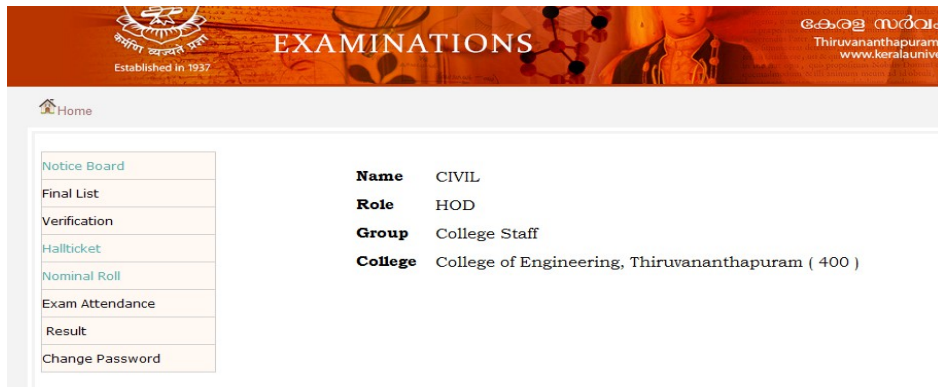**This document details how to do the attendance data entry, approval and Bundle details for BTech S1 2013 scheme examination.**

Attendance Entry of subjects should be done by <mark>Head of the Department</mark>. This is a 2 level verification process (HOD and principal). Attendance entry should be accomplished within 4 days of examination. System will prevent attendance data entry after that. There is be a web based interface which will allow attendance entry of candidates which can be finally approved by the Principal . Ideally the whole activity should be carried out on the day of examination itself.
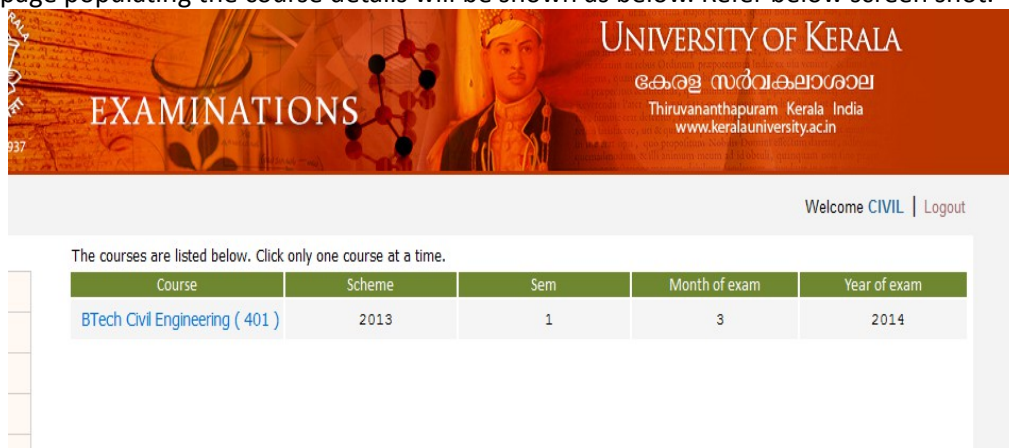
How to do each activity is detailed below.

Attendance Entry

Take http://exams.keralauniversity.ac.in/ website. Go to College login page. Login with the HOD mail id and password. There will be a link to do Exam Attendance towards the left side of the screen. Refer below screen shot. Click on the link *Exam Attendance*.

Web page populating the course details will be shown as below. Refer below screen shot.

Click on the course , and the subjects registered under the selected course will be shown.

Click on the red arrow icon (highlighted in the screen shot) against the subject for which attendance is to be captured.

Attendance data entry sheet will be shown as shown below. Click on *next* button to continue submitting the attendance details.

There will be a submit button in the last batch of students. Click on the *submit*. After submission a summary page will be shown as below.

Verified Successfully
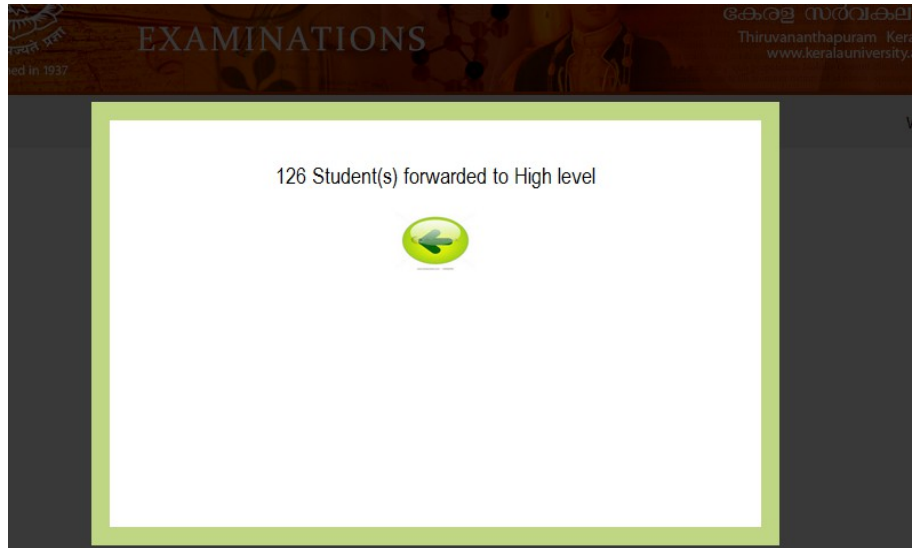
126 forwarded to next level

Click to Print   Click to go Back

Continue the above activity for all the subjects. Now the attendance will be available for verification by the HOD.

To do attendance verification, click on the *Home* link. The main page will be shown. From there take Verification *–Exam Attendance link*. Click on the required course. Subjects will be listed as in the case of attendance entry sheet, detailed in previous steps. Click on the icon against each subject. A similar page will be shown with the attendance details as submitted by the HOD in previous steps.

Verification Exam Attendance

Course   : BTech Civil Engineering (401)
College : College of Engineering, Thiruvananthapuram (400)
Subject : Basic Electronics Engineering

Scheme   : 2013
Semester : 1
Examcode : 40113101

Sl No.	Name of the Student	Candidate Code	Attendance Status	Select All ☐
1	A VIVEK DANIEL	13400001	Absent	☐
2	ADHEENA.R.S	13400002	Present	☐
3	AISHWARYA H	13400003	Malpractice	☐
4	AISHWARYA SHAJI	13400004	Present	☐
5	AJEESH C	13400005	Present	☐
6	AJMAL SADIQ NN	13400006	Present	☐
7	AKSHAI	13400007	Present	☐

Home   Welcome CIVIL | Logout

Click on the **Select all** check box and move down towards the end of page and click on **Verify** button. Below summary page will be shown and attendance details will be forwarded to the Principal level. Repeat the same activity for all the subjects. Use the green back icon to move from the current page.

Attendance Approval is to be done by the College Principal**.** Login to http://exams.keralauniversity.ac.in/.

 Take College login and login with the corresponding Principal credentials. Click on the

Verification-Exam Attendance link. A page similar to below with course details will be shown.

The courses are listed below. Click only one course at a time.

Course	Scheme	Sem	Month of exam	Year of exam
BTech Civil Engineering (401)	2013	1	3	2014
BTech Mechanical Engineering (403)	2013	1	3	2014
BTech Mechanical Stream - Industrial Engineering (406)	2013	1	3	2014
BTech Electrical & Electronics Engineering (411)	2013	1	3	2014
BTech Electronics & Communication Engineering (412)	2013	1	3	2014
BTech Applied Electronics & Instrumentation Engineering (413)	2013	1	3	2014
BTech Computer Science & Engineering (415)	2013	1	3	2014

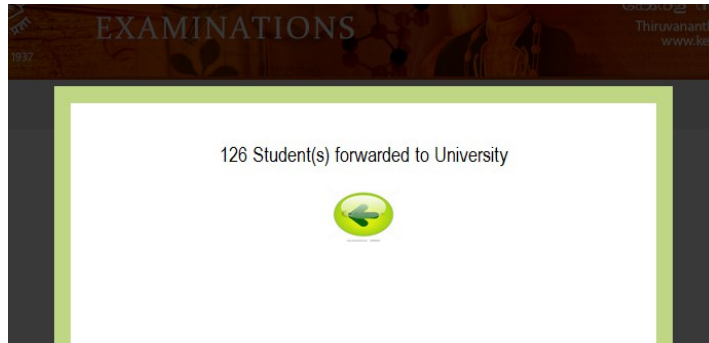Click on the required course and a page listing subjects in the course will be shown as below.

BTech Civil Engineering (401) - Exam Attendance

1. Basic Electronics Engineering

Basic Electronics Engineering (13109)

2. Basic Electrical Engineering

Basic Electrical Engineering (13108)

3. Basic Mechanical Engineering

Basic Mechanical Engineering (13107)

4. Building Technology (13106)

5. Engineering Mechanics

Engineering Mechanics (13105)

A green tick indicates that the attendance details of that subject is forwarded to the University and red icon indicates that the attendance is pending for verification/approval by the HOD/Principal.

Click on the red icon and the attendance details as forwarded by the HOD will be populated. If the details are not forwarded by then corresponding message will be shown. Click on the select all check box and scroll down to the end of page. Click on the Verify button. The attendance date

of the selected records will be forwarded to the University. A summary page will be shown as below.

Click on the green arrow to go back.Continue the same activity for all the other subjects as well.

Bundle Details Entry

This should be done by the Principal. He should specify the number of bundles and number of scripts in each bundle. This will be verified by the CD unit staff during the daily script collection. This should be carried out on the same day of examination. This can be achieved using the online interface available.

Login as Principal. Click on the *Bundle Details* link in the left side of the screen. Below screen will be populated.

Select an exam. Specialization and subject details will be populated. Click on the check box *Common Subjects* to do bundle entry of Common Subject (eg Engineering Mathematics -1, Engineering Physics etc). If the "Common Subject" checkbox is selected, then there is no need to select the specialization.

Otherwise select the required specialization. Select " Subject". Attendance details already submitted will be populated in the Course detail block as shown below.

Attendance and Bundle Details

Exam	BTech S1 Scheme 2013 March 2014 ▼
Common Subjects	☑
Specialization	-select- ▼
Subject	Basic Electronics Engineering ▼

Count Detail

Total Students Registered	387
Total Students Present	124 BTech Civil Engineering (401) :124 BTech Mechanical Engineering (403) :0 BTech Mechanical Stream - Industrial Engineering (406) :0 BTech Electrical & Electronics Engineering (411) :0 BTech Electronics & Communication Engineering (412) :0 BTech Applied Electronics & Instrumentation Engineering (413) :0 BTech Computer Science & Engineering (415) :0
Total Students Absent	1
Total Students Malpractice	1
Enter No. of Bundles	0

set

Give number of bundles and click on the **Set** button.

Total Students Present	BTech Civil Engineering (401) :126 BTech Mechanical Engineering (403) :108 BTech Mechanical Stream - Industrial Engineering (406) :21 BTech Electrical & Electronics Engineering (411) :0 BTech Electronics & Communication Engineering (412) :0 BTech Applied Electronics & Instrumentation Engineering (413) :0 BTech Computer Science & Engineering (415) :0
Total Students Absent	7
Total Students Malpractice	25
Enter No. of Bundles	5

set

Enter no of Scripts in each Bundle	
Bundle No :1/5	100
Bundle No :2/5	50
Bundle No :3/5	50
Bundle No :4/5	
Bundle No :5/5	

submit

Enter number of scripts in each bundle and in text boxes populated based on the number of bundles and *Submit*. A summary of bundle details already submitted will be shown as the last block. Refer screen shot below. To edit an already submitted bundle details, click on the red icon against each subject.

Bundle Detail				
Subject	**No. of Bundles**	**Bundle Detail**	**Total**	**Edit**
Common Subject - Basic Electronics Engineering	3	Bundle 1 : 100 Bundle 2 : 12 Bundle 3 : 12	124	✏
Common Subject - Engineering Mathematics-I	5	Bundle 1 : 50 Bundle 2 : 50 Bundle 3 : 50 Bundle 4 : 50 Bundle 5 : 55	255	✏