

INSTRUCTIONS FOR USING THE AIMS SOFTWARE FOR **INTERNAL ASSESSMENT** MARKS ENTRY

(for 1ST SEMESTER M.TECH. & M.SC.)

Session- 2020-21 (WINTER – 2020)

- Browser Google Chrome/ Mozilla Firefox
- Link to URL <http://192.168.2.9:8080/exam> (if using within campus) or <http://aims.vnit.ac.in> (if using from outside campus)
- Academic Information Management Screen (AIMS) will appear.
- Login with the User ID and password of your own login

GENERAL INSTRUCTIONS (FOR ALL)

- a) See the Students Roll list from Student Roll list Print link.
- b) Check whether all the students are as per your list.
- c) Check whether CREDITS/ COURSE TYPE (DC/DE/AU/HM/OC) are correct,
- d) If the sequence of the students is correct, then Enter the marks
- e) If any student is missing or appearing extra, please report to Examination Section on Extension Number 1278 / 9730031043 (Mrs. Deepali S. Deshpande) OR mail to dsdeshpande@cse.vnit.ac.in, OR asst_registrar@vnit.ac.in for the said problem.
- f) If any extra course is appearing in your login, then please intimate the same to Examination Section before creation of Exam instance.

Entry of Marks : Creation of Course Evaluation Exam Instance

- Click on **Browse > Examination > Masters > course evaluation exam instance link**
- Select Year : **2020-21** Select Session : **W20**
- Click on **Add Exam Instance**
- Select Exam Type : **EVALUATION - I** Exam Code: **EVAL-I**
- Minimum Marks : **0** Maximum Marks : **40**
- Enter Date of Exam
- **Enter Component Percent : 40**
- Please press **SAVE** button which is necessary to save the Exam instance.

Marks Entry

- Select the respective course from **Faculty Sessional Marks Entry** link.
- Select the respective course from the list and enter the marks out of **40** and click the **SAVE** button.
- All the marks out of 40 will appear on the screen.
- Save the marks by clicking **SAVE** button
- **DO NOT PRESS or click on "FINAL SUBMIT"** (after pressing FINAL SUBMIT, editing of marks entered is not possible).

Records of Marks

- In order to keep the record of marks entered, Print Control Sheet by following procedure
- Control Sheet Print >> Select Sessional Mark Entry >> Select Course Code >> Select Without Grade >> Click on View Report
- Log out, after completing marks entry.

LAST DATE OF ONLINE SUBMISSION OF EVALUATION-I MARKS : 22ND December 2020 (marks entry will close automatically on 22ND December, 2020 5.00 pm)

To

All HoDs with a request to circulate among all faculty members


Dean (Acad.)