



Directorate of Art, Maharashtra State
कलासंचालनालय, महाराष्ट्रराज्य, मुंबई



User Manual
Higher Art examination 2021



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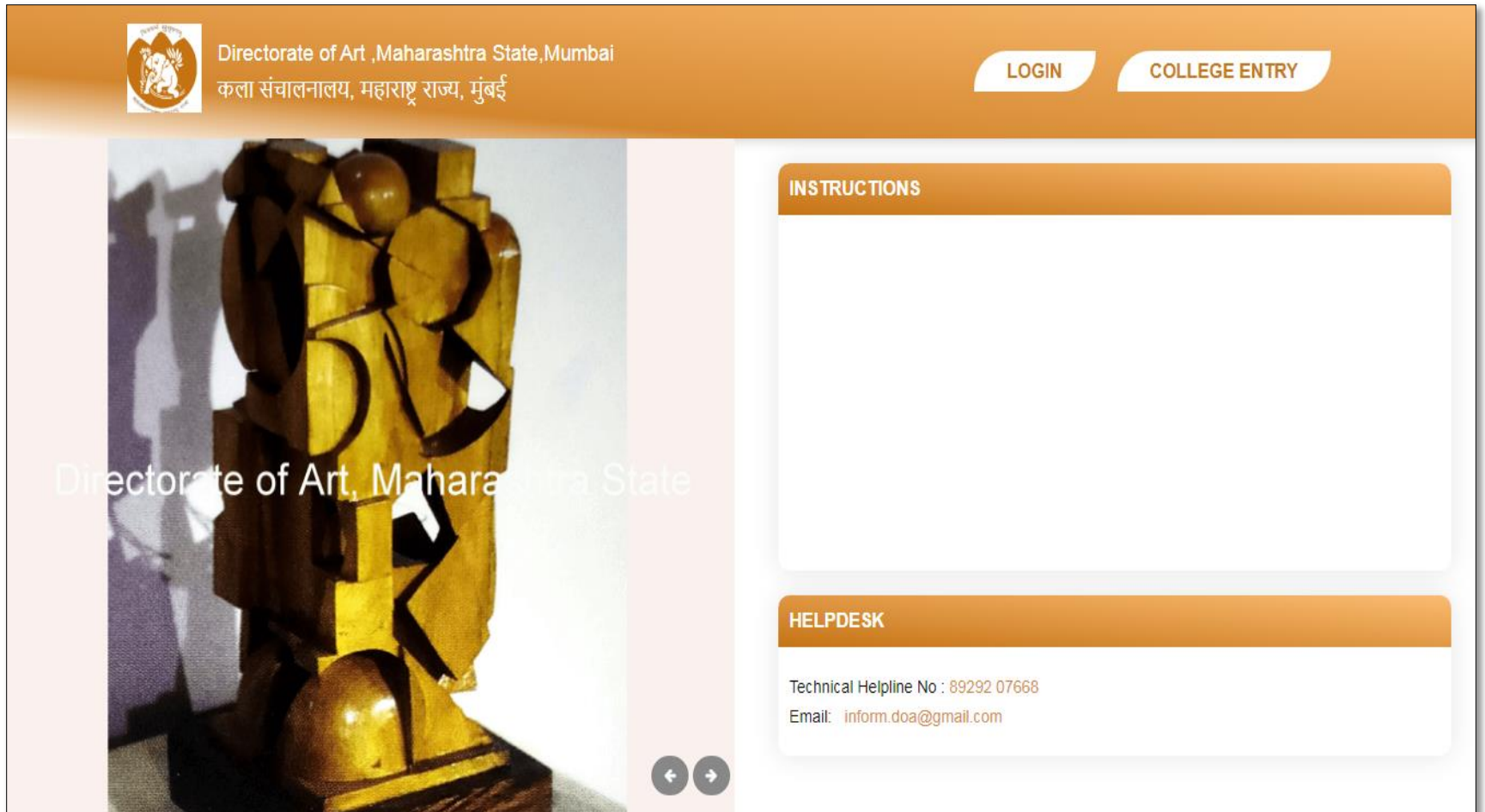
- How to login into the account (लॉग इन कसे करावे.)
- How to use “student name n Marks entry” menu
“विद्यार्थ्यांचे नाव एन मार्क्स एंट्री” मेनू कसे वापरावे
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How to login

- Enter the website

<http://doaonline.in/HAE2021/nameandmarksentry>

- you will be directed to the website

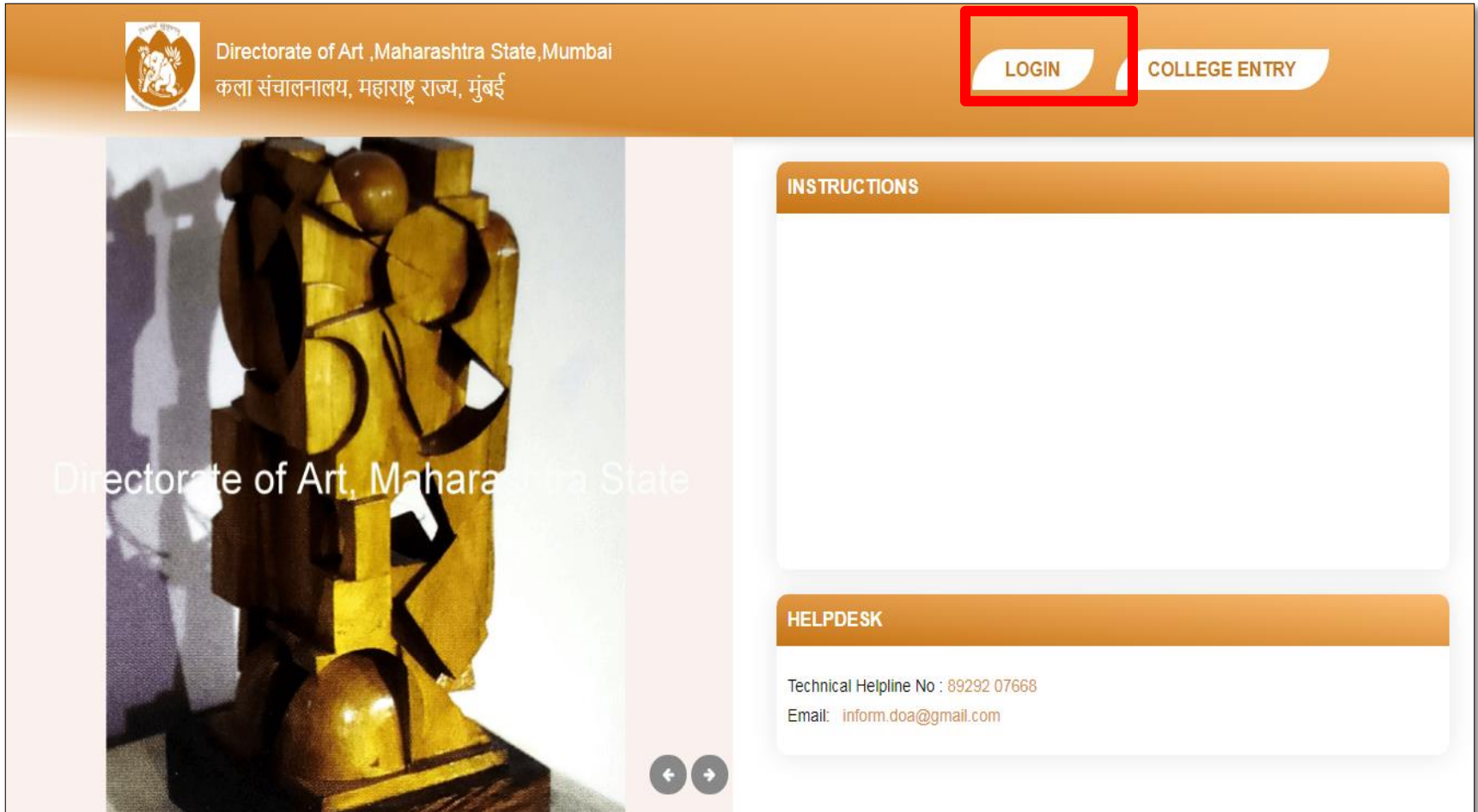


The screenshot shows the website interface for the Directorate of Art, Maharashtra State. The header is orange and contains the logo on the left, the text "Directorate of Art ,Maharashtra State ,Mumbai" and "कला संचालनालय, महाराष्ट्र राज्य, मुंबई" in the center, and two buttons labeled "LOGIN" and "COLLEGE ENTRY" on the right. The main content area is split into two columns. The left column features a large image of a wooden sculpture with a face, overlaid with the text "Directorate of Art, Maharashtra State". The right column has two sections: "INSTRUCTIONS" and "HELPDESK". The "HELPDESK" section provides contact information: "Technical Helpline No : 89292 07668" and "Email: inform.doa@gmail.com". Navigation arrows are visible at the bottom of the image area.

How to login

- Click on “**login**”. You will be prompted to enter the username and password

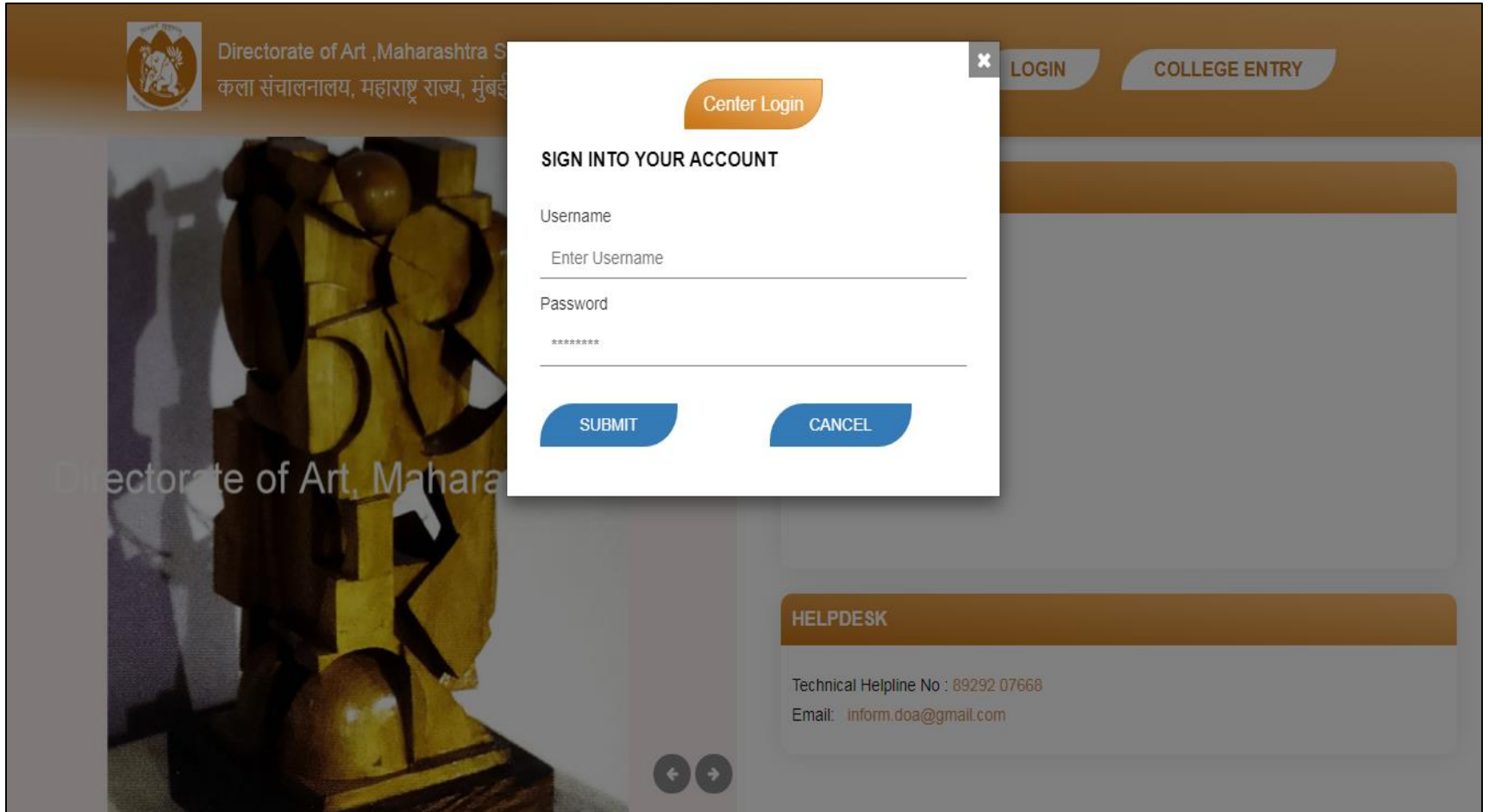
लॉगिन वर क्लिक करा. आपल्याला वापरकर्तानाव आणि संकेतशब्द प्रविष्ट करण्यास सूचित केले जाईल.



The screenshot shows the website interface for the Directorate of Art, Maharashtra State, Mumbai. The header is orange and contains the logo on the left, the text "Directorate of Art, Maharashtra State, Mumbai" and "कला संचालनालय, महाराष्ट्र राज्य, मुंबई" in the center, and two buttons: "LOGIN" (highlighted with a red box) and "COLLEGE ENTRY" on the right. Below the header, there is a large image of a wooden sculpture on the left. On the right, there are two sections: "INSTRUCTIONS" and "HELPDESK". The "HELPDESK" section provides contact information: "Technical Helpline No : 89292 07668" and "Email: inform.doa@gmail.com". At the bottom of the page, there are two circular navigation arrows.

How to login

- Enter registered username and password and SUBMIT
नोंदणीकृत वापरकर्तानाव आणि संकेतशब्द प्रविष्ट करा आणि सबमित करा.



The screenshot displays the website interface for the Directorate of Art, Maharashtra. A modal window titled "Center Login" is open, prompting the user to "SIGN INTO YOUR ACCOUNT". The modal contains two input fields: "Username" with the placeholder text "Enter Username" and "Password" with a masked input "*****". Below the fields are two buttons: "SUBMIT" and "CANCEL". The background shows the website header with the logo and text "Directorate of Art, Maharashtra" and "कला संचालनालय, महाराष्ट्र राज्य, मुंबई". There are also navigation buttons for "LOGIN" and "COLLEGE ENTRY". A "HELPDESK" section is visible at the bottom right, providing contact information: "Technical Helpline No : 89292 07668" and "Email: inform.doa@gmail.com".

How to use student name entry menu

- You will be directed to the dashboard of your profile. Then click on “student name entry” option.

आपल्याला आपल्या प्रोफाइलच्या डॅशबोर्डकडे निर्देशित केले जाईल. नंतर “**student name entry**” या पर्यायावर क्लिक करा

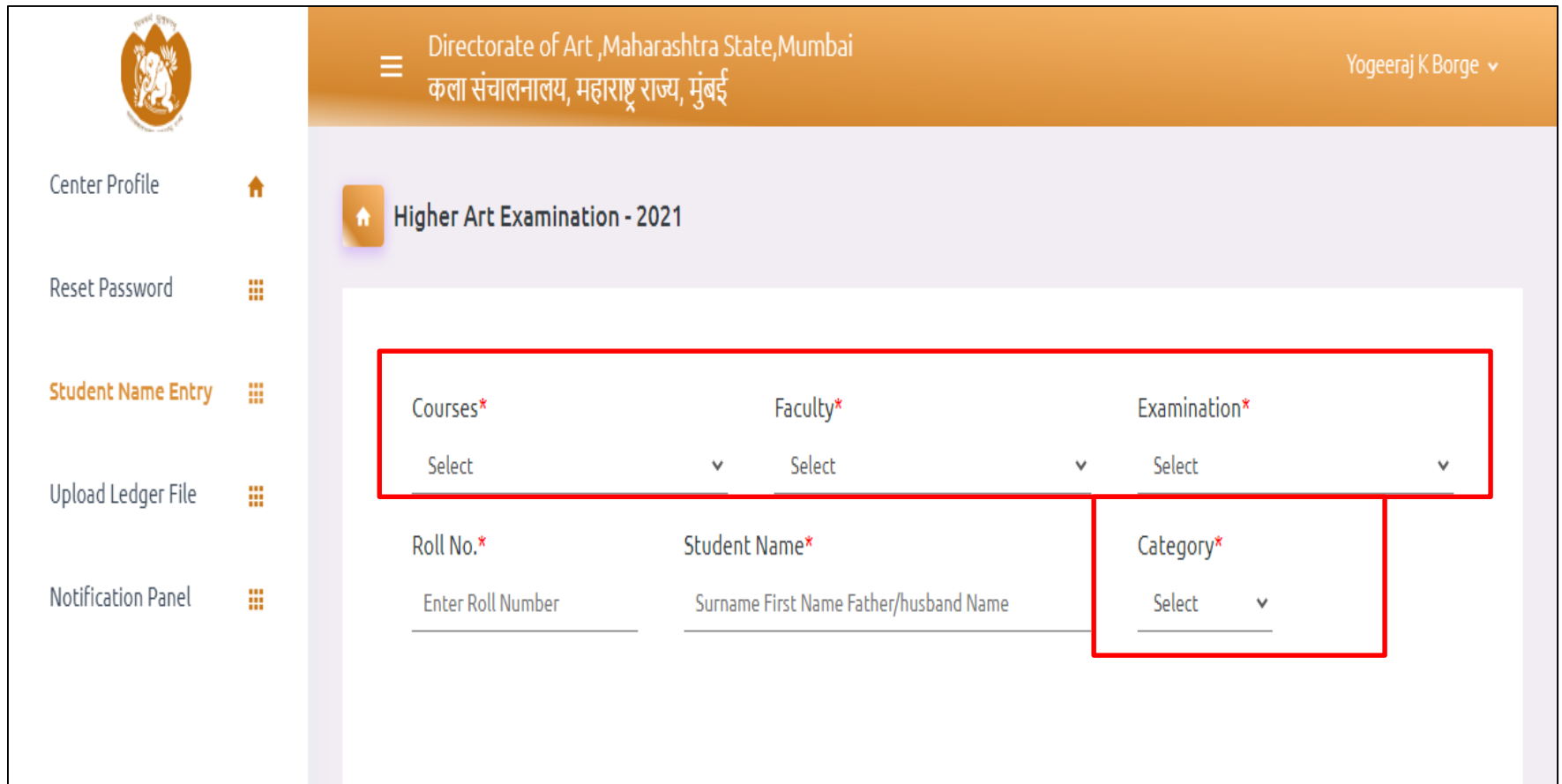
The screenshot displays the dashboard of the Directorate of Art, Maharashtra State, Mumbai. The user is logged in as Yogeeraj K Borge. The dashboard is divided into several sections:

- Center Profile:** Includes options for Center Profile, Reset Password, Student Name Entry (highlighted with a red box), Upload Ledger File, and Notification Panel.
- Profile:** Shows the user's profile information for Sir J J School Of Art, Mumbai (001-00), Maharashtra, MUMBAI CITY. It includes a circular profile picture placeholder with a school icon and a 'Print' button.
- PRINCIPAL DETAILS:** A table listing the principal's contact information.

PRINCIPAL DETAILS	
PRINCIPAL FULL NAME:	Yogeeraj K Borge
MOBILE NO:	8454047173
OFFICE LANDLINE NO:	022425
EMAIL ID:	savio.gasparr@gmail.com
BANK NAME:	sbi
BANK BRANCH NAME:	BEED
ACCOUNT NO:	12345
IFSC CODE:	SBIN3068

How to use student name entry menu

- Select the combination of courses, faculty, examination and category
अभ्यासक्रम, प्राध्यापक, परीक्षा आणि श्रेणी यांचे संयोजन निवडा




The screenshot displays the user interface for the Directorate of Art, Maharashtra State, Mumbai. The header includes the logo, the organization's name in English and Marathi, and the user's name, Yogeeraj K Borge. The left sidebar contains navigation options: Center Profile, Reset Password, Student Name Entry (highlighted), Upload Ledger File, and Notification Panel. The main content area shows the 'Higher Art Examination - 2021' section with a form for student name entry. The form includes dropdown menus for Courses*, Faculty*, Examination*, and Category*, and input fields for Roll No.* and Student Name*.


Courses*	Faculty*	Examination*
Select	Select	Select


Roll No.*	Student Name*	Category*
Enter Roll Number	Surname First Name Father/husband Name	Select


How to add/update marks of student


- As per the combination selected, the list of students will appear below in the tabular form.
- निवडलेल्या संयोजनानुसार, विद्यार्थ्यांची यादी तक्त्याच्या स्वरूपात खाली दिसेल.




Center Profile 


Reset Password 

Student Name Entry 

Upload Ledger File 

Notification Panel 

Directorate of Art ,Maharashtra State,Mumbai
कला संचालनालय, महाराष्ट्र राज्य, मुंबई





















Yogeeraj K Borge 

Higher Art Examination - 2021

Courses* 02 - ART TEACHER DIPLOMA- FIRST YI Faculty* 02 - ATDF Examination* 02 - ART TEACHER DIPLOMA- FIRST YI





Roll No.* Student Name* Category*

Enter Roll Number Surname First Name Father/husband Name Select

SEAT NO	ACTION	NAME OF THE STUDENTS	PRACTICAL - DRAWING (MEMORY)	PRACTICAL - DESIGN 2 D	PRACTICAL - OBJECT DRAWING (MANMADE AND NATURE)	WORK EXPERIENCE - CLAY (PRACTICAL)	WORK EXPERIENCE - CLAY (JOURNAL)	WORK EXPERIENCE - PAPER & CARD BOARD WORK	EX - (J)
			MAX	100	100	100	50	50	
			MIN	35	35	35	18	18	18
001-00/001	 	BHISE SIDDHI SUNAND	35	35	35	35	35	35	
001-00/002	 	CHANDA SOURAV SUJIT	45	48	60	45	48	42	
001-00/003	 	CHAUDHARI KADAMBARI SUDHIR	40	55	36	36	15	35	
001-00/004	 	CHAURASIYA JYOTI OMPRAKASH							
001-00/005	 	DEORE MANISH KIRAN							
001-00/006	 	IYER VAISHNAVI RAJU							
001-00/007	 	JADHAV JAYA NIVRUTTI							
001-00/008	 	KADAM HARSHAL PARSHURAM							
001-00/009	 	KAMBLE TEJASVI RAVINDRA							
001-00/010	 	KARANDE CHANDRABHUSHAN PRAKASH							

How to add/update marks of student

- There are two options available in front of each student delete/edit
प्रत्येक विद्यार्थ्यासमोर डिलीट / एडिट करण्यासाठी दोन पर्याय उपलब्ध आहेत.
- If you want to delete the particular student from the list then click on the delete button.
सूचीमधून विशिष्ट विद्यार्थ्याला हटवायचे असेल तर डिलीट बटणावर क्लिक करा
- To edit student information or to do marks entry click on the edit button.
विद्यार्थ्यांची माहिती संपादित करण्यासाठी किंवा मार्क एंट्री करण्यासाठी एडिट बटणावर क्लिक करा

SEAT NO	ACTION	NAME OF THE STUDENTS	PRACTICAL - DRAWING (MEMORY)	PRACTICAL - DESIGN 2 D	PRACTICAL - OBJECT DRAWING (MANMADE AND NATURE)	WORK EXPERIENCE - CLAY (PRACTICAL)	WORK EXPERIENCE - CLAY (JOURNAL)	WORK EXPERIENCE - PAPER & CARD BOARD WORK	EX -
		MAX	100	100	100	50	50	50	(J)
		MIN	35	35	35	18	18	18	
001-00/001	 	BHISE SIDDHI SUNAND	35	35	35	35	35	35	
001-00/002	 	CHANDA SOURAV SUJIT	45	48	60	45	48	42	

How to add/update marks of student

•After using the edit option, Marks entry filed for that particular student will get appear above where you can add or update the marks.

संपादन पर्याय वापरल्यानंतर, त्या विशिष्ट विद्यार्थ्यासाठी दाखल केलेली गुणांची नोंद वरील दिसेल जेथे आपण गुण जोडू किंवा अद्यतनित करू शकता

•Wherever the candidate is absent enter “AB” for that subject in the marks field.
ज्या ठिकाणी उमेदवार अनुपस्थित असेल तेथे गुण क्षेत्रात त्या विषयासाठी “AB” प्रविष्ट करा

Courses*		Faculty*		Examination*	
02 - ART TEACHER DIPLOMA- FIRST YI		02 - ATDF		02 - ART TEACHER DIPLOMA- FIRST YI	
Roll No.*		Student Name*		Category*	
026		WAGHMODE NEHA NAGESH		Regular	
SR NO.	SUBJECT NAME	MAX MARKS	MIN MARKS	OBT MARKS	STATUS
1	Practical - Drawing (Memory)	100	35	NA	
2	Practical - Design 2 D	100	35	NA	
3	Practical - Object Drawing (Manmade and Nature)	100	35	NA	
4	Work Experience - Clay (Practical)	50	18	NA	
5	Work Experience - Clay (Journal)	50	18	NA	
6	Work Experience - Paper & Card Board Work	50	18	NA	
7	Work Experience - Paper & Card Board (Journal)	50	18	NA	
8	Theory - History of Art (Indian)	100	35	NA	
9	Theory - Education Psychology and Child Art	100	35	NA	
10	Theory - Art Expression	100	35	NA	
11	Years Works - Micro Teaching	50	18	NA	
12	Years Works - Project	50	18	NA	
13	Years Works - Class Work	100	40	NA	
Grand Total		1000	400	0	

[Update](#)

How to add/update marks of student

- Wherever there are no marks to enter, enter “NA” in that field
तेथे प्रवेश करण्यासाठी कोणतेही मार्क नसतानाही त्या क्षेत्रात “NA” प्रविष्ट करा.
- After making changes click on update button given below. Students marks will get updated
बदल केल्यानंतर खाली दिलेल्या अपडेट बटणावर क्लिक करा. विद्यार्थ्यांचे गुण अद्ययावत होतील
- You can edit and update the marks as many times as you want.
- आपण इच्छित तितक्या वेळा गुण संपादित करू आणि अद्यतनित करू शकता.

Courses*	Faculty*	Examination*
02 - ART TEACHER DIPLOMA- FIRST YI	02 - ATDF	02 - ART TEACHER DIPLOMA- FIRST YI
Roll No.*	Student Name*	Category*
026	WAGHMODE NEHA NAGESH	Regular

SR NO.	SUBJECT NAME	MAX MARKS	MIN MARKS	OBT MARKS	STATUS
1	Practical - Drawing (Memory)	100	35	NA	
2	Practical - Design 2 D	100	35	NA	
3	Practical - Object Drawing (Manmade and Nature)	100	35	NA	
4	Work Experience - Clay (Practical)	50	18	NA	
5	Work Experience - Clay (Journal)	50	18	NA	
6	Work Experience - Paper & Card Board Work	50	18	NA	
7	Work Experience - Paper & Card Board (Journal)	50	18	NA	
8	Theory - History of Art (Indian)	100	35	NA	
9	Theory - Education Psychology and Child Art	100	35	NA	
10	Theory - Art Expression	100	35	NA	
11	Years Works - Micro Teaching	50	18	NA	
12	Years Works - Project	50	18	NA	
13	Years Works - Class Work	100	40	NA	
Grand Total		1000	400	0	

[Update](#)

How to add/update marks of student

- On the selection of category as Repeater, ATKT and Vacation you have to Enter Obtained Marks, Pass Year, Center Code, Roll No.
- रिपीटर, एटीकेटी आणि सुट्टीतील श्रेणीच्या निवडीवर तुम्हाला प्राप्त गुण, उत्तीर्ण वर्ष, केंद्र कोड, रोल क्रमांक प्रविष्ट करावा लागेल.
- If Repeater, ATKT and Vacation candidates marks for the current year subject. For those subject fields you need not enter his Pass Year, Center Code, Roll No.
- जर रिपीटर, एटीकेटी आणि सुट्टीतील उमेदवार चालू वर्षाच्या विषयासाठी गुण नोंदवित असतील. त्या विषयांसाठी आपल्याला त्याचे पास वर्ष, केंद्र कोड, रोल क्रमांक प्रविष्ट करण्याची आवश्यकता नाही..

Courses*		Faculty*		Examination*				
02 - ART TEACHER DIPLOMA- FIRST YI		02 - ATDF		02 - ART TEACHER DIPLOMA- FIRST YI				
Roll No.*		Student Name*		Category*				
Enter Roll Number		Surname First Name Father/husband Name		ATKT				
(**Note: Please Enter AB To Mark As Absent)								
SR NO.	SUBJECT NAME	MAX MARKS	MIN MARKS	OBT MARKS	STATUS	PASS YEAR	CENTER CODE	ROLL NO
1	Practical - Drawing (Memory)	100	35	NA	Select			
2	Practical - Design 2 D	100	35	NA	Select			
3	Practical - Object Drawing (Manmade and Nature)	100	35	NA	Select			
4	Work Experience - Clay (Practical)	50	18	NA	Select			
5	Work Experience - Clay (Journal)	50	18	NA	Select			

How to add a new student

•Enter the marks obtained by the student and click on “Add”. Don't leave any field blank. If no marks need to enter mention “NA” for those fields
विद्यार्थ्याने मिळविलेले गुण प्रविष्ट करा आणि “Add” वर क्लिक करा. कोणतेही फील्ड रिक्त सोडू नका. जर काही गुण नसेल तर त्या फील्डसाठी “NA” नमूद करा

Courses*	Faculty*	Examination*
02 - ART TEACHER DIPLOMA- FIRST YI ▾	02 - ATDF ▾	02 - ART TEACHER DIPLOMA- FIRST YI ▾
Roll No.*	Student Name*	Category*
45	ABC	Regular ▾

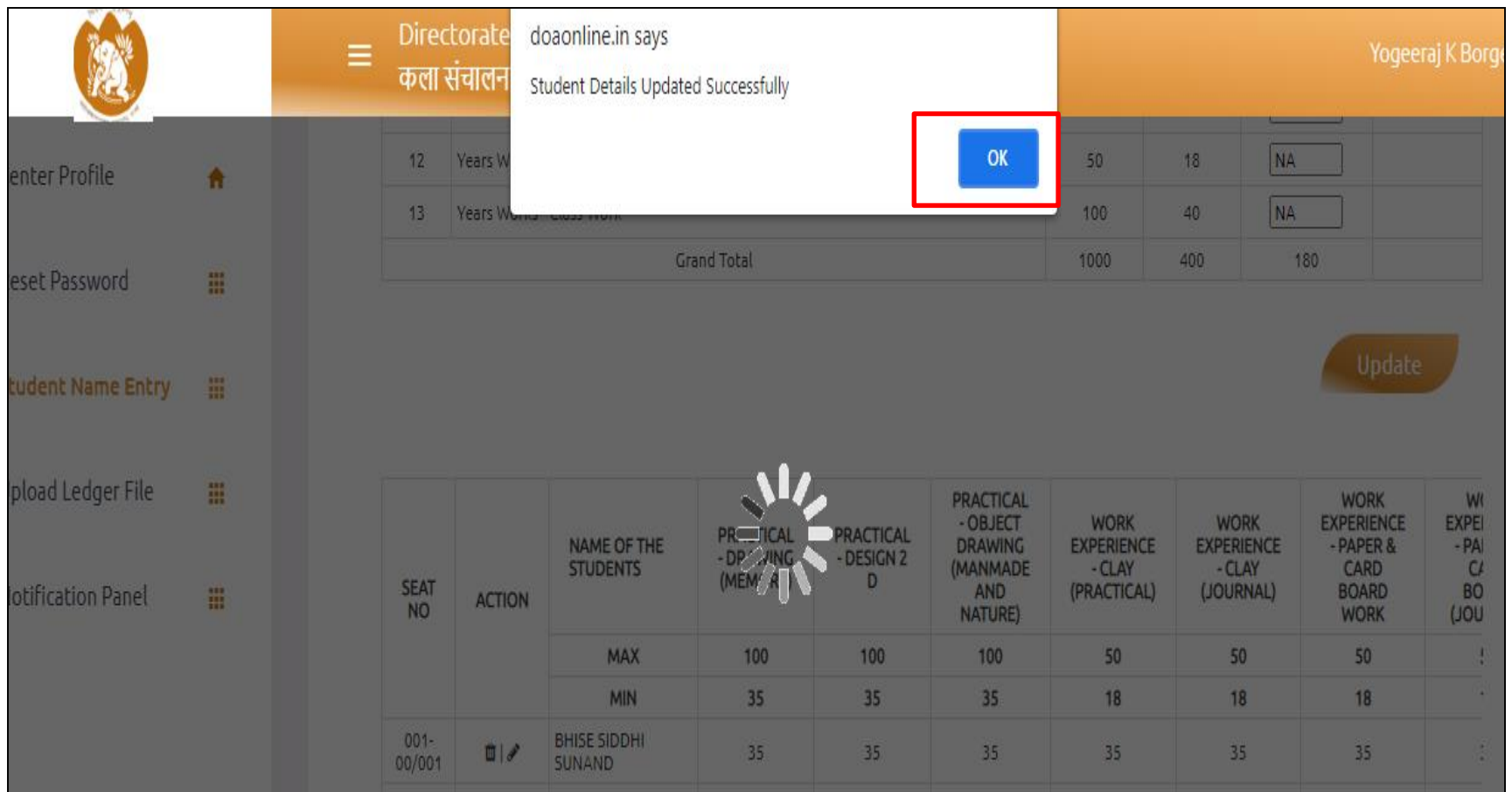
(**Note: Please Enter AB To Mark As Absent)

SR NO.	SUBJECT NAME	MAX MARKS	MIN MARKS	OBT MARKS	STATUS
1	Practical - Drawing (Memory)	100	35	<input type="text" value="NA"/>	
2	Practical - Design 2 D	100	35	<input type="text" value="NA"/>	
3	Practical - Object Drawing (Manmade and Nature)	100	35	<input type="text" value="NA"/>	
4	Work Experience - Clay (Practical)	50	18	<input type="text" value="NA"/>	
5	Work Experience - Clay (Journal)	50	18	<input type="text" value="NA"/>	
6	Work Experience - Paper & Card Board Work	50	18	<input type="text" value="NA"/>	
7	Work Experience - Paper & Card Board (Journal)	50	18	<input type="text" value="NA"/>	
8	Theory - History of Art (Indian)	100	35	<input type="text" value="NA"/>	
9	Theory - Education Psychology and Child Art	100	35	<input type="text" value="NA"/>	
10	Theory - Art Expression	100	35	<input type="text" value="NA"/>	
11	Years Works - Micro Teaching	50	18	<input type="text" value="NA"/>	
12	Years Works - Project	50	18	<input type="text" value="NA"/>	
13	Years Works - Class Work	100	40	<input type="text" value="NA"/>	
Grand Total		1000	400		

Add

How to add a new student

- After click on add button a confirmation message box will appear on the screen. Click on “OK” and confirm
अंड बटणावर क्लिक केल्यानंतर स्क्रीनवर एक कन्फर्मेशन मेसेज बॉक्स येईल. “OK” वर क्लिक करा आणि पुष्टी करा.



The screenshot shows a web application interface for a Directorate of Art Education. A confirmation dialog box is displayed over a table of student details. The dialog box contains the text "Student Details Updated Successfully" and a blue "OK" button, which is highlighted with a red rectangle. The background table lists student details including Seat No, Action, Name of the Students, and various practical and work experience scores.

SEAT NO	ACTION	NAME OF THE STUDENTS	PRactical - DRAWING (MEMORIAL)	PRactical - DESIGN 2 D	PRactical - OBJECT DRAWING (MANMADE AND NATURE)	WORK EXPERIENCE - CLAY (PRACTICAL)	WORK EXPERIENCE - CLAY (JOURNAL)	WORK EXPERIENCE - PAPER & CARD BOARD WORK	WORK EXPERIENCE - PAPER & CARD BOARD (JOURNAL)
12	Years Work		50	18	NA				
13	Years Work		100	40	NA				
Grand Total			1000	400	180				
001-00/001		BHISE SIDDHI SUNAND	35	35	35	35	35	35	

How to view ledger

- Click on “view ledger” button to view the ledger. You can view the ledger as many times as you want. There are no limitations for it.
- लेजर पाहण्यासाठी “View Ledger” बटणावर क्लिक करा. आपण कितीही इच्छित वेळा लेजर पाहू शकता. त्यासाठी कोणत्याही मर्यादा नाहीत



The screenshot shows the user interface of the Directorate of Art, Maharashtra State, Mumbai. The header includes the logo, the name of the organization, and the user's name, Yogeeraj K Borge. The main content area displays a table with two rows of student information. Below the table, there is a section for 'प्रमाणपत्र' (Certificate) with a checkbox and a 'View Ledger' button highlighted in red.

ID	Icon	Name							
001-00/025		SONI VARSHA TUSHAR							
001-00/026		THAKUR PRAJWALI SANJAY							

प्रमाणपत्र

प्रमाणित करण्यात येते की, वरील निकाल पत्रकात नमुद केलेले विद्यार्थी हे शासकीय उच्चकला परीक्षा 2021 करिता पात्र आहेत. विद्यार्थ्यांच्या नावा समोर नमुद केलेले गुण त्रिसदस्यीय समितीने तपासले असून योग्य व अचूक आहेत.

Final Submit **View Ledger**

How to final submit

- Tick on Undertaking check box given on the screen to agree with terms and conditions. Click on “Final Submit”.
- अटी व शर्तीशी सहमत होण्यासाठी स्क्रीनवर देण्यात आलेल्या प्रणमपत्र चेक बॉक्सवर टिक करा. “Final Submit” वर क्लिक करा.
- You cannot make any changes in the marks entry data field after doing “Final submit”
“Final Submit” केल्यावर आपण गुणांची नोंद डेटा फील्ड मध्ये कोणतेही बदल करू शकत नाही



Directorate of Art ,Maharashtra State,Mumbai
कला संचालनालय, महाराष्ट्र राज्य, मुंबई

Yogeeraj K Borge ▾

001-00/025	 	SONI VARSHA TUSHAR							
001-00/026	 	THAKUR PRAJWALI SANJAY							

प्रमाणपत्र

प्रमाणित करण्यात येते की, वरील निकाल पत्रकात नमुद केलेले विद्यार्थी हे शासकीय उच्चकला परीक्षा 2021 करिता पात्र आहेत. विद्यार्थ्यांच्या नावा समोर नमुद केलेले गुण त्रिसदस्यीय समितीने तपासले असून योग्य व अचूक आहेत.

Final Submit **View Ledger**

Center Profile 

Reset Password 

Student Name Entry 

Upload Ledger File 

Notification Panel 

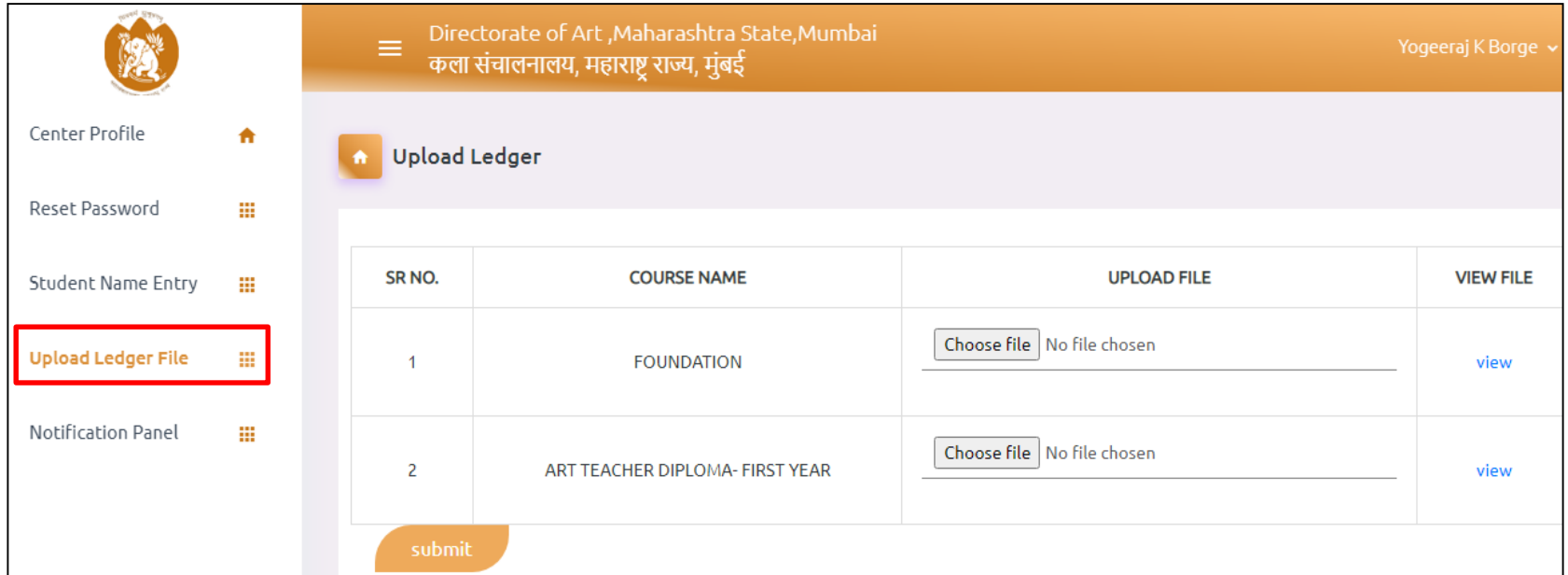
How to upload ledger file

• Under “ Upload Ledger File” only those course will be visible, whose “Final Submit” is done .

•“Upload Ledger File” अंतर्गत फक्त तेच कोर्स दृश्यमान असतील ज्यांचा “Final Submit” पूर्ण झाले आहे.

•You need to take printout of the view ledger file of the particular course and affix the required signature and stamp in the given space

आपल्याला विशिष्ट कोर्सच्या व्यू लेजर फाईलचे प्रिंटआउट घेण्याची आवश्यकता आहे आणि दिलेल्या जागेवर आवश्यक स्वाक्षरी आणि मुद्रांक असणे आवश्यक आहे.



Directorate of Art ,Maharashtra State,Mumbai
कला संचालनालय, महाराष्ट्र राज्य, मुंबई

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Upload Ledger

SR NO.	COURSE NAME	UPLOAD FILE	VIEW FILE
1	FOUNDATION	<input type="button" value="Choose file"/> No file chosen	view
2	ART TEACHER DIPLOMA- FIRST YEAR	<input type="button" value="Choose file"/> No file chosen	view

submit

How to upload ledger file

•As per the number of pages in each course. You need to scan all pages clearly, readable and in a sequential manner and create a single “PDF” file and upload the file against the course mentioned in the “Upload Ledger File”

•प्रत्येक कोर्समधील पानांच्या संख्येनुसार. आपल्याला सर्व पृष्ठे स्पष्टपणे वाचनीय आणि अनुक्रमिक रीतीने स्कॅन करण्याची आणि एकल “PDF” फाइल तयार करण्याची आणि “Upload Ledger File” मध्ये नमूद केलेल्या कोर्सच्या समोर फाइल अपलोड करण्याची आवश्यकता आहे.

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Center Profile 🏠

Reset Password 🗄

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🏠 Upload Ledger

SR NO.	COURSE NAME	UPLOAD FILE	VIEW FILE
1	FOUNDATION	<input type="button" value="Choose file"/> No file chosen	view
2	ART TEACHER DIPLOMA- FIRST YEAR	<input type="button" value="Choose file"/> No file chosen	view

How to upload ledger file

•To view the uploaded file click on view button.

अपलोड केलेली फाईल पाहण्यासाठी View बटणावर क्लिक करा.

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🏠 Upload Ledger

SR NO.	COURSE NAME	UPLOAD FILE	VIEW FILE
1	FOUNDATION	<input type="button" value="Choose file"/> No file chosen	view
2	ART TEACHER DIPLOMA- FIRST YEAR	<input type="button" value="Choose file"/> No file chosen	view

submit