Examination User

Pre-requisite:-

- A. Academic Admin
- a) Academic Master
- b) Course Master
- c) Course Structure
- B. Admission Admin
- a) Authenticate Application Received
- b) Selection Process

OVERVIEW

As examination is an essential part of session therefore, examination user can schedule and conduct examination through ERP effectively and efficiently. Examination user needs to perform some activities to conduct examination such as grade criteria, evaluation, scheduling, and result declaration.

How to create exam master?

Exam master is used to define grades, grade criteria and evaluation component. Examination user has to create exam master for further activities related to examination.

- **Grade Master** Grade master used to define the grades as shown in figure-1. To create grades following are the steps:-
 - 1. Click on "Add" button
 - 2. Enter grade name for e.g. A
 - 3. Set rank order
 - **4.** Set grade points.
 - 5. Check the checkboxes according to grade.
 - 6. Click on "Save" button.

	Grade Master	Grade Critieria	Evaluation Components					
Students Services		n / Exam Masters / Grad	le Master		() • indicates mandatory fields			
Academic Setup	Save		*Grade Name A+		'Rank Order 1			
Sections			Grade Points 10		Description			
		If che in SF				unted in cgpa	If checked counted in CGPA calculation	
Course Outline			📄 Fail Gr		L Gr	rade Card Onhold?	calculation	
			If checked will be co			If checked grade		
Faculty Course Allocation			fail grade			card will get onhold of student		
*								
Course Registration				Figure	-1			

- **Grade Criteria-** It is used to set the criteria of grades. For e.g. "A" grade will be given when the percentage is in between 85 to 100 (shown in figure-2). For setting the grade criteria following are the steps:-
 - 1. Select admission year, program, term and course.
 - 2. Enter the "From Percentage" and "To percentage". For e.g. 85 to 100(Shown in figure-2)
 - 3. Select the grade from drop down according to percentage.
 - 4. Click on "Add" button.

5. Click on "Save" button.

	Grade Master Grade Critieria	Evaluation Components		
Students	Home / Examination / Exam Masters /	Grade Critieria		
Services Academic Setup	🗲 🗟 🖓 🛅 🖶 🧭 Save		* Indicates mandatory fields	
Sections		Copy Those gra ILAR AND GENETIC BASIS OF LIFE-Theory Copy Those gra the courses of	des to all	017/Integrated MSc-NISER/Semester 2 V
Course Outline	From Percentage	To Percentage	Grade	Add
	▶ 85	100	AA	
Faculty Course Allocatio Course		d then the grade criteria will be set to	o all	Delete Edit
Course Registrati	courses of the selected term.			
		Figure	-2	

- **Evaluation Component-** It is set by the examination user (as shown in figure-3). It is used to define the <u>course outline</u> of the subjects. Parent component if required in the course outline can be selected by the user.
 - **1.** Click on "Add" button.
 - 2. Select radio buttons. "Yes" if exam required or "No" if exam not required.
 - 3. Click on "Save" button.

	Grade Master	Grade Critieria	Evaluation Components			
Students	Home / Examination /	/ Exam Masters / Evalu	ation Components			
Services Academic		1 X			* indicates mandatory fields	
Setup	*Name	Final Term Exam				
A		Final Term Exam				
Sections	Description			Chars: 128		
\frown				120		
Course	*Is exam required?	🖲 Yes 🔍 No				
Outline	*Is exam component?	0 163 0 140				
Faculty Course Allocation	Parent Component	Select	Ŧ			
*						
Course Registration						

Figure-3

How to schedule examination?

Examination scheduling is an important part done by examination admin. When exam is to be conduct, exam registration, start and end date all needs to be defined by user.

- **Exam Setup-** It is used to define for which academic year and term, exams going to be conduct. Examination user can also define the exam start and end date, registration dates, exam type etc (as shown in figure-4).
 - 1. Click on "Add" button.
 - 2. Select "Academic year" and "term" from dropdown.
 - **3.** Enter name of the examination.
 - **4.** Select the authority that approved the exam from dropdown.
 - 5. Select exam type.
 - **6.** Enter registration start and end date.
 - 7. Enter exam start and end date.
 - 8. Select the radio buttons according to the requirements(shown in figure-4)
 - 9. Click on "Save" button.

	Exam Setup	Exam Timetable	Bulk Exam Registration	Exam Registration Appro.		Exam Eligibility	
	Home / Examination /	Exam Scheduling / Ex	cam Setup				
Students Services							
<u> </u>	🗲 🗟 🔍 🚍 🖪	1 Alian A					
Academic Setup							
	Save			*Academic Y		016-2017 💌 🕜	
Sections							
\square				* Te	erm : E	ven Sem 🔻 🕜	
				*Name of the Examina	tion: F	inal Term Examination	
Course Outline				*Approve	d By: A	bdur Rahaman	Ŧ
				* Exam T	ype: E	xternal 🔻	
Faculty Course			*Registration	Start Date : 01/12/2016	🖞 📲	egistration End Dat	ie : 30/12/2016 🕮
Allocation			*Exam	Start Date : 01/05/2017	- 🕮 •E	xam End Date : 31/0	5/2017
Course				Exam Eligibility Requ	iired: 🥘	Yes 🔍 No	
Registration				Hall Allotment Requ	iired: @	Yes No	
				Exam Attendance Requ	iired: @	Yes 🔍 No	
Extra Credit Request				Ĺ		nclude Reappear	
	Integrated MS	c					Ph.D
Slotting Based							
Scheduler	Semester 1	Coloretal	e semesters for which				
	Semester 10		e semesters for which eed to be scheduled			📃 🙋 If this	checkbox is checked then reappear exams will
Examination	Semester 11						
	Somostor 12					also be inc	lude in this set up.
			W W	Figur	e-4		
					-		

- **Bulk Exam Registration-** It is used to register the students for regular or re-appear exams in bulk (as shown in figure-5). Following are the steps to follow for exam registration:-
 - **1.** Click on "Add" button.
 - **2.** Select academic year, term, exam and program.
 - **3.** Select registration type as "regular" or "re-appear".
 - **4.** Select students for registration.
 - 5. Click on "Save" button.

	Exam Setup	Exam Timetable	Bulk Exam Registration	Exam Registration Appro	Exam Eligibilit	y			
Students Services	Home / Examination	/ Exam Scheduling /	Bulk Exam Registration		* indicates n	andatory fields			
Setup Sections	:	Save		e Prog	Year: 2016-2017 Term: Odd Sem exam: Mid-Semester Ex gram: 2010-2011/integr Type: • Regular	ated MSc/Integrated MSc	¥		
Outline				Kegistation	ype. I regular	 -ке-арреаг 			
	Select All Deselect All								
Faculty Course	SI No. Select	Roll No	Name	Sub1	Sub2	Sub3	Sub4	Sub5	Sub6
Allocation	1	Y1011002	Aadil Aman	B460-Theory	C302-Theory	M401-Theory	M402-Theory	P203-Theory	P307-Theory
Course Registration									

- **Bulk Exam Registration Approval-** It is used to approve the registration in bulk after the fees of exam paid by students if required. Admin check the required criteria and approve the registration. Following are the steps for approval of exam registration (as shown in figure-6)
 - **1.** Select academic year, term, program, examination and click on "Go" button.
 - **2.** Select the students for approval.
 - **3.** Click on "Save" button.

	Exam Setup	Bulk Exar	m Registration Exam	m Registration Appro	Exam Schedule	Exam Eligibility	Exam Attendan	ce			
н	Home / Examination / Exam Dele	Scheduli te regist	ing / Exam Registrat ration	ion Approval							
tra Credit Request	in bu in bu		s 🚿								
Student	Save		• Excel report								
iervices	*year ac	ademic	2016-2017	•		there payment	it has done the pay throuh Verify And ie student from hei	Delete FTR a			
ademic Setup		* Term	Odd Term	•							
ections	*Pi	ogram	2016-2017/MSc/	Biochemistry-	OR		Student Status	Select		•	
Course Dutline	*Exam	ination	Mid Semester	٣	Go				Edit	v	iew
aculty	SI No	. Selec	t Registration N	o Roll No	Name	Applica	tion Date Sta	itus ^{Sel}	lect to Delete	Actions	· · ·
Course location	1	v	1619020	16MScBIOC0178	Ruby Laldingliani	16/1	2/2016 Ac	tive		🖒 🗴 🕞	Delete
	2	Image: A state of the state	1619077	16MScBIOC0179	Alman Kshiar	16/1	2/2016 Ac	tive			-
*	3		1619367	16MScBIOC0180) Juri Baruah	16/1	2/2016 Ac	tive		2 🗟	
ourse istration	4	a	1619522	16MScBIOC0181	Nancy Kaman	16/1	2/2016 Ac	tive		📝 🖻	
C	5		1619649	16MScBIOC0182	Manisha Basumata	ry 16/1	2/2016 Ac	tive		2 🗟 🗙	
ourse edback											

- **Exam Time Table** It is used to schedule the exam slot-wise. As system schedule the exams slot wise automatically. System checks the clashes and schedules the exams. If there is any clash found then that course remain unscheduled and ask admin to schedule manually (as shown in figure-7).
 - 1. Select academic year, term, and examination.
 - 2. Select examination dates.
 - 3. Enter number of slots and student can be allocated to maximum slot in one day.
 - 4. Select class type.
 - 5. Select course to be scheduled and not to be scheduled.
 - 6. Click on "Go" button.

Students	Home / Examination / Exa	am Scheduling	/ Exam Timeta	able							
Services	🗲 🗟 🔍 🗎 😫 🗄	i 🧭									
Academic Setup	*Academic Year: 2	016-2017 🔻 🕜		*Te	m:Select	v 0			*Examination: End semester Exami	nation V	
Sections		✓ Wednesday 07/12/2016		Friday 09/12/2016		Sunday 11/12/2016	Monday 12/12/2016	Tuesday 13/12/2016			
Outline	*Examination Dates:	 ✓ Wednesday 14/12/2016 ✓ Wednesday 	 Thursday 15/12/2016 Thursday 	Friday 16/12/2016	Saturday 17/12/2016	Sunday 18/12/2016	Monday 19/12/2016	Tuesday 20/12/2016			
Faculty Course Allocation		21/12/2016	22/12/2016	ne day a stud allocated to n							
Course Registration		Theory 🔲 Pr		slo	ts:						
Extra Credit Request	Courses not be conside Selected Cou		ing	All Unconfir	ned Courses :	186					
Slotting Based Scheduler Course Feedback	M201-REAL ANALYSIS-The		810 811 811 11 11 11 11 11 11 11 11 11 11 1	01-MATHEMATIC 01-BIOLOGY I: S0 41-BIOLOGY I: AB 01-CHEMISTRY I: 41-CHEMISTRY I: 09-TECHNICAL C 33-INTRODUCTII 41-COMPUTATIC 01-MECHANICS & 41-PHYSICS LAB	S I-Theory SIENCE OF LIFE-1 ORATORY-I-Pract Theory AB I-Practical OMMUNICATION. DN TO SOCIOLOO NAL LABORATOR THERMODYNAM DRATORY I-Practis ELLULAR AND GE ROJECT-Theory	Theory ical					
					1	Figure-7					

• **Exam Schedule-** It is used to schedule the exam course wise. For e.g. "Phy 101" need to be scheduled on 19/12/2016 from 10.00 A.M to 12.00 P.M, then admin has to enter the details manually and add the course (as shown in figure-10)

Extra Credit	Home / Examination / Exam Scheduling / Exam Schedule		
Request	⇐ 🗟 < 🔁 🖶 🚿	• indicates mandatory fields	
Student Services	Save 19/12/2016		
Academic Setup	*Exam Date :	*From (hh24.mm): 10.00 Class Type : Theory •	*To (hh24.mm): 12.00 Go
A		enes the t	Add
Sections	Select Courses		
Course Outline	PHYCC11-Thermal Physics-Theory		
			Delete
Faculty Course Allocation			

• **Exam Eligibility-** It is used to identify the students who are eligible for examination on the basis of attendance or fees. There are three types of eligibility admin can set.

Exam Eligibility

Exam Attendance

- a) By Cumulative Attendance-
 - 1. Select admission year, course, semester and examination.
 - 2. Select "by cumulative attendance".
 - 3. Enter attendance percentage and click on "Go" button.
 - 4. Students list appear on screen that have the required percentage (as shown in figure-11).

Exam Schedule

5. Click on "Save" button. Exam Setup Bulk Exam Registration Appro...

(, 🔍 🖪	🖶 🗭			() * indic a	tes mandatory fiel	ds
	Sav	e *Admission Yea	2016-2017 🔻	0		*Ce	purse: 2016-2017/MSc/Biochemistry
		*Semeste	r: 2016-2017/MSc/l	Biochemistry-Life Science/First Semester 🔻			
		*Examination	: Mid Semester V			Exam	Type: Regular Exam-Internal
(•by cun	ulative attendance	e: 🔍 *by cours	ewise attendance:	*by fee type:		
				ce Percentage: 0			
				View UnEligible S	Studente	By clicking on link uneligible students list c	3
	SI No.	Roll No	Rea. No.	View UnEligible S	Students	link uneligible students list c be seen Attendance	3
	SI No.	Roll No	Reg. No.		Students	link uneligible students list ca be seen	Course
	SI No.	Roll No 16MScBIOC0178			Students	link uneligible students list c be seen Attendance	Course Practicals - Practical(0)
	SI No.	16MScBIOC0178	1619020	Name	Students	link uneligible students list ca be seen Attendance Percentage 0.00	Course Practicals - Practical(0) Intermediary Metabolism - Theory(0)
	SI No. 1 2		1619020	Name	Students	link uneligible students list ca be seen Attendance Percentage	Course Practicals - Practical(0) Intermediary Metabolism - Theory(0) Practicals - Practical(0)
	1	16MScBIOC0178 16MScBIOC0179	1619020 1619077	Name Ruby Alman Kshiar	Students v	link uneligible students list cr be seen Attendance Percentage 0.00 0.00	Course Practicals - Practical(0) Intermediary Metabolism - Theory(0)
	1	16MScBIOC0178	1619020 1619077	Name	Students	link uneligible students list ca be seen Attendance Percentage 0.00	Course Practicals - Practical(0) Intermediary Metabolism - Theory(0) Practicals - Practical(0) Intermediary Metabolism - Theory(0)
	1 2 3	16MScBIOC0178 16MScBIOC0179 16MScBIOC0180	1619020 1619077 1619367	Name Ruby Alman Kshiar Juri Baruah	Students	Attendance Percentage 0.00 0.00	Course Practicals - Practical(0) Intermediary Metabolism - Theory(0) Practicals - Practical(0) Intermediary Metabolism - Theory(0) Practicals - Practical(0)
	1	16MScBIOC0178 16MScBIOC0179	1619020 1619077 1619367	Name Ruby Alman Kshiar	Students v	link uneligible students list cr be seen Attendance Percentage 0.00 0.00	Course Practicals - Practical(0) Intermediary Metabolism - Theory(0) Practicals - Practical(0) Intermediary Metabolism - Theory(0) Practicals - Practical(0) Intermediary Metabolism - Theory(0)

- Figure-11
- b) By coursewise attendance-
 - 1. Select admission year, course, semester and examination.
 - 2. Select "by coursewise attendance"
 - 3. Select course from dropdown.
 - 4. Enter attendance percentage and click on "Go" button.
 - 5. Students list will appear according to the attendance criteria (as shown in figure-12).
 - 6. Click on "Save" button.

Exam Setup	Bulk Exam Regis	tration Exam R	egistration Appro	Exam Schedule	Exam Eligit	ility	Exam Attendance		
ome / Examinat	ion / Exam Schedu	ling / Exam Eligi	bility						
f 🖟 🔍 🖪	کې 🖶				() * indicates	mandatory fields			
	*Admission Yea	r: 2016-2017 ▼	0			*Cou	rse: 2016-2017/MSc/B	iochemistry v	
			Biochemistry-Life Scie	ence/First Semester 🔻					
	*Examination	: Mid Semester V]			Exam Ty	pe: Regular Exam-I	internal	
🔍 *by cu	mulative attendanc	e: 🖲 *by course	ewise attendance	e: O	*by fee type:				
ourse: BCH-C-	103-Intermediary Metabo	olism-Theory 🔻	Student:	All Students					
		*Attendan	ce Percentage:	0					
					Go				
				View UnEligible Stud	ents				
SI No	. Roll No	Reg. No.		Name	×	Attendance Percentage		Course	
1	16MScBIOC0178	1619020	Ruby			0.00	Intermediary Meta	abolism - Theory	
2	16MScBIOC0179	1619077	Alman Kshiar			0.00	Intermediary Meta	abolism - Theory	
3	16MScBIOC0180	1619367	Juri Baruah			0.00	Intermediary Meta	abolism - Theory	
4	16MScBIOC0181	1619522	Nancy Kaman			0.00	Intermediary Meta	abolism - Theory	
5	16MScBIOC0182	1619649	Manisha Basum	natary		0.00	Intermediary Meta	abolism - Theory	

Figure-12

- c) By Fee Type-
 - 1. Select admission year, course, semester and examination.
 - 2. Select "by fee type" radio button.
 - 3. Select fee type from drop down and click on "Go" button (as shown in figure-13).
 - 4. Student list will appear on screen. Select students and click on "Save" button. Exam Setup Buk Exam Registration Exam Registration Appro... Exam Schedule Exam Eligibility Exam Attendance

Extra Credit	Home / Examination / Exam Scheduling / Exam Eligibility
Request	
	🗲 🖳 🔍 🛅 🚔 🌾 🚯 🚯 🚯 🕼
Student	
Services	
	*Admission Year: 2016-2017 v 🕜 *Course: [2016-2017/MSc/Biochemistry v
Academic	*Semester: 2016-2017/MSc/Biochemistry-Life Science/First Semester 🔻
Setup	*Examination: Mid Semester * Exam Type: Regular Exam-Internal
	'by cumulative attendance: 'by coursewise attendance: 'by fee type:
Sections	Fee Type : Admission Fee v 'Fee Percentage: >= 0
\square	Course: BCH-C-103-Intermediary Metabolism-Theory V Student:All Students
	Go
Course Outline	60 - Contract - Contra
	View UnEligible Students
Faculty Course	

- **Exam Attendance** Exam attendance is required when it is selected while setting up the exam under Exam Setup. Admin can take attendance by following below steps (as shown in figure-14)
 - 1. Select admission year, course, semester, examination, course and venue.
 - 2. Select status of student as present, absent or detain.
 - 3. Enter number of main sheet and supplements.
 - 4. Click on "Save" button.

	Exam S	etup Bulk Exam Reg	istration Exam Registration	Appro Exam Schedule	Exam Eligibility	Exam Attendance		
	Home / Ex	amination / Exam Schedu	iling / Exam Attendance					
edit st		PDF Report						
	🔶 🖳	् 🖪 🖶 🖄 🍇 🕯	8		No record fo * indicates ma	und! indatory fields		
nt .		Save Excel	Report					
s						0		
				*Admission Yea	ar: 2016-2017 V	0		
ic				*Cours	e: 2016-2017/MSc/Bi	iochemistry-Life Science	Ŧ	
·				*Semeste	er: 2016-2017/MSc/Bi	iochemistry-Life Science/First Semester	T	
				* Examination	n: Mid Semester V			
						istry and Biomolecules-Theory V		
s					e: ExamRoom V			
				Venu				
e	SI No.	Roll No	Application No	Name	Status	Main Sheet	Supplements No.	Total Su usec
	1	16MScBIOC0178	1619020	Ruby	Absent V			0
	2	16MScBIOC0179	1619077	Alman Kshiar	Present V	1	1,2,3	3
	3	16MScBIOC0180	1619367	Juri Baruah	Detain V	1	1,1,1	3
0	4	16MScBIOC0181	1619522	Nancy Kaman	Present V	1	1,1	2
		16MScBIOC0182	1619649	Manisha Basumatary	Present V			

Figure-14

How to evaluate examination?

Exam evaluation is used to define the course outline, exam marks entry, grade entry, mark sheets etc. which is a necessary part of examination.

- **Course Outline** Course outline is used to define the maximum marks and weightage of the course. Here it can also be defined whether exam is required for the course or not. Course outline has to be created for each and every subject individually which are running currently in the syllabus. To create course outline following are the steps (as shown in figure-15)
 - 1. Click on "Add" button.
 - 2. Select admission year, term, subject, and faculty.
 - **3.** Check the checkbox of section.
 - 4. Enter start and end date for conducting the examination.
 - 5. Select evaluation component.
 - 6. Enter maximum marks and weightage and check the checkbox if exam required for the course.
 - 7. Click on "Save" button.

Save		(i) * indicates mandatory fields
Add Add topic to		
subject		
*Admission Year: 2016-2017 V	*Term : Odd Term 🔻 🕜	*Subject : CSE-205-DATA COMMUNICATION AND NETWORKS-Theory
* Faculty : Saoud V	* 2015- Section 2016/B.TECH.UNIV/CSE- 201 *AFSET/3RD SEM UNI	
Go		
Conduct Plan		
*Start Date	11/07/2016	* End Date 31/12/2016
Objective		
		Chars:
		1023
Methodology		
Methodology		
		Chars: 1023
Evaluation Pattern		
Evaluation Pattern		
	Total Eq Marks :	60 , Total Weightage: 40
	Select Evaluation Component Frequency	Maximum Mark Weightage Eq Mark Exam Required
	1. 🕑 Internal 1	50 50 75
	2. 🗹 External Exams 1	100 50 75 🕑
Text Books		
Text DOORS		
		Chars: 1023

• **Component-wise Marks Entry-** It is used to enter the marks in the components defined in evaluation component. Marks to be entered will be according to the defined course outline of subjects. This is used to enter marks of internal

assessment or for those subjects for which examination is not required. Admin can enter the marks by follow these steps:-

- 1. Select academic year, term, course, class and faculty (as shown in figure-16).
- 2. Click on "Go" button.
- **3.** Check the checkbox for selecting students.
- 4. Enter the marks and click on "Save" button.

Compo						FR, Jan 13, 2017 11:02 AM			
	onentwise N	lark Entr Scheduled	I Exam Mark Ent Finalize G	rade	TGPA	CGPA	Term Visibility	Credit Transfer	
Hor	me / Exa Say		/aluation / Componentwise M ownload Excel	ark Entry					
ę	-	a 🛅 📑 🛸 .	🍇 🖶 🧭			* indicates mandatory fields			
		Upload Marks	Download Internal Assessment marks excel			emic: 2016-2017 • 0 Term: Odd Term • 0			
			marks can be eneterd freque et will appear one by one on	ncy	* Co	Odd Term V purse: His C-101-Historical Method I-Th Class: 2016-2017/Odd Term/His C-101 culty: Aka Lemtur	eory		
		en according to se		\sim	Frequency Wise N	1arks:			
5	alact All	Develoct All			Internal	Evaluation (50)	Evaminati	on Evaluation (50)	
Si Na		Deselect All Roll No	Student	Max Mar	Internal nal Mark k/Equ.Mark / (50)	Evaluation (50) Internal Assesment Marks Max Mark/Equ.Mark 50 / (50)		on Evaluation (50) ernal Mark (50)	Total (100)
	il o. Select		Student Salchina R Marak	Max Mar	nal Mark k/Equ.Mark	Internal Assesment Marks Max Mark/Equ.Mark		ernal Mark (50)	Total (100)
SI	Select	Roli No		Max Mar (50)	nal Mark k/Equ.Mark / (50)	Internal Assesment Marks Max Mark/Equ.Mark 50 / (50)	Ext	ernal Mark (50)	Total (100) Total Marks (10
Si No 1	Select	Roll No 16MAHIS0173	Salchina R Marak	Max Mar (50) 46	nal Mark k/Equ.Mark / (50) 46	Internal Assesment Marks Max Mark/Equ.Mark 50 / (50) 46/46	Ext	ernal Mark (50)	Total (100) Total Marks (10 46
SI No 1 2	Select	Roll No 16MAHIS0173 16MAHIS0174	Salchina R Marak Saunipaya Plain	Max Mar (50) 46	nal Mark k/Equ.Mark / (50) 46 0	Internal Assesment Marks Max Mark/Equ.Mark 50 / (50) 46/46	Ext	ernal Mark (50)	Total (100) Total Marks (10 46
51 No 2 3	il Select	Roll No 16MAHIS0173 16MAHIS0174 16MAHIS0175	Salchina R Marak Saunipaya Plain Diwmiteawan Khonglah	Max Mar (50) 46 0	nal Mark k/Equ.Mark / (50) 46 0	Internal Assesment Marks Max Mark/Equ.Mark 50 / (50) 4646 00 00	Ext	ernal Mark (50)	Total Marks (10 46 0 0

- Scheduled Exam Marks Entry- Scheduled exam marks entry to be done by admin for the component which required examination. Marks entry will be according to the defined course outline. These marks also reflect in component wise marks entry. Following are the steps to enter marks:-
 - 1. Select academic year, term, examination and course (as shown in figure-17).
 - 2. Select regular or reappear.
 - 3. Enter marks and click on "Save" button.

	Componentwise Mark Entr	Scheduled Exam Mark Ent	Finalize Grade	TGPA	CGPA	Term Visibility	Credit Transfer		
Online Instructions		n / Exam Valuation / Sch arks from CSV file	eduled Exam Mark Entry						
	🖕 🐘 🔍 🏟 💾 📇 🍩 🔞 🔞								
Campus		Save							
Master				* year academ	ic: 2016-2017 V				
				* Terr	m: Odd Term 🔻] 🕜			
Admissions				* Examinatio	n: First Semester V				
				* Cours	e: His C-101-Historical Meth	od I-Theory			
Student				🔍 *Regular : 🖉	*Reappear :				
Services								Marks are not frozen.	
	Serial No	Roll	No		Name			Mark (50)	
Academic Setup	1	16MAHIS0173	1	Salchina R Marak				35	
	2	16MAHIS0174	:	Saunipaya Plain				45	
Sections	3	16MAHIS0175	1	Diwmiteawan Khonglah				0	
Gections	4	16MAHIS0176		Mangkyrpang Kharkongor				0	
	-	1 (144) 1001 77		Namballa An Maratana				°	
				Figure-1	17				

• **Grades Entry from Faculty Portal-** Faculty needs to assign grades according to the performance of students in the examination. According to the defined course outline, marks are given to students and according to scored marks faculty needs to assign grades (as shown in figure-18).

♂campuslabs			Ω (2) ₩ English - №	Dr. Jyotirmoy Bhattacharya (Faculty-KASHMIRIGATE) 🔸
Purchase Indent	Assessment 4			oad Excel
My Publications	Assessment 5		10 N	Print PDF Report
Tax Declaration				Swinloaded
	Component Grading Final Gra	ading		download sample file 🕹
	🍠 Enter grades for < Assess	ment 1 📏		Upload Grades through excel file
	Q filter			
	C mer.			
	s.no. roll no 👻	student name	grade (weightage: 10.00%)	
	1 SKP162E0039	Aakriti Rana	A Plus 🔻	
	2 SKP162E0040	Abhilekh Naithani	-select- 🔻	
	3 SKP162E0041	Archana Pawar	-select- 🔻	

∕o campuslabs					L (2)	💥 English 🔸	NO EMAGE EMAME	Dr. Jyotirmoy Bhattacharya (Faculty-KASHMIRIGATE) +
Communication	Assessment	2					10	F U 0 S 0
Purchase Indent	Assessment	3					10	
	Assessment	4					10	Export Component Wise Excel Rep
My Publications	Assessment	5					10	Print PDF Report
Tax Declaration								🕹 Upload Grades
	Component Gr	ading Final G	rading					download sample file 💩
	Ê	ĥ	Copy pre-moderated	grade to mode	rated grade	🔒 Finalize & Fi	reeze Grad	es
	Grades					_		
	Q fi	lter						
	s.no.	roll no 👻	student name	final weightage	pre- moderated grade	moderated grade	final grade	
	1	SKP162E0039	Aakriti Rana	1	D Only	D Only	D Only	
	2	SKP162E0040	Abhilekh Naithani	0		-select- 🔻		
				Figure	-19			

- **Finalize Grades from Admin Portal** Finalize grades is used to enter the grades according to the marks scored by the students. Admin enter the grades according to the scores/marks. Following are the steps of entering the grades from admin portal:-
 - 1. Select academic year, term and course (as shown in figure-20).
 - 2. Click on "Go" button.
 - 3. Enter the initial and final grades. Initial grades can be copied to final grades through "Copy Grades" button.
 - 4. For saving the grades click on "Save".
 - 5. For freezing the grades click on "Freeze Grades" button.

me / Examinat	on / Exam Valuation / reeze Initial Grades	Finalize Grade						
Save mitial		sh	Download PDF	0	* indicates mandatory fields			
Grades	fro	m CSV	*year academic : 2	016-2017 🔻 🕜				
			*Term : 0	Odd Term 🔻	7		Initial grad	les will copy to
			*Course : H	is C-101-Historical Meth	od I		forced gra	
			C	ŝo				CopyGrades
				Grades are not	frozen.			
			C	Course- His C-101-Hist	orical Method I			
F 0	A 0		B 0	С	0	D 0	E	0
SI No.	Roll No Type	Name	Course	Student's C	urrent Term Registered	For Pre-Initia	l Grade Initial Grade	Forced Grade
1	16MAHIS0173 Theory s	Salchina R Marak	2016-2017/MA/Hist	tory First Semeste	r First Semes	ter	D T	Select V
2	16MAHIS0174 Theory s	Saunipaya Plain	2016-2017/MA/Hist	tory First Semeste	r First Semes	ter	Select V	Select V
3	16MAHIS0175 Theory D	Diwmiteawan Khonglah	2016-2017/MA/Hist	tory First Semeste	r First Semes	ter	Select V	Select V
4	16MAHIS0176 Theory M	deserves and Management	2016 2017/MA/Ulet	any First Comosto	r First Semes	tor	Select V	Select V

- Semester Point Index (SPI) SPI is calculated on the basis of grades allotted to the students. It is to be calculated when all the grades of the batch get frozen. Following are the steps to calculate SPI
 - 1. Select admission year, program and term (as shown in figure-21).
 - 2. Click on "Calculate" button for calculating the SPI.
 - 3. Click on "Go" button for the list of students with calculated SPI.

Online Fee	Home / E	xamination / Exam Valuation / Semester Point Index Download PDF		
Payment	(् 🗎 🖶 🖄 🖉	() • indicates mandatory fields	Calculate SPI
Utilities	Admi	ssion Year	Program 2016-17/BA Honours/Econon	Term 2016-17/BA Honours/Econon V Go Catculate
Admissions Admin		Page No. 1	• Of 4 Next>>	Total:48 [Show All]
	SI No.	Roll No 🔺	Student Name 🛓	SPI 👞
Academics	1	SKP162E0039	Aakriti Rana	6.75
	2	SKP162E0040	Abhilekh Naithani	7.00
() Cash	3	SKP162E0041	Archana Pawar	5.75
Receipt	4	SKP162E0044	Devendra Meena	2.00
Entry	5	SKP162E0045	Diksha Punia	3.00
	6	SKP162E0048	Gunjit Ahuja	8.25
Student	-	0/04/00/00 40	1.1 PL 5.0	6.75



- **Cumulative Point Index (CPI)** CPI is calculated on the basis of grades allotted to the students. It is to be calculated after SPI calculation. Following are the steps of CPI calculation:-
 - 1. Select admission year, program and term (as shown in figure -22).
 - 2. Click on "Calculate" button to calculate the CPI.
 - 3. Click on "Go" button for list of calculated CPI.

•

4. Click on "Result Declare" to publish the result.

After publishing the result, result will show to students at result portal. But result declaration date also be entered in academic batch term otherwise result will not show to students.

Campus La	bs Result Declare						
-		button to make it ready. !!!					
* Admission Year 🕐 * Program 2016-17/BA Honours/Economics in KG-AUD Kashmere Gate V * Term 2016-17/BA Honours/Economics-AUD Kashmere Gate/1st Semester V Go Calculate							
Page No. I v Of 3 Next >> Total : 34 [Show All]							
Si No. 🔺	Roll No 🔺	Student Name 🔺	CPI 🔺				
1	SKG162E0001	Abhishek Choudhary	2.75				
2	SKG162E0002	Aditi Rawat	7.75				
3	SKG162E0004	Alankar Gupta	6.75				
4	SKG162E0005	Amrisha Bhattacharjee	6.75				
5	SKG162E0006	Anjali Thakur	7.25				
6	SKG162E0007	Apoorva Batra	6.25				



- **Transfer Credits** Transfer credits is used to transfer the credits or grades of student from one term to another if needed due to some reasons. Following are the steps to transfer the credits:-
 - 1. Select admission year, program, term and student in credit transfer form (as shown in figure-23).
 - 2. Select admission year, program and to term in credit transfer to (as shown in figure-23).
 - **3.** Click on "Go" button.
 - 4. Check the checkbox of course whose credits to be transferred.
 - 5. Select transferred course from drop down.
 - 6. Click on "Transfer Credits" if only credits need to be transferred.
 - 7. Click on "Transfer Credits and Grades" if credits and grades both needs to be transferred.

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nsfer Cr	edits and gra	des							
Transfe	r From			Credit Tran	isfer To				
*A	-	ar 2014-15 V V m [2014-15/BA Honours/English-AUD Kashmere Gate m [2014-15/BA Honours/English-AUD/3rd Semester V	Ŧ		ion Year 2014-15 Program 2014-15/BA Honours/English-AUD Kashmere Gate 'To Term 2014-15/BA Honours/English-AUD Kashmere Gate/Sth Semester				
	*Studer	t S142E0054 Khushnuma Parveen							
SIN	lo. Select	Course Name		Grade	Transferred Course				
1		SUS1HN333-Adhunik Sahityik Pravrittiyan aur Andolan	E	B Minus	SUS1EC108-International Economics-Elective-4.0 v				
-		SUS1EN236-Shakespeare	(C Minus	Select v				
2	0	SUS1EN237-The Romantic Age		C Plus	Select v				
2									



- **New Term Promotion:** After successful completion of semester or year of academics, student get promotion to next term. From new term promotion screen, admin can promote or demote the students.
 - 1. Select admission year, program and term (as shown in figure-24).
 - 2. Select new term in which the student gets promotion or demotion.
 - **3.** Select students and click on "Save" button.

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*Admission Year 2015-16 *New Term 2015-16/8/	▼ 0 ▼ Ionours/English-AUD Kashmere Gate/3rd Semester ▼	 16/BA Honours/English-AL	JD Kashmere Gate	Term 2015-16/BA Honours/English-AUD/2nd Semester	
Students					
Select All Deselect Al	Roll No			Name	
	S142E0036			Akshay Narain	
	S142E0121			Kabir Naqvi	
	S152E0035			Aanchal Sood	
	S152E0037			Amandeep Kaur	
	S152E0038			Ankit Gil	