

Instruction Manual for PhD Paper-1 Mark Entry (2022 Admission)

Step 1- Login to KUHS Research Center Portal using Username and Password

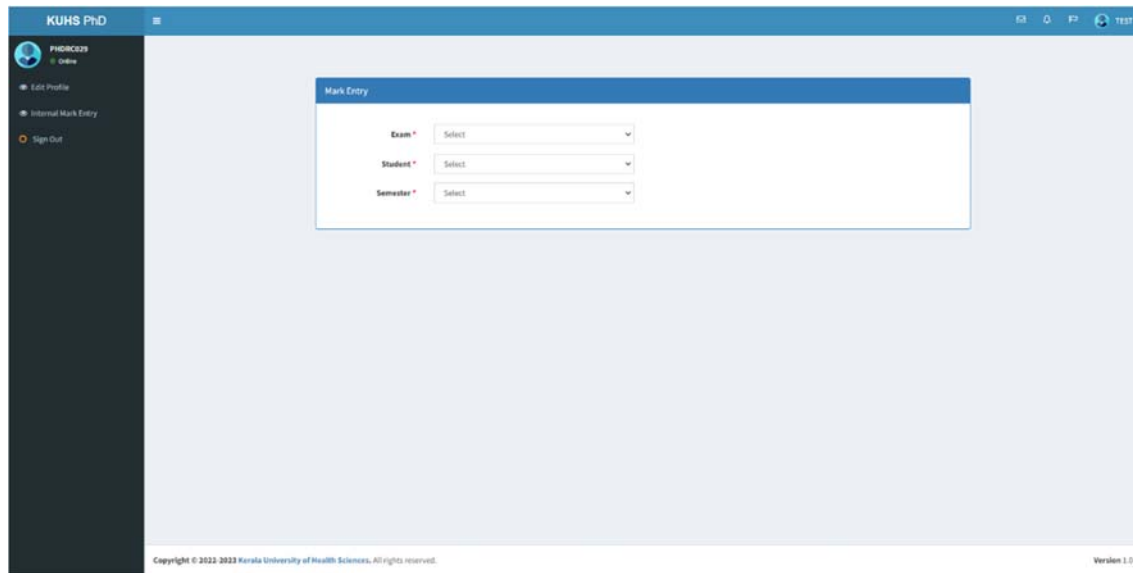


Fig. Research Center Login Page



Fig. Research Center Home Page

Step 2- Click on the **Internal Mark Entry** Menu.

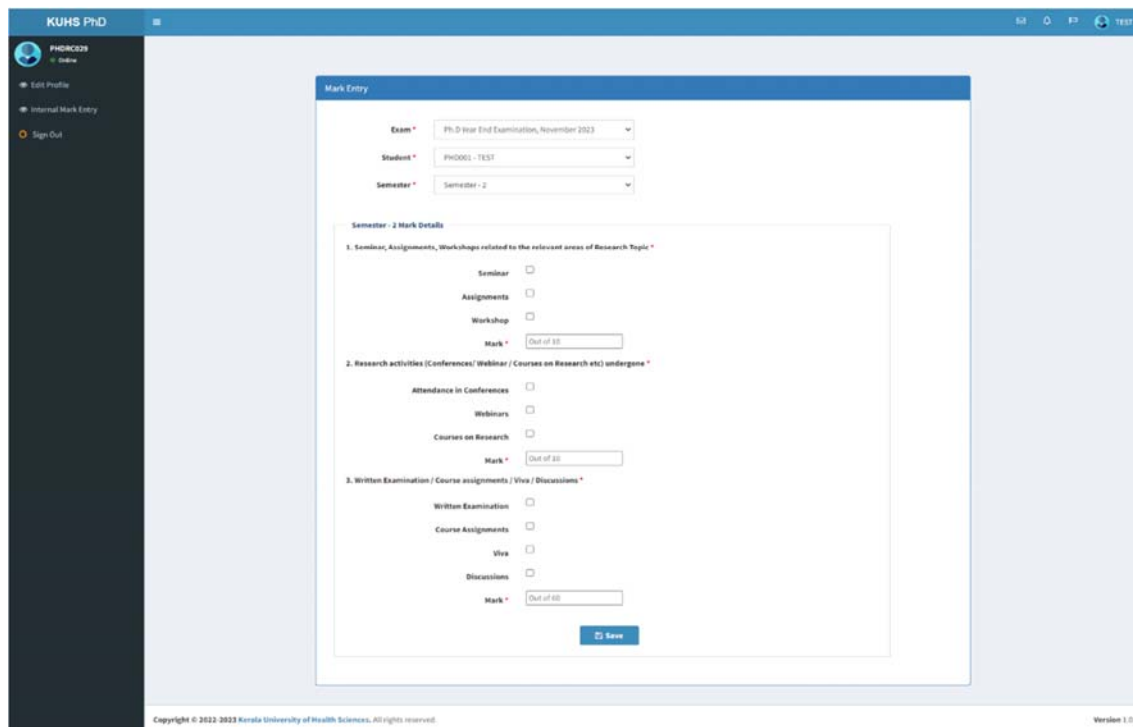


The screenshot shows the 'Mark Entry' page in the KUHS PhD system. The page has a dark blue header with 'KUHS PhD' and a user profile 'PH00029' with 'Online' status. A sidebar on the left contains 'Edit Profile', 'Internal Mark Entry', and 'Sign Out'. The main content area features a 'Mark Entry' form with three dropdown menus: 'Exam *' (Set to 'Select'), 'Student *' (Set to 'Select'), and 'Semester *' (Set to 'Select'). The footer contains 'Copyright © 2022-2023 Kerala University of Health Sciences. All rights reserved.' and 'Version 1.0'.

Fig. Internal Mark Entry Page

Step 3-

- i. Select Exam
- ii. Select Student Name
- iii. Select Semester
- iv. Enter the marks for semester 1 and 2. Click on **Save** Button to save mark details.



The screenshot shows the 'Mark Entry' page with the form filled out. The 'Exam *' dropdown is set to 'Ph-D Year End Examination, November 2023', 'Student *' is 'PH0001 - TEST', and 'Semester *' is 'Semester - 2'. Below this is the 'Semester - 2 Mark Details' section with three numbered categories:

- 1. Seminar, Assignments, Workshops related to the relevant areas of Research Topic ***
 - Seminar
 - Assignments
 - Workshop
 - Mark *
- 2. Research activities (Conferences/ Webinar / Courses on Research etc) undergone ***
 - Attendance in Conferences
 - Webinars
 - Courses on Research
 - Mark *
- 3. Written Examination / Course assignments / Viva / Discussions ***
 - Written Examination
 - Course Assignments
 - Viva
 - Discussions
 - Mark *

A blue 'Save' button is located at the bottom right of the form. The footer is identical to the previous screenshot.

Fig. Internal Mark Save Page

- v. For each Semester ,
If the details are correct, then click on **Finalize** Button to forward the details to the University.

Note:- Once Finalized can't be able to edit the entered details.

The screenshot shows the 'Mark Entry' page in the KUHS PhD system. The page has a dark sidebar on the left with the user's profile and navigation options. The main content area contains a form with the following fields and options:

- Exam:** PH.D Year End Examination, November 2023
- Student:** PH0001 - TEST
- Semester:** Semester - 1
- Semester - 1 Mark Details:**
 - 1. Seminar, Assignments, Workshops related to the Basics of Research Topic:**
 - Seminar:**
 - Assignments:**
 - Workshop:**
 - Mark:** 3
 - 2. Research related activities (Attendance in Conferences, Webinars, Courses, Visit to Research Centers/Institutions):**
 - Attendance in Conferences:**
 - Webinars:**
 - Courses:**
 - Visit to Research Centers / Institutions:**
 - Mark:** 3

At the bottom of the form, there are two buttons: **Save** and **Finalize**.

Fig. Internal Mark Finalize Page

- vi. Click on **Report** button to download the Report.

Note:- Generate report only after finalizing the mark entry of Semester 1 and 2.

The screenshot shows the 'Report' page in the KUHS PhD system. The page displays the same 'Mark Entry' form as in the previous screenshot, but with the **Report** button highlighted in green, indicating it is the active action.

Fig. Report Page



**Kerala University of Health Sciences
Thrissur - 680 596**

PhD Paper-1 Marks

(Generated on : 12-10-2023 12:02:56)

Research Center Name : TEST
Exam Name : Ph.D Year End Examination, November 2023
Student Name : PHD001 - TEST

First Semester Marks

Sl No.	Assessments	Mark	Mark Obtained	Candidate Signature
1	Seminar, Assignments, Workshops related to the basics of Research Topic	10	9	
2	Research related activities (Attendance in Conferences/ Webinars/ Courses, Visit to Research Centers/Institutions)	10	8	
Total		20	17	

Second Semester Marks

Sl No.	Assessments	Mark	Mark Obtained	Candidate Signature
1	Seminar, Assignments, Workshops related to the relevant areas of Research Topic	10	5	
2	Research activities (Conferences/ Webinar / Courses on Research etc) undergone	10	8	
3	Written Examination / Course assignments / Viva / Discussions	60	40	
Total		80	53	

Declaration

Certified that the details furnished above are true and correct to the best of my knowledge and belief.

Place :

Date :

(College Seal)

Principal / HOD

Fig. Internal Mark Report

Step 4- The certified copy (physical copy) of Report of each student shall be submitted to controller of examination.

Step 5- Click on Sign out button to log out.