

Transcripts Guidelines

➤ URL of ERP:

- <http://mycollege.edu.in/>
- If you are accessing it from college, then click on “ERP – Office Use” and if you are accessing it outside of college then click on “ERP – Home Use”.

➤ Procedure to apply for Transcripts on ERP:

1. Click on “Exams” tab & select option “Transcript”.
2. Select “Transcript Generation” from the drop-down menu.
3. Click on “New” & you will be able to see an application form.
4. Select proper syllabus showing besides required semester.
5. If marks are not present in the system for required semester, click on “Edit” button besides that semester to enter your marks and click save.
6. If the marks are present in the system for required semester, click on “View” button besides that semester to cross verify and save.
7. Enter the Title of the final year project & the name of the project guide.
8. Finally, you need to click on “Send” button for sending an application.
9. In case, you have generated the transcripts manually, i.e. not through ERP, then you can proceed manually only.
10. The cost of first copy of transcript is Rs. 500/- & subsequent copies would cost Rs. 50/-.

➤ If ERP login credentials are not known:

1. If you never log in into ERP:

- Your user name should be firstname.surname.
- Password should be 1st two initials of your first name and 1st two initials of surname in Upper Case and ddMM of your date of birth. (Date of birth in “dd-MM-yyyy” format.)
- For e.g. If First name is Saurabh and Last Name is Shinde and date of birth is 11-12-1990 then
Username: saurabh.shinde
Password: SASH1112

2. If you have forgotten your login credentials:

You need to use "Forgot Password?" option on login screen of ERP where you need to provide your Roll Number and after clicking on "Send" button an email will be send to your registered email address.

(NOTE:

- a. After clicking on "Send" button, system will show an email id on which it is sending your login credentials in green color.
- b. You will receive an email in approx. 15-20 minutes.
- c. If your contact details are not updated in ERP and if you are not passed out student then give an application to principal for updating your contact details in ERP with valid proof and then try "Forgot Password" option again.
- d. You can contact Sunil Patil sir in V-Print office for your ERP login credentials.)

➤ Office Hours (For marks verification and collection of transcripts):

- Friday and Saturday between 3:00 PM to 5:00 PM
- Venue: Placement Office
- Transcript coordinator: Ms. Sharvari Durve
- Contact email: transcript@vit.edu.in
- Phone: 24161126 (Extn. 1804) (Friday and Saturday between 3-5 PM only)