

## SOP on TA Activity Record

To record the regular activity TA/TOT has to follow the given steps:

- 1. Login to SKANS Portal
- 2. Click TA Activity Record.
- 3. Fill all the given parameters.
- 4. Remarks column is used to mention name of students of extra class or for any other activity performed which is not mention in drop down list.
- 5. Click add button.

SKANS Portal									
		Employee	Teacher						
View Recorded Lectures									
Teachers Test Upload	Allow Video Access	to Students	CRQ Checking F5-F9		TA Activity Record				

## TA Activity Log

User Name:		Password:		Login
A stinite True .				
Activity Type.			Ť	
Time Spent (in minutes	):			
Paper Name:	~			
Batch:	~			
D 1	· ·			
Kemarks:				
		Add		