MAHARAJA AGRASEN COLLEGE

Data Entry and Corrections of Date in the Software

There is a requirement of update the students information in the software such as address, correction in spelling of name, date of birth, contact details, caste certificate numbers etc.

Dealing assistants of the courses are engaged with the Examination forms and monthly attendance of students. The process of updation of records is getting delayed.

Permission was granted to engage hostel employees in the data entry / data correction, online verification of caste certificate etc work for 10 days (shift wise) 9:30 a.m to 12:300 p.m. (Matron) and 1:30 p.m. to 5:00 p.m (hostel supervisor) but it is seen that the matron has shown her inability to perform the task due to her eye weakness and other one Ms. Reena is doing the job

It is proposed to engage 10 students for a period of one week to update the above details under the supervision of Mr. Vishal It is also proposed to pay an amount of Rs. 1000/- per student for this job

if allowed,
office order may be issued
Mr. Vinay may be asked to make necessary arrangement in the ICT lab after 1:30: P.M..
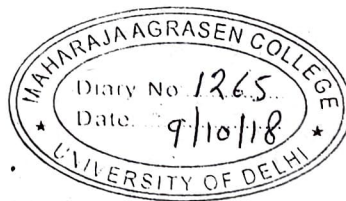
9-10-18

Principal Sir Pls

Mr. Vishu ⎤ needful pls.
Ms. vinay ⎦ & report

Diary No 1265
Date 9/10/18

9-10-18

Copy to S.O (Accounts)