



Indira Gandhi Delhi Technical University for Women
Kashmere Gate, Delhi-110006

**Guidelines
for
Faculty**

Examination Division

IGDTUW, Kashmere Gate, Delhi-110006

Document Preparation/Revisions Summary

Version 1.0	24 th August, 2017	Prof. R.K. Singh Ms. Charu Gupta, Assistant Professor, Deptt. of IT
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Faculty

1.0 Introduction

Faculty members play an important role in a student and examination life cycle. Students are required to be evaluated by the faculty through two minor exams and faculty assessment. After the completion of each minor exam, marks are to be displayed to the students as per the requirement of Academic Calendar. To facilitate student and faculty interaction with respect to the evaluation of internal assessment of each student the process of awarding internal assessment marks have been automated so as to facilitate both student and faculty.

2.0 Important Points to be noted by the Faculty

- (i) All faculty members are required to be registered in the examination portal only once for the creation of faculty account.
- (ii) All faculty members are required to be registered in the examination portal every semester for the subjects (Theory, Practical, Studio, NUES etc.) being taught by them.
- (iii) It is requested to the faculty members to submit and freeze the marks for the minor-I, minor-II, minor-III (if applicable) alongwith faculty assessment well in time as per the Academic Calendar so as to enable the students to view their marks.
- (iv) It is requested that a duly signed print copy of the award list for internal assessment be submitted in the examination division well before the start of end-semester examination.

3.0 Examination Portal

To facilitate the smooth conduct of the Examination related activities, every faculty is required to register once in the Examination Portal for creation of the faculty profile. Thereafter faculty is required to register every semester for the papers being taught by him/her. This will enable the faculty to get the students' list who have been registered for the specific papers being taught by him/her. The Examination Portal provides the following facilities/features to the faculty through various tabs:-

(1) Faculty Registration:

First Time Registration :

Each faculty (including visiting faculty) is required to register first time using his/her official e-mail id in the *igdtuw* domain. On first time registration the faculty is required to have a soft copy of his/her photograph and signature that will be required to be uploaded during registration. The registration process is briefed below:

- (i) On the university website, go to Examination tab. Click on the Examination Portal link.
- (ii) On the home page of the Examination Portal go to the tab "Faculty Registration".
- (iii) Fill the required information in the faculty registration form. Upload the photograph (less than 60Kb) and signature(less than 20 kb). Faculty members are requested to use their official e-mail id in the portal as this id will be used for all future correspondence from the examination division.
- (iv) Please carefully note the user id, password, security question and the answer filled during the registration. You are advised not to share the vital information to anyone to avoid the misuse of your account.

- (v) On submission of the registration form a welcome e-mail will be sent on the registered e-mail id stating the user-id and password for future reference. You can change your password anytime by using the security question and answer using the “forgot password” from the home page or “change password” from the faculty account.

(2) Semester Registration

- i) Every faculty member is required to register every semester for the papers (Theory and Practical) allotted to him/her by going to the tab “Register Papers” in the faculty home page. Please note that in case of teaching a part of the class (especially in practical subjects and for theory subjects where class is divided into sections), faculty member is required to select the group “yes” and then choose starting and ending enrollment no (both inclusive).
- ii) After registration of the subject faculty can view the **list of the regular students** who have registered for the paper.
- iii) Faculty can remove the paper if inadvertently registered for the un-allotted paper. Please note that if a subject has been registered by a faculty it will not be offered to the other faculty for the same class/ group.

(3) Submission of Internal Assessment

- i) As per the academic calendar, faculty is required to submit the Minor 1 and Minor 2 marks by specific dates. The submission of the marks for minor 1 and minor 2 are open only for specific duration as defined in the academic calendar. On submission of the marks in the Exam Portal by the faculty, students can view their marks in their profile.
- ii) Submission of marks in the Examination Portal is a two stage process. In the first stage faculty is required to enter the marks by selecting the tab “Enter Marks”. After entry of marks faculty must freeze the marks entered for the subject by clicking on the “submit marks” tab.
- iii) The complete process for submission of marks in the Examination Portal is detailed below:
 - (i) On the faculty home page, select the tab “Register Papers”.
 - (ii) Please select the “Enter Marks” link mentioned against the subject.
 - (iii) A page will be opened displaying the list of the students and text box for entering the marks against each student.
 - (iv) Please note that the students who have not appeared in the paper are already marked absent. In case of any discrepancy, faculty may send an e-mail on support.exam@igdtuw.ac.in for addressal of the problem.
 - (v) For practical/NUES/ dissertation/ summer training/ Project/faculty assessment, student can be marked absent by entering “-1” (minus 1) in the marks column. (Please note that “-1” is a marker for absentee and not treated as deduction in marks). On submission of marks, such students will shown as “AB” in the award list.
 - (vi) After entering the marks for the subject, faculty is required to submit the marks by clicking on “Submit Marks” link, duly filled in award list will be displayed. Please verify and press the “Final Marks Submit” button available at the bottom of the award list. This step is mandatory for the final submission of marks. Please note that students will be able to view the marks only after the final submission of marks.
 - (vii) The same procedure shall be followed for the Minor 2 , Minor 3 (for absentee students duly approved by HoD on the examination portal).
 - (viii) Faculty assessment for 10 marks will be available only after final submission (freezing) of Minor exam marks by the faculty.

- (ix) After submission and freezing of Minor 1, Minor 2, Minor 3 (if applicable) and faculty assessment, faculty is required to print the complete award list out of 40 marks or as applicable according to Examination Scheme.
- (x) The hard copy of the final award list duly signed by both the faculty and HoD must be submitted in the Examination division on or before the last teaching day of the semester. Please note that the hard copy of the award list be printed using “Internal Marks” link available against each subject [after the freezing of Minor 1, Minor 2, Minor 3 (if applicable) and faculty assessment]. The status of the receipt of final award list for the subject in the Examination Division will be reflected in the HoD account and faculty account against that subject.

(4) Revision in Internal Marks:

After final submission (freezing) of the marks on the Examination Portal, faculty cannot edit the marks submitted. Under special circumstances if it is essential to revise the marks for any student, a feature has been provided on the examination portal to get the marks unfreeze by clicking on link “**Unfreeze Request**” and a form will be opened for specifying the requirement for “Unfreeze”. After submitting the unfreeze request the HoD must be contacted by the concerned faculty for accepting the unfreeze request. The HoD while unfreezing will specify the time in hours(maximum 24 hours) for updating the marks by the faculty. Please note that on expiry of the stipulated time, the faculty will not be able to edit the marks. After editing the marks due to Unfreeze request, the faculty must submit the / freeze the marks so that revised marks get reflected in student’s account. This will not be possible after submission of the award list in hard copy in the Examination Division.

Please note that unfreezing shall not be allowed by the HOD after submission of print copy duly signed by the faculty and HOD in the examination division.

(5) Manage Account:

- (i) Faculty can change password by using security question and answer chosen by him/her at the time of registration.
- (ii) Faculty can also edit their profile by going to the tab “edit profile”.
- (iii) All notifications related to the examination activities automated through examination portal are available under the tab “notifications”.



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**Guidelines
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Faculty**

Examination Division

IGDTUW, Kashmere Gate, Delhi-110006

Document Preparation/Revisions Summary		
Version 1.0	24 th August, 2017	Guidelines for faculty
Version 2.0	18 th July 2018	Guidelines for Attendance Management
Prepared by: Prof. R.K. Singh, Deptt. of IT & Ms. Charu Gupta, Assistant Professor, Deptt. of IT		

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Faculty

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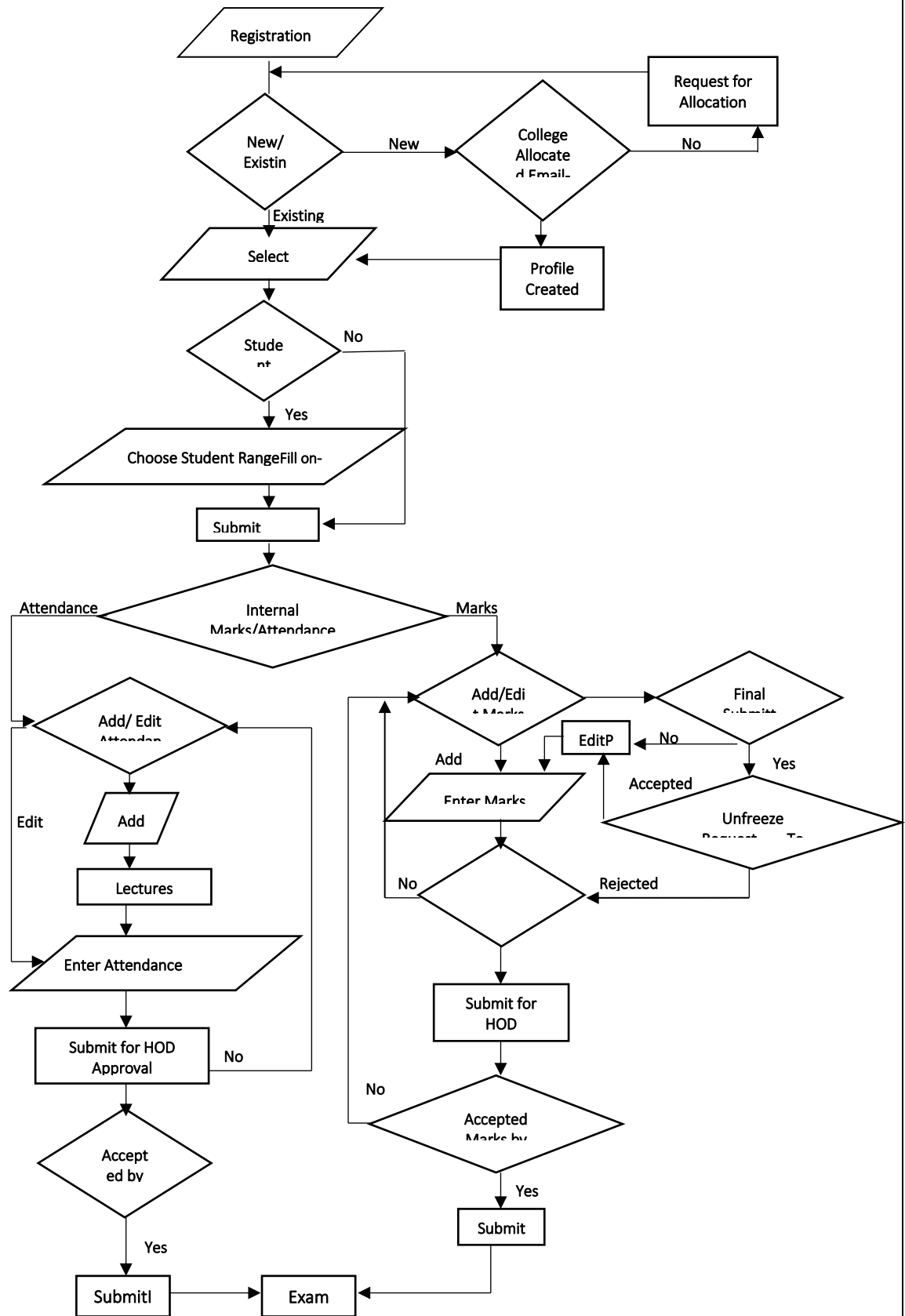
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Guidelines for Faculty
For Management of Attendance of
Students

(Created on 18th July 2018)

Workflow for Faculty for Management of Faculty Assessment and Student Attendance



ATTENDANCE MANAGEMENT MODULE

This module manages the marking of Attendance by the Faculties for the students they teach in various course and papers. Attendance is taken into three phases: before Minor I, before Minor II and before Final Assessments. A timed window is opened by the Administrator for marking the Attendance of students. After approval from HoD's Internal Assessment of marks is shown to the Students on the System.

Faculty Enter the attendance of the Students they teach by providing the total number of lectures taken and lectures attended by the students. At the end of Session, HoD's can detain students on the basis of their attendance provided by the faculties. Students can view their attendance in phases after the approval by HoD's.

SCREEN NAME : Student Attendance Screen

RESPONSIBILITY : Display the current semester attendance details of the student.

The screenshot displays the 'CURRENT SEMESTER ATTENDANCE' screen. At the top, there is a navigation bar with links for HOME, DISPLAY PAPERS, ATTENDANCE (highlighted), RESULTS, ADMIT CARD, and NOTIFICATIONS. Below the navigation bar, there is a user welcome message: 'WELCOME: 00504092013' and options for CHANGE PASSWORD and LOGOUT. The main content area contains a table with the following data:

S. No.	Paper	Minor I Attendance	Minor II Attendance	Remaining Attendance	Total Attendance
1.	MCA 202 Computer Graphics and Multimedia Technologies	Yet To Submit	Yet To Submit	Yet To Submit	Yet To Calculate
2.	MCA 204 Network Security	Yet To Submit	Yet To Submit	Yet To Submit	Yet To Calculate
3.	MCA 206 Theory of Computation	Yet To Submit	Yet To Submit	Yet To Submit	Yet To Calculate
4.	MCA 208 Cloud Computing	Yet To Submit	Yet To Submit	Yet To Submit	Yet To Calculate
5.	MCA 210 Business Intelligence	Yet To Submit	Yet To Submit	Yet To Submit	Yet To Calculate
6.	MCA 252 Computer Graphics and Multimedia Technologies Lab	Yet To Submit	Yet To Submit	Yet To Submit	Yet To Calculate
7.	MCA 254 Network Security Lab	Yet To Submit	Yet To Submit	Yet To Submit	Yet To Calculate
8.	MCA 256 Business Intelligence Lab	Yet To Submit	Yet To Submit	Yet To Submit	Yet To Calculate
9.	MCA 258 Cloud Computing Lab	Yet To Submit	Yet To Submit	Yet To Submit	Yet To Calculate

Below the table, a note states: 'Total percentage of Attendance in the Current Semester to be calculated'. The footer of the page includes 'Copyright © IGDTUW' and 'IGDTUW - EXAMINATION DIVISION'.

Fig. STUDENT ATTENDANCE SCREEN

SCREEN NAME : Faculty Mark attendance Screen

RESPONSIBILITY : After registration for papers faculty input number of lectures scheduled and taken paper wise and submit through this screen.

INDIRA GANDHI DELHI TECHNICAL UNIVERSITY FOR WOMEN
(Established by Govt. of NCT of Delhi under Act 9 of 2012)
EXAMINATION PORTAL

HOME REGISTER PAPERS **MARK ATTENDANCE** UPDATE PROFILE NOTIFICATIONS

WELCOME "rkisinh" CHANGE PASSWORD LOGOUT

ENTER ATTENDANCE FOR CURRENT SEMESTER PAPERS

S. No.	Programme	Session	Paper	Students	Till Minor I	Till Minor II	Till External Exams
1.	MCA IT	Semester 2	MCA 158 System Analysis and Design lab	STUDENT LIST 00104092014 To 03004092014	Schedule Lecture : 0 Lectures Taken : 0 ENTER ATTENDANCE	Schedule Lectures : 0 Lectures Taken : 0 ENTER ATTENDANCE	Schedule Lectures : 0 Lectures Taken : 0 ENTER ATTENDANCE
2.	MCA IT	Semester 2	MCA 158 System Analysis and Design lab	STUDENT LIST 03104092014 To 06004092014	Schedule Lecture : 0 Lectures Taken : 0 ENTER ATTENDANCE	Schedule Lectures : 0 Lectures Taken : 0 ENTER ATTENDANCE	Schedule Lectures : 0 Lectures Taken : 0 ENTER ATTENDANCE
3.	MCA IT	Semester 2	MCA 110 System Analysis and Design	STUDENT LIST 00104092014 To 01904092014	Schedule Lecture : 0 Lectures Taken : 0 ENTER ATTENDANCE	Schedule Lectures : 0 Lectures Taken : 0 ENTER ATTENDANCE	Schedule Lectures : 0 Lectures Taken : 0 ENTER ATTENDANCE

Fig. FACULTY ATTENDANCE SCREEN

SCREEN NAME : Faculty attendance submission Screen

RESPONSIBILITY : After registration for papers faculty input and submit the internal attendance of students through this screen.



ENTER ATTENDENCE TILL MINOR I : MCA 158 System Analysis and Design lab

GO BACK +

No. Of Lectures Should Be Conducted : 12

S. No.	Enrollment No.	Student Name	No. Of Lectures Taken	Attendance
1.	00104092014	JYOTSNA PANWAR	10	<input type="text" value="7"/>
2.	00204092014	MANPREET KAUR SAYAL	10	<input type="text" value="7"/>
3.	00304092014	SHAIVYA AGGARWAL	10	<input type="text" value="7"/>
4.	00404092014	PRITIKA GOYAL	10	<input type="text" value="7"/>
5.	00504092014	SAKSHI GARG	10	<input type="text" value="7"/>
6.	00604092014	SWATI JAIN	10	<input type="text" value="7"/>
7.	00704092014	NANCY SAINI	10	<input type="text" value="7"/>
8.	00804092014	SANYA KHURANA	10	<input type="text" value="7"/>

SUBMIT ATTENDENCE !

Fig. FACULTY ATTENDANCE SUBMISSION SCREEN



Indira Gandhi Delhi Technical University for Women

USER MANUAL

FACULTY REGISTRATION & MARKS ENTRY

CBCS Examination Portal

DATE: 26th Nov 2020, version 1.0

Published by

Campus EAI India Private Limited



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1 Document Purpose

This document explains the application process flow of Faculty Registration & Marks Entry Module in Indira Gandhi Delhi Technical University For Women (also referred to as “IGDTUW”). The user manual describes the Faculty registration and marks entry process through which all the subjects will be displayed to the registered faculty to do the marks entry in internal practical and theory. The document also provides screenshots explaining the entire process.

2 Background

IGDTUW has embarked on an Institute wide ERP Project to automate of Faculty Registration & Marks Entry Process. Campus EAI has implemented its product suite ERP to automate of Faculty Registration & Marks Entry Module consisting of:

- URL, User Login ID and Password
- Exam Process

This document provides an overview of the functionality related to the faculty registration and marks entry process with the help of this module of ERP product suite.

3 Overall Structure of Faculty Registration & Marks Entry Module

IGDTUW allows to user/faculty register self through an online portal. The purpose of this system is to allow faculty to register online for the marks entry of the whole exam process.

Faculty Registration & Marks Entry module of ERP comprises of mainly four screens that allow faculty to register self and do the marks entry of internal theory and practical exam.

This module is used to help the user to register them self and help them to mark attendance, to add data of different subjects and to enter internal theory and practical exam marks.



4 URL, User Login ID and Password

4.1 URL

Open a web browser (Chrome, Mozilla) and enter the below URL in the address bar and click enter.

<https://igdtuw.in/IGDTUW/>

4.2 Login Page

New user/faculty can register here by create a login ID/Password by using this screen.

1. However, first New Faculty need to verify the Details by OTP.



Steps to be followed:

- User need to click on New User Register here link
- Now user need to enter the Unique id provided by the admin / HOD & click on check to continue.
- After this, a screen will pop up and ask faculty to generate the OTP.

4.3 New User Register Here



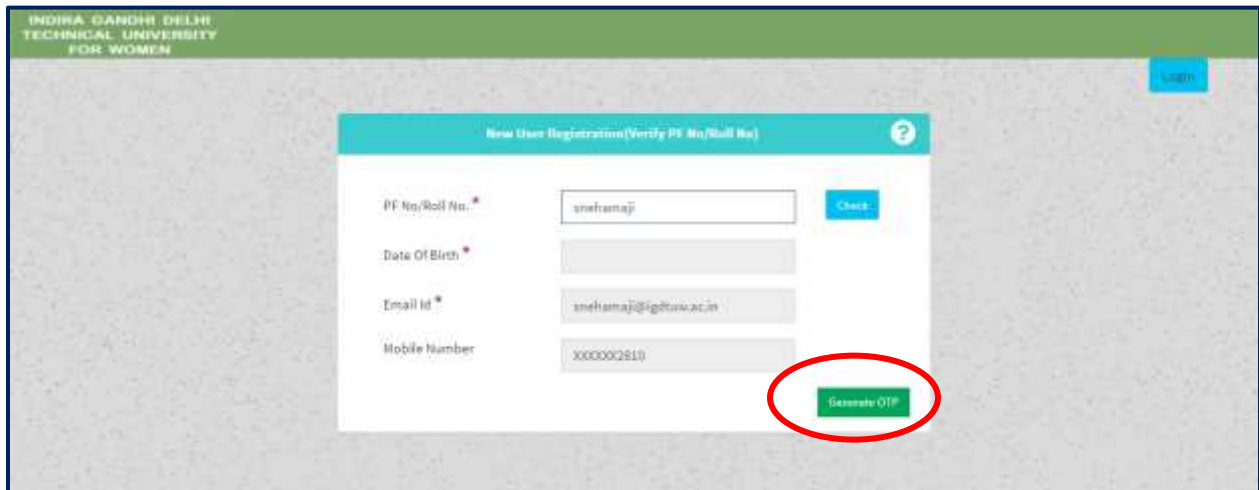
INDIRA GANDHI DELHI
TECHNICAL UNIVERSITY
FOR WOMEN

INDIA

New User Registration(Verify PF No/Roll No) ?

PF No/Roll No. * 989123567 Check

By click on the Check button, next screen situated in the user registration will be displayed shown as:



INDIRA GANDHI DELHI
TECHNICAL UNIVERSITY
FOR WOMEN

INDIA

New User Registration(Verify PF No/Roll No) ?

PF No/Roll No. * snehamaj Check

Date Of Birth *

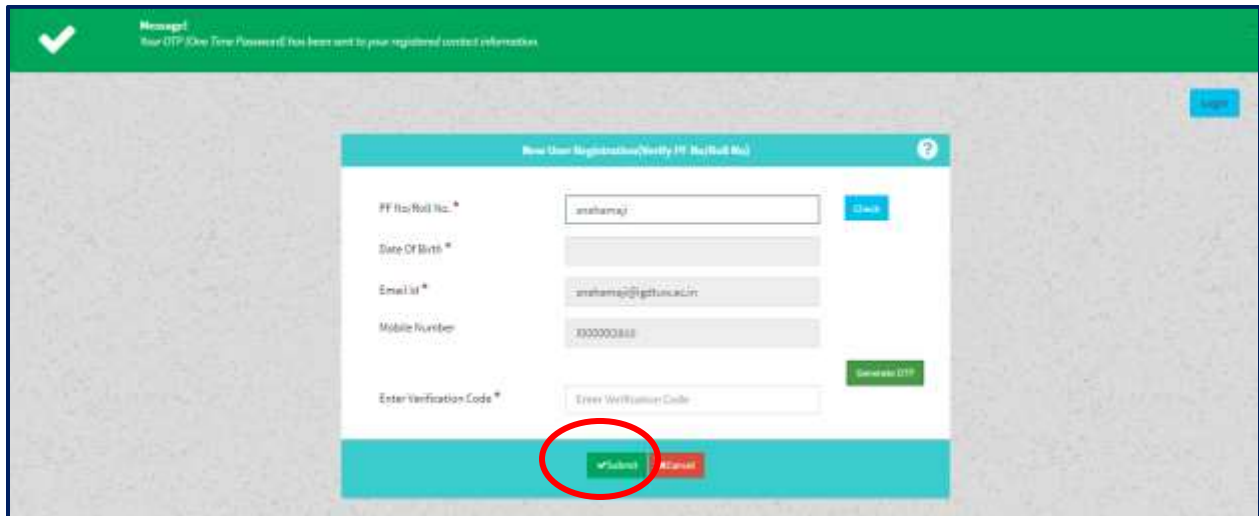
Email Id * snehamaj@igdtuw.ac.in

Mobile Number XXXXXXX2810

Generate OTP

2. OTP Verification

- Now User will generate the OTP for the verification.
- OTP will be sent to the Faculty registered mobile no.
- Now user need to enter the OTP which is comes on their registered mobile no. & Submit the form.
- If OTP matched, then User is verified successfully & tell user to set Password of the mentioned User id else user need to re-generate the OTP & get verified first. Without verification faculty will not get their credentials.
- Now User can login with their credentials on the same URL: <https://igdtuw.in/IGDTUW/>



- 3. Faculty whose ID & password is already generated can directly login through their credentials.
URL: <https://igdtuw.in/IGDTUW/>



4.4 Forgot Password

When a user forgets the password, by clicking on the **Forgot Password** button in the login screen user can retrieve the password by providing the registered user id.



Then, click on the Check button to proceed further Generate OTP screen will be displayed shown as:

Then, by click on the Generate OTP button, OTP will be sent to registered email id and next screen will be shown where user can enter the received OTP as:



OTP Verification Login

Enter Verification Code *

Then, once Verification code will be entered, login credentials will send to registered user id from where user can logging into the application again.

4. Dashboard

4. Once faculty is logged in, now faculty need to go to My Subjects Page (Exam Process / Post-Exam Activities / My Subjects)

INDIRA GANDHI DELHI TECHNICAL UNIVERSITY FOR WOMEN Agrima Bhasin

Dashboard Search

Calendar today Nov 22 - 28, 2020 month week day

	Sun 11/22	Mon 11/23	Tue 11/24	Wed 11/25	Thu 11/26	Fri 11/27	Sat 11/28
all-day							
12am							
1am							
2am							
3am							
4am							

Dashboard

- Dashboard
- My Profile
- Exam Process
- Post-Exam Activities
 - My Subjects
 - Mark Exam Attendance
 - Upload Student Marks (by Excel)
 - Enter External Practical Marks
 - Enter Internal Theory Marks
 - Enter Internal Practical Marks
 - Enter External Theory Marks
 - Approve External Marks
 - Enter Re-Mid Marks
 - Internal Award Sheet
 - External Award Sheet



5 Exam Process

Exam Process includes the Post Exam Activities which will further includes different sub-links shown as:

6 Post Exam Activities

Post Exam Activities includes mainly four types of links which are, My Subjects, Mark Exam Attendance, Enter Internal Theory Marks and Enter Internal Practical Marks and which are explaining the whole exam process as shown below:

6.1 My Subjects

Faculty will click on add button & a pop-up will be open to select the details as per the form. Once user submit this all internal exam component related to the subject will assign to the faculty.

The screenshot shows a web application interface for adding subjects. The page title is "My Subjects" and the breadcrumb is "Exam Process > Post-Exam Activities > My Subjects". A green notification bar at the top states "You are accessing this page as role Faculty". The main form is titled "Add My Subjects" and contains the following fields:

- Exam Session: Dropdown menu with "--Select--"
- Course: Dropdown menu with "--Select--"
- Semester: Dropdown menu with "--Select--"
- Branch: Dropdown menu with "--Select--"
- Subject: Text input field with "Select Some Options"
- Student Group Required: Radio buttons for "Yes" (selected) and "No"
- From Enrollment: Dropdown menu with "--Select--"
- To Enrollment: Dropdown menu with "--Select--"

At the bottom right of the form, there are two buttons: "Submit" (green) and "Cancel" (red).



Faculty can check the assigned subject by selecting the “**Exam Session / Course / Semester**” & click on show button. To add new subject faculty, need to click on add button to add the subject for an exam session.

The screenshot shows the 'My Subjects' interface. At the top, there is a breadcrumb trail: Exam Process > Post-Exam Activities > My Subjects. Below this, a green banner indicates the user's role: 'You are accessing this page as role: Faculty'. The main area contains three dropdown menus for filtering: 'Exam Session' (Jul-Dec 2020), 'Course' (MASTER OF BUSINESS ADMINISTRATION (M.B...), and 'Semester' (1). A green 'Show' button is positioned below these filters. To the right, there is a toolbar with icons for '+ Add', 'Delete', 'Print', 'Refresh', 'Help', and 'Export'. Below the toolbar, a 'Display' dropdown is set to '10 records per page', and a 'Filter records:' input field is present. At the bottom, a table displays the following data:

S.No.	Branch	Subject Name	Custom Group?	Student Group	Comp 1	Comp 2	Comp 3	Comp 4	Comp 5
1	MGMT*	Marketing Management	YES	00109152020 to 03009152020	CAT(0/28)	MTET(0/28)	NA	NA	NA

6.2 Mark Exam Attendance

To enter the exam Attendance Faculty will go the “**Mark Exam Attendance Link**”.

Now User need to the select the details which is available. As per the selection taken list of students will be come to mark attendance. By default, all student is marked present & user need to only select Absent & UFM case students & click on submit button at the last of the page.



Mark Exam Attendance

Exam Process > Post-Exam Activities > Mark Exam Attendance

You are accessing this page as role > Faculty

Exam Session * Jul-Dec 2020 *
Semester * 1 *
Subject * Applied Mathematics-I BAS 101 *

Course * BACHELOR OF TECHNOLOGY (... *
Branch * CSE* *
Component * Mid Term Evaluation - Theory *

Search:

S. No.	Student Name	Enrollment Number	Type	Attendance
1	KUMARI KALYANI	00501012019	Reappear	<input checked="" type="radio"/> Present <input type="radio"/> Absent <input type="radio"/> UFM
2	BHAWINA YADAV	02801012019	Reappear	<input checked="" type="radio"/> Present <input type="radio"/> Absent <input type="radio"/> UFM
3	POOJA KUMARI	06301012019	Reappear	<input checked="" type="radio"/> Present <input type="radio"/> Absent <input type="radio"/> UFM
4	JAYATI ANJELA MINJ	14101012019	Reappear	<input checked="" type="radio"/> Present <input type="radio"/> Absent <input type="radio"/> UFM

6.3 Enter Internal Theory Marks

To enter the Internal Marks, faculty need to select the link for which exam component they want to enter Marks. Like CAT, MTET exam Component is Internal Theory Exam Component so marks entry of these component will be under done under **“Enter Internal Theory Marks Link”**.

For CAP, ETIP, MTEP, CAS exam components are marked as Internal Practical Exam Component, so their marks entry will be done under **“Enter Internal Practical Marks Link”**.



The screenshot shows the dashboard for a faculty member named Agrima Bhasin. The interface includes a sidebar with navigation options such as 'Dashboard', 'My Profile', 'Exam Process', and 'Past-Exam Activities'. The main content area features a calendar for the week of Nov 22-28, 2020, with a search bar and a refresh button.

Once user has click on Enter Internal Practical Marks Link then all subjects having that component which faculty has register will be displayed for internal theory marks entry.

The screenshot shows the 'Enter Internal Theory Marks' page. The page displays a table of subjects to enter marks for. The table has the following columns: S. No., Exam Session, Course, Branch, Sem, Exam/Odd?, Subject Name, Subject Code, Component, Student Group, Approval Req?, Freeze Status, and Action. The Action column contains 'Enter Marks' buttons.

S. No.	Exam Session	Course	Branch	Sem	Exam/Odd?	Subject Name	Subject Code	Component	Student Group	Approval Req?	Freeze Status	Action
1	Jul-Dec 2020	B.TECH	CSE*	3	Odd	Data Structures	BCS 201	MTET	00101012019 to 17001012019	NO		1.21% Enter Marks
2	Jul-Dec 2020	M.B.A.	MGMT*	1	Odd	Marketing Management	MMS 105	CAT	00109152020 to 03009152020	NO		0.00% Enter Marks
3	Jul-Dec 2020	M.B.A.	MGMT*	1	Odd	Marketing Management	MMS 105	MTET	00109152020 to 03009152020	NO		0.00% Enter Marks

By click on the Enter Marks button, all the subjects to which faculty has registered will be displayed through which user can do the internal theory marks entry shown below and also, use "TAB" to go to the next field to do the marks entry.



Enter Internal Theory Marks

You are accessing this page as role Faculty

Exam Session	APRIL 2021	Course	P.E.A.
Branch	MCWT	Semester No	3
Subject Name	Marketing Management	Subject Code	MMG 101
Type of Course	BCL	Student Group	0120012021 to 0120012022
Component	WTET	Total Marks	30

Enter/View subject marks

SEARCH:

S. No.	Student Name	Enrollment Number	Exam Type	Marks Obtained
1	Aadhya Eoyal	0020012020	Fresh	
2	ANUPAMA	0020012020	Fresh	
3	Aysha Gupta	0020012020	Fresh	
4	Carma	0000012020	Fresh	
5	CHANDRAN KAJAR	0070012020	Fresh	
6	Indra Sahel	0000012020	Fresh	
7	SHAKA	0000012020	Fresh	
8	SHRUTI GAUBA	0000012020	Fresh	
9	JASLEEN KAJAR	0120012020	Fresh	
10	KIRAN MITAL	0120012020	Fresh	
11	Amika Sharma	0120012020	Fresh	
12	SHRUTI PRUTHI	0140012020	Fresh	
13	Indhya Sudhakar	0120012020	Fresh	
14	WIDYAN JAIN	0000012020	Fresh	
15	Nayika Mohan	0170012020	Fresh	
16	Nidhi Katar	0100012020	Fresh	
17	Nikita Mittal	0100012020	Fresh	
18	Pandey Trashi	0000012020	Fresh	
19	Pooja Walcha	0020012020	Fresh	
20	Priyanka Mittal	0020012020	Fresh	
21	Rachini Sachdev	0020012020	Fresh	
22	SARUJ	0040012020	Fresh	
23	Shikha Thakkar	0020012020	Fresh	
24	SOMIA	0000012020	Fresh	
25	Tarshika Singh	0070012020	Fresh	
26	Teer Sharma	0000012020	Fresh	
27	VIKASH GUPTA	0000012020	Fresh	
28	Yamha Senoh	0000012020	Fresh	

Showing 1 to 28 of 28 entries



Note: Before submitting the internal theory marks entry details, make sure that all the marks entry should be completed.

Also, by click on the Back button, user will be redirected to the listing view of the Enter Internal Theory Marks Screen.

6.4 Enter Internal Practical Marks

Once user has click on Enter Internal Practical Marks Link then all subjects having that component which faculty has register will be display for internal practical marks entry.

User will see the subject in the listing with the exam component name & Student group.

For enter the marks user will click on the Enter Marks Button & for Freezing the marks user will click on Lock button. Unfreeze request can be sent to HOD's by again clicking on Lock Button.

Marks only be freeze once all student marks entry has been completed for an exam component.

S. No.	Exam Session	Course	Branch	Sem	Even/Odd	Subject Name	Subject Code	Component	Student Group	Approval Req?	Freeze Status	Action
1	JUL-DEC 2020	B.TECH	CSE*	3	Odd	Data Structures	BCS201	CAP	00101012019 to 17001012019	NO		0.61% Enter Marks
2	JUL-DEC 2020	B.TECH	CSE*	3	Odd	Data Structures	BCS201	ETIP	00101012019 to 17001012019	NO		0.00% Enter Marks

By click on the Enter Marks button, all the subjects to which faculty has registered will be displayed through which user can do the internal practical marks entry shown below and also, use "TAB" to go to the next field to do the marks entry.



Sl. No.	Name	Roll No.	Mark	Grade
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100



Once marks will be entered, user can click on the Save button to save the marks entered details. However, if entry of marks will be done user can now freeze the marks.

Also, by click on the Back button, user will be redirected to the listing view of the Enter Internal Practical Marks Screen.

*****END OF DOCUMENT*****