

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).

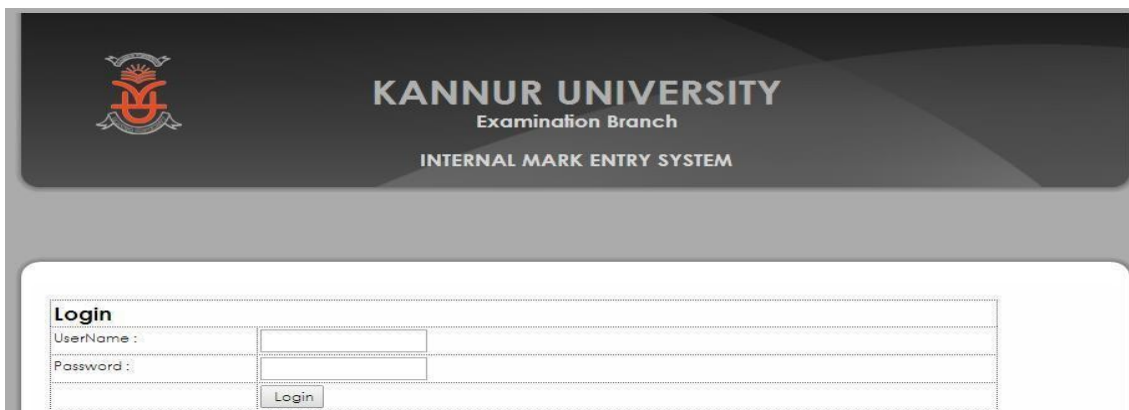
I.A. mark entry Process At a glance

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

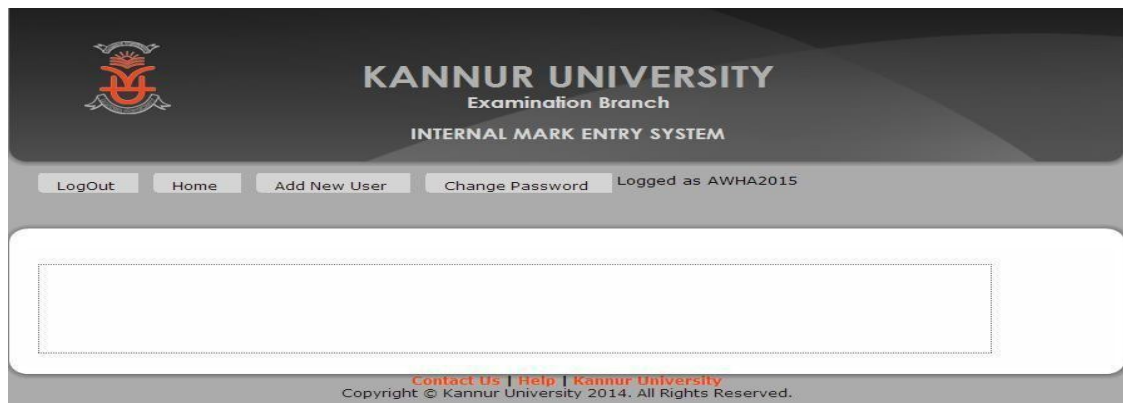


The screenshot shows the login interface for the Kannur University Examination Branch Internal Mark Entry System. At the top, there is a header with the university logo on the left and the text "KANNUR UNIVERSITY Examination Branch INTERNAL MARK ENTRY SYSTEM" in the center. Below the header is a login form with the following fields:

| Login | |
|------------|--------------------------------------|
| UserName : | <input type="text"/> |
| Password : | <input type="password"/> |
| | <input type="button" value="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.

| | |
|--|--------------------------|
| | |
| Status: | SELECT ▼ |
| Enter Name: | <input type="text"/> |
| Select Department Name | --- SELECT --- ▼ |
| Enter Contact Number: | <input type="text"/> |
| Enter Email ID: | <input type="text"/> |
| Username: | <input type="text"/> |
| Password: | <input type="password"/> |
| Retype Password: | <input type="password"/> |
| <input type="button" value="CREATE USER"/> | |

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 : | <input type="text" value="soumyasreedhar"/> |
| Enter Old Password : | <input type="password"/> |
| Enter New Password : | <input type="password"/> |
| Confirm New Password : | <input type="password"/> |
| <input type="button" value="submit"/> | |

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Change Profile Details (Optional For Existing Users)

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



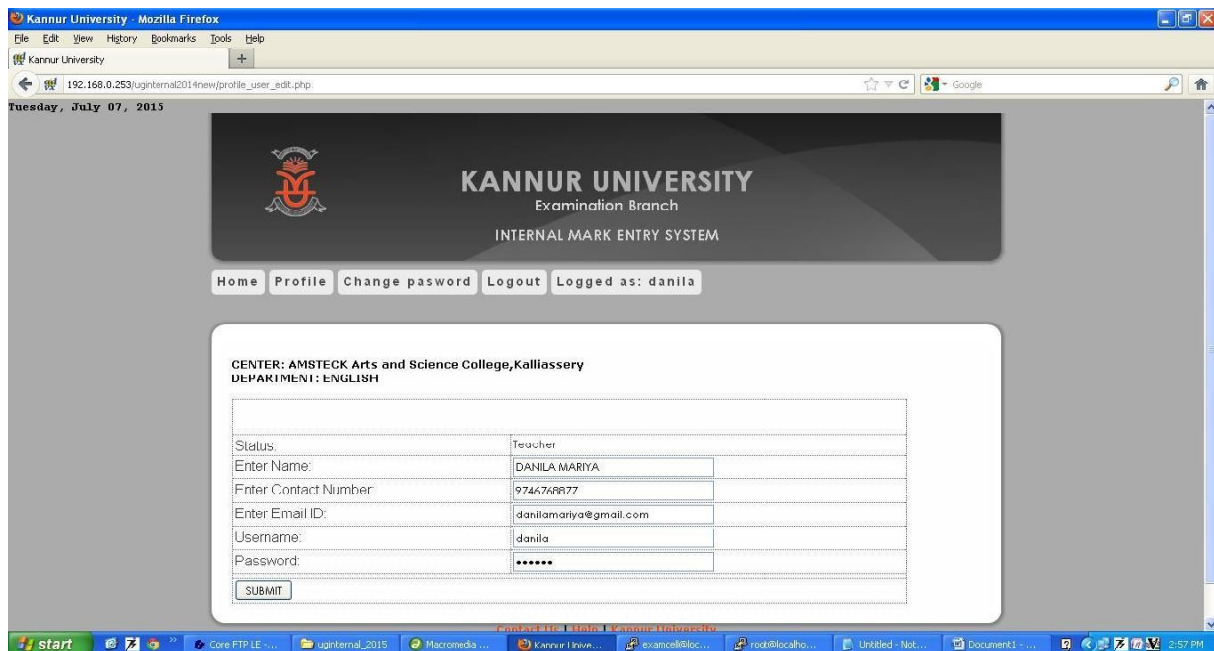
The screenshot shows a web interface with a navigation bar at the top containing buttons for Home, Profile, Change password, Users, Logout, and Logged as: soumyasreedhar. Below the navigation bar is a white box with a border containing the following information:

| MY PROFILE | |
|------------------------------|------------------------------------|
| Name | soumyasreedhar |
| Contact No | 8129611691 |
| Email | soumyat24@gmail.com |
| Department | COMPUTER SCIENCE |
| EDIT PROFILE | CHANGE USER STATUS |

* Note: User Status Change allows only once...

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Then you get the following window.



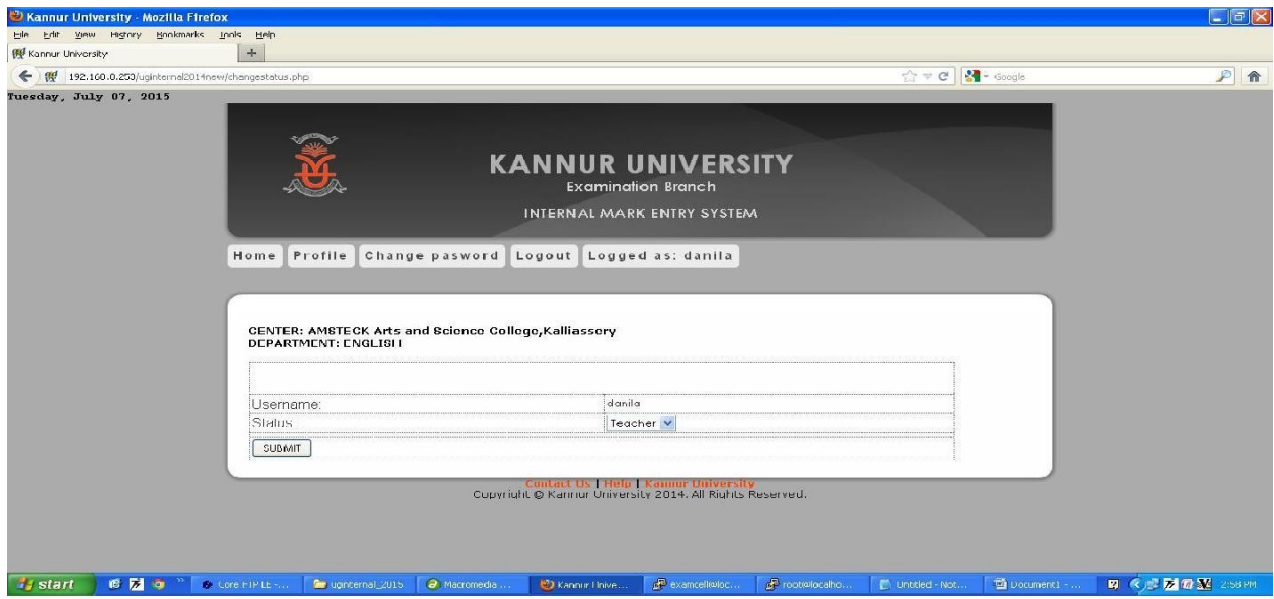
The screenshot shows a Mozilla Firefox browser window displaying the Kannur University Examination Branch Internal Mark Entry System. The page header includes the university logo and name. Below the header is a navigation bar with buttons for Home, Profile, Change password, Logout, and Logged as: danila. The main content area displays the following information:

CENTER: AMSTECK Arts and Science College, Kalliaserry
DEPARTMENT: ENGLISH

| | |
|---------------------------------------|------------------------|
| Status: | Teacher |
| Enter Name: | DANILA MARIYA |
| Enter Contact Number | 9746768677 |
| Enter Email ID: | danilamariya@gmail.com |
| Username: | danila |
| Password: | ***** |
| <input type="button" value="SUBMIT"/> | |

The browser window title is "Kannur University - Mozilla Firefox" and the address bar shows the URL "192.168.0.253/uginternal2014new/profile_user_edit.php". The system clock shows "Tuesday, July 07, 2015".

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 screenshot shows a web browser window with the URL `14.139.185.42/uginternal2015_3rdsem_14admn/homenew.php`. The page header includes the Kannur University logo and the text "KANNUR UNIVERSITY Examination Branch INTERNAL MARK ENTRY SYSTEM". A navigation menu contains links for "Home", "Programs", "Profile", "Change pasword", and "Logout". The user is logged in as "msc". The main content area features a form with a "Select Program" dropdown menu currently set to "ECONOMICS" and a "SUBMIT" button. The footer contains contact information and a copyright notice for Kannur University 2014.

Friday, January 15, 2016

 **KANNUR UNIVERSITY**
Examination Branch
INTERNAL MARK ENTRY SYSTEM

Home Programs Profile Change pasword Logout

Logged as: msc

Select Program: ECONOMICS


SUBMIT

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Windows taskbar: Start, Core FTP L..., 14.139.185..., Core FTP L..., Kannur Un..., ugInternal2..., Untitled - N..., Macromed..., examcell@L..., Document1..., 3:26 PM

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



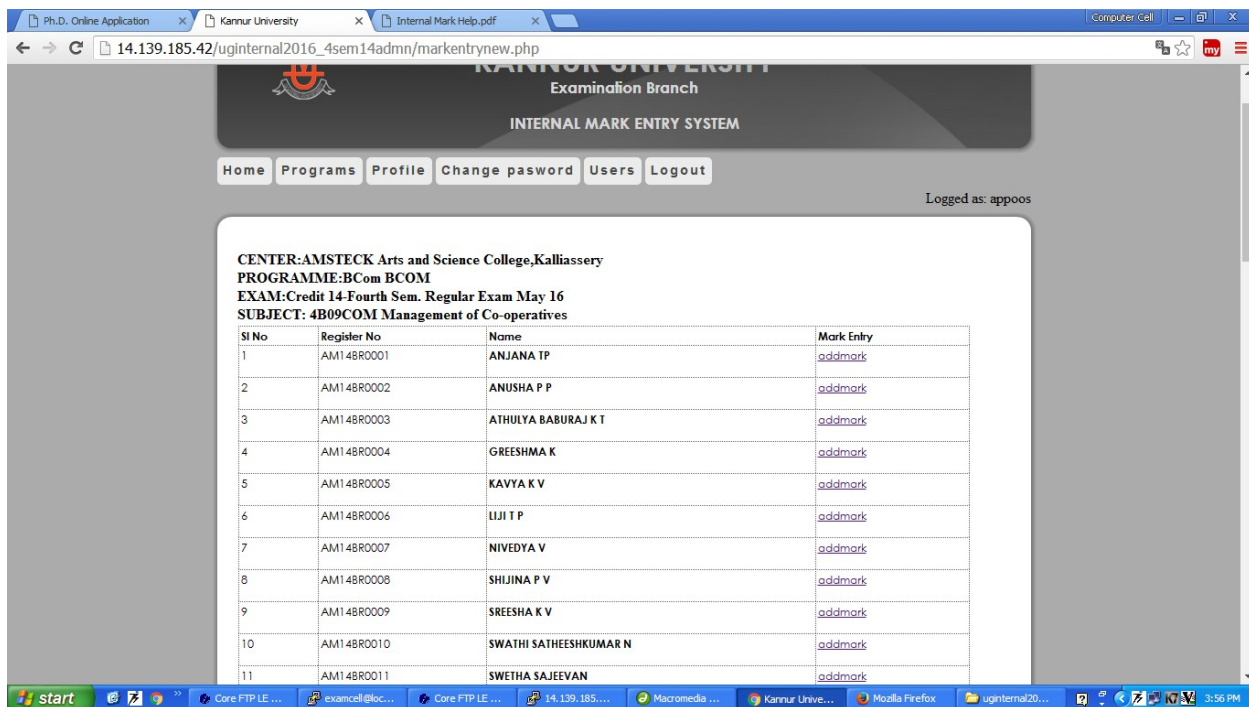
LogOut Home Change Password Logged as jayesh

PROGRAMME:BAHISTORY
EXAM:First Sem. Regular Exam Nov. 14
CENTER:

Select Paper 1.A01 ENG Communicative English I

SUBMIT

You will get an Internal Marks entry page as shown below.



KANNUR UNIVERSITY
Examination Branch
INTERNAL MARK ENTRY SYSTEM

Home Programs Profile Change password Users Logout

Logged as: appoos

CENTER:AMSTECK Arts and Science College,Kalliassery
PROGRAMME:BCom BCOM
EXAM:Credit 14-Fourth Sem. Regular Exam May 16
SUBJECT: 4B09COM Management of Co-operatives

| SI No | Register No | Name | Mark Entry |
|-------|-------------|------------------------|-------------------------|
| 1 | AM14BR0001 | ANJANA TP | addmark |
| 2 | AM14BR0002 | ANUSHA P P | addmark |
| 3 | AM14BR0003 | ATHULYA BABURAJ K T | addmark |
| 4 | AM14BR0004 | GREESHMA K | addmark |
| 5 | AM14BR0005 | KAVYA K V | addmark |
| 6 | AM14BR0006 | LIJIT P | addmark |
| 7 | AM14BR0007 | NIVEDIYA V | addmark |
| 8 | AM14BR0008 | SHIJINA P V | addmark |
| 9 | AM14BR0009 | SREESHA K V | addmark |
| 10 | AM14BR0010 | SWATHI SATHEESHKUMAR N | addmark |
| 11 | AM14BR0011 | SWETHA SAJEEVAN | addmark |

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

The screenshot shows a web browser window with the URL `14.139.185.42/uginternal2016_4sem14adm/markentry1.php?rno=AM14BR0001&selpaps=BBR4033`. The page title is "KANNUR UNIVERSITY Examination Branch INTERNAL MARK ENTRY SYSTEM". The navigation menu includes "Home", "Programs", "Profile", "Change password", "Users", and "Logout". The user is logged in as "apooos". The main content area displays the following information:

CENTER:AMSTECK Arts and Science College,Kalliassery
PROGRAMME:BCOM
EXAM:Credit 14-Fourth Sem. Regular Exam May 16
SUBJECT: 4B09COM Management of Co-operatives

| Regno | AM14BR0001 |
|--|----------------------|
| Attendance (2.5) | <input type="text"/> |
| Assignment/Seminar/Viva/Lab and Record Marks (2.5) | <input type="text"/> |
| Internal Test (5) | <input type="text"/> |
| <input type="button" value="Submit"/> | |

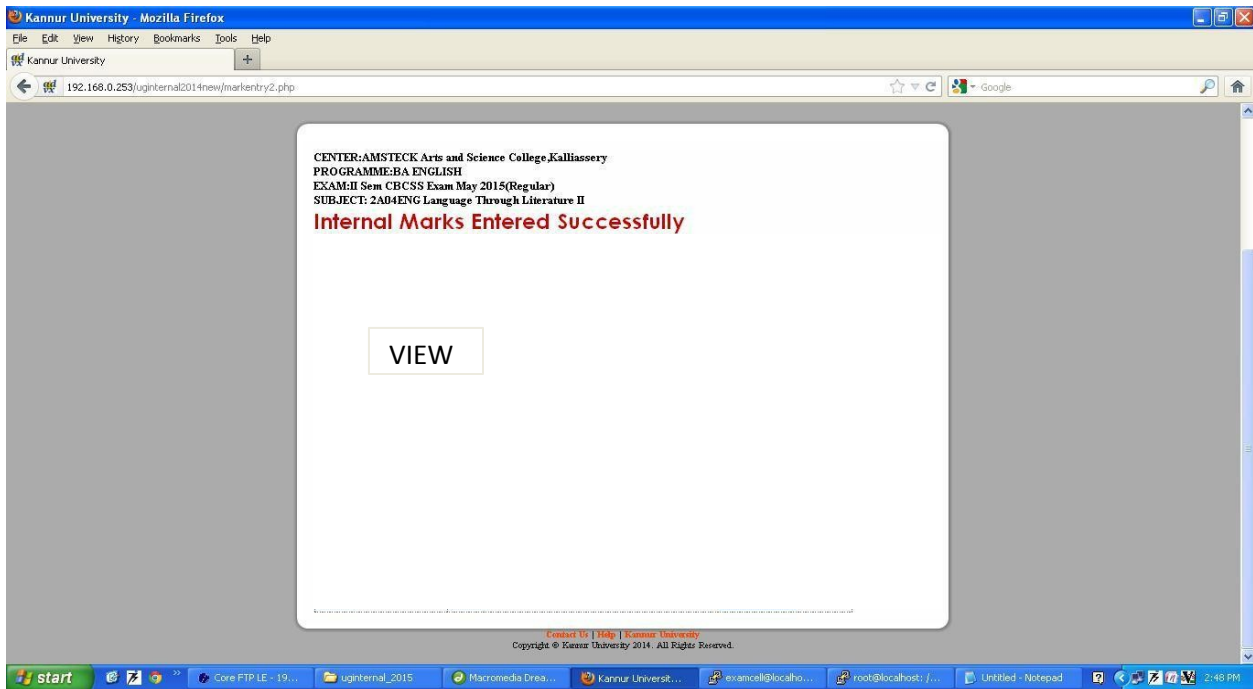
At the bottom of the page, there is a footer with the text: "Copyright © Kannur University 2014. All Rights Reserved."

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 candidate's marks....

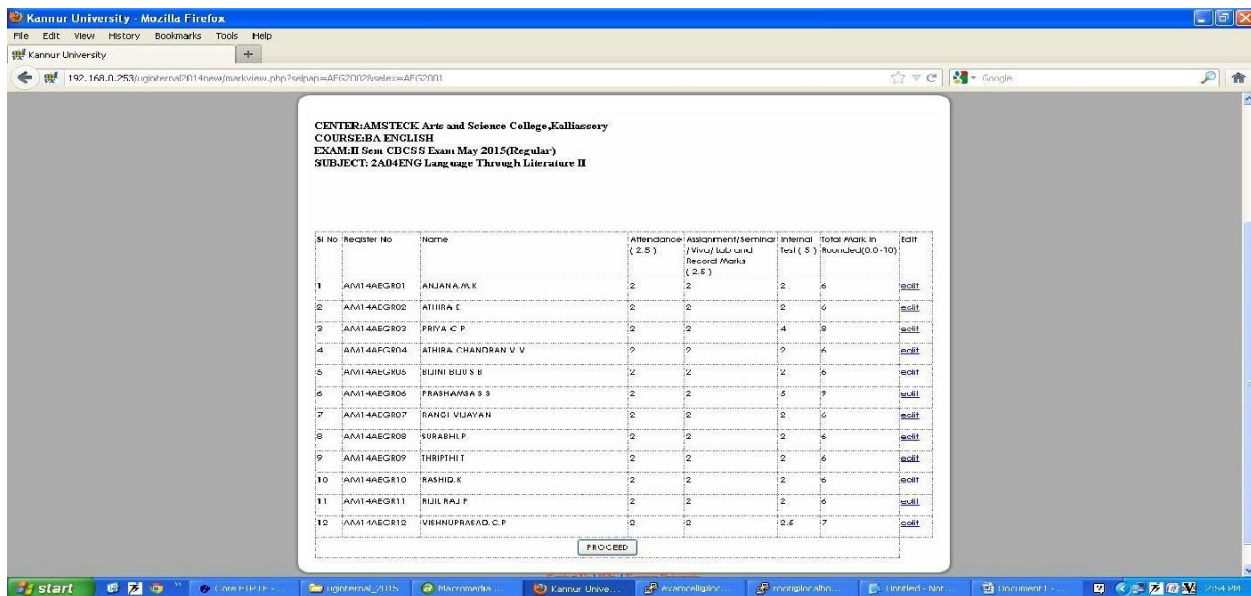
Edit Internal Mark Entries

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.



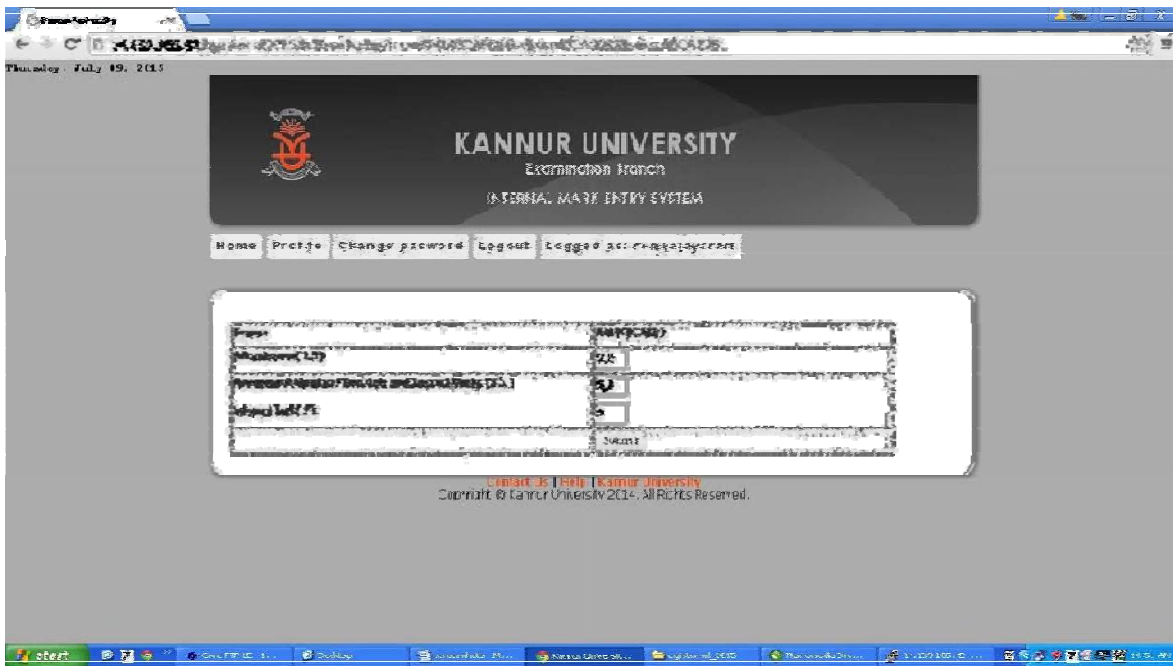
CENTER:AMSTECK Arts and Science College,Kallianseery
COURSE:BA ENGLISH
EXAM:II Sem. CBCS'S Exam May 2015(Regular)
SUBJECT: 2A04ENG Language Through Literature II

| Sl No | Register No | Name | Attendance (2.5) | Assignment/Seminar/Workshop/Quiz (2.5) | Internal Test (5) | Total Mark in Exam(0-10) | Edit |
|-------|-------------|---------------------|------------------|--|-------------------|--------------------------|----------------------|
| 1 | AM114AEG001 | ANJANA.M.K | 2 | 2 | 2 | 6 | edit |
| 2 | AM114AEG002 | ATHIRA C | 2 | 2 | 2 | 6 | edit |
| 3 | AM114AEG003 | PRIVA C P | 2 | 2 | 4 | 8 | edit |
| 4 | AM114AEG004 | ATHIRA CHANDRAN V V | 2 | 2 | 2 | 6 | edit |
| 5 | AM114AEG005 | ELINI SURI S R | 2 | 2 | 2 | 6 | edit |
| 6 | AM114AEG006 | FRASHAMSA S S | 2 | 2 | 5 | 9 | edit |
| 7 | AM114AEG007 | RANGI VIJAYAN | 2 | 2 | 2 | 6 | edit |
| 8 | AM114AEG008 | SIRASHIP | 2 | 2 | 2 | 6 | edit |
| 9 | AM114AEG009 | THRIPHITHI | 2 | 2 | 2 | 6 | edit |
| 10 | AM114AEG010 | RASHID,K | 2 | 2 | 2 | 6 | edit |
| 11 | AM114AEG011 | RUJIRAJ F | 2 | 2 | 2 | 6 | edit |
| 12 | AM114AEG012 | VIHNUPRABAD.C.P | 2 | 2 | 2.6 | 7 | edit |

PROCEED

Then following window appears.

Edit the Entries



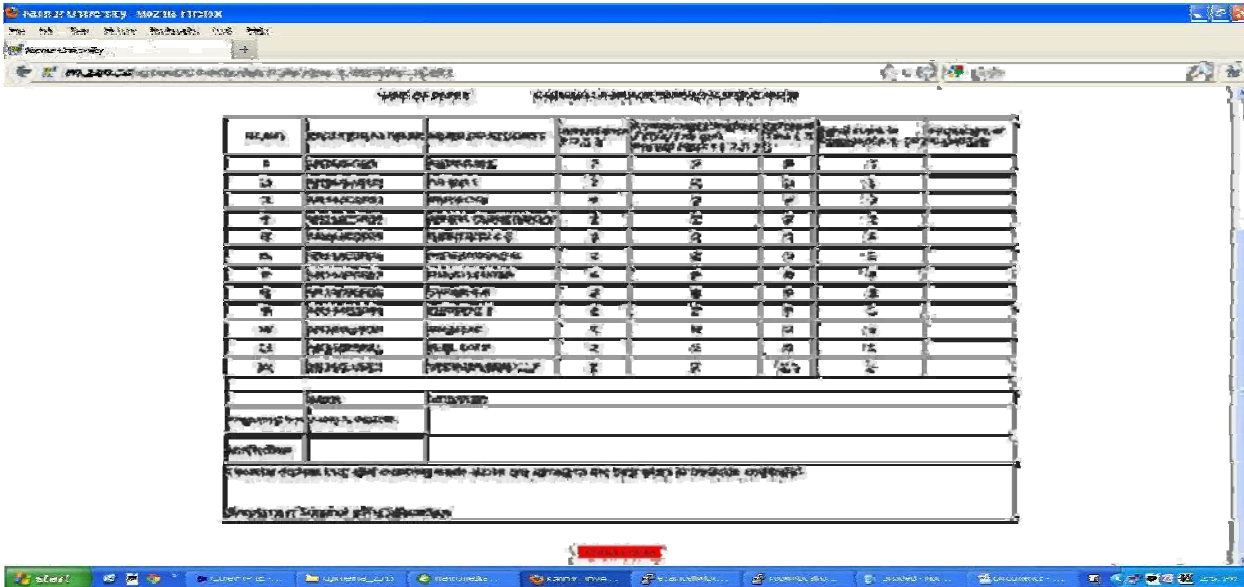
Click the **Submit** button

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 | ABHJITH.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 | <input checked="" type="checkbox"/> |
| 2 | AM14BCAR02 | ABHISHEK M | 2 | 2 | 2 | 6 | edit | <input checked="" type="checkbox"/> |
| 3 | AM14BCAR03 | THEJAS S K | 1.6 | 2 | 2 | 6 | edit | <input checked="" type="checkbox"/> |
| 4 | AM14BCAR04 | ABHIJITH.M | 1.2 | 2.5 | 4 | 8 | edit | <input checked="" type="checkbox"/> |
| 5 | AM14BCAR05 | NIFI ALVIN K F | 1.5 | 2.3 | 5 | 9 | edit | <input checked="" type="checkbox"/> |
| 6 | AM14BCAR06 | NISHAN ALI E V T | 1 | 1 | 3 | 5 | edit | <input checked="" type="checkbox"/> |
| 7 | AM14BCAR07 | STENIL JOSEPH | 1.8 | 1.2 | 2 | 5 | edit | <input checked="" type="checkbox"/> |
| 8 | AM14BCAR08 | VISHNUDAS.C.K | 2 | 1 | 4 | 7 | edit | <input checked="" type="checkbox"/> |
| 9 | AM14BCAR09 | VISHNU I | 1.2 | 2.5 | 4 | 8 | edit | <input checked="" type="checkbox"/> |
| <input type="button" value="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

| 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 |

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.