

INSTRUCTIONS TO CHAIRMAN

1. Visit the page <http://kuhs.ac.in/examreg.htm>
2. Here you will find a login facility with two boxes.
3. Use the user name and password provided by KUHS to login
4. After you login successfully, you will reach a page where you have three menus; Viz:- Mark entry, Reports and Logout
5. Select 'Mark Entry' menu
6. You will see a sub-menu '1st BDS Examination'. Select the same
7. You will be shown two selection boxes – 'Paper', 'Type'
8. Select the correct paper from the select box
9. Select the correct type of exam from the second box [Types are Practical / Viva Voce]
10. After that select the Register Number range for which you are going to enter the marks
11. Then you can see a table with 3 columns – Sl.No, Register No., Marks Secured
12. Data entry is permitted only in the 'Marks Secured' column
Marks should be round figure and NO DECIMAL VALUES are permitted.
Max. Mark allowed will be shown in the column heading in red colour.
13. Enter marks of all 10 candidates shown in the screen
14. Verify that the entered marks are correct
15. Save the values by pressing 'Save' button at the bottom
16. If you are not sure that the values you have entered are correct, pl do not save the values.
17. VALUES ONCE SAVED CANNOT BE EDITED.
18. To select the next range of students, repeat steps above starting from 8.
19. To take a print of the details you have entered, click menu item 'Reports' at the top of the page.
20. You will reach another page where you need to select the correct paper from the list.
21. Select correct paper from the list and press 'Generate' button shown below the list.
22. You will get a pdf report of the details you have entered.
23. Select the menu File -> Save As and save the file on the desktop with a suitable name.
24. The chairman should send an attested copy of the practical marks report generated online in a cover addressed to the Controller of Examinations, KUHS. The cover should be super scribed 'CONFIDENTIAL'.
25. All absentees are to be marked as 'ABSENT' in red colour. All statements are to be countersigned by Internal examiner, External examiner and Chairman.
26. In case of any clarification, pl contact 9349958744 (10am-5pm)