

Process for downloading and uploading Tutor Marked Assignments (TMAs) from the Student Dashboard on the portal <https://sdmis.nios.ac.in>

(Secondary and Senior Secondary courses)

Version 1.0

January 2022

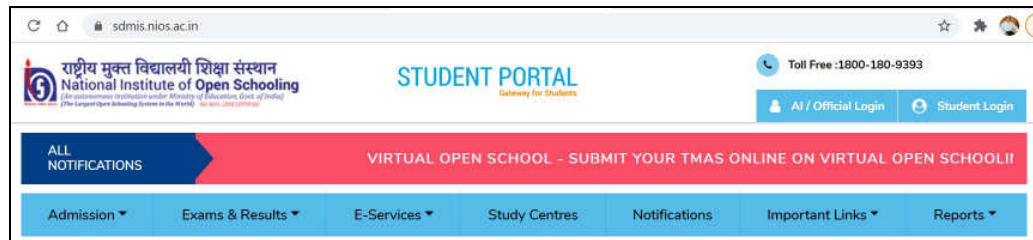
Before uploading the TMA(s), learners shall note some important points:

- a) The learner/student shall login only on one device at a time. It is mandatory to logout from the student panel/portal after using the portal
- b) Uploading of TMA will be available only as per the TMA uploading schedule mentioned by NIOS for each session.**
- c) TMA Tiles will be available only for the subjects for which the learner/student is registered to study in NIOS.**
- d) Once the due date for submitting/uploading TMA is over, Learner/student will be able to upload the TMA only after paying the TMA late fee online through the Student Portal.**
- e) Before uploading the TMA, please ensure that the correct TMA is selected for upload. TMA once submitted cannot be submitted/uploaded again. TMA status can be seen from the TMA Status on TMA tile on the Student Dashboard**
- f) TMA status can be seen from the TMA Status on TMA Tile on the Student Dashboard**
- g) There are four steps in the process of uploading the TMA(s):
 - I. Download TMA(s)
 - II. Prepare hand written TMA(s) with marking each page with page number
 - III. Scan the hand written TMA(s) into .PDF for each subject separately
 - IV. Upload the TMA(s) saved into .PDF file
- c) Submitting/Uploading TMA is applicable only for the learners/students of Stream 1
- d) Each online activity of the learner/student will be tracked and monitored on the portal starting from login till logout
- e) IP address and system environment of the device/laptop/computer/mobile IMEI will be monitored for security reasons and for further analysis to improve the system

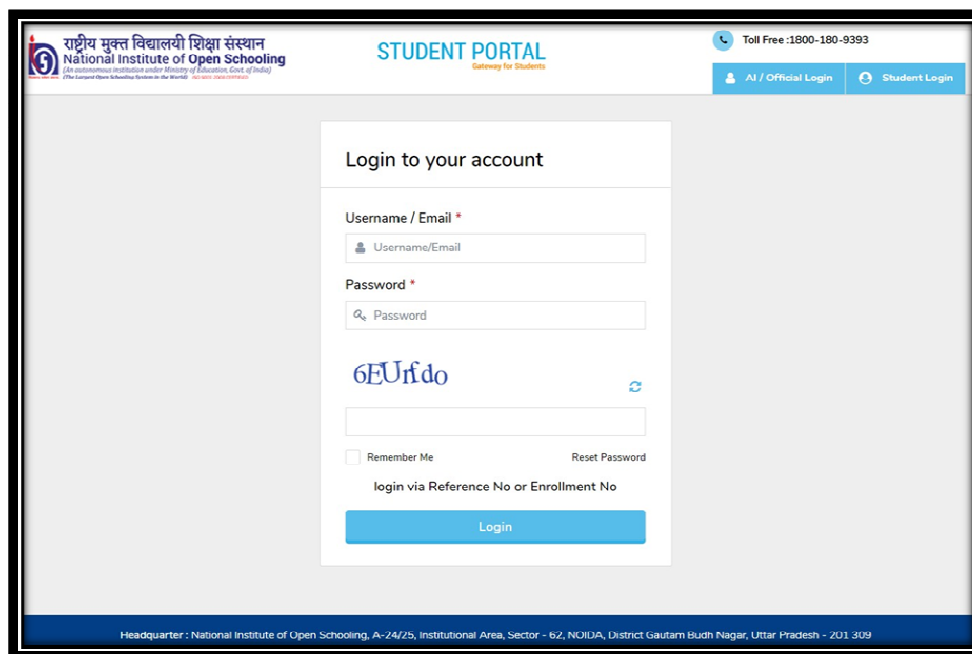
- f) TMA(s) can be uploaded only for the subject for which the learner/student is registered in NIOS. TMA(s) of subjects selected for Transfer of Credit (ToC) can't be uploaded.

How to upload Tutor Marked Assignments (TMAs)

- Type <https://sdmis.nios.ac.in> in the Address Bar. The following screen will appear.

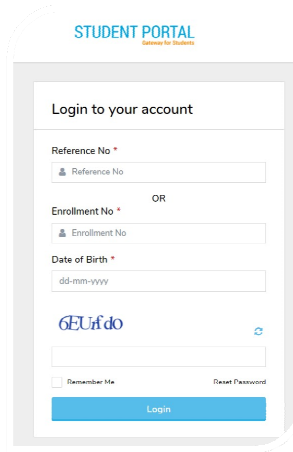


- Click on Student Login button. The following screen will appear.

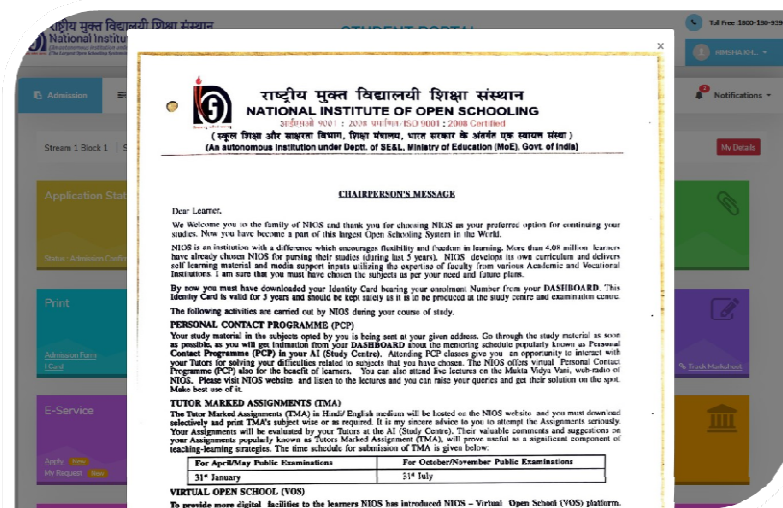


- Enter the username and password (credentials provided to the learner/student while registration in NIOS. Generally the email address used at the time of registration of the learner/student is the username. Password was sent to the learner/student on the registered email address). Enter the captcha as shown on the screen. You may click on refresh captcha icon to change the captca.

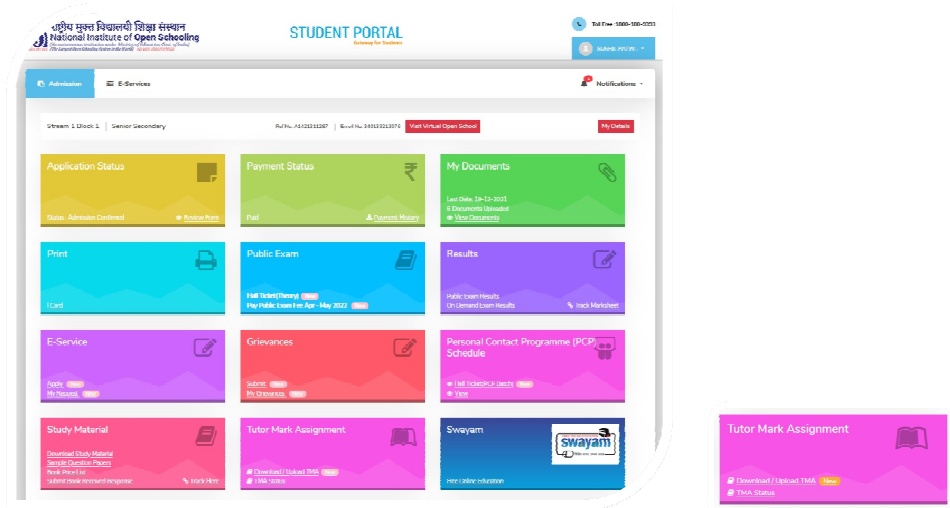
- In case the learner/student does not remember the username and password then the learners can login using the enrollment number/reference number and date of birth using the alternate method of login. Click on Login via Reference Number or Enrollment Number link. The screen as shown below appear. Enter your reference number or enrollment number and date of birth as filled during the registration.



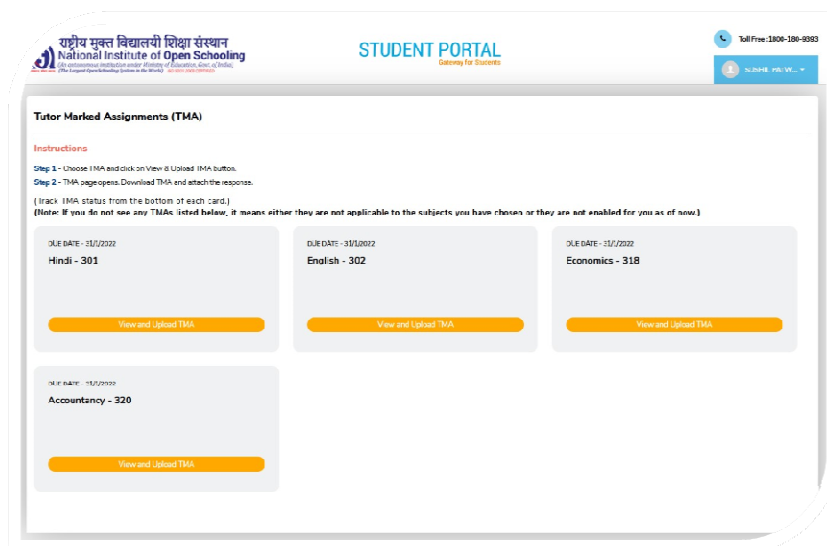
- After successful login, the given below dashboard will be displayed on the screen. A menu will be displayed in the left panel on the screen.
- A Welcome Letter signed by Hon'ble Chairperson of NIOS will appear for the learners of the current academic.



- Read the Welcome Letter and then close the popup by clicking on the 'X' on the right corner of the popup.
- From the dashboard, see the tile titled as Tutor Marked Assignment which will look like as shown below.



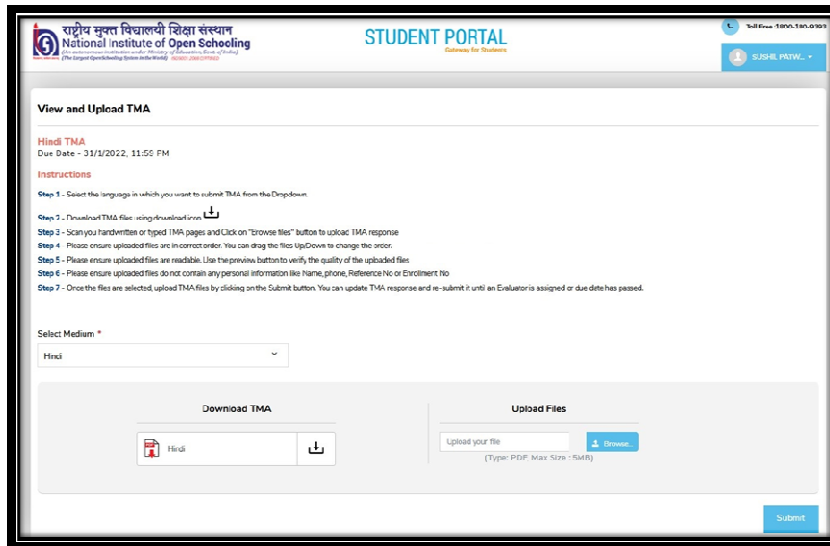
- From the TMA tile, click on Download / Upload TMA link to view and download the TMA(s) as per your registered subjects. The given below screen will appear.
- From the given screen, read the instructions carefully and check the last date of uploading TMA(s).
- To download/upload the TMA, click on **“View and Upload TMA”** button for the subjects available on the screen.




NOTE: Uploading of TMA will be available only as per the TMA uploading schedule mentioned by NIOS for each session.

TMA subject tiles will be available only for the subjects for which the learner/student is registered to study in NIOS.

Once the due date for submitting/uploading TMA is over, Learner/student will be able to upload the TMA only after paying the TMA late fee online through the Student Portal.



From the screen, select the medium/language in which you want to download/upload the TMA. Click on Download  icon to download the TMA.

To upload the TMA, click on Browse button and select the .PDF file (generated by scanning the hand written TMA). Maximum file size of the .PDF file can be 5MB. Click on Submit button after selecting the .PDF file. In-case the file size of the .PDF is more than 5MB, there are many online tools which a learner/student may use to reduce the file size of the .PDF file.

NOTE: Before uploading the TMA, please ensure that the correct TMA is selected for upload. TMA once finally submitted cannot be submitted/uploaded again. TMA status can be seen from the TMA Status on TMA tile on the Student Dashboard.

For queries related with online submission of TMA, kindly contact your Regional Centre. List of Regional Centres can be accessed on <https://sdmis.nios.ac.in/home/regional-center>