User Manual Document
To
Access the
Admit Card Generation and
Exam Centre wise Attendance Sheet & Roll
List by College

B.ED &B.ED SPL
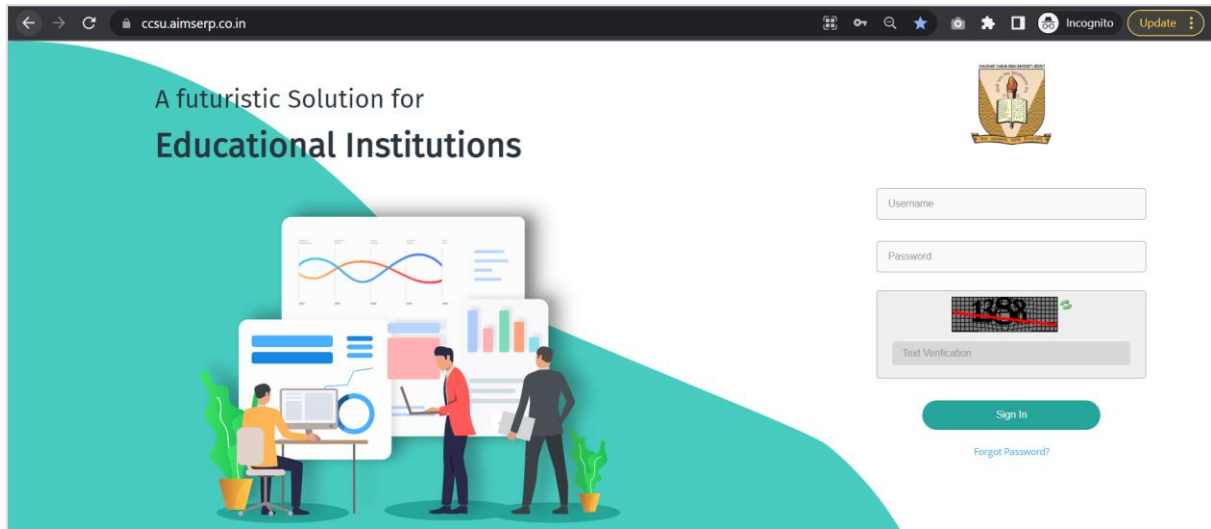
This document consists of the steps required for a college user (Affiliated college or University campus) to access the **Admit Card Generation and Exam Centre wise Attendance Sheet & Roll List** by colleges.

**User has to enter the below given link on their browser: https://ccsu.aimserp.co.in. This link will land the user to the AIMS login page.

- User has to enter the Username and Password (as provided by the University) This will land the user to the dashboard of the college portal.
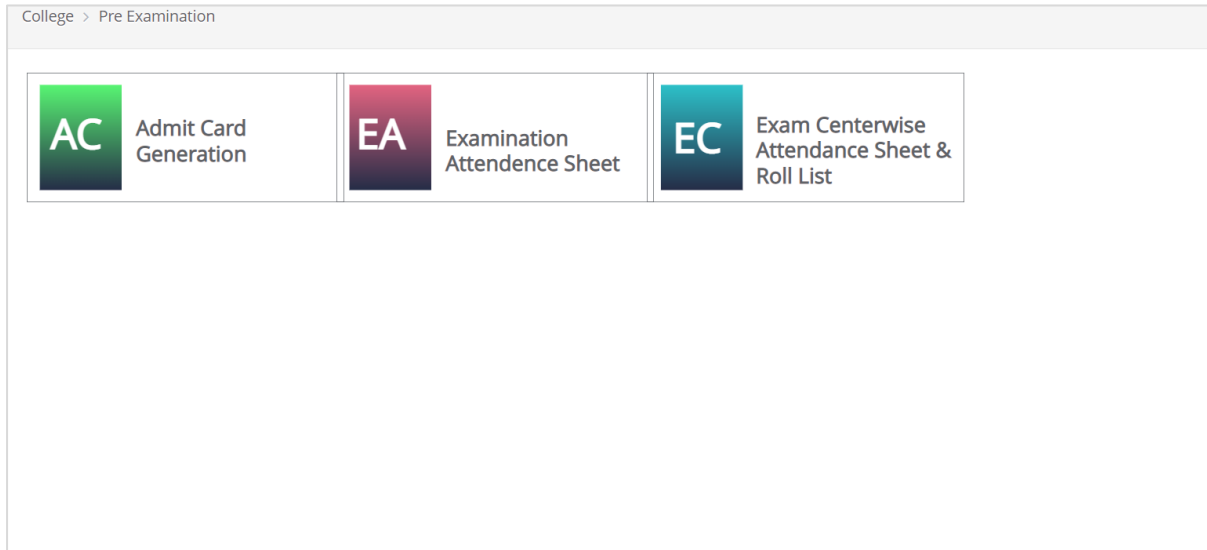
Step 1: User need to navigate to the **Pre-Examination** module. (User may refer to the sample image below)

Step 2: In the Pre-Examination module the user has to navigate to the Admit Card Generation tab for admit card generation of the student and Exam Centre wise Attendance Sheet & Roll List tab to access roll list and attendance Sheet.

Step 3: Once the user selects the Admit card Generation tab and select all the required parameters as Exam Form Number, Examination Session, Program Name, Exam Category and Exam type as given on the image below, to get the Admit card of the students.

Step 4: For Roll list and Attendance Sheet the user has to navigate to the Exam center wise roll list and attendance sheet tab.

**Here college will be auto selected, Exam Centre, program type (is UG or PG), Private or Regular, Semester or Yearly, Program Name, Intake Year, Program Year, Exam Category, Academic Year and then click on Generate Attendance Sheet to get the attendance Sheet or click on Roll List pdf to get the exam center wise roll list in pdf format or click on Roll list Excel to get the Exam center wise roll list in excel format.

If the user faces any issue while generating **Admit Card Generation and Exam Centre wise Attendance Sheet & Roll List, they can connect with the helpdesk team through email helpline: helpdeskaimserp@gmail.com or connect over call 121-29977721 / 121-2997772 during the working hours/day.