

# **KANNUR UNIVERSITY**

## **INTERNAL MARK ENTRY SYSTEM FOR B.A. LL.B.**

**(Guidelines)**

### **User Accounts**

There are three types of users

#### **1) Principal/Director/Asst. Director**

Initially the Principal/ Director/ Asst. Director registered may login using their registered user id and password and may create following type of user(s) as required.

##### **a) Teacher**

Teacher account is to be created by the Principal concerned by providing userid and password. The teacher can logon using this user id and password and can enter the internal marks.

##### **b) HoD**

If there is HoD in the college/centre , the Principal/ Director/ Asst. Director may add HoD user . The HoD user shall verify the internal marks entered by the teacher concerned.

**If theris no HoD in the college/centre , there is no need to add HoD user and the Principal/ Director or Asst. Director (in case of University Centres) itself can verify the internal marks entreded by the teacher concerned.**

### **Internal Mark Entry**

1. Login using the user id and password of the teacher.
2. Select Programme
3. Select Course.
4. Before entering internal marks, it should be ensured by the Principal/Director that the internal marks are awarded and finalised as per regulation.
5. Enter internal marks by the Teacher
6. Verify the internal marks by the Principal/ HoD  
( If there is HoD in the College/Centre HoD may verify the internal marks by logging in using the userid and password provided for HoD , otherwise Principal/Direcotor/Asst Director can verify the internal marks by logging in using their registered user id and password)

7. Take printout of the online internal mark

*The printout of the online internal mark signed by the teacher concerned, HoD (if exists) and the Principal need be sent to the University. (At this stage , signature of the students is not mandatory)*

The printout of the online internal mark after obtaining the signature of the students concerned , signed by the Teacher concerned, HoD (if exists in the college/centre) and Principal , along with all the records connected with the award of internal marks as per regulations shall be kept in the college/centre and shall be made available to the Controller of Examinations for verification as and when required.

## Steps

### I. Login

C.A MARK ENTRY SYSTEM for II SEMESTER MBA	
Login Here	
UserName :	<input type="text"/>
Password :	<input type="password"/>
	<input type="button" value="Login"/> <a href="#">Forgot Password</a>
<b>Lastdate :</b>	

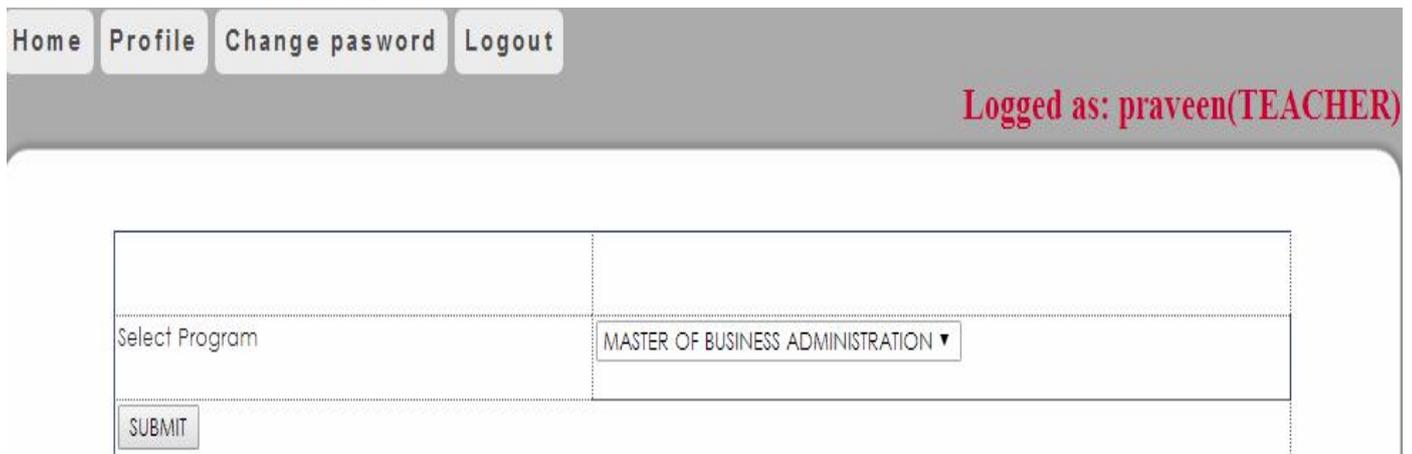
2. Enter the user name and password of the user concerned (Principal / Teacher) .
3. After login, Principal/Director can add new users of type HoD and Teacher by clicking Add New User Button.

<a href="#">Home</a>	<a href="#">Profile</a>	<a href="#">Add New User</a>	<a href="#">Change pasword</a>	<a href="#">Logout</a>
<b>Logged as: Dr. K Muraleedharan(PRINCIPAL/D</b>				
Select Program		MASTER OF BUSINESS ADMINISTRATION ▼		
<input type="button" value="SUBMIT"/>				

4. Teacher can enter internal marks after logging on using their user id and password .

## **II. INTERNAL MARK ENTRY**

Log on to software using username and password of the teacher Select the programme and click submit button.



Home Profile Change pasword Logout

Logged as: praveen(Teacher)

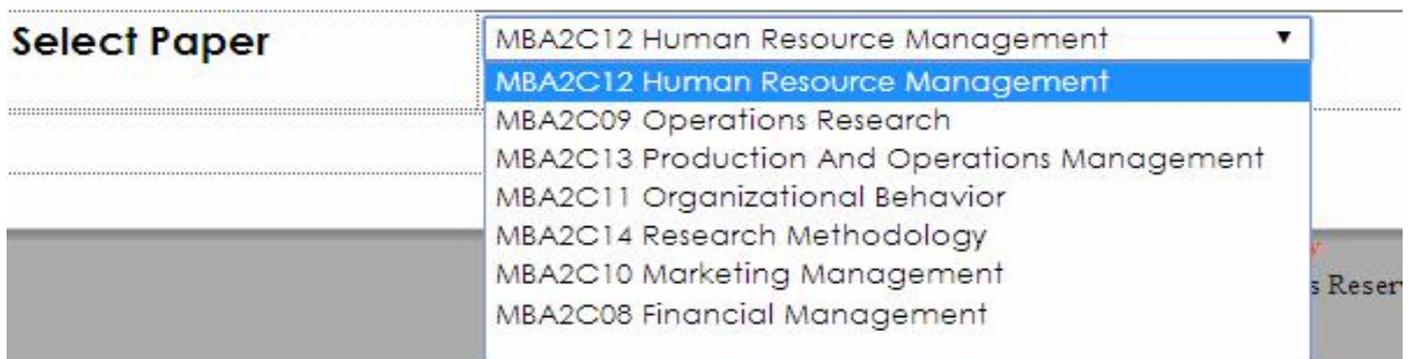
Select Program

MASTER OF BUSINESS ADMINISTRATION ▼

SUBMIT

*The System will show the courses (papers) of the programme*

**PROGRAMME:MASTER OF BUSINESS ADMINISTRATION**  
**EXAM:II SEMESTER MBA DEGREE EXAMINATION JULY 2019**  
**COLLEGE/CENTRE:CENTRE FOR MANAGEMENT STUDIES, MBA CAM**



Select Paper

- MBA2C12 Human Resource Management ▼
- MBA2C12 Human Resource Management
- MBA2C09 Operations Research
- MBA2C13 Production And Operations Management
- MBA2C11 Organizational Behavior
- MBA2C14 Research Methodology
- MBA2C10 Marketing Management
- MBA2C08 Financial Management

Select the course (paper) for which you want to enter the internal marks and click SUBMIT

You will get an internal mark entry page as shown below.

Home Profile Change password Logout

Logged as: prav

**COLLEGE/CENTRE:CENTRE FOR MANAGEMENT STUDIES, MBA CAMPUS MANGATTUPARAMBA**  
**PROGRAMME:MASTER OF BUSINESS ADMINISTRATION**  
**EXAM:II SEMESTER MBA DEGREE EXAMINATION JULY 2019**  
**SUBJECT: MBA2C09 Operations Research**

Sl No	Register No	Name	Mark Entry
1	B8GMBA3101	ABHILASH A V	<a href="#">addmark</a>
2	B8GMBA3102	AKHIL K	<a href="#">addmark</a>

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

Home Profile Change password Logout

Logged as: p

**CENTER:CENTRE FOR MANAGEMENT STUDIES, MBA CAMPUS MANGATTUPARAMBA**  
**PROGRAMME:MASTER OF BUSINESS ADMINISTRATION**  
**EXAM:II SEMESTER MBA DEGREE EXAMINATION JULY 2019**  
**SUBJECT: MBA2C09 Operations Research**

Regno	B8GMBA3101
Total IA Mark ( 20 )	<input type="text"/>
<input type="button" value="Submit"/>	

Enter the marks against the **Register Number** of the student. Enter 'A' for Absent. **(Ensure that the semester , programme and course are correct.)**

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

After entering the marks of all students following window appears with the message **“Internal Marks Entered ”**

COLLEGE/CENTRE:CENTRE FOR MANAGEMENT STUDIES, MBA  
PROGRAMME:MASTER OF BUSINESS ADMINISTRATION  
EXAM:II SEMESTER MBA DEGREE EXAMINATION JULY 2019  
SUBJECT: MBA2C09 Operations Research

Sl No	Register No	Name
-------	-------------	------

## Internal Already entered

Click View Button to preview the internal marks entered. Corrections if any can be done at HoD/ Principal / Director level while verifying internal marks. The final marksheet report can only be printed at Hod/Principal/Director level login after verification.

### **V. INTERNAL MARK VERIFICATION (By HoD/Principal/Direcor/Asst Director Only)**

Internal marks entered by teachers should be verified by the HoD/Principal/Director/Asst Director For this,

Log on to software using username and password of the HoD/Principal/Director/Asst Director .

Select the Programme.

Select the course

It will display following screen

Logged as: Vidhu Sekhar P(PRINCIPAL/DIRECTOR)

COLLEGE/CENTRE: CENTRE FOR MANAGEMENT STUDIES, MBA CAMPUS MANGATTUP  
 PROGRAMME: MASTER OF BUSINESS ADMINISTRATION  
 EXAM: II SEMESTER MBA DEGREE EXAMINATION JULY 2019  
 SUBJECT: MBA2C09 Operations Research

Sl No	Register No	Name	Mark Ent
-------	-------------	------	----------

**Internal Marks Already entered (Not Verified By Principal/Assistant Director/HOD)**

VIEW

Click VIEW button . It will display the following screen.

**Sample Screen Shot**

Home Profile Add New User Change password Logout

Logged as: Vidhu Sekhar P(PRINCIPAL/DIRECTOR/ASST.DIRE)

CENTER: CENTRE FOR MANAGEMENT STUDIES, MBA CAMPUS MANGATTUPARAMBA  
 PROGRAMME: MASTER OF BUSINESS ADMINISTRATION  
 EXAM: II SEMESTER MBA DEGREE EXAMINATION JULY 2019  
 SUBJECT: MBA2C09 Operations Research

Sl No	Register No	Name	Total Mark in Rounded(0.0-20)	Edit	Verify
1	B8GMBA3101	ABHILASH A V	20	<a href="#">edit</a>	<input type="checkbox"/>
2	B8GMBA3102	AKHIL K	12	<a href="#">edit</a>	<input type="checkbox"/>
3	B8GMBA3103	AKHIL T T	12	<a href="#">edit</a>	<input type="checkbox"/>
4	B8GMBA3104	AKSHAY RAMESH M	10	<a href="#">edit</a>	<input type="checkbox"/>
39	B8GMBA3139	SHILPA PRAKASH	12	<a href="#">edit</a>	<input type="checkbox"/>
40	B8GMBA3140	SHIVINA K	12	<a href="#">edit</a>	<input type="checkbox"/>
41	B8GMBA3141	SNEHA JAYARAJ	12	<a href="#">edit</a>	<input type="checkbox"/>

SUBMIT

Edit mark, if necessary by clicking [edit](#)

Check the checkbox of each student in the last column (Verify)

After verifying the mark of each student, click the submit button to finalize the process .

**Internal Marks can not be edited once it is verified by the HoD/Principal/Director/Asst Director.**

*After SUBMIT the following windows appears.*

**Sample Screen Shot**

The screenshot shows a web application interface with a navigation bar at the top containing buttons for Home, Profile, Add New User, Change password, and Logout. Below the navigation bar, a message indicates the user is logged in as Vidhu Sekhar P (PRINCIPAL/DIRECTOR/ASST.DIRECTOR). The main content area displays the following information:

CENTER: CENTRE FOR MANAGEMENT STUDIES, MBA CAMPUS MANGATTUPARAMBA  
PROGRAMME: MASTER OF BUSINESS ADMINISTRATION  
EXAM: II SEMESTER MBA DEGREE EXAMINATION JULY 2019  
SUBJECT: MBA2C09 Operations Research

**Internal Marks Verified Successfully**

Sl No	Register No	Name	Total Mark in Rounded(0.0-20)
1	B8GMBA3101	ABHILASH A V	20
2	B8GMBA3102	AKHIL K	12
40	B8GMBA3140	SHIVINA K	12
41	B8GMBA3141	SNEHA JAYARAJ	12

At the bottom of the table, there is a "Print" button.

Click print button to internal mark sheet.

## Sample Screen Shot



# KANNUR UNIVERSITY

## INTERNAL MARKS

CENTRE OF EXAMINATION : CENTRE FOR MANAGEMENT STUDIES, MBA CAMPUS  
MANGATTUPARAMBA  
PROGRAMME: MASTER OF BUSINESS ADMINISTRATION  
NAME OF EXAM : II SEMESTER MBA DEGREE EXAMINATION JULY 2019  
NAME OF PAPER : MBA2C09 OPERATIONS RESEARCH

SL.NO	REGISTER NUMBER	NAME OF STUDENT	Mark	Signature o
1	B8GMBA3101	ABHILASH A V	20	
2	B8GMBA3102	AKHIL K	12	
3	B8GMBA3103	AKHIL T	12	

41	B8GMBA3141	SNEHA JAYARAJ	12	
----	------------	---------------	----	--

Name	Signature
Prepared by: praveen (TEACHER)	

Verified the internal marks and found correct

Vidhu Sekhar P  
(PRINCIPAL/DIRECTOR/ASST.DIRECTOR)

I Certify that the internal marks furnished above are correct as per the original documents in this regard kept in the College/Centre which will be made available for verification as and when required by the University. I also certify that the internal marks are awarded as per the regulations.

Signature of the Principal/Director/Assistant Director with Seal

\* **Note** : Please submit the printout signed by the teacher concerned, HoD (if exists in the College/Centre) and Principal/Director or Assistant Director to : The Controller of Examination , Kannur University, Thavakkara Campus, Kannur - 670002.

The printout signed by the Teacher concerned , HoD (if exists in the College/Centre), Principal/Director or Assistant Director and the Students concerned shall be kept in the College/Centre.

Print two copies of this marksheet

***The printout of the online internal mark signed by the teacher concerned, HoD (if exists) and the Principal/Director or Asst Director (in the case of University Centres) need be sent to the University. (At this stage , signature of the students is not mandatory)***

**The printout of the online internal mark after obtaining the signature of the students concerned , signed by the Teacher concerned, HoD (if exists) and *Principal/Director or Asst Director (in the case of University Centres)* , along with all the records connected with the award of internal marks as per regulations shall be kept in the College/ Center and shall be made available to the Controller of Examinations for verification as and when required.**

**Sd/-  
Controller of Examinations**