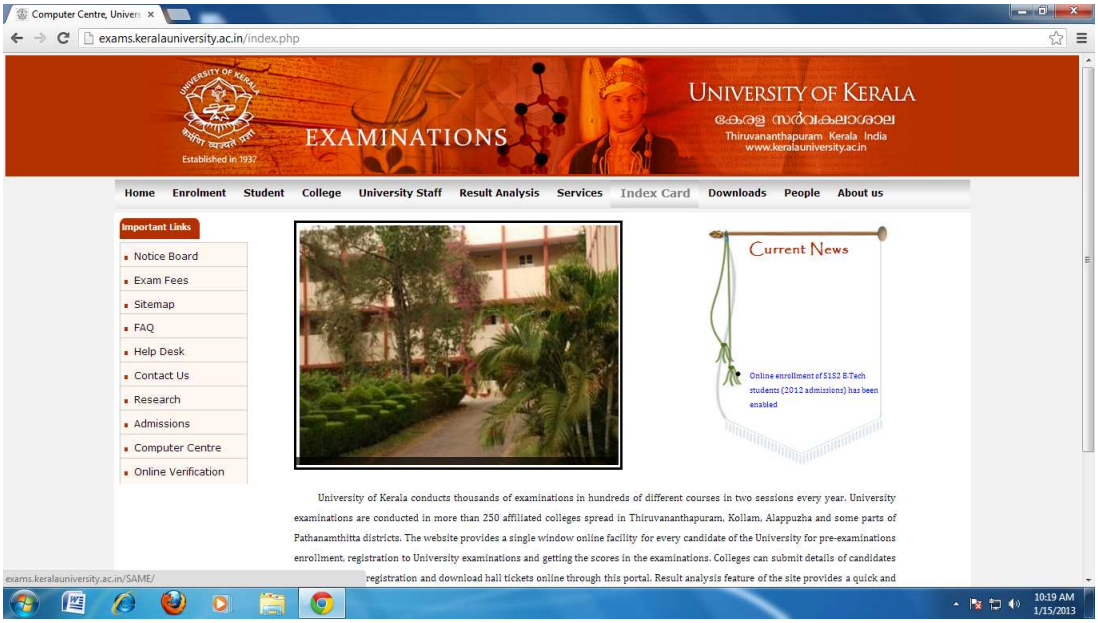
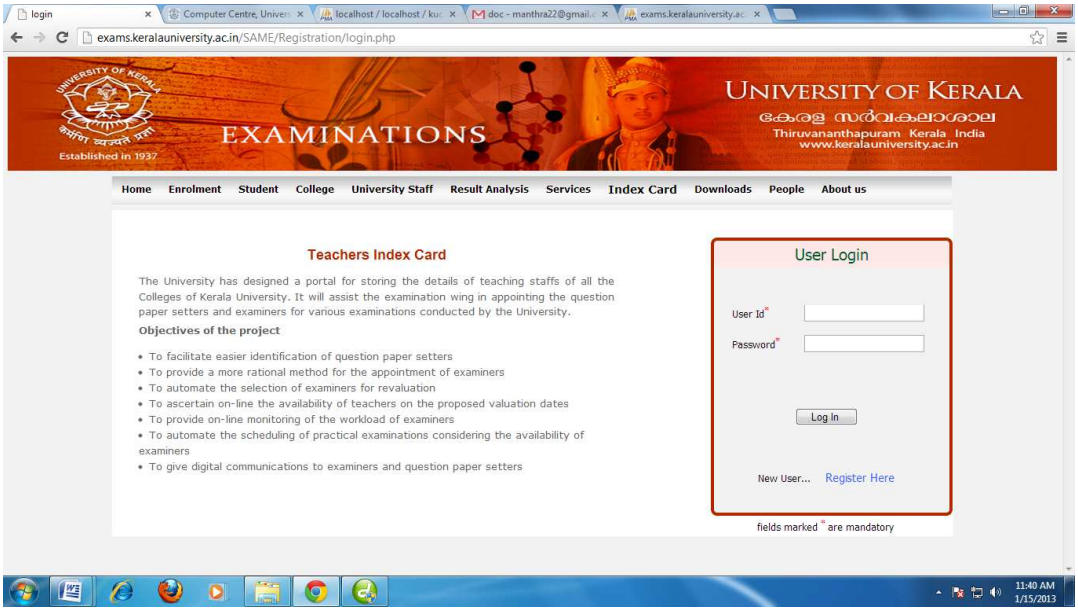
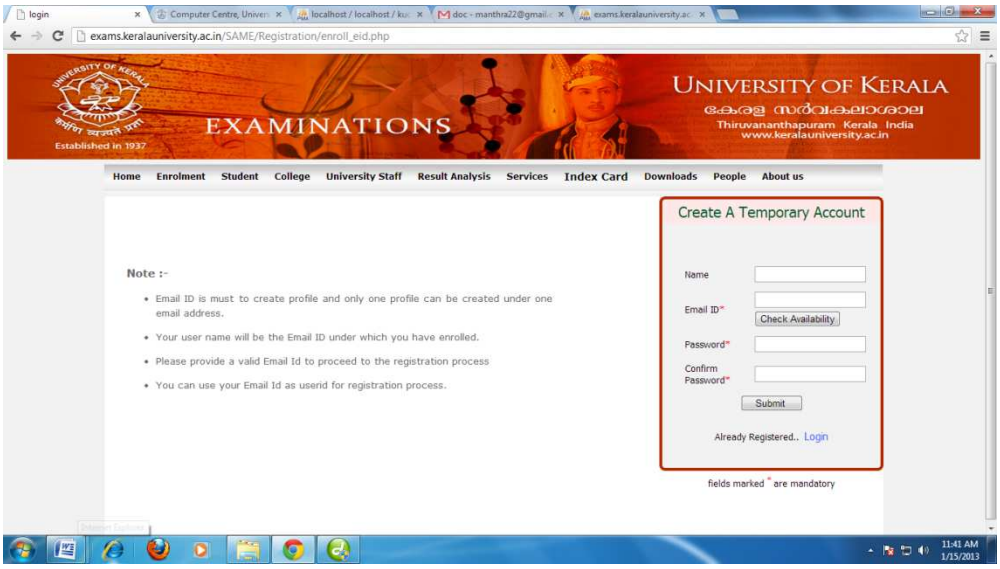
Documentation --Index Card

Take the website www.exams.keralauniversity.ac.in . Click on the link “Index Card”



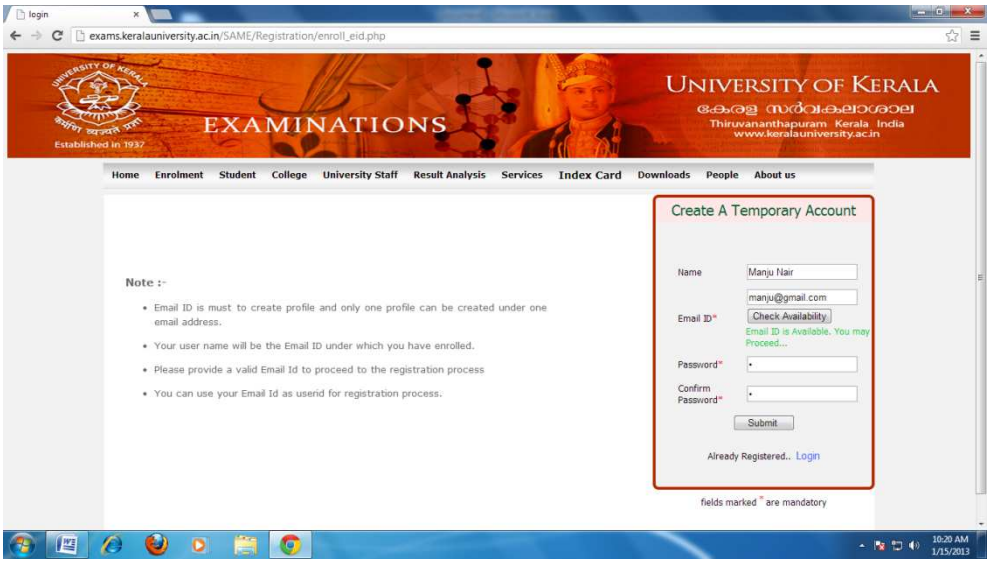


New users can click on the “Register Now..” link .



NEW user Registration form

Enter the user name , valid email id and click its availability.To check whether the email id is valid click on “Check Availability” button. Now enter the password and confirm the password and click on the “Submit” button.



DO NOT CLICK THE BACK BUTTON OF THE BROWSER WHILE ENTERING THE DETAILS

Step1:

In the step1 page, there are 3 portions:

1. Personal Data
2. Relevant Qualification
3. Research Details.

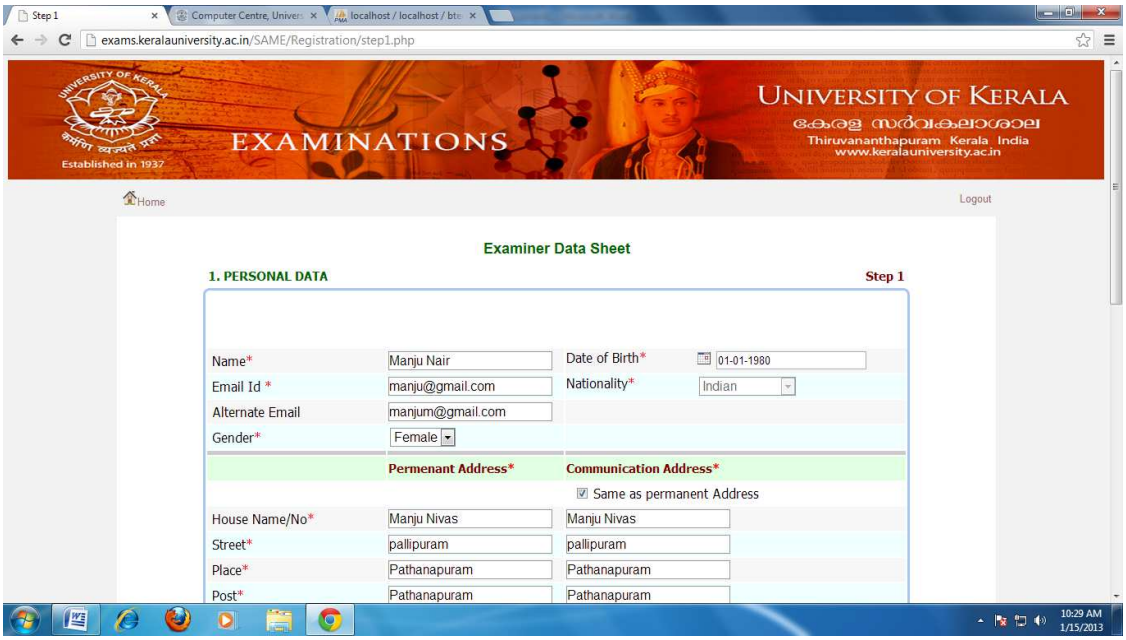
Enter all the relevant information. The fields indicating * are mandatory. In **relevant qualification** section UG qualification details are mandatory .

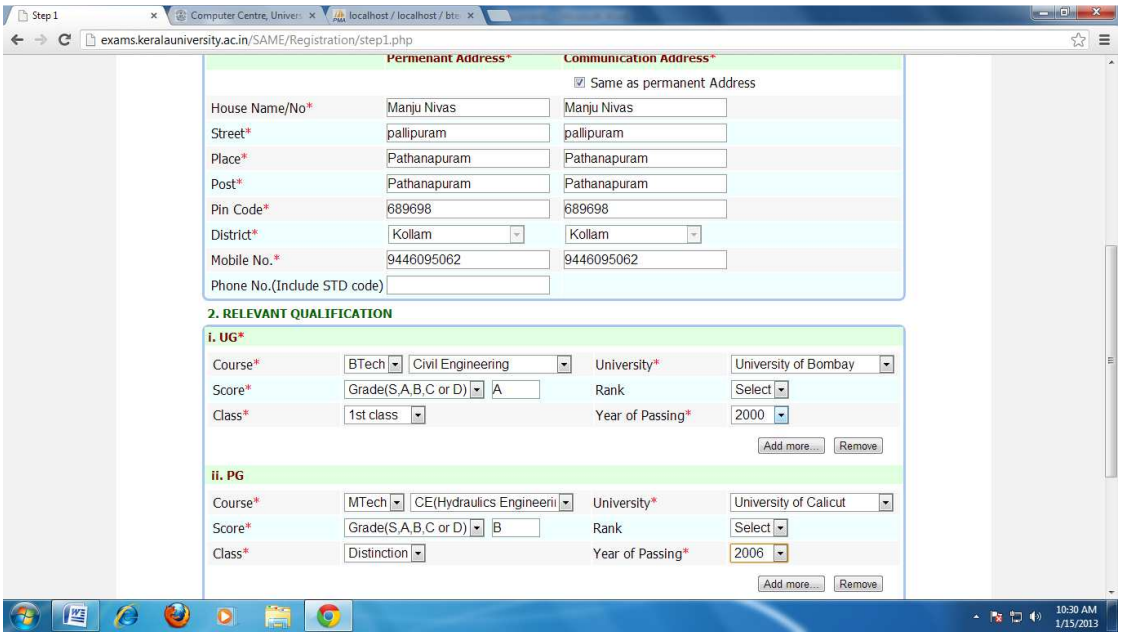
If the user has done more than one UG or PG courses, click on the" **Addmore..”** button and enter all the educational details.

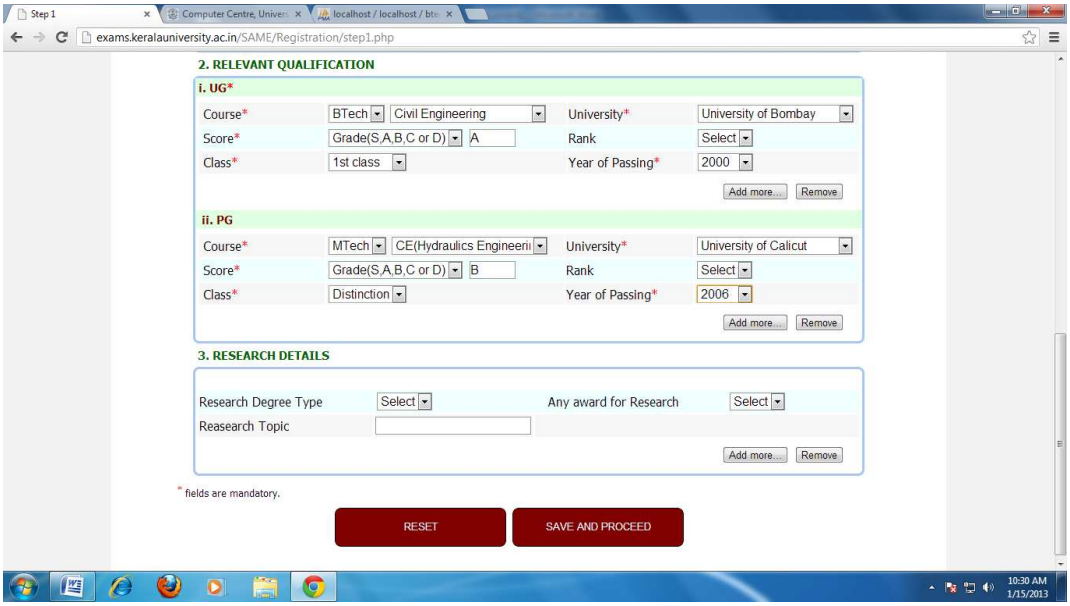
In “Research Details” , enter the research details if any.

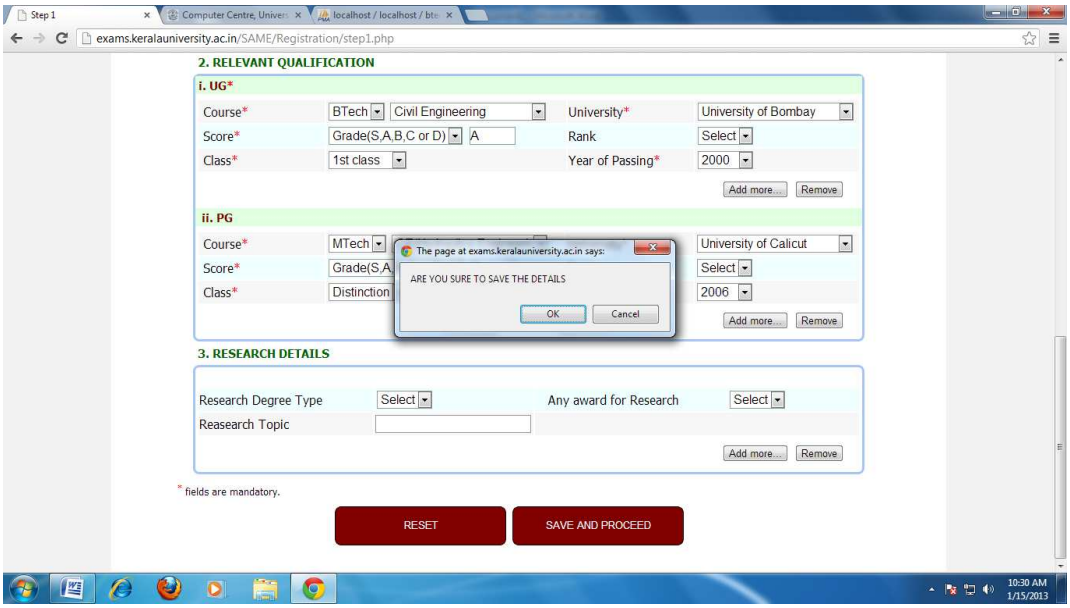
Using **Addmore..** button you can enter maximum upto 15 entries.

Once the step1 is completed click on the **Save and proceed** button to forward towards next step.


Step 1
exams.keralauniversity.ac.in/SAME/Registration/step1.php
EXAMINATIONS
UNIVERSITY OF KERALA
കേരള സർവ്വകലാശാല
Thiruvananthapuram Kerala India
www.keralauniversity.ac.in
Established in 1937
Home
Logout
Examiner Data Sheet
1. PERSONAL DATA
Step 1
Name* Manju Nair
Date of Birth* 01-01-1980
Email Id * manju@gmail.com
Nationality* Indian
Alternate Email manjum@gmail.com
Gender* Female
Permenant Address*
Communication Address*
Same as permanent Address
House Name/No* Manju Nivas Manju Nivas
Street* pallipuram pallipuram
Place* Pathanapuram Pathanapuram
Post* Pathanapuram Pathanapuram
10:29 AM
1/15/2013


Step 1
exams.keralauniversity.ac.in/SAME/Registration/step1.php
Permenant Address*
Communication Address*
Same as permanent Address
House Name/No* Manju Nivas Manju Nivas
Street* pallipuram pallipuram
Place* Pathanapuram Pathanapuram
Post* Pathanapuram Pathanapuram
Pin Code* 689698 689698
District* Kollam Kollam
Mobile No.* 9446095062 9446095062
Phone No.(Include STD code)
2. RELEVANT QUALIFICATION
i. UG*
Course* BTech Civil Engineering
University* University of Bombay
Score* Grade(S,A,B,C or D) A
Rank Select
Class* 1st class
Year of Passing* 2000
Add more.... Remove
ii. PG
Course* MTech CE(Hydraulics Engineeri
University* University of Calicut
Score* Grade(S,A,B,C or D) B
Rank Select
Class* Distinction
Year of Passing* 2006
Add more.... Remove
10:30 AM
1/15/2013


Step 1
exams.keralauniversity.ac.in/SAME/Registration/step1.php
2. RELEVANT QUALIFICATION
i. UG*
Course* BTech Civil Engineering
University* University of Bombay
Score* Grade(S,A,B,C or D) A
Rank Select
Class* 1st class
Year of Passing* 2000
Add more... Remove
ii. PG
Course* MTech CE(Hydraulics Engineeri
University* University of Calicut
Score* Grade(S,A,B,C or D) B
Rank Select
Class* Distinction
Year of Passing* 2006
Add more... Remove
3. RESEARCH DETAILS
Research Degree Type Select
Any award for Research Select
Reasearch Topic
Add more... Remove
* fields are mandatory.
RESET
SAVE AND PROCEED
10:30 AM
1/15/2013


Step 1
exams.keralauniversity.ac.in/SAME/Registration/step1.php
2. RELEVANT QUALIFICATION
i. UG*
Course* BTech Civil Engineering
University* University of Bombay
Score* Grade(S,A,B,C or D) A
Rank Select
Class* 1st class
Year of Passing* 2000
Add more... Remove
ii. PG
Course* MTech
University* University of Calicut
Score* Grade(S,A
Select
Class* Distinction
2006
Add more... Remove
The page at exams.keralauniversity.ac.in says:
ARE YOU SURE TO SAVE THE DETAILS
OK
Cancel
3. RESEARCH DETAILS
Research Degree Type Select
Any award for Research Select
Reasearch Topic
Add more... Remove
* fields are mandatory.
RESET
SAVE AND PROCEED
10:30 AM
1/15/2013

Step2:

It contains 4 section:

1. Employment Data
2. Length of UG service
3. Length of PG service
4. Break in service.
5. Other information.

There is a link to locate the your respective discipline [”Click” here to locate your discipline]. The discipline indicates your current teaching discipline(not the discipline of your qualification). **BE CAREFUL WHILE SELECTING THE DISCIPLINE SINCE ,IT IS USED FOR FUTHER FILTERATION**.

The Length of UG service indicates the **continous** time period for which you have contributed for UG service. That is specify the **from** date – **to** date of UG service. If there was any break indicate the break in the “Break in service” section. If there are more than one break in the service then click on the addmore.. button for specifying each break. Also click on the “Addmore..” button on the UG/PG service if the service is not continous.

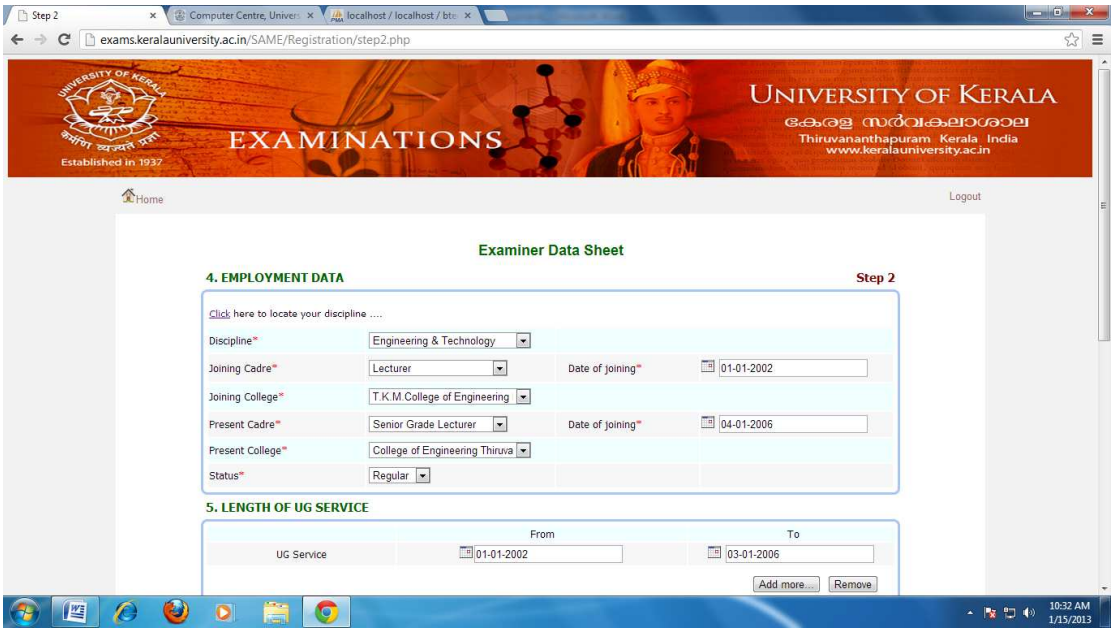
Eg: My UG service was from 01/01/2000 -01/01/2004. Then I had a break for 02/01/2004 -31/12/2004. Again I continued my service from 01/01/2005-01/01/2013. Then specify the first UG and then cli ck on the “Addmore..” button to specify the rest of UG service:

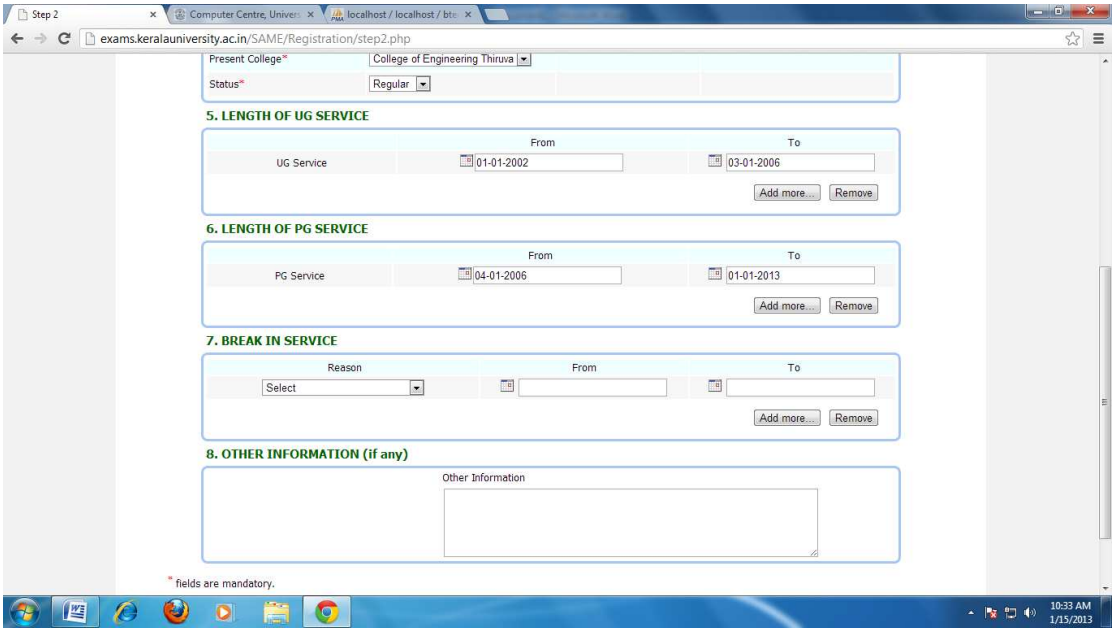
From	To
01/01/2000	**01/01/2004**
01/01/2005	**01/01/2013**

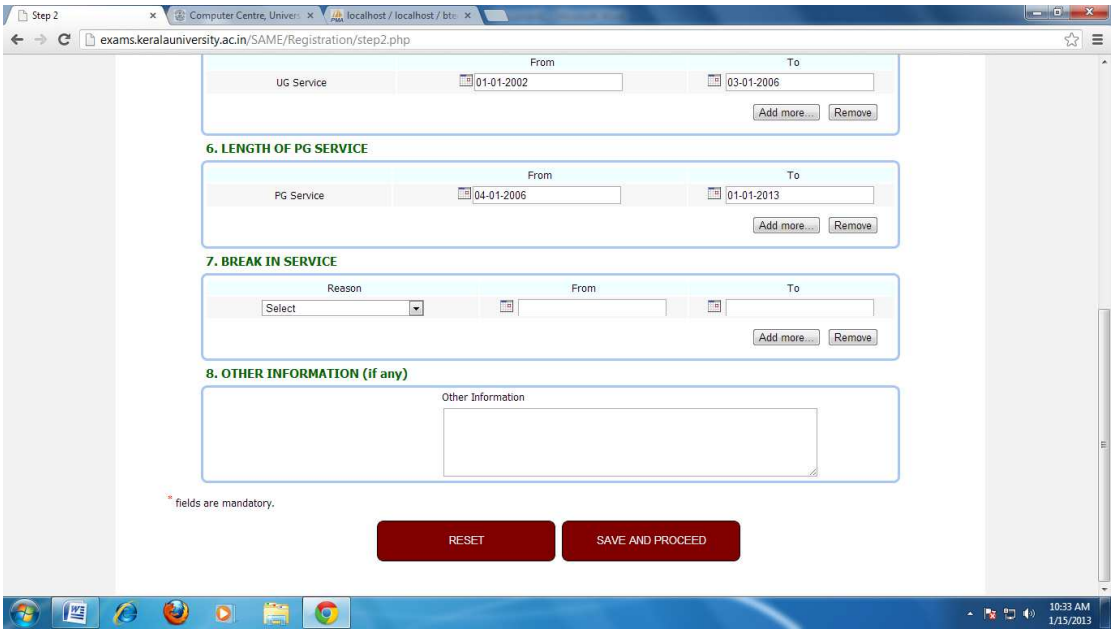
Using **Addmore..** button you can enter maximum upto 15 entries. You can enter other employment related information in the “Other information” section

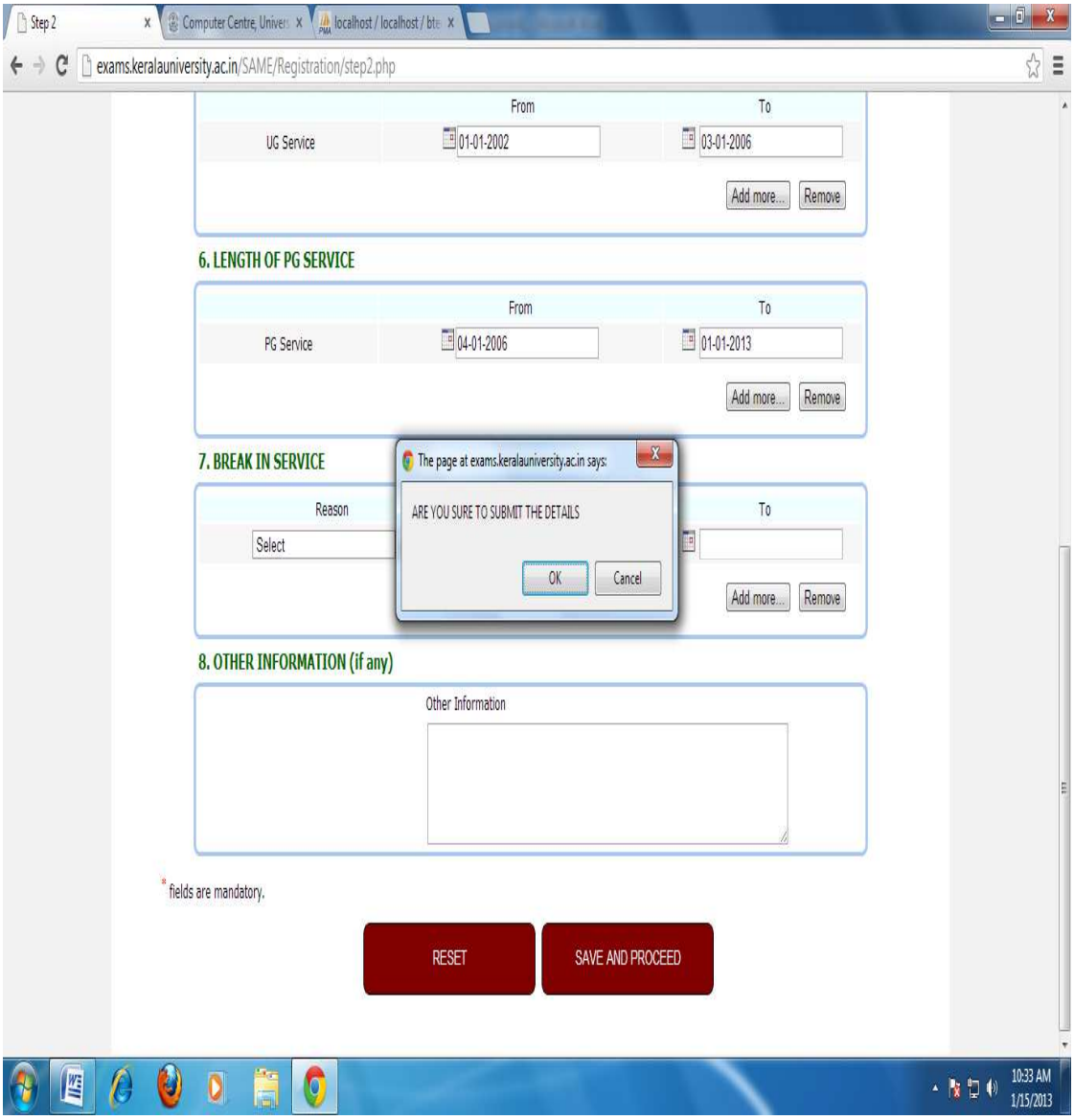
Specify atleast one Service(UG/PG)

Once the step2 is completed click on the **Save and proceed** button to forward towards next step.


Step 2
exams.keralauniversity.ac.in/SAME/Registration/step2.php
EXAMINATIONS
UNIVERSITY OF KERALA
കേരള സർവ്വകലാശാല
Thiruvananthapuram Kerala India
www.keralauniversity.ac.in
Established in 1937
Home
Logout
Examiner Data Sheet
4. EMPLOYMENT DATA
Step 2
Click here to locate your discipline ....
Discipline* Engineering & Technology
Joining Cadre* Lecturer
Date of joining* 01-01-2002
Joining College* T.K.M.College of Engineering
Present Cadre* Senior Grade Lecturer
Date of joining* 04-01-2006
Present College* College of Engineering Thiruva
Status* Regular
5. LENGTH OF UG SERVICE
From
To
UG Service
01-01-2002
03-01-2006
Add more...
Remove
10:32 AM
1/15/2013


Step 2
exams.keralauniversity.ac.in/SAME/Registration/step2.php
Present College*
College of Engineering Thiruva
Status*
Regular
5. LENGTH OF UG SERVICE
From
To
UG Service
01-01-2002
03-01-2006
Add more...
Remove
6. LENGTH OF PG SERVICE
From
To
PG Service
04-01-2006
01-01-2013
Add more...
Remove
7. BREAK IN SERVICE
Reason
From
To
Select
Add more...
Remove
8. OTHER INFORMATION (if any)
Other Information
* fields are mandatory.
10:33 AM
1/15/2013


Step 2
exams.keralauniversity.ac.in/SAME/Registration/step2.php
From
To
UG Service
01-01-2002
03-01-2006
Add more...
Remove
6. LENGTH OF PG SERVICE
From
To
PG Service
04-01-2006
01-01-2013
Add more...
Remove
7. BREAK IN SERVICE
Reason
From
To
Select
Add more...
Remove
8. OTHER INFORMATION (if any)
Other Information
* fields are mandatory.
RESET
SAVE AND PROCEED
10:33 AM
1/15/2013


Step 2
Computer Centre, Univers
localhost / localhost / bte
exams.keralauniversity.ac.in/SAME/Registration/step2.php
From
To
UG Service
01-01-2002
03-01-2006
Add more...
Remove
6. LENGTH OF PG SERVICE
From
To
PG Service
04-01-2006
01-01-2013
Add more...
Remove
7. BREAK IN SERVICE
Reason
To
Select
Add more...
Remove
The page at exams.keralauniversity.ac.in says:
ARE YOU SURE TO SUBMIT THE DETAILS
OK
Cancel
8. OTHER INFORMATION (if any)
Other Information
* fields are mandatory.
RESET
SAVE AND PROCEED
10:33 AM
1/15/2013

Step3:

This section contains 3 section:

1. Details of subject taught
2. Details of examination duty performed
3. Miscellaneous

While entering the data of " Details of subject taught" section, follow this order

1. Select the course
2. Select the specialization
3. Then select the scheme.(Only the computerised schemes)
4. Then select the sem.
5. Select subject
6. The latest year the subject was taught lastly.
7. No. Of times the subject is taught.

PLEASE FOLLOW THE ABOVE SPECIFIED ORDER WHILE FILING THE " Details of subject taught" section.

Follow the same order for filling the details of the "**Details of examination duty performed**".

If you are teaching more than one subject then click on the "Addmore.." button.

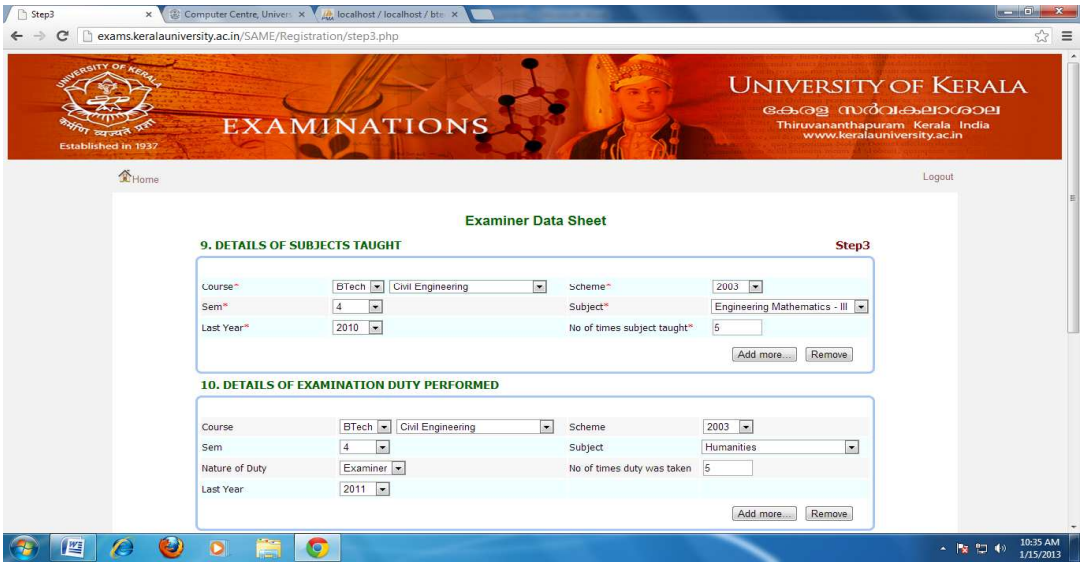
If you have performed the examination duty more that once then click on the "Addmore.." button.

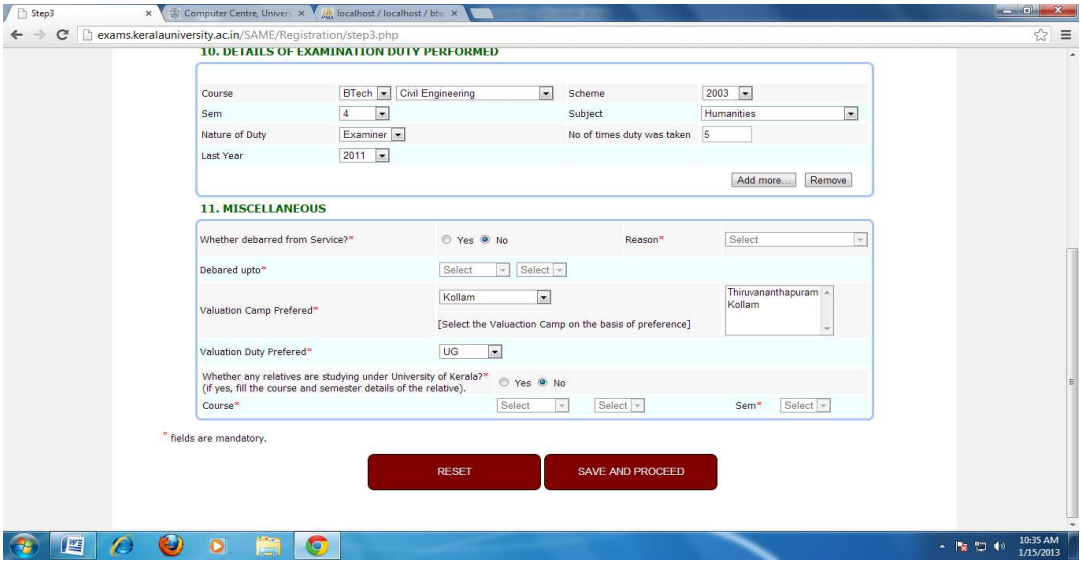
In "Miscellaneous" section , you can select more than one Valuation camp according to your preference. Select the preferred centre and it will get added to the preference box at the right side .

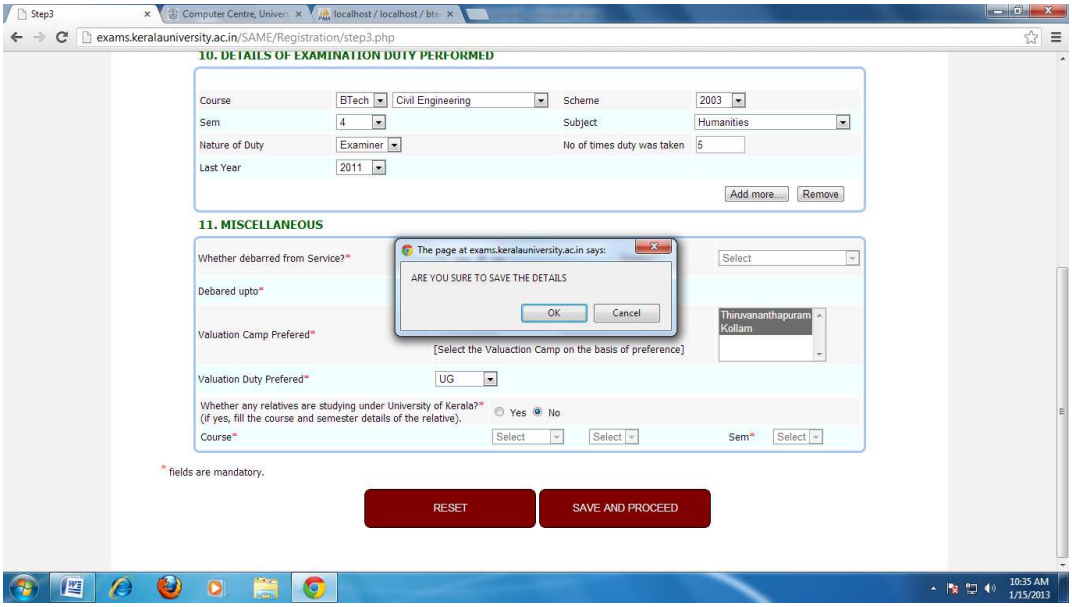
The mandatory section is **Details of subject taught and** other mandatory fields are **Valuation Camp Prefered** and **Valuation Duty Prefered**.

Using **Addmore..** button you can enter maximum upto 15 entries.

Once the step3 is completed click on the **Save and proceed** button to forward towards next step.

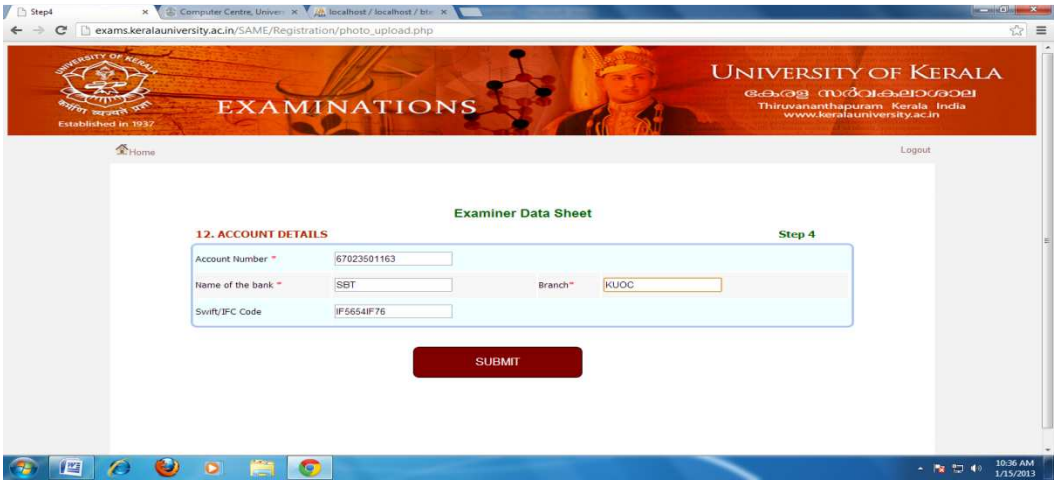

Step3
exams.keralauniversity.ac.in/SAME/Registration/step3.php
UNIVERSITY OF KERALA
EXAMINATIONS
Established in 1937
Home
Logout
Examiner Data Sheet
9. DETAILS OF SUBJECTS TAUGHT
Step3
Course* BTech Civil Engineering
Scheme* 2003
Sem* 4
Subject* Engineering Mathematics - III
Last Year* 2010
No of times subject taught* 5
Add more... Remove
10. DETAILS OF EXAMINATION DUTY PERFORMED
Course BTech Civil Engineering
Scheme 2003
Sem 4
Subject Humanities
Nature of Duty Examiner
No of times duty was taken 5
Last Year 2011
Add more... Remove

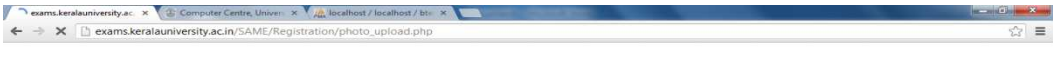

Step3
exams.keralauniversity.ac.in/SAME/Registration/step3.php
10. DETAILS OF EXAMINATION DUTY PERFORMED
Course BTech Civil Engineering
Scheme 2003
Sem 4
Subject Humanities
Nature of Duty Examiner
No of times duty was taken 5
Last Year 2011
Add more... Remove
11. MISCELLANEOUS
Whether debarred from Service?* Yes No
Reason* Select
Debared upto* Select Select
Valuation Camp Prefered* Kollam
[Select the Valuaction Camp on the basis of preference]
Thiruvananthapuram
Kollam
Valuation Duty Prefered* UG
Whether any relatives are studying under University of Kerala?* Yes No
(if yes, fill the course and semester details of the relative).
Course* Select Select
Sem* Select
* fields are mandatory.
RESET
SAVE AND PROCEED

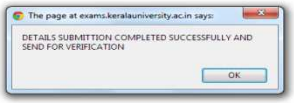


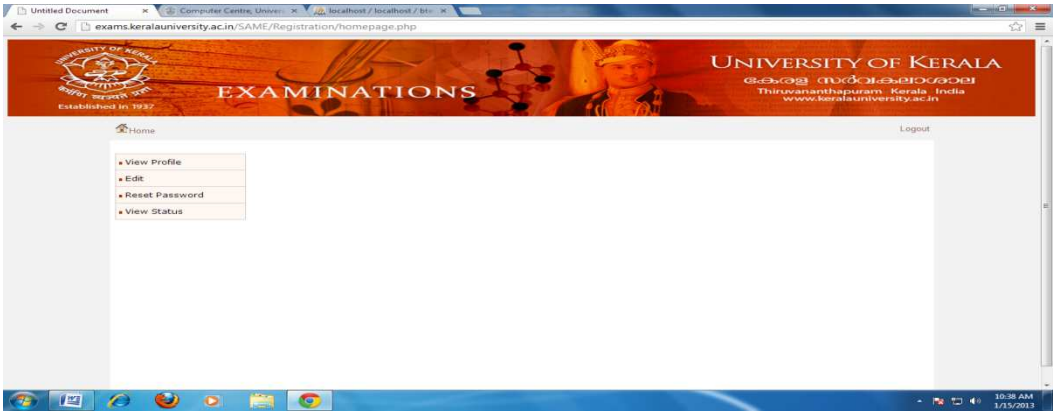
Step 4:

This step is for entering the bank detail of the user.








Untitled Document
exams.keralauniversity.ac.in/SAME/Registration/homepage.php
EXAMINATIONS
UNIVERSITY OF KERALA
Thiruvananthapuram, Kerala, India
www.keralauniversity.ac.in
Established in 1937
Home
Logout
View Profile
Edit
Reset Password
View Status
10:38 AM
1/15/2013