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**

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

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

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

- 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**

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

- Faculty can enter the attendance and internal marks and committee marks (if provided) and click on S**ave** button to save the data

Welcome SRUTHI N ⟳ Change Password ⏻ Logout

- Evaluation by College (Mark Entry)
- Contact Class Internal/Attendance
- Project Work
- Internal Improvement
- Reports

Contact Class Internal/Attendance

Academic Year	Program	Program Type
2018 - 2019	B.Tech	Full Time

Exam
B.tech Contact Class Exam

✔ Search

Student	Course	Attendance (%)	Internal Marks	Committee Marks	Eligibility	In Eligibility Type	Status	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)	85.0	45.0		Yes		New	Save Submit

3 items found, displaying 1 to 3.

<< < 1 > >>

- 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.

Welcome SRUTHI N ⟳ Change Password ⏻ Logout

- Contact Class Internal/Attendance
- Project Work
- Internal Improvement
- Reports

Academic Year	Program	Program Type
2018 - 2019	B.Tech	Full Time

Exam
B.tech Contact Class Exam

✔ Search

Student	Course	Attendance (%)	Internal Marks	Committee Marks	Eligibility	In Eligibility Type	Status	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)	85.0	45.0		Yes		Submitted by faculty	

3 items found, displaying 1 to 3.

<< < 1 > >>

Steps to be followed by the College

- Go to **Exam->Contact Class Internal Attendance**

Exam Management

- End Sem Exam Registration
- Exams
- Student Attendance/Internals
- Student Exam Eligibility
- Observer Attendance
- List Malpractice Students
- Exam Time Table/Hall Ticket
- Summer Classes
- Summer Class Eligibility
- Contact Class Internal/Attendance
- Revise Lab Internal
- Project Work
- Observers
- Internal Improvement

Dashboard   Affiliation   Academics   Student   Academic Auditing   Exam   Result   Research   Valuation   Revaluation

Contact class Internal/Attendance

Academic Year	Program	Program Type
-Select-	-Select-	-Select-
Exam	Faculty	Status
-Select-	Entry Faculty	-Select-

✔ Search

No records found.

0 items found, displaying 0 to 0.

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

- Observer Attendance
- List Malpractice Students
- Exam Time Table/Hall Ticket
- Summer Classes
- Summer Class Eligibility
- Contact Class Internal/Attendance
- Revise Lab Internal
- Project Work
- Observers
- Internal Improvement
- Reports

Exam	Faculty	Status
B.tech Contact Class Exam	Entry Faculty	-Select-

✔ Search

Student	Faculty	Course	Attendance (%)	Internal Marks	Committee Marks	Eligibility	In Eligibility Type	Status	Action
NSS15EC040 - JASILUDHEEN K. T	SRUTHI N (KTU-F38790)	PRINCIPLES OF MANAGEMENT (HS300)	55.0	43.0		No	Less Attendance	Submitted by college	
NSS15IC044 - RAHUL T M	SRUTHI N (KTU-F38790)	INDUSTRIAL INSTRUMENTATION I (IC307)	85.0	44.0		Yes		Submitted by college	
NSS15EC014 - ANJANA. D	SRUTHI N (KTU-F38790)	MICROPROCESSORS & MICROCONTROLLERS (EC305)	85.0	45.0		Yes		Submitted by faculty	Revoke ☐

3 items found, displaying 1 to 3.

<<   <   1   >   >>

Submit

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

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

- 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.