KANNUR UNIVERSITY

INTERNAL MARK ENTRY SYSTEM FOR MBA (Affiliated Colleges & Centres)
(Guidelines)

User Accounts

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 concerened by providing userid and password. The teacher concerned 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 there is 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 entrered 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 sheet signed by (1.) the teacher concerned, (2.) one who has verified the internal mark (HoD, Principal/Director/ Asst Director) and (3.) The Principal/Director or Assistant Director 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, the Teacher concerned, *one who has verified the internal mark (HoD, Principal/Director/ Asst Director)* **and The Principal/Director or Assistant Director, 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 :	
Password :	
	Login Forgot Password
Lastdate :	

2. Enter the user name and password of the user concerned

3. After login, Principal/Director and Asst. Director can add new users of type HoD and Teacher by clicking Add New User Button.

While adding a New User, please select the correct status of user (whether

HoD or Teacher)

| Home | Profile | Add New User | Change pasword | Logout |

| Select Program | MASTER OF BUSINESS ADMINISTRATION ▼ |

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 |

| 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

s Reser

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 pasword	Logout

Logged as: prav

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

SI No	Register No	Name	Mark Entry
1	B8GMBA3101	ABHILASH A V	addmark
2	B8GMBA3102	AKHIL K	addmark

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

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)	
	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

SI 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. <u>The final marksheet report can only be printed at Hod/Principal/Director level login after verification.</u>

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

| Home | Profile | Add New User | Change pasword | Logout |

Logged as: Vidhu Sekhar P(PRINCIPAL/DIRECTOI

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 pasword	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	edit	☐
2	B8GMBA3102	AKHIL K	12	edit	☐
3	B8GMBA3103	AKHIL T T	12	edit	☐
4	B8GMBA3104	AKSHAY RAMESH M	10	edit	☐
39	B8GMBA3139	SHILPA PRAKASH	12	edit	☐
40	B8GMBA3140	SHIVINA K	12	edit	☐
41	B8GMBA3141	SNEHA JAYARAJ	12	edit	☐

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

Home	Profile	Add New User	Change pasword	Logout	

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

Print

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	
~	B8GMBA3103	AKHIL T 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 sheet signed by (1.) the teacher concerned, (2.) one who has verified the internal mark (HoD, Principal/Director/ Asst Director) and (3.) The Principal/Director or Assistant Director 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, the Teacher concerned, one who has verified the internal mark (HoD, Principal/Director/ Asst Director) and The Principal/Director or Assistant Director, 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.

.

**Sd/-
Controller of Examinations**