

## **Instructions for State Directorate Users Entering Practical Marks (1<sup>st</sup> Semester, August 2014) in MIS Portal**

These instructions are for state directorate users for uploading Practical marks in MIS application.

1. Download the template and enter the details. Template can be downloaded from :

<http://www.ncvtmis.gov.in/Material/SPIUMarksUploadTemplate.xlsx>

2. The roll number for the candidates to be entered in the downloaded template should be the MIS Generated Roll Number only {printed on MIS generated Hall Tickets}.
3. For preparation of list as per template and to avoid data entry errors, state users may leverage the 'Exam Center Roll List' which was earlier shared by DGET before the start of examinations.
4. State directorate users should log in into MIS application with login Credentials provided by DGET
5. On the Left side of the screen, user should click on the MIS > SPIU > Academic > Upload Trainee Marks Details > Upload marks
6. User to Select Exam type as 'Final', Semester as 'I' and Academic Session as 'Aug 2014'
7. Select the file {template prepared as per S. No. 1 & 2} to be uploaded using 'Choose File' button; after selection of file, click 'Upload' button.
8. On Click of 'Upload' button Trainee Marks gets uploaded and
9. Status of records uploaded with the count of total, successful and rejected records and also the error description of rejected records is displayed.