POORNIMA UNIVERSITY JAIPUR

TCSiON Exam Manual

Overview

It is used to set default configuration that will be applicable in Exam and Grading Module. These settings are captured to provide default values to various screen and functionality.

Procedure: Configuring the Default Setup

To configure the default setup:

1. Go to **Exam and Grading** >> **Settings** >> **Configure Default Setup**. The **Configure Default Setup** screen is displayed.
2. From the **Rounding Off Type** drop-down, select the logic for rounding off the numbers for the scores entered or calculated which could be either rounding up or rounding down. The values of this field are:
    - **Ceil**: Round off a decimal to the higher whole number (for example, 3.4 becomes 4).
    - **Floor**:Round off a decimal to the lower whole number (for example, 3.4 becomes 3).
    - **Rounding Up**: Round off a decimal to the higher whole number after considering digits applied.
    - **Rounding Down**: Round off a decimal to the lower whole number considering digits applied.
    - **No Rounding Off:** Do not apply rounding off logic on score.
3. Specify **Digits Applied** as number of digit to be rounded off after decimal value.
4. Select the view type from **Student Result View Type**. The drop-down has three values: **Marks, Grade and Marks and Grade**.
5. The **Sort Student By** drop-down enables the student listing in **Exam and Grading** module to be sorted by either the student name, or roll number, or the registration Number. This is a defaulted value that will appear in all Sort By Students dropdowns in Exam and Grading Module.
6. The **Freeze Capture Score Required** option will be selected if the captured score verification is to be done by the class teacher (or HOD) for a particular class for all subjects.
    - If the flag is **checked**, the scores entered by the faculty needs to first be verified/frozen in the system or made final before the score can be processed.
    - If the flag is **unchecked**, then the freeze score is not necessary; scores captured can be edited at will.
7. Select **Read Faculty Details From** as *Time Table Setting* or *Faculty Subject Mapping* to specify the source for faculty details as Time Table details or Faculty Subject Mapping details.
8. Select **Auto Processing after marks editing required** checkbox, to sync score to Exam root node and all parent nodes when it is modified at a child node.
9. Specify **Generated Report Status** as *Hold* to restrict students from viewing the report cards until released/issued by admin, or select as *Release* to allow students to view Report Card by default.
10. Click **Save**. Fee head mapping tab is displayed.

11. Go to **Fee head Mapping** tab, the mapping here will be used when inserting fee data from template to data base. Following are the field descriptions:

Field	**Description**
Fee Head	A lookup that contains the fee head from the Master screen. This fee head is used while inserting data from template.
Fee Type	A drop-down with the following values
FeeCategory	A drop-down with the following values

12. Click **Save**.

OR

Click **Sync Timetable Faculty** to update faculty details from Time Table when *TimeTable Setting* option is selected on the **Read Faculty Details From** drop-down .

11. To configure superscript, go to **Superscript Configuration** subtab.

12. Select **Exam Type** and **Superscript For**.

13. Specify **Superscript** text to be displayed.

14. Select **Concatenate Attempt Number** to append attempt number to the superscript text.

15. Click **Save**.

The **Sync Timetable Faculty** option will be available only when the **TimeTable Setting** option is selected on the **Read Faculty Details From** drop-down.
Click **Reset** to refresh the values of the search fields.
Click Save Filter to save the search fields as default values.

Validation

A success message is displayed on screen.

Result

The default setup of the Exam and Grading module is configured.

Process Flow Document

Click here to view the Back end flag functionality.

Enroll in Exam

Overview

Admin can enroll students for each examination individually. It is different from Academic Enrollment as there is no option given to students to withdraw certain subjects from examination in academic enrollment. System will still consider all the subjects that are enrolled under academics applicable for examination when separate exam enrollment is not to be done.

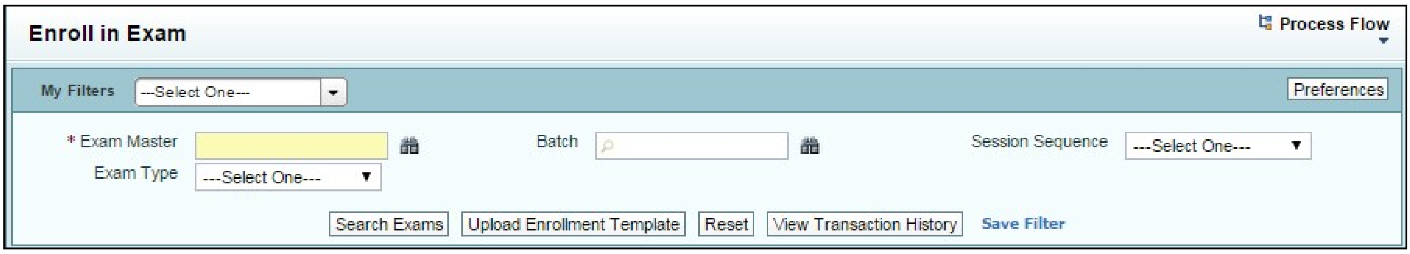
Pre-requisites

- Exam Enrollment Required checkbox should be checked in Exam Master.

Procedure

To do Exam Enrollment using Exam Enrollment screen:

1. Go to **Exam and Grading >> Enroll >> Apply Enrollment.**



2. Select **Exam Master**, **Session sequence**, **Batch** and **Exam Type** as required.
3. Click **Search**. A list of Exams mapped to selected Exam Master as per filters selected is displayed.
4. Select an Exam and click **Proceed**.A list of students is displayed in a new window.
5. To do enrollment for a single student, select a student and click **Proceed**.
6. A list of subjects is displayed in which the student is eligible for enrollment. Against each subject, select a value Enroll or Withdraw from Action dropdown.If withdraw is selected, provide the transitional grade that will be given from transitional grade dropdown.
7. Click **Save Enrollment**.
8. To do enrollment using template, select students and click on the **Download** button.
9. In the template, for each student and subject combination, select Enroll or Withdraw from the action dropdown. If Withdraw is selected, provide the transitional grade as well.
10. Save the template and Upload the file.

Result

Selected student is enrolled for selected exam.

Approve Enrollment

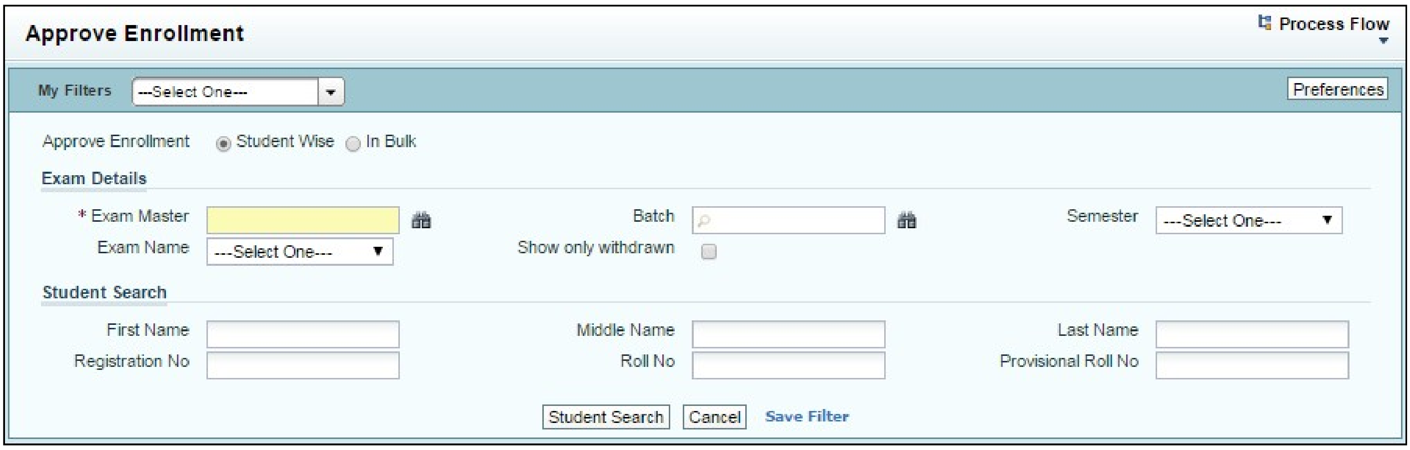
Overview

If enrollment registration is done by student from self service, admin is required to approve enrollment. Enrollment Approval can be done from two screens- Approve Enrollment and Exam Tracker.

Procedure

To approve enrollment using Approve Enrollment screen:

1. Go to **Exam and Grading >> Enroll>> Approve Enrollment**.



Enrollment can be done either Student wise or in Bulk.

Student Wise Approval

1. Select Student wise in **Approve Enrollment**.
2. Select Exam Master and fill other filters as required.
3. Click on Search.
4. A list of students is displayed as per the search filters selected. The listing has only those students who have registered for enrollment from Self Service.
5. Click on the student name.
6. List of subjects for which the student has enrolled is displayed.
7. Select Action as Enroll or Withdraw for students.
8. For Withdrawn subjects, provide the Transitional Grade.
9. Click **Approve Enrollment**.

Bulk Approval

1. Select the radio button Approve Enrollment In Bulk
2. Select Exam Master, Batch, Session and Exam.
3. Click on Download button
4. In the template, you will get a list of students along with their registered subjects. The template will have only those students who have registered for enrollment from Self Service
5. For each student provide the enrollment status in Action column.
6. You can change the enrollment status – Enroll or Withdraw using Action column
7. For Withdrawn subjects, provide the Transitional Grade.
8. Save the file and upload the template.
9. Once the template is uploaded successfully, enrollment will be approved automatically.

Result

The enrollments are approved for selected student in selected exam.

Exam Eligibility - Session wise:

Functionality Details:

We have added a sub tab under the Award as "Exam Enrollment Eligibility" where user has to map the exam eligibility rules such as Sem overall percentage/ Fee due amount greater than, is detained as per capture score etc. This eligibility check will be performed by the user manually by hitting on the button name as Check Eligibility for which a new screen will be provided for triggering. At the configuration, a column will be provided as Eligibility type (Sem wise/ Subject wise) at Award – session level, flag will be added as Eligibility required which will be marked checked or unchecked as per the requirement. If this flag is not checked then system will not check the eligibility during exam enrollment, every student will be able to enroll for the exam. Also, a flag will be provided at Award Session as Type of Students who can enroll (only eligible/ everyone).

Under this screen a sub tab will be provided for defining Eligibility rules for e g. Sem overall percentage/ Fee due amount greater than, is detained as per capture score etc. which will be considered during eligibility check.

Changes with respect to the CR:

Once all the configurations being done at the Award Session, user has to manually trigger the check Eligibility button here in the new screen which will be provided for triggering. This will show current SGM mapped in settings and Eligibility Type.

Check Eligibility Button to Process Eligibility, this will execute the rule in defined sequence and for each sequence, it will find out list of Students who are eligible and not eligible and exclude the not eligible students from passing to next sequence.

This will Show some stats based on Eligibility Type- sealed Eligible, sealed not Eligible, Not sealed Eligible, not sealed not Eligible and Total count for all the cases other than Eligible Students., user has to update Absent type or detain the record using the template.

This Eligibility check for enrollment is applicable only in the case of regular Enrollment. A seal button will also be added in this screen.

A Template has been provided with which user can be able to edit eligibility flag / reason / absent type for any record which is not sealed. List of filters will be as Award, Exam session, Site, Batch, Session, Eligibility, Registration number where Award and exam Session is mandatory.

Data template will be downloaded with the Student list , User has to update the column named as Reason, update Eligibility, remarks, Absent type and Is Seal(If required) Template will also allow user to seal records which are not sealed but not vice versa.

There will be a front end screen named as Student Eligibility Housekeeping from where user can update Eligibility, seal, Apply. This will allow edit Eligibility after seal; this can be done on a student basis and will update sealed as No.

Front end screen will also give an option to recheck eligibility at a student level as well and shall allow the user to edit the values.

Benefits:

After this implementation, user can be able to check eligibility before Exam Enrollment.
User can map multiple eligibility check parameters under the Eligibility rule mapping.

Using the feature:

Go to Digital Campus → Settings → Award
Under the Sub tab Exam Eligibility, user will have to do configurations and have to map eligibility check parameters under the Map Eligibility rule.

After doing all the configurations as per the requirement, user has to click on the Check Eligibility Button and click on seal. User can update Eligibility using the Template if it is required but this action will be done before seal where User has to update the column named as Reason, update Eligibility, remarks, Absent type and Is Seal (If required).

For all the cases other than Eligible Students., user has to update Absent type or detain the record using the template.

There will be a front end to edit Eligibility after seal, this can be done on a student basis and will update sealed as No

Front end screen will also give an option to recheck eligibility at a student level as well and shall allow the user to edit the values.

Suggestive Enrollment:

Functionality Details:

We are going to offer functionality where system can intelligently identify subjects which can be enroll by student(s) at the time of exam enrollment. Suggestion of Subject(s) will be based on rule configured for various types of enrollments such as Backlog, Improvement etc.

Benefits:
Automatically identification of Subjects as per configured rule. Minimal manual process of enrollment. One time setup.

How to Use:

Suggestive Enrollment process can be used by doing following steps:

User has to do configuration at Award Session level which will be applicable for various exam session.

First Step, user has to define sequence for each enrollment types, rules will be executed of each enrollment types on the basis of sequence. Also, user has to configure various fields such as Window Open, No. of Subjects, Read from setup etc.

User has to select each record (enrollment types) then define rules header.
Rule Header, will allow user to define multiple rules which execute sequentially along with allowed exam type, Failed Exam Type/Passed Exam Type are mandatory or Optional.

On every rule Header, user can define its definition which will allow user to define for which row validation has to check such as Exam type, Row Type, Status (Pass/Fail), Absent Type, Grades Exclusion/Inclusion.

User can define multiple rule definition for same rule header.
Post Configuration, User can run enrollment eligibility which enable system to identify subjects and suggest each subject(s) as per configured rule for various enrollment types.

Now, user may seal the record which allow system to show data in Enrollment BizApp.

NOTE:

Each Rule Definition for a rule header should be true, only then Subject will be applicable for that enrollment type.

If Subject identified due to any rule header, then it won’t be considered in any other rule header of that enrollment type.

Similarly, if subject identified in any enrollment type due to any rule header, then it won’t be considered in any other enrollment type which means Subject can be suggested in anyone Enrollment type only.

Enroll Student

Overview

Enrollment is a process where student defines/select the subjects for which they want to study and appear for an exam. Students should get enrolled every semester and these enrollments are mapped with the Exam session where student can appears for exams at the end of the semester.

This screen helps us to perform the enrollment/de enrollment student wise

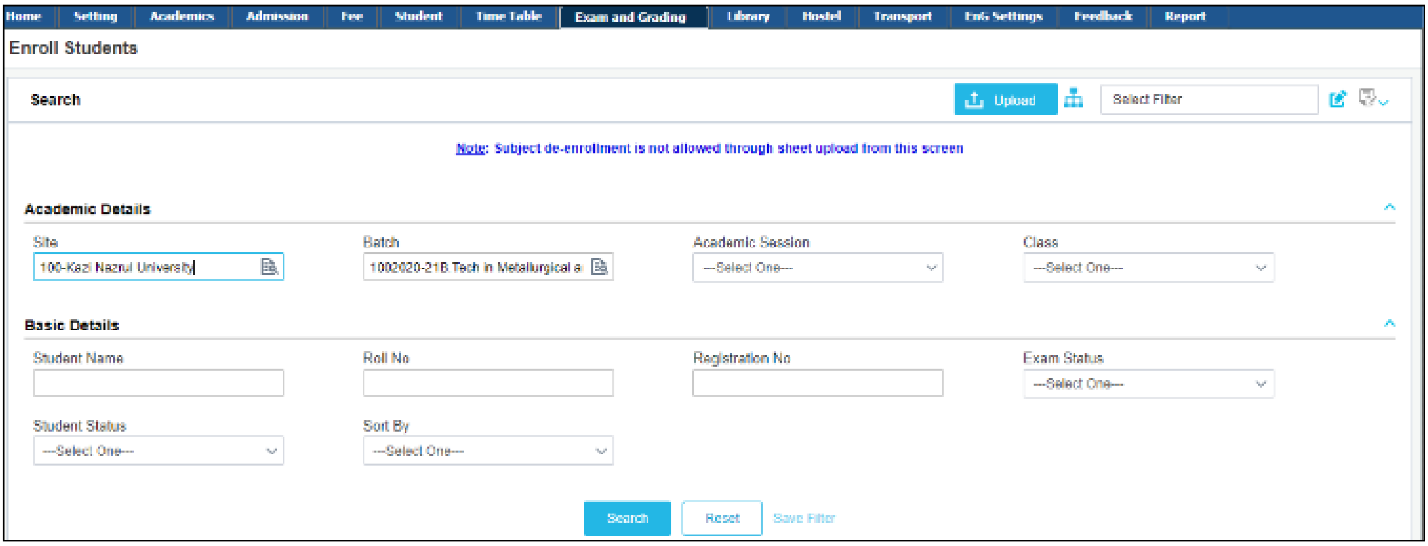
Pre requisite

1. Availability of Student Data
2. Curriculum Sync (Batch Creation & Subject Information)
3. Mapping of Session Academic Year at Batch level

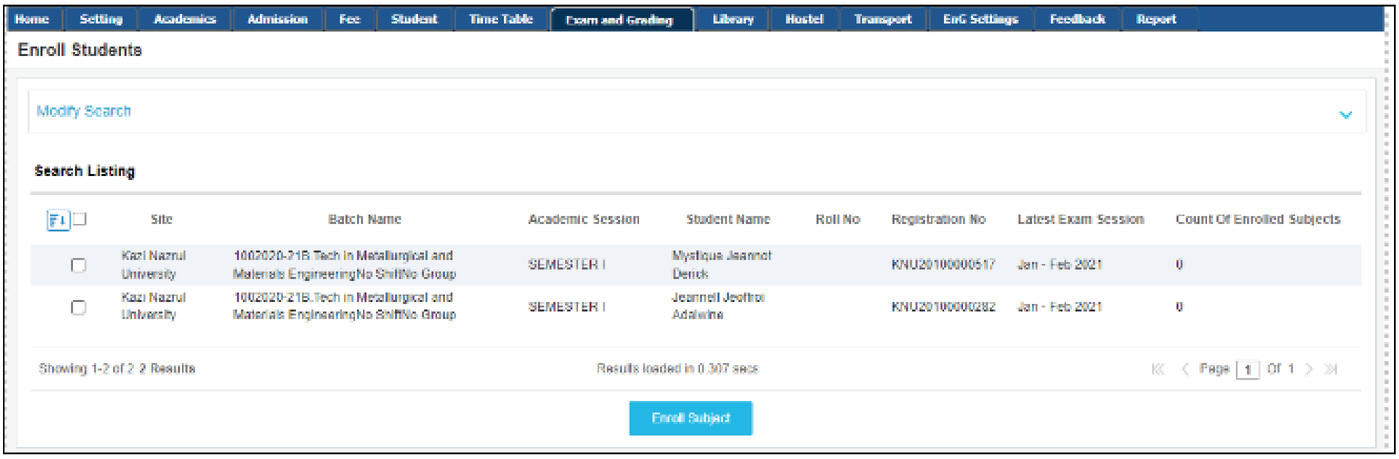
Procedure

1. Goto Exam and Grading-> Exam Enrollment-> Enroll Students

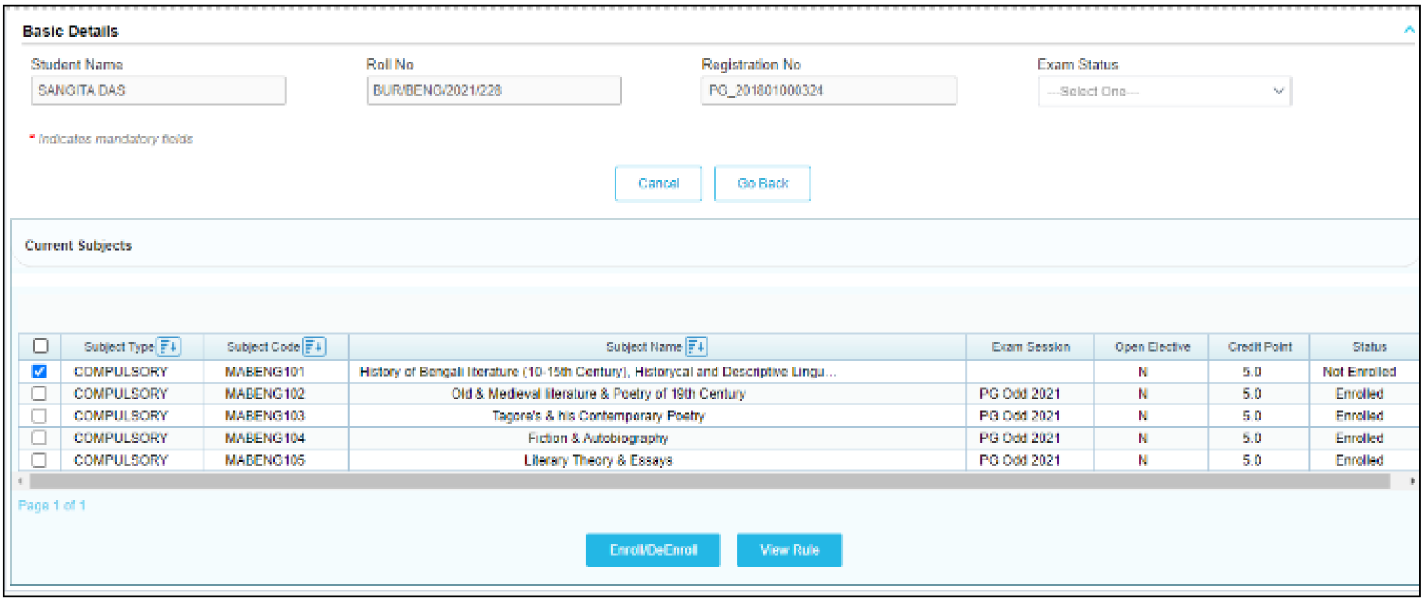
- When you click on Enroll Students, the below screen appears



- Search criteria is available based on the Academic and Basic Details.
- Please select Site/Batch from Academic or any of student attribute(Name/ roll No/ Registration No) and click on search.
- Based on the search filters, the below records are displayed student wise.



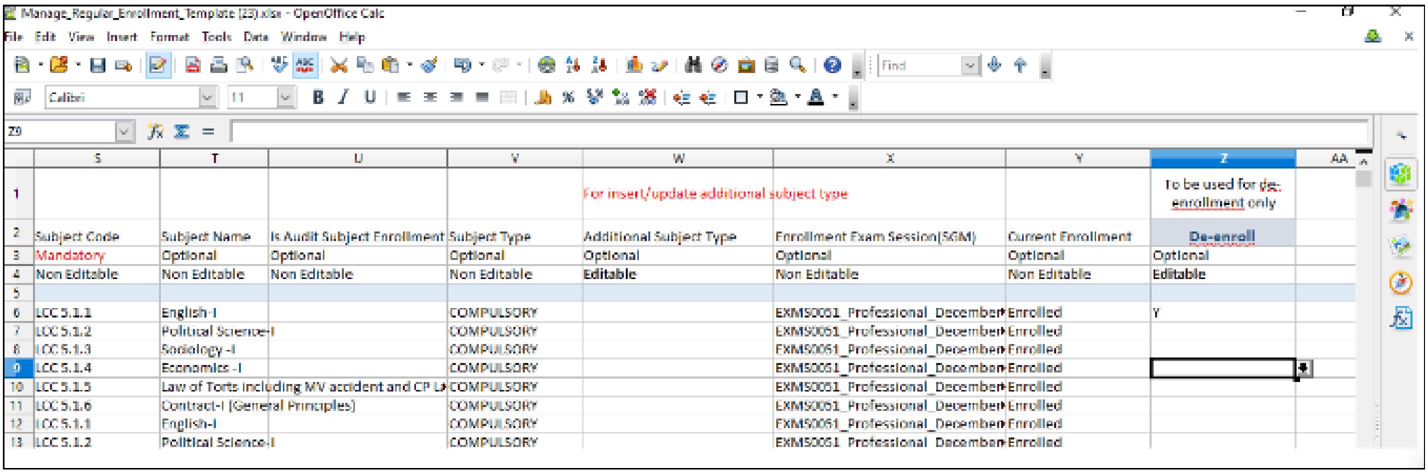
- Students can individually be Enrolled/De enrolled to the subjects listed using Enroll Subject. Select a particular record and click on Enroll Subject
- When you click on Enroll Subject, the below screen appears
- The Curriculum mapped to this particular batch and session are listed in this screen



- Both Enrollment/ De Enrollment takes place in the same screen
- Initially the Status of the Subjects will be Not Enrolled without the Exam Session.
- The subjects are enrolled to this particular student by marking the subjects and click on Enroll/De Enroll button. The mapped Exam Session will be visible for the Enrolled Subject
- View Rule-> To view the defined the Subject Rule
- Upload
- When you click on Upload, it redirects you to the Manage Regular Enrollment Template.

OR

- iON Webinstaller-> Manage Regular Enrollment Template
- User can either download a blank template and enter the required details or a data template by selecting the required filters for enrollment.
- Once the Enrollment details are entered, upload the template
- While Enrollment, SGM of the student's current Batch session will be mapped



	S	T	U	V	W	X	Y	Z
1					For insert/update additional subject type			To be used for de-enrollment only
2	Subject Code	Subject Name	Is Audit Subject Enrollment	Subject Type	Additional Subject Type	Enrollment Exam Session(SGM)	Current Enrollment	De-enroll
3	Mandatory	Optional	Optional	Optional	Optional	Optional	Optional	Optional
4	Non Editable	Non Editable	Non Editable	Non Editable	Editable	Non Editable	Non Editable	Editable
5								
6	LCC 5.1.1	English-I		COMPULSORY		EXMS0051_Professional_December	Enrolled	Y
7	LCC 5.1.2	Political Science-I		COMPULSORY		EXMS0051_Professional_December	Enrolled	
8	LCC 5.1.3	Sociology -I		COMPULSORY		EXMS0051_Professional_December	Enrolled	
9	LCC 5.1.4	Economics -I		COMPULSORY		EXMS0051_Professional_December	Enrolled	
10	LCC 5.1.5	Law of Torts including MV accident and CP L		COMPULSORY		EXMS0051_Professional_December	Enrolled	
11	LCC 5.1.6	Contract-I (General Principles)		COMPULSORY		EXMS0051_Professional_December	Enrolled	
12	LCC 5.1.1	English-I		COMPULSORY		EXMS0051_Professional_December	Enrolled	
13	LCC 5.1.2	Political Science-I		COMPULSORY		EXMS0051_Professional_December	Enrolled	

For De Enrollment, Select the option Y/N from the dropdown and upload the template

Feild	Type	Description
Enrollment ID	Read Only (Non Editable)	System Generated
Award ID	Read Only (Non Editable)	Award ID will be displayed based on the selected filters
Site Code	Optional (Non Editable)	Enter the Site Code
Subject Batch Code	Optional (Non Editable)	Enter the Subject Batch Code
Subject Batch Name	Optional (Non Editable)	Enter the Subject Batch Name
Subject Session Name	Optional (Non Editable)	Enter the Subject Session Name
Enrollment Batch Code	Optional (Non Editable)	Enter the Enrollment Batch Code
Enrollment Session Code	Optional (Non Editable)	Enter the Enrollment Session Code
Current Batch Code	Optional (Non Editable)	Enter the Current Batch Code
Current Session Code	Optional (Non Editable)	Enter the Current Session code
Student Name	Optional (Non Editable)	Enter the Student Name
Roll No	Optional (Non Editable)	Enter the Roll No
Registration No	Mandatory (Non Editable)	Enter the Registration No
Subject Code	Mandatory (Non Editable)	Enter the Subject Code
Subject Name	Optional (Non Editable)	Enter the Subject Name
Is Audit Subject Enrollment	Optional (Non Editable)	Select Yes/ No from the drop down if the subject is enrolled from subject
Subject Type	Optional (Non Editable)	Enter the Subject Type
Additional Subject Type	Optional (Editable)	Enter the Additional Subject Type
Enrollment Exam Session	Optional (Non Editable)	Enter the Enrollment Exam Session
Current Enrollment	Optional (Non Editable)	Enter the Current Enrollment
De Enroll	Optional (Editable)	Select Yes from the drop down to De Enroll the subject

Backlog Enrolment

Overview

Backlog Enrollment is done through the Backlog Enrollment template where students get enrolled to the Backlog subjects

Prerequisite

1. Availability of Student with Backlog subjects

2. In Exam ESM, Capture Backlog for Repeat Exam is to be checked at Subject Level.

3. Enable Capture Backlog for Repeat Exam Type Flag in Award Session Exam Type Mapping Template.

4. Enrollment Type Rules to be defined

Transaction

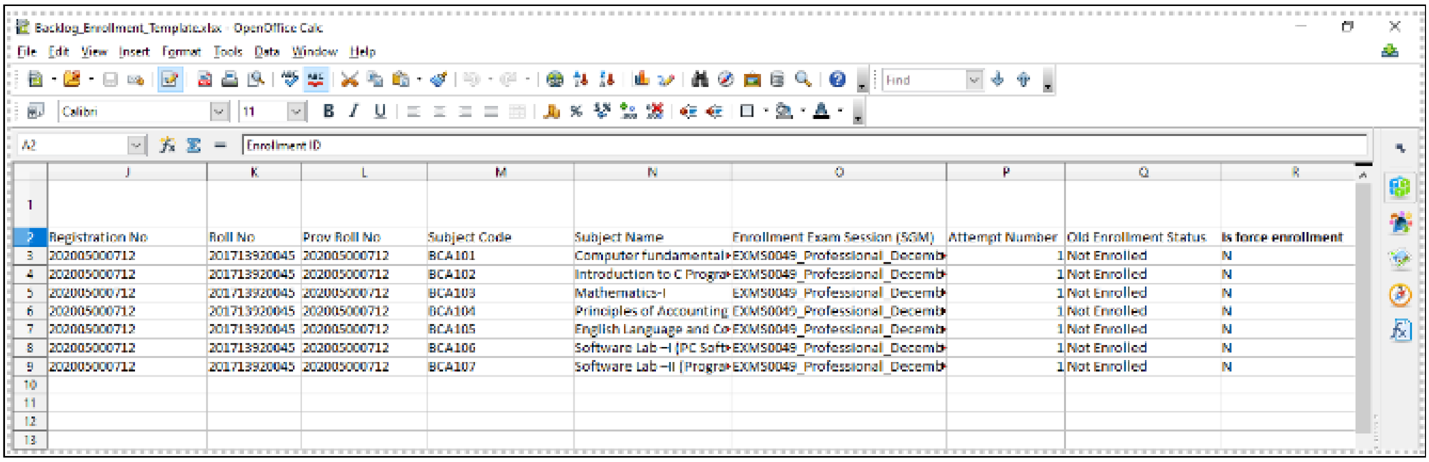
Navigation

Exam & Grading-> Exam Enrollment-> Backlog Enrollment

OR

iON Webinstaller-> Backlog Enrollment Template

The front-end screen also redirects to the Backlog Enrollment Template. Download the data template by selecting the required filters.



Registration No	Roll No	Prov Roll No	Subject Code	Subject Name	Enrollment Exam Session (SGM)	Attempt Number	Old Enrollment Status	Is force enrollment
202005000712	201713920045	202005000712	BCA101	Computer fundamental	EXMS0049_Professional_Decemb	1	Not Enrolled	N
202005000712	201713920045	202005000712	BCA102	Introduction to C Progra	EXMS0049_Professional_Decemb	1	Not Enrolled	N
202005000712	201713920045	202005000712	BCA103	Mathematics-I	EXMS0049_Professional_Decemb	1	Not Enrolled	N
202005000712	201713920045	202005000712	BCA104	Principles of Accounting	EXMS0049_Professional_Decemb	1	Not Enrolled	N
202005000712	201713920045	202005000712	BCA105	English Language and Co	EXMS0049_Professional_Decemb	1	Not Enrolled	N
202005000712	201713920045	202005000712	BCA106	Software Lab –I (PC Soft	EXMS0049_Professional_Decemb	1	Not Enrolled	N
202005000712	201713920045	202005000712	BCA107	Software Lab –II (Progra	EXMS0049_Professional_Decemb	1	Not Enrolled	N

Enter the required fields and upload the template for Backlog Enrollment

The template includes the below fields

Feild	**Description**
Enrollment ID	System Generated
Reference ID	System Generated

Feild	Description
Site Code	Site Code will be auto populated
Batch Code	Subject Batch Code will be auto populated
Batch Name	Subject Batch Name will be auto populated
Session Name	Subject Session Name will be auto populated
Current Batch Code	Current Batch Code will be auto populated
Current Session Code	Current Session Code will be auto populated
Current Exam Session	Current Exam Session will be auto populated
Registration No	Registration No will be auto populated
Roll No	Roll No will be auto populated
Prov Roll No	Provisional Roll No will be auto populated
Subject Code	Subject Code will be auto populated
Subject Name	Subject Name will be auto populated
Enrollment Exam Session	Enrollment Exam Session will be auto populated
Attempt No	Attempt No will be auto populated
Old Enrollment Status	Old Enrollment Status will be auto populated
Is Force Enrollment	Select Yes from the drop down, if force enrollment to be done
New Enrollment Status	Select Enroll/ De Enroll from the drop down
To Batch Code	Enter the To Batch Code, if required
To Session Code	Enter the To Session Code, if required

Aggregate Fail Enrolment

Overview

Aggregate Fail Enrollment is used for the Students who passed in all the Subjects but gets failed in the total or consolidated node or EP where For Promotion Flag is ticked

Let us take an example if Student has enrolled in 4 Subjects, S1, S2, S3 and S4. Student is passed in all these Subjects having marks as 30 in S1, 30 in S2, 30 in S3 and 30 in S4 but to pass in an Exam at consolidated node or EP Student should obtained atleast minimum 50% to get promoted in the next session.So in this example, Students passed in all exam but overall criteria is not met to get promoted to next session.

Pre- requisites-

1. Exam Session should be mapped at Batch session level for which Enrollment has to be done.

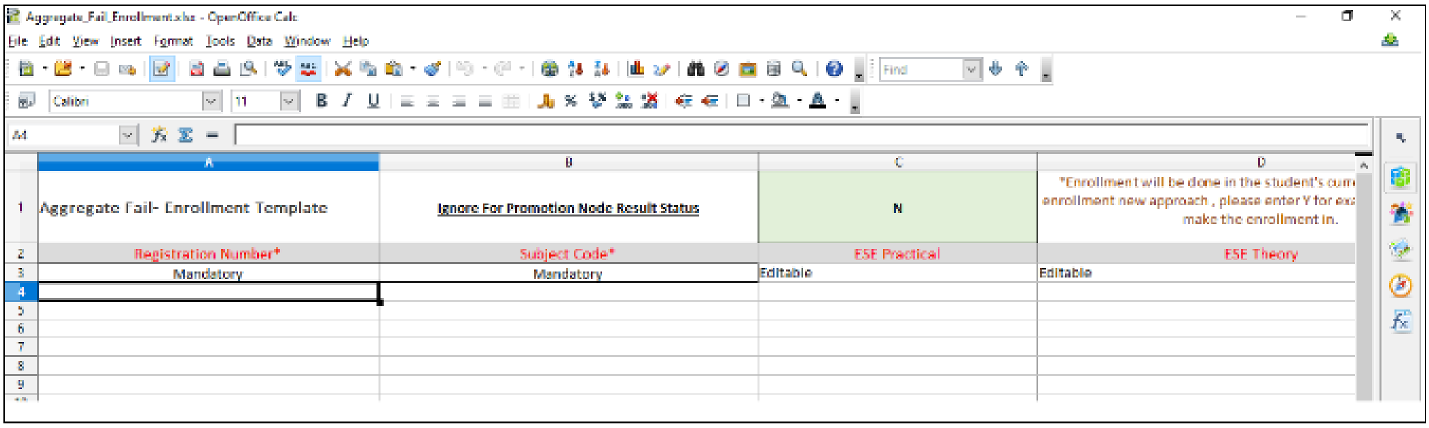
2. For Enrolling into the Backlog Subjects , For promotion node should be processed for previous Attempt for the selected subjects.

3. Subject group should also be mapped at Program Session level.

Procedure

Navigation

- Exam and Grading-> Exam Enrollment -> Aggregate Fail Enrollment
- Download a blank template and enter the required details.
- Upload the template once the data is entered



Feild	**Type**	**Description**
Registration No	Mandatory	Enter the Registration No
Subject Code	Mandatory	Enter the Subject code
ESE Practical	Editable	Enter the ESE Practical to be Enrolled
ESE Theory	Editable	Enter the ESE Theory to be Enrolled

Note:- Student can also do Aggregate fail Enrollment through eForm

Improvement Enrollment

Overview

Improvement Enrollment is an Enrollment where students get enrolled if they want to improve their existing scored marks.

Based on the Exam types that is allowed for Improvement, student can get enrolled for writing the exam again and improve their marks

Pre requisite

1. Student Result should be Published

2. Enable Is for Improvement flag in Award Session ExamType mapping Template

3. Enrollment Type Rules

Procedure

- Goto Exam & Grading-> Exam Enrollment-> Backlog Enrollment
- Download the data template by selecting the required fields.
- Upload the template after entering the details

The template includes the below fields

Field	Description
Enrollment ID	System Generated
Reference ID	System Generated
Site Code	Enter the Site Code
Batch Code	Enter the Subject Batch Code
Batch Name	Enter the Subject Batch Name
Session Name	Enter the Subject Session Name
Current Batch Code	Enter the Current Batch Code
Current Session Code	Enter the Current Session Code
Current Exam Session	Enter the Current Exam Session
Registration No	Enter the Registration No
Roll No	Enter the Roll No
Prov Roll No	Enter the Provisional Roll No
Subject Code	Enter the Subject Code
Subject Name	Enter the Subject Name
Enrollment Exam Session	Enter the Enrollment Exam Session
Attempt No	Enter the Attempt No
Old Enrollment Status	Enter the Old Enrollment Status
Is Force Enrollment	Select Yes from the drop down, if force enrollment to be done
New Enrollment Status	Select Enroll/ De Enroll from the drop down
To Batch Code	Enter the To Batch Code, if required
To Session Code	Enter the To Session Code, if required

Academic Enrolment

Overview

In Academic Enrollment, Students get enrolled to the subjects that is mapped against their batch. Academic Enrollment is a role based screen and can be accessed only by College/ Principal.

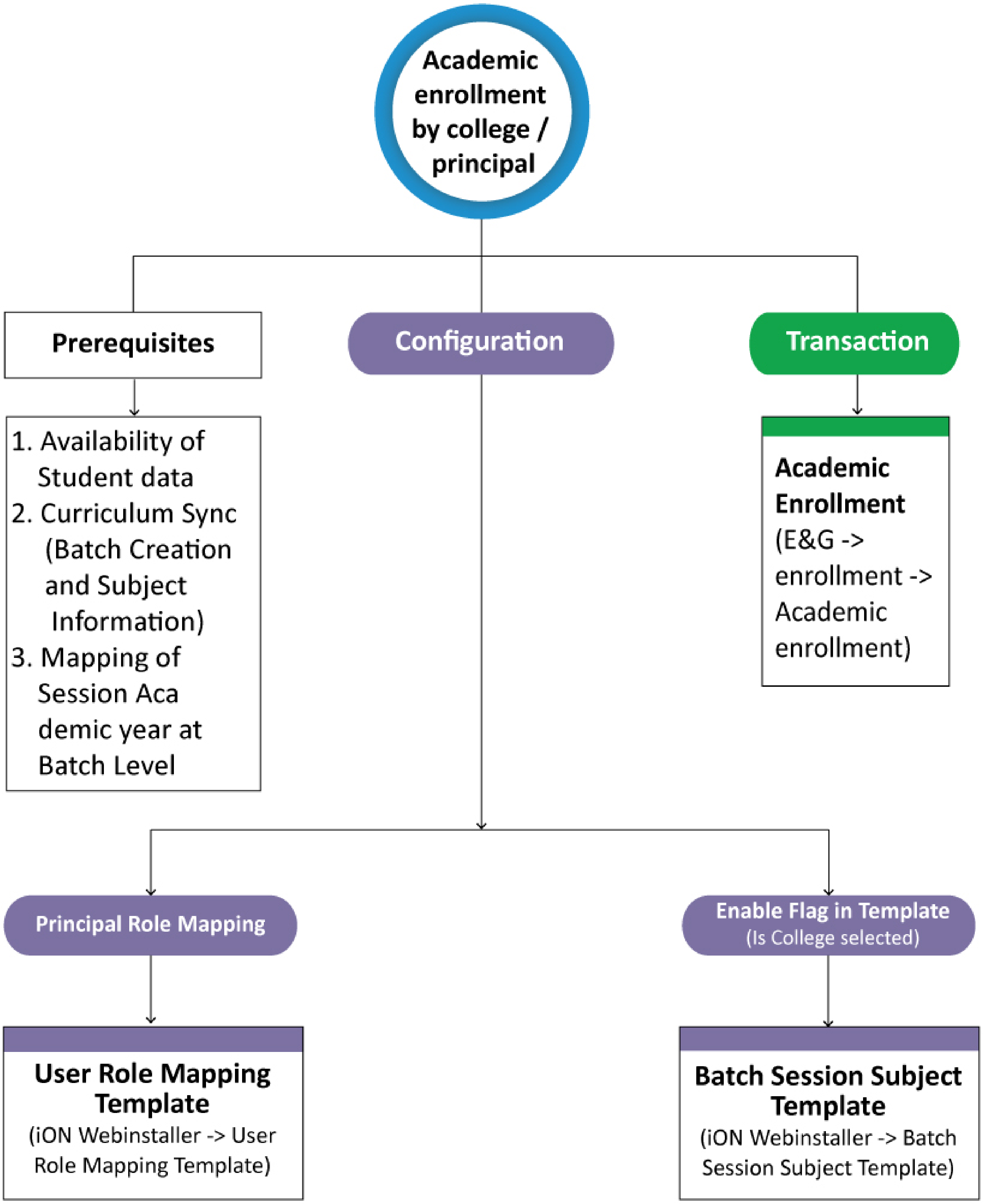
This Academic Enrollment is mainly used for enrolling the elective subjects for the students

Academic Enrollment can be performed based on the rules defined in the Enrollment Type Rules.

Pre requisite

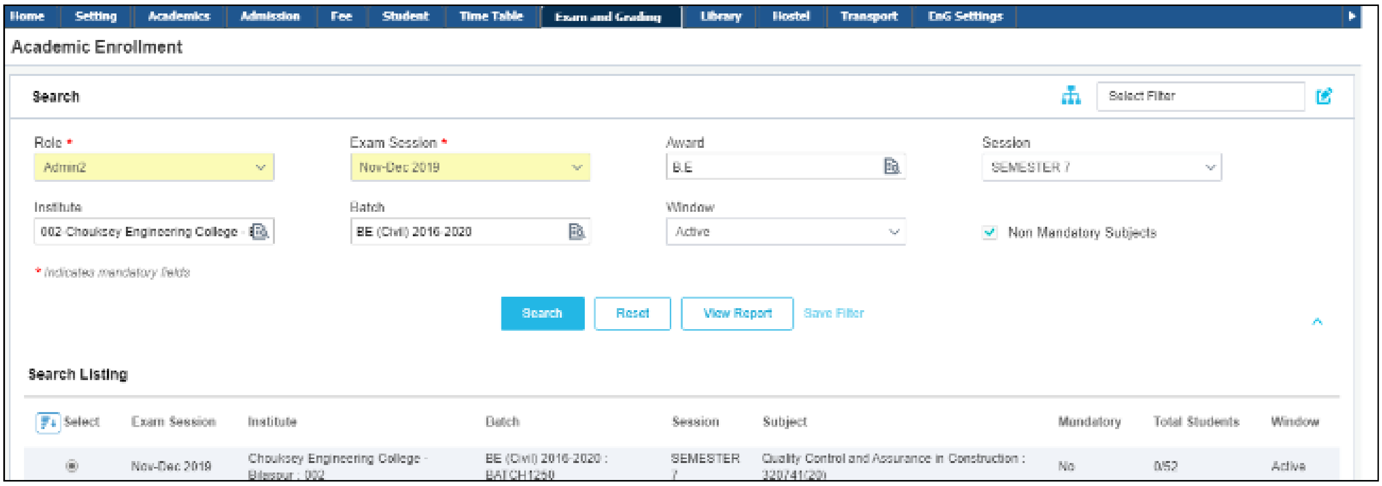
1. Availability of Student Data
2. Curriculum Sync (Batch Creation & Subject Information)
3. Mapping of Session Academic Year at Batch level
4. Bulk Enrollment should be done
5. Principal Role Mapping
6. Enable Is College Selected Flag in Batch Session Subject Template
7. Enrollment Type Rules configuration

Process Flow


Academic enrollment by college / principal
Prerequisites
Configuration
Transaction
1. Availability of Student data
2. Curriculum Sync (Batch Creation and Subject Information)
3. Mapping of Session Aca demic year at Batch Level
Academic Enrollment
(E&G -> enrollment -> Academic enrollment)
Principal Role Mapping
Enable Flag in Template
(Is College selected)
User Role Mapping Template
(iON Webinstaller -> User Role Mapping Template)
Batch Session Subject Template
(iON Webinstaller -> Batch Session Subject Template)

Procedure

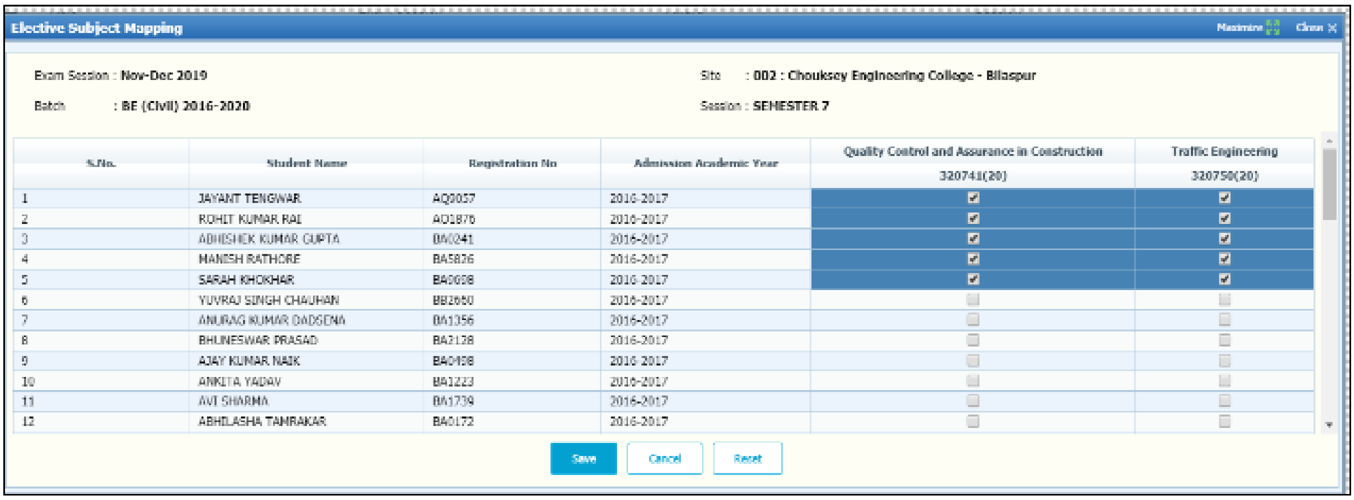
- Goto Exam and Grading -> Exam Enrollment-> Academic Enrollment
- Select the Role, Exam Session, Award, Session and the required filters and click on search option. The records will be displayed based on the search criteria



The search criteria include the following fields

Feild	**Type**	**Description**
Role	Mandatory (Drop down)	Select the Role from the Drop down
Exam Session	Mandatory (Drop down)	Select the Exam Session from the drop down
Award	Optional (Editable)	Select the Award
Session	Optional (Drop down)	Select the Session
Institute	Optional (Editable)	Select the Institute
Batch	Optional (Editable)	Select the Batch
Window	Optional (Drop down)	Window represent the status of the sgm which is run by the customer at the time of enrollment
Non Mandatory subjects	checkbox	if checked only the list of non mandatory subjects will be listed

- Select a particular record and click on Edit, the below screen appears
- The Subject selected for Enrollment in Subject Selection for Enrollment will be shown here.
- The Principal selects the subject against the student for enrollment and saves it.
- This screen helps us to perform the student wise Academic Enrollment in a batch



Student Eligibility Update

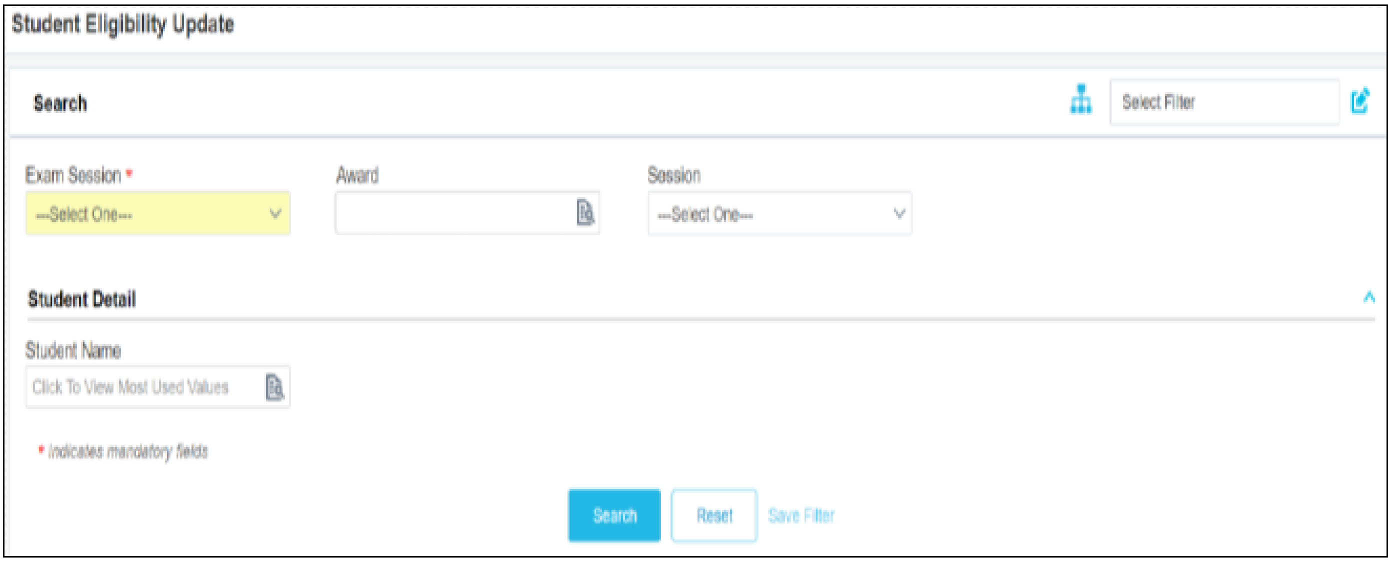
Overview

Student Eligibility Update is the screen where user gets the student details with respect to whether the student is eligible or ineligible, sealed or not, applied or not, approved or not, ineligibility type which the student is mapped. This is the screen where users can update the system define status to as per their own requirement status manually.

Procedure

To update student eligibility details:

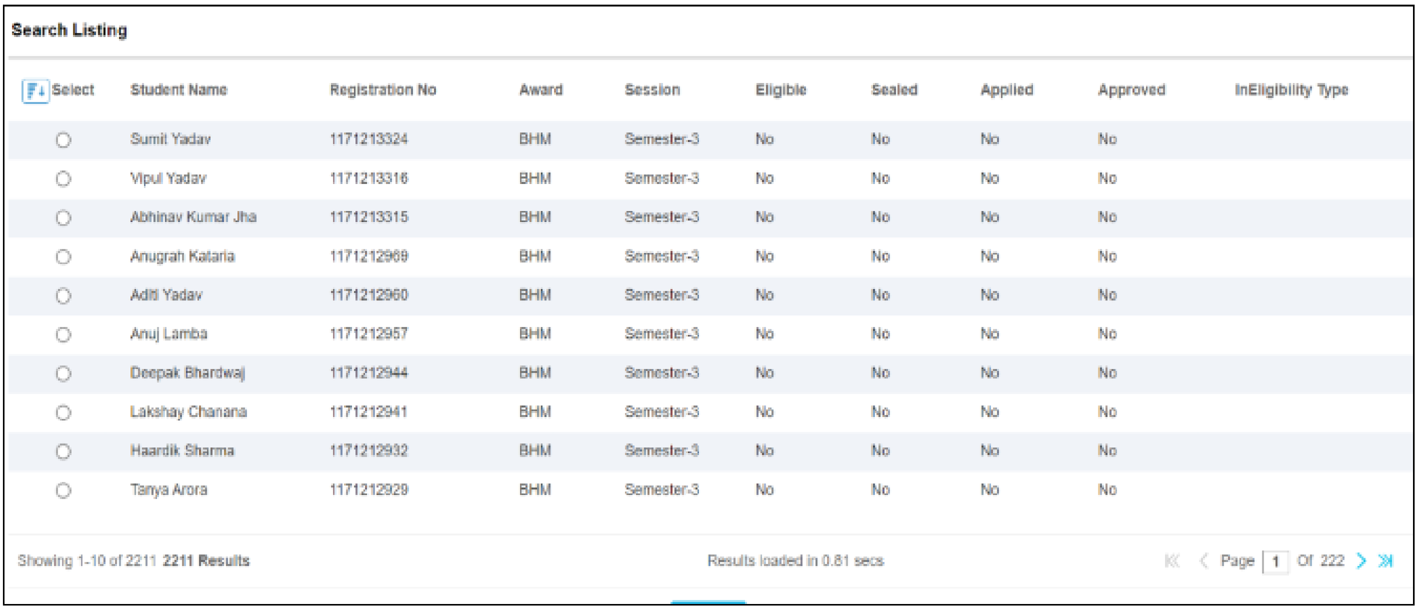
1. Go to Exam and grading -> Enrollment Miscellaneous -> Student Eligibility Update. The below screen is displayed.



2. Enter the search criteria by using the following fields:

Feild	Feild Type	Description
Exam session*	Mandatory	The Exam session to which student belongs
Award	Optional	The award to which student belongs
Session	Optional	The session to which student belongs
Student Name	Optional	Name of the student

3. Click Student search. A list of students matching the search criteria is displayed.

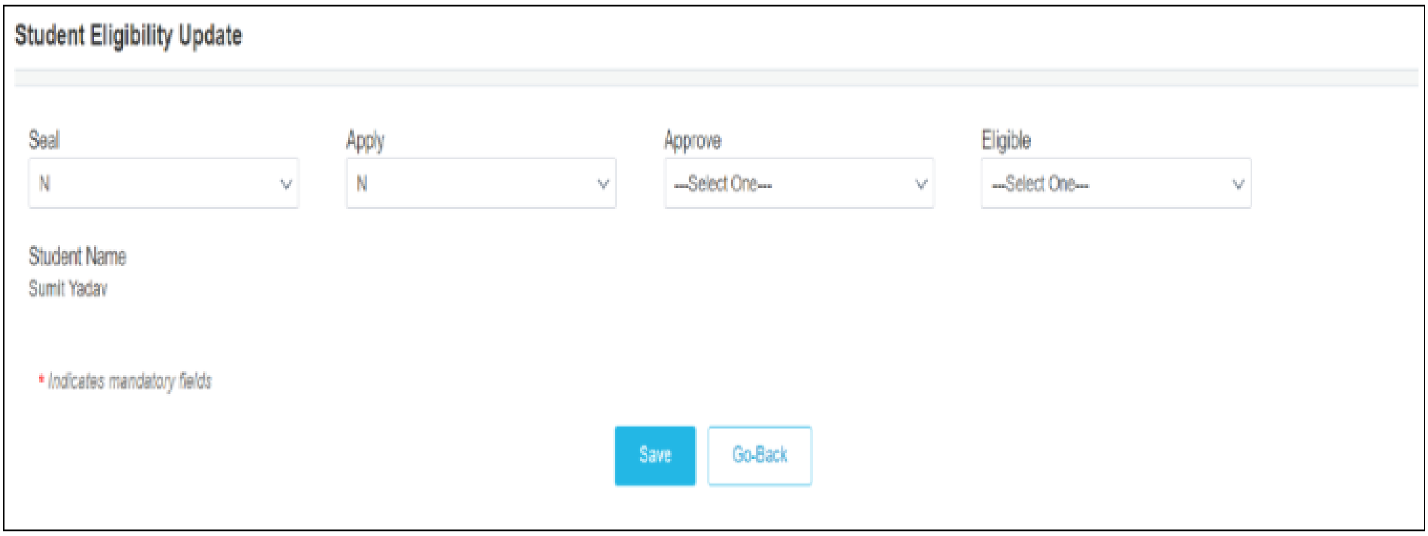


Search Listing

Select	Student Name	Registration No	Award	Session	Eligible	Sealed	Applied	Approved	InEligibility Type
○	Sumit Yadav	1171213324	BHM	Semester-3	No	No	No	No	
○	Vipul Yadav	1171213316	BHM	Semester-3	No	No	No	No	
○	Abhinav Kumar Jha	1171213315	BHM	Semester-3	No	No	No	No	
○	Anugrah Kataria	1171212969	BHM	Semester-3	No	No	No	No	
○	Aditi Yadav	1171212960	BHM	Semester-3	No	No	No	No	
○	Anuj Lamba	1171212957	BHM	Semester-3	No	No	No	No	
○	Deepak Bhardwaj	1171212944	BHM	Semester-3	No	No	No	No	
○	Lakshay Chanana	1171212941	BHM	Semester-3	No	No	No	No	
○	Haardik Sharma	1171212932	BHM	Semester-3	No	No	No	No	
○	Tanya Arora	1171212929	BHM	Semester-3	No	No	No	No	

Showing 1-10 of 2211 **2211 Results** Results loaded in 0.81 secs Page 1 Of 222

4. Select the student for which user have to update the records and click edit. Below screen is displayed.



5. Enter the fields that the user wants to update for the student.

Feild	**Feild Type**	**Description**
Seal	Optional	The parameter from which student record can be considered as sealed or not
Apply	Optional	The parameter from which student record can be considered as applied or not
Approve	Optional	The parameter from which student record can be considered as approved or not
Eligible	Optional	The parameter from which student record can be considered as eligible or not
Student name	Non editable	Name of the student

6. To save the updated records of student, click save.

7. Click the go back button to revert to the home page.

8. Click reset to refresh the fields.

9. Click save template to save this template as the default one.

Enroll Previous Subject

Overview

This screen helps the user to do enrollment for previous session subjects. The screen enables you to capture and input the active student's previous session details. This means that at the point of go-live, the history records of previous sessions need not be provided into the system up-front. This can be provided once the current operations and processes are streamlined.

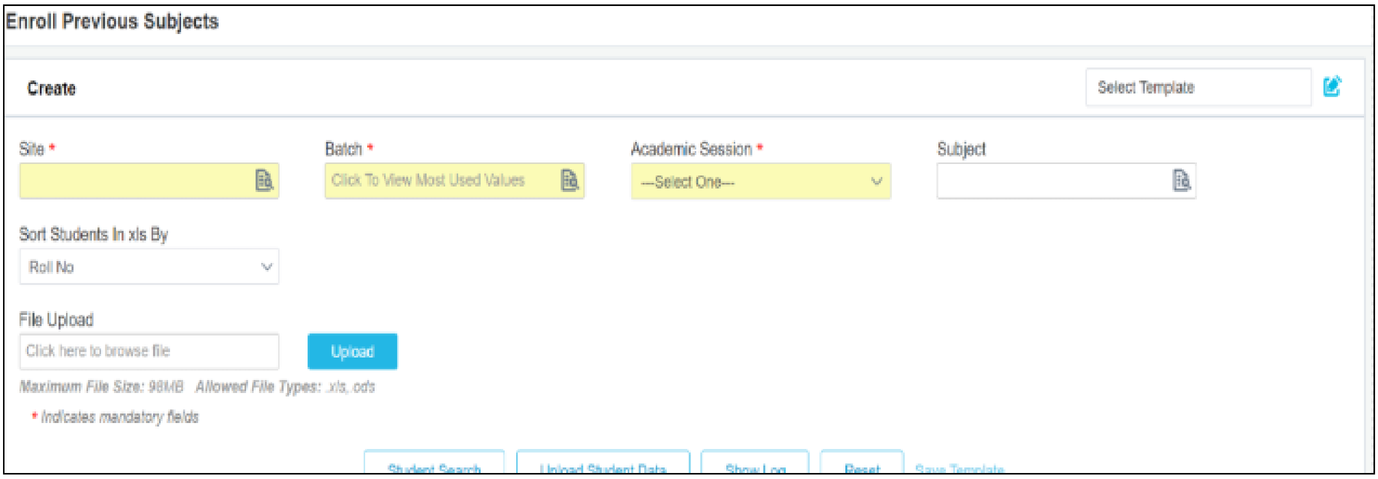
Pre-requisite

1. SGM has to be tagged at Batch level (Enrollment and Academic SGM).

Procedure

To enroll previous subjects using Enroll Previous Subjects screen:

1. Go to Exam and Grading -> Enrollment Miscellaneous -> Enroll Previous Subjects.

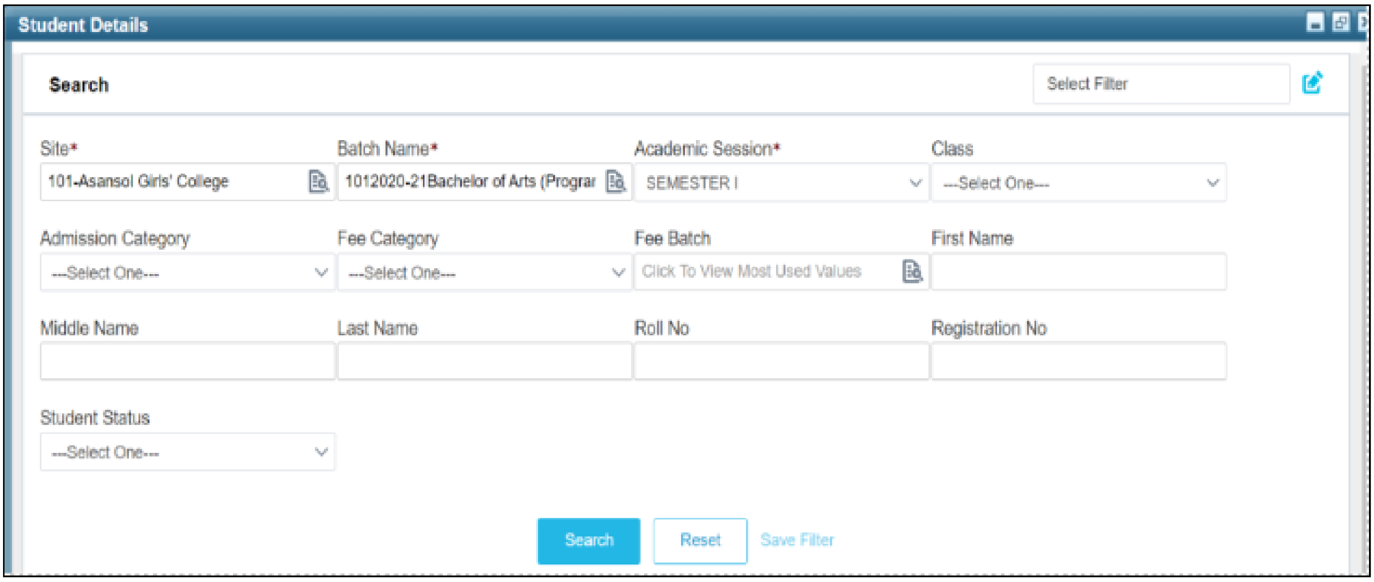


2. Enter the search criteria by using the following fields:

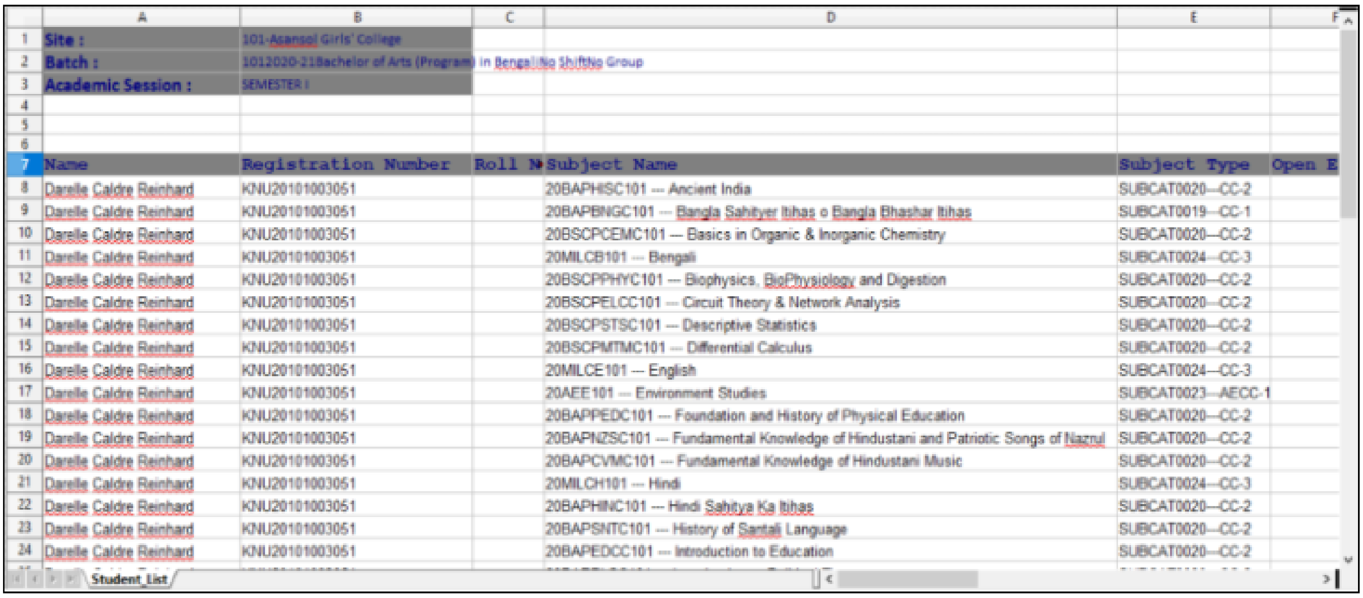
Feild	Feild Type	Description
*Site	Mandatory	The site to which students belong
*Batch	Mandatory	The batch to which student belong
*Academic session	Mandatory	The academic year to which students belong
Subject	Optional	The name of the subject

Feild	Feild Type	Description
Sort Students In xls By	Optional	The parameter by which the students would be arranged in Excel for e.g., name, roll number or registration number
File upload	Optional	The excel file that contains the details of the previous sessions.

3. Click Student search. A list of students matching the search criteria is displayed.



Select the record and click download excel.



	A	B	C	D	E	F
1	Site :	101-Asansol Girls' College				
2	Batch :	1012020-21Bachelor of Arts (Program) in Bengali\No Shift\No Group				
3	Academic Session :	SEMESTER I				
4						
5						
6						
7	Name	Registration Number	Roll N	Subject Name	Subject Type	Open E
8	Darelle Caldre Reinhard	KNU20101003051		20BAPHISC101 — Ancient India	SUBCAT0020—CC-2	
9	Darelle Caldre Reinhard	KNU20101003051		20BAPBNGC101 — Bangla Sahityer Itihas o Bangla Bhashar Itihas	SUBCAT0019—CC-1	
10	Darelle Caldre Reinhard	KNU20101003051		20BSCPCEMC101 — Basics in Organic & Inorganic Chemistry	SUBCAT0020—CC-2	
11	Darelle Caldre Reinhard	KNU20101003051		20MILCB101 — Bengali	SUBCAT0024—CC-3	
12	Darelle Caldre Reinhard	KNU20101003051		20BSCPPHYC101 — Biophysics, BioPhysiology and Digestion	SUBCAT0020—CC-2	
13	Darelle Caldre Reinhard	KNU20101003051		20BSCPELCC101 — Circuit Theory & Network Analysis	SUBCAT0020—CC-2	
14	Darelle Caldre Reinhard	KNU20101003051		20BSCPSTSC101 — Descriptive Statistics	SUBCAT0020—CC-2	
15	Darelle Caldre Reinhard	KNU20101003051		20BSCPMTMC101 — Differential Calculus	SUBCAT0020—CC-2	
16	Darelle Caldre Reinhard	KNU20101003051		20MILCE101 — English	SUBCAT0024—CC-3	
17	Darelle Caldre Reinhard	KNU20101003051		20AEE101 — Environment Studies	SUBCAT0023—AECC-1	
18	Darelle Caldre Reinhard	KNU20101003051		20BAPPEDC101 — Foundation and History of Physical Education	SUBCAT0020—CC-2	
19	Darelle Caldre Reinhard	KNU20101003051		20BAPNZSC101 — Fundamental Knowledge of Hindustani and Patriotic Songs of Nazrul	SUBCAT0020—CC-2	
20	Darelle Caldre Reinhard	KNU20101003051		20BAPCVMC101 — Fundamental Knowledge of Hindustani Music	SUBCAT0020—CC-2	
21	Darelle Caldre Reinhard	KNU20101003051		20MILCH101 — Hindi	SUBCAT0024—CC-3	
22	Darelle Caldre Reinhard	KNU20101003051		20BAPHINC101 — Hindi Sahitya Ka Itihas	SUBCAT0020—CC-2	
23	Darelle Caldre Reinhard	KNU20101003051		20BAPSNTC101 — History of Santali Language	SUBCAT0020—CC-2	
24	Darelle Caldre Reinhard	KNU20101003051		20BAPEDCC101 — Introduction to Education	SUBCAT0020—CC-2	

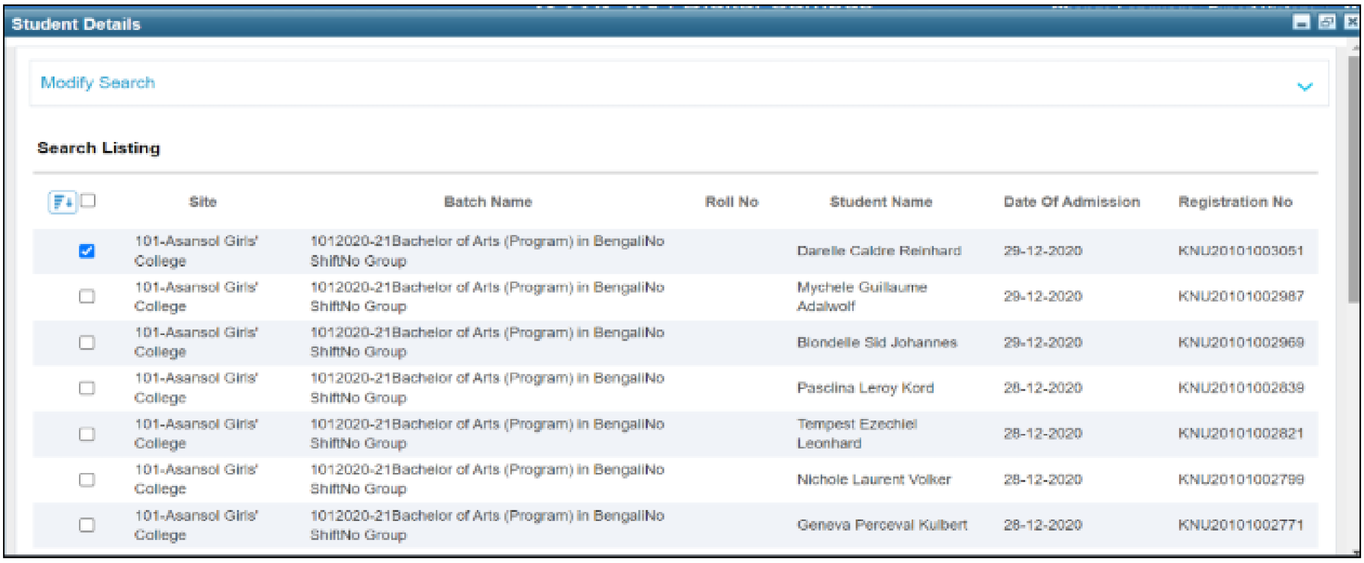
Student_List

Enter the search criteria by using the following fields:

Feild	Feild Type	Description
*Site	Mandatory	The site to which students belong
*Batch	Mandatory	The batch to which student belong
*Academic session	Mandatory	The academic year to which students belong

Feild	Feild Type	Description
Class	Optional	The class to which students belong
Admission category	Optional	The admission category to which student belongs for e.g., general, OBC, SC, ST
Fees category	Optional	The fees category to which student belongs for e.g., general, OBC, SC, ST
Fees batch	Optional	The current fees batch to which students belong
First Name	Optional	First Name of the student
Middle Name	Optional	Middle Name of the student
Last Name	Optional	Last Name of the student
Roll no	Optional	Roll no of the student
Registration no	Optional	Registration no of the student
Student status	Optional	The status of the student for e.g., active, inactive, Pass out

Click on search. A list of students matching the search criteria is displayed.


Student Details

Modify Search

Search Listing

	Site	Batch Name	Roll No	Student Name	Date Of Admission	Registration No
☑	101-Asansol Girls' College	1012020-21Bachelor of Arts (Program) in BengaliNo ShiftNo Group		Darelle Caldre Reinhard	29-12-2020	KNU20101003051
☐	101-Asansol Girls' College	1012020-21Bachelor of Arts (Program) in BengaliNo ShiftNo Group		Mychele Guillaume Adalwolf	29-12-2020	KNU20101002987
☐	101-Asansol Girls' College	1012020-21Bachelor of Arts (Program) in BengaliNo ShiftNo Group		Blondelle Sid Johannes	29-12-2020	KNU20101002969
☐	101-Asansol Girls' College	1012020-21Bachelor of Arts (Program) in BengaliNo ShiftNo Group		Pasclina Leroy Kord	28-12-2020	KNU20101002839
☐	101-Asansol Girls' College	1012020-21Bachelor of Arts (Program) in BengaliNo ShiftNo Group		Tempest Ezechiel Leonhard	28-12-2020	KNU20101002821
☐	101-Asansol Girls' College	1012020-21Bachelor of Arts (Program) in BengaliNo ShiftNo Group		Nichole Laurent Volker	28-12-2020	KNU20101002799
☐	101-Asansol Girls' College	1012020-21Bachelor of Arts (Program) in BengaliNo ShiftNo Group		Geneva Perceval Kulbert	28-12-2020	KNU20101002771

Select the record and click download excel.

Feild	Feild Type	Description
*Site	Read Only	The site to which students belong
*Batch	Read Only	The batch to which student belong
*Academic session	Read Only	The academic year to which students belong
Name	Read Only	Name of the student
Registration no	Read Only	Registration number of the student
Roll no	Read Only	Roll no of the student
Subject Name	Read Only	Name of the subject
Subject Type	Read Only	Name of the subject type
Open elective	Read Only	whether that subject is open elective or not
Enroll	Editable	Status of the enrollment

4. Click upload student data to upload excel file that contains the details of the previous session. To upload a file:

a. Click browse

b. Navigate the location where the excel file is located.

c. Select the file and click open.

d. Click upload. The excel file is uploaded.

5. Click reset to refresh the fields.

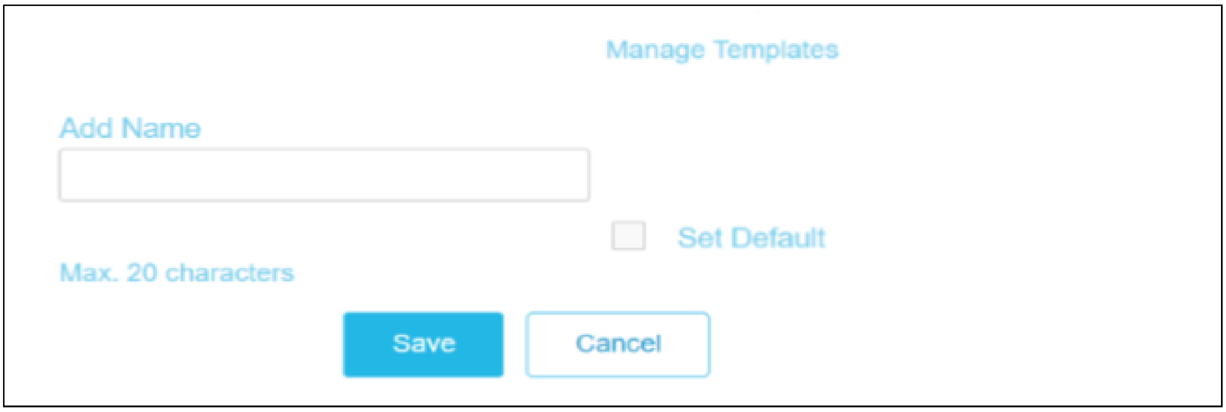
6. Click show log to display the details of the logs.


Search Listing

S.No.	Request Status	Result	Processed Date	Processed By	Description
1.	Completed	Completed	9th - May - 2022 (05:10:29 PM)	Dear.Caroline Germain Enzo(Caroline) --- dev_admin.tcssupport@knu.com	Student Data Uploaded Successfully

Showing 1-1 of 1 1 Results Results loaded in 0.103 secs Page 1 Of 1

7. Click save template. The template name checkbox is displayed.



a. Enter the name of the template in the template name checkbox.

b. Select the set as default checkbox to save this template as the default one.

c. Click save.

Register And Enrol For Backlog

Overview

This screen is for the admin where admin will have an option to register or enroll student in backlog.

Admin have the provision to view the backlog students in this screen and then he can register and do the backlog enrollment

Pre requisite

1. Backlog flag to be enabled against the Award in the Award Session Exam Type Mapping template

2. Result should be processed.

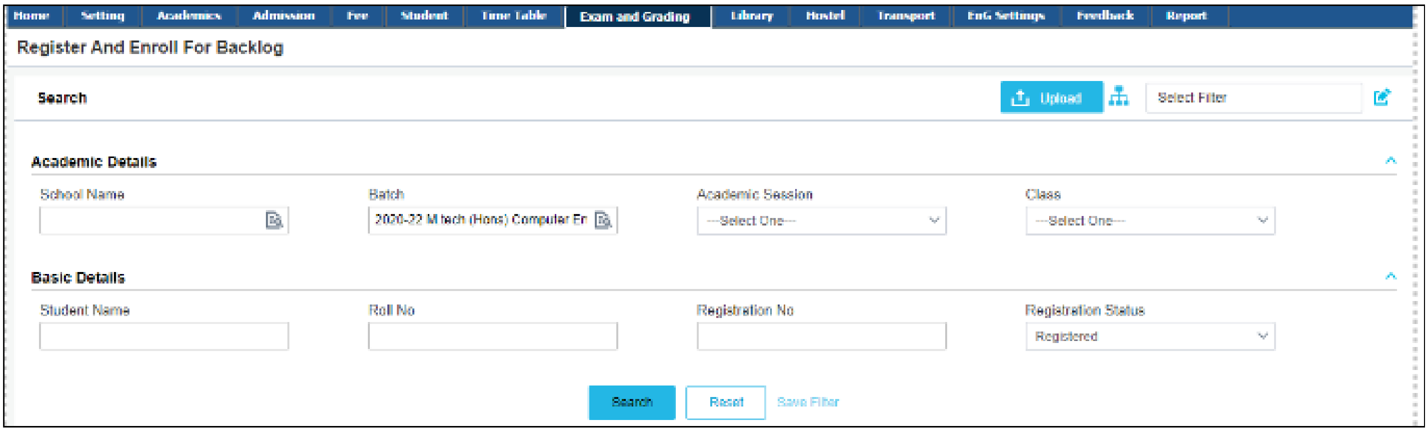
Procedure

1. Register and Enroll for Backlog

Navigation

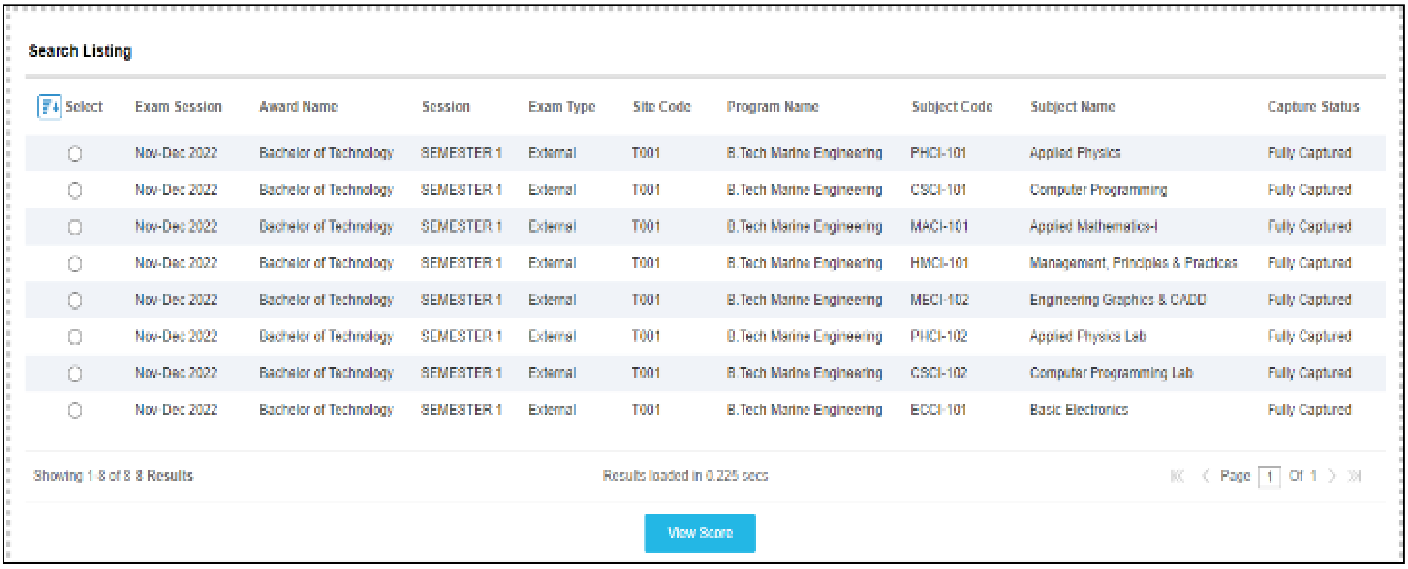
Exam and Grading-> Exam Enrollment-> Register and Enroll for Backlog

When user clicks on Register and Enroll for Backlog, the below screen occurs,



Enter the Batch/ School Name and search for the records with the available filters. The student backlog records will be displayed, and the admin register and enroll for the backlog subjects.

When user clicks on Search, the records are displayed as shown below,



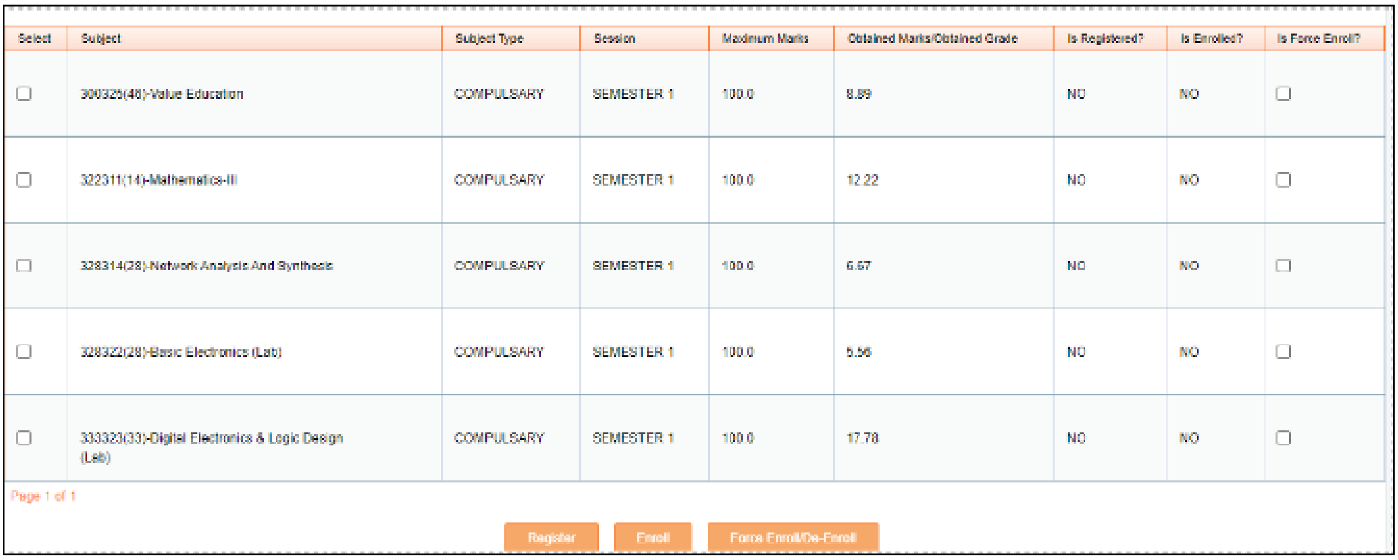
Search Listing

Select	Exam Session	Award Name	Session	Exam Type	Site Code	Program Name	Subject Code	Subject Name	Capture Status
	Nov-Dec 2022	Bachelor of Technology	SEMESTER 1	External	T001	B.Tech Marine Engineering	PHCI-101	Applied Physics	Fully Captured
	Nov-Dec 2022	Bachelor of Technology	SEMESTER 1	External	T001	B.Tech Marine Engineering	CSCI-101	Computer Programming	Fully Captured
	Nov-Dec 2022	Bachelor of Technology	SEMESTER 1	External	T001	B.Tech Marine Engineering	MACI-101	Applied Mathematics-I	Fully Captured
	Nov-Dec 2022	Bachelor of Technology	SEMESTER 1	External	T001	B.Tech Marine Engineering	HMCI-101	Management, Principles & Practices	Fully Captured
	Nov-Dec 2022	Bachelor of Technology	SEMESTER 1	External	T001	B.Tech Marine Engineering	MECI-102	Engineering Graphics & CADD	Fully Captured
	Nov-Dec 2022	Bachelor of Technology	SEMESTER 1	External	T001	B.Tech Marine Engineering	PHCI-102	Applied Physics Lab	Fully Captured
	Nov-Dec 2022	Bachelor of Technology	SEMESTER 1	External	T001	B.Tech Marine Engineering	CSCI-102	Computer Programming Lab	Fully Captured
	Nov-Dec 2022	Bachelor of Technology	SEMESTER 1	External	T001	B.Tech Marine Engineering	ECCI-101	Basic Electronics	Fully Captured

Showing 1-8 of 8 Results　　Results loaded in 0.225 secs　　Page 1 Of 1

View Score

Select a particular record and click on proceed



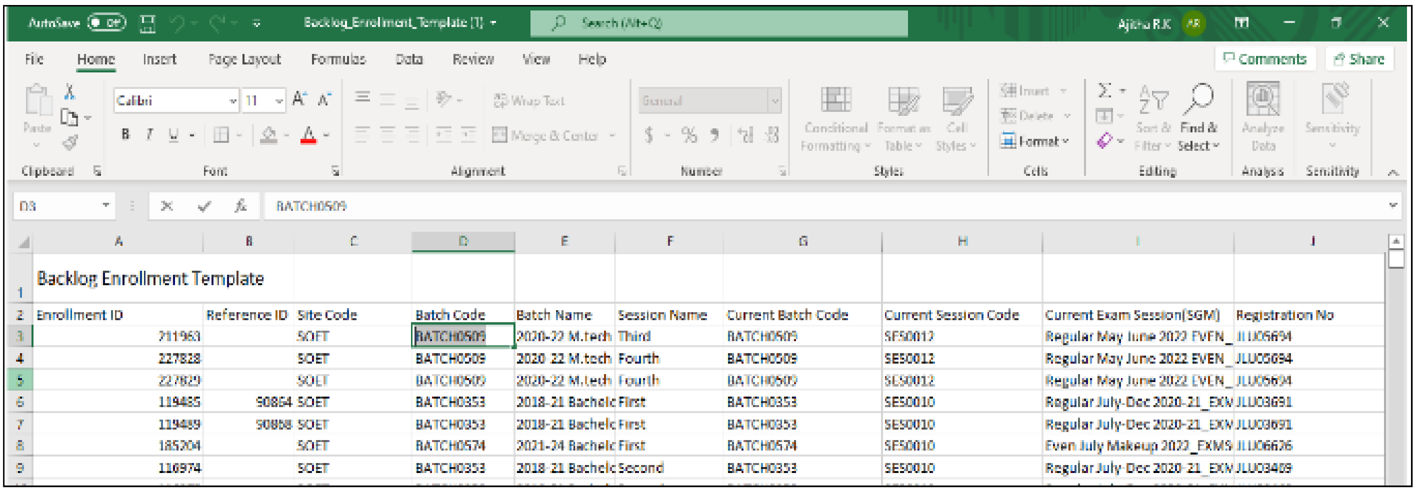
Select	Subject	Subject Type	Session	Maximum Marks	Obtained Marks/Obtained Grade	Is Registered?	Is Enrolled?	Is Force Enroll?
	300325(46)-Value Education	COMPULSARY	SEMESTER 1	100.0	8.89	NO	NO	
	322311(14)-Mathematics-III	COMPULSARY	SEMESTER 1	100.0	12.22	NO	NO	
	328314(28)-Network Analysis And Synthesis	COMPULSARY	SEMESTER 1	100.0	6.67	NO	NO	
	328322(28)-Basic Electronics (Lab)	COMPULSARY	SEMESTER 1	100.0	5.56	NO	NO	
	333323(33)-Digital Electronics & Logic Design (Lab)	COMPULSARY	SEMESTER 1	100.0	17.78	NO	NO	

Page 1 of 1

Register　Enroll　Force Enroll/De-Enroll

Here, user can do Register/ Enroll/ Force Enroll/De Enroll for the listed subjects student wise

Upload (Backlog Enrollment Template)

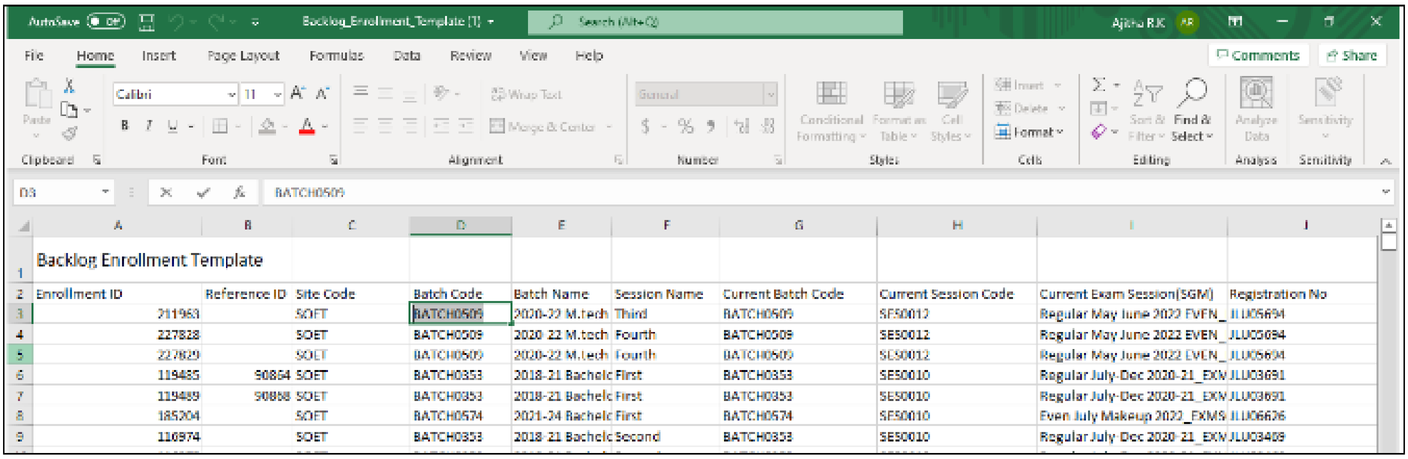


Backlog Enrollment Template

Enrollment ID	Reference ID	Site Code	Batch Code	Batch Name	Session Name	Current Batch Code	Current Session Code	Current Exam Session(SGM)	Registration No
211963		SOET	BATCH0509	2020-22 M.tech	Third	BATCH0509	SES0012	Regular May June 2022 EVEN_	JLU05694
227828		SOET	BATCH0509	2020-22 M.tech	Fourth	BATCH0509	SES0012	Regular May June 2022 EVEN_	JLU05694
227829		SOET	BATCH0509	2020-22 M.tech	Fourth	BATCH0509	SES0012	Regular May June 2022 EVEN_	JLU05694
119485	90864	SOET	BATCH0353	2018-21 Bachelc	First	BATCH0353	SES0010	Regular July-Dec 2020-21_EXM	JLU03691
119489	90868	SOET	BATCH0353	2018-21 Bachelc	First	BATCH0353	SES0010	Regular July-Dec 2020-21_EXM	JLU03691
185204		SOET	BATCH0574	2021-24 Bachelc	First	BATCH0574	SES0010	Even July Makeup 2022_EXMS	JLU06626
116974		SOET	BATCH0353	2018-21 Bachelc	Second	BATCH0353	SES0010	Regular July-Dec 2020-21_EXM	JLU03409

There is also an upload option for the admin to do the bulk enrollment using the Backlog Enrollment Template.

Download a template with respect to the mandatory fields, then upload the template by enrolling the students for the backlog subjects



Backlog Enrollment Template

Enrollment ID	Reference ID	Site Code	Batch Code	Batch Name	Session Name	Current Batch Code	Current Session Code	Current Exam Session(SGM)	Registration No
211963		SOET	BATCH0509	2020-22 M.tech	Third	BATCH0509	SES0012	Regular May June 2022 EVEN_	JLU05694
227828		SOET	BATCH0509	2020-22 M.tech	Fourth	BATCH0509	SES0012	Regular May June 2022 EVEN_	JLU05694
227829		SOET	BATCH0509	2020-22 M.tech	Fourth	BATCH0509	SES0012	Regular May June 2022 EVEN_	JLU05694
119485	90864	SOET	BATCH0353	2018-21 Bachelc	First	BATCH0353	SES0010	Regular July-Dec 2020-21_EXN	JLU03691
119489	90868	SOET	BATCH0353	2018-21 Bachelc	First	BATCH0353	SES0010	Regular July-Dec 2020-21_EXN	JLU03691
185204		SOET	BATCH0574	2021-24 Bachelc	First	BATCH0574	SES0010	Even July Makeup 2022_EXMS	JLU06626
116974		SOET	BATCH0353	2018-21 Bachelc	Second	BATCH0353	SES0010	Regular July-Dec 2020-21_EXN	JLU03409

Registration Approval

Overview

In the registration approval screen, the user will have an option to enroll the student on behalf of the students and when the user clicks on save button the request will be auto-approved. We have given role authorization. There are three roles for which this screen opens which are Principal, HOD, COE, Department Owner.

Pre requisite

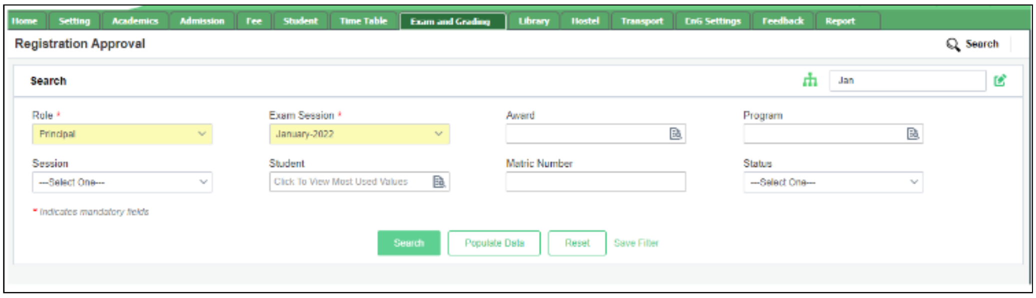
1. If the available capacity is less than 0 in the course registration screen and the student goes to waitlisting then the student request will go to the admin for registration approval.
2. If the student registers in a subject and the credit limit is exceeded in the course registration screen then the student registers with extra credit points. The request will then go to the admin for approval.

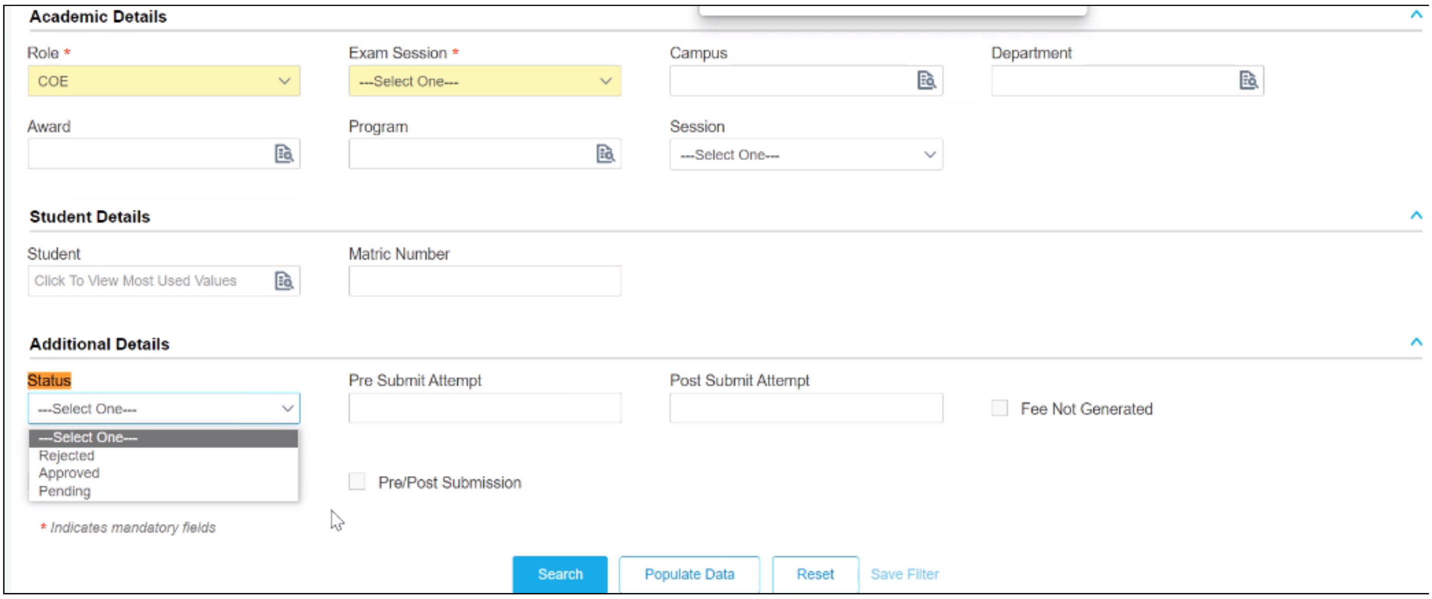
Procedure

1. Registration Approval

Navigation

Exam and Grading > Exam Enrollment > Registration approval



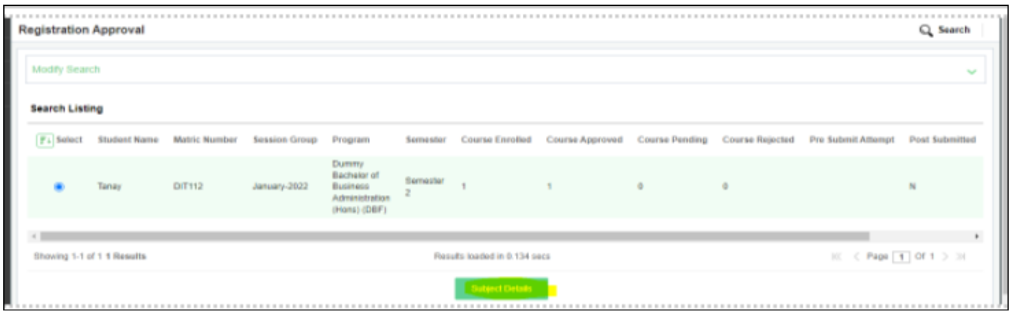


1.The role and exam session will be auto-populated. The SGM will come as the current SGM. The user can search for the student by the registration number or by the student's name in student lookup.

2.The user can search for the student as per the status which is Approved, rejected and pending. By this the user can see how many requests are in an approved state, rejected state and pending state.

3.We have a populate button, when the student has not started the course registration then the user can populate the student data by mapping the details in registration number or student lookup and then click on Populate data button. The student data will then get populated and the user can enroll the student.

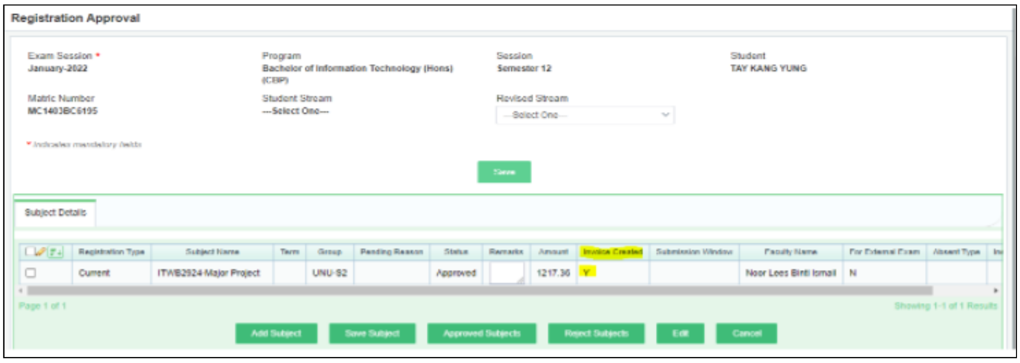
4. On click of search button below search listing will come and user can click on subject details button.



When the user clicks on the subject details button then the user can view the student details in the header section.

6. In the subject details tab the admin can map the registration type, subject name, term, Group(section) and then click on save button. These are the mandatory columns. When the user clicks on the save button then the faculty name will be auto populated which is mapped in subject group capacity mapping screen for a subject and group(section). The invoice also gets generated when the admin does the enrollment for the student.

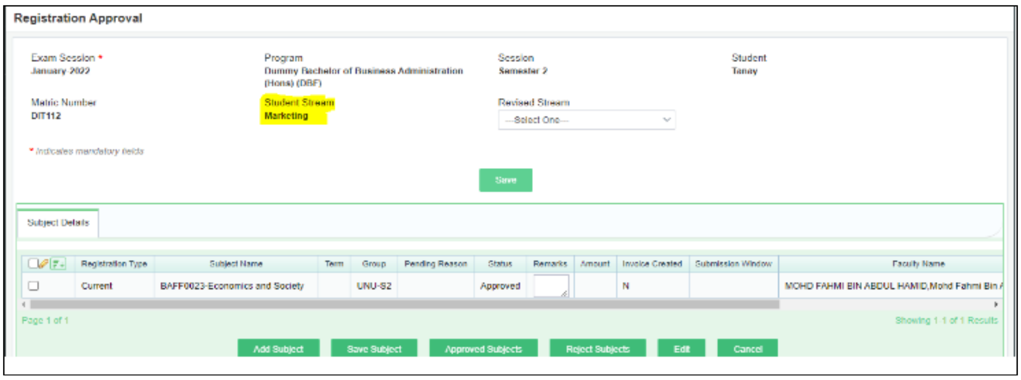
Using the 'Is Audit Subject' in subject details, the admin can map the Subjects as Audit Y or N. The admin will firstly select the subject row then click on edit button and on click on edit button the admin can update the Is Audit subject as Y or N. If If Audit is marked as Y for a subject, it will not be considered for CGPA/SGPA calculation.



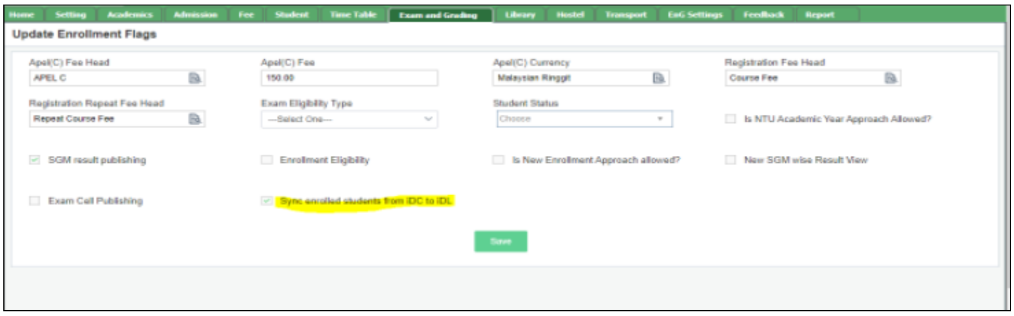
7. The user have below options:

- Add subject: The user can click on the add subject button then the user can map the registration type, subject name, term, Group(section) and then click on save button.
- Save subject: Once the mandatory details are mapped then on click of save button the row will get saved and the enrollment will be done auto-approved.
- Approve subjects: The user will have an option to approve the requests which are in pending state or rejected state.
- Reject subjects: The user will have an option to reject the requests which are in the pending state, approved state.
- Edit: On click of edit button the user will have an option to edit the Term, group, For external exam, Absent type and ineligibility rule.

8.If a student has mapped the stream while doing the course registration then it will be visible in Student stream. The user will have an option to revise the stream of the student and click on save button. Then the subjects which are registered by the student will get rejected and the user can either enroll the student in the subjects or the student can enroll himself again.



9. When the student is enrolled from the registration approval screen in a course. The course batch is created and if the Sync enrolled student from iDC to iDL flag from Update enrollment flags is checked then the student will get enrolled from iDC to iDL automatically.



10. The user will have a new template for doing the course registration for the students in bulk. The name of the Template is Bulk registration with enrollment. We have a blank template to insert the data and the data template to update the data. In the data template the user can update the Term, Group, subject type name, credit point and the user can de-enroll the subject for the student.

Bulk Registration for Enrollment								*Columns from I to L are editable			
Enrollment ID	Student ID	Applying Exam Session Code	Registration No	Pre/Post Registration	Batch Code	Session Code	Subject Code	Term Code	Class Group Code	Subject Type Name	Cre
Read Only	Read Only	M	M	M	O	O	M	O	M	O	
Please do not edit	Please do not edit	Start Entering Data From Row No 5									
78389	6340	January2022	UNU2200202	Post	BATCH2587	SES0001	BAAD1003		GTYPE0131	Core	
78447	6090	January2022	UNU2200047	Post	BATCH2920	SES0001	CSZD1063E	TERM0002	GTYPE0178	Core	
78492	6435	January2022	UNU2200294	Post	BATCH2587	SES0001	BAAD1003		GTYPE0131	Core	
78493	6435	January2022	UNU2200294	Post	BATCH2587	SES0001	BAFD1003		GTYPE0131	Core	
78494	6435	January2022	UNU2200294	Post	BATCH2587	SES0001	BAGD1013		GTYPE0131	Core	
78495	6435	January2022	UNU2200294	Post	BATCH2587	SES0001	ITD1043		GTYPE0131	Core	
78496	6435	January2022	UNU2200294	Post	BATCH2587	SES0001	UGGF0113		GTYPE0131	Core	
78498	6337	January2022	UNU2200199	Post	BATCH2920	SES0001	CSZD1063E	TERM0002	GTYPE0178	Core	
93663	6110	January2022	UNU2200067	Post	BATCH2460	SES0001	BAGD1013		GTYPE0131	Core	
93664	6110	January2022	UNU2200067	Post	BATCH2460	SES0001	DAMD1013		GTYPE0131	Core	
93665	6110	January2022	UNU2200067	Post	BATCH2460	SES0001	DAMD1023		GTYPE0131	Core	
93688	6279	January2022	UNU2200141	Post	BATCH2460	SES0001	DAGD1013		GTYPE0131	Core	
93689	6279	January2022	UNU2200141	Post	BATCH2460	SES0001	DAMD1013		GTYPE0131	Core	
93690	6279	January2022	UNU2200141	Post	BATCH2460	SES0001	DAMD1023		GTYPE0131	Core	
93692	6279	January2022	UNU2200141	Post	BATCH2460	SES0001	UGGF0113		GTYPE0128	Core	
93693	6122	January2022	UNU2200079	Post	BATCH2553	SES0001	CSZD1073		GTYPE0131	Core	
93694	6122	January2022	UNU2200079	Post	BATCH2553	SES0001	UGGF0113		GTYPE0131	Core	
93732	6110	January2022	UNU2200067	Post	BATCH2460	SES0001	UGGF0113		GTYPE0131	Core	
102535	6124	January2022	UNU2200081	Post	BATCH2462	SES0001	DAID1023		GTYPE0131	Core	
102536	6124	January2022	UNU2200081	Post	BATCH2462	SES0001	DAID1034		GTYPE0131	Core	
102537	6124	January2022	UNU2200081	Post	BATCH2462	SES0001	DAID1043		GTYPE0131	Core	
102538	6124	January2022	UNU2200081	Post	BATCH2462	SES0001	DAMD1013		GTYPE0131	Core	
102539	6318	January2022	UNU2200180	Post	BATCH2924	SES0001	BAGD1013E	TERM0002	GTYPE0178	Core	
102540	6318	January2022	UNU2200180	Post	BATCH2924	SES0001	ITD1043E	TERM0002	GTYPE0178	Core	
102553	6273	January2022	UNU2200135	Post	BATCH2924	SES0001	ITD1043E	TERM0002	GTYPE0178	Core	
102554	6273	January2022	UNU2200135	Post	BATCH2924	SES0001	BAAD1003E	TERM0003	GTYPE0201	Core	
102556	6273	January2022	UNU2200135	Post	BATCH2924	SES0001	BAGD1013E	TERM0002	GTYPE0178	Core	
102557	6273	January2022	UNU2200135	Post	BATCH2924	SES0001	BAFD1003E	TERM0003	GTYPE0179	Core	
102641	6459	January2022	UNU2200320	Post	BATCH2924	SES0001	BAAD1003E	TERM0002	GTYPE0188	Core	

Approve APELC

Overview

APEL (C) provides the mechanism to recognize an individual's prior experiential learning that is relevant and specific to a course within a study program. The credit award is granted on the basis of the knowledge and skills that have been acquired through informal and nonformal learning. These forms of learning which emphasize experiential learning will need to be formally reviewed and assessed. The process will determine if effective learning has in fact occurred and is in line with the learning outcomes of the course(s) concerned.

This is a role based screen where prncipal/hod/COE will approve/ reject the APEL-C request

Pre requisite

1. Student should raise a APEL-C request in APEL-C request Screen Self Service

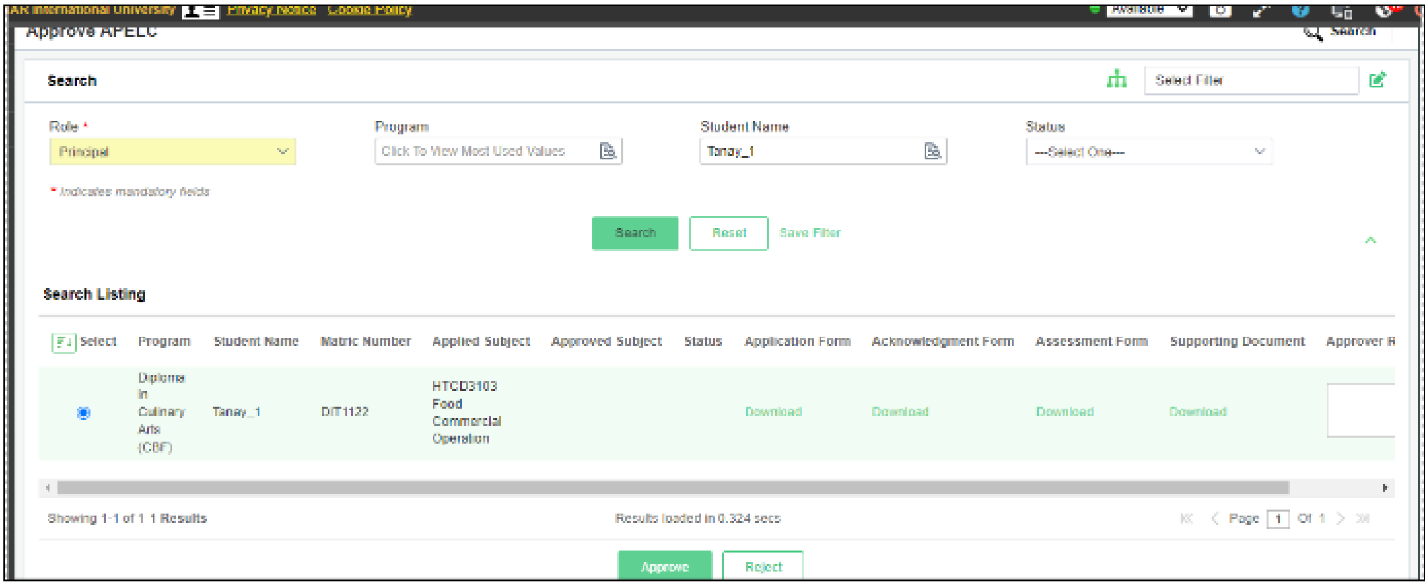
Procedure

1. Approve APEL-C

Navigation

Exam and Grading > Exam Enrollment > Approve APEL-C

When user clicks on Approve APEL-C, the below screen occurs



- The principal/hod/COE will have an option to search for the student by name. Status (Pending, approved, rejected) and by Program name.

- The principal/hod/COE will have the option to download the application form, Acknowledgement form, Supporting documents and Assessment form.

- In Approver remarks the principal/hod/COE can give the remarks for the students while approving or rejecting the request.
- Once the request is approved or rejected by the principal/hod/COE then the status is shown in the student APEL-C request screen.

Once the request is approved by the principal/hod/COE then on the Course registration screen the subject will be un-clickable and the student will get the credit point for the subject for which he/she has raised the request. The registration status will become APEL-C for the subject.

Approve Credit Transfer Request

Overview

Credit Transfer is the process to create a request from the Student Credit transfer request screen to get the credit transfer for the subjects which students have studied in their earlier Program.

This is a role based screen where Approval is done in this screen for the credit transfer request raised by the student.

Pre requisite

1. Student raises a credit transfer request in his self service

Procedure

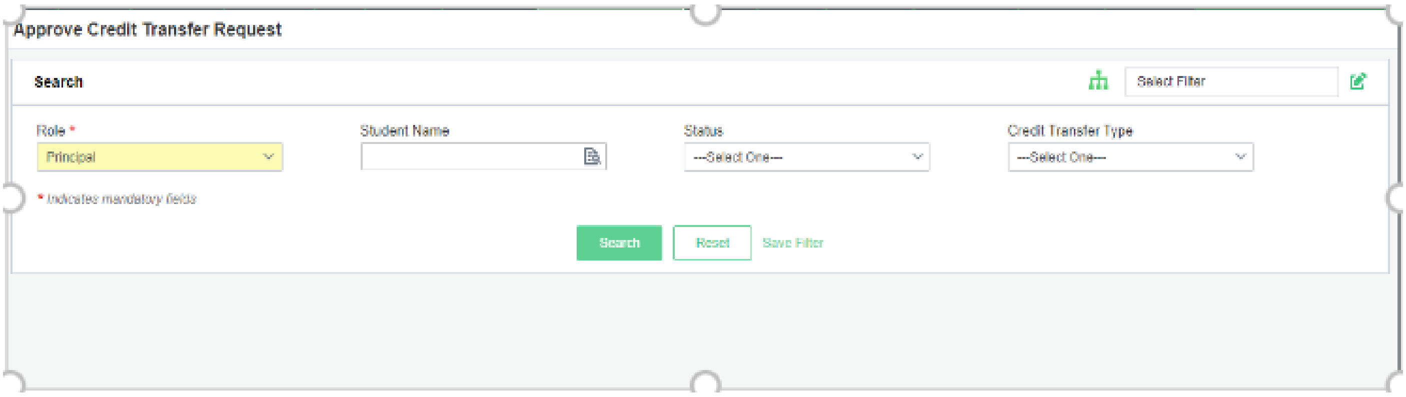
1. Approve Credit Transfer Request

Principal/hod/COE will have the access of this screen Approve Credit Transfer Request screen.

Navigation

Exam and Grading > Exam Enrollment > Approve Credit Transfer Request

When user clicks on Approve Credit Transfer Request, the below screen occurs



Student Name: The principal/hod/COE will have an option to search for the request by the student's name.

Status: The principal/hod/COE can search for the request raised by the students by selecting the status of the request. The status has following value Approved, Pending, Rejected.

Credit Transfer Type: The Admin/Principal can search for the request by selecting the credit transfer type.

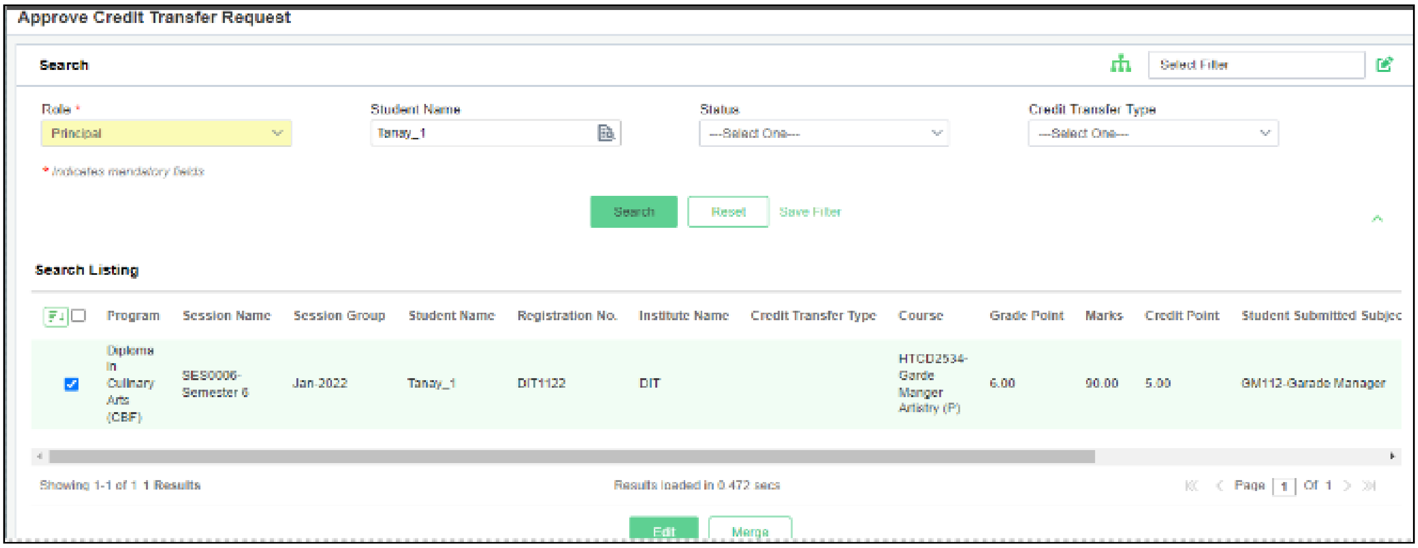
2. Search

The Search option includes the below mentioned fields

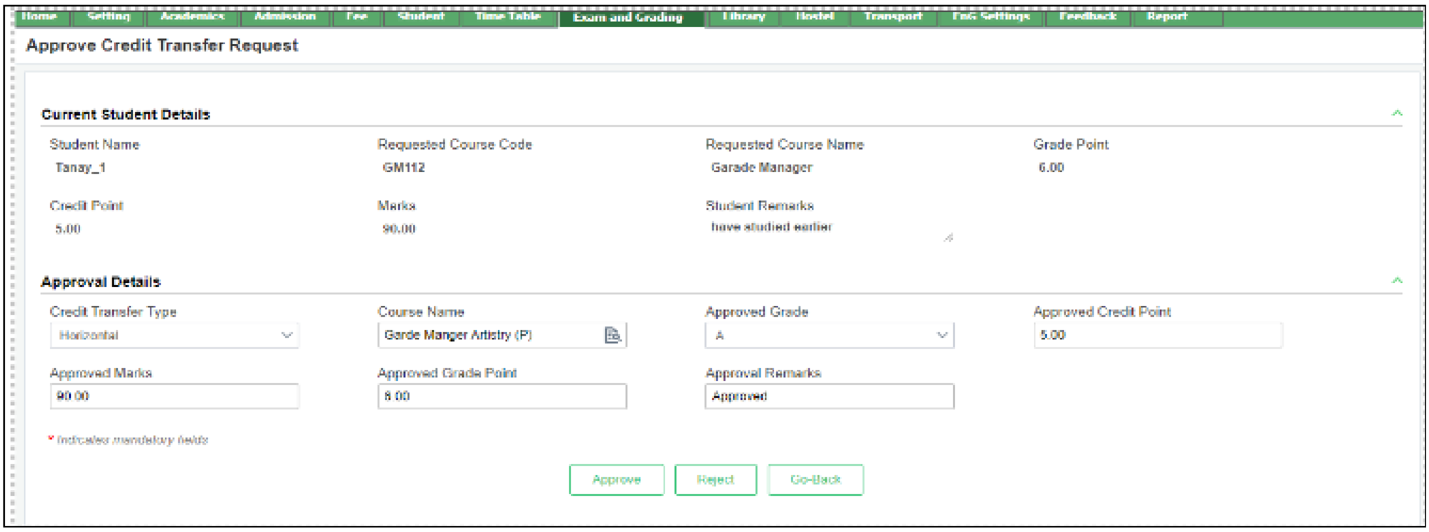
Feild	Type	Description
Role	Mandatory	Select the Role
Student Name	Optional	Select the Student Name
Status	Optional	Select the Status from the drop down

Feild	Type	Description
Credit Transfer Type	Optional	Select the credit Transfer type

On click of Search the principal/hod/COE can Edit the Request raised by the student.



3. After clicking on the Edit button, the principal/hod/COE will have to fill in the Approver details. In approver details the principal/hod/COE can fill in the Credit transfer type (Vertical, Horizontal, Course exemption, Micro-credentials), Course name which the admin has to approve/reject the request, Approve Grade, Approved Credit Point, Approved Marks, Approved Grade point and Approval Remarks. Then principal/hod/COE can approve or reject the request.



4. When the principal/hod/COE approves or rejects the request then the student can view the status of the request in Credit transfer request raised by the student.

5. In Course registration screen the subject will be un-clickable and the student will get the credit transfer for the subject for which he/she has raised the request. The registration status will become CT (Credit transfer) for the subject.

Bulk Enrolment

Overview

Bulk Enrollment as there is no option given to students to withdraw certain subjects from examination in academic enrollment. System will still consider all the subjects that are enrolled under academics applicable for examination when separate exam enrollment is not to be done.

Pre-requisites

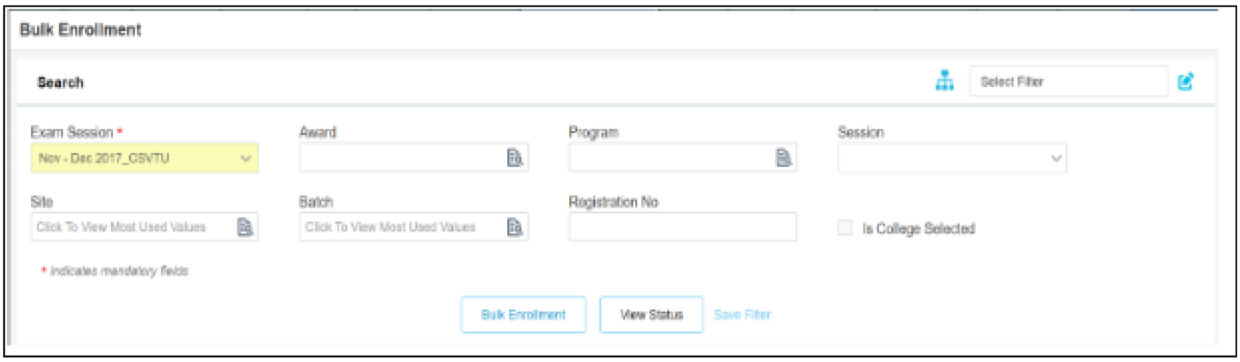
1. Basic Academic Setup should be completed

2. Subject and Exam Configurations should be approved

Procedure

1.Go to Exam and Grading>> Exam and Grading Dashboard>>Exam Enrollment>>Bulk Enrollment>>Click Bulk Enrollment

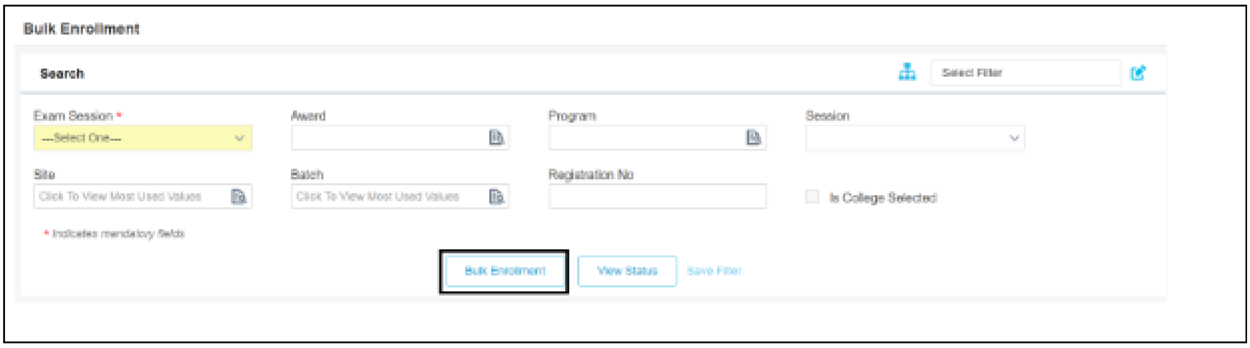
To Display the Bulk Enrollment screen



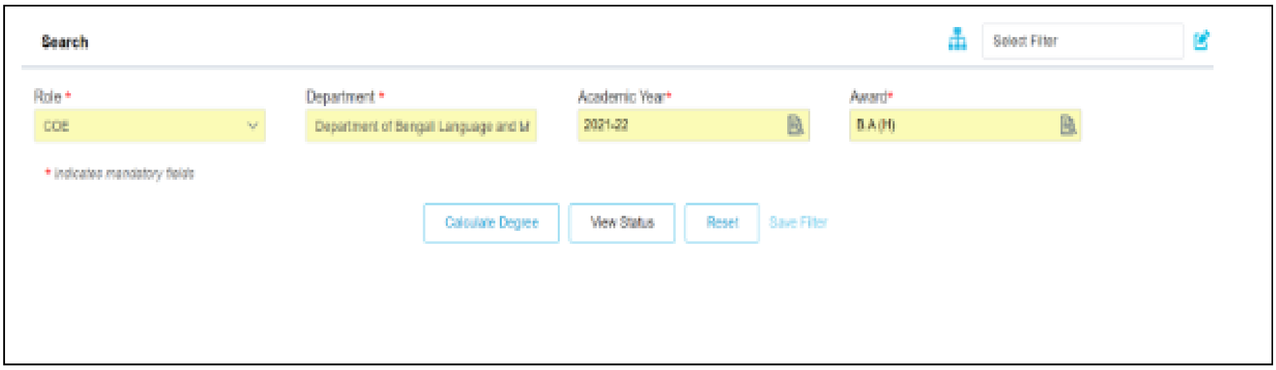
Enter the search criteria by using the following fields:

S.No	Feild	Type	Description
1	Exam Session	Mandatory (Editable)	Select the Exam Session from the Drop-down.
2	Award	Non-Mandatory (Editable)	Select the Award from the Lookup value.
3	Program	Non-Mandatory (Editable)	Select the Enrollment Exam Session from the Lookup value.
4	Session	Non-Mandatory (Editable)	Select the Academic Session from the Drop-Down.
5	Site	Non-Mandatory (Editable)	Select the Site from the Lookup value.
6	Batch	Non-Mandatory (Editable)	Select the Batch from the Lookup value.
7	Registration No	Non-Mandatory (Editable)	Enter Particular Registration No for the particular Award and program.
8	Is College Selected	Non-Mandatory (Editable)	Check this Flag to consider college Selected Subjects as well.

Click on the Bulk Enrollment Button to initiate the Enrollment.



Click on the View Status Button to view Bulk enrollment Details



Result

On the success of this transaction, the Bulk enrollment is created

Procedure: Capturing Academic Dates

To capture exam dates:

1. Go to **Exam and Grading >> Manage Pre-Exam Activities >> Capture Exam Dates.** The Capture Exam Dates screen is displayed.

All fields marked with * are mandatory.

2. Specify the details by using the following fields:

Field	Description
*Site	The site to which the student belongs.
*Batch	The batch to which the student belongs.
*Academic Session	The academic year of the student.
Class	The section to which the student belongs.

3. Click **Show Exam Hierarchy**. The **Capture Exam Dates** screen is displayed.

Click **Reset** to refresh the values.
Click **Save Filter** to save the field values as default ones.

Result

The exam date is captured.

Overview

Admin can configure fee related to Regular Exam, Backlog Exam and Re-Evaluation. Final fee generated in grading module will be inserted in student fee schedule of fee module.

The exam fee includes configuring new fee and modifying existing fee for

- Regular Exam Fee
- Backlog Exam Fee
- Re-Evaluation Fee

For each type of fee above, two more miscellaneous fee types can be defined - Application Fee and Registration Fee. Hence, there are three categories for each of the above fee type a) Regular, b) Application, and c) Registration.

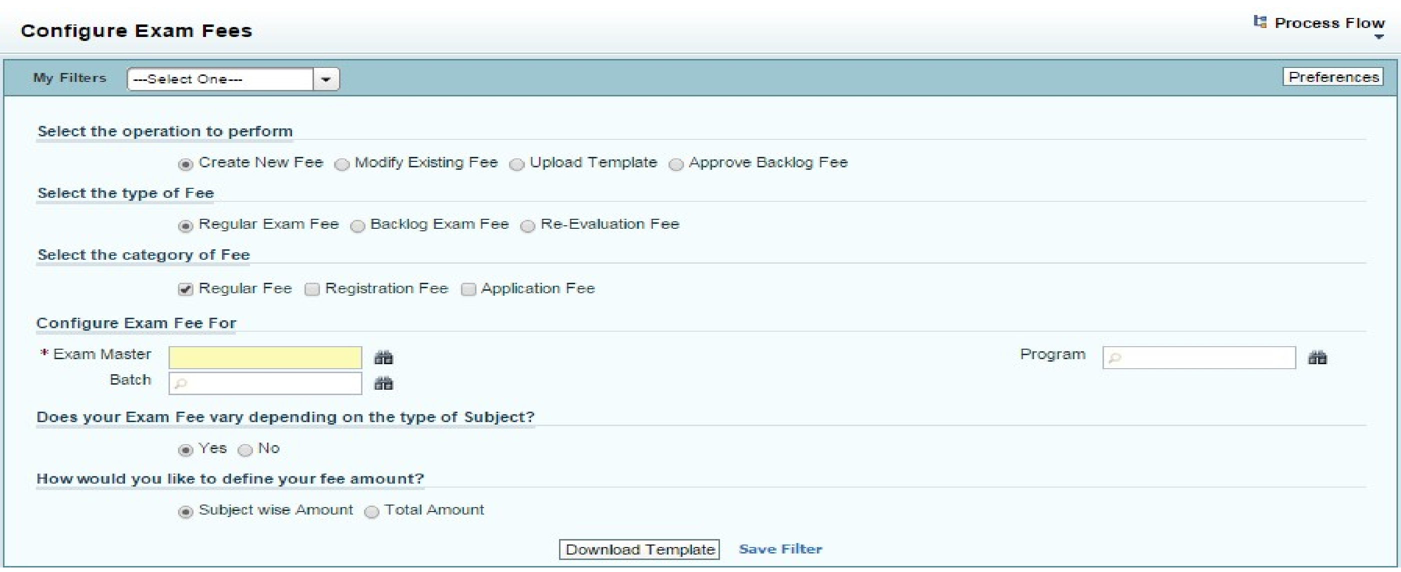
Pre-Requisites

- Fee head, fee type and fee category should be configured in **Configure Default Setup** screen.

Procedure

To configure Exam Fee:

1. Go to **Exam and Grading >> Manage Pre-Exam Activities >> Configure Exam Fee**.



2. Below are some of the description of fields in the screen.

   The two questions are shown only when Regular Fee is selected.

   - **Create New Fee/Modify Existing Fee/Upload Template/Approve Backlog Fee:** These are a radio buttons and denotes the operation to perform. User can select the required option as

required.
- **Regular Exam Fee/Backlog Fee/Re-Evaluation Fee:** These are radio buttons and denotes the type of fee to configure. This will be selected to configure the required exam fee.
- **Regular Fee:** This is a checkbox and denotes the category of fee to be configured. This will be selected to configure Regular Fee like fee for appearing in regular exam which might vary from subject to subject. This should be selected by default. Same applied to Backlog and Re-Evaluation Fee.
- **Registration Fee:** This is a checkbox and denotes the category of fee to be configured. This will be selected to configure Registration Fee that goes with regular exam fee. This can be an additional fee charge to student apart from the regular fee.
- **Application Fee:** This is a checkbox and denotes the category of fee to be configured. This will be selected to configure Application Fee that goes with regular exam fee. This can be an additional fee charge to student apart from the regular fee.
- **Exam Master***:* This will be single select lookup from which Exam Master will selected. This will be mandatory field.
- **Program**: This will be single select lookup from which Program will selected. This will be dependent on the Exam Master selected and will be non-mandatory.
- **Batch**: This will be single select lookup from which Exam Master will selected. This will be dependent on the Exam Master and Program selected and will be non-mandatory.
- **Does your Exam Fee vary depending on the type of Subject?** : This option is taken only for Regular Fee. The option provided here will impact the way data will be downloaded in excel. If yes, data in the template will be downloaded subject type wise. In this case, you will get row equals to the number of different subject type in an exam.
- **How would you like to define your fee amount?**: This option is taken only for Regular Fee. This option provided here will impact the way data will be downloaded in excel. This option will be used to give defaulted value in excel.
- **Download**: This will be a button which will be used to download an excel template where fee amount will be defined.

3. Below is the desciption of the template that will be downloaded on click of the download button.

The downloaded template has two sheets. First sheet is used to define amount at subject type level and the second sheet is used to define amount at (student, subject level). Data in the second sheet is populated using data in the first sheet after running macros.

Template Description – First Sheet

The template will be prefilled when downloaded. Exam for which Fee generation is already done will not be listed in the template.

The field descriptions of the downloaded template are:

1. Site, Batch, Session and Exam Name will be from Exam Master and will also depend on program and batch filter selected in the front end. The exams for which fee required is checked in the exam master will be listed in the excel.
2. Fee Category will depend on the fee category selected in the front end. For same Exam, Regular Fee might or might not be have repeated rows depending on subject type. However, fee category – Registration Fee and Application Fee will have one row respectively for an exam. These will come with prefilled depending on fee category selected in the front end.
3. Subject Type will have values of All Subjects and Subject Type, which will be dynamically searched. These values will be prefilled. It will have All Subjects if *Does your Exam Fee vary depending on the type of Subject? OYes ONo* is set to No. If Yes, then the system will dynamically find out the different subject type in an exam and insert row for each subject type.
4. Amount Type: This will have values Per Subject and Total Amount and will be prefilled with value selected in the front end (How would you like to define your fee amount? O Subject wise Amount O Total Amount). Per Subject if Subject wise amount is selected and Total Amount if Total Amount is selected.
5. Amount (in Rupee):This column will be used to define the fee amount.
6. Action: This will be dropdown has two values – Generate Fee Now and Generate Fee Later. This value decides whether to generate fee now or later.

7. Generate Button: It is used to populate fee data at student level in the second sheet. This button executes macros to populate data in the second sheet using data from the first sheet.
8. Click Here: It is used to open second sheet. This is clickable only where the second sheet has data.
9. Remarks: This column is used to capture remarks..

The second sheet in excel has student wise fee breakup. User can modify the fee amount at student level.

Uploading File

To upload file:

1. Select the radio button Upload File.
2. Select browse file option in the bottom of the screen.
3. Click **Upload Data**

For each combination of Fee Type and Fee Category solution searches the fee head that is mapped in default configuration. If the fee head mapping is not configured in default configuration, then an alert message is displayed for user to complete the configuration first.

Result

- The exam fee is configured for the exam.

Overview

Students who are eligible for Exam Enrollment can be filtered out by checking enrollment eligibility. Admin can decide whether a student can enroll for which subjects. Once the enrollment eligibility check is done, students will be allowed to enroll only in those subjects in which they are eligible. The enrollment eligibility check is done based on predefined rules and conditions in Eligibilty Rule Master, such as a condition that the student is eligible for enrollment if the attendance percentage of student if greater than 75%.

Process Flow

Exam Enrollment Eligibility

Prerequisites

Exam Enrolment Eligibility should have been enabled at the back end

Configuration

For Regular Enrollmen

- Configure the Start and End date for academic enrolment in the template Exam session wise date configuration for the required session and program
(iDC-> Web Installer->Exam Session Wise date configure template).
- Configure the Start and End date to Define Applicable Subjects for Academic Enrollment in the template Exam session wise date configuration for the required session and program.
(iDC-> Web Installer->Exam Session Wise date configure template).
- Download “Batch Session Subject Template” and mark “Y” in the column “Is For College Selection” against the elective subjects which should be displayed in the principal site so that principal / department HOD can select the elective subject at their end.
(iDC-> Web Installer->Batch Session Subject template)
- Configuration of fee for the selected program, award, exam session, semester and student type
(Eforms-->Generic Exam Fee Master)
- Changing the fee head names in the eform
(Eforms-->Fee Head Master Form)
- Fee Head Activation
(Eforms-->Fee Head Master Form)
- Configuring Exam Eligibility rule
(iDC-> EnG Settings->Award Exam Session Eligibilty Definition ->Exam Eligibility)
- Configure Enrollment type rules for required Enrollment
(iDC-> EnG Settings->Enrolment Type Rules)
- Configure the Start and End date for the required enrolment type in the template Exam session wise date configuration for the required session and program
(iDC-> Web Installer->Exam Session Wise date configure template).

For Enrollment types other than Regular

- Configuration of fee for the selected program, award, exam session, semester and student type
(Eforms-->Generic Exam Fee Master)
- Changing the fee head names in the eform
(Eforms-->Fee Head Master Form)
- Fee Head Activation
(Eforms-->Fee Head Master Form)
- Configuring Exam Eligibility rule
(iDC-> EnG Settings->Award Exam Session Eligibilty Definition ->Exam Eligibility)
- Configure Enrollment type rules for required Enrollment
(iDC-> EnG Settings->Enrolment Type Rules)
- Configure the Start and End date for the required enrolment type in the template Exam session wise date configuration for the required session and program
(iDC-> Web Installer->Exam Session Wise date configure template).

Transaction

For Regular Enrollmen

- Principal to choose the subject from the screen “Subject Selection For Enrolment by logging into principal self-services page
(Principal Self Service Page -->Subject Selection For Enrollment)"
- Bulk Enrollment to be done for students. This will enroll all applicable mandatory subjects for students. (‘Subjects for which Mandate for College’ as ‘Y’ at Batch Session Subject Template)
(iDC-> Exam and Grading->Enrolment ->Bulk Enrolment)"
- Executing Enrollment Eligibility by navigating to Enrollment eligibility screen and selecting the granularity of Award, Session, Exam Session for which the eligibility needs to be checked and click on Check Eligibility button
(iDC-> Exam and Grading->Enrollment ->Enrollment Eligibility)
- Exam Fee payment by student in student self service login
- Enrollment approval by principal in principal self services portal
- Hall ticket Download from Student self services portal

For Enrollment types other than Regular

- Executing Enrollment Eligibility by navigating to Enrollment eligibility screen and selecting the granularity of Award, Session, Exam Session for which the eligibility needs to be checked and click on Check Eligibility button
(iDC-> Exam and Grading->Enrollment ->Enrollment Eligibility)"
- Exam Fee payment by student in student self service login
- Enrollment approval by principal in principal self services portal
- Hall ticket Download from Student self services portal

Procedure: Mark Eligible Student

To mark eligible student:

1. Go to **Exam and Grading** >> **Manage Exam Eligibility** >> **Mark Eligible Student**. The **Mark Eligible Student** screen is displayed.

All fields marked with * are mandatory.

2. Enter the search criteria by using the following fields:

Field	**Description**
*Site	The site to which the student belongs.
*Batch	The batch to which the student belongs.
*Academic Session	The academic year of the student (first year, second year, third year).
Class	The section to which the student belongs.
Registration No	A unique number generated at the time of the admission.
Roll No	The roll number of the student.
First Name	The first name of the student.
Middle Name	The middle name of the student.
Last Name	The last name of the student.
Subject Type	The type of Subject.
*Exam Name	The name of the exam.
*Subject	The name of the subject.
Eligibility Rule	The applicable eligibility rule.
Attendance From Date-Attendance To Date	The date range for attendance calculation.
Is Eligible?	Whether the student is eligible.
All Students?	Whether all students are eligilble?

3. Click **Search** .

   OR

   Click **Reset**. The values are refreshed.

   OR

   Click **Download XLS**.

   OR

   Click **Upload**.

   OR

   Click **View Request List**.

   OR

   Click **Save Filter**. The default values of the search fields as saved as default values.

Generate and Print Hall Ticket

Overview

Admin can print hall tickets to give hall tickets to students in person at the office counter. There is also a provision to issue hall ticket online where hall tickets are made available in student self service for download.

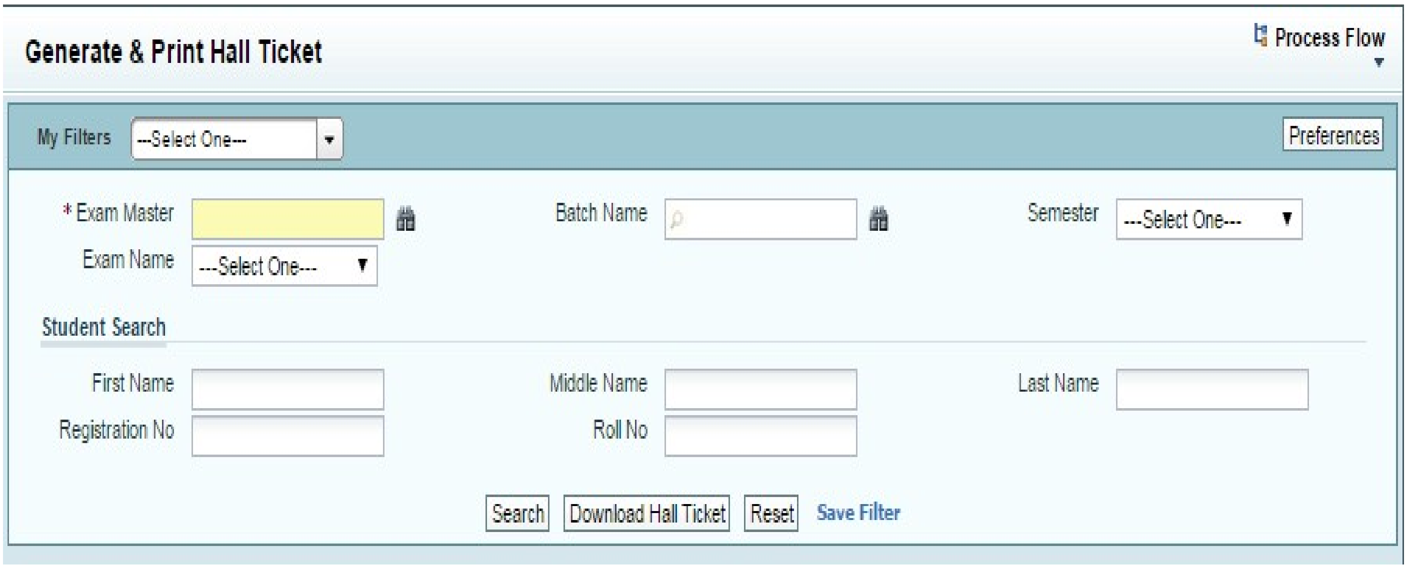
Pre-Requisites

- Hall ticket template should be mapped in exam master corresponding to the exam for which the hall ticket is being issued.

Procedure

To generate and print hall ticket,

1. Go to **Exam and Grading >> Manage Pre-Exam Activities >> Generate & Print Hall Ticket Online**.



2. Select the **Exam Master** and other search criteria from the following fields:

Field	Description
Batch	The batch of the students.
Semester	The semester of the students.
Exam Name	The name of the exam to issue hall ticket for.
First Name	The first name of the student.
Middle Name	The middle name of the student.
Last Name	The last name of the student.
Roll No	The roll number of the student.
Registration No	The registration number of the student.
Provisional Roll No	The provisional roll number of the student.
Issue Date	The date of issuing hall ticket.

3. Click **Search**. You will get a list of students.
4. Select students for whom hall ticket is to be generated.

5. If mapped hall ticket is of HTML type, use either **Print On Single Page** or **Print On Multiple Page** buttons to print hall ticket, else if mapped hall ticket is of PDF type, use **Download Hall Ticket** buttons to generate hall ticket in PDF.

Result

- The hall ticket will be downloaded for the student.

Overview

The admin can release/hold hall ticket in bulk. The exam dropdown in this screen depends on the Exam master created for the selected academic session. The Exam dropdown has only those exams for which hall ticket required is checked in the exam master.

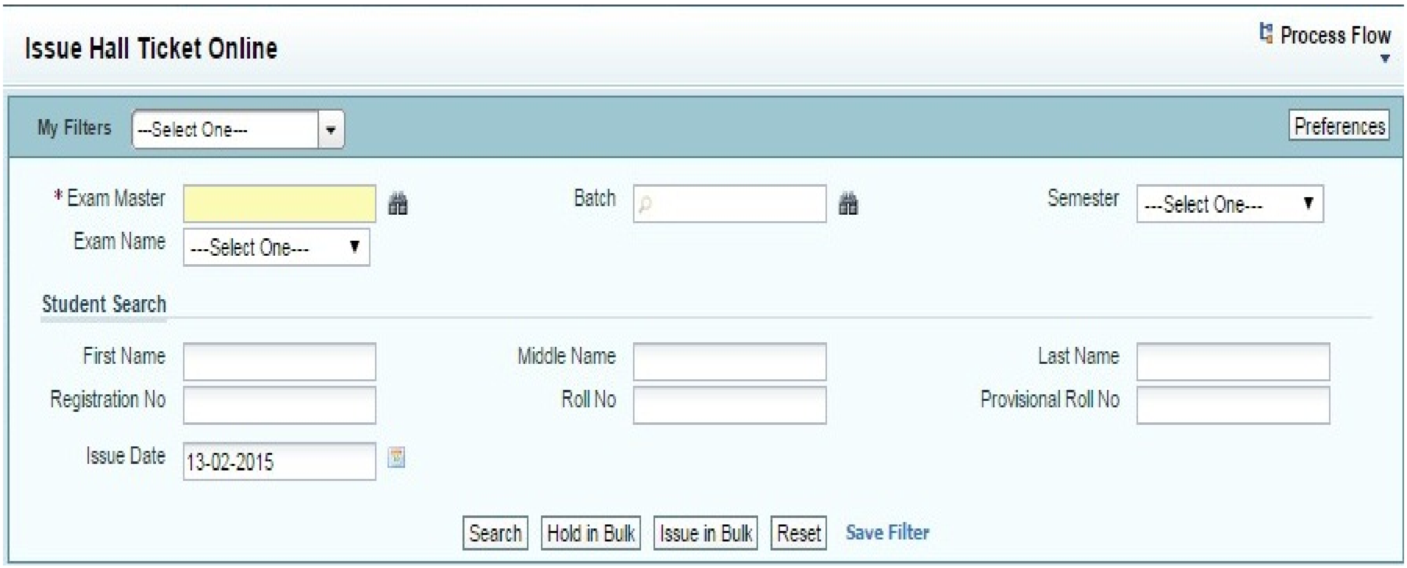
The admin can decide to hold or issue admit cards for a student and in bulk for all students of a batch, semester or exam. For example, if total attendance of a student is below the required attendance percentage or fee is due, exam admin may decide to hold exam hall ticket for the student.

Once admin issues hall ticket, student can download it from **Self Service**.

Procedure

To Issue or Hold Hall ticket,

1. Go to **Exam and Grading >> Manage Pre-Exam Activities >> Issue Hall Ticket online**.



2. Select the **Exam Master** and other search criteria from the following fields:

Field	**Description**
Batch	The batch of the students.
Semester	The semester of the students.
Exam Name	The name of the exam to issue hall ticket for.
First Name	The first name of the student.
Middle Name	The middle name of the student.
Last Name	The last name of the student.
Roll No	The roll number of the student.
Registration No	The registration number of the student.
Provisional Roll No	The provisional roll number of the student.
Issue Date	The date of issuing hall ticket.

3. Click **Search**. You will get a list of students.

4. Select a student, enter **Issue Date** and click **Issue** to issue hall ticket online.
5. To revert the action i.e. hold the issue, click **Hold**.
6. To issue/hold in bulk, enter Exam Master, Batch, Session and Exam.
7. To issue, enter the Issue Date and click **Issue in Bulk**.
8. To hold, click **Hold in Bulk**.

To download Hall Ticket:

1. Go to **Self Service** > **Quicklinks** >> **Digital Campus** >> **Student Hall Ticket Widget.**
2. Click Download against the hall ticket available for download.

Result

- The hall ticket will be issued to or put on hold for the student.

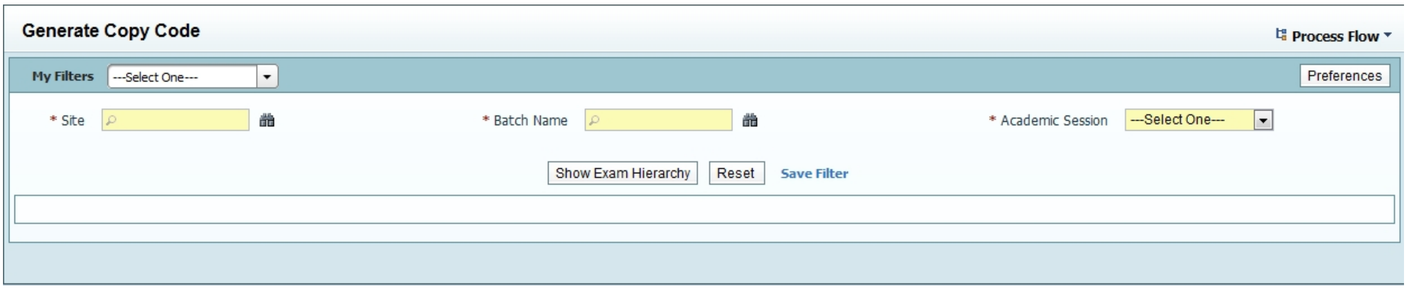
Overview

The **Copy Coding** feature is available for the encryption of registration numbers and is therefore, effective in masking the identity of the student whose paper is being invigilated.

Procedure: Generating Copy Code

To generate copy code:

1. Go to **Exam and Grading** >> **Manage Pre-Exam Activities >> Generate Copy Code.**



All fields marked with * are mandatory.

2. Specify the details by using the following fields:

Field	**Description**
*Site	The site to which the student belongs.
*Batch Name	The batch to which the student belongs.
*Academic Session	The academic year of the student.

3. Click **Show Exam Hierarchy**.

4. Click on any of the options. The **Generate Copy Code** screen is displayed.

5. Select a record and click **Generate Code**.

   OR

   Select a record and click **Flush Codes**. The existing copy codes are removed.

   OR

6. Select a record and click **Download Copy Code** (**XLS**).

7. Fill up the copy code for each of the students in the excel template and upload the template.

8. Click **Upload Copy Code (XLS)**. The **Copy Code (XLS)** dialog box is displayed.
9. Click Browse and navigate to the location where the Excel file of copdes is placed.
10. Select the file, click **Open**, and click **Upload**.
11. Click **Upload Data File**.

The uniqueness of the uploaded copy code is maintained at the subject-level. For a subject, different codes have to be assigned to students. However, the same copy codes can be used for the same students for others subjects in different exams or in the same exam.

6. Verify if the codes are saved successfully. To verify, click the **Download Code** (**PDF**) button and download a PDF file with copy codes and their barcodes.

Result

A copy code is generated.

Print Hall Ticket For Students

In this screen, you can print hall ticket for students without mapping in Exam Master.

Procedure: Print Hall Ticket for Students

To print hall ticket for students,

1. Go to **Exam and Grading** >> **Pre Exam Activities** >> **Print Hall Ticket for Students**.
2. Search and select students.
3. Click **Print Letter**.

Procedure: Quick Link to Download or Print Hall Ticket

Hall tickets can also be generated and made available to students on their Self Service portal like TR Reports are delivered to students. Using Configure report card in bulk functionality, hall tickets can also be configured and generated using Generate Report card in bulk screen. Once hall tickets are generated successfully for the required Exam Session, Students can donwload the same using this new quicklink from their Self Service portal itself.

To download or print the hall ticket:

1. Log in to **Self Service Portal**
2. Click **View Hall Ticket** quick-link. List of applicable hall tickets for the exam sessions gets populated for which hall tickets have been generated.
3. Click **Download** button against the required hall ticket toget the hall ticket printed.

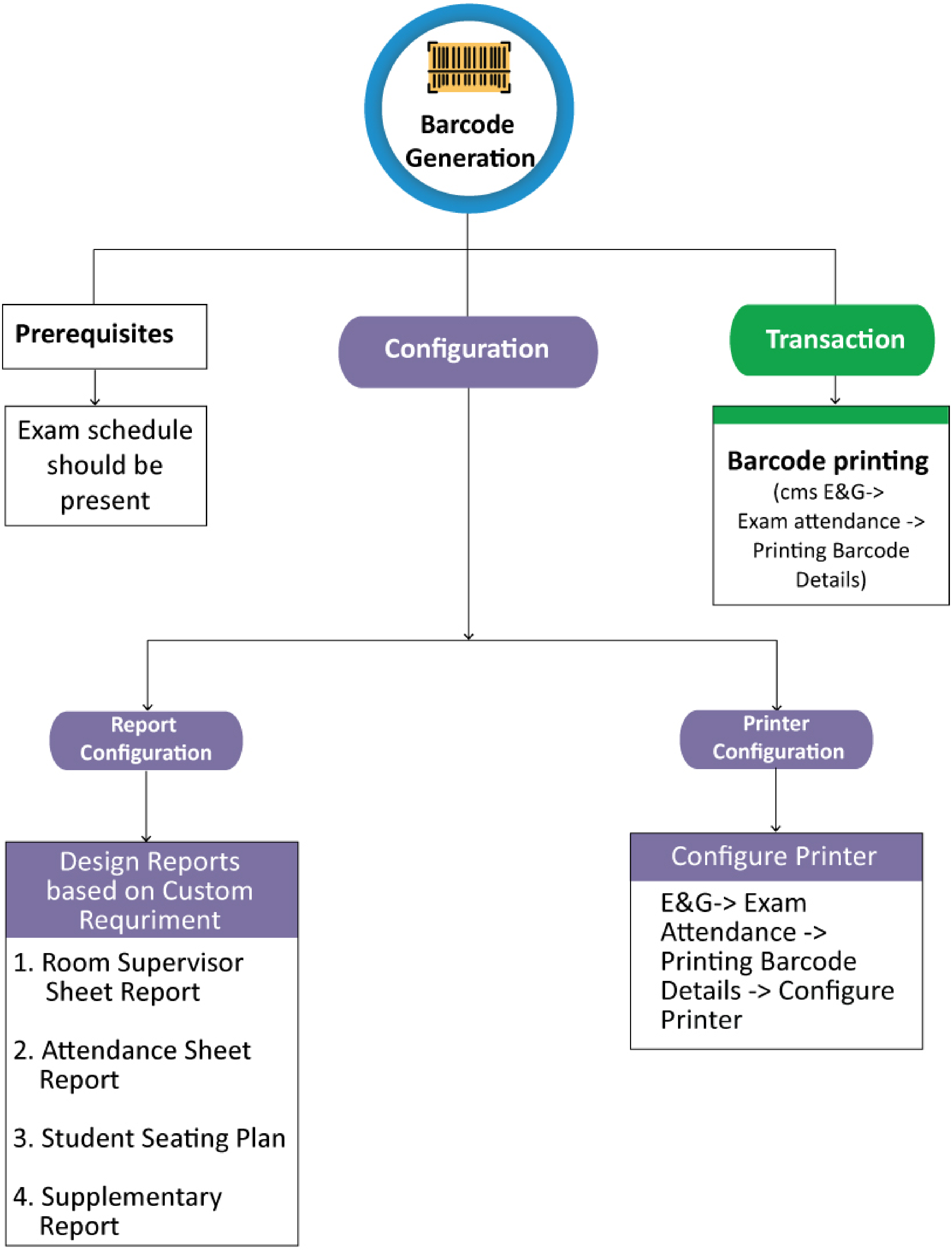
Result

You have successfuly downloaded/printed the hall ticket.

Faculty Barcode Generation

In this screen, you can generate copy codes for faculties. The faculty copy codes can then be mapped to student copy codes.

Process Flow


Barcode Generation
Prerequisites
Exam schedule should be present
Configuration
Transaction
Barcode printing
(cms E&G-> Exam attendance -> Printing Barcode Details)
Report Configuration
Printer Configuration
Design Reports based on Custom Requriment
1. Room Supervisor Sheet Report
2. Attendance Sheet Report
3. Student Seating Plan
4. Supplementary Report
Configure Printer
E&G-> Exam Attendance -> Printing Barcode Details -> Configure Printer

Procedure: Generate faculty copy codes

To generate faculty copy codes,

1. Go to **Exam and Grading** >> **Pre-Exam Activities** >> **Faculty Barcode Generation**.
2. Select an **Exam Master** and click **Proceed**.
3. In the **Faculty Barcode Mapping** tab, enter the number of barcodes to be generated for each faculty.
4. Click **Add Row** to add faculty details for barcode generation.

Or, click **Remove Row** for any extra rows to be removed.

5. Click **Generate**.

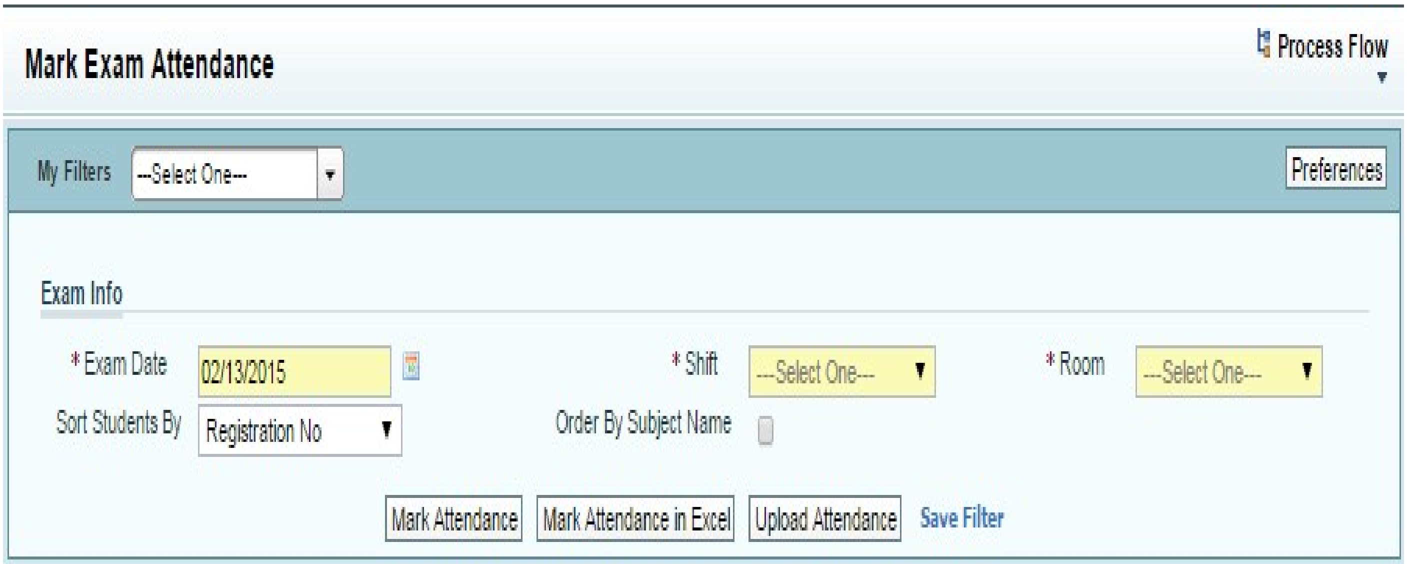
Mark Exam Attendance

Overview

Invigilator can mark attendance of students in Examination Hall. Attendance can also be marked by Admin on behalf of invigilator. Marking of attendance can be done either from screen or using excel template. Faculties will be allowed to enter marks only for students who were marked present.

Procedure

1. Go to **Exam and Grading >> Manage Exam >> Mark Exam Attendance**.



2. Select **Exam Date**, **Shift** and **Room**.
3. Select criteria to sort the student listing from *Name, Roll No* and *Registration No*.
4. Click **Search**.
5. Click on the checkbox to mark present.
6. Click **Review** if review is required.
7. Click **Save Attendance** to mark attendance.

Or

1. Click **Mark Attendance in Excel** to mark attendance in bulk using excel template.
2. Fill the template and save.
3. Upload the template to save the attendance record in the system

Result

- Attendance is saved for the students.

Enter Marks

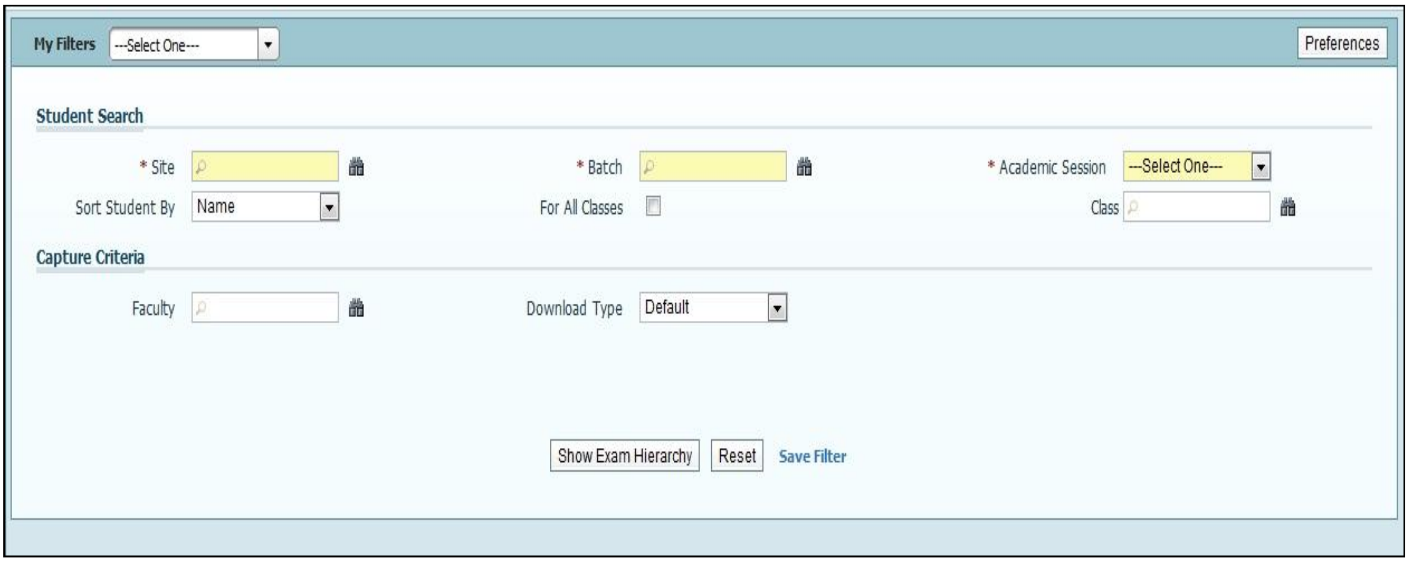
Overview

The default details of the site, batch, academic session, all classes/selected class, download type of all subjects or multiple exams are specified. The faculty mapped for the examination may be selected. Once done, the exam structure is displayed, along with the capture window for the ‘capture’-enabled subjects/examinations. Interfaces for Score capture, processing are available to the tagged Exam Faculty and HODs over their respective Self Service modules.

Procedure:

To enter marks:

1. Go to **Exam and Grading** >> **Manage Exam** >> **Enter Marks**. The **Enter Marks** screen is displayed.



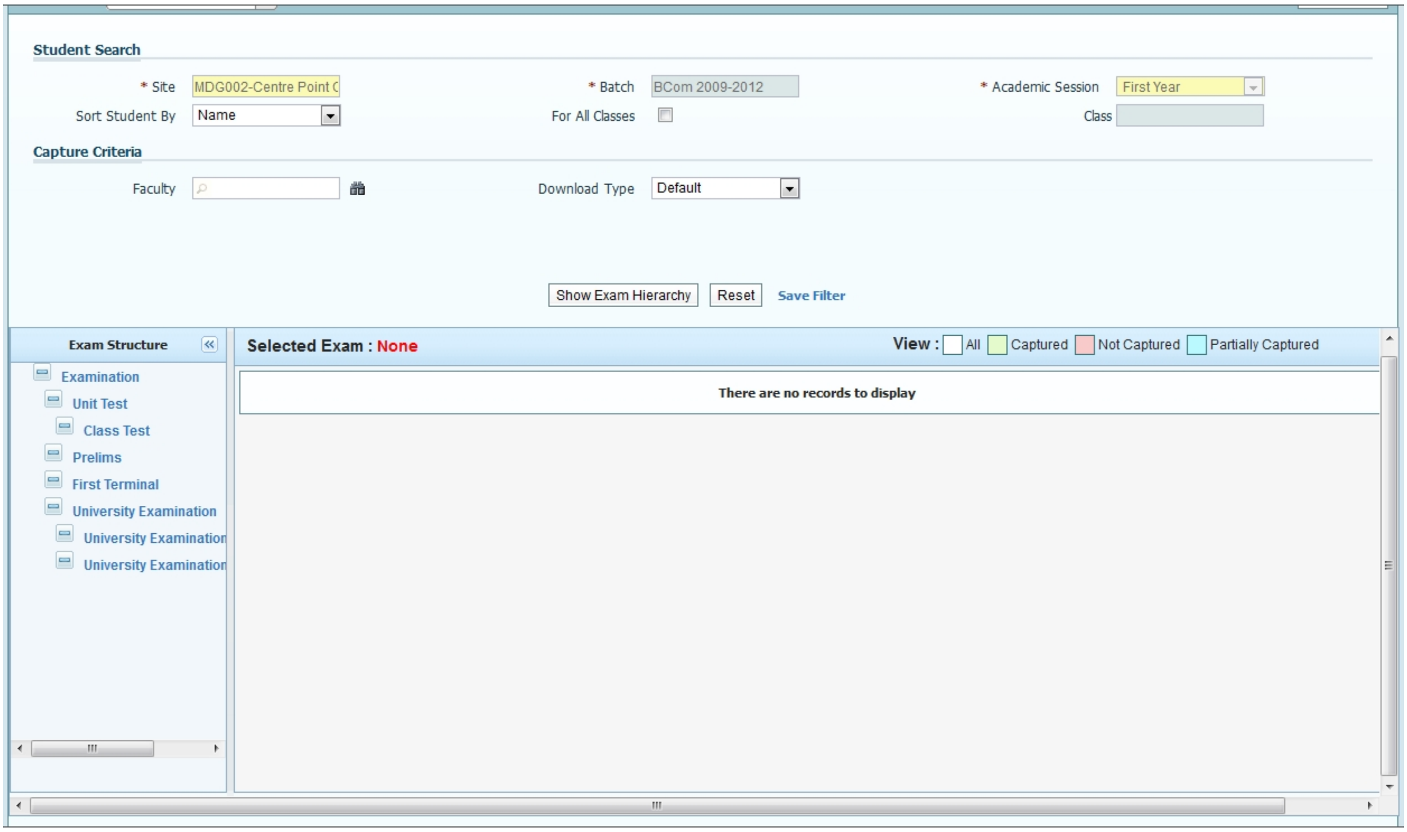
All fields marked with * are mandatory.

2. Enter the search and capture criteria in the following fields:

Field	Description
*Site	The site to which the student belongs.
*Batch	The batch to which the student belongs (for example, BCom 2009-2012).
*Academic Session	The academic year of the student.
Sort Student By	The criteria by which the students would be sorted when student listing is displayed. Sorting of students can be done by their name or roll no or registration.

Field	Description
	• The values can be arranged in terms of name, roll number, and registration number.
For All Classes	A checkbox that allows you to the structure for all the classes.
Faculty	The faculty for whom the structure is being viewed.
Download Type	The method in which the scores would be downloaded.

3. Click **Show Exam Hierarchy**. The exam structure is displayed.



4. Click on any of the exam levels. The selected exams are displayed.

5. Select a record and click **Capture**. The marks of the students are captured.

   OR

6. Select a record and click **Capture Backlog**. The backlog marks of the students for the selected semester are captured.

   OR

6. Click **Reset** to refresh the values of the search fields.

   OR

6. Click **Download** to download an Excel to capture marks.

   OR

6. Click **Upload** to upload an Excel sheet updated with the capture scores.

OR

6. Click **Delete Captured Score**.

Result

The marks of the selected student for the chosen subject are deleted.

Overview

This screen displays the exam structure along with the capture window of all the subjects or examinations.

Procedure

To capture score by using the new UI:

1. Go to **Exam and Grading >> Manage Exam >> Enter Marks Subject Wise**.

All fields marked with * are mandatory.

2. Enter the search criteria by using the following fields:

Field	**Description**
*Site	The site to which the student belongs.
*Batch	The batch to which the student belongs (for example, BCom 2009-2012).
*Session	The academic year of the student.
Subject	The subject for which a hierarchy is being viewed.
Class	The class for which a hierarchy is being viewed.
Academic Year Of Batch	The academic year for which the exam hierarchy is being viewed.
Batch Sem Year	The year of the batch semester.
Faculty	The faculty for which the exam hieracrhy is being viewed.

3. Click **Show Exam Hierarchy**. The exam structure is displayed.
4. Click on any of the exam levels. The selected exams are displayed.
5. Select a record and click **Capture**. The marks of the students are captured,

Result

The captured scores are managed.

Overview

Exam admin can enter subject wise marks or grades of students using barcode scanner. The admin or faculty can scan the barcode attached to student's answer sheet and enter the marks. In addition to marks entering, the admin can mark absentee students by referring to unused answer sheets returned to him.

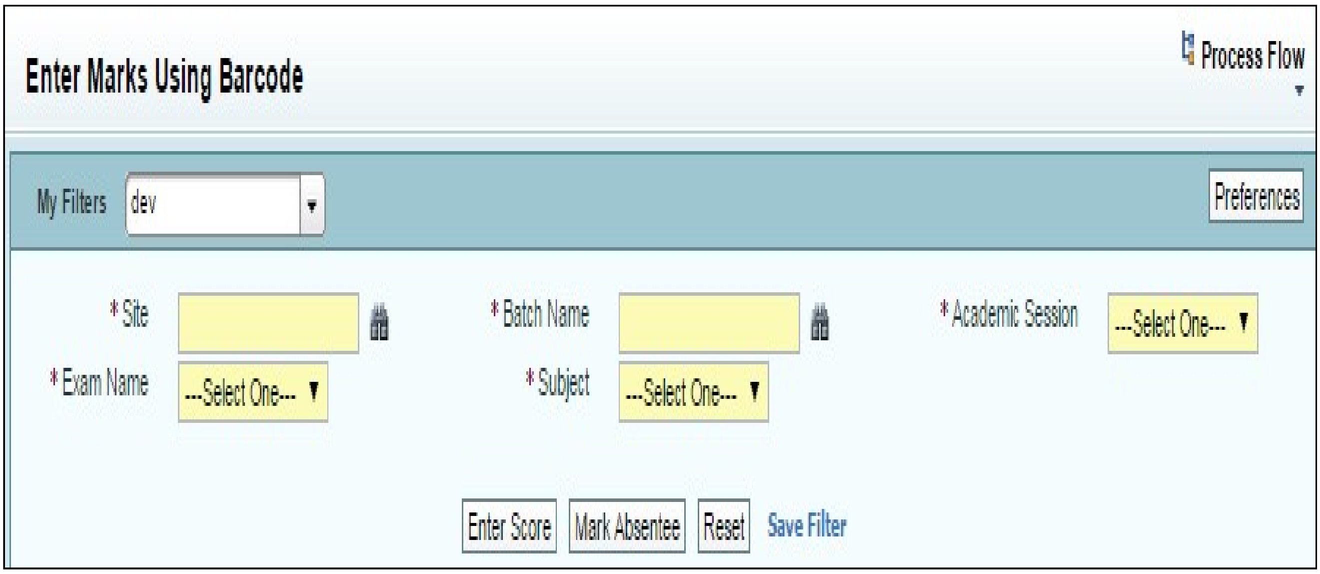
Pre-Requisites

- Copy Code must have been generated already for the subject.

Procedure: Enter marks/grade using barcode

For admin to enter marks/grade using barcode:

1. Go to **Exam and Grading>> Manage Exam>> Enter Marks Using Barcode**.



To enter marks where subject has quantitative grading scheme:

1. Select **Site**, **Batch**, **Session**, **Exam Name** and **Subject**. If the subject selected has quantitative grading scheme, then max marks will be shown here.
2. Click **Enter Score**.
3. Enter or scan the barcode in the barcode field and press Enter Key.
4. Enter the marks in Marks field and press enter key or click Enter. Entered marks for student will be temporarily stored in the listing with masked barcode. Repeat for all students.
5. Now you can either review the entered marks or Save it.
6. Click **Save Score** to save marks in the system without reviewing it.
7. To review, click **Review**. Scan the barcode to check whether it is already entered or not. If already entered, it will be highlighted. You can also edit the marks here. Repeat for all students if required.
8. Click on Save Score to save the Marks in the system.

To enter grade where subject has qualitative grading scheme:

1. Select **Site, Batch, Session, Exam Name** and **Subject**.
2. Click **Enter Grade**.
3. Enter or scan the barcode in the barcode field and press Enter Key.

4. Select grade from Grade dropdown and press enter key or click Enter. The grade dropdown will have all grade defined in the grading scheme mapped for the selected subject. Entered students grade will be temporarily stored in the listing with masked barcode. Repeat for all students.
5. Now you can either review the entered grades or Save it.
6. Click **Save Score** to save in the system without reviewing it.
7. To review, click **Review**. Scan the barcode to check whether it is already entered or not. If already entered, it will be highlighted. You can also edit the grade here. Repeat for all students if required.
8. Click **Save Score** to save in the system.

Result

- Grades/Marks will be saved in the system

Procedure: Mark a student absent in examination

To Mark a student absent in examination:

1. Go to **Exam and Grading >> Manage Exam >> Enter Marks Using Barcode**.
2. Select **Site**, **Batch**, **Session**, **Exam** and **Subject**.
3. Click **Mark Absentee**.
4. Enter or scan the barcode in the barcode field and press **Enter**. .
5. Select the absent type from the **Absent Type** drop-down and press **Enter** key or click **Enter**.
6. Repeat last two steps for all students.
7. Now you can either review the absentee marked so far or save it.
8. Click **Save** to save the records in the system without reviewing it.
9. To review, click **Review**. Scan the barcode to check whether it is already entered or not. If already entered, it will be highlighted. You can also edit the absent type here.
10. Repeat the previous step for all students if required.
11. Click **Save** to save the records in the system.

Overview

This screen allows the administrators to freeze the published scores. This screen is used when subject faculty have updated scores of students and administrator wants to restrict further updates on scores. In such a scenario, administrator can freeze score, so that subject faculty cannot update scores.

Procedure: Publishing/Freezing Scores

To publish/freeze scores:

1. Go to **Exam and Grading >> Manage Exam >> Review Capture Marks**. The Publish/Freeze Score is displayed.

All fields marked with * are mandatory.

2. Enter the search criteria by using the following fields:

Field	Description
*Site	The site to which the student belongs (for example, ABC University).
Award	The award of the student (for example, BBA Degree, BCA Degree, BCom Degree, and so on).
Program	The program to which the student is associated (for example, Bachelor of Commerce).
*Batch Name	The batch to which the student is associated (for example, BCom 2009-2012).
*Session Sequence	Select the required Semester or Term.
Publish	Select to publish score.
Freeze	Select to freezescore.

3. Click **Search**.

Result

The captured scores are freezed.

Procedure: Capture marks or grades for Co-Scholastic Exams

To capture marks or grades for Co-Scholastic Exams,

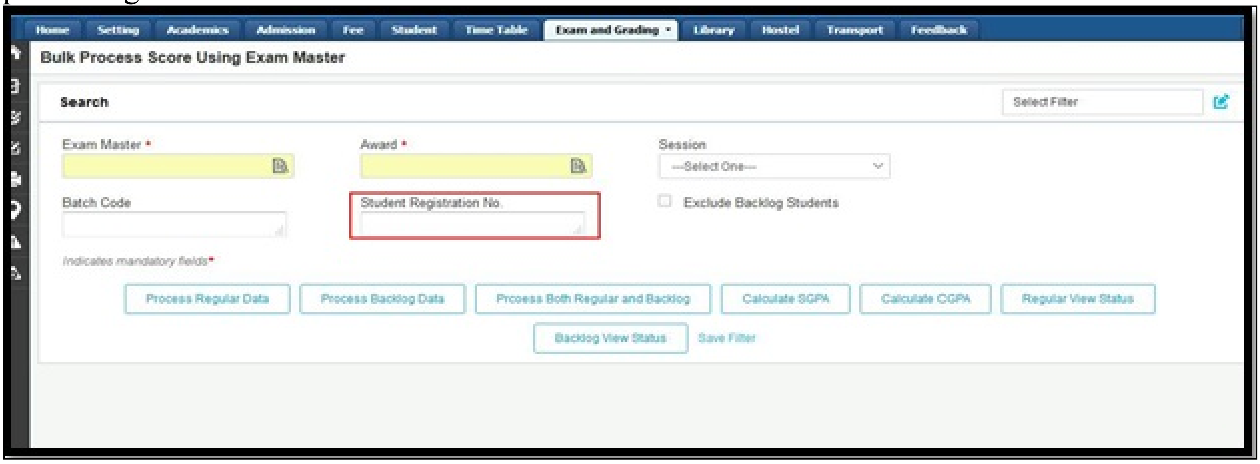
1. Go to **Exam and Grading** >> **Manage Exams** >> **Enter Co-Scholastic Exam Score/Remarks**.
2. Select **Site**, **Batch Name** and **Academic Session**.
3. Specify other search filters and click **Search**.
4. Select a student from search listing and click **Proceed**.
5. Select **Exam** from **Exam Structure**.
6. Specify **Marks**, **Grades** and **Remarks** for the student.
7. Click **Save Score**.

Procedure: Student Wise Process Score

User can processe exams through **Bulk Process Using Exam Master** screen. The additional field to enter **Student's registration no**. has been provided with which processing can be done for a single student as well. Comma separated **Student Reg. No.** can be provided in this field and processing can be done for specific students.

To process score student wise:

1. Go to **Exam and Grading** >> **Manage Exam** >> **Bulk Process Score Using Exam Master**.
2. Select the relevant **Exam Master** and **Award**. Then select **Student Registration no** for which processing is to be done.



3. Click **Process Regular Data** if the regular processing for selected student has to be done.

   OR,

   Click P**rocess Backlog Data** if backlog processing has to be done for the selected registration.no.

Result

You have successfully processed student wise score.

Overview

This sceen enables editing the processed score details of a student. This screen is an exact replica of **Process Score Edit** template. Here, the user can directly edit **marks**, **superscript**, **grade points**, **Is for GPA**, **Is Pass**, **Credit Points** and few other flags relevant to processing.

Note: On editing score from this screen, the score synchronization to parent exam doesn't take place.

Procedure: Edit Single Student Processed Score

To edit single student processed score:

1. Login to **Digital Campus**.
2. Go to **Exam and Grading** >> **Manage Exam** >> **Student wise Processed Score Edit**
3. Specify the required fields **Site**, **Batch** and **Session**. Fields marked * are mandatory.
4. Click **Search**. The search result list populates.
5. Select a student and click **Edit Processed score**.
6. Update the marks and other processed score details as required and click **Save**.

Result

You have successfully edited the processed score for a single student.

Overview

The Freeze Capture Score screen freezes the marks once captured and doesn't allow to update it later. COE or Exam Admin only have the access to this screen for freezing the marks for an Exam master, Site, Award, Session and Exam type once captured.

University can freeze the captured marks once inserted into the system so that the authorized users who have captured the marks for their assigned exam types and subjects can't update the marks later on due to some or the other reasons.

To use this feature:

1. Go to **Digital Campus** >> **Exam and Grading** >> **Manage Exam Activities** >> **Freeze Capture Score**
2. Select **Exam master** and **Site** as mandatory filters and click **Search**. It populates listing of all relevant Awards, Sessions, Exam types, Subject for which marks are captured.
3. Select a Record and click **View Score**. Student listing populates to view the Scores.
4. Click **Freeze** button to freeze the captured marks.

Result

You have successfuly freeze the captured marks.

Overview

Capture Score for UFM Cases screen captures the marks of UFM cases. It is used for those cases who have been marked as UFM while attendance marking. With this screen those cases can be approved or rejected. Once rejected, capture score for them will be opened. If approved, the required absent type will be assigned to that student in capture score.

Marks capturing for UFM type cases are automated. Admin can later approve or reject the UFM entries based on which capture score for those cases will be enabled or disabled.

To use this feature:

1. Go to **Digital Campus** >> **Exam and Grading** >> **Manage Exam Activities** >> **Approve or Reject UFM**
2. Select **Exam master** and **Subject Session** for which cases need to be acted upon. It populates listing of all UFM marked cases for that Exam master.
3. Admin can then either Approve or Reject that case.

    - If Rejected: The capture score will be opened for that student.
    - If Approved: The respective Absent Type will be assigned to that Student.

Results

You have successfuly captured the score for UFM cases.

Overview

The **Attendance Marking** displays the status in a dashboard view on **Attendance Marking in Bulk** screen.

You can view **Date Extension of Overdue Tasks** and can raise a request for the date extension for the overdue tasks.

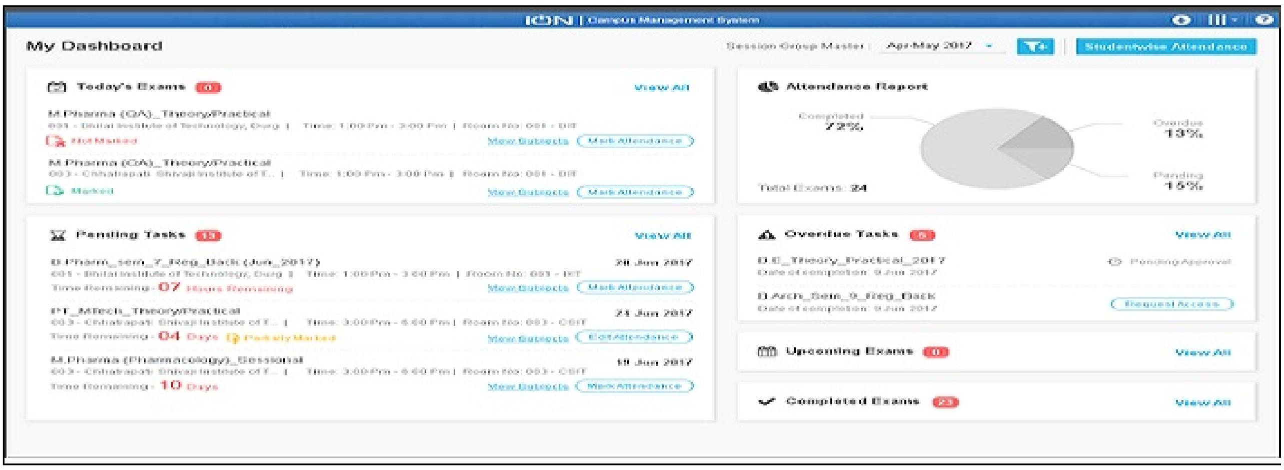
Performs following action:

- The dashboard displays **Today's Exams**, **Pending Tasks**, **Completed Exams**, **Overdue Tasks** and **Capture Score Statistics** section.
    - **Today's Exams:** It lists all the exams which are scheduled for the current day and the attendance can be marked.
    - **Pending Task:** All the records for which attendance is not marked or partially marked, are displayed and you can select a record and mark the attendance.
    - **Overdue Tasks:** All the records for which the attendance marking window is closed are listed and you can also request for accessing those records.
    - **Attendance Report:** It displays the completed, pending and overdue task statuses.
- Displays a real time attendance marking status.
- Attendance report on the home screen displays the percentage of the records in completed, pending and overdue states.

Procedure

To use this feature:

1. Go to **Digital Campus** >> **Exam and Grading** >> **Mark Absentee in Bulk.**



UFM Workflow

Process Flow

UFM

Prerequisites

1. **Date sheet to be created** (E&G -> Exam attendance->datesheet automation)
or
Exam Datesheet template (iON Webinstaller-> Exam Datesheet Automation Template)
2. **Student Exam schedule to be generated** (synchronize etl, exam schedule sync & seating arrangement)
3. **Exam attendance is opened** (ion webinstaller -> exam session schedule date configuration template)

Configuration

1. **Create Required UFM Grades** (E&G -> Settings -> Grades)
2. **Create Absent type (UFM)** (E& G-> settings-> absent type -> Check Is UFM and Is Incident as required)
3. **UFM attribute configuration** (E&G-> settings-> ufm attribute configuration)
4. **UFM workflow level to attribute mapping Template** (iON Webinstaller -> UFM Workflow level to attribute mapping template)
5. **Create required letter formats** (student -> settings->letter master)
6. **Map Letter to Workflow** (E&G ->Settings-> Absent Type (UFM) -> UFM Letter Mapping)

Transaction

1. **Mark UFM in exam atttendance** (E&G-> exam attendance -> mark exam absentees new)
2. **Initiate UFM Workflow** (E&G-> Exam Attendance-> UFM Workflow)
3. **Workflow Level 1 -** Record Statement
4. **Workflow Level 2 -** Send Show Cause Letter
5. **Workflow Level 3 -** Schedule Hearing Date
6. **Workflow Level 4 -** Capture MoM of UFM Committee Meeting
7. **Workflow Level 5 -** UFM Approve or Reject
8. **Student Result** will get automatically processed (Regular/Backlog) after UFM Approval or Rejection and SGPA/CGPA will get re-calculated automatically
9. **Generate Various Reports as per Workflow Status** (RnC-> Design reports -> Solution -> Digital campus ,Module- E&G, BC -> ufm details)

Overview

Unfair means (UFM) is the incident held in Examinations (Semester wise & subject wise) where the student has committed some malpractices during exams that has acquired by the Exam squad and investigation has been held by Faculty, student and exam squad to acknowledge the statement.

Pre-requisites

1.UFM Grades

2.Absent Type (UFM) in Absent Category as UFM

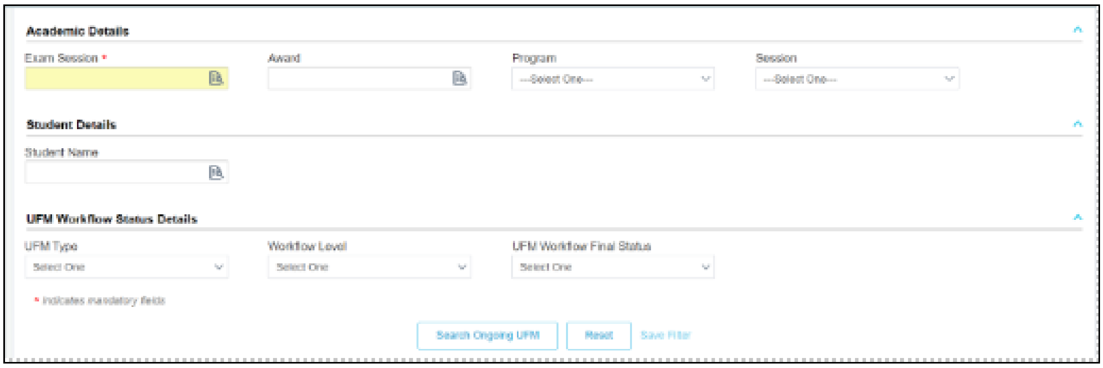
3.UFM Attribute Configuration

4.Mark UFM in Exam Attendance

Procedure

To create a UFM:

1.Go to Exam and Grading >> Exam Attendance>> UFM Workflow.



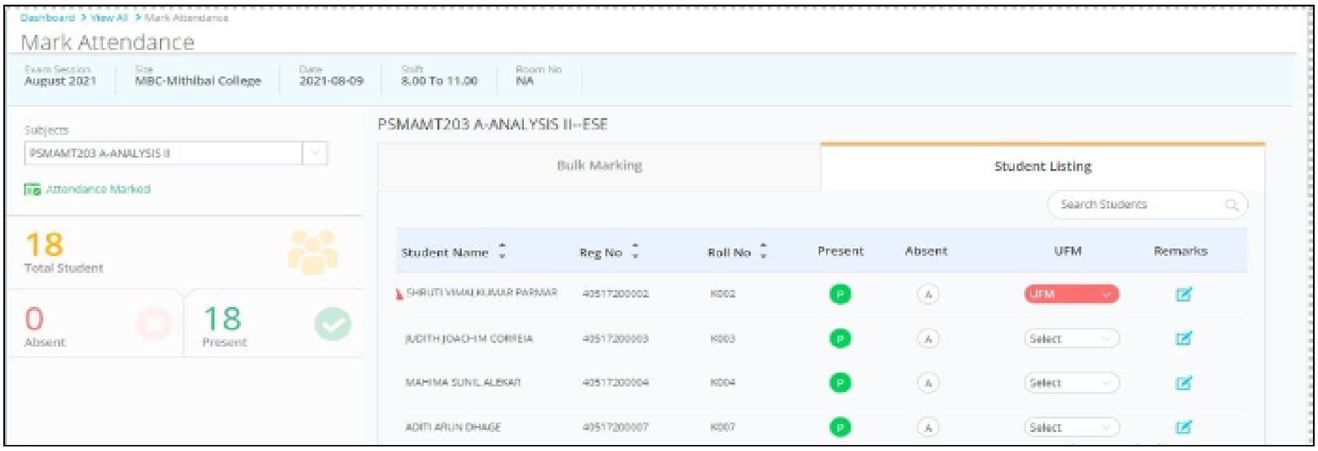
Enter the search criteria by using the following fields:

S.No	Feild	Feild Type	Description
1	Exam Session	Mandatory	Select the Exam Session from the lookup Value.
2	Award	Non-Mandatory	Select the Award from the lookup Value.
3	Program	Non- Mandatory	Select the Program from the Drop-down.
4	Session	Non- Mandatory	Select the Session from the Drop-down
5	Student Name	Non- Mandatory	Select the Grade Category from the Lookup value.
6	UFM Type	Non- Mandatory	Select the UFM Type from the Drop-down
7	Workflow Level	Non- Mandatory	Select the Workflow Level from the Drop-down
8	UFM Workflow Final Status	Non- Mandatory	Select the UFM Workflow final status from the Drop-down

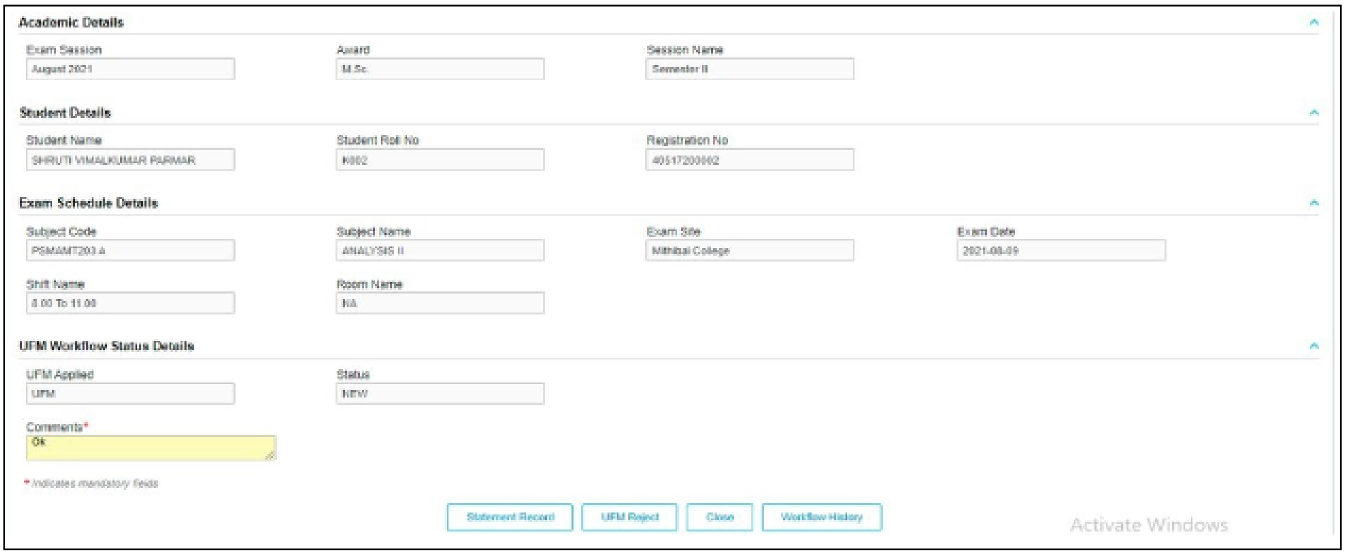
Click on the Search Ongoing UFM button to view the Ongoing UFM Status.

UFM Marking and UFM Workflow

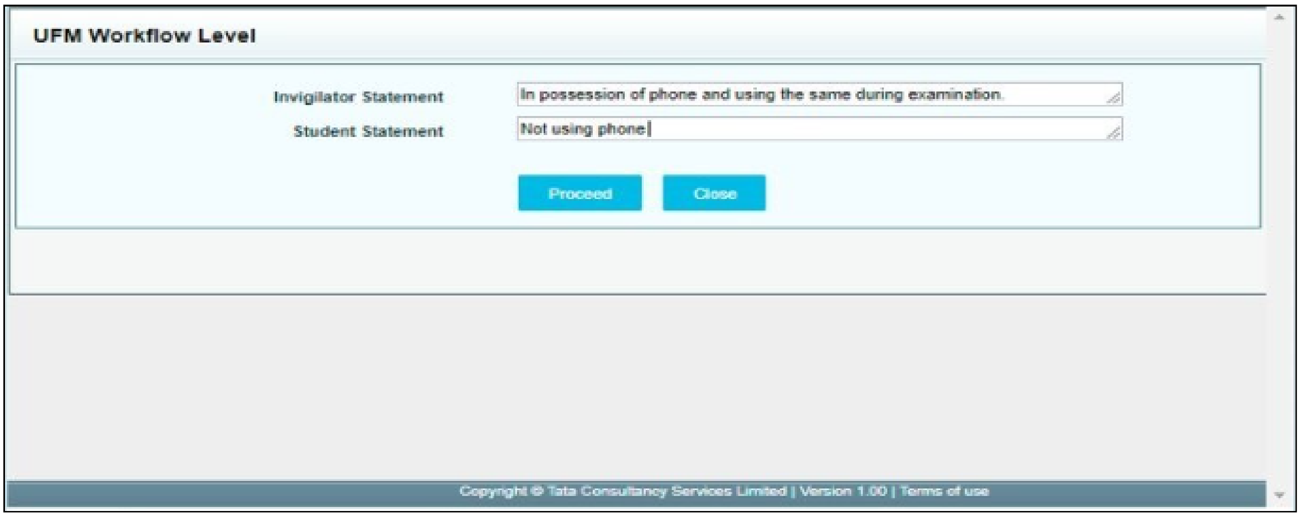
Mark UFM in Exam Attendance for the Particular student in student Listing Tab UFM type.



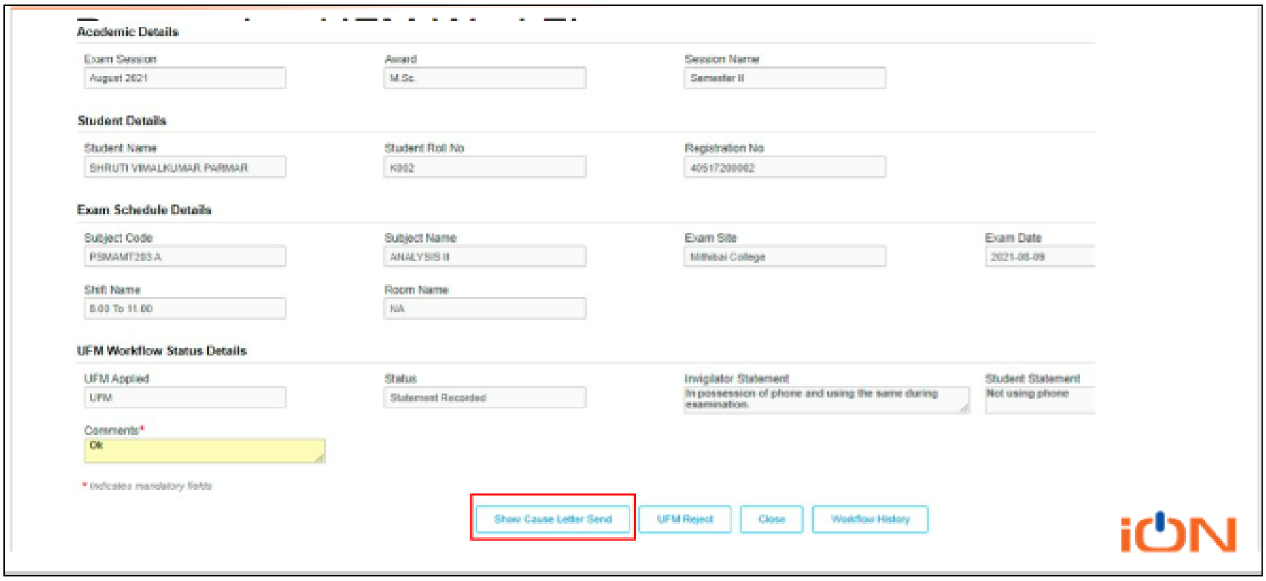
Click on the Statement Record button to record the Invigilator and Student statement



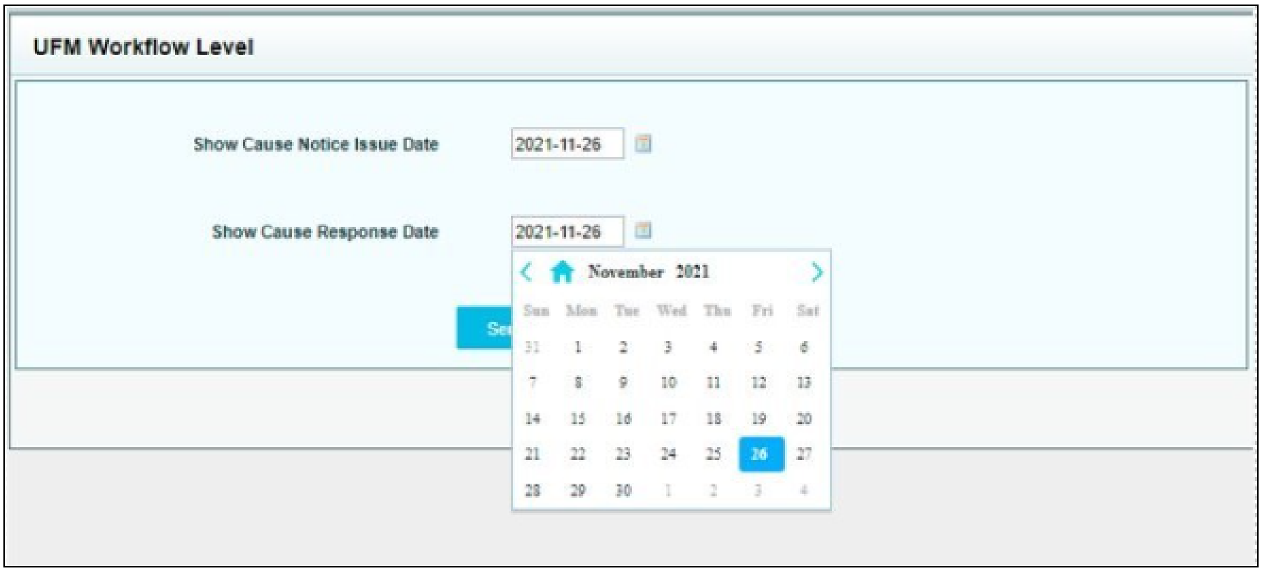
Record the Statement for Invigilator and Student and click on proceed button.



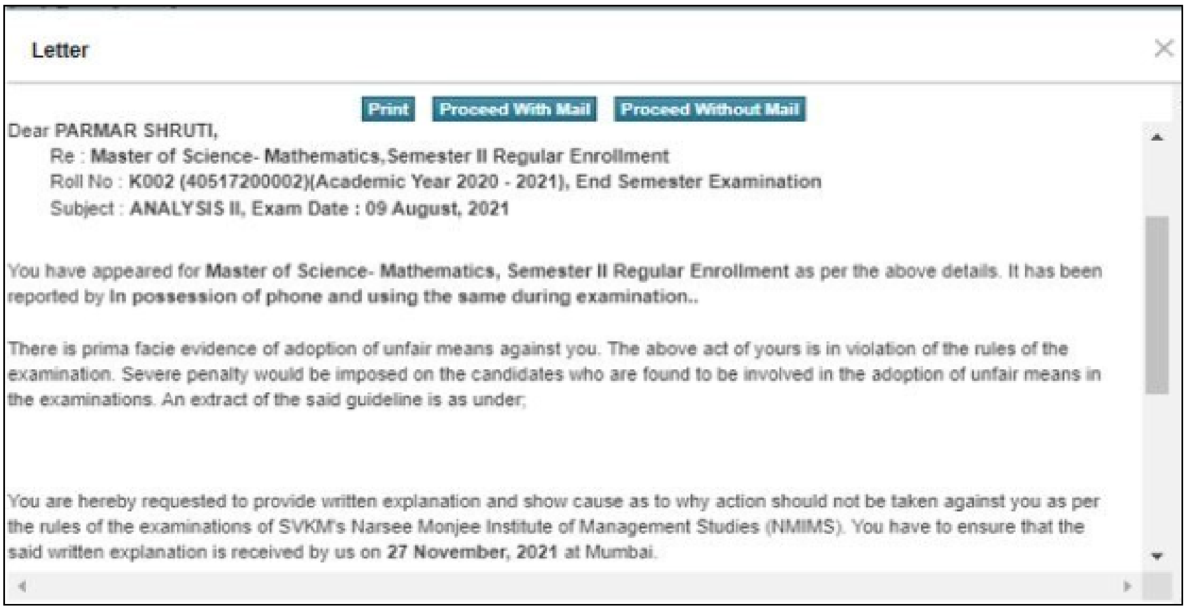
Click on the Show Cause Letter send button to Select the Notice Date.



Select the Show Cause Notice Issue Date and Show Cause Response Date and click Send Button.



The Letter will be Received for the Student in this format



Letter

Print | Proceed With Mail | Proceed Without Mail

Dear PARMAR SHRUTI,

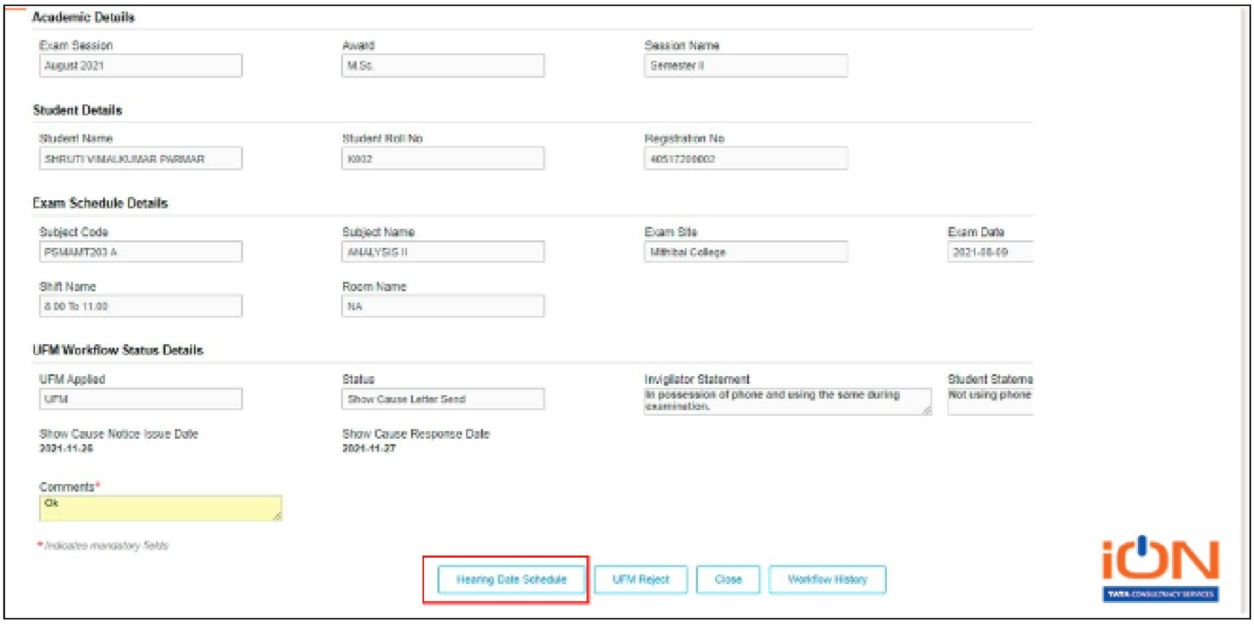
Re : **Master of Science- Mathematics,Semester II Regular Enrollment**
Roll No : **K002 (40517200002)(Academic Year 2020 - 2021), End Semester Examination**
Subject : **ANALYSIS II, Exam Date : 09 August, 2021**

You have appeared for **Master of Science- Mathematics, Semester II Regular Enrollment** as per the above details. It has been reported by **In possession of phone and using the same during examination.**.

There is prima facie evidence of adoption of unfair means against you. The above act of yours is in violation of the rules of the examination. Severe penalty would be imposed on the candidates who are found to be involved in the adoption of unfair means in the examinations. An extract of the said guideline is as under;

You are hereby requested to provide written explanation and show cause as to why action should not be taken against you as per the rules of the examinations of SVKM's Narsee Monjee Institute of Management Studies (NMIMS). You have to ensure that the said written explanation is received by us on **27 November, 2021** at Mumbai.

Click on the Hearing Date Schedule button to fix the Student Enquiry date,day,time and place.



Academic Details

Exam Session: August 2021
Award: M.Sc.
Session Name: Semester II

Student Details

Student Name: SHRUTI VIMALKUMAR PARMAR
Student Roll No: K002
Registration No: 40517200002

Exam Schedule Details

Subject Code: PSMAMT203 A
Subject Name: ANALYSIS II
Exam Site: Mithibai College
Exam Date: 2021-08-09
Shift Name: 8.00 To 11.00
Room Name: NA

UFM Workflow Status Details

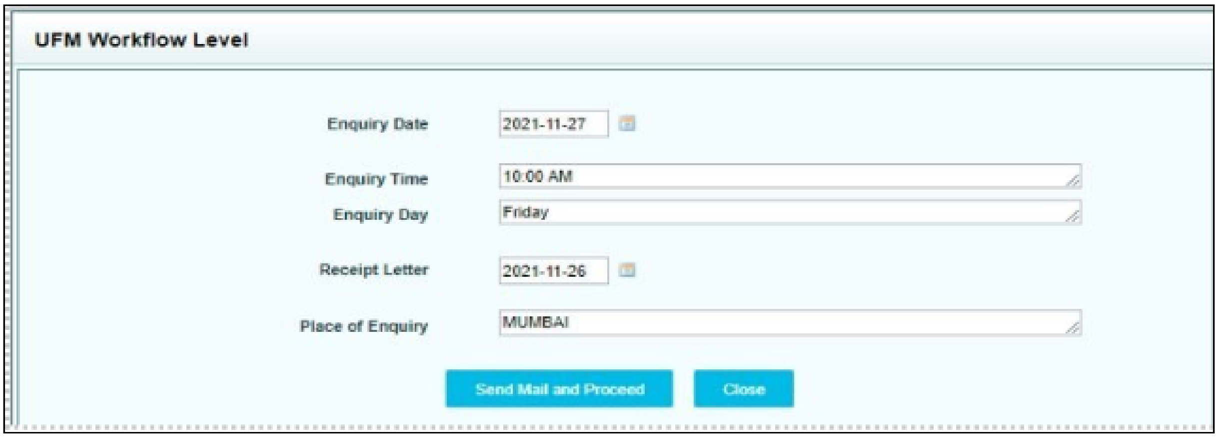
UFM Applied: UFM
Status: Show Cause Letter Send
Invigilator Statement: In possession of phone and using the same during examination.
Student Stateme: Not using phone
Show Cause Notice Issue Date: 2021-11-26
Show Cause Response Date: 2021-11-27

Comments*: Ok

* Indicates mandatory fields

Hearing Date Schedule | UFM Reject | Close | Workflow History

Select the Enquiry Date, Time, Day and the place of Enquiry and Click Send Mail and proceed button.

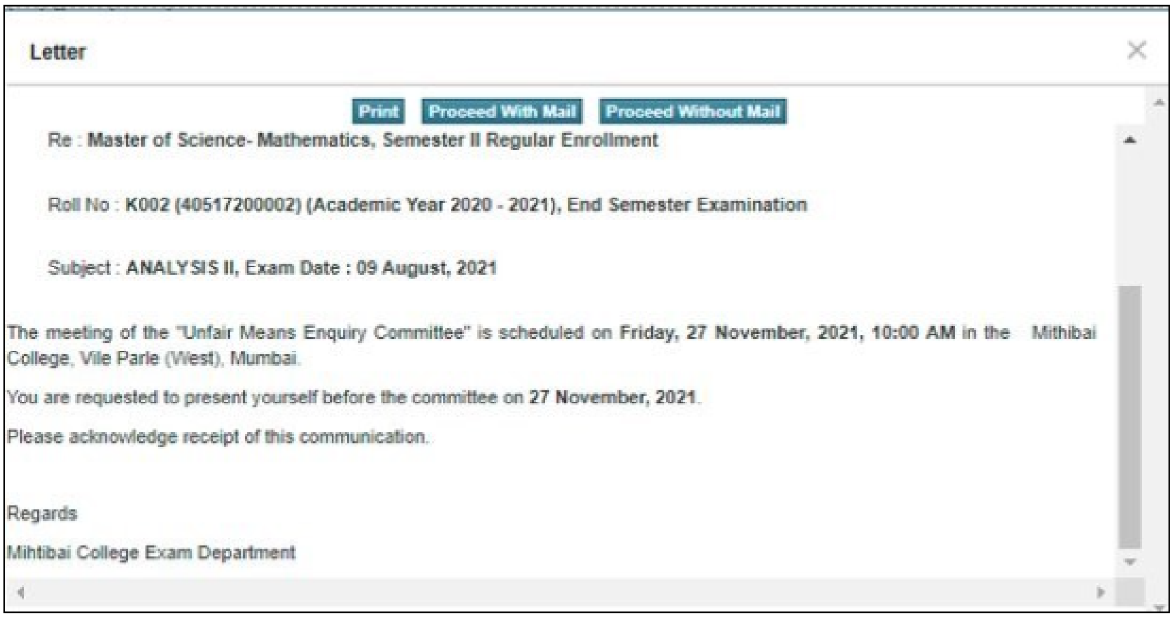


UFM Workflow Level

Enquiry Date: 2021-11-27
Enquiry Time: 10:00 AM
Enquiry Day: Friday
Receipt Letter: 2021-11-26
Place of Enquiry: MUMBAI

Send Mail and Proceed | Close

The Letter will be Received for the Student in this format



Letter

Print | Proceed With Mail | Proceed Without Mail

Re : **Master of Science- Mathematics, Semester II Regular Enrollment**

Roll No : **K002 (40517200002) (Academic Year 2020 - 2021), End Semester Examination**

Subject : **ANALYSIS II, Exam Date : 09 August, 2021**

The meeting of the "Unfair Means Enquiry Committee" is scheduled on **Friday, 27 November, 2021, 10:00 AM** in the Mithibai College, Vile Parle (West), Mumbai.

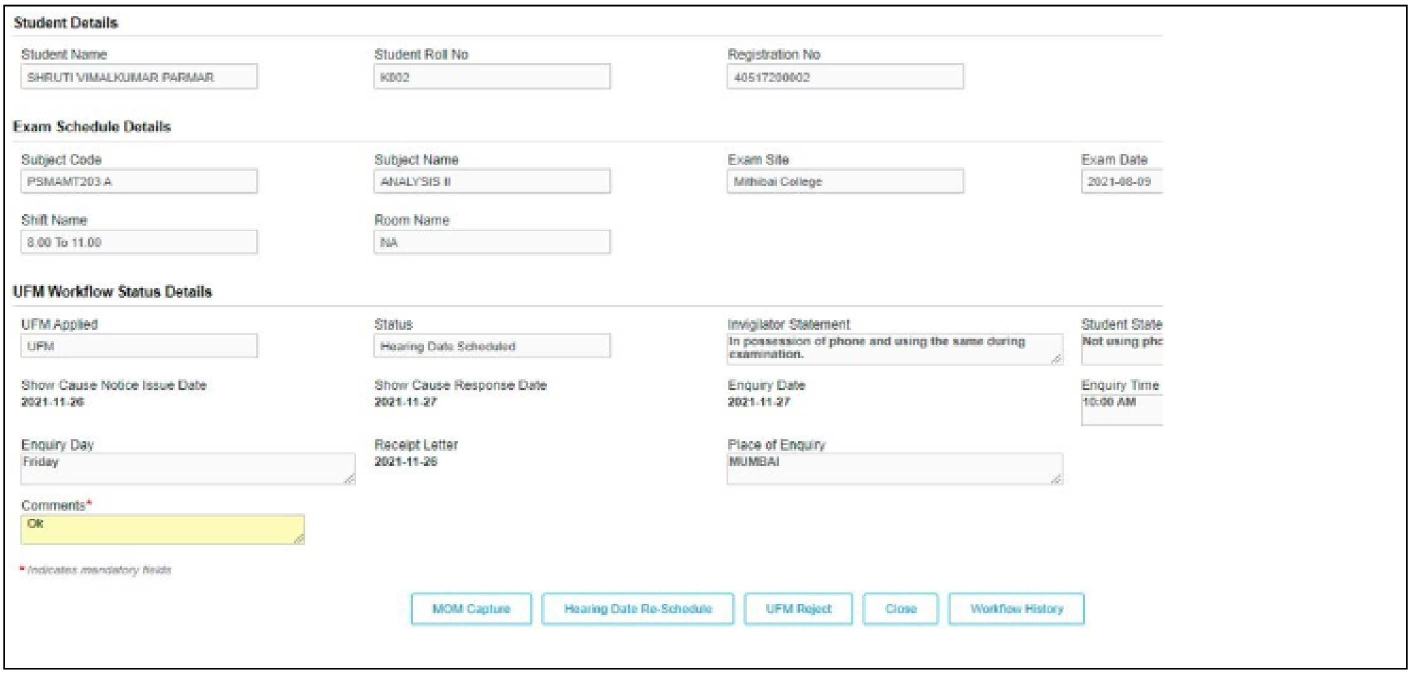
You are requested to present yourself before the committee on **27 November, 2021**.

Please acknowledge receipt of this communication.

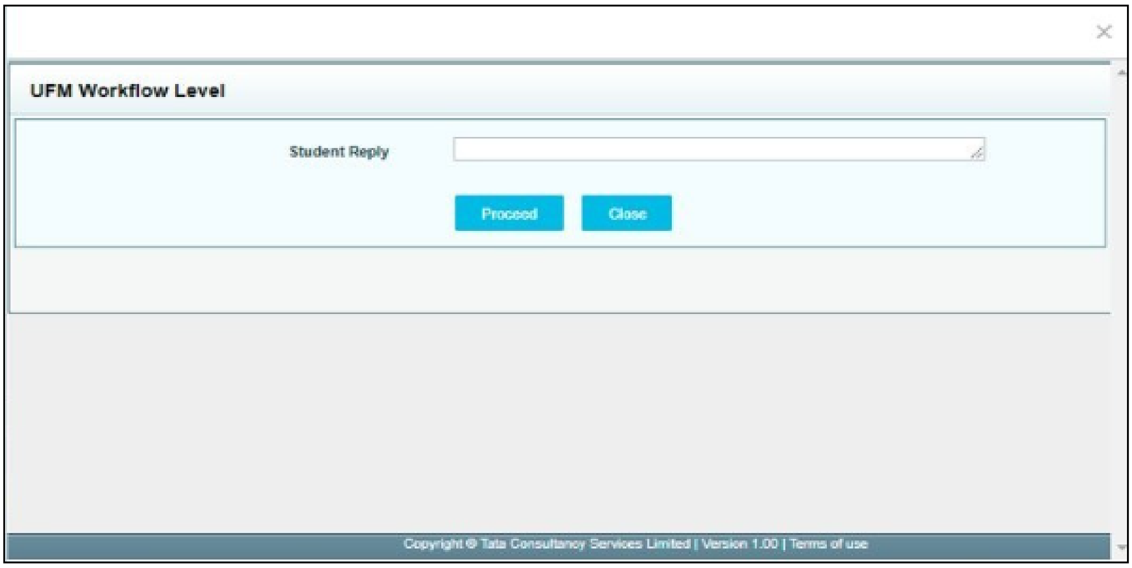
Regards

Mihtibai College Exam Department

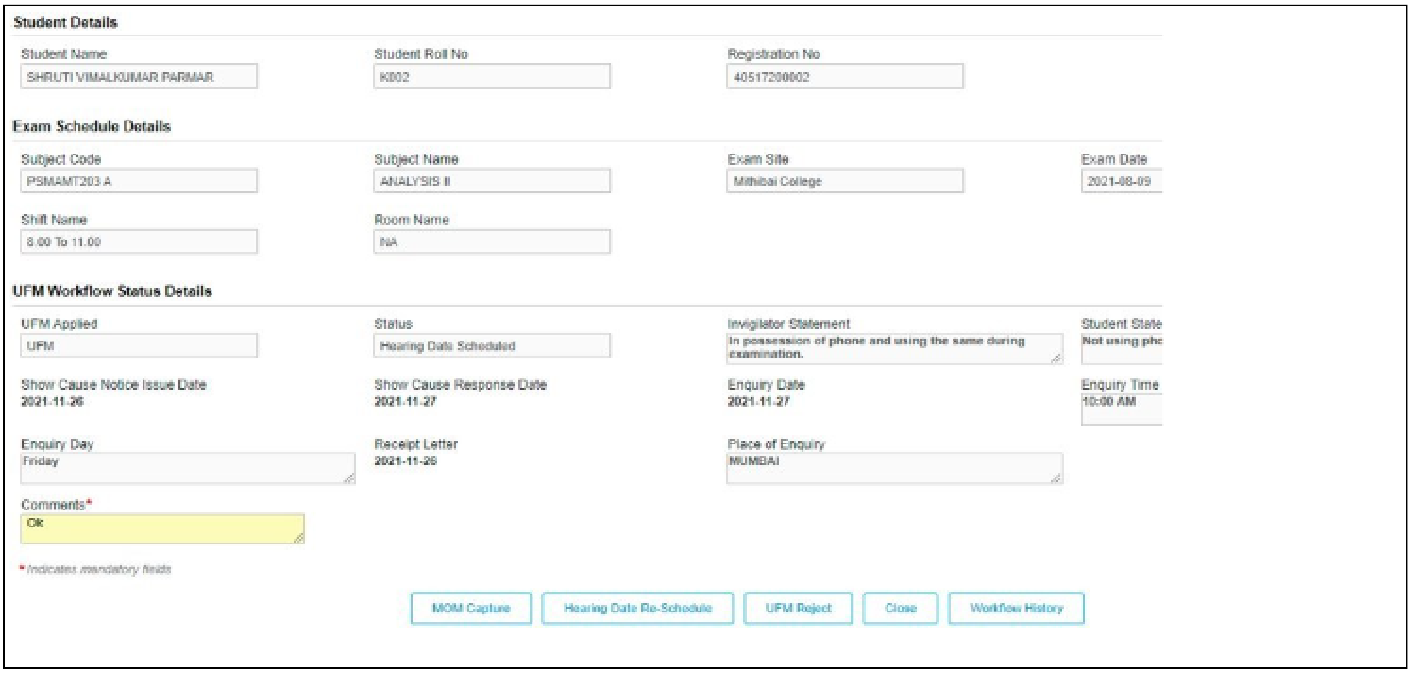
Enter the Comments in the UFM Workflow Status Details and click the MOM Capture or Hearing Date Re-schedule button to Re-schedule the Hearing date.



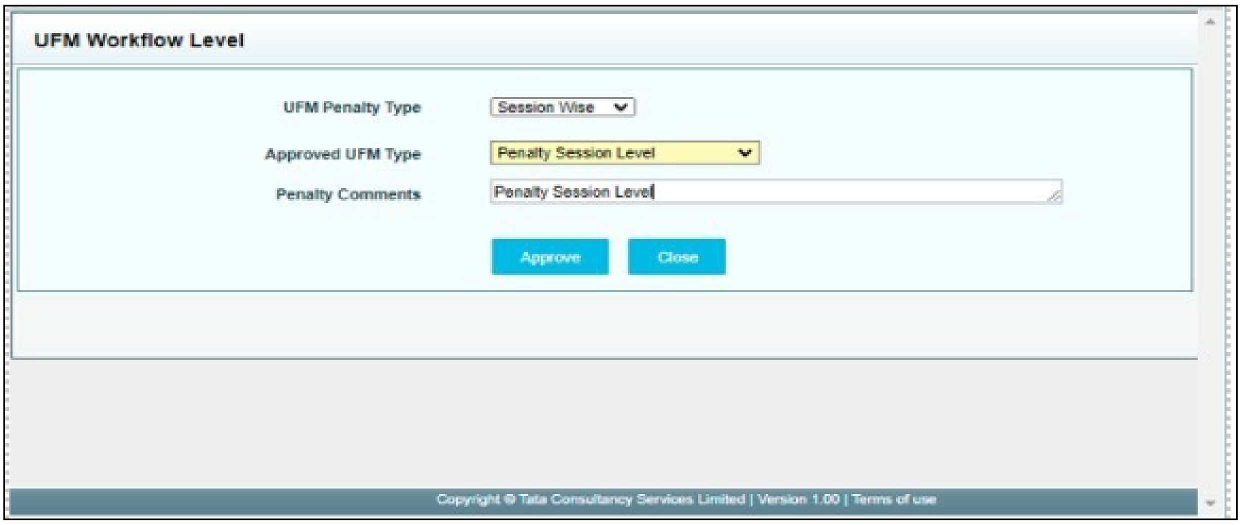
Enter the Student Reply and click on Proceed button



Enter the Comments in the UFM Workflow Status Details and click the UFM Approve button



Select the UFM Penalty Type, Approved UFM Type, Enter the Penalty Comments and click on approve button.



Result:

On the success of this Transaction, the UFM Workflow level will be created.

Room Allocation to Students

Overview

This is a role based screen where the room is allocated to the students with respect to the Exam session. PDF chart view can also been seen for the rooms based on the Allocation

Pre requisite

1. Configure Exam Date Sheet template (every exam cycle)
2. Configure Student Site To Exam Site Mapping Template (one time setup)
3. Generate rooms and tag the respective department in the room master(one time setup)
4. Room Layout Master Creation(one time setup)
5. Tag the Room layout with the respective room (one time setup)
6. Room layout details upload. (Seating Arrangements) (one time setup)
7. Enroll the Students to the respective subjects (every exam cycle)
8. Configure Define Exam Room Availability Template (one time setup)
9. Do the report data refresh for CampusExamGradingSingleSyncETL & Award wise enrollment details (every exam cycle)

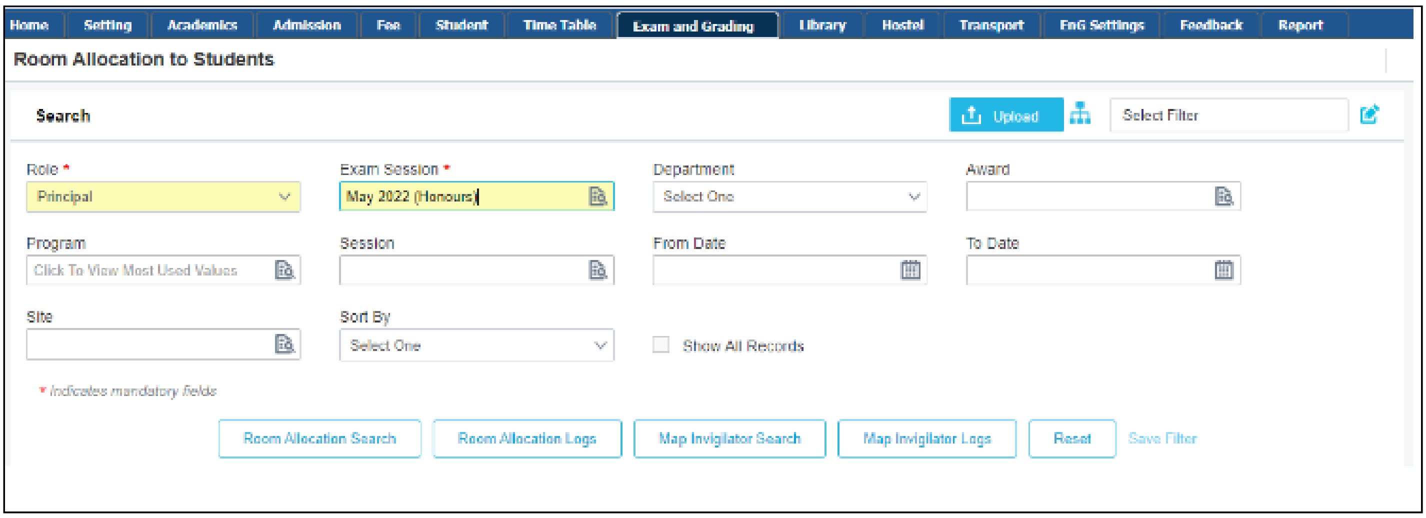
Procedure

1. Room Allocation

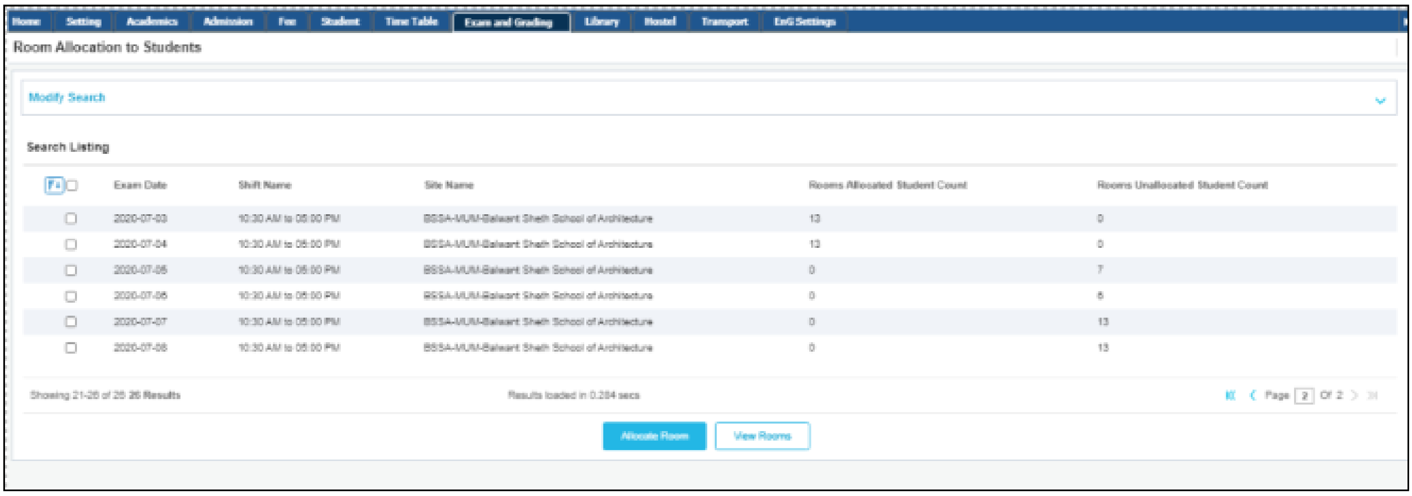
Navigation

Exam and Grading-> Exam Attendance-> Room Allocation to Students

When user clicks on Room Allocation to Students, the below screen occurs



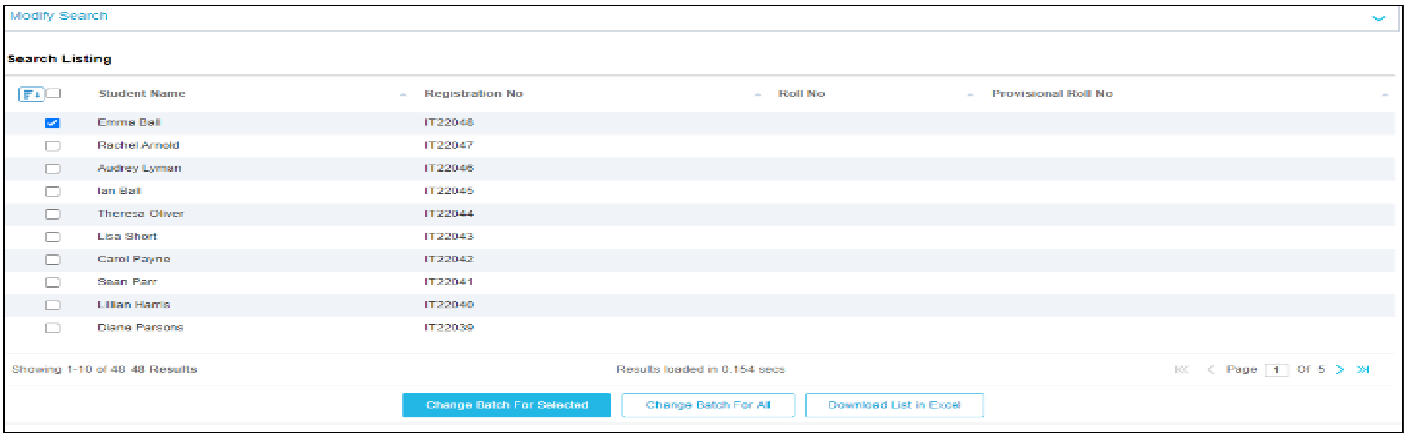
Select the Role, Exam Session and click on Room Allocation search, the below records are displayed



Select rows for which you want to allocate rooms and click on Allocate Room.

Room will be allocated automatically.

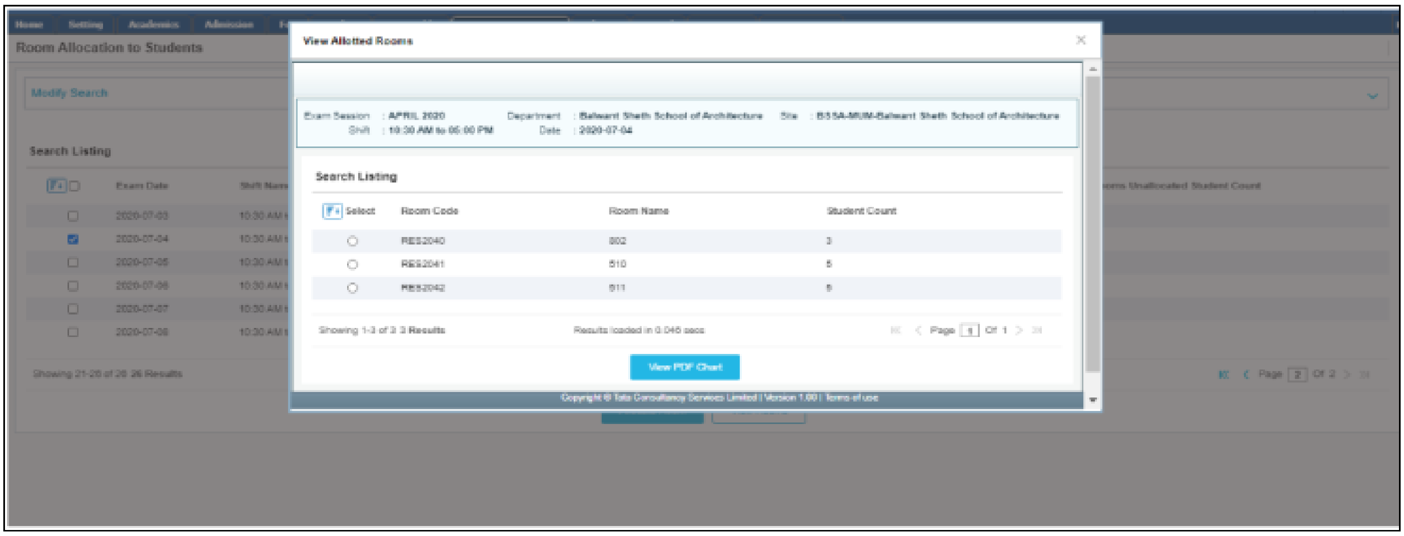
When user click on Allocate Room, a notification message will be displayed as Your request to Room Allocation has been initiated successfully



View Rooms

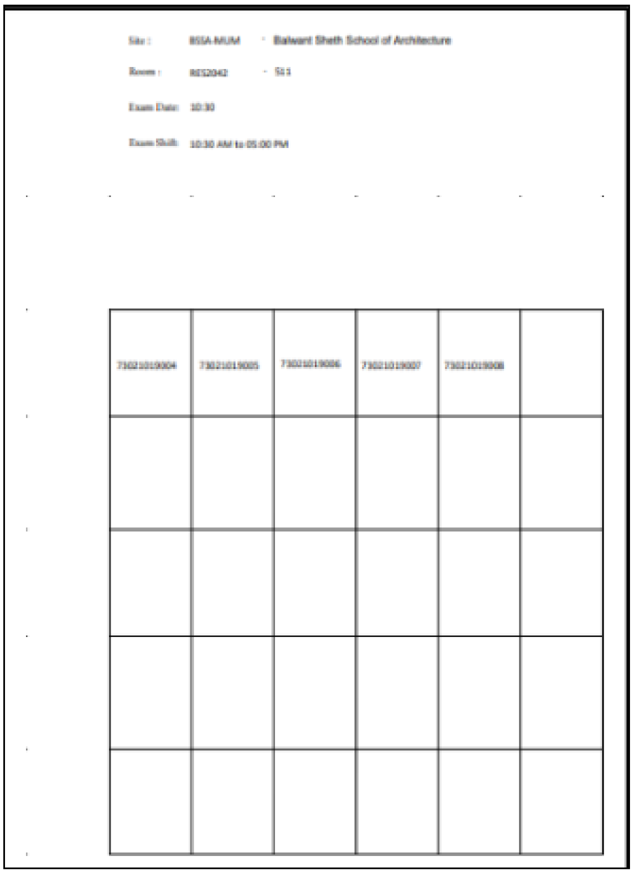
Door sheet pdf can be generated in view rooms

When user clicks on View Rooms, the below screen occurs



Select Room for which user want to view the PDF Chart and click on view PDF chart.

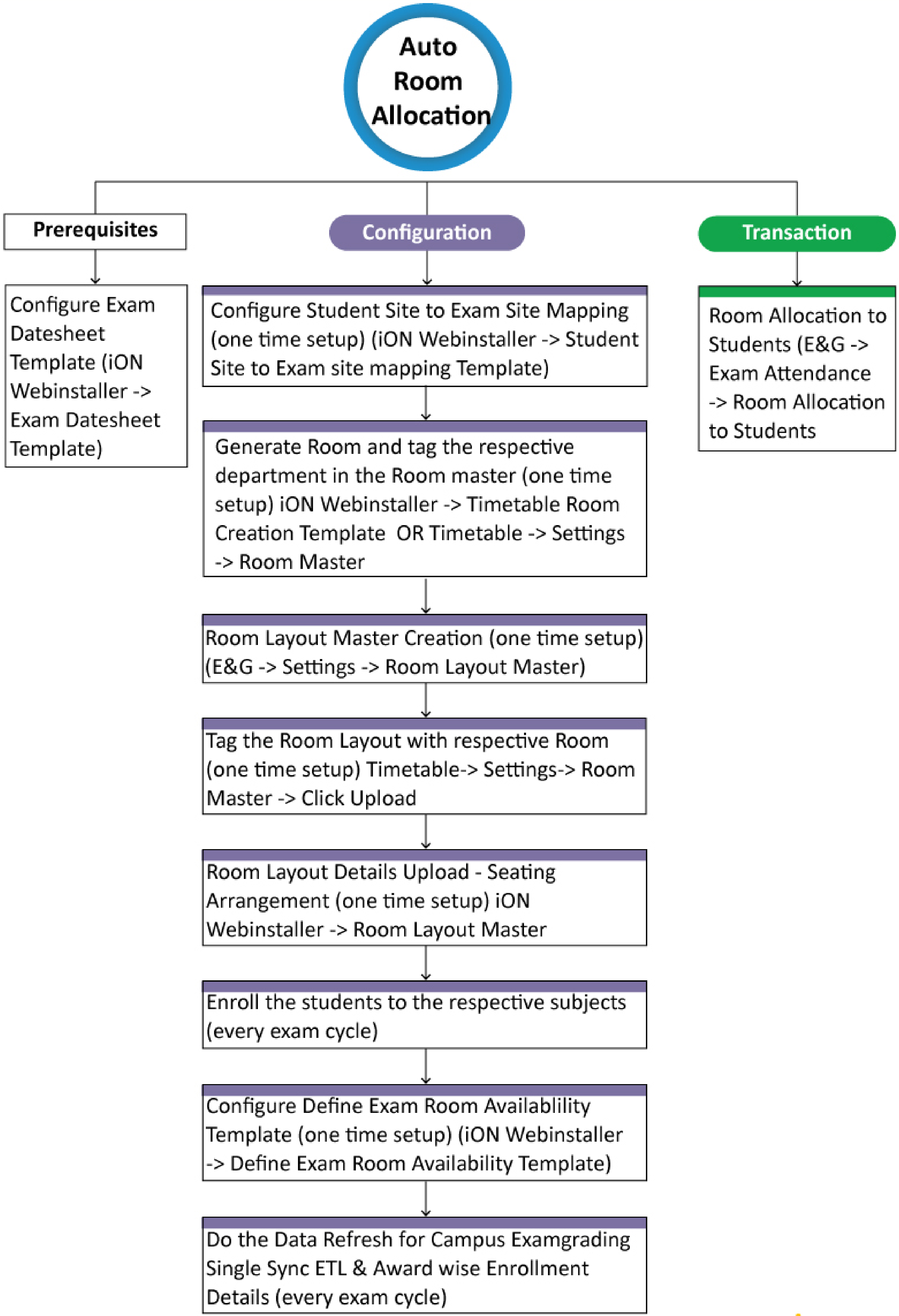
When user clicks on view PDF chart, the below PDF chart is shown



Map Invigilator

System tries to schedule the invigilation for a faculty in one shift per day first and only in worst case for more than one shift

Process Flow


Auto Room Allocation
Prerequisites
Configuration
Transaction
Configure Exam Datesheet Template (iON Webinstaller -> Exam Datesheet Template)
Configure Student Site to Exam Site Mapping (one time setup) (iON Webinstaller -> Student Site to Exam site mapping Template)
Generate Room and tag the respective department in the Room master (one time setup) iON Webinstaller -> Timetable Room Creation Template OR Timetable -> Settings -> Room Master
Room Layout Master Creation (one time setup) (E&G -> Settings -> Room Layout Master)
Tag the Room Layout with respective Room (one time setup) Timetable-> Settings-> Room Master -> Click Upload
Room Layout Details Upload - Seating Arrangement (one time setup) iON Webinstaller -> Room Layout Master
Enroll the students to the respective subjects (every exam cycle)
Configure Define Exam Room Availablility Template (one time setup) (iON Webinstaller -> Define Exam Room Availability Template)
Do the Data Refresh for Campus Examgrading Single Sync ETL & Award wise Enrollment Details (every exam cycle)
Room Allocation to Students (E&G -> Exam Attendance -> Room Allocation to Students

Process Flow Document

Click here to view the process flow document of Auto Room Allocation

EXAM SCHEDULE

Definition: -Exam Schedule for a student is generated to provide the **Time, Date, Shift and Exam Center** details (also with Room Mapping) of each subject that a student has been enrolled in an Exam Session.

Exam schedule creation is a pre-exam activity which is created to identify for what is the plan for conduction of examination within a University. It also provides information about the seating plan and invigilation schedule for faculty.

Capture Score

Capture Score with Schedule		
Pre requisite	**Configuration**	**Transaction**
Subject Enrollment should be present	FEM (E&G -> Settings -> FEM Master -> Upload) **OR** FCA (Time Table-> Settings -> FCA)	Faculty Capture Marks in Capture Regular and Backlog New (E&G -> Capture Score -> Capture Regular and Backlog New) **OR** Capture Score using Exam Type Template (iON Webinstaller -> Capture Score using ExamType Template)
Faculty data should be present before doing FEM/FCA	Date Window (Academics-> Settings -> Exam Session Master -> Award Configuration)	Mark Attendance (E&G -> Exam Attendance -> Mark Exam Absentees New)
	User Role Mapping Template (iON Webinstaller -> User Role Mapping Template)	
	Enable Is Schedule Flag in Award Session ExamType Mapping Template (iON Webinstaller -> Award Session ExamType Mapping Template)	
	Exam Datesheet Configuration Template (iON Webinstaller -> Exam Date sheet Configuration Template)	
	Approve Schedule in Exam Session Award Session Template (iON Webinstaller -> Exam Session Award Session Template)	
	Schedule will be generated after nighty schedular ETL	

	If Raw Capture Score Template required for External	Raw Capture Score Template (iON Webinstaller -> Raw Capture Score Template)
	Enable Is External Flag in Award Session Exam Type Mapping Template (iON Webinstaller-> Award Session Exam Type Mapping Template)	Sync Captured Score (E&G-> Capture Marks from Cell)

Capture Score without Schedule		
Pre requisite	**Configuration**	**Transaction**
Subject Enrollment should be present	FEM (E&G -> Settings -> FEM Master -> Upload) **OR** FCA (Time Table-> Settings -> FCA)	Faculty Capture Marks in Capture Regular and Backlog New (E&G -> Capture Score -> Capture Regular and Backlog New) OR Capture Score using Exam Type Template (iON Webinstaller -> Capture Score using ExamType Template)
Faculty data should be present before doing FEM/FCA	Date Window (Academics-> Settings -> Exam Session Master -> Award Configuration)	Mark Attendance (E&G -> Exam Attendance -> Mark Exam Absentees New)
	User Role Mapping Template (iON Webinstaller -> User Role Mapping Template)	
	Enable Is Schedule Flag in Award Session ExamType Mapping Template (iON Webinstaller -> Award Session ExamType Mapping Template)	
	If Raw Capture Score Template required for External	Raw Capture Score Template (iON Webinstaller -> Raw Capture Score Template)
	Enable Is External Flag in Award Session Exam Type Mapping Template (iON Webinstaller-> Award Session Exam Type Mapping Template)	Sync Captured Score (E&G-> Capture Marks from Cell)

Exam Schedule Creation Process

Exam Schedule process in TCS iON Digital Campus comprises of below four steps:

1. Identification of exam for which the schedule has to be created.
2. Identification of Exam Center (Exam Site) for the students.
3. Mapping of subject to student i.e., Exam Enrollment.
4. Defining the Exam Date for a subject.

Step 1: Identification of Exam for which the schedule has to be created.

Earlier it was defined using Exam Master, which is obsolete now. Now we have migrated this setting of defining the applicable exam for schedule at Award Session Exam Type Mapping template. Below is the screenshot where it is defined:

Award Session Exam Type Mapping			*Please refer glossary for code name values				
Entity ID	Award Code	Session Code	Exam Type Name	Sequence	Is Capturable or calculated	Is External Exam Type for Capture	Is for Improvement
	M	M	M	M	M	O	O
Non Editable	Non Editable	Non Editable	Non Editable	Editable	Editable	Editable	Editable
Start from Row no 7							
161	17	SES0001	Class Test	3	Captured	N	
162	17	SES0001	EP	4	Calculated	N	
163	17	SES0001	Practicals	2	Captured	Y	
164	17	SES0001	Teacher Assessment	1	Captured	N	
165	17	SES0002	Class Test	3	Captured	N	
166	17	SES0002	EP	4	Calculated	N	
167	17	SES0002	Practicals	2	Captured	Y	
168	17	SES0002	Teacher Assessment	1	Captured	N	
169	17	SES0003	Class Test	3	Captured	N	
170	17	SES0003	EP	4	Calculated	N	
171	17	SES0003	Practicals	2	Captured	Y	
172	17	SES0003	Teacher Assessment	1	Captured	N	
173	17	SES0004	Class Test	3	Captured	N	
174	17	SES0004	EP	4	Calculated	N	
175	17	SES0004	Practicals	2	Captured	Y	
176	17	SES0004	Teacher Assessment	1	Captured	N	

Map Custom Normalization Class Code	Capture Score Access Type For Faculty	Show Result (Result View Screen)	For Gradebook Exam Type	Is Schedule Exam Type	Capture Linked Window
O	O	O	O	O	O
Editable	Editable	Editable	Editable	Editable	Editable
	Non Practical	Y	N	N	N
	Both	Y	N	N	N
	Practical	Y	N	Y	N
	Both	Y	N	N	N
	Non Practical	Y	N	N	N
	Both	Y	N	N	N
	Practical	Y	N	Y	N
	Both	Y	N	N	N
	Non Practical	Y	N	N	N
	Both	Y	N	N	N
	Practical	Y	N	Y	N
	Both	Y	N	N	N
	Non Practical	Y	N	N	N
	Both	Y	N	N	N
	Practical	Y	N	Y	N
	Both	Y	N	N	N

Step 2: Identification of Exam Center (Exam Site) for the Students

The second important step for a university is to decide where the student will sit to give the examination. So, we have defined the particular definition Award Wise. For Eg: For Non-Practical Exams, the university may define different exam site.

Student Site To Exam Site Mapping Template

ID	Award Code	Subject Type	Student Site Code	Exam Site Code	Exam Site Room Code	To Be Deleted
Read Only	Read Only	Read Only	Read Only	Editable	Editable	Editable
				Mandatory	Non Mandatory	Mandatory
			Please enter data from row number 6			
697	9	Non-Practical	002	002	RES0702	N
465	9	Practical	002	002	RES0702	N
698	9	Non-Practical	015	015	RES0715	N
467	9	Practical	015	015	RES0715	N
699	9	Non-Practical	021	021	RES0721	N
469	9	Practical	021	021	RES0721	N
1086	9	Non-Practical	040	040	RES0740	N
1087	9	Practical	040	040	RES0740	N
1088	9	Non-Practical	072	072	RES0774	N
471	9	Practical	072	072	RES0774	N

For Practical Subject- Student give the practical examination at the college site.

For Non- Practical Subject- Student have non-practical examinations at different college site. The exam site may vary for different awards.

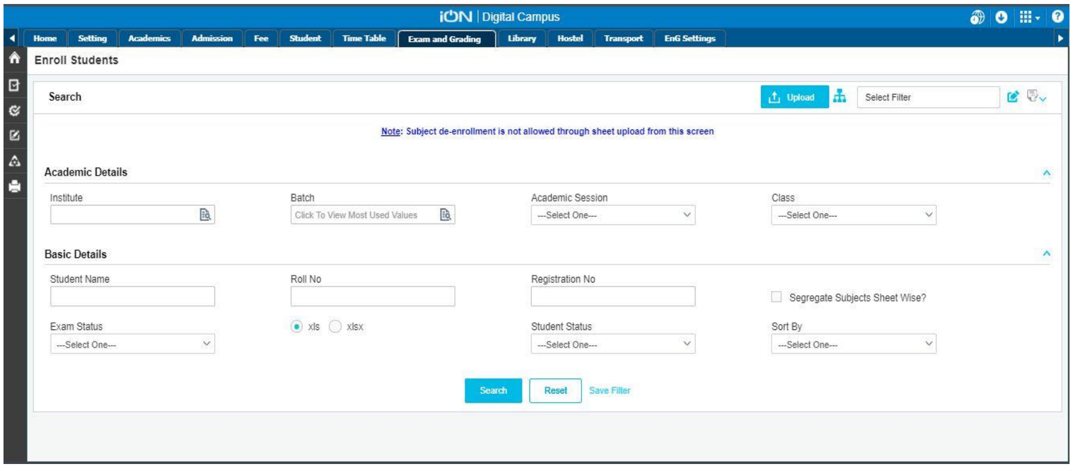
Room Mapping:-

Exam Site Room code flag: - If there is one room at an exam site then upload code of that room in the template. This room code will then populate in the schedule for each student.

Step 3: Mapping of subject to student i.e., Exam Enrollment.

There are various source of doing the enrollment:

1. **From the Enroll Student Screen**



Navigation: Digital Campus>> Exam & Grading >> Exam Enrollment >> Enroll Students

2. **Manage Enrollment Template**

Through this template, the enrollment of students to particular subject can be configured.

Manage Regular Enrollment Template					*While enrollment ,SGM of the student's current batch session will be mapped.		
Enrollment ID	Award_id	Site Code	Subject Batch Code	Subject Batch Name	Subject Session Name	Enrollment Batch Code	Enrollment Session Code
Read Only	Read Only	Optional	Optional	Optional	Optional	Optional	Optional
Non Editable	Non Editab	Non Editable	Non Editable	Non Editable	Non Editable	Non Editable	Non Editable
				Start From Row No 6			

Navigation: iON Web installer>> Manage Regular Enrollment Template

Step 4: Exam Date Sheet

In this step, University publishes the exam Calendar using the template shown below:

SCHEDULE EXAM SUBJECT							
Exam Session	Apr-May 2020						
ID	Subject Session Academic Year Code	Subject Code	Paper Name	Exam Date (MM/DD/YYYY)	Shift Master	Duration Master	To Be Deleted
Read Only	Conditional Mandatory	M	M	M	M	O	Editable
Start putting data from row no. 6							

Navigation: iON Web installer>> Exam Date Sheet Template

Paper Name: - This flag provides the layer for colleges to choose different dates for the same subject paper. We define this at TPD: - Tree Pattern Detail level i.e. in exam tree level for each exam type what is the paper name. It's a differentiator that helps two sites to define different dates for conducting exam of same subject.

Freeze Date Sheet Concept/Update Date in Exam Schedule

What was implemented previously

We have automated creation of student exam schedule basis the exam date sheet loaded and as and when the enrollments are done, via nightly scheduler we send entries in student exam schedule. This was done to ensure that user does not have a manual work to create schedule for each student.

Challenges faced with previous approach

With current approach, there are a few cases observed:

There is no freeze concept for date sheet which is loaded. At times user makes a mistake in loading data and it ends up creating bad data at student level and then fixing this is a huge effort for the user and eventually resulting in error prone data.

At times college to exam center mapping is not correctly defined and that also creates bad data in student exam schedule via nightly scheduler. Again, user must correct data at student level.

At times customer asks to change the date sheet OR exam center mapping before start of exam and thus it again adds rework for delivery.

New change and its benefit

With this change we have brought an approval mechanism at Exam Session level (Exam Session-Award-Session) to mark the date sheet loaded as approved. And only after that data will flow in student exam schedule. This will just add one extra configuration for the user for each Exam Session but will ensure that we have a controlled process to ensure that we safeguard ourselves from larger problem of fixing issues at student level.

Date Sheet can be approved from below mentioned navigation:

iON>Webinstaller>Exam Session Award Session Template

Exam Session Award Session Configuration					
ID	Exam Session Code	Award Code	Session Code	Approve Schedule	Update
Read Only	Read Only	Read Only	Read Only	DropDown	DropDown
Start from Row no 5					
117	EXMS0080	AWD0001	SES0001	N	
118	EXMS0080	AWD0001	SES0002	N	

Student Exam Schedule Mapping Template

Finally, when the nightly scheduler ETL (Extract Transformation Load) runs, data from all the templates (mentioned in steps 1-4) is transferred to Student Exam Schedule Mapping template shown below and then flows from this template to get populated for each student.

Student Exam Schedule Mapping

Exam Session	Nov-Dec 2020
Award	B Pharmacy
Semester	SEMESTER 3

Student Mapping Id	Student Site Code	Subejct Site Code	Subject Batch Code	Subject Session Name	Enrollment Type	Student Name	Roll Number	Registration Number
Read Only	Read Only	Read Only	Read Only	Read Only	Read Only	Read Only	Read Only	Read Only
7852813	002	002	BATCH14883	SEMESTER 3	Regular	NOOR FATIMA	300204121308	BG2119
7852789	002	002	BATCH14883	SEMESTER 3	Regular	SOPHIYA TIWAR	300204121310	BG2139
7787794	002	002	BATCH14883	SEMESTER 3	Regular	AAKARSH KASH'	300204119001	BH5853
7800534	002	002	BATCH14883	SEMESTER 3	Regular	AAKASH SAHU	300204119002	BH5854
7800279	002	002	BATCH14883	SEMESTER 3	Regular	AJAY GOSWAMI	300204119003	BH5855
7800557	002	002	BATCH14883	SEMESTER 3	Regular	AKRITI YADAV	300204119004	BH5856
7787950	002	002	BATCH14883	SEMESTER 3	Regular	ALIA PARVEEN	300204119005	BH5857
7800353	002	002	BATCH14883	SEMESTER 3	Regular	AMAN CHANDR	300204119006	BH5858
7800476	002	002	BATCH14883	SEMESTER 3	Regular	AMIT SINHA	300204119008	BH5860
7800321	002	002	BATCH14883	SEMESTER 3	Regular	ANJANI SINGH	300204119009	BH5861
7800209	002	002	BATCH14883	SEMESTER 3	Regular	ANKIT GUPTA	300204119010	BH5862
7800578	002	002	BATCH14883	SEMESTER 3	Regular	ANKIT KUMAR	300204119011	BH5863
7800265	002	002	BATCH14883	SEMESTER 3	Regular	ANKIT TIRKEY	300204119012	BH5864
7800545	002	002	BATCH14883	SEMESTER 3	Regular	ANURAG SHRIV/	300204119013	BH5865
7800260	002	002	BATCH14883	SEMESTER 3	Regular	ARPIT KUMAR	300204119014	BH5866
7800205	002	002	BATCH14883	SEMESTER 3	Regular	ARRYAN TIKKU	300204119015	BH5867

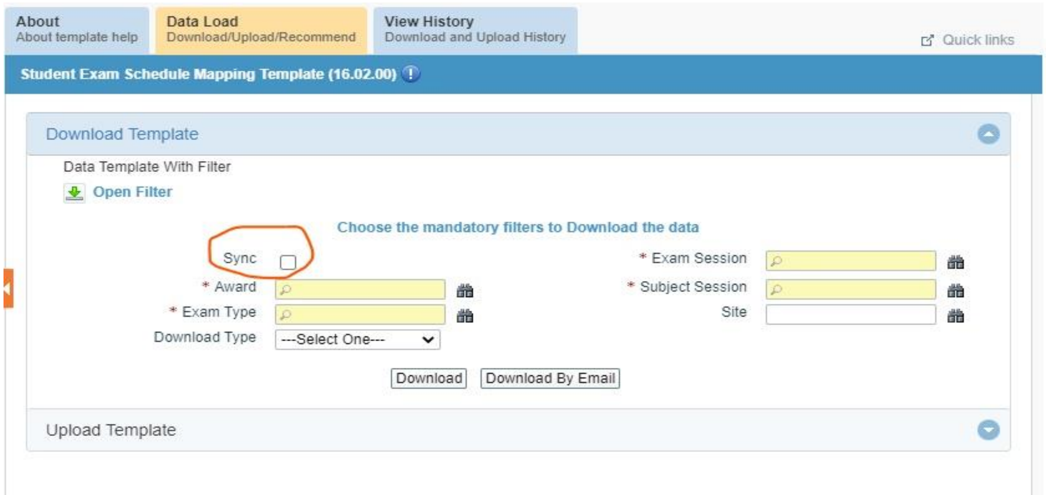
Paper Name	Exam Type	Subject Type	Subject Name	Subject Code	Date	Shift Name	Room Code	Seat Number	Is Eligible
Read Only	Read Only	Read Only	Read Only	Read Only	Editable	Editable	Editable	Editable	Editable
Practicals	Practicals	THEORY	Pharmaceutical	341351(41)	02/23/2021	Morning(10AM - 1(	RES0702		Y
Practicals	Practicals	THEORY	Pharmaceutical	341351(41)	02/23/2021	Morning(10AM - 1(	RES0702		Y
Practicals	Practicals	THEORY	Pharmaceutical	341351(41)	02/23/2021	Morning(10AM - 1(	RES0702		Y
Practicals	Practicals	THEORY	Pharmaceutical	341351(41)	02/23/2021	Morning(10AM - 1(	RES0702		Y
Practicals	Practicals	THEORY	Pharmaceutical	341351(41)	02/23/2021	Morning(10AM - 1(	RES0702		Y
Practicals	Practicals	THEORY	Pharmaceutical	341351(41)	02/23/2021	Morning(10AM - 1(	RES0702		Y
Practicals	Practicals	THEORY	Pharmaceutical	341351(41)	02/23/2021	Morning(10AM - 1(	RES0702		Y
Practicals	Practicals	THEORY	Pharmaceutical	341351(41)	02/23/2021	Morning(10AM - 1(	RES0702		Y
Practicals	Practicals	THEORY	Pharmaceutical	341351(41)	02/23/2021	Morning(10AM - 1(	RES0702		Y
Practicals	Practicals	THEORY	Pharmaceutical	341351(41)	02/23/2021	Morning(10AM - 1(	RES0702		Y
Practicals	Practicals	THEORY	Pharmaceutical	341351(41)	02/23/2021	Morning(10AM - 1(	RES0702		Y
Practicals	Practicals	THEORY	Pharmaceutical	341351(41)	02/23/2021	Morning(10AM - 1(	RES0702		Y
Practicals	Practicals	THEORY	Pharmaceutical	341351(41)	02/23/2021	Morning(10AM - 1(	RES0702		Y
Practicals	Practicals	THEORY	Pharmaceutical	341351(41)	02/23/2021	Morning(10AM - 1(	RES0702		Y
Practicals	Practicals	THEORY	Pharmaceutical	341351(41)	02/23/2021	Morning(10AM - 1(	RES0702		Y
Practicals	Practicals	THEORY	Pharmaceutical	341351(41)	02/23/2021	Morning(10AM - 1(	RES0702		Y

Note: Date Sheet Creation is not Mandatory, if all the other steps are completed then university can define date and shift of the exam in Student Schedule Mapping Template.

Handling late Enrollment scenario: -

If enrollment is done after date sheet has been created then in this case hit the Campus Exam Grading Single Sync ETL in Report and Communication to flow data to schedule template.

After this, check the sync flag, so that late enrolled student data also populates in the Student Exam Schedule Template.

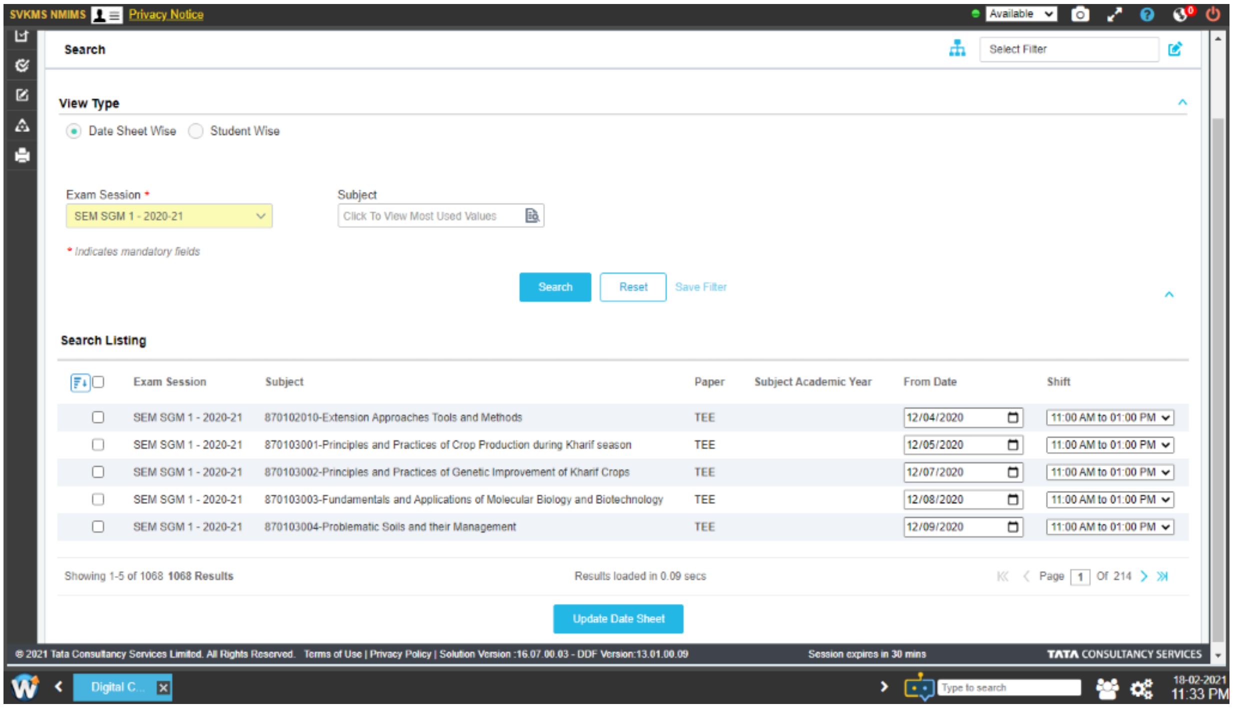


Handling Date Sheet Changes post approval

There are cases where Exam Dates are revised due to some unavoidable circumstances post approval process and that too at the very last moment just before publishing the Exam Schedule. Thus, to simplify this we have provided an option to update the Exam Date / Shift after Date Sheet is uploaded and Exam Schedule is created (post approval). This update of Exam Date will only be allowed if the Exam Attendance for that Date / Shift / Subject is not marked for that Exam Session. A new screen with Exam Session / Subject filter has been provided, where listing of Exam Session/Subject/Paper/Date/Shift will be available, user can edit the Date and Shift as per the mentioned validation.

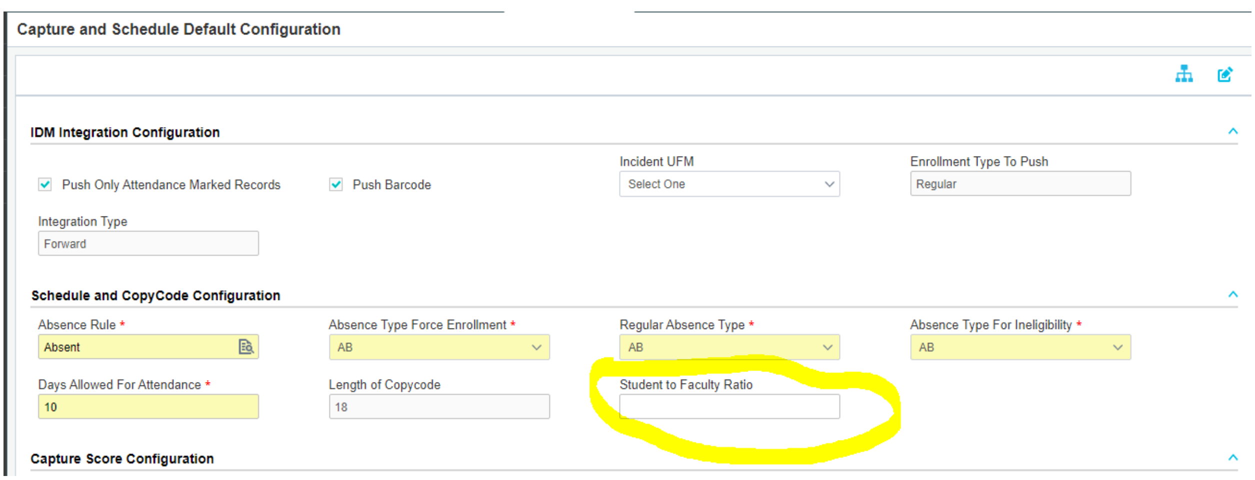
The advantage of the above-mentioned implementation is that even after the approval process, if the University wants to modify the Exam Date/Shift, user will be able to update the Exam Date/Shift for an Exam Session/Subject level and the same will be updated automatically in the Exam Schedule. User will not have to update against each Student/Subject record eventually saving time and effort.

Navigation: Digital Campus>Exam and Grading>Exam Attendance>Student Exam Schedule Mapping



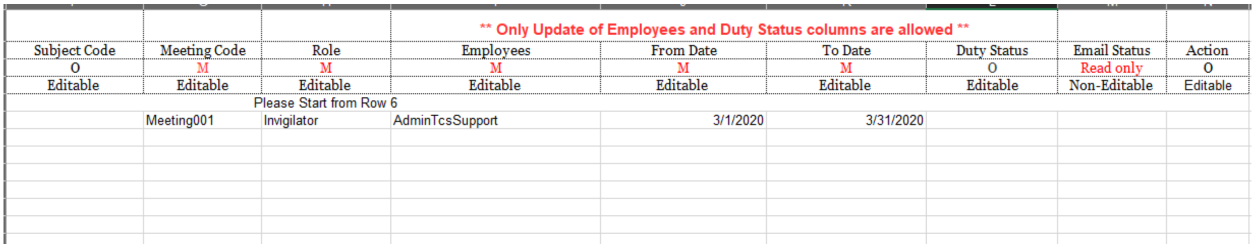
Map Invigilator Automation

Step 1 - Capture Score Default Setup - Configuration to define Student to Faculty Ratio



Navigation : Digital Campus→Exam and Grading→Integration→Capture and Schedule Default Configuration

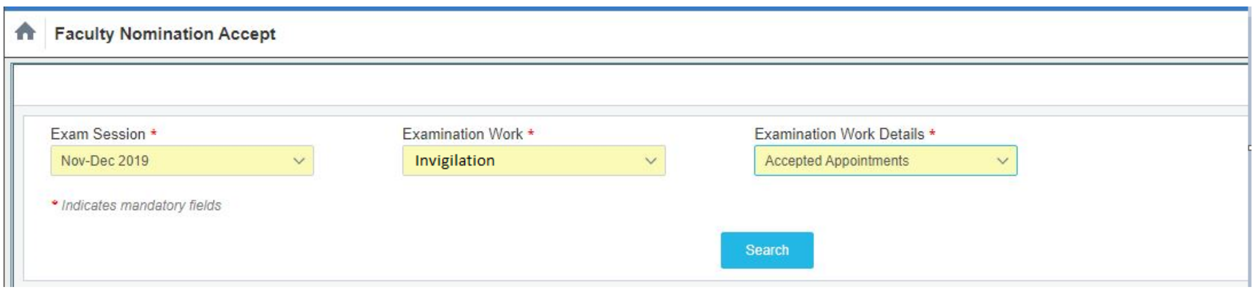
Step 2 - Duty Declaration Template - Define Invigilator with Start and End Date



			** Only Update of Employees and Duty Status columns are allowed **					
Subject Code	Meeting Code	Role	Employees	From Date	To Date	Duty Status	Email Status	Action
O	M	M	M	M	M	O	Read only	O
Editable	Editable	Editable	Editable	Editable	Editable	Editable	Non-Editable	Editable
		Please Start from Row 6						
	Meeting001	Invigilator	AdminTcsSupport	3/1/2020	3/31/2020			

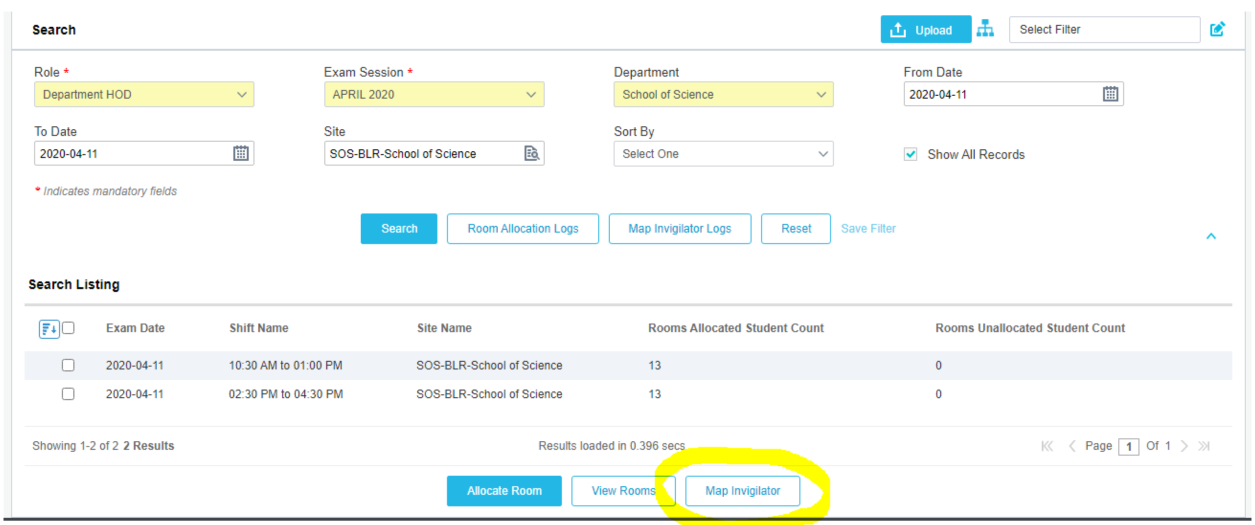
Navigation : iONWebinstaller→Duty Nomination Management Template

Step 3 - Duty Acceptance by the Faculty for Invigilation



Navigation : SelfServices→Faculty Nomination Accept

Step 4 - Room Allocation screen - After room allocation - Map Invigilator button - system tries to schedule the invigilation for a faculty in one shift per day first and only in worst case for more than one shift



Navigation : Digital Campus→Exam and Grading→Exam Attendance→Room Allocation to Students

UFM Agenda

Overview

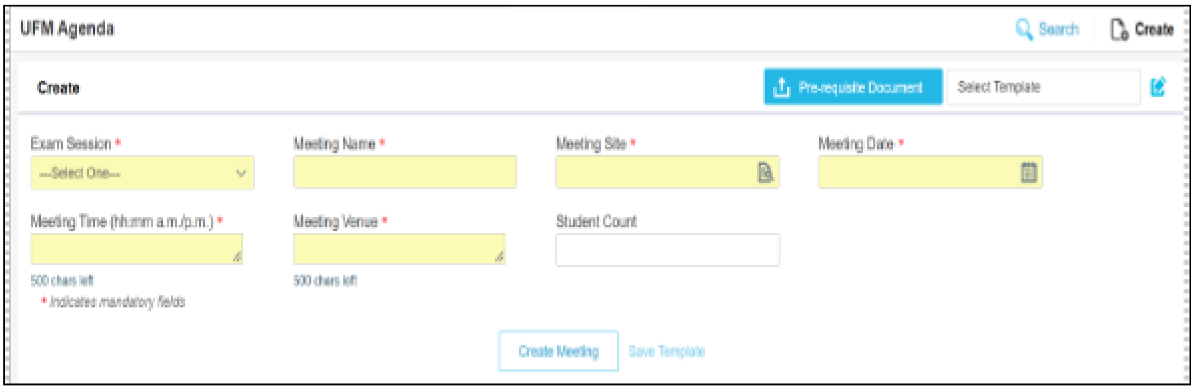
The UFM Agenda is the next step of Student Statement and Show Cause response where “Unfair Means Enquiry Committee” is scheduled for the Date, time and venue.

Pre-requisites:

1. UFM Agenda Letter Creation.
2. Duty Master Creation.
3. Duty Type To Role Configuration.

Procedure:

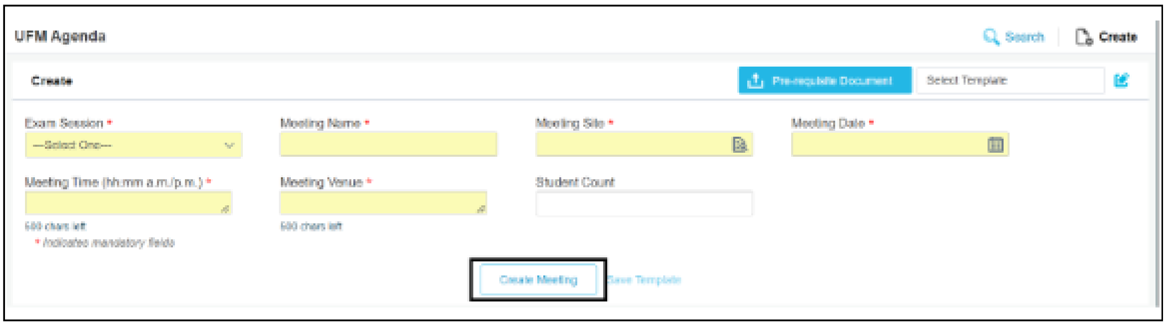
1.Go to Exam and Grading>> Exam and Grading Dashboard>> Exam Attendance>>UFM Agenda>>Click Create UFM Agenda Screen is created.



Enter the search criteria by using the following fields:

S. No	Feild	Feild Type	Description
1	Exam Session	Mandatory (Editable)	Select the Exam Session from the Drop-down.
2	Meeting Name	Mandatory (Editable)	Enter the Meeting Name for this UFM Agenda.
3	Meeting Site	Mandatory (Editable)	Select the Meeting Site from the Look Up value.
4	Meeting Date	Mandatory (Editable)	Select the Meeting Date for this UFM Agenda.
5	Meeting Time	Mandatory (Editable)	Enter the Meeting Time for this UFM Agenda.
6	Meeting Venue	Mandatory (Editable)	Enter the Meeting Venue for this UFM Agenda.
7	Student Count	Non-Mandatory (Editable)	Enter the Student Count for this UFM Agenda.

Click on the Create Meeting Button to create the UFM Agenda



Result:

On the success of this Transaction, UFM Agenda Meeting has been created.

Print Barcode Details

Overview

This screen is used to generate and print the barcode details with respect to the exam date. This is a role based screen with access to specific roles.

Pre requisites

1. Exam Schedule should be present

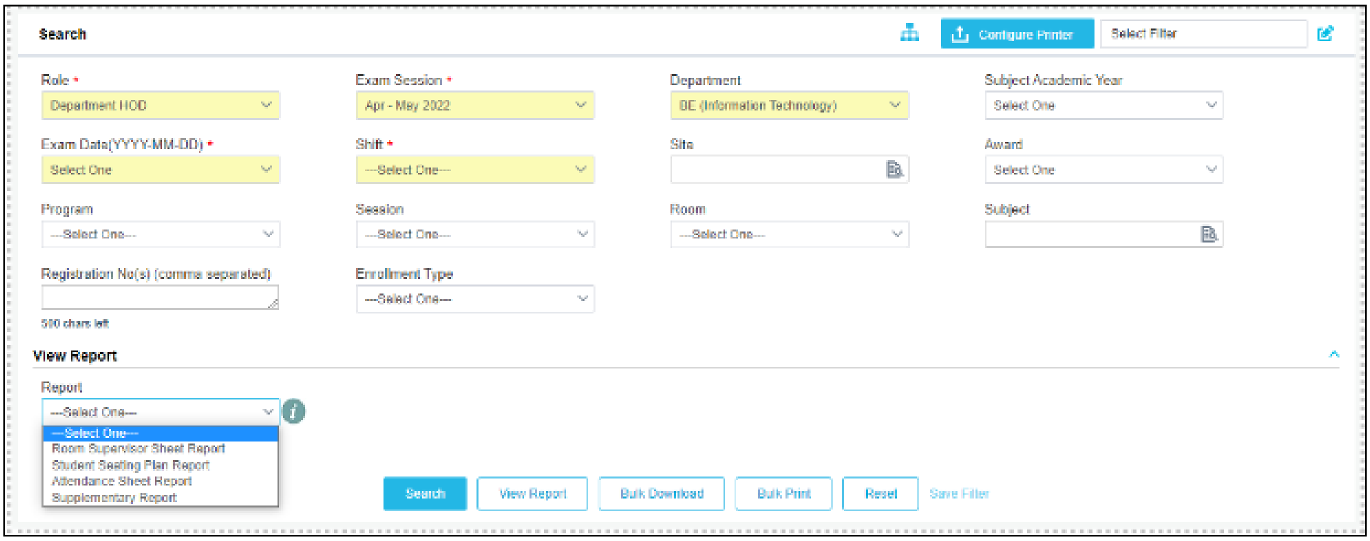
Procedure

1. Print Barcode Details

Navigation

Exam and Grading -> Exam Attendance-> Print Barcode Details

When User clicks on Print Barcode Details, the below screen occurs



Select the Role, Exam Session, Department, Exam Date and Shift and click on Search. The records will be displayed based on the search criteria

Role should be mapped against the department

There are 2 configurations available in this screen i.e Printer and Reports configuration.

Configure Printer

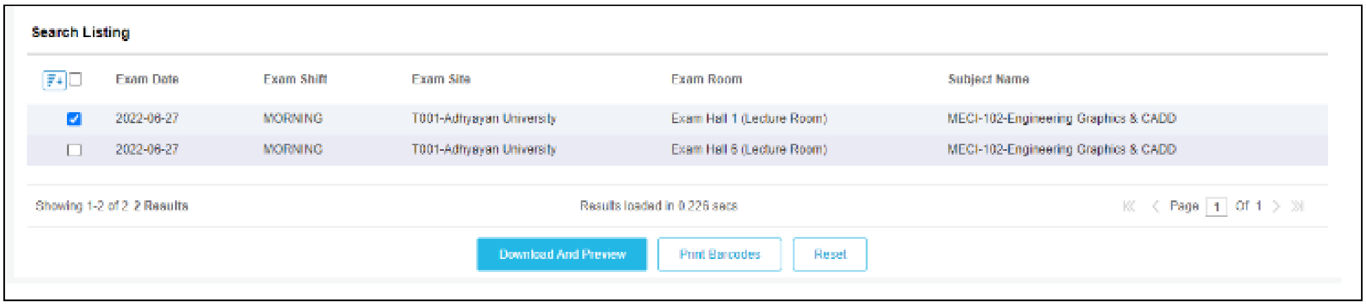
When user clicks on configure printer, a pdf file will be downloaded which helps user to configure the printer for printing the barcode.

When user clicks on search the below records are displayed

2. Search

The Search option includes the below mentioned fields

Feild	Feild Type	Description
Role	Mandatory	Select the Role
Exam Session	Mandatory	Select the Exam session
Department	Optional	Select the Department
Subject Academic Year	Optional	Select the Subject Academic Year
Exam Date	Mandatory	Select the Exam Date
Shift	Mandatory	Select the Shift
Site	Optional	Select the Site
Award	Optional	Select the Award
Program	Optional	Select the Program
Session	Optional	Select the Session
Room	Optional	Select the Room
Subject	Optional	Select the Subject
Registration No	Optional	Enter the Registration No
Enrollment Type	Optional	Select the Enrollment Type
Report	Optional	Select the required Report



When user clicks on Download and Preview, the below barcode is downloaded as displayed as shown below against the Award

Bachelor of Technology - MECI-102 - 2022-2023 - SEMESTER 1 - 2022/06/27 - MORNING

1	2	3	4
22001	22002	22012	22013
6	7	8	9
22015	22016	22017	22018
10	11	12	13
22028	22029	22030	22031

When user clicks on Print Barcodes, the Barcode is printed.

Reports

There are 4 types of reports available

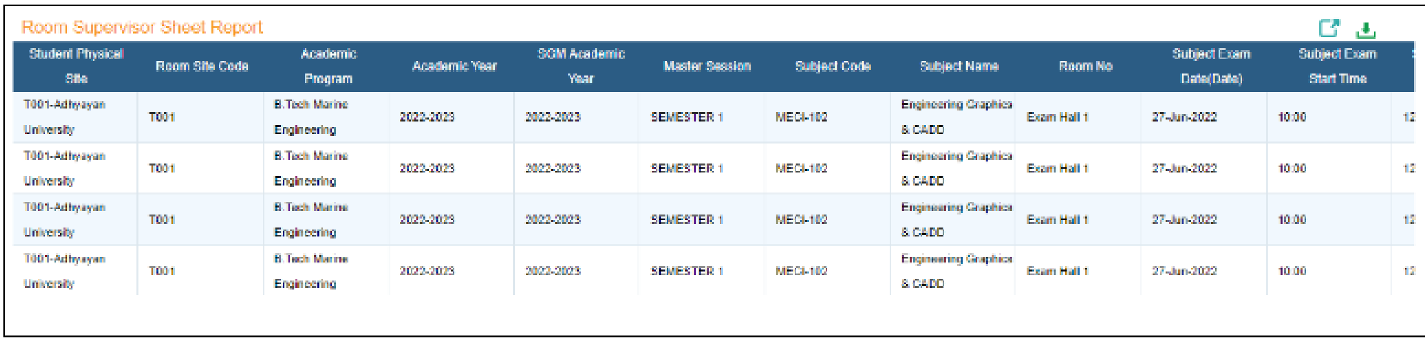
- Room Supervisor Sheet Report
- Student Seating Plan Report
- Attendance Sheet Report
- Supplementary Report

Reports will be generated based on the Site, Department and Exam Session

Bulk Download and Bulk print can be done with respect to the Exam date.

The Reports should be mapped for the specific user role in Reports and Communication.

When user selects the report and clicks on view report, the below screen occurs



Room Supervisor Sheet Report

Student Physical Site	Room Site Code	Academic Program	Academic Year	SGM Academic Year	Master Session	Subject Code	Subject Name	Room No	Subject Exam Date(Date)	Subject Exam Start Time
T001-Adhyayan University	T001	B.Tech Marine Engineering	2022-2023	2022-2023	SEMESTER 1	MECI-102	Engineering Graphics & CADD	Exam Hall 1	27-Jun-2022	10:00
T001-Adhyayan University	T001	B.Tech Marine Engineering	2022-2023	2022-2023	SEMESTER 1	MECI-102	Engineering Graphics & CADD	Exam Hall 1	27-Jun-2022	10:00
T001-Adhyayan University	T001	B.Tech Marine Engineering	2022-2023	2022-2023	SEMESTER 1	MECI-102	Engineering Graphics & CADD	Exam Hall 1	27-Jun-2022	10:00
T001-Adhyayan University	T001	B.Tech Marine Engineering	2022-2023	2022-2023	SEMESTER 1	MECI-102	Engineering Graphics & CADD	Exam Hall 1	27-Jun-2022	10:00

Date Sheet Automation

Overview

This screen is used to automate the data sheet based on the defined configuration. Once the Date sheet is created successfully, exam dates are populated in the student exam schedule mapping template after the Date sheet Approval.

Pre requisites

1. Define Dates in the Exam schedule configuration (Exam session)
2. Exclude public holidays from the schedule generated in Exam Session schedule date configuration template
3. Define Subject paper duration in Subject paper mapping template
4. Define the capacity against the site in the site to physical site mapping template
5. Group subjects for the exams to be conducted parallelly in Exam Session subject sequence template

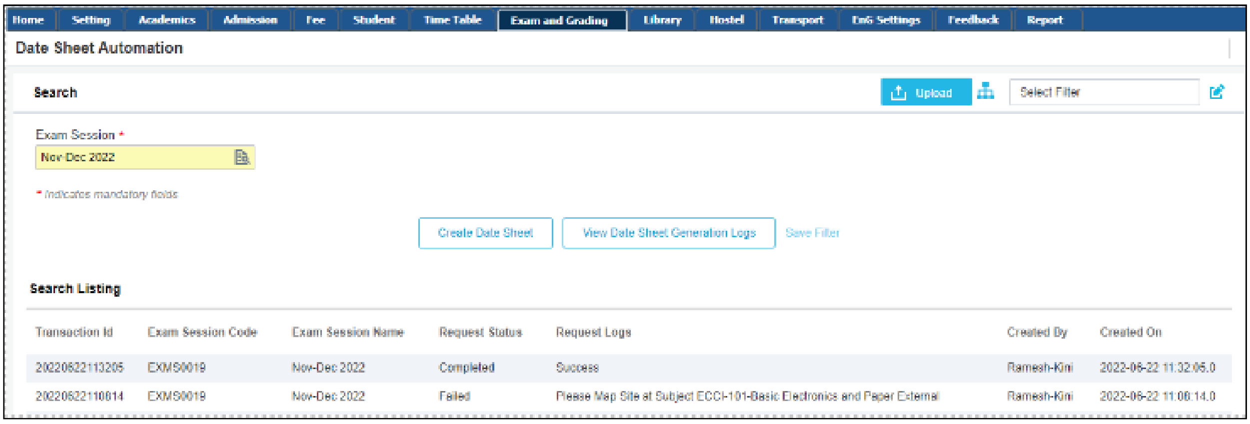
Procedure

1. Create Date Sheet Automation

Navigation

Exam and Grading -> Exam Attendance -> Date Sheet Automation

When user clicks on Date Sheet Automation, the below screen occurs



- Select the Exam Session for which the Date sheet automation should be done and click on Create Date sheet.
- A notification message will be displayed as the Date Sheet is created Successfully
- View Date sheet Generation Logs
- In View Date sheet Generation Logs, User can view the status of the Automated Date sheet as shown in the above image.

After the successful creation of the Datesheet, the Date sheets are approved in the Exam Session Award Session Configuration template.

Process Flow

Auto Exam Schedule

Prerequisites

1. Batch Subject should be synced
2. Enrollment should be present

Configuration

- Define the **Exam Schedule dates** (Academics ->Settings-> Exam Session -> Exam Schedule configuration)
- Exclude Public Holidays from the schedule generated in **Exam Session Schedule Date Configuration Template** (iON Webinstaller-> Exam Session Schedule Date Configuration)
- Define Subject Paper duration in **Subject Paper Mapping Template** (iON Webinstaller -> Subject Paper Mapping Template)
- Define the capacity against the site in Site to **Physical Site Mapping template** (iON Webinstaller -> Site tp Physical site Mapping)
- Group Subjects for the exams to be conducted parallely in **Exam Session Subject Sequence template** (iON Webinstaller -> Exam Session Subject Sequence template)

Transaction

- **Date Sheet Automation** (Exam and Grading -> Exam Attendance -> Date Sheet Automation)
- Date Sheet Approval in **Exam Session Award Session Configuration template** (iON Webinstaller -> Exam Session Award Session Configuration template)

Capture Regular Backlog Score

Overview

In Capture Regular Backlog Screen (New), user can capture the regular and backlog marks for the students. This screen can be accessed only for the faculties mapped in the FEM/FCA.

Pre requisite

1. Subject Enrollment should be present

2. Faculty Data to be present before doing FCA

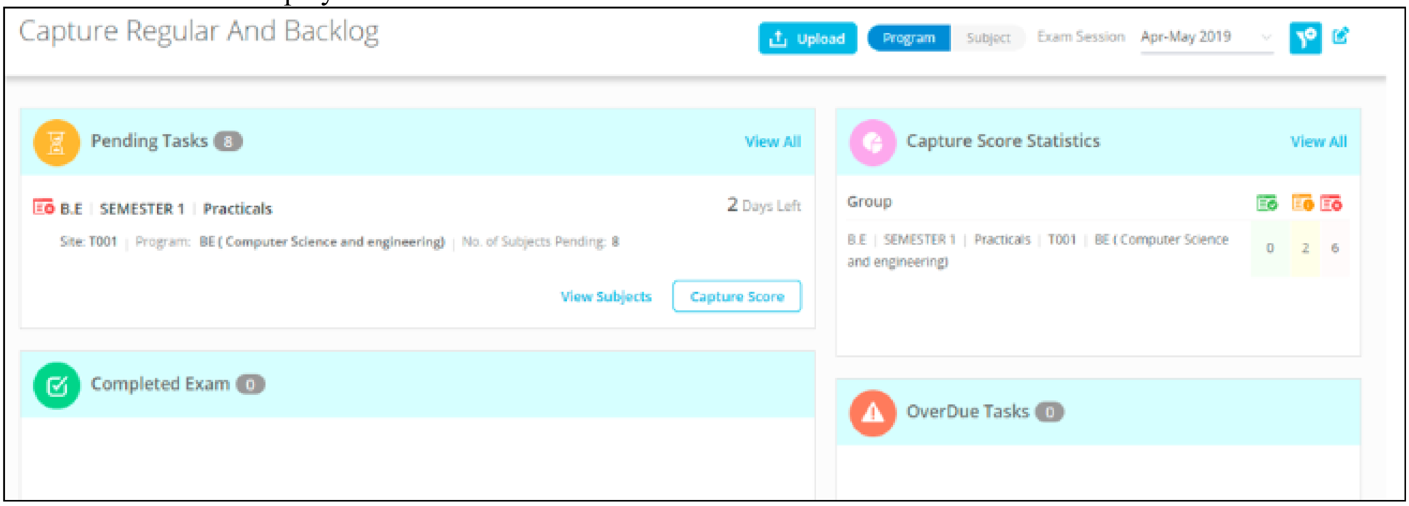
3. FEM Master (if required)

4. Date Window Configuration

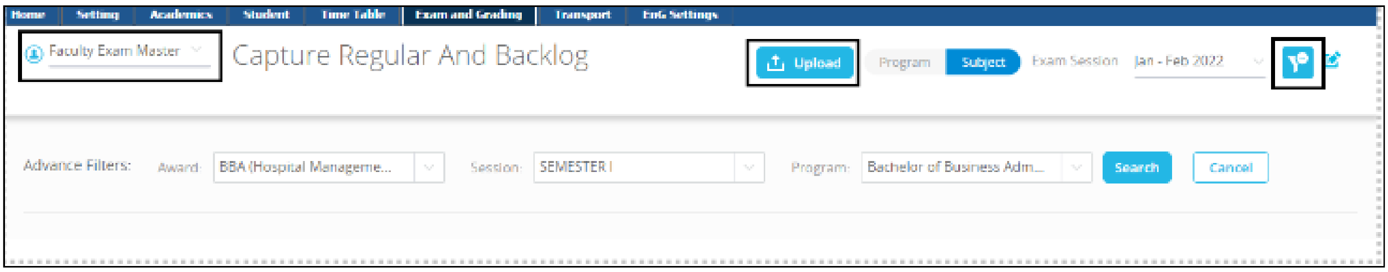
Procedure

1. Goto Exam and Grading -> Capture Score -> Capture Regular Backlog Score(New)

The below screen is displayed.



Select the Exam Session from the drop down, based on the Exam session subjects are listed below for marks capture



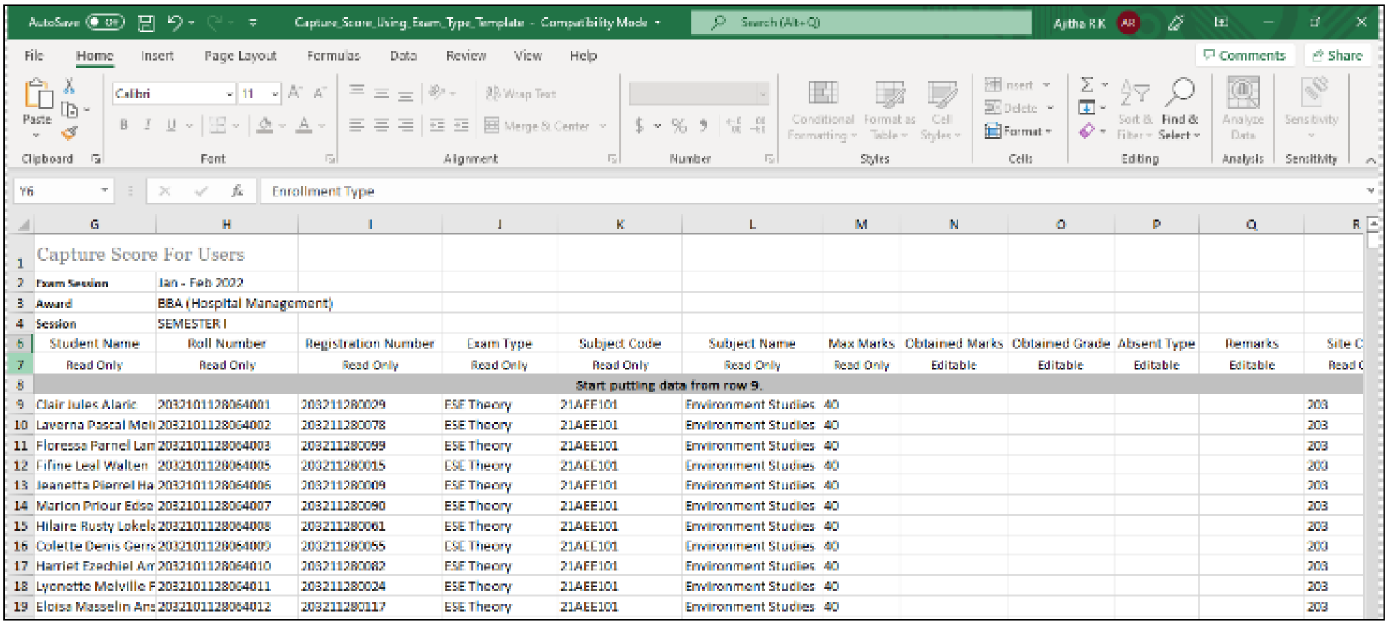
This screen is accessed by the FEM, Subject Owner and Admin

Advance Filters : Advance Filters search criteria includes Award, Session and program

Upload

This upload will redirect to Capture score using exam type template, where faculty can download the template by selecting the required filters and enter the marks.

Upload the template once the marks are entered, Grade will be populated based on the marks entered and grades defined for the marks

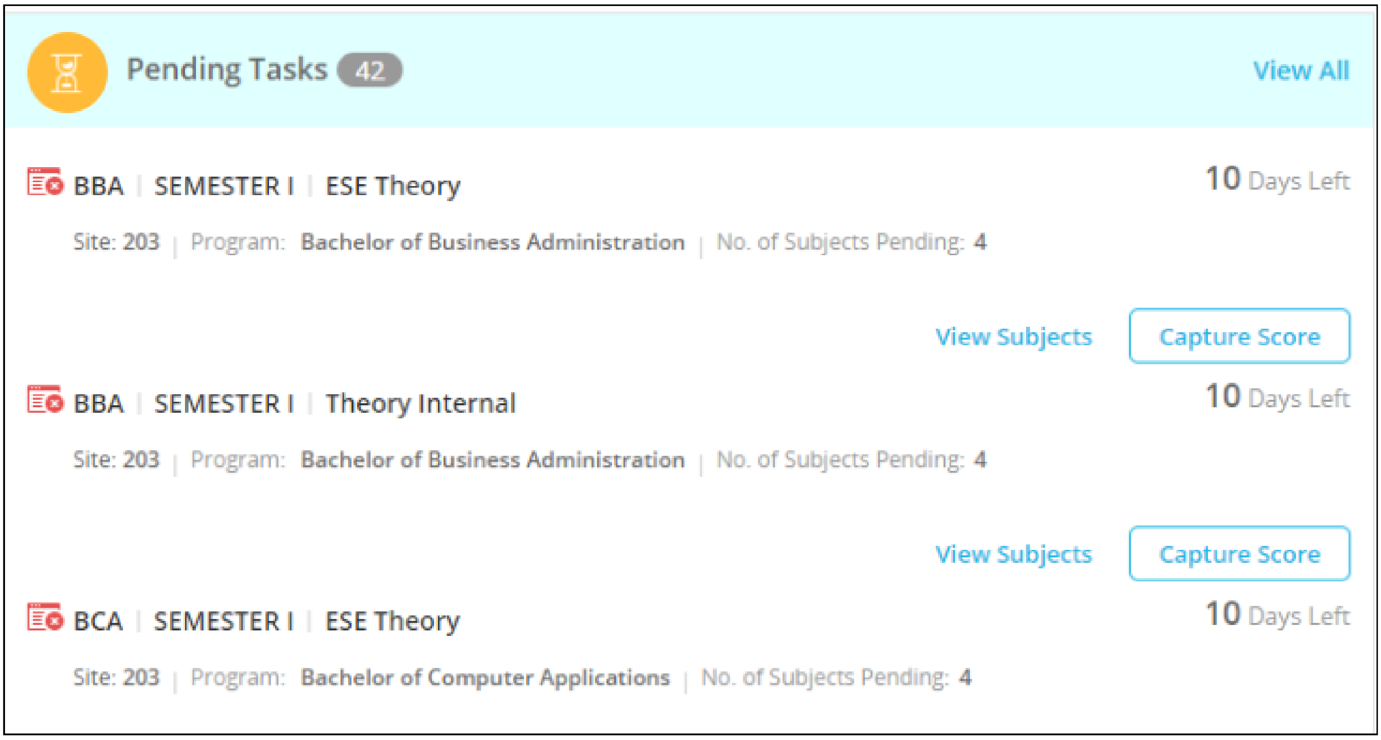


This screen includes the below mentioned tasks

- Pending Tasks
- Capture Score Statistics
- Completed Exam
- Overdue Tasks

Pending Tasks

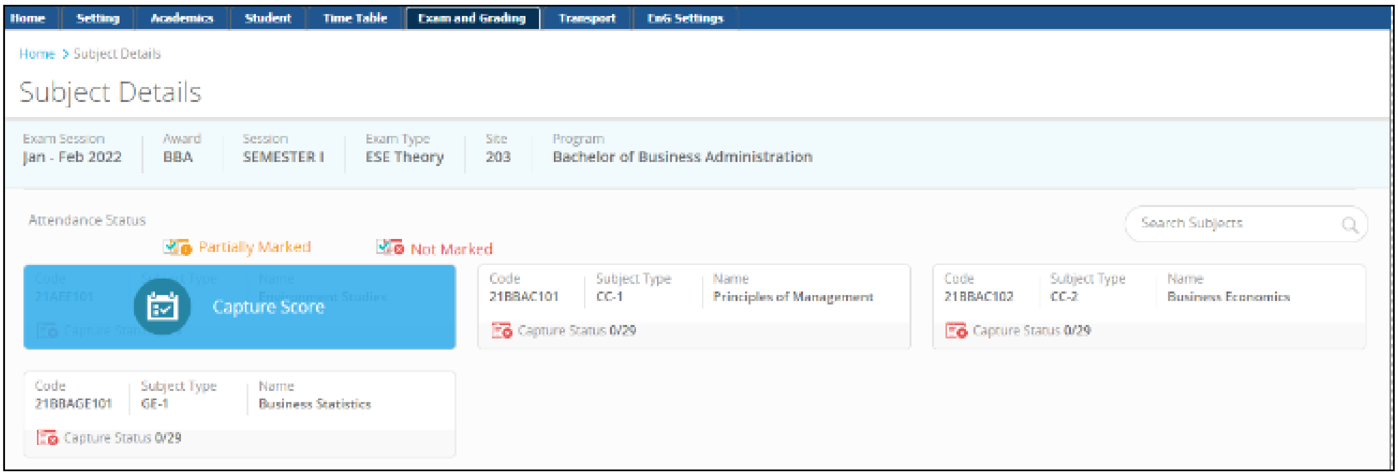
Pending tasks shows the Award, session and exam type for which the marks capturing should be done.



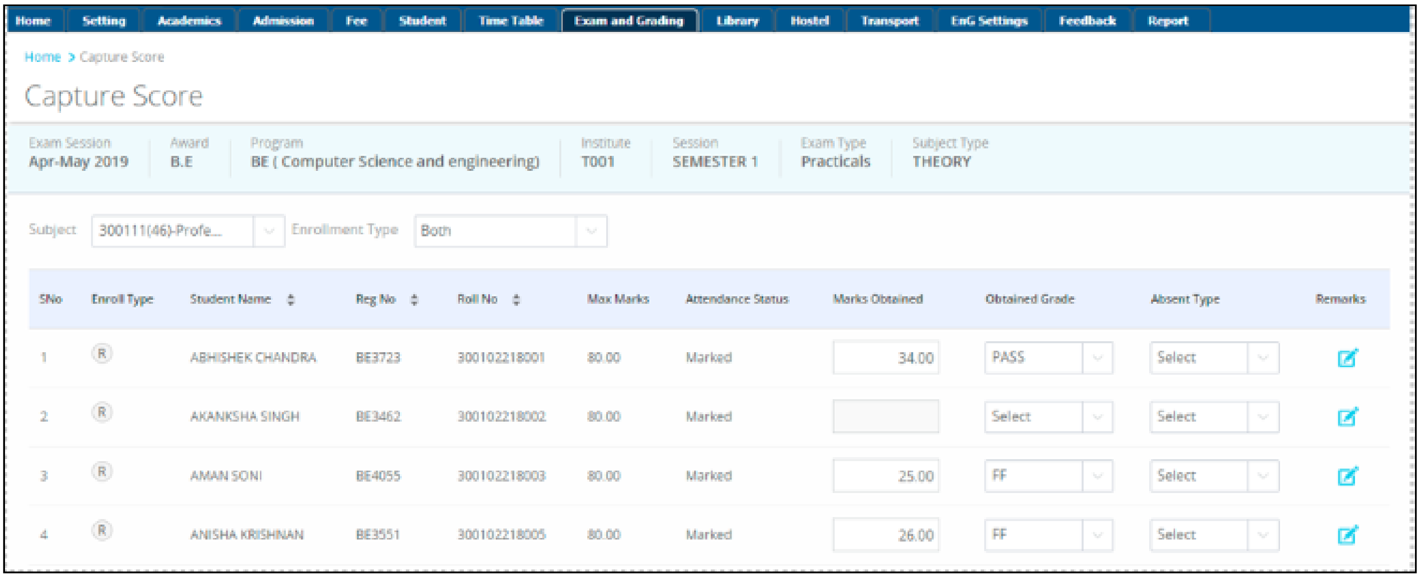
Marks Capturing can be done either by clicking View Subjects or Capture Score.

When you click on Capture Score, the below screen occurs where all the subjects under this Award is listed.

Here again there is 2 classifications where the Subjects are Partially Marked and Not Marked.



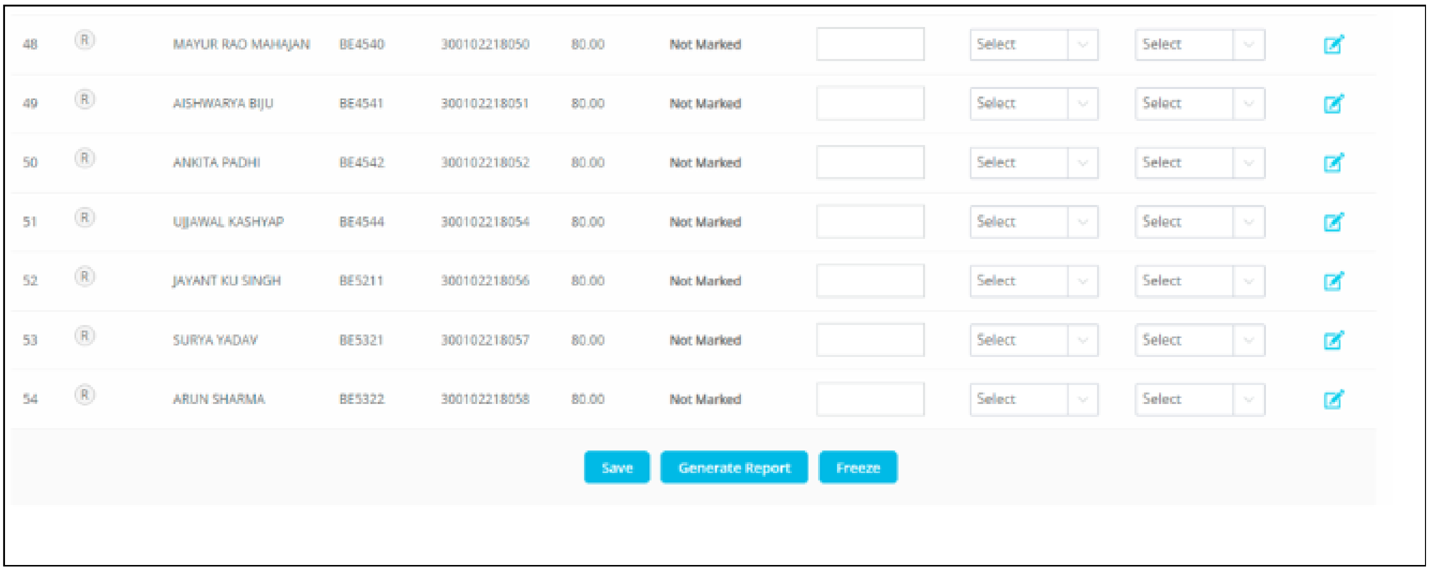
When you click on a particular subject, the below screen occurs.



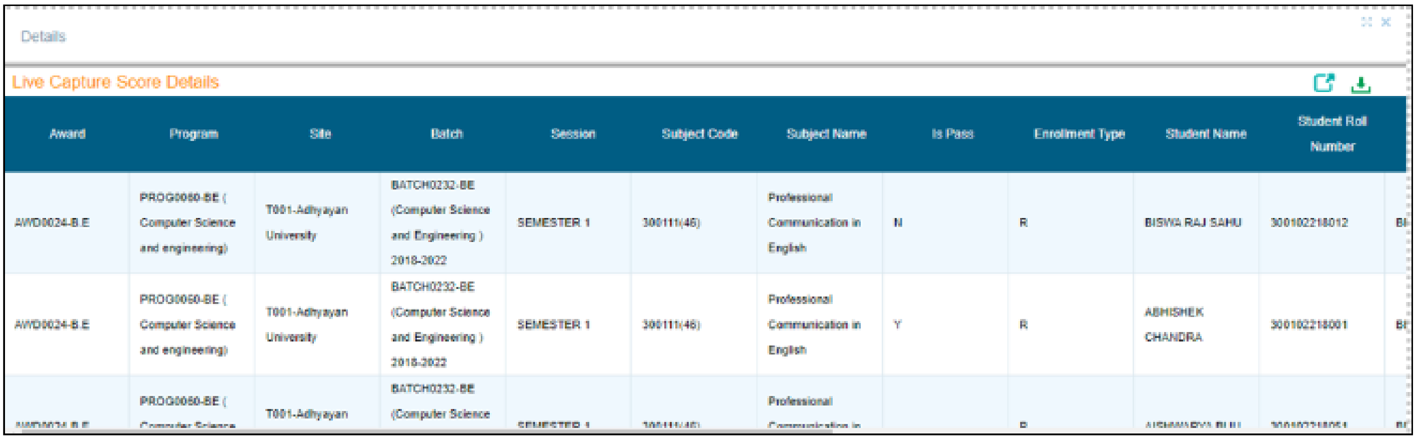
Student are listed for a particular subject. Faculty can enter the Marks in the Marks obtained field and can also select the Absent type if required.

In Addition to this, remarks if any can also be entered in the Remarks field

After entering the marks, save it.



Reports can also be generated by using Generate Report. When you click on Generate Report, the below screen occurs



Generated Report can either be exported or downloaded

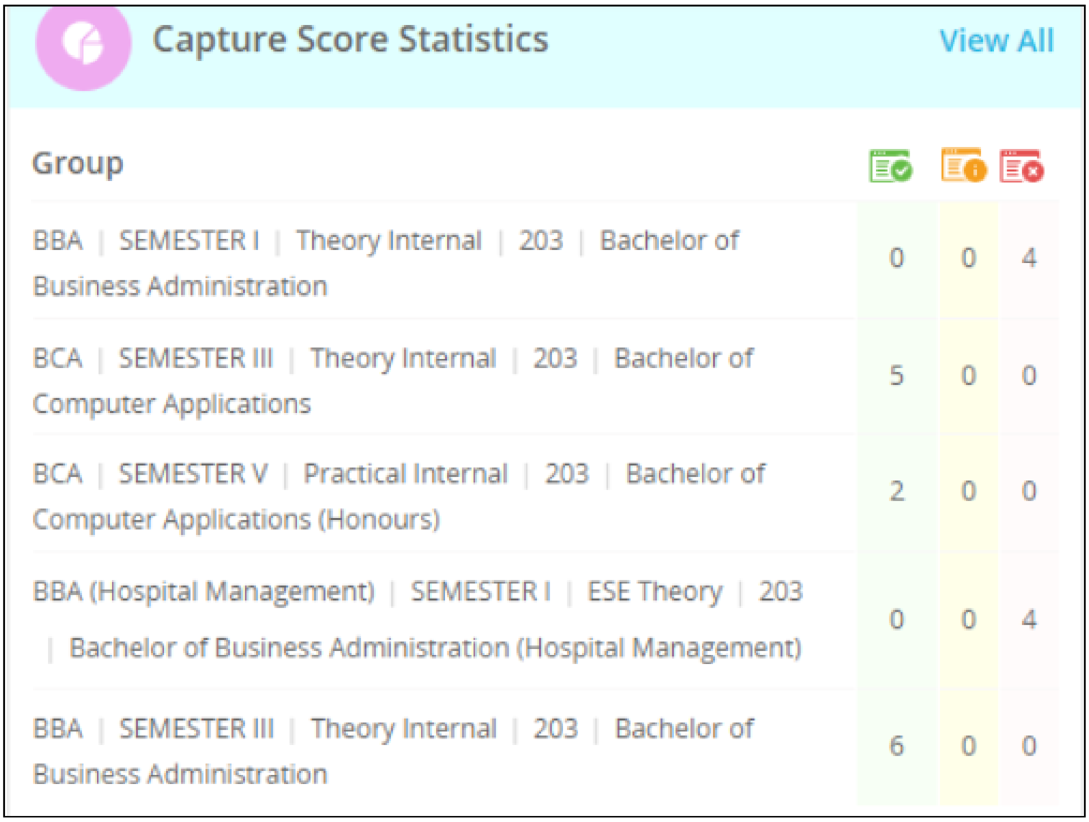
Capture Score Statistics

In Capture Score Statistics, we have the statistical count on the basis of

Fully Captured

Partially Captured

Not Captured

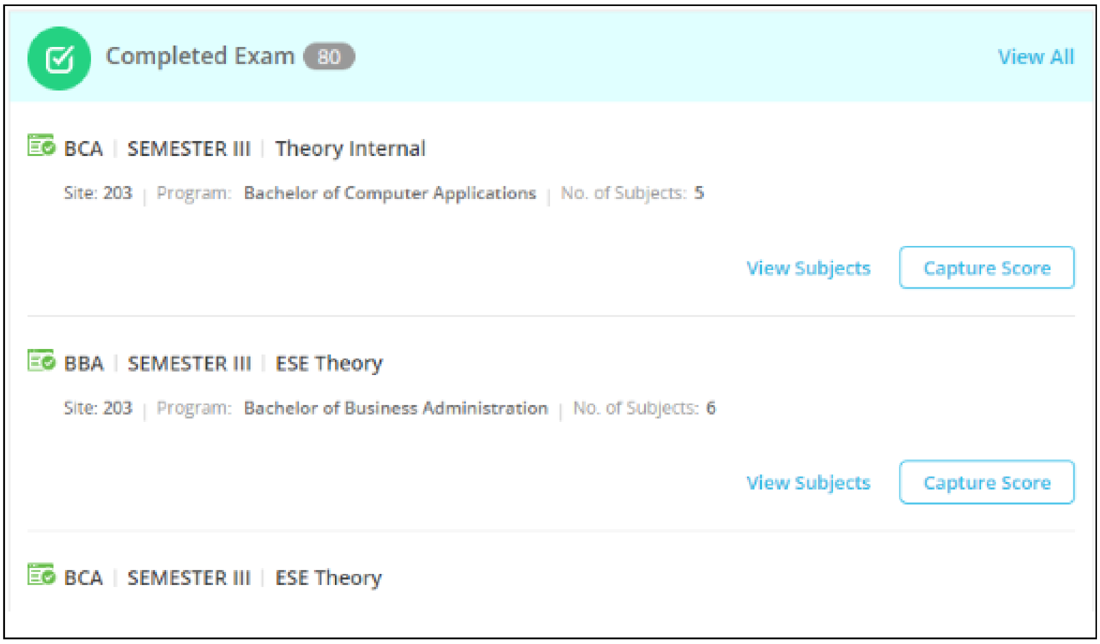


Based on the count, Faculty can get the capturing status of the subjects in a particular Award

Completed Exam

All the completed task of capturing marks will be listed in the Completed Exam.

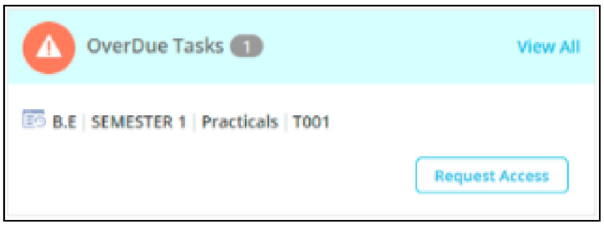
If required we can view the captured marks using view subjects or capture score



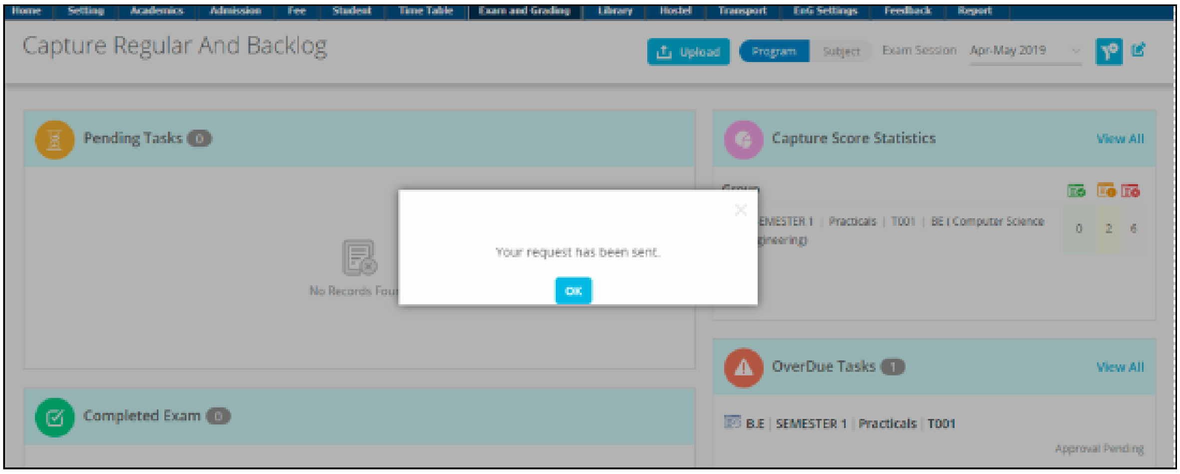
OverDue Tasks

In OverDue Tasks, the task is listed based on the dates exceeded in the capture to date configuration.

Faculty has an Request Access option for capturing marks in the overdue task.



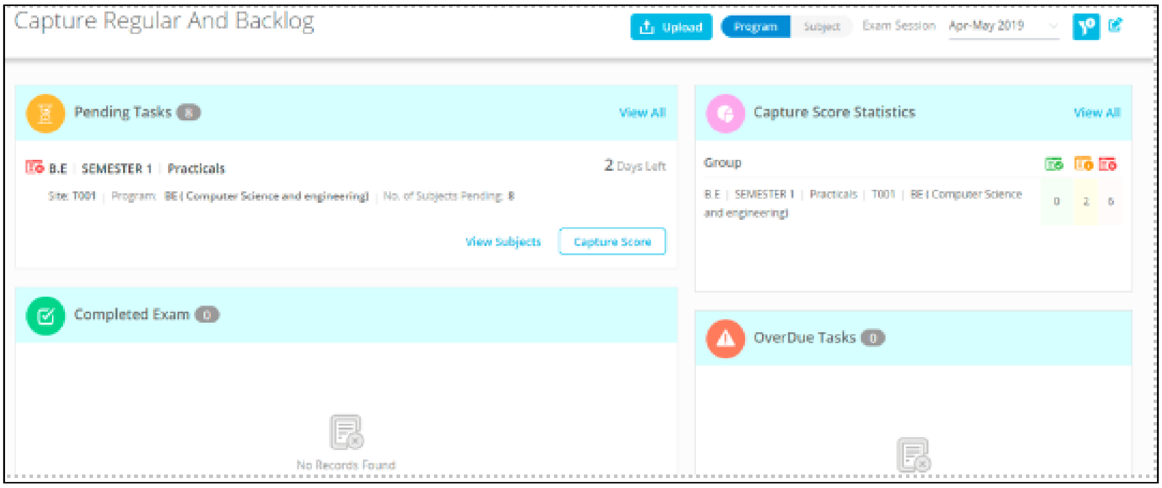
When you click on Reques Access, the below screen occurs.



The request will be send for Approval.

In Approve Capture Date Extension, the request is approved by extending the capture date.

After Approval, the request will be available in the pending task for marks capturing as shown below,



Capture Regular Marks

Overview

Capture regular marks screen with an aesthetic UI has been implemented from where for different subjects and capture types, regular internal marks can be captured by authorized faculties.

Based on the date window defined, records will be categorized into Active and Expired where user can come and see the currently active records for which marks capturing can be done and also the expired records for which date window for capture score has crossed.

This functionality is available only for non-university customers.

Pre-requisite

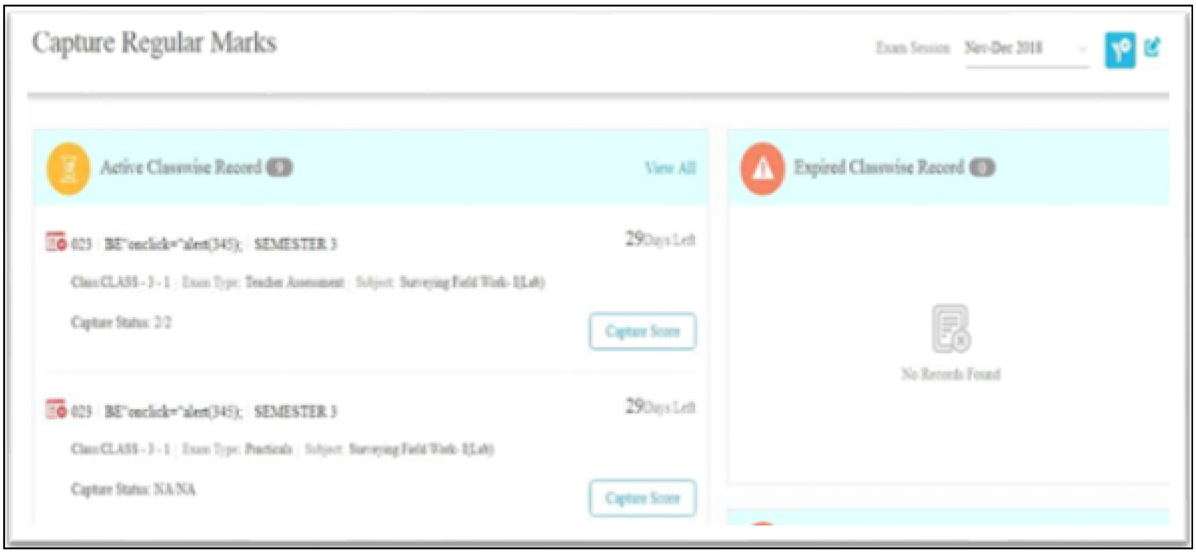
1. Exam session should be mapped.
2. Batch Session Subject configuration is required where you can define the Capture Type as Class, Batch Session, and Group wise.
3. Faculty Exam Mapping (FEM) can be done at following places:

1. Capture Score for Class: Faculty Mapping at Faculty Class Allocation.
2. Capture Score for Batch Session: Faculty Mapping at Batch Session Subject.
3. Capture Score for Group: Faculty Mapping at Exam Session Site Award Session Subject Group. Note: Group should be mapped at Subject in Configuration Definition/Batch Session Subject)
4. A flag Capture by Subject Faculty is provided at the subject Exam Setup Master (ESM) and at the subject Template Pattern Detail (TPD) as well.

Procedure

To capture regular marks:

1. Go to Exam and gradings -> Capture score -> Capture regular marks. Below is a screen displayed.



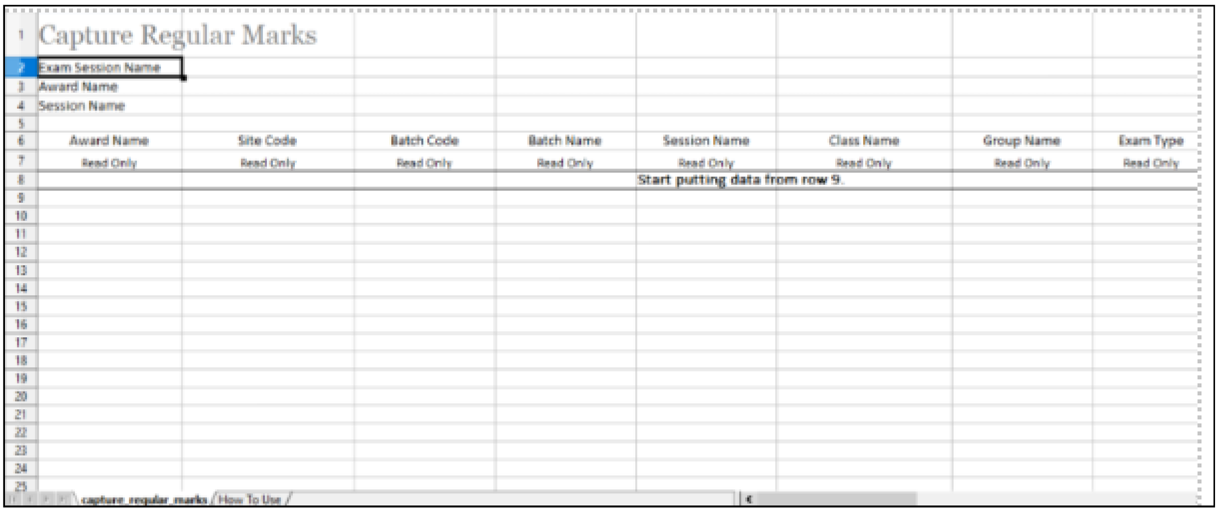
2. Select exam session from the dropdown for which user have to do marks capturing.

3. User will get the currently active records for which marks capturing can be done and also the expired records for which date window for capture score has crossed.

To upload regular marks capturing:

1. Goto Web installer -> Search capture regular marks or Goto exam and grading -> capture score -> capture regular marks -> upload

2. Upload the template.



Feild	Feild Type	Description
Award Name	Read Only (Non-Editable)	Data flows from Master template.
Site Code	Read Only (Non-Editable)	Data flows from Master template.
Batch Code	Read Only (Non-Editable)	Data flows from Master template.

Feild	Feild Type	Description
Batch Name	Read Only (Non-Editable)	Data flows from Master template.
Session Name	Read Only (Non-Editable)	Data flows from Master template.
Class Name	Read Only (Non-Editable)	Data flows from Master template.
Group Name	Read Only (Non-Editable)	Data flows from Master template.
Exam Type	Read Only (Non-Editable)	Data flows from Master template.
Subject Code	Read Only (Non-Editable)	Data flows from Master template.
Subject Name	Read Only (Non-Editable)	Data flows from Master template.
Student Name	Read Only (Non-Editable)	Data flows from Master template.
Registration Number	Read Only (Non-Editable)	Data flows from Master template.
Roll number	Read Only (Non-Editable)	Data flows from Master template.
Maximum marks	Read Only (Non-Editable)	Data flows from Master template.
Obtained marks	Optional (Editable)	Specify the obtained marks.
Obtained grade	Optional (Editable)	Specify the obtained grade.
Absent type	Optional (Editable)	Specify the absent type
Remarks	Optional (Editable)	Specify the remarks if any.

3. This template can be used to capture Regular/Backlog marks in bulk for students in a site, batch and session

Track Exam Activities

Overview

An Admin or Controller of Examination can track the status of various exams mapped in an Exam Master. Along with tracking, he can also perform certain transactions or take actions like: Enrollment Approval, Exam Fee Approval, Closing of Enrollment etc.

To view the same, it will be necessary to select an exam master from the list. All the exams mapped in this master will be listed, from which he can see the status, take certain actions and do transactions.

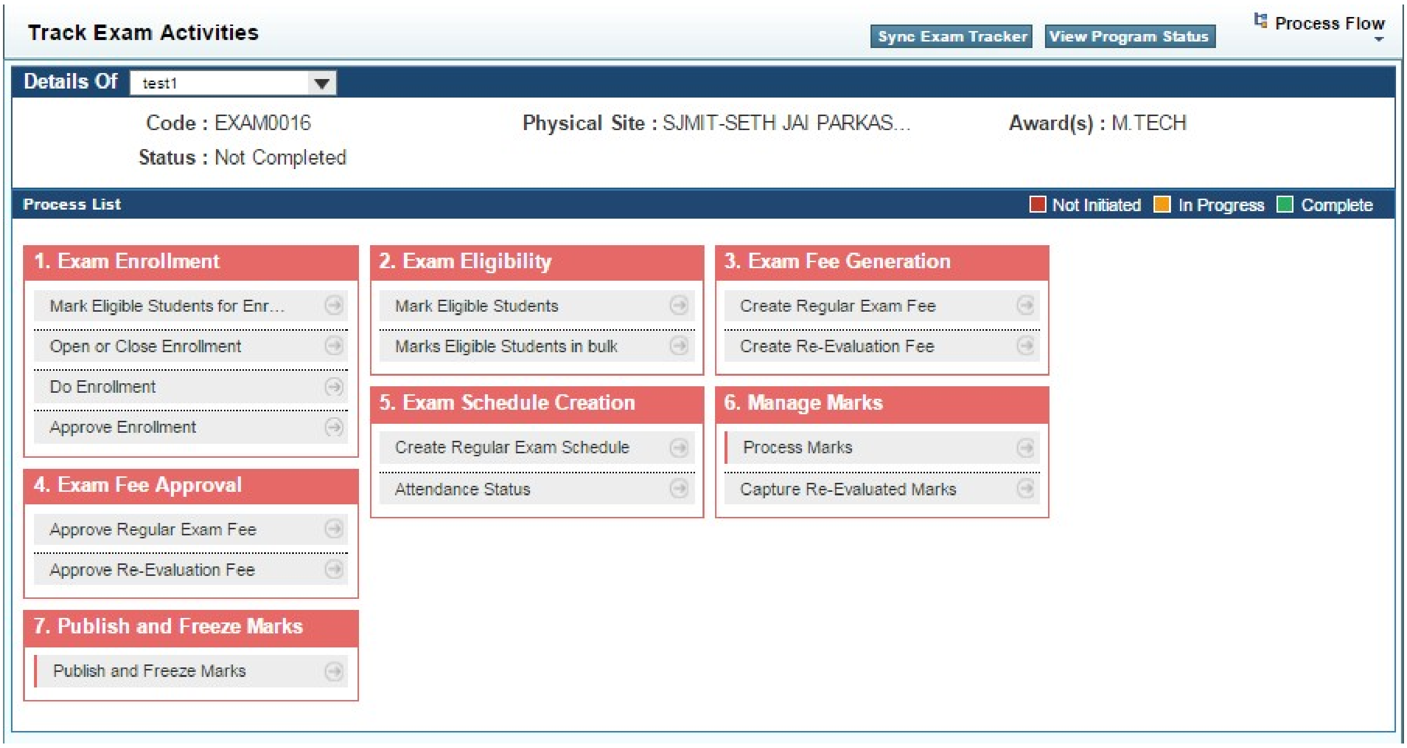
Pre Requisites

- Exam master should be created to track an examination process.

Procedure

To track an examination process:

1. Go to **Exam and Grading >> Manage Exam Activities >>Track Exam Activities**.



2. Select an exam master from **Details of** dropdown.
3. The steps of the examination process are displayed as per the exam master.
4. Click **Sync Exam Tracker** if changes are done in the Exam Master.
5. Click **View Program Status** to view the summary of different activities program wise. The number depicted here is exam wise.
6. Heading for different transactional steps are arranged sequentially depending on the flow of Exam activities.
7. Name of dependent transactional steps are grouped under Step and arrange sequentially in vertical. Click on the activity name to perform the activity.
8. Color code is implemented as vertical line to show the progress of activities with respect to activity in Step.

9. The status of activity with respect to an exam is shown in **Status** field..
10. Click **Refresh** to refresh the color code of steps and status once transaction is completed.

Various Steps in Exam Tracker are:

Exam Enrollment

This Step consists of four sub steps. It will be shown here only when Exam Enrollment Required is checked in the selected Exam Master. Below are the four Sub Steps

- **Mark Eligible Students for Enrollment:** This Sub Step will be use to check eligibility of student for enrollment. This Sub Step will be shown only if Exam Eligibility Required is checked in the selected Exam Master.
- **Open or Close Enrollment:** This Sub Step will be used to Open or Close Enrollment.
- **Do Enrollment:** This Sub Step will be used to do Exam Enrollment.
- **Approve Enrollment**: This Step will be used to Approve Enrollment of Students.

Exam Eligibility

This Step consists of two sub steps. It will be shown here only when Exam Eligibility Required is checked in the selected Exam Master. Below are the two Sub Steps

- **Mark Eligible Student:** This Sub Step will be used to Mark Eligibility of Student for appearing in Exam.
- **Mark Eligible Student in Bulk:** This Sub Step will be used to Mark Eligibility of Student for appearing in Exam in bulk.

Exam Fee Generation

This Step consists of two sub steps. It will be shown here only when Exam Fee Required is checked in the selected Exam Master. Below are the two Sub Steps

- **Create Regular Exam Fee:** This Sub Step will be used to create Regular Exam Fee.
- **Create Re-Evaluation Fee:** This Sub Step will be used to create Re-Evaluation Fee.

Exam Fee Approval

This Step consists of two sub steps. It will be shown here only when Exam Fee Required is checked in the selected Exam Master. Below are the two Sub Steps

- **Approve Regular Exam Fee:** This Sub Step will be used to approve Regular Exam Fee. Once the approval is done, it will be shown in the Fee Module.
- **Approve Re-Evaluation Fee:** This Sub Step will be used to approve Re-Evaluation Fee. Once the approval is done, it will be shown in the Fee Module.

Exam Schedule

This Step consists of two sub steps. It will be shown here only when Exam Schedule Required is checked in the selected Exam Master. Below are the two Sub Steps.

- **Create Regular Exam Schedule:** This Sub Step will be used to create Exam Schedule.
- **View Exam Attendance Status:** This Sub Step will be used to view the exam attendance status. It will be shown here only when Mark Exam Attendance is checked in the selected Exam Master.

Hall Ticket Printing

This Step consists of two sub steps. It will be shown here only Hall Ticket Template is mapped in the selected Exam Master. Below are the two Sub Steps.

- **Hold or Release Hall Ticket:** This Sub Step will be used to Hold or Issue Hall Ticket Online.
- **Print Hall Ticket:** This Sub Step will be used by Admin to print Hall Ticket.

Manage Marks

This Step consists of three sub steps. Below are the two Sub Steps

- **View Captured Score Status:** This Sub Step will be used to view the Captured Score Status at an exam level.
- **Process Marks:** This Sub Step will be used to process score at an exam level.

Publish and Freeze Marks

This Step consists of one Sub Step and will used to Publish and Freeze Marks.

- **Publish and Freeze Marks:** This Sub Step will be used to Publish or Freeze Marks.

Internal Backlog

This Step consists of three sub steps. It will be shown here only when Internal Backlog Required is checked in the selected Exam Master. This Step will be used to manage Internal Backlog Marks Below are the three Sub Steps

- **Generate Internal Backlog:** This Sub Step will be used to generate Internal Backlog.
- **Capture Marks:** This Step will be used to capture Internal Backlog Marks.
- **Process Marks:** This Step will be used to process Internal Backlog Marks.

Manage Report Card

This Step consists of two sub steps. This Step will be used to manage Progress Report Card.

- **Generate Report Card:** This Sub Step will be used to Generate Report Card in bulk.
- **Hold or Release Report Card:** This Sub Step will be used to Hold or Issue Report Card Online.

Result

- Admin can track the activities shown.

Enter Marks in Bulk

Overview

An admin or controller of examination can enter marks for of students using barcodes for an exam master. The details of the student need not be entered here.

Pre Requisites

- Exam master should be created.
- Copy codes should be generated.

Procedure

To enter marks:

1. Go to **Exam and Grading >> Manage Exam Activities >>Enter Marks in Bulk**.
2. Select an exam master from lookup.
3. Enter the barcode and Marks and press Enter key or click **Enter.**
4. The marks are saved against the barcode, Remarks can be added here.
5. Click Review and enter the barcode to review the entered marks for a barcode.
6. The marks are highlighted for review.
7. Click **Save**.

Result

- Marks are saved against the barcodes..

Overview

Capture Regular/Backlog Marks screen handles the Qualitative Grading Scheme.For the institutes, where only the grade system is applicable this new approach of Exam and Grading could be leveraged.

Note: The Capture Score template need not to be downloaded and used every time. The user can capture the grades fom option available at the front end itself.

To use this feature:

1. Go to **iDC** >> **Exam and Grading** >> **Manage Exam Activities** >> **Capture Regular/Backlog Marks** screen
2. Provide the required parameters and click **Search**.
3. Select a subject and proceed for grade capturing.
4. Capture the grades against each student. The Marks column gets disabled.
5. Click **Save** once all the grades are captured.

My Dashboard

You can view the captured score status in a dashboard view. The use case of date extension for overdue tasks is, where you can raise a request for date extension for the overdue tasks.

My Dashboard is more informative and intuitive. On the landing screen, a dashboard containing Pending Tasks, Completed Exams, Overdue Tasks and Capture Score Statistics is displayed.

- **Pending Task**: All the records which are not captured or partially captured are displayed and you can select a record and capture as well.
- **Completed Exams**: All the exams which are completed are displayed.
- **Overdue Tasks**: All the records for which capturing window is closed are listed and you can request for accessing those records as well.
- **Statistics**: It shows whether the captured score is Award, Semester, Exam wise captured or not. It also displays the partially captured score status.

Overview

Mark Exam Absentees in Bulk allows the attendance in-charge to mark the students as Unfair Means Marking (UFM) case while marking the exam attendance. The user can provide comma-separated details of students and the relevant absent type for UFM cases.

For approving or rejecting UFM marked cases, another screen named **Approve** or **Reject UFM** is provided where admin can approve or reject UFM marked cases. Once approved, the relevant absent type defined for UFM case flows to capture score. On rejection, the record for actual marks capturing will be opened.

To use this feature:

1. Go to **iDC** >> **Exam and Grading** >> **Manage Exam Activities** >> **Mark Exam Absentees in Bulk**
2. Provide the required parameters and click **Search**.
3. Select a subject and click **Mark UFM**. You can provide comma separated details of the Students.
4. Select **UFM Absent Type** and click **Save**.

My Dashboard

The dashboard provides you the Attendance Marking status at a glance. A new use case of date extension of overdue tasks is, where you can raise a request for date extension for the overdue tasks. The dashboard contains Today's Exams, Pending Tasks, Completed Exams, Overdue Tasks and Capture Score Statistics sections.

- **Today's Exams**: It lists all the exams that are in-progress on today and the attendance can be marked as well.
- **Pending Tasks**: All the records for which attendance is not marked or partially martially are displayed and you can select a record and mark the attendance as well.
- **Overdue Tasks**: All the records for which attendance marking window is closed are listed and you can also request for accessing those records.
- **Upcoming Exams**: Lists all the upcoming exams in which you are enrolled.
- **Completed Exam**: All the exams which are completed are displayed.
- **Attendance Report**: It shows the completed, pending and overdue task status.

Overview

Capture Score Dump Upload Template is to upload the raw capture score data by just providing Student Reg no., Subject Code and Marks. This stores the uploaded data in the system along with the validation logs if any. Later, the user can download the data template to check for the validations and correct the same accordingly. Once all the data is corrected and uploaded, the same can be pushed to actual capture score through the screen Capture Score Dump.

It finds out all incorrect data before hand which earlier got inserted into the system and then later got corrected through data fixes.

To use this feature:

1. Go to **WebInstaller** >> **Exam and Grading** >> **Capture Score Dump Upload Template**
2. Download a blank template and insert capture score raw data by providing just Student Reg no, Subject Code and Obtained marks and upload the same.
3. Download the data template by providing Exam master, Award, Session and Exam type. It populates all the inserted data along with the validation logs against each row. Correct all such data and upload again .
4. Now, go to **Digital Campus** >> **Exam and Grading** >> **Manage Exam Activities** >> **Capture Score Dump**
5. Select Exam master, Award, Session, Exam Type and click **Capture Marks.** It captures all the valid uplaoded raw data in the system.

Capture Re-evaluation Marks

This new feature, enables you to enter the re-evaluation marks for students for a subject and sets a Maker - Checker concept while entering the marks for double verification. (Maker: First Revaluation Marker1 & Checker: First Re-evaluation Marker2)

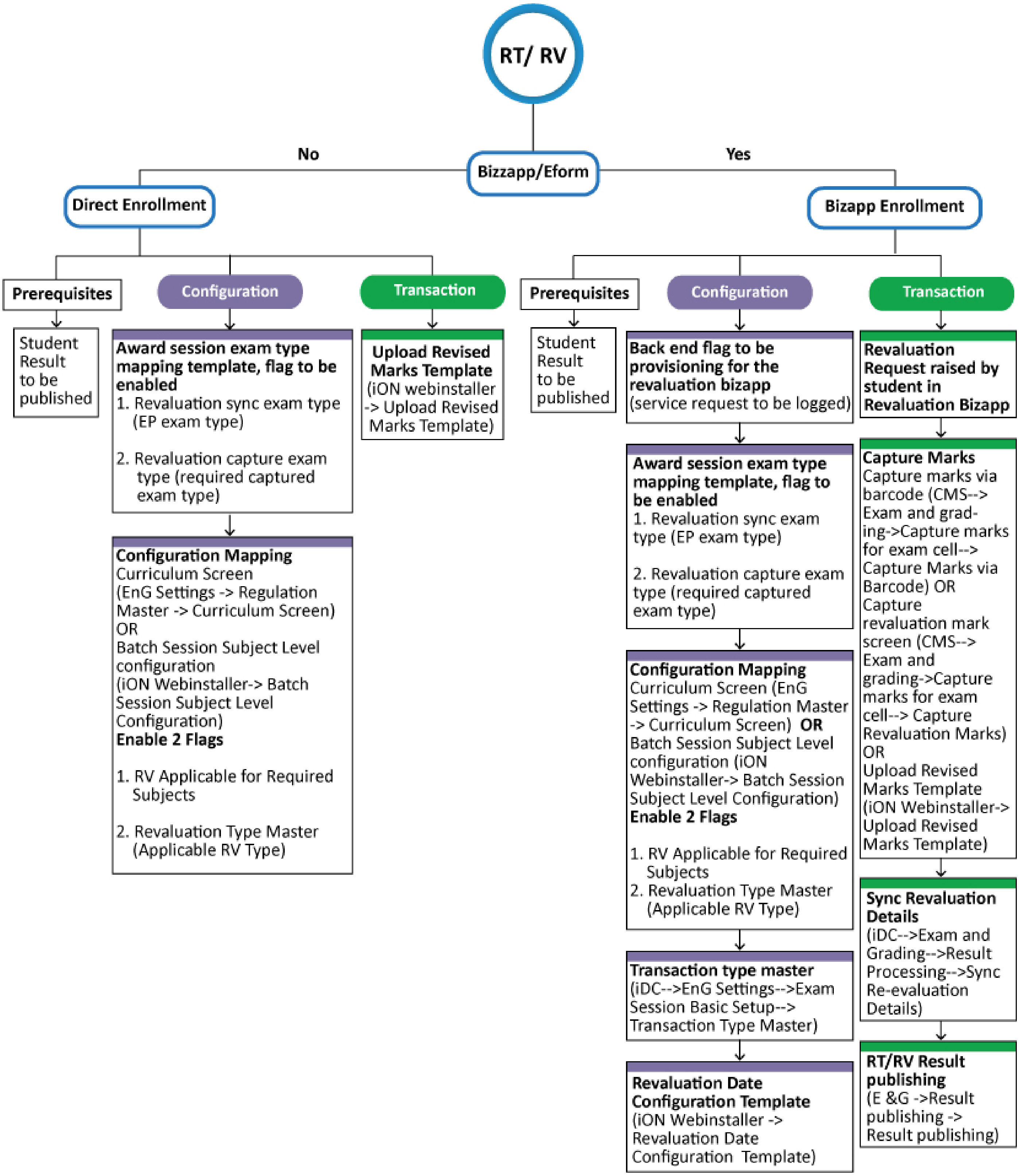
Request from following sources flow into this screen:

- RT/RV Bizapp
- Upload Revised Marks Template (Under progress)

To use this feature,

1. Go to iDC >> Exam and Grading >> Capture Marks for Exam Cell >> Capture Re-evaluation Marks

Process Flow



RT/ RV
Bizzapp/Eform
No
Yes
Direct Enrollment
Prerequisites
Configuration
Transaction
Student Result to be published
Award session exam type mapping template, flag to be enabled
1. Revaluation sync exam type (EP exam type)
2. Revaluation capture exam type (required captured exam type)
Configuration Mapping
Curriculum Screen (EnG Settings -> Regulation Master -> Curriculum Screen) OR Batch Session Subject Level configuration (iON Webinstaller-> Batch Session Subject Level Configuration)
Enable 2 Flags
1. RV Applicable for Required Subjects
2. Revaluation Type Master (Applicable RV Type)
Upload Revised Marks Template
(iON webinstaller -> Upload Revised Marks Template)
Bizapp Enrollment
Prerequisites
Configuration
Transaction
Student Result to be published
Back end flag to be provisioning for the revaluation bizapp
(service request to be logged)
Award session exam type mapping template, flag to be enabled
1. Revaluation sync exam type (EP exam type)
2. Revaluation capture exam type (required captured exam type)
Configuration Mapping
Curriculum Screen (EnG Settings -> Regulation Master -> Curriculum Screen) OR Batch Session Subject Level configuration (iON Webinstaller-> Batch Session Subject Level Configuration)
Enable 2 Flags
1. RV Applicable for Required Subjects
2. Revaluation Type Master (Applicable RV Type)
Transaction type master
(iDC-->EnG Settings-->Exam Session Basic Setup--> Transaction Type Master)
Revaluation Date Configuration Template
(iON Webinstaller -> Revaluation Date Configuration Template)
Revaluation Request raised by student in Revaluation Bizapp
Capture Marks
Capture marks via barcode (CMS--> Exam and grading->Capture marks for exam cell--> Capture Marks via Barcode) OR Capture revaluation mark screen (CMS--> Exam and grading->Capture marks for exam cell--> Capture Revaluation Marks) OR Upload Revised Marks Template (iON Webinstaller-> Upload Revised Marks Template)
Sync Revaluation Details
(iDC-->Exam and Grading-->Result Processing-->Sync Re-evaluation Details)
RT/RV Result publishing
(E &G ->Result publishing -> Result publishing)

Pre Requisites:

- RT/RV/RRV request must be present in the system.
- User role must be mapped to perform applicable transactions.

Roles in User Role Template

Five new roles are added in User role template. Organisation can map users as per the following roles.

- **First Re-evaluation Marker1**

1. The user mapped as First Revaluation Marker1 will have only one value in marking type, which will be First Revaluation Marker1.
2. After selecting applicable filter upon clicking Search, a screen displays where the First Re-evaluation Marker 1 can enter the marks and click Save.

All those records for which the marks are entered by First Revaluation Marker1 will open to the First Revaluation Marker2.

3. Records are visible and allowed to be edited by First Revaluation Marker1 until marks are not captured by First Revaluation Marker2.
4. Once the Marks are entered by First Revaluation Marker2, those records will not appear on First Revaluation Marker1 screen.

- **First Revaluation Marker2**

1. All those records for which marks are entered by First Revaluation Marker1 appears to the First Revaluation Marker2 for entering marks.
2. Marks entered by First Revaluation Marker1 are not be visible here.
3. If, the Marks entered by First Revaluation Marker2 is different, it displays an alert as 'the Marks entered is different do you still want to continue'. It is a dynamic alert which appears whenever the marks for one row is added.
4. If, the First Revaluation Marker2 clicks OK and saves different marks, all such records will open to the First Re-evaluation Marker which will act as Discrepancy Resolver.
5. If, Marks entered by First Revaluation Marker2 is same, it proceeds for Final marks.
6. Based on Normalization, the Marks entered by the First Re-evaluation Marker2 can also be opened to the Second Marker.

- **First Re-evaluation Marker**
  - This role acts as Discrepancy resolver.
  - All those records for which there is a mismatch of marks entered by First Re-evaluation Marker1 and First Re-evaluation Marker2, will flow for entering marks.
  - Marks entered by First Re-evaluation Marker in that case are considered as Final marks for First Re-evaluation.

- **Second Revaluation Marker:**

  Based on Normalization, Marks are allowed to be entered by the Second Revaluation Marker.

- **Final Marker**
  - Final marks are auto-populated based on marks entered by other users.
  - Final Marker has authority to edit the Final Marks generated with or without Normalisation.

Generate Report

Following two Reports are available, by default:

- Marks Wanting Report: All those records will flow in screen for which the First Re-evaluation Marker1 did not capture.
- Discrepancy Reports: All those records which are open for Second marker, will come in this report.

Process Document

Click here to view Process Document for Reevaluation Marks.

Re-evaluation Process Document

Functionality:

Re-evaluation is a process or provision provided to students with which they can apply for scrutiny of the exam results they have got. Various types of scrutiny processes such as Re-totaling, Re-evaluation, Re-reevaluation, Appellate Board Review etc. are handled in the system for which students can apply and their results can be scrutinized. For this a separate Bizapp has been implemented with nice and aesthetic UI so that it provides an overall good user experience while accessing the portal.

This functionality comprises of 2 parts:

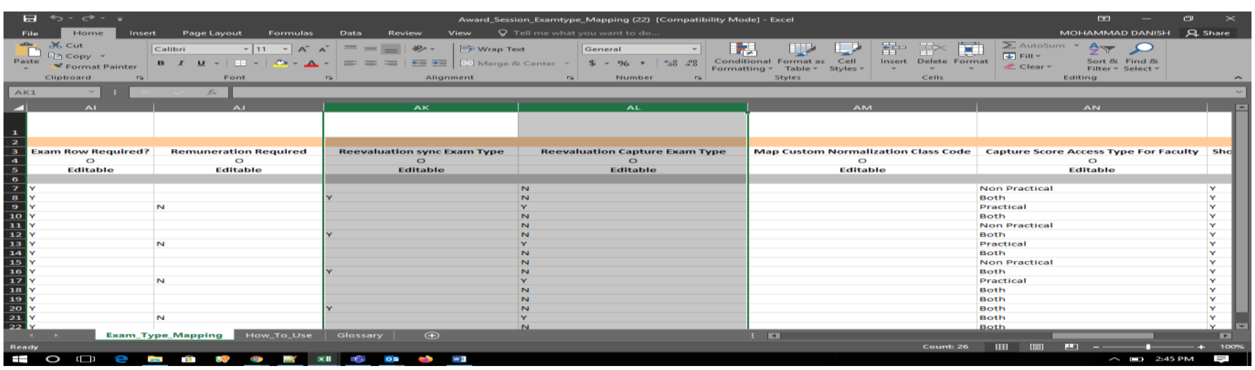
1. Configurations
2. Transactions

Configurations:

Configurations are the settings that are required to enable end user to use the functionality as per the business requirements. Below are the various configurations that are required to be done.

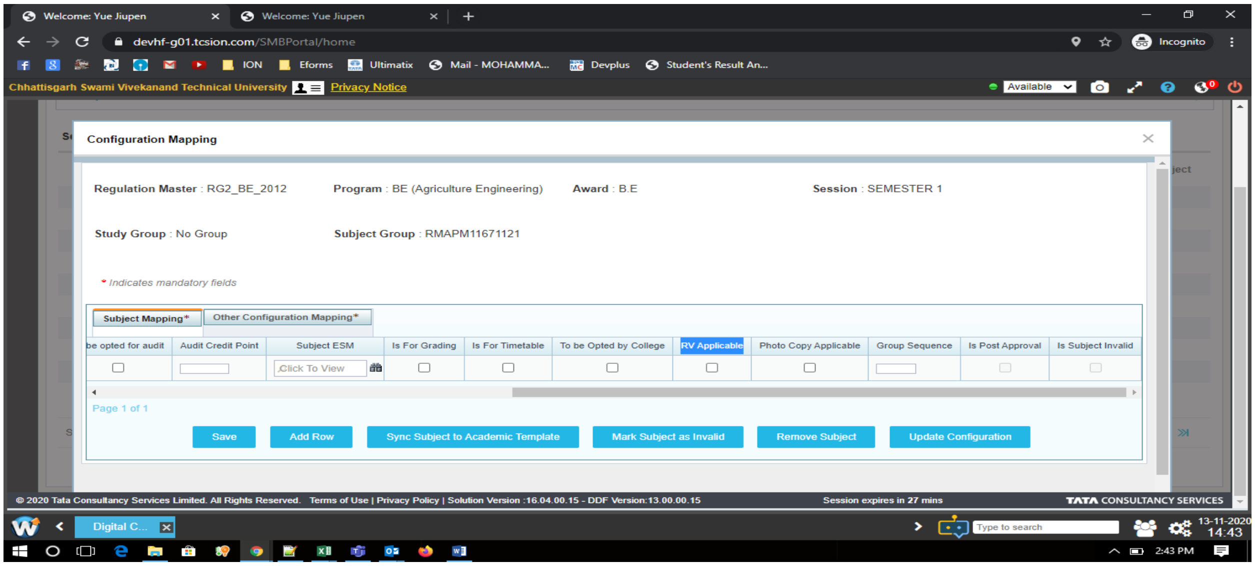
1) **Backend Flag to do provisioning of Re-evaluation Bizapp for the customer**:
   There is a backend configuration for enabling Re-evaluation bizapp for the customer which needs to be done. This can be done by raising a service request.

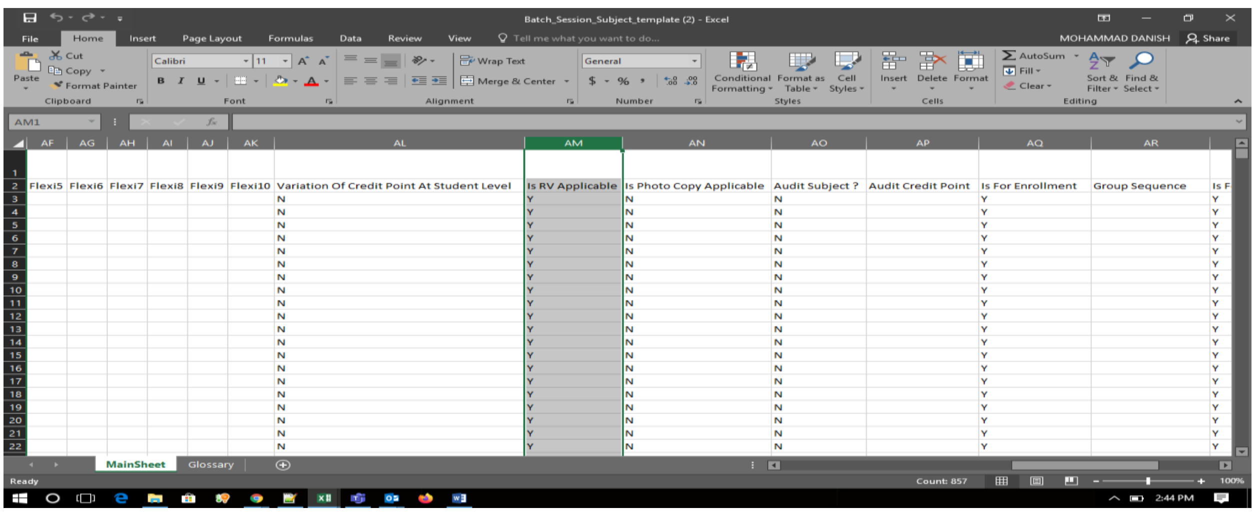
2) **Award Session Exam Type Mapping Template**:
   In Award Session Exam Type Mapping template, there are 2 columns **Reevaluation sync Exam Type** and **Reevaluation Capture Exam Type** that need to be defined mandatorily. 1st column tells system the exam type whose value is being displayed on front end to end user and till which re-eval marks are to be synched back in system while 2nd column is the exam type for which re-eval marks are actually captured.



3) **Batch Session Subject Level Configuration:**
   There is a configuration present at Curriculum Definition for each subjects whether this subject is to be made RV applicable or not. Students will be allowed to raise re-evaluation requests for only those subjects for which this flag has been checked and it has correctly flown till batch session subject level.

Path: Webinstaller→Exam and Grading→Batch Session Subject Template





4) **Transaction Type Master screen:**

Path: iDC→EnG Settings→Exam Session Basic Setup→Transaction Type Master

This is the main screen at which almost all configurations against a transaction type that needs to be defined are to be configured. For each transaction type i.e. RT/RV/RRV/ABR or any other, whatever configurations or charges are to be configured, it is to be done in this screen. Below mentioned are the fields present on this screen and their significance:

Name: This is the name of the transaction type

Description: User can describe the transaction type in this field

Default Amount to be charge: This field denotes the amount to be charged from student while raising request for this transaction type

Default Subject Limit: This is the subject limit for which students can raise request under this transaction type

No of Marks: This field defines the no. of marks that can be entered while capturing marks for requests raised for this transaction type

Aggregation Rule: In this field, custom aggregation rule can be configured that will calculate final aggregated marks from all the marks received against a request.

Sync to IDC Rule: This field tells system that which marks is to be finally stored at iDC end as compare to challenged marks i.e. latest, highest, average.

Map to Publishing: There are various list of value items created for result publishing. This field maps this transaction type to its corresponding list of value item defined for Result Publishing.

Map to Processing Sync: There are various list of value items created for result processing. This field maps this transaction type to its corresponding list of value item defined for Result Processing.

Pre-Condition: This is a text FYI field that can be defined w.r.t this transaction type. For ex: If for RRV type of request, RV request is a mandate, it can be mentioned here in this field.

Mark Entry Required: This flag is to be enabled if for a transaction type, marks are to be captured back against the raised requests.

Send Email: Email notifications can be enabled to students using this flag on whenever they raise request for this transaction type. UCP configuration also needs to be done for this.

Fee Payment Required: This flag is to be configured, if some fees is to be collected at the time of request submission.

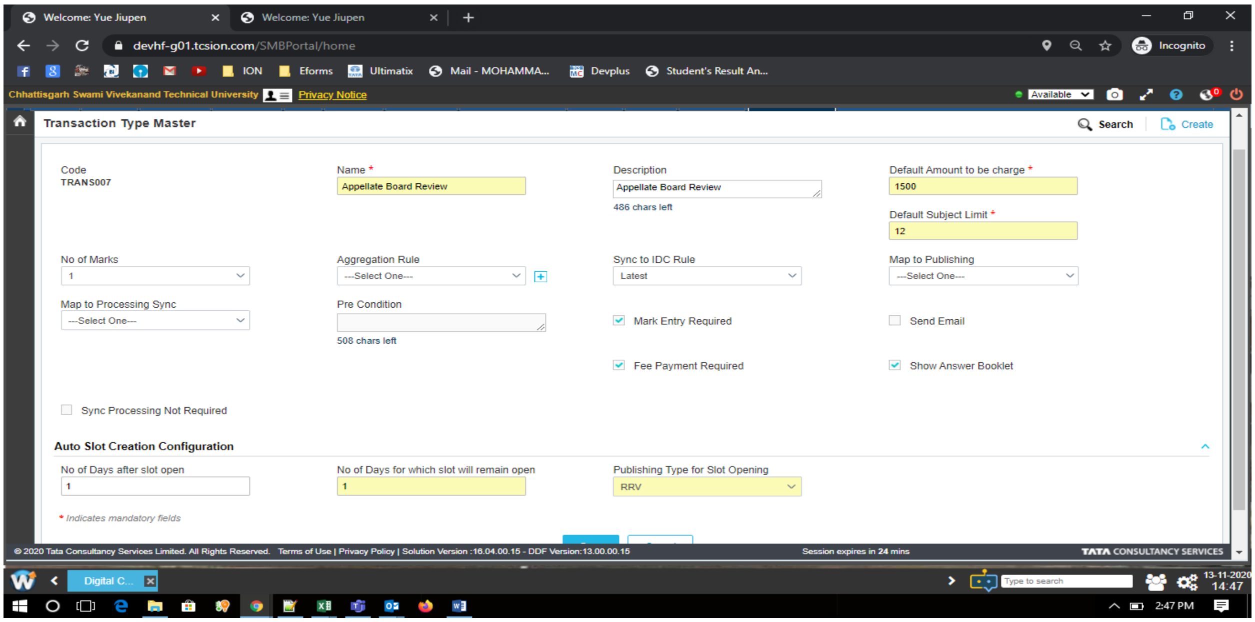
Show Answer Booklet: This field can be configured if for a transaction type, any file needs to be uploaded in system from university end after a request is raised.

Sync Processing Not Required: This field can be configured if after marks capturing in eforms, marks sync to iDC is not required.

No of Days after slot open: This field defines after how many days of result publishing of row type defined in 'Publishing type for Slot Opening', application window for a transaction type is to be opened.

No of Days for which slot will remain open: This field defines after how many days of opening the application window for a transaction type, it will be closed.

Publishing Type for Slot Opening: This field defines the row type after whose publishing, application window will be opened for a transaction type. For ex: If for Re-evaluation transaction type, this field is configured as 'ED', it means after Regular result publishing, application window for Re-evaluation will be opened.



5) Re-evaluation Date Configuration:

Path: Webinstaller→iDC→Re-evaluation Date Configuration

This is a web installer template provided for configuring application date window for various types of transaction types. Dates in this template are directly linked with last 3 configurational flags mentioned in Transaction Type master screen for slot opening. If above fields are configured, then dates will be automatically populated based on the configuration. Also user can directly download this template and update the start and end dates. This template has a flavor of Program wise date configuration as well.

	D	E	F	G	H	I	J	K	L	M
1										
2	Award Code	Program Code	Session Code	Exam Type	Transaction Type	Charged Amount	Subject Limit	Start Date	End Date	To be Updated
3	M	M	M	M	M	M	M	M	M	O
4	Non Editable	Non Editable	Non Editable	Non Editable	Non Editable	Editable/Input	Editable/Input	Input/(MM/DD/YYYY HH:MM:SS)	Input/(MM/DD/YYYY HH:MM:SS)	Select
5										
6										
7	15	PROG9095	SES0002	Regular	TRANS001	400	12	11/09/2020 00:00:00	11/19/2020 00:00:00	
8	15	PROG9095	SES0002	Backlog	TRANS001	400	12	11/09/2020 00:00:00	11/19/2020 00:00:00	
9	15	PROG9096	SES0002	Regular	TRANS001	400	12	11/09/2020 00:00:00	11/19/2020 00:00:00	
10	15	PROG9096	SES0002	Backlog	TRANS001	400	12	11/09/2020 00:00:00	11/19/2020 00:00:00	
11	15	PROG9097	SES0002	Regular	TRANS001	400	12	11/09/2020 00:00:00	11/19/2020 00:00:00	
12	15	PROG9097	SES0002	Backlog	TRANS001	400	12	11/09/2020 00:00:00	11/19/2020 00:00:00	
13	15	5056	SES0002	Regular	TRANS001	400	12	11/09/2020 00:00:00	11/19/2020 00:00:00	

Transactions:

1. Re-evaluation Bizapp:

This is an eforms portal provided for the end user. Admin and Students are the 2 stakeholders of this bizapp. For Admin, below actions can be taken through Bizapp

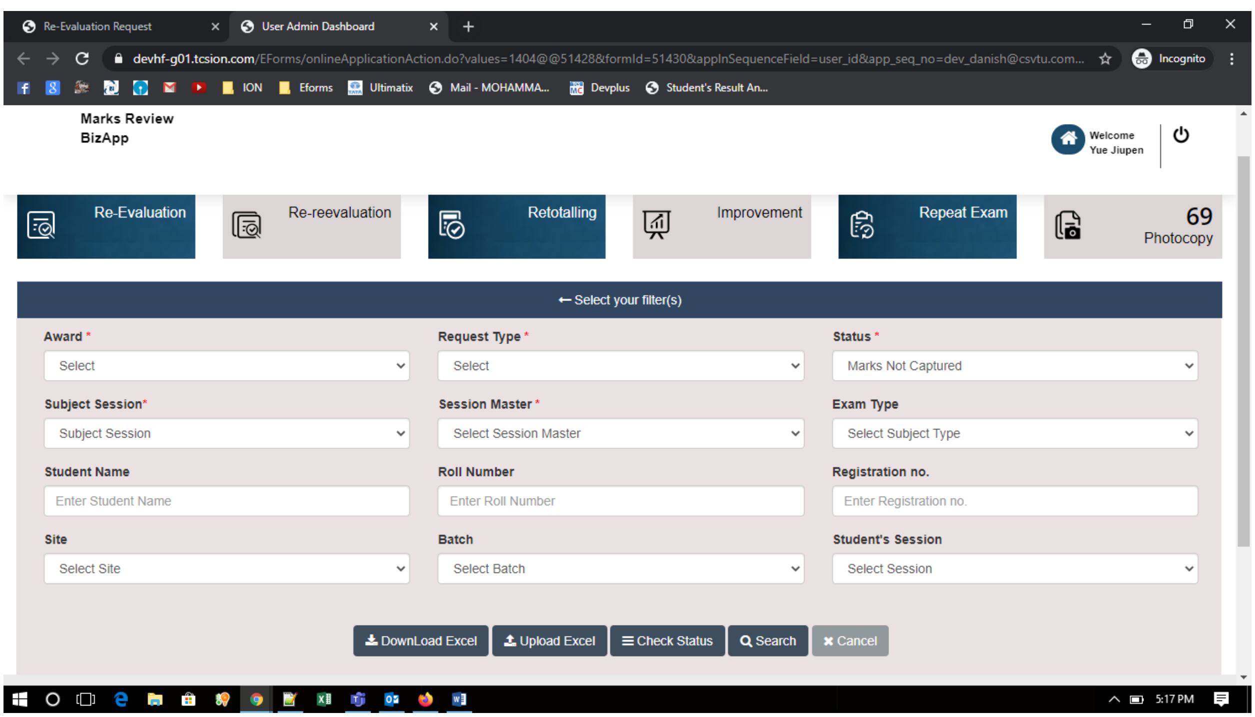
- Capture Marks(Screen/Excel)
- Raise requests on Students behalf
- Subject Blocking Configuration
- Reject Raised Requests
- Change Subjects in existing requests

For Student, below transactions are allowed through Bizapp

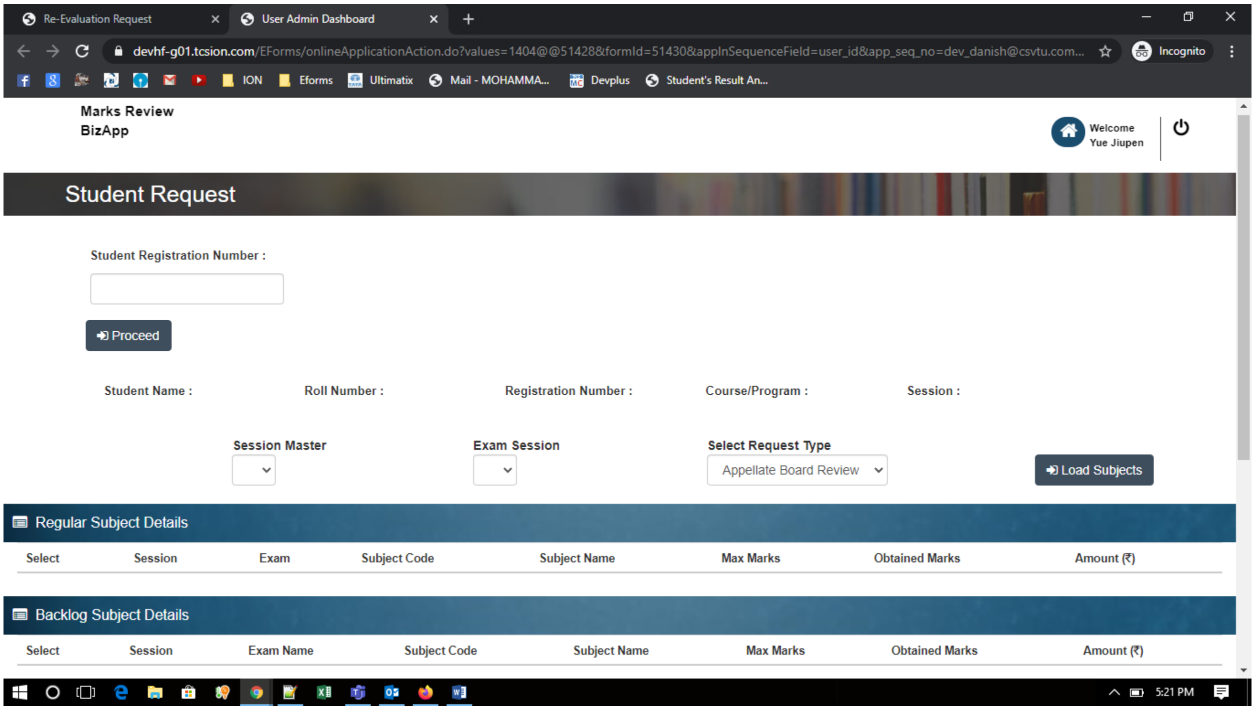
- Raise Requests
- View Previous Transactions

Admin Actions:

I. **Capture Marks**: For all the requests raised by students from across awards for various transaction types, admin can search and capture re-evaluated marks back in the portal. It can be done through screen as well through an excel template. If multiple marks entry is configured, then marks capturing is allowed only through excel.

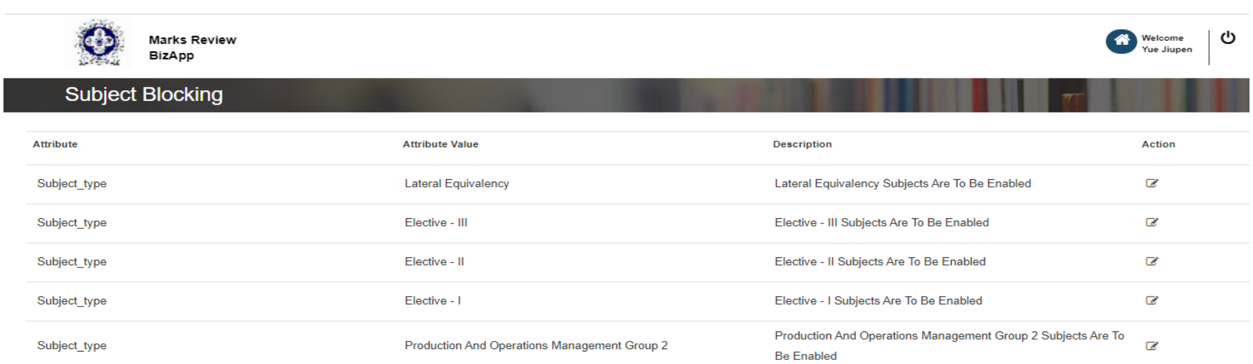


II. **Raise requests on Student behalf:** Admin can search students with their registration no., select semester, exam session and transaction type and raise requests on Students behalf. This is done when students submit offline applications for re-evaluation and the fees is collected offline.

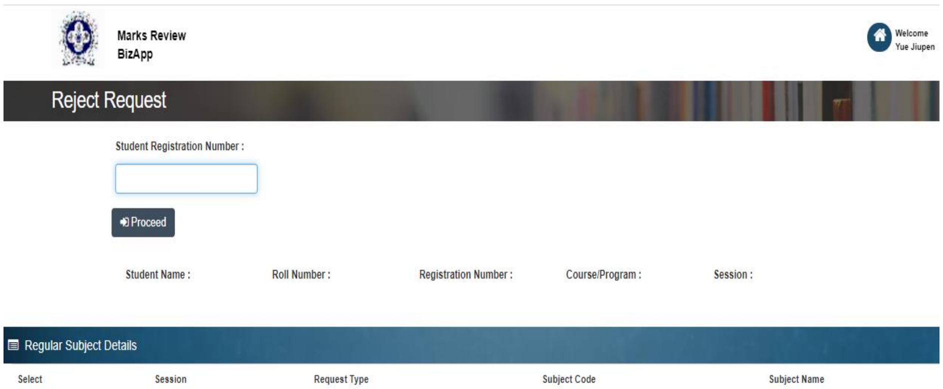


III. **Subject Blocking Configuration:** This is screen present in bizapp portal for Admin only. With this screen admin can configure and prevent students from raising a re-evaluation request for subjects in some specific scenarios. For ex. If organization doesn't allow re-evaluation requests for Practical type of subjects, or if some absent type is assigned to a student on some subject, or some particular grade has been obtained by student in a subject, these type of scenarios can be configured and students can be prevented from raising requests for defined scenarios.

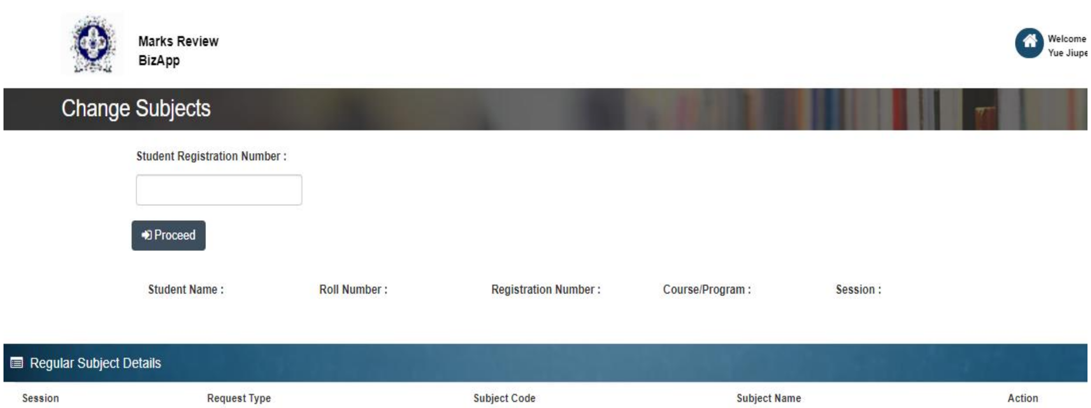
Note: ***For CSVTU specific, whatever configuration is being done in this screen, subjects which fulfill that criteria are allowed for raising requests. For all other customers, this screen is used to block subjects.***



IV. **Reject Raised Requests:** This screen is also for admin to reject already raised requests. Any request raised by student for any transaction type can be rejected by Admin from this screen.

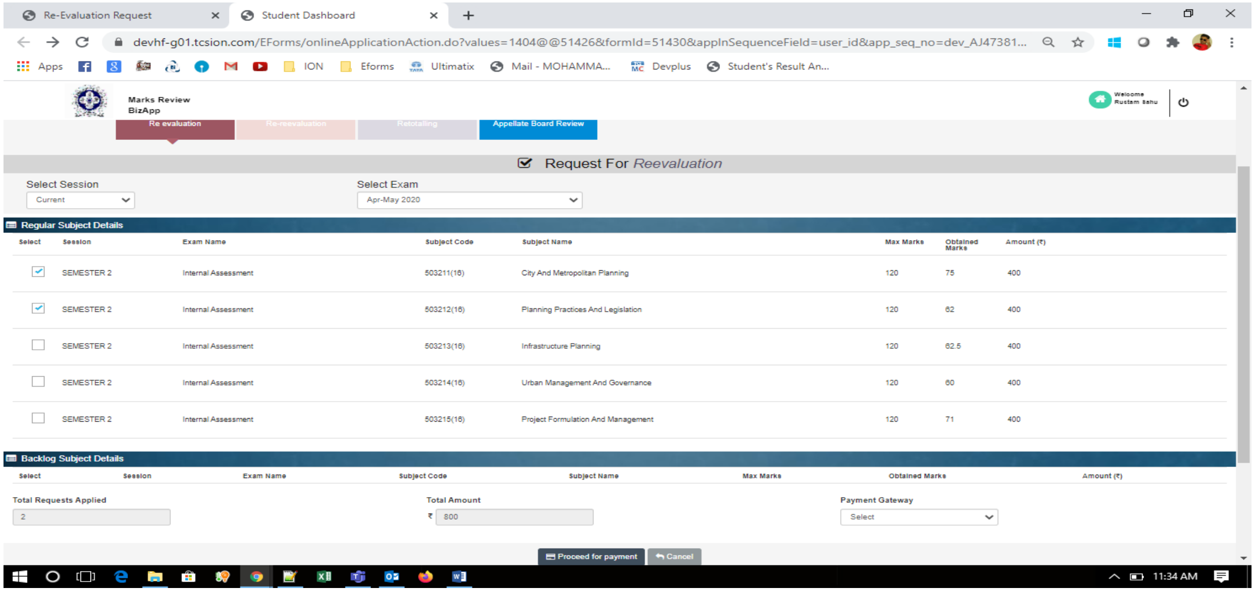


V. **Change Subjects in existing requests:** With this screen, admin has the provision to change the subjects in any already raised requests for which marks capturing has not yet been done. If mark capturing is already done against any request, this action cannot be performed then.



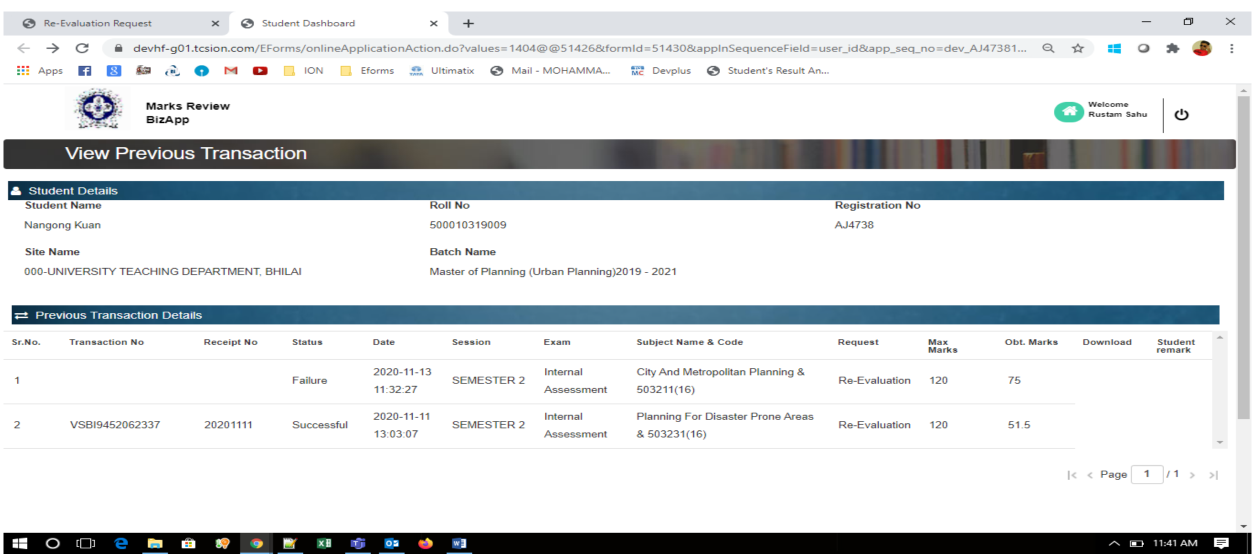
Student Transactions:

I. **Raise Requests:** In Bizapp portal, students are allowed to raise requests for the configured transaction types and for the exam session and semester for which re-evaluation window is open based on the date window configuration. Charges are auto calculated based on the charge configuration and student can do the payment then and there while submitting the request.

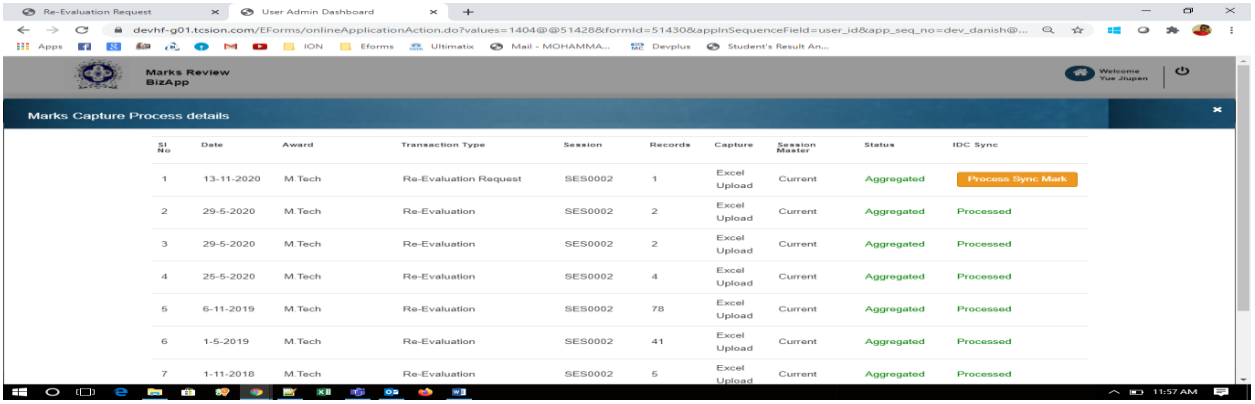


II. **View Previous Transactions:** In View previous transaction screen, students can view status of their raised requests and the updated marks after re-evaluated marks have been captured back in the system and synced to iDC. Also in case of requests for which answer book upload configuration has been done, and after raising the request, the required file has been uploaded in the system by university, student can download and view that uploaded file from this screen and can further raise objection on that.

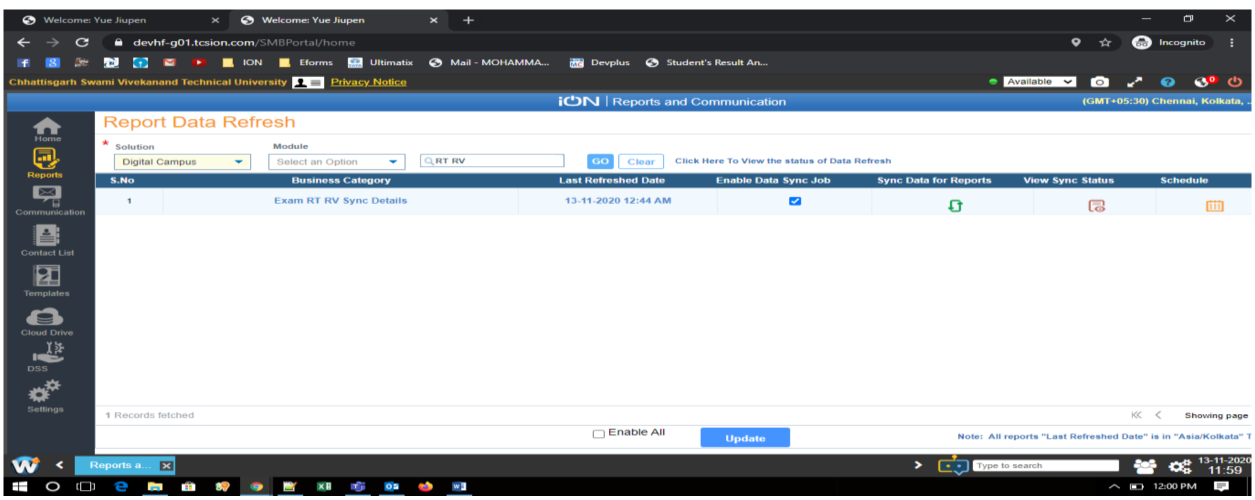
Objection submission is also a process where students raise a request against which some relevant document is upload back in system by university and then student can view that file and raise an objection on any section of the file.



2. **Sync Marks Eforms to iDC:** Once requests have been raised in the portal and marks have been captured and aggregated based on the configured aggregation rule, admin can hit Process Sync Marks to store the final aggregated marks against that request. This will store the final marks at Eforms end only.



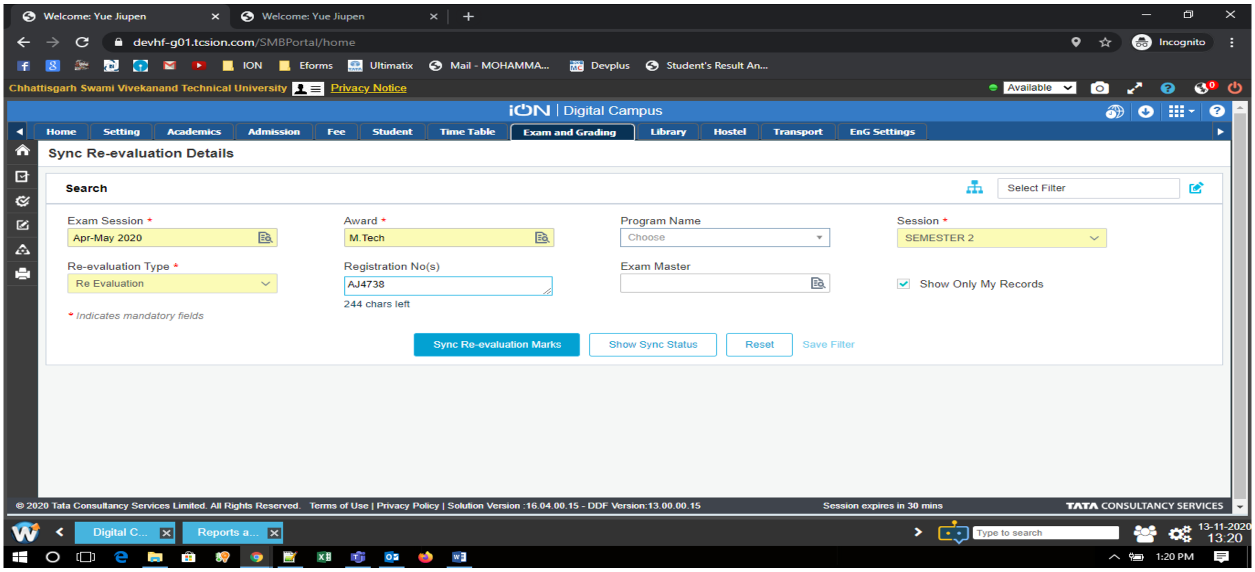
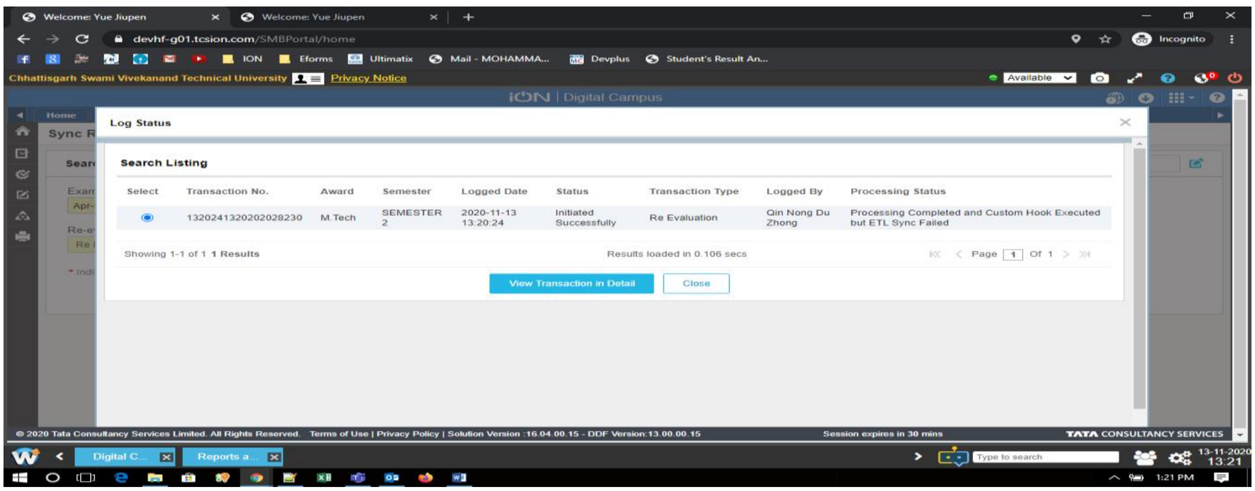
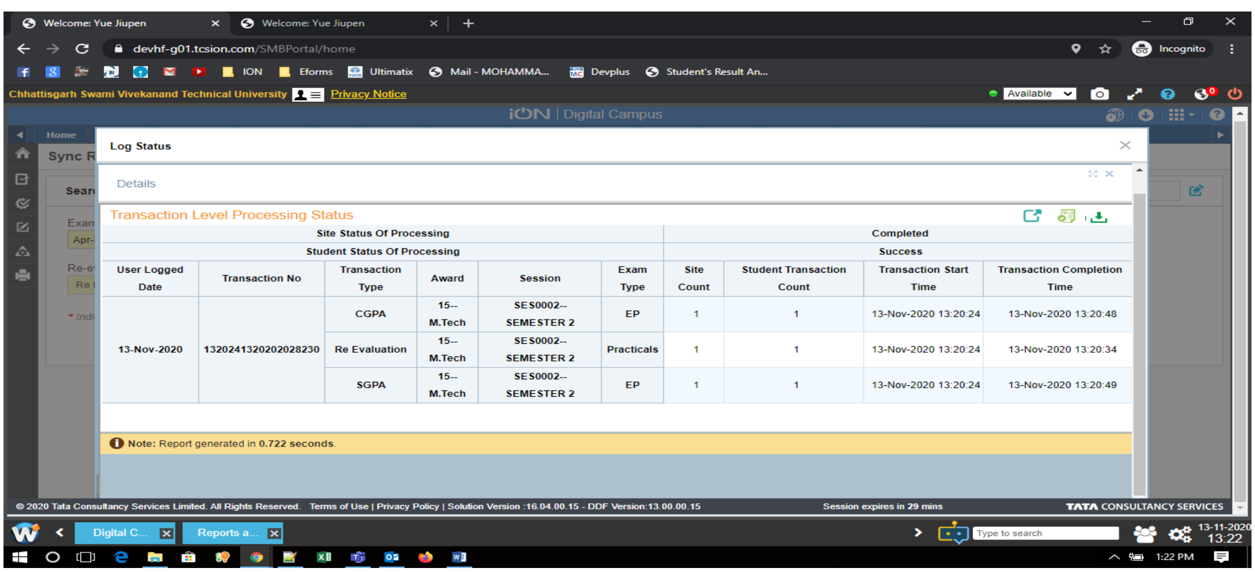
3. **Exam RT RV Sync Details ETL:** If marks are captured and processed in Eforms and needs to be pushed to iDC on the same day itself, then there is thi ETL that needs to be refreshed in RnC solution.



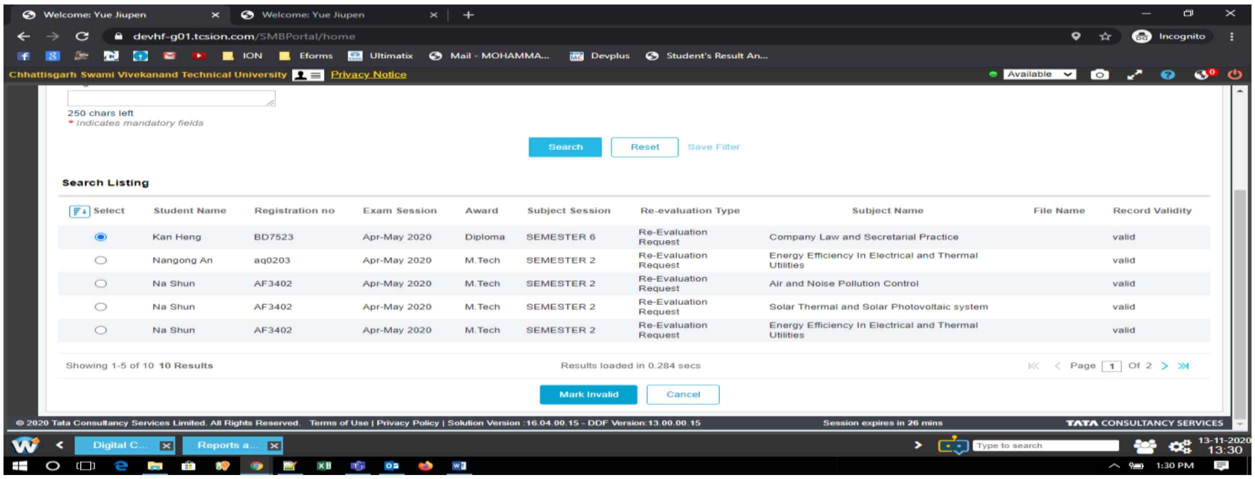
4. **Sync Reevaluation Screen:** Once data is pushed to iDC, then using this screen, data can be finally pushed to actual Process score at iDC end from which the updated marks gets reflected back in bizapp portal as well as on the View Exam Result screen. Report cards if already generated, will need to be regenerated after updated marks are synced to Process score.

   Once sync button is hit, its status can also be viewed from Show sync status window. A saved report is also linked on **Show status** screen which can be viewed by clicking **View Transaction in Detail** button.

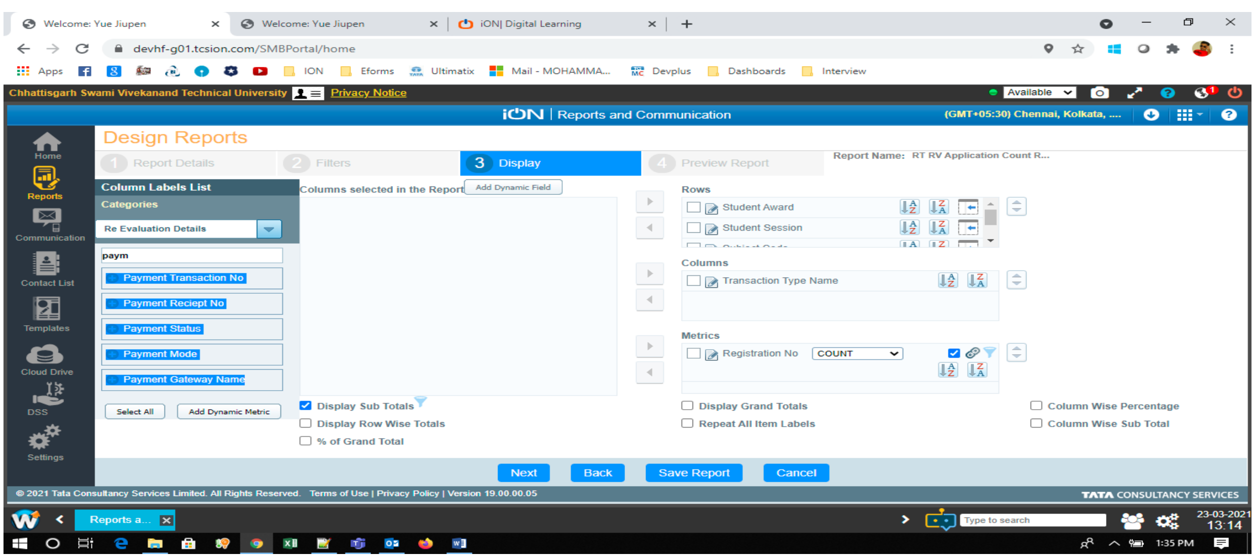
   Path: iDC→Exam and Grading→Result Processing→Sync Re-evaluation Details


Chhattisgarh Swami Vivekanand Technical University
Privacy Notice
iON | Digital Campus
Home
Setting
Academics
Admission
Fee
Student
Time Table
Exam and Grading
Library
Hostel
Transport
EnG Settings
Sync Re-evaluation Details
Search
Select Filter
Exam Session *
Apr-May 2020
Award *
M.Tech
Program Name
Choose
Session *
SEMESTER 2
Re-evaluation Type *
Re Evaluation
Registration No(s)
AJ4738
244 chars left
Exam Master
Show Only My Records
* Indicates mandatory fields
Sync Re-evaluation Marks
Show Sync Status
Reset
Save Filter
© 2020 Tata Consultancy Services Limited. All Rights Reserved. Terms of Use | Privacy Policy | Solution Version :16.04.00.15 - DDF Version:13.00.00.15
Session expires in 30 mins
TATA CONSULTANCY SERVICES

Log Status
Search Listing
Select
Transaction No.
Award
Semester
Logged Date
Status
Transaction Type
Logged By
Processing Status
1320241320202028230
M.Tech
SEMESTER 2
2020-11-13 13:20:24
Initiated Successfully
Re Evaluation
Qin Nong Du Zhong
Processing Completed and Custom Hook Executed but ETL Sync Failed
Showing 1-1 of 1 1 Results
Results loaded in 0.106 secs
Page 1 Of 1
View Transaction in Detail
Close
Session expires in 30 mins

Log Status
Details
Transaction Level Processing Status
Site Status Of Processing
Completed
Student Status Of Processing
Success
User Logged Date
Transaction No
Transaction Type
Award
Session
Exam Type
Site Count
Student Transaction Count
Transaction Start Time
Transaction Completion Time
13-Nov-2020
1320241320202028230
CGPA
15--M.Tech
SES0002--SEMESTER 2
EP
1
1
13-Nov-2020 13:20:24
13-Nov-2020 13:20:48
Re Evaluation
15--M.Tech
SES0002--SEMESTER 2
Practicals
1
1
13-Nov-2020 13:20:24
13-Nov-2020 13:20:34
SGPA
15--M.Tech
SES0002--SEMESTER 2
EP
1
1
13-Nov-2020 13:20:24
13-Nov-2020 13:20:49
Note: Report generated in 0.722 seconds.
Session expires in 29 mins

5. **Reevaluation Requests screen:** This screen has been provided for admin to view all the requests raised for an Exam Session and transaction type. Admin can mark any request as Invalid from this screen, if that particular requests is now irrelevant and of no use. There can be the case that students have raised some requests, but later on due to some reason it is found that their result is already cleared and now these requests are invalid for future transactions. In such case user can mark such requests as **Invalid**.
   Path: iDC→EnG Settings→Exam Session Basic Setup→ Reevaluation Requests



6. **RT RV Data Sync Details Business category:** This is a business category provided to view details of all types re-evaluation requests raised. User can generate various kinds of reports on re-evaluation requests based on customer requirement. Recently we have added payment related attributes as well in this business category so that for each re-evaluation request corresponding payment related details can also be fetched using same report rather than going to Eforms solution and referring to Student Payment form and then combining them with this report data in iDC.

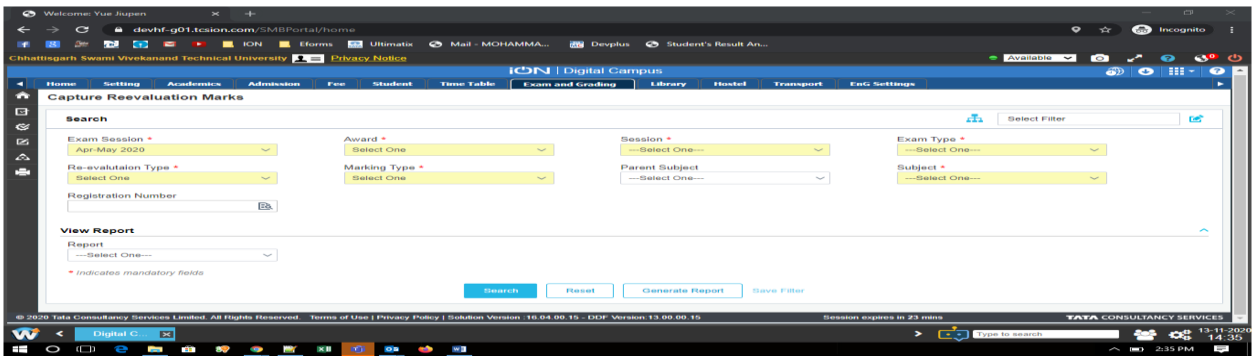


➢ **Capture Re-evaluation Marks screen:**

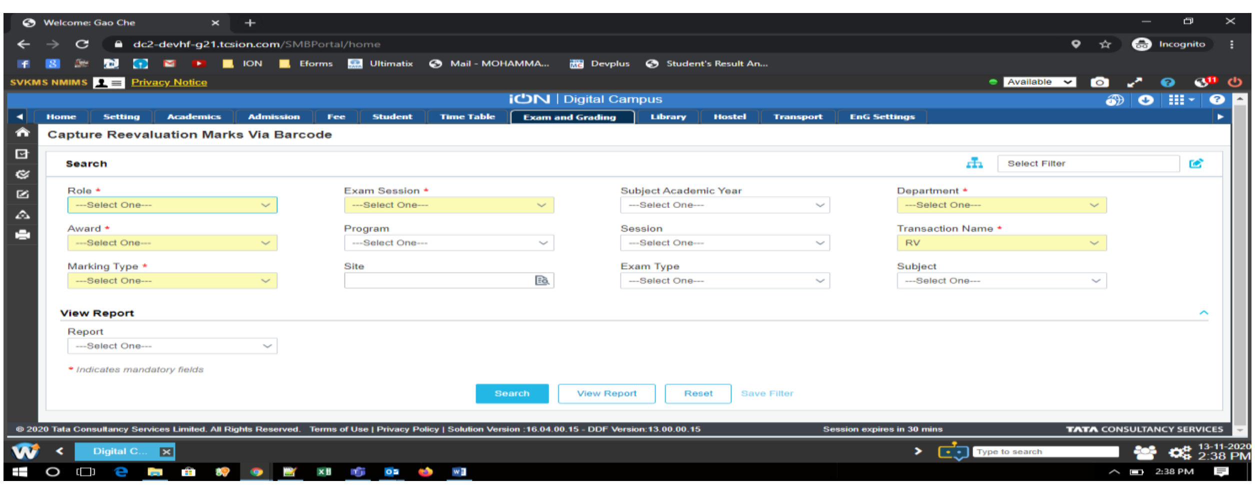
Now if some customer demands to have this marks capturing process based on some authorization, then it can be done through iDC screens provided for capturing re-evaluation marks. For this a backend flag is to configured based on which marks capturing could be done either through Bizapp or through iDC screens.

For this screen to work, User to Role mapping is to be done where users can be mapped as First Reevaluation Marker 1, First Reevaluation Marker 2, First Reevaluation Marker, Second Reevaluation Marker, Final Marker. Once this mapping is done, authorized users can access this screen, select their marking type and proceed for marks capturing against raised re-evaluation requests.

Path: iDC→Exam and Grading→Capture Marks for Exam Cell→Capture Revaluation Marks



➢ **Capture Re-evaluation Marks via Barcode:** This screen also works on above mentioned authorization and configuration. Just difference is that, with this screen user can capture re-evaluated marks through unique barcodes already generated for Student, Subject combination during exam schedule creation.
Path: iDC→Exam and Grading→Capture Marks for Exam Cell→Capture Revaluation Marks via Barcode

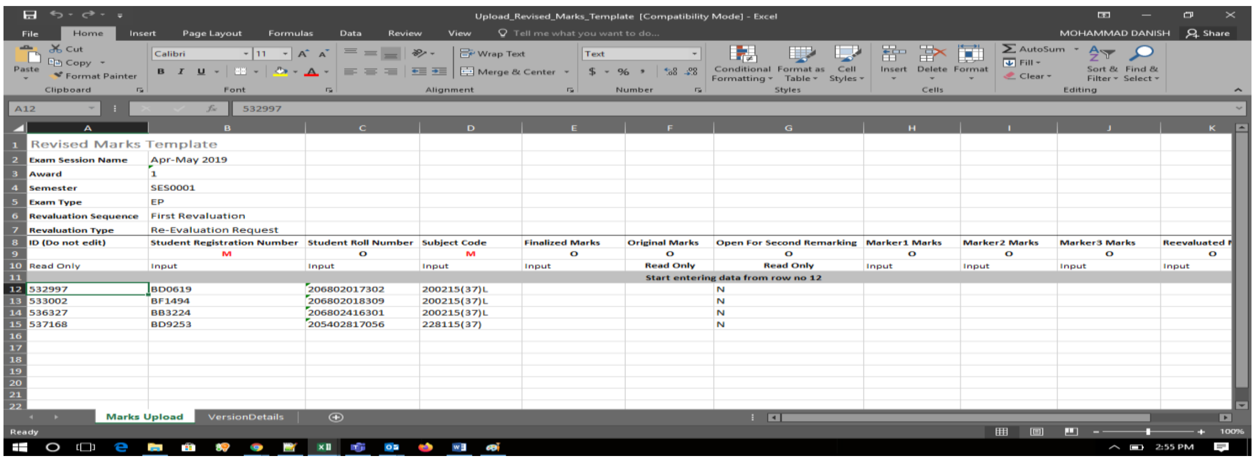


- **Upload Revised Marks Template:**

  In case any customer doesn't want to provision Re-evaluation bizapp but wants to capture re-evaluated marks directly, this template has been provided in web installer with which user can directly upload re-evaluated marks. These marks once uploaded, can be directly synced to process score using **Sync Re-evaluation screen**. System automatically creates a corresponding re-evaluation request in system against the record uploaded and updates the entered marks as well.

  With this template as well, once requests are raised in system and are now irrelevant or invalid, user can mark all such requests as Invalid.

  Path: Webinstaller→Exam and Grading→Upload Revised Marks



Capture Reevaluation Marks Via Barcode

Overview

Some customer demands to have this marks capturing process based on some authorization, then it can be done through this screen capture re-evaluation marks. For this a backend flag is to configured based on which marks capturing could be done either through Bizapp or through iDC screens.

This a role based screen where the access is limited

Pre requisite

1. User to Role Mapping (First Reevaluation Marker 1, First Reevaluation Marker 2, Second Reevaluation Marker and Final Marker)

   Once this mapping is done, authorized users can access this screen, select their marking type and proceed with marks capturing against raised re-evaluation requests

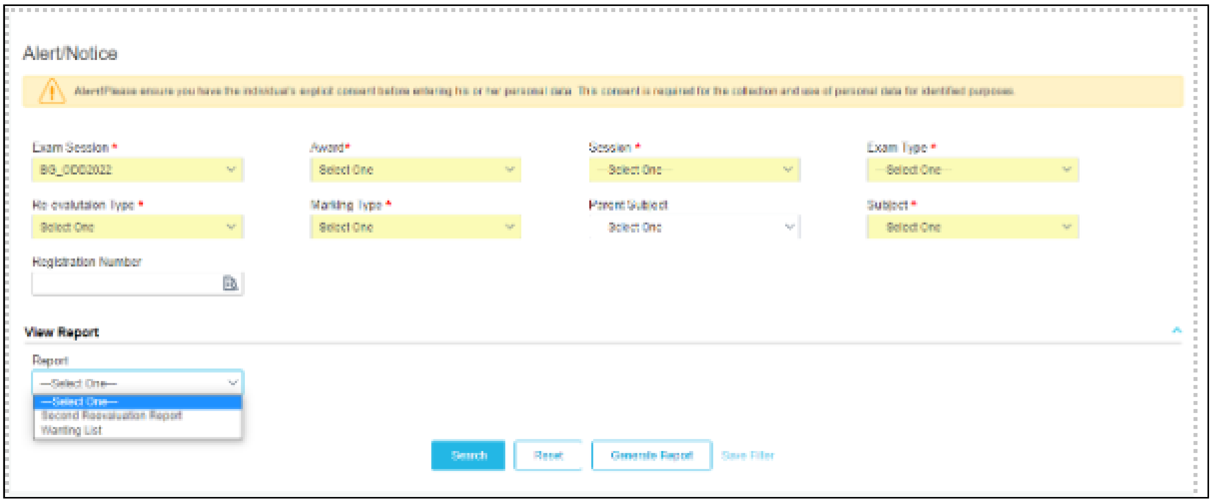
Procedure

1. Capture Reevaluation Marks via Barcode

Navigation

Exam and Grading >Capture Marks for Exam Cell> Capture Reevaluation Marks via Barcode

When user clicks on Capture Reevaluation Marks via Barcode, the below screen occurs



Select the Mandatory filters and click on Search, the student records will be displayed.

The user can select student record and enter the captured marks.

User can view 2 reports in this screen, where the reports also should be tagged with the user role in Reports and Communication

The reports available are

- Second Reevaluation Report
- Wanting list

2. Search

The Search criteria includes the below fields

Field	Type	Description
Exam Session	Mandatory	Select the Exam Session
Award	Mandatory	Select the Award
Session	Mandatory	Select the Session
Exam Type	Mandatory	Select the Exam Type
Re-evaluation Type	Mandatory	Select the Re-evaluation Type
Marking Type	Mandatory	Select the Marking Type
Parent Subject	Optional	Select the Parent Subject
Subject	Mandatory	Select the Subject
Registration No	Optional	Select the Registration No
Report	Optional	Select the Report. If required

Capture Score via Barcode

Overview

In Capture Score via Barcode, marks can be captured by scanning the barcode.

This screen is a role based screen and can be accessed only for the mapped roles.

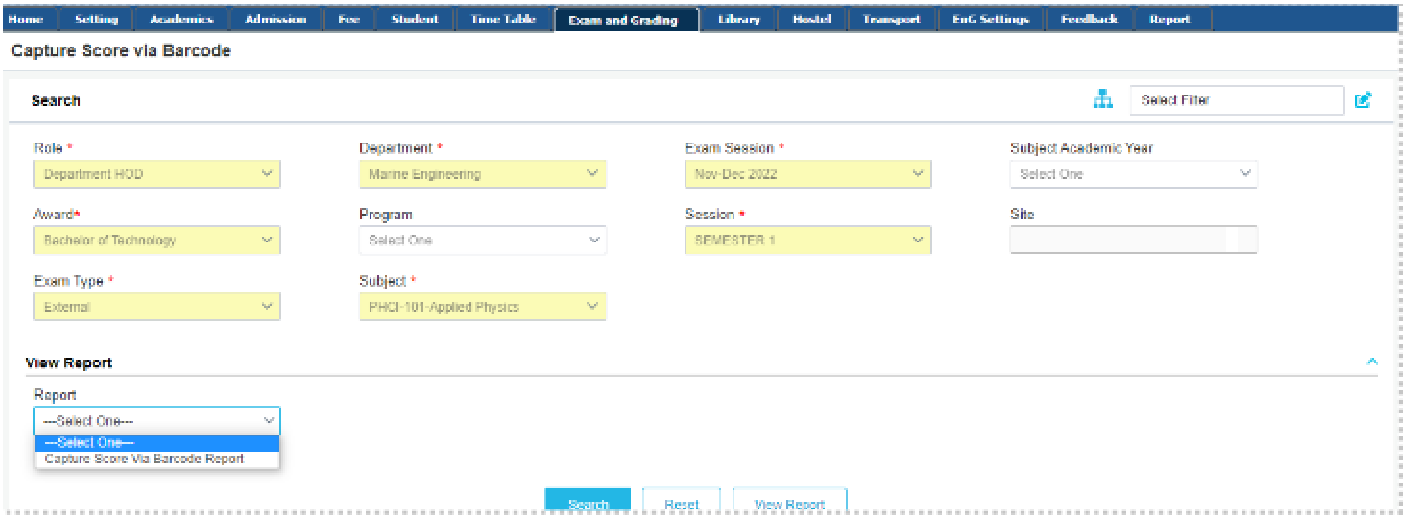
Pre requisite

1. Exam Schedule should be configured

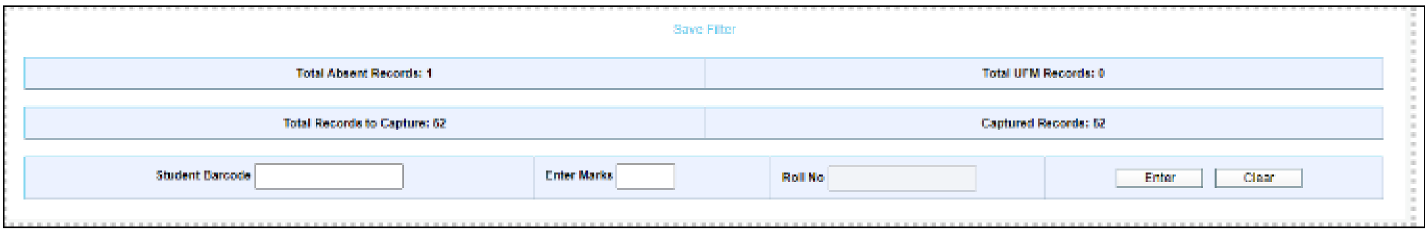
Navigation

Exam and Grading-> Capture Marks for Exam Cell-> Capture Score via Barcode

When user clicks on Capture score via Barcode, the below screen occurs



The report Capture Score via barcode is tagged in this screen, where user can view the report here itself. This report should be mapped with the user role/group in the Reports and communication solution. Select the mandatory fields and click on search, the screen will be displayed as shown below



Now user can scan the student barcode and enter the marks for the entire students in that semester for the selected subject.

2. Search

The Search option includes the below mentioned fields

Feild	Feild Type	Description
Role	Mandatory	Select the Role
Department	Mandatory	Select the Department
Exam Session	Mandatory	Select the Exam Session
Subject Academic year	Optional	Select the Subject Academic year
Award	Mandatory	Select the Award
Program	Optional	Select the Program
Session	Mandatory	Select the Session
Site	Optional	Select the Site
Exam Type	Mandatory	Select the Exam Type
Subject	Mandatory	Select the Subject
Report	Optional	Select the Report

Sync Captured Score

Sync Captured Score

Overview

This screen is used for capturing the marks and Absent records previously and if any sequence is updated in the Award session exam type mapping template after enrollment, using the sync enrollment capture status we need to sync the exam type, only then the data will flow correctly in the capture regular backlog score (new) screen.

Now mostly for Marks capturing this new screen Capture regular backlog score(new) screen is used.

Pre requisite

1. Enrollment should be present
2. Award Session Exam type mapping template should be configured
3. FEM/FCA Mapping should be done

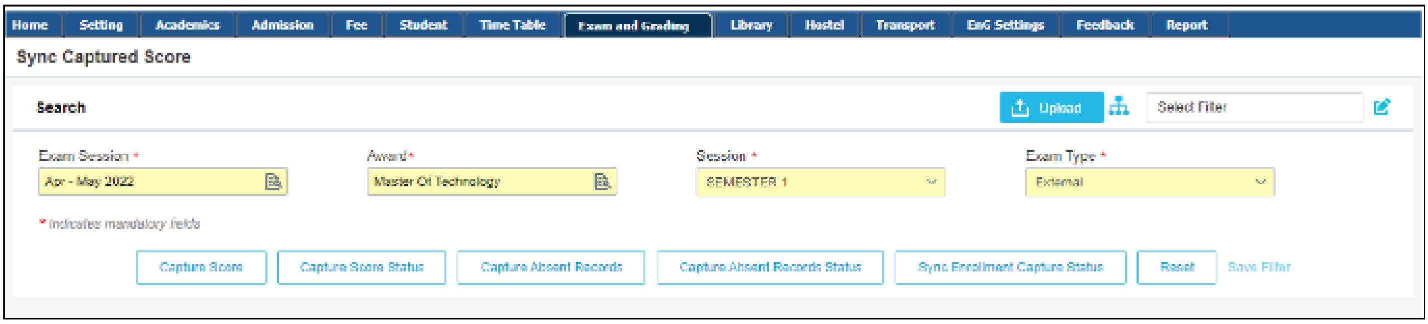
Procedure

1. Sync Captured Score

Navigation

Exam an Grading-> Capture Marks for Exam Cell-> Sync Captured Score

When user clicks on Sync Captured Score, the below screen occurs



For Capturing Marks, Absent records and for sync Enrollment Capture Status it is mandatory to select the Exam Session, Award, Session and Exam Type

Capture Score : Marks can be captured for the exam type with respect to the exam session

Capture Score Status : The status of the marks captured in capture score can be viewed in this screen

Capture Absent Records: Absent records are marked separately based on the selected filters

Capture Absent Record Status: The status of the Absent records marked in the capture absent records can be seen here

Sync Enrollment Capture Status

In Award Session Exam Type Mapping template if the Capture calculated flag is updated after enrollment, then user needs to Sync Captured Score Screen for such cases.

Only after the sync in Sync Enrollment Capture status, record will be shown in the capture regular backlog (new) screen for marks capture

2. Search

The Search option includes the below mentioned fields

Feild	**Feild Type**	**Description**
Exam Session	Mandatory	Select the Exam Session
Award	Mandatory	Select the Award
Session	Mandatory	Select the Session
Exam Type	Mandatory	Select the Exam Type

Resolve Capture Discrepancy Cases

Overview

This screen is used when the Raw Capture Score template is used for uploading the captured marks. There is no validation present in the Raw capture score template if duplicate records are found. For screening the duplicate records and the capture sore that is upated twice with different marks, we use this screen Resolve Capture Discrepancy Cases.

Pre requisite

1. For External Flag to be enabled against the exam type in Award Session Exam Type Mapping Template
2. Capture Marks should be uploaded using the Raw Capture Score Template.

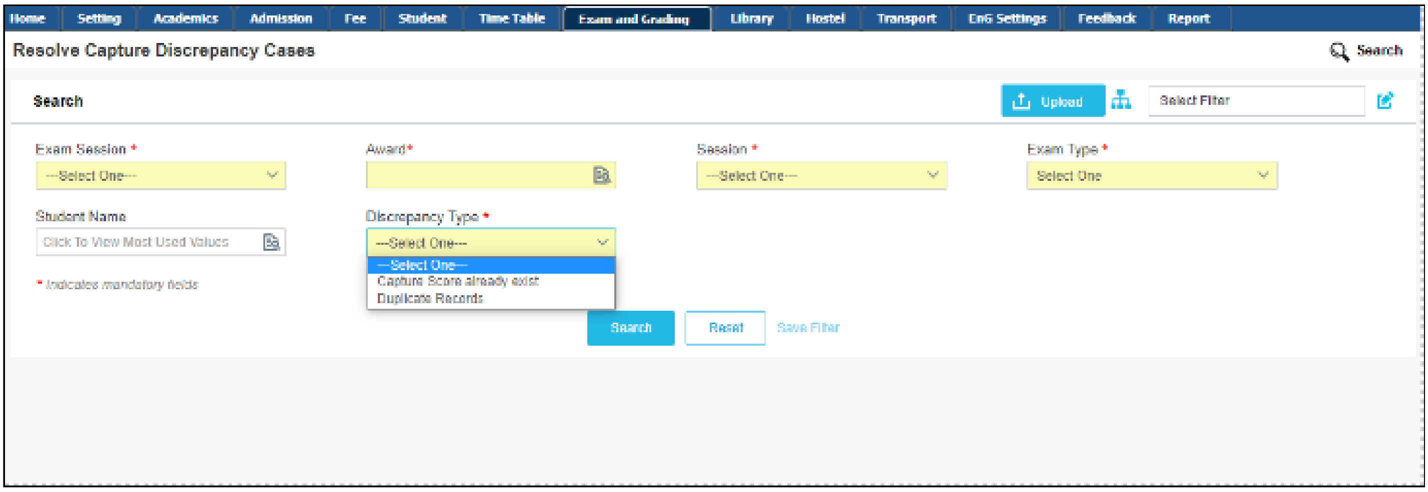
Procedure

1. Resolve Capture Discrepancy Cases

Navigation

Exam and Grading-> Captutre Marks for Exam Cell-> Resolve Capture Discrepancy Cases

When user clicks on Resolve Capture Discrepancy Cases, the below screen occurs,



There are 2 discrepancy type convered in this screen.

- Capture Score Already Present
- Duplicate Records

Capture Score Already Present

If the discrepancy type is capture score already present then the system will bring the records that is having 2 different capture score present for the same student. User can delete the incorrect record that is uploaded using Raw Capture score Template.

Duplicate Records

If the discrepancy type is duplicate records then the system will bring the records that is having duplicate rows with same capture score for the same student. User can delete the duplicate records for the student that is uploaded using Raw Capture score Template.

Select the required filters and click on Search option, the records will be displayed. The records will be deleted based on the selected discrepancy type

2. Search

The Search option includes the below mentioned fields

Feild	Feild Type	Description
Exam Session	Mandatory	Select the Exam Session
Award	Mandatory	Select the Award
Session	Mandatory	Select the Session
Exam Type	Mandatory	Select the Exam Type
Student Name	Optional	Select the Student
Discrepancy Type	Mandatory	Select the Discrepancy Type

Approve Capture Date Extension

Overview

Approve capture Date Extension is a screen when the faculty (FEM) can initiate request access for the overdue tasks (beyond the defined the capture date).

If the defined Capture date is exceeded, then the records from the pending task will move to the overdue task. When the record is in the overdue task, faculty do not have the provision to capture marks, user can only request access for the extending the capture date.

Pre requisite

1. Capture date configuration should be defined for an Exam Session

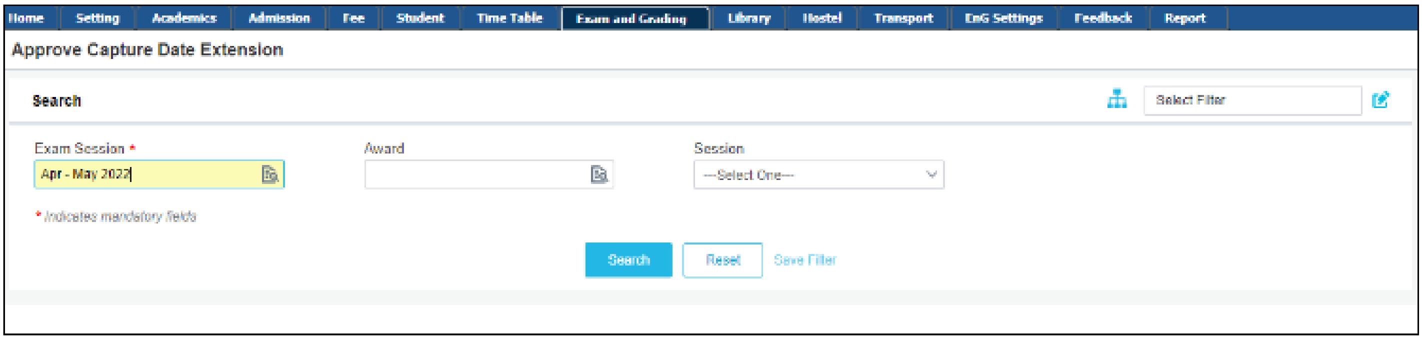
Procedure

1. Approve Capture Date Extension

Navigation

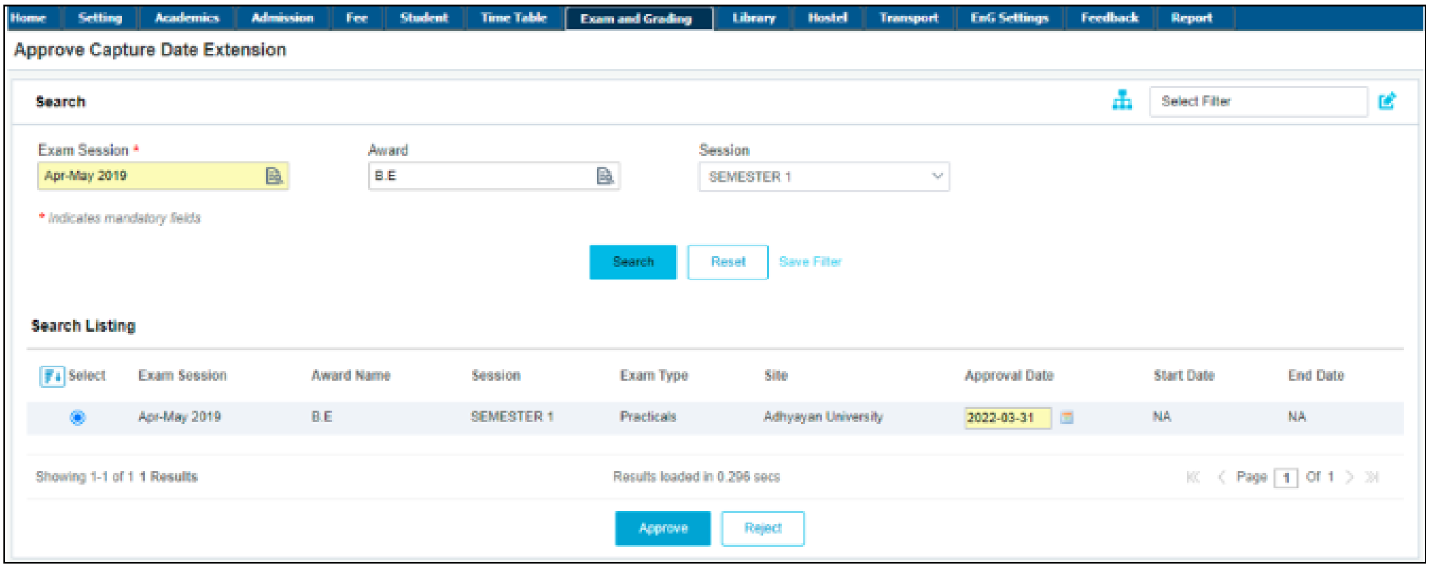
Exam and Grading -> Capture Marks for Exam Cell-> Approve Capture Date Extension

When user clicks on Approve Capture Date Extension, the below screen occurs



The user can search for the records by selecting the Exam session.

When user clicks on Search, the records will be shown if any faculty has requested access for that particular exam session.



The Approver can either Approve or Reject the request.

Approver selects the record and extend the date (Approval date) and clicks on Approve.

Once the request is approved, Faculty/User can capture marks by clicking the record in the pending request

2. Search

The Search option includes the below mentioned fields

Feild	**Feild Type**	**Description**
Exam Session	Mandatory	Select the Exam Session
Award	Optional	Select the Award
Session	Optional	Select the Session

Freeze Unfreeze Captured score

Overview

In Freeze/Unfreeze Captured Score screen, Admin can freeze the capture score after capturing the marks, where no user/faculty can change the marks once freezed. If the captured marks to be edited/updated then admin can unfreeze the marks for the particular Award and the marks can be updated.

Pre requisite

1. Marks should be captured

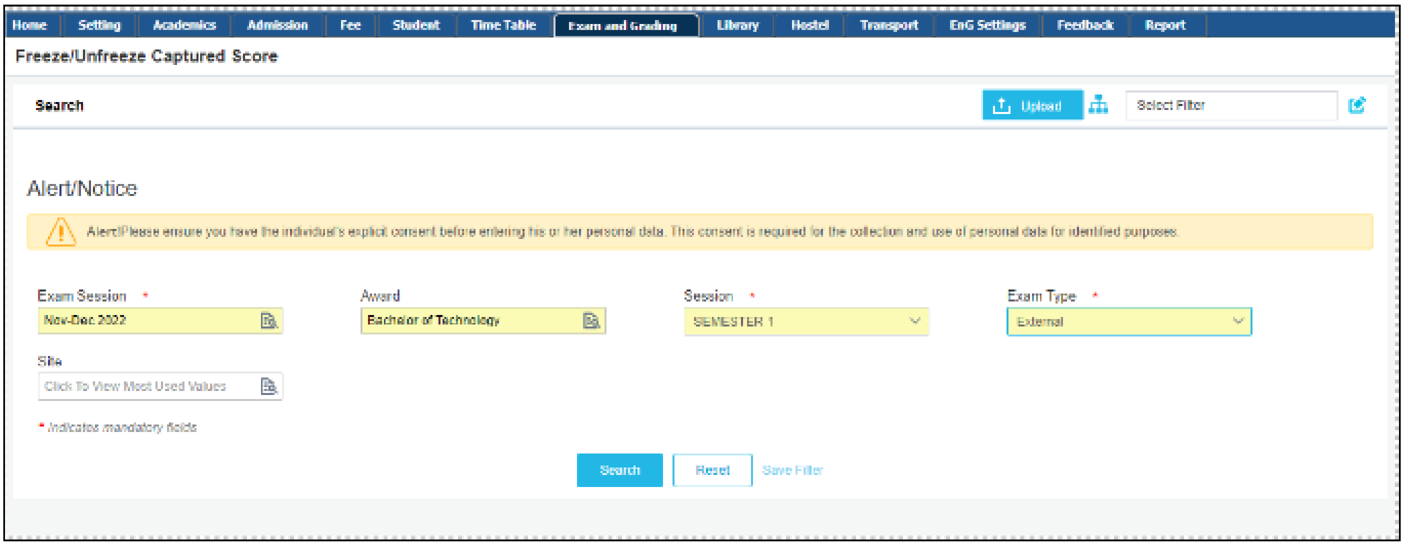
Procedure

1. Freeze/Unfreeze Captured Score

Navigation

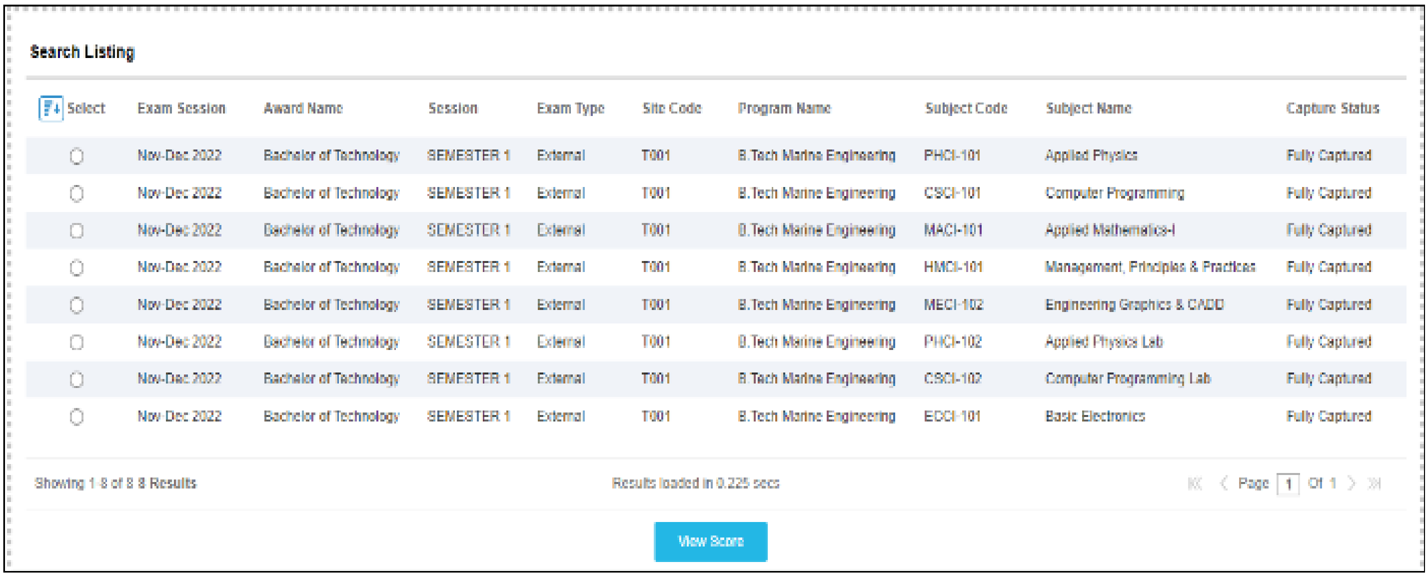
Exam and Grading-> Capture Marks for Exam Cell-> Freeze/Unfreeze Captured Score

When user clicks on Freeze/Unfreeze Captured Score, the below screen occurs



Select the Exam Session, Award, Session, Exam Type and click on Search.

The records of all subjects mapped under this Award, Semester and Exam session will be displayed as shown below



Search Listing

Select	Exam Session	Award Name	Session	Exam Type	Site Code	Program Name	Subject Code	Subject Name	Capture Status
○	Nov-Dec 2022	Bachelor of Technology	SEMESTER 1	External	T001	B.Tech Marine Engineering	PHCI-101	Applied Physics	Fully Captured
○	Nov-Dec 2022	Bachelor of Technology	SEMESTER 1	External	T001	B.Tech Marine Engineering	CSCI-101	Computer Programming	Fully Captured
○	Nov-Dec 2022	Bachelor of Technology	SEMESTER 1	External	T001	B.Tech Marine Engineering	MACI-101	Applied Mathematics-I	Fully Captured
○	Nov-Dec 2022	Bachelor of Technology	SEMESTER 1	External	T001	B.Tech Marine Engineering	HMCI-101	Management, Principles & Practices	Fully Captured
○	Nov-Dec 2022	Bachelor of Technology	SEMESTER 1	External	T001	B.Tech Marine Engineering	MECI-102	Engineering Graphics & CADD	Fully Captured
○	Nov-Dec 2022	Bachelor of Technology	SEMESTER 1	External	T001	B.Tech Marine Engineering	PHCI-102	Applied Physics Lab	Fully Captured
○	Nov-Dec 2022	Bachelor of Technology	SEMESTER 1	External	T001	B.Tech Marine Engineering	CSCI-102	Computer Programming Lab	Fully Captured
○	Nov-Dec 2022	Bachelor of Technology	SEMESTER 1	External	T001	B.Tech Marine Engineering	ECCI-101	Basic Electronics	Fully Captured

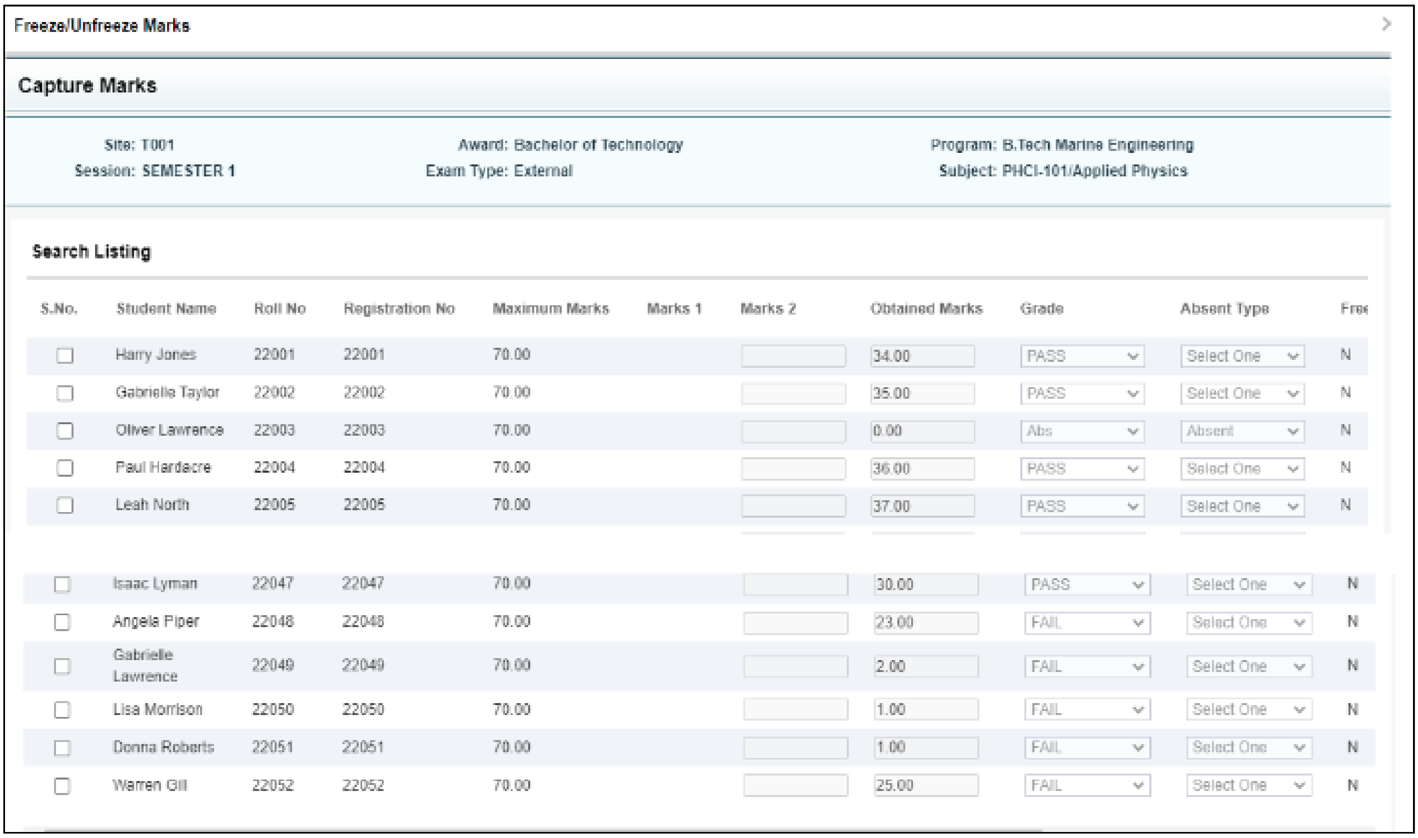
Showing 1-8 of 8 Results · Results loaded in 0.225 secs · Page 1 Of 1

View Score

Select a particular subject for the Freeze/Unfreeze action to be performed and click on View score.

In Capture Status, the status of the capture status will be shown

When user clicks on View score, the below screen occurs where all the student in this session will be shown



Freeze/Unfreeze Marks

Capture Marks

Site: T001 · Award: Bachelor of Technology · Program: B.Tech Marine Engineering
Session: SEMESTER 1 · Exam Type: External · Subject: PHCI-101/Applied Physics

Search Listing

S.No.	Student Name	Roll No	Registration No	Maximum Marks	Marks 1	Marks 2	Obtained Marks	Grade	Absent Type	Free
☐	Harry Jones	22001	22001	70.00			34.00	PASS	Select One	N
☐	Gabrielle Taylor	22002	22002	70.00			35.00	PASS	Select One	N
☐	Oliver Lawrence	22003	22003	70.00			0.00	Abs	Absent	N
☐	Paul Hardacre	22004	22004	70.00			36.00	PASS	Select One	N
☐	Leah North	22005	22005	70.00			37.00	PASS	Select One	N
☐	Isaac Lyman	22047	22047	70.00			30.00	PASS	Select One	N
☐	Angela Piper	22048	22048	70.00			23.00	FAIL	Select One	N
☐	Gabrielle Lawrence	22049	22049	70.00			2.00	FAIL	Select One	N
☐	Lisa Morrison	22050	22050	70.00			1.00	FAIL	Select One	N
☐	Donna Roberts	22051	22051	70.00			1.00	FAIL	Select One	N
☐	Warren Gill	22052	22052	70.00			25.00	FAIL	Select One	N

The user can select a particular student record and click on Freeze/Unfreeze as required.

When Freezed- Faculty/user cannot edit/update the marks

When Unfreezed- Faculty/user can edit/update the marks

2. Search

The Search option includes the below mentioned fields

Feild	Feild Type	Description
Exam Session	Mandatory	Select the Exam Session
Award	Mandatory	Select the Award
Session	Mandatory	Select the Session
Exam Type	Mandatory	Select the Exam Type
Site	Optional	Select the Site

Overview

This section allows the administrator to perform tasks releated to Result Processing.

To learn more about the Result Processing, go through the following.

- Process Score
- Edit Processed Score
- Result Processing (New)
- Result Processing (Old)
- Student Wise Edit Score with Synch
- Student Wise Edit Score without Synch
- Synch Re-evaluation Details
- Manage Backlog Marks
- History Data Deletion

Process Flow

Result Processing

Prerequisites

Attendance marking & capture score to be completed

Configuration

Award session exam type mapping template (to be configured as per customer requirements)

Mandatory flags to be configured

01. For Promotion Exam Type
02. Capture Backlog For repeat Exam Type Flag
03. Backlog Impacted Exam Type Flag
04. Dependant Exam Type
05. SGPA/ CGPA Normalization Code
06. Rounding Off Type for GPA
07. Digits Applied for GPA
08. SGPA/ CGPA grading scheme code
09. Aggregate Grading Scheme code
10. Rounding off type for Marks for Processing
11. Digits Applied for Marks for Processing
12. Exam Row Required
13. Show Result (Result View Screen)
14. Sequence
15. Is Capturable or calculated

Note1 : Remaining Processing related flags are optional based on customer requirement

Note 2: EP should always have the highest sequence

Note 3:. The sequence should be in ascending order with capturable exam type followed by corresponding calculated exam nodes

- Exclude Backlog CGPA/ SGPA (custom specific)
- Exclude SGPA/ CGPA calculation for this Award (custom specific)

Grade Boosting (if Required)

- Create the Grading Scheme for Bell Curve or Relative
- Grade Boosting flag to be enabled (EnG settings -> One time setup -> Award-> Boosting required)
- Academic Year award session subject configuration template (iON Webinstaller-> Academic Year Award Session Subject Configuration template)

Transaction

Result processing using new approach (E&G -> Result processing)

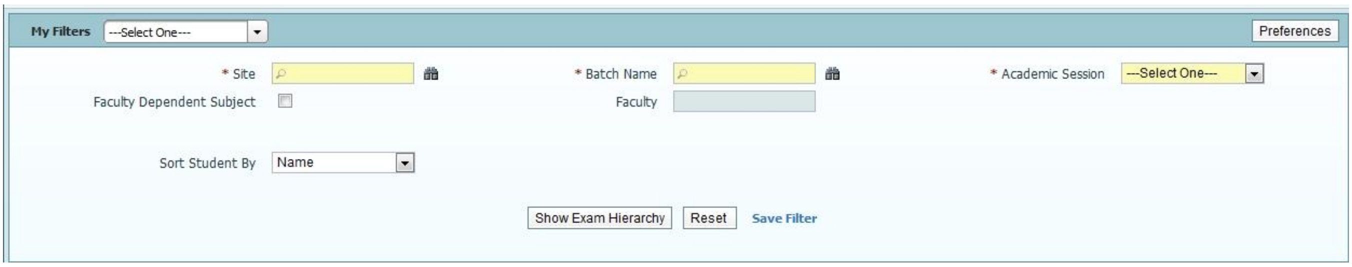
Overview

Administrators can edit the processed score by using this screen.

Procedure: Editing Processed Scores

To edit processed score:

1. Go to **Exam and Grading >> Manage Exam >> Edit Processed Score**. The **Edit Processed Score** screen is displayed.

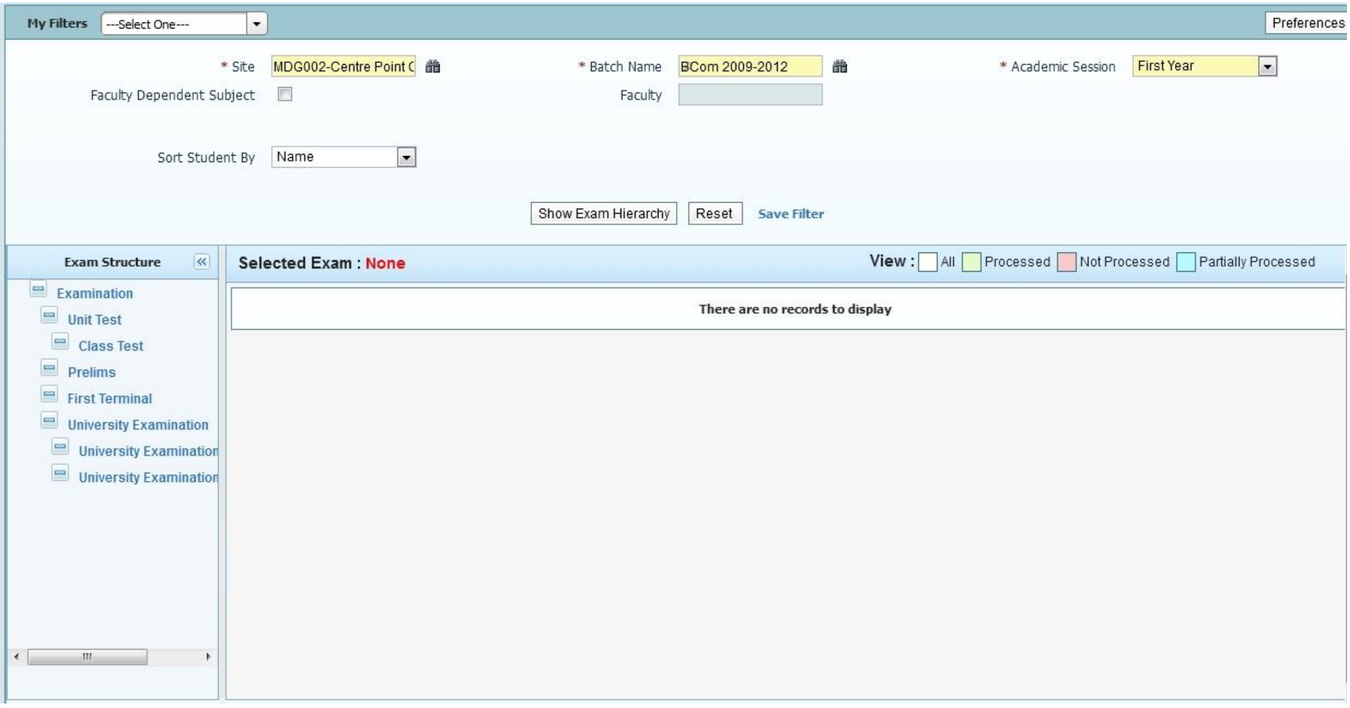


- All fields marked with * are mandatory.
- Editing of Backlog marks is not allowed in Edit Processed Marks.

2. Enter the search criteria by using the following fields:

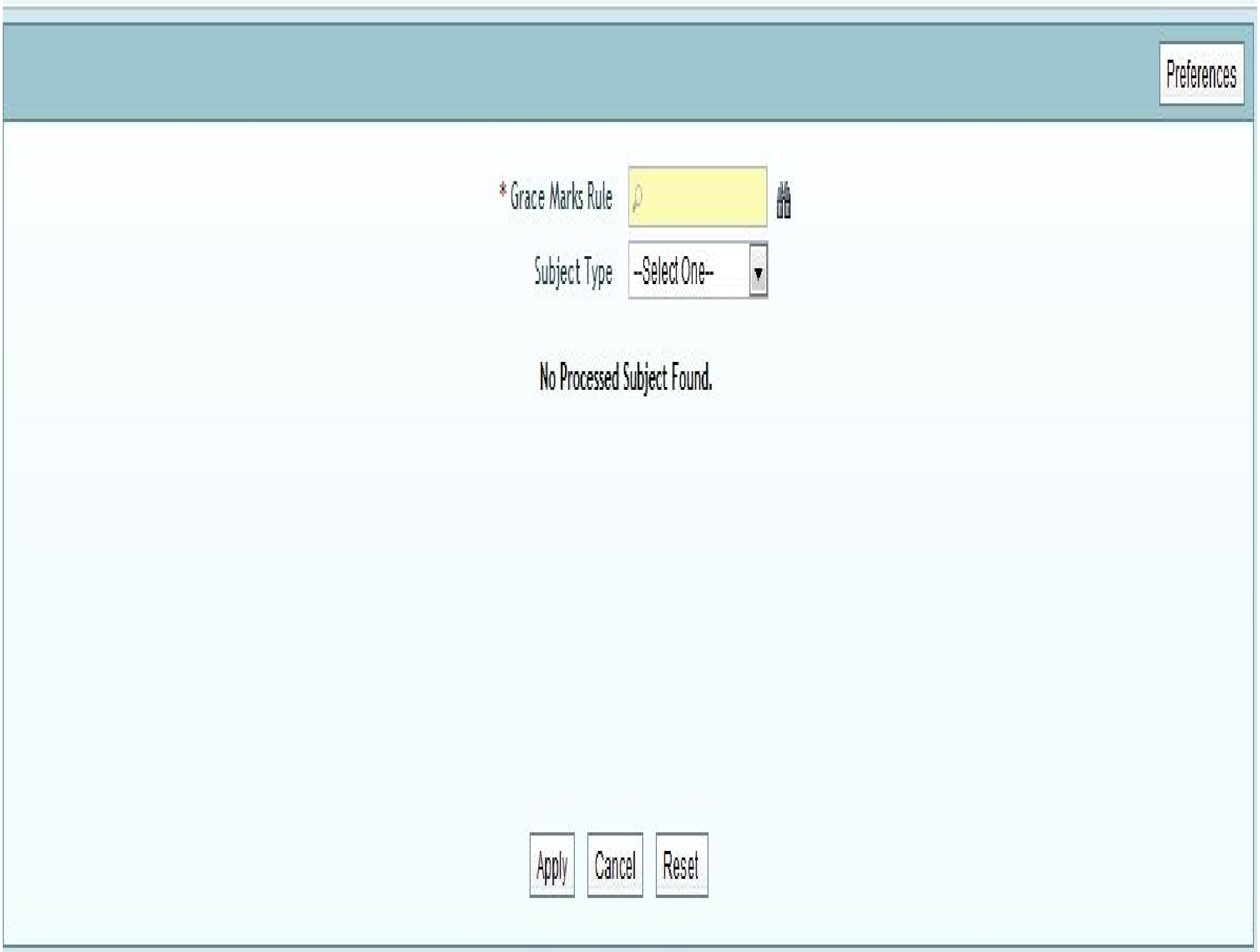
Field	Description
*Site	The site to which the student belongs.
*Batch Name	The batch to which the student belongs.
*Academic Session	The academic year of the student (first year, second year, and third year).
Faculty Dependent Subject	Select to view subject listing for a particular faculty.
Faculty	Select a faculty to filter subject listing for the selected faculty.
Sort Student By	Select an attribute to sort the student listing.

3. Click **Show Exam Hierarchy**. The exam structure is displayed.



Click **Refresh** to reset the values.
Click **Save Filter** to save the search fields as default values.

4. Select a record and click on any of the following buttons:
    a. Click **Edit Score**. The **Process Score Details** dialog box is displayed.
    b. Click **View Score**. The **Process Score Details** dialog box is displayed.
    c. Click **Apply Grace Marks**. The **Apply Grace Marks** dialog box is displayed.



a. Click on the lookup icon and update the **Grace Marks Rule** field.
b. From the **Subject Type** drop-down, select the type of subject.
c. Click **Apply**.
    i. Click **Reset** to refresh the values.
    ii. Click **Upload**. The **Student Processed Marks** dialog box is displayed.
    iii. Click **Download**.
    iv. Click **Delete Score**. The processed score is removed.
    v. Click **Sync Processed Score**. If this is successful, all the calculated marks in the parent exam will be-reprocessed so that new marks are calculated as per the changes done in the child exam. In addition to calculated subject marks, consolidated exam marks will also be synchronized.
    vi. Click **Show Result Preview** to view the processing status of a score.

Result

The processed scores are edited or deleted.

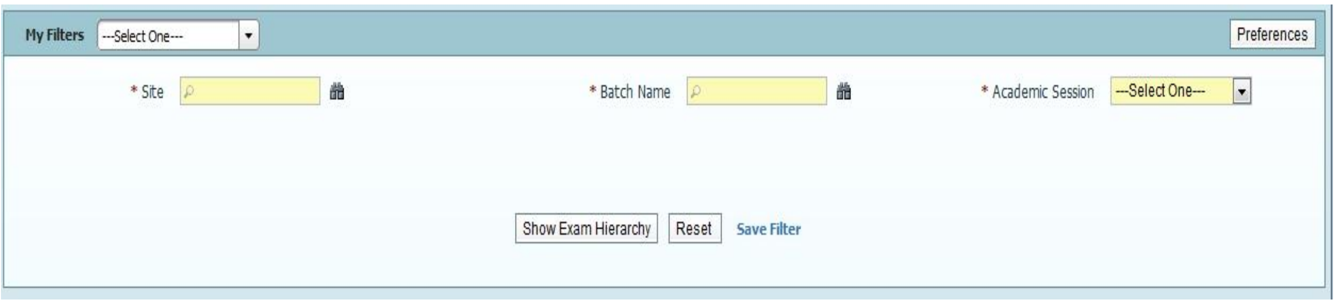
Overview

Administrators can process the examination scores from this screen.

Procedure: Processing Scores

To process scores:

1. Go to **Exam and Grading** >> **Manage Exam** >> **Process Score**. The **Process Score** screen is displayed.



All fields marked with * are mandatory.

2. Enter the search criteria by using the following fields:

Field	Description
*Site	The site to which the student belongs (for example, ABC University).
*Batch Name	The batch to which the student belongs (for example, BCom 2009-2012).
*Academic Session	The academic year of the student (for example, first year, second year, and third year).

3. Click **Show Exam Hierarchy**.

4. Select an exam. A list of subjects associated with the exam is displayed.

5. Click **Process**. The result scores are processed.

All processing rules would be applied when you click this.

OR

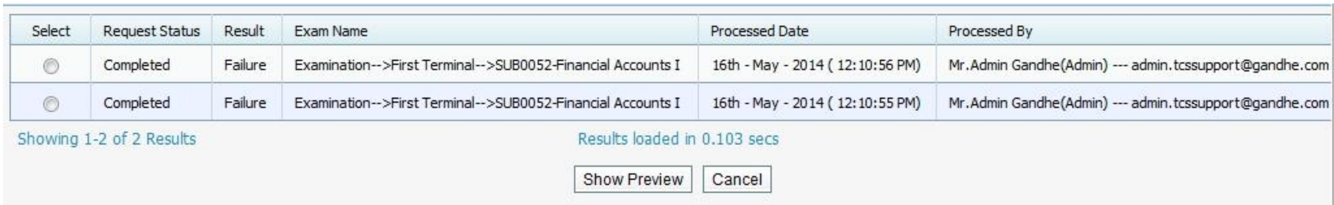
Click **Calculate SGPA**.

OR

Click **Process Backlog**. The backlog scores for this semester are processed.

OR

Click **Show Result Preview**. The status of processing the score is displayed.



Select	Request Status	Result	Exam Name	Processed Date	Processed By
	Completed	Failure	Examination-->First Terminal-->SUB0052-Financial Accounts I	16th - May - 2014 (12:10:56 PM)	Mr.Admin Gandhe(Admin) --- admin.tcssupport@gandhe.com
	Completed	Failure	Examination-->First Terminal-->SUB0052-Financial Accounts I	16th - May - 2014 (12:10:55 PM)	Mr.Admin Gandhe(Admin) --- admin.tcssupport@gandhe.com

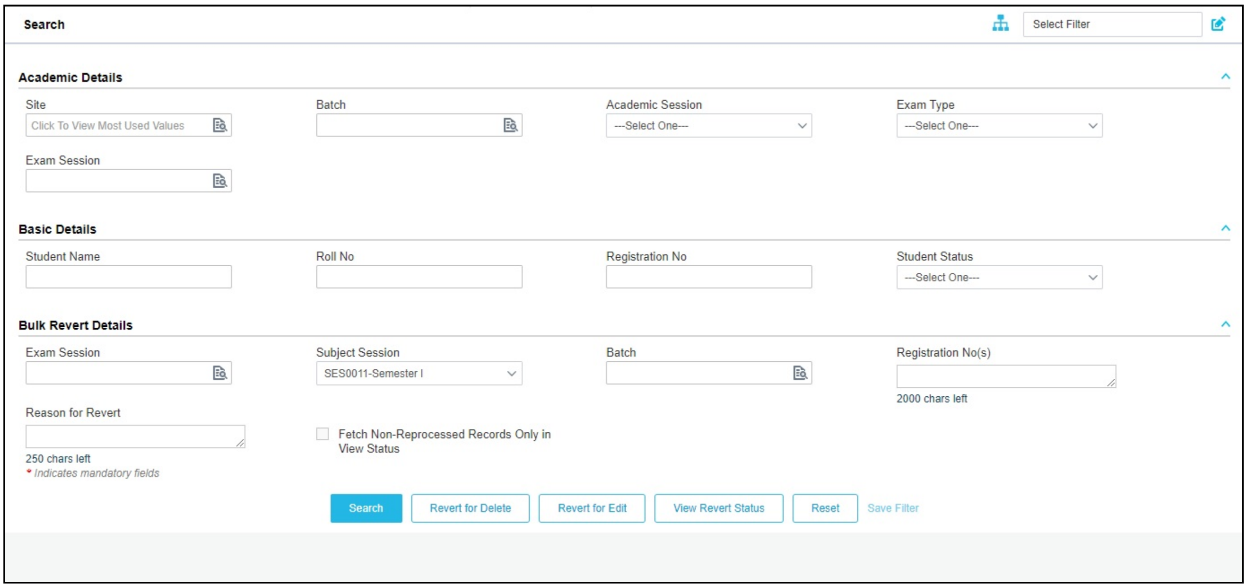
Showing 1-2 of 2 Results Results loaded in 0.103 secs

Show Preview Cancel

6. Select a record and click **Show Preview**. The **Process Score Result** dialog box is displayed.

7. Click **Back**. The first page is displayed.

8. Click **Cancel**. The first page is displayed.



In Student Wise Process Score Edit with Sync, admins can revert the process of students using Revert for Edit option in Bulk button added on the screen. You can also search students under view status log to select the particular student for reprocessing or checking the status.

Result

The result score is processed.

Overview

This screen enables you to delete the process score and enrollment data uploaded through history for a Batch Session.

Validations

Following are the validations to consider while deleting the data:

- Delete the Data uploaded through history only.
- Data deletion is allowed if any backlog (or any other enrollment) is not performed for any higher exam session.

To use this feature,

1. Go to **iON Digital Campus** >> **Exam and Grading** >> **Result Processing** >> **History Data Deletion**
2. Select Site, Batch and Session.
3. Click **Delete b**utton to delete the required history data.

Result

Delete history data without raising a Service request.

Verification Checklist for Error Log Result Processing

Error Log 1: **Student has backlog enrollment with higher Exam Session than inputted Exam Session**

Error Log	Student has backlog enrollment with higher Exam Session than inputted Exam Session			
Stage	**Step**	**Check Point**	**Process to Verify**	**Verified (Yes or No)**
Understanding the Problem Statement	1	Check whether any higher SGM enrollment is present and non processed status.	i. Go to webinstaller and download the backlog enrollment template / Exam type wise backlog enollment template with the required filter values and check is there any enrollment is present.	
			ii. If there is no enrollment data, then check it in ODR, is there any duplicate or invalid enrollment is present or not. If no, then reassing the ticket.	
Corrective Action				
1	Deenroll the higher SGM data and then process the current SGM data.			
Preventive Action				
1	Don't process the result with higher SGM, before processing the current/lower SGM data.			
2	Double check the data before proceeding the higher SGM enrollment / result processing.			

Error Log 2: **No data found while processing capturable subject rows**

Error Log	No data found while processing capturable subject rows			
Stage	**Step**	**Check Point**	**Process to Verify**	**Verified (Yes or No)**
Understanding the Problem Statement	1	Check all the capturble exam type are processed succesfully	i. Before processing the result, check all the child exam types (Capture node) are fully captured or not. If No, Capture it and process the result.	
			ii. Check the "award session exam type mapping" template, "Is Capturable or calculated" value are correcly defined for all the capturable exam type.	
Corrective Action				
1	Before processing the result complete the capture score for all the capture exam type.			
	if marks are captured on same day and if trying to process the result, there might be an error in the processing againt the respective transaction. In order to verify such failure please refer the column "Processing Status" with ETL sync failed. To rectify this sync the capture score BC.			
Preventive Action				
1	Ensure to capture the scores for all the capturable node			
2	Ensure that configuration are correctly done.			

Error Log 3: **More than one process score row exists for a enrollment row**

Error Log	More than one process score row exists for a enrollment row			
Stage	**Step**	**Check Point**	**Process to Verify**	**Verified (Yes or No)**
Understanding the Problem Statement	1	More than one process score row exists for a enrollment row	NIL	
Corrective Action				
1	if this issue is occurres, please log a PR ticket to solution team with log details.			
Preventive Action				
1	NIL			

Error Log 4: **Enrollment and Process score data is not found from session: {Session Sequence} onwards**

Error Log	Enrollment and Process score data is not found from session: XX onwards			
Stage	Step	Check Point	Process to Verify	Verified (Yes or No)
Understanding the Problem Statement	1	Check all the lower semester enrollment and process score data is present in the system	i. Create an enrollment and process score related ODR in follwing BC. 1. Award wise process score details. 2. award wise enrollment or subject enrollment details.	
Corrective Action				
1	Enroll and Process or upload the history data for the lower exam sessions.			
Preventive Action				
1	Ensure all lower session data should be present before processing the higher session.			

Error Log 5: **Not Fully Captured**

Error Log	Not Fully Captured			
Stage	Step	Check Point	Process to Verify	Verified (Yes or No)
Understanding the Problem Statement	1	Check all the capturable exam type are fully captured before processing the result.	1.Create a report in Enrollment TPD capture score/Live capture score detail and check all the exam type marks are captured.	
Corrective Action				
1	1. Use either front end screen or capture score template for missing captured records.			
	2. if marks are captured on same day and if trying to process the result, there might be an error in the processing againt the respective transaction. In order to verify such failure please refer the column "Processing Status" with ETL sync failed. To rectify this sync the capture score BC.			
Preventive Action				
1	Ensure to capture the scores for all the capturable node before processing.			

Error Log 6: **Exam row does not exist in process score.**

Error Log	Exam row does not exist in process score			
Stage	Step	Check Point	Process to Verify	Verified (Yes or No)
Understanding the Problem Statement	1	Check if exam row is present in the process score for the respective session.	i. Check if the history data is uploaded with exam row for the respective exam types.	
			ii. If "Exam Row Required" is updated as "N" in award session exam type mapping template and if result has been already processed without exam row and subsequently the configuration is updated as "Y" then use will experience this error.	
Corrective Action				
1	i. If it is a history data missing case, please upload the exam row for the respective exam types before processing the result.			
	ii. If the exam rows are required raise a SR ticket for updating the "Exam Row Required" as N to Y, and then upload the exam row for the respective exam types as history data.			
	iii. Or raise a SR ticket for updating the "Exam Row Required" as N to Y and then revert the process score for the previous SGM's and reprocess the result for the same SGM's			
Preventive Action				
1	i. Always ensure customer requires exam row upload such data as part of history data migration.			
2	ii. In award session exam type mapping template, ensure the "exam row required" flag is updated in the initial configuration as per customer requirement. It is not recommended not to change this flag once it is configured.			

Error Log 7: **No Enrolled Students found for the batch session.**

Error Log	No Enrolled Students found for the batch session.			
Stage	**Step**	**Check Point**	**Process to Verify**	**Verified (Yes or No)**
Understanding the Problem Statement	1	Ensure there is enrollment present in the system before processing the backlog result.	i. Check with customer whether all the students of the respective AY and all batches enrollment data has beed shared with TCS.	
			ii. For BAU customers, ask them to validate the enrollment data.	
Corrective Action				
1	i. For BAU Customers - Ask the customer to validate iON enrollment report (Create a report in Award wise enrollment / Subject enrollment details BC)with manual data from customer, identify the delta records. Do the processing post completing the enrollment for delta records.			
	ii. For MS customers - If customer has shared all the enrollment data compare iON enrollment report (Create a report in Award wise enrollment / Subject enrollment details BC)with manual data from customer, identify the delta records.			
Preventive Action				
1	i. Ensure all the enrollment should be present in the system before processing the result.			

Error Log 8: **Process score row is not present for subject {Subject Name} enrolled with exam session {Exam Session Name} in {Master Session Name}**

Error Log	Process score row is not present for subject {Subject Name} enrolled with exam session {Exam Session Name} in {Master Session Name}			
Stage	**Step**	**Check Point**	**Process to Verify**	**Verified (Yes or No)**
Understanding the Problem Statement	1	Check whether correct enrollment are present in the system before processing the backlog result.	i. Check whether higher session backlog enrollment is present for RT/RV subjects	
			ii.Check if the student subject is passed in RT/RV.	
Corrective Action				
1	i. deenroll the backlog enrollment for RT/RV cleared subjects from front end screen or template.			
	ii. If we unable to do the deenrollment, raise a SR ticket for deenrollment.			
Preventive Action				
1	i. Before processsing the backlog results for the higher SGM,check if student is passed in RT/RV lower session for any subjects			

Error Log 9: **Eligibility not approved**

Error Log	Eligibility not approved			
Stage	**Step**	**Check Point**	**Process to Verify**	**Verified (Yes or No)**
Understanding the Problem Statement	1	Check all the students exam eligibility is approved or not	i.Create an ODR in 'award wise enrollment details' and check the Is approved flag as Y	
Corrective Action				
1	if "Is approved flag" is N for any particular students and per eligibility if the student is eligibe,please update the flag from front end screen (Student eligibility Update) or template(Semester wise eligibility update / Subject wise eligibility update template).			
Preventive Action				
1	Ensure 'is Approved flag' is Y before processing the result.			

Error Log 10: **Lower Sequence Rows are not processed while processing Calculated Rows. Please execute lower sequence rows**

Error Log	Lower Sequence Rows are not processed while processing Calculated Rows. Please execute lower sequence rows.			
Stage	**Step**	**Check Point**	**Process to Verify**	**Verified (Yes or No)**
Understanding the Problem Statement	1	Check all the child capturable exam type are processed succesfully	i. Check the "award session exam type mapping" template, "Is Capturable or calculated" value are correcly defined for all the capturable exam type.	
			ii. Check the "award session exam type mapping" template, "Sequence" flag: First priority should be Capture node and Second priority should be Calculated node.	
			iii. Check whether the processing rule is configured for all the calculated exam types.	
Corrective Action				
1	Before processing the result complete the Enrollment and capture score for all the capture exam type.			
	If Child node is failed / not processed, rectify the issue either in capture/processing rule or sequence of processing in award session exam type mapping template.			
Preventive Action				
1	Ensure to enrollment/capture the scores for all the capturable node			
2	Ensure that processing rule configuration are correctly done.			

Error Log 11: **Process score data is not found for semester : {Session Sequence}**

Error Log	process score data is not found for semester : XX			
Stage	Step	Check Point	Process to Verify	Verified (Yes or No)
Understanding the Problem Statement	1	Check all the lower sessions are processed succesfully.	i. Check the batch years are configured correctly as per the sequence.	
			ii. Check if any lower session results for previous SGM has been processed completely and there is no pending processing.	
			iii. Check if any lower session history data load is missed, please upload it and process the result.	
			iv. If required, check any audit flag is added for any subjects.	
			v. Check the lateral flag at award session level	
Corrective Action				
1	i. Please configure the correct batch year for the respective session.			
	ii.Please process the lower sequence SGM results before processing the current/highes SGM results.			
	iii.Please upload the complete history data before processing the current/highes SGM results.			
	iv. Sync the single Etl before processing the result.			
	v. If any lateral case is present, then enable this lateral flag at award master.			
Preventive Action				
1	Ensure enrollments in previous/lower SGM's are processed completely. Create a report in award wise process score details to always compare enrollment Vs processed data for and exam session			
2	For any customer while uploading history data do not miss any records of students in any session.			

Error Log 12: **Student is failed at Semester :{Session Sequence}**

Error Log	Student is failed at Semester :XX			
Stage	Step	Check Point	Process to Verify	Verified (Yes or No)
Understanding the Problem Statement	1	Check all the lower sessions are processed succesfully before calculating CGPA	i. Check if any lower session results for previous SGM has been processed completely and there is no pending processing.	
			ii. Check if any lower session history data load is missed, please upload it and process the result.	
			iii. Check student is passed in all the EP subject /Exam level.	
Corrective Action				
	i.Please process the lower sequence SGM results before processing the current/highes SGM results.			
	ii.Please upload the complete history data before processing the current/highes SGM results.			
	iii.Check if student is passed in Aggreate level (EP Subject/ exam level) and no open backlog till session backlog.			
Preventive Action				
1	Ensure enrollments in previous/lower SGM's are processed completely. Create a report in award wise process score details to always compare enrollment Vs processed data for and exam session			
2	For any customer while uploading history data do not miss any records of students in any session.			
3	Ensure student is passed in Aggreate level (EP Subject/ exam level) and no open backlog till session backlog.			

Error Log 13: **No Capture score found for the Student {Student Name} for Exam Node {Exam Node Name}**

Error Log	No Capture score found for the Student XXXXXXX for Exam Node Practicals			
Stage	Step	Check Point	Process to Verify	Verified (Yes or No)
Understanding the Problem Statement	1	Check all the capturable exam type are fully captured before processing the result.	1.Create a report in Enrollment TPD capture score/Live capture score detail and check all the exam type marks are captured.	
Corrective Action				
1	1. Use either front end screen or capture score template for missing captured records.			
	2. if marks are captured on same day and if trying to process the result, there might be an error in the processing againt the respective transaction. In order to verify such failure please refer the column "Processing Status" with ETL sync failed. To rectify this sync the capture score BC.			
Preventive Action				
1	Ensure to capture the scores for all the capturable node before processing.			

Error Log 14: **Student is having backlog**

Error Log	Student is having backlog			
Stage	Step	Check Point	Process to Verify	Verified (Yes or No)
Understanding the Problem Statement	1	Check if processing has been done for regular/backlog	i. Check the exclude backlog SGPA flag is enabled	
			ii. Processing has been completed before calculating the SGPA	
Corrective Action				
1	Complete the processing first, after successful processing calculate the SGPA.			
Preventive Action				
1	Don't calculate the SGPA before processing Regular/ backlog result.			

Error Log 15: **No Subject Rows present for this student while making exam row of exam type {Exam Type Name}**

Error Log	No Subject Rows present for this student while making exam row of exam type XXXX			
Stage	**Step**	**Check Point**	**Process to Verify**	**Verified (Yes or No)**
Understanding the Problem Statement	1	Check all the subject row for the same exam type has been processed successfully.	i.Create an ODR in award wise process score details and verify the processed records	
			Possible Reasons: 1. No Subject is mapped for this Exam Type. 2. Subject Rows for this Exam Type could not be processed. 3. All Subject Rows for this Exam Type have Is For Grading = 'N' at Template Subject Group Detail level. 4. Template Subject Group Detail not found for some/all Subject rows of this Exam Type.	
Corrective Action				
1	Please map the subjects for the respective exam type			
2	If any partial/subject rows are not processed,please complete the processing.			
3	Is For Grading = 'N' for any subject, then please update it as 'Y' in Template Subject Group Detail level.			
Preventive Action				
1	Ensure configuration for all exam types are present for all the subjects at Batch session subject level.			

Error Log 16: **Student is aggregate fail**

Error Log	Student is aggregate fail			
Stage	**Step**	**Check Point**	**Process to Verify**	**Verified (Yes or No)**
Understanding the Problem Statement	1	Check if processing has been done for regular/backlog	i. Check the exclude backlog SGPA flag is enabled	
			ii. Processing has been completed before calculating the SGPA	
Corrective Action				
1	Complete the processing first, after successful processing calculate the SGPA.			
Preventive Action				
1	Don't calculate the SGPA before processing Regular/ backlog result.			

Error Log 17: **Use 'Process Data' option present on 'Process Score Revert Status' screen for processing**

Error Log	Use 'Process Data' option present on 'Process Score Revert Status' screen for processing			
Stage	**Step**	**Check Point**	**Process to Verify**	**Verified (Yes or No)**
Understanding the Problem Statement	1	Error in processing after reverting the result	NIL	
Corrective Action				
1	Any result reverted(revert for edit) for a student using "Student wise Edit Score with sync", Use 'Process Data' option present on 'Process Score Revert Status' screen for re- processing			
Preventive Action				
1	Always process the reverted result in the same screen.			

Error Log 18: **Lower sequence Node(s) are not processed while processing calculated Node. For more details, please check error logged at lower Node(s).**

Error Log	Lower sequence Node(s) are not processed while processing calculated Node. For more details, please check error logged at lower Node(s).			
Stage	**Step**	**Check Point**	**Process to Verify**	**Verified (Yes or No)**
Understanding the Problem Statement	1	Check all the child exam type are processed succesfully	i. Check the "award session exam type mapping" template, "Is Capturable or calculated" value are correcly defined for all the capturable exam type.	
			ii. Check the "award session exam type mapping" template, "Sequence" flag: First priority should be Capture node and Second priority should be Calculated node.	
			iii. Check whether the processing rule is configured for all the calculated exam types.	
Corrective Action				
1	Before processing the result complete the Enrollment and capture score for all the capture exam type.			
	If Child node is failed / not processed, rectify the issue either in capture/processing rule or sequence of processing in award session exam type mapping template.			
Preventive Action				
1	Ensure to enrollment/capture the scores for all the capturable node			
2	Ensure that processing rule configuration are correctly done.			

Error Log 19: **None of the enrolled subjects are for sgpa consideration for this student.**

Error Log	None of the enrolled subjects are for sgpa consideration for this student			
Stage	**Step**	**Check Point**	**Process to Verify**	**Verified (Yes or No)**
Understanding the Problem Statement	1	Check the Is for GPA is enabled for all subjects.	i. In BSS level check Is for GPA is enabled for all the subjects.	
			ii. Create an ODR in Batch Session subject detail and verify across awards.	
Corrective Action				
1	Please update the 'Is for GPA' flag in Batch Exam Subject Level Configuration template.			
	After updating the flag recalculate the SGPA.			
Preventive Action				
1	Ensure all the relevent subject as 'Is for GPA' flag is enabled before calculating the SGPA.			

Error Log 20: **SGPA already exists.**

Error Log	SGPA already exists.			
Stage	**Step**	**Check Point**	**Process to Verify**	**Verified (Yes or No)**
Understanding the Problem Statement	1	SGPA exist while processing	i. Check the processing status log.	
Corrective Action				
1	select the "Re-calculate SCGPA" in result processing screen and then calculate the SGPA.			
Preventive Action				
1	Any processing attempted second time, always select the "Re-calculate SCGPA" in result processing screen and then calculate the SGPA.			

Error Log 21: **CGPA is already existed**

Error Log	CGPA is already existed.			
Stage	**Step**	**Check Point**	**Process to Verify**	**Verified (Yes or No)**
Understanding the Problem Statement	1	CGPA exist while processing	i. Check the processing status log.	
Corrective Action				
1	select the "Re-calculate SCGPA" in result processing screen and then calculate the CGPA.			
Preventive Action				
1	Any processing attempted second time, always select the "Re-calculate SCGPA" in result processing screen and then calculate the CGPA.			

Error Log 22: **Exception in Marks calculation section**

Error Log	exception in Marks calculation section			
Stage	**Step**	**Check Point**	**Process to Verify**	**Verified (Yes or No)**
Understanding the Problem Statement	1	exception in Marks calculation section	NIL	
Corrective Action				
1	if this issue is occurres, please log a PR ticket to solution team with log details.			
Preventive Action				
1	NIL			

Error Log 23: **Exam Enrollment Form does not exist for the Student.**

Error Log	Exam Enrollment Form does not exist for the Student.			
Stage	**Step**	**Check Point**	**Process to Verify**	**Verified (Yes or No)**
Understanding the Problem Statement	1	Check all the students exam eligibility is approved or not	i.Create an ODR in 'award wise enrollment details' and check the Is approved flag as Y	
Corrective Action				
1	if "Is approved flag" is N for any particular students and per eligibility if the student is eligibe,please update the flag from front end screen (Student eligibility Update) or template(Semester wise eligibility update / Subject wise eligibility update template).			
Preventive Action				
1	Ensure 'is Approved flag' is Y before processing the result.			

Error Log 24: **Process score is not present in this session with the inputted exam session**

Error Log	Process score is not present in this session with the inputted exam session			
Stage	**Step**	**Check Point**	**Process to Verify**	**Verified (Yes or No)**
Understanding the Problem Statement	1	Check all the higher sessions enrollments are processed succesfully.	i. Check all the higher session enrollments results both regular/backlog processed completely and there is no pending processing.	
Corrective Action				
	i.Please process the lower session and higer session results before processing CGPA			
Preventive Action				
1	Ensure all the semester students lower/ higher session are processed before calculating the CGPA.			

Error Log 25: **Enrollment credit point is not equal to process score credit point for Subject.**

Error Log	Enrollment credit point is not equal to process score credit point for Subject :			
Stage	**Step**	**Check Point**	**Process to Verify**	**Verified (Yes or No)**
Understanding the Problem Statement	1	Check wheather academic credit point has update post enrollment	i. Create an ODR in award wise process score details and check wheather enrollment credit point and academics credit point are equal.	
Corrective Action				
1	i. If any mismatch or customer requested to update the credit point post enrollment, then use "Enrollment Attributes Update Template" to update the credit point.			
Preventive Action				
1	Always ensure before hitting the processing, there is no changes made in subject credit point in batch session subject.			

Error Log 26: **No Subject Rows found for formation of Exam Row. Possible reasons can be:**
1. No Subject is mapped for this Exam Type.
2. Subject Rows for this Exam Type could not be processed.
3. All Subject Rows for this Exam Type have Is For Grading = 'N' at Template Subject Group Detail level.
4. Template Subject Group Detail not found for some/all Subject rows of this Exam Type.

Error Log	No Subject Rows found for formation of Exam Row. Possible reasons can be:			
Stage	**Step**	**Check Point**	**Process to Verify**	**Verified (Yes or No)**
Understanding the Problem Statement	1	Check all the subject row for the same exam type has been processed successfully.	i.Create an ODR in award wise process score details and verify the processed records Possible Reasons: 1. No Subject is mapped for this Exam Type. 2. Subject Rows for this Exam Type could not be processed. 3. All Subject Rows for this Exam Type have Is For Grading = 'N' at Template Subject Group Detail level. 4. Template Subject Group Detail not found for some/all Subject rows of this Exam Type.	
Corrective Action				
1	Please map the subjects for the respective exam type			
2	If any partial/subject rows are not processed,please complete the processing.			
3	Is For Grading = 'N' for any subject, then please update it as 'Y' in Template Subject Group Detail level.			
Preventive Action				
1	Ensure configuration for all exam types are present for all the subjects at Batch session subject level.			

Error Log 27: **Process Score is not present with inputted Exam Session for batch year session sequence**

Error Log	Process Score is not present with inputted Exam Session for batch year session sequence:			
Stage	**Step**	**Check Point**	**Process to Verify**	**Verified (Yes or No)**
Understanding the Problem Statement	1	Check all the higher sessions enrollments are processed succesfully.	i. Check all the higher session enrollments results both regular/backlog processed completely and there is no pending processing.	
Corrective Action				
	i.Please process the lower session and higer session results before processing CGPA			
Preventive Action				
1	Ensure all the semester students lower/ higher session are processed before calculating the CGPA.			

Result Processing(New)

Overview

This section allows the administrator to perform tasks related to process results. Result processing is a part of the post-examination process which helps to generate report cards and grade history.

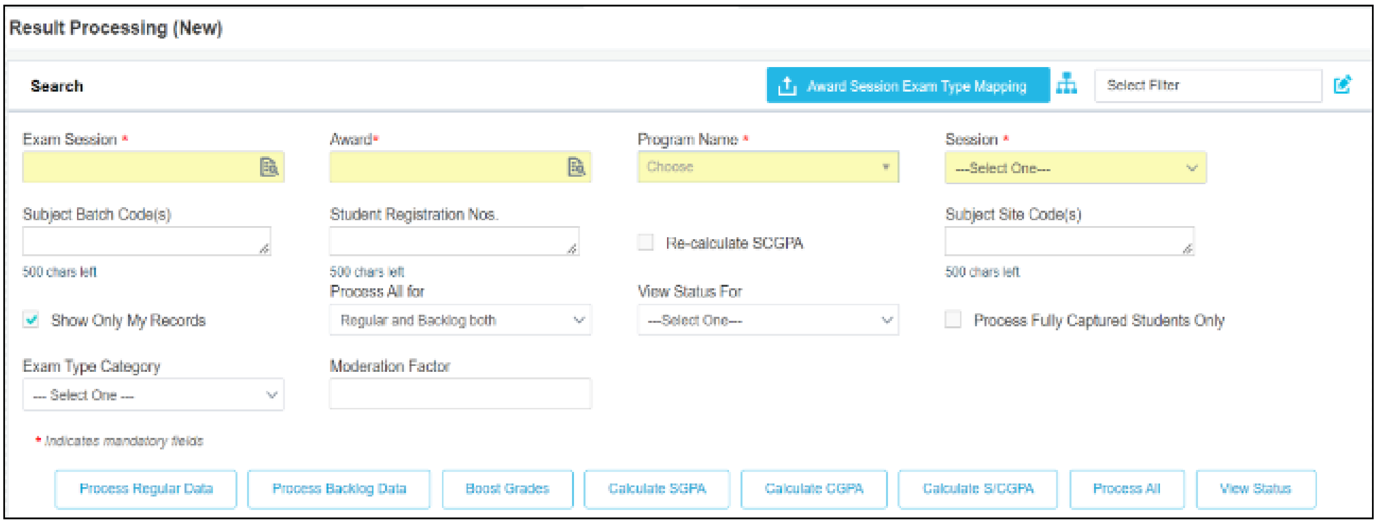
Pre-requisite

1. Attendance Marking and Capture score to be completed.
2. Award Session Exam Type Mapping template should be configured.

Procedure

Searching the result processing details: To process result using result processing screen:

1. Go to Exam and Grading -> Result Processing -> Result Processing(New)



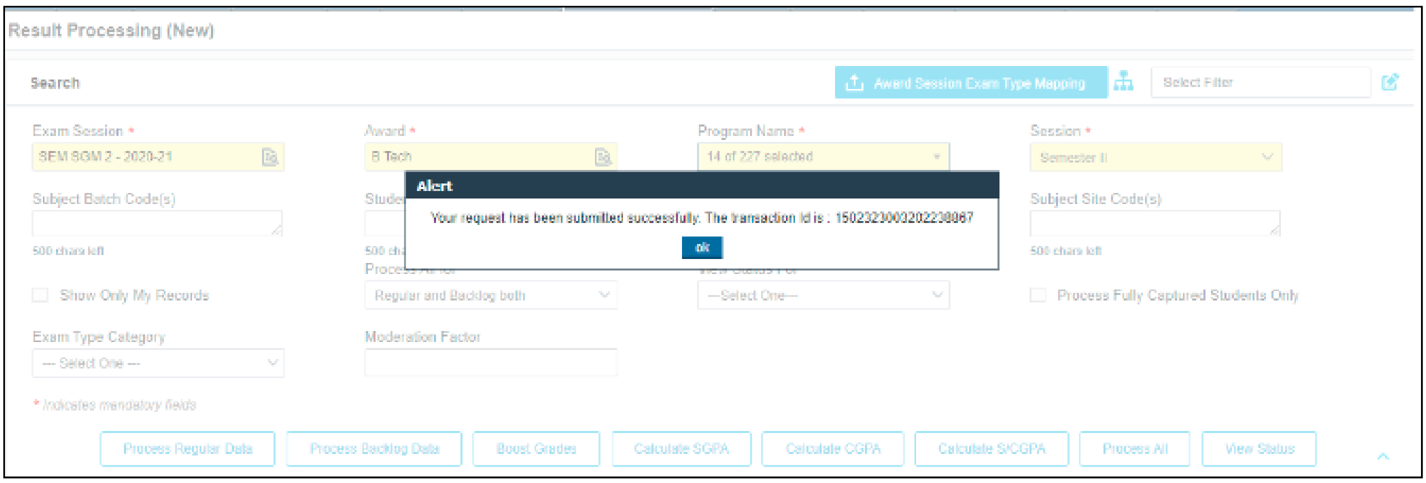
2. Enter the search criteria by using the following fields:

Field	Field type	Description
Exam session*	Mandatory	The exam session to which students belong
Award*	Mandatory	The award to which students belong
Program name*	Mandatory	The multiple program name to which student belongs
Session*	Mandatory	The session to which students belong
Subject batch code(s)	Optional	The batch code to which student belong
Student registration nos.	Optional	Registration number of the student

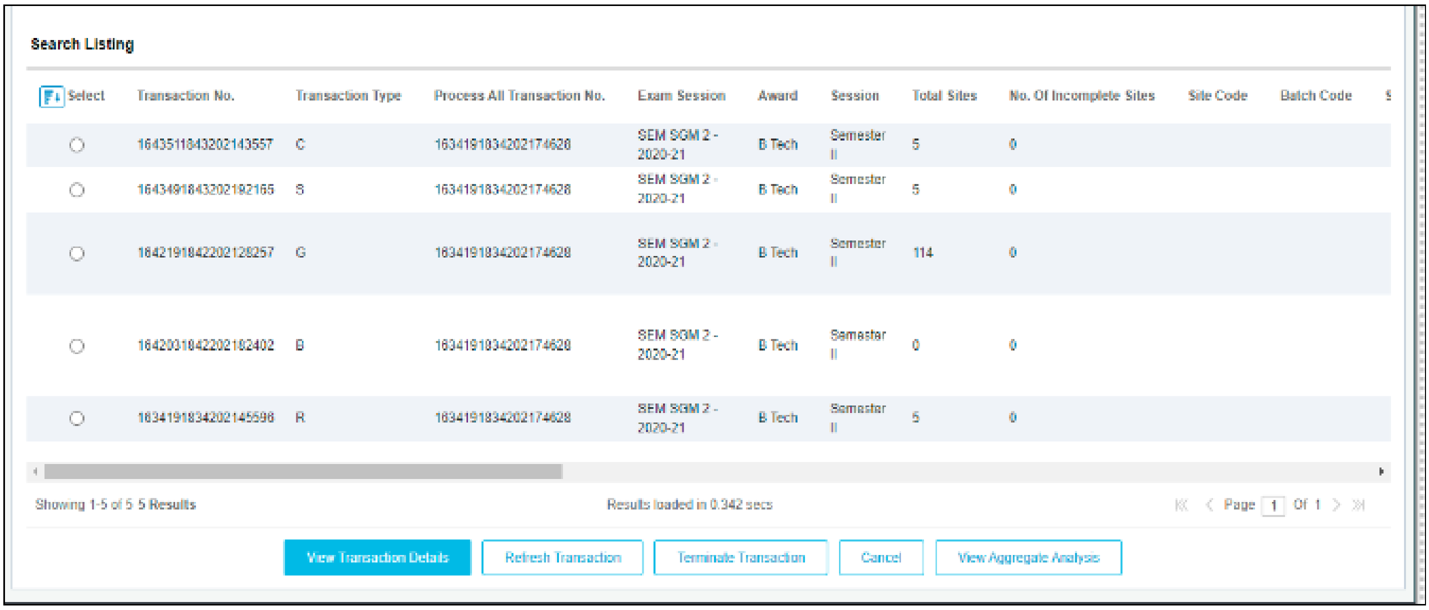
Subject site code(s)	Optional	The subject site code to which student belongs
Process All for	Optional	Whether to process for regular student, backlog student or both
View status for	Optional	Whether to view status for regular, backlog, SGPA, CGPA, grade boosting
Exam type category	Optional	Select exam type to process result for e.g., internal, external
Moderation factor	Optional	Used in preprocessing functionality only to enter grace marks value
Recalculate SCGPA	Optional	Select to re-calculate SCGPA for students
Show only my record	Optional	Select to show only your record
Process fully captured students only	Optional	Select to show only process fully captured students

2. Click on Process Regular Data if Regular processing is required.
3. Click on Process Backlog Data if Backlog processing is required.
4. Click on Process All button which will calculate the following in sequence-Regular, Backlog, grade boosting, SGPA/CGPA.
5. Click on Calculate SGPA if SGPA calculation is required.
6. Click on Calculate CGPA if CGPA calculation is required
7. Click on Calculate SCGPA for calculation CGPA and SGPA Both.

8. If grade boosting is required, then click on Boost Grades after successfully processed the Regular/backlog result. After clicking a alert will come stating “Your request has been submitted successfully. The transaction Id is : 123456xxxxx”.



9. Click on view status to know the status of the task submitted. On View Status, report view will get open and will show the generation status(count for Regular/Backlog). Further drill down will show the data student wise.



- Click on view transaction details to view the transaction details.
- Click on refresh transaction to refresh the transaction details.
- Click on terminate transaction to drop the transaction details.
- Click on cancel to go back the previous page.
- Click on view aggregate analysis to view the aggregate analysis of transaction details.

Transaction Type:

R – Regular Processing

B – Backlog Processing

G – Grade boosting

S – SGPA Calculation

C – CGPA Calculation

10. Click reset to refresh the fields.

11. Click save filter to save the filter as default one.

2. Award Session exam type Mapping template

1. Go to **Webinstaller -> Exam and Grading -> Award Session Exam Type Mapping Template**

Award Session Exam Type Mapping			*Please refer glossary for code name values						
					For EP Only				
Entity ID	Award Code	Session Code	Exam Type Name	Sequence	Rounding Off Type for GPA	Digits Applied for GPA	SGPA grading scheme code	CGPA Grading scheme code	Aggregate Grading
	M	M	M	M	O	O	O	O	O
Non Editable	Non Editable	Non Editable	Non Editable	Editable	Editable	Editable	Editable	Editable	Editable
				Start fro					
5	1	SES0001	EP	4	Rounding Up	2	EXMSCH0038	EXMSCH0038	
6	1	SES0001	Class Test	3					
7	1	SES0001	Practicals	2					
8	1	SES0001	Teacher Assessment	1					
9	1	SES0002	EP	4	Rounding Up	2	EXMSCH0038	EXMSCH0038	
10	1	SES0002	Class Test	3					
11	1	SES0002	Practicals	2					
12	1	SES0002	Teacher Assessment	1					
13	1	SES0003	EP	4	Rounding Up	2	EXMSCH0038	EXMSCH0038	
14	1	SES0003	Class Test	3					
15	1	SES0003	Practicals	2					
16	1	SES0003	Teacher Assessment	1					
17	1	SES0004	EP	4	Rounding Up	2	EXMSCH0038	EXMSCH0038	
18	1	SES0004	Class Test	3					
19	1	SES0004	Practicals	2					
20	1	SES0004	Teacher Assessment	1					
21	1	SES0005	EP	4	Rounding Up	2	EXMSCH0038	EXMSCH0038	
22	1	SES0005	Class Test	3					
23	1	SES0005	Practicals	2					
24	1	SES0005	Teacher Assessment	1					
25	1	SES0006	EP	4	Rounding Up	2	EXMSCH0038	EXMSCH0038	
26	1	SES0006	Class Test	3					
27	1	SES0006	Practicals	2					
28	1	SES0006	Teacher Assessment	1					
57	10	SES0001	Class Test	3					
58	10	SES0001	EP	4	Rounding Up	2	EXMSCH0038	EXMSCH0038	
59	10	SES0001	Practicals	2					
60	10	SES0001	Teacher Assessment	1					
61	10	SES0002	Class Test	3					
62	10	SES0002	EP	4	Rounding Up	2	EXMSCH0038	EXMSCH0038	
63	10	SES0002	Practicals	2					
64	10	SES0002	Teacher Assessment	1					
65	10	SES0003	Class Test	3					

Field	Field type	Description
Entity ID	Read Only(Non-editable)	System created ID
Award code	Mandatory(Non-editable)	Award Code for configuration
Session code	Mandatory(Non-editable)	Session Code for configuration
Exam type	Mandatory(Non-editable)	Exam Type node name for which configuration to be done
Sequence	Mandatory(Editable)	Unique Sequence for each exam type of a particular award session
Is capturable or calculated	Mandatory(Editable)	Whether marks will be captured or calculated on this exam type
Exam type category	Optional(Editable)	Whether exam type is external exam type or internal exam type
Is external exam type for capture	Optional(Editable)	Whether exam type is external exam type for capture
Is for improvement	Optional(Editable)	Whether exam type is for improvement
Normalization class code	Optional(Editable)	Normalization class code to be applied on this exam type
Normalization rule code	Optional(Editable)	Normalization rule code that is to be applied on this exam type
Dependent exam type for normalization name	Optional(Editable)	While backlog processing, which exam types data to be fetched other than Backlog impacted nodes.
For promotion exam type	Mandatory(Editable)	Is the exam type for promotion (Y/N)

Capture backlog for repeat exam type flag	Mandatory(Editable)	Whether to capture backlog for repeat exam type (Y/N)
Backlog impacted exam type flag	Mandatory(Editable)	Whether this exam type will be impacted due to to backlog processing or not
Dependent exam type	Optional(Editable)	While backlog processing, dependent exam type name due to which other exam types will be impacted.
SGPA normalization code	Optional(Editable)	Normalization code for SGPA
CGPA normalization code	Optional(Editable)	Normalization code for CGPA
Rounding off type for GPA	Optional(Editable)	Rounding Off Type for GPA
Digits applied for GPA	Optional(Editable)	Digits Applied for GPA
SGPA grading scheme code	Optional(Editable)	Grading scheme for SGPA calculation
CGPA grading scheme code	Optional(Editable)	Grading scheme for CGPA calculation
Aggregate grading scheme code	Optional(Editable)	Grading scheme for aggregate calculation
Aggregate grading scheme code(Students with no backlog)	Optional(Editable)	Grading scheme for aggregate calculation For students with no backlog
YGPA grading scheme code	Optional(Editable)	Grading scheme for SGPA calculation
Rounding off type for aggregate marks	Optional(Editable)	Rounding off type for aggregate marks
Digits applied for aggregate marks	Optional(Editable)	Digits applied for aggregate marks
Exclude grade for CGPA code_name	Optional(Editable)	EP Subject on which this grade will be obtained, will be excluded from CGPA calculation
Exclude grade for SGPA code_name	Optional(Editable)	EP Subject on which this grade will be obtained, will be excluded from SGPA calculation
Detained grade code name	Optional(Editable)	If student will get this grade at this exam type then he/she will be marked as detained in system.
Rounding off type for marks processing	Optional(Editable)	Rounding off type for Marks for Processing

Digits applied for marks processing	Optional(Editable)	Digits Applied for Marks for Processing
CGPA grading scheme open backlog	Optional(Editable)	Grading scheme for CGPA calculation for open backlog students
CGPA grading scheme no open backlog	Optional(Editable)	Grading scheme for CGPA calculation for no open backlog
CGPA grading scheme no backlog ever	Optional(Editable)	Grading scheme for CGPA calculation for no backlog ever
Exam row required	Optional(Editable)	Whether Exam row to be created while processing or not.
Renumeration required	Optional(Editable)	Whether renumeration is required
Revaluation sync exam type	Optional(Editable)	Revaluation sync exam type
Revaluation capture exam type	Optional(Editable)	Revaluation capture exam type
Map custom normalization class code	Optional(Editable)	Map custom normalization class code
Capture score access type for faculty	Optional(Editable)	Capture score access type for faculty
Show result(result view screen)	Optional(Editable)	Show result(result view screen)
For gradebook exam type	Optional(Editable)	For gradebook exam type
Is schedule exam type	Optional(Editable)	Is schedule exam type
Capture linked window	Optional(Editable)	Capture linked window
Capture relative days	Optional(Editable)	Capture relative days
FEM code	Optional(Editable)	FEM code

2. This template is used to set configuration for an award , session , exam type mapping for SGPA/CGPA Calculation and processing of marks .

Overview

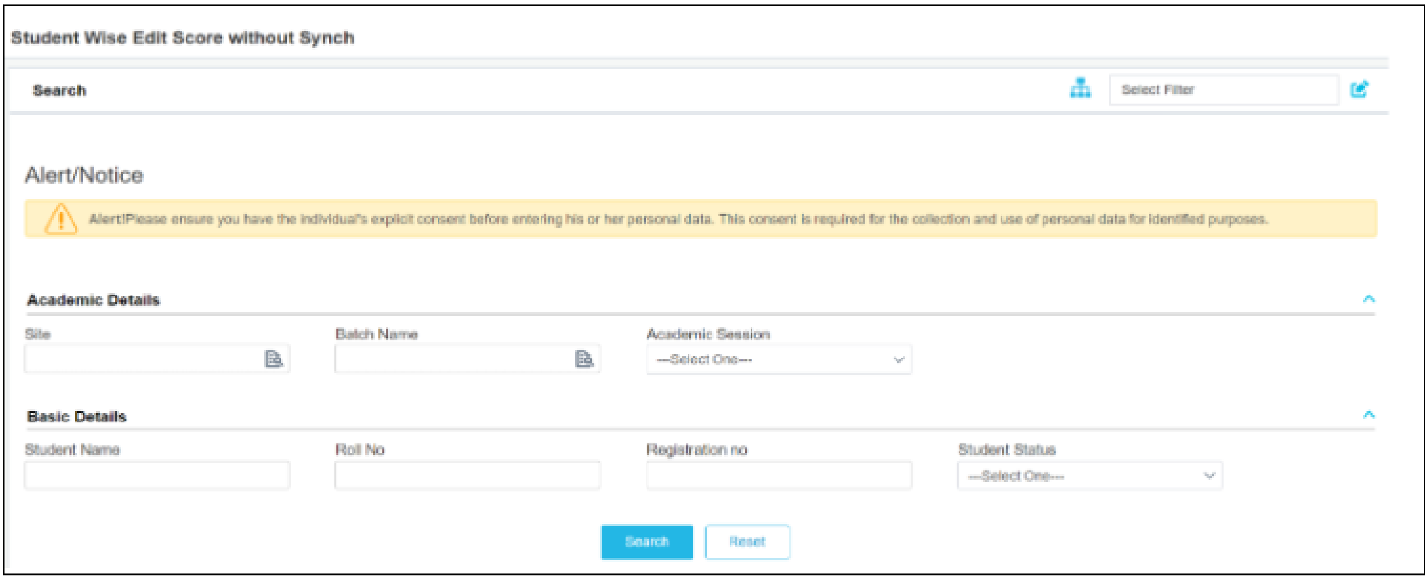
Student Wise Edit score without synch is the screen which is used for updating of process score data of students. Without synch, updating of process score is done manually.

Procedure

1. Searching for the student wise edit score without synch

   To edit score with student wise edit score without synch screen:

1. Go to Exam and grading -> Result Processing -> Student wise edit score without synch



2. Enter the Search criteria by using the following fields:

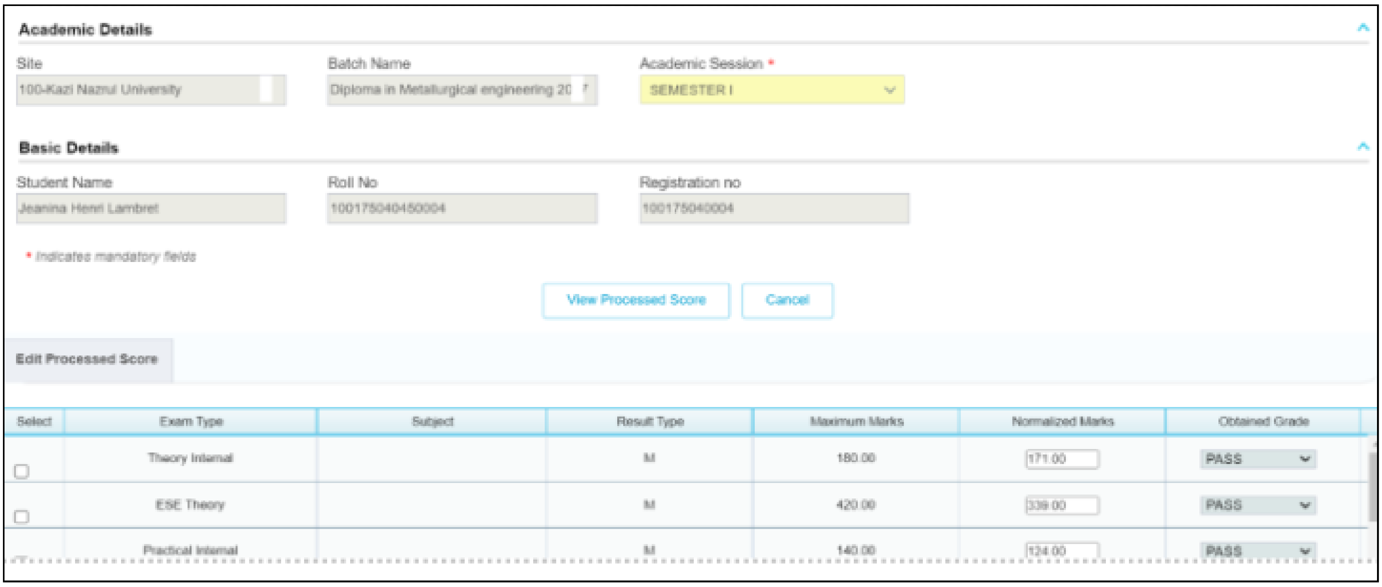
Feild	Feild Type	Description
Site	Optional	The site to which students belong
Batch Name	Optional	The batch to which students belong
Academic session	Optional	The academic session to which students belong
Student name	Optional	Name of the student
Roll no	Optional	Roll no of the student
Registration no	Optional	Registration no of the student
Student status	Optional	Status of the student e.g., active, inactive, etc.

3. Click search. A list of students matching the search criteria is displayed.


Search Listing

Select	Site	Batch Name	Academic Session	Student Name	Registration No	Roll No
○	100-Kazi Nazrul University	BATCH1042-Diploma in Metallurgical engineering 2017	SEMESTER VI	Jeanina Henri Lambret	100175040004	100175040450004
○	100-Kazi Nazrul University	BATCH1043-Diploma in Mining Engineering 2017	SEMESTER VI	Huette Garland Einhardt	100175040023	100175040440008
○	100-Kazi Nazrul University	BATCH1043-Diploma in Mining Engineering 2017	SEMESTER VI	Camile Russ William	100175040033	100175040440018
○	100-Kazi Nazrul University	BATCH1043-Diploma in Mining Engineering 2017	SEMESTER VI	Desirae Jay Erchanbold	100175040040	100175040440025
○	100-Kazi Nazrul University	BATCH1042-Diploma in Metallurgical engineering 2017	SEMESTER VI	Eloisee Varden Friedrich	100175040003	100175040450003
○	100-Kazi Nazrul University	BATCH1043-Diploma in Mining Engineering 2017	SEMESTER VI	Blondell Piers Axel	100175040036	100175040440021
○	100-Kazi Nazrul University	BATCH1043-Diploma in Mining Engineering 2017	SEMESTER VI	Bette Rushe Wilmot	100175040027	100175040440012
○	100-Kazi Nazrul University	BATCH1043-Diploma in Mining Engineering 2017	SEMESTER VI	Evette Ranier Emerson	100175040041	100175040440026
○	100-Kazi Nazrul University	BATCH1042-Diploma in Metallurgical engineering 2017	SEMESTER VI	Francene Manville Valdemar	100175040014	100175040450014
○	100-Kazi Nazrul University	BATCH1043-Diploma in Mining Engineering 2017	SEMESTER VI	Genevieve Dennie Rinaldo	100175040030	100175040440015
○	100-Kazi Nazrul University	BATCH1042-Diploma in Metallurgical engineering 2017	SEMESTER VI	Carola Lovell Friedrick	100175040002	100175040450002
○	100-Kazi Nazrul University	BATCH1043-Diploma in Mining Engineering 2017	SEMESTER VI	Evetta Orval Adalwen	100175040039	100175040440024
○	100-Kazi Nazrul University	BATCH1043-Diploma in Mining Engineering 2017	SEMESTER VI	Fauna Sydney Gerd	100175040028	100175040440013
○	100-Kazi Nazrul University	BATCH1043-Diploma in Mining Engineering 2017	SEMESTER VI	Lourdes Ansell Wilmod	100175040032	100175040440017

Select a record and click on edit processed score to edit the processed score and the above screen is displayed.



Here the search criteria will be auto filled which you have selected earlier except the academic session which can update as per user requirement.

4. Click on View Processed score to view the processed score as per search criteria.
5. Here we can also update the process score manually. After updating click save to save the edited process score.
6. Click cancel to cancel the current page.
7. Click reset to refresh the fields.

Student Wise Edit Score With Synch

Overview

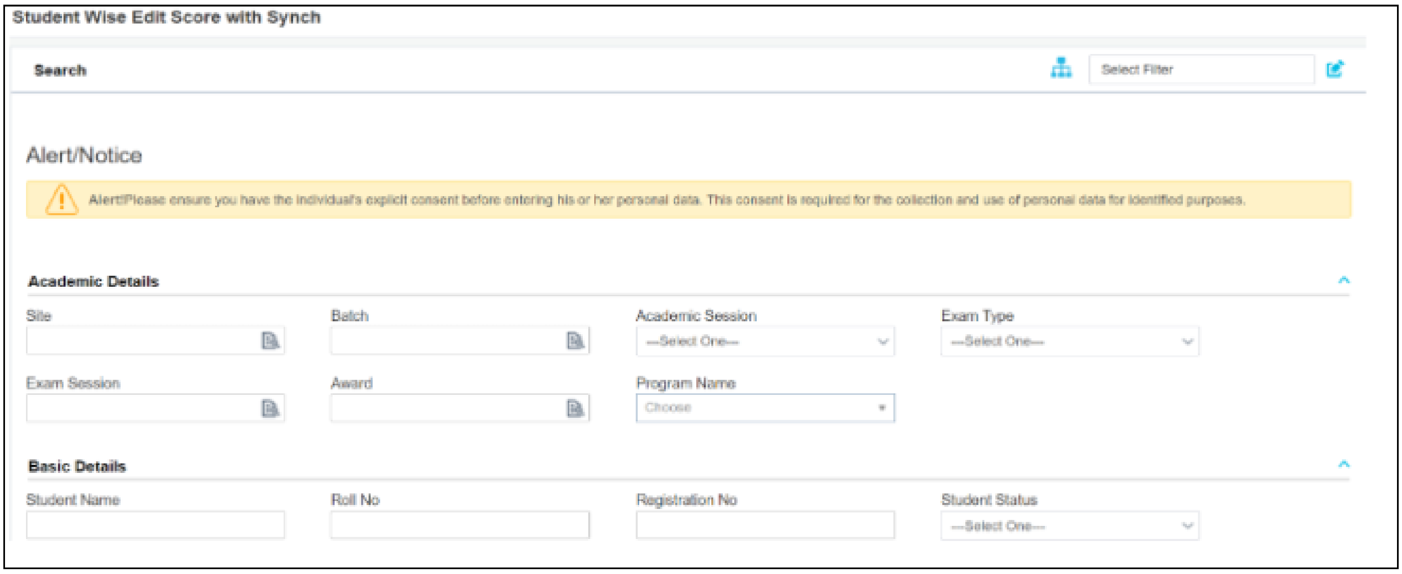
Student Wise Edit score with synch is the screen which is used for direct update of process score data of students from front end. With synch updating of process score is done automatically.

Procedure

1. Searching for the student wise edit score with synch

To edit score with student wise edit score with synch screen:

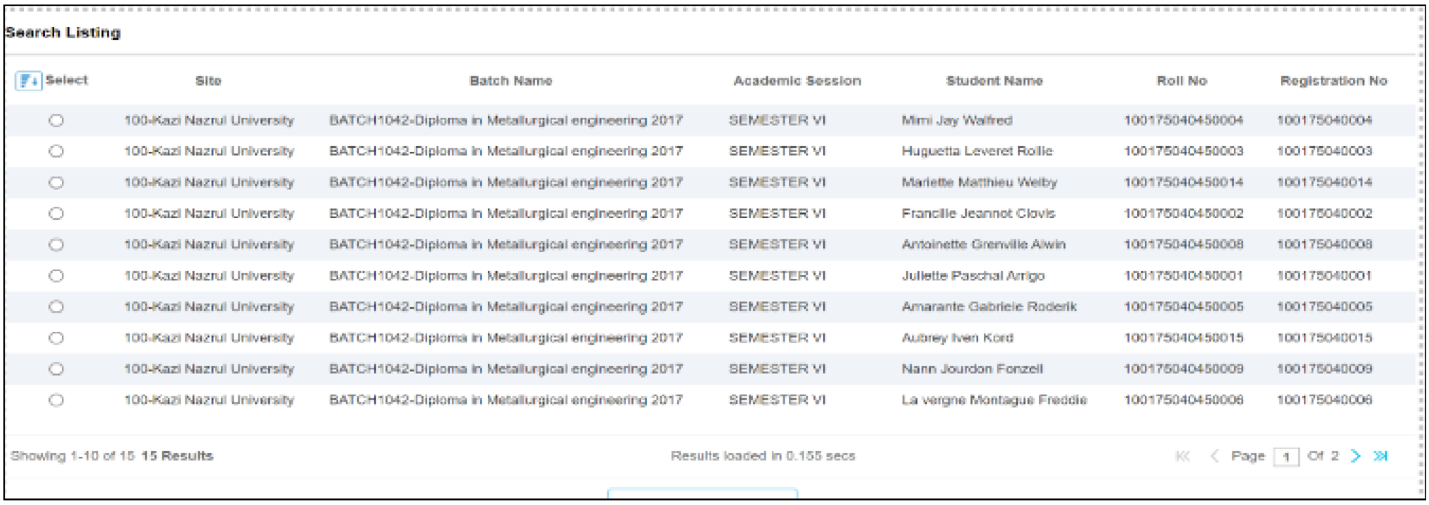
1. Go to Exam and grading -> Result Processing -> Student wise edit score with synch



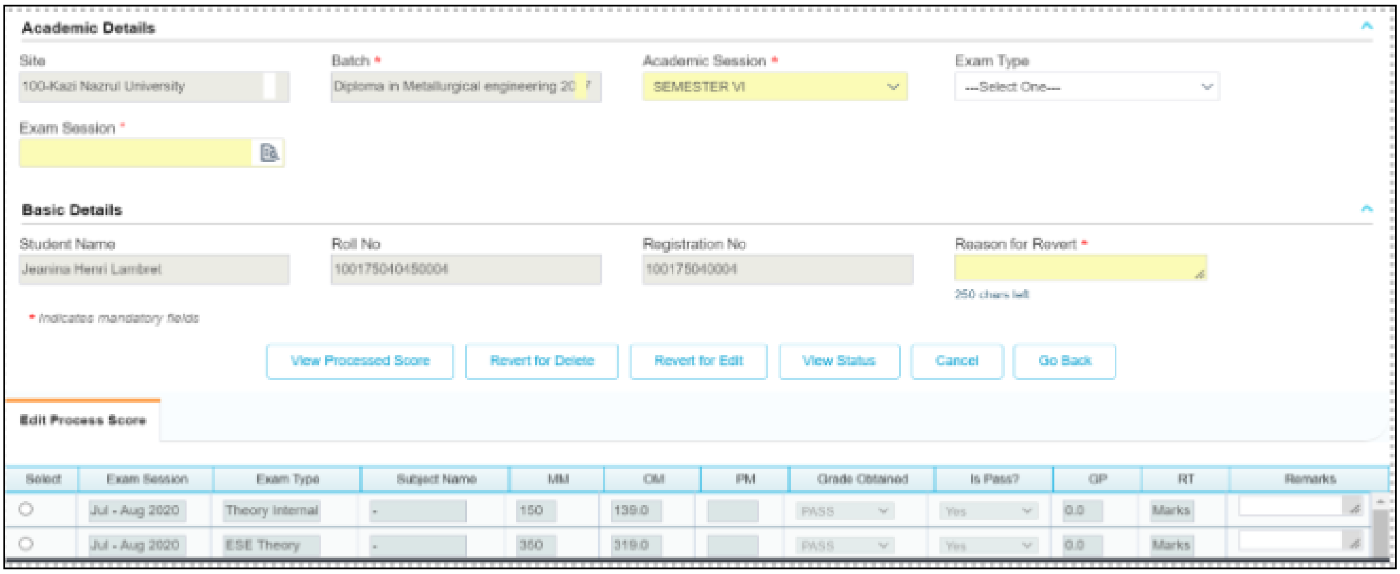
2. Enter the Search criteria by using the following fields:

Feild	Feild Type	Description
Batch	Optional	The batch to which students belong
Academic session	Optional	The academic session to which students belong
Exam type	Optional	Type of exam e.g., Internal, external, etc.
Exam session	Optional	The exam session to which students belong
Award	Optional	The award to which students belong
Program name	Optional	The program to which students belong
Student name	Optional	Name of the student
Roll no	Optional	Roll no of the student
Registration no	Optional	Registration no of the student
Student status	Optional	Status of the student e.g., active, inactive, etc.
Subject session	Optional	The subject session to which students belong
Reason for revert	Optional	Reason for revert process
Fetch non-processed records only in view status	Optional	Tick this checkbox if you want to view non-processed records only
Show only my record	Optional	Tick this checkbox if you want to view your revert/delete record only

3. Click search. A list of students matching the search criteria is displayed.



Select a record and click on edit processed score to edit the processed score and the above screen is displayed.



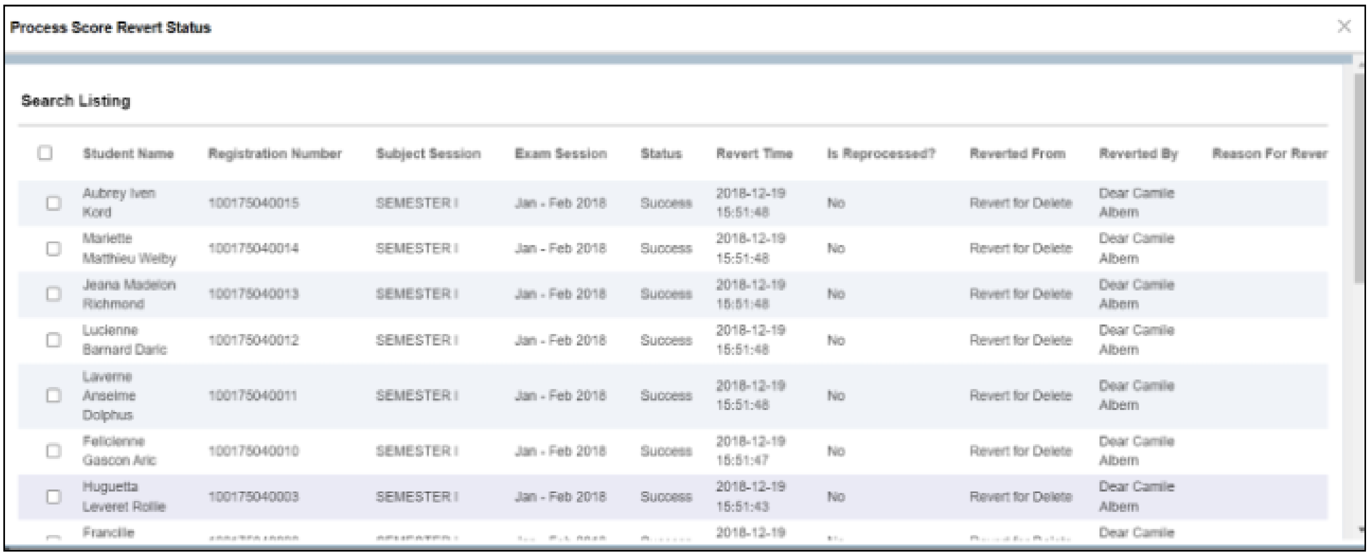
Here the search criteria will be auto filled which you have selected earlier except the batch, academic session, exam session and reason for revert which can update as per user requirement.

4. Here the process score is updated by the system.

5. Click on Revert for delete to revert for deleting score process.

6. Click on Revert for edit to revert for editing score process.

7. Click on view revert status to check status for completed score revert process.



8. Click cancel to cancel the current page.
9. Click reset to refresh the fields.
10. Click save Filter to save the Filter as Default one.

Synch Re-evaluation Details

Overview

Overview

Once data is pushed to iDC, then using this screen, data can be finally pushed to actual Process score at iDC end from which the updated marks gets reflected back in bizapp portal as well as on the View Exam Result screen. Report cards if already generated, will need to be regenerated after updated marks are synced to Process score.

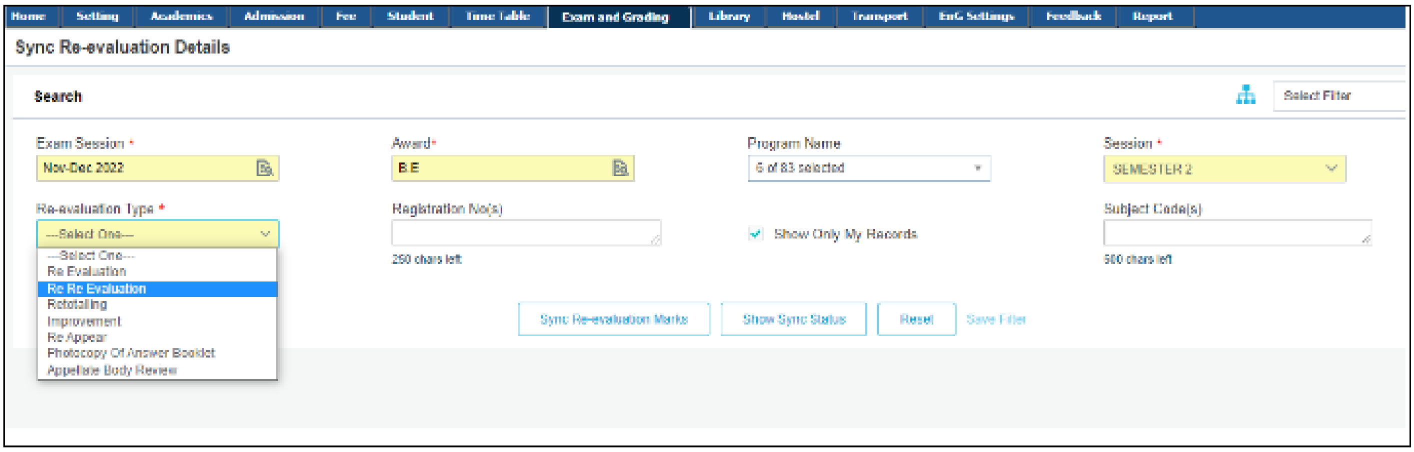
Pre requisite

1. Enable Reevaluation sync Exam Type and Reevaluation Capture Exam Type in Award Session Exam Type Mapping Template.
2. Enable RV Applicable in Batch Session Subject Template
3. Configure Transaction Type Master screen
4. Re evaluation Marks captured and synced from Eform

Procedure

1.Goto Exam and Grading-> Result Processing-> Sync Re evaluation Details

When user clicks on Sync Re evaluation Details, the below screen occurs



2. Search Criteria

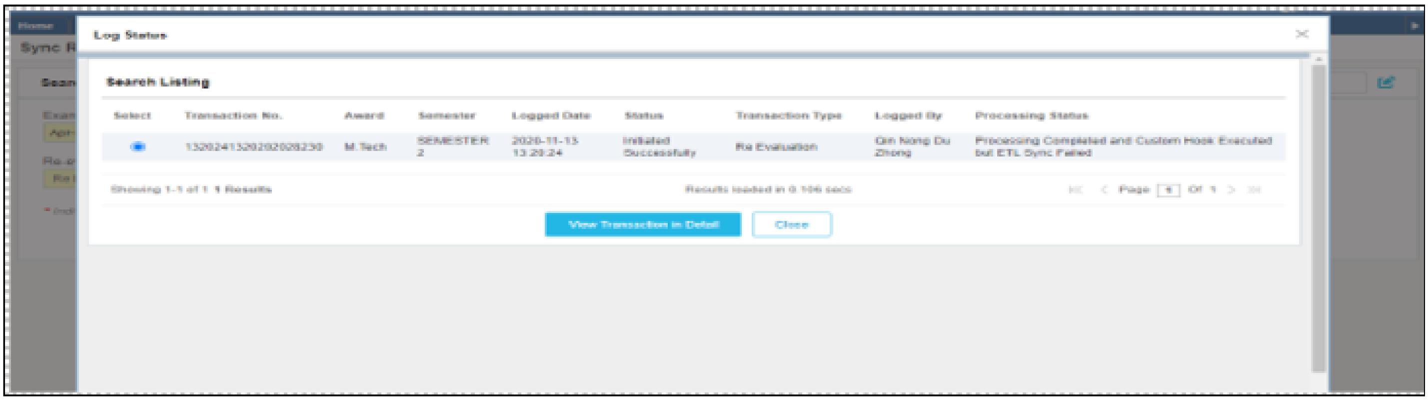
Enter the search criteria by using the fields given below:

Feild	Feild Type	Description
Exam Session	Mandatory	Select the Exam Session
Award	Mandatory	Select the Award
Program Name	Optional	Select the Program Name
Session	Mandatory	Select the Session
Re-evaluation Type	Mandatory (Drop down)	Select the Re-evaluation Type
Registration No(s)	Text field	Enter the Registration No(s)
Show only my records	Check box	Enable check box if only user's records alone should be shown
Subject Code(s)	Text field	Enter the Subject Code(s)

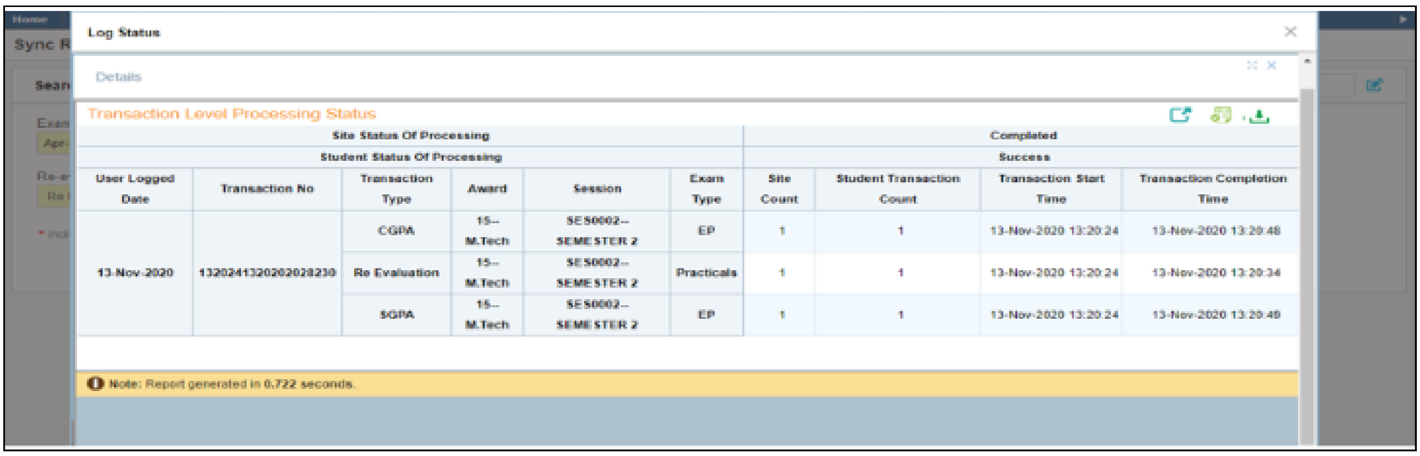
When user clicks on Sync Re evaluation Marks, Marks will be updated in the Process Score and the Grades will be revised based on the obtained Marks.

3. Show Sync Status

When you click on Show Sync Status, the below screen occurs where the status of the synced records are displayed.



When user clicks on View Transaction Detail, the below screen occurs.



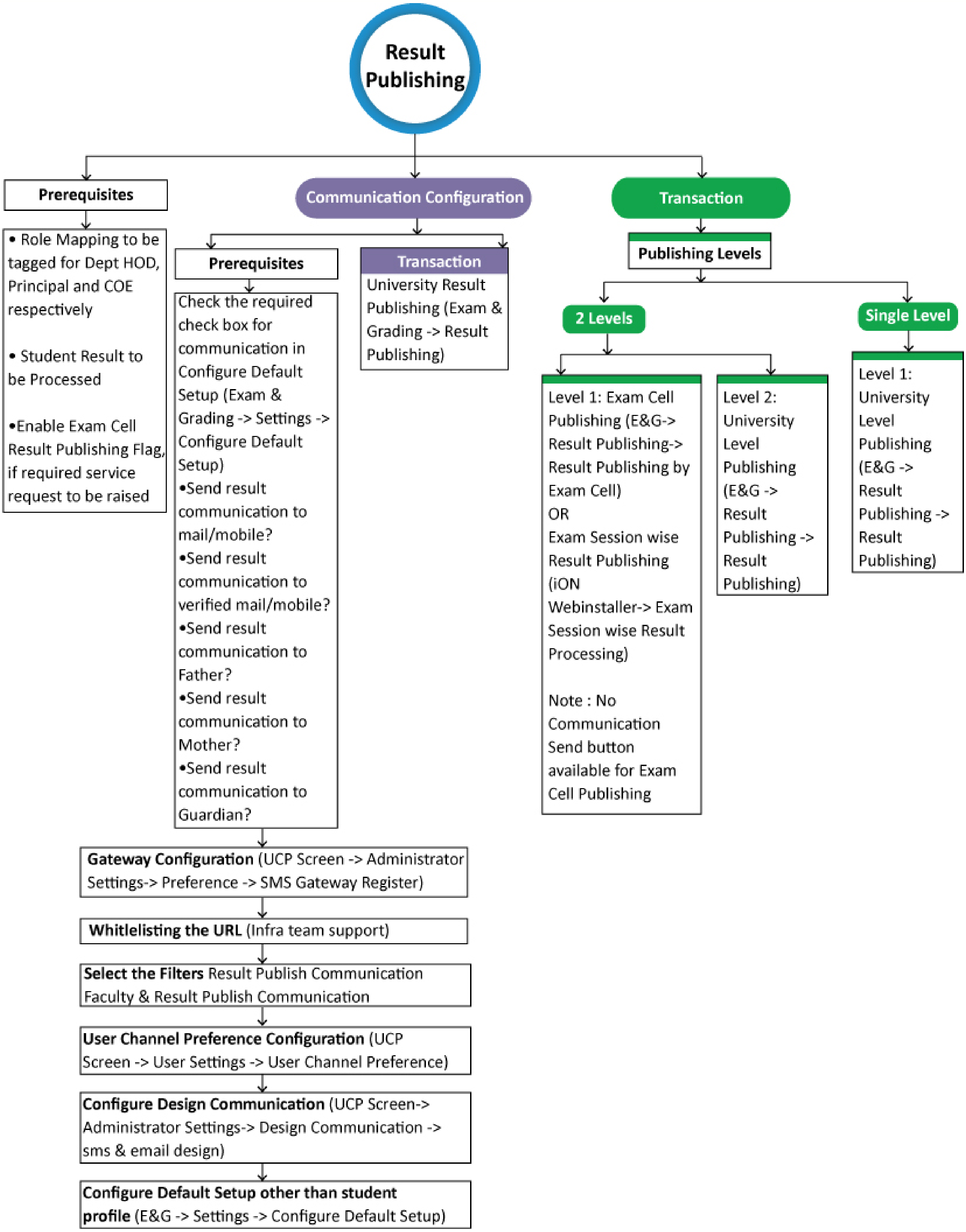
Overview

Result is published in this screen, where student can view their marks and grades as per the configuration. COE/ Exam Controller can either publish or unpublish the result

This section gives you details on how to view and print the different report cards. To learn more about this section, click on the following links:

- Student-Wise Captured and Processed Score
- Print Report
- Hold Release Report Card
- Upload Report Card
- Reevaluated Marks

Process Flow


Result Publishing
Prerequisites
• Role Mapping to be tagged for Dept HOD, Principal and COE respectively
• Student Result to be Processed
•Enable Exam Cell Result Publishing Flag, if required service request to be raised
Communication Configuration
Prerequisites
Check the required check box for communication in Configure Default Setup (Exam & Grading -> Settings -> Configure Default Setup)
•Send result communication to mail/mobile?
•Send result communication to verified mail/mobile?
•Send result communication to Father?
•Send result communication to Mother?
•Send result communication to Guardian?
Transaction
University Result Publishing (Exam & Grading -> Result Publishing)
Gateway Configuration (UCP Screen -> Administrator Settings-> Preference -> SMS Gateway Register)
Whitlelisting the URL (Infra team support)
Select the Filters Result Publish Communication Faculty & Result Publish Communication
User Channel Preference Configuration (UCP Screen -> User Settings -> User Channel Preference)
Configure Design Communication (UCP Screen-> Administrator Settings-> Design Communication -> sms & email design)
Configure Default Setup other than student profile (E&G -> Settings -> Configure Default Setup)
Transaction
Publishing Levels
2 Levels
Level 1: Exam Cell Publishing (E&G-> Result Publishing-> Result Publishing by Exam Cell)
OR
Exam Session wise Result Publishing (iON Webinstaller-> Exam Session wise Result Processing)
Note : No Communication Send button available for Exam Cell Publishing
Level 2: University Level Publishing (E&G -> Result Publishing -> Result Publishing)
Single Level
Level 1: University Level Publishing (E&G -> Result Publishing -> Result Publishing)

Pre-requisite

1. Role Mapping should be tagged for Department HOD/ Principal and COE respectively
2. Student Result should be Processed.

Procedure

1. Goto Exam and Grading-> Result Publishing-> Result Publishing.

- This screen is authorized to COE or Exam Controller to publish the result.
- Result can be published either by Award wise or Program wise
- Award wise
- Enter the Exam session for which result to be published and click on search

Feild	Type	Description
Exam Session	Mandatory (Editable)	Select the Exam Session
Award	Optional (Editable)	Select the Award
Session	Optional (Editable)	Select the session
Row Type	Optional (Editable)	Select the Row type (ED/RT/RV/RRV)
Only Exam Row	Optional (Editable)	Check Only Exam Row, if Exam Row alone to be published
Only Pending Tasks	Optional (Editable)	Check only Pending tasks, if pending tasks alone to be published

The below records are displayed based on the search filters

COE/Exam Controller can either publish or unpublish the result for this exam session

Select a particular or all records and click on Publish button to publish the result. When Publish is clicked the below screen appears, where the system asks for the Publish date. Select the date when the result to be published and click on proceed button.

Once the COE/Exam Controller clicks on Proceed button the below screen appears.

Result Published Successfully will be notified and the communication will be send if the sms and email configuration is done.

Send Communication

Send Communication for re-exam subject selection

Unpublish – This Unpublish button is used to unpublish the published result

Program wise

Result Publishing can also be done with respect to the Programs. When you click on Program-wise, the below screen appears

Feild	Type	Description
Exam Session	Mandatory (Editable)	Select the Exam Session
Award	Optional (Editable)	Select the Award
Program	Optional (Editable)	Select the Program
Session	Optional (Editable)	Select the session
Row Type	Optional (Editable)	Select the Row type (ED/RT/RV/RRV)
Publish Status	Radio button	Select either Published or Not Published

Feild	Type	Description
Only Exam Row	Check box	Check only Exam Row, if Exam Row only to be published

The below records are displayed based on the search filters

COE/Exam Controller can either publish or unpublish the result for this exam session. When Publish button is clicked, select the Publish date and click on Proceed to publish the result.

Score calculations when Change Batch, Backlog Processing and Re-Evaluation transactions are performed for the student

The SGPA/CGPA of a student is automatically recalculated when Change Batch, Backlog Processing and Re-Evaluation transactions are performed for the student.

Change Batch

When you change the batch of a student, all the unique batch sessions in which a student has studied are identified and SGPA/CGPA calculation is done for these semesters only.

Backlog Processing

When you process the backlog score of a student, SGPA/CGPA if already calculated, gets recalculated automatically on the basis of latest marks in the backlog subject of the student.

Re-evaluation

When you enter the re-evaluation score of a student, SGPA/CGPA gets recalculated automatically on the basis of re-evaluated marks of the student.

You can view SGPA and CGPA history, when it gets updated due to backlog processing, re-evaluation. The history is also available in Exam Score ODR.

Universities Result Publishing

Once all report cards are generated for an exam session, all the universities can use this screen to download their respective report cards directly. Based on the site authorization, each college will be able to download report cards of students of only their institute.

To use this feature,

1. Login to iDC
2. Go to Exam and Grading >>Result Publishing
3. Click **Download report card**
4. Select the filter parameters as required.
5. Generate a zip file containing all the folders, one for each record listed on searching. All the report cards for students will be grouped and placed inside their relevant folders.
6. You can also click **Download** button provided against each record in the listing. This will download the report cards for students for this particular Program, Report Group, Generation Date, Session and Report Type.

Process Flow Document

Click here to view the process flow document of Result Publishing.

Result Publishing & Withheld Manual

Version 1.0

Last Updated Date: 16th March 2020

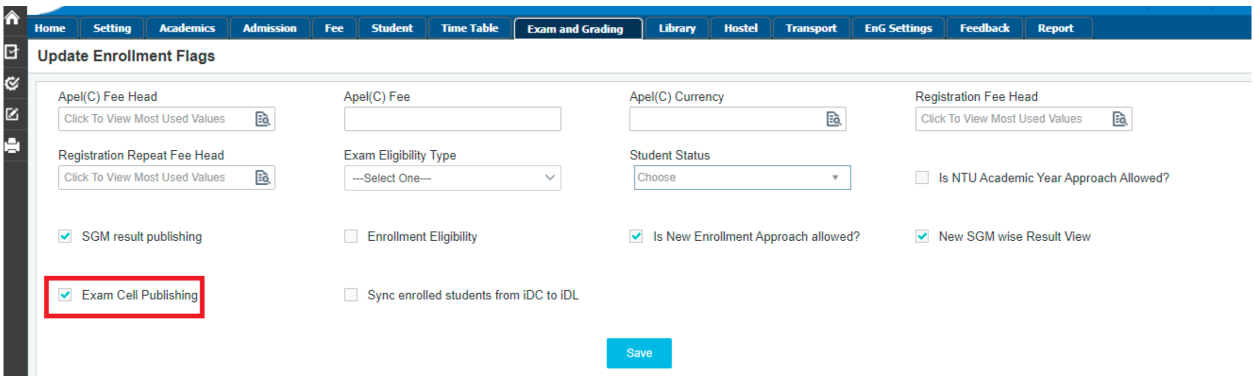
Created By:

Result Publishing requires 2 level of Publishing:

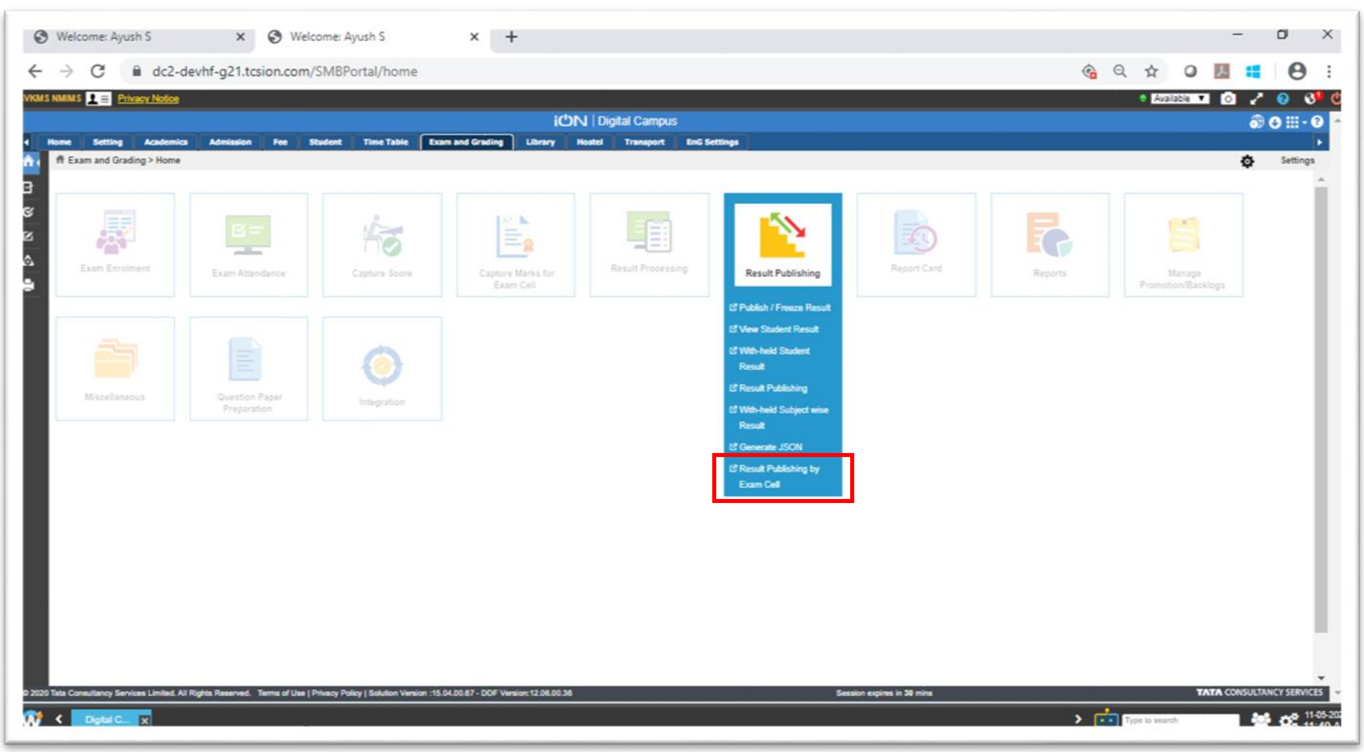
1. Result publishing by Exam cell
2. University Result publishing

Note : If required only one level of publishing, uncheck the “Exam Cell publishing” in Update Enrollment Flags screen.

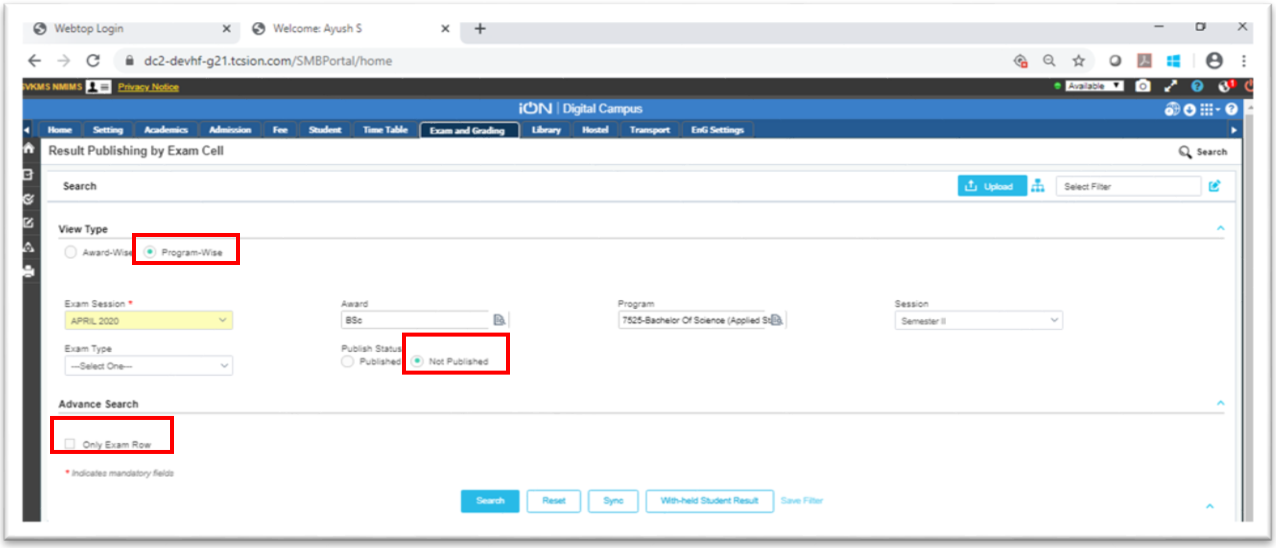
Path: Digital Campus – Exam and Grading – Enrollment Miscellaneous – Update enrollment Flags



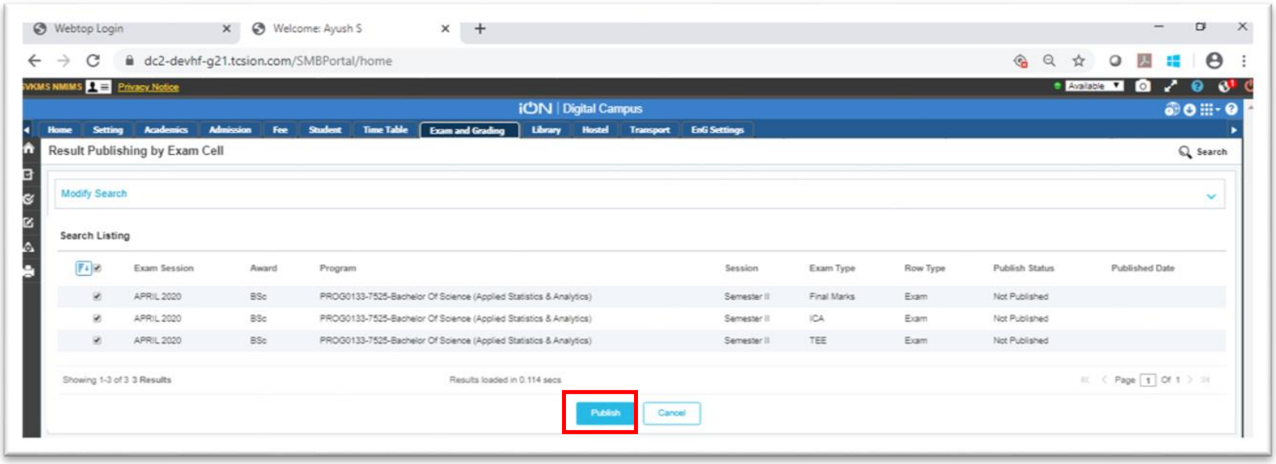
Step 1 : Go to Digital campus – Exam & grading – Result Publishing -- Result Publishing by Exam Cell



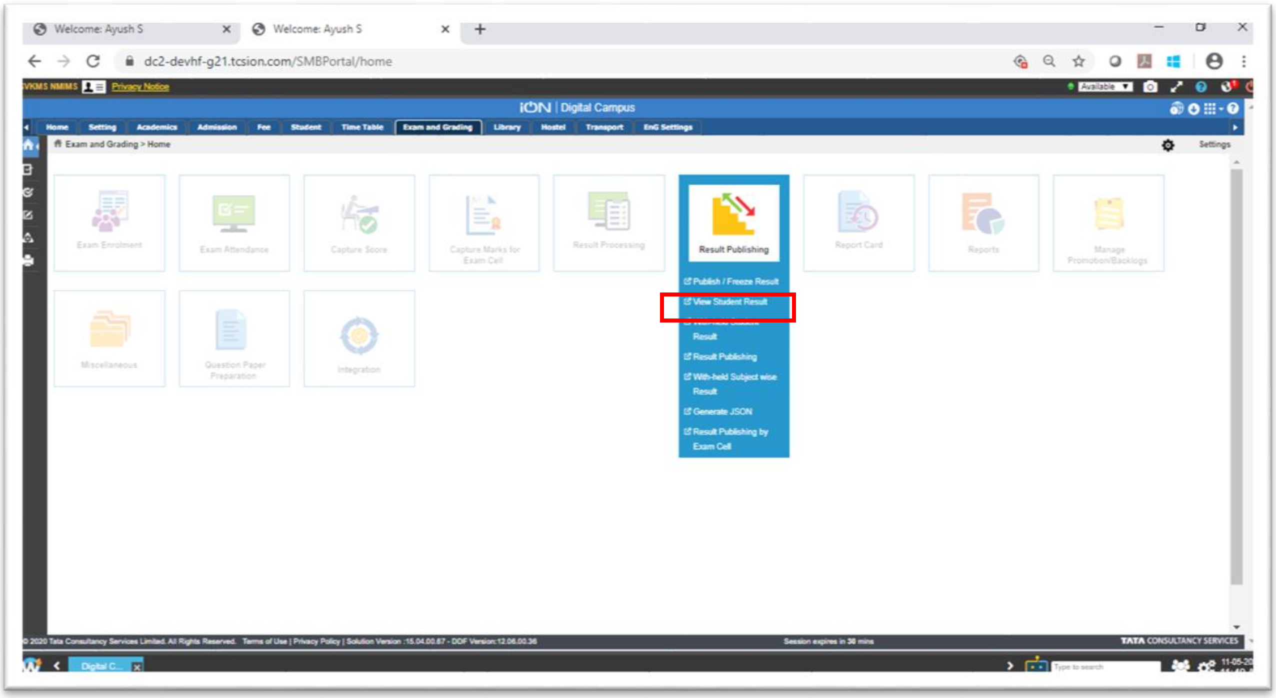
Step 2 : Select **Award-wise** / **Program-wise** & enter relevant **filters** ,select **NOT PUBLISHED** , uncheck **only exam row** flag & then **SEARCH**



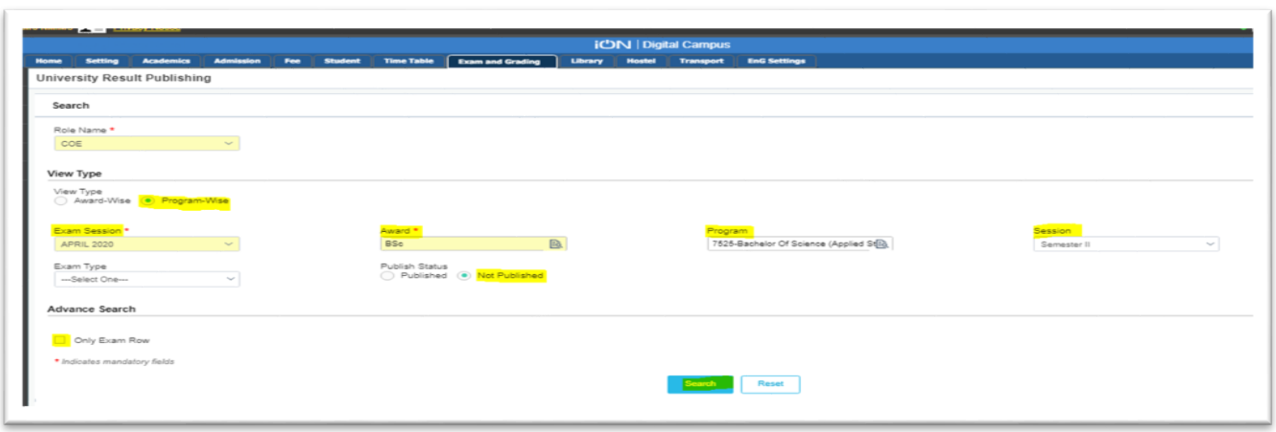
Step 3 : Select the rows to be published & click **PUBLISH .** This completes 1st level of publishing



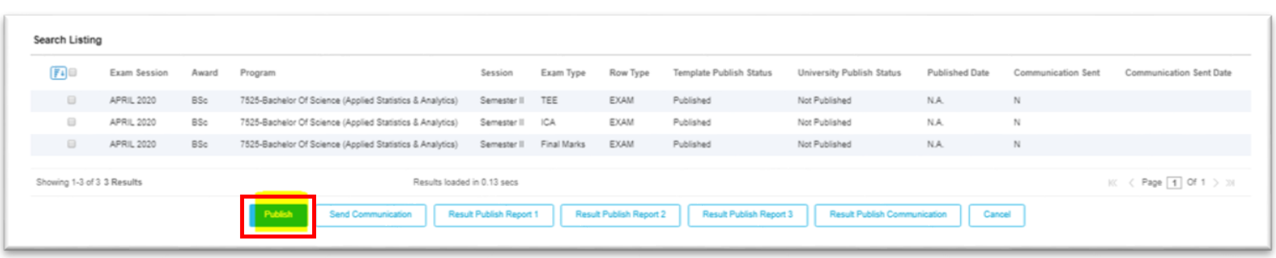
Step 4: Go to Digital campus – Exam & grading -- Result Publishing -- Result publishing



Step 5 : Select **Award-wise** / **Program-wise** & enter relevant **filters** ,select **NOT PUBLISHED** , uncheck **only exam row** flag & then **SEARCH**

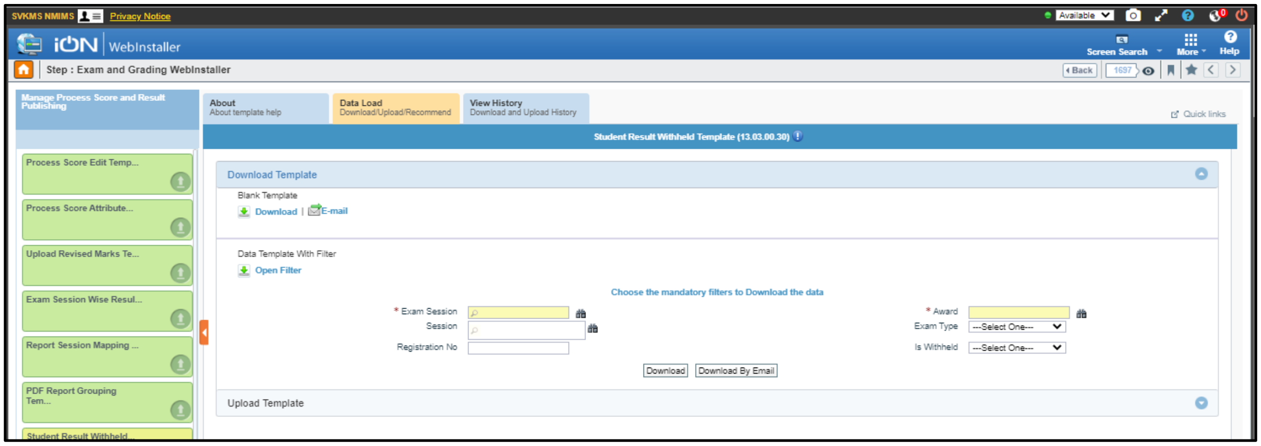


Step 6 : Select the rows to be published & click **PUBLISH .**



Steps to *With-held* student result via template

- Goto Web installer – Search “**Student Result Withheld Template**” – Choose **Blank template** & Click on Download.



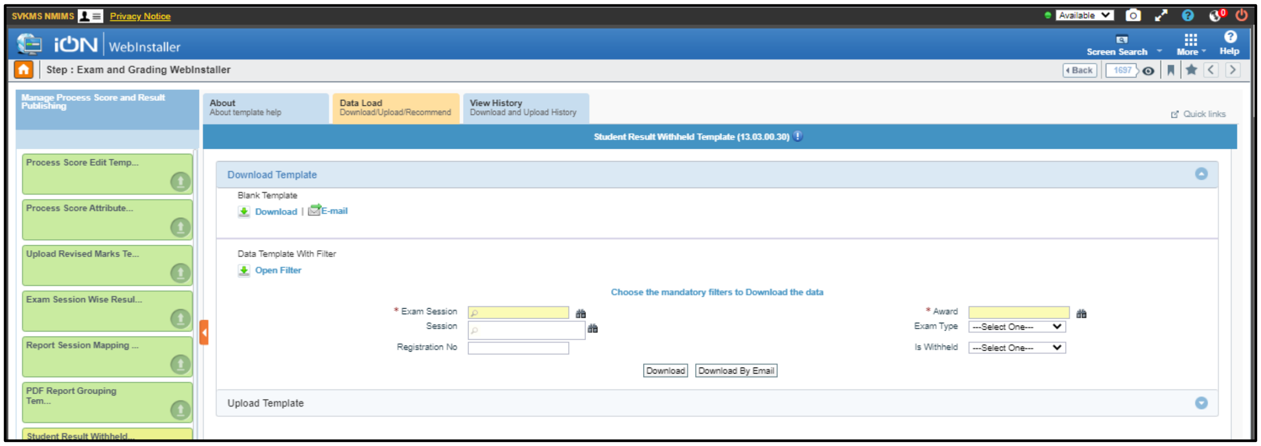
- Enter Student **registration no**, **subject session code** , **exam session code** for which result has to be withheld.
- Separate rows need to be created for each **Exam type** i.e. Final marks , ICA & TEE which can be selected from dropdown
- Select **Reason** from dropdown
- Enter your **comments**
- Make **Result Withheld** Column as “**Y**”

	A	B	C	D	E	F	G	H	I
1	Student Result Withheld Template								
2	Student RegistrationNo	Student Name	Batch Code	Subject Session Code	Exam Session Code	Exam Type	Reason	Comments	Result Witheld
3	70011018037			SES0002	EXMS0080	0_Final Marks	Exam Eligibility	rification Pending	Y
4	70011018037			SES0002	EXMS0080	9_ICA	Exam Eligibility	Verification Pending	Y
5	70011018037			SES0002	EXMS0080	10_TEE	Exam Eligibility	Verification Pending	Y
6									

- Upload the template

Steps to *Remove With-held* student result via template

- Goto Webinstaller – Search "**Student Result Withheld Template**" – Choose **Data template** & , enter required filters , Click on Download.



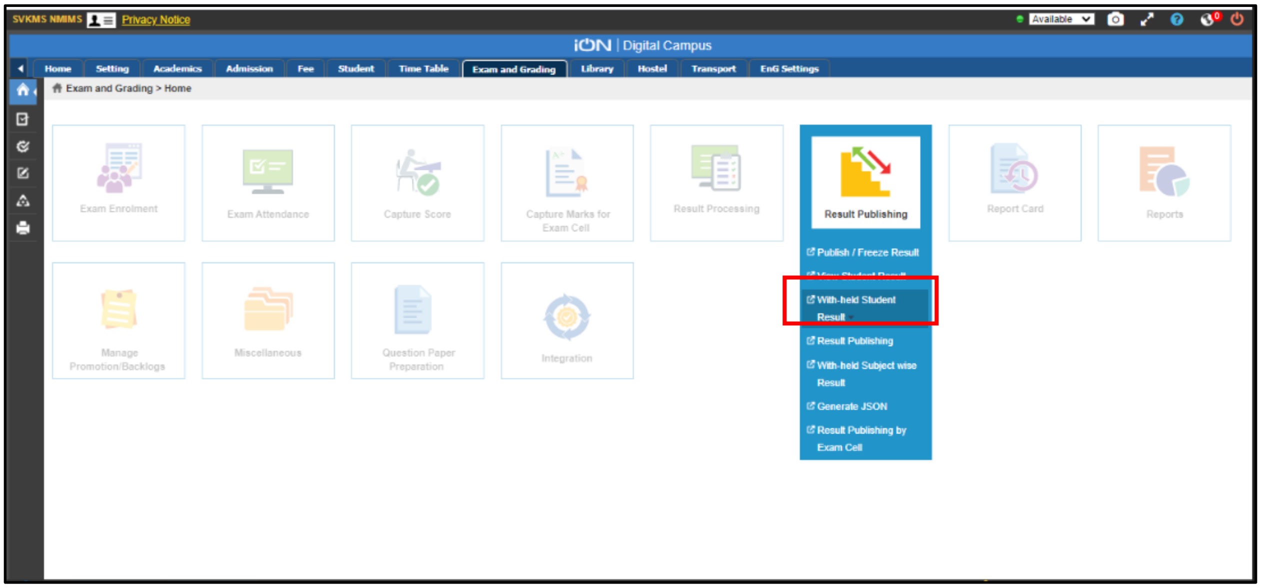
- Mark Result **Withheld Column** as "**N**" for rows where result is no longer to be with-held.

1	Student Result Withheld Template								
2	tudent RegistrationN	Student Name	Batch Code	Subject Session Code	Exam Session Code	Exam Type	Reason	Comments	Result Witheld
3	70021018120	Pei Cun Dai Wu	BATCH0450	SES0002	EXMS0080	0_Final Marks	Exam Eligibility		Y
4	70021018120	Pei Cun Dai Wu	BATCH0785	SES0002	EXMS0080	0_Final Marks	Exam Eligibility		Y
5	70021018120	Pei Cun Dai Wu	BATCH0450	SES0002	EXMS0080	9_ICA	Exam Eligibility		Y
6	70021018120	Pei Cun Dai Wu	BATCH0785	SES0002	EXMS0080	9_ICA	Exam Eligibility		Y
7	70021018120	Pei Cun Dai Wu	BATCH0450	SES0002	EXMS0080	10_TEE	Exam Eligibility		Y
8	70021018120	Pei Cun Dai Wu	BATCH0785	SES0002	EXMS0080	10_TEE	Exam Eligibility		Y
9	70362019054	Huai Rong Jin Ti	BATCH0798	SES0002	EXMS0080	0_Final Marks	Exam Eligibility		Y
10	70362019054	Huai Rong Jin Ti	BATCH0798	SES0002	EXMS0080	9_ICA	Exam Eligibility		Y
11	70362019054	Huai Rong Jin Ti	BATCH0798	SES0002	EXMS0080	10_TEE	Exam Eligibility		Y
12	70061118007	Rang Tian WAR	BATCH0459	SES0004	EXMS0080	0_Final Marks	Exam Eligibility		Y
13	70061118007	Rang Tian WAR	BATCH0459	SES0004	EXMS0080	9_ICA	Exam Eligibility		Y
14	70061118007	Rang Tian WAR	BATCH0459	SES0004	EXMS0080	10_TEE	Exam Eligibility		Y
15	70011018037	Zu Te Cong Dan	BATCH0782	SES0002	EXMS0080	0_Final Marks	Exam Eligibility	Result Verification Pending	N
16	70011018037	Zu Te Cong Dan	BATCH0782	SES0002	EXMS0080	9_ICA	Exam Eligibility	Result Verification Pending	N
17	70011018037	Zu Te Cong Dan	BATCH0782	SES0002	EXMS0080	10_TEE	Exam Eligibility	Result Verification Pending	N
18									

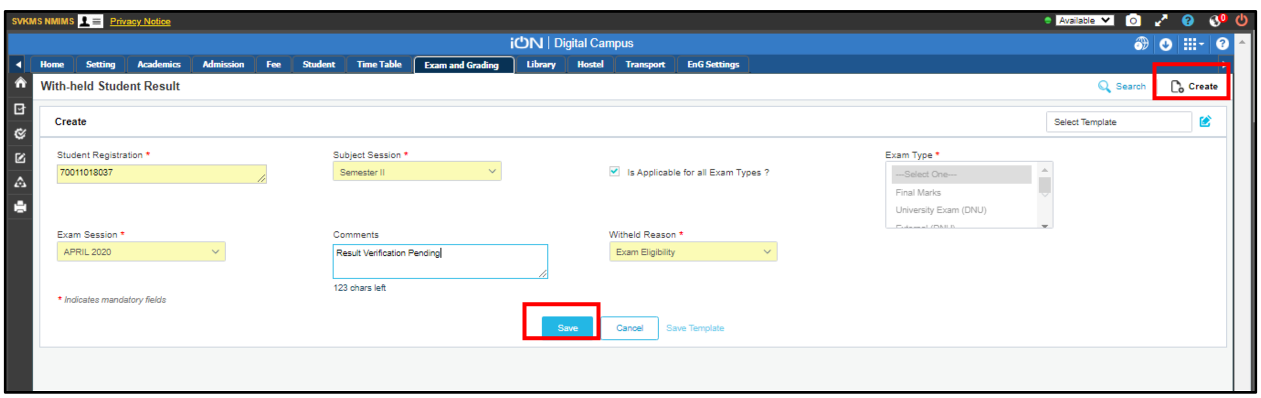
- Upload the template

Steps to *With-held* student result via Front end

1. Goto **Digital Campus** -> **E&G** -> **Result Publishing**-> **With-held student result**

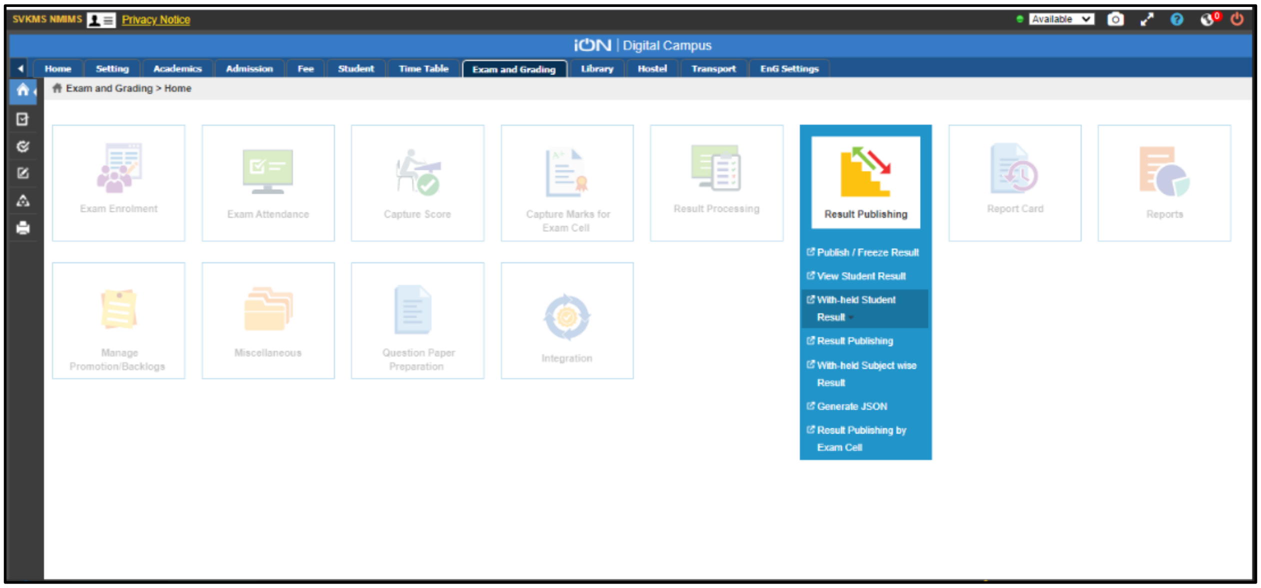


2. Click on "**Create**"
3. Enter Student Registration no , Subject Session , Exam Session , Comment ,Withheld Reason.
4. If all Exam Type to be with-held tick **"Is Applicable for all Exam Types ?"** else select required exam types
5. Click on "**Save**"

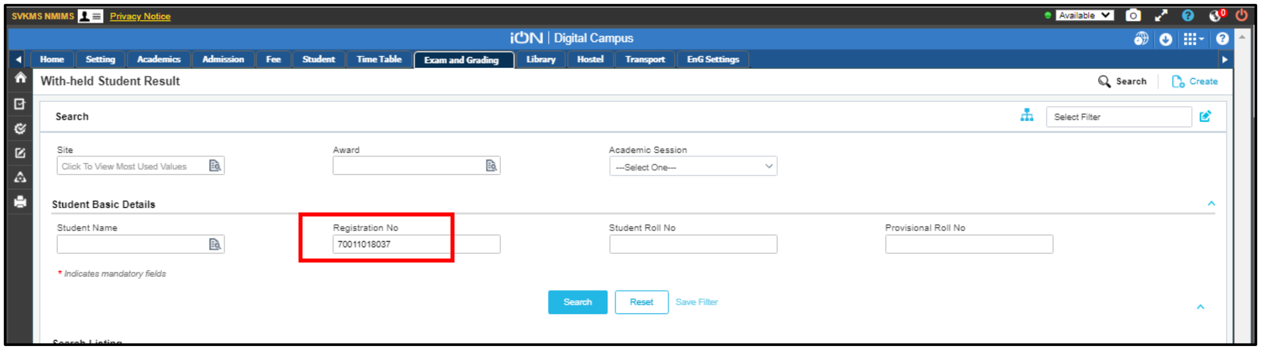


Steps to *Remove With-held* student result via Front end

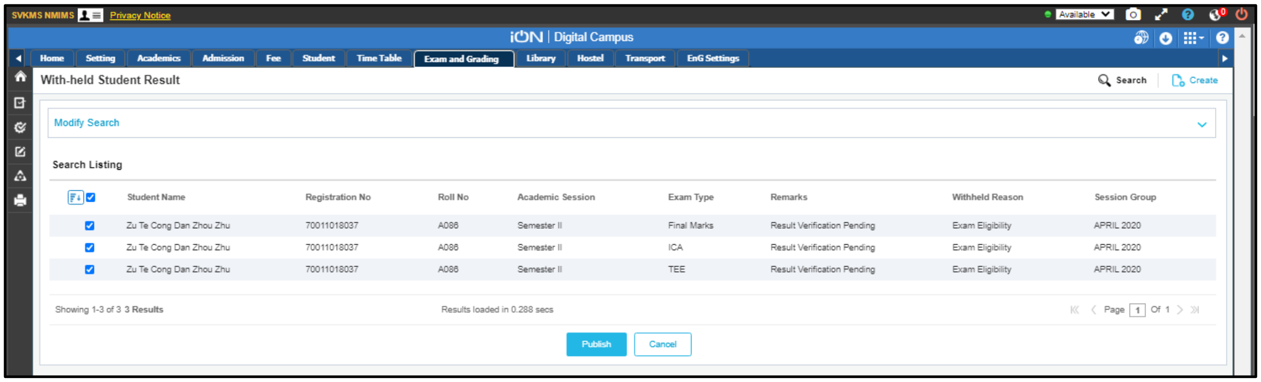
1. Goto **Digital Campus** -> **E&G** -> **Result Publishing**-> **With-held student result**



2. Enter Registration no



3. Click Search



4. Select rows where with-held is to be removed & Click on “**Publish**”

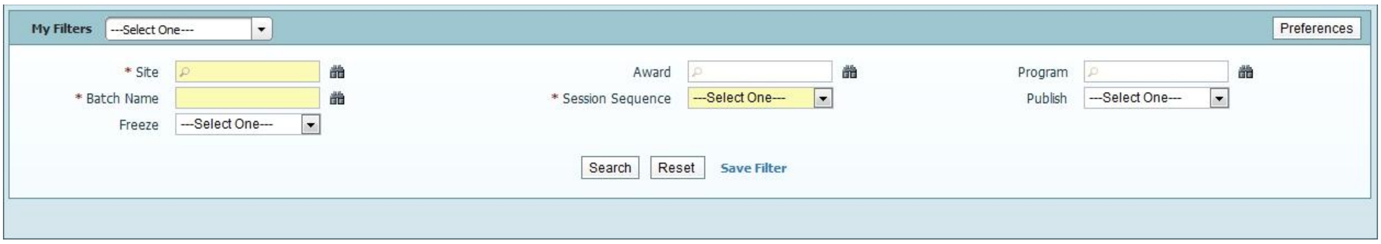
Overview

The marks captured by faculty can, after the required rounds of scrutiny, be finalized, freezed and published. Ideally the scores so published cannot normally be edited further. This can be done under special cases by first unfreezing the scores. The published results can be set to be viewable through Self Service separately, that is, till the time that all edits are addressed at all levels and an internal review is done and closed, the results would not be viewable by Student.

Procedure: Publishing/Freezing Scores

To publish/freeze scores:

1. Go to **Exam and Grading >> Manage Exam >> Publish/Freeze Score**. The Publish/Freeze Score is displayed.



All fields marked with * are mandatory.

2. Enter the search criteria by using the following fields:

Field	**Description**
*Site	The site to which the student belongs (for example, ABC University).
Award	The award of the student (for example, BBA Degree, BCA Degree, BCom Degree, and so on).
Program	The program to which the student is associated (for example, Bachelor of Commerce).
*Batch Name	The batch to which the student is associated (for example, BCom 2009-2012).
*Session Sequence	The sequence number of the activity.
Publish	Whether the scores have been published.
Freeze	Whether the scores have been freezed.

3. Click **Search**.

Result

Scores are published and freezed.

Overview

This screen allows the users to print the report cards of the students. To do so, you must filter the search by entering the search criteria.

In this screen, you can choose to view scores in Report Card or Tabular Formats. You can click icons to toggle between Report Card and Tabular Formats.

Additionally, you can view attempt wise score for a selected subject on this screen.

Procedure: Printing Report Cards

To print report cards:

1. Go to **Exam and Grading >> Publish Result >> View Student Result**. The **View Student Result** screen is displayed.

All fields marked with * are mandatory.

2. Enter the search criteria by using the following fields:

Field	Description
*Site	The site to which the student belongs.
*Batch	The batch to which the student belongs.
*Academic Session	The academic year to which the student belongs (for example, first year, second year, and third year).
*Exam Name	The name of exam for report card.

3. Click **Search**.

Reevaluated Marks

Overview

Admin can capture re-evaluated marks of students in bulk using an excel template. The excel template will list only those students who have placed a re-evaluation request online. Admin can enter the re-evaluated marks in the excel template and upload it in the system. Marks can be entered for one exam or multiple exams. One sheet in template will correspond to one exam re-evaluation.

Only one re-evaluation request can be submitted. Students can submit their re-evaluation request using Eforms. Re-evaluation marks will be captured by admin in an excel template.

You can capture re-evaluated marks of students in bulk using an excel template. The Excel template will list only those students who have placed a re-evaluation request online. You can enter the re-evaluated marks in the Excel template and upload it in the system.

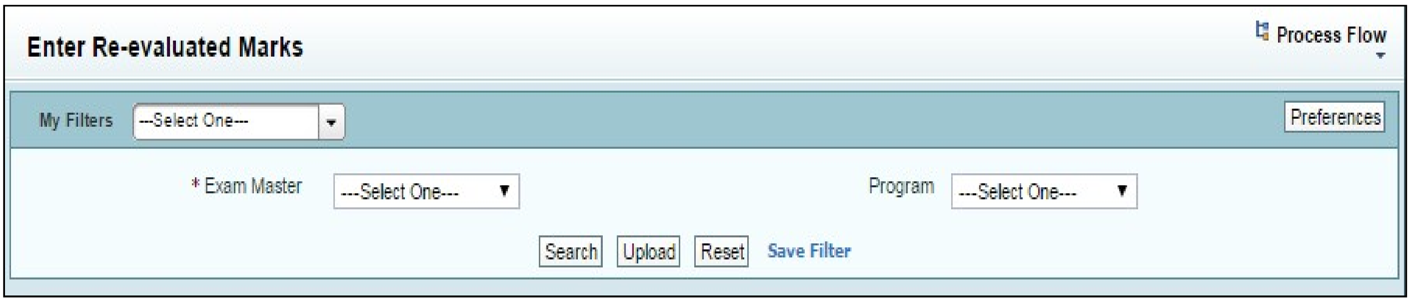
Pre-Requisites

- Allow re-revaluation checkbox should be checked in exam master corresponding to exam.

Procedure

To enter re-evaluation marks:

1. Go to **Exam and Grading>>Publish Results>>Enter Re-Evaluated Marks**.



2. Specify filter criteria by selecting **Exam Master** and **Program** and click **Search**. Program listing is displayed.
3. From the exam listing select the required exam for which re-evaluated marks is to be entered. You may also capture for all exams or selective exams.
4. Download template. The template will have multiple sheet and each sheet will corresponds to one exam.
5. Enter the re-evaluated marks in the template and upload it.

Validation

1. Go to **Edit Processed Score** screen to check if the re-evaluated marks with remarks, if any, are reflected.

Result

- The re-evaluation marks are submitted in system.
- Go to **Exam and Grading** >> **Publish Results** >> **Edit Processed Score** to view entered re-evaluated marks with remarks.

Re-evaluation Requests Order of Precedence

Precedence order is defined at org level for the request types. This order defines the sequence in which different request types can be applied. For example: If, retotaling is given a lower order than Re-evaluation then if once re-evaluation has been applied and synched, the retotaling can't be applied for that particular subject by that student.

This order in which different requests can be applied will minimize the chances of creating conflicting data. It will also favour smooth processing and syncing of data at higher exam node level. With this implementation, the asynchronous data creation will be minimized.

To use this feature:

1. Go to **Re-evaluation Biazpp** >> **Org Level Settings**
2. Define precedence for various types of Requests which can be applied by or on behalf of Students.

Overview

Once all report cards are generated for an exam session, all the universities can use this screen to download their respective report cards directly. Based on the site authorization, each college will be able to download report cards of students of only their institute.

To use this feature,

1. Login to **iDC**
2. Go to **Exam and Grading** >>**Result Publishing**
3. Click **Download report card**
4. Select the filter parameters as required.
5. Generate a zip file containing all the folders, one for each record listed on searching. All the report cards for students will be grouped and placed inside their relevant folders.
6. You can also click **Download** button provided against each record in the listing. This will download the report cards for students for this particular Program, Report Group, Generation Date, Session and Report Type.

Admins can send result communication to students in case of re-publishing. To un-publish the result, delete the communication log post, and for re-publishing the result, the system retriggers the communication for student.

With-Held Student Result

Overview

This Screen helps us with held the result of the student. User can also view and publish the students who results are with held in this screen.

Pre-requisite

1. Student Result should be Processed.

Procedure

1. Goto Digital Campus -> E&G -> Result Publishing-> With-held student result -> Create

To with held the student result, enter the required mandatory fields and click on save

Feild	**Type**	**Description**
Student Registration No	Mandatory	Enter the Student Registration No
Subject Session	Mandatory	Select the Subject Session
Is Applicable for all Exam Types	Optional	Check if with held is applicable to all Exam Types
Exam Type	Mandatory	Select Exam Type if specific Exam types to be with held
Exam Session	Mandatory	Select the Exam Session
Comments	Optional	Enter the Comments
Withheld Reason	Mandatory	Select the reason from the drop down

2. Publish the with held student result

To publish the with held student result, Select the required filter and click on the search button

The records will be displayed based on the selected filters and the user can Publish the result of the with-held students using the publish button.

Result Publishing by Exam Cell

Overview

Exam cell coordinates with the University regarding all examination matters. The In-charge Examinations reports the principal in all examination matters. Any information either received or required to be sent to the University is being dealt by the Exam cell in co-ordination with departments. Exam Cell is responsible to display examination timetable, coordinate and conduct external examinations, process marks, publish results and conduct convocation.

Pre-requisites

1. Basic Academic Setup should be completed

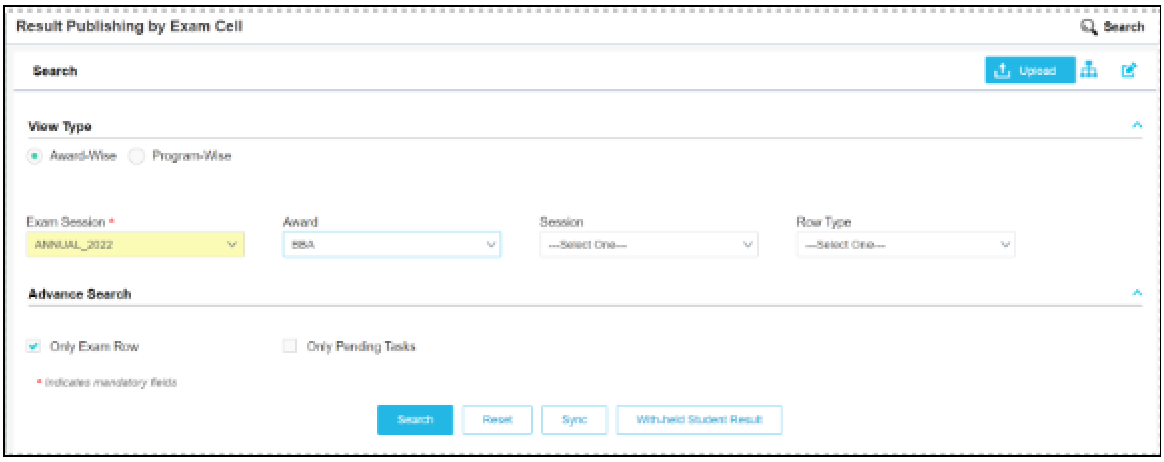
2. Check Exam cell publishing in Update Enrollment Flag

Procedure

1.Go to Exam and Grading>> Exam and Grading Dashboard>> Result Publishing By Exam Cell >> Result Publishing By Exam Cell >>Click Result Publishing By Exam Cell

To Display the Result Publishing by Exam Cell screen

Award Wise:

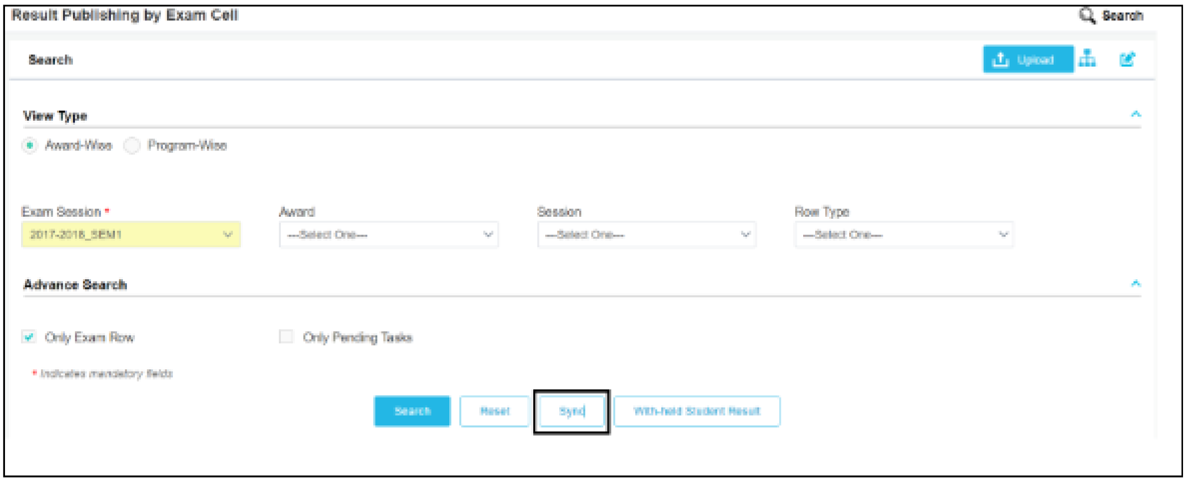


Enter the search criteria by using the following fields:

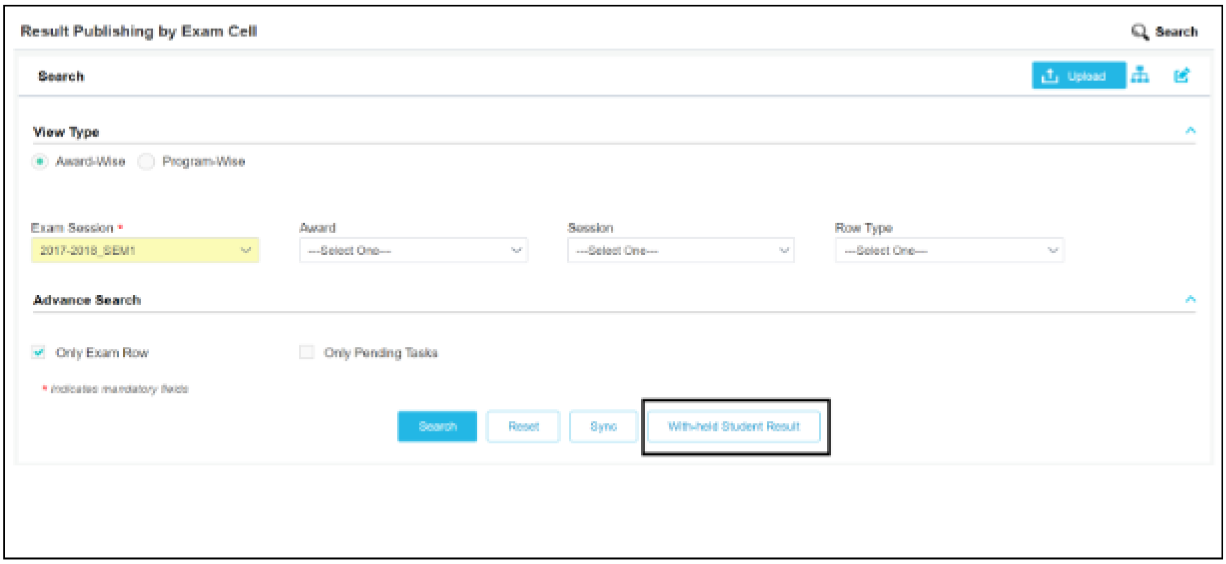
#	Feild	Feild Type	Description
1	Exam Session	Mandatory (Editable)	Select the Exam Session from the Drop-down.
2	Award	Non-Mandatory (Editable)	Select the Award from the Drop-down
3	Session	Non-Mandatory (Editable)	Select the Session from the Drop-down
4	Row Type	Non-Mandatory (Editable)	Select the Row Type from the Drop-down

#	Feild	Feild Type	Description
5	Only Exam Row	Non-Mandatory (Editable)	Checks if it allowed only the Exam Row
6	Only Pending Tasks	Non-Mandatory (Editable)	Checks if it is allowed only for the Pending Tasks

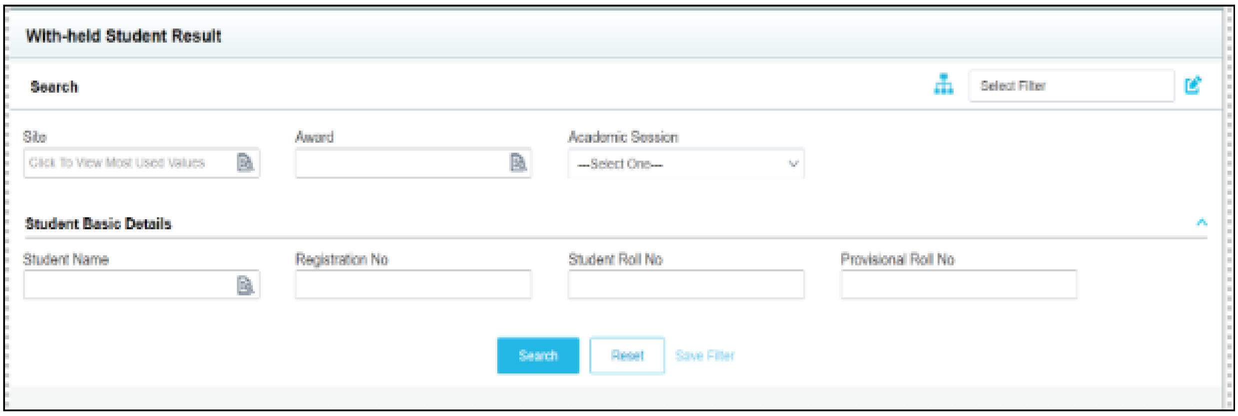
Click on the Sync Button is used to populate the Award, Exam Session, Program,session and exam type in exam session wise result publishing data store.



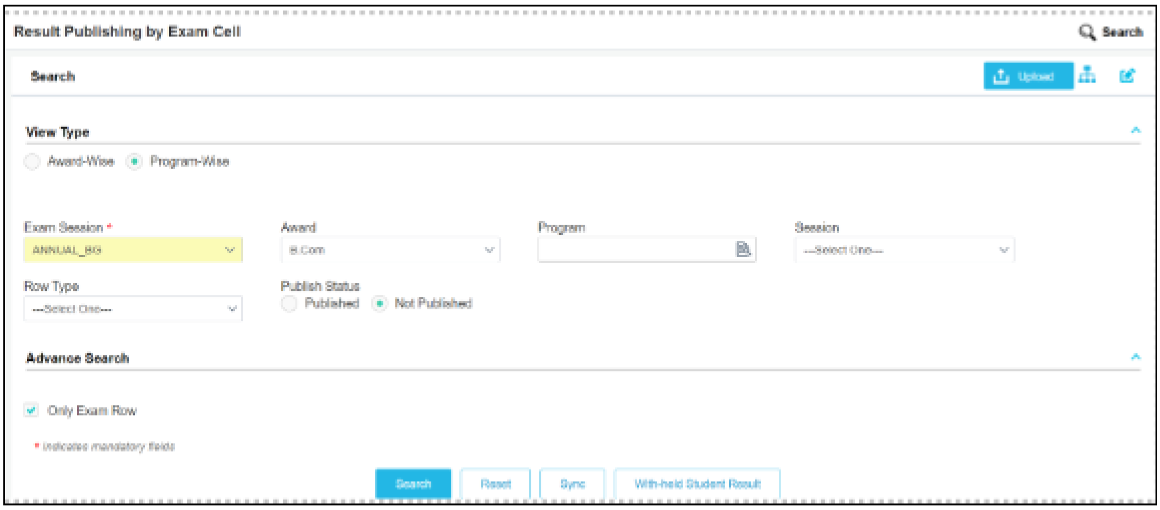
Click on the With-Held Student Result button



Click on the With-Held Student Result button to view the Particular student result.



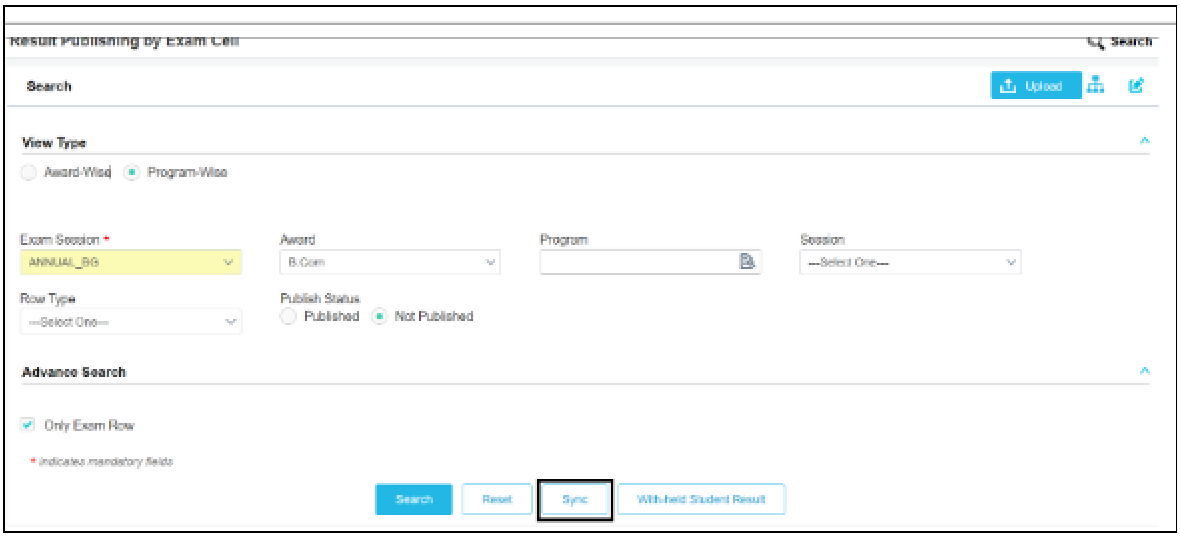
Program-wise



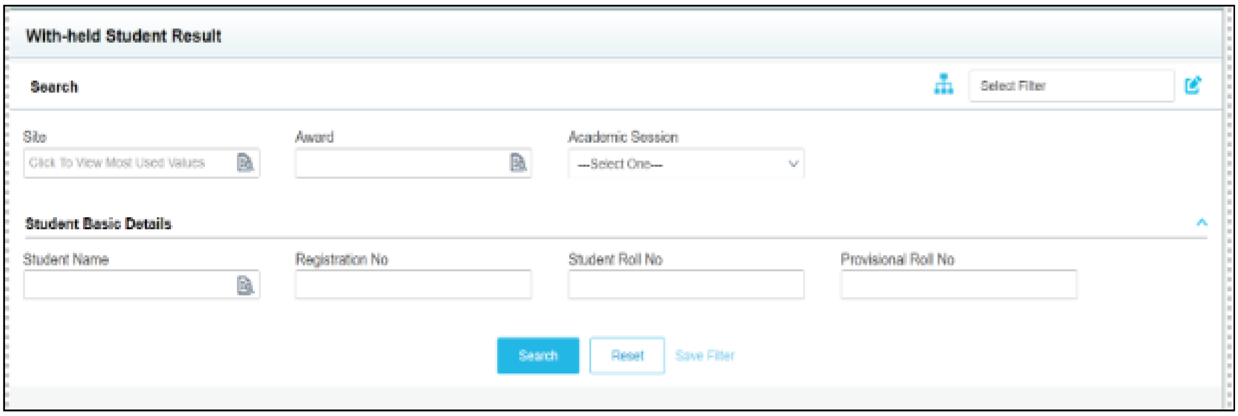
Enter the search criteria by using the following fields:

#	Field	Type	Description
1	Exam Session	Mandatory (Editable)	Select the Exam Session from the Drop-down.
2	Award	Non-Mandatory (Editable)	Select the Award from the Drop-down
3	Program	Non-Mandatory (Editable)	Select the Program from the Lookup Value
4	Session	Non-Mandatory (Editable)	Select the Session from the Drop-down
5	Row Type	Non-Mandatory (Editable)	Select the Row Type from the Drop-down
6	Publish Status	Mandatory (Editable)	Select the Publish Status
7	Only Exam Row	Non-Mandatory (Editable)	Checks if it allowed only the Exam Row

Clicking on the Sync Button is used to populate the Award, Exam Session, Program,session and exam type in exam session wise result publishing data store.



Click on the With-Held Student Result button to view the Particular student result.



Publish Result New UI

Overview

This screen is the Result Publish New UI Screen, where the records are displayed with respect to the Exam Session. This is role based screen where it can be accessed only for COE role

Pre requisites

1. Result Processing should be completed successfully

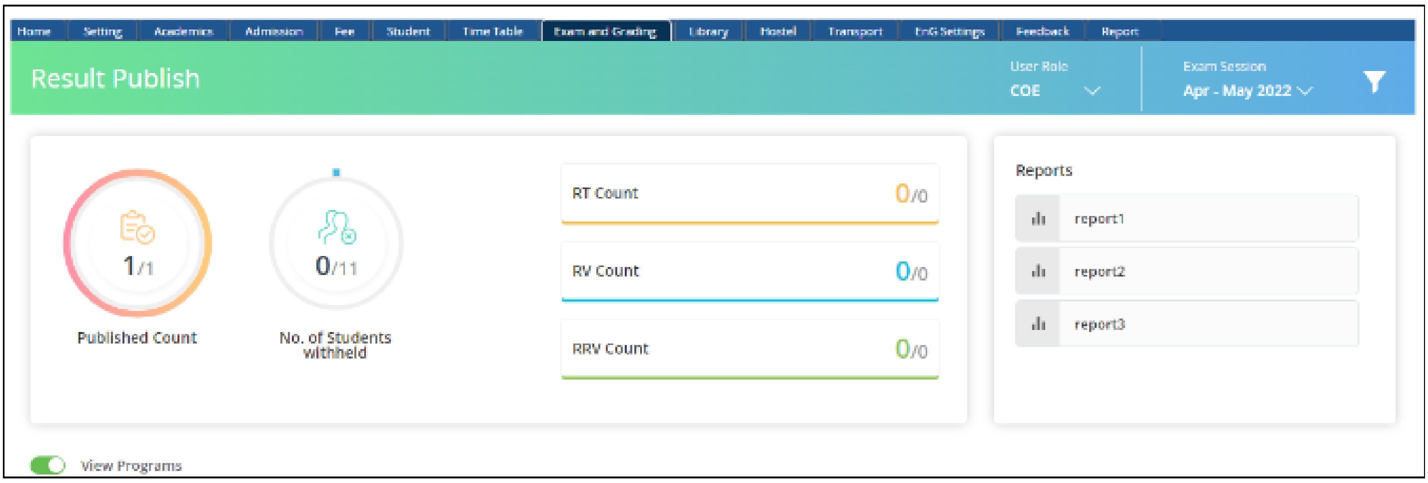
Procedure

1. Result Publish

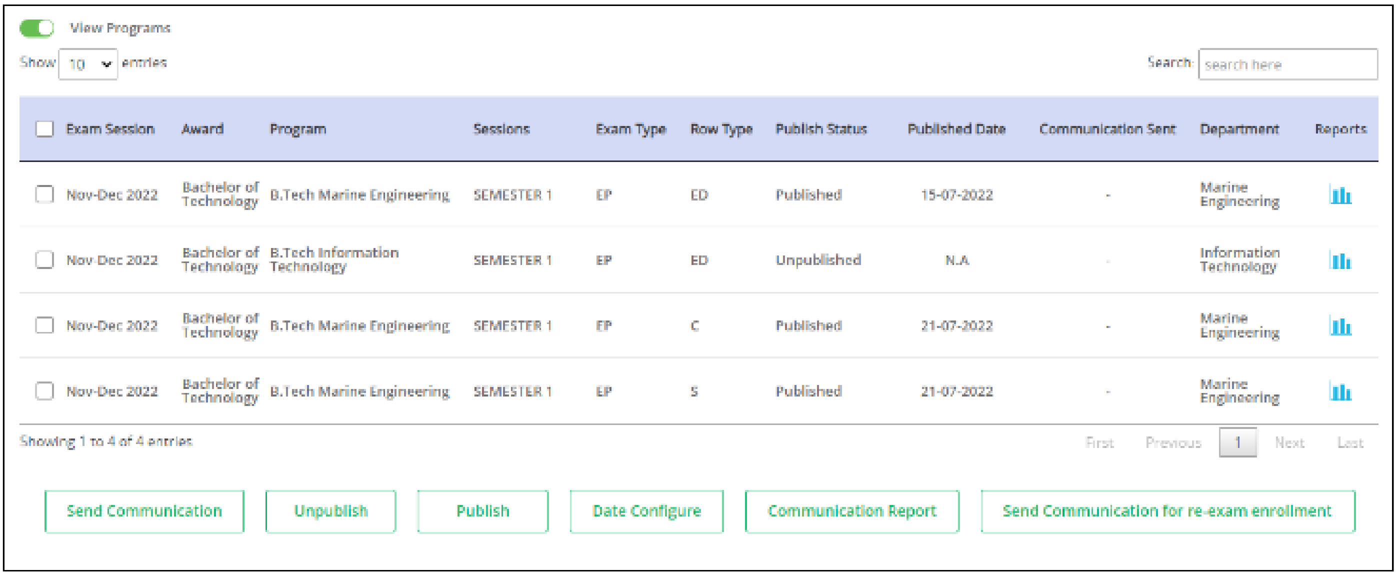
Navigation

Exam and Grading -> Result Publishing -> Result Publish New UI Screen

When User clicks on Result Publish New UI Screen, the below screen occurs



This Publish Result screen also includes the dashboard with details respect to the published result

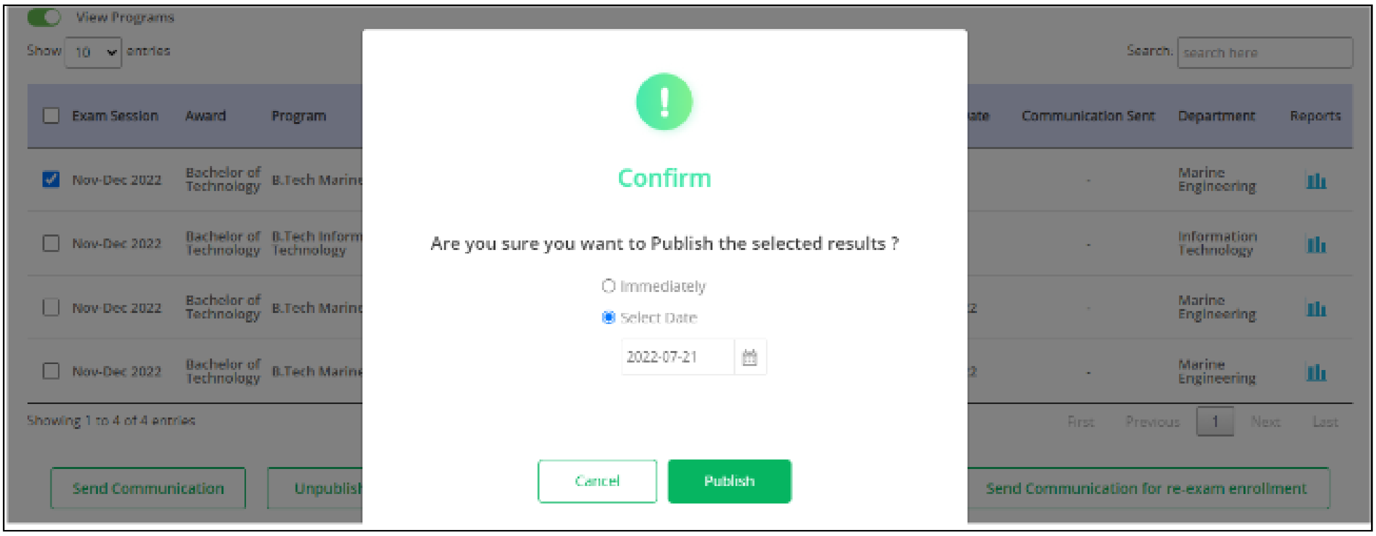


This screen includes the functionality to Send Communication, Unpublish, Publish, Date Configure, Communication Report and Send Communication for re-exam enrollment.

Send Communication – is used to send the communication of the published result

Publish

Select the record for which the result to be published and click on Publish the below screen occurs



There are 2 options when the result can be published if it is immediate or the result can be published based on selecting the date.

Publish/ Freeze Result

Publish/Freeze Result

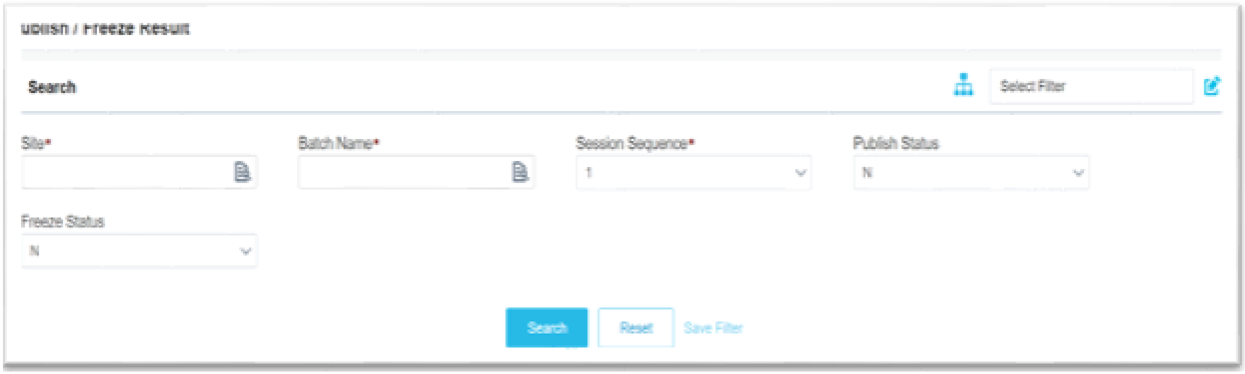
Overview

The result captured by faculty can, after the required rounds of scrutiny, be finalized, freezed and published. Ideally the result so published cannot normally be edited further. This can be done in particular cases by first unfreezing the result. The published results can be set to be viewable through Self Service separately, that is, till the time that all edits are addressed at all levels and an internal review is done and closed, the results would not be viewable by Student.

Procedure

To publish/freeze result:

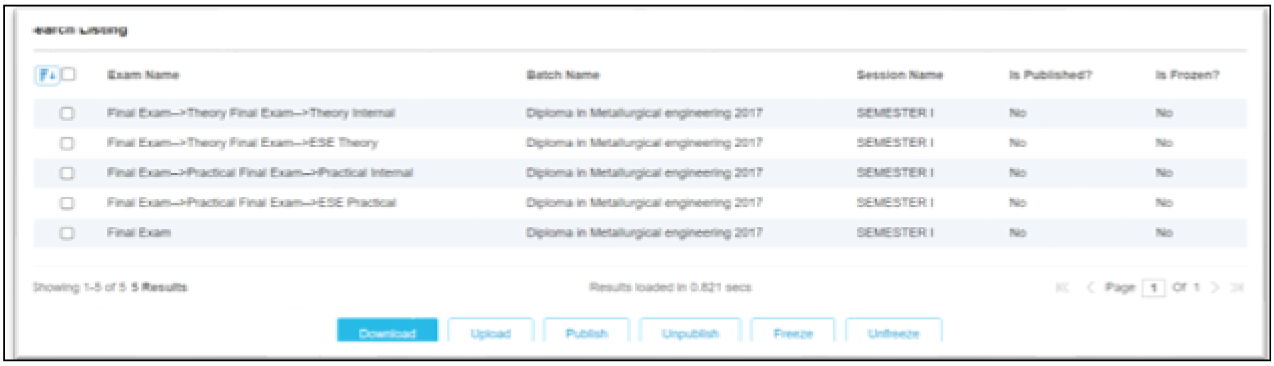
1. Goto Exam and grading >> Report Publishing >> Publish/Freeze Result. Below is a screen displayed.



2. Enter the search using the following fields:

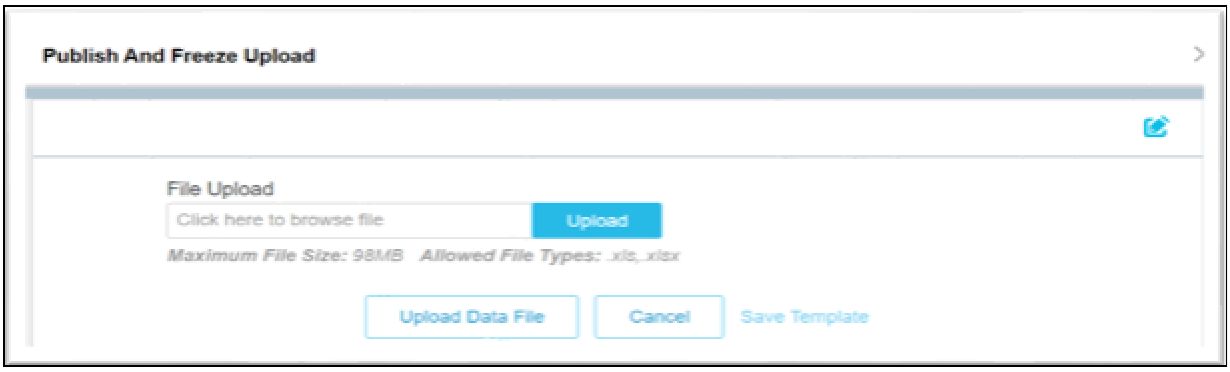
Fields	Field type	Description
Site*	Mandatory	Please use lookup for site selection.
Batch Name*	Mandatory	Please use lookup for batch selection.
Session Sequence*	Mandatory	Select session sequence from dropdown.
Publish Status	Optional	Select Y if user wants to publish the result otherwise select N.
Freeze Status	Optional	Select Y if user wants to freeze the result otherwise select N.

3. Click on search and a list of records matching the search criteria will be displayed.



4. Select a record and click download and the excel file is downloaded.

5. Select a record and click upload. Choose a file which the user wants to upload and click upload data file.



6. Select a record and click publish to publish the result of selected record.

7. Select a record and click unpublish to unpublish the result of selected record.

8.Select a record and click freeze to freeze the result of selected record.

9. Select a record and click unfreeze to unfreeze the result of selected record.

10. Click reset to refresh the fields.

11. Click save filter to save this filter as the default one.

View Student Result

Overview

This screen is used to view the student result .

Pre-requisite

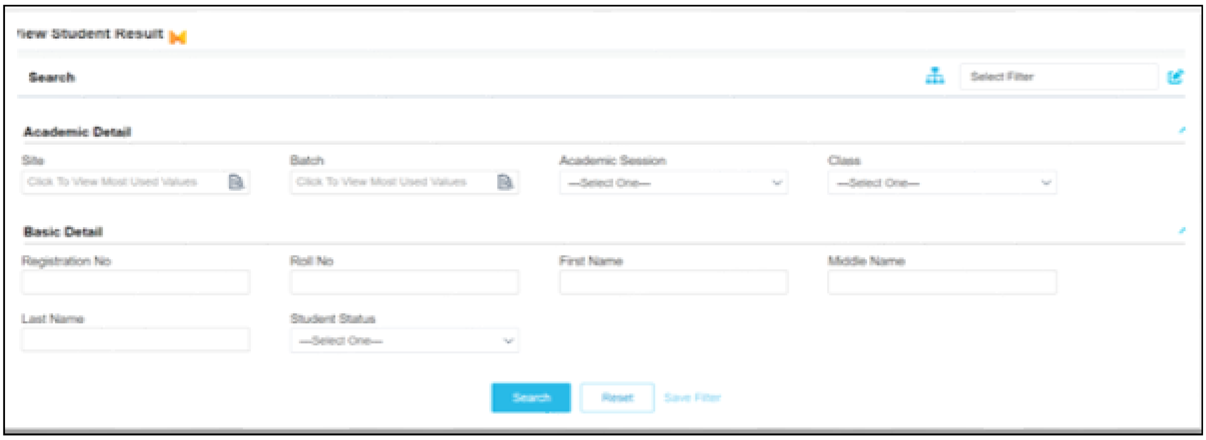
Result Processing as well as Result Publishing should be completed.

Student Result should not be withheld. (If a Student is withheld, Result won't be displayed for that student)

Procedure

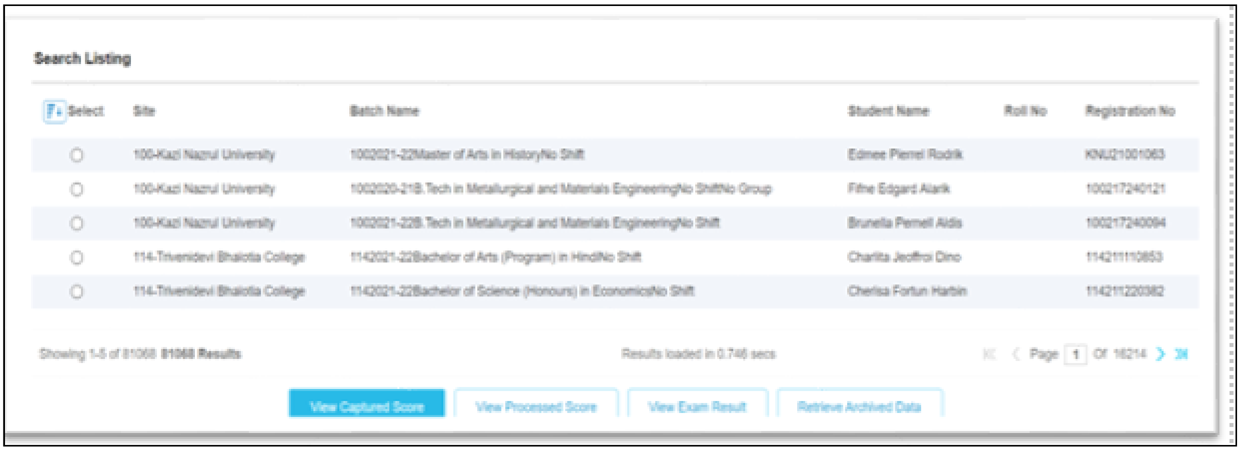
To view the student result:

1. Go to Exam and grading >> Result Publishing >> View Student Result. Below is a screen displayed.

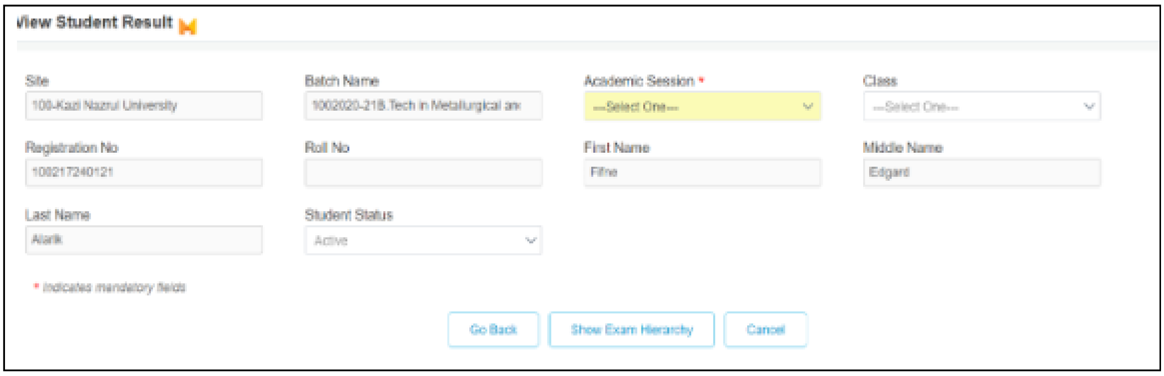


2. Enter the search criteria using the following fields:

3. Click search. A list of records matching the search criteria will be displayed.



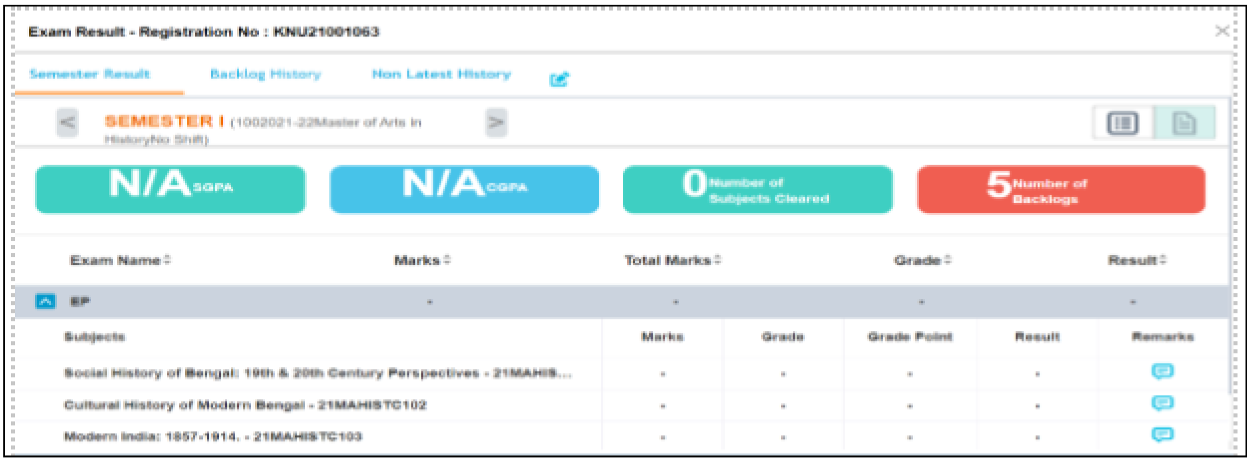
4. Select a record and click view captured score. Below the screen is displayed.



5. Select the academic session and click on the show exam hierarchy.

6. Select a record and click view Processed score to view the processed score of the student.

7. Select a record and click View Exam result and below is a screen displayed.



8. Click on retrieve archived data to view the archived student data.

9. To cancel a transaction, click Cancel.

10. To save the values as default ones, click Save Template.

11. To refresh the fields, click reset.

Manage Backlog and History

Following options are part of the Manage Baclog and History in the Exam and Grading module:

- Migrate History Data
- Previous Session Enrolment
- Register Backlog Subject
- Create Backlog Subject
- Enter Process Backlog

Backlog Normalization

You can map Backlog normalization class at **Manage Batch>> Academic Sessions >> Map Exam Tree >> Exam Level Configuration** subtab. Backlog normalization is performed for only those students whose backlog marks have been processed. You can perform backlog normalization from **Manage Backlog Marks** screen.

Subject-wise and Backlog Normalization

You can choose to apply normalization on both regular and backlog exams of a subject. Normalization will be applied on all students who have appeared for the Subject in the regular Session and also all the previous semester students who have appeared for backlog exam for the subject.

Overview

The **Create Backlog Subject** screen allows the administrator to create subjects for baclog registration.

Procedure

For creating a backlog:

1. Go to **Exam and Grading >> Manage Backlog and History >> Create Backlog Subject.**

All fields marked with * are mandatory.

2. Enter the search criteria by using the following fields:

Field	Description
*Site	The site to which the student belongs.
*Batch Name	The batch to which the student belongs.
*Academic Session	The academic year of the student (first year, second year, and third year).
Class	The section to which the student belongs.

3. From the **Backlog Semester** section, update the name of the batch for which a backlog needs to created in the **Batch Name** field.

4. From the **Backlog Semester** section, update the name of the batch for which a backlog needs to created in the **Academic Session** field.

5. Click **Search**.

Click **Reset** to refresh the values.
>Click **Save Filter** to save the values as default ones.

Result

The backlog subject list is created.

Overview

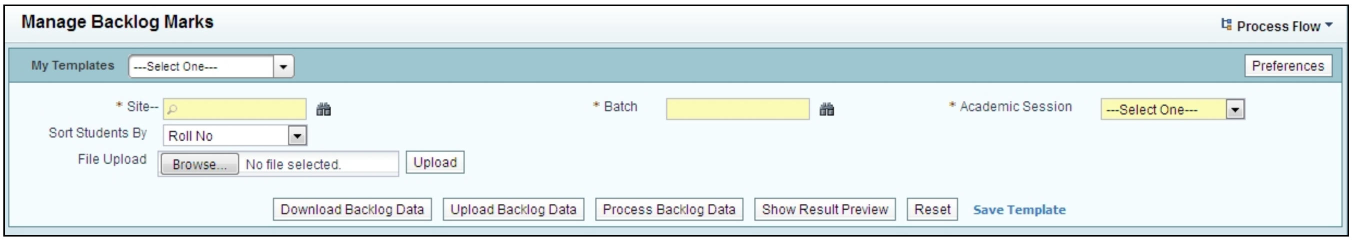
The **Manage Backlog Marks** screen allows you to capture and process the backlog results of the students.

Note: The configuration Copy Fail Grade to Calculated Subject is used while processing backlog scores

Procedure: Capturing and Processing Backlogs

To capture and process backlogs:

1. Go to **Exam and Grading** >> **Manage Backlog and History** >> **Manage Backlog Marks**. The Manage Backlog Marks screen is displayed.



All fields marked with * are mandatory.

2. Enter the search criteria by using the following fields.

Field	**Description**
*Site	The site to which the student belongs.
*Batch	The batch to which the student belongs.
*Academic Session	The academic year of the student (first year, second year, or third year).
Sort Student By	The parameter by which the student list be arranged (for example, name, registration number, and roll number).

3. Click **Download Backlog**. An Excel file called *Capture_Backlog_BCom_2009-2012.xls* is saved to your desktop.

OR

- From the **File Upload** dialog box, click **Browse** and navigate to the location where the file is located.
- Select the file and click **Open**.
- Click **Upload**.
- Click **Upload Data**.

OR

Click **Process**. A dialog box confirming the processing of results is displayed.

OR

Click **Show Preview Result**. The results are displayed.

OR

Click **Reset**. The values of the fields are refreshed.

OR

Click **Save Template**. The search fields are saved as default values.

Result

The backlog scores are captured and processed.

Overview

The **History Data Migration** is done for transferring the past data of students—active or separated—from its off-line past repository to the application without affecting current data or operations.

Note: In Migrate History Data screen:

- Subject Exam Status appears for those exams only where Is for Promotion is checked.
- Exam level marks are mandatory when backlogs are created for a subject while uploading history data.
- You can upload marks only when students have not enrolled in subjects. Uploading marks will not be allowed for enrolled subjects.

Process Flow

History data migration

Prerequisites

- Batch configuration to be completed (From Award till batch configuration)
- Student data upload (ion webinstaller -> create student in bulk)
- Exam & Grading basic setup (E&G -> Grading scheme-> exam setup master & absent type)

Configuration

Not required

Transaction

1. History data bulk upload template

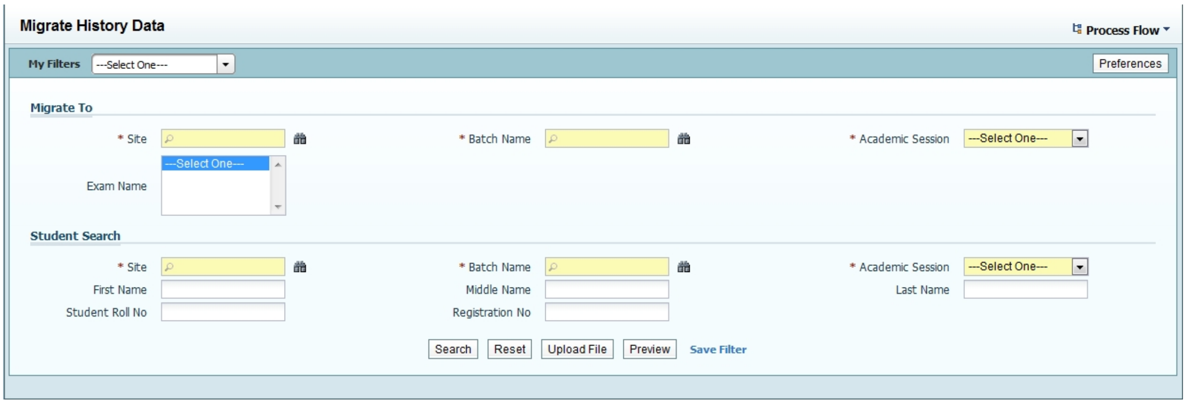
2. Non latest history data upload template

3. Extra attributes if any, exam enrollment SGM wise attriubute update template

Procedure

To migrate history data:

1. Go to **Exam and Grading** >> **Manage Backlog and History Data** >> **Migrate History Data**. The **Migrate History Data** screen is displayed.



All fields marked with * are mandatory.

2. Enter the migration details in the following fields:

Field	Description
*Site	The site to which the student details will be migrated.
*Batch Name	The batch to which the student details will be migrated.
*Academic Session	The academic year to which the student details will be migrated.
Exam Name	

3. Enter the search criteria by using the following fields:

Field	Description
*Site	The site to which the student belongs.
*Batch Name	The batch to which the student belongs.
*Academic Session	The academic year of the student.
First Name	The first name of the student.
Middle Name	The middle name of the student.
Last Name	The last name of the student.
Student Roll No	The roll number of the student.
Registration No	A unique identification number generated at the time of admission.

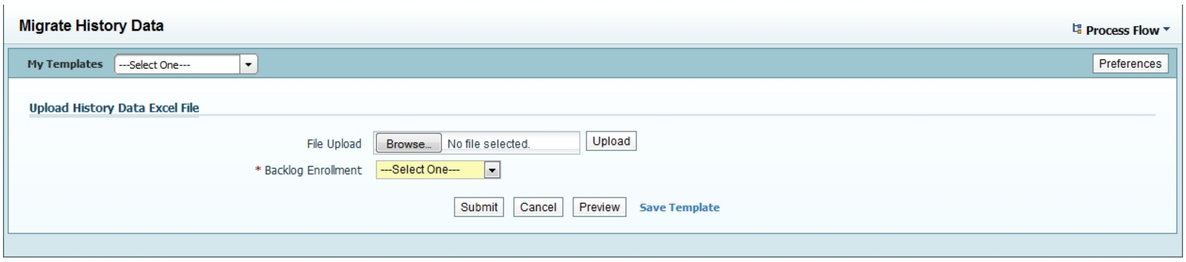
4. Click **Search**. A list of values matching the search criteria is displayed.

OR

Click **Reset** to refresh the values.

OR

Click **Upload File**. The **Upload History Data Excel** File is displayed.



a. Click **Browse** and navigate to the location where the Excel file is kept.

b. Select the file and click **Open**.

c. Click **Upload**.

d. From the **Backlog Enrollment** drop-down, select any of the following values:

- **Y**-
- **N**-

e. Click **Submit**. The Excel file is uploaded to the system.

OR

Click **Cancel**. The transaction is cancelled.

OR

Click **Preview**. The details of the Excel file are displayed.

OR

Click **Save Template**. The **Template Name** checkbox is displayed.

i. Enter the name of template in the **Template Name** checkbox.

ii. Select the **Set as Default** checkbox to save this template as the default one.

iii. Click **Save Template**.

Result

The history data is migrated.

Qualitative Grading Scheme in History Upload Attempt Wise Template

Qualitative Grading Scheme is handled in History Upload Attempt Wise Template. The user using the qualitative grading scheme can migrate the attempt wise history data via this template. Attempt wise History data for Qualitative Grading Scheme can also be uploaded here.

Overview

The **Edit Backlog** screen allows the administrator to edit the backlog details. Here, administrator can edit processed backlog also.

Procedure: Edit Backlog

To register:

1. Go to **Exam and Grading** >> **Manage Backlog and History** >> **Edit Backlog**.
2. Select from **Delete Backlog** or **Delete Processed Backlog** to perform a transaction.
3. Enter the search criteria using the following fields:

Field	Description
Site	The name of the site where the student studies.
Batch	The batch where the student studies.
Academic Session	The semester of the student (for example, first semester , second semester , third semester , and so on).
Attempt Number	The student's section (section A,B,C, and so on).
Registration Number	The registration number of the student.
First Name	The first name of the student.
Middle Name	The middle name of the student.
Last Name	The last name of the student.

3. Click **Search**. A list of students matching the criteria is displayed.

If the student does not have any backlogs pending on him/her, then a message called **All Cleared** will be shown in the **Backlog** tab.

Promote/Demote

This section gives you details about the following types of promotion:

- Automatic Promotion
- Manual Promotion

The existing student group mapping is copied on promotion of students. It is copied in both batch wise and session wise promotions. It is copied only if same group exists in both current and new Batch/Session and is group specific.

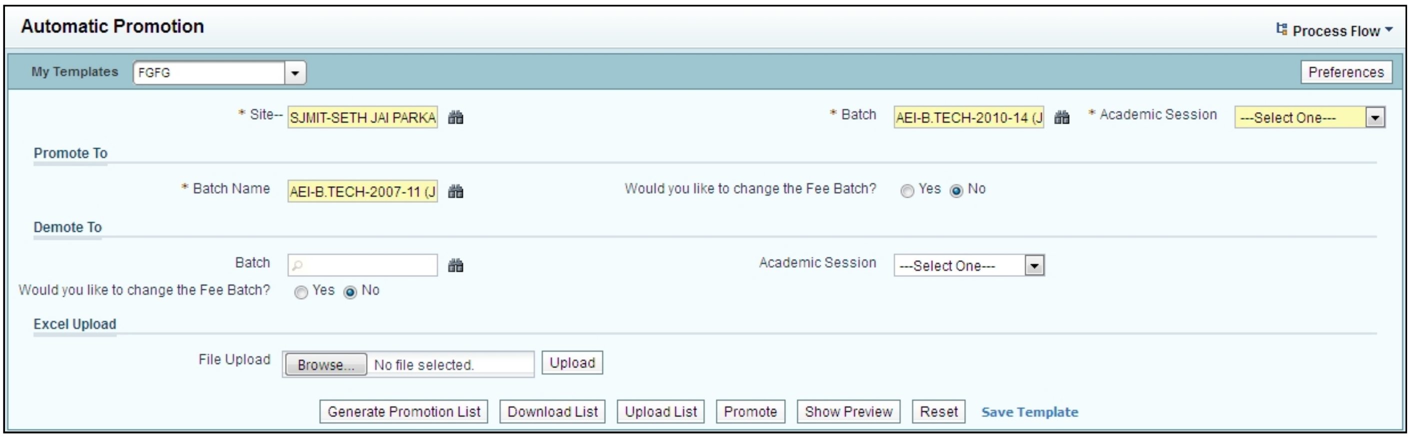
Overview

The criteria based on which the batch promotion can be automatically processed in the system can be set in the screen for configuring automatic promotion. **Automatic Promotion** of students depending upon some rule already tagged at the exam pattern-level can be addressed for those students who satisfy the criteria. This functionality addresses two things in one go—both the promotion for eligible students and the demotion with backlogs recorded against the students.

Procedure: Generating Automatic Promotion

To generate automatic promotion:

1. Go to **Exam and Grading >> Promotion >> Automatic**. The **Automatic Promotion** screen is displayed.



All fields marked with * are mandatory.

2. Enter the search criteria by using the following fields:

.

Field	Description
*Site	The site to which the student belongs.
Batch*	The batch to which the student belongs.
Academic Session*	The academic year to which the student belongs (first year, second year, third year, and so on).

3. In the **Promote To** section, update the batch to which the students would be promoted in the **Batch Name** field.

4. In the **Demote To** section, update the batch to which the students would be detained in the **Batch** field.

4. Select **Do you want to change fee batch** checkbox, if required. If you select checkbox fee batch is changed, else, old fee batch is retained.
5. From the **Academic Session** drop-down, select the year to which the students would be detained (for example, first year, second year).
6. **File Upload**
7. Click **Generate Promotion List**.

   OR

   Click **Download List**.

   OR

   Click **Upload List**.

   OR

   Click **Promote**. The students are promoted to the new batch.

   OR

   Click **Show Preview**.

   OR

   Click **Reset**. The values of the fields are refreshed.

   OR

   Click **Save Template**. The field values are saved as default ones.

Result

The students are automatically promoted or demoted.

Overview

Used to manually promote or demote the students of a batch to the appropriate level based on marks scored, performance, interventions, and other applicable criteria. There are no logical/automatic checks that are performed for manual promotions.

This feature allows promotion of students of a batch manually. By using this feature, a promotion list can be created and uploaded into the system without first actually promoting the students. Only on clicking of the **Promote** button, the actual promotion would take place.

The current refined screen for manual promotion allows the user to perform the following transactions:

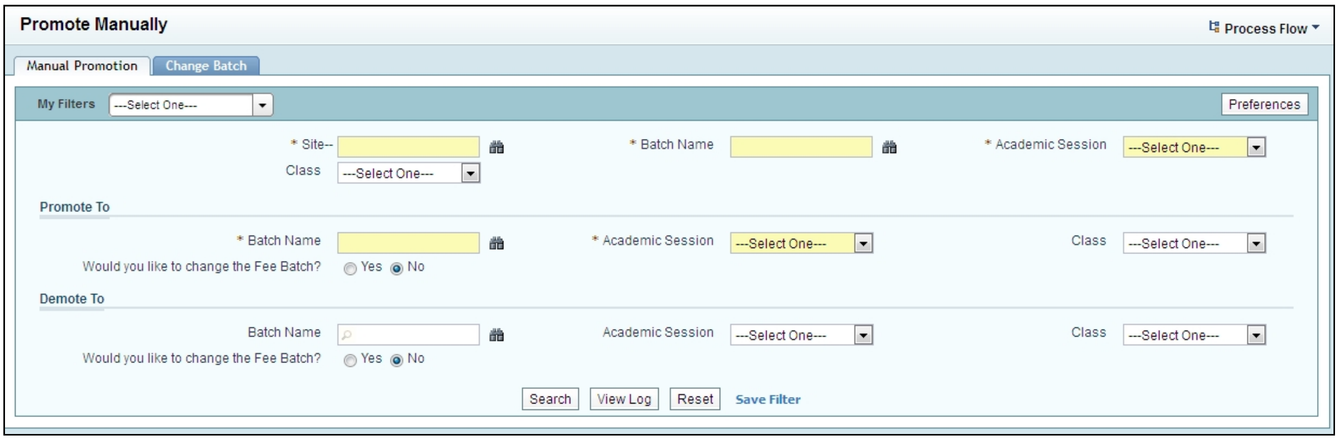
- Manual Promotion
- Change Batch

Administrators can choose to manually promote students, when role based promotions are not configured. For example, students in a school can be promoted to their next batches and for colleges, students can be promoted to next semesters.

Procedure: Manual Promotion

For manual promotion:

1. Go to **Exam and Grading** >> **Manage Promotion** >> **Manual**. The **Manual Promotion** screen is displayed.



All fields marked with * are mandatory.

Field	Description
*Site	The site to which the student belongs.
*Batch Name	The batch to which the student belongs.
*Academic Session	The academic year of the student (first year, second year, third year, and so on).
Class	The section to which the student belongs.

2. In the **Promote To** section

    a. Click on the lookup and update the batch to which the student will be promoted in the **Batch Name** field.

    b. Select the academic year to which the student will be promoted in the **Academic Session** field.

    c. Select the class to which the student will be promoted in the **Class** field.

    d. Select **Would you like to change fee batch** to change fee batch, else, old fee batch will be retained.

5. In the **Demote To** section,

    a. Click on the lookup and update the batch to which the student will be demoted in the **Batch Name** field.

    b. Select the academic session to which the student will be demoted in the **Academic Session** field.

    c. Select the class to which the student will be demoted in the **Class** field.

    d. Select **Would you like to change fee batch** to change fee batch, else, old fee batch will be retained.

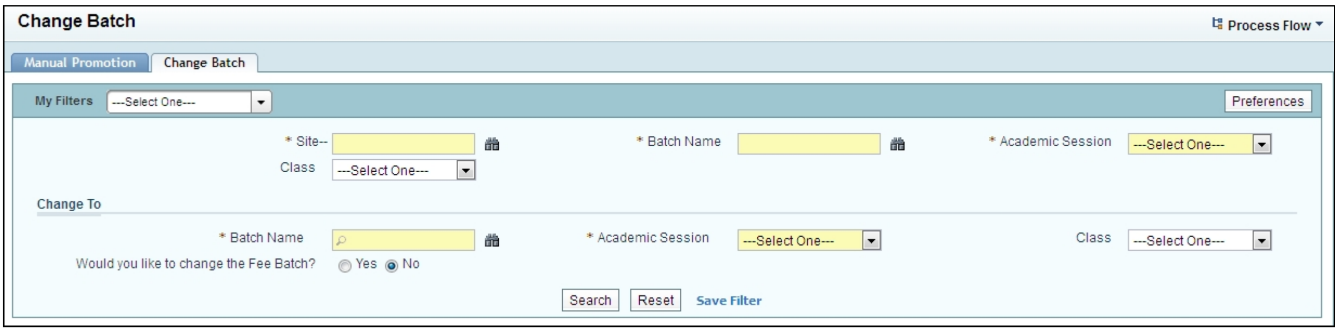
8. Click **Search**. A list of values matching the search criteria is displayed.

Click **Reset** to refresh the values.
Click **Save Filter** *to save the values as default ones.*

Procedure: Changing Batch

To change a batch:

1. Click the **Change Batch** tab. The **Change Batch** screen is displayed.



All fields marked with * are mandatory.

2. Enter the search criteria by using the following fields:

Field	Description
*Site	The site to which the student belongs.
*Batch Name	The batch to which the student belongs.
*Academic Session	The academic year of the student.
Class	The section to which the student belongs.

3. From the **Change To** section, update the name of the batch that needs to be changed.

4. From the **Change To** section, update the academic session that needs to be changed.

5. From the **Change To** section, update the class that needs to be changed.

6. Click **Search**. A list of values matching the search criteria is displayed.

Click **Reset** to refresh the values.
Click **Save Filter** to save the values as default ones.

Result

- The students are manually promoted.
- A batch is changed for the student.

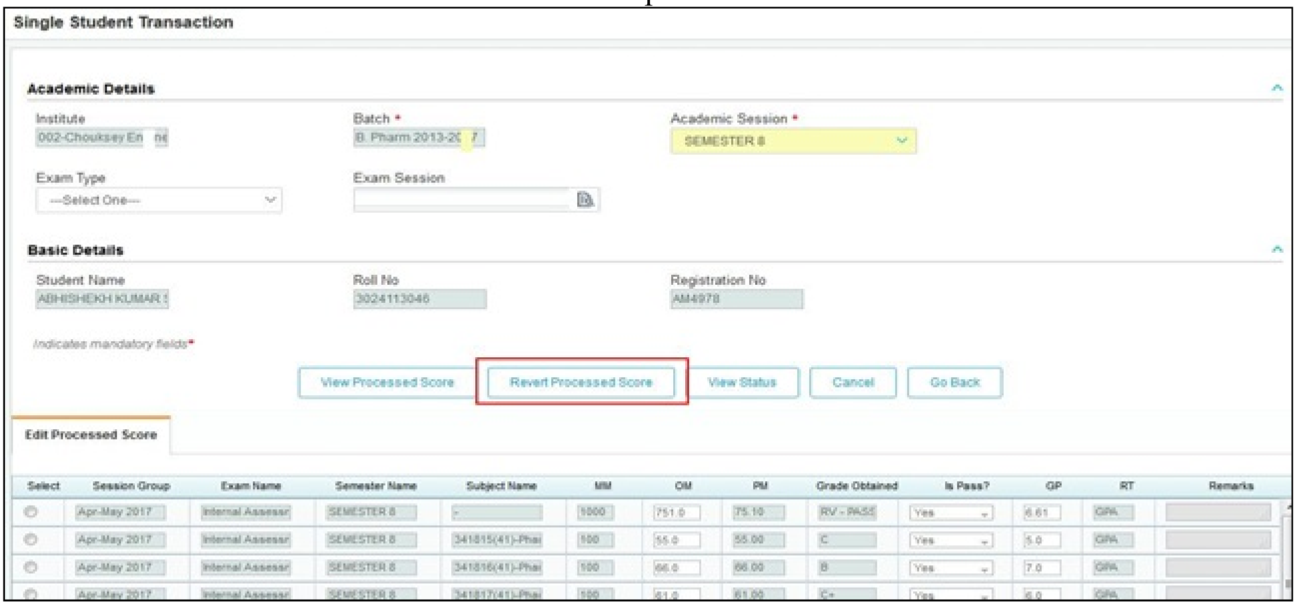
Overview

The **Single Student Transaction** enables to revert the existing process score of a student for both Regular and Backlog. By reverting the processed score, the system deletes the existing latest processed score for the selected student and make the immediate previous attempt processed score as active. Process score reversal is possible only for the latest exam session i.e. only those processed marks can be reverted which have been processed for the latest exam session. Backlog processed score can also be reprocessed from this screen itself after its reversal.

Procedure: Revert Process Score

To revert process score:

1. Go to **Digital Campus** >> **Exam and Grading** >> **Exam and Grading Dashboard** >> **Pre-Exam Activities** >> **Single Student Transaction**.
2. Specify the required field details and click **Search**. The student search result displays.
3. Select a student and click **Edit Processed Score**.
4. Click **Revert Processed Score** to revert the latest process score.



Process score for a single student gets reverted.

Similarly, previous attempt marks and processed backlogs is reverted and also reprocessed from the same screen whenever required.

Result

You have successfuly reverted the process score.

Exam and Grading Reports

Exam and Grading reports help you to view the details corresponding to various timetable processes. These reports have the facility of multi-site selection i.e. you can get the consolidated report of any sites that you wish to select. You can also export some of the reports to PDF or an Excel sheet.

You can generate the following reports using the admission reports screen:

Report	**Description**
Eligibilty Details	This report helps you to generate data for eligibilty of students for various subjects with attendance details and student wise, subject wise eligibility of students.
Marks Details	This report helps you to generate data for class wise rank report, semester wise result analysis etc.
Exam Activity Details	This report helps you to generate data for faculty marks capture staus per exam and faculty marks process staus per exam .
Exam Fee Details	This report helps you to generate data for student wise exam fee status report.
Exam Schedule Details	This report helps you to generate data for batch wise exam schedule and exam schedule program wise.
Promotion Details	This report helps you to generate data for promotion details of students from a session.

Overview

The Report Card enables you to perform following actions.

- Manage Report card
- Upload Report Card
- Issue Report Card
- Manage Backlog Report Card
- Generate Report Card (Old)
- Generate Report Card (New)
- Download Report Card

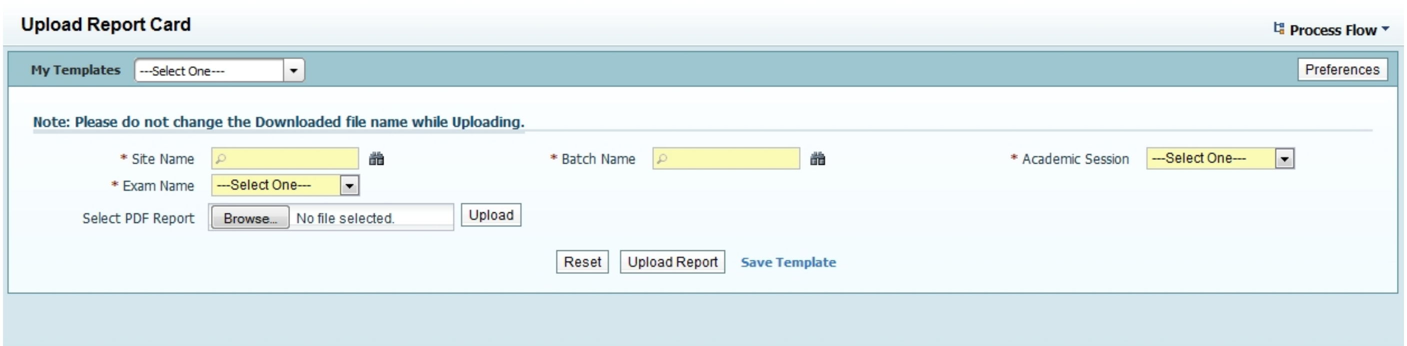
Overview

This screen allows the administrator to upload the report cards of the students into the system.

Procedure: Uploading A Report Card

To upload a report card:

1. Go to **Exam and Grading** >> **Publish Result** >> **Upload Report Card**. The **Upload Report Card** screen is displayed.



All fields marked with * are mandatory.

2. Specify the following details in the given fields:

Field	Description
*Site Name	The site to which the student belongs.
*Batch Name	The batch to which the student belongs.
*Academic Session	The academic year of the student (for example, first year, second year, and third year).
*Exam Name	The name of the exam.
Select PDF Report	A field that allows you to update the report card in a PDF format. Click **Browse** and navigate to the field where the PDF is located. Select the file and click **Open**. Click **Upload**.

3. After specifying all of the details for uploading the report, click **Upload Report**. The report is uploaded to the system in a PDF format.

To refresh the values of the fields, click **Reset**.
To save the values of the fields as the default ones, click **Save Template**.

Result

- The report card is uploaded to the system in a PDF format.

Overview

This screen caters to the complex process of generating report cards for all sites and then delivering them to respective colleges. With this new screen, once all report cards are generated for an exam session, all the colleges or sites can use this screen to download their respective report cards directly. Based on the site authorization, each college will be able to download report cards of students of only their institute only.

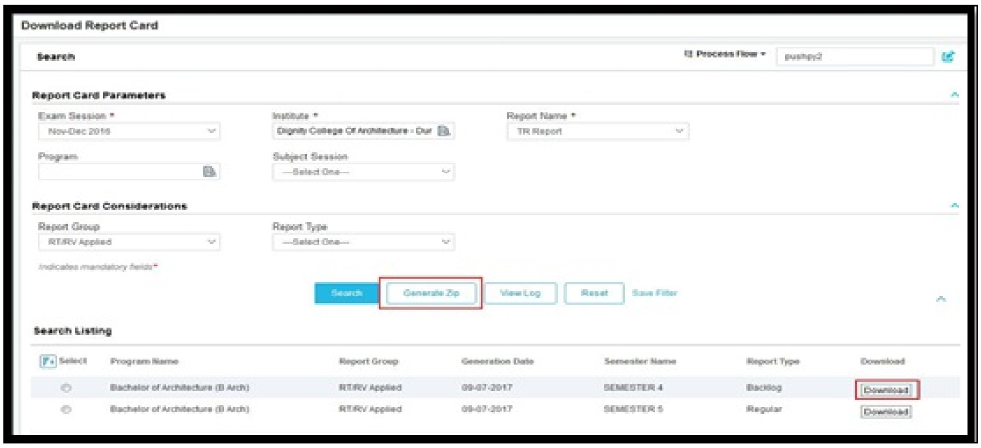
Pre-requisite

Report card generation should be done.

Procedure: Download Report Card

To download report card:

1. Go to **Digital Campus** >> **Exam and Grading** >> **Publish Result** >> **Download report card**.

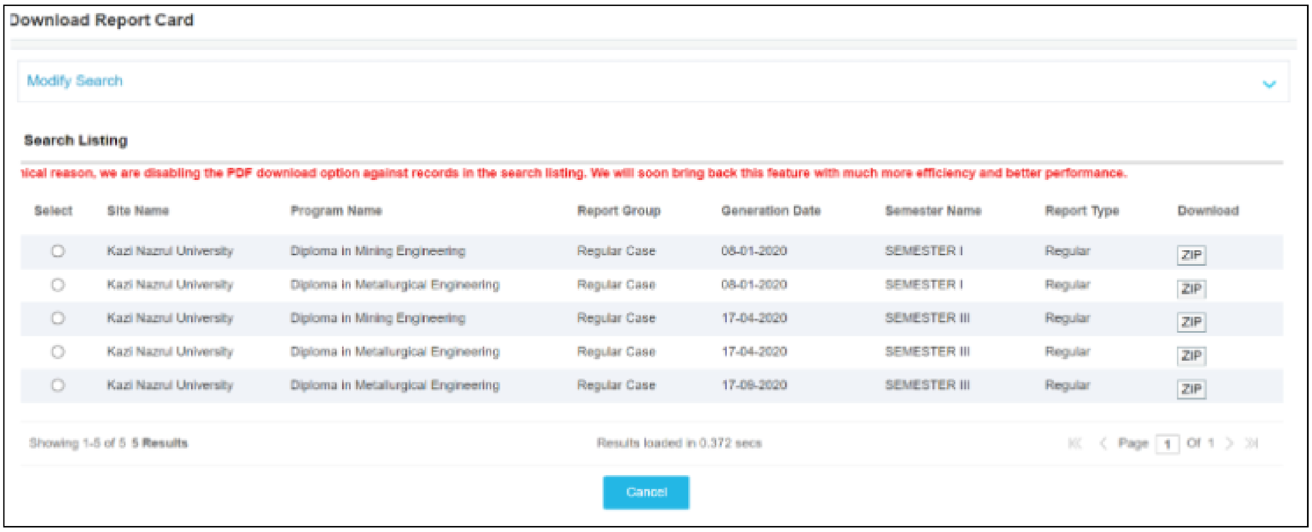


1. Select the filter parameters as required. Field marked * are mandatory.

Feild	Type	Description
Role*	Mandatory	Specify the role to download report card
Exam Session*	Mandatory	Select the exam session for which report card needs to be downloaded.
Site	Optional	Specify the site for which report cards need to be downloaded.
Report Name*	Mandatory	Select the report name from the dropdown.
Award*	Mandatory	Specify the award.
Subject Session	Optional	Defines the subject session for which the report needs to be downloaded.
Class	Optional	Specify the class for which report card needs to be downloaded
Report Group	Optional	Defines the report group to which the report card belongs to.

Feild	Type	Description
Report Type	Optional	Defines the type of report, whether it's a regular or a backlog report to download.
Generated date	Optional	Specify the date for which report cards need to be downloaded.

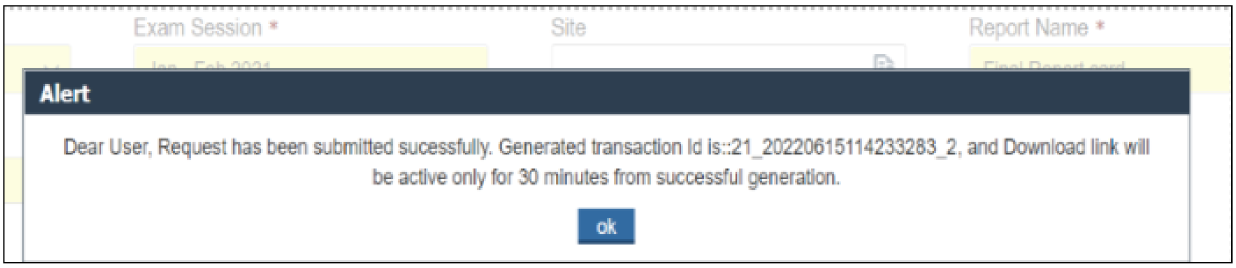
2. Click on Search. A list of students matching the search criteria is displayed.



3. Click on Zip button from download column and report card will be downloaded.

4. Click on Zip button from download column and report card will be downloaded.

5. Click on generate zip and User can generate a zip file containing all the folders (one for each record listed on searching). All report cards for the students get grouped and placed in their relevant folders.

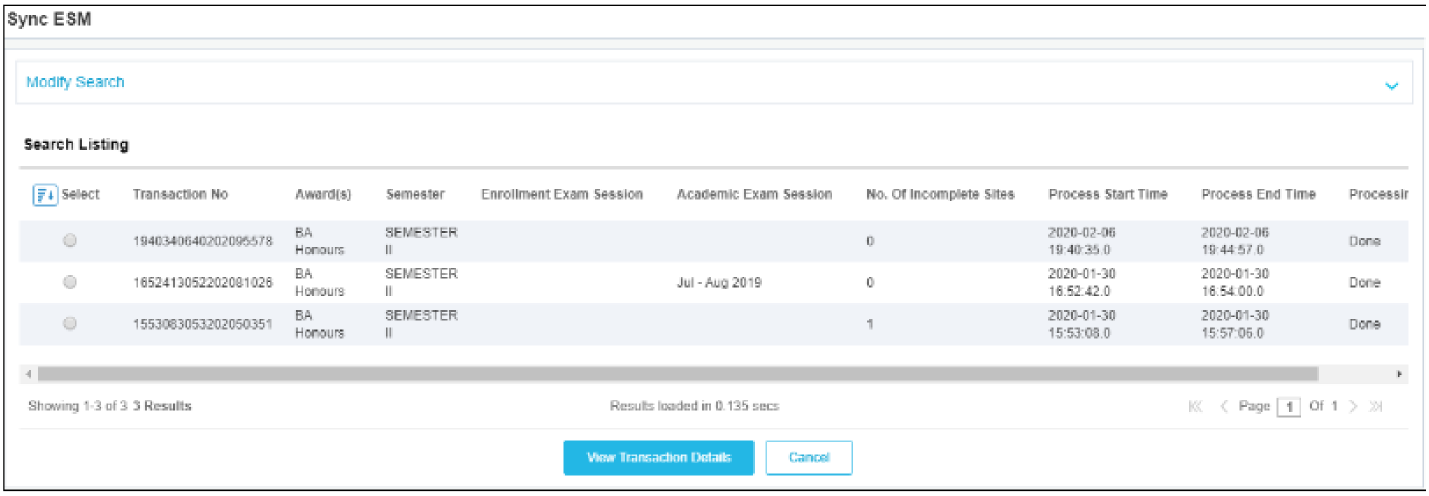


6. Click Download button provided against each record in the listing. This downloads the report cards for students for a particular Award, Report Group, Generation Date, Session and Report Type.

7. Click on generate merged zip and user can generate a zip file containing all the folders in bulk. All report cards for the students get grouped in the same folder.

8. Click Download button provided against each record in the listing. This downloads the report cards for students for a particular Award, Report Group, Generation Date, Session and Report Type.

9. Click on the view log to display the detail status of the download report card.



10. Click reset to refresh the fields.

11. Click save filter to save this filter as the default one.

Result

You have successfuly downloaded the report card.

Overview

The **Issue Report Card** screen allows the user to publish the results but to put the printing or release on hold so that any final edits can be addressed. Once the **Release** option is triggered, printing of the results in the specific report format is initiated.

Procedure: Issue Report Card

To hold/release a report card:

1. Go to **Exam and Grading >> Publish Report Card >> Issue Report Card**.

2. Enter the search criteria by using the following fields:

Field	**Description**
*Site	The site to which the student belongs.
*Batch	The batch to which the student belongs.
*Academic Session	The academic year to which the student belongs.
*Exam Name	
First Name	The first name of the student.
Middle Name	The middle name of the student.
Last Name	The last name of the student.
Registration No	A unique identification number generated during the time of admission.
Roll No	The roll number of the student.

3. Click **Search**. A list of students matching the search criteria is displayed.

To refresh the values of the fields, click **Reset**. To save the values as default filters, click **Save Filter**.

Result

The printed card is released and made available on the student's Self Service interface so that both student and parent can view online and/or download the report card.

Overview

To cater the complex process of generating report cards for all sites and then delivering them to respective colleges. Once all the report cards are generated for an exam session, all the colleges or sites can use this screen to download their respective report cards directly. Based on the site authorization, each college will be able to download report cards of students of only their institute.

Procedure: Bulk Report Cards Generation for Colleges

To generate report cards for colleges in bulk:

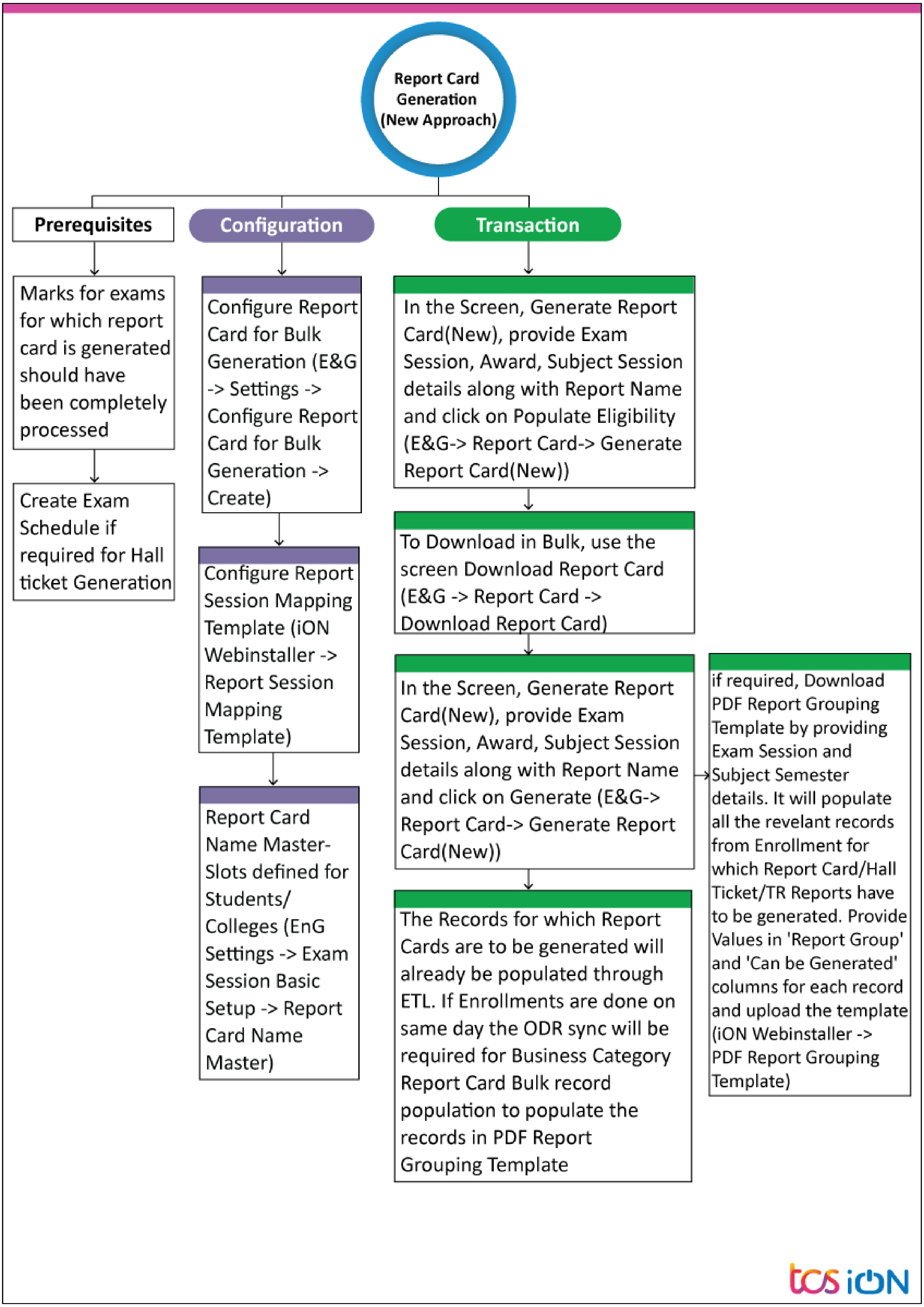
1. Go to **Digital Campus** >> **Exam and Grading** >> **Publish Result**.
2. Select **Download report** card
3. Select the filter parameters as required.
4. User can generate a zip file containing all the folders, 1 for each record listed on searching. All the report cards for students will be grouped and placed inside their relevant folders.
5. User can also click on download button provided against each record in the listing. This will download the report cards for students for this particular Program, Report Group, Generation Date, Session and Report Type

Overview

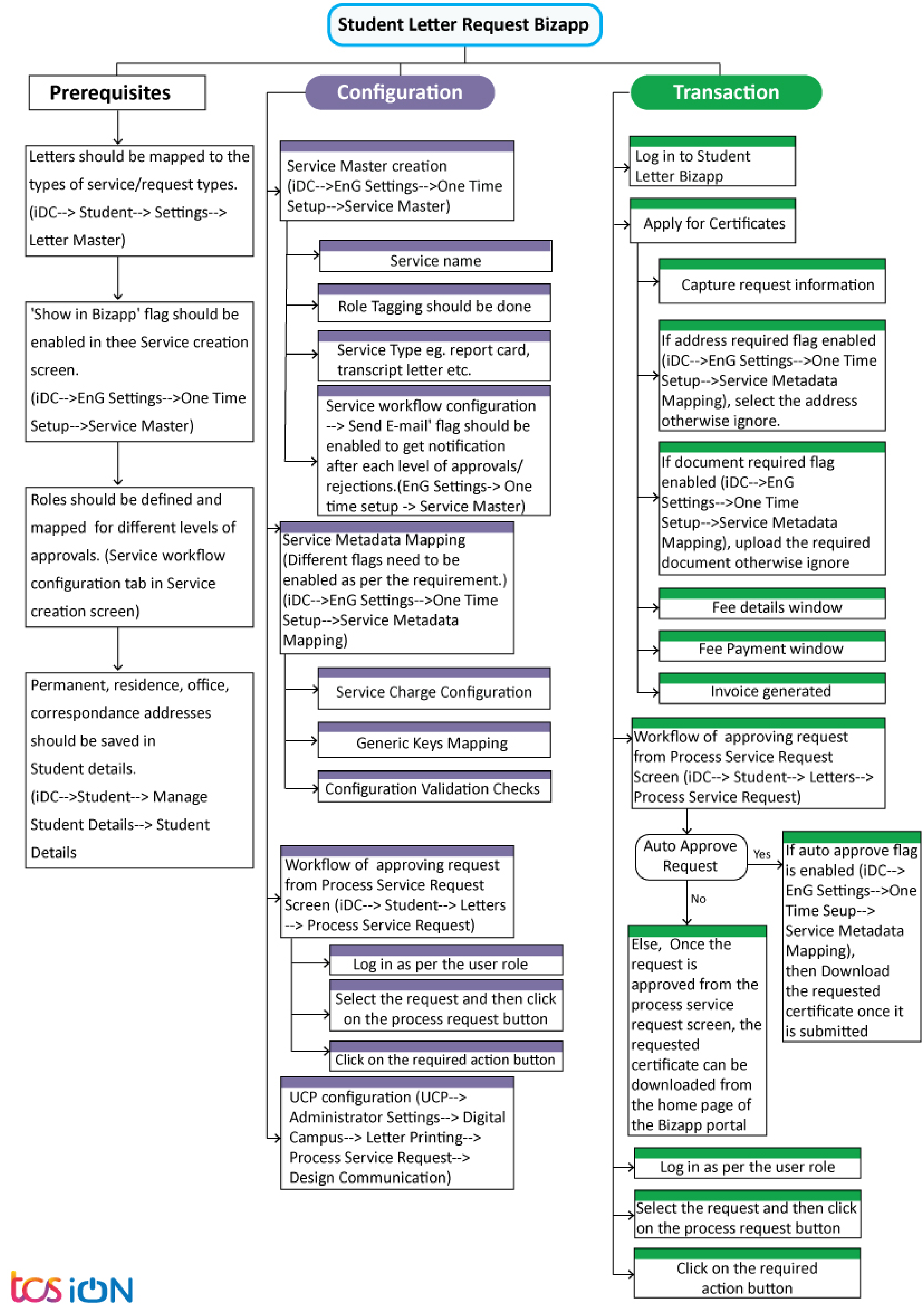
The **Manage Report Card** screen allows the user to publish the results but to put the printing for release on hold so that any final edits can be addressed. Once the **Release** option is triggered, printing of the results in the specific report format is initiated.

Process Flow

Report Card New Approach



Student Letter Request

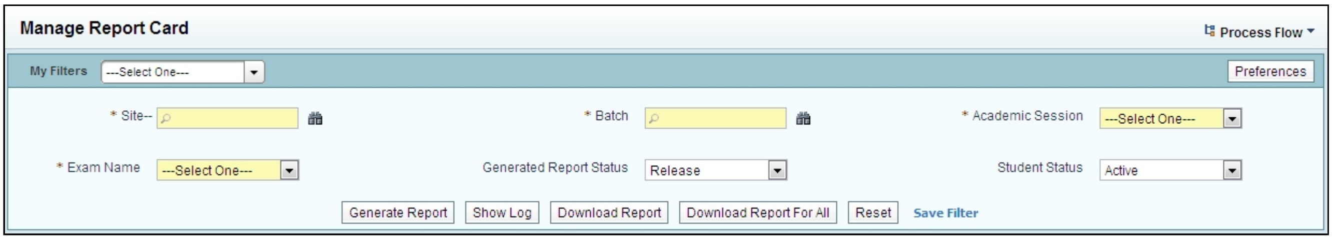


Student Letter Request Bizapp
Prerequisites
Letters should be mapped to the types of service/request types. (iDC--> Student--> Settings--> Letter Master)
'Show in Bizapp' flag should be enabled in thee Service creation screen. (iDC-->EnG Settings-->One Time Setup-->Service Master)
Roles should be defined and mapped for different levels of approvals. (Service workflow configuration tab in Service creation screen)
Permanent, residence, office, correspondance addresses should be saved in Student details. (iDC-->Student--> Manage Student Details--> Student Details)
Configuration
Service Master creation (iDC-->EnG Settings-->One Time Setup-->Service Master)
Service name
Role Tagging should be done
Service Type eg. report card, transcript letter etc.
Service workflow configuration --> Send E-mail' flag should be enabled to get notification after each level of approvals/ rejections.(EnG Settings-> One time setup -> Service Master)
Service Metadata Mapping (Different flags need to be enabled as per the requirement.) (iDC-->EnG Settings-->One Time Setup-->Service Metadata Mapping)
Service Charge Configuration
Generic Keys Mapping
Configuration Validation Checks
Workflow of approving request from Process Service Request Screen (iDC--> Student--> Letters --> Process Service Request)
Log in as per the user role
Select the request and then click on the process request button
Click on the required action button
UCP configuration (UCP--> Administrator Settings--> Digital Campus--> Letter Printing--> Process Service Request--> Design Communication)
Transaction
Log in to Student Letter Bizapp
Apply for Certificates
Capture request information
If address required flag enabled (iDC-->EnG Settings-->One Time Setup-->Service Metadata Mapping), select the address otherwise ignore.
If document required flag enabled (iDC-->EnG Settings-->One Time Setup-->Service Metadata Mapping), upload the required document otherwise ignore
Fee details window
Fee Payment window
Invoice generated
Workflow of approving request from Process Service Request Screen (iDC--> Student--> Letters--> Process Service Request)
Auto Approve Request
Yes
If auto approve flag is enabled (iDC--> EnG Settings-->One Time Seup--> Service Metadata Mapping), then Download the requested certificate once it is submitted
No
Else, Once the request is approved from the process service request screen, the requested certificate can be downloaded from the home page of the Bizapp portal
Log in as per the user role
Select the request and then click on the process request button
Click on the required action button

Procedure: Releasing A Report Card

To hold/release a report card:

1. Go to **Exam and Grading** >> **Publish Result** >> **Hold/Release Report Card**. The **Hold/Release Report Card** is displayed.



All fields marked with * are mandatory.

2. Enter the search criteria by using the following fields:

Field	Description
*Site	The site to which the student belongs.
*Batch	The batch to which the student belongs.
*Academic Session	The academic year to which the student belongs.
*Exam Name	The name of exam for report card.
Generated Report Status	Select between Release or Hold to release or hold the report card.
Student Status	Select status filter for filtering student listing.

3. Click **Generate report**.

To refresh the values of the fields, click **Reset**. To save the values as default filters, click **Save Filter**.

Result

The printed card is released and made available on the student's Self Service interface so that both student and parent can view online and/or download the report card.

Process Document

- Click here to view the Process Document for Report Card.
- Click here to view the Process Document for Letter Printing New Approach
- Click here to view the Process Document for Student Letter Request.

Report Card Functionality

Version 1.3

Last Updated Date: 15/03/2021
Created By: Mohammad Danish

DOCUMENT RELEASE NOTICE

This document PSU3000003 **Version 1.3** is released for use in Tata Consultancy Services (TCS) with effect from **16-Apr-18**

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Comments, suggestions or queries should be addressed to Ramyapriya.Kaliaraj@tcs.com, using the Feedback Form at the end of this manual.

Approved By: Gaurav Shah Date: 24-May-18

Authorized By: Manivannan Ranganathan Date: 24-May-18

DOCUMENT REVISION LIST

Document Name: Report Card Functionality
Version 1.2

Revision No.	Revision Date	Revision Description	Pg No	Rationale for change	Change type (add/modify/del, etc.)

Table of Contents

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List of Figures

1. Report Card/Hall ticket/ TR Report Generation

1.1 Functionality Description

Report card generation is a process of finally giving student's their results in an online format or in the form of hard copies. This is achieved in the system using bulk approach where it will be driven totally by the exam session approach.

Hall ticket generation in bulk for exams is also handled using this approach only.

3 different types of letters can be configured and generated as of now using this bulk report card generation approach

- Semester Report
- TR Report
- Hall Tickets

1.2 Concept

Concept of this CR is to generate report cards/hall tickets for an Award, Exam Session and Subject semester in bulk based on the enrollments done for that exam session.

All the student records from enrollment data store are fetched for the selected award, exam session and semester and populated in report card tables as probable records for report card generation.Then while generation process, based on the configuration done for corresponding report card and the eligibility criteria defined, system executes the defined criteria for each student and find outs eligible candidate records for generation.

Also it maintains logs for each of the record be it success or failure through which user can identify the reason of generation failure and can take necessary action.

1.3 Pre-requisite

- Marks for exams for which report card is generated should have been completely processed.
- Report cards must have already been configured
- Required report card configuration in Exam Session master screen should have been done
- Exam Session should be already mapped and flown to enrollments.
- For Hall ticket type of report card, exam schedule should already have been created and students to schedule mapping done

2. Report Card Configuration and Generation

2.1 Overview

Report card configuration is done to define the format of report card which needs to be generated for generating final mark sheets of students. This configuration is done to let system know that for which award, semester, report name and report type, what format of report card is to be generated and printed.
Report Card / Hall tickets and TR Report generation in bulk is a process of generating reports/hall tickets and TR reports and providing it to colleges or university by storing them at some location on server from which they can get their hard copies printed and delivered or by providing report cards online to students so that they can view their result online and proceed for RT/RV/RRV application if they want to.

Hall ticket generation is also handled through this functionality.

As of now Report card configuration is done for below mentioned report names:

- Semester Report
- TR Report
- Hall ticket

2.1.1 Flow of Transaction

2.1.1.1 Configuration

The very first step of report card generation process is its configuration where an already prepared report card format and its attribute mapping is uploaded and mapped to the required Exam session, Award, Semester, Report Name and Report type(Regular/Backlog). Separate report cards can be configured for Regular and Backlog exams of same award, exam session.

1. Go to iDCàEnG SettingsàExam Session Basic SetupàConfigure Report Card
2. Go to Create mode
3. Provide Award, Report Name and Report Type for which report cards need to be configured
4. Upload the PDF template which has been created for defining the format of the report card. This will be the pdf template created by activation technical team with keys mapped at specific positions to render the data as per the report card format required for generation.
5. Save the configurations
6. Stay in Search mode and search for the saved configuration.
7. Select the record and Download the key to attribute mapping excel sheet.
8. Define key to attribute mapping in the excel sheet as required. This mapping will also be done by activation technical team. This mapping will enable system to fetch data for each of the keys mapped in pdf template. For each of the keys, there is an attribute that fetches data from system so that it can be shown upfront.
9. Upload the sheet back in the system.

10. Select below mentioned flags from Report Card Consideration section as per the customer's requirement.

Table 1 Report Card Requirement Configuration

#	Flag Name	Description
1	Result Published Status for Colleges	This flag is to allow colleges to download the generated report cards based on the result published status.
2	Result Published Status for Student	This flag is to allow Students to download the generated report cards based on the result published status.
3	Populate enrollment session	This flag is to be ticked if for an enrollment session, single report card file is to be generated (Regular and backlog). For hall ticket type of report card, this flag can be used.
4	Include Separated	This flag is to be ticked if report cards are to be generated for separated students as well.
5	Populate Differential Data	This flag is to be ticked generally in case of students who have passed out and have only backlog enrollments in this exam session.
6	Schedule Data Required	This flag is to be ticked, if for this particular configuration, exam schedule data is to be passed to technical team for using the data for report card attributes.
7	Process Score Required	This flag is to be ticked, if for this particular configuration, process score data is to be passed to technical team for using the data for report card attributes.
8	Previous Sem Rows	Check this flag if for this particular report card configuration, while generating report cards, data from previous semesters is also required. For ex in case of final year marksheet, data from previous semesters is also displayed.

11. Select below flags from Configurations Checks subtab for each semester if there are customer specific scenarios for controlling report card generation.

Table 2 Configuration Checks for Customer Specific Scenarios

#	Flag	Description
1	SGPA Exists	This flag is to be ticked if for the selected semester, report cards for students are to be generated only if their SGPA exists.
2	CGPA Exists	This flag is to be ticked if for the selected semester, report cards for students are to be generated only if their CGPA exists.
3	Exam Row	This flag is to be ticked if for the selected semester, report cards for students are to be generated only if EP exam row exists in system.
4	Open Backlogs in this Sem	This flag is to be ticked if for the selected semester, report cards for students are not to be generated if they have any open backlog in this semester.
5	Open Backlogs till this Sem	This flag is to be ticked if for the selected semester, report cards for students are not to be generated if they have any open backlog till this semester.
6	Open Backlogs in All Sem	This flag is to be ticked if for the selected semester, report cards for students are not to be generated if they have any open backlog in any semester.
7	Schedule Exists	This flag is to be ticked if for the selected semester, report cards for students are to be generated only if Exam schedule exists for them.
8	Photo	This flag is to be ticked if for the selected semester, report cards for students are to be generated only if their photo exists in the system.

9	Signature	This flag is to be ticked if for the selected semester, report cards for students are to be generated only if their signature exists in the system.
10	Result Withheld	Check this flag if report card is not be generated for all such students whose result is still withheld for this particular semester.
11	Process Score Validated	This flag is to be ticked if for the selected semester, report cards for students are to be generated only if process score for them have already been validated by the system and are marked as valid records.
12	Result Published Status	This flag is to be ticked if for the selected semester, report cards for students are to be generated only if results have been published for them.
13	Exclude Lateral	This flag is to be ticked if report cards are to be generated for lateral students as well.
14	Detained	Check this flag if report card for this semester is not to be generated for Detained marked students.
15	Reevaluation not Synced	Check this flag if report card is not to be generated for all such students whose reevalution marks are not yet synced to iDC from eforms.
16	Percentage Marks	Define minimum percentage criteria in this field to restrict report card generation for all such students whose obtained percenatge is less then this defined value.
17	Aggregate Pass	Check this flag to restrict report card generation to only Aggregate Pass students i.e. all such students who are aggregate fail, report card will not be generated for them.
18	Father Name Exists	Check this flag if report card is not to be generated for all such students whose father's name doesn't exists in the system.
19	Site wise Roll no Present	Check this flag if user wants that for students of their organization, site wise roll no should be present in system. If not checked, this criteria will not be checked during report card generation.

Figure 1 Navigation: iDCàEnG SettingsàExam Session Basic SetupàConfigure Report Card(Page 1)

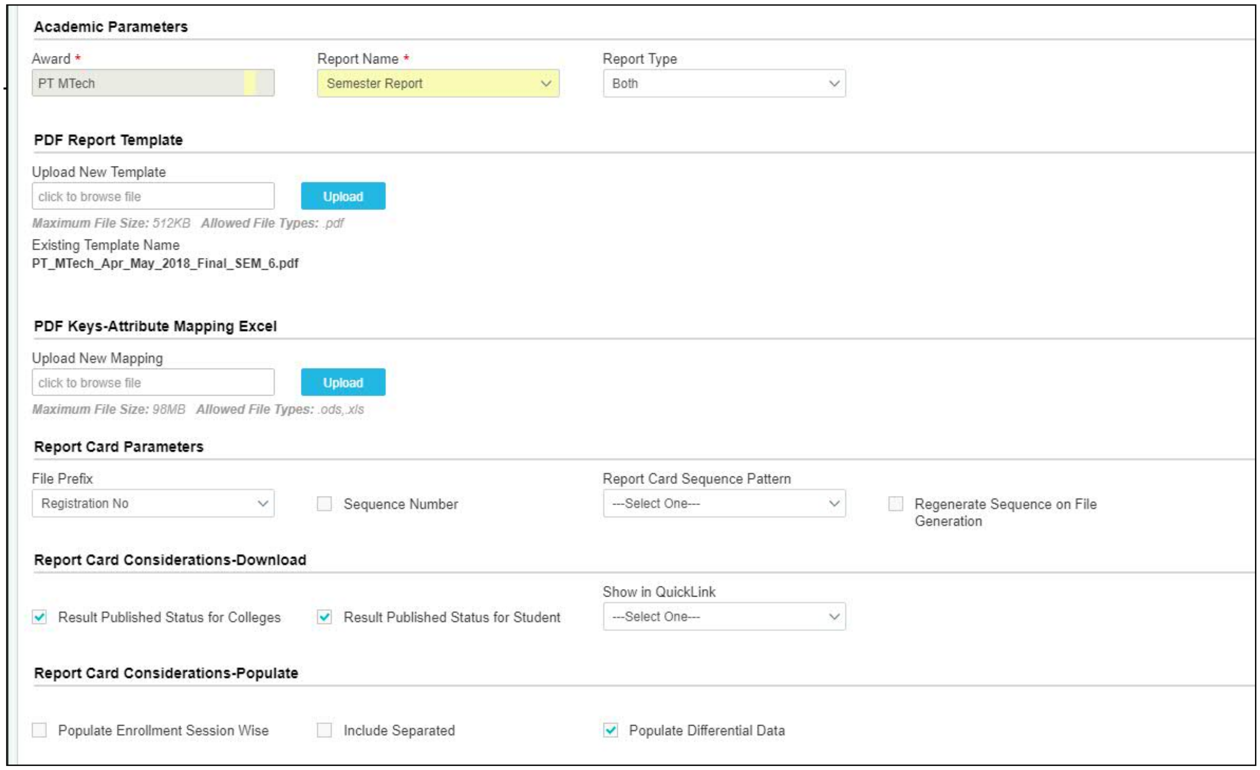
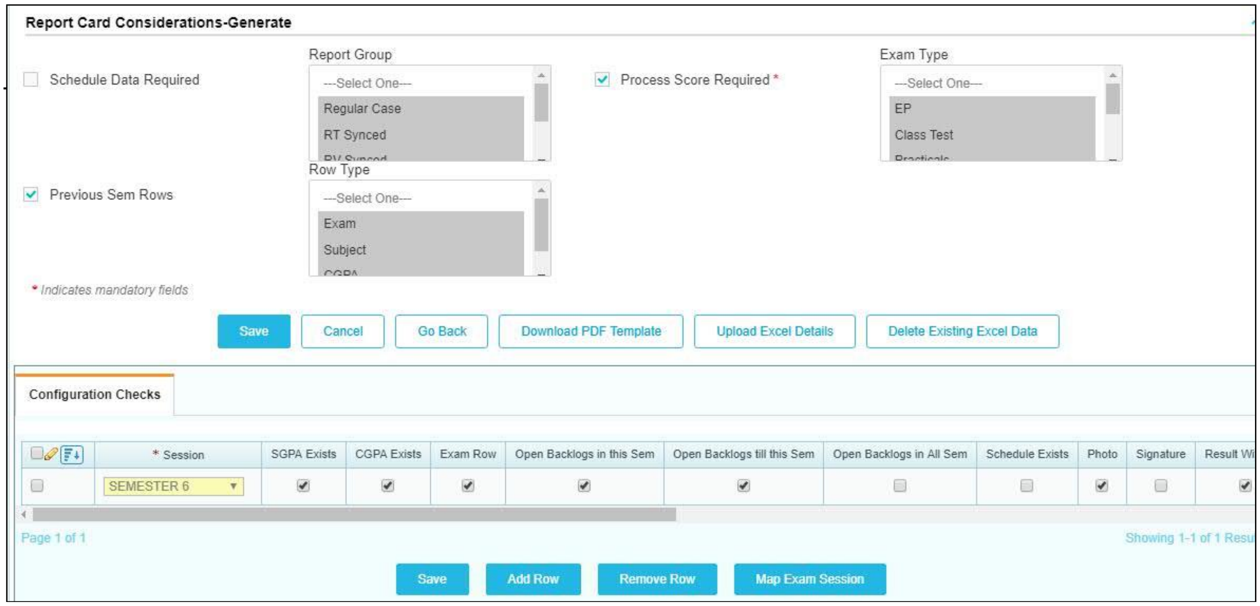


Figure 2: Navigation: iDCàEnG SettingsàExam Session Basic SetupàConfigure Report Card (Page 2)



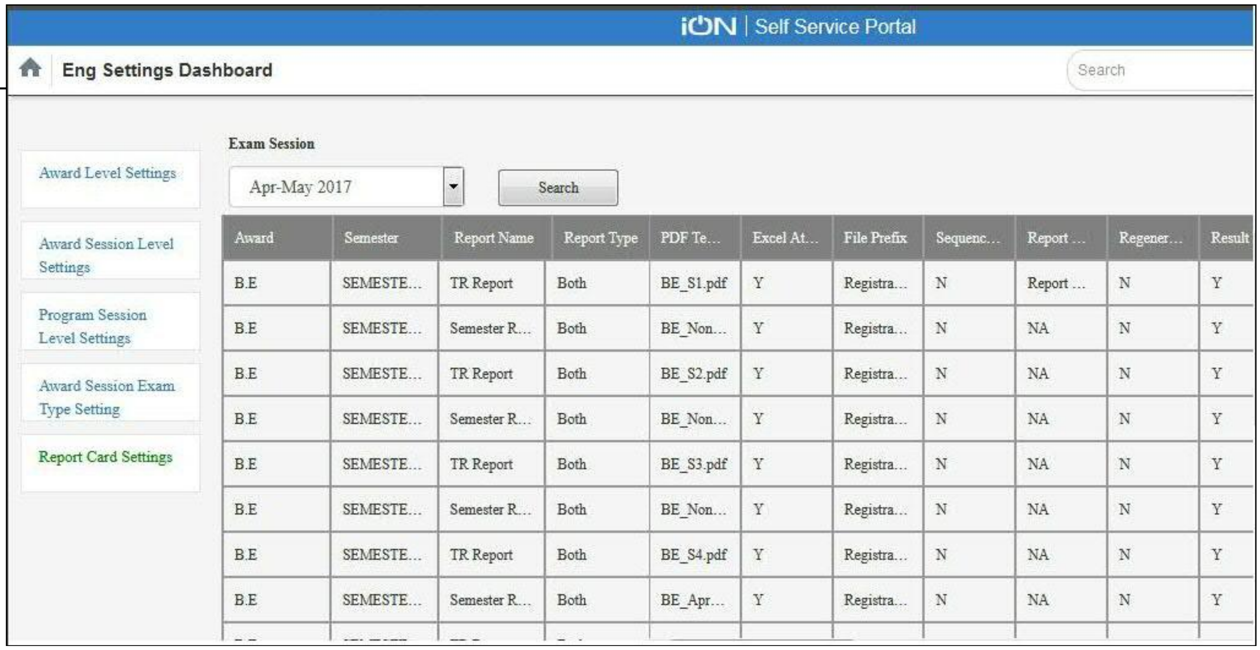
2.1.1.2 Dos' and Don'ts

- Ensure that required report card configuration has been done in exam session master, Report Card Configuration subtab for defining Award, Session wise dates of report card publishing, whether that report card type to be given online to students or not, whether that report type to be given online to colleges or not.
- For Hall ticket type of report card, Populate Enrollment Session wise flag in Report card configuration screen needs to be ticked.
- For TR reports, make sure to select quick link name in Show in Quick link field in Report card configuration so that after generation, TR reports are visible to students online. ON Manufacturing solution consists of a production system that ensures orders, sales, and purchases are in harmony to ensure the lowest inventory possible. The software helps with planning and execution; alerts are triggered if execution doesn't match planning.

2.1.1.3 Configuration Verification

For verifying the configurations done, there is a EnG Settings dashboard available in Self Service portal where for an exam session, for all awards, report name, report type and semester, configurations done can be verified.

Figure 3 Configuration Verification



Award	Semester	Report Name	Report Type	PDF Te...	Excel At...	File Prefix	Sequenc...	Report ...	Regener...	Result
B.E	SEMESTE...	TR Report	Both	BE_S1.pdf	Y	Registra...	N	Report ...	N	Y
B.E	SEMESTE...	Semester R...	Both	BE_Non...	Y	Registra...	N	NA	N	Y
B.E	SEMESTE...	TR Report	Both	BE_S2.pdf	Y	Registra...	N	NA	N	Y
B.E	SEMESTE...	Semester R...	Both	BE_Non...	Y	Registra...	N	NA	N	Y
B.E	SEMESTE...	TR Report	Both	BE_S3.pdf	Y	Registra...	N	NA	N	Y
B.E	SEMESTE...	Semester R...	Both	BE_Non...	Y	Registra...	N	NA	N	Y
B.E	SEMESTE...	TR Report	Both	BE_S4.pdf	Y	Registra...	N	NA	N	Y
B.E	SEMESTE...	Semester R...	Both	BE_Apr...	Y	Registra...	N	NA	N	Y

2.1.2 Record Population for Report Card Generation:

This is the next step of report card generation in which all the relevant and applicable student records are fetched from the enrollment for the corresponding exam session and are populated in report card tables for further processing.

If for an exam session only 1 report card file is required irrespective of no. of semesters for which enrollment has been done then Populate Enrollment Session wise flag should be ticked in report card configuration. Based on this configuration, while populating student's records in report table system will populate only 1 record for a student, exam session. But if this flag is not ticked, then multiple rows for a student for each subject semester in which enrollment is there for that exam session will be populated and consequently multiple files for each semester will be created while generation. This configuration can vary on customer to customer basis based on their requirement.

- The records for which report cards are to be generated will already be populated through ETL. If enrollments are done on same day then ODR sync will be required for business category Report Card Bulk Record Population to populate the records in PDF Report Grouping template.

- In this template, provide Exam Session and Subject Semester details and download the template. It will populate all the relevant records from enrollment for which report cards/hall tickets/TR Reports have to be generated.

àEnsure that for hall tickets type of report cards, in the configuration done, Populate Enrollment Session wise flag is ticked.

- Provide values in ‘Can Be Generated’ column as No for records for which report card is not to be attempted and upload the template.

- Records for which can be Generated column value is provided as 'No', report cards will not be generate only for those records. For all other records, report card generation will be attempted at least. Final generation depends on the generation criteria’s defined in the configuration.

- If Can be Generated value for already populated records are to be updated, ensure to update last column i.e. To Be Updated as Y.

2.1.2.1 Record population Verification

For verifying the populated records there is a template named as PDF Report Grouping Template through which for an Exam Session, Award, Semester, populated records can be verified. Also there is a business category named as Report PDF Per Student Log with which these records can be verified.

Figure 4: Navigation: Web InstalleràExam and GradingàPDF Report Grouping Template

Report PDF Grouping Template					*Please Provide 'Y' in					
Hidden ID	Student ID	Site Code	Enrollment Batch Code	Enrollment Session Name	Subject Batch Code	Subject Subject Session	Student Name	Registration Number	Roll Number	Provis
551214	159342	055	BATCH5846	SEMESTER 5	BATCH5846	SEMESTER 5	BISHOUHA RAM	AP0053	0552014007	
551215	159334	055	BATCH5846	SEMESTER 5	BATCH5846	SEMESTER 5	ANIL KUMAR	AP0049	0552014004	
551218	159371	055	BATCH5871	SEMESTER 5	BATCH5871	SEMESTER 5	DINESHKUMAR	AO9867	0552414007	
551219	159340	055	BATCH5846	SEMESTER 5	BATCH5846	SEMESTER 5	SAGAR PRASAD	AP0258	0552014018	
551224	159330	055	BATCH5846	SEMESTER 5	BATCH5846	SEMESTER 5	NITESH KUMAR	AP0249	0552014014	
551229	159765	057	BATCH5873	SEMESTER 5	BATCH5873	SEMESTER 5	SANTOSH KUM/	AQ3512	0572414027	
551230	160718	056	BATCH6031	SEMESTER 5	BATCH6031	SEMESTER 5	JAGDISH RAM B	AQ3229	0563714004	
551238	159331	055	BATCH5846	SEMESTER 5	BATCH5846	SEMESTER 5	ASHOK KUMAR	AP0050	0552014005	
551241	159758	057	BATCH5873	SEMESTER 5	BATCH5873	SEMESTER 5	BRIJ MOHAN CH	AQ3423	0572414006	
551244	159804	057	BATCH5890	SEMESTER 5	BATCH5890	SEMESTER 5	PAWAN DAS	AQ3364	0573714016	
551247	159787	057	BATCH5890	SEMESTER 5	BATCH5890	SEMESTER 5	PAVITRA KARM	AQ3363	0573714015	
551253	159339	055	BATCH5846	SEMESTER 5	BATCH5846	SEMESTER 5	NAMRATA TAM	AP0246	0552014012	
551254	159327	055	BATCH5846	SEMESTER 5	BATCH5846	SEMESTER 5	NARESH KAHAR	AP0247	0552014013	
551255	159398	055	BATCH5889	SEMESTER 5	BATCH5889	SEMESTER 5	NARENDRA KUI	AO9600	0553714013	
551256	160712	056	BATCH6031	SEMESTER 5	BATCH6031	SEMESTER 5	MANOJ BHATT/	AQ3244	0563714010	
551259	159395	055	BATCH5889	SEMESTER 5	BATCH5889	SEMESTER 5	DUSHYANT KUN	AO9583	0553714010	
551264	159328	055	BATCH5846	SEMESTER 5	BATCH5846	SEMESTER 5	NILESHWAR DA	AP0251	0552014015	
551272	159803	057	BATCH5890	SEMESTER 5	BATCH5890	SEMESTER 5	NARESH	AQ3361	0573714013	

Figure 5: Report Card Population status Report

Report Card Population Status Report

Can Be Generated			Yes		Row Total
PDF Generate Status			Not Generated	Generated	Row Total
Award Name	Academic Session	Report Group	COUNT(Student Id)	COUNT(Student Id)	COUNT(Student Id)
B Pharmacy	SES0001-SEMESTER 1	Default	1443	0	1443
	SES0002-SEMESTER 2	Regular Case	0	1	1
		Default	522	0	522
	SES0003-SEMESTER 3	Regular Case	0	1149	1149
		Default	70	0	70
	SES0004-SEMESTER 4	Regular Case	0	375	375
		Default	8	0	8
	SES0005-SEMESTER 5	Regular Case	0	926	926
		Default	13	0	13
	SES0006-SEMESTER 6	Regular Case	0	309	309
		Default	1	0	1
	SES0007-SEMESTER 7	Regular Case	0	763	763
		Default	9	0	9
	SES0008-SEMESTER 8	Final Semester	0	53	53
		Regular Case	0	24	24
		Default	138	0	138

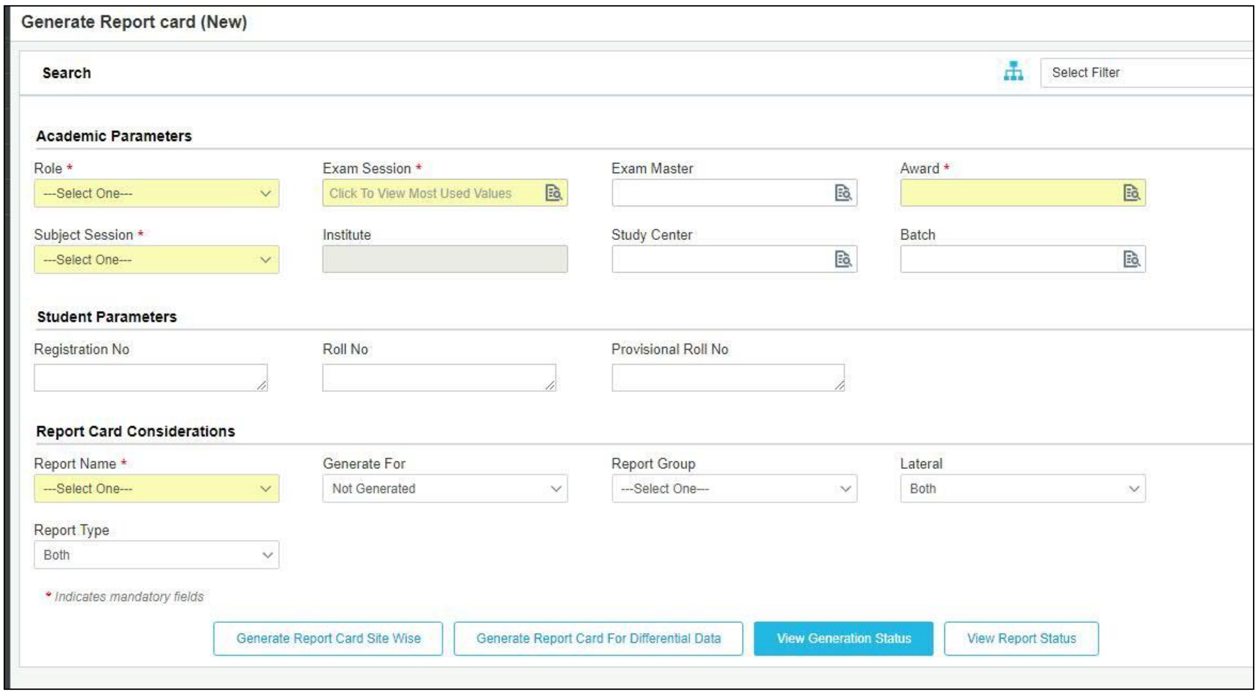
2.1.3 Report Card Generation

- In Generate Report card in bulk screen, select the specific role assigned to the logged in user, provide values in Exam Session, Award, Session and Report Name field to generate the corresponding report cards. Select the Report Group for which report cards are to be generated.
    1. In case of Final Semester where students have just enrolled their previous backlogs, report cards will be generated using Generate Report card for Differential Data button
    2. For all other Regular cases, Generate Report Card Site Wise button will be used for report card generation.
    3. Report card can be generated by providing student specific parameters as well.
    4. Report card for lateral and non-lateral students can be generated separately using the filter from screen.
    5. There is no report group as Backlog in New Report Card Approach. Predefined report groups that are present in Report Card Generation new approach are mentioned below:

        - Regular Case -Any Student that is not differential and has no reevaluations in system
        - RT Synced –For RT Synced cases
        - RV Synced -For RV Synced cases
        - RRV Synced-For RRV Synced
        - ABR Synced -For ABR Synced cases
        - Final Semester –For Differential cases
        - No Group –For Hall tickets generation

- Now, generate the report cards from Generate buttons provided below.
- Check generation status from View Generate Status button. Relevant RnC report named as Report Card Generation Status New Approach can be viewed which will provide detailed status of the generation transaction hit by user.
- Another Button View Report Status has been provided on this screen which gives user an overview of the current report card generation status for the selected Award, Exam Session and Semester. A RnC report named as Report Card Status for an Exam Session is linked here on this button itself to enable user to have an overview of the overall report card generation status

Figure 6 Navigation: iDCàExam and Grading àReport CardàGenerate Report Card (New)

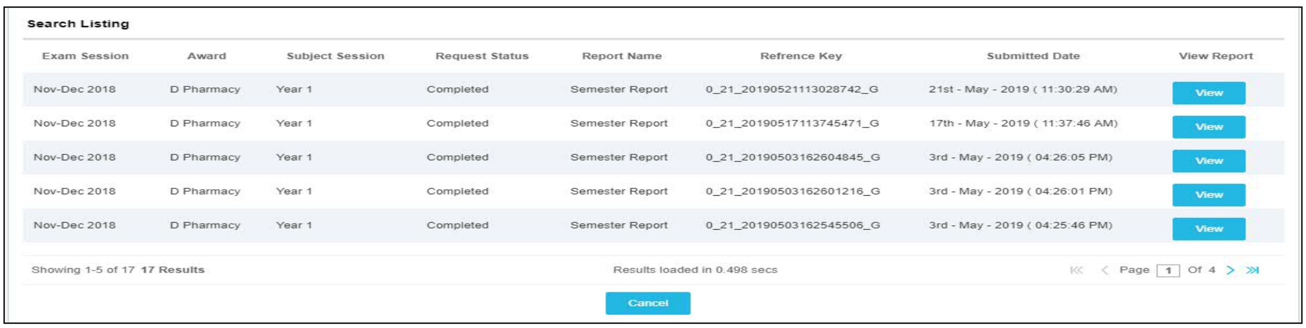


2.1.3.1 Report Card Generation Verification

For verifying the report card generation status or the overall report cards generated status, buttons have been provided on generation screen itself with which report card generation can be verified.

- **View Generation Status**: This button will open a report named as Report Card Generation Status New Approach which will give status of the current report card generation transaction that has been hit by the user. With this report user can get to know about the reason of failures as well for records where report card is not generated. On further drill down, user can view Site wise / student wise or Reason wise records status as well.

Figure 7 Report card View Generation status



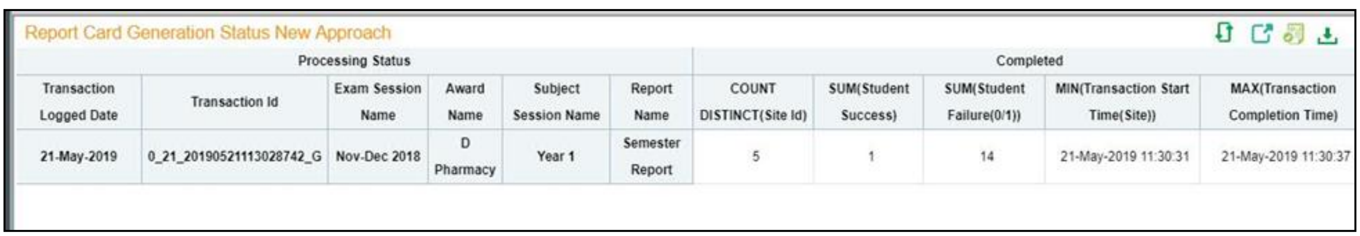
Search Listing

Exam Session	Award	Subject Session	Request Status	Report Name	Refrence Key	Submitted Date	View Report
Nov-Dec 2018	D Pharmacy	Year 1	Completed	Semester Report	0_21_20190521113028742_G	21st - May - 2019 (11:30:29 AM)	View
Nov-Dec 2018	D Pharmacy	Year 1	Completed	Semester Report	0_21_20190517113745471_G	17th - May - 2019 (11:37:46 AM)	View
Nov-Dec 2018	D Pharmacy	Year 1	Completed	Semester Report	0_21_20190503162604845_G	3rd - May - 2019 (04:26:05 PM)	View
Nov-Dec 2018	D Pharmacy	Year 1	Completed	Semester Report	0_21_20190503162601216_G	3rd - May - 2019 (04:26:01 PM)	View
Nov-Dec 2018	D Pharmacy	Year 1	Completed	Semester Report	0_21_20190503162545506_G	3rd - May - 2019 (04:25:46 PM)	View

Showing 1-5 of 17 **17 Results** Results loaded in 0.498 secs Page 1 Of 4

Cancel

Figure 8 Report Card Generation Status New approach



Report Card Generation Status New Approach

Processing Status						Completed				
Transaction Logged Date	Transaction Id	Exam Session Name	Award Name	Subject Session Name	Report Name	COUNT DISTINCT(Site Id)	SUM(Student Success)	SUM(Student Failure(0/1))	MIN(Transaction Start Time(Site))	MAX(Transaction Completion Time)
21-May-2019	0_21_20190521113028742_G	Nov-Dec 2018	D Pharmacy	Year 1	Semester Report	5	1	14	21-May-2019 11:30:31	21-May-2019 11:30:37

- **View Report Status**: This button will open a report named as Report Card Status for an Exam Session which will give user an overview of current status of all the report cards that are generated or not generated for the selected exam session and award. It will give remarks wise count of report cards generated or not generated with which user can further take necessary action on those records

Figure 9 Report Card Status for an Exam Session

Report Card Status for an Exam Session

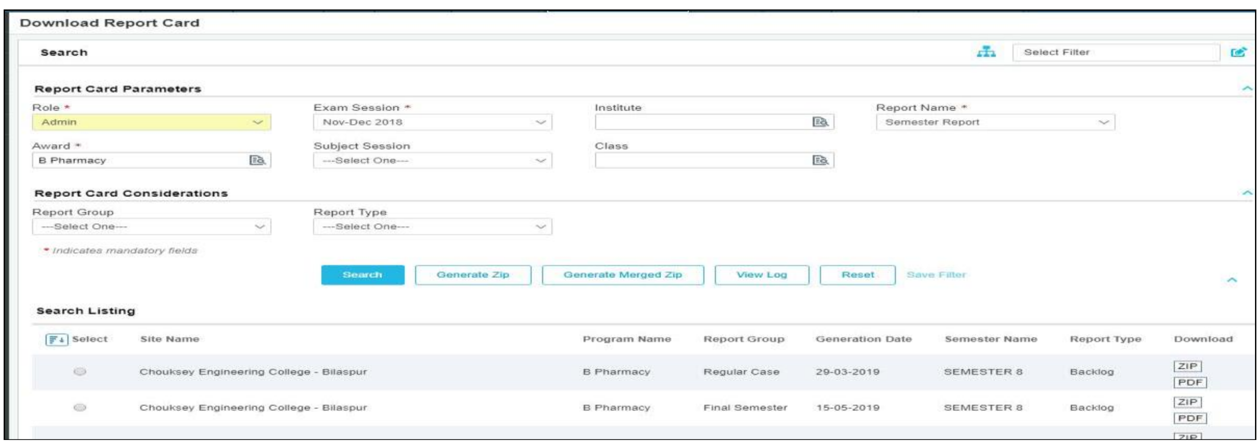
Can Be Generated			Yes					
PDF Generate Status			Generated			Not Generated		
Remarks				ReEvaluation not synced.	Student is Withheld	Photo not exists.	ReEvaluation not synced.	Student father name does not exist
Award	Academic Session	Report Group	COUNT(Student Id)	COUNT(Student Id)	COUNT(Student Id)	COUNT(Student Id)	COUNT(Student Id)	COUNT(Student Id)
3-D Pharmacy	SES0028-Year 1	Regular Case	230	17	5	0	0	0
		RV Synced	43	0	0	0	0	0
		Default	0	0	0	14	1	1

2.1.4 Report Card Download

Once report card generation is completed, it can be downloaded student wise from Report card generation old screen or it can be downloaded in bulk using Download Report card screen.

Role based authorization has been implemented on this screen so that only authorized users can download the report cards. Download access has been provided to Admin, COE, Registrar and Principal users only. Admin, COE and Registrar will be able to download all generated report cards while Principal users will be able to download report cards for their respective institutes only.

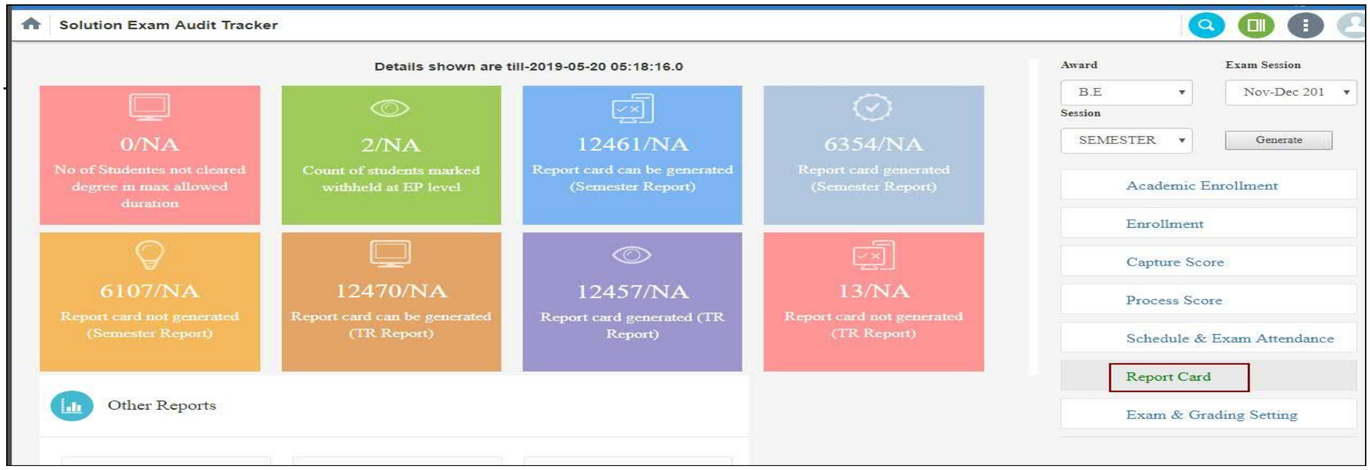
Figure 10 Navigation: iDCàExam and GradingàReport Cardà Download Report Card



2.1.4.1 Report Cards Verification

For verification and validation of few other report card metrics, user can check the Solution Audit Report Tracker and select the Report Card section. In this section, various other relevant metrics related to report card generation for an exam session, award and semester can be viewed and validated.

Figure 11: Solution Exam Audit Tracker – Report card Verification


Solution Exam Audit Tracker
Details shown are till-2019-05-20 05:18:16.0
0/NA
No of Studentes not cleared degree in max allowed duration
2/NA
Count of students marked withheld at EP level
12461/NA
Report card can be generated (Semester Report)
6354/NA
Report card generated (Semester Report)
6107/NA
Report card not generated (Semester Report)
12470/NA
Report card can be generated (TR Report)
12457/NA
Report card generated (TR Report)
13/NA
Report card not generated (TR Report)
Other Reports
Award
B.E
Exam Session
Nov-Dec 201
Session
SEMESTER
Generate
Academic Enrollment
Enrollment
Capture Score
Process Score
Schedule & Exam Attendance
Report Card
Exam & Grading Setting

3. Download configuration for customized folder structure

For bulk download of report cards there is a folder structure created inside the consolidated zipped folder in which finally report cards gets downloaded. For customizing that structure, there is a screen provided with which user can define which all entities are required for folder creation and what will be the sequence of those entities. Based on this configuration only, the folders and its structure will be created while downloading report cards in bulk.

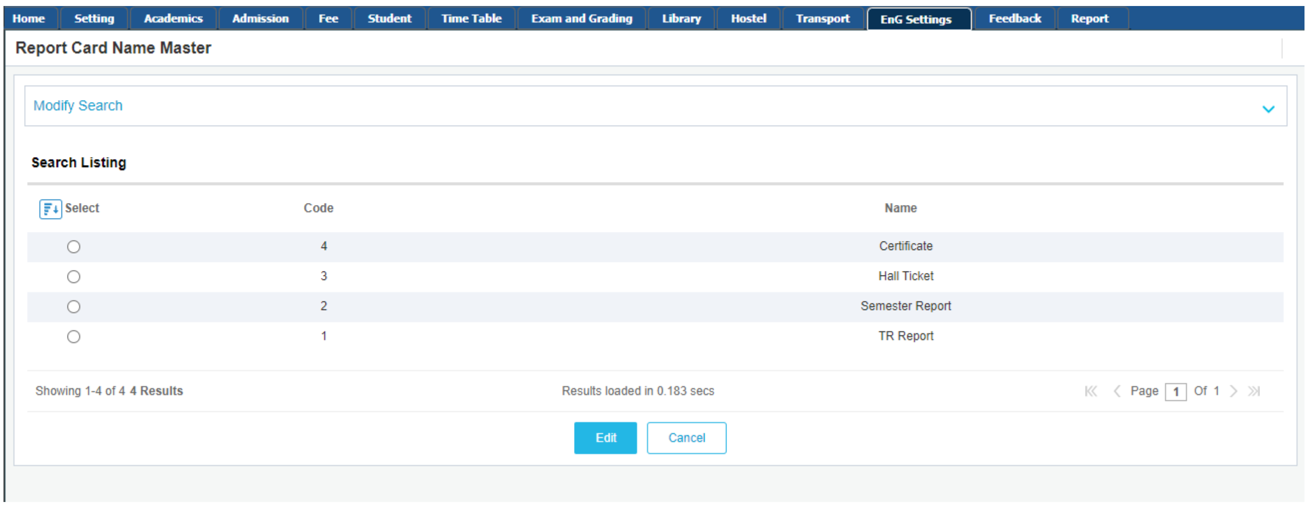
Navigation for Report card Hierarchy setup: iDCà EnG Settingsà One Time Setupà Report Card Hierarchy Setup

- In Report card generation old screen, Provide Exam Session, Award, Session and Report Name and click on search student.
- It will populate a list of all students for which report cards have been generated for the provided details.
- Download the report cards student wise from the populated list.
- For bulk download, go to Download Report Card screen.
- Provide Exam Session, Site, Session and Report name details and search.
- Download the report cards in bulk for each record populated or download a consolidated zip file for all the records populated from Generate Zip button.
- A single pdf file download option against each populated record can also be used to download report cards of all students in a single file.
- Go to view Log screen to viewing the zip file generation status.
- If report cards are generated on the same day, then **PopulateReportCardStage** ODR needs to be synced to bring data on Download Report Card screen.
- Also make sure of the Result published status configuration before downloading the report cards.

4. Report Card Name Master

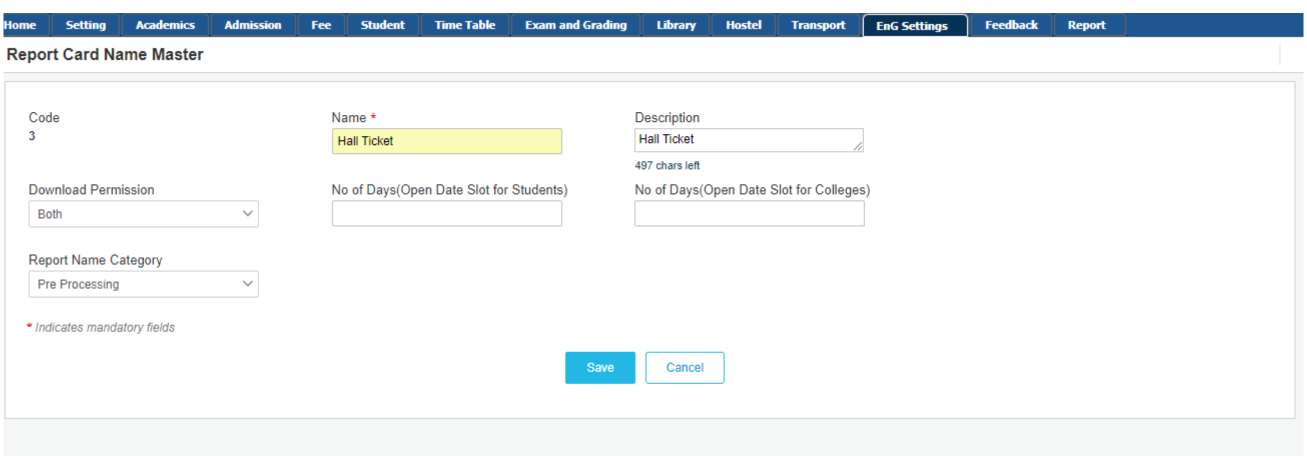
Navigation: EnG Setttings -> Exam Session Basic Setup -> Report Card Name Master

In this Master, there are 3 default Report Card Name Masters available.



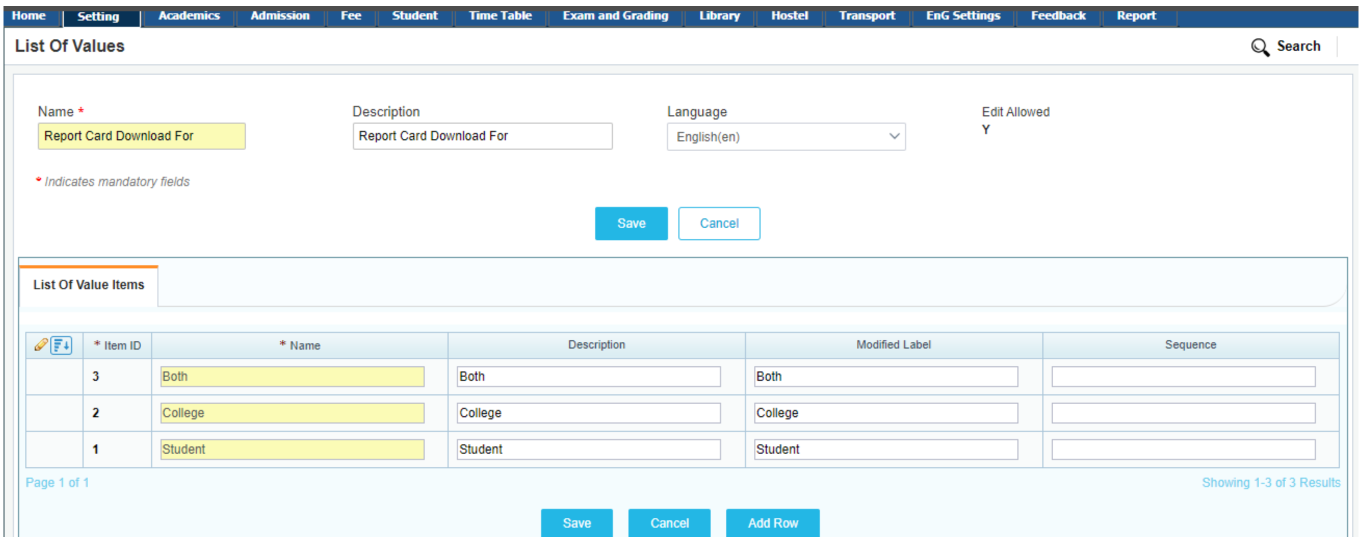
When we click the Edit option, we have the below mentioned features

- Report Card Name Master can be edited
- Defining Download Permissions
- No of Days (slots) are mentioned which helps to download the report card for students and Colleges.
- Report Name Category is also selected from the drop down whether Pre Processing or Post Processing.



Note: If Additional Report Card Name Master to be added, you can add it in the List of Values under the Report Card

Navigation : Setting -> Configuration -> List of Values



Letter Printing New Approach Process Document

Functionality:

Letter Printing New Approach is a process or provision provided to Admin, Department HOD, COE and principal with which they can print Letters in bulk or individually. User can print letters on basis of Role, Letter Group and Letter Category.

Letter Printing New Approach functionality comprises of 2 parts:

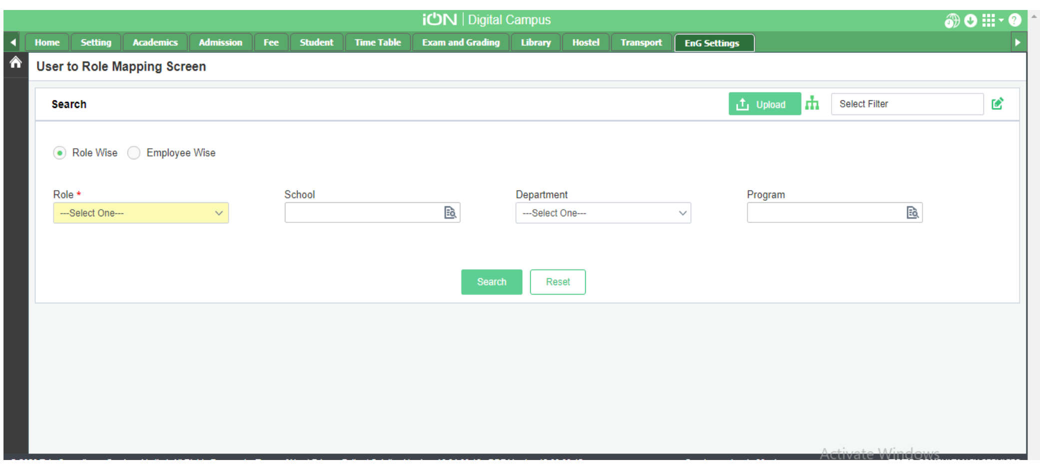
1. Configurations
2. Actions

Configurations:

Configurations are the settings that are required to enable end user to use the functionality as per the business requirements. Below are the various configurations that are required to be done :

1) **User Role Mapping:** For using Letter Printing New Approach screen user must be mapped with particular Role (Admin, Department HOD, COE and Principal) by using User to Role Mapping Screen.

   Navigation : Go to Idc > EnG Settings > One Time Setup > User to Role Mapping Screen.



2) **Letter Master Creation:** There is a front end configuration for creating Letter Masters for the customer which needs to be use. This screen allows user to create the format of Letter. It consists of a text editor that permits the inclusion of text, images and letter attributes. The different fields allow user to create a structure of a letter.

   Navigation: Go to Idc > Student > Settings > Configure Letter > Letter Master.

<u>Letter Master Details:</u>

In Letter Master we have below mentioned configurations. By which Use can configure the complete required setup as per their use :

- **Letter Type :** There is two types of Letter in Letter Master :
  <u>Open:</u> If the letter type is open, then students/applicants can print a letter through Self-Service.
  <u>Close:</u> If the letter type is close, then students/applicants can print a letter through Self-Service and on request of duplicate letter, fine will be imposed.

- **Letter Category:** From this field user can select the category of the letter. The different values of the field are I-Card, Hostel I-Card, Transport I-Card, Regular, Fee Receipt.

- **Letter Matter For:** From this field, user can select the person for whom the letter is created. The values of this field are applicant, student, employee, gate pass, issue slip, fee receipt (applicant), fee receipt (student).

- **Display Name**: This field consists of the names of the letter attributes that the administrator has created. Once the display name field is populated, the corresponding letter attribute is updated in the **Attribute** field. For example, if the display name is Application Date of Birth, then the corresponding attribute, @@DateofBirth@@, will be populated in the **Attribute** field.

- **Show Sequence:** From this drop-down, user can choose a value to show/hide the letter sequencing:
  <u>Y</u> - If user will select this value, then the sequence of the letter is shown in the letter.
  <u>N</u> - If user will select this value, then the sequence of the letter is not shown in the letter

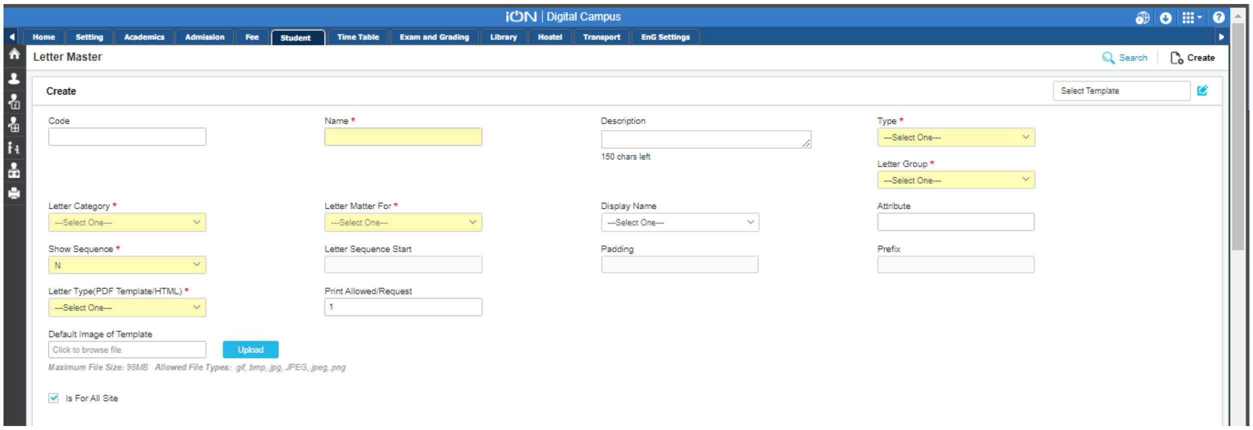
- **Impose Fee/fine:** User can select the checkbox to apply fine on request of duplicate letter for closed type of letters. Fill the details for **Fine Head**, **Fine Amount** and **is fine mandatory before print** for applying fine.

- **Letter Type:** From this field, user can select any of the following values:
  <u>HTML</u> - If you select this value, then the letter would be printed in the HTML format.
  <u>PDF Template</u> - If user will select this value, then you will have to upload the desired PDF template and the letter would be printed in that format.

- **Is for Admin**: This is the checkbox for the letter. If user will select this checkbox, the letter cannot be requested.

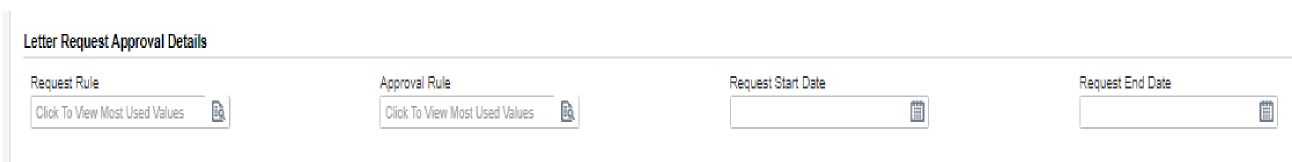
- **Default Image of Template**: In this user can upload an image for the letter. The uploaded image will appear on the Print Letter screen and Letter Request quick link.

- **Is For all sites:** If this checkbox will check, then created letter will be applicable for all sites.



Letter Request Approval Details:

- **Request Rule, Approval Rule, Request Start Date, and Request End Date:** These are the configurations for letter request and approval details which can be defined by user. User can provide the required data for these fields and there is a table in which solution team can enter from backend only.



Printed By Service Details:

- **Is For Dual Approval:** If user wanted to approve letter from more than one person then user can check this checkbox. So the letter will be applicable for dual approval.

- **To be printed by Service:** If this checkbox will check letter printing will be done by service.

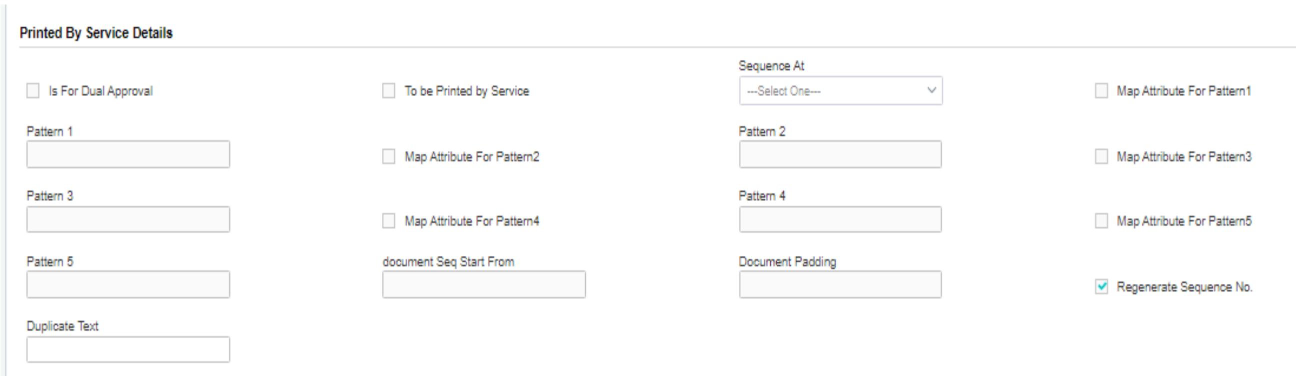
- **Attribute for Patterns:** Letter attributes are unique elements used to incorporate data into the Letter master. For example, if you wish to include a student's date of birth in any letter, then a corresponding letter attribute called "DOB" would be created that would extract a student's date of birth from the database and include it in any of the letters created.

- **Map Attribute for Patterns:** If this checkbox will check, the defined attributes will be mapped with defined patterns.

- **Document Seq Start From:** User can enter a numeric value in this field. This value is the initial value of the document.

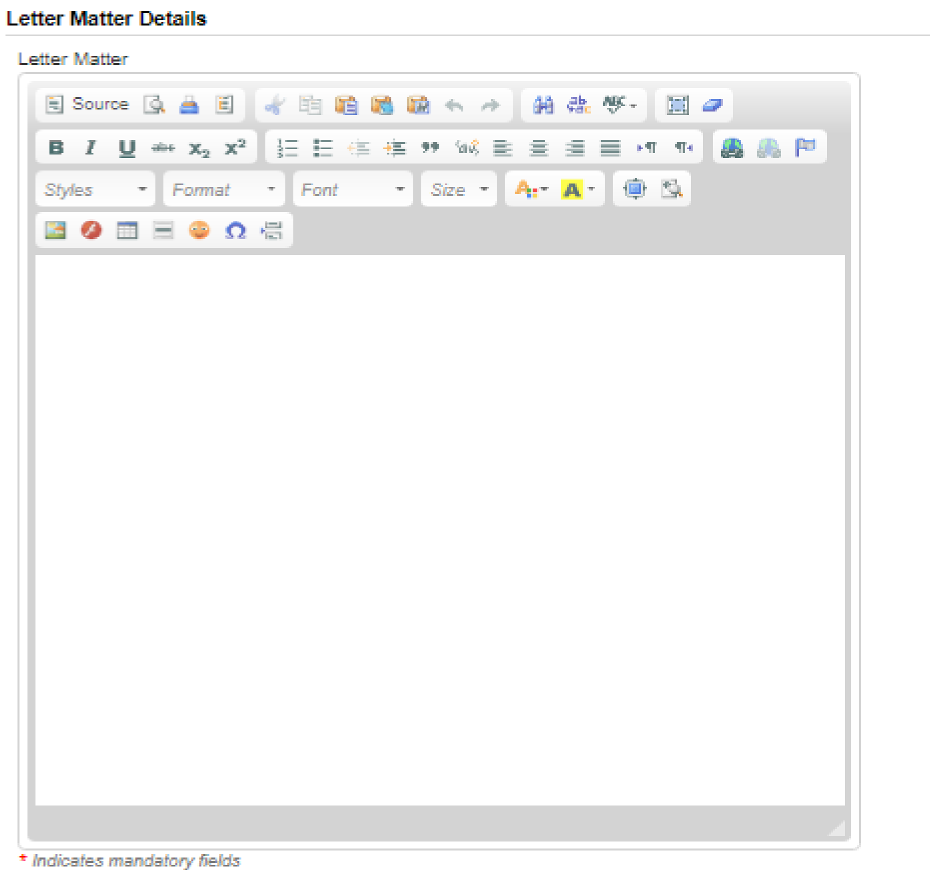
- **Document Padding**: It is the value of the length of the letter sequencing. User can enter a numeric value in the **Padding** field.

- **Duplicate Text:** If user wants to generate duplicate letter and want to show some text regarding this duplicate copy of letter, then user can enter the required text in this field. So once the letter will print this defined text will show on this duplicate letter.



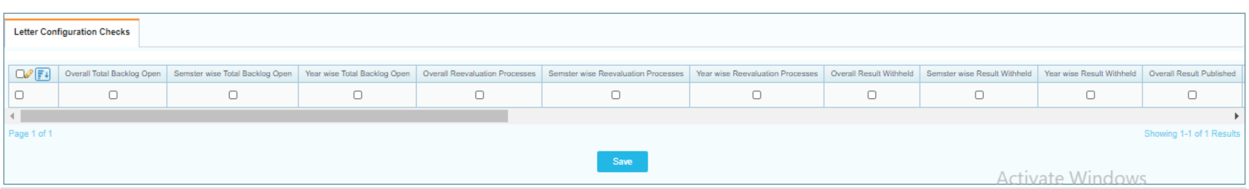
<u>Letter Matter Details</u>

User can enter the content of the letter in the text editor. If required, user can include an image in the text editor. To include an image in the text editor, user can click on the image icon.



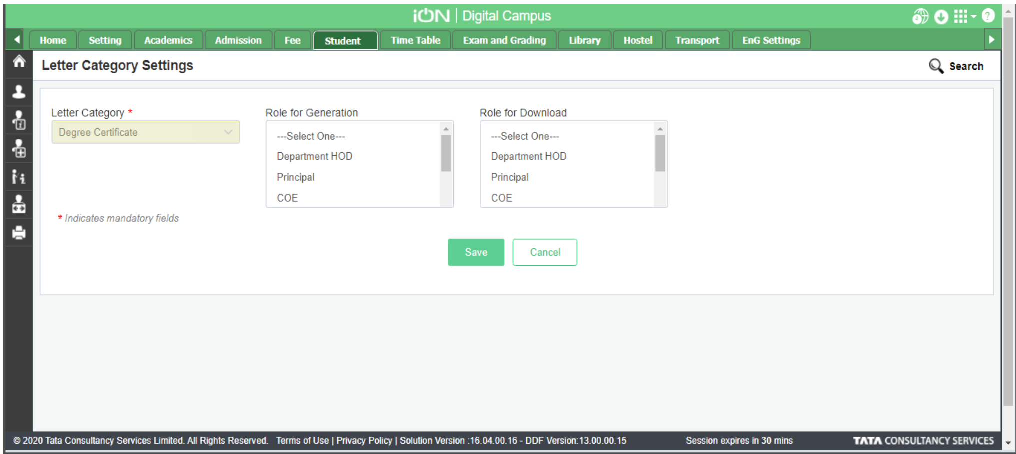
Letter Configuration Checks:

There is number of configuration checks are provided in this sub tab. User can select the required configuration by checking the checkbox of that particular configuration.

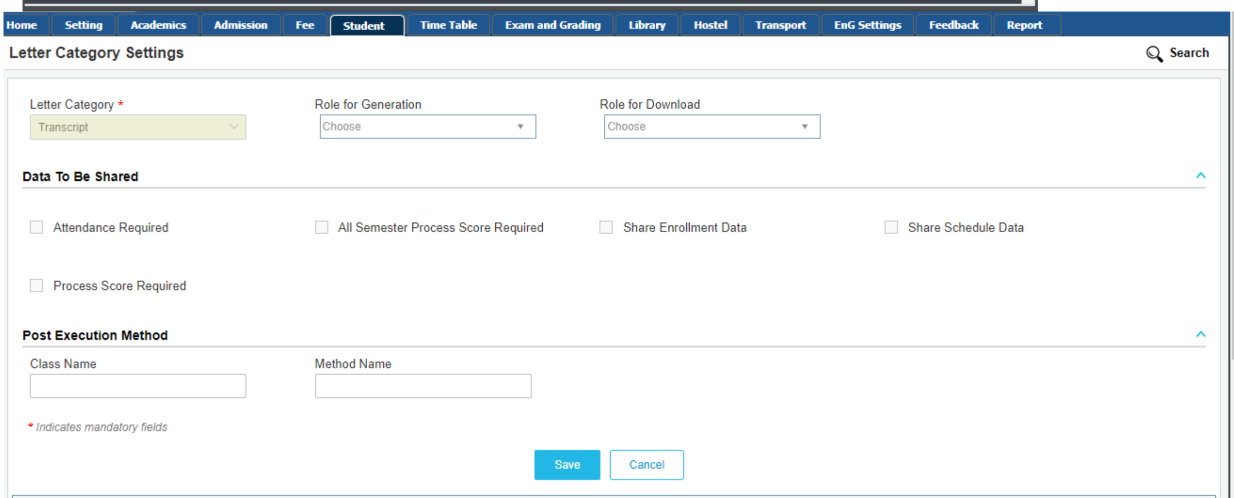


3) **Letter Category for Settings:** There is a configuration present by which user can edit the Letter Categories and define the one or more role for generation as well as for download. So that only defined user will be able to generate or download the letters of selected letter category. On the basis of this configuration user will be able to see the Letter Group and Letter Category in Letter Printing New Approach Screen.

Navigation: Go to Idc > Student > Settings > Configure Letter > Letter Category Settings.



Data to be shared



Check relevant flags (Attendance Required, All Semester Process Score Required, Share Enrollment Date, Share Schedule Data, Process Score Required) so that the data corresponding are shared to Tech team for adding these attributes

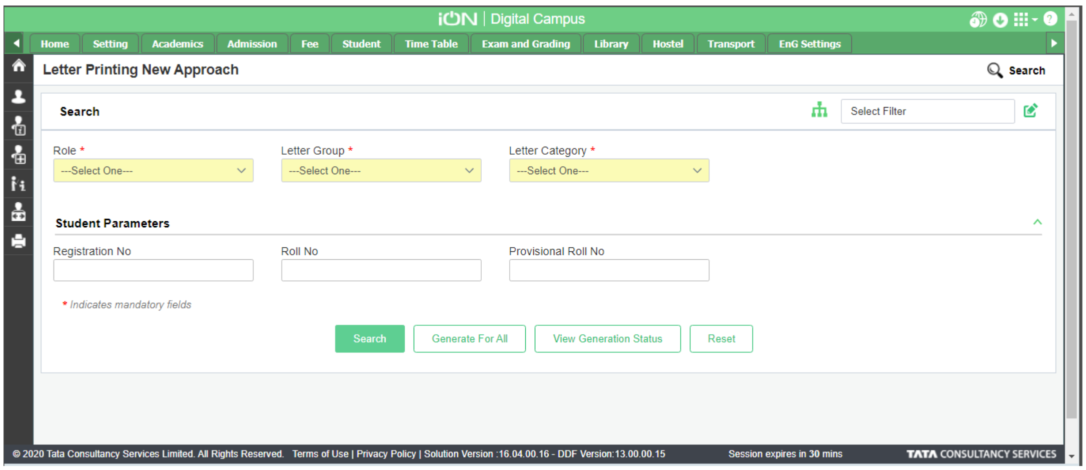
4) **Letter to Program Mapping:** As there can be different pattern type letters for different programs and user want to map particular letter with particular Program then user can use Letter to Program Mapping Template. User can download the Award/Letter Category based data . In this template we have read only columns of Letter Category, Program Code, Program Name and user need to enter Letter code and to be Updated column as Y. In this template there is Glossary sheet from where user can select the particular letter and map the same with particular Program and Letter Category.

Navigation: Go to Ion Web Installer > Letter to Program Mapping Template.

Letter to Program Mapping						
Entity ID	Letter Category	Program Code	Program Name	Letter Code	To be Updated	To be Deleted
Read Only	Mandatory/ Read Only	Mandatory/ Read Only	Optional/ Read Only	Mandatory	Editable	Editable
540	Transcript	PROG0001	7001-Bachelor of Technology(Information Technology)	LET0023		
541	Marks Statement	PROG0001	7001-Bachelor of Technology(Information Technology)	LET0020		
542	Annual Gradesheet	PROG0001	7001-Bachelor of Technology(Information Technology)	LET0019		
974	Semester Gradesheet	PROG0001	7001-Bachelor of Technology(Information Technology)	LET0025		
975	Degree Certificate	PROG0001	7001-Bachelor of Technology(Information Technology)	LET0021		
976	Provisional Certificate	PROG0001	7001-Bachelor of Technology(Information Technology)	LET0015		
1316	Degree Certificate II	PROG0001	7001-Bachelor of Technology(Information Technology)	LET0016		

Actions:

Search the data: In Letter Printing New Approach screen, user can search the data on basis of academic and student parameters. As per selected Letter group and letter category, academic search parameters will show in screen. So that user can search the data on the basis of Site, Award, Program, Academic Year etc. In this screen we also have Student parameters so user can search data on basis of Registration Number, Roll Number and Provisional Roll Number.



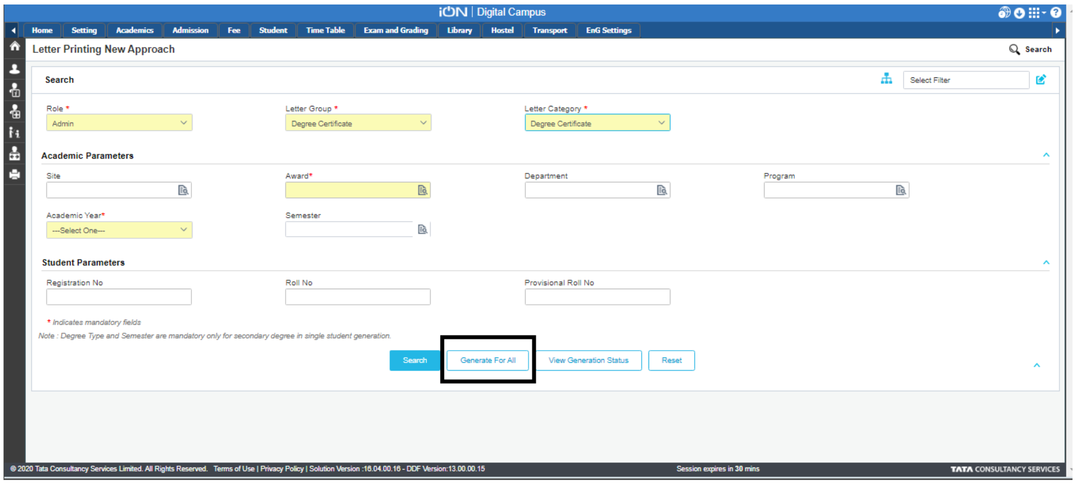
II. **Print For Single Student:** Once user click on search button, the list of students name with Roll no, Registration Number, site, Award, Department , Program and Semester details will come in search listing. User can select the single the row and click on **"Print for Single Student"** button. On click of same selected letter will be print for selected student.

Search Listing

Select	Student Name	Roll No	Registration No	Site	Award	Department	Program
○	Charmaine Iven Kord	A038	73101150032	Balwant Sheth School of Architecture	B Arch	Balwant Sheth School of Architecture	73101-Bachelor of Architecture
○	Coletta Masselin Cort	A007	73101150008	Balwant Sheth School of Architecture	B Arch	Balwant Sheth School of Architecture	73101-Bachelor of Architecture
○	Aiglentine Danton Hubbard	A035	73101150036	Balwant Sheth School of Architecture	B Arch	Balwant Sheth School of Architecture	73101-Bachelor of Architecture
○	Laverna Simeon Wilmot	A034	73101150027	Balwant Sheth School of Architecture	B Arch	Balwant Sheth School of Architecture	73101-Bachelor of Architecture
○	Pascala Masson Williamon	A036	73101150030	Balwant Sheth School of Architecture	B Arch	Balwant Sheth School of Architecture	73101-Bachelor of Architecture
○	Gabrielle Romain Griswald	A021	73101150018	Balwant Sheth School of Architecture	B Arch	Balwant Sheth School of Architecture	73101-Bachelor of Architecture
○	Fifine Edgard Rollan	A018	73101150017	Balwant Sheth School of Architecture	B Arch	Balwant Sheth School of Architecture	73101-Bachelor of Architecture
○	Hilaire D'arcy Dierck	A033	73101150041	Balwant Sheth School of Architecture	B Arch	Balwant Sheth School of Architecture	73101-Bachelor of Architecture
○	Ellette Amaury Valdermar	A039	73101150045	Balwant Sheth School of Architecture	B Arch	Balwant Sheth School of Architecture	73101-Bachelor of Architecture
○	Isabeau Dariell Aurik	A001	73101150001	Balwant Sheth School of Architecture	B Arch	Balwant Sheth School of Architecture	73101-Bachelor of Architecture

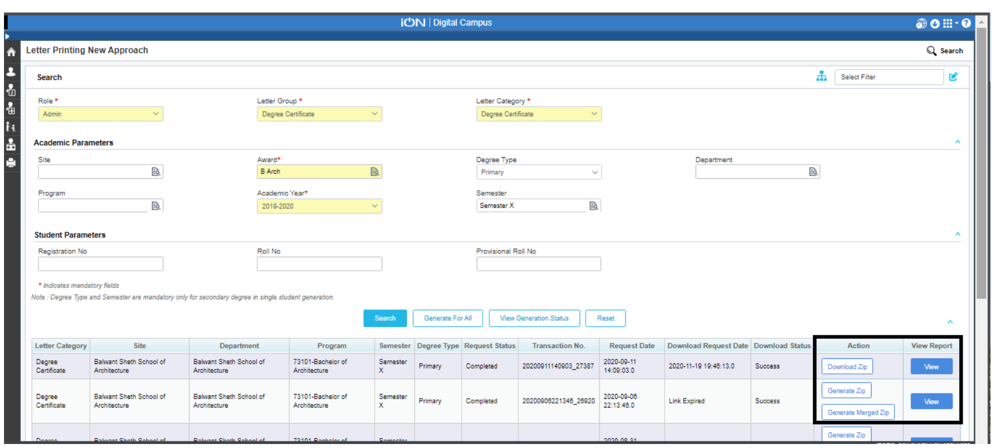
Showing 1-10 of 344 **344 Results**　　Results loaded in 3.385 secs　　Page 1 Of 35

III. **Generate for All :** In this screen there is a button named **"Generate All"**. For selected Role, Letter Group and Letter Category as well as for selected academic Parameters user can generate Letters for all students in one go.



IV. **View Generation Status:** In this screen there is a button named **"View Generation Status"**. User can see the status of generation of letters by clicking on same. User can see the Letter Category, Site, Department, Program, Semester, Degree Type, Request Status, Transaction No, Request Date, Download Request Data, and Download Status. Also there is two more options as mentioned below :

Action: In which user can generate the zip then download the same.
View Report: On click of which user can see the complete data status in form of report.



Student Letter Request Bizapp

Functionality:

Student Letter Request Bizapp is an online portal that enables students to request/apply for the Certificates This Bizapp also enables students to download and print their required documents. This Bizapp is available on the Digital App Hub portal for organizations to purchase and subscribe. To configure Student Letter Request Bizapp user has to do some iDC level configurations, then they can perform the required transactions and actions over Bizapp.

iDC level Configurations and Workflow

Logging in Student Letter Request Bizapp

Process Service Request Screen

Workflow of approving request from Process Service Request Screen

iDC level Configurations and Workflow:

1. Service Master Creation:

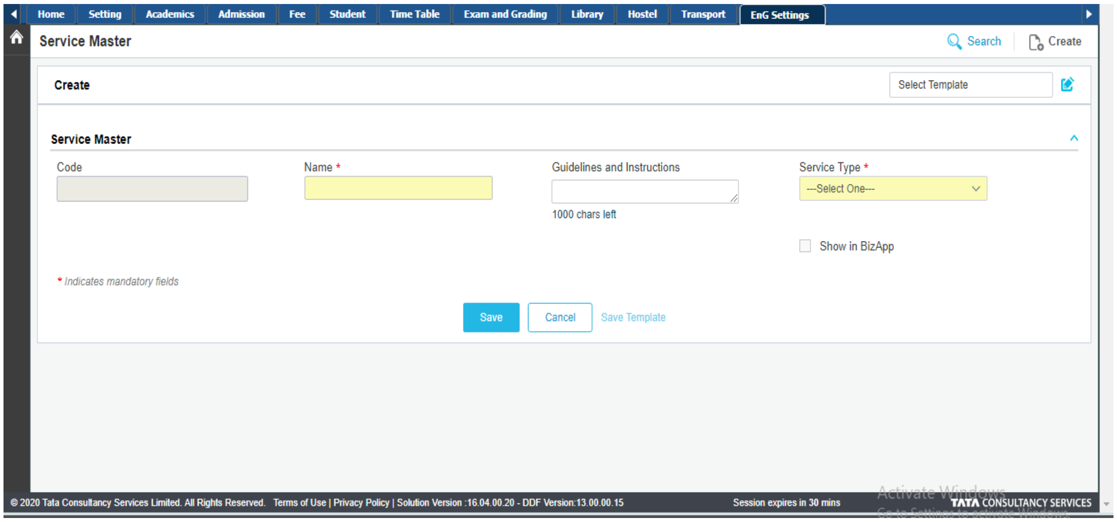
Service Master incorporates display and on-screen analysis in one package. For downloading/printing any kind of letter/document or certificate user has to raise a request for the same. So for providing the same in Bizapp we have configuration in iDC to create the Service Master, for configured Service Type

- **Service Master Name**: User can provide the name of the service like Transcript, Degree Certificate etc. in this field

Guidelines and Instructions: If user wants to provide any guidelines and instructions for service so they can use this field.

- **Service Type:** User can provide the type of the service like Letter, Report Card etc. in this field.
- **Show in Bizapp:** If this flag is checked for a particular Service Master then same will be shown in Bizapp for raising request. Also if this flag is unchecked for a particular Service Master then same will not be shown in Bizapp for raising request for students.
- **Service Workflow Configuration:** As of now we have default workflow configuration at backend. Now we are under progress to provide front end option to define Service Workflow Configuration at Service Master Screen. Where user can define the Level and Button Name for a particular Role. So the defined Role will be able to access defined button at defined level. User will be only able to defined Role for pre-defined level and button. If user wants to add any new button then same can be done by backend support.

- **Navigation: Go to iDC > EnG Settings > One Time Setup > Service Master > Create.**

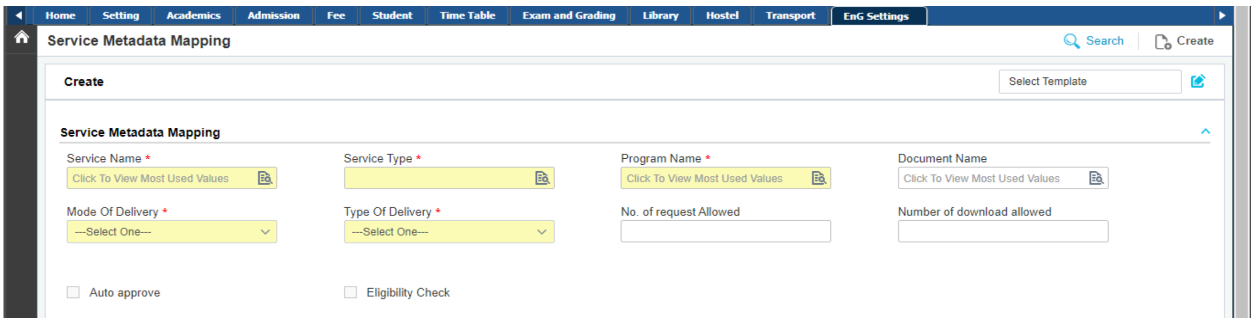


2. Service Metadata Mapping: After the Service Master creation, user has to do the metadata mapping for same, for which we have Service Metadata Mapping screen in iDC. For configuring the service metadata mapping we have granularity of Service, Program, Mode of Delivery and Type of Delivery. As per defined of this granularity user can proceed for further configuration :

- **Service Name:** User has to select Service **(**which was created earlier from Service Master Screen**)** for which they want to configure the metadata mapping of Bizapp.
- **Service Type:** User has to select the type of service.
- **Program Name:** User has to select the Program of a student for which they want to configure the Bizapp. Multi program can be selected at a time.
- **Document Name:** User has to select the letter for which they want to configure the metadata mapping of Bizapp. In lookup of Document Name all letters **(**from Letter Master for Letter type Service**)** will come for selection. On click of this field it will also show the most used values as well.
- **Mode of Delivery:** There is four type of mode of delivery like: **Online, Offline, Offline by Hand** and **Offline by Post**. So user can select the mode of delivery of their requested letters from here itself.
- **Type of Delivery:** There is two type of delivery like: **Normal** and **Urgent**. User can define the urgency of their letter from here itself.
- **No. of request allowed:** In this field user can define the number of request allowed for particular Service, Program, Mode of Delivery and Type of Delivery for a student.
- **No. of download allowed:** In this field user can define the number of download allowed for particular Service, Program, Mode of Delivery and Type of Delivery for a student. This will work if mode of delivery will be selected as online.
- **Auto Approve:** If this flag will be checked the defined request will be auto approved. Also if the flag will be unchecked then allowed user like admin, degree committee etc. has to approve the

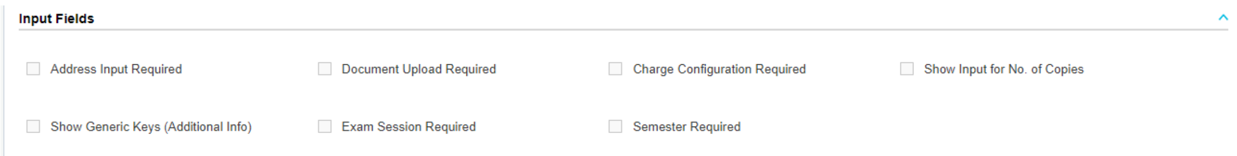
defined request from Process Service Request screen (**Go to iDC > Student >Letters > Process Service Request Screen).**

- <u>**Eligibility Check:**</u> User can define a request rule and then map the same in Letter Master (**Letter Request Approval Details).** So that once the request of that letter will be raised it will check that particular rule is fulfill or not for a student. This process is called Eligibility check. So if user wants to check the same in Bizapp they have to check this flag.



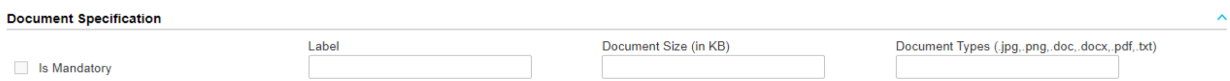
❖ **Input Fields:** Below mentioned fields defined in screen to configure the inputs at Bizapp level :

- <u>**Address Input Required**</u>: In Bizapp, at a time of student letter request if user wants to ask address type from student, user has to check this flag.
- <u>**Document Upload Required:**</u> In Bizapp, at a time of student letter request if user wants to allow student to upload required document for particular service or letter, then user has to check this flag.
- <u>**Charge Configuration Required:**</u> In Bizapp, if user wants to collect request number wise charge on student then they have to check this flag.
- <u>**Show Input for no. of copies:**</u> In Bizapp, If user want to allow student to raise request for multiple copies at a time then user has to check this checkbox. So that for same input can be taken from student at Bizapp level.
- <u>**Show Generic Keys (Additional Info):**</u> At a time of raising request in Bizapp, if user wants to show any additional info to the student then this flag should be checked.
- <u>**Exam Session Required:**</u> This is edible for Report Card type document to define exam session wise report card needed for student or not. If this flag is checked then exam session mapping will be required for selected Report Card type letter.
- <u>**Semester Required:**</u> This is also edible for Report Card type document to define semester wise report card needed for student or not. If this flag is checked then exam session mapping will be required for selected Report Card type letter.



❖ **Document Specification**: If user has checked **"Document Upload Required"** flag then user has to define the below specification for that documents which student can upload in Bizapp :

- **Is Mandatory:** In Bizapp, if user wants to make document upload mandatory for students then user has to check this flag.
- **Label:** In this field user can add the description of the document which will be shown at Bizapp level.
- **Document Size (in Kb):** User can define the size of the document so that student can upload document of defined size only.
- **Document Types (.jpg,.png,.doc,.docx,.pdf,.txt):** User can define the type of the document so that student can upload document of defined type only.

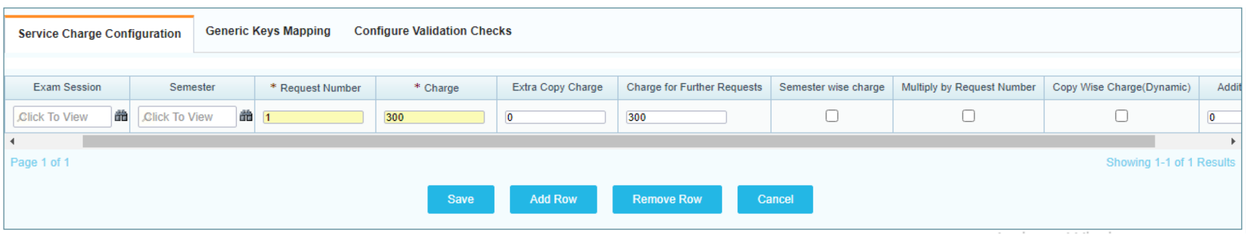


❖ **Service Charge Configuration**: If user wants to configure charge over student they can configure charge in several ways like: **Exam Session wise, Semester wise and Exam Session per Request Number wise.** So user can vary the charges in these three combinations.

- **Exam Session:** User can select the Exam session on the basis of which user want to configure service charge in Bizapp.
- **Semester:** User can select the Semester on the basis of which user want to configure service charge in Bizapp.
- **Request Number:** User can select Request Number on the basis of which user want to configure service charge in Bizapp.
- **Charge:** In this field user can define the amount of the charge which needs to be applied on student in Bizapp.
- **Extra Copy Charge :** In this field user can define the amount of the charge for extra copy of that letter which needs to be applied on student in Bizapp. It will work in case of **Show Input for no. of copies flag "Y".** So that the total charge will be applied as Charge per Request Number plus Extra Copy Charge per number of copy.
- **Charge for Further Requests:** After this single request of multiple copies if student will raise the new request then user can define the amount of charge in Charge for Further Requests field. If charge for further request will be defined then there will be no need to add extra rows for other

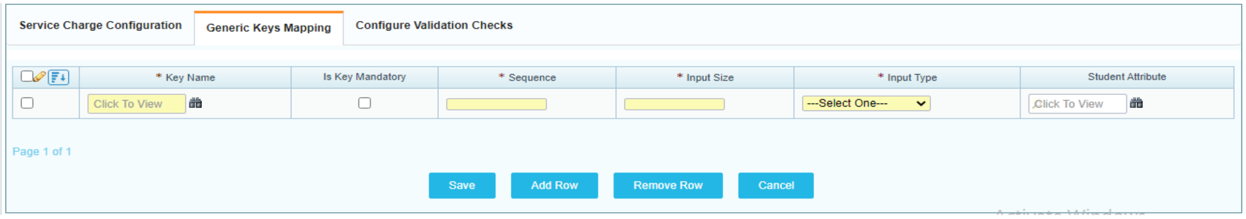
request numbers in Service Charge configuration sub tab. For Example if user wants to allow total three requests to students then charge of further request should be defined at third row (row of request number 3).

- <u>**Semester Wise Charge:**</u> If user wants to collect semester wise charge then it should be checked. It will be consider charge defined at Charge field.
- <u>**Multiply by Request Number:**</u> If Semester wise charge is checked and user don't want to define charge Request Number wise and want to directly multiply the charge with request number. Then user has to check this flag.
- <u>**Copy wise Charge (Dynamic):**</u> If user wants to charge dynamically over number of copies per request then this flag need to be checked.
- <u>**Additional Charge:**</u> If user wants to apply some extra charge over the student then same can be defined in this field.



❖ **Generic Keys Mapping:** As we created Generic Keys from Generic Key Master to provide any user input at a time of transactions. Same generic keys user can configure for Bizapp by defining below mentioned configurations:

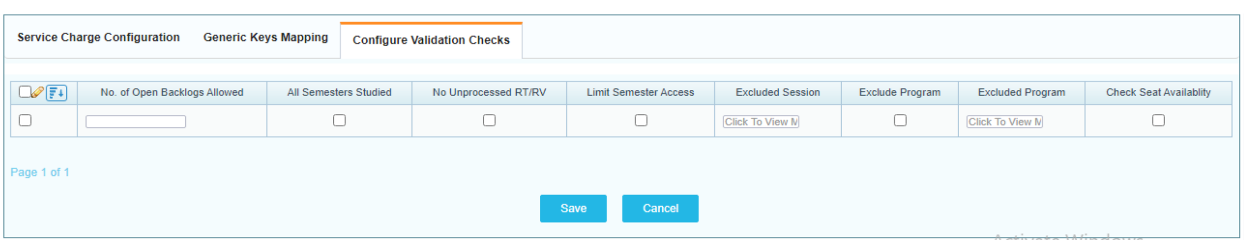
- <u>**Key name:**</u> User can define the name of key in this field.
- <u>**Is Key Mandatory:**</u> If user wants to make this key mandatorily answerable for student in Bizapp, then user has to check this checkbox.
- <u>**Sequence:**</u> User can define the sequence of Key.
- <u>**Input Size:**</u> User can define the size of the characters of the input which student will enter.
- <u>**Input Type**</u>**:** User can define the type of the input as : **Alphabets, Numeric, Alphanumeric, Email Id and Mobile Number.**
- <u>**Student Attribute**</u>**:** If user wants to map value of generic key with the attribute of student then same can be done in this field by selecting student attribute. So at a time of letter request if student will enter the particular generic key then the value of same will be passing to student details as well.



❖ **Configure Validation Checks:** This is applicable only for Transfer type document. It is not applicable for Letter type document.

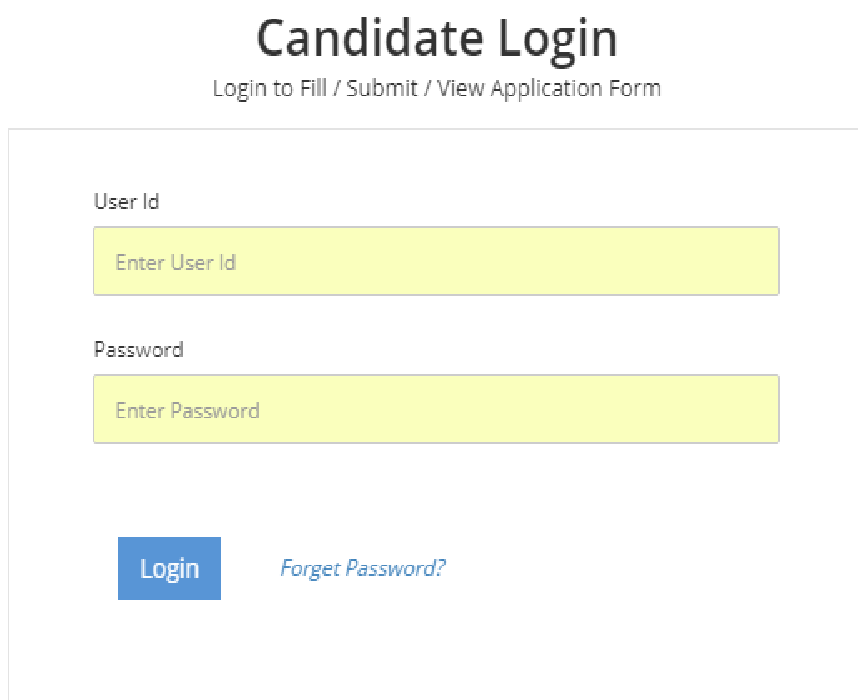
- **<u>No. of open Backlog:</u>** In this field user can define the no. of open backlogs. As per this configuration student will not be able to raise request if the no of open backlog for a student is equal to number of backlogs open defined in this field.
- **<u>All Semesters Studied:</u>** If this field is checked then student will raise the request for document only in case when all semesters studied by the student.
- **<u>No Unprocessed RT/RV:</u>** If this field is checked then student will raise the request for document only in case when no RT/RV processed for the student.
- **<u>Limit Semester Access:</u>** If this flag is checked then student will raise the request for document only in case when semesters limit will be accessed for the student.
- **<u>Excluded Session:</u>** Student will not be able to raise the request for document for defined sessions in excluded session field.
- **<u>Exclude Program:</u>** Student will not be able to raise the request for document for excluded programs.
- **<u>Excluded Program:</u>** If this flag is checked then student will not be able to raise the request for document for defined programs in excluded program field.
- **<u>Check Seat Availability:</u>** If this flag is checked then on time of raising request Bizapp will check the seat availability then only student can proceed for raising request.

- **Navigation: Go to iDC > EnG Settings > One Time Setup > Service Metadata Mapping > Create.**

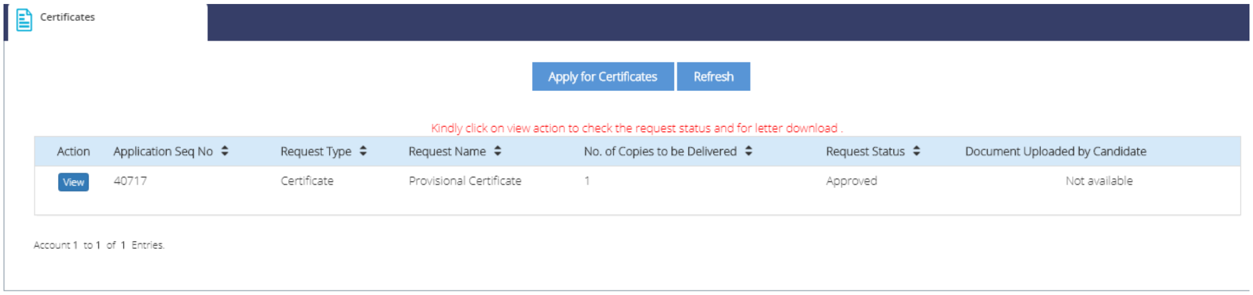


Logging in Student Letter Request Bizapp:

❖ User can logging in Student Letter Request Bizapp with Student User Id and Password. In Letter Bizapp we have below mentioned transactions which student can perform:

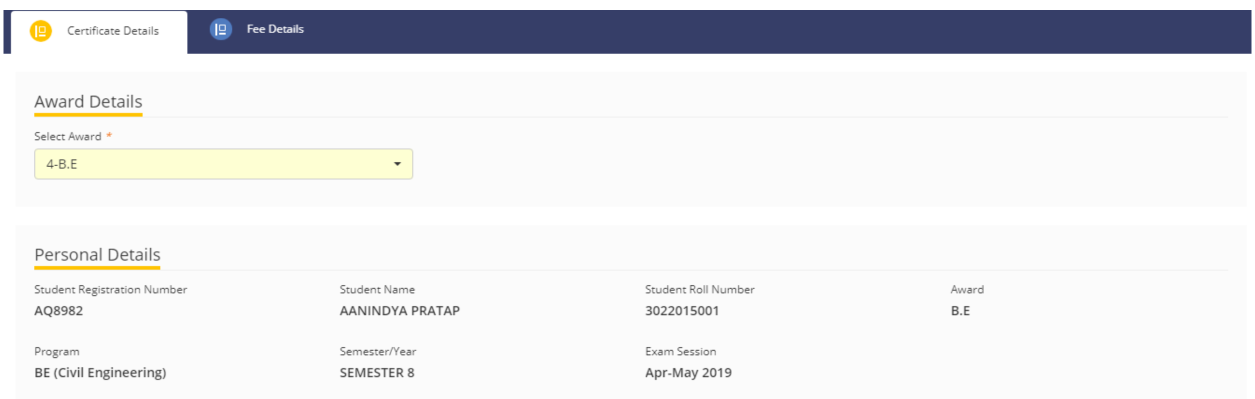


A) **Apply for Certificates:** On click of this button user can apply for certificates by raising the request for document. User can raise the request as per IDC defined configurations(which are mentioned above) as below :



➢ **Award Detail:** In this field award of the student will be displayed.

➢ **Personal Details:** In this section personal details of the student will be displayed like: Student Registration Number, Student Name, Student Roll Number, Award, Program, Semester/Year and Exam Session.



➢ **Capture Request Information:** As per iDC Configuration(configured at Service Master and Service Metadata Mapping) Student will be able to raise request in Bizapp by defining below fields :

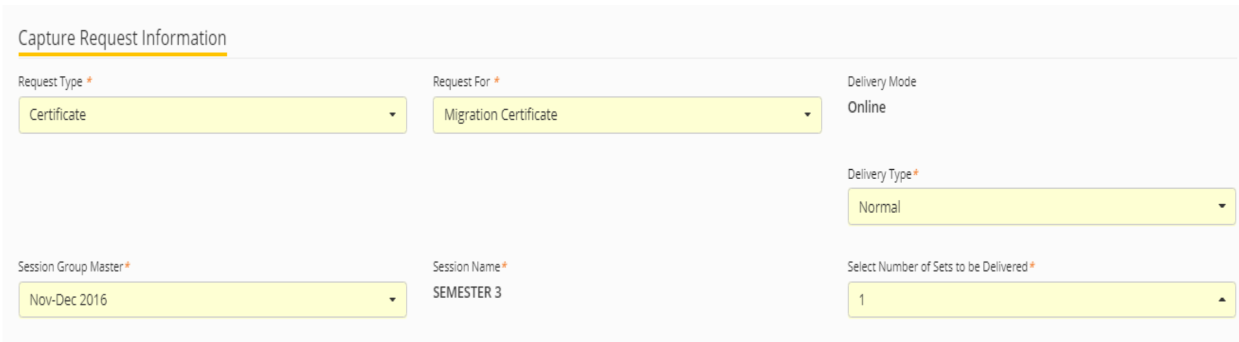
➢ **Request Type:** As per defined Service Type at Service Master Level Student will be able to select Request type in this field.

➢ **Request For**: As per defined Service Name at Service Master Level Student will be able to select Request For in this field. As defined above in iDC Configuration section only those Service Masters will be come in Request for Dropdown for which Show in Bizapp flag will be checked.

➢ **Delivery Mode:** As per defined Mode of Delivery at Service Metadata Mapping Level Student will be able to select Delivery Mode in this field.

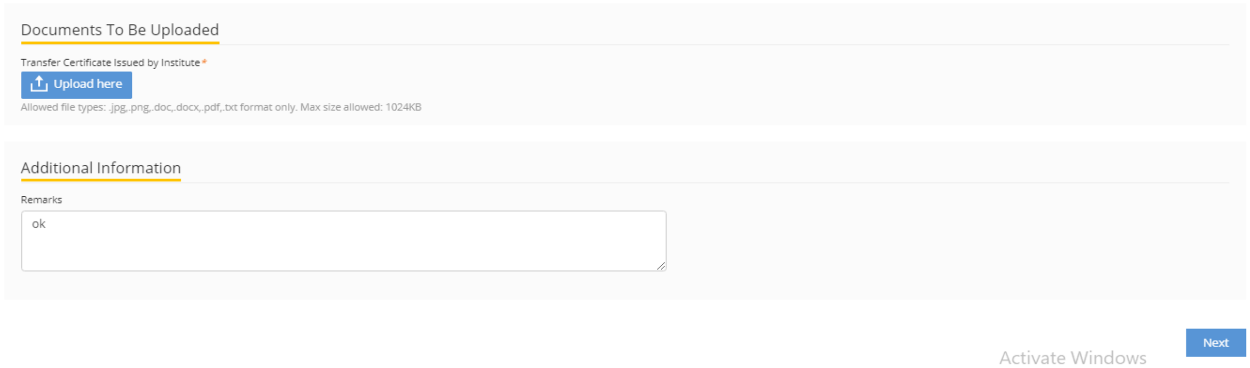
➢ **Delivery Type:** As per defined Type of Delivery at Service Metadata Mapping Level Student will be able to select Delivery Type in this field.

- **<u>Session Group Master:</u>** If at iDC configuration level (Service Metadata Mapping > Input Field) Document upload flag will be “Y”, then student will be able to get option to select Exam Session in Session Group Master field in Bizapp.
- **<u>Session Name:</u>** If at iDC configuration level (Service Metadata Mapping > Input Fields) Semester required flag will be “Y”, then as per selected Session Group Master, Session will be auto populated in Session Name field in Bizapp.
- **<u>Select Number of Sets to be Delivered:</u>** If at iDC configuration level (Service Metadata Mapping > Input Fields) Show input of No. of copies flag will be “Y”, then student will be define the same value in Bizapp as well.

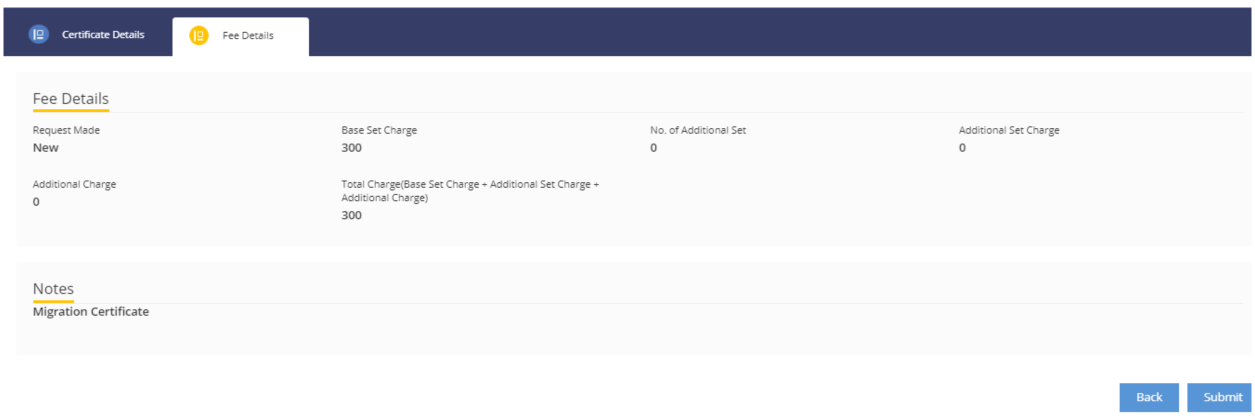


- **Address to be Delivered:** If at iDC configuration level (Service Metadata Mapping > Input Fields) Exam Session Required flag will be “Y”, then student will be able to get option define address in Bizapp.

- **Document to be Uploaded**: If at iDC configuration level (Service Metadata Mapping > Input Fields) Document upload flag will be “Y”, then student will be able to get option for document uploads in Bizapp.
- **Additional Information:** If at iDC configuration level (Service Metadata Mapping > Input Fields) Show Generic Keys(Additional Info) flag will be “Y”, then student will be able to get option to put Remarks in additional information field in Bizapp.
- On Click on Next button Fee Details will be shown as per defined Service Charge Configuration at Service Metadata Mapping Screen at iDC level.



- On click of Submit button, screen for Payment Mode will be open. Student will be able to make payment then student can see the Request Status at home page of the Bizapp.

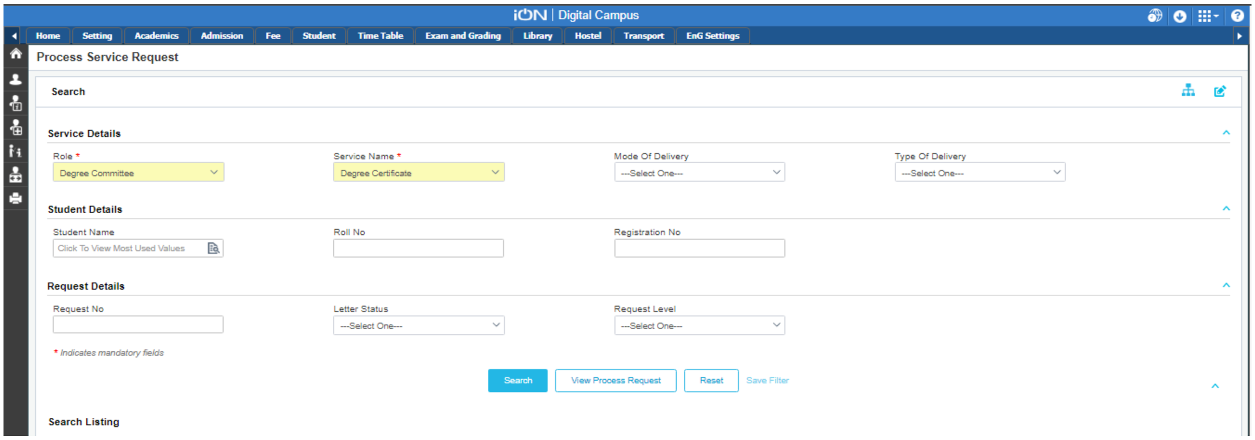


Process Service Request Screen: All requests raised by students for letter printing from Bizapp can be processed using the **Process Service Request** screen:

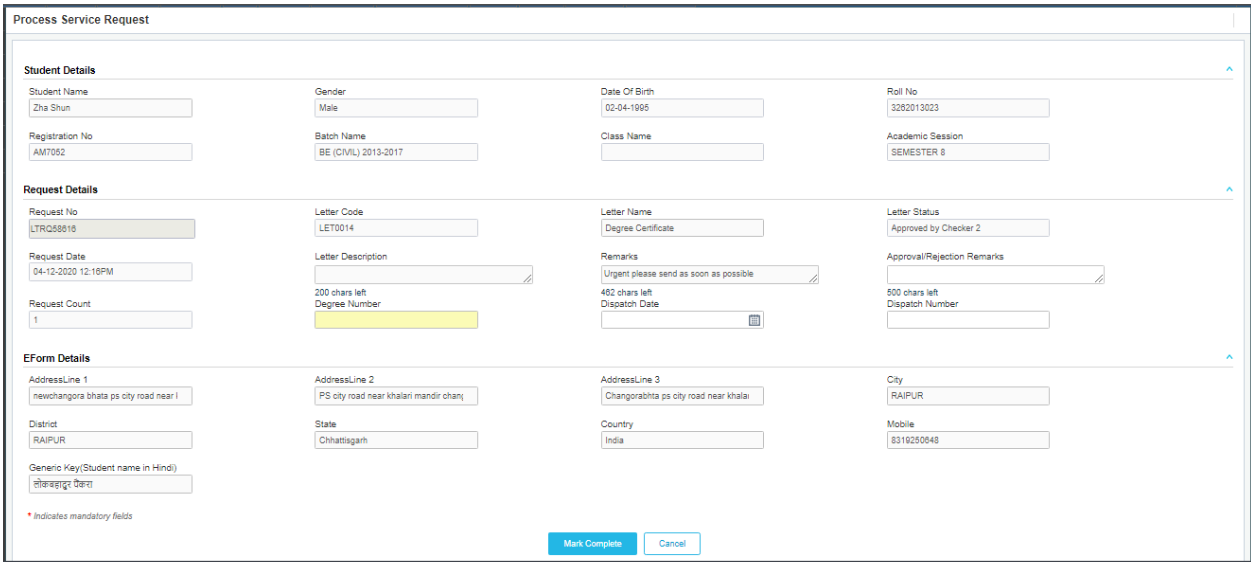
- ✓ User need to map with corresponding roles, so that required action will be

  Perform on process requests raised by student's role wise. Same can be done by User to Role Mapping Screen. User can map any required Role to any required Employee.

- ✓ **Role, Service Name:** Once the User Role Mapping configuration will be done, user can proceed for Process Service Request screen. In this screen user has to select Role so that dependent Service will some in Service Name screen.



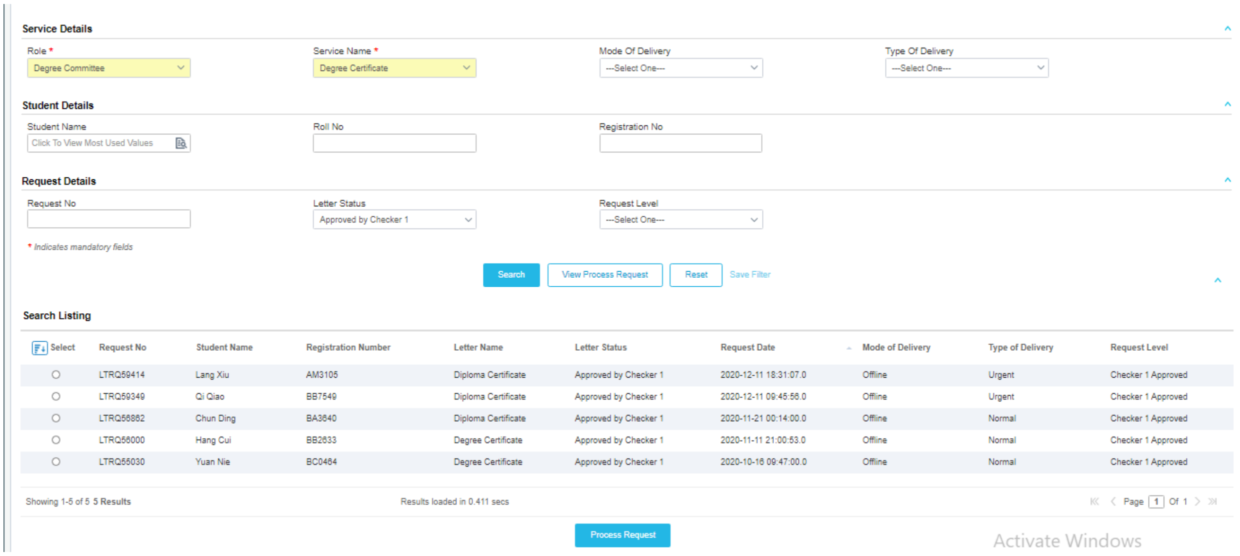
- ✓ **Mode of Delivery:** User can select mode of delivery to select the students listing to take an action on the particular request.
- ✓ **Type of Delivery:** User can select type of delivery to select the students listing to take an action on the particular request.
- ✓ **Student Name:** User can select Student name from the lookup to search a record and take an action on the particular request.
- ✓ **Roll No:** User can enter roll number to search a record and take an action on the particular request.
- ✓ **Registration No:** User can enter registration number to search a record and take an action on the particular request.
- ✓ **Request No:** User can enter request no to search a record and take an action on the particular request.
- ✓ **Letter Status:** User can search record Letter Status wise as well.
- ✓ **Request Level:** User can search the requests on the basis of defined role and Service. On which Role/Service which level of request will be configured same will be shown in this field and user will be able to select the same from dropdown as: Dispatched, Printed by TCS, Rejected, Checker 1 Approval, Checker 2 Approval and so on.



Workflow of approving request from Process Service Request Screen:

- User can define the number of levels of approval to approve the request. For Example: If user configured two checker approval for a **Degree Certificate** then the process of request approval will be work flowed as below:

- On the basis of user role mapping checker 2 has to login in this screen with this their id and search their requests by selecting **Role (Degree Committee), Service (Degree Certificate**). Then user has to select the request on which they want to take an appropriate action and click on process request button:



- Once the Process Request button clicked new screen will be open with Student details, Request details and EForm details :

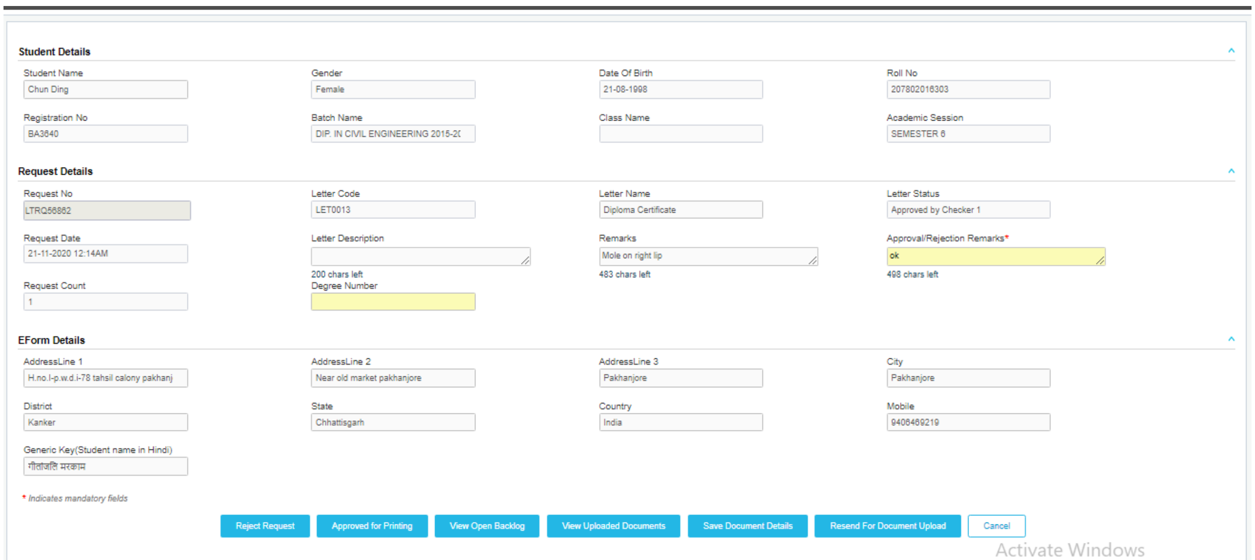
- **Student Details:** As per selected record Student details will come on Process Request screen like: Student Name, Gender, Date of Birth ,Roll No, Registration No, Batch Name, Class Name and Academic Session.

- **Request Details:** As per selected record Request details will come on Process Request screen:

- **Request No:** At a time of raising request for letter printing the request no will be generated and it will come in Process Service Request screen as well.
- **Letter Code, Letter Name:** Letter, for which student raised the request will show in this field at Process Service Request screen.
- **Letter Status:** Current status of the letter like: **Approved/Rejected/Approved by checker 1** will show in this field at Process Service Request screen.
- **Request Date:** Date, on which student raised the request will show in this field at Process Service Request screen.
- **Letter Description:** At letter master if description will be defined then same will be shown in this field at Process Service Request screen.
- **Remarks:** At a time of raising request, if student put some remarks then same will be shown in this field at Process Service Request screen.
- **Approve/Rejection remarks:** User can provide their remarks for approving/rejecting letters in this field at Process Service Request screen.

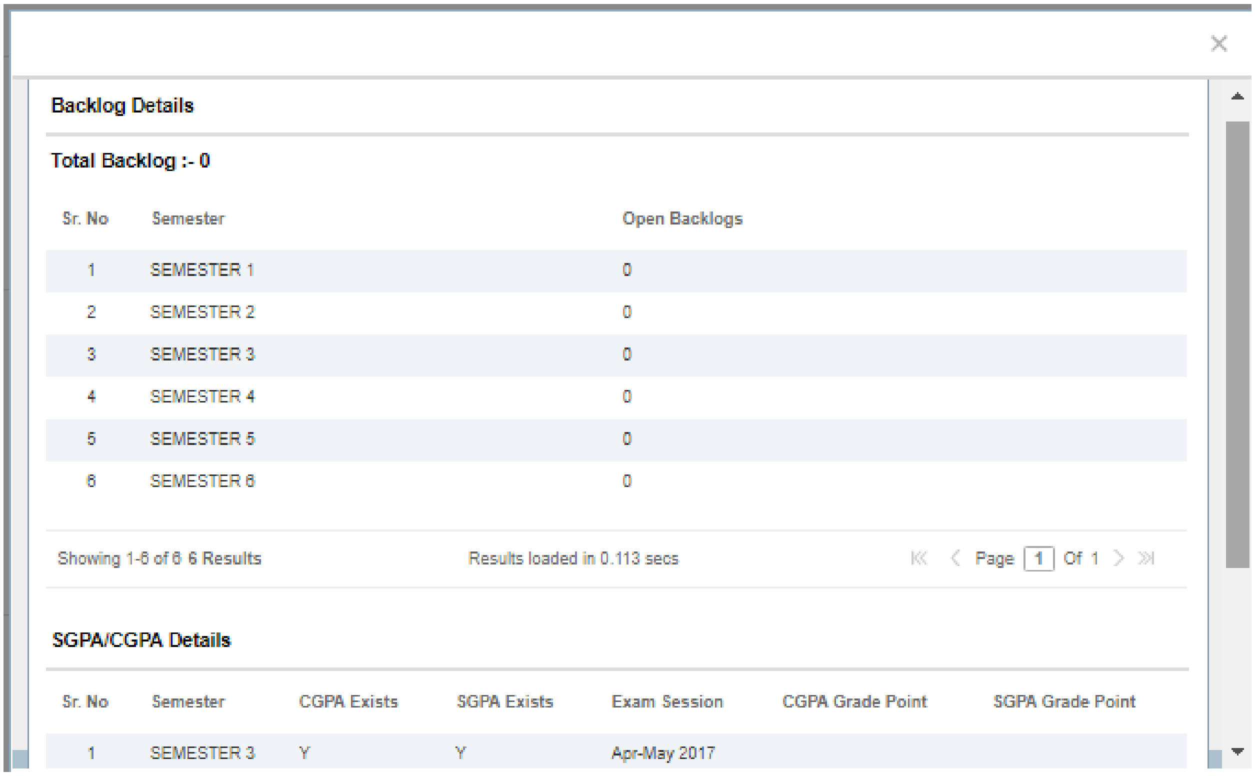
- **<u>Request Count:</u>** This will show the number of request raised by student.
- **<u>Degree Number:</u>** User can define the number of the degree at a time of approving the request. This is for college purpose.

❖ **<u>EForm Details:</u>** EForm related details like: address of student will be shown in this tab.



❖ In the end there is below mentioned seven action buttons on this screen :

- **<u>Reject Request:</u>** If User wants to reject the selected request of the student, then user has to click on this button. But before that user has to put remarks in Approval/Rejection Remarks field.
- **<u>Approved for Printing:</u>** If user wants to approve the selected request of the student, then user has to click on this button. But before that user has to put remarks in Approval/Rejection Remarks field.
- **<u>View Open Backlog:</u>** On click of this button user will be able to see the open backlog details of the selected student as per validation check configuration done (**Service Metadata Mapping Screen > Validation Checks > No. of open Backlog).** User can approve or reject the request on the basis of open backlogs as well.



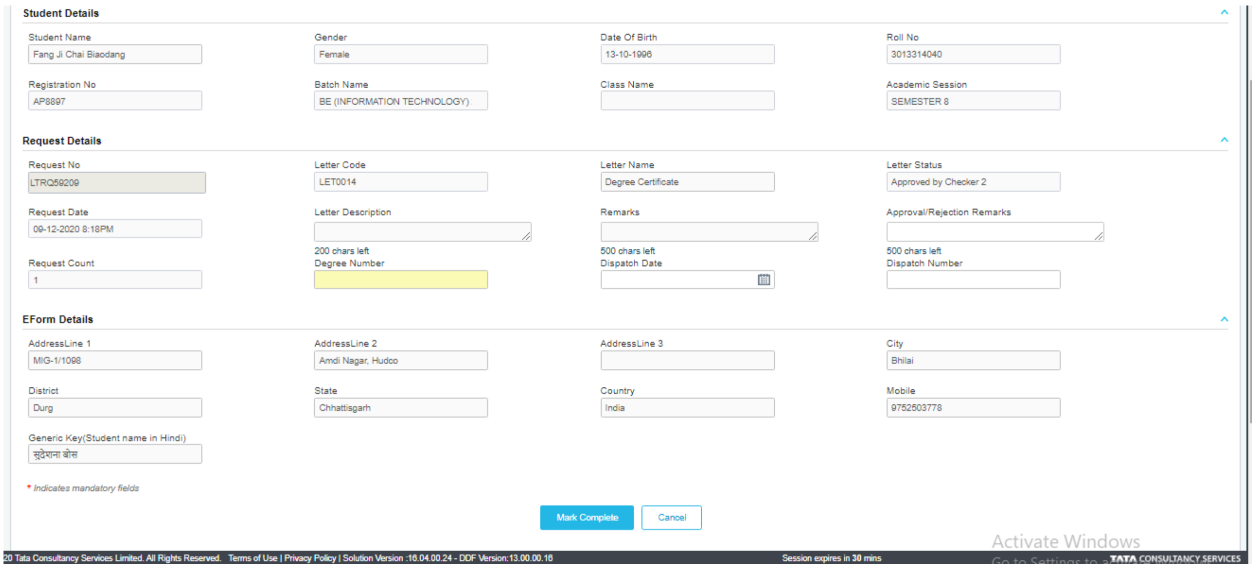
- **<u>View Upload Documents</u>:** On click of this button user can download and check the documents which were uploaded by the students at a time of raising request.
- **<u>Save Document Details:</u>** After defining degree number in Degree Number field user can click on this button and save the document details and the request will be processed for saving the documents.
- **<u>Resend for document upload:</u>** On click of this button request will be processed for document upload.
- **<u>Cancel:</u>** To exit from this screen user can click on this button.

❖ Once the particular request will be approved from checker 1 then it will send to checker 2 for final approval. On the basis of user role mapping checker 2 has to login in this screen with this their id and search their requests by selecting **Role (Degree Committee), Service (Degree Certificate**).Then user has to select the request on which they want to take an appropriate action and click on process request button.

❖ Once the Process Request button clicked the same screen (for checker 1) will be open with Student details, Request details and EForm details :

❖ In Request Details we will be have below mentioned **Dispatch Date, Dispatch Number** field also:

- **<u>Dispatch Date, Dispatch Number:</u>** User can define the dispatch date and dispatch number at a time of approval/rejection of the selected request. This will be applicable only for offline type letters.



❖ Then in the end there will be two mentioned buttons for final approval of the request:

- **<u>Mark Complete:</u>** After defining Degree Number (mandatory), Approval/Rejection Remarks (optional), Dispatch Date (optional) and Dispatch Number (optional) for taking final action upon the request user has to click on Mark complete button.
- **<u>Cancel:</u>** If user wants to exit from current screen they can click on this button.

Generate Merit List

Overview

Merit List is a list of students selected and ranked according to the marks achieved in an academic examination or set of examinations. This screen allows users to cater to the complex process of generating merit list for all sites. Once all the results are processed, users can use this screen to generate a merit list directly.

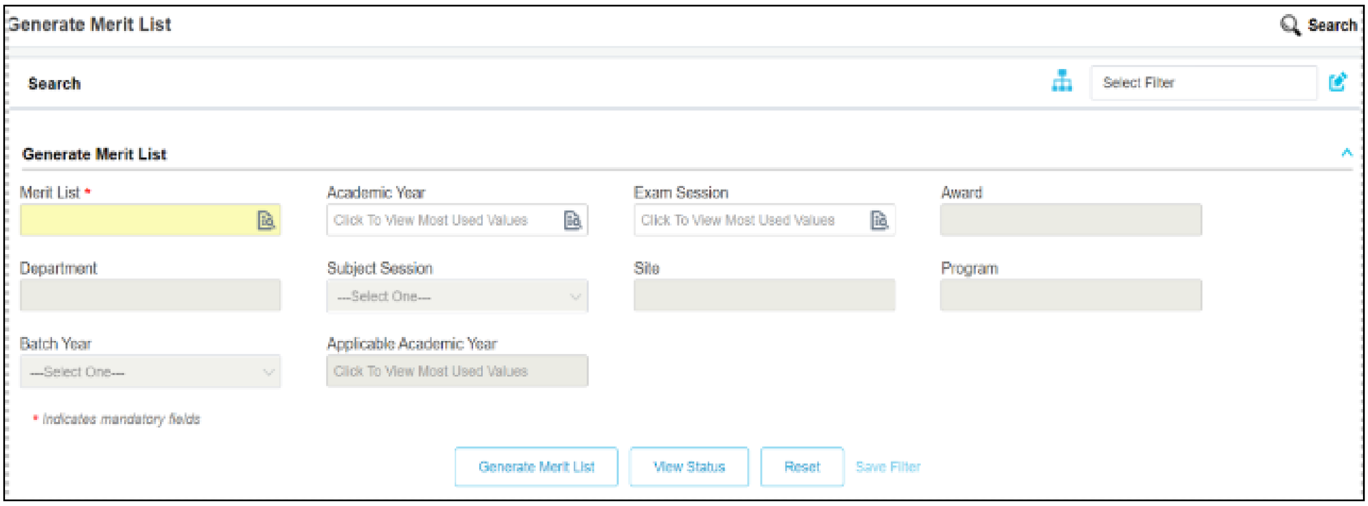
Pre-requisite

1. Results to be Processed.
2. Merit list configuration must be done in Eng settings.

Procedure

To generate merit list:

1. To generate merit list, go to exam and grading -> report card -> generate merit list



2. Enter the search criteria using the following fields:

Fields	Field type	Description
Merit list*	Mandatory	Name of the merit list
Academic year	Optional	Academic year for which merit list to be generated.
Exam session	Optional	Exam session for which merit list to be generated.
Award	Optional	Award for which merit list to be generated.
Department	Optional	Department for which merit list to be generated.
Subject session	Optional	Subject session for which merit list to be generated.
Site	Optional	Site for which merit list to be generated.
Program	Optional	Program for which merit list to be generated.
Batch year	Optional	Batch year for which merit list to be generated.
Applicable academic year	Optional	Academic year which is applicable for merit list to be generated.

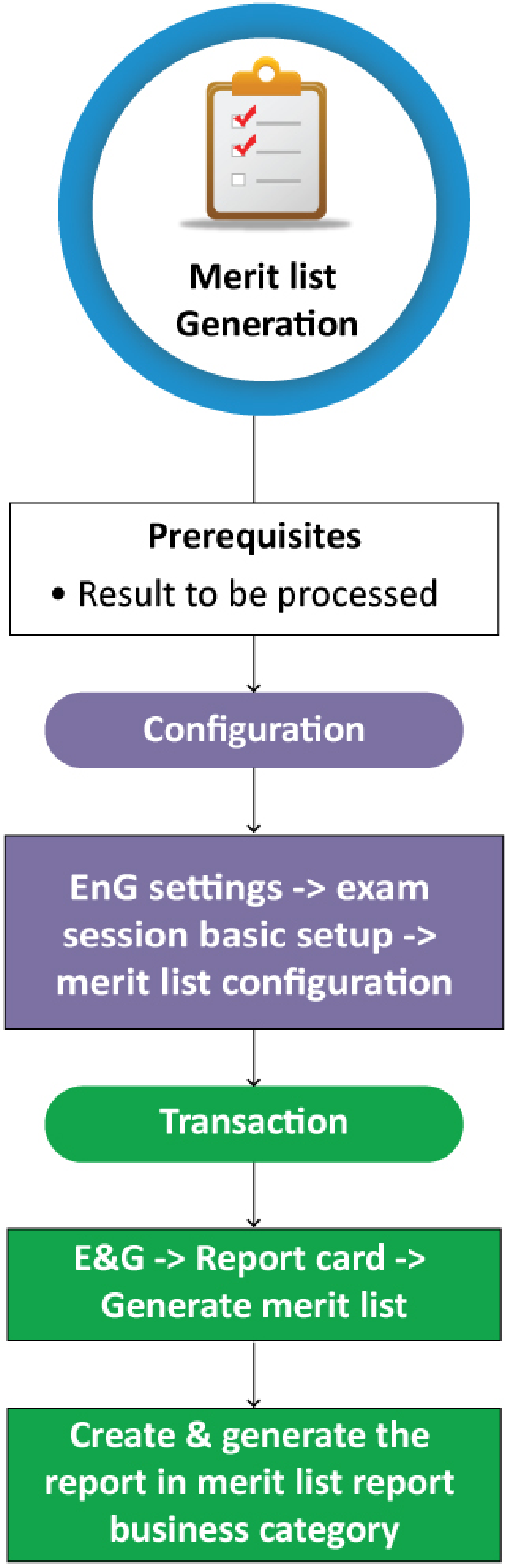
2. Click on the generate merit list to start the generation of merit list as per field selection.

3. Click on view status to display the detail status of merit list generation.

4. Click reset to refresh the fields.

5. Click save filter to save this filter as the default one.

Process Flow


Merit list Generation
Prerequisites
• Result to be processed
Configuration
EnG settings -> exam session basic setup -> merit list configuration
Transaction
E&G -> Report card -> Generate merit list
Create & generate the report in merit list report business category

Generate Report Card Old

Overview

To generate report cards/hall tickets for an Award, Exam Session and Subject semester in bulk based on the enrollments done for that exam session.

All the student records from enrollment data store are fetched for the selected award, exam session and semester and populated in report card tables as probable records for report card generation.

Generate Report Card (Old) screen includes the following

- Download Report

The records should be populated first based on the defined search filters. Once the records is populated then user can proceed with generating report. Finally user can download the generated Report.

Pre-requisite

1. Records should be populated and Generated using Generate Report Card (New)

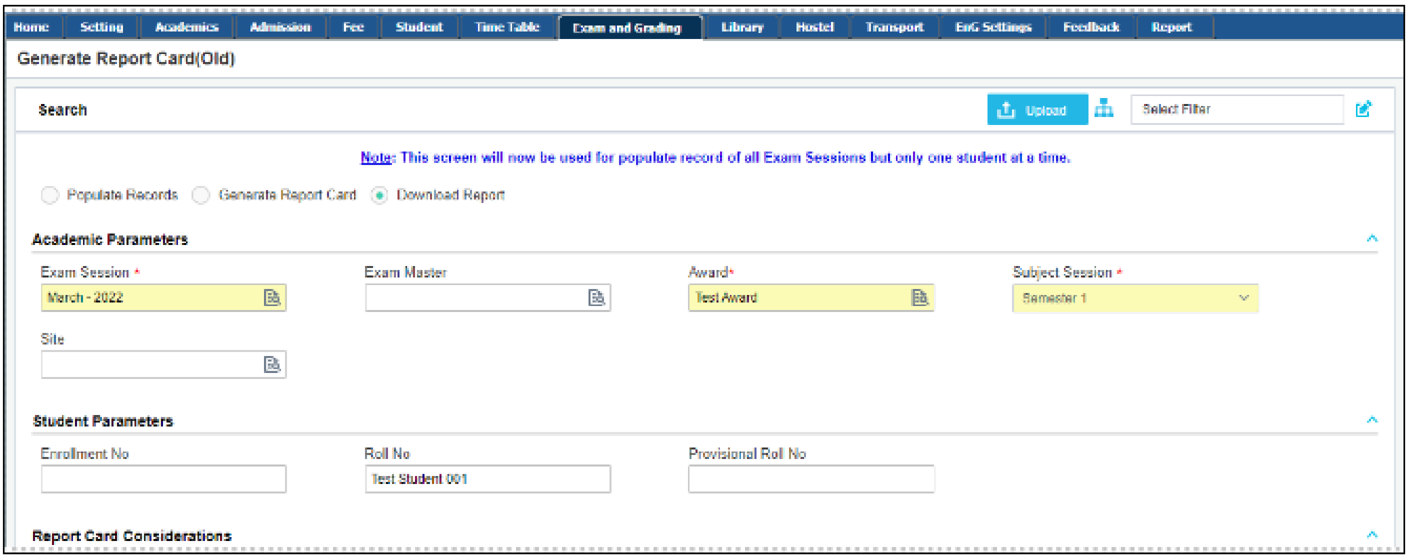
Procedure

Download Report

1. To Download Report

Go to Exam and Grading -> Generate Report Card (Old)

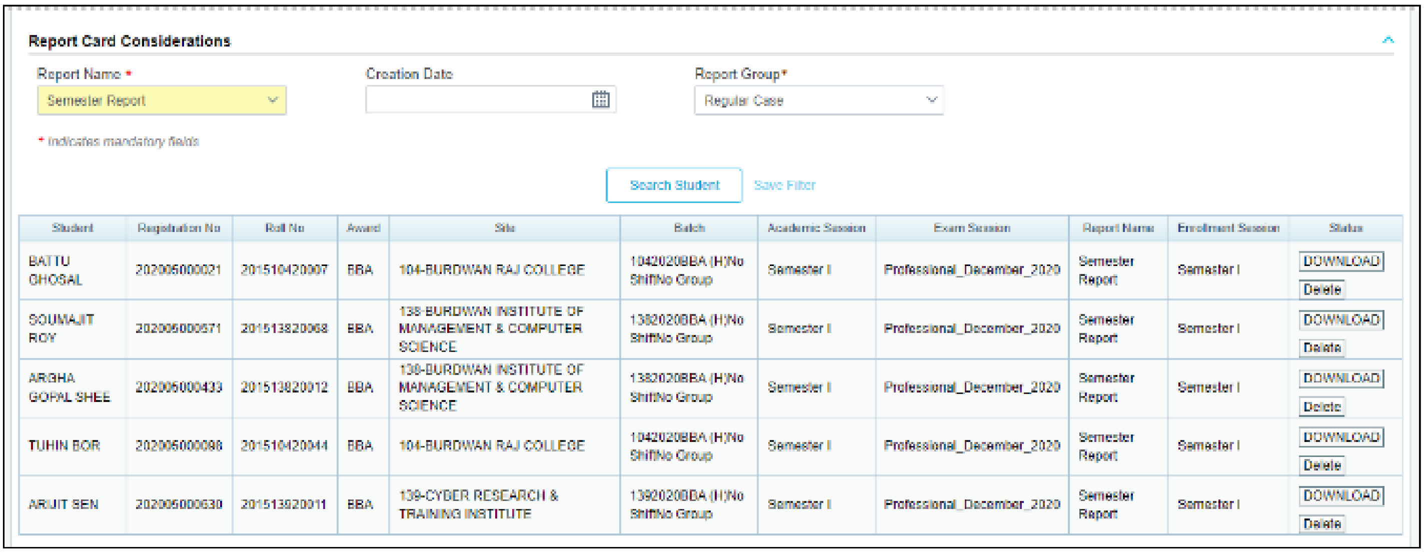
This screen is used to generate the reports based on the search filters.



2. Enter the search criteria by using the fields given below:

Feild	Feild Type	Description
Exam Session	Mandatory	Select the Exam Session
Exam Master	Optional	Select the Exam Master
Award	Mandatory	Select the Award
Subject Session	Mandatory	Select the Subject Session
Site		Select the site
Enrollment No	Mandatory	Enter the Enrollment No
Roll No	Mandatory	Enter the Roll No
Provisional Roll No	Mandatory	Enter the Provisional Roll No
Report Name	Drop down (Mandatory)	Select the Report Name from the drop down
Creation Date	Optional	It is used to filter generated records as per generation date
Report Group	Mandatory	Select the Report type from the drop down

The records get displayed based on the search criteria once the search student is clicked. The Reports can be downloaded using the Download optionin the Status

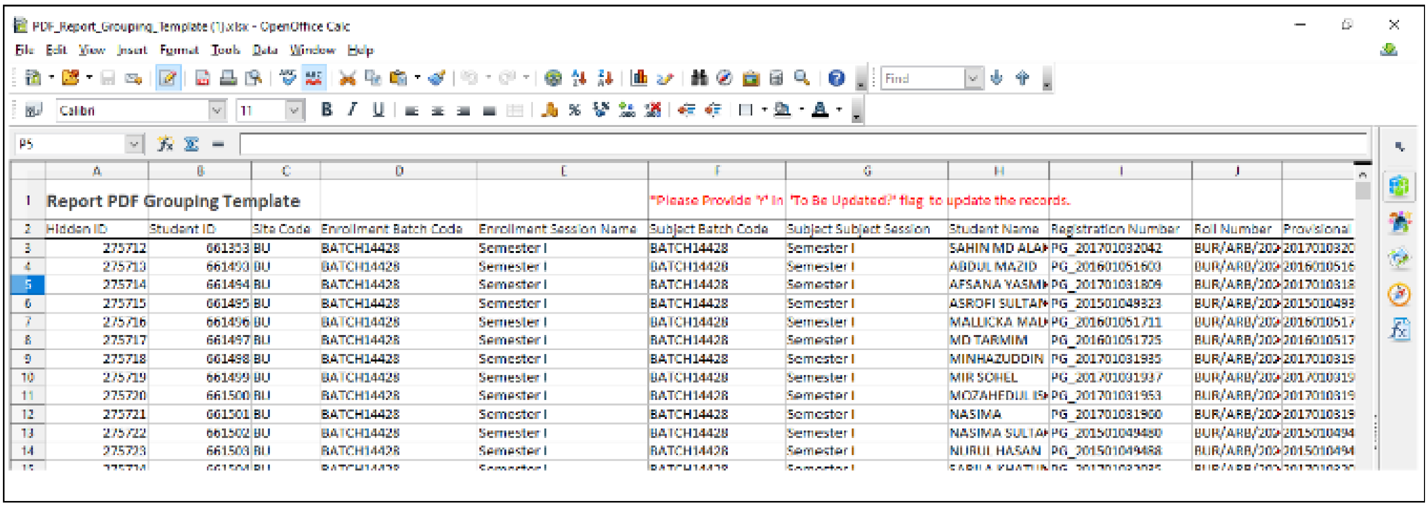


Student	Registration No	Roll No	Award	Site	Batch	Academic Session	Exam Session	Report Name	Enrollment Session	Status
BATTU GHOSAL	202005000021	201510420007	BBA	104-BURDWAN RAJ COLLEGE	1042020BBA (H)No ShiftNo Group	Semester I	Professional_December_2020	Semester Report	Semester I	DOWNLOAD Delete
SOUMAJIT ROY	202005000571	201513820068	BBA	138-BURDWAN INSTITUTE OF MANAGEMENT & COMPUTER SCIENCE	1382020BBA (H)No ShiftNo Group	Semester I	Professional_December_2020	Semester Report	Semester I	DOWNLOAD Delete
ARGHA GOPAL SHEE	202005000433	201513820012	BBA	138-BURDWAN INSTITUTE OF MANAGEMENT & COMPUTER SCIENCE	1382020BBA (H)No ShiftNo Group	Semester I	Professional_December_2020	Semester Report	Semester I	DOWNLOAD Delete
TUHIN BOR	202005000098	201510420044	BBA	104-BURDWAN RAJ COLLEGE	1042020BBA (H)No ShiftNo Group	Semester I	Professional_December_2020	Semester Report	Semester I	DOWNLOAD Delete
ARIJIT SEN	202005000630	201513920011	BBA	139-CYBER RESEARCH & TRAINING INSTITUTE	1392020BBA (H)No ShiftNo Group	Semester I	Professional_December_2020	Semester Report	Semester I	DOWNLOAD Delete

3. Upload

This upload button directs you to the PDF Report Grouping Template.

Download a template by selecting the required filters.



A data template will be generated based on the selected filers

Can be Generated and To be updated fields are updated in this template student wise

This template includes the following attributes

Field	Type	Description
Hidden ID	Non Editable	System Generated
Student ID	Non Editable	Student ID data is populated based on the filters
Site Code	Non Editable	Site Code data is populated based on the filters
Enrollment Batch Code	Non Editable	Enrollment Batch Code data is populated based on the filters
Enrollment Session Name	Non Editable	Enrollment Session Name data is populated based on the filters
Subject Batch Code	Non Editable	Subject Batch Code data is populated based on the filters
Subject Session	Non Editable	Subject Session data is populated based on the filters
Student Name	Non Editable	Student Name data is populated based on the filters
Registration No	Non Editable	Registration No data is populated based on the filters
Roll No	Non Editable	Roll No data is populated based on the filters
Provisional Roll No	Non Editable	Provisional Roll No data is populated based on the filters
Report Type	Non Editable	Report Type data is populated based on the filters
Report Name	Non Editable	Report Name data is populated based on the filters
Report Card Generated	Non Editable	Report Card Generation data is populated based on the filters
Report Group Name	Editable	Report Group Name data is populated based on the filters
Can be Generated	Drop down (Editable)	Select Yes if the Report is to be generated
To be Updated	Drop down (Editable)	Select Yes if the row to be updated

Track Report Cards

Overview

In Track Report Cards, we can delete any kind of generated Report card in Bulk or Single.

Pre requisites

Already Generated TR Report card,Hall Ticket and Semester Report

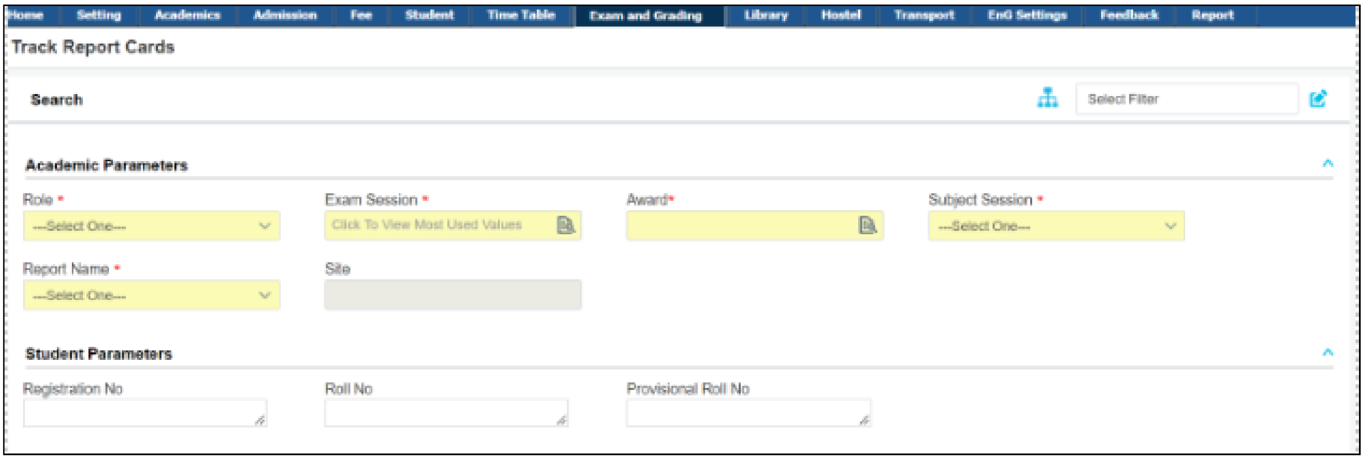
Procedure

1. To Delete Report Card

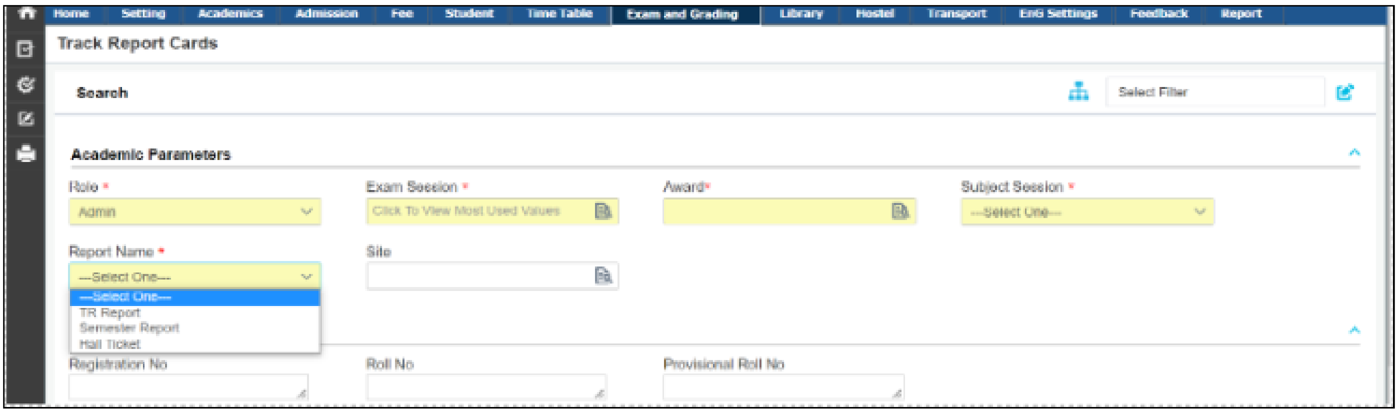
Navigation

Exam and Grading ->Report Card-> Track Report Cards

When user click the Track Report Cards below screen will display



We Can delete any kind of Report card



We can delete by

1.Site Wise

2.Individual Reg No.

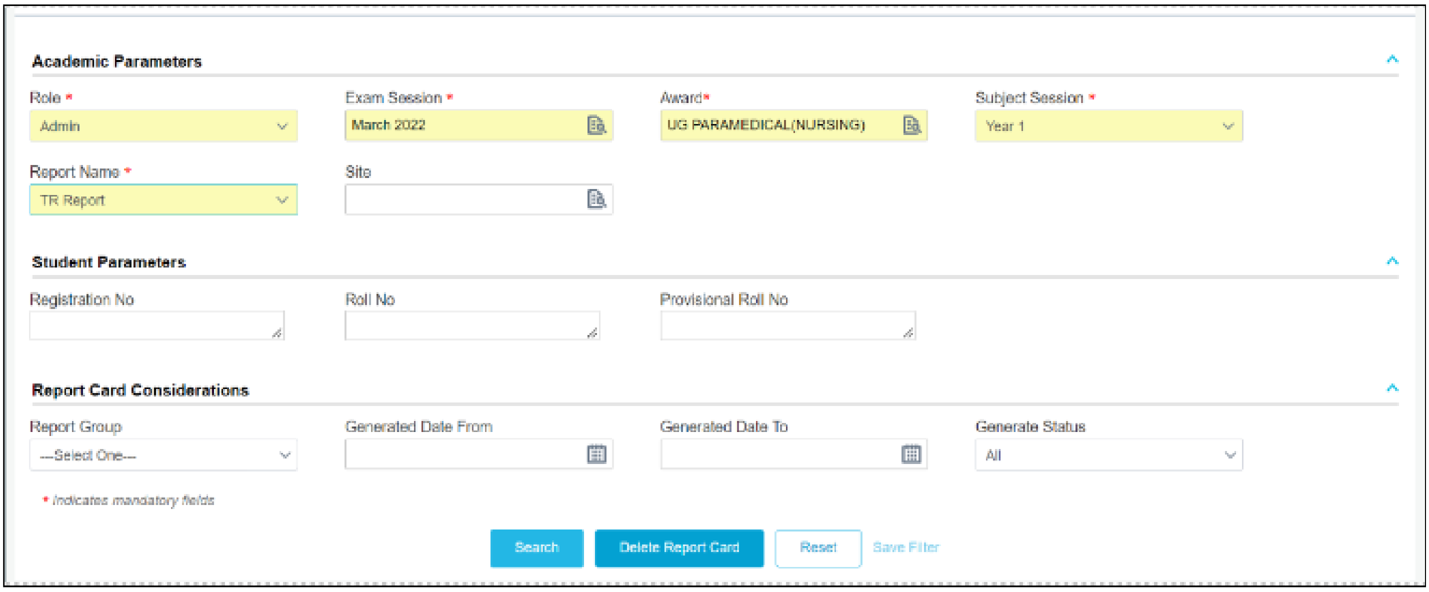
3.Individual Roll No.

4.Individual Provisional Roll No.

5.Particular date (From date to To date)

Field	Type	Description
Role	Mandatory (Drop down)	Admin
Exam Session	Mandatory (Drop down)	Enter the SGM which we need to delete
Award	Mandatory (Drop down)	Enter the award which we need to delete
Subject Session	Mandatory (Drop down)	Select the Subject session from the drop down
Report Name	Mandatory (Drop down)	Select the Report which we want to delete
Site	Optional (Check box)	Select the particular site, if required
Registration Number	Optional (Drop down)	Select the particular Reg.No. if required
Roll No	Optional (Drop down)	Select the Roll No. if required
Provisional Roll No	Optional (Drop down)	Select the Provisional Roll No.if required

Once we give the mandatory fields, Click the Delete Report Card. In that particular Exam Session, Year 1, TR report will get deleted permanently.



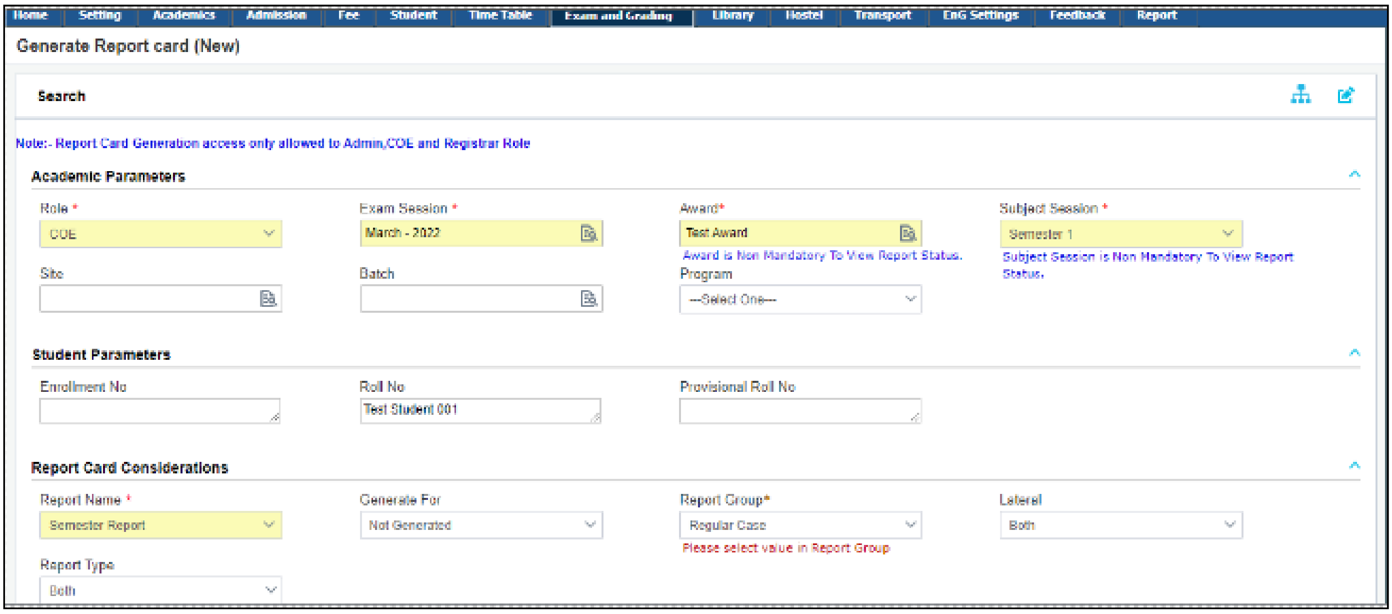
Generate Report Card New

Overview

In Generate Report card in bulk screen, select the specific role assigned to the logged in user, provide values in Exam Session, Award, Session and Report Name field to generate the corresponding report cards. Select the Report Group for which report cards are to be generated.

Pre-requisite

The records for which report cards are to be generated will already be populated through ETL. If enrollments are done on same day then ODR sync will be required for business category Report Card Bulk Record Population to populate the records in PDF Report Grouping template.



Procedure

1. To Download Report

Go to Exam and Grading -> Generate Report Card (Old)

In case of Final Semester where students have just enrolled their previous backlogs, report cards will be generated using Generate Report card for Differential Data button

2. For all other Regular cases, Generate Report Card Site Wise button will be used for report card generation.

3. Report card can be generated by providing student specific parameters as well.

4. Report card for lateral and non-lateral students can be generated separately using the filter from screen.

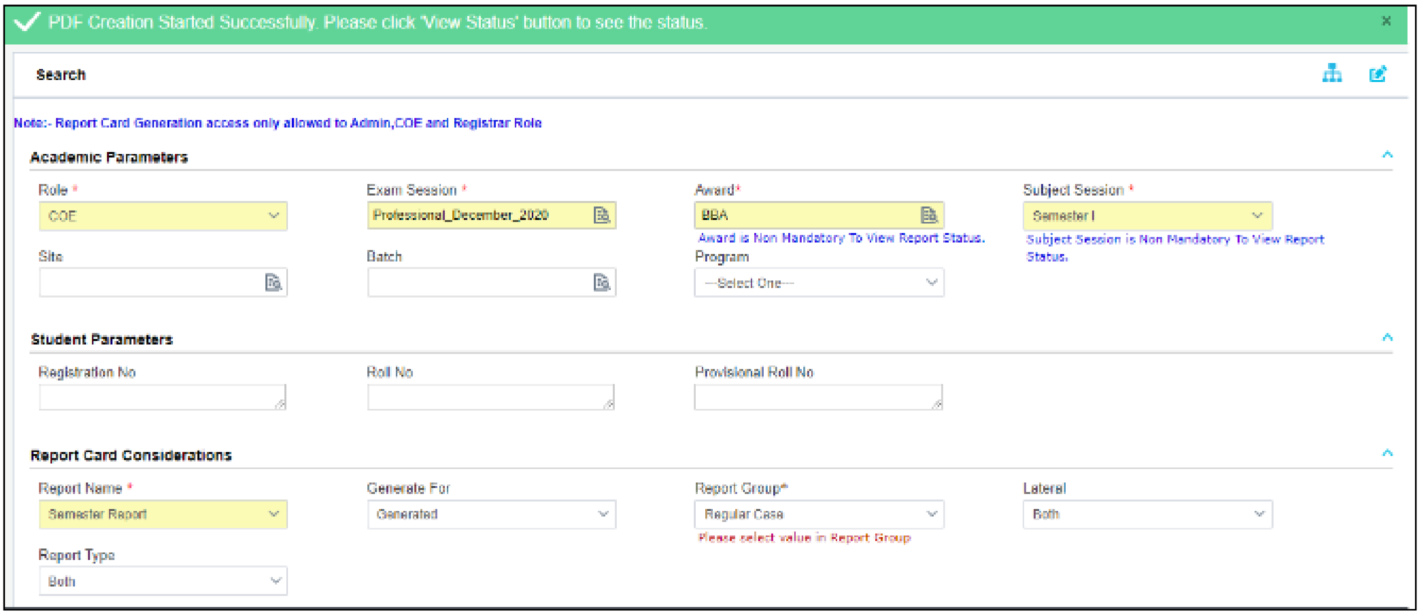
Now, generate the report cards from Generate buttons provided below

2. Enter the search criteria by using the fields given below:

Feild	Feild Type	Description
Exam Session	Mandatory	Select the Exam Session

Feild	Feild Type	Description
Exam Master	Optional	Select the Exam Master
Award	Mandatory	Select the Award
Subject Session	Mandatory	Select the Subject Session
Site		Select the site
Enrollment No	Mandatory	Enter the Enrollment No
Roll No	Mandatory	Enter the Roll No
Provisional Roll No	Mandatory	Enter the Provisional Roll No
Report Name	Drop down (Mandatory)	Select the Report Name from the drop down
Generate For	Optional	Select the Generate for from the drop down
Report Group	Mandatory	Select the Report type from the drop down
Lateral	Mandatory	Select the Lateral from the drop down
Report Type	Mandatory	Select the Report Type from the drop down

When Generate is clicked, a message will be displayed as ‘PDF Creation Started Sucessfully. Please Click ‘View Status’ button to see the status’



Generate Differential

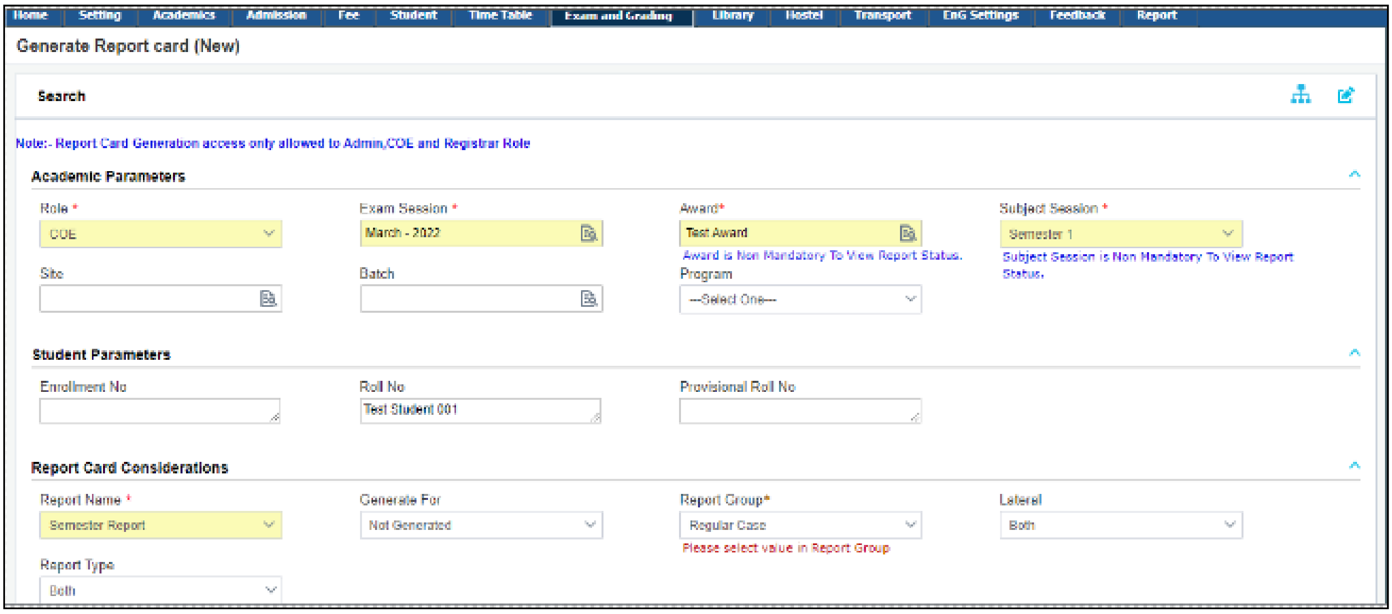
The Report Group should be Final Semester for the Generate Differential.

Generate Differential is specifically for including the Exam Sessions of the Backlog while generating the report

View Generation Status

This button will open a report named as Report Card Generation Status New Approach which will give status of the current report card generation transaction that has been hit by the user.

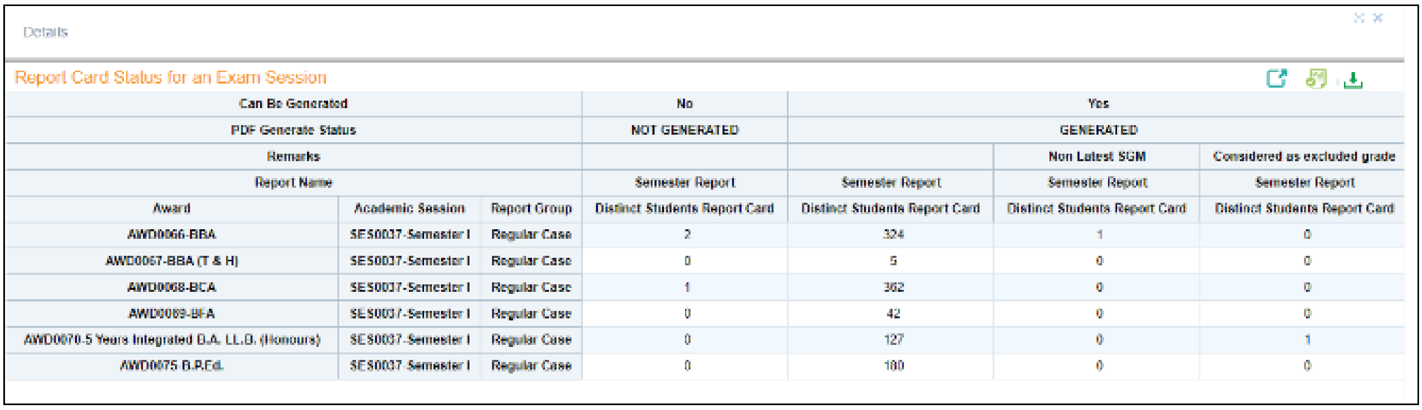
This report also helps user to know about the reason of failures as well for records where report card is not generated. On further drill down, user can view Site wise / student wise or Reason wise records status as well.



View Report

Report can viewed by selecting the Role, Exam Session and Report Name

This button will open a report named as Report Card Status for an Exam Session which will give user an overview of current status of all the report cards that are generated or not generated for the selected exam session and award. It will give remarks wise count of report cards generated or not generated with which user can further take necessary action on those records


Details

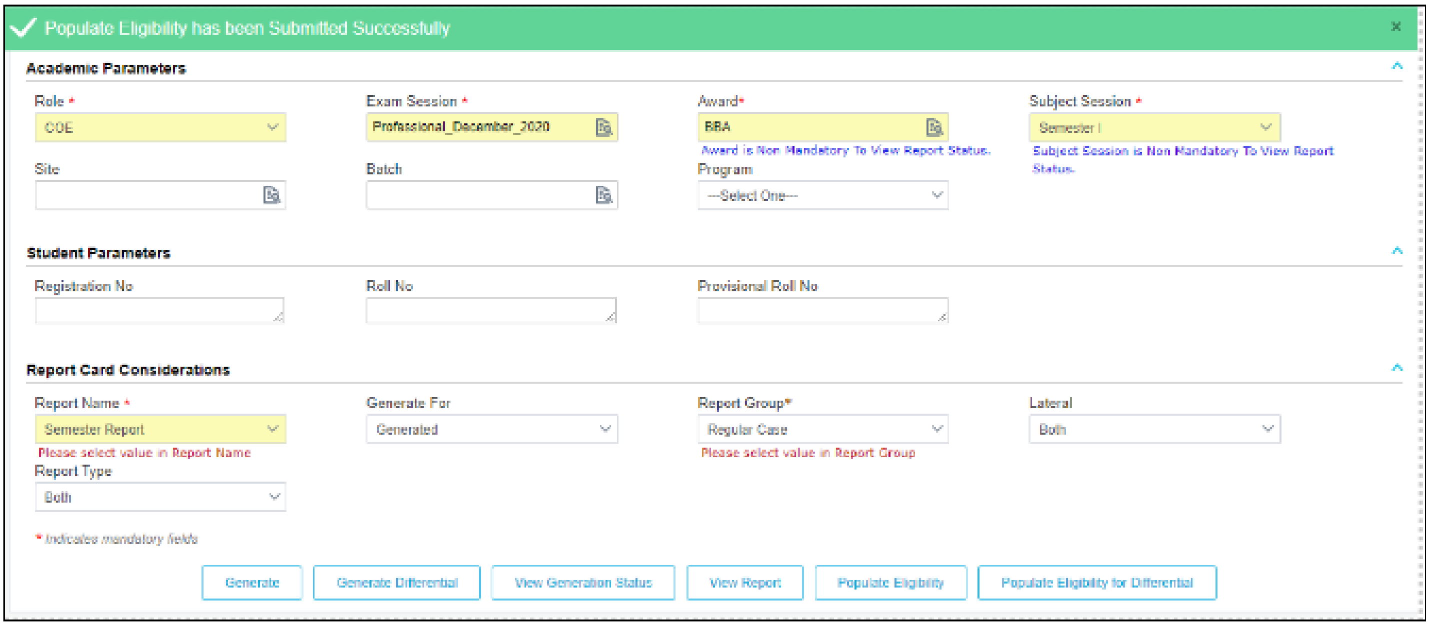
Report Card Status for an Exam Session

Can Be Generated			No	Yes		
PDF Generate Status			NOT GENERATED	GENERATED		
Remarks					Non Latest SGM	Considered as excluded grade
Report Name			Semester Report	Semester Report	Semester Report	Semester Report
Award	Academic Session	Report Group	Distinct Students Report Card	Distinct Students Report Card	Distinct Students Report Card	Distinct Students Report Card
AWD0066-BBA	SES0037-Semester I	Regular Case	2	324	1	0
AWD0067-BBA (T & H)	SES0037-Semester I	Regular Case	0	5	0	0
AWD0068-BCA	SES0037-Semester I	Regular Case	1	362	0	0
AWD0069-BFA	SES0037-Semester I	Regular Case	0	42	0	0
AWD0070-5 Years Integrated B.A. LL.B. (Honours)	SES0037-Semester I	Regular Case	0	127	0	1
AWD0075 B.P.Ed.	SES0037-Semester I	Regular Case	0	180	0	0

Populate Eligibility/ Populate Eligibility for Differential

It can be used to Populate Eligibility for Generation for the already populated student records . For students that are not eligible (as per configuration checks selected in configuration) remarks will be populated .

Customer will not need to execute population separately, it will be automatically executed during the generation of report card. The population feature will be implemented on the dashboard under generate and generate differential buttons. There will be no need for nightly ETL.


Populate Eligibility has been Submitted Successfully
Academic Parameters
Role *
COE
Exam Session *
Professional_December_2020
Award*
BBA
Award is Non Mandatory To View Report Status.
Subject Session *
Semester I
Subject Session is Non Mandatory To View Report Status.
Site
Batch
Program
---Select One---
Student Parameters
Registration No
Roll No
Provisional Roll No
Report Card Considerations
Report Name *
Semester Report
Please select value in Report Name
Generate For
Generated
Report Group*
Regular Case
Please select value in Report Group
Lateral
Both
Report Type
Both
* Indicates mandatory fields
Generate
Generate Differential
View Generation Status
View Report
Populate Eligibility
Populate Eligibility for Differential

Student wise structured Enrollment

Overview

Student wise Structured Enrollment is an Academic Enrollment where principal can do the Enrollment student wise

This screen is only accessible for principals to do the academic enrollment.

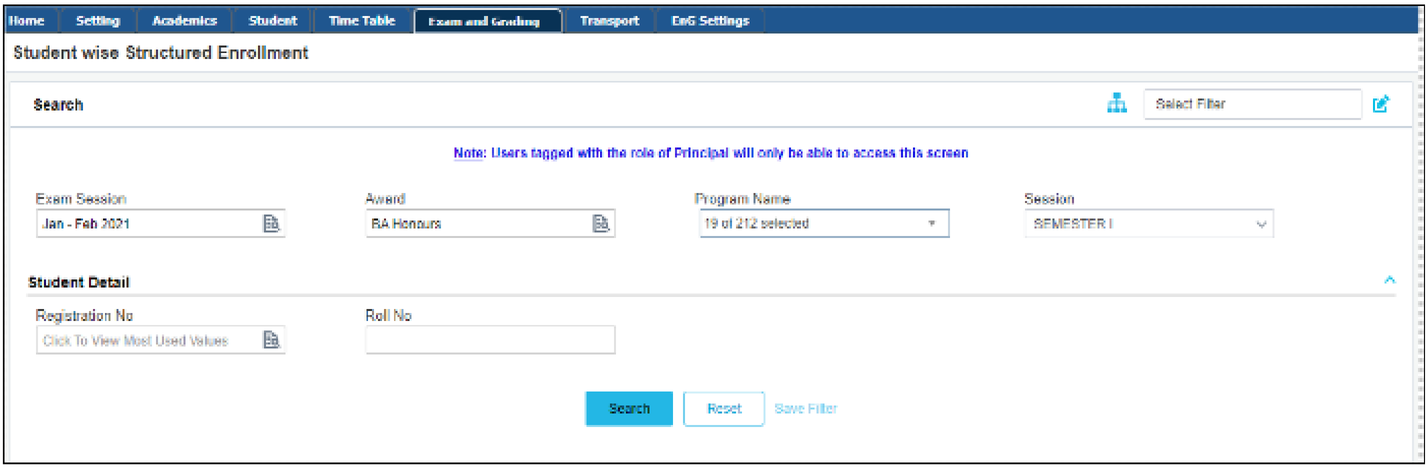
Pre-requisite

1. Enable the For Non Technical Flag in Award Template
2. Curriculum Configuration sync has to be completed.
3. Date window to be configured in the Exam Session wise Date Configuration under Academic Enrollment

Procedure

1. Go to Exam and Grading-> Enrollment Miscellaneous-> Student wise Structured Enrollment

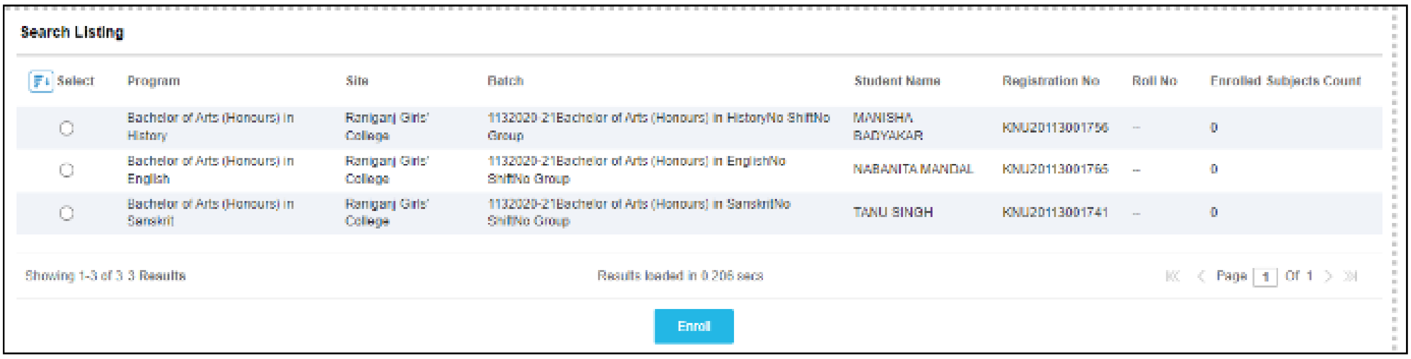
When you click on Student wise Structured Enrollment, the below screen appears.



Feild	Feild Type	Description
Exam Session	Mandatory (Editable)	Select the Exam Session
Award	Mandatory (Editable)	Select the Award
Program Name	Mandatory (Editable)	Select the Program
Session	Mandatory (Editable)	Select the Session
Registration No	Optional (Editable)	Select the Registration No
Roll No	Optional (Editable)	Enter the Roll No

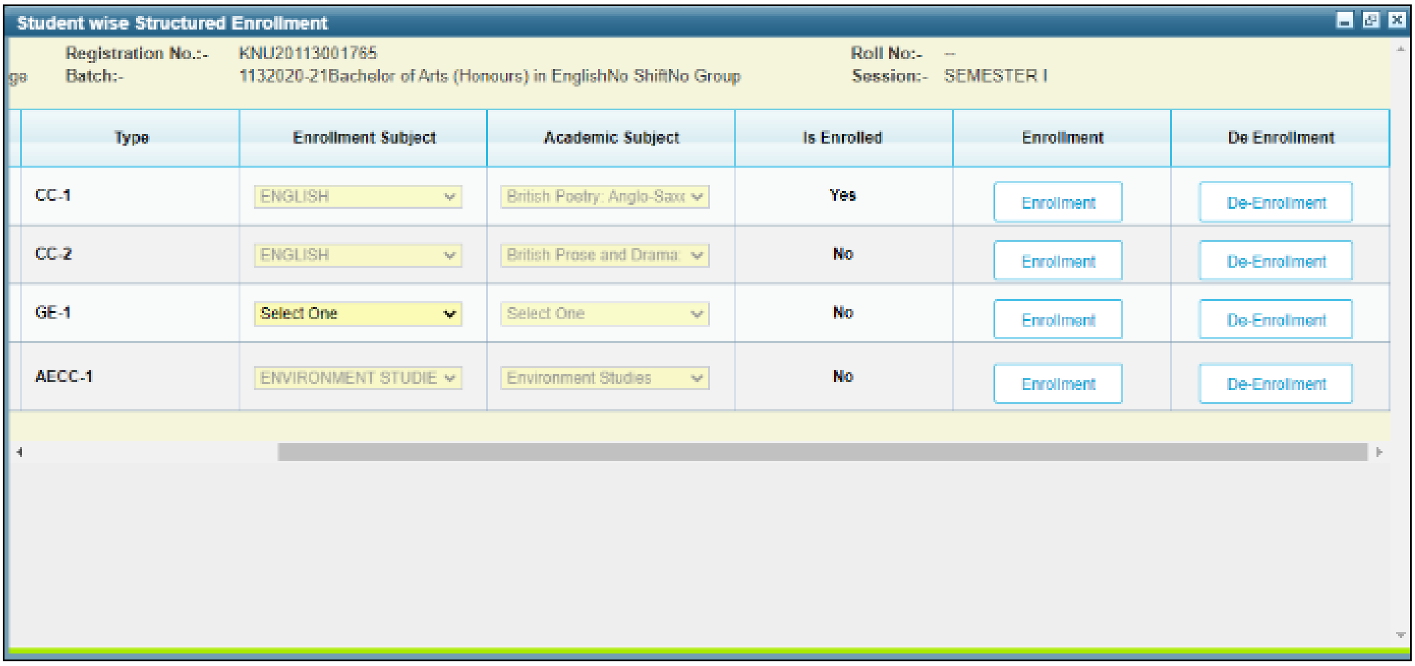
Select the required filters and click on Search button, the below screen appears.

The student are listed below for the Academic Enrollment



Check a particular record and click on Enroll to enroll the subjects. When Enroll is clicked, the below screen appears.

Principal can do either the Enrollment or De Enrollment using this screen. Once Enrollment is clicked, Is Enrolled status will be Yes



Process Document

Click here to view the process flow document of Non Tech Configuration.

Non-Tech Configuration

Pre-Requisite:

- Curriculum configuration till sync has to be completed
- Regulation Document

Steps:

1.Course structure header Configuration template:

Go To: Ion Webinstaller -> **Course Structure Header Configuration** -> Download Blank Template

Note: Multiple award, semester can be configured in a single upload.

Data Preparation Part:

- Make the copy of the "Scheme Details" tab of Regulation document and rename the tab as "Header Tab"
- Keep only the following columns **Award Name, Program Name, Subject Type (Flexi attribute) (Mandatory), Subject Type (Mandatory), Additional Subject Type (Paper Code), Is Subject Optional/Mandatory (Mandatory)** and delete the rest of the columns from the "Header Tab"
- Put the filter in **Additional Subject Type (Paper Code)** select one value from the filter at a time and copy paste the entire row at the bottom. Copy the values of the **Additional Subject Type (Paper Code)** column and paste the values in **Subject Type (Mandatory).**
- Repeat the above step for all the values in the **Additional Subject Type (Paper Code),** so that all the subject type will match with the course details tab.
- Select all the columns and Remove duplicates.
- As per below instruction populate **Award Code, Program Code, Session Code, Group Code and Subject Type code, Sequence** in the "Header Tab".
    a) **Award Code** - Take **Award Name** from the regulation as reference and put vlookup with the "Glossary" sheet of "**Course Structure Header Configuration"** template **a**nd populate award code.
    b) **Program Code** – Concatenate **Program Name** and Award Code in the regulation. Download **Award_Program Details** ODR from R&C. Concatenate "Award Code" and "Program Name".
    Take the concatenated value in the regulation as reference and pull the "Program code" from the **Award_Program Details** ODR with the Concatenated value in ODR.
    c) **Session Code** – Take it from the "Glossary" sheet of "**Course Structure Header Configuration"** template.

d) **Group Code –** Take **Subject Type (Flexi attribute) (Mandatory)** from the regulation as reference and populate the below Group Code as per the below **Reference_Sheet_For_DataPopulation (refer Group Code tab)**

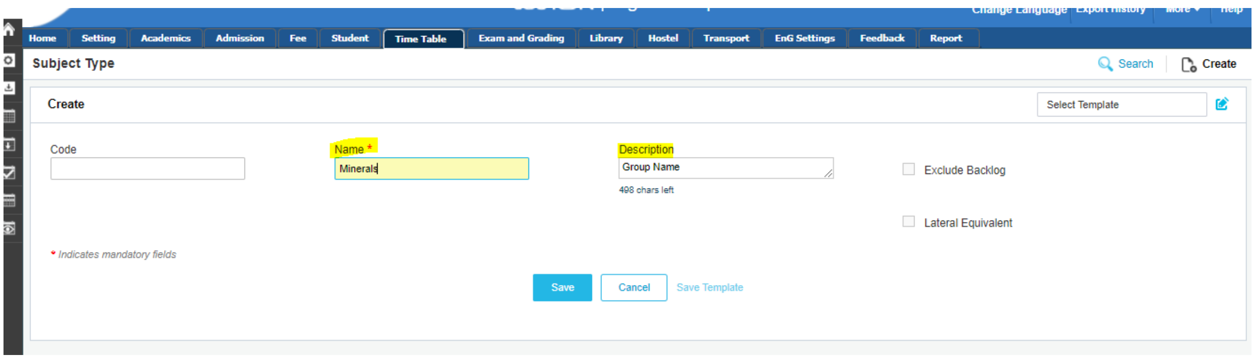
Reference_Sheet_F
or_DataPopulation.›

Note: If a new "Subject Type" is introduced, Check in "Glossary" whether the same is available or not. If it is not present then create a new Subject Type by following the below steps.

Digital Campus -> Time table -> Subject Type -> Create -> Give the below values -> Save

Name - **Subject Type (Flexi attribute) (Mandatory)**

Description – Group Name



Note down the code generated and update the same in the below **Reference_Sheet_For_DataPopulation** as well for future reference.

e) **Subject Type code –** Take **Subject Type (Mandatory)** from the regulation ("Header Tab".) as reference and put vlookup with the "Glossary" sheet of "**Course Structure Header Configuration"** template **a**nd populate Type Code.

f) **Sequence –** Refer the "Course Details" Tab of Regulation to update the sequence. If Course details is given at Program level (mostly for PG), then we have to update the sequence number at program level. If Course details is given at Award level (mostly for UG), then we have to update the sequence number at award level.
Note: Sequence number will start with 1 and end with the number of subjects.

g) **Admission Academic Year Code** – Academic Year code from glossary.

Example:

For the below case, the Sequence number will be populated as per the order of "Course Code" mentioned in the "Course Details" tab of regulation.

Course Code	Sequence
CC-3	1
CC-4	2
GE-2	3

AECC-2	4

	A	B	C	D
1				
2	B.A, B.Com, B.Sc, BBA, BMS Hons / 5 Years Integrated Animal Science			
3–4	Semester No.	Course Type	Course Code	Credit Value
5	SEM II	Core Courses (C)	CC-3	6
6			CC-4	6
7		Generic Elective Course (GE)	GE-2	6
8		Ability Enhancement Compulsory Courses (AE)	AECC-2	2
9	BCA			

Paste the prepared data in the downloaded blank template and upload it.

Verification Check Point:

- Download the Data Template of **Course Structure Header Configuration.** This has to be downloaded award wise.
- Populate the "Award Name", "Program Name", "Group Name" and "Type Name" with respect to codes from the "Glossary" sheet.

J5 AECC-2

	B	C	D	E	F	G	H	I	J	K	
1											
2	Award Code	award name	*Program Code	prog name	*Session Code	*Group Code	group name	*Type Code	Type name	*Sequence	To be D
3	Non Editable		Non Editable		Non Editable	Non Editable		Non Editable		Non Editable	Editabl
4											
5	AWD0001	BA Honours	PROG0032	Bachelor of Arts (Ho	SES0002	SUBCAT0003	Ability Enhancement	SUBCAT0033	AECC-2	4	
6	AWD0001	BA Honours	PROG0032	Bachelor of Arts (Ho	SES0002	SUBCAT0005	Generic Elective Cou	SUBCAT0031	GE-2	3	
7	AWD0001	BA Honours	PROG0032	Bachelor of Arts (Ho	SES0002	SUBCAT0018	Core Course	SUBCAT0024	CC-3	1	
8	AWD0001	BA Honours	PROG0032	Bachelor of Arts (Ho	SES0002	SUBCAT0018	Core Course	SUBCAT0025	CC-4	2	
9	AWD0001	BA Honours	PROG0034	Bachelor of Arts (Ho	SES0002	SUBCAT0003	Ability Enhancement	SUBCAT0033	AECC-2	4	
10	AWD0001	BA Honours	PROG0034	Bachelor of Arts (Ho	SES0002	SUBCAT0005	Generic Elective Cou	SUBCAT0031	GE-2	3	

- Put the below pivot

  Rows – Award Name, Program Name

  Columns – Group Name, Type Name

  Values – Sequence (count)

- All the programs in regulation should present here as well.
- The count should always be 1.
- The Type Name and Group Name should match with the "Course Details" tab
- Grand Total should match with the Total No.of subject type in the "Course Details" tab
- From the Raw sheet verify the Sequence Number, it should match with the order of "Course Code" mentioned in the "Course Details" tab of Regulation.

	A	B	C	D	E	F	H
3	Count of *Sequ		group name	Type name			
4			Ability Enhancement Compulsary Course	Core Course	Core Course	Generic Elective Course	Grand Total
5	award name	prog name	AECC-2	CC-3	CC-4	GE-2	
6	BA Honours	Bachelor of Arts (Honours) Hindustani Music (	1	1	1	1	4
7	BA Honours	Bachelor of Arts (Honours) in Bengali	1	1	1	1	4
8	BA Honours	Bachelor of Arts (Honours) in Education	1	1	1	1	4
9	BA Honours	Bachelor of Arts (Honours) in English	1	1	1	1	4
10	BA Honours	Bachelor of Arts (Honours) in Hindi	1	1	1	1	4
11	BA Honours	Bachelor of Arts (Honours) in History	1	1	1	1	4
12	BA Honours	Bachelor of Arts (Honours) in Multimedia And	1	1	1	1	4
13	BA Honours	Bachelor of Arts (Honours) in Philosophy	1	1	1	1	4
14	BA Honours	Bachelor of Arts (Honours) in Political Science	1	1	1	1	4
15	BA Honours	Bachelor of Arts (Honours) in Sanskrit	1	1	1	1	4
16	BA Honours	Bachelor of Arts (Honours) in Santali	1	1	1	1	4
17	BA Honours	Bachelor of Arts (Honours) in Sociology	1	1	1	1	4
18	BA Honours	Bachelor of Arts (Honours) in Urdu	1	1	1	1	4

Issue Fixing:

- Download the data template. Give **Y** in the "To Be Deleted" column for the incorrect rows and upload the same.
- Download the blank template, populate the correct values and upload the same.
- Re download the data template and do the above Verification check points.

2. Course Structure Group Mapping:

Go To: Ion Webinstaller -> **Course Structure Group Mapping** -> Download Blank Template

Note: Multiple award, semester can be configured in a single upload.

Data Preparation Part:

- Make the copy of the "Scheme Details" tab of Regulation document and rename the tab as "GroupMap"
- Keep only the following columns **Award Name, Program Name, Subject Code (Mandatory), Subject Description, Subject Type (Flexi attribute) (Mandatory), Subject Type (Mandatory), Additional Subject Type (Paper Code)** and delete the rest of the columns from the "GroupMap"
- As per below instruction populate **Award Code, Program Code, Session Code, Group Name and Enrollment Subject Code** in the "Header Tab".
  a) **Award Code** - Take **Award Name** from the regulation as reference and put vlookup with the "Glossary" sheet of "**Course Structure Header Configuration"** template and populate award code.

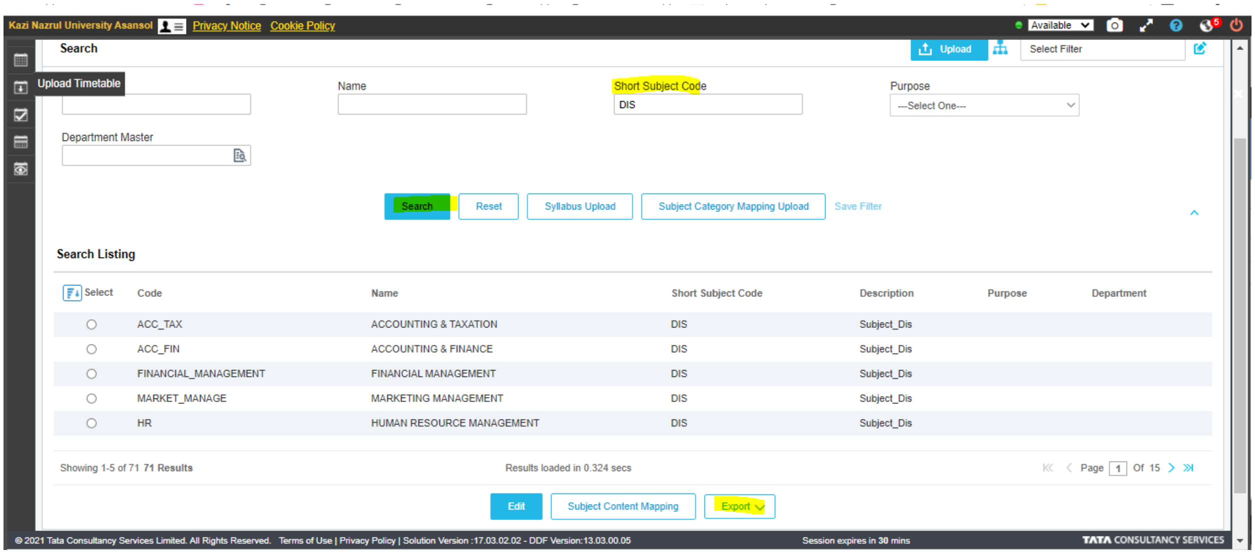
b) **Program Code** - Concatenate **Program Name** and Award Code in the regulation. Download **Award_Program Details** ODR from R&C. Concatenate "Award Code" and "Program Name".
Take the concatenated value in the regulation as reference and pull the "Program code" from the **Award_Program Details** ODR with the Concatenated value in ODR.

c) **Session Code** – Take it from the "Glossary" sheet of "**Course Structure Header Configuration"** template.

d) **Group Name** – Concatenate the AcademicYear, **Program Code** and the **Subject Type (Mandatory),** if the values are present in **Additional Subject Type (Paper Code)** then concatenate that also with / {e.g. **20PROG0094MJE-1/2}**

	Award	AC	PC	GN	ESC	Subject Code	Subject Descriptic	Subject Type	Subject	Additional Subje
32	MASTER OF ARTS	AWD0016	PROG0094	PROG0094CC-10	EDUCATION	20MAEDCNC301	EDUCATION	Core Course	CC-10	
33	MASTER OF ARTS	AWD0016	PROG0094	PROG0094CC-11	EDUCATION	20MAEDCNC302	EDUCATION	Core Course	CC-11	
34	MASTER OF ARTS	AWD0016	PROG0094	PROG0094MJE-1/2	EDUCATION	20MAEDCNMJE301	EDUCATION	Major Elective Course	MJE-1	MJE-2
35	MASTER OF ARTS	AWD0016	PROG0094	PROG0094MJE-1/2	EDUCATION	20MAEDCNMJE302	EDUCATION	Major Elective Course	MJE-1	MJE-2
36	MASTER OF ARTS	AWD0016	PROG0094	PROG0094MJE-1/2	EDUCATION	20MAEDCNMJE303	EDUCATION	Major Elective Course	MJE-1	MJE-2
37	MASTER OF ARTS	AWD0016	PROG0094	PROG0094MJE-1/2	EDUCATION	20MAEDCNMJE304	EDUCATION	Major Elective Course	MJE-1	MJE-2
38	MASTER OF ARTS	AWD0016	PROG0094	PROG0094MIE-2	BENGALI	20MABENGMIE301	BENGALI	Minor Elective Course	MIE-2	
39	MASTER OF ARTS	AWD0016	PROG0094	PROG0094MIE-2	EDUCATION	20MAEDCNMIE301	EDUCATION	Minor Elective Course	MIE-2	
748	MASTER OF BUSINESS ADMINISTRATION	AWD0037	PROG0171	PROG0171MJE-1/2/3/4/5	FINANCIAL_MANAGEMENT	20MBAMJE301	FINANCIAL MANAGEMENT	Major Elective Course	MJE-1	MJE-2, MJE-3, MJE-4, MJE-5
749	MASTER OF BUSINESS ADMINISTRATION	AWD0037	PROG0171	PROG0171MJE-1/2/3/4/5	FINANCIAL_MANAGEMENT	20MBAMJE302	FINANCIAL MANAGEMENT	Major Elective Course	MJE-1	MJE-2, MJE-3, MJE-4, MJE-5
750	MASTER OF BUSINESS ADMINISTRATION	AWD0037	PROG0171	PROG0171MJE-1/2/3/4/5	FINANCIAL_MANAGEMENT	20MBAMJE303	FINANCIAL MANAGEMENT	Major Elective Course	MJE-1	MJE-2, MJE-3, MJE-4, MJE-5
751	MASTER OF BUSINESS ADMINISTRATION	AWD0037	PROG0171	PROG0171MJE-1/2/3/4/5	FINANCIAL_MANAGEMENT	20MBAMJE304	FINANCIAL MANAGEMENT	Major Elective Course	MJE-1	MJE-2, MJE-3, MJE-4, MJE-5

e) **Enrollment Subject Code –** Download the below ODR from R&C.
Go to: Digital campus -> Timetable -> Setting -> Subject -> put the below filter and export



Take **Subject Description** from the regulation as reference and put vlookup with the Downloaded sheet (Subject Name) **a**nd populate Subject code.

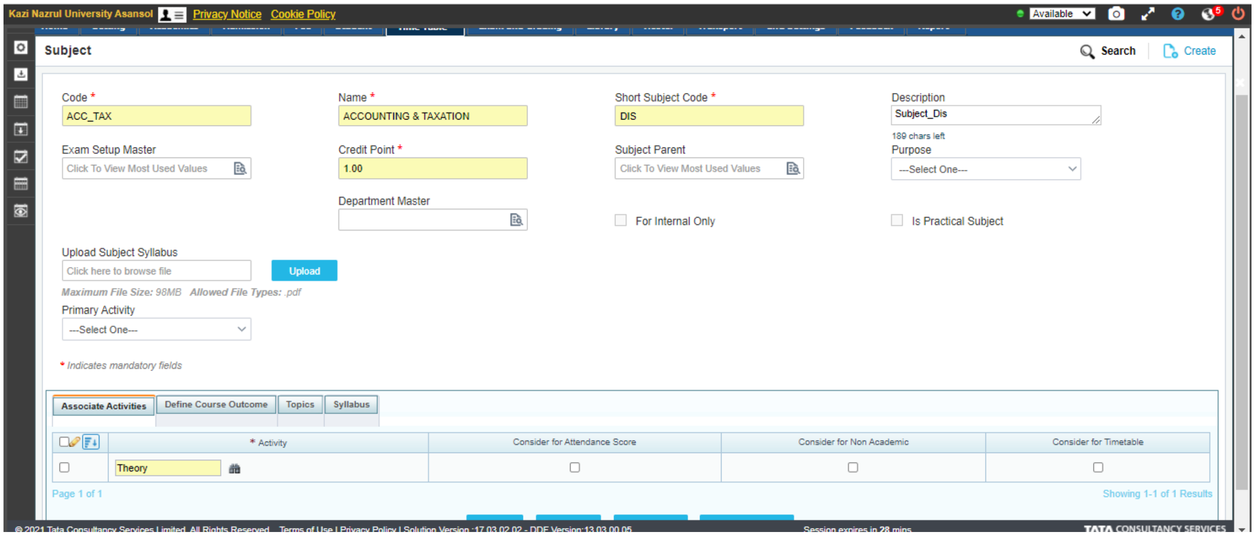
If the value is not found and this the new "Subject Description" then create a new subject as per the below steps

Go to: Digital campus -> Timetable -> Setting -> Subject -> Create -> Give the values as below -> Save

Code - **Subject Description** from the regulation, if length the more, then rename

Name – **Subject Description** from the regulation

Subject Short Code – DIS
Description – Subject_Dis
Credit Point – 1.0
Activity - Theory



f) **Academic Subject Code -** Same as **Subject Code (Mandatory)** from regulation

Paste the prepared data in the respective columns of downloaded blank template and upload it.

Verification Check Point:

- Download the Data Template of **Course Structure Group Mapping.** This has to be downloaded award wise.
- The number of rows in the downloaded template should be equal to the no.of rows in the regulation.
- Put a vlookup in the downloaded template, take **Enrollment Subject Code** as reference and populate the **Subject Name** from the above downloaded subject template. Concatenate Group Name, **Subject Name and Academic Subject Code.**
- Concatenate Program code, **Subject Type (Mandatory),** if the values are present in **Additional Subject Type (Paper Code)** then concatenate that also with / in the "GroupMap"
- Put one-to-one Vlookup between the above sheets and there should not be any #N/A

Issue Fixing:

- Download the data template. Give **Y** in the "To Be Deleted" column for the incorrect rows and upload the same.
- Download the blank template, populate the correct values and upload the same.
- Re download the data template and do the above Verification check points.

3. Course Structure Details:

Go To: Ion Webinstaller -> **Course Structure Details** -> Download Data Template

Note: This has to be configured at Award, Semester can be configured in a single upload.

Data Preparation Part:

- Make a copy of "Header Tab" and Rename it as "Details Tab".
- Copy the entire column of **Is Subject Optional/Mandatory (Mandatory)** and paste it at the end. Change the column header as **Enroll/Acad Subject Type.** Change **Optional as Varied** and **Mandatory as Fixed** in the **Enroll/Acad Subject Type** column**.**
- Concatenate **Program Name, Subject Type (Flexi attribute) (Mandatory), Subject Type (Mandatory), Additional Subject Type (Paper Code)** e.g. Bachelor of Science (Program) in BotanyCore CourseCC-8CC-9 in the Group tab. Populate the **Group Name, enrollment sub code and Subject Code (Mandatory)** from the Group Tab to the "Details Tab". There should not be any #N/A in both of the fields for the **Fixed (Enroll/Acad Subject Type).**
- Manually identify and populate the **Group Name** for the Additional Type case alone and update the same.
- Concatenate **Program Code, Group code, Subject Type code** from the "Details Tab" and name the column as **key2.**

	A	I	J	K	L	M	N	O	P
1	Award (Mandatory)	Subject Type	Additional Subject Type (Paper Code)	Is Subject Optional/Manda	Key2	Enroll/Acad Subject Type	Enrollment sub code	Subject code	Group Name
2	5 Years Integrated BSMS in Animal Science	CC-5		Mandatory	1SUBCAT0018SU	Fixed	ANIMAL_SCIENCE	20IBSMSASC301	PROG0151CC-5
3	5 Years Integrated BSMS in Animal Science	CC-6		Mandatory	1SUBCAT0018SU	Fixed	ANIMAL SCIENCE	20IBSMSASC302	PROG0151CC-6
4	5 Years Integrated BSMS in Animal Science	CC-7		Mandatory	1SUBCAT0018SU	Fixed	ANIMAL SCIENCE	20IBSMSASC303	PROG0151CC-7
5	5 Years Integrated BSMS in Animal Science	GE-3		Optional	1SUBCAT0005SU	Varied	BIOCHEMISTRY	20BSCHBCMGE301	PROG0151GE-3
6	5 Years Integrated BSMS in Animal Science	SEC-1		Optional	1SUBCAT0010SU	Varied	ANIMAL SCIENCE	20IBSMSASSE301	PROG0151SEC-1
7	BCA	CC-11		Mandatory	3SUBCAT0018SU	Fixed	COMPUTER APPLICATION	20BCAC301	PROG0163CC-11
8	BCA	CC-12		Mandatory	3SUBCAT0018SU	Fixed	COMPUTER APPLICATION	20BCAC302	PROG0163CC-12
9	BCA	CC-13		Mandatory	3SUBCAT0018SU	Fixed	COMPUTER APPLICATION	20BCAC303	PROG0163CC-13
10	BCA	CC-14		Mandatory	3SUBCAT0018SU	Fixed	COMPUTER APPLICATION	20BCAC304	PROG0163CC-14
11	BCA	CC-15		Mandatory	3SUBCAT0018SU	Fixed	COMPUTER APPLICATION	20BCAC305	PROG0163CC-15
12	BCA	GE-1		Optional	3SUBCAT0005SU	Varied	COMPUTER APPLICATION	20BCAGE301	PROG0163GE-1
13	BCA	SEC-1		Mandatory	3SUBCAT0010SU	Fixed	COMPUTER APPLICATION	20BCAHSE301	PROG0163SEC-1
14	BSc Honours	CC-5		Mandatory	2SUBCAT0018SU	Fixed	BIOCHEMISTRY	20BSCHBCMC301	PROG0022CC-5
15	BSc Honours	CC-6		Mandatory	2SUBCAT0018SU	Fixed	BIOCHEMISTRY	20BSCHBCMC302	PROG0022CC-6
16	BSc Honours	CC-7		Mandatory	2SUBCAT0018SU	Fixed	BIOCHEMISTRY	20BSCHBCMC303	PROG0022CC-7
17	BSc Honours	GE-3		Optional	2SUBCAT0005SU	Varied	ANIMAL SCIENCE	20IBSMSASGE301	PROG0022GE-3
18	BSc Honours	SEC-1		Optional	2SUBCAT0010SU	Varied	BIOCHEMISTRY	20BSCHBCMSE301	PROG0022SEC-1
19	BSc Honours	CC-5		Mandatory	6SUBCAT0018SU	Fixed	BIOTECHNOLOGY	20BSCHBTLC301	PROG0026CC-5
20	BSc Honours	CC-6		Mandatory	6SUBCAT0018SU	Fixed	BIOTECHNOLOGY	20BSCHBTLC302	PROG0026CC-6
21	BSc Honours	CC-7		Mandatory	6SUBCAT0018SU	Fixed	BIOTECHNOLOGY	20BSCHBTLC303	PROG0026CC-7

Scheme Details | Course Details | Header | Group | Details

- Open the downloaded **Course Structure Details Template** of an award. Insert a column before **Enrollment Subject Type** column and concatenate **Program Code, Group Master Code and Subject Type Code.**
- Put a vlookup by taking the concatenated value as reference in the **Course Structure Details Template** and populate (with key2) the **Enroll/Acad Subject Type** column values from the "Details Tab" in the **Enrollment Subject Type** as well as in the **Academic Subject Type.**
- Insert a column and populate the **"Group Name"** in the **Course Structure Details Template.** Further put a vlookup with respect to **Group Name** and populate the **Group Code** from the **Course Structure Group Mapping Template** in the **Subject Group Code**

- Put a vlookup by taking the concatenated value as reference in the **Course Structure Group Mapping Template** and populate (with key2) the **Enrollment sub code** column values from the "Details Tab" in the **Enrollment Subject Code.**
- Put a vlookup by taking the concatenated value as reference in the **Course Structure Group Mapping Template** and populate (with key2) the **Subject code** column values from the "Details Tab" in the **Academic Subject Code.**
- Select "**Fixed**" from the **Enrollment Subject Type** from the **Course Structure Group Mapping Template** and delete the values present in **Subject Group Code.**

Group Master Code	Subject Type Code	Enrollment Subject Type	Subject Group Code	Enrollment Subject Code	Academic Subject Type	Academic Subject Code
Non Editable	Non Editable	Editable/Mandatory	Editable	Editable	Editable	Editable
SUBCAT0013	SUBCAT0046	Fixed		LAW	Fixed	20LLMMJE201
SUBCAT0013	SUBCAT0047	Fixed		LAW	Fixed	20LLMMJE202
SUBCAT0018	SUBCAT0025	Fixed		LAW	Fixed	20LLMC201
SUBCAT0018	SUBCAT0026	Fixed		LAW	Fixed	20LLMC202
SUBCAT0018	SUBCAT0027	Fixed		LAW	Fixed	20LLMC203
SUBCAT0013	SUBCAT0046	Fixed		LAW	Fixed	20LLMMJE203
SUBCAT0013	SUBCAT0047	Fixed		LAW	Fixed	20LLMMJE204
SUBCAT0018	SUBCAT0025	Fixed		LAW	Fixed	20LLMC201
SUBCAT0018	SUBCAT0026	Fixed		LAW	Fixed	20LLMC202
SUBCAT0018	SUBCAT0027	Fixed		LAW	Fixed	20LLMC203
SUBCAT0013	SUBCAT0046	Fixed		LAW	Fixed	20LLMMJE205
SUBCAT0013	SUBCAT0047	Fixed		LAW	Fixed	20LLMMJE206
SUBCAT0018	SUBCAT0025	Fixed		LAW	Fixed	20LLMC201
SUBCAT0018	SUBCAT0026	Fixed		LAW	Fixed	20LLMC202
SUBCAT0018	SUBCAT0027	Fixed		LAW	Fixed	20LLMC203

Course_Structure_Details | Glossary | VersionDetails

- Select "**Varied**" from the **Enrollment Subject Type** from the **Course Structure Group Mapping Template** and delete the values present in **Enrollment Subject Code** and **Academic Subject Code.**

Group Master Code	Subject Type Code	Enrollment Subject Type	Subject Group Code	Enrollment Subject Code	Academic Subject Type	Academic Subject Code	Read from Pre
Non Editable	Non Editable	Editable/Mandatory	Editable	Editable	Editable	Editable	Editable
SUBCAT0017	SUBCAT0045	Varied	287		Varied		
SUBCAT0017	SUBCAT0045	Varied	287		Varied		
SUBCAT0017	SUBCAT0045	Varied	287		Varied		

Course_Structure_Details | Glossary | VersionDetails

READY 3 OF 19 RECORDS FOUND

- For the program courses (BA Program, Bcom Program, Bsc Program)/ for the awards with Group concept, where the subject selection depends on the semester 1 subject selection. Follow the below steps

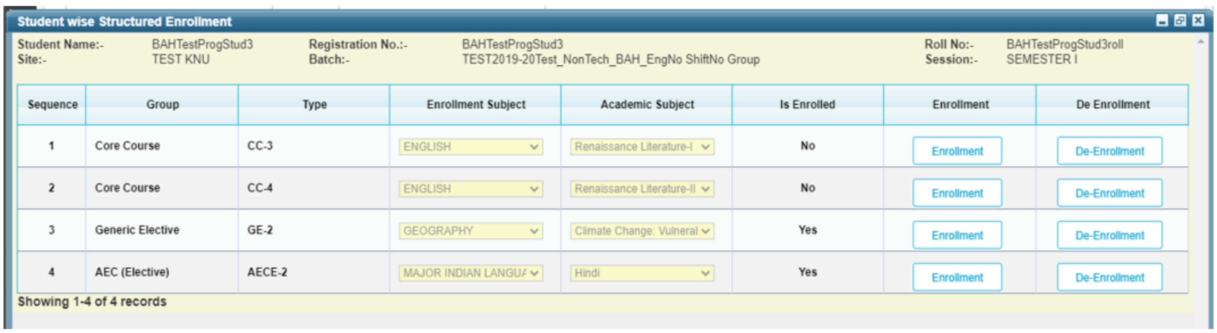
Transaction

Student wise Structured Enrollment Screen

This screen is only accessible for principals to do the academic enrollment.

Navigation : Exam and Grading -> Enrollment Miscellaneous -> Student wise Structured Enrollment

Configuration Required : Screen opening, closure date has to be configured through “Exam Session Wise Date Configuration” template against the “Selection Type” as “Academic Enrollment”.


Student wise Structured Enrollment

Student Name:- BAHTestProgStud3 Registration No.:- BAHTestProgStud3 Roll No:- BAHTestProgStud3roll
Site:- TEST KNU Batch:- TEST2019-20Test_NonTech_BAH_EngNo ShiftNo Group Session:- SEMESTER I

Sequence	Group	Type	Enrollment Subject	Academic Subject	Is Enrolled	Enrollment	De Enrollment
1	Core Course	CC-3	ENGLISH	Renaissance Literature-I	No	Enrollment	De-Enrollment
2	Core Course	CC-4	ENGLISH	Renaissance Literature-II	No	Enrollment	De-Enrollment
3	Generic Elective	GE-2	GEOGRAPHY	Climate Change: Vulneral	Yes	Enrollment	De-Enrollment
4	AEC (Elective)	AECE-2	MAJOR INDIAN LANGUA	Hindi	Yes	Enrollment	De-Enrollment

Showing 1-4 of 4 records

- **Customized E-Form**

Customized e-form has to be created data will flow from IDC and further data will be pushed back to IDC for academic enrollment through scheduler.

Enrollment Eligibility

Overview

Enrollment eligibility is the screen where user has to map the exam eligibility rules such as Sem overall percentage/ Fee due amount greater than, is detained as per capture score etc. which will be considered during eligibility check. At the configuration, a column will be provided as Eligibility type (Sem wise/ Subject wise) at Award – session level, flag will be added as Eligibility required which will be marked checked or unchecked as per the requirement. If this flag is not checked then the system will not check the eligibility during exam enrollment, every student will be able to enroll for the exam. Also, a flag will be provided at the Award Session as Type of Students who can enroll (only eligible/ everyone).

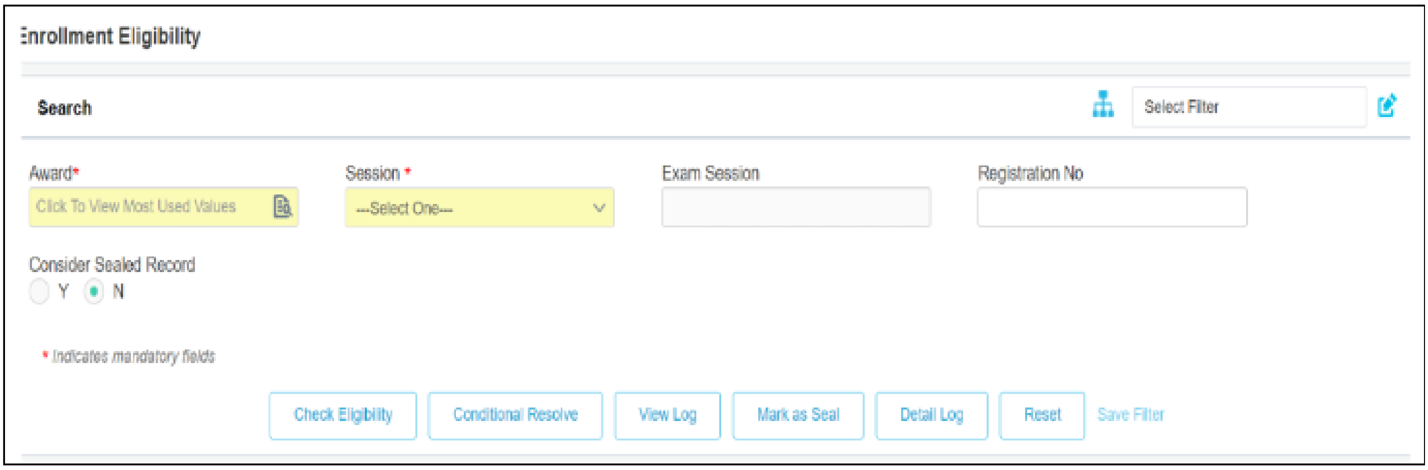
Pre-requisite

Exam Enrollment Eligibility should have been enabled at the back end.

Procedure

To check enrollment eligibility:

1. Go to Exam and grading -> Enrollment Miscellaneous -> Enrollment eligibility. The below screen is displayed.



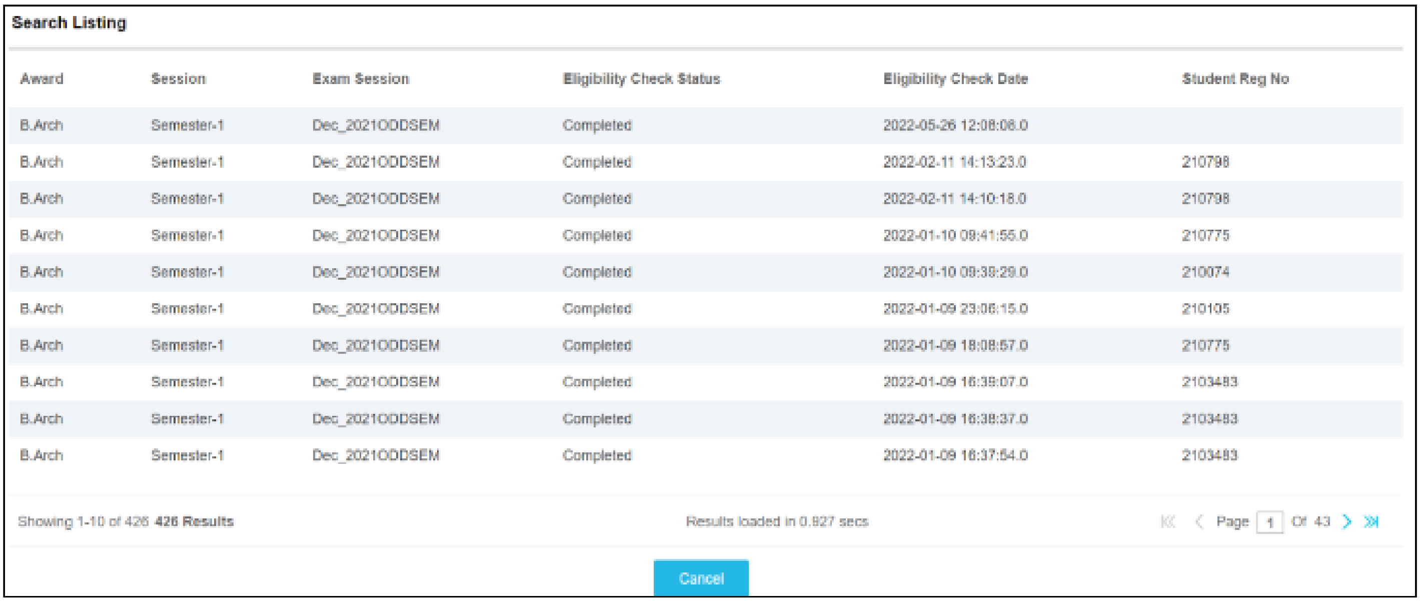
2. Enter the search criteria by using the following fields:

Feild	Feild Type	Description
Award*	Mandatory	The award to which student belongs
Session*	Mandatory	The session to which student belongs
Exam session	Optional	The Exam session to which student belongs
Registration no	Optional	Registration no of the student
Consider sealed records	Optional	The parameter from which student records can be considered as sealed or not. Y- Sealed

Feild	Feild Type	Description
		N- Not Sealed

3. The eligibility check will be performed by the user manually by hitting on the button name as Check Eligibility for which a new screen will be provided for triggering. This will show current SGM mapped in settings and Eligibility Type.

4. To check the submitted eligibility status, click on view log.



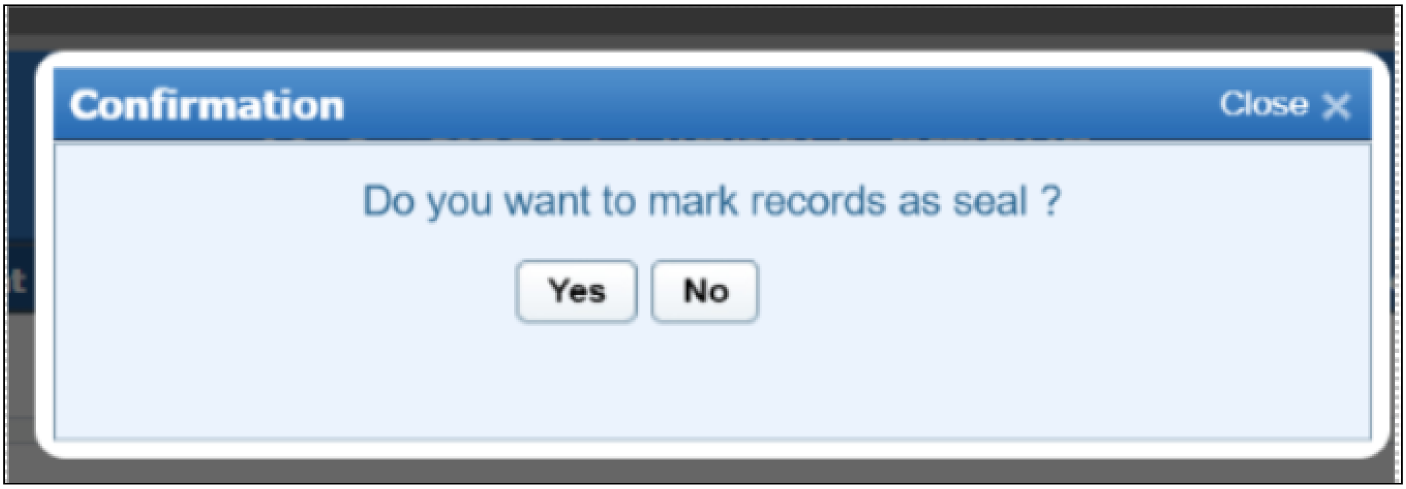
Search Listing

Award	Session	Exam Session	Eligibility Check Status	Eligibility Check Date	Student Reg No
B.Arch	Semester-1	Dec_2021ODDSEM	Completed	2022-05-26 12:08:06.0	
B.Arch	Semester-1	Dec_2021ODDSEM	Completed	2022-02-11 14:13:23.0	210798
B.Arch	Semester-1	Dec_2021ODDSEM	Completed	2022-02-11 14:10:18.0	210798
B.Arch	Semester-1	Dec_2021ODDSEM	Completed	2022-01-10 09:41:55.0	210775
B.Arch	Semester-1	Dec_2021ODDSEM	Completed	2022-01-10 09:39:29.0	210074
B.Arch	Semester-1	Dec_2021ODDSEM	Completed	2022-01-09 23:06:15.0	210105
B.Arch	Semester-1	Dec_2021ODDSEM	Completed	2022-01-09 18:08:57.0	210775
B.Arch	Semester-1	Dec_2021ODDSEM	Completed	2022-01-09 16:39:07.0	2103483
B.Arch	Semester-1	Dec_2021ODDSEM	Completed	2022-01-09 16:38:37.0	2103483
B.Arch	Semester-1	Dec_2021ODDSEM	Completed	2022-01-09 16:37:54.0	2103483

Showing 1-10 of 426 **426 Results** Results loaded in 0.927 secs Page 1 Of 43

Cancel

5. Click on mark as seal button if user wants to mark records as seal. After clicking the confirmation page will occur. If user wants to mark records as seal, click yes otherwise click no.



6. Click on detail log to check eligibility status in detail.

Search Listing

Award	Session	Exam Session	Eligibility Check Date	Student Reg No	Eligibile Old	Eligibile	In eligibility rule old	In eligibility rule
B.Arch	Semester-1	Dec_2021ODDSEM	2022-05-26 12:09:13.0	210103	N	N	Fees Dues, if paid pls. wait for 12-24 hours for updation of records. If the problem still persists pls. contact your school.	Fees Dues, if paid pls. wait for 12-24 hours for updation of records. If the problem still persists pls. contact your school.
B.Arch	Semester-1	Dec_2021ODDSEM	2022-05-26 12:09:13.0	210576	N	N	Fees Dues, if paid pls. wait for 12-24 hours for updation of records. If the problem still persists pls. contact your school.	Fees Dues, if paid pls. wait for 12-24 hours for updation of records. If the problem still persists pls. contact your school.
B.Arch	Semester-1	Dec_2021ODDSEM	2022-05-26 12:09:13.0	210206	N	N	Fees Dues, if paid pls. wait for 12-24 hours for updation of records. If the problem still persists pls. contact your school.	Fees Dues, if paid pls. wait for 12-24 hours for updation of records. If the problem still persists pls. contact your school.
B.Arch	Semester-1	Dec_2021ODDSEM	2022-05-26 12:09:13.0	2102321	N	N	Fees Dues, if paid pls. wait for 12-24 hours for updation of records. If the problem still persists pls. contact your school.	Fees Dues, if paid pls. wait for 12-24 hours for updation of records. If the problem still persists pls. contact your school.
B.Arch	Semester-1	Dec_2021ODDSEM	2022-05-26 12:09:13.0	210613	Y	Y		
B.Arch	Semester-1	Dec_2021ODDSEM	2022-05-26 12:09:13.0	210025	Y	Y		
B.Arch	Semester-1	Dec_2021ODDSEM	2022-05-26 12:09:13.0	210460	Y	Y		

7. Click reset to refresh the fields.

8. Click save template to save this template as the default one.

Conditional Resolve Button

When the user defines some rules in Award exam session eligibility definition screen and Some students have applied for RT/RV and RT/RV is not processed then student can be allowed conditionally to fill exam enrollment form and if the student gets failed in RT/RV then for those students processing will not be done.

If admin has defined that the max backlog allowed till Sem should be 3 and some students are saying that they have given the backlog exam and they will get passed, then student can be allowed conditionally to fill exam enrollment form and if the student gets failed in backlog exam, then for those students processing will not be done.

Process Document

Click here to view the process flow document of Exam Enrollment Eligibility.

Exam Eligibility - Session wise:

Functionality Details:

We have added a sub tab under the Award as “Exam Enrollment Eligibility” where user has to map the exam eligibility rules such as Sem overall percentage/ Fee due amount greater than, is detained as per capture score etc. This eligibility check will be performed by the user manually by hitting on the button name as Check Eligibility for which a new screen will be provided for triggering. At the configuration, a column will be provided as Eligibility type (Sem wise/ Subject wise) at Award – session level, flag will be added as Eligibility required which will be marked checked or unchecked as per the requirement. If this flag is not checked then system will not check the eligibility during exam enrollment, every student will be able to enroll for the exam. Also, a flag will be provided at Award Session as Type of Students who can enroll (only eligible/ everyone).

Under this screen a sub tab will be provided for defining Eligibility rules for e g. Sem overall percentage/ Fee due amount greater than, is detained as per capture score etc. which will be considered during eligibility check.

Changes with respect to the CR:

Once all the configurations being done at the Award Session, user has to manually trigger the check Eligibility button here in the new screen which will be provided for triggering. This will show current SGM mapped in settings and Eligibility Type.

Check Eligibility Button to Process Eligibility, this will execute the rule in defined sequence and for each sequence, it will find out list of Students who are eligible and not eligible and exclude the not eligible students from passing to next sequence.

This will Show some stats based on Eligibility Type- sealed Eligible, sealed not Eligible, Not sealed Eligible, not sealed not Eligible and Total count for all the cases other than Eligible Students., user has to update Absent type or detain the record using the template.

This Eligibility check for enrollment is applicable only in the case of regular Enrollment. A seal button will also be added in this screen.

A Template has been provided with which user can be able to edit eligibility flag / reason / absent type for any record which is not sealed. List of filters will be as Award, Exam session, Site, Batch, Session, Eligibility, Registration number where Award and exam Session is mandatory.

Data template will be downloaded with the Student list , User has to update the column named as Reason, update Eligibility, remarks, Absent type and Is Seal(If required) Template will also allow user to seal records which are not sealed but not vice versa.

There will be a front end screen named as Student Eligibility Housekeeping from where user can update Eligibility, seal, Apply. This will allow edit Eligibility after seal; this can be done on a student basis and will update sealed as No.

Front end screen will also give an option to recheck eligibility at a student level as well and shall allow the user to edit the values.

Benefits:

After this implementation, user can be able to check eligibility before Exam Enrollment.
User can map multiple eligibility check parameters under the Eligibility rule mapping.

Using the feature:

Go to Digital Campus → Settings → Award
Under the Sub tab Exam Eligibility, user will have to do configurations and have to map eligibility check parameters under the Map Eligibility rule.

After doing all the configurations as per the requirement, user has to click on the Check Eligibility Button and click on seal. User can update Eligibility using the Template if it is required but this action will be done before seal where User has to update the column named as Reason, update Eligibility, remarks, Absent type and Is Seal (If required).

For all the cases other than Eligible Students., user has to update Absent type or detain the record using the template.

There will be a front end to edit Eligibility after seal, this can be done on a student basis and will update sealed as No

Front end screen will also give an option to recheck eligibility at a student level as well and shall allow the user to edit the values.

Suggestive Enrollment:

Functionality Details:

We are going to offer functionality where system can intelligently identify subjects which can be enroll by student(s) at the time of exam enrollment. Suggestion of Subject(s) will be based on rule configured for various types of enrollments such as Backlog, Improvement etc.

Benefits:
Automatically identification of Subjects as per configured rule. Minimal manual process of enrollment. One time setup.

How to Use:

Suggestive Enrollment process can be used by doing following steps:

User has to do configuration at Award Session level which will be applicable for various exam session.

First Step, user has to define sequence for each enrollment types, rules will be executed of each enrollment types on the basis of sequence. Also, user has to configure various fields such as Window Open, No. of Subjects, Read from setup etc.

User has to select each record (enrollment types) then define rules header.
Rule Header, will allow user to define multiple rules which execute sequentially along with allowed exam type, Failed Exam Type/Passed Exam Type are mandatory or Optional.

On every rule Header, user can define its definition which will allow user to define for which row validation has to check such as Exam type, Row Type, Status (Pass/Fail), Absent Type, Grades Exclusion/Inclusion.

User can define multiple rule definition for same rule header.
Post Configuration, User can run enrollment eligibility which enable system to identify subjects and suggest each subject(s) as per configured rule for various enrollment types.

Now, user may seal the record which allow system to show data in Enrollment BizApp.

NOTE:

Each Rule Definition for a rule header should be true, only then Subject will be applicable for that enrollment type.

If Subject identified due to any rule header, then it won't be considered in any other rule header of that enrollment type.

Similarly, if subject identified in any enrollment type due to any rule header, then it won't be considered in any other enrollment type which means Subject can be suggested in anyone Enrollment type only.

Enroll Previous Subject

Overview

This screen helps the user to do enrollment for previous session subjects. The screen enables you to capture and input the active student's previous session details. This means that at the point of go-live, the history records of previous sessions need not be provided into the system up-front. This can be provided once the current operations and processes are streamlined.

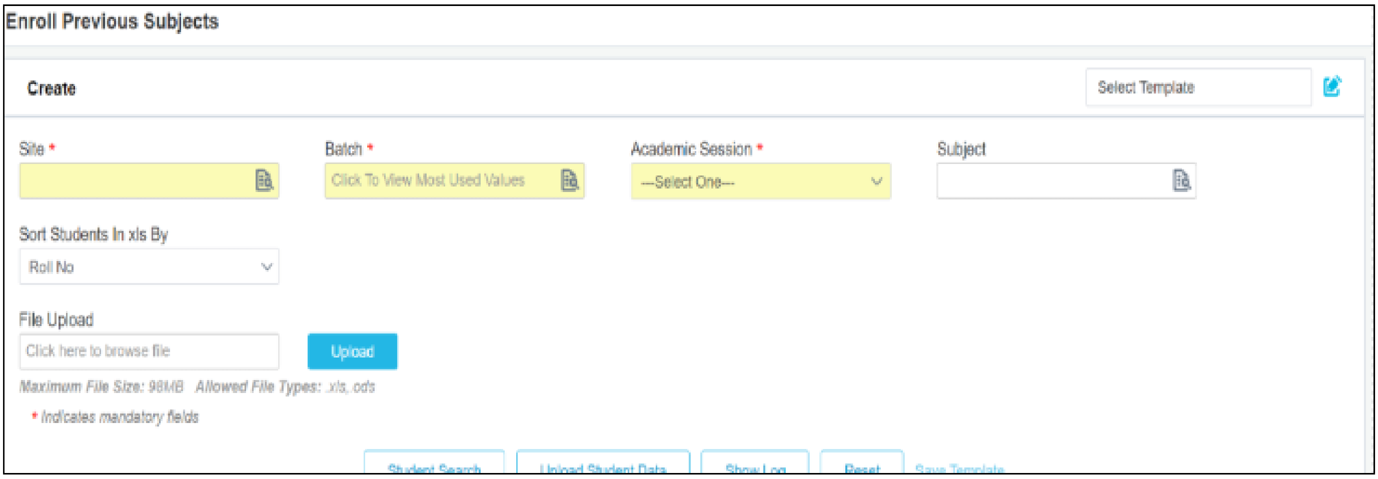
Pre-requisite

1. SGM has to be tagged at Batch level (Enrollment and Academic SGM).

Procedure

To enroll previous subjects using Enroll Previous Subjects screen:

1. Go to Exam and Grading -> Enrollment Miscellaneous -> Enroll Previous Subjects.

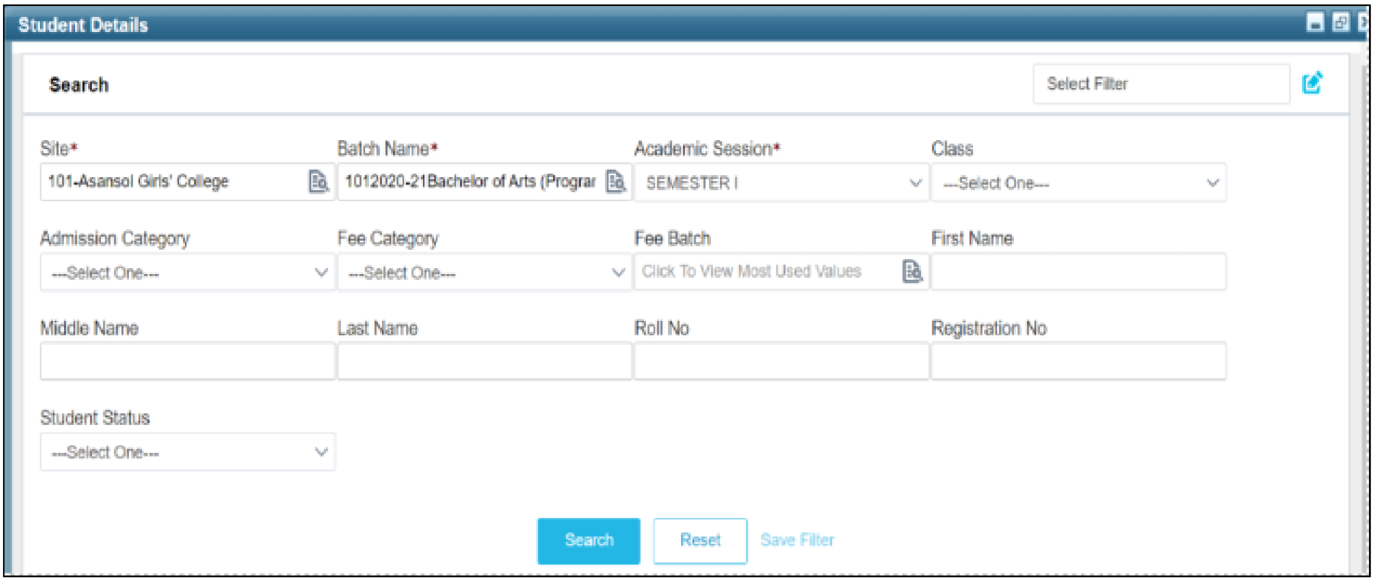


2. Enter the search criteria by using the following fields:

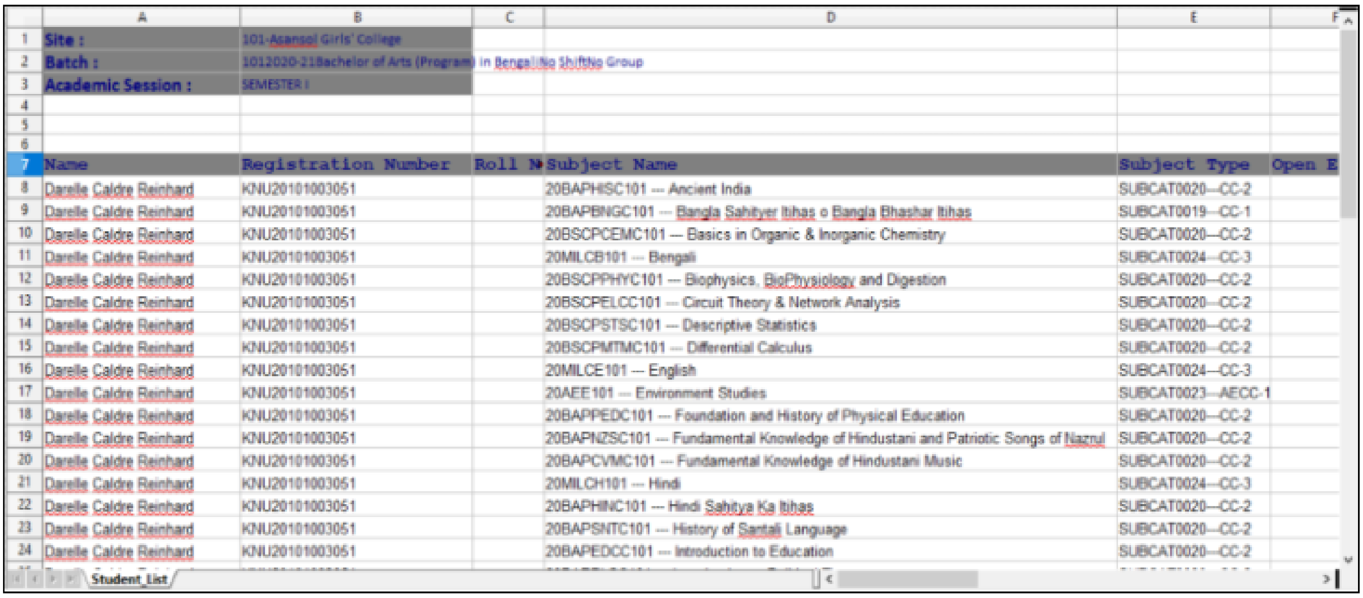
Feild	Feild Type	Description
*Site	Mandatory	The site to which students belong
*Batch	Mandatory	The batch to which student belong
*Academic session	Mandatory	The academic year to which students belong
Subject	Optional	The name of the subject

Feild	Feild Type	Description
Sort Students In xls By	Optional	The parameter by which the students would be arranged in Excel for e.g., name, roll number or registration number
File upload	Optional	The excel file that contains the details of the previous sessions.

3. Click Student search. A list of students matching the search criteria is displayed.



Select the record and click download excel.



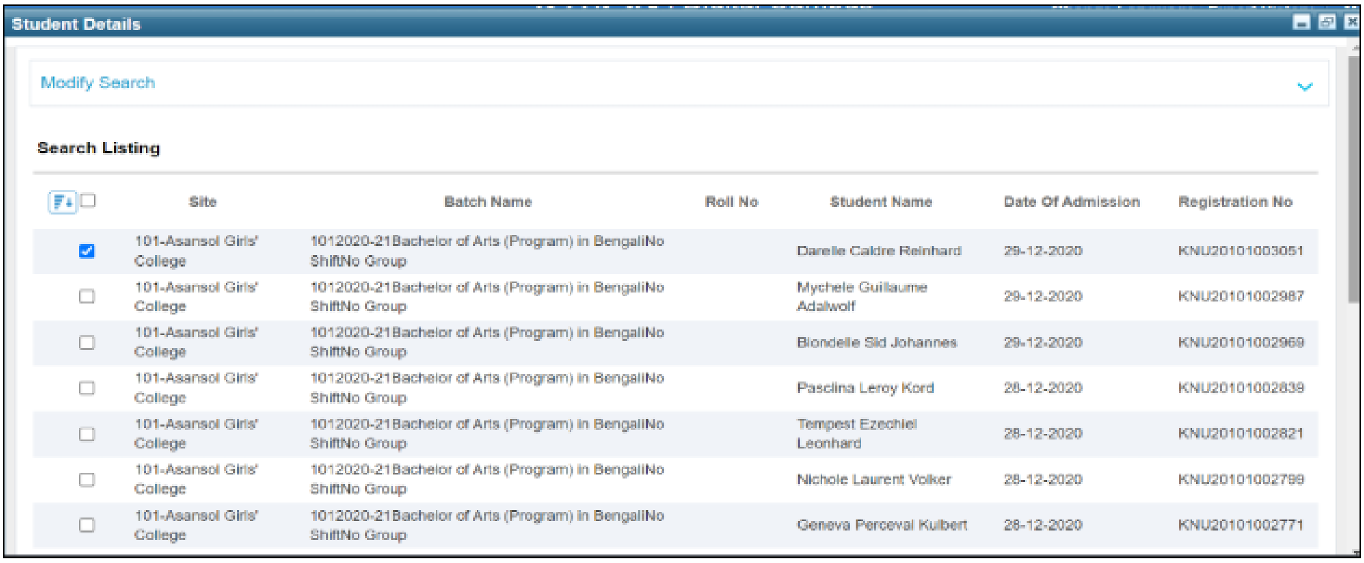
	A	B	C	D	E	F
1	Site :	101-Asansol Girls' College				
2	Batch :	1012020-21Bachelor of Arts (Program) in Bengali\No Shift\No Group				
3	Academic Session :	SEMESTER I				
4						
5						
6						
7	Name	Registration Number	Roll N	Subject Name	Subject Type	Open E
8	Darelle Caldre Reinhard	KNU20101003051		20BAPHISC101 — Ancient India	SUBCAT0020—CC-2	
9	Darelle Caldre Reinhard	KNU20101003051		20BAPBNGC101 — Bangla Sahityer Itihas o Bangla Bhashar Itihas	SUBCAT0019—CC-1	
10	Darelle Caldre Reinhard	KNU20101003051		20BSCPCEMC101 — Basics in Organic & Inorganic Chemistry	SUBCAT0020—CC-2	
11	Darelle Caldre Reinhard	KNU20101003051		20MILCB101 — Bengali	SUBCAT0024—CC-3	
12	Darelle Caldre Reinhard	KNU20101003051		20BSCPPHYC101 — Biophysics, BioPhysiology and Digestion	SUBCAT0020—CC-2	
13	Darelle Caldre Reinhard	KNU20101003051		20BSCPELCC101 — Circuit Theory & Network Analysis	SUBCAT0020—CC-2	
14	Darelle Caldre Reinhard	KNU20101003051		20BSCPSTSC101 — Descriptive Statistics	SUBCAT0020—CC-2	
15	Darelle Caldre Reinhard	KNU20101003051		20BSCPMTMC101 — Differential Calculus	SUBCAT0020—CC-2	
16	Darelle Caldre Reinhard	KNU20101003051		20MILCE101 — English	SUBCAT0024—CC-3	
17	Darelle Caldre Reinhard	KNU20101003051		20AEE101 — Environment Studies	SUBCAT0023—AECC-1	
18	Darelle Caldre Reinhard	KNU20101003051		20BAPPEDC101 — Foundation and History of Physical Education	SUBCAT0020—CC-2	
19	Darelle Caldre Reinhard	KNU20101003051		20BAPNZSC101 — Fundamental Knowledge of Hindustani and Patriotic Songs of Nazrul	SUBCAT0020—CC-2	
20	Darelle Caldre Reinhard	KNU20101003051		20BAPCVMC101 — Fundamental Knowledge of Hindustani Music	SUBCAT0020—CC-2	
21	Darelle Caldre Reinhard	KNU20101003051		20MILCH101 — Hindi	SUBCAT0024—CC-3	
22	Darelle Caldre Reinhard	KNU20101003051		20BAPHINC101 — Hindi Sahitya Ka Itihas	SUBCAT0020—CC-2	
23	Darelle Caldre Reinhard	KNU20101003051		20BAPSNTC101 — History of Santali Language	SUBCAT0020—CC-2	
24	Darelle Caldre Reinhard	KNU20101003051		20BAPEDCC101 — Introduction to Education	SUBCAT0020—CC-2	

Enter the search criteria by using the following fields:

Feild	Feild Type	Description
*Site	Mandatory	The site to which students belong
*Batch	Mandatory	The batch to which student belong
*Academic session	Mandatory	The academic year to which students belong

Feild	Feild Type	Description
Class	Optional	The class to which students belong
Admission category	Optional	The admission category to which student belongs for e.g., general, OBC, SC, ST
Fees category	Optional	The fees category to which student belongs for e.g., general, OBC, SC, ST
Fees batch	Optional	The current fees batch to which students belong
First Name	Optional	First Name of the student
Middle Name	Optional	Middle Name of the student
Last Name	Optional	Last Name of the student
Roll no	Optional	Roll no of the student
Registration no	Optional	Registration no of the student
Student status	Optional	The status of the student for e.g., active, inactive, Pass out

Click on search. A list of students matching the search criteria is displayed.



Site	Batch Name	Roll No	Student Name	Date Of Admission	Registration No
101-Asansol Girls' College	1012020-21Bachelor of Arts (Program) in BengaliNo ShiftNo Group		Darelle Caldre Reinhard	29-12-2020	KNU20101003051
101-Asansol Girls' College	1012020-21Bachelor of Arts (Program) in BengaliNo ShiftNo Group		Mychele Guillaume Adalwolf	29-12-2020	KNU20101002987
101-Asansol Girls' College	1012020-21Bachelor of Arts (Program) in BengaliNo ShiftNo Group		Blondelle Sid Johannes	29-12-2020	KNU20101002969
101-Asansol Girls' College	1012020-21Bachelor of Arts (Program) in BengaliNo ShiftNo Group		Pasclina Leroy Kord	28-12-2020	KNU20101002839
101-Asansol Girls' College	1012020-21Bachelor of Arts (Program) in BengaliNo ShiftNo Group		Tempest Ezechiel Leonhard	28-12-2020	KNU20101002821
101-Asansol Girls' College	1012020-21Bachelor of Arts (Program) in BengaliNo ShiftNo Group		Nichole Laurent Volker	28-12-2020	KNU20101002799
101-Asansol Girls' College	1012020-21Bachelor of Arts (Program) in BengaliNo ShiftNo Group		Geneva Perceval Kulbert	28-12-2020	KNU20101002771

Select the record and click download excel.

Feild	Feild Type	Description
*Site	Read Only	The site to which students belong
*Batch	Read Only	The batch to which student belong
*Academic session	Read Only	The academic year to which students belong
Name	Read Only	Name of the student
Registration no	Read Only	Registration number of the student
Roll no	Read Only	Roll no of the student
Subject Name	Read Only	Name of the subject
Subject Type	Read Only	Name of the subject type
Open elective	Read Only	whether that subject is open elective or not
Enroll	Editable	Status of the enrollment

4. Click upload student data to upload excel file that contains the details of the previous session. To upload a file:

a. Click browse

b. Navigate the location where the excel file is located.

c. Select the file and click open.

d. Click upload. The excel file is uploaded.

5. Click reset to refresh the fields.
6. Click show log to display the details of the logs.

Search Listing

S.No.	Request Status	Result	Processed Date	Processed By	Description
1.	Completed	Completed	9th - May - 2022 (05:10:29 PM)	Dear.Caroline Germain Enzo(Caroline) --- dev_admin.tcssupport@knu.com	Student Data Uploaded Successfully

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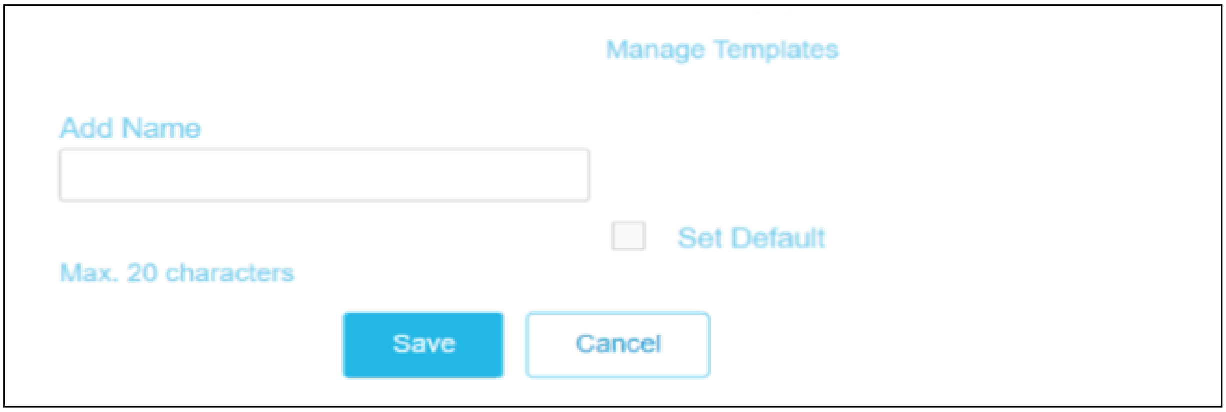
7. Click save template. The template name checkbox is displayed.



a. Enter the name of the template in the template name checkbox.

b. Select the set as default checkbox to save this template as the default one.

c. Click save.

Suggested Enrollment Processing

Overview

Suggested Enrollment Processing is a screen where the defined enrollment rules set are checked for the selected Award and Session.

This screen is also used to view the status of the submitted request

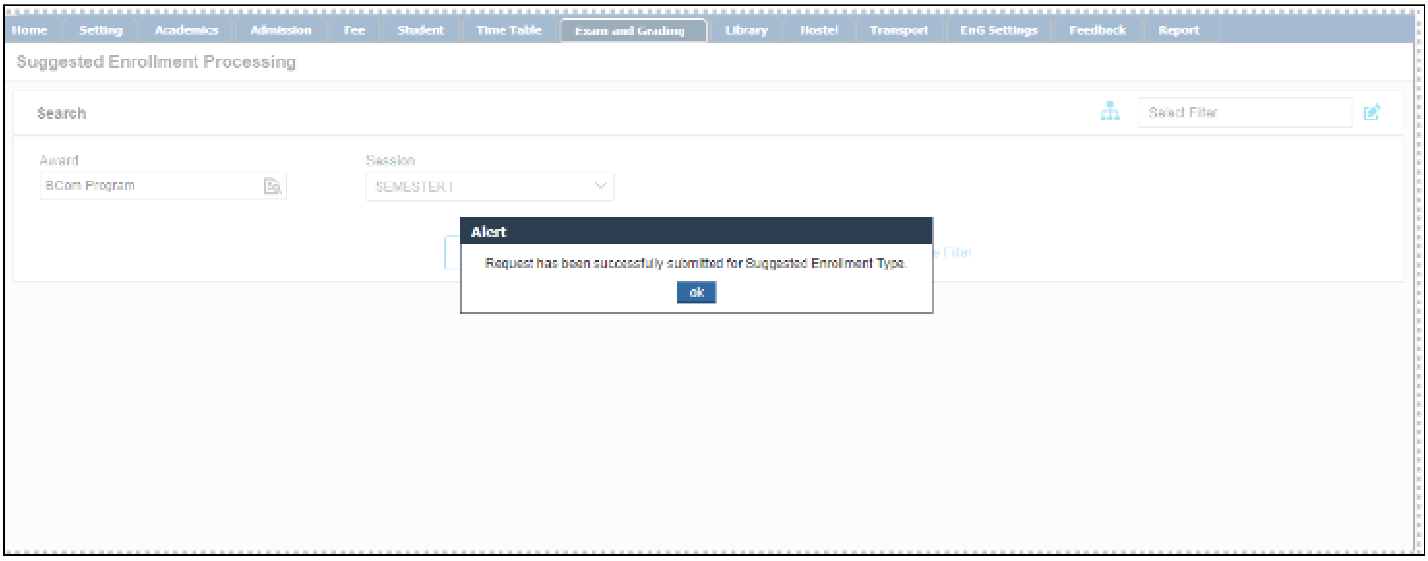
Pre requisite

1. Basic Academic Setup Should be completed.
2. Enrollment Type Rules should be defined.

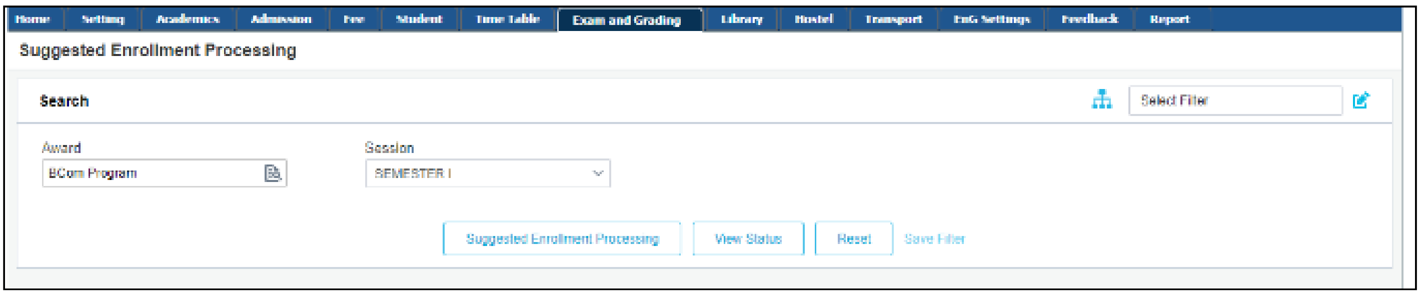
Procedure

1. Goto Exam and Grading-> Enrollment Miscellaneous-> Suggested Enrollment Processing.

When you click on Suggested Enrollment Processing, the below screen appears

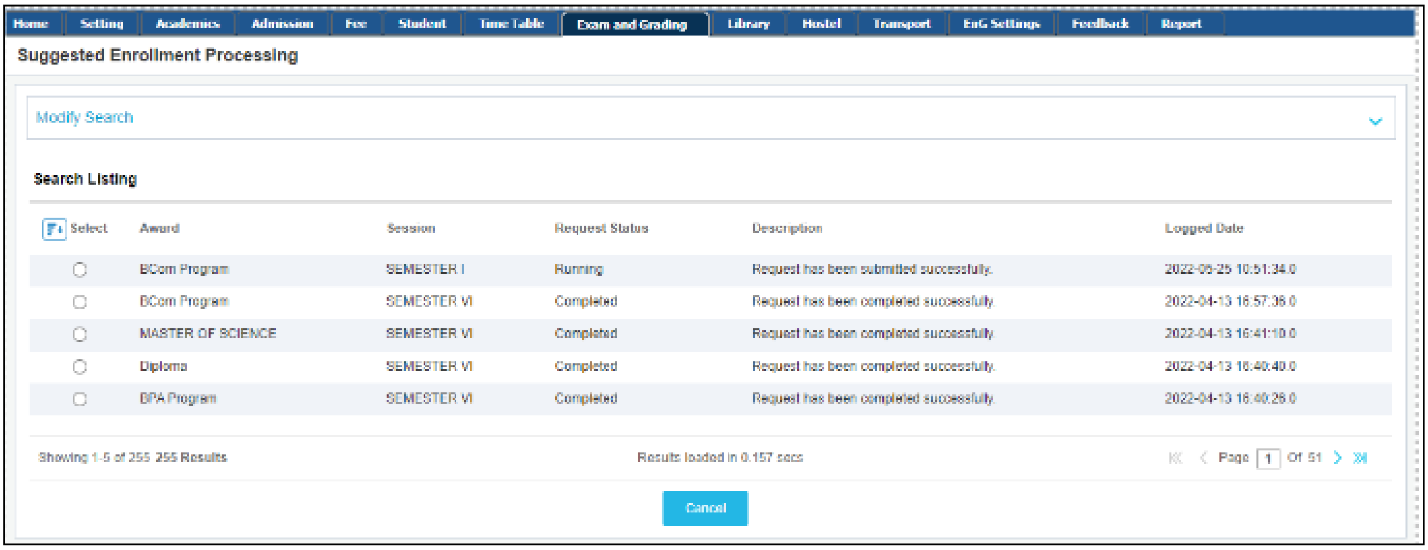


Select the Award and Session and click on Suggested Enrollment Processing, the below notification occurs where the request is submitted successfully



The Status of the submitted request can be viewed in View Status. When you click on view status the below screen appears.

The Request Status, Description and the Logged Dates are available for the submitted request.



Enrollment For Previous session

Overview

This screen helps the user to do enrollment for previous session. The screen enables you to capture and input the active student's previous session details. This means that at the point of go-live, the history records of previous sessions need not be provided into the system up-front. This can be provided once the current operations and processes are streamlined.

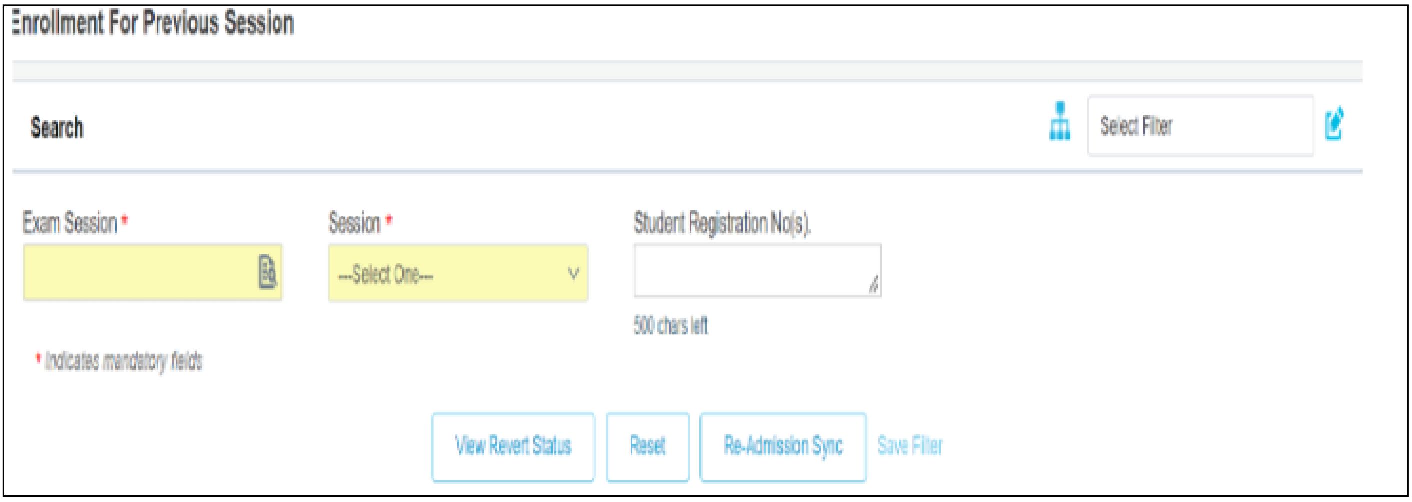
Pre-requisite

1. SGM has to be tagged at Batch level (Enrollment and Academic SGM).

Procedure

To enroll for previous session using Enroll Previous Subjects screen:

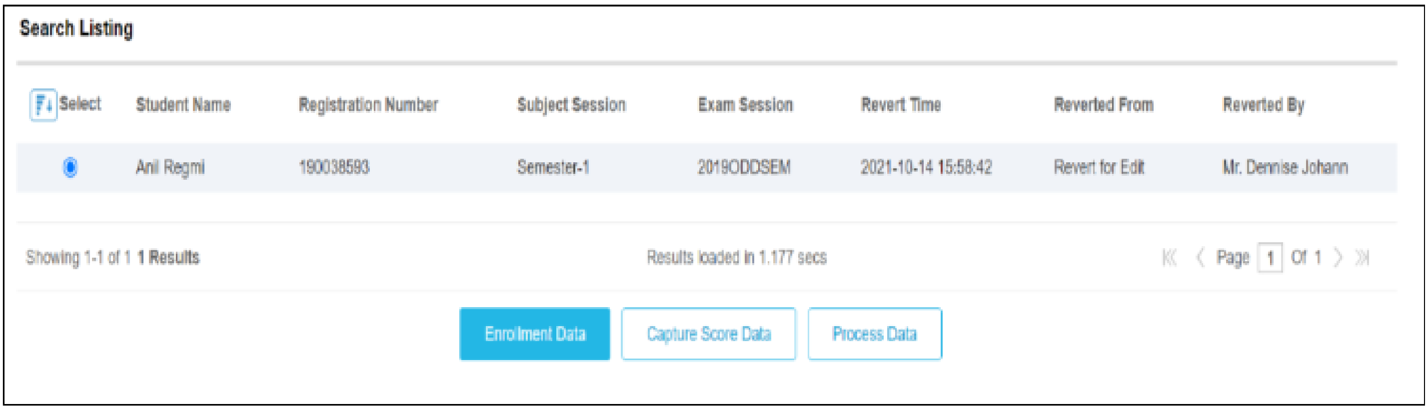
1. Go to Exam and Grading -> Enrollment Miscellaneous -> Enrollment for Previous Session.



2. . Enter the search criteria by using the following fields:

Feild	**Feild Type**	**Description**
Exam Session*	Mandatory	The exam session to which student belong
Session*	Mandatory	The session to which student belong
Student Registration no	Optional	Registration number of the student

3. Click view revert status button to view the revert status as per search criteria.



Search Listing

Select	Student Name	Registration Number	Subject Session	Exam Session	Revert Time	Reverted From	Reverted By
◉	Anil Regmi	190038593	Semester-1	2019ODDSEM	2021-10-14 15:58:42	Revert for Edit	Mr. Dennise Johann

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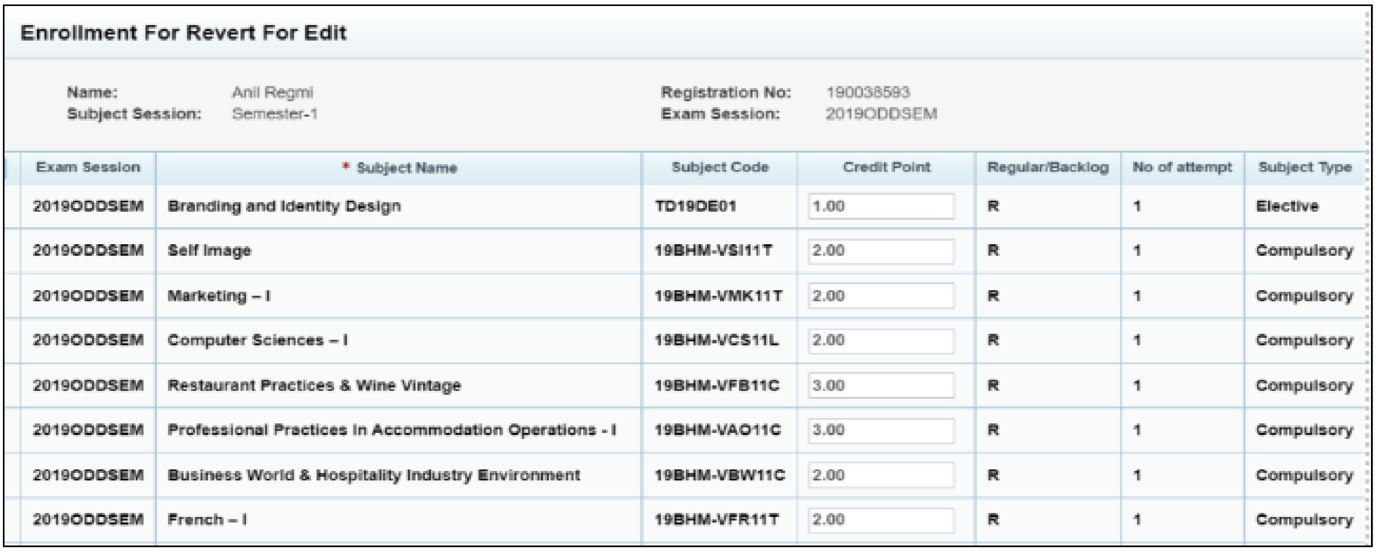
Enrolment Data   Capture Score Data   Process Data

4. Select a student for which enrollment has to be done and click on Enrollment data. The above screen will appear.



Enrollment For Revert For Edit

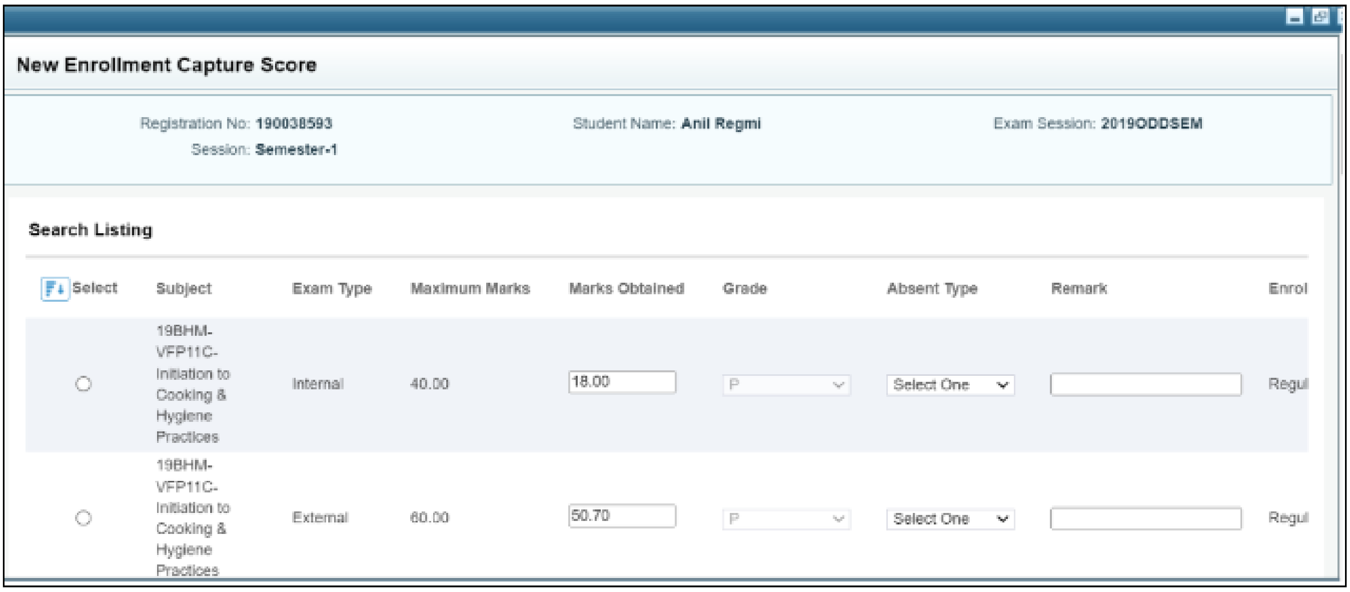
Name: Anil Regmi   Registration No: 190038593
Subject Session: Semester-1   Exam Session: 2019ODDSEM

Exam Session	* Subject Name	Subject Code	Credit Point	Regular/Backlog	No of attempt	Subject Type
2019ODDSEM	Branding and Identity Design	TD19DE01	1.00	R	1	Elective
2019ODDSEM	Self Image	19BHM-VSI11T	2.00	R	1	Compulsory
2019ODDSEM	Marketing – I	19BHM-VMK11T	2.00	R	1	Compulsory
2019ODDSEM	Computer Sciences – I	19BHM-VCS11L	2.00	R	1	Compulsory
2019ODDSEM	Restaurant Practices & Wine Vintage	19BHM-VFB11C	3.00	R	1	Compulsory
2019ODDSEM	Professional Practices in Accommodation Operations - I	19BHM-VAO11C	3.00	R	1	Compulsory
2019ODDSEM	Business World & Hospitality Industry Environment	19BHM-VBW11C	2.00	R	1	Compulsory
2019ODDSEM	French – I	19BHM-VFR11T	2.00	R	1	Compulsory

5. Select a subject for which you have to enroll or de-enroll.

6. Select add row and remove row to add and remove subject respectively.

7. Select a student and click capture score data to capture the score data for new enrollment student.



New Enrollment Capture Score

Registration No: 190038593   Student Name: Anil Regmi   Exam Session: 2019ODDSEM
Session: Semester-1

Search Listing

Select	Subject	Exam Type	Maximum Marks	Marks Obtained	Grade	Absent Type	Remark	Enrol
○	19BHM-VFP11C-Initiation to Cooking & Hygiene Practices	Internal	40.00	18.00	P	Select One		Regul
○	19BHM-VFP11C-Initiation to Cooking & Hygiene Practices	External	60.00	50.70	P	Select One		Regul

8. Select a subject for which you have to update capture score for new enrollment student and click save.

9. Select a student for which you have to process data and click on process data button. The confirmation page will appear. Click yes if you want to process data for new enrollment otherwise click no.

10. Click reset to refresh the fields.

11. Click save template to save this template as the default one.

Student Eligibility Update

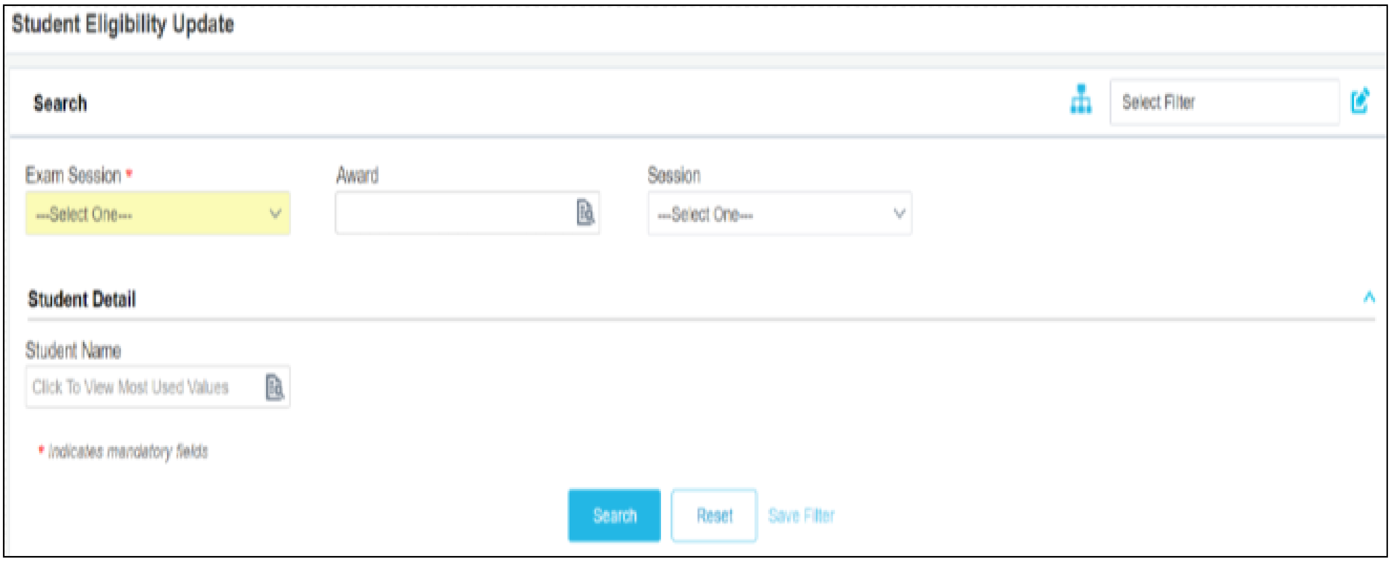
Overview

Student Eligibility Update is the screen where user gets the student details with respect to whether the student is eligible or ineligible, sealed or not, applied or not, approved or not, ineligibility type which the student is mapped. This is the screen where users can update the system define status to as per their own requirement status manually.

Procedure

To update student eligibility details:

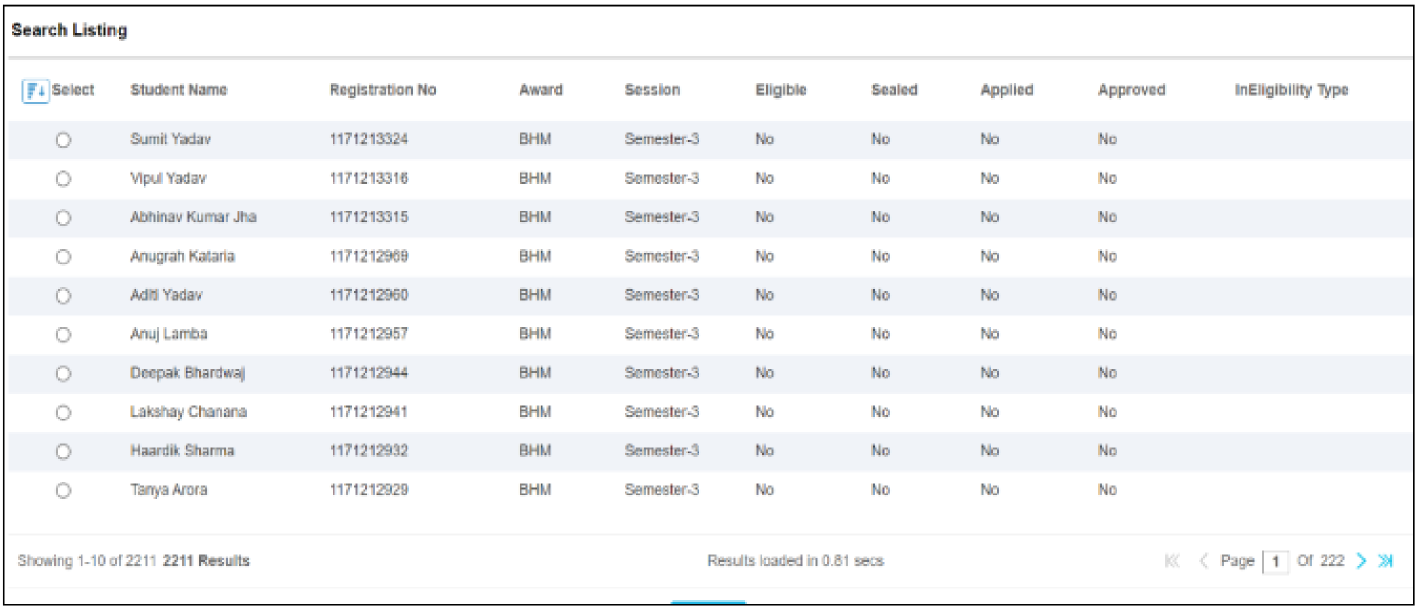
1. Go to Exam and grading -> Enrollment Miscellaneous -> Student Eligibility Update. The below screen is displayed.



2. Enter the search criteria by using the following fields:

Feild	**Feild Type**	**Description**
Exam session*	Mandatory	The Exam session to which student belongs
Award	Optional	The award to which student belongs
Session	Optional	The session to which student belongs
Student Name	Optional	Name of the student

3. Click Student search. A list of students matching the search criteria is displayed.

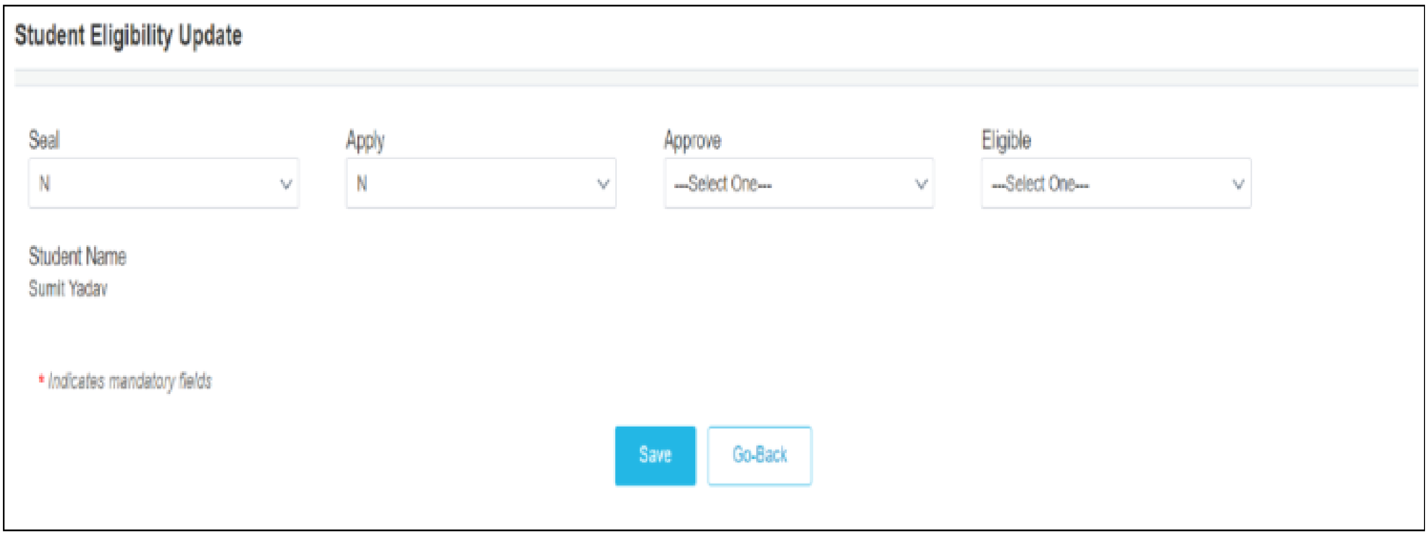


Search Listing

Select	Student Name	Registration No	Award	Session	Eligible	Sealed	Applied	Approved	InEligibility Type
○	Sumit Yadav	1171213324	BHM	Semester-3	No	No	No	No	
○	Vipul Yadav	1171213316	BHM	Semester-3	No	No	No	No	
○	Abhinav Kumar Jha	1171213315	BHM	Semester-3	No	No	No	No	
○	Anugrah Kataria	1171212969	BHM	Semester-3	No	No	No	No	
○	Aditi Yadav	1171212960	BHM	Semester-3	No	No	No	No	
○	Anuj Lamba	1171212957	BHM	Semester-3	No	No	No	No	
○	Deepak Bhardwaj	1171212944	BHM	Semester-3	No	No	No	No	
○	Lakshay Chanana	1171212941	BHM	Semester-3	No	No	No	No	
○	Haardik Sharma	1171212932	BHM	Semester-3	No	No	No	No	
○	Tanya Arora	1171212929	BHM	Semester-3	No	No	No	No	

Showing 1-10 of 2211 **2211 Results** Results loaded in 0.81 secs Page 1 Of 222

4. Select the student for which user have to update the records and click edit. Below screen is displayed.



5. Enter the fields that the user wants to update for the student.

Feild	**Feild Type**	**Description**
Seal	Optional	The parameter from which student record can be considered as sealed or not
Apply	Optional	The parameter from which student record can be considered as applied or not
Approve	Optional	The parameter from which student record can be considered as approved or not
Eligible	Optional	The parameter from which student record can be considered as eligible or not
Student name	Non editable	Name of the student

6. To save the updated records of student, click save.

7. Click the go back button to revert to the home page.

8. Click reset to refresh the fields.

9. Click save template to save this template as the default one.

Update Enrolment Flags

Overview

This will execute the rule in defined sequence and for each sequence, it will find out list of Students who are eligible and not eligible and exclude the not eligible students from passing to next sequence.

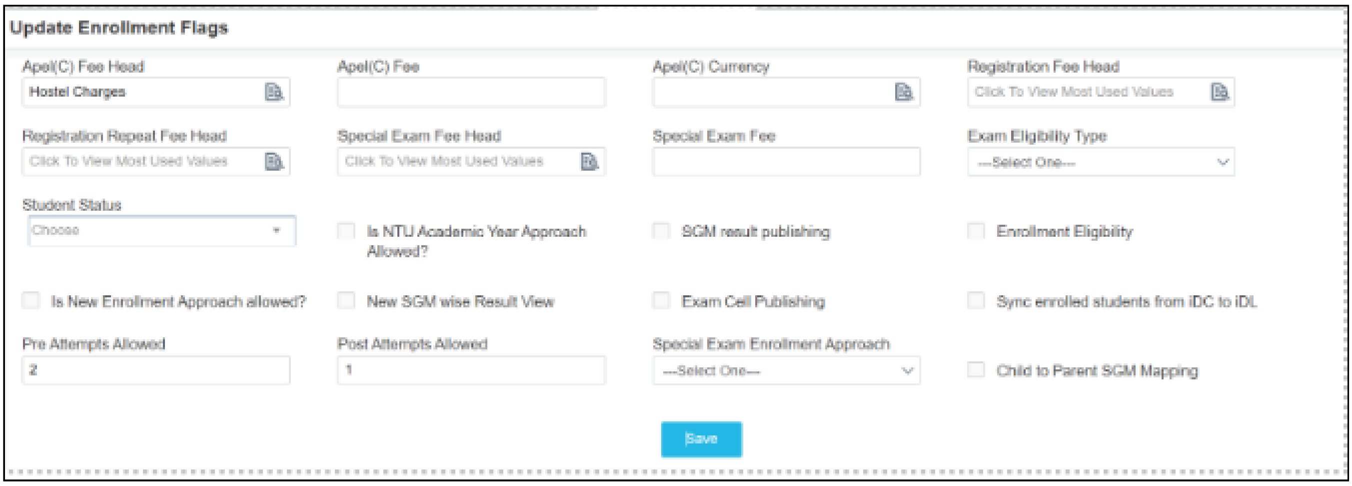
Pre-requisites

1. Curriculum Configuration

2. Batch Sync ESM

Procedure

1. Go to Exam and Grading >> Enrollment Miscellaneous >> Update enrollment Flags screen is displayed.



Enter the search criteria by using the following fields:

<

S.No	Feild	Type	Description
1	Apel(C) Fee Head	Non-Mandatory(Editable)	Select the Apel(C) Fee Head from the lookup value.
2	Apel(C) Fee	Non-Mandatory(Editable)	Select the Apel(C) Fee from the lookup value.
3	Apel(C) Currency	Non-Mandatory(Editable)	Select the Apel(C) Currency from the lookup value.
4	Registration Fee Head	Non-Mandatory(Editable)	Select the Registration Fee head from the lookup value.
5	Registration Repeat Fee Head	Non-Mandatory(Editable)	Select the Registration Repeat Fee head from the lookup value.

S.No	Feild	Type	Description
6	Special Exam Fee Head	Non-Mandatory(Editable)	Select the Special Exam Fee head from the lookup value.
7	Special Exam Fee	Non-Mandatory(Editable)	Enter the Special Exam Fee.
8	Exam Eligibilty Type	Non-Mandatory(Editable)	Select the Exam Eligibilty Type from the drop-down.
9	Student Status	Non-Mandatory(Editable)	Select the Student status from the drop-down.
10	Is NTU Academic Year Approach Allowed?	Non-Mandatory(Editable)	Allow user to define Academic Year wise setting for Non-Technical University Enrollment Approach.
11	SGM result publishing	Non-Mandatory(Editable)	Allow user to publish the result for SGM.
12	Enrollment Eligibility	Non-Mandatory(Editable)	Allow user to define the enrollment eligibilty by defining the rule for regular cases.
13	Is New Enrollment Approach allowed?	Non-Mandatory(Editable)	Allow user to define the exam eligibilty for the students by configuring the rules.
14	New SGM wise Result View	Non-Mandatory(Editable)	Allow user to enable new screen of result view based on ODR report view.
15	Exam Cell Publishing	Non-Mandatory(Editable)	Allow user to verify the result of the students by publishing/unpublishing the result both award wise and program wise.It works on maker checker concept.
16	Sync enrolled students from iDC to iDL	Non-Mandatory(Editable)	If this flag is checked then allows student to automatically flow from iDC to iDL based on registration.Only applicable for org level flag ECA=Y.
17	Pre Attempts Allowed	Non-Mandatory(Editable)	Enter the number for Pre Attempts shouLd be allowed.
18	Post Attempts Allowed	Non-Mandatory(Editable)	Enter the number for Post Attempts shouLd be allowed.
19	Special Exam Enrollment Approach	Non-Mandatory(Editable)	Select the Special Exam Enrollment Approach from the drop-down.
20	Child to Parent SGM Mapping	Non-Mandatory(Editable)	Allows user to map the Child SGM with Parent SCM sothat only those backlogs subjects will come for special exam which are failed in parent SGM.

2.Click on Save button to save the Details.

Exam and Grading Reports

Exam and Grading reports help you to view the details corresponding to various EnG processes. These reports have the facility of multi-site selection i.e. you can get the consolidated report of any sites that you wish to select. You can also export some of the reports to PDF or an Excel sheet.

You can generate the following reports using the Exam and Grading reports screen:

Report Type	**Report**	**Description**
ODR	Process Score Edit in Bulk Upload Log	This report helps us to view the Bulk upload log of the Process Score Edit
ODR	Result Publish Status - Pending (Pivot)	This report will help Exam Cell of a University know any pending result which is to be published irrespective of the Exam Session.
PCR	DA Verification Detailed Error Log Site Wise	This report helps us to view the detailed DA verification error log site wise
PCR	DA Verification Detailed Error Log Program Wise	This report helps us to view the detailed DA verification error log program wise
PCR	DA Verification Details (Pivot)	This report helps to view the DA verification in detail with respect to program, exam session and award
PCR	Exam Tree Not Mapped	This Report helps to view Exam tree which is not mapped
PCR	Subject ESM Not Mapped	This Report helps to view Subject session master name which is not mapped
PCR	Exam ESM Not Mapped	This Report helps to view Exam session master name which is not mapped
PCR	Application Request for Regular Enrollment	This Report helps to view Application Request for Regular Enrollment
PCR	Audit Report (Pivot)	This Report helps to view Audit report
PCR	Students With Incomplete Enrollments (Pivot)	This Report helps to view Students With Incomplete Enrollments
PCR	History Data Verification	This Report helps to view History Data Verification
PCR	History Data Verification for Completeness (Pivot)	This Report helps to view History Data Verification for Completeness
PCR	User Input Details for Grade Boosting Transaction (Pivot)	This report helps to view the user input details for Grade boosting with respect to Exam session
PCR	Subject Level Processing Status (Pivot)	This report helps us to view the subject level processing status with respect to Exam session and transaction type
PCR	Reevaluation Wanting List	This report helps us to view the Reevaluation wanting list with respect to Exam session, subject session and transaction type
PCR	Details Of Incorrect Process Score Found In System	This report helps us to view the details of incorrect process score with process score validation status
PCR	Incorrect Process Score Configuration (Pivot)	This report helps us to view the Process score validation status with respect to the Award
	Exam Session Wise Regular students eligible for external (Pivot)	This report helps us to view the eligible regular students for external with respect to exam session
PCR	Discrepancy Report	This report helps us to view the discrepancy with respect to award, exam session, subject session and transaction type

Report Type	Report	Description
	Students Not Enrolled For Mandatory Subjects Detail Student Analysis	This report gives us the detailed analysis of the students not enrolled for the mandatory subjects
PCR	Students Not Enrolled For Mandatory Subjects Detail Student (pivot)	This report gives us the detailed analysis of the students not enrolled for the mandatory subjects
PCR	Grade Boosting Transaction Log	This report helps us to view the transaction log of Grade Boosting with respect to Exam Session.
PCR	Result Communication Log	This report helps us to view the result communication log with respect to award, exam session and program.
PCR	Award Session Wise Result Publish Date	This report helps us to view the result publish date with respect to award, program and session
PCR	Student details with incomplete enrollment	This report helps us to view the students with incomplete enrollments
PCR	Elective Subjects Selected by Colleges	This report helps us to view the elected subjects selected by colleges with respect to site and exam session.
PCR	Count of Electives Selected by Colleges (Pivot)	This report helps us to view the count of the elected subjects selected by colleges with respect to site and exam session.
PCR	External Capture Score Pending Status Detail	This report helps us to view the pending status of the external capture score with respect to exam session, award and exam type.
PCR	External Capture Score Pending Status (Pivot)	This report helps us to view the pending status of the external capture score with respect to exam session, award and exam type
	Exam Attendance Not Marked Date Crossed Details	This report helps us to view the details of the students whose attendance is not marked and is overdue with respect to award
PCR	Exam Attendance Not Marked Date Crossed (Pivot)	This report helps us to view the count of the students whose attendance is not marked and is overdue with respect to award.
PCR	Capture Score Status Crossed Date (Pivot)	This report helps us to view the pending status of the capture score that is overdue.
PCR	UFM Analysis Site Department Wise (Pivot)	This report helps to view the UFM Analysis Department wise with respect to the site
	UFM Analysis Site Award Wise (Pivot)	This report helps us to view the UFM Analysis Award wise with respect to the Exam Session Academic Year.
PCR	UFM Analysis Department Wise (Pivot)	This report helps us to view the UFM Analysis Department wise with respect to the Exam Session Academic Year.
PCR	Room Supervisor Sheet Report	This report is a report created for an exam room supervisor for filling the information of the room like students appeared, answer books given, subject details, supplement copy used,supervisor signature. etc Template on the saved report can be created as per the format of the user and can be mapped to the report.
PCR	Student Seating Plan Report	This report is a report created for Exam Cell of any university to generate the seating plan for an Exam Session.
PCR	Enrollment Analysis Student Wise	This report will help user to view the enrollment of students of an Award Session and Exam session Enrollment type wise.
PCR	Enrollment Analysis Student Subject Wise (Pivot)	This report will help user to view the enrollment of students of an Award Session and Exam session Enrollment type wise.

Report Type	Report	Description
PCR	Exam Center wise Subject QP Count	This report helps us to view the subject QP count with respect to the Exam Center.
PCR	Site wise Subject QP Count	This report helps us to view the site wise subject QP count.
PCR	UFM Count Campus School Year Wise (Pivot)	This Report will help COE,Principal for doing the analysis for UFM count for School year wise.
PCR	Enrollment to subject level credit point verification	This report helps us to view the subject level enrollment credit point verification with respect to user role.
PCR	Processing Status---Reason for fail (Pivot)	This report will help user to verify the status of processing with reason of failure.
PCR	Not Processed Enrollment Detail	This report helps us to view the enrollment that is not processed with respect to the award and user role.
PCR	Not Processed Enrollment Analysis (Pivot)	This report helps us to view the enrollment that is not processed with respect to the award and user role
PCR	Backlog Exam Closure	This report helps to view the enrollment exam session and enrollment end date for the backlog students.
PCR	Exam Tracker Red Alert Data	This report will help Exam and Grading University Admin to know the data which has to be addressed immediately so that further bad data is not created.
PCR	Backlog Exam Commencement	This report helps to view the Backlog exam commencement with respect to the Enrollment Exam Session and Enrollment start date.
PCR	Eform Enrollments Not Approved	This report helps us to view the Eform enrollments that are not approved.
PCR	Eform Enrollments Rejected	This report helps us to view the Eform enrollments that are rejected.
PCR	Bulk enrollment detail(Pivot)	This report help us to view in detail enrollment related activities in bulk
PCR	Academic enrollment report	This report gives award wise enrollment details.
PCR	Students with incomplete enrollment	This report helps you to generate data for students with incomplete enrollment.
PCR	Students not enrolled for required subjects	This report helps you to generate data for students which have not enrolled for required subjects.
PCR	Program wise report card generation status(pivot)	This report helps us to view report card generation status with respect to program.
PCR	Report card status remarks wise(pivot)	This report helps us to view report card generation status with respect to remarks.
PCR	Report card status student wise	This report helps us to view report card generation status with respect to student.
PCR	Report card generation status(pivot)	This report helps us to view report card generation status with respect to academic session and award.
PCR	Merit list program wise	This report gives merit list of students with respect to program.
PCR	Link report result publishing status	This report gives result publishing status with respect to link report.
PCR	Result publish status(pivot)	This report gives result publishing status.
PCR	Result publish notification	This report gives result publishing notification with respect to award name.
PCR	UFM notification	This report gives UFM notification with respect to user role and exam session master name.
PCR	Exam session wise regular students not eligible for external remark wise(pivot)	This report gives the list of students which are not eligible for external remark wise.
PCR	Student details with no backlog ever	This report gives the details of students with no backlog ever.

Report Type	Report	Description
PCR	Program and site wise student with no backlog ever(pivot)	This report gives the list of students with no backlogs ever with respect to program and site.
PCR	Students with no backlogs ever(pivot)	This report gives the list of students with no backlogs ever.
PCR	Student exam schedule details	This report gives details of student exam schedule.
PCR	Exam center to academic center mapping(pivot)	This report generates data for exam center to academic center mapping.
PCR	Exam centre details info(pivot)	This report generates detail information about exam center.
PCR	RT_RV_process score count verification- subject rows(pivot)	This report will help us provide the count of subject rows for RT RV transaction
PCR	RT_RV_process score count verification- exam rows(pivot)	This report will help us provide the count of exam rows for RT RV transaction.
PCR	RT_RV_process score- SGM not found in exam rows	This report will help us provide the count of exam rows for which there is no SGM for RT RV transaction
PCR	RT_RV_process score- SGM not found in subject rows	This report will help us provide the count of subject rows for which there is no SGM for RT RV transaction.
PCR	RT_RV_process score student wise exam and subject counts(pivot)	This report will help us provide the count of subject and exam rows for a student for RT RV transaction.
PCR	Exam session wise regular students not eligible for external	This report gives the list of regular students which are not eligible for external with respect to exam session.
PCR	Exam session wise regular students eligible for external	This report gives the list of regular students which are eligible for external with respect to exam session.
PCR	Exam session wise students applied but not approved	This report gives the list of students which have applied but not approved with respect to exam session.
PCR	Exam session wise regular students not approved for exam enrollment	This report gives the list of regular students which are not approved for exam enrollment with respect to exam session.
PCR	Exam session wise regular students eligible but not applied	This report gives the list of regular students which are eligible but not applied with respect to exam session.
PCR	Exam session wise regular students approval status for exam enrollment	This report gives the approval status for exam enrollment of regular students with respect to exam session.
PCR	Exam session wise regular students not applied for enrollment	This report gives the list of regular students which have not applied for enrollment
PCR	Exam session wise students enrollment application status	This report gives students enrollment application status with respect to exam session
PCR	Program wise merit list	This report provides merit list with respect to program.
PCR	Award wise merit list	This report provides merit list with respect to award
PCR	Remarks wise promotion status report(pivot)	This report generates promotion status report with respect to remarks
PCR	Exam session wise promotion status report	This report generates promotion status report with respect to exam session.
PCR	Site program subject wise student count	This reports provides the enrollment count for a Site, Program, Subject.
PCR	Site program wise student count	This reports provides the enrollment count for a Site, Program.
PCR	Student wise promotion status report	This report generates promotion status report with respect to students
PCR	College wise stream wise subject wise candidates count.	This report provides data for a site program and subject the number of student enrolled.

Report Type	Report	Description
PCR	College wise stream wise candidates count	This report provides data for a site program and subject the number of student enrolled.
PCR	College wise stream wise subject wise marks captured count	This report help us identify the capture score status subject wise for a site.
PCR	Process score- SGM not found in subject rows	This report helps in identifying the subject rows without exam session
PCR	Process score- SGM not found in exam rows	This report helps in identifying the exam rows without exam session.
PCR	Enrollment analysis-completion of processing	This report help us in giving an insight of the processing completion
PCR	Question paper details	This report gives an estimate of no of question papers required for a particular Exam Session, Award, Semester
PCR	Detailed analysis of marks not captured	This report generates detailed analysis of marks which is not captured.
PCR	Site wise marks not captured(pivot)	This report generates marks which is not captured for a particular site.
PCR	Program wise marks not captured(pivot)	This report generates marks which is not captured for a particular program.
PCR	Award wise marks not captured(pivot)	This report generates marks which is not captured for a particular award.
PCR	Detailed report of capture score	This report generates detailed report of capture score.
PCR	Site wise capture score analysis(pivot)	This report provides capture score analysis for a particular site.
PCR	Program wise capture score analysis(pivot)	This report provides capture score analysis for a particular program.
PCR	Award wise capture score analysis(pivot)	This report provides capture score analysis for a particular award.
PCR	Exam session wise process score not correct	This report provides process score which is not correct for a perticular exam session
	Exam session wise enrollment which is marked incorrect	This report generates list of student enrollment which is marked incorrect for a perticular exam session.
PCR	Exam session wise enrollment not processed student list	This report generates list of student enrollment which is not processed for a particular exam session.
PCR	Process score exam type verification(pivot)	This report provides the details of result processing exam type wise.
PCR	Enrollment process score validation student wise report	This report provides the details of particular student enrollment process score validation.
PCR	Enrollment process score validation report(pivot)	This report provides the details of enrollment process score validation for all students.
PCR	Report card generation status remarks wise(pivot)	This report generates report card status with respect to remarks.
PCR	Report card generation status site wise(pivot)	This report generates report card status with respect to site.
PCR	Report card status student wise	This report generates report card status with respect to student.
PCR	Student level generation status	This report generates status at student level
PCR	Site level Report generation status(pivot)	This report generates report status at site level.
PCR	User Input Details for Report Card Generation(Pivot)	This report gives the Student input details for report card generation with distinct student i'd and site i'd.
PCR	Report Card Generation Status New Approach(Pivot)	This report provides processing status of ES name,award name,Subject session name.
PCR	Transaction Level Processing Status(Pivot)	This report generate Exam session with transaction level processing status.

Report Type	Report	Description
PCR	Site Level Processing Status Details(Pivot)	This report generates Exam session and transaction type.
PCR	Student Semester Wise Enrollment Status Report	This report generates Enrolled student status of award name and student status.
PCR	Report Card Status for an Exam Session(Pivot)	This report generates Report Card Status for an Exam Session for student i'd.
PCR	Student wise Unprocessed Enrollment Count	This report generates enrollment status with award name.
PCR	Exam Session wise QPR Regular Count	This Report generates subject type name with award and SGM.
PCR	Exam Session wise QPR Count	This Report Gives the Exam Session wise QPR regular and backlog Count
PCR	Exam Session wise QPR Backlog Count	This Report Gives the Subject type with award and SGM Name and subject type.
PCR	Best of Luck for Exam	This Report generates the user role and ESM.
PCR	Student Level Validation Log Details	This Report Generates Latest Status FlagValidation Status Type with custom type and pre-defined period.
PCR	System Data Validation Status(Pivot)	This Report generates Latest Status FlagValidation Status Type with custom type and pre-defined period.
PCR	Last 7 Days Revaluation or Edit Transaction Analysis(Pivot)	This Report Generates Exam SessionTransaction Type with Exam session.
PCR	Transaction Level ODR Sync Details	This report generates Exam Session with transaction level ODR Sync Details.
PCR	Enrollment Details Listing	This Report generates Subject Session(Master) with award and ESM name and subject session.
PCR	Last 7 Days Transaction Level Processing Status(Pivot)	This Report Generates Exam SessionTransaction Type with Exam session.
PCR	Site Level Processing Status(Pivot)	This Report Generates the Exam SessionTransaction Type with Exam session with transaction No. and Type.
PCR	Reason for Fail Wise Status(Pivot)	This Report Generates Exam SessionTransaction Type with Exam session.
PCR	Student Level Processing Status	This Report Generates Exam SessionTransaction Type with Exam session.
PCR	User Input Details for Process score Transaction	This Report Generates Exam SessionTransaction Type with Exam session.
PCR	Invalid Marks Details for an Award and Exam Session due to iON	This Report generates Session(Master) with award,ESM.
PCR	Invalid Marks Details for an Award and Exam Session provided by Vendor	This Report generates Session(Master) with award,ESM.
PCR	Award wise Raw Capture Score Details for an Exam Session.	This Report generates Session(Master) with award,ESM
PCR	Subject Enrollment in Current Session	This report generates User Role for Subject Enrollment in Current Session.
PCR	Exam Level Process Score Exam Session Verification	This report generates Subject Session Name with ESM Name and Award name.
PCR	Subject Level Exam Session verification of Process Score and Enrollment	This report generates Subject Session Name with ESM Name and Award name.
PCR	Current Backlogs Not Enrolled	This Report generates current Backlogs for user not enrolled.
PCR	Award wise Grade Analysis Regular & Backlog	This Report gives the Session Enrollment TypeExam/Subject Level Marks.
PCR	EnG Setup Verification Subject Wise Count(Pivot)	This Report give the EnG Setup Verification Subject Wise Count Batch Closed.

Report Type	Report	Description
PCR	EnG Setup Verification Subject Wise(Pivot)	This Report give the EnG Setup Verification Subject Wise Count Batch Closed.
PCR	Completion of previous data for processing this session	This report gives Subject Session NameSession Enrollment Type with ESM name and award name.
PCR	EnG Setup Verification Subject Category Wise Count(Pivot)	This Report give the EnG Setup Verification Subject category Wise Count Batch Closed with ESM And award name.
PCR	EnG Setup Verification Exam Type Wise(Pivot)	This Report give the EnG Setup Verification Exam type Wise Count Batch Closed with ESM And award name.
PCR	EnG Setup Verification Subject Type Wise(Pivot)	This Report give the EnG Setup Verification Subject type Wise Count Batch Closed with ESM And award name.
PCR	Exam Type Verification(Pivot)	This report generates Exam TypeIs Batch Closed with award name and session name.
PCR	Process Score Student Wise Exam and Subject Counts(Pivot)	This report generates Subject Session NameSession Enrollment Type with award name and ESM Name.
PCR	Process Score Count Verification - Exam Rows(Pivot)	This report generates Exam/Subject RowSubject Session Name.
PCR	Enrollment Correctness After Process Score(Pivot)	This report generates Subject Session Name with award name subject session name.
PCR	Process Score Count Verification - Subject Rows(Pivot)	This report generates Exam/Subject RowSubject Session Name with award name and exam/subject row.
PCR	Capture Score Status for Crossed Date(Pivot)	This Report generates Exam Master NameExam Type with Exam master name.
PCR	Exam Attendance Not Marked and Date Crossed(Pivot)	This report generates Exam Session Master Name with user role.
PCR	Capture Score Details	The report generates Session NameExam Type.
PCR	Co-Scholastic Marks Details Report	The report generates Academic SiteAcademic BatchAcademic Session.
PCR	Print Faculty Barcode with Subject and Faculty	The report generates Exam MasterFaculty NameSubject Name
PCR	Print Faculty Barcode for Faculty	The report generates Exam MasterFaculty Name with faculty name and exam master.
PCR	Print Faculty Barcode in Bulk	The report generates barcode printing for faculty Exam Master.
PCR	Print Student Copy Code for Subject	The report generates Academic Site ,Academic Batch, Academic Session, Batch Level Exam Name, Subject Name.
PCR	Print Student Copy Code In Bulk	The report generates Academic Site ,Academic Batch, Academic Session, Batch Level Exam Name, Subject Name- in Bulk
PCR	Print Faculty Barcode	The report generates Exam Master(Print Faculty Barcode with Subject and Faculty)Faculty Name(Print Faculty Barcode with Subject and Faculty)Subject Name(Print Faculty Barcode with Subject and Faculty)
PCR	Print Student Copy Code	The report generates Academic Site(Print Student Copy Code for Subject)Academic Batch(Print Student Copy Code for Subject)Academic Session(Print Student Copy Code for Subject)Batch Level Exam.
PCR	Exam Fee Details	The Report generates Academic SiteAcademic BatchFee Status(Exam Level).
PCR	Exam Activities Status	The report generates Academic SiteExam Master.
PCR	Exam Timetable - Program Wise	The report generates Exam Master with Exam Timetable - Program Wise.

Report Type	**Report**	**Description**
PCR	Exam Timetable – Batch wise view	The report generates Exam Master with Exam Timetable - Batch wise view.
PCR	Exam Attendance Sheet	The Report generates Exam MasterSchedule Type.
PCR	Exam Fee Details	The report generates Academic Site(Exam Fee Details)Academic Batch(Exam Fee Details)Fee Status(Exam Level)(Exam Fee Details).
PCR	Faculty Marks Process status Per exam	The report generates SiteBatch NameAcademic Session NameBatch Level Exam Name with process status.
PCR	Faculty Marks capture status Per exam	The reoprt generates SiteBatch NameAcademic Session NameBatch Level Exam Name with capture status.
PCR	List of Subjects Enrolled	The report generates SiteBatchAcademic Session.
PCR	Capture and Process Score with exam Hierarchy and Faculty Name	The reports generates SiteBatchAcademic SessionSubject (Session Dependent)Is Active.
PCR	Eligibility details of Students for various subjects with Attendance details	The report generates BatchSiteExam Name.
PCR	Studentwise, Subjectwise eligibility details of an Exam	The report generates BatchExam NameSite with batch and acedemic session.
PCR	Promotion details of Students from a Session	The report generates From SiteFrom BatchFrom Academic Session.
PCR	Studentwise list of Subjects Registered in a Session	The report generates SiteBatchAcademic Session of student list of subjects.
PCR	Studentwise list of enrolled Subjects in a Session	The report generates SiteBatchAcademic Session with enrolled subjects.
PCR	Capture and Process Score with exam Hierarchy	The report generates SiteBatchAcademic SessionClass NameSubject (Session Dependent)with Parent Academic Template Level Exam,site,Batch.
PCR	Best Student Report	This report helps us to view the best student with respect to site, batch and session.
PCR	Class Wise Rank Report	This report helps us to view the class wise rank report with respect to site, batch and session.
PCR	Semester wise result for a batch	This report helps to view the result for a batch semester wise with respect to site, batch and session.
PCR	Student class wise marks letter report	This report helps to view the student marks class wise with respect to site,batch, session and letter details.
PCR	Students Progress Report	This report helps us to view the student's capture and process score with respect to site, batch and session.
PCR	Studentwise Marks Obtained in a Subject	This report helps us to view the student mark subject wise with respect to site, batch and session.
PCR	Subjectwise Result Analysis for a Session	This report helps to analyse the result subject wise with respect to the site, batch, session and grades.
PCR	University Result Analysis	This report helps to analyse the university result with respect to site, batch and session.

Eligiblilty Details

Overview

In Eligibility details, we can view the Eligibility details of Individual Site or Award Results

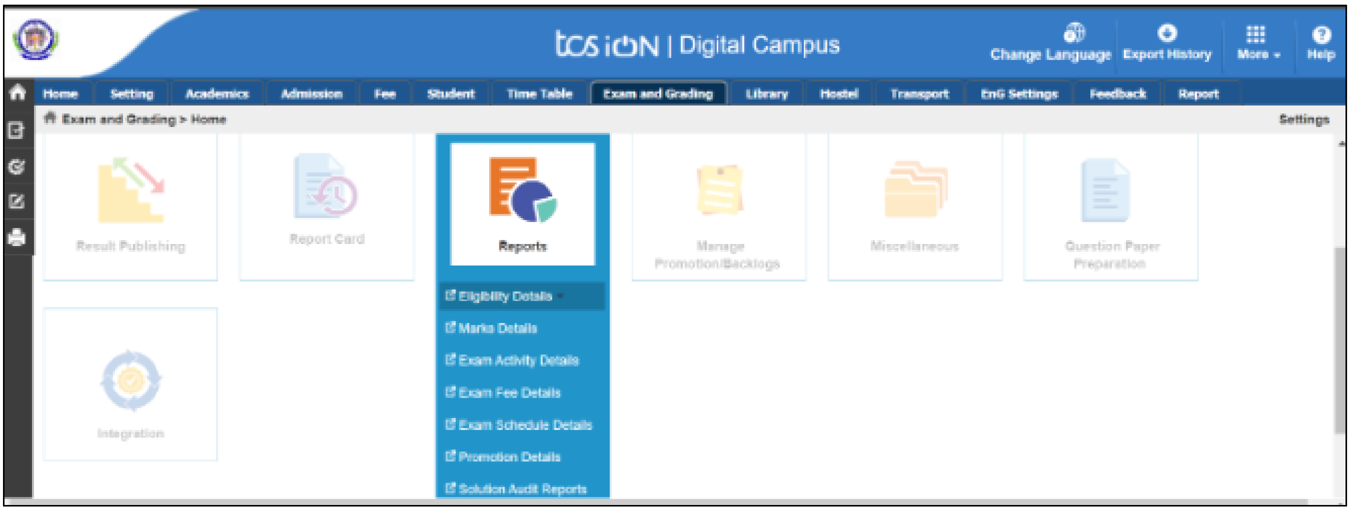
Pre requisites

1.Basic Academic Setup should be completed

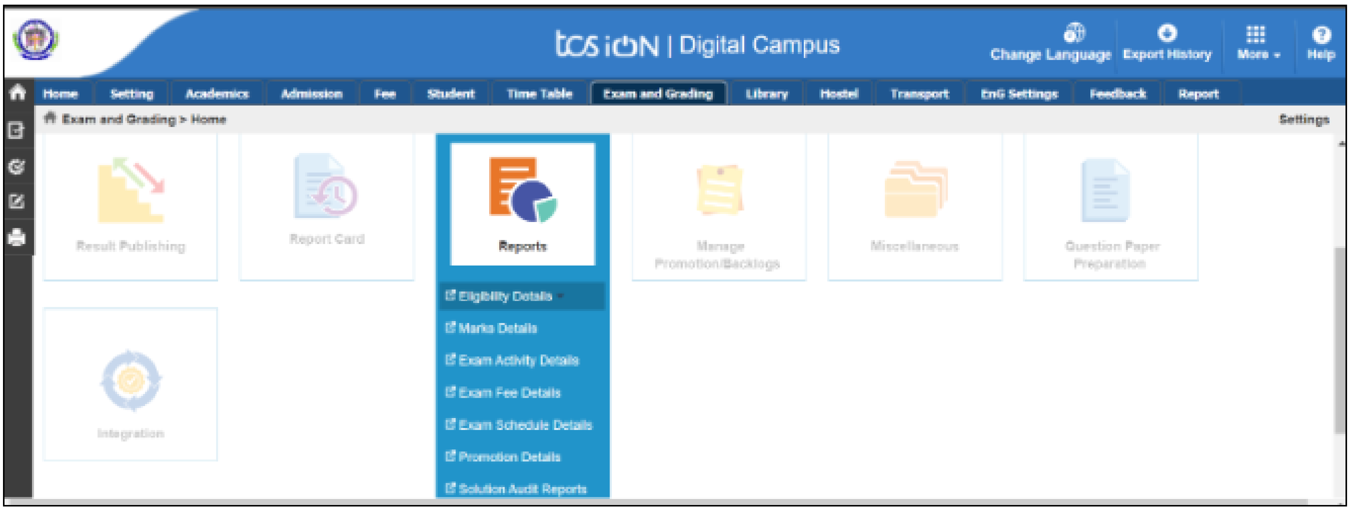
2.Exam Setup should be completed

Procedure

Exam and Grading à Reports à Eligibility Details



In Report Listing, Report type



Two types of Report Listing available.

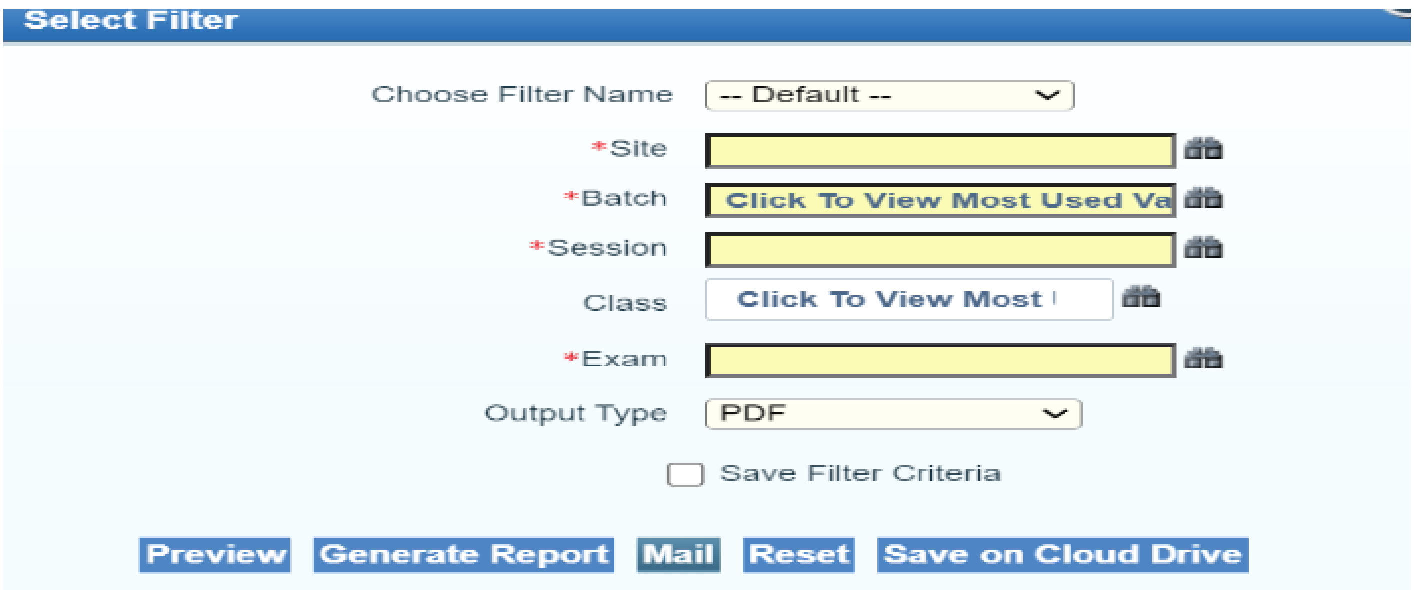
1.Pre-Configured

2.On Demand Reports

1.For Pre-Configured, Already Configured Reports will display

Enter the search criteria by using the following fields:

#	Field	Type	Description
1	Report Type	Mandatory (Text Field)	Select the report type from the drop-down
2	Solution	Mandatory (Text Field)	Solution name
3	Module	Mandatory (Text Field)	Select the module from the Lookup Value.
4	Entity	Optional (Drop Down)	Select the Entity from the drop down
5	Search for Report	Optional (Text Field)	Enter the name of the Report



When we manually fill the details of that Site, Batch, Session, class and Exam. Click the Generate Report ,the details will generate in Report format.

The following Reports are available in the Pre – Configured Reports.

1.Best Student Report

2.Class Wise Rank Report

3.Semester Wise result for a batch

4.Student Class Wise Marks Letter Report

5.Student Progress Report

6.StudentWise Marks Obtained in a subject

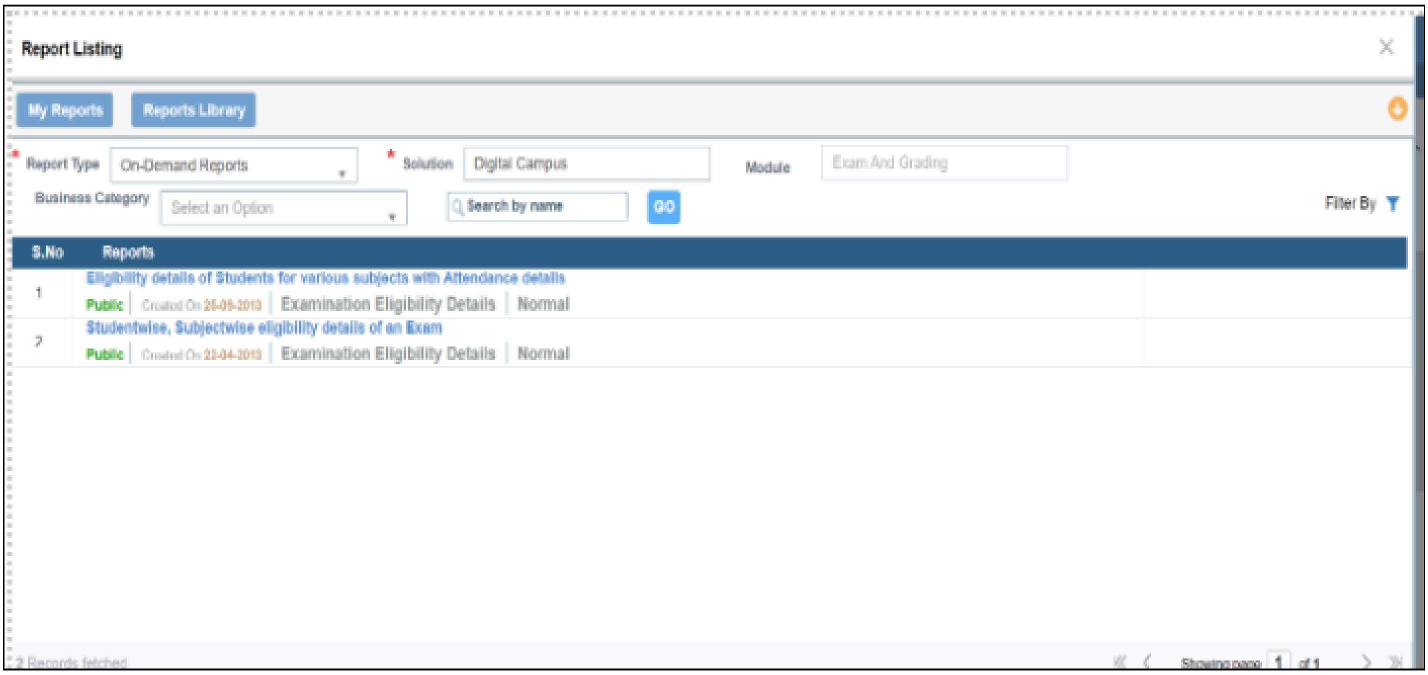
7.StudentWise Result Analysis for a Session

8.University Result Analysis

2.For On-Demand Reports, Already Created Reports will display.

- Eligibility details of students for various subjects with Attendance details
- Studentwise, Subjectwise eligibility details of an Exam

When we click the Report, Select the Batch name, Site name, Academic Session and Click Generate Report. Report will generate.


Report Listing
My Reports
Reports Library
Report Type
On-Demand Reports
Solution
Digital Campus
Module
Exam And Grading
Business Category
Select an Option
Search by name
GO
Filter By
S.No
Reports
1
Eligibility details of Students for various subjects with Attendance details
Public
Created On 25-09-2013
Examination Eligibility Details
Normal
2
Studentwise, Subjectwise eligibility details of an Exam
Public
Created On 22-04-2013
Examination Eligibility Details
Normal
2 Records fetched
Showing page
1
of 1

Marks Details

Overview

In Mark details, we can view the Mark details of Individual Site or Award Results

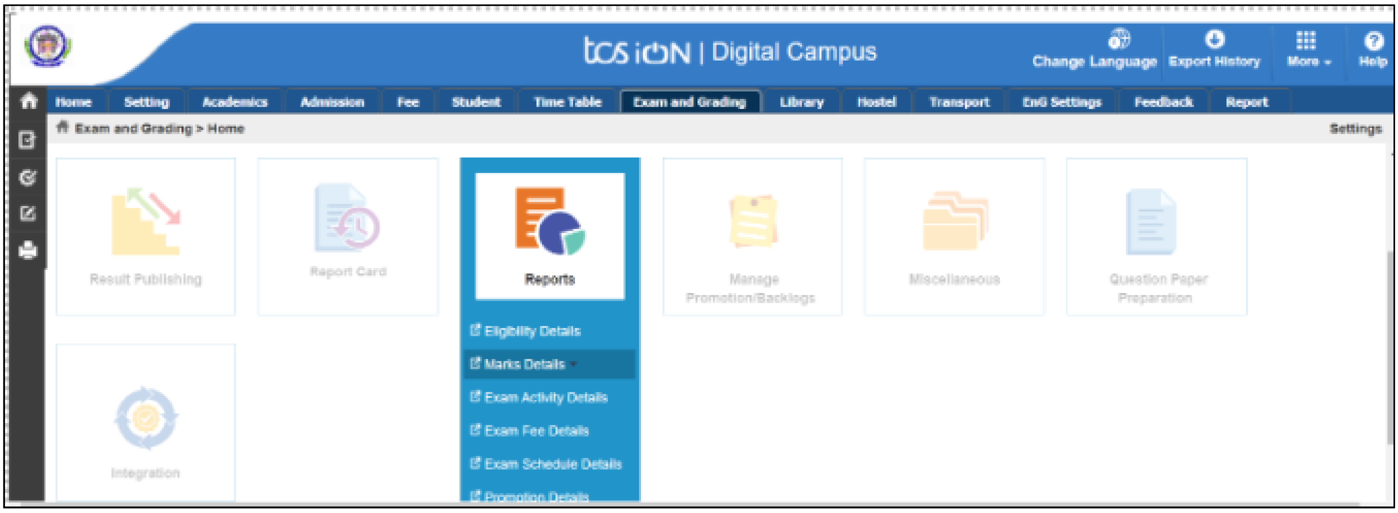
Pre requisites

1.Basic Academic Setup should be completed

2.Exam Setup should be completed

Procedure

Exam and Grading à Reports à Mark Details



In Report Listing, Report type

Two types of Report Listing available.

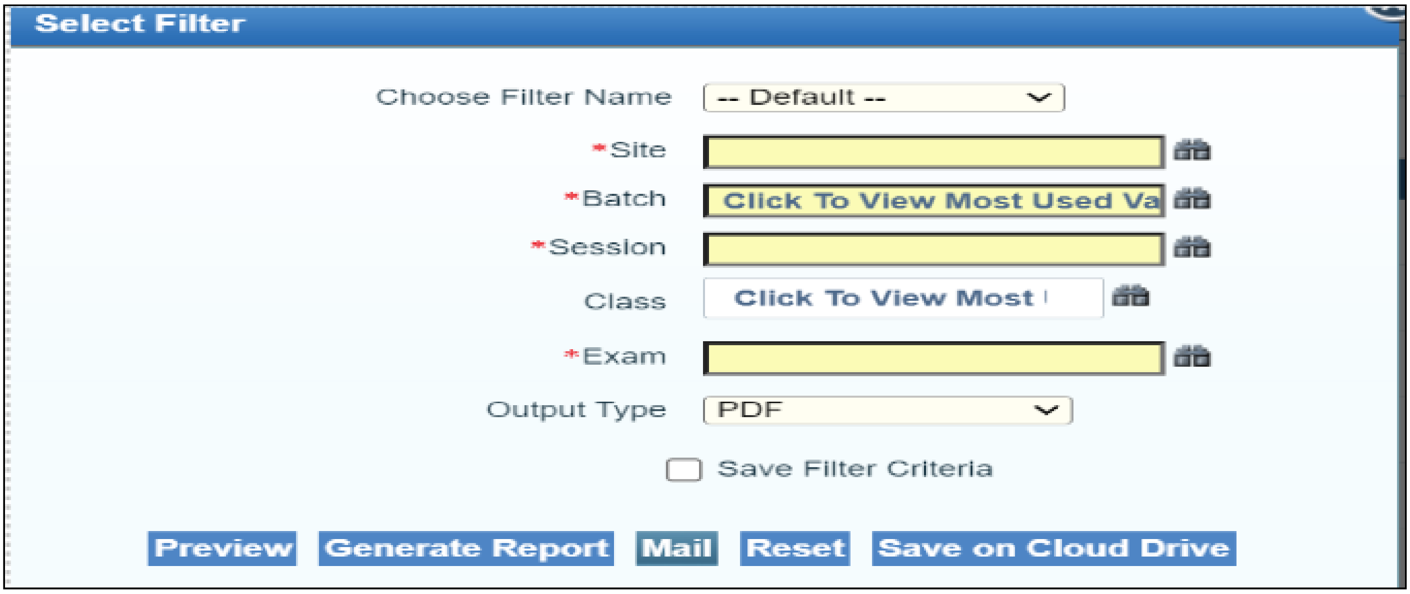
1.Pre-Configured

2.On Demand Reports

For Pre-Configured, Already Configured Reports will display

Enter the search criteria by using the following fields:

#	Field	Type	Description
1	Report Type	Mandatory (Text Field)	Select the report type from the drop-down
2	Solution	Mandatory (Text Field)	Solution name
3	Module	Mandatory (Text Field)	Select the module from the Lookup Value.
4	Entity	Optional (Drop Down)	Select the Entity from the drop down
5	Search for Report	Optional (Text Field)	Enter the name of the Report



When we manually fill the details of that Site, Batch, Session, class and Exam. Click the Generate Report, the details will generate in Report format.

The following Reports are available in the Pre – Configured Reports.

1.Best Student Report

2.Class Wise Rank Report

3.Semester Wise result for a batch

4.Student Class Wise Marks Letter Report

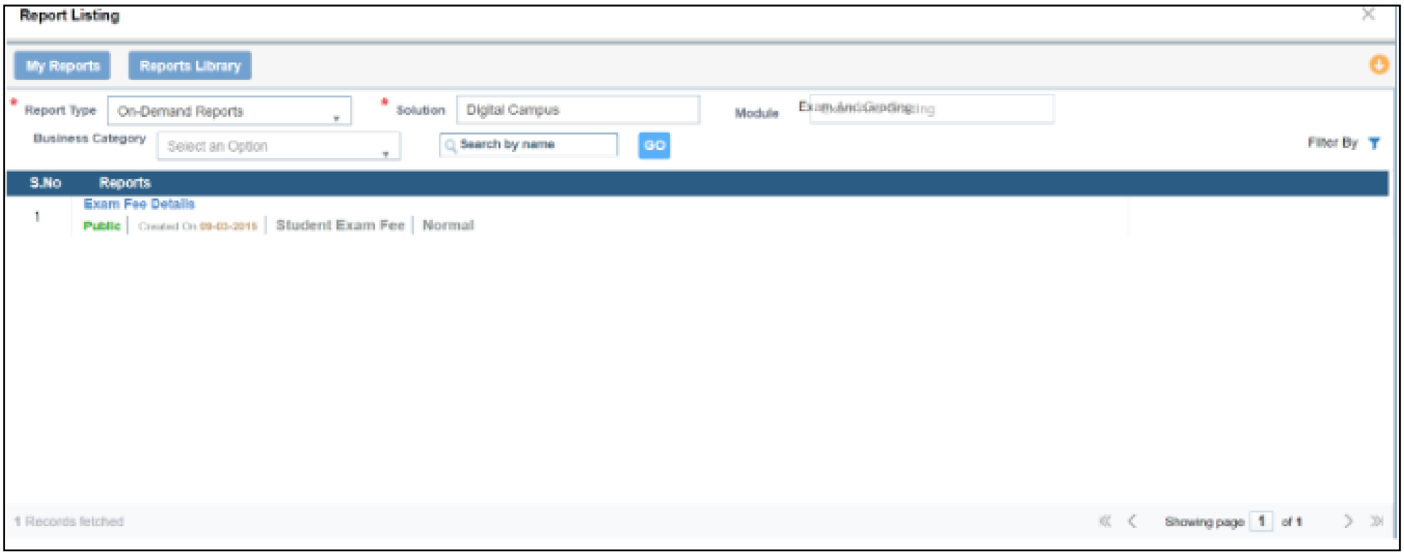
5.Student Progress Report

6.StudentWise Marks Obtained in a subject

7.StudentWise Result Analysis for a Session

8.University Result Analysis

2.For On-Demand Reports, Already Created Reports will display.



Exam Activity Details

Overview

In Exam Activity details, we can view the faculty process status and faculty capture status of Individual Site or Award

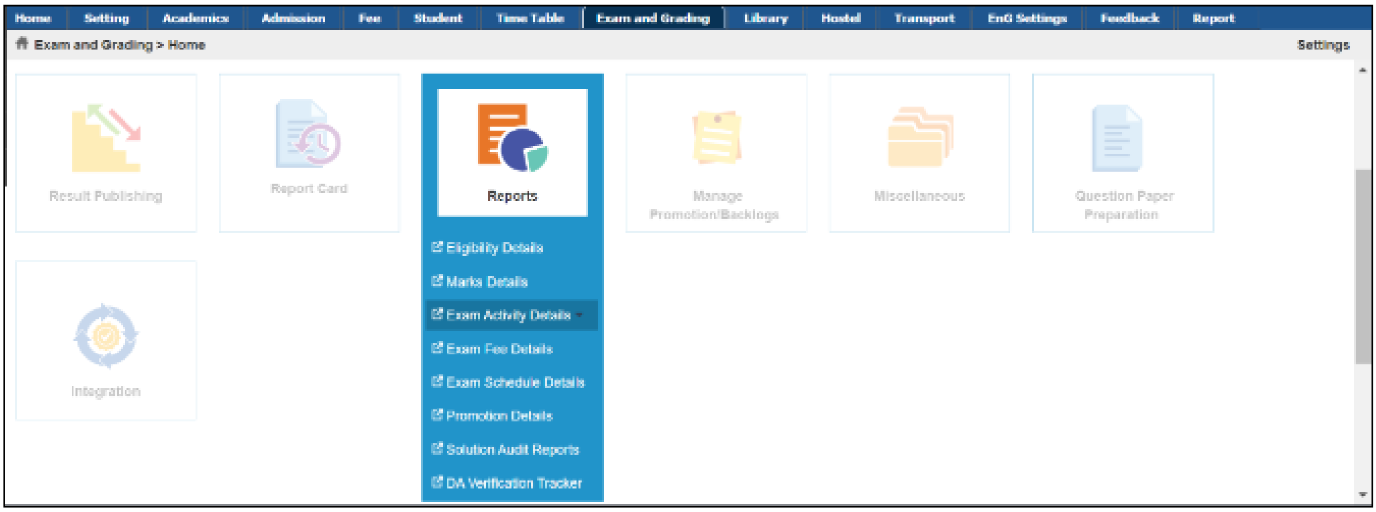
Pre requisites

1.Basic Academic Setup should be completed

2.Exam Setup should be completed

Procedure

Exam and Grading à Reports à Exam Activity Details



In Report Listing, Report type

Two types of Report Listing available.

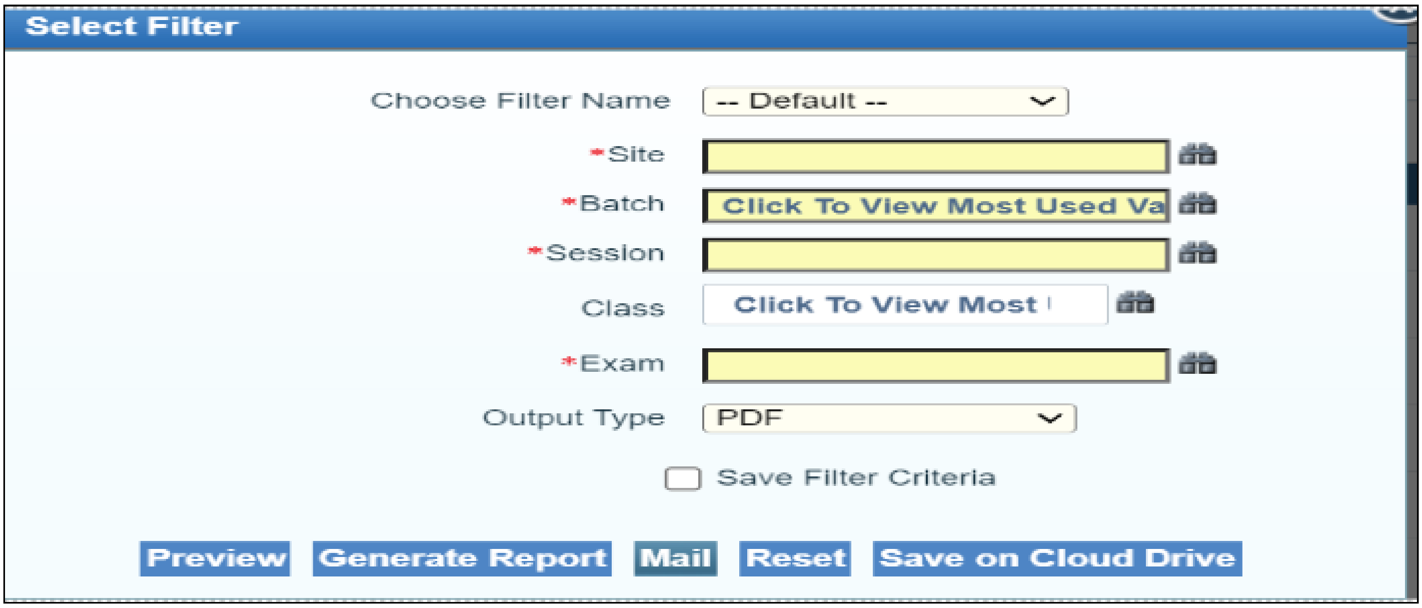
1.Pre-Configured

2.On Demand Reports

1.For Pre-Configured, Already Configured Reports will display

Enter the search criteria by using the following fields:

#	Field	Type	Description
1	Report Type	Mandatory (Text Field)	Select the report type from the drop-down
2	Solution	Mandatory (Text Field)	Solution name
3	Module	Mandatory (Text Field)	Select the module from the Lookup Value.
4	Entity	Optional (Drop Down)	Select the Entity from the drop down
5	Search for Report	Optional (Text Field)	Enter the name of the Report



When we manually fill the details of that Site, Batch, Session, class and Exam. Click the Generate Report, the details will generate in Report format.

The following Reports are available in the Pre – Configured Reports.

1.Best Student Report

2.Class Wise Rank Report

3.Semester Wise result for a batch

4.Student Class Wise Marks Letter Report

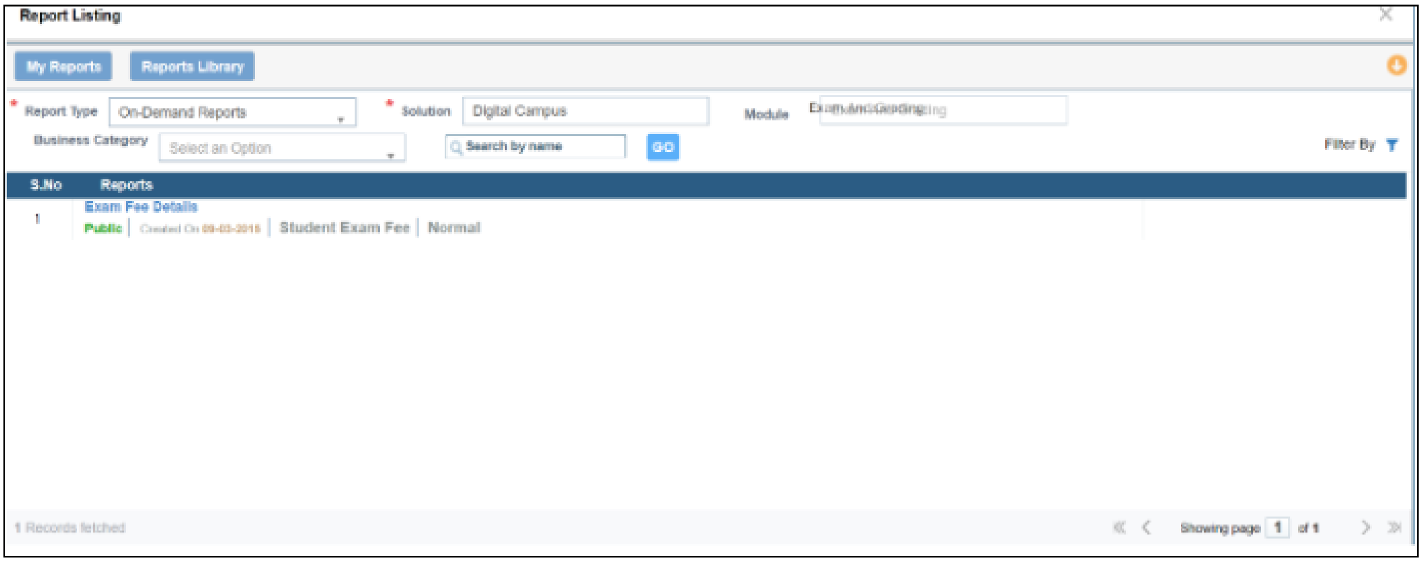
5.Student Progress Report

6.StudentWise Marks Obtained in a subject

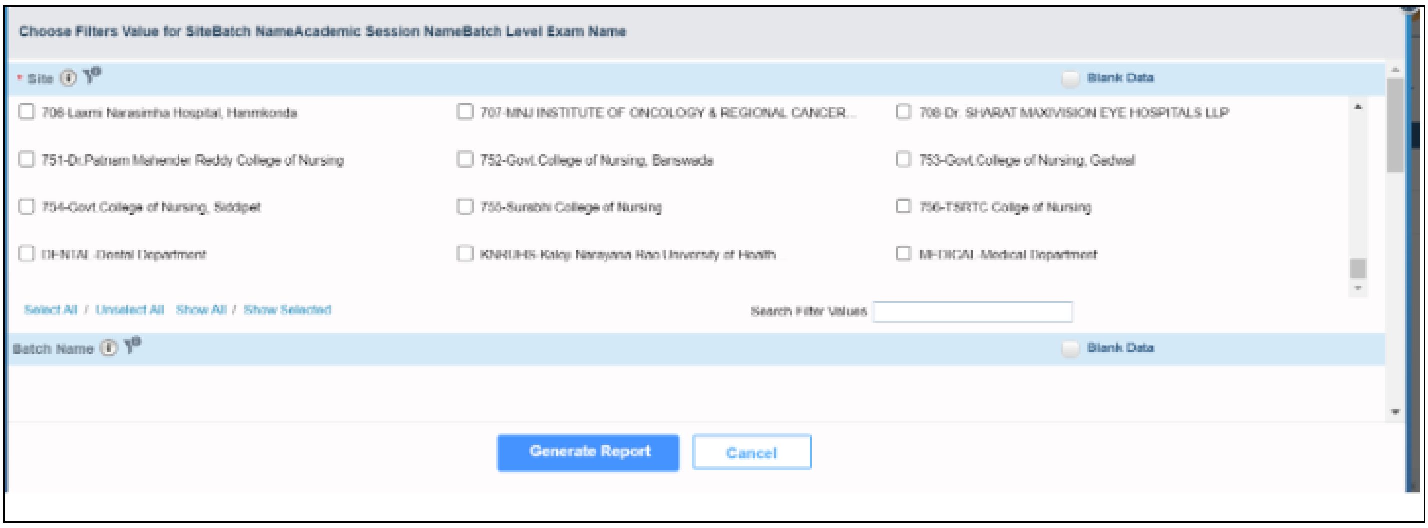
7.StudentWise Result Analysis for a Session

8.University Result Analysis

2.For On-Demand Reports, Already Created Reports will display.



When we click the Report, Select the Site name, Batch Name, Academic Session Name, Batch Level Exam Name, Source table and Click Generate Report. Report will generate.



Exam Fee Details

Overview

In Exam Fee details, we can view the Exam Fee status of Individual Site or Award

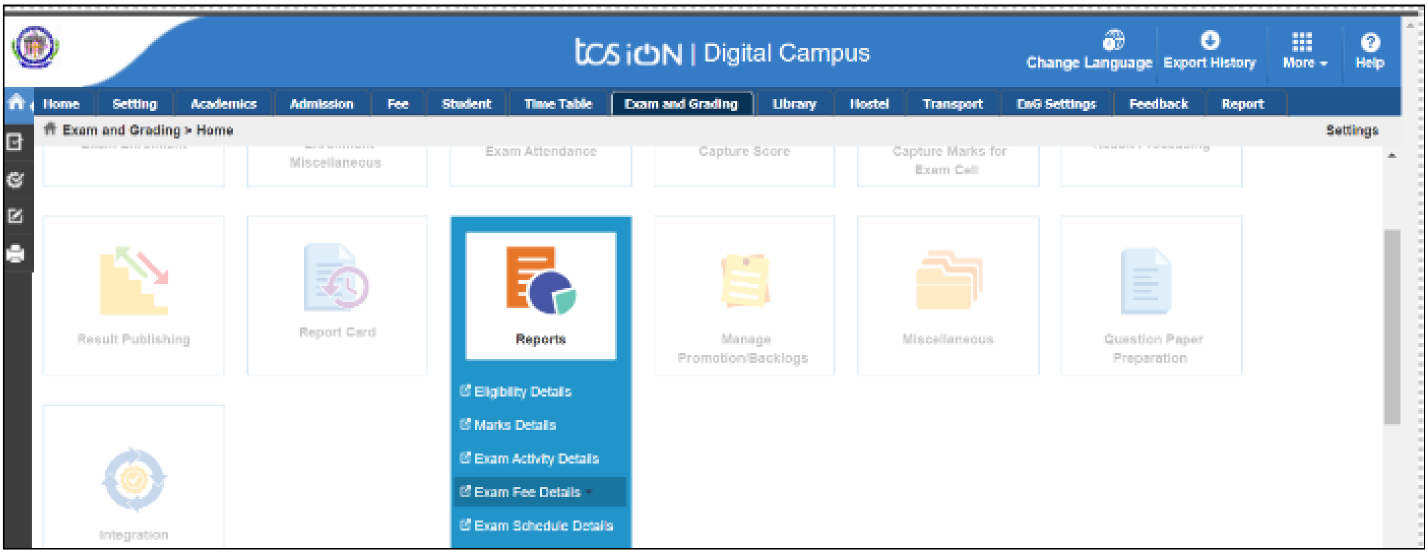
Pre requisites

1.Basic Academic Setup should be completed

2.Exam Setup should be completed

Procedure

Exam and Grading à Reports à Exam Fee Details



In Report Listing, Report type

Two types of Report Listing available.

1.Pre-Configured

2.On Demand Reports

1.For Pre-Configured, Already Configured Reports will display

Enter the search criteria by using the following fields:

#	Field	Type	Description
1	Report Type	Mandatory (Text Field)	Select the report type from the drop-down
2	Solution	Mandatory (Text Field)	Solution name
3	Module	Mandatory (Text Field)	Select the module from the Lookup Value.
4	Entity	Optional (Drop Down)	Select the Entity from the drop down
5	Search for Report	Optional (Text Field)	Enter the name of the Report

The following Reports are available in the Pre – Configured Reports.

1. Best Student Report

2. Class Wise Rank Report

3. Semester Wise result for a batch

4.Student Class Wise Marks Letter Report

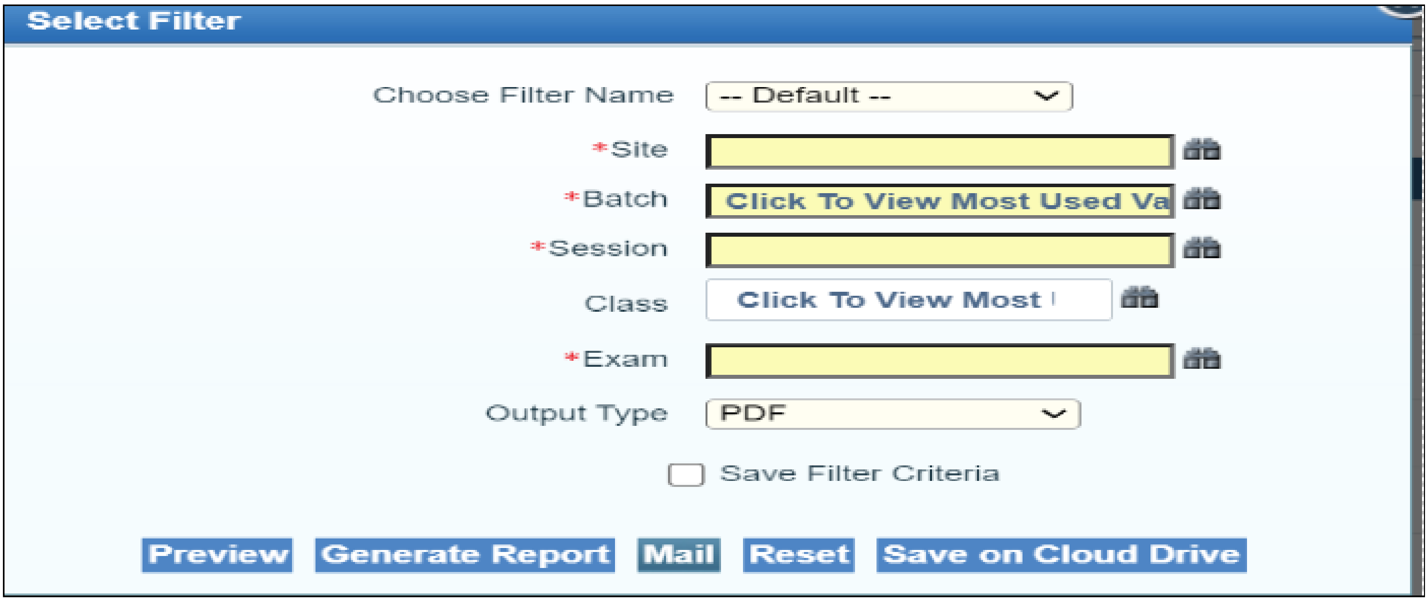
5.Student Progress Report

6. StudentWise Marks Obtained in a subject

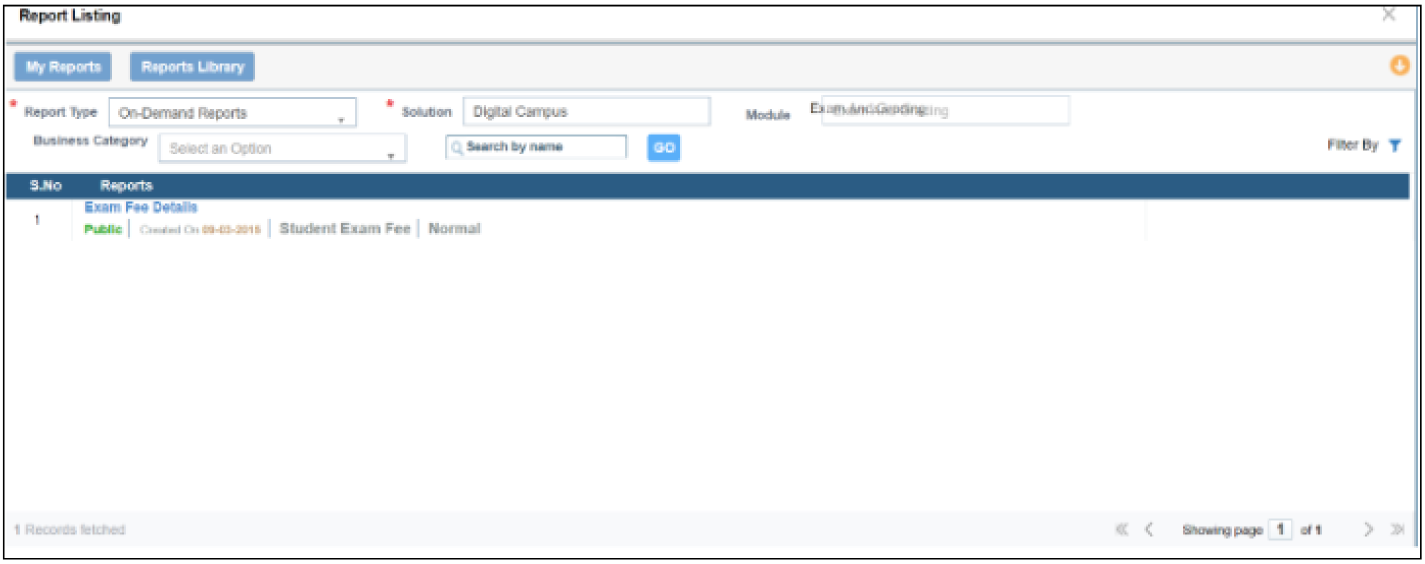
7. StudentWise Result Analysis for a Session

8. University Result Analysis

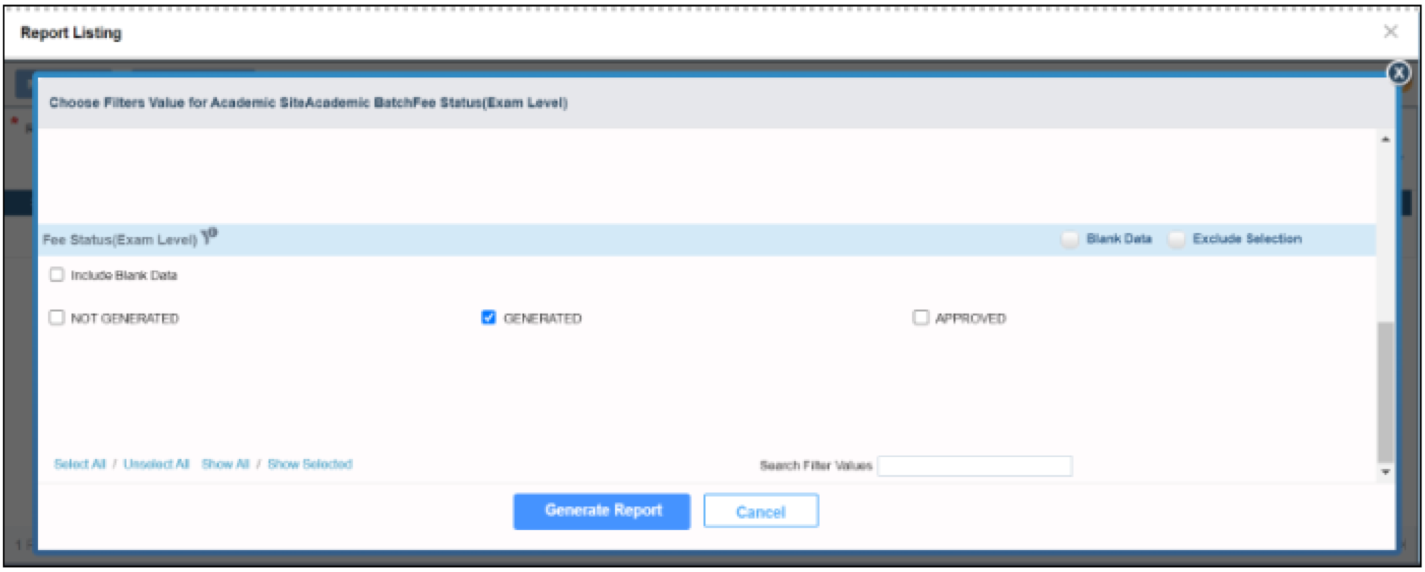
When we manually fill the details of that Site, Batch, Session, class and Exam. Click the Generate Report, the details will generate in Report format.



2. For On-Demand Reports, Already Created Reports will display.



When we click the Report, Select the Site name, Academic Batch Name, Fee Status(Exam Level) and Click Generate Report. Report will generate.



Exam Schedule Details

Overview

This Screen is used to Extract the Pre-configured report designed on the Exam schedule and seating arrangement Business category.

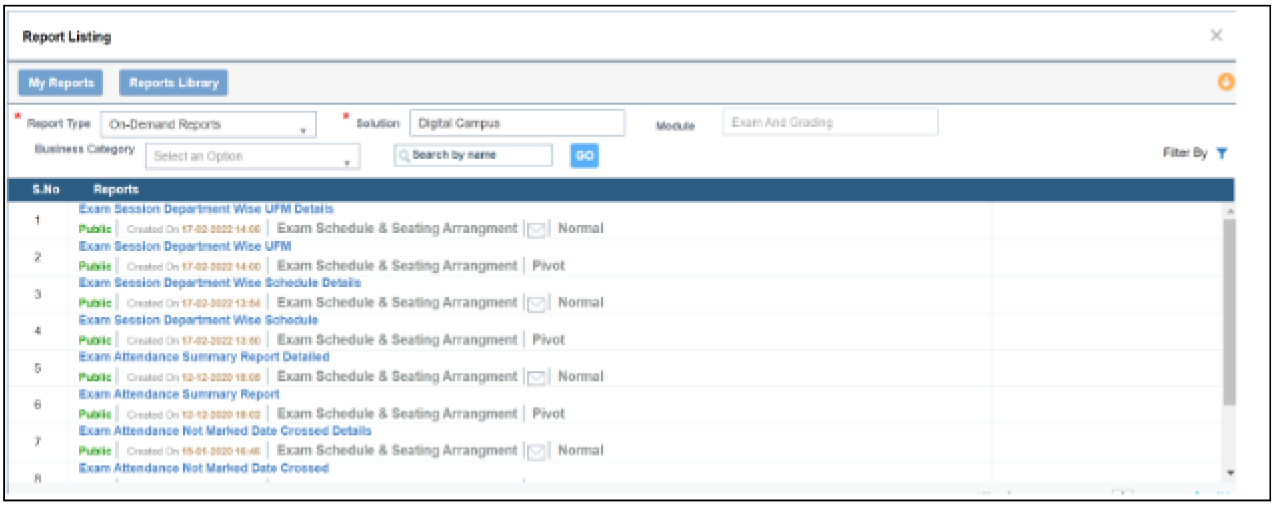
Pre-requisites:

1.Basic Academic Setup

2.Exam Setup

Procedure:

1.Go to Exam and Grading>> Exam and Grading Dashboard>> Reports>>Exam Schedule Details >>Click Exam Schedule Details



Enter the search criteria by using the following fields:

#	Field	Type	Description
1	Report Type	Mandatory (Editable)	Select the Report Type from the Drop-down. There are two types 1.pre-Configured 2. On-Demand Reports.
2	Solution	Mandatory (Non-Editable)	Solution is Auto-populated.
3	Module	Non-Mandatory (Non-Editable)	Select the Report Type from the Drop-down.
4	Business Category	Non-Mandatory (Editable)	Select the Business category from the Drop-down.

These are the Pre-defined Reports

There are 2 Types:

1.pre-configured

1.Exam Session Department Wise UFM Details

2.The Exam Session Department Wise UFM Details is to map

3.Exam Session Department Wise UFM

4.Exam Session Department Wise Schedule Details

5.Exam Session Department Wise Schedule

6.Exam Attendance Summary Report Detailed

7.Exam Attendance Summary Report

8.Exam Attendance Not Marked Date Crossed Details

9.Exam Attendance Not Marked Date Crossed

10.Room Supervisor Sheet Report

11.Student Seating Plan Report

12.UFM Notification

13.Student Exam Schedule Details

14.Exam Center To Academic Center Mapping

15.Exam Centre Details Info

16.Best of Luck for Exam

17.Exam Attendance Not Marked and Date Crossed

18.Exam Timetable - Program Wise

19.Exam Timetable – Batch wise view

20.Exam Attendance Sheet

2.On-Demand Report

1.Best Student Report

2.Class Wise Rank Report

3.Semester wise result for a batch

4.Student Class Wise Marks Letter Report

5.Students Progress Report

6.Studentwise Marks Obtained in a Subject

7.Subjectwise Result Analysis for a Session

8.University Result Analysis

Promotion Details

Overview

This Screen is used to Extract the Pre-configured report designed on the Student Promotion Details Business category.

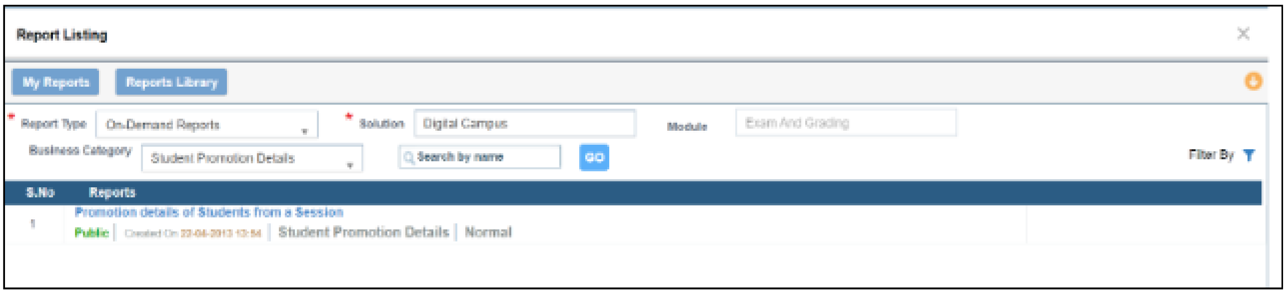
Pre-requisites

1.Basic Academic Setup

2.Exam Setup

Procedure

1.Go to Exam and Grading>> Exam and Grading Dashboard>> Reports>>Promotion Details >>Click Promotion Details



Enter the search criteria by using the following fields:

#	Field	Type	Description
1	Report Type	Mandatory (Editable)	Select the Report Type from the Drop-down. There are two types 1.pre-Configured 2. On-Demand Reports.
2	Solution	Mandatory (Non-Editable)	Solution is Auto-populated.
3	Module	Non-Mandatory (Non-Editable)	Select the Report Type from the Drop-down.
4	Business Category	Non-Mandatory (Editable)	Select the Business category from the Drop-down.

These are the Pre-defined Reports

There are 2 Types

1.pre-configured

1.Best Student Report

2.Class Wise Rank Report

3.Semester wise result for a batch

4.Student Class Wise Marks Letter Report

5.Students Progress Report

6.Studentwise Marks Obtained in a Subject

7.Subjectwise Result Analysis for a Session

8.University Result Analysis

2.On-Demand Reports

1.Promotion details of Students from a Session

Solution Audit Reports

Overview

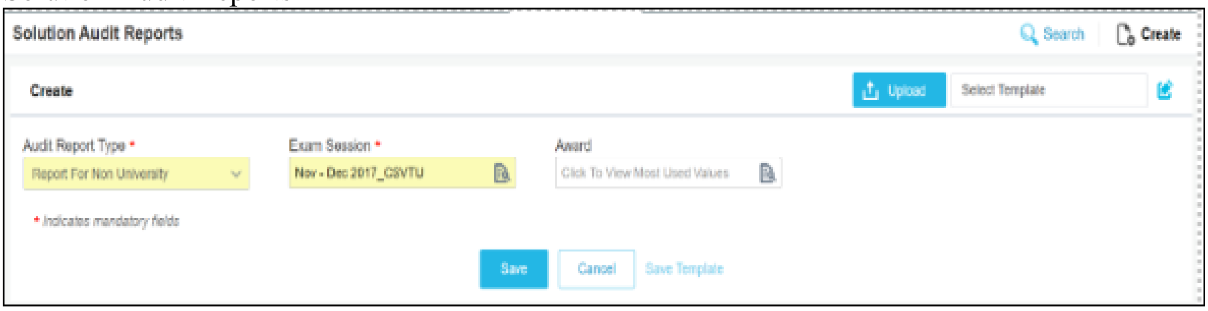
This template is used to set the latest exam session for an Award, Session, Audit group and other details.

Pre-requisites:

1. Solution Audit Report
2. Basic Academic setup
3. Audit Report Type Configuration.

Procedure:

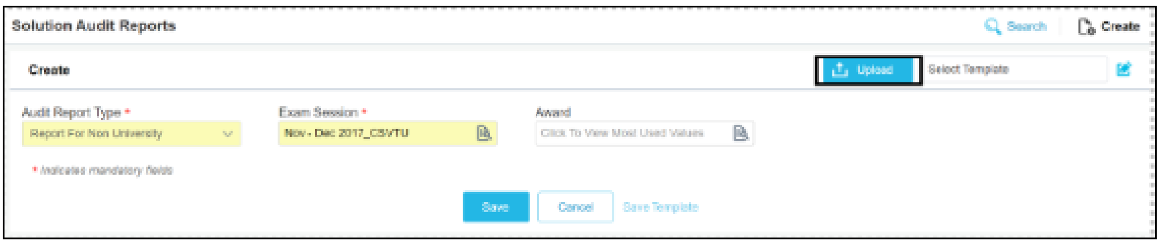
1.Go to Exam and Grading>> Exam and Grading Dashboard>> Reports>>Solution Audit Reports >>Click Solution Audit Reports



Enter the search criteria by using the following fields:

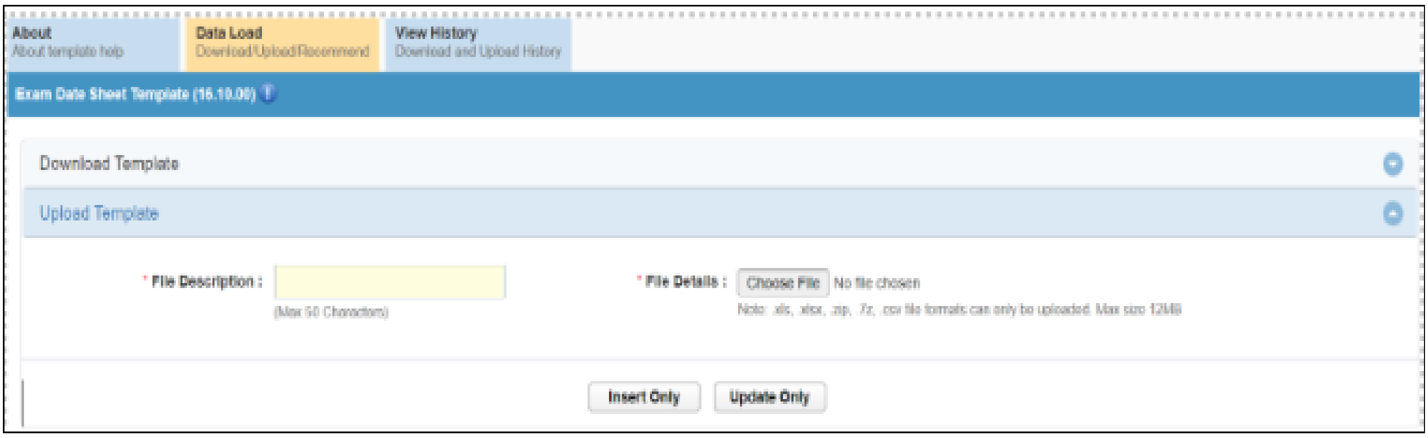
#	Field	Type	Description
1	Audit Report Type	Mandatory (Editable)	Select the Audit report type from the drop-down
2	Exam Session	Mandatory (Editable)	Select the Exam Session from the Lookup Value.
3	Award	Non-Mandatory (Editable)	Select the Award from the Lookup Value.

Click on the Upload button to Download/Upload the template.



Enter the search criteria by using the following fields:

#	Field	Type	Description
1	Detail ID	Non-Mandatory (Non-Editable)	Detail ID for solution report audit
2	Header ID	Non-Mandatory (Non-Editable)	Header ID for solution report audit
3	Award	Mandatory (Editable)	Award Code for solution report audit
4	Session Code	Mandatory (Editable)	Session Code for solution report audit
5	Exam Session	Mandatory (Editable)	Exam Session for solution report audit
6	Audit Type	Non-Mandatory (Non-Editable)	Audit Type for solution report audit
7	Audit Group	Mandatory (Editable)	Audit group for above configuration
8	Latest SGM	Mandatory (Editable)	Latest SGM to be set (Y/N)
9	To be Updated	Non-Mandatory (Editable)	To be Updated to be set



2.Enter the File description and choose the file which needs to be uploaded.

3.Click on the Insert/update button to upload a template.

Result:

On the success of this Transaction, Solution Audit Report will be created.

DA Verification Tracker

Overview

This Screen is used for Audit log to the Delivery Assurance Team.

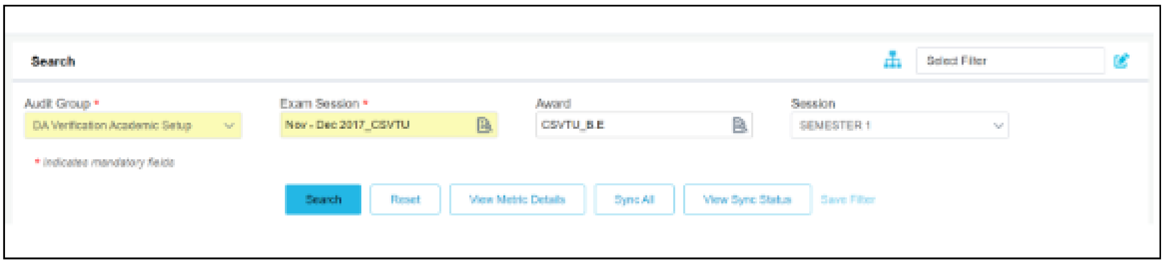
Pre-requisites

1.Audit Group Configuration

2.Basic Academic Setup

Procedure

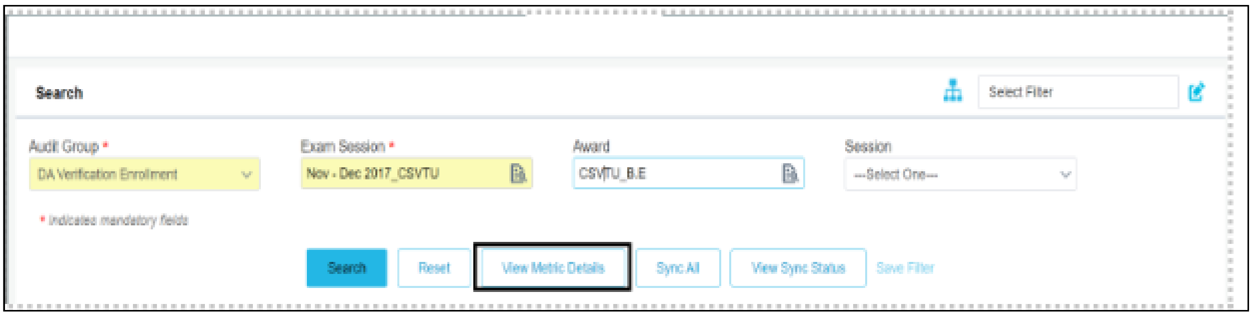
1.Go to Exam and Grading>> Exam and Grading Dashboard>> Reports>>DA Verification Tracker>>Click DA Verification Tracker



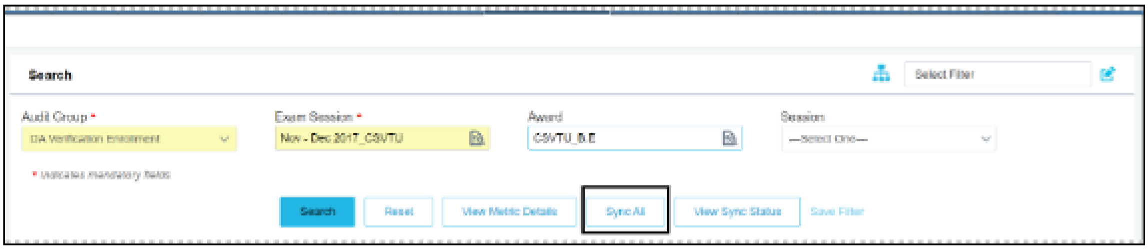
Enter the search criteria by using the following fields:

#	Field	Type	Description
1	Audit Group	Mandatory (Editable)	Select the Audit Group from the Drop-down.
2	Exam Session	Mandatory (Editable)	Select the Exam Session from the look-up Value.
3	Award	Non-Mandatory (Editable)	Select the Award from the look-up Value.
4	Session	Non-Mandatory (Editable)	Select the Academic Session from the Drop-down.

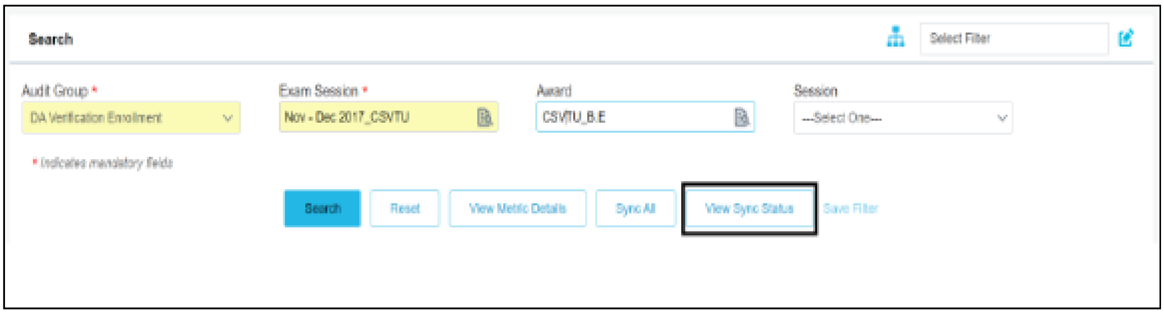
Click on the View Metric Details Button



Click on the Sync All button



Click on the View Sync Status button to view the sync status screen.



Check Promotion Eligibility

Overview

Student promotion is a process of promoting students to their next applicable semesters after their current session academic are completed and exams conducted. This process includes retaining fail students to same semester or demoting them to lower semesters based on the customer scenarios.

This approach of promotion enables customers to promote students from one semester to their next applicable semesters in bulk based on their eligibility. There can be numerous eligibility criteria for promotion to next semester that can be configured using this approach and based on which eligible candidates can be found out for promotion. This approach prevents incorrect promotions to happen. Promotion criteria can be configured student type wise (Regular/Lateral) or Program wise or Admission academic year wise using this approach. Once promotion eligibility criteria are configured properly, it can be executed, and eligible candidates can be promoted to next semester in bulk.

Pre-requisite

1. For using this approach of promotion, backend flag for new promotion approach should already by enabled.

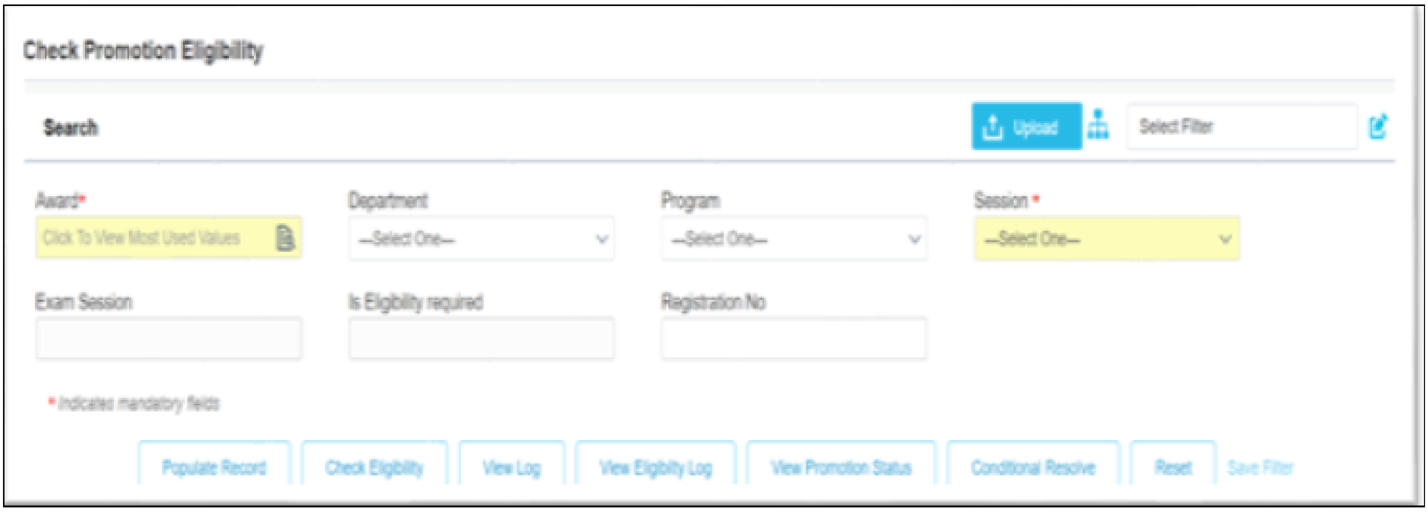
2. Promotion eligibility definition should already be done for different Award, semester, Exam Session.

3. The exam session for which promotion is to be done should already be mapped to all the relevant batch sessions in which students are to be promoted.

Procedure

To check promotion eligibility:

1. Goto Exam and Grading -> Manage Promotion/Backlogs -> Check Promotion Eligibility. Below screen is displayed.



2. Enter the search criteria using the following fields:

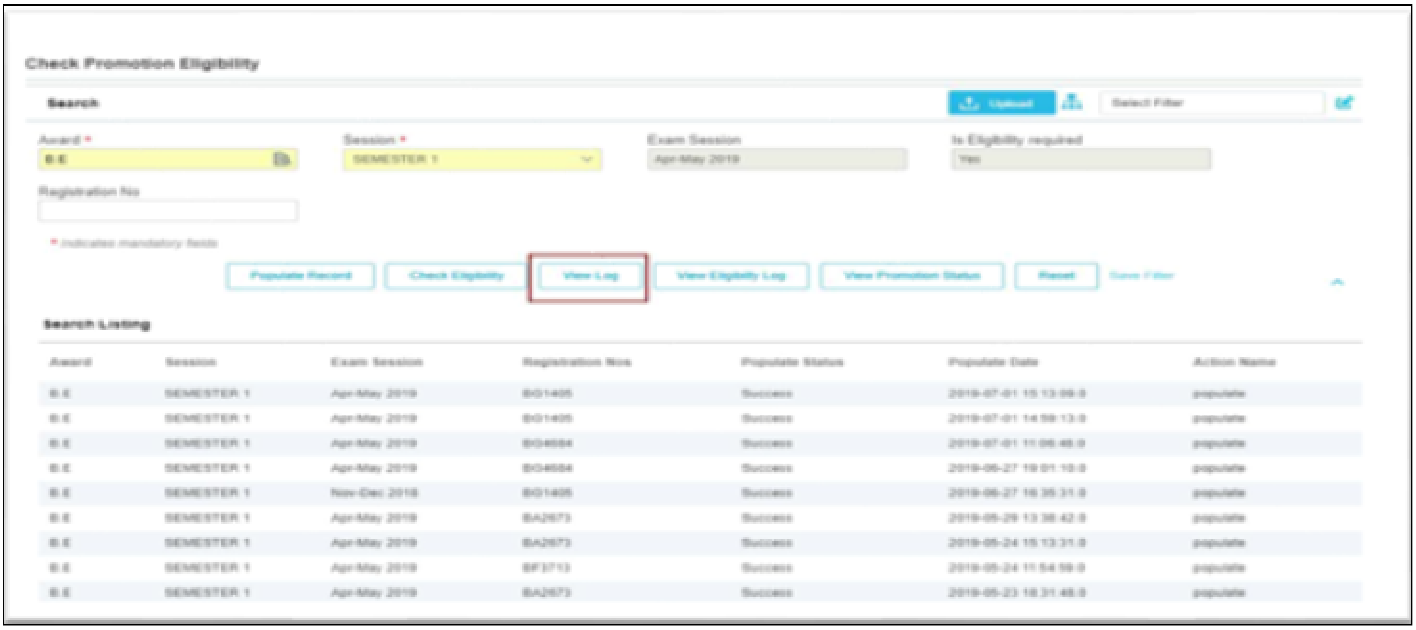
Fields	Field type	Description
Award*	Mandatory	Specify the award for which promotion eligibility to be checked.
Department	Optional	Specify the department for which promotion eligibility to be checked.
Program	Optional	Specify the Program for which promotion eligibility to be checked.
Session*	Mandatory	Specify the session for which promotion eligibility to be checked.

Fields	Field type	Description
Exam session	Optional	Specify the exam session for which promotion eligibility to be checked.
Is eligibility required	Optional	If eligibility required flag is not checked in the configuration, then these records are populated with Eligibility Status as Y be default.
Registration number	Optional	Specify the registration number for which promotion eligibility to be checked.

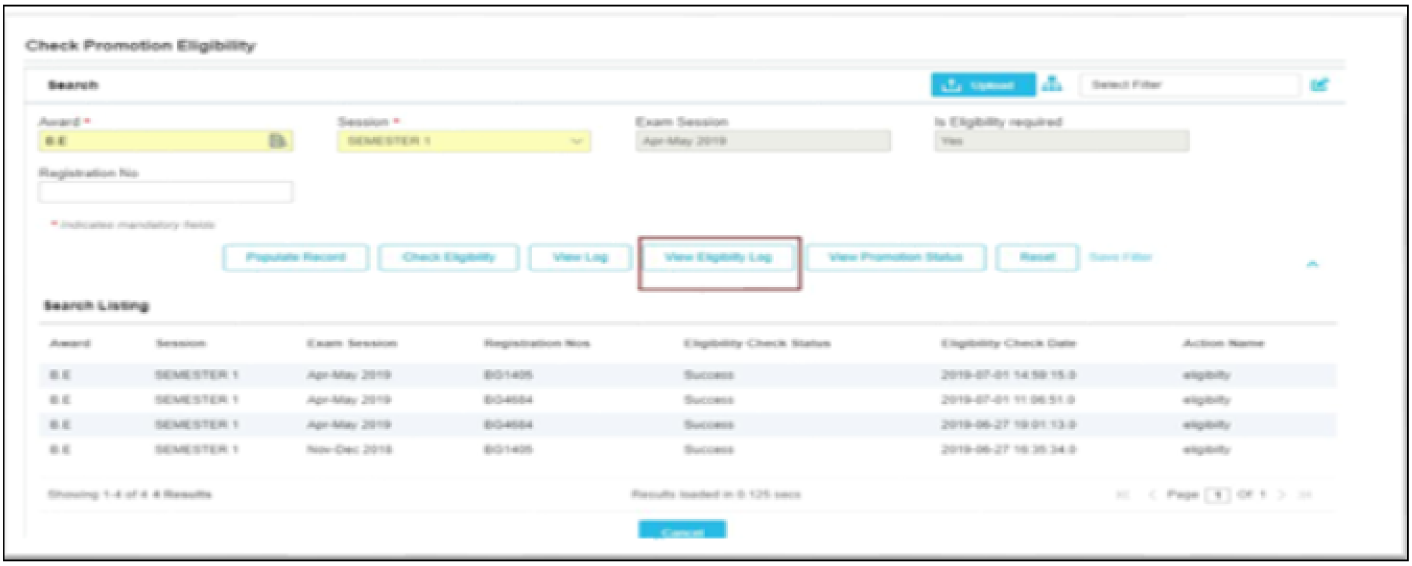
3. Click Populate record and user will get students of the selected Award, Semester are populated and mapped with the Promote to Exam Session with their current batch session details. Also, if eligibility required flag is not checked in the configuration, then these records are populated with Eligibility Status as Y be default. With this no further action of executing eligibility rules is required.

4. Click check eligibility and all the configured rules are executed in sequence and eligible/ineligible candidates are identified and their corresponding eligibility status is updated.

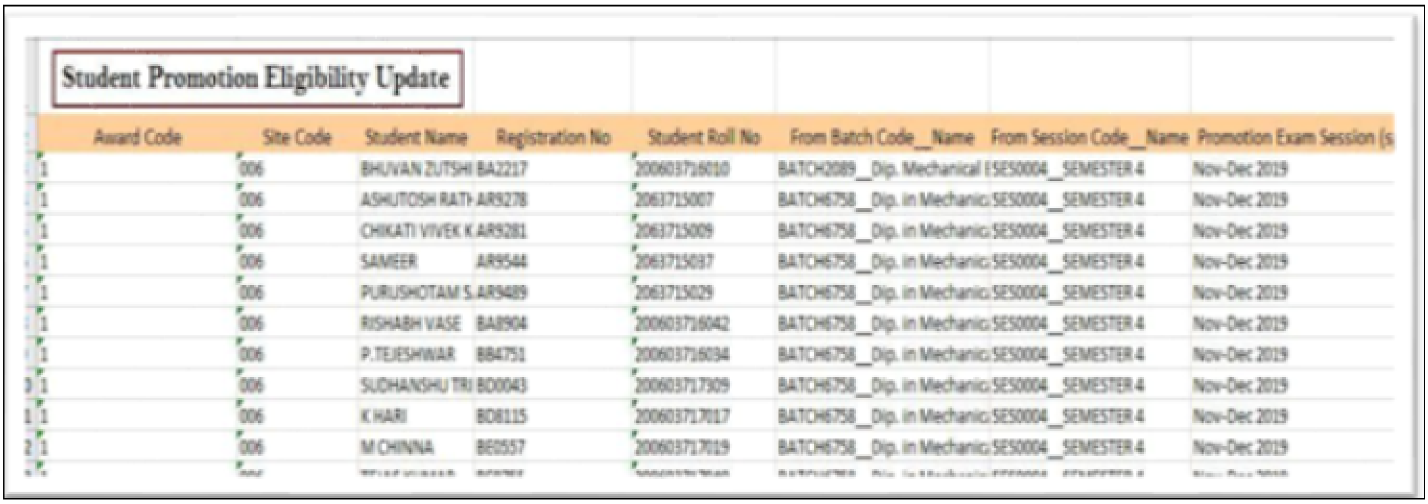
5. For verifying the populated records there is a pop window on the screen which gets opened on View Log button through which all the populated records can be viewed.



6. For tracking the eligibility execution logs there is a button provided on the screen itself named as View Eligibility Log with which logs can be seen against each student record. Eligibility status can also be seen based on the promotion eligibility criteria's defined.



7. Also, there is a template named Student Promotion Eligibility Update with which eligibility status of the students can be updated. To update this template Goto Web installer -> Exam and Grading -> Student Promotion Eligibility Update or Goto Exam and Grading -> Manage Promotion/Backlogs -> Check Promotion Eligibility ->upload.


Student Promotion Eligibility Update

Award Code	Site Code	Student Name	Registration No	Student Roll No	From Batch Code__Name	From Session Code__Name	Promotion Exam Session (s
1	006	BHUVAN ZUTSHI	BA2217	200603716010	BATCH2089__Dip. Mechanical E	SES0004__SEMESTER 4	Nov-Dec 2019
1	006	ASHUTOSH RATH	AR9278	2063715007	BATCH6758__Dip. in Mechanic	SES0004__SEMESTER 4	Nov-Dec 2019
1	006	CHIKATI VIVEK K	AR9281	2063715009	BATCH6758__Dip. in Mechanic	SES0004__SEMESTER 4	Nov-Dec 2019
1	006	SAMEER	AR9544	2063715037	BATCH6758__Dip. in Mechanic	SES0004__SEMESTER 4	Nov-Dec 2019
1	006	PURUSHOTAM S.	AR9489	2063715029	BATCH6758__Dip. in Mechanic	SES0004__SEMESTER 4	Nov-Dec 2019
1	006	RISHABH VASE	BA8904	200603716042	BATCH6758__Dip. in Mechanic	SES0004__SEMESTER 4	Nov-Dec 2019
1	006	P.TEJESHWAR	BB4751	200603716034	BATCH6758__Dip. in Mechanic	SES0004__SEMESTER 4	Nov-Dec 2019
1	006	SUDHANSHU TRI	BD0043	200603717309	BATCH6758__Dip. in Mechanic	SES0004__SEMESTER 4	Nov-Dec 2019
1	006	K HARI	BD8115	200603717017	BATCH6758__Dip. in Mechanic	SES0004__SEMESTER 4	Nov-Dec 2019
1	006	M CHINNA	BE0557	200603717019	BATCH6758__Dip. in Mechanic	SES0004__SEMESTER 4	Nov-Dec 2019

8. The View Promotion Status button will open a report named as Exam Session wise Promotion Status Report which will give status of the promoted/not promoted students for the selected Award, Semester and Exam Session. There will be a few drill down reports with which student wise eligibility status, promotion status along with relevant remarks can be viewed.

9. Click reset to refresh the fields.

10. Click save filter to save filter as default one.

Process Document

Click here to view the process document for Promotion.

Student Promotion Functionality

Version 1.1

Last Updated Date: 21/11/2019
Created By: Mohammad Danish

Student Promotion Process

1.1 Functionality Description

Student promotion is a process of promoting students to their next applicable semesters after their current session academic are completed and exams conducted. This process includes retaining fail students to same semester or demoting them to lower semesters based on the customer scenarios.

1.2 Concept

Student’s Promotion in iDC is a complete automatic process in which after an exam session, all the applicable students who are eligible for promotion to their next semester based on the defined promotion eligibility criteria are promoted to their applicable semesters in bulk. Promotion eligibility criteria’s for next exam session are defined for different Award, Semesters and executed for checking eligible candidates list. Based on the eligibility status, students are automatically promoted to their next applicable batch session with a click of a button.

1.3 Pre-requisite

- For using this approach of promotion, backend flag for new promotion approach should already by enabled.
- Promotion eligibility definition should already be done for different Award, semester, Exam Session
- The exam session for which promotion is to be done should already be mapped to all the relevant batch sessions in which students are to be promoted.

2. Promotion Eligibility Configuration

2.1 Overview

This approach of promotion enables customers to promote students from one semester to their next applicable semesters in bulk based on their eligibility. There can be numerous eligibility criteria's for promotion to next semester that can be configured using this approach and based on which eligible candidates can be found out for promotion. This approach prevents incorrect promotions to happen. Promotion criteria's can be configured student type wise (Regular/Lateral) or Program wise or Admission academic year wise using this approach. Once promotion eligibility criteria's are configured properly, it can be executed and eligible candidates can be promoted to next semester in bulk.

2.1.1 Flow of Transaction

2.1.1.1 Configuration

For each Award, Semester and Exam Session, promotion eligibility criterias need to be configured. Exam Session which is to be selected here will be the next exam session in which students need to be promoted.

1. Go to iDC→EnG Settings→Exam Session Basic Setup→Award Exam Session Eligibility Definition
2. Search an Award and Edit
3. In Promotion eligibility sub tab, configure promotion rules for each semester and promote to exam session.

Table 1 Report Card Requirement Configuration

#	Flag Name	Description
1	Current Session	This is a drop down which will bring semester values. User can select a particular semester in which students are currently there and for which promotion eligibility needs to be configured.
2	Student Type	Configure promotion rules based on student type wise i.e. Regular/Lateral/both
3	Promote To SGM	This is also a drop down with values of exam sessions. User can select the exam session to which students needs to be promoted i.e. the next exam session in which students will go after promotion.
4	RT/RV/RRV Synched Semesters	The semesters defined this field should have all their RT Rv RRv marks synced to process score and all results published
5	Process Exam Session	This should be current academic exam session
6	Eligibility Required	This is a flag which can be checked for a semester if promotion eligibility needs to be configured and checked before doing promotion.
7	Program	Program specific promotion rules can be configured by defining programs in this field. Rules will be executed only for the defined programs
8	Admission academic year	Admission academic year wise promotion rules can be configured. Rules will be executed only for students of the defined admission academic year.
9	All Lateral Subjects Enrolled	This is a promotion criteria which can be defined to check whether all lateral subjects have been enrolled for lateral students or not. If for some student, all lateral subjects are not enrolled in a semester and this flag is ticked, that student will be marked as ineligible while executing this eligibility check.

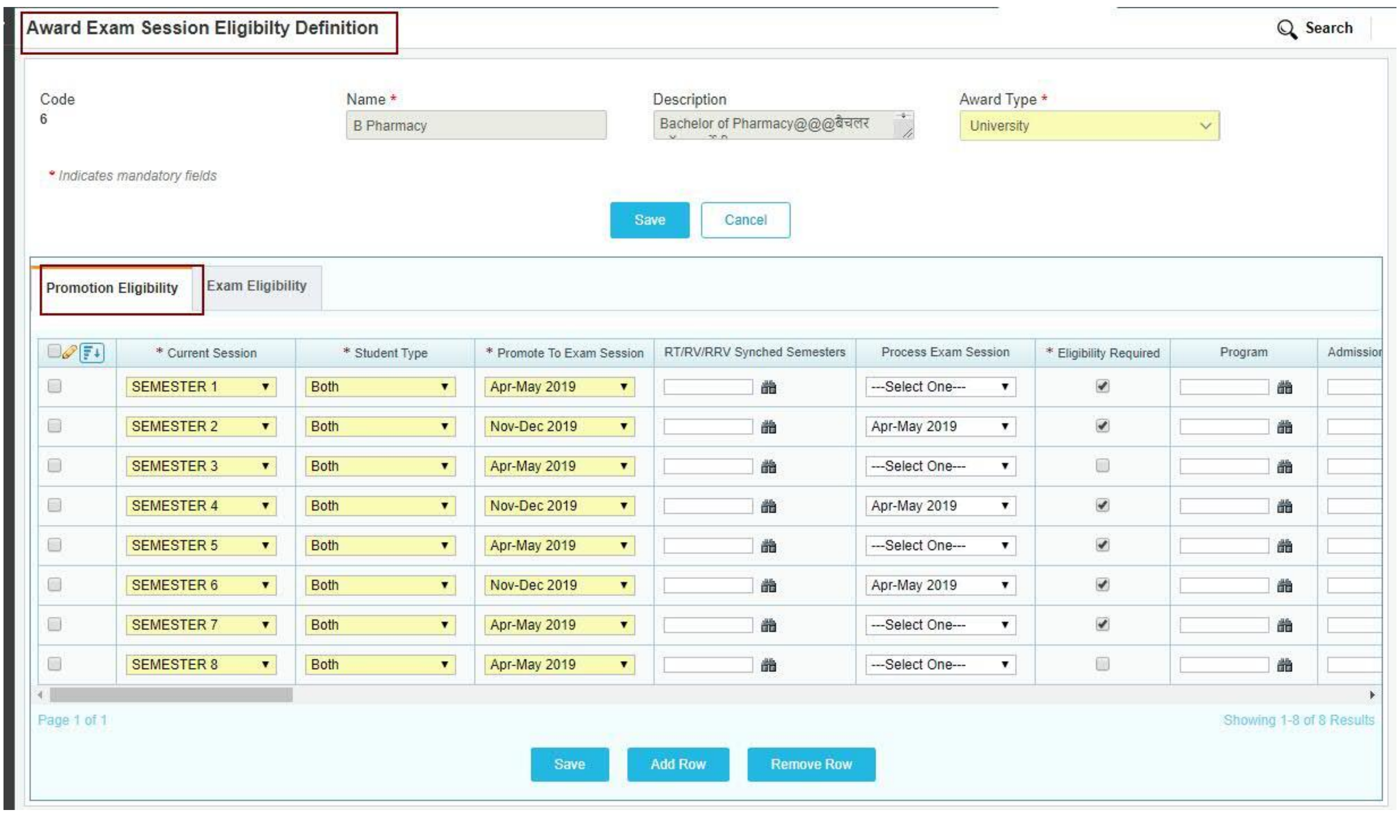
4. Select below flags from Configurations Checks subtab for each semester if there are customer specific scenarios for controlling report card generation.

Table 2 Configuration Checks for Customer Specific Scenarios

#	Flag	Description
10	All Enrollment Processed In Sem	This checkbox if ticked will check whether all enrollments done in this semester are processed or not..
11	All Enroll Till Current Sem	This checkbox if ticked will check whether all expected enrollments till this semester have been done or not.
12	All Enroll Processed Across Sem	This checkbox if ticked will check whether all enrollments done across semesters have been processed or not.
13	Ineligible Detained Students	This checkbox if ticked will mark all detained students of this semester as Ineligible.
14	Max Lateral Backlog	In this field user can define the maximum no. of backlogs in lateral subjects that a student can hold by being in that particular semester.
15	Till Semester	In this field user can select a semester, for which maximum backlogs till that semester needs to be defined.
16	Max Till Sem Backlog	No. of backlogs that can be there till the semester selected in the above field.
17	Multiple Semester	Select multiple semesters for which combined maximum no. of backlog criteria need be defined
18	Multiple Semester Backlog Count	Count of maximum backlogs for the defined semesters
19	In Semester A	User can select a previous semester for which maximum backlogs criteria needs to be defined by being in current semester.
20	Max Backlog In Semester A	The max no. of backlogs that can be there in the semester selected in above field by being in current semester.
21	In Semester B	User can select another previous semester for which maximum backlogs criteria needs to be defined by being in current semester.
22	Max Backlog In Semester B	The max no. of backlogs that can be there in the semester selected in above field by being in current semester.
23	In Semester C	User can select another previous semester for which maximum backlogs criteria needs to be defined by being in current semester.
24	Max Backlog In Semester C	The max no. of backlogs that can be there in the semester selected in above field by being in current semester.
25	In Semester D	User can select another previous semester for which maximum backlogs criteria needs to be defined by being in current semester.
26	Max Backlog In Semester D	The max no. of backlogs that can be there in the semester selected in above field by being in current semester.
27	In Semester E	User can select another previous semester for which maximum backlogs criteria needs to be defined by being in current semester.
28	Max Backlog In Semester E	The max no. of backlogs that can be there in the semester selected in above field by being in current semester.
29	Detain Type	
30	No. of SGMs to be Detained	The no. of exam sessions in which student has to be kept detained and ineligible if detained in current semester.
31	Maximum Allowed Years	The maximum no. of duration in years from the admission date in which a student can clear this particular semester.
32	UFM Type 1	UFM Type 1 for which promotion eligibility needs to be defined.
33	No. of SGMs to be UFM Type 1	The no. of exam sessions for which a student has to be kept ineligible of student got UFM Type 1 in his/her current semester.
34	UFM Type 2	UFM Type 2 for which promotion eligibility needs to be defined.
35	No. of SGMs to be UFM Type 2	The no. of exam sessions for which a student has to be kept ineligible of student got UFM Type 2 in his/her current semester.
36	UFM Type 3	UFM Type 3 for which promotion eligibility needs to be defined.
37	No. of SGMs to be UFM Type 3	The no. of exam sessions for which a student has to be kept ineligible of student got UFM Type 3 in his/her current semester.
38	Grade Rule 1	Flexi column rules can be configured using this field
39	Grade Rule 2	Flexi column rules can be configured using this field
40	Grade Rule 3	Flexi column rules can be configured using this field
41	Minimum CGPA Required	Configure minimum CGPA required to promote students

42	Detain Capture	Check this flag if capture score detained students need not be promoted
43	No Enrollment Case	Check this flag to exclude students who have nor enrollment present in the current academic exam session

Figure 1 Navigation: iDC→EnG Settings→Exam Session Basic Setup→Award Exam Session Eligibility Definition



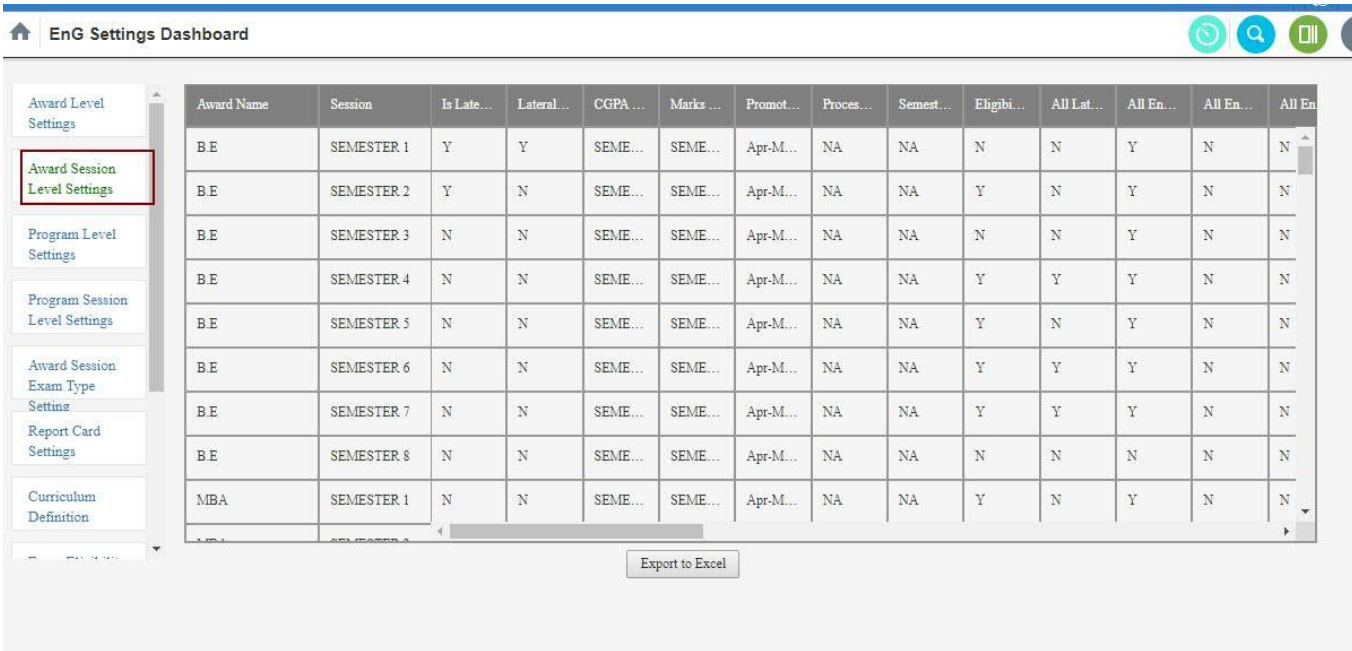
2.1.1.2 Dos' and Don'ts

- Ensure that for the configured award, semesters, Promote to Exam Session is mapped as Academic Exam Session to all relevant batch sessions
- If due to some reason, any incorrect promotion is done for an Award, Semester and Exam Session, do not populate those records again with next exam session for promoting them to correct semester. Rather revert the incorrect promotion and correct the promotion.

2.1.1.3 Configuration Verification

For verifying the configurations done, there is a EnG Settings dashboard available in Self Service portal where for all Award, Semesters, promotion eligibility criteria's can be verified in a go.

Figure 2 Configuration Verification

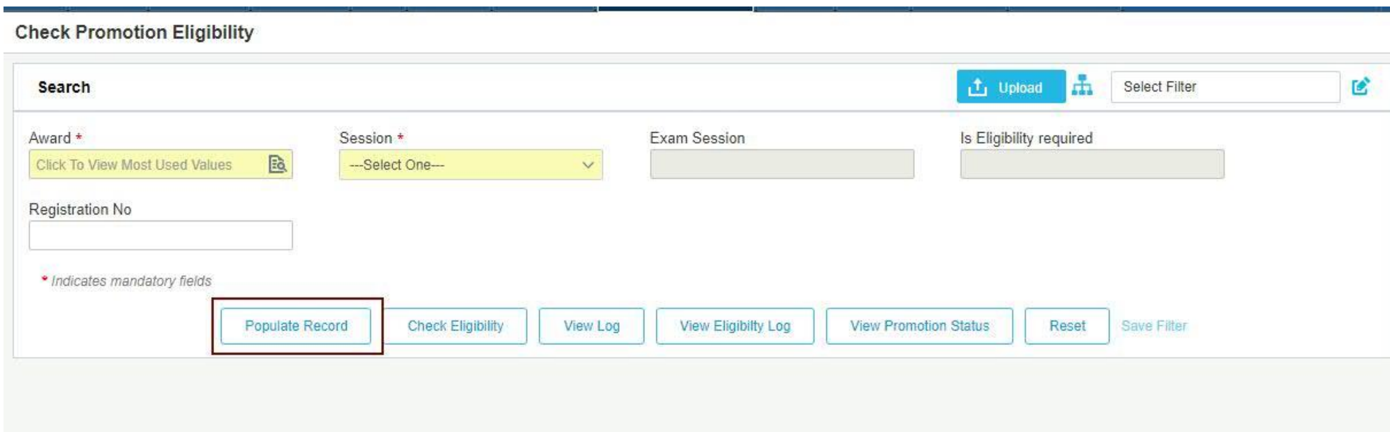


Award Name	Session	Is Late...	Lateral...	CGPA ...	Marks ...	Promot...	Proces...	Semest...	Eligibi...	All Lat...	All En...	All En...	All En
B.E	SEMESTER 1	Y	Y	SEME...	SEME...	Apr-M...	NA	NA	N	N	Y	N	N
B.E	SEMESTER 2	Y	N	SEME...	SEME...	Apr-M...	NA	NA	Y	N	Y	N	N
B.E	SEMESTER 3	N	N	SEME...	SEME...	Apr-M...	NA	NA	N	N	Y	N	N
B.E	SEMESTER 4	N	N	SEME...	SEME...	Apr-M...	NA	NA	Y	Y	Y	N	N
B.E	SEMESTER 5	N	N	SEME...	SEME...	Apr-M...	NA	NA	Y	N	Y	N	N
B.E	SEMESTER 6	N	N	SEME...	SEME...	Apr-M...	NA	NA	Y	Y	Y	N	N
B.E	SEMESTER 7	N	N	SEME...	SEME...	Apr-M...	NA	NA	Y	Y	Y	N	N
B.E	SEMESTER 8	N	N	SEME...	SEME...	Apr-M...	NA	NA	N	N	N	N	N
MBA	SEMESTER 1	N	N	SEME...	SEME...	Apr-M...	NA	NA	Y	N	Y	N	N

2.1.2 Record Population for Promotion:

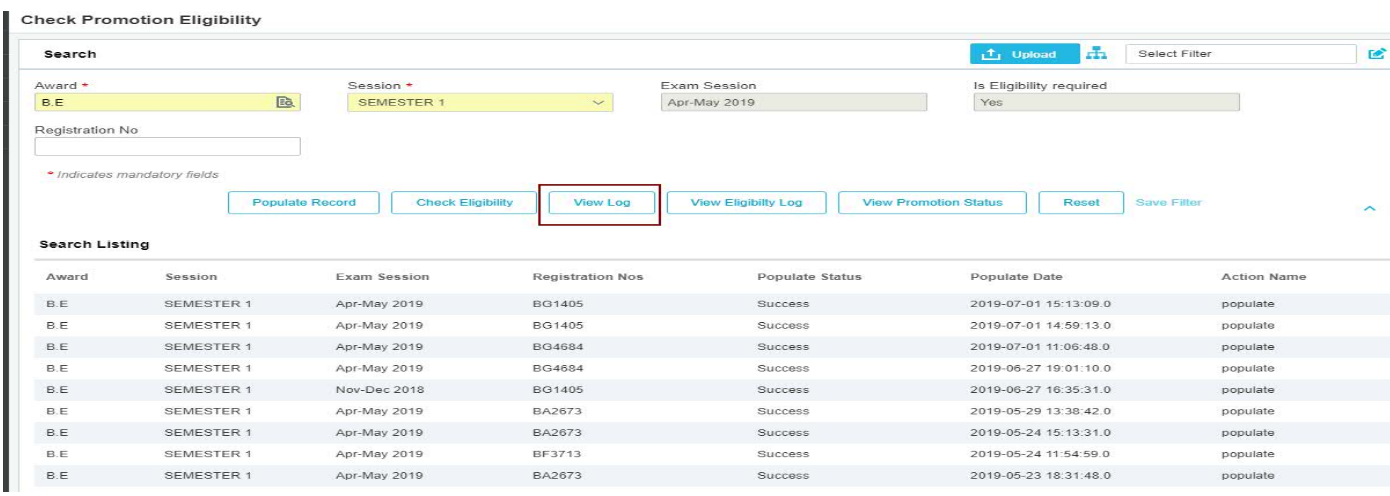
This is the next step of records population for promotion which is required. With this action, students of the selected Award, Semester are populated and mapped with the Promote to Exam Session with their current batch session details. Also if eligibility required flag is not checked in the configuration, then these records are populated with Eligibility Status as Y be default. With this no further action of executing eligibility rules is required.

Figure 3: Navigation: iDC→Exam and Grading→Manage Promotion/Backlogs→Check Promotion Eligibility



2.1.2.1 Record population Verification

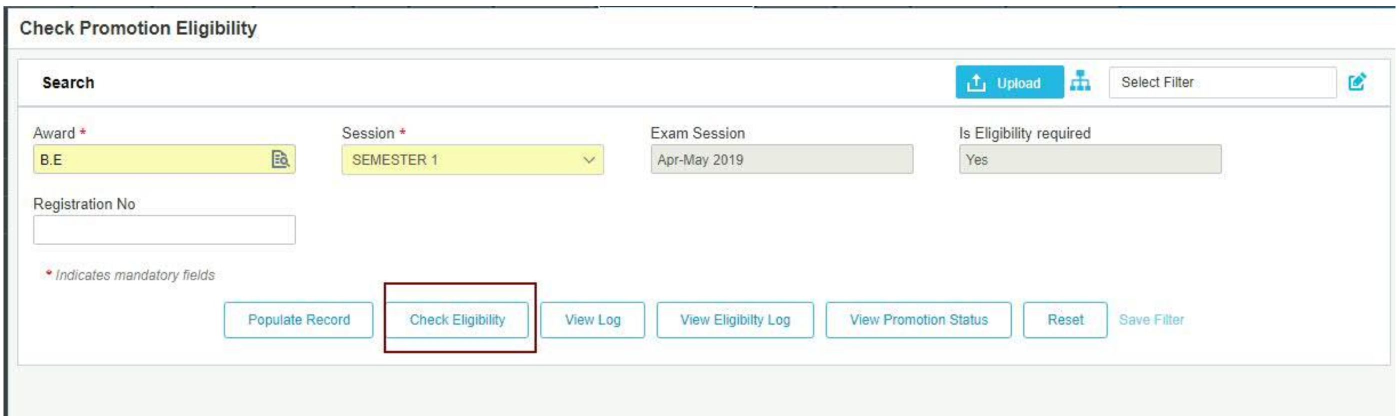
For verifying the populated records there is a pop window on the screen which gets opened on View Log button through which all the populated records can be viewed.



2.1.3 Promotion Eligibility Execution

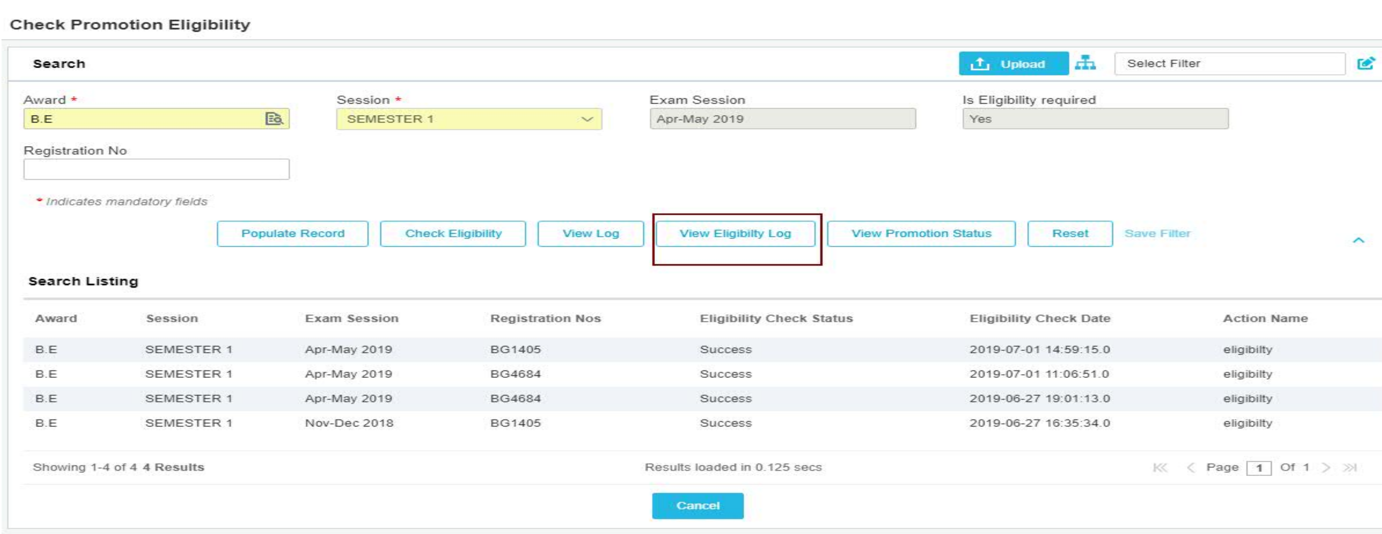
Once the records are populated, promotion eligibility rules needs to be executed for each Award, Semester and Exam Session if required. All the configured rules are executed in sequence and eligible/ineligible candidates are identified and their corresponding eligibility status is updated.

Figure 4 Navigation: iDC→Exam and Grading→Manage Promotion/Backlogs→Check Promotion Eligibility



2.1.3.1 Promotion Eligibility Execution Logs

For tracking the eligibility execution logs there is a button provided on the screen itself named as View Eligibility Log with which logs can be seen against each student record. Eligibility status can also be seen based on the promotion eligibility criterias defined.



Also there is a template named as **Student Promotion Eligibility Update** with which eligibility status of the students can be updated.

Navigation Web installer→Exam and Grading→Student Promotion Eligibility Update

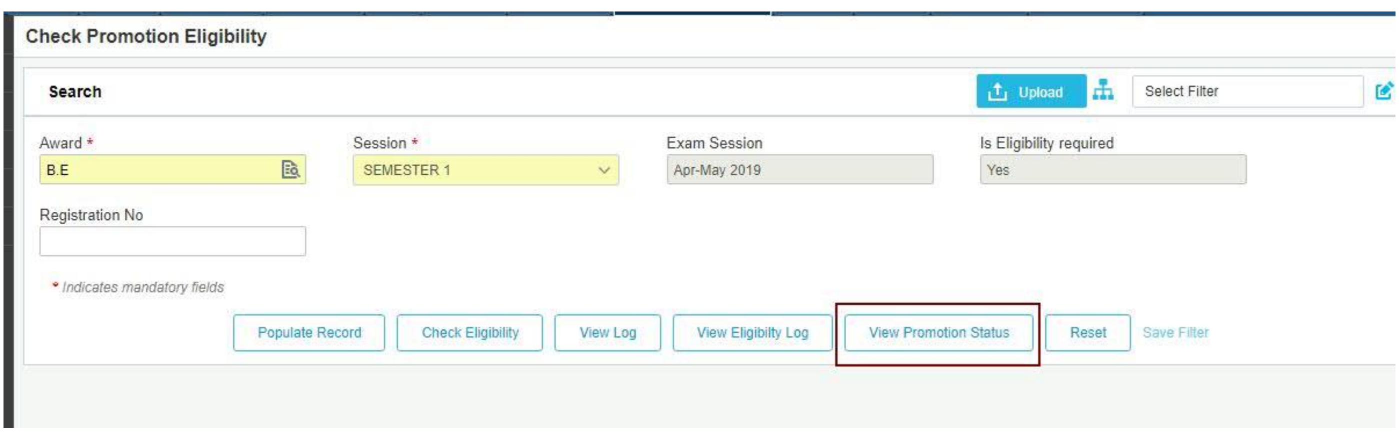
Student Promotion Eligibility Update

Award Code	Site Code	Student Name	Registration No	Student Roll No	From Batch Code__Name	From Session Code__Name	Promotion Exam Session (sgn
1	006	BHUVAN ZUTSHI	BA2217	200603716010	BATCH2089__Dip. Mechanical E	SES0004__SEMESTER 4	Nov-Dec 2019
1	006	ASHUTOSH RATH	AR9278	2063715007	BATCH6758__Dip. in Mechanic	SES0004__SEMESTER 4	Nov-Dec 2019
1	006	CHIKATI VIVEK K	AR9281	2063715009	BATCH6758__Dip. in Mechanic	SES0004__SEMESTER 4	Nov-Dec 2019
1	006	SAMEER	AR9544	2063715037	BATCH6758__Dip. in Mechanic	SES0004__SEMESTER 4	Nov-Dec 2019
1	006	PURUSHOTAM S.	AR9489	2063715029	BATCH6758__Dip. in Mechanic	SES0004__SEMESTER 4	Nov-Dec 2019
1	006	RISHABH VASE	BA8904	200603716042	BATCH6758__Dip. in Mechanic	SES0004__SEMESTER 4	Nov-Dec 2019
1	006	P.TEJESHWAR	BB4751	200603716034	BATCH6758__Dip. in Mechanic	SES0004__SEMESTER 4	Nov-Dec 2019
1	006	SUDHANSHU TRI	BD0043	200603717309	BATCH6758__Dip. in Mechanic	SES0004__SEMESTER 4	Nov-Dec 2019
1	006	K HARI	BD8115	200603717017	BATCH6758__Dip. in Mechanic	SES0004__SEMESTER 4	Nov-Dec 2019
1	006	M CHINNA	BE0557	200603717019	BATCH6758__Dip. in Mechanic	SES0004__SEMESTER 4	Nov-Dec 2019
1	006	TEJAS KUMAR	BE0755	200603717040	BATCH6758__Dip. in Mechanic	SES0004__SEMESTER 4	Nov-Dec 2019

2.1.3.2 View Promotion Status Report

View Promotion Status: This button will open a report named as Exam Session wise Promotion Status Report which will give status of the promoted/not promotes students for the selected Award, Semester and Exam Session. There will be few drill down reports with which student wise eligibility status, promotion status along with relevant remarks can be viewed.

Figure 5 View Promotion status



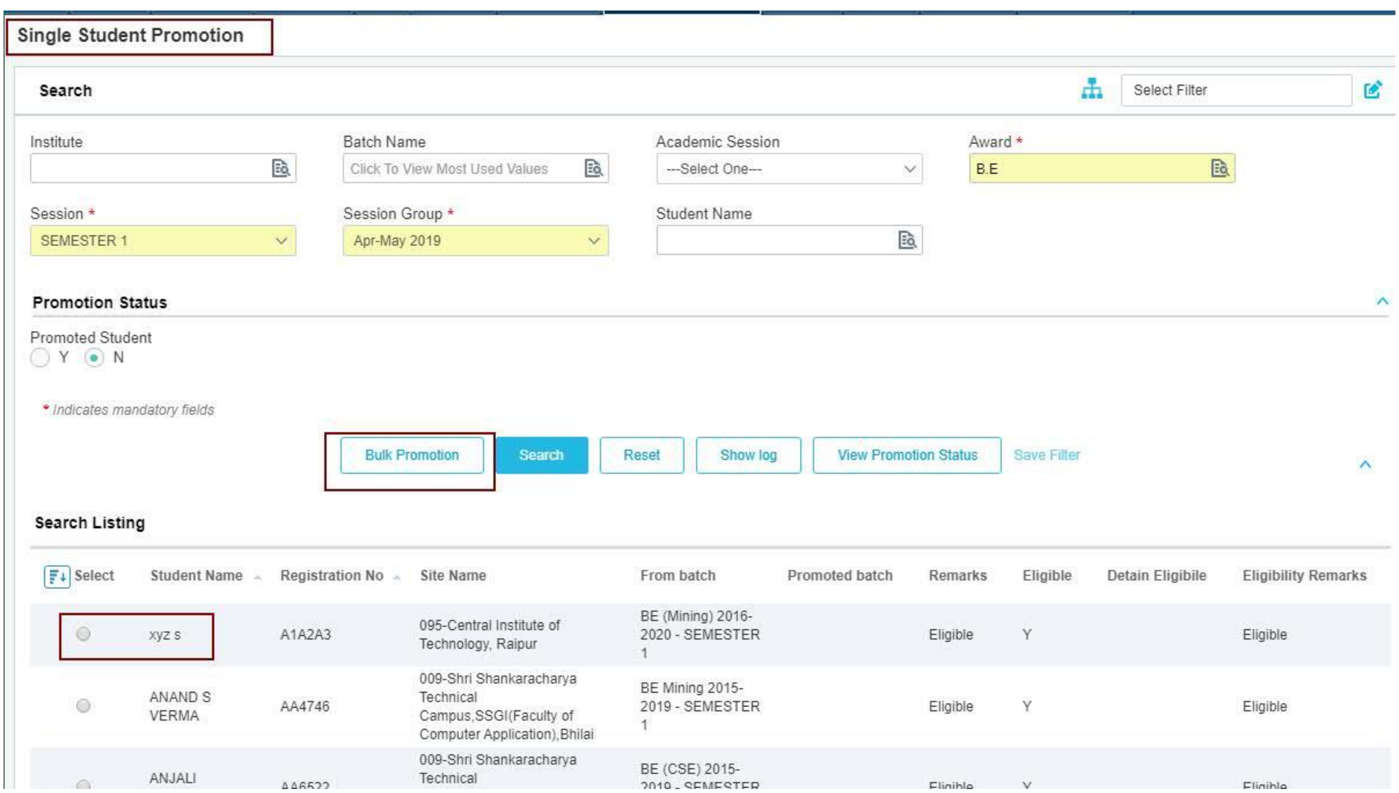
Exam Session wise Promotion Status Report

Eligible			N		Y
Promoted/Not Promoted			Not promoted	Promoted	Promoted
Award	Exam Session	Session Name	COUNT(Student Id)	COUNT(Student Id)	COUNT(Student Id)
B.E	Apr-May 2019	SEMESTER 7	2210	2	7668

2.1.4 Student Promotion

After the student records are populated and promotion eligibility also executed and eligibility status updated for each student, there is a screen and a template for Student promotion in bulk with which all eligible students can be promoted to their next applicable semester both in bulk and single student wise.

Figure 6 Navigation: iDC→Exam and Grading→Manage Promotion/Backlogs→Single Student Promotion Screen



Navigation: Web Installer→Exam and Grading→Student Promotion Change Batch Template

Promotion Change Batch Template

Award Code	Site Code	Student Name	Registration No	Student Roll No	From Batch Code__Name	From Session Code__Name	Eligibile Exam Session (s
4	004	NEELAM SONI	AC5060	3042813301	BATCH11288__BE (Electronics &	SES0004__SEMESTER 4	Nov-Dec 2019
4	002	JAINENDRA SIN(	AQ9053	3022015019	BATCH8888__BE (Civil) 2017-20	SES0004__SEMESTER 4	Nov-Dec 2019
4	002	DIPENDRA SINGI	AQ9045	3022015016	BATCH8888__BE (Civil) 2017-20	SES0004__SEMESTER 4	Nov-Dec 2019
4	002	TILAK RAM	AQ9910	3022215079	BATCH8882__BE (Computer Sci	SES0004__SEMESTER 4	Nov-Dec 2019
4	002	YOGESH KUMAR	AQ8974	3022515052	BATCH8913__BE (Electrical and	SES0004__SEMESTER 4	Nov-Dec 2019
4	002	NAVEEN TIRKEY	AQ8938	3022515021	BATCH8913__BE (Electrical and	SES0004__SEMESTER 4	Nov-Dec 2019
4	002	PRAVEEN SAHU	AR0542	3023715039	BATCH8876__BE (Mechanical) 2	SES0004__SEMESTER 4	Nov-Dec 2019
4	002	YUGAL KISHORE	AI1500	3022014303	BATCH8888__BE (Civil) 2017-20	SES0004__SEMESTER 4	Nov-Dec 2019
4	002	KRIPANAND	AJ3252	3023714302	BATCH8876__BE (Mechanical) 2	SES0004__SEMESTER 4	Nov-Dec 2019
4	002	UMASHANKAR	AO8271	3022514041	BATCH8913__BE (Electrical and	SES0004__SEMESTER 4	Nov-Dec 2019

2.1.4.1 Student Promotion Revert

Also there is a provision available in system to revert the promotion of students. If incorrect promotions are done due to some reason, there is a template named as Student Promotion Revert Template with which promotions done for an Award, Exam Session can be reverted in Bulk.

Figure 7 : Web Installer→Exam and Grading→Student Promotion Revert Template

Student Promotion Revert Template

Promotion ID	Student ID	Award Code	Site Code	Student Name	Registration No	Student Roll No	From Batch Code__Name	From
452967	5164	4	006	DEEPESH KUMAF	AR1785	3062415007	BATCH11591__BE (Electrical) 2(	SES00C
464839	7155	4	016	PRINCE KUMAR I	AQ8071	3163715039	BATCH0430__BE (Mechanical) 2	SES00C
464840	7169	4	016	ADITYA SHUKLA	AQ7874	3163715003	BATCH0430__BE (Mechanical) 2	SES00C
464842	7204	4	016	SOSAN BARA	AQ8142	3163715055	BATCH0430__BE (Mechanical) 2	SES00C
464843	7213	4	016	DEEPENDRA TAL	AQ7972	3163715018	BATCH0430__BE (Mechanical) 2	SES00C
487145	7260	4	016	VED PRAKASH	AJ6529	3163714312	BATCH0430__BE (Mechanical) 2	SES00C
487146	7265	4	016	RAKESH BHAGAT	AJ3454	3163714309	BATCH0430__BE (Mechanical) 2	SES00C
464844	7540	4	016	MUKESH PAIKRA	AP0079	3163714026	BATCH0430__BE (Mechanical) 2	SES00C
456765	8273	4	022	ANISH EKKA	AQ9481	3222015002	BATCH6500__BE (Civil) 2017-20	SES00C
465663	11645	4	024	PRAKASH KUMA	AP1953	3243714046	BATCH0392__BE (Mechanical) 2	SES00C
455984	13546	4	014	RAJA YADAV	AR9090	3142515064	BATCH8915__BE (Electrical and	SES00C

Single Student Promotion

Overview

This screen is used to do the promote the student with respect to the Exam Session. Promotion is done within an Award from an lower session to the higher session. Bulk Promotion can also be performed for an Award with respect to the Exam Session.

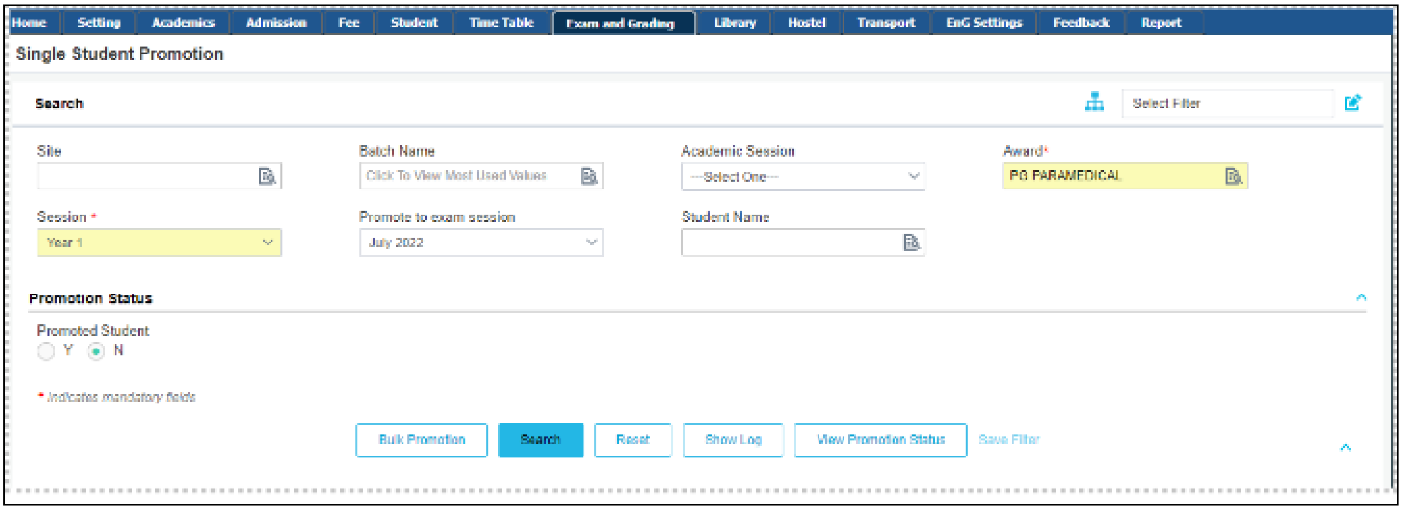
Pre requisite

1. Exam Session should be mapped at batch level

Procedure

1. Goto Exam and Grading-> Manage Promotion/Backlogs-> Single Student Promotion

When user clicks on Single Student Promotion, the below screen occurs

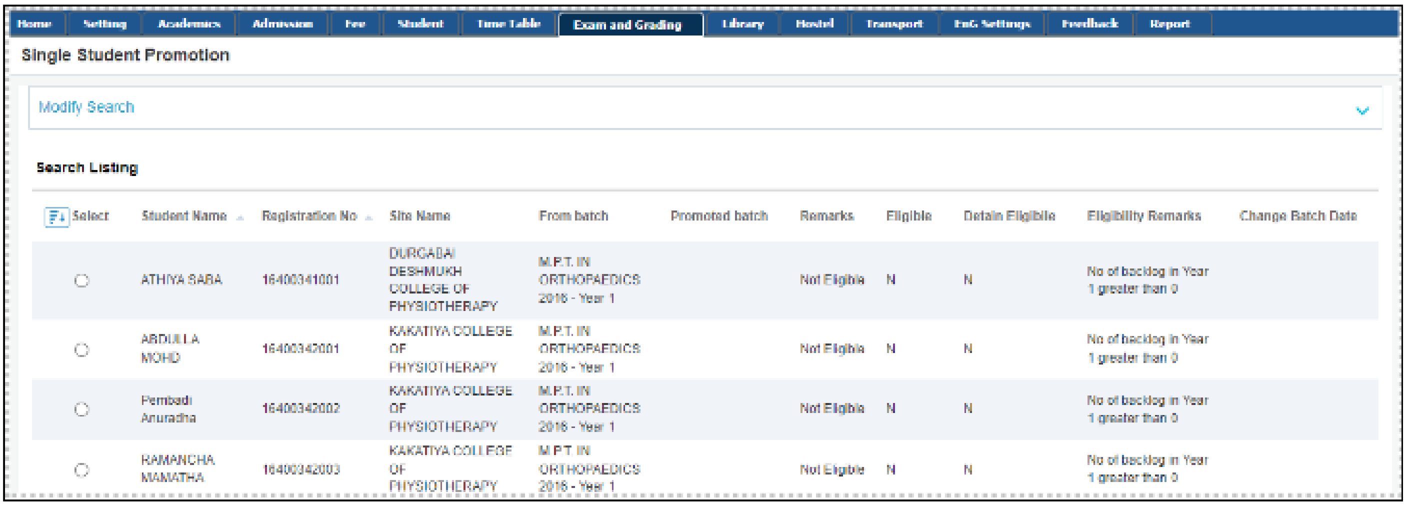


2. Search

The Search Criteria includes the below fields

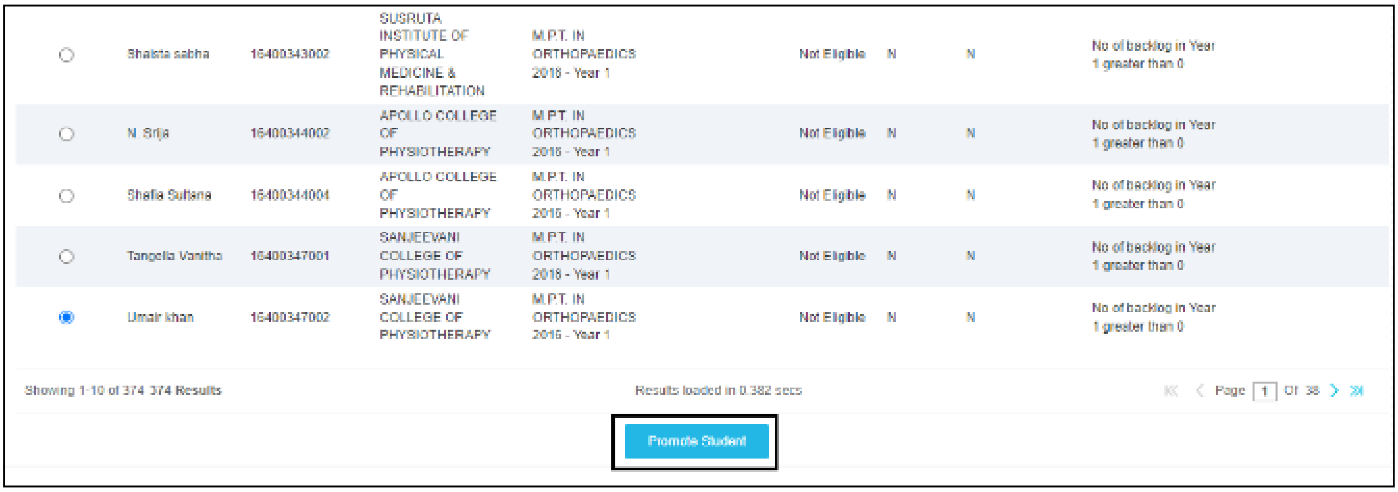
Field	Type	Description
Site	Optional	Select the Site
Batch Name	Optional	Select the Batch Name
Academic Session	Optional	Select the Academic Session
Award	Mandatory	Select the Award
Session	Mandatory (Drop down)	Select the Session
Promote to Exam Session	Mandatory (Drop down)	Select the Promote to Exam Session
Student Name	Optional	Enter the Student Name
Promoted Student	Radio button	Select Yes to see the Promoted student record

When you click on Search, the below records are populated based on the selected filters



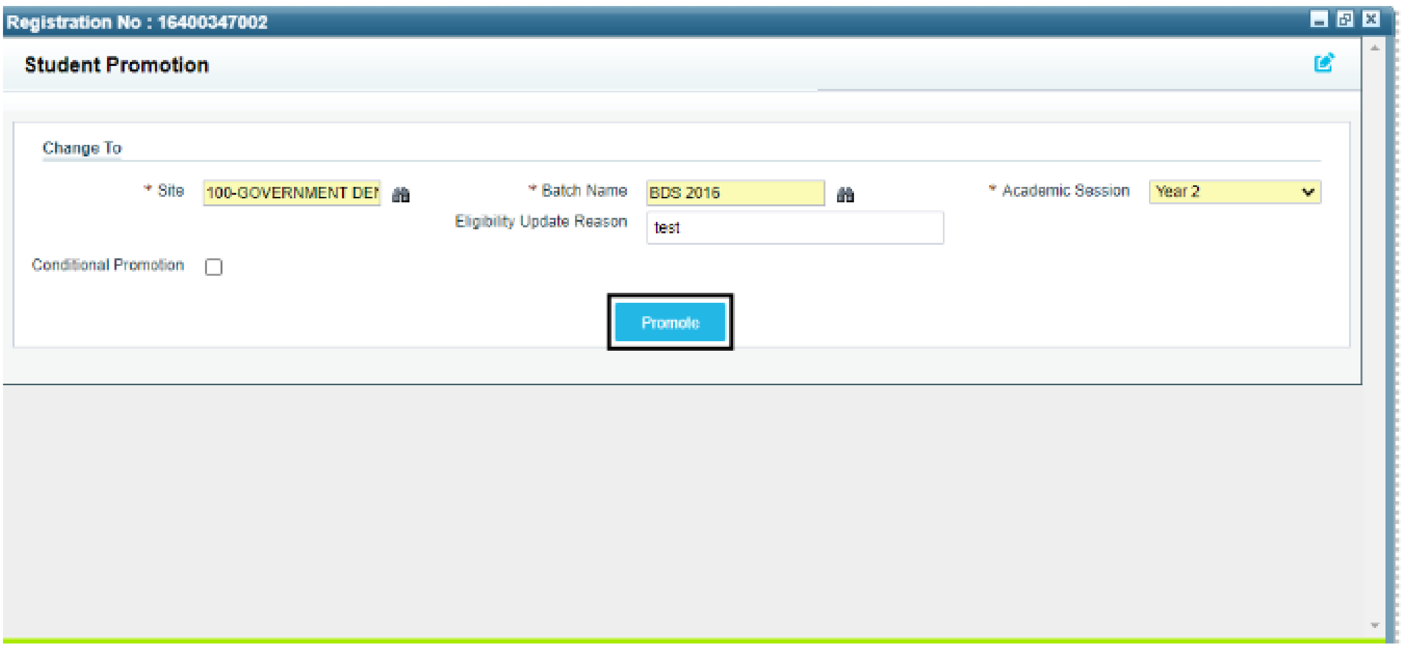
3. Promote Student

Select a particular student record and click on Promote Student



When user clicks on Promote Student, the below popup occurs where the promotion details are entered. This promotion is done within an Award and with respect to the Exam Session.

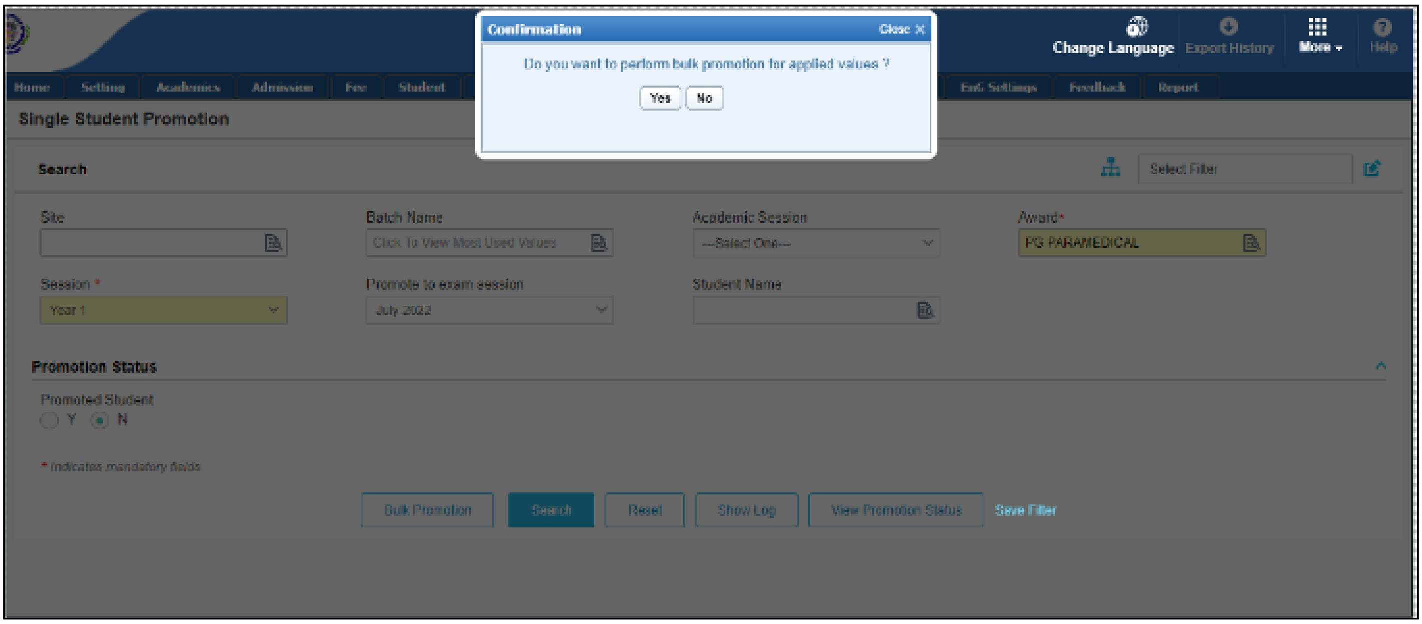
Enter the Change To batch details within an Award and click on Promote



After entering the Change To details, click on Promote. A Notification message will be displayed as Student is promoted successfully.

4. Bulk Promotion

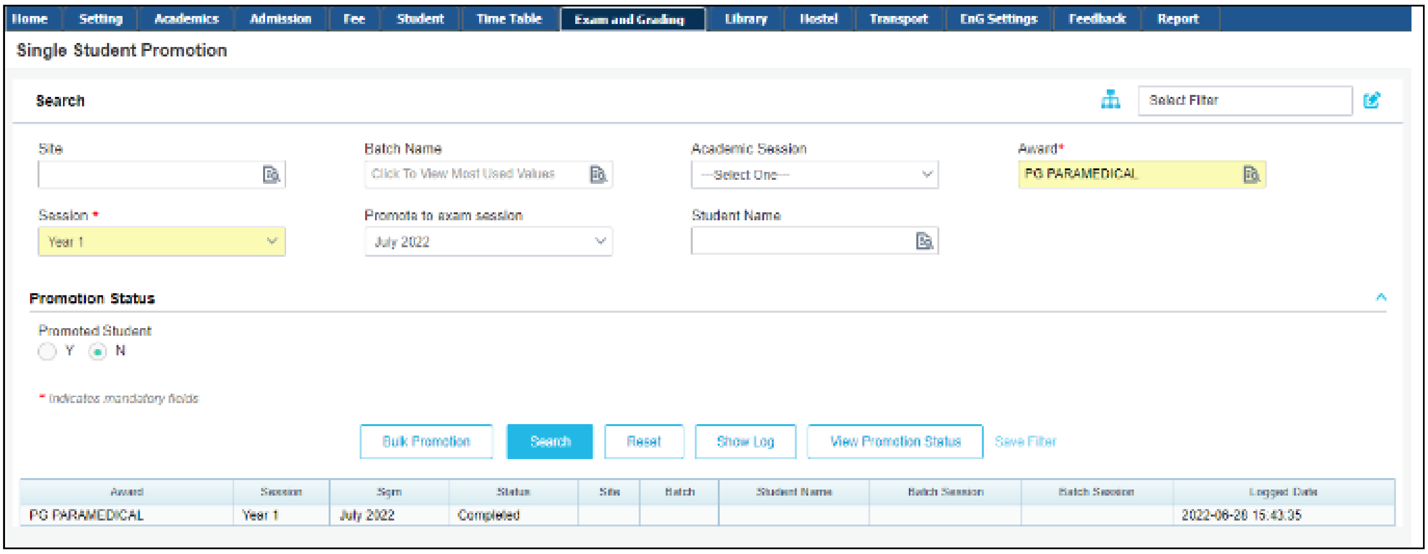
Select the Award, Session, Promote to Exam Session and click on Bulk Promotion. When user clicks on Bulk Promotion, a dialog box will appear for confirmation.



When user clicks on Yes, Bulk Promotion will take place for the selected filters.

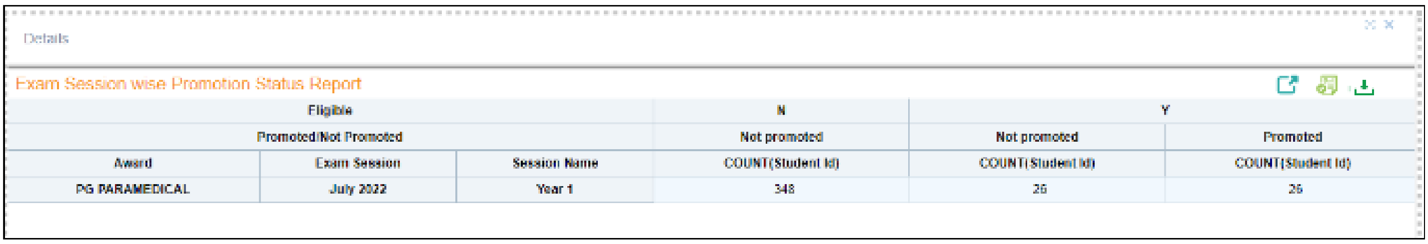
5. Show Log

The status of the Bulk Promotion can be seen when user clicks on Show Log button. The entire promotion transaction details along with the status is displayed



6. View Promotion Status

The Overall Promotion Status is shown as a pivot report in View Promotion status. This Report can either be downloaded or Exported.



Process Flow Document

Click here to view the process flow document of Subject and Semester Re admission.

Re-admission for Subject-wise & Session-wised Manual

Version 1.0

Last Updated Date: 29th March 2020

Created By:

Steps for Subject Re-admission Enrollment:

- Exam SGM needs to be tagged at Student's current batch level

  For example if student is currently in Semester II of STME-MUM-MBA(Tech)(ETCE)(2018-23)
  So April 2020 should be tagged against sem II of his batch.

- Exam SGM should be tagged to batch in which student will be enrolled.

  For example if student will be enrolled in Semester II of STME-MUM-MBA(Tech)(ETCE)(2019-24)
  So April 2020 should be tagged against sem II of batch.
  (if regular enrollment has to happen in that batch session)

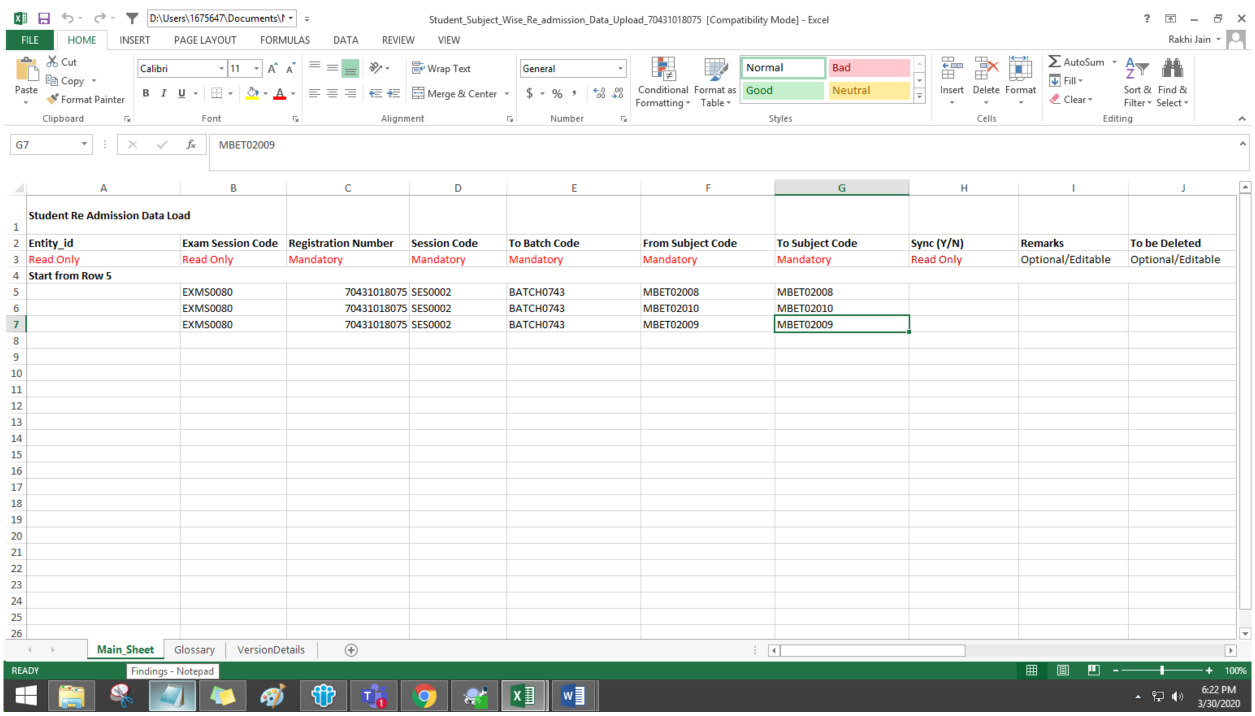
- Download blank template – Student Subject Wise Re-admission Data Upload Template

  Fill for all the Mandatory fields

  Exam Session Code – SGM in which you want to enroll Student. For example: For April 2020 - EXMS0080

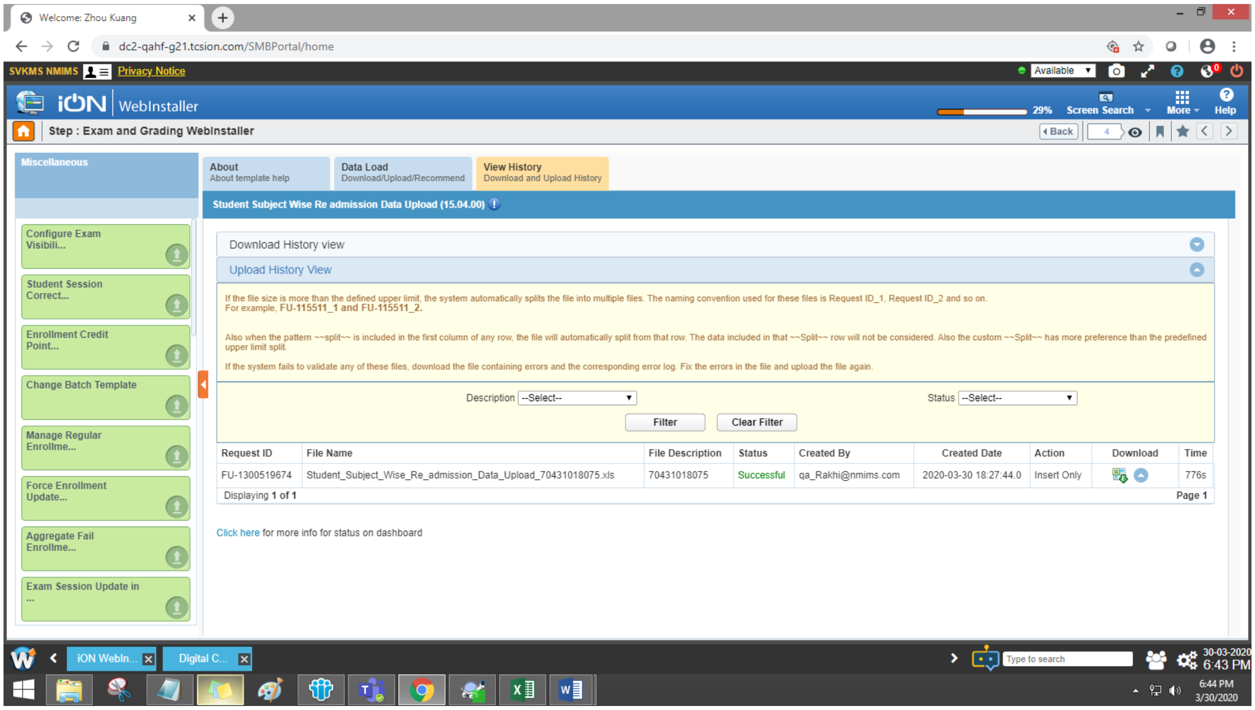
  Registration Number of the student

  Session Code – Code of Semester II for example
  To Batch Code – The Batch in which student will be enrolled (current regular batch)
  From Subject Code – Subjects which he studied in his batch
  To Subject Code – Subjects in which he is re-admitted

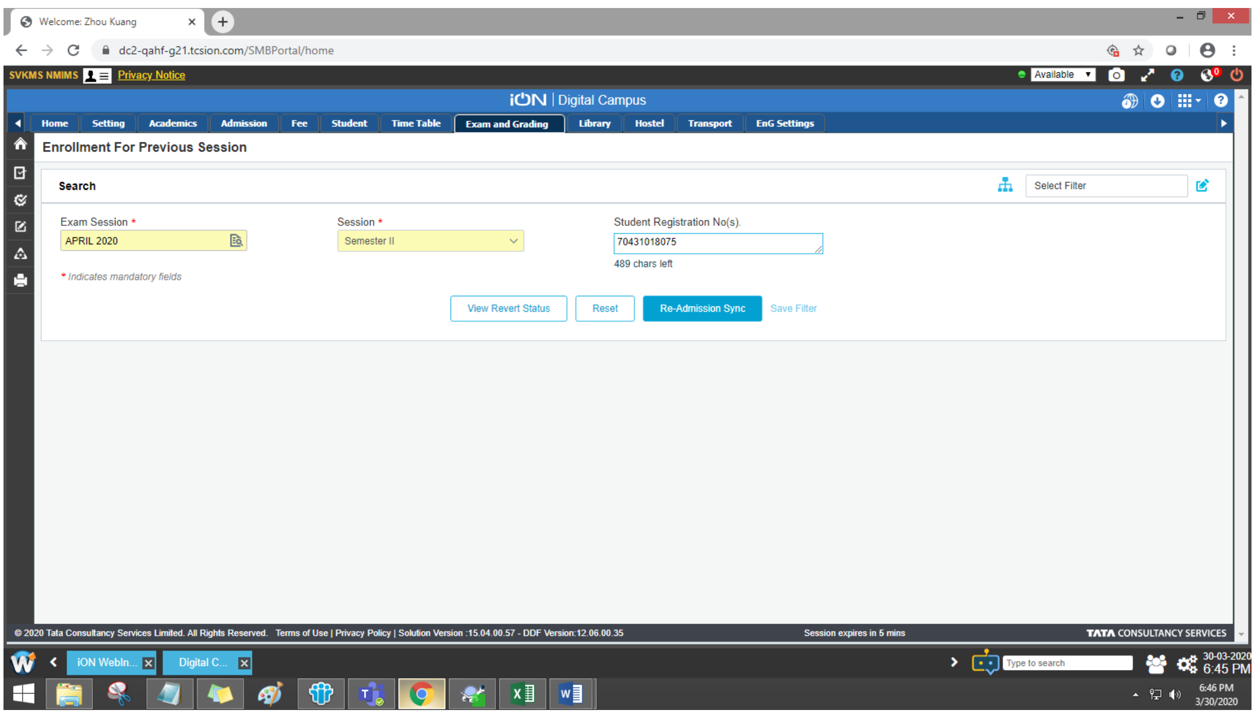


Student Re Admission Data Load									
Entity_id	Exam Session Code	Registration Number	Session Code	To Batch Code	From Subject Code	To Subject Code	Sync (Y/N)	Remarks	To be Deleted
Read Only	Read Only	Mandatory	Mandatory	Mandatory	Mandatory	Mandatory	Read Only	Optional/Editable	Optional/Editable
Start from Row 5									
	EXMS0080	70431018075	SES0002	BATCH0743	MBET02008	MBET02008			
	EXMS0080	70431018075	SES0002	BATCH0743	MBET02010	MBET02010			
	EXMS0080	70431018075	SES0002	BATCH0743	MBET02009	MBET02009			

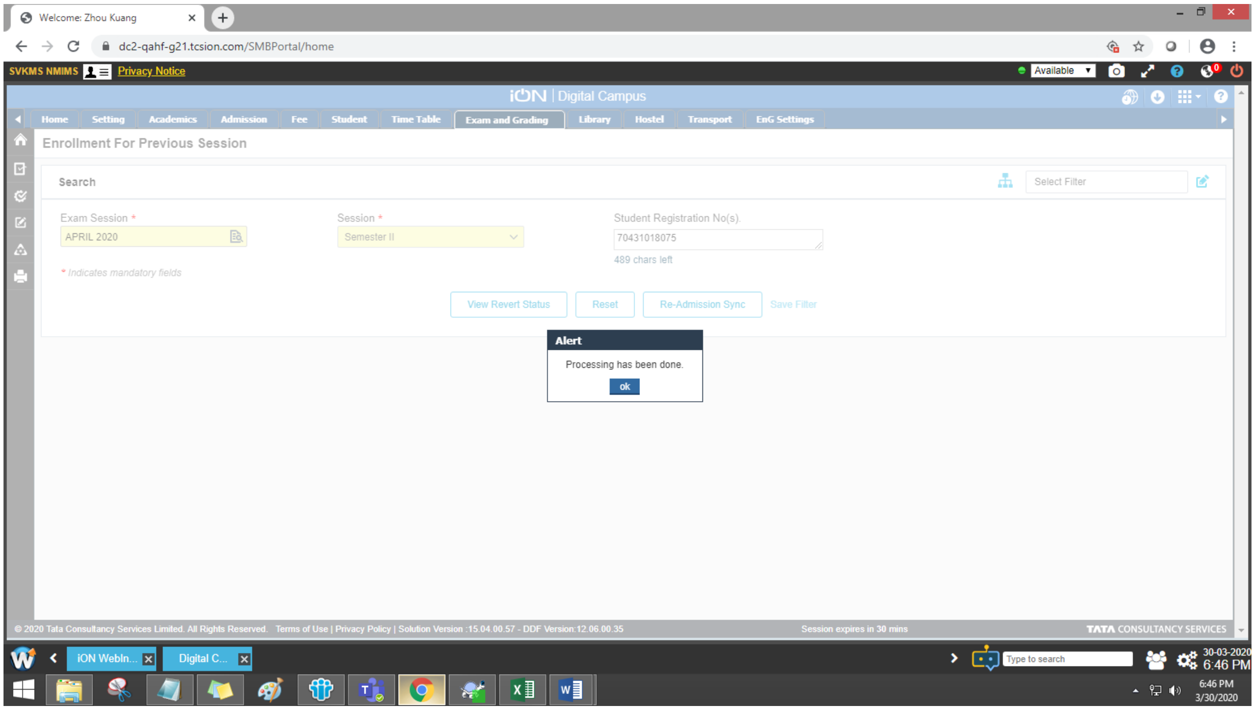
- Upload the template.



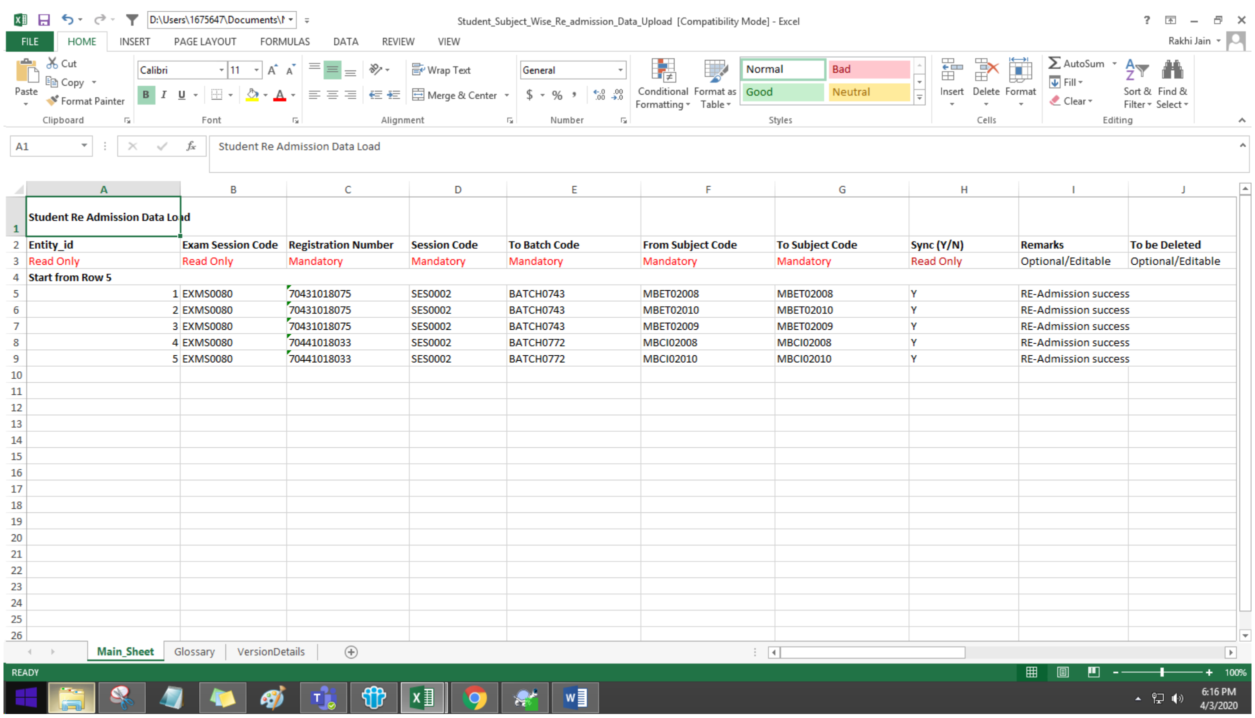
- Click on Re-Admission sync.



- Pop-up msg appear after sync.



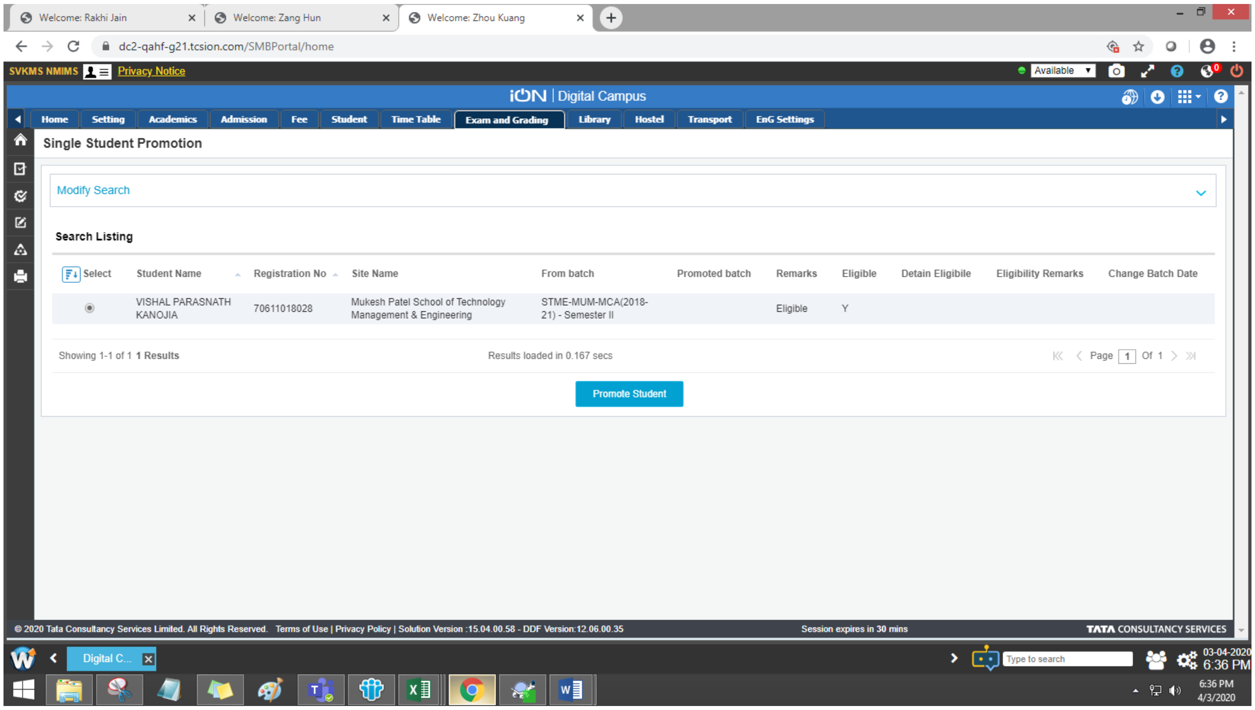
- Download Data filed template to check:
Here, you will get value in sync column whether it has been synced or not. If not or fail then remarks will be given.



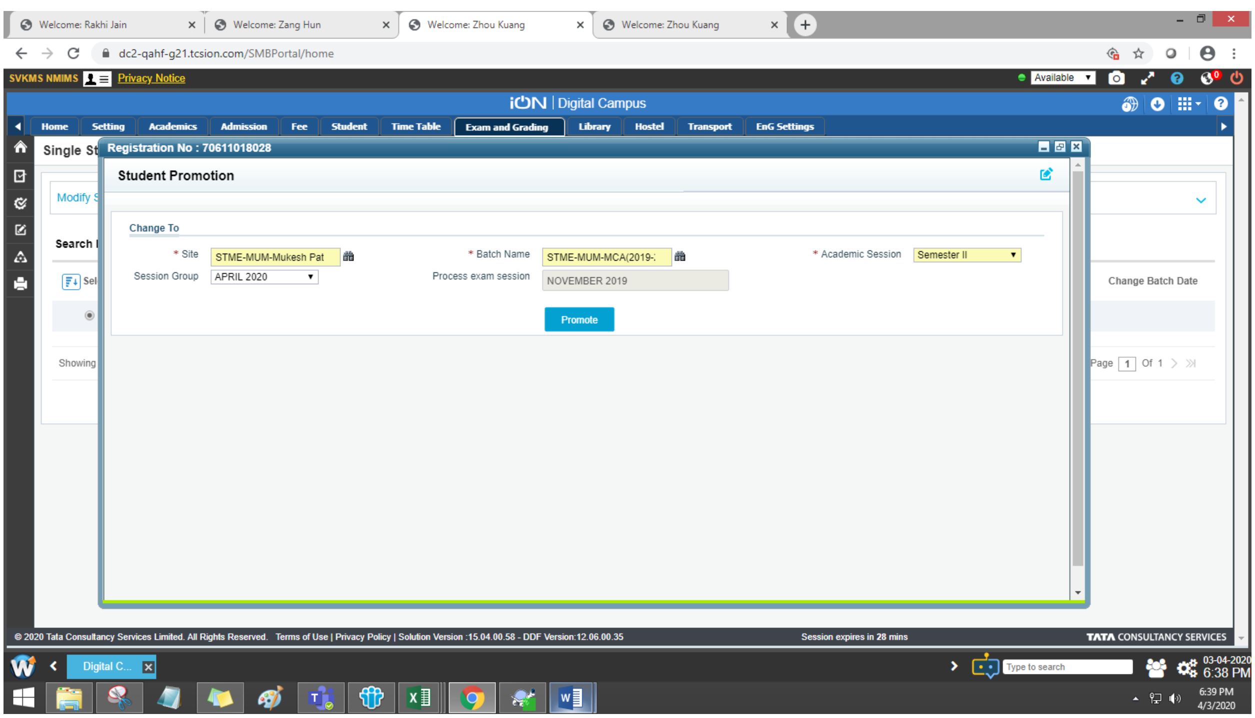
- Or, you can download Student Enrollment Detail ODR and check for student.

Steps for Semester Re-admission Enrollment:

- Do single student promotion into new batch session from front end:

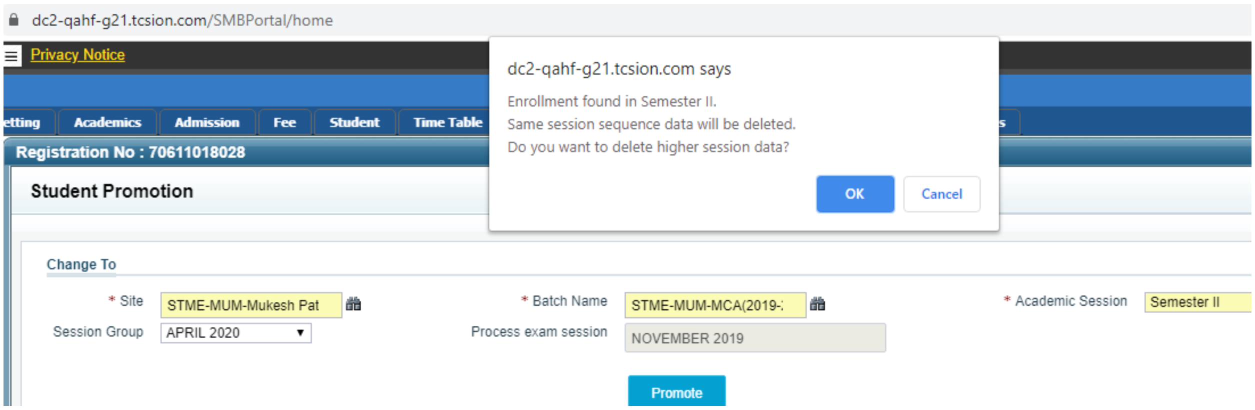


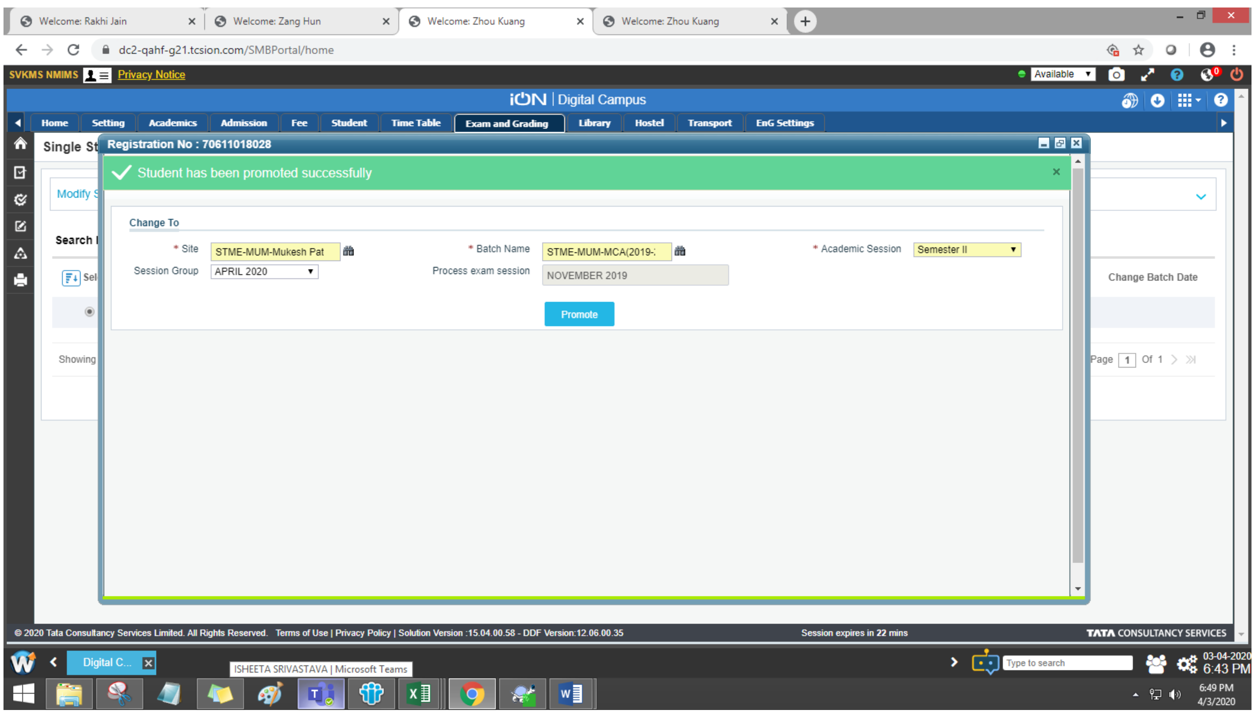
- Click on Promote Student, a dialog box will appear. Provide following details and click Promote.
  - Site
  - Batch – In which you want to promote student
  - Academic Session
  - Session Group – Exam enrollment session (For example – April 2020)



- A pop-up message will appear if higher semester data is present.

- Click on Cancel to retain higher session data or Click on OK to delete higher session data. Please note, even if you click on Cancel, promotion will be done and higher session data will be retained.





- Do the regular enrollment, using Manage Regular Enrollment template.

- Also mark Enrollment Admission Type as Semester Readmission in Student Exam Enrollment SGM Wise Attribute Update Template.

Change Batch

Overview

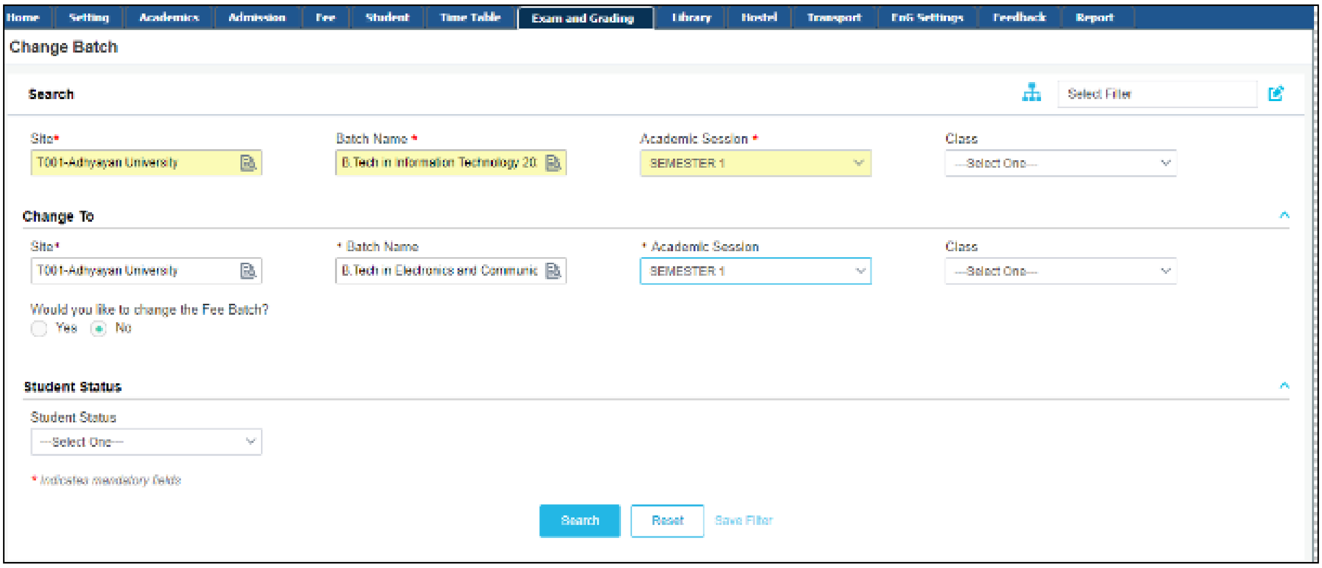
This Change Batch screen is supported to iDC Customers where the student batch can be changed under a particular Award. System will allow change Batch only if the Award is same.

Change Batch cannot be done on same session sequence

Pre requisite

1. Basic Academic Setup should be completed
2. Goto Exam and Grading-> Manage Promotion/Backlogs-> Change Batch

When you click on Change Batch, the below screen occurs



In Search, Select the site, Batch and the session for the students whose batch should be changed.

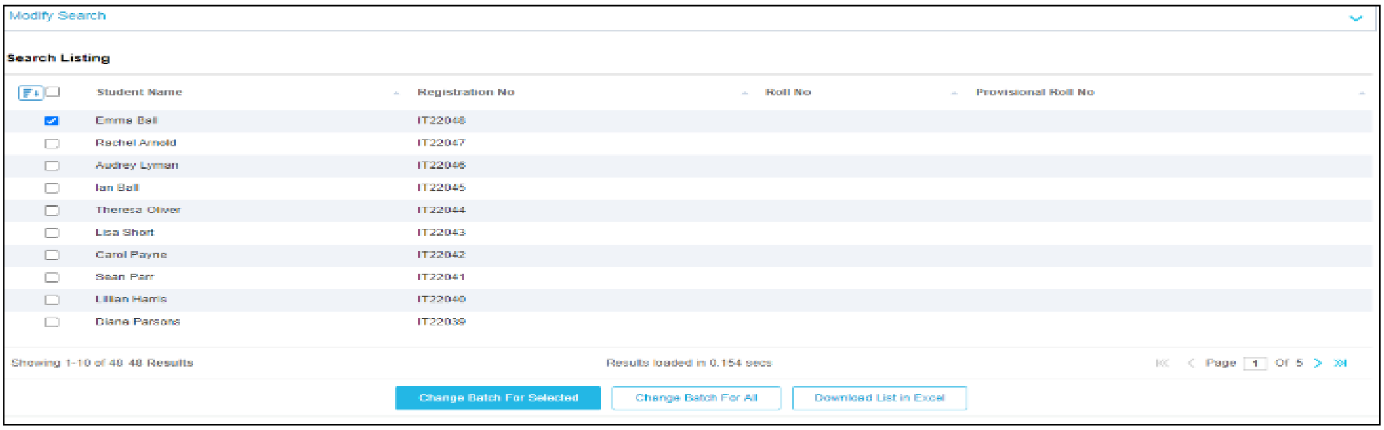
Change To, Select the Site, Batch and the session to which the students should be changed.

2. Search Criteria

Enter the search criteria by using the fields given below:

Field	Type	Description
Site	Mandatory	Select the Site
Batch Name	Mandatory	Select the Batch Name
Academic Session	Mandatory	Select the Academic Session
Class	Optional	Select the Class
Site	Mandatory	Select the Site
Batch Name	Mandatory	Select the Batch
Academic Session	Mandatory	Select the Academic Session
Class	Optional	Select the Class
Fee Batch Change	Radio Button	Select the Radio Button Yes if Fee Batch to be changed
Student Status	Drop down	Select the Student status if required

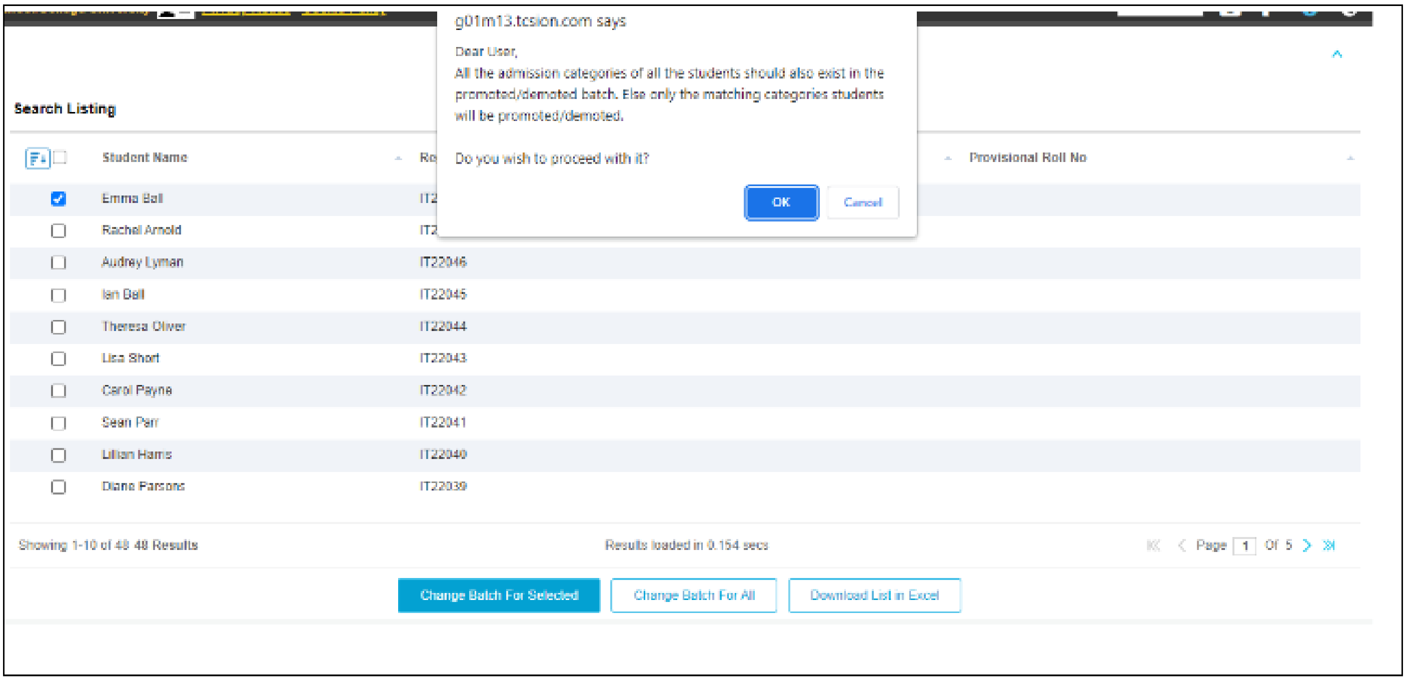
When you click on Search Button, the below records are displayed based on the search filters.



3. Change Batch for Selected

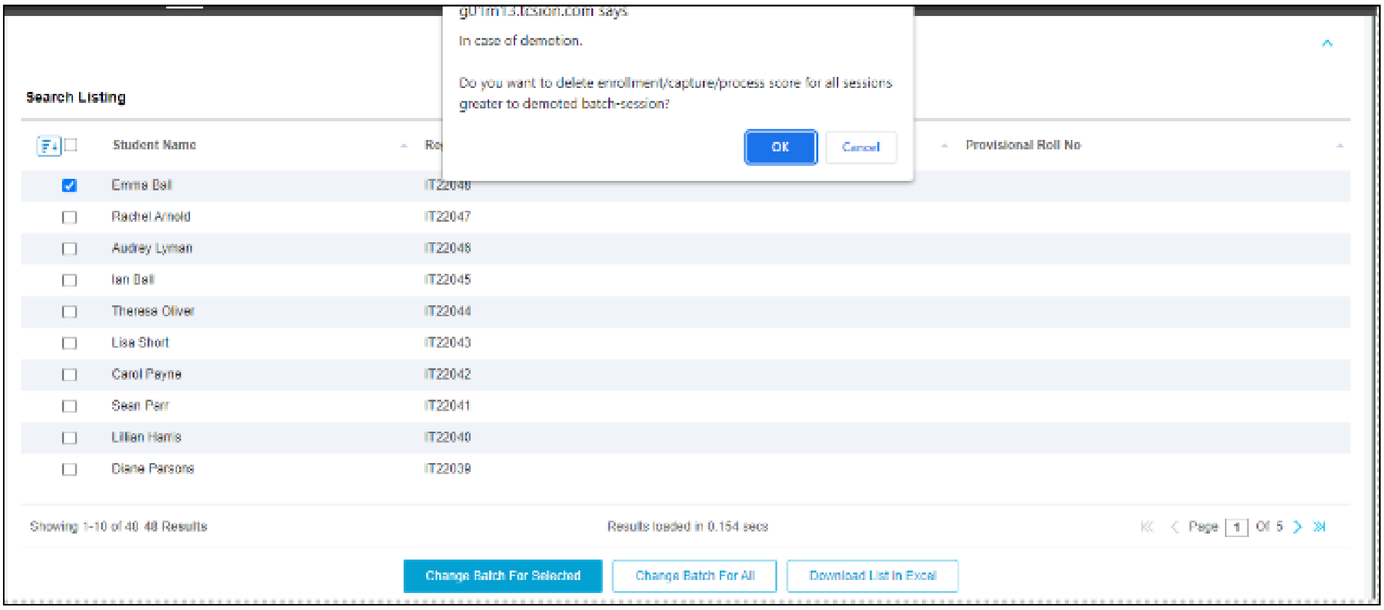
Select particular record for which the change Batch should be done and click on Change Batch for Selected.

When user clicks on Change Batch For Selected, the below notification message is displayed with respect to the Admission Categories.



Notification message: All the admission categories of all the students should also exist in the promoted/demoted batch. Else only the matching categories students will be promoted/demoted. Do you with to proceed with it?

Click Ok to continue Change Batch. When you click on Ok, the below notification message is displayed with respect to the Enrollment



Notification message: Do you want to delete enrollment/capture/process score for all sessions greater to demoted batch session?

If user want to delete, you can continue with Ok. Else user can proceed with cancel.

Then Change Batch will be done successfully.

Batch Change will not be done if

1. Same admission category is not available in promoted/demoted batch.

2. Admission category does not have enough seat count in promoted/demoted batch

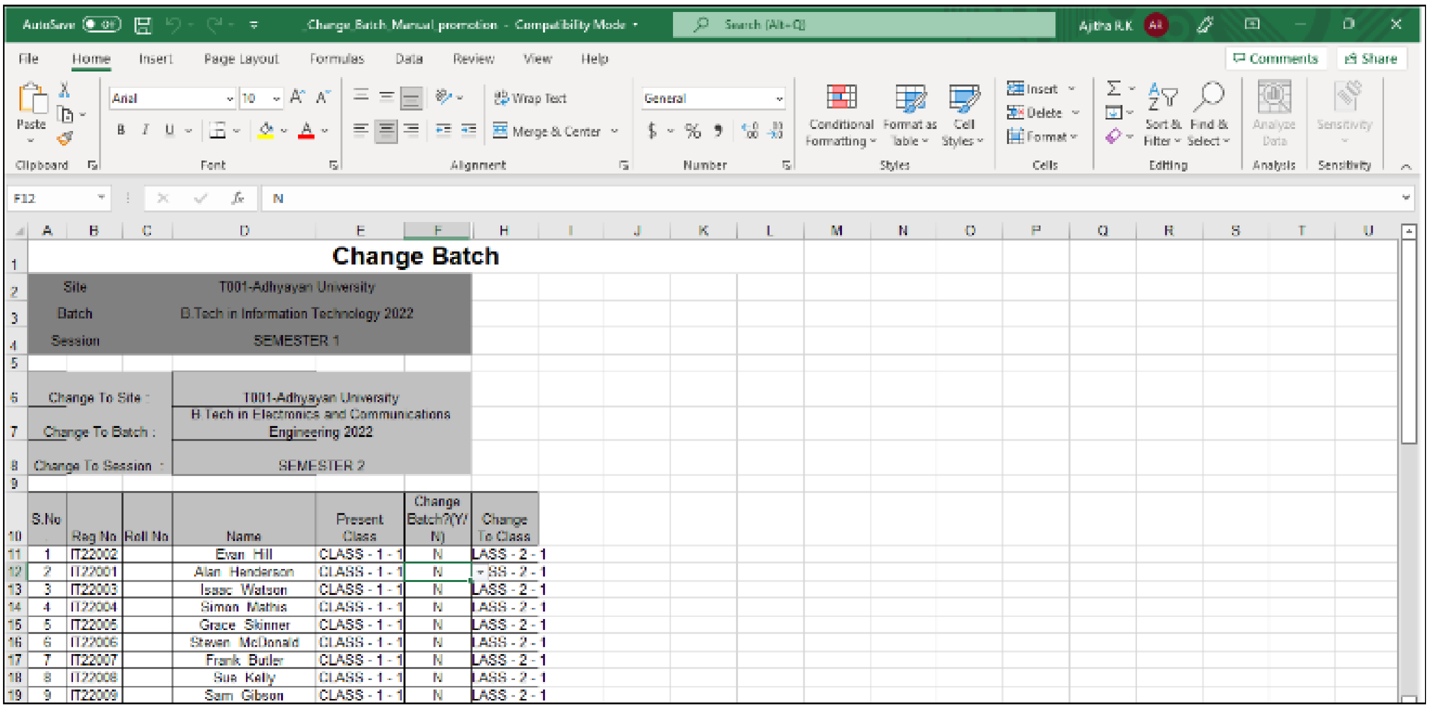
4. Change Batch for All

If the Change Batch should be done for all the records listed in that screen, then user can proceed with Change Batch for All button and click ok to continue with the change batch.

Based on the Notification message, system will either delete or retain the enrollment/ marks etc.

5. Download List in Excel

If the Change Batch should be done for all the students under the selected site, batch and session, then click on Download List in Excel where the all the student records will be displayed in the excel.



User can update the column F for the change Batch and upload the excel in the webinstaller -> Change Batch, upload

Degree Completion Execution

Overview

The Degree Completion Execution is the stage wherein the student is marked successfully as degree completed based on certain criteria's defined in Degree completion logic. Student who has got degree completed flag as Y is eligible to get final degree certificate. The Eligibility criteria for degree completion is configurable in degree normalization master as required by the customer.

As part of degree completion execution process, students in final semester (last session sequence id) system will execute as part of CGPA calculation. In addition we have a provision in degree completion execution screen, where user can enter inputs exam session, award, semester and manually execute degree completion logic.

The final report can be generated from reports and communications using business category “Student degree details”

Pre-requisites

1. Results should be processed/published for all semester

2. Degree Normalization Rule Master should be created

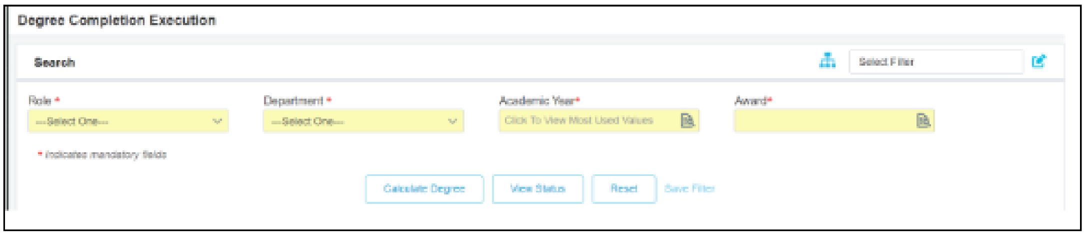
3. Degree Completion Rule should be tagged in EnG Settings-> Award

Procedure

To Create

1.Go to Exam and Grading >>Miscellaneous>Degree Completion Execution.

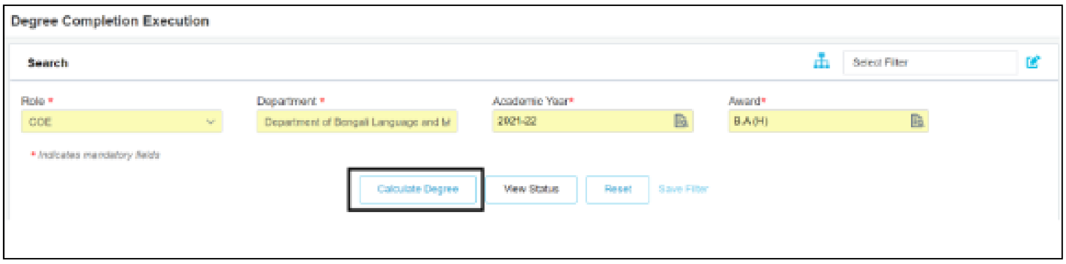
The Degree Completion Execution screen is displayed.



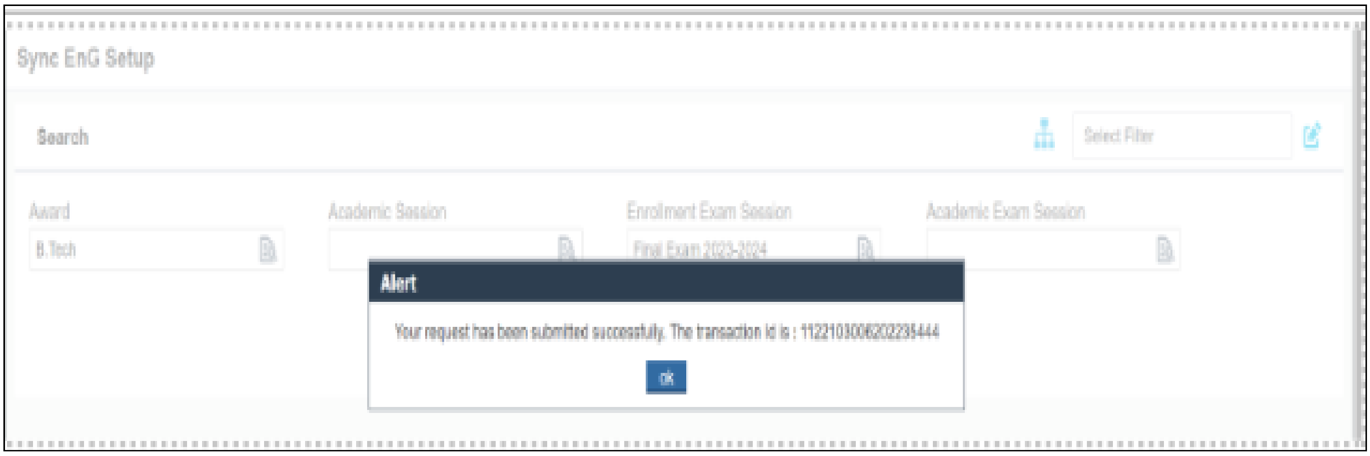
Enter the search criteria by using the following fields:

#	Field	Type	Description
1	Role	Mandatory	Select the Role of the degree completion from the drop-down.
2	Department	Mandatory	Select the Department of the degree completion from the drop-down.
3	Academic Year	Mandatory	Select the degree completed Academic Year for the particular batch from the lookup icon
4	Award	Mandatory	Select the Award from the lookup icon

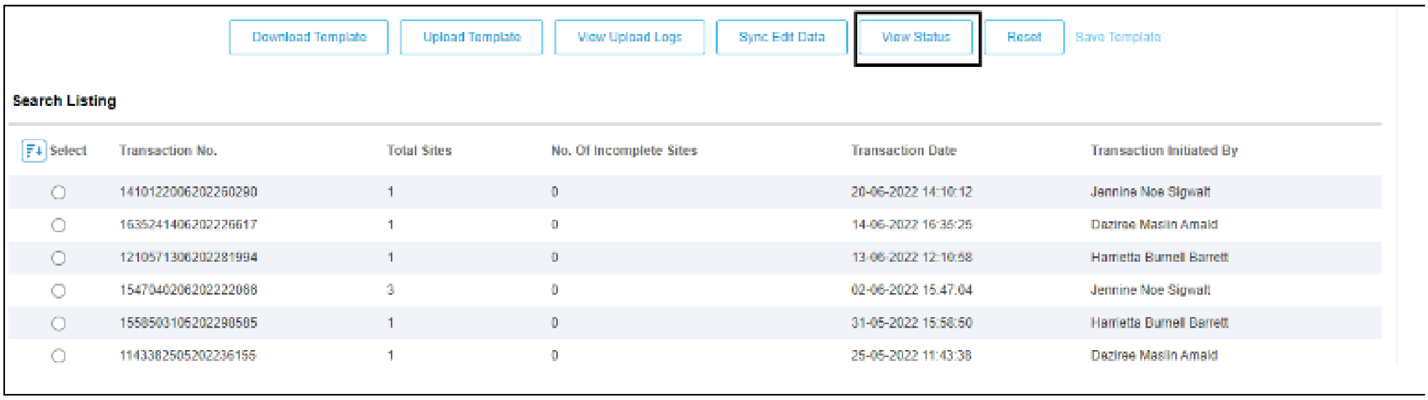
Click on the Calculate Degree button.



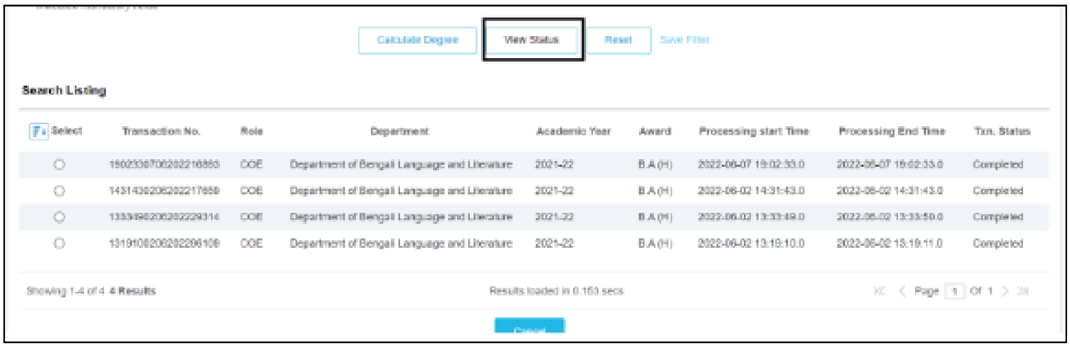
The Transaction id for the Award and academic year will be generated.



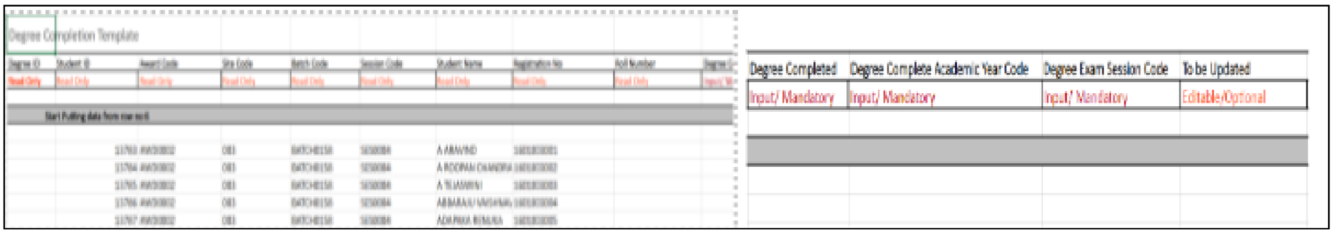
Click on the View Status button.



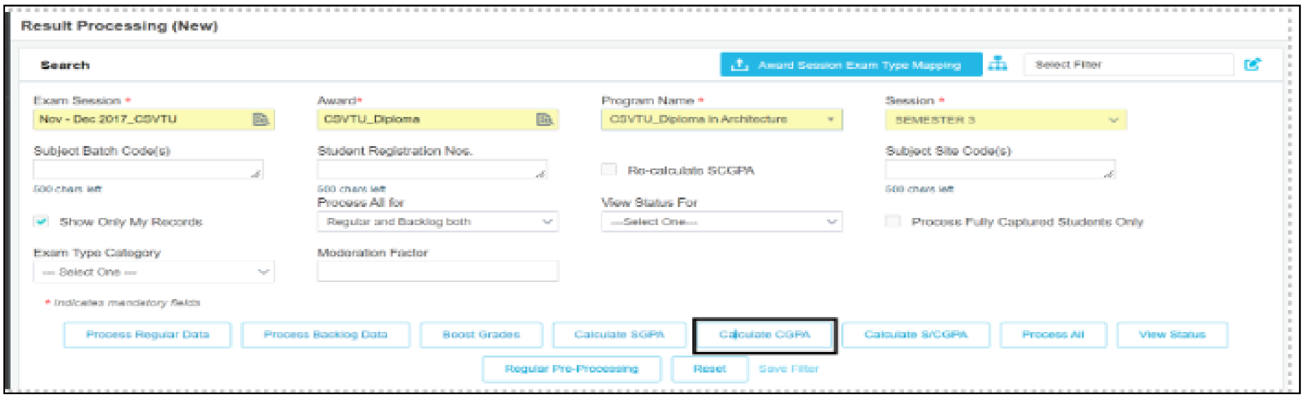
The Details of the Award for the particular academic year have been listed with the transaction status.

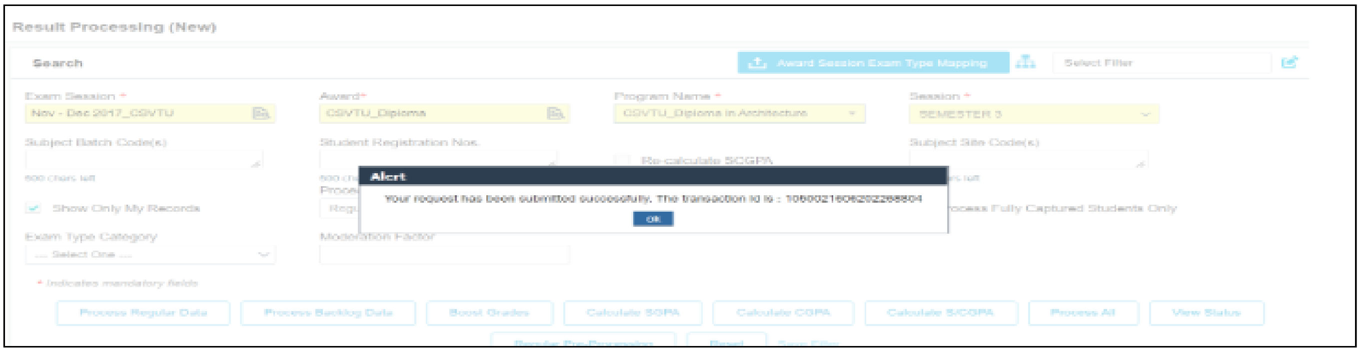


The ODR Report of Degree Completion Template can be downloaded in the RnC Module.



Result Processing Screen where the Degree Completion process is calculated and Transaction Id is generated by clicking the Calculate CGPA button for the particular Award and Program.





As part of CGPA calculation, the system will consider the degree completion based on the higher session.

Result

The Degree completion certificate is Generated after checks the eligibility of the CGPA and Backlog.

Process Flow Document

Click here to view the process document of Exam Enrollment

Degree Completion Execution

Overview

The Degree Completion Execution is the stage wherein the student is marked successfully as degree completed based on certain criteria defined in Degree completion logic. A student who has got degree completed flag as Y is eligible to get final degree certificate. The Eligibility criteria for degree completion is configurable in degree normalization master as required by the customer.

As part of degree completion execution process, students in final semester (last session sequence id) system will execute as part of CGPA calculation. In addition we have a provision in degree completion execution screen, where user can enter inputs exam session, award, semester and manually execute degree completion logic.

The final report can be generated from reports and communications using business category "Student degree details"

Pre-requisites:

1. Results should be processed/published for all semester

2. Degree Normalization Master should be created

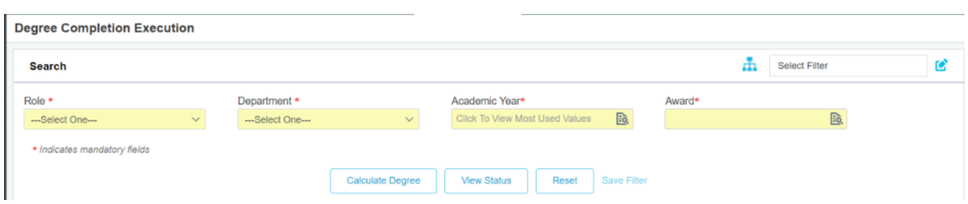
3. Degree Completion Rule should be tagged in EnG Settings-> Award

Procedure:

To Create

1.Go to **Exam and Grading >>Miscellaneous>Degree Completion Execution.**

The Degree Completion Execution screen is displayed.

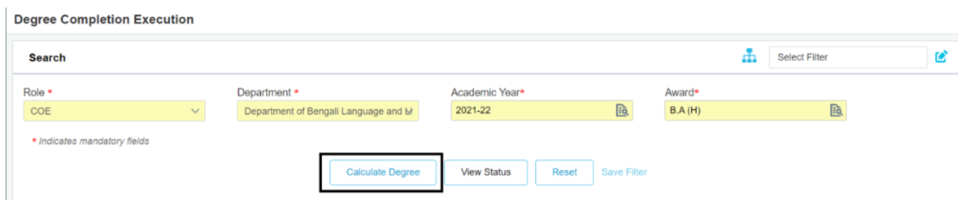


Enter the search criteria by using the following fields:

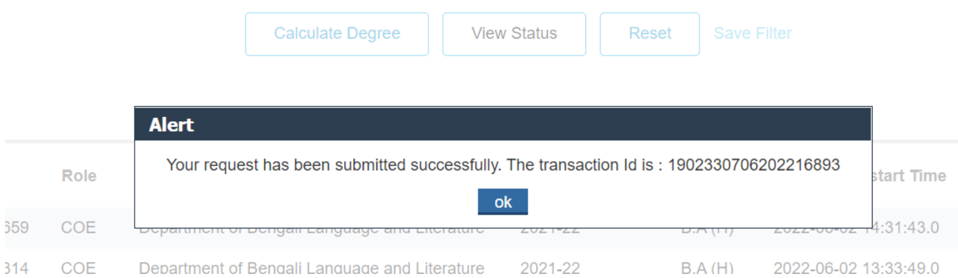
#	Field	Type	Description
1	Role	Mandatory	Select the Role of the degree completion from the drop-down.

2	Department	Mandatory	Select the Department of the degree completion from the drop-down.
3	Academic Year	Mandatory	Select the degree completed Academic Year for the particular batch from the lookup icon
4	Award	Mandatory	Select the Award from the lookup icon

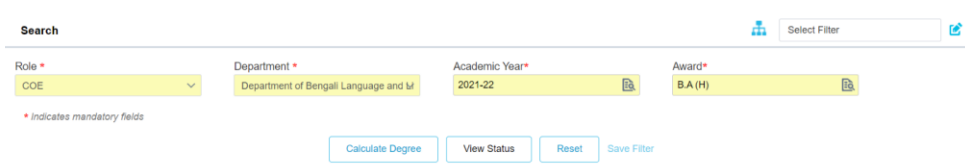
Click on the Calculate Degree button.



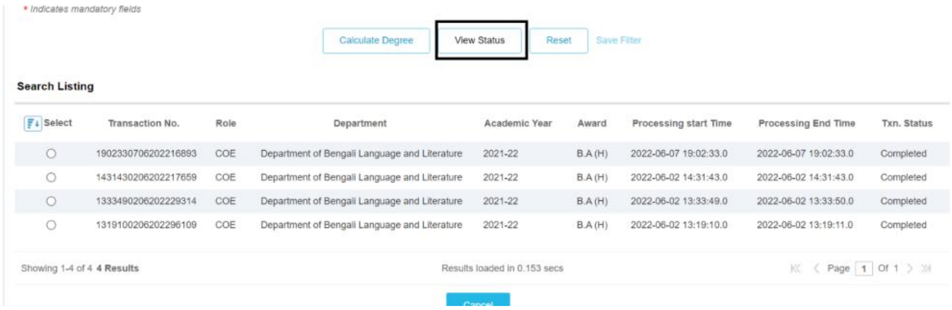
The Transaction id for the Award and academic year will be generated.



Click on the View Status button.



The Details of the Award for the particular academic year have been listed with the transaction status.



* Indicates mandatory fields

Calculate Degree | View Status | Reset | Save Filter

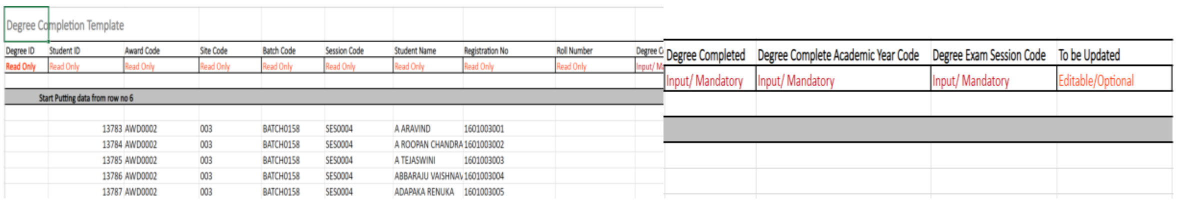
Search Listing

Select	Transaction No.	Role	Department	Academic Year	Award	Processing start Time	Processing End Time	Txn. Status
○	1902330706202216893	COE	Department of Bengali Language and Literature	2021-22	B.A (H)	2022-06-07 19:02:33.0	2022-06-07 19:02:33.0	Completed
○	1431430206202217659	COE	Department of Bengali Language and Literature	2021-22	B.A (H)	2022-06-02 14:31:43.0	2022-06-02 14:31:43.0	Completed
○	1333490206202229314	COE	Department of Bengali Language and Literature	2021-22	B.A (H)	2022-06-02 13:33:49.0	2022-06-02 13:33:50.0	Completed
○	1319100206202296109	COE	Department of Bengali Language and Literature	2021-22	B.A (H)	2022-06-02 13:19:10.0	2022-06-02 13:19:11.0	Completed

Showing 1-4 of 4 **4 Results** Results loaded in 0.153 secs Page 1 Of 1

Cancel

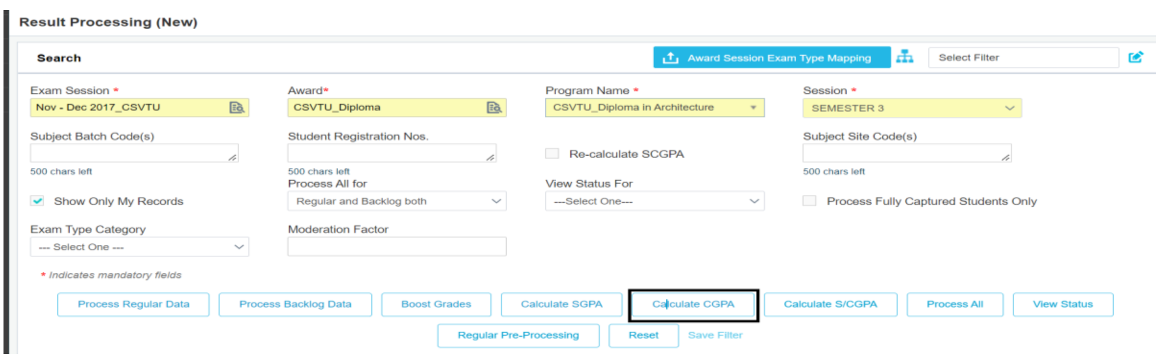
The ODR Report of Degree Completion Template can be downloaded in the RnC Module.

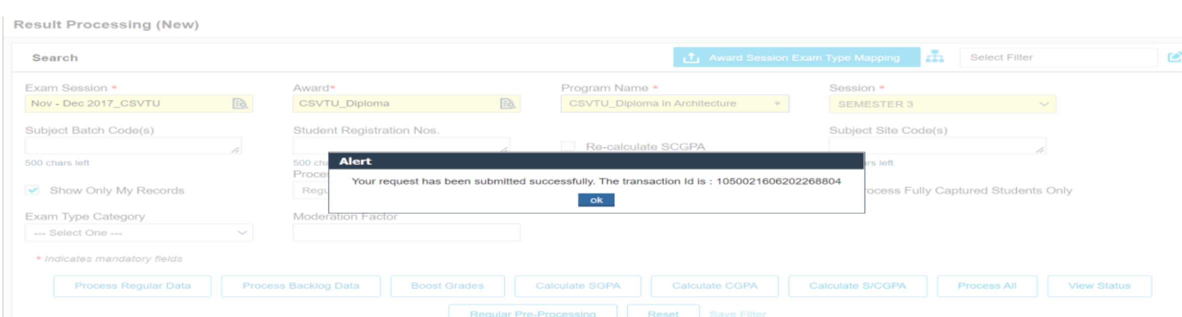


Degree Completion Template

Degree ID	Student ID	Award Code	Site Code	Batch Code	Session Code	Student Name	Registration No	Roll Number	Degree C	Degree Completed	Degree Complete Academic Year Code	Degree Exam Session Code	To be Updated
Read Only	Read Only	Read Only	Read Only	Read Only	Read Only	Read Only	Read Only	Read Only	Input/ M	Input/ Mandatory	Input/ Mandatory	Input/ Mandatory	Editable/Optional
Start Putting data from row no 6													
	13783	AWD0002	003	BATCH0158	SES0004	A ARAVIND	1601003001						
	13784	AWD0002	003	BATCH0158	SES0004	A ROOPAN CHANDRA	1601003002						
	13785	AWD0002	003	BATCH0158	SES0004	A TEJASWINI	1601003003						
	13786	AWD0002	003	BATCH0158	SES0004	ABBARAJU VAISHNAV	1601003004						
	13787	AWD0002	003	BATCH0158	SES0004	ADAPAKA RENUKA	1601003005						

Result Processing Screen where the Degree Completion process is calculated and Transaction Id is generated by clicking the Calculate CGPA button for the particular Award and Program.





As part of CGPA calculation, the system will consider the degree completion based on the higher session.

Result

The Degree completion certificate is Generated after checks the eligibility of the CGPA and Backlog.

Aggregate Marks Updation

Overview

In Aggregate Marks Updation screen, we can calculate the Aggregate total for the processed marks, upgrade the Aggregate Grade, Generate Snapshot, Calculate YGPA and the Calculate CGPA for the history uploaded data.

If user forgot to calculate the Aggregate in the Result Processing (New) screen, he can use this screen for calculating the Aggregate where the result is already processed.

This screen works on the configuration in the Award Session Exam type mapping template

Pre requisite

1. Configure Award Session Exam Type Mapping Template
2. Result Processing is completed Successfully

Procedure

1. To calculate Aggregate Total and Normalize Marks

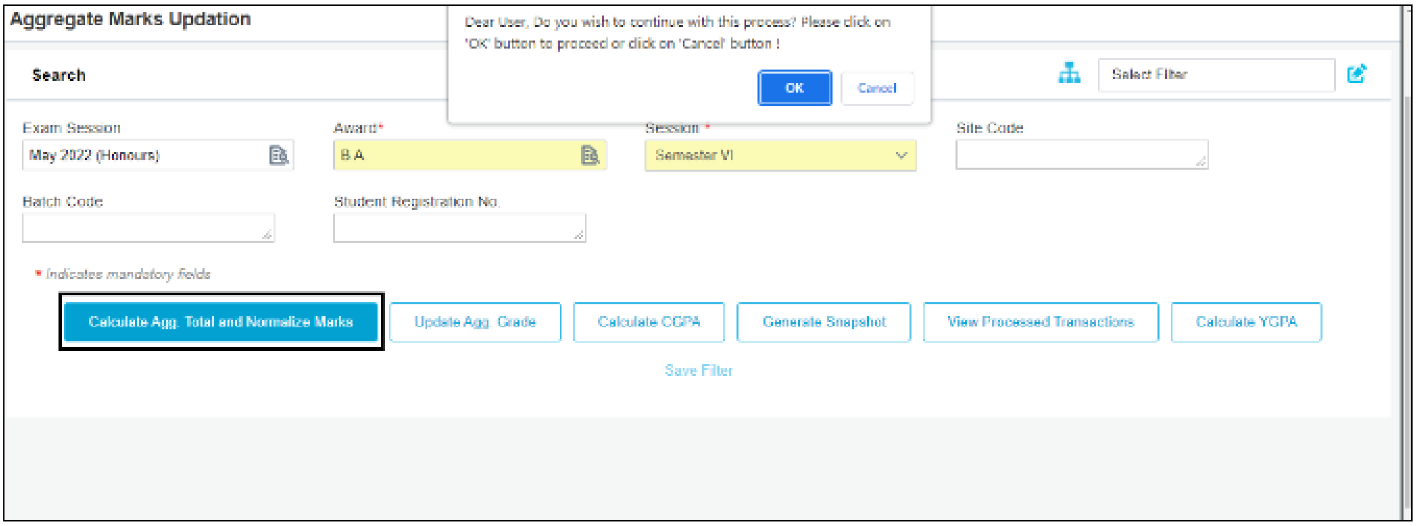
Navigation

Exam and Grading-> Miscellaneous-> Aggregate Marks Updation

When user clicks on Aggregate Marks Updation, the below screen occurs

Select the required Exam Session, Award and session for which the Aggregate calculation should be done.

When user clicks on Calculate Agg Total and Normalize Marks button, system asks for an confirmation message

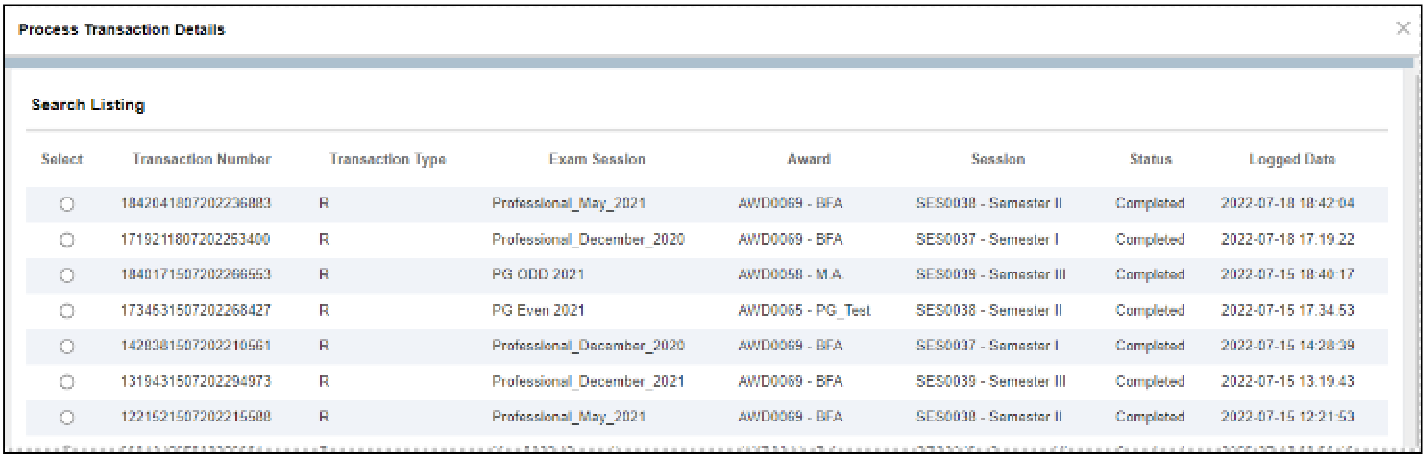


When you click on Ok in the confirmation pop up, the below screen is shown with the status of the request along with the transaction id

View Processed Transactions

When user clicks on View Processed Transactions, the below screen occurs.

This screen shows the log of the submitted request.

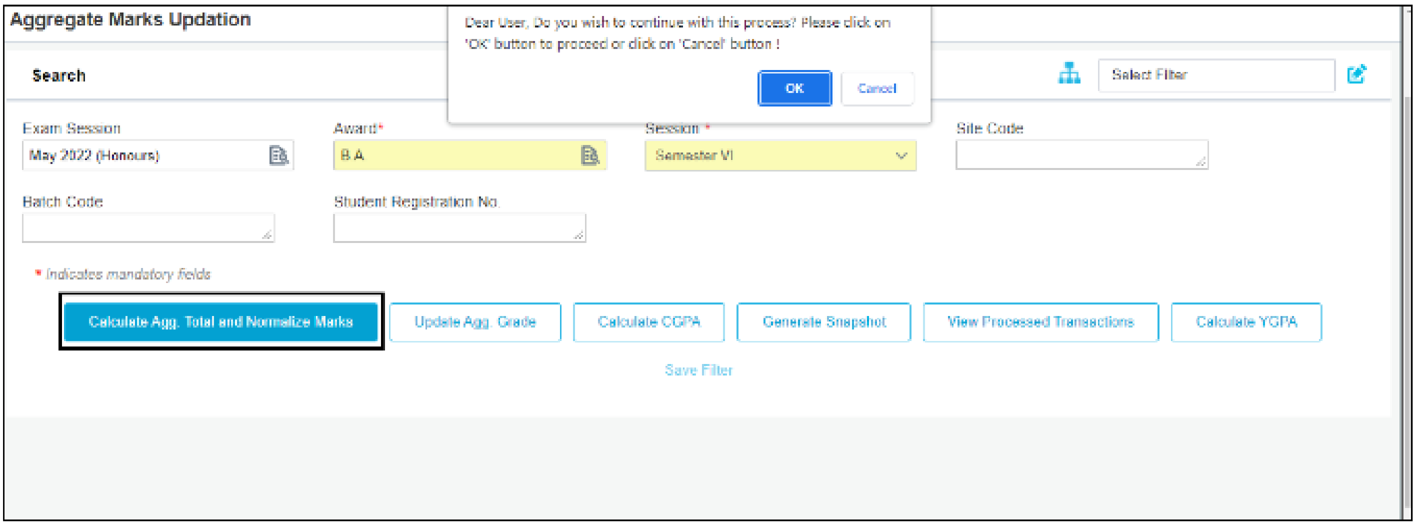

Process Transaction Details

Search Listing

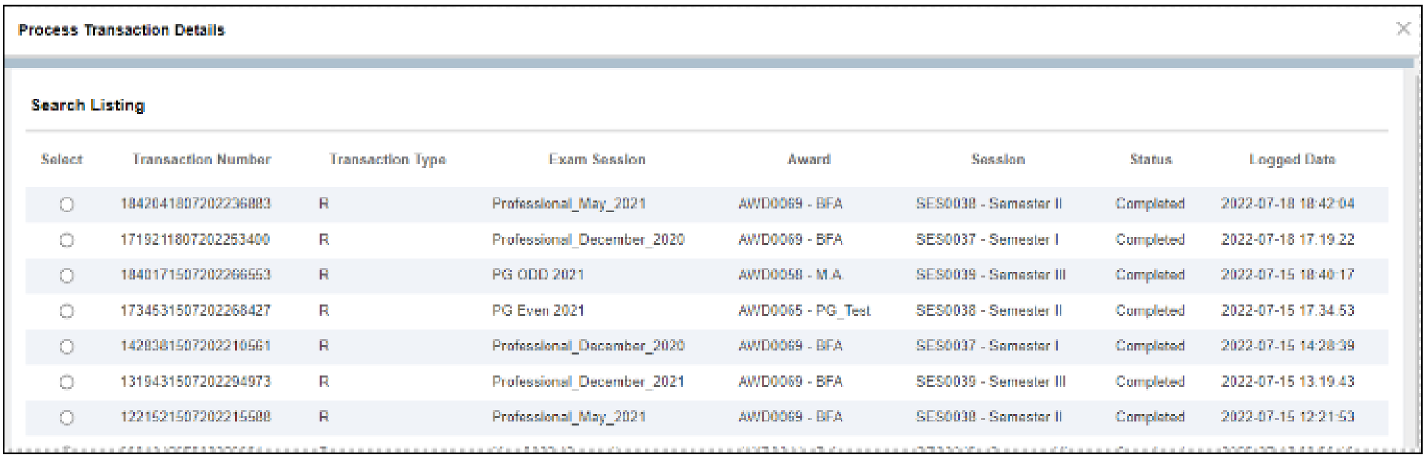
Select	Transaction Number	Transaction Type	Exam Session	Award	Session	Status	Logged Date
○	1842041807202236883	R	Professional_May_2021	AWD0069 - BFA	SES0038 - Semester II	Completed	2022-07-18 18:42:04
○	1719211807202253400	R	Professional_December_2020	AWD0069 - BFA	SES0037 - Semester I	Completed	2022-07-18 17:19:22
○	1840171507202266553	R	PG ODD 2021	AWD0058 - M.A	SES0039 - Semester III	Completed	2022-07-15 18:40:17
○	1734531507202268427	R	PG Even 2021	AWD0065 - PG_Test	SES0038 - Semester II	Completed	2022-07-15 17:34:53
○	1428381507202210561	R	Professional_December_2020	AWD0069 - BFA	SES0037 - Semester I	Completed	2022-07-15 14:28:39
○	1319431507202294973	R	Professional_December_2021	AWD0069 - BFA	SES0039 - Semester III	Completed	2022-07-15 13:19:43
○	1221521507202215588	R	Professional_May_2021	AWD0069 - BFA	SES0038 - Semester II	Completed	2022-07-15 12:21:53

Update Agg Grade

When user clicks on the Update Agg Grade, system asks for an confirmation message in the pop up



When user clicks on Ok in the confirmation pop up, the status of the request along with the transaction id is shown in the screen


Process Transaction Details

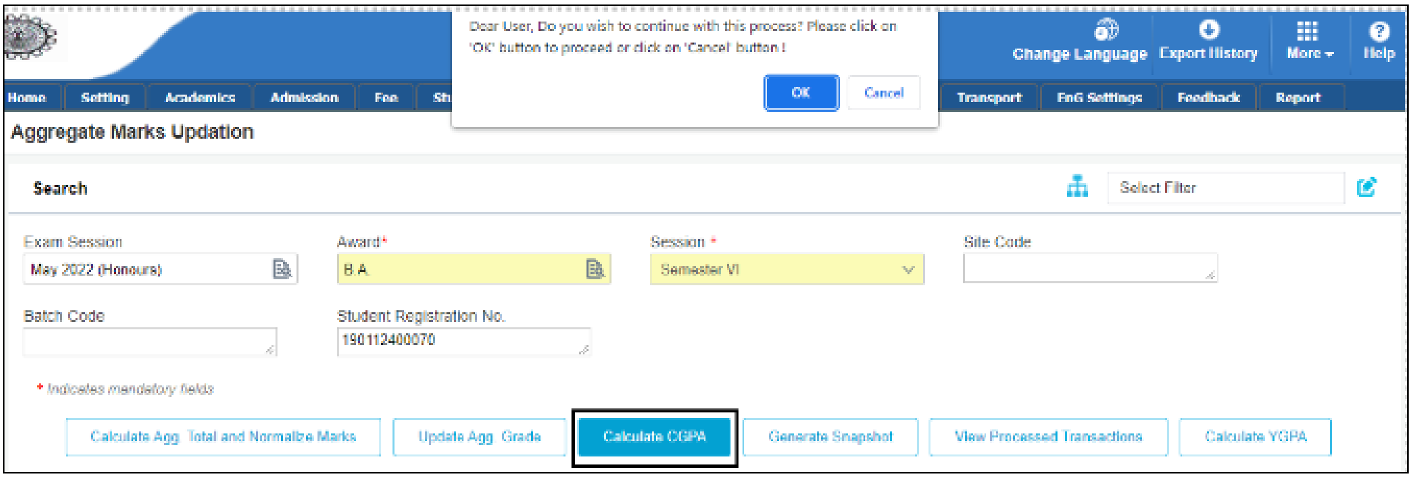
Search Listing

Select	Transaction Number	Transaction Type	Exam Session	Award	Session	Status	Logged Date
○	1842041807202236883	R	Professional_May_2021	AWD0069 - BFA	SES0038 - Semester II	Completed	2022-07-18 18:42:04
○	1719211807202253400	R	Professional_December_2020	AWD0069 - BFA	SES0037 - Semester I	Completed	2022-07-18 17:19:22
○	1840171507202266553	R	PG ODD 2021	AWD0058 - M.A	SES0039 - Semester III	Completed	2022-07-15 18:40:17
○	1734531507202268427	R	PG Even 2021	AWD0065 - PG_Test	SES0038 - Semester II	Completed	2022-07-15 17:34:53
○	1428381507202210561	R	Professional_December_2020	AWD0069 - BFA	SES0037 - Semester I	Completed	2022-07-15 14:28:39
○	1319431507202294973	R	Professional_December_2021	AWD0069 - BFA	SES0039 - Semester III	Completed	2022-07-15 13:19:43
○	1221521507202215588	R	Professional_May_2021	AWD0069 - BFA	SES0038 - Semester II	Completed	2022-07-15 12:21:53

Calculate CGPA

In this screen, CGPA calculation is done only for the students uploaded through history data. Here CGPA calculation is done individually student wise, based on the student registration no.

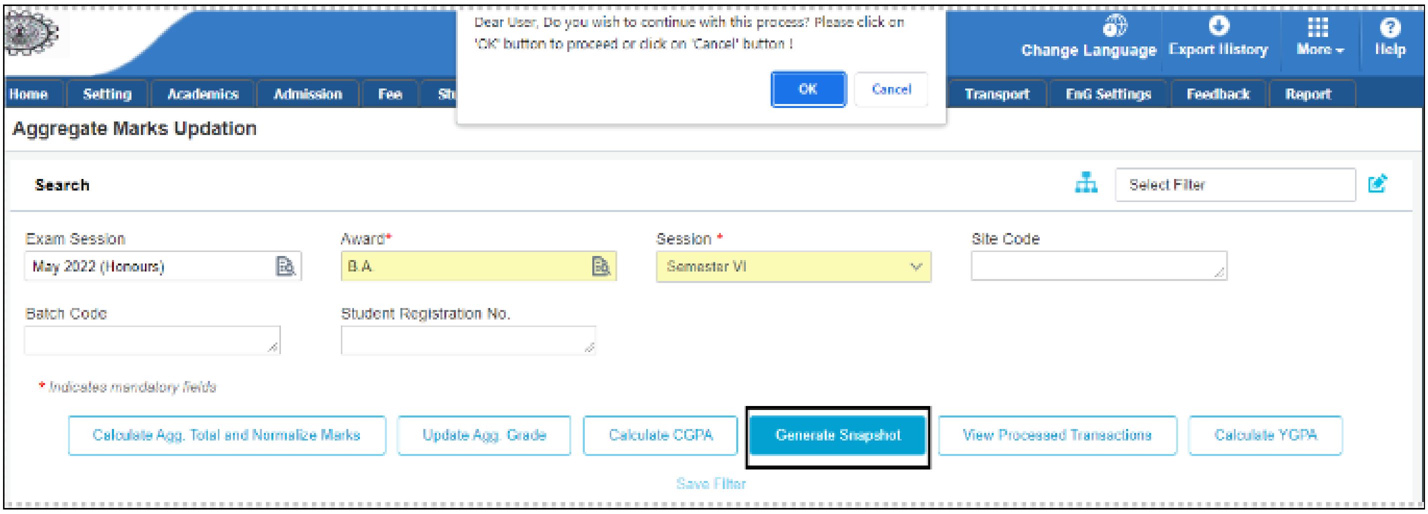
When user clicks on Calculate CGPA screen, system asks for an confirmation popup



When User clicks on Ok in the confirmation pop up, the status of the request along with the transaction id is shown in the screen

Generate Snapshot

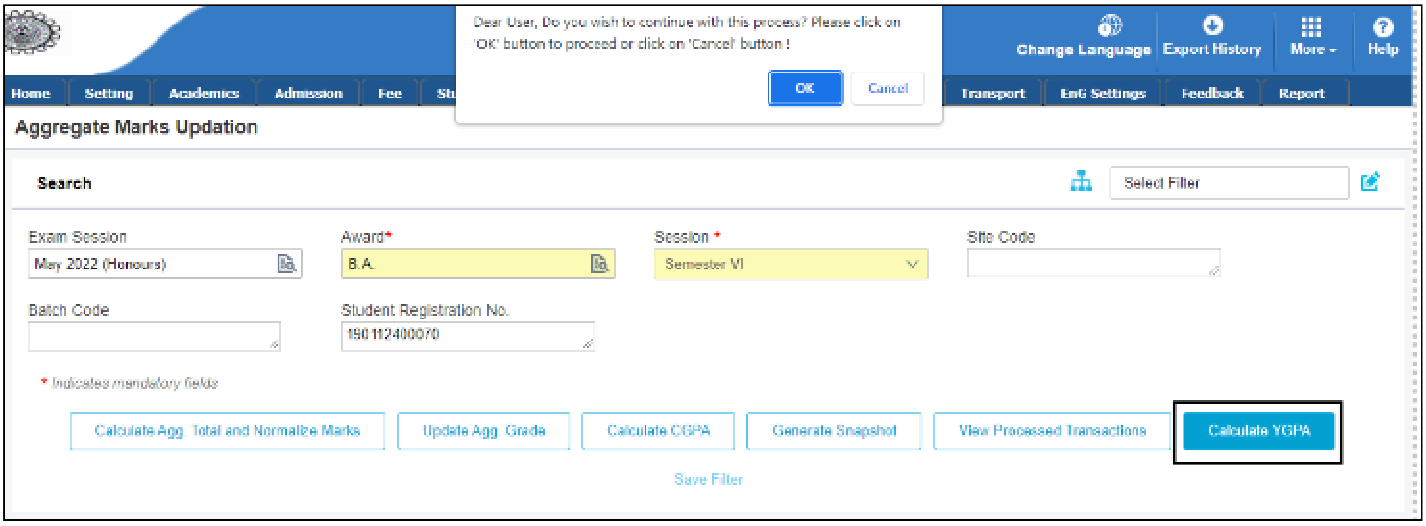
User can also initiate the Generate Snapshot in this screen. When user clicks on Generate Snapshot, systems ask for an confirmation message in the popup



When User clicks on Ok in the confirmation pop up, the status of the request along with the transaction id is shown in the screen

Calculate YGPA

When user clicks on Calculate YGPA screen, system asks for an confirmation popup



When User clicks on Ok in the confirmation pop up, the status of the request along with the transaction id is shown in the screen

Question Paper Preparation

Process Document

Click here to view the process flow document of Question Paper Preparation.

Process
Subject Setup(One Time)
Practical flag to be verified for all subjects via Subject Template
Required Batches to be configured correctly(For each AY)
1) Program Site Mapping should be correct
2) Program to Regulataion Master Mapping should be done and verified via screen itself
2) College Declaration of Study Group should be done
3) Verify if all college declaration is done via Start AY screen itself
4) Start AY Process should have been used
3) Batch Year - Award - Sem - SGM declaration should be present
4) Program should be adequately mapped with Shift / Study Group
5) Program-Session should be adequately mapped with Study Group required
6) Verification if all required batches are created Should be done via Start AY screen
Required Batch Session to be configured correctly(For each SGM)
1) Verify if all required batch sessions have correct academic SGM Report to be shared for this which will take input of a SGM and give bad data if any
2) Curriculum definition should be verified via EnG Setting Dashboard -->Curriculum Definition & Curriculum Subject Definition

3) Batch Session Subject to be verified for a SGM on the basis of Curriculum Definition - Subjects as per curriculum should be present - Credit point verification - 'To be offered by college' should be verified - Subjects where 'To be offered by college' is No, 'Is college selected should be Y
4) We should confirm that for a SGM, there should be only one batch session for a Site-Program-Shift
College Declaring required elective subjects
1) Configuratin for opening screen for colleges to declare elective subjects
2) If customer cannot do this then delviery team should own it
3) Verification if electives are declared correctly Report to be configured
Promotions are done correctly
Populate of promotion is done adequately
All applicable promotions to be done in system for this SGM
Verify if there is any valid student present in promotion table for this SGM and is not promoted
Solution Audit Config
Exam Cetner Mapping to be verified via template
Should be done for this SGM

Before sharing with customer we should synch this via front end screen itself
Report to be created to be shared - Report of count as per college of student - Report of count as per exam center

Navigation/Reports	What needs to be verified	Status
Webinstaller-->Subject Template	For all Practical type subjects for which external marks capturing is to be done by College/Faculty, Is External flag should be Y.	
Webinstaller-->Program Site Mapping	Updated Program to Site mapping is present as on date.	
iDC-->Academics-->Settings-->Regulation M	Applicable Programs should be mapped with Regulation master. Also if academic year wise regulation has changed, then applicable academic year mapping should also be present	
iDC-->EnG Settings-->Academic Year-->Start	For an Academic year, Start AY process is synced and for all sites, Study Group mapping is present. If Study Groups are not mapped then this needs to be done before Academic Template creation	
iDC-->EnG Settings-->Academic Year-->Start	Study Group mapping for all programs where multiple study groups are offered is done or not. If not done, then this needs to be completed before AT creation	
iDC-->EnG Settings-->Academic Year-->Start	an Academic Year-->Search AY Process	
Webinstaller-->Batch Session Year Configura	For an Academic Year, Awards, Semesters, Academic Exam Session which needs to be mapped should be configured so that on batch creation, immediately, this academic SGM will get mapped to all applicable batch semesters.	
iDC-->Academics-->Settings-->Program	For each program, all applicable study groups offered in that program and shifts in which that program can be taught should be configured	
iDC-->Academics-->Settings-->Program	Is Study Group Applicable flag should be correctly configured for all applicable program, semesters where this study group concept is to be followed	
iDC-->EnG Settings-->Academic Year-->Start	an Academic Year-->Bulk Batch Creation radio button	
RnC-->iDC-->Academics-->Academic SGM R	With this report, it can be verified that for an academic year, relevant academic exam session is mapped to all applicable batch semesters or not.	
Self Service-->My Pages-->EnG Settings Das	With this dashboard, Curriculum definition and curriculum subject definition for a regulation master can be verified for all award, program, semesters in bulk	

Webinstaller-->Batch Session Subejct Detail	With this template, flags applicable for QP count like Is College Selected to be veirfiied for all relevant subjects across batches	
RnC-->Digital Campus-->Multiple Batch Ses	sessions mapped This report will give discrepancy data where for an SGM, award,progrma,session,shift, there are multiple batch sessions mapped	
Webinstaller-->Exam Session wise Date Con	Date window configuration in which colleges need to define their elective subjects for each award, program, semester to be done for an exam session	
Webinstaller-->Batch Session Subject templ	For all non mandatory subjects, once college level elective declaration is completed, then with this template, electives can be verified for each Site, Batch Session by checking Is College Selected flag. It should be Y by now.	
iDC-->Exam and Grading-->Manage Promot	This action is required to check whether records have been populated in promotion eligibility tables or not. This is done to consider the probable students as well in QP count reports if they have not yet been promoted to next session due to some reasons	
iDC-->Exam and Grading-->Manage Promot	With this screen it can be verified after promotion whether all applicable students have been promoted to next session or not	
Webinstaller-->Exam Site Mapping template	This is required to ensure that total QP count and bundle count are correctly generated against each exam center. If for any Site, subject type, exam center mapping will not be there then those subjects will get excluded for that centre while generating QP count	
Webinstaller-->Exam Site Mapping template		

iDC-->Exam and Grading-->Question Paper I	Whenever QP count report si to be fetched for some Award, Semester, then sync should be done to fetch the latest data	
RnC-->Site wise Subject QP Count RnC--> Exam Center wise Subject QP Count	With these reports, QP count report can be extracted and shared to customer	

To create a template for mapping of academic SGM for a academic year award semester
This needs to be mandatory for university offereing
This must be mandatory for all the semesters
For existing data which is already available we will skip mapping for now.

iDC-iALM Integration

Before going to detail concept of entire Integration, Let us understand key which linking both solution at different steps, which are:

1. Academic Subject (Subject in Digital Campus)
2. Question Subject (Subject in CAE for whom Question will be created)
3. Question Paper Subject (Subject in CAE for whom QPT/QP will be generated)

We have tried to explain the same via below example:

				Subject for which Question will be created	**Subject for which QP will be generated**
Academic Year/SGM	**School**	**Program**	**Academic Subject**	**Q-Subject**	**QP Subject/QPT (assess sub)**
2020-21	STME	Btech-CS	Advance Mathematics	Advance Mathematics	Advance Mathematics
2020-21	STME	Btech-IT	Basic Mathematics	Advance Mathematics	Basic Mathematics
2019-20	STME	Btech-IT	Basic Mathematics/2019	Advance Mathematics	Basic Mathematics

IBA Launch: SGM-Academic Sub → multiple row → student enrollment → single row → Date → Launch IBA

Let suppose, there is subject named as Advance Mathematics which has 7 units (among which 5 units are same as in Basic Mathematics + 2 extra units) whereas Basic Mathematics has just 5 units which are already in Advance Mathematics itself.

Will create one question bank i.e., of Advance Mathematics which covers syllabus of both subjects. Q-creator will be creating question for respective units of that subject.

In our example, Question Paper for CS would be of Advance Mathematics which will contain question Advance Mathematics for all Units (i.e., 7 in our example) whereas Question Paper for IT (2019-20 and 2020-21) would be of Basic Mathematics which will contain of question of advance mathematics till Unit 5 only.

Therefore, we will have two kinds of common matrix for iDC subjects created in the solution. First, Question Subject Common Matrix and Second, Question Paper Common Matrix.

Please find below the sequence of steps to be followed

- **Step 1: Question Subject Creation (First Common Matrix)**

Pre-Requisite: Subject Creation should have been done in iDC

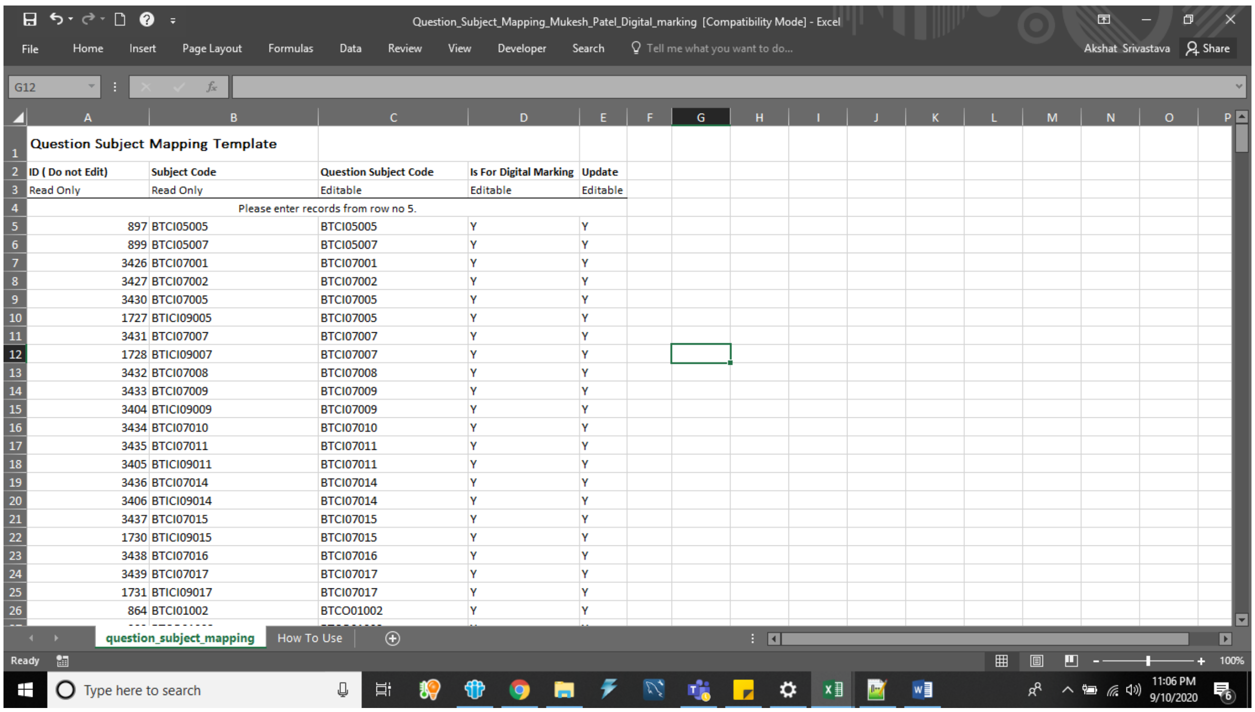
Navigation: Digital Campus→Exam and Grading→Integration→ iDC Subject to CAE Mapping

Search for the Question Subject for which CAE Subject has to be created and use the **Push to CAE** button and subjects corresponding to the Question Subject will be created in CAE.

Purpose: It will allow user to define first common matrix i.e Question Subject Common Matrix.

Define Common Matrix via Template "Question Subject Mapping"

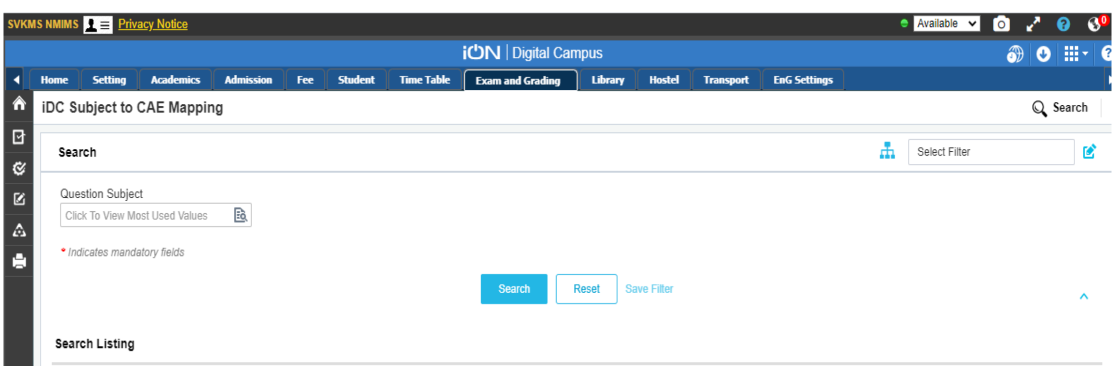
Here, user will define for every academic subject to question subject whereas different academic can have same question subject.

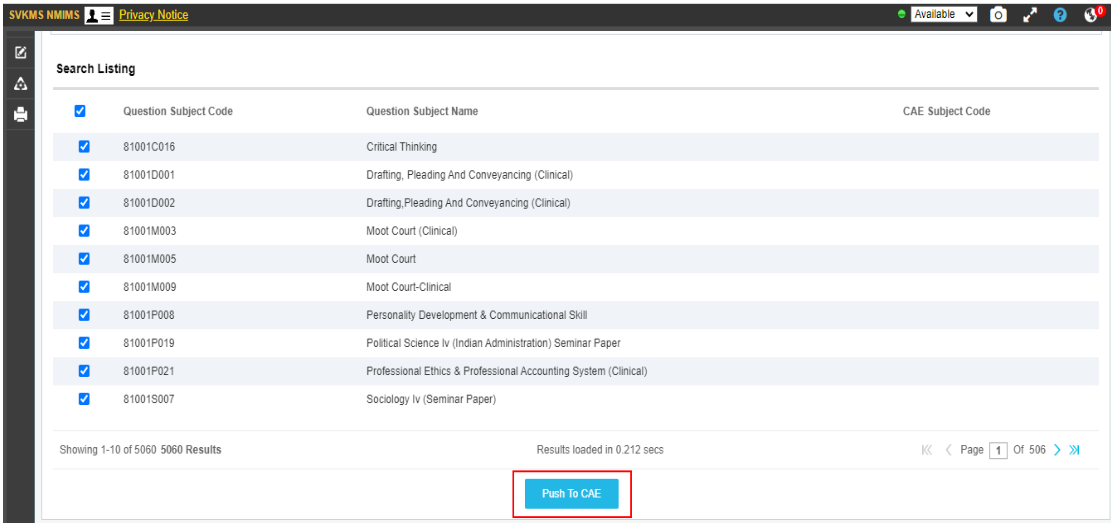


Question Subject Mapping Template

ID (Do not Edit)	Subject Code	Question Subject Code	Is For Digital Marking	Update
Read Only	Read Only	Editable	Editable	Editable
Please enter records from row no 5.				
897	BTCI05005	BTCI05005	Y	Y
899	BTCI05007	BTCI05007	Y	Y
3426	BTCI07001	BTCI07001	Y	Y
3427	BTCI07002	BTCI07002	Y	Y
3430	BTCI07005	BTCI07005	Y	Y
1727	BTICI09005	BTCI07005	Y	Y
3431	BTCI07007	BTCI07007	Y	Y
1728	BTICI09007	BTCI07007	Y	Y
3432	BTCI07008	BTCI07008	Y	Y
3433	BTCI07009	BTCI07009	Y	Y
3404	BTICI09009	BTCI07009	Y	Y
3434	BTCI07010	BTCI07010	Y	Y
3435	BTCI07011	BTCI07011	Y	Y
3405	BTICI09011	BTCI07011	Y	Y
3436	BTCI07014	BTCI07014	Y	Y
3406	BTICI09014	BTCI07014	Y	Y
3437	BTCI07015	BTCI07015	Y	Y
1730	BTICI09015	BTCI07015	Y	Y
3438	BTCI07016	BTCI07016	Y	Y
3439	BTCI07017	BTCI07017	Y	Y
1731	BTICI09017	BTCI07017	Y	Y
864	BTCI01002	BTCO01002	Y	Y

Post mapping user can use below screen to create question subject in CAE in Bulk.





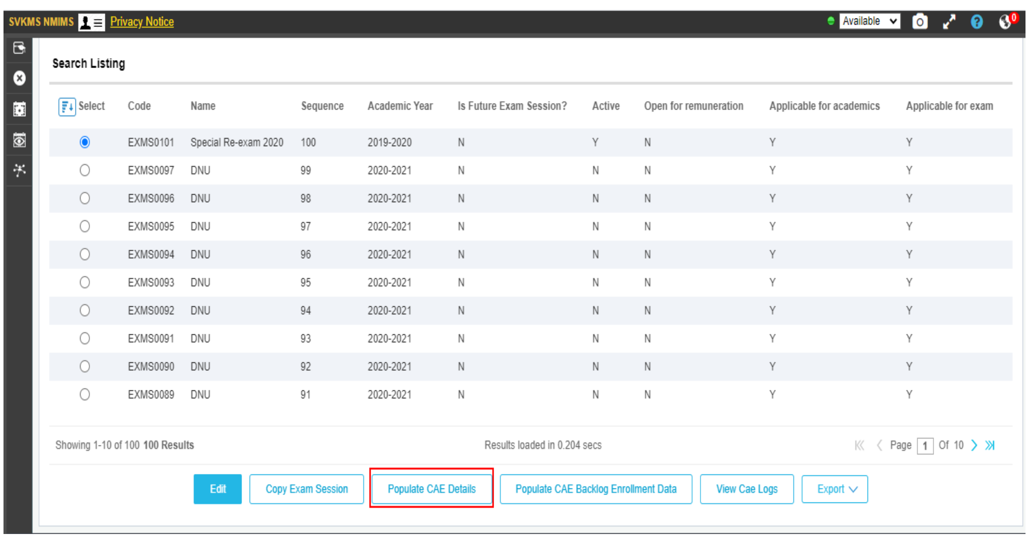
- **Step 2 : Q-Creator and Reviewer Mapping**

Pre-requisite

❖ **Populate CAE Details (Question Subject Created)**

This process populates the list of Exam Session/Academic Year/Department (School)/Award/Program/Session/Subject/Ques Sub

Navigation: *Digital Campus →Academics →Settings →Exam Session Master*

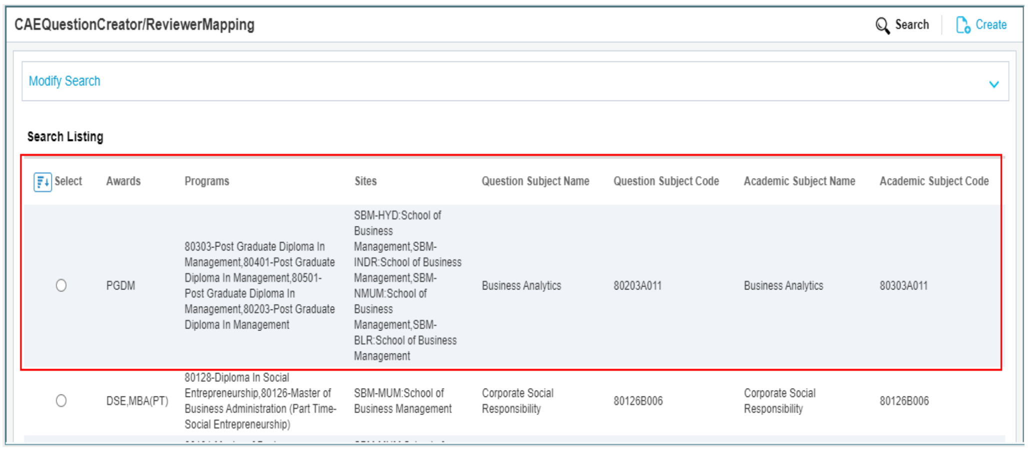


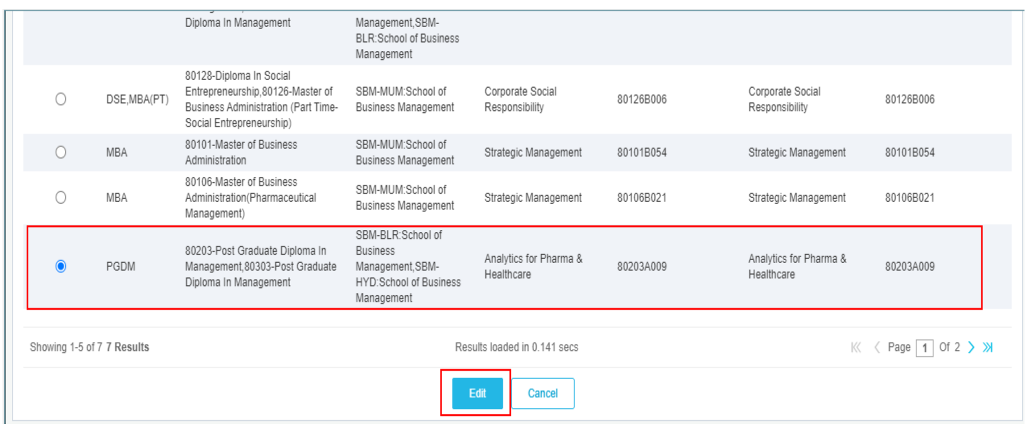
Once the above process has been completed, user has to navigate to CAEQuestionCreator/ReviewerMapping screen to define the date range for Question/Question Paper Template/Question Paper creation/review in which mapped/allotted users will be to create/review Question/Question Paper Template/Question Paper.

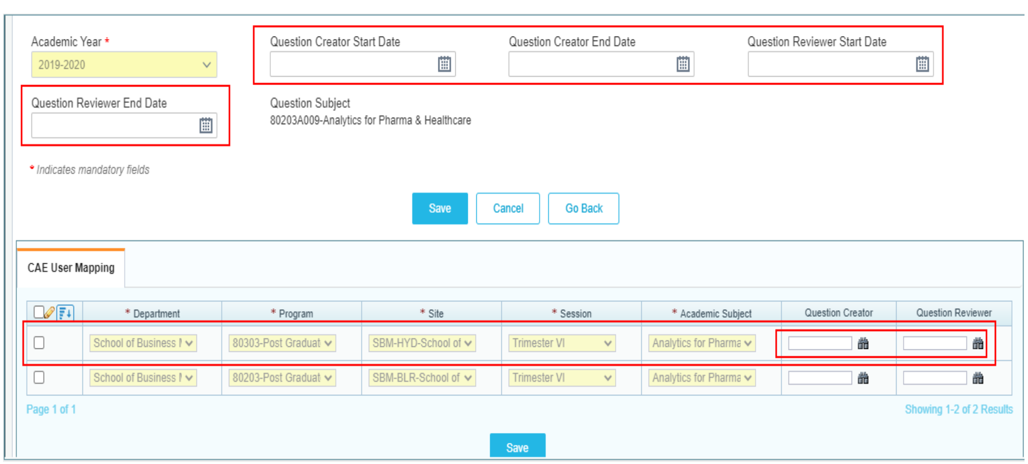
This screen will have an option to map date range for **Exam Session/Academic Year/Department/Award/Program/Applicable Sites/Session/Subject.** This screen will also have an option to map the Q-Creator and Q-Reviewer on the above mentioned granularity.

Navigation:

Digital Campus →Exam and Grading → Integration → CAEQuestionCreator/ReviewerMapping







Note: Date Configuration/Employee Mapping can also be done using the Template for bulk data**.**

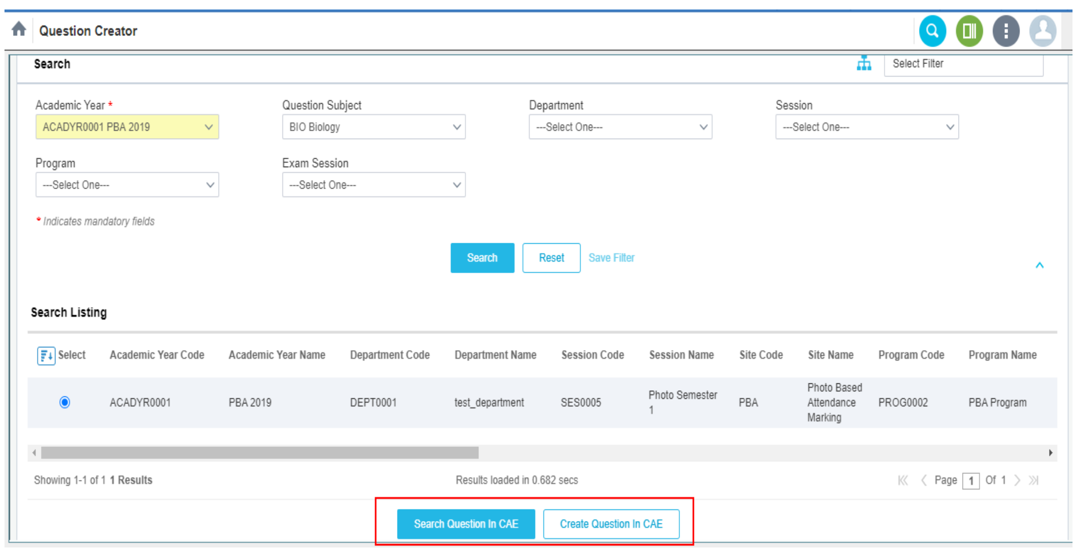
Navigation: *ION Webinstaller →Exam and Grading → QCreator and QReviewer Configuration*

- **Step 4 : Q-Creator Screen for Question Creation**

Pre-Requisite: Q-Creator has been assigned for the CAE subject
Navigation: Self Services→Question Creator

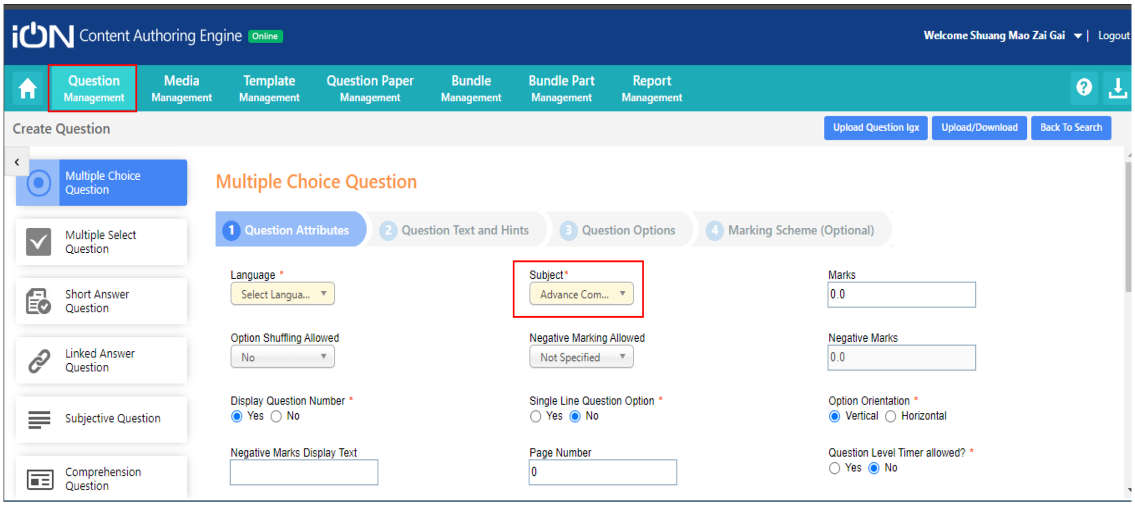
Once the Q-Creator has been assigned/Mapped for a subject, the user mapped as Q-Creator can log in to Self Service portal and go to **Question Creator** screen for creation of question bank.

User will get the list of subjects for which he/she is mapped as Q-Creator. Against each subject row there will be a Launch CAE button which will re-direct user to CAE solution to Question Creation page, where question is created and saved.

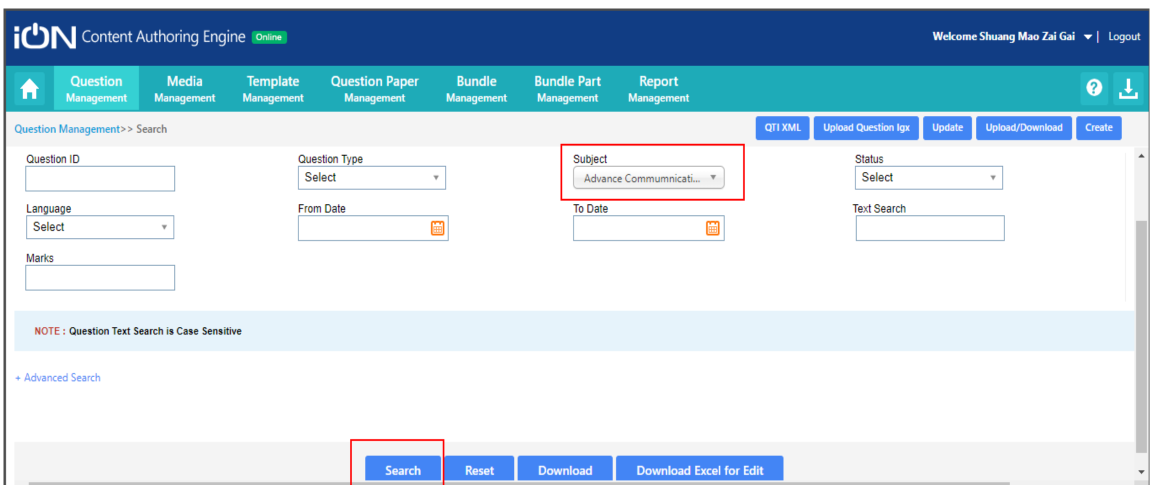


Preview Option of QPT, to be think about (finalized QPTs), permission with launch URL

On click of Create Questions in CAE, user will be redirected to CAE question creation screen with Subject as preselected. User will be able to create the question and save it.



On click of Search Questions in CAE, user will be redirected to CAE question search screen with Subject as preselected. User will be able to search/edit the questions for the selected subject.



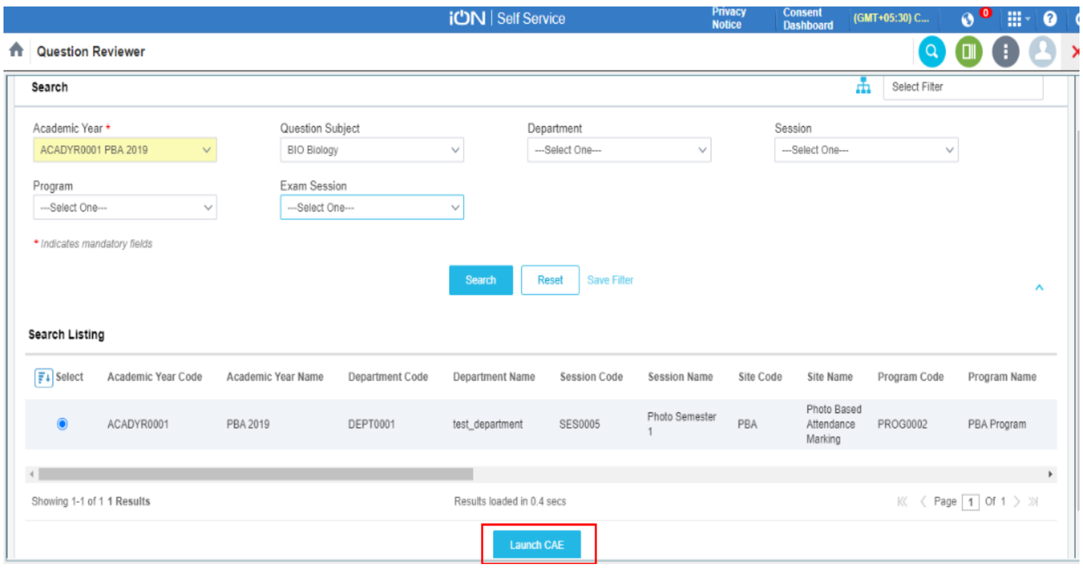
- **Step 5 : Q-Reviewer Screen for Question Review**

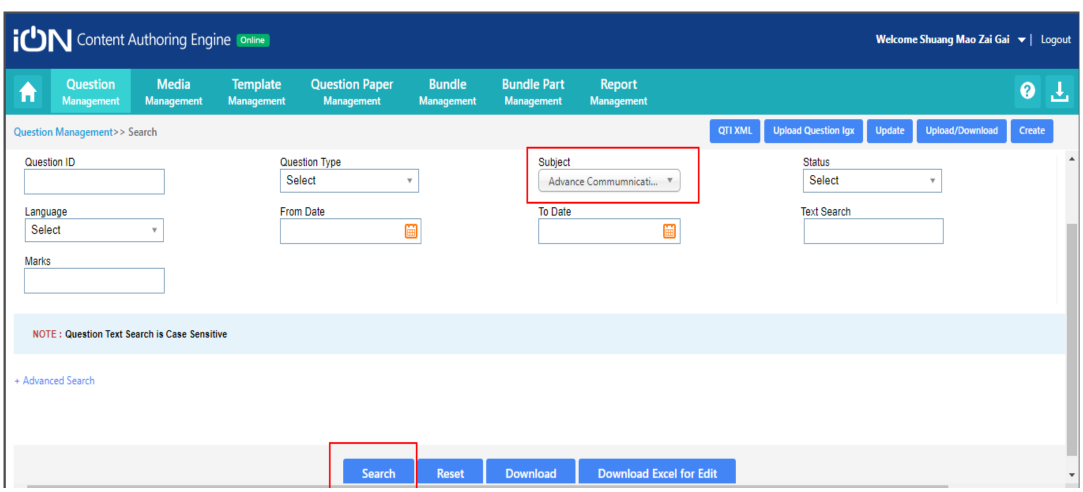
  - **Question Review**

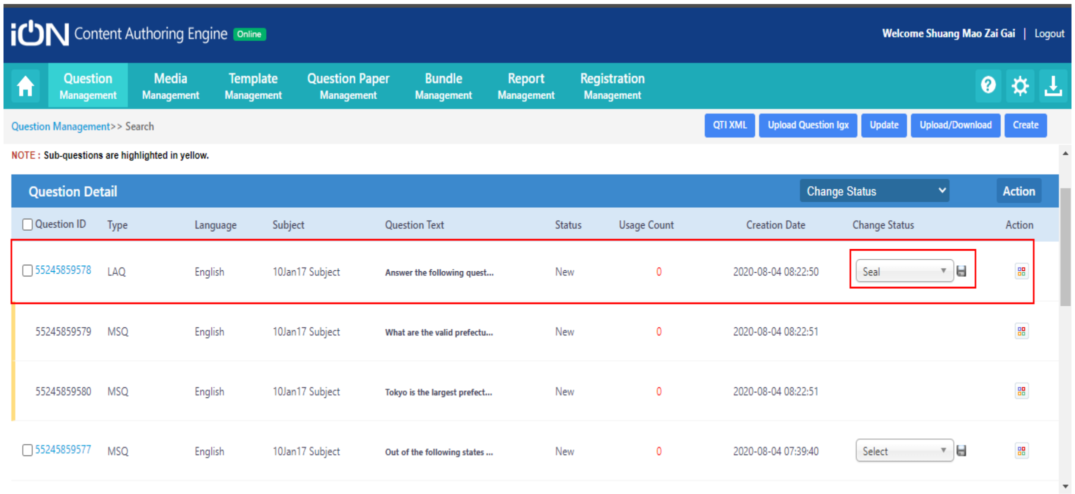
Pre-Requisite: Q- Reviewer has been assigned for the CAE subject
Navigation: Self Services→Question Reviewer

Once the Q- Reviewer has been assigned/Mapped for a subject, the user mapped as Q-Reviewer can log in to Self Service portal and go to **Question Reviewer** screen for reviewing of question bank for the particular subject.

User will get the list of subjects for which he/she is mapped as Q- Reviewer. Against each subject row there will be a Launch CAE button which will re-direct user to CAE solution to Question Search page, where question can be **reviewed and sealed**.



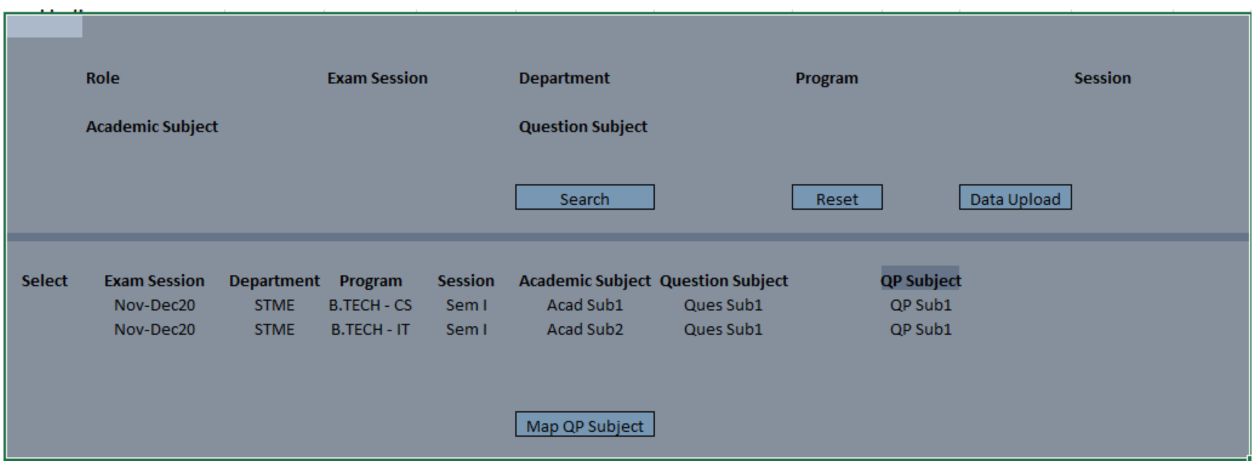




- **Step 6: QPT Creation/Review/Seal/Finalize**

  Once the question bank for the subject has been reviewed by the reviewer. User has to define grouping for subject applicable for an exam session by mapping QP subjects for whom QPT/QP will be created.

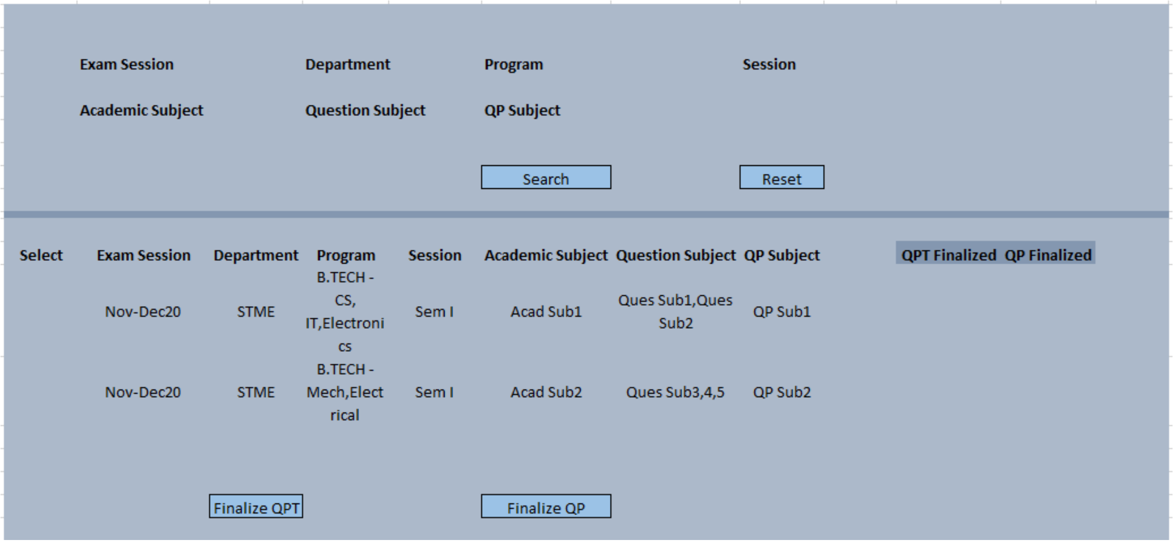
  Common Matrix 2 (Subject to Question Paper Subject)



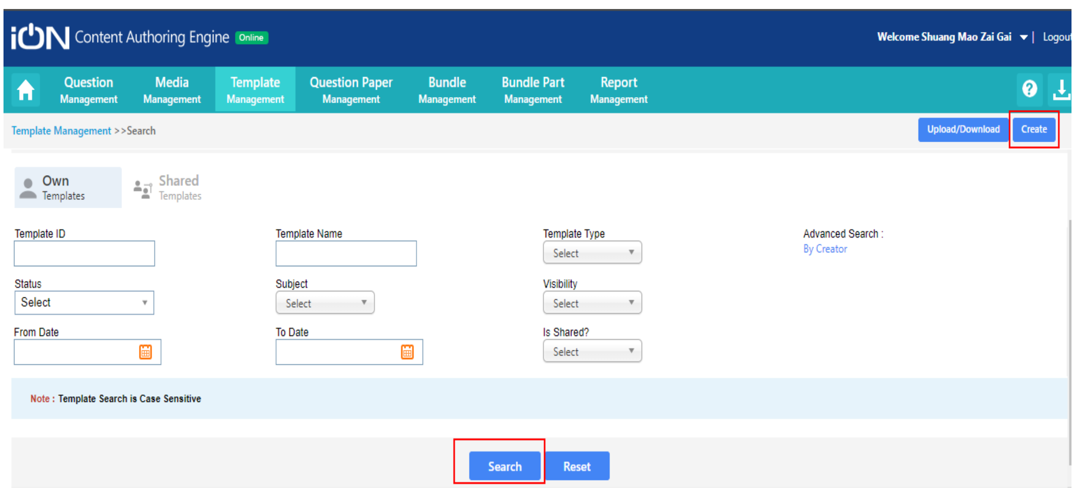
Reviewer can create/review/seal/finalize the QPT. A button will be provided which will redirect user to Question Paper Template creation/Search page in CAE. Subject will be auto selected.

Once the reviewer finalizes the QPT for the subject, QPT ID is saved that subject row identifying that QPT for this subject is finalized.

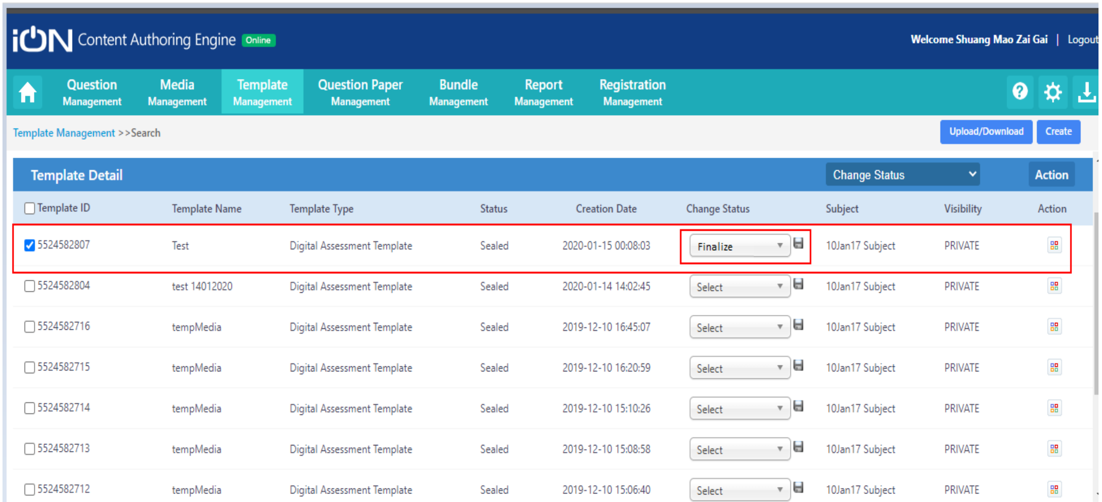
On click of Create/Review QPT in CAE, user will be redirected to CAE QPT search screen with Subject as preselected. User will be able to search/review the questions for the selected subject and seal the questions. User will use search option for reviewing the already created QPT and can use Create button for creation of new QPT.



Nov 20/2018-19/Btech CS/Sem III/Acad Sub/Ques Sub/QP Sub/ QPT -----

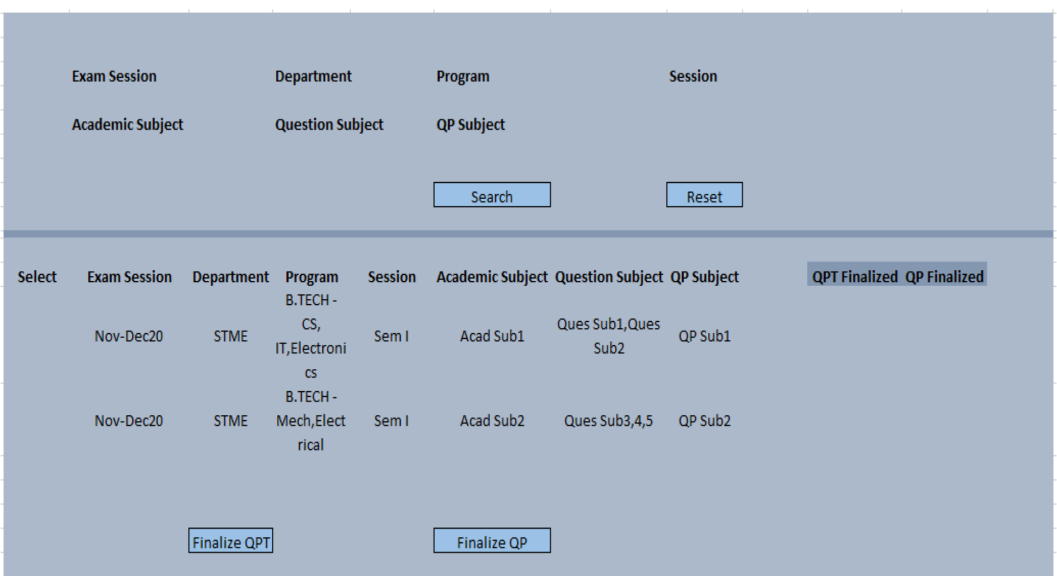


After the QPT is reviewed user has an option to finalize the QPT, by using Finalize status of the sealed QPT.

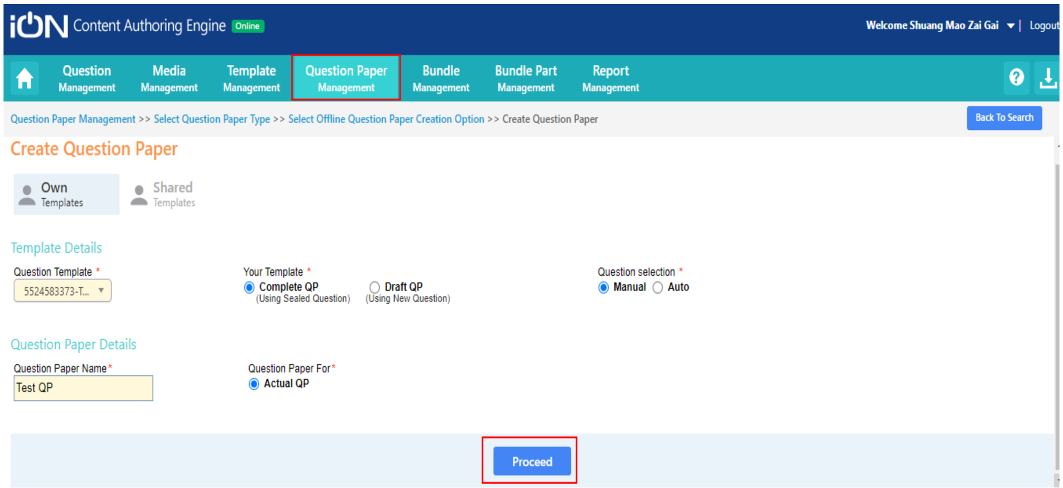


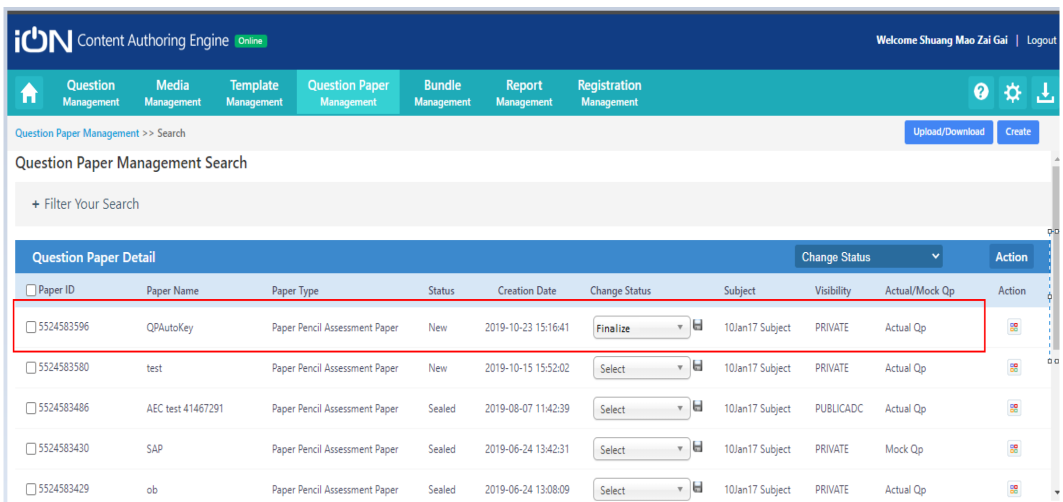
- **Step 7 : Question Paper Creation**

  Reviewer has an option to auto create the Question Paper at the time of sealing the QPT for the subject. But in case reviewer does not wants to create the Question Paper at that time then we have provided a button to create Question Paper for the selected subject, which will redirect user to CAE solution QPT seal screen and user will have an option to create the Question Paper automatically or manually.



Reviewer **till QPT finalization**; **Finalize QP** for Exam Department





Set 1: Exam Session - Subject – Date – Shift – TC.

Set 2: Exam Session – Subject Academic Year – Subject – QP (finalized only).

- **Step 8 : Offline Assessment Creation and Mapping in iDC for Bundle Part Creation**

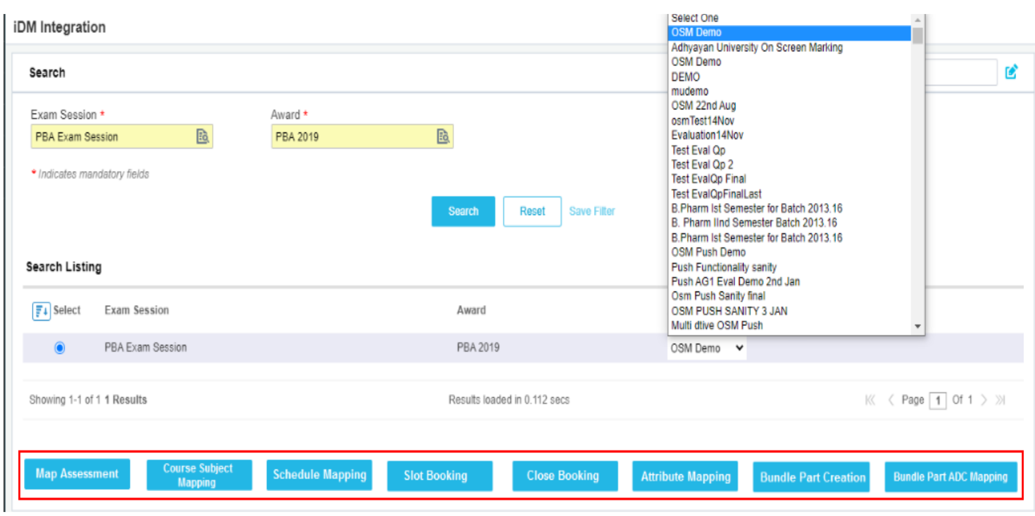
After Question paper for the subjects in scope has been finalized, Offline Assessment has to be created in Assessment Solution with basic configuration details.

- **Configuration at iDC : Mapping of Assessment to Exam Session/Award in iDC**
  iDC will provide place holder for defined scope i.e. exam session, to map assessment. Thus, it will reduce redundant assessment creation.
- **Applicable Course, Subject and Course – Subject Mapping for an event.**
  iDC will easily push applicable course and subject details for an event as per applicable exam session.
- **Test Center Booking for Date and Shift and Drive Generation (along with subject mapping).**

iDC itself maintain exam schedule data which comprises of Campus – Date – Shift – Subject. Moreover, iDC will maintain mapping of ASM Shift and iDC shift, same would be mapped as per data present in iDC Exam Schedule for an event. Therefore, it can be easily pushed from iDC.

- **Slot Booking for an event which usually skipped by HE segment**
  iDC will able to automate the process of slot booking by sending applicable student data in candidate form as well as to ASM i.e. Event – Course – Subject – Date – Shift – TC – Student(s)
- **Close Booking feature is also skipped due to unavailability of actual data.**
  iDC, will provide DA verification when it triggered the API to freeze or close the booking.
- **Academic Attributes required in Question Paper Printing.**
  iDC maintain all these entities will easily able to pass these entities by analyzing granularity of data variation. Ex. NMIMS case, it would be easily store at Drive – Subject level at ASM End where iDC will pass attributes along with its values which would be required to print in QP and same can be used while defining QPT.

- **Bundle Part Creation**
  So far, we have entire data such as Date – Shift – Subject – Set – Question Paper for an event (map at exam session level). Thus, it would be easily automated as the process by single click from user.
- **Bundle Part Mapping at ADC for an Event – Date – Shift – Drive level. This would be tedious and chances of error prone being create one assessment for an exam cycle which would have huge data where multiple date – shift – drive are present and bundle part would be required to map.**
  Process can easily automate by using data consumed so far i.e. Event – Date – Shift – Bundle Part. This would be used to map bundle part at ADC level by calling an API.



iDM Integration

Overview

This is screen is used for Offline Assessment Creation and Mapping in iDC for Bundle Part Creation

After Question paper for the subjects in scope has been finalized, Offline Assessment has to be created in Assessment Solution with basic configuration details.

Pre requisite

1. Question paper for the subjects to be finalized in CAE

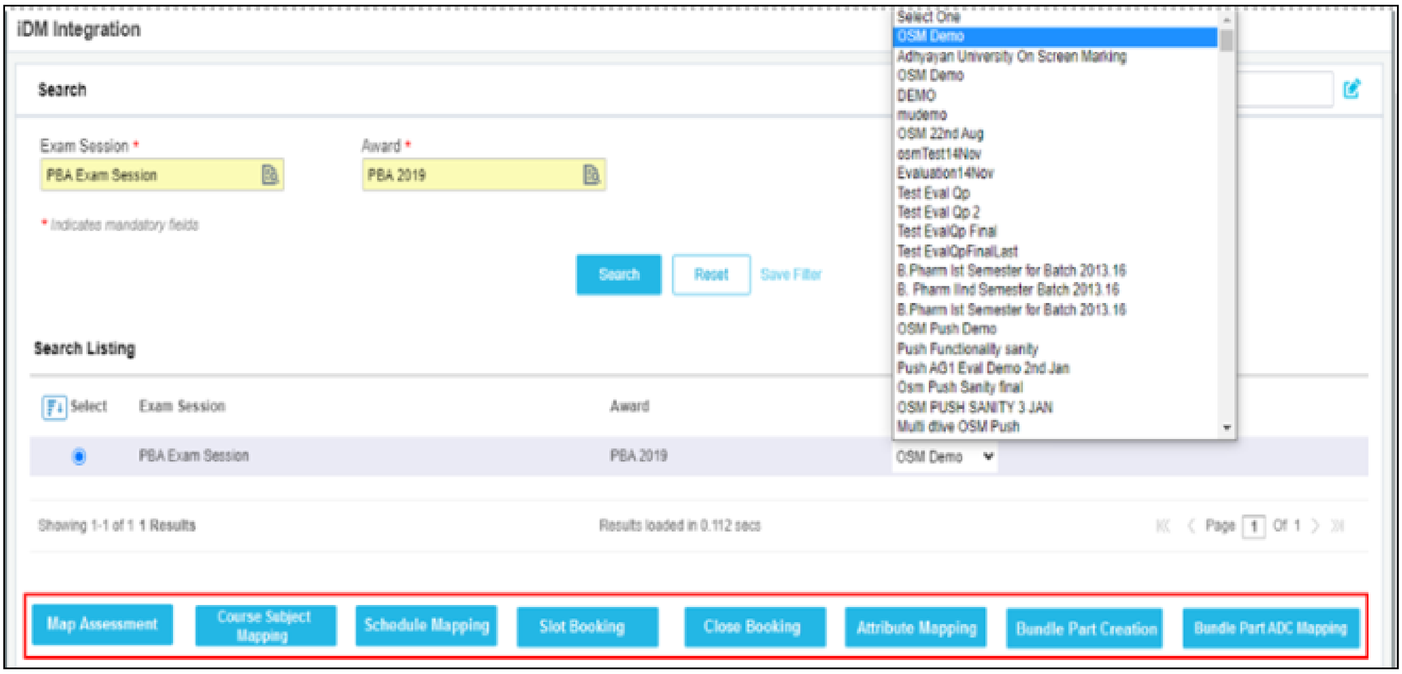
Procedure

1. iDM Integration

Navigation

Exam and Grading-> Integration-> iDM Integration

When user clicks on iDM Integration, the below screen occurs



Data will be populated as shown above with respect to the Exam Session

- Configuration at iDC : Mapping of Assessment to Exam Session/Award in iDC

iDC will provide place holder for defined scope i.e. exam session, to map assessment. Thus, it will reduce redundant assessment creation.

- Applicable Course, Subject and Course – Subject Mapping for an event.

iDC will easily push applicable course and subject details for an event as per applicable exam session.

- Test Center Booking for Date and Shift and Drive Generation (along with subject mapping).

iDC itself maintain exam schedule data which comprises of Campus – Date – Shift – Subject. Moreover, iDC will maintain mapping of ASM Shift and iDC shift, same would be mapped as per data present in iDC Exam Schedule for an event. Therefore, it can be easily pushed from iDC.

- Slot Booking for an event which usually skipped by HE segment

iDC will able to automate the process of slot booking by sending applicable student data in candidate form as well as to ASM i.e. Event – Course – Subject – Date – Shift – TC – Student(s)

- Close Booking feature is also skipped due to unavailability of actual data.

iDC, will provide DA verification when it triggered the API to freeze or close the booking.

- Academic Attributes required in Question Paper Printing.

iDC maintain all these entities will easily able to pass these entities by analyzing granularity of data variation. Ex. For a customer, it would be easily store at Drive – Subject level at ASM End where iDC will pass attributes along with its values which would be required to print in QP and same can be used while defining QPT.

- Bundle Part Creation

So far, we have entire data such as Date – Shift – Subject – Set – Question Paper for an event (map at exam session level). Thus, it would be easily automate as the process by single click from user.

- Bundle Part Mapping at ADC for an Event – Date – Shift – Drive level. This would be tedious and chances of error prone being create one assessment for an exam cycle which would have huge data where multiple date – shift – drive are present and bundle part would be required to map.

Process can easily automate by using data consumed so far i.e. Event – Date – Shift – Bundle Part. This would be used to map bundle part at ADC level by calling an API.

2. Search

The Search criteria includes the below mentioned fields

Field	Type	Description
Exam Session	Mandatory	Select the Exam Session
Award	Optional	Select the Award
Marking Date	Optional	Select the Marking Date

Process Flow

iDC to iDM Workflow

Prerequisites

QCreator and Reviewer Workflow

1. Subjects to be created

2. CAE Module to be provisioned

3. Faculty record should have been created

4. Academic Configuration to be completed - Curriculum Definition

5. Exam Session to be created, Award to be mapped in exam session and Is Open for CAE flag to be checked, ESM to be sync to all Batch Sessions

Configuration

QCreator and Reviewer Workflow

1. Map Academic Subject with Question Subject for respective exam session - Navigation - Option (i) iON Web Installer - Question Subject Mapping template, Option (ii) Exam & Grading - Integration - iDC Subject to CAE Subject Mapping

2. Push Subject to CAE - Navigation - Exam & Grading - Integration - iDC Subject to CAE Mapping - Push to CAE

3. Exam Session Master - Select the respective Exam Session - Click on Populate CAE and verify CAE logs for 'Success' status. (This process populates the list of Exam Session/ Academic Year/Department (School)/Award/Program/Session/Subject/Ques Sub)

4. Define Question Creator and Reviewer for an Exam Session and Subject - Navigation - Self Service Page - Question Creator/Reviewer Mapping Screen. Bulk User Mapping - Option (i) Navigation - Question Creator/Reviewer Mapping Screen - Configure User Mapping, Option (ii) iON Web Installer - CAE Faculty Bulk Upload

5. Define Question Creator/Reviewer Start and End Date - Navigation - Self Service Page - Question Creator/Reviewer Mapping Screen. Bulk Date Configuration - Navigation - Option (i) Question Creator/Reviewer Mapping Screen - Configure Date, Option (ii) iON Webinstaller - QCreator and QReviewer Configuration

6. Question Creator/Review Date Extension - Bulk Date Configuration - Navigation - Option (i) Question Creator/Reviewer Mapping Screen - Configure User Date Extension, Option (ii) iON Webinstaller - Faculty Date Extension Template

7. "Tagging Question Creator/Question Reviewer, Question Creation and Reviewer Mapping Screen, QPT/QP Mapping Screen in Self Service Pages
   - Question Creator/Reviewer - To be mapped to Subject Faculty Profiles - Navigation - Administrator - Self Service Pages - Assign Quicklinks to User Group - Map the links to Exam Team Member User Group
   - Question Creator/Reviewer Mapping Screen - To be mapped to Exam Team Lead Page - Navigation - Administrator - Self Service Pages - Assign Quicklinks to User Group - Map the links to Exam Team Member User Group
   - QPT/QP Mapping Screen - To be mapped to Exam Team Lead and COE Landing Pages - Navigation - Administrator - Self Service Pages - Assign Quicklinks to User Group -Map the links to COE/HOD"

Transaction

I - QCreator and Reviewer Workflow

I(a) - Question Creator Workflow:

- Create Question in CAE - Navigation - CAE Question
- Creator - Create Question in CAE
- On Click of 'Create Question in CAE', user will be redirected to CAE Question Creation Screen
- Create Questions in CAE Question Screen and Save
- Preview - QPT Detail - Navigation - CAE Question Creator - QPT Detail

I(b) - Question Reviewer Workflow:

- CAE Question Reviewer - Navigation - CAE Question Reviewer Screen - Launch CAE
- On click of Launch CAE, user will be redirected to CAE Question Creation Screen
- Reviewer will review the question and will set the status as 'Seal' in CAE for each Question ID

II - Question Paper Generation Workflow:

II(a) - Question Paper Template Creation

- Reviewer to map Question Paper Subject. Mapping CAE Assessment Subject - Navigation - Option (i) - CAE QPT/QP Mapping - Configure Assessment Subject, Option (ii) - iON Webinstaller Template - CAE Assess Subject
- Once the Question Paper Subject Mapping is complete, Reviewer can create QPT by clicking on Map QPT from CAE QPT/QP Mapping
- Reviewer to click on Create QPT for new QPT creation and search for mapping exising QPT of the subject. Navigation - CAE QPT/QP Mapping Screen - Map QPT -CAE Template Management Screen
- Once Reviewer finalize the QPT by 'Sealing' the QPT. Navigation - CAE QPT/QP Mapping Screen - Map QPT from CAE Template Management Screen
- COE/Reviewer to 'Finalize' QPT by selecting the status in QPT Screen in CAE. Navigation - CAE QPT/QP Mapping Screen - Map QPT from CAE Template Management Screen

II (b) - Question Paper Creation

- Reviewer to finalize the QP - Navigation - Option i) - CAE QPT/QP Mapping - Configure Assessment Subject - Map QP
- Create QP from CAE - Navigation - Click on Map QP from CAE QPT/QP Mapping Screen
- Finalize the QP by generating automatically from QPT screen with 'Seal' status or manually create QP from QP Management Screen

III - iDC to iDM Exam Process

- Configure Date Sheet for Exam Session
- Complete QP Creation for respective Exam Session, Academic Year
- Create Offline Assessment in iALM
- Map Offline Assessment with respective Exam Session - Award - Assessment Name. Navigation - Option (i) - CAE QPT/QP Mapping - Map Assessment)
- Push Details to iDM (Navigation - Option (i) - CAE QPT/QP Mapping - Map Assessment)
- Once evaluation is complete in iDM - Pull Detail against respective Exam Session, Award, Assessment Name (Navigation - Option (i) - CAE QPT/QP Mapping - Pull Details)
- External Marks will get pulled to iDC against respective Exam Session, Student, Subject, Exam Type
- Map Child Assessment for an Exam Session, Award, Assessment Name for Revaluation

Knowledge Sharing Session

CAE & AEC New Features

11th November 2021

Table of Contents:

CAE – Question Creation

Revamped User Interface for Question Creation Screen

UI

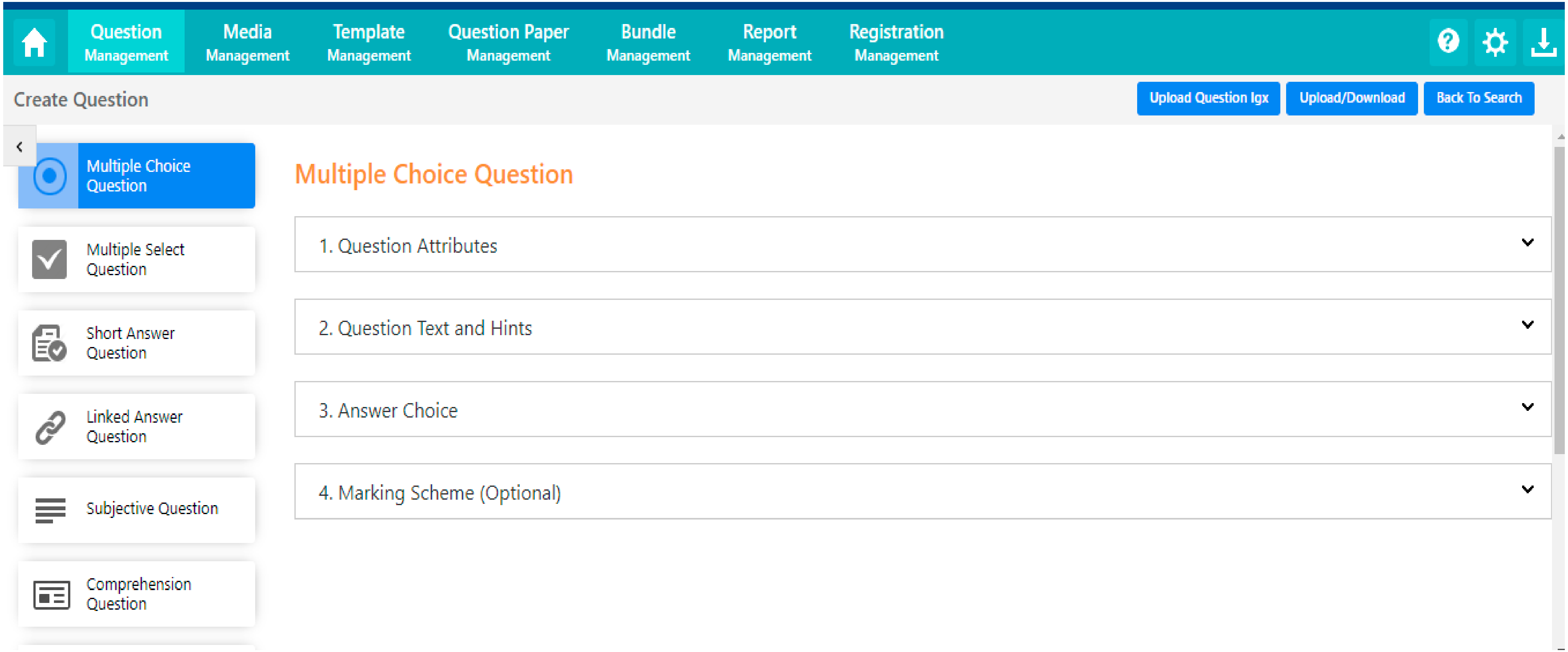
- Earlier, in Question Management screen, the Tabs like question attributes, Question text, Answer options, marking scheme were displayed in horizontal manner.
- The tabs are now displayed in vertical manner in a single page.
- There are no changes in any of the existing functionalities of question creation. Only the way in which the tabs are displayed is changed.
- The 'Question Search' screen remains as it is.

Benefits:

- This eliminates the need for the question creator to navigate to different tabs during the process of question creation.
- The question creator can complete the activity of question creation within single screen.

Revamped User Interface for Question Creation Screen

UI



Mandating the Key Value Mapping During Question Creation at Subject Level

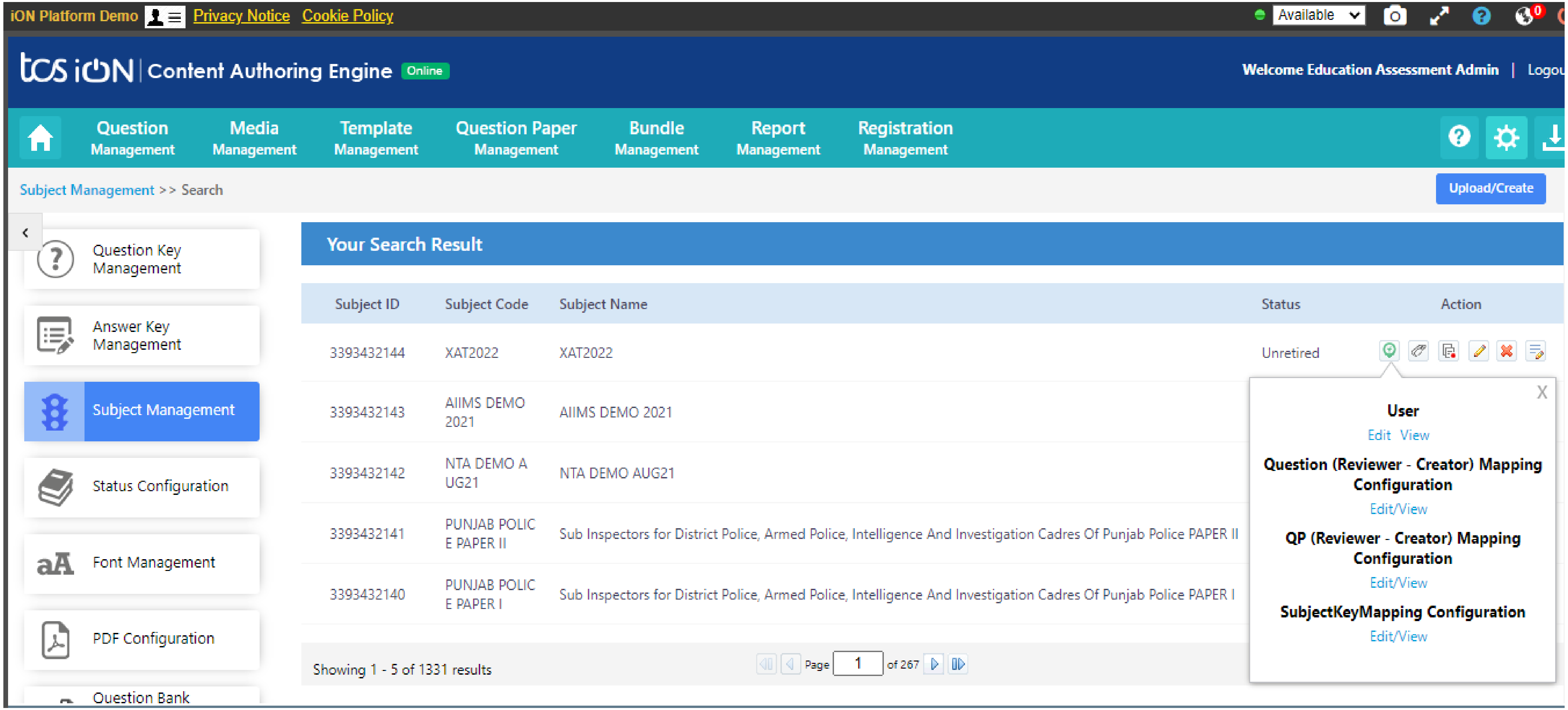
Configuration

Introducing “Subject key mapping” feature, Users can now map required keys against subject under subject management and then while creating Question that key will appear along with key value dropdown on selecting the respective subject. Default value appearing in Key value dropdown will be ‘Select Value’.

Benefits:

- In addition to the org level configuration, key value configuration can be mandated at the Subject level as well.
- Mandate the authors to map the key values against the required key(s) systematically.
- Helps in easy identification of the questions in the bank.

Mandating the Key Value Mapping During Question Creation at Subject Level



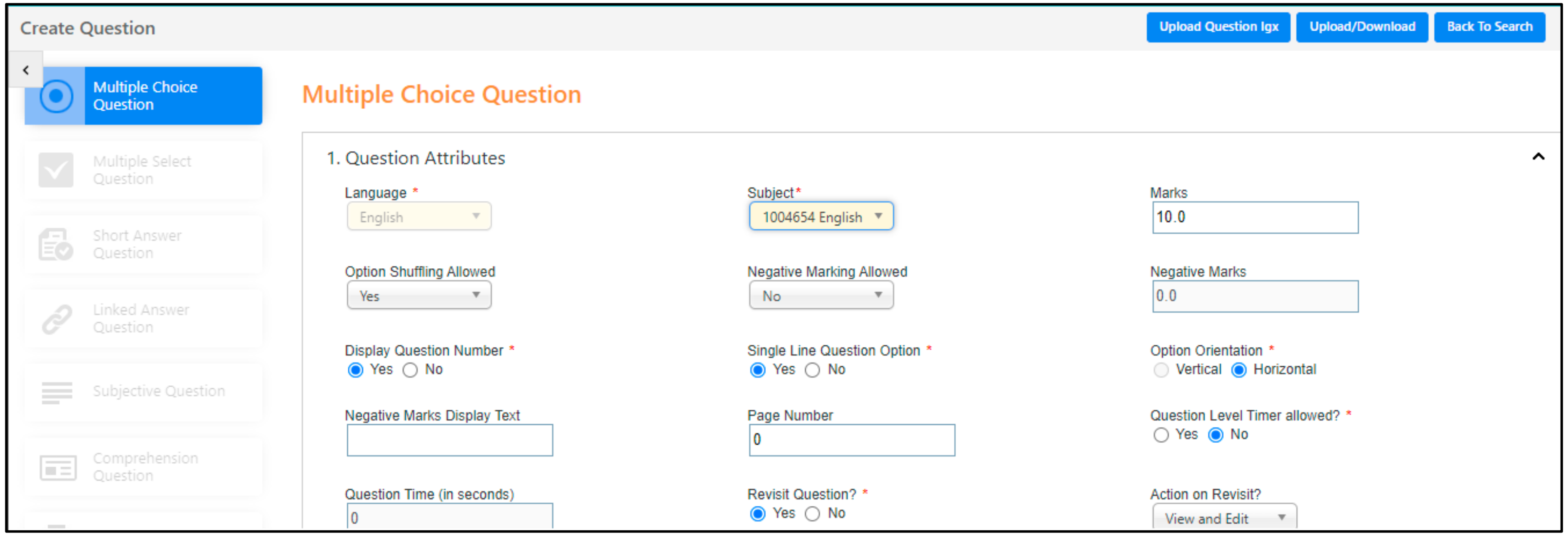
Enhancements in Question Management Screen

Enhancement

- From now, there will be an option to change subject in Question Management while editing individual Questions.
  - Subject can be changed for the questions in ‘New’ and ‘Unseal’ status.
  - Subject can also be changed when a question is copied to a new question.

Benefits:

- Questions created in one subject can be reused in other subjects.



Support for Configuring Hint for Comprehension Type of Questions

Configuration

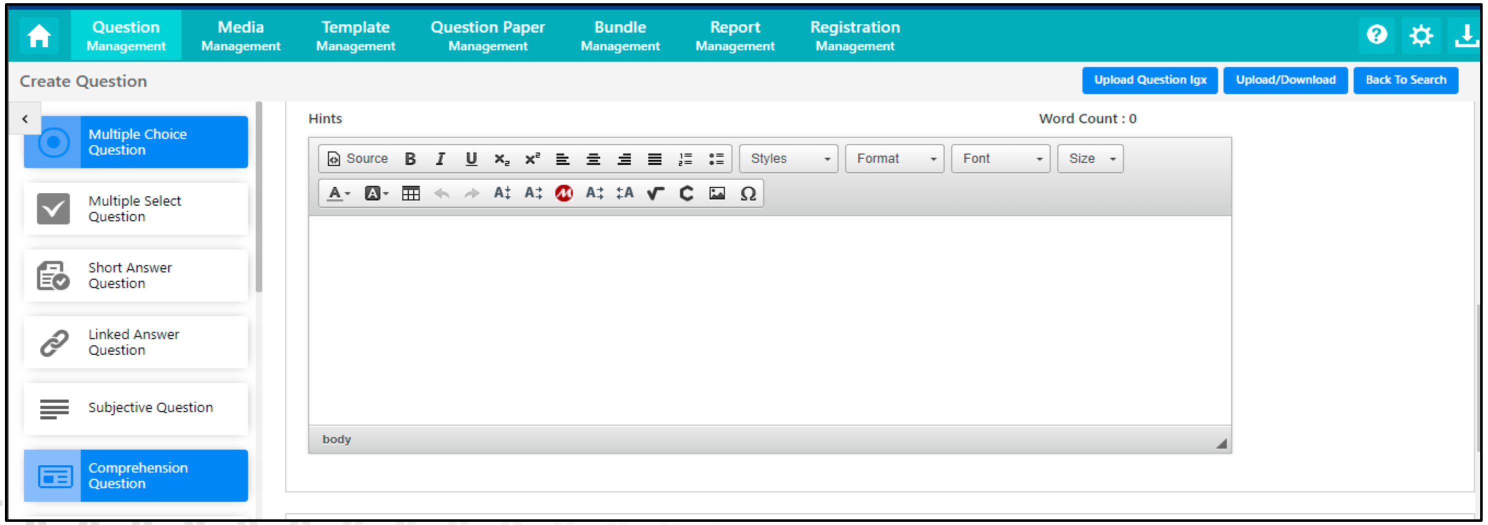
- Earlier, hint cannot be configured & shown in candidate console for Comprehension type

- Hint can now be configured at main question as well as at sub question level and shown to the candidate at candidate console.

Benefits:

- Ability to configure hint for comprehension type of questions at main and sub question level

- The configured hint will help the candidates in answering the question better.



Introducing Partial Marking - Optional Level Marking

Enhancement

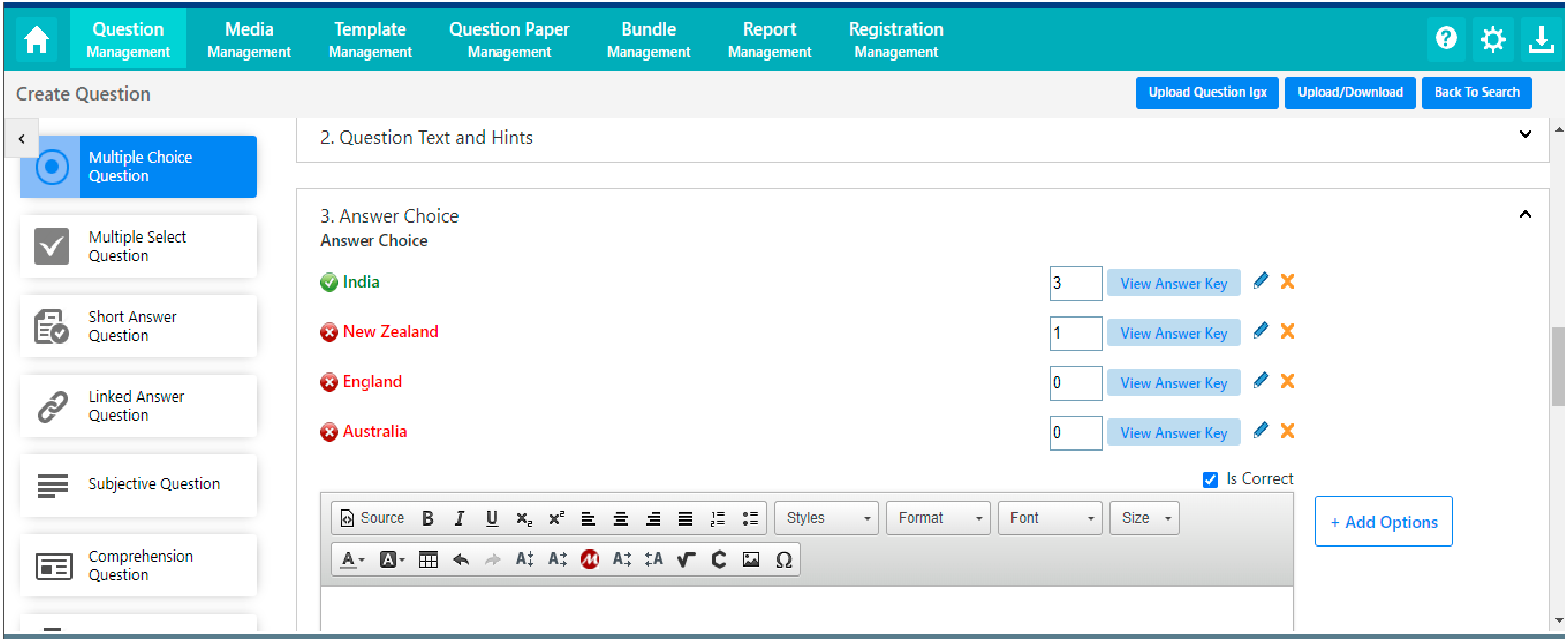
- Authors can now configure marks at the option level for the following question types: MSQ, MCQ, FITB, Grouping, Match the column and SEQ
- Candidates will be assigned the marks based on their selection of the option. The highest marks given for any option should be equal to the marks for the question and is mandatory
- For MCQs, negative marking is captured at option level and MSQ at the question level.

Benefits:

- Enhanced approach to evaluate the candidates better, applicable for various competitive examinations.

Introducing Partial Marking - Optional Level Marking

Enhancement



CAE – Question Paper Template

Introducing New Configurations in Question Paper Template Rules

Configuration

- Introducing following configurations in Question Paper Template Rules:
  - Questions with partial marking configuration
  - Questions configured as Mandatory
  - Timed questions

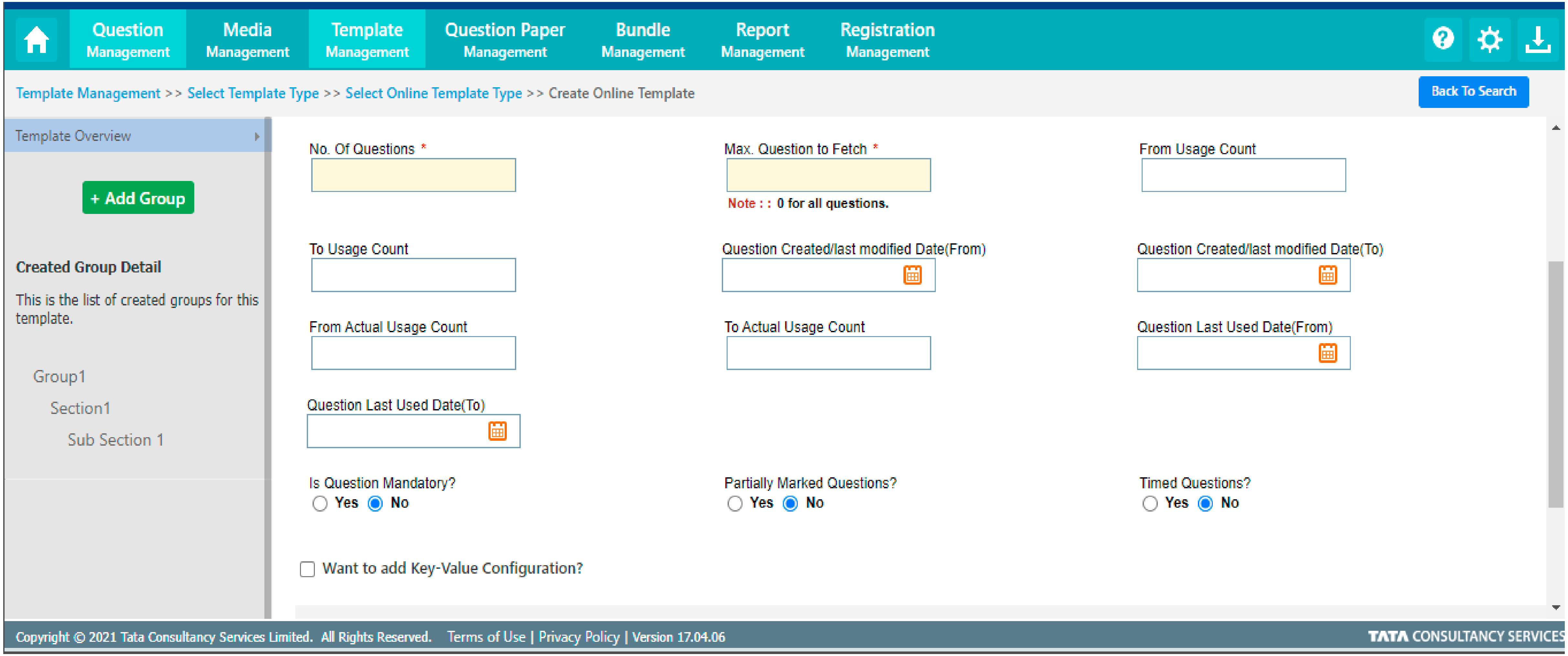
- Following Configurations are provided to pull a question based on the usage.
  - Usage in the Question Paper
  - Usage in the actual assessments
  - Date by when the question was created
  - Date by when the question was last used.

Benefits:

- Only the timed questions can be included in the question paper
- Questions configured as mandatory and with partial marks can only be included in the question paper.
- Questions can be fetched based on the usage count as required.

Introducing New Configurations in Question Paper Template Rules

Configuration



CAE – Question Paper

Enhancement in Pagination of Question Paper in Edit Mode

UI

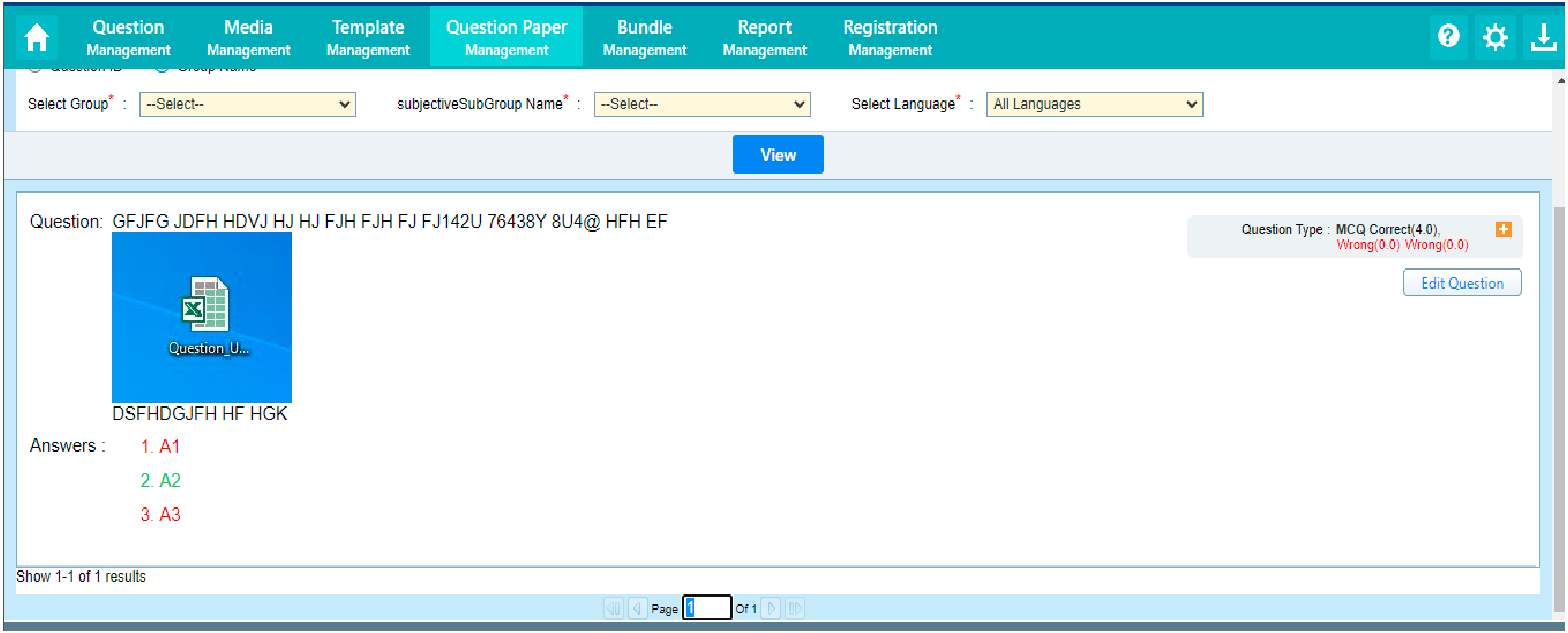
- Previously there were no option to move to any specific page while editing the Question paper, user had to manually click on each page to reach to his desired page number.
- Users will be getting an option box (Go to page) now at the bottom of the Question paper edit Page to type their desired page number.

Benefits:

- Enable the users to move directly to the desired page by typing the desired Page number while editing the Question paper.
- Reduction in overall user effort and time.

Enhancement in Pagination of Question Paper in Edit Mode

UI



Introducing New feature of Text Search Option While Editing the QP

Enhancement

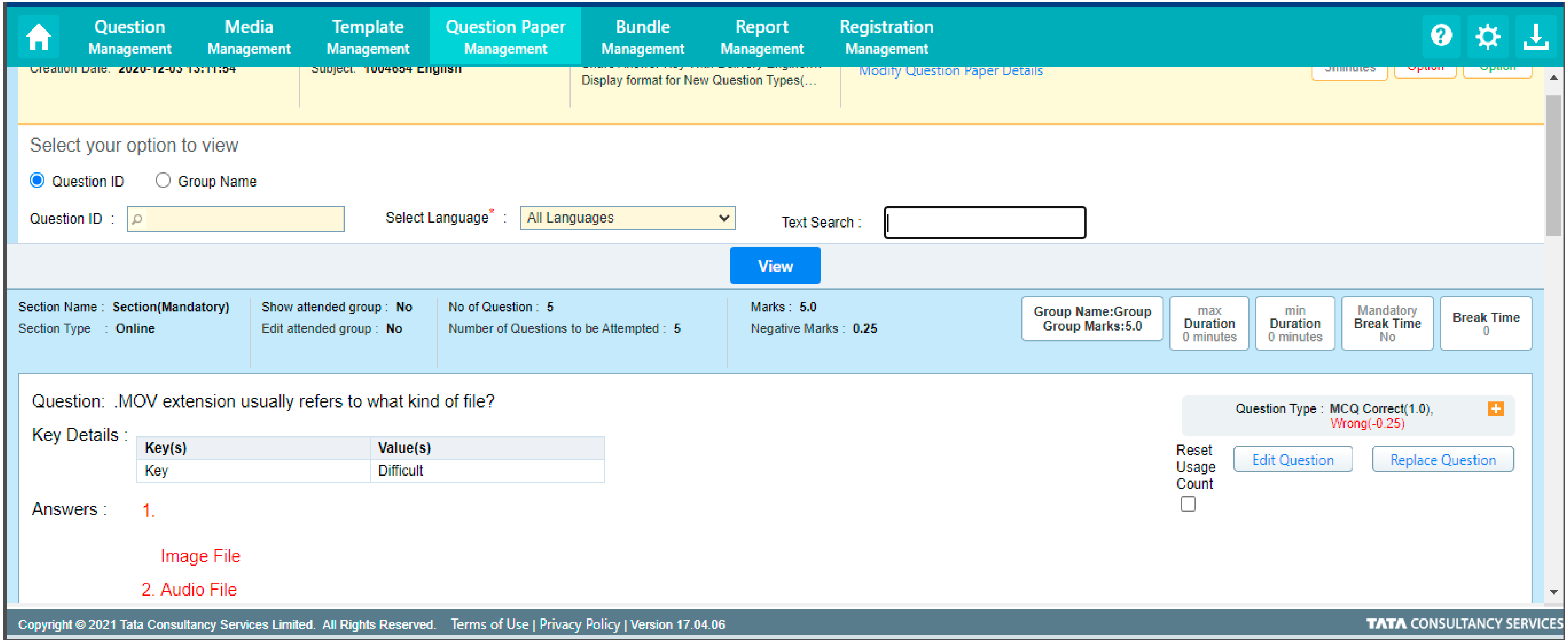
- Earlier, there was no text search option while editing question paper.
- An option is now provided to search any question text related to question contents while editing Question Paper.

Benefits:

- User can now search for any question text within the question paper contents which they want to view while editing Question Paper.
- Search process made easier reducing overall time and effort.

Introducing New feature of Text Search Option While Editing the QP

Enhancement



Enhancement in Question Paper Creation Process

Enhancement

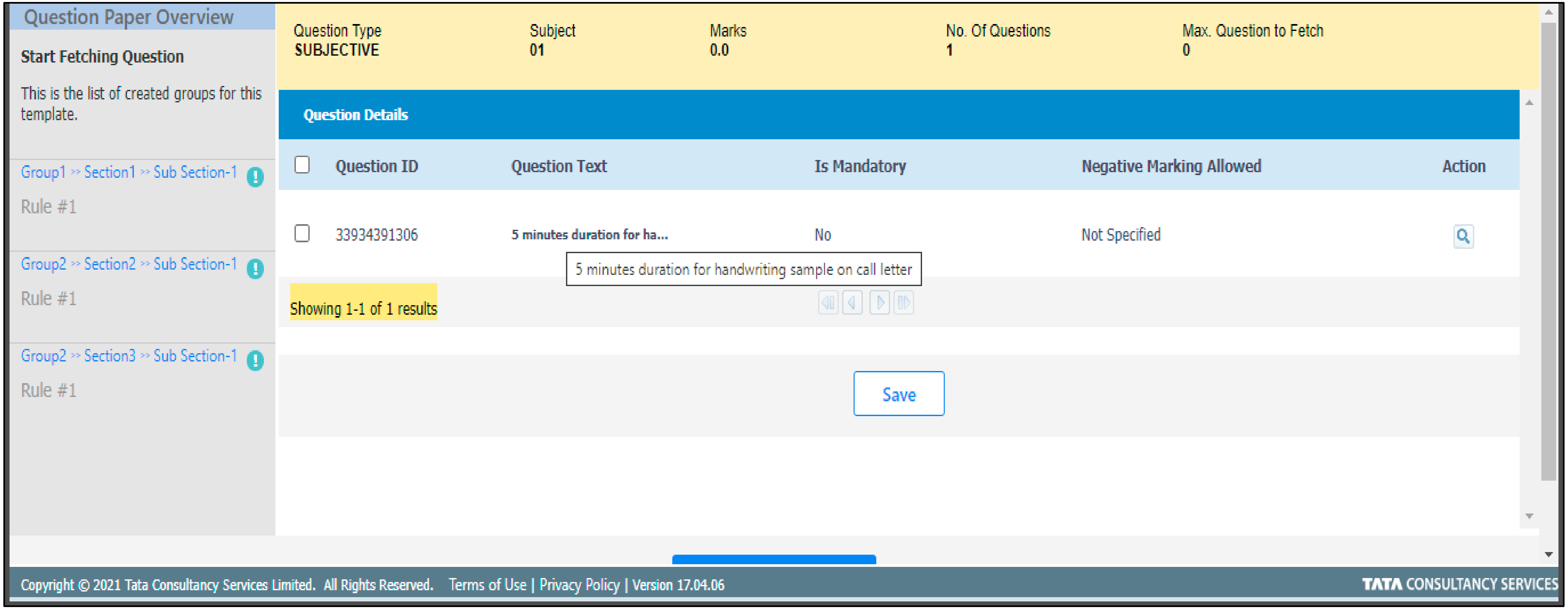
- Earlier, during the process of QP Creation, while selecting questions manually from question bank, the complete question text was not displaying, in order to view the entire question text user had to use question preview option every time.
- Now there is an option to view the entire question on mouse hover

Benefits:

- User can now view the entire question contents easily by mouse hover on the question preview text.
- Reduction in overall user effort and time.

Enhancement in Question Paper Creation Process

Enhancement



Introducing Continuous Question Number across Sections in a Group

Configuration

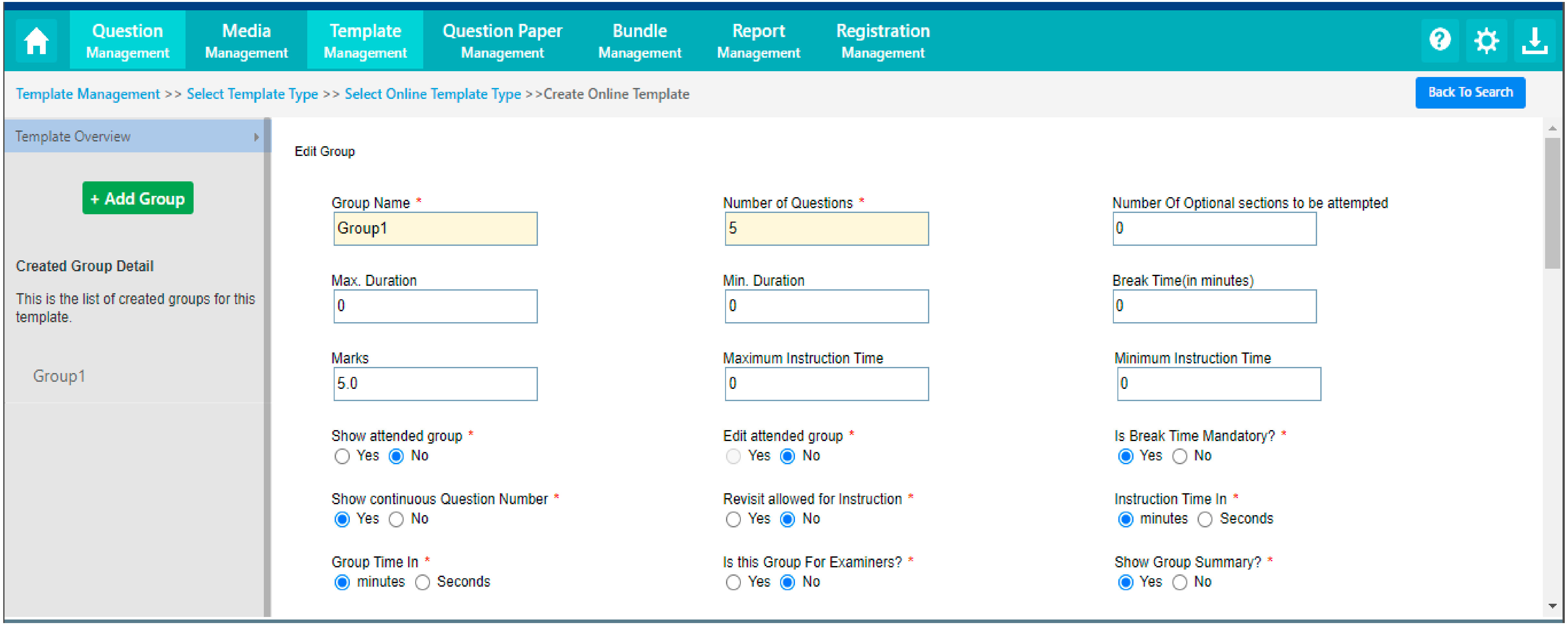
- Introducing Continuous Question Number feature which enables continuous question numbering across sections in a particular group.
- Applicable only for In-Centre(LAN Based) Assessments based on the configuration.

Example:

- Consider a Group with 2 sections and 5 questions each in the section.
- With continuous numbering, the first question in the second section will be numbered as Question no 6.

Introducing Continuous Question Number across Sections in a Group

Configuration



Enhancement In Group Summary

Configuration

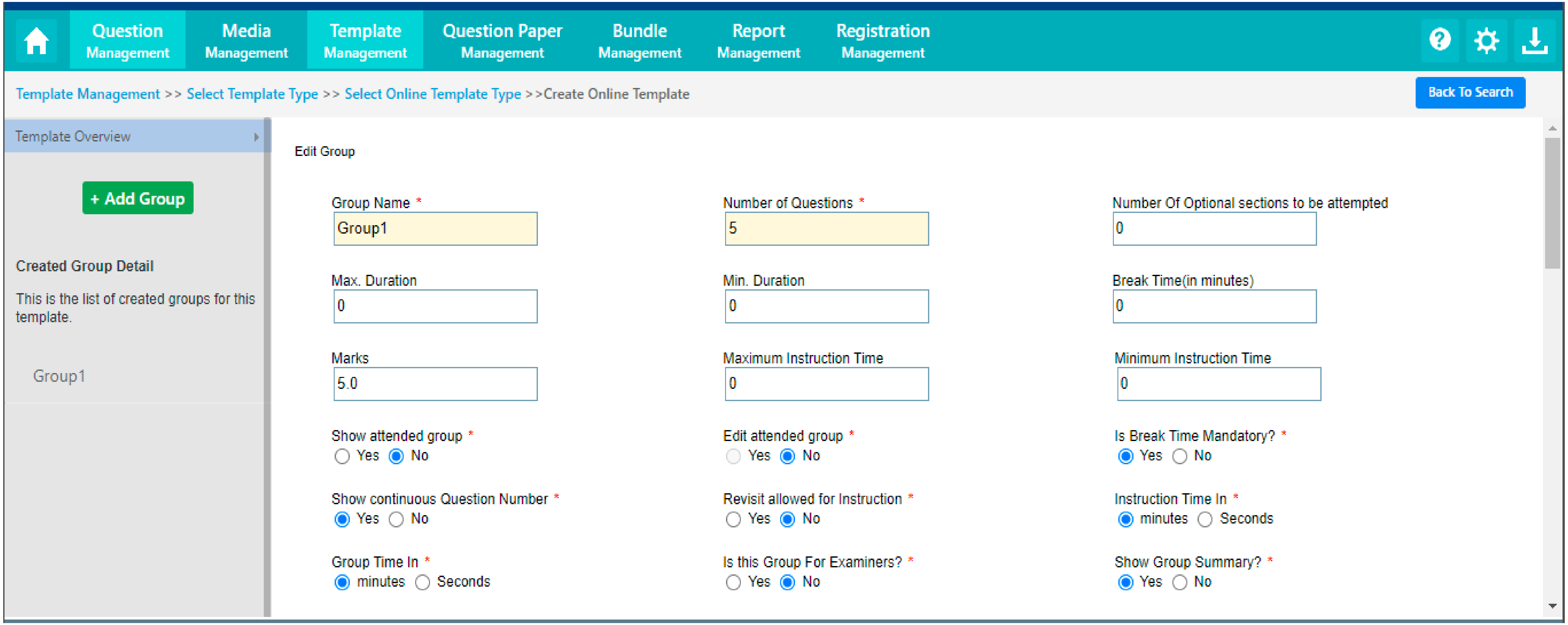
- During the assessment, currently, when the candidate submits a Group, the system is mandatorily displaying Group Summary Page in candidate console.
- Introducing configurable CAE Parameter at Group level whether to show or not to show the Group summary page upon the submission of every Group. Hence user can decide to show group summary for each group (group level)
- Applicable only for In-Centre(LAN Based) Assessments based on the configuration.

Benefits:

- Candidates can be navigated to further Groups instead of viewing the Group summary page.

Enhancement In Group Summary

Configuration



Configuring the Questions as Mandatory and Timed

Configuration

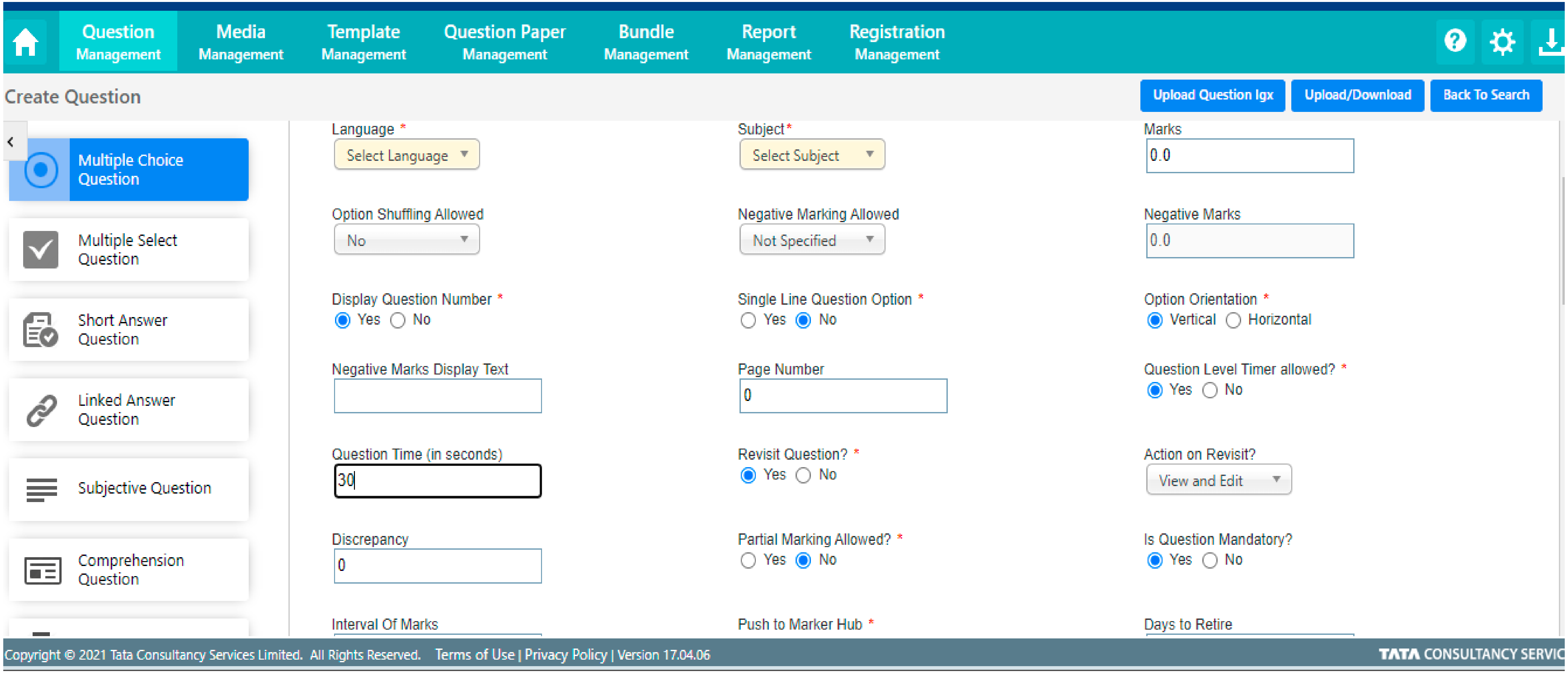
- The authors can now configure the questions as mandatory and configure them as timed.
  - For mandatory questions, when used in the assessments, it is not possible for the candidates to submit the assessment without answering the respective question.
  - For timed questions, for example, if configured as 30 seconds, the candidate can stay on the concerned question only for 30 seconds after which the candidate cannot view the question.
- In addition, introducing mandatory and timed questions configuration both at sub question level and at main question level for comprehension type questions.

Benefits:

- Improved process of candidate evaluation
- Suitable for various type of competitive examinations

Configuring the Questions as Mandatory and Timed

Configuration



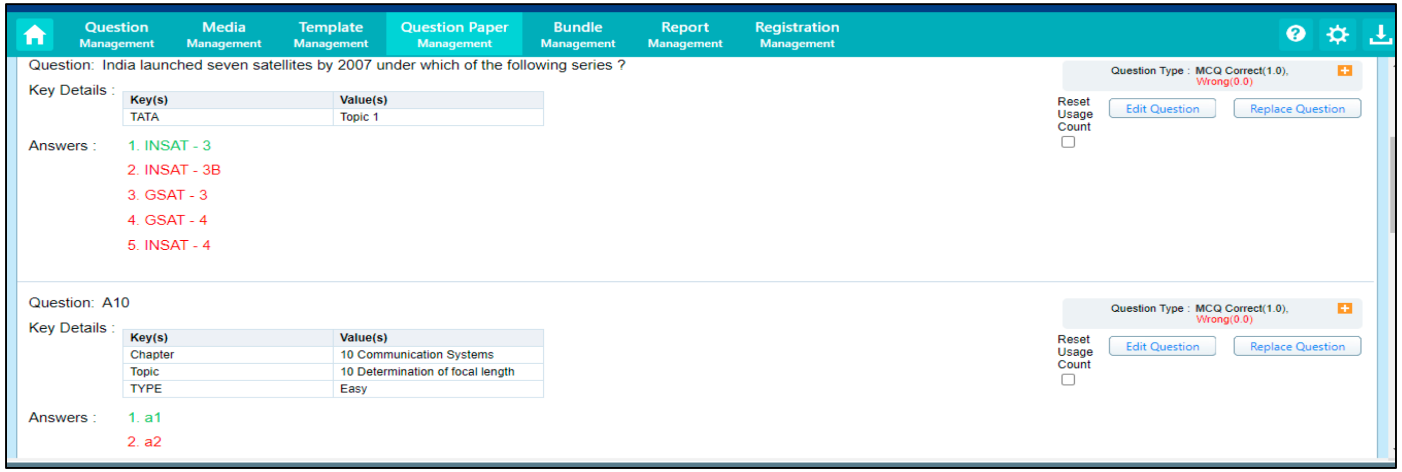
Enhancement in Question Paper Management

Enhancement

- Earlier, there was no option to drop individual question(s) from question paper.
- From now, while editing a Question Paper, there will be an option to drop individual question(s) from question paper without breaking the existing question paper and replace the dropped question(s) with other question(s) from the Question bank.

Benefits:

- Users can now have the advantage of replacing the Questions in an existing Question Paper without the need to recreate the overall QP.



Enhancement in RSA Key Generation in CAE LI

Security

- Currently in CAE LI, the RSA Key generation is implemented for Assessment only with single shift
- From now, RSA Key generation will be possible at multiple shifts level. Hence users will be getting an option to select multiple shifts or all the shifts in an Assessment and generate RSA keys in one go. In addition, RSA keys for all the selected shifts will be downloaded in a single Zip file.
- This downloaded Zip file containing public keys for all the selected shifts is uploaded in ASM at assessment level. The process of uploading the private keys in ADC remains the same.

Benefits:

- The need to create multiple assessments for every shift is eliminated.
- Generate RSA keys for multiple shifts of an Assessment in one go.

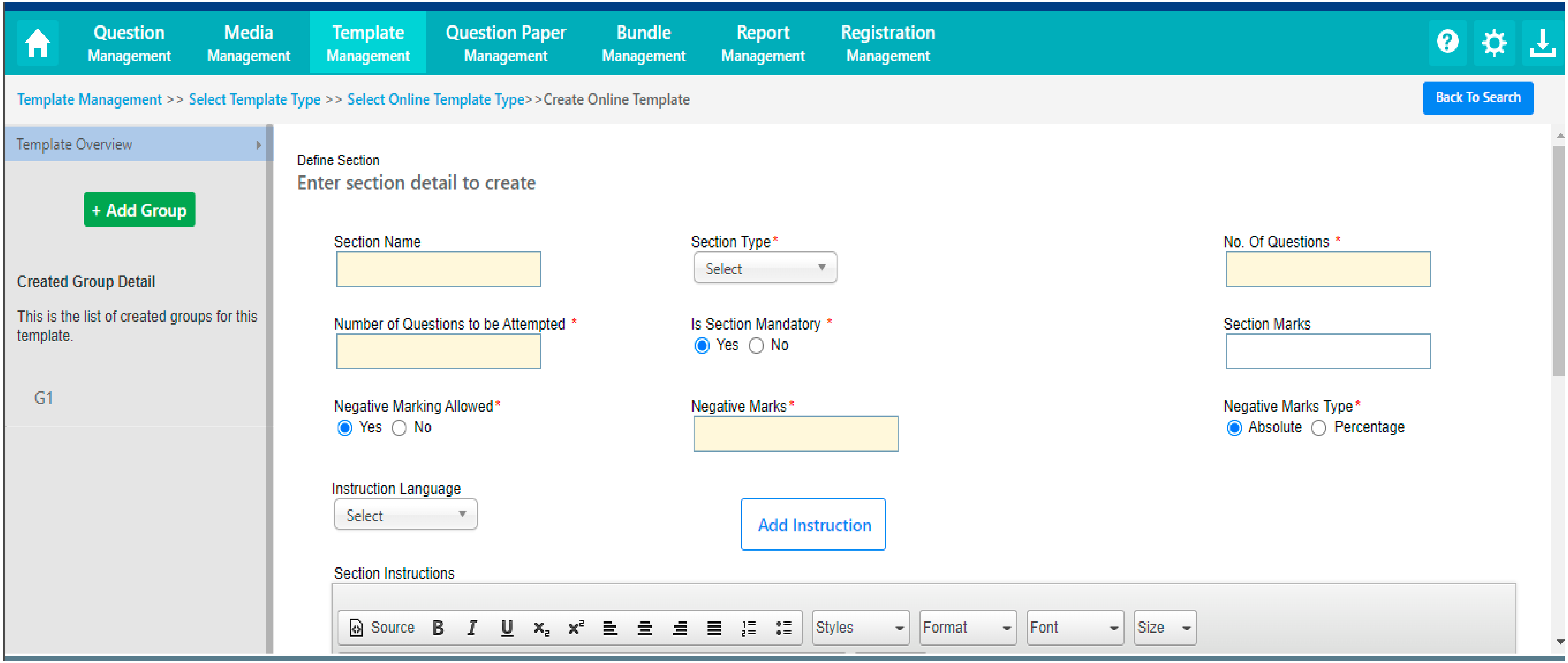
Enhancements in Negative Marking Configuration

Configuration

- In Digital Assessments, while configuring the negative marks at the section level in QPT, users can now configure the negative marks as an absolute value or in percentage.
  - If the negative marks are configured as 5 absolute, then all the questions added under the section will be applied with negative marks as 5.
  - If the negative marks are configured as 50 percentage, then the questions added under the section with 10 marks will be applied with negative marks as 5, 5 marks as 2.5 etc..
- Change in Decimal Configuration for Negative marks (Extension in Decimal points):
  - The negative marks can be now configured with up to 9 decimal points. This is applicable both at the question level and at the section level in QPT.

Enhancements in Negative Marking Configuration

Configuration



tcs iON

CAE - Bundle

Introducing New Feature of Question Paper Template Based Bundle

Security

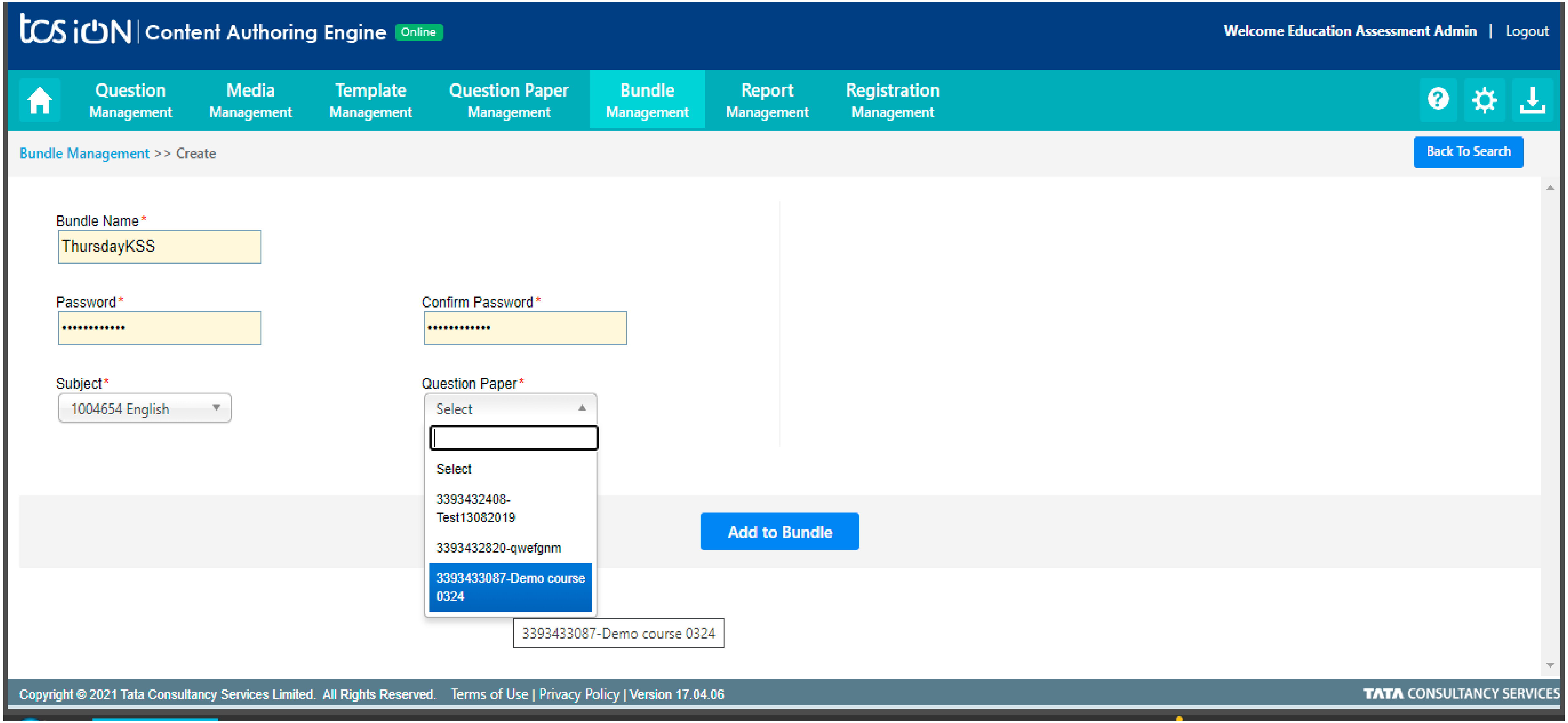
- Previously the users could create Bundle only by using the Question Paper in the Bundle Management.
- Now user will get an option to create bundle either by choosing Question Paper or Question Paper Template in the Bundle Management.
- Based on Question Paper Template rules, Question Paper will be generated dynamically by the system in the back end based on the rules and will be presented to the candidates.
- Applicable only for In-Centre(LAN Based) Assessments.

Benefits:

- Users can now have the advantage of creating Bundle using Question Paper Template as well.
- Improved security.
- Question paper contents will not be known to any of the users since the process of QP generation is dynamic and taken care by the system.

Introducing New Feature of Question Paper Template Based Bundle

Security



Enhancement in Bundle Management

Security

- Introducing a backend configuration through which all Bundle actions on CAE CI will be disabled till shift is over even though logged in user has permissions. Only bundle download will be allowed.
- Based on the configuration, authors can make the bundle as public only at time as configured by the organization.

Example:

- Bundle can be made as public only at 8:30 AM for an assessment commencing at 9 AM.

Benefits:

- Organizations can now have the advantage of disabling all Bundle actions on CAE CI till shift is over.
- Improved process of security.

Assessment Examination Center- Candidate Console

Section Level Instruction in Candidate Console

Configuration

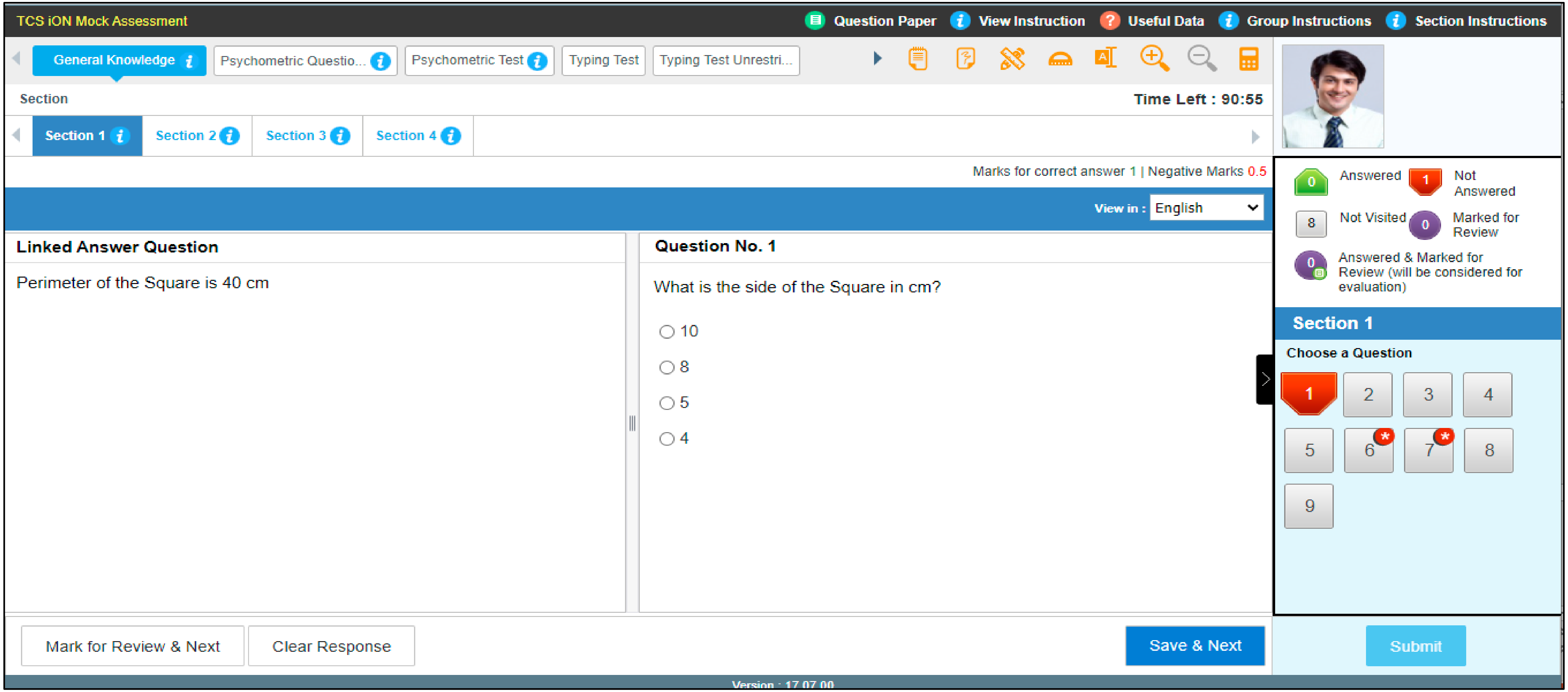
- Earlier, only Group level instructions are shown to the candidates at the start of group.
- With this release, instructions at section level are supported in candidate console. These instructions are not shown at the start of a section like group instructions
- They are shown as a link in candidate console which the candidate can click to view the instructions.

Benefits:

- Ability to show the instructions at section level for the candidate which will help the candidate in understanding and answering a particular section.

Section Level Instruction in Candidate Console

Configuration



Enhancement in Candidate Console for New Question Types

UI

- Currently Sub Questions of New Question types are not appearing as a single question numbers, instead it is appearing as next continuous Question number in number panel of Candidate console.
- This includes the following: Fill in the Blanks, Grouping, Sequencing, Match the Column.
- Applicable only for In-Centre(LAN Based) Assessments.

Example:

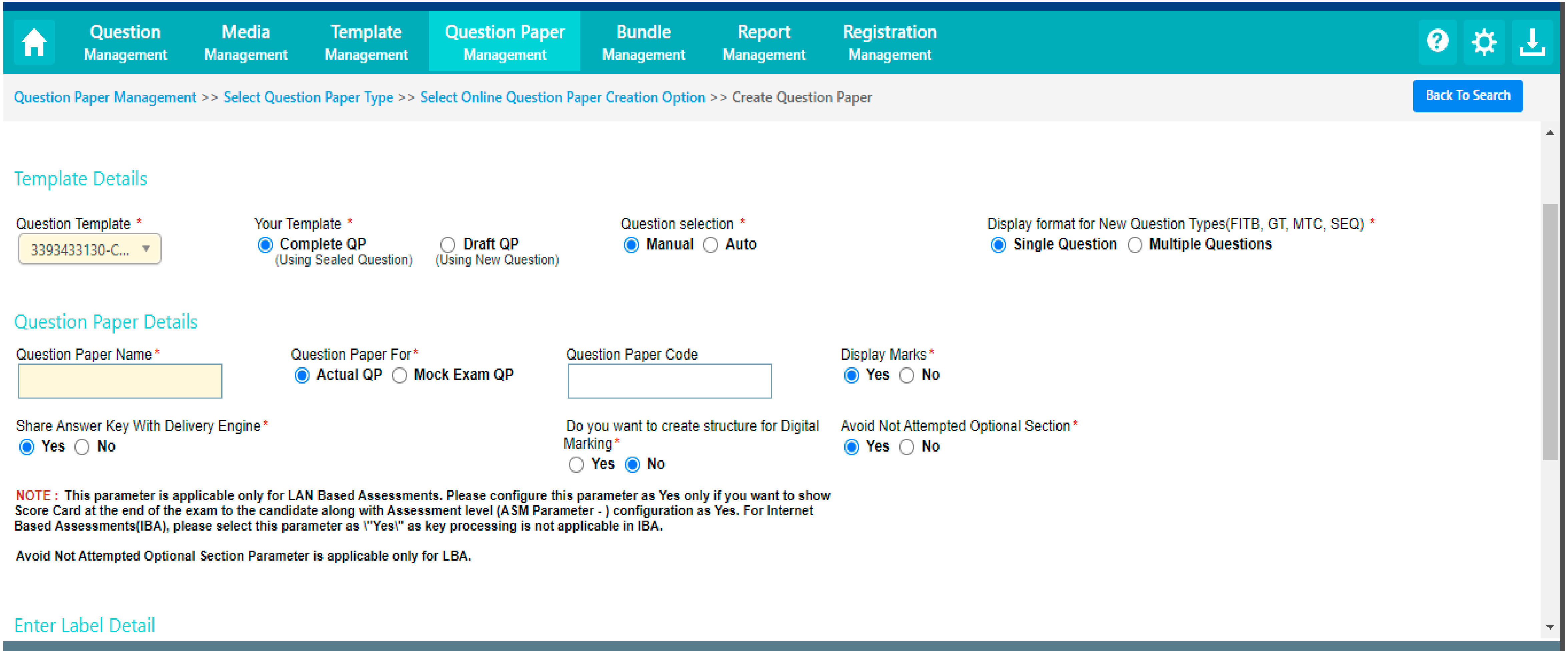
For a FITB question with 4 blanks, instead of representing them as 1,2,3,4, it will be represented as 1a,1b,1c,1d.

Benefits:

- Users can now have the advantage of displaying Sub Question Numbers in a more User-friendly manner.
- Candidate can identify the Sub Questions easily.

Enhancement in Candidate Console for New Question Types

UI



Configurations for the Navigation of Optional Sections

UI

- In an assessment, a set of sections under a group can be defined as optional section.
- From now, based on the Question Paper Level Configuration, new parameter is introduced in CAE during QP creation to avoid not Attempted Optional Section Navigation
- Applicable only for In-Centre(LAN Based) Assessments.

Example:

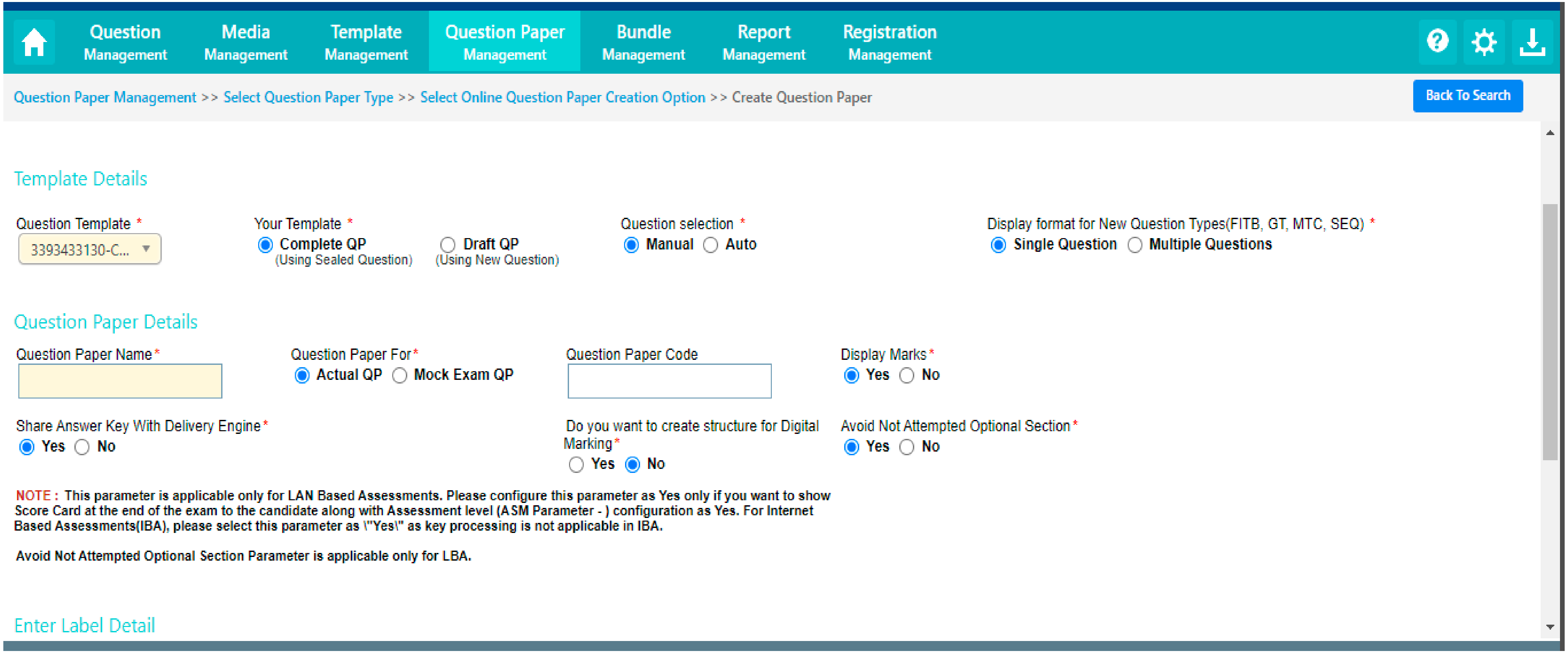
Out of 3 sections in a group, candidates can choose to attend only 2 out of 3. Based on the configuration, candidate will be redirected to unattempt section or back to the start of the section that the candidate has opted for.

Benefits:

- Improved User Interface for the candidates to navigate only through the selected sections.

Configurations for the Navigation of Optional Sections

UI



Canvas Support for SA Type of Questions

UI

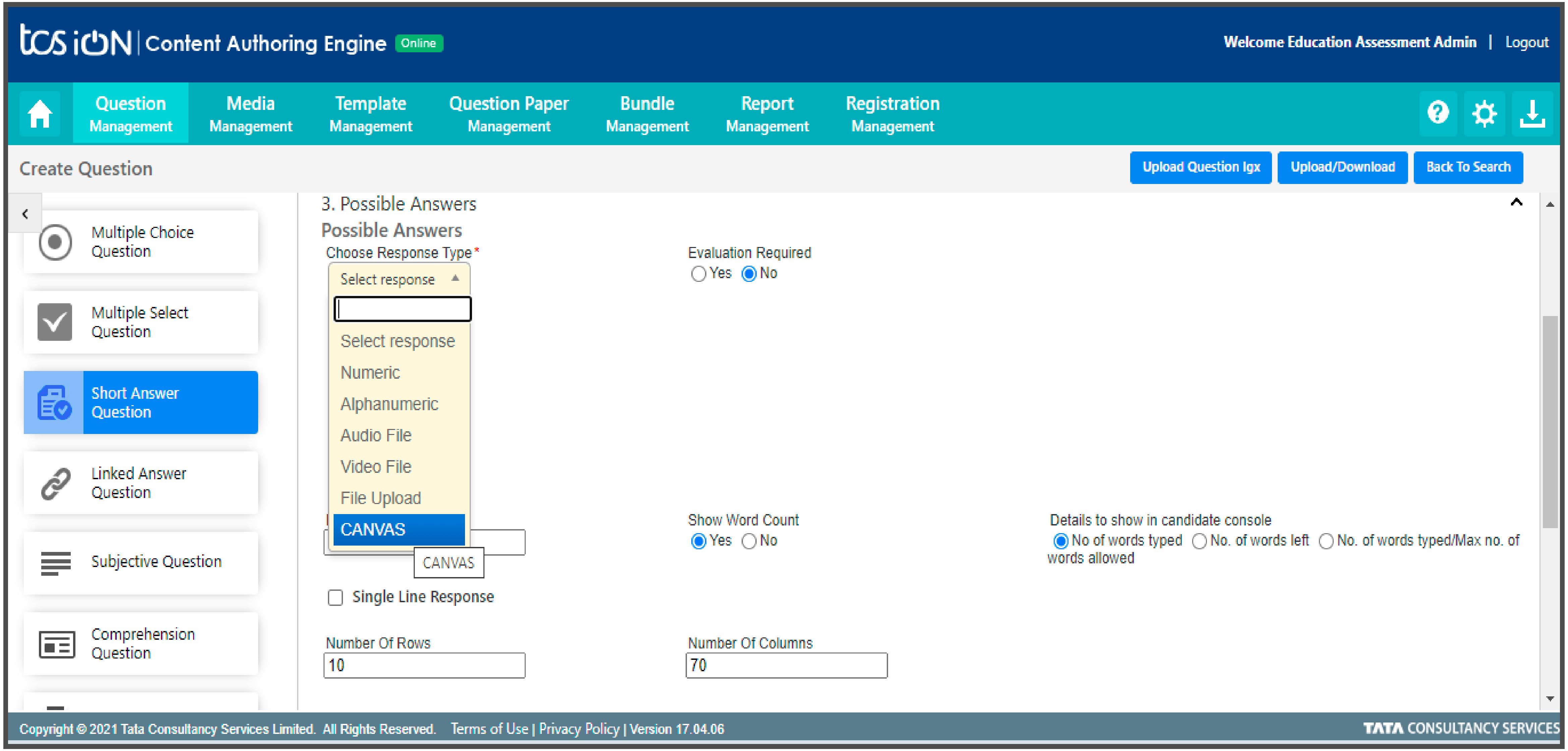
- Earlier, for SA type of questions, candidate can give the responses as Numeric, Alphanumeric, Audio File, Video File and File Upload
- With this release, a new response type CANVAS is introduced for the candidate for give his response.
- With CANVAS as a response type, the candidate can draw any free hand sketches like paint brush
- Those free hand sketches are saved as images and shown to markers for marking and as well as in QPHTML report.

Benefits:

- Ability for the candidates to draw free hand sketches as part of response to a question.
- Those sketches are shown to marker for evaluation and as well as in QPHTML report.

Canvas Support for SA Type of Questions

UI



Mark for Review and Clear Response for New Questions

Enhancement

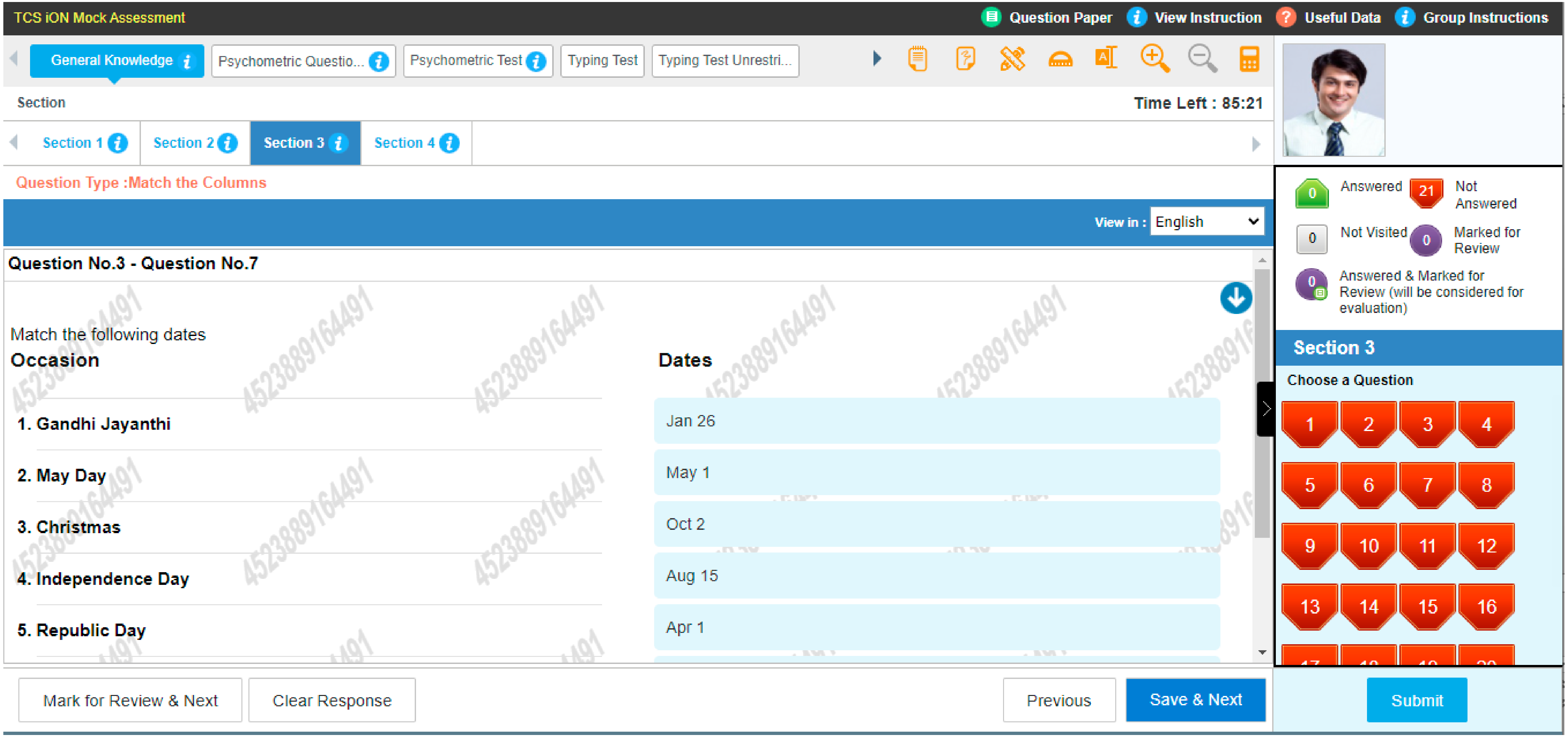
- Earlier, the new question types such as FITB, Match the column, Grouping and Sequential did not have the option for Mark For Review and Clear Response.
- With this release, these two options of Mark for review and Clear Response is extended to new question types as well.

Benefits:

- Ability for the candidates to do Mark for Review and Clear response for new question types as well.

Mark for Review and Clear Response for New Questions

Enhancement



Screen Positioning for LAQ, Comprehension and Programming Questions

UI

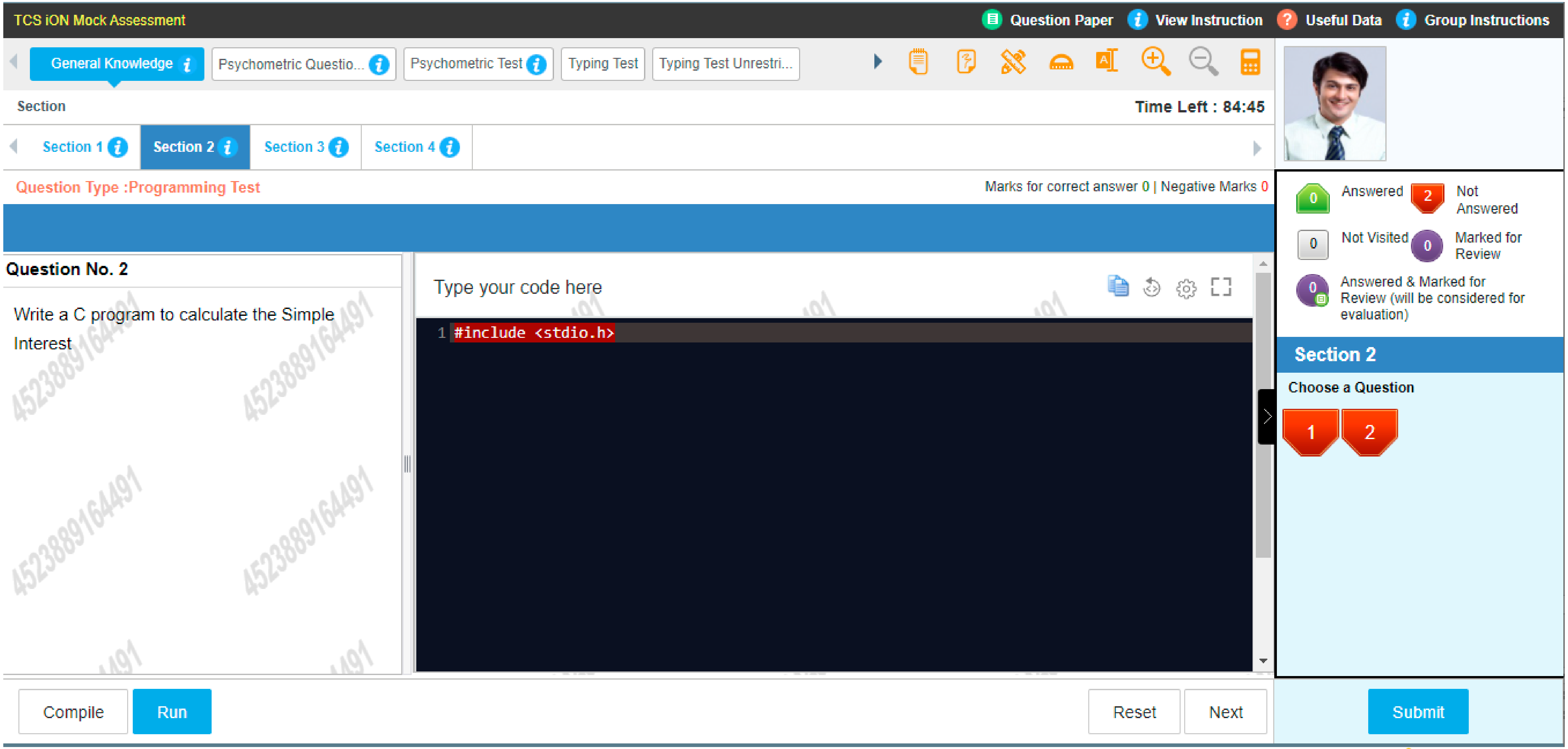
- Earlier, LAQ, Comprehension and Programming type of questions has fixed vertical screen positioning which is very difficult for the candidates in case of lengthy content.
- With this release, the screen positioning is made adjustable so that the candidate can adjust the position according to their convenience to view the content clearly.

Benefits:

- This adjustable screen positioning makes candidate life easier so that they can adjust the width according to their convenience to view the content clearly

Screen Positioning for LAQ, Comprehension and Programming Questions

UI



Support for Subjective Type of Question as Sub Question in Comprehension

Enhancement

- Earlier, Subjective type of questions were not supported as a sub question in comprehension questions by AEC

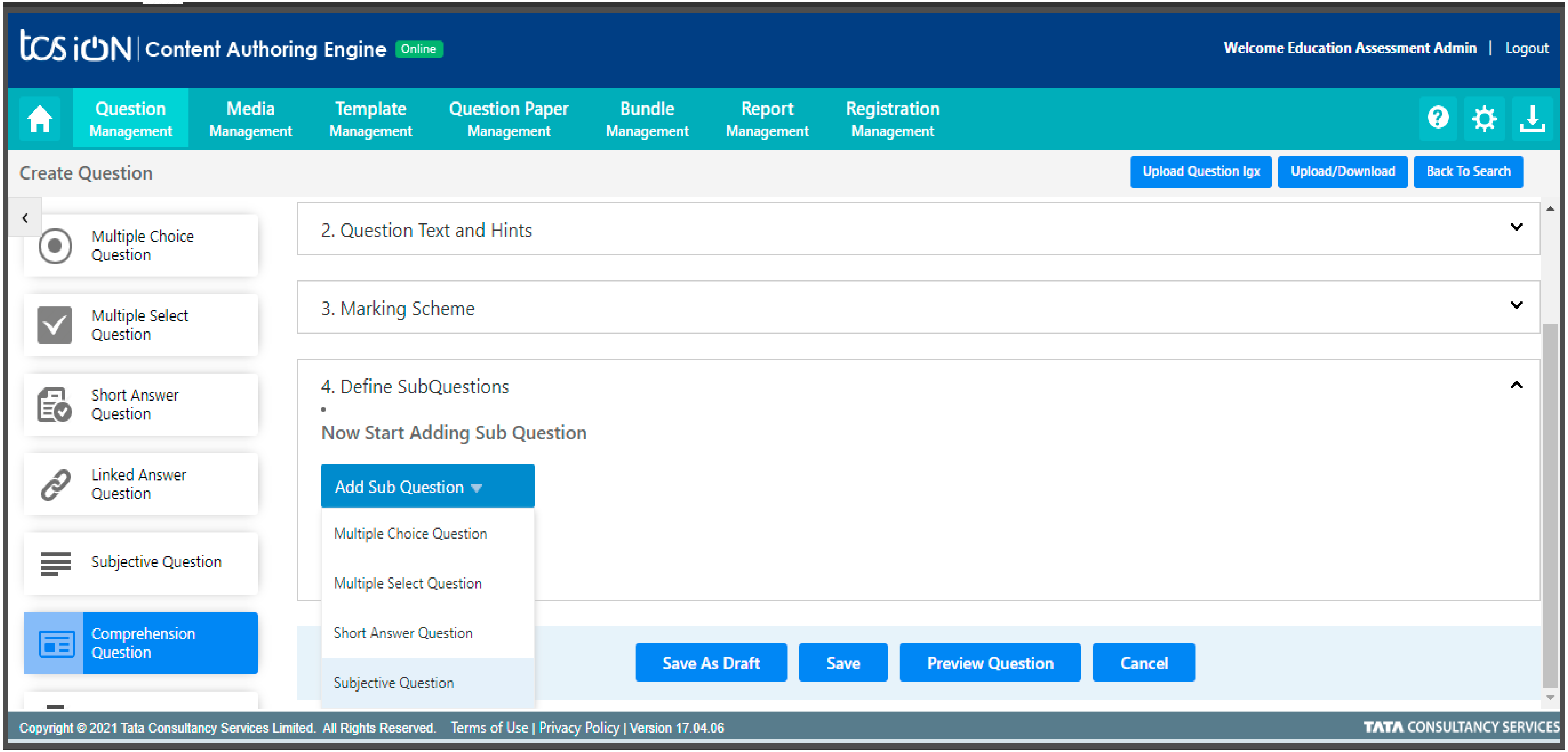
- With this release, AEC to support Subjective type of questions as sub question and can be shown in candidate console for the candidates to answer.

Benefits:

- Ability to show subjective type of questions as sub question under comprehension questions.

Support for Subjective Type of Question as Sub Question in Comprehension

Enhancement



Show Left Word Count for SA Type of Questions

Configuration

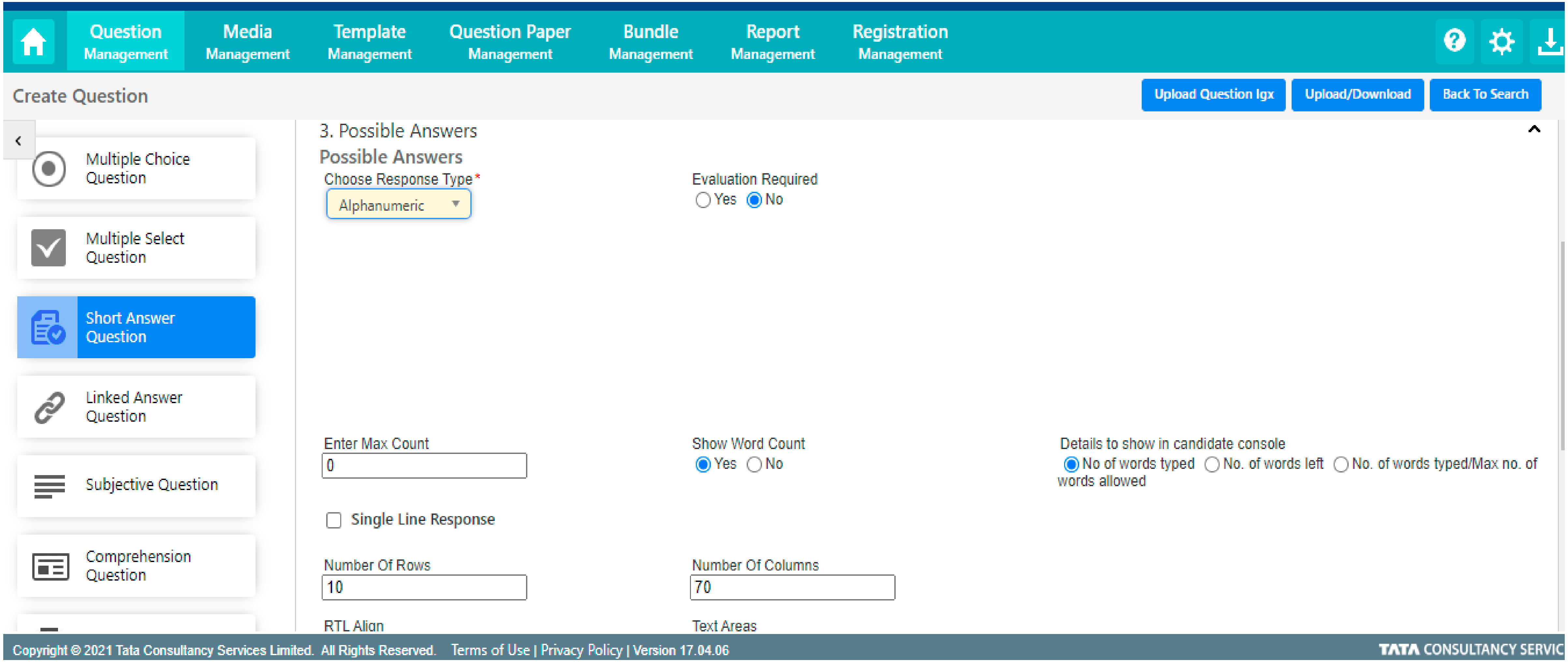
- Earlier, only typed word count is shown to the candidate based on the configuration in CAE while creating a question
- With this release, No of words typed, No. Of Words left or No. of Words Typed / Max No. of words allowed can be shown to the candidates based on CAE configuration

Benefits:

- Ability to show word count based on customer requirement to the candidates.

Show Left Word Count for SA Type of Questions

Configuration



Exam Summary to Shown to Candidate based on ASM Configuration

Configuration

- With this release, exam summary page is shown/hidden to candidates based on ASM flag
- A flag “Show Summary Page” is provided in ASM configurations screen. On configuring this flag to “Yes”, the summary page is shown to candidate in candidate console.

Benefits:

- Ability to hide/show summary page in candidate console based on the flag in ASM

Enhancement in Objection Management

Enhancement

- Earlier, candidate can select only pre-defined objection values from the dropdown while raising an objection for a question.
- With this release, an additional option “Others” is shown along with the set of pre-defined values selecting on which a free textbox is shown to the candidates for typing their own comments.
- The comments typed by the candidate against a question shown in the Objection report.

Benefits:

- Ability for the candidates to type their own comments apart from choosing from dropdown
- This gives flexibility for the candidates to express their own views about the question

Thank You

Capture and Schedule Default Configuration

Exam Session, also called, as Session Group Master or **SGM**, is an entity (master) used to **group multiple Awards-Sessions, which are conducted together at a point of time.** Exam Session is a key parameter to track and analyse the complete Examination Cycle for an Award throughout the Academic period. It is mandatory to map an Award with an Exam Session Master.

Earlier, system was restricted to Site-Award-Batch-Session level for managing Examination process but with introduction of Exam Session, we now have a broader picture and we can easily manage Examination Process at SGM-Award-Session level.

Why do we need Exam Session Master?

This can be understood by considering below example. Suppose, a student is studying B. Tech. Computer Science, which is of, total 8 Semesters. Let’s say, currently student is in 2nd Semester.

- Let us say, he has enrolled in all the regular subjects of Subject Session 2 and in one Pending backlog in English from Subject Session 1.
- Now suppose, he passed in the entire Regular subjects but again fails in Session 1 subject English.
- He again enrols for this backlog subject English in Sem 3 along with other regular subjects of Subject Session 3. However, he fails again in English.
- Let us say, he attempts this Sem 1 subject English in every next Semester and fails every time till Sem 8 and then finally clears the backlog of in Semester 8 at attempt number 7.
- Now in final Semester, he will be shown passed in all Subjects of Semester 1, but there is no identifier in the system, which identifies that - When and how many times he appeared for the Backlog of that subject of Subject Session 1.
- This was the reason why Exam Session came into picture. Now, let us include Exam Session in above example, Student had appeared for Exams in 8 Exam Sessions as listed below.

Exam Session	Regular Enrolments	Backlog Enrolments
Exam Session 1	Subject Session 1	NA
Exam Session 2	Subject Session 2	Subject Session 1
Exam Session 3	Subject Session 3	Subject Session 1
Exam Session 4	Subject Session 4	Subject Session 1
Exam Session 5	Subject Session 5	Subject Session 1
Exam Session 6	Subject Session 6	Subject Session 1
Exam Session 7	Subject Session 7	Subject Session 1
Exam Session 8	Subject Session 8	Subject Session 1

- In this way, using Exam Session we can easily identify the enrolment details of each Subject Session at any point of time.

Exam Session Master:

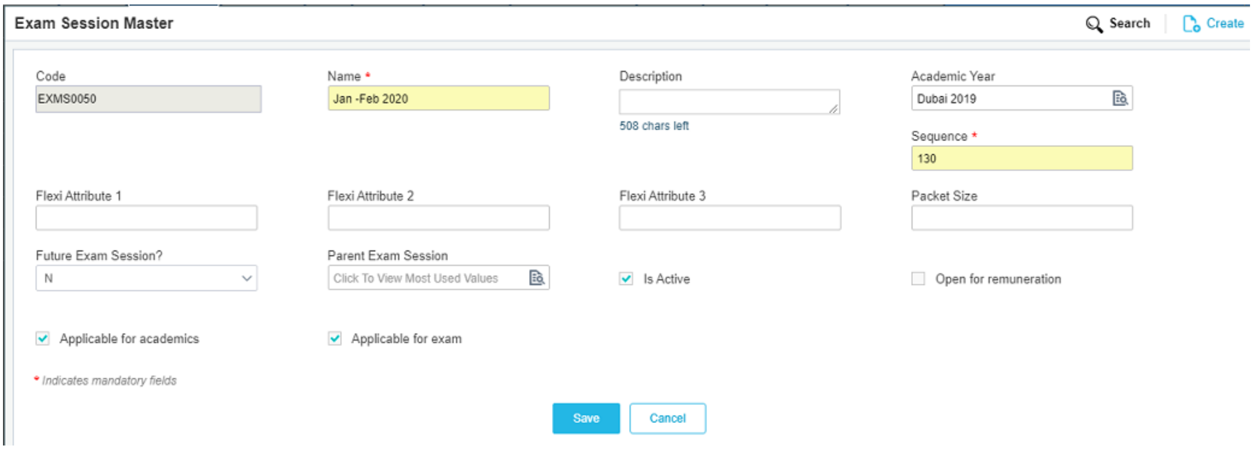
In this screen, you can create a Session Group (i.e. Exam Session) and map multiple Awards to it. Now when Batches are created for these Awards, all the mapped Exam Session Masters can be tagged with the Academic Sessions of these batches.

Note: Exam Session Master can be mapped to the Sessions of those batches only, which have been created for the mapped Award.

Once configured, you can use Exam Session to view or analyse Exam and Grading related data for the mapped Awards - Sessions.

Steps to Configure Exam Session Master:

1. Go to iDC → Academics → Settings → Exam Session Master → Create



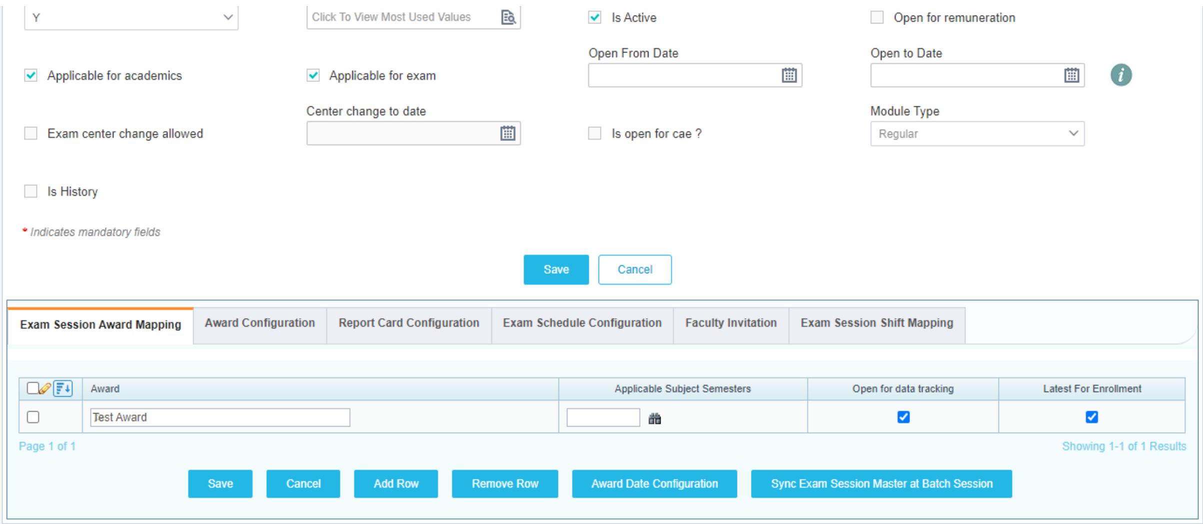
2. Input the mandatory fields as shown in the screenshot and click on Save.

- **Sequence –** It is recommended to keep the sequence as per the Actual sequence of the Exam Sessions happening in the Organization.
- **Future Exam Session –** If this flag is selected as **Y**, then that SGM will not flow in any transaction Screens until again ticked as **N** and saved. However, it will be available in configuration screens. By default it is ticked as **N**.
- **Is Active –** If this flag is selected as **N**, then that SGM will not flow in any transaction Screens as well as in any configuration screens.
- **Open for Remuneration –** This flag will allow Remuneration to be considered for this Exam Session. At a time, only one exam session can be open for Remuneration.

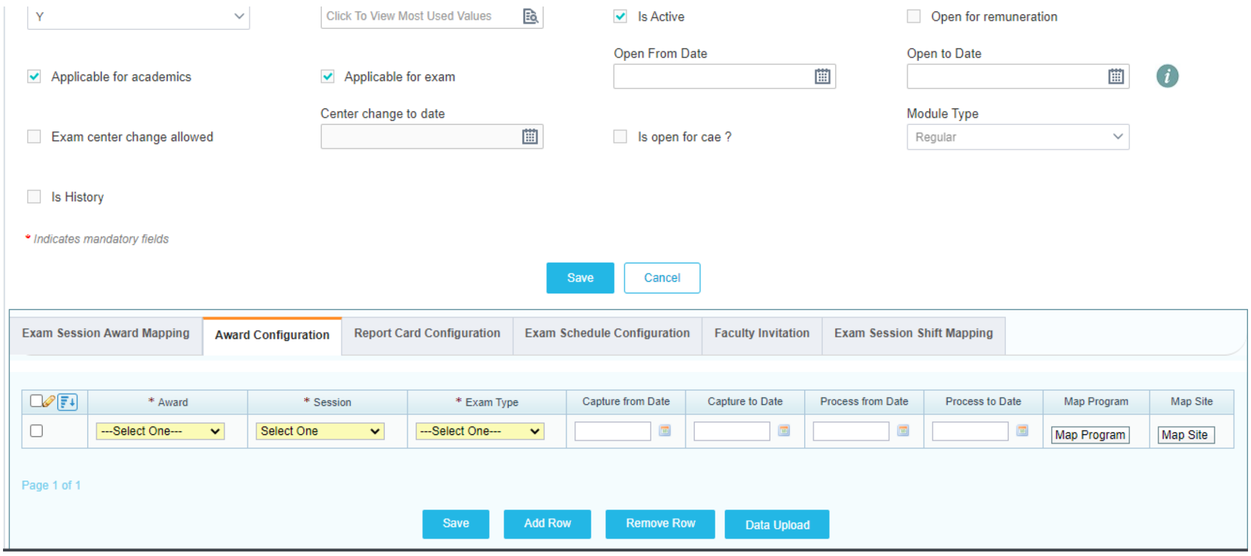
- **Applicable for Academics –** If this flag is checked, the SGM will be available for Academics. By default, this will be checked automatically.
- **Applicable for Exam –** If this flag is checked, this SGM will be available for Exam. By default, this will be checked automatically.

3. Now four sub-tabs will be shown at the bottom viz. Exam Session Award Mapping, Award Configuration, Report Card Configuration, and Schedule Configuration.

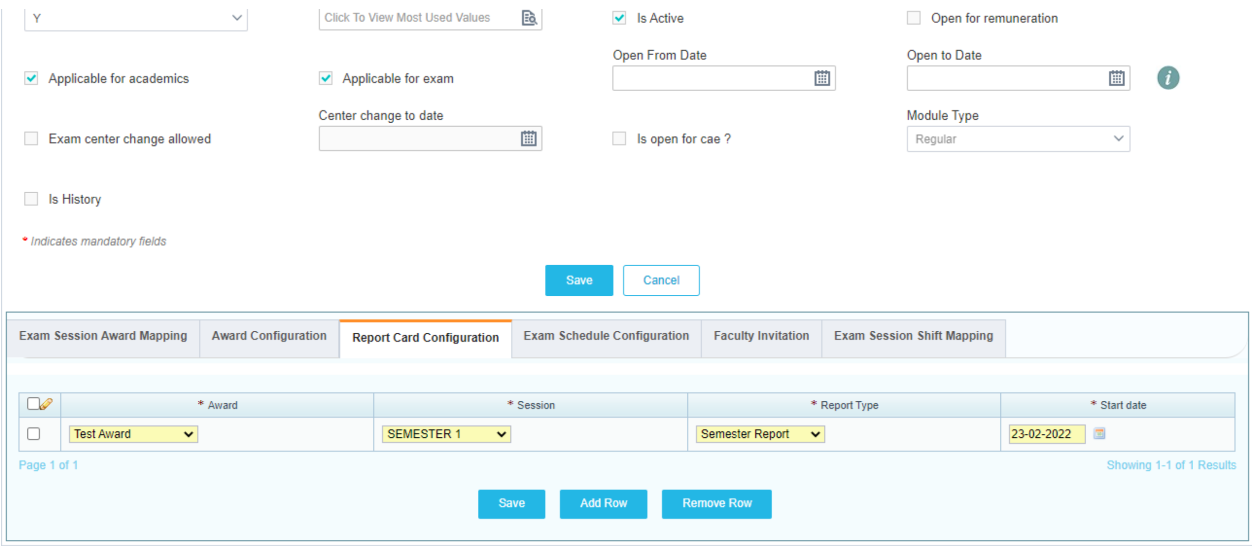
4. **Exam Session Award Mapping sub-tab →**
   a. **Award –** It is mandatory to select all the Awards here which are to be included in this Exam Session. Click on Add Row for mapping multiple Awards.
   b. **Backlog Allowed Subject Semester –** This is a multi-select look-up of Semester Master. Map all the semesters for which Backlog Enrolments will be considered in this Exam Session.
   c. **Open for Data Tracking –** This flag is meant for Solution Team's data tracking purpose. At a time, this can be checked for maximum 3 Awards for one exam session.
   d. **Latest for Enrollment –** This flag is provided for mapping Enrollment Exam Session automatically at Batch Session. Only one Exam Session, Award combination can be marked as Latest for Enrollment. Post this user need to hit the button named Sync Exam Session Master at Batch Session, which will map/update the Exam Session for Enrollment at Batch Session. Exam Session will be updated only at Batch Sessions with active students.



5. **Award Configuration →** Here, user can define Start Date and End Date for allowing Marks Capturing for an Award-Session-Exam Type under this Exam Session. User can also select Sites for which this Capture Score Date Range will be applicable.
   a. In the first sub-tab, select a record and click on 'Award Date Configuration' button to navigate to second subtab.
   b. Select Award, Session, Exam Type, Capture from Date and Capture to Date and Click on Save.
   c. Select a record and click on 'Map Site' button to map required Sites for this configuration.
   d. For multiple Award-Session-Exam Type combination, click on Add Row.

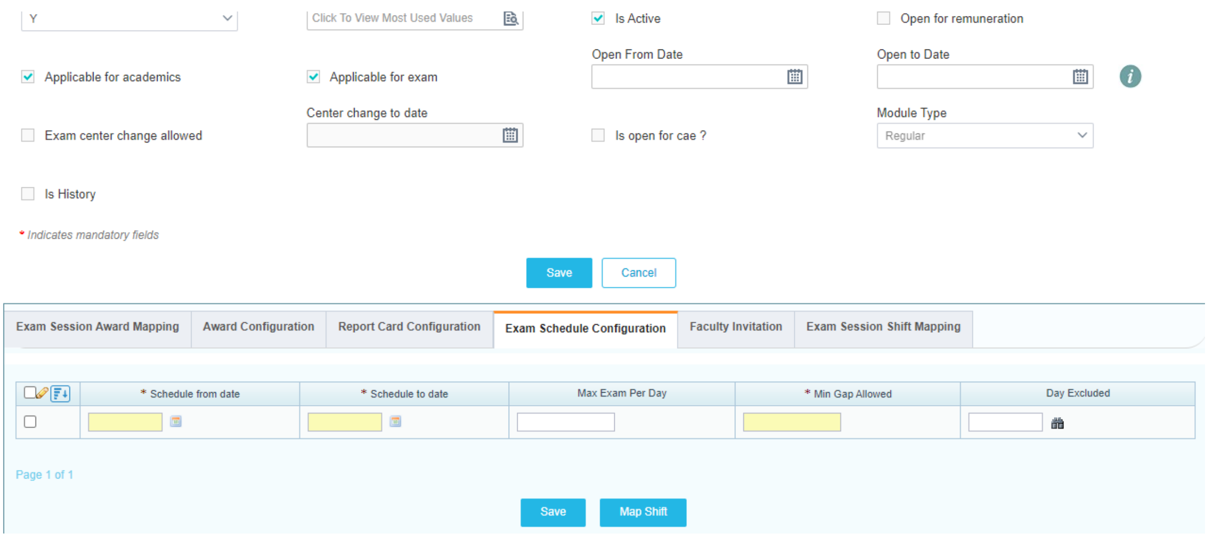


6. **Report Card Configuration sub-tab →** in this sub-tab, user can define Start Date for publishing of a Report Card Type for an Award-Session under this Exam Session. For multiple Award-Session-Report Type combination, click on Add Row to add more rows.

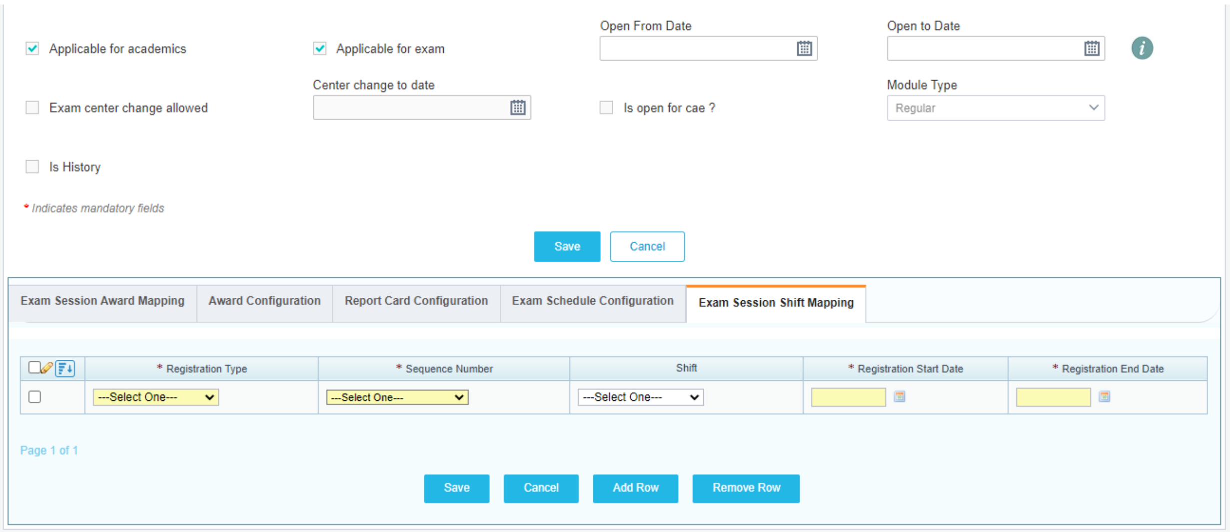


7. **Exam Schedule Configuration sub-tab →** in this subtab, user needs to define Exam Schedule Start Date & End Date and Applicable Shifts for automatic Exam Schedule generation. Additionally, three flags are provided here viz.
    a. Schedule From Date : Select the Start Date from which the Exam schedule to be started
    b. Schedule To Date: Select the End Date untill which the Exam to be scheduled
    c. Max Exam Per Day : Enter the Maximum No of Exam allowed to be conducted per day
    d. Min Gap Allowed: Enter the Minimum No of days gap allowed between Exams
    e. Day Excluded : Select the days that is to be excluded for Exams

For the mentioned Date Range and the selected shifts, all the exam schedules falling under this Exam Session will be generated automatically.



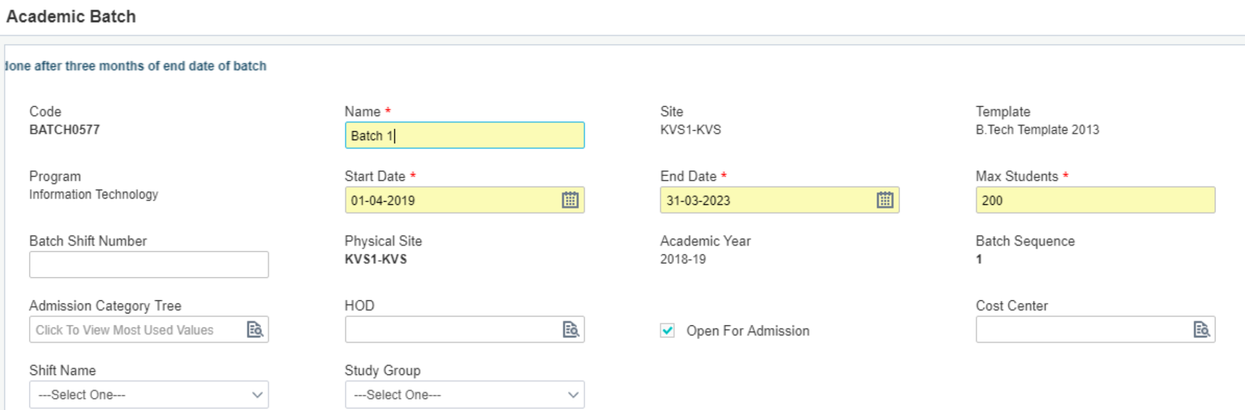
Exam Session Shift Mapping

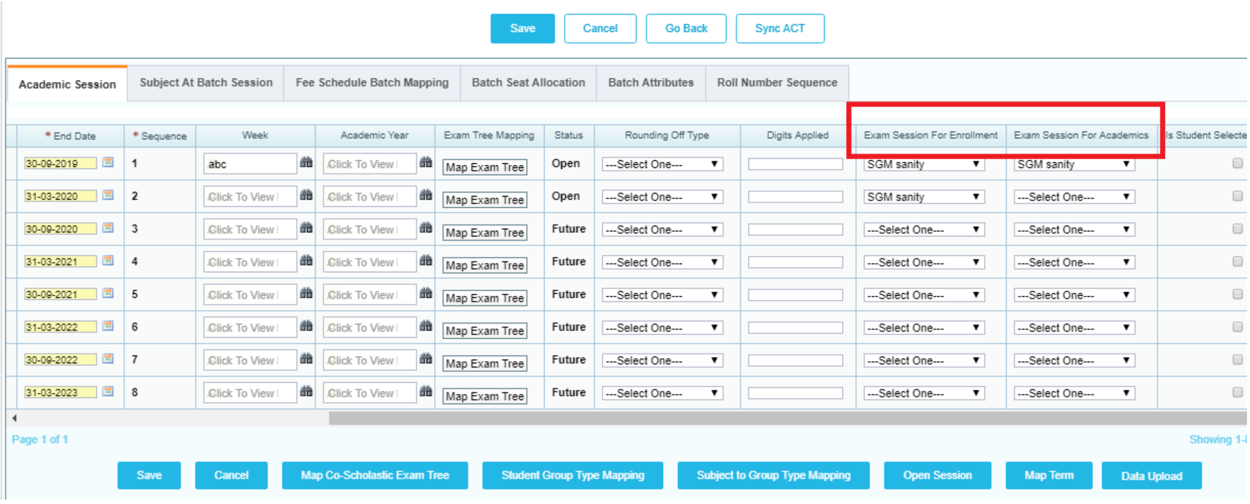


Mapping Exam Session Master at Batch Session:

Exam Session needs to be mapped at Batch Session level. Two different mapping is required for Exam Session viz. **Exam Session for Enrolment** and **Exam Session for Academics.**

1. Go to Manage Batch screen→ Search a Batch→ Select the Batch→ Edit
2. Under Academic Session sub-tab, scroll to right side to find **Exam Session for Enrolment** and **Exam Session for Academics** columns.





Exam Session for Enrolment: Under this column, user needs to map the Exam Session with the Batch-Session in which any type of enrolment is going on for the corresponding Semester of the batch. Enrolment can be Regular Enrolment, Backlog Enrolment or Future Enrolments.

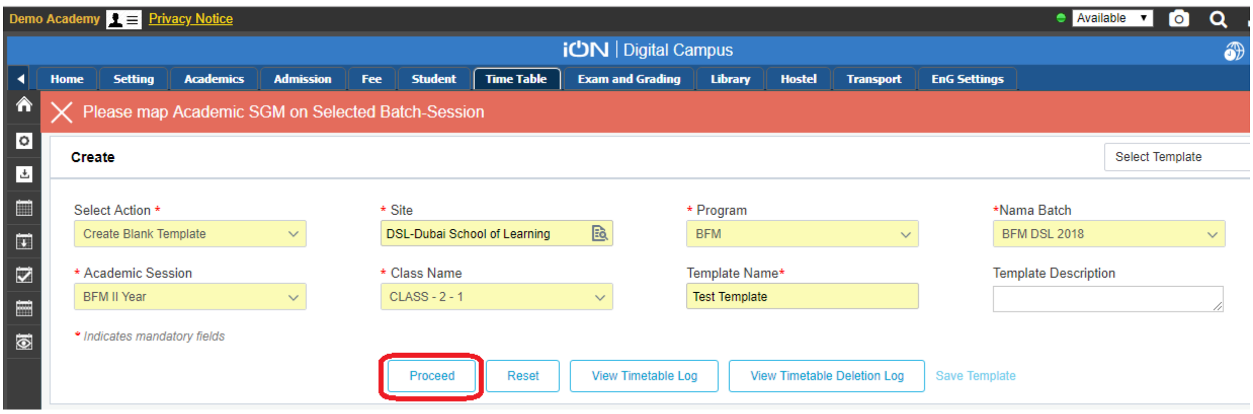
Exam Session for Academics: This concept was introduced to retain the history of any particular semester's regular exam session. Earlier since for doing backlog Enrolments, exam session was always updated for relevant batch sessions, so the details of the regular exam session was always lost.

Under this column, user needs to map the Exam session in which Regular Enrolments are to be done. This should be fixed for a Batch-Session and should not be changed once enrolment is done.

Significance of Exam Session for Academics:

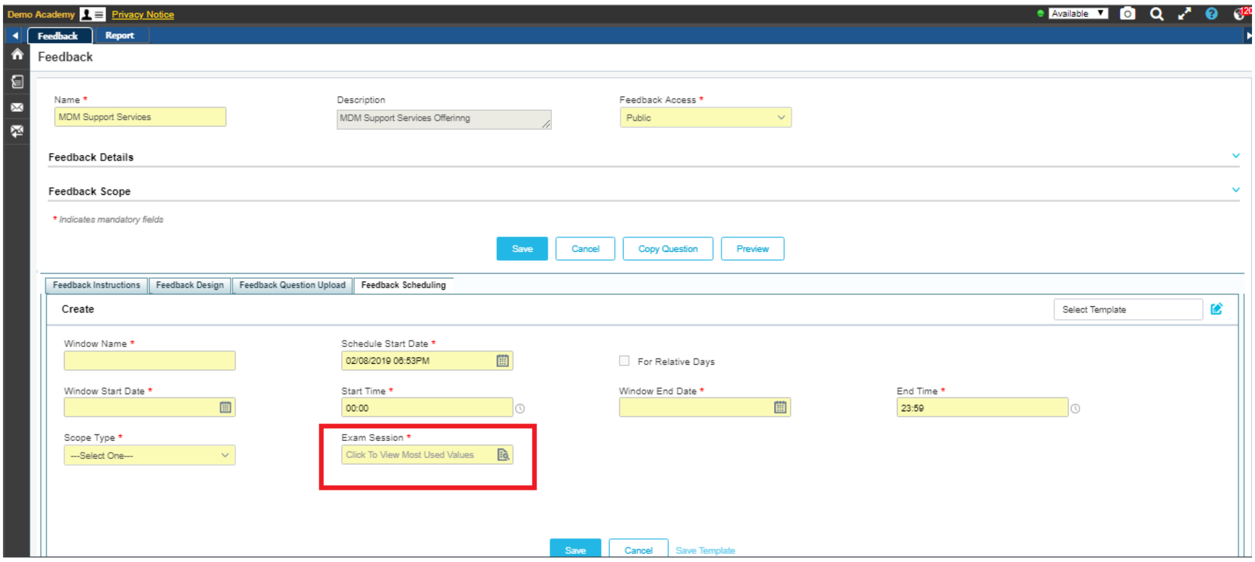
1. **Timetable Creation:** It is mandatory to map 'Exam Session for Academics' at **Batch-Session** (As per the above mentioned process) before creating Timetable Template. If Exam Session is not mapped, you will **not** be allowed to create Timetable Template and a validation will be displayed as shown below.

   This will introduce Exam Session Scope in Timetable module too. This mapping is required for Exam Session wise analysis of Timetable and Attendance information. In addition, we will be providing SGM wise data and reports in various upcoming analytical Dashboards.



2. **Feedback Window:** It is mandatory to map Exam Session while Scheduling Feedback Window. By this configuration, scope of Feedback will be defined at Exam Session level. This will be helpful in tracking

and analysing the feedbacks scheduled and sent across Batch-Sessions throughout the Academic Cycle.



Do’s and Don’ts

1. Exam Session Title should represent the Time Period of the actual exam session.
2. Exam Session Nomenclature should be like May 2019, December 2019, Apr-May 2019, Dec-Jan 2019
3. Make sure to map both Academic and Enrolment SGM at each Batch-Session.
4. Make sure to map correct Academic SGM at Batch-Session, and it cannot be changed once timetable in generated for that Batch-Session.
5. Exam Session for Enrolment should be updated at respective Batch Sessions if backlog of previous sessions are to be enrolled.
6. It is recommended not to create too many Exam Sessions for an Academic Year.
7. An Exam Session should be used to group exams for all the awards/programs happening in one exam cycle for an institute.
8. Do not use Award/Program/Course names in the Exam Session Nomenclature.

Examples for Creating SGM: Suppose in the period of December – January 2019, a college is going to conduct exams for below mentioned Awards:

B.Tech – 1st/3rd /5th/ 7th Semesters

BCA – 1st/3rd /5th Semesters

B.Sc. – 1st/3rd /5th Semesters

MBA – 1st/3rd Semesters

For all the above-mentioned Courses, the respective Batch-Sessions should be mapped to one Exam Session Master (SGM). In addition, the title of this SGM should be **Jan – Dec 2019.**

Similarly, for next exams happening around April – May 2019 for above-mentioned courses.

B.Tech - 2nd/4th /6th/ 8th Semesters

BCA - 2nd/4th /6th Semesters

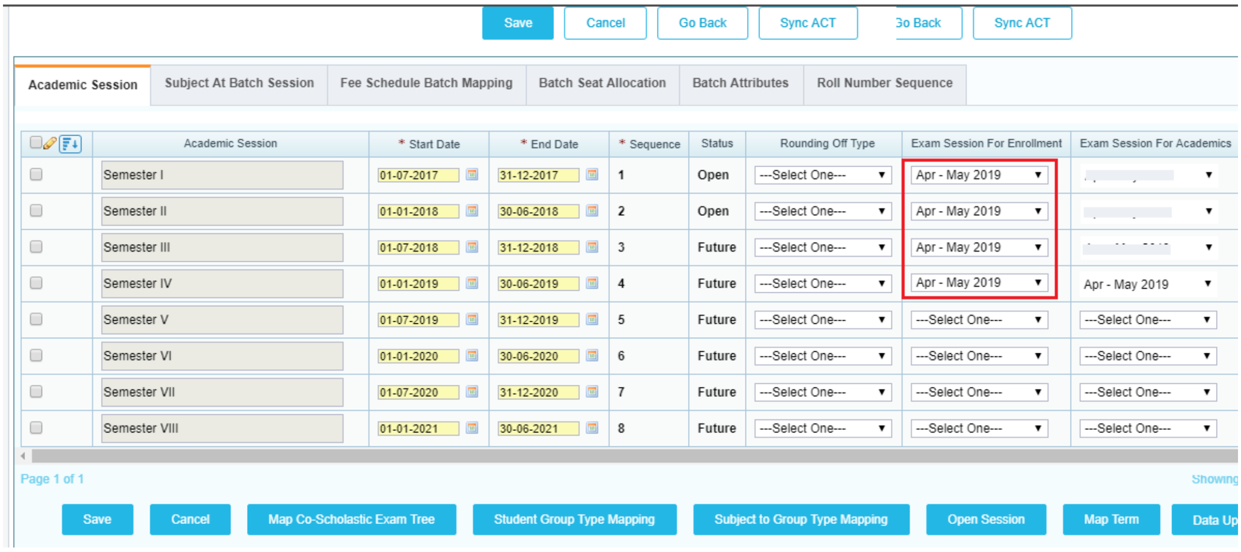
B.Sc. - 2nd/4th /6th Semesters

MBA - 2nd/4th Semesters

The respective Batch – Sessions should be mapped to **April - May 2019 SGM.**

Example for Regular/Backlog Exams: Consider an example of a **batch B.Tech Mechanical Engineering 2017-21**.

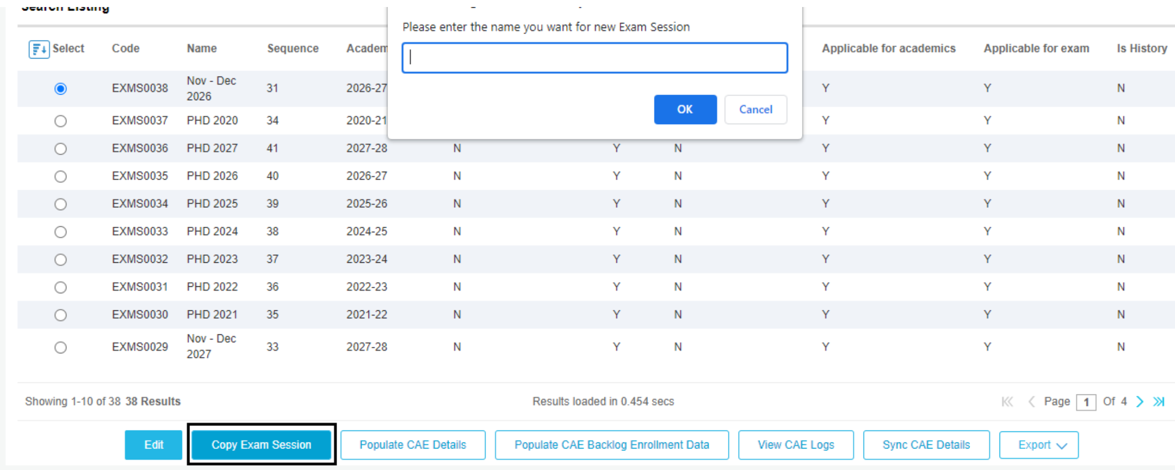
In April – May 2019 Exam Session, 4th Semester Regular Exams going to be conducted. Also, suppose there are few students who have backlog in previous semesters 1, 2 and 3. Therefore, in this case, at each Batch-Session, the Exam Session Mapping should be April – May 2019 as shown in the screenshot below:



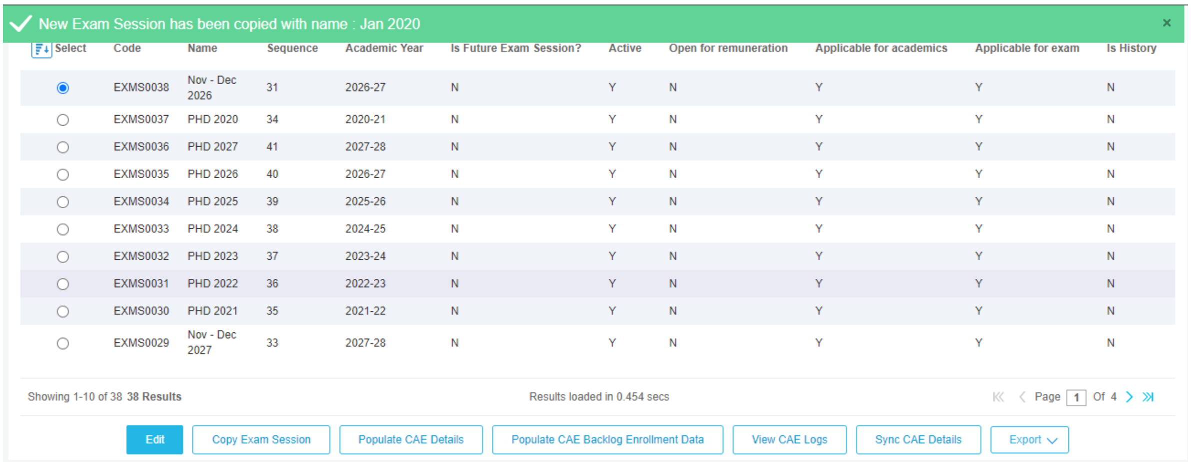
Copy Exam Session

Copy Exam Session is used to copy the Exam session configuration to another Exam Session.

When user clicks on Copy Exam Session, A pop up will be opened where system asks the New Exam Session “Please enter the name you want for new Exam Session”



When user enters the New Exam Session name and click on Ok, a notification message will be displayed as shown in the below image



Select	Code	Name	Sequence	Academic Year	Is Future Exam Session?	Active	Open for remuneration	Applicable for academics	Applicable for exam	Is History
	EXMS0038	Nov - Dec 2026	31	2026-27	N	Y	N	Y	Y	N
	EXMS0037	PHD 2020	34	2020-21	N	Y	N	Y	Y	N
	EXMS0036	PHD 2027	41	2027-28	N	Y	N	Y	Y	N
	EXMS0035	PHD 2026	40	2026-27	N	Y	N	Y	Y	N
	EXMS0034	PHD 2025	39	2025-26	N	Y	N	Y	Y	N
	EXMS0033	PHD 2024	38	2024-25	N	Y	N	Y	Y	N
	EXMS0032	PHD 2023	37	2023-24	N	Y	N	Y	Y	N
	EXMS0031	PHD 2022	36	2022-23	N	Y	N	Y	Y	N
	EXMS0030	PHD 2021	35	2021-22	N	Y	N	Y	Y	N
	EXMS0029	Nov - Dec 2027	33	2027-28	N	Y	N	Y	Y	N

Populate CAE Details

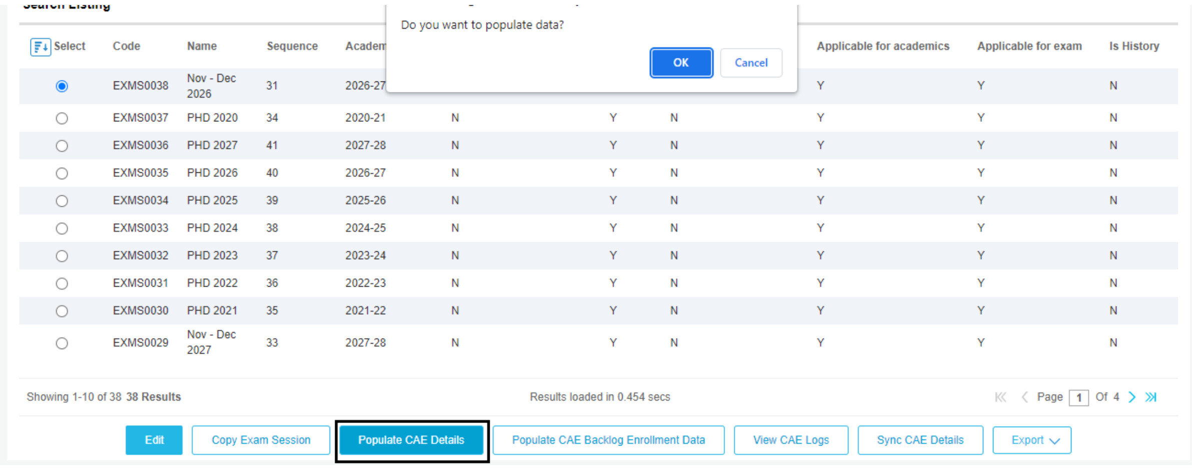
CAE Details (Question Subject Created) is populated for mapping the Q-Creator and Reviewer.

This process populates the list of Exam Session/Academic Year/Department (School)/Award/Program/Session/Subject/Ques Sub

When user clicks on Populate CAE Details, a pop window is opened where system asks a confirmation message as "Do you want to populate data?"

This populate CAE button is used to populate CAE data for regular enrollment

Populate CAE Details could be done only if the selected exam session is open for CAE



Select	Code	Name	Sequence	Academ				Applicable for academics	Applicable for exam	Is History
	EXMS0038	Nov - Dec 2026	31	2026-27				Y	Y	N
	EXMS0037	PHD 2020	34	2020-21	N	Y	N	Y	Y	N
	EXMS0036	PHD 2027	41	2027-28	N	Y	N	Y	Y	N
	EXMS0035	PHD 2026	40	2026-27	N	Y	N	Y	Y	N
	EXMS0034	PHD 2025	39	2025-26	N	Y	N	Y	Y	N
	EXMS0033	PHD 2024	38	2024-25	N	Y	N	Y	Y	N
	EXMS0032	PHD 2023	37	2023-24	N	Y	N	Y	Y	N
	EXMS0031	PHD 2022	36	2022-23	N	Y	N	Y	Y	N
	EXMS0030	PHD 2021	35	2021-22	N	Y	N	Y	Y	N
	EXMS0029	Nov - Dec 2027	33	2027-28	N	Y	N	Y	Y	N

When user clicks on Ok, a notification message will be displayed as shown in the below image

Select	Code	Name	Sequence	Academic Year	Is Future Exam Session?	Active	Open for remuneration	Applicable for academics	Applicable for exam	Is History
	EXMS0038	Nov - Dec 2026	31	2026-27	N	Y	N	Y	Y	N
	EXMS0037	PHD 2020	34	2020-21	N	Y	N	Y	Y	N
	EXMS0036	PHD 2027	41	2027-28	N	Y	N	Y	Y	N
	EXMS0035	PHD 2026	40	2026-27	N	Y	N	Y	Y	N
	EXMS0034	PHD 2025	39	2025-26	N	Y	N	Y	Y	N
	EXMS0033	PHD 2024	38	2024-25	N	Y	N	Y	Y	N
	EXMS0032	PHD 2023	37	2023-24	N	Y	N	Y	Y	N
	EXMS0031	PHD 2022	36	2022-23	N	Y	N	Y	Y	N
	EXMS0030	PHD 2021	35	2021-22	N	Y	N	Y	Y	N
	EXMS0029	Nov - Dec 2027	33	2027-28	N	Y	N	Y	Y	N

The status of the populated records can be seen in view CAE logs

Populate CAE Backlog Enrollment Data

This Populate CAE Backlog Enrollment Data CAE button is used to populate CAE data for backlog enrollment

iDC Subject to CAE Mapping

Overview

This screen allows user to define the Question Subject Common Matrix.

The common matrix is defined in the Question Subject Mapping Template, user should map the academic subject to question subject. Same question subject can be mapped to different Academic subject.

Post Mapping this template user can use this screen to create question subject in CAE in Bulk.

Once the CAE is mapped with the iDC subject then user needs to populate CAE details in the Exams Session master screen.

Pre requisite

1. Question Subject Mapping Template should be uploaded.

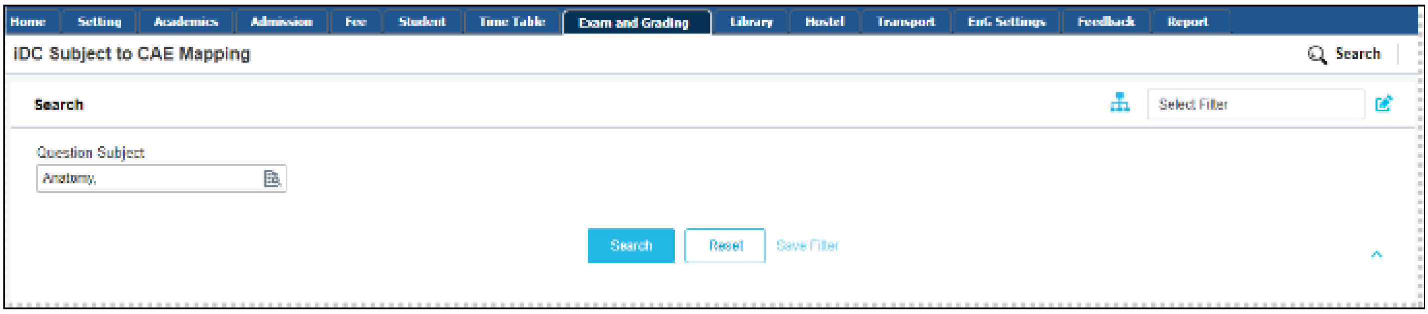
Procedure

1. IDC Subject to CAE Mapping

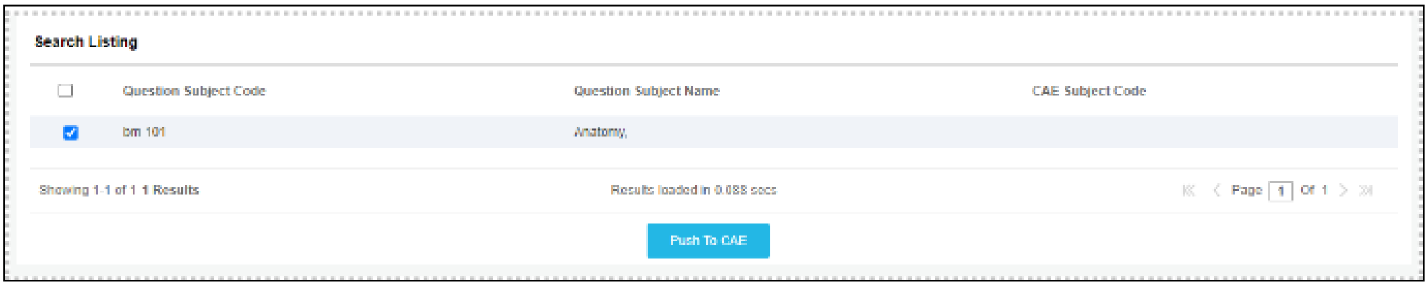
Navigation

Exam and Grading-> Integration-> iDC Subject to CAE Mapping

When user clicks on iDC Subject to CAE Mapping, the below screen occurs



User needs to select the question subject and click on Search, the below screen occurs



Select the required Question subject code and click on Push to CAE. After pushing the CAE, the CAE details should be populated in the Exam Session master.

Exam and Grading FAQs

This section lists resolution of some of the frequently asked questions and common error messages which you can easily troubleshoot.

Exam and Grading

1. **I created a new Exam Master but I am not getting any batch in the batch lookup. I keep getting an alert message “No combination of Batch, Session and Exam exists for the given inputs”. What should I do?**

    Below condition must be met for system to bring batch, session and exam combination. The date on which you are creating Exam Master must lie between some sessions start and end date (selected session of any batch). If the session start date is future date or session end date is already crossed, then you will not get any batch. In this case, you may change the session start or end data. Exam Tree must be mapped for the selected session. Please check the above and do the needful, if not done already.

2. **Can I configure Fees related to Exam without using Exam Master?**

    Exam and Grading Module offers three types of Exam related fees viz. Regular Exam Fee, Backlog Exam Fee and Re-Evaluation Fee. Configuring Regular Exam Fee and Re-Evaluation Fee can only be done using Exam Master. However, configuring Backlog Exam Fee can be done with or without using Exam Master. This means configuring Backlog Exam Fee can be done even without using Exam Master.

3. **Will system retains the backlog of students who fail to clear in their successive attempt after backlogs marks are processed. Will I have to create new backlog for such students?**

    The system will retain the backlog of such students who fails to clear in their next attempt. You do not have to create new backlog for such students to capture their next attempt marks. To capture their next attempt marks i.e 2nd attempt onwards all you have to do is the backlog subject enrollment.

3. **Can I create an Exam Schedule without using Exam Master**

    No. You will have to first create an Exam Master to configure an Exam Schedule.

4. **Can we mandate Exam Attendance Marking before faculties are allowed to enter marks of students.**

    Yes. This can be done using a configuration available in Exam Master. If this configuration is enabled, then faculties can enter marks only after exam attendance has been marked. And in such case, marks can be entered only for present student.

5. **I have downloaded a template for entering re-evaluated marks but the template is blank. There are no students present in the template.**

    It might be that you have no re-evaluation request. The template will download only those students who have requested for re-evaluation using Eform. There is an eform using which re-evaluation request can be submitted by students online.

6. **Hold ticket has been released but students are not able to see hall tickets in Self Service quick link. What should I check?**

Please check if “Allow Downloading Hall Ticket in Self Service” is enabled in the Exam Master. It should be enabled.

7. **I configured Regular Exam Fee and uploaded the template successfully. But when I check for a student in Fee Edit, I am not able to see the uploaded fees. What should I do next?**

    You will be able to see uploaded fees in Edit Fee screen only when the uploaded fees are approved. Please go to Exam Tracker and approve the fees. Thereafter, you will be able to see the uploaded fees in Edit Fee screen.

8. **Exam Enrollment is open but students are not able to see exam in Self Service quick link. What do I have to check?**

    Please check if “Allow Exam Enrollment in Self Service” is enabled in Exam Master. If not enabled, please enable it.

9. **I configured Regular Exam Fee and uploaded the template successfully. Now I want to make some changes, so I downloaded the template again using Create New Fee option. The template is downloaded successfully but I am not getting any data in the template. The template is blank. What should I do?**

    You are getting blank template because fees are already uploaded. Using Create New Fee option, you will get only those exams for which fees have not been configured. To make any changes for fees already uploaded, use the option Modify Existing Fee and download the template. Note, modification of fees can be done prior to its approval. Once fees are approved, modification of fee cannot be done. In such case, you can use the Edit Fee functionality available in Fee Module to make any changes.

10. **I want to allocate students their Examination Hall/Room. I downloaded a template using the option Create Student Room Allocation. The template is blank. What could be the issue?**

    Student Room Allocation can be done only when Exam Timetable with room assignment is already configured. Please check if you have already configured exam timetable with room assigned.

11. **An invigilator wants to mark exam attendance but he/she is not getting any shift or room for the selected exam date. What could be the issue?**

    It might be that the invigilator is not assign any room for the selected exam date. Please check if he/she is assigned duty on the selected exam date.

12. **I wanted to enter marks using barcode reader. So I went to the screen Enter Marks using Barcode. In it, I got the site, batch session but exam name was not coming in the dropdown. What do I do?**

    Please go to Batch - Exam Level Configuration (in Academic Batch) and check if “Is Copy Coding Required” is check for any of the exam. If not, enable it for the exam for which you want to capture marks.

13. **Students have applied for exam enrollment. But when I go to Enter Marks screen to enter their marks, their names are not shown.**

    It might be that you have not approved their enrollment. Please go to Exam Tracker and approve their enrollment.

14. **Is Exam Enrollment a mandatory step?**

    No. Exam Enrollment is not a mandatory step. Without doing Exam Enrollment you can still complete your exam related activities. However, if this is enabled for an exam, then doing Exam Enrollment becomes mandatory for that exam.

15. **Can I generated copy code in bulk?**

    Yes, generating copy code in bulk is possible and this is done at an Exam Master level. For this, a copy code template is provided in Web Installer using which you can generate copy codes of multiple subjects for different batches at one go.

16. **Can I process marks for multiple exams at one go?**

    Yes. You can process marks for multiple exams using Exam Master and Exam Tracker.

17. **Can I delete Exam Fee at a student level?**

    Deleting Exam Fee is not possible at student level. It is deleted at Exam Level and then deleted, all student fees for that exam are deleted.

18. **For students to download Hall Ticket in Self Service, is it mandatory to first generate hall ticket by admin?**

    No, this is not mandatory. When hall tickets are released, students can directly download from their Self Service.

19. **Students are trying to send email to their Exam In-charge but they are not able to get any Faculty? What do I check?**

    Please check if there are any Exam Master created for the academic session to which the students belongs to. Faculty will come from Exam Master.

20. **What are the mandatory pre-requisites steps to configure Exam Enrollment Eligibility module in iDC campus?**

    Regular

    - Start Date and End Date for the Academic Enrollment is configured using Exam Session wise Date Configuration Template.
    - Subjects applicable for the Academic Enrollment are enrolled in the above template.
    - Is for College Selection flag is enabled in the Batch Session Subject Template which helps the Principal/Department HOD to select the Elective Papers

    Backlog

    - Fee is configured in the Generic Exam Fee Master for the Backlog Enrolled Subjects.
    - Fee Head names are changed in the Eform.
    - Fee Head is activated, and Exam Eligibility Rule is configured.
    - Enrollment Type Rules is configured.
    - Dates are configured using the Exam Session Wise Date Configuration Template.
    - Principal selects the subject from Subject Selection for Enrollment (Self Service).
    - Students are Enrolled at a Bulk for which the subject's mandatory for college is selected as Y in the Batch Session Subject Template
    - Eligibility Rule is defined in the Enrollment Eligibility
    - Exam Fee is paid by the student
    - Hall ticket can be downloaded from Student Self Service once the Approval is done

21. **What are the mandatory pre-requisites steps to configure Exam Enrollment module in iDC campus?**

    Direct Enrollment

    - Enrollment done through the template Manage Regular Enrollment Template.
    - Backlog Enrollment is done through the template Backlog Enrollment Template.

Bizapp Enrollment

- Generic Exam Enrollment Bizapp is enabled.
- Enrollment Type Rules is configured.
- Exam SGM is configured at batch level.
- Exam Fee Master is configured in Bizapp.
- Eform is configured in Student Dashboard.
- Exam Form submitted by the student from Self Service.
- Scrutiny Approval is done if required
- Schedule Framework in Generic Bizapp
- Sync Data to iDC

22. **What are the mandatory pre-requisites steps to configure Academic Enrollment in iDC campus?**

College/ Principal

- Principal Role Mapping is done through User Role Mapping Template,Is College selected flag is enabled in Batch Session Subject Template and Academic Enrollment is done

23. **What are the mandatory pre-requisites steps to configure Grade Book in iDC campus?**

Internal (EP) Node:-

- Enable For Grade Book Exam Type as Y in the Award Session Exam Type Mapping Template.
- Define Category and Performance Parameters in the Category PP Master Template.
- Grade Book is configured in the Subject Exam Type Mapping Template by entering the Max marks, Faculty Control (Y/N) and by mapping the Grading Scheme to the Subjects.
- Category is configured in the Subject Exam Type Category Mapping Template by mapping the Category code with the Subjects and the control are defined
- Rubrics ID's are mapped with the category using Category PP Rubric Mapping Template
- Max Marks are defined for the Performance Parameters using Subject Exam Type Performance Parameters Mapping Template.
- Based on the Control, Faculty or Admin can create the categories for Internal Assessment
- Marks can be captured for the Internal Assessment in the Faculty's Self-Service page
- Students can view their Categories and Marks in the Self-Service page if the view is permitted

24. **What are the mandatory pre-requisites steps to configure Capture Score in iDC campus?**

Capture Score With Schedule

- FEM or FCA is mapped
- Date Window is configured in Exam Session Master.
- User Role is mapped using User Role Mapping Template
- Faculty can capture score using Faculty Capture Screen or Faculty Capture Template
- Exam Attendance is Marked in Mark Exam Absentees New
- Enable the Flag Is External as Y and Is Schedule as Y in the Award Session Exam Type Mapping Template.
- Exam Datesheet is configured in Exam Datesheet Configuration Template.
- Datesheet Approval is done through Award Session Exam Session Configuration
- Capture Score using Raw Capture Score Template
- Sync Captured Score in Capture Marks for Exam Cell

Capture Score Without Schedule

- FEM or FCA is mapped
- Date Window is configured in Exam Session Master.
- User Role is mapped using User Role Mapping Template
- Faculty can capture score using Faculty Capture Screen or Faculty Capture Template
- Exam Attendance is Marked in Mark Exam Absentees New

- Enable the Flag Is External as Y and Is Schedule as Y in the Award Session Exam Type Mapping Template.
- Capture Score using Raw Capture Score Template
- Sync Captured Score in Capture Marks for Exam Cell

25. **What are the mandatory pre-requisites steps to configure Report Card Generation in iDC campus?**

    Old Approach

    - Report Card for Bulk Generation is configured in Exam & Grading Settings
    - Report Session is configured using Report Session Mapping Template
    - Report Card Flag is enabled in the Exam master (Exam & Grading Settings)
    - Records are populated by selecting the filters in the Generate Report Card (Old)
    - Provide the values in Report Group and Can be Generated column in the Download PDF Report Grouping Template
    - Report Card is generated by selecting the respective filters in Generate Report Card Screen (Old)
    - Report Card can be downloaded by selecting the respective filters in the Generate Report Card (Old)
    - Bulk Download can be done using the screen Download Report Card

    New Approach

    - Report Card for Bulk Generation is configured in Exam & Grading Settings
    - Report Session is configured using Report Session Mapping Template
    - Populate Eligibility is selected with respective filters in the Generate Report Card (New)
    - Provide the values in Report Group and Can be Generated column in the Download PDF Report Grouping Template
    - Records are populated in the PDF Report Grouping template (ETL/ ODR sync) in the Business Category Report Card Bulk Record Population
    - Report Card is generated by selecting the respective filters in Generate Report Card Screen (New)
    - Bulk Download can be done using the screen Download Report Card

26. **What are the mandatory pre-requisites steps to configure RT/RV in iDC campus?**

    Direct Enrollment

    - Enable Revaluation Sync Exam Type Flag and Revaluation Capture Exam Type Flag in Award Session Exam Type Mapping Template.
    - Configuration Mapping is done through Curriculum Definition or through Batch Session Subject Level Configuration Template
    - Enable the Required Flags RV Applicable for Required Subjects and Revaluation Type Master while using the Batch Session Subject Level Configuration Template
    - Transaction Type Master is configured in the Exam Session Basic Setup
    - Revised Marks is uploaded using the Upload Revised Marks Template

    Bizapp Enrollment

    - Back End Flag is provisioned in Revaluation Bizapp using Service Request
    - Enable Revaluation Sync Exam Type Flag and Revaluation Capture Exam Type Flag in Award Session Exam Type Mapping Template
    - Configuration Mapping is done through Curriculum Definition or through Batch Session Subject Level Configuration Template
    - Enable the Required Flags RV Applicable for Required Subjects and Revaluation Type Master while using the Batch Session Subject Level Configuration Template
    - Transaction Type Master is configured in the Exam Session Basic Setup
    - Date Change can be configured through Revaluation Date Configuration Template
    - Revaluation Request raised by student using Revaluation Bizapp

- Marks are captured via Barcode or Capture Revaluation Mark Screen or by using Upload Revised Marks Template
- Revaluation Marks are synced using Sync Revaluation Details
- RT/RV Result is Published through Result Publishing

27. **What are the mandatory pre-requisites steps to configure Student Letter Request Bizapp in iDC campus?**

    Certificates/Letters

    - Service Master is created through One time Setup in EnG Settings
    - Service Metadata Mapping is done through One time Setup in EnG Settings
    - Workflow for Approving Request Form is setup in Process Service Request
    - SMS and Email Design Communication is configured in UCP Configuration
    - Student can request for the Letter/ Certificate using Student Letter Bizapp
    - Provide Related Documents or Address if Required
    - Payment should be done if applicable for the Letters
    - Student can download the Requested Certificates in the Home page of the Bizapp portal after Approval/Auto approval History

28. **What are the mandatory pre-requisites steps to configure History Data Migration in iDC campus?**

    History Data

    - History Data is Uploaded using History Data Bulk Upload Template,Non Latest History Data is Uploaded using Non Latest History Data Upload Template and Extra Attributes if any can be added using Exam Enrollment SGM wise Attribute Update Template

29. **What are the mandatory pre-requisites steps to configure Merit list Generation in iDC campus?**

    Merit List & Report

    - Merit List is configured in Exam Session Basic Setup,Merit List is generated through Generate Merit List in Report Card and Report can be generated from Generate Report using the Business Category Generate Merit List

30. **What are the mandatory pre-requisites steps to configure UFM in iDC campus?**

    UFM Marking

    - Create Required UFM Grades in the Exam & Grading Settings
    - Create Absent Type(UFM) in Absent Category as UFM
    - UFM Attribute Configuration is done in Exam & Grading Settings
    - Map UFM Workflow Level with the Attribute using UFM Workflow Level to Attribute mapping.
    - Create Letter Formats using Letter Master in Student Settings.
    - Map Letter to Workflow using UFM Letter Mapping in Exam & Grading Settings.
    - Mark UFM in Exam Attendance (Mark Exam Absentees New.
    - Initiate UFM Workflow in Exam Attendance
        1. Workflow Level 1- Record Statement
        2. Workflow Level 2 - Send Show cause Letter
        3. Workflow Level 3 - Schedule Hearing Date
        4. Workflow Level 4 - Capture MoM of UFM Committee Meeting
        5. Workflow Level 5 - UFM Approve or Reject
    - Student Result will get processed automatically based on UFM Approval or Rejection
    - Various Reports can be generated as per Workflow Status in Reports & Communication

31. **What are the mandatory pre-requisites steps to configure Result Processing in iDC campus?**

Result Processing

- Award Session Exam Type Mapping Template is configured based on Customer Requirement
- Mandatory Flag to be configured are
    1. For Promotion Exam Type
    2. Capture Backlog for repeat Exam Type
    3. Backlog Impacted Exam Type
    4. Dependant Exam Type
    5. SGPA/ CGPA Normalization Code
    6. Rounding Off Type for GPA
    7. Digits Applied for GPA
    8. SGPA/ CGPA grading scheme code
    9. Aggregate Grading Scheme code
    10. Rounding off type for Marks for Processing
    11. Digits Applied for Marks for Processing
    12. Exam Row Required
    13. Show Result (Result View Screen)
- Note : Remaining Processing related flags are optional based on customer requirement

Grade Boosting (if Required)

- Grade Boosting flag is to be enabled in Boosting Required (Award)
- Academic Year award session subject configuration template is uploaded
- Result Processing is done using new approach (Result Processing)

32. **What are the mandatory pre-requisites steps to configure Auto Room & Seat Allocation in iDC campus?**

Room Master

- Student site is mapped to Exam site (One time setup)
- Room is Generated and the respective Department is mapped in the Room Master

Room Layout Master

- Room Layout Master is configured
- Room Layout Master is mapped with the Room Master
- Room Layout Details is uploaded (seating arrangement) using the Room Layout Master Template.
- Students are Enrolled to the respective subjects for every Exam Cycle.
- Exam Room Availability is uploaded through the Define Exam Room Availability Template (One time Setup)
- Refresh Data for Campus Exam Grading Single Sync ETL and Award wise Enrollment Details (every cycle).
- Room is allocated to students in Exam Attendance

33. **What are the mandatory pre-requisites steps to configure iDC to iDM in iDC campus?**

QCreator and Reviewer Workflow - Configuration

- Map Academic Subject with Question Subject for respective exam session - Navigation - Option i) iON Web Installer - Question Subject Mapping template, Option ii) - Exam & Grading - Integration - iDC Subject to CAE Subject Mapping.
- Push Subject to CAE - Navigation - Exam & Grading - Integration - iDC Subject to CAE Mapping - Push to CAE
- Exam Session Master - Select the respective Exam Session - Click on Populate CAE and verify CAE logs for 'Success' status. (This process populates the list of Exam Session/Academic Year/Department (School)/Award/Program/Session/Subject/Ques Sub)

- mDefine Question Creator and Reviewer for an Exam Session and Subject - Navigation - Self Service Page - Question Creator/Reviewer Mapping Screen. Bulk User Mapping - Option i) Navigation - Question Creator/Reviewer Mapping Screen - Configure User Mapping, Option ii) - iON Web Installer - CAE Faculty Bulk Upload.
- Define Question Creator/Reviewer Start and End Date - Navigation - Self Service Page - Question Creator/Reviewer Mapping Screen. Bulk Date Configuration - Navigation - Option i) - Question Creator/Reviewer Mapping Screen - Configure Date, Option ii) - iON Webinstaller - QCreator and QReviewer Configuration.
- Question Creator/Review Date Extension - Bulk Date Configuration - Navigation - Option i) - Question Creator/Reviewer Mapping Screen - Configure User Date Extension, Option ii) - iON Webinstaller - Faculty Date Extension Template.
- "Tagging Question Creator/Question Reviewer, Question Creation and Reviewer Mapping Screen, QPT/QP Mapping Screen in Self Service Pages
    1. i. Question Creator/Reviewer - To be mapped to Subject Faculty Profiles - Navigation - Administrator - Self Service Pages - Assign Quicklinks to User Group - Map the links to Exam Team Member User Group
    2. ii. Question Creator/Reviewer Mapping Screen - To be mapped to Exam Team Lead Page - Navigation - Administrator - Self Service Pages - Assign Quicklinks to User Group - Map the links to Exam Team Member User Group.
    3. iii. QPT/QP Mapping Screen - To be mapped to Exam Team Lead and COE Landing Pages - Navigation - Administrator - Self Service Pages - Assign Quicklinks to User Group - Map the links to COE/HOD"

34. **What are the mandatory pre-requisites steps to configure Question Creator Workflow and Question Reviewer Workflow in iDC to iDM in iDC campus?**

    Question Creator Workflow

    - Create Question in CAE - Navigation - CAE Question Creator - Create Question in CAE. On Click of 'Create Question in CAE', user will be redirected to CAE Question Creation Screen, Create Questions in CAE Question Screen and Save. Preview - QPT Detail - Navigation - CAE Question Creator - QPT Detail

    Question Reviewer Workflow

    - CAE Question Reviewer - Navigation - CAE Question Reviewer Screen - Launch CAE. On click of Launch CAE, user will be redirected to CAE Question Creation Screen. Reviewer will review the question and will set the status as 'Seal' in CAE for each Question ID

35. **What are the mandatory pre-requisites steps to configure Question Paper Generation Workflow in iDC to iDM in iDC campus?**

    Question Paper Template Creation:

    - Reviewer to map Question Paper Subject. Mapping CAE Assessment Subject - Navigation - Option i) - CAE QPT/QP Mapping - Configure Assessment Subject, Option ii) - iON Webinstaller Template - CAE Assess Subject,Once the Question Paper Subject Mapping is complete, Reviewer can create QPT by clicking on Map QPT from CAE QPT/QP Mapping . Reviewer to click on Create QPT for new QPT creation and search for mapping exising QPT of the subject. Navigation - CAE QPT/QP. Mapping Screen - Map QPT -CAE Template Management Screen.Once Reviewer finalize the QPT by 'Sealing' the QPT. Navigation - CAE QPT/QP Mapping Screen - Map QPT from CAE Template Management Screen. COE/Reviewer to 'Finalize' QPT by selecting the status in QPT Screen in CAE. Navigation - CAE QPT/QP Mapping Screen - Map QPT from CAE Template Management Screen

    Question Paper Creation

    - Reviewer to finalize the QP - Navigation - Option i) - CAE QPT/QP Mapping - Configure Assessment Subject - Map QP. Create QP from CAE - Navigation - Click on Map QP from CAE

QPT/QP Mapping Screen. Finalize the QP by generating automatically from QPT screen with 'Seal' status or manually create QP from QP Management Screen

36. **What are the mandatory pre-requisites steps to configure iDC to iDM Exam Process in iDC campus?**

    - Configure Date Sheet for Exam SessionCreate Offline Assessment in iALM
    - Map Offline Assessment with respective Exam Session - Award - Assessment Name. Navigation – Option i) - CAE QPT/QP Mapping - Map Assessment)
    - Push Details to iDM (Navigation - Option i) - CAE QPT/QP Mapping - Map Assessment)
    - Once evaluation is complete in iDM - Pull Detail against respective Exam Session, Award,Assessment Name (Navigation - Option i) - CAE QPT/QP Mapping - Pull Details)
    - External Marks will get pulled to iDC against respective Exam Session, Student, Subject, Exam Type
    - Map Child Assessment for an Exam Session, Award, Assessment Name for Revaluation

37. **What are the mandatory pre-requisites steps to configure Barcode Generation in iDC campus?**

    Reports Required

    - Design Reports based on Custom Requirement
        1. Room Supervisor Sheet Report
        2. Attendance Sheet Report
        3. Student Seating Plan
        4. Supplementary Report

    Reports Not Required

    - Print Barcode in Printing Barcode details in Exam Attendance

Contact Us

If the error you are experiencing is not listed here, please contact the iON helpdesk with the following information:

1. Solution Name
2. Task you were trying to perform
3. Exact error message and screenshot
4. Any troubleshooting steps you have performed

iON Helpdesk Contact

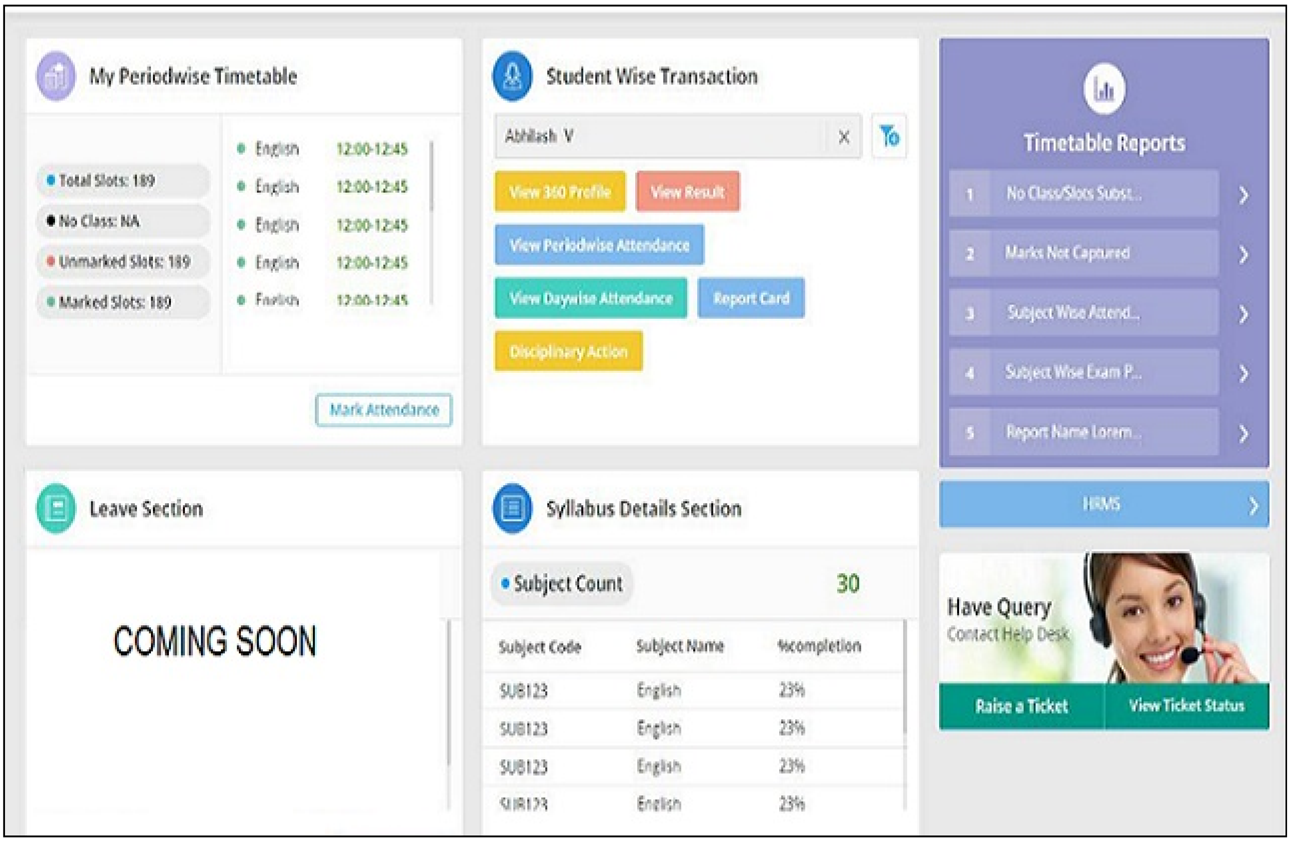
- Call: Toll Free (India) - 1800 209 6030
- Email: iON.servicedesk@tcs.com
- SMS: TCSiON to 56161
- Ask a Question: Ask iON (Accessible through www.tcsion.com)
- Online Chat: Talk-to-iON (Accessible through www.tcsion.com)

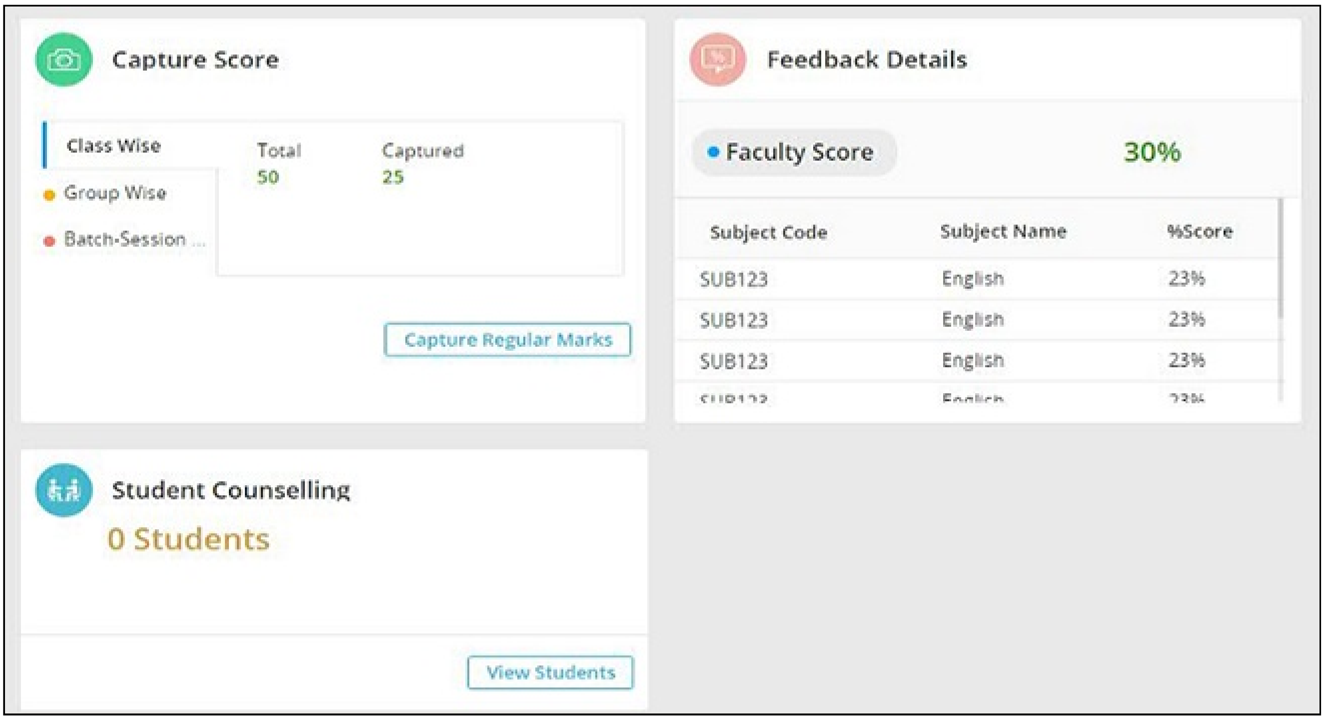
Overview

This is a dashboard for faculties.

It contains following sections:

- **My Period Wise Timetable:**
  - Displays Total Slots, No. Class, unmarked Slots and Marked Slots
  - Lists today's slots with Mark Attendance button for single slot.
- **Syllabus Details Selection:**
  - Displays total subject count teaches by teacher.
  - Lists all subject code, subject name and percentage syllabus completion.
- **Capture Score:**
  - Provides option to capture marks class wise, group wise and Batch Session wise.
  - It also displays the count of total subjects and captured subject.
- **Student Wise Transaction:**
  - Select a student using the search provided for it.
  - Perform following transaction for the selected student.
  - View 360 profile
  - View Attendance (Day wise and period Wise)
  - Report Card
  - Disciplinary Action
  - View Result
- **Feedback Details:** At first, it displays aggregated score of Faculty feedback. Further, it displays the subject' Faculty feedback. It also, displays the corresponding subject's Subject Code, Subject Name and Aggregated Score.
- **Student Counseling:** Displays the count of students opted a faculty for counseling. By clicking **View Details** you can view the list of students with name along with the type of counselling they have opted for.
- **Leaves:** It displays "Coming soon" as of now.
- **Reports:** Displays the default reports that can be mapped to Unmarked Slots, Slots Substituted, Subject wise Exam Result and Subject wise Attendance Percentage.
- **HRMS:** This section redirects you to HRMS related quick link.


My Periodwise Timetable
Total Slots: 189
No Class: NA
Unmarked Slots: 189
Marked Slots: 189
English 12:00-12:45
English 12:00-12:45
English 12:00-12:45
English 12:00-12:45
Mark Attendance
Student Wise Transaction
Abhilash V
View 360 Profile
View Result
View Periodwise Attendance
View Daywise Attendance
Report Card
Disciplinary Action
Timetable Reports
1 No Class/Slots Subst...
2 Marks Not Captured
3 Subject Wise Attend...
4 Subject Wise Exam P...
5 Report Name Lorem...
HRMS
Leave Section
COMING SOON
Syllabus Details Section
Subject Count 30
Subject Code Subject Name %completion
SUB123 English 23%
SUB123 English 23%
SUB123 English 23%
Have Query
Contact Help Desk
Raise a Ticket
View Ticket Status

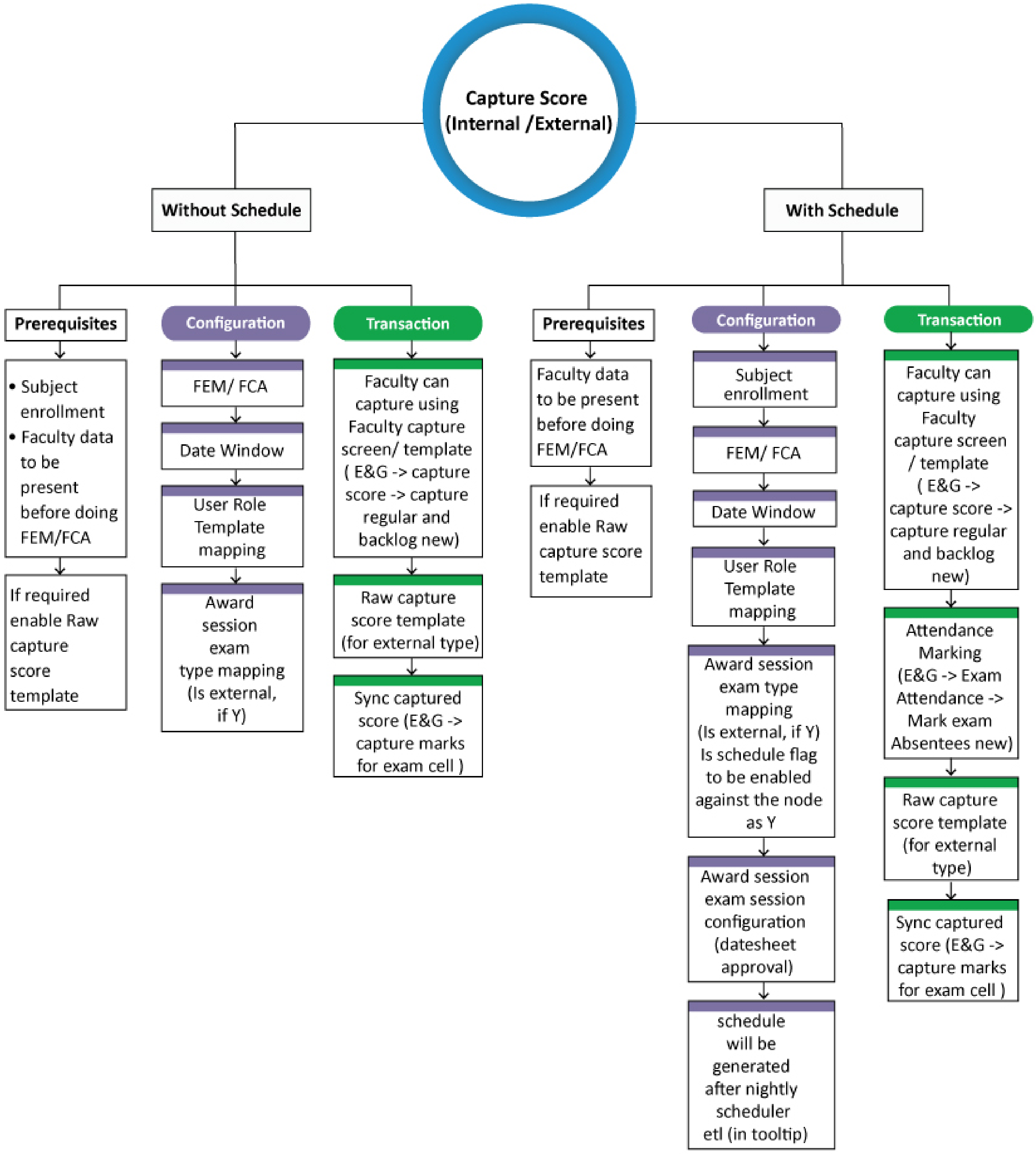

Capture Score
Class Wise
Group Wise
Batch-Session ...
Total 50
Captured 25
Capture Regular Marks
Feedback Details
Faculty Score 30%
Subject Code Subject Name %Score
SUB123 English 23%
SUB123 English 23%
SUB123 English 23%
Student Counselling
0 Students
View Students

Overview

Capture Score screen enables you to view the capture score status in the dashboard view. Here, you can raise a request for date extension for the overdue tasks. You can also view the **Pending Tasks**, **Completed Exams**, **Overdue Tasks** and **Capture Score Statistics** sections here.

- **Pending Task:** All the records that are not captured or partially captured are displayed and you can select a record and capture the same.
- **Completed Exams:** Displays all the completed exams.
- **Overdue Tasks:** You can request to access the records for which capturing window is closed and are listed in the section.
- **Capture Score Statistic:** It displays the **Award**, **Semester**, **Exam** wise captured, not captured and partially captured statuses.

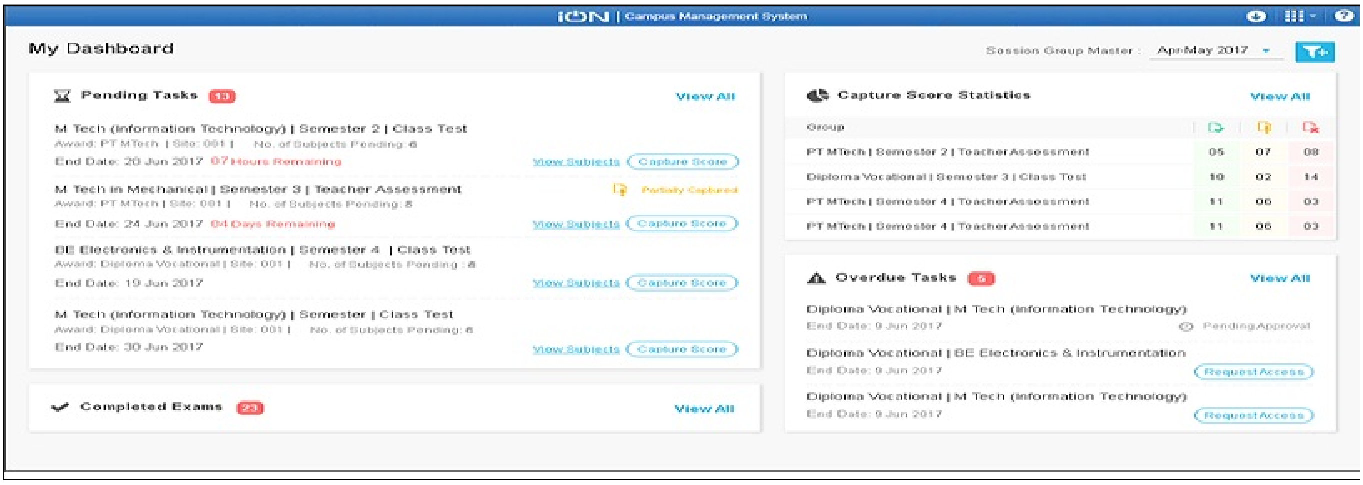
Process Flow


Capture Score (Internal /External)
Without Schedule
With Schedule
Prerequisites
Subject enrollment
Faculty data to be present before doing FEM/FCA
If required enable Raw capture score template
Configuration
FEM/ FCA
Date Window
User Role Template mapping
Award session exam type mapping (Is external, if Y)
Transaction
Faculty can capture using Faculty capture screen/ template (E&G -> capture score -> capture regular and backlog new)
Raw capture score template (for external type)
Sync captured score (E&G -> capture marks for exam cell)
Prerequisites
Faculty data to be present before doing FEM/FCA
If required enable Raw capture score template
Configuration
Subject enrollment
FEM/ FCA
Date Window
User Role Template mapping
Award session exam type mapping (Is external, if Y) Is schedule flag to be enabled against the node as Y
Award session exam session configuration (datesheet approval)
schedule will be generated after nightly scheduler etl (in tooltip)
Transaction
Faculty can capture using Faculty capture screen / template (E&G -> capture score -> capture regular and backlog new)
Attendance Marking (E&G -> Exam Attendance -> Mark exam Absentees new)
Raw capture score template (for external type)
Sync captured score (E&G -> capture marks for exam cell)

Procedure

To use this feature:

1. Go to **Digital Campus** >> **Exam and Grading** >> **Capture Regular/Backlog Marks.**



Concept of Capture Score for Non-University

To use this concept, the Exam Session Mapping is required. Additionally, a Batch Session Subject configuration is present, where you can define the Capture Type as Class, Batch Session and Group wise, and map the faculty for capturing score as per the Capture Type selected.

It provides you the ease of configuration with guided flow, a new concept of Faculty Exam Mapping and lets you to define the Capture Type at Batch Session Subject level as well.

Note: *For External Exam or Exam Cell marks capturing, where the marks are entered by exam cell, you can change the capture type and keep it as blank*

To use this feature,

Go to **iON WebInstaller** >> **Batch Session Subject Template** >> **Define Capture Mode.**

- You must define the faculty mapping for subjects as per the defined capture type.
- Faculty Exam Mapping (FEM) can be done at following places:
  - Capture Score for Class: Faculty Mapping at Faculty Class Allocation.
  - Capture Score for Batch Session: Faculty Mapping at Batch Session Subject.
  - Capture Score for Group: Faculty Mapping at Exam Session Site Award Session Subject Group. Note: Group should be mapped at Subject in Configuration Definition/Batch Session Subject)
  - A flag Capture By Subject Faculty is provided at the subject Exam Setup Master (ESM) and at the subject Template Pattern Detail (TPD) as well.
- In case, you do not want to capture through any of these three or if it is an external type then, this flag can be checked.
- You can capture the score through the New UI of Capture Score after the above configuration.
- You can also map the Capture Score quick link to the user group from following path:

  Go to **Admin Panel** >> **Self Service** >> **Assign quicklink to usergroup**.

Process Flow Document

- Click here to view the process document of Capture Score iDE.
- Click here to view the process document of Capture Score iDC.

<u>Capture Score iDE</u>

1 Capture Score without Schedule

2 Capture Score with Schedule

3 Raw Capture Score Template (if required)

1. Capture Score without Schedule

1.1 Pre requisites

1. Subject Enrollment should be present

2. Faculty Data to be present before doing FCA

1.2 Configuration

- FEM Master (if required)
- Date Window Configuration
- User Role Template

1.2.1 FEM (if required)

Navigation

Exam and Grading -> Settings -> Faculty Exam Mapping Master -> Create

FEM or Faculty Exam Mapping is a configuration which is done to authorize users for marks capturing for an exam type. The Faculties can be mapped for more than one exam type, site, department and subject wise. Without this configuration, no user except admin will have access to capture any type of marks.

FEM is required when FCA mapping is not done

FEM can also be used for the exam type whose “Is Exam Row “ flag is enabled in the Award Session Exam Type Mapping template when FCA mapping is done

There can be 3 types of FEM masters which can be created for university offering.

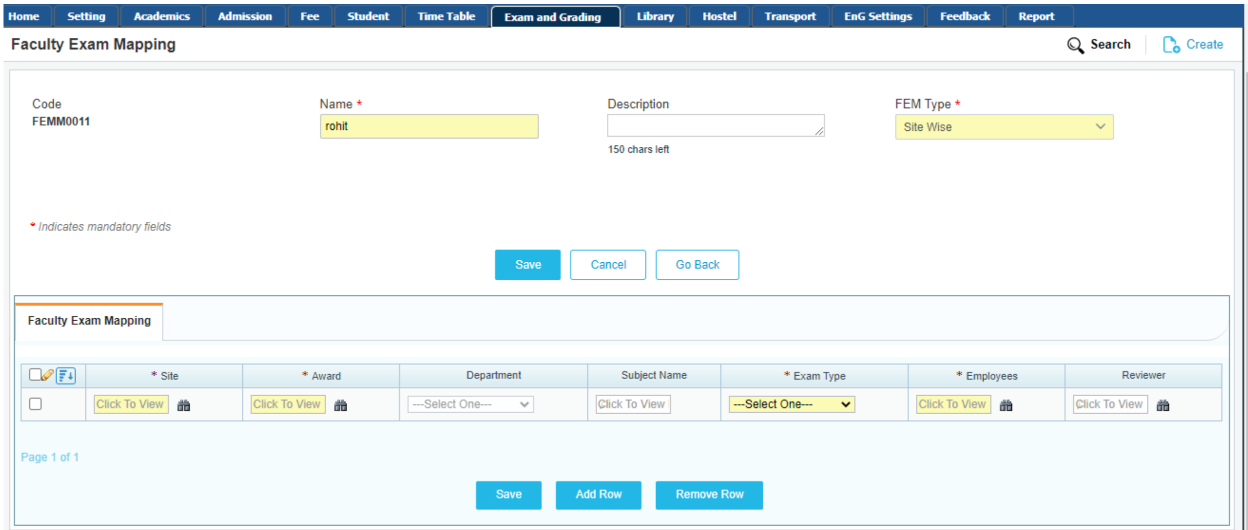
Type 1- Site wise

Type 2- Department wise

Type 3- Subject wise

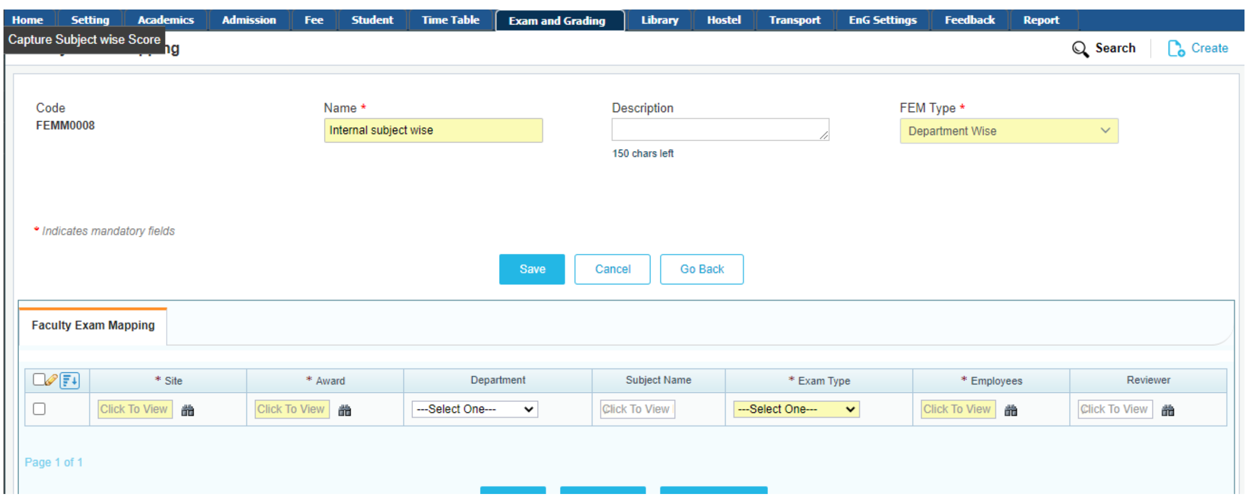
Type 1- Site wise

For site wise type of FEM master, user needs to map employees to each exam types of a Site, Award.



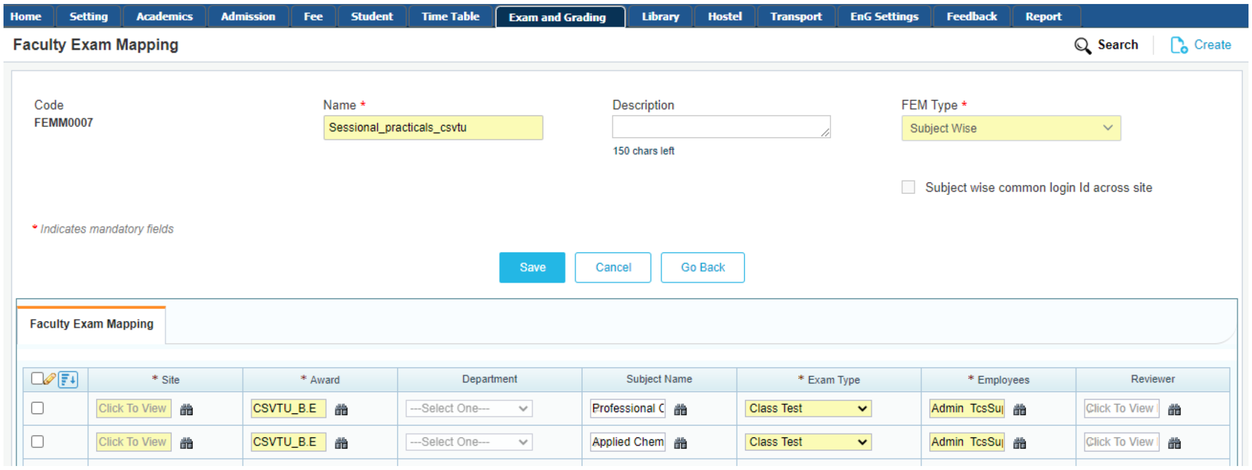
Type 2- Department wise

For department wise type of FEM master, user just needs to map employees to each exam types of a Site, Award and Department



Type 3- Subject wise

For subject wise type of FEM master, user just needs to map employees to each exam types of a Site, Award and Subject

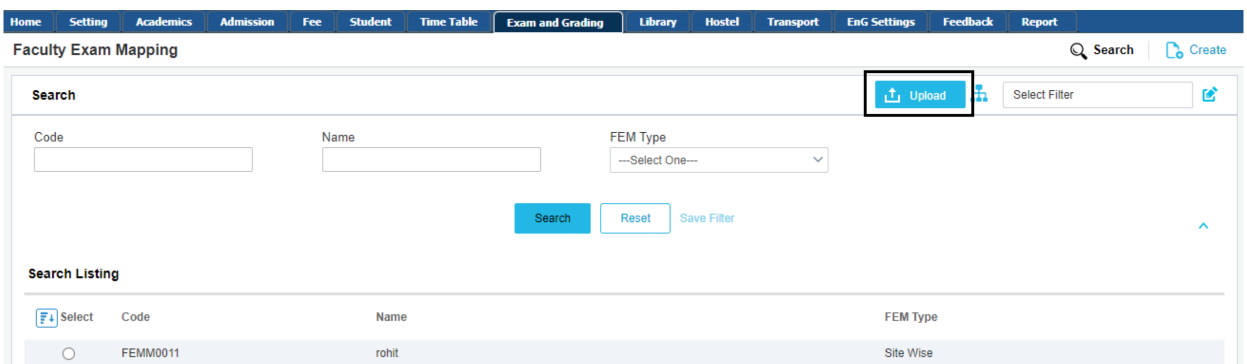


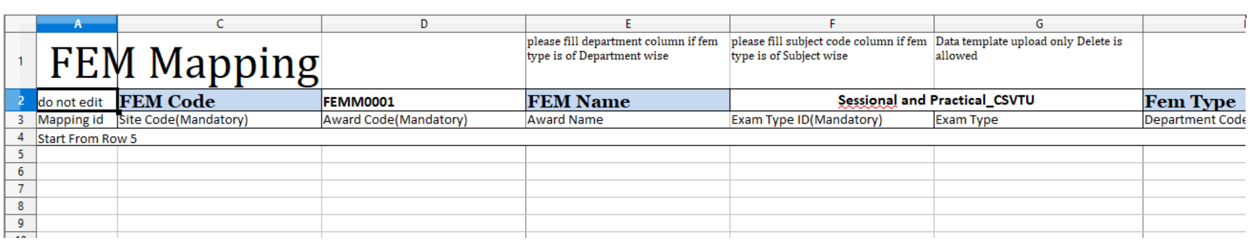
Upload (or) FEM Template

Navigation

iON Webinstaller -> Faculty Exam Mapping Template

- Using Upload option, user can upload the data in bulk after creating the FEM Master
- Upload option redirects to the FEM template



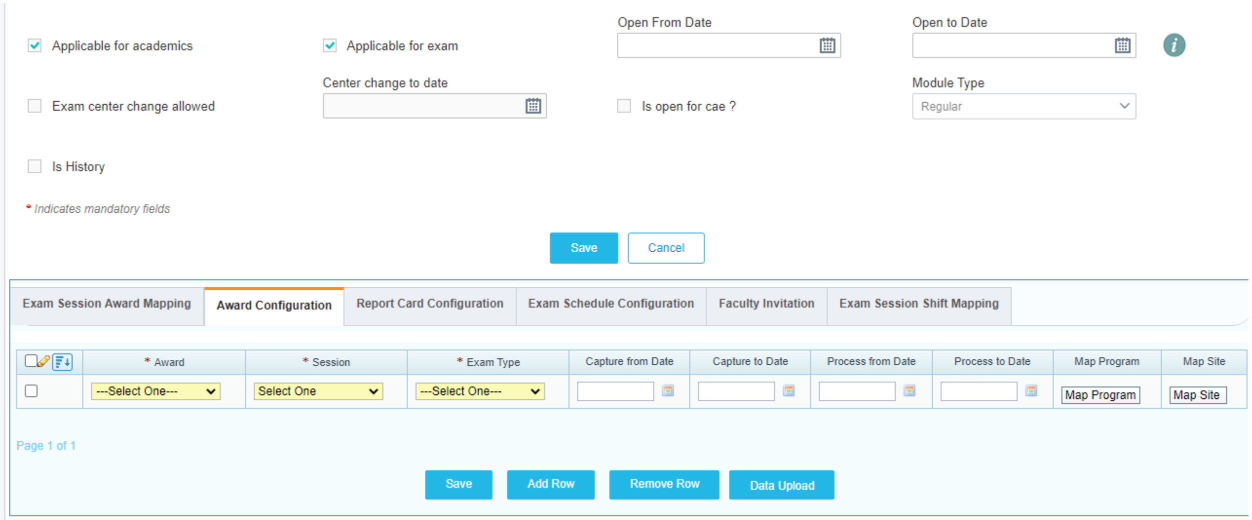


1.2.2 Date Window Configuration

Navigation

Academics -> Settings -> Exam Session Master -> Award Configuration

Select the Capture from Date and Capture To Date for a particular Award, session, exam type



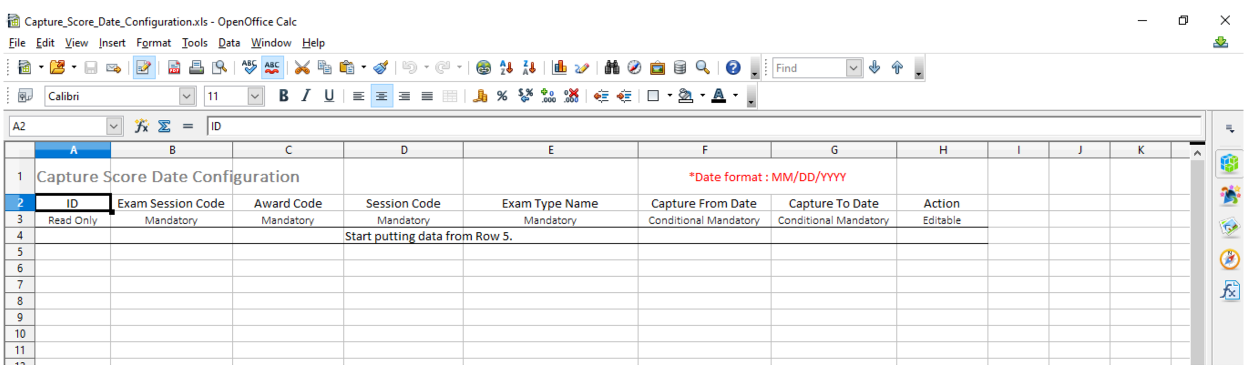
(OR)

Capture Score Date Configuration Template

Navigation

iON Webinstaller -> Capture Score date configuration template

Using Capture Score date configuration template, we can the enter the capture from date and capture to date through excel for the respective Award, session, exam type

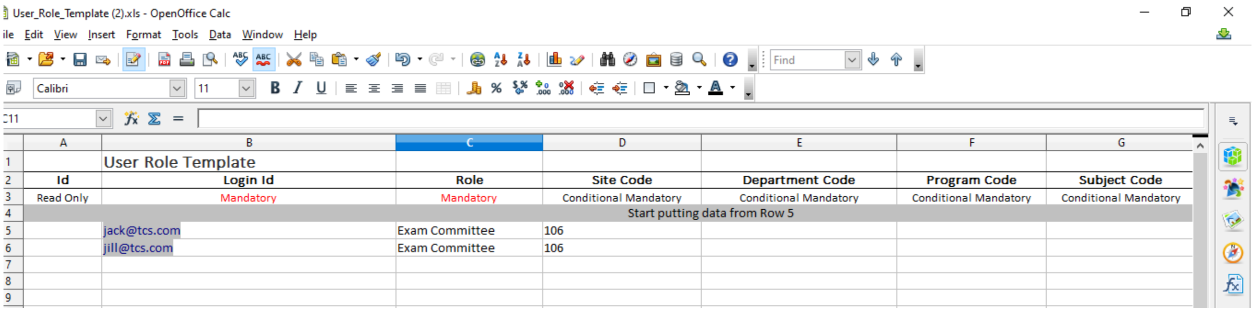


1.2.3 User Role Template

Navigation

iON Webinstaller -> Search Screen -> User Role Template

Using User Role Mapping Template, we can map the roles for the respective login id



	A	B	C	D	E	F	G
1		User Role Template					
2	Id	Login Id	Role	Site Code	Department Code	Program Code	Subject Code
3	Read Only	Mandatory	Mandatory	Conditional Mandatory	Conditional Mandatory	Conditional Mandatory	Conditional Mandatory
4					Start putting data from Row 5		
5		jack@tcs.com	Exam Committee	106			
6		jill@tcs.com	Exam Committee	106			
7							
8							
9							

1.3 Transaction

Capture Marks

Capture Score functionality enables user to capture regular and backlog marks for a subject of an exam

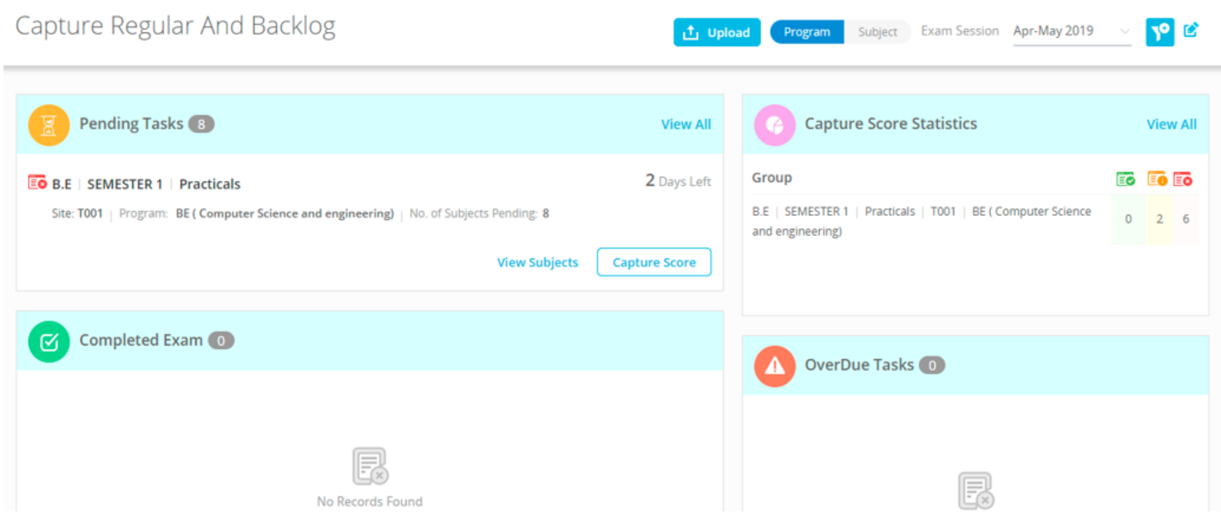
- Capture Regular Backlog Score (New)
- Capture Score via Barcode
- Capture Score using Exam Type for Admin
- Capture Score using Exam Type template

1.3.1 Capture Regular Backlog Score (New)

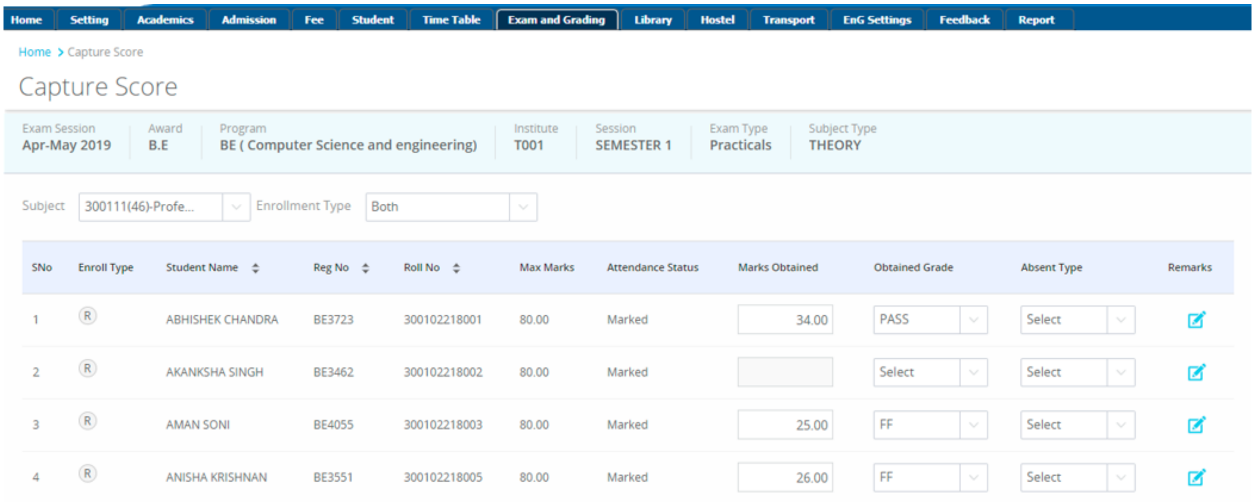
Navigation

Exam and Grading -> Capture Score -> Capture Regular Backlog Score(New)

Faculty/User can capture marks by clicking the capture score of the pending request

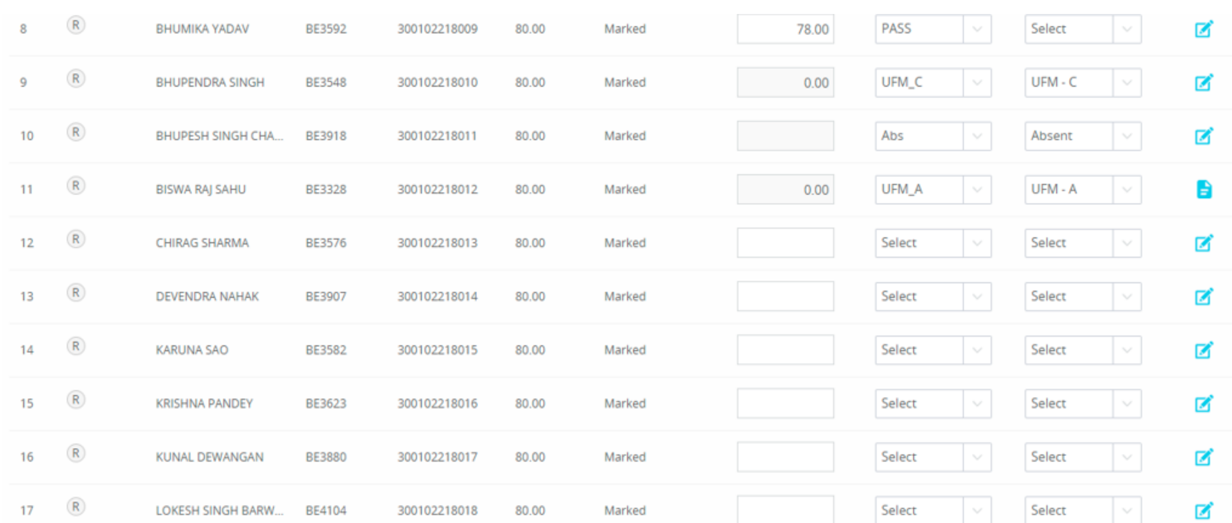


When the capture score is clicked, the below screen appears for capturing marks



SNo	Enroll Type	Student Name	Reg No	Roll No	Max Marks	Attendance Status	Marks Obtained	Obtained Grade	Absent Type	Remarks
1	R	ABHISHEK CHANDRA	BE3723	300102218001	80.00	Marked	34.00	PASS	Select	
2	R	AKANKSHA SINGH	BE3462	300102218002	80.00	Marked		Select	Select	
3	R	AMAN SONI	BE4055	300102218003	80.00	Marked	25.00	FF	Select	
4	R	ANISHA KRISHNAN	BE3551	300102218005	80.00	Marked	26.00	FF	Select	

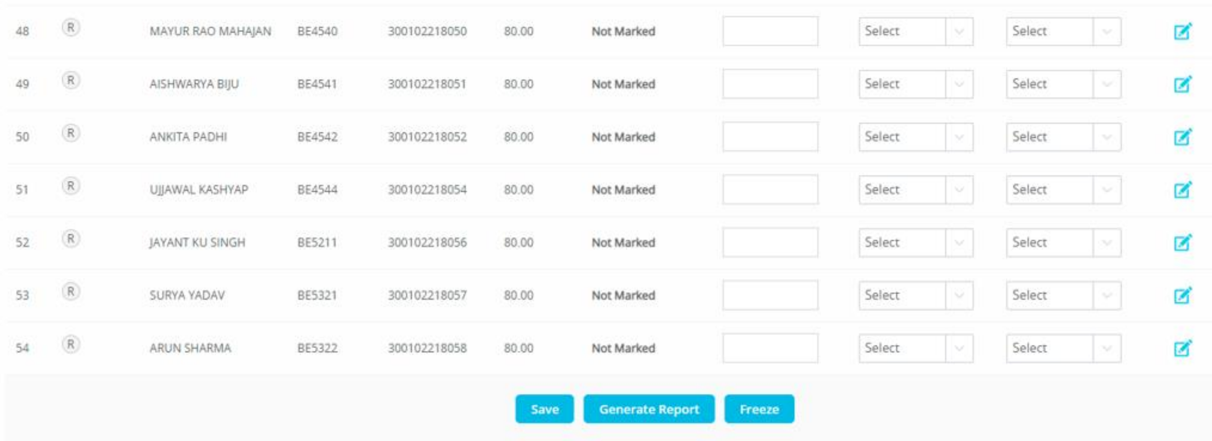
Faculty has an option to select the Absent type if any changes required after attendance marking



8	R	BHUMIKA YADAV	BE3592	300102218009	80.00	Marked	78.00	PASS	Select	
9	R	BHUPENDRA SINGH	BE3548	300102218010	80.00	Marked	0.00	UFM_C	UFM - C	
10	R	BHUPESH SINGH CHA...	BE3918	300102218011	80.00	Marked		Abs	Absent	
11	R	BISWA RAJ SAHU	BE3328	300102218012	80.00	Marked	0.00	UFM_A	UFM - A	
12	R	CHIRAG SHARMA	BE3576	300102218013	80.00	Marked		Select	Select	
13	R	DEVENDRA NAHAK	BE3907	300102218014	80.00	Marked		Select	Select	
14	R	KARUNA SAO	BE3582	300102218015	80.00	Marked		Select	Select	
15	R	KRISHNA PANDEY	BE3623	300102218016	80.00	Marked		Select	Select	
16	R	KUNAL DEWANGAN	BE3880	300102218017	80.00	Marked		Select	Select	
17	R	LOKESH SINGH BARW...	BE4104	300102218018	80.00	Marked		Select	Select	

Generate Report/ Freeze

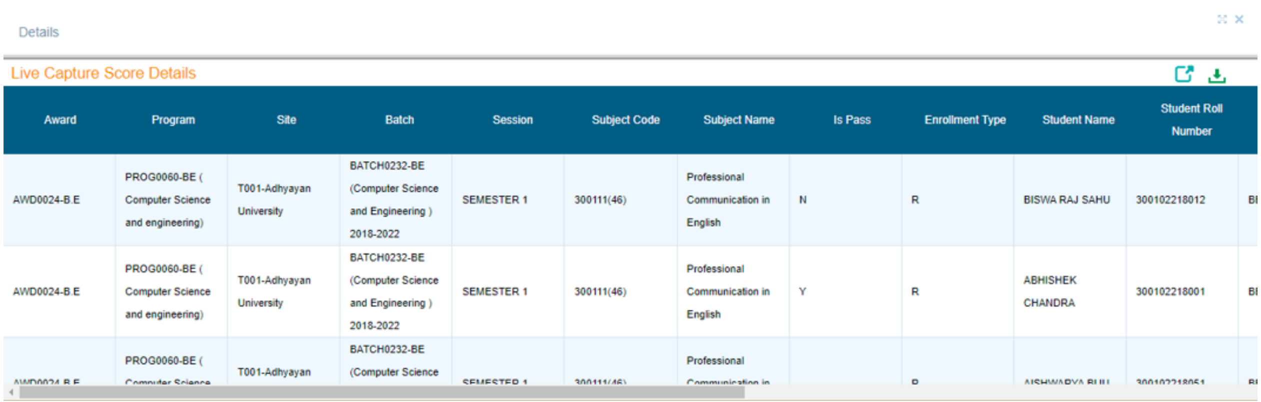
Faculty also has an option to Generate Report and Freeze the captured records



Generate Report

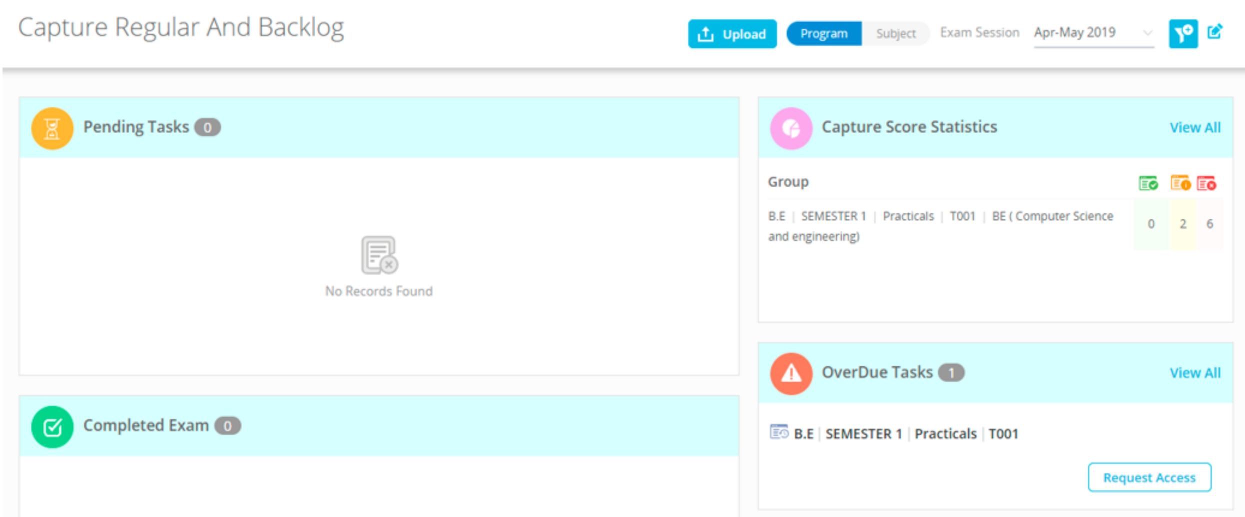
When Generate Report is clicked, the below mentioned screen appears

This report can either be exported or downloaded

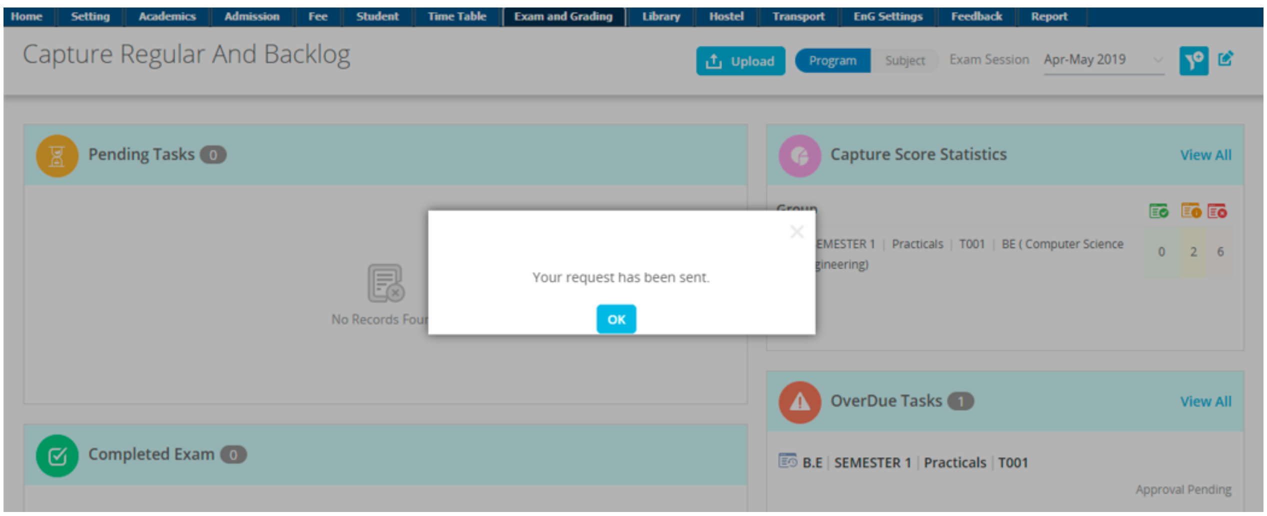


Capture Marks Overdue

For Overdue task, Faculty can request for access



Once the Request Access is clicked, the below mentioned screen appears

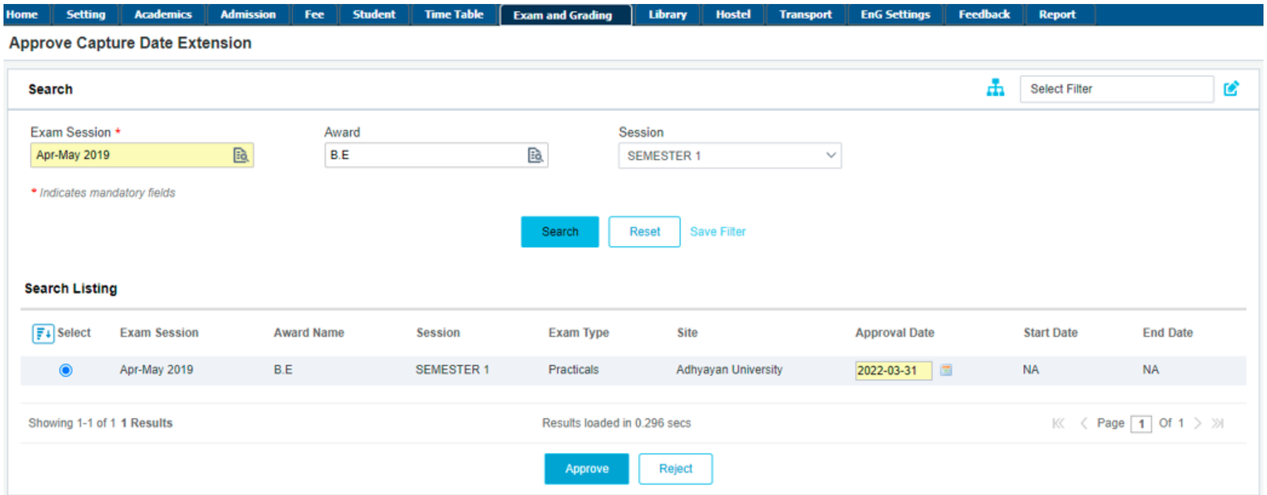


Approve Capture Score Date Extension request

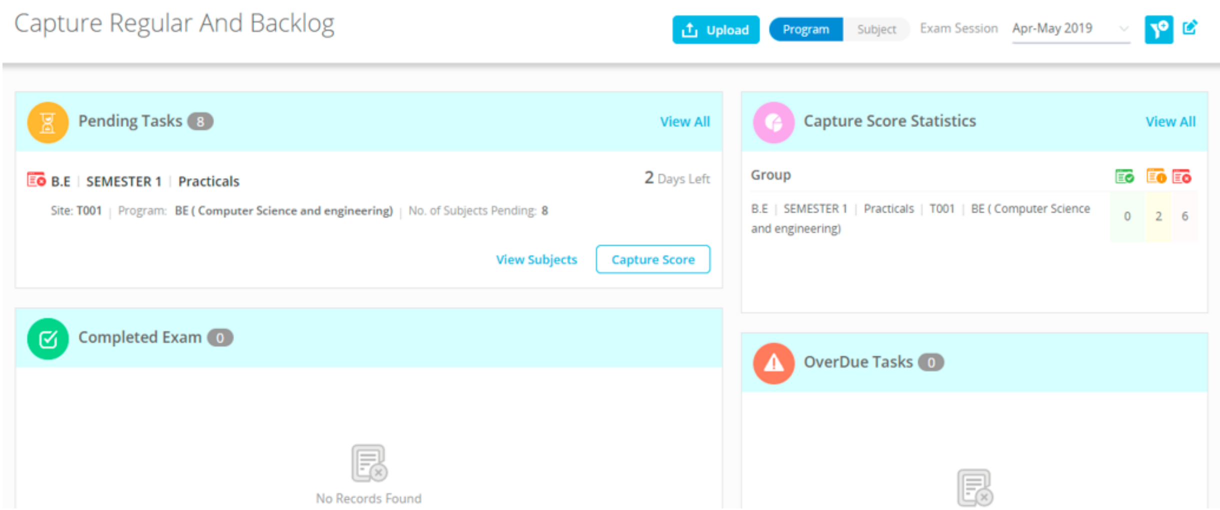
Navigation

Exam and Grading -> Capture Marks for Exam Cell-> Approve Capture Date Extension

The Approver can approve the request by extending the capture date



Once the request is approved, Faculty/User can capture marks by clicking the capture score of the pending request



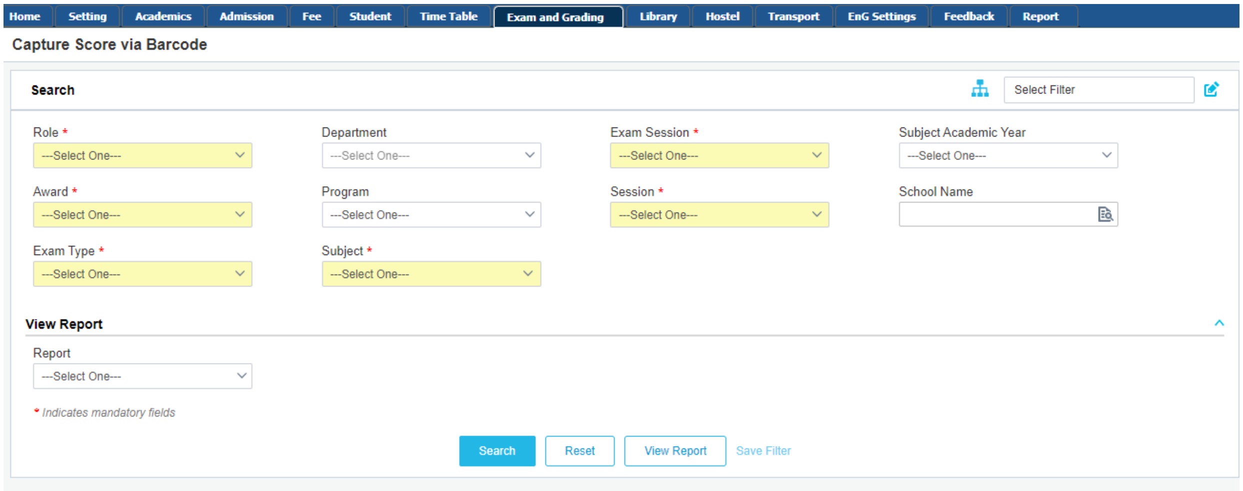
Repeat the above steps for capturing marks

1.3.2 Capture Score via Barcode

Navigation

Exam and Grading -> Capture Marks for Exam Cell -> Capture Score via Barcode

For the selected Exam session, Award, session, exam type, enter barcode and marks (Roll No will be displayed based on the barcode)

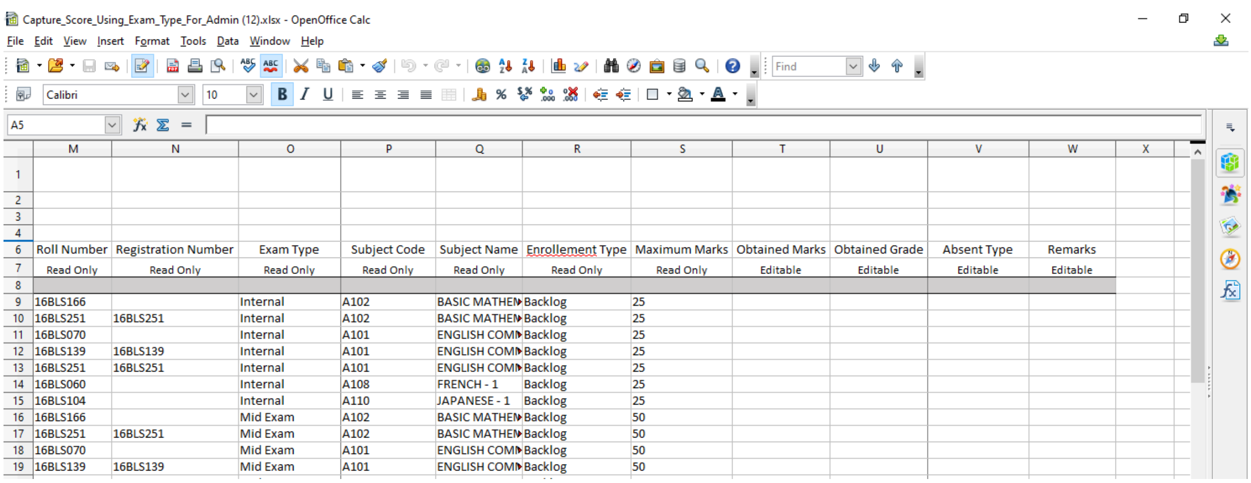


1.3.3 Capture Score using Exam Type for Admin

Navigation

ION Webinstaller -> Capture Score using Exam Type for Admin

- Admin can capture marks using the capture regular/backlog marks screen or capture score using exam type for Admin
- In Column T(Obtained Marks), the marks are captured and the template is uploaded



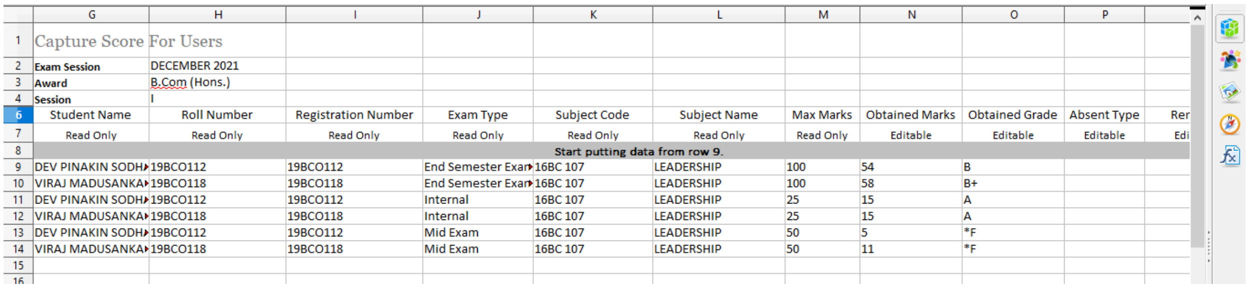
	M	N	O	P	Q	R	S	T	U	V	W
6	Roll Number	Registration Number	Exam Type	Subject Code	Subject Name	Enrollement Type	Maximum Marks	Obtained Marks	Obtained Grade	Absent Type	Remarks
7	Read Only	Read Only	Read Only	Read Only	Read Only	Read Only	Read Only	Editable	Editable	Editable	Editable
8											
9	16BLS166		Internal	A102	BASIC MATHEM	Backlog	25				
10	16BLS251	16BLS251	Internal	A102	BASIC MATHEM	Backlog	25				
11	16BLS070		Internal	A101	ENGLISH COMM	Backlog	25				
12	16BLS139	16BLS139	Internal	A101	ENGLISH COMM	Backlog	25				
13	16BLS251	16BLS251	Internal	A101	ENGLISH COMM	Backlog	25				
14	16BLS060		Internal	A108	FRENCH - 1	Backlog	25				
15	16BLS104		Internal	A110	JAPANESE - 1	Backlog	25				
16	16BLS166		Mid Exam	A102	BASIC MATHEM	Backlog	50				
17	16BLS251	16BLS251	Mid Exam	A102	BASIC MATHEM	Backlog	50				
18	16BLS070		Mid Exam	A101	ENGLISH COMM	Backlog	50				
19	16BLS139	16BLS139	Mid Exam	A101	ENGLISH COMM	Backlog	50				

1.3.4 Capture Score using Exam Type template (Faculty/User)

Navigation

ION Webinstaller -> Capture Score using Exam Type template

- User can capture marks using the capture regular/backlog marks screen or capture score using exam type template
- In Column O (Obtained Marks), the marks are captured and the template is uploaded



	G	H	I	J	K	L	M	N	O	P	
1	Capture Score For Users										
2	Exam Session	DECEMBER 2021									
3	Award	B.Com (Hons.)									
4	Session	I									
6	Student Name	Roll Number	Registration Number	Exam Type	Subject Code	Subject Name	Max Marks	Obtained Marks	Obtained Grade	Absent Type	Rer
7	Read Only	Read Only	Read Only	Read Only	Read Only	Read Only	Read Only	Editable	Editable	Editable	Edi
8	Start putting data from row 9.										
9	DEV PINAKIN SODH	19BCO112	19BCO112	End Semester Exan	16BC 107	LEADERSHIP	100	54	B		
10	VIRAJ MADUSANKA	19BCO118	19BCO118	End Semester Exan	16BC 107	LEADERSHIP	100	58	B+		
11	DEV PINAKIN SODH	19BCO112	19BCO112	Internal	16BC 107	LEADERSHIP	25	15	A		
12	VIRAJ MADUSANKA	19BCO118	19BCO118	Internal	16BC 107	LEADERSHIP	25	15	A		
13	DEV PINAKIN SODH	19BCO112	19BCO112	Mid Exam	16BC 107	LEADERSHIP	50	5	*F		
14	VIRAJ MADUSANKA	19BCO118	19BCO118	Mid Exam	16BC 107	LEADERSHIP	50	11	*F		
15											
16											

2. Capture Score with Schedule

2.1 Pre requisites

1. Subject Enrollment should be present
2. Faculty Data to be present in hrms

2.2 Configuration

- FEM Master (if required)
- Date Window Configuration
- User Role Template
- Enable Is Schedule Flag in Award Session Exam Type Mapping
- Exam Datesheet Configuration Template
- Exam Session Award Session Configuration Template

2.2.1 FEM Master (if required)

Navigation

Exam and Grading -> Settings -> Faculty Exam Mapping Master -> Create

FEM or Faculty Exam Mapping is a configuration which is done to authorize users for marks capturing for an exam type. The Faculties can be mapped for more than one exam type, site, department and subject wise. Without this configuration, no user except admin will have access to capture any type of marks.

FEM is required when FCA mapping is not done

FEM can also be used for the exam type whose “Is Exam Row “ flag is enabled in the Award Session Exam Type Mapping template when FCA mapping is done

There can be 3 types of FEM masters which can be created for university offering.

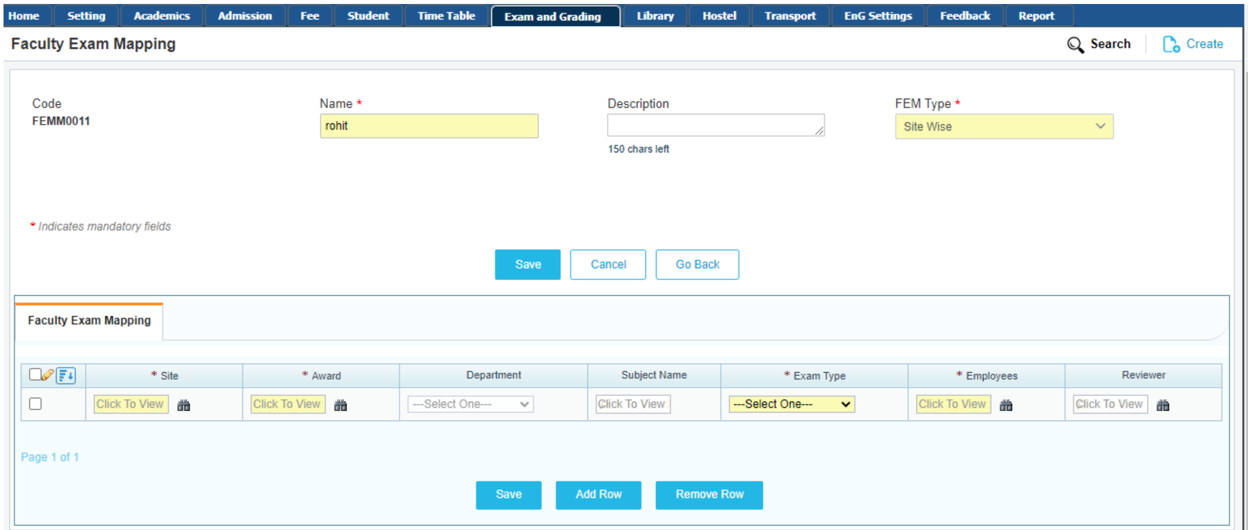
Type 1- Site wise

Type 2- Department wise

Type 3- Subject wise

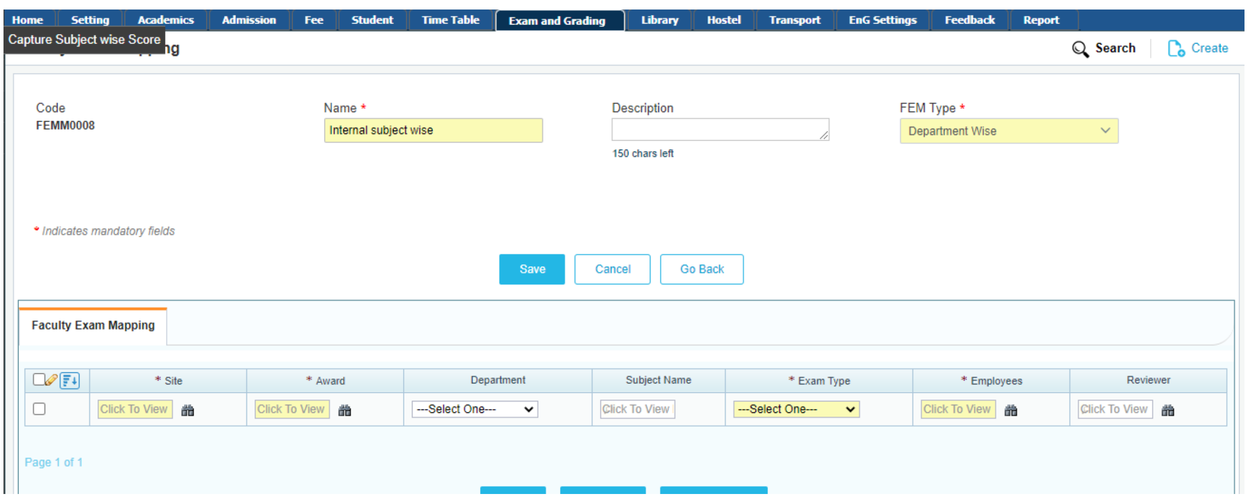
Type 1- Site wise

For site wise type of FEM master, user needs to map employees to each exam types of a Site, Award.



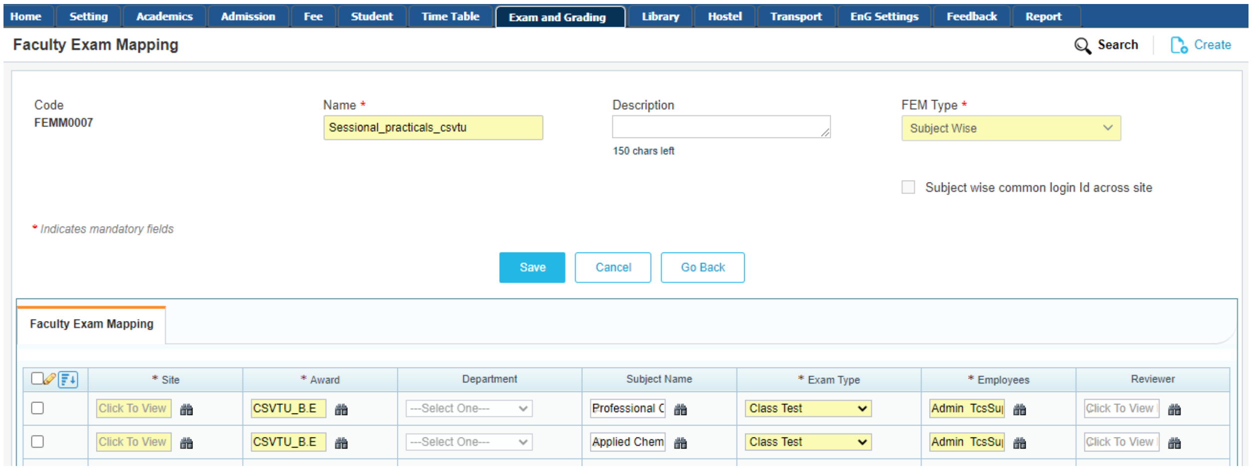
Type 2- Department wise

For department wise type of FEM master, user just needs to map employees to each exam types of a Site, Award and Department



Type 3- Subject wise

For subject wise type of FEM master, user just needs to map employees to each exam types of a Site, Award and Subject

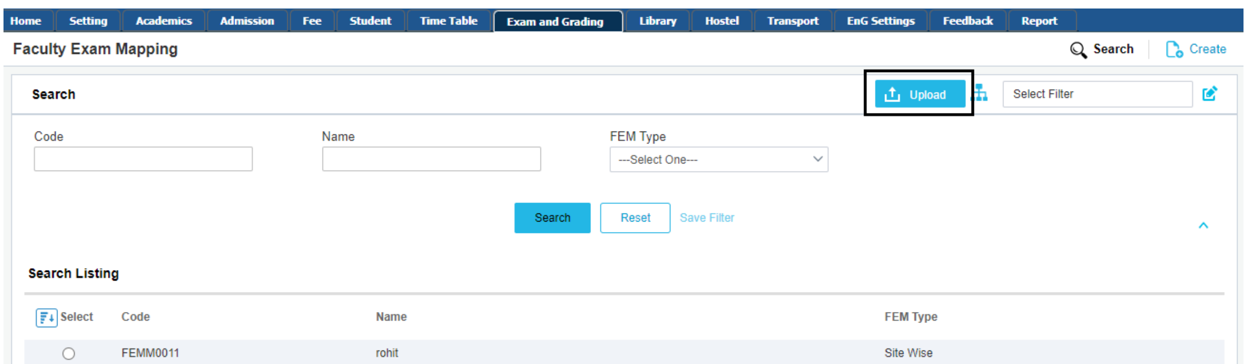


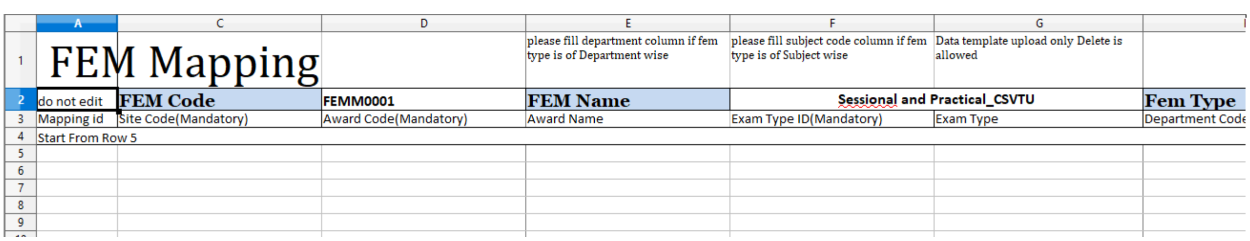
Upload (or) FEM Template

Navigation

ION Webinstaller -> Faculty Exam Mapping Template

- Using Upload option, user can upload the data in bulk after creating the FEM Master



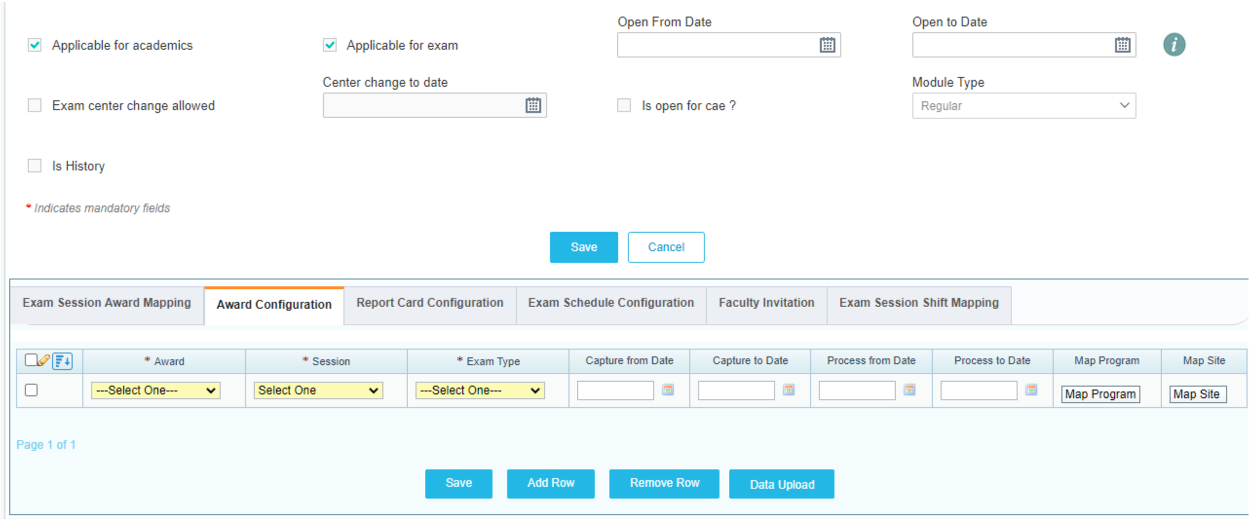


2.2.2 Date Window Configuration

Navigation

Academics -> Settings -> Exam Session Master -> Award Configuration

Select the Capture from Date and Capture to Date for a particular Award, session, exam type



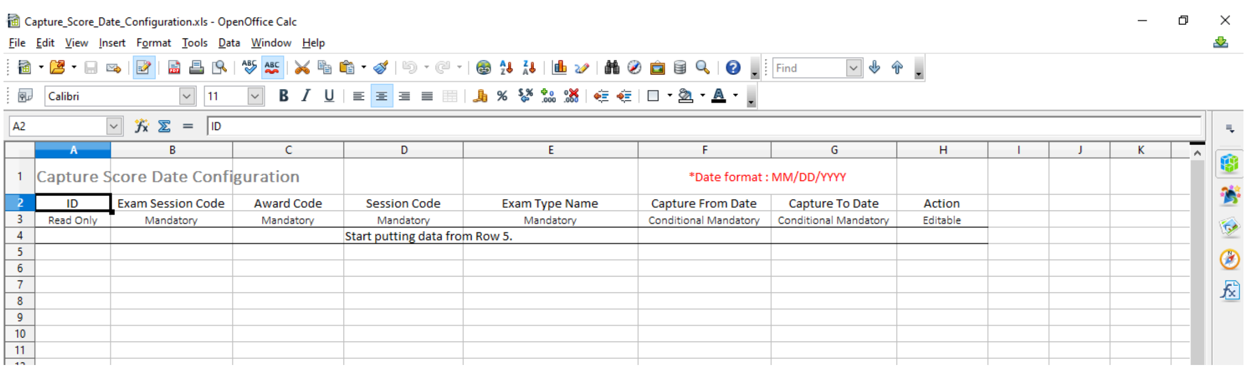
(OR)

Capture Score Date Configuration Template

Navigation

iON Webinstaller -> Capture Score date configuration template

Using Capture Score date configuration template, we can the enter the capture from date and capture to date through excel for the respective Award, session, exam type

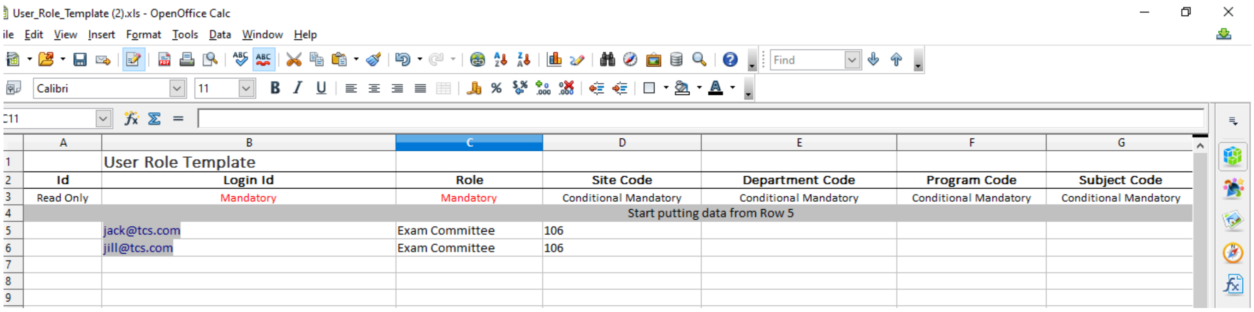


2.2.3 User Role Template

Navigation

iON Webinstaller -> Search Screen -> User Role Template

Using User Role Mapping Template, we can map the roles for the respective login id



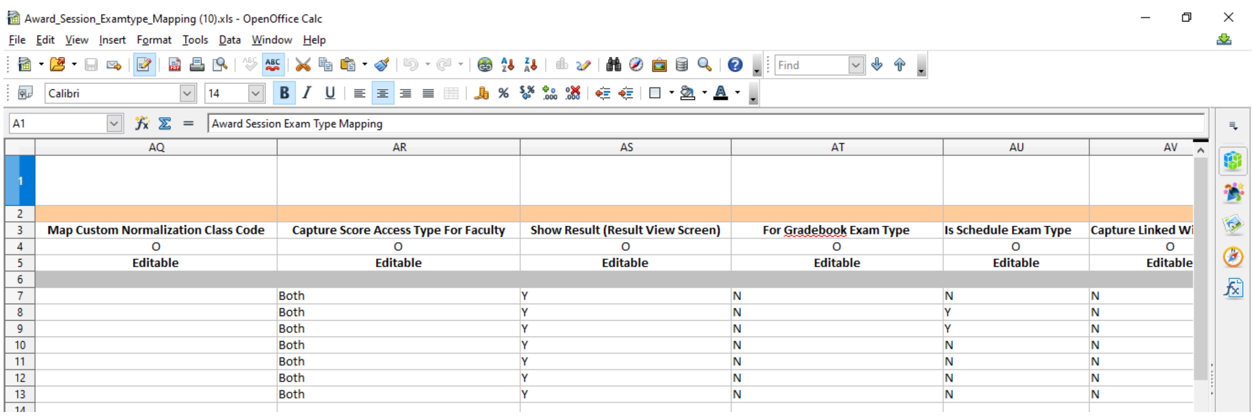
	User Role Template					
Id	Login Id	Role	Site Code	Department Code	Program Code	Subject Code
Read Only	Mandatory	Mandatory	Conditional Mandatory	Conditional Mandatory	Conditional Mandatory	Conditional Mandatory
Start putting data from Row 5						
	jack@tcs.com	Exam Committee	106			
	jill@tcs.com	Exam Committee	106			

2.2.4 Enable Is Schedule Flag for the capturable node in Award Session Exam Type Mapping

Navigation

iON Webinstaller -> Search Screen -> Award Session Exam Type Mapping

- Enable Y (capturable nodes) for Is Schedule Exam Type and upload the excel
- Also update N in the Is Schedule Exam Exam type for the rest of the exam types



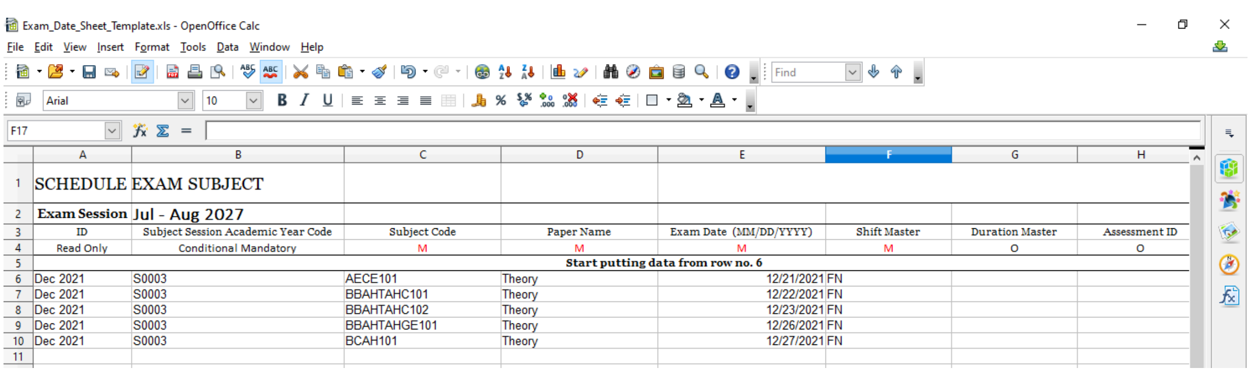
Map Custom Normalization Class Code	Capture Score Access Type For Faculty	Show Result (Result View Screen)	For Gradebook Exam Type	Is Schedule Exam Type	Capture Linked Wi
O	O	O	O	O	O
Editable	Editable	Editable	Editable	Editable	Editable
	Both	Y	N	N	N
	Both	Y	N	Y	N
	Both	Y	N	Y	N
	Both	Y	N	N	N
	Both	Y	N	N	N
	Both	Y	N	N	N
	Both	Y	N	N	N

2.2.5 Exam Datesheet Configuration Template

Navigation

iON Webinstaller -> Search Screen -> Exam Datesheet Configuration Template

Enter the Exam dates for the respective subjects under the respective Exam session



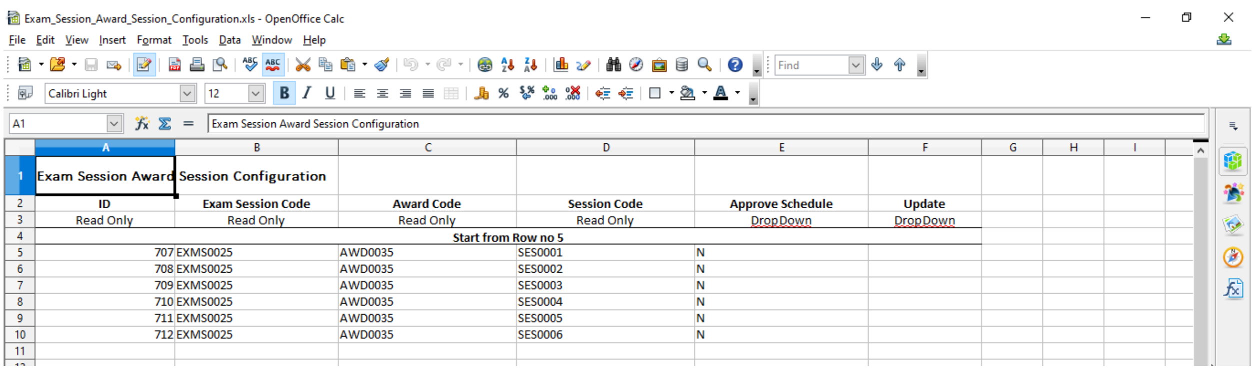
SCHEDULE EXAM SUBJECT							
Exam Session	Jul - Aug 2027						
ID	Subject Session Academic Year Code	Subject Code	Paper Name	Exam Date (MM/DD/YYYY)	Shift Master	Duration Master	Assessment ID
Read Only	Conditional Mandatory	M	M	M	M	O	O
Start putting data from row no. 6							
Dec 2021	S0003	AECE101	Theory	12/21/2021	FN		
Dec 2021	S0003	BBAHTAHC101	Theory	12/22/2021	FN		
Dec 2021	S0003	BBAHTAHC102	Theory	12/23/2021	FN		
Dec 2021	S0003	BBAHTAHGE101	Theory	12/26/2021	FN		
Dec 2021	S0003	BCAH101	Theory	12/27/2021	FN		

2.2.6 Exam Session Award Session Configuration

Navigation

iON Webinstaller -> Search Screen -> Exam Session Award Session Configuration

- Using Exam Session Award Session Configuration, we can approve the schedule for a particular Exam session
- Update the Column Approve Schedule as Y and upload the Excel
- Once Approved, Exam Schedule will be generated in Student Exam Schedule Mapping Template after nighly scheduler etl
- If the Schedule needs to be generated on the same day, then manually sync the etl (Exam Schedule and Seating arrangement etl) in Reports Data Refresh



Exam Session Award Session Configuration					
ID	Exam Session Code	Award Code	Session Code	Approve Schedule	Update
Read Only	Read Only	Read Only	Read Only	DropDown	DropDown
Start from Row no 5					
707	EXMS0025	AWD0035	SES0001	N	
708	EXMS0025	AWD0035	SES0002	N	
709	EXMS0025	AWD0035	SES0003	N	
710	EXMS0025	AWD0035	SES0004	N	
711	EXMS0025	AWD0035	SES0005	N	
712	EXMS0025	AWD0035	SES0006	N	

1.3 Transaction

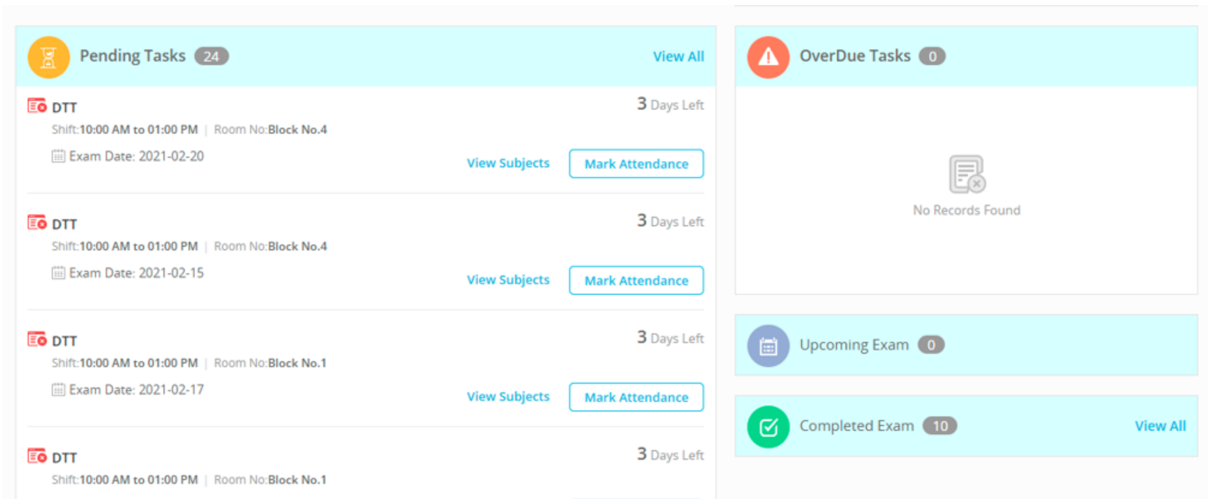
- Mark Exam Attendance
- Capture Marks

1.3.1 Mark Exam Attendance

Navigation

Exam and Grading -> Exam Attendance -> Mark Exam Absentees (New)

- Admin can mark Exam Attendance from front end using Mark Exam Absentees(New) by selecting the Exam Session
- For Attendance Incharge/Exam COE, all the slots in a site will be available for attendance
- For Faculty, only their slots will be displayed for which he/she is mapped through Invigilator Mapping Template or User Role Mapping
- Attendance Status can be updated as A/P and Remark can be added
- In case of Absent students, Absent Type can be selected from the drop down and Remark can be added accordingly.
- The Faculty/ Attendance in charge gets the pending request in his self service for Marking the Attendance



Bulk Marking

In Bulk Marking, we can either mark attendance by

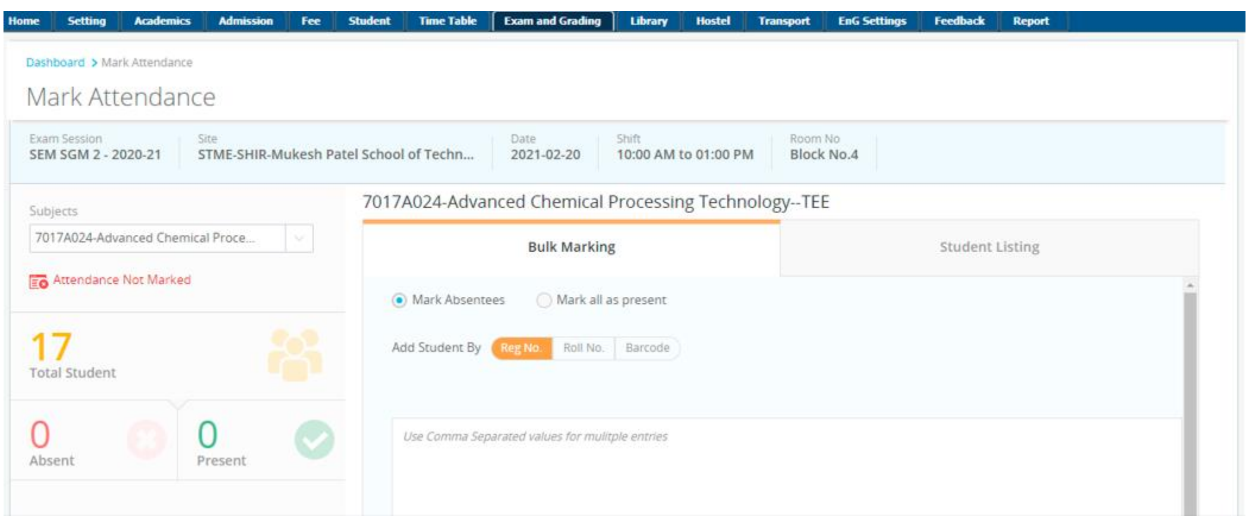
- Mark Absentees (or)
- Mark all as present

Mark Absentees

Attendance can be marked by selecting the subjects from the dropdown

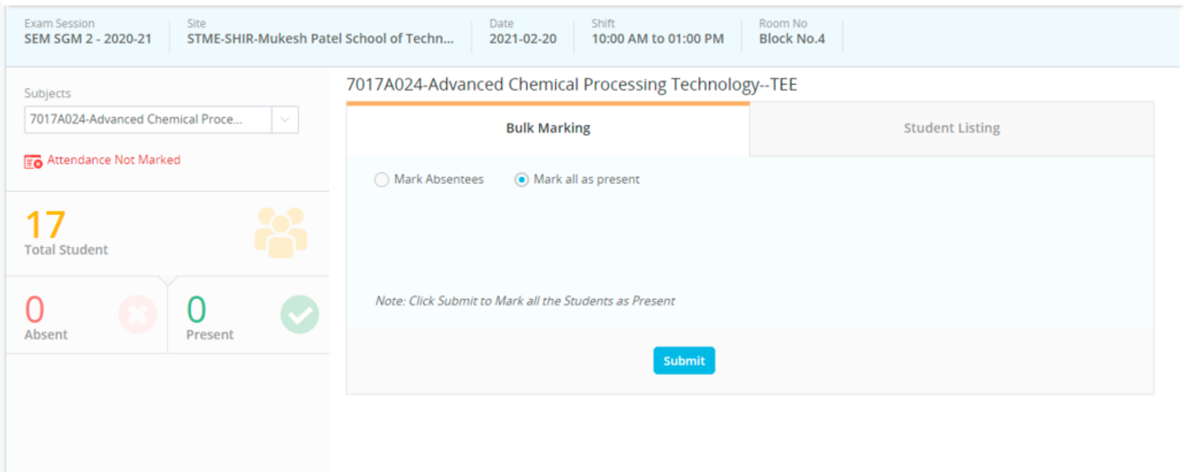
When Mark Absentees is selected, the absentees student no's Reg No or Roll No or Barcode is entered in the dialog box given below.

Click on submit once the attendance is marked



Mark all as present

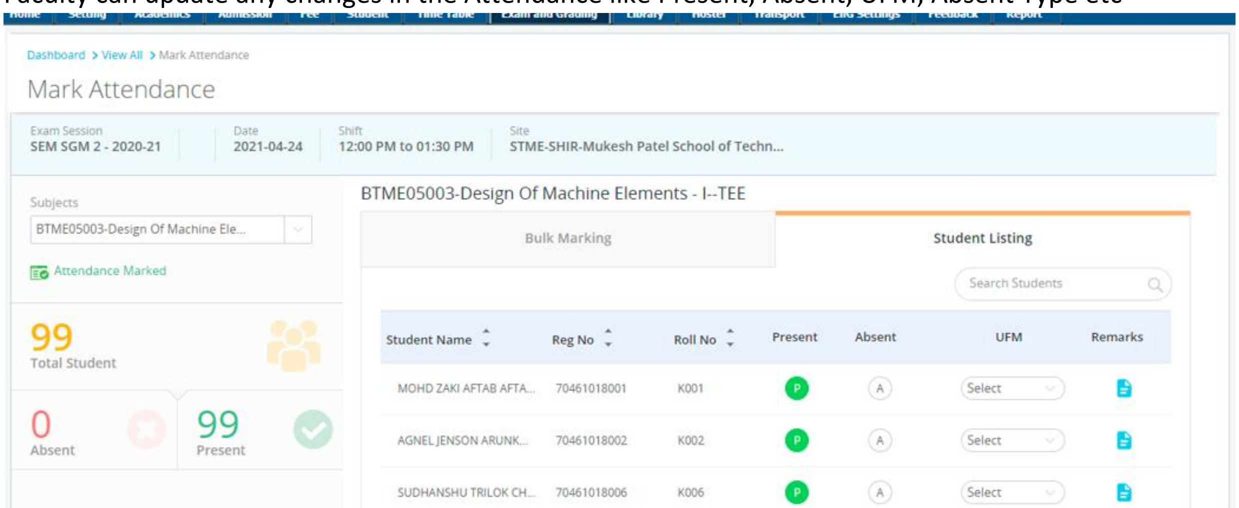
When Mark all as present is selected, Faculty/ Attendance incharge can just proceed with the submit button for marking attendance



Student Listing

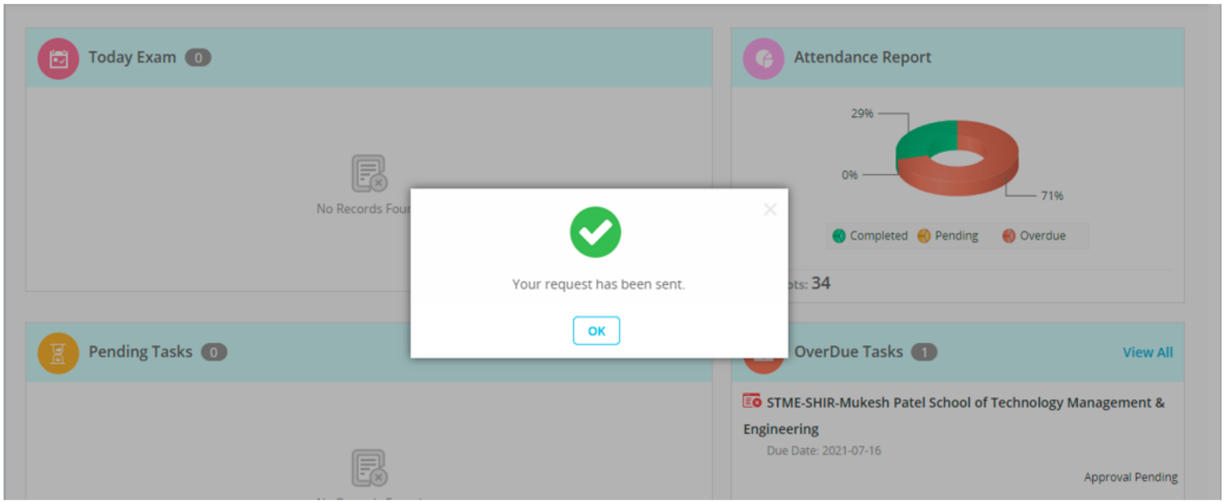
The attendance marked can be seen student wise in the Student Listing

Faculty can update any changes in the Attendance like Present, Absent, UFM, Absent Type etc



Attendance Overdue

If the attendance task is overdue, then we have an option to request access. Once the request access is clicked, the below screen appears

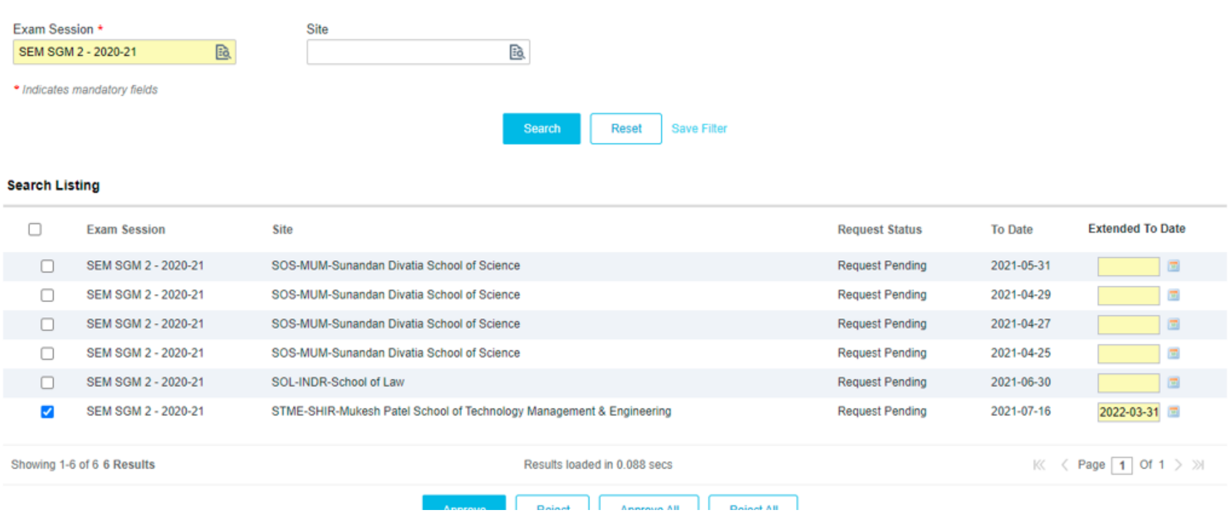


Attendance Date Extension Approval

Navigation

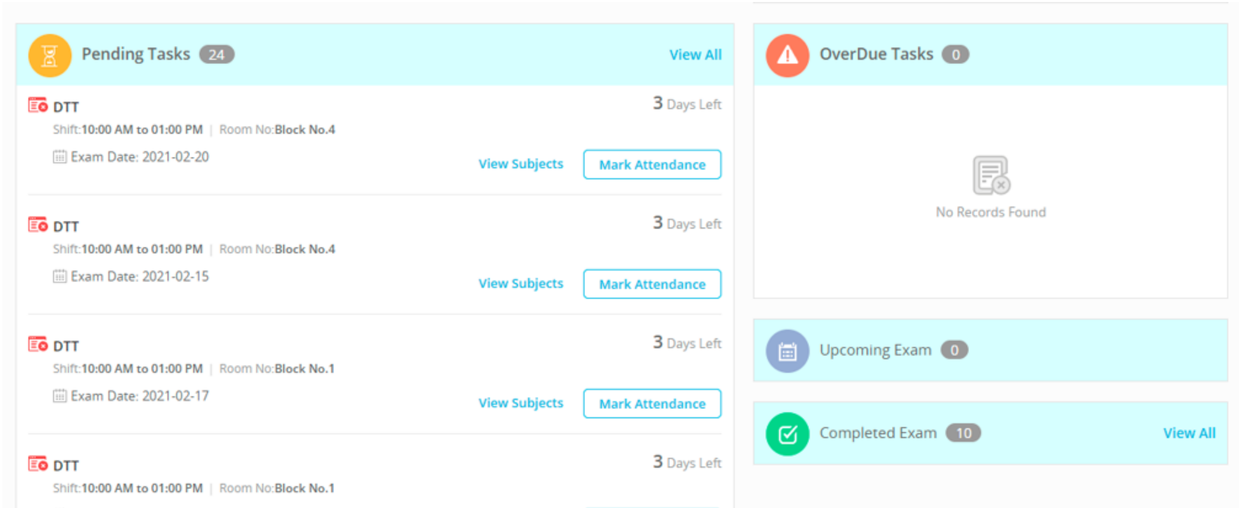
Exam and Grading-> Exam Attendance-> Approve Attendance Date Extension

- The overdue once requested for access will come for approval in the below screen
- The approver extends the date and approves the request for marking attendance



Marking Attendance for the Extended Exam Sessions

After approval the request comes under the pending task for marking the attendance



Repeat the above steps for attendance marking

(OR)

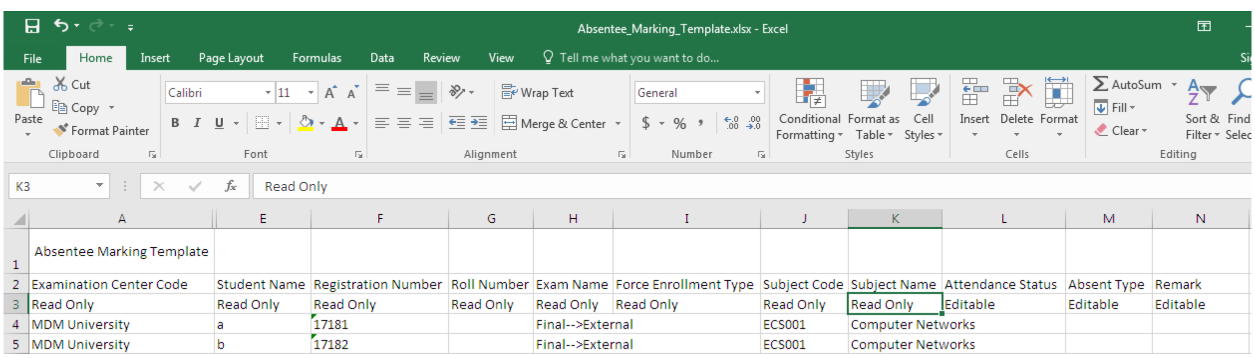
Mark Exam Attendance via Template

Navigation

ION Webinstaller-> Absentee Marking Template(Admin)

Absentee Marking Template (Admin)

- Admin can mark attendance using the Absentee Marking Template
- Exam Center Code, Student Name, Registration Number, Roll Number, Exam Name, Subject Code and Subject Name are Read Only Fields. Attendance Status can be updated as A/P and Remark can be added



	A	E	F	G	H	I	J	K	L	M	N
1	Absentee Marking Template										
2	Examination Center Code	Student Name	Registration Number	Roll Number	Exam Name	Force Enrollment Type	Subject Code	Subject Name	Attendance Status	Absent Type	Remark
3	Read Only	Read Only	Read Only	Read Only	Read Only	Read Only	Read Only	Read Only	Editable	Editable	Editable
4	MDM University	a	17181		Final-->External		ECS001	Computer Networks			
5	MDM University	b	17182		Final-->External		ECS001	Computer Networks			

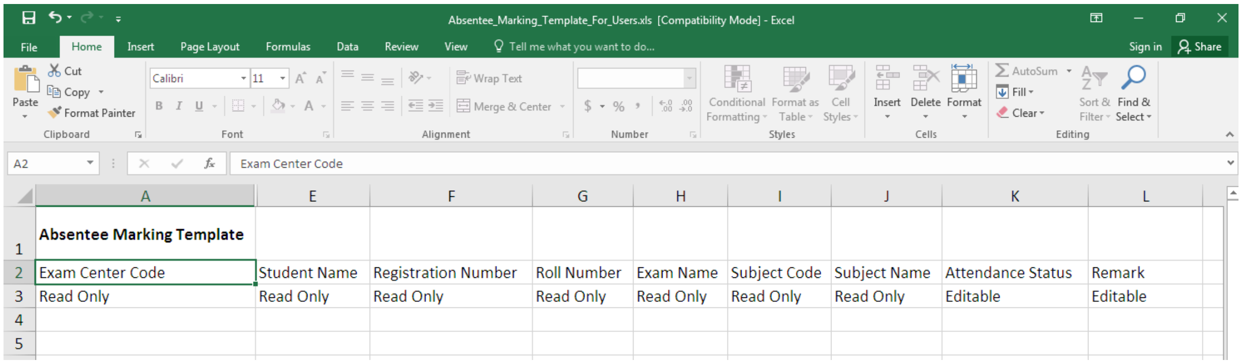
Absentee Marking Template for Users

Navigation

ION Webinstaller-> Absentee Marking Template for Users

- Faculty/User can mark attendance using the Absentee Marking Template for Users

- Exam Center Code, Student Name, Registration Number, Roll Number, Exam Name, Subject Code and Subject Name are Read Only Fields. Attendance Status can be updated as A/P and Remark can be added



1.3.2 Capture Marks

Capture Score functionality enables user to capture regular and backlog marks for a subject of an exam

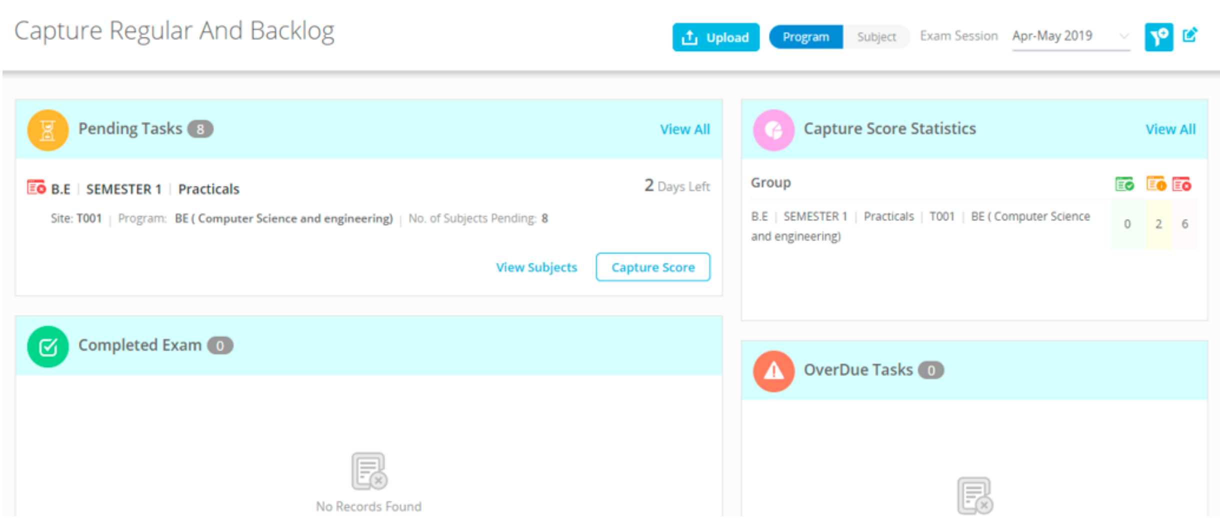
- Capture Regular Backlog Score (New)
- Capture Score via Barcode
- Capture Score using Exam Type for Admin
- Capture Score using Exam Type template

I) Capture Regular Backlog Score (New)

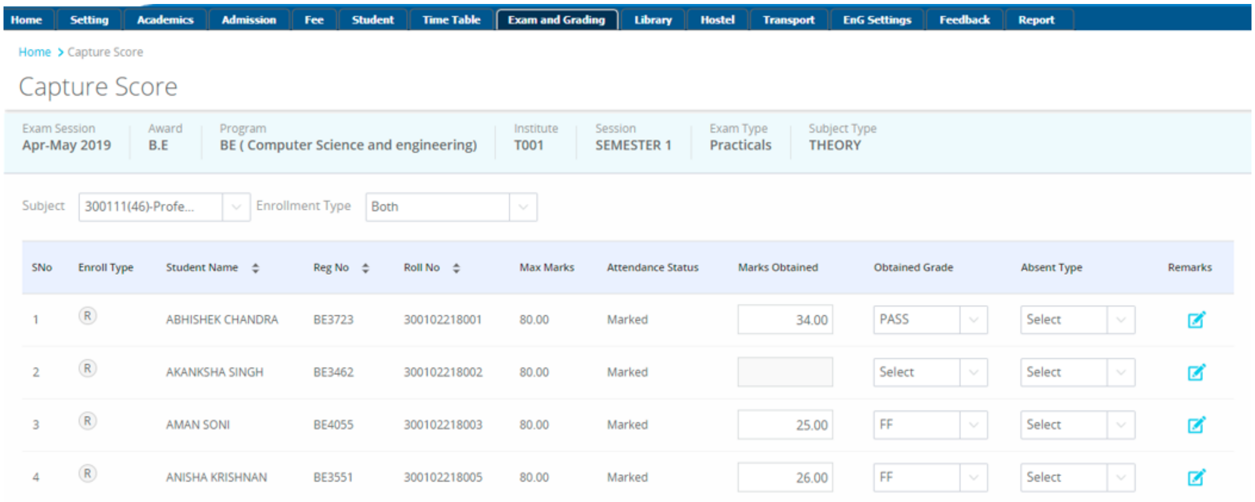
Navigation

Exam and Grading -> Capture Score -> Capture Regular Backlog Score(New)

- Faculty/User can capture marks by clicking the capture score of the pending request



When the capture score is clicked, the below screen appears for capturing marks



Home | Setting | Academics | Admission | Fee | Student | Time Table | Exam and Grading | Library | Hostel | Transport | EnG Settings | Feedback | Report

Home > Capture Score

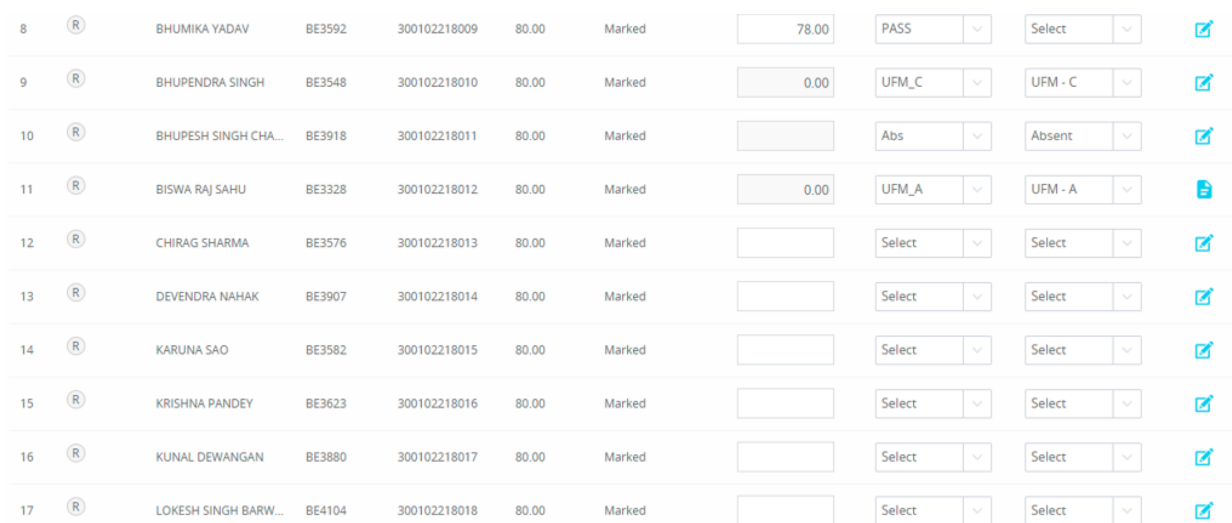
Capture Score

Exam Session	Award	Program	Institute	Session	Exam Type	Subject Type
Apr-May 2019	B.E	BE (Computer Science and engineering)	T001	SEMESTER 1	Practicals	THEORY

Subject: 300111(46)-Profe... Enrollment Type: Both

SNo	Enroll Type	Student Name	Reg No	Roll No	Max Marks	Attendance Status	Marks Obtained	Obtained Grade	Absent Type	Remarks
1	R	ABHISHEK CHANDRA	BE3723	300102218001	80.00	Marked	34.00	PASS	Select	
2	R	AKANKSHA SINGH	BE3462	300102218002	80.00	Marked		Select	Select	
3	R	AMAN SONI	BE4055	300102218003	80.00	Marked	25.00	FF	Select	
4	R	ANISHA KRISHNAN	BE3551	300102218005	80.00	Marked	26.00	FF	Select	

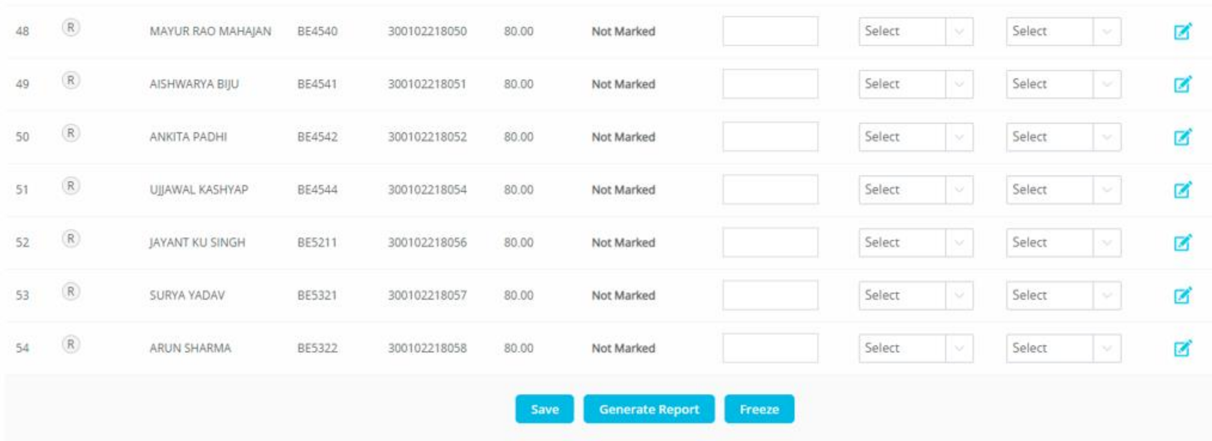
Faculty has an option to select the Absent type if any changes required after attendance marking



8	R	BHUMIKA YADAV	BE3592	300102218009	80.00	Marked	78.00	PASS	Select	
9	R	BHUPENDRA SINGH	BE3548	300102218010	80.00	Marked	0.00	UFM_C	UFM - C	
10	R	BHUPESH SINGH CHA...	BE3918	300102218011	80.00	Marked		Abs	Absent	
11	R	BISWA RAJ SAHU	BE3328	300102218012	80.00	Marked	0.00	UFM_A	UFM - A	
12	R	CHIRAG SHARMA	BE3576	300102218013	80.00	Marked		Select	Select	
13	R	DEVENDRA NAHAK	BE3907	300102218014	80.00	Marked		Select	Select	
14	R	KARUNA SAO	BE3582	300102218015	80.00	Marked		Select	Select	
15	R	KRISHNA PANDEY	BE3623	300102218016	80.00	Marked		Select	Select	
16	R	KUNAL DEWANGAN	BE3880	300102218017	80.00	Marked		Select	Select	
17	R	LOKESH SINGH BARW...	BE4104	300102218018	80.00	Marked		Select	Select	

Generate Report/ Freeze

Faculty also has an option to Generate Report and Freeze the captured records



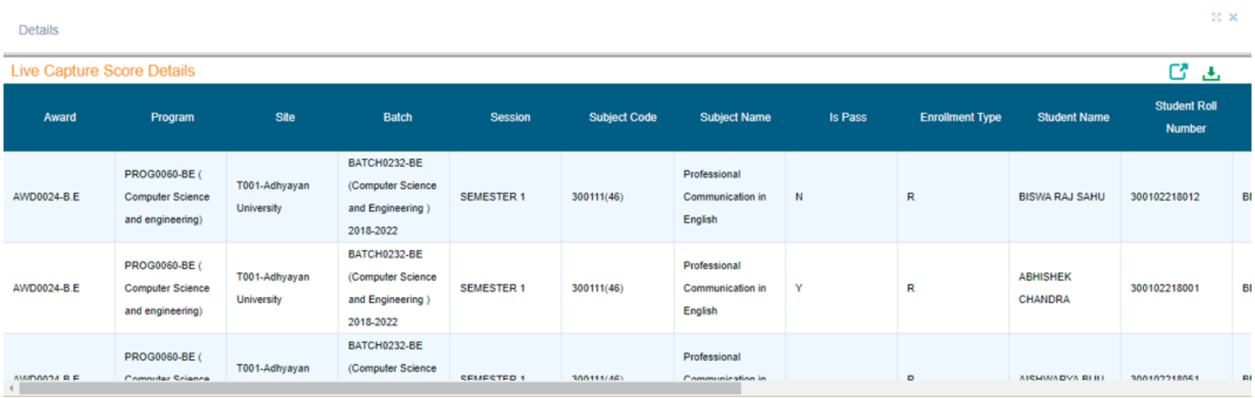
48	R	MAYUR RAO MAHAJAN	BE4540	300102218050	80.00	Not Marked		Select	Select	
49	R	AISHWARYA BIJU	BE4541	300102218051	80.00	Not Marked		Select	Select	
50	R	ANKITA PADHI	BE4542	300102218052	80.00	Not Marked		Select	Select	
51	R	UJJAWAL KASHYAP	BE4544	300102218054	80.00	Not Marked		Select	Select	
52	R	JAYANT KU SINGH	BE5211	300102218056	80.00	Not Marked		Select	Select	
53	R	SURYA YADAV	BE5321	300102218057	80.00	Not Marked		Select	Select	
54	R	ARUN SHARMA	BE5322	300102218058	80.00	Not Marked		Select	Select	

Save Generate Report Freeze

Generate Report

When Generate Report is clicked, the below mentioned screen appears

This report can either be exported or downloaded



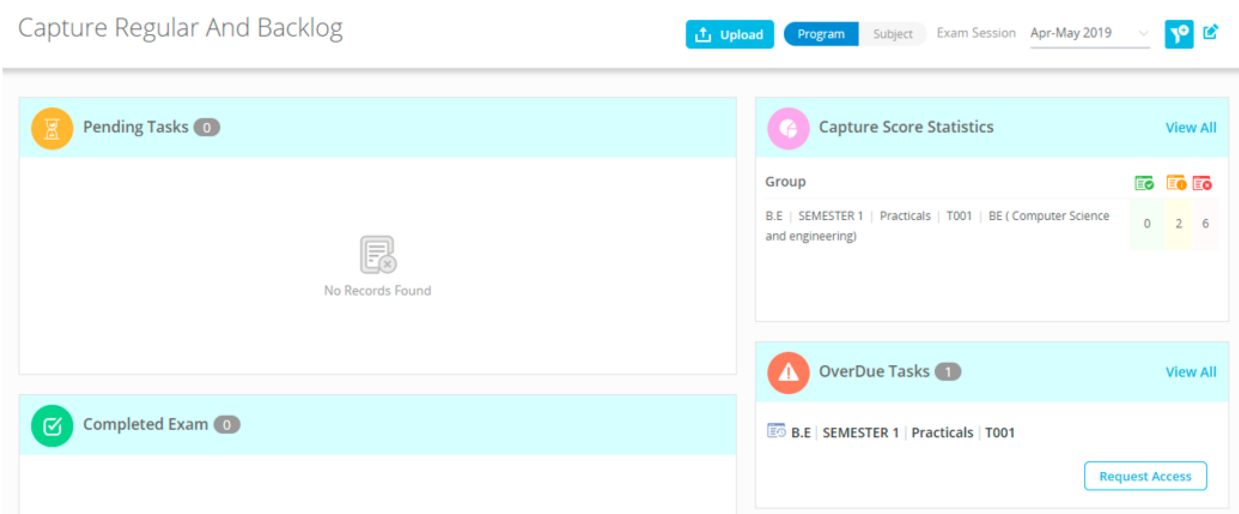
Details

Live Capture Score Details

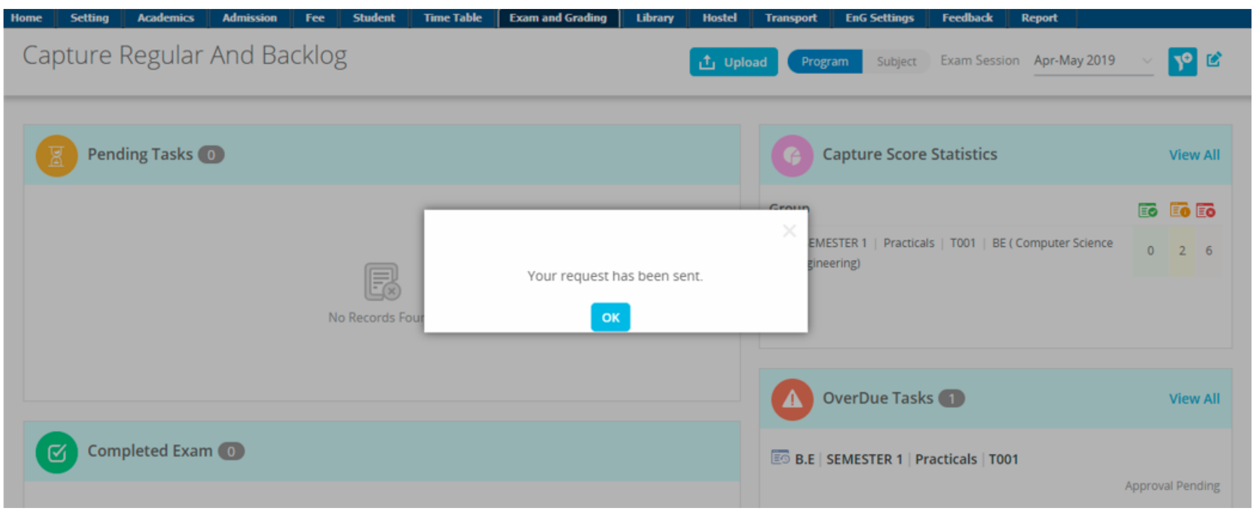
Award	Program	Site	Batch	Session	Subject Code	Subject Name	Is Pass	Enrollment Type	Student Name	Student Roll Number
AWD0024-B.E	PROG0060-BE (Computer Science and engineering)	T001-Adhyayan University	BATCH0232-BE (Computer Science and Engineering) 2018-2022	SEMESTER 1	300111(46)	Professional Communication in English	N	R	BISWA RAJ SAHU	300102218012
AWD0024-B.E	PROG0060-BE (Computer Science and engineering)	T001-Adhyayan University	BATCH0232-BE (Computer Science and Engineering) 2018-2022	SEMESTER 1	300111(46)	Professional Communication in English	Y	R	ABHISHEK CHANDRA	300102218001

Capture Marks Overdue

For Overdue task, Faculty can request for access



Once the Request Access is clicked, the below mentioned screen appears

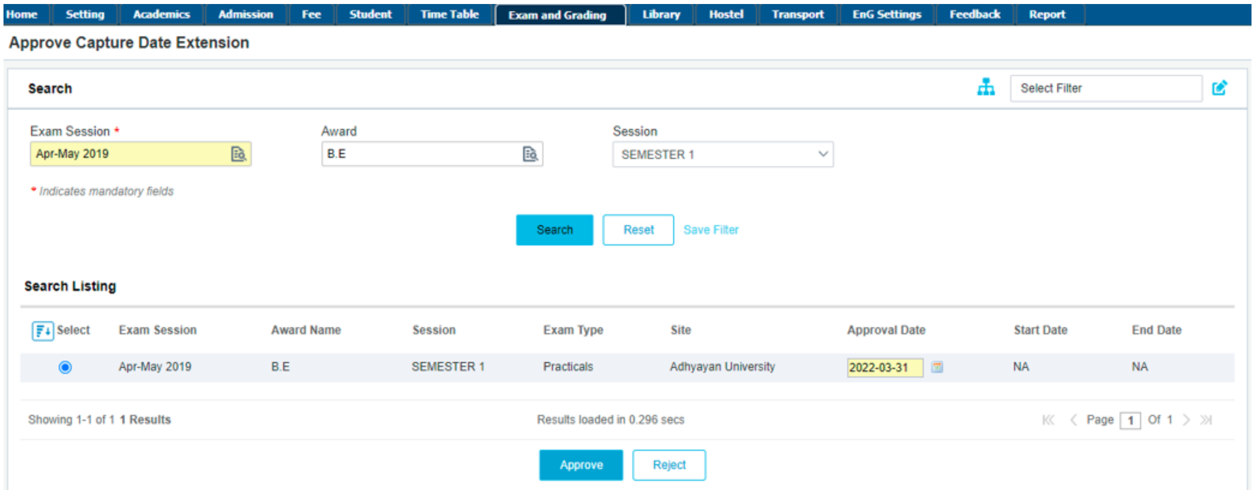


Approve Capture Score Date Extension request

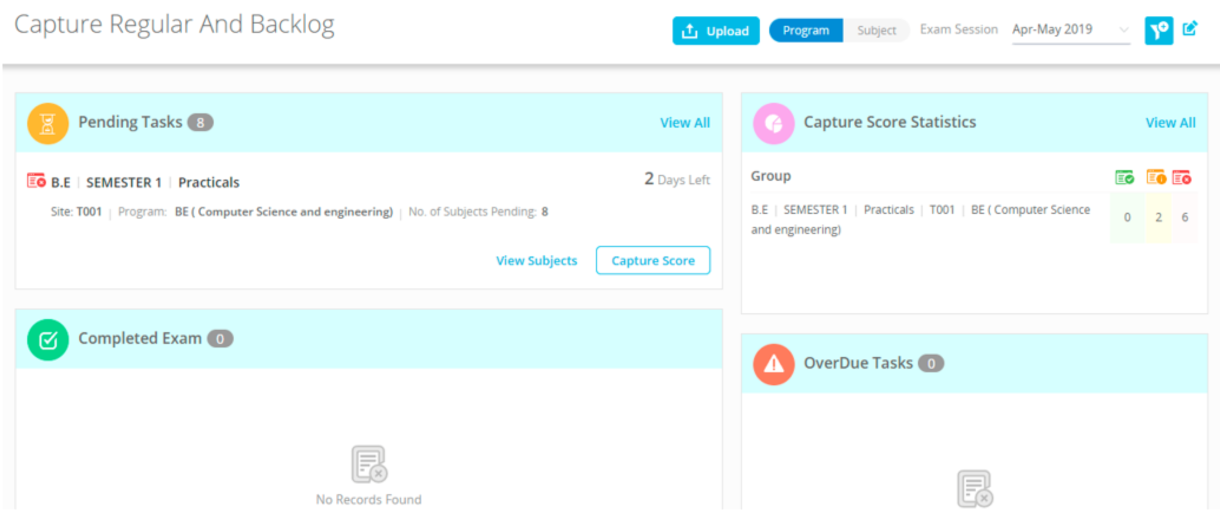
Navigation

Exam and Grading -> Capture Marks for Exam Cell-> Approve Capture Date Extension

The Approver can approve the request by extending the capture date



Once the request is approved, Faculty/User can capture marks by clicking the capture score of the pending request



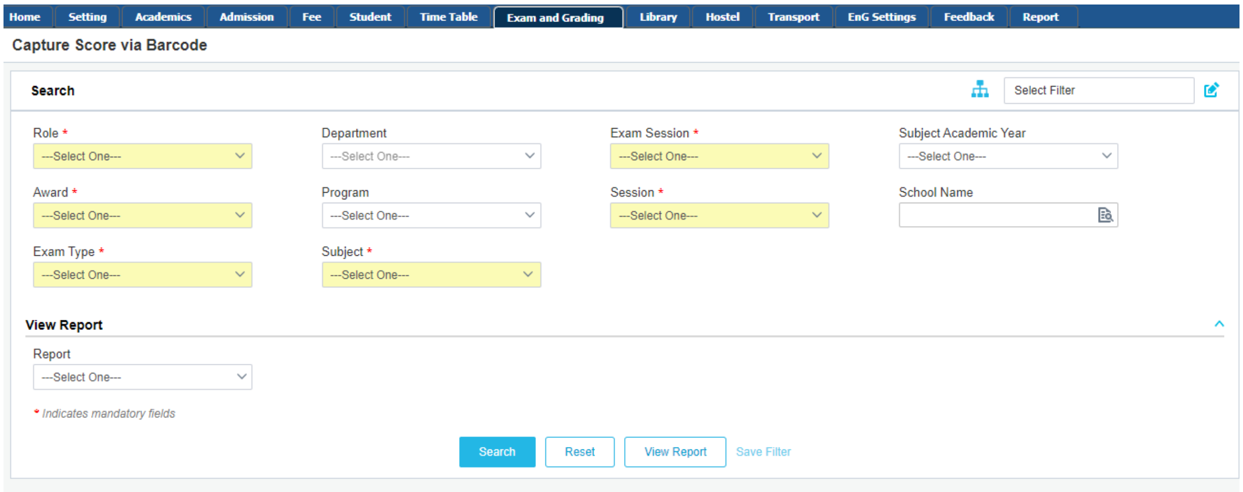
Repeat the above steps for marks capturing

II) Capture Score via Barcode

Navigation

Exam and Grading -> Capture Marks for Exam Cell -> Capture Score via Barcode

For the selected Exam session, Award, session, exam type, enter barcode and marks (Roll No will be displayed based on the barcode)

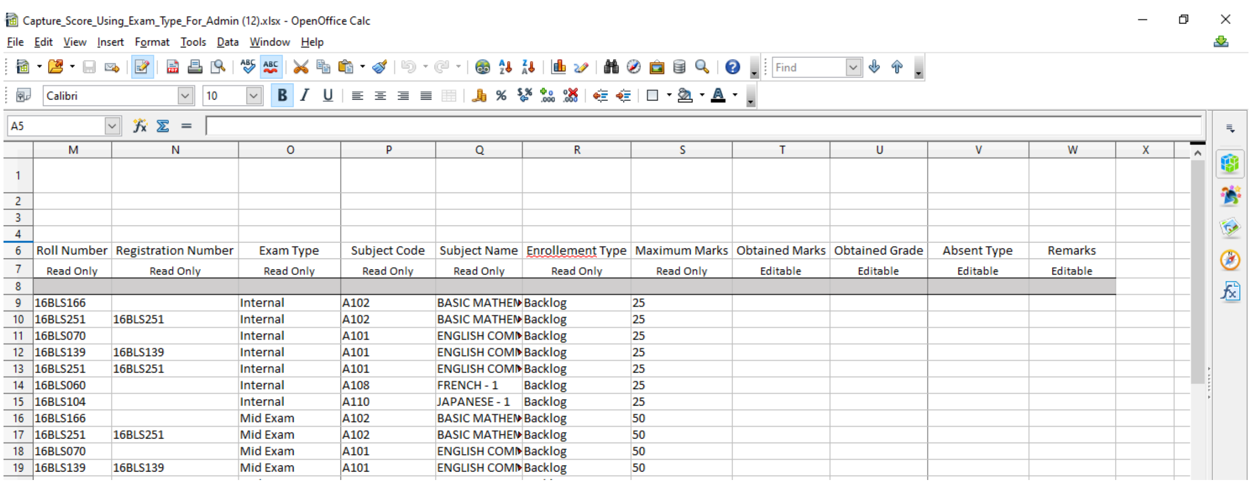


III) Capture Score using Exam Type for Admin

Navigation

ION Webinstaller -> Capture Score using Exam Type for Admin

- Admin can capture marks using the capture regular/backlog marks screen or capture score using exam type for Admin
- In Column T(Obtained Marks), the marks are captured and the template is uploaded

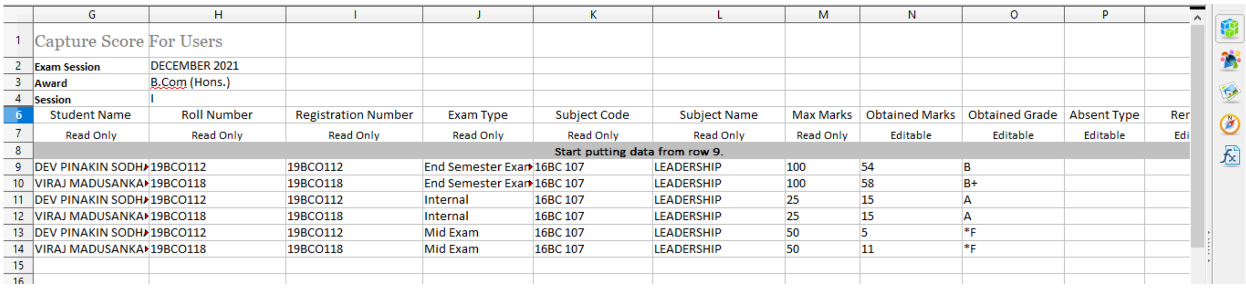


IV) Capture Score using Exam Type template (Faculty/User)

Navigation

ION Webinstaller -> Capture Score using Exam Type template

- User can capture marks using the capture regular/backlog marks screen or capture score using exam type template
- In Column O (Obtained Marks), the marks are captured and the template is uploaded



	G	H	I	J	K	L	M	N	O	P	
1	Capture Score For Users										
2	Exam Session	DECEMBER 2021									
3	Award	B.Com (Hons.)									
4	Session	I									
6	Student Name	Roll Number	Registration Number	Exam Type	Subject Code	Subject Name	Max Marks	Obtained Marks	Obtained Grade	Absent Type	Rer
7	Read Only	Read Only	Read Only	Read Only	Read Only	Read Only	Read Only	Editable	Editable	Editable	Edi
8	Start putting data from row 9.										
9	DEV PINAKIN SODH	19BCO112	19BCO112	End Semester Exam	16BC 107	LEADERSHIP	100	54	B		
10	VIRAJ MADUSANKA	19BCO118	19BCO118	End Semester Exam	16BC 107	LEADERSHIP	100	58	B+		
11	DEV PINAKIN SODH	19BCO112	19BCO112	Internal	16BC 107	LEADERSHIP	25	15	A		
12	VIRAJ MADUSANKA	19BCO118	19BCO118	Internal	16BC 107	LEADERSHIP	25	15	A		
13	DEV PINAKIN SODH	19BCO112	19BCO112	Mid Exam	16BC 107	LEADERSHIP	50	5	*F		
14	VIRAJ MADUSANKA	19BCO118	19BCO118	Mid Exam	16BC 107	LEADERSHIP	50	11	*F		

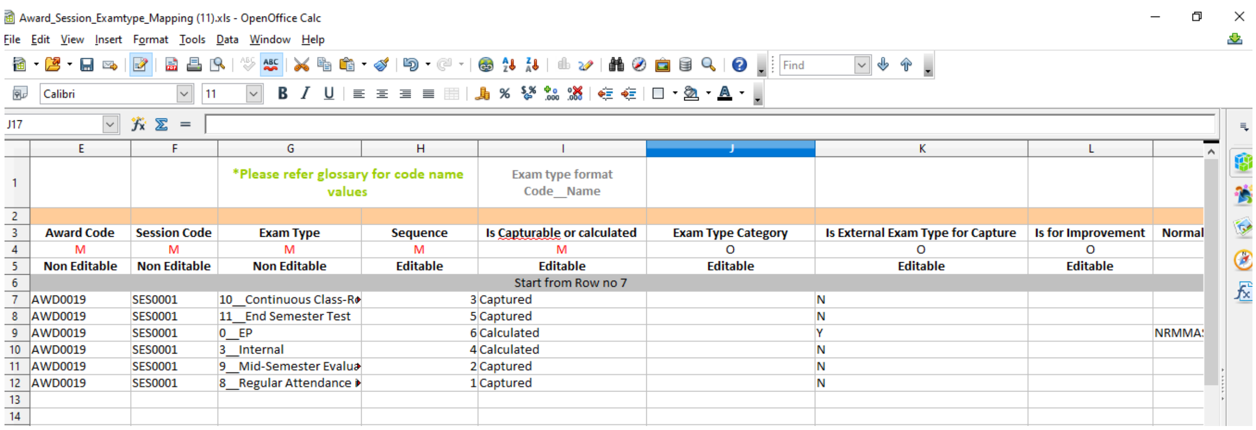
3. Raw Capture Score Template (if required)

3.1 Pre requisites

1. Subject Enrollment should be present

3.2 Configuration

Enable Is External Flag (Column K) for the required exam types in the Award Session Exam Type Mapping Template



	E	F	G	H	I	J	K	L	
1			*Please refer glossary for code name values		Exam type format Code__Name				
2									
3	Award Code	Session Code	Exam Type	Sequence	Is Capturable or calculated	Exam Type Category	Is External Exam Type for Capture	Is for Improvement	Normal
4	M	M	M	M	M	O	O	O	
5	Non Editable	Non Editable	Non Editable	Editable	Editable	Editable	Editable	Editable	
6	Start from Row no 7								
7	AWD0019	SES0001	10__Continuous Class-R	3	Captured		N		
8	AWD0019	SES0001	11__End Semester Test	5	Captured		N		
9	AWD0019	SES0001	0__EP	6	Calculated		Y		NRMMA
10	AWD0019	SES0001	3__Internal	4	Calculated		N		
11	AWD0019	SES0001	9__Mid-Semester Evalu	2	Captured		N		
12	AWD0019	SES0001	8__Regular Attendance	1	Captured		N		

3.3 Transaction

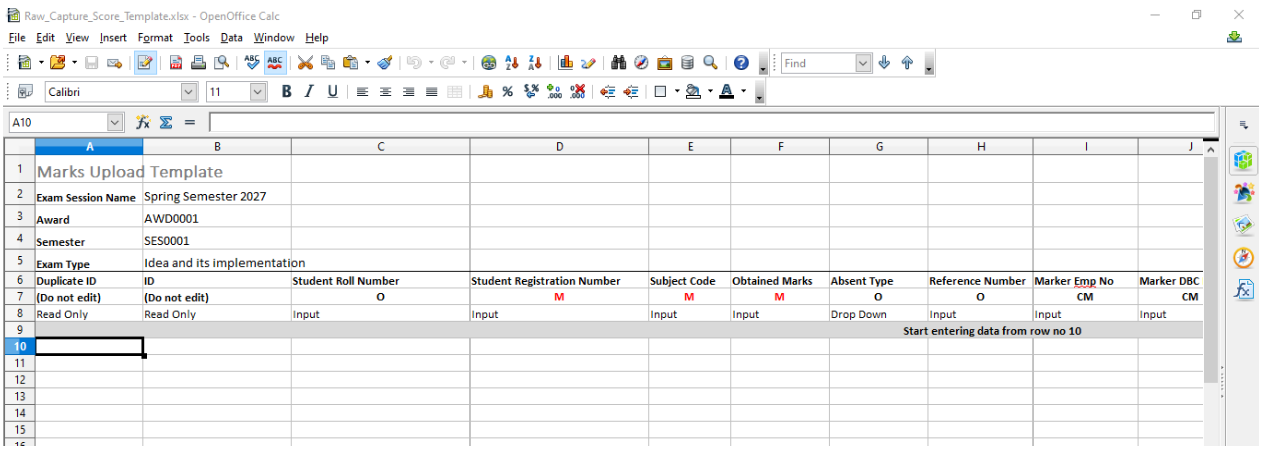
- **Raw Capture Score Template**
- **Sync Absent Records**
- **Sync Captured Scores**

3.3.1 Raw Capture Score Template

Navigation

iON Webinstaller -> Raw Capture Score Template

Enter the Student reg no, subject Code, Obtained Marks for the selected exam types and upload the template

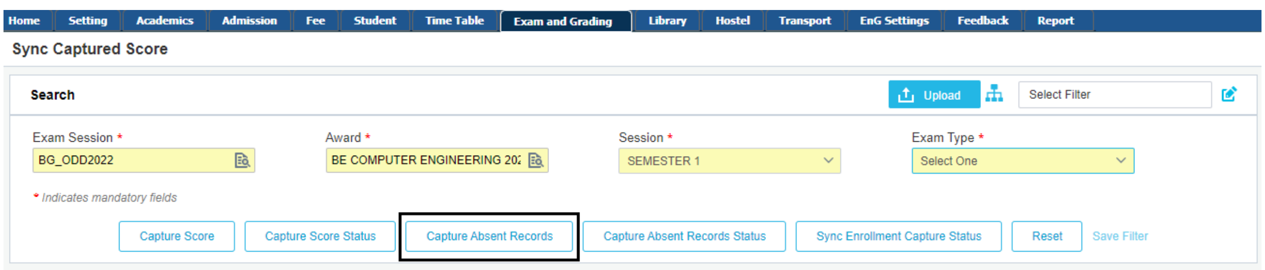


3.3.2 Sync Absent Records

Navigation

Exam and Grading -> Capture Marks for Exam Cell -> Capture Absent Records

- After uploading the marks using Raw capture score template, Faculty needs to sync the Absent records. Faculty can sync the Absent records by clicking the capture Absent Records
- The Status of the sync Absent records can be viewed in the Capture Absent Records Status

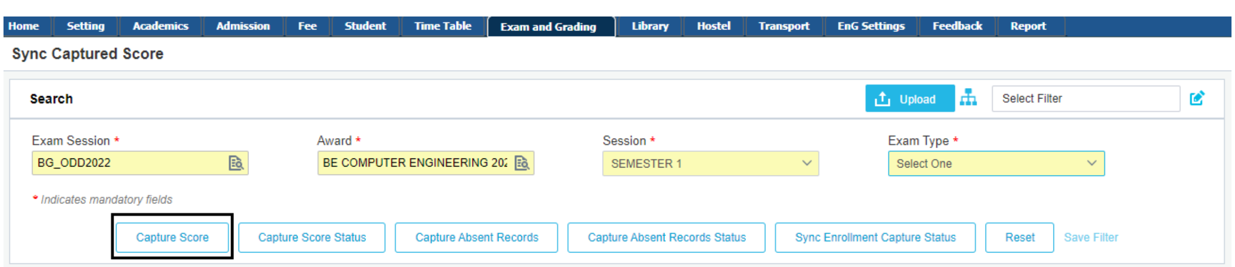


3.3.3 Sync Captured Scores

Navigation

Exam and Grading -> Capture Marks for Exam Cell -> Sync Captured Score

- Select the required exam session, award, session and exam type and click capture score for sync the marks from the raw capture score template
- The status of this sync can be viewed in the Capture Score Status



Internal Marks Capturing New Approach for iDC Customers

Description: This CR has been implemented keeping in mind different types of ways for capturing internal marks specifically for iDC Customers. It has been implemented in a way that a single screen can be used to capture all 3 different types of capture score even if for different subjects of a program and semester, capture score is to be done in different ways.

There are 3 possible types of capture score which customers can use in their organization for capturing scores for different subjects.

1) Class Wise

2) Batch Session Wise

3) Student Group wise

Configuration:

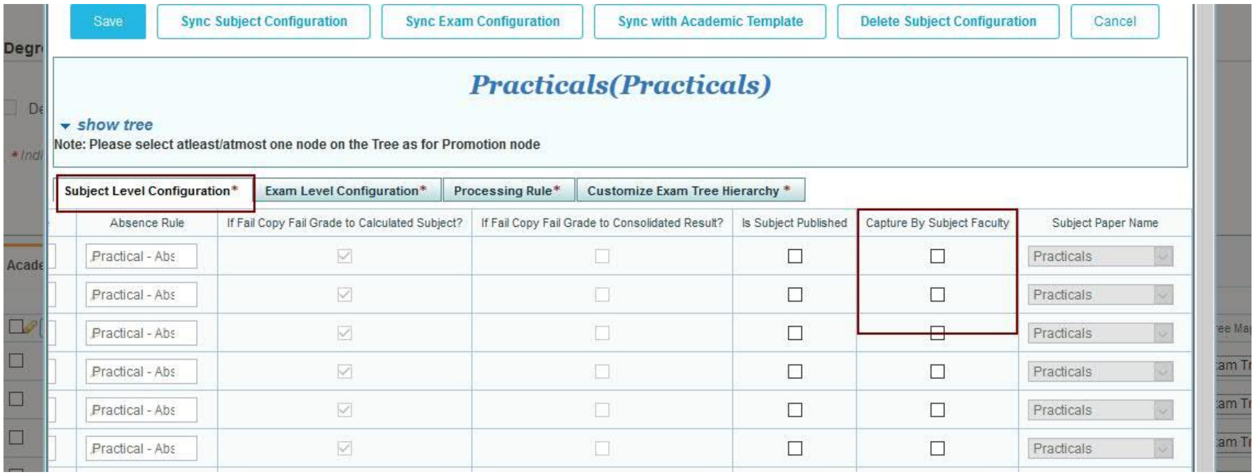
For capturing score, there will be configuration required at **Batch Session Exam Subject** level for each subject whether for each subject at an exam node, internal marks capturing is to be done or not.

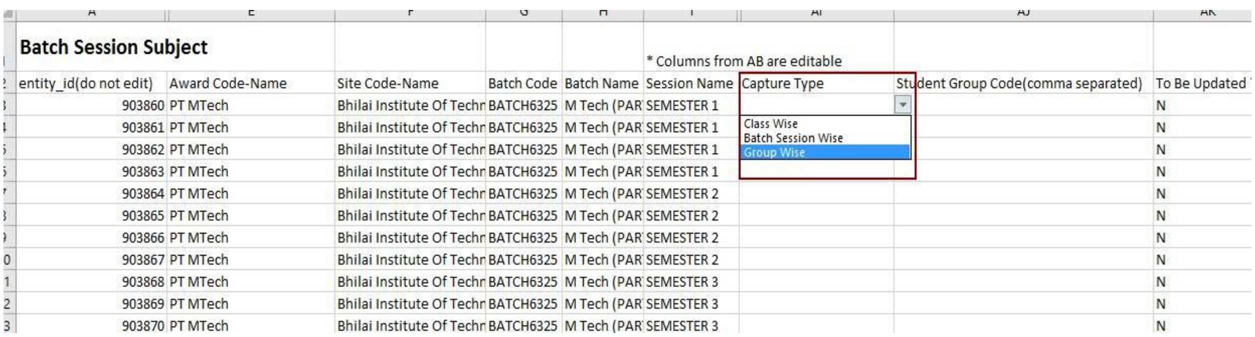
This configuration can be done from front end at **Batch Session Exam Subject level configuration** screen or can also be done through a web installer template named as **'Batch Exam Subject level update template**'. Flag name is **Capture by Subject Faculty.**

This configuration will define that at this particular batch, session, exam, for this subject internal marks capturing will be done. For only such subjects where this flag is ticked, all the upcoming capture score configuration will be read.

Also for each batch session subject where internal capturing is required, user will have to define Capture Type whether marks are to be captured Class Wise, Batch Session wise or Student Group wise. This will be done through an existing template named as **Batch Session Subject Template**.

	A	B	C	D	L	M
1	**Batch Exam Subject Level Configuration Update**					
2	Header ID(Do not edit)	TPD ID (Do not edit)	Site Code	Site Name	Capture By Subject Faculty	
3	Read Only	Read Only	Read Only	Read Only	Editable	
4			Start putting data from row 5.			
5	50165	3753431	013	Rungta College of Engineering	N	
6	50165	3753432	013	Rungta College of Engineering	N	
7	50165	3753433	013	Rungta College of Engineering	N	
8	50165	3753434	013	Rungta College of Engineering	N	
9	50165	3753435	013	Rungta College of Engineering	N	
10	50165	3753436	013	Rungta College of Engineering	N	
11	50165	3753437	013	Rungta College of Engineering	N	
12	50165	3753438	013	Rungta College of Engineering	N	
13	50165	3753439	013	Rungta College of Engineering	N	
14	50165	3753440	013	Rungta College of Engineering	N	





entity_id(do not edit)	Award Code-Name	Site Code-Name	Batch Code	Batch Name	Session Name	Capture Type	Student Group Code(comma separated)	To Be Updated
903860	PT MTech	Bhilai Institute Of Techr	BATCH6325	M Tech (PAR	SEMESTER 1			N
903861	PT MTech	Bhilai Institute Of Techr	BATCH6325	M Tech (PAR	SEMESTER 1			N
903862	PT MTech	Bhilai Institute Of Techr	BATCH6325	M Tech (PAR	SEMESTER 1			N
903863	PT MTech	Bhilai Institute Of Techr	BATCH6325	M Tech (PAR	SEMESTER 1			N
903864	PT MTech	Bhilai Institute Of Techr	BATCH6325	M Tech (PAR	SEMESTER 2			N
903865	PT MTech	Bhilai Institute Of Techr	BATCH6325	M Tech (PAR	SEMESTER 2			N
903866	PT MTech	Bhilai Institute Of Techr	BATCH6325	M Tech (PAR	SEMESTER 2			N
903867	PT MTech	Bhilai Institute Of Techr	BATCH6325	M Tech (PAR	SEMESTER 2			N
903868	PT MTech	Bhilai Institute Of Techr	BATCH6325	M Tech (PAR	SEMESTER 3			N
903869	PT MTech	Bhilai Institute Of Techr	BATCH6325	M Tech (PAR	SEMESTER 3			N
903870	PT MTech	Bhilai Institute Of Techr	BATCH6325	M Tech (PAR	SEMESTER 3			N

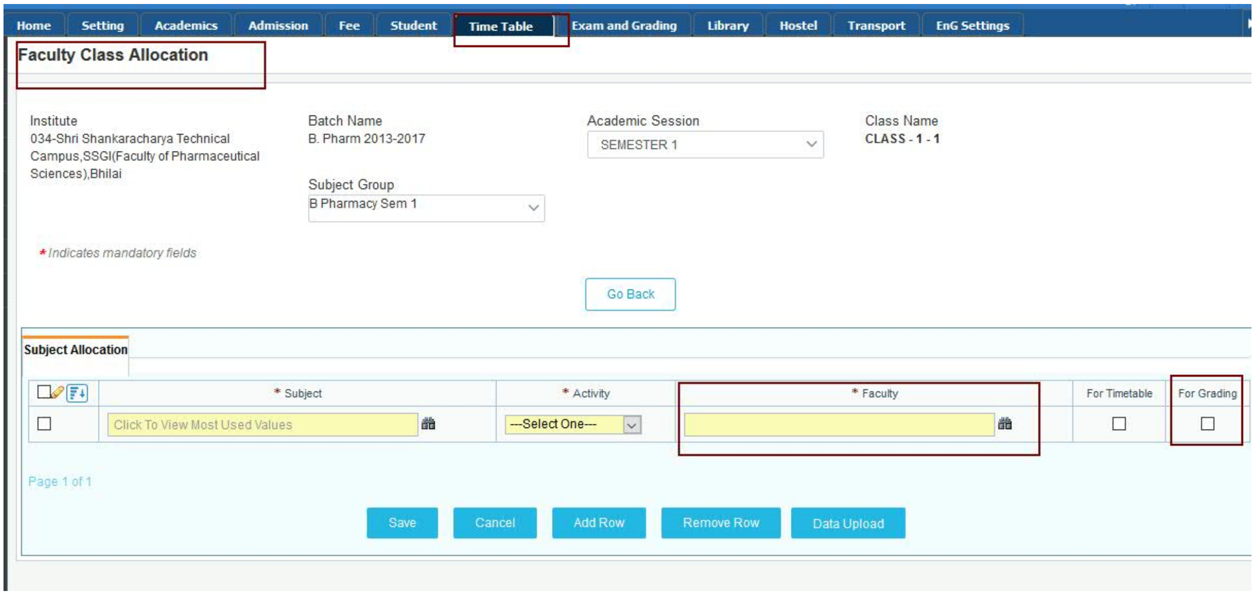
Capture Score Types:

1) Class wise

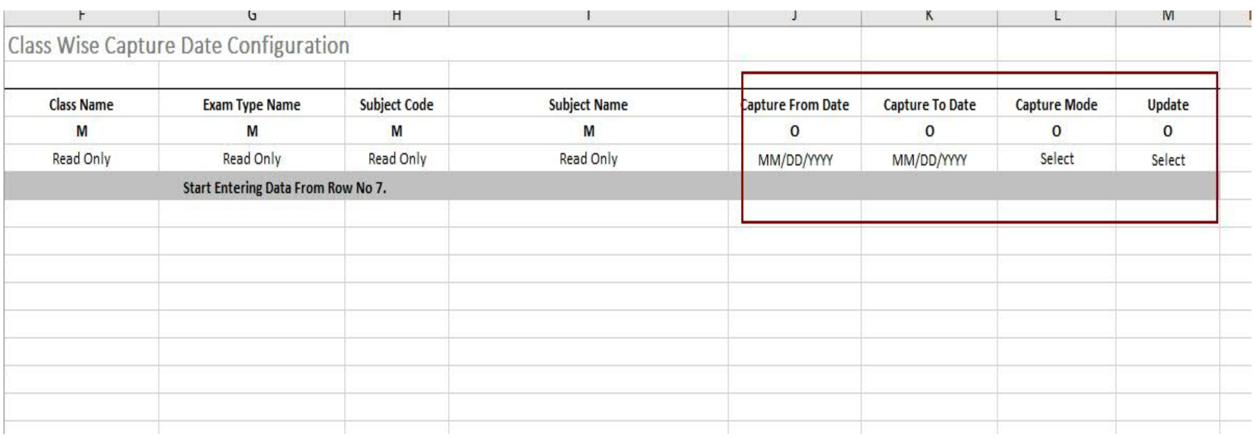
Description: This type of capture score is required when for a class, faculties are to be authorized to capture score for subjects taught in that particular class.

Configuration: From **Batch Session Subject template**, user can select capture type as Class wise for such subjects.

Also for authorizing faculties for marks capturing, there is an existing screen in Timetable called as **Faculty Class Allocation** from where faculties can be allotted for different subjects taught in a batch session class.



Date window configuration for allowing users to capture score class wise in a defined date range can also be done through a new web installer template named as **Class Wise Capture Date Configuration**.



Class Wise Capture Date Configuration

Class Name	Exam Type Name	Subject Code	Subject Name	Capture From Date	Capture To Date	Capture Mode	Update
M	M	M	M	O	O	O	O
Read Only	Read Only	Read Only	Read Only	MM/DD/YYYY	MM/DD/YYYY	Select	Select
	Start Entering Data From Row No 7.						

2) <u>Batch Session wise</u>

Description: This type of capture score is required when for a batch Session, faculties are to be authorized to capture score for subjects taught in that particular batch session irrespective of the classes in the batch session.

Configuration: From **Batch Session Subject template**, user can select capture type as Batch Session wise for such subjects.

Also for authorizing faculties for marks capturing, there is an existing template called as **Batch Session wise Faculty mapping** template from where faculties can be allotted for different subjects taught in a batch session.

A	B	C	D	E	F	G	H	I	J	K
Batch Session Subject Faculty Mapping										
ID	ID	Site Code	Batch Code	Batch Name	Session Code	Session Name	Subject Code	Subject Name	Faculty Code (Comma Seperated)	Update
Read Only	Read Only	Read Only	Read Only	Read Only	Read Only	Read Only	Read Only	Read Only	Editable	Select
Please start from row number 5										
261	2863	034	BATCH0256	B. Pharm 2013-2	SES0001	SEMESTER 1	341110(41)	Pharmaceutical Chem		
261	5096	034	BATCH0256	B. Pharm 2013-2	SES0001	SEMESTER 1	341112(41)L	Computer Application		
261	2869	034	BATCH0256	B. Pharm 2013-2	SES0001	SEMESTER 1	341116(41)	Pharmaceutics-I (Intro		
261	2870	034	BATCH0256	B. Pharm 2013-2	SES0001	SEMESTER 1	341117(41)	Pharmaceutical Chem		
261	2871	034	BATCH0256	B. Pharm 2013-2	SES0001	SEMESTER 1	341118(41)	Pharmacognosy-I		
261	2872	034	BATCH0256	B. Pharm 2013-2	SES0001	SEMESTER 1	341119(41)	Anatomy,Physiology a		
261	2873	034	BATCH0256	B. Pharm 2013-2	SES0001	SEMESTER 1	341120(41)	Workshop		
261	2879	034	BATCH0256	B. Pharm 2013-2	SES0001	SEMESTER 1	341126(41)	Pharmaceutics-I(Introc		
261	2880	034	BATCH0256	B. Pharm 2013-2	SES0001	SEMESTER 1	341127(41)	Pharmaceutical Chemi		
261	2881	034	BATCH0256	B. Pharm 2013-2	SES0001	SEMESTER 1	341128(41)	Pharmacognosy -I Lab		

Date window configuration for allowing users to capture score batch session wise in a defined date range can also be done through a new web installer template named as **Batch Session Wise Capture Date Configuration**.

E	F	G	H	I	J	K	L	M
Batch Session Wise Capture Date Configuration								
Exam Type Name	Subject Code	Subject Name	Capture From Date	Capture To Date	Capture Mode	Update		
M	M	M	O	O	O	O		
Read Only	Read Only	Read Only	MM/DD/YYYY	MM/DD/YYYY	Read Only	Select		
Start Entering Data From Row No 7.								

3) <u>Student Group wise</u>

Description: This type of capture score is required when for various subjects, student groups are created and faculties are to be authorized to capture score for subjects, student group wise.

Configuration: From **Batch Session Subject template**, user can select capture type as Group wise for such subjects.

Also user can map different student groups also here in this template itself against various subjects where group wise capture score is required.

A	E	F	G	H	I	AI	AJ	AK
Batch Session Subject					* Columns from AB are editable			
entity_id(do not edit)	Award Code-Name	Site Code-Name	Batch Code	Batch Name	Session Name	Capture Type	Student Group Code(comma separated)	To Be Updated
903860	PT MTech	Bhilai Institute Of Techr	BATCH6325	M Tech (PAR	SEMESTER 1		GTYPE0027,GTYPE0028,GTYPE0029,GTYPE0	N
903861	PT MTech	Bhilai Institute Of Techr	BATCH6325	M Tech (PAR	SEMESTER 1			N
903862	PT MTech	Bhilai Institute Of Techr	BATCH6325	M Tech (PAR	SEMESTER 1			N
903863	PT MTech	Bhilai Institute Of Techr	BATCH6325	M Tech (PAR	SEMESTER 1			N
903864	PT MTech	Bhilai Institute Of Techr	BATCH6325	M Tech (PAR	SEMESTER 2			N
903865	PT MTech	Bhilai Institute Of Techr	BATCH6325	M Tech (PAR	SEMESTER 2			N
903866	PT MTech	Bhilai Institute Of Techr	BATCH6325	M Tech (PAR	SEMESTER 2			N
903867	PT MTech	Bhilai Institute Of Techr	BATCH6325	M Tech (PAR	SEMESTER 2			N
903868	PT MTech	Bhilai Institute Of Techr	BATCH6325	M Tech (PAR	SEMESTER 3			N
903869	PT MTech	Bhilai Institute Of Techr	BATCH6325	M Tech (PAR	SEMESTER 3			N

For authorizing faculties for marks capturing, there is a new template called as **Group wise Faculty Mapping Template** from where faculties can be alloted for different subjects and mapped student groups.

Site Code	Site Name	Session Code	Session Name	Subject Code	Subject Name	Student Group Name	Faculty Code (Comma Separated)	Upd
M	M	M	M	M	M	M	O	
Read Only	Read Only	Read Only	Read Only	Read Only	Read Only	Read Only	Input	Sel
	Start Entering Data From Row No 7.							

Date window configuration for allowing users to capture score batch session wise in a defined date range can also be done through a new web installer template named as **Batch Session Wise Capture Date Configuration**.

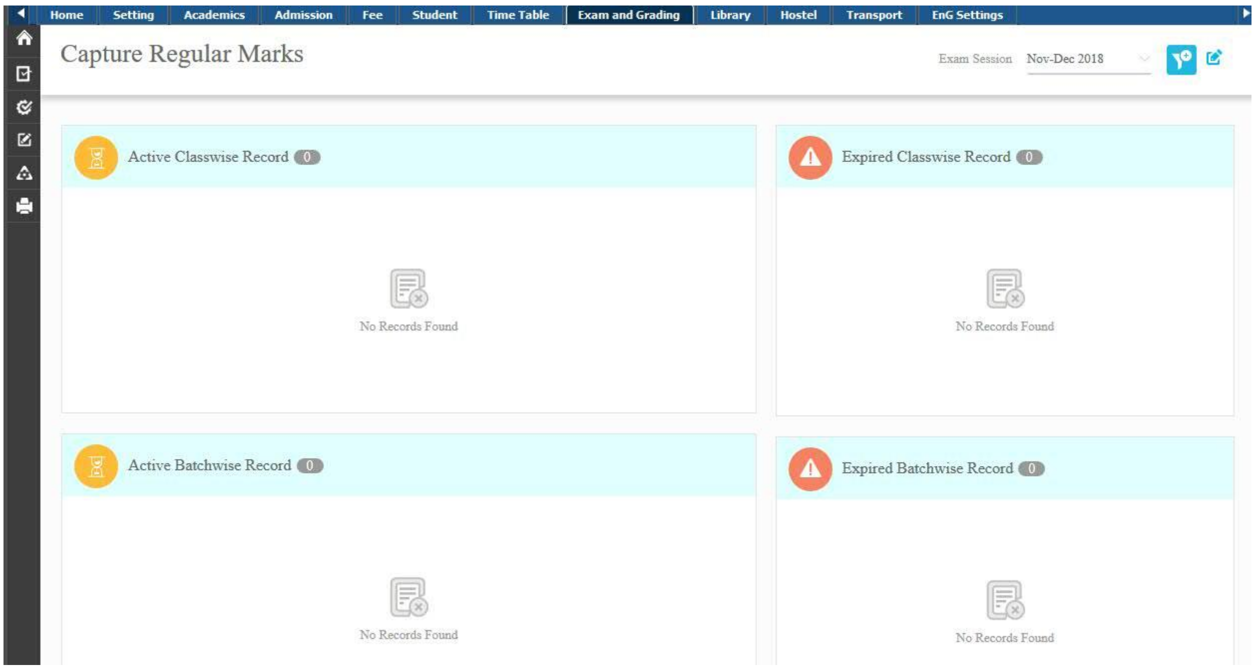
Group Wise Capture Date Configuration

Subject Name	Student Group Name	Capture From Date	Capture To Date	Capture Mode	Action
M	M	O	O	O	O
Read Only	Read Only	MM/DD/YYYY	MM/DD/YYYY	Read Only	Select

Capture Score Screen:

A new capture score screen with an aesthetic UI has been implemented from where for different subjects and capture types, regular internal marks can be captured by authorized faculties.

Based on the date window defined, records will be categorized into Active and Expired where user can come and see the currently active records for which marks capturing can be done and also the expired records for which date window for capture score has crossed.



Overview

This section allows the administrator to perform tasks releated to Result Processing.

To learn more about the Result Processing, go through the following.

- Process Score
- Edit Processed Score
- Result Processing (New)
- Result Processing (Old)
- Student Wise Edit Score with Synch
- Student Wise Edit Score without Synch
- Synch Re-evaluation Details
- Manage Backlog Marks
- History Data Deletion

Process Flow

Result Processing

Prerequisites

Attendance marking & capture score to be completed

Configuration

Award session exam type mapping template (to be configured as per customer requirements)

Mandatory flags to be configured

01. For Promotion Exam Type
02. Capture Backlog For repeat Exam Type Flag
03. Backlog Impacted Exam Type Flag
04. Dependant Exam Type
05. SGPA/ CGPA Normalization Code
06. Rounding Off Type for GPA
07. Digits Applied for GPA
08. SGPA/ CGPA grading scheme code
09. Aggregate Grading Scheme code
10. Rounding off type for Marks for Processing
11. Digits Applied for Marks for Processing
12. Exam Row Required
13. Show Result (Result View Screen)
14. Sequence
15. Is Capturable or calculated

Note1 : Remaining Processing related flags are optional based on customer requirement

Note 2: EP should always have the highest sequence

Note 3:. The sequence should be in ascending order with capturable exam type followed by corresponding calculated exam nodes

- Exclude Backlog CGPA/ SGPA (custom specific)
- Exclude SGPA/ CGPA calculation for this Award (custom specific)

Grade Boosting (if Required)

- Create the Grading Scheme for Bell Curve or Relative
- Grade Boosting flag to be enabled (EnG settings -> One time setup -> Award-> Boosting required)
- Academic Year award session subject configuration template (iON Webinstaller-> Academic Year Award Session Subject Configuration template)

Transaction

Result processing using new approach (E&G -> Result processing)

Exam and Grading Templates

The TCS iON Webinstaller module enables the performance of all activities related to the Exam and Grading domain, such as:

1.Create Grade Category

This template is used to create the Grade Category in bulk.

2. Grade Template

This template is used to define the Grades for a particular site. Grades helps us to identify/ categorize the students based on his Academic/exam performance. Grades are updated along with the Grade Category

3. Exam Category

This template is used to create the Exam Category in bulk. The Exams defined for a particular semester like Monthly/Semester are updated. Exam Category is defined along with the description which gives more details about the exams to be scheduled.

4. Exam Tree Template

This template is used to create the Nodes/Exam types in a Exam tree. This Exam Tree is a one time setup where the Exam type (nodes) are mapped under the Parent nodes and the Hierarchy and the Sequence No for the Exam types are defined.

5. Configure Exam Visibility for Marks Capturing

This template is used to configure the Exam visibility for marks capturing. There are 2 options to configure the Exam Visibility 1. Set Visibility Manually 2. Set Visibility Automatically. For Manual Visibility, Enable Is Open for Capture and Is Visible Flags. For Automatic, Assign Date range for Is Open for Capture and Is Visible Flags.

6. Exam Setup Master

This template is used to create the Exam Setup Master for a subject and a Exam. The created Exam setup Master is mapped with the Exam tree which is applicable both for subject and Exam. Non Consolidated Grading Scheme is tagged for Subject ESM and Consolidated Grading Scheme is tagged for Exam ESM.

7. Faculty Exam Mapping Template

FEM or Faculty Exam Mapping is a configuration which is done to authorize users for marks capturing for an exam type. The Faculties can be mapped for more than one exam type, site, department and subject wise.

FEM is required when FCA mapping is not done ,FEM can also be used for the exam type whose “Is Exam Row “ flag is enabled in the Award Session Exam Type Mapping template when FCA mapping is done.

8. Room Layout Detail

This template helps to create the Room Layout in detail where it includes Room Layout Header Name, Seat No, Row No, Column No and their names. Exam Seat Allocation for the students is based on the Room Layout Detail.

9. Subject Template

This template is used to create the subjects in bulk. The created subjects are mapped with the parent subject code and Activity. Created Subjects are defined if practical or internal, credit points are also mentioned. Grade Book Exam type master is also mapped with the subject, if required.

10. Subject and Subject Group Mapping Template

This template is used to create the subject Group where the subjects are grouped together. The subject group is enable by a flag to be opted by college, if required in the template. The student group code can also be mapped with the subject group.

11. Manage Regular Enrollment Template

This template is used to do the exam enrollment for the regular students. Both the Enrollment and De Enrollment is done using the same template. Based on the Enrollment Eligibility checks, student data will be populated in the Manage Regular Enrollment Template.

12. Backlog Enrollment Template

This template is used to do the exam enrollment for the backlo students.

13. Aggregate Fail Enrollment

This template is used to do the enrollment for the students failed in aggregate.

14. Manage Improvement Enrollment Template

This template is used to do the enrollment for the students who needs improvement.

15. Backlog Enrollment Template

This template is used to do the exam enrollment for the backlo students.

16. Student Exam Schedule Mapping Template

This template is used to map the students exam schedule.

17. Define Exam Room Availability

This template is used to define the exam room availability.

18. Exam Date Sheet Template

This template is used to define the dates for the scheduled exam types.

19.Capture score question wise template

This template is used to define the capture score question wise.

20. Exam tree template

This template is used to define the Exam tree.

21. Raw capture score template

This template is used to enter the capture score for the capturable exam types if the external exam type flag is enabled in Award Session Exam Type Mapping Template.

22. Capture attribute update in bulk template

This template is used to update the capture attributes.

23. Grade Boosting Configuration

This template is used to define the Grade boosting configuration.

24. Exam Session Wise Result Publishing Template

This template is used to view the result publishing exam session wise.

25. PDF Report Grouping Template

This template is used to define the attributes for the Reports.

26. History Data Bulk Upload

This template is used to upload the history data marks.

27. Award Session Examtype Mapping

This template is used to configure the basic setup for the Result Processing.

28. Program Site Mapping

This template is used to map the program with the site.

29. Student Site To Exam Site Mapping

This template is used to map the student with the exam site.

30. Curriculum Exam Definition

This template is used to define the exam curriculum.

31. Academic Template Creation

This template is used to create the Academic Template.

32.Bulk Batch Creation

This template is used to create the batches in bulk.

33.Batch Admission Category Mapping Template

This template is used to map the category with the Batch Admission.

34. Academic Session Configuration Template

This template is used to map the Academic year with the Batch session.

35. Academic Year Award Session Subject Configuration

This template is used to map the Academic year with the Award session subject for a site.

36. Batch Session Subject template

This template is used to map the curriculum at batch session level.

37. Batch Level Exam Configuration

This template is used to map the exam at batch session level.

38. Batch Exam Subject Level Configuration Template

This template is used to map the subject and exam at batch session level.

39. Batch Level Processing Rule Configuration Template

This template is used to define the processing rule at batch level.

40. Award Session Examtype Mapping

This template is used to configure the basic setup for the Result Processing.

41. Exam Session Wise Date Configuration

This template is used to approve the defined the Exam schedule.

42. Reevaluation Date Configuration

This template is used to configure the Reevaluation date.

43. Exam Date Sheet Template

This template is used to define the exam dates with respect to the exam session.

44. Map Invigilator Template

This template is used to map the invigilator to the room.

45. Exam Session Master Template

This template is used to create the exam session master.

46. FEM Mapping Template

This template is used to create the FEM data in bulk after creating the FEM Master.