



University of Pune

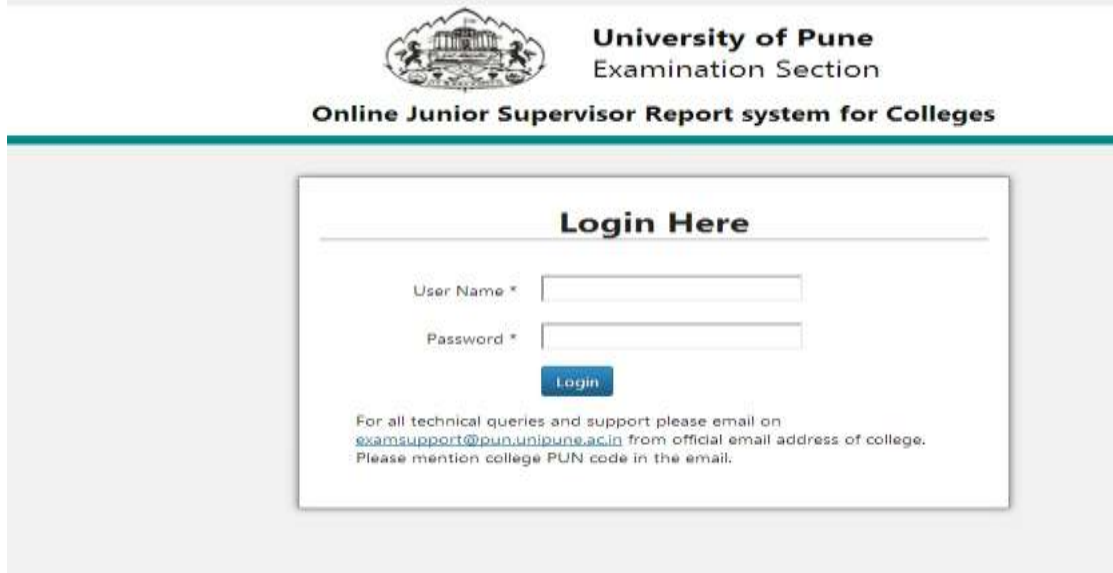
Online Junior Supervisor Report System For Colleges User Manual

University Of Pune.

4/15/2014

Online Junior Supervisor Report System For Colleges User Manual

1) Please enter your BCUD User Name and Password here and Log-in.



University of Pune
Examination Section

Online Junior Supervisor Report system for Colleges

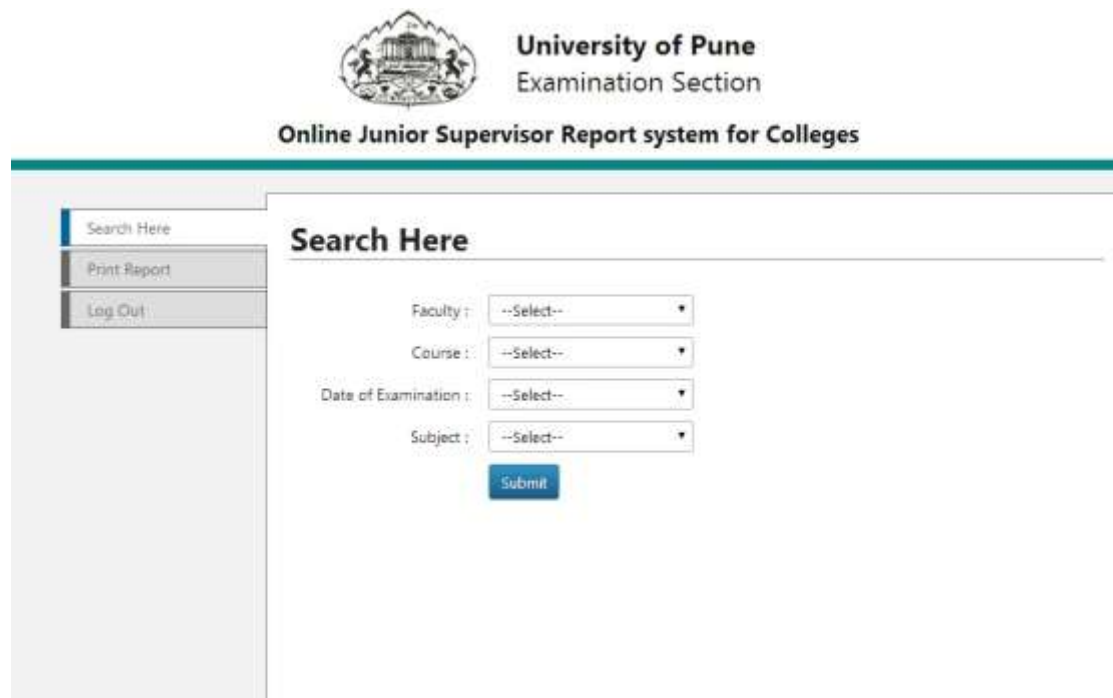
Login Here

User Name *

Password *

For all technical queries and support please email on examsupport@pun.unipune.ac.in from official email address of college. Please mention college PUN code in the email.

2) After Login, You will see a screen as shown below,



University of Pune
Examination Section

Online Junior Supervisor Report system for Colleges

Search Here

Print Report

Log Out

Search Here

Faculty :

Course :

Date of Examination :

Subject :

- 3) Select Faculty, and corresponding options as shown in example below, and enter submit Button.

University of Pune
Examination Section

Online Junior Supervisor Report system for Colleges

Search Here

Print Report

Log Out

Search Here

Faculty:

Course:

Date of Examination:

Subject:

- 4) After this step, you will see a screen as below, Enter All your Junior Supervisors Entry here.
- 5) After clicking on submit button, You will see the list of all your supervisors as shown below.
- 6) After completion of Supervisor's entry, Click on Go To Next Page Button.

University of Pune
Examination Section

Online Junior Supervisor Report system for Colleges

Search Here

Information Of Junior Supervisors

Print Report

Log Out

Information Of Junior Supervisors

Surname Middle Name First Name Block Number

Record Saved Successfully...!

Sr.No.	Junior Supervisor Name	Block No.	
1	Chage Uttam Parag	1	X

- 7) Similar to Junior Supervisors Entry, carry out the process of entering senior Supervisor's list.
- 8) The only difference is that you have to select additional option saying Internal/External.

University of Pune
Examination Section

Online Junior Supervisor Report system for Colleges

Search Here

Information Of Junior Supervisors

Information Of Senior Supervisors

Print Report

Log Out

Senior Supervisor Entry

Surname	Middle Name	First Name	Internal/External
<input type="text"/>	<input type="text"/>	<input type="text"/>	<div style="border: 1px solid black; padding: 2px;"> Internal/External ▼ Internal External </div>

[Submit](#)

[Go To Next Page](#)

- 9) If the Supervisor is external then you will see the screen as below.

University of Pune
Examination Section

Online Junior Supervisor Report system for Colleges

Search Here

Information Of Junior Supervisors

Information Of Senior Supervisors

Print Report

Log Out

Senior Supervisor Entry

Surname	Middle Name	First Name	Internal/External
<input type="text" value="Jagtap"/>	<input type="text" value="Abhjit"/>	<input type="text" value="Nilam"/>	<div style="border: 1px solid black; padding: 2px;"> Internal/External ▼ External </div>


District :	Tahsil :
<input type="text" value="PUNE"/>	<input type="text" value="PUNE (Corporation)"/>

College Name :

[Submit](#)

[Go To Next Page](#)

- 10) After clicking on submit button, You will see the list of all your Senior supervisors.
- 11) After completion of Supervisor's entry, Click on Go to Next Page Button.
- 12) You will see the screen as shown below.



University of Pune
Examination Section

Online Junior Supervisor Report system for Colleges

Search Here

Information Of Junior Supervisors

Information Of Senior Supervisors

Assign Seat No. To Block

Print Report

Log Out

Search Here

Block Number :

Seat Number : From : To :

Supplementary Seat No.

- 13) Assign Seat No. s To Block.
- 14) First Select Block number and then select starting seat number and ending seat number.
- 15) Here you are also provided additional facility of Supplementary seat number.
- 16) Clicking on Check Box, You will able to add additional Supplementary seat numbers.
- 17) After clicking on Submit button you will see the screen as shown below.



University of Pune
Examination Section

Online Junior Supervisor Report system for Colleges

Search Here

Information Of Junior Supervisors

Information Of Senior Supervisors

Assign Seat No. To Block

Print Report

Log Out

Search Here

Block Number :

Seat Number : From : To :

Supplementary Seat No.

Sr.No.	Block No.	Seat No.	
1	1	4065	X

18) After this click on Go to Next Page Button, you will see the screen as shown below.



University of Pune
Examination Section

Online Junior Supervisor Report system for Colleges

Search Here

Information Of Junior Supervisors

Information Of Senior Supervisors

Assign Seat No. To Block

Candidate Presenty Entry

Print Report

Log Out

Candidate Presenty Entry

Is Seperate Answer Paper For Section I and II : Yes No
(विभाग 1 आणि विभाग 2 साठी स्वतंत्र उत्तर पेपर आहे का.?)

Select Block No.

- 19) Select Block number and enter candidate present entry.

 **University of Pune**
Examination Section

Online Junior Supervisor Report system for Colleges

Search Here

Information Of Junior Supervisors

Information Of Senior Supervisors

Assign Seat No. To Block

Candidate Presenty Entry

Print Report

Log Out

Candidate Presenty Entry


Is Seperate Answer Paper For Section I and II : Yes No
(विभाग 1 आणि विभाग 2 साठी अलग-अलग पेपर आहे फर.7)

Select Block No.

Sr.No.	Seat No.	Block No.	Barcode No.	Present/Absent	Suppliment No.	Suppliment Count
1	4065	1	<input type="text" value="123456"/>	Present ▾	<input type="radio"/> Yes <input checked="" type="radio"/> No	

Record Saved Successfully...!

- 20) After finishing all changes in Candidate present entry, Click on Submit button to save changes.
- 21) After this click on Go to Next Page Button, you will see the screen as shown below.

 **University of Pune**
Examination Section

Online Junior Supervisor Report system for Colleges

Search Here

Information Of Junior Supervisors

Information Of Senior Supervisors

Assign Seat No. To Block

Candidate Presenty Entry

Physically Hadicaped

Print Report

Log Out

Physically Hadicaped

Select Block No.

Sr.No.	Seat No.	
1	4065	<input type="radio"/> Yes <input checked="" type="radio"/> No

- 22) Select Block number and Select whether the candidate is physically handicapped or not.
- 23) Click on Submit button to save changes.
- 24) After this click on Go to Next Page Button, you will see the screen as shown below.

The screenshot shows the 'Writer Used For' form. At the top, it features the University of Pune logo and the text 'University of Pune Examination Section' and 'Online Junior Supervisor Report system for Colleges'. On the left is a navigation menu with options like 'Search Here', 'Information Of Junior Supervisors', 'Information Of Service Supervisors', 'Assign Seat No. To Block', 'Candidate Presenty Entry', 'Physically Handicaped', 'Writer Used For', 'Print Report', and 'Log Out'. The main form area has a 'Select Block No.' dropdown menu set to '1'. Below it is a table with columns 'Sr.No.', 'Seat No.', and a radio button for 'Yes' and 'No'. The table contains one row with '1' in the first column and '4065' in the second. Below the table are 'Submit' and 'Go To Next Page' buttons.

Sr.No.	Seat No.	Yes	No
1	4065	<input type="radio"/>	<input checked="" type="radio"/>

- 25) Select Block number and Select whether the candidate is using writer or not.
- 26) Click on Submit button to save changes.
- 27) After this click on Go to Next Page Button, you will see the screen as shown below.

The screenshot shows the 'Learning Disable' form. It has the same header and navigation menu as the previous form. The main form area has a 'Select Block No.' dropdown menu set to '1'. Below it is a table with columns 'Sr.No.', 'Seat No.', and radio buttons for 'Yes' and 'No'. The table contains one row with '1' in the first column and '4065' in the second. Below the table are 'Submit' and 'Go To Next Page' buttons.

Sr.No.	Seat No.	Yes	No
1	4065	<input type="radio"/>	<input checked="" type="radio"/>

- 28) Select Block number and Select whether the candidate is in Learning Disable or not.
- 29) Click on Submit button to save changes.
- 30) After this click on Go to Next Page Button, you will see the screen as shown below.

 **University of Pune**
Examination Section

Online Junior Supervisor Report system for Colleges

Search Here

Information Of Junior Supervisors

Information Of Senior Supervisors

Assign Seat No. To Block

Candidate Presenty Entry

Physically Hadicaped

Writer Used For

Learning Disable

Unfairmeans

Print Report

Log Out

Unfairmeans

Select Block No.

Sr.No.	Seat No.	
1	4065	<input type="radio"/> Yes <input checked="" type="radio"/> No

- 31) Select Block number and Select whether the candidate is unfairmeans or not.
- 32) Click on Submit button to save changes.
- 33) After this click on Go to Next Page Button, you will see the screen as shown below.

 **University of Pune**
Examination Section

Online Junior Supervisor Report system for Colleges

Search Here

Information Of Junior Supervisors

Information Of Senior Supervisors

Assign Seat No. To Block

Candidate Presenty Entry

Physically Hadicaped

Writer Used For

Learning Disable

Unfairmeans

Barcode Unused

Print Report

Log Out

Barcode Unused

Seat Number

Sr.No.	Seat No.	Remove
1	12345678A	✕

- 34) Enter the seat number which does not use Barcode. Do not enter **absent** seat numbers.
- 35) After this click on Go to Next Page Button, you will see the screen as shown below.

- 36) In above screen, An additional facility is provided for adding Emergency Barcode Used.
- 37) This is the last step of this process, after this stage you can not do any changes once you click on Complete Button.
- 38) Now you are ready to take a print out of Report.

- 39) There are two types of report, as shown in screen shot below,
- Report All
 - Cap Submission Report
- 40) Select Faculty, and corresponding options as shown in example below,

The screenshot displays the 'Online Junior Supervisor Report system for Colleges' interface. At the top, the University of Pune Examination Section logo and name are visible. Below the title, there is a search form with the following fields:

- Faculty: ARTS
- Course: BACHELOR OF ARTS
- Date of Examination: 09/04/2014
- Subject: 2014-COMPULSORY ENC
- Report Type: Report All CAP Submission Report

A 'Submit' button is located below the Report Type options. On the left side of the interface, there is a sidebar menu with the following items:

- Search Here
- Information Of Junior Supervisors
- Information Of Senior Supervisors
- Assign Seat No. To Block
- Candidate Presenty Entry
- Physically Handicaped
- Writer Used For
- Learning Disable
- Unfairmeans
- Barcode Unused
- Emergency Barcode Used
- Print Report

- 41) Choose your report type Either Report All or CAP Submission report.
- 42) Now click on Submit Button To take your report, downloaded in PDF format.

Note :

Still if you have any problem regarding this, feel free to contact us on examssupport@pun.unipune.ac.in