Internal Mark Online System -

User Manual

v. 2.1

Information Technology Cell

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Pune 411 007

For Technical queries mail us from your registered e-Mail address at-
intmarks@pun.unipune.ac.in

• Enter following URL to your browser & click on Internal Marks Portal

http://exam.unipune.ac.in/Pages/CollegeLogin.html

OR

http://intmarks.unipune.ac.in/

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Introduction

Internal marks system is made online in 2013 for Non-Engineering. Colleges And Engineering Colleges as two Separate Portals. Purpose of System was to replace manual CD based system with Web Based system.

To make things easier we have now redeveloped new integrated single system for all type of colleges. We have tried best to accommodate good features of old systems with specific focus on integration, security and user friendliness.

In new System we added specific focus that *all marks entry related work has to be done by teachers* themselves and college users should be able to access only reports for the same. Therefore, we have divided system in role-based manner of Principal, HOD, BOS Chairman, Subject Chairman, Practical Co-ordinator, Internal Examiner, External Examiners etc.

Detailed flow of system, user wise access are explained in this document, please go through the full document before starting online work.

NEW SYSTEM REQUIRES EACH TEACHERS VALID TEACHER PROFILE WITH ACTIVE USERNAME AND PASSWORD TO DO TASKS ASSIGNED TO THEM. TEACHER PROFILE ACCOUNT MEANS BCUD TEACHER PROFILE.
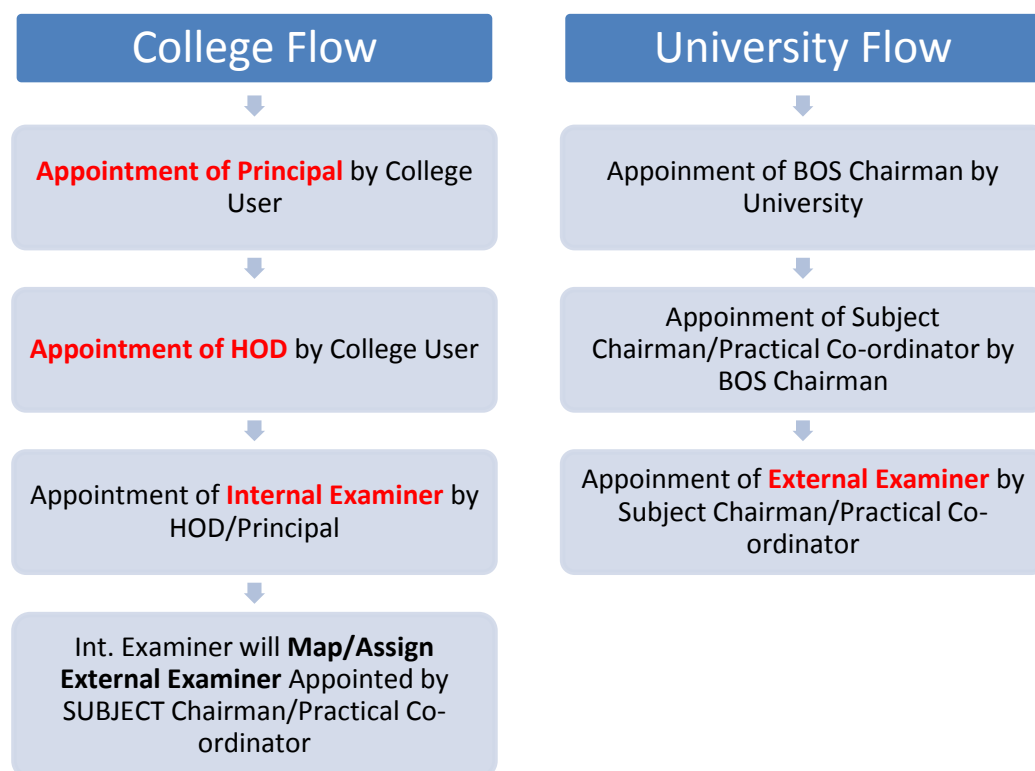
For THE Teachers who have forgotten their passwords, they can use the link given on bcud.unipune.ac.in under teacher login.

Roles and Responsibilities

Roles Definition

Sr.	Role Name	Description
1	College	These are regular **College** users who will be able to access the system using PUNCODE e.g. (CAAP015230)
2	Principal	These are **College Principal /Institute Directors** with Valid basic Teacher Profile Username & password, where examination is going to be conducted
3	HOD	These are **Head of the Each department in the College** with Valid basic Teacher Profile Username & password
4	BOS Chairman	These are **Elected Board of Studies Chairman of university** with Valid basic Teacher Profile Username & password
5	Subject Chairman/ Practical Co-ordinator	These are **Appointed teachers by BOS Chairman** at start of each examination session with valid basic Teacher Profile Username & password
6	Internal Examiner	**Teacher (belonging to same college)** with valid basic Teacher Profile Username & password **appointed by HOD/Principal** for evaluation of Students. **Marks entry will be done by these users**
7	External Examiner	**Teacher (belonging to any other college)** with valid basic Teacher Profile Username & password **appointed by Subject Chairman/Practical Co-ordinator** for evaluation of Students. Marks entry done by Internal examiner need to be verified/confirmed by these users

Appointment Flow

College Flow

Appointment of Principal by College User
↓
Appointment of HOD by College User
↓
Appointment of **Internal Examiner** by HOD/Principal
↓
Int. Examiner will **Map/Assign External Examiner** Appointed by SUBJECT Chairman/Practical Co-ordinator

University Flow

Appoinment of BOS Chairman by University
↓
Appoinment of Subject Chairman/Practical Co-ordinator by BOS Chairman
↓
Appoinment of **External Examiner** by Subject Chairman/Practical Co-ordinator

Role wise Responsibilities

College
- These are users with PUNCODE as Username
- **Verify/Add Principal** to enable the Principal do his tasks. This Page only displays Principal /Director Record present in Affiliation, All you have do to verify and approve it
- **Appoint HOD**: Add subject-wise HOD for All subjects. Principal can be appointed as HOD for one or More Subjects
- **Add Additional Seat Numbers** of whose seat numbers are not present in HALL tickets /Admit Cards due to various issues e.g. Exam Forms with super late fees. (*This is similar to forceful entry which was present in earlier system*)
- Print reports (if required) of Final Marks Entry

Principal
- These are teachers with valid teacher profile having active username and password and Added by College users
- Principal has to use his own teacher profile username and password for performing duties on this portal
- **Create Batches:** If there are More than one Internal Examiner or More than one External Examiner for same subject, teacher has to create batches based on seat numbers. If there is no such condition then, Just **Click on Create Single batch for Each Subject button** and One default batch will be created for each subject. Please remember **without creating batches you will not be able to appoint internal examiners**
- **Appoint Internal Examiner:** Ideally HOD should only appoint Internal examiner but in case there is no HOD for certain subject , Principal Can add internal examiner by himself. Additionally Principal can Appoint himself as Internal Examiner for one or More Subjects

Head of Department (HOD)
- These are teachers with valid teacher profile having active username and password and Appointed by College user
- HOD has to use his own teacher profile username and password for performing duties on this portal
- **Create Batches:** If there are More than one Internal Examiner or More than one External Examiner for same subject, teacher has to create batches based on seat numbers. If there is no such condition then, Just **Click on Create Single batch for Each Subject button** and One default batch will be created for each subject. Please remember **without creating batches you will not be able to appoint internal examiners**
- **Appoint Internal Examiner:** HOD will add internal examiner for all subjects in *batch wise manner*, assigned to him by principal. HOD can Appoint himself as Internal Examiner for one or More Subjects

BOS Chairman

- These are teachers with valid teacher profile having active username and password and Added by University Online Team
- BOS Chairman has to use his own teacher profile username and password for performing duties on this portal
- Appoint Subject Chairman/Practical Co-ordinator for each subject.

Subject Chairman/Practical Co-ordinator

- These are teachers with valid teacher profile having active username and password and Appointed by BOS Chairman
- Subject Chairman/Practical Co-ordinator has to use his own teacher profile username and password for performing duties on this portal
- Appoint External Examiners for each subject/college.

Internal Examiner

- These are teachers with valid teacher profile having active username and password and Appointed by HOD/Principal
- Internal Examiner has to use his own teacher profile username and password for performing duties on this portal
- Principal/HOD can appoint themselves as internal examiner if there is a such scenario
- **Add Absentee/NOT APPLICABLE/Detained :**
    - Add absentee : Mark Seat number who were absent for examination
    - Not Applicable: Mark students seat number whose evaluation not to be done, however system is showing his/her seat number un-necessarily. Please be sure before using this option.
    - Detained : Mark Student who has been detained by college
- **Mark Entry:** Add students evaluation result in system(i.e. entry of Marks/Grade). Before Starting Marks entry Please Add absentee/Not Applicable /Detained Students in earlier page
- **Preview:** Before Confirming Complete entry you can download Preview Report to verify that data entry made is accurate
- **Confirm:** Once you are sure ALL Evaluation Mark Entry of said subject is completed, click on confirm button. Please be sure once you click on confirm, data entry made will be locked and will NOT be available to edit again. Additionally **If You fail to click on this confirm button** then such evaluation **will not be accepted** by university for Result Processing. Also in case where external need to approve the marks will not be able to view the marks.
- **Assign External Examiner:** After subject chairman/practical co-ordinator Appoints external examiner then **internal examiner has to choose external examiner** for each of batch of subjects assigned to him. Internal examiner can select external examiner only if Subject/Chairman/Practical Co-ordinator Has appointed him/her for said college/exam/subject

External Examiner

- These are teachers with valid teacher profile having active username and password and Appointed by HOD/Principal
- External Examiner has to use his own teacher profile username and password for performing duties on this portal
- External Examiner can start his work only Internal Examiner assigns him to particular batch.
- **Marks Entry:** View marks entry made by internal & if required can make correction in it.
- **Confirm:** Once you are sure ALL Evaluation Mark Entry of said subject is completed, click on confirm button. Please be sure once you click on confirm, data entry made will be locked and will NOT be available to edit again. Additionally **If You fail to click on this confirm button** then such evaluation **will not be accepted** by university for Result Processing.

About Teacher Profile

- Every teacher participating in this system need to have their valid Profile with active username and password
- If there are visiting teachers in your college who doesn't have teacher profile , please ask them to create one on bcud.unipune.ac.in
  _http://bcud.unipune.ac.in/TeacherDB/VisitingTeacher/VT_SignUp_New.aspx_
  This Visiting Profile can be used by single teacher in multiple colleges
- In this new system lot of times for various appointments, **Teacher ID** has been requested. Please remember This Teacher ID is your username starting with **52000XXX, 5123###.**
- **I**f you have forgotten your username, please ask your college staff to login into BCUD.unipune.ac.in with PUNCODE ---THEN ----TEACHER PROFILE. Here all teachers' usernames are displayed.
- If you haven't created Teacher Profile till date please create one in your college
- If you have forgotten your Password please use **Teacher forgot password** link on **http://bcud.unipune.ac.in/root/Login.aspx** to reset the password
- Also for Appointments purpose Principal/HOD/BOS chairman/SUBJECT Chairman/Practical Co-ordinator all these people need to search teacher either by Teacher ID or Teachers Mobile number in from BCUD TEACHER PROFILE. Therefore it is requested please update mobile number is teacher profile.

About Principal/Director Profile/Name

- Every College/Institute need to have his Principal /Director Information updated in college profile on bcud.unipune.ac.in
- Additionally this appointed Principal/Director even if he is "Acting" need to have Valid Teacher Profile associated with him
- As College profile system has been started way before Teacher Profile, there might be cases where **Name of Principal is not linked with valid Teacher Profile**. In such cases college user **CAN NOT APPOINT/VERIFY Principal** for internal marks system. In such scenario college has to make change principal/director request from http://bcud.unipune.ac.in, College Profile system. While submitting request please select valid Teacher Profile for Principal

All About Marks/Grade entry /Evaluation

This Section explains details of marks entry, rules, processes etc.

Important Process Terms

Create Batch

- This is important function of system. Complete evaluation , Internal examiners Appointment is based on this batch ID
- **This feature is accessible to Only Principal/HOD**
- This feature is specifically added for colleges where there are more than one internal/external examiners (Teachers) for same subject.
- Please be noted that this **batch word is not at all related to your examination batches** (e.g 20 students batch etc)
- If you don't need more than one Teacher as internal /external examiner please use option "**CREATE Single BATCH for All subjects** " in Create batch page

Assign External Examiner

- This feature is used by internal examiner.
- Usually Subject chairman/Practical Co-ordinators appoint External examiners way before exam start date. In such Scenarios College HOD/Principals may not have created batches yet because it is solely dependent on hall tickets data in system. Therefore Subject Chairman/Practical Co-ordinator appoint one or more external examiners for each subject/college without batch consideration
- Now it's internal examiners job to assign external examiner appointed in manner explained in above step. Here internal cannot make choice of external examiner outside the scope of choices given by subject/chairman/practical co-ordinator for said subject/college

Preview

- This Feature is available to internal/external examiner
- Here examiner can download **PDF preview copy** of marks data entry before he click on confirm button.
- There is no limit on how many times you can download this copy
- Make sure as evaluator you should use this copy before you click on confirm button

Confirm

- Confirm is action taken by evaluator that indicates complete of evaluation on his part
- Once evaluator clicks on confirm button marks will be locked for editing but he can download the reports for same and Data will be made for next evaluation
- This feature is available to Internal/External examiners only. In case there is certain scenario (Defined by university rules about conduction of examination) if college need to verify and approve marks given by external, College Principal/Director will have access to this feature
- There are major three types of confirm rules as explained below
  - Internal Examiner Confirms marks & Submitted to University
  - Internal Examiner confirms marks →External Examiner Confirms Marks & Submitted to university
  - Internal Examiner confirms marks →External Examiner Confirms Marks→ College Principal/Director Confirms Marks & Submitted to university
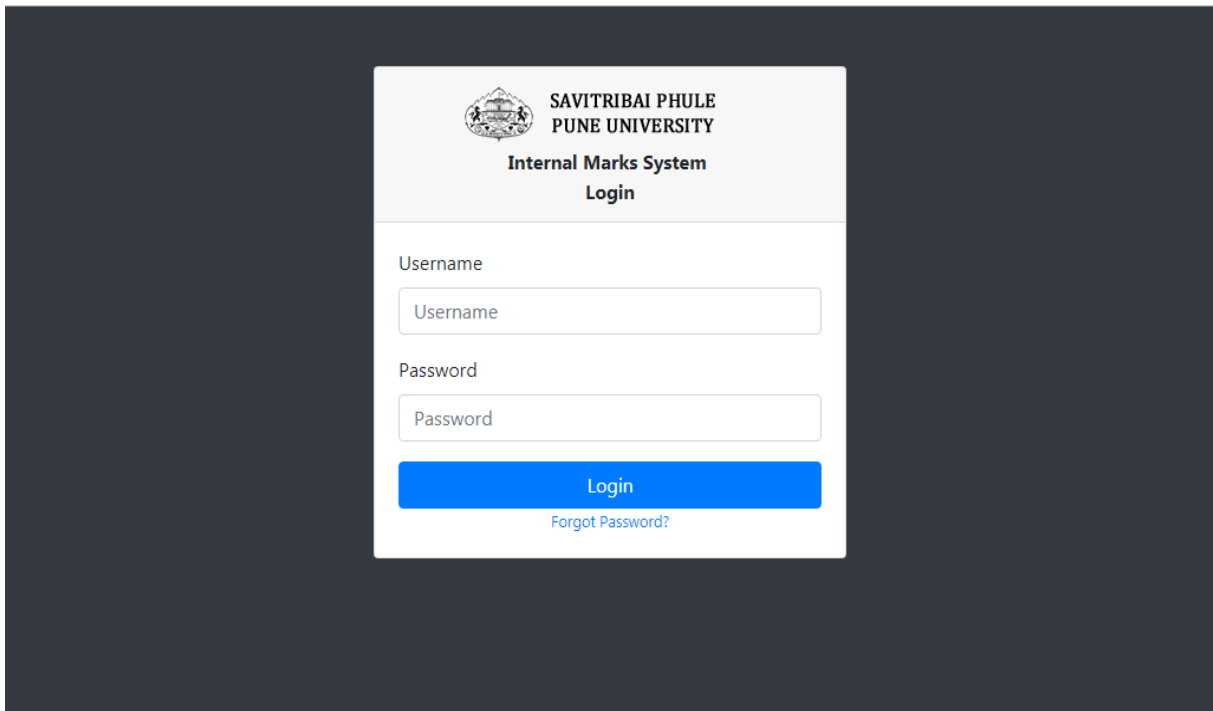
Process @College/Examination Centre

College Logs in	HOD /Principal Logs in
Verify/Add Principal	HOD/Principal Create Batches For each subject
Appoint HOD for each subject	Appoint Internal Examiner for Each Batch
Add Additional seat numbers which are not present in system	
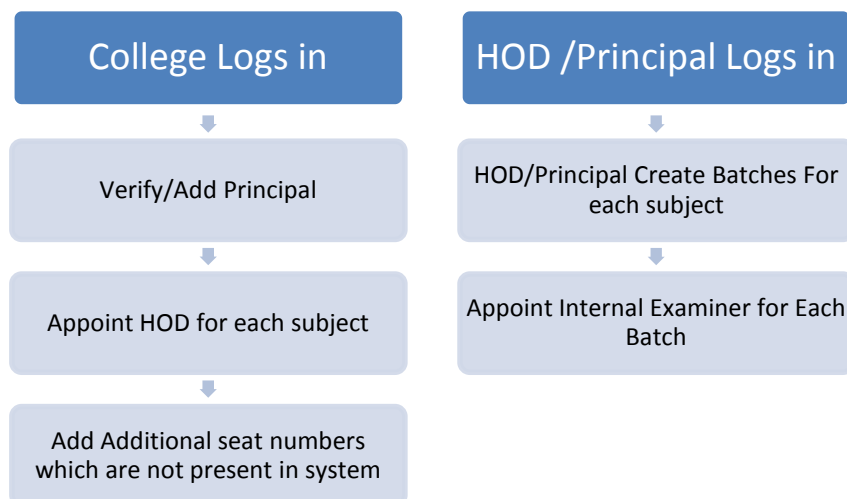
Process of Internal/External Examiners

Internal Examiner Logs in	External Examiner Logs in
View Appoineted Subject Batches	View Appointed Subjects/Batches/Colleges
First Add Absentee/NOT Applicable/Deatined seat numbers	View Subjects Confirmed by internal Examiner, if required correct the marks
Go to Add/Edit evaluation , Make data entry	Preview Marks Entry
Preview Marks Entry made	I If All entry valid click on Confirm button
If All entry valid click on Confirm button	Marks will get submitted to university . PROCESS COMPLETE
If Subjects does not required external examiner evalutaion , Marks will get directly submitted to university . PROCESS COMPLETE	
Assign External Examiner if required	

- First Login using college Puncode as Username

SAVITRIBAI PHULE
PUNE UNIVERSITY

Internal Marks System
Login

Username

Username

Password

Password

Login

Forgot Password?

UI for College

- Click on Add Principal Menu
    - Verify Teacher and click on check box then submit it.

- Add HOD Appointment –
- Select Teacher, Faculty, BOS, Department, Pattern it will show subject list below t
- Choose subject from list click on checkbox and submit it.

- After submit, it will show added HOD List.

- After that user can view assign subject to HOD using View button.
  Also remove facility is there.

- Additional seat no entry:-

UI for Principal / HOD

- Create Batch:-
- Login into Principal / HOD then this option will resume.
- Create single batch for each subject

- Select Pattern, Subject, Paper type it will show student count, select seat no range like (All / Batch wise), if select All then directly create one batch of student count, click on submit.

- Select Batch wise option it will show three more option (Random/By series/ By Selection)
- If select Random option then choose seat no and create batch.
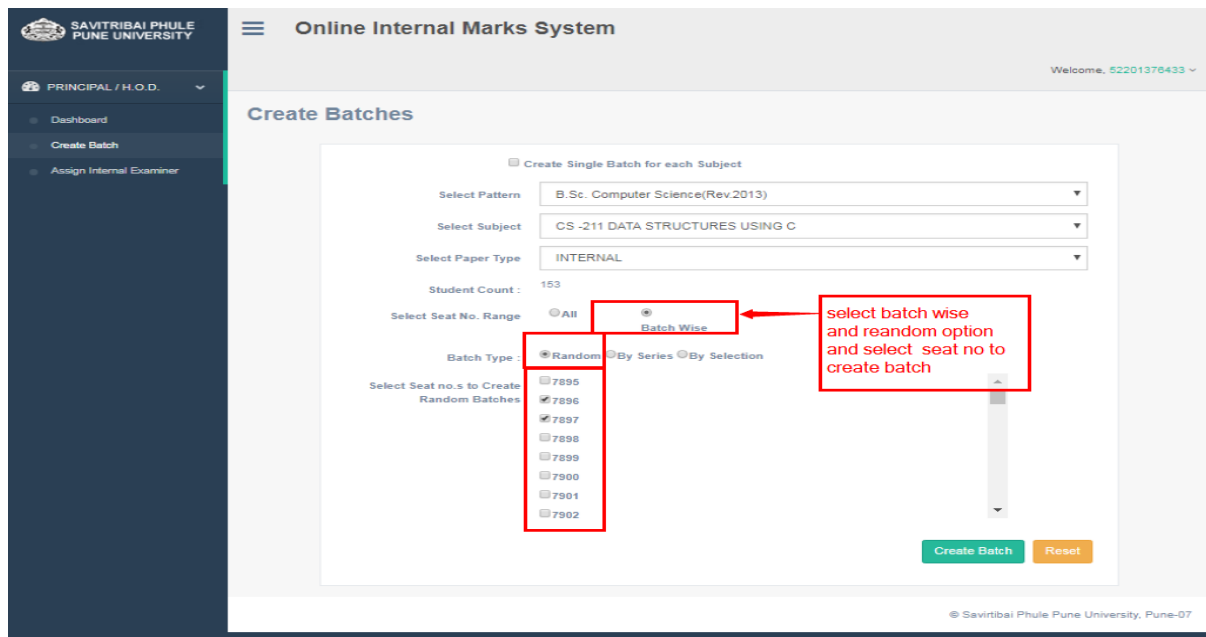
- Select By Series – it will ask for how many batches create?
- Enter no of batches count like Click on create batch button.
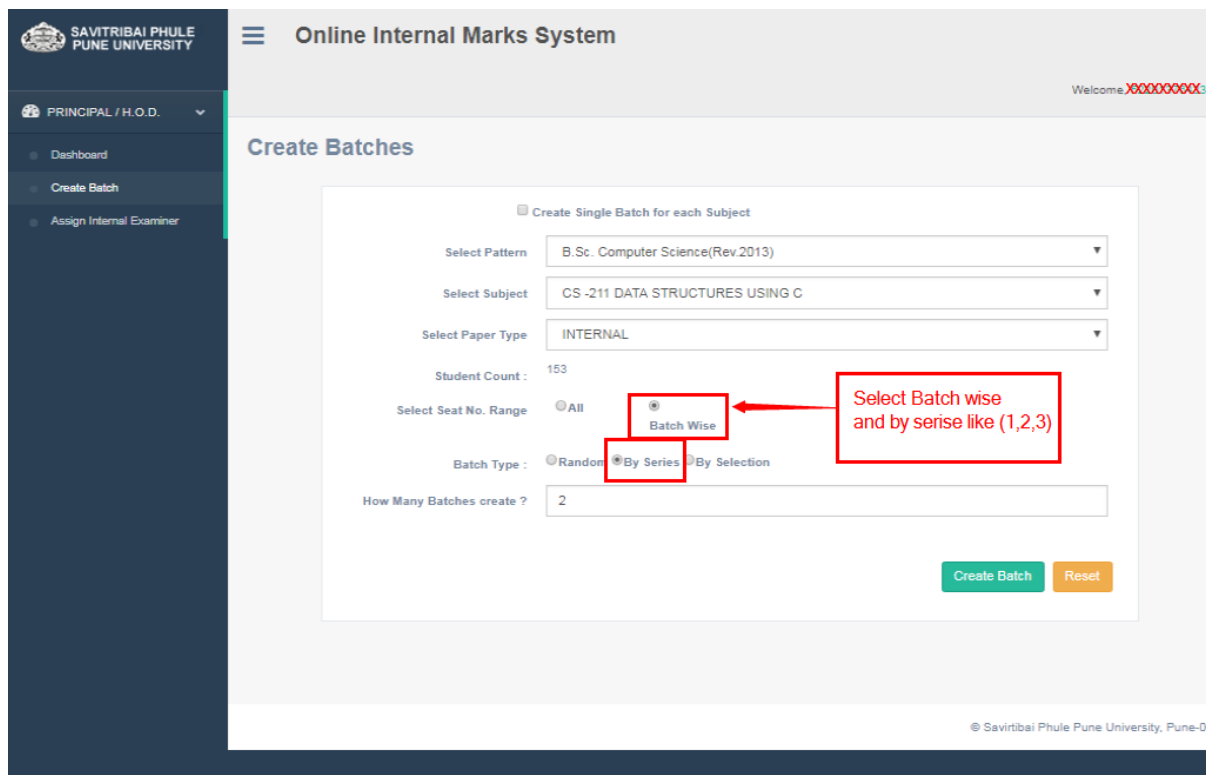
- Select option By Selection :-
- Select range of seat no From – To list box and click on create batch button
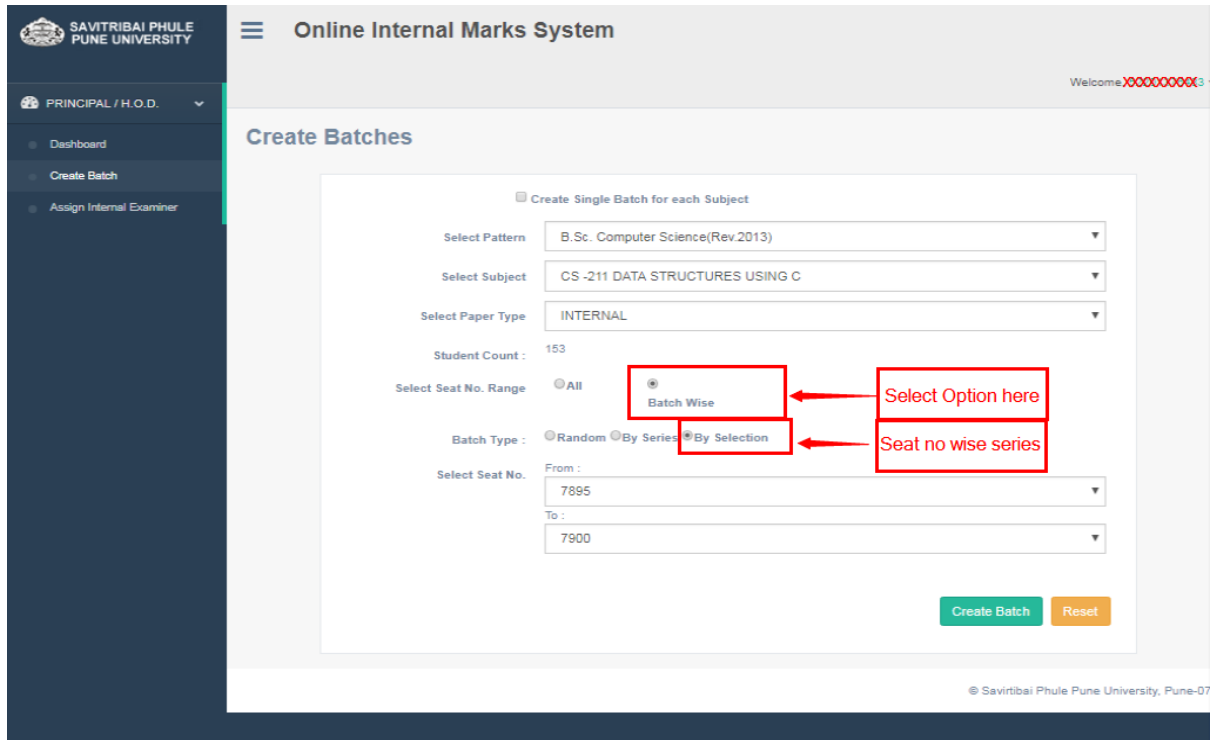
- Add Internal Examiner
- Appointment of Internal Examinar – Select Pattern, Teacher name and verify teacher details and click on show batches to appoint then it will show batch details , enter dates of exam and click on appoint button.
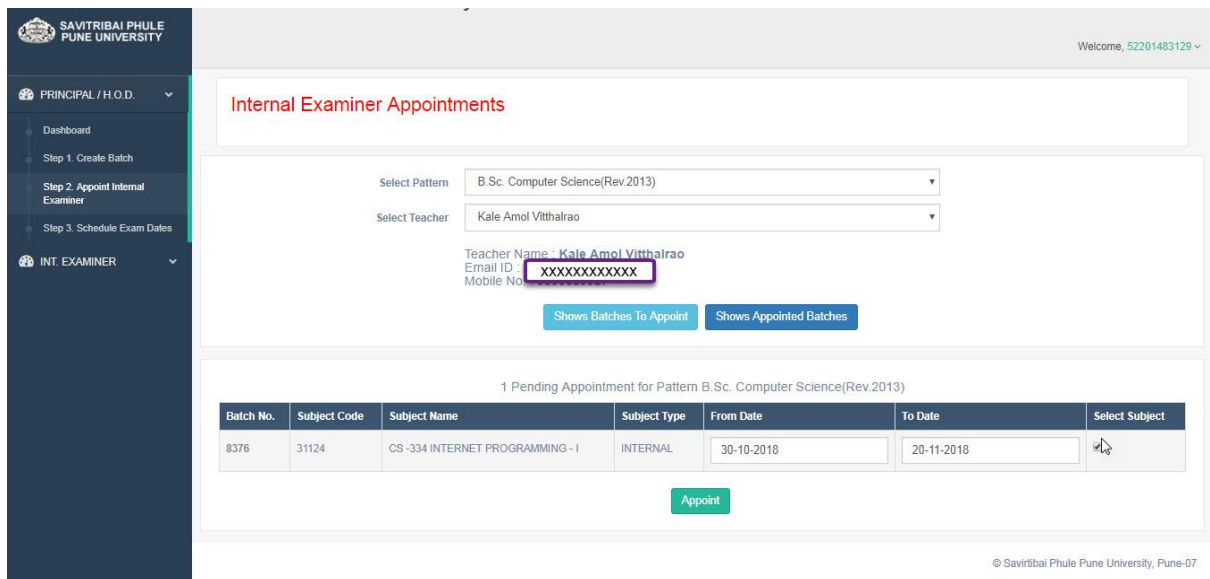
Schedule Exam Dates of Appointed Teachers

Online Internal Marks System

Welcome, 52198702427 ⌄

PRINCIPAL / H.O.D. ⌄
- Dashboard
- Step 1. Create Batch
- Step 2. Appoint Internal Examiner
- Step 3. Schedule Exam Dates

INT. EXAMINER ⌄

Schedule Exam Dates of Appointed Teachers

Teacher UID	Batch No.	Subject Details	From Date	To Date	Click to Save
52198702427	42027	SIGNALS & SYSTEMS (Code : 204181) Sub.Type TW	29-10-2018	03-11-2018	Save
52201797462	42037	ELECTRONIC DEVICES & CIRCUITS (Code : 204182) Sub.Type PR	31-10-2018	31-10-2018	Save
52198702427	42043	ELECTRIC CIRCUITS & MACHIN (Code : 204183) Sub.Type TW	27-10-2018	03-11-2018	Save
52201794139	42045	DATA STRUCTURES & ALGORITHMS (Code : 204184) Sub.Type OR	25-10-2018	25-10-2018	Save

UI for Internal Examiner

- For Mark entry Login into Internal Examiner Profile.
- Internal Examiner Dashboard

- Click on Add Absentee Entry Menu and select your appointed college, Pattern, Subject, Paper type, Batch no and enter seat no click on search button. It will show the student information.

- Validate student info and click on option (Absent/Not Applicable / detained) and save it.

- The list of (Absent/Not Applicable / detained) students will be display from where you can remove the student.

- Click on Mark Entry Menu and select your role. It will show the list of subject for which you are appointed as role you have selected.

- Click on Add /Edit Marks button to add and edit marks of student.

This will show the subject you selected. Click show student list for mark entry

- Here you can enter student' marks. Click Save and Next button to save student's marks and fetch list of next student.

UI for Subject chairman

- External Appointment: -.
- Step 1. Please enter Teacher name / mobile no / email / puncode or college name then click on search button
- Step 2. Select pattern, subject and its type then click on "show batches to appoint" button to appoint teacher as external.

- Step 3. Copy above teacher UID and then paste against college, check out check box and click on appoint button below.