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

(**Existing users can use their present username and password to login**)

1. For adding new users, Login using the *username* and *password* allotted to the **college**
2. Add new user as Teacher / Head of the Department.
3. Login using using the user id and password.
4. Select Examination.
5. Select Course.
6. Enter internal marks by the Teacher
7. Take Institutional copy, publish it on the notice board and keep it at the college.
8. Rectify discrepancies/redress grievance of the students , if any

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

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

11. Obtain Signature of the students on the University copy.
12. The teacher sign the university copy .
13. The HOD sign the University copy, affix department seal and submit to the principal for onward transmission to the University.
14. 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
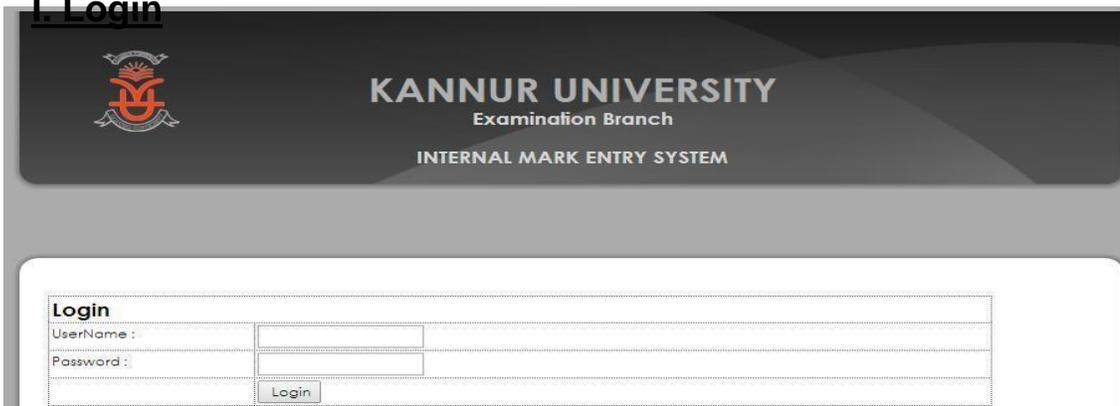
Login
UserName :
Password :
Login

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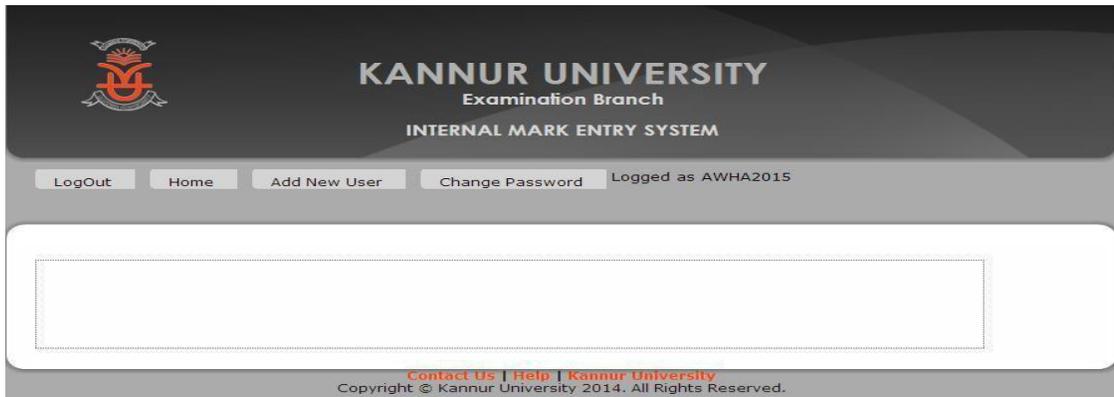
3. Select "Add New User" menu to register as **Teacher** (for Internal Mark Entry) . **HoD** (For Verification of Internal Mark) select **Add New User** button.

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.

Change Profile Details (Optional For Existing Users)

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

Then you get the following window.
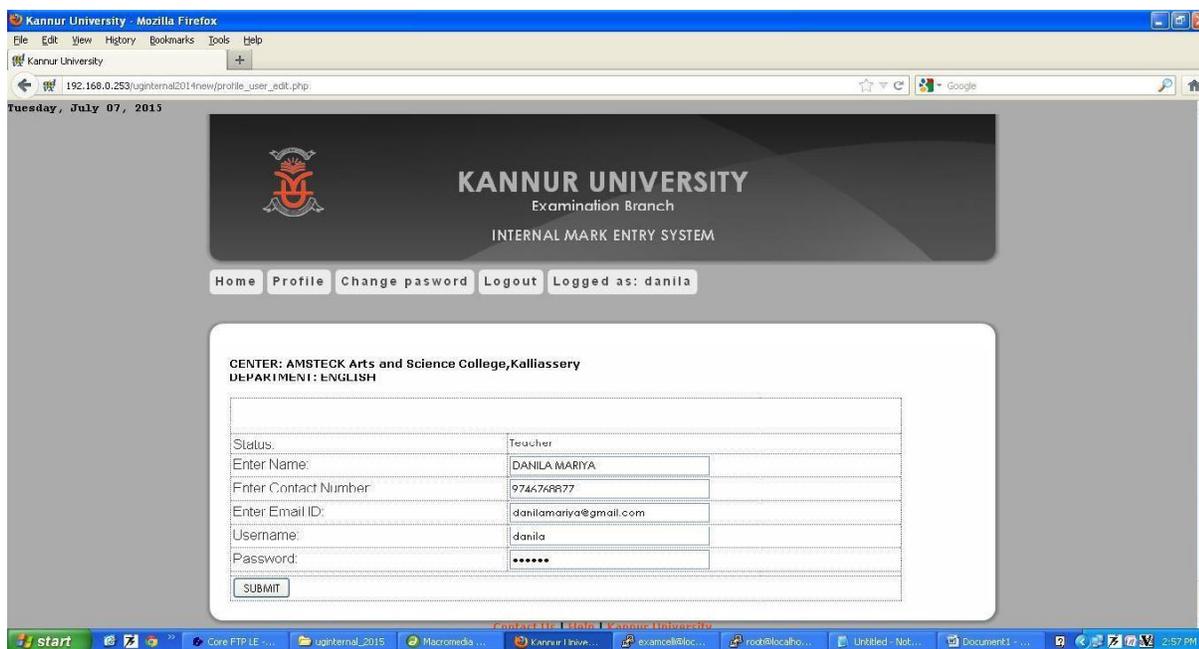
If the status of the user changes from HoD to User or vice-versa , select **status** from
"teacher to HoD /HoD to teacher" as the case maybe .This can be done only once.
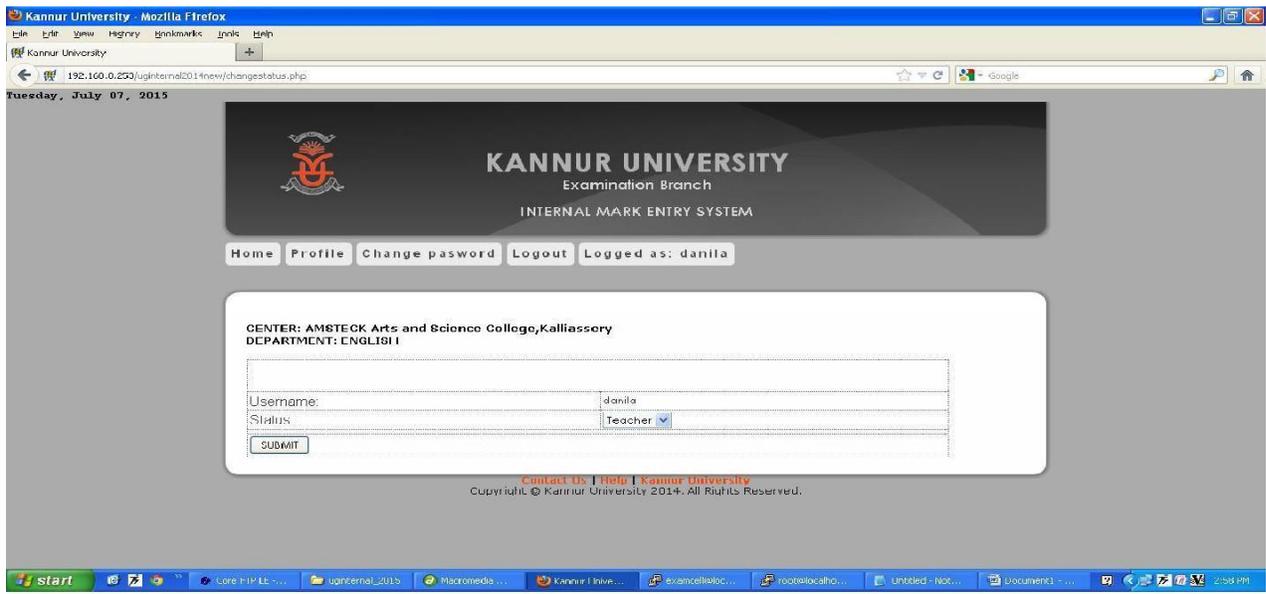
IV. INTERNAL MARK ENTRY

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

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.
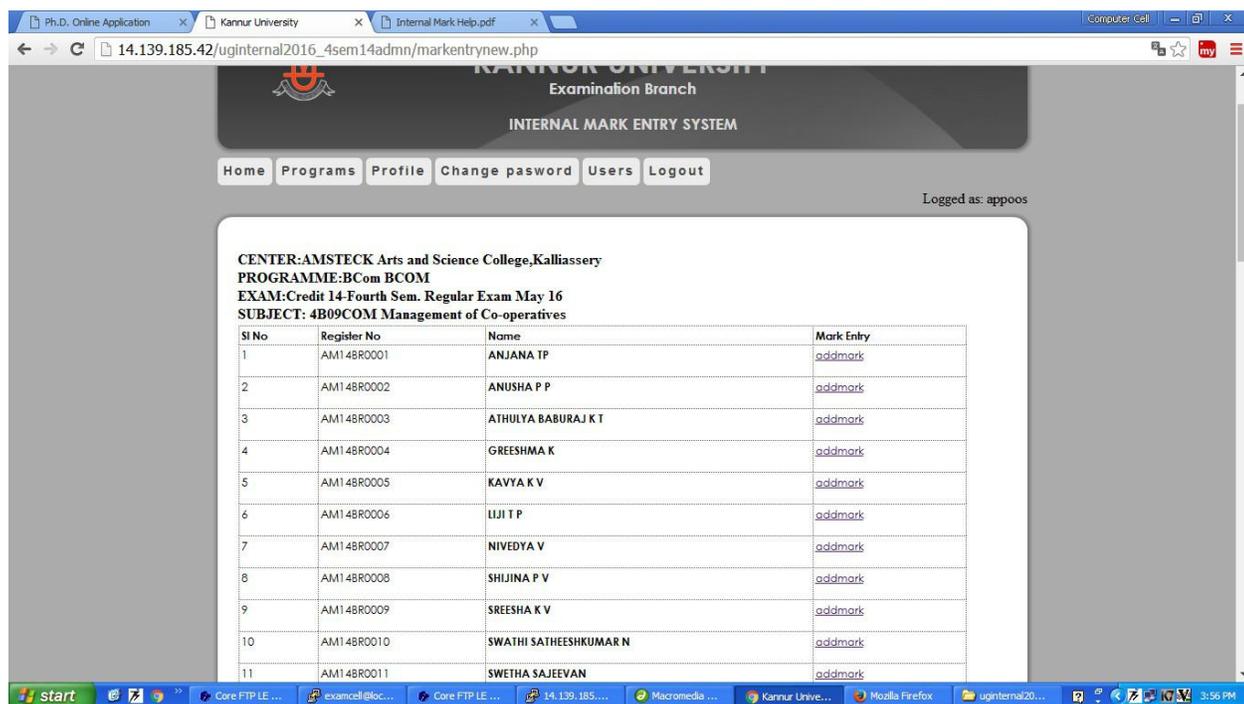
14.139.185.42/uginternal2016_4sem14admn/markentrynew.php

KANNUR UNIVERSITY
Examination Branch
INTERNAL MARK ENTRY SYSTEM

| Home | Programs | Profile | Change pasword | 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

Sl 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	LIJI T P	addmark
7	AM14BR0007	NIVEDYA 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.

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**"*
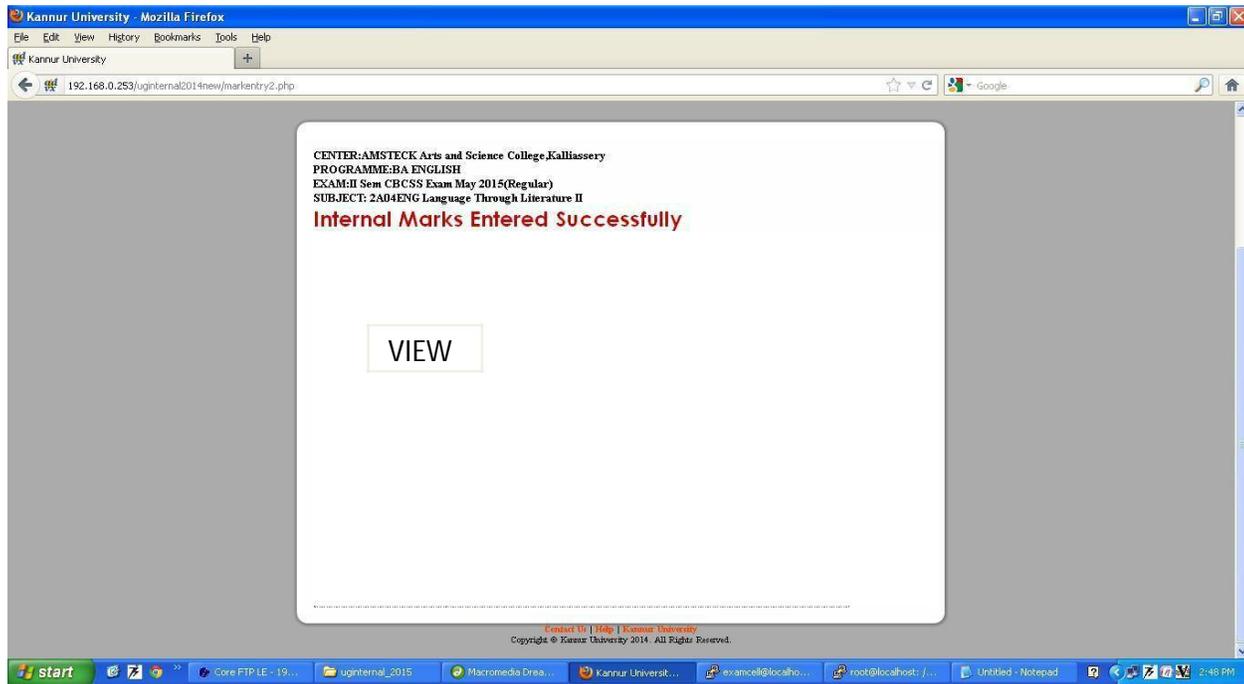
Click on View button you can see all the candidte's marks....

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
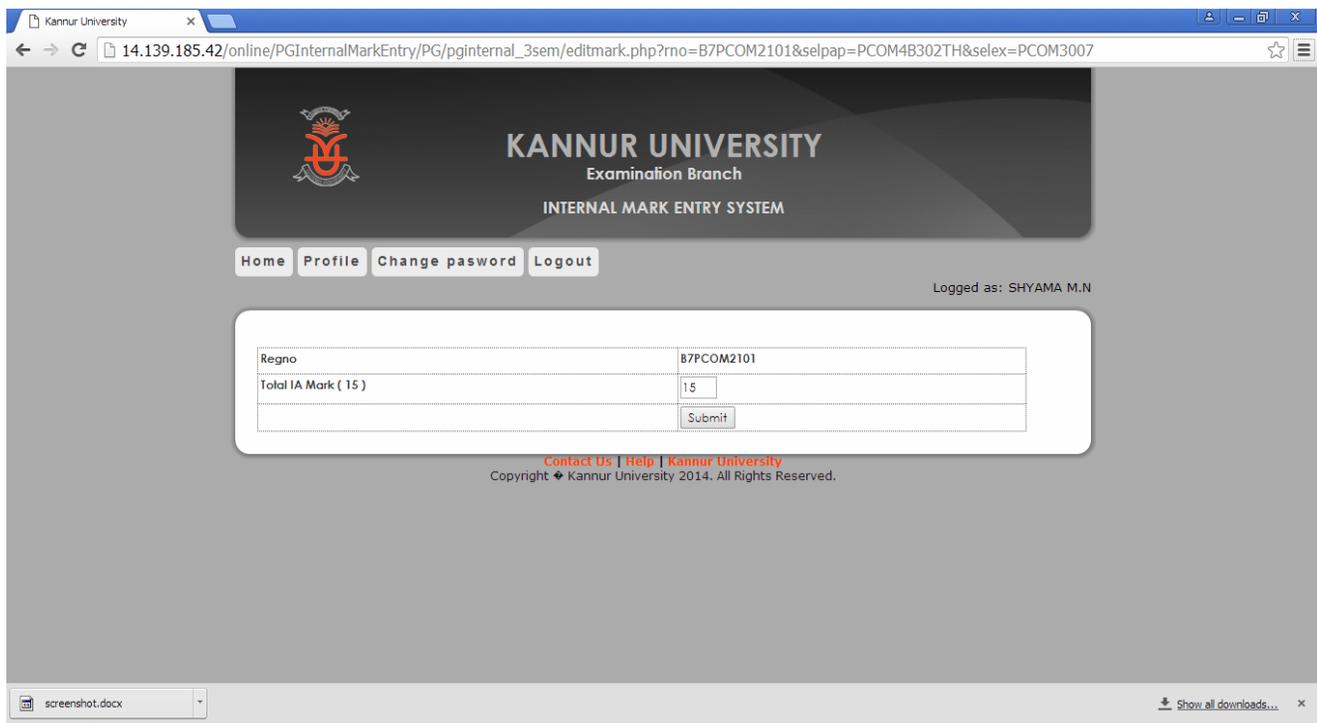
Click the **Submit** button

Then appears "*Print*" *button (for teachers copy)*
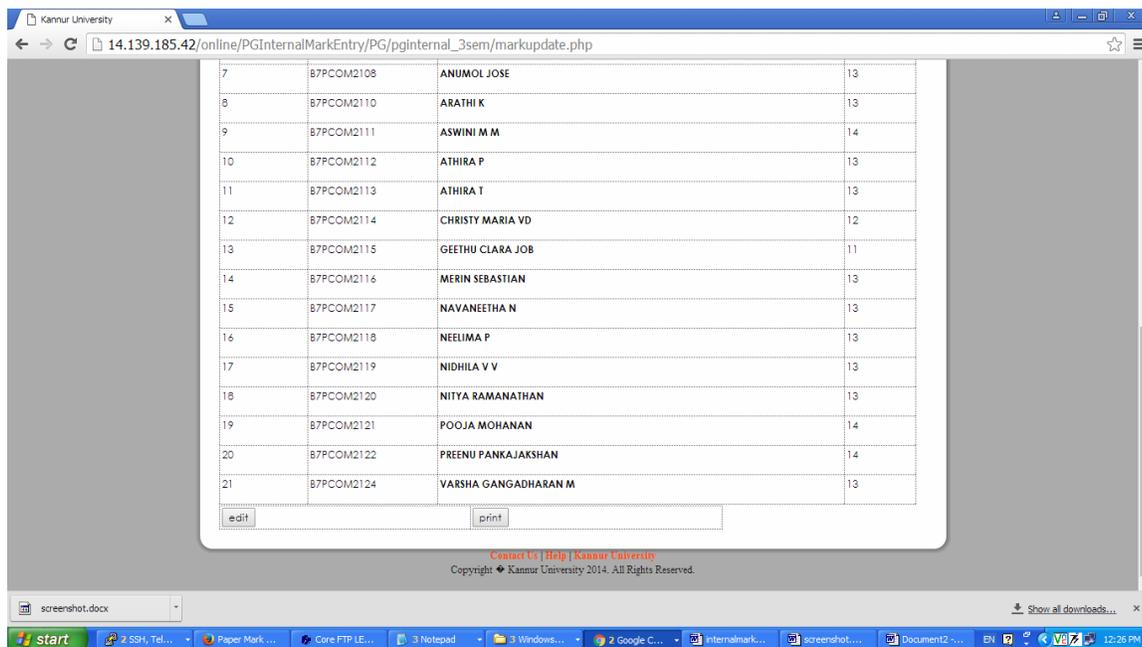
Submit Print button to get Provisional copy for teachers as shown below.

Notify the 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.

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.*
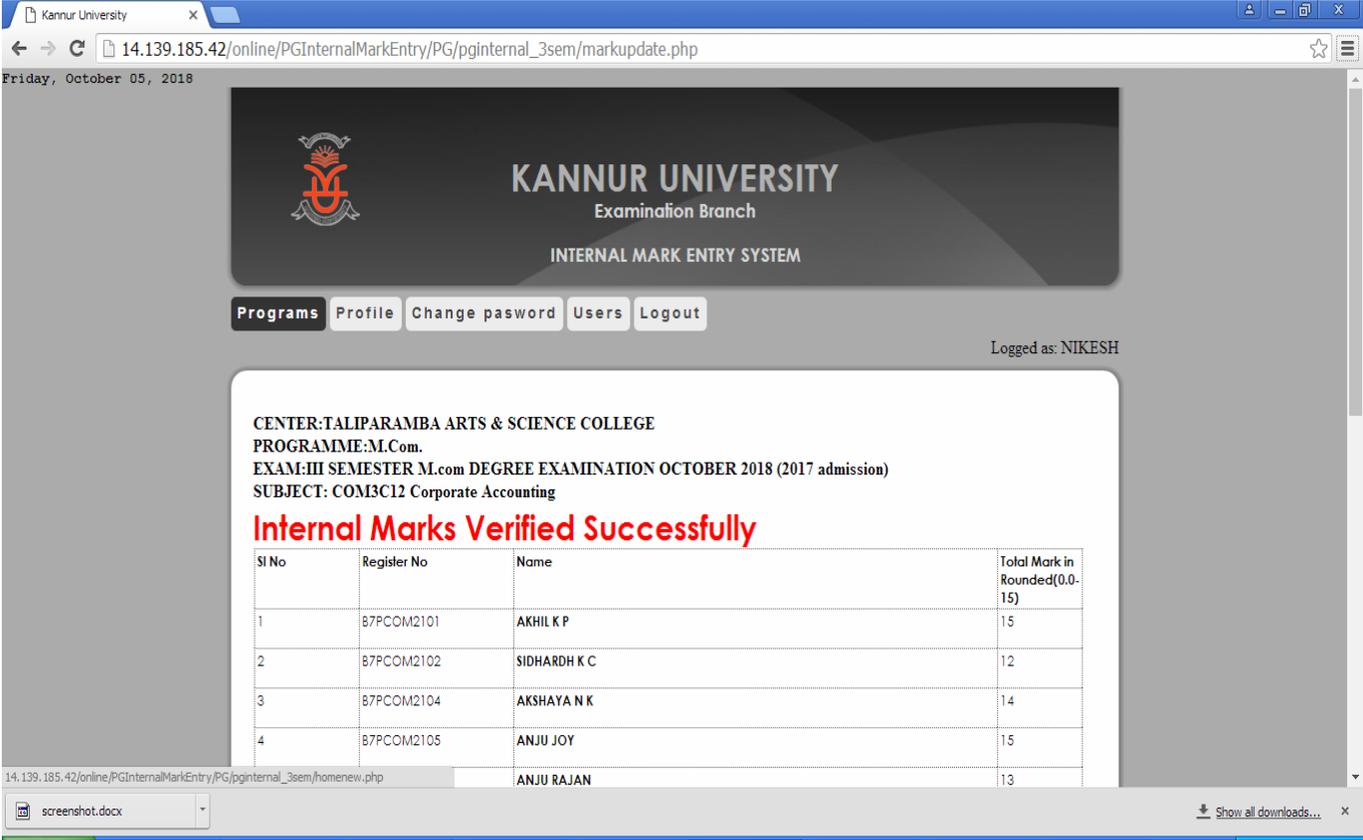
Click print button to get the university copy of printout.

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.
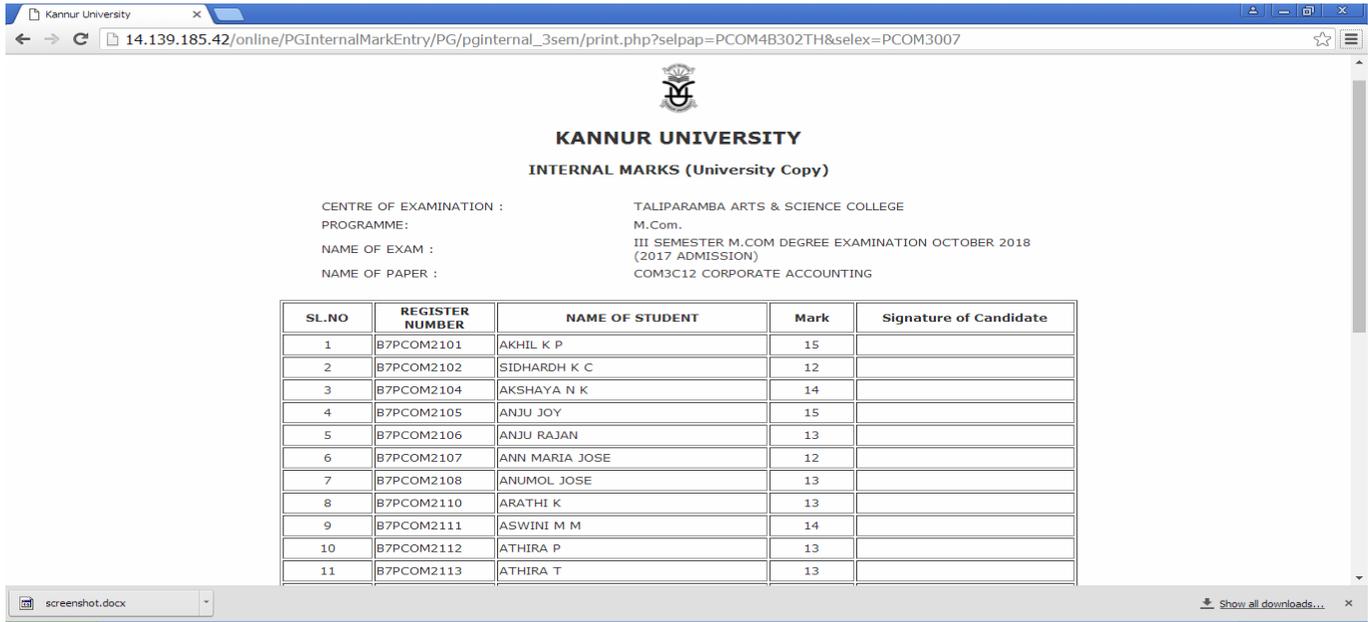
KANNUR UNIVERSITY

INTERNAL MARKS (University Copy)

CENTRE OF EXAMINATION :   TALIPARAMBA ARTS & SCIENCE COLLEGE

PROGRAMME: M.Com.

NAME OF EXAM :   III SEMESTER M.COM DEGREE EXAMINATION OCTOBER 2018 (2017 ADMISSION)

NAME OF PAPER :   COM3C12 CORPORATE ACCOUNTING

SL.NO	REGISTER NUMBER	NAME OF STUDENT	Mark	Signature of Candidate
1	B7PCOM2101	AKHIL K P	15	
2	B7PCOM2102	SIDHARDH K C	12	
3	B7PCOM2104	AKSHAYA N K	14	
4	B7PCOM2105	ANJU JOY	15	
5	B7PCOM2106	ANJU RAJAN	13	
6	B7PCOM2107	ANN MARIA JOSE	12	
7	B7PCOM2108	ANUMOL JOSE	13	
8	B7PCOM2110	ARATHI K	13	
9	B7PCOM2111	ASWINI M M	14	
10	B7PCOM2112	ATHIRA P	13	
11	B7PCOM2113	ATHIRA T	13	

Forward the Internal Marks with covering letter to :

The Controller of Examinations

Kannur University

Thavakkara, Kannur

Civil Station P O-670 002