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UNIVERSITY

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centurion university of technology and management

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Centurion
UNIVERSITY
*Shaping Lives...
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EMS – User Guide

Version 2.1.2

SoP for IT usage in Examination System

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1 INTRODUCTION

1.1 About EMS

The Examination Management Software, abbreviated EMS, is intended to capture the examination results of the students of Centurion University and calculate their Grades based on criteria set up. It also publishes the grade sheets and final certificates of the students on course completion

1.2 Intended Audience

This user manual is meant for

- Administrators who set up the basic information of the system including Roles and Privileges of other users
- Managers who import data into the system from the ERP application of the university
- Data Entry operators who enter transactional data into the system
- Report Generators who take final print outs of the grade sheets and certificates.

1.3 Organization of the manual

This manual is organized into 5 sections

1. Login
2. System administrator functions
3. Manager functions
4. Data Entry functions
5. Reports

1.4 Overall Flow of the Application

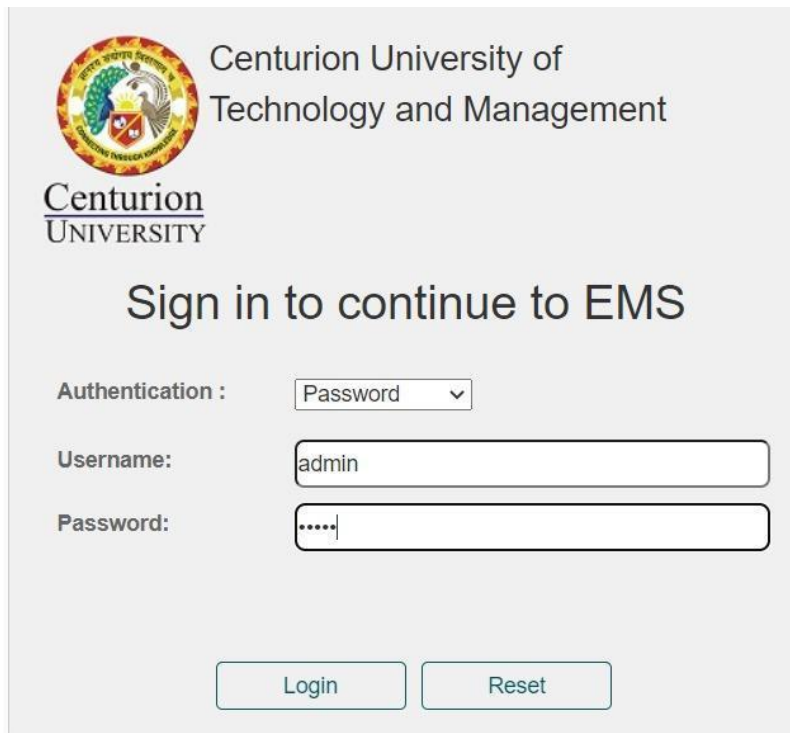
The application has the following data flow

1. The basic information of the system such as Programmes, Branches etc are set up by the Administrator. This is one time activity, and rarely gets changed, like if there is a new Program or Branch introduced. Refer to [Programmes Screen](#)
2. The roles and users of the system are next set up using [Roles Screen](#). Roles along with privileges of each role are also set up once and not updated often. The Users are added to the system as and when new members join the organization, and updated when their roles change.
3. The data required for every semester, such as the programme syllabus, the students who joined, their subject registration, Internal marks and exam details are imported from the ERP system using [Import Screens](#). Though UI screens are available to edit this information, it is mostly used in read-only format.
4. Once imported, data is verified in the reports and the [Examination Configuration](#) screens
5. Once the exam is conducted, the Attendance and Malpractice Information is also imported using an Excel sheet. This data can be verified using [Attendance Screen](#)
6. The [Answer Booklet Screen](#) records the receipt of the answer packets from the exam centers to the QA Cell
7. The barcode slips are removed from the answer sheet and created into bundles to be sent to the examiner. The [Packet Tagging screen](#) allows entry of barcodes against individual answer sheets for later correlation.
8. The marks for theory are entered using double entry and verification using [Theory Marks Entry Screen](#). The marks for practical and project components are similarly entered using [Other Marks Entry Screen](#).
9. Now Grades can be calculated and reports taken out.

Anita Palre
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2 Login

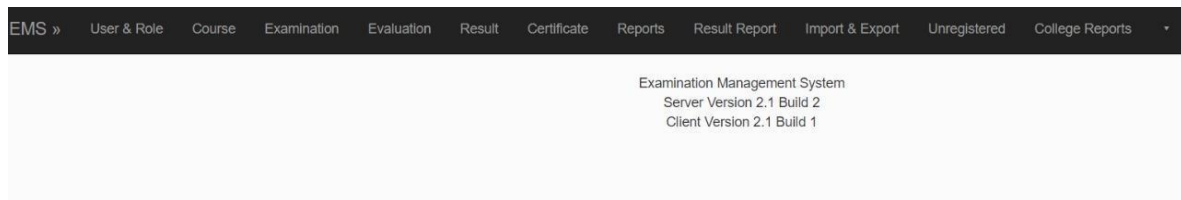
The user logs into the system using the login ID and password given to them by the system administrator



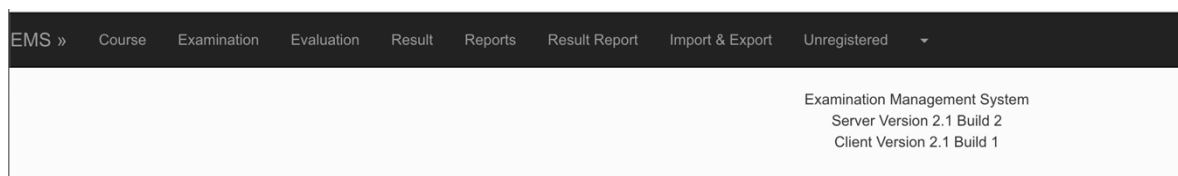
The screenshot shows the login interface for the Examination Management System (EMS) at Centurion University of Technology and Management. At the top left is the university's logo, a circular emblem with a bird and text. To its right, the university's name is displayed in two lines: "Centurion University of Technology and Management". Below the logo is the text "Centurion UNIVERSITY". The main heading is "Sign in to continue to EMS". Underneath, there is an "Authentication:" label followed by a dropdown menu set to "Password". Below that are three input fields: "Username:" with the value "admin", "Password:" with masked characters ".....", and a "Login" button. To the right of the "Login" button is a "Reset" button.

On successful login, the application menu is displayed. Only those menu items will be displayed as allowed by the privileges allowed for the user.

2.1 Menu for Admin User



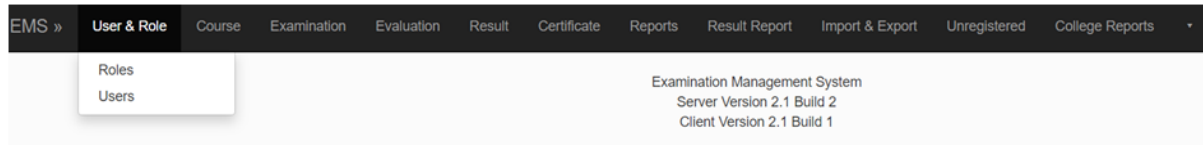
2.2 Menu for Regular User



3 System Administration Functions

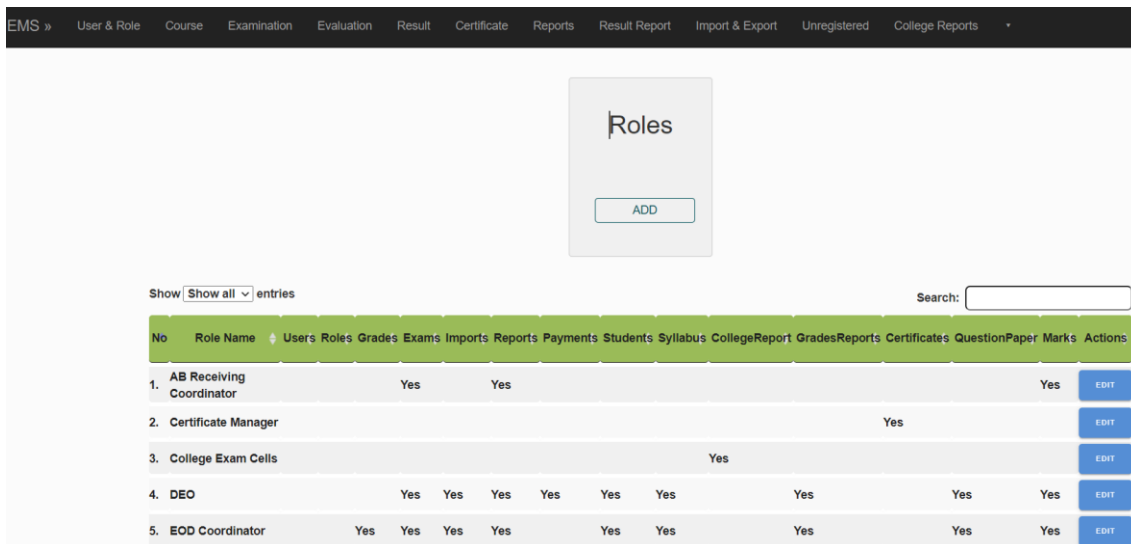
3.1 User & Roles

The User & Roles menu contains user and roles information. Each of the menu items is explained in detail in the following sections.



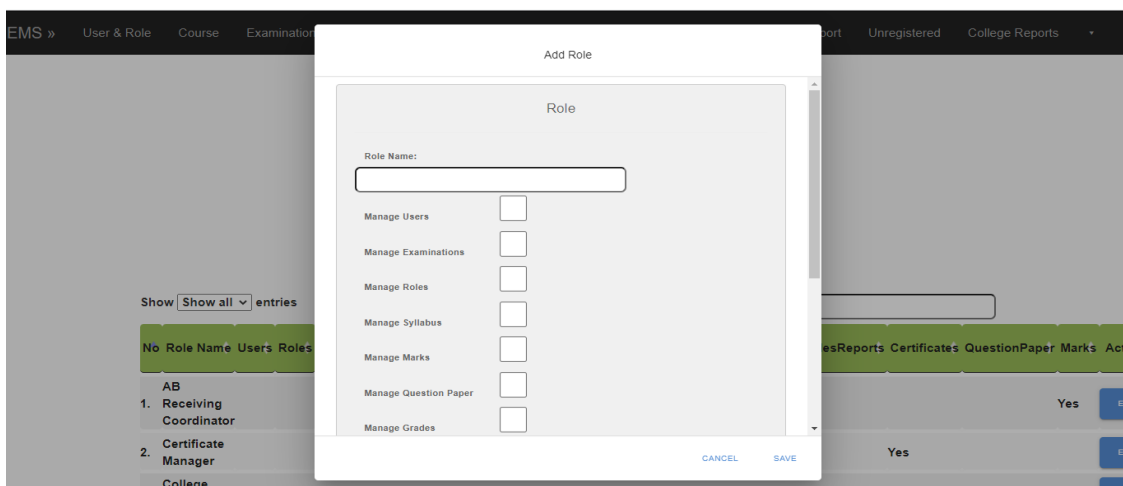
3.1.1 Role List

Clicking on Roles it will show the role list and it will show what privileges are given for each role.



3.1.2 Role Entry

Click on ADD to add a new role, EDIT of the specific role to change details. You can choose privileges for the role



3.2 Users

3.2.1 Users - List

Clicking on user you will find the list of Users data who all are present

Users

ADD

Show Show all entries Search:

No	First Name	Middle Name	Last Name	Email	Login Id	Password	Actions			
1.	admin		User	admin@icalibrator.com	admin	8cb2237d0679ca88db6464eac60da96345513964	EDIT	ROLES	REMOVE	FINGER PRINT
2.	Icalibrator		User	admin@icalibrator.com	icalibrator	8cb2237d0679ca88db6464eac60da96345513964	EDIT	ROLES	REMOVE	FINGER PRINT
3.	Sushree	Sangita	Sahoo	sushreesangita@cutm.ac.in	Barsha	8cb2237d0679ca88db6464eac60da96345513964	EDIT	ROLES	REMOVE	FINGER PRINT
4.	Sidhajyoti		Mishra	sidhajyoti@cutm.ac.in	Sidhajyoti	8cb2237d0679ca88db6464eac60da96345513964	EDIT	ROLES	REMOVE	FINGER PRINT
5.	Sushree		Mohapatra	sushree@cutm.ac.in	sushree	8cb2237d0679ca88db6464eac60da96345513964	EDIT	ROLES	REMOVE	FINGER PRINT
6.	Hemant	Kumar	Mohanta	hemantkunu22@gmail.com	Hemant	8cb2237d0679ca88db6464eac60da96345513964	EDIT	ROLES	REMOVE	FINGER PRINT
7.	Sabyasachi		Mohanty	sabyasachi@cutm.ac.in	Sabyasachi	8cb2237d0679ca88db6464eac60da96345513964	EDIT	ROLES	REMOVE	FINGER PRINT
8.	Tapan	Kumar	Sahoo	tapan@gmail.com	tapan	8cb2237d0679ca88db6464eac60da96345513964	EDIT	ROLES	REMOVE	FINGER PRINT
9.	Jyoti		Sayantani	jyoti.sayantani@gmail.com	jyoti	8cb2237d0679ca88db6464eac60da96345513964	EDIT	ROLES	REMOVE	FINGER PRINT
10.	Sanat	Kumar	Sahu	sanat@gmail.com	sanat	8cb2237d0679ca88db6464eac60da96345513964	EDIT	ROLES	REMOVE	FINGER PRINT

3.2.2 Users - Entry

Click on ADD to add a new user, EDIT of the specific user to change details

Mohanty sabyasachi@cutm.ac.in Sabyasachi EDIT ROLES

Edit User

User

First Name:

Middle Name:

Last Name:

Email:

Login Id:

Password:

[CANCEL](#) [SAVE](#)

smita Suchismita@gmail.com suchi EDIT ROLES

3.2.3 Users - Roles

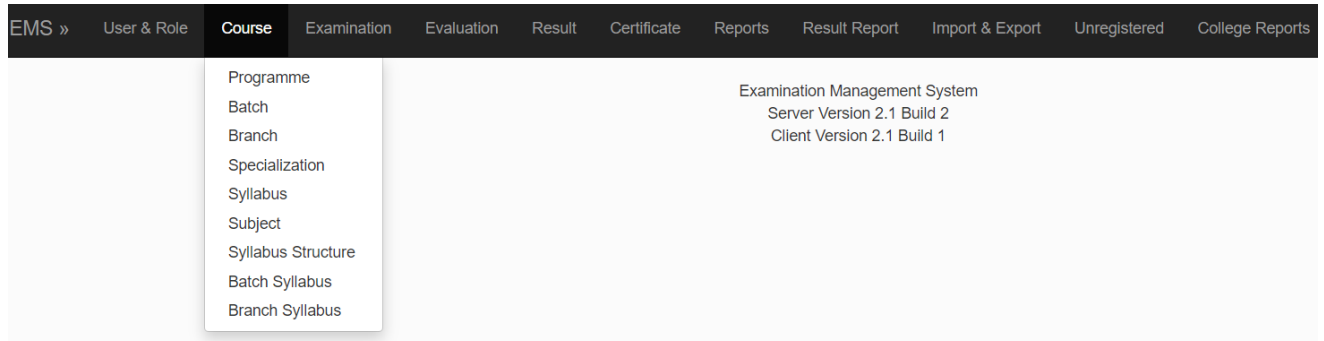
Each user can be given one or more roles in the system. The privileges given to that user will be sum total of all privileges of all roles assigned to them.

3.3 Campus and Colleges

The Campuses, and the Colleges in them are set up from the back end and not visible in any of the main UI screens. They are displayed as part of the UI when specific transactions are done, for example import of students or tagging of answer booklets or in some reports.

3.4 Courses

The Courses menu contains all items to view the Programmes, Branches, Batches, Specialization, Syllabus, Subject, Syllabus Structure information for the whole university

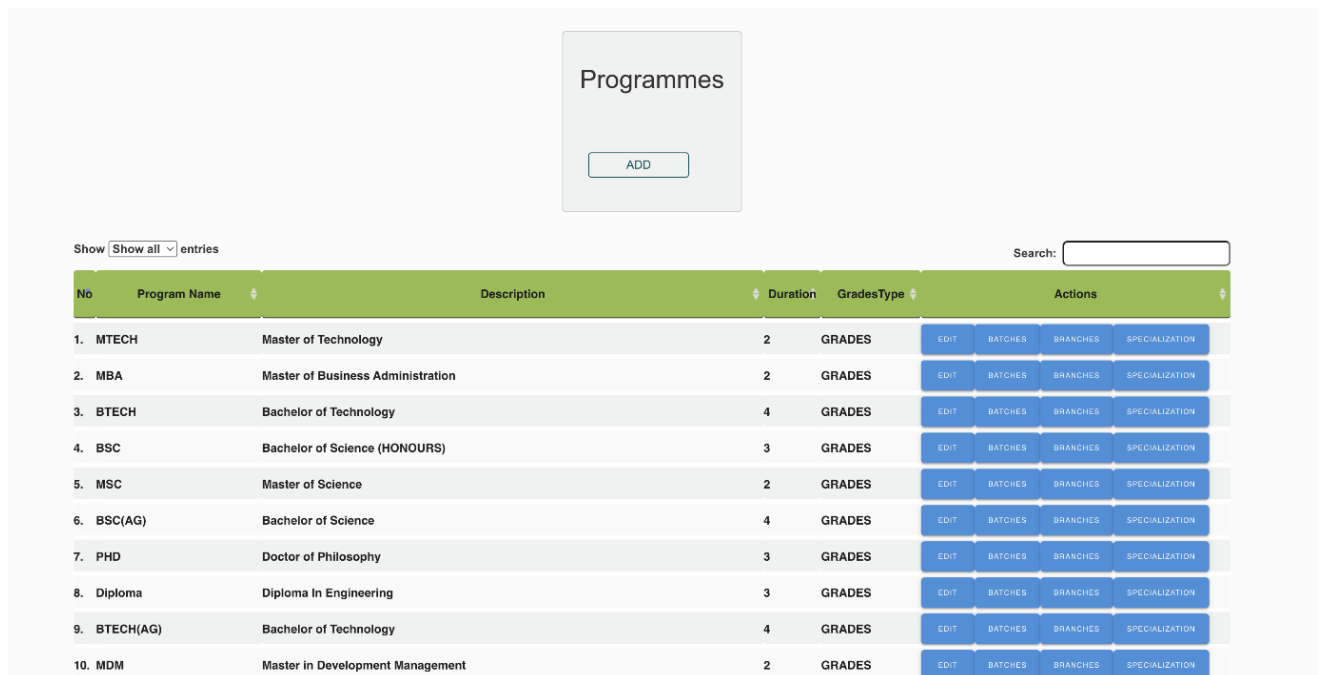


Each of the above menu items is explained in detail in the following sections.

The Program, branch and specialization information is added to the system using the User Interface. However, the subject, syllabus and their structure are mostly imported from the ERP and the following interfaces are more for validation and use in transactions. They are never edited from here, since that will make it go out of sync with the ERP and then future imports will not identify the correct record.

3.4.1 Program

Clicking on Program it will show the list of Programs which are there in the University with their duration and grade type.



Programmes can be added using the ADD button or edited using the EDIT button on the specified programme.

ADD

EDIT PROGRAMME

Name: MTECH

Description: Master of Technology

Duration: 2

GradesType: GRADES

CANCEL SAVE

Programme Name	Duration	Grades	EDIT	BATCH
Master of Technology	2	GRADES	EDIT	BATCH
Master of Business Administration	2	GRADES	EDIT	BATCH
Bachelor of Technology	2	GRADES	EDIT	BATCH
Bachelor of Science (HONOURS)	2	GRADES	EDIT	BATCH
Master of Science	2	GRADES	EDIT	BATCH
Bachelor of Science	4	GRADES	EDIT	BATCH

3.4.2 Branch

When we click on Branches and choose the program it will give all the branches for a specific program.

Branches

Programme: BTECH

ADD

Show: Show all entries

Search:

No	Program Name	Branch Name	Branch Code	Actions
1.	B.Tech	Chemical Engineering	CH	EDIT
2.	B.Tech	Civil Engineering	CE	EDIT
3.	B.Tech	Computer Science & Engineering	CSE	EDIT
4.	B.Tech	Electrical & Electronics Engineering	EEE	EDIT
5.	B.Tech	Electrical Engineering	EL	EDIT
6.	B.Tech	Electronics & Communication Engineering	ECE	EDIT
7.	B.Tech	Electronics & Instrumentation Engineering	EIE	EDIT

3.4.3 Batch

Click on Batch and choose the program it will give the list of batches present for a specific program.

EMS » User & Role Course Examination Evaluation Result Certificate Reports Result Report Import & Export Unregistered College Reports

Batches

Programme

Show entries Search:

No	Program Name	Year	Actions
1.	BTECH	2020	<input type="button" value="SYLLABUS"/>
2.	BTECH	2019	<input type="button" value="SYLLABUS"/>
3.	BTECH	2018	<input type="button" value="SYLLABUS"/>

3.4.4 Specialization

Click on Specialization and choose the program it will show all the specializations relate to that program.

Specializations

Programme

Show entries Search:

No	Program Name	Branch Id	Specialization Name	Specialization Code	Actions
1.	MBA	Master of Business Administration	Finance Management	MBAFM	<input type="button" value="EDIT"/>
2.	MBA	Master of Business Administration	HR & Finance	MBAHRF	<input type="button" value="EDIT"/>
3.	MBA	Master of Business Administration	Industry Integrated Programme	MBAIIP	<input type="button" value="EDIT"/>
4.	MBA	Master of Business Administration	Marketing Management	MBAMM	<input type="button" value="EDIT"/>
5.	MBA	Master of Business Administration	Operations Management	MBAOM	<input type="button" value="EDIT"/>
6.	MBA	Master of Business Administration	Rural Management	MBARM	<input type="button" value="EDIT"/>
7.	MBA	Master of Business Administration	Finance & Marketing Management	MBAFMM	<input type="button" value="EDIT"/>
8.	MBA	Master of Business Administration	Marketing & Operation Management	MBAMOM	<input type="button" value="EDIT"/>

3.4.5 Syllabus

Click on Syllabus and choose the year it will show all the syllabus related to that year.

Syllabus

Year

Show entries Search:

No	Syllabus Name	Year	Duration	Status	Actions				
1.	BBA-2020-22 Batch Syllabus	2020	3	OPEN	<input type="button" value="EDIT"/>	<input type="button" value="SUBJECTS"/>	<input type="button" value="ACTIVATE"/>	<input type="button" value="FREEZE"/>	<input type="button" value="DEACTIVATE"/>
2.	BTECH-2020-24 Batch Syllabus	2020	4	OPEN	<input type="button" value="EDIT"/>	<input type="button" value="SUBJECTS"/>	<input type="button" value="ACTIVATE"/>	<input type="button" value="FREEZE"/>	<input type="button" value="DEACTIVATE"/>
3.	BFSC-2020-22 Batch Syllabus	2020	4	OPEN	<input type="button" value="EDIT"/>	<input type="button" value="SUBJECTS"/>	<input type="button" value="ACTIVATE"/>	<input type="button" value="FREEZE"/>	<input type="button" value="DEACTIVATE"/>

Showing 1 to 3 of 3 entries Previous Next

3.4.6 Subject

Click on Subject it will show all the subjects which are there in the University.

Subjects

Show entries Search:

No	Subject Code	Subject Name	Custom String	Subject Type	Subject Category	Course Type	Actions
1.	CUBA2210	MARKETING ANALYTICS		PRACTICAL_PROJECTCORE		CREDIT	<input type="button" value="EDIT"/>
2.	CUBA2211	BUSINESS ANALYTICS THROUGH EXCEL		PRACTICAL_PROJECTCORE		CREDIT	<input type="button" value="EDIT"/>
3.	CUBA2212	FINANCIAL ANALYTICS		PRACTICAL_PROJECTCORE		CREDIT	<input type="button" value="EDIT"/>
4.	CUBA2213	AGRICULTURE ANALYTICS		PRACTICAL_PROJECTCORE		CREDIT	<input type="button" value="EDIT"/>
5.	CUBA2215	DATA DRIVEN BUSINESS		PROJECT	CORE	CREDIT	<input type="button" value="EDIT"/>

3.4.7 Syllabus Structure

Click on Syllabus Structure and choose the program and batch year it will show all the subjects in the syllabus which have the Subject Name and Subject Code and the total credits for that subject and it will show the subjectType(Practical,Project,Theory,Workshop).

Syllabus Structure

Programme

Batch

Show entries Search:

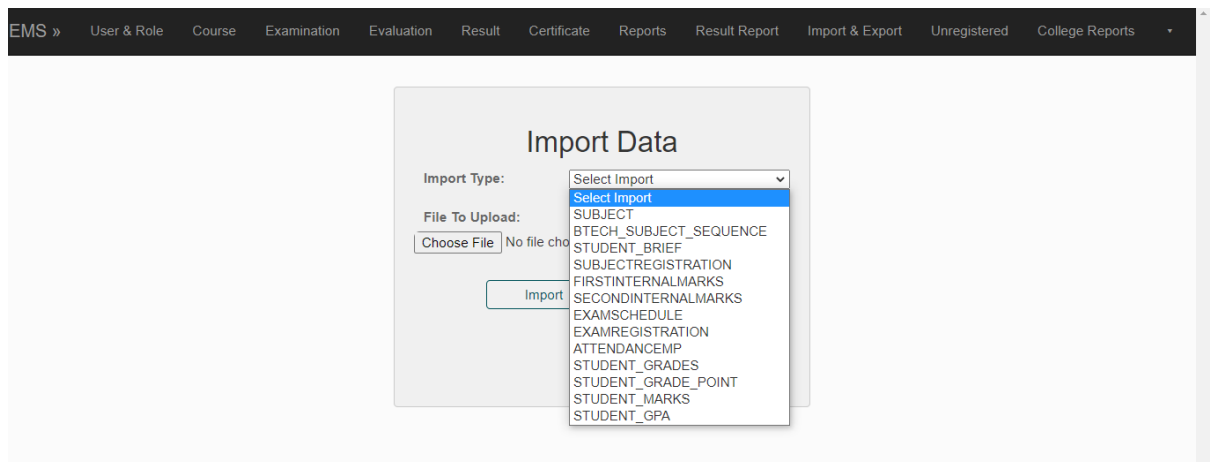
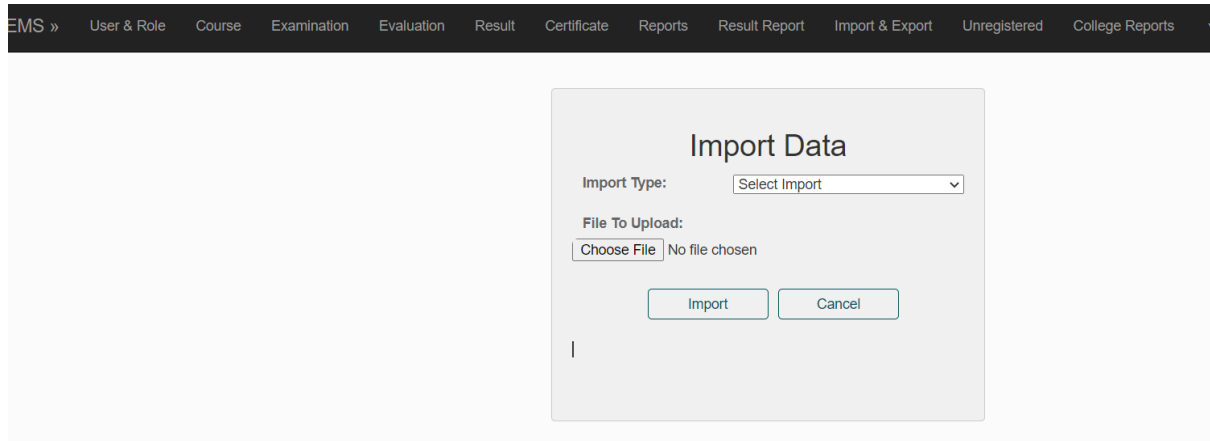
No	Subject Name	Subject Code	Credits	Theory	Practical	Project	Workshop	Semesters
1.	JOB READINESS	CUTM1016	6	0	6	0	0	[6]
2.	E-VEHICLE ASSEMBLY AND SERVICE TECHNOLOGY	CUTM3037	4	0	3	1	0	[6]
3.	EDITOR	CUTM3054	4	0	3	1	0	[6]
4.	INTRODUCTION TO BLENDER AND UNITY TOOLS	CUTM3056	4	0	3	1	0	[6]
5.	BASKETBALL	CUTM3068	4	0	3	1	0	[6]
6.	GYM FITNESS	CUTM3069	4	0	3	1	0	[6]
7.	SOLAR LIGHTING TECHNOLOGY	CUTM3074	4	0	3	1	0	[6]
8.	DIGITAL PAINTING	CUTM3115	4	0	3	1	0	[6]
9.	DESKTOP PUBLISHING	CUTM3055	4	0	3	1	0	[6]
10.	ADVANCE METROLOGY	CUTM1087	2	1	1	0	0	[6]

4 Data Import Functions

These set of functions import data from the ERP system into EMS to avoid repeated data entries in both systems

4.1 Import Data

When we click on Import Data and choose any one of the Import Type and import the Excel related to the import type and click on import it will take all the data from excel and store the data in the database in the specific import type table.

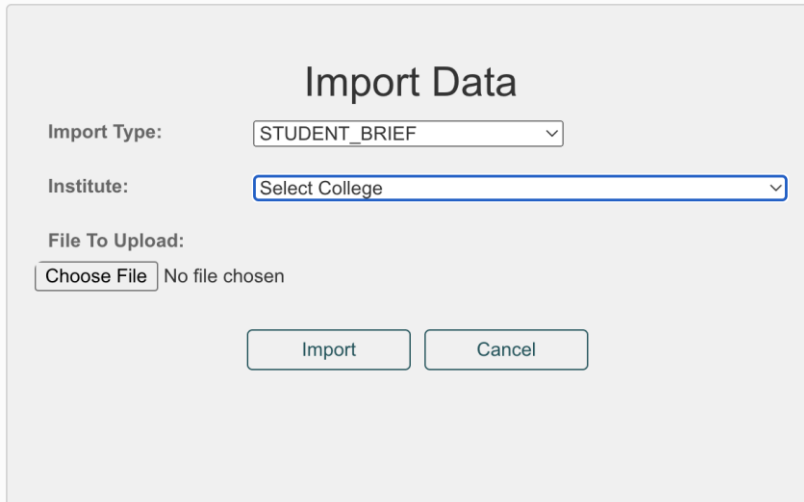


4.1.1 Subjects

This imports a complete syllabus for a programme batch combination. For example it can be BTECH-2020 Batch. The excel sheet contains the program name, batch year, subject code, subject name, total credits, the different components in the subject (like Theory, Practical, Project, Workshop) and split of credits between the different components. This step is essential to create the batch for the programme and the syllabus structure for that batch. The imported data can be verified in the [Batch / Syllabus](#) Screens

4.1.2 Students

Once the batch is created, the students can be imported for the batch. Multiple campuses in the system are represented as colleges for that programme. While importing students the correct college should be selected to ensure that future transactional data is attached to the correct college.

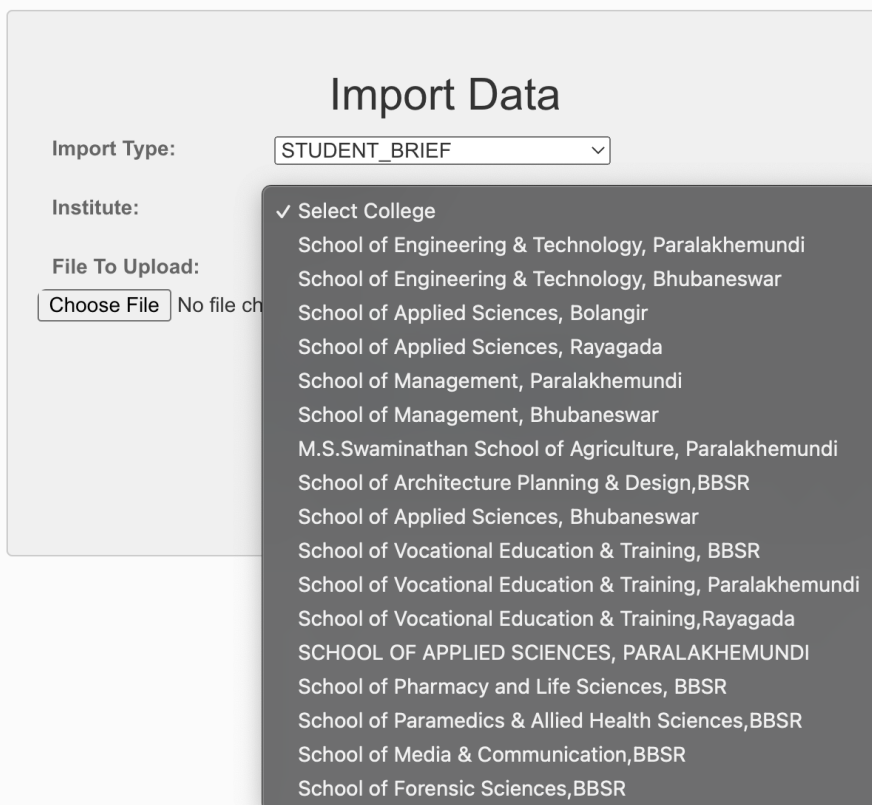


Import Data

Import Type:

Institute:

File To Upload: No file chosen



Import Data

Import Type:

Institute:

File To Upload: No file chosen

- ✓ Select College
- School of Engineering & Technology, Paralakhemundi
- School of Engineering & Technology, Bhubaneswar
- School of Applied Sciences, Bolangir
- School of Applied Sciences, Rayagada
- School of Management, Paralakhemundi
- School of Management, Bhubaneswar
- M.S.Swaminathan School of Agriculture, Paralakhemundi
- School of Architecture Planning & Design,BBSR
- School of Applied Sciences, Bhubaneswar
- School of Vocational Education & Training, BBSR
- School of Vocational Education & Training, Paralakhemundi
- School of Vocational Education & Training,Rayagada
- SCHOOL OF APPLIED SCIENCES, PARALAKHEMUNDI
- School of Pharmacy and Life Sciences, BBSR
- School of Paramedics & Allied Health Sciences,BBSR
- School of Media & Communication,BBSR
- School of Forensic Sciences,BBSR

4.1.3 Subject Registration

This imports the registration of the students to subjects semester wise.

4.1.4 First Internal Marks

This imports the first internal marks for the students in their subjects.

4.1.5 Second Internal Marks

This imports the first second marks for the students in their subjects.

4.1.6 Exam Schedule

This imports the schedule for theory exams at the end of the semester. There are also EOD exams which are conducted for students with arrears in subjects. This data can be verified using [Exam Schedule Screen](#).

4.1.7 Exam Registration

This imports the registrations of students for the above exams. The registrations for practical and project components are also linked to the theory exams. In cases where a subject has no theory component and hence is not in the above schedule, the system creates separate exams without date to link the registrations. This data can be verified using [Exam Registration Screen](#).

4.1.8 Exam Attendance and Malpractice

This imports the attendance and malpractice incidents if any in the theory exams. Based on the information imported, multiple answer booklet packets are auto created in the system. These are later received using [Answer Booklet Screen](#).

4.1.9 Grades, Grade points, Marks

This is provided to import already calculated grades from previous semesters before this system was brought into production

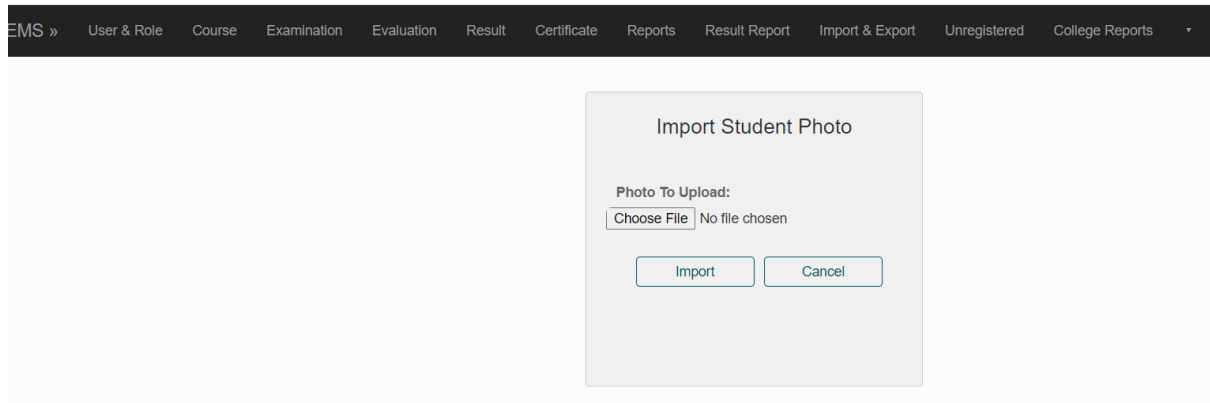
4.1.10 Import GPA

This is provided for the purpose of printing certificates for earlier students whose grade calculations are already done.

4.2 Import Photos

When we want to upload the student photos:-

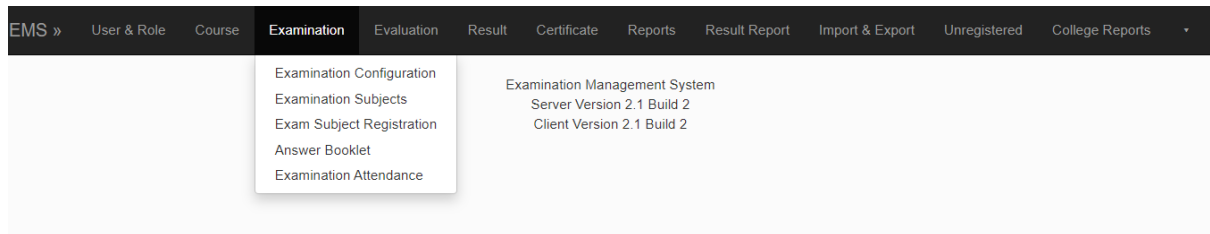
2. Click on Import & Export
3. Click on Import Student Photo.
4. Choose the file to upload.
5. Click on Import.



5 Transactional Data Entry

5.1 Examination

The Examination menu contains Examination Configuration, Examination Subjects, Exam Subject Registration, Answer Booklet, Examination Attendance.



Each of the above menu items is explained in detail in the following sections.

5.1.1 Examination Configuration

Click on Examination Configuration it will show what all exams are there for the batches.

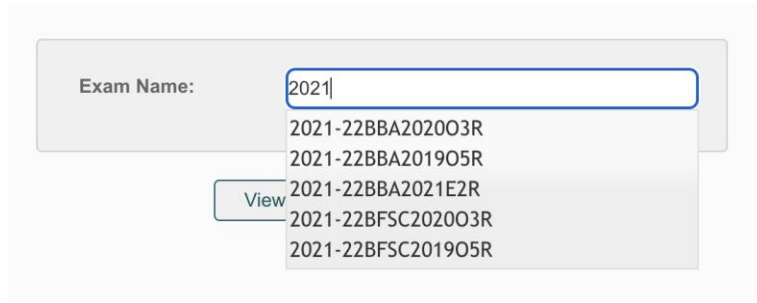
The screenshot shows the 'Exams' configuration page. At the top, there is a large box with the word 'Exams' and an 'ADD' button. Below this, there is a search bar and a table of exams. The table has the following columns: No, Exam Name, Description, Syllabus Name, Syllabus Year, Exam Type, Status, and Actions. The table contains four rows of exam data.

No	Exam Name	Description	Syllabus Name	Syllabus Year	Exam Type	Status	Actions
1.	2021-22BBA2020O3R	2021-22BBA2020O3R	BBA-2020-22 Batch Syllabus	2020			EDIT SUBJECT EXAMS
2.	2021-22BBA2019O5R	2021-22BBA2019O5R	BBA-2019-21 Batch Syllabus	2019			EDIT SUBJECT EXAMS
3.	2021-22BBA2021E2R	2021-22BBA2021E2R	BBA-2021-24 Batch Syllabus	2021			EDIT SUBJECT EXAMS
4.	2021-22BFSC2020O3R	2021-22BFSC2020O3R	BFSC-2020-22 Batch Syllabus	2020			EDIT SUBJECT EXAMS

Clicking on Subject Exam will show what all subject exams are there for a particular exam, which is the following section.

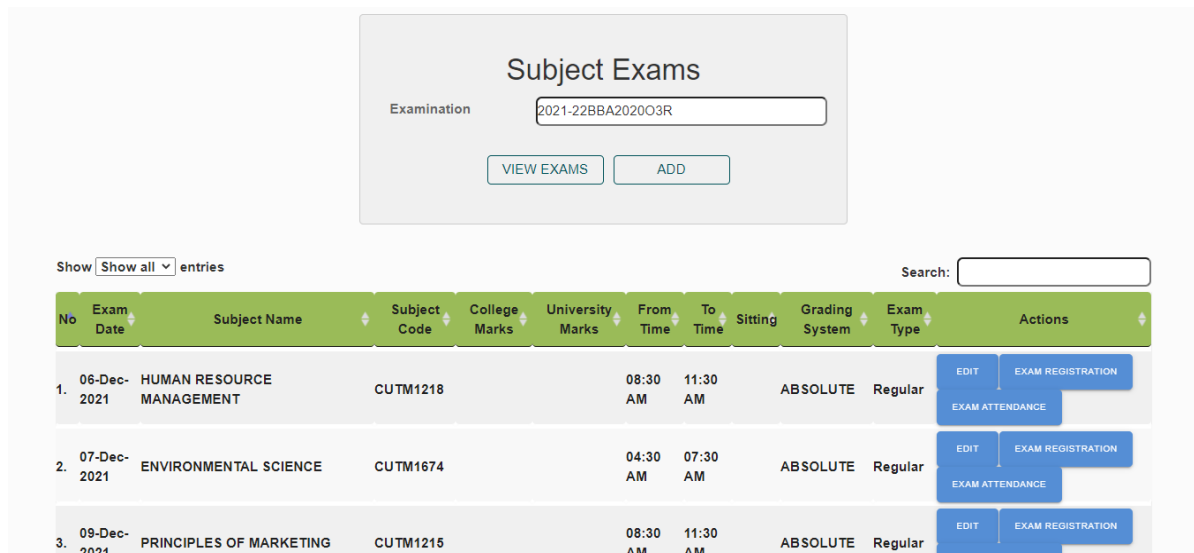
5.1.2 Examination Subjects

Click on Examination Subjects and start entering the examination name. A list of exams will show up in the drop down which conform to the typed in letters. (NOTE: This is how exam is selected in all forms in the application)



The screenshot shows a form with a label 'Exam Name:' and an input field containing '2021'. Below the input field is a dropdown menu with the following options: 2021-22BBA202003R, 2021-22BBA201905R, 2021-22BBA2021E2R, 2021-22BFSC202003R, and 2021-22BFSC201905R. A 'View' button is positioned to the left of the dropdown menu.

Choose any one and click on view exams it will give what all subject exams are there for a particular Exam.



The screenshot shows the 'Subject Exams' page. At the top, there is a header 'Subject Exams' and a search box containing '2021-22BBA202003R'. Below the search box are two buttons: 'VIEW EXAMS' and 'ADD'. The main content is a table with the following columns: No, Exam Date, Subject Name, Subject Code, College Marks, University Marks, From Time, To Time, Sitting, Grading System, Exam Type, and Actions. The table contains three rows of exam data.

No	Exam Date	Subject Name	Subject Code	College Marks	University Marks	From Time	To Time	Sitting	Grading System	Exam Type	Actions
1.	06-Dec-2021	HUMAN RESOURCE MANAGEMENT	CUTM1218			08:30 AM	11:30 AM		ABSOLUTE	Regular	EDIT EXAM REGISTRATION EXAM ATTENDANCE
2.	07-Dec-2021	ENVIRONMENTAL SCIENCE	CUTM1674			04:30 AM	07:30 AM		ABSOLUTE	Regular	EDIT EXAM REGISTRATION EXAM ATTENDANCE
3.	09-Dec-2021	PRINCIPLES OF MARKETING	CUTM1215			08:30 AM	11:30 AM		ABSOLUTE	Regular	EDIT EXAM REGISTRATION EXAM ATTENDANCE

5.1.3 Exam Subject Registration

This lists the registered student for the particular Subject Exam for the selected exam + subject combination.

Choose an exam like above and start entering the subject name or code in the next box. A list of subjects will show up in the drop down which conform to the typed in letters (NOTE: This is how subject exam is selected in all forms in the application)

Exam Registration

Examination

Subject

- CUAQ2252 - BIOFLOC AQUACULTURE
- CUAQ2250 - INTENSIVE FISH REARING
- CUAQ2251 - ORNAMENTAL FISH FARMING

Choose the correct subject and click on View to get the registrations.

Exam Registration

Examination

Subject

Show entries Search:

No	Subject Exam	Name	Exam Registration Type	Date	Actions
1.	HUMAN RESOURCE MANAGEMENT	PIDUGU TINA	NORMAL	11-Jul-2022	<input type="button" value="EDIT"/>
2.	HUMAN RESOURCE MANAGEMENT	KONCHADA PAVAN KUMAR	NORMAL	11-Jul-2022	<input type="button" value="EDIT"/>
3.	HUMAN RESOURCE MANAGEMENT	KENGAM AMRUTHA	NORMAL	11-Jul-2022	<input type="button" value="EDIT"/>
4.	HUMAN RESOURCE MANAGEMENT	ABHAY KUMAR PATEL	NORMAL	11-Jul-2022	<input type="button" value="EDIT"/>

5.1.4 Answer Booklet

This lists the answer packets received from the different colleges for the selected exam + subject combination

Answer Booklet Received Screen

College :

Date of Exam :

Exam Name :

Subject :

Room Name	Page#	Status	Total	No Of AB	Actions
1. AR-210	1	Not Received	7	6	<input type="button" value="VIEW"/>
2. AR-122	1	Not Received	10	8	<input type="button" value="VIEW"/>
3. C-211	1	Not Received	19	18	<input type="button" value="VIEW"/>

Clicking on View of a specific packet displays the details. The user can click the correct status to indicate whether the packet was received or not.

Answer Booklet Received Screen

College :

Date of Exam :

Exam Name :

Subject :

Room Name	Page#	Status	Total	No Of AB	Actions
1. AR-210	1	Not Received	7	6	<input type="button" value="VIEW"/>
2. AR-122	1	Not Received	10	8	<input type="button" value="VIEW"/>
3. C-211	1	Not Received	19	18	<input type="button" value="VIEW"/>

No	Reg No	Status
1.	190804230001	Present
2.	190804230002	Present
3.	190804230003	Present
4.	190804230004	Present
5.	190804230005	Present
6.	190804230006	Present
7.	190804230007	MP

5.1.5 Examination Attendance

This lists the exam attendance for the selected exam + subject combination

Exam Attendance

Exam Name:

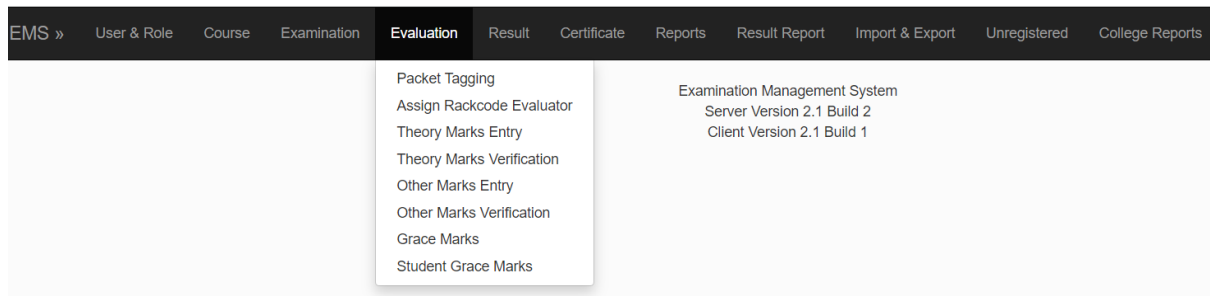
Subject :

Show entriesSearch:

No	Subject Name	Name	Attendance	Malpractice	Actions
1.	HUMAN RESOURCE MANAGEMENT	PIDUGU TINA	Present		<input type="button" value="EDIT"/>
2.	HUMAN RESOURCE MANAGEMENT	KONCHADA PAVAN KUMAR	Present		<input type="button" value="EDIT"/>
3.	HUMAN RESOURCE MANAGEMENT	KENGAM AMRUTHA	Present		<input type="button" value="EDIT"/>
4.	HUMAN RESOURCE MANAGEMENT	ABHAY KUMAR PATEL	Absent		<input type="button" value="EDIT"/>

5.2 Evaluation

This menu contains all the features required for barcoding of papers before sending to evaluators and entry of marks after they are received back from evaluators.



5.2.1 Packet Tagging

This lists the registration numbers with barcodes for the date + selected exam + subject + registration number combination. This will save the barcodes for each answer booklet of the students.

The screenshot shows the 'AB Barcode Tagging' form. It includes input fields for Date of Exam (08-12-2021), Exam Name (2021-22BFSC2019O5R), Subject (FSHM3103 - PHARMACOLOGY), Registration no (190804230001), and Rackcode. A 'Search' button is located next to the Registration no field. Below these fields is a table with columns for SL No, Registration No, and BarCode. The table contains six rows of data, each with a corresponding BarCode input field. At the bottom of the form are 'Save' and 'Cancel' buttons.

SL No	Registration No	BarCode
1	190804230001	12341111
2	190804230002	12341112
3	190804230003	12341113
4	190804230004	12341114
5	190804230005	12341115
6	190804230006	12341116

5.2.2 Theory Marks Entry and Verification

The screenshot shows the 'Mark Entry' form. It includes input fields for Exam Name, Subject, Rack Code, and Rack Code Status. At the bottom of the form are 'Save' and 'Cancel' buttons.

Marks are entered twice by two different users and compared. In case of any discrepancy in entering a third verification round is done and correct marks are entered only for mismatched entries. This is done for both theory and practical / project marks

This is the verification screen for theory marks

The screenshot shows a web application interface with a dark navigation bar at the top containing the following menu items: EMS » User & Role Course Examination Evaluation Result Certificate Reports Result Report Import & Export Unregistered College Reports. Below the navigation bar is a light gray modal window titled "Mark Verification". Inside the modal, there are four input fields: "Exam Name:", "Subject:", "Rack Code:", and "Rack Code Status:". Each field is represented by a white rectangular box with a thin border. At the bottom of the modal, there are two buttons: "Save" and "Cancel".

5.2.3 Other Marks Entry and Verification

A similar procedure is followed for practical / project marks. The difference is that college has to be selected for these.

The screenshot shows a web application interface with a dark navigation bar at the top containing the following menu items: EMS » User & Role Course Examination Evaluation Result Certificate Reports Result Report Import & Export Unregistered College Reports. Below the navigation bar is a light gray modal window titled "Mark Entry". Inside the modal, there are five input fields: "Exam Name:", "Subject:", "College:", "Subject Type:", and "Rack Code Status:". The "College:" field is a dropdown menu with the text "Select College" and a downward arrow. The "Subject Type:" field is a dropdown menu with a downward arrow. Each field is represented by a white rectangular box with a thin border. At the bottom of the modal, there are two buttons: "Save" and "Cancel".

Other marks Verification Screen

The screenshot shows a web application interface with a dark navigation bar at the top containing the following menu items: EMS » User & Role Course Examination Evaluation Result Certificate Reports Result Report Import & Export Unregistered College Reports. Below the navigation bar is a light gray modal window titled "Mark Verification". Inside the modal, there are five input fields: "Exam Name:", "Subject:", "College:", "Subject Type:", and "Rack Code Status:". The "College:" field is a dropdown menu with the text "Select College" and a downward arrow. The "Subject Type:" field is a dropdown menu with a downward arrow. Each field is represented by a white rectangular box with a thin border. At the bottom of the modal, there are two buttons: "Save" and "Cancel".

5.2.4 Grace Marks

Add And Analyse Grace Marks

Exam Name:

Subject :

Grace Marks:

Total Students:

Grade	Count

S No	Int Mark	Ext Mark	Sub Total	Exp Total	Exp Grade

S No	Int Theo	Ext Theo	Sub Total Theo	Int Prac	Ext Prac	Sub Total Prac	Sub Total	Exp Total	Exp Grade

5.2.5 Student Grace Marks

EMS » User & Role Course Examination Evaluation Result Certificate Reports Result Report Import & Export Unregistered College Reports

Add And Analyse Student Grace Marks

Exam Name:

Subject :

5.3 Result

The screenshot shows the EMS navigation menu with the 'Result' dropdown menu open. The dropdown menu contains the following options:

- GradeSet Definition
- Gradeset Grade Cutoffs
- Subject Grade Set
- Skip Subject
- Un-Skip Subject
- Compute Subject Exam Grades
- Modify Imported Student Grades
- Compute SGPA And CGPA
- Single Student Compute SGPA And CGPA
- Compute Subject Relative Grades
- Approve Grade Change Requests

5.3.1 Grade Set Definition

The screenshot shows the 'Grade Set' page with an 'ADD' button at the top. Below the button, there is a search bar and a table of grade sets. The table has the following columns: No, Name, ShortName, GradingType, Description, and Actions. The table contains four entries:

No	Name	ShortName	GradingType	Description	Actions
1.	Common_Theory_Absolute	Theory_Absolute	ABSOLUTE	For all Theory Subjects with Absolute Grading	EDIT DEFINITION
2.	Common_Practical_Absolute	Practical_Absolute	ABSOLUTE	For all Practical Subjects with Absolute Grading	EDIT DEFINITION
3.	AG_Theory_Practical_Absolute	Theory_Practical_Absolute	ABSOLUTE	For all Theory and Practical Subjects with Absolute Grading of BTECH and BSC AG	EDIT DEFINITION
4.	Diploma_Theory_Absolute	Diploma_Theory_Abs	ABSOLUTE	Diploma Theory Absolute grading settings	EDIT DEFINITION

5.3.2 Compute Subject Exam Grades

This will compute the grades for the all the students for that exam + subject

The screenshot shows a dialog box titled 'Compute Grades For All Exam Subject Students'. It contains two input fields: 'Exam Name:' with the value '2021-22BBA202003R' and 'Subject:' with the value 'CUTM1218 - HUMAN RESOURCE MANAGEM'. There are two buttons at the bottom: 'Compute' and 'Cancel'.

5.3.3 Compute SGPA and CGPA

This will calculate the SGPA and CGPA for the particular program + batch year + semester

EMS » User & Role Course Examination Evaluation Result Certificate Reports Result Report Import & Export Unregistered College Reports

Calculate SGPA and CGPA

Programme:

Batch Year:

Syllabus: **BTECH-2020-24 Batch Syllabus**

Semester:

5.3.4 Compute Single Student SGPA and CGPA

It will calculate the SGPA and CGPA of a particular student with there registration number.

EMS » User & Role Course Examination Evaluation Result Certificate Reports Result Report Import & Export Unregistered College Reports

Single Student SGPA and CGPA

Registration No.

5.3.5 Compute Subject Relative Grades

Define Relative Grades

Exam Name:

Subject :

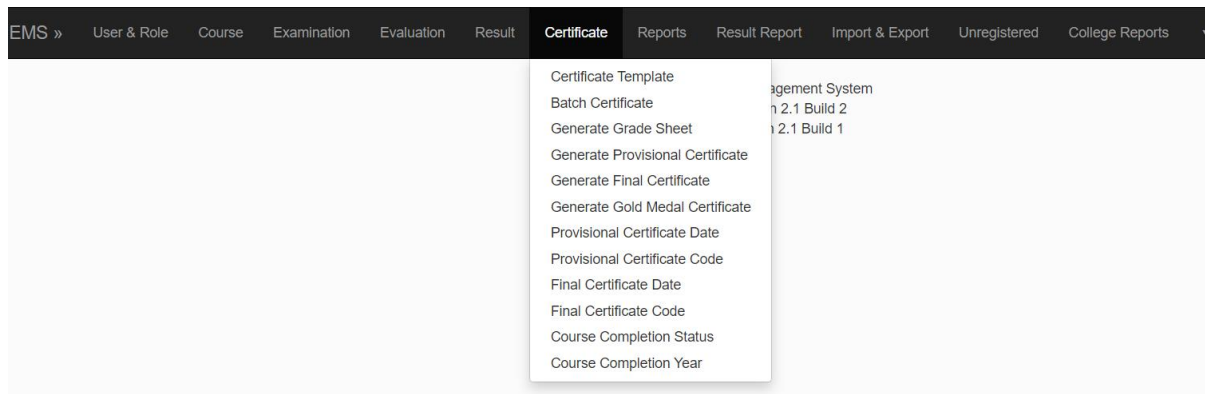
Programme Name:

Total Students:

Grade	Range From	Range To	Frequency	Percentage
<input type="text" value="F"/>	<input type="text" value="0"/>	<input type="text" value="4"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="D"/>	<input type="text" value="4"/>	<input type="text" value="4.75"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="C"/>	<input type="text" value="4.75"/>	<input type="text" value="5.5"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="B"/>	<input type="text" value="5.5"/>	<input type="text" value="6.25"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="A"/>	<input type="text" value="6.25"/>	<input type="text" value="6.75"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="E"/>	<input type="text" value="6.75"/>	<input type="text" value="7.25"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="O"/>	<input type="text" value="7.25"/>	<input type="text" value="10"/>	<input type="text"/>	<input type="text"/>

6 Reports and Certificates

6.1 Certificates



6.1.1 Certificate Template

This menu is not operational.

6.1.2 Batch Certificate

This menu is not operational.

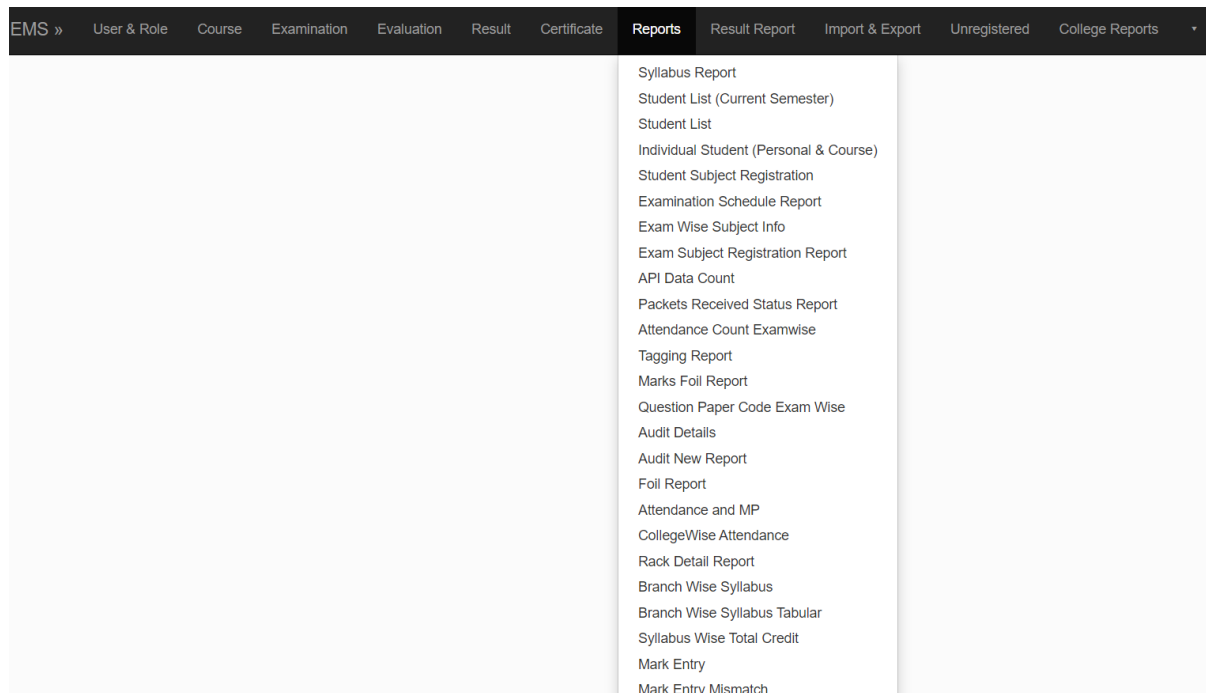
6.1.3 Grade Sheet, Certificates

These take the student's Registration number and display the complete grade sheet / Certificate which can then be downloaded in PDF format and printed.

The screenshot shows the 'Generate Final Certificate' form. It has a title 'Generate Final Certificate' and a registration number input field containing '180409120008'. Below the input field are three buttons: 'View Report', 'Cancel', and 'View as PDF'. At the bottom of the form, it displays 'Reg. No. 180409120008' and 'Sl. No. null'.

The screenshot shows the 'Generate Grade Sheet' form. It has a title 'Generate Grade Sheet' and a 'Filter' dropdown menu set to 'Without Photo'. Below the filter is a registration number input field containing '180409120008'. At the bottom of the form are three buttons: 'View Report', 'Cancel', and 'View as PDF'.

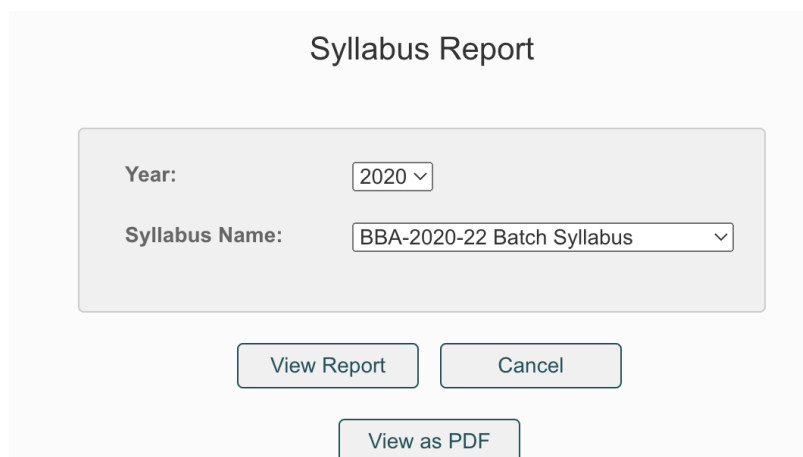
6.2 Reports



The screenshot shows a navigation menu for the EMS system. The 'Reports' menu is expanded, displaying a list of report options. The menu items are:

- Syllabus Report
- Student List (Current Semester)
- Student List
- Individual Student (Personal & Course)
- Student Subject Registration
- Examination Schedule Report
- Exam Wise Subject Info
- Exam Subject Registration Report
- API Data Count
- Packets Received Status Report
- Attendance Count Examwise
- Tagging Report
- Marks Foil Report
- Question Paper Code Exam Wise
- Audit Details
- Audit New Report
- Foil Report
- Attendance and MP
- CollegeWise Attendance
- Rack Detail Report
- Branch Wise Syllabus
- Branch Wise Syllabus Tabular
- Syllabus Wise Total Credit
- Mark Entry
- Mark Entry Mismatch

6.2.1 Syllabus Report



The screenshot shows the 'Syllabus Report' form. It contains the following fields and buttons:

- Year:** A dropdown menu with '2020' selected.
- Syllabus Name:** A dropdown menu with 'BBA-2020-22 Batch Syllabus' selected.
- View Report** button
- Cancel** button
- View as PDF** button

6.2.2 Student List (Current Semester)

Student List (Current Semester)

Institute:

Program Name:

Branch:

Batch:

Semester:

Students Detail Report

6.2.3 Student List

EMS » User & Role Course Examination Evaluation Result Certificate Reports Result Report Import & Export Unregistered College Reports

Student List

Institute:

Program Name:

Branch:

Batch:

Filter:

6.2.4 Individual Student (Personal & Course)

EMS » User & Role Course Examination Evaluation Result Certificate Reports Result Report Import & Export Unregistered College Reports

Individual Student (Personal & Course)

Registration Number:

6.2.5 Student Subject Registration

EMS » User & Role Course Examination Evaluation Result Certificate Reports Result Report Import & Export Unregistered College Reports

Student Subject Registration

Institute:

Program Name:

Branch:

Batch:

Semester:

Filter:

6.2.6 Multiple reports with Exam Name as input

Exam Schedule, Exam wise Subject Info, Packet Received Status and Attendance Exam wise, Foil, Mark Entry, Mark Entry Mismatch - All these reports take the Exam name as input and give the relevant information.

Exam Name:

6.2.7 Tagging, Mark Foil Reports

The screenshot shows a form for generating Tagging, Mark Foil Reports. It contains three input fields: 'Exam Name' with the value '2021-22BFSC2019O5R', 'Subject' with the value 'CUAQ2252 - BIOFLOC AQUACULTURE', and 'Rack code' with a dropdown menu showing '001-CUAQ2252-2021-22BFSC2019O5R'. Below the form are two buttons: 'View Report' and 'Cancel'.

These reports take the exam name and subject and give the details for one packet of the subject exam.

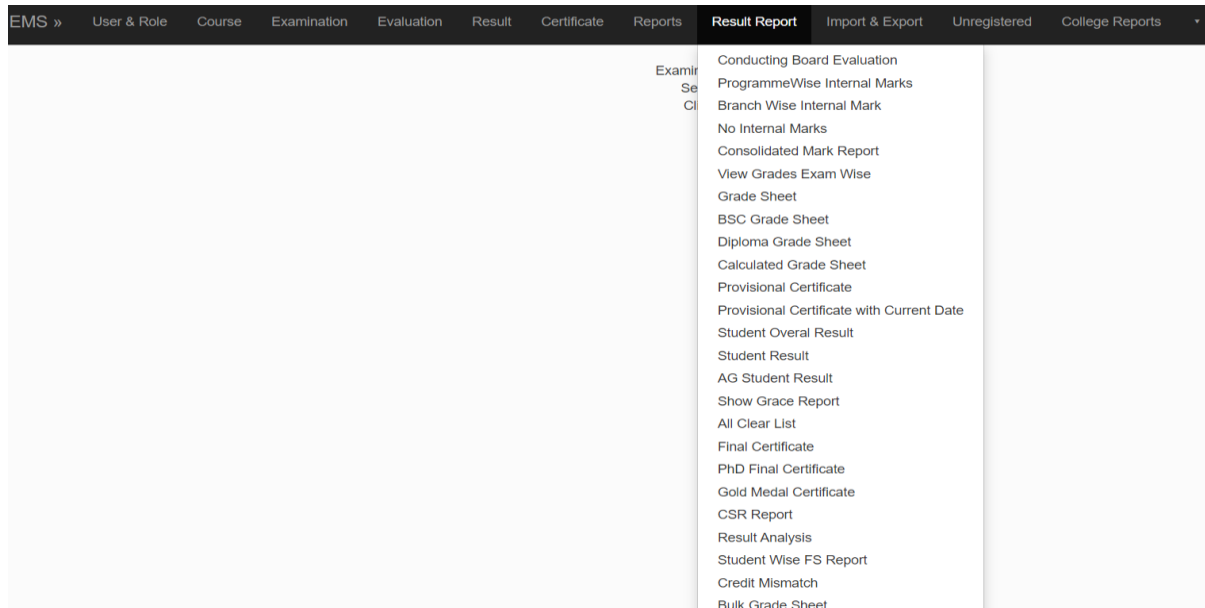
6.2.8 Exam Subject Registration Report

The screenshot shows the 'Exam Subject Registration Report' form. It includes fields for 'Exam Name' (2021-22BFSC2019O5R), 'Subject' (CUAQ2252 - BIOFLOC AQUACULTURE), and 'Institute' (M.S.Swaminathan School of Agriculture, Paralakhemundi). The 'Report Type' dropdown is open, showing 'Show Count' (selected) and 'Show Details'. 'View Report' and 'Cancel' buttons are at the bottom.

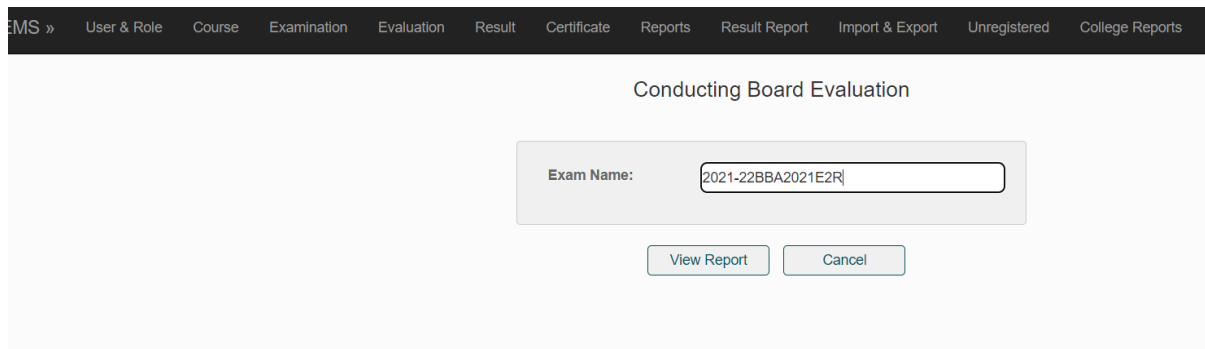
6.2.9 Exam Attendance and MP Report

The screenshot shows the 'Attendance and MP' form. It features fields for 'Exam Name' (2021-22BFSC2019O5R), 'Subject' (CUAQ2252 - BIOFLOC AQUACULTURE), and 'Institute' (M.S.Swaminathan School of Agriculture, Paralakhemundi). The 'Report Type' dropdown is open, showing 'Show Absent' (selected), 'Show Present', and 'Show Malpractice'. 'View Report' and 'Cancel' buttons are at the bottom.

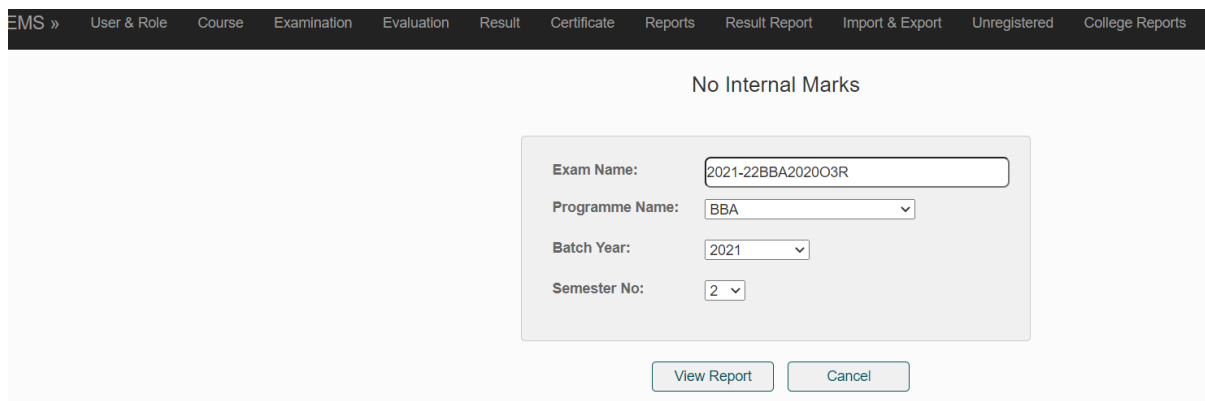
6.3 Result Reports



6.3.1 Conducting Board Evaluation



6.3.2 No Internal Marks



6.3.3 Consolidated Mark Report

EMS » User & Role Course Examination Evaluation Result Certificate Reports Result Report Import & Export Unregistered College Reports

Consolidated Mark Report

Exam Name:

6.3.4 View Grades Exam Wise

EMS » User & Role Course Examination Evaluation Result Certificate Reports Result Report Import & Export Unregistered College

View Grades Exam Wise

Programme Name:

Batch Year:

Exam Name:

Registration No:

6.3.5 All Grade Sheets

These take the student's Registration number and display the complete grade sheet which can then be downloaded in PDF format and printed.

Grade Sheet

Filter:

Registration Number:

Regd. No.: 180409120008	Student Name: SOURAV KARMAKAR	Batch: 2018-21	Aadhaar: 150
School of Management	Programme: BACHELOR OF BUSINESS	Branch: MARKETING MANAGEMENT	

<i>1st Semester</i>				<i>2nd Semester</i>					
Sl.No.	Subject Code	Subject Name	Credit	Grade	Sl.No.	Subject Code	Subject Name	Credit	Grade
1	BBAR1102	BASIC FINANCIAL ACCOUNTING	5	D	1	BBAR1201	READING TO WRITING	2	D
2	BBAR1103	MANAGEMENT PRINCIPLES & APPLICATIONS	4	F	2	BBAR1202	ORGANISATIONAL BEHAVIOUR	4	F
3	BBAR1104	MICRO ECONOMICS	4	F	3	BBAR1203	BUSINESS STATISTICS	5	C
4	BBAR1105	COMPUTER APPLICATION IN BUSINESS	0	A	4	BBAR1204	MACRO ECONOMICS	4	D
5	BBAR1101	PROFICIENCY IN ENGLISH	2	F	5	BBAR1205	MS EXCEL	0	B
Total Credit: 16				SGPA: 3.12	Total Credit: 16				SGPA: 4.62
				CGPA: 3.12					CGPA: 3.87

6.3.6 All Provisional, Final and Medal Certificates

These take the student's Registration number and display the appropriate Certificate which can then be downloaded in PDF format and printed.

Provisional Certificate

Registration Number:

Anita Patra
REGISTRAR
Centurion University of
Technology & Management
ODISHA