INSTRUCTIONS

For The Exam Coordinators/Course Admin

Use Google Chrome (Preferably) to open the website, though it can be opened in any browser.

1. Open the webpage **"exam.gndec.ac.in"** in the browser. (Starting from 08/11/2012 - 8.00AM)
2. Login using your "**User ID**" and "**Password**" provided by Exam Automation Committee, already sent on your Mobile phones and it will ask you for the secret code.
3. A **"SECRET CODE"** will be sent to the **mail id of Exam Coordinator** already registered with exam automation committee.
4. Now Fill the Secret Code in the Text Box and the **"SUBJECT ALLOTMENT"** page will be displayed.
5. Click the "**Subject Allotment**" Button from the menu bar and select branch and semester for which you want to allot subjects.
6. Now click **"SUBMIT"** button**.**
7. Now list of subjects for the corresponding semester of relevant Branch/Course will be displayed.
8. Select the name of faculty member to whom you want to allot the subject from the drop down menu. Repeat this for all the subjects of the semester that is currently opened. If you don't want to allot all subjects in one go, you can repeat this process later for rest of the subject.
9. After allotting, click **"CLICK ON SAVE SUBJECT"** Button.

!! (For Unlocking the subjects locked by Faculty, Select the checkbox of "INTERNAL UNLOCK" OR "EXTERNAL UNLOCK" and click "CLICK ON SAVE SUBJECT" button).

For any query/problem, contact Exam Automation Committee

INSTRUCTIONS

For the Faculty who have to upload the marks

Use Google Chrome (Preferably) to open the website, though it can be opened in any browser.

1. Open the webpage **"exam.gndec.ac.in"** in the browser
2. **"Login"** using your **Internet "User ID"** and **"Password",** it will ask you for the secret code.
3. A **"SECRET CODE"** will be sent to your **mail id(other than gndec.ac.in)** already registered with exam automation committee.
4. Now Fill the Secret Code in the Text Box and the **"ASSESSMENT"** page will be displayed
5. Click on **"ASSESSMENT"** Button.
6. After Clicking on "**ASSESSMENT"** button One will find
   - **CONTROL PANEL (Regular)**
   - **CONTROL PANEL (Reappear)**
7. Click on appropriate button for **"Regular"** or **"Reappear"** and one will find the list of subjects allotted to him/her.
8. Mark the attendance of the students by clicking on **"MARK ATTENDANCE"** button.
9. In case of practical exam, a window of **"EXTERNAL"** will pop up. Click on "GO" Button.
10. Then List of the students will be displayed and one can mark **"PRESENT", "ABSENT"** or **"DETAINED"**. (*By default all the students will be marked as "PRESENT").*
11. After marking the attendance click on **"MARK ATTENDANCE"** button displayed at the lower end of the page for submitting the attendance.
12. Now one will get the message **"ATTENDANCE SUCCESSFULLY MARKED. YOU CAN UPLOAD THE MARKS NOW"**.
13. Again go to the **CONTROL PANEL (Regular)** or **CONTROL PANEL (Reappear)** as desired and you will find the following buttons activated.
    - **DOWNLOAD SHEET**
    - **UPLOAD**
    - **LOCK SUBJECT**
14. Firstly, Download the sheet by clicking **"DOWNLOAD SHEET".**
15. After downloading the sheet, Close the Pop-Up Window by Clicking on **"CLOSE" or "X"** Button appearing on Top Right corner of the window**.**
16. Now, Open the downloaded File/Sheet in Microsoft Office or Open Office and **Fill the Marks.**
    (Note: Don't Try to Change any other field or entity and fill the marks in correct manner else file be corrupted or errors will be generated while uploading).
17. Now Upload the File/Sheet by clicking on **"UPLOAD"** Button.
    (If there is any error and error message will be displayed. Rectify the error and again try to Upload the File/Sheet and repeat the steps till it is uploaded successfully).
18. On successful submission, **"MARKS SUCCESSFULLY UPLOADED"** message will be displayed.
19. Now click on **"LOCK"** Button to Lock the subject.
20. After Locking the **"PRINT"** Button will be activated and take the **Printout of File Generated.**

!! (If the Teacher wants to Unlock any subject, He/She can contact the Exam Coordinator of his/her respective department).

For any query/problem, contact your departmental exam coordinator