Standard Operating Procedure For Filling the Registration form for TEE

1. HOD/TIC may click on https://admin.cuh.ac.in and once you click on that link following window will appear.
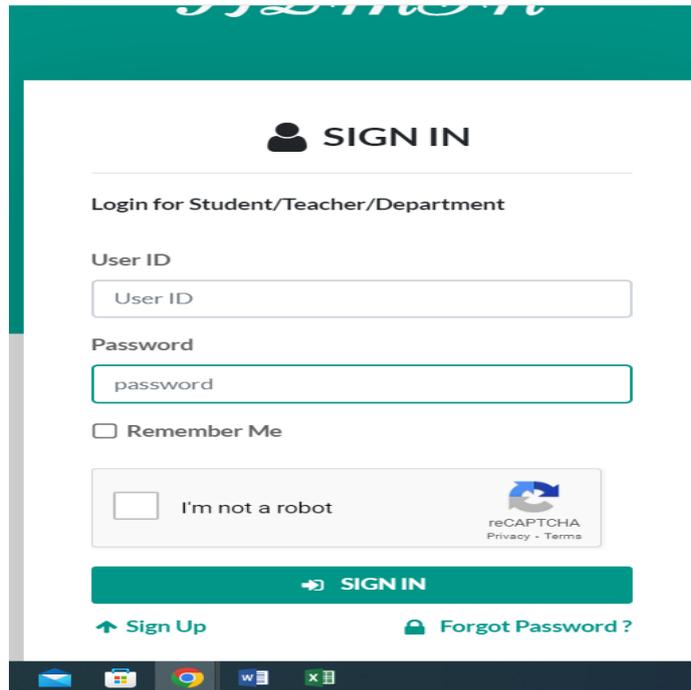
2. HOD/TIC may login through User ID and Password already sent on the concerned Department HOD/TIC E-mail address.

3. Once you logged in, Go to **"Subject Management Menu"** and select **"Add Subject".** Here you may select Course, Semester and Session and click on "Get Subject" Button and a following window will appear.

4. A list of subjects offered by the Department for that semester may be prepared by clicking on **"Add New"** or you may select subjects by clicking on **"Add from previous"** >>>> **"Session 2021-22"** >>>> **"Get Subjects"**. You may also edit the details of the subjects after saving.

5. After defining the subjects, the same is required to be locked by the Department for that semester by clicking on the **"Lock Subject"**.

6. After Locking the Subjects, Concerned HOD/TIC may click on **"Subject Allocation"** and select Course, Semester and Session and click on **"Get Student"** Button. There complete list of the students will be visible and concerned HOD/TIC may fill the registration form of all the eligible students separately by clicking on "Action" button.

7. After Clicking on **"Action"** Button, following window will appear and there you will see all the subjects offered by your department and the subjects may be allotted to the students as per their choice. For Generic Elective courses, HOD/TIC may select the concerned department available in the bottom of the same window and chose the subjects offered by that department.
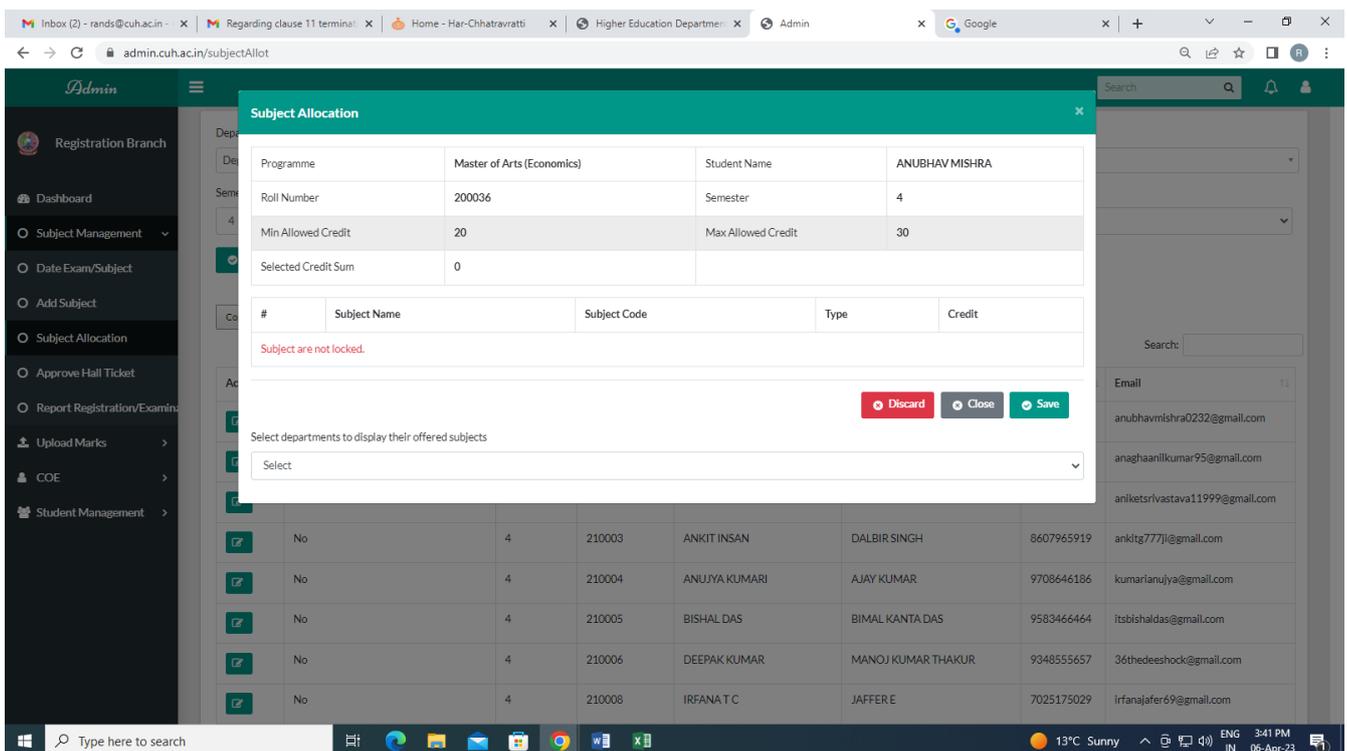
8. Print of the registration forms may be taken by clicking on **"Print All"** or print icon in case of printing of individual student registration form.