

Manual

Exam Automation System



Unveiling Excellence

UNIVERSITY OF SCIENCE & TECHNOLOGY, MEGHALAYA

Techno City, Khanapara, Kling Road, Baridua, 9th Mile, Ri-Bhoi, Meghalaya





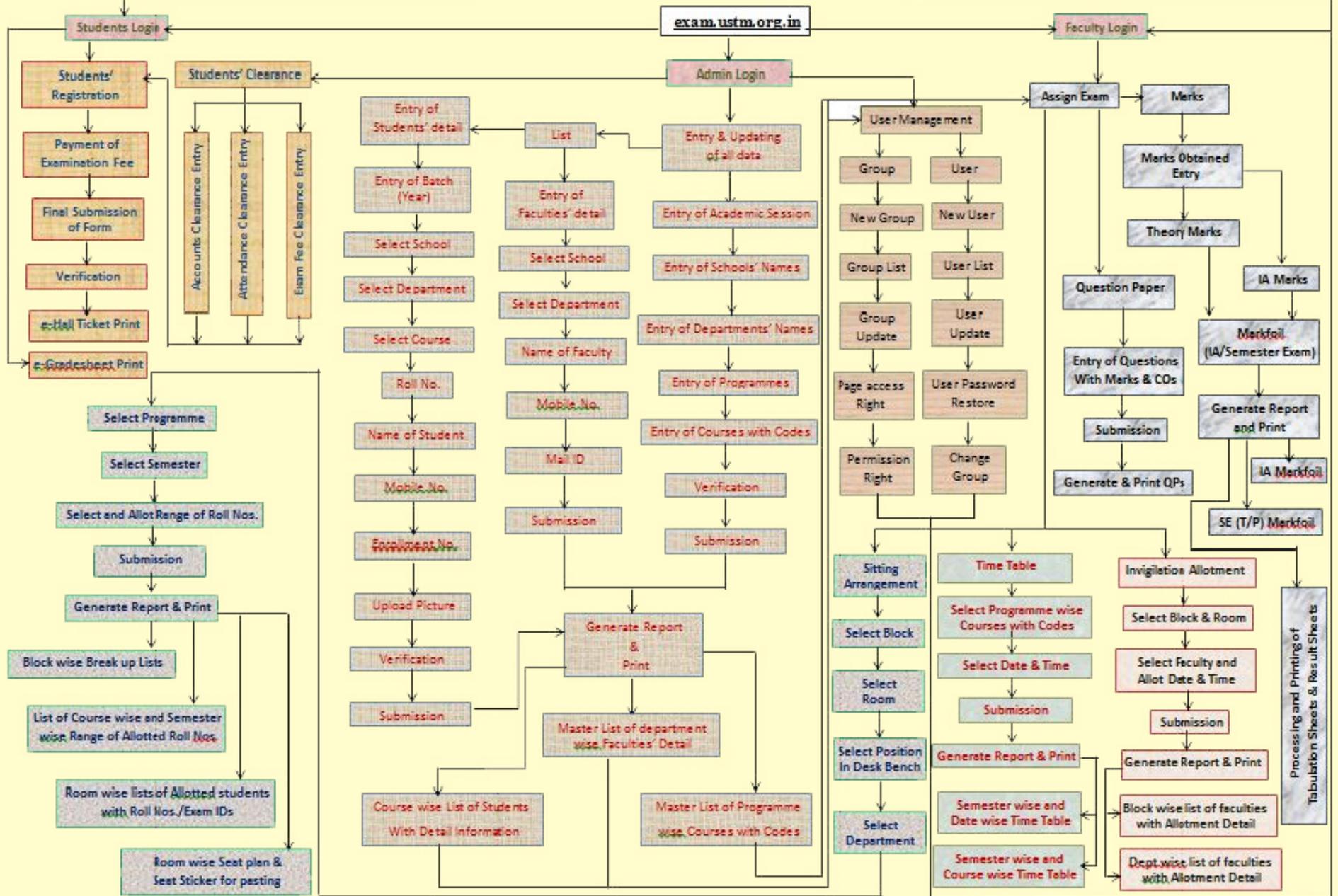
Office of the Controller of Examinations & Admissions
UNIVERSITY OF SCIENCE & TECHNOLOGY,
MEGHALAYA

Manual
(USTM Exam Automation System)

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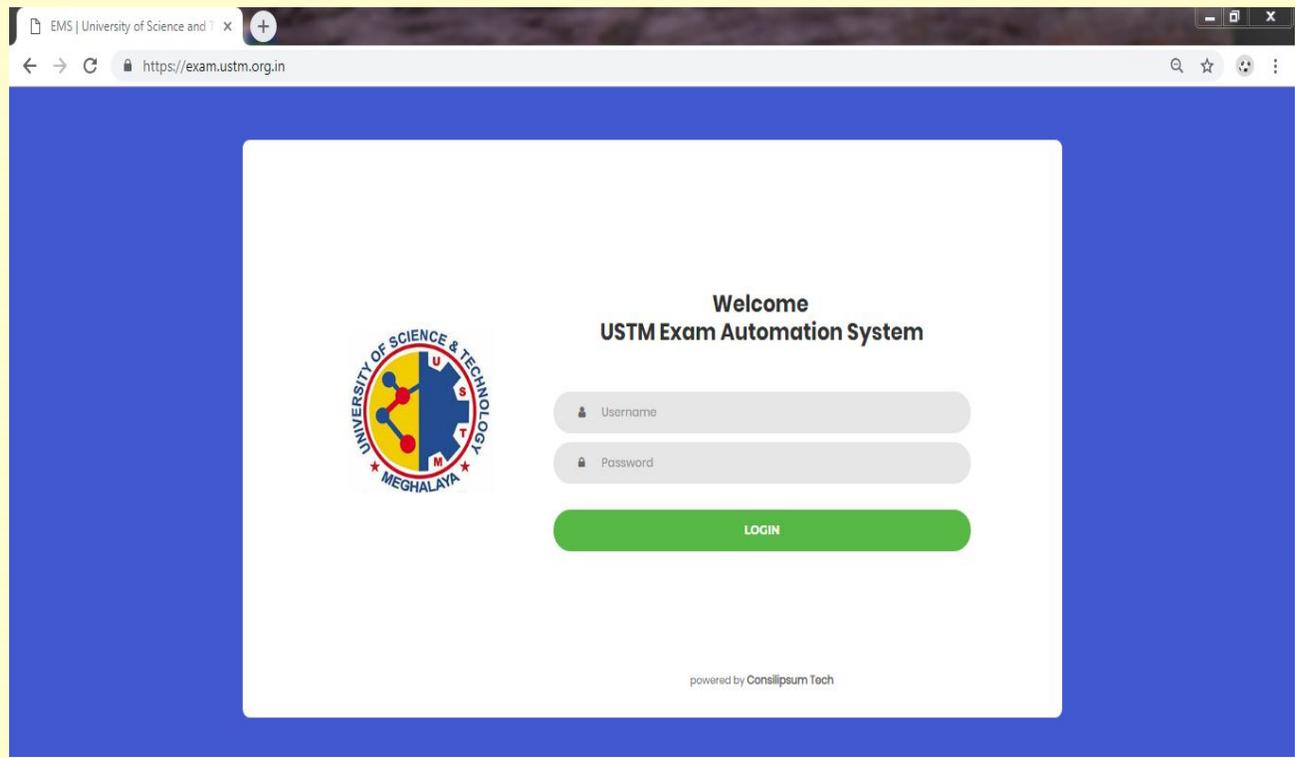
1. Role and Responsibilities of users
2. Entry and Update of All Data
3. User Management
4. Students' Clearance& Registration for Examination
5. Assign Examination (*Pre and Post Examination Functions*)
6. Final Report

USTM EXAM AUTOMATION SYSTEM ERP



The Log In page

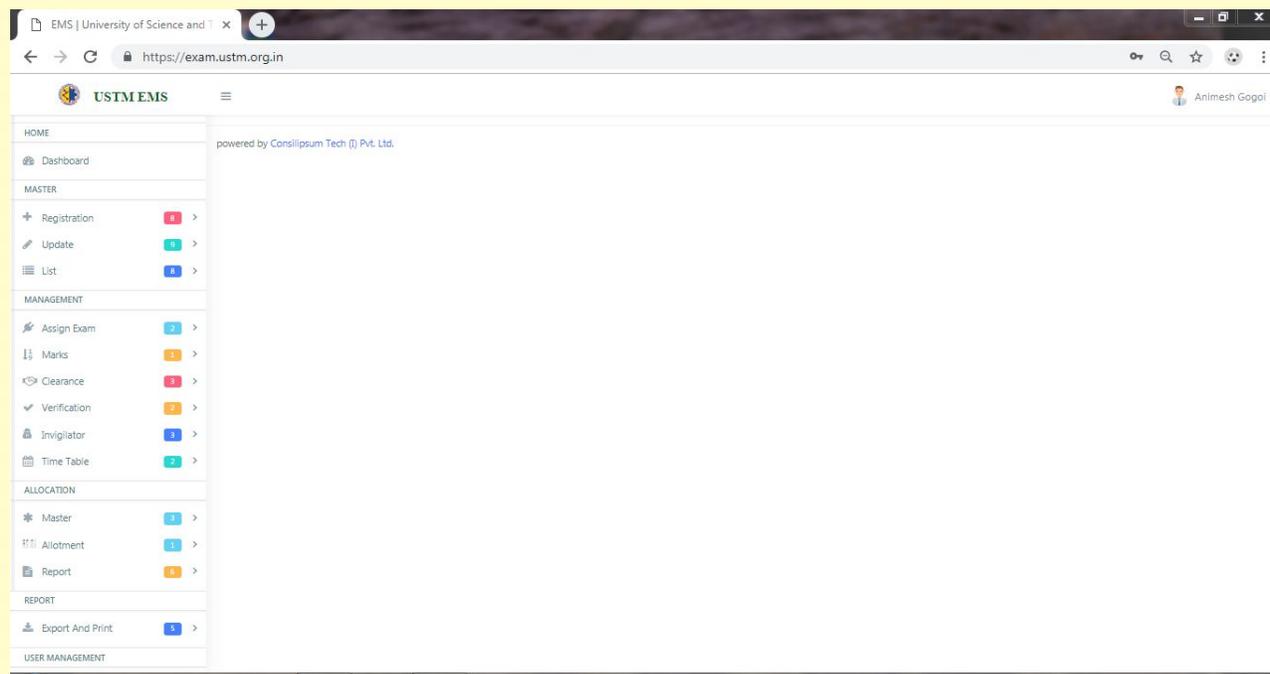
exam.ustm.org.in



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



The screenshot shows the home page of the USTM EMS (University of Science and Technology - Exam Management System) web application. The browser address bar displays 'https://exam.ustm.org.in'. The page header includes the USTM EMS logo and the user name 'Animesh Gogoi'. The main content area is a dashboard with a sidebar menu on the left. The sidebar menu is organized into several categories: HOME (Dashboard), MASTER (Registration, Update, List), MANAGEMENT (Assign Exam, Marks, Clearance, Verification, Invigilator, Time Table), ALLOCATION (Master, Allotment, Report), REPORT (Export And Print), and USER MANAGEMENT. The main content area is currently blank, with a small text indicating it is powered by Consilipsum Tech (I) Pvt. Ltd.

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*)

The screenshot shows the 'Add Student' form in the USTM EMS system. The form is divided into several sections: 'Select Batch', 'Select School', 'Select Department', 'Select Program', 'Roll No.', 'Name of the Student', 'Enter first name', 'Enter last name', 'Mobile No.', and 'Enrollment No.'. There is a 'Search' button next to the 'Roll No.' field. At the bottom of the form, there is a 'Submit' button and a message: 'I have entered the information correctly and also verified the entered data.'

3. User Management:

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

The screenshot shows the 'New User Entry' form in the USTM EMS system. The form is divided into two main sections: 'List of Group' and 'New User information'. The 'List of Group' section contains a table with the following data:

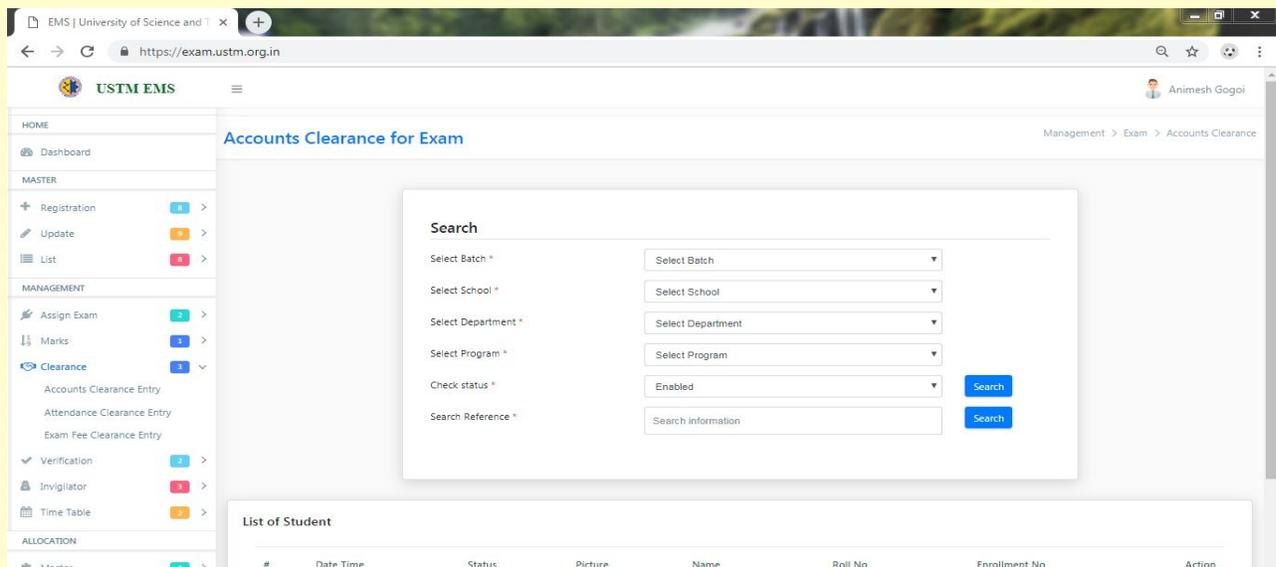
#	Group	Action
1	Data Entry	✓
2	Admin	✓
3	Department	✓

The 'New User information' section contains the following fields: Group name (Select group), Department (Authority), Name (Enter user first name, Enter user last name), Mobile no (Enter 10-digit mobile no), and Login username (Enter username for login). There is a 'Submit' button at the bottom.

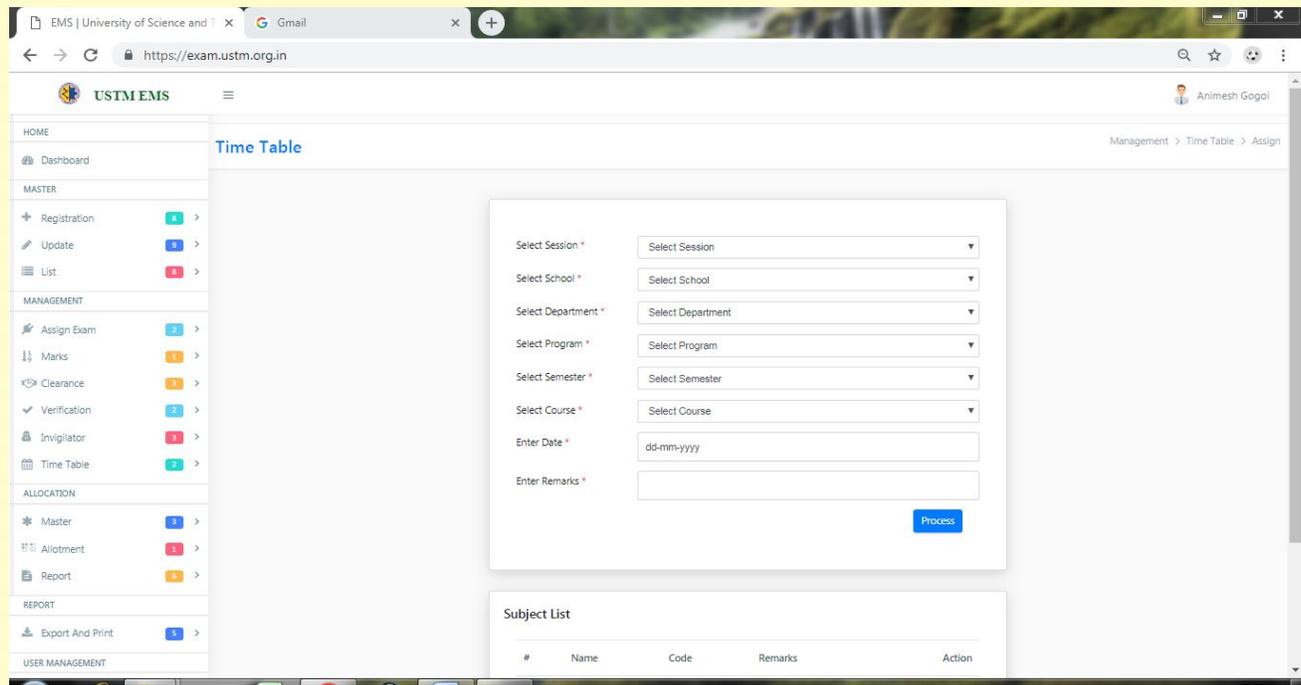
- ❖ Admin will unblock the user ID and default password to the other users like faculties and students for their concerned purposes.
- ❖ Admin can edit and update new information regarding other users in update link
- ❖ The detail list of all the users will appear on clicking the link “Lists” given under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

4. Students Clearance and Registration for Examination:

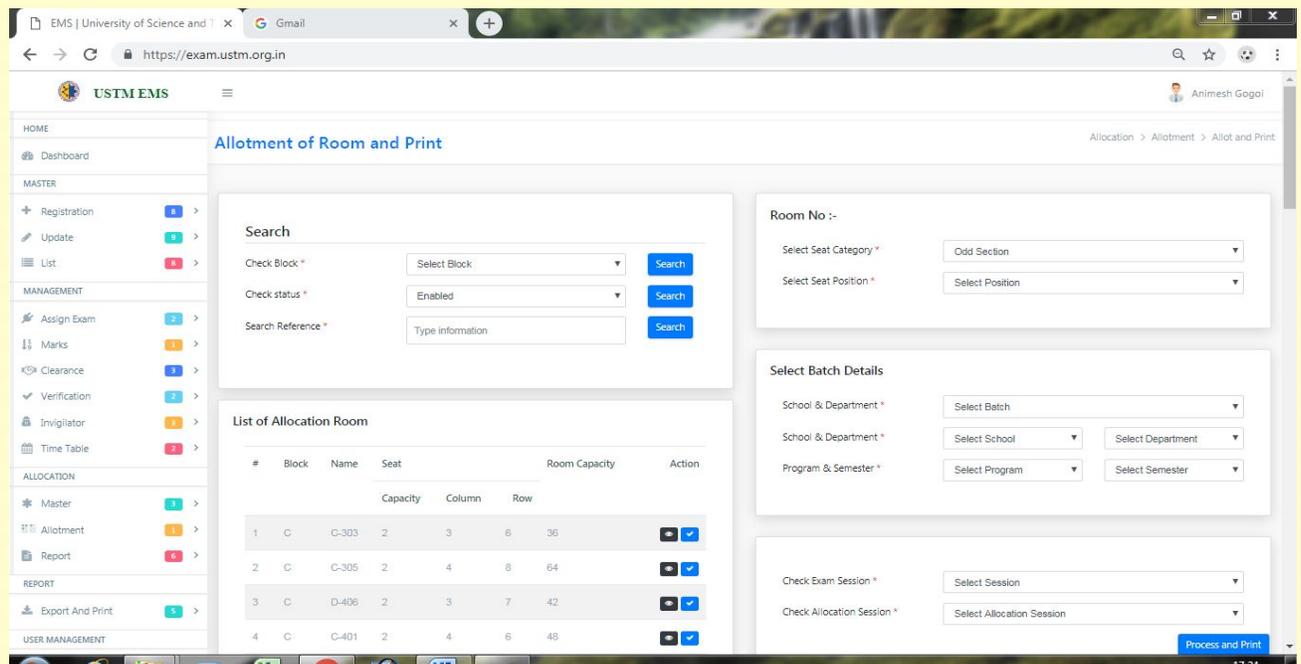
➤ *Management* ———→ *Clearance* ———→ *Accounts/Attendance/Exam Fee* ———→
Examination Registration ———→ *Fee payment* ———→ *e-Admit*



- ❖ 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.



- ❖ 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.



Exam ID Print

Search

Select Batch * 2019

Select School * BIOLOGICAL SCIENCES

Select Department * BOTANY

Select Program * M.Sc. BOTANY

Select Semester * I

Select Session * 2019-20

Select Exam Attempt * Regular

Select Reference * Search Information

List

UNIVERSITY OF SCIENCE AND TECHNOLOGY, MEGHALAYA
Techno-City, Borjhar, Shillong, Meghalaya-781001

Roll No	Enrollment No	Admit Sl No	Exam ID
2019AB0001	PO2019000001	PT0001	1811001
2019AB0002	PO2019000002	PT0002	1811002
2019AB0003	PO2019000003	PT0003	1811003
2019AB0004	PO2019000004	PT0004	1811004
2019AB0005	PO2019000005	PT0005	1811005
2019AB0006	PO2019000006	PT0006	1811006
2019AB0007	PO2019000007	PT0007	1811007
2019AB0008	PO2019000008	PT0008	1811008
2019AB0009	PO2019000009	PT0009	1811009
2019AB0010	PO2019000010	PT0010	1811010

- ❖ 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.

Invigilator Management Master

Search

Check status * Enabled

Search Reference * Type information

Registration of Invigilator

Name of Invigilator * Enter name of guard..

Verification & Re-verification * I have entered the information correctly and also verified the entered data. - No

Add New

List of Invigilator

#	Name	Action
1	MS. JYOTHATI BORUAH	✓ ✗
2	MR SAMSUL ISLAM	✓ ✗
3	DR MOUSUMI CHOUDHURY	✓ ✗
4	MS CHANDRANI ROY	✓ ✗
5	MS SALMA SABNAM	✓ ✗
6	MS BIDISHA SARMA	✓ ✗

- ❖ 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.

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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