



**RAMANUJAN COLLEGE**  
**University of Delhi**  
**Accredited Grade 'A' by NAAC**  
**Kalkaji, New Delhi-110019**

**URGENT NOTICE FOR FIRST YEAR STUDENTS**

The following students have not updated their student portal and selected their AECC/ GE Paper. Kindly do the needful at the earliest by following the procedures given in the Annexures I and II.

We are sure that all of you have successfully signed in into the Microsoft Teams Platform. See Annexures III, IV, V and VI. In case of any problem, mail to [onlineclasses@ramanujan.du.ac.in](mailto:onlineclasses@ramanujan.du.ac.in). The students can check all the notifications at

<https://ramanujancollege.ac.in/academics/students/time-table/>

Please carry out this exercise by **1<sup>st</sup> December 2021**.

Form Number	College Roll	Student Name	Course
21059760	20213607	ANTRIKSH YADAV	B.A. (H) English
21196771	20213639	SANGHITA DAS	B.A. (H) English
21428581	20213656	GOVIND SHARMA	B.A. (H) English
2021319268	20213657	VISHAKA SHARMA	B.A. (H) English
21214335	20213450	SHIKHA	B.A. (H) Hindi
21091616	20213834	OJASVI GOEL	B.A. (H) Political Science
21238493	20213857	UDYA KUMARI	B.A. (H) Political Science
21262225	20212074	MANSI JAIN	B.Com. (H)
21128660	20212108	RISHU KUMARI	B.Com. (H)
21081448	20212186	TEZAL GUPTA	B.Com. (H)
21450632	20212190	RAJEEV KUMAR	B.Com. (H)
21203666	20211444	PRIYANKA	B.Sc. (H) Computer Science
21069120	20211477	THANISHA MADHAVAN REDDY	B.Sc. (H) Computer Science
21418085	20211014	ANKIT KUMAR SHARMA	B.Sc. (H) Mathematics
21348382	20211096	ARJUN SINGH	B.Sc. (H) Mathematics
21244128	20211220	HARSHITA LAKHCHAURA	B.Sc. (H) Statistics
21297464	20211247	TANISH GUPTA	B.Sc. (H) Statistics
21225738	20211802	ABDUL WAHAB KHAN	B.A. (H) Philosophy
21041600	20211840	SIMRAN DHILLON	B.A. (H) Philosophy
2021192857	20211853	IFRA AIJAZ ZARGAR	B.A. (H) Philosophy
21145536	20211636	SRISHTI RAWAT	B.A. (H) Applied Psychology
21376865	20211637	TAGRU PRIYANKA	B.A. (H) Applied Psychology
21448927	20212927	AKASH KUMAR	B.A. (H) Economics
21188811	20214017	SANJUKTA BHOWAL	B.Sc. (H) Environmental Science
21049061	20214023	SRUTHIMOL BABY	B.Sc. (H) Environmental Science

21145164	20213103	<b>AAKRITI JINDAL</b>	B.A. Programme
21239857	20213104	<b>ABHISHEK KUMAR</b>	B.A. Programme
21317268	20213133	<b>GOPAL</b>	B.A. Programme
21107980	20213158	<b>LEHAR RANA</b>	B.A. Programme
21297074	20213192	<b>ROHIT</b>	B.A. Programme
21164921	20213205	<b>SHRUTI PATEL</b>	B.A. Programme
21391631	20213232	<b>CHHAYA TOMAR</b>	B.A. Programme
21052708	20213237	<b>MOHIT</b>	B.A. Programme
21366421	20213238	<b>NIKHIL BHOGAL</b>	B.A. Programme
21403413	20213239	<b>NIKHIL GUPTA</b>	B.A. Programme
21052557	20213240	<b>SHAILVI NISHAD</b>	B.A. Programme
21359176	20213241	<b>VIKASH</b>	B.A. Programme
21286800	20213242	<b>ZAHEER KHAN</b>	B.A. Programme
21073061	20213243	<b>HEMANT</b>	B.A. Programme
21050373	20213244	<b>KRISH RAJ CHAUDHARY</b>	B.A. Programme
21070837	20213245	<b>NAMYA AGGARWAL</b>	B.A. Programme
21371789	20213246	<b>VIKAS</b>	B.A. Programme

**Prof. S. P. Aggarwal**

**ANNEXURE I: For updating Student Portal**

**ANNEXURE II: For selecting AECC/ GE**

**ANNEXURE III: Procedure of Using the Microsoft Teams on Smartphone**

**ANNEXURE IV: Procedure of Using the Microsoft Teams on Laptop/ Desktop**

**ANNEXURE V: What to do if you forget your Microsoft Teams password?**

**ANNEXURE VI: Procedure to take online classes on Microsoft Teams**

## ANNEXURE I (For updating Student Portal)

### Step-1:

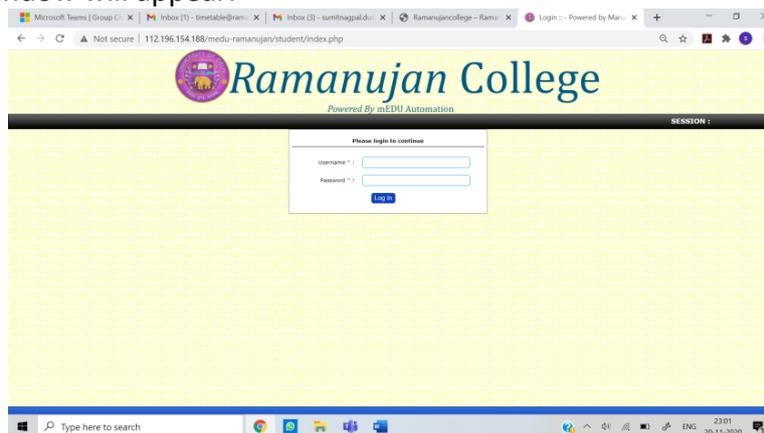
Go to [www.ramanujancollege.ac.in](http://www.ramanujancollege.ac.in)

Click on the link "Student login" as indicated below:



### Step-2:

The following window will appear:

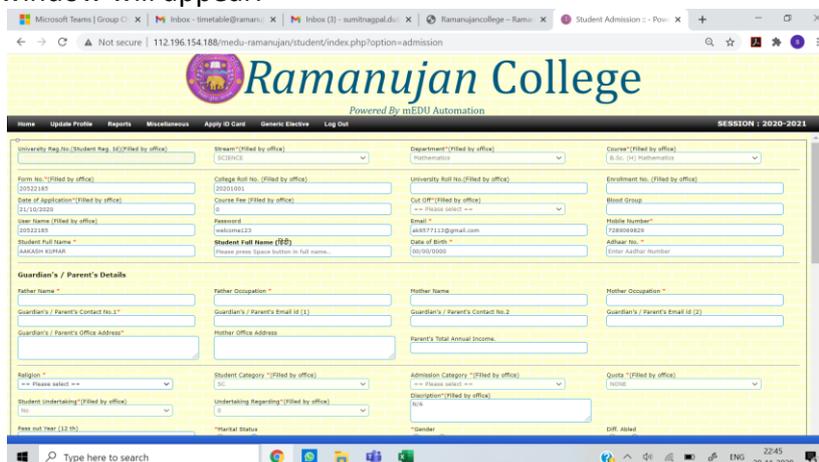


Your Username is **University Form Number (Eight-digit)**

Your password is **welcome123**

### Step-3:

The following window will appear.



- Fill all the details with are marked by asterisk (\*)
- Leave the columns wherever it is written that “filled by office”
- Feed all the information correctly and carefully.
- Upload your passport size photograph, signature and 12<sup>th</sup> Marksheet in the JPG Format only.
- Some of the fields are non-editable.
- **While filling the form if any pop-up window appears for fee payment (or any advertisement or promotion), kindly close that window immediately. No payment needs to be made during this procedure.**

#### Step-4:

Click on this box and then the update tab.

The screenshot shows the 'Student Admission' portal for Ramanujan College. The page title is 'Ramanujan College' and it is powered by mEDU Automation. The session is for 2020-2021. The form includes sections for 'Academic Details' and 'Academic Subjects Details (12 th)'. At the bottom, there is a red circle around a checkbox with the text: 'I, ANAND KUMAR, Son/Descender of, do hereby affirm and declare that all the information given is true, correct and complete. I agree to abide by the rules and regulations of the college as given in the prospectus and amended from time to time under the guidance of the University and shall further submit myself to the disciplinary jurisdiction of the college and Delhi University.' Below this text are 'Update' and 'Close' buttons.

If you face any technical problem while updating the information on the portal, please mail at [timetable@ramanujan.du.ac.in](mailto:timetable@ramanujan.du.ac.in)

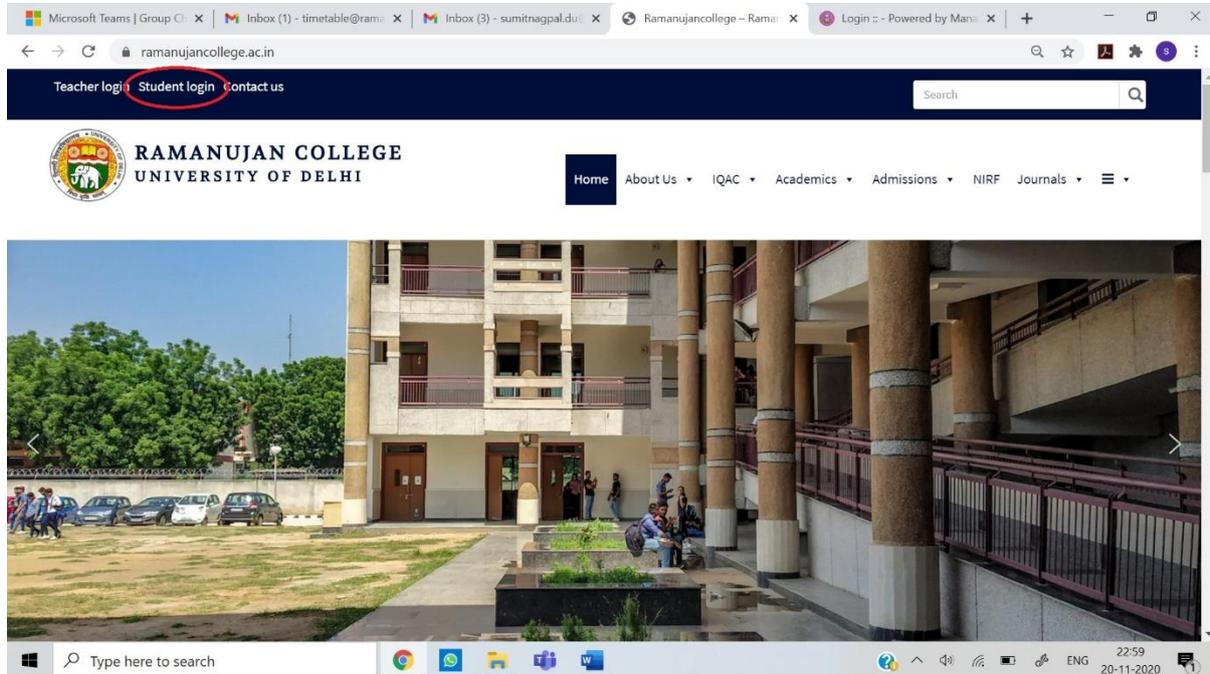
**Note: You can also change the password of your portal by clicking on miscellaneous and then change password. But kindly remember your new password.**

## ANNEXURE II (For selecting AECC/ GE)

### Step-1:

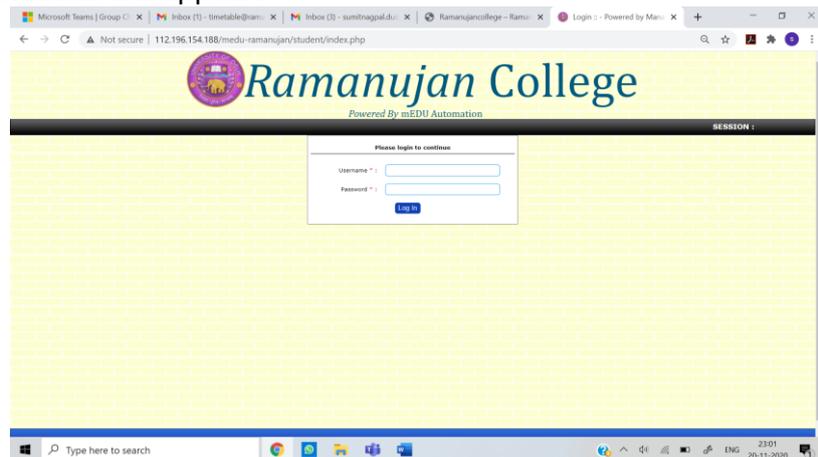
Go to [www.ramanujancollege.ac.in](http://www.ramanujancollege.ac.in)

Click on the link "Student login" as indicated below:



### Step-2:

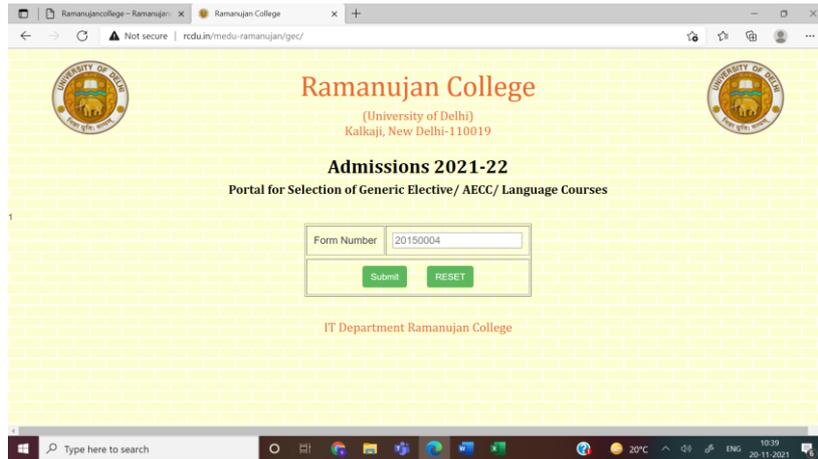
The following window will appear:



Login into your student portal.

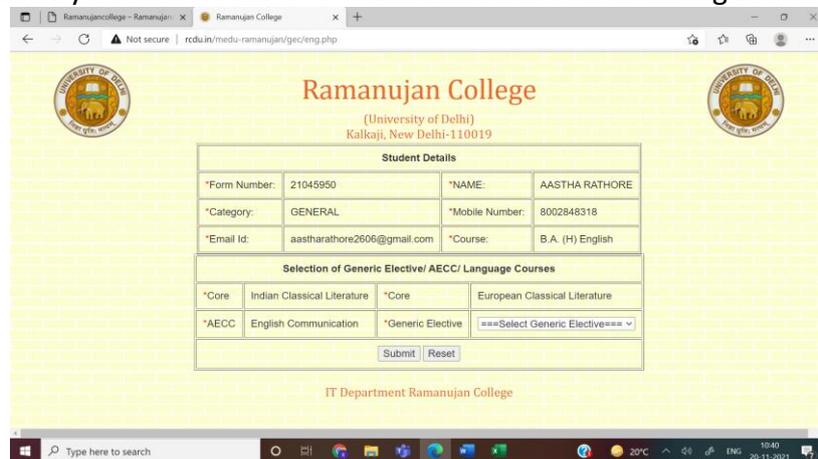
### Step-3:

Go to Generic Elective Tab and click on Generic Elective. The following screen will appear:



**Step-4:**

Type your University Form Number and click on Submit. The following window will appear:



**Step-5:**

Read the FAQs regarding AECC and GE carefully at the link:

<https://ramanujancollege.ac.in/academics/students/time-table/>

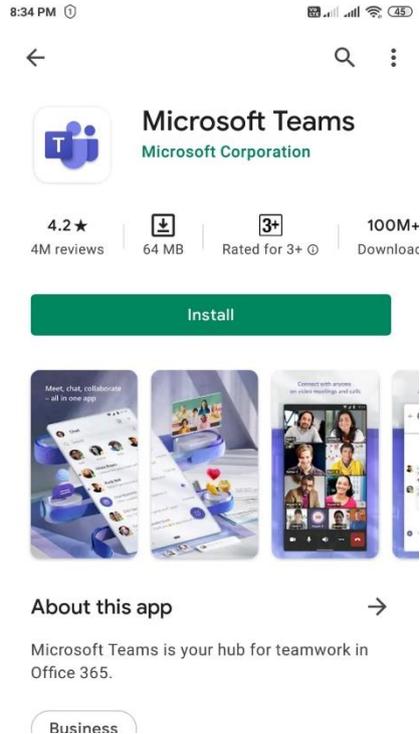
and then select your Generic elective/ AECC paper (if any) **only once and final**. Then click on submit.

In case of any query or clarification, please mail at [timetable@ramanujan.du.ac.in](mailto:timetable@ramanujan.du.ac.in)

## ANNEXURE III (Procedure of Using the Microsoft Teams on Smartphone)

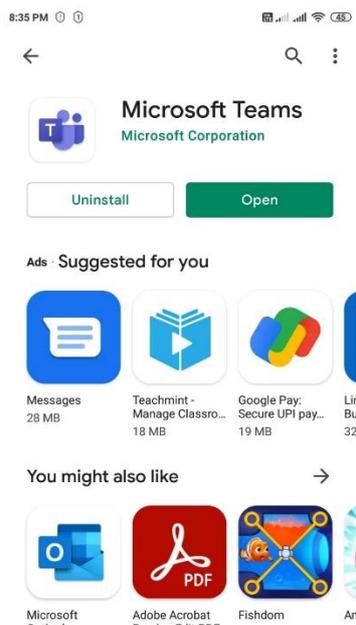
### **Step 1:**

Open the Play/ App Store and search for the Application named as Microsoft Teams



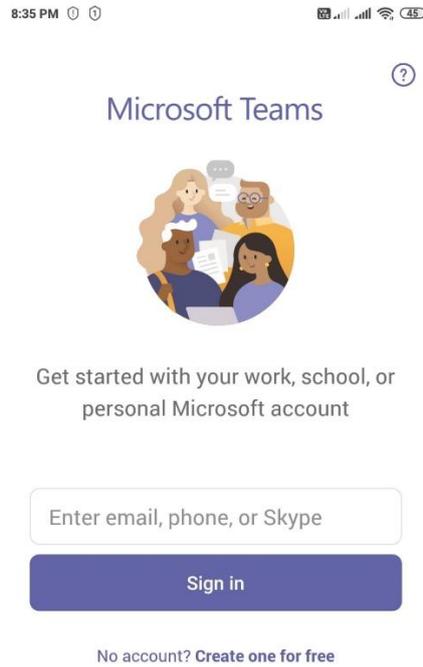
### **Step 2:**

Click on Install and wait for few minutes to complete the installation process



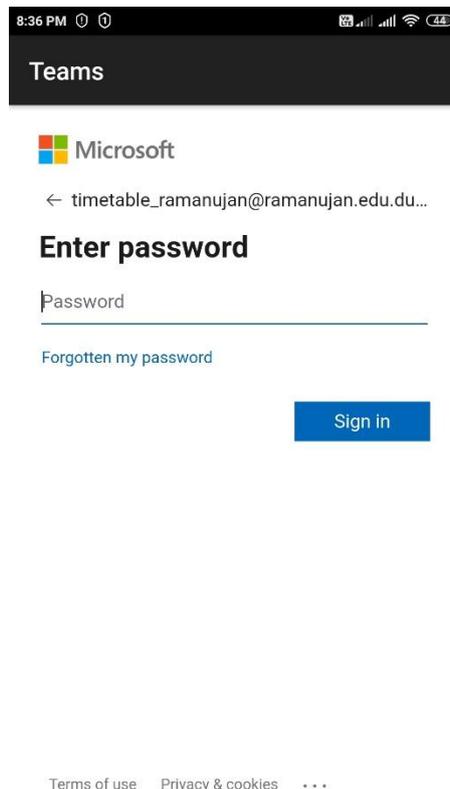
**Step 3:**

Click on Open. The following screen will appear:



**Step 4:**

Enter the Microsoft ID and Password provided to you through SMS/ WhatsApp on registered Mobile Number.

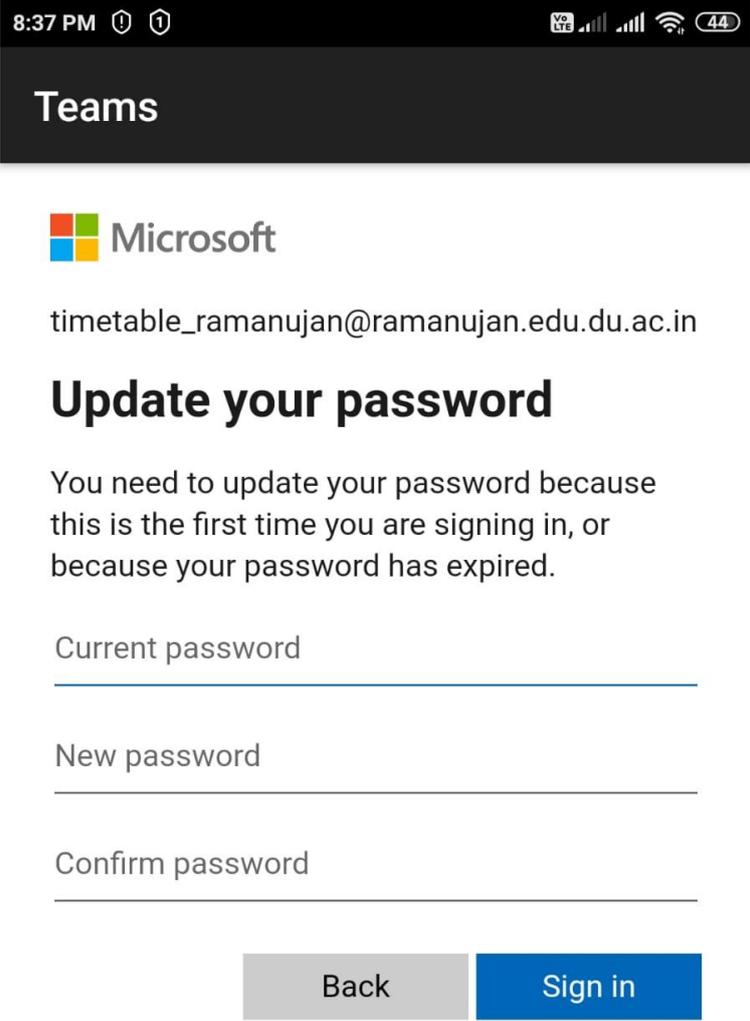


### Step 5:

After clicking on Sign in, you will be prompted to write your Current Password and New Password (two times). For making the New Password, follow the instructions:

- Password must be of at least 8 characters
- Mixture of uppercase and lowercase letters
- Numbers should be also used
- Special Symbols should be also used

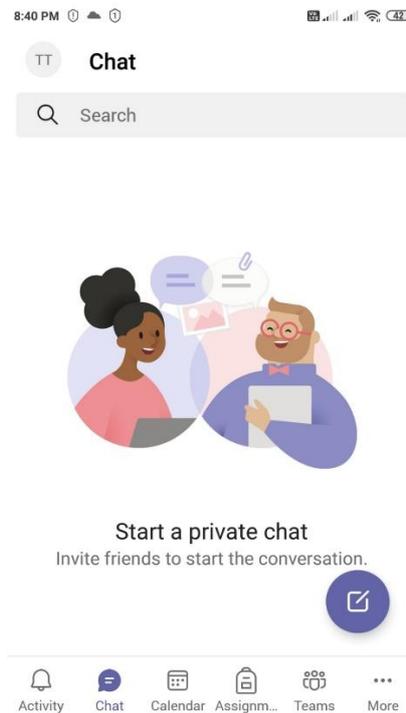
**The new password should be written on a notebook (Keep this in mind!)** and then typed in the provided space.



The screenshot shows the Microsoft Teams mobile app interface. At the top, the status bar displays the time 8:37 PM, signal strength, LTE, Wi-Fi, and battery level at 44%. Below the status bar, the word "Teams" is displayed in white on a dark background. The main content area is white and features the Microsoft logo, the email address "timetable\_ramanujan@ramanujan.edu.du.ac.in", and the heading "Update your password". Below the heading, there is a message: "You need to update your password because this is the first time you are signing in, or because your password has expired." There are three input fields labeled "Current password", "New password", and "Confirm password". At the bottom, there are two buttons: "Back" (grey) and "Sign in" (blue).

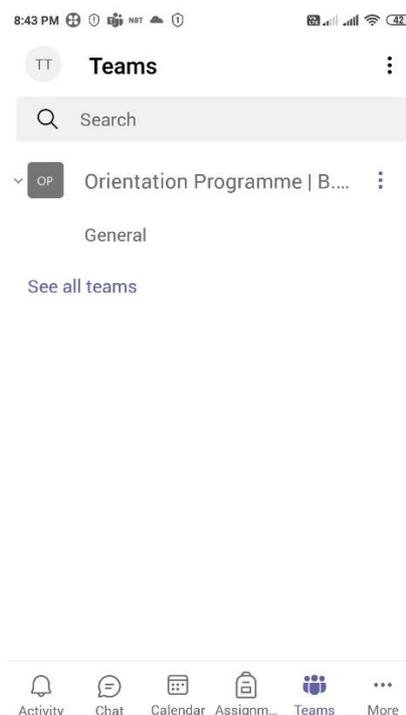
### Step 6:

After clicking on Sign in, the following screen will appear:



### Step 7:

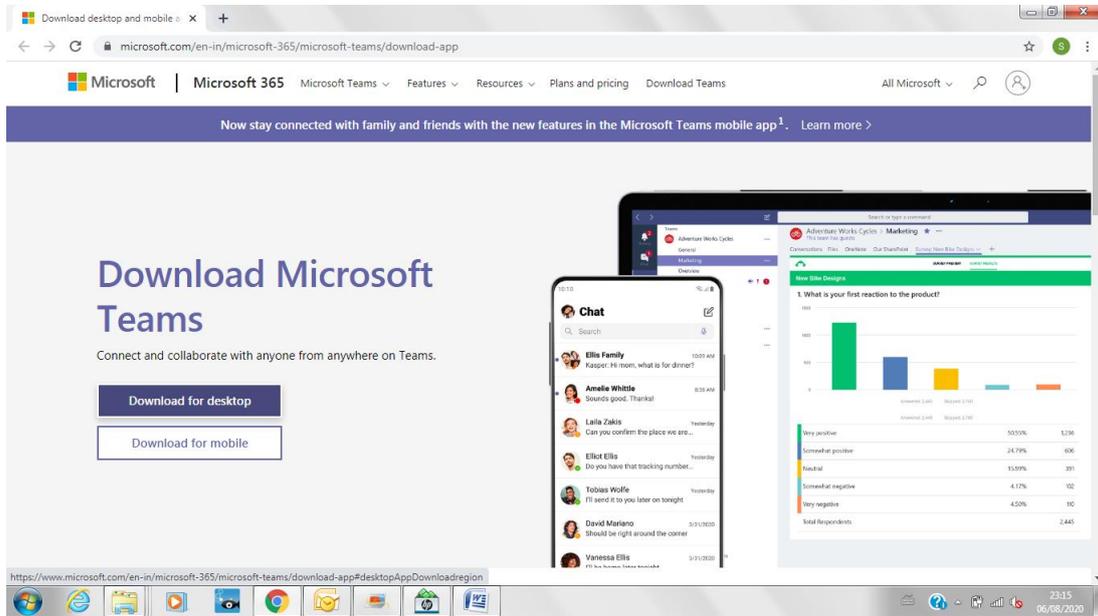
Click on teams tab. If you are able to see the Team with the name "Orientation Programme | Name of the Course | 2021-22" then you have successfully signed in into the Microsoft Teams. All your other classes will be also displayed in the Teams tab only.



## ANNEXURE IV (Procedure of Using the Microsoft Teams on Laptop/ Desktop)

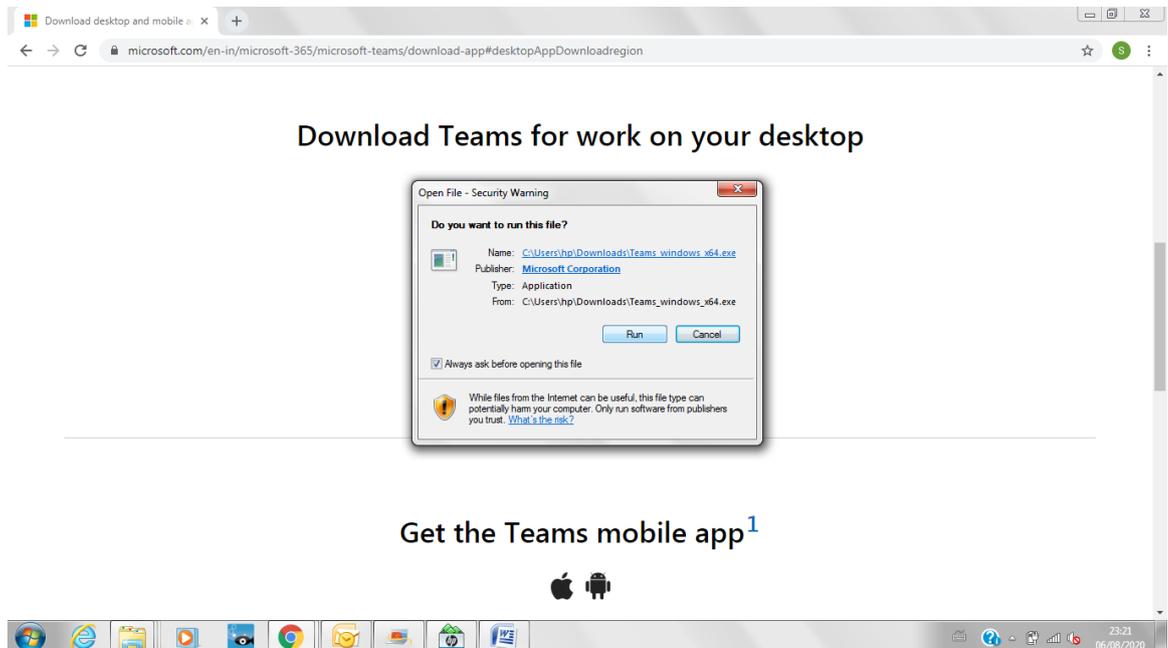
### Step 1:

Go to the link: <https://www.microsoft.com/en-in/microsoft-365/microsoft-teams/download-app> and click on “Download for Desktop.”



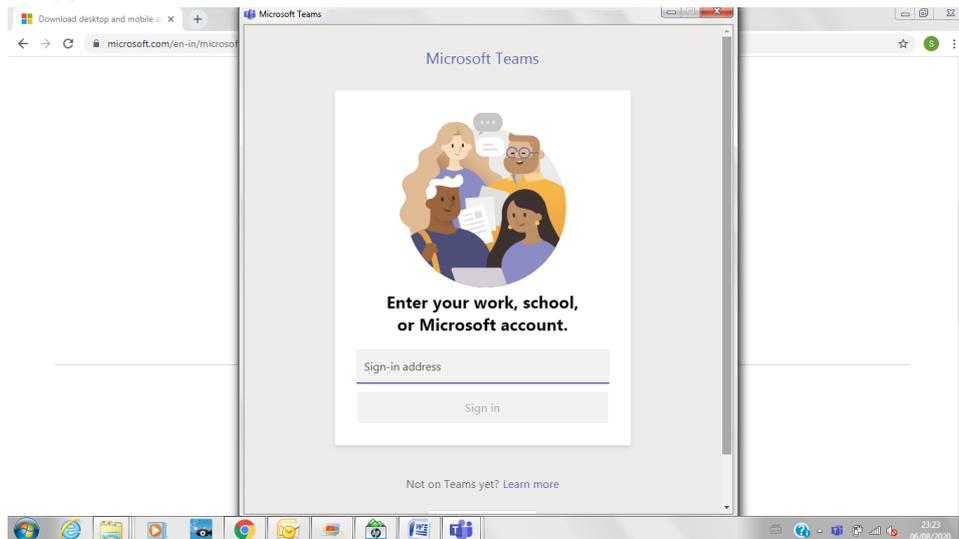
### Step 2:

Click on the downloaded .exe file and “Run”



### Step 3:

Enter the Microsoft ID and Password provided to you through SMS/ WhatsApp on registered Mobile Number.



#### Step 4:

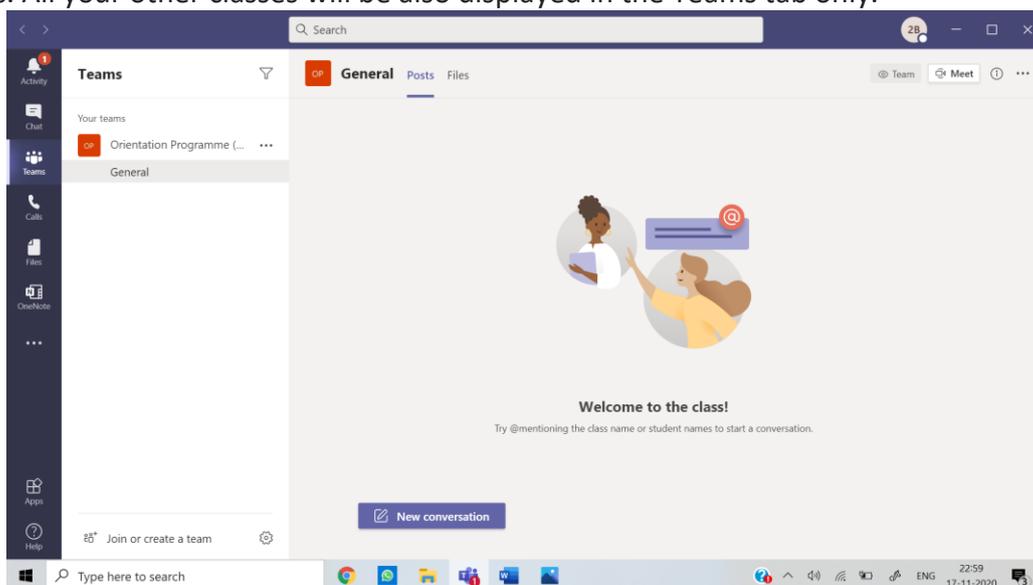
After clicking on Sign in, you will be prompted to write your Current Password and New Password (two times). For making the New Password, follow the instructions:

- Password must be of at least 8 characters
- Mixture of uppercase and lowercase letters
- Numbers should be also used
- Special Symbols should be also used

**The new password should be written on a notebook (Keep this in mind!)** and then typed in the provided space.

#### Step 5:

Click on teams tab. If you are able to see the Team with the name “Orientation Programme | Name of the Course | 2021-22” then you have successfully signed in into the Microsoft Teams. All your other classes will be also displayed in the Teams tab only.

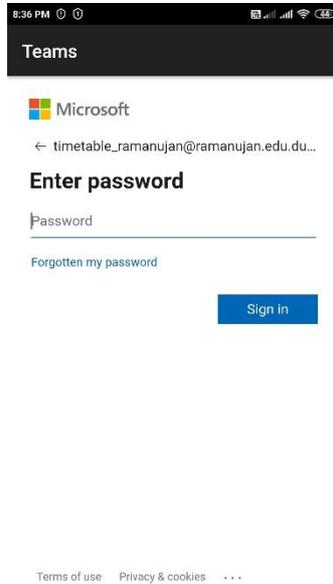


## ANNEXURE V

### (What to do if you forget your Microsoft Teams password?)

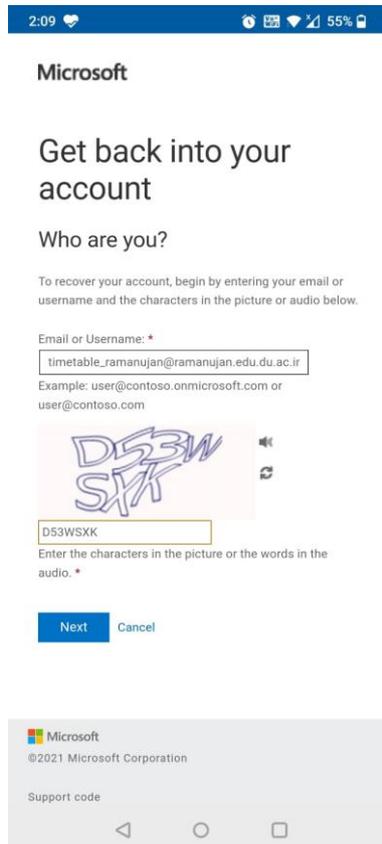
#### Step 1:

Click on Forgotten my password



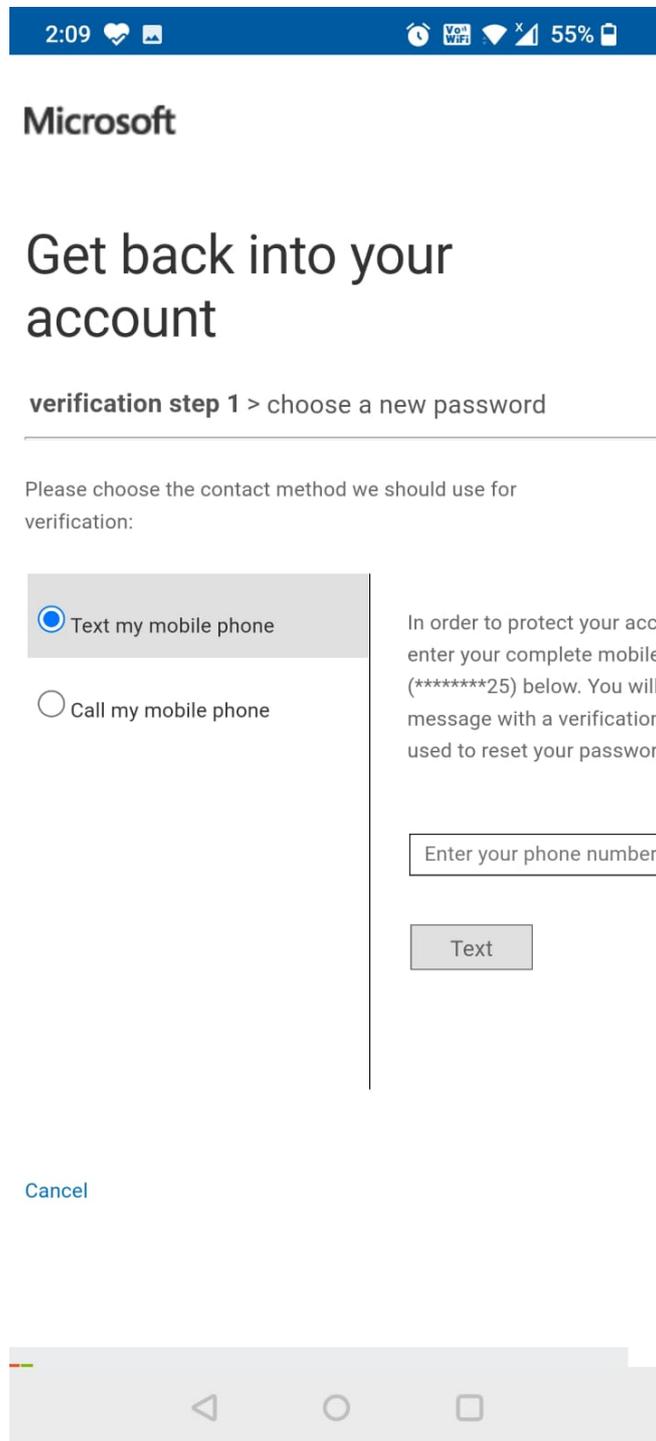
#### Step 2:

Enter the captcha and then click on Next.



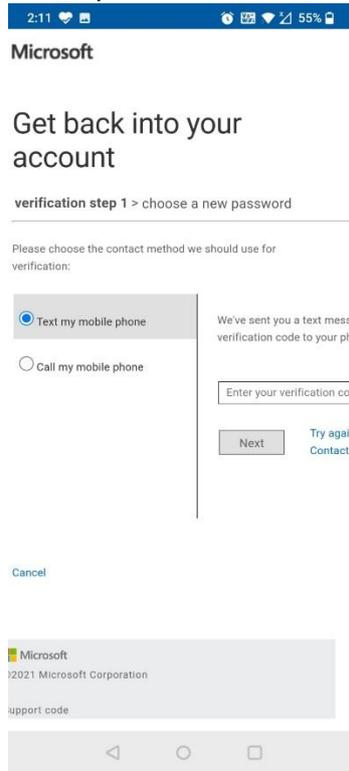
**Step 3:**

Enter the Mobile Number in the space provided. You will receive a text message on the mobile number. If the given mobile number is not available with you or you wish to change your mobile number or the text message is not delivered to you, then in all such cases, mail us at [onlineclasses@ramanujan.du.ac.in](mailto:onlineclasses@ramanujan.du.ac.in)



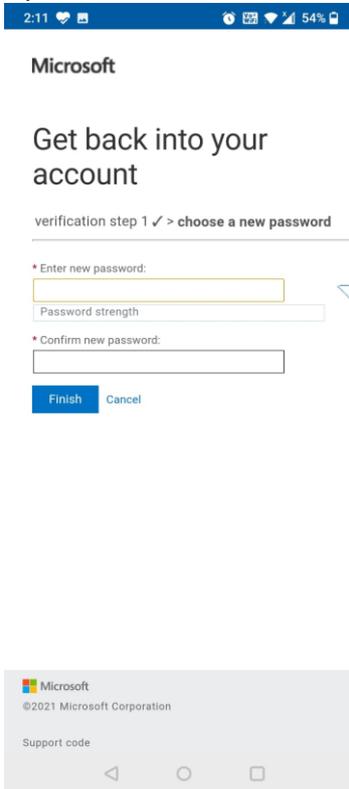
**Step 4:**

Enter the verification code received on your mobile number.



**Step 5:**

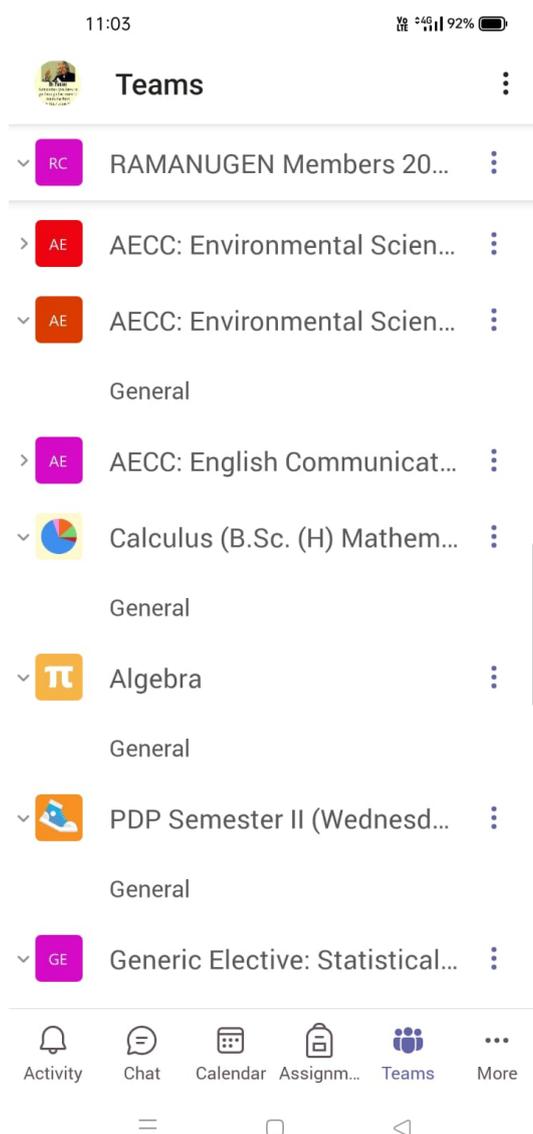
You will be required to enter new password.



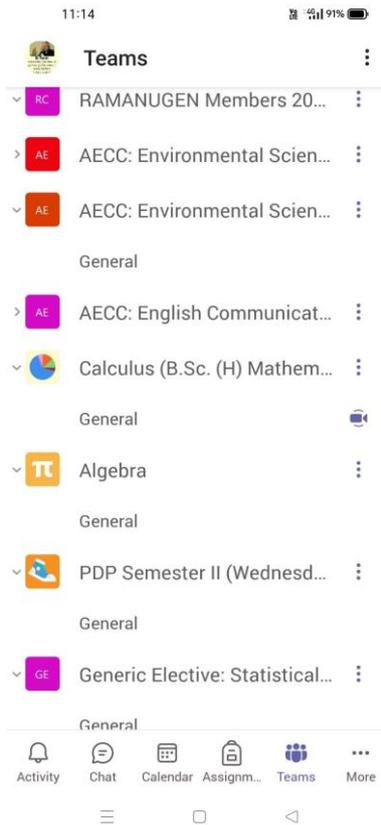
## ANNEXURE VI (Procedure to take online classes on Microsoft Teams)

### USING MOBILE:

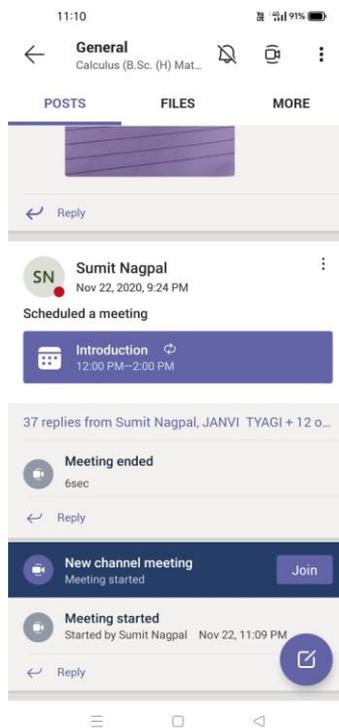
**Step-1:** Sign in into the Microsoft Teams Application and click on teams tab. You will be able to see the various classes of which you are part of. If you feel that you are added to some wrong class or some class is missing, then mail at [timetable@ramanujan.du.ac.in](mailto:timetable@ramanujan.du.ac.in)



**Step-2:** Whenever the teacher starts the class as per the time-table, the symbol of video will appear in front of the class as shown below:



**Step-3:** Click on the general/ channel tab where the symbol appears. The following window will appear (in the Posts tab):



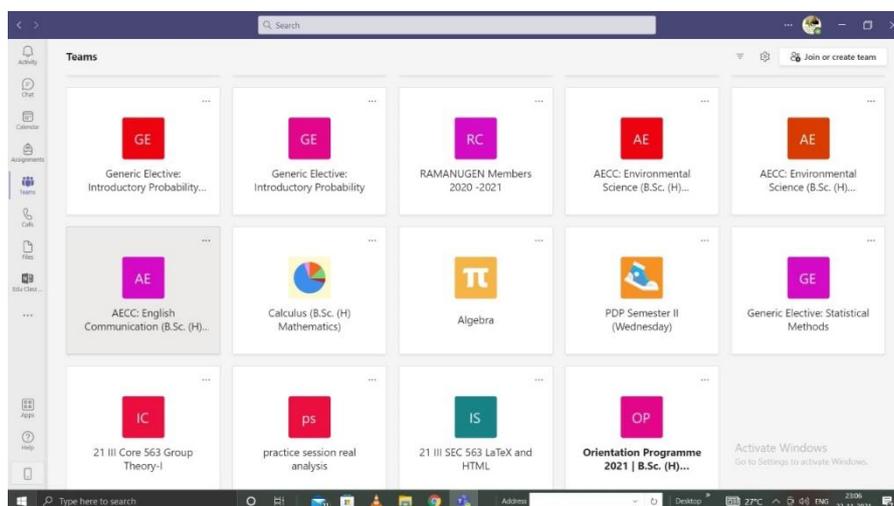
**Step-4:** Click on the Join button and then Join Now.



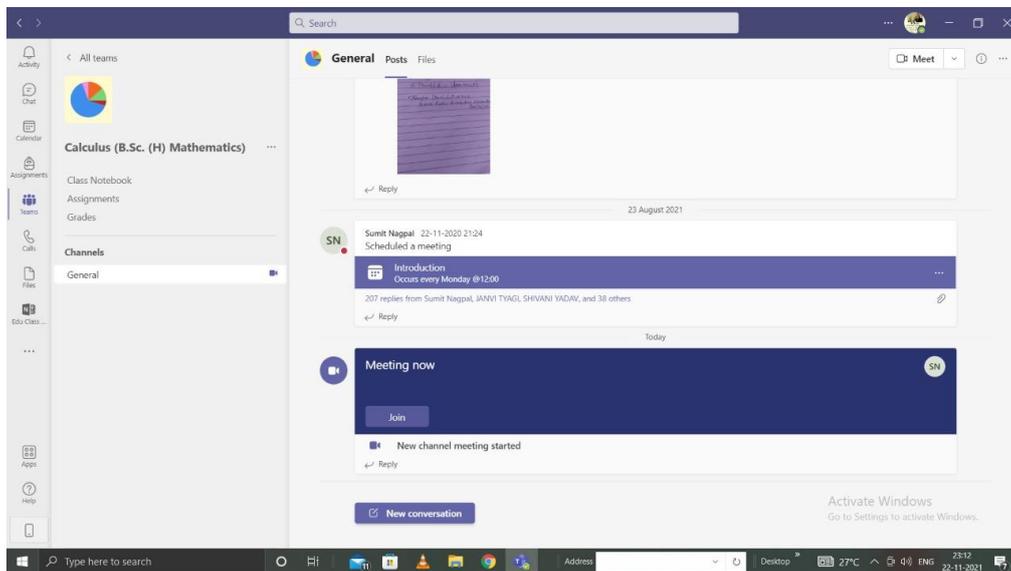
You are now the part of the class. Keep in mind that you have a good internet connectivity while attending the classes.

### USING LAPTOP/ DESKTOP:

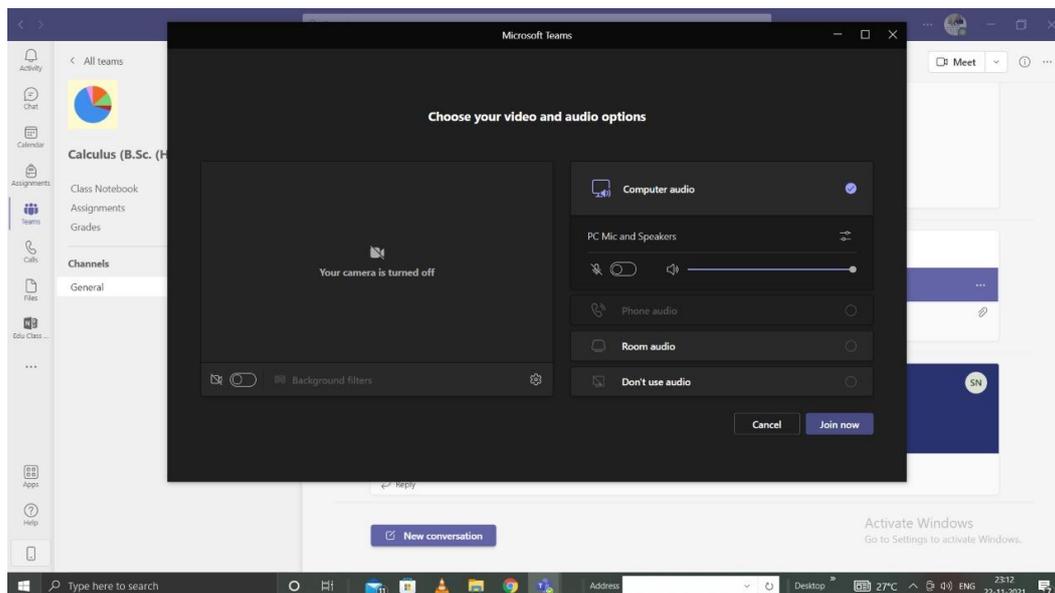
**Step-1:** Sign in into the Microsoft Teams Application and click on teams tab. You will be able to see the various classes of which you are part of. If you feel that you are added to some wrong class or some class is missing, then mail at [timetable@ramanujan.du.ac.in](mailto:timetable@ramanujan.du.ac.in)



**Step-2:** As per the time-table, click on the concerned team. As the teacher starts the class, the symbol of video will appear in front of the General/ Channel and the Join button will appear in Posts Tab as shown below:



**Step-3:** Click on the Join button and then Join Now.



You are now the part of the class. Keep in mind that you have a good internet connectivity while attending the classes.