

# **Examination Management**



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Topic: Admin Login

#### Prerequisite:

1. Admin should be registered into JUNO Campus.

2. User should have exam admin role.

Roles: Exam admin

Path: <a href="http://erp.himtu.ac.in/">http://erp.himtu.ac.in/</a> Enter Username and Password then click on Login Button.

#### Student login screen:





**Topic:** Term Exam Structure (Define grades)

### **Prerequisite:**

1. Trust level exam admin role to user.

Roles: Exam Admin

Path: Configuration » University Configuration » Term Exam Structure

## **Functionality:**

1. Able to define absolute grading.

2. Able to define result grading schema.

3. Able to define year down policy.

4. Able to define gracing policy.

## **Screen Shots / Steps:**

### Define absolute grading:

CONFIGUR/	Click to add		d TION » TERM EXAM STRU	TION » TERM EXAM STRUCTURE DE									
University Name: the grade		~	Stream:		Pharmacy		v)						
Qualification:	lification:		~)	Syllabus Patte	Syllabus Pattern Year: 2015			Add					
Absolute Grading Relative Gr		Relative Gradin	ng Result Grading Schema	Year-Down Police	y Gracing Poli	Policy Marks Improvement Policy		Forego Config					
Moderatio	n Config	Marks Scale	lown Year-Down Policy Con	fig									
		Gi	rading Schema For 2015 Pattern	ı		Edit	Yearly Seme	Replicate Paster in 2015 Pattern					
Criteria	Percent	age System	Alphabetic Grading System	Description	Subject Cate	gory	Year	Semester Number					
Between		50-39	AA	Outstanding			1001	Juniora Hambu					
Between		39-36	AB	Excellent	Core Subject		1	1					
Between	13	36-33	BB	Very Good	Core Subject			2					
Between		33-30	BC	Good	Core Subject		2	3					
Between		30-27	сс	Average	Core Subject		-						
Between		27-24	CD	Poor	Core Subject			4					
	13	24-22	DD	Poor	Core Subject		3	5					
Between		22-20	EE	Poor	Core Subject			6					
	- 1												
Between Between Between		20-0	FF	Fail	Core Subject		4	7					



**Topic:** Examination Schedule generation

Prerequisite: Trust level exam admin role to user.

Roles: Exam Admin

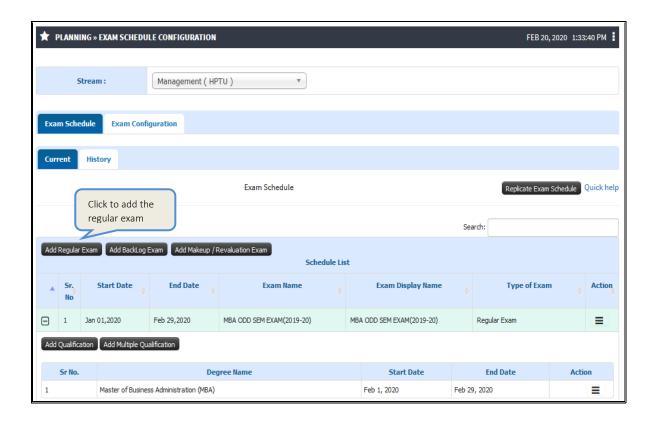
Path: Planning » Exam Schedule Configuration

#### **Functionality:**

- 1. Able to add regular/backlog exam schedule.
- 2. Able to add/edit exam time table.
- 3. Able to add evaluation centre.
- 4. Able to add/block allocation.
- 5. Able to add result declaration date.
- 6. Able to configure admit card configuration.
- 7. Able to add exam conduction centre.
- 8. Able to add infrastructure configuration.

### Screen Shots / Steps:

Add regular/backlog exam:





Add Schedule	Click to add the exam schedule		Х							
Exam Schedule	e Name :									
Display Name of Exam	On Mark-sheet :									
Start Dat	e:									
End Date	::									
☐ Include back-log papers v	vith this exam									
Allow student (feedback) restriction for this exam										
Allow Attendance Percentage										
Allow Combine Exam Form	Allow Combine Exam Form									
Add										
			lose							



**Topic:** Dynamic Exam Centre Allocation

Prerequisite: Trust level exam admin role to user.

Roles: Exam Admin

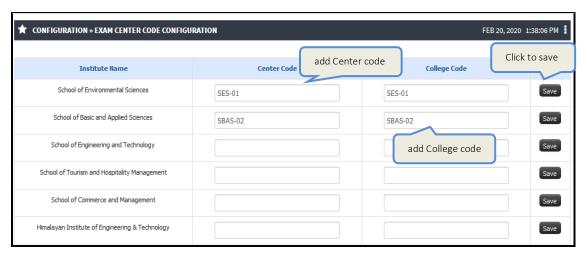
Path: Configuration » Exam Centre Code Configuration

**Functionality:** 

1. Able to add centre code and college code.

## **Screen Shots / Steps:**

Exam centre code configuration:





Hall-Ticket Exam Time	Table Exam Cond	luction Center	Evaluation Center	Infra Config	Block Allocation	on Duty Configurat	tion	
Duty Period Configuration	Duty Allocation	Duty Allocation	n Daywise(Date Wise	) Duty Alloca	tion Shiftwise	Result Declaration		
Exam Fee Payment Mode	No. of Subjects (Fo	or Revaluation)						
Conduction Center Report	Add Conduction C	enter						
10 v records per pa	ge					Search:		
	Institute Name		<b>A</b>		Capacity			
Himachal Pradesh Technical Univer	sity		1000					
Himalayan Institute of Engineering	& Technology		500					
School of Basic and Applied Science	es							
School of Commerce and Managem	ent							(
School of Engineering and Technol	ogy							(
School of Environmental Sciences								(
School of Tourism and Hospitality N	Management							(
undefined								



**Topic:** Student Exam Form status

#### Prerequisite:

1. Trust level exam admin role to user.

2. Exam form notification should be configured

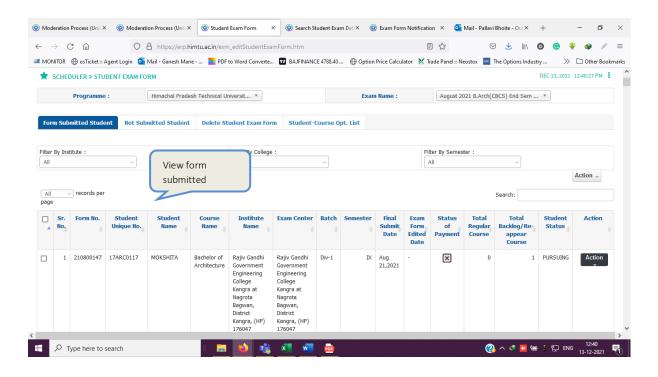
Roles: Exam Admin

Path: Scheduler » Student Exam Form

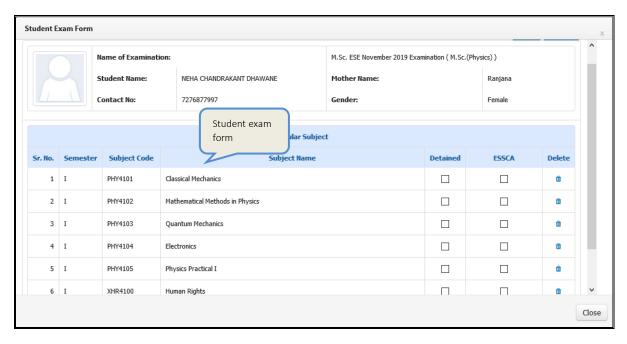
#### **Functionality:**

- 1. Able to view form submitted / not submitted student.
- 2. Able to edit /cancel student exam form.
- 3. Able to generate hall ticket & attendance sheet.
- 4. Able to cancel/delete student exam form.
- 5. Able to view student subject opt. list.

#### **Screen Shots / Steps:**









Topic: Admit card printing-college wise

#### Prerequisite:

- 1. Trust level exam admin role to user.
- 2. Exam form should be filled.

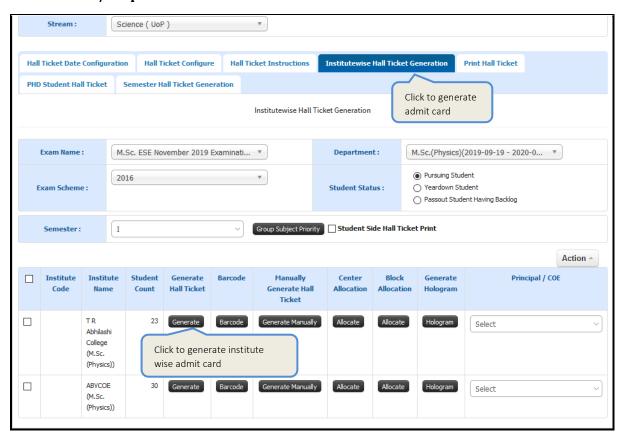
Roles: Exam Admin

Path: Scheduler » Hall Ticket Generation

#### **Functionality:**

- 1. Able to configure admit card date configuration.
- 2. Able to configure admit card configuration.
- 3. Able to write admit card instructions.
- 4. Able to generate institute admit card.
- 5. Able to print admit card.

#### **Screen Shots / Steps:**





Hall Tio	Hall Ticket Date Configuration		Hall Ticket Configure	Hall Ticket Instructions	Institu	tewise Hall Tick	et Generation	Print Hall Ticket		
PHD St	tudent Hall Ticket	Sen	nester Hall Ticket General	tion						
				Hall Ticket	Generation					
Exa	am Name :	M.Sc.	ESE November 2019 Exa	aminati ▼	Department: M.Sc.(Physics)(2019-09-19 - 2020-0			e)(2019-09-19 - 2020-0 🔻		
Exa	Exam Scheme :		₩ 116		Stude	Student Status:  Purs  Yea  Pas				
S	emester:	I		▼						
	☐ Institute Code		Institute Name			Generate Hall Ticket		Generate Attendance Sheet		
	School of Science		2		Print Hall Ticket		Print Attendance Sheet			
			School of Pharma	acv		Print Hall Ticket	3	Print Attendance Sheet		



**Topic:** Feed the Internal Examination marks

### Prerequisite:

1. Faculty should fill the marks.

2. Faculty should send the marks to APO (Academic Program Officer).

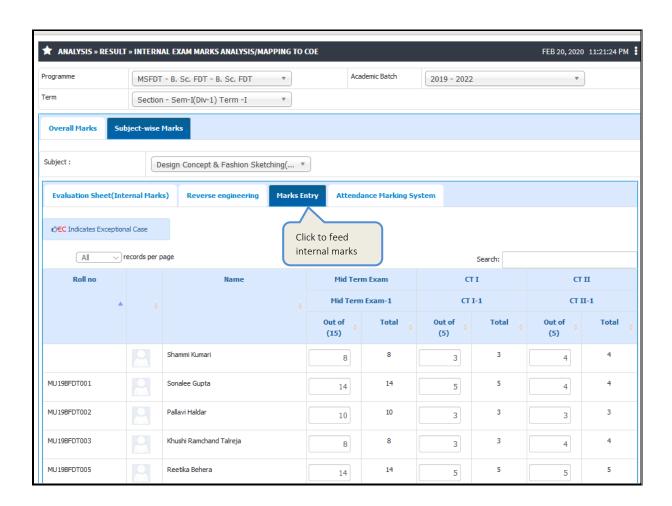
Roles: Academic admin

Path: Analysis » Result » Internal Exam Marks Analysis/Mapping to COE

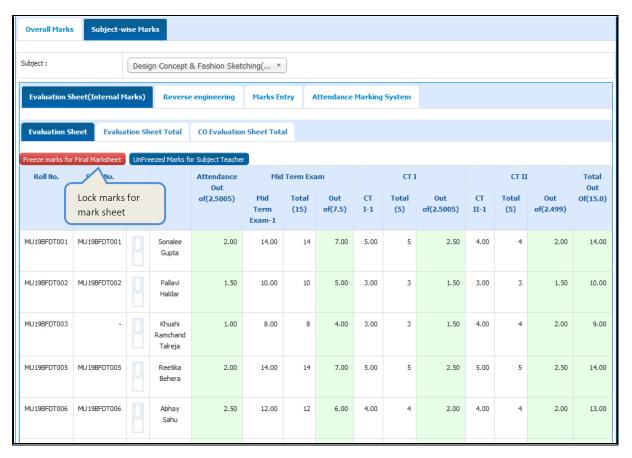
#### **Functionality:**

- 1. Able to view the marks.
- 2. Able to edit the marks.
- 3. Freeze the marks & send it to COE.
- 4. These marks once fed, should be locked by the University's officials and then, would be made available to the University's Examination Department

#### **Screen Shots / Steps:**











**Topic:** Result processing

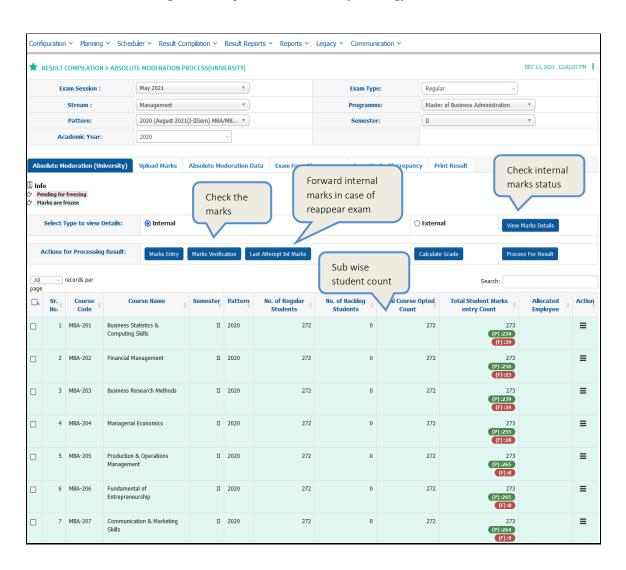
Prerequisite:

**Roles:** Exam admin

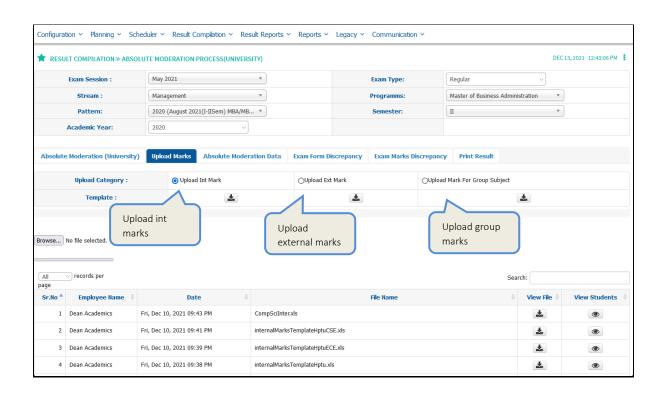
**Path:** Result compilation >> Absolute moderation process (University)

### **Functionality:**

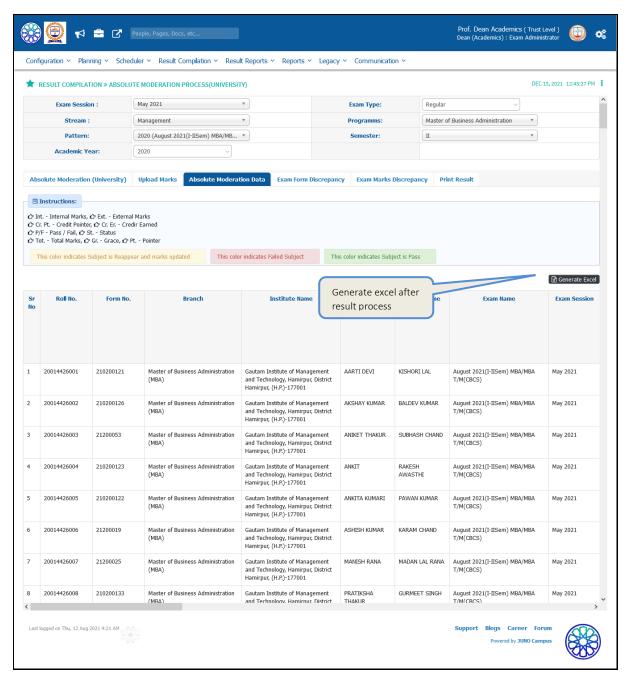
- 1. Able to view the marks.
- 2. Able to edit the marks.
- 3. Able to upload internal/external marks
- 4. Able to view institute wise internal marks status
- 5. Able to view institute wise practical(external) marks status
- 6. Able to check exam marks discrepancy
- 7. Able to calculate the grade and process the result(freezing)







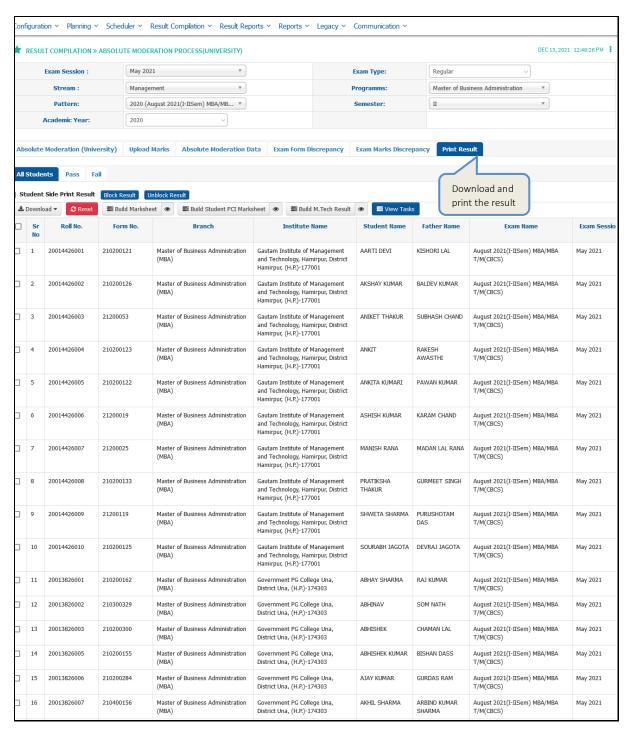




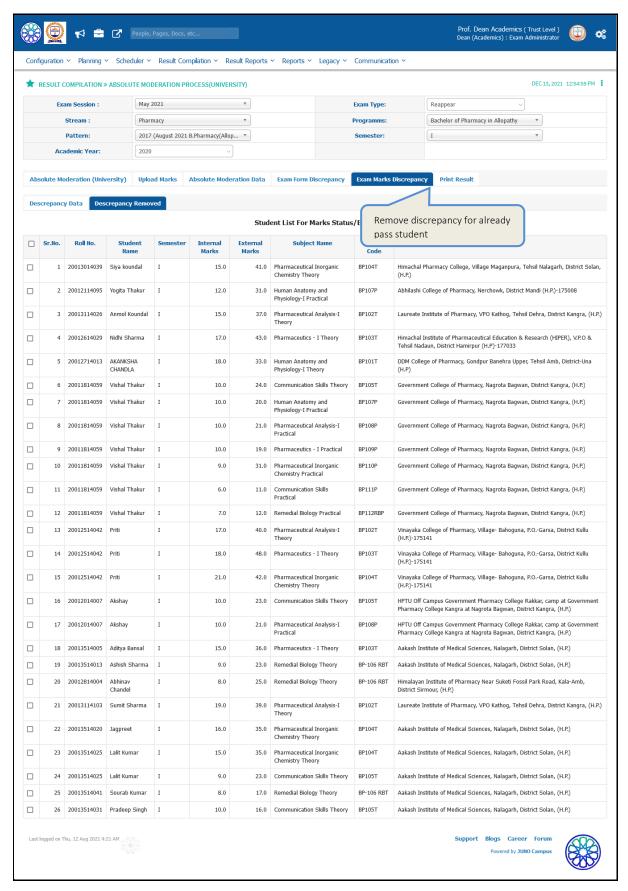


Business Statistics & Computing Skills (MBA-201) (0/100) Int Passing( 16/40 ) Ext Passing( 24/60 )			Financial Management (MBA-202) (0/100) Int Passing( 16/40 ) Ext Passing( 24/60 )				Business Research Methods (MBA-203) (0/100) Int Passing( 16/40 ) Ext Passing( 24/60 )				Semester - II  Managerial Economics (MBA-204) (0/100) Int Passing( 16/40 ) Ext Passing( 24/60 )				
Int.	Ext.	Total.	Grade.	Int.	Ext.	Total.	Grade.	Int. Ext. Total. Grade.			Int.	Ext.	Total.	Grad	
35.0	32.0	67.0	В	34.0	51.0	85.0	Е	35.0	48.0	83.0	Е	36.0	52.0	88.0	Е
36.0	40.0	76.0	А	35.0	52.0	87.0	Е	34.0	48.0	82.0	Е	35.0	52.0	87.0	Е
34.0	43.0	77.0	А	34.0	40.0	74.0	А	34.0	36.0	70.0	В	35.0	41.0	76.0	А
32.0	42.0	74.0	А	33.0	41.0	74.0	А	34.0	44.0	78.0	А	33.0	48.0	81.0	Е
39.0	38.0	77.0	А	39.0	54.0	93.0	0	38.0	60.0	98.0	0	39.0	48.0	87.0	Е



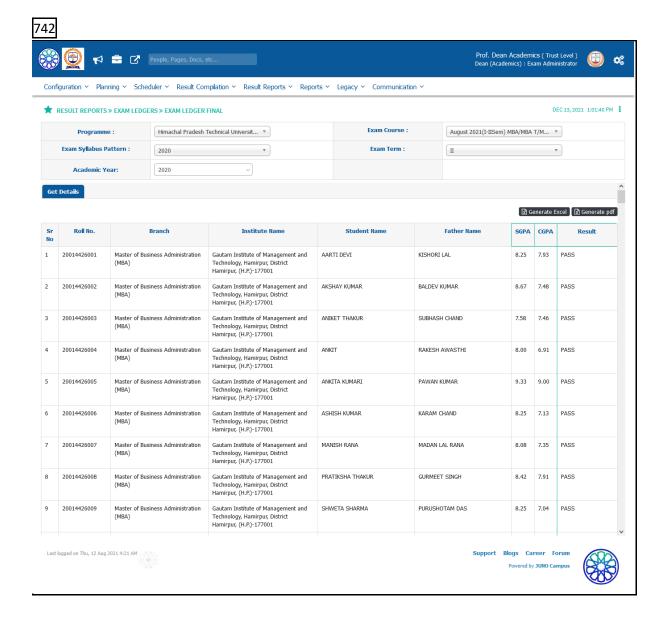








#### **Exam ledger**





**Topic:** Student Login

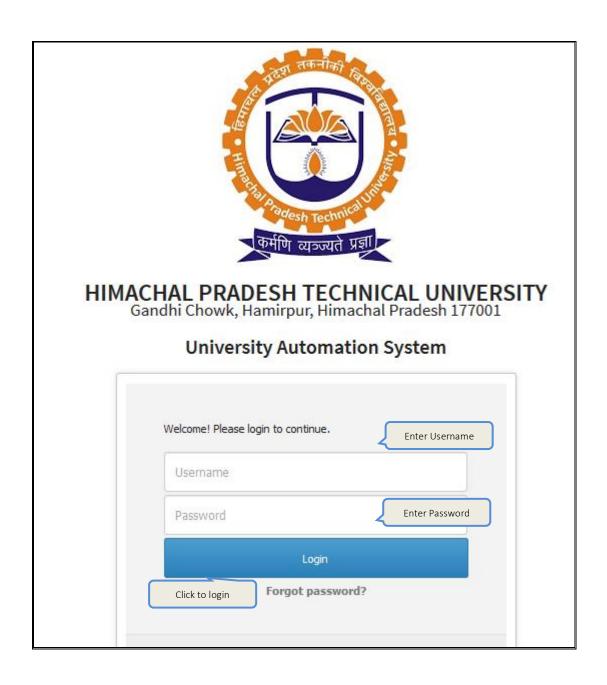
#### **Prerequisite:**

1. Student should be registered into JUNO Campus.

Roles: Student

Path: <a href="http://erp.himtu.ac.in">http://erp.himtu.ac.in</a> Enter Username and Password then click on Login Button.

### Student login screen:





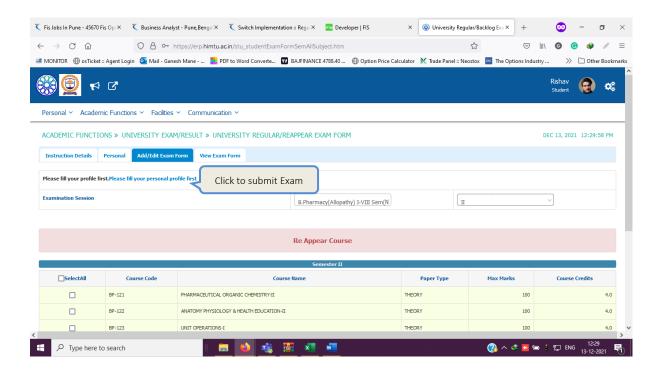
**Topic:** The Students should be able to access and fill up the examination forms online

#### Prerequisite:

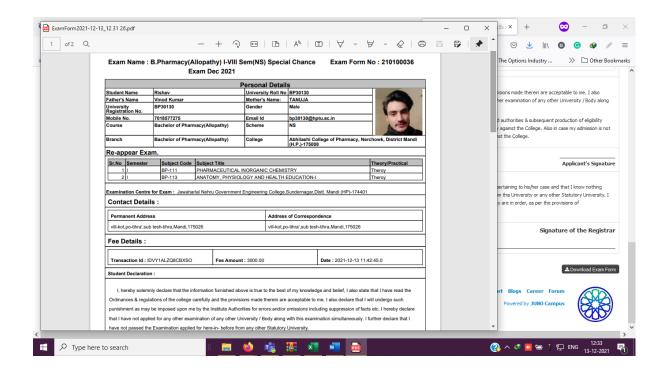
3. Student should be registered into JUNO Campus.

Roles: Student

Path: Academic Functions » University Exam/Result » University Regular/Reappear Exam Form









**Topic:** Download Hall Ticket

**Prerequisite:** Exam form should be submitted.

Roles: Student Login

Path: Academic Function » University Exam Result » University Exam Result/Hall Ticket

### **Functionality:**

1. Able to print hall ticket.

## **Screen Shots / Steps:**

Hall ticket:

