6.2 Strategy Development and Deployment

ERP Interfaces for Controller of Examinations

Controller of Examination

(COE)

Documentation

Step: 1.0.0

Task Title: Exam Creation

Purpose of the Task:

Setting up an Exam in a College ERP system serves several important purposes. Here are the key purposes of setting up exams within a College ERP: Internal and External Exam Mark Entry, Student Exam Registration, Course Management, Exam Timetable, Hall Ticket, Seating Allotment, Resource Allocation, Examination Reports, Evaluation, Student Mark Sheet Printing, Etc.
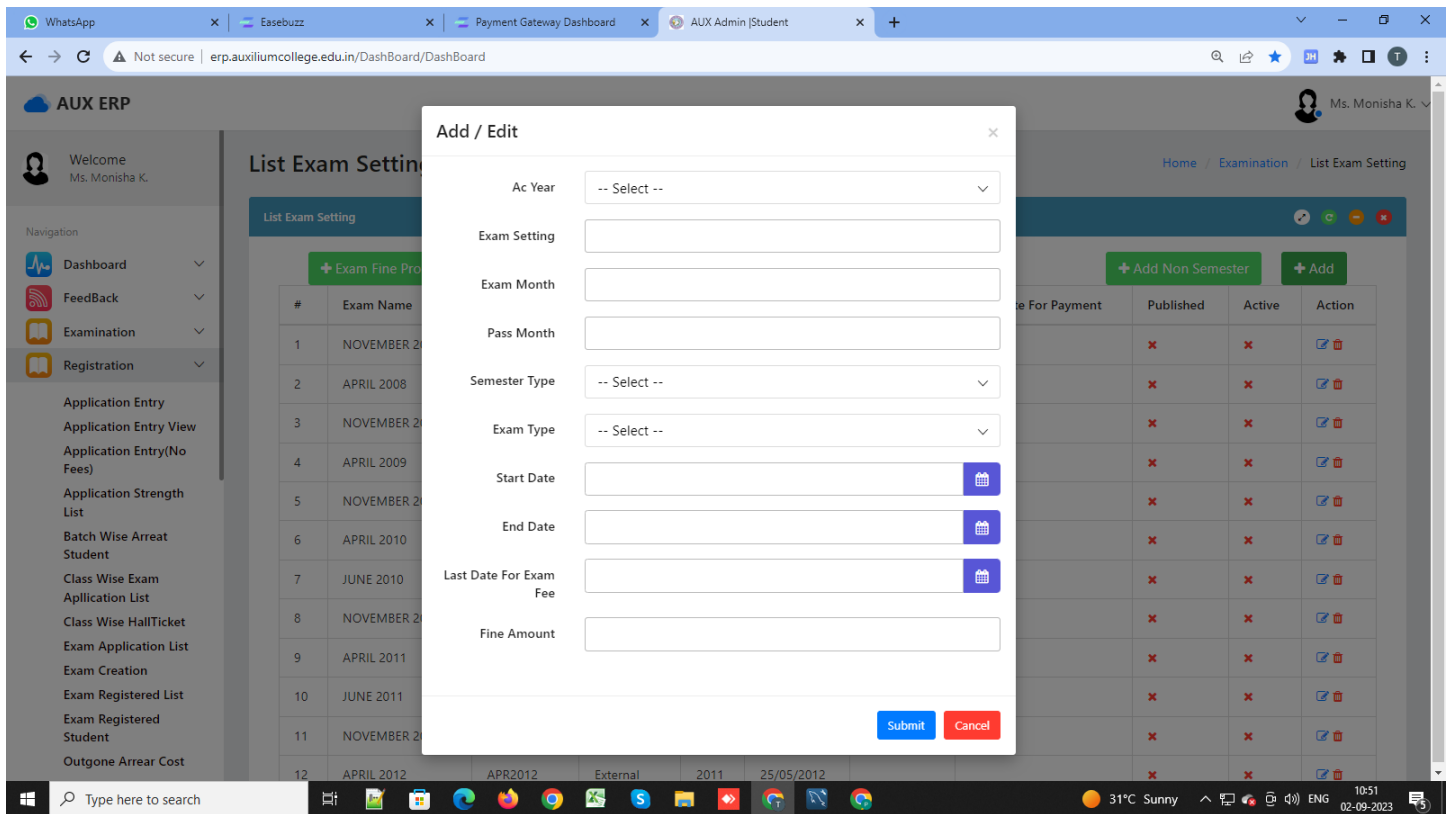
Image 1:

Note: The exam name and the passing month should be printed on the student's individual mark statement and the consolidated mark statement

Image 2:

Note: This image is referring to the fields needed to create an exam.

Step: 2.0.0 (Course Pattern to Internal Assessment Mark Entry)

Step: 2.0.1

Task Title: Course Structure

Purpose of the Task:

The course structure serves as the foundation for establishing a comprehensive course catalog based on faculty (Arts, Science, Commerce, etc.). It specifies the credit hours associated with each course, grading scales, and academic regulations. This information is crucial for calculating students' GPAs and academic progress.

Image 1:

Note: This image is referring sample list of Course Structure Based on faculty.

Image 2:

Note: This image is referring to the fields needed to create a Course Structure.

Step: 2.0.2

Task Title: Course Pattern

Purpose of the Task:

Course patterns provide a blueprint for designing the curriculum. They specify the sequence of courses and requirements for each program. Course Pattern is working Based on Course Structure. In this process is used for Assigning Course Staff, Internal Assessment Mark Entry, Student View or Verify the Cia Marks, Student Exam Registration, Class Wise Timetable Entry, Etc.

Image 1:

Note: This image is referring sample list of Course Structure Based on Program (Sample Program: B.A. English, B.Sc. Mathematics, Etc.)

Image 2;
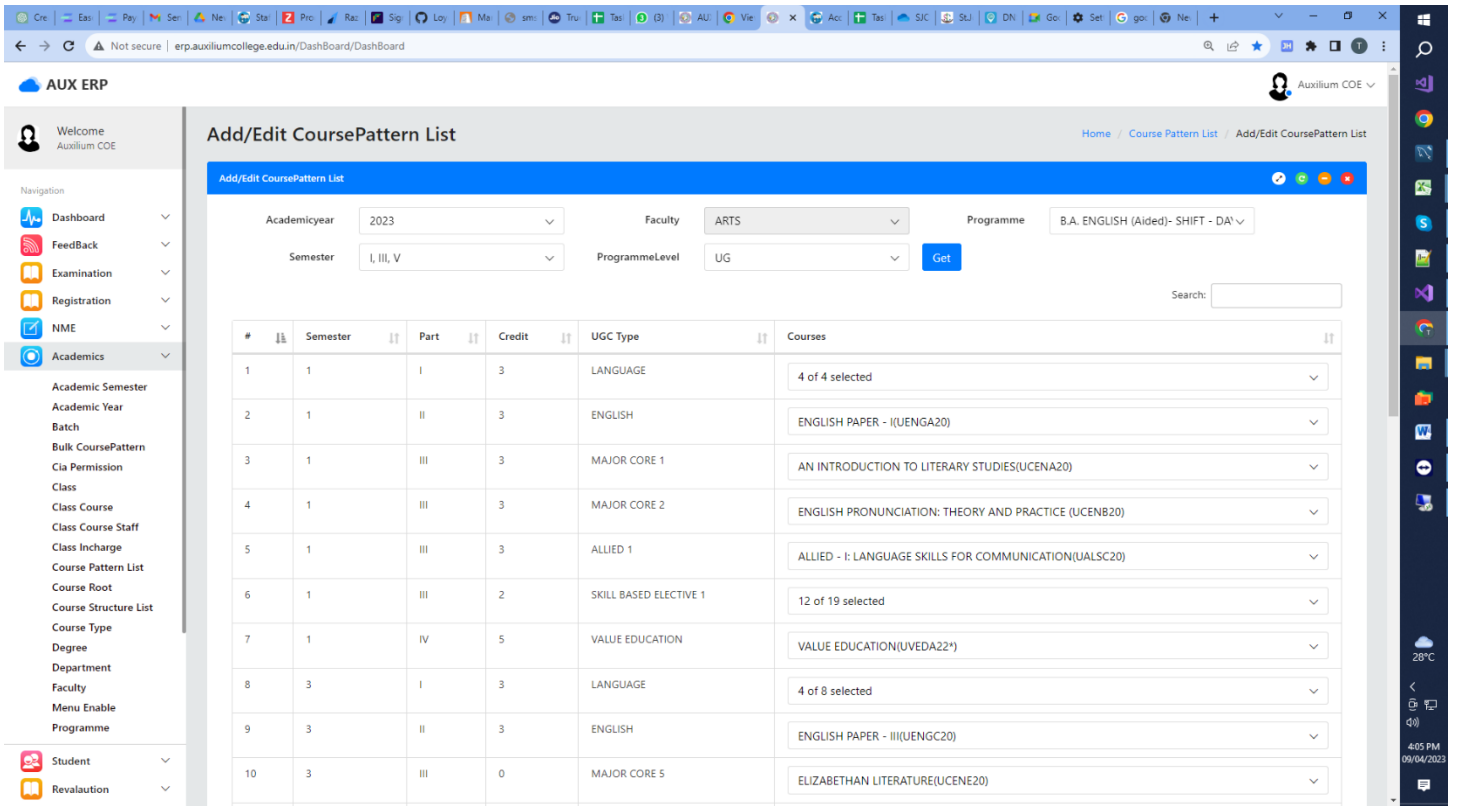
Note: This image is referring Add or Edit Course in Course Pattern based on Course Structure

Step: 2.0.3

Task Title: Course Root

Purpose of the Task:

Master Table for course details. In this menu contain full details of the Course. Its serves several modules like Course pattern, Staff Assigning, Mark Entry, Student Exam Registration, Exam Timetable, Hall Ticket, Seating Allotment, Resource Allocation, Evaluation, Student Mark Sheet Printing, Etc.

Image 1:

Note: following image referring sample course Detail list. Course Code is unique data. it should not duplicate .this page also used to edit or delete the Course Details

Image 2:

Note: This image is referring to the fields needed to add new Course. Course Code, Course Title, Which Department offering this Course, Total Internal and External mark, UGC Course Type, Application Type (Ex: UG,PG) are mandatory fields.
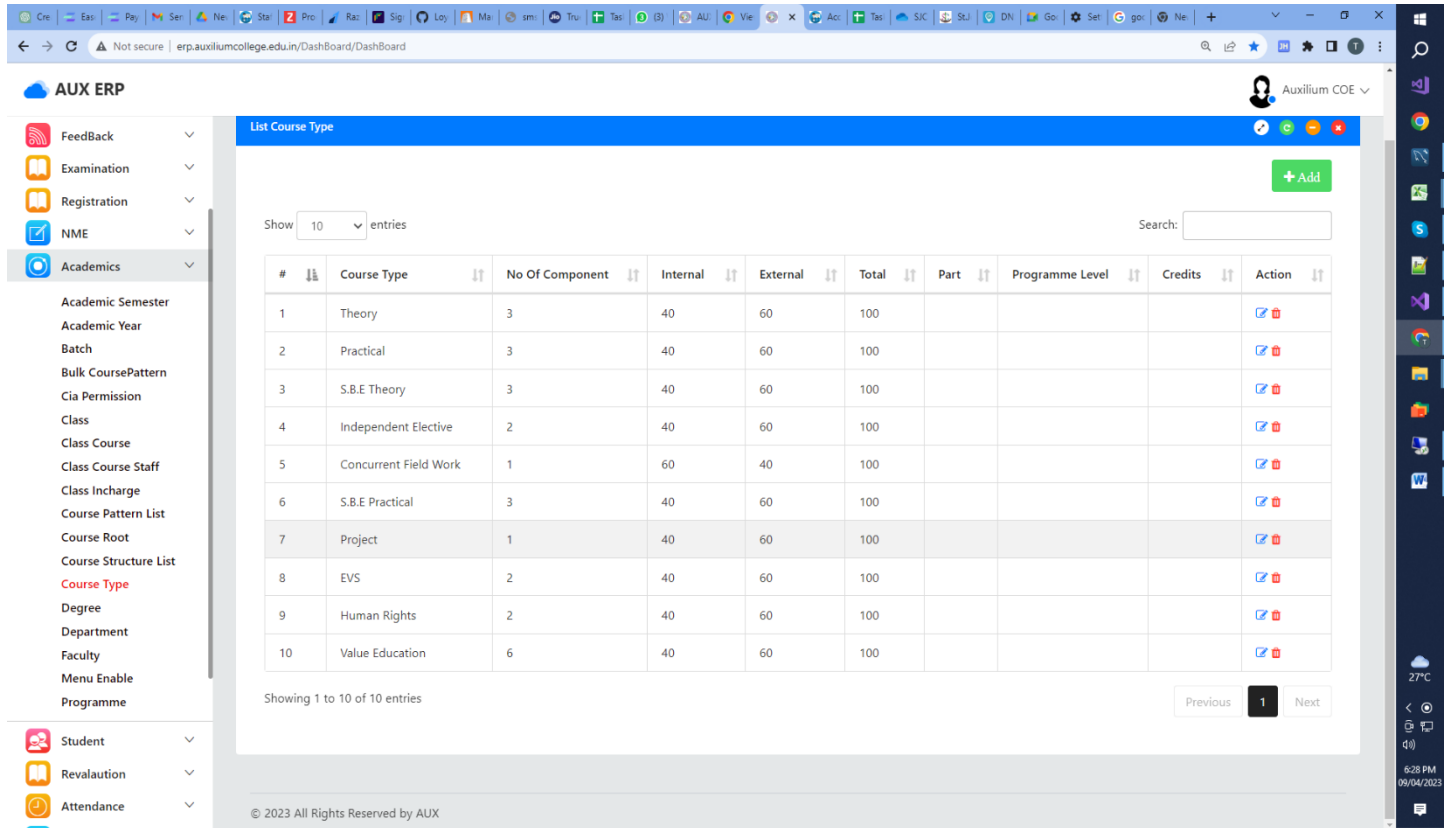
Step: 2.0.4

Task Title: Course Type

Purpose of the Task:

In this task is used for Internal Assessment. Course type based only component loaded in the Internal Assessment Mark Entry.

Image 1:

Note: This image referring the sample Course type list page. In this course type is used in the course details. Course type and UGC Course type are Different.

Image 2:

Notes: Following image referring to the fields needed to add new Course Type.
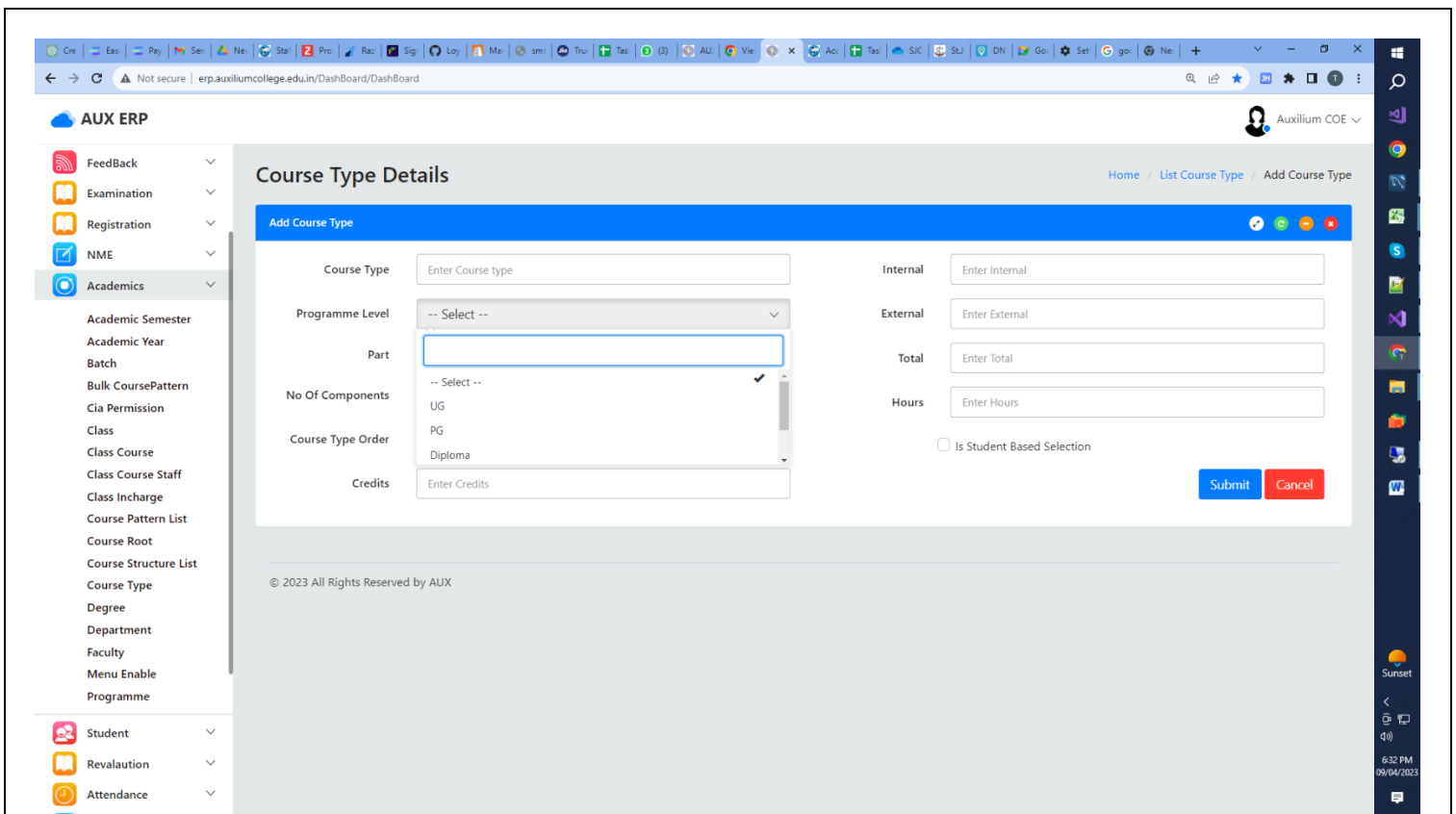
Step: 2.0.5

Task Title: Course Type Group

Purpose of the Task:

This task is used for adding CIA group name (Ex: Cia, Quiz, Assignment, Attendance) and mark split up based on group Name.

Image 1:

Notes: following image referring sample course type group list.

Image 2:

Notes: based on the course type the mark split into the cia Group Name.

Step: 2.0.6

Task Title: Cia Group Marks

Purpose of the Task:

Course type has many Course type Group names and it has many Components

For achieve the conversion of total internal Assessment marks

Course Type Name   Theory(30)

Course Type Group

Cia(25)   Quiz(5)   Assignment (5)

Cia Group
Marks

Cia I (50)   Cia II (50)   Quiz I (25)   Quiz II (25)   Assignment (5)
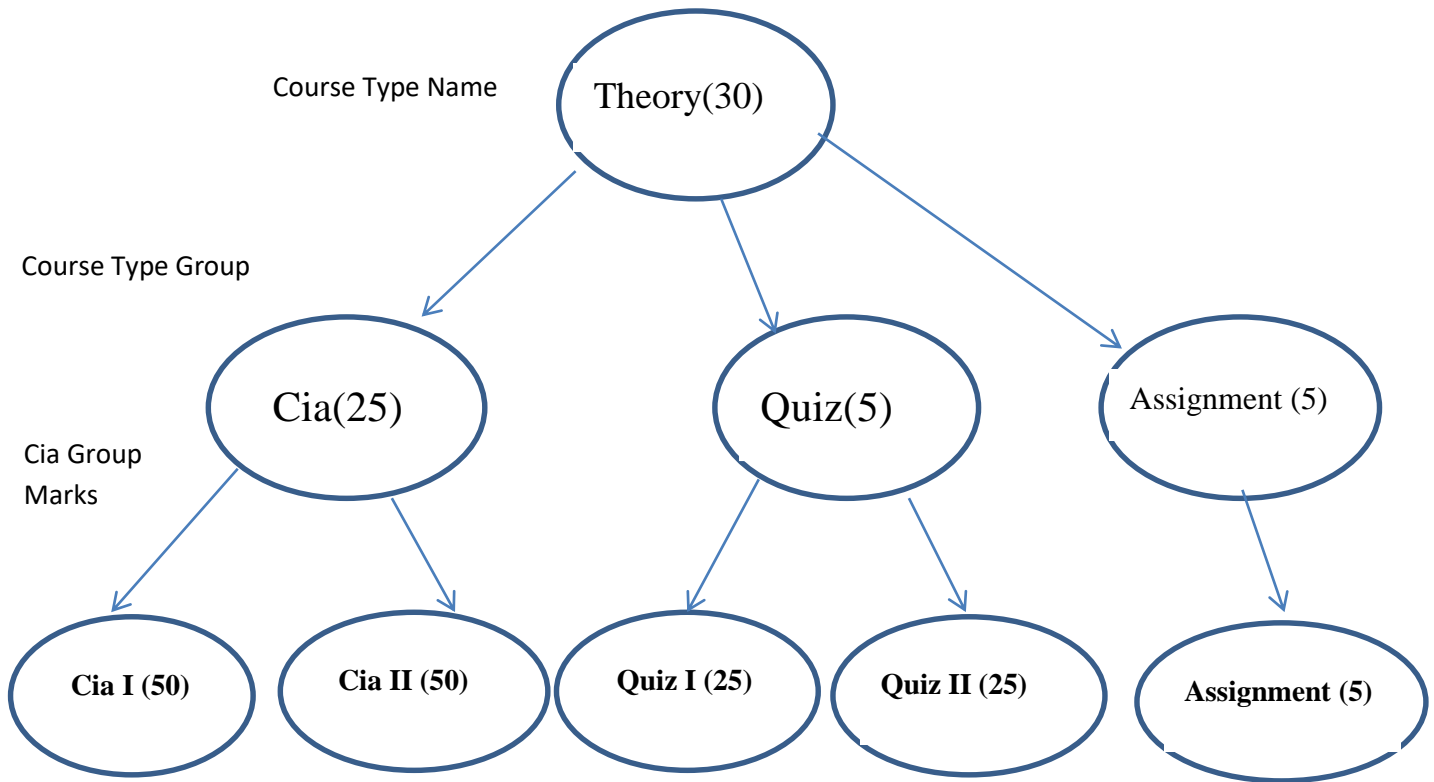
Image 1:

Notes: Following image referring the sample Cia Course Group marks split List.
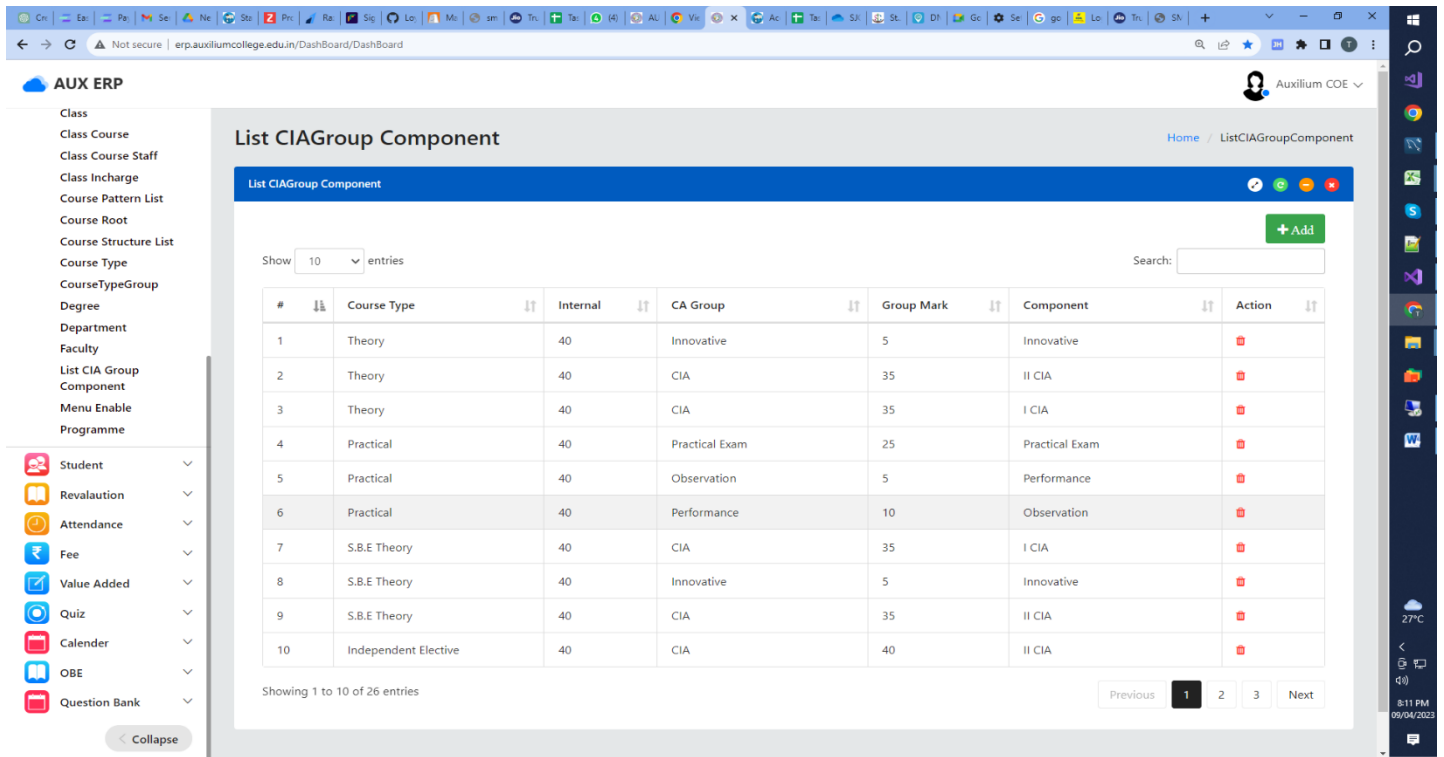
Image 2:

Notes: Following image referring to the fields needed fix the maximum and minimum range of marks to the components.
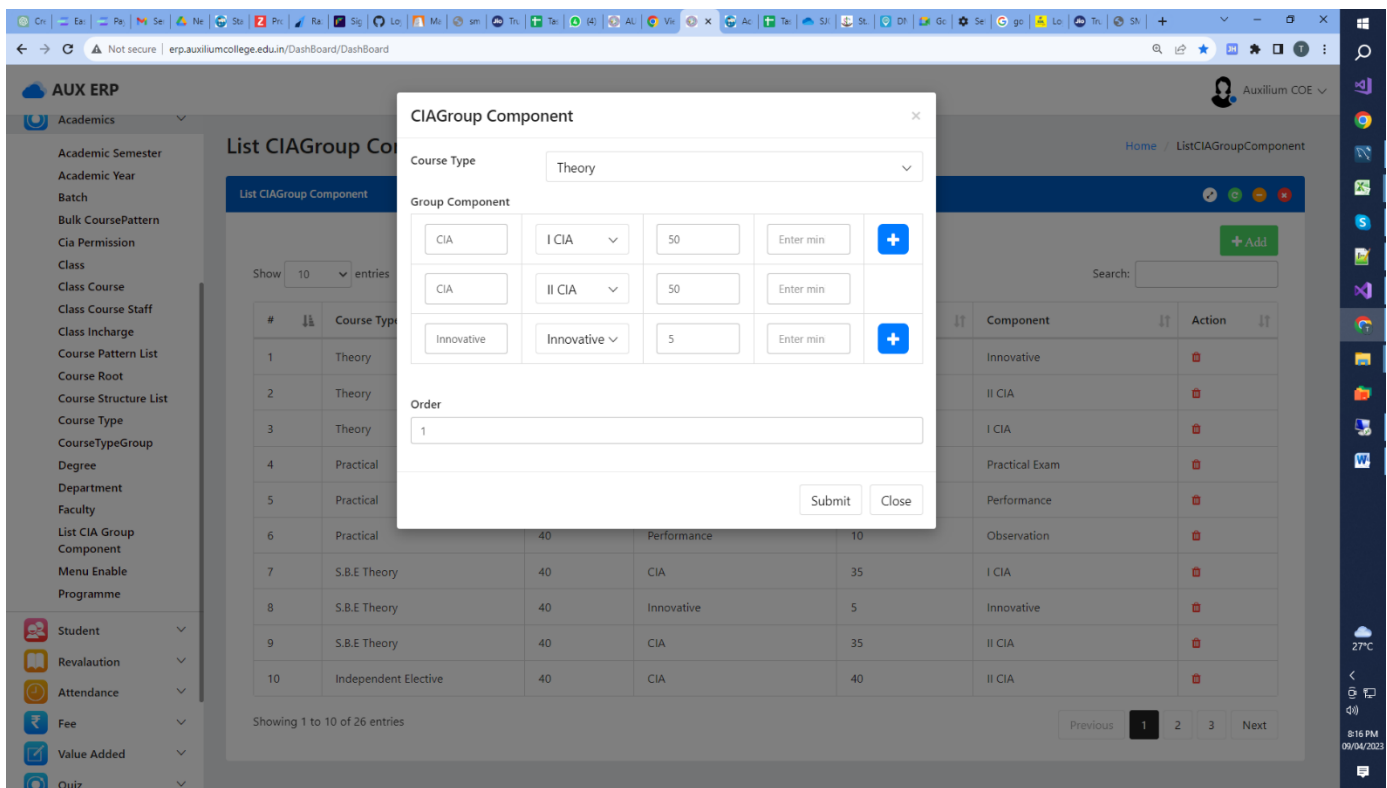
Step: 2.0.7

Task Title: Internal Assessment Mark Entry by Staff

Purpose of the Task:

It is used to collect student wise and component wise internal Assessment marks.

Image 1:

Notes: the above image used for Class Wise and Course Wise Entry of marks. In case of any absentee in the Class reduce marks by one.

Step: 2.0.8

Task Title: CIA Block or Unblock

Purpose of the Task:

It is used to Block or unblock the internal Assessment marks Entry based on Start and End Date.

Image 1:

Notes: If you want unblock the program just click tick button.

Image 2:

Notes: The above image used for bulk add based Application Type (Ex: UG, PG)

Step: 2.0.9

Task Title: Staff Internal Assessment Entry Status

Purpose of the Task:

This Page is user to verify whether the staff has submitted the internal Assessment mark based on semester Type and Course Type

Image 1:

Notes: you can export the report as Document like PDF and Excel

Step: 2.0.10

Task Title: Class Internal Assessment Mark

Purpose of the Task:

This Page is user to view all Course wise total Secured Internal Assessment Marks Based academic year and Class Year (ex: I year, II year)

Image 1:

Notes: you can export the Class Wise Course Internal Assessment mark report as Document like PDF and Excel

Step: 2.0.11

Task Title: Course Internal Assessment Mark

 Purpose of the Task:

    This Page is user to view particular course wise total secured internal Assessment marks of every classes.

Image 1:

Notes: you can export the Course Wise internal Assessment mark report as Document like PDF and Excel

Step: 2.0.12

Task Title: Particular Student Internal Assessment Mark

Purpose of the Task:

   This Page is user to view particular Student total secured internal Assessment marks based on roll no. or register number.

Step: 2.0.13

Task Title: Internal Assessment for Coe

Purpose of the Task:

    This Page is user to view or edit the internal assessment mark by controller of examination based on academic year, semester type, Class, Course.

Image 1:

Notes: here you can update the entered internal assessment mark.

Image 2:

Notes: here you can View the Cumulative internal assessment mark. After students verify their internal assessment marks checked status changed to confirmed.

Step: 2.0.13

Task Title: Internal Assessment Verification by Student

Purpose of the Task:

This Page is user to view and verify the internal assessment mark by Student based on academic year.

Image 1:

Image 2:

Notes: If they wise to view their component wise marks by simply clicking the eye icon.

Step: 3.0.0 (Elective Course Registration)

Step: 3.0.1

Task Title: Elective Course Registration Process

Purpose of the Task:

   This task is used to select the elective papers by the student according their wish. If once chosen it can't be update them only controller can change the courses. Elective papers are NME – Non Major Elective paper, SBE – Skill Based Elective Paper, etc.

Image 1:

Notes: The Following image referring sample NME / SBE Setting list for each classes.

Image 2:

Notes: This Image referring to the fields need to create the NME / SBE Setting for each class also with start date time and end date time which will be based for opening student registration form.

Image 3:

Notes: In this page there is the list of course which will be used by the student for registration.

Image 4:

Notes: this image referring the range of each course allotment strength based college Shift (Ex: Day Shift, Evening Shift)

Image 5:

Notes: The Following image refers to list of courses and its Class allotment quota. It is also used for total registered student count.

Image 6:

Notes: This Image referring the student NME/ SBE Course option and also student can view the course allotment count and how many students registered count when student view.

Image 7:

Notes: This image is referring to sample Class wise students registered course list.

Image 8: Elective Course Wise Registered list

Notes: This image is referring to sample Course wise students registered list. You can export a course-wise student registration report in various document formats such as PDF, Excel, etc.

Image 9: Add / Edit Elective course student Page for COE

Notes: List students based on the selected class, and, if needed, add or remove students from the course using arrow icons.

Step: 4.0.0 (Exam Registration Process)

Step: 4.0.1

Task Title: Create a Fee Frequency for Exam Fee

Purpose of the Task:

Creating a fee frequency with exam setting serves several important purposes, especially in the context of managing financial transactions and billing processes within an organization.

Image 1:

Notes: Please refer to the following image for instructions on how to add the fee frequency for exam settings
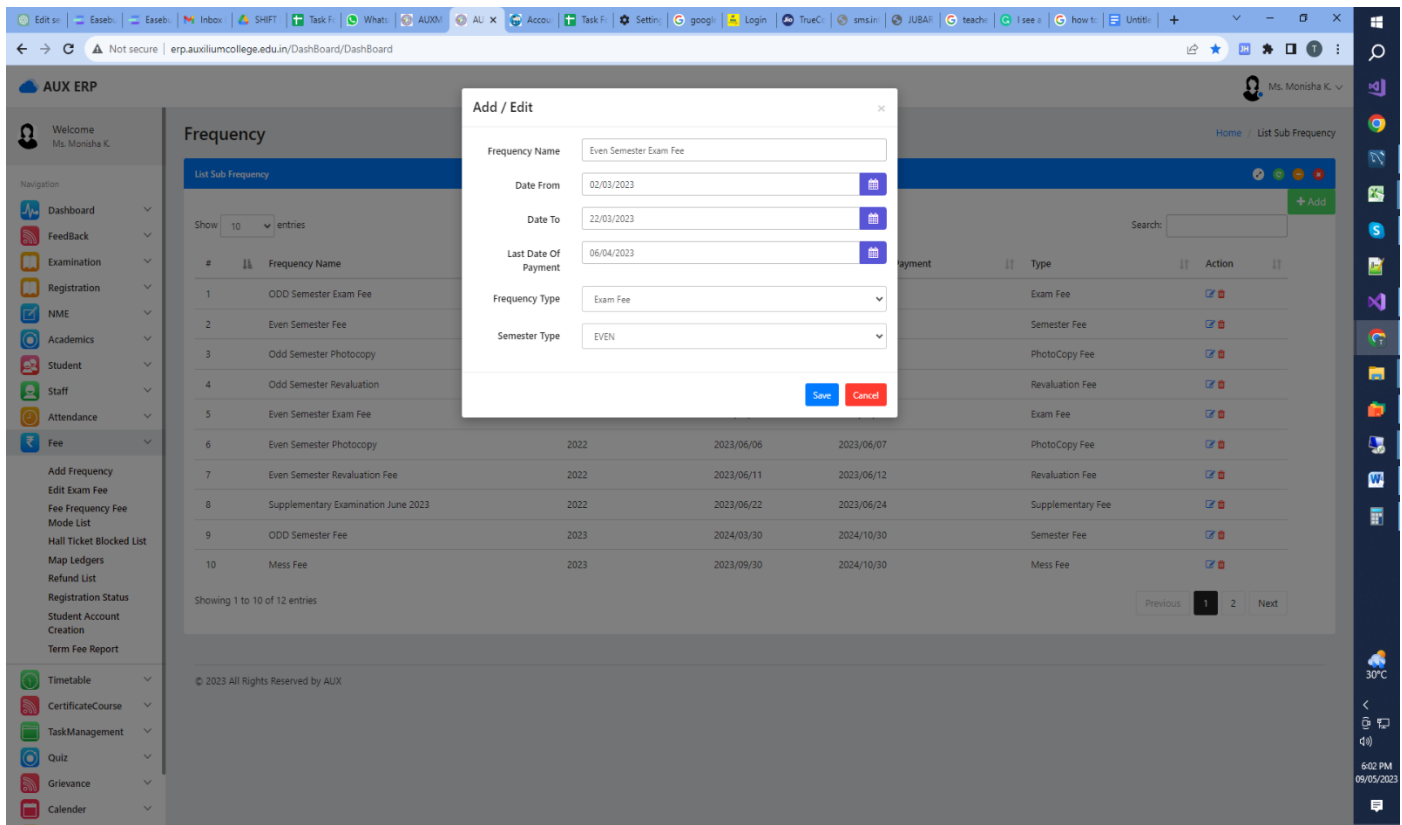
Step: 4.0.2

Task Title: Map ledgers

Purpose of the Task:

Fee map ledgers often integrate with other modules within the ERP system, such as accounts receivable and accounts payable. This integration streamlines fee-related processes, reduces manual data entry, and minimizes the risk of errors

Image 1:

Notes: The following image refers to the necessary mapping of ledgers, including which heads are used for online fee collection and to which accounts those heads are related for settlement. This mapping is done using this page exclusively.

Image 2:

The following image is used to add or edit fees related to the head based on exam settings, application type, shift, class year, and mapped heads. The examination fee is not editable because the examination head amount varies for every student.
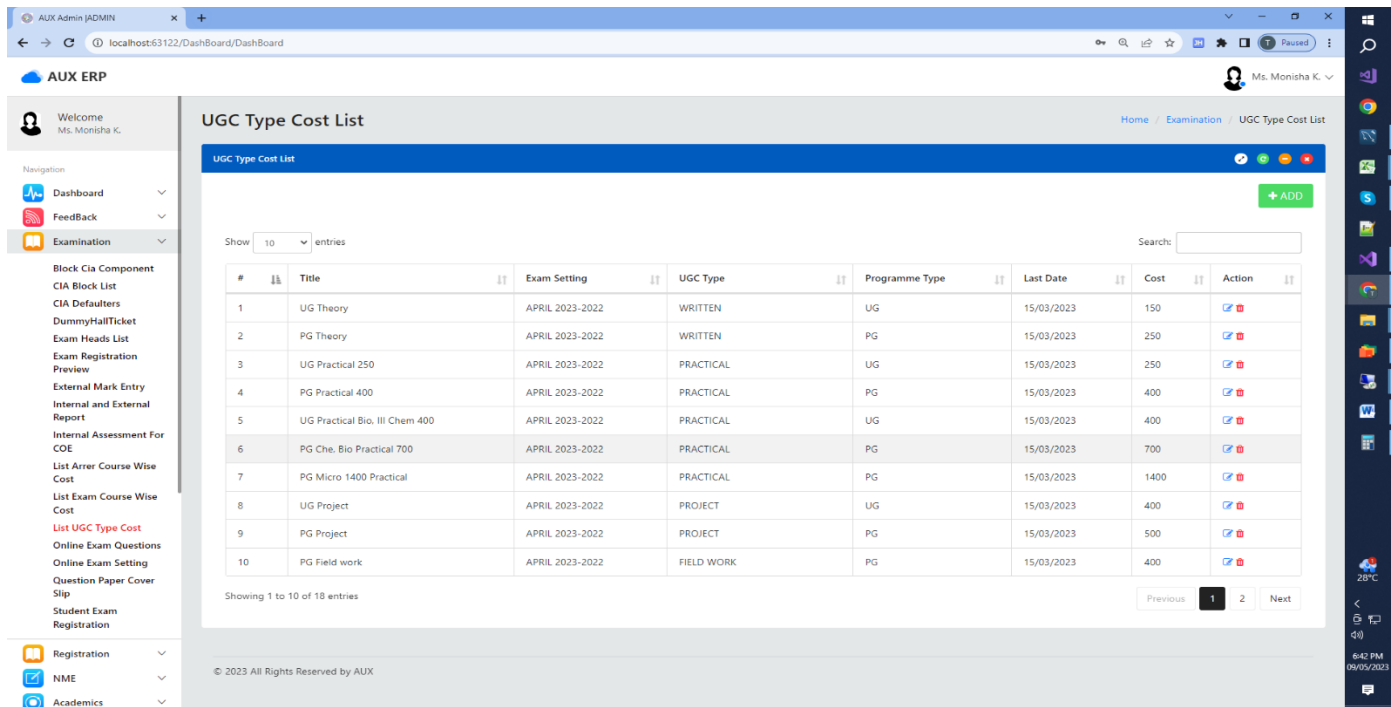
Step: 4.0.3

Task Title: UGC Course Wise Cost

Purpose of the Task:

      This is used to define the cost of a specific UGC Course type, and it is helpful during the student exam registration stage.

Image 1:

Notes: The above image refers to a sample list of UGC course types and exam settings, including application types and their associated costs.

Image 2:

Notes: The following image refers to the naming of course types and exam settings, application types, UGC course types, and their associated amounts. The amount varies depending on the application type.
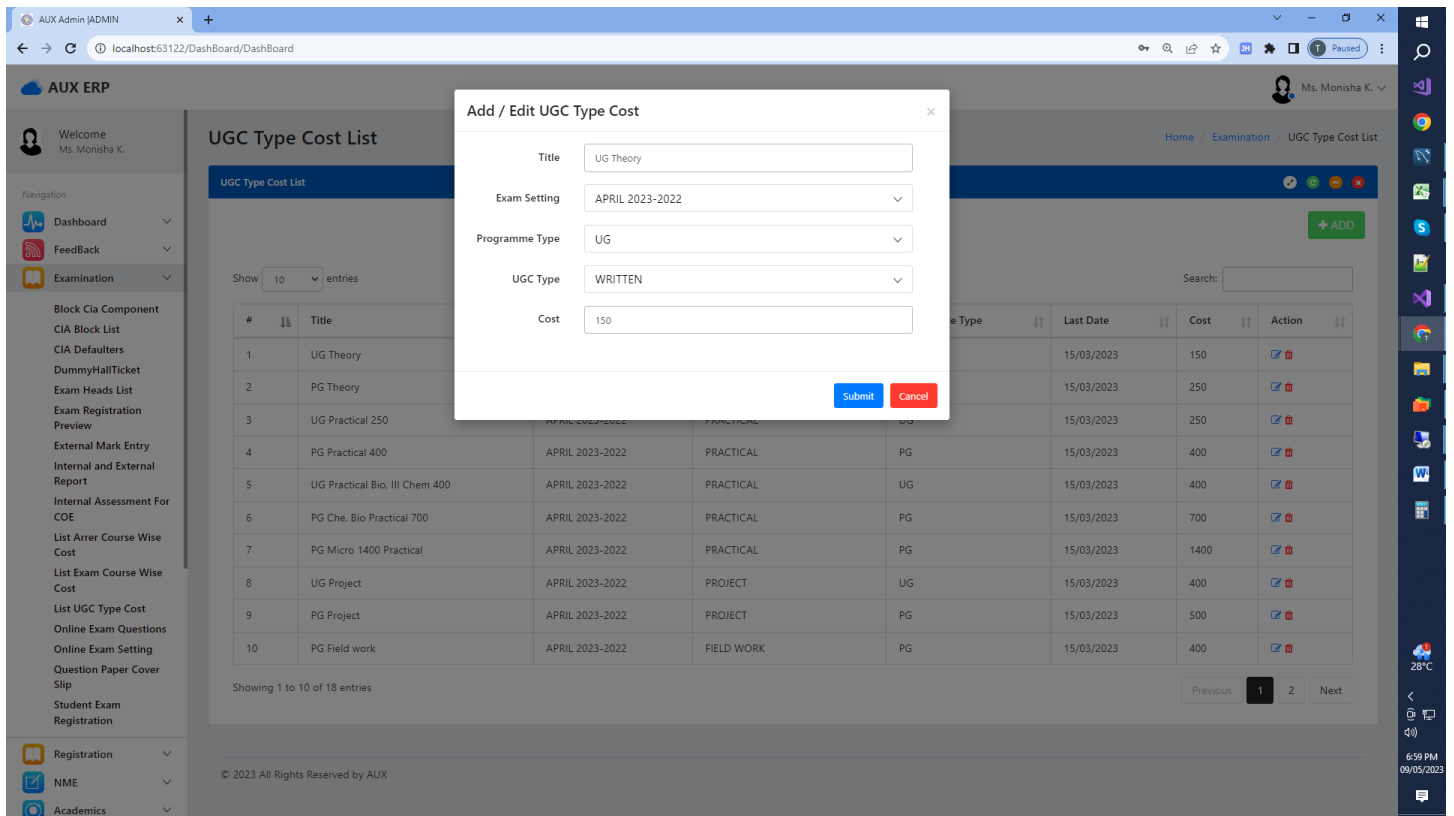
Image 3:

Notes: This page refers to the allocation of UGC amounts for every course. Each course already has a UGC course type in its course root, and in this case, the mapping is based on the UGC course type only.
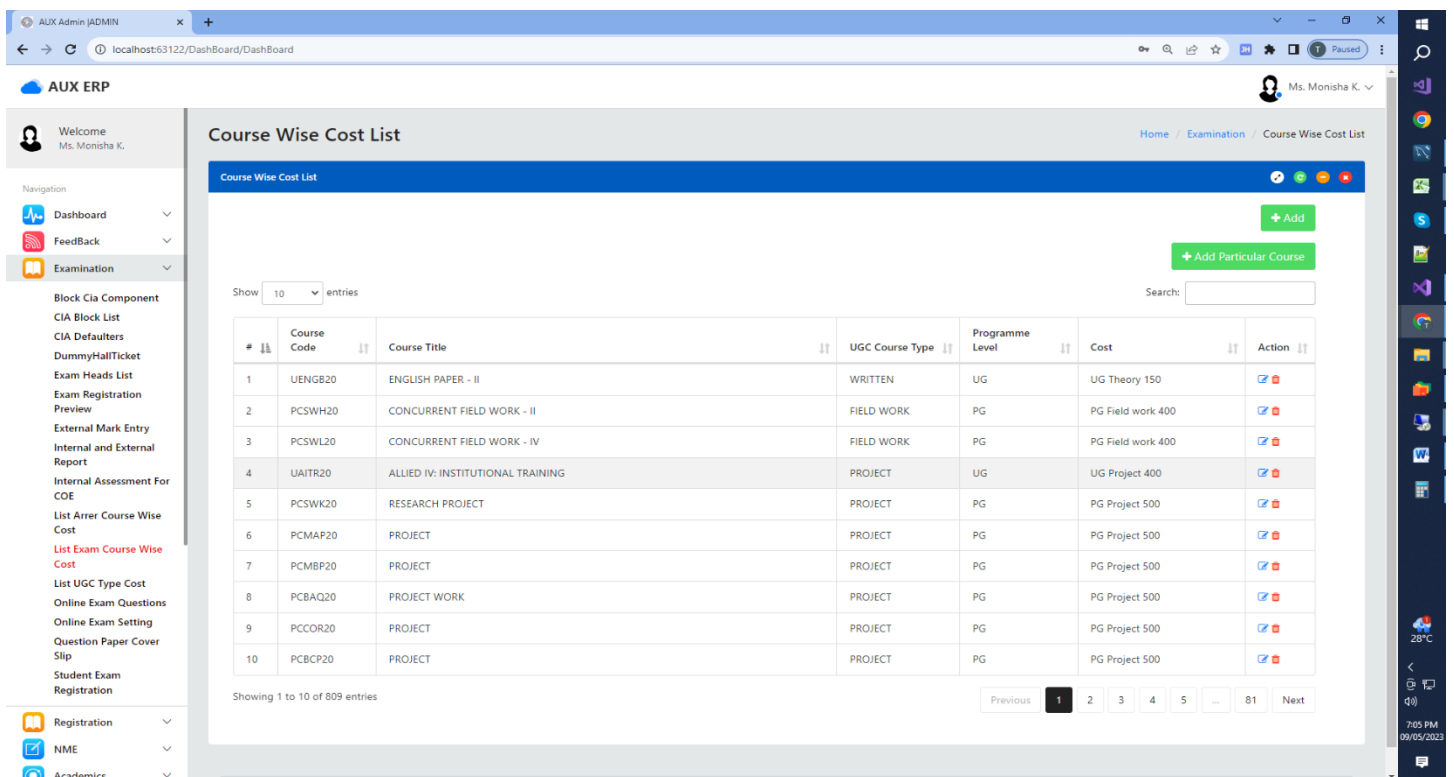
Step: 4.0.3

Task Title: Exam Registration for Student

Purpose of the Task:

     This is used so that students can register for courses for the semester. Once a student completes the registration, they cannot change their course selection.

Image 1:

Image 2:

Note: After completing the exam registration, students proceed to the online payment page.

Image 3:

Step: 5.0.0 (Exam Registration Reports)

Step: 5.0.1

Task Title: Class Wise Exam Registration Report for COE

Image 1:

Notes: This Page is used to view the Class wise Student exam Registered form based on academic year, Exam Setting, Class Name

Step: 5.0.2

Task Title: Student Wise Exam Registration Report for COE

Image 1:

Notes: The following image displays student-specific exam registration details, categorized by Exam Setting, Class Name, and Student. It is also used to add or delete courses for individual students.
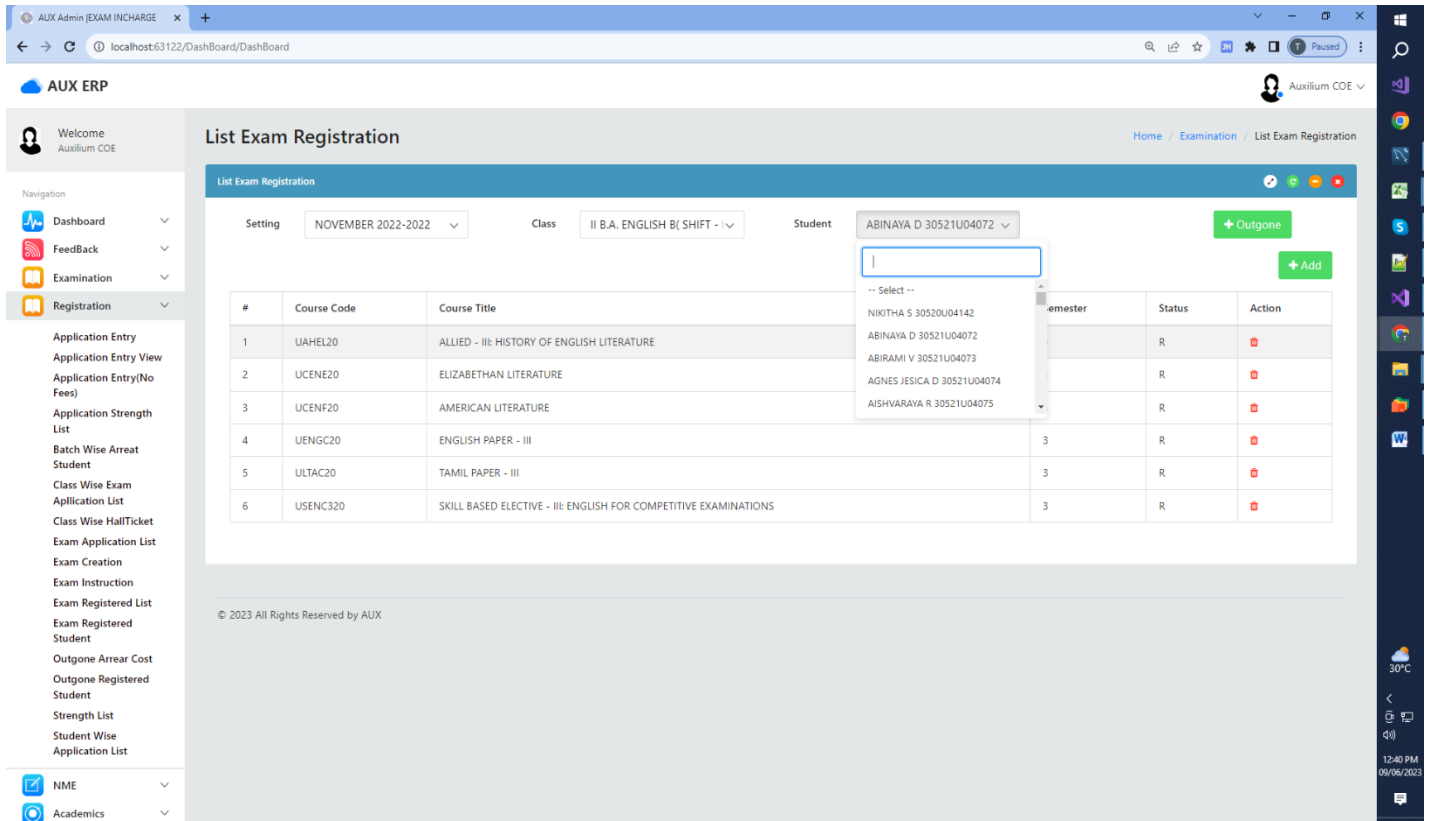
Image 2: Add Course for individual students.
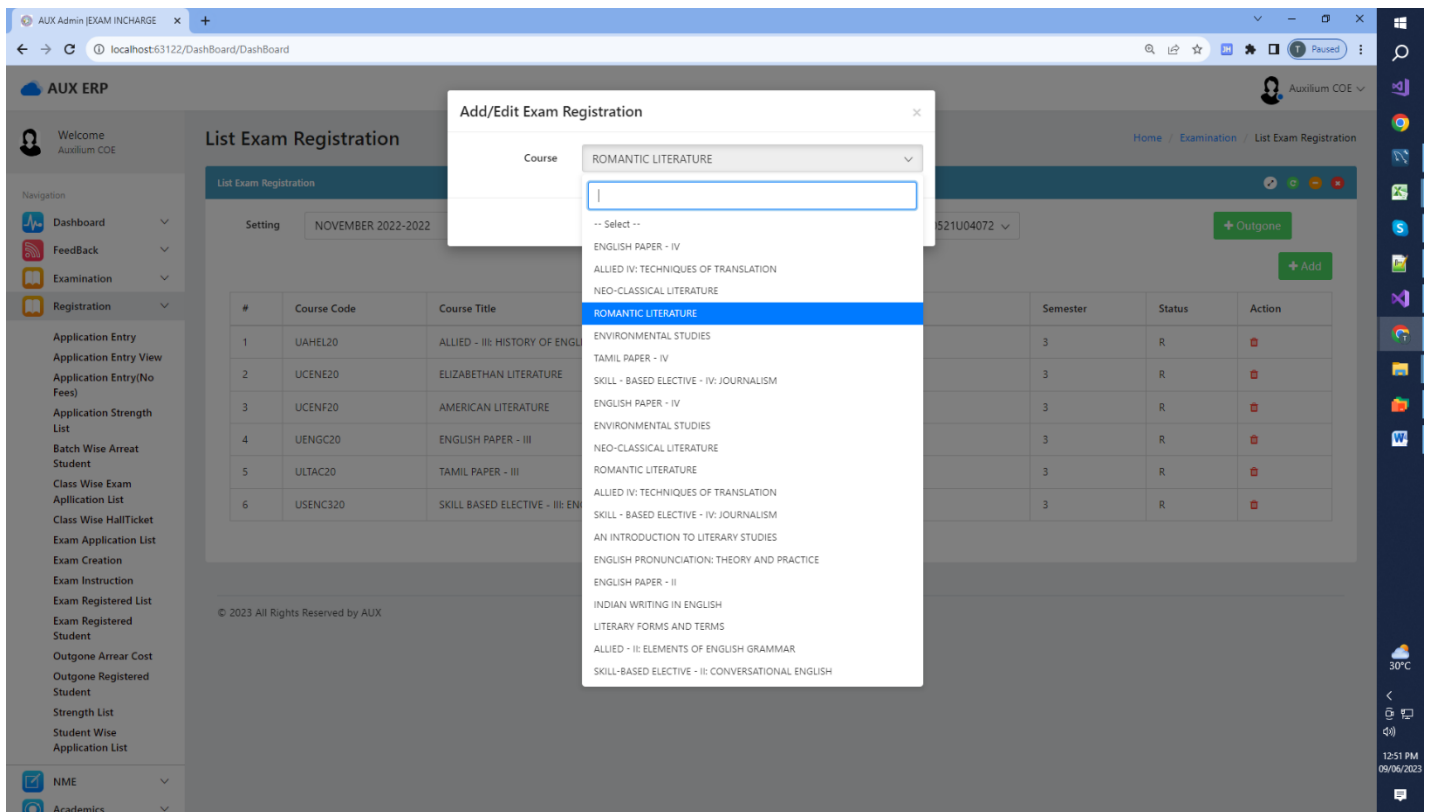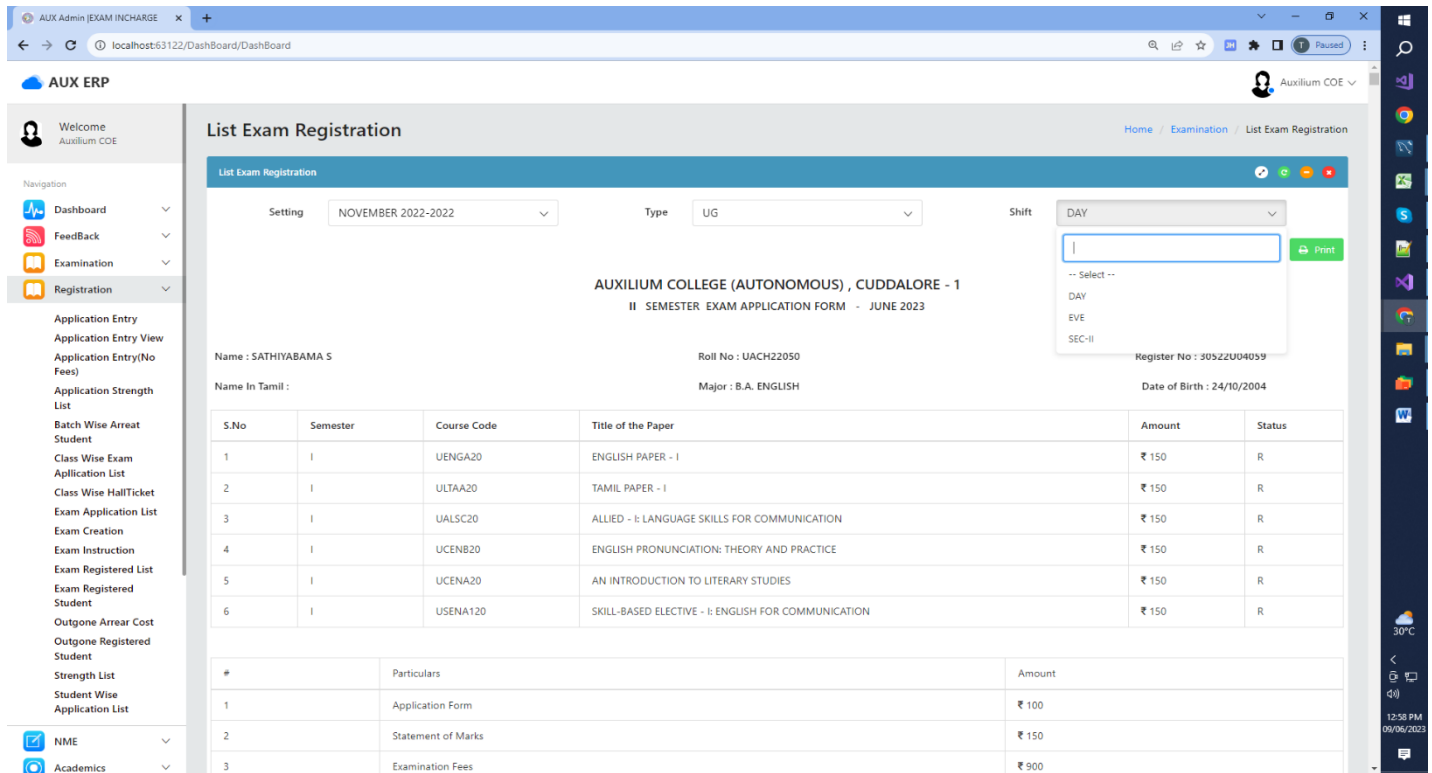
Step: 5.0.3

Task Title: Application Type Based Exam Registration Report for COE

Image 1:

Notes: The following image displays filled exam registration details, categorized by Exam Setting, Application Type, and Shift.

Notes: You can export an Application Type based student registration report in various document formats such as PDF, Excel, etc.

Step: 5.0.4

Task Title: Exam Setting Based Exam Registration Report for COE

Image 1:

Notes: The following image displays filled exam registration details, categorized by Exam Setting. If a student has any arrear papers before the course, the course code is marked with an asterisk (*) symbol. It is also used to add or delete courses for individual students.

Notes:

Image 2: Course Wise Strength Report

Notes: The following image displays Course wise strength Report, categorized by Exam Setting, Application Type, Regular or arrear. You can export a Course Wise Strength report in various document formats such as PDF, Excel, etc.

Image 3: Exam Fee Paid / Unpaid list For COE

Notes: The following image displays Class Wise Fee paid / unpaid Report, categorized by Exam Setting, Fee Frequency, Shift, Program Mode, and Class. You can export a report in various document formats such as PDF, Excel, etc.

Image 4: Edit Exam Fee

Notes: The following image is used to view or edit fees related to the head based on exam settings, Fee Frequency, and Class. If you wish to edit a fee for a specific student, simply click the eye icon and then proceed to edit the fee. Once a student has paid the fee, it cannot be edited.
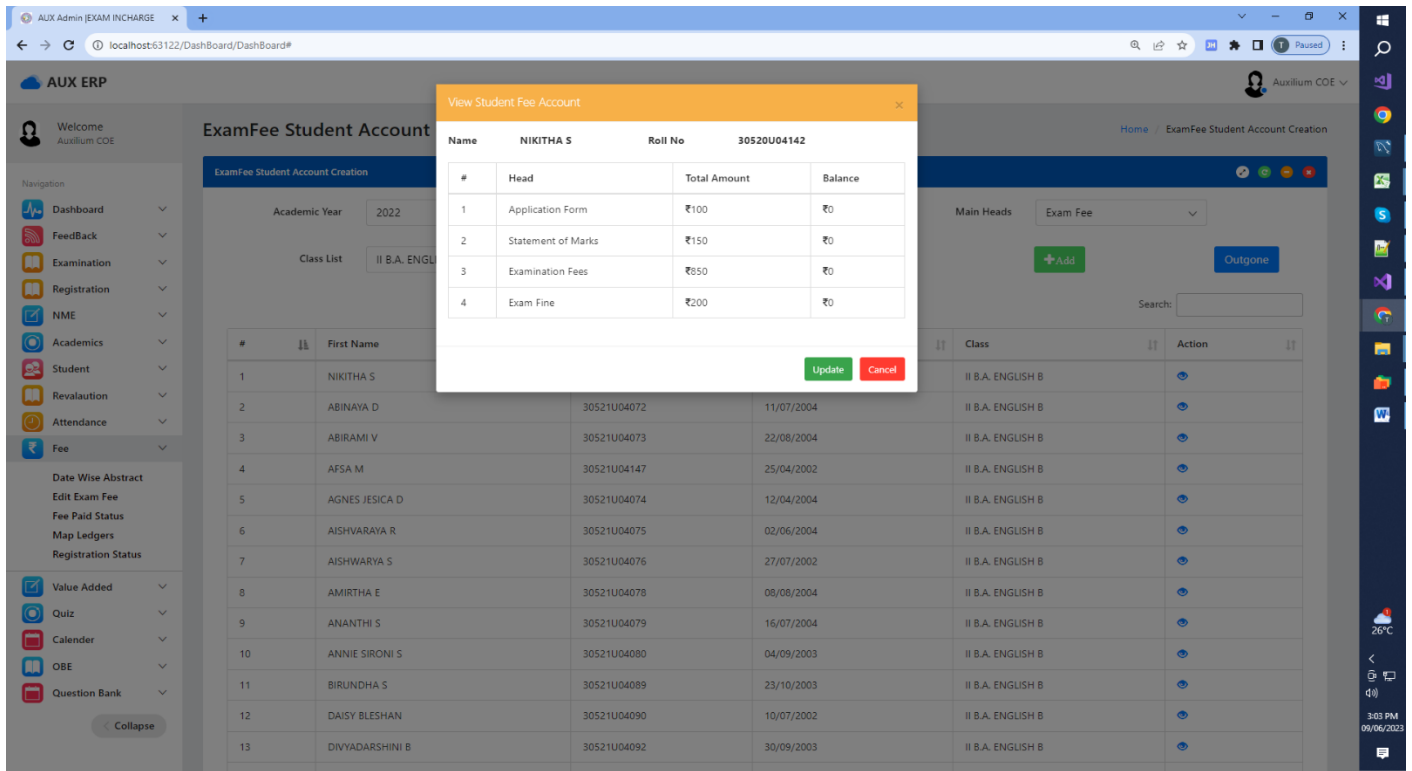
Image 5: Class Wise Exam Fee Paid Status for Staff
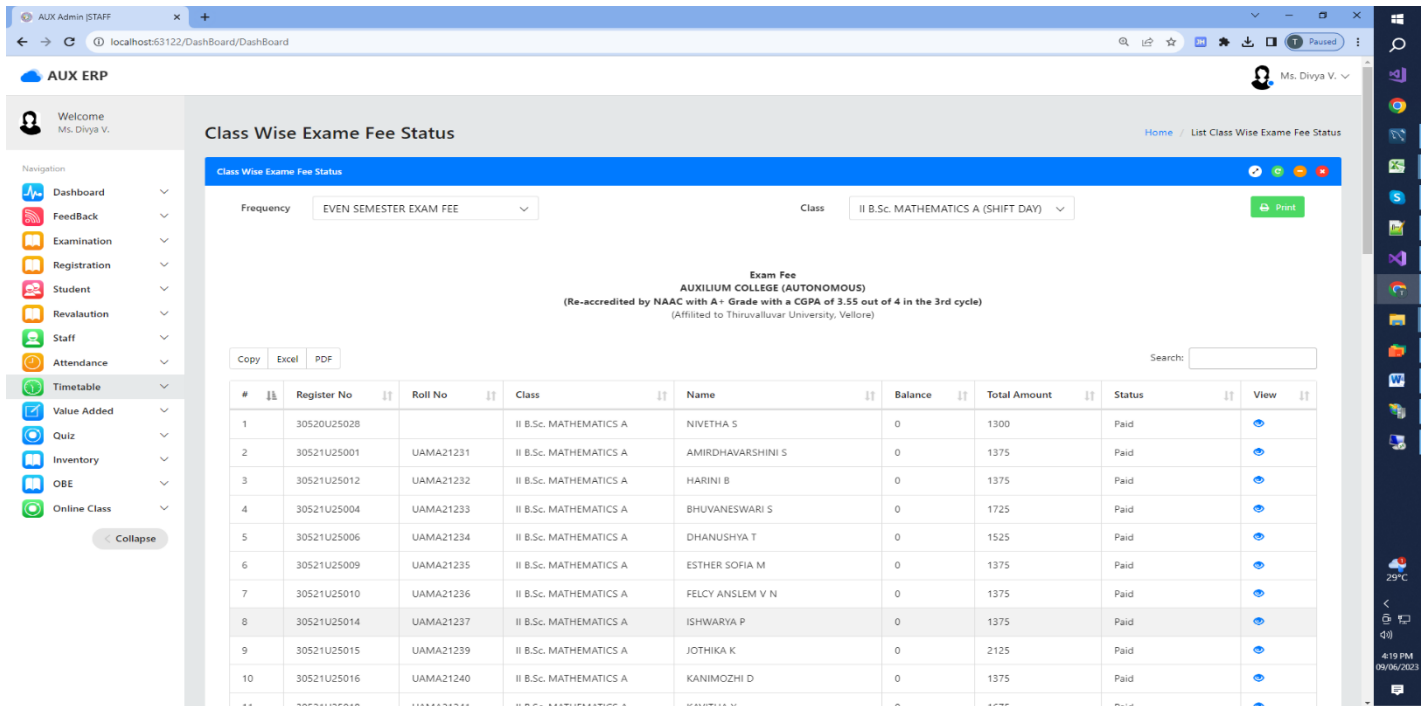
Notes: The following image displays Class Wise Fee paid / unpaid Report, categorized by Fee Frequency and Class. You can export a report in various document formats such as PDF, Excel, etc.

Image 6: Nominal Roll for Coe

Notes: The following image displays Class Wise Student Registered Course Report, categorized by Batch, Exam Setting, Application Type, Shift, Program Name, and Report Type. This page is also used to select either Regular papers or Arrear papers. You can export a report in various document formats such as PDF, Excel, etc.

Step: 6.0.0 (Exam Seating Process)

Step: 6.0.1

Task Title: Exam mark packet setting

Purpose of the Task:

Exam mark packet setting plays a significant role in the allocation of exam settings, the exam packet process, and the exam timetable. It is primarily associated with the process of generating exam results.

Image 1:

Notes: The following image displays a sample Exam Mark Packet Setting categorized by Exam Setting and Application Type. A student's passing status is

determined based on the internal pass mark, external pass mark, and total pass mark settings on this page. The Exam Course Type is defined in the course root.

Step: 6.0.2

Task Title: Exam packet Process

Purpose of the Task:

In this process, the course strength count is divided into mark packet setting bundles to create packets. The following image displays an exam packet process categorized by Exam Setting and Application Type.

Image 1:
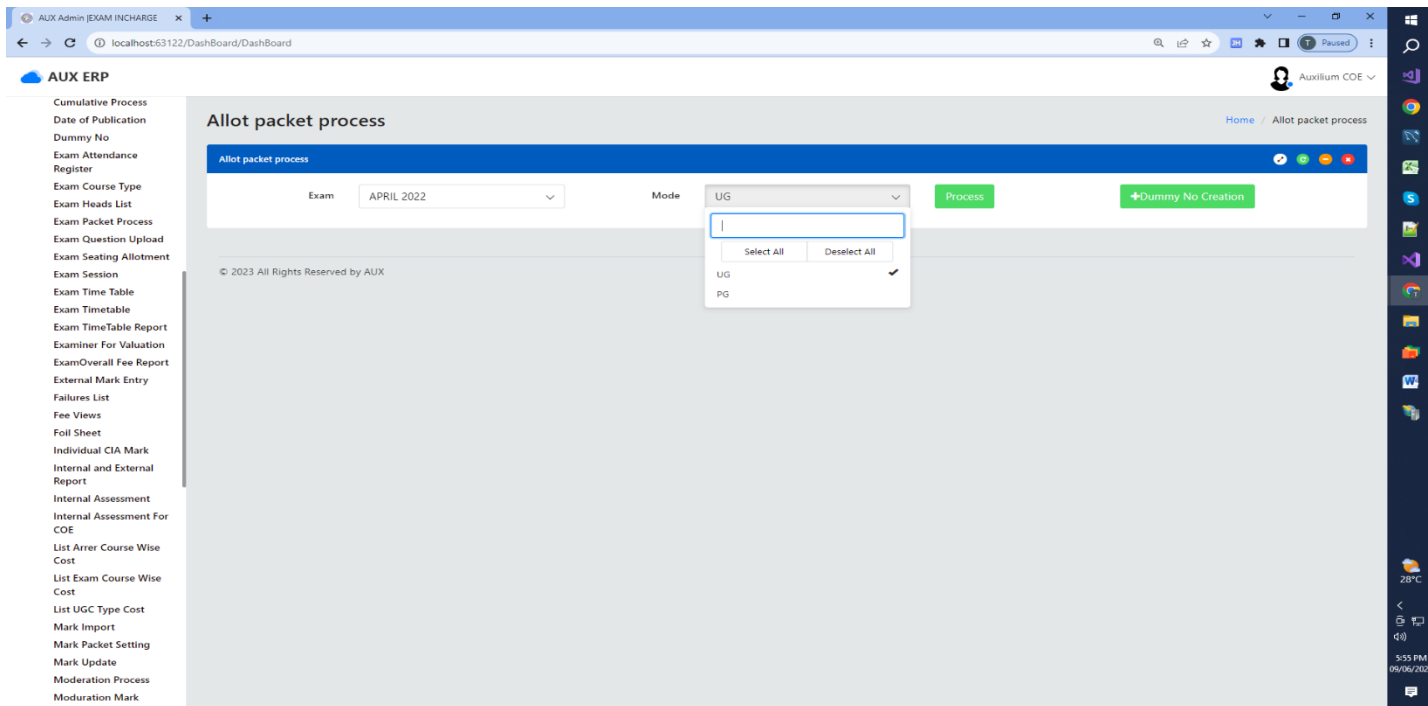
Step: 6.0.3

Task Title: Exam Time Table

Purpose of the Task:

The preparation of the exam timetable depends on the course strength count and the number of rooms allotted for the date. You can use this page to change the exam date.
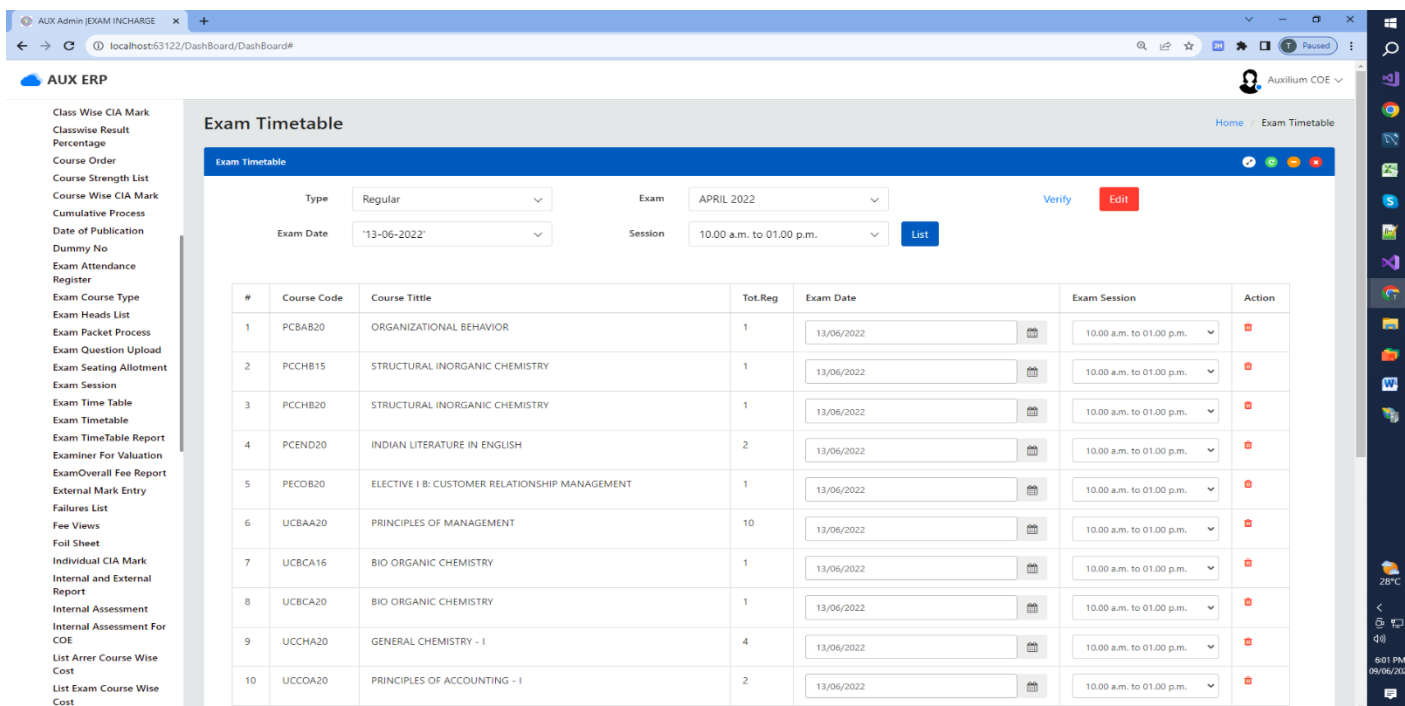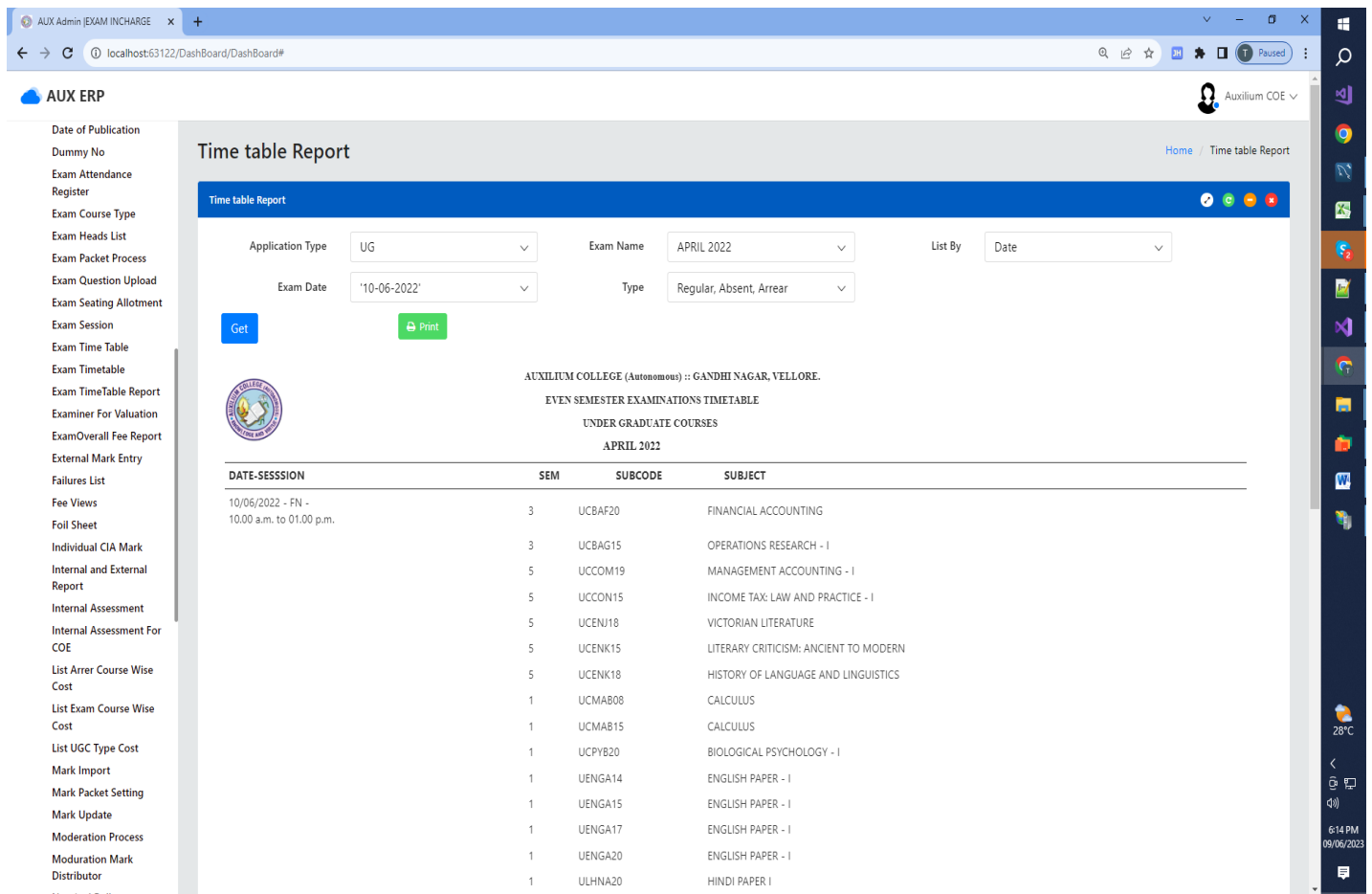
Step: 6.0.4

Task Title: Exam Time Table Report for COE

Purpose of the Task:

This page is used to generate the date-wise exam timetable and department-based exam timetable report.

Image 1: Date wise timetable Report

Image 2:

Notes: The following image is a reference to the department-based exam timetable report, categorized by Application Type, Exam Setting, Department, and Report

Type. This page is also used to generate exam timetable reports for both regular students and students with arrear papers.

Step: 6.0.5

Task Title: Block Hall Ticket for COE

Purpose of the Task:

This page is used to block or unblock students from receiving hall tickets. Students who are blocked cannot print their hall tickets. On this page, students are categorized by exam setting and the reason for blocking, such as unpaid exam fees, malpractice in internal assessments, unpaid semester fees, and more.

Image 1:

Step: 6.0.6

Task Title: Class Wise Hall Ticket report for COE

Image 1:

Step: 6.0.7

Task Title: Hall Ticket in Student Portal

Image 1:

Step: 7.0.1

Task Title: Result Process in COE

Purpose of the Task:

This page is used to select the academic year, Semester type, graduate type and exam setting to process the academic mark results.

Image 1:

Step: 7.0.2

Task Title: Result Status in COE Portal

Purpose of the Task:

TO get all specific report of a result for a particular program based.

Notes:

The above image to define how to get a report of a specific Program based on batch, application type and for a specific student or students.

Step: 7.0.3

Task Title: Batch wise arrear listing in COE Portal

Purpose of the Task:

This task is to get all, and single subject arrear student list based on batch and application type.

Notes:

The following image refers to us to get all the arear list students based on the batches and also, we can filter the single arrear paper students lists.

Step: 7.0.4

Task Title: Result Status in Admin Portal

Purpose of the Task:

This task on admin side is to get all, and single subject arrear student list based on batch and application type.

Notes:

The following image refers to us to get all the arear list students based on the batches and, we can filter the single arrear paper students lists.

Step: 7.0.5

Task Title: Class Toppers list

Purpose of the Task:

This task is to get the report of the Batch wise class toppers list.

Notes:

The above refers to the listing of Class toppers list based on the Exam setting, Application type, batch and program and also filter by Complete students.

Task Title: List of first attempt students

Purpose of the Task:

This task is to get the list of first attempt students based on batch.

Notes:

The above image refers us to get the list of the students who is get passing in the first attempt which is based on the exam setting, Application type, batch, program and three parts like part-I, part-II and part-III.

Step: 7.0.6

Task Title: Result publication copy

Purpose of the Task:

     This task in the portal of COE is to get the result publication copy by Controller of Examination.

Notes:

The above image refers us to get the full report of result publication based on the batch, Exam setting, Application type, shift and program with combined or separate report. And then to print the report or save it as a document.

Step: 7.0.7

Task Title: Result publication copy (Subject wise)

Purpose of the Task:

     This task in the portal of COE is to get the result publication copy by Controller of Examination for subject55 wise.

Notes:

The above image refers us to get the full report of result publication based on the batch, Exam setting, Course, Application type, shift and programme. And then to print the report or save it as a document.

Step: 7.0.8

Task Title: Semester mark sheet COE portal

Purpose of the task:

The task is to view student marksheet based on batch in COE portal

Notes:

The above image refers to get the student marksheet based on the batch, application type, programme, student list and month. And then viewed details can be saved as a document or printable by COE.

Step: 7.0.9

Task Title: Cumulative marksheet

Purpose of the task:

The task is to get the cumulative marksheet of students by batch.

Notes:

The above image refers to the viewing of cumulative mark sheet of students based on batch, application type, result month, programme setting student list. And then it can be printed or save as document by controller of examination.

Step: 7.0.10

Task Title: Consolidate Marksheet in COE Portal

Purpose of the task:

 This task is to get the consolidate marksheet of the student by batch wise
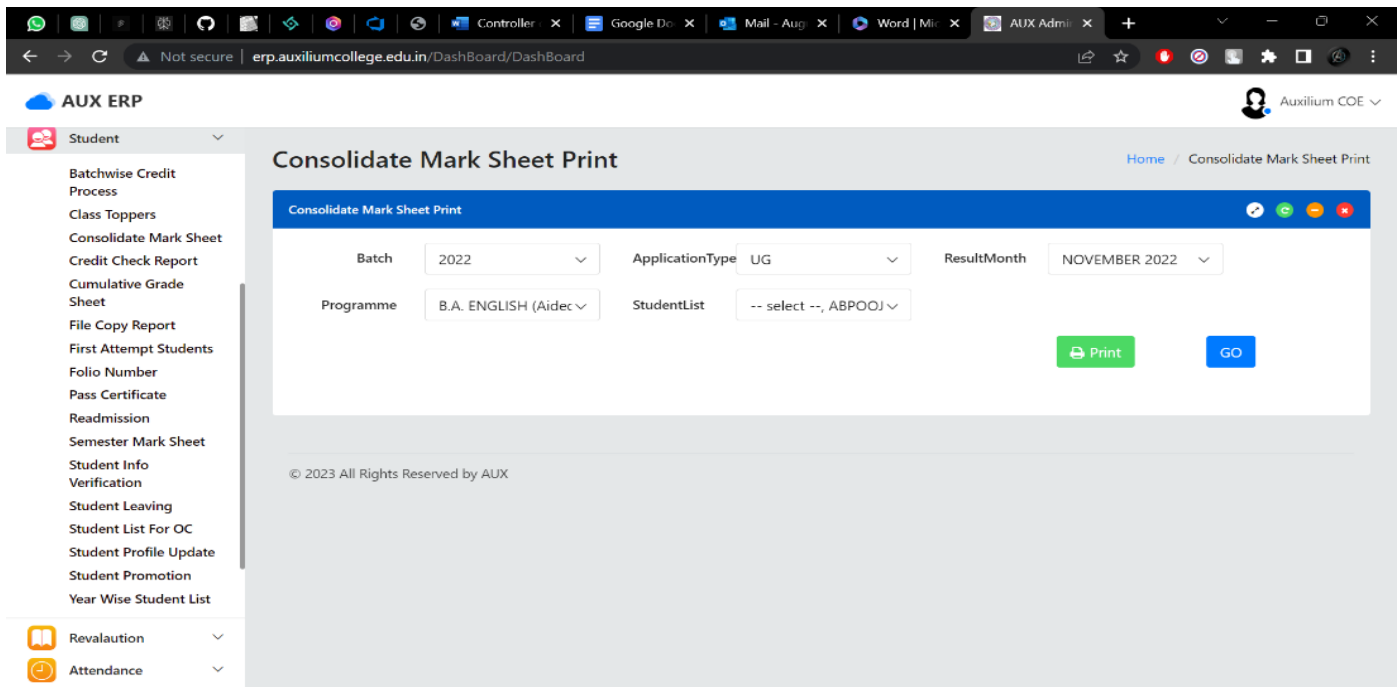
Notes:

The above images refer to the viewing of student consolidate marksheet based on batch, application type, result month, programme setting and student list. And it can print or save as document by controller of examination.

Step: 8.0.1

Task Title: Photocopy Setting in COE

Purpose of task:

This task is to create the setting of photocopy of the exam answer sheet in COE portal.
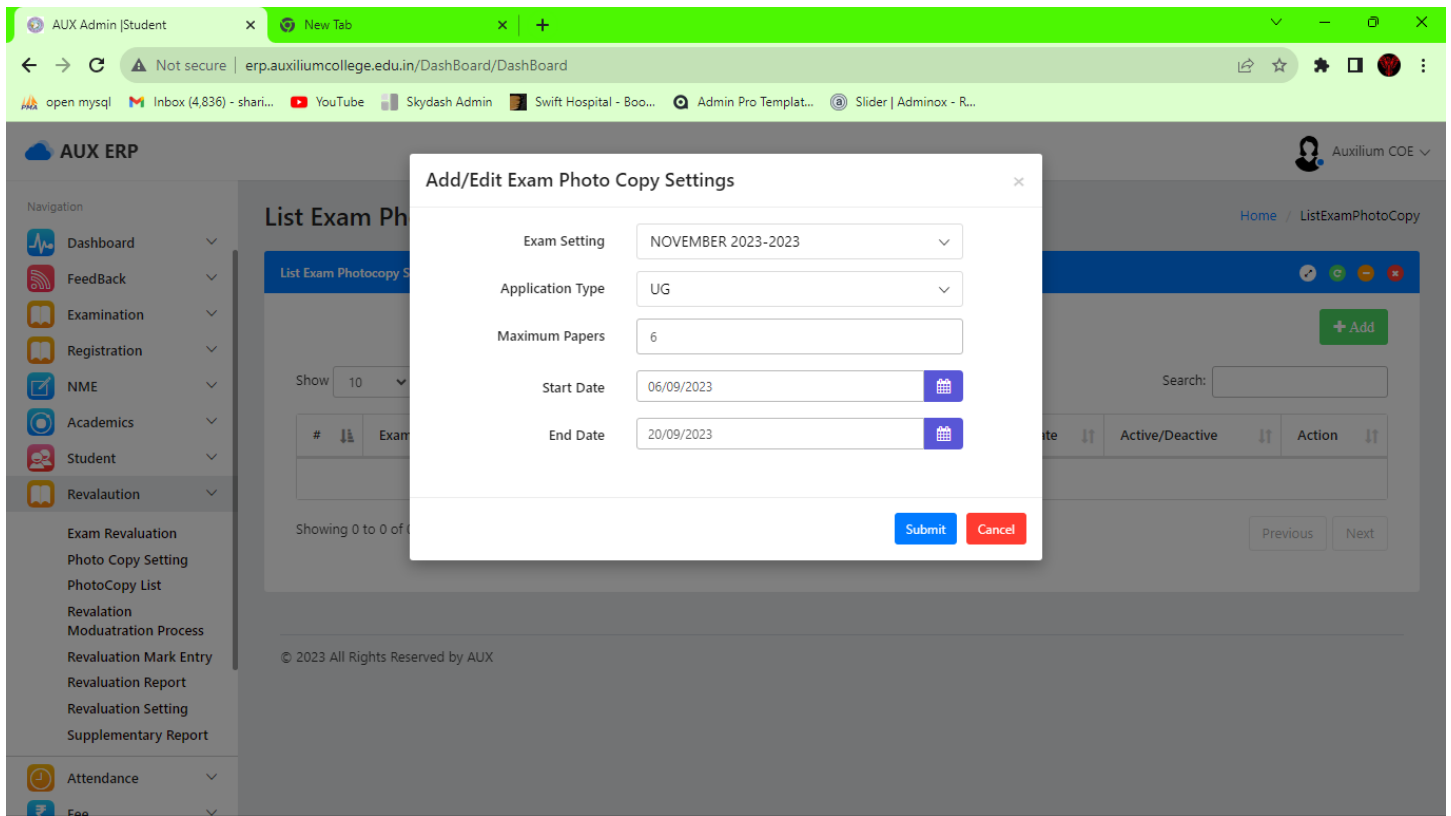
Notes:

This page is to create the setting of photocopy based on exam setting, application type, and maximum paper where the student can request and start date & end date.

Step: 8.0.2

Task Title: Photocopy Registration

Purpose of Task: This task is to list the applicable papers' photocopy which in turn used to apply for students.

Notes:

This task is to list the applicable photocopies for applying by students which is limited with the certain period.

Step: 8.0.3

Task Title: Photocopy List COE

Purpose of Task: This task is to list the list of applicants or students who has applied for photocopy.

Notes:

The above image refers to the list of the applications who have applied for photocopy which is based on the exam photocopy setting.

Step: 8.0.4

Task Title: Photocopy File Upload

Purpose of the Task: This task is to upload the file of the applicants' answer sheet.

Notes:

The above image refers to the list of papers which the student applied for photocopy of the answer sheet and in turn uses to upload the files what they applied for.

Step: 9.0.1

Task Title: Revaluation Marks Entry

Purpose of the Task:

This task is to get the report of course wise revaluation mark entry.

Notes:

The above refers to getting a report of revaluation mark based on academic year, revaluation setting and course list.

Step: 9.0.2

Task Title: Revaluation Moderation Process

Purpose of Task:

This task is to process the revaluation moderation Based on exam setting, programme type, and then result process or moderation process.
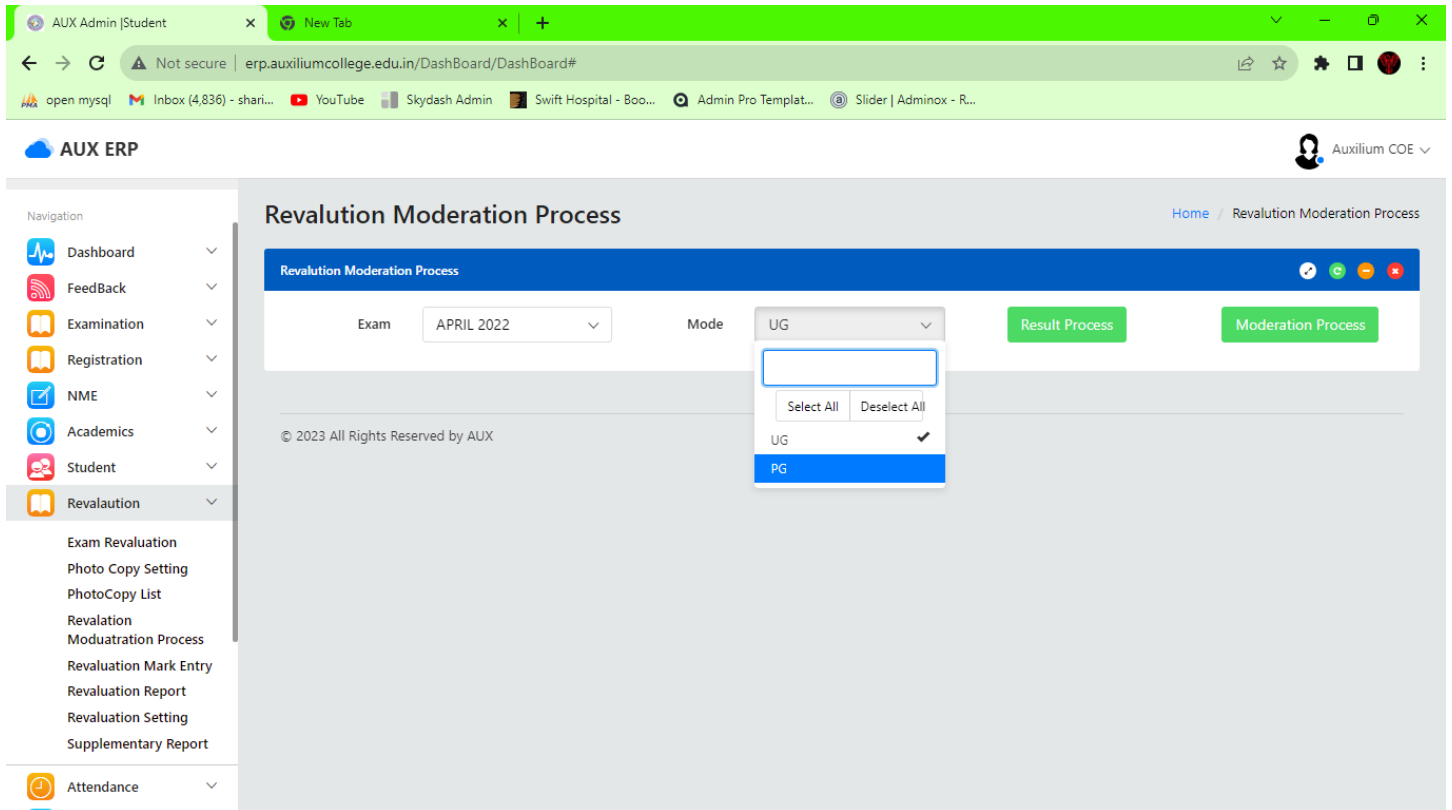
Notes:

The above images refer to the processing of revaluation moderation process based on exam setting and programme type. And it can be processed by the controller of examination.

Step: 9.0.3

Task Title: Revaluation Mark Report

Purpose of Task:

This task is to get the report of revaluation marks by revaluation settings.

Notes:

The above image refers to the getting list of the revaluated report based on academic year and revaluation setting and generated report can be printed or saved as document by controller of examination.

Step: 10.0.1

Task Title: Special Moderation

Purpose of task:

This task is to get report of moderation process by program setting.

Notes:

The above image refers to the generation of special moderation report by type (Process, Report), Exam Settings, application type. And then the reports can be printed or saved as a document by the controller of examination.

Task Title: Special Moderation Process in COE Portal

Purpose of task:

This special moderation process is based on the exam setting with batch wise.

Notes:

The special moderation process referred to in the above image is based on the process, exam setting, application type, and batches. And then can be printed or saved as a document by controller of examination.

Step: 10.0.2

Task Title: University Soft Copy

Purpose of Task:

This task is to get the university soft copy of program setting.

Notes:

The above image refers to the getting of university soft copy according to application type, exam name, batch and program setting. The soft copy can be exported, printed or saved as document by controller of examination.

Step: 10.0.3

Task Title: University Report

Purpose of Task:

This task is to get the university report by application type.

Notes:

The above image refers to the getting of university report by application type, exam name, batch and program type. The soft copy can be exported, printed or saved as document by controller of examination.

Step: 10.0.4

Task Title: View University Report

Purpose of Task:

This task is to view the university report by program setting.
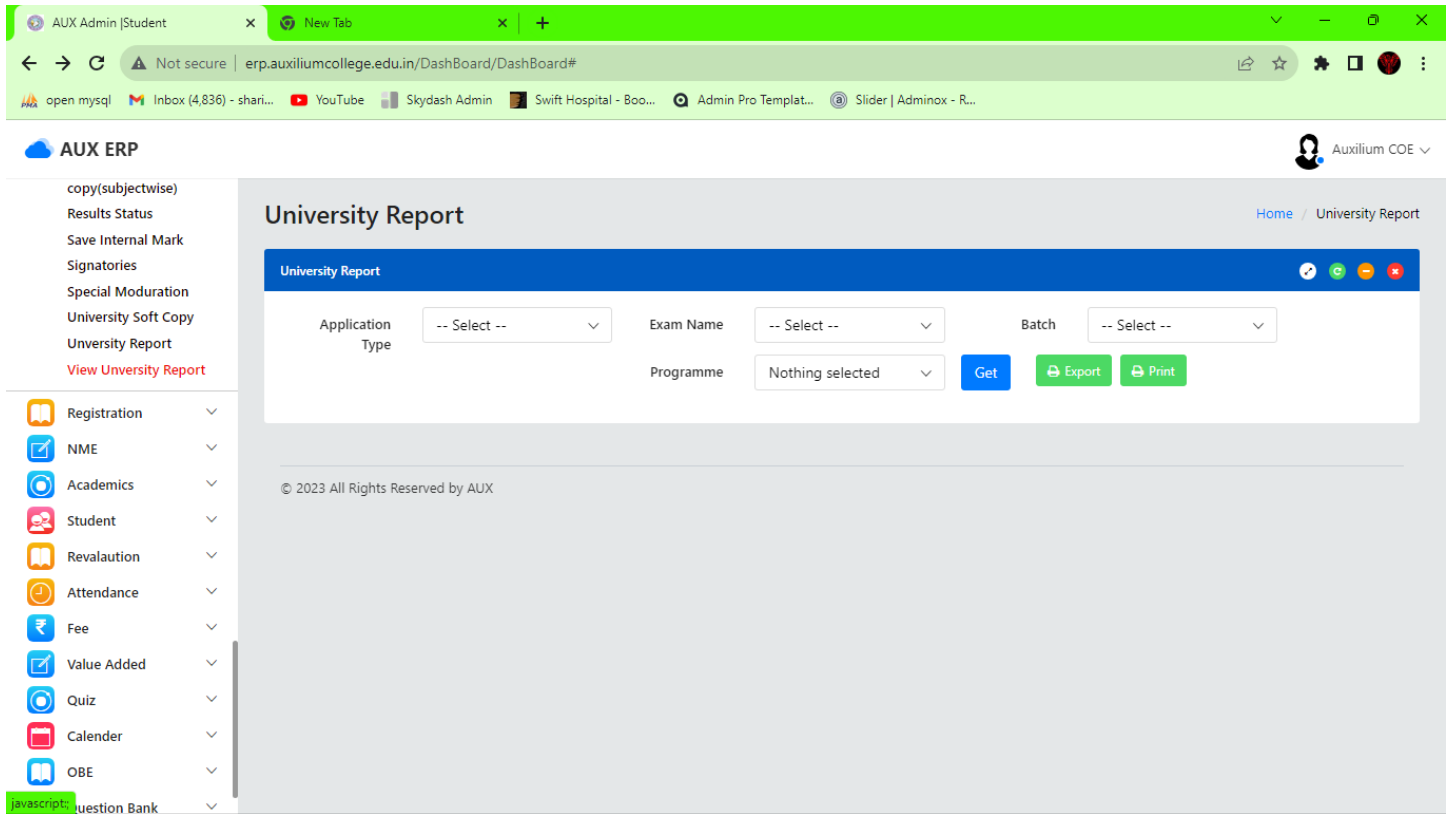
Notes:

The above image refers to the viewing list of university reports by application type, exam name, batch and program type. The soft copy can be exported, printed or saved as document by controller of examination.

Task Title: OBE

Purpose of Task:

OBE is to build a question paper pattern with mark allotment for the questions.

Step: 11.0.1

Task Title: OBE Pattern

Purpose of Task:

This task is to build a question paper pattern for all departments.

Image 1:
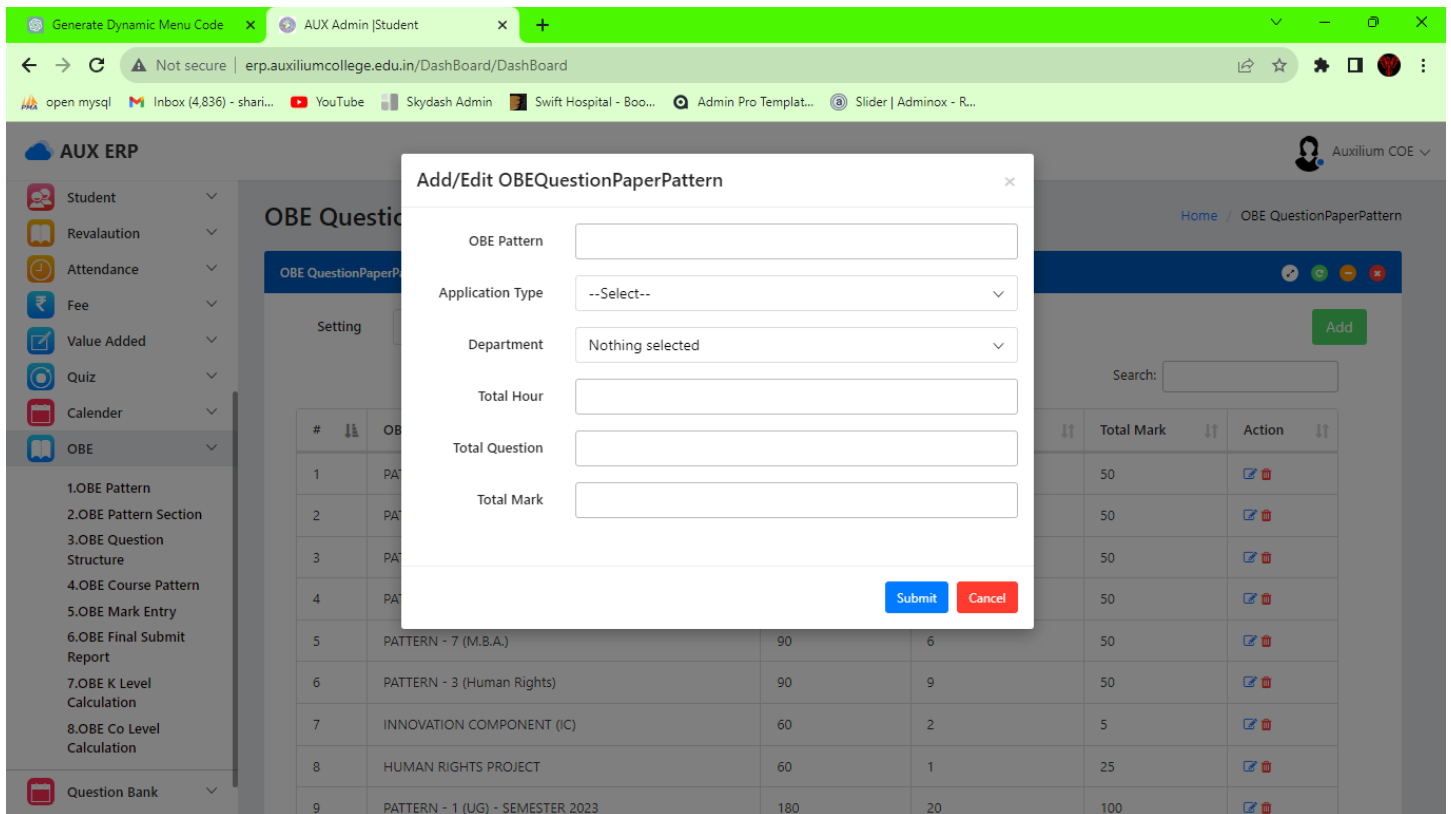
Notes:

The above image refers to the setting of question paper pattern by giving the name of pattern based on application type, department, total duration, total questions and total marks.

Image 2:

Note:

    This above image refers to the listing of OBE pattern based on the Exam setting.

Step: 11.0.2

Task Title: **OBE Question Paper Pattern Section**

Purpose of Task:

    This task is to set up the question paper pattern section.
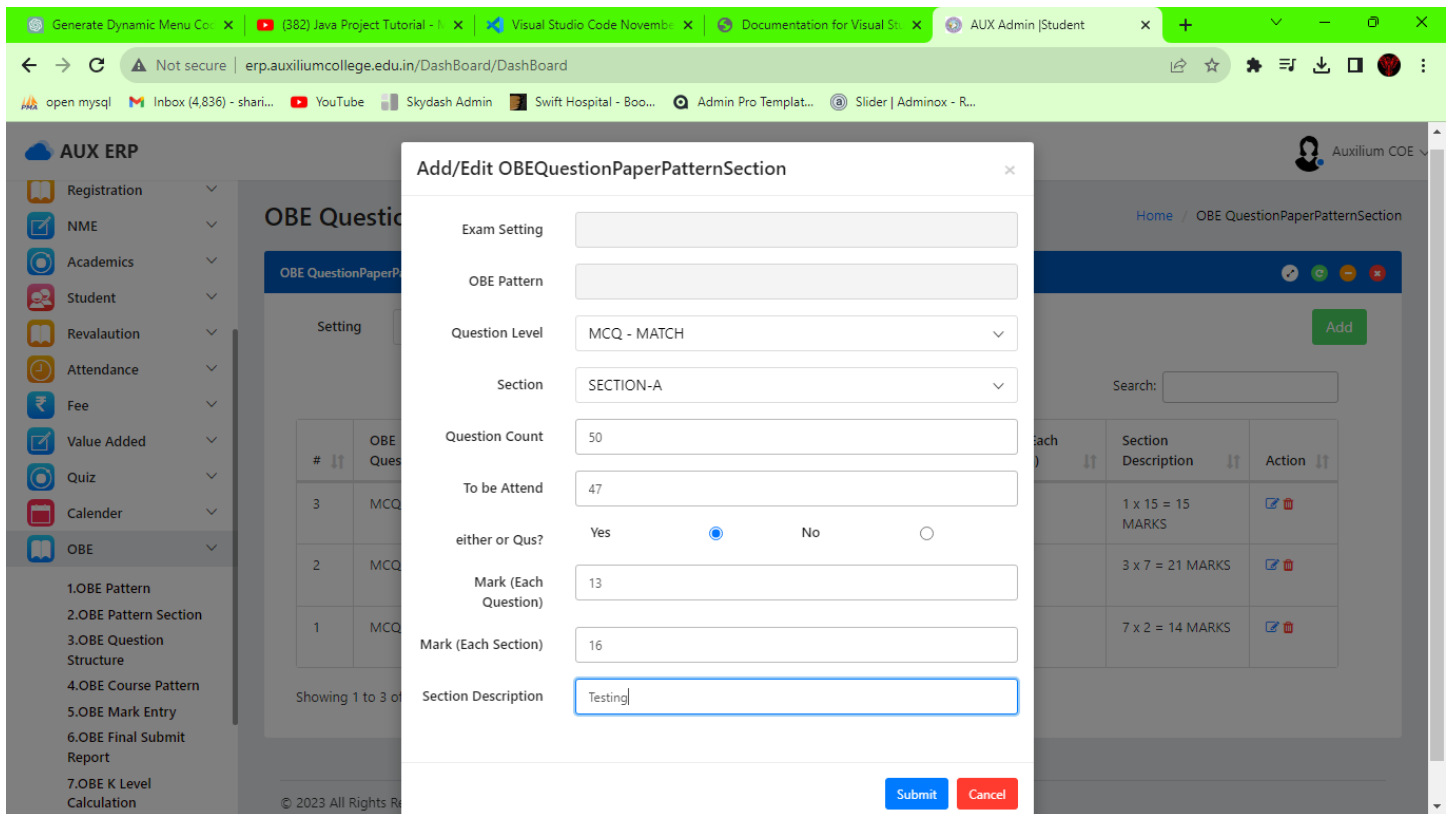
Notes: The above image refers to the setting of OBE question paper pattern section. For Setting section need select question level, Section setting, Question Count (As per Needed), To the Attend (Asper Needed), either or question (Choose anyone), Mark for each question, mark for each section and final section description.

Step: 11.0.3

Task Title: OBE Question Structure

Purpose of task:

This task is to View the question paper structure based on components.
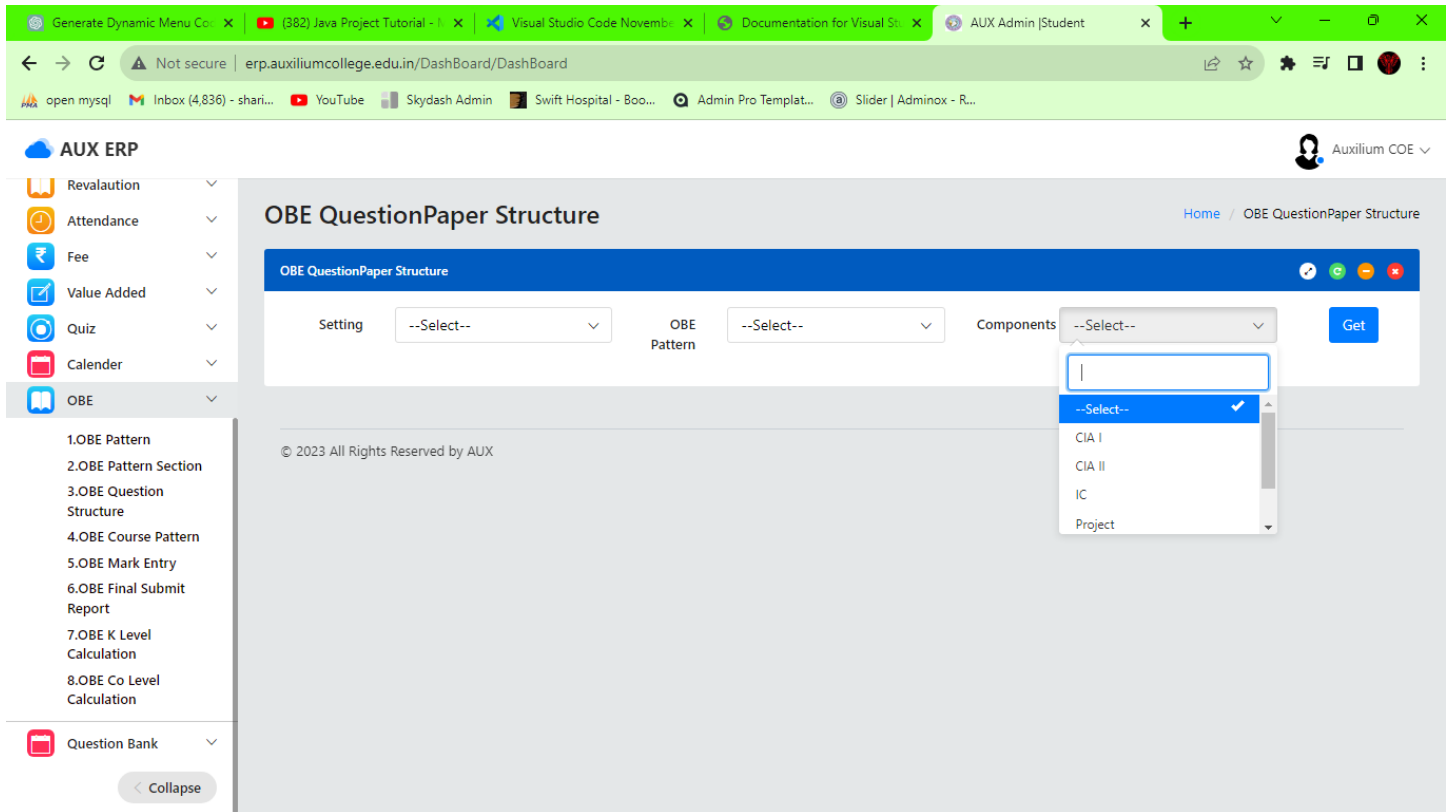
Notes:

The above image refers to the listing of question paper structure based on exam setting, OBE pattern, Components. OBE pattern comes from OBE Pattern setting.

Step: 11.0.4

Task Title: OBE Course Pattern Mapping

Purpose of Task:

This tasks is to View the course pattern mapping based on components.

Notes:

The above image is viewing the list of OBE Course Patterns based on academicyear, result month, semester and components.

Step: 11.0.5

Task Titles: OBE Mark Entry

Purpose of the task:

This is to view or push the entered CIA Mark entry based on academic year and exam type.

Notes:

The above image refers to the OBE mark entry based on academic year (Example: 2022, 2023), Exam setting, Semester (Odd, Even), Class list, Course list, Component, Exam type and then push the CIA Mark finally.

Step: 11.0.6

Task Title: OBE Final Submit Report

Purpose of task:

This task is to finally verify the reports of final push.
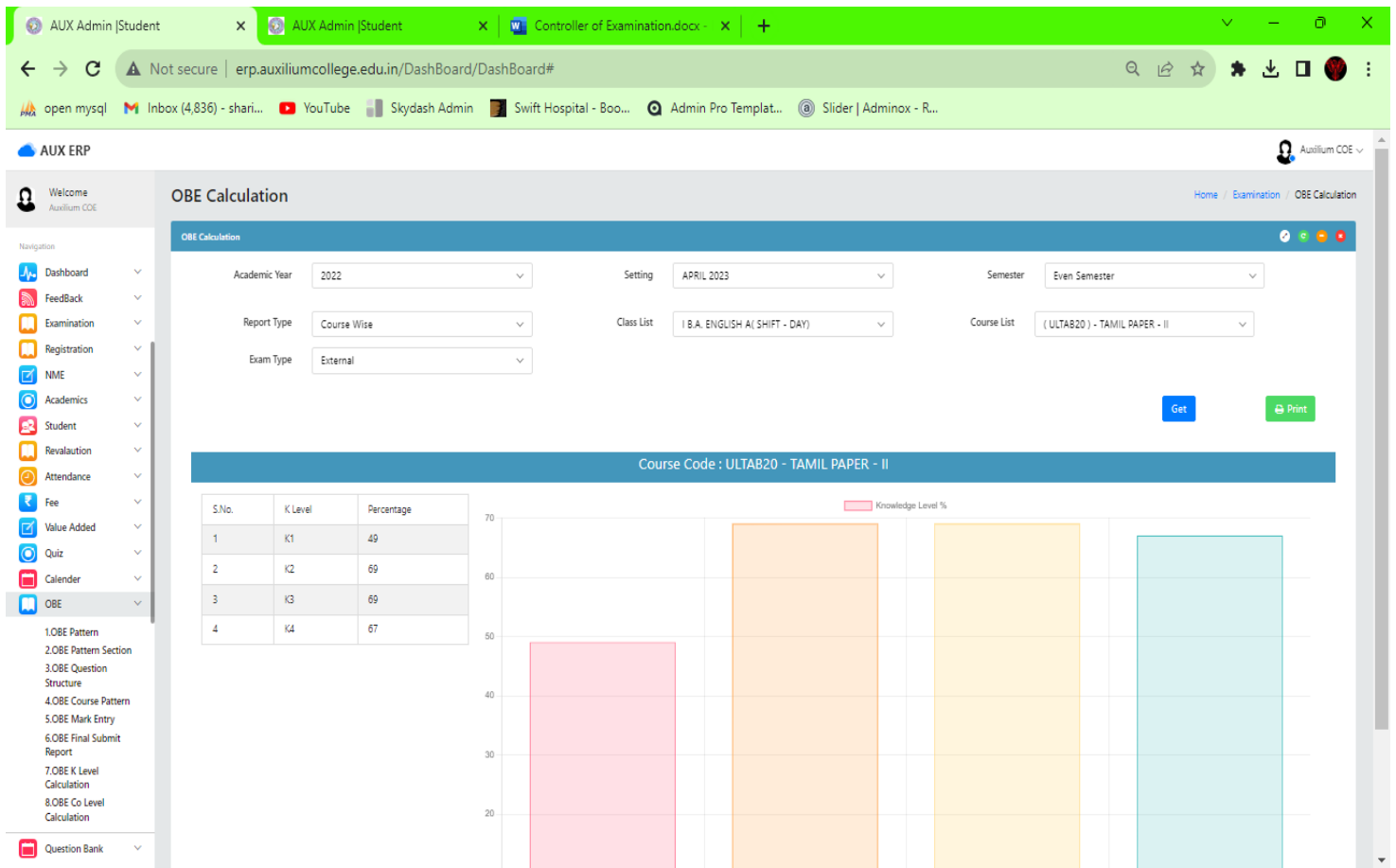
Notes:

The above image refers to the report of OBE based on academic year and exam setting.

Step: 11.0.7

Task Title: OBE K Level Calculation

Purpose of task:

This task is to calculate the percentage of Knowledge level and mapping marks of students.

Notes:

The above image refers to the K level Calculation of OBE based on the final push of marks, academic year, Exam setting, semester, Report type, class list, course list (student course wise, student wise, Course wise, class course wise and class wise) and exam type.

Step: 11.0.8

Task Title: OBE CO Level Calculation

Purpose of task: This task is to calculate the percentage of CO level and mapping marks of students for calculation.

Notes:

This task is to calculate the CO level calculation based on the final pushed marks based on the final push of marks, academic year, Exam setting, semester, Report type, class list, course list (student course wise, student wise, Course wise, class course wise and class wise) and exam type.