User Manual for Internal appointment:-

College Principal/ Director/ CEO will appoint HoD for the specific subject through college login. Flow for appointment of internal examiner From **HoD login** is as follow.

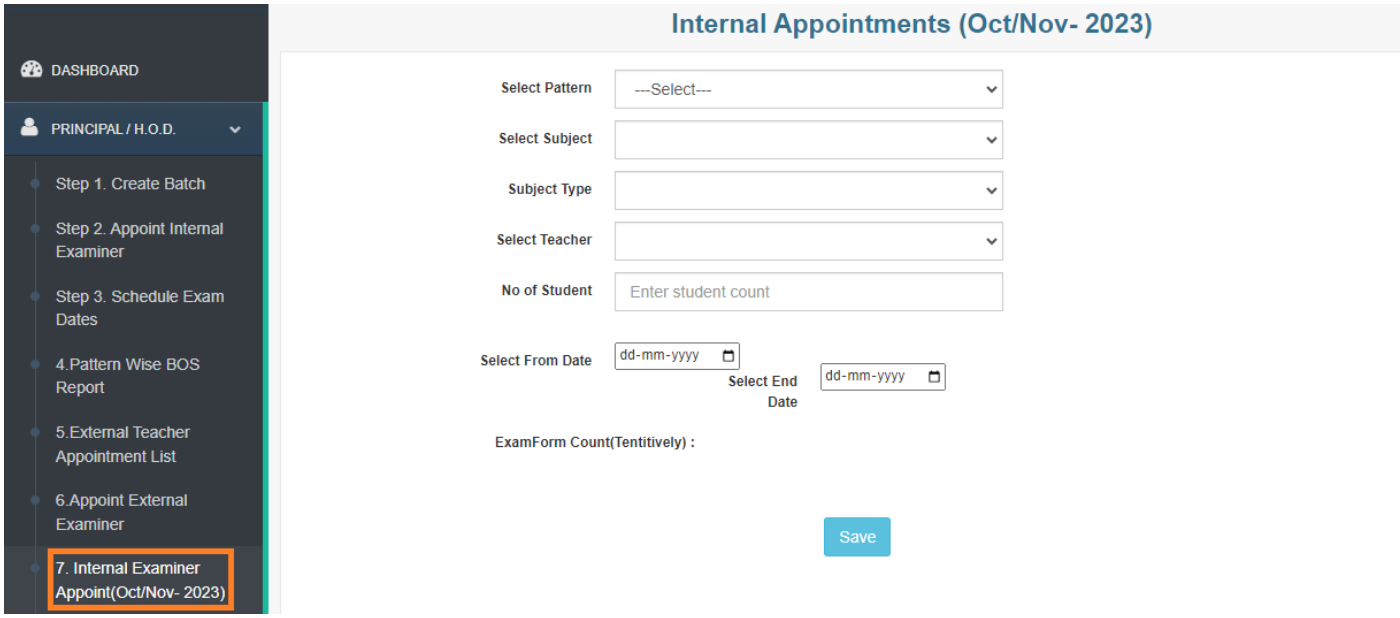


Figure no.1.HOD LOGIN click on Appoint Internal Examiner (Oct/Nov-2023)

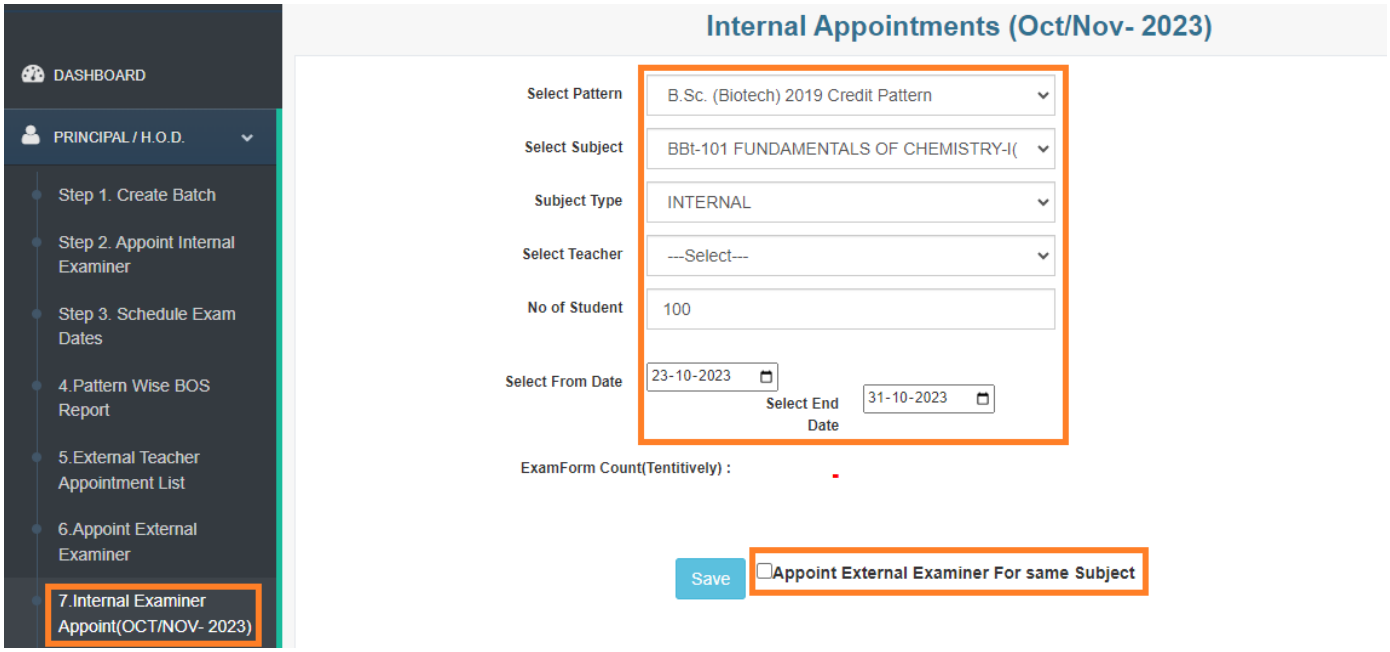


Figure no.2.Fill all required details (pattern, subject etc.). click on save button. Only For science faculty sem I and II external appointment can be done by the HOD for that please select the check box shown near the save button.

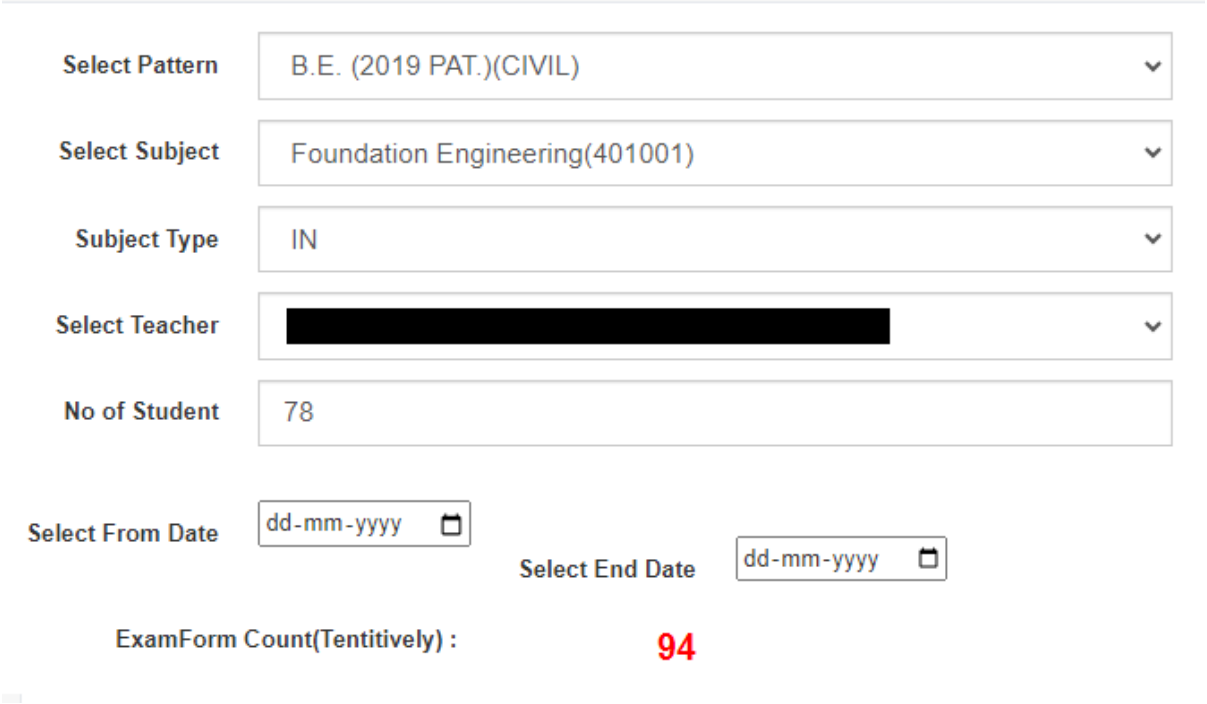


Figure no.3.displayed Exam Form Count (Tentatively), it will help to check exam form count or student count to coordinator/subject chairman.

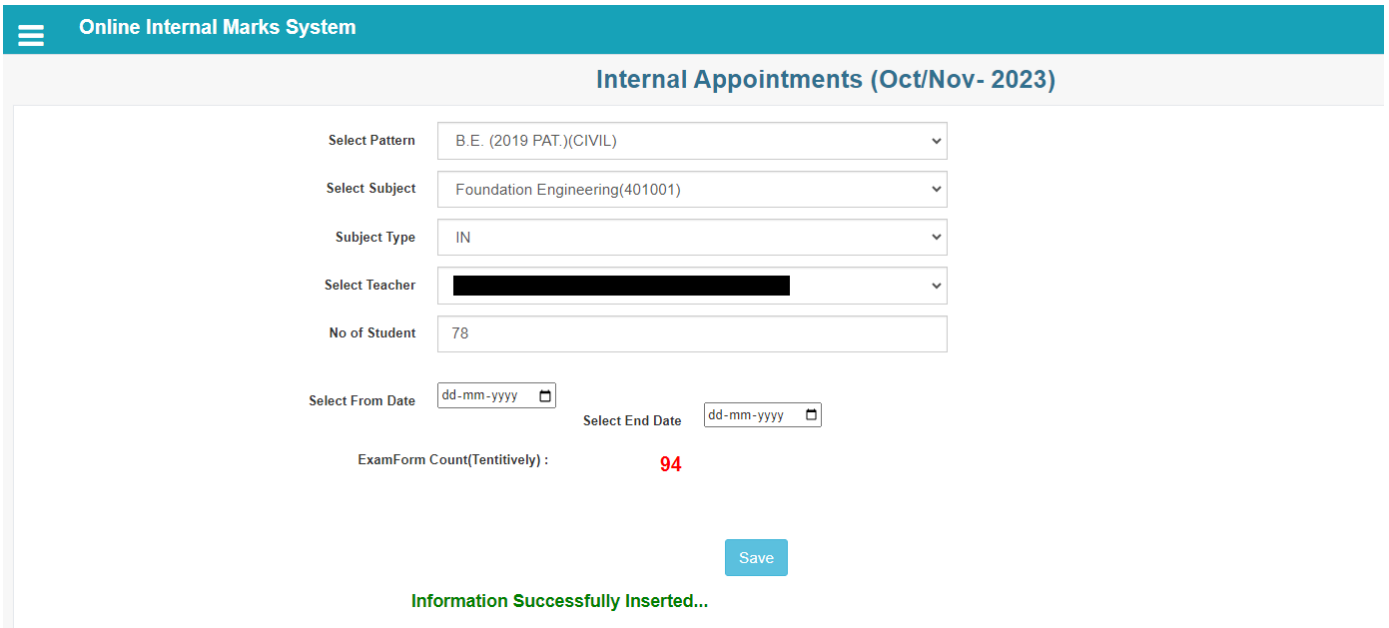


Figure no.4. Click on save button show message information successfully inserted. Internal examiner will receive mail about its appointment as internal examiner.

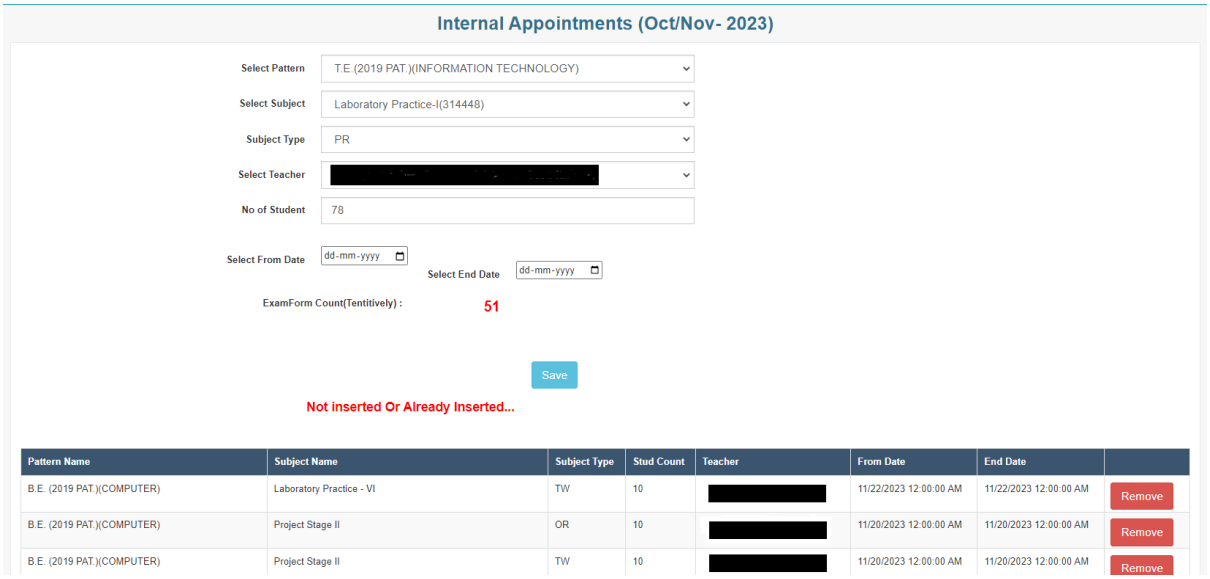
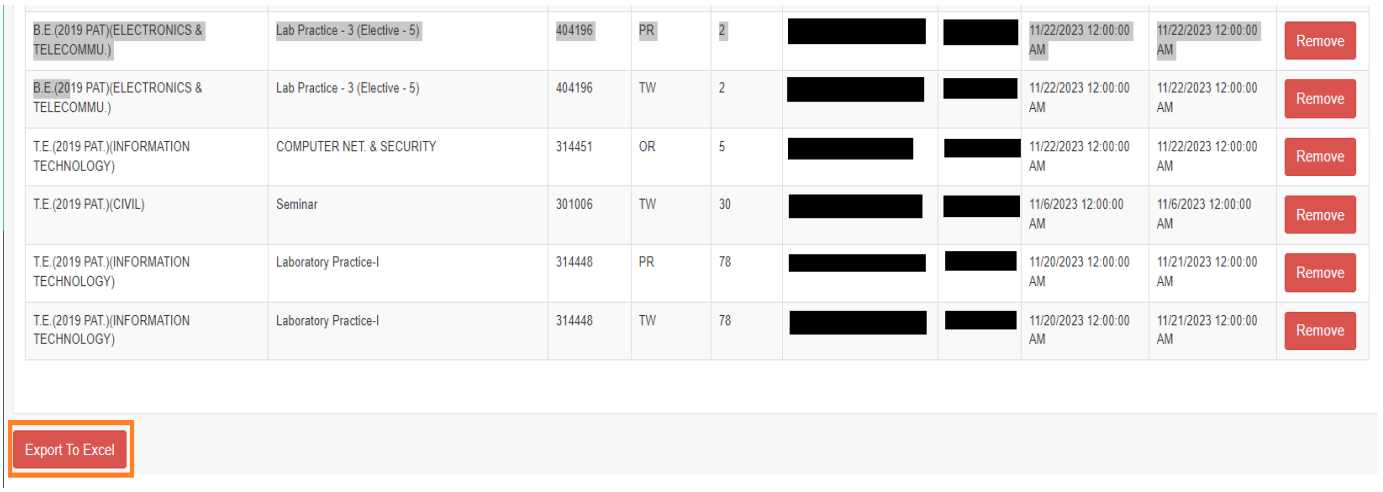


Figure no.5. After click on save button, if show error not inserted or already inserted, then please check list there will be already saved data to that teacher with subject

Pattern Name	Subject Name	Subject Type	Stud Count	Teacher	From Date	End Date	
B.E. (2019 PAT.)(COMPUTER)	Laboratory Practice - VI	TW	10	[redacted]	11/22/2023 12:00:00 AM	11/22/2023 12:00:00 AM	Remove
B.E. (2019 PAT.)(COMPUTER)	Project Stage II	OR	10		11/20/2023 12:00:00 AM	11/20/2023 12:00:00 AM	Remove
B.E. (2019 PAT.)(COMPUTER)	Project Stage II	OR	10	[redacted]	11/20/2023 12:00:00 AM	11/20/2023 12:00:00 AM	Remove
B.E. (2019 PAT.)(COMPUTER)	Project Stage II	TW	10	[redacted]	11/20/2023 12:00:00 AM	11/20/2023 12:00:00 AM	Remove
B.E. (2019 PAT.)(COMPUTER)	Laboratory Practice - III	TW	100	[redacted]	11/6/2023 12:00:00 AM	11/7/2023 12:00:00 AM	Remove
B.E. (2019 PAT.)(COMPUTER)	Laboratory Practice - III	PR	100	[redacted]	11/6/2023 12:00:00 AM	11/7/2023 12:00:00 AM	Remove
B.E. (2019 PAT.)(COMPUTER)	Laboratory Practice - IV	TW	100	[redacted]	11/8/2023 12:00:00 AM	11/9/2023 12:00:00 AM	Remove
T.E.(2019 PAT.)(COMPUTER)	Laboratory Practice I	TW	70	[redacted]	11/6/2023 12:00:00 AM	11/7/2023 12:00:00 AM	Remove
T.E.(2019 PAT.)(COMPUTER)	Laboratory Practice I	PR	70	[redacted]	11/7/2023 12:00:00 AM	11/8/2023 12:00:00 AM	Remove
T.E.(2019 PAT.)(COMPUTER)	Laboratory Practice I	TW	70	[redacted]	11/7/2023 12:00:00 AM	11/8/2023 12:00:00 AM	Remove

Figure no.6. It shows save data of internal examiners. HoD can remove any examiner using remove button.



B.E.(2019 PAT)(ELECTRONICS & TELECOMMU.)	Lab Practice - 3 (Elective - 5)	404196	PR	2	[redacted]	[redacted]	11/22/2023 12:00:00 AM	11/22/2023 12:00:00 AM	Remove
B.E.(2019 PAT)(ELECTRONICS & TELECOMMU.)	Lab Practice - 3 (Elective - 5)	404196	TW	2	[redacted]	[redacted]	11/22/2023 12:00:00 AM	11/22/2023 12:00:00 AM	Remove
T.E.(2019 PAT.)(INFORMATION TECHNOLOGY)	COMPUTER NET. & SECURITY	314451	OR	5	[redacted]	[redacted]	11/22/2023 12:00:00 AM	11/22/2023 12:00:00 AM	Remove
T.E.(2019 PAT.)(CIVIL)	Seminar	301006	TW	30	[redacted]	[redacted]	11/6/2023 12:00:00 AM	11/6/2023 12:00:00 AM	Remove
T.E.(2019 PAT.)(INFORMATION TECHNOLOGY)	Laboratory Practice-I	314448	PR	78	[redacted]	[redacted]	11/20/2023 12:00:00 AM	11/21/2023 12:00:00 AM	Remove
T.E.(2019 PAT.)(INFORMATION TECHNOLOGY)	Laboratory Practice-I	314448	TW	78	[redacted]	[redacted]	11/20/2023 12:00:00 AM	11/21/2023 12:00:00 AM	Remove

Export To Excel

Figure no.7. If there any difficulty to find teacher, then click on Export to Excel and export data to check details.

User manual for External Appointment:-

College Principal/ Director/ CEO will appoint HoD for the specific subject through college login. Flow for appointment of External examiner From **HoD login** is as follow.

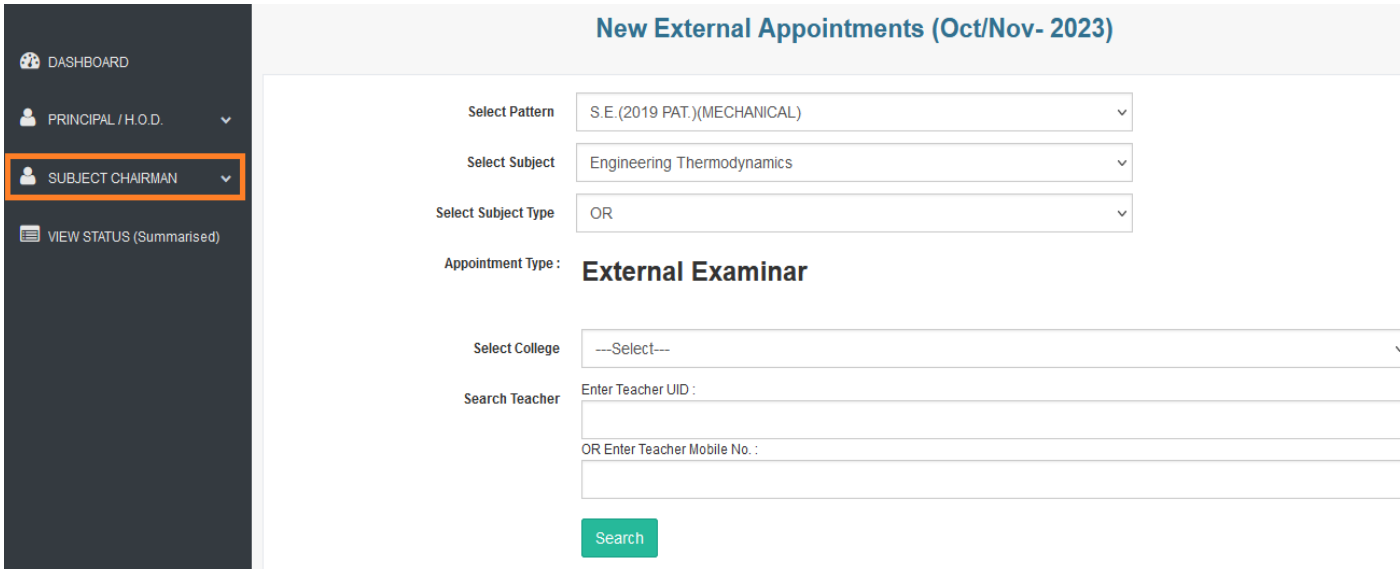


Figure no.1 :- for appoint external examiner Click on SUBJECT CHAIRMAN menu.

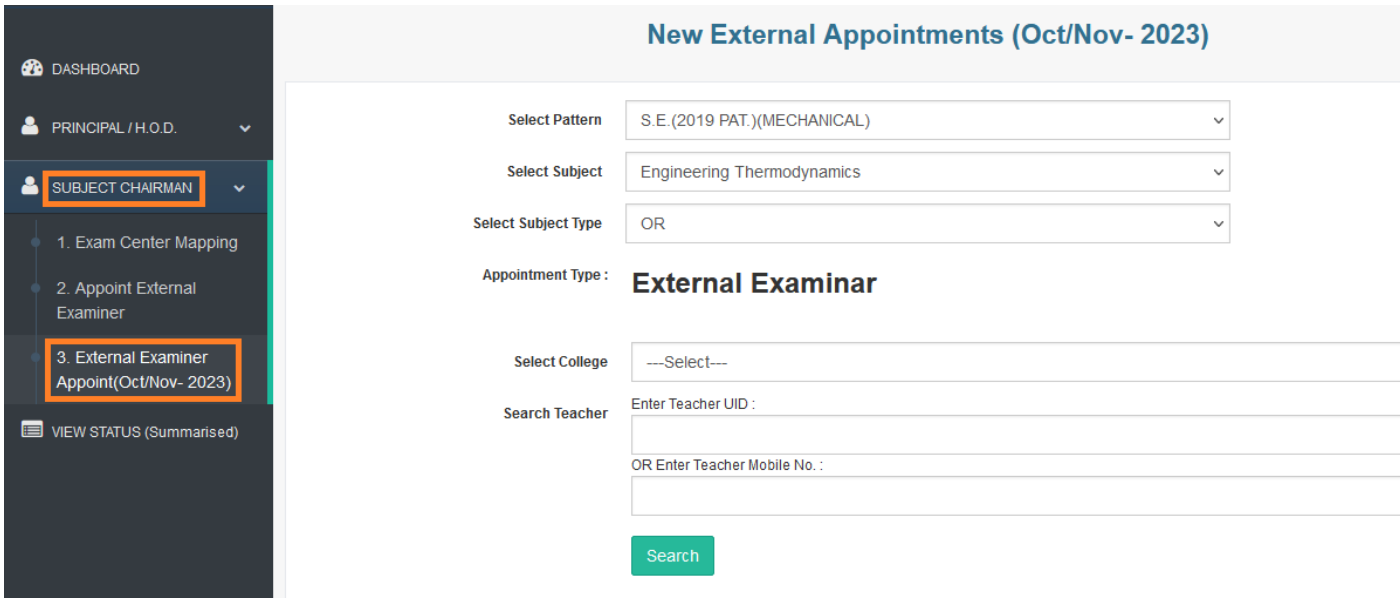


Figure no.2 :- click on point no.3 Appoint External Examiner (Oct/Nov-2023)

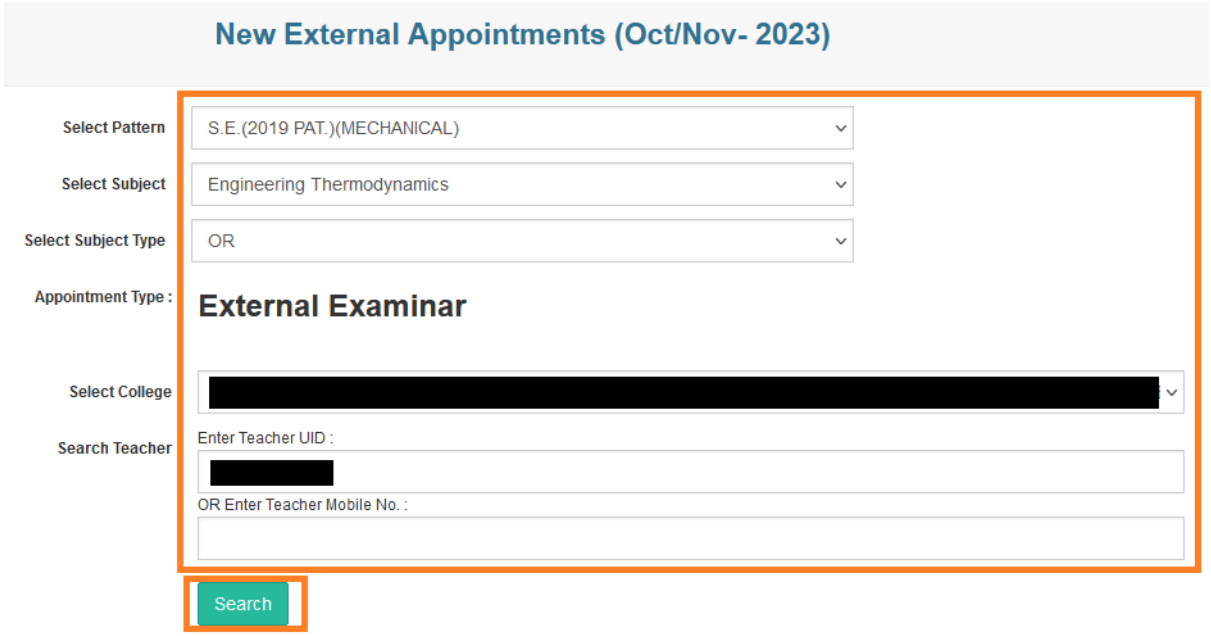


Figure no.3 :- Enter required data properly and click on search button.

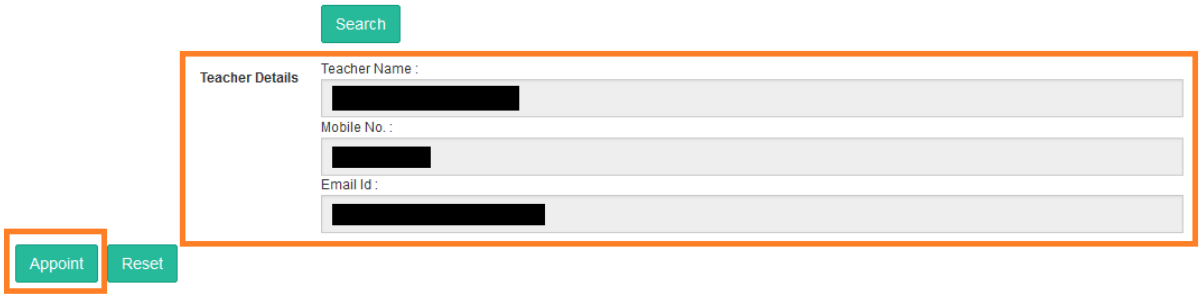


Figure no.4 :- confirmed searched details, if ok then click on appoint button.

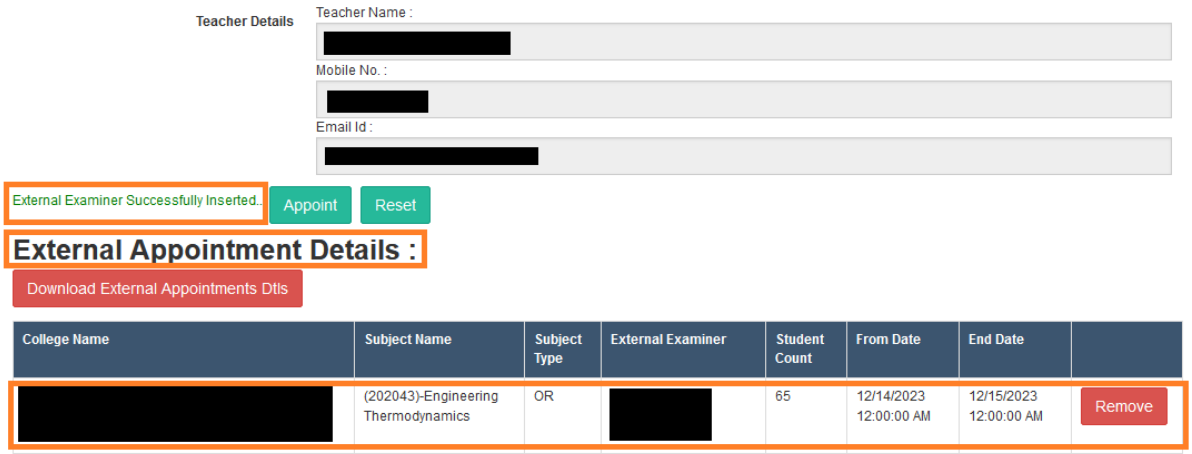


Figure no.5 :- message displayed External Examiner Successfully Inserted. AND displayed details as above.

College Name	Subject Name	Subject Type	External Examiner	Student Count	From Date	End Date	
[redacted]	(202043)-Engineering Thermodynamics	OR	[redacted]	65	12/14/2023 12:00:00 AM	12/15/2023 12:00:00 AM	Remove

Figure no.6 :- If Need to remove teacher, remove button also available there.

External Appointment Details :

Download External Appointments Dtls

College Name	Subject Name	Subject Type	External Examiner	Student Count	From Date	End Date	
[redacted]	(202043)-Engineering Thermodynamics	OR	[redacted]	65	12/14/2023 12:00:00 AM	12/15/2023 12:00:00 AM	Remove

Figure no.7 :- Required for all external appointed list, then you can download excel file also, click on Download External Appointments Dtls Button.

Figure no.8 :- Click on 8 no. point Internal/External Examiner Appoint list to check particular college wise appointed list. If need download list then click on Download Internal Appointments.