



User Manual

For

**Photocopy & Revaluation Marks
Corrections**

**Savitribai Phule Pune University
,Pune
411007**

For Technical queries mail us from your registered
e-Mail address at-

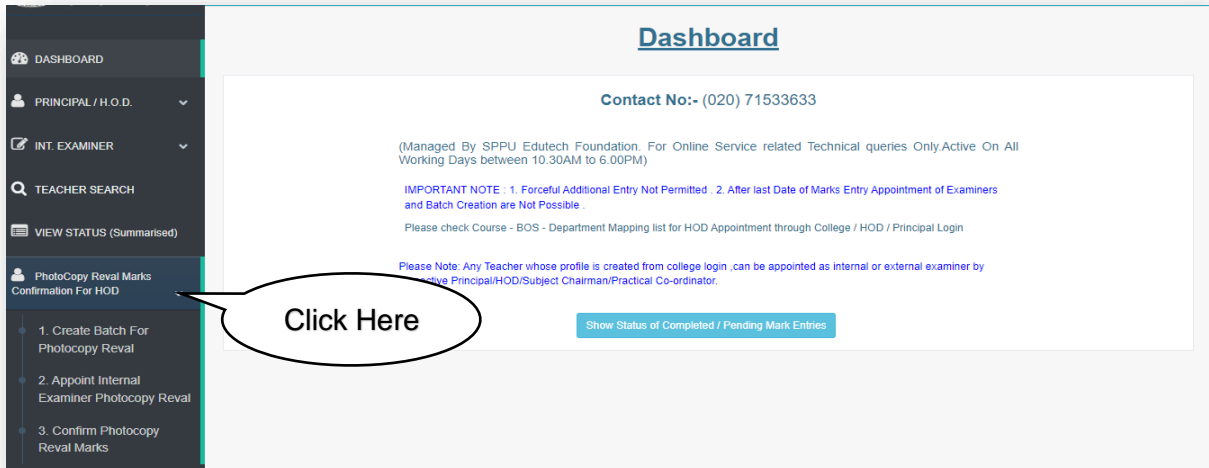
Extmarks@pun.unipune.ac.in

Enter following URL to your browser & click on External Marks Portal for **CAP Marks Entry System For Oct / Nov 2022** Session:

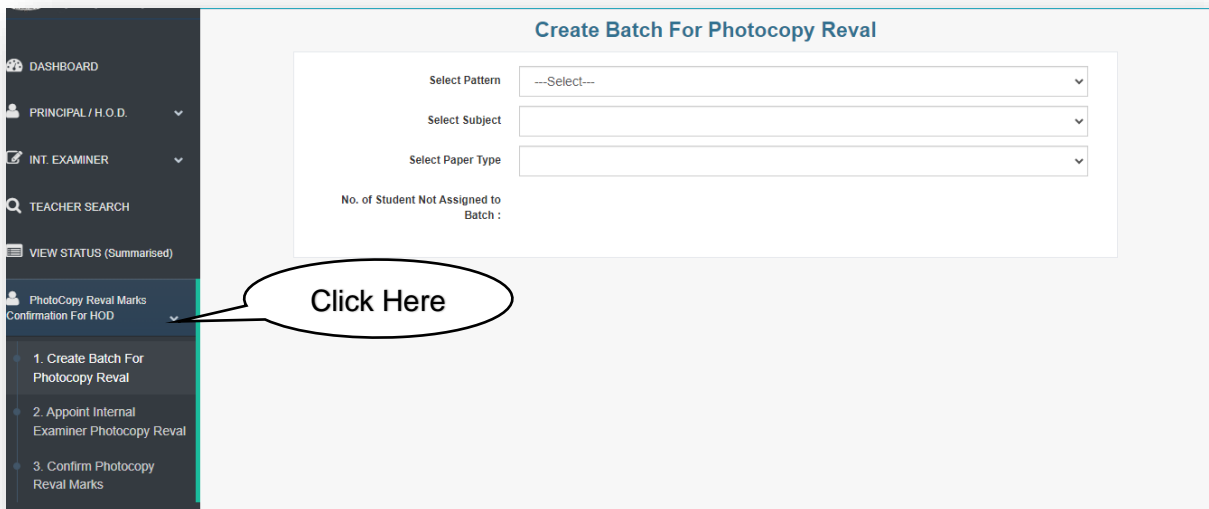
<http://extmarkspastentry.unipune.ac.in/>

- **In HOD Login for Batch Create:**

➤ Click on Photocopy Reval Marks Confirmation For HOD tab below screen shown.



➤ Click on Create Batch for Photocopy Reval tab below screen shown:



➤ Select Pattern, subjects, paper type and create batch.

Create Batch For Photocopy Reval

Select Pattern: B.B.A.(Computer Application) 2019 Credit Pattern

Select Subject: 103-CA C LANGUAGE

Select Paper Type: External

No. of Student Not Assigned to Batch : 2

Select Seat No. Range: All Batch Wise

[Create Batch](#) [Reset](#)

Create Batch For Photocopy Reval

Select Pattern: B.B.A. 2019 Credit Pattern

Select Subject: (112) BUSINESS COMMUNICATION SKILLS

Select Paper Type: External

No. of Student Not Assigned to Batch : 0

Batch Created Successfully...!

Subject	Subject Type	Batch No.	Seat No.
(112) BUSINESS COMMUNICATION SKILLS	External	2306260001	

➤ Click on Appoint Internal Examiner for Photocopy Reval tab, then below screen shown

Online Internal Marks System

Welcome : 52196702096 Logout

Appoint Internal For Photocopy Reval

Select Pattern: ---Select---

Select Teacher: ---Select---

[Show Batches To Appoint](#) [Show Appointed Batches](#)

1. Create Batch For Photocopy Reval

2. Appoint Internal Examiner Photocopy Reval Click Here

3. Confirm Photocopy Reval Marks

➤ Do the Internal appointment:

Select Pattern: B.B.A. 2019 Credit Pattern

Select Teacher: [Dropdown]

Teacher Name: [Redacted]
Email ID: [Redacted]
Mobile No.: [Redacted]

Show Batches To Apoint Show Appointed Batches

1 Pending Appointment for Pattern B.B.A. 2019 Credit Pattern

Batch No.	Subject Code	Subject Name	Subject Type	From Date	To Date	Select
2306260001	112	(112) BUSINESS COMMUNICATION SKILLS	External	26-06-2023	29-06-2023	<input checked="" type="checkbox"/>

Appoint

● In Internal Examiner Login for Marks Entry:

➤ Click on Photocopy Reval Marks Entry For Internal tab.

Dashboard

Contact No:- (020) 71533633

(Managed By SPPU Edutech Foundation. For Online Service related Technical queries Only Active On All Working Days between 10.30AM to 6.00PM)

IMPORTANT NOTE : 1. Forceful Additional Entry Not Permitted . 2. After last Date of Marks Entry Appointment of Examiners and Batch Creation are Not Possible .

Please check Course - BOS - Department Mapping list for HOD Appointment through College / HOD / Principal Login

Please Note - Any Teacher whose profile is created from college login ,can be appointed as internal or external examiner by respective Principal/HOD/Subject Chairman/Practical Co-ordinator.

Show Status of Completed / Pending Mark Entries

Click Here

➤ Select Pattern. Subject and Batch for marks entry.

Photocopy Reval Corrections

Selects Pattern: [Dropdown]

Selects Subject: [Dropdown]

Batches: [Dropdown]

Show Student

- Enter the Photocopy correction marks and save the marks.

Photocopy Reval Corrections

Selects Pattern: B.B.A. 2019 Credit Pattern

Selects Subject: (112) BUSINESS COMMUNICATION SKILLS

Batches: 2306260001

Show Student

PhotoCopy Marks Entry

Seat No.	PRN No.	Student Name	Sub Code	Marks	Max Marks	CorrectedMarks	STATUS
9181	[REDACTED]	[REDACTED]	112	15	50	Enter Marks	
9134	[REDACTED]	[REDACTED]	112	18	50	Enter Marks	

Save >>

- After Photocopy marks entry, if student applicable for Revaluation Marks entry fill those marks otherwise skip it.

Photocopy Reval Corrections

Selects Pattern: B.B.A. 2019 Credit Pattern

Selects Subject: (112) BUSINESS COMMUNICATION SKILLS

Batches: 2306260001

Show Student

PhotoCopy Marks Entry

Seat No.	PRN No.	Student Name	Sub Code	Marks	Max Marks	CorrectedMarks	STATUS
9181	[REDACTED]	[REDACTED]	112	15	50	16	Change
9134	[REDACTED]	[REDACTED]	112	18	50	17	No Change

Save >>

Revaluation Marks Entry

Seat No.	PRN No.	Student Name	Sub Code	Marks After Photocopy	Max Marks	Marks After Revaluation	Status
9181	[REDACTED]	[REDACTED]	112	15	50	Enter Marks	
9134	[REDACTED]	[REDACTED]	112	18	50	Enter Marks	

Save >>

- After Photocopy Marks entry, if student applicable for Revaluation Marks entry fill those marks and Save it.

Photocopy Reval Corrections

Selects Pattern: B.B.A. 2019 Credit Pattern
 Selects Subject: (112) BUSINESS COMMUNICATION SKILLS
 Batches: 2306260001
 Show Student

Seat No.	PRN No.	Student Name	Sub Code	Marks	Max Marks	CorrectedMarks	STATUS
9181	[REDACTED]	[REDACTED]	112	15	50	16	Change
9134	[REDACTED]	[REDACTED]	112	18	50	17	No Change

Save >>

Revaluation Marks Entry

Seat No.	PRN No.	Student Name	Sub Code	Marks After Photocopy	Max Marks	Marks After Revaluation	Status
9181	[REDACTED]	[REDACTED]	112	15	50	17	No Change
9134	[REDACTED]	[REDACTED]	112	18	50	22	Change

Save >>

● **In HOD Login for Confirmation:**

- After Internal Examiner side marks entry, in HOD login select Confirm Photocopy Reval tab.
- Select Pattern, Subject and Batches for batch confirmation.

Online Internal Marks System

Welcome : 52196702096 Logout

Confirm Photocopy Reval Corrections

Selects Pattern: ---Select---
 Selects Subject:
 Batches:
 Show Student

1. Create Batch For Photocopy Reval
 2. Appoint Internal Examiner Photocopy Reval
 3. Confirm Photocopy Reval Marks

- Click on Confirm Photocopy Marks and Revaluation Marks Entry button to confirm filled marks.
 (Note: Once HOD confirm filled marks and after that want to do any changes, then HOD is unable to do changes those changes his/her side. In that case need to take Edit permission from Photocopy & Revaluation Section then they provide you edit permission. (email: photocopy@pun.unipune.ac.in))

SAVITRIBAI PHULE PUNE UNIVERSITY

DASHBOARD

PRINCIPAL / H.O.D.

INT. EXAMINER

TEACHER SEARCH

VIEW STATUS (Summarised)

PhotoCopy Reval Marks Confirmation For HOD

1. Create Batch For Photocopy Reval

2. Appoint Internal Examiner Photocopy Reval

3. Confirm Photocopy Reval Marks

PhotoCopy Reval Marks Entry For Internal

Confirm Photocopy Reval Corrections

Selects Pattern

Selects Subject

Batches

[Show Student](#)

PhotoCopy Marks Entry

Seat No.	PRN No.	Student Name	Sub Code	Marks	Max Marks	CorrectedMarks	STATUS
9181			112	15	50	<input type="text" value="16"/>	Change
9134			112	18	50	<input type="text" value="17"/>	No Change

[Confirm Photocopy Marks](#)

Revaluation Marks Entry

Seat No.	PRN No.	Student Name	Sub Code	Marks After Photocopy	Max Marks	Marks After Revaluation	Status
9181			112	18	50	<input type="text" value="17"/>	No Change
9134			112	18	50	<input type="text" value="22"/>	Change

[Confirm Revaluation Marks](#)

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DASHBOARD

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TEACHER SEARCH

VIEW STATUS (Summarised)

PhotoCopy Reval Marks Confirmation For HOD

1. Create Batch For Photocopy Reval

2. Appoint Internal Examiner Photocopy Reval

3. Confirm Photocopy Reval Marks

PhotoCopy Reval Marks Entry For Internal

Confirm Photocopy Reval Corrections

Selects Pattern

Selects Subject

Batches

[Show Student](#)

PhotoCopy Marks Entry

Seat No.	PRN No.	Student Name	Sub Code	Marks	Max Marks	CorrectedMarks	STATUS
9181			112	15	50	<input type="text" value="16"/>	Change
9134			112	18	50	<input type="text" value="17"/>	No Change

[Confirm Photocopy Marks](#)

Revaluation Marks Entry

Seat No.	PRN No.	Student Name	Sub Code	Marks After Photocopy	Max Marks	Marks After Revaluation	Status
9181			112	18	50	<input type="text" value="17"/>	No Change
9134			112	18	50	<input type="text" value="23"/>	Change

[Confirm Revaluation Marks](#)

