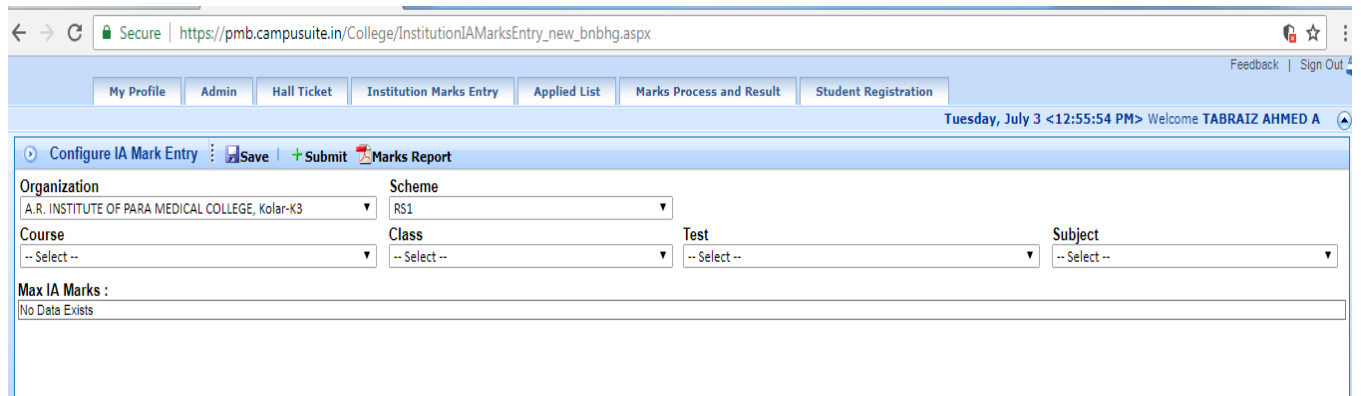


## **USER MANUAL TO SUBMIT ONLINE EXAM APPLICATION**

1. To submit Online Examination Application
  - a) IA marks for all the subjects must be entered and it's mandatory. Otherwise it shows as error like No details found for the selected Student Register Number.
  - b) If entered IA marks are entered partial, only IA marks entered subject will be displayed in exam application (Ex. If 1 candidate fails in Biochemistry, Microbiology and Pathology IA marks entered only for Microbiology and Pathology. In exam application only Microbiology and Pathology subject will be displayed).
  - c) Students who have not completed the course within six years (before the academic year 2012-13) will not be allowed to appear for the examination.
  - d) **RS1** means Revised Syllabus 1 ( Applicable from the academic year 2012-13 to 2016-17)
  - e) **RS2** means Revised Syllabus 2 ( Applicable from the academic year 2017-18 onwards)
  - f) For RS2 students, 50% of IA marks and 75% attendance are the compulsory eligibility criteria for taking the exam

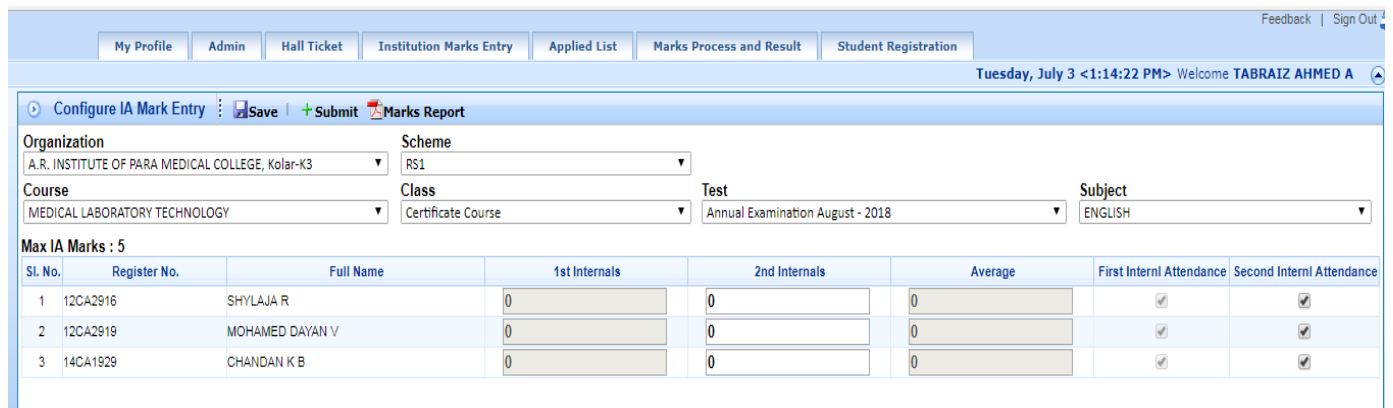
## IA Marks Entry screen for College

Click on **Institution Marks Entry**: Select **IA Marks Entry** The bellow page will be displayed to Enter the student IA marks.



The screenshot shows the 'Configure IA Mark Entry' form. The Organization is set to 'A.R. INSTITUTE OF PARA MEDICAL COLLEGE, Kolar-K3' and the Scheme is 'RS1'. The Course, Class, Test, and Subject fields are currently empty with '-- Select --' dropdown menus. The 'Max IA Marks' field shows 'No Data Exists'.

**1<sup>st</sup> Step:** Select All Drop down List According to Your **Organization**, **Scheme** (RS1 & RS2), **Course**, **Class**, **Test** (depends on Academic year), **Subject** the below page will be displayed for Entering the student IA Marks.



The screenshot shows the 'Configure IA Mark Entry' form with the following configuration: Organization: A.R. INSTITUTE OF PARA MEDICAL COLLEGE, Kolar-K3; Scheme: RS1; Course: MEDICAL LABORATORY TECHNOLOGY; Class: Certificate Course; Test: Annual Examination August - 2018; Subject: ENGLISH. Below the form is a table for entering marks for 5 students.

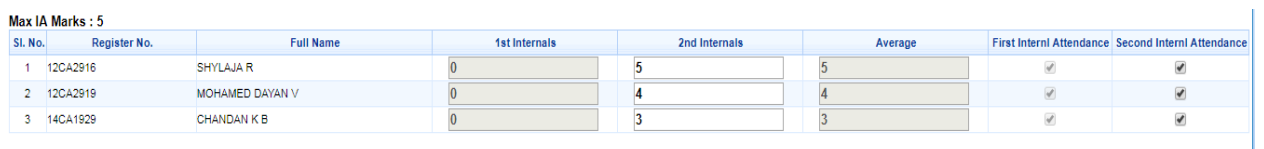
Sl. No.	Register No.	Full Name	1st Internals	2nd Internals	Average	First Internl Attendance	Second Internl Attendance
1	12CA2916	SHYLAJA R	0	0	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2	12CA2919	MOHAMED DAYAN V	0	0	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3	14CA1929	CHANDAN K B	0	0	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

According to Curriculum, IA marks has to be submitted twice in the academic year, in the month of February and in the month of June. Best one will be considered for examination.

But due to delay in providing IA marks entry screen for this academic year enter only 2<sup>nd</sup> Internals marks and that will be considered as final IA marks.

**2<sup>nd</sup> Step:** Enter **2nd Internals** Marks

- Enter **2nd Internals** marks of the student



The screenshot shows the 'Configure IA Mark Entry' form with the same configuration as above. The table below now shows marks entered for the 2nd Internals column.

Sl. No.	Register No.	Full Name	1st Internals	2nd Internals	Average	First Internl Attendance	Second Internl Attendance
1	12CA2916	SHYLAJA R	0	5	5	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2	12CA2919	MOHAMED DAYAN V	0	4	4	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3	14CA1929	CHANDAN K B	0	3	3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

- Then go to next students if the students are absent for **2nd Internals** then **Unselect that Right Mark**  and automatically **2nd Internals** text box will hide or disable as shown in below page.

Sl. No.	Register No.	Full Name	1st Internals	2nd Internals	Average	First Internl Attendance	Second Internl Attendance
1	12CA2916	SHYLAJA R	0	0	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2	12CA2919	MOHAMED DAYAN V	0	0	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3	14CA1929	CHANDAN K B	0	0	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>

- If students present **Select That Right mark** and automatically **2nd Internals** text box will Enable
- After Entering **2nd Internals** Automatically **Average** will calculated as shown in below figure.

Max IA Marks : 5

Sl. No.	Register No.	Full Name	1st Internals	2nd Internals	Average	First Internl Attendance	Second Internl Attendance
1	12CA2916	SHYLAJA R	0	5	5	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2	12CA2919	MOHAMED DAYAN V	0	4	4	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3	14CA1929	CHANDAN K B	0	3	3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

3<sup>rd</sup> Step: Click on Save then click on OK; you will get a pop up as the **IA Marks Saved Successfully**

4th Step: After entering all subjects IA marks Press on **Marks Report** print the report and submit to board along with principal signature.

IA marks entry is completed

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## EXAM APPLICATION

Click [Applied List](#): The bellow page will be displayed for Apply the Exam.

The screenshot shows the 'Applied List' page with a search bar for 'Register Number' and a 'Search' button. Below the search bar are three sections: 'Subjects List' (empty table), 'Candidate Details' (fields for Register Number, Candidate Name, Current Year, and College Name), and 'Payment Details' (field for Total Amount).

1st Step: Enter Student [Register Number](#) (only enter same college students register number whose eligible for IA marks) and Click [Search](#) button

- After Entering Student Register Student details are displayed with Name, Year and College Name.
- Subject List Also Showing on left side
- As Shown in below figure.

The screenshot shows the 'Applied List' page with search results for Register Number 12CA2356. The 'Subjects List' table is populated with one row: Certificate Course, PHYSICS, Annual Examination, Fail, and an 'Apply' checkbox. The 'Candidate Details' section shows: Register Number 12CA2356, Candidate Name NARAYAN MALAGIMANI, Current Year I Year Diploma, and College Name V.P. GALA INST. OF PHS, Gadag. A candidate photo is also displayed. The 'Payment Details' section has a 'Calculate Fees' button and a 'Total Amount' field.

Class	Subject	Last Appeared	Result	Apply
Certificate Course	PHYSICS	Annual Examination	Fail	<input type="checkbox"/>

## Payment Details

2<sup>nd</sup> Step: Go to Payment Details Click the [CaluclateFees](#) button (if you have not selected the subject then pop up will display) shown in below figure.

The screenshot shows the application interface with a navigation bar at the top containing 'My Profile', 'Admin', 'Hall Ticket', and 'Institution Mark'. Below this is a breadcrumb trail: 'Home > Applied List > Applied List'. A search bar contains '12CA2356'. A pop-up message from 'pmb.campusuite.in' says 'No Subjects Selected.' with an 'OK' button. The main content area is divided into two panels: 'Subjects List' and 'Candidate Details'. The 'Subjects List' table has columns for Class, Subject, Last Appeared, Result, and Apply. The 'Candidate Details' panel includes fields for Register Number, Candidate Name, Current Year, and College Name. Below these is the 'Payment Details' section with a 'CalculateFees' button and a 'Total Amount' field. An 'Apply' button is located at the bottom right.

- For Selecting Subject click the [Apply](#) button

Subjects List				
Class	Subject	Last Appeared	Result	Apply
Certificate Course	PHYSICS	Annual Examination	Fail	<input checked="" type="checkbox"/>

3<sup>rd</sup> Step: After Selecting the subjects, details of subjects and Amount which subjects your selected to apply will be shown under [Payments Details](#)

- If u want to [cancel](#) subjects uncheck the apply button

The 'Payment Details' section shows a table with columns: Fee Type, Description, Year, Amount, and Fine Amount. Below the table is a 'Total Amount' field and an 'Apply for Exam' button.

Fee Type	Description	Year	Amount	Fine Amount
Repeater Attempt	1 subject(s)	Certificate Course	400	0

Total Amount: 400

[Apply for Exam](#)

4<sup>th</sup> Step: Click the [Apply for Exam](#) button for Apply, if you have already applied then it shows a pop up message as "Candidate already applied" then ignore.

5<sup>th</sup> Step: Click on Download Application to download the examination application

6<sup>th</sup> Step: To edit (add / remove subject) already applied candidate Press Submit Applied List to Board in Applied list. Select Applied in the option box. Press on edit button pop up will be appear click / unclick subject you want to edit press on save button. Print the updated application using step 5<sup>th</sup>.