Mechanism of internal/ external assessment

Mallige College of Pharmacy adopted transparent and flexible evaluation system. The institution follows University academic calendar, examination and evaluation procedures. The institute organizes induction/orientation programme for the freshers and their parents during whom the Principal and the faculty in charge of examination explain them the detailed guidelines about the scheme of examination, evaluation system, eligibility and passing criteria. Before the commencement of every academic year, academic calendar is communicated to all the institutes by the university and based on the University calendar, institutional calendar will be prepared. Academic Calendars are displayed on the notice boards and also communicated to students on social media. The institute has constituted an Examination and Evaluation Committee which takes care of all examination related work at institute level. For each semester exam/Annual exam, faculty will be nominated to look after the examination and he/she will be working with the Head of the Institute. He/she communicates all exam related matters to staff and students through notices and displays them on the college notice board. It is mandatory for the faculty to set two question papers for the sessionals examination and one will be selected by the sessional committee. An invigilator is appointed. The internal sessional exams are held periodically as per the time table given by the sessional committee and is further communicated to all via circulars and display on the notice boards and also through group messages. Faculties are allotted for invigilation duties and entire examination process is monitored by invigilators and online through high resolution CCTVs. Internal flying Squad members are also appointed to monitor even the sessional exams. Sessionals/Internal Assessment marks will be entered into RGUHS Portal by the concerned faculty and verified by the sessional committee. Lab internal assessment for B. Pharm, M. Pharm and Pharm. D are done on the basis of continuous internal assessment inclusive of day-to-day performance, maintenance of observation and submission of record work on weekly basis.

The university announces exam dates and time-table is communicated to all the staff and students via circulars and display on the notice boards. The university exam results of students are announced by the university on their website. The institution has a self-centre to conduct both Regular and Supplementary exams of all the Semester end and Annual exams at the institute, under CCTV Surveillance. Semester/Annual scripts/papers are evaluated as per the University directives by digital evaluation process and it is robust and transparent. Further, Sessional/Internal Assessment marks will be computed with final marks scored in the University examination. The answer scripts are preserved and documented for further clarification.

Digital Evaluation of Answer Scripts

Rajiv Gandhi University of Health Sciences (RGUHS), Karnataka is one of the premier health sciences universities in India. It offers several undergraduates, postgraduates, fellowships, doctorate and post-doctorate courses for medical, dental and allied health science students. RGUHS has come a long way from being a mediocre, time-consuming Govt. organisation practising all its operations in a futile cum redundant manner to transforming itself into a digitised and tech-savvy health university. Apart from several ongoing digitalisation processes, the digital evaluation of annual answer scripts happens to be a trendsetter among the health universities across the country. Though the university is still revising and revamping the process, to a great extent, the introduction of a digital evaluation system (DVS) has

ensured faster result declaration without compromising the evaluation quality in terms of accuracy. This change was not easy to accommodate as many disgruntled evaluators objected to this new technology. They often complained about the steep learning curve involved in understanding this whole new tech-based valuation. Some were found to be whining about their never-ending grievances of strainful eyes due to prolong onscreen exposure during valuation. Several apprehensions about the quality of valuation were expressed even by the student community to this revamping valuation system.

RGUHS introduced DVS in May 2015 on a pilot basis. Apart from initial teething problems, the entire process eventually got standardised and was implemented for all the course examinations conducted by the university. There are 680 colleges with about 1.5 lakh students studying various professional courses which comes under the umbrella of RGUHS. Every year, around 12 lakh answer scripts evaluated in a single evaluation, and the number becomes more than double after deviation evaluation (see later). An enormous amount of paperwork and human resources required for a seamless workflow. This workflow includes issuing exam time table, exam fee collection and applications. Besides, the hosting of exam eligibility name list, issuing of hall tickets, selection of faculties for performing several pre-exam and post-exam duties. Responsibilities like the setting of question papers, scanning of answer books, answer script valuation, result processing and declaration are quite time-consuming. The application for re-totalling, photocopies of answer script, generation- printing cum issue of marks cards and certificate is no less than a Herculean task to be carried out in a stipulated timeline.

Having said this, have you ever wondered or felt curious to know how RGUHS performs this digital evaluation? Well, in this blog, we shall try to decode and detail the entire process of DVS and try to understand why sometimes the impromptu delays happen from the university side. Apart from educating the readers about the standard operating procedures followed during digital valuation, the intent of this article is also trying to inculcate the empathetic and considerate attitude towards our university and its entire team. The entire human resources work tirelessly without withering, to give you the results with just a click of a mouse button on your computers and other electronic mobile gadget screens.

The entire process classified into:

1) Pre-exam process
2) Post-exam process
3) Answer script re-totalling & photocopy process

Pre-Exam process:

Includes the following:

1) Issuing the exam time table with an application form along with fee collection & deadlines details.
2) Release of college wise exam going student approval/non-approval list. This list also publishes the officially allotted hall ticket registration numbers. Please note the
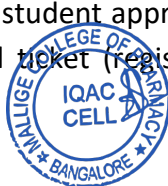
allotted registration number remains the same throughout the enrolled course. Exam writing approval is given based on the candidate's documents submitted by the college's principal or dean. Non-approval reasons are usually due to non-submission of any prescribed documents. After the hosting of this list (usually hosted by RGUHS in Feb last week or March 1st week of an academic year), the college will have 15 days deadline to notify and collect the missing documents from the non-approved candidates. Failure to comply, such non-approved candidates will not be allowed to appear for the university exams.

3) The College-sent 'exam eligibility name list' is prepared based on marks scored by the students in their college internals and 75% compulsory theory and practical class attendance.

4) Issuing hall tickets (registration number) to the students via college.

5) Selection of faculties for performing several pre-exam duties like observers, flying squads etc.

6) The setting of the question papers.

7) Printing of question papers at examination centres.

Post-exam process

1) **Receiving the answer script bundles from colleges:**

After completion of theory examination, each Question Paper (QP) code based Subject Theory Answer Scripts with invigilator dairy and absentee statement along with observer report sealed in a bag with a college seal and Chief Superintendent's signature.

Post-completion of the theory examination, all the Bengaluru area colleges submit (by hand) their sealed packed answer script bundles to RGUHS within one hour. Colleges other than the Bangalore area will submit the same by VRL courier.

After receiving the sealed cloth bags, these answer bundle bags are kept in the almirahs in a coding section at RGUHS under lock and key by the Assistant/Deputy Registrar.

After receiving sealed answer script packages from all the centres, a file is assigned by Registrar (Evaluation) to the Assistant/Deputy Registrar for an appointment of several Verification Officers (V.O).

V.Os appointed from the various affiliated colleges (only a senior lecturer or above cadre posts are eligible) of Karnataka from different streams.

In the same file, menial staffs appointed for helping the V.O. The file with all the details of the appointees approved by RGUHS Registrar and authorised by Honorable Vice-Chancellor.

V.O. shall receive answer bundles form the Assistant Registrar. He has to ensure the initials on the bundles, check for any damage, torn cloth bag etc. further authenticated by Registrar (Evaluation). If a bag is found with initial mismatch or found with any damage like torn cloth bag etc, the same is brought to the notice of Registrar (Evaluation) along with his initials at the place of mismatch/damage.

2) **Tallying and verification procedures:**

Menial assistance provided by the appointed helpers will assist V.O. in all the below-mentioned tasks. The V.O. and menial assistants are directed to turn off their mobile phones before the commencement of the task. The V.O. will ensure not to entrust any responsible and sensitive work to any menial assistant staffs. Strict disciplinary action will be initiated against V.O. in case of violation or discrepancies, as per professional misconduct rules.

Answer script bundles are cut open, and a check for the invigilator's diaries, consolidated statements, checklists and absentee statements (sent along with answer bundles) are verified and entered in the checklist provided. It is also ensured to tally the total number of answer scripts with the total number of students who appeared for the examination as per the invigilator's diaries.

"Court cases"/"malpractice booked answer booklets" (If any) are handed over to the Asst. Registrar after entering in the register with proper acknowledgement.

Tallying of numbers of students present for the exam with that of the numbers of answer scripts received is done. Later, the verification of the registration (Hall ticket) numbers (entered by the candidate) with the registration numbers entered in the invigilators' diary along with verification of the date of exam and QP Code verified by V.O.

Further, tallying and verification of the signature of the candidates & invigilators in the answer scripts and the invigilators' diary done by the V.O.

Putting "X" mark across all the unused/blank page(s) in the answer book compulsorily (if already not done by the candidate at the end of their exams).

Once the verification of answer scripts of one particular exam (College) centre completes, the "Part-I" (candidates identity portion) of the answer script detached by the menial staff along the dotted line. The V.O. supervises the tearing process & shall be held responsible for the presence of any identity slips that remained undetached.

Once the tearing of "Part-I" slips of one particular exam (college) centre completed, counting and tallying of the detached "Part-I" slips with the total number of answer scripts used is done by V.O. and the same is entered in the checklist provided.

After the tearing of "Part –I" slips of all the exam centres (colleges) of a particular QP code completed, a pack of 75 "Part-I" slips each, are sealed separately in labelled envelops provided.

All the sealed envelopes containing "Part-I" slips are packed (in the cloth bags), labelled and are handed over to the Registrar (Evaluation) immediately after the verification of the assigned subject (e.g. Anatomy Paper-1) is completed.

The "Coded" answer scripts (booklets without any readable candidate info) belonging to each QP code number randomly mixed under direct supervision and bundles of 15 answer scripts (in case of UGs) and 10 answer scripts (for PGs) are made and packed in the labelled large envelopes provided by the University.

If the last envelopes have less than the minimum answer scripts (15 for UG/10 for PG), their number shall be written legibly on the packet and signed. This precaution is taken to ensure
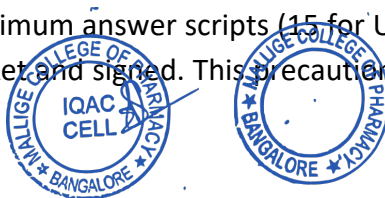
no answer scripts are missing or avoiding any malpractices which involve the removal of answer booklets to replaced later.

The sealed envelopes containing UG (15) & PG (10) answer scripts are handed over to the Asst. Registrar, subject-wise, paper-wise along with the checklist provided for entry and receive acknowledgement for the same.

Any discrepancies noticed at the time of the tallying and verification in the tally is brought to the immediate notice of Asst. Registrar/Dy. Registrar/Registrar (Evaluation) in writing by the V.O.

3) **Scanning of "Part-1 & Part-1(ii)" slips & answer scripts:**

The coding section begins the scanning process soon after receiving the written order from the Registrar (Evaluation). Scanning usually begins within a week of receiving each QP answer scripts.

i. **Scanning of "Part-1" slips:**

Part-1 slips {which are removed from the answer scripts (see above)} contains vital information like student name (eg. Nehal Parmar), degree (eg. 1st MBBS) subject & paper (Anatomy Paper-1), QP code (1075), Registration number (18M0001), numerical answer booklet number (3863122974), 1 dimensional bar code image with hidden unseen bar code number along with the student's and invigilator's signatures} are given to Scanning /Optical Mark Recognition (OMR) section for scanning.

Scanning of "Part-1(ii)" slips:

Part-1(ii) slips have information like QP code, serial no. (unique automated number generated by large scanners for each answer script during the answer script scanning), & packet number (see above) are also sent for scanning after entering the details in a ledger (register).

ii. **Scanning of answer scripts:**

The Asst. Registrar hands over the sealed multiple envelopes {containing UG (15) & PG (10)} answer scripts to the Sectional Officer (S.O.) who in turn hands them over to the scanning section for scanning answer scripts in a QP code-wise, year wise and faculty wise.

The scanning sections are equipped with a large paper cutting machine to cut the spines of the answer scripts, with adequate care not to damage the written portions. Spines of answer scripts are cut one at a time to avoid mixing of the answer scripts. Scanning of all the pages without missing any written part is done & each file saved as a separate PDF file with an auto-assigned unique identification code number. Once the scanning of 52 pages (inclusive of the front and back pages which have to be filled by the candidate, the invigilator and the evaluator), is completed, the answer scripts get stapled. The scanned copies of each encrypted answer scripts stored in a secured RGUHS's dedicated server with a backup.

Upon completion of scanning, the hard copies of answer scripts are taken by S.O. for storage until the completion of a period of 1 year from the date of announcement of the results. Upon one year completion, the hard copies of answer booklets are shredded (cut into small pieces) except for those answer scripts which belongs to:

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    i.   the students whose admission approval is through court order or

   ii.   the students who have taken the exams through court order or

  iii.   the students who have approached the court for any other issues where the RGUHS is also a party.

4) **On-screen evaluation of the scanned answer script:**

There are close to 50+ colleges (usually but not always medical colleges used for medical valuation, dental colleges for dental and paramedical for paramedical evaluation) designated as 'Digital Valuation Centers' by RGUHS.

These valuation centres are equipped with all the required infrastructure (like enormous size rooms to accommodate the sufficient number of desktops, wooden computer desks etc) to facilitate on-screen valuation of large number of scanned answer scripts by several evaluators at a time. RGUHS tags (attaches) remaining medical/dental/paramedical colleges (the one not equipped with required infrastructure) with main Digital Valuation Centers to increase the skilled workforce to expedite the evaluation to facilitate early results announcement.

The Principal/Dean of the attached college is directed to depute the eligible evaluators for digital valuation after receiving the notification from RGUHS. All the eligible valuators (only those listed in the RGUHS Evaluation Panel) are notified via the respective Principals/Deans of the main Digital Valuation Centers and attached colleges to communicate with the designated Chief Coordinator and Custodians of valuation centres.

All examination related duties (including valuation) is a mandatory obligation for all the eligible faculties. Such eligible (based on their subject degrees, designations, specialisations, years of experience and subject competency) faculties are identified and shortlisted in RGUHS Evaluation Panel. Subject-wise designated QP Codes assigned to an eligible evaluator will restrict him/her to evaluate answer scripts based on their subject expertise. This list is dynamic and is constantly updated to add or remove the name as a part of one of the pre-exam procedures.

If any eligible faculties deny any assigned examination related work including valuation will be summoned by the RGUHS to appear and give their explanation related to the lapses/professional misconduct before the committee constituted in accordance with the provisions of Section 36 of RGUHS Act, 1994.

If the explanation given by the faculty is found to be unsatisfactory, immediate debarment of faculty from all examination related duties, including denial of Teachership, cancellation of guideship and examinership and consequential rights for such period as may be recommended by the committee. The list of debarred faculties is hosted on the RGUHS

website. The Director/Dean/Principal of the concerned colleges are obligated to enforce the implementation of any such notification.

Service Provider technical personnel will be available to resolve any technical issues arising during evaluation.

The remuneration of evaluators is processed after one has submitted the summary sheet at the end of the day.

On-screen evaluation procedure:

Evaluators must carry an Identity card issued by the college authorities along with the letter from the Principal at the evaluation centre.

The training sessions conducted for all the evaluators for around 30 minutes, to accustom them to the new platform for evaluation.

Based on QP Code for which the evaluator is eligible for evaluation, a user ID & OTP based password are created for each valuator on a dedicated secured desktop at the valuation centre.

Evaluators are instructed to refrain from using any electronic gadgets during evaluation with the use of cell phones restricted for OTP access to create evaluator id. Failure to comply with this rule will attract action as per RGUHS rules.

Upon login, a popup window appears showcasing faculty evaluation summary with the details like:

RGUHS Ordinance governing:

    a. Undergraduate (all streams) evaluation of answer scripts.
    b. Postgraduate (wherever applicable) evaluation of answer scripts.
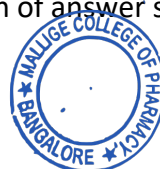
1) Undergraduate (all streams) evaluation of answer scripts:

This Ordinance shall come into force with effect from the examination conducted on or after 01.03. 2019.

Applicability: This ordinance shall apply to all theory answer scripts of Undergraduate Courses in Medical/Dental/AYUSH/Physiotherapy/Nursing/ Pharmacy/ Allied Health Sciences/Yoga and Naturopathy and is **not applicable for viva/clinical/practical examinations**.

Types of Evaluation:

i. **General Valuation** — means two evaluations conducted by two independent evaluators of a particular theory Answer script.

ii. **Deviation Valuation** — means the valuation conducted by the 3rd evaluator as per this Ordinance in case of deviation between the total marks awarded by the two evaluators in the General Valuation is equal to or more than 15% of the maximum marks prescribed for the paper. The decimals shall not be rounded off while calculating the cutoff for the deviation. The algebraic formula for 3rd valuation shall be as follows: If the total mark awarded by the first valuator is X, and that awarded by the second valuator is Y, and the maximum marks prescribed is Z, **then answer paper goes for the third valuation if [X-Y] > (0.15 X Z).**

Procedure for General Valuation:

All answer scripts of undergraduate courses in Medical/Dental/AYUSH/ Physiotherapy/Nursing/Pharmacy/Allied Health Sciences/Yoga and Naturopathy shall be subjected to Digital Valuation as prescribed by RGUHS. The average of the total marks awarded by the two evaluators for the paper, which is rounded off to the nearest value, shall be considered for computation of the results.

The marks awarded and the results declared after general valuation shall be the final and under no circumstances, the further valuation shall be entertained

Procedure for Deviation Valuation:

i. All the answer scripts where the difference in the award of total marks between two evaluators in the general valuation is 15% or more of the maximum marks prescribed for the paper, shall be referred to a 3 evaluator for evaluation.

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ii.   The average of the best two total marks, awarded by the three evaluators for the paper rounded off to the nearest value, shall be considered for the final computation of the results.

iii. The marks awarded and the results declared after deviation valuation shall be the final, and under no circumstances further, valuation shall be entertained.

An update:

As per the new decision, the RGUHS will go for a single evaluation at the primary level, and all the scripts that have secured less than 50 per cent marks in that particular subject will be sent for a second evaluation automatically. This progressive step will further shorten the time taken to evaluate the paper and shall help in faster result announcement.

Above news report was published in The Indian Express online edition dated 1st Jan 2019. As per the report, this single valuation system for UG was planned to implement from May-June 2019 exams, not sure if the same has implemented as the results are already overdue (for June 2019 exams) by more than two weeks compared to all previous times.

2) Postgraduate (wherever applicable) evaluation of answer scripts

Applicability:

This Ordinance shall apply to only theory papers of all postgraduate University conducted theory examinations and is not applicable for viva/clinical/practical examinations. This Ordinance does not apply to PhD, Super Specialty and Fellowship programme examinations.

i.   **Types of evaluation:**

ii.   **General Valuation** – means the two/four valuations conducted as per Ordinance Governing valuations of the PG courses (where ever applicable).

iii. **Deviation Valuation** – means the valuation conducted by the 5th examiner for PG as the case may be as per this Ordinance wherein the deviation between any two valuations in the general valuation is > 15%.

Procedure for Deviation Valuation:

a.   All the answer scripts wherein the difference in award of marks between two valuers and four valuers as the case may be in the general valuation is 15% or more of the maximum marks prescribed for the paper, shall be referred to a 3rd or 5th examiner as the case may be for valuation appointed by the Vice-Chancellor chosen from an approved panel.

b. The average of the marks awarded by the 3rd examiner and the marks close to it in the two general valuations shall be considered for the final computation of the results.

c. The average of marks awarded by the 5th examiner and the other three marks close to it amongst the four general valuation marks shall be considered for the final computation of the results.

d. The marks awarded and the results declared after revaluation shall be final, and under no circumstances, the further valuation shall be entertained.

Post-Valuation activities at RGUHS:

Through the designated secured web portal, the university authorities can anytime track the college-wise entry status of an application, IA (internal assessment) marks, Practical and theory marks.

At exam section of the University, data related to the student's application, IA, practical and theory marks are downloaded from a designated secured server to EMS (Exam Management System) software already pre-loaded (installed) on the local university server system.

Until the latest marks are updated, the EMS is programmed to show the previous university exam marks by default. Hence every time roll numbers are entered, one always see the previous results.

Following SOP (standard operating procedure) is followed to update the latest marks soon after the completion of theory answer script onscreen evaluation:

Below mentioned information/data file is dumped into EMS from a university designated secured cloud-based server:

*   Students **appearing/not appearing subjects'** information.
*   The 'theory examination absentee registration numbers' list.
*   Password protected 'Part I and Part I (ii)' slip data of answer scripts.

THE EMS fed with the following information/data (uploaded by the colleges) from a university designated secured cloud-based server to the local university server system:

- Student's IA Marks.
- Student's Practical Marks.

This step is cross-verified to rule out any data entry error by the verifying caseworker. This is done by comparing the entered marks with the original IA marks sheets and Practical marks sheets (hard copies) submitted by the college (via post/courier).

Laced with the above-uploaded data, the EMS is now ready to be fed with the **theory marks** obtained from the valuation centres (again this data is uploaded by valuation centres on the university server).

At this stage, the EMS awaits any pending deviation evaluation marks. Upon receipt of deviation evaluation marks, a command is given to EMS to process the entire uploaded data to compute the final results.

Once the results are processed, a date is entered in EMS for the result declaration. Soon after entering the result declaration date, the operators will be able to view the marks ledger and the result summary on their screens. This final processed result data is hosted on the internet via EMS, after Vice-Chancellor and Registrar (Evaluation)'s approval.

Provision for a soft copy of answer script and digital valuation slips carrying individual question wise allotted marks

Once the processing fee and a request for a soft copy of answer scripts/valuation slips is received from the student (via principal/Head of the Institutions), the information like details of the student, email ID of the institution, subjects for which soft copy is requested is submitted to the Registrar (Evaluation) for providing the bar codes of answer scripts of those subjects.

Once the bar codes are received from the university officials, a soft copy of the answer script and digital valuation slips in PDF format are downloaded from the server and sent to the concerned principal/ or email to the Principal or Head of the Institution.

The concept of Re-totaling does not arise because of digitalised totalling. Hence 'Re-totaling provision' is removed along with its prescribed fees and the nomenclature changed to 'provision of soft copy of answer scripts and valued slips'.

The fee for the provision of both soft copy of valuer slips and answer scripts may be Rs.1500/per QP code (not sure if the price is updated).

However, if there are any totalling errors or NA mismatches (as per the above mentioned RGUHS NA scenarios and guidelines) among the elevators, student can approach the university for the rectification of the same.

Once the results hosted on the internet, the college can enter the answer script soft copy 'request application-related information' along with the prescribed processing fee in the designated RGUHS web portal.

At university, once they receive the answer script soft copy application, the caseworker will cross-check and authorize the Online answer script soft copy application against the hard copy of the answer script soft copy request application received from the colleges via post/courier.

The answer script soft copy application data is download from the internet and fed on to the university's exam server. After feeding the 'answer script soft copy' data, QP code-wise, packet no., serial no. valuations wise marks obtained lists gets generated. This generated data is sent to the Valuation slip receiving section, for the generation of valuation slip.

NA mismatch report gets generated at the same time.

The designated verifiers cross-check the individual marks against the valuation slip, and changes (if any) are intimated to the Registrar (Evaluation).

The revised marks list is forwarded to the exam section' of the university. Here the concerned caseworker (computer operator) enters the updated revised marks and process the revised results. Upon completion, revised marks cum result is hosted on the Official website via EMS after receiving approval from the Vice-Chancellor and Registrar (Evaluation).
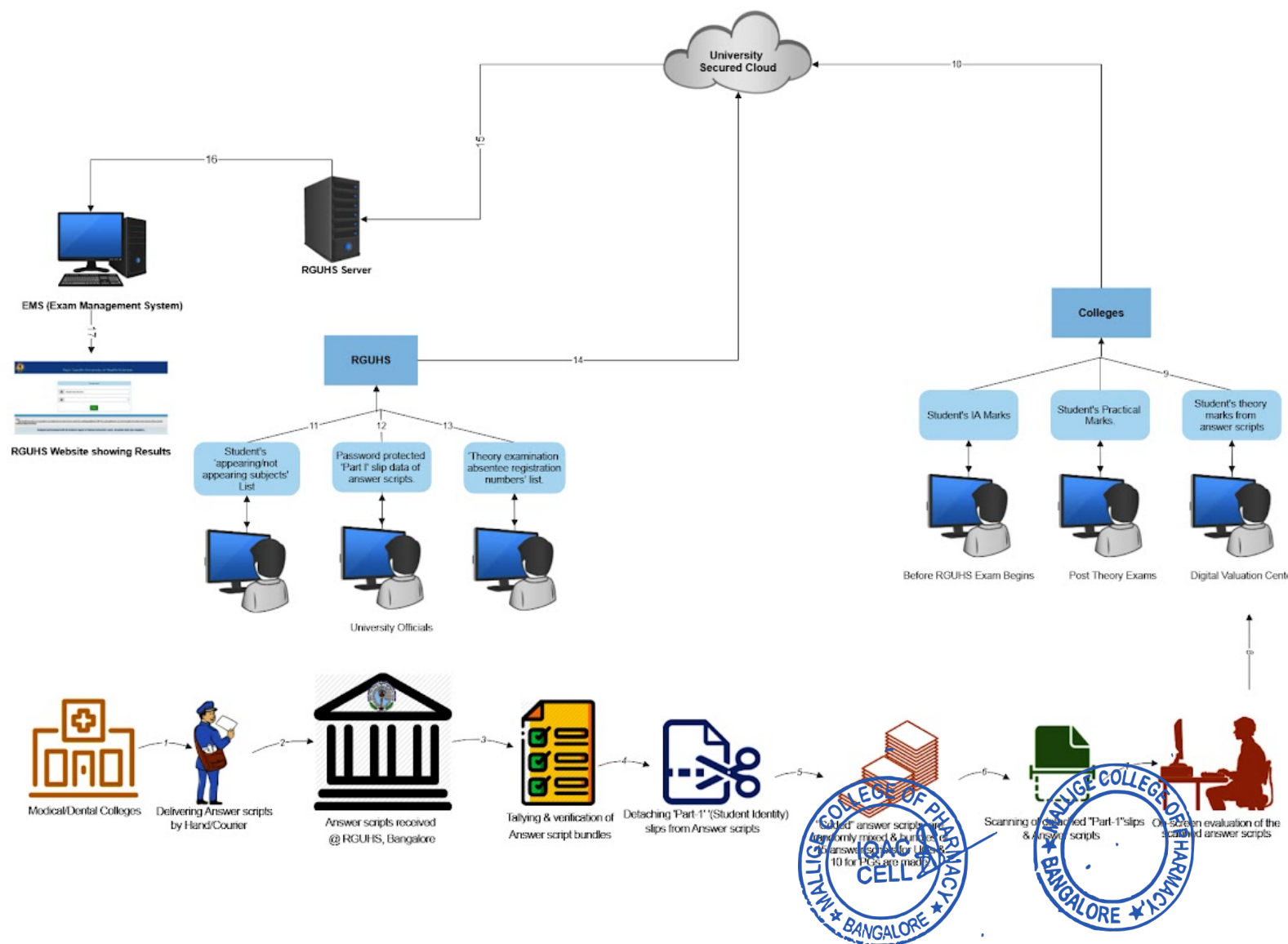
PRINCIPAL,
Mallige College of Pharmacy
Bangalore-560 090

RGUHS DIGITAL EVALUATION PROCEDURE

Online Examination Application System
Rajiv Gandhi University of Health Sciences
Bengaluru

User ID:	P030	User Name:	MALLIGE COLLEGE OF PHARMACY ,BANGALORE.
			Logged In Time : 20-06-2023 11:36:56 AM

Home	UG/PG Examiner Panel	Examination	Evaluation	Master	Post Exam	SSP Data	Convocation	Payment
Reports	User Account	LogOut						

User IP: 10.10.29.10

Please enter IA Marks and Attendance Otherwise Students result will be withheld.

Designed and Developed with the technical support of _NIC - KSU, Bangalore._ **Version - 1.0.3.86**

Online Examination Application System
Rajiv Gandhi University of Health Sciences
Bengaluru

Procedure to operate the system
1. <u>To Change password.</u> College Login --> User account --> Change Password
2. <u>To Download application.</u> College Login --> Examination --> Application --> Exam Application
3. <u>To Upload photo in application form.</u> College Login --> Master --> Student upload photo Note: Image size upto 45kb and format of image is jpeg/jpg.
4. <u>To take the printout of the application.</u> College Login --> Examination --> Application --> View Exam Application
5. <u>Payment option.</u> College Login --> Payment --> Make payment option
6. <u>To Enter IA Marks.</u> IA Marks of all the students should be entered by college/ administrator. College Login --> Examination --> Eligibility --> IA Marks Entry
7. <u>To Enter Attendance.</u> a. Enter the conducted classes and save College Login --> Examination --> Eligibility --> Attendance Master b. After saving conducted classes enter the attendance for particular register number. College Login --> Examination --> Eligibility --> Attendance entry
8. <u>Hall Ticket.</u> Can be downloaded through online mode **ONLY** after the payment of examination fee and Entry of IA & Attendance. College Login --> Examination --> Hall Ticket
9. <u>To Enter Practical & Viva Marks</u> a. A List of Tagged Colleges for Practical Exam will appear. Select the college code and create the batches for the students listed. College Login --> Examination --> External Marks Entry -- > View Tagged College b. Freeze the batches. College Login --> Examination --> External Marks Entry -- > Freeze Batches c. Enter the practical & viva Marks after freezing the batches. College Login --> Examination --> External Marks Entry -- > Practical Viva Marks Entry d. Freeze the practical & viva Marks after entering the marks succesfully. College Login --> Examination --> External Marks Entry -- > Freeze PracticalVivaMarks re
10. <u>Instructions to Download College Marks Ledger Sheet</u> College Login --> Reports -->College Marks Ledger Sheet
11. <u>To Download the Invigilator's Dairy</u> College Login --> Examination --> Download Invigilator's Dairy
12. <u>To Enter/Freeze the Invigilator's Dairy and to Download the Freezed/Un-freezed Report</u> College Login --> Examination --> Invigilator's Dairy Entry
13. <u>To Apply for Convocation</u> Click here to download Steps for Applying for Degree Certificate
14. <u>Internship verification For PDC</u> College Login --> Convocation --> Internship verification For PDC
15. <u>Update the Student Course Year for SSP (State Scholarship Portal) Purpose</u> College Login --> SSP Data --> Update Course Year