



# Yashwantrao Chavan Maharashtra Open University

## Step by Step Process to Submit/Upload handwritten home assignment on OASIS Portal

## For Students:-

1. Last Date of Online Submission of Home Assignment : As Mentioned in University Circular.

## A.Registration Process:-

1. Visit The Website - <https://asm.ycmou.org.in/>
2. Read the Student User Manual Carefully.  
([https://asm.ycmou.org.in/UserGuides\\_22/Student%20Guide.pdf](https://asm.ycmou.org.in/UserGuides_22/Student%20Guide.pdf))

3. Click On Student login.
4. Click on Register.
5. Enter 16 Digit PRN Number and click on “Verify”
6. Enter your Registered Mobile Number and click on Send OTP.
7. Enter OTP received on your registered Mobile Number Or Registration can be done using Registered Email ID also.
8. After Successful Validation with OTP student have to change their Default Password.

(Students Current Password is Birth date in Format DD/MM/YYYY (For Ex. Your Birth Date is 1/6/1990 then your default Password is 01061990)

Birth Date that you are entering as a current Password should be same as the date, registered while taking Admission on Digital University Portal <https://ycmou.digitaluniversity.ac/>  
You can View/request Changes in Profile by Using Your esuvidha login.

9. Set your new password Confirm this and click on Submit.  
( Your new Password is Generated and Note down this New Password for login on this Portal each time. Maintained the confidentiality and secrecy of New password.)
10. Using your PRN No and Password you can login into OASIS Portal
11. Students Have to Also Mention their APAAR ( Automated Permanent Academic Account Registry) / ABC ID ,which is going to print on Mark statement, If Students don't have ABC id,They have to Create it.

## **B) Downloading, Printing, Writing and Submitting / Uploading of Course wise Home Assignment.**

12. After successful registration, using your PRN No and Password you can login/ Sign in into OASIS Portal
13. Read carefully Information display on screen then click on Confirm & Proceed.
14. Student has to download Booklet for each Course,  
Click on Download >>>>>>> print two pages>>>>>>>  
Print/Photocopy of Sufficient copies of second page>>>>>>>  
write page no on each page (Page ... of ....)>>>>>>> write  
home assignment in legible handwriting >>>>>>> Put  
Signature on each page >>>>>>> scan/take photo of the all  
pages of home assignment>>>>>>> create pdf,

Then student can upload coursewise handwritten home assignment in following way

Click on Submit>>>>>>> [Please Click here to Convert Jpeg/Jpg files to PDF](#) >>>>>>> Browse-select the pdf file >>>>>>> Upload >>>>>>> Submit Assignment

( The course wise PDF file should be in sequence of page numbers, properly scan, in neat handwriting. For future reference name of pdf should have the name of subject code for ex. If subject code is ECO510 then pdf file name should be eco510.pdf )

15. Repeat the Step 14 for each Course

### C) Check the Status of Submitted/Uploaded home Assignment

16. Student have to Regularly login to OASIS portal and verify/check the Status against each Course.
  - a. **Submit** : Assignment is still not submitted by the Student
  - b. **Uploaded** : Assignment is successfully submitted on the portal
  - c. **Veriified** : Assignment is verified by the study centre
  - d. **Valued** : Assignment is valued/check/assess by the councillor/evaluator
  - e. **Rejected** : Assignment is rejected by the Study centre or Councillor  
( If any Assignment is rejected, student has to re-submit/upload the Home Assignment after resolving the reason mentioned against rejection)

## User Manual: Home Assignment Submission & Information System

For Any Queries or Support Contact us on

Help Line Number: 8055253072

Email: [oasishelpdesk22@gmail.com](mailto:oasishelpdesk22@gmail.com)

Best Wishes....!

(Bhatuprasad Patil)  
Controller of  
Examinations  
YCMOU, Nashik