

## 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.

**Internal Appointments (Oct/Nov- 2023)**

Select Pattern: ---Select---

Select Subject: [Empty]

Subject Type: [Empty]

Select Teacher: [Empty]

No of Student: Enter student count

Select From Date: dd-mm-yyyy [Calendar icon]

Select End Date: dd-mm-yyyy [Calendar icon]

ExamForm Count(Tentitively):

Save

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

**Internal Appointments (Oct/Nov- 2023)**

Select Pattern: B.Sc. (Biotech) 2019 Credit Pattern

Select Subject: BBt-101 FUNDAMENTALS OF CHEMISTRY-I(

Subject Type: INTERNAL

Select Teacher: ---Select---

No of Student: 100

Select From Date: 23-10-2023 [Calendar icon]

Select End Date: 31-10-2023 [Calendar icon]

ExamForm Count(Tentitively): -

Save  Appoint External Examiner For same Subject

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.

Select Pattern B.E. (2019 PAT.)(CIVIL) ▼

Select Subject Foundation Engineering(401001) ▼

Subject Type IN ▼

Select Teacher [REDACTED] ▼

No of Student 78

Select From Date dd-mm-yyyy 📅

Select End Date dd-mm-yyyy 📅

ExamForm Count(Tentitively) : **94**

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

Online Internal Marks System

Internal Appointments (Oct/Nov- 2023)

Select Pattern B.E. (2019 PAT.)(CIVIL) ▼

Select Subject Foundation Engineering(401001) ▼

Subject Type IN ▼

Select Teacher [REDACTED] ▼

No of Student 78

Select From Date dd-mm-yyyy 📅

Select End Date dd-mm-yyyy 📅

ExamForm Count(Tentitively) : **94**

Save

Information Successfully Inserted...

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

**Internal Appointments (Oct/Nov- 2023)**

Select Pattern: T.E.(2019 PAT.)(INFORMATION TECHNOLOGY)

Select Subject: Laboratory Practice-I(314448)

Subject Type: PR

Select Teacher: [Redacted]

No of Student: 78

Select From Date: dd-mm-yyyy      Select End Date: dd-mm-yyyy

ExamForm Count(Tentitively) : **51**

Not inserted Or Already Inserted...

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	<input type="button" value="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	<input type="button" value="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	<input type="button" value="Remove"/>

**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	<input type="button" value="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	<input type="button" value="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	<input type="button" value="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	<input type="button" value="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	<input type="button" value="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	<input type="button" value="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	<input type="button" value="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	<input type="button" value="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	<input type="button" value="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	<input type="button" value="Remove"/>

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

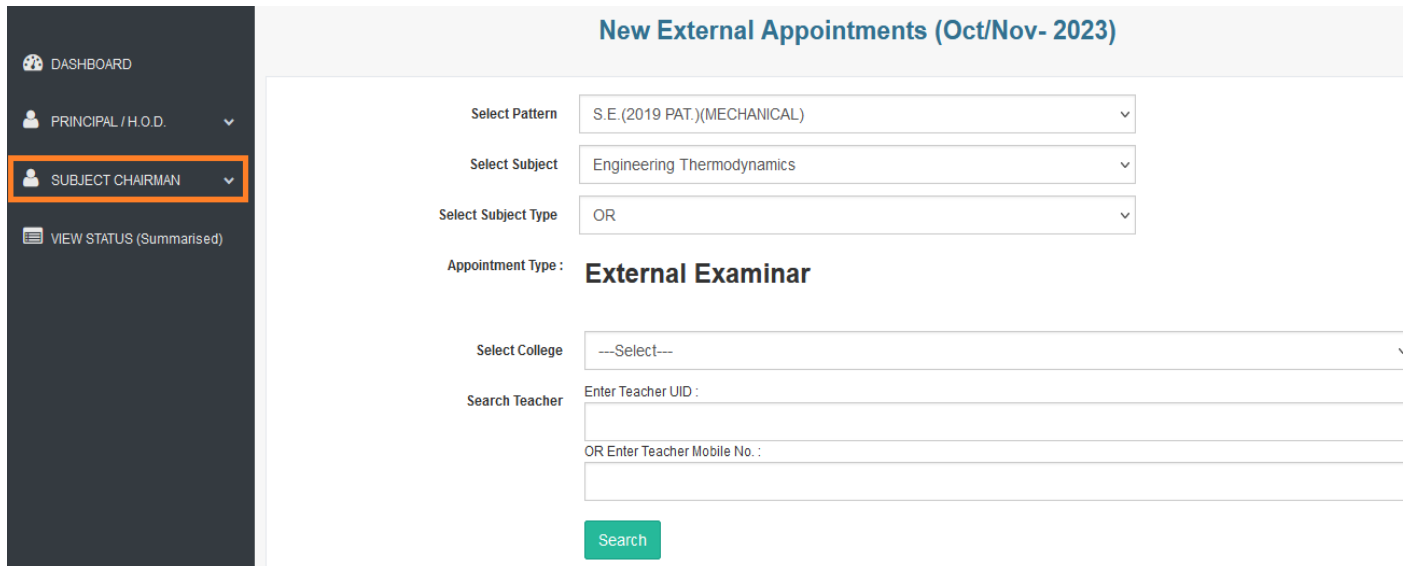
B.E.(2019 PAT)(ELECTRONICS & TELECOMMU.)	Lab Practice - 3 (Elective - 5)	404196	PR	2			11/22/2023 12:00:00 AM	11/22/2023 12:00:00 AM	Remove
B.E.(2019 PAT)(ELECTRONICS & TELECOMMU.)	Lab Practice - 3 (Elective - 5)	404196	TW	2			11/22/2023 12:00:00 AM	11/22/2023 12:00:00 AM	Remove
T.E.(2019 PAT)(INFORMATION TECHNOLOGY)	COMPUTER NET. & SECURITY	314451	OR	5			11/22/2023 12:00:00 AM	11/22/2023 12:00:00 AM	Remove
T.E.(2019 PAT)(CIVIL)	Seminar	301006	TW	30			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			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			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.**

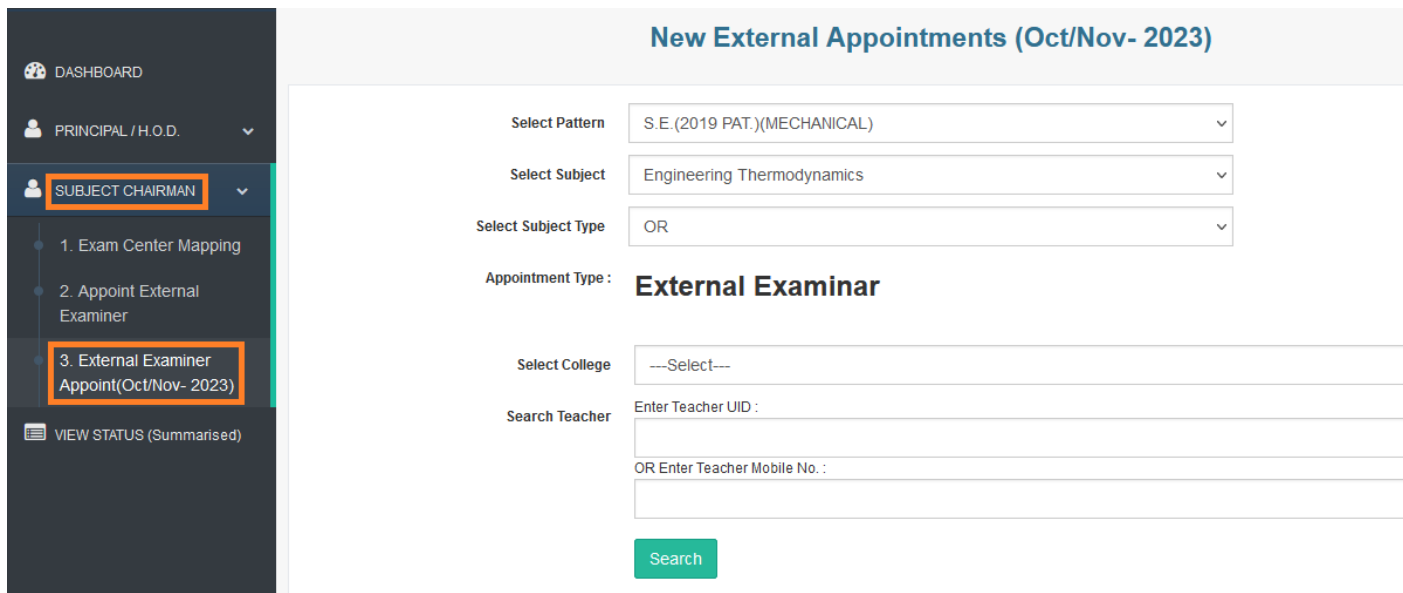
## User manual for External Appointment:-

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.



The screenshot shows a web interface for 'New External Appointments (Oct/Nov- 2023)'. On the left is a dark sidebar menu with the following items: 'DASHBOARD', 'PRINCIPAL / H.O.D.', 'SUBJECT CHAIRMAN' (highlighted with an orange box), and 'VIEW STATUS (Summarised)'. The main content area contains a form with the following fields: 'Select Pattern' (S.E.(2019 PAT.)(MECHANICAL)), 'Select Subject' (Engineering Thermodynamics), 'Select Subject Type' (OR), and 'Appointment Type' (External Examiner). Below these are 'Select College' (---Select---), 'Search Teacher' (Enter Teacher UID:), and 'OR Enter Teacher Mobile No. :'. A green 'Search' button is at the bottom.

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



This screenshot is similar to Figure no.1 but shows the 'SUBJECT CHAIRMAN' menu expanded. The expanded menu contains three items: '1. Exam Center Mapping', '2. Appoint External Examiner', and '3. External Examiner Appoint(Oct/Nov- 2023)' (highlighted with an orange box). The rest of the form and the main content area are identical to the previous screenshot.

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

### New External Appointments (Oct/Nov- 2023)

Select Pattern: S.E.(2019 PAT.)(MECHANICAL) ▾

Select Subject: Engineering Thermodynamics ▾

Select Subject Type: OR ▾

Appointment Type: **External Examiner**

Select College: [Redacted] ▾

Search Teacher: Enter Teacher UID : [Redacted]

OR Enter Teacher Mobile No. : [Redacted]

Search

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

Search

**Teacher Details**

Teacher Name : [Redacted]

Mobile No. : [Redacted]

Email Id : [Redacted]

Appoint

Reset

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

Teacher Details

Teacher Name : [Redacted]

Mobile No. : [Redacted]

Email Id : [Redacted]

External Examiner Successfully Inserted.

Appoint

Reset

**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.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.

DASHBOARD

PRINCIPAL / H.O.D.

- Step 1. Create Batch
- Step 2. Appoint Internal Examiner
- Step 3. Schedule Exam Dates
- 4. Pattern Wise BOS Report
- 5. External Teacher Appointment List
- 6. Appoint External Examiner
- 7. Internal Examiner Appoint(Oct/Nov- 2023)
- 8. Internal/External Examiner Appoint list

### Internal/External Appointment Examiner List (Oct/Nov- 2023)

**External Appointment Details :**

Download External Appointments

**Internal Appointment Details :**

Download Internal Appointments

Pattern Name	Subject Name	Subject Type	Internal Examiner	Student Count	From Date	End Date
7041976 (B.E. (2019 PAT.)(COMPUTER))	(410255)-Laboratory Practice - VI	TW	[REDACTED]	10	22 Nov 2023	22 Nov 2023
7041976 (B.E. (2019 PAT.)(COMPUTER))	(410256)-Project Stage II	OR	[REDACTED]	10	20 Nov 2023	20 Nov 2023
7041976 (B.E. (2019 PAT.)(COMPUTER))	(410256)-Project Stage II	TW	[REDACTED]	10	20 Nov 2023	20 Nov 2023
7041976 (B.E. (2019 PAT.)(COMPUTER))	(410246)-Laboratory Practice - III	TW	[REDACTED]	100	06 Nov 2023	07 Nov 2023
7041976 (B.E. (2019 PAT.)(COMPUTER))	(410246)-Laboratory Practice - III	PR	[REDACTED]	100	06 Nov 2023	07 Nov 2023

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.

