

Dated: 05-01-2015

# INSTRUCTIONS FOR SUBMITTING IA MARKS, ATTENDANCE & EXAM REGISTRATION IN THE UNIVERSITY WEBSITE

University introduces the re - organized system for the Online Submission of the IA Marks & Attendance of students. This will be applicable for Examination Notifications published from now onwards. Please find the following instructions.

When a new Examination Notification is published, first you need to submit the IA Marks and Attendance details of students from your college.

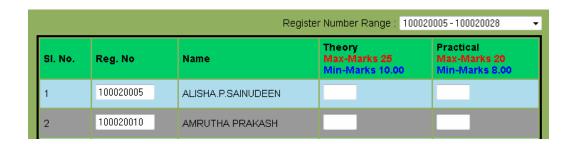
You are requested to complete the Pre-Examination Activities in the following order only.

- 1. Internal Marks Entry, if any.
- 2. Attendance Entry
- 3. Examination Registration

Kindly note that you must complete the Attendance Entry and the Internal Marks Entry, before proceeding to Examination Registration

#### **INTERNAL ASSESSMENT MARKS**

1. While submitting the IA Marks, you need to enter all the relevant Internal Marks of a student for a particular Paper, such as Theory, Practical etc. You have to enter all these marks on the same online screen. *Please find the below screen shot*.



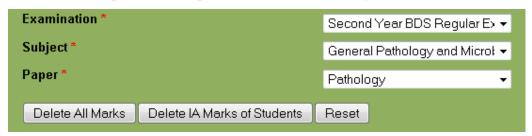


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2. In your college login page, you can see the links as IA Marks -> Enter IA Marks (for entering the IA Marks) and IA Marks -> View/Delete IA Marks (for viewing the saved IA Marks and also for deleting any IA Marks which you need to re-enter.

While entering the IA Marks, if you don't want to enter marks for any student, please leave his/her column blank. Please don't put it as "Absent".

- 3. Deleting IA Marks is in 2 modes;
  - (1) You can either delete all the IA Marks entered for a particular Paper, or
  - (2) You can delete the IA Marks entered for a particular Paper of a particular student only.
- 4. For deleting IA Marks, go to IA Marks -> View/Delete IA Marks. Then select the relevant details, and there will be 2 options, Delete All IA Marks or Delete IA Marks of Students. For (1) select Delete All IA Marks and for (2) select View/Delete IA Marks of Students. If you go for Delete All IA Marks, IA marks of all of your students for that particular Paper will be deleted. (Please Note: When you delete marks, all the parts of the IA marks (such as Theory, Practical etc) of all students of that particular Paper) will be deleted. Please find the below screen shot.



5. If you go for View/Delete IA Marks of Students, you can view the IA Marks entered for that Paper (student wise list) and if you need to delete the marks entered for a particular student, you can delete the marks using the "Delete" button shown against each student's marks. Then you can re-enter the marks for this student. (Please Note: When you delete marks, all the parts of the IA marks (such as Theory, Practical etc) of that student) will be deleted. Please find the below screen shot



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SI. No.	Reg.No	Name of Student	Theory	Practical	Status	Delete Marks
1	100020001	AASHNA SIDHIC	10.00	10.00	N	Delete
2	100020002	ABIN.V.KUMBATTU	11.00	10.00	N	Delete
3	100020003	ABY ABRAHAM MATHEW	13.00	10.00	N	Delete

Status of each student will be shown as F – For Failed, P – For Passed and N – For those Papers doesn't have individual minimum (Subjects with more than one Papers)

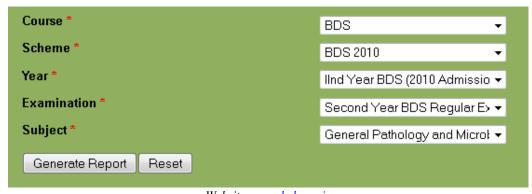
6. Before Finalizing the Internal Marks, Generate the Intermediate Report and please verify the Marks entered by you. Kindly note that this Intermediate Report is purely for your verification purpose and do not send this record to the University.

#### **Finalize IA Marks & Report Generation**

You have to finalize the IA Mark Entry of each subject for Report Generation. Entry & Delete will be disabled when you finalize the IA Marks of a Subject. Without Finalizing the IA Marks, you cannot generate the IA Marks Report.

For Finalizing the IA Marks of a Subject, please go to IA Marks -> Finalize IA Marks. *Please find the below screen shot*.

For Generating the Report of IA Marks of a Subject, please go to IA Marks -> IA Marks Report. *Please find the below screen shot*.





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Please Note: When the class average, if applicable is above 75%, you cannot finalize the IA Marks of that Subject.

You need to send only the signed copy of "Final Report" to the University.

#### **ATTENDANCE**

1. While submitting the Attendance, you need to enter all the relevant Attendance of a student for a particular Subject, such as Theory, Practical etc. You have to enter all these attendance on the same online screen. *Please find the below screen shot*.

		Re	gister Number Range : 100	0020002-100020025
SI. No.	Reg. No	Name	Theory Min-Attendance 80	Practical Min-Attendance 80
1	100020002	ABIN.V.KUMBATTU		
2	100020005	ALISHA.P.SAINUDEEN		

2. In your college login page, you can see the links as Attendance -> Enter Attendance (for entering the Attendance) and Attendance -> View/Delete Attendance (for viewing the saved Attendance and also for deleting any Attendance which you need to reenter.

While entering the Attendance, if you don't want to enter attendance for any student, please leave his/her column blank. Please don't put it as "Absent".

- 3. Deleting Attendance is in 2 modes;
  - (1) You can either deleted all the Attendance entered for a particular Subject, Or
  - (2) You can delete the Attendance entered for a particular Subject of a particular student only.
- 4. For deleting Attendance, go to Attendance -> View/Delete Attendance. Then select the relevant details, and there will be 2 options, Delete All Attendance or Delete Attendance of Students. For (1) select Delete All Attendance and for (2) select View/



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Delete Attendance of Students. If you go for Delete Attendance, attendance of all of your students for that particular Subject will be deleted. (Please Note: When you delete attendance, all the parts of the Attendance (such as Theory, Practical etc) of all students of that particular Subject) will be deleted. Please find the below screen shot.

Exam *	Second Year BDS Regular E> ▼			
Subject *		General Pathology and Microt ▼		
Delete All Attendance	Delete Attendance of Stud	ents Reset		

5. If you go for View/Delete Attendance of Students, you can see the Attendance entered for that Subject (student wise list) and if you need to delete the attendance entered for a particular student, you can delete the marks using the "Delete" button shown against each student's attendance. Then you can re-enter the attendance for this student. (Please Note: When you delete attendance, all the parts of the Attendance (such as Theory, Practical etc) of that student) will be deleted. Please find the below screen shot.

SI. No.	Reg.No	Name of Student	Theory	Practical	Eligibility	Delete Attendance
1	100020001	AASHNA SIDHIC	89	90	Υ	Delete
2	100020003	ABY ABRAHAM MATHEW	76	87	N	Delete
3	100020004	AJMAL.P.KASSIM	70	65	N	Delete

Eligibility of each student will be shown as Y – for Eligible, N – for Ineligible

6. Before Finalizing the Attendance, Generate the Intermediate Report and please verify the Attendance percentage entered by you. Kindly note that this Intermediate Report is purely for your verification purpose and do not send this record to the University.



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#### Finalize Attendance & Report Generation

You have to Finalize the Attendance Entry of each subject for Report Generation. Entry & Delete will be disabled when you Finalize the Attendance of a Subject. Without Finalizing the Attendance, you cannot generate the Attendance Report.

For Finalizing the Attendance of a Subject, please go to Attendance -> Finalize Attendance. *Please find the below screen shot*.



For Generating the Report of Attendance of a Subject, please go to Attendance -> Attendance Report. *Please find the below screen shot*.



You need to send only the signed copy of "Final Report" to the University.



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#### **EXAM REGISTRATION**

- 1. <u>Before doing Exam Registration, make sure that you had entered</u> the Attendance percentage and Internal Assessment Marks.
- 2. For registering the students for the examination, click on the link

  Registration->Exam Registration. Please find the below screen shot.

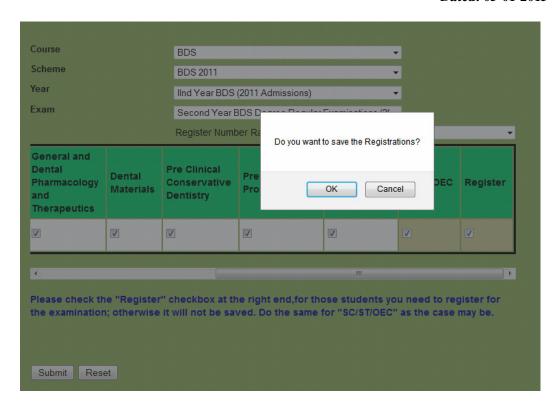
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xam						÷		
		5	Second Year BDS Degree Regular Examinations (2( ▼					
		Re	egister Number R	ange: 110020050	- 110020050			
SI. No.	leg. No	Name	General Pathology and Microbiology	General and Dental Pharmacology and Therapeutics	Dental Materials	Pre Clinical Conservative Dentistry	Pre Cli Prosth	
1 1	10020050	ZAHRATHUL FARHA	V	<b>V</b>	V	V	<b>V</b>	

Website: <u>www.kuhs.ac.in</u> Phone: 0487 – 2207664, 2207642 (Exams)

 ${\it Email:} \ \underline{\it keralahealthuniversity@gmail.com}, \ \underline{\it kuhsce@gmail.com} \ \ \underline{\it kuhsce1@gmail.com} \ \ \underline{\it kuhsce1@gmail.com} \ \ (\it Exams)$ 



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**3.** For Generating Examregistration Report, go to Registration -> Registration Report. Then select the relevant details, and there will be an options to Delete Registration of a Students.(This facility available only before finalizing the Exam Registration).

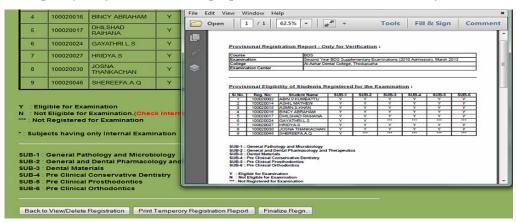


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	Reg. No:	Student Name	SUB-1	SUB-2	SUB-3	SUB-4	SUB-5	SUB-6	Delete
1	100020002	ABIN.V.KUMBATTU	Y	Y	Y	Y	Y	Y	Delete
2	100020014	ASHIL MATHEW	Υ	Y	Υ	Υ	Υ	Υ	Delete
3	100020015	ASMIN.S.KHAN	Υ	Υ	Y	Υ	Y	Υ	Delete
4	100020016	BINCY ABRAHAM	Υ	Υ	Y	Υ	Υ	Υ	Delete
5	100020017	DHILSHAD RAIHANA	Y	Y	Y	Y	Υ	Υ	Delete
6	100020024	GAYATHRI.L.S	Υ	Υ	***	***	***	***	Delete
7	100020027	HRIDYA.S	Υ	Υ	Υ	Υ	Y	Υ	Delete
8	100020030	JOSNA THANKACHAN	Y	Y	Y	Υ	Y	Υ	Delete
9	100020046	SHEREEFA.A.Q	Υ	***	***	***	***	***	Delete
SUB-1:	Registered ects having General Pat	Examination.(Chec for Examination only Internal Examin thology and Microbi d Dental Pharmacold	nation			efore Fin	alizing.)		
UB-2: UB-4:	Eligible for Registered ects having General Pat General and Dental Mate Pre Clinical	Examination.(Chec for Examination only Internal Examin thology and Microbi d Dental Pharmacold	nation ology ogy and			efore Fin	alizing.)		

**4.** Before Finalizing the Exam Registration, Generate the Intermediate Report and please verify the registration done by you. Kindly note that the Intermediate Report is purely for your verification purpose and not send to the University.



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Email: <u>keralahealthuniversity@gmail.com</u>, <u>kuhsce@gmail.com</u> & <u>kuhsce1@gmail.com</u> (Exams)

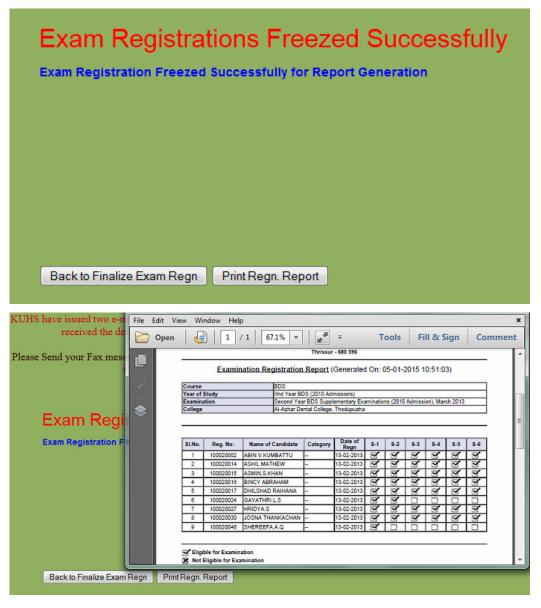


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#### **Finalize Exam Registration & Report Generation**

After Verifying the Registration Using Intermediate Report, Kindly Finalize the Exam Registration and Generate the Final Report of Registration.



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Important Notice: After the Finalization of IA Marks, Attendance, Examregistration entered, permission will not be given for Edit/Delete IA Marks/Attendance/Exam Registration. So before finalization, please make sure that all the entries made are correct!!!