



OSMANIA UNIVERSITY

WELCOME

TO

ONLINE ATTENDANCE

GUIDELINES/INSTRUCTIONS

WEBLINK

**ENTER THE BELOW WEBSITE ADDRESS
IN THE WEBBROWSER OF YOUR
COMPUTER**

OSMANIA.ORG.IN/PORTAL

FOLLOWING SCREEN WILL BE DISPLAYED

A white login form with a grey header containing the word "Login". Below the header are three input fields. The first is labeled "Enter your userid" with a person icon. The second is labeled "Enter your password" with a lock icon. The third is a blue button labeled "Log in". Three blue arrows point from the left towards each of these three elements.

**ENTER USER ID AND PASSWORD SENT TO YOU
THROUGH SMS AND CLICK LOGIN.**

**HELP LINE NUMBERS ARE GIVEN IN THE
ABOVE SCREEN, IN CASE YOU NEED HELP
REGARDING ONLINE ATTENDANCE.**

AFTER ENTERING USER ID AND PASSWORD OF YOUR CENTER FOLLOWING SCREEN WITH YOUR CENTER COURSES WILL BE DISPLAYED.



Osmania University, Hyderabad, Telangana
1725 : Marwadi Siksha Samithi Law College , Esamia Bazar , Hyderabad

ChangePassword Lo

Helpline Number : 9100285732, 9100285752


Sno	Event Name	Total	Present	Absent	Malpractice	Buffer	Pending	Select
1	LAW COURSES JAN-2020	4391	3922	272	0	0	197	Select



CLICK ON SELECT TO ENTER NEXT SCREEN.

**IN THE NEXT SCREEN EXAM DATE,
ATTENDANCE INFORMATION IS GIVEN.**

**DOWNLOAD D-FORM(AS SHOWN IN IMAGE)
AND TAKE PRINT OUT**

 Osmania University, Hyderabad, Telangana 1725 : Marwadi Siksha Samithi Law College , Esamia Bazar , Hyderabad									
Helpline Number : 9100285732, 9100285752									
Event: LAW COURSES JAN-2020									
Sino	Exam Date	Total	Present	Absent	Malpractice	Buffer	Pending	DForm	Select
1	02-01-2020	817	771	46	0	0	0	Download	Select
2	04-01-2020	817	769	48	0	0	0	Download	Select
3	06-01-2020	718	667	51	0	0	0	Download	Select
4	08-01-2020	718	675	43	0	0	0	Download	Select
5	10-01-2020	718	670	48	0	0	0	Download	Select
6	17-01-2020	406	370	36	0	0	0	Download	Select
7	20-01-2020	197	0	0	0	0	197	Download	Select
Grand total		4391	3922	272	0	0	197		

PLEASE FIND BELOW SAMPLE D-FORM.

SAMPLE D-FORM



OSMANIA UNIVERSITY
HYDERABAD, TELANGANA
EXAMINATION DECEMBER 2019
ATTENDANCE SHEET



EXAMCENTRE:		Samithi Law College , Esamia Bazar , Hyderabad				
COURSE:		LL.B. : LLB (Hons) 3 YDC : V Sem				
SUBJECT:		505 : PRINCIPLES OF LEGISLATION AND LEGISLATIVE			QUESTION PAPERCODE:	5200
EXAMDATE & TIME:		20-01-2020 :			ROOM NUMBER:	
SLNO	NAME	HALL TICKET NUMBER	EXAMTYPE	STICKER NUMBER	ANSWER BOOKLET NUMBER	SIGNATURE
1	G.EBER JAYA PAUL	172415854	Regular	1169690		
2	KILARU SANDEEP	172415854	Regular	1169691		
3	K AMRESHWAR	172416854	Regular	1169692		
4	SARALA E	172416854	Regular	1169693		
5	GANJI PALLAVI	172416854	Regular	1169694		
6	M V RAMANA	17241685	Regular	1169695		
7	ADITI GUPTA	17241685	Regular	1169696		
8	VONTARY ANAND REDDY	17241785	Regular	1169697		
9	MALA SUDHAKAR	17241785	Regular	1169698		
10	SHAIK KASIM RAZVI	172417854	Regular	1169699		
11	RAMBAPPA GARI MOUNIKA	17241785	Regular	1169700		
12	PRASADAM VENKATESWARLU	172417854	Regular	1169701		
13	T P RAGHUNATH	172417854	Regular	1169702		
14	A VENKATESH	17241785	Regular	1169703		
15	SURASURA KARTHIK	172417854	Regular	1169704		
16	SUVARNA ANANDA KUMAR YEDDU	17241785	Regular	1169705		
17	A CHARAN KUMAR	1724178540	Regular	1169706		
18	M SAI KIRAN REDDY	17241785	Regular	1169707		
19	CHADUVU RAHUL	17241785	Regular	1169708		
20	K ARUN KUMAR GOUD	172417854017	Regular	1169709		
NUMBER OF CANDIDATE REGISTERED: 20			NUMBER OF CANDIDATE PRESENT:			
NUMBER OF CANDIDATE ABSENT:			NUMBER OF CANDIDATE BOOKED UNDER MALPRACTICE:			
1. SIGNATURE & NAME OF INVIGILATOR:			2. SIGNATURE & NAME OF EXAM SUPERINTENDENT:			

**IN THE SAME SCREEN,CLICK ON “SELECT”
(BESIDE D FORM DOWNLOAD BUTTON)ON
PARTICULAR EXAM DATE TO ENTER NEXT STEP
OF THE PROCESS.**

Osmania University, Hyderabad, Telangana									
1725 : Marwadi Siksha Samithi Law College , Esamia Bazar , Hyderabad									
ChangePassword Logout									
Helpline Number : 9100285732, 9100285752									
Event: LAW COURSES JAN-2020									
Slno	Exam Date	Total	Present	Absent	Malpractice	Buffer	Pending	DForm	Select
1	02-01-2020	817	771	46	0	0	0	Download	Select
2	04-01-2020	817	769	48	0	0	0	Download	Select
3	06-01-2020	718	667	51	0	0	0	Download	Select
4	08-01-2020	718	675	43	0	0	0	Download	Select
5	10-01-2020	718	670	48	0	0	0	Download	Select
6	17-01-2020	406	370	36	0	0	0	Download	Select
7	20-01-2020	197	0	0	0	0	197	Download	Select
Grand total		4391	3922	272	0	0	197		

**THE FOLLOWING SCREEN IS DISPLAYED WITH
COURSE AND SUBJECTS**

Osmania University, Hyderabad, Telangana													
1725 : Marwadi Siksha Samithi Law College , Esamia Bazar , Hyderabad													
ChangePassword Logout													
Helpline Number : 9100285732, 9100285752													
Event: LAW COURSES JAN-2020													
Examdate: 20-01-2020													
Slno	Course	Course Name	Year	Paper Code	Subject Code	Subject Name	Total	Present	Absent	Malpractice	Buffer	Pending	Select
1	LL.B.	LLB (Hons) 3 YDC	V Sem	5200	505	PRINCIPLES OF LEGISLATION AND LEGISLATIVE DRAFTING	197	0	0	0	0	197	Select
Grand total							197	0	0	0	0	197	

© 2020 - Osmania University, Hyderabad. The Portal is Running on Beta Version. For Best view use Google Chrome at Resolution 1366 X 768.

**CLICK ON “SELECT” BUTTON FOR PARTICULAR
SUBJECT TO ENTER NEXT PROCESS**

AFTER CANDIDATE'S SIGNATURE ON D FORM, FILL THE ATTENDANCE ONLINE IN THE FORMAT SHOWN IN BELOW SCREEN.

Osmania University, Hyderabad, Telangana
1725 : Marwadi Siksha Samithi Law College , Esamia Bazar , Hyderabad
Helpline Number : 9100285732, 9100285752
Change Password Logout

Event: LAW COURSES JAN-2020
Examdate: 20-01-2020
Course: LL.B. : LLB (Hons) 3 YDC : V Sem | Subject: 505 : PRINCIPLES OF LEGISLATION AND LEGISLATIVE DRAFTING : 5200

Preview Attendance
Manage Attendance
Manage Buffer
Print Attendance
Packing Slip

Sino	Student Name	Hall Ticket Number	Examtype	Medium	Sticker Number	Old Sticker Number	Buffer	Attendance
1	G.EBER JAYA PAUL	172415854I	Regular	English	1169690			Present
2	KLARU SANDEEP	1724158540	Regular	English	1169691			Present
3	K AHRESHWAR	17241685I	Regular	English	1169692			Present
4	SARALA E	172416854I	Regular	English	1169693			Present
5	GANJI PALLAVI	172416854I	Regular	English	1169694			Present
6	M V RAMANA	172416854I	Regular	English	1169695			Present
7	ADITI GUPTA	17241685I	Regular	English	1169696			Present
8	VONTARY ANAND REDDY	172417854	Regular	English	1169697			Present
9	MALA SUDHAKAR	1724178I	Regular	English	1169698			Present
10	SHAK KASIM RAZVI	172417854	Regular	English	1169699			Present

BY DEFAULT ATTENDANCE IS MARKED PRESENT, SELECT ABSENT / MAL PRACTICE CANDIDATES IN THE DROP DOWN BOX OF FOR A PARTICULAR HALLTICKET NUMBER.

YOU CAN FIND THE ABSENT HALL TICKET NUMBER BY ENTERING NUMBER IN FIND(CTRL+F) DIALOG BOX.



Preview Attendance

Manage Attendance

Manage Buffer

Print Attendance

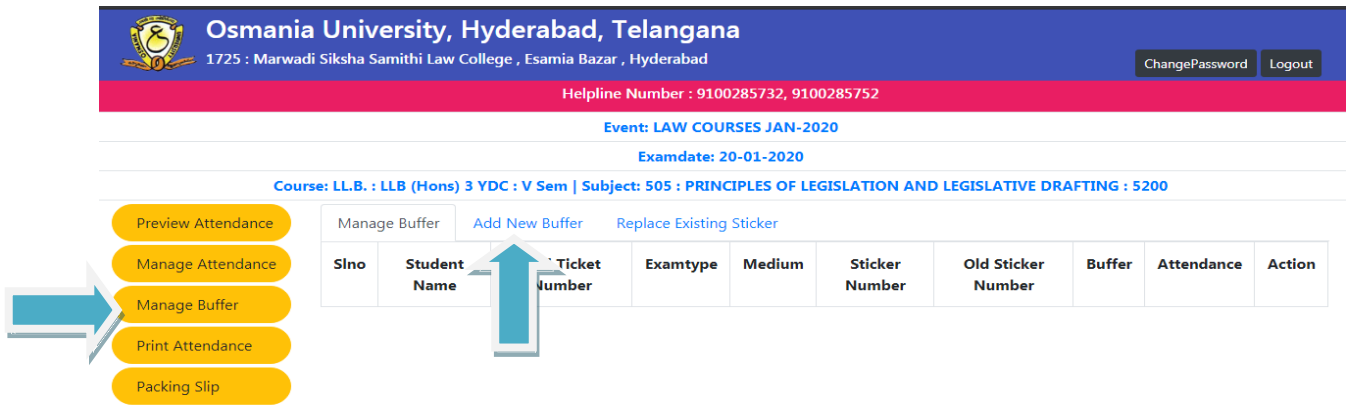
Packing Slip

Sino	Student Name	Hall Ticket Number	Examtype	Medium	Sticker Number	Old Sticker Number	Buffer	Attendance
1	G.EBER JAYA PAUL	17241585	Regular	English	1169690			Present
2	KILARU SANDEEP	17241585	Regular	English	1169691			Present
3	K AMRESHWAR	172416854	Regular	English	1169692			Present
4	SARALA E	1724168540	Regular	English	1169693			Present
5	GANJI PALLAVI	17241685	Regular	English	1169694			Present
6	M V RAMANA	172416854	Regular	English	1169695			Present
7	ADITI GUPTA	17241685	Regular	English	1169696			Present
8	VONTARY ANAND REDDY	172417854	Regular	English	1169697			Present
9	MALA SUDHAKAR	17241785	Regular	English	1169698			Present
10	SHAIK KASIM RAZVI	172417854	Regular	English	1169699			Present

IN CASE OF EDITING OF ATTENDANCE OF ANY CANDIDATE CLICK ON “MANAGE ATTENDANCE”

ADDING NEW BUFFER

FOR ADDING BUFFER CANDIDATES, CLICK ON “MANAGE BUFFER” BUTTON ON THE SCREEN AS SHOWN IN IMAGE BELOW.



The screenshot shows the Osmania University portal interface. At the top, there is a blue header with the university logo and name, followed by a pink bar with contact information and a 'Logout' button. Below this, there are navigation links for 'Event: LAW COURSES JAN-2020' and 'Examdate: 20-01-2020'. The main content area displays the course and subject details: 'Course: LL.B. : LLB (Hons) 3 YDC : V Sem | Subject: 505 : PRINCIPLES OF LEGISLATION AND LEGISLATIVE DRAFTING : 5200'. A sidebar on the left contains several yellow buttons: 'Preview Attendance', 'Manage Attendance', 'Manage Buffer', 'Print Attendance', and 'Packing Slip'. The 'Manage Buffer' button is highlighted with a blue arrow. The main content area features a table with columns: 'Sno', 'Student Name', 'Ticket Number', 'Examtype', 'Medium', 'Sticker Number', 'Old Sticker Number', 'Buffer', 'Attendance', and 'Action'. Above the table, there are three buttons: 'Manage Buffer', 'Add New Buffer', and 'Replace Existing Sticker'. The 'Add New Buffer' button is highlighted with a blue arrow.

Osmania University, Hyderabad, Telangana
1725 : Marwadi Siksha Samithi Law College , Esamia Bazar , Hyderabad

ChangePassword Logout

Helpline Number : 9100285732, 9100285752

Event: LAW COURSES JAN-2020

Examdate: 20-01-2020

Course: LL.B. : LLB (Hons) 3 YDC : V Sem | Subject: 505 : PRINCIPLES OF LEGISLATION AND LEGISLATIVE DRAFTING : 5200

Preview Attendance
Manage Attendance
Manage Buffer
Print Attendance
Packing Slip

Manage Buffer Add New Buffer Replace Existing Sticker

Sno	Student Name	Ticket Number	Examtype	Medium	Sticker Number	Old Sticker Number	Buffer	Attendance	Action
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AFTER CLICKING ON “MANAGE BUFFER” CLICK ON “ADD BUFFER” TO ENTER NEW BUFFER DETAILS.

SEE IMAGE BELOW TO ADD NEW BUFFER DETAILS



Preview Attendance

Manage Attendance

Manage Buffer

Print Attendance

Packing Slip

Add New Buffer

Replace Existing Sticker

Hall Ticket Number:

Enter Hall Ticket Number

New Sticker Number:

Enter Sticker Number

Medium:

--Select Medium--

Examtype:

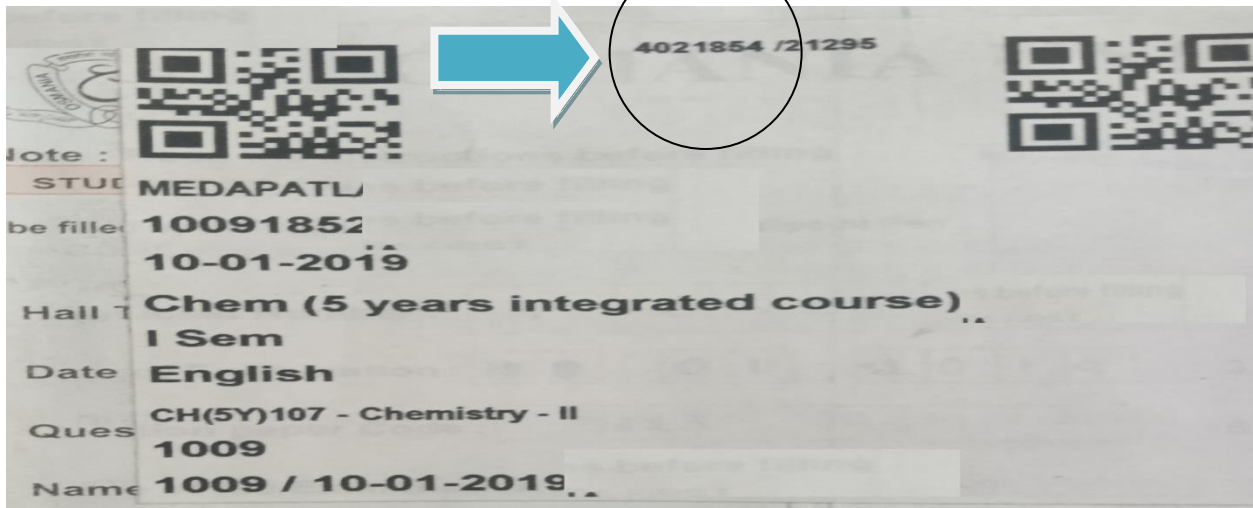
--Select Examtype--

Student Name:

Enter Student Name


Add New Buffer

SAMPLE BUFFER STICKER. BARCODE NUMBER IS AS SHOWN IN IMAGE 4021854



REPLACING EXISTING STICKER

**CLICK ON “REPLACE EXISTING STICKER” IN
CASE THE EXISTING STICKER IS DAMAGED,
SMUDGED OR TORN.**



Osmania University, Hyderabad, Telangana
1725 : Marwadi Siksha Samithi Law College , Esamia Bazar , Hyderabad

ChangePassword Logout

Helpline Number : 9100285732, 9100285752

Event: LAW COURSES JAN-2020

Examdate: 20-01-2020

Course: LL.B. : LLB (Hons) 3 YDC : V Sem | Subject: 505 : PRINCIPLES OF LEGISLATION AND LEGISLATIVE DRAFTING : 5200

Preview Attendance Manage Buffer Add New Buffer **Replace Existing Sticker**

Manage Attendance

Manage Buffer

Print Attendance

Packing Slip


Hall Ticket Number:

New Sticker Number:

Student Name:


Replace Existing Sticker

AFTER COMPLETING ATTENDANCE ENTRY ENSURE THE “PENDING STATUS” IN THE DATE WISE PAGE IS MADE ZERO. REFER BELOW IMAGE.

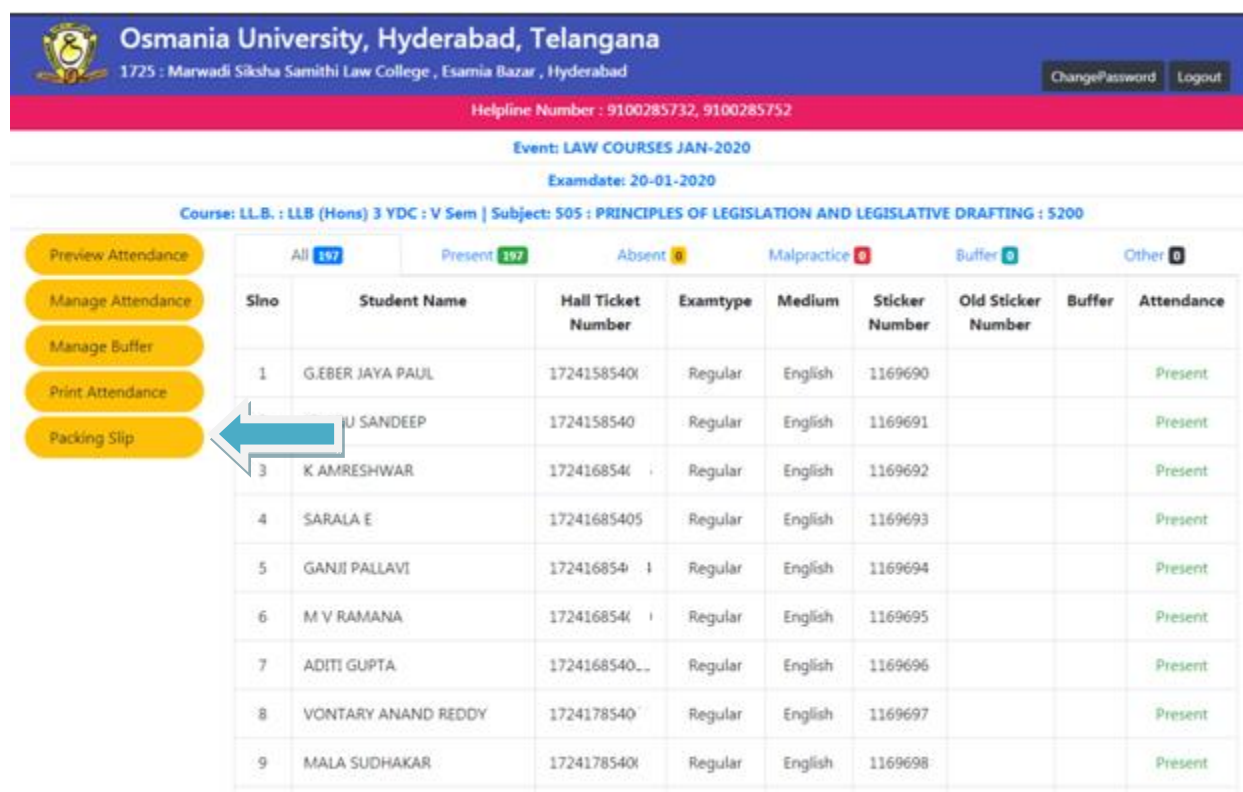
 **Osmania University, Hyderabad, Telangana**
Admin : Admin ChangePassword | Logo

Event: LAW COURSES JAN-2020

Sino	Exam Date	Total	Present	Absent	Malpractice	Buffer	Pending	Select
1	02-01-2020	7944	7493	451	0	19	0	Select
2	04-01-2020	7952	7582	370	0	25	0	Select
3	06-01-2020	7435	7058	376	1	27	0	Select
4	08-01-2020	7433	7075	357	1	24	0	Select
5	10-01-2020	7434	7028	406	0	25	0	Select
6	17-01-2020	406	370	36	0	0	0	Select
7	20-01-2020	197	0	0	0	0	197	Select
Grand total		38801	36606	1996	2	120	197	



**AFTER PENDING STATUS BECOMING ZERO,
PROCEED WITH PACKING SLIP AS MENTIONED
IN IMAGE.**



Osmania University, Hyderabad, Telangana
1725 : Marwadi Siksha Samithi Law College , Esamia Bazar , Hyderabad
Helpline Number : 9100285732, 9100285752
Event: LAW COURSES JAN-2020
Examdate: 20-01-2020
Course: LL.B. : LLB (Hons) 3 YDC : V Sem | Subject: 505 : PRINCIPLES OF LEGISLATION AND LEGISLATIVE DRAFTING : 5200

Preview Attendance
Manage Attendance
Manage Buffer
Print Attendance
Packing Slip

Sino	Student Name	Hall Ticket Number	Examtype	Medium	Sticker Number	Old Sticker Number	Buffer	Attendance
1	G.EBER JAYA PAUL	1724158540	Regular	English	1169690			Present
2	JU SANDEEP	1724158540	Regular	English	1169691			Present
3	K AMRESHWAR	1724168540	Regular	English	1169692			Present
4	SARALA E	17241685405	Regular	English	1169693			Present
5	GANJI PALLAVI	1724168540	Regular	English	1169694			Present
6	M V RAMANA	1724168540	Regular	English	1169695			Present
7	ADITI GUPTA	1724168540	Regular	English	1169696			Present
8	VONTARY ANAND REDDY	1724178540	Regular	English	1169697			Present
9	MALA SUDHAKAR	1724178540	Regular	English	1169698			Present

**CLICK ON PACKING SLIP BUTTON TO
GENERATE THE SLIP. A SAMPLE FORMAT OF
PACKING SLIP IMAGE IS DISPLAYED BELOW.**



OSMANIA UNIVERSITY
HYDERABAD, TELANGANA
EXAMINATION DECEMBER 2019
SUBJECT PACKING SLIP



203398

EXAMCENTRE: : csha Samithi Law College , Esamia Bazar , Hyderabad
EXAMDATE & TIME: 20-01-2020 :
COURSE: LL.B. : LLB (Hons) 3 YDC : V Sem
SUBJECT: 505 : PRINCIPLES OF LEGISLATION AND LEGISLATIVE DRAFTING : 5200
GENERATED ON: 20/01/2020 12:10:11:PM



203398

REGISTERED STUDENT	197
BUFFER ADDED	0
STICKER REPLACED	0
PRESENT	0
ABSENT	0
MALPRACTICE	0
OTHER	197
TOTAL	197

THANK YOU!