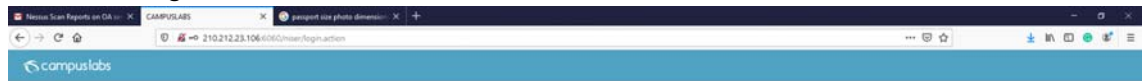


Manual for Residential Letter

1. Student will login into the IMS SYSTEM



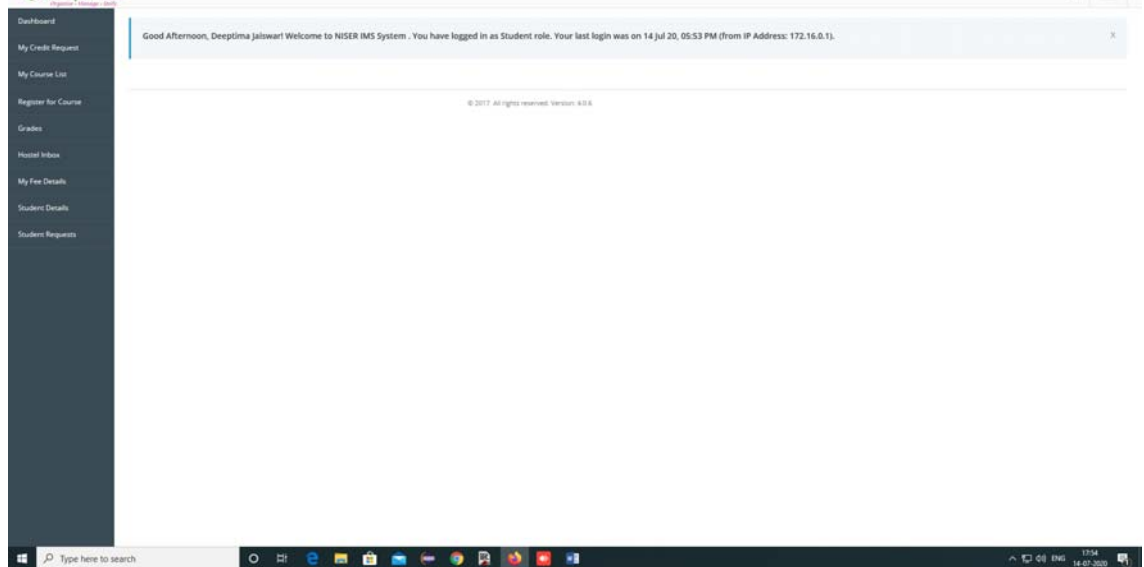
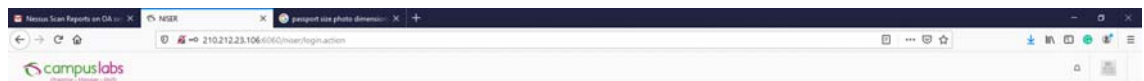
User Login

Username

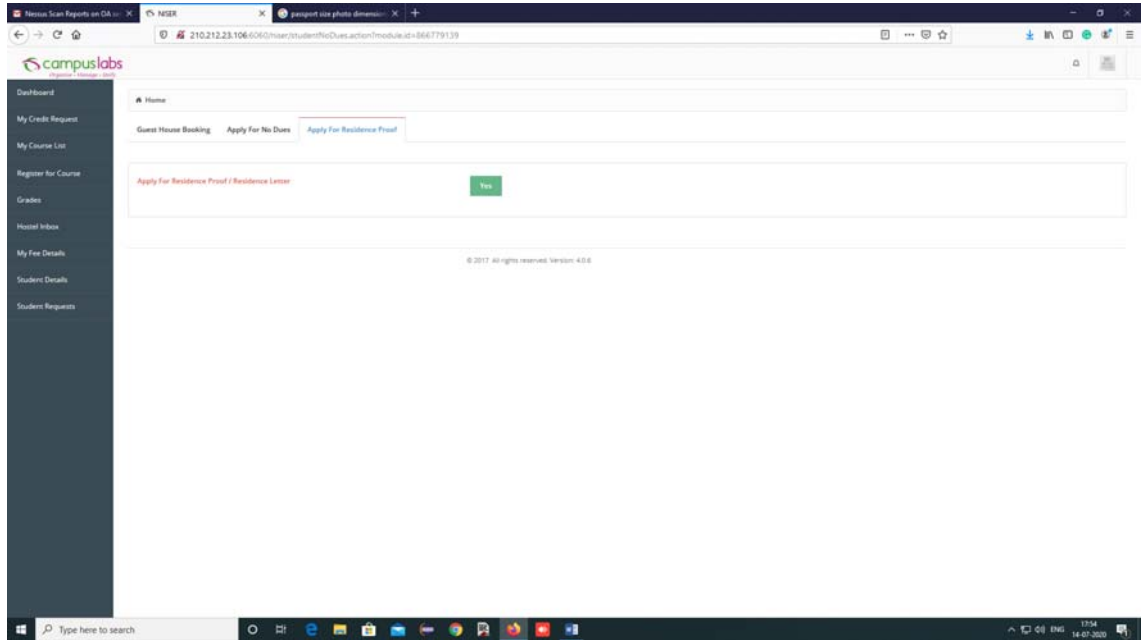
This extension is not secure. Logins entered here could be compromised. [Learn More](#)

[View Saved Logins](#)

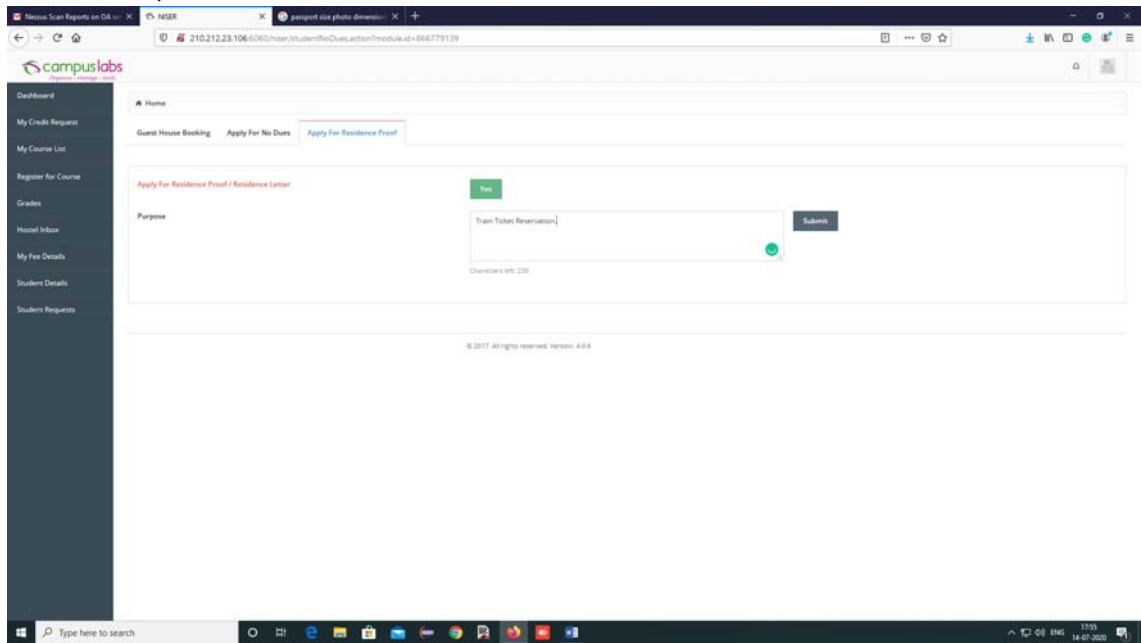
[Forgot password?](#)



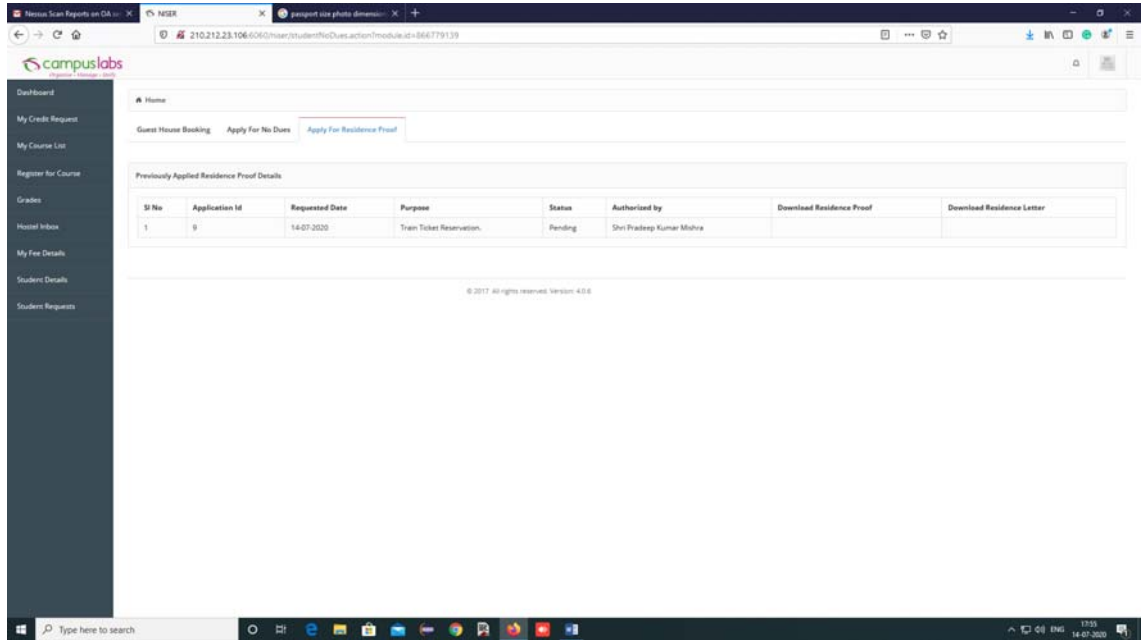
2. Click on the Student Request Tab -> Click on the Apply Residence Proof Tab.



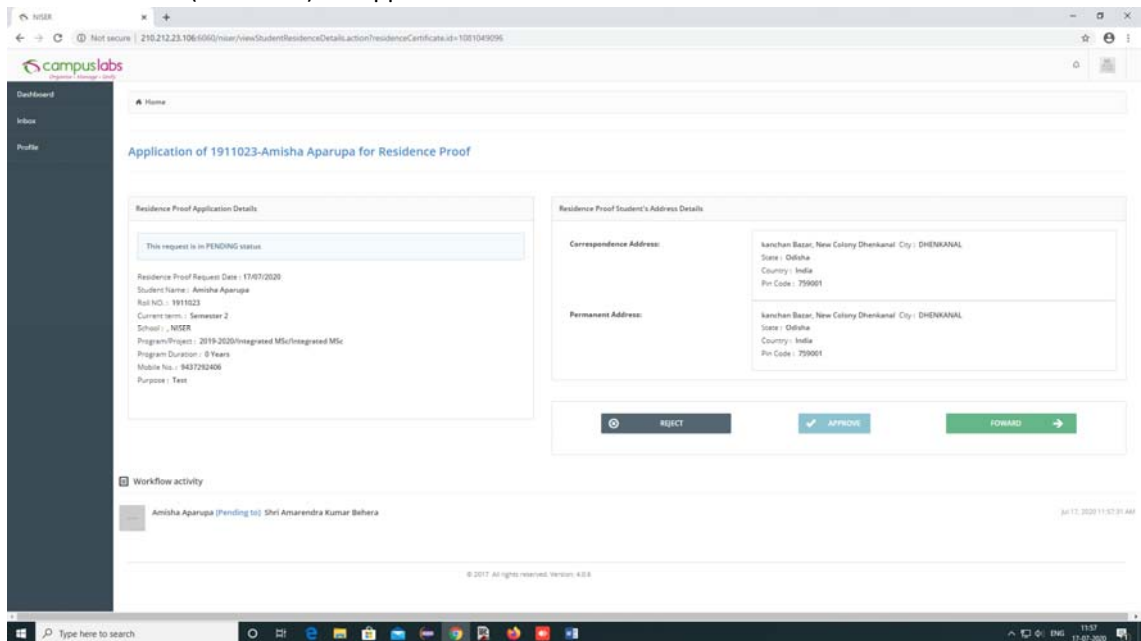
3. Enter the Purpose for Residence Proof Letter and Click on the Submit Button.

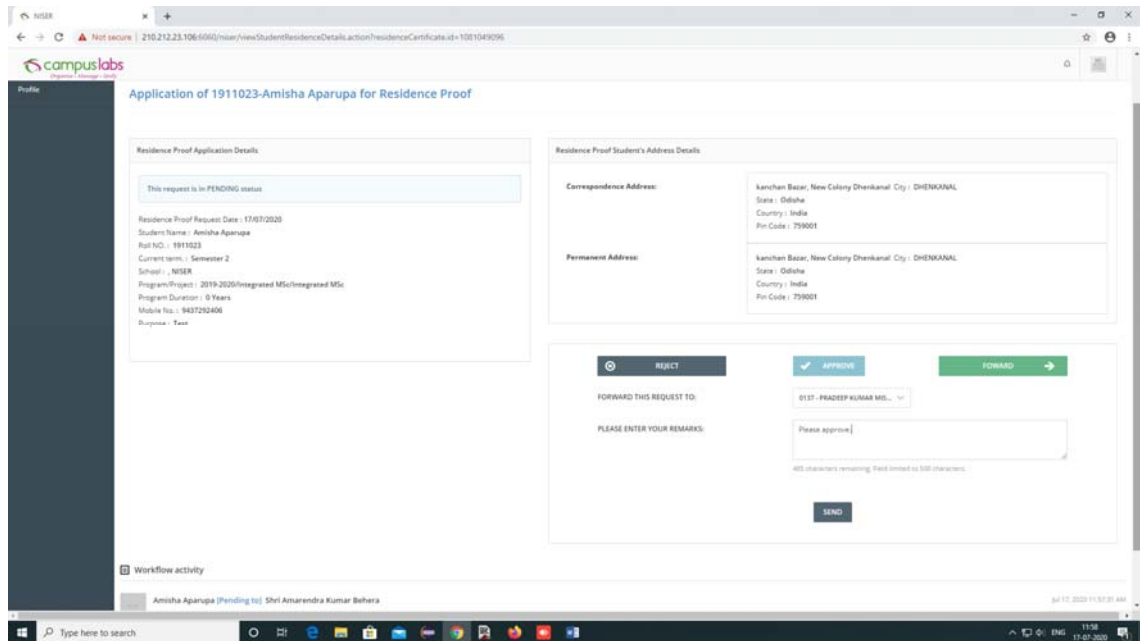


4. After Submit the student screen will show the status of the Residential Letter.

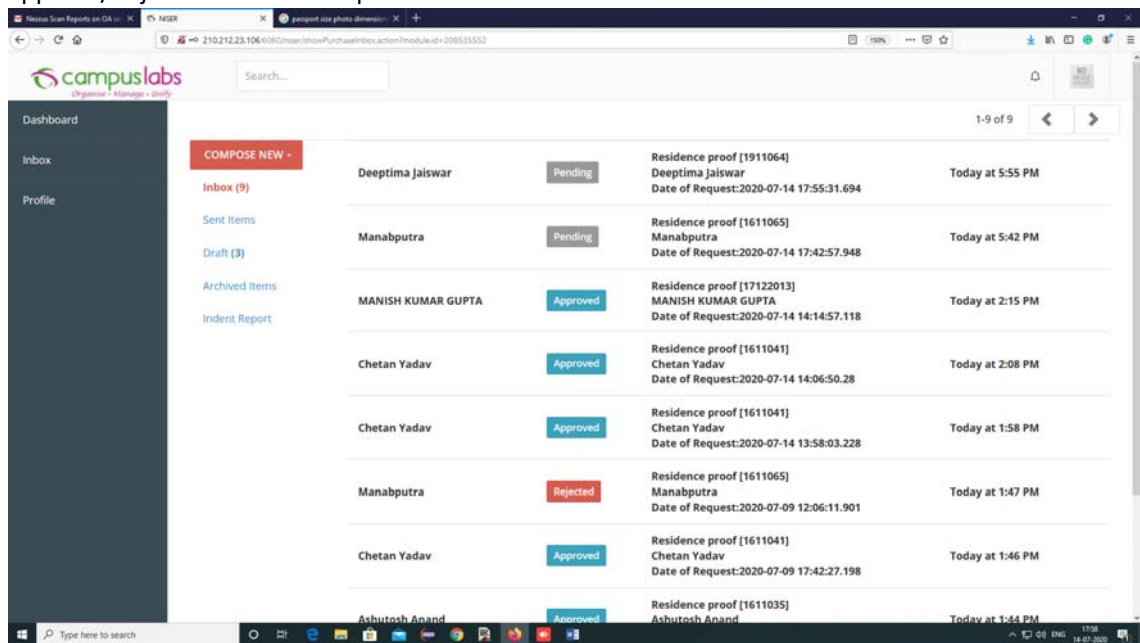


- Now Hostel In-charge will login into the IMS System and check the mail in the INBOX and forward to AO-I (Academic) for approval.

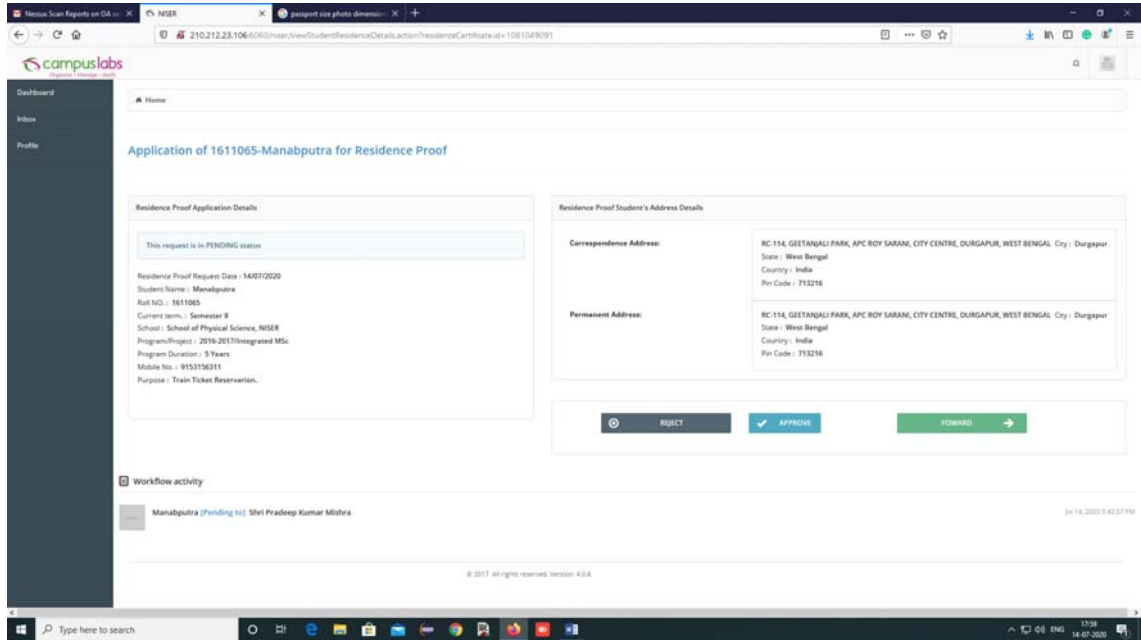




- Now AO-I (Academic) will login into the IMS System and check the mail in the INBOX and approve/ reject the student request.



- Click on the Approve or Reject Button.



8. If admin approve then student/hostel in-charge/admin can download the Residence Proof Letter.

