

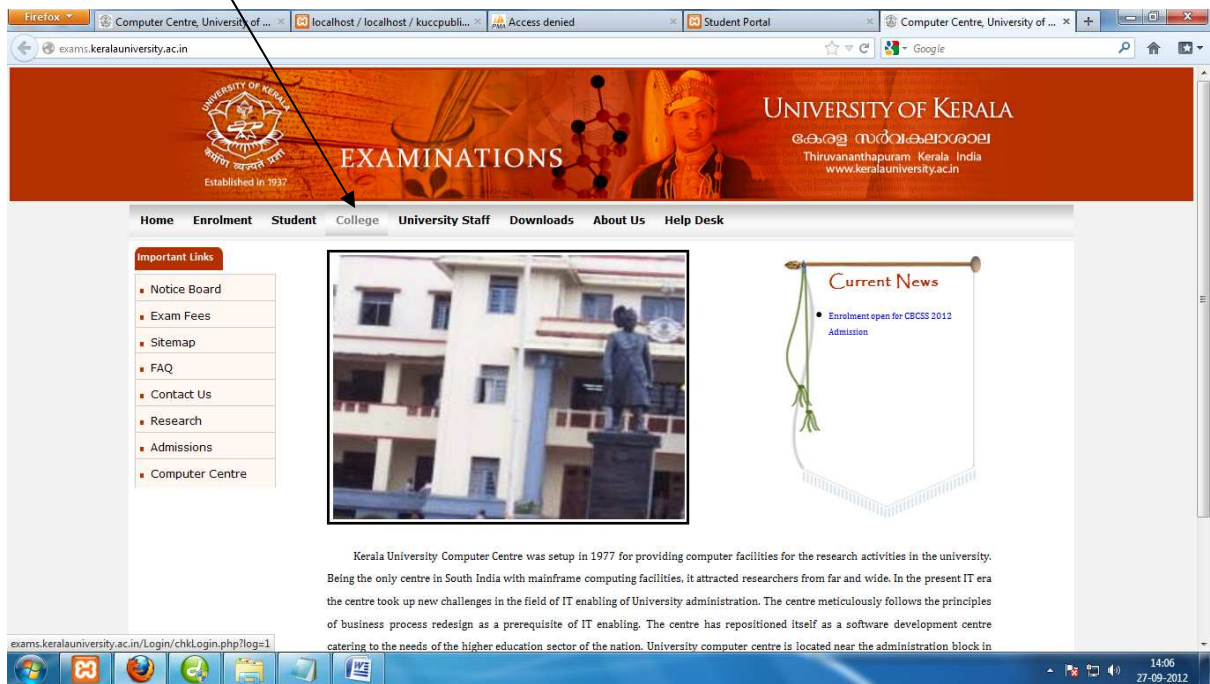
Enrolment Verification

The enrolment verification is a 3 level process. Here the enrolled students are verified by Lecturer, HOD, Principal respectively. **The detail of the enrolled student can be edited only at the primary level(Lecturer).** The steps are explained below:

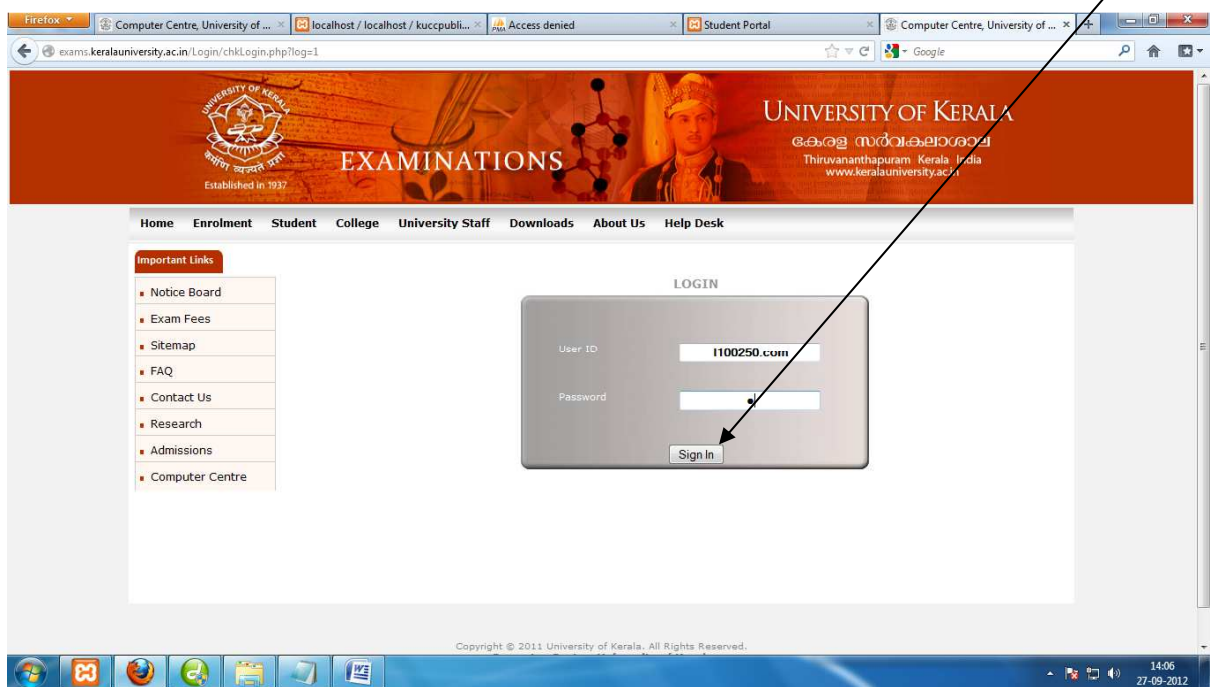
Open the website : www.exams.keralauniversity.ac.in

The screenshot displays the website for the University of Kerala Examinations. The header includes the university's logo and name in both English and Malayalam, along with the word "EXAMINATIONS". A navigation menu is located below the header, and a sidebar on the left provides quick access to various sections. The main content area features a large image of yellow flowers, a "Current News" section with a link for "Exam registration (B.Ed II sem)", and a paragraph describing the Computer Centre's role and history. The browser window shows the URL "exams.keralauniversity.ac.in" and the system tray at the bottom indicates the date "27-09-2012" and time "14:06".

Now click the "College" tab on the home page.



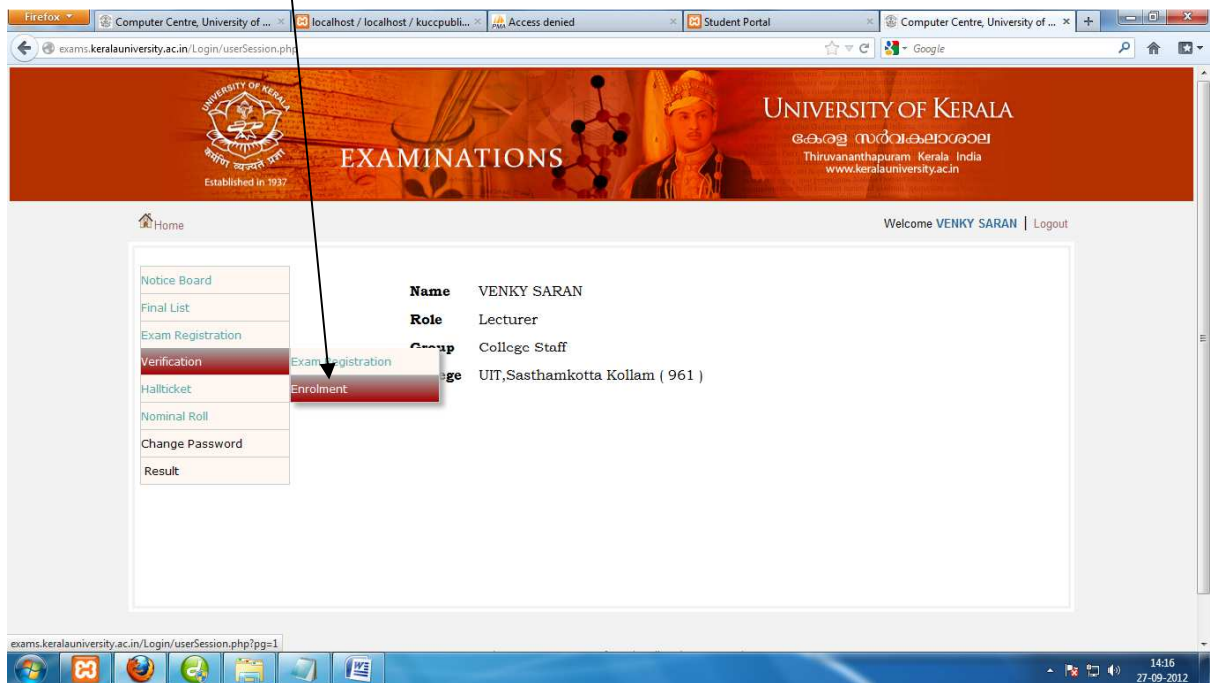
At primary level the Lecturer can login using his/her given User ID and Password and click "Sign In"



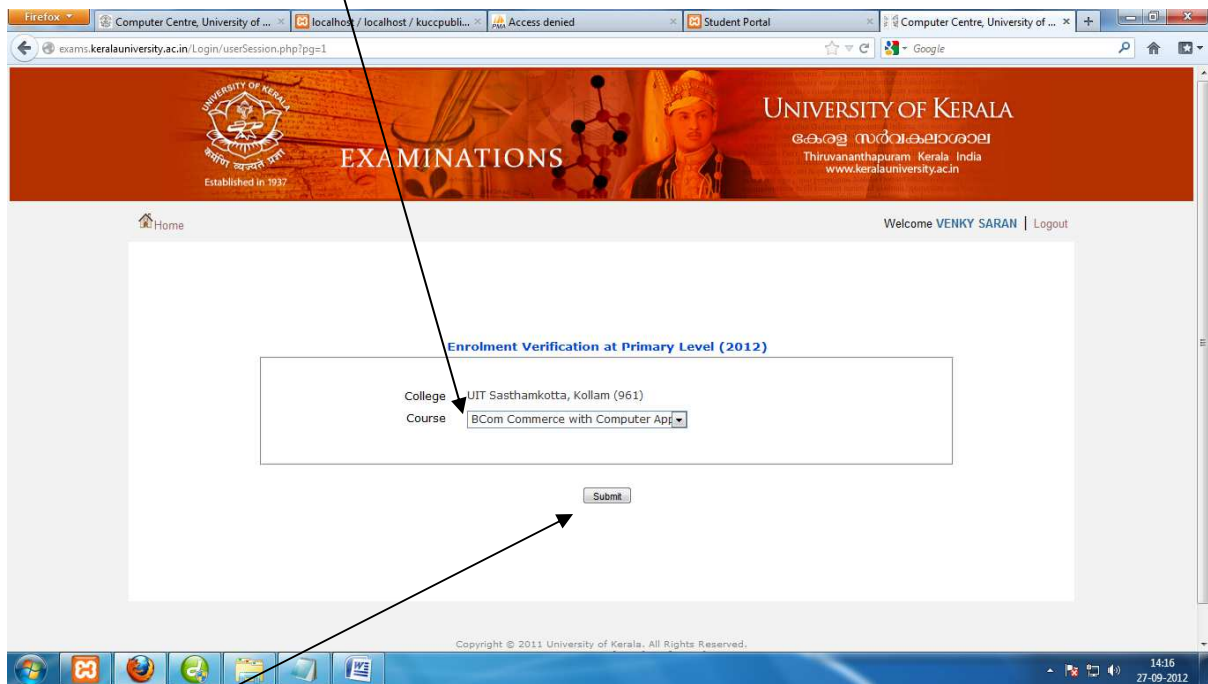
Home page of the Lecturer.



Now click on the "Enrolment" sub menu from the "Verification" menu of the user's home page

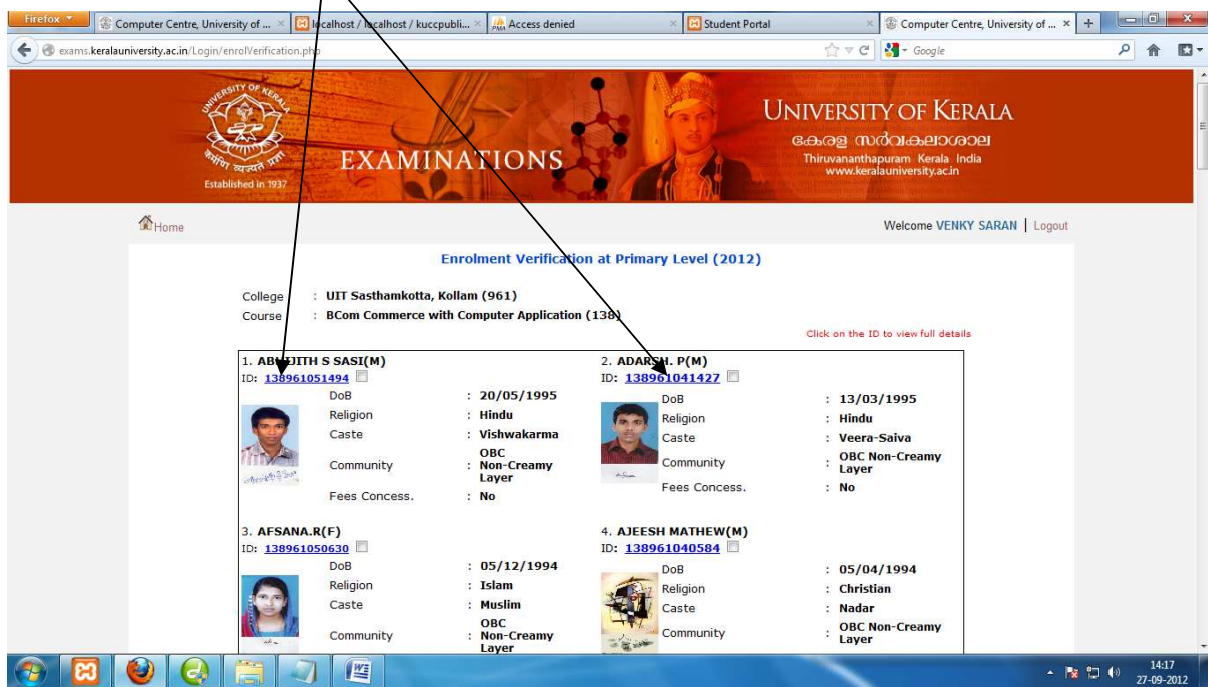


Now select the course of the lecturer

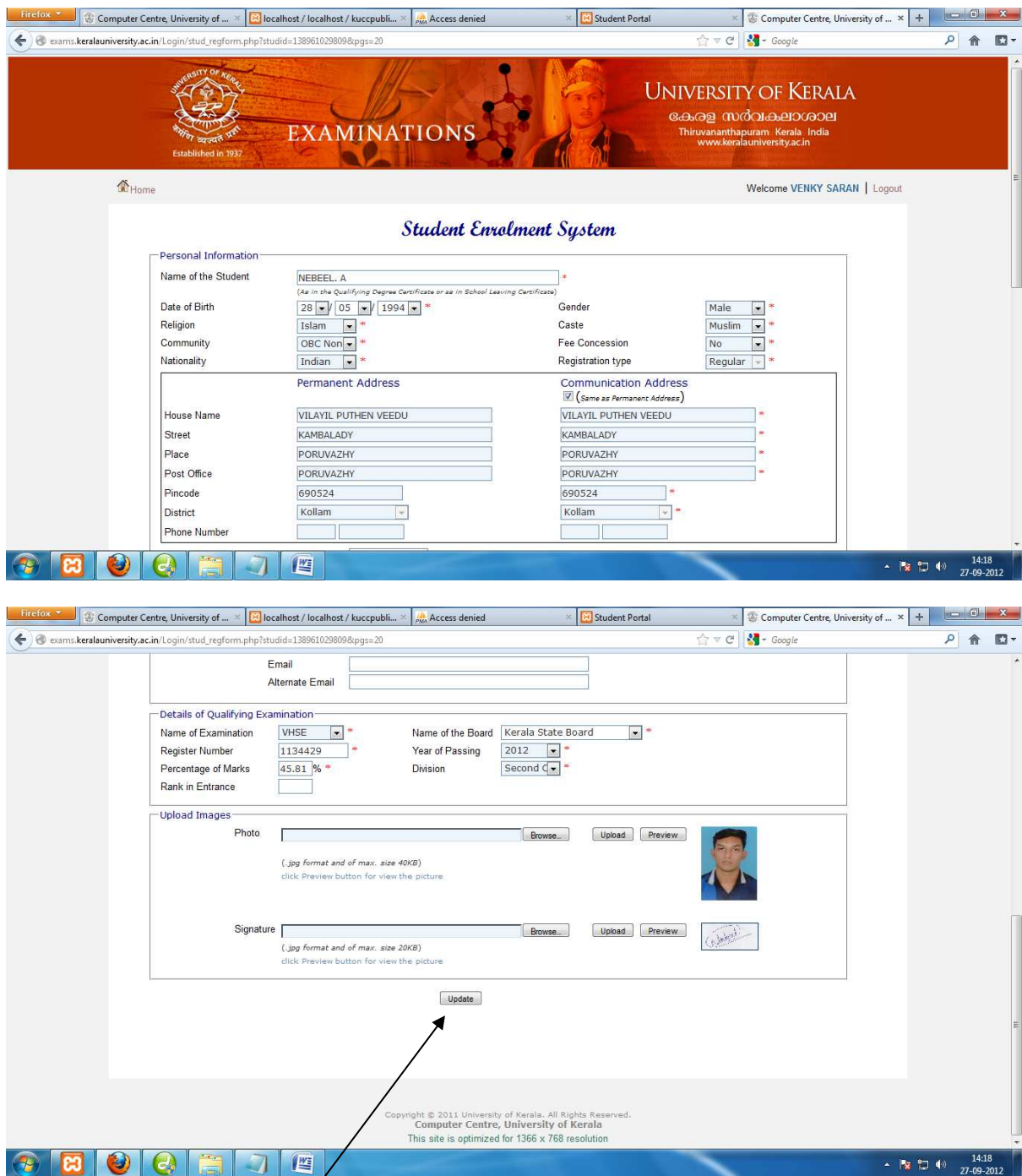


And click "Submit"

The primary level user can view the enrolled students . **The detail of the enrolled student can be edited only at the primary level(Lecturer).** During verification be sure that all the details of the student are correct and relevant., such as the photo, signature, DOB, caste, community, Fees Concession. **The Fee concession means whether the student has to pay examination fees or not.** **The details of the students verified during Enrolment cannot be changed further.** Inorder to edit the detail click on the Studid link of the student.



Once the “Studid” link of the student is clicked , a new page showing the full student detail will appear. Here editing can be performed if any change is to done

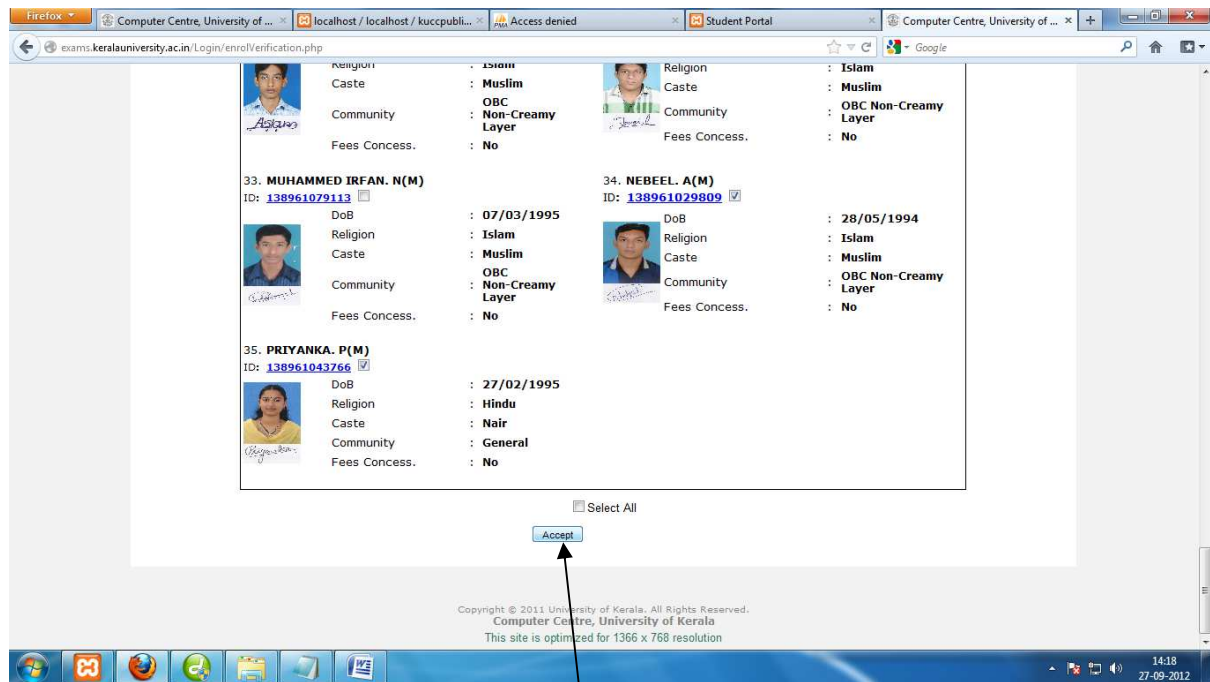


After updating click on “Update” button at the bottom.

Now check the students you want to forward to the next higher level.

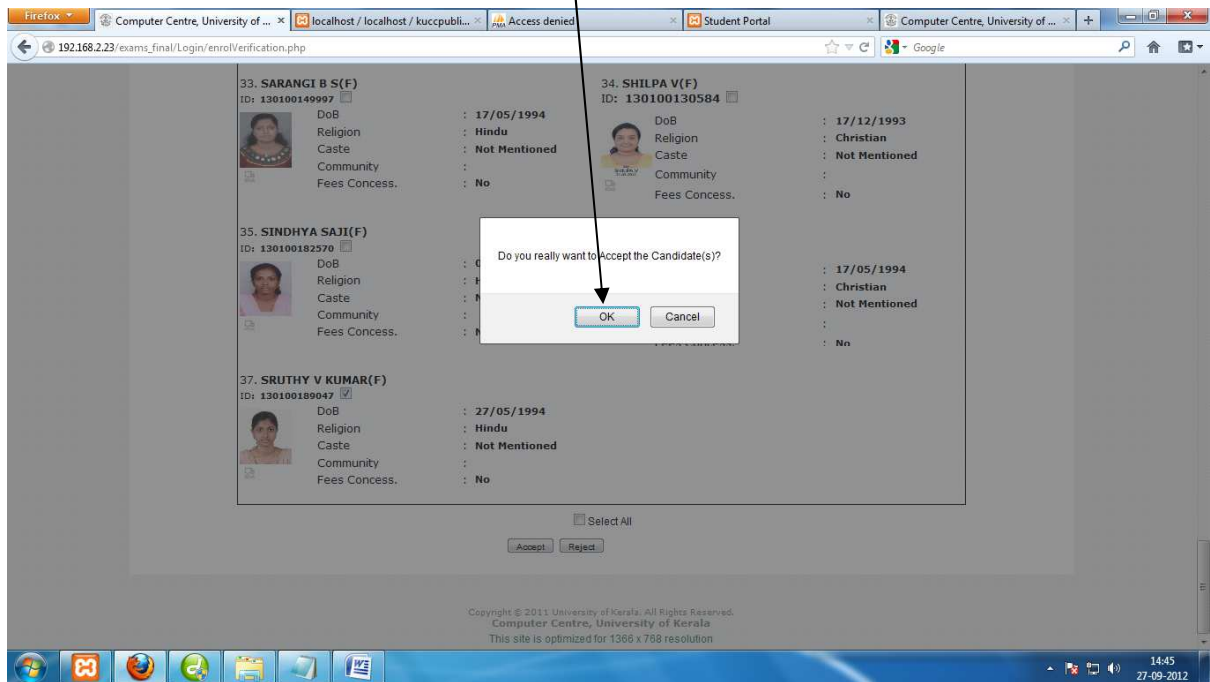


If all the students are verified at the lower level then click on **Select All** checkbox to automatically select all the students.

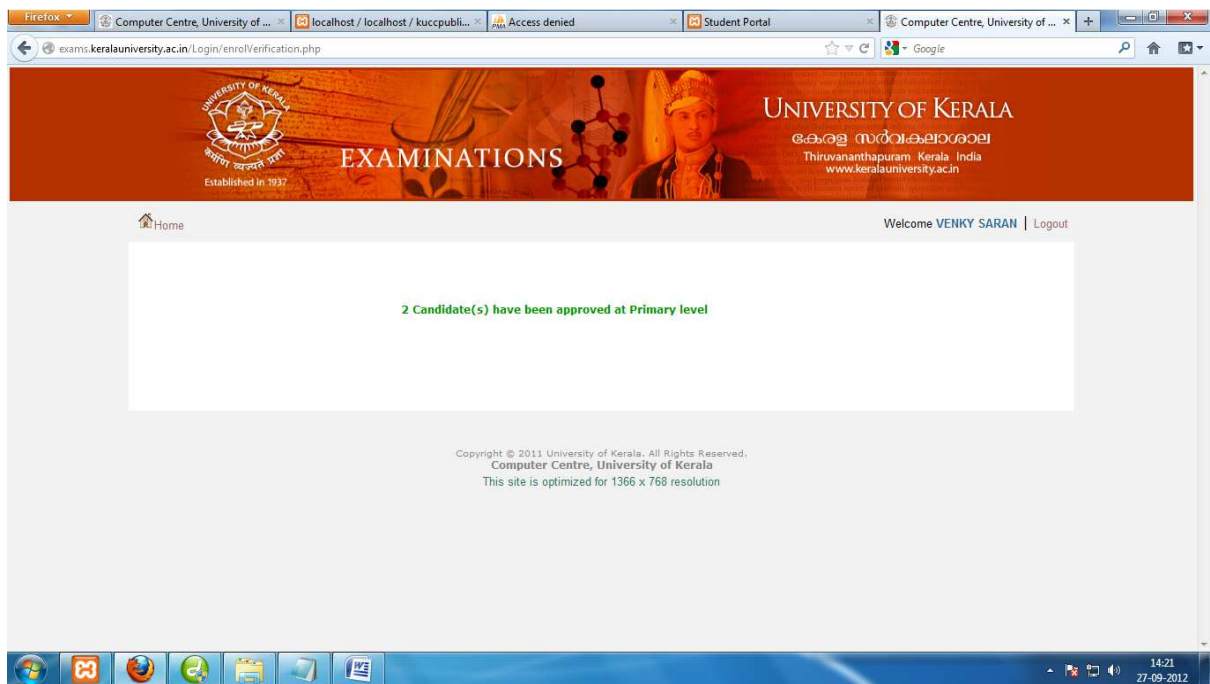


Once students are selected then click on the **Accept** button to forward them to the next higher level.

It will show a "Confirmation" window . Click "OK".

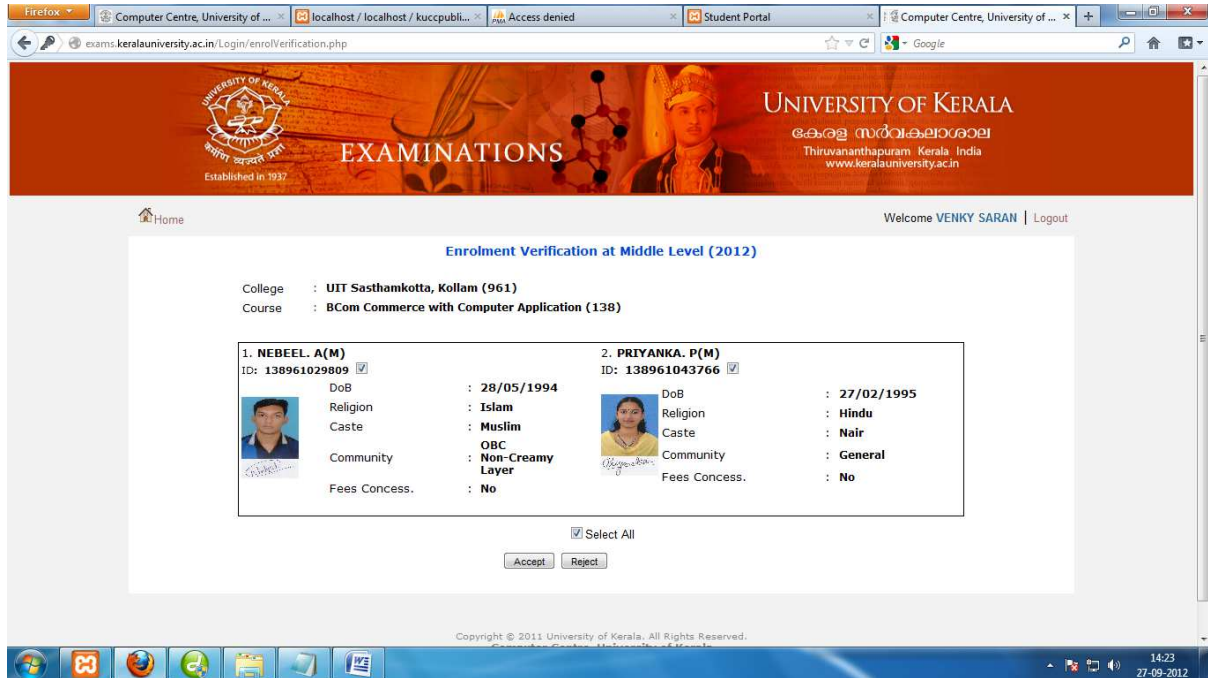


On clicking "OK" a page showing the number of students forwarded to next level will show up.



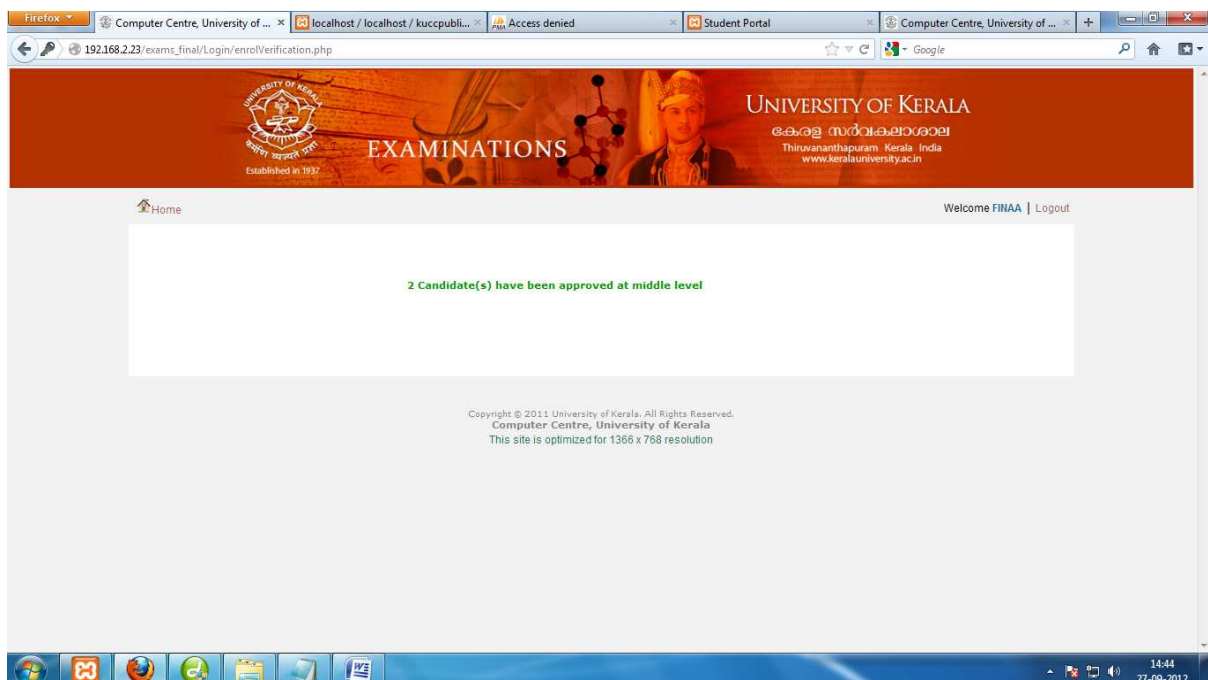
Once the students are verified at the primary level, they would be visible at the middle level(HOD) .The middle level user can login using his/her User ID and Password and follow the same instruction as of the primary level.

The page showing the students verified by the primary level who are visible at the middle level.

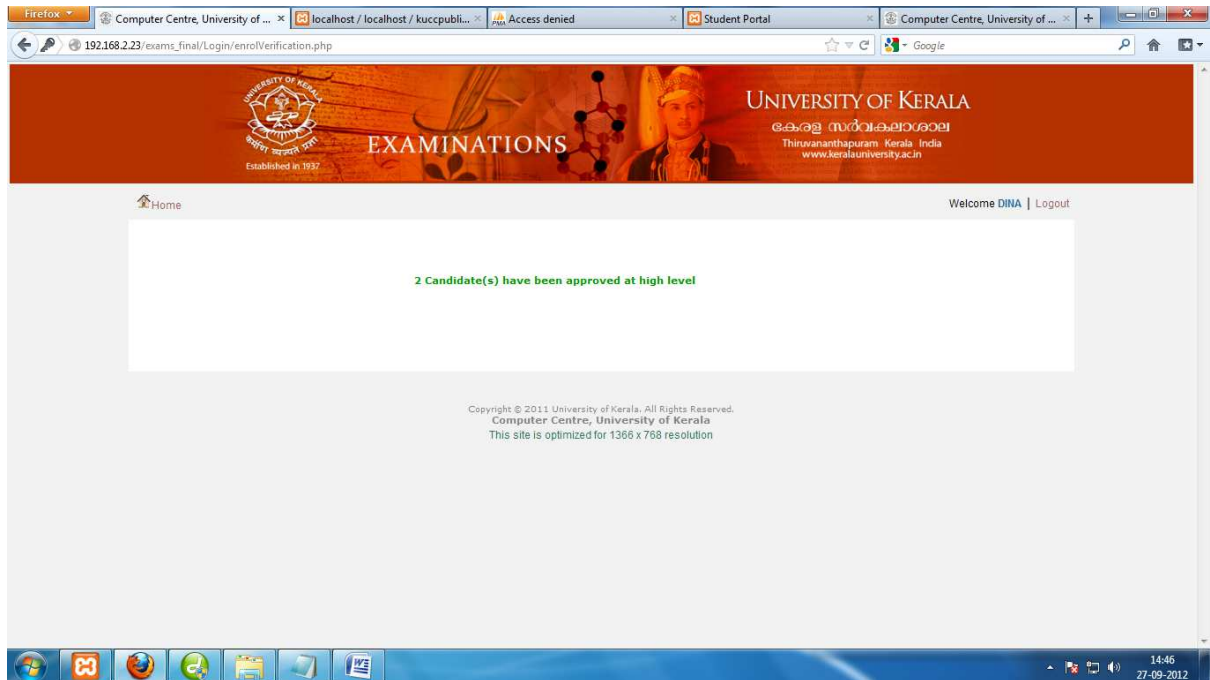


The middle level user can either "Accept" or "Reject" the students. The Accepted students will be visible at the High level and the Rejected student will be visible to the primary level user.

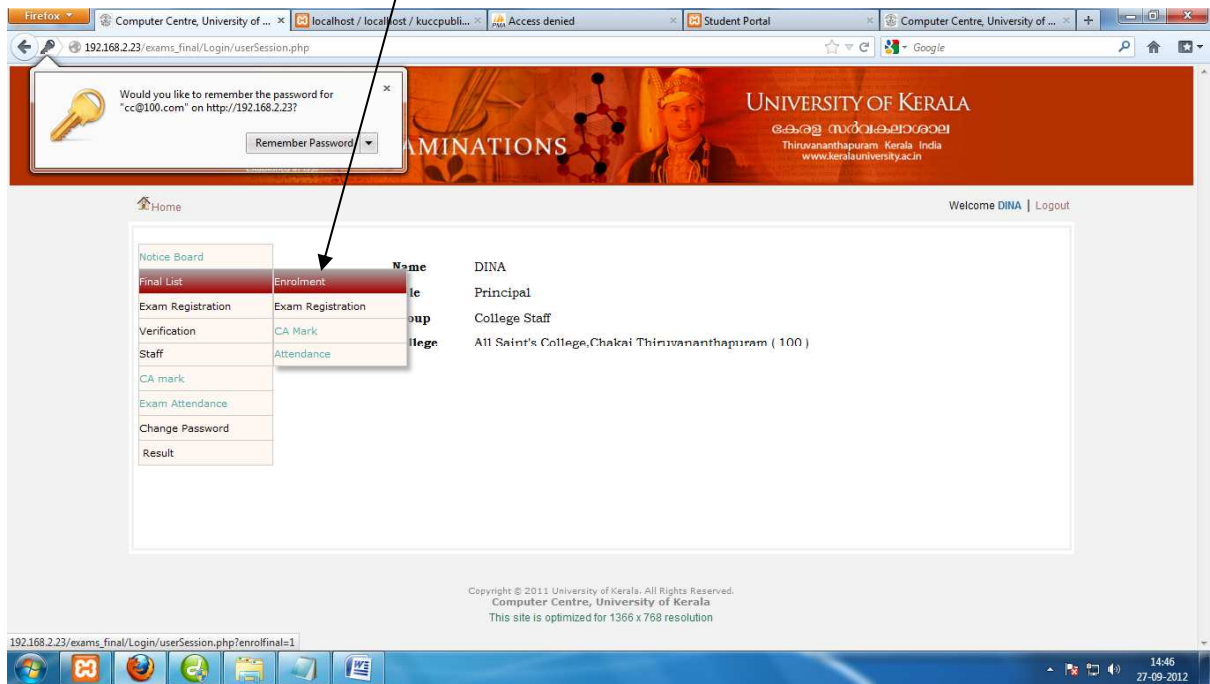
If the students are "Accept" it will show the number of students verified at the middle level.



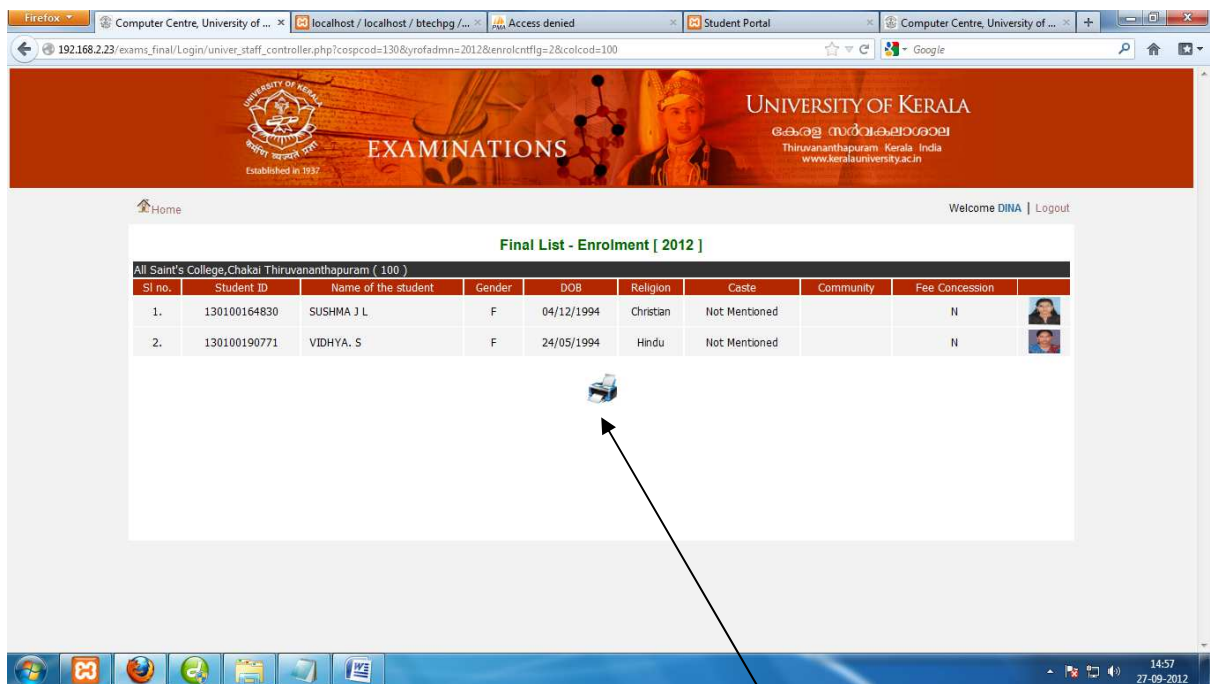
Same instructions should be followed at the high level [Principal] also. The High level user can either “Accept” or “Reject” the students. The Accepted students will be forwarded to university and the Rejected student will be visible to the primary level user.



Once the verification process is complete the “Final List” of the students forwarded to the university can be viewed. Click on the “Enrolment” link from the “Final List” menu of the user’s home page.



The final list will show the details of verified student who are forwarded to the university.



The print out of the final list can be taken by clicking on the printer Icon.

The page that can be taken print out.

Final List - Enrolment [2012]
All Saint's College, Chakai Thiruvananthapuram (100)

Sl no.	Student ID	Name of the student	Gender	DOB	Religion	Caste	Community	Fee Concession	
1.	130100164830	SUSHMA J L	F	04/12/1994	Christian	Not Mentioned		N	
2.	130100190771	VIDHYA. S	F	24/05/1994	Hindu	Not Mentioned		N	