Manual for Residential Letter



2. Click on the Student Request Tab - \rightarrow Click on the Apply Residence Proof Tab.

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3. Enter the Purpose for Residence Proof Letter and Click on the Submit Button.

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4. After Submit the student screen will show the status of the Residential Letter.

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5. Now Hostel In-charge will login into the IMS System and check the mail in the INBOX and forward to AO-I (Academic) for approval.

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	Residence Proof Application Details	Residence Proof Student's Address Details				
	This request is in PENDING status.	Correspondence Address:	karohan Bazar, New Colony Dhenkanat City : DHENKANAL Some : Odisha			
	Residence Proof Request Date : 17/07/2020 Soudent Name : Amistra Aparupa Roli ND : 1911023		Country: India Pri Code : 759001			
	Current terms. Semigrane 2 Edward 1, MSER Program Division : 2019-2020/Insegnated MSc Program Division. J News Molan Rev. 1:493722406	Permanent Address:	kanthen Baze, New Coliny Diverdanal City: DHERKANAL Son: Oraba Country: India Pin Edde 39001			
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Application of 1911023-Amisha Aparupa for Residence Pro	of	
Residence Proof Application Details	Residence Proof Student's Address Details	
This request is in PENDING statue	Correspondence Address:	Kanchen Bazar, New Calony Dhenkanall City / DHENKANAL State : Delsha
Residence Proof Request Date : 17/07/2020 Student Name : Amisha Aparapa Rull NC. : 1911023		Country : India Pin Code : 759001
Corrent term, Cemester 2 School 1, MSER Document (MSER)	Permanent Address	kanifan Bazar, New Calony Dhenkanat City : DHENKANAL State: Odisha Course: India
Program Duration : 0 Years Mobile No. : 9437292400 Durphone : Tan		Pun Code : 759001
	(O) REALCT	V APPROVE FORMAD -
	FORWARD THIS REQUEST TO:	0137 - PRADEEP KUMAR MIS., 👳
	PLEASE ENTER YOUR REMARKS	Pisese approve)
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6. Now AO-I (Academic) will login into the IMS System and check the mail in the INBOX and approve/ reject the student request.

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ox file	COMPOSE NEW - Inbox (9)	Deeptima Jaiswar	Pending	Residence proof [1911064] Deeptima Jaiswar Date of Request:2020-07-14 17:55:31.694	Today at 5:55	РМ		
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		Chetan Yadav	Approved	Residence proof [1611041] Chetan Yadav Date of Request:2020-07-14 13:58:03.228	Today at 1:58	РМ		
		Manabputra	Rejected	Residence proof [1611065] Manabputra Date of Request:2020-07-09 12:06:11.901	Today at 1:47	РМ		
		Chetan Yadav	Approved	Residence proof [1611041] Chetan Yadav Date of Request:2020-07-09 17:42:27.198	Today at 1:46	РМ		
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7. Click on the Approve or Reject Button.

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	Application of 1611065-Manabputra for Residence Proof		
	Besidence Proof Application Details	Residence Proof Student's Address Details	
	This request is in PENDING status	Correspondence Address:	RC-114, GEETANGALI PARK, APC ROY SARANI, CITY CENTRE, DURGAPLIR, WEST BEINGAL. Cry : Durgapu Stare : West Bengid
	Residence Proof Request Date : 14/07/2020 Student Name : Manabputra		Country: India Per Code : 713216
	Rull NO 1611005 Current termi, - Semester II. School: - School of Proclast Science, NSER	Permanent Address	RC-114, GEETANJALI PARK, APC ROY SARANI, CITY CENTRE, DURGAPUR, WEST BENGAL. Cry : Durgapu Source: West Bengal
	Program/Project : 2016-2017/Integrated MSc Program Duration : 5 Years		Country : India Pin Code : 713256
	Mobile No. 1 91531554311 Purpose Train Ticket Reservation.		
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8. If admin approve then student/hostel in-charge/admin can download the Residence Proof Letter.

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