

## Frequently Asked Questions

### Tabulation of marks

1. Can I enter Internal Assessment marks from my college Userid?
  - No, internal assessment marks can't be added from the college ID as each subject has different credentials which can be generated from the college portal.
2. How do I generate userid and password for Tabulation of Marks?
  - Userid & password for the tabulation of marks can be generated from the college portal(jucc.in) by following below mentioned steps:  
**Login jucc with college ID and password** → **Admin** → **Admin Reports** → **ME- Users** → **Print** → Next window will open → **Select Session** → **Select Schedule Master** (Select the Schedule) → **Select College** → **Click Print**.
3. I have generated userid and password from the college portal however all or few subjects are not appearing in the report.
  - Userid and password generated only for those subjects that have mapped in the college portal, you have to map the paper in the portal and intimate the same at [services.computercentre@gmail.com](mailto:services.computercentre@gmail.com) .
4. Why some passwords are showing \* (asterisk) in the report generated from the college portal?
  - \* in Password indicates that User has changed the Password. For Security purpose, this password has been disabled
5. I forgot my password, how do I reset it?
  - To reset the password, send a scanned copy of the letter from your registered college email id at [services.computercentre@gmail.com](mailto:services.computercentre@gmail.com) .
6. How do I add Internal Practical marks?
  - To add marks of Internal Practical all you need is to login with the id and password of theory paper and **Select Paper Type** as **Internal Practical** instead of Internal Assessment.

7. We have the same Subject code mapped in both BA and BSc stream, Can I use the same userid and password to add Internal Assessment marks for both BA and BSc stream?
  - No, the Userid and password of the Subject code will be different for both streams. For instance: If UMTTC-101 is mapped in both BA and BSC, then userid and password for both streams will be different.
8. Why some roll no's are missing while adding the Internal Assessment Marks?
  - Marks in the particular rollno once added will not be appeared in **Add**, these rollno's will be displayed either in the Modify section or in reports.
9. While adding the marks, I am getting an error " No record found".
  - There will be two reasons for this error:
    - i. You have already entered the marks of all the students, once the marks entered will not be appeared in **Add** section, it will be appeared in **Modify**.
    - ii. If the student is not showing in **Modify** also , there will be the reason that no student is enrolled in this subject, recheck with your record, if there is any enrollment in the subject but not showing in **Add & Modify**, then send an email at [services.computercentre@gmail.com](mailto:services.computercentre@gmail.com) .
10. How do I modify the marks after locking the subject?
  - You are not permitted to modify the marks after the locking of subjects in the portal. To modify the marks you need to write a letter and submit the same alongwith the printout of Internal Assessment marks at Evaluation Section.
11. How do I generate the consolidated list of Internal Assessment Marks?
  - Consolidated list can be generated from the college portal by following below-mentioned steps:  
Login jucc with college ID and password → Admin → Admin Reports → Consolidate marks → Print .
12. Why am I not able to generate a consolidated list of Internal Assessment marks?
  - Consolidated list can only be generated after the locking of all the subjects mapped by the college.

13. Can I search a particular RollNo at the time of **modification** of Internal Assessment/Practical marks?

- Yes, it can be searched by entering University roll no in **Enter RollNo** and click on **Search Records**.

**MARKS ENTRY-->MODIFY**

Rv Schedule Detail | Rv Schedule Master

SCHEDULE DETAIL	
Select Faculty	Faculty of Arts
Select Course Level	UnderGraduate
Select Subject	BA
Select Schedule	20-21NOV_S1_CM
Select Course	BA(CBCS)
Select Part/Sem	Semester 1

**Search Schedule** **Select Schedule**

Select College

Select Paper(CS) (UENTC-101) English

Select Paper Type Internal Assessment

**Enter RollNo** 123456789

Select Top 25 Rows  Display I

Sort On  ByExaminationRollNo  ByClassRollNo

Sorting Order  ByAscendingOrder  ByDescendingOrder

**Search Records** **Select Paper**