

#### ITM UNIVERSITY - ITM Zone (ERP)

ITM UNIVERSITY – ITM Zone (ERP) is follow cloud based model to serve, we have hosted our ERP over AWS cloud. Cloud security at AWS is the highest priority. As an AWS customer, you will benefit from a data center and network architecture built to meet the requirements of the most security-sensitive organizations.

It contains various University modules like Examination , HR , Academic etc.

## Users' Guide - EMS

# (EXAMINATION MANAGEMENT SYSTEM)

Release 1.0

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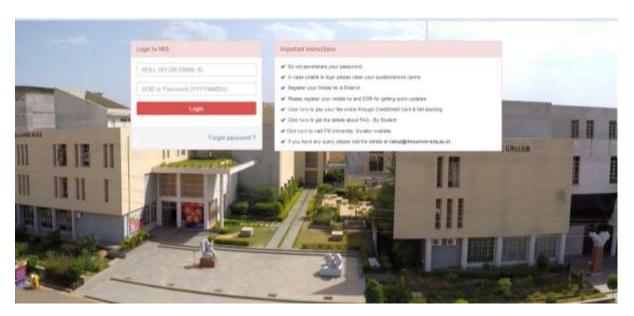
#### 4.0 Exam Admin (CoE)

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#### 1. LOGIN

#### 1.1 HOW TO LOGIN

Login process ensure the users and give access of his dashboard. Users give their username and password for login and server authenticate the details and authorize for belonging dashboard.



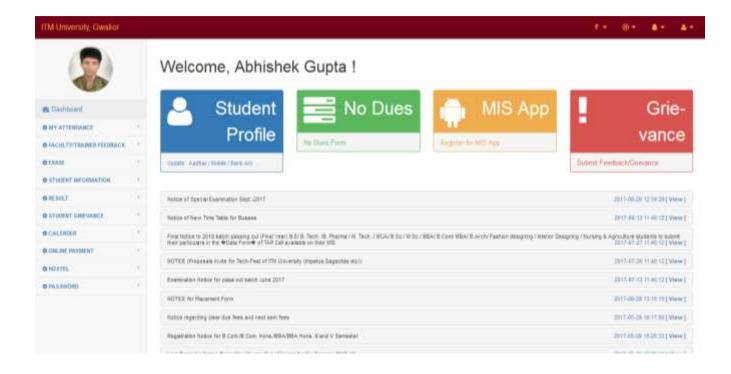
#### 1.2 TYPE OF USERS

As per the process of University examination system basically 03 types of users intracting with this module. First one is student who are the major stack holder of this system and get interact for their exam part of university career. Second one is academic dean and another is exam admin or CoE.

#### **Users Type:**

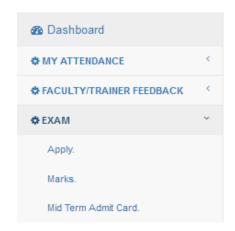
- a) Student
- b) HoD / Dean
- c) Exam Admin

#### 2. DASHBOARD OF STUDENT



This Dashboard is very interactive and designed in such way to give simplification and visiulization to student as much as possible. In dashbord lots of users related icons are visible by using student can see their finance, academic and notices related information in dashboard.

#### **2.1 EXAM**



Exam tab in student dashboard has three menu:

- a) Apply menu is used for apply in semester examiniation
- b) Marks menu is used to see internal marks
- c) Admit Card menu is used to see Admit Card / Hall Ticket for examiniation. Their are two admit cards one is for their mid terms another is for final or end terms

#### 2.1.1 APPLY FOR EXAM

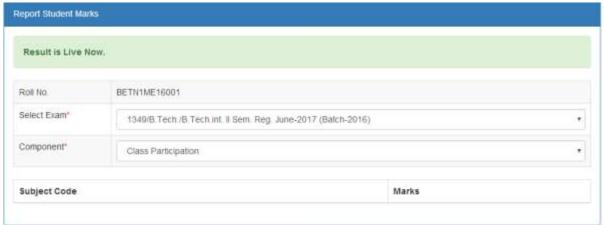
Students can check their exam form details in which he or she can see some of the importent examiniation information with their basic information:

Exam name, semester, date of exam, last date of apply, subject code for regular exam, ex papaers etc.



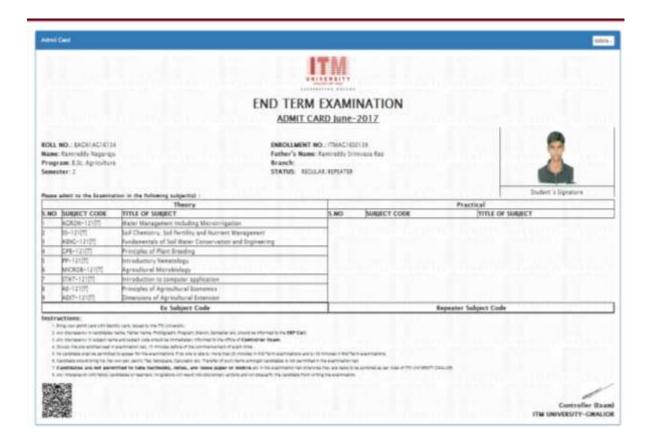
#### 2.1.2MARKS (INTERNAL MARKS)

Students Check all components marks with this link



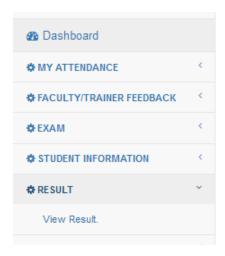
#### **2.1.3**

#### **ADMIT CARD FOR END TERM / MID TERM**



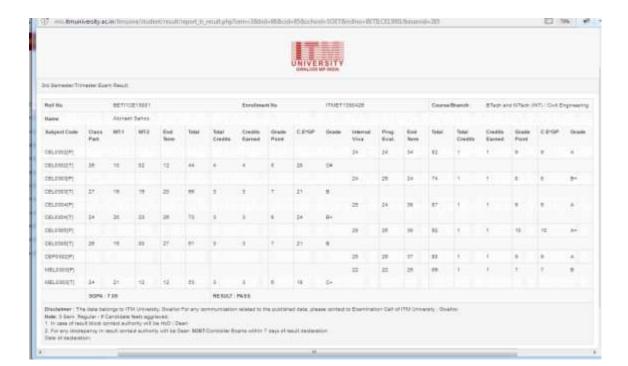
ADMIT CARD OF STUDENT ARE USING LATEST TECHNOLOGY WITH QR CODE VARIFICATION FACILITY.

2.2 RESULT



#### VIEW RESULT

285	Dec-2014(B.Tech/(Int.))Examination (III SEM*Regular*) Batch2013	View Result			
404	B.Tech.B Tech(I), Diploma IV Sem. Regular, Exam. June, 2015 Batch 2013	View Result			
636	B Tech /B Tech (int.) V Sem. Rag. Batch 2013 Dec. 2015	View Result			
887	B Tech /B Tech int. VI Sem. Reg. June-2016 Batch-2013 View				
1156	B.Tech./B.Tech.(int.) VII Sem. Reg. Dec 2016 (Batch-2013) View				
1353	B Tech./B.Tech (int.) VIII Sem. Reg. Exam. June-2017(Batch-2013)				
201	RESULT VIEW (EX)	150			
391	B. Tech (int.) I Sem. Reg. Dec. 2013	View			
391 606	And the second s	View View			
	B Tech (int.) I Sem. Reg. Dec. 2013				

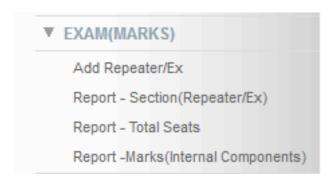


# 3. HOD/DEAN

DASHBOARD OF DEAN



#### 3.1 EXAM (MARKS)

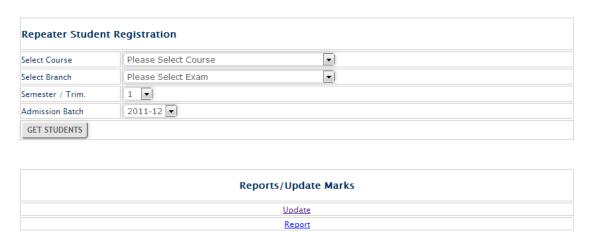


#### 3.1.1 ADD REPEATER STUDENT

THIS FACILITY IS USED TO ADD REPEATER STUDENTS FOR EXAMINIATION. THIS FACILTY IS AVAILABLE WITH DEAN LOGIN.

Procedure to enter repeater student for examination:-

- 1. Click on add repeater option available in exam tab
- 2. Select course, Semester, Batch, Branch from the drop down list box.
- 3. Click on **get students** button



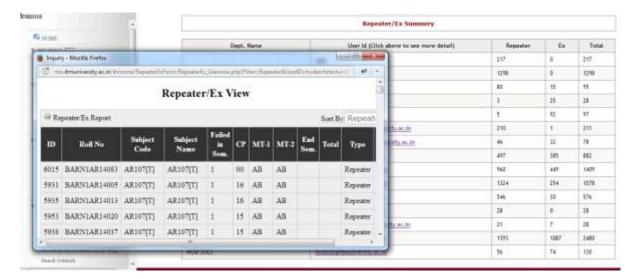
- 4. Next window will appear in which list of student will display under the **Roll No drop** down.
- 5. Select Batch, semester and click on get scheme to get list of subject
- 6. Select exam, roll number, subject code in which student needs to repeat
- 7. Other fields are optional
- 8. Click on save

  Repeat step 5-8 for next student

#### Repeater Form



A range of reports available to see information in various ways.



This menu is related to session plan along with internal marks entry. We follow ABCA (activity based continues assessment model) and accordingly marks entry option has been given here.

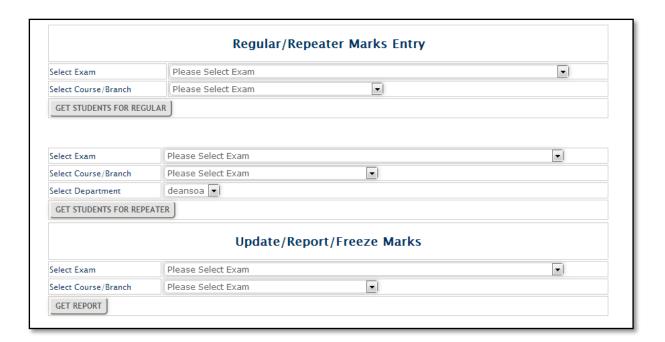


#### Session plan:

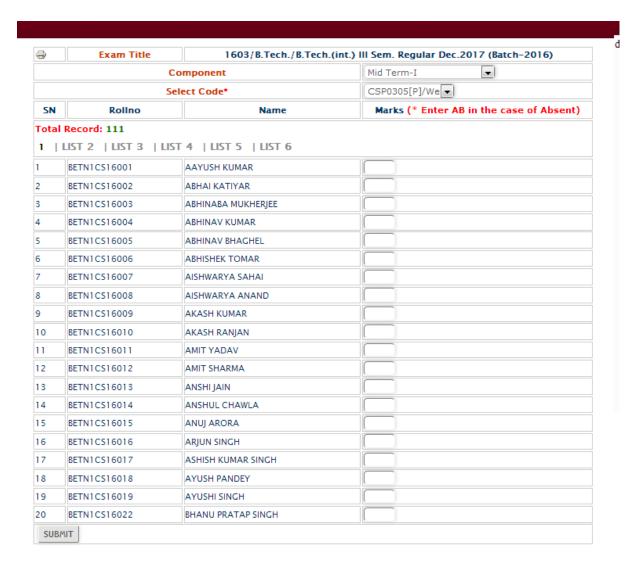
- a)Subject Allotment (see in academic users help )
- b)Load Chart (see in academic users help )
- c)Load Chart Report (see in academic users help)
- d)Entry / Edit / Freez Marks
- e) Report- Marks Entry

#### 3.2.1 ENTRY / EDIT / FREEZE – MARKS

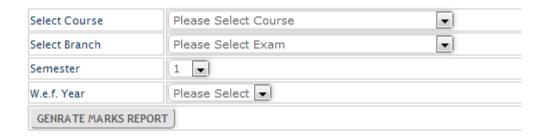
The Concern **Authorities/HoD / Dean** enter the Students Examination Marks Entry for Individual. After completion of the examination the answer sheet will be validated by the University **Authorities/HoD / Dean** and they enter the marks in the marks cards.







#### 3.2.2 REPORT - MARKS ENTRY



Course : 8Tech. Sranch : Conguter Science and Engineering Sen : 1 W.e.f. : 2016-17

MARKS ENTRY REPORT									
Syttabus ID	Sub Code	No. of Student	No. of Component	No. of Child Component	Faculty Name	Detailed View	Exam View		
1463	MAL0305[T]	67	67	67	santosh.sharma@itmuniversity.ac.,lii	Sine	Yiew		
B17	ECL0104[T]	112	112	112	abhaystvívastava@itmuniversity.ac.in	3000	Yen		
818	ECL0204[P]	0	0	0	0	NotFound !	NotFound		
5135	C\$L0356[T]	0	0	0	0	Notfound :	HotFound I		
5136	C3L0356[P]	0	0	0	0	HotFound I	Hotfound I		
5137	C5L0357[T]	195	102	62	arun.kumar.yadav@itmuriversity.ac.in	View	Yew		
5138	CSL0057[P]	0	0	0	0	NotFound 1	NotFound (		
5139	CSLOOSB[T]	311	311	(118	hodosit@itmuniversity.ac.in	Yes	View :		
5140	C5L0038[F]	0	0	0	0	NotFound I	NotFound I		
5141	CSP0005(P)	0	0	0	0	NotFound !	NotFound I		

#### 3.3 EXAM (FORMS)

#### ▼ EXAM(FORM)

Verify Applied Candidates

Forwarded By Account (Exam Form)

Un-Verify By Account

Un-Verify By Account (Only Reg)

Result Unblock

4. Exam Admin (CoE)

# 4.1 Academic



## 4.1.1 Subject Entry

	Subject Entry
Subject Name :	
Short Subject Name :	
Subject Code :	
L/T/P:	
Internal Ass. Marks :	
External Ass. Marks :	
Total Marks :	
Credit :	
	SAVE

## 4.1.2 Scheme / Syllbus Entry

## Syllabus Entry

Course	Course: 42/8Tech. Branch: 34/Compu				uter Science a	er Science and Engineering					9	Semester :1	
Syllabus ID Sub Code		Sub	Name	L/T/P	L/T/P Int. Ass. Marks		Ext. Marks	Total Marks		Credit	Credit 2		
	Subject	Search						Find					
SubId SubName SubCode L/T/P			Int. Ass. Ma	rks	Ext. Marks	Total N	Marks	Credit	Sele	ct for Add			
		UPDATE											

## 4.1.3 View Scheme

200	Course Id/Name : 42/ 8Tech.	Branch Id/Name: 34/ Computer Science and Engineering	Sem : 2	W.e.f. : 2016
THE REAL PROPERTY.	Charles of the Control of the Contro			

Sub Code	Sub Name	L/T/P	int. Ass. Marks	Ext. Marics	Total Marks	Credit	Credit 2	Min. (Total)	Min. (Ext)	Min. (Int)
HULOZOI[T]	Communication Skills and Colloquium		60	40	100		1			
HUL0201[P]	Communication Skills and Colleguium		60	40	100		t.			
PHL0201[T]	Engineering Physics		60	40	100		3			
PHL0201[P]	Engineering Physics		60	40	100		1			
MAL0203[T]	Engineering Mathematics-II		60	40	100		4			
MEL0201[T]	Engineering Mechanics		60	40	100		4			
MEL0201[P]	Engineering Mechanics		60	40	100		t			
ECL0201[T]	Basic Electronics		60	40	100		3			
ECT0501[b]	Basic Electronics		60	40	100		t.			
CSP0201[P]	Programming in C		60	40	100		1.			

#### 4.1.4 Edit Scheme

Syllabus ID						
Course	42/BTech.	•				
Branch	34/Computer Science and Engineering	•				
Year	2011	•				
Sem	2	•				
Sub Code	3404/Engineering Mechanics/MEL0201[T] ▼					
Sub Name	Engineering Mechanics					
L/T/P						
Int. Ass. Marks	60					
Ext. Ass. Marks	40					
Total Marks	100					
Min. Pass Marks	12					
Credit	4					
Credit 2	4					

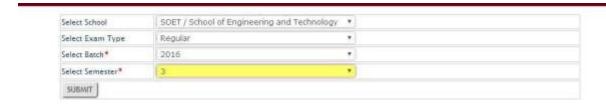
### 4.2 Exam

# Schedule Exam Create Exam Verify Candidates Define Group

#### 4.2.1 Create Exam



#### 4.2.2 Schedule Exam

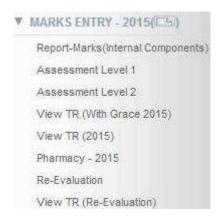


/ Exam Scheduled											
ExamiD	ExamTitle	Type	Semester	School	Course		Branch	Batch	Last Date	Total Student Schedule	Add Course/Branch
262	June-2014(SOLS- 8.Sc.,MSC*All Branch*(II Sem "EX.") Examination Batch2012	EX	2	505	4)		All Branch		As per Notice	0	262
261	June-2014(SOLS- 8.5c ,MSC*All Branch*(II Sem "EX.") Examination Batch2011	EX	2	sos	(4)		All Branch		As per Notice	0	261

#### 4.2.3 Verified / Unverify Students List

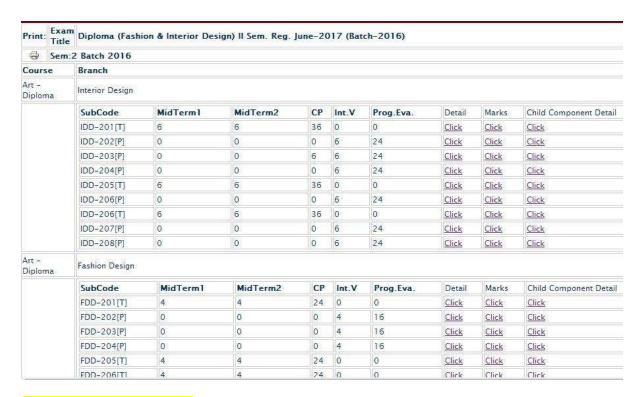


## 4.3 Marks Entry-2015



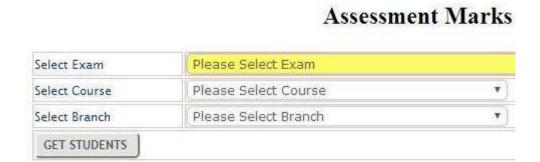
#### 4.3.1 Report – Marks (Internal Componant)

After select ExamID from dropdown, we can enter all components (MidTerm-1, MidTerm-2,CP,Internal Viva, Progressive Evaluation) marks of respective courses thats already defined when we create exam id. these are subject codes related to courses,branches,batches with the help of screen we can **EnterMarks,EditMarks,ViewMarks**.

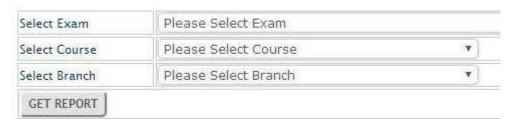


#### 4.3.2 Assessment Level - 1

With the help of this link(Assessment Level -1), system automatically combined all marks in a single place and also we can get marks report of perticuler course, branch, subject wise.

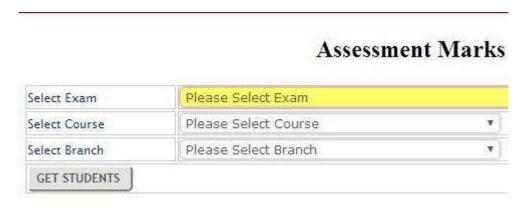


## **Assessment Report**

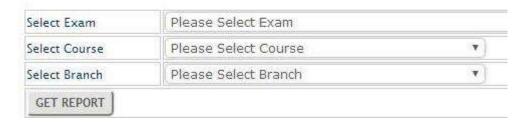


#### 4.3.3 Assessment Level – 2

With the help of this link(Assessment Level – 2), we can calculated Final marks, CE\*GP, GRADE with Gracing of perticuler subjects[T][P], one by one (as university defined rules/formula of perticuler courses) and also we can get report with Gracing of perticuler course, branch, subject wise and after this process we can not edit/update marks.

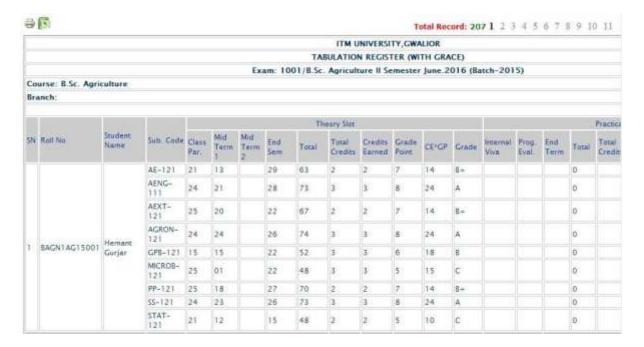


## Assessment Report



#### 4.3.4 View TR (With Grace)

We can get final **Tabulation Register(TR)** with gracing(This is read only report you can not update/edit)...



#### 4.3.5 View TR (Normal - Without Grace)

We can get **Tabulation Register(TR)** without gracing, Viewing process is same as (Ref. 4.3.4)

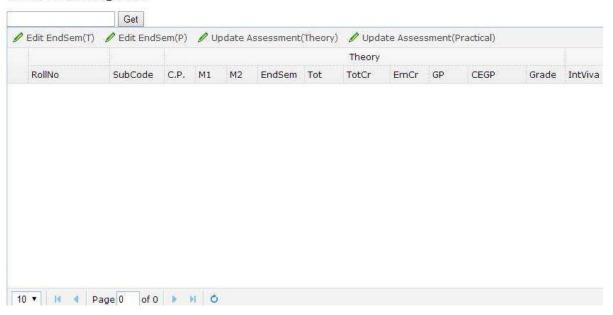
#### 4.3.6 Pharmacy

All the process of Assessment Level-1, Assessment Level-2, View TR with Grace same as upper points(Ref. 4.3.2, Ref. 4.3.3, Ref. 4.3.4)

#### 4.3.7 Re-Evaluation

After live result student apply for reevaluation, in case of students marks need to update so we can modify students marks with the help of this link. Exam department can update only those students marks who has applied for reevaluation and data enter by exam cell.

#### **Tabulation Register**



#### 4.3.8 View TR (Re-Evaluation)

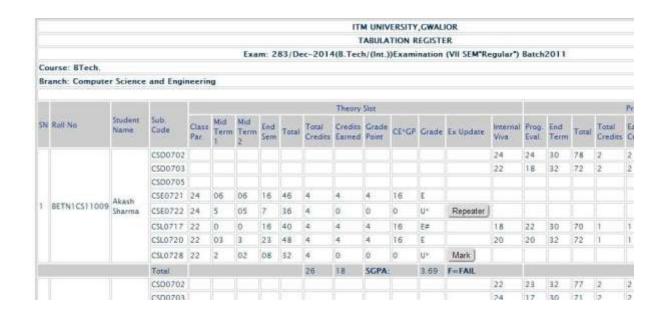
With the help of ViewTR Reevaluation we can view the students updated marks/result.

# 4.4 Marks Entry-Ex.(For MIS Results)



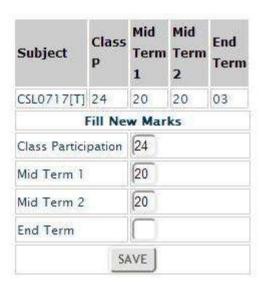
#### 4.4.1 Marks Entry – Ex(SOET)

Ex. Marks entry same as regular marks entry, we can easily enter the students ex. Exam marks with the help of selection **Reg.ExamID**, **Ex.ExamID**, **Course**, **Branch**, **Batch**, Then you get student **old grade** and update **EX.(NEW)** / **Repeater** marks...



#### **Update Marks Screen**

# Update Marks of BETN1CS11076



#### 4.4.2 TR-Ex-Grace(SOET)

Get final EX TR, process same as regular TR.

#### 4.4.3 TR-Ex-Grace(Agriculture)

Get final EX TR, process same as regular TR.

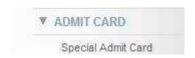
4.4.4 Marks Entry – EX. (Nursing)

With the help of the link, we can enter marks for all nursing courses.

#### 4.4.5 TR-Ex-Grace(Nursing)

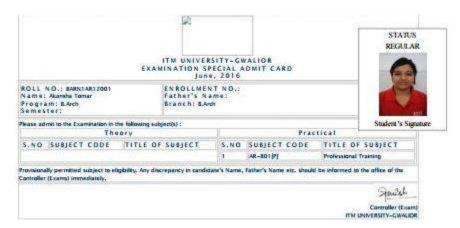
Get final EX TR, process same as regular TR.

## 4.5 Admit Card



#### 4.5.1 Special Admit Card

Some time we need to give special admit card to student on ursent bases at that time we can generate admit card immedialty to skip all rules the facility is given to COE level...

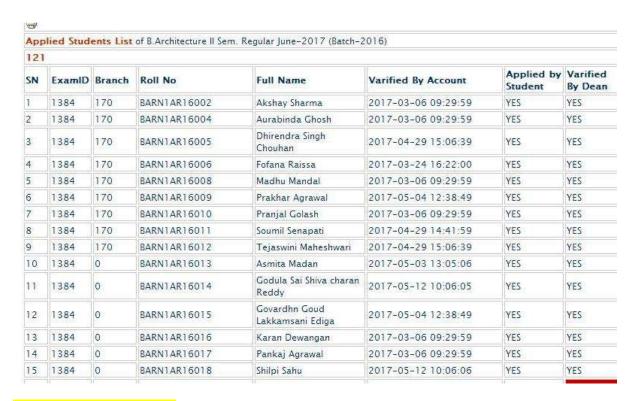


## 4.6 Reports



#### 4.6.1 Forwareded By Account

With the help of this link, we can easily identify exam form status like (Applied by Student, Forwared by dean, Forwared by Account Dept.)



#### 4.6.2 UnVerify Candidate

Help in Students registration details, FEE Details and Verify By Acount status.



#### 4.6.3 UnVerify Candidate(Only Reg.)

Only Registered Students will Show in the list, procees is same like upper report.

#### 4.6.4 RABA

Registered We can generate RABA for different different perametter like :

1)Applied and Verified Students.

- 2)Applied but Not Verified.
- 3)Not Applied Students.
- 4)All Register
- 5) Applied and verified but not register..





#### Record of Answer Book & Attendance

B.Architecture II Sem. Regular June-2017 (Batch-2016) 121 2 Sem./Trim.

Branch:170

S.No	Roll No.	Name Of Candidate	Sub. Code	Ans Book No.	Date	Shift	Student Sign
			AR-201	30.0			
			AR-202				
			AR-203				
		(36)	AR-204				
1	BARN1AR16002	Akshay Sharma	AR-205				
			AR-206				
			AR-207	150			
			AR-208				
			ESL-201	× 2			

#### 4.6.5 RABA for EX

Process is same like regular





#### Record of Answer Book & Attendance

B.Architecture II Sem. Regular June-2017 (Batch-2016) 121 2 Sem./Trim.

Branch:170

S.No	Roll No.	Name Of Candidate	Sub. Code	Ans Book No.	Date	Shift	Student Sign
			AR-201				
			AR-202			5	
			AR-203				
		36	AR-204				
1	BARN1AR16002		AR-205				
			AR-206				
		Akshay Sharma	AR-207				

#### 4.6.6 Result Live Status

#### Result live or pending status....

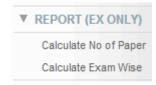
EXAM	COURSE	BRANCH	DATE OF LIVE								
Select Course	133 / Art - Diploma ▼	▼ Show									
,	Diploma (Fashion & Interior Design) II Sem. Reg. June-2017 (Batch-2016)↑										
EXAM	COURSE	BRANCH	DATE OF LIVE								
1391	133/Art - Diploma	189/Fashion Design	12-06-2017								
1391	133/Art - Diploma	188/Interior Design	12-06-2017								
	Diploma (Fashion/Interior Design) I Sem. Ex. Dec.2016 (Batch-2015)										
EXAM	COURSE	BRANCH	DATE OF LIVE								
1324	133/Art - Diploma	188/Interior Design	16-02-2017								
	Diploma (Fashion & Interior Design) I Sem. Exam. Dec.2	2016 (Batch-2016)									
EXAM	COURSE	BRANCH	DATE OF LIVE								
1245	133/Art - Diploma	189/Fashion Design	13-01-2017								
1245	133/Art - Diploma	188/Interior Design	13-01-2017								
	Diploma Interior Design II Sem. Special Exam. August-2	2016(Batch-2014)									
EXAM	COURSE	BRANCH	DATE OF LIVE								
1241	133/Art - Diploma	188/Interior Design	27-10-2016								
	Art Diploma II Sem. Reg. Exam. June-20	16									
EXAM	COURSE	BRANCH DATE OF LIVE									

## 4.6.7 BackLog report

Report is showing all back paper till current sem and also help in current SGPA.

	⊕ □     Report Backlog										
Exam Name	Dec-2014(B.Tech	/(Int.))Examination (VII SEM"Re	egular") Batch2011								
Semester	7										
Course	BTech.	BTech.									
Branch	Computer Science and Engineering										
Sr. No.	Roll No	Name	Subject Code	Current SGPA							
1	BETN1CS11009	Akash Sharma	,CSL0717[T],CSL0728[T],	3.69							
2	BETN1CS11046	Divya PrataP Singh	"CSL0720[P]	5.38							
3	BETN1CS11076	Mayur Pandey	,CSL0717[T],	6							
4	BETN1CS11077	Mehar Satsangi	"CSD0702[P],CSL0720[P]	0							
5	BETN1CS11095	Prabodh Jain	,CSE0722[T],	4.62							
6	BETN1CS11109	Ramneek Singh	CSD0703[P]	5.81							

# 4.7 Reports(EX. Only)



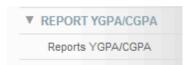
#### 4.7.1 Calculate No. Of Papers

Students, course, branch wise, paper calculation (Backlog) reports...

#### 4.7.2 Calculate Examwise

Students examwise paper calculation (Backlog) reports...

# 4.8 Reports SGPA/CGPA/YGPA



#### 4.8.1 Report SGPA/CGPA/YGPA

4	Get Excel					Course:42   Branch:34   Batch:2012   Sem:8														
SN	Roll	Full Name	1/11 50	em.				III/IV Sem.				V/VI Sem.				VII/VIII Sem.				
			SGPA 1	1/Cr.	SGPA 2	2/Cr.	YGPA	SGPA 3	3/Cr.	SGPA 4	4/Cr	YGPA	SGPA 5	5/Cr	SGPA 6	6/Cr.	YGPA	SGPA 7	7/Cr.	SGPA 8
1	BETN18T12002	Ankit Bhattacharjee	8.55	22	8.62	21	8.58	6.91	23.	8.13	23	7.52	7.83	24	7.38	24	7.61	7.88	26	9.00
2	BETNICS11086	Neha Singh Rajawat	5.29	21	6.13	23	5.73	3.50	23.	3.91	23	3.71	1.13	24	2:00	24	1,57	2.38	26	2.52
3	BETNICS11138	Shubham Shrivastava	5.29	23	5.09	23	5.19	4.48	23	4.57	23	4.53	2.71	24	5.38	24	4.05	4.00	26	5.88
4	BETNICS12001	ASHAY KUMAR	6.48	21	6.96	24	6.74	6.48	23	6.39	23	6.44	6.33	24	6:29	24	6.31	6.19	26	6.88
5	BETN1CS12002	ASHINAV DIXIT	5:43	21	6.00	24	5.73	5.52	23	5.48	23	5.50	5.33	24	5.54	24	5.44	5.77	26	6.72
6	BETNICS12003	ABHINN ADESH	8.19	21	7.96	24	8.07	8.26	23	8.39	23	8.33	8.46	24	8.33	24	8,40	7.38	26	8.84
z	BETN1CS12004	ABHISHEK KUMAR RAI	6.10	21	4.08	24	5.02	4.48	23	5.35	23	4.92	1.00	24	0.96	24	0.98	0.00	6	0.00
8	BETN1CS12005	ADITI MAHESHWARI	6.67	21	6.50	24	6.58	6.70	23	6.70	23	6.70	7.08	24	7.83	24	7,46	7.27	26	8.36
9	BETN1CS12006	ADITYA MISHRA	6.19	21	6.33	24	6.26	6:30	23	6.35	23	6.33	5.63	24	6.13	24	5.88	6.54	26	7.72
10	BETN1CS12007	AJAY KUMAR PACHORI	6.10	21	6.54	24	6.33	6:83	23	6.39	23	6.61	5.71	24	6:58	24	6.15	6.62	26	7.52