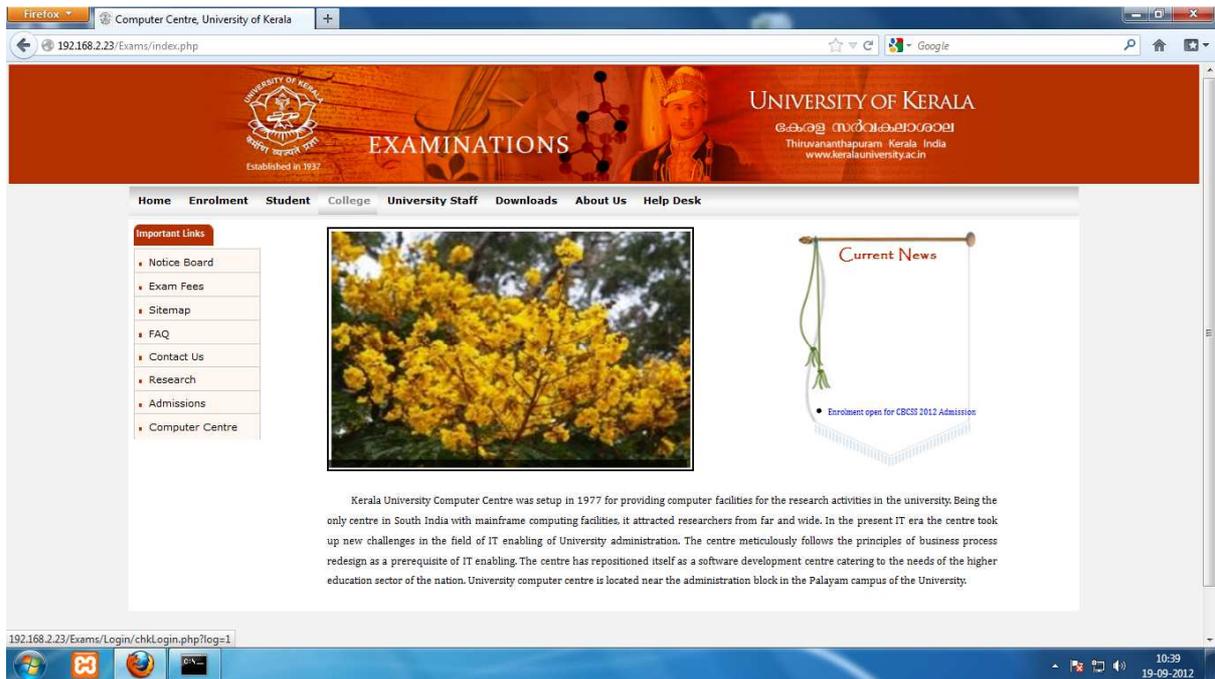


STAFF REGISTRATION

Staff registration is the process of registering the college staff (HOD, Lecturer, Course advisor). The registering process is done by the Principal of Concerned Colleges. Please follow the instructions given below:

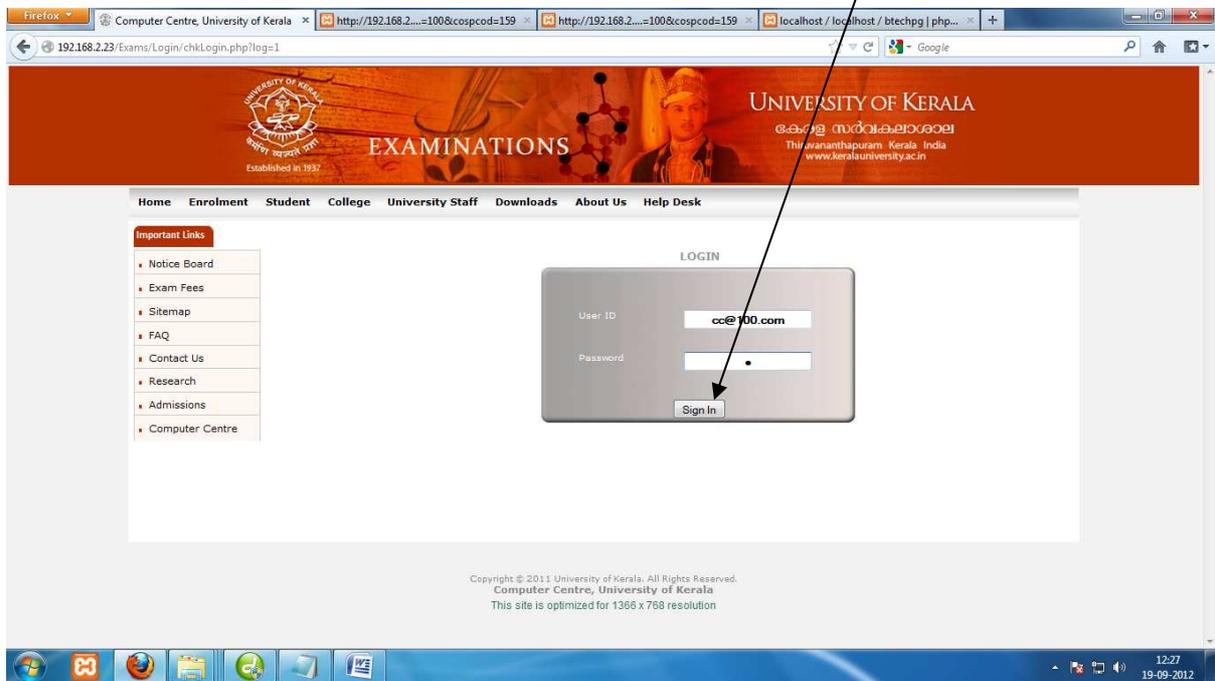
Open the site : <http://exams.keralauniversity.ac.in>

And click on the “ **College** ” tab in the home page

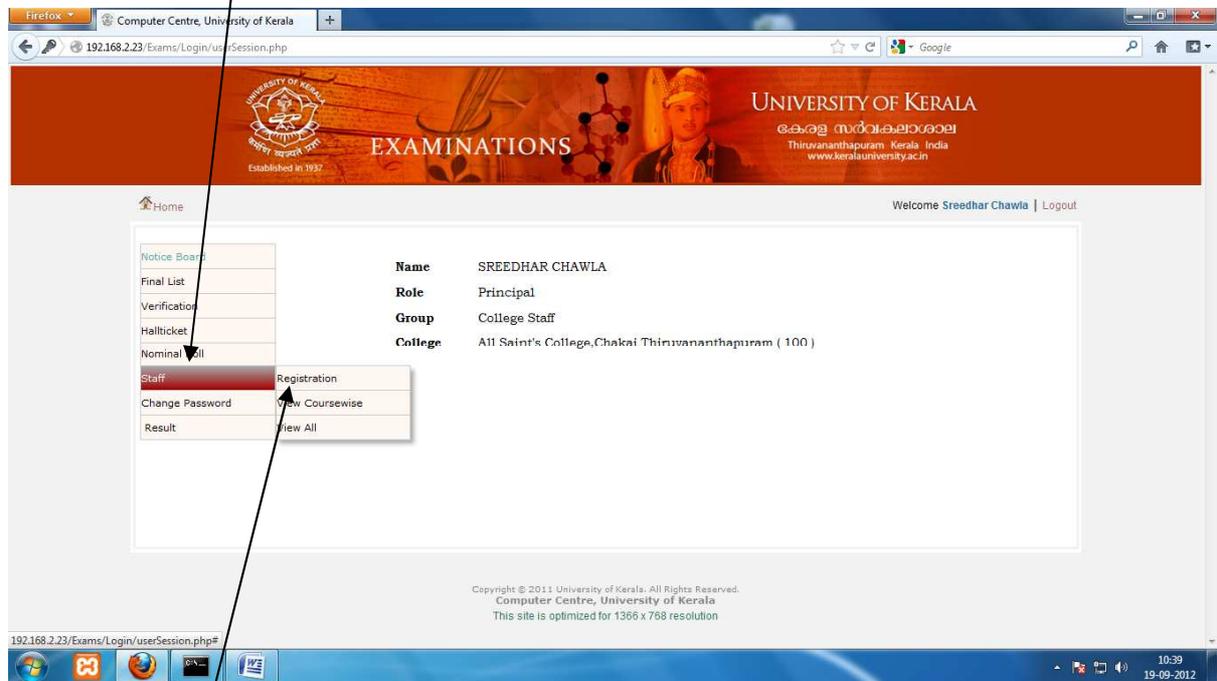


The screenshot shows the website for the University of Kerala Examinations. The browser address bar displays "192.168.2.23/Exams/index.php". The page header includes the University of Kerala logo, the word "EXAMINATIONS", and the university's name in English and Malayalam. A navigation menu contains links for Home, Enrolment, Student, College, University Staff, Downloads, About Us, and Help Desk. On the left, an "Important Links" sidebar lists: Notice Board, Exam Fees, Sitemap, FAQ, Contact Us, Research, Admissions, and Computer Centre. The main content area features a large image of yellow flowers, a "Current News" section with a banner for "Enrolment open for CBCS 2012 Admission", and a paragraph describing the Kerala University Computer Centre, established in 1977, which provides computer facilities for research and has recently updated its IT infrastructure.

Type the user name and password of the in the login window and click “Sign In”.



Now click on the “Staff” link in the home page of the principal



Now select “Register” submenu from “Staff” menu

Now a “ Staff Registration Form” will appear .



There are 7 fields:

1. User Name
2. User level
3. Course
4. Email Id
5. Password
6. Confirm Password
7. Select Privilege

Be careful while registering the staff details. Type the name of the staff. The user levels are : HOD (middle level) ,lecturer & Course Advisor(primary level).As soon as the user level is selected the courses will be listed. Select the courses assigned to the staff. Now type the email ID , password of the staff. Retype the password in the confirm password field. Now select the privileges you want to assign to the staffs.

The screenshot shows a web browser window displaying the 'Staff Registration Form' for the University of Kerala. The form is titled 'Staff Registration Form' and is located at the URL '192.168.2.23/Exams/Login/userSession.php?pg=8'. The form contains the following fields and options:

- User Level:** HOD (selected)
- User Name:** Madhu Kumar
- Course:** A list of courses with checkboxes. Selected courses include B Com, MA English Language & Literature, and MSc Environmental Science.
- Email ID:** madhu@gmail.com
- Password:** [Redacted]
- Confirm Password:** [Redacted]
- Select Privilege:** A list of privileges with checkboxes. Selected privileges include Verification, View Final List, Exam Registration, Exam Attendance, and Mark Entry.

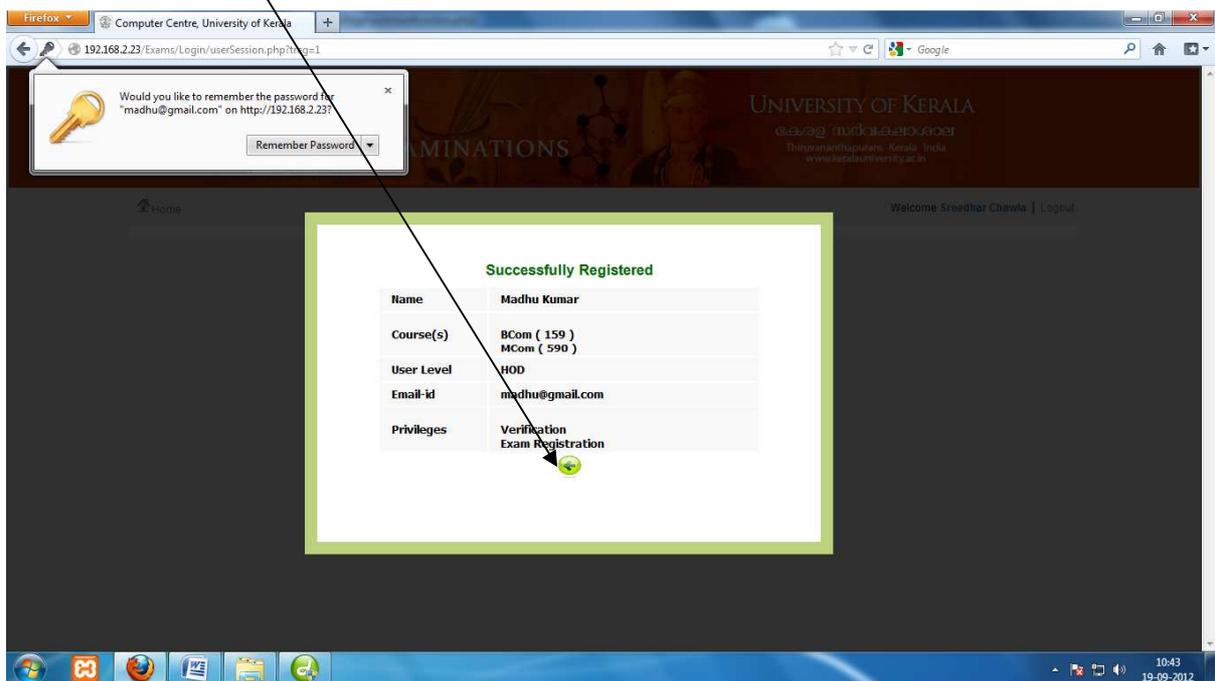
A 'Register' button is located at the bottom of the form.

The privileges are:

1. **Verification:** If verification privilege is selected then the staff will get the authority of verifying the **Semester Registration, Exam Registration, CA mark, Enrolment, Class Attendance.**
2. **View Final List :** This privilege if selected allow the user to view the final list of **Enrolment, Exam Registration and CA mark.**
3. **Exam Registration:** This privilege will allow the staff to register the students for exam as a group. **The Exam Registration is the privilege assigned to the Primary level staff (Lecturer, Course Advisor).**
4. Exam Attendance
5. **Mark Entry:** This will allow the user to enter the CA marks. **The Mark Entry is the privilege assigned to the Primary level staff (Lecturer, Course Advisor).**

After entering the details. Click the **“Register”** button at the bottom of the page

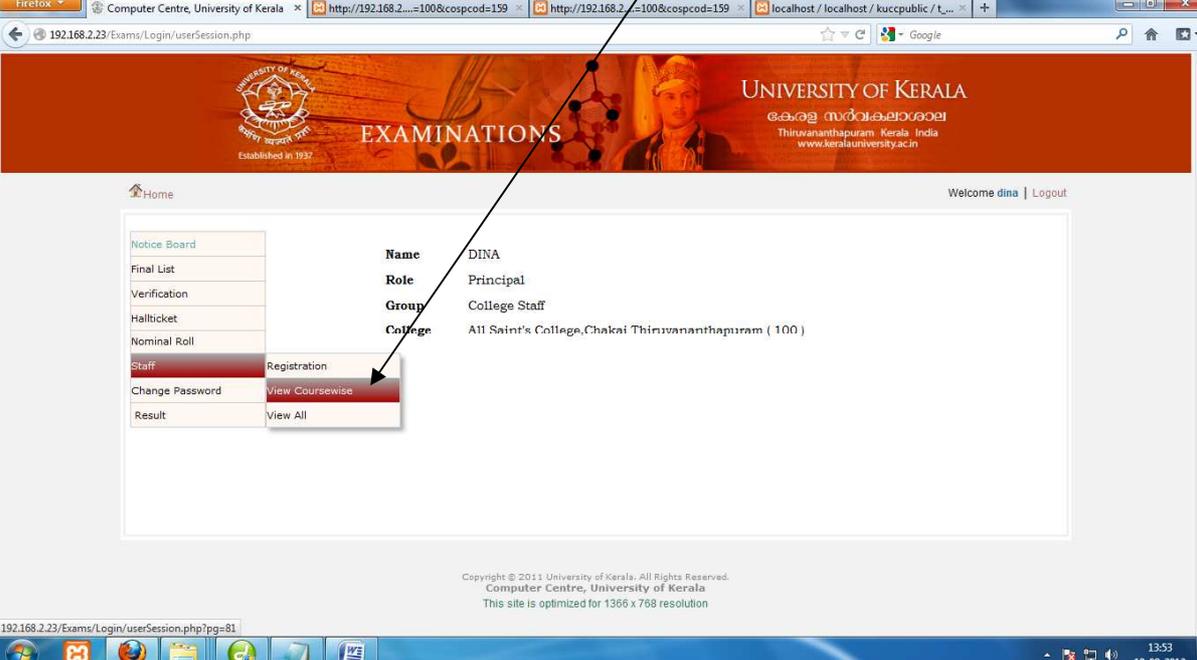
Once the registration is complete. A “Successfully Registered” window will be shown. Click on the **Back** button to continue the registration of staffs



There are two ways view the staffs registered:

1. Coursewise
2. All registered staff

To view the registered staffs coursewise, click the " **View Coursewise**" sub menu from "Staff" menu of the Principal's home page



The screenshot shows a web browser window displaying the University of Kerala Examinations portal. The page header includes the university logo, the word "EXAMINATIONS", and the text "UNIVERSITY OF KERALA" along with its Malayalam name and contact information. The main content area features a navigation menu on the left and a user profile on the right. The user profile shows the name "DINA", role "Principal", group "College Staff", and college "All Saint's College, Chakai Thiruvananthapuram (100)". The "Staff" menu item is expanded, showing options for "Registration", "View Coursewise", and "View All". An arrow points to the "View Coursewise" option. The footer contains copyright information for 2011 and the text "This site is optimized for 1366 x 768 resolution".

Notice Board	
Final List	
Verification	
Halticket	
Nominal Roll	
Staff	Registration
Change Password	View Coursewise
Result	View All

Name DINA
Role Principal
Group College Staff
College All Saint's College, Chakai Thiruvananthapuram (100)

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Computer Centre, University of Kerala
This site is optimized for 1366 x 768 resolution

Now the courses of the concerned college are listed. Click on the course to view the staffs registered for that particular course

The screenshot shows a web browser window displaying the University of Kerala Examinations portal. The browser's address bar shows the URL `192.168.2.23/Exams/Login/userSession.php?pg=81`. The page header features the University of Kerala logo and the text "EXAMINATIONS" and "UNIVERSITY OF KERALA". Below the header, there is a navigation menu on the left with links like "Home", "Notice Board", "Final List", "Exam Registration", "Verification", "Hallticket", "Nominal Roll", "Staff", "Change Password", and "Result". The main content area displays a list of courses under the heading "The courses are listed below. Click only one course at a time." The courses listed are: BA English Language & Literature, BA English And Communicative English, BA History, BA Economics, BCom, B Sc Mathematics, B Sc Physics, B Sc Chemistry, B Sc Botany, B Sc Zoology, MA English Language & Literature, MCom, and MSc Environmental Science. An arrow points to the "BA English Language & Literature" course. The footer contains copyright information for 2011 and the text "This site is optimized for 1366 x 768 resolution". The system tray at the bottom shows the date and time as 10:44 on 19-09-2012.

The staff details window will appear. There are Four option [icon] provided :

1. View

2. Edit

3. Delete

4. Print

The screenshot displays the 'Staff Details of BCom (159)' page. The table contains the following data:

Name	User Level	View	Edit	Delete
princy	Lecturer			
maniamma	HOD			
lola	Lecturer			
ti00159	Lecturer			
Madhu Kumar	HOD			
h100159	HOD			
lekha	HOD			
Priji	HOD			
Tiera	HOD			
dfgdfg	HOD			
fdgdfg	HOD			
erwer	Lecturer			
ghfg	Lecturer			
dfg	Course Advisor			

A printer icon is located at the bottom center of the table area.

1. View

Click on the view icon to view the details of the user:

The screenshot shows the University of Kerala Examinations portal. The header includes the university logo, the name 'UNIVERSITY OF KERALA', and the address 'Thiruvananthapuram Kerala India'. The main content area is titled 'User Detail' and contains a table with the following information:

User Detail	
Name	mani
Emailid	mani@g.com
Course	BA English Language & Literature (130)
User Level	Course Advisor
Privilege	Verification View Final List Exam Registration Mark Entry

Below the table are two buttons: 'Back' and 'Print'. The 'Back' button is on the left and the 'Print' button is on the right. The footer of the page contains copyright information: 'Copyright © 2011 University of Kerala. All Rights Reserved. Computer Centre, University of Kerala. This site is optimized for 1366 x 768 resolution'.

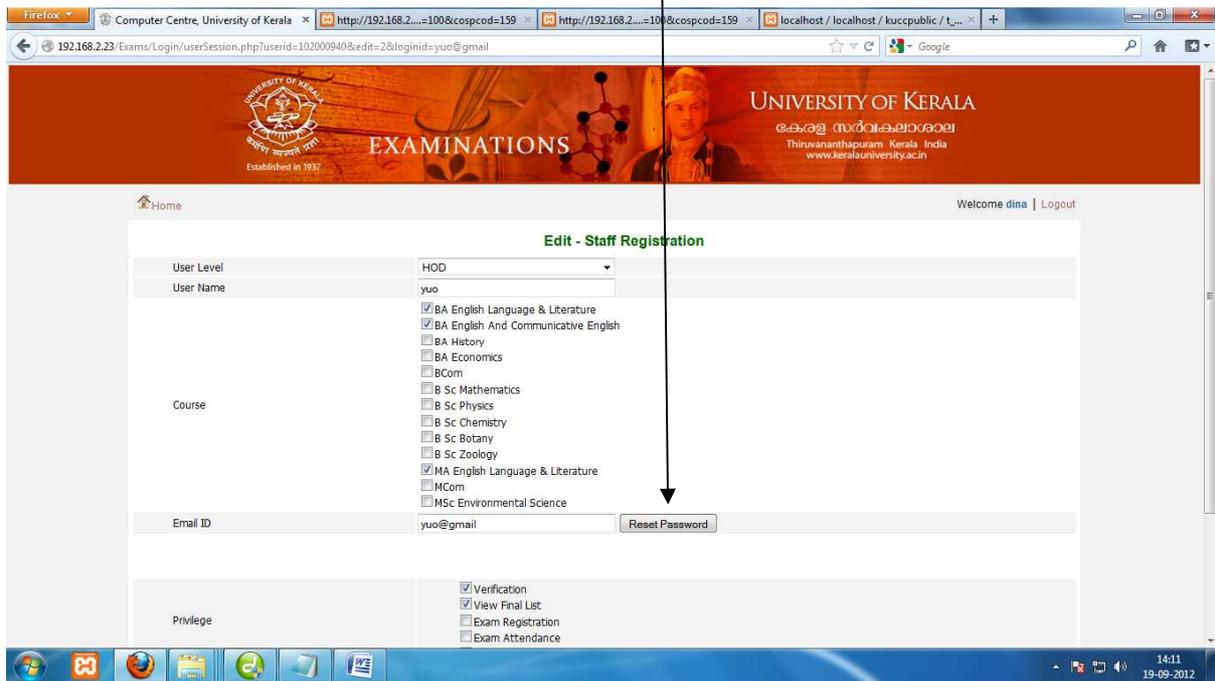
To go back click on the “**Back**” link and to take the print out click on the “**print**” link

2. Edit – Click edit icon to edit staff detail

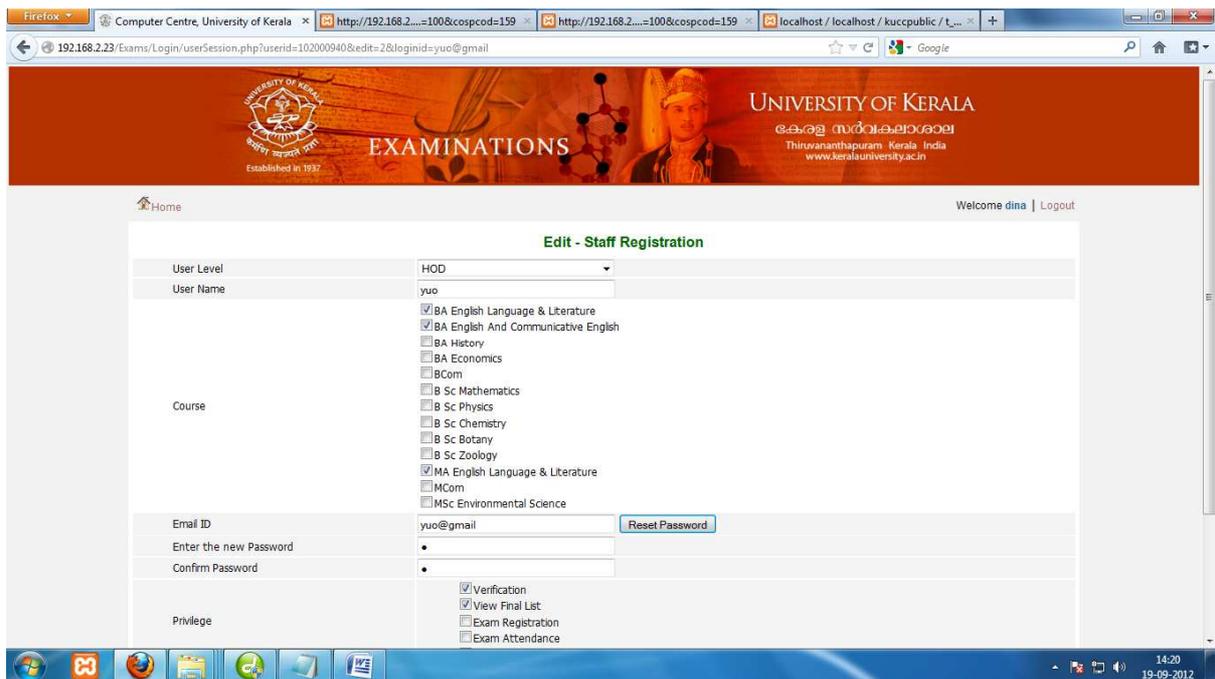
The screenshot shows the University of Kerala Examinations portal displaying a list of staff details for BCom. The header is the same as in the previous screenshot. The main content area is titled 'Staff Details of BCom (159)' and contains a table with the following columns: Name, User Level, View, Edit, and Delete. The table lists 15 staff members with their names and user levels. The 'Edit' column contains a pencil icon for each row, and the 'Delete' column contains a trash can icon. An arrow points from the 'Edit' icon in the first row to the 'Edit' icon in the second row.

Name	User Level	View	Edit	Delete
princy	Lecturer			
maniamma	HOD			
lola	Lecturer			
ti00159	Lecturer			
Madhu Kumar	HOD			
h100159	HOD			
lekha	HOD			
Priji	HOD			
Tiera	HOD			
dfgdfg	HOD			
fdgdfg	HOD			
erwer	Lecturer			
ghfg	Lecturer			
dfg	Course Advisor			

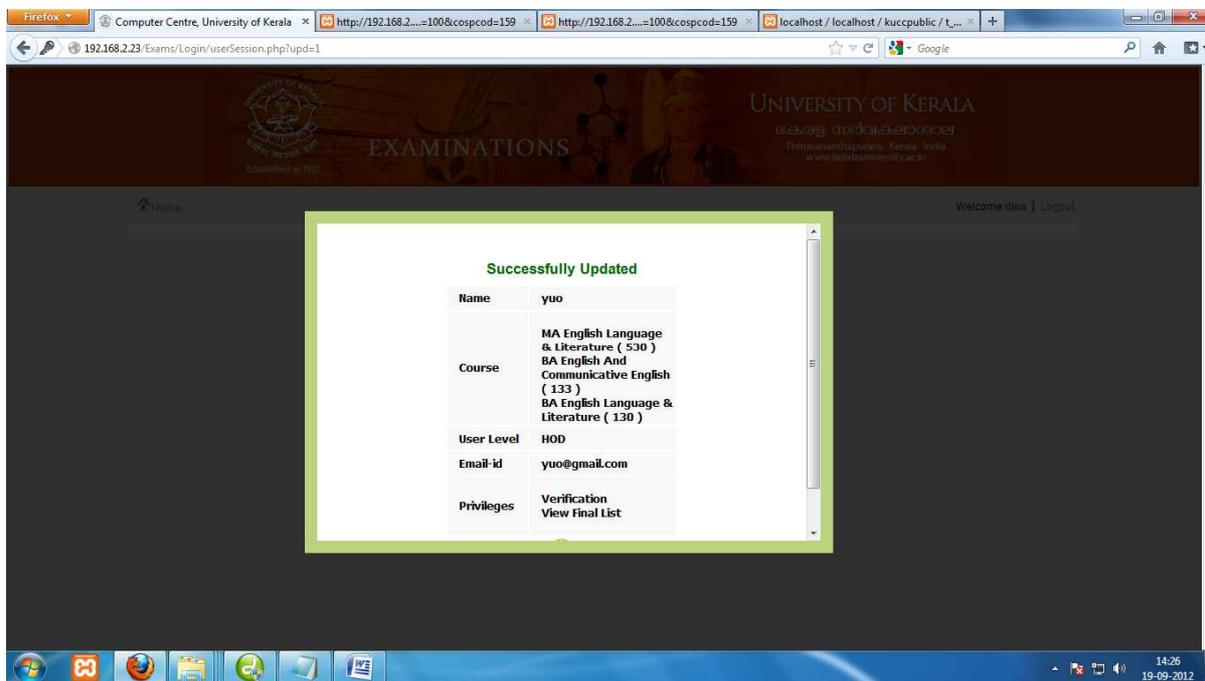
Now edit window will appear. The entered detail can be edited including the password can be reset. To change the password click on the “Reset Password” button.



On clicking “Reset Password” button , 2 fields will appear: Enter the new Password, Confirm Password. Here enter the new password and retype it.



After editing the details ,click on the update button on the form.



To view all the registered staffs of the college click on the “View All” sub menu from the “Staff” menu of the Principal’s home page.



Computer Centre, University of Kerala

192.168.2.23/Exams/Login/userSession.php?userid=102000971&del=2&loginid=

www.keralauniversity.ac.in

Established in 1937

Home Welcome dina | Logout

Staff Details

Name	Course	User Level	View	Edit	Delete
mani	BA English Language & Literature (130)	Course Advisor			
finaa	BA English Language & Literature (130)	HOD			
h100130	BA English Language & Literature (130)	HOD			
yuo	BA English Language & Literature (130)	HOD			
vini	BA English Language & Literature (130)	HOD			
vini	BA English Language & Literature (130)	Lecturer			
alukumar	BA English Language & Literature (130)	Lecturer			
yuo	BA English And Communicative English (133)	HOD			
finaa	BA English And Communicative English (133)	HOD			
tryrftv	BA History (140)	Course Advisor			
rtarter	BA History (140)	HOD			
dfgdfg	BA History (140)	HOD			
guser	BA History (140)	Course Advisor			
erwer	BA History (140)	Lecturer			
dfg	BA History (140)	Course Advisor			
Mahila Jaya	BA History (140)	HOD			
l100140	BA History (140)	Lecturer			
sdfsdf	BA History (140)	Course Advisor			
civ	BA History (140)	Lecturer			
fina	BA History (140)	Course Advisor			

14:29 19-09-2012