STUDENT GUIDE

Access your college ERP

Your secure portal for student information, profile updates and elective-paper preferences.

OFFICIAL COLLEGE ERP PORTAL

saksham.sac.sitslive.com

Sign in using the username and password sent to your registered email address. Use the link or scan the QR code.

You can also access the portal through the College mobile app (see Page 3).

BEFORE YOU BEGIN

Keep your emailed login credentials ready. Check College notices for semester-specific instructions and the deadline. Use a reliable internet connection, and allow sufficient time to review every option.

01 LOGIN WITH YOUR CREDENTIALS

Go to the official College ERP link. Enter the credentials sent to your registered email, sign in and change your password on first login if requested. Do not share your password with anyone.

If the email is missing, check Spam/Junk and contact ERP support if needed.

02 COMPLETE YOUR STUDENT PROFILE

Open the Profile section. Check your personal details, enrolled course, registered email and mobile number. Complete the required fields and upload a recent photograph or supporting document if the portal requests it. Save your profile.

Enter accurate information. Report mismatched records rather than guessing.

03 COMPLETE THE PREREQUISITE SECTION

Open the Prerequisite section before selecting papers. Carefully answer the eligibility or course-history questions shown for your programme. These responses help determine which elective choices may be available to you.

Recheck all answers before confirming. Incorrect prerequisites can affect eligibility.

ELECTIVE REGISTRATION

Select your elective papers

Check your programme, semester, prerequisites and paper availability before submitting choices.

GE
Generic Elective

DSE
Discipline Specific Elective

SEC
Skill Enhancement Course

VAC
Value Addition Course

Important: The actual paper categories available to you depend on your course and semester. Select only the options made available in your College ERP account and follow official allocation instructions.

04 OPEN ELECTIVE / SUBJECT REGISTRATION

Once the profile and prerequisite sections are complete, navigate to the Subject Registration, Paper Selection or equivalent portal menu. Select the appropriate semester and elective category.

If the section does not appear, recheck prerequisites or ask ERP support.

05 SELECT THE PAPERS AND PREFERENCES

Carefully read each paper name and code before selecting it. Where the portal asks for ranked preferences, enter them in your desired order. Avoid choosing a paper you have already studied, and check any eligibility requirements shown.

Your choice preferences should be deliberate: available papers may be restricted.

06 REVIEW, SUBMIT AND VERIFY

Recheck the paper category, title and preference order. Submit your selections using the portal action provided. Verify the saved or submitted status, and retain a screenshot or acknowledgement for your records.

Saving a draft is not necessarily final submission. Complete all required steps.

PREFERENCES ARE NOT CONFIRMED ALLOTMENTS

Final allocation and eligibility remain subject to applicable College notifications and rules.

PLEASE READ

Revisions, deadlines & support

The permitted number of changes is limited. Take time to make the correct selection.

3 MAXIMUM CHANGES

You may change your submitted choices only three times and only before the applicable College deadline.

No changes are permitted after the third revision OR once the deadline has passed, whichever occurs first.

BEFORE THE DEADLINE

Submit choices and use remaining revisions only if necessary.

AFTER THE LIMIT / DEADLINE

The submitted choices can no longer be edited.

FREQUENTLY ASKED QUESTIONS

I cannot log in.

Check your credentials and registered email. Use the portal recovery option if available; otherwise email ERP support.

I cannot see my preferred papers.

Confirm that profile and prerequisites are complete, then check the available choices for your course and semester.

I selected a paper by mistake.

Correct it only if the deadline has not passed and you have not used all three permitted revisions.

How do I know my submission worked?

Check for a confirmation or submitted status, then keep a screenshot of the saved choices.

DOWNLOAD THE SRI AUROBINDO COLLEGE APP

ANDROID

Google Play Store
Scan the QR code.

iPHONE / iOS

Apple App Store
Scan the QR code.

ERP HELPLINE

erpadmin@aurobindo.du.ac.in

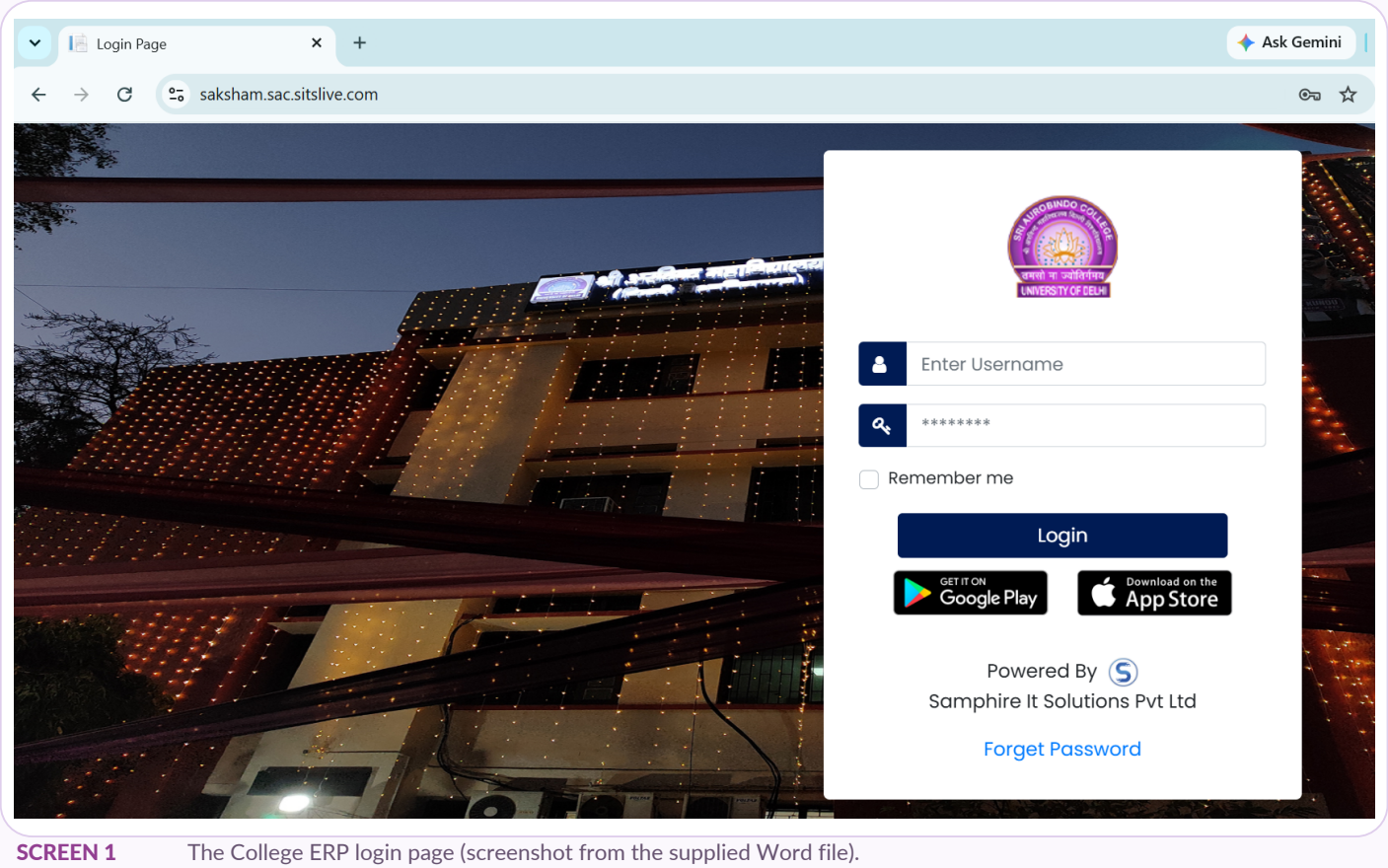
01 / SIGN IN

ERP Portal Login Manual

Follow the actual College ERP screens shown below. Keep the username and password sent to your registered email ready.

OFFICIAL WEB PORTAL

https://saksham.sac.sitslive.com/



SCREEN 1 The College ERP login page (screenshot from the supplied Word file).

1 OPEN THE ERP PORTAL

Open the link above in your browser. The login page displays Enter Username, password and a Login button.

2 ENTER YOUR CREDENTIALS

Type the login details you received by email. Select Login to enter your student dashboard. Do not share your password.

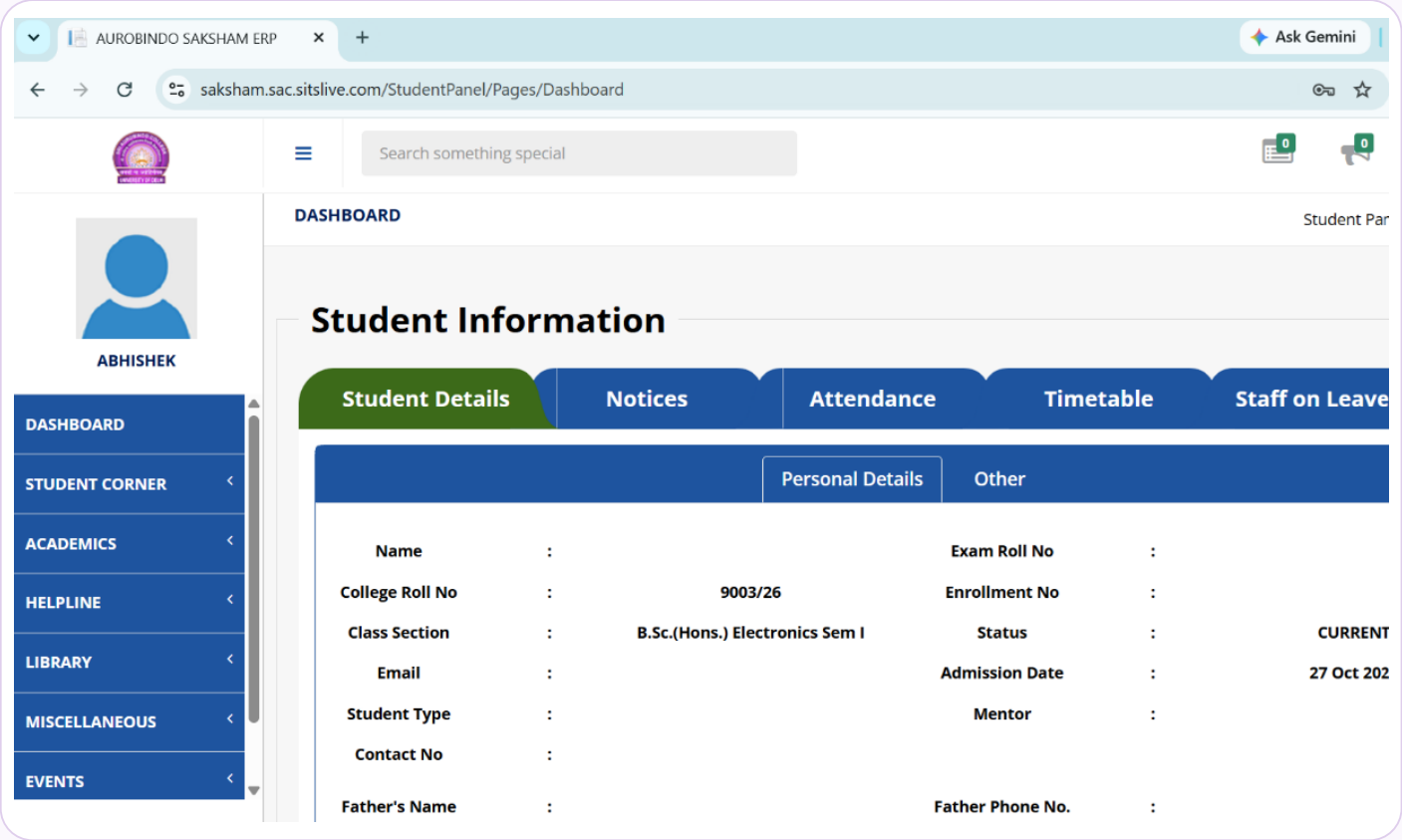
IF LOGIN FAILS

Check that your username and password match the email. The login screen also shows a Forget Password option.

02 / AFTER SIGN-IN

Find your student dashboard

The dashboard displays your student information and navigation menu. Begin with the Student Corner before selecting elective papers.



SCREEN 2 Dashboard and left-hand navigation, as shown in the supplied screenshot.

3 EXPLORE THE DASHBOARD

The supplied screenshot shows sections such as Student Details, Notices, Attendance and Timetable. The left menu includes Dashboard, Student Corner and other campus services.

4 OPEN STUDENT CORNER

Select Student Corner in the left-side menu. From there, choose Update Profile to complete your information; the source document also advises students to change their password and remember it securely.

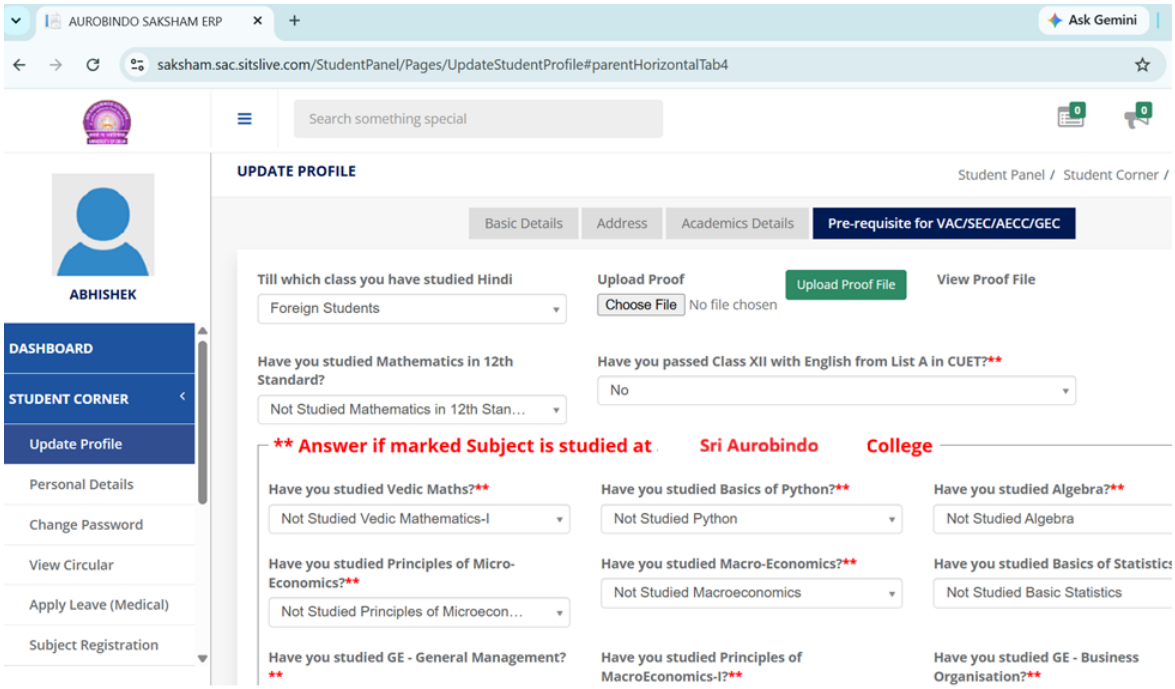
RECOMMENDED ORDER

Dashboard → Student Corner → Update Profile → Prerequisite → Subject Registration.

03 / UPDATE YOUR RECORD

Complete your student profile

Before making elective choices, complete the profile sections and answer prerequisite questions carefully and truthfully.



SCREEN 3 Update Profile and prerequisite tabs shown in the source screenshot.

5 UPDATE YOUR DETAILS

The supplied document lists four profile areas: Basic Details, Address, Academic Details and Pre-requisite. Complete required fields, check existing data, and upload a photograph where requested.

6 ANSWER PREREQUISITES CORRECTLY

The shown screen asks whether particular subjects were studied before. Read each question carefully. Incorrect answers can affect which papers appear as eligible for selection.

IMPORTANT

Do not indicate that you have studied a subject unless that is accurate.

04 / COMPLETE REGISTRATION

Choose and submit papers

After your profile and prerequisite information are complete, proceed to elective-paper selection using the Subject Registration option.

01 Profile › 02 Prerequisite › 03 Paper choices › 04 Submit

7 OPEN SUBJECT REGISTRATION

Use Subject Registration in the Student Corner menu (visible at the lower left of Screenshot 3). The source does not include the subsequent subject-selection screen, so menu labels and steps may vary.

8 SELECT AND RANK PREFERENCES

Choose the elective papers offered to your programme. Where the portal requests preferences, provide three preferences in the required order. Check the subject name and eligibility, and avoid selecting any paper already studied in an earlier semester.

9 REVIEW & FINALLY SUBMIT

Check all selections before final submission and complete the process within the deadline announced by the College. Save or record the submitted choices for your reference.

3 MAXIMUM EDITS

Your submitted choices can be edited only three times. After the third edit, the choice section will be locked. No further changes can be made after the applicable deadline.

NEED HELP?

erpadmin@aurobindo.du.ac.in

Note: Refer to the latest College notice for the registration deadline.