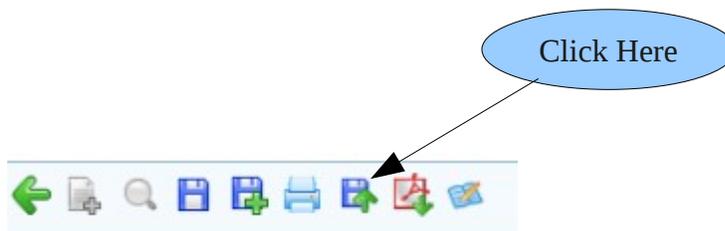


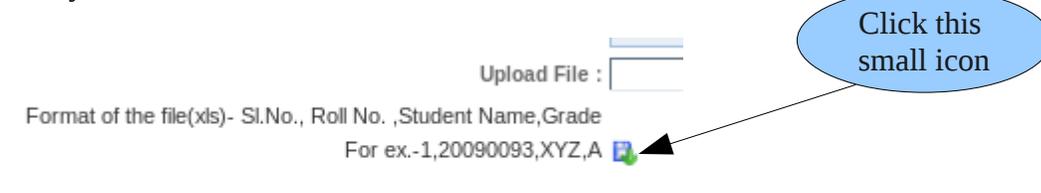
# IISERM ERP SYSTEM

## DOWNLOAD STUDENTS LIST AS XLS FILE IN ERP

1. Goto Faculty >> Exam Valuation >> Grade Generation
2. Make the foll. Selections:  
Academic Year : 2012-13  
Term : Odd Term  
Course : Type your course code and select your course  
Click Go
3. Click **Upload Grade** icon just before the pdf icon.



4. You may see this now:



5. Clicking this format (small) icon will open up a xls file which consists of a complete list of students registered for your course.
6. The columns in the xls file would include - Reg.No, Student Name, Email id. You may delete the columns/rows of your wish and convert it to csv file if required.
7. If you find any discrepancy or dummy entry in the email ids, kindly intimate Ms. Neenakumari, Dean Students Office or mail to [neenakumari@iisermohali.ac.in](mailto:neenakumari@iisermohali.ac.in).
8. If you find any discrepancy in the students list or registrations, kindly intimate Ms.Deepika, Dean Acad Office or mail to [deepika@iisermohali.ac.in](mailto:deepika@iisermohali.ac.in).