Tutorial for Adding Residential Information

Procedure for adding Residential Information of part time and external part time Ph.D scholars:
Step 1:

- Login in as college.
- Click on "Research" tab.
- Search the student.
- Click on view button in Action column in the table against the scholar.

Step 2:

- Click on Curriculum Details tab.

Step 3:

- Scroll down and see the Residential Information.
- Click on "Add Residential Information" to add a new residential period.

Step 4:

- Add "From Date" and "To Date" .
- Click on Save.
- Once the starting date is saved, editing of From date is not possible for that residential period. One residential period can be any number of days - upto a maximum of 180 days.

Step 5:

- If you want to change the "To Date" of added residential period, click on "edit" button

in action column of residential information table.

Step 6:

- Edit "To Date" and click on Save button.
- You can edit "To Date" to a maximum duration of 180 days(Total residential period).
- The scholar can add residential period in two or maximum three spans.