KA NNUR UNIVERSITY

ONLINE INTERNAL MARK ENTRY SYSTEM
(Guidelines)

General

1) Internal Mark once submitted shall not be revised .

2) All students on the roll right from beginning of the semester are to be covered(internal Mark of those who have discontinued are also to be recorded.
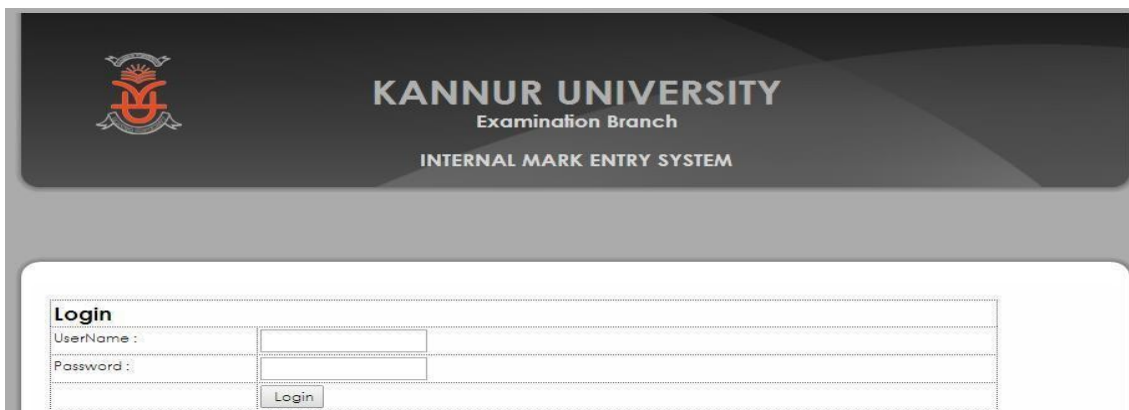
I.A. mark entry Process At a glance

1. Login using the *username* and *password* allotted to the college

2. Create username for teacher(s) and Head(s) of Department.

3. Select Examination.

4. Select Course.

5. Enter internal marks by the Teacher
6. Take Institutional copy, publish it on the notice board and keep it at the college.
7. Rectify discrepancies/redress grievance of the students , if any

8. Verify and approve the internal marks by the HoD.

9. Take Final printout of Internal Mark sheet, that is, the University copy.

10. Obtain Signature of the students on the University copy.
11. The teacher sign the university copy .
12. The HOD sign the University copy, affix department seal and submit to the principal for onward transmission to the University.
13. Principal forwards the University Copy to "**The Controller of Examinations**" with covering letter so as to reach the university before the last date.

Steps

Select the link "**Second Semester Online Internal Mark Entry**" on the Kannur University website. Then you get a Login window as shown below.
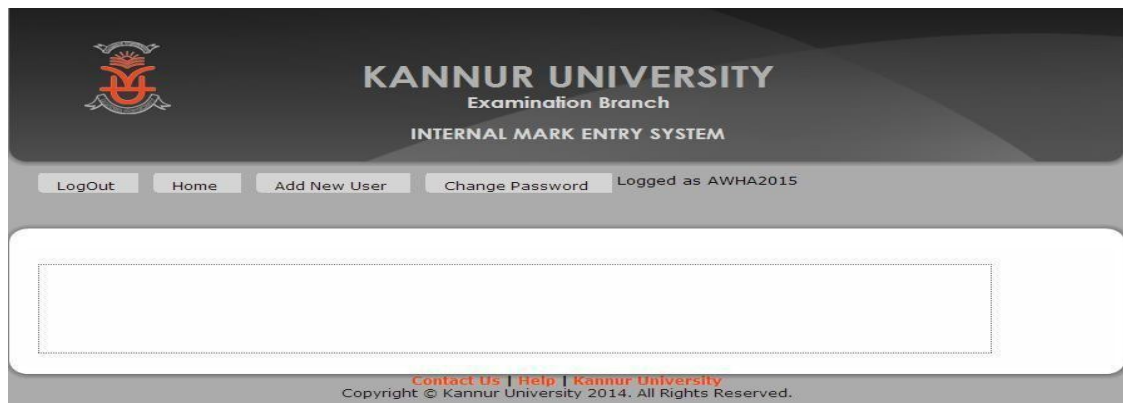
I. Login

KANNUR UNIVERSITY
Examination Branch
INTERNAL MARK ENTRY SYSTEM

Login	
UserName :	
Password :	
	Login

2. Enter the username and password of the **College** provided by the University and click **Login** button. Then you get the screen shown below.

II. Register as a Teacher/ HoD (for New Users)

3. Select "Add New User" menu to register as **Teacher** (for Internal Mark Entry) . **HoD** (For Verification of Internal Mark) select **Add New User** button.

Fill up all the columns carefully. Avoid special characters like @,.&*% !$#... etc. in the **Username** . While entering the password please use alphanumeric characters and click **CREATE USER button**.

III. Change of password-for College/HOD/Teacher (Optional For Existing Users)

To change your existing password, if needed, select "**Change Password"** menu and give your existing username and password. Enter New password and re-enter the same password in **confirmation box** and click **Submit** button.

| Home | Profile | Change pasword | Users | Logout | Logged as: soumyasreedhar |

CHANGE PASSWORD	
UserName :	soumyasreedhar
Enter Old Password :	
Enter New Password :	
Confirm New Password :	
	submit

Change Profile Details (Optional For Existing Users)

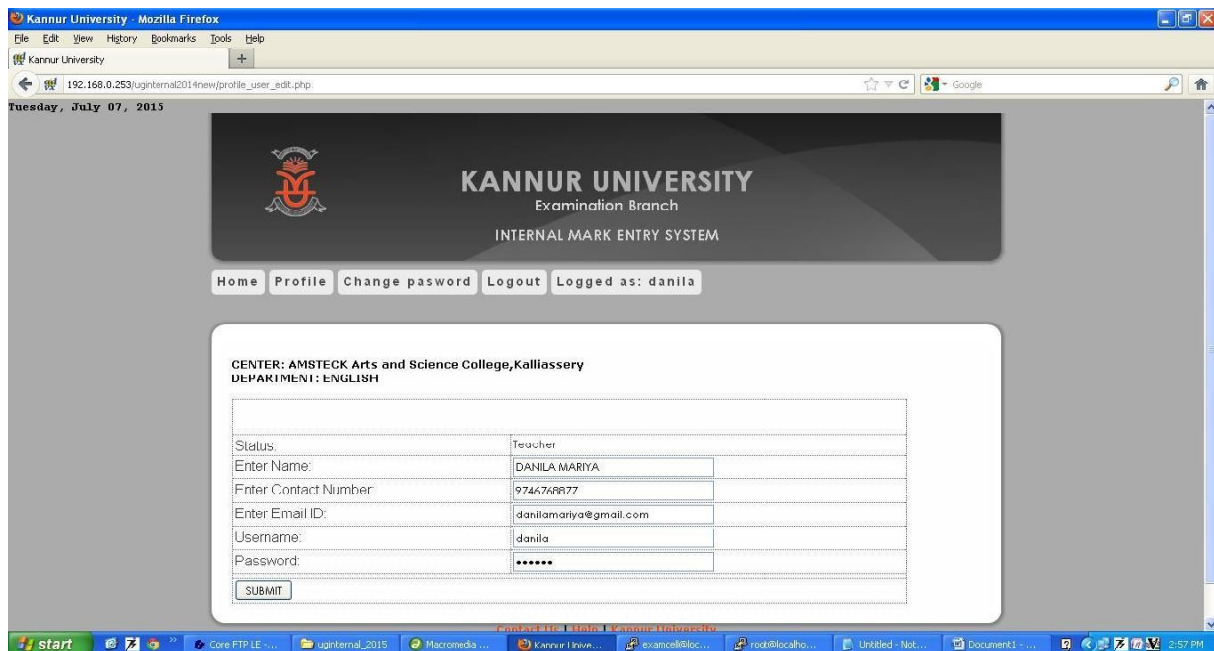To change your profile, if needed, click the **Edit Profile.**

Then you get the following window.

If the status of the user changes from HoD to User or vice-versa , select **status** from

"teacher to HoD /HoD to teacher" as the case maybe .This can be done only once.
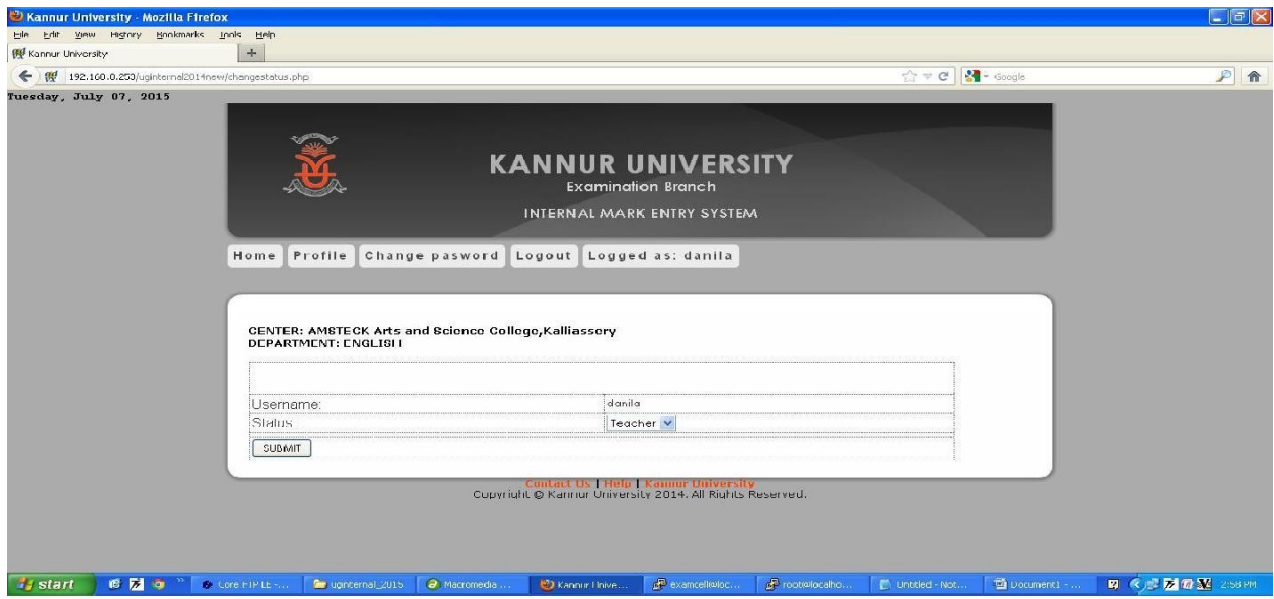
IV. INTERNAL MARK ENTRY

      Log on to software using username and password of the teacher

Select the Name of Examination you want to enter internal marks and click submit button.

The System will show the various courses (papers) offered at your department in the selected Examination.

Select the course (paper) for which you want to enter internal marks and click SUBMIT
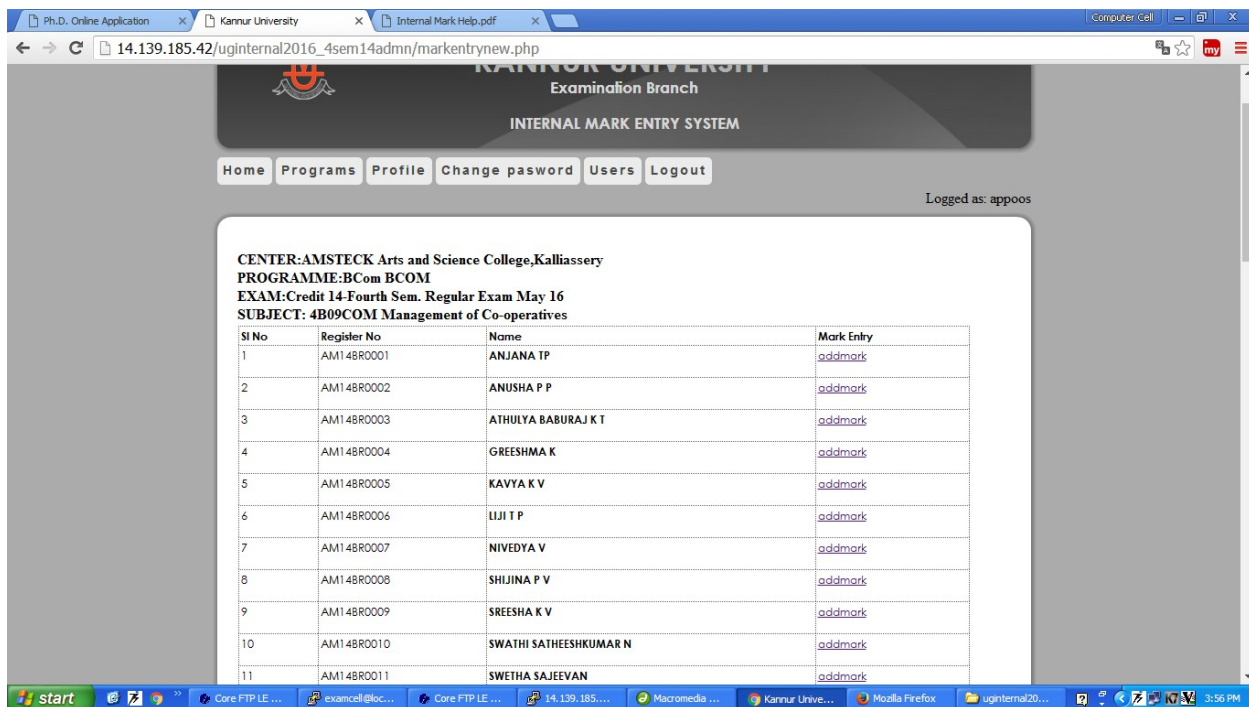
You will get an Internal Marks entry page as shown below.

Click on the link "**addmarks**", then you will get another window for adding marks of the particular candidate.

Enter the marks against the **Register Number** of the student with utmost care in the respective columns for Attendance, Assignment/Seminar/Viva/Lab/ Record Marks and Internal Test. Enter 'A' for Absent. *The total mark will be displayed automatically.*

(Ensure that the semester , programme and course are correct.)

Click **SUBMIT** button to save the marks entered.

*Then following window appears with the message "**Internal Mark Entered Successfully**"*
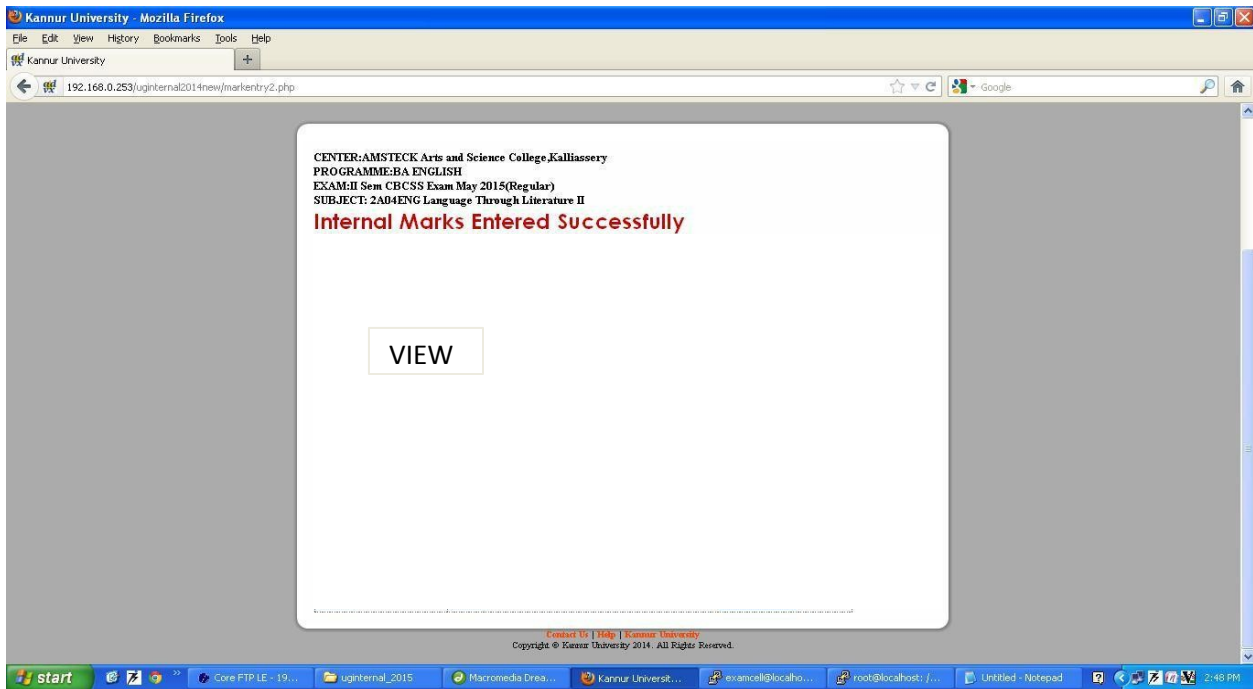
Click on View button you can see all the candidte's marks….
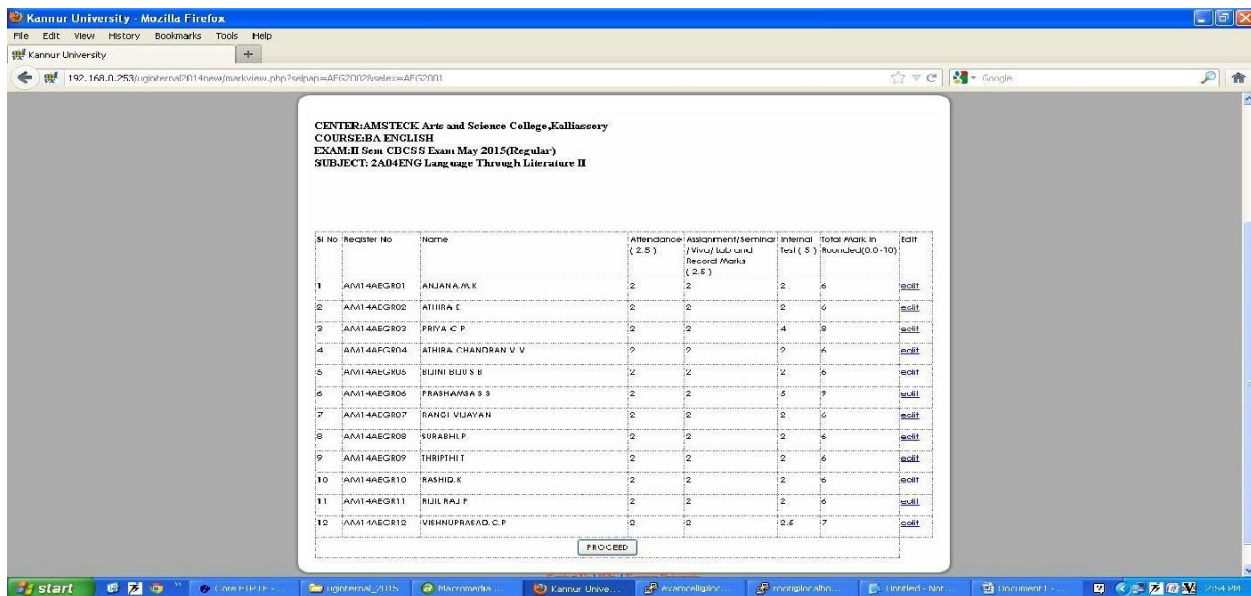
Edit Internal Mark Entries

For editing, if needed:

click **Edit** button

The following window appears.

click the **Edit** link appearing on the right side of the webpage to change internal mark of the particular student.

Then following window appears.

Edit the Entries
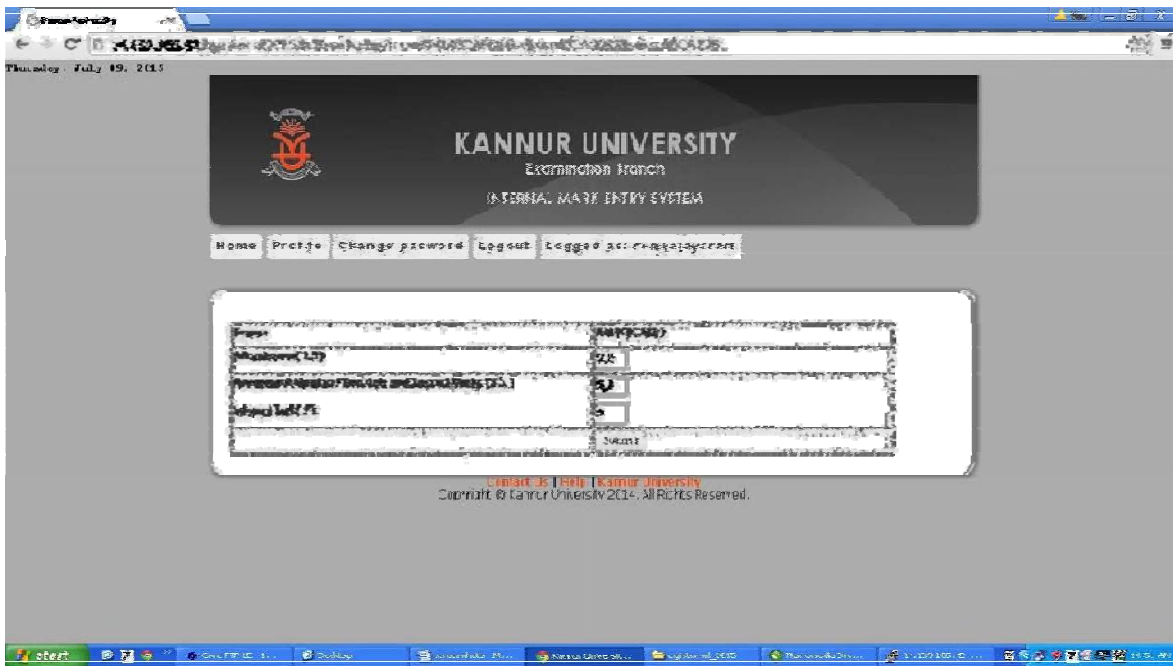
Click the **Submit** button

Then appears two print buttons; One "Print" button (for teachers copy) the other "Detailed print" button (for the institution copy)

Sl No	Register No	Name	Attendance (2.5)	Assignment/Seminar/Viva/Lab and Record Marks (2.5)	Internal Test (5)	Total Mark in Rounded(0.0-10)
1	AM14BCAR01	DIVYA A P	2.2	2.3	5	10
2	AM14BCAR02	ABHISHEK M	2	2	2	6
3	AM14BCAR03	THEJAS S K	1.6	2	2	6
4	AM14BCAR04	ABHIJITH.M	1.2	2.5	4	8
5	AM14BCAR05	NIFI ALVIN K F	1.5	2.3	5	9
6	AM14BCAR06	NISHAN ALI E V T	1	1	3	5
7	AM14BCAR07	STENIL JOSEPH	1.8	1.2	2	5
8	AM14BCAR08	VISHNUDAS.C.K	2	1	4	7
9	AM14BCAR09	VISHNU T	1.2	2.5	4	8

edit   print   Detailed Print

Submit Detailed print button to get printout of institution copy shown below
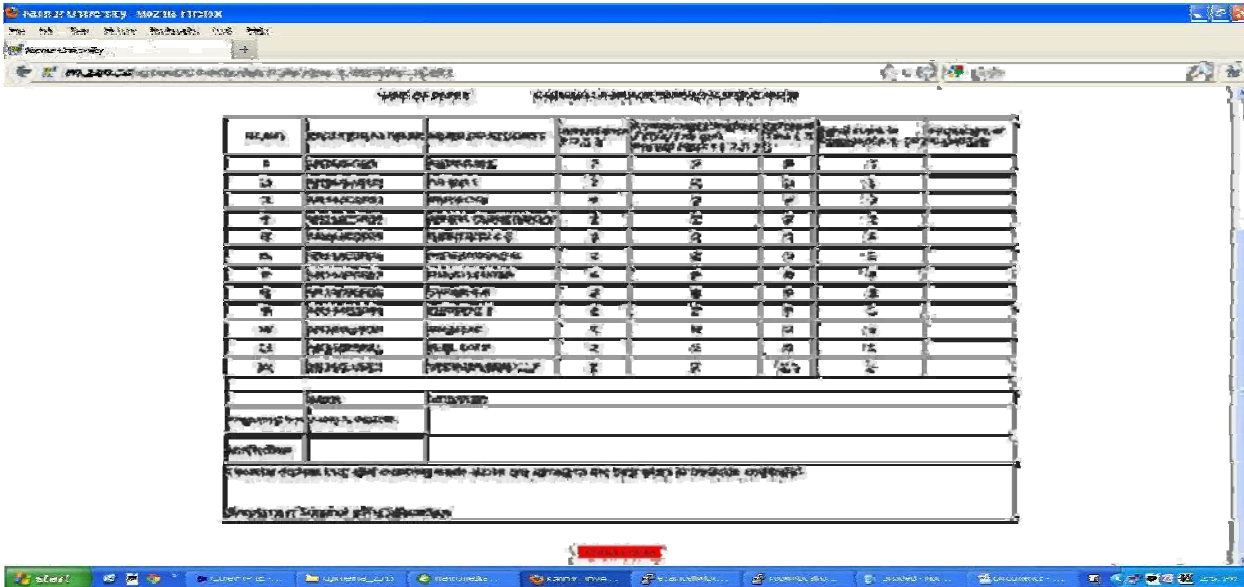
Submit Print button to get Provisional copy for teachers as shown below.

INTERNAL MARKS (Provisional Copy)

CENTRE OF EXAMINATION : AMSTECK ARTS AND SCIENCE COLLEGE,KALLIASSERY
PROGRAMME: BCA BACHELOR OF COMPUTER APPLICATION
NAME OF EXAM :   CREDIT 14-SECOND SEM. REGULAR EXAM MAY. 15
NAME OF PAPER :   2B03BCA OBJECT ORIENTED PROGRAMMING USING C++

SL.NO	REGISTER NUMBER	NAME OF STUDENT	Mark	Signature of Candidate
1	AM14BCAR01	DIVYA A P	10	
2	AM14BCAR02	ABHISHEK M	6	
3	AM14BCAR03	THEJAS S K	6	
4	AM14BCAR04	ABHIJITH.M	8	
5	AM14BCAR05	NIFI ALVIN K F	9	
6	AM14BCAR06	NISHAN ALI E V T	5	
7	AM14BCAR07	STENIL JOSEPH	5	
8	AM14BCAR08	VISHNUDAS.C.K	7	
9	AM14BCAR09	VISHNU T	8	

	Name	Signature	
Prepared by:	REMYA P V		
Verified by:			

I hereby declare that all the entries made above are correct to the best of my knowledge and belief.

Signature of Principal with College Seal

Notify the Detailed print out on the notice board.
Rectify discrepancy / redress grievance, if any , of the students.

V. INTERNAL MARK VERIFICATION (By HoD Only)

Internal marks entered by teachers should be verified and approved by the Head of Department before submitting to the University.

Log on to software using username and password of the **HoD** .

Select the name of examination.

Select the course (paper) concerned for verification.

Edit if necessary

Check the checkbox of each student and press **verify** button in the last column.

SUBJECT: 2B03BCA Object Oriented Programming Using C++

Sl No	Register No	Name	Attendance (2.5)	Assignment/Seminar/Viva/Lab and Record Marks (2.5)	Internal Test (5)	Total Mark in Rounded(0.0-10)	Edit	Verify
1	AM14BCAR01	DIVYA A P	2.2	2.3	5	10	edit	✔
2	AM14BCAR02	ABHISHEK M	2	2	2	6	edit	✔
3	AM14BCAR03	THEJAS S K	1.6	2	2	6	edit	✔
4	AM14BCAR04	ABHIJITH.M	1.2	2.5	4	8	edit	✔
5	AM14BCAR05	NIFI ALVIN K F	1.5	2.3	5	9	edit	✔
6	AM14BCAR06	NISHAN ALI E V T	1	1	3	5	edit	✔
7	AM14BCAR07	STENIL JOSEPH	1.8	1.2	2	5	edit	✔
8	AM14BCAR08	VISHNUDAS.C.K	2	1	4	7	edit	✔
9	AM14BCAR09	VISHNU T	1.2	2.5	4	8	edit	✔

VERIFY

click **VERIFY** button at the bottom left corner after completing the verification to finalize the internal mark.

No marks can be changed by the Teacher or HoD After verification

*After submitting the **verify button** the following windows appears.*

Internal Marks Verified Successfully

SI No	Register No	Name	Attendance (2.5)	Assignment/Seminar/Viva/Lab and Record Marks (2.5)	Internal Test (5)	Total Mark in Rounded(0.0-10)
1	AM14BCAR01	DIVYA A P	2.2	2.3	5	10
2	AM14BCAR02	ABHISHEK M	2	2	2	6
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9	AM14BCAR09	VISHNU T	1.2	2.5	4	8

print	Detailed Print

Click print button to get the university copy of printout.
Obtain the signature of the student, teacher and HOD.
Submit to the principal for onward transmission to the university before the last date.
Document the internal assessment mark for further verification, if any, keeping the printout using **detailed print** and **print** buttons.

Forward the Internal Marks with covering letter to :

The Controller of Examinations
Kannur University
Thavakkara
Civil Station P O-670 002

Kannur University H. Q.