

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 <u>onlineclasses@ramanujan.du.ac.in</u>. The students can check all the notifications at

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

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

Please carry out this exercise by 1st December 2021.

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

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



Step-2:

The following window will appear:

(B) R	amanujan Coll	lege
	Powered By mEDU Automation	SESSION :
	Please legin to continue	
	Username * :	
	Password *:	

Your Username is **University Form Number** (Eight-digit) Your password is **welcome123**

Step-3:

The following window will appear.

💾 Microsoft Teams Group 🗇 🗙 📔 M Inbox - tir	netable@ramanu) 🗙 📔 M Inbox (3) - sumitnagpal.du(🗙 🛛 🚱 Ramanujancollege – Ramari 🗙 🕘 Stu	dent Admission = - Pow: × +	- 0
 → C ▲ Not secure 112.196.154. 	188/medu-ramanujan/student/index.php?option=	admission	Q	☆ 🎵 🗯 🧕
	Ramanu	ujan Colle	ege	
me Update Profile Reports Miscellaneous	Apply ID Card Generic Elective Log Out			SESSION : 2020-202
iversity Reg.No. (Student Reg. 1d)(Filled by office)	Stream*(filled by office) SCIENCE	Department*(Filled by office) Mathematics	Course"(filled by office) (8.Sc. (H) Mathematics	~
rm No."(Filled by office) 0522185	College Roll No. (Filled by office) 20201001	University Roll No.(Filled by office)	Enrolment No. (Filed by office)	
te of Application"(Filled by office) s/10/2020	Course Fee (Filed by office)	Cut Off*(Filled by office) Please select V	Blood Group	
er Name (Filled by office) 0522185	Password [welcome123	Email * [ak9577113@gmail.com	Mobile Number* 7289069829	
tadent full Name *	Student Full Name (188) Please press Space button in full name	Date of Bith * 00/00/0000	Adhaar No. = Enter Aadhar Number	
uardian's / Parent's Details				
ther Name *	Father Occupation *	Mother Name	Mother Occupation *	
ardian's / Parent's Contact No.1*	Guardian's / Parent's Email id (1)	Guardian's / Parent's Contact No.2	Guardian's / Parent's Email id (2)	
uardianis / Parentis Office Address*	Hother Office Address	Parent's Total Annual Income.		
eligion = Please select 🗸	Student Category "(Filed by office)	Admission Category "(Filed by office)	Quota "(Filled by office)	~
adent Undertaking"(Filled by office)	Undertaking Regarding*(Filled by office)	Discription*(Filled by office)		
No 💙	0 V			

- 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 12th 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.

		A			. 0	11			
			R	aman	111an (.(DILE	σρ		
			IL	aman	ajan di	JIIC	50		
				Powered I	By mEDU Automation	_			-
#10	Update Profile Reports	Miscellaneous	Apply ID Card Gene	inc Elective Log Out		_		SESSION : 20	20-20
(J.422 (Permanent)		Pincode		çay		State"		
								•	
	11201027								
cadem	iic Details								
nglish st Meas	udied up to Class	~	Hind studies up to Cl	lass	Punjabi studied up to Class	~	Board Name (12 th)	~	
refered 1	Hedium for US Course *		Medium (12 th)*		Haximum Harks(Total) (12 th)		obtained Marks(Total) (12 th)		
					0		0		
came of S	School Last Attended)	Examination Roll No (12 th)	Name of Examination (12 th)		Criteria of Admission (Filled by off-	(18)	
cadem	nic Subjects Details (12 th)								
icadem	Subjects Details (12 th)			Maximum Marks		Obtain marks			
Vcadem SNR. 1	Subject Name			Maximum Marks		Obtain marks			2
Vcadem SNA 1 2	Subject Name (main subject (main subject			Maximum Marks		Obtain marks	•		3
Academ Sile. 1 2	Subject Name main subject (main subject (main subject			Maximum Parks 100 100 100 100 100 100 100 100 100 10		Obtain marks			
kcadem Rin I	ic Subjects Details (12 In) Subject Name (main subject (main subject (main subject (main subject			Maximum Marka 100 100 100 100 100 100		08tain marks	ic		
Vcadem SNo. 1 2 3 4 0 0 thers S	In Subjects Defails (12 th), Subject Name main subject main subject main subject main subject main subject			Maximum Harks			i 		
Academ State 2 2 3 4 5 5	Subjects Defails (12 th), Subject Name main subject main subject main subject main subject main subject			Hasimum Planks 100 100 100 100 100			i 		
caden No.	Subjects Defails (12 m), Subject Name main subject main subject main subject main subject main subject main subject main subject main subject.	·		Maximum Marks 100 100 100 100 100 100 100 100 100 100		Obtain marks Obtain marks Obtain marks Obtain marks	•		

If you face any technical problem while updating the information on the portal, please mail at <u>timetable@ramanujan.du.ac.in</u>

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

Clcik 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:

Ramanujancollege - Ramanujan: ×	Ramanujan College x +	~	~	- 0	×
	Ramanujan College (University of Delhi) Kalkaji, New Delhi-110019	10	A REAL		
	Admissions 2021-22 Portal for Selection of Generic Elective/ AECC/ Language Courses				
	Form Number 20150004				
	IT Department Ramanujan College				
Type here to search	○ ☆ ⓒ ■ ☆ ◯ ■ ↗ ② ●	20°C ^ 40	d ^a env	⁵ 10:39 20-11-202	1 6

Step-4:

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

		Rama (U Kalka	nujan Iniversity of iji, New Delf	Delhi)	ollege	2	- AN	and a state	
			Student Det	alls					
*Form N	lumber:	21045950		"NAN	ME:	AASTHA RATHORE			
*Catego	*Category: GEN			*Mob	ile Number:	8002848318			
*Email Io	mail Id: aastharathore2606@gmail.com *Course: B.A. (H) English								
		Selection of Generi	ic Elective/ Al	ECC/La	anguage Cou	Jrses			
*Core	Indian	Classical Literature	*Core		European C	lassical Literature			
*AECC	Englist	Communication	*Generic Ele	ective	===Select	Generic Elective=== ~			
			Submit Re	eset					
		IT Depart	tment Rama	nuian	College				

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

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.



Microsoft

timetable_ramanujan@ramanujan.edu.du.ac.in

Update your password

You need to update your password because this is the first time you are signing in, or because your password has expired.

Current passv	vord						
New passwor	d						
Confirm password							
	Back	Sign in					

Terms of use Privacy & cookies •••

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: <u>https://www.microsoft.com/en-in/microsoft-365/microsoft-teams/download-app</u> and click on "Download for Desktop."



Step 2:

Click on the downloaded .exe file and "Run"

Download desktop and mobile a	
← → C ■ microsoft.com/en-in/microsoft-365/microsoft-teams/download-app#desktopAppDownloadregion Download Teams for work on your	☆ ⊚ ⊧ desktop
Open File - Security Warning Do you want to run this file? Image: Subject on the state of the state o	
Get the Teams mobile app ¹ É 🖷	
🚯 🥝 🚞 🖸 🔽 💽 😡 🖉	🖾 🕐 - 🕃 all 🕼 23:21 06/08/2020

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	l
	8:36 PM () () 🔞 🖬 📶 📶 🔶 (49)
	Teams
	Hicrosoft
	\leftarrow timetable_ramanujan@ramanujan.edu.du
	Enter password
	Password
	Forgotten my password
	Sign in
	Terms of use Privacy & cookies ••••
Stan 2.	
Enter the cantcha and then click	r on Next
Enter the capteria and then ener	2:09 ♥ 🔞 🖼 ♥ 🎽 55% 🔒
	Microsoft
	Microsoft
	Microsoft
	Microsoft Get back into your account
	Microsoft Get back into your account
	Microsoft Get back into your account Who are you?
	Microsoft Get back into your account Who are you? To recover your account, begin by entering your email or username and the characters in the picture or audio below.
	Microsoft Get back into your account Who are you? To recover your account, begin by entering your email or username and the characters in the picture or audio below. Email or Username: *
	Microsoft Get back into your account Who are you? To recover your account, begin by entering your email or username and the characters in the picture or audio below. Email or Username: * Itimetable_ramanujan@ramanujan.edu.du.ac.ir Example: user@contoso.onmicrosoft.com or
	Microsoft Get back into your account Who are you? To recover your account, begin by entering your email or username and the characters in the picture or audio below. Email or Username: * Imetable_ramanujan@ramanujan.edu.du.ac.ir Example: user@contoso.onmicrosoft.com or userWithout in the second secon
	Microsoft Get back into your account Who are you? To recover your account, begin by entering your email or username and the characters in the picture or audio below. Email or Username:* Imetable_ramanujan@ramanujan.edu.du.ac.ir Example: user@contoso.com or user@contoso.com
	Microsoft Get back into your account Who are you? To recover your account, begin by entering your email or usermeme and the characters in the picture or audio below. Email or Username: * Interable_ramanujam@ramanujan.edu.du.ac.ir Example: user@contoso.onmicrosoft.com or user@contoso.com
	Microsoft Get back into your account Who are you? To recover your account, begin by entering your email or username and the characters in the picture or audio below. Email or Username:* Interable_ramanUjan@ramanujan.edu.du.ac.ir Example: user@contoso.onmicrosoft.com or user@contoso.com
	<section-header><section-header><section-header><section-header><text><text><text></text></text></text></section-header></section-header></section-header></section-header>
	<section-header><section-header><section-header><section-header><section-header><section-header><text><text><text></text></text></text></section-header></section-header></section-header></section-header></section-header></section-header>
	<section-header><section-header><section-header><section-header><section-header><section-header><text><text><text></text></text></text></section-header></section-header></section-header></section-header></section-header></section-header>
	<section-header><section-header><section-header><section-header><section-header><section-header><section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header>
	<text><section-header><section-header><section-header><section-header><section-header><section-header><text><text><text><text></text></text></text></text></section-header></section-header></section-header></section-header></section-header></section-header></text>
	<text><section-header><section-header><section-header><section-header><section-header><section-header></section-header></section-header></section-header></section-header></section-header></section-header></text>
	<section-header><section-header><section-header><section-header><section-header><section-header></section-header></section-header></section-header></section-header></section-header></section-header>

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 <u>onlineclasses@ramanujan.du.ac.in</u>



Step 4:

Enter the verification code received on your mobile number.



Step 5: You will be required to enter new password.

	S 123 ▼ 21 54%
Microsoft	
Get back int account	o your
verification step 1 ✓ > cl	hoose a new password
* Enter new password:	
Password strength	
* Confirm new password:	
Finish Cancel	

Microso	ft		
©2021 Micr	osoft Corpor	ation	
Support cod	le		
	<1	0	

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 <u>timetable@ramanujan.du.ac.in</u>



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):

11:10		뀶 :绐il 91% 💼)			
General Calculus (B.Sc. (H) Mat 🕅	ß	:		
POSTS	ILES	MOR	E		
e Reply					
SN Sumit Nagpal Nov 22, 2020, 9:24 Scheduled a meeting	I PM		÷		
Introduction 12:00 PM-2:00 P	ఫ M				
37 replies from Sumit N	agpal, JANV	I TYAGI + 1	2 o		
6sec Meeting ended					
← Reply					
New channel mer Meeting started	eting	Ju	bin		
← Reply	gpal Nov 22	. 11:09 PM	Z		
Ξ	0				

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 <u>timetable@ramanujan.du.ac.in</u>

		Q. Search			🥐 - O
Q. civity	Teams				≂ 🚯 86 Join or create team
(P) Det					
indar Al	GE	GE	RC	AE	AE
	Generic Elective: Introductory Probability	Generic Elective: Introductory Probability	RAMANUGEN Members 2020 -2021	AECC: Environmental Science (B.Sc. (H)	AECC: Environmental Science (B.Sc. (H)
2					
B Jans	AE	\$	π	2	GE
	AECC: English Communication (B.Sc. (H)	Calculus (B.Sc. (H) Mathematics)	Algebra	PDP Semester II (Wednesday)	Generic Elective: Statistical Methods
(ee) (f	IC	ps	IS	OP	
	21 III Core 563 Group Theory-I	practice session real analysis	21 III SEC 563 LaTeX and HTML	Orientation Programme 2021 B.Sc. (H)	Activate Windows Go to Settings to activate Windows.

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:

Q tivity	< All teams	6	Gene	ral Posts Files	Di Meet 👻 🛈
Dat III endar	Calculus (B.Sc. (H) Mathematics)			Charles devices	
ams	Assignments			23 August 2021	
2	Grades		CN	Sumit Nagpal 22-11-2020 21:24	
als -	Channels		NIC.	Scheduled a meeting	
Ĵ	General			Introduction Occurs every Monday @12:00	
B lass				207 replies from Sumit Nagpal, JANVI TYAGI, SHIVANI YADAV, and 38 others & Reply	0
				Today	
			0	Meeting now	<u>60</u>
8 p5				New channel meeting started	
) p			1	2 New conversation	Activate Windows Go to Settings to activate Windows.

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

$\langle \rangle$		Microsoft Teams		×	🤗	a ×
Q. Activity	< All teams				Di Meet 🗸	····
(in) Chat	(Choose your video and au	dio options			
Calenciar	Calculus (B.Sa. (M					
Assignments	Class Notebook Assignments		Computer audio	۲		
Teams	Grades		PC Mic and Speakers	-* *		
Calls	Channels	Your camera is turned off	x O 4		_	
Files	General					
Edu Class				0	Ø	
			Room audio	0		
		Det Image: Constraint of the second sec	🔂 Don't use audio		SN	
			Car	ncel Join now		
Apps		e≠ Reply				
(?) Help		C New conversation		Activate V	Windows	
_						
A 🖪	• Type here to search	o # 🕋 🖻 🛓 🚍 🌖 🐁	Address 🗸 🗸	U Desitop 🖁 🛅 27°C 🔨	월 대) ENG 23:12 22-11-2	2 1021 -

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