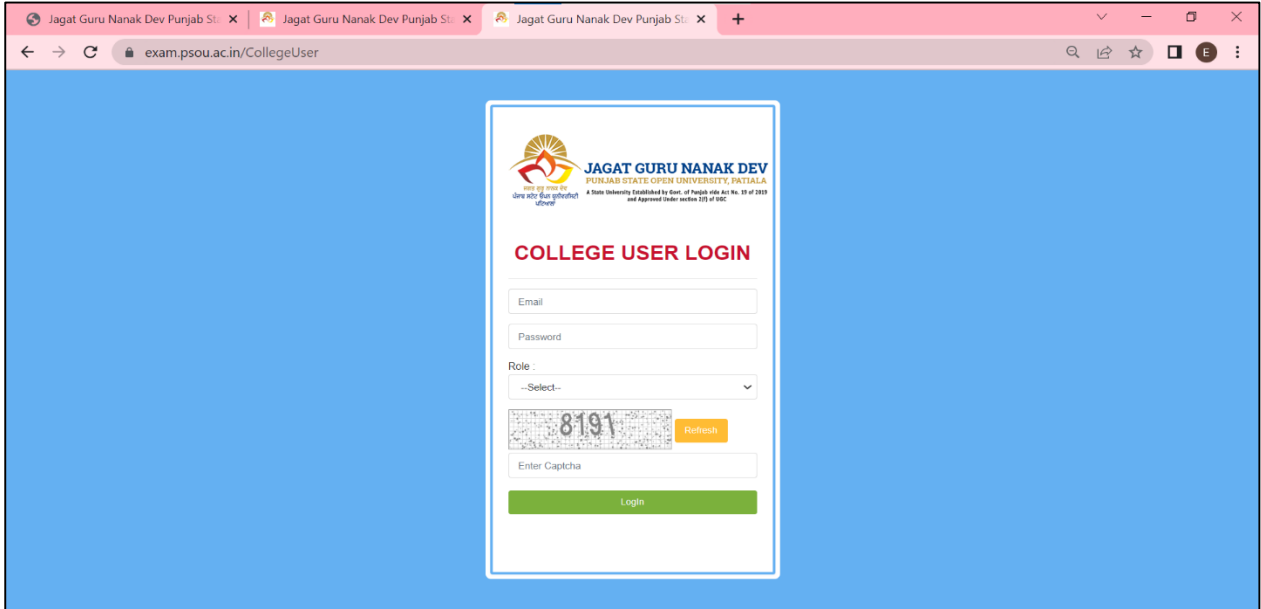


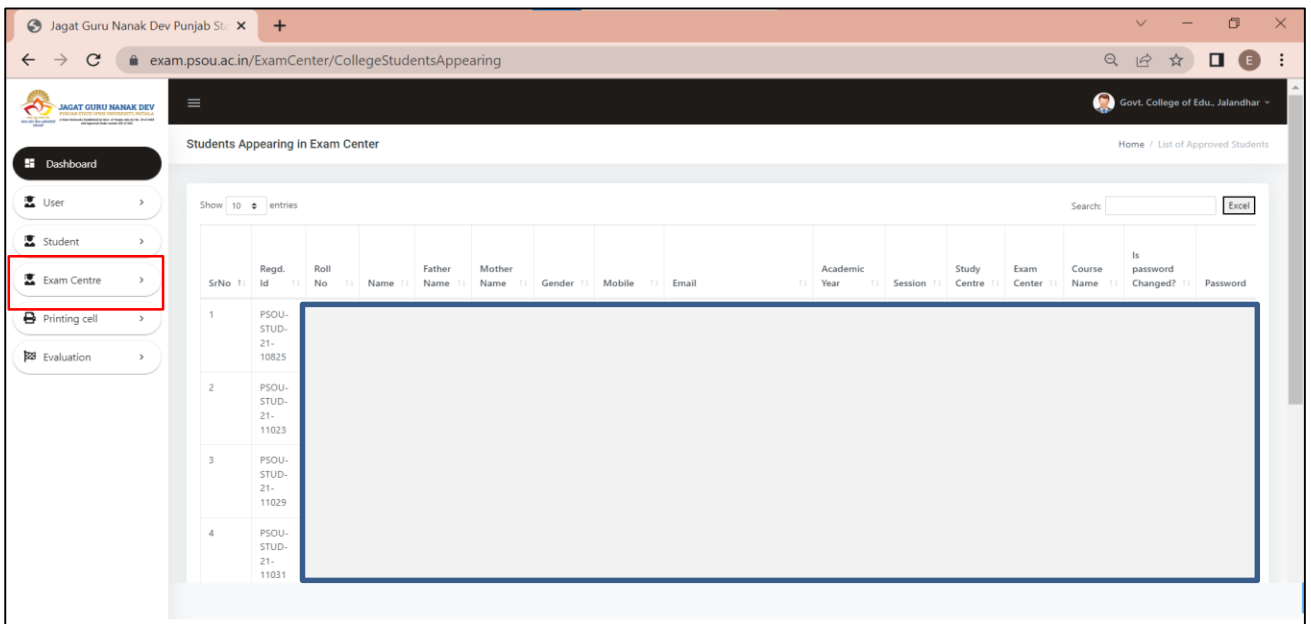
# EXAMINATION PORTAL (SUPERINTENDENT/DEPUTY SUPERINTENDENT MODULE) (CONDUCT OF EXAMS)

1. Open the exam portal using your admission login credentials (Registered Email Id and Password) -> <https://exam.psou.ac.in/CollegeUser>



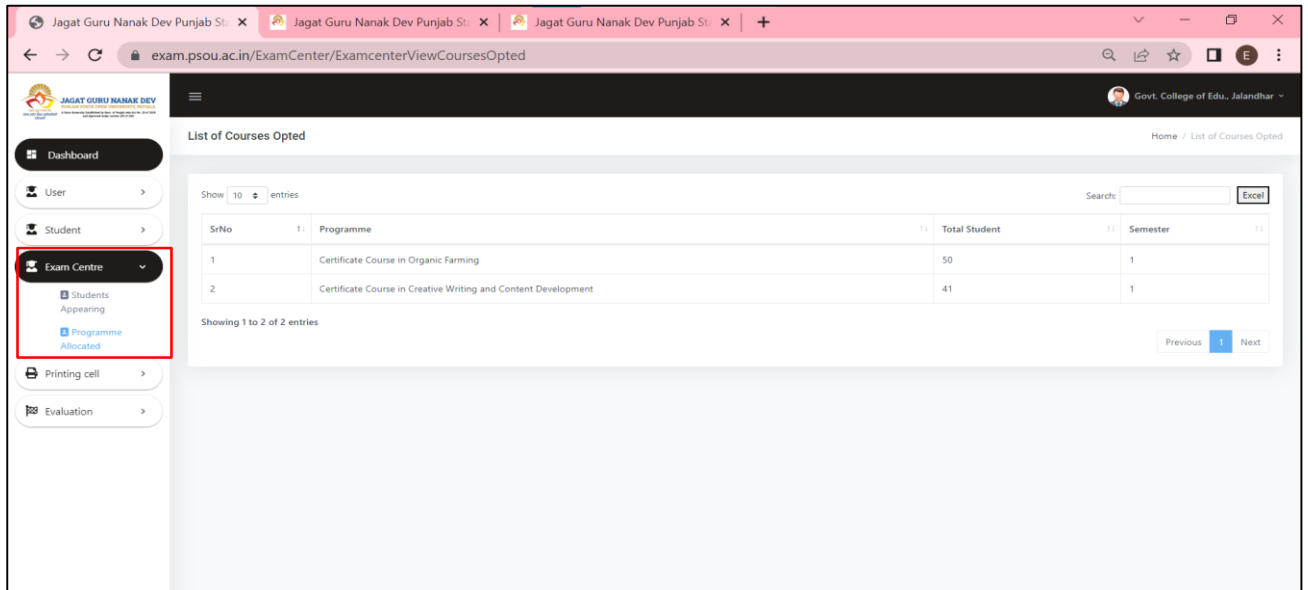
2. Click on Exam Centre -> Students Appearing

- a. Exam Centre can see the detail of all students appearing of exam in their exam Centre.



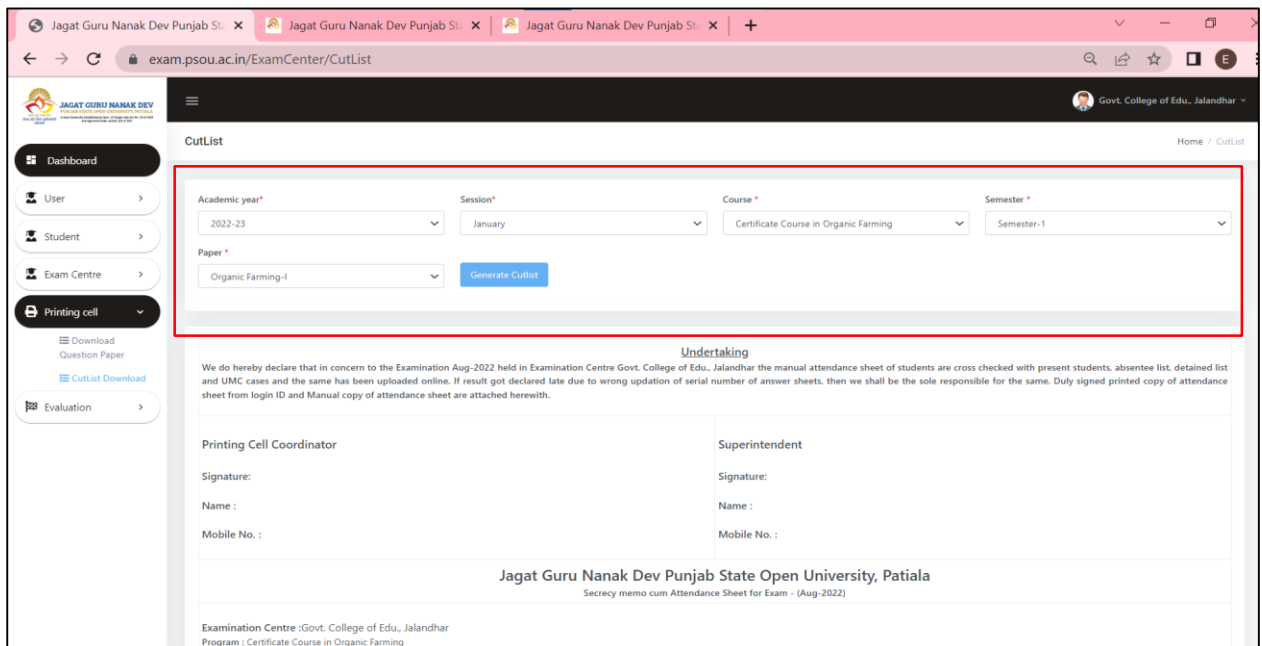
### 3. Click on Exam Centre -> Programme Allocated

- a. Exam Centre can see the detail of all Programmes exam to be conducted in their centre.



### 4. Click on Printing Cell -> Cut list Download

- a. Enter Academic Year, Session, Course, Semester and Paper.
- b. Click on Generate Cut list.
- c. It will show you Secrecy memo cum Attendance Sheet for Exam - (Aug-2022).
- d. Click on print button.



## 5. Click on Student Attendance

- Enter Academic Year, Session, Course, Semester and Paper. Click on OK
- Select Present/Absent of particular student (By default all present).
- Save & Lock Attendance.

**Student Attendance** Home / Student Attendance

Academic year\*  Session\*  Course\*

Semester\*  Paper\*

#	ID	Student Name	Is Present for External?
1	PSOU-STUD-21-10825	Neha verma	Present
2	PSOU-STUD-21-11023	TRISHNA	Present
3	PSOU-STUD-21-11029	Mtgha	Present
4	PSOU-STUD-21-11031	riti	Present
5	PSOU-STUD-21-11032	Isha	Present
6	PSOU-STUD-21-11036	pakeeza	Present
7	PSOU-STUD-21-11038	prinkle	Present
8	PSOU-STUD-21-11039	Mona Kumari	Present
9	PSOU-STUD-21-11040	neena kumari	Present
10	PSOU-STUD-21-11041	clavneet kaur	Present
11	PSOU-STUD-21-11053	tanuja verma	Present
12	PSOU-STUD-21-11059	Garinder Kaur	Present
13	PSOU-STUD-21-11061	Navdeep kaur	Present
14	PSOU-STUD-21-11067	baljit kalur	Present
15	PSOU-STUD-21-11070	Harjinder kaur	Present
16	PSOU-STUD-21-11071	Navjot kumari	Present
17	PSOU-STUD-21-11074	suman kumari	Present
18	PSOU-STUD-21-11078	priyanka sharma	Present
19	PSOU-STUD-21-11088	MENKA	Present
20	PSOU-STUD-21-11146	Sourav Suman	Present
21	PSOU-STUD-21-11147	radhika	Present
22	PSOU-STUD-21-11148	Tripti	Present
23	PSOU-STUD-21-11151	Rajni Rani	Present
24	PSOU-STUD-21-11152	simran	Present
25	PSOU-STUD-21-11269	Jeevan Jyoti	Present
26	PSOU-STUD-21-11271	Damanpreet Kaur	Present
27	PSOU-STUD-21-11272	neha	Present
28	PSOU-STUD-21-11273	neha	Present
29	PSOU-STUD-21-11274	sharanjit singh	Present
30	PSOU-STUD-21-11276	kuldeep singh	Present
31	PSOU-STUD-21-11277	sarabjeet kaur	Present
32	PSOU-STUD-21-11278	deepali	Present
33	PSOU-STUD-21-11279	yashika	Present
34	PSOU-STUD-21-11280	anu bala	Present
35	PSOU-STUD-21-11281	sumit harchand	Present
36	PSOU-STUD-21-11282	diksha kumari	Present
37	PSOU-STUD-21-11284	purnima kumari	Present
38	PSOU-STUD-21-11285	Mansi	Present
39	PSOU-STUD-21-11286	muskan	Present
40	PSOU-STUD-21-11287	Neha	Present
41	PSOU-STUD-21-11288	shabnam	Present
42	PSOU-STUD-21-11289	Muskan kalra	Present
43	PSOU-STUD-21-11290	abhay kumar	Present
44	PSOU-STUD-21-11292	mohit kumar	Present
45	PSOU-STUD-21-12705	NEELAM	Present
46	PSOU-STUD-21-12713	kajal saroya	Present
47	PSOU-STUD-21-12717	anuradha	Present
48	PSOU-STUD-21-12776	PREETI	Present
49	PSOU-STUD-21-13090	JASJEET KAUR	Present
50	PSOU-STUD-22-73511	SUNAINA	Present

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## 6. Click on Student Answer-Sheet

- Enter Academic Year, Session, Course, Semester and Paper. Click on OK
- Add Answer-sheet no. of present students.
- Save & Lock Answer-Sheet.

**Student Answer-Sheet**

Academic year\* 2022-23 Session\* January Course\* Certificate Course in Organic Farming

Semester\* Semester-1 Paper\* Organic Farming-I

#	ID	Student Name	Is Present for External?	External AnsSheet No
1	PSOU-STUD-21-10825	Neha verma	Absent	External AnsSheet No
2	PSOU-STUD-21-11023	TRISHNA	Absent	External AnsSheet No
3	PSOU-STUD-21-11029	MEgha	Absent	External AnsSheet No
4	PSOU-STUD-21-11031	riti	Absent	External AnsSheet No
5	PSOU-STUD-21-11032	Isha	Absent	External AnsSheet No
6	PSOU-STUD-21-11036	pakeeza	Absent	External AnsSheet No
7	PSOU-STUD-21-11038	prinkle	Absent	External AnsSheet No
8	PSOU-STUD-21-11039	Mona Kumari	Absent	External AnsSheet No
9	PSOU-STUD-21-11040	neena kumari	Absent	External AnsSheet No
10	PSOU-STUD-21-11041	davneet kaur	Absent	External AnsSheet No
11	PSOU-STUD-21-11053	tanuja verma	Absent	External AnsSheet No
12	PSOU-STUD-21-11059	Garinder Kaur	Absent	External AnsSheet No
13	PSOU-STUD-21-11061	Navdeep kaur	Absent	External AnsSheet No
14	PSOU-STUD-21-11067	baljit kaUR	Absent	External AnsSheet No
15	PSOU-STUD-21-11070	Hajinder kaur	Absent	External AnsSheet No
16	PSOU-STUD-21-11071	Navjot kumari	Absent	External AnsSheet No
17	PSOU-STUD-21-11074	suman kumari	Absent	External AnsSheet No
18	PSOU-STUD-21-11078	priyanka sharma	Absent	External AnsSheet No
19	PSOU-STUD-21-11088	MENKA	Absent	External AnsSheet No
20	PSOU-STUD-21-11146	Sourav Suman	Absent	External AnsSheet No
21	PSOU-STUD-21-11147	radhika	Absent	External AnsSheet No
22	PSOU-STUD-21-11148	Tripti	Absent	External AnsSheet No
23	PSOU-STUD-21-11151	Rajni Rani	Absent	External AnsSheet No
24	PSOU-STUD-21-11152	simran	Absent	External AnsSheet No
25	PSOU-STUD-21-11269	Jeevan Jyoti	Absent	External AnsSheet No
26	PSOU-STUD-21-11271	Damanpreet Kaur	Absent	External AnsSheet No
27	PSOU-STUD-21-11272	neha	Absent	External AnsSheet No
28	PSOU-STUD-21-11273	neha	Absent	External AnsSheet No
29	PSOU-STUD-21-11274	sharanjit singh	Absent	External AnsSheet No
30	PSOU-STUD-21-11276	kuldeep singh	Absent	External AnsSheet No
31	PSOU-STUD-21-11277	sarabjeet kaur	Absent	External AnsSheet No
32	PSOU-STUD-21-11278	deepali	Absent	External AnsSheet No
33	PSOU-STUD-21-11279	yashika	Absent	External AnsSheet No
34	PSOU-STUD-21-11280	anu bala	Absent	External AnsSheet No
35	PSOU-STUD-21-11281	sumit harchand	Absent	External AnsSheet No
36	PSOU-STUD-21-11282	diksha kumari	Absent	External AnsSheet No
37	PSOU-STUD-21-11284	purnima kumari	Absent	External AnsSheet No
38	PSOU-STUD-21-11285	Mansi	Absent	External AnsSheet No
39	PSOU-STUD-21-11286	muskan	Absent	External AnsSheet No
40	PSOU-STUD-21-11287	Neha	Absent	External AnsSheet No
41	PSOU-STUD-21-11288	shabnam	Absent	External AnsSheet No
42	PSOU-STUD-21-11289	Muskan kalra	Absent	External AnsSheet No
43	PSOU-STUD-21-11290	abhay kumar	Absent	External AnsSheet No
44	PSOU-STUD-21-11292	mohit kumar	Absent	External AnsSheet No
45	PSOU-STUD-21-12705	NEELAM	Absent	External AnsSheet No
46	PSOU-STUD-21-12713	kajal saroya	Absent	External AnsSheet No
47	PSOU-STUD-21-12717	anuradha	Absent	External AnsSheet No
48	PSOU-STUD-21-12776	PREETI	Absent	External AnsSheet No
49	PSOU-STUD-21-13090	JASJEET KAUR	Absent	External AnsSheet No
50	PSOU-STUD-22-73511	SUNAINA	Absent	External AnsSheet No

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