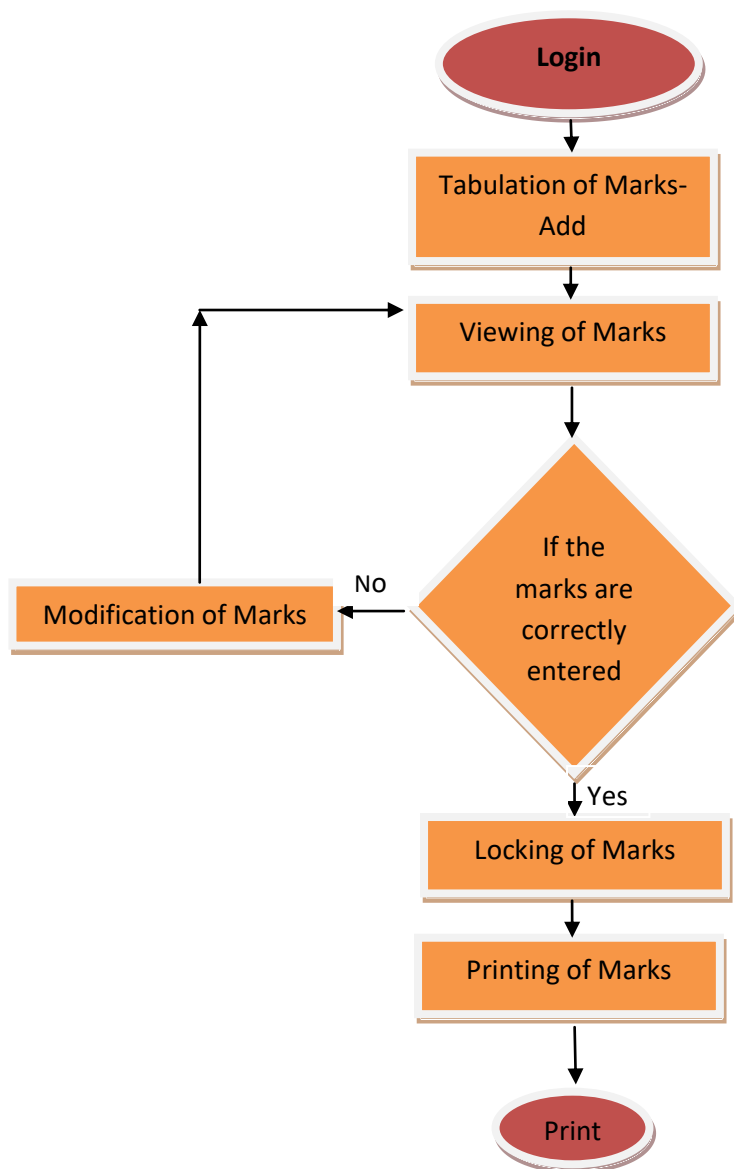


Tabulation of Marks

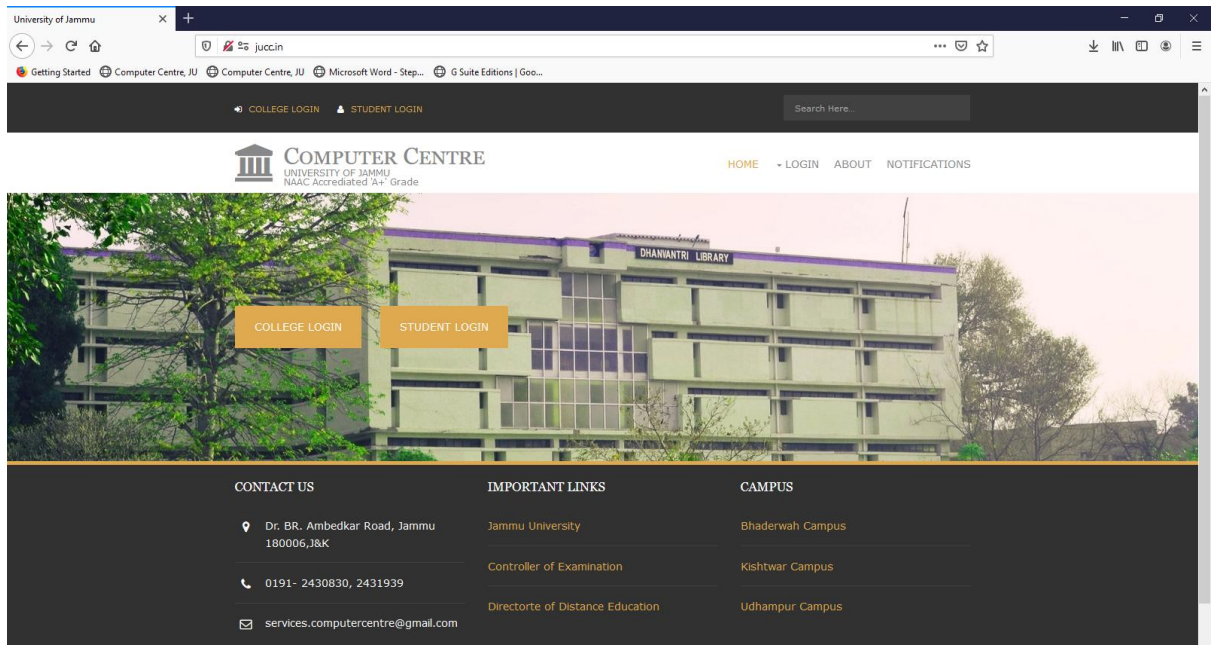
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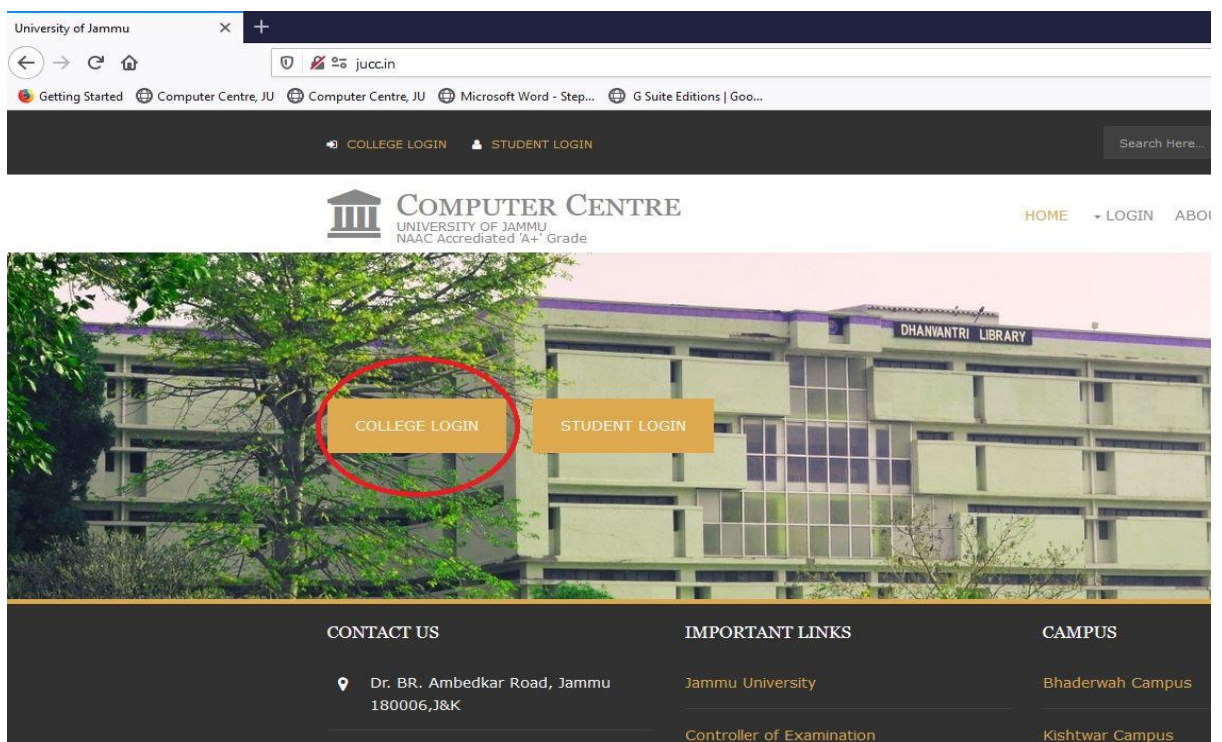


Generation of Userid and Password

1. Go to jucc.in



2. Go to College Login Circled in red color mark.



3. This window will open after clicking the **COLLEGE LOGIN**.

4. Enter **College User ID and Password**, then click **Go button**.

5. Go to **Admin**

6. Click on **Admin Reports**

<ul style="list-style-type: none"> Home Student Lock Reports Admin College Papers Admin Reports Notifications Import SP Logout 	Enter User Login	GDCNG		
	Enter User Name	GOVT DEGREE COLLEGE NAGROTA		
	Principal Details			
	Name	ATTAR SINGH	Mobile No	0 7006187069
	Email	gdcnagrota@gmail.com		
	Office Details			
Fax	0 1111111111	Mobile No	0 7889554478	
Email	Abc@gmail.com			
<p>Plesae contact Computer Centre in case of any mismatch of the above Data</p>				

7. Click on **ME Users**

<ul style="list-style-type: none"> Home Student Lock Reports Admin College Papers Admin Reports ME Users Consolidate Marks Notifications Import SP Logout 	Enter User Login	GDCNG		
	Enter User Name	GOVT DEGREE COLLEGE NAGROTA		
	Principal Details			
	Name	ATTAR SINGH	Mobile No	0 7006187069
	Email	gdcnagrota@gmail.com		
	Office Details			
Fax	0 1111111111	Mobile No	0 7889554478	
Email	Abc@gmail.com			
<p>Plesae contact Computer Centre in case of any mismatch of the above Data</p>				

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8. Click on **Print**

<ul style="list-style-type: none"> Home Student Lock Reports Admin College Papers Admin Reports ME Users Print Consolidate Marks Notifications Import SP Logout 	Enter User Name	GOVT DEGREE COLLEGE NAGROTA		
	Principal Details			
	Name	ATTAR SINGH	Mobile No	0 7006187069
	Email	gdcnagrota@gmail.com		
	Office Details			
	Fax	0 1111111111	Mobile No	0 7889554478
Email	Abc@gmail.com			
<p>Plesae contact Computer Centre in case of any mismatch of the above Data</p>				

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9. Click on Select Session

The screenshot shows the 'SCHEDULE DETAIL' form. The 'Select Session' dropdown is highlighted with a red box and contains the value '2020'. Other fields include 'Select Schedule Master' (highlighted with a red box, containing '--Select Examination Schedule Detail Summary --') and 'Select College' (highlighted with a red box, containing '--Select College--'). The 'Report Parameters' section includes checkboxes for 'Add Page Break after Groups', 'Add Group Summary', and 'Add Total Summary', along with input fields for 'Rows in Page' (30) and 'pt Row Height' (20). A 'Print' button is visible at the bottom right.

10. Click on Select Schedule Master

The screenshot shows the 'SCHEDULE DETAIL' form. The 'Select Schedule Master' dropdown is highlighted with a red box and contains the value '20-21_S1_CM'. Other fields include 'Select Session' (highlighted with a red box, containing '2020') and 'Select College' (highlighted with a red box, containing '--Select College--'). The 'Report Parameters' section includes checkboxes for 'Add Page Break after Groups', 'Add Group Summary', and 'Add Total Summary', along with input fields for 'Rows in Page' (30) and 'pt Row Height' (20). A 'Print' button is visible at the bottom right.

11. Select College

The screenshot shows the 'SCHEDULE DETAIL' form. The 'Select College' dropdown is highlighted with a red box and is currently empty. Other fields include 'Select Session' (highlighted with a red box, containing '2020') and 'Select Schedule Master' (highlighted with a red box, containing '20-21_S1_CM'). The 'Report Parameters' section includes checkboxes for 'Add Page Break after Groups', 'Add Group Summary', and 'Add Total Summary', along with input fields for 'Rows in Page' (30) and 'pt Row Height' (20). A 'Print' button is visible at the bottom right.

12. Click on Print

User Image GOVT DEGREE COLLEGE

Schedule Users

SCHEDULE DETAIL

Select Session: 2020

Select Schedule Master: 20-21_S1_CM

Select College:

Report Parameters

☒ Add Page Break after Groups

☒ Add Group Summary

30 Rows in Page

20 pt Row Height

☐ Add Total Summary

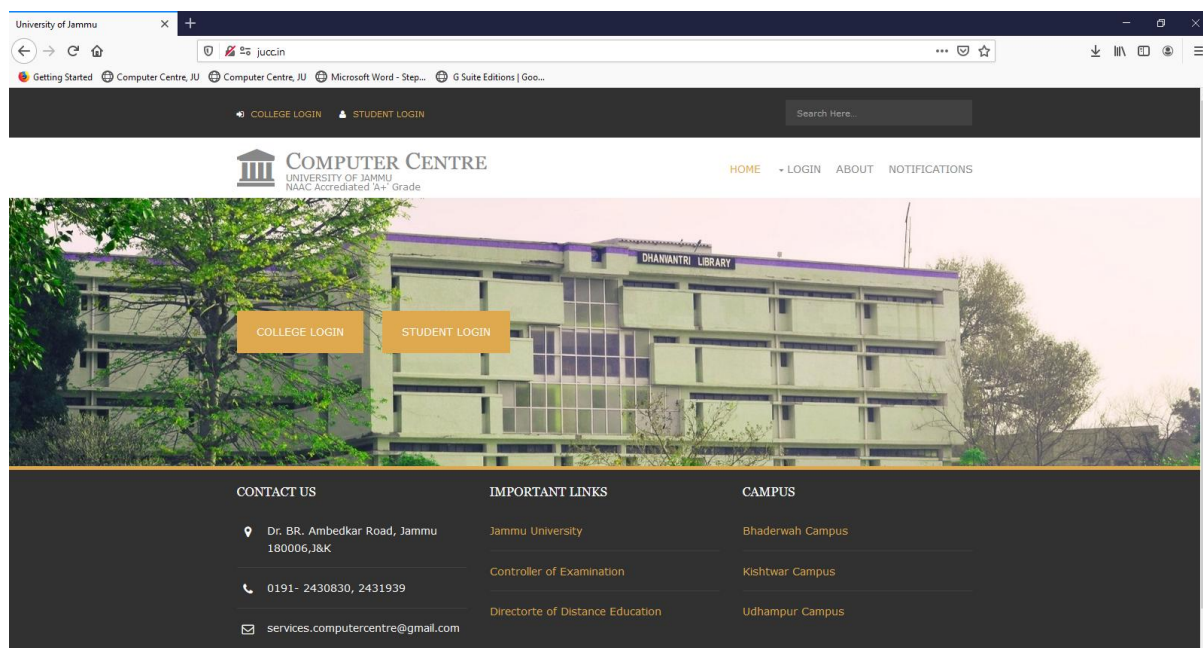
Print

Section-A

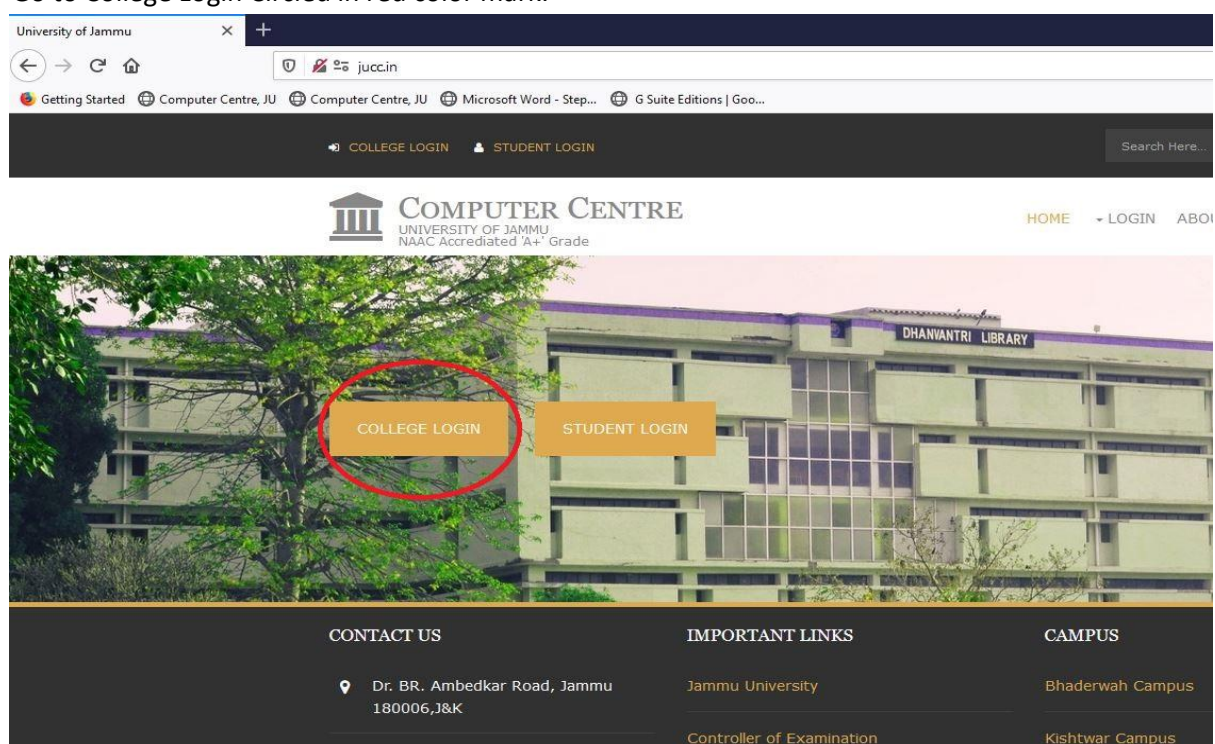
Tabulation of marks-Add

The following are the steps given for the tabulation of the marks and these steps are numbered as 1,2,3 so on. ***The steps mentioned from 8-18 are common for all the sections mentioned below(mandatory to remember):***

13. Go to jucc.in



14. Go to College Login Circled in red color mark.



15. This window will open after clicking the **COLLEGE LOGIN**.

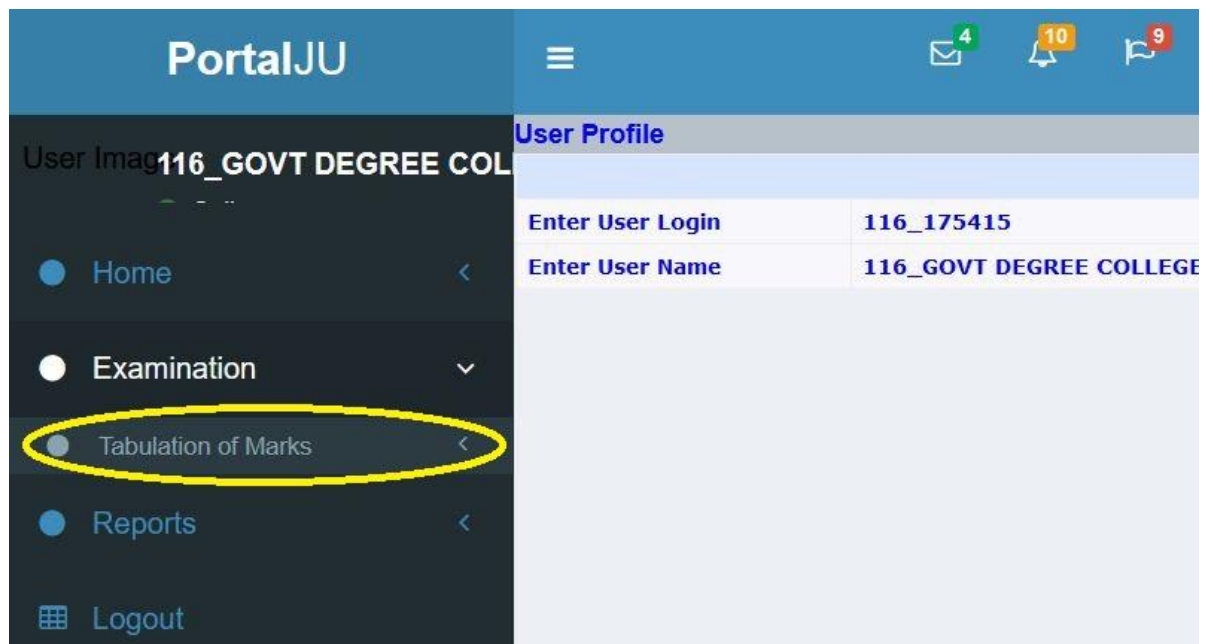
16. Enter **User ID** and Password (Userid and Password of the portal has been issued separately from the college portal for each paper so that for the Tabulation of marks can be done), then click **Go button**.

17. After Successful login the following window will appear and click on **Examination Tabulation of Marks**

USER PROFILE	
Enter User Login	116_175415
Enter User Name	116_ GOVT DEGREE COLLEGE KHAKRYAL KATRA(UDGTS-102)_186

This will indicate the college and the paper in which the marks are to be added. In case there is mismatch, the same may be enquired by sending an email to services.computercentre@gmail.com

18. Click on **Tabulation of Marks** on circled below:



19. Click on **Add** option for adding Internal Assessment Marks, the remaining option such as Modify, View, Lock and Verify are used for Modification of marks, to display the entered marks, locking of entered records entered by individual and for verification respectively. **Please note that Verify tab is for the use of official of University of Jammu.**



20. After clicking the add option the following window will appear and Click on **Select Faculty** and choose anyone appropriate faculty (for B.A.→ Faculty of Arts
For Bsc, BCA and BSC Home science→Faculty of Science
For BBA & Bcom → Faculty of Business Studies

MARKS ENTRY-->ADD

116_GOV'T DEGREE COL

Home Examination Reports Logout

SCHEDULE DETAIL

Select Faculty: Faculty of Arts

Select Course Level: --Select Course Level--

Select Subject: --Select Subject--

Select Schedule: --Select Schedule--

Select Course: --Select Course--

Select Part/Sem: --Select Part/Sem--

Search Schedule Select Schedule

Select Top 25 Rows

21. After the select faculty, Click on **Select Course Level** as UnderGraduate.

MARKS ENTRY-->ADD

116_GOV'T DEGREE COL

Home Examination Reports Logout

SCHEDULE DETAIL

Select Faculty: Faculty of Arts

Select Course Level: UnderGraduate

Select Subject: --Select Subject--

Select Schedule: --Select Schedule--

Select Course: --Select Course--

Select Part/Sem: --Select Part/Sem--

Search Schedule Select Schedule

Select Top 25 Rows

22. After the course level selection, Click on Select Subject and choose one appropriate Subject

MARKS ENTRY-->ADD

116_GOV'T DEGREE COL

Home Examination Reports Logout

SCHEDULE DETAIL

Select Faculty: Faculty of Arts

Select Course Level: UnderGraduate

Select Subject: BA

Select Schedule: --Select Schedule--

Select Course: --Select Course--

Select Part/Sem: --Select Part/Sem--

Search Schedule Select Schedule

Select Top 25 Rows

23. Click on Select Schedule, only one schedule will be displayed.

MARKS ENTRY-->ADD

116_GOV'T DEGREE COL

Home Examination Reports Logout

SCHEDULE DETAIL

Select Faculty: Faculty of Arts

Select Course Level: UnderGraduate

Select Subject: BA

Select Schedule: 20-21NOV_S1_CM

Select Course: --Select Course--

Select Part/Sem: --Select Part/Sem--

Search Schedule Select Schedule

Select Top 25 Rows

24. Click on Select Course and select appropriate course.

For Choice Based course- select Course BA(CBCS), Bsc(CBCS), BCA(CBCS), BSC Hmsc(CBCS), BBA(CBCS) and Bcom(CBCS)
For Non Choice Based course- select BA,Bsc

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	--Select Part/Sem--

Search Schedule Select Schedule

Select Top 25 Rows

25. Click on **Select Part/Sem** and choose the appropriate Semester.

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 Top 25 Rows

26. Click on **Search Schedule**

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 Paper(CS) (UDGTS-102) COMMUNICATION DOGRI (AECC GP)

Select Paper Type --Select Paper Type--

Select College --Select College--

Select Tabulator Select Tabulator

Select Group

Select Top 25 Rows

Sort On ☒ ByExaminationRollNo ☐ ByClassRollNo

Sorting Order ☒ ByAscendingOrder ☐ ByDescendingOrder

Search Records Select Paper

27. Click on Select Paper and choose the appropriate paper

The screenshot shows the 'SCHEDULE DETAIL' form. On the left is a sidebar with 'Home', 'Examination', 'Reports', and 'Logout'. The form has several dropdown menus: 'Select Faculty' (Faculty of Arts), 'Select Course Level' (UnderGraduate), 'Select Subject' (BA), 'Select Schedule' (20-21NOV_S1_CM), 'Select Course' (BA(CBCS)), and 'Select Part/Sem' (Semester 1). Below these are 'Search Schedule' and 'Select Schedule' buttons. The 'Select Paper(CS)' dropdown is open, showing '(UDGTS-102) COMMUNICATION DOGRI (AECC GP)' as the selected option. Other options include '--Select Paper Type--', '--Select College--', and 'Select Tabulator'. At the bottom, there are 'Search Records' and 'Select Paper' buttons.

28. Select Paper Type and choose Internal Assessment

Note:

- *Practical marks will also be added in the Theory paper, Select Paper Type as Internal Practical instead of Internal Assessment.*
- *Do not click on Theory*

This screenshot is similar to the previous one, but the 'Select Paper Type' dropdown is now open, showing 'Internal Assessment' as the selected option. The 'Select Paper(CS)' dropdown remains open, showing '(UDGTS-102) COMMUNICATION DOGRI (AECC GP)'. The 'Select College' dropdown is also open, showing '--Select College--'. The 'Select Tabulator' dropdown shows 'Tabulator1'. The 'Search Records' and 'Select Paper' buttons are visible at the bottom.

29. Select College

This screenshot shows the 'SCHEDULE DETAIL' form with the 'Select College' dropdown menu open. The selected option is 'GOVT DEGREE COLLEGE KHAKRYAL KATRA'. The 'Select Paper(CS)' dropdown is still open, showing '(UDGTS-102) COMMUNICATION DOGRI (AECC GP)'. The 'Select Paper Type' dropdown is also open, showing 'Internal Assessment'. The 'Select Tabulator' dropdown shows 'Tabulator1'. The 'Search Records' and 'Select Paper' buttons are at the bottom.

30. Click on **Search Records**

- User can select the no. of Records as per the option- Select Top
- Records of the student can be displayed as per the Examination Roll no. or by class Roll No., in case the same was entered during enrolment.

31. Following window will appear

SNo	Mksid	Formid	Class	RollNo	Roll No/Code	Marks(SC-Shortage,AB-Absent,NE-Not Enrolled)
1	229933	1097084	0		113310038	
2	229943	1097086	0		113310040	
3	230285	1097152	0		113310055	

32. User can enter any of the following:

- Marks
- SC (for Shortage)
- AB (Absent)
- NE (Not Enrolled)

Select Subject	BA
Select Schedule	20-21NOV_S1_CM
Select Course	BA(CBCS)
Select Part/Sem	Semester 1

Search Schedule		Select Schedule	
Select Paper(CS)	(UDGTS-102) COMMUNICATION DOGRI (AECC GP)		
Select Paper Type	Internal Assessment		
Select College	GOVT DEGREE COLLEGE KHAKRYAL KATRA		
Select Tabulator	Tabulator1		
Select Group			
Select Top	25	Rows	
Sort On <input checked="" type="radio"/> ByExaminationRollNo <input type="radio"/> ByClassRollNo			
Sorting Order <input checked="" type="radio"/> ByAscendingOrder <input type="radio"/> ByDescendingOrder			
Search Records		Select Paper	

SNo	Mksid	Formid	Class RollNo	Roll No/Code	Marks(SC-Shortage,AB-Absent,NE-Not Enroll)
1	201300	1090570	0	113310008	10
2	229933	1097084	0	113310038	SC
3	229943	1097086	0	113310040	AB
4	230285	1097152	0	113310055	NE

Add Marks

33. Click on **Add Marks**

Select Subject	BA
Select Schedule	20-21NOV_S1_CM
Select Course	BA(CBCS)
Select Part/Sem	Semester 1

Search Schedule		Select Schedule	
Select Paper(CS)	(UDGTS-102) COMMUNICATION DOGRI (AECC GP)		
Select Paper Type	Internal Assessment		
Select College	GOVT DEGREE COLLEGE KHAKRYAL KATRA		
Select Tabulator	Tabulator1		
Select Group			
Select Top	25	Rows	
Sort On <input checked="" type="radio"/> ByExaminationRollNo <input type="radio"/> ByClassRollNo			
Sorting Order <input checked="" type="radio"/> ByAscendingOrder <input type="radio"/> ByDescendingOrder			
Search Records		Select Paper	

SNo	Mksid	Formid	Class RollNo	Roll No/Code	Marks(SC-Shortage,AB-Absent,NE-Not Enroll)
1	201300	1090570	0	113310008	10
2	229933	1097084	0	113310038	SC
3	229943	1097086	0	113310040	AB
4	230285	1097152	0	113310055	NE

Add Marks

Section-B

Viewing of Marks:

Once the Internal Assessment marks of the students are entered, you can use the view option to verify the marks entered already by following the below mentioned steps:

Go to Examination → Click on Tabulation of marks → click on View → then follow the steps from Step 8- Step 18 as mentioned in the Section-A.

Verify the marks first and if there are any correction then go the Modify option and do the needful and follow the steps as mentioned in Modification of Marks option as mentioned in the Section-E.

If there are no corrections then lock the Internal Assessment marks and follow the steps mentioned in the Locking of Marks option as mentioned in the Section-D.

Section-C

Modification of Marks

To Modify the papers: Go to Examination → Click on Tabulation of Marks → Click on Modify → then follow the steps from Step 8- step no. 18, then enter the marks and Click on **Modify Marks**.

Section-D

Locking of Marks

After adding the marks, you need to Lock the Awards, to lock the awards follow the below mentioned steps:

Go to **Examination** → Click on **Tabulation of Marks** → Click on **Lock** → then follow the steps from Step 8- step no. 18, then enter the marks and Click on **Lock Marks**

Note: Marks/awards of the student will not be modified once locked.

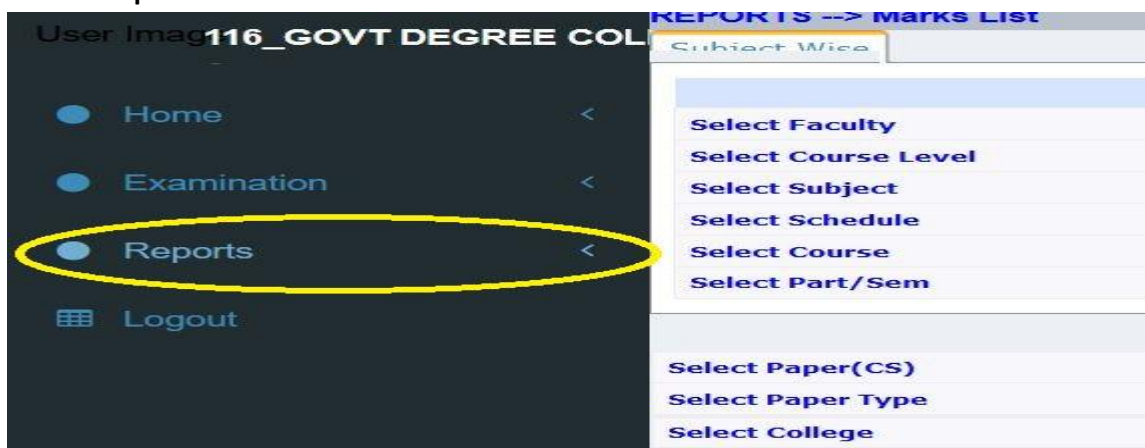
Section-E

Printing of Marks:

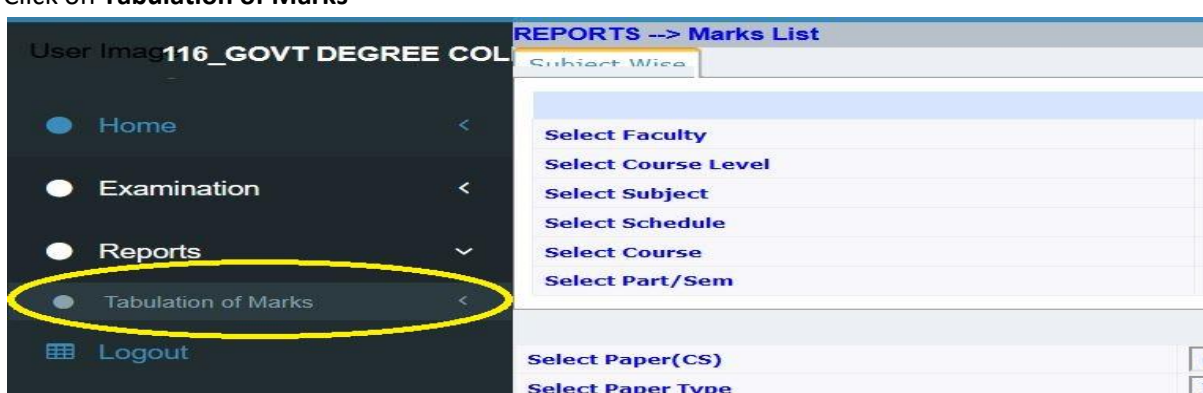
Once the Internal Assessment marks of the students are entered, you can take the print out to verify the internal assessment marks of the student which you have entered.

To print the Internal Assessment marks which the college has entered follow the below mentioned steps:

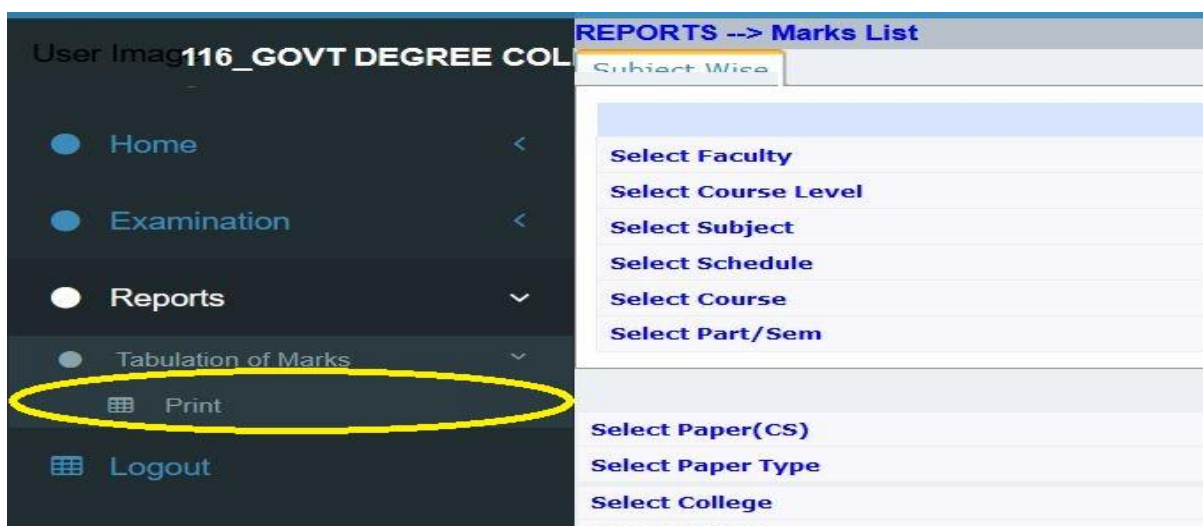
- a. Click on **Reports**



- b. Click on **Tabulation of Marks**



- c. Click on **Print**



- d. Then follow the steps from Step no. 8- steps 18 as mentioned in the Section-A above for printing of marks→ click on **Print Marks Entry**.
- e. Once Internal Assessment marks of the students are locked can't not be modified, you need to take the printout of the Internal Assessment marks and submit it to the University of Jammu, also keep the copy of the marks in the office of College for record purpose.