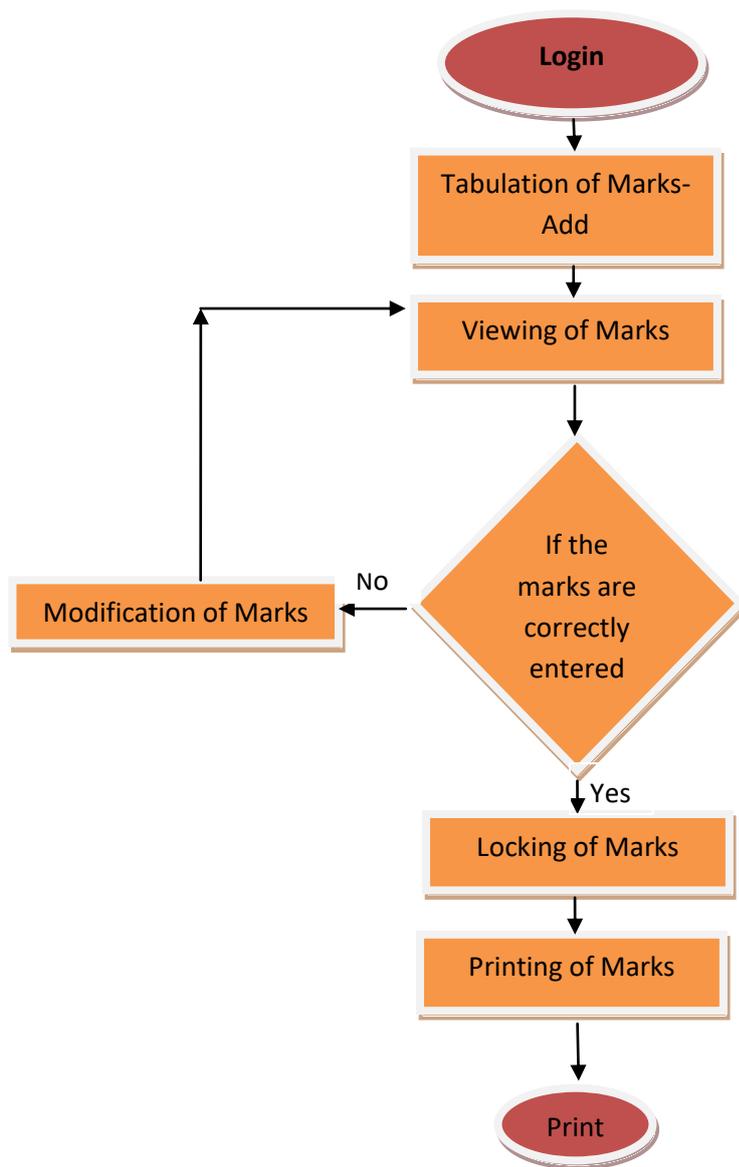


Tabulation of Marks

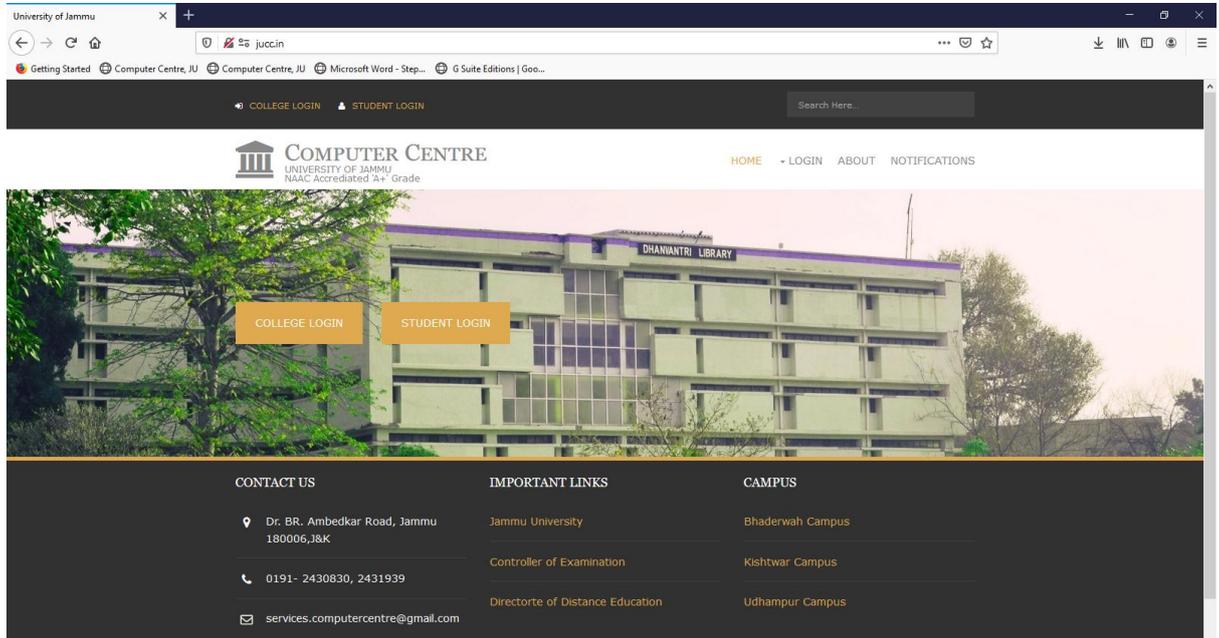
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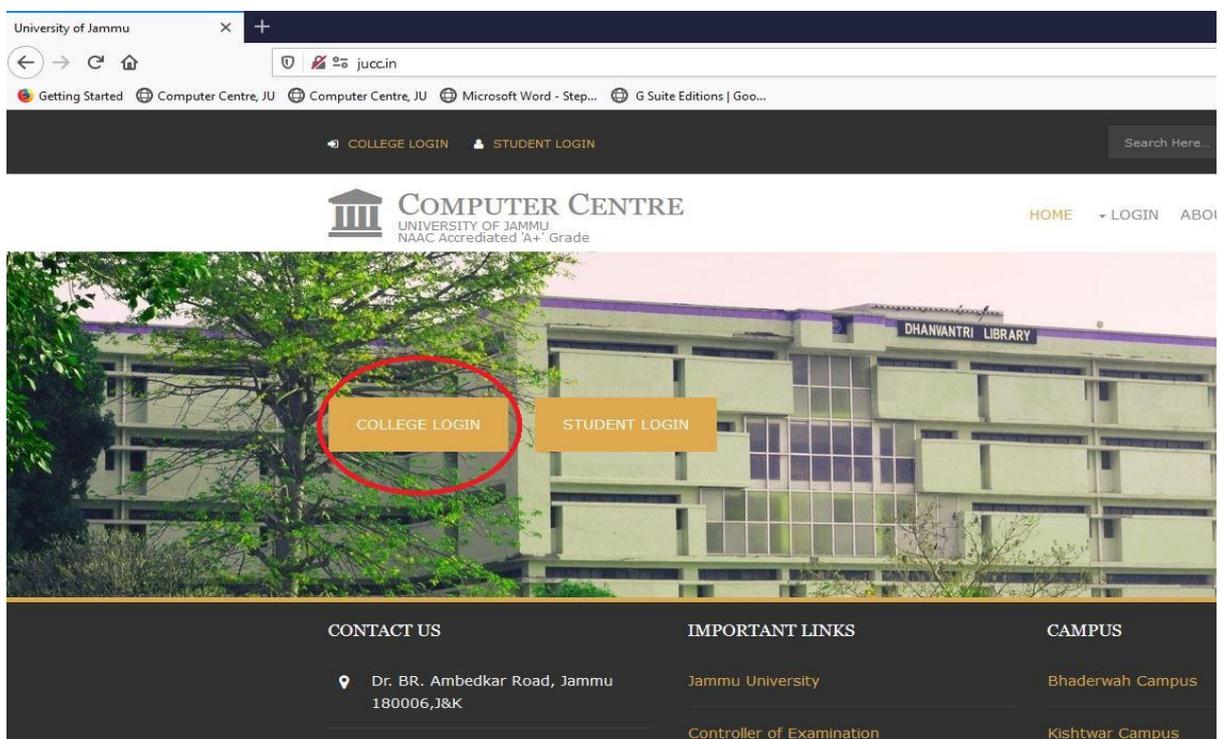


Generation of Userid and Password

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**

USER PROFILE			
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

Please contact Computer Centre in case of any mismatch of the above Data

6. Click on **Admin Reports**

Enter User Login	GDCNG		
Enter User Name	GOVT DEGREE COLLEGE NAGROTA		
Principal Details			
Name	ATTAR SINGH	Mobile No	0 7006187069
Email	gdcnagrot@gmail.com		
Office Details			
Fax	0 1111111111	Mobile No	0 7889554478
Email	Abc@gmail.com		

Plesae contact Computer Centre in case of any mismatch of the above Data

7. Click on ME Users

Enter User Login	GDCNG		
Enter User Name	GOVT DEGREE COLLEGE NAGROTA		
Principal Details			
Name	ATTAR SINGH	Mobile No	0 7006187069
Email	gdcnagrot@gmail.com		
Office Details			
Fax	0 1111111111	Mobile No	0 7889554478
Email	Abc@gmail.com		

Plesae contact Computer Centre in case of any mismatch of the above Data

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8. Click on Print

Enter User Name	GOVT DEGREE COLLEGE NAGROTA		
Principal Details			
Name	ATTAR SINGH	Mobile No	0 7006187069
Email	gdcnagrot@gmail.com		
Office Details			
Fax	0 1111111111	Mobile No	0 7889554478
Email	Abc@gmail.com		

Plesae contact Computer Centre in case of any mismatch of the above Data

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 TM-OF

9. Click on Select Session

The screenshot shows the 'SCHEDULE DETAIL' form. On the left is a dark sidebar with navigation links: Home, Student, Lock, Reports, Admin, and Logout. The main form area has a header 'GOVT DEGREE COLLEGE' and 'Schedule Users'. Below the header are three dropdown menus: 'Select Session' (set to 2020), 'Select Schedule Master' (set to --Select Examination Schedule Detail Summary --), and 'Select College' (set to --Select College--). Below these are 'Report Parameters' with checkboxes for 'Add Page Break after Groups' (checked), 'Add Group Summary' (checked), and 'Add Total Summary' (unchecked). Input fields for 'Rows in Page' (30) and 'pt Row Height' (20) are also present. A 'Print' button is at the bottom right.

10. Click on Select Schedule Master

The screenshot shows the 'SCHEDULE DETAIL' form. The 'Select Schedule Master' dropdown menu is now highlighted with a red border and contains the value '20-21_S1_CM'. The other elements, including the sidebar, 'Select Session' dropdown, 'Select College' dropdown, and 'Report Parameters' section, remain the same as in the previous screenshot.

11. Select College

The screenshot shows the 'SCHEDULE DETAIL' form. The 'Select College' dropdown menu is now highlighted with a red border and is empty. The 'Select Schedule Master' dropdown now contains the value '20-21_S1_CM'. The other elements, including the sidebar, 'Select Session' dropdown, and 'Report Parameters' section, remain the same as in the previous screenshots.

12. Click on Print

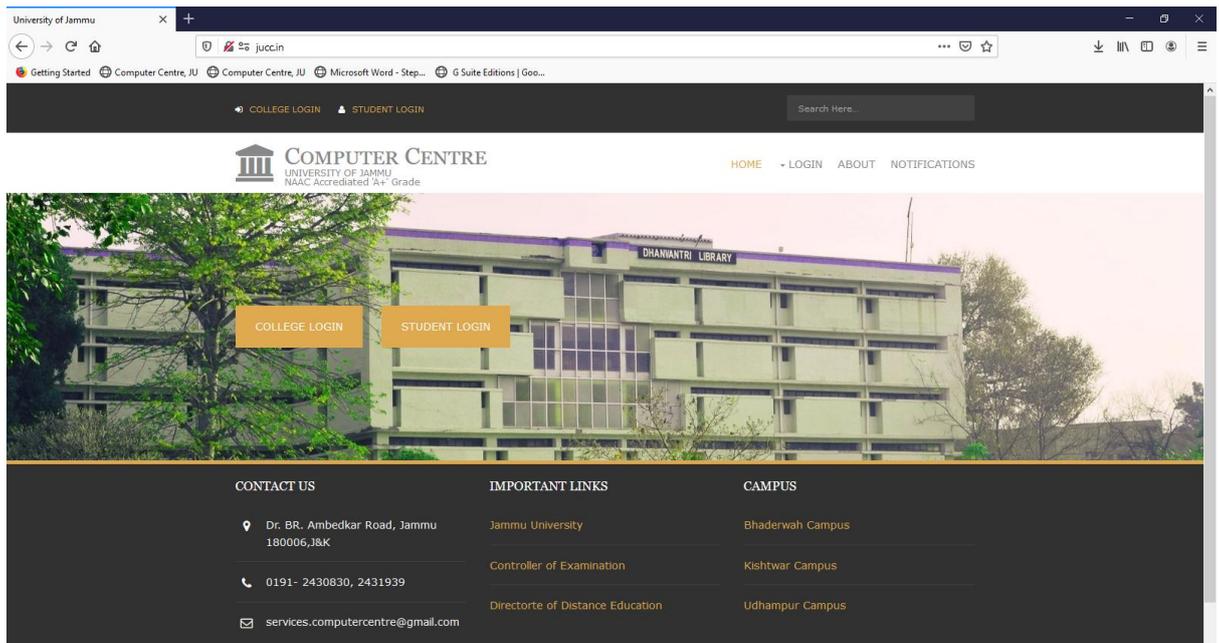
The screenshot shows a web application interface for 'GOVT DEGREE COLLEGE'. On the left is a dark sidebar with navigation links: Home, Student, Lock, Reports, Admin, and Logout. The main content area is titled 'SCHEDULE DETAIL' and includes several dropdown menus: 'Select Session' (2020), 'Select Schedule Master' (20-21_S1_CM), and 'Select College'. Below these are 'Report Parameters' with checkboxes for 'Add Page Break after Groups', 'Add Group Summary', and 'Add Total Summary'. The 'Rows in Page' is set to 30 and 'pt Row Height' is 20. A red circle highlights a 'Print' button in the bottom right corner of the report parameters section.

Section-A

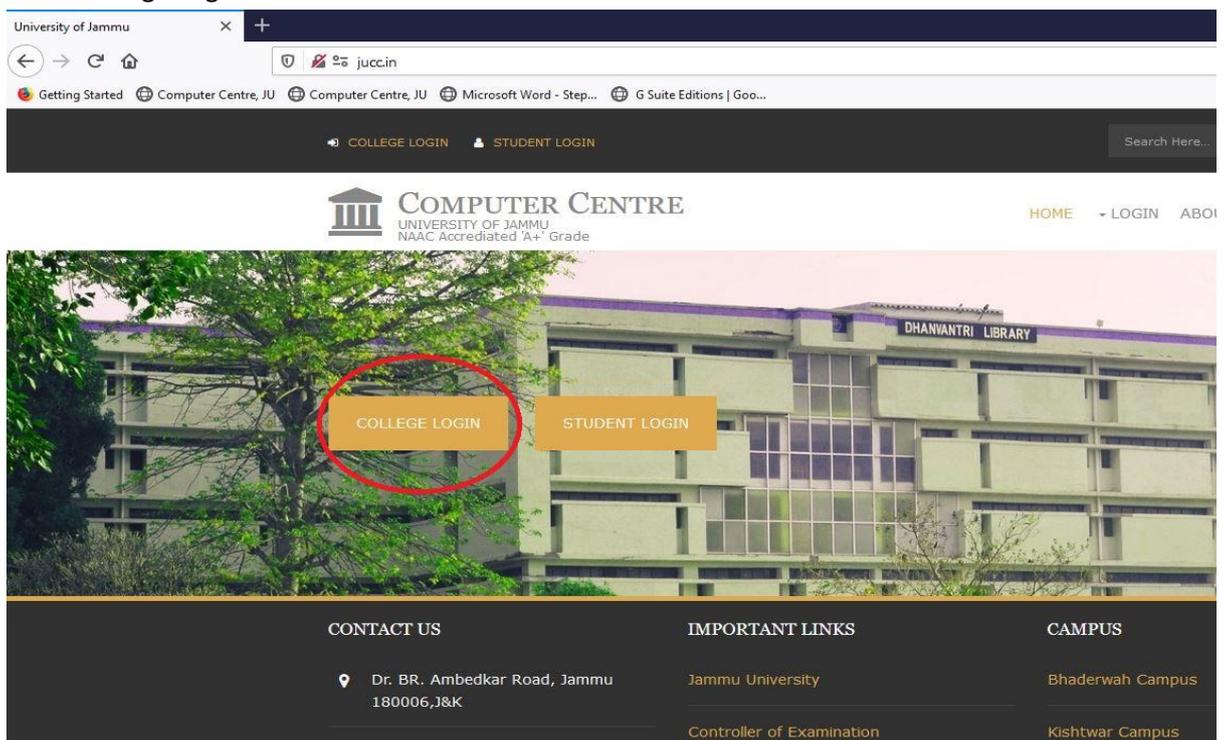
Tabulation of marks-Add

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):**

- Go to jucc.in



- 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**.

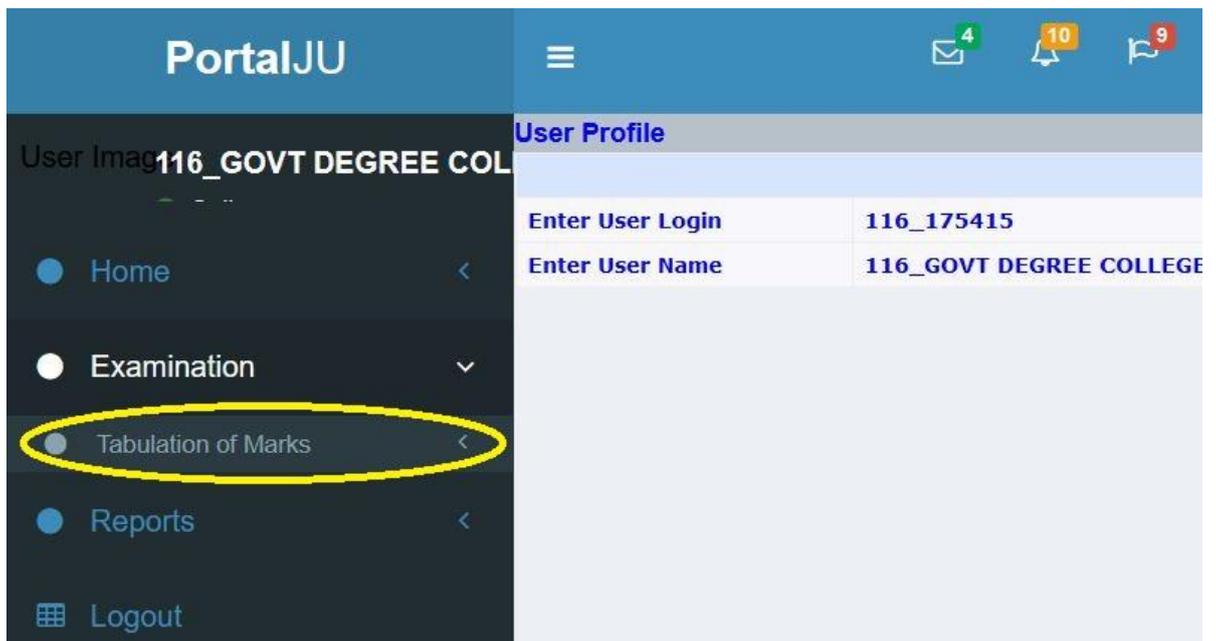
17. After Successful login the following window will appear and click on **Examination Tabulation of Marks**

User Profile

USER PROFILE	
Enter User Login	116_175415
Enter User Name	116_GOV'T 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 required 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

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

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

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.

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 with a sidebar on the left containing 'Home', 'Examination', 'Reports', and 'Logout'. The form fields are as follows:

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

Buttons: Search Schedule, Select Schedule

Dropdowns:

- 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: [Empty]

Other fields: Select Top: 25 Rows; Sort On: ByExaminationRollNo, ByClassRollNo; Sorting Order: ByAscendingOrder, ByDescendingOrder; Buttons: Search Records, Select Paper.

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**

The screenshot shows the 'SCHEDULE DETAIL' form with the same sidebar and initial field values as in step 27. The 'Select Paper Type' dropdown is now open and 'Internal Assessment' is selected.

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

Buttons: Search Schedule, Select Schedule

Dropdowns:

- Select Paper(CS): (UDGTS-102) COMMUNICATION DOGRI (AECC GP)
- Select Paper Type: Internal Assessment
- Select College: --Select College--
- Select Tabulator: Tabulator1
- Select Group: [Empty]

Other fields: Select Top: 25 Rows; Sort On: ByExaminationRollNo, ByClassRollNo; Sorting Order: ByAscendingOrder, ByDescendingOrder; Buttons: Search Records, Select Paper.

29. Select College

The screenshot shows the 'SCHEDULE DETAIL' form with the same sidebar and initial field values. The 'Select College' dropdown is now open and 'GOVT DEGREE COLLEGE KHAKRYAL KATRA' is selected.

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

Buttons: Search Schedule, Select Schedule

Dropdowns:

- 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: [Empty]

Other fields: Select Top: 25 Rows; Sort On: ByExaminationRollNo, ByClassRollNo; Sorting Order: ByAscendingOrder, ByDescendingOrder; Buttons: Search Records, Select Paper.

30. Click on **Search Records**

- i. User can select the no. of Records as per the option- Select Top
- ii. 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.

The screenshot shows the 'MARKS ENTRY-->ADD' interface. The 'SCHEDULE DETAIL' section includes the following fields:

- 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

Below this, there are buttons for 'Search Schedule' and 'Select Schedule'. The 'Search Schedule' section includes:

- 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: [Empty]
- Select Top: 25 Rows

Sorting options are: Sort On (ByExaminationRollNo, ByClassRollNo) and Sorting Order (ByAscendingOrder, ByDescendingOrder). The 'Search Records' button is highlighted with a yellow circle.

31. Following window will appear

The screenshot shows the 'MARKS ENTRY-->ADD' interface. The 'SCHEDULE DETAIL' section includes the following fields:

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

Below this, there are buttons for 'Search Schedule' and 'Select Schedule'. The 'Search Schedule' section includes:

- 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: [Empty]
- Select Top: 25 Rows

Sorting options are: Sort On (ByExaminationRollNo, ByClassRollNo) and Sorting Order (ByAscendingOrder, ByDescendingOrder). The 'Search Records' and 'Select Paper' buttons are visible. Below the form is a table with the following data:

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	

The 'Add Marks' button is visible at the bottom right of the table.

32. User can enter any of the following:

- i. Marks
- ii. SC (for Shortage)
- iii. AB (Absent)
- iv. 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.

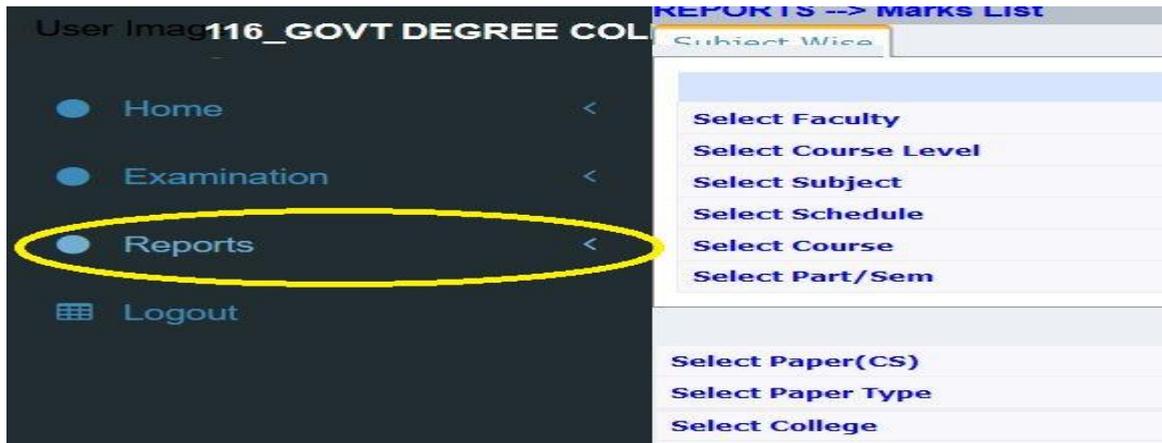
Section-E

Printing of Marks:

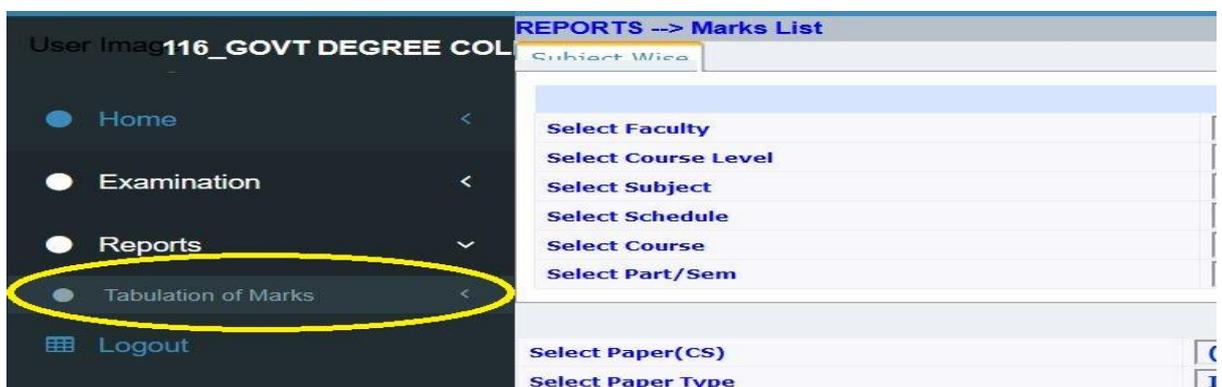
Once the Internal Assessment marks of the students are entered, you can take the print out to verify the internal assessment marks of the student which you have entered.

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

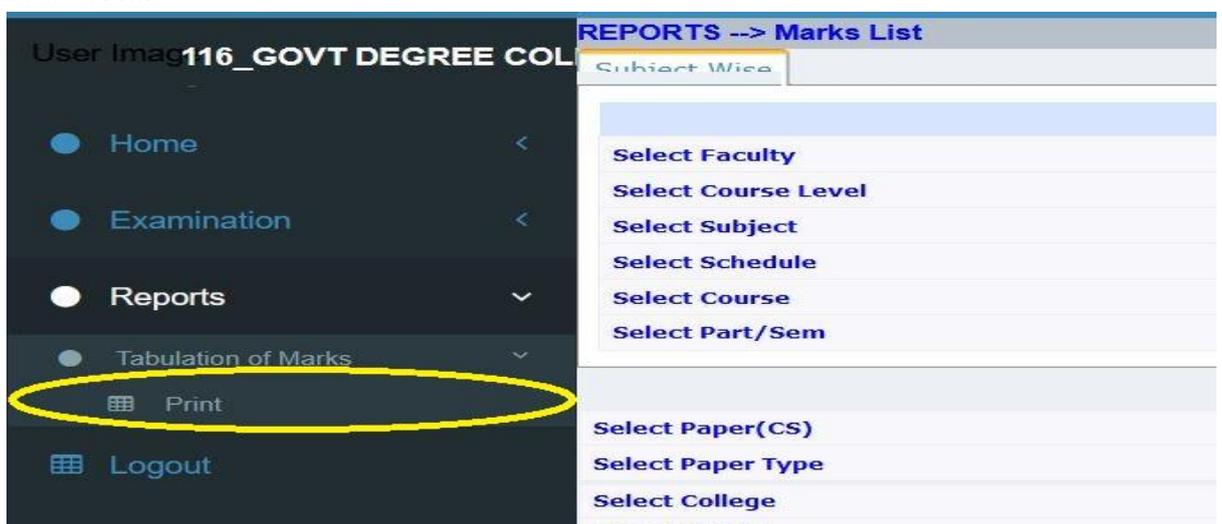
- a. Click on **Reports**



- 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.