

## Internal Examiner Panel Manual

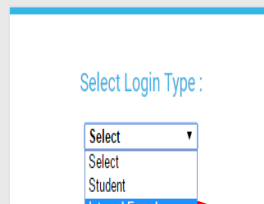
**Step – 1:** Go to this link: <http://100points.gtu.ac.in>.

**Step – 2:** Select Internal Examiner from Dropdown box.



**GUJARAT TECHNOLOGICAL UNIVERSITY**

100 - Points Activity

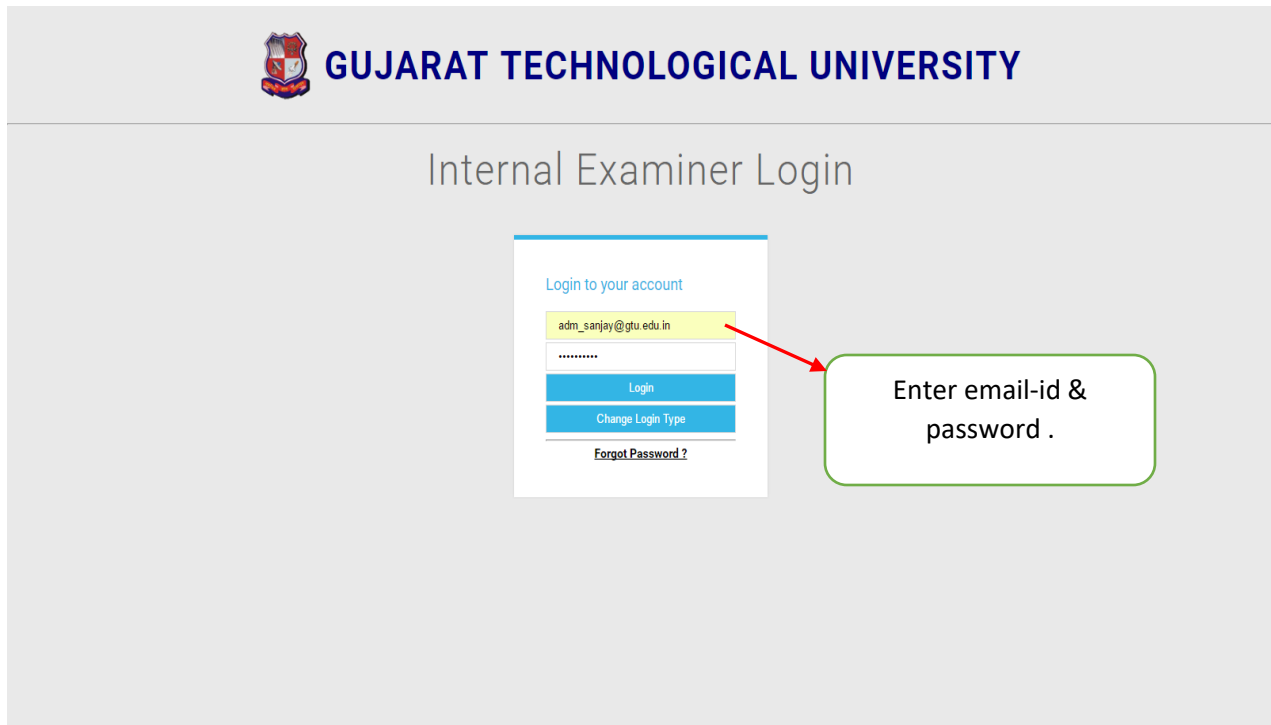
A screenshot of a web form titled "Select Login Type :". Below the title is a dropdown menu with the following options: "Select", "Select", "Student", "Internal Examiner", and "External Examiner". The "Internal Examiner" option is highlighted in blue. A red arrow points from this option to a callout box on the right.


Select Login Type :
Select
Select
Student
<b>Internal Examiner</b>
External Examiner

• Feel free to Mail us [gtu.edu.in](mailto:gtu.edu.in), if any query.

**Click on Internal Examiner**

### Step – 3: Enter email-id and password:



 **GUJARAT TECHNOLOGICAL UNIVERSITY**

Internal Examiner Login

Login to your account

adm\_sanjay@gtu.edu.in

.....

Login

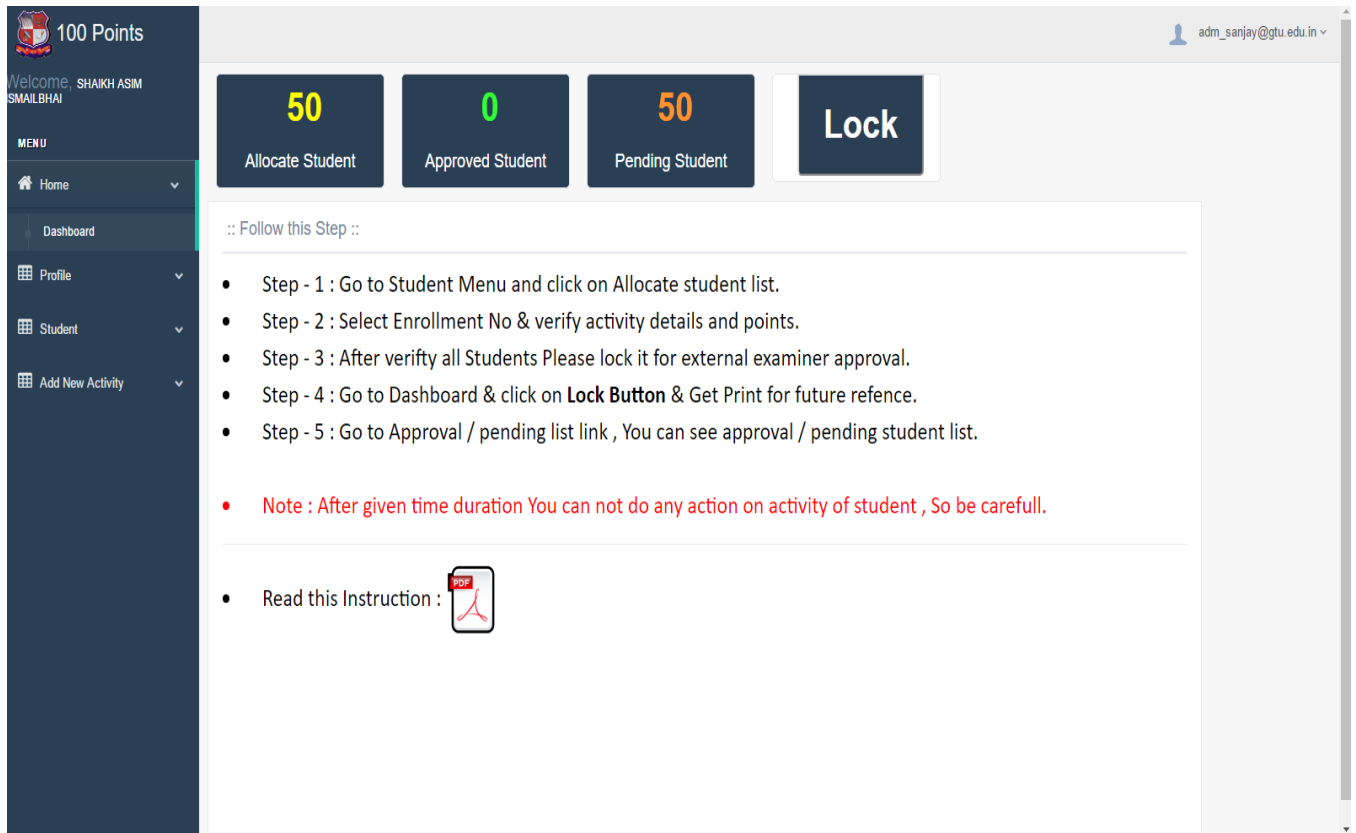
Change Login Type

[Forgot Password ?](#)

Enter email-id & password .

Note: If you forgot your password, use forgot password link.

## Step – 4: After Login => Dashboard Page:



The screenshot displays a dashboard interface. On the left is a dark blue sidebar with a logo and the text '100 Points'. Below the logo, it says 'Welcome, SHAIKH ASIM SMAILBHAI'. A 'MENU' section lists 'Home', 'Dashboard', 'Profile', 'Student', and 'Add New Activity'. The main content area at the top right shows four buttons: 'Allocate Student' with a yellow '50', 'Approved Student' with a green '0', 'Pending Student' with an orange '50', and a dark blue 'Lock' button. Below these buttons is a white box with the heading ':: Follow this Step ::' and a list of five steps. The first four steps describe the process from allocation to locking and approval. The fifth step is a red note: 'Note : After given time duration You can not do any action on activity of student , So be carefull.' Below the steps is a bullet point 'Read this Instruction :' followed by a PDF icon.

100 Points

Welcome, SHAIKH ASIM SMAILBHAI

MENU

Home

Dashboard

Profile

Student

Add New Activity

50 Allocate Student

0 Approved Student


50 Pending Student

Lock

:: Follow this Step ::

- Step - 1 : Go to Student Menu and click on Allocate student list.
- Step - 2 : Select Enrollment No & verify activity details and points.
- Step - 3 : After verify all Students Please lock it for external examiner approval.
- Step - 4 : Go to Dashboard & click on **Lock Button** & Get Print for future refence.
- Step - 5 : Go to Approval / pending list link , You can see approval / pending student list.

• Note : After given time duration You can not do any action on activity of student , So be carefull.

• Read this Instruction : 

✚ Total Allocate / Pending / Approved Student count will be display.

## Step – 5: Go to Add New Activity Menu :

- If Student want to add new activity during examination ,then use this option.

100 Points

Welcome, SHAIKH ASIM ISMAILBHAI

MENU

- Home
- Profile
- Student
- Add New Activity
- New Activity

adm\_sanjay@gtu.edu.in

### Add New Activity :

Select.Module : Community outreach and soc

Enrollment No : Type Enrollment no & press enter

Select Semester : Select

Select Sub Activity : Select

Head : \*

Description : \*

Character left

Event Date : dd/MM/yyyy (eg. 03/02/2017)

Select Level : \*

Are you winner ? :  ( if you are winner then Select this option. )

Submit

Select Module & Enter Enrollment no , select semester & fill up all details .

Step -1 : Select Module .

Step -2 : Enter Enrollment no.

Step -3 : Select Semester .

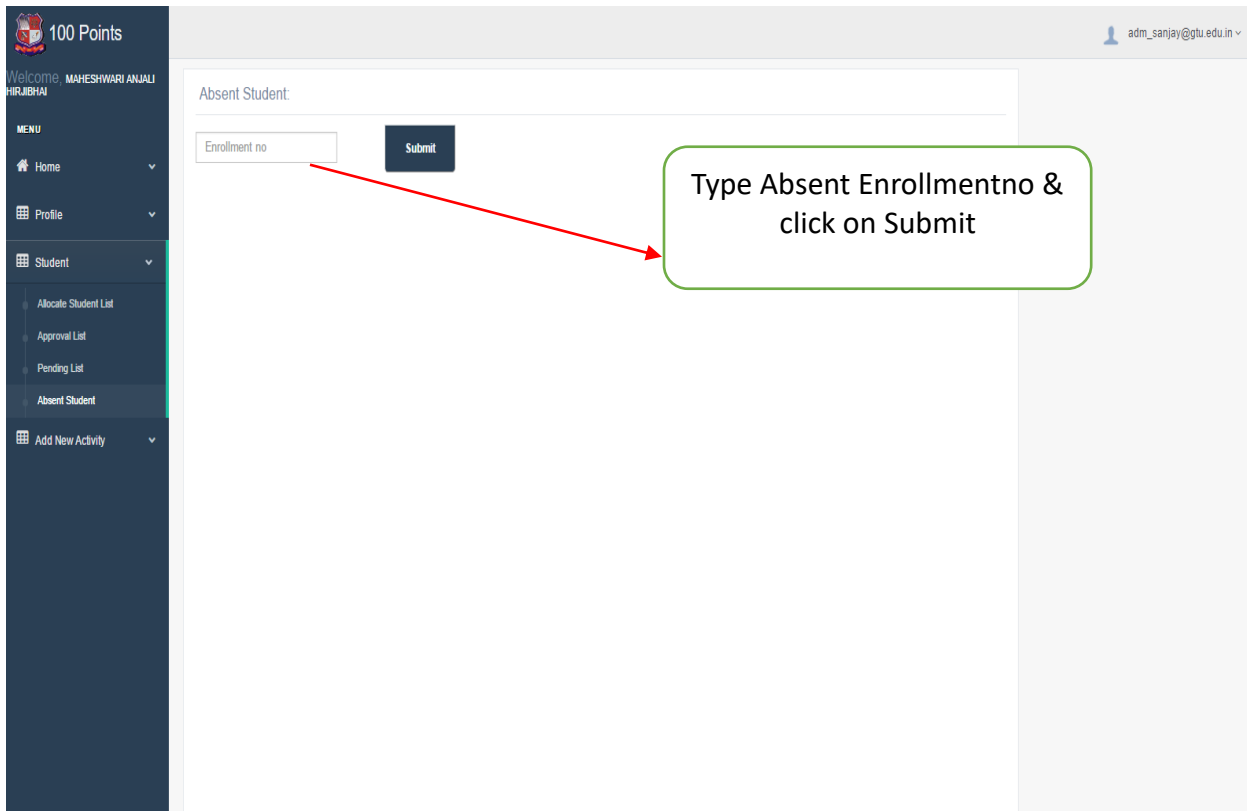
Step -4 : Select Sub activity head.

Step -5 : Type description of activity, event date or select Winner option(if winner) .

Step -6 : Click on Submit.

## Step – 6 : Go to Student Menu =>Click on Absent Student:

✚ If any student absent during internal examination time, then use this option.



The screenshot displays a web application interface. On the left is a dark blue sidebar menu with the following items: '100 Points' (with a logo), 'Welcome MAHESHWARI ANJALI HIRJIBHAI', 'MENU', 'Home', 'Profile', 'Student' (highlighted), 'Allocate Student List', 'Approval List', 'Pending List', 'Absent Student', and 'Add New Activity'. The main content area is titled 'Absent Student:' and contains a form with an 'Enrollment no' input field and a 'Submit' button. A red arrow points from the 'Enrollment no' field to a green-bordered callout box containing the text: 'Type Absent Enrollmentno & click on Submit'. The top right corner of the page shows the user's email address: 'adm\_sanjay@gtu.edu.in'.

## Step – 7: Go to Student Menu => Approval / Pending List :

### Approval List

100 Points

Welcome, PATEL VISHAL BHIKHABHAI

MENU

- Home
- Student
  - Allocate Student List
  - Approval List
  - Pending List

Student List: 4

Sr.No	Enrollment No	Name	Email
1	150178106004	BHADKA PRABHAT DOLATBHAI	prbhatbhadka@gmail.com
2	150178106005	BHAWARS NAMAN NIKHIL	namanbharsar12@gmail.com
3	150178106009	CHAUHAN NITIN KETANBHAI	
4	150178106021	MATHASURIYA EKTA HARESHKUMAR	

### Pending List

100 Points

Welcome, PATEL VISHAL BHIKHABHAI

MENU

- Home
- Student
  - Allocate Student List
  - Approval List
  - Pending List

Pending Student List: 21

Sr.No	Enrollment No	Name
1	150170106001	SHAH AKASH RAJESHBHAI
2	150170106002	BALAT DHRUV ASHOKBHAI
3	150170106006	BHAVSAR SAUMIL ANILKUMAR
4	150170106007	CHAUDHARI JAIIKKUMAR PARAVESHBHAI
5	150170106008	CHAUDHARI PRADIPKUMAR MANILAL
6	150170106011	DOSHI LABDHI MANISHKUMAR
7	150170106012	GADHE HARDIK MANUBHAI
8	150170106014	JADAV KETANKUMAR MAKANBHAI
9	150170106015	JAIN SIDDHANT
10	150170106016	JANI KETAV MUKESHBHAI
11	150170106017	KATARIYA CHETANBHAI
12	150170106019	KHEMKA VIVEK SATYENDRAKUMAR
13	150170106020	MADIYA BHARGAV ISHWARBHAI

## Step – 8: Go to Student Menu & click on Allocate Student list link:

100 Points  
Welcome, PRABHAKAR ASWIN M  
MENU  
Home  
Profile  
Student  
Allocate Student List  
Approval List

adm\_sanjay@gtu.edu.in

Approval Process : Enrollment no Student name

Enrollment : 160170106041

Enrollment No : 160170106041 Name : PATEL SHRIRANG YOGESHBHAI

Select All Approve Undo Approved Reject Undo Reject Write Comment

Total Rows : 7

	Level	Description	Event Date	Points	IsWinner	Internal_cmt	Internal
<input type="checkbox"/>	Inter-College/University(National Level)	Nirma University Techfest CG mania	01/03/2017	12	YES		Pending
<input type="checkbox"/> Edit	Inter-College/University(National Level)	Nirma University Techfest Model Making	02/03/2017	12	NO		Pending
<input type="checkbox"/> Edit	Inter-College/University(National Level)	L.D.Engg College Lakshya Techfest Bridge Making	17/02/2017	12	NO		Pending
<input type="checkbox"/> Edit	College Level	VAARSO-HERITAGE WALK	17/02/2017	3	NO		Pending
<input type="checkbox"/> Edit	College Level	VAARSO-2-HERITAGE WALK	26/02/2017	3	NO		Pending

Click on select all if you want to select all activity

Single selection activity

If you want to edit click on Edit link & comment is compulsory .

Status Pending/Approve

## Approval Process Guide lines:

Step – 1: Select Enrollment no.

Step – 2: verify all activity details of Student.

Step – 3: click on **Edit** link, if you want to edit details of student activity and if you are editing detail of student please write comment in comment box.

Step – 4:

- Click on **Select All** if you want to select all activity and you can select separate activity.
- **Approved:** click on **Approve Button** if you want to approve activity.  
Status Show: **Approve**
  
- **Undo Approved:** click on **Undo Approved Button** if you want to undo approved activity.  
Status Show: **Pending**
- **Reject:** click on **Reject Button** if you want to reject activity.  
Status Show: **Rejected**
- **Undo Reject:** click on **Undo Reject Button** if you want to undo Reject activity.  
Status Show: **Pending**

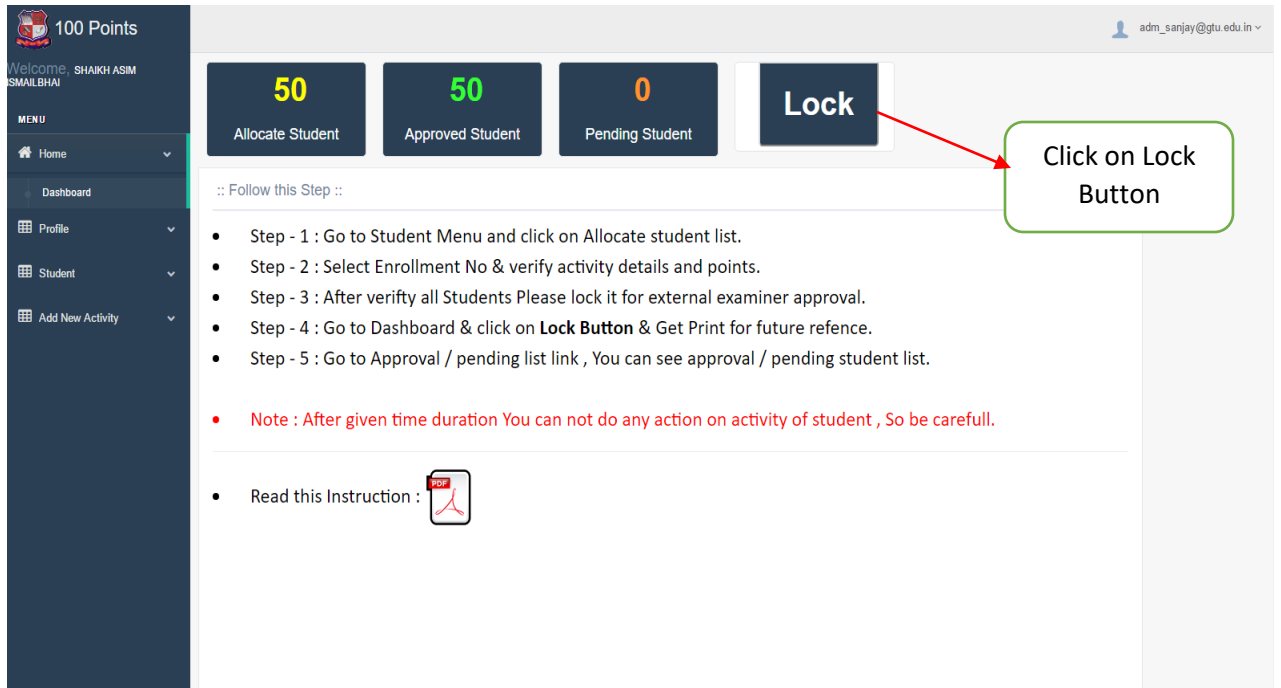
**Note : Comment is compulsory.**



## Step – 9: After verifying all students activity Go to Dashboard Page:

✚ Click on **Lock Button**.

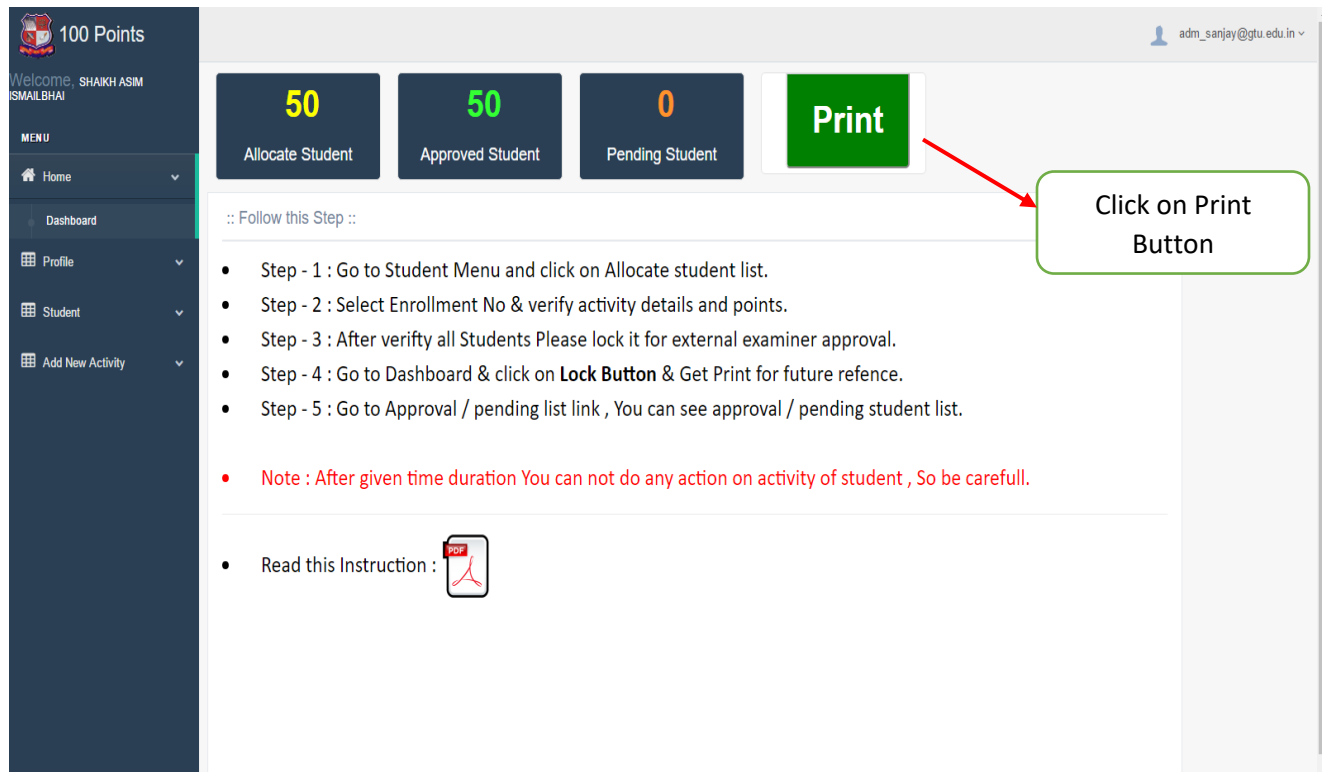
✚ After Lock Internal Guide cannot do any action on student activity.



The screenshot displays a dashboard with a dark blue sidebar on the left and a light gray main content area. The sidebar includes a logo, the text '100 Points', a welcome message 'Welcome, SHAIKH ASIM SMAILBHAI', and a 'MENU' section with options: Home, Dashboard, Profile, Student, and Add New Activity. The main content area features four dark blue buttons: 'Allocate Student' (50), 'Approved Student' (50), 'Pending Student' (0), and 'Lock'. A red arrow points from the 'Lock' button to a green-bordered callout box containing the text 'Click on Lock Button'. Below the buttons, there is a section titled ':: Follow this Step ::' with a list of five steps and a note. The steps are: Step - 1: Go to Student Menu and click on Allocate student list. Step - 2: Select Enrollment No & verify activity details and points. Step - 3: After verify all Students Please lock it for external examiner approval. Step - 4: Go to Dashboard & click on **Lock Button** & Get Print for future refence. Step - 5: Go to Approval / pending list link , You can see approval / pending student list. The note states: **Note : After given time duration You can not do any action on activity of student , So be carefull.** At the bottom, there is a bullet point 'Read this Instruction :' followed by a PDF icon.

✚ **Note: After Given time duration Internal Guide cannot do any action on student activity.**

## Step – 10: After Successfully lock, click on **PRINT Button**.



The screenshot displays a dashboard with a dark blue sidebar on the left and a light gray main content area. The sidebar includes a logo, the text '100 Points', a welcome message for 'SHAIKH ASIM ISMAILBHAI', and a menu with options like 'Home', 'Dashboard', 'Profile', 'Student', and 'Add New Activity'. The main content area features three statistics cards: 'Allocate Student' (50), 'Approved Student' (50), and 'Pending Student' (0). A prominent green 'Print' button is located to the right of these cards. A red arrow points from the 'Print' button to a callout box that says 'Click on Print Button'. Below the statistics, there is a section titled ':: Follow this Step ::' containing a list of five steps and a note. The steps are: Step - 1: Go to Student Menu and click on Allocate student list. Step - 2: Select Enrollment No & verify activity details and points. Step - 3: After verify all Students Please lock it for external examiner approval. Step - 4: Go to Dashboard & click on **Lock Button** & Get Print for future refence. Step - 5: Go to Approval / pending list link , You can see approval / pending student list. The note states: **Note : After given time duration You can not do any action on activity of student , So be carefull.** At the bottom of the list, there is an instruction 'Read this Instruction : ' followed by a PDF icon.

Welcome, SHAIKH ASIM ISMAILBHAI

MENU

- Home
- Dashboard
- Profile
- Student
- Add New Activity

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50 Allocate Student

50 Approved Student

0 Pending Student

**Print**

:: Follow this Step ::

- Step - 1 : Go to Student Menu and click on Allocate student list.
- Step - 2 : Select Enrollment No & verify activity details and points.
- Step - 3 : After verify all Students Please lock it for external examiner approval.
- Step - 4 : Go to Dashboard & click on **Lock Button** & Get Print for future refence.
- Step - 5 : Go to Approval / pending list link , You can see approval / pending student list.

**Note : After given time duration You can not do any action on activity of student , So be carefull.**

Read this Instruction : 