



**KERALA UNIVERSITY OF HEALTH SCIENCES**  
**THRISSUR – 680 596**

**Dated: 05-01-2015**

**INSTRUCTIONS FOR SUBMITTING IA MARKS , ATTENDANCE & EXAM REGISTRATION IN THE UNIVERSITY WEBSITE**

University introduces the re - organized system for the Online Submission of the IA Marks & Attendance of students. This will be applicable for Examination Notifications published from now onwards. Please find the following instructions.

When a new Examination Notification is published, first you need to submit the IA Marks and Attendance details of students from your college.

*You are requested to complete the Pre-Examination Activities in the following order only.*

- 1. Internal Marks Entry, if any.*
- 2. Attendance Entry*
- 3. Examination Registration*

***Kindly note that you must complete the Attendance Entry and the Internal Marks Entry, before proceeding to Examination Registration***

**INTERNAL ASSESSMENT MARKS**

1. While submitting the IA Marks, you need to enter all the relevant Internal Marks of a student for a particular Paper, such as Theory, Practical etc. You have to enter all these marks on the same online screen. *Please find the below screen shot.*

Register Number Range : 100020005 - 100020028				
Sl. No.	Reg. No	Name	Theory Max-Marks 25 Min-Marks 10.00	Practical Max-Marks 20 Min-Marks 8.00
1	100020005	ALISHA.P.SAINUDEEN	<input type="text"/>	<input type="text"/>
2	100020010	AMRUTHA PRAKASH	<input type="text"/>	<input type="text"/>

Website: [www.kuhs.ac.in](http://www.kuhs.ac.in)

Phone: 0487 – 2207664, 2207642 (Exams)

Email: [keralahealthuniversity@gmail.com](mailto:keralahealthuniversity@gmail.com), [kuhsce@gmail.com](mailto:kuhsce@gmail.com) & [kuhsce1@gmail.com](mailto:kuhsce1@gmail.com) (Exams)

Fax: 0487 – 2207616, 2207620 (Exams)



**KERALA UNIVERSITY OF HEALTH SCIENCES**  
**THRISSUR – 680 596**

**Dated: 05-01-2015**

2. In your college login page, you can see the links as IA Marks -> Enter IA Marks (for entering the IA Marks) and IA Marks -> View/Delete IA Marks (for viewing the saved IA Marks and also for deleting any IA Marks which you need to re-enter.

**While entering the IA Marks, if you don't want to enter marks for any student, please leave his/her column blank. Please don't put it as "Absent".**

3. Deleting IA Marks is in 2 modes;

- (1) You can either delete all the IA Marks entered for a particular Paper, or
- (2) You can delete the IA Marks entered for a particular Paper of a particular student only.

4. For deleting IA Marks, go to IA Marks -> View/Delete IA Marks. Then select the relevant details, and there will be 2 options, Delete All IA Marks or Delete IA Marks of Students. For (1) select Delete All IA Marks and for (2) select View/Delete IA Marks of Students. If you go for Delete All IA Marks, IA marks of all of your students for that particular Paper will be deleted. **(Please Note: When you delete marks, all the parts of the IA marks (such as Theory, Practical etc) of all students of that particular Paper)** will be deleted. *Please find the below screen shot.*

Examination \* Second Year BDS Regular E  
Subject \* General Pathology and Micro  
Paper \* Pathology  
Delete All Marks Delete IA Marks of Students Reset

5. If you go for View/Delete IA Marks of Students, you can view the IA Marks entered for that Paper (student wise list) and if you need to delete the marks entered for a particular student, you can delete the marks using the "Delete" button shown against each student's marks. Then you can re-enter the marks for this student. **(Please Note: When you delete marks, all the parts of the IA marks (such as Theory, Practical etc) of that student)** will be deleted. *Please find the below screen shot*

Website: [www.kuhs.ac.in](http://www.kuhs.ac.in)

Phone: 0487 – 2207664, 2207642 (Exams)

Email: [keralahealthuniversity@gmail.com](mailto:keralahealthuniversity@gmail.com), [kuhsce@gmail.com](mailto:kuhsce@gmail.com) & [kuhsce1@gmail.com](mailto:kuhsce1@gmail.com) (Exams)

Fax: 0487 – 2207616, 2207620 (Exams)



**KERALA UNIVERSITY OF HEALTH SCIENCES**  
**THRISSUR – 680 596**

**Dated: 05-01-2015**

Sl. No.	Reg.No	Name of Student	Theory	Practical	Status	Delete Marks
1	100020001	AASHNA SIDHIC	10.00	10.00	N	Delete
2	100020002	ABIN.V.KUMBATTU	11.00	10.00	N	Delete
3	100020003	ABY ABRAHAM MATHEW	13.00	10.00	N	Delete

Status of each student will be shown as F – For Failed, P – For Passed and N – For those Papers doesn't have individual minimum (Subjects with more than one Papers)

**6. Before Finalizing the Internal Marks, Generate the Intermediate Report and please verify the Marks entered by you. Kindly note that this Intermediate Report is purely for your verification purpose and do not send this record to the University.**

**Finalize IA Marks & Report Generation**

You have to finalize the IA Mark Entry of each subject for Report Generation. Entry & Delete will be disabled when you finalize the IA Marks of a Subject. Without Finalizing the IA Marks, you cannot generate the IA Marks Report.

For Finalizing the IA Marks of a Subject, please go to IA Marks -> Finalize IA Marks. *Please find the below screen shot.*

For Generating the Report of IA Marks of a Subject, please go to IA Marks -> IA Marks Report. *Please find the below screen shot.*

Course *	BDS
Scheme *	BDS 2010
Year *	IIInd Year BDS (2010 Admissio
Examination *	Second Year BDS Regular E
Subject *	General Pathology and Micro
<input type="button" value="Generate Report"/> <input type="button" value="Reset"/>	

Website: [www.kuhs.ac.in](http://www.kuhs.ac.in)

Phone: 0487 – 2207664, 2207642 (Exams)

Email: [keralahealthuniversity@gmail.com](mailto:keralahealthuniversity@gmail.com), [kuhsce@gmail.com](mailto:kuhsce@gmail.com) & [kuhsce1@gmail.com](mailto:kuhsce1@gmail.com) (Exams)

Fax: 0487 – 2207616, 2207620 (Exams)



**KERALA UNIVERSITY OF HEALTH SCIENCES**  
**THRISSUR – 680 596**

**Dated: 05-01-2015**

**Please Note: When the class average, if applicable is above 75%, you cannot finalize the IA Marks of that Subject.**

**You need to send only the signed copy of “Final Report” to the University.**

**ATTENDANCE**

1. While submitting the Attendance, you need to enter all the relevant Attendance of a student for a particular Subject, such as Theory, Practical etc. You have to enter all these attendance on the same online screen. *Please find the below screen shot.*

Sl. No.	Reg. No	Name	Theory Min-Attendance 80	Practical Min-Attendance 80
1	100020002	ABIN.V.KUMBATTU	<input type="text"/>	<input type="text"/>
2	100020005	ALISHA.P.SAINUDEEN	<input type="text"/>	<input type="text"/>

2. In your college login page, you can see the links as Attendance -> Enter Attendance (for entering the Attendance) and Attendance -> View/Delete Attendance (for viewing the saved Attendance and also for deleting any Attendance which you need to re-enter.

**While entering the Attendance, if you don't want to enter attendance for any student, please leave his/her column blank. Please don't put it as “Absent”.**

3. Deleting Attendance is in 2 modes;

(1) You can either deleted all the Attendance entered for a particular Subject,

Or

(2) You can delete the Attendance entered for a particular Subject of a particular student only.

4. For deleting Attendance, go to Attendance -> View/Delete Attendance. Then select the relevant details, and there will be 2 options, Delete All Attendance or Delete Attendance of Students. For (1) select Delete All Attendance and for (2) select View/

Website: [www.kuhs.ac.in](http://www.kuhs.ac.in)

Phone: 0487 – 2207664, 2207642 (Exams)

Email: [keralahealthuniversity@gmail.com](mailto:keralahealthuniversity@gmail.com), [kuhsce@gmail.com](mailto:kuhsce@gmail.com) & [kuhsce1@gmail.com](mailto:kuhsce1@gmail.com) (Exams)

Fax: 0487 – 2207616, 2207620 (Exams)



**KERALA UNIVERSITY OF HEALTH SCIENCES**  
**THRISSUR – 680 596**

**Dated: 05-01-2015**

Delete Attendance of Students. If you go for Delete Attendance, attendance of all of your students for that particular Subject will be deleted. **(Please Note: When you delete attendance, all the parts of the Attendance (such as Theory, Practical etc) of all students of that particular Subject)** will be deleted. *Please find the below screen shot.*

The screenshot shows a green interface with two dropdown menus. The first dropdown is labeled 'Exam \*' and is set to 'Second Year BDS Regular E'. The second dropdown is labeled 'Subject \*' and is set to 'General Pathology and Microt'. Below the dropdowns are three buttons: 'Delete All Attendance', 'Delete Attendance of Students', and 'Reset'.

5. If you go for View/Delete Attendance of Students, you can see the Attendance entered for that Subject (student wise list) and if you need to delete the attendance entered for a particular student, you can delete the marks using the “Delete” button shown against each student’s attendance. Then you can re-enter the attendance for this student. **(Please Note: When you delete attendance, all the parts of the Attendance (such as Theory, Practical etc) of that student)** will be deleted. *Please find the below screen shot.*

Sl. No.	Reg.No	Name of Student	Theory	Practical	Eligibility	Delete Attendance
1	100020001	AASHNA SIDHIC	89	90	Y	Delete
2	100020003	ABY ABRAHAM MATHEW	76	87	N	Delete
3	100020004	AJMAL.P.KASSIM	70	65	N	Delete

**Eligibility of each student will be shown as Y – for Eligible, N – for Ineligible**

**6. Before Finalizing the Attendance , Generate the Intermediate Report and please verify the Attendance percentage entered by you. Kindly note that this Intermediate Report is purely for your verification purpose and do not send this record to the University.**

Website: [www.kuhs.ac.in](http://www.kuhs.ac.in)

Phone: 0487 – 2207664, 2207642 (Exams)

Email: [keralahealthuniversity@gmail.com](mailto:keralahealthuniversity@gmail.com), [kuhsce@gmail.com](mailto:kuhsce@gmail.com) & [kuhsce1@gmail.com](mailto:kuhsce1@gmail.com) (Exams)

Fax: 0487 – 2207616, 2207620 (Exams)



**KERALA UNIVERSITY OF HEALTH SCIENCES**  
**THRISSUR – 680 596**

**Dated: 05-01-2015**

**Finalize Attendance & Report Generation**

**You have to Finalize the Attendance Entry of each subject for Report Generation. Entry & Delete will be disabled when you Finalize the Attendance of a Subject. Without Finalizing the Attendance, you cannot generate the Attendance Report.**

For Finalizing the Attendance of a Subject, please go to Attendance -> Finalize Attendance. *Please find the below screen shot.*

<b>Course *</b>	BDS
<b>Scheme *</b>	BDS 2010
<b>Year *</b>	IIInd Year BDS (2010 Admissio
<b>Exam *</b>	Second Year BDS Regular Ex
<b>Subject *</b>	Dental Materials
<input type="button" value="Finalize Attendance"/> <input type="button" value="Reset"/>	

For Generating the Report of Attendance of a Subject, please go to Attendance -> Attendance Report. *Please find the below screen shot.*

<b>Course *</b>	BDS
<b>Scheme *</b>	BDS 2010
<b>Year *</b>	IIInd Year BDS (2010 Admissio
<b>Exam *</b>	Second Year BDS Regular Ex
<b>Subject *</b>	Dental Materials
<input type="button" value="Generate Report"/> <input type="button" value="Reset"/>	

**You need to send only the signed copy of “Final Report” to the University.**



**KERALA UNIVERSITY OF HEALTH SCIENCES**  
**THRISSUR – 680 596**

Dated: 05-01-2015

**EXAM REGISTRATION**

- 1. Before doing Exam Registration, make sure that you had entered the Attendance percentage and Internal Assessment Marks.**
- 2. For registering the students for the examination, click on the link [Registration->Exam Registration](#). Please find the below screen shot.**

Course: BDS  
Scheme: BDS 2011  
Year: IInd Year BDS (2011 Admissions)  
Exam: Second Year BDS Degree Regular Examinations (2I  
Register Number Range : 110020050 - 110020050

Sl. No.	Reg. No	Name	General Pathology and Microbiology	General and Dental Pharmacology and Therapeutics	Dental Materials	Pre Clinical Conservative Dentistry	Pre Clinical Prosthodontics
1	110020050	ZAHRATHUL FARHA	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Please check the "Register" checkbox at the right end, for those students you need to register for the examination; otherwise it will not be saved. Do the same for "SC/ST/OEC" as the case may be.

Website: [www.kuhs.ac.in](http://www.kuhs.ac.in)

Phone: 0487 – 2207664, 2207642 (Exams)

Email: [keralahealthuniversity@gmail.com](mailto:keralahealthuniversity@gmail.com), [kuhsce@gmail.com](mailto:kuhsce@gmail.com) & [kuhsce1@gmail.com](mailto:kuhsce1@gmail.com) (Exams)

Fax: 0487 – 2207616, 2207620 (Exams)



**KERALA UNIVERSITY OF HEALTH SCIENCES**  
**THRISSUR – 680 596**

**Dated: 05-01-2015**

Course: BDS  
Scheme: BDS 2011  
Year: IIInd Year BDS (2011 Admissions)  
Exam: Second Year BDS Degree Degree Examinations (2011-12)  
Register Number Range: [ ]

General and Dental Pharmacology and Therapeutics	Dental Materials	Pre Clinical Conservative Dentistry	Pre Pro	DEC	Register
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Do you want to save the Registrations?  
OK Cancel

Please check the "Register" checkbox at the right end, for those students you need to register for the examination; otherwise it will not be saved. Do the same for "SC/ST/OEC" as the case may be.

Submit Reset

3. For Generating Examregistration Report , go to Registration -> Registration Report. Then select the relevant details, and there will be an options to Delete Registration of a Students.(This facility available only before finalizing the Exam Registration).

Website: [www.kuhs.ac.in](http://www.kuhs.ac.in)

Phone: 0487 – 2207664, 2207642 (Exams)

Email: [keralahealthuniversity@gmail.com](mailto:keralahealthuniversity@gmail.com), [kuhsce@gmail.com](mailto:kuhsce@gmail.com) & [kuhsce1@gmail.com](mailto:kuhsce1@gmail.com) (Exams)

Fax: 0487 – 2207616, 2207620 (Exams)





**KERALA UNIVERSITY OF HEALTH SCIENCES**  
**THRISSUR – 680 596**

**Dated: 05-01-2015**

Sl.No.	Reg. No:	Student Name	SUB-1	SUB-2	SUB-3	SUB-4	SUB-5	SUB-6	Delete
1	100020002	ABIN.V.KUMBATTU	Y	Y	Y	Y	Y	Y	Delete
2	100020014	ASHIL MATHEW	Y	Y	Y	Y	Y	Y	Delete
3	100020015	ASMIN.S.KHAN	Y	Y	Y	Y	Y	Y	Delete
4	100020016	BINCY ABRAHAM	Y	Y	Y	Y	Y	Y	Delete
5	100020017	DHILSHAD RAIHANA	Y	Y	Y	Y	Y	Y	Delete
6	100020024	GAYATHRI L.S	Y	Y	***	***	***	***	Delete
7	100020027	HRIDYA.S	Y	Y	Y	Y	Y	Y	Delete
8	100020030	JOSNA THANKACHAN	Y	Y	Y	Y	Y	Y	Delete
9	100020046	SHEREEFA.A.Q	Y	***	***	***	***	***	Delete

**Y : Eligible for Examination**  
**N : Not Eligible for Examination.(Check Internals/ Attendance before Finalizing.)**  
**\*\*\* : Not Registered for Examination**

**\* : Subjects having only Internal Examination**

---

**SUB-1 : General Pathology and Microbiology**  
**SUB-2 : General and Dental Pharmacology and Therapeutics**  
**SUB-3 : Dental Materials**  
**SUB-4 : Pre Clinical Conservative Dentistry**  
**SUB-5 : Pre Clinical Prosthodontics**

4. Before Finalizing the Exam Registration, Generate the Intermediate Report and please verify the registration done by you. Kindly note that the Intermediate Report is purely for your verification purpose and not send to the University.

4	100020016	BINCY ABRAHAM	Y
5	100020017	DHILSHAD RAIHANA	Y
6	100020024	GAYATHRI L.S	Y
7	100020027	HRIDYA.S	Y
8	100020030	JOSNA THANKACHAN	Y
9	100020046	SHEREEFA.A.Q	Y

**Y : Eligible for Examination**  
**N : Not Eligible for Examination.(Check Internals/ Attendance before Finalizing.)**  
**\*\*\* : Not Registered for Examination**

**\* : Subjects having only Internal Examination**

---

**SUB-1 : General Pathology and Microbiology**  
**SUB-2 : General and Dental Pharmacology and Therapeutics**  
**SUB-3 : Dental Materials**  
**SUB-4 : Pre Clinical Conservative Dentistry**  
**SUB-5 : Pre Clinical Prosthodontics**  
**SUB-6 : Pre Clinical Orthodontics**

File Edit View Window Help

Open 1 / 1 62.5% Tools Fill & Sign Comment

**Provisional Registration Report - Only for Verification :**

Course	BDS
Examination	Second Year BDS Supplementary Examinations (2010 Admision), March 2013
College	APAchiar Dental College, Thodupuzha
Examination Center	

**Provisional Eligibility of Students Registered for the Examination :**

Sl.No.	Reg. No.	Student Name	SUB-1	SUB-2	SUB-3	SUB-4	SUB-5	SUB-6
1	100020002	ABIN.V.KUMBATTU	Y	Y	Y	Y	Y	Y
2	100020014	ASHIL MATHEW	Y	Y	Y	Y	Y	Y
3	100020015	ASMIN.S.KHAN	Y	Y	Y	Y	Y	Y
4	100020016	BINCY ABRAHAM	Y	Y	Y	Y	Y	Y
5	100020017	DHILSHAD RAIHANA	Y	Y	Y	Y	Y	Y
6	100020024	GAYATHRI L.S	Y	Y	***	***	***	***
7	100020027	HRIDYA.S	Y	Y	Y	Y	Y	Y
8	100020030	JOSNA THANKACHAN	Y	Y	Y	Y	Y	Y
9	100020046	SHEREEFA.A.Q	Y	***	***	***	***	***

**SUB-1 : General Pathology and Microbiology**  
**SUB-2 : General and Dental Pharmacology and Therapeutics**  
**SUB-3 : Dental Materials**  
**SUB-4 : Pre Clinical Conservative Dentistry**  
**SUB-5 : Pre Clinical Prosthodontics**  
**SUB-6 : Pre Clinical Orthodontics**

**Y : Eligible for Examination**  
**N : Not Eligible for Examination**  
**\*\*\* : Not Registered for Examination**

Website: [www.kuhs.ac.in](http://www.kuhs.ac.in)

Phone: 0487 – 2207664, 2207642 (Exams)

Email: [keralahealthuniversity@gmail.com](mailto:keralahealthuniversity@gmail.com), [kuhsce@gmail.com](mailto:kuhsce@gmail.com) & [kuhsce1@gmail.com](mailto:kuhsce1@gmail.com) (Exams)

Fax: 0487 – 2207616, 2207620 (Exams)



**KERALA UNIVERSITY OF HEALTH SCIENCES**  
**THRISSUR – 680 596**

**Dated: 05-01-2015**

**Finalize Exam Registration & Report Generation**

**After Verifying the Registration Using Intermediate Report, Kindly Finalize the Exam Registration and Generate the Final Report of Registration.**

**Exam Registrations Freezed Successfully**  
Exam Registration Freezed Successfully for Report Generation

[Back to Finalize Exam Regn](#) [Print Regn. Report](#)

KUHS have issued two e-...  
received the de...  
Please Send your Fax mess...  
**Exam Regi**  
Exam Registration F...

File Edit View Window Help  
Open 1 / 1 67.1% Tools Fill & Sign Comment  
Thirissur - 680 596

**Examination Registration Report (Generated On: 05-01-2015 10:51:03)**

Course	BDS					
Year of Study	1st Year BDS (2010 Admissions)					
Examination	Second Year BDS Supplementary Examinations (2010 Admission), March 2013					
College	Al-Azhar Dental College, Thodupuzha					

Sl.No.	Reg. No.	Name of Candidate	Category	Date of Regn	S-1	S-2	S-3	S-4	S-5	S-6
1	100020002	ABIN V.KUMBATTU	--	13-02-2013	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2	100020014	ASHIL MATHEW	--	13-02-2013	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3	100020015	ASMIN S.KHAN	--	13-02-2013	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4	100020016	BINCY ABRAHAM	--	13-02-2013	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
5	100020017	DHILSHAD RAIHANA	--	13-02-2013	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
6	100020024	GAYATHRI L.S	--	13-02-2013	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	100020027	HRIDYA.S	--	13-02-2013	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
8	100020030	JOSNA THANKACHAN	--	13-02-2013	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
9	100020040	SHEREEFA.A.Q	--	13-02-2013	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Eligible for Examination  
 Not Eligible for Examination

[Back to Finalize Exam Regn](#) [Print Regn. Report](#)



**KERALA UNIVERSITY OF HEALTH SCIENCES**  
**THRISSUR – 680 596**

**Dated: 05-01-2015**

**Important Notice: After the Finalization of IA Marks, Attendance, Examregistration entered, permission will not be given for Edit/Delete IA Marks/Attendance/Exam Registration. So before finalization, please make sure that all the entries made are correct!!!**

*Website: [www.kuhs.ac.in](http://www.kuhs.ac.in)*

*Phone: 0487 – 2207664, 2207642 (Exams)*

*Email: [keralahealthuniversity@gmail.com](mailto:keralahealthuniversity@gmail.com), [kuhsce@gmail.com](mailto:kuhsce@gmail.com) & [kuhsce1@gmail.com](mailto:kuhsce1@gmail.com) (Exams)*

*Fax: 0487 – 2207616, 2207620 (Exams)*