User Manual for Contact Class Management by Colleges

College can choose the students who are eligible for contact classes, register them for the courses and then map them to the corresponding faculty members. After that the college can submit the registration and make the fee payment to the University.

Course Registration and Faculty Mapping

• Go to **Exam->Exams**

	APJ Abdul Kalam Technol	ogical University Welcome NSS COLLEGE OF ENGINEERING	C Change Password	Settings	එ Logout
	End Sem Exam Registration				
A	Exams	Exam Definitions			
1	Student Attendance/Internals	Academic year Program Program Type			
⊞	Student Exam Eligibility	2018 - 2019 B.Tech -Select-			•
1	Observer Attendance	Exam Type -Select-			
:=	List Malpractice Students				
	Exam Time Table/Hall Ticket	B.Tech S1 (R,S) Exam Dec 2018			
	Summer Classes	Exam Type Semester Type Academic year End Semester/Honours Odd 2018 - 2019			
ø	Summer Class Eligibility	Exam View:Register Exam Courses Absentees:Malpractice Evaluation by College Revaluation Registered Revaluation Re	gistered (Honours)	Answer Script C	ору
Q	Revise Lab Internal				
1	Project Work	B.Tech S3 (R,S) Exam Dec 2018			
1	Observers	Exam Type Semester Type Academic year End Semester/Honours Odd 2018 - 2019			
ß	Internal Improvement	Exam View Register Exam Courses Absentees Malpractice Evaluation by College Revaluation Registered Revaluation Re	gistered (Honours)	Answer Script C	ору
	Reports				
		B.Tech S5 Exam Dec 2018			

• Against the exam definition, click View/Register Exam Courses -> Register button

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	View/R	egister Exam Courses	Attendance Sheet Absentees/Malpractice Eval	luation by College Revaluation Regist	tered Revaluation Registered	t (Honours)
	B.Tech S7 (S) Exam	May 2019				
	Exam Type	Semester Type	Academic year			
	Supplementary	Odd	2018 - 2019			
	View/R	egister Exam Courses	Attendance Sheet Absentees/Malpractice Eval	luation by College Revaluation Regist	tered Revaluation Registered	i (Honours)
	B.Tech S5(S)Exam	uly 2019				
	Exam Type	Semester Type	Academic year			
	Supplementary	Odd	2018 - 2019			
	View/R	egister Exam Courses	Attendance Sheet Absentees/Malpractice Eval	luation by College Revaluation Regist	tered Revaluation Registered	i (Honours)
	B.tech Contact Clas	s Exam 2019				
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	Contact Class Exam	Odd	2018 - 2019			
	View/R	egister Exam Courses	Attendance Sheet Absentees/Malpractice Eval	luation by College Revaluation Regist	tered Revaluation Registered	d (Honours)
	Sep	4, 19-Sep 29, 19 Exan	Registration (B.tech Contact Class Exam) Reg	gister Registered Students		
		Сору	ight ©APJ Abdul Kalam Technological University 2	2014.		

• Select the student and then the two level faculty members against the course for which contact class is applicable.

	APJ Abdul Kalam Technol		Tech Contact cla	acc Exam 2019					
1	Observer Attendance	Program	m	Program Type	Exam Type	Academic Year	Month/Year		
	Exam Time Table/Hall Ticket	B.Tech	(Full Time	Contact Class Exam	2018 - 2019	September/2019		
	Summer Classes	Bran	ich						
z	Summer Class Eligibility	EL	ECTRONICS & CC	DMMUNICATION ENG	a •				
Q	Revise Lab Internal	Studen	t Name						
1	Project Work								
1	Observers	Slot	Course Name		Faculty One	Faculty Two	Valuation type	Appearing chance	Fee
Ь	Internal Improvement	С	OPTICAL COMMU	NICATION(EC405)			Valuation by university	1	200.00
~	Reports							Tota	200.00
					rom fee payment for the first 2 cha at SC/ST/OEC student fee exemp			paid by the college after Verified / Fee coll	
								~ 5	ubmit

• Check the Verified/Fee Collected check box to complete the course registration and mapping for the selected student.

	List Malpractice Students	D T	ech Contact clas	s Exam 2019					
	Observer Attendance	Program		Program Type	Exam Type	Academic Year	Month/Year		
	Exam Time Table/Hall Ticket	B.Tech		Full Time	Contact Class Exam	2018 - 2019	September/2019		
	Summer Classes	Branci	h						
C.	Summer Class Eligibility	ELE	CTRONICS & COM	MUNICATION ENGG	-				
Q	Revise Lab Internal	Student I	Name						
1	Project Work								
1	Observers	Slot Co	ourse Name		Faculty One	Faculty Two	Valuation type	Appearing chance	Fee
	Internet Incoment	E PI	RINCIPLES OF MAI	NAGEMENT(HS300)	State and the second second	any formed capacity	Valuation by university	1	200.00
	Internal Improvement							Total	200.00
	Reports				fee payment for the first 2 chanc C/ST/OEC student fee exemption			ald by the college after Verified / Fee colle	-
								✓St	ıbmit

• Submit the registration and make fee payment to the University.

Attendance/Internals Entry and Submission

Attendance/Internals are to be entered by the faculty and submitted by college.

Steps to be followed by the Faculty

• Go to Exam->Contact Class Internal Attendance

	APJ Abdul Kalam Technol	ogical University				Welcome SRUTHI N	C Change Password	🖒 Logout
	Exam Management	Dashboard Academics	Student Exam Research	Valuation				
1	Observer Diary	_						_
>\$	Evaluation by College (Mark Entry)	Contact class Internal/At	tendance					
Ø	Contact Class Internal/Attendance	Academic Year		Program		Program Type		
1	Project Work	-Select-	-	-Select-	-	-Select-		-
ıС	Internal Improvement	Exam -Select-						
	Reports							
							🗸 Sear	rch
		No records found.						
		0 items found, displaying 0	to 0.					

• Faculty can search for mapped students using academic year and exam definition filter

APJ Abdul Kalam Technolog Hoject Hone C Internal Improvement Reports	gical University Exam B.tech Contact Class Exa	m j					Welcome SRUTHI N	C Change Passwo	rd 😃 Logo
	Student	Course	Attendance (%)	Internal Marks	Committee Marks	Eligibility	In Eligibility Type	✓ S	earch Action
	NSS15EC040 - JASILUDHEEN K. T	PRINCIPLES OF MANAGEMENT (HS300)	55.0	43.0		No	Less Attendance	Submitted by college	
	NSS15IC044 - RAHUL T M	INDUSTRIAL INSTRUMENTATION I (IC307)	85.0	44.0		Yes		Submitted by college	
	NSS15EC014 - ANJANA. D	MICROPROCESSORS & MICROCONTROLLERS (EC305)							Save
	3 items found, displaying 1 to	3.						<< < 1	> >>
		Copyright ©AF	PJ Abdul Kalam Te	chnological Univers	sity 2014.				

• Faculty can enter the attendance and internal marks and committee marks (if provided) and click on Save button to save the data

Contact Class Internal/Attendance Program Program Type Project Work 2018 - 2019 B. Tech Full Time Image: State in the state									
Student Course Attendance (%) Internal Marks Committee Eligibility In Eligibility Type Status Action NSS15EC040 - JASILUDHEEN K. T MANAGEMERIT (HS300) 55.0 43.0 No Less Attendance Submitted by college College Internal Marks Yes Submitted by college Submitt	Contact Class Internal/Atte	Academic Year		Program		Prog	ıram Type		
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NSS15IC044 - HAHUL T M INSTRUMENTATION I (IC307) MICROPROCESSORS & MICROPROCESSORS & New Save		NSS15EC040 -	PRINCIPLES OF MANAGEMENT (HS300)					Submitted by	Actio
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NSS15EC014 - ANJANA. D MICROCONTROLLERS 85.0 45.0 Yes New		NSS15EC040 - JASILUDHEEN K. T	PRINCIPLES OF MANAGEMENT (HS300) INDUSTRIAL INSTRUMENTATION I	55.0	43.0	No		Submitted by college	Actio
		NSS15EC040 - JASILUDHEEN K. T	PRINCIPLES OF MANAGEMENT (HS300) INDUSTRIAL INSTRUMENTATION I (IC307)	55.0	43.0	No		Submitted by college	

• If the data is saved at least once, the **Submit** button will appear. Click on it to submit the data to the college. After submission, the data cannot be edited unless revoked by the college.

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roject Work	2018 - 2019	- -	B.Tech			FL	ull Time		
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eports	B.tech Contact Class Exa	m j							
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	Student	Course	Attendance (%)	Internal Marks	Committee Marks	Eligibility	In Eligibility Type	Status	Acti
	NSS15EC040 - JASILUDHEEN K. T	PRINCIPLES OF MANAGEMENT (HS300)	55.0	43.0		No	Less Attendance	Submitted by college	
		INDUSTRIAL						Submitted by	
	NSS15IC044 - RAHUL T M	INSTRUMENTATION I (IC307)	85.0	44.0		Yes		college	
		MICROPROCESSORS &						Submitted by	
	NSS15EC014 - ANJANA. D	MICROCONTROLLERS (EC305)	85.0	45.0		Yes		faculty	
	3 items found, displaying 1 to	3.						<< < 1	>

Steps to be followed by the College

• Go to Exam->Contact Class Internal Attendance

V	APJ Abdul Kalam Techno	logical Unive	ersity						Welcome	NSS COLLE	GE OF ENG	INEERING	C Change Password	Settings	එ Logo
	Exam Management	Dashboard	Affiliation	Academics	Student	Acade	emic Auditing	Exam	Result	Research	Valuation	Revaluatio	n		
	End Sem Exam Registration	_													
ħ	Exams	Contact cla	ass Internal/	Attendance											
1	Student Attendance/Internals	Academic	Year				Program					Program Type			
≣	Student Exam Eligibility	-Select-				•	-Select-				•	-Select-			-
1	Observer Attendance	Exam -Select-				•	Entry Facult	iv.				Status -Select-			-
	List Malpractice Students							.,							
	Exam Time Table/Hall Ticket													🗸 Sear	ch
	Summer Classes														
C.	Summer Class Eligibility	No records	found.												
	Contact Class Internal/Attendance	0 items four	nd, displaying	0 to 0.											
Q	Revise Lab Internal														
1	Project Work														
1	Observers														
ß	Internal Improvement														

• College can filter the students using academic year, exam definition and mapped faculty

Observer Attendance	Exam		Fa	iculty			Status			
	B.tech Contact Class Ex	am	• E	ntry Faculty			-Sele	ct-		-
List Malpractice Students										
Exam Time Table/Hall Ticket										Search
Summer Classes										
Summer Class Eligibility	Student	Faculty	Course	Attendance (%)	Internal Marks	Committee Marks	Eligibility	In Eligibility Type	Status	Action
Contact Class Internal/Attendance Revise Lab Internal	NSS15EC040 -	SRUTHI N (KTU- F38790)	PRINCIPLES OF	55.0	43.0		No	Less Attendance	Submitted by college	
Project Work Observers	NSS15IC044 - RAHUL T M			85.0	44.0		Yes		Submitted by college	
Internal Improvement	NSS15EC014 - ANJANA. D	N (KTU-	MICROPROCESSORS & MICROCONTROLLERS (EC305)	85.0	45.0		Yes		Submitted by faculty	Revoke
Reports	3 items found, displaying 1 to	3.							<< < 1	> >>
										Submit

• Click on the Revoke button to **Revoke** the data back to the mapped faculty

	Student Attendance/Internals	Academic Year		P	rogram			Program	т Туре		
≣	Student Exam Eligibility	2018 - 2019		-	B.Tech			Full Ti	ime		
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	Summer Classes										Search
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	Contact Class Internal/Attendance	NSS15EC040 -	SRUTHI	PRINCIPLES OF						Submitted by	
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ι	Nevise cas incentar		CDUITU	INDUSTRIAL		44.0		Yes		Submitted by	
L	Project Work	NSS15IC044 - RAHUL T M	N (KTU-	INSTRUMENTATION I	85.0	44.0				college	
L		NSS15IC044 - RAHUL T M	N (KTU- F38790)			44.0				college	

• Check on the records to be submitted and click on **Submit** button to submit the checked records to university.

I List Malpractice Students I List Malpractice Students II List Malpractice Students II List Malpractice Students II Exam Time Table/Hall Ticket II Summer Classes Summer Classe Eligibility II Contact Class Internal/Attendance Revise Lab Internal Project Work Internal Improvement Reports Batent Gurde displaying 10 3	2	Observer Attendance	Exam		Fa	aculty		Status			
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NSS15IC044 - RAHUL T M	N (KTU-	INSTRUMENTATION I	85.0	44.0		Yes		Submitted by college	
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• Click on The **Export XLS** button to export the list to an excel file. Only the submitted (to university) entries will appear in the exported file.

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