



Unveiling Excellence



Manual

Exam Automation System

UNIVERSITY OF SCIENCE & TECHNOLOGY MEGHALAYA





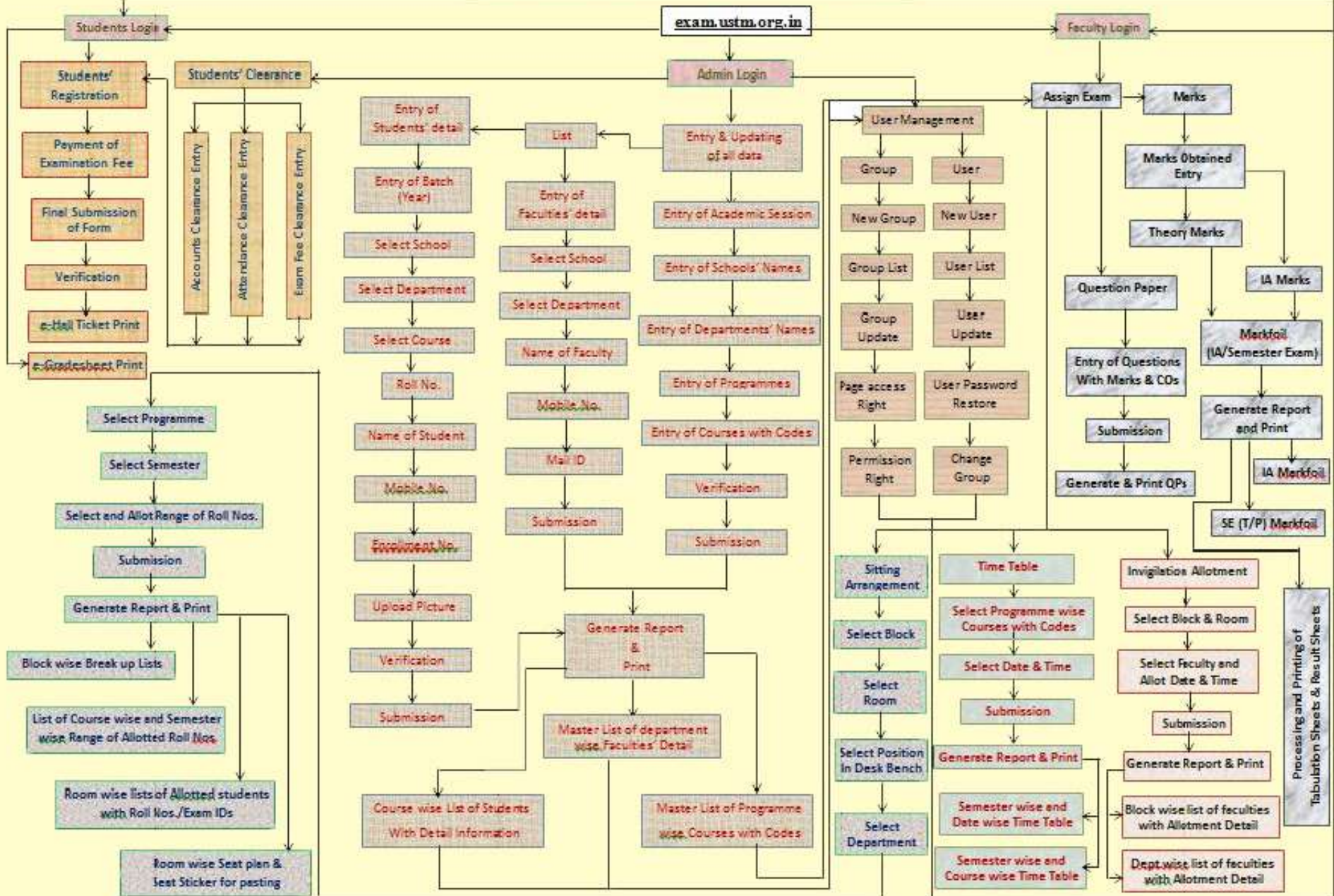
Office of the Controller of Examinations & Admissions
**UNIVERSITY OF SCIENCE & TECHNOLOGY,
MEGHALAYA**

Manual
(USTM Exam Automation System)

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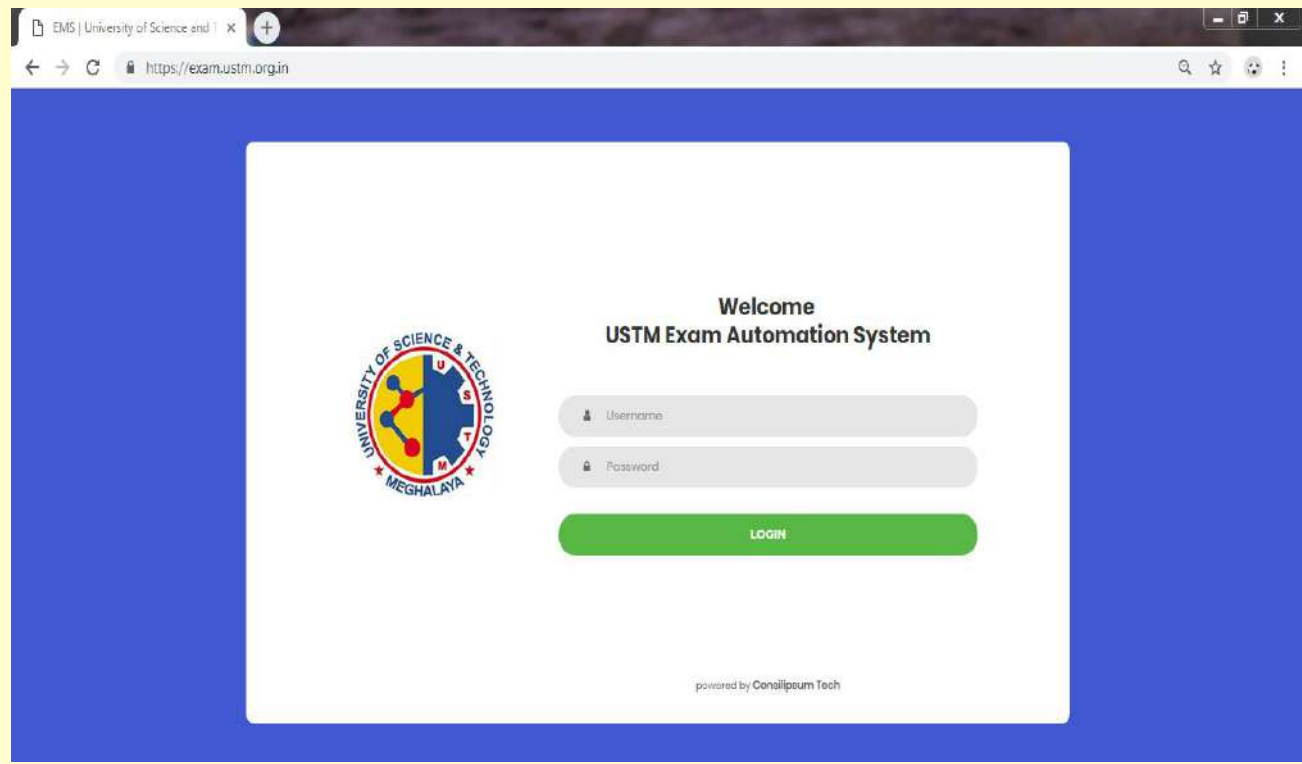
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USTM EXAM AUTOMATION SYSTEM ERP



The Log In page

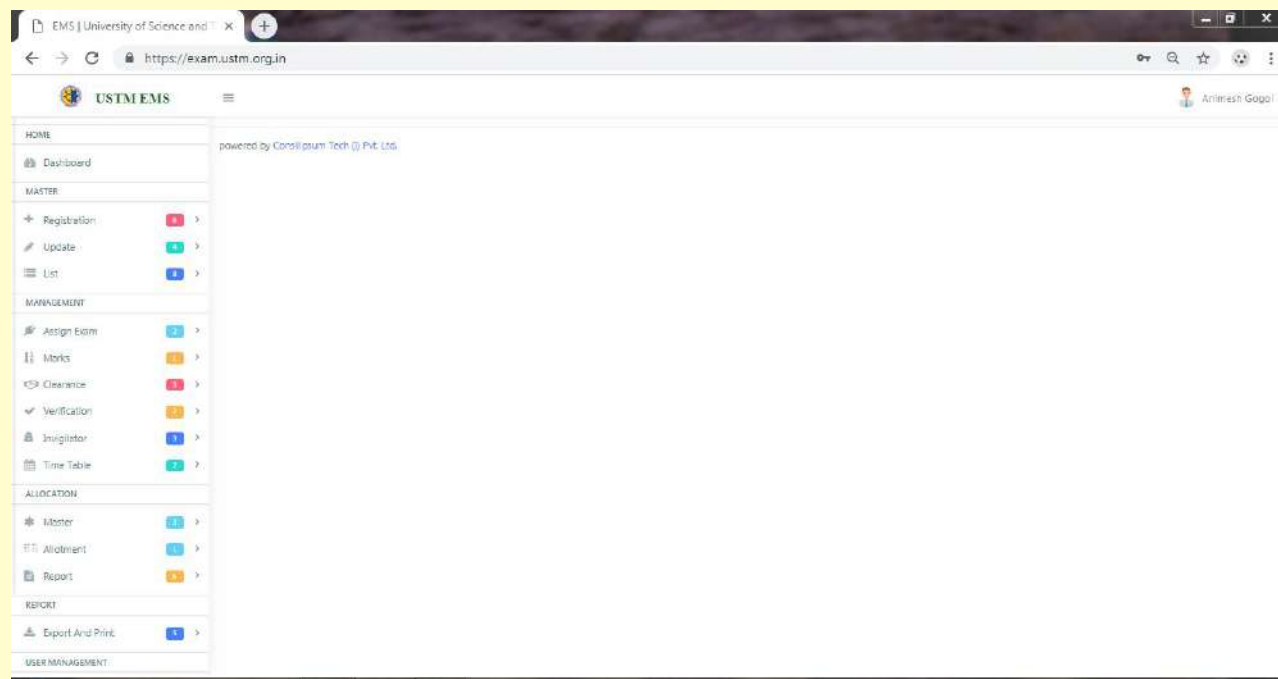
exam.ustm.org.in



1. Role and Responsibilities of the User:

Sl. No.	User	Functions	Responsibilities
1.	Admin (Employees of Exam Branch and Accounts)	Update the detail of all the programs, student and faculty lists	Provide User ID and Password to all other user (Faculties and Students)
		Time Table Preparation	
		Sit Planning	
		Processing of Q. Papers	
		Clearance to Students	Unblock user ID for Cleared students
		Verification of Registered Students	Unblock the generation of E-Admit Card
		Processing of Result Report	Creating of Mark foils, tabulation sheets and final result report
2.	Faculty	Submission of Question papers, Semester Examination Marks	Creating of Mark foils
3	Students	Online Registration for End Semester Examination	Generate the E-Admit Card

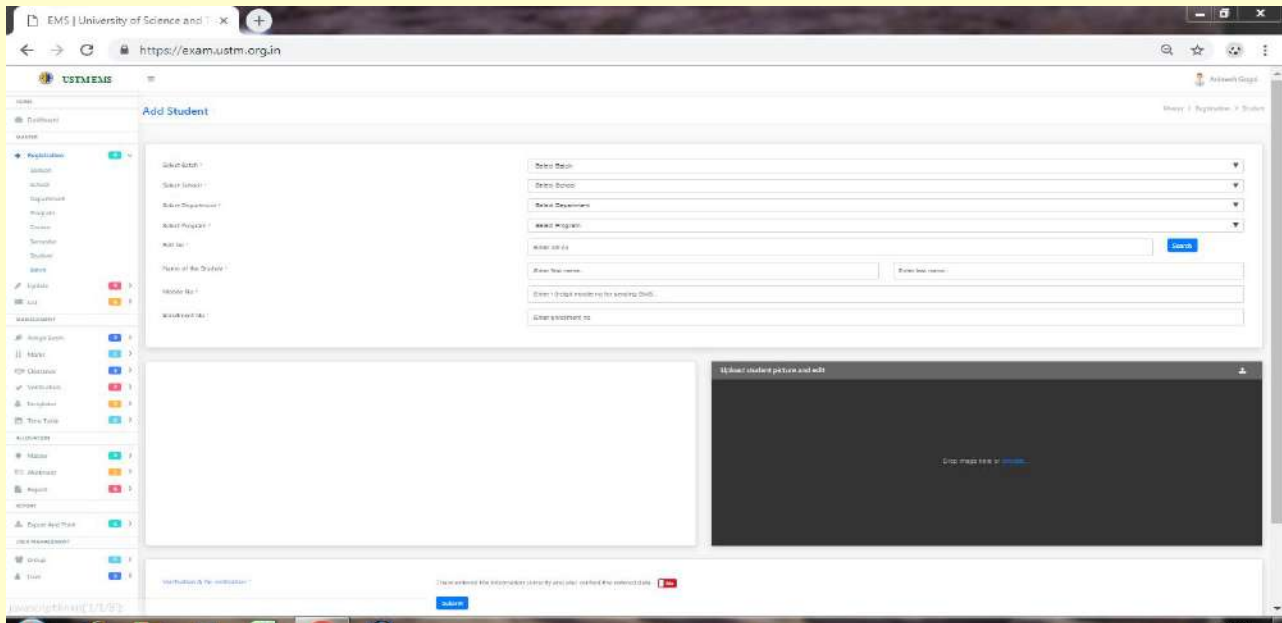
The Home Page



2. Entry and Update of All Data

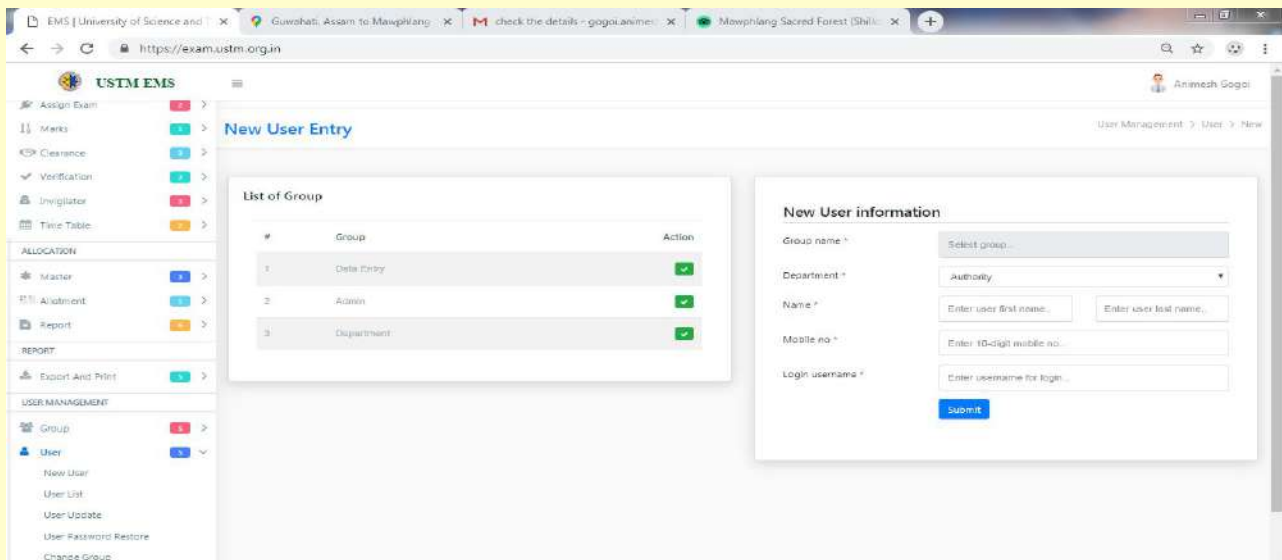
➤ **Admin Log in** —————> **Dashboard** —————> **Master Entry**

- ❖ Admin will enter detail data regarding Session, Schools, Departments, Programs, Course, Semester, Students, Batch and Faculty under each and every schools.
- ❖ Admin can update data regarding Session, Schools, Departments, Programs, Course, Semester, Students, Batch and Faculty under each and every schools.
- ❖ All the data will be generated under the lists (*the link given*)



3. User Management:

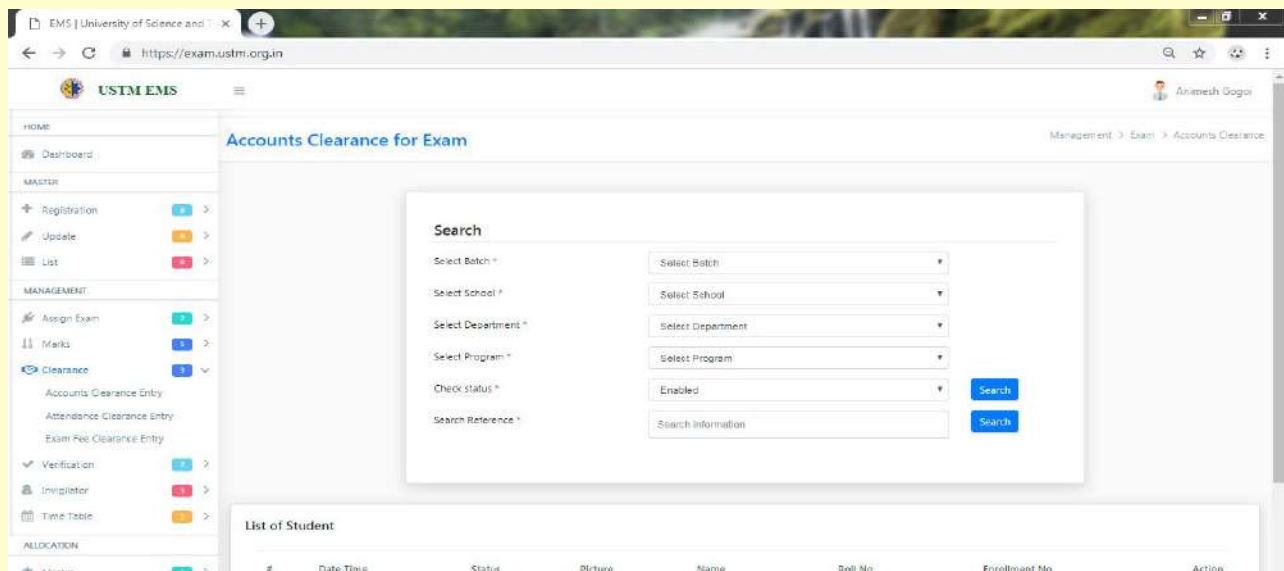
➤ **Admin** —————> **User management** —————> **New User Entry/ User Update/Lists**



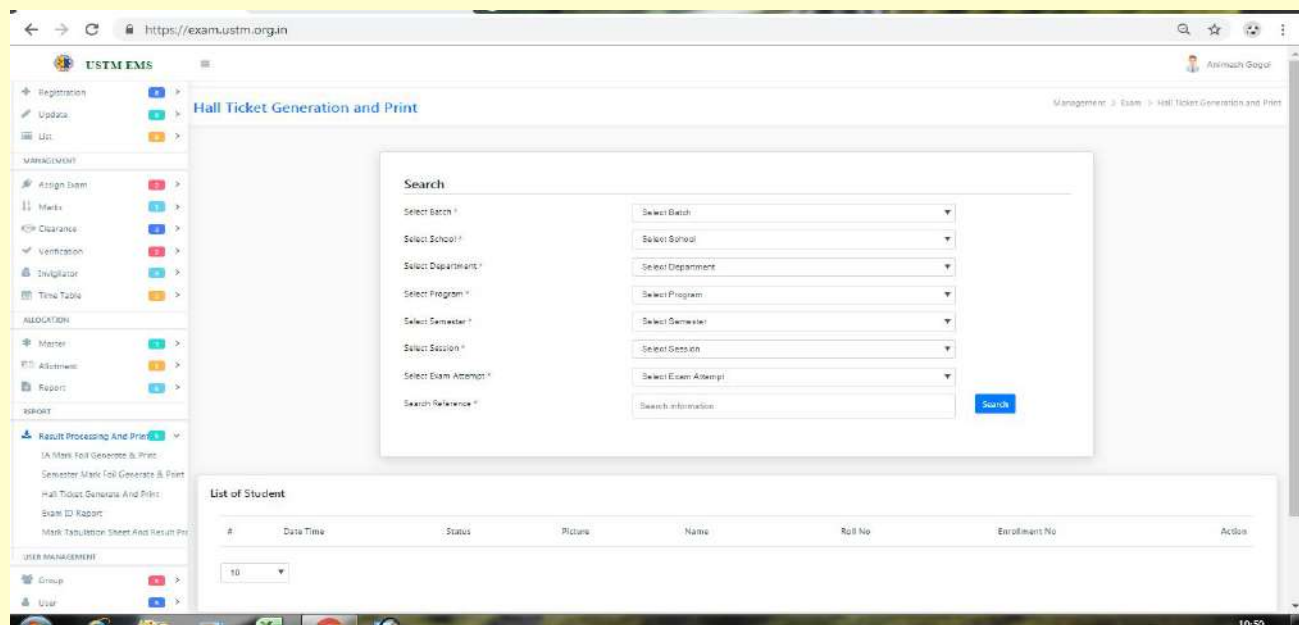
- ❖ Admin will unblock the user ID and default password to the other users like faculties and students for their concerned purposes.
- ❖ Admin can edit and update new information regarding other users in update link
- ❖ The detail list of all the users will appear on clicking the link “Lists” given under the User Management

4. Students Clearance and Registration for Examination:

➤ *Management* ———→ *Clearance* ———→ *Accounts/Attendance/Exam Fee* ———→
Examination Registration ———→ *Fee payment* ———→ *e-Admit*



- ❖ Students will log in to get their clearance regarding Semester fee payment and Attendance to register for the end semester examination.
- ❖ Students having all the clearance can register for the end semester examination by filling up and submission the online form along with the required examination fee by online payment through the given link.
- ❖ The admin will then verify the submitted form only in presence of students within the campus and allowed to generate the e-Hall Ticket.

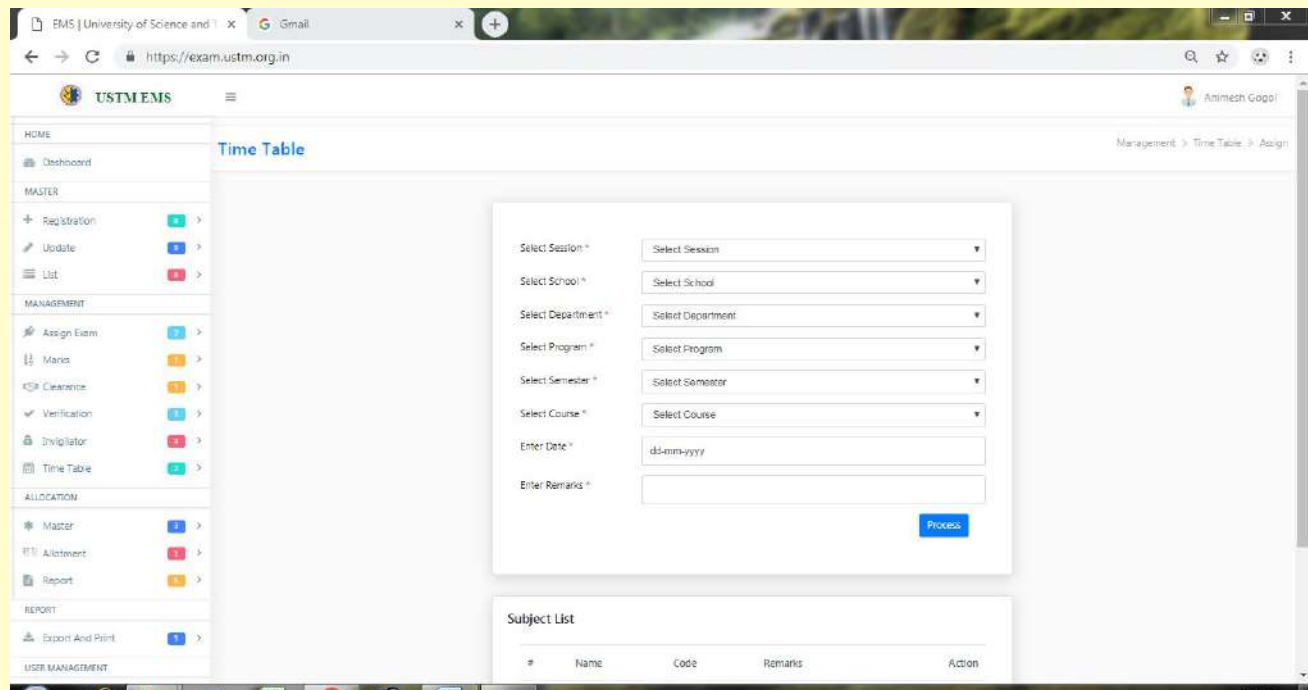


5. Assign Examination:

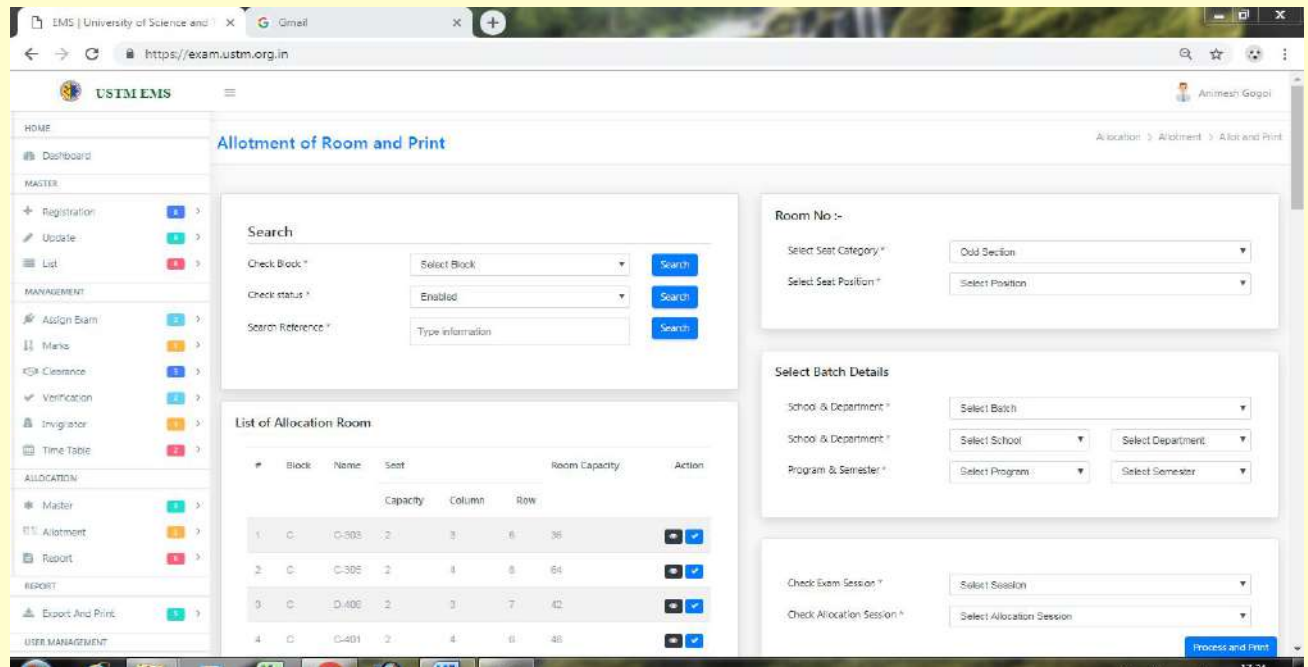
In assign examination there are two categories of functions carried out viz. (1) Pre examinations and (2) Post examinations. In Pre examination, functions like time table preparations, sit planning, question paper printing and invigilation allotment has done, whereas under the Post examination, marks entry, tabulation preparation and final result report preparation done.

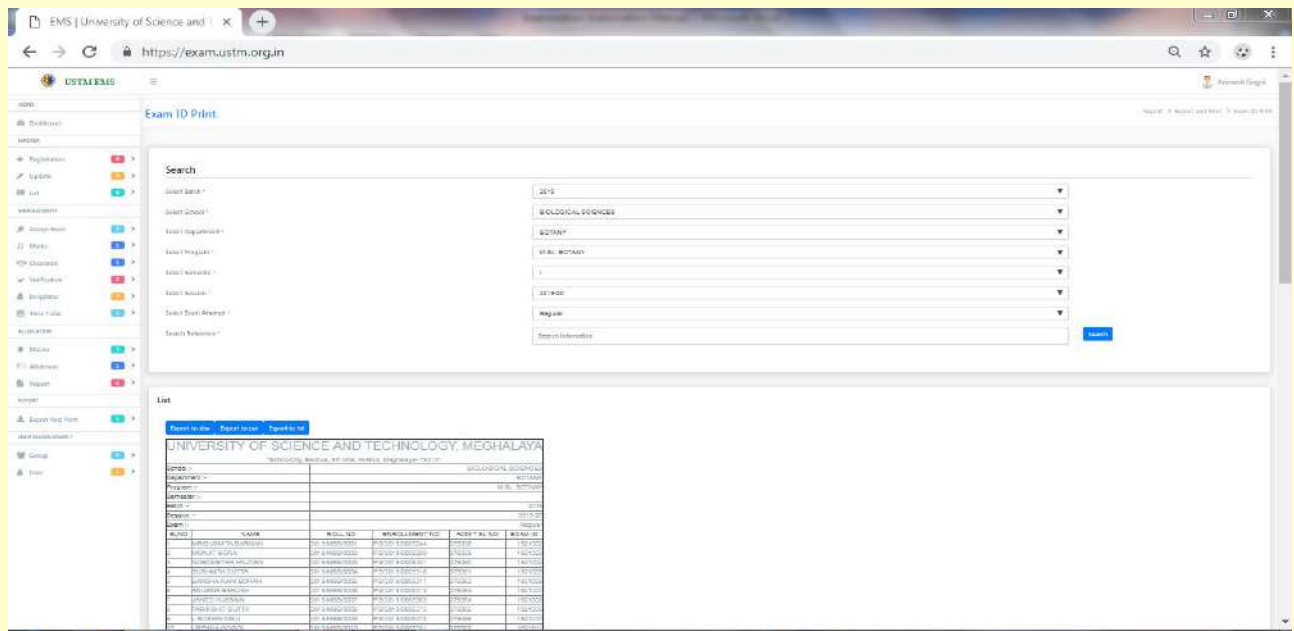
1. Pre Examination:

- *Admin Assign Examination* ~~Time Table/Seat Plan/Invigilation allotment~~
 — *Report & Print*
- *Faculty* → *Assign Examination* → *Question paper* → *Report & Print*

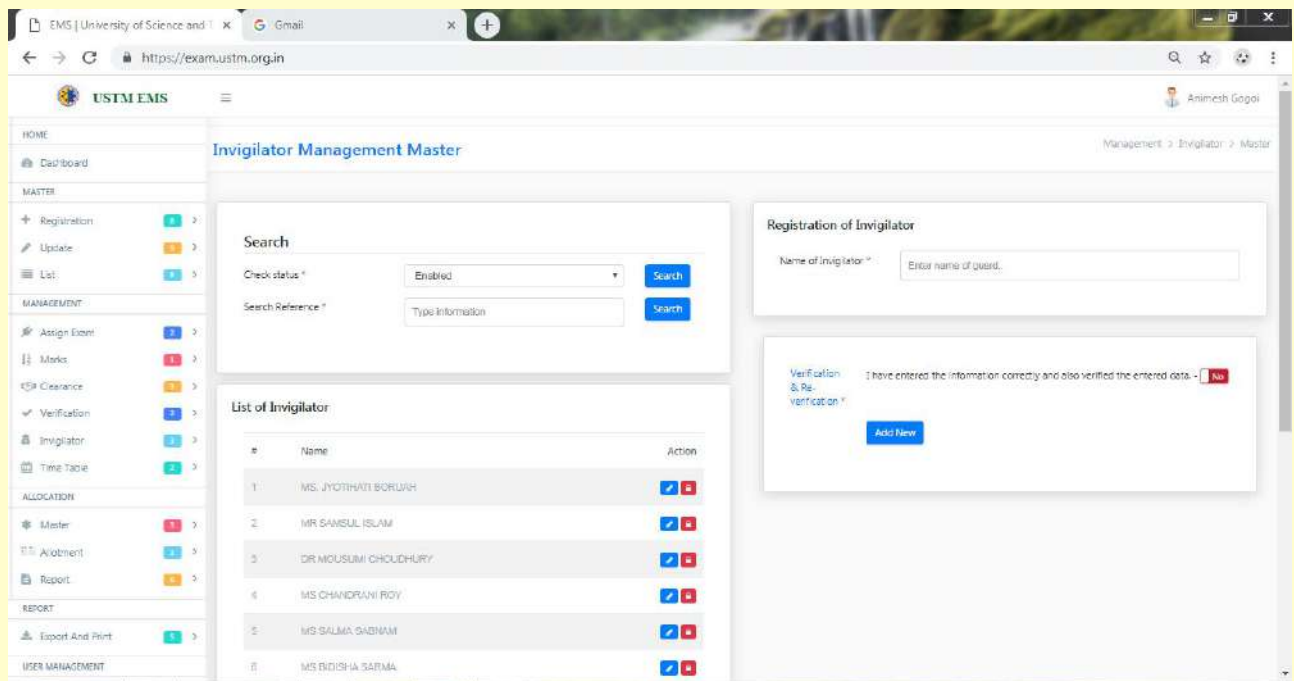


- ❖ Admin will prepare the time table by assigning date and time for each and every course of both undergraduate and postgraduate programs semester wise separately.
- ❖ Similarly admin will prepare the seat plan for the students of both undergraduate and postgraduate programs separately semester wise by assigning their Roll Nos./ Examination IDs and Room No. of selected blocks.





- ❖ After the seat plan the admin will prepare the invigilation duty lists by assigning the faculty's name for required date and time for selected rooms of selected blocks.



- ❖ The same way faculties will log in to submit their respective question papers for their respective courses of concerned semesters by clicking the link provided under assign examination
- ❖ After final submission of all the required data under the link “report” all the data will be generated as per requirement and can be printed the same for filing and for further use.

2. Post Examination:

➤ **Admin/Faculty** → **Assign Examination** → **Marks Entry** → **Report & Print**

- ❖ Admin or Faculty will log in to enter the obtained marks separately for IA and Semester Exam (T/P) by clicking the marks entry link under the assign examination for the concerned course of concerned semester.

The screenshot displays the 'Enter Obtained Marks' page on the USTM EMS portal. The search form includes the following fields:

- Session & Batch: Select Session, Select Batch
- School & Department: Select School, Select Department
- Program & Semester: Select Program, Select Semester
- Course & Exam: Select Course, Select Exam Type, Select Exam, Select Attempt

A red 'Get Information' button is located below the search fields. Below the form, a table header is shown with the following columns: Enrollment No, Roll No, Name, Exam ID, Full Marks, Eligibility, Attendance, Obtained Marks, and Action.

- ❖ Under the link “report” separate mark foil for IA and Semester exam will be generated for each and every course code and tabulation sheets will be ready to print.

The screenshot displays the 'Marks Tabulation Sheet' page on the USTM EMS portal. The search form is filled with the following details:

- Select Exam: 2019
- Select Subject: APPLIED SCIENCES
- Select Department: CHEMISTRY
- Select Program: M.Sc. Chemistry
- Select Semester: FIRST
- Select Session: 2019-20
- Select Exam Attempt: Regular

Below the search form, a 'List' section shows a detailed tabulation table for the M.Sc. Chemistry First Semester Examination, December 2019. The table includes the following columns:

- Sl. No.
- Enroll. ID
- Roll No.
- Paper Code & Title
- Marks
- Various exam components (e.g., PP, AP, PM, etc.)
- Final Marks
- Grade
- Result
- Remarks

The table header includes the text: 'OFFICE OF THE CONTROLLER OF EXAMINATIONS & ADMISSIONS, UNIVERSITY OF SCIENCE & TECHNOLOGY, MEGHALAYA, TABULATION SHEET, M.Sc. CHEMISTRY FIRST SEMESTER EXAMINATION, DECEMBER, 2019, REGULAR BATCH - 2019'.

6. Processing and Printing of Tabulation Sheets:

- ❖ Along with the mark foils the overall tabulation sheets will be generated semester wise for each and every course and the same can be downloaded and printed for verification. On finding any anomalies in marks entry, the corrected marks can be entered by repeating the process from the link “Marks obtained entry” and new tabulation can be generated.

7. Processing and Printing of Final Result Sheets:

- ❖ From the Tabulation sheets automatically result sheets will be generated semester wise for each and every course and hence result will be ready to declare.

8. Declaration of Result:

- ❖ Semester wise for each and every course result has been declared by notification through departmental notice boards and university website. An online link has also been given for students to search their result and download the e-grade sheets.

9. Online Result & Printing of e-Grade Sheets:

- ❖ Students can log in to search their result online and to download their respective e-grade sheets of their concerned semester through the link given.

10. Processing and Printing of Final Grade Sheets:

- ❖ The final grade sheets will be printed and delivered to the students officially with seal and signature of the Controller of Examinations.

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