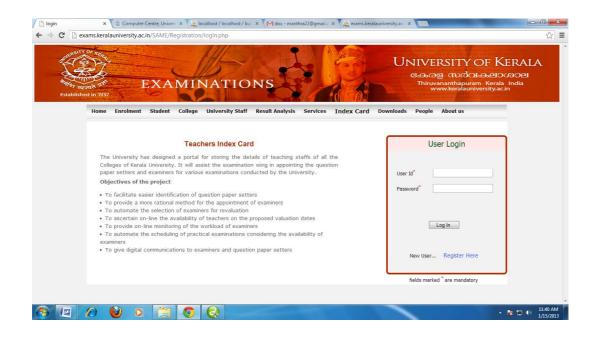
#### **Documentation --Index Card**



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



New users can click on the "Register Now.." link .

EXAMINATIONS BANKING IN 1927	UNIVERSITY OF KERA കേരള സർവകലാശാല Thiruvananthapuram Kerala India www.keralauniversity.ac.in
Home         Enrolment         Student         College         University Staff         Result Analysis         Services         Index College           Note :-         -         Email ID is must to create profile and only one profile can be created under one email address.         -         Your user name will be the Email ID under which you have enrolled.         -         Please provide a valid Email ID to proceed to the registration process.         -         You can use your Email Id as used for registration process.	Image: second
	Already Registered Login fields marked <sup>®</sup> are mandatory

#### 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.

EXAMINATIONS	UNIVERSITY OF KERAL கூன்ன സാര്വകലാശാല Thiruvananthapuram Kerala India www.keralauniversity.ac.in
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Note :- • Email ID is must to create profile and only one profile can be created under one email address. • Your user name will be the Email ID under which you have enrolled. • Please provide a valid Email Id to proceed to the registration process • You can use your Email Id as userid for registration process.	Name Manju Nair manju@gmail.com Email D* Check Arailability Email D & Availability Froceed Password* Password* Submit Already Registered Login

# 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 → C ⊡ exams.	* Computer Centre, Univer * / A keralauniversity.ac.in/SAME/Registratio			University of Kerala
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<b>A</b> )	Home			Logout
		Examin	er Data Sheet	
	1. PERSONAL DATA			Step 1
	Name*	Manju Nair	Date of Birth*	-1980
	Email Id *	manju@gmail.com	Nationality* Indian	v
	Alternate Email	manjum@gmail.com		
	Gender*	Female -		
		Permenant Address*	Communication Address*	
			🗷 Same as permanent Addr	ess
	House Name/No*	Manju Nivas	Manju Nivas	
	Street*	pallipuram	pallipuram	
		Pathanapuram	Pathanapuram	
	Place*	ranaparan	- een rectreepe en eert r	

	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.(Incluc	le STD code)			
2. RELEVANT QU	ALIFICATION			
i. UG*				
Course*	BTech Civil Engineering	<ul> <li>University*</li> </ul>	University of Bombay	
Score*	Grade(S,A,B,C or D)	Rank	Select -	
Class*	1st class 🔹	Year of Passing*	2000 -	
			Add more Remove	
ii. PG				
Course*	MTech CE(Hydraulics Engine	erii 🔹 University*	University of Calicut	
Score*	Grade(S,A,B,C or D)	Rank	Select -	
Class*	Distinction -	Year of Passing*	2006 -	
			Add more Remove	

-	UALIFICATION		
i. UG*			
Course*	BTech Civil Engineering	University*	University of Bombay 🔹
Score*	Grade(S,A,B,C or D)	Rank	Select -
Class*	1st class 🔽	Year of Passing*	2000 -
			Add more Remove
ii. PG			
Course*	MTech  CE(Hydraulics Eng	ineerii 🔹 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 D	ETAILS		
Research Degree	e Type Select 💌	Any award for Research	h Select •
Reasearch Topic			
			Add more Remove
fields are mandatory.			
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2. RELEVANT	T 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  The page at exams keralauniversity.ac.in says:
Score*	Grade(S,A ARE YOU SURE TO SAVE THE DETAILS Select -
Class*	Distinction 2006 -
	OK Cancel Add more Remove
3. RESEARCH	H DETAILS
Research Deg	gree Type Select  Any award for Research Select
Reasearch To	ppic
	Add more Remove
* fields are mandator	ry.
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## 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:

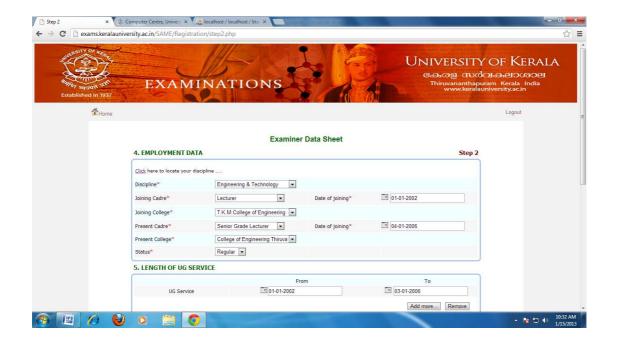
From	То
01/01/2000	01/01/2004

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.



	Computer Centre, Univers × 🗸					
	Present College*	College of Engineering Th	iruva 💌			*
	Status*	Regular 💌				
	5. LENGTH OF UG SER	VICE				
			From		То	
	UG Service	01-1	)1-2002	03-01	-2006	
				]	Add more Remove	
	6. LENGTH OF PG SER	VICE				
			From		То	
	PG Service	<b>04-0</b>	11-2006	01-01	-2013	
				1	Add more Remove	
	7. BREAK IN SERVICE				)	
	Re	ason	From		То	
	Select					
				1	Add more Remove	E
	8. OTHER INFORMATI	ON (if any)				
		Other Infor	mation			
<sup>*</sup> fi	elds are mandatory.					
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	From	To	
UG Service	01-01-2002	03-01-2006	
		Add more Remove	
6. LENGTH OF PG SERVICE			
	From	То	
PG Service	04-01-2006	01-01-2013	
		Add more Remove	
7. BREAK IN SERVICE			
Reason	From	То	
Select	•		
		Add more Remove	
8. OTHER INFORMATION (if a	ny)		
1	Other Information		
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	UG Service	From 01-01-2002	To 103-01-2006	
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	6. LENGTH OF PG SERVICE			
	PG Service	From  44-01-2006	To           10           101-2013	
			Add more Remove	
	7. BREAK IN SERVICE	The page at exams.keralauniversity.ac.in says:	×	
	Reason Select	ARE YOU SURE TO SUBMIT THE DETAILS OK Cance	To Add more Remove	
	8. OTHER INFORMATION (if	any)		
		Other Information		
	* fields are mandatory.			
		RESET SAVE AND P	ROCEED	

### 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.

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			Examiner Dat	a Sheet		
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	Course*	BTech 💌 Civil Engineerin		Scheme*	2003 💌	
	Sem*	4 •	ig 💌	Subject*	Engineering Mathematics - III	
	Last Year*	2010 -		No of times subject taught*		
	Lust rear	2010		no or ames subject augric		
					Add more Remove	
	10. DETAILS OF EX	AMINATION DUTY PERFO	ORMED			
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	Sem	4		Subject		-
	Nature of Duty	Examiner 💌		No of times duty was taken	5	
	Last Year	2011 💌				
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	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 ta	iken 5			
Last Year	2011 💌					
			Add more Remove			
11. MISCELLANE	ous					
Whether debarred from	om Service?"  The page at exams keralauniversity.acin says:  ARE YOU SURE TO SAVE THE DETAILS  Select					
Debared upto*	ARE YOU SUR	ETO SAVE THE DETAILS				
Valuation Camp Prefer		OK         Cancel         Thiruvanarithapuram           [Select the Valuaction Camp on the basis of preference]         -				
Valuation Duty Preferen	d* UG					
Whether any relatives (If yes, fill the course a	are studying under University of Keral and semester details of the relative).	a? <sup>≈</sup> ⊙ Yes ● No				
Course*		Select - Select -	Sem* Select +			
* fields are mandatory.						
	RESET	SAVE AND PROCEE	ED			

## <u>Step 4:</u>

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

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	12. ACCOUNT DETA		Examiner Data Sheet	Step 4	
	Account Number *	67023501163 SBT	Branch* KUOC		
	Swift/IFC Code	IF5654IF76			
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EXAMINA	TIONS
<b>1</b> Home	Logout
• View Profile	
• Edit	
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