

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**

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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

Revise Lab Internal

Project Work

Observers

Internal Improvement

Reports

Exam Definitions

Academic year: 2018 - 2019

Program: B.Tech

Program Type: -Select-

Exam Type: -Select-

B.Tech S1 (R,S) Exam Dec 2018

Exam Type: End Semester/Honours Exam

Semester Type: Odd

Academic year: 2018 - 2019

View/Register Exam Courses Absentees/Malpractice Evaluation by College Revaluation Registered Revaluation Registered (Honours) Answer Script Copy

B.Tech S3 (R,S) Exam Dec 2018

Exam Type: End Semester/Honours Exam

Semester Type: Odd

Academic year: 2018 - 2019

View/Register Exam Courses Absentees/Malpractice Evaluation by College Revaluation Registered Revaluation Registered (Honours) Answer Script Copy

B.Tech S5 Exam Dec 2018

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

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View/Register Exam Courses Attendance Sheet Absentees/Malpractice Evaluation by College Revaluation Registered Revaluation Registered (Honours)

B.Tech S7 (S) Exam May 2019

Exam Type: Supplementary

Semester Type: Odd

Academic year: 2018 - 2019

View/Register Exam Courses Attendance Sheet Absentees/Malpractice Evaluation by College Revaluation Registered Revaluation Registered (Honours)

B.Tech S5(S) Exam July 2019

Exam Type: Supplementary

Semester Type: Odd

Academic year: 2018 - 2019

View/Register Exam Courses Attendance Sheet Absentees/Malpractice Evaluation by College Revaluation Registered Revaluation Registered (Honours)

B.tech Contact Class Exam 2019

Exam Type: Contact Class Exam

Semester Type: Odd

Academic year: 2018 - 2019

View/Register Exam Courses Attendance Sheet Absentees/Malpractice Evaluation by College Revaluation Registered Revaluation Registered (Honours)

Sep 4, 19-Sep 29, 19 Exam Registration (B.tech Contact Class Exam) Register Registered Students

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

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B.Tech Contact class Exam 2019

Program: B.Tech, Program Type: Full Time, Exam Type: Contact Class Exam, Academic Year: 2018 - 2019, Month/Year: September/2019

Branch: ELECTRONICS & COMMUNICATION ENGG

Student Name: [Text Box]

Slot	Course Name	Faculty One	Faculty Two	Valuation type	Appearing chance	Fee
C	OPTICAL COMMUNICATION(EC405)	[Text Box]	[Text Box]	Valuation by university	1	200.00
						Total 200.00

Important: SC/ST/OEC students are exempted from fee payment for the first 2 chances of appearing for the exam. However, their fee is to be paid by the college after claiming the same from the welfare board. Please note that SC/ST/OEC student fee exemption is NOT available once the 2 chances are over.

Verified / Fee collected ☐

Submit

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

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B.Tech Contact class Exam 2019

Program: B.Tech, Program Type: Full Time, Exam Type: Contact Class Exam, Academic Year: 2018 - 2019, Month/Year: September/2019

Branch: ELECTRONICS & COMMUNICATION ENGG

Student Name: [Text Box]

Slot	Course Name	Faculty One	Faculty Two	Valuation type	Appearing chance	Fee
E	PRINCIPLES OF MANAGEMENT(HS300)	[Text Box]	[Text Box]	Valuation by university	1	200.00
						Total 200.00

Important: SC/ST/OEC students are exempted from fee payment for the first 2 chances of appearing for the exam. However, their fee is to be paid by the college after claiming the same from the welfare board. Please note that SC/ST/OEC student fee exemption is NOT available once the 2 chances are over.

Verified / Fee collected ☒

Submit

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- 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**

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Exam Management

Dashboard Academics Student **Exam** Research Valuation

Contact class Internal/Attendance

Academic Year: -Select- Program: -Select- Program Type: -Select- Exam: -Select-

[Search](#)

No records found.
0 items found, displaying 0 to 0.

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

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Exam Management

Dashboard Academics Student **Exam** Research Valuation

Contact class Internal/Attendance

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)	<input type="text"/>	<input type="text"/>					Save

3 items found, displaying 1 to 3.

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

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[Evaluation by College \(Mark Entry\)](#)
[Contact Class Internal/Attendance](#)
[Project Work](#)
[Internal Improvement](#)
[Reports](#)

Academic Year: 2018 - 2019
 Program: B.Tech
 Program Type: 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.

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- 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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Welcome SRUTHI N [Change Password](#) [Logout](#)

[Project Work](#)
[Internal Improvement](#)
[Reports](#)

Academic Year: 2018 - 2019
 Program: B.Tech
 Program Type: 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.

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Steps to be followed by the College

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

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Exam Management

Dashboard Affiliation Academics Student Academic Auditing **Exam** Result Research Valuation Revaluation

End Sem Exam Registration

Exams

Student Attendance/Internals

Student Exam Eligibility

Observer Attendance

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Summer Classes

Summer Class Eligibility

Contact Class Internal/Attendance

Revise Lab Internal

Project Work

Observers

Internal Improvement

Contact class Internal/Attendance

Academic Year: -Select- Program: -Select- Program Type: -Select-

Exam: -Select- Faculty: Entry Faculty Status: -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

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Observer Attendance

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Contact Class Internal/Attendance

Revise Lab Internal

Project Work

Observers

Internal Improvement

Reports

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

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Submit

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

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Change Password
Settings
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- 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 Reports

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

Exam: B.tech Contact Class Exam
Faculty: Entry Faculty
Status: -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		Revoked	

3 items found, displaying 1 to 3.

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

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- Observer Attendance
- List Malpractice Students
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- Summer Class Eligibility
- Contact Class Internal/Attendance
- Revise Lab Internal
- Project Work
- Observers
- Internal Improvement Reports

Exam: B.tech Contact Class Exam
Faculty: Entry Faculty
Status: -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 <input checked="" type="checkbox"/>

3 items found, displaying 1 to 3.

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Submit

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Welcome NSS COLLEGE OF ENGINEERING

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Exams

Student Attendance/Internals

Student Exam Eligibility

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Internal Improvement

Reports

Academic Year: 2018 - 2019

Program: B.Tech

Program Type: Full Time

Exam: B.tech Contact Class Exam

Faculty: Entry Faculty

Status: -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 N (KTU-F38790)	SRUTHI N (KTU-F38790)	MICROPROCESSORS & MICROCONTROLLERS (EC305)	85.0	45.0		Yes		Submitted by college	

3 items found, displaying 1 to 3.

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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.

Microsoft Excel

File Home Insert Layout References Formulas Data View Window Help

A1

Contact Class Internal Attendance Report

This document is open in read-only mode. Edit Document

Student	Faculty	Institution	Course	Attendance	Internal Marks	Committee Marks	Eligibility	In Eligibility	Status
NSS15EC040 - JASILUDHEEN K. T	SRUTHI N (KTU-F38790)	NSS COL	PRINCIPLES OF MANAGEMENT (HS300)	55	43		No	Less Attendance	Submitted by college
NSS15IC044 - RAHUL T M	SRUTHI N (KTU-F38790)	NSS COL	INDUSTRIAL INSTRUMENTATION I (IC307)	85	44		Yes		Submitted by college
NSS15EC014 - ANJANA. D N (KTU-F38790)	SRUTHI N (KTU-F38790)	NSS COL	MICROPROCESSORS & MICROCONTROLLERS (EC305)	85	45		Yes		Submitted by college

contactClassInternalAttendanceR

Find Find All Search Formatted Display String Match Case