

**INSTRUCTION FOR MAKING PHYSICAL REPORTING OF THE REPORTED STUDENTS IN A COLLEGE/INSTITUTION USING PI LOGIN.**

1. Login to the PI using PI login Id and Password.
2. Go to 'PHYSICAL REPORTING' under the ENTRY/UPDATE menu in the home screen of the PI.
3. On clicking 'PHYSICAL REPORTING' and selecting the branch to which you wish to enter the physical reporting, a list of admitted candidates will be displayed in alphabetical order.

Where you have to enter Allotted ID (mentioned in the Final allotment letter of the candidates, If the number is not there, then kindly down load the allotment letter again.) and tick the check box and click the 'UPDATE STATUS'.

This will change the reporting status of the student.

4. Similarly you have to enter the Allotted ID and tick the check box and click the 'UPDATE STATUS' for next students and so on.
5. At the same time multiple branch students can be physically reported following the above procedure in multiple terminals.