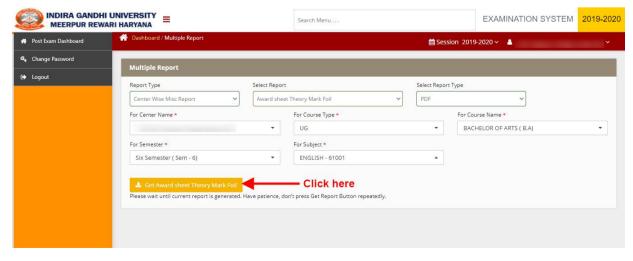




After Login, you will get the Dashboard page, Now Download The Blank Award Sheet Theory Mark Foil, to download the Blank Award Sheet Theory Mark Foil, first click on Report Section, then the **Multiple Report** Tab shows, click on that. Screenshot as bellow.



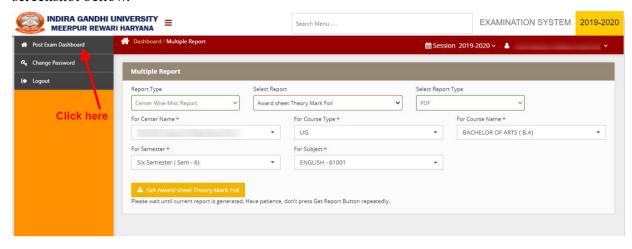
After Click on 'Multiple Report' tab the Panel will open, Now fill all required fields and click on :Get Report' button. The Blank Award Sheet Theory Mark Foil will Download, Here you can see the Student Details.



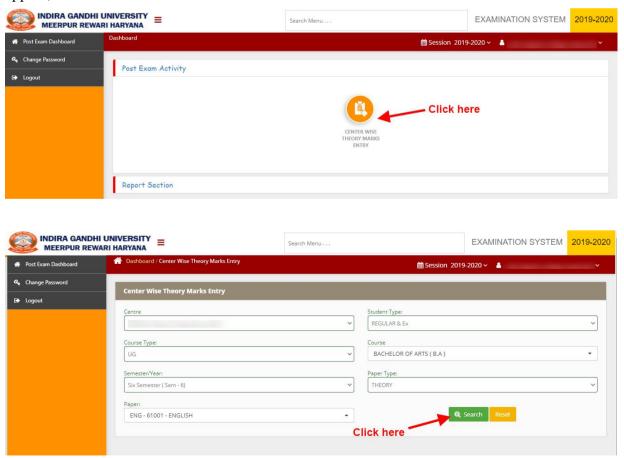


## **Center Wise Theory Marks Entry**

Now for **Center Wise Theory Marks Entry** click on Dashboard button at the left menu, as screenshot bellow.

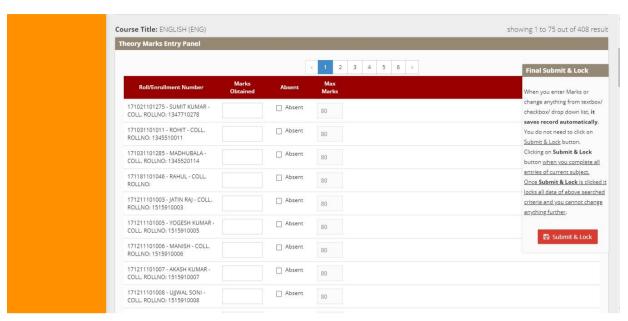


Now click on 'Center Wise Theory Marks Entry' button, then the Add Marks - Form will appear, The Screenshot is as bellow.



Fill all the mandatory details and click on 'Search' button, the Marks Entry Panel will appear. the Screenshot is as bellow.





Now Fill all student wise details. Enter Marks in the **Marks Obtained** box or check tick for absent student or check tick UFM students as shown in above screenshot. After complete marks entry click on **Submit & Lock** button at the bottom of the form.

Note: After clicking on **Submit & Lock** button not further any action like edit/Modify/Delete will work. So please after completion of form filling, click on **Submit & Lock**.

Online Support Services
Indira Gandhi University Meerpur
Admission Portal