



LALIT NARAYAN MITHILA UNIVERSITY
KAMESHWARANAGAR, DARBHANGA

College Code & Name : 207-K. S. College, Laheriasarai, Darbhanga
User ID : 207mes@lnmu
Password : 31329321
URL/Link of Portal : <http://lnmuniversity.com/MES/login.aspx>

Steps/Instructions for College Administrator/Principal

- Step-1: Open any Web browser and type above link in search bar. And Click on Enter/Ok button.
- Step-2: Select "College Administration/Principal" in Login Role. Enter Above User ID and Password, then click on Log In Button. After Login You Will be able to access your dashboard.
- Step-3: Click on "Add Subjectwise HOD" button given in Left Side of your Dashboard.
- Step-4: Adding Subjectwise Head of Department Details.
4.1: Enter Name of the Head of Department.
4.2: Enter Mobile number of the Head of Department.
4.3: Select Programme Type (Honours/General).
4.4: Select Programme Name.
4.5: Select Subject & Paper.
- Step-5: Click on "Save Details" Button to save subject wise Head of Department Details. After this, the Head of Department will receive an user ID and password on his/her mobile number.
- Step-6: Click on "Reset" button to add another detail.
- Note: In any case if you have added wrong head of department details for any subject, then re-add correct details, wrong details will be automatically removed for that particular subject.
College Administrator/principal can also change password of his/her dashboard.*



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Steps/Instructions for the Head of Department (HOD) for Marks Posting

Step-1: Open any Web browser and type above link in search bar. And Click on Enter/Ok button.

Step-2: Select "Head of Department (HOD)" in Login Role. Enter User ID and Password, Received on your mobile number, then click on Log In Button. After Login You will be able to access your dashboard.

Step-3: Click on "Submit Marks" button given in Left Side of your Dashboard.

Step-4: Submitting marks of Practical/Viva/Dissertation Subject and paper Wise.

4.1: Select Programme Type (Honours/General).

4.2: Select Programme Name.

4.3: Select Subject & Paper.

4.4: Click on "Search" button to get student details.

Step-5: Read instructions given in red colour carefully. Then enter Name of First Examiner and Name of Second Examiner.

Step-6: Enter Roll number wise obtained marks of students and then Click on "Save Data" button before you go to next page.

Step-7: After entering and saving marks of all students click on "Lock Marks" button to lock your data.

Important Note: After locking the data you will not be able to change/update any marks. So please check all data carefully before locking.

Step-8: After locking the data, click on "Print Score-sheet" button given in Left Side of your Dashboard, to print score-sheet of students.

Step-9: After Printing of Score-sheet you need to get it signed by Examiner-1 and Examiner-2 with their address on the bottom of every page of score-sheet.

Step-10: Original Signed copy of Score-sheet will be send to the University in an Sealed Envelope. And One Copy of Score-sheet will be kept in College.