# Integral University, Lucknow

(Office of the Controller of Examinations)



# EXAMINATION AUTOMATION MANUAL



## **EXAMINATION AUTOMATION MANUAL**

## **Four portals:**

## 1. Learning Management System (LMS) under Integral Learning Initiative (ILI)

Digital learning environment that provides online learning resource and activities with management information system capabilities as a compliment to face-to-face course offerings by the university.

## 2. Integral University Student Management System App (IUSMS App)

- a. News and Notices
- b. Academic Calendar
- c. Semester Preregistration
- d. Time table
- e. Class Attendance
- f. Fee and Dues
- g. Online filling of Examination forms including admit card/hall ticket
- h. Examination results

## 3. Student Management Information System (SMIS) portal

- a. Allotment of Roll number to students
- b. Student's Verification and Admit Card printing
- c. Feeding of Continuous Assessment Marks
- d. Student Upgradation/Promotion

## 4. Integral University Examination App (IU Exam App)

- a. Feeding of Semester End Examination Marks
- Collation and compilation of examination data, printing of Tabulation Register and Marksheets
- c. Online Grievance Redressal
- d. Online Students Academic Documents Verification



# 1. Learning Management System (LMS) under Integral Learning Initiative (ILI)

## **Purpose and Scope:**

ILI is a digital learning environment that provides online learning resource and activities with management information system capabilities as a compliment to face-to-face course offerings by the university. ILI can be used for online/ blended mode of learning and course offering of university.

## I. Creation (Account and courses)

#### A. Account Creation

**Students:** Regular Student accounts on shall be created by academic cell/ ILI cell through normal on boarding process for new students using students enrollment number and IUL email id created by the university. A Student account normally remains active for their enrollment period in the university and may be modified/ suspended /altered as per university policy. Students shall be enrolled in regular courses as per their entitlement based on semester/ session registration process and in electives as per the process specified by university.

**Visiting students/ Parents**: students of other institution/ parent account can be created as per university policy and access shall be limited to the categories/ sections allowed as per policy.

**Instructional Faculty/ Academic Administrators:** Instructional Faculty and Academic Administrators account shall be created by ILI cell using employee ID/ IUL email ID or any other id as per university policy, within one week of request and initial training shall be conducted online/offline regarding basic use practices, policies, and procedures.

**Staff**: Staff members seeking access to the IU system should request through their departmental head, who shall determine whether the scope of the project assignment requires access to the ILI system. ILI account shall be created as per recommendation of department head using employee id and a training session regarding basic use practices, policies, and procedures shall be done online/ offline.

An email containing the username and password shall be sent to users university email ID or on the enrolled email ID within week of enrollment. Users who misplace this information, or do not receive information can mail to the IT Helpdesk/ ILI cell from IUL email or visit ILI office. IU account information shall not be communicated to the student over the phone or without proper identification.

## **B.** Course Page Creation

**Catalog:** All regular course offerings will receive automatic course creation in the IU prior to the start of each semester by academic with start and end dates as per schedule. The default course created will have desired format of activities as per policy.

**Non-Catalog Courses:** Human Resource Development courses, value added course, skill courses and other courses not associated with curriculum shall be created by a academic/ manager after approval of request of initiator through head of respective section. These courses may be created in self enrollment mode or manual enrollment of associated enrollment rosters, with details.



#### **II. User Role Definitions**

## **Course Level**

**Editing Teacher (Facilitator):** Teachers can do anything within a course, including changing the activities and grading students however it is desired that basic activity structure of desired course should not be altered and new activities may be added. This role is assigned to Instructional Faculty only.

**Non-Editing Teacher (Mentor):** Non-editing teachers can teach in courses and grade students, but may not alter activities. This role is assigned as per policy.

**IU Student:** Students generally have fewer privileges within a course. This role is assigned to registered students only (registered through Email ID).

**Other Student:** Students not enrolled in Integral University may be allowed to participate in courses as per policy. This role is assigned to students who are not bona fide students of university.

**Observers:** Observers can access course but can't modify them, however they have privilege to participate in forums. This role is primarily used by academic administration for accreditation and evaluation purposes. The role may be site wide or category level as per the purpose of the role assigned to user.

**Observers:** Parents can access activities and reports of their wards but can't modify them. This role is primarily meant for collaborative mentoring of students.

**Manager:** Managers can access course and modify them, they usually do not participate in courses. This role is primarily used by academic administration for accreditation and evaluation purposes. The role may be site wide or category level as per the purpose of the role assigned to user.

Site Level Administrator Administrators have full site access and editing privileges.

## III. Auto-enrollment Processing & Access Request Procedures

**A. Course Level Access Request Procedure:** Scheduled course participants are automatically assigned to in catalog courses as per semester / session registration data. All changes to Editing Teacher/ Non Editing teacher/ IU Student role assignments in catalog courses must be processed through the academic cell/ ILI cell, before they will be reflected in IU. Instructors wishing to grant scheduled course access to individuals using other role assignments must contact the academic cell/ ILI for processing as per university policy.

**B.** Category Level Access Request Procedure: Category level role assignments must be manually processed by site wide Manger/ Administrator as per the policy.

## C. Course Enrollment Procedure Students & Faculty

**Faculty and Students:** who are actively associated with any catalog course will be enrolled in the IU courses as per semester/ session registration data and assignment by academic/ ILI cell/ category managers.



## C. Course Enrollment Procedure: Students and Faculty and other roles in non Catalog courses

Non catalog courses creation and students/ faculty/ other roll assignment in non catalog courses shall be handled by academic cell/ ILI cell on the request of initiator through respective department head as per policy.

## IV. Course Page Access

**Initial Faculty Access** Faculty to their assigned catalog courses are provided generally 1 week prior to the semester start date to allow time for course development.

**Initial Student Access** Students are automatically given access to their assigned courses generally few days prior to the start of the semester as per semester/ session registration data. A student not accessing the course for one month shall be automatically suspended and would require submitting a request to academic cell/ ILI cell for activating the registration.

## V. Post Semester Access and Archiving

Assigned Faculty: Faculty will maintain access to assigned course for one month or till completion of end semester examination after that the course shall be archived. All archived course with activities and resourcesshall be property of IU. These courses may be used as template for next year. Faculties may take backup of their course before archiving. Faculties can post their creations on slide share and YouTube or any other repository as suggested from time to time.

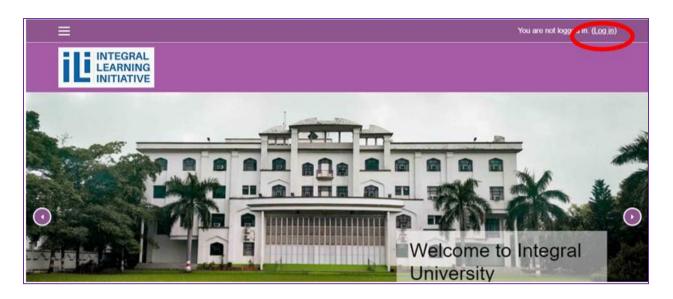
**Students:** Students are allowed access to courses till end of end semester examinations.

## VI. Students Access guidelines

a. Enter URL <a href="https://ilizone.iul.ac.in/">https://ilizone.iul.ac.in/</a>
Or log to <a href="https://iul.ac.in/">https://iul.ac.in/</a> and click on icon



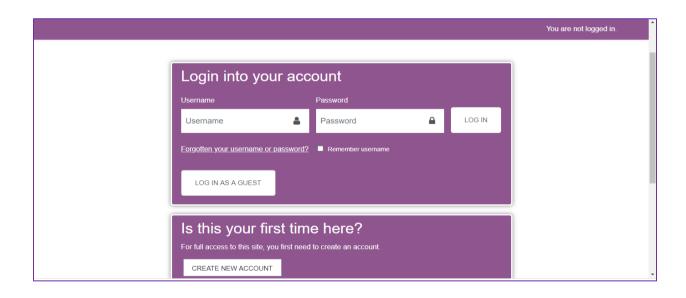
And click login at top right corner



b. Login credentials

Username: enrollment number/ employee id / as provided

Password: as provided Then click login



Students account login credentials/course enrollment shall be activated only after semester registration.

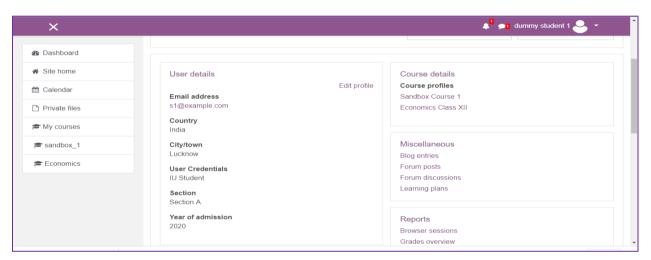
c. Update Profile after login

After login, click on your name at top right corner and then click profile

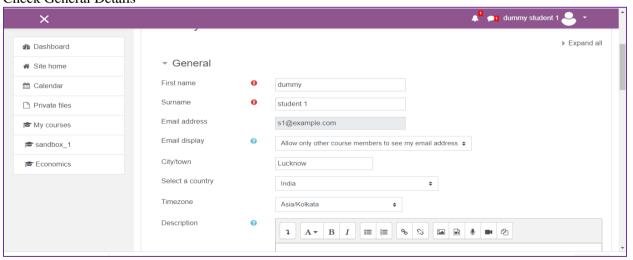




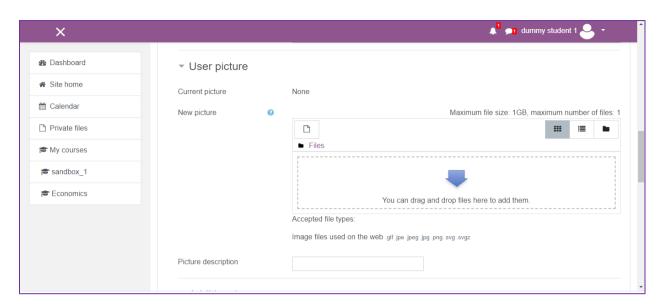
## Then click edit profile.



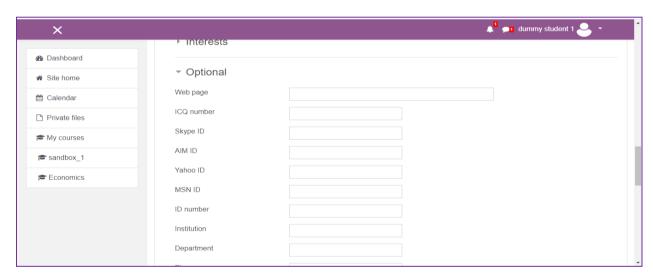
## Check General Details



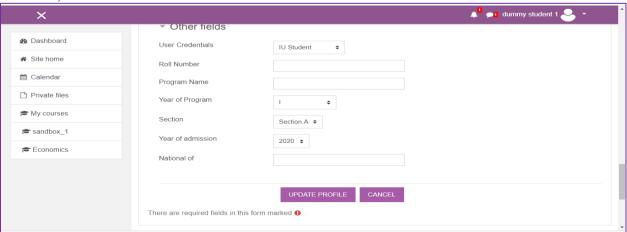
## Upload picture



Click optional and Fill optional details specially "Department", "mobile phone", "Address"



Click other fields and Fill For students; "Roll Number", "Program Name", "Year of Program", "Section", "Year of admission" and "National of"



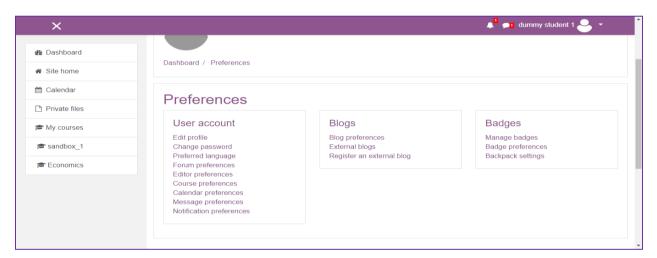


## Then click update Profile

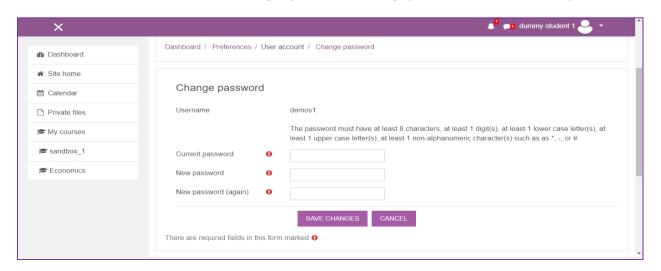
d. Again Click on your name at top right corner and click preferences



## Then click change Password



## Enter Old Password and new Password as per guidelines on the page and then click save changes

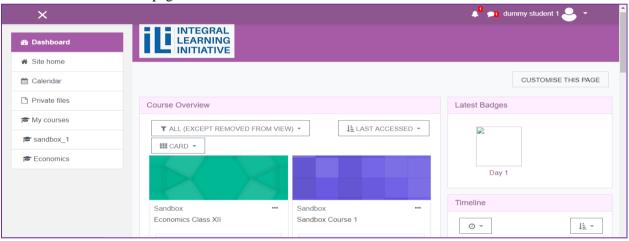




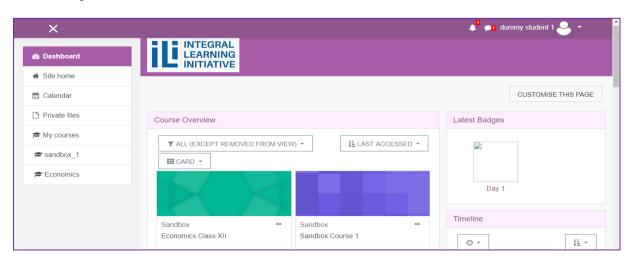
#### e. Click on Dashboard



## Course shall show on the page.

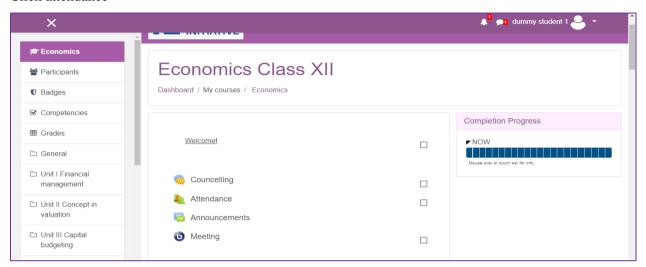


## f. Steps to Attend classes: Click on the course



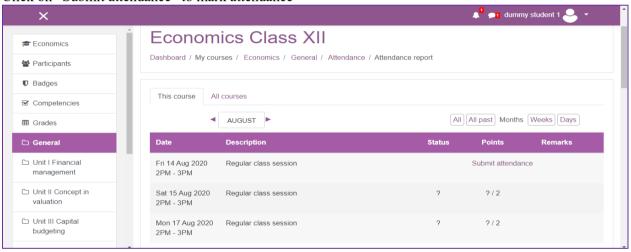


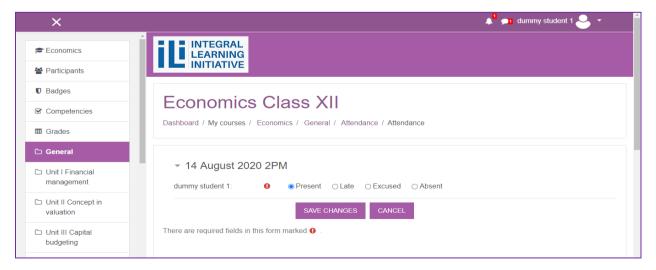
#### Click attendance

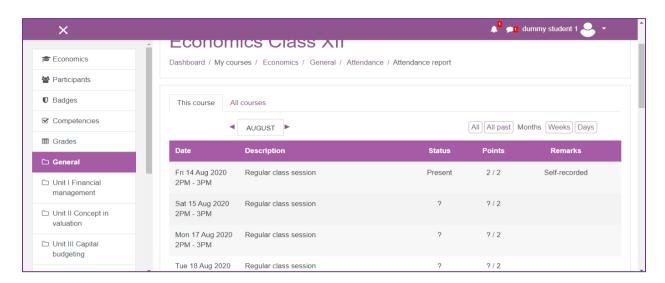


#### Sessions timetable shall show

Click on "Submit attendance" to mark attendance







g. Online synchronous Classes shall be held on any videoconferencing platform like Google meet.

## VII. Setting up of End Semester Examination

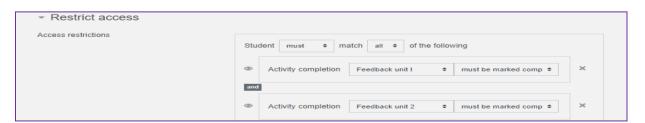
- A. Ensure submission of feedback of all unit/section and CO indirect attainment survey till 31 Dec 2020 (Data/ Graph may be required for course coverage report/ attainment computation).
- **B. Setting Up End Sem Activity Section**

Ensure that any undesired restriction on "End Sem Activity" section is removed by following steps

- a. Click on the course and Click turn editing on
- b. Go to End Sem Activity Section and click edit



c. Click edit topic then on the form click 'restrict access'



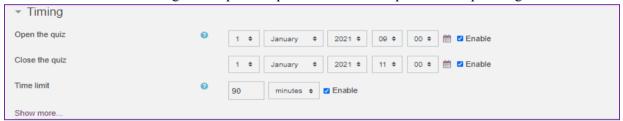
d. Click on 'x' in front of undesired activity restriction to remove it and then click 'Save Changes'.



## C. Setting up "End Sem Exam" (Under End Sem Activity section)

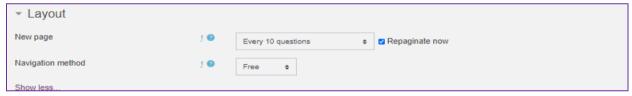
In front of "End Sem Exam", click 'Edit', then click 'Edit Settings', Form shall open

a. Click on "Timing'. Set 'open the quiz' and 'close the quiz' time as per the given slot.



b. Click on 'Layout' click 'show more' then select 'Every 10 questions' (on every page switch answers marking are saved)

c.



d. Click 'Review options' and ensure that all review options are unchecked.



- e. If "End Sem Exam" has any undesired restriction condition, then Click restrict access and remove restrictions by click on 'x' in front of restriction
- f. Click 'save and return to course'



g. In front of "End Sem Exam", click 'Edit' then click 'show'



h. "End Sem Exam" is all set now. Click on "End Sem Exam", click on setting wheel, then click 'Edit quiz' and add questions as per guidelines given earlier.



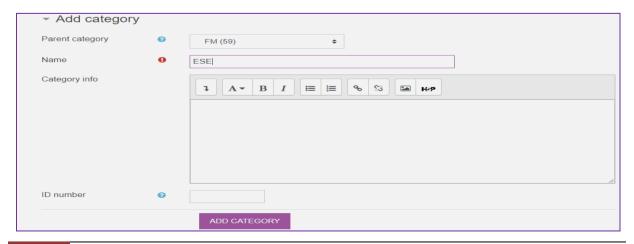
i. Set 'Maximum grade' as desired marks of the Exam then click save In this example ESE 60 marks



## D. Transferring End sem Paper for same course running in many sections

Exam question paper can be set by one teacher and imported to other courses by following steps.

- a. Click on course, click on setting wheel the click more
- b. Click on 'question bank' then click on 'category'
- c. click 'add category', name it 'ESE' and click add category

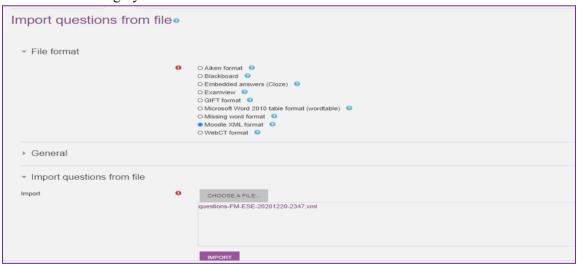




- d. Click on 'questions'; Move the selected question to 'ESE' or add new questions in "End Sem Exam" by selecting category as 'ESE'.
- e. After organizing questions in 'ESE', click export and select 'Moodle xml format' and click 'Export question to the file'



f. File shall be downloaded. In the other course go to question bank, click 'import', select 'Moodle xml format' upload the file and click 'import'. Questions are transferred to 'ESE' category



g. Go to the "End Sem Activity" section, click "End Sem Exam", click on settings wheel, click edit quiz, the add question from question bank. Select questions from 'ESE' category. Questions shall be added.

## E. Preview the Exam sem exam and question paper print

- a. Click "End Sem Exam", click on settings wheel, and click 'Preview'
- b. Attempt questions by clicking 'Start Attempt'
- c. Click 'Finish attempt' then click 'Submit all and finish'.
- d. On the quiz navigation tab 'Show all question on one page'



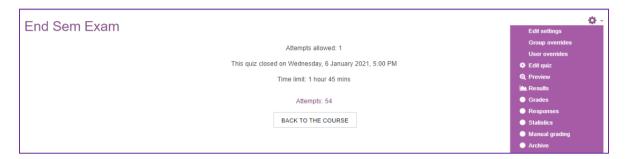
- e. Press 'Ctrl+P' and save the question paper as pdf file
- F. Message students to check that "End Sem Exam" is visible in the evening (after 9:00 PM) a day before "End Sem Exam" date. Also advise students to log on using browser on time.

## VIII Backup and Archive of course activities.

## 1. Archive of "End Sem Exam"

After completion of "End Sem Exam" ination and manual evaluation (for SA and Essay questions),

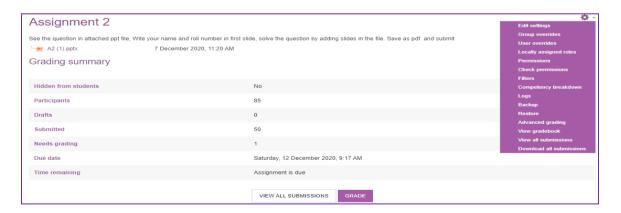
a. Click "End Sem Exam" click on wheel then click 'Archive'



- b. All attempts shall display on page. Press 'Ctrl+P' and save the attempts as pdf file with the name 'Subcode ESE Archive Odd 20 21'
- c. Send the document at examination@iul.ac.in

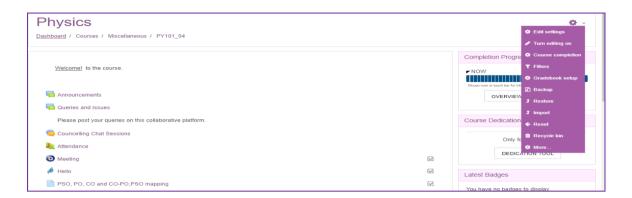
## 2. Archive of Unit exams, quiz and Assignments

- a. Archive unit exams, quiz 1 and quiz 2 in similar way
- b. To Archive assignment, click on assignment then click on wheel then click download all assignment. A folder containing all assignment shall be downloaded.

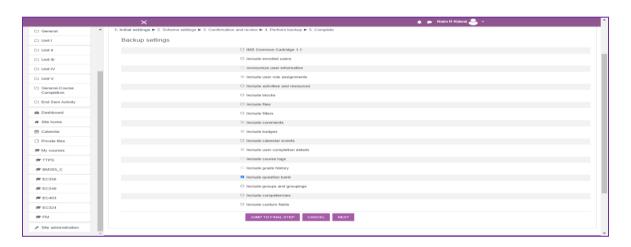


## 3. Course Backup

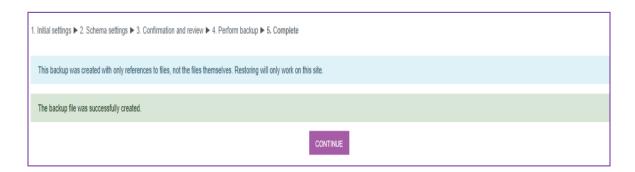
a. Go to the course and Click on wheel, then click on 'backup'



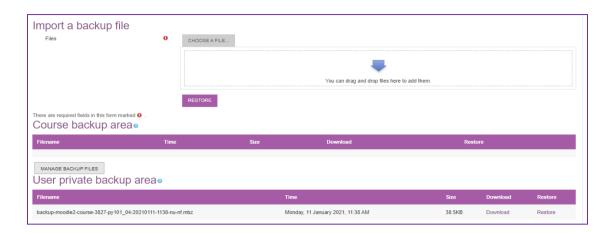
- b. Tick question bank, and un-tick rest (May include suitable options; but it shall increase backup size, which should be less than 10 MB for restore on site)
- c.



d. Click jump to final step (or click next to check further options)



e. Click 'continue' and download the backup file

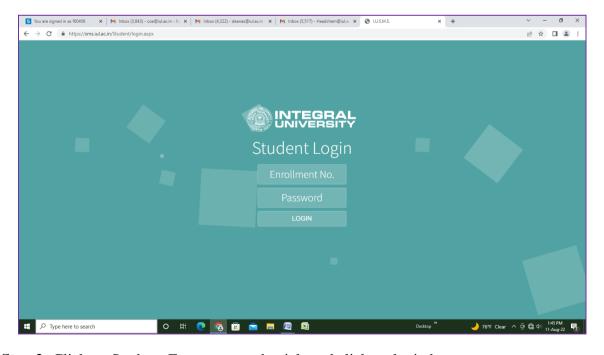


- f. Take pdf print of feedbacks in the course and CO indirect attainment survey
- g. Place all unit exam/ quiz archives, assignment folder, learning materials (files, folders, video, links etc), feedbacks and CO indirect attainment surveyfile in a folder and upload on IUL email drive.

# 2. Integral University Student Management System App (IUSMS App)

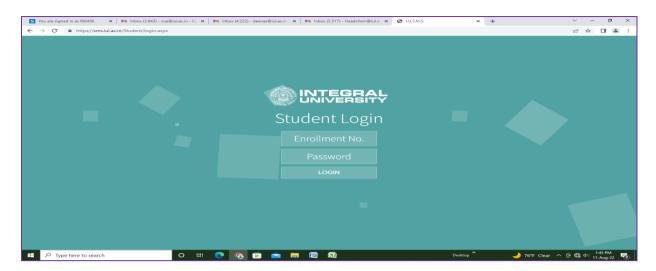
## a. News and Notices

**Step 1:** Open IUSMS app on your mobile

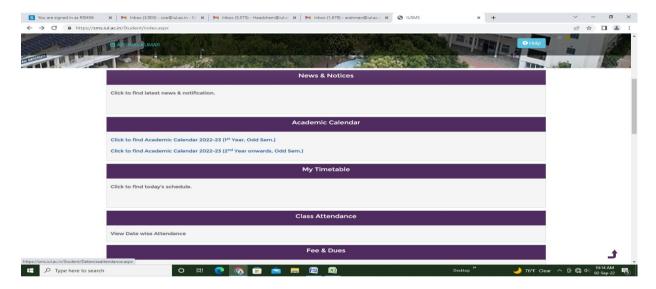


**Step 2:** Click on Student, Enter user credentials and click on login button.

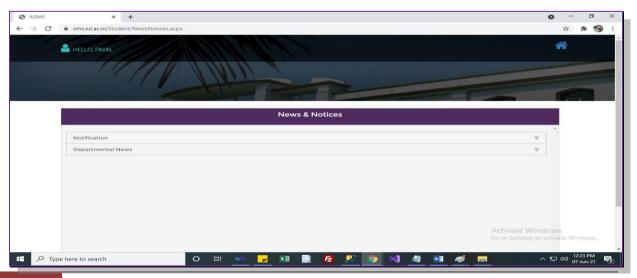




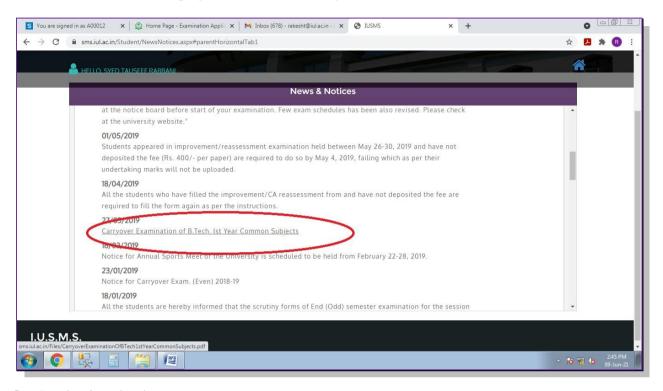
Step 3: Scroll down to New & Notices option, and click on it.



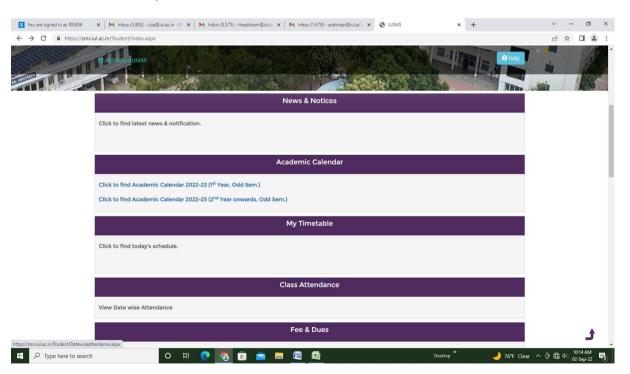
You will get the option of Notifications.



All the notices will be displayed here. Click on any notice to view it.



## **b**. Academic calendar,

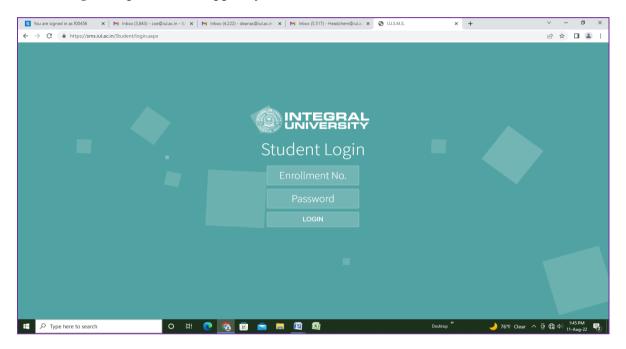




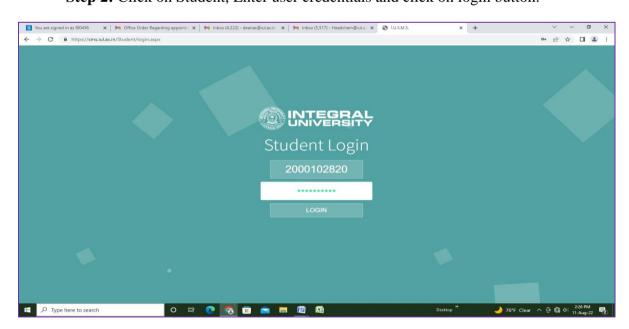
# c. Academic Pre-registration for Students

Before the beginning of the semester every student has to pre-register through "Student Management Information System". This will ensure subject allotment to the students. Admit cards for Practical End Semester Exam will be released only after the student completes the Pre-Registration.

**Step 1:** Open IUSMS app on your mobile



Step 2: Click on Student, Enter user credentials and click on login button.



Step 3: Scroll down to Pre-registration option, and click on it.

| CCG & D News                                       |
|--|
| Click here for latest CCG & D news.                |
| Click here for latest CCO & D flews.               |
|  |
| Academic Calendar                                  |
| Click to find Academic Calendar 2020-21 (Odd Sem.) |
|  |
|  |
| Pre-registration Pre-registration                  |
| Click here for next semester Pre-registration      |
|  |
|  |
| Feedback   |

## 1.1. Process of Pre-registration

## 1.1.1. For Students:

Steps for Preregistration:

- 1.1.1.1. Login to "IUSMS App".
- 1.1.1.2. Select the Pre registration tab.
- 1.1.1.3. List of subjects is displayed.
  - a. Departmental Core subjects list is displayed and no action is required from the students end.
  - b. Next is Departmental Electives (DE) if applicable.
    - i. A drop down list of subjects is given and a subject is to be selected from this list. Request button appears at the end of the line once the subject is selected. On clicking at the 'Request' button request is sent to the subject mentor for approval and the status is 'Pending for approval'. Subject mentor will approve or reject the request and accordingly 'Approved or Rejected' is displayed.
    - ii. For rejected another subject has to be selected and same process continues.
  - c. After Des are selected Open Electives (OE) are to be selected if it is mentioned in the evaluation scheme.
    - Student can either select a subject from SWAYAM (Massive open online course, MOOC) or from the subjects being offered by departments of the university.

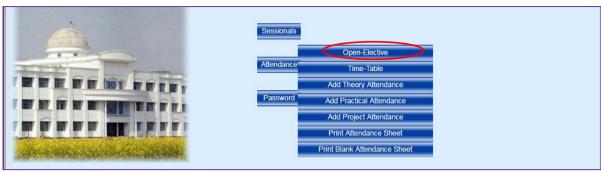
- ii. If the student is selecting a MOOC subject, they have to ensure that the Subject Code and Subject Name has been assigned through their Program Coordinator (PC) and HoD.
- iii. To know the details of a subject student may refer to the university website.
- iv. Student has to ensure that the subject of choice can be accommodated in the timetable without any clash with other subjects.
- v. The timetable, venue and name of the teacher will be displayed when a particular subject is chosen.
- vi. If student wants to change the selected OE, it can be done through "Form for Adding / Dropping an Elective Subject" which is available with the HoD / PC of the parent department of the student and can also be downloaded from http://iul.ac.in/DepartmentsStudentZones.aspx .
- vii. Student in consultation with HoD/PC can fill up the "Form for Adding / Dropping an Elective Subject" then go to the subject teacher for his/her consent.
- viii. After teacher signs the consent, form is to be submitted in the office of Dean, Academic Affairs for further action.
- 1.1.1.4.Once all the Electives are approved a button 'Proceed to submit selected subject' is to be clicked on to complete the registration process.

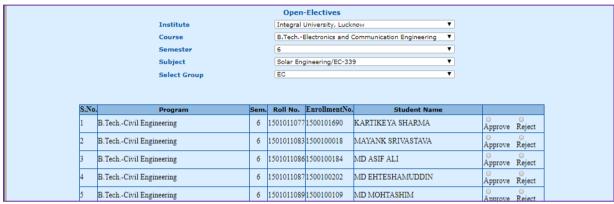
## 1.1.2. For the HoD/PC

- 1.1.2.1. If the student comes with the "Form for Adding / Dropping an Elective Subject", HoD/PC needs to advice the student regarding selection of OE.
- 1.1.2.2.Student in consultation with HoD/PC can fill up the "Form for Adding / Dropping an Elective Subject" then go to the subject teacher for his/her consent.
- 1.1.2.3.A report will be available to the HoD on the portal indicating Subjects allotted to each student.

### 1.1.3. For the Subject Mentor

- 1.1.3.1.If a student selects a subject mentored by the teacher as OE/DE then the teacher will either approve or reject the request.
- 1.1.3.2. This option to approve or reject is visible to the teacher in the following portal: http://192.168.20.11/integral/ under the tab:
  - i. Attendance
  - ii. Open Elective/ Departmental Elective





- 1.1.3.3. If the request is approved then the attendance will be available for the teacher to mark.
- 1.1.3.4. If the request is rejected then student will have to select another subject.
- 1.1.3.5. If the student comes with the "Form for Adding / Dropping an Elective Subject" the teacher taking the subject needs to sign the consent form if the teacher agrees to take the student.
- 1.1.3.6. After teacher signs the consent, form is submitted to the office of Dean, Academic Affairs for further approval and instructions to SDC.
- 1.1.3.7. Affairs for further approval and instructions to SDC.

## 1.2. Guidelines for opting MOOC Subjects as Departmental Electives or Open Electives

- 1.2.1. At the time of selecting Departmental Elective or Open Elective, student can opt for a MOOC subject of same credit or one credit less.
- 1.2.2. Process for opting MOOC subject by the student:
  - a. Student identifies a MOOC subject on SWAYAM portal (https://swayam.gov.in)
  - b. Student informs Departmental Swayam Coordinator (DSC) about it.
  - c. DSC conveys it to Program Coordinator (PC).
  - d. If PC approves it then PC asks Swayam Coordinator (SC) for subject code.
  - e. SC generates the code and gives it to PC.
  - f. PC gives the code to DSC.
  - g. DSC gives it to the student.

- h. Students will apply online through SMS or mobile app.
- i. After the process DSC will ensure that the student enrolls/registers in the subject on SWAYAM portal.
- j. DSC to keep record of all students' registrations.

## 1.2.3. Credit conversion

- a. If credit for MOOC subject taken by the student matches with the credit of Departmental elective or Open elective, then no conversion is needed and same breakup for CA (online assignments) and ESE (Proctored exam) will be taken.
- b. Conversion of 3 credit MOOC subject to 4 credit subject or 2 credit MOOC subject to 3 credit subject:

|                              | End Semester Exam<br>(ESE) 50 Marks                              | Continuous Assessment (CA) 50 Marks               |   |  |
|------------------------------|--|---|---|--|
| Credit (3/4)                 | 2 or 3   |   | 1   |  |
| Marks<br>distribution        | Proctored Exam (as<br>per MOOC mark<br>sheet scaled to 50)<br>50 | Online Assignments<br>(as per MOOC mark<br>sheet) | Presentation 1 (to be conducted by departmental committee ) | Presentation 2 (to be conducted by departmental committee)  15 |
| Marks<br>required to<br>Pass | ESE(out of 50) + Online assignment (out of 25)=30 marks          |   | P1+P2=11 marks  |  |

1.2.4. Guideline for presentation 1 (Cover 40% of syllabus). This will be taken sometime in the middle of the subject.

| S.No | Content  | No. of slides | Maximum Time |
|------|--|---------------|--------------|
|      | Name of Student  | 1             | 1 min        |
|      | Name of subject  |               |              |
|      | Name of Teacher  |               |              |
|      | Name of Institution offering the subject                   |               |              |
|      | Duration of subject  |               |              |
|      | Why did you choose the subject? Usefulness of the subject. | 1             | 1 min        |
|      | What did you learn   | 12            | 12 min       |
|      | Introduction of subject                                    |               |              |
|      | Subject content  |               |              |
|      | Week / Unit wise presentation                              |               |              |
|      | Comparison of online Vs Traditional teaching               | 1             | 1 min        |
|      | Question & Answer  |               | 5 min        |

- 1.2.5. A three member departmental committee to assess the presentation. The committee shall have DSC as a permanent member and at least two floating members present at all times during the presentations.
- 1.2.6. DSC to maintain record of all presentations and assessments.
- 1.2.7. If MOOC subject is opted as a Departmental Elective then PC has to ensure the suitability and relevance of the subject as per the field of study of the student.

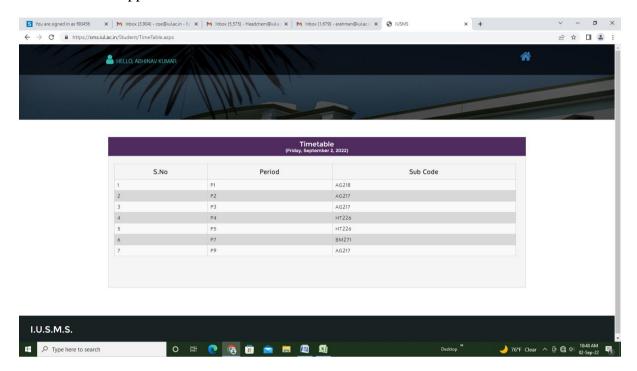
| Form f | or opting | MOOC | courses as | <b>Departmental</b> | Electives or | Open Elective: |
|--------|-----------|------|------------|---------------------|--------------|----------------|
|--------|-----------|------|------------|---------------------|--------------|----------------|

| Name of Student: | Contact No.: |
|------------------|--------------|
|                  |              |

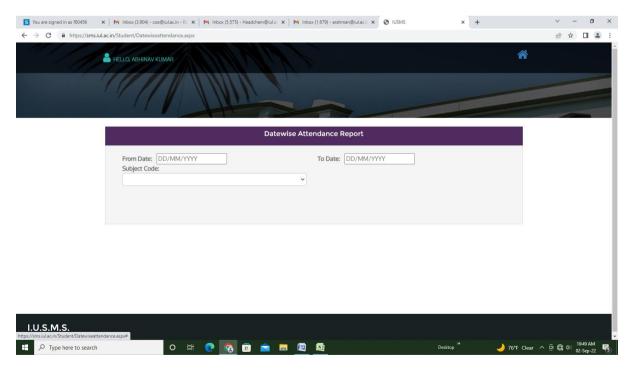
| Enrollment Number                  | r:                     | Roll Num                | ber:   | E-mail ID:                    |   |
|------------------------------------|------------------------|-------------------------|--|-------------------------------|---|
| Program/ Departme                  | ent:Year               | :/Sem:                  | DE/OE:   |                               |   |
|                                    |                        | Detail of M             | OOC Course   |                               |   |
| Name of Subject                    | Name of Teacher        | cher Institution of Tea |  | Duration of subject (from-To) | Sign of student                                     |
|                                    |                        |                         | (To be filled l  |                               | bject Code:o be filled by SC) ame & Sign of SC tte: |
| Name of Students                   | <u></u>                |                         | oping an Elec  |                               |   |
|                                    | ·                      |                         |  |                               |   |
|                                    | ·<br>nt: Year          |                         |  |                               |   |
| Subject to be Added: Subject Name: |                        | e<br>tt there are       | Subject to be Dropped: Subject Name: Subject Code: Subject being taught in: 5. Department: 6. Program: 7. Year/Sem: 8. Section: Signature of Student |                               |   |
| Comments by the                    | Subject Teacher (subje | ect to be add           | led)   |                               |   |
| Name & Signature                   | of Subject Teacher     |                         |  |                               |   |
| Comments by the                    | Office of Dean, Acader | nic Affairs             |  |                               |   |
| Name & Signature                   | of Official            |                         |  |                               |   |
| For the use of SDC                 |                        |                         |  |                               |   |
| Name & Signature                   | of Official            |                         |  |                               |   |



**d & e: Time table and class attendance: It** can be accessed by clicking the respective tab. Time table will appear as below screen

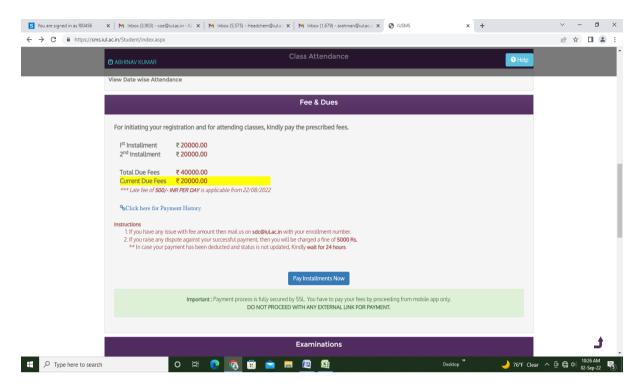


Date wise class attendance will appear as below.

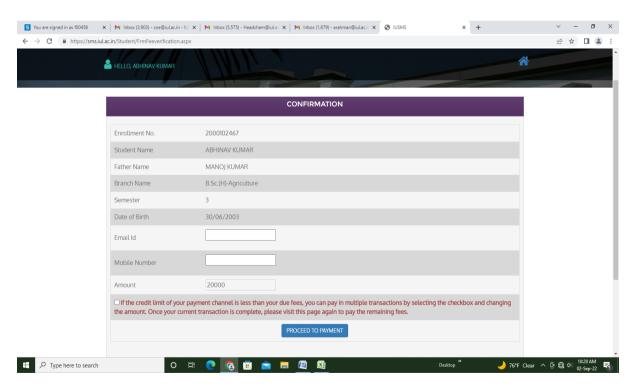


f. Fees and Dues Deposition:

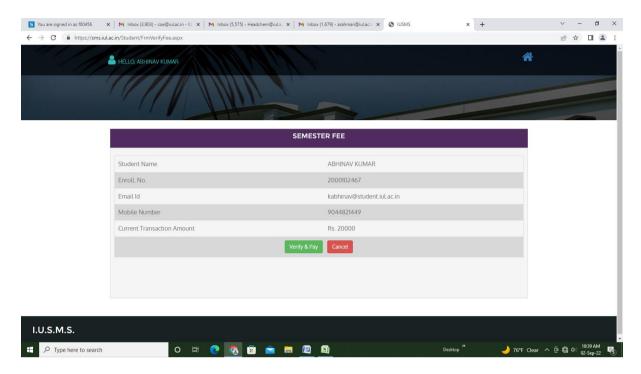




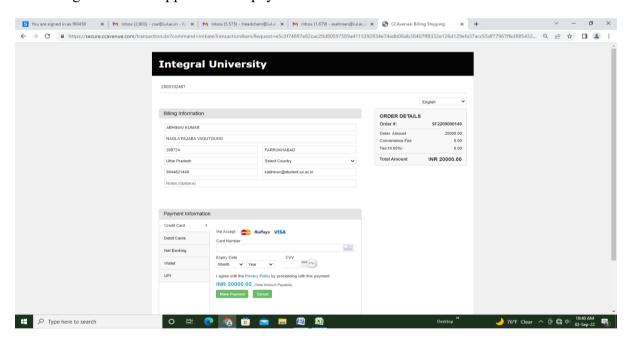
Click the pay installment button and student will get the following screen



Click on proceed to payment button and following screen will appear.

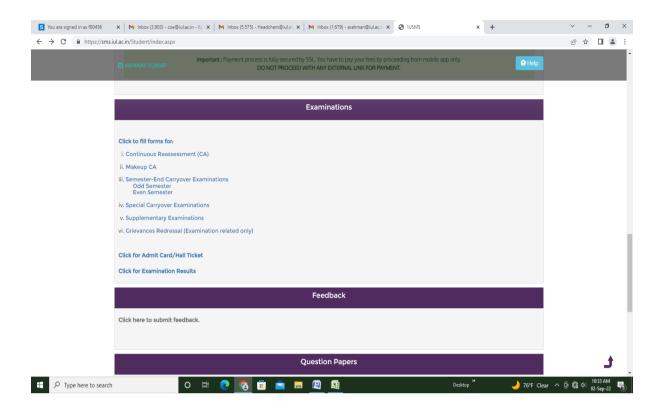


Following screen will appear for the payment of fee/dues.

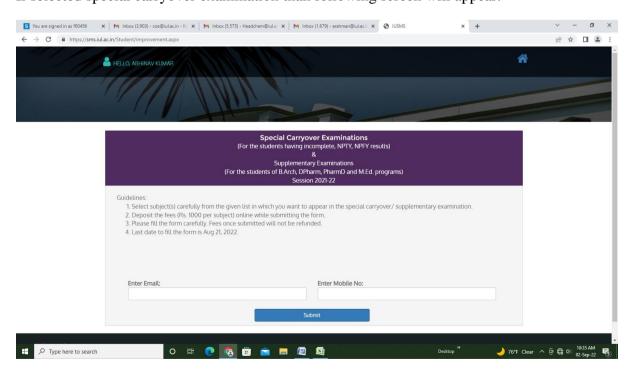


## g. Filling of Examination Forms:

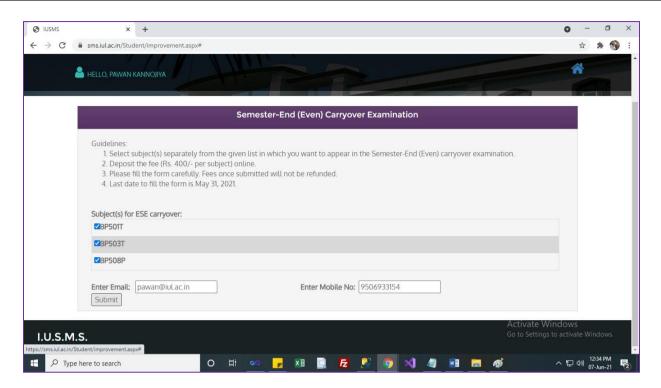
**Step 1:** Click on the type of exam option.



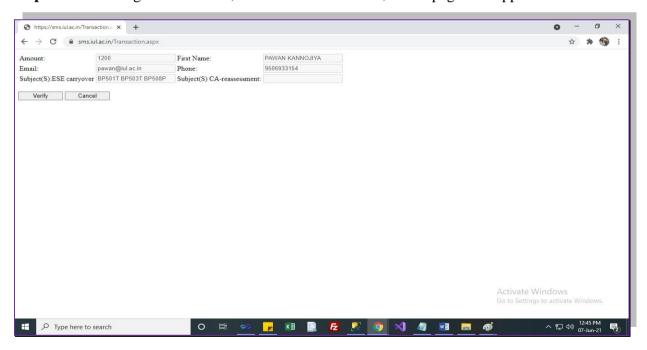
If selected special carryover examination than following screen will appear.



**Step 2:** Select subjects in which student wants to appear in the examination.



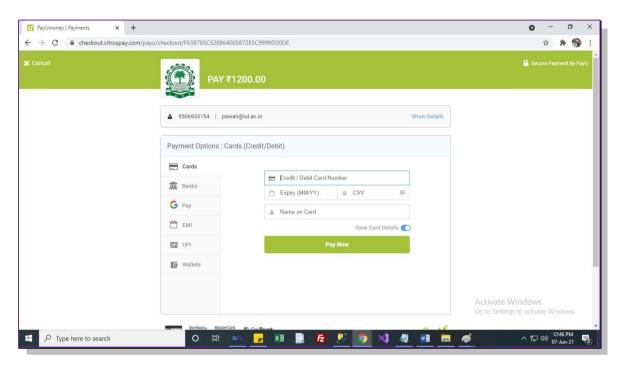
**Step 3:** After filling all the details, click on submit button, a new page will appear.



**Step 4: Fee Deposition:** 

It will display all the details filled by the student. If the details are correct, the student needs to click on verify button. If there is any correction, student should click on cancel button and he will be redirected to the previous page.

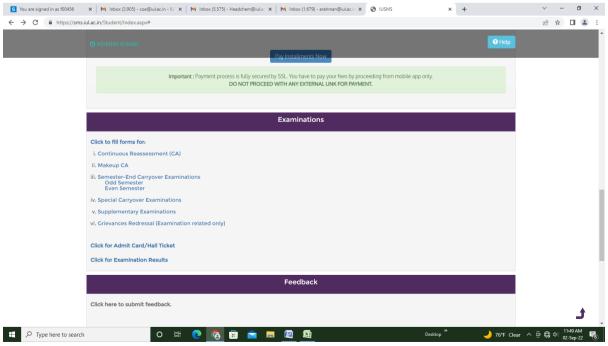
After clicking on verify button, the student will be redirected to the payment gateway page.

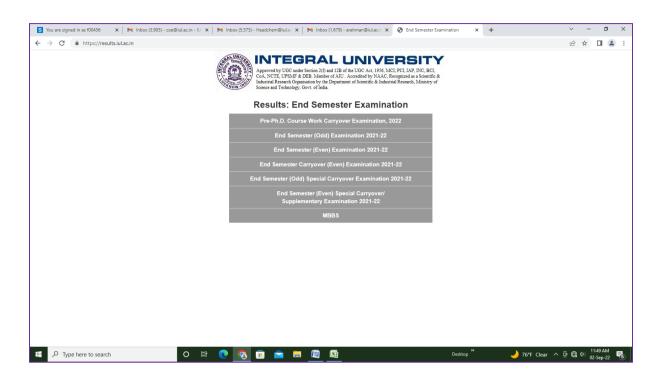


After filling all the details click on pay now button. After successful payment, student will get a confirmation message with payment id.

## h. Examination Results:

Examination results can be accessed by clicking on examination result button in the examinations tab as below:





# 3. Student Management Information System (SMIS) portal

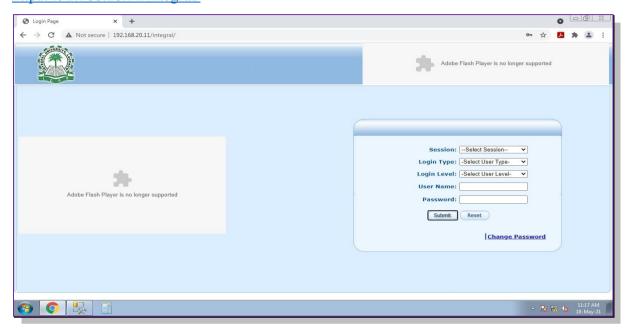
# **Login into the Software**

This software is designed for the internal use of the University. So it is hosted on the local server of the University and can be accessed on all the PC's connected with the local server on LAN. To access this system, user must be using a PC which is connected to the local server. Some of the key background details of the software are given below:

- > TYPE OF SOFTWARE: Exam Software
- > PURPOSE OF SOFTWARE: Automation of Examination Processes
- LANGUAGE USED: C#
- ➤ OPERATION SYSTEM: Windows Server 2012
- DATABASE: MS SOL Server 2014
- **ENVIRONMENT**: .NET framework 4.5



User will have to type the following URL on the Address bar of its default internet browser. http://192.168.20.11/integral/

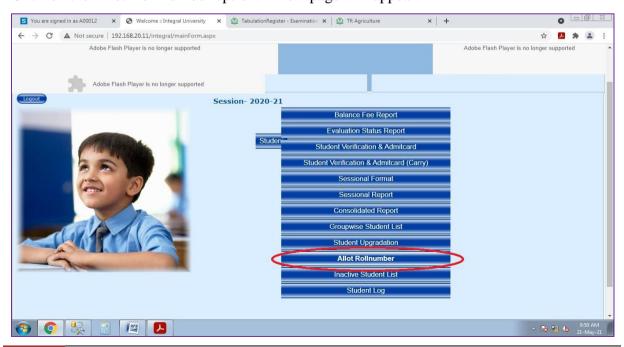


## a. Allotment of Roll Numbers:

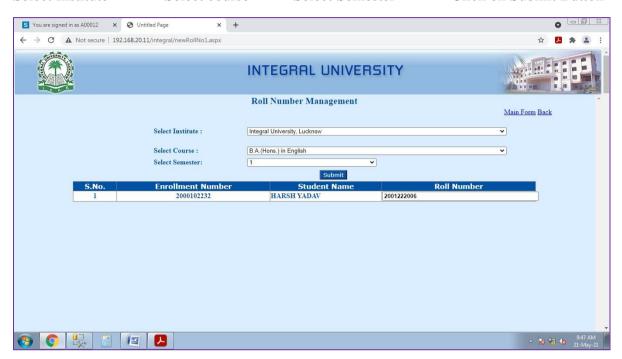
Follow below mentioned steps.

Session → Login Type → Login level → User name → Password → Student menu → Allot Roll number

Click on the Allot Roll number option. A new page will appear.



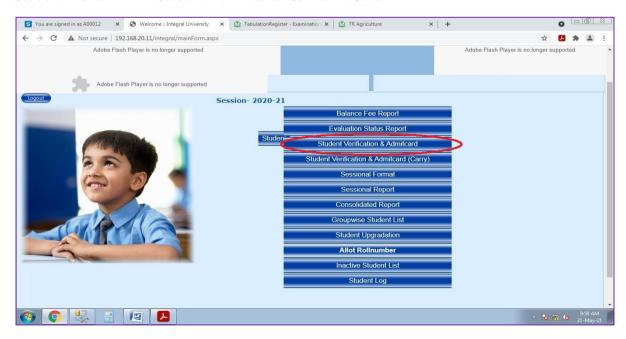
Select Institute → Select course → Select Semester → Click on Submit Button



## b. Student's Verification and Admit Card printing:

For printing of admit card and verification of end semester examination we need to follow below mentioned steps.

Student Menu --> Student Verification & Admit Card



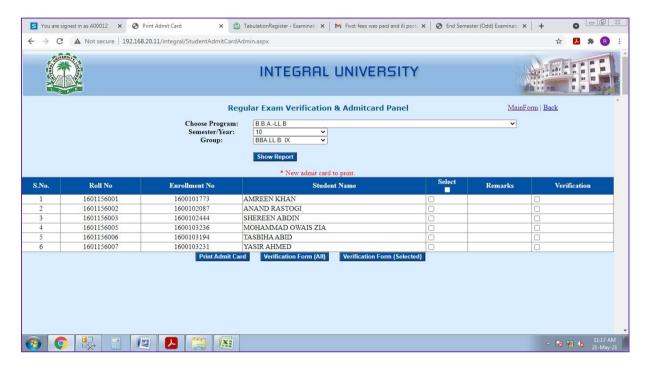


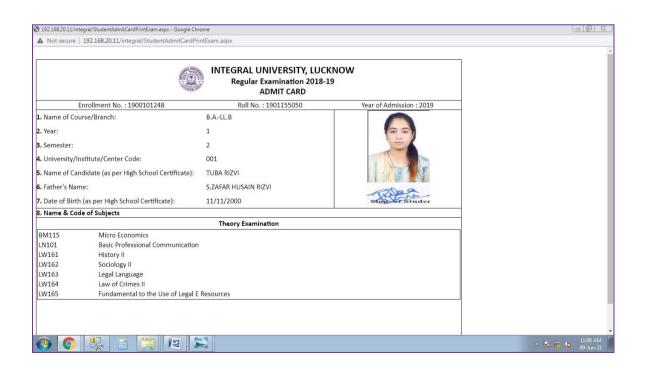
Click on the Student Verification & Admit Card option. A new page will appear.

Select Program → Select Semester → Select Group

List of Students will appear. Select Students and click on print admit card button to generate and print.

Select Students and click on Verification Form button to generate and print verification.



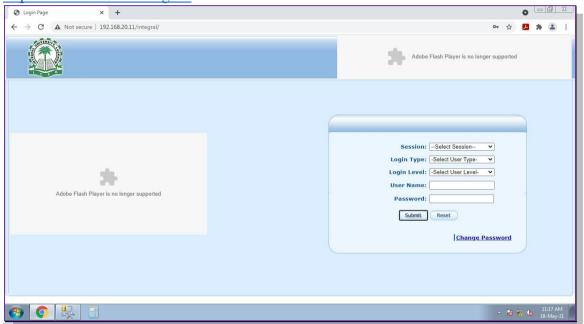


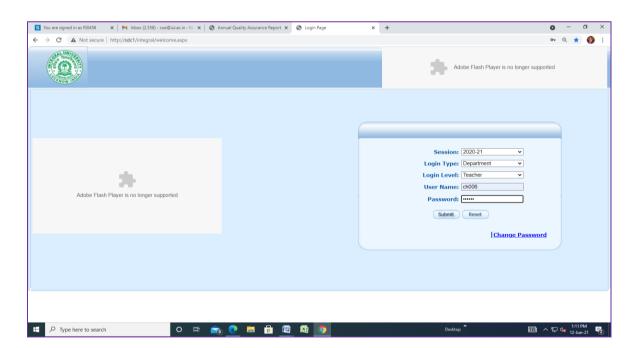


### c. Feeding of Semester-End and Continuous Assessment Marks

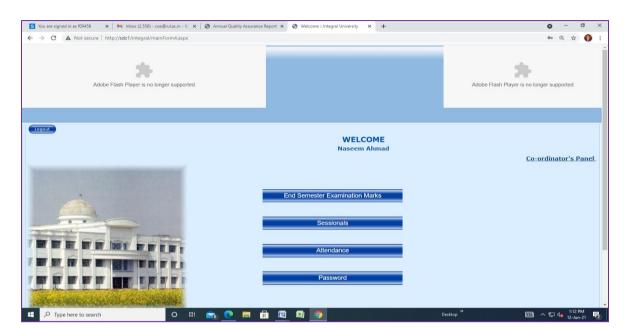
Login into the Software.

http://192.168.20.11/integral/

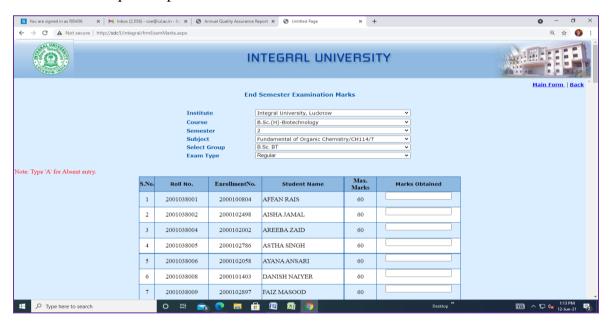




Select the required option.



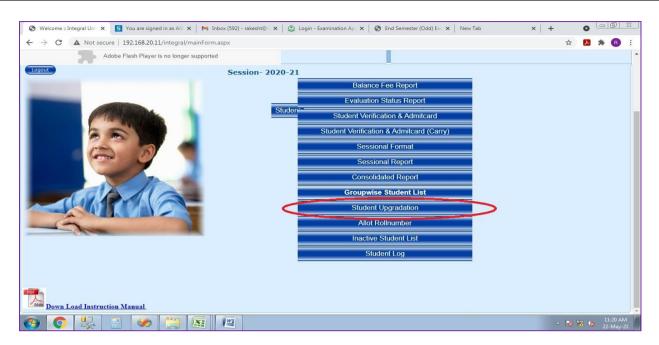
Select the required option to feed the marks.



### d. Student Upgradation/Promotion:

For Promoting students to next semester we need to follow below mentioned steps.

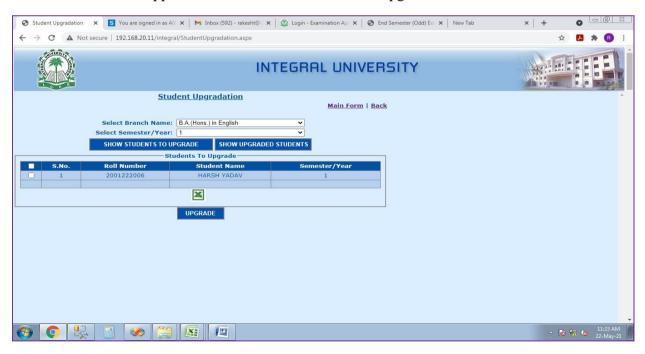
Student Menu --- Student Upgradation



After clicking on the Student up gradation. A new page will appear.

Select Program → Select Semester → Click on Show Students to upgrade

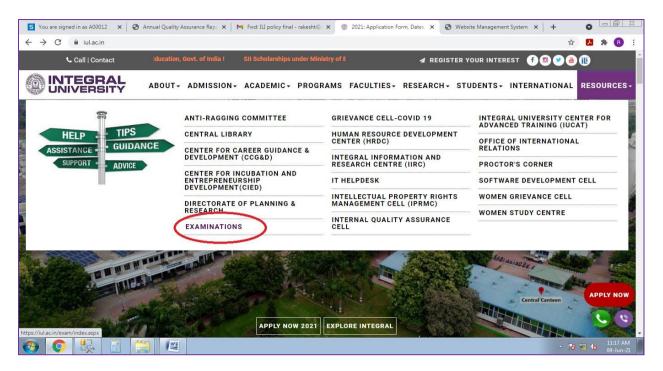
List of Students will appear. Select Students and click on upgrade button



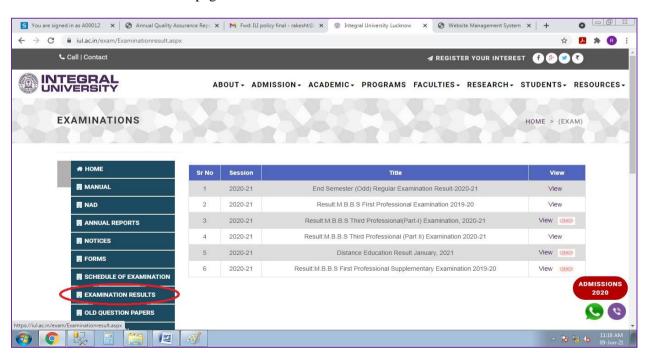
#### e. Online Portal/Display of Results:

To view result online .student need to follow below mentioned steps.

Go to university website <a href="https://iul.ac.in/">https://iul.ac.in/</a>. Click on examinations option under resource menu.

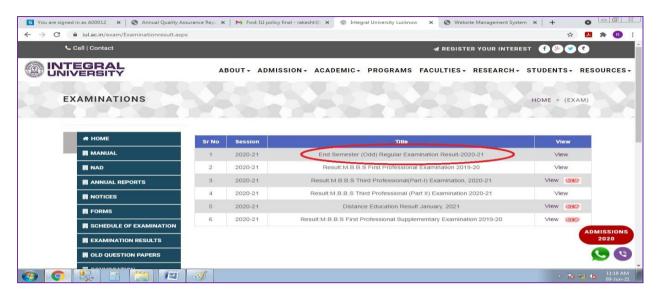


The Examination home page will appear .click on the examination results option in the menu available on the left side of the page.

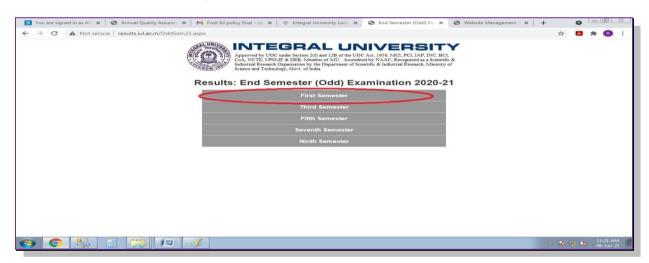


After clicking on the examination result option you will get links to all the result available on the website.

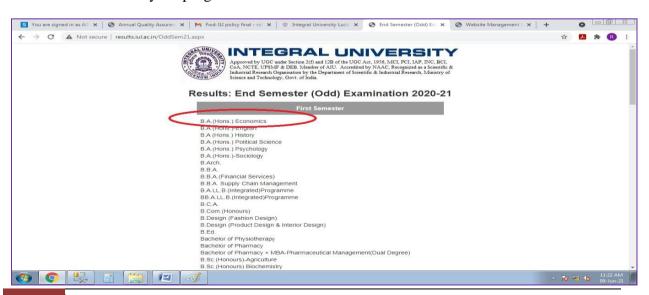
Click on the link in which you want to see the result.



Click on the semester for which you want to see the result.

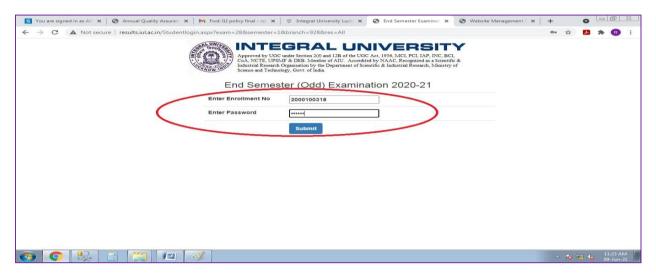


Click on the name of your programme.

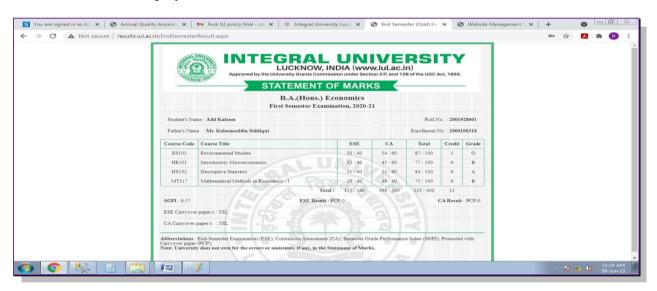




Enter your enrollment number and password and click on the submit button.

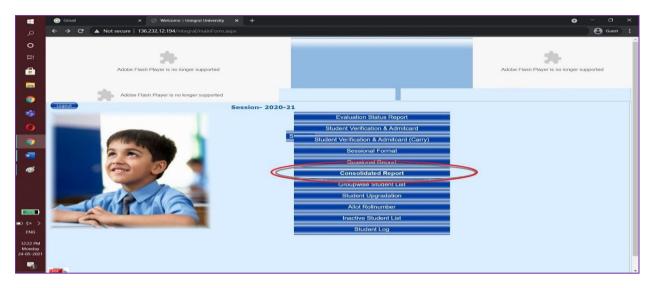


Your result will be displayed.



### **Consolidated Report of students:**

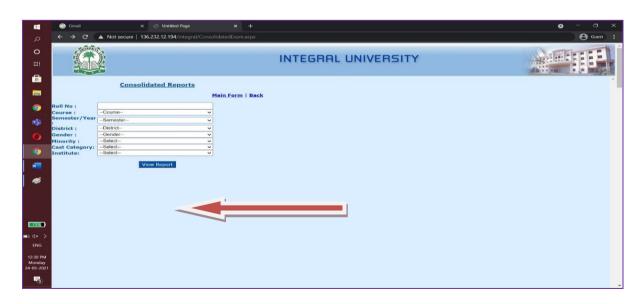
To view any student details, we need to follow below mentioned steps. Student Menu —→ Consolidated report



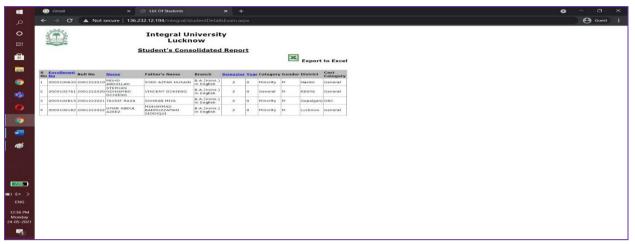
We have following options based on which the consolidated report can be generated.

- 1. Roll no
- 2. Course
- 3. Semester
- 4. Year
- 5. District
- 6. Gender
- 7. Minority or Non-Minority
- 8. Cast
- 9. Institute

We can use above mention filters individually or a combination of them can also be used based on requirement.



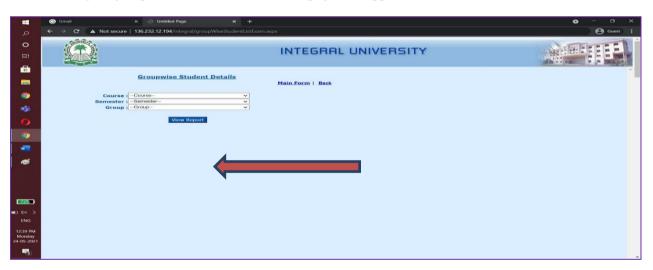
Group wise student details



To view group wise student details, we need to follow below mentioned steps.

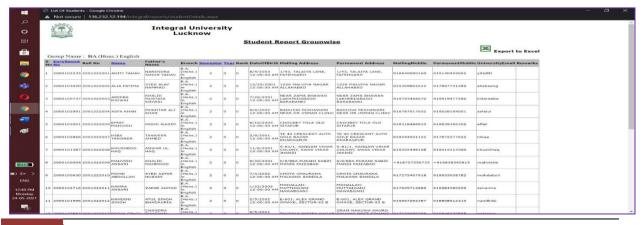
Student Menu — group wise student details

After clicking on group wise student details a new page will appear



Select course → select semester → select group → click on view report.

The list will appear in the following format.



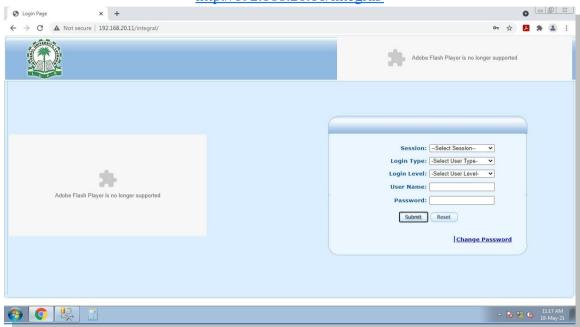


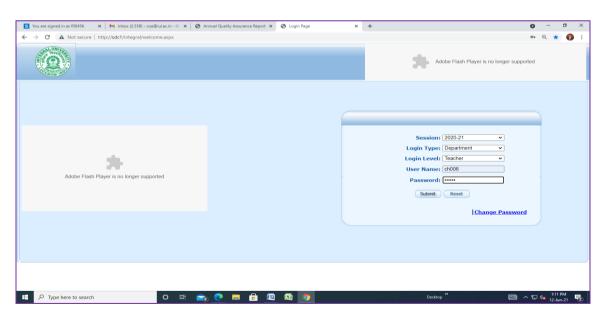
### i. Integral University Examination App (IU Exam App)

a. Feeding of Semester End and Continuous Assessment Marks

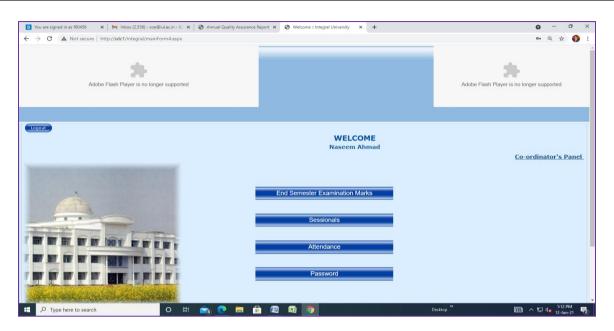
Login into the Software.



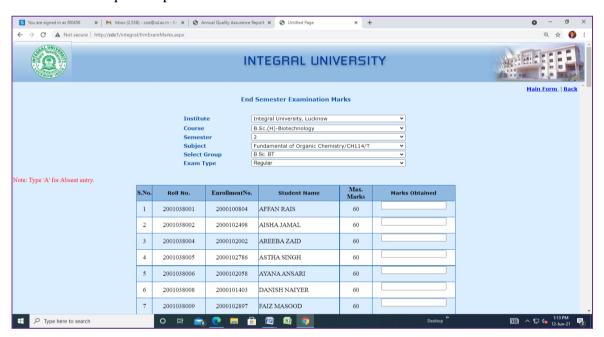




Select the required option.



Select the required option to feed the marks.

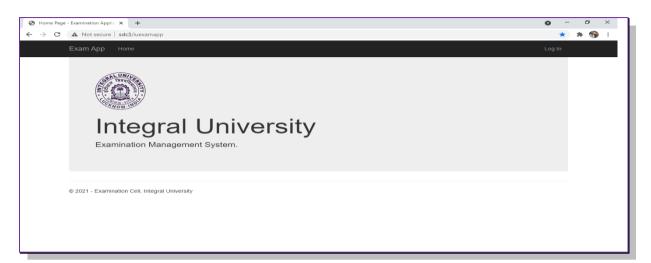


- b. Collation and compilation of examination data, printing of Tabulation Register and Marksheets
- (i) Printing of Tabulation Register:

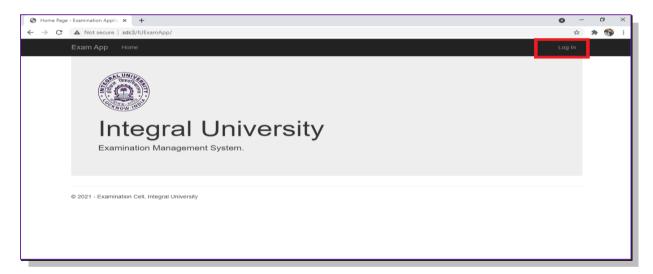
Type the URL on the browser: http://sdc3/IUExamApp/

Home page will appear before Log In.

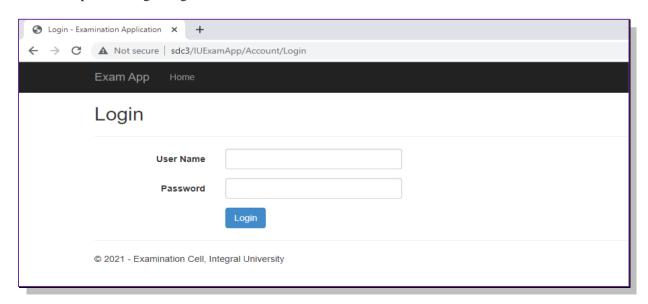




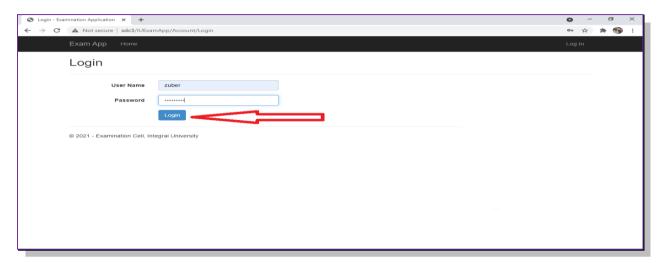
#### Click on Login menu.



#### This will open the Login Page.

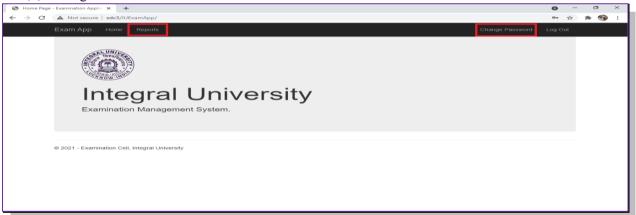


After filling your user name and password, you will be redirected to home page.

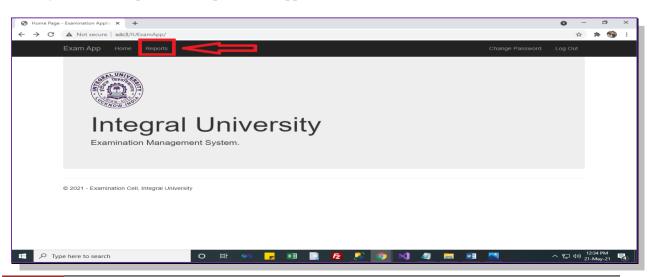


There are two menus.

- (i) Reports
- (ii) Change Password



When you click on reports, three options will appear.

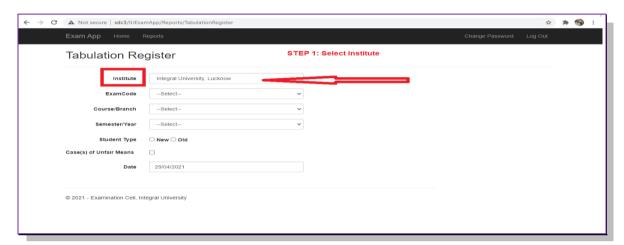


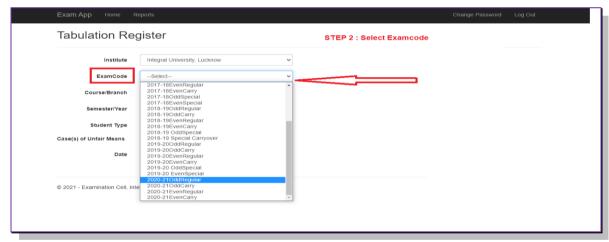


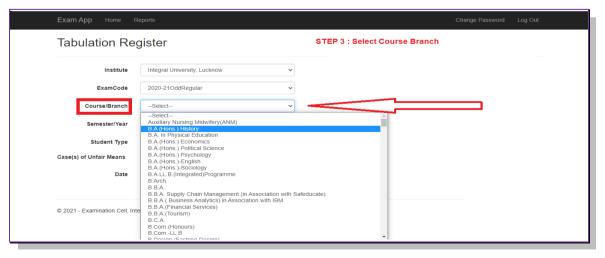
#### There options:

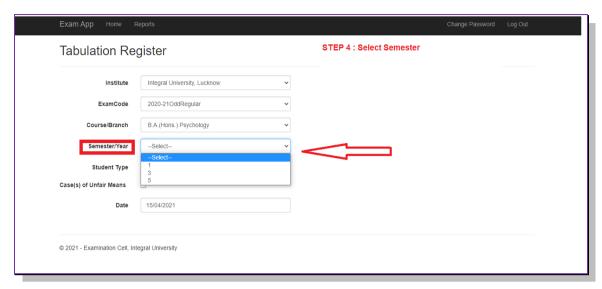
- (i) Tabulation Register
- (ii) Marksheet

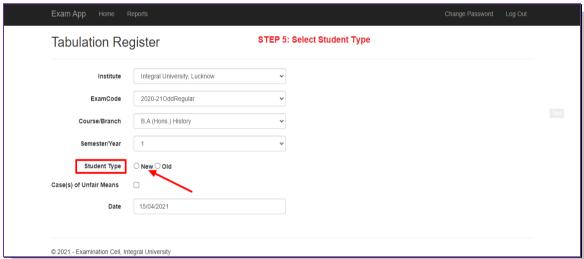
Following steps are used to print the Tabulation Register.

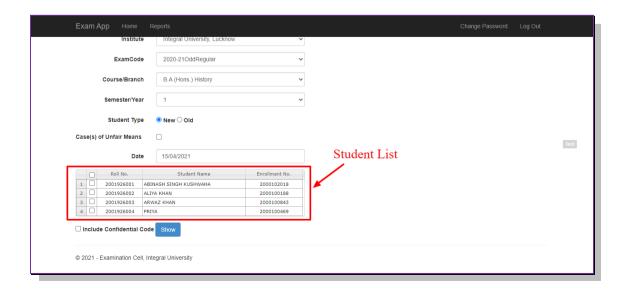


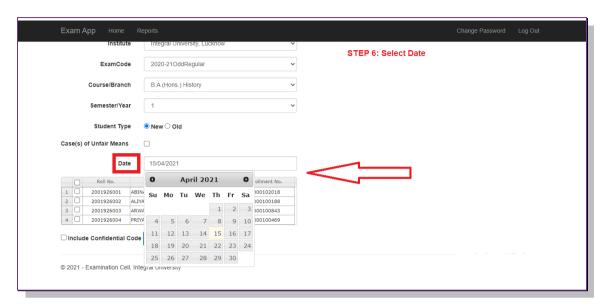


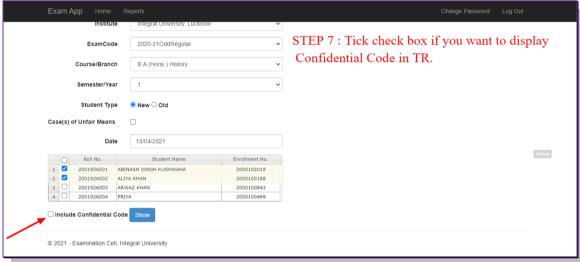


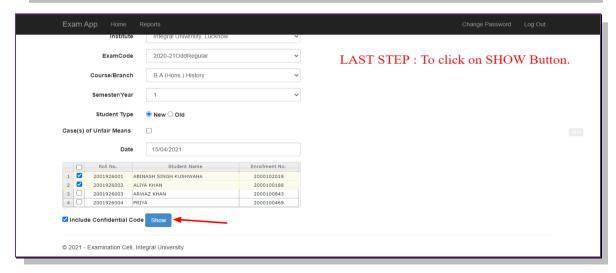












| a d     | TR with Confidential Code |                               | Firs                       | Date: 15/04/2021<br>Page : 1 of 1 |               |     |          |                           |             |     |    |  |  |
|---------|---------------------------|-------------------------------|----------------------------|-----------------------------------|---------------|-----|----------|---------------------------|-------------|-----|----|--|--|
| Sr. No. |                           |                               | сс                         | Code                              | ESE<br>MM     | OM  | CA<br>MM | OM                        | Total<br>MM | OM  | CR |  |  |
| 1. R    | Roll No                   | : 2001926001                  | 234550                     | ES101                             | 40            | 38  | 60       | 50                        | 100         | 88  | 3  |  |  |
| E       | nrollment No              | : 2000102018                  | 234552                     | HH101                             | 40            | 34  | 60       | 50                        | 100         | 84  | 6  |  |  |
| S       | tudent's Name             | : Abinash Singh Kushwaha      | 234554                     | HH102                             | 40            | 35  | 60       | 51                        | 100         | 86  | 6  |  |  |
| F       | ather's Name              | : Mr. Mahendra Singh Kushwaha | 234548                     | HH103                             | 40            | 35  | 60       | 49                        | 100         | 84  | 6  |  |  |
|         |                           |                               |                            | Total                             | 160           | 142 | 240      | 200                       | 400         | 342 | 21 |  |  |
| _       | SE Result                 | : PCP - 0                     | ESE Carryover paper/s: NIL |                                   |               |     |          |                           |             |     |    |  |  |
|         | A Result                  | : PCP - 0                     |                            | CA Carryover                      | paper/s : NIL |     |          |                           |             |     |    |  |  |
|         | GPI                       | : 9.43                        |                            |                                   |               |     |          |                           |             |     |    |  |  |
| C       | GPI                       | : 9.43                        |                            |                                   |               |     |          |                           |             |     |    |  |  |
| 2. R    | Roll No                   | : 2001926002                  | 234549                     | ES101                             | 40            | 33  | 60       | 46                        | 100         | 79  | 3  |  |  |
| E       | nrollment No              | : 2000100188                  | 234551                     | HH101                             | 40            | 36  | 60       | 51                        | 100         | 87  | 6  |  |  |
| S       | tudent's Name             | : Aliya Khan                  | 234553                     | HH102                             | 40            | 31  | 60       | 52                        | 100         | 83  | 6  |  |  |
| F       | ather's Name              | : Mr. Rizwan Khan             | 234547                     | HH103                             | 40            | 32  | 60       | 49                        | 100         | 81  | 6  |  |  |
|         | SE Result                 | : PCP - 0                     |                            | Total                             | 160           | 132 | 240      | 198                       | 400         | 330 | 21 |  |  |
|         | CA Result                 |                               |                            | ESE Carryove                      |               |     |          |                           |             |     |    |  |  |
|         | GPI                       | : PCP - 0<br>: 9.14           |                            | CA Carryover                      | paper/s : NIL |     |          |                           |             |     |    |  |  |
|         | GPI                       | : 9.14                        |                            |                                   |               |     |          |                           |             |     |    |  |  |
|         |                           |                               |                            |                                   |               |     |          |                           |             |     |    |  |  |
|         | Collated By               |                               |                            | Checked By                        |               |     |          | Controller of Examination |             |     |    |  |  |

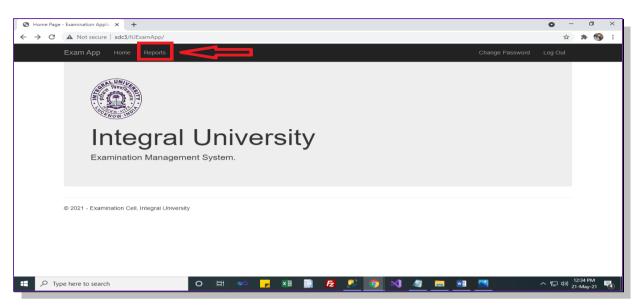
| <b>(D)</b>  | TR without Confidential Code                                     | Integral University, Lucknow<br>Tabulation Register<br>B A (Hons.) History<br>First Semester Examination, 2020-21 |                      |                             |                             |                             | Date: 15/04/2021<br>Page: 1 of 1 |                             |                        |                  |  |
|---|--|---|----------------------|-----------------------------|-----------------------------|-----------------------------|----------------------------------|-----------------------------|------------------------|------------------|--|
| Sr. No.   |  | Code  | MM ESE               | ОМ                          | MM                          | ОМ                          | Total<br>MM                      | OM                          | CR                     | GR               |  |
| 1. Roll No Enrollmen Student's N Father's N ESE Resul CA Result | ame : Abinash Singh Kushwaha<br>me : Mr. Mahendra Singh Kushwaha | ES101 HH101 HH102 HH103 Total ESE Carryove CA Carryover   |                      | 38<br>34<br>35<br>35<br>142 | 60<br>60<br>60<br>60<br>240 | 50<br>50<br>51<br>49<br>200 | 100<br>100<br>100<br>100<br>400  | 88<br>84<br>86<br>84<br>342 | 3<br>6<br>6<br>6<br>21 | O<br>A<br>O<br>A |  |
| CGPI  2. Roll No Enrollmen Student's N Father's N               | : 9.43  : 2001926002  No : 2000100188  ame : Aliya Khan          | ES101<br>HH101<br>HH102<br>HH103  | 40<br>40<br>40<br>40 | 33<br>36<br>31<br>32        | 60<br>60<br>60<br>60<br>240 | 46<br>51<br>52<br>49        | 100<br>100<br>100<br>100<br>400  | 79<br>87<br>83<br>81        | 3<br>6<br>6<br>6<br>21 | B<br>O<br>A<br>A |  |
| ESE Result<br>CA Result<br>SGPI<br>CGPI                         | : PCP-0<br>: PCP-0<br>: 9.14<br>: 9.14                           | ESE Carryove<br>CA Carryover  | r paper/s: NIL       | 132                         | 240                         | 198                         | 400                              | 330                         | 21                     |                  |  |
| Collated  | Collated By  |   |                      | Checked By                  |                             |                             |                                  | Controller of Examination   |                        |                  |  |

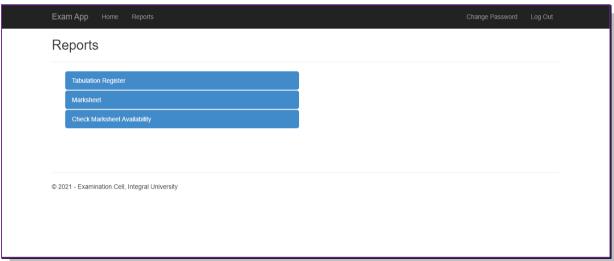
# **Printing of Marksheets:**

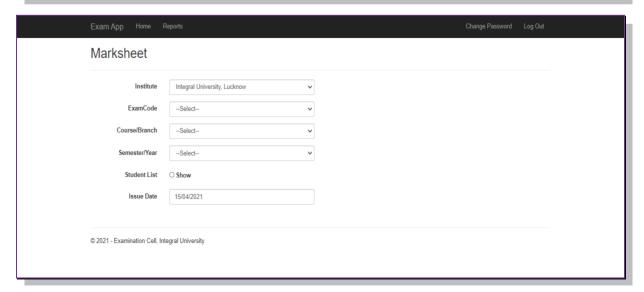
For printing of marksheets, an inbuilt LAN application is available. To print marksheets, click on the marksheets button and select required menu for obtaining the desired marksheet.

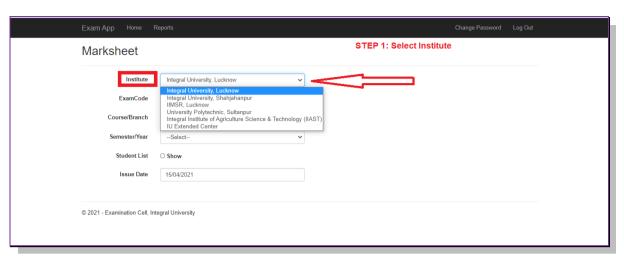
(i) Check Marksheets availability

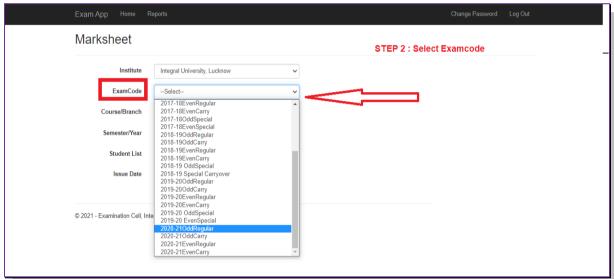


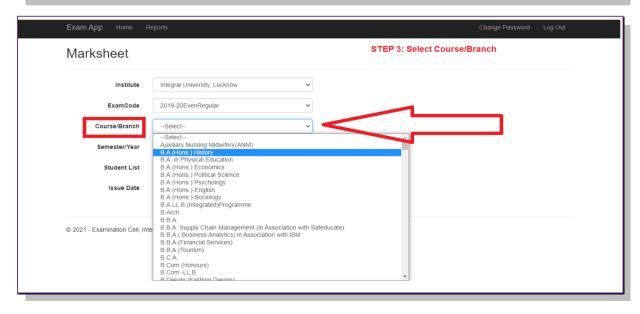


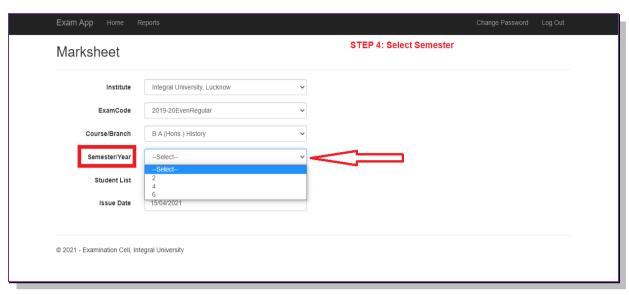


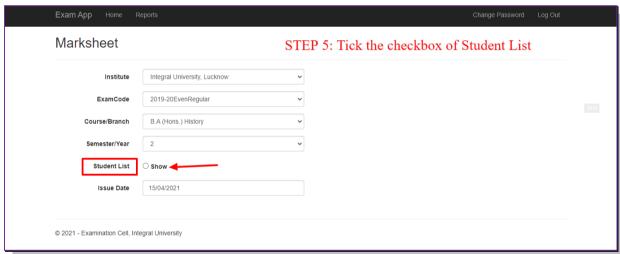


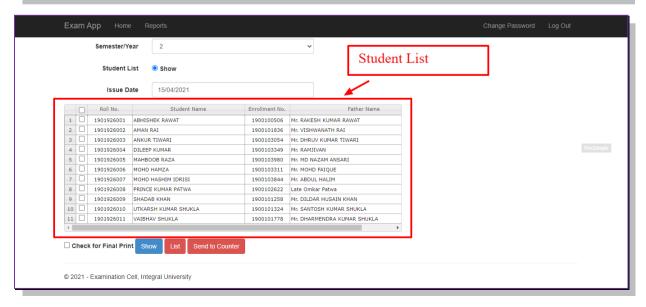


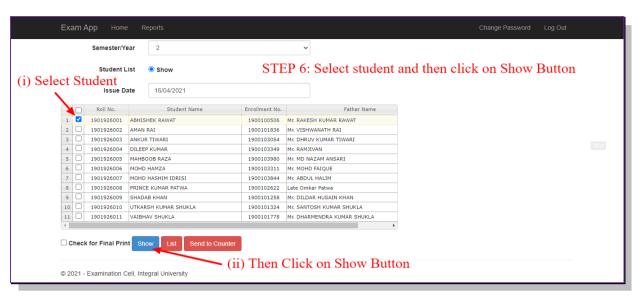


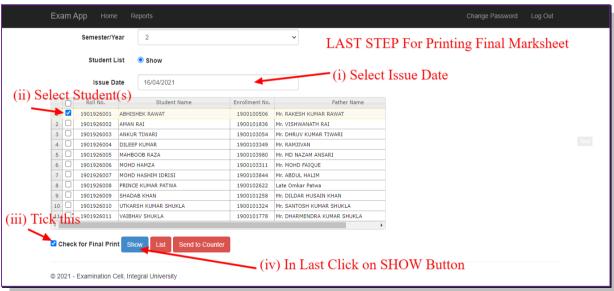


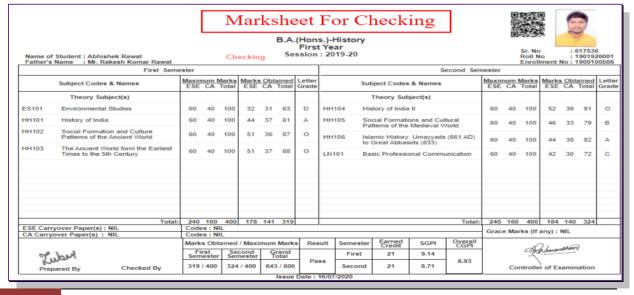


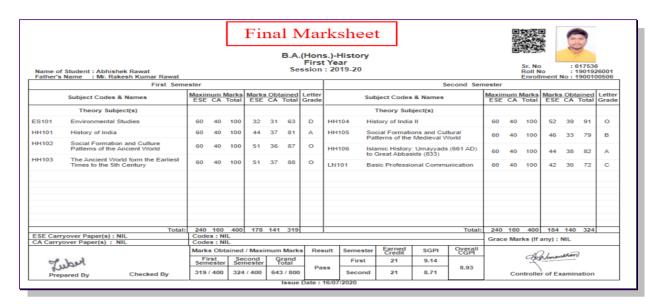




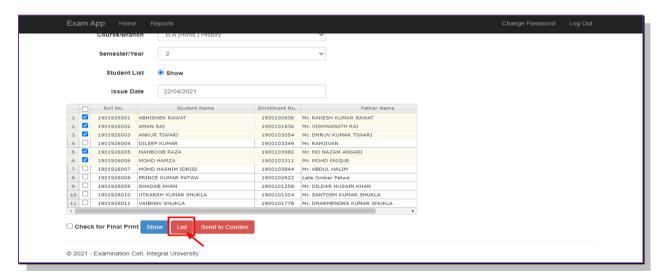




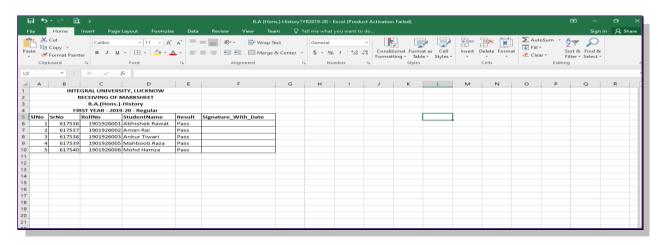




#### Delivering the marksheets to the counter for distribution to the Students:



Receiving at the counter by staff concerned.

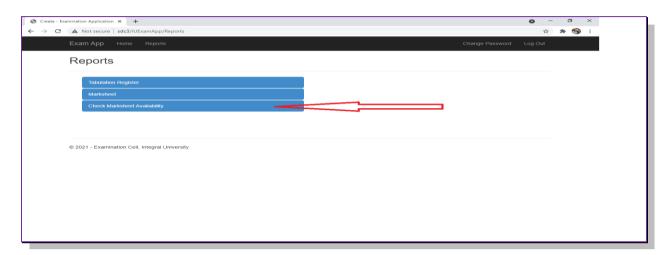


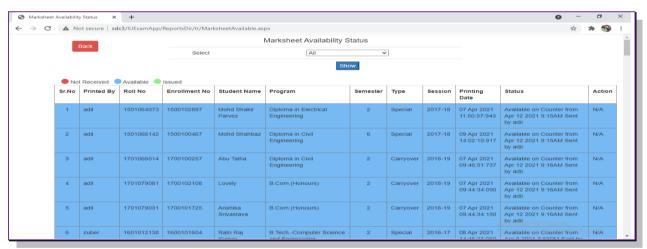


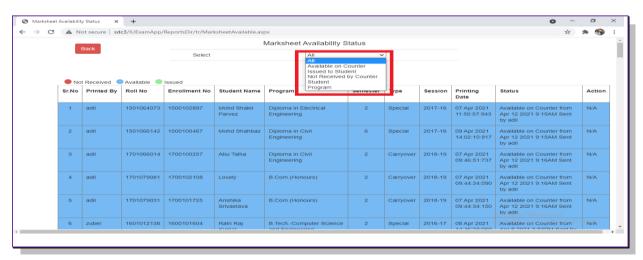
Staff concerned at the counter distributes the marksheet to students after receiving required documents.

### **Steps for issuing Marksheets:**

1. Online record Checking for Marksheet Availability:

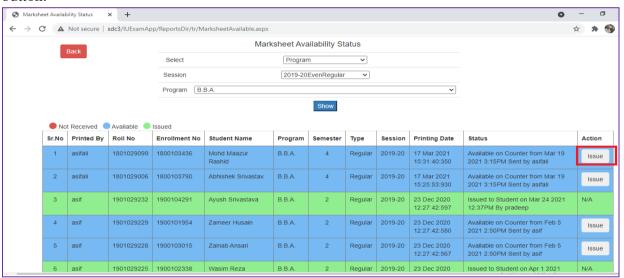




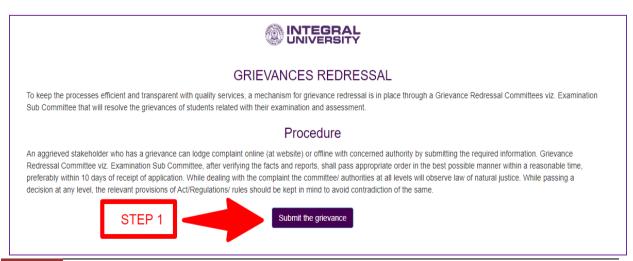


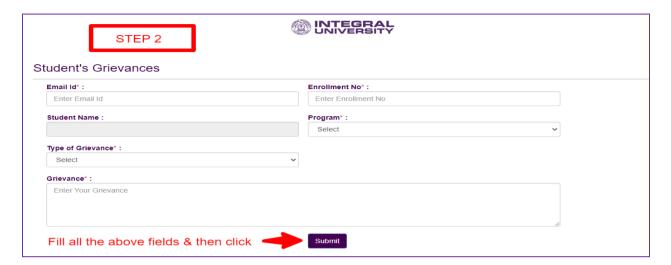
|       | Back                          |            |               |                       | Marksheet Availabilit                | y Status     |            |          |                             |   |      |  |  |  |  |
|-------|-------------------------------|------------|---------------|-----------------------|--------------------------------------|--------------|------------|----------|-----------------------------|---|------|--|--|--|--|
| Back  |                               |            | Select        |                       | Available (                          | on Counter • | (i)        | Select 7 | Γhis                        |   |      |  |  |  |  |
|       |                               |            |               |                       | I                                    | Show <       | • (ii) The | en click | on SHOW I                   | Button  |      |  |  |  |  |
| No    | Not Received Available Issued |            |               |                       |                                      |              |            |          |                             |   |      |  |  |  |  |
| Sr.No | Printed By                    | Roll No    | Enrollment No | Student Name          | Program                              | Semester     | Туре       | Session  | Printing<br>Date            | Status  | Acti |  |  |  |  |
| 1     | adil                          | 1501064073 | 1500102897    | Mohd Shakir<br>Parvez | Diploma in Electrical<br>Engineering | 2            | Special    | 2017-18  | 07 Apr 2021<br>11:50:57:943 | Available on Counter from<br>Apr 12 2021 9:15AM Sent by<br>adil | N/A  |  |  |  |  |
| 2     | adil                          | 1501066142 | 1500100467    | Mohd Shahbaz          | Diploma in Civil<br>Engineering      | 6            | Special    | 2017-18  | 09 Apr 2021<br>14:02:10:917 | Available on Counter from<br>Apr 12 2021 9:15AM Sent by<br>adil | N/A  |  |  |  |  |
| 3     | adil                          | 1701066014 | 1700100257    | Abu Talha             | Diploma in Civil<br>Engineering      | 2            | Carryover  | 2018-19  | 07 Apr 2021<br>09:46:51:737 | Available on Counter from<br>Apr 12 2021 9:16AM Sent by<br>adil | N/A  |  |  |  |  |
| 4     | adil                          | 1701079081 | 1700102108    | Lovely                | B.Com.(Honours)                      | 2            | Carryover  | 2018-19  | 07 Apr 2021<br>09:44:34:090 | Available on Counter from<br>Apr 12 2021 9:16AM Sent by<br>adil | N/A  |  |  |  |  |
| 5     | adil                          | 1701079031 | 1700101725    | Anshika<br>Srivastava | B.Com.(Honours)                      | 2            | Carryover  | 2018-19  | 07 Apr 2021<br>09:44:34:150 | Available on Counter from<br>Apr 12 2021 9:16AM Sent by<br>adil | N/A  |  |  |  |  |

After issuing the marksheet to students, update required in the software by clicking on issue button.

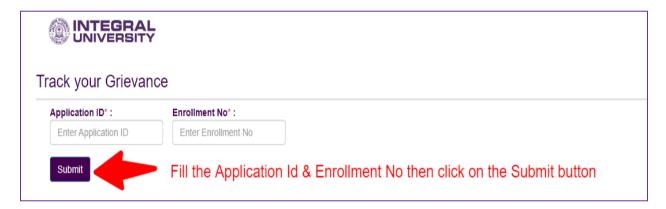


# C. Online Grievance Redressal (Examination related only):

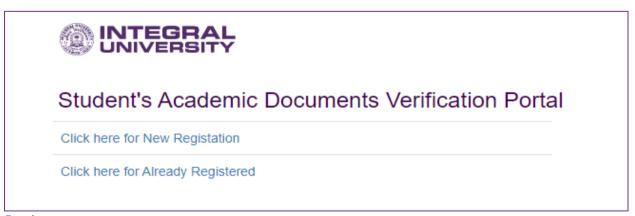




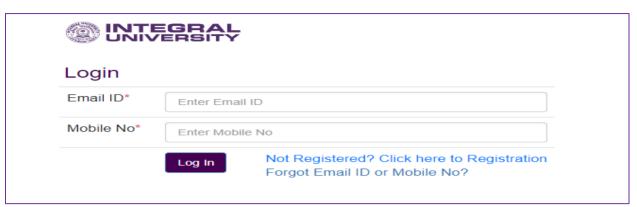
#### **Track Grievances:**



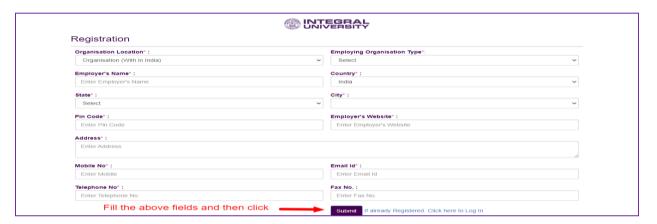
# D. Online Student's Academic Documents Verification:



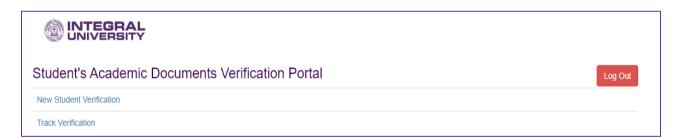
#### Login:



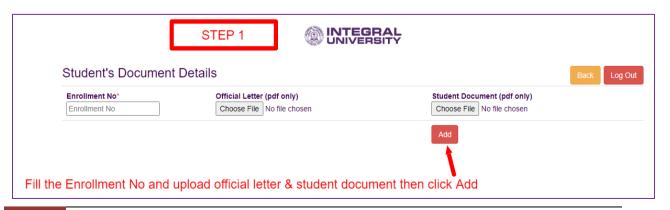
#### Registration:

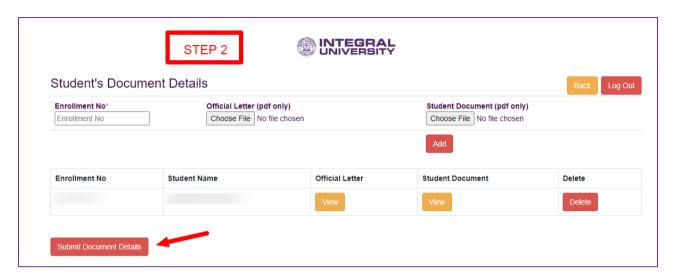


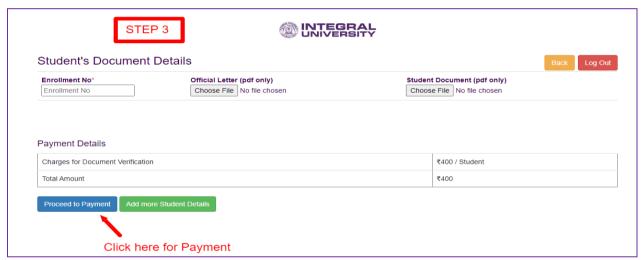
After login/Registration you will get these two options.



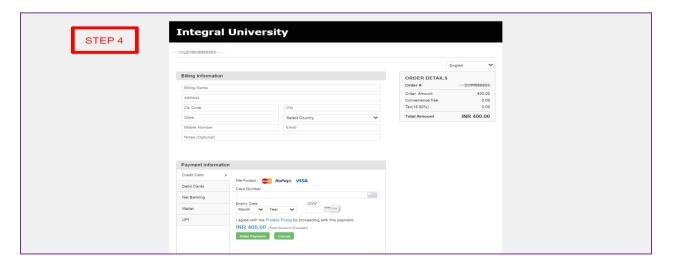
# (i) For new student verification:





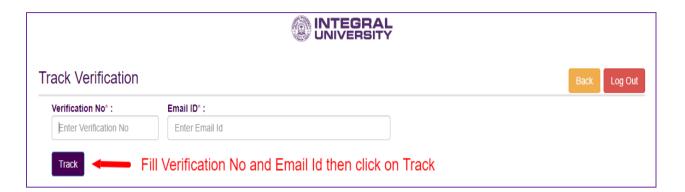


After the completing the step 3, the next and final step is payment of fee. Click on "Proceed to Payment" button and you will be redirected to payment page.





### (ii) Track Verification:



### **Forgot Password:**

Forgot password tab is also available on the portal.

