

USER MANUAL
EXAMINATION (HOD/Principal)

GOA UNIVERSITY
2018



Goa University
TaleigaoPlateau Goa 403206



EXAMINATION

USER MANUAL

EXAMINATION (Principal/HOD)

Academic activity (Principal /HOD)

Academic Activity (University teacher)

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EXAMINATION

VERSION HISTORY

Version #	Implemented By	Revision Date	Approved By	Approval Date	Reason
1.0	Prashant Kumar				
2.0	Prashant Kumar				

UP Template Version

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EXAMINATION

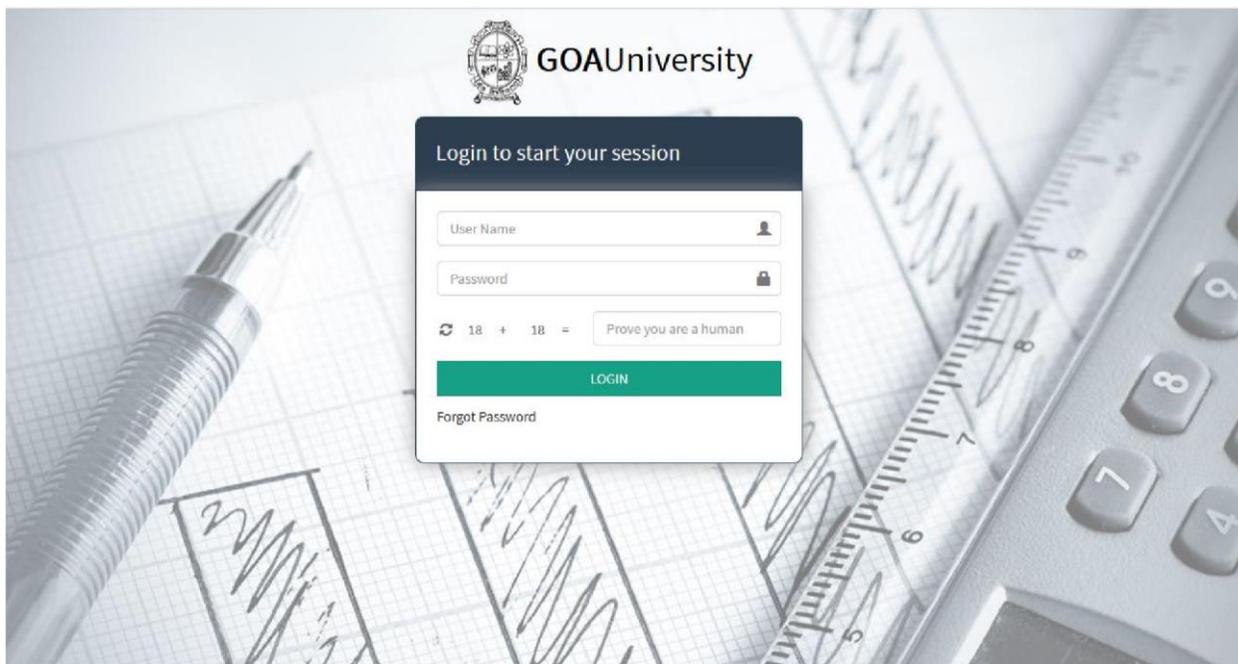
EXAMINATION

1. Principal/HOD

Login page:-

User should enter the valid URL to navigate to the login Page.

- Enter valid User Name and Password and click on Login Button then user will be navigated to the Assigned Module Page.



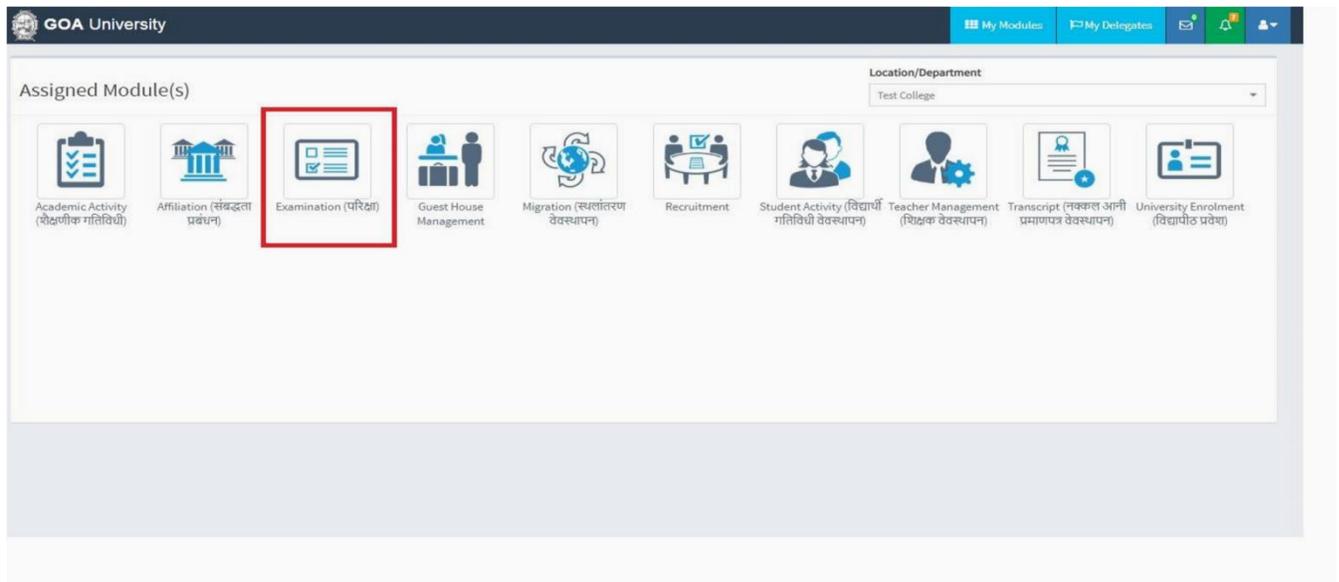
□From “Assigned Module “page, User clicks on the ‘Examination’ module it will navigate to the Examination Module Main page.

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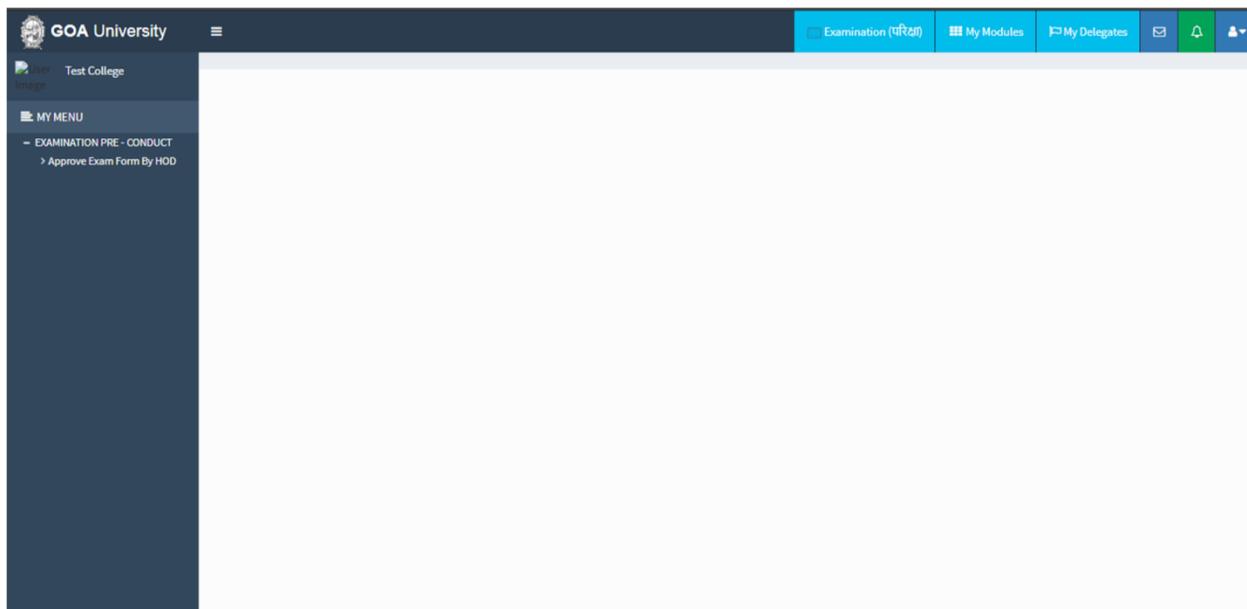
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EXAMINATION



Examination Module main page.



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EXAMINATION

Examination Pre- Conduct

- I. **Approve Exam form By HOD:** - From this page principal/ HOD can Approve Examination form which is applied by Student.
Principal/HOD can also verify the Approved or Rejected Examination form.
The Examination form Applied by Student using student Portal will be displayed here for the approval of HOD/ principal.

The screenshot displays the 'EXAM Form Approval' interface. At the top, there's a navigation bar with 'GOA University' and a menu icon. Below it, a sidebar shows 'Test College' and 'MY MENU' with 'EXAMINATION PRE - CONDUCT' and 'Approve Exam Form By HOD'. The main content area has a breadcrumb 'Examination Module / EXAM Form Approval'. The title is 'EXAM Form Approval'. Below the title, there are search filters: 'Search Type' with radio buttons for 'Pending' (selected), 'Approved', and 'Rejected'; 'Academic Session' with a dropdown menu showing '2018-2019'; 'Type' with radio buttons for 'Even', 'Odd', and 'Other'; 'Pattern' with radio buttons for 'Year', 'Semester', and 'Term'; 'Exam Config' with a dropdown menu; 'Programme' with a dropdown menu; 'Programme Cycle' with a dropdown menu; and 'Subject/Branch' with a dropdown menu. At the bottom, there are two buttons: 'GET STUDENT LIST' and 'RESET'.

Steps to Approve Pending Exam form / to get the Approved or Rejected Exam form.

Step1:- Select Search Type Using Radio Button i.e. pending.

Step2:- select academic session from Drop down.

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EXAMINATION

Step3:- Select Type Using radio Button.

Step4:-Select pattern Using Radio Button.

Step4:-Select Exam config Using Drop down.

Step5:-Select appropriate programme and programme cycle.

Step 6:- Select Subject/ Branch if required.

Step7:-click on “Get student List” to get the list of student.

Step8:- Click on check box the select the Student.

Step9:- Click on”Approve” Button to approve the Examination form

Dependencies:-

- Exam Form(Student Portal)

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Examination Conduct

- I. **Student Marks Feeding At College:** - From this page principal can feed marks of students for previous semester.

Steps for Student Marks Feeding At College

S.No.:	Academic Session	Programme Name	Location Name	Programme Cycle
1	2019-2020	Bachelor of Arts	St. Xavier's College of Arts, Science & ...	First Year-1st Semester
2	2019-2020	Bachelor of Arts	St. Xavier's College of Arts, Science & ...	First Year-2nd Semester
3	2019-2020	Bachelor of Arts	St. Xavier's College of Arts, Science & ...	Second Year-3rd Semester
4	2019-2020	Bachelor of Arts	St. Xavier's College of Arts, Science & ...	Second Year-4th Semester
5	2019-2020	Bachelor of Commerce	St. Xavier's College of Arts, Science & ...	First Year-1st Semester
6	2019-2020	Bachelor of Commerce	St. Xavier's College of Arts, Science & ...	First Year-2nd Semester
7	2019-2020	Bachelor of Commerce	St. Xavier's College of Arts, Science & ...	Second Year-3rd Semester
8	2019-2020	Bachelor of Commerce	St. Xavier's College of Arts, Science & ...	Second Year-4th Semester

Step1:- Click on New button given on page.

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EXAMINATION

Student Marks Feeding At College

College/ Department: Ponda Education Society's Shri Ravi S. Naik Colleg Academic Session: 2019-2020

Programme: Bachelor of Arts Subject/Branch: Select Subject/Branch

Student's Current Programme Cycle: Third Year-5th Semester Download data for: First Year-1st Semester

Upload Excel file: Choose File No file chosen
Support: xls, xlsx

Download Excel Save RESET Cancel

Student List

✓	Student Name	Student P	Credit	Gr	S G P A	C G P	Marks	Total E	Unuse	Gener	Attem

Step2:- Select academic session from Drop down.

Step3:- Select programme

Step4:- Select Student's Current Programme Cycle.

Step5:- Select Subject/ Branch if required.

Step6:- Select Download data for which programme cycle you want to feed marks.

Step7:- Click on Download Excel.

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EXAMINATION

Exam_MarksFeedingAtCollegeLevel_GradeBased (1) [Compatibility Mode] - Excel (Product Activation Failed)

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW ADD-INS TEAM

Clipboard Font Alignment Number Styles Cells

W8

A B C D E F G H I J K L M N O Q R S T U

1
2
3
5


Goa University
Taleigao Plateau, Sub Post Goa University, Goa 403206 India.
Grade Based Registered Student List Report

7 **Location Name :** Ponda Education Society's Shri Ravi S. Naik College of Arts & Science

8 **Semester :** 1st Semester

Sr. No.	StudentName	StudentPR Number	TotalCredit	TotalW GPA	SGPA	CGPA	MarksObtain	TotalEntitle mentMark	UnusedEntitl ementMark	General Grace	Attempt
9	1	SAWANT ANAYA ANIL	201710471								
10	2	NAIK ADARSHA RAMDAS	201710831								
11	3	KUBAL ADITI SAWLARAM	201710472								
12	4	SAVNUR HAFREEN BANU	201710922								
13	5	KERKAR AISHWARYA NANDA	201710441								
14	6	PADELKAR AMEY ANKUSH	201710833								
15	7	NADAF	201710440								

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Step8:-Feed marks in downloaded excel and Upload it back.

Student Marks Feeding At College

College/ Department: St. Xavier's College of Arts, Science & Commerce Academic Session: 2019-2020

Programme: Bachelor of Arts Subject/Branch: Select Subject/Branch

Student's Current Programme Cycle: Third Year-5th Semester Download data for: First Year-1st Semester

Upload Excel file: Choose File Exam_MarksFeedin...deBased (2).xls
Support: xls, xlsx

Download Excel Save RESET Cancel

Student List

S. No.	Student Name	Student P. No.	Credit	Gra.	S G P A	C G P	Marks	Total E.	Unuse.	Gener.	Attem.	Delete
1	ASEFI HEKMATULLAH	201708140	26	120	4.62	4.62	286.00	0.00	0.00	0.00	2	
2	HOTAK SAMEER	201711816	26	156	6.00	6.00	336.00	0.00	0.00	0.00	2	
3	Couto Sherwyn Joseph	201700684	26	158	6.08	6.08	351.00	0.00	0.00	0.00	1	
4	D Souza Janice Ann	201700685	26	146	5.62	5.62	328.00	10.00	1.00	0.00	1	
5	D Souza Niegel Carlos	201700687	26	150	5.77	5.77	330.00	0.00	0.00	0.00	4	

Step9:- Uploaded marks can be changed in grid and delete as well.

Step10:- Click on Save Button for saving data.

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EXAMINATION

Step11:- Save data will be available in the grid.

New Process

Export CSV
Export Pdf

/Examination (परिक्षा) / EXAMINATION CONDUCT / Student Marks Feeding At College Level

Student Marks Feeding At College

Uploaded Marks List

S.No.:	Academic Session	Programme Name	Location Name	Programme Cycle
1	2019-2020	Bachelor of Arts	St. Xavier's College of Arts, Science & ...	First Year-1st Semester
2	2019-2020	Bachelor of Arts	St. Xavier's College of Arts, Science & ...	First Year-2nd Semester
3	2019-2020	Bachelor of Arts	St. Xavier's College of Arts, Science & ...	Second Year-3rd Semester
4	2019-2020	Bachelor of Arts	St. Xavier's College of Arts, Science & ...	Second Year-4th Semester
5	2019-2020	Bachelor of Commerce	St. Xavier's College of Arts, Science & ...	First Year-1st Semester
6	2019-2020	Bachelor of Commerce	St. Xavier's College of Arts, Science & ...	First Year-2nd Semester
7	2019-2020	Bachelor of Commerce	St. Xavier's College of Arts, Science & ...	Second Year-3rd Semester
8	2019-2020	Bachelor of Commerce	St. Xavier's College of Arts, Science & ...	Second Year-4th Semester

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EXAMINATION

Academic activity

Academic Activity module is used by HOD/Principal to paper subject registration, allocate paper for internal marks feeding and to mark student attendance

This module is also used by university teacher to submit internal marks and to submit class attendance of Students.

Principal/HOD

Login as Principal /HOD.

Click on Academic Activity from assigned module page.

Assigned Module(s)

Location/Department
Test College

Academic Activity (शैक्षणिक गतिविधि)

Examination (परिक्षा)

Migration (स्थानांतरण वेवस्थापन)

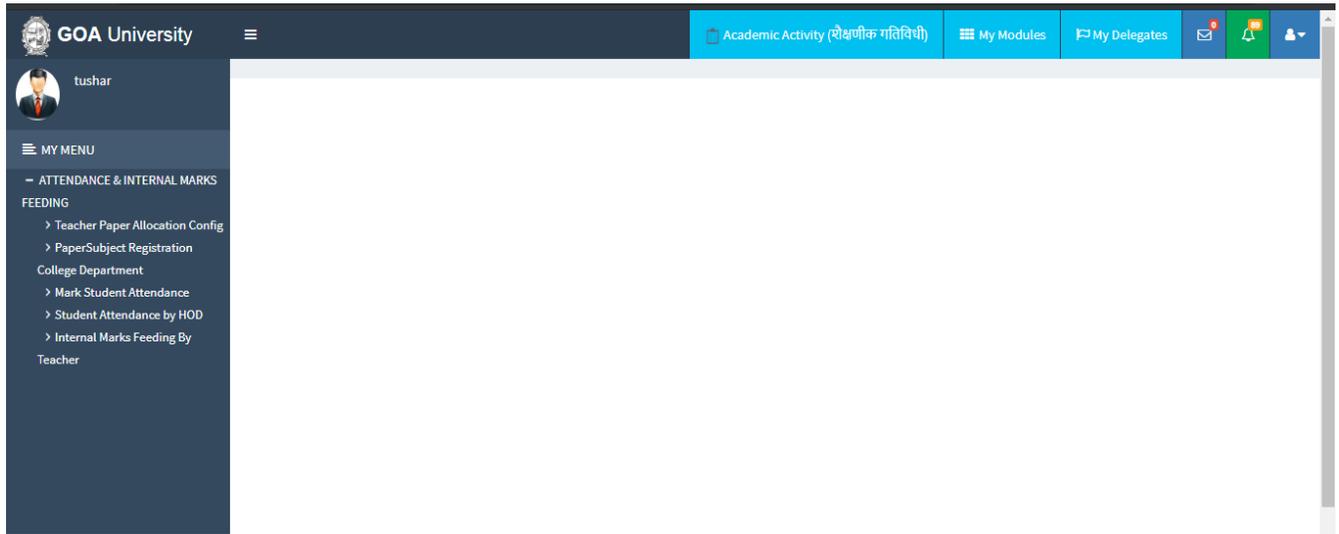
University Enrolment (विद्यापीठ प्रवेश)

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EXAMINATION



Academic Activity Main Page.

(1) Teacher paper Allocation Config:-

From this page HOD/Principal can allocate paper to another user (principal/university teacher) for internal marks feeding. The allocated user will be able to fill the internal marks of students.

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EXAMINATION

Teacher Paper Allocation

College/Department:* Test College

User Id:* Select User Search User

Academic Session:* 2018-2019

Programme:* Select Programme Subject/Branch: Select Subject/Branch

Programme Cycle:* Select Programme Cycle

Is Active

S.No.	Paper/Subject*	Exam Head*	Delete
1	Select Paper/Subject	Select Exam Heads	

Add More

ADD RESET CANCEL

Steps:-

1. Select the user id of university teacher/ principal from drop down to allocate paper.
2. Select the academic session from drop down.
3. Select the programme from drop down.
4. Select the subject/ Branch from drop down(if the programme is subject/branch type)
5. Select the programme cycle from drop down.
6. Click on IActive Checkbox to activate the teacher paper Allocation
7. Select the paper/Subject and exam head using drop down
8. Now click on 'Add' button, record will be added in table and will displayed in the grid as below.

Reset: All the entered data can be flushed out after clicking on this button and page will be set to its default position.

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Cancel:Click on cancel to go back to previous screen

Note:

User can update & delete saved Details by clicking on 'EDIT' & 'DELETE' button respectively.

The Saved record will be displayed in grid.

Home / Examination Module / Teacher Paper Allocation

Teacher Paper Allocation

List of Teacher Paper Allocation Select...

S.No	Location Name	User Name	Programme	Applicable Sessions	Edit	Delete
1	Test College[MBPL]	Test College [pmorya@...]	B.Pharm-old[First Year-...	2013-2014		
2	Test College[MBPL]	Test College [pmorya@...]	BE [CE][Third Year-VSe...	2015-2016		
3	Test College[MBPL]	Test College [pmorya@...]	BE [CE][Third Year-VISe...	2015-2016		
4	Test College[MBPL]	Test College [pmorya@...]	BE [CE][Fourth Year-VII...	2016-2017		
5	Test College[MBPL]	Test College [pmorya@...]	BE [CE][Third Year-VISe...	2016-2017		
6	Test College[MBPL]	Test College [pmorya@...]	BE [CE][Fourth Year-VIII...	2016-2017		
7	Test College[MBPL]	Test College [pmorya@...]	LLM[First Year-ISemester]	2017-2018		
8	Test College[MBPL]	Test College [pmorya@...]	LLM[First Year-IISemest...	2017-2018		
9	Test College[MBPL]	Test College [pmorya@...]	B.H.M.S[FIRST B.H.M.S.]	2017-2018		
10	Test College[MBPL]	Test College [pmorya@...]	PGDGC[First Year-ISem...	2017-2018		

1 / 2 10 items per page 1 - 10 of 15 items

Dependencies:-

- Paper Management(PCM)

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Note: - Teacher / user should be allocated in particular department

(2) Paper Subject Registration College Department:-

From this page HOD/Principal can approve the paper registration applied by student.

HOD/principal can also apply and approve paper registration for not applied candidates.

The screenshot shows the 'Paper Subject Approval by College/Department' page in the GOA University system. The interface includes a search filter for 'Applied' or 'Not Applied' registrations, with dropdown menus for 'College/Department' (MBPL || Test College), 'Session' (2018-2019), 'Programme', 'Subject/Branch', and 'Programme Cycle'. A 'Student PR No.' field is also present. Below the search filters are 'SEARCH' and 'RESET' buttons. A table titled 'List of Students Pending for Paper/Subject Registration Approval' is shown, with columns for S.No, Student Name, Student PR No., Programme Na., Subject Branch, Programme C., Allocation Date, Approval Status, and View. The table is currently empty.

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EXAMINATION

Navigation controls: 1 / 1, 10 items per page

List of Approved Students Paper/Subject Registration

S.No	Student Name	Student P R N	Programme N	Subject Branch	Programme C	Allocation Date	Approval Stat	View	Roll Back
------	--------------	---------------	-------------	----------------	-------------	-----------------	---------------	------	-----------

Steps:-

1. Select the radio button applied to get the list of candidate applied for paper registration and not applied to get the list of not applied candidates.
2. Select the academic session from drop down.
3. Select the programme from drop down.
4. Select Subject/branch (if the programme is subject /Branch type).
5. Select the programme cycle from drop down.
6. Click on search to get the list of candidates. The list of candidates will appear in "List of Students Pending for Paper/Subject Registration Approval".
7. Click on view to get the list of papers in pop-up window.

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- 8. Click on approve to approve the paper registration the list of approve candidates will be appear in the “List of Approved Students Paper/Subject Registration“

Dependencies:-

- Student course Registration(Student portal)

(3) Student Attendance by HOD:-

From this page HOD/Principal can submit the attendance of student. The attendance will be visible on the Student portal and Exam form approval page.

The screenshot shows the 'Student Attendance by HOD' page in the GOA University system. The page includes a sidebar menu with options like 'Teacher Paper Allocation Config', 'PaperSubject Registration', and 'Mark Student Attendance'. The main form allows selection of 'Programme Type' (Post Graduate), 'Academic Session' (2017-2018), 'Programme' (MBAFS - Master of Business Administration in Financi...), 'Subject/Branch' (Select Subject/Branch), 'Programme Cycle' (First Year-1st Semester), 'Paper Name' (FSC 101-Accounting for Management), and 'Submit Date' (06/11/2018). There are buttons for 'GET STUDENTS', 'RESET', and 'CANCEL'. Below the form is a table for 'Student Attendance Details' with columns for Sr.No., Student P.R. No., Theory, ISA, Total*, Attendance Percentage*, and Remarks. The table contains one row with student ID 'testMBA 5 -201300958' and a 'PD' (Present Days) entry in the Theory column.

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EXAMINATION

21	testMBA 1 -201300957	PD TD	<input type="text"/> /	<input type="text"/> <input type="text"/>	<input type="text"/>	<input type="text"/>
22	testMBA 2 -201300958	PD TD	<input type="text"/> /	<input type="text"/> <input type="text"/>	<input type="text"/>	<input type="text"/>
23	testMBA 15 -201300968	PD TD	<input type="text"/> /	<input type="text"/> <input type="text"/>	<input type="text"/>	<input type="text"/>

Steps:-

1. Select programme type from drop down.
2. Select academic session from drop down.
3. Select programme from drop down
4. Select subject/Branch if the programme is Subject/branch type.
5. Select programme cycle from drop down.
6. Select the paper from drop down.
7. Select the date from calendar
8. Click on get student to get the list of students.
9. Enter the total days and present days in the text box, attendance percentage will be calculated.
10. Click on add to save the attendance.

Note:-

Dependencies:-

- Teacher Paper Allocation config (Student Activity)

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(4) Student Eligibility List:-

The page will be used only for BA/BSC.BCOM programme to make the student eligible for university exam and to make eligible for honours course.

- From this page user can get the list of student from any particular college using the provided searching option like Academic session, college/Department programme, Subject /Branch and Programme Cycle
- To make the student eligible for university exam and honours course user need to select the student using check box and there will be pre-defined current programme cycle and academic session ,User need to save the record to complete the process.

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EXAMINATION

MY MENU

- ATTENDANCE & INTERNAL MARKS FEEDING
 - Teacher Paper Allocation Config
 - PaperSubject Registration
- College Department
 - Mark Student Attendance
 - Student Attendance by HOD
 - Internal Marks Feeding By Teacher
 - Student Eligibility List

Student Eligibility List

From Academic Session:* To Academic Session:*

College/Department:* Programme:*

Subject/Branch: Programme Cycle:

Student Eligibility List

Sr. No	Student Name	Student PRNumber	Programme Name	Current Programme Cycle	Admitted Session	IsLateral	Is Eligible	Is Honours
1	MCOMTest11	20100011	Master of Commerce	2nd Semester-First Year	2017-2018	No	<input type="checkbox"/>	<input type="checkbox"/>
2	MCOMTest12	20100012	Master of Commerce	1st Semester-First Year	2017-2018	No	<input type="checkbox"/>	<input type="checkbox"/>
3	MCOMTest14	20100014	Master of Commerce	2nd Semester-First Year	2017-2018	No	<input type="checkbox"/>	<input type="checkbox"/>
4	MCOMTest15	20100015	Master of Commerce	4th Semester-Second Year	2017-2018	No	<input type="checkbox"/>	<input type="checkbox"/>

Academic Session: Programme Cycle:*

Selected Student List

Sr. No	Student Name	Student PRNumber	Programme Name	Current Programme Cycle	Admitted Session	Current Session	IsLateral	Is Honours	Roll Back
1	MCOMTest13	20100013	Master of Commerce	3rd Semester-Second Year	2017-2018	2019-2020	No	Yes	<input type="checkbox"/>

Report Type: PDF File Excel File Word File

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- User can also rollback the saved student list using “Rollback” button.
- User can get the report of student who are eligible for university exam or Honours course by using “Print report ” button after selecting the type of reports using radio button .

University Teacher

(1)Mark Student Attendance

From this page the the user (university teacher) can mark the attendance of student for internal marks.

User will be able to submit student attendance only if the paper/subject is assigned to them.

The screenshot shows the 'Student Attendance by Teacher' interface. The left sidebar contains a 'MY MENU' section with 'ATTENDANCE & INTERNAL MARKS FEEDING' expanded, listing options like 'Teacher Paper Allocation Config', 'PaperSubject Registration', 'College Department', 'Mark Student Attendance', 'Student Attendance by HOD', and 'Internal Marks Feeding By Teacher'. The main form area has the following fields:

- College/Department: MBPL - Test College
- Academic Session: 2017-2018
- Programme: PGDGC -Post Graduate Diploma in Guidance & Couns...
- Programme Cycle: First Year-2nd Semester
- Subject/Branch: Select Subject/Branch
- Paper Name: GC2.1-Theory & Practice of Counselling
- Attendance Head: ISA
- Attendance Date: 07/11/2018
- Period: 1
- From Time: 05:45 PM
- To Time: 06:45 PM
- Is Suspended:
- Reason For Suspension: (empty text area)

At the bottom of the form are 'SEARCH' and 'RESET' buttons.

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EXAMINATION

S.No.	<input type="checkbox"/>	Student Name (P.R. Number)	--Select Attendance Status--
1	<input type="checkbox"/>	TestGuide1(002345)	--Select Attendance Status--
2	<input type="checkbox"/>	TestGuide2(002346)	--Select Attendance Status-- P A
3	<input type="checkbox"/>	TestGuide3(002347)	--Select Attendance Status--
4	<input type="checkbox"/>	TestGuide4(002348)	--Select Attendance Status--
5	<input type="checkbox"/>	TestGuide5(002349)	--Select Attendance Status--
6	<input type="checkbox"/>	TestGuide6(002350)	--Select Attendance Status--
7	<input type="checkbox"/>	TestGuide7(002351)	--Select Attendance Status--
8	<input type="checkbox"/>	TestGuide8(002352)	--Select Attendance Status--
9	<input type="checkbox"/>	TestGuide9(002353)	--Select Attendance Status--

S.No	Department N.	Academic Ses.	Program Name	Semester Na.	Attendance D.	From Time	To Time	Edit	Delete
1	Test Location	2017-2018	Master of Libr...	1st Semester	31/08/2018	03:45 PM	04:00 PM		

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EXAMINATION

Steps:-

1. Select college/Department from drop down.
2. Select Academic session from drop down.
3. Select programme from drop down.
4. Select programme Cycle from drop down.
5. Select Subject/Branch from drop down. (If the programme is subject/Branch Type)
6. Select Paper from drop down.
7. Select attendance head from drop down i.e. ISA, Internal Assessment.
8. Select Attendance date from calendar.
9. Select the number of period.
10. Select from time and to time using clock.
11. Click on checkbox if the period is suspended.
12. Enter the reason of suspension in the text box.
13. Click on search to get the list of student.
14. Mark the attendance using drop down. "P" for present and "A" for absent.
15. Click on SAVE to save the attendance.

(2) Internal Marks Feeding By Teacher:-

From this page User can feed the internal marks of the Students.

To feed the marks the user should assigned by HOD/Principal from Teacher Paper Allocation Config.

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EXAMINATION

GOA University

Academic Activity (शैक्षणिक गतिविधि)
My Modules
My Delegates

tushar

MY MENU

- ATTENDANCE & INTERNAL MARKS FEEDING
 - Teacher Paper Allocation Config
 - PaperSubject Registration
 - College Department
 - Mark Student Attendance
 - Student Attendance by HOD
 - Internal Marks Feeding By Teacher

/ Examination Module / Internal Marks Feeding by Teacher

Internal Marks Feeding by Teacher

College/Department:* MBPL - Test College

Type:* Even Odd Other

Exam Config:* 2017-2018 (Apr-Apr) || Semester - Even

Programme Cycle:* First Year-2nd Semester

Exam Type:* All Type

Exam Head:* ISA - Theory

Academic Session:* 2017-2018

Pattern:* Year Semester Term

Programme:* PGDGC-Post Graduate Diploma in Guidance & Couns...

Subject/Branch: Select Subject/Branch

Paper:* GC2.1-Theory & Practice of Counselling

Search Type:* Pending/Saved Submitted/Locked

Get Student List
RESET

Get Student List
RESET

List of students Marks Pending/Saved

S. No.	P.R. No./Student Name	Seat No.	Max Marks	Obtained Marks
	<input type="text" value="--Search Student--"/>	<input type="text" value="--Seat No--"/>		
1	(002345) / TESTGUIDE1	PGDGC103	10	<input type="text" value="8"/> <input type="text" value="P"/>
2	(002346) / TESTGUIDE2	PGDGC104	10	<input type="text" value="7"/> <input type="text" value="P"/>
3	(002347) / TESTGUIDE3	PGDGC105	10	<input type="text" value="8"/> <input type="text" value="P"/>
4	(002348) / TESTGUIDE4	PGDGC106	10	<input type="text" value="7"/> <input type="text" value="P"/>

SAVE
LOCK/SUBMIT

Steps:-

1. Select college/Department from drop down.

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EXAMINATION

2. Select Academic session from drop down.
3. Select type using radio button i.e Even for even semester, odd for odd semester
And other for year programme.
4. Select pappern using radio button
5. Select programme from drop down.
6. Select programme Cycle from drop down.
7. Select Subject/Branch from drop down.(if the programme is subject/Branch Type)
8. Select Exam Type using drop down.(Default exam type will be all)
9. Select Paper from drop down.
10. Select attendance head from drop down i.e. ISA, Internal Assessment.
11. Select Search type using radio button. (Select pending/ Saved for pending and
And saved marks and Submitted/Locked to verify submitted marks)
12. Click on get Student list to get the list of student.
13. Enter the obtained marks in the text box and mark the status “p” for present and
“A” for absent.
14. Click on SAVE to save the marks.

Dependencies:-

- Teacher Paper Allocation Config(Academic Activity)
- Paper Management(PCM)

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