



Centurion  
UNIVERSITY

**CERTIFIED COPY**

**This document is ERP generate and contains 34 Pages. The first and last pages are signed by the undersigned.**

*Anita Patra*

**Registrar**

REGISTRAR  
Centurion University of  
Technology & Management  
ODISHA

Paralakhemundi Campus: At - Village Alluri Nagar, P.O - R Sitapur, Via - Uppalada, Paralakhemundi - 761 211, Dist: Gajapati, Odisha, Phone: (06815) 222999  
Bhubaneswar Campus: At - Ramachandrapur, P.O - Jatni, Bhubaneswar - 752050, Dist: Khurda, Odisha, Phone: (0674) 2492496  
Corporate Office: At - HIG - 4, Jaydev Vihar, Opp. Pal Heights, Bhubaneswar - 751013, Dist: Khurda, Odisha, India.

Website: [www.cutm.ac.in](http://www.cutm.ac.in)

**centurion university of technology and management**  
*Shaping Lives... Empowering Communities...*



# EMS – User Guide

Version 2.1.2

***SoP for IT usage in Examination System***

<b>1</b>	<b><i>INTRODUCTION</i></b>	<b>4</b>
1.1	About EMS	4
1.2	Intended Audience	4
1.3	Organization of the manual	4
1.4	Overall Flow of the Application	4
<b>2</b>	<b><i>Login</i></b>	<b>5</b>
2.1	Menu for Admin User	5
2.2	Menu for Regular User	5
<b>3</b>	<b><i>System Administration Functions</i></b>	<b>6</b>
3.1	<b>User &amp; Roles</b>	<b>6</b>
3.1.1	Role List	6
3.1.2	Role Entry	6
3.2	<b>Users</b>	<b>7</b>
3.2.1	Users - List	7
3.2.2	Users - Entry	7
3.2.3	Users - Roles	7
3.3	<b>Campus and Colleges</b>	<b>8</b>
3.4	<b>Courses</b>	<b>8</b>
3.4.1	Program	8
3.4.2	Branch	9
3.4.3	Batch	10
3.4.4	Specialization	10
3.4.5	Syllabus	11
3.4.6	Subject	11
3.4.7	Syllabus Structure	12
<b>4</b>	<b><i>Data Import Functions</i></b>	<b>13</b>
4.1	<b>Import Data</b>	<b>13</b>
4.1.1	Subjects	13
4.1.2	Students	14
4.1.3	Subject Registration	15
4.1.4	First Internal Marks	15
4.1.5	Second Internal Marks	15
4.1.6	Exam Schedule	15
4.1.7	Exam Registration	15
4.1.8	Exam Attendance and Malpractice	15
4.1.9	Grades, Grade points, Marks	15
4.1.10	Import GPA	15
4.2	<b>Import Photos</b>	<b>16</b>
<b>5</b>	<b><i>Transactional Data Entry</i></b>	<b>17</b>
5.1	<b>Examination</b>	<b>17</b>
5.1.1	Examination Configuration	17
5.1.2	Examination Subjects	18
5.1.3	Exam Subject Registration	19
5.1.4	Answer Booklet	20
5.1.5	Examination Attendance	21

<b>5.2</b>	<b>Evaluation</b>	<b>22</b>
5.2.1	Packet Tagging	22
5.2.2	Theory Marks Entry and Verification	22
5.2.3	Other Marks Entry and Verification	23
5.2.4	Grace Marks	24
5.2.5	Student Grace Marks	24
<b>5.3</b>	<b>Result</b>	<b>25</b>
5.3.1	Grade Set Definition	25
5.3.2	Compute Subject Exam Grades	25
5.3.3	Compute SGPA and CGPA	26
5.3.4	Compute Single Student SGPA and CGPA	26
5.3.5	Compute Subject Relative Grades	26
<b>6</b>	<b>Reports and Certificates</b>	<b>27</b>
<b>6.1</b>	<b>Certificates</b>	<b>27</b>
6.1.1	Certificate Template	27
6.1.2	Batch Certificate	27
6.1.3	Grade Sheet, Certificates	27
<b>6.2</b>	<b>Reports</b>	<b>28</b>
6.2.1	Syllabus Report	28
6.2.2	Student List (Current Semester)	29
6.2.3	Student List	29
6.2.4	Individual Student (Personal & Course)	30
6.2.5	Student Subject Registration	30
6.2.6	Multiple reports with Exam Name as input	30
6.2.7	Tagging, Mark Foil Reports	31
6.2.8	Exam Subject Registration Report	31
6.2.9	Exam Attendance and MP Report	31
<b>6.3</b>	<b>Result Reports</b>	<b>32</b>
6.3.1	Conducting Board Evaluation	32
6.3.2	No Internal Marks	32
6.3.3	Consolidated Mark Report	33
6.3.4	View Grades Exam Wise	33
6.3.5	All Grade Sheets	33
6.3.6	All Provisional, Final and Medal Certificates	34

# 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*  
REGISTRAR

Centurion University of  
Technology & Management  
ODISHA

## 2 Login

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



Centurion University of  
Technology and Management

**Centurion**  
UNIVERSITY

### Sign in to continue to EMS

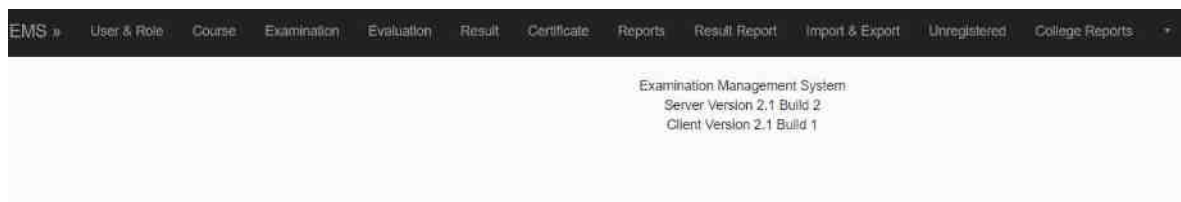
Authentication :

Username:

Password:

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

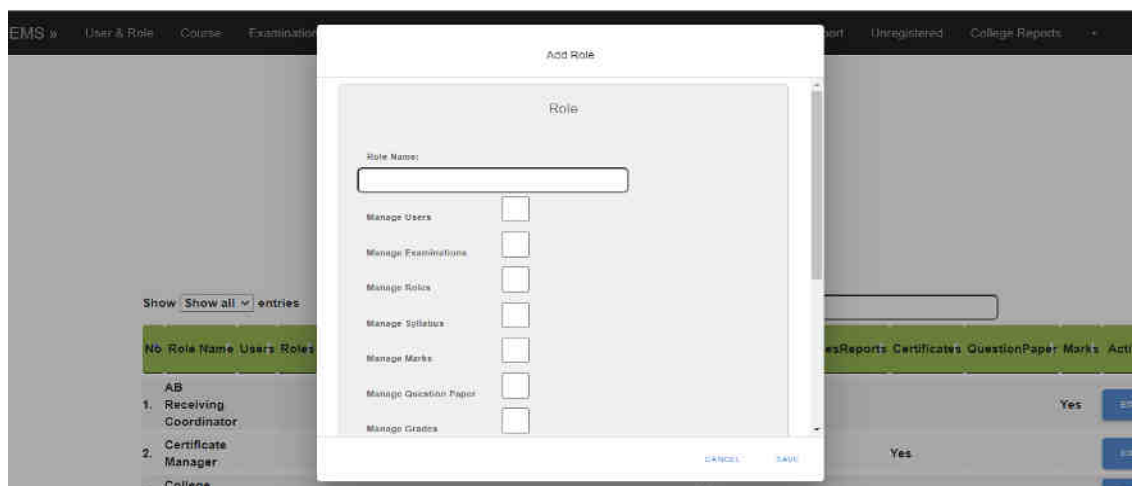
Clicking on Roles it will show the role list and it will show what privileges are given for each role.

A screenshot of the 'Roles' page in the EMS application. It features a table listing various roles and their associated privileges. The table has columns for Role Name, Users, Roles, Grades, Exams, Imports, Reports, Payments, Students, Syllabus, CollegeReport, GradesReports, Certificates, QuestionPaper, Marks, and Actions. The roles listed are: 1. AB Receiving Coordinator, 2. Certificate Manager, 3. College Exam Cells, 4. DEO, and 5. EOD Coordinator. Each role has a corresponding 'ADD' button in the Actions column.

No	Role Name	Users	Roles	Grades	Exams	Imports	Reports	Payments	Students	Syllabus	CollegeReport	GradesReports	Certificates	QuestionPaper	Marks	Actions
1.	AB Receiving Coordinator			Yes		Yes									Yes	<a href="#">ADD</a>
2.	Certificate Manager											Yes				<a href="#">ADD</a>
3.	College Exam Cells									Yes						<a href="#">ADD</a>
4.	DEO			Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes		Yes	Yes	Yes	<a href="#">ADD</a>
5.	EOD Coordinator	Yes	Yes	Yes	Yes	Yes	Yes		Yes	Yes	Yes		Yes	Yes	Yes	<a href="#">ADD</a>

#### 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@icallibrator.com	admin	8cb2237d0679ca88db6464eac60da96345513964	EDIT REMOVE FINGER PRINT
2.	icallibrator		User	admin@icallibrator.com	icallibrator	8cb2237d0679ca88db6464eac60da96345513964	EDIT REMOVE FINGER PRINT
3.	Sushree	Sangita	Sahoo	sushreesangita@cutm.ac.in	Barsha	8cb2237d0679ca88db6464eac60da96345513964	EDIT REMOVE FINGER PRINT
4.	Sidhajyoti		Mishra	sidhajyoti@cutm.ac.in	Sidhajyoti	8cb2237d0679ca88db6464eac60da96345513964	EDIT REMOVE FINGER PRINT
5.	Sushree		Mohapatra	sushree@cutm.ac.in	sushree	8cb2237d0679ca88db6464eac60da96345513964	EDIT REMOVE FINGER PRINT
6.	Hemant	Kumar	Mohanta	hemantkunu22@gmail.com	Hemant	8cb2237d0679ca88db6464eac60da96345513964	EDIT REMOVE FINGER PRINT
7.	Sabyasachi		Mohanty	sabyasachi@cutm.ac.in	Sabyasachi	8cb2237d0679ca88db6464eac60da96345513964	EDIT REMOVE FINGER PRINT
8.	Tapen	Kumar	Sahoo	tapen@gmail.com	tapen	8cb2237d0679ca88db6464eac60da96345513964	EDIT REMOVE FINGER PRINT
9.	Jyoti		Sayantani	lyoti.sayantani@gmail.com	jyoti	8cb2237d0679ca88db6464eac60da96345513964	EDIT REMOVE FINGER PRINT
10.	Sanat	Kumar	Sahu	sanat@gmail.com	sanat	8cb2237d0679ca88db6464eac60da96345513964	EDIT 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 REMOVE

EDIT USER

User

First Name:

puja

Middle Name:

Last Name:

puja

Email:

puja@gmail.com

Login Id:

puja

Password:

8cb2237d0679ca88db6464eac60da96345513964

CANCEL SAVE

smrita Suchlamita@gmail.com suchi EDIT REMOVE

### 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.

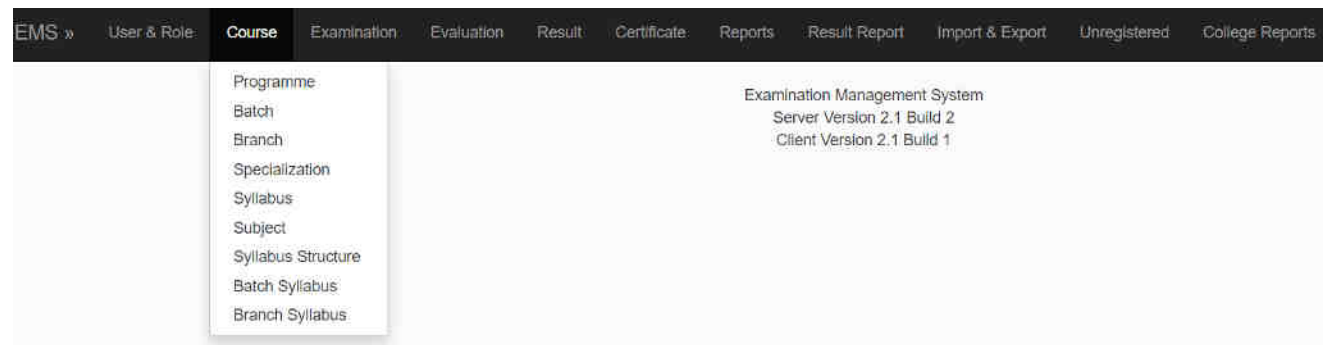


### 3.3 Campus and Colleges

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.

The screenshot shows the 'Programmes' interface. At the top, there is a title 'Programmes' and an 'ADD' button. Below this, there is a 'Show' dropdown menu set to 'Show all' and a search bar. The main part of the interface is a table with the following columns: No, Program Name, Description, Duration, GradesType, and Actions. The table contains 10 rows of program data.

No	Program Name	Description	Duration	GradesType	Actions
1.	MTECH	Master of Technology	2	GRADES	EDIT BATCHES BRANCHES SPECIALIZATION
2.	MBA	Master of Business Administration	2	GRADES	EDIT BATCHES BRANCHES SPECIALIZATION
3.	BTECH	Bachelor of Technology	4	GRADES	EDIT BATCHES BRANCHES SPECIALIZATION
4.	BSC	Bachelor of Science (HONOURS)	3	GRADES	EDIT BATCHES BRANCHES SPECIALIZATION
5.	MSC	Master of Science	2	GRADES	EDIT BATCHES BRANCHES SPECIALIZATION
6.	BSC(AG)	Bachelor of Science	4	GRADES	EDIT BATCHES BRANCHES SPECIALIZATION
7.	PHD	Doctor of Philosophy	3	GRADES	EDIT BATCHES BRANCHES SPECIALIZATION
8.	Diploma	Diploma In Engineering	3	GRADES	EDIT BATCHES BRANCHES SPECIALIZATION
9.	BTECH(AG)	Bachelor of Technology	4	GRADES	EDIT BATCHES BRANCHES SPECIALIZATION
10.	MDM	Master in Development Management	2	GRADES	EDIT BATCHES BRANCHES SPECIALIZATION

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

**Edit Programme**

Name:

Description:

Duration:

GradesType:

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

### 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:

[ADD](#)

Show  entries

Search:

No	Program Name	Branch Name	Branch Code	Actions
1.	BTech	Chemical Engineering	CH	<a href="#">EDIT</a>
2.	BTech	Civil Engineering	CE	<a href="#">EDIT</a>
3.	BTech	Computer Science & Engineering	CSE	<a href="#">EDIT</a>
4.	BTech	Electrical & Electronics Engineering	EEE	<a href="#">EDIT</a>
5.	BTech	Electrical Engineering	EL	<a href="#">EDIT</a>
6.	BTech	Electronics & Communication Engineering	ECE	<a href="#">EDIT</a>
7.	BTech	Electronics & Instrumentation Engineering	EIE	<a href="#">EDIT</a>

### 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 

BTECH

ADD

Show 

Show all

 entries

Search:

No	Program Name	Year	Actions
1.	BTECH	2020	<div>SYLLABUS</div>
2.	BTECH	2019	<div>SYLLABUS</div>
3.	BTECH	2018	<div>SYLLABUS</div>

### 3.4.4 Specialization

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

Specializations

Programme 

MBA

ADD

Show 

Show all

 entries

Search:

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

### 3.4.5 Syllabus

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

Syllabus

Year: 2020

ADD

Show Show all entries

Search:

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

Showing 1 to 3 of 3 entries

Previous 1 Next

### 3.4.6 Subject

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

Subjects

ADD

Show 100 rows entries

Search:

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

### 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:

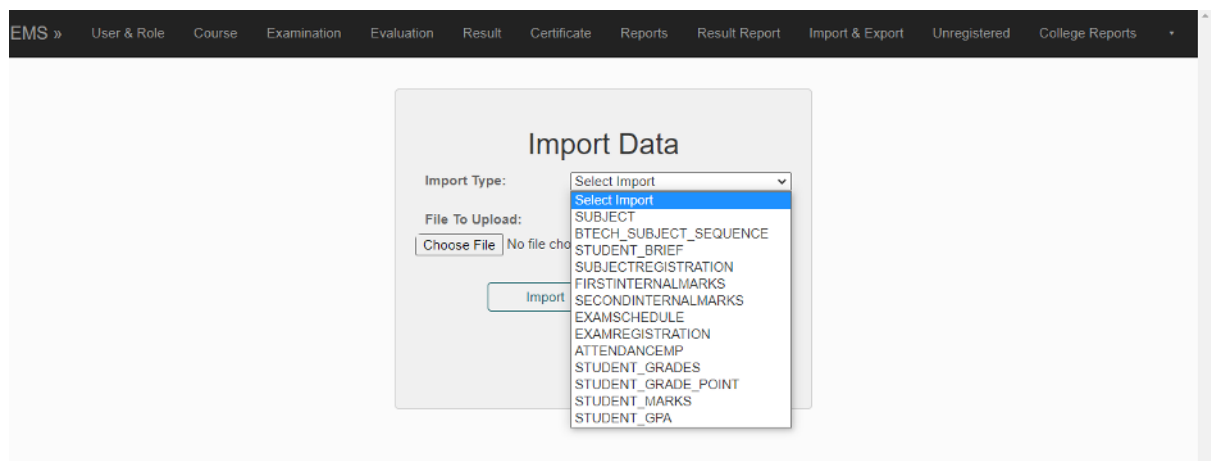
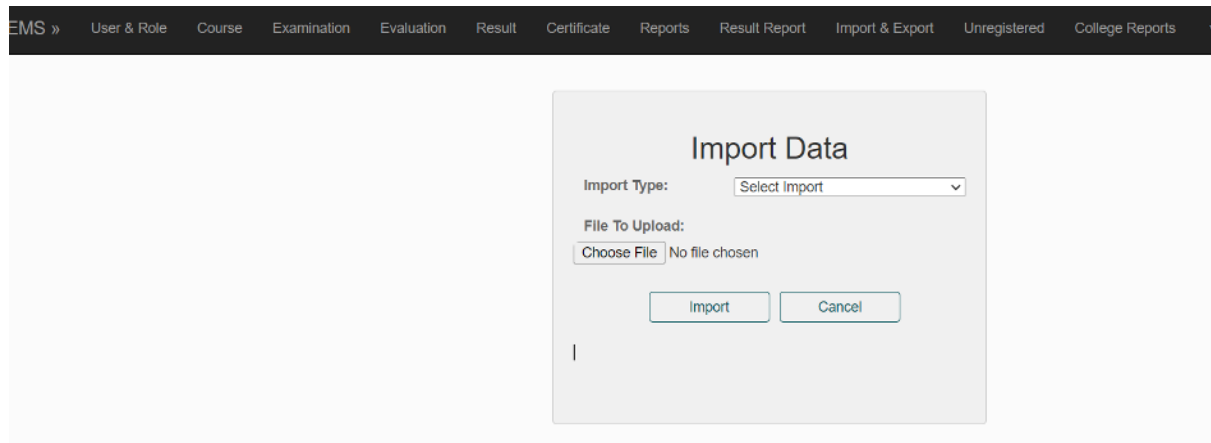
No	Subject Name	Subject Code	Credits	Theory	Practical	Project	Workshop	Semesters
1.	JOB READINESS	CUTM1016	6	0	6	0	0	[6]
2.	E-VEHICLE ASSEMBLY AND SERVICE TECHNOLOGY	CUTM3037	4	0	3	1	0	[6]
3.	EDITOR	CUTM3054	4	0	3	1	0	[6]
4.	INTRODUCTION TO BLENDER AND UNITY TOOLS	CUTM3056	4	0	3	1	0	[6]
5.	BASKETBALL	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.

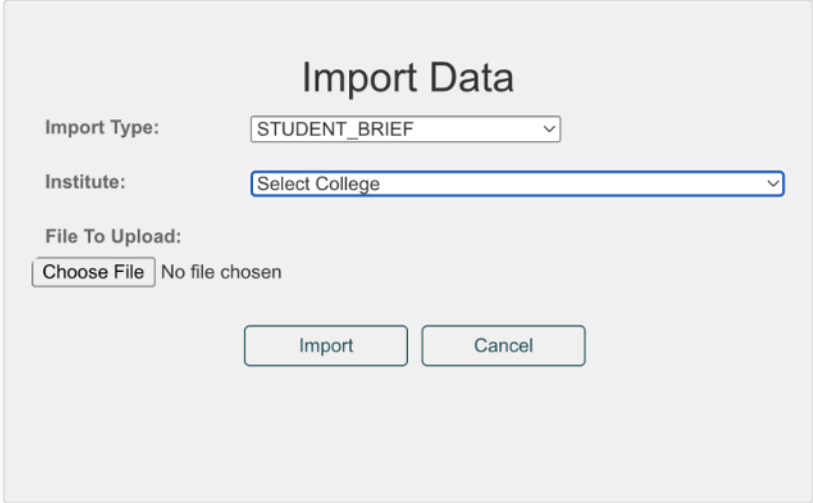


#### 4.1.1 Subjects

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.



The 'Import Data' form contains the following elements:

- Import Type:** A dropdown menu with 'STUDENT\_BRIEF' selected.
- Institute:** A dropdown menu with 'Select College' selected.
- File To Upload:** A section with a 'Choose File' button and the text 'No file chosen'.
- Buttons:** 'Import' and 'Cancel' buttons at the bottom.



The 'Import Data' form is shown with the 'Institute' dropdown menu open, displaying a list of colleges. The list includes:

- ✓ 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

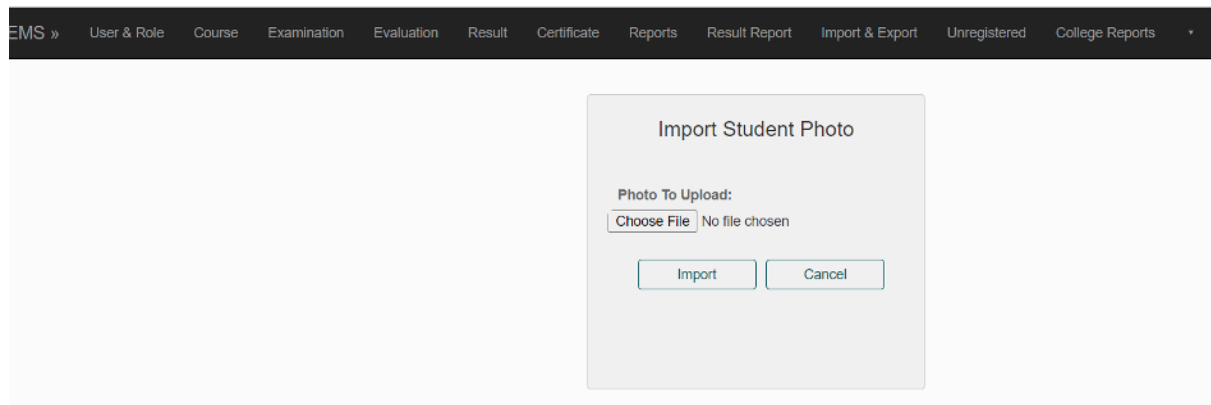
This is provided for the purpose of printing certificates for earlier students whose grade calculations are already done.



## 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.

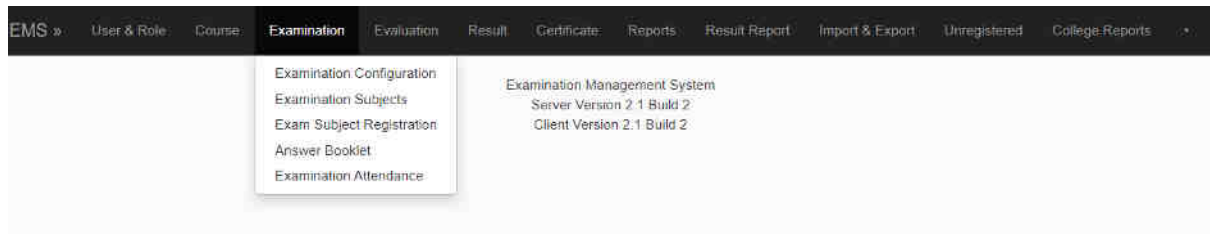


The screenshot shows a web application interface with a dark navigation bar at the top. The navigation bar contains the following items: EMS » User & Role Course Examination Evaluation Result Certificate Reports Result Report Import & Export Unregistered College Reports ▾. Below the navigation bar, a light gray modal dialog box is centered on the screen. The dialog box has a title 'Import Student Photo' at the top. Below the title, there is a label 'Photo To Upload:' followed by a 'Choose File' button and the text 'No file chosen'. At the bottom of the dialog box, there are two buttons: 'Import' and 'Cancel'.

## 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.

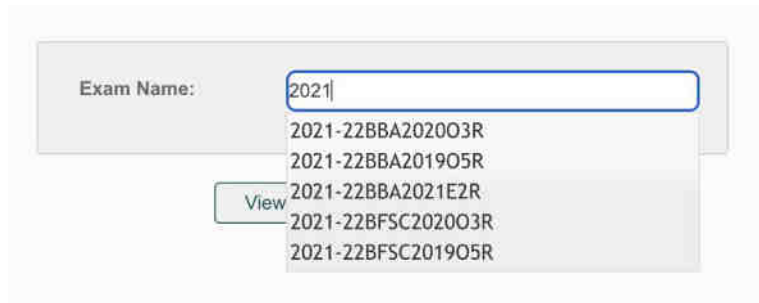
The screenshot displays the 'Exams' configuration page. At the top, there is a large grey box with the word 'Exams' and an 'ADD' button. Below this, there is a search bar and a 'Show' dropdown menu set to 'Show all' entries. The main part of the page is a table with the following columns: No, Exam Name, 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.

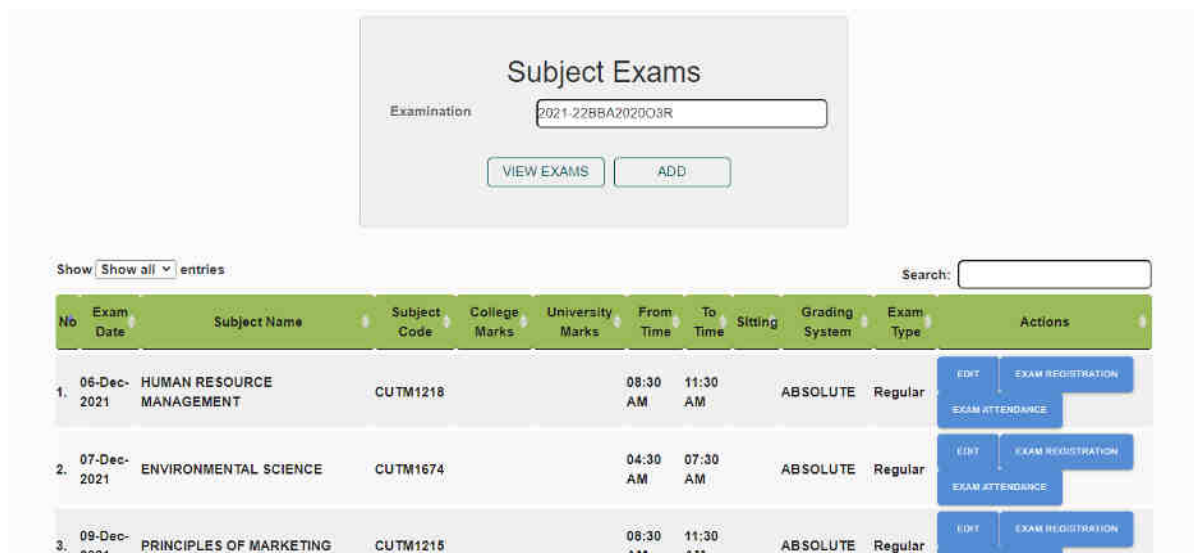
## 5.1.2 Examination Subjects

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 a text input field containing '2021'. Below the input field, a dropdown menu is open, displaying a list of examination codes: 2021-22BBA202003R, 2021-22BBA201905R, 2021-22BBA2021E2R, 2021-22BFSC202003R, and 2021-22BFSC201905R. A green 'View' button is positioned to the left of the dropdown list.

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 bar labeled 'Examination' with the value '2021-22BBA202003R'. Below the search bar are two buttons: 'VIEW EXAMS' and 'ADD'. Below this is a table with 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. The 'Actions' column for each row contains two buttons: 'EDIT' and 'EXAM REGISTRATION'.

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	<button>EDIT</button> <button>EXAM REGISTRATION</button>
2.	07-Dec-2021	ENVIRONMENTAL SCIENCE	CUTM1674			04:30 AM	07:30 AM		ABSOLUTE	Regular	<button>EDIT</button> <button>EXAM REGISTRATION</button>
3.	09-Dec-2021	PRINCIPLES OF MARKETING	CUTM1215			08:30 AM	11:30 AM		ABSOLUTE	Regular	<button>EDIT</button> <button>EXAM REGISTRATION</button>

### 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

2021-22BFSC2019O5R

Subject

cua

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

2021-22BBA2020O3R

Subject

CUTM1218 - HUMAN RESOURCE MANAGEM

VIEW

Show Show all entries

Search:

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

### 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 : M.S.Swaminathan School of Agriculture, Parakkhemundi

Date of Exam : 08-12-2021

Exam Name : 2021-22BFSC201905R

Subject : FSHM3103 - PHARMACOLOGY

Cancel

Room Name	Page#	Status	Total	No Of AB	Actions
1. AR-210	1	Not Received	7	5	<a href="#">View</a>
2. AR-122	1	Not Received	10	8	<a href="#">View</a>
3. C-211	1	Not Received	19	18	<a href="#">View</a>

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 : M.S.Swaminathan School of Agriculture, Parakkhemundi

Date of Exam : 08-12-2021

Exam Name : 2021-22BFSC201905R

Subject : FSHM3103 - PHARMACOLOGY

Cancel

Room Name	Page#	Status	Total	No Of AB	Actions
1. AR-210	1	Not Received	7	5	<a href="#">View</a>
2. AR-122	1	Not Received	10	8	<a href="#">View</a>
3. C-211	1	Not Received	19	18	<a href="#">View</a>

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

Cancel

Back

Received

Recd With Error

### 5.1.5 Examination Attendance

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

Exam Attendance

Exam Name: 2021-22BBA2020O3R

Subject : CUTM1218 - HUMAN RESOURCE MANAGEM

VIEW

Show 

Show all

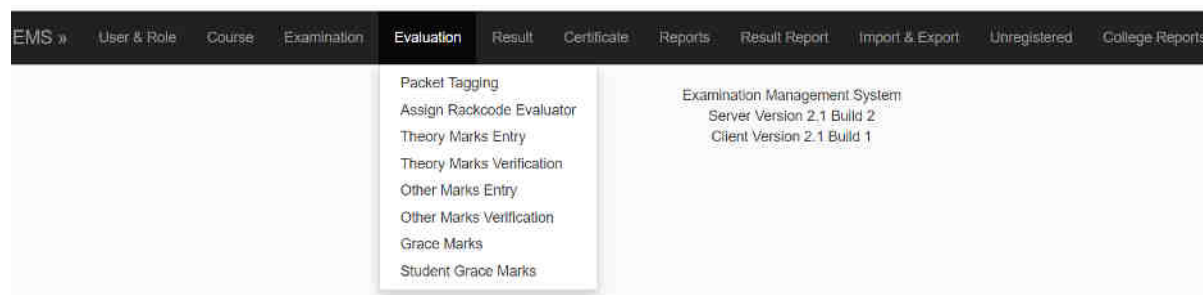
 entries

Search:

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

## 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 contains input fields for 'Date of Exam' (08-12-2021), 'Exam Name' (2021-22BFSC201905R), 'Subject' (FSHM3103 - PHARMACOLOGY), 'Registration no.' (190804230001), and 'Rackcode'. A 'Search' button is located next to the 'Rackcode' field. Below these fields is a table with 6 rows, each containing a 'SL No.', 'Registration No.', and a 'BarCode' input field. The 'BarCode' values are 12341111, 12341112, 12341113, 12341114, 12341115, and 12341116. At the bottom of the form are 'Save' and 'Cancel' buttons.

### 5.2.2 Theory Marks Entry and Verification

The screenshot shows the 'Mark Entry' form. It contains 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, and College Reports. The main content area is light gray and features a central white box titled "Mark Verification". Inside this box, there are four labeled input fields: "Exam Name:", "Subject:", "Rack Code:", and "Rack Code Status:". Below these fields 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, and College Reports. The main content area is light gray and features a central white box titled "Mark Entry". Inside this box, there are five labeled input fields: "Exam Name:", "Subject:", "College:" (which is a dropdown menu with "Select College" as the placeholder), "Subject Type:" (which is a dropdown menu with a downward arrow), and "Rack Code Status:". Below these fields 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, and College Reports. The main content area is light gray and features a central white box titled "Mark Verification". Inside this box, there are five labeled input fields: "Exam Name:", "Subject:", "College:" (which is a dropdown menu with "Select College" as the placeholder), "Subject Type:" (which is a dropdown menu with a downward arrow), and "Rack Code Status:". Below these fields 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

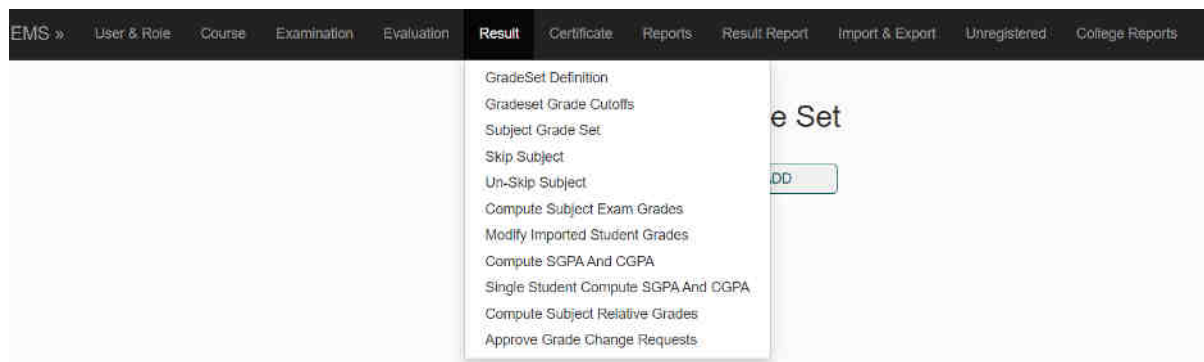
EMS » [User & Role](#) [Course](#) [Examination](#) [Evaluation](#) [Result](#) [Certificate](#) [Reports](#) [Result Report](#) [Import & Export](#) [Unregistered](#) [College Reports](#)

### Add And Analyse Student Grace Marks

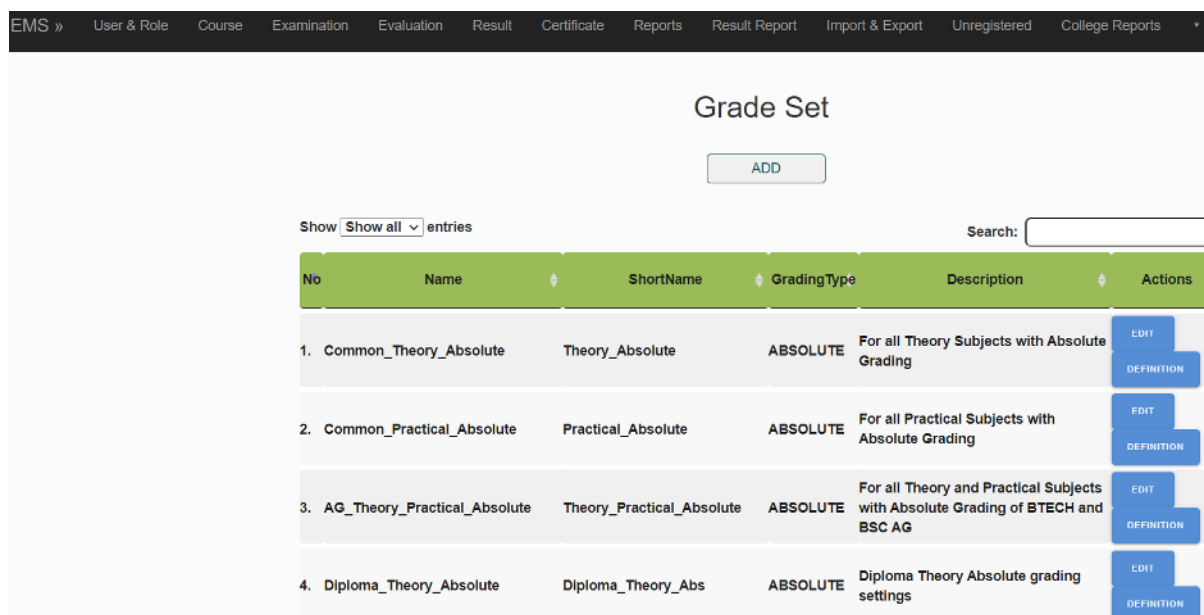
**Exam Name:**

**Subject :**

## 5.3 Result

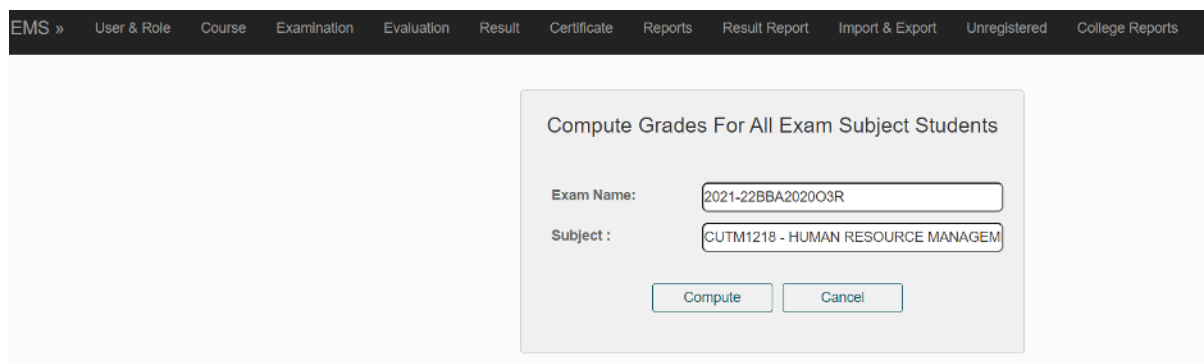


### 5.3.1 Grade Set Definition



### 5.3.2 Compute Subject Exam Grades

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



### 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:

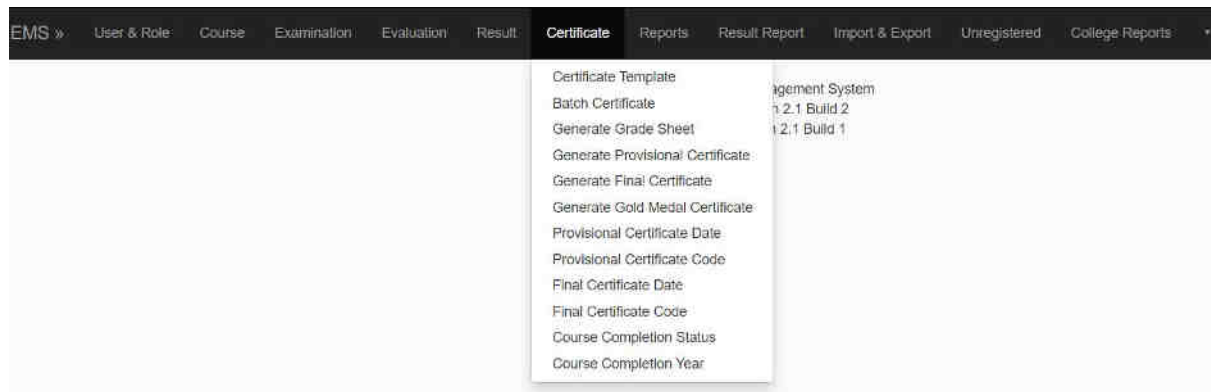
Programme Name:

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

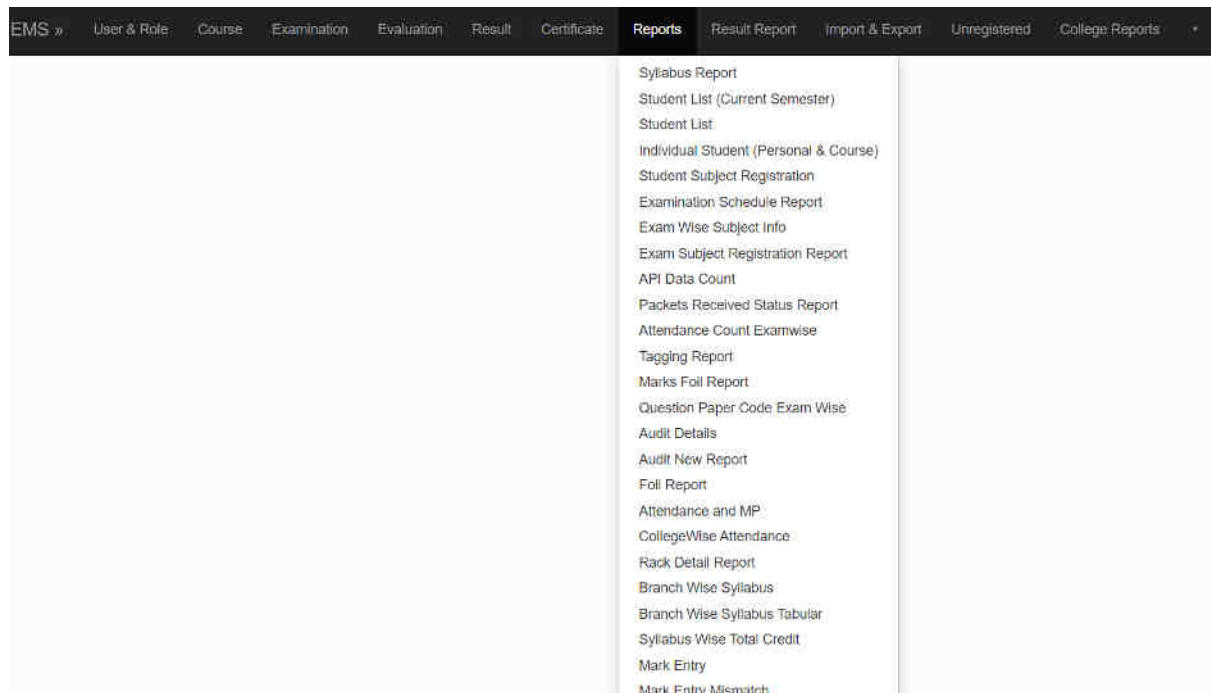
This menu is not operational.

#### 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.

A screenshot of the 'Generate Final Certificate' form. The form has a title 'Generate Final Certificate' at the top. Below the title is a text input field labeled 'Registration Number:' with the value '180409120008'. Below the input field are two buttons: 'View Report' and 'Cancel'. Below these buttons is a button labeled 'View as PDF'. At the bottom of the form, there are two labels: 'Reg. No. 180409120008' and 'Sl. No. null'.A screenshot of the 'Generate Grade Sheet' form. The form has a title 'Generate Grade Sheet' at the top. Below the title is a text input field labeled 'Registration Number:' with the value '180409120008'. Below the input field are two buttons: 'View Report' and 'Cancel'. Below these buttons is a button labeled 'View as PDF'. At the bottom of the form, there are two labels: 'Reg. No. 180409120008' and 'Sl. No. null'.

## 6.2 Reports



### 6.2.1 Syllabus Report

**Syllabus Report**

**Year:**

**Syllabus Name:**

### 6.2.2 Student List (Current Semester)

### Student List (Current Semester)

**Institute:**

School of Engineering & Technology, Bhubaneswar

**Program Name:**

BTECH

**Branch:**

CSE

**Batch:**

2020

**Semester:**

4

View Report

Cancel

View as PDF

### 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:**

School of Engineering & Technology, Bhubaneswar

**Program Name:**

BTECH

**Branch:**

CSE

**Batch:**

2020

**Filter:**

With Photo

View Report

Cancel

View as PDF

## 6.2.4 Individual Student (Personal & Course)

The screenshot shows the 'Individual Student (Personal & Course)' form. At the top, there is a navigation bar with the following links: EMS » User & Role Course Examination Evaluation Result Certificate Reports Result Report Import & Export Unregistered College Reports. The main title of the form is 'Individual Student (Personal & Course)'. Below the title, there is a text input field labeled 'Registration Number:' with the value '190409120024'. At the bottom of the form, there are two buttons: 'View Report' and 'Cancel'.

## 6.2.5 Student Subject Registration

The screenshot shows the 'Student Subject Registration' form. At the top, there is a navigation bar with the following links: EMS » User & Role Course Examination Evaluation Result Certificate Reports Result Report Import & Export Unregistered College Reports. The main title of the form is 'Student Subject Registration'. Below the title, there is a form with several dropdown menus: 'Institute:' (School of Engineering & Technology, Bhubaneswar), 'Program Name:' (BTECH), 'Branch:' (CSE), 'Batch:' (2019), 'Semester:' (2), and 'Filter:' (Show Count). At the bottom of the form, there are two buttons: 'View Report' and 'Cancel'.

## 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.

The screenshot shows a form with a text input field labeled 'Exam Name:' with the value '2021-22BFSC2019O5R'. At the bottom of the form, there are two buttons: 'View Report' and 'Cancel'.

### 6.2.7 Tagging, Mark Foil Reports

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

Exam Name:	2021-22BFSC2019O5R
Subject :	CUAQ2252 - BIOFLOC AQUACULTURE
Rack code :	001-CUAQ2252-2021-22BFSC2019O5R ▼

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

This screenshot shows a web form titled 'Exam Subject Registration Report'. It contains four input fields: 'Exam Name' (2021-22BFSC2019O5R), 'Subject' (CUAQ2252 - BIOFLOC AQUACULTURE), 'Institute' (M.S.Swaminathan School of Agriculture, Paralakhemundi), and 'Report Type' with a dropdown menu showing 'Show Count' and 'Show Details'. Below the fields are two buttons: 'View Report' and 'Cancel'.

Exam Name:	2021-22BFSC2019O5R
Subject :	CUAQ2252 - BIOFLOC AQUACULTURE
Institute:	M.S.Swaminathan School of Agriculture, Paralakhemundi ▼
Report Type:	✓ Show Count Show Details

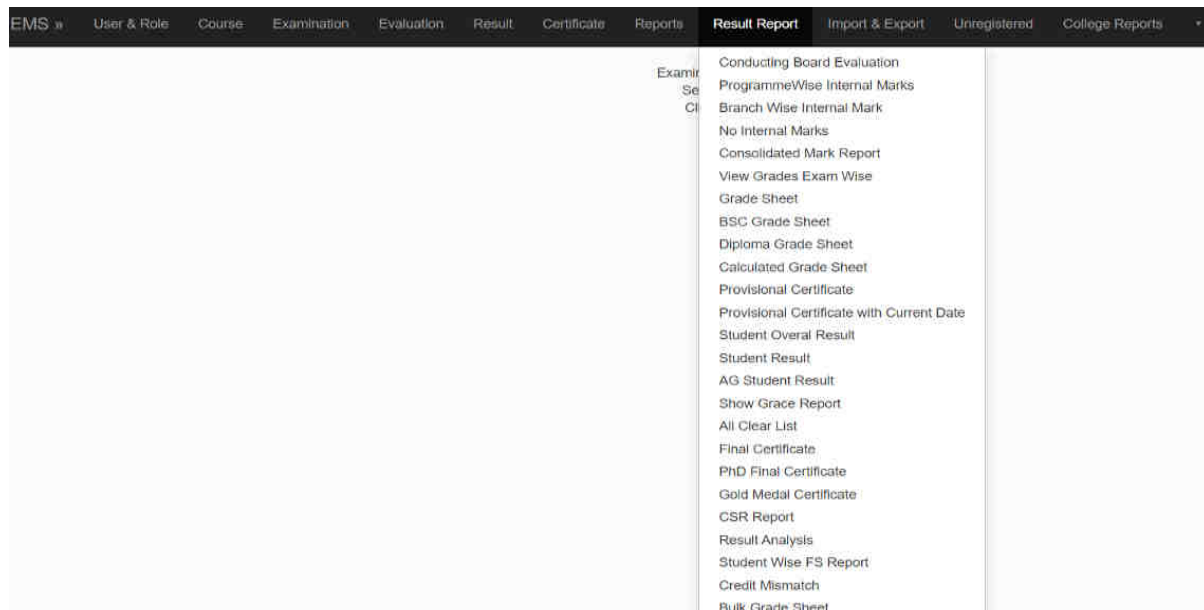
### 6.2.9 Exam Attendance and MP Report

This screenshot shows a web form titled 'Attendance and MP'. It includes four input fields: 'Exam Name' (2021-22BFSC2019O5R), 'Subject' (CUAQ2252 - BIOFLOC AQUACULTURE), 'Institute' (M.S.Swaminathan School of Agriculture, Paralakhemundi), and 'Report Type' with a dropdown menu showing 'Show Absent', 'Show Present', and 'Show Malpractice'. Below the fields are two buttons: 'View Report' and 'Cancel'.

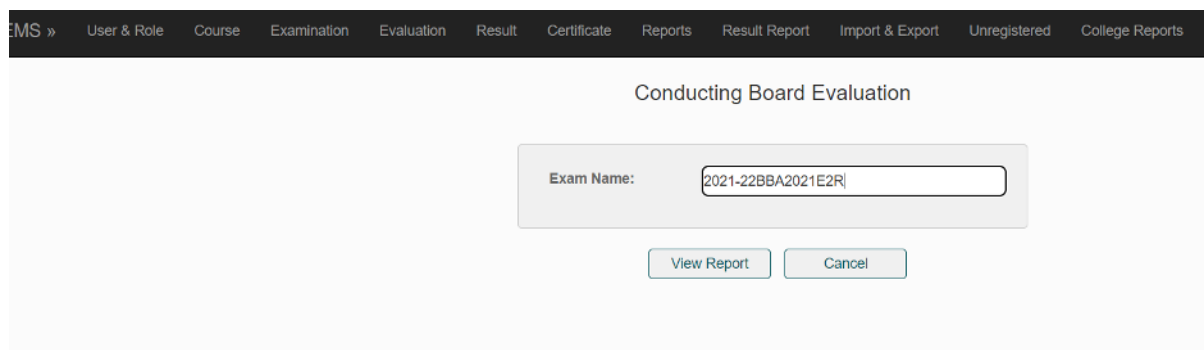
Exam Name:	2021-22BFSC2019O5R
Subject :	CUAQ2252 - BIOFLOC AQUACULTURE
Institute:	M.S.Swaminathan School of Agriculture, Paralakhemundi ▼
Report Type:	✓ Show Absent Show Present Show Malpractice



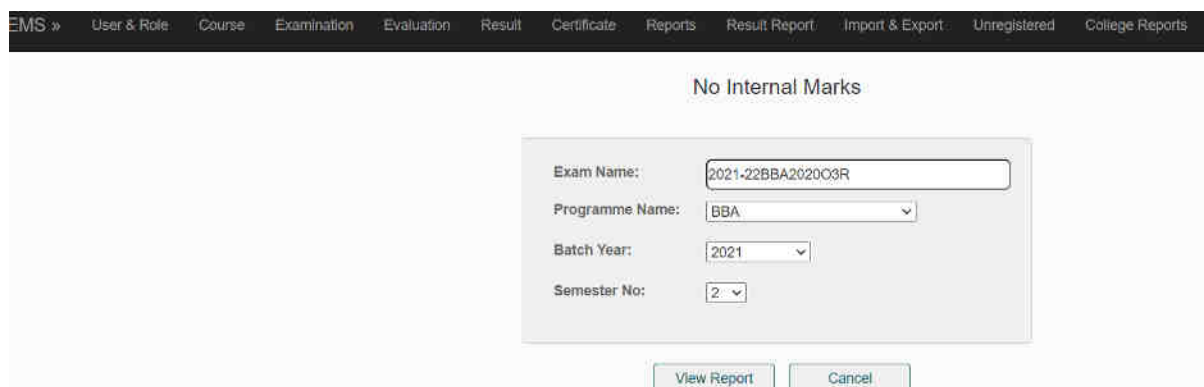
## 6.3 Result Reports



### 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

1st Semester					2nd Semester				
Sl.No.	Subject Code	Subject Name	Credit	Grade	Sl.No.	Subject Code	Subject Name	Credit	Grade
1	BSAR1102	BASIC FINANCIAL ACCOUNTING	5	D	1	BSAR1201	READING TO WRITING	2	D
2	BSAR1103	MANAGEMENT PRINCIPLES & APPLICATIONS	4	F	2	BSAR1202	ORGANISATIONAL BEHAVIOUR	4	F
3	BSAR1104	MICRO ECONOMICS	4	F	3	BSAR1203	BUSINESS STATISTICS	6	C
4	BSAR1105	COMPUTER APPLICATION IN BUSINESS	0	A	4	BSAR1204	MACRO ECONOMICS	4	D
5	BSAR1101	PROFICIENCY IN ENGLISH	2	F	5	BSAR1205	MS EXCEL	0	B
			Total Credit: 16	SGPA: 3.12 CGPA: 3.12				Total Credit: 16	SGPA: 4.62 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.

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

#### Provisional Certificate

Registration Number: 180301120071

View Report

Cancel

View as PDF

*Anita Palée*

**REGISTRAR**  
**Centurion University of**  
**Technology & Management**  
**ODISHA**



# **SOP FOR STUDENT ASSESSMENT**

*(Excerpted from Examination Handbook)*

<b>1. CUTM EXAMINATIONS .....</b>	<b>3</b>
<b>1.1. INTERNAL EXAMINATIONS .....</b>	<b>5</b>
a. Internal for Theory Components	
b. Evaluation of Practice/ Laboratory Components	
c. Evaluation of Project Component	
d. Evaluation of Internship	
e. Evaluation of Workshop Component	
<b>1.2 END SEMESTER EXAMINATIONS.....</b>	<b>9</b>
a. Question Paper	
b. Eligibility to Appear in Examinations	
c. Conduct of Examinations	
d. Evaluation	
<b>2. GRADING SYSTEM.....</b>	<b>11</b>

## 1. CUTM EXAMINATIONS

CUTM offers various courses in Certificate, Diploma, UG, PG and PhD level. The programs offered may vary from time to time. For latest offered programs please visit [www.cutm.ac.in](http://www.cutm.ac.in) and for course curriculum/ content please visit [courseware.cutm.ac.in](http://courseware.cutm.ac.in)

In order to assess the knowledge and academic progress of students, the patterns of examination followed by CUTM are continuous internal examination and external (end-semester) examinations. The assessment is conducted for the following types of subjects being offered by different programmes:

- Theory
- Practice
- Project
- Theory + Practice
- Theory + Project
- Theory + Practice + Project
- Practice + Project
- Workshop / seminar / internship

### ***Weightage for Internal and External Examination***

Subject Type	Component wise weightage in Percentage					
	ITH	ETH	IPR	EPR	I PRO	EPRO
Theory	40	60				
Theory+Practice (BOTH)	40	60	50	50		
Theory+Project (TP)	40	60			50	50
Theory+Practice+Project (TPP)	40	60	50	50	50	50
Workshop			100			
Practice			50	50		
Project					50	50
*ITH- Internal Theory                                  *IPR- Internal Practice *I PRO- Internal Project *ETH-External Theory                                  *EPR- External Practice *EPRO-External Project  The minimum component wise weightage required to pass in a subject is Theory (40%) and Practice (50), Project (50%), Workshop (50%)  If a subject is a combination of components, a student has to secure the minimum pass percentage as a weighted average of all the components.  In each component (theory / practice / project / workshop) up to 2 credits full mark is 50 and above 2 credit it is 100 marks from 2020-21 academic session onwards.  <b>Pass Criteria:</b> In Theory component a student has to secure minimum 40% and In Practice, Project & Workshop type paper a student has to secure minimum 50% marks						

- At the end of each semester, the provisional semester grade sheets are available to the students in ERP.
- At the end of the programme, final consolidated grade-sheet shall be made available to those students who will be fulfilling the eligibility criteria.

## 1.1 Internal Examinations

The internal mark secured by a student for the subject remains fixed. There is no provision for students to reappear internal examinations and change the score during the duration of the program. Therefore, students should not miss internal examinations. However, for exceptional cases, students may opt to re-register the course in subsequent semesters or take 100%-mark option in external components after completion of the duration of the program.

### ***a. Internal for Theory Components:***

The courses having theory components will have ONLY TWO internal examinations w.e.f. 2020-21 academic year. The Internal assessments will have 40% weightage. Two Internal assessments will be conducted each with 15% weightage as per the university academic timetable. One will be online examination of multiple choice questions and another will be a presentation. Both these examinations will be conducted and evaluated centrally by the QA cell. The topics for the presentation will be from the syllabus and will be given one week in advance to students by the teaching faculty. The external assessor who will be assessing the presentations will be responsible for the marks. A rubric to assess presentations will be provided. Each student will be given 5 minutes for presentation and 5 minutes for questions by the external assessor. The overall marks obtained will be average of both internals.

The subjects where Theory component is upto 2 credits the internal marks will be 7.5 marks in each internal and above 2 credits the internal marks is 15 marks in each internal test. Assignment and attendance will also be part of the assessment with 10% weightage. The details are indicated in the table below:



SL No	Internal Examinations	Overall Weightage
1	Internal-I : Online Mode	30 %
2	Internal-II : Presentation	
3	Assignments and Attendance <ul style="list-style-type: none"> <li>• Assignment (Overall weightage 5%)</li> <li>• Attendance (Overall weightage 5%)               <ul style="list-style-type: none"> <li>▪ 90% and above = 5</li> <li>▪ 85% - 89% = 4</li> <li>▪ 80% - 84% = 3</li> <li>▪ 75% - 79% = 2</li> </ul> </li> </ul>	10 %
	Total	40 %

*Note: The evaluation pattern and external internal weightage for B.Arch will be as per Council of Architecture (COA), B.Pharm and D.Pharm as per PCI norms, B.Sc (Hons) Agriculture and M.Sc (Ag) shall be as per ICAR regulations. Similarly, the assessment framework for RUDM & MBA (ABM) is as per the approved assessment policy for these two programmes.*

Internal I: Online Examination: The evaluation will follow MCQ pattern.

Internal II: Presentations

The broad guideline to evaluate the presentations may be as under:

A	Content	03 points
B	Delivery	03 points
C	Organization	03 points
D	Creativity	03 points
E	Length of the Presentation	03 points
	Total Score	15 points

#### **b. Evaluation of Practice/ Laboratory Components**

The evaluation of the practice component will be carried out 50% by concerned faculty and 50% by the external examiner to be assigned by the QA cell. Rubrics for conduct of internals and externals are as under:

### ***Internals & External***

A	Concept	05
B	Planning and Execution / Practical Simulation/ Programming	10
C	Result and Interpretation	10
D	Assignment/ Record/ Report	10
E	Student Conduct	05
F	Viva	10
	Total	50

### ***c. Evaluation of Project Component***

The evaluation of the project component will be completed 50% by concerned faculty and 50% by the external examiner to be assigned by the QA cell. Following guideline may be referred during evaluation of internal and external components:

#### **Internal**

A	Understanding the relevance, scope and dimension of the project	05
B	Relation to literature/ application	05
C	Methodology	10
D	Quality of Analysis and Results	10
E	Interpretations and Conclusions	10
F	Report	10
	Total	50

#### **External**

A	Understanding the relevance, scope and dimension of the project	10
B	Report	20
C	Defence	20
	Total	50

However, there will be three presentations in case of DOMAIN PROJECTS. The presentations will have external evaluators to be appointed by the QA cell in consultation with the Deans. The subject teacher and external evaluator will be responsible to evaluate for 50% of the score each. The final project mark will be an AVERAGE of the 3 presentations.

**d. Evaluation of Internship**

The evaluation of the internship will be completed 50% by concerned faculty and 50% by the industry guide. Following guideline may be referred during evaluation of internal and external components:

**Internal**

A	Daily Diary & Log Report	10
B	Weekly Report	20
C	Presentation & Viva	20
	Total	50

**External**

A	Assessment by Organization / Company	50
---	--------------------------------------	----

**e. Evaluation of Workshop Component**

The evaluation of the workshop component will be completed 100% by concerned faculty and may be conducted as per the following guideline:

A	Field work & Report	50
B	Presentation & Viva	50
	Total	100

## 1.2 End Semester Examinations

The semester examinations shall be conducted by the University both in terms of paper setting and evaluation as per the Academic Calendar. There shall be an examination window of 4-5-week duration at the end of each semester to conduct end semester examinations.

### a. Question Paper

- Question paper pattern and break-up of marks are attached as Annexure - I.
- **Question Paper Setter:** A panel of question paper setters to be prepared and approved by the Academic Council. The names in the panel as well as the name of the actual question paper setter are confidential and to be kept in a separate file by Director (E& QA). However, Director (E&QA) has the complete authority to choose a QP setter to make QP available in time.
- There should be a balanced mix of internal and external faculties as question paper setter. Eligibility criteria for question paper setter are in Annexure – II.

### b. Eligibility to Appear for Examinations

- **Subject-wise registration to appear at examinations:** All Students of the University need to register for each of the subjects they are required to study before commencement of a semester. They may consult with the department HOD or Dean to guide them in this process.
- **Minimum attendance requirement** for appearing for examinations in all programmes is 75%. However, such minimum eligibility will be calculated for each subject and **NOT** as aggregate. Students will be allowed to appear final examinations subject wise depending on the fulfilment of the minimum attendance criteria. Attendance will include class work, practice work, project work (including internships) in both online/ physical modes. The same attendance rules will be applicable for appearing internal examinations.
- Condoning of the minimum attendance either due to medical or any other reasons as allowed by the Deans remains limited to a maximum of 10% and should be exceptional.
- **Attendance requirement to appear Examination on Demand:** Students who are debarred from attending the main semester examinations due to shortage of attendance will be allowed to appear for Examination on Demand provided they have 50% or more

attendance in the subject. Students having below 50% attendance will be either allowed to drop the course (if it is not core) or will be asked to re-register for the course again and attend classes. The attendance rule will apply in case of re-registration and as such will be treated as a new registration.

- A candidate shall be allowed in a semester examination only after he/ she is issued an Admit Card for the relevant examination by the college.
- Students who have been found to indulge in malpractice at examination will be awarded 'M' grade in that subject. The university may take any additional disciplinary action at its discretion. Such candidates will be allowed to appear only in subsequent examinations based on the decision of the University.
- A student who is absent in any subject(s) for which he/she has registered will be awarded 'S' grade. He/she is permitted to appear in those subjects in subsequent EODs.

### **c. Conduct of Examinations**

The End-Term Examination shall be conducted by the QA cell at the end of each semester as per window indicated in the Academic Calendar. The examination will be conducted according to the scheme and curriculum prescribed for the respective course. QA cell shall do the following for conduct of the examinations:

- Prepare and announce examination schedule based on the registration data.
- Appoint competent authority, officials, staff, etc. for the conduct of examination in the respective campuses.
- Issue appropriate instructions to have a flawless, unbiased and systematic conduct of examination while at the same time minimizing the scope of use of unfair means, misconduct, etc.
- Preparation, printing, packing and dispatching question papers to constituent campuses.
- Such other acts required to be performed for the conduct of examination.
- Refer Annexure-III, IV & V for conduct of examination, role of examination conducting authority and instructions to candidates respectively.

#### d. Evaluation

For Evaluating the Answer Books, the following systems or any combination thereof may be opted for, as decided by the competent authority from time to time:

- Centralized Evaluation: To be done at QA cell under the supervision of Evaluation Coordinator.
- Delegated Evaluation: The Answer Books to be issued to the teachers or persons engaged by the competent authority for the purpose of evaluation. The Evaluated Answer Books along with the marks are to be handed over within a stipulated time to the competent authority.
- Any other system as decided by the University from time to time.

## 2. GRADING SYSTEM

CUTM follows “Absolute” grading system / Grade point or marks scheme applicable for different programs.

Under absolute grading system, a Ten Point grading system on base of 10 shall be followed in CUTM.

Categorization of these grades and their correlation shall be as under:

Qualification	Grade	Score on 100 Percentage Points	Point
Outstanding	‘O’	90 and above up to 100	10
Excellent	‘E’	80 and above but less than 90	9
Very Good	‘A’	70 and above but less than 80	8
Good	‘B’	60 and above but less than 70	7
Fair	‘C’	50 and above but less than 60	6
Pass	‘D’	40 and above but less than 50	5
Failed	‘F’	Below 40	2
Malpractice	‘M’	-----	0
Absent	‘S’	-----	0

*N.B. Grade C shall be considered as average, Grade D shall be pass Grade for theory and Grade C shall be Pass Grade for Practical/ Project/ Workshop mode paper.*

**BSc(AG), MSc(AG) and BSc (Fishery Science) will follow ICAR norms and BPharm and DPharm will follow the PCI norms for grading / assessment respectively.**

The GPA for the mixed courses (T-P-P mode) will be a weighted average of the individual marks obtained in a component weighted by the credit of the component. So the GPA is calculated as =  $(Wt \times \text{marks of theory} + Wp \times \text{marks of practice} + Wpr \times \text{marks of project}) / (Wt + Wp + Wpr)$ . Here W stands for credit weight. All components will be individually evaluated for 100 marks.

Details of Theory + Practice + Project ( $Wt \times 100 + Wp \times 100 + Wpr \times 100$ ), where W stands for the credit weight of the component:

	Theory		Practice		Project	
	Internal	External	Internal	External	Internal	External
Marks for basic Assessment	40	60	50	50	50	50
Total for basic Assessment	$Wt \times 100$		$Wp \times 100$		$Wpr \times 100$	
% to be considered for Award of Grade	Weighted Grade Point					

- All marks obtained are out of hundred
- For instance, a 3-1-1 course will have three times weight for theory marks, 1 weight each for practice and project.

Example: Following example may be referred to have further clarity:

Course Title	Code	Type of Course	T-P-PJ
Building of Cloud Infrastructure	DECT0901	Theory+ Practice+ Project	1-2-2

If a student secures 87 marks in theory, 89 marks in practice and 92 marks in project out of 100 including internal and external, then the award of grade will be as per following method:

A	B	C	D	E	F	G	H	I	J	K	L	M	N
Theory Mark (100)	Wt	Wt* Theory	Practical Mark (100)	Wp	Wp* Practical	Project Mark (100)	Wpr	Wpr* Project	$Wt \times \text{Theory} + Wp \times \text{Practical} + Wpr \times \text{Project}$ (C+F+I)	Total credit (B+E+H)	$Wt \times \text{Theory} + Wp \times \text{Practical} + Wpr \times \text{Project} / \text{Credit}$ (J / K)	Round up total	Grade
87	1	87	89	2	178	92	2	184	449	5	89.8	90	O

A student's level of competence shall be categorized by a GRADE POINT AVERAGE to be specified as:

SGPA / GPA - Semester grade point average / Grade Point Average

CGPA / OGPA - Cumulative grade point average / Overall Grade Point Average

Definition of Terms

- POINT / Grade Point - Integer equivalent each letter grade (a) / Grade Point Awarded.
- CREDIT - Integer signifying the relative emphasis of individual course item(s) in a semester as indicated by the Course structure and syllabus (b).
- CREDIT POINT = (b) x (a) for each course item.
- CREDIT INDEX =  $\sum$ CREDIT POINT of course items in a Semester.

SEMESTER GRADE POINT AVERAGE / GRADE POINT AVERAGE (SGPA / GPA)

SGPA / GPA = CREDIT INDEX /  $\sum$ CREDITS for a Semester

CUMULATIVE GRADE POINT AVERAGE / OVERALL GRADE POINT AVERAGE (CGPA)

CGPA / OGPA = CREDIT INDEX of all previous Semester(s) /  
CREDITS of all Previous Semester(s)

**Percentage of marks will be CGPA x 10 or OGPA x 10**





# **SOP FOR EXAMINATION UNIT**

*(Excerpted from Examination Handbook)*

---

<b>1. Conduct of Semester Examinations .....</b>	<b>3</b>
<b>2. Role of Examination Conducting Authorities .....</b>	<b>9</b>
<b>A. Centre Superintendent.....</b>	<b>9</b>
<b>B. External Observer .....</b>	<b>10</b>
<b>C. Invigilators .....</b>	<b>10</b>
<b>3. Instruction to Candidates .....</b>	<b>13</b>
<b>4. Answer Book Preparation Flowc Chart.....</b>	<b>14</b>
<b>5. Evaluation Process.....</b>	<b>15</b>
<b>6. Central Assessment.....</b>	<b>16</b>
<b>Pre-Assessment .....</b>	<b>16</b>
<b>Assessment.....</b>	<b>18</b>
<b>Post-Assessment.....</b>	<b>19</b>

## **1. CONDUCT OF SEMESTER EXAMINATION**

### ***Preparation of the Room***

Administrative staff will set up the venue for examination and are responsible for the general tidiness of the room as per the direction of the Centre Superintendent. Exam-cells are responsible to ensure availability of following in Examination halls:

- Answer books
- Attendance / Signature sheets
- Graph paper, if relevant
- Important Venue Information (Centre Superintendent, Examination Office telephone number)
- Books of statistical tables (if relevant)

The Invigilator is responsible for ensuring conditions appropriate before the examination begins and should take up any concerns on arrival in the room with either on-site pottering staff or the examinations office.

The Administrative Departments to be informed of the rooms being used for examination purposes well in advance by the Examination Office for ensuring that no maintenance work takes place which may cause disturbance to candidates during the examination period.

### ***Requirements/ Guidelines for Examination Hall***

- Roll list of the students permitted to appear at an examination will be sent along with examination material.
- Only the listed students with University Registration Card as their Identity and Admit Card will be allowed to appear for the examination.
- Depending on the room size, the number of candidates per room will be decided by the respective colleges ensuring that there is no scope for cheating/ copying.
- Seating arrangements will be made according to the seating plan generated through ERP.

- The registration number of eligible students must be pasted/ indicated on the respective allotted desk in the examination hall.
- For every 20 students, there will be an invigilator, who must be a registered teacher of the University.
- All the Invigilators must remain in the examination hall for the entire period of the examination. Further, the invigilators are advised to move around in the hall.
- In case of temporary absence, each College may have 10% reliever invigilators.

### ***Seating Arrangements***

Only one student will be allowed to sit in one bench. There should be minimum one-meter gap between each student. A room generally used for a class of 60 students to accommodate only 20 students during examination. The roll number of students should be written as per the attendance sheet for the examination on each bench. There should be adequate space between benches and the benches and chairs should be cleaned every day. The rooms should be kept locked and only opened 15 minutes before commencement of the examination.

A consolidated room-wise seating arrangement will be displayed at prominent places of the college for guiding examinees to respective rooms.

### ***Gate Checking***

A special team to be earmarked to carry out gate checking. Special emphasis to be given that following items are not carried by the students:

Cell phones

Programmable calculator

Any other printed material/ hand written material except Registration Card, I-Card, Admit Card, Calculator and writing/ drawing materials.

### ***Reporting for Invigilation Duty***

Senior Invigilators are required to report to the Examinations Office 30 minutes prior to the start of the examination to collect the following:

- Question paper in sealed envelope with special instructions if any
- Charts or tables if required
- Attendance sheet
- Seating plan (if relevant)
- Temporary Absence Forms

### ***Admitting the Candidates***

The Invigilator shall authorize the admittance of the candidates to the examination room ten minutes before the published start time depending on the size of the venue.

Invigilator shall announce the rules and conduct of the examination. Invigilators should then ensure that only authorized materials which the candidates have brought for use in the examination are permitted. Any unauthorized items should be removed from the candidate. The Invigilator shall draw the candidates' attention to the official clock being used in the examination room and make arrangements for any candidates who cannot see the clock.

### ***Starting the Examination***

The Invigilator should start the examination at the mentioned time. If there has been a delay in starting the examination, the corresponding amount of time should be added on to the mentioned finishing time.

### ***Candidates Arriving Late***

No candidate may enter the examination room more than 15 minutes after the examination has begun. A candidate who arrives late (but within 15 minutes) will not be allowed extra time at the end of the examination to account for their late arrival.

### ***Supervision***

Invigilators should position himself / herself, so as to ensure a clear view of all the candidates. All Invigilators are expected to remain in the hall for the entire duration of the examination. Occasionally an Invigilator may leave the room for which reliever invigilators should be deployed. These absences must be kept to a minimum and at no time the examination room be left without an invigilator.

### ***ID Checks***

Students must be able to confirm their identity by presenting University Registration No. card and Admit card. As students enter the room, they should be reminded of the need to place these documents on the desk for checking. However, in exceptional cases, a student who does not have an appropriate document should be instructed to report to the exam office, obtain a signed slip and present it to invigilators on their return (CUTM/EXAM/EX-001). The slip is valid for one exam only and must be taken from the student.

### ***Confirming Attendance***

Attendance to be taken by the invigilator 30 minutes after the start of the examination

- Each page of the signature sheet (generated from ERP) contains names and Registration numbers of 20 students.
- The invigilators are required to take attendance of the students after checking the University Registration Card and the admit card of the students.
- The invigilator must mark the Absentee student with “ABSENT” (in Capital letters in red ink) against his/ her name.
- The counts of students present and students absent in each sheet should be recorded and signed by invigilator (s) on the attendance sheet.

### ***Suspected Irregularity or Misconduct***

If an Invigilator suspects a candidate of misconduct he or she must inform the supervisor. The directive of Centre Superintendent will be final in this case. A written report should be prepared by the invigilator and submitted to the examinations cell after the examination (CUTM/EXAM/EX-004). The Invigilator shall confiscate any illicit material which appears to be in the possession of the candidate and annotate the script. The decision of Centre Superintendent for continuation of such candidate is final.

### ***Problems with Question Papers***

Where candidates raise points requiring clarification which cannot be dealt with in the examination room, the Invigilator should immediately notify the examination cell who will endeavor to obtain and convey the necessary information. Invigilators should not advise on meaning or interpretation of questions.

---

### ***Additional Paper***

No additional sheet will be provided. Only under exceptional condition a candidate be allowed to take one more additional Answer-book with the concurrence of the Center Superintendent and the same is required to be endorsed in his / her attendance sheet.

### ***Leaving Early***

Without the special permission of the invigilator no candidate may leave the examination room until one hour of the examination period has elapsed, nor leave their desk during the last 15 minutes of any examination for purposed other than completion of the paper. In the case of one hour examinations, candidates must not leave the room until allowed by the invigilator (*CUTM/EXAM/EX-003*).

### ***Toilet Arrangements***

Toilets should be cleaned and only opened 10 minutes before the commencement of examinations. Toilets should be checked after each toilet break for written material which may benefit a student using the toilets during the examination.

### ***Drinking water***

Drinking water should be available in each room. An attendant may be deployed to ensure that drinking water is available during the examinations to all examinees.

### ***Medical Facilities***

Medical facilities to be arranged by the college administration to avoid any mishap during the examination.

### ***Ending the Examination***

The Invigilator shall announce the time when there is 1 hour remaining and again 15 minutes before the end of the examination. The examination should end at the said time unless extra time has been added due to a delay in starting or exceptional circumstances. The Invigilator shall tell candidates to remain seated and be silent until all scripts have been collected.

---

### ***Collection of Completed Scripts – Before Students Leave the Hall***

It is very important that all answer books are collected before students leave the hall. In no circumstances students be allowed to take answer books or paper from the examination room. Students may keep question papers unless otherwise specified in the special instructions. Graphs if used will be attached with the answer book with the tag provided. When all answer papers are collected, the Invigilator should count the answer books and ensure they tally with the number of students appeared in the examination.

### ***Handing over the answer-scripts to examination cell***

Invigilators should hand over the following to the examination cell after completion of the exam:

- Answer books subject-wise arranged in the attendance sheet serial order
- Attendance sheet
- Spare copies of the question paper (if any)
- Any other material related to examination
- Collection, Packing and Forwarding of Answer Sheets

The Centre Superintendent to oversee and ensure that the Answer books are matched with the signature sheet and packed and sealed immediately after the examination. The attendance sheets should also be packed separately and duly sealed.

The attendance statement (for each individual subjects) duly countersigned should be submitted in a separate packet at the time of dispatch of answer scripts (mandatory) `



## **2. ROLE OF EXAMINATION CONDUCTING AUTHORITIES**

### **A. Centre Superintendent**

- The Centre Superintendent is responsible to maintain high standard of confidentiality and discipline at the Examination Centers and for the smooth conduct of the examination.
- The Answer Booklets and the Question Papers should be kept under lock and key in the safe custody of the Center Superintendent, until they are distributed to the candidates at the examination hall.
- All packets of Question Papers should be opened only 30 minutes before the commencement of the Examination time in presence of Center Superintendent.
- The Center Superintendent may allow a candidate to appear at any examination without his name figuring in the attendance sheet after taking an undertaking from the concerned candidate.
- The Center Superintendent should ensure that proper gate checking is being practiced during commencement of each sitting.
- In the event of any shortage of question papers, suitable arrangements may be made for preparing the number of copies additionally required and the fact shall be reported to the Director, E&QA immediately. When this is done, proper care should be taken to avoid malpractice of any kind.
- The Centre Superintendent should visit each and every hall during the conduct of the examination to see that invigilators are vigilant and conducting the examination smoothly.
- In case of any malpractice case, Centre Superintendent should ensure that documentation be prepared as per the guidelines given in the examination handbook.
- Necessary security arrangements should be made at the Exam Centre.
- Should ensure that Answer books collection and dispatch are to be as per guide lines given below.
  - a. After the answer books after collected should be carefully arranged according to subject and examination wise.

- b. The answer books should be bundled and properly sealed in the presence of the Center Superintendent and should be dispatched the same day to QA unless otherwise instructed.

#### **B. External Observer**

- As per requirement one senior faculty member / reputed person will be nominated by the Director (E&QA), CUTM to observe, conduct of semester examinations.
- The external observer so appointed by the University shall report to the examination cell of the college where examination centre is located, one day prior to commencement of examination, to ensure that all arrangements for the conduct of examinations are adequate.
- He/ She shall give a written report to the Director (E&QA) on security of question papers and answer-books.
- He/ She shall also inform Director (E&QA) that the students are not resorting to unfair means/practices. In case of any incidence, he/ she shall immediately report the case to the Dy. Director (E&QA) along with his/ her report. He/ She shall not leave the examination center during the examination period.
- He/ She shall give a written report after the examination cycle is complete / his/her engagement as external supervisor is over. The report will be handed over to the in-charge examination cell of the college in a sealed envelope for dispatch to Director, E&QA, CUTM.

#### **C. Invigilators**

- Examination duty is compulsory. In case of emergency, alternative arrangement to be made.
- Invigilators must report at the examination section half an hour before the commencement of examination to receive the examination related materials.
- Invigilators must enter the examination hall 15 minutes before the scheduled time of examination.
- Invigilators are required to implement the code of conduct for students during examination.
- The Invigilators must ensure that no candidate shall carry any type of unauthorized material to the examination hall.

- Invigilators are required to check that the students have occupied their respective seats according to seating plan.
- No Candidates must be permitted in the examination hall without admit card. The answer script should be handed over to the candidate who possesses proper admit card only.
- Invigilators should distribute the answer books to the students 10 minutes before the examination and ask them to fill all the details in the answer book.
- After properly verifying the student's signature, student's registration number, subject, date etc. on the front cover page of the main answer booklet, the invigilator has to put his/her signature in the space provided there.
- Invigilators should distribute the question paper to the students 5 minutes before the examination.
- The Invigilator should be VIGILANT throughout the Examination period. She/he is required to move in the examination hall to prevent indiscipline / copying.
- Invigilators or any other faculty members should not help any candidate in explaining the questions or giving any hints.
- The invigilators are required to take attendance of the students after checking the admit card.
- The invigilator must mark the absentee student with "ABSENT" (in Capital Letters) against his/her name.
- The counts of student present and student absent in each signature sheet should be recorded and signed by invigilator(s).
- No student should be allowed to go with question paper to toilet. No more than one student should be allowed to leave for toilet at any time. One can go to toilet at best twice during a sitting of examination.
- No student should be allowed to enter the examination hall after 15 minutes of commencement of examination. No student should be allowed to leave the hall before one hour. A student leaving after one hour must submit his/her question paper and answer book to the invigilator.
- Invigilators must prevent unfair means adopted by students, if any, and are required to report cases to the Centre Superintendent separately without any discrimination.
- It is the primary duty of the Invigilator to ensure the fair conduct of Examinations. Noncompliance shall attract disciplinary action.
- The Invigilator should announce the time at each hour and at the last half an hour.

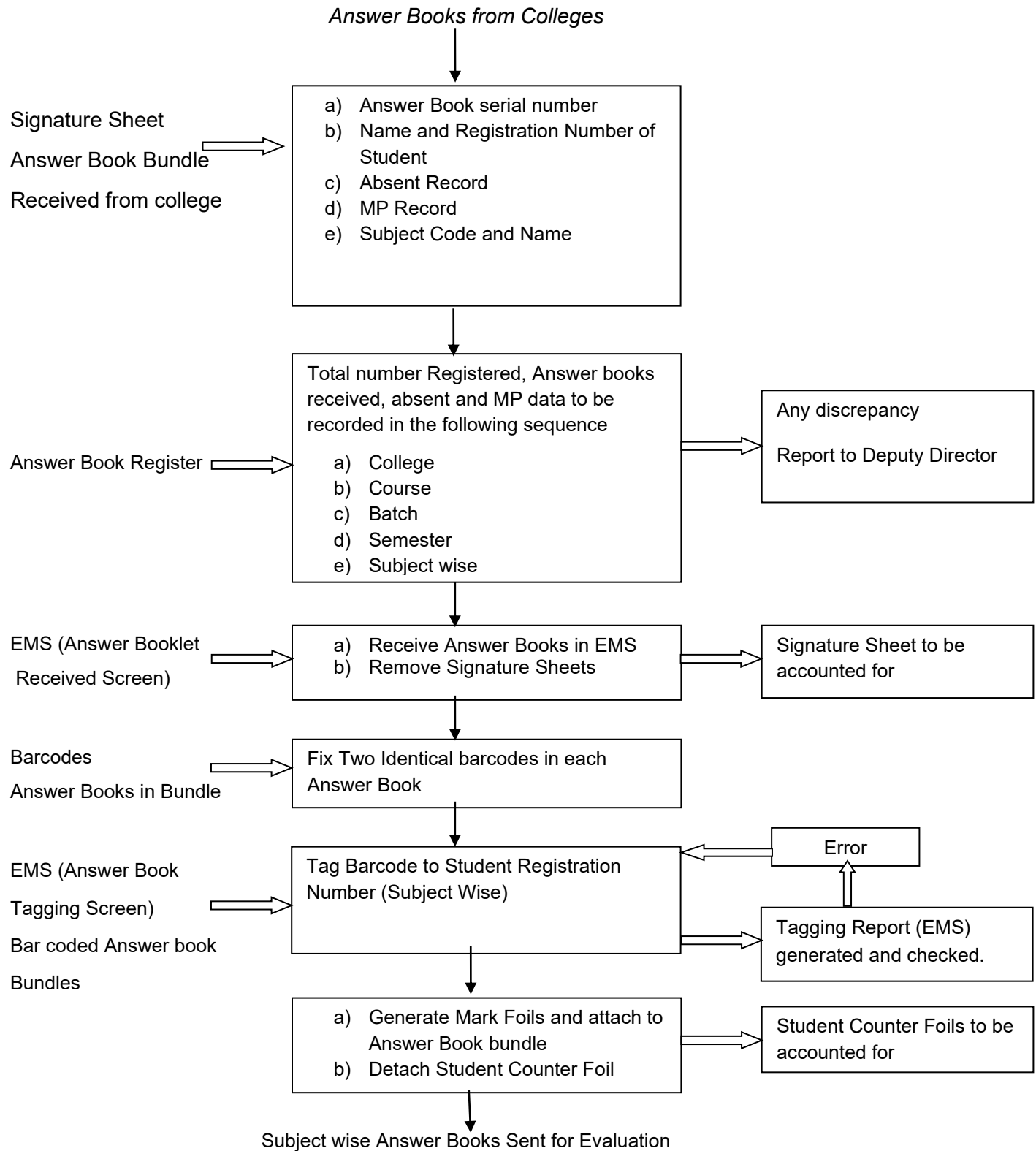


- 
- No Candidate should be permitted to write anything on the Answer Script after the completion of the Examination time.
  - After the completion of examination, the invigilators must arrange the answer books serially according to the registration numbers supplied in the signature sheet and submit them to the examination section along with the signature sheet, remaining question papers, stationary items and details of MP cases.

### **3. INSTRUCTIONS TO CANDIDATES**

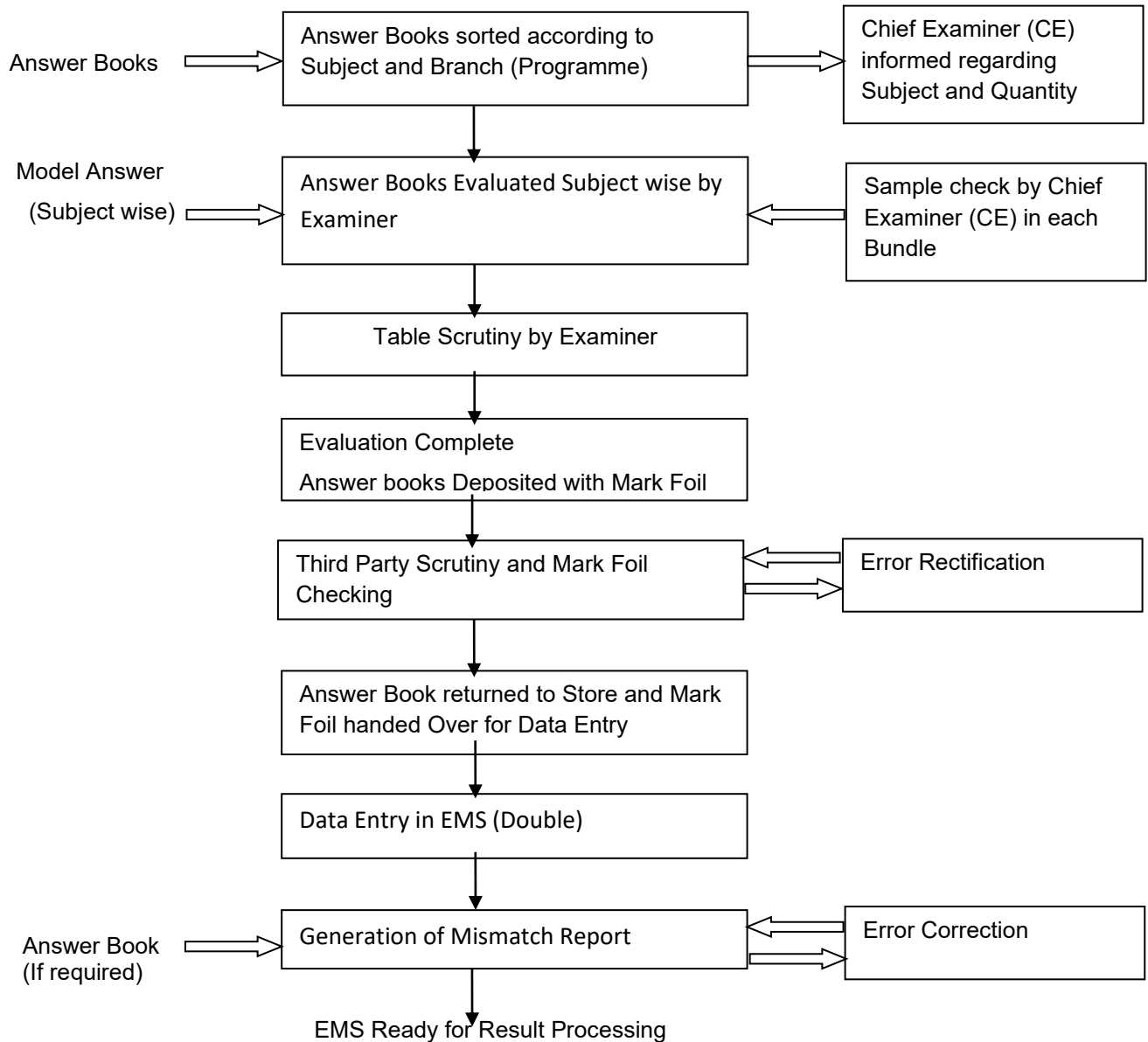
1. Any wrong entries will disqualify the Answer Book.
2. This answer book contains 36 (Thirty-Six) pages. Extra answer books/ sheets will not be issued.
3. Candidates shall use blue or black ball point pen for writing their answers.
4. Candidates shall write their answers in neat and clear handwriting on both sides of all pages and shall not leave blank page(s) or space(s) in between.
5. Candidates should strike out all pages on which nothing is written.
6. Candidates are not allowed to leave the examination hall during the first hour of the commencement of the examination.
7. Candidates are not allowed to write anything on the question paper in the course of Examination.
8. Carrying of mobile phones, any kind of communication device(s), books, printed or handwritten materials, etc. are banned inside the Examination hall.
9. Any candidate found in possession of any banned item (s) will be deemed to have willfully infringed the instructions amounting to misconduct. The candidate will be asked to leave the examination hall immediately while their answer sheets and banned items are confiscated.
10. The candidate is forbidden to TALK/ MAKE GESTURES inside the examination hall.
11. Candidates may note that writing of registration number in place(s) other than the space provided for the purpose or putting any distinguishing or identification mark(s) or symbol(s) will tantamount to resorting to "Unfair Means" and will be treated as "malpractice".
12. Candidates will stop writing when instructed to do so at the end of the examination and REMAIN SILENTLY SEATED UNTIL ALL ANSWER SHEETS HAVE BEEN COLLECTED and are told that you may leave the hall.
13. THE CANDIDATE IS REMINDED THAT CHEATING IS REGARDED AS AN ACT OF GRAVE MISCONDUCT FOR WHICH HEAVY PENALTIES WILL BE APPLIED, INCLUDING A FAIL IN THE SUBJECT/ CANCELLATION OF ALL SUBJECTS WRITTEN IN THE SEMESTER/ DEBARRING FROM THE EXAMINATION AND POSSIBLE EXPULSION FROM THE UNIVERSITY.

#### 4. ANSWER BOOK PREPARATION FLOW CHART



## 5. EVALUATION PROCESS

Answer Book Received for Evaluation with Mark Foil (Subject wise, Semester wise in Bundles)



## **6. CENTRAL ASSESSMENT**

Conduct of examinations and declaration of results is one of the important activities of a University. The Central Assessment (CA) has been adopted by CUTM with a view to:

- Declaring the results in the shortest possible time
- Increasing the reliability of the results
- Maintaining uniformity and consistency in the assessment
- Increasing accuracy and efficiency in declaration of results
- Creating confidence amongst the students about the assessment system

However, based on quantum of answer papers, nature and type of paper, the Director (E&QA) may allow assessment of answer scripts of a particular subject by an examiner at his/ her choice of place.

The Central Assessment shall consist of the following stages:

- i. Pre-Assessment
- ii. Assessment
- iii. Post-Assessment

The Evaluation process flow chart is in Annexure – VI & Annexure – VII

### ***Pre-Assessment:***

- The venue and CA Administrator: The venue and administrator for the Central Assessment shall be decided by Director (E&QA). Normally the Dy. Director (E&QA) will be the CA administrator.
- Invitation to Examiners:
  - The CA administrator in consultation with the Director (E&QA) will nominate Chief Examiners for each branch.
  - The Dy. Director (E&QA) in consultation with the Chief Examiners shall send the invitation letters / communication to all the examiners, for their acceptance.
  - All the instructions regarding the CA shall also be sent to the examiners and shall be exhibited at CA Hall for the information of examiners. In case of shortage of



examiners, substitute examiners shall be made from the panel by Dy. Director (E&QA).

- Collection of Answer-books: It is the responsibility of the Director / Principal of the constituent campuses to see that the answer books of the examinations held at their centers are sent promptly as per instructions given by the University from time to time, to the CA Centre.
- The Administrator of CA shall make adequate arrangements to receive answer books coming from the examination centres from time to time.
- On receipt of the answer books at the QA office, the staff employed for this work shall check the answer books, Supervisor's Reports and ascertain as to whether the number of candidates present, absent and MP indicated in the report are correct. In case of any discrepancy it shall be resolved in consultation with the Deputy Director (E&QA).
- The bundle of answer books containing 20 answer books or less shall be received in system after checking and coded and be made available for evaluation.
- It should be ensured that following documents accounted for and kept separately for future verification:
  - Signature sheet
  - Answer-book counter foil
  - Tagging report
  - Mark foil
- The answer books shall be arranged subject wise/ paper wise as this will be convenient at the time of distribution of answer books to the examiners for assessment.
- In case of any event of missing answer books or any unpleasant experience, the Administrator, CA shall consult the Director (E&QA) and take necessary action.
- Norms for appointment of staff for CA: The Administrator of the CA Centre would appoint suitable staff, of his/ her own confidence, for different sections indicated below, for smooth, confidential and speedy processing of the results:
  - Stores
  - Coding and tagging of answer-books
  - Assessment
  - Data Entry on PCs

- TA/DA and remuneration to examiners: The payment of Local Conveyance Allowance, Travelling Allowance, Daily Allowance and Remuneration shall be made to the chief examiners and examiners appointed for assessment of answer books from the advance placed at the disposal of the Director (E&QA) according to the approved rates.
- Account of CA: Receipt and Payment Account of the Central Assessment shall be audited internally keeping the confidentiality in view. No vouchers of the expenditure incurred for CA is required to be submitted to the accounts section. However, in respect of the other expenditure incurred all the vouchers shall be submitted to account.

**Assessment:**

- On the day of commencement of the CA the examiners shall be given information regarding the programme, seating arrangement, payment of TA. / D.A. and remuneration bills etc.
- Chief Examiner (CE) will hold a meeting with the Examiners of the concerned subject nominated by the Administrator, to discuss the question paper(s), scheme of marking and synoptic/ model answers as well as discrepancies if any in a paper so as to attain the uniformity/ standard and consistency in assessment. He/ She shall watch the day to day progress of assessment and assist the Administrator, CA in the smooth conduct of CA work. He/ she shall sample check 15% - 20% of answer books of each examiner. The CE shall submit to the Administrator, CA, a consolidated report on the performance of the candidates, the assessment work and his general observations and suggestions etc. on the last day.
- While issuing the answer books to examiners for assessment, the signature of the concerned examiner for having received the answer books for assessment is to be obtained on a register.
- The examiners shall see that after taking a bundle of answer books for assessment from the issuing counter, they perform the assessment work only on seats allotted to them. The assessed answer books are to be returned after checked by CE.
- While returning the answer books the same to be accounted for against the examiner. The examiner shall, take another bundle of answer books for assessment only after returning the first bundle. This process shall continue till the assessment of all the answer books in the concerned subject is over.

- In case the examiner detects use of unfair means, while assessing the answer books he/ she should give a written report and submit the concerned answer books to the Administrator, CA for further actions through CE.
- The respective examiner should sign on the front page of the answer book.
- Every examiner shall be required to sign the Attendance Register each day.
- It shall be ensured that the marks given by the Chief Examiner (CE) to each question are written on the front page in green ink. In case the marks awarded by the CE is different than the examiner, the marks awarded by CE will be taken as final marks for all purpose.
- The Administrator, CA shall not avail the leave facility during the CA period unless there are exceptional reasons.

***Post-Assessment:***

- Third party Scrutiny: All answer-books handed over by CE shall be subjected to a third party scrutiny by E&QA cell.
- The team so detailed will check:
  - Correctness in addition of marks
  - Posting of marks in the mark foil
  - Whether each answer has been corrected
- Any error found by the third party scrutiny will be reported to Dy. Director (E&QA).
- The errors reported will be rectified by the concerned CE / examiner.
- The rectified mark foils will be handed over for mark entry in the system.
- The double entry of marks from mark foils shall be done simultaneously by nominated data entry operators.
- Mismatch Report and Rectification: After the double data entry, mismatch reports are required to be verified and necessary rectification to be carried out.
- Entered external marks will be processed in the EMS along with the internal and practical marks for final result publication.

**CENTURION UNIVERSITY OF TECHNOLOGY AND MANAGEMENT, ODISHA**

***Note on transformation from manual method to automation of examination system.***

The Examination & Quality Assurance cell (E&QA) has been continuously carrying out reforms in its examination procedure through integration of IT in the procedures and processes of the examination system. Tools of information technology are utilized for most of the activities associated with the conduct of examinations, evaluation and declaration of results. Examination procedure has been completely automated using ERP & EMS system.

There has been an evolution in technology from time to time to automate the examination system to have less human intervention and a technology driven system. This significantly minimizes human errors and facilitates accurate calculations of SGPA, CGPA and grades of students.

Examination system in CUTM has gone through different phases of transformation during its journey from 2011 to till date. A brief account of the same is given as under:

**2011-2013**

During the initial stage i.e. in 2011-2013, University used a standalone system where the examination processes were carried out centrally starting from subject registration to result publication. However, the internal marks were consolidated at the campus level in an excel mark format and sent to E&QA for further processing of results.

**2013 onwards**

In the year 2013, both EMS & ERP system was introduced to streamline the examination and academic tasks. In this phase some of the examination process were decentralised and delegated to campus examination cells. The different processes carried out through ERP at the campus level are:

- Subject Registration
- Examination Registration based on University Regulation
- Exam Schedule Import
- Admit Card generation
- Signature Sheet & Sitting plan
- Exam Attendance & MP Record
- Assignment Upload
- Internal Mark Capture
- Result Publication
- Semester wise Transcript at student login

EMS is used centrally for the following activities:

- Maintaining Syllabus / Subject repository
- Capturing student details – subject registration, examination registration etc.
- Receiving & marking of answer-books, generation of mark foils
- Processing of results – double mark entry, receipt of internal mark, defining grade set and processing result
- Maintaining and updating result records on real time
- Generation of academic transcripts

The EMS system is accommodative to the reforms in procedures, processes adopted by the University from time to time with regard to internal and end semester evaluation.

*Few of the relevant screen-shots are given below:*

### Subject Registration

Course Registration Reports

Academic Year: 2021-2022 Select University: CUTM Branch/Institute: School of Engineering & Technology, Bhubaneswar Department/Program: Bachelor of Technology in Mechanical Engineering

Semester Number: 6 Class: B.Tech ME - Sem 6 Semester: Year Odd Even Status: All / Not Registered

Report Type: For Export (PDF & Excel - New Format)

Submit

Course Registration Reports Export to Excel Export to PDF

1. B.Tech ME Sem 6

Sr.	Roll No.	Name	Unique Id.	Email	Phone	Subject	Code	Type	Credit	Status
1	190301160001	SUMIT KUMAR	190301160001	190301160001@cutm.ac.in	6201550925	APTITUDE & REASONING	APTITUDE & REASONING	TW	0.00	Approved
2	190301160001	SUMIT KUMAR	190301160001	190301160001@cutm.ac.in	6201550925	ENGINEERING ECONOMICS AND COSTING	CUTM1012	PP	2.00	Approved
3	190301160001	SUMIT KUMAR	190301160001	190301160001@cutm.ac.in	6201550925	ENGINEERING ECONOMICS AND COSTING	CUTM1012	TUT	1.00	Approved
4	190301160001	SUMIT KUMAR	190301160001	190301160001@cutm.ac.in	6201550925	REVERSE ENGINEERING AND RAPID PROTOTYPE	CUTM1077	PP	1.00	Approved
5	190301160001	SUMIT KUMAR	190301160001	190301160001@cutm.ac.in	6201550925	REVERSE ENGINEERING AND RAPID PROTOTYPE	CUTM1077	PR	2.00	Approved
6	190301160001	SUMIT KUMAR	190301160001	190301160001@cutm.ac.in	6201550925	REVERSE ENGINEERING AND RAPID PROTOTYPE	CUTM1077	TUT	1.00	Approved



### Admit Card:

Examination • Examination • Controller of Exam (COE)

Controller of Exam (COE) Search

Academic Year\* 2021-2022 Exam Session\* 2021-22BSC(OPTO)2021E2R(BSSR) Bhubaneswar Semester\* x All Date Option\* Without Any Date

Loc Type\* All Course\* x All Group Branch\* x CUTM Branch\* School of Paramedica & Allied Health Sciences, Bhubaneswar

Program\* x Bachelor of Science in Optometry Numeric Semester\* x 2 Class /Batch /Scheme\* x Bachelor of Science in OPTO - Sem 2 Section /Division\* x Sec-A

Search\* x All Process Type\* x View Only Format\* Print Hall Ticket / Admit Card Options Available\* Class Wise View

Batch Marksheet Date\* Exam Name (Printed on Marksheet)\* Order By\* Course Code

Pagination Mode\* Recordwise Attendance Min. Percentage\* 65 Admit Card Course List Display\* Display Scheduled Courses Only Feedback Consider\* No

Select Exam For Admit Card\* 2021-22BSC(OPTO)2021E2R(BSSR) Bhubaneswar Report From\* READ

Submit

Menu

- Apply Leave
- Circular
- Employee
- Examinations
- Grievance Complaint
- Reports
- Settings
- Student

**Admit Card/Hall Ticket**

REGISTRATION NO	YEAR OF REGISTRATION	PROGRAM CODE	PROGRAM NAME
180301110002		11	BACHELOR OF TECHNOLOGY IN CIVIL ENGINEERING

SCHOOL NAME	CENTURION UNIVERSITY OF TECHNOLOGY AND MANAGEMENT			
NAME OF THE STUDENT	ASHISH PATEL			
CLASS ROLL NUMBER	180301110002	CLASS	B.TECH. CIVIL ENGG. ALUMNI	
FATHER'S NAME	DHANSUKH PATEL			
DATE OF BIRTH	1999-12-19	GENDER	MALE	Student Signature
EXAM NAME	2021-22BTECH201905R-BHUBANESWAR			

**SUBJECT DETAILS**

SUBJECT CODE	SUBJECT TITLE	DATE	TIME	SUPERVISOR SIGN
CUCP2110(PP)	STUDY OF DRAWINGS & PLAN	2021-12-07	10:00 AM TO 12:00 PM	
CUCP2112(PP)	SITE STUDY & STUDY ON CONTRACT LAWS	2021-12-10	10:00 AM TO 12:00 PM	


**Paralakhemundi Campus:** At - Village Alluri Nagar, P.O - R Sitapur, Via - Uppalada, Paralakhemundi - 761 211, Dist: Gajapati, Odisha, Phone: (06815) 222999

**Bhubaneswar Campus:** At - Ramachandrapur, P.O - Jatni, Bhubaneswar - 752050, Dist: Khurda, Odisha, Phone: (0674) 2492496

**Corporate Office:** At - HIG - 4, Jaydev Vihar, Opp. Pal Heights, Bhubaneswar - 751013, Dist: Khurda, Odisha, India.

Website: [www.cutm.ac.in](http://www.cutm.ac.in)

## Signature Sheet Report



Menu

EXAMCELL BBSR

Seating Arrangement

Define Room and seat policy    Allocate seat no.    Attendance entries

Semester

Even

Select Branch/School

School of Engineering & Technology, Bhubaneswar

Select academic year

2021-2022

Select exam session

2021-22BTECH2021E2R(BBSR) Bhubaneswar

Main exam name

End-Term Exam

Sub-exam name

2021-22BTECH2021E2R(BBSR) Bhubaneswar

Class Filter

Own Class Id

Date

02-06-2022

Search

e.g.- 10:00-AM (from time only)

Search by class,subject name,date,from time,to

Print

Sr.No	Class / Slot	Division	Scheduled course
-------	--------------	----------	------------------

## Sitting Plan Report:

Packing Data Report

Academic Year

2021-2022

University / Group

x CUTM

Branch

x School of Engineering & Technology, Bhubaneswar

Exam

x End Term Exam

Exam Session

2021-22BTECH2021E2R(BBSR) Bhubaneswar

Date

01/06/2022

From Time

16:00 AM

Report Type

Seating arrangement Report

Search

Seating Arrangement Report List

Export to Excel

Export to PDF

Select Page

Page - 1 - (1 - 20)

School of Engineering & Technology, Bhubaneswar									
SEATING ARRANGEMENT FOR 2021-22BTECH2021E2R(BBSR) Bhubaneswar									
Date of Exam 01/06/2022									
Seating Time 10:00 AM 12:00 PM									
Sr.No.	Regd. Number	Name of Student	Batch	Programs	Semester	Sub. Code	Sub. Name	Room No.	
1.	210301120061	MANI SHANKAR BEHERA	2021	CSE	Sem.2	OUTM1019	MACHINE LEARNING USING PYTHON	MAC-R2	
2	210301120021	DEEPTI RANJAN SAHOO	2021	CSE	Sem.2	OUTM1019	MACHINE LEARNING USING PYTHON	MAC-R2	
3	210301120041	JIOASHA GUPTA	2021	CSE	Sem.2	OUTM1019	MACHINE LEARNING USING PYTHON	MAC-R2	
4	210301120043	RISHABH SHARMA	2021	CSE	Sem.2	OUTM1019	MACHINE LEARNING USING PYTHON	MAC-R2	
5	210301120044	MEETA RAJAMAT BAC	2021	CSE	Sem.2	OUTM1019	MACHINE LEARNING USING PYTHON	MAC-R2	
6	210301120045	SUPRAVANT OMPRAKASH SARDO	2021	CSE	Sem.2	OUTM1019	MACHINE LEARNING USING PYTHON	MAC-R2	
7	210301120046	SIVASH DESHPANDE	2021	CSE	Sem.2	OUTM1019	MACHINE LEARNING USING PYTHON	MAC-R2	
8	210301120047	OLESH ROHIT	2021	CSE	Sem.2	OUTM1019	MACHINE LEARNING USING PYTHON	MAC-R2	
9	210301120048	MAHESWITA DAS	2021	CSE	Sem.2	OUTM1019	MACHINE LEARNING USING PYTHON	MAC-R2	
10	210301120049	SHRITIKANTHA MOREANTY	2021	CSE	Sem.2	OUTM1019	MACHINE LEARNING USING PYTHON	MAC-R2	
11	210301120050	P. GANA DEEPIKA	2021	CSE	Sem.2	OUTM1019	MACHINE LEARNING USING PYTHON	MAC-R2	
12	210301120051	SHAM MORIAMOHAD	2021	CSE	Sem.2	OUTM1019	MACHINE LEARNING USING PYTHON	MAC-R2	
13	210301120052	ASHWIT SAMANTERAY	2021	CSE	Sem.2	OUTM1019	MACHINE LEARNING USING PYTHON	MAC-R2	

## Internal Examination Mark Report

• All Reports • Examination Reports

Examination Reports

Academic Year: 2021-2022

Exam Session: x All

University/Group: x CUTM

Branch: x School of Engineering & Technology, Bhubaneswar

Departments: x Mechanical Engineering

Numeric Semesters: x 5

Class: x B.Tech ME - Sem 5

Division: x Sec A

Course: x All

Batch: x All

Exam Type: x Internal Exam

Sub Exam Type: x All

Report Type: Internal Examwise Report(without scheme)

Filter: Without Formula

Class Filter: Own Class

Student Filter: All Students

Student Status: x Active x Branch x Regular x Active Recent

Order By: Rollno

Server Option: READ

Report Display: Class wise

Submit



**Paralakhemundi Campus:** At - Village Alluri Nagar, P.O - R Sitapur, Via - Uppalada, Paralakhemundi - 761 211, Dist: Gajapati, Odisha, Phone: (06815) 222999

**Bhubaneswar Campus:** At - Ramachandrapur, P.O - Jatni, Bhubaneswar - 752050, Dist: Khurda, Odisha, Phone: (0674) 2492496

**Corporate Office:** At - HIG - 4, Jaydev Vihar, Opp. Pal Heights, Bhubaneswar - 751013, Dist: Khurda, Odisha, India.

Website: [www.cutm.ac.in](http://www.cutm.ac.in)



## Answer Booklet Tagging through Barcodes

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

**AB Barcode Tagging**

Date of Exam :

Exam Name :

Subject :

Registration no :

Rankcode :

SL No	Registration No	BarCode
1	200408120062	<input type="text" value="21207173"/>
2	200408120063	<input type="text" value="21207174"/>
3	200408120064	<input type="text" value="21207175"/>
4	200408120065	<input type="text" value="21207176"/>
5	200408120067	<input type="text" value="21207177"/>
6	200408120068	<input type="text" value="21207178"/>
7	200408120069	<input type="text" value="21207179"/>
8	200408120080	<input type="text" value="21207180"/>
9	200408120081	<input type="text" value="21207181"/>
10	200408120083	<input type="text" value="21207182"/>
11	200408120084	<input type="text" value="21207183"/>
12	200408120086	<input type="text" value="21207184"/>
13	200408120072	<input type="text" value="21207185"/>
14	200408120073	<input type="text" value="21207186"/>
15	200408120074	<input type="text" value="21207187"/>
16	200408120076	<input type="text" value="21207188"/>
17	200408120077	<input type="text" value="21207189"/>
18	200408120080	<input type="text" value="21207190"/>
19	200408120082	<input type="text" value="21207191"/>
20	200408120084	<input type="text" value="21207192"/>

**External Mark Entry:**

**Mark Entry**

Exam Name:

Subject:

College:

Subject Type:

Rack Code:

Rack Code Status:

**Marks**

S.No.	Barcode	Max Marks
1	21205429	<input type="text"/>
2	21205430	<input type="text"/>
3	21205431	<input type="text"/>
4	21205432	<input type="text"/>
5	21205433	<input type="text"/>
6	21205434	<input type="text"/>
7	21205436	<input type="text"/>

**Grading System:**

Exam Name: 2017-18MBA(ABM)2017E2R

Program: MBA(ABM)

Term: 2

Grading Absolute

Sl No	Registration_No	Branch	Subject_Code	Subject_Name	Type	Barcode	Internal_mar	External_Ma	Sub Total	Grace_Mark	Total	Grade
1	170202140008	ABM	MBOM1202	OPERATION RESEARCH	Theory	NA	0	null	0	0	0	S
2	170202140004	ABM	MBOM1202	OPERATION RESEARCH	Theory	NA	0	null	0	0	0	S
3	170202140007	ABM	MBOM1202	OPERATION RESEARCH	Theory	NA	0	null	0	0	0	S
4	170202140001	ABM	MBOM1202	OPERATION RESEARCH	Theory	18009967	45	25	70	0	70	A
5	170202140006	ABM	MBOM1202	OPERATION RESEARCH	Theory	18009971	46	29	75	0	75	A
6	170202140005	ABM	MBOM1202	OPERATION RESEARCH	Theory	18009970	45	30	75	0	75	A
7	170202140003	ABM	MBOM1202	OPERATION RESEARCH	Theory	18009969	46	31	77	0	77	A
8	170202140002	ABM	MBOM1202	OPERATION RESEARCH	Theory	18009968	50	33	83	0	83	E
9	170202140004	ABM	MGAM1201	RESEARCH METHODS	Theory	NA	0	null	0	0	0	S
10	170202140008	ABM	MGAM1201	RESEARCH METHODS	Theory	NA	0	null	0	0	0	S
11	170202140007	ABM	MGAM1201	RESEARCH METHODS	Theory	NA	0	null	0	0	0	S
12	170202140001	ABM	MGAM1201	RESEARCH METHODS	Theory	18024086	27	26	53	0	53	C
13	170202140006	ABM	MGAM1201	RESEARCH METHODS	Theory	18024090	42	31	73	0	73	A
14	170202140003	ABM	MGAM1201	RESEARCH METHODS	Theory	18024088	49	24	73	0	73	A
15	170202140002	ABM	MGAM1201	RESEARCH METHODS	Theory	18024087	48	30	78	0	78	A
16	170202140005	ABM	MGAM1201	RESEARCH METHODS	Theory	18024089	50	32	82	0	82	+
17	170202140007	ABM	MGAM1202	SOCIETAL ANALYSIS & RURAL INSTITUTIONS	Theory	NA	0	null	0	0	0	S
18	170202140008	ABM	MGAM1202	SOCIETAL ANALYSIS & RURAL INSTITUTIONS	Theory	NA	0	null	0	0	0	-
19	170202140004	ABM	MGAM1202	SOCIETAL ANALYSIS & RURAL INSTITUTIONS	Theory	NA	0	null	0	0	0	S
20	170202140001	ABM	MGAM1202	SOCIETAL ANALYSIS & RURAL INSTITUTIONS	Theory	18024081	30	19	49	0	49	D

## Result Analysis Report:

**Reports** » Reports » External Examination Reports » Semester Subject Wise Result Analysis Report » Subject Wise Result Analysis Report

**Result Analysis Report**

**Branch:** Centurion University of Technology and Management  
**Jatni, Bhubaneswar**  
At - Ramchandrapur, Centurion University campus, Jatni (Bhubaneswar), Odisha, India -  
Phone : (0674) 2492496, Fax : (0674) 2494403, Email: info@cutm.ac.in

**Program:** Bachelor of Technology in Computer Science and Engineering  
**Class:** B.Tech Computer Science - Sem 4  
**Academic Year:** 2021-2022

Sr No.	Program	Class	Sub Code	Subject Name	Type	Strength	O	E	A	B	C	D	F	M	W	S	Pass(%)	Withheld(%)
1	Bachelor of Technology in Computer Science and Engineering	B.Tech Computer Science Sem 4	CUTM030	ADVANCED WEB PROGRAMMING	TPP	193	17	109	52	2	0	0	0	0	0	13	93.26	0
2	Bachelor of Technology in Computer Science and Engineering	B.Tech Computer Science Sem 4	CUTM003	DATA STRUCTURES	TPP	193	8	66	64	35	6	1	0	1	0	12	93.26	0
3	Bachelor of Technology in Computer Science and Engineering	B.Tech Computer Science Sem 4	CUTM038	FORMAL LANGUAGE AND AUTOMATA THEORY	BOTH	190	0	5	36	56	61	20	0	0	0	22	88.42	0
4	Bachelor of Technology in Computer Science and Engineering	B.Tech Computer Science Sem 4	CUTM017	INDUSTRIAL IOT AND AUTOMATION	TPP	190	15	117	42	3	0	0	0	0	0	13	93.16	0
5	Bachelor of Technology in Computer Science and Engineering	B.Tech Computer Science Sem 4	CUTM3056	INTRODUCTION TO BLENDER AND UNITY TOOLS	PP	44	14	9	11	4	1	0	0	0	0	5	98.64	0
6	Bachelor of Technology in Computer Science and Engineering	B.Tech Computer Science Sem 4	CUTM031	JAVA TECHNOLOGIES	TPP	76	0	9	19	26	16	0	0	0	0	6	92.11	0

## Student Wise Backlog Report:

**Reports >> Examination Report >> Student Wise Backlog Report**

**Branch:** Centurion University of Technology and Management  
**Jatni, Bhubaneswar**  
At - Ramchandrapur, Centurion University campus, Jatni (Bhubaneswar), Odisha, India -  
Phone : (0674) 2492496, Fax : (0674) 2494403, Email: info@cutm.ac.in

**Program:** Bachelor of Technology in Electrical and Electronics Engineering  
**Class:** B.Tech EEE - Sem 5

Sr No.	Roll No.	Student Name	Admission Year	Status	B.Tech EEE Sem 3	B.Tech EEE Sem 4	B.Tech EEE Sem 1	B.Tech EEE Sem 2	B.Tech EEE Sem 5	Total
1	160301151035	ROHIT PATEL	2017	Cancelled						0
2	170301151011	RUDRA NARAYAN CHU	2017	Temporary			FCBS0102,FCEN0102,FCEN0105,FCEN0202,FCEN0206,FCBU1201	FCEN0106,FCEN0209		8
3	170301151017	AHISEK MOHANTY	2017	Temporary	CCCE0101,CCCE0103,CCCE0201,CCCE0203,FCBS0104,FCBS0404,FCEN0103,FCBU1204,FCMCL201		FCBS0102,FCEN0102,FCEN0105	FCBS0101,FCBS0103,FCEN0106,FCEN0107,FCEN0402		17
4	190301151009	BISWAJEET SAHOO	2020	Inactive	CUTM1005,CUTM1010,CUTM1012,CUTM1043					4
5	200301151002	ROHIT KISHORA	2020	Active						0
6	200301151003	EDDHARTH SINGH	2020	Active						0
7	200301151004	ABHIR PATRA	2020	Active						0
8	200301151005	RITESH KUMAR NATH	2020	Active						0
9	200301151006	ADAM SAH	2020	Active						0
10	200301151007	RAFFU JACKANNATH RAO	2020	Active		CUTM1014				1
11	200301151010	PADARABINDA BISHERA	2020	Active						0
12	200301151011	KURBAN MATHJI	2020	Active						0
13	200301151012	PRADDEPTA KUMAR MOHANTAL	2020	Active						0
14	200301151014	ASHIS NATH	2020	Active	CUTM1005,CUTM1007,CUTM1019,CUTM1021,CUTM1029,CUTM1054			CUTM1043		7
15	200301151015	S SAI	2021	Active						0
16	200301151016	AK ADARUL	2021	Active	CUTM1054	CUTM1054				2



## Academic Transcript:

Home >> Reports >> Generate Student Academic Transcript >> Student Academic Transcript

[Back](#)

[Print](#)



**Centurion**  
UNIVERSITY

Roll No : 190301120024

Programme : Bachelor of Technology in Computer Science and Engineering

### Centurion University of Technology and Management Provisional Academic Transcript

Student Name : AYUSH KUMAR PATEL

Branch : Computer Science

School of Engineering & Technology, Bhubaneswar

Batch : 2019-2023

#### Score 1

Sl. No.	Subject Code	Subject Name	Subject Type	Credit	Grade
1	ENFC0415	ELECTRONICS & ITS APPLICATIONS	BOTH	3	A
2	ENFC0418	PROBLEM SOLVING & PROGRAMMING	BOTH	3	B
3	ENFC0403	CLOUD COMPUTING APPLICATION	WORKSHOP	2	A
4	FCES0103	LINEAR ALGEBRA & VECTOR CALCULUS	THEORY	3	D
5	FCHE0101	FOUNDATIONS OF ENGLISH COMMUNICATION	WORKSHOP	2	C
6	FCMG0103	MANAGEMENT PROCESSES & OR	THEORY	2	D

Total Credit : 15

SGPA : 6.53

CGPA : 6.53

#### Score 2

Sl. No.	Subject Code	Subject Name	Subject Type	Credit	Grade
1	QJSE1247	SWIMMING	WORKSHOP	2	A
2	ENFC0400	PROGRAMMING IN C	BOTH	3	B
3	ENFC0414	DATA BASE MANAGEMENT SYSTEM	BOTH	3	B
4	ENFC0501	PROBLEM SOLVING USING PYTHON	BOTH	3	B
5	FCBS0101	ENVIRONMENTAL SCIENCE	THEORY	3	E
6	FCBS0108	PROBABILITY & STATISTICS	THEORY	3	C
7	FOHU202	COMMUNICATIVE PRACTICE LAB-1	WORKSHOP	2	A
8	FCNG1201	DISASTER MANAGEMENT	WORKSHOP	2	E

Total Credit : 21

SGPA : 7.52

CGPA : 7.11

Score 3

Score 4

**Centurion University (Jatni)-2013-14**

Ramachandrapur, Jatni, Khurda

Odisha**I Caliber Training Pvt Ltd**

Ledger Account

1-Apr-13 to 31-Mar-14

Page 1

Date	Particulars	Vch Type	Vch No.	Debit	Credit
29-Jul-13	To OBC C/A-04951131001953 <i>Being amt. pd to i Caliber vide ch no-827632</i>	Payment	BP/07/	1,37,897.00	
1-Aug-13	By (as per details) Exam Mng Syt(Software) 1,36,364.00 Dr Service Tax Input 16,855.00 Dr TDS Payable 15,322.00 Cr <i>being amount provisioned towards exp incurred by I Caliber for architecture and design for the EMS vide bill no-10170</i>	Journal	JV/08/01		1,37,897.00
9-Oct-13	By (as per details) Exam Mng Syt(Software) 2,68,182.00 Dr Service Tax Input 33,147.00 Dr TDS Payable 30,133.00 Cr <i>being amount provisioned towards exp incurred by I Caliber for architecture and design for the EMS vide bill no-10179</i>	Journal	JV/10/05		2,71,196.00
	To OBC C/A-04951131001953 <i>Being amount paid to I calibrator Training Pvt Ltd vide Ch No 839287 dt 09.10.13(through RTGS) for professional fees .</i>	Payment	BP/10/	2,71,196.00	
9-Dec-13	By (as per details) Exam Mng Syt(Software) 4,54,545.00 Dr Service Tax Input 56,182.00 Dr TDS Payable 51,073.00 Cr <i>being amount provisioned towards exp incurred by I Caliber for Development Effort for the EMS vide bill no-10195 dated 18.11.13</i>	Journal	JV/12/12		4,59,654.00
10-Dec-13	To OBC C/A-04951131001953 <i>Being amount paid to I Caliber Training (p) Ltd vide Ch No 858162 dt 10.11.13 towards as due payment.</i>	Payment	BP/12/	4,59,654.00	
Carried Over				8,68,747.00	8,68,747.00

continued ...

Date	Particulars	Vch Type	Vch No.	Debit	Credit
	Brought Forward			8,68,747.00	8,68,747.00
31-Dec-13	By (as per details)	Journal	JV/12/31		2,27,234.00
	Exam Mng Syt(Software)      2,24,708.00 Dr				
	Service Tax Input      27,774.00 Dr				
	TDS Payable      25,248.00 Cr				
	<i>being amount provisioned towards exp incurred by I Caliber for Development Effort for the EMS vide bill no-10205 dated 31.12. 2013</i>				
27-Jan-14	To OBC C/A-04951131001953	Payment	BP/01/	2,27,234.00	
	<i>Being amount paid to I Caliber Training Pvt Ltd vide Ch No 27.01. 14 towards as due payment for development effort for the EMS.</i>				
10-Mar-14	By (as per details)	Journal	JV/03/03		2,27,234.00
	Exam Mng Syt(Software)      2,24,708.00 Dr				
	Service Tax Input      27,774.00 Dr				
	TDS Payable      25,248.00 Cr				
	<i>being amount provisioned towards exp incurred by I Caliber for Development Effort for the EMS vide bill no-10222 dated 5.3.14</i>				
20-Mar-14	To OBC C/A-04951131001953	Payment	BP/03/	2,27,234.00	
	<i>Being amount paid to I Caliber Training Pvt Ltd vide Ch No 803588 dt 20/03/14 (through RTGS ) towards as due payment.</i>				
				<b>13,23,215.00</b>	<b>13,23,215.00</b>

# Centurion University (Jatni)-2014-15

Ramachandrapur, Jatni, Khurda

Odisha

## I Caliber Training Pvt Ltd

Ledger Account

1-Apr-14 to 31-Mar-15

Page 1

Date	Particulars	Vch Type	Vch No.	Debit	Credit
31-Jul-14	By (as per details)	Journal	JV/07/38		2,01,411.00
	Exam Mng System (Software) 1,99,173.00 Dr				
	Service Tax Input 24,617.00 Dr				
	TDS Payble(Consultancy) 22,379.00 Cr				
	Being bill submitted by I caliber Training Pvt Ltd towards development effort for the EMS of 39 person vide bill no-10236 dated 3.6.14				
	To CSREM Trust (Jatni)	Journal	JV/07/39	2,23,790.00	
	Being amount paid to I Caliber from CSREM Trust				
	By CSREM Trust (Jatni)	Journal	JV/07/		22,379.00
	Being amount received from I caliber at CSREM Trust				
1-Oct-14	By (as per details)	Journal	JV/10/01		1,01,124.00
	Exam Mng System (Software) 1,00,000.00 Dr				
	Service Tax Input 12,360.00 Dr				
	TDS Payble(Consultancy) 11,236.00 Cr				
	Being bill submitted by I caliber Training Pvt Ltd towards development effort for the EMS of 20 person vide bill no-10254 dated 25.9.14				
14-Oct-14	To CSREM Trust (Jatni)	Journal	JV/10/08	1,01,124.00	
	Being amount paid to I Caliber from CSREM Trust				
3-Nov-14	By (as per details)	Journal	JV/11/02		1,01,124.00
	Exam Mng System (Software) 1,00,000.00 Dr				
	Service Tax Input 12,360.00 Dr				
	TDS Payble(Consultancy) 11,236.00 Cr				
	Being bill submitted by I caliber Training Pvt Ltd towards development effort for the EMS of 20 person vide bill no-10258 dated 31.10.14				
20-Nov-14	To CSREM Trust (Jatni)	Journal	JV/11/32	1,01,124.00	
	Being amount paid to I Caliber from CSREM Trust				
Carried Over				4,26,038.00	4,26,038.00

continued ...



Date	Particulars	Vch Type	Vch No.	Debit	Credit
	Brought Forward			4,26,038.00	4,26,038.00
2-Feb-15	By (as per details)	Journal	JV/02/01		1,01,124.00
	Exam Mng System (Software)      1,00,000.00 Dr				
	Service Tax Input      12,360.00 Dr				
	TDS Payble(Consultancy)      11,236.00 Cr				
	Being bill submitted by I caliber Training Pvt Ltd towards development effort for the EMS of 20 person vide bill no-10259 dated 12.01.15				
23-Feb-15	To CSREM Trust (Jatni)	Journal	JV/02/32	1,01,124.00	
	Being amount paid to I Caliber from CSREM Trust				
				<b>5,27,162.00</b>	<b>5,27,162.00</b>

# Centurion University (Jatni)-2016-17

Ramachandrapur, Jatni, Khurda

Odisha

## Icalibrator Training Pvt Ltd

Ledger Account

1-Apr-16 to 31-Mar-17

Page 1

Date	Particulars	Vch Type	Vch No.	Debit	Credit
26-Jul-16	To AXIS Bank-914020024435835-Jatni <i>Being ch no.046874 issued towards RTGs to Icalibrator for EMS Enhancement</i>	Payment	BP/07/	1,05,000.00	
	By (as per details) Exam Mng System (Software) 1,00,000.00 Dr Service Tax Input 15,000.00 Dr TDS Payble(Consultancy) 10,000.00 Cr <i>Being bill submitted by I Caliber training pvt ltd towards professional fees towards EMS Enhancement vide bill no-10306 dated 12.7.16</i>	Journal	JV/07/40		1,05,000.00
21-Sep-16	By (as per details) Exam Mng System (Software) 1,00,000.00 Dr Service Tax Input 15,000.00 Dr TDS Payble(Consultancy) 10,000.00 Cr <i>Being bill submitted by I Caliber training pvt ltd towards professional fees towards EMS Enhancement vide bill no-10307 dated 10.8.16</i>	Journal	JV/09/29		1,05,000.00
	By (as per details) Exam Mng System (Software) 50,000.00 Dr Service Tax Input 7,500.00 Dr TDS Payble(Consultancy) 5,000.00 Cr <i>Being bill submitted by I Caliber training pvt ltd towards professional fees towards EMS Enhancement vide bill no-10308 dated 10.8.16</i>	Journal	JV/09/30		52,500.00
	To AXIS Bank-914020024435835-Jatni <i>Being ch no.055208 issued towards RTGs to Icalibrator for EMS Enhancement</i>	Payment	BP/09/	1,57,500.00	
27-Mar-17	By (as per details) Exam Mng System (Software) 50,000.00 Dr Service Tax Input 75,000.00 Dr TDS Payble(Consultancy) 50,000.00 Cr <i>Being bill submitted by I Caliber training pvt ltd towards professional fees towards EMS Enhancement vide bill no-10310 dated 24.3.17</i>	Journal	JV/03/62		5,25,000.00
Carried Over				2,62,500.00	7,87,500.00

continued ...

Date	Particulars	Vch Type	Vch No.	Debit	Credit
	Brought Forward			2,62,500.00	7,87,500.00
27-Mar-17	By (as per details)	Journal	JV/03/62(A)		2,10,000.00
	Exam Mng System (Software)      2,00,000.00 Dr				
	Service Tax Input      30,000.00 Dr				
	TDS Payble(Consultancy)      20,000.00 Cr				
	Being bill submitted by I Caliber training pvt ltd towards professional fees towards CIO Enhancement vide bill no-10310 dated 24.3.17				
28-Mar-17	To AXIS Bank-914020024435835-Jatni	BANK PAYMENT	BP/03/62	5,25,000.00	
	Being ch no.062810 issued towards payment to Icalibrator training for EMS Enhancements for the period Aug to Dec.16				
				7,87,500.00	9,97,500.00
				2,10,000.00	
To	Closing Balance			9,97,500.00	9,97,500.00

# Centurion University (Jatni)-2017-18

Ramachandrapur, Jatni, Khurda

Odisha

## Icalibrator Training Pvt Ltd

Ledger Account

1-Apr-17 to 31-Mar-18

Page 1

Date	Particulars	Vch Type	Vch No.	Debit	Credit
1-Apr-17	By <b>Opening Balance</b>				<b>2,10,000.00</b>
30-Jun-17	By <b>(as per details)</b>	<b>Journal</b>	JV/06/38		52,500.00
	Exam Mng System (Software) 50,000.00 Dr				
	Service Tax Input 7,500.00 Dr				
	TDS Payble(Consultancy) 94J 5,000.00 Cr				
	<i>being bill submitted by I caliber Training pvt ltd towards professional fees towards EMS Enhancement vide bill no-10313 dated 31.5.17</i>				
1-Jul-17	To <b>(as per details)</b>	<b>BANK PAYMENT</b>	BP/07/	2,10,000.00	
	CO Cubes.Com 8,57,955.00 Dr				
	AXIS Bank-914020024435835-Jatni 10,67,955.00 Cr				
	<i>Being ch no.063163 iussued towards RTGs to Icalibrator for Professional Fees,Co Cubes.com for Entrance Exam.</i>				
10-Aug-17	To OBC-04951131001953 (Sahid Nagar)	<b>BANK PAYMENT</b>	BP/08/	52,500.00	
	<i>Being amount paid to Icalibrator for professional fees.</i>				
29-Aug-17	By <b>(as per details)</b>	<b>Journal</b>	JV/08/49		54,000.00
	Exam Mng System (Software) 50,000.00 Dr				
	Input GST 18% 9,000.00 Dr				
	TDS Payble(Consultancy) 94J 5,000.00 Cr				
	<i>being bill submitted by I caliber Training pvt ltd towards professional fees towards CIO Services for June,17 vide bill no -10314 dated 21.8.17</i>				
	To <b>(as per details)</b>	<b>BANK PAYMENT</b>	BP/08/	54,000.00	
	Sonia Khatri 22,705.00 Dr				
	Gunanidhi Das(Travel Bill) 50,732.00 Dr				
	AXIS Bank-914020024435835-Jatni 1,27,437.00 Cr				
	<i>Being ch no.063222 issued towards payment for Staff Travel bill settlement&amp; consultant charges</i>				
				<b>3,16,500.00</b>	<b>3,16,500.00</b>

**Centurion University (Jatni)-2018-19**

Ramachandrapur, Jatni, Khurda

Odisha**Icalibrator Training Pvt Ltd**

Ledger Account

1-Apr-18 to 31-Mar-19

Page 1

Date	Particulars	Vch Type	Vch No.	Debit	Credit
18-Jul-18	By (as per details)	Journal	185		5,40,000.00
	Exam Mng System (Software) 5,00,000.00 Dr				
	Input IGST 18% 90,000.00 Dr				
	TDS Payble(Consultancy) 94J 50,000.00 Cr				
	being bill submitted by above party				
	towards professional fees towards				
	paperless exam pilot				
20-Jul-18	To AXIS Bank-914020024435835-Jatni	BANK PAYMENT	BP/07/	5,40,000.00	
	Being chq no-075761 issued				
	towards payment for paperless				
	exam pilot				
				5,40,000.00	5,40,000.00

1. ERP system is in place (with no manual intervention) for
  - a. Generation of admit cards and signature sheets.



#### Admit Card/Hall ticket

REGISTRATION NO	YEAR OF REGISTRATION	PROGRAM CODE	PROGRAM NAME
181207120048	2018	12	Diploma in Mechanical Engineering
SCHOOL NAME	School of Vocational Education & Training, Bhubaneswar		
NAME OF STUDENT	ABINASH BHOI		
CLASS ROLL NUMBER	181207120048	Class	Diploma in Mechanical Engineering Sem 2
FATHER NAME			
Date Of Birth		Gender	Male
Exam Name	2018-19 DIPLOMA 2018E2R		



Student Signature

#### SUBJECT DETAILS

SUBJECT CODE	SUBJECT TITLE	DATE	TIME	SUPERVISOR SIGN
DIFC0108	BASIC ELECTRONICS ENGINEERING	2019/05/01	02:00-PM TO 05:00-PM	

Sl. No.	Photo	Roll No.	Student Name	Roll	Registration No	A.R. Number	Signature	Remarks
1		181207120048	SANJAY K. BHAI	2018	181207120048	1467801	Sai Sathish	
2		181207120049	MR. J. K. BHAI	2018	181207120049	1467802	Mr. Mr. Vaidya	
3		181207120050	ABHIRAM BHAI	2018	181207120050	1467803	Pranav	
4		181207120051	ADARSH BHAI	2018	181207120051	1467804	Adarsh	
5		181207120052	ADARSH BHAI	2018	181207120052	1467805	Adarsh	
6		181207120053	ADARSH BHAI	2018	181207120053	1467806	Adarsh	
7		181207120054	ADARSH BHAI	2018	181207120054	1467807	Adarsh	
8		181207120055	ADARSH BHAI	2018	181207120055	1467808	Adarsh	
9		181207120056	ADARSH BHAI	2018	181207120056	1467809	Adarsh	
10		181207120057	ADARSH BHAI	2018	181207120057	1467810	Adarsh	
11		181207120058	ADARSH BHAI	2018	181207120058	1467811	Adarsh	
12		181207120059	ADARSH BHAI	2018	181207120059	1467812	Adarsh	
13		181207120060	ADARSH BHAI	2018	181207120060	1467813	Adarsh	
14		181207120061	ADARSH BHAI	2018	181207120061	1467814	Adarsh	
15		181207120062	ADARSH BHAI	2018	181207120062	1467815	Adarsh	
16		181207120063	ADARSH BHAI	2018	181207120063	1467816	Adarsh	
17		181207120064	ADARSH BHAI	2018	181207120064	1467817	Adarsh	
18		181207120065	ADARSH BHAI	2018	181207120065	1467818	Adarsh	
19		181207120066	ADARSH BHAI	2018	181207120066	1467819	Adarsh	
20		181207120067	ADARSH BHAI	2018	181207120067	1467820	Adarsh	







NAME OF THE HEAD OF THE INSTITUTION  
 Signature  
 Date: 19/05/19

SIGNATURE & PHOTO OF THE SUBJECT

ADARSH BHAI  
 181207120048  
 1467801

b. Generation of debarred list of students as per University Regulations for appearing examination


Class/Div	Bachelor of Pharmacy Sem I Sec-A	Subject	BPHT1101 HUMAN ANATOMY & PHYSIOLOGY I (P.P.)	Academic Year	2019-2020
Exam Name	2019-2020 PHARM201901R	Room No./Room Desc	AR-307/Class Room	Exam Schedule Date / Time	26/11/2019 02:30-PM 05:25-PM
Supervisor	.	Alternate Supervisor	.		

# Sr. No	Photo	Reg.No	Student Name	Batch	Student Seat No	A.B Number	Signature	Remark
1		191519100001	RAHUL KUMAR DEY	2019	191519100001			
2		191519100002	ASHUTOSH KUMAR GUPTA	2019	191519100002			
3		191519100003	CHANDAN CHAKRABORTY	2019	191519100003			
4		191519100004	SUBHANKAR WADY	2019	191519100004			
5		191519100005	JOY PRACHIN	2019	191519100005			
6		191519100006	SAMTA MALIK	2019	191519100006			
7		191519100007	SAVAN SAMANTA	2019	191519100007			

- c. Publication of results to help the students/ parents/ teachers to check the progress of the student.

30/08/2019

Welcome SUNIT PATTNAIK to CloudEMS



**Centurion University of Technology and Management**

**School of Engineering & Technology, Bhubaneswar**

**Bhubaneswar Campus**

**Provisional Grade Sheet**

Student Regd. No : 160301120133  
 Student Name : SUNIT KUMAR PATTNAIK  
 Course : B Tech Computer Science  
 Batch : 2016  
 Branch : Computer Science  
 Semester : 5th Sem

SL.NO	SUB.CODE	SUBJECT	TYPE	CREDIT	GRADE
1	CCCS0106	INTRODUCTION TO THEORY OF COMPUTATION	THEORY	3	S
2	CCCS0901	OPERATING SYSTEM	TPP	3	B
3	DEAR0241	INTRODUCTION TO UNITY GAME ENGINE	PRACTICAL	4	C
4	DEST0231	ADVANCED PROGRAMING IN C	PRACTICAL	5	C
5	DEST0432	CORE JAVA	BOTH	5	B
6	PCEN0203	SIGNALS & SYSTEMS LAB.	PRACTICAL	2	A
7	PCHU0211	LIFE SKILLS DEVELOPMENT-II	PRACTICAL	2	C

Total Credits : 28      Credits Cleared : 25      SGPA : 5.92      CGPA : 7.01

Date : 04-Aug-2019

Prof. In charge of Exam cell  
CUTH, Bhubaneswar Campus

2. Complete processing, compilation and declaration of result has been automated in EMS which has helped in

- a. Fast and error free compilation of results.



Add And Analyse Grace Marks

Year:

2017 ▾

Syllabus:

2017 MBA (ABM) SYLLABUS

Semester:

2 ▾

Subject:

MBDM1202 - OPERATION RESEARCH

Exam:

2017-18MBA(ABM)2017E2R

Grace Marks:

0

Save

Analyse

Cancel

Total Students:

8

Grade	Count
F	0
D	0
C	0
B	0
A	4
E	1
O	0
S	3
M	0

S No	Int Mark	Ext Mark	Sub Total	Exp Total	Exp Grade
1	50	33	83	83	E
2	48	31	77	77	A
3	45	30	75	75	A
4	45	29	75	75	A
5	45	25	70	70	A
6	0	0	0	0	S
7	0	0	0	0	S
8	0	0	0	0	S

b. Real time database

Exam Name: 2017-18MBA(ABM)2017E2R

Program: MBA(ABM)

Term: 2

Grading: Absolute

SI No	Registration_No	Branch	Subject_Code	Subject_Name	Type	Barcode	Internal_mar	External_Ma	Sub Total	Grace_Mark	Total	Grade
1	170202140008	ABM	MBDM1202	OPERATION RESEARCH	Theory	NA	0	null	0	0	0	S
2	170202140004	ABM	MBDM1202	OPERATION RESEARCH	Theory	NA	0	null	0	0	0	S
3	170202140007	ABM	MBDM1202	OPERATION RESEARCH	Theory	NA	0	null	0	0	0	S
4	170202140001	ABM	MBDM1202	OPERATION RESEARCH	Theory	18009967	45	25	70	0	70	A
5	170202140006	ABM	MBDM1202	OPERATION RESEARCH	Theory	18009971	46	29	75	0	75	A
6	170202140005	ABM	MBDM1202	OPERATION RESEARCH	Theory	18009970	45	30	75	0	75	A
7	170202140003	ABM	MBDM1202	OPERATION RESEARCH	Theory	18009969	46	31	77	0	77	A
8	170202140002	ABM	MBDM1202	OPERATION RESEARCH	Theory	18009968	50	33	83	0	83	E
9	170202140004	ABM	MGAM1201	RESEARCH METHODS	Theory	NA	0	null	0	0	0	S
10	170202140008	ABM	MGAM1201	RESEARCH METHODS	Theory	NA	0	null	0	0	0	S
11	170202140007	ABM	MGAM1201	RESEARCH METHODS	Theory	NA	0	null	0	0	0	S
12	170202140001	ABM	MGAM1201	RESEARCH METHODS	Theory	18024086	27	26	53	0	53	C
13	170202140006	ABM	MGAM1201	RESEARCH METHODS	Theory	18024090	42	31	73	0	73	+
14	170202140003	ABM	MGAM1201	RESEARCH METHODS	Theory	18024088	49	24	73	0	73	+
15	170202140002	ABM	MGAM1201	RESEARCH METHODS	Theory	18024087	48	30	78	0	78	A
16	170202140005	ABM	MGAM1201	RESEARCH METHODS	Theory	18024089	50	32	82	0	82	+
17	170202140007	ABM	MGAM1202	SOCIETAL ANALYSIS & RURAL INSTITUTIONS	Theory	NA	0	null	0	0	0	S
18	170202140008	ABM	MGAM1202	SOCIETAL ANALYSIS & RURAL INSTITUTIONS	Theory	NA	0	null	0	0	0	—
19	170202140004	ABM	MGAM1202	SOCIETAL ANALYSIS & RURAL INSTITUTIONS	Theory	NA	0	null	0	0	0	S
20	170202140001	ABM	MGAM1202	SOCIETAL ANALYSIS & RURAL INSTITUTIONS	Theory	18024081	30	19	49	0	49	D

- c. Generation of consolidated grade-sheets immediately after publication of results.



Regd. No.: 170402100002  
SCHOOL OF MANAGEMENT

Name: JAY PRAKASH SINGH  
Programme: MASTER OF BUSINESS ADMINISTRATION

Batch: 2017-19 Aadhaar No.: 2300 7123 9102  
Specialization: MARKETING & DIGITAL MARKETING

<u>1st Semester</u>					<u>2nd Semester</u>				
Sl.No.	Subject Code	Subject Name	Credit	Grade	Sl.No.	Subject Code	Subject Name	Credit	Grade
1	MBDM1104	QUANTITATIVE TECHNIQUES	4	A	1	MGIT1202	MANAGEMENT INFORMATION SYSTEM	2	A
2	MGGM1101	EVOLUTION OF MANAGEMENT THOUGHT	2	B	2	MBDM1202	OPERATION RESEARCH	2	B
3	MGGM1102	BASIC COMMUNICATION SKILLS	4	B	3	MGGM1206	COMMUNICATION PERSPECTIVE OF MANAGEMENT	2	A
4	MGGM1104	MANAGERIAL ECONOMICS	4	C	4	MGHR1201	HUMAN RESOURCE MANAGEMENT	4	C
5	MGIT1101	MANAGERIAL COMPUTING	2	C	5	MGGM1207	MANAGEMENT & MARKET RESEARCH	4	A
6	MGFM1101	ACCOUNTING FOR MANAGERS	4	A	6	MGFM1202	FINANCIAL MANAGEMENT	4	A
7	MGMK1101	MARKETING MANAGEMENT	4	C	7	MGOM1201	PRODUCTION & OPERATIONS MANAGEMENT	4	D
8	MGGM1105	ORGANIZATIONAL BEHAVIOUR	4	B	8	MGGM1208	ECONOMIC ENVIRONMENT OF BUSINESS	4	B
			Total Credit: 28	SGPA: 6.92	9	MGGM1212	INDIAN SOCIETY & CULTURE	2	C
			CGPA: 6.92		10	MGGM1210	APTITUDE CAREER ENHANCEMENT-I	1	B
								Total Credit: 27	SGPA: 6.93
								CGPA: 6.92	
<u>3rd Semester</u>					<u>4th Semester</u>				
Sl.No.	Subject Code	Subject Name	Credit	Grade	Sl.No.	Subject Code	Subject Name	Credit	Grade
1	MBDM2203	SOCIAL MEDIA MARKETING	4	A	1	MBDM2208	MOBILE & E-MAIL MARKETING	4	A
2	MBDM2206	BRAND PLANNING & CONSUMER INSIGHTS	4	B	2	MBDM2212	ONLINE REPUTATION MANAGEMENT	4	A
3	MGGM2316	STRATEGIC MANAGEMENT & ETHICS	4	B	3	MGGM2315	LEGAL ENVIRONMENT FOR ENTERPRISE	2	B
4	MGMK2302	SALES & DISTRIBUTION MANAGEMENT	4	A	4	MGGM2316	PROJECT MANAGEMENT	4	D
5	MGOM2302	LOGISTICS & SUPPLY CHAIN MANAGEMENT	2	B	5	MGMK2311	DIGITAL MARKETING	2	A
6	MGMK2306	BRAND MANAGEMENT & MARCOMM	4	B	6	MGMK2315	RETAIL MANAGEMENT	4	C
7	MGGM2314	CAREER COMMUNICATION & PROFESSIONAL SUCCESS LAB	2	B				Total Credit: 18	SGPA: 6.90
8	MGMK2314	CUSTOMER RELATIONSHIP MANAGEMENT	2	A				CGPA: 7.00	
9	MGMK2313	SERVICES MARKETING	2	B					
10	MGGM2317	APTITUDE & CAREER ENHANCEMENT-II	1	A					
11	MGGM1211	SUMMER INTERNSHIP PROGRAM	4	C					
			Total Credit: 33	SGPA: 7.21					
			CGPA: 7.03						

**JAY PRAKASH SINGH**

**having fulfilled the academic requirements successfully**

**during the academic year 2018-19**

**has this day been admitted by the**

**Governing Body**

**to the Degree of**

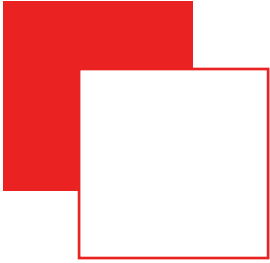
**Master of Business Administration**

**in**

**Marketing & Digital Marketing**

**Given under the seal of the University**

**6<sup>th</sup> December, 2019**



# EMS-Examination Management System



# Functional Overview

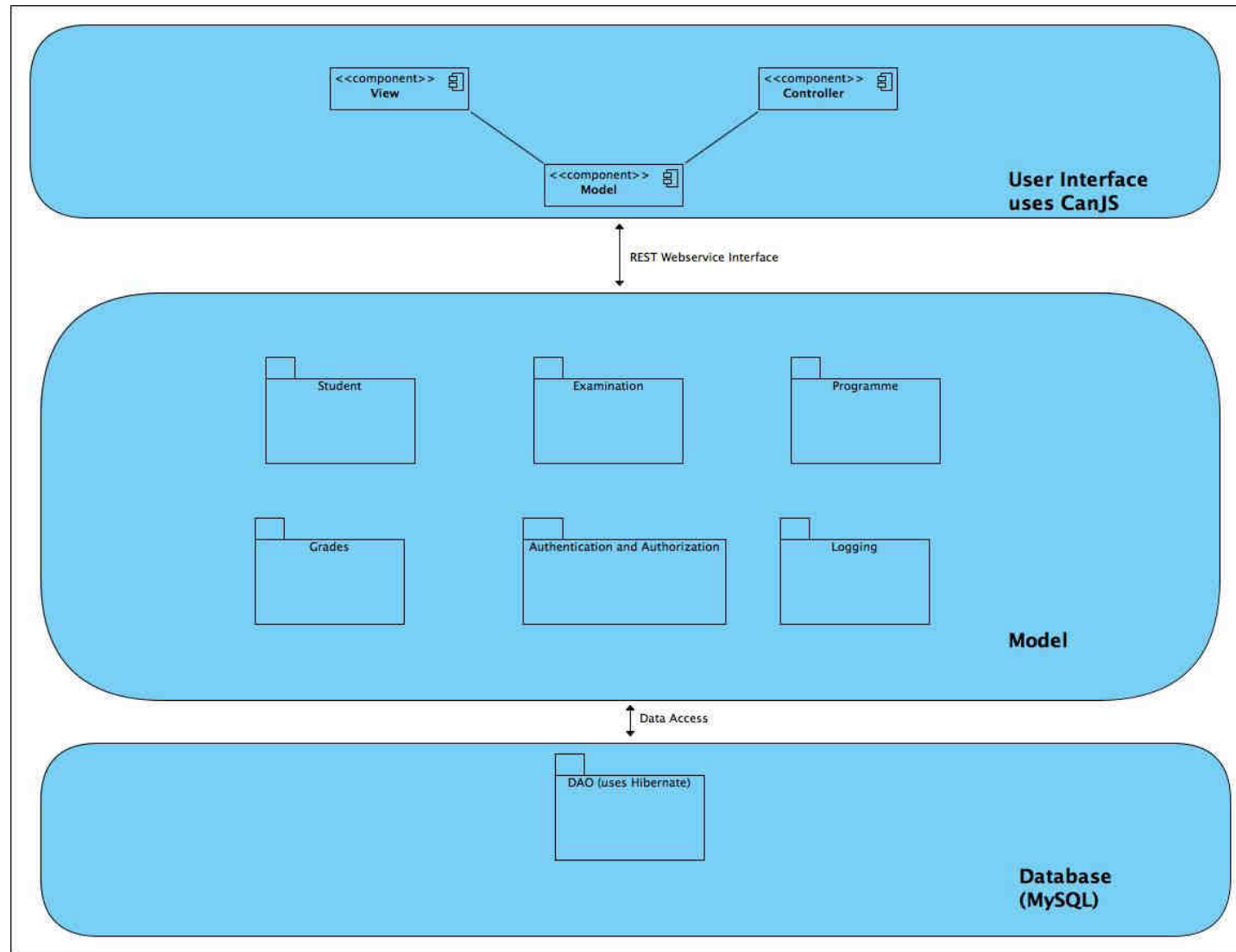
- **User and Role management.**
- **Import Data from ERP system.**
- **Examination Configurations.**
- **Examination Reporting:**
  - Attendance reports
  - Malpractice reports
- **Answer sheet count verification.**
- **Answer sheet coding and decoding.**
- **Mark entry and generation of tabulated mark sheet:**
  - Marks entry (including double entry)
  - Grace marks
  - Grading cut-offs configuration
- **Result verification and publication (Absolute/Relative grading).**
- **Archiving the results.**
- **Payment processing for the evaluators and paper setters.**



# Technology

- **Java for the core Business Logic.**
- **Spring Framework for REST Webservices, Transaction Management, and some miscellaneous activities.**
- **MySQL Database.**
- **Hibernate for ORM.**
- **Javascript MVC using CanJS for the User Interface.**

# Architecture







# User Management

- EMS system will have set of Roles.
- Roles and their authorities are configurable.
- Each user may be allocated one or more Roles.
- To access EMS System the user need to Login.
- Only an authorized user can access the EMS system.
- Based on Role the user will have access to different functions of EMS system.
- Every action of the user will be logged with reference to the applicable role.



# Screen Design Overview

- **There will be tabs to access different functions of EMS.**
- **These tabs will be available based on the user role.**
- **For each function there will be an interface screen (usually a web form).**
- **Using the UI Forms, the user can perform the CRUD operation on data.**
- **CRUD operation will be available to user based on his/her role.**
- **All the activities will be logged in EMS system.**
- **EMS system will provide a report to view the logged activities.**



# Roles in EMS System

- **There are two predefined roles in EMS:**
  - iCalibrator admin
  - QA Cell admin
- **All other roles are completely configurable**
- **The new roles can be created using the role creation screen.**
- **The new users for each role can be added using User-Role Management Screen.**



# Get Data from ERP

- **The EMS system needs to get some core data from the ERP system before the QA Cell can start using the system.**
- **The following data need to be imported from ERP system.**
  - a) Institutional Profile.
  - b) Student Profile.
  - c) Faculty Profile.
  - d) Students' subject registration information.
- **The data to and from the EMS will be done through Push operations, which are authorized by an appropriate role.**
- **The name of the person pushing the data into the ERP will be logged.**



# Syllabus for a Course

- EMS will provide a screen to [add syllabus](#) for a course.
- This information may change periodically.
- The Syllabus of the course will be verified by QA Cell Administrator.



# Examination Configurations

- Once the Colleges and Groups are configured into the system, QA Cell Administrator can create Exams for a course.
- Basic syllabus information is configured directly into the EMS.
- The QA Cell Administrator will have rights to create exams using exam configuration [screen](#).
- Weightages for the College and University Exam components will be configured by the QA Cell personnel.
- Type of grading (Absolute / Relative) is configured for each subject.
- QA Cell Administrator will push this data into ERP system.



# Examination Information from College

- **College ERP system will push following data to EMS system.**
  - Subject-wise Exam registration information
  - Attendance information for each conducted exam
  - College examination marks
  - Information about unregistered students who appeared for exams
  - Malpractice cases



# Backpapers

- **Backpaper cases will be handled by providing for data entry facility.**
- **The EMS system will not track older backpaper records. This will need to be done manually as the number of backpaper cases is expected to be too few for this additional complexity in the system.**





# Conducting Examination

- **Exam Conduction is a manual process.**
- **EMS system will provide**
  - Screen to change the status of exam as conducted or canceled  
Using this screen the college administrator can mark the exam as conducted or canceled in case the exam is canceled. Once the exam is conducted, all the students who opted college as center for exam will be marked present in attendance sheet. If a particular student is absent then college need to fill the attendance using Fill attendance screen.
  - Screen to fill attendance
  - Screen to report malpractices during the exam
  - Verification of College Exams Marks



# Conducting Examination ...

- **EMS system will provide**
  - Enter rechecking or rechecking with answer sheet requests
  - Enter improvement exam requests



# QA Cell Activity

- **Scanning of Bar Code and mapping that against student registration number.**
- **Entry of Semester Marks.**
  - First time Marks Entry.
  - Second (Double) Marks Entry.
  - Manage Rechecking requests (rechecking cannot reduce the grades/marks).
- **Ensuring that the attendance and malpractice information matches the answer sheets received.**
- **In case of any mismatch, send an alarm to the QA Cell administrator.**
- **Override College Exam marks in exception cases**



# Generation of tabulated mark sheet

- Once the marks are entered, and Conducting Board meeting is held, the relative grade scales are entered by the QA Cell Administrator for each subject.
- Grace marks entry.
- Tabular marks sheet for all student are generated.
- The Authorized Users(Exam Controller) can verify the marks.
- Provisional sheet, marks sheet, and graduation certificate need to be printed.
- Hardcopy report of all marks need to be generated.



# Publish Result

- **The results will be available as reports from the system.**
- **The results can also be published on pre-defined templates for the University.**
- **All final results (absolute or relative grades) will be pushed back into the College ERP systems.**
- **The students will have no direct access to the EMS. They can view their results only through the College ERP systems, if the colleges provide that facility.**



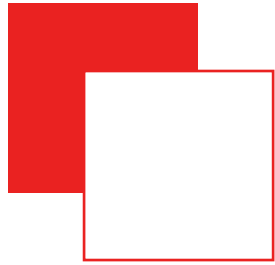
# Payment Processing

- Payment Processing screens will allow college administrator to enter evaluation and question paper setting data for faculty members.
- It will also provide reports for payments due to the evaluators and question paper setters.



# Functions in EMS (for Role mapping)

- Create EMS users and map roles for them.
- Add Syllabus information.
- Verify Syllabus information.
- Define Examination Components and weightages.
- Schedule University Exams.
- Verification of attendance and malpractice information.
- Bar coding answer sheets.
- Marks entry (and double entry).
- Scrutinizing marks.
- Addition of grading cut-offs and grace marks.
- Push marks and grades information into the ERP system.
- Printing marks sheets and certificates.
- Printing payment reports.



# Login Screen

- Username
- Password

Login

Reset





# Role Creation Screen

- **Role name**
- **A matrix showing functions and for each function a set of permissions (read / modify)**

Save

Cancel



# User Creation Screen

- **First Name**
- **Last Name**
- **Email**
- **Password (with a confirmation password)**
- **Set of roles**

Save

Cancel



# Syllabus Entry Screen

- **Course Name**
- **Year**
- **Semester**
- **L-T-P (Lectures-Tutorial-Practical)**
- **Credits**

Save

Cancel



# Exam Creation Screen

- **Choose Year (current chosen by default)**
- **Choose Semester**
- **Choose Subject**
- **Exam Description**
- **Grading (Absolute / Relative)**
- **College Examination Marks**
- **University Examination Marks (College + University marks add to 100)**

Save

Cancel



# Schedule Exam (University Exams)

- Year
- Semester
- Subject
- Date of Exam

Save

Cancel



# Exam Closure Screen

- **Year**
- **Semester**
- **Subject**
- **Status (Completed / Cancelled)**
- **If cancelled then reason for the same**

Save

Cancel



# Exam Attendance Screen

- **Subject**
- **College**
- **Exam Date**
- **Mark Attendance screen will show all the students who had registered for that course in that college**
- **Attendance will be marked as present by default for all registered students**
- **Radio buttons in each row to mark absent or malpractice case**
- **In case of malpractice, a textbox to enter the remarks**

Save

Reset



## Fill Internal Marks Screen

- Year
- Semester
- Subject
- College
- This will display a table of all students registered for that subject for that year and semester
- Marks for each student will be entered in a textbox against the student name/registration number

Save

Cancel





# Scan BarCode Screen


- **Student Registration No**
- **BarCode**

Scan Barcode

- **At the end of all scanning, the system will corroborate that the answer sheets scanned all match the attendance and malpractice reports from the college. In case of any mismatch, an alert will be sent to the QA Cell Administrator.**



# Fill Semester Exam Marks Screen

- **Barcode** 
- **Student Registration No**
- **Entry Type**
  - First entry
  - Second Entry (double entry)
  - Rechecked Marks
  - Grace Marks
- **Marks (if configured to enter question-wise marks, will display a table to do so)**



Save



# Grade cut-offs Screen

Grade  
Cut off percentage

Save



# Verify Examination Marks

- **Year**
- **Semester**
- **Subject**
- **Prints out a report of all marks for the given subject**

Print



# Screen for Evaluation Payment

- Evaluator Name (select or search)
- Subject Name
- No of Copies Checked

Save



## Screen for Question Paper Setting Payment

- **Setter Name (select or search)**
- **Subject Name**
- **No of Question Paper Set**

Save



# Payment Report

- Year
- Semester
- Subject (can choose ALL)
- Evaluation / Paper Setting choice

Submit

**Prints a report showing all evaluators / paper setters, number of papers for them, rate, and amount due to them.**