



Kalinga Institute of Social Sciences (KISS)

Deemed to be University, Bhubaneswar

Current Manual of Examination Automation System

User Manual

Student Lifecycle Management System

February 2021, Version-1.0



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Limited**

Sign off Date

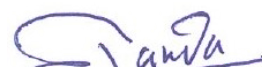
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About this Manual

This User Manual acts as a reference for ERP- EduLead by describing its various concepts and abilities, and by leading the user through the basics of EduLead software. It also provides a detailed reference for all of the EduLead SLCM (Student Lifecycle Management) functionalities.

The User Manual describes all the processes and functionalities regarding various modules and its abilities to conduct the smooth transactions and integrations within the modules.

The software EduLead is an open-source, easy to use and customize, actively maintained, economical and well supported.


Throughout this manual it is assumed that the reader has a working knowledge of about Student Lifecycle Management and basic computer skills and knows how to:

- ❖ Use keyboard and mouse
- ❖ Use web browsers to access the EduLead website
- ❖ Locate, open and save data files.
- ❖ Edit, cut, paste and text.

The SLCM consists of 3 Modules mainly:

1. Admission
2. Academics
3. Examination

This User Manual consists of the Examination Module for End User reference and guidance. The manual describes how to use the Standard interface. As mentioned, it contains instructions that the users must follow during the operation and servicing of **EduLead**. Diverting from the workflow as mentioned in the user manual may result in errors and non-functioning of the software EduLead. It is advisable that the end users must abide by the instructions as mentioned in the user manual.

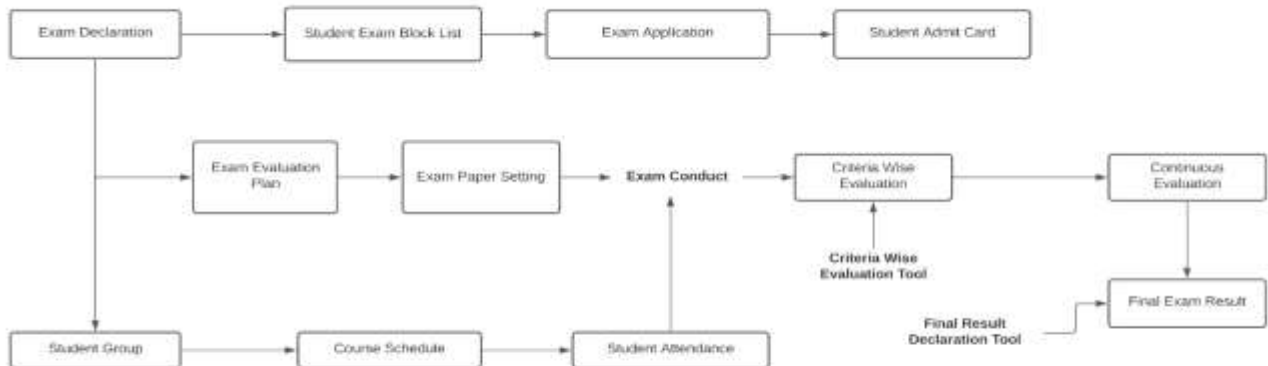


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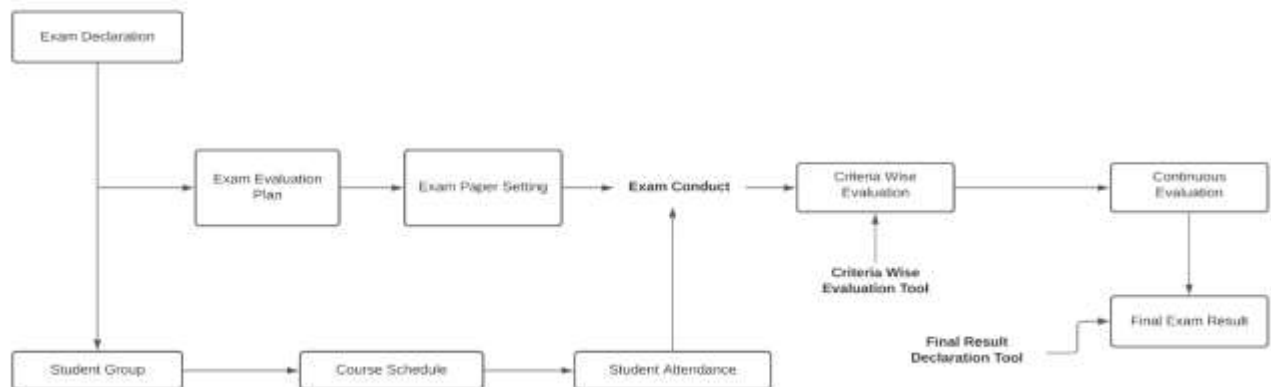


Module: Examination

Exam Declaration with "Is Application Required" :



Exam Declaration without "Is Application Required" :



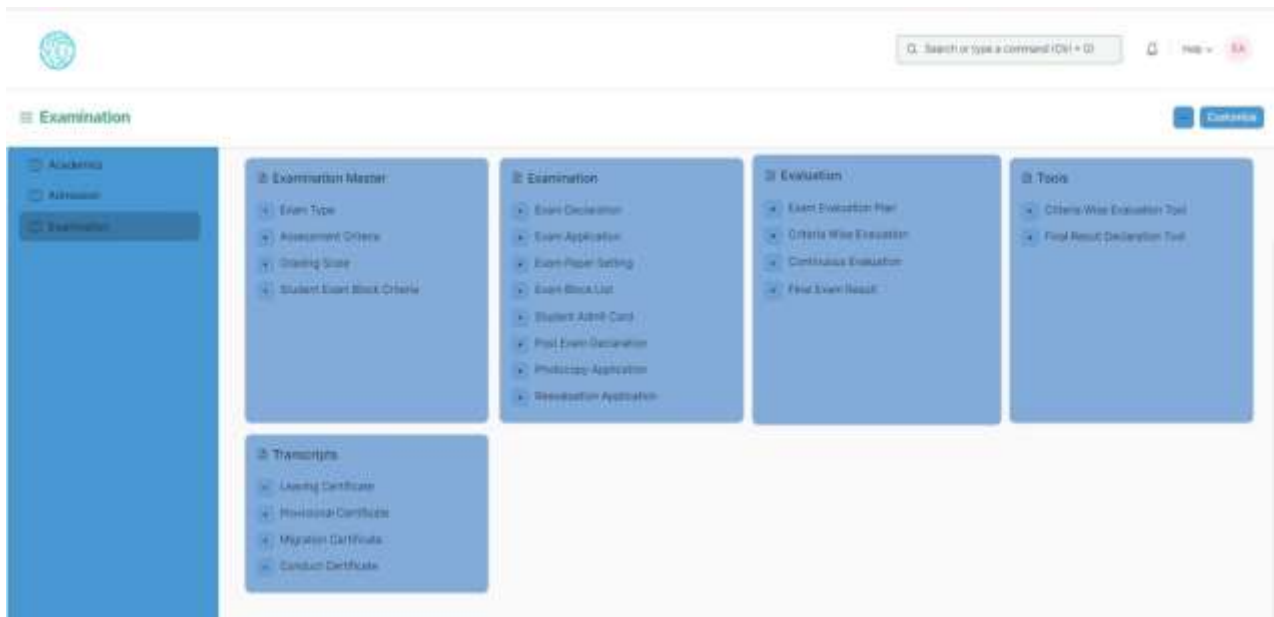
1. Examination Master:

The Examination Masters consists of transactions which would allow to determine and set the values for the Examination Module to process easily. The transactions in Examination Master consists of:

- Exam Type
- Assessment Criteria
- Grading Scale
- Student Exam Block Criteria

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1.1 Exam Type

The Exam Type allows you to create and set values for a particular Exam Declaration which shall be beneficial to determine the type of examinations that are being conducted and can be evaluated on the basis of it.

For example, An Exam Declaration can be classified as Mid Term Examination or End Term Examination.

To access Exam Type list, go to:

[Home](#) > [Examination](#) > [Examination Master](#) > [Exam Type](#)



1.2 Assessment Criteria

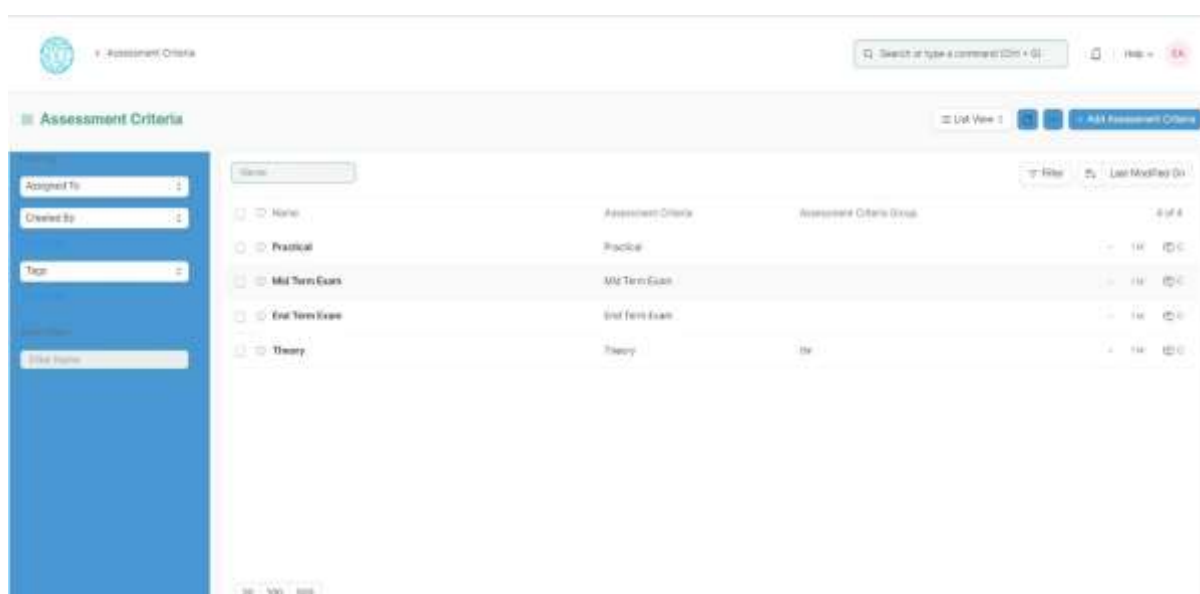
The Assessment Criteria various components of Continuous Evaluation on the basis of which Evaluation shall be conducted.

Also, multiple Assessment Criteria can be grouped together under **Assessment Criteria Group** as well as **Maximum Credit** can be allotted to them. It can also be linked with Exam Declaration if required.

For example, Assessment Criteria can be specified as Mid Term, Practical, End Term, Quiz, Viva, etc.

To access Assessment Criteria list, go to:

[Home](#) > [Examination](#) > [Examination Master](#) > [Assessment Criteria](#)



1.3 Grading Scale

Under Grading Scale, you can define the threshold for the different grades obtained by the students, based on their scores in the assessment.

For example, Students obtaining a score of 90% and above would be graded as A+, students obtaining a score of 80% and above would be graded A- and so on.

To access Assessment Criteria list, go to:



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The screenshot shows the 'Examination Grade' interface. On the left is a sidebar with navigation options. The main area has a 'Connections' section with 'Course' and 'Grade' dropdowns. Below it is the 'Grading Scale Intervals' section, which contains a table with columns: Interval, Grade Code, Grade Point, Threshold, Result, and an action icon.

Interval	Grade Code	Grade Point	Threshold	Result	
1	D	18	90% - 100%	100%	✓ Edit
2	E	9	80% - 90%	100%	✓ Edit
3	A	9	70% - 80%	100%	✓ Edit
4	B	7	60% - 70%	100%	✓ Edit
5	C	6	50% - 60%	100%	✓ Edit
6	D	5	40% - 50%	100%	✓ Edit
7	F	3	0% - 40%	100%	✓ Edit

At the bottom of the table is an 'Add Scale' button.

[Home](#) > [Examination](#) > [Examination Master](#) > [Grading Scale](#)

1.4 Student Exam Block Criteria

The Student Exam Block Criteria is used to create various criteria based on which students are blocked from applying for an exam declaration.

For example, Attendance, Fees can be used as Student Exam Block Criteria for an Exam Declaration.

To access Assessment Criteria list, go to:

[Home](#) > [Examination](#) > [Examination Master](#) > [Student Exam Block Criteria](#)

The screenshot shows the 'Student Exam Block Criteria' interface. On the left is a sidebar with filters: 'Assigned To', 'Created By', 'Tags', and 'Status'. The main area has a 'Name' search bar and a list of criteria. The criteria are listed in a table with columns: Name, Status, and Last Modified On.

Name	Status	Last Modified On
Attendance	Active	10/10/2023
Fees	Active	10/10/2023

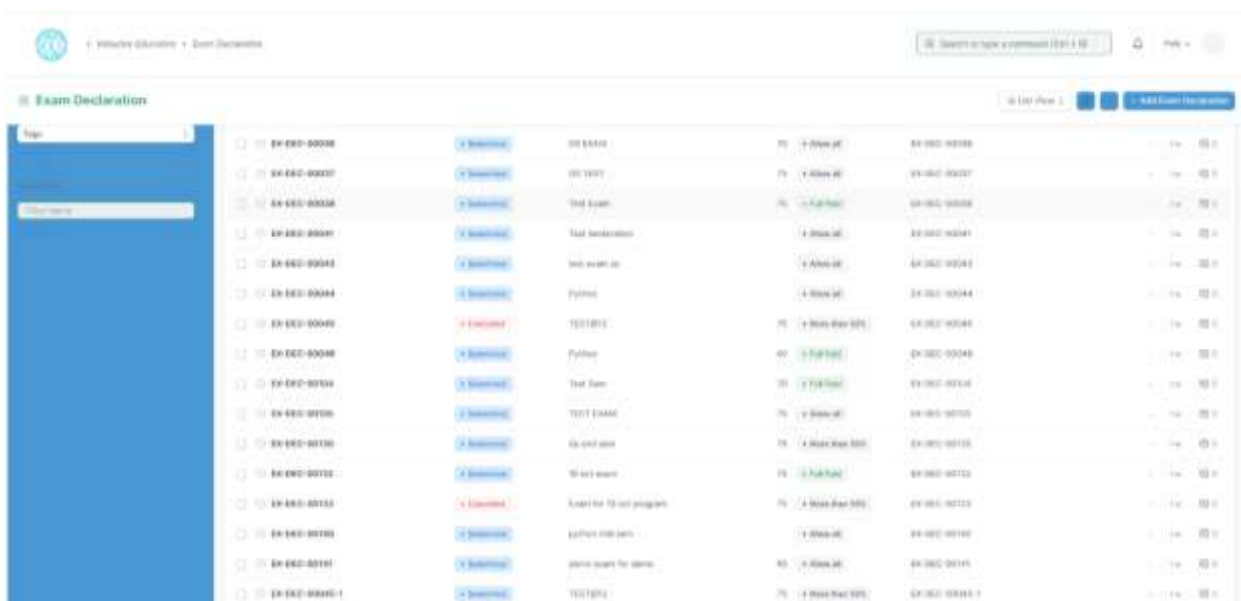
At the bottom of the table is an 'Add Student Exam Block Criteria' button.

2. Examination:

2.1 Exam Declaration

The Exam Declaration will allow you to declare an exam for various programs with accordance to the 'Academic Calendar template which was used during the start of each session.

To access the Exam Declaration Process, go to:



Exam ID	Status	Exam Name	Exam Type	Exam Date	Exam Time
EX-001-00001	Submitted	Test 1	100 %	10/10/2020	10:00 AM
EX-001-00002	Submitted	Test 2	100 %	10/10/2020	11:00 AM
EX-001-00003	Submitted	Test 3	100 %	10/10/2020	12:00 PM
EX-001-00004	Submitted	Test 4	100 %	10/10/2020	13:00 PM
EX-001-00005	Submitted	Test 5	100 %	10/10/2020	14:00 PM
EX-001-00006	Submitted	Test 6	100 %	10/10/2020	15:00 PM
EX-001-00007	Submitted	Test 7	100 %	10/10/2020	16:00 PM
EX-001-00008	Submitted	Test 8	100 %	10/10/2020	17:00 PM
EX-001-00009	Submitted	Test 9	100 %	10/10/2020	18:00 PM
EX-001-00010	Submitted	Test 10	100 %	10/10/2020	19:00 PM
EX-001-00011	Submitted	Test 11	100 %	10/10/2020	20:00 PM
EX-001-00012	Submitted	Test 12	100 %	10/10/2020	21:00 PM
EX-001-00013	Submitted	Test 13	100 %	10/10/2020	22:00 PM
EX-001-00014	Submitted	Test 14	100 %	10/10/2020	23:00 PM
EX-001-00015	Submitted	Test 15	100 %	10/10/2020	24:00 PM
EX-001-00016	Submitted	Test 16	100 %	10/10/2020	25:00 PM
EX-001-00017	Submitted	Test 17	100 %	10/10/2020	26:00 PM
EX-001-00018	Submitted	Test 18	100 %	10/10/2020	27:00 PM
EX-001-00019	Submitted	Test 19	100 %	10/10/2020	28:00 PM
EX-001-00020	Submitted	Test 20	100 %	10/10/2020	29:00 PM
EX-001-00021	Submitted	Test 21	100 %	10/10/2020	30:00 PM
EX-001-00022	Submitted	Test 22	100 %	10/10/2020	31:00 PM
EX-001-00023	Submitted	Test 23	100 %	10/10/2020	32:00 PM
EX-001-00024	Submitted	Test 24	100 %	10/10/2020	33:00 PM
EX-001-00025	Submitted	Test 25	100 %	10/10/2020	34:00 PM
EX-001-00026	Submitted	Test 26	100 %	10/10/2020	35:00 PM
EX-001-00027	Submitted	Test 27	100 %	10/10/2020	36:00 PM
EX-001-00028	Submitted	Test 28	100 %	10/10/2020	37:00 PM
EX-001-00029	Submitted	Test 29	100 %	10/10/2020	38:00 PM
EX-001-00030	Submitted	Test 30	100 %	10/10/2020	39:00 PM
EX-001-00031	Submitted	Test 31	100 %	10/10/2020	40:00 PM
EX-001-00032	Submitted	Test 32	100 %	10/10/2020	41:00 PM
EX-001-00033	Submitted	Test 33	100 %	10/10/2020	42:00 PM
EX-001-00034	Submitted	Test 34	100 %	10/10/2020	43:00 PM
EX-001-00035	Submitted	Test 35	100 %	10/10/2020	44:00 PM
EX-001-00036	Submitted	Test 36	100 %	10/10/2020	45:00 PM
EX-001-00037	Submitted	Test 37	100 %	10/10/2020	46:00 PM
EX-001-00038	Submitted	Test 38	100 %	10/10/2020	47:00 PM
EX-001-00039	Submitted	Test 39	100 %	10/10/2020	48:00 PM
EX-001-00040	Submitted	Test 40	100 %	10/10/2020	49:00 PM
EX-001-00041	Submitted	Test 41	100 %	10/10/2020	50:00 PM
EX-001-00042	Submitted	Test 42	100 %	10/10/2020	51:00 PM
EX-001-00043	Submitted	Test 43	100 %	10/10/2020	52:00 PM
EX-001-00044	Submitted	Test 44	100 %	10/10/2020	53:00 PM
EX-001-00045	Submitted	Test 45	100 %	10/10/2020	54:00 PM
EX-001-00046	Submitted	Test 46	100 %	10/10/2020	55:00 PM
EX-001-00047	Submitted	Test 47	100 %	10/10/2020	56:00 PM
EX-001-00048	Submitted	Test 48	100 %	10/10/2020	57:00 PM
EX-001-00049	Submitted	Test 49	100 %	10/10/2020	58:00 PM
EX-001-00050	Submitted	Test 50	100 %	10/10/2020	59:00 PM
EX-001-00051	Submitted	Test 51	100 %	10/10/2020	60:00 PM
EX-001-00052	Submitted	Test 52	100 %	10/10/2020	61:00 PM
EX-001-00053	Submitted	Test 53	100 %	10/10/2020	62:00 PM
EX-001-00054	Submitted	Test 54	100 %	10/10/2020	63:00 PM
EX-001-00055	Submitted	Test 55	100 %	10/10/2020	64:00 PM
EX-001-00056	Submitted	Test 56	100 %	10/10/2020	65:00 PM
EX-001-00057	Submitted	Test 57	100 %	10/10/2020	66:00 PM
EX-001-00058	Submitted	Test 58	100 %	10/10/2020	67:00 PM
EX-001-00059	Submitted	Test 59	100 %	10/10/2020	68:00 PM
EX-001-00060	Submitted	Test 60	100 %	10/10/2020	69:00 PM
EX-001-00061	Submitted	Test 61	100 %	10/10/2020	70:00 PM
EX-001-00062	Submitted	Test 62	100 %	10/10/2020	71:00 PM
EX-001-00063	Submitted	Test 63	100 %	10/10/2020	72:00 PM
EX-001-00064	Submitted	Test 64	100 %	10/10/2020	73:00 PM
EX-001-00065	Submitted	Test 65	100 %	10/10/2020	74:00 PM
EX-001-00066	Submitted	Test 66	100 %	10/10/2020	75:00 PM
EX-001-00067	Submitted	Test 67	100 %	10/10/2020	76:00 PM
EX-001-00068	Submitted	Test 68	100 %	10/10/2020	77:00 PM
EX-001-00069	Submitted	Test 69	100 %	10/10/2020	78:00 PM
EX-001-00070	Submitted	Test 70	100 %	10/10/2020	79:00 PM
EX-001-00071	Submitted	Test 71	100 %	10/10/2020	80:00 PM
EX-001-00072	Submitted	Test 72	100 %	10/10/2020	81:00 PM
EX-001-00073	Submitted	Test 73	100 %	10/10/2020	82:00 PM
EX-001-00074	Submitted	Test 74	100 %	10/10/2020	83:00 PM
EX-001-00075	Submitted	Test 75	100 %	10/10/2020	84:00 PM
EX-001-00076	Submitted	Test 76	100 %	10/10/2020	85:00 PM
EX-001-00077	Submitted	Test 77	100 %	10/10/2020	86:00 PM
EX-001-00078	Submitted	Test 78	100 %	10/10/2020	87:00 PM
EX-001-00079	Submitted	Test 79	100 %	10/10/2020	88:00 PM
EX-001-00080	Submitted	Test 80	100 %	10/10/2020	89:00 PM
EX-001-00081	Submitted	Test 81	100 %	10/10/2020	90:00 PM
EX-001-00082	Submitted	Test 82	100 %	10/10/2020	91:00 PM
EX-001-00083	Submitted	Test 83	100 %	10/10/2020	92:00 PM
EX-001-00084	Submitted	Test 84	100 %	10/10/2020	93:00 PM
EX-001-00085	Submitted	Test 85	100 %	10/10/2020	94:00 PM
EX-001-00086	Submitted	Test 86	100 %	10/10/2020	95:00 PM
EX-001-00087	Submitted	Test 87	100 %	10/10/2020	96:00 PM
EX-001-00088	Submitted	Test 88	100 %	10/10/2020	97:00 PM
EX-001-00089	Submitted	Test 89	100 %	10/10/2020	98:00 PM
EX-001-00090	Submitted	Test 90	100 %	10/10/2020	99:00 PM
EX-001-00091	Submitted	Test 91	100 %	10/10/2020	100:00 PM
EX-001-00092	Submitted	Test 92	100 %	10/10/2020	101:00 PM
EX-001-00093	Submitted	Test 93	100 %	10/10/2020	102:00 PM
EX-001-00094	Submitted	Test 94	100 %	10/10/2020	103:00 PM
EX-001-00095	Submitted	Test 95	100 %	10/10/2020	104:00 PM
EX-001-00096	Submitted	Test 96	100 %	10/10/2020	105:00 PM
EX-001-00097	Submitted	Test 97	100 %	10/10/2020	106:00 PM
EX-001-00098	Submitted	Test 98	100 %	10/10/2020	107:00 PM
EX-001-00099	Submitted	Test 99	100 %	10/10/2020	108:00 PM
EX-001-00100	Submitted	Test 100	100 %	10/10/2020	109:00 PM

[Home](#) > [Examination](#) > [Examination](#)>[Exam Declaration](#)

The Exam Declaration can be declared with or without the requirement of an Exam Application.

Prerequisites:

- 1.Academic Calendar
- 2.Program
- 3.Academic Year



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How to create an Exam Declaration?

1. Add Exam Declaration: Enter the Exam Type, Exam Name, Academic Year, Academic Term.
2. If Exam Application is required then mark the checkbox: Enter Application Form Start Date, Application Form End Date
3. Select and add the Exam Start Date.
4. Select and add the Exam End Date.
5. Select and add the Block List Display Date.
6. Select and add the Admit Card Issue Date.
7. Select and add the Exam Program.
8. Semesters related to the selected Exam Program will be displayed on the drop-down list.
9. Select Get Courses.
10. Courses Offered Table:
 - a. Courses from the semesters selected are auto populated in the table.
 - b. Select and the Examination Date
 - c. Change the “From Time” and “To Time” to your desirable schedule.
 - d. Total duration (in Hours) will be auto generated.
11. Select and enter the eligibility details:
 - a. Select and add Minimum Attendance Criteria
 - b. Select the Fee Status from the list of drop-down options
12. Select and add Exam Fees:
 - i. Select and add Exam Fees if applicable-If Yes, then select and add various fee structures along with due date in the fee structure table according to Student Category.



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6. Select the Save button
7. Current Academic Courses will be automatically fetched.

2.3 Exam Paper Setting

The Exam Paper Setting is used to prepare paper setting schedules and plan for paper setters and moderators for a particular exam declaration.

To access the Exam Paper Setting, go to:

[Home](#) > [Examination](#) > [Examination](#)> [Exam Paper Setting](#)

The screenshot shows a web application interface for 'Exam Paper Setting'. The breadcrumb trail is 'Home > Examination > Examination > Exam Paper Setting'. The page title is 'Computer Science (PG)' with a status of 'Pending'. The form includes the following fields:

- Posting Date:** 04-03-2022
- Exam Evaluation Plan:** EXPLN-00015
- Programs:** Computer Science (PG)
- Semester:** Master of Science in Computer Science With Specialization in Indigenous Knowledge, Science and Technology Semester I
- Course:** CRS-01568
- Course Code:** CS-6005
- Course Name:** Database Management Systems
- Academic Year:** 2021-22
- Academic Term:** 2021-22 (SEMESTER I)
- Examiner:** Mr. Abul Nag
- Examiner Name:** Atul Nag
- Moderator Name:** Deepak Kumar Barai

Prerequisites:

- 1.Exam Evaluation Plan
- 2.Exam Declaration

****Note:** The Exam Paper Setting is already created as a draft when Exam Evaluation Plan is submitted. The Paper Setter has to only attach the exam paper set for that particular exam declaration and then approved by the Moderator if any. **

How to create an Exam Paper Setting?

1. Select and Add Exam Paper Setting:
2. Select and Add Exam Evaluation Plan, Academic year, Academic Term.
3. Select and add Course



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4. Select the Examiner from the dropdown menu and then the Moderator Name.
5. Select the Schedule Date: Select “From Time” & “To time”.
6. Select and attach the Paper Copy.
7. Save.

2.4 Exam Block List

The Exam Block List displays the list of students that are blocked from applying for a particular Exam Declaration as they are not being able to clear the eligibility exam criteria.

To access the Student Exam Block List Process, go to:

[Home](#) > [Examination](#) > [Examination](#)> [Exam Block List](#)

How to create Student Exam Block List?

- 1 Add Student Exam Block List: Select and add Program of Exam
- 2 Select and add Exam Declaration
- 3 Semester is auto fetched
- 4 Select and add row in Student Block Item:
 - a. Enter Student ID
 - b. Student Name is auto fetched
 - c. Select and add criteria
- 5 Select Save button



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2.5 Admit Card

The Admit Card process is used to download the admit card after exam application has been applied for the particular exam declaration.

To access the Admit Card Process, go to:

[Home > Education > Examination > Admit Card](#)

STU-ADM-01127

Enrollment No.: EDU-ENR-2022-02306

Permanent Registration Number: 2021652025

Student Roll No.: EDU-STU-2022-00345

Academic Year: 2021-22

Student Name: Hemanta Kumar Mallick

Academic Term: 2022-23 (SEMESTER 3)

Roll No.: 21652028

Current Program: Zoology (PG)



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ADMIT CARD

Student Name: Hemanta Kumar Mallick
Admit Card No.: STU-ADM-01127
Roll No.: 21652028
Registration No.: 2021652025

Current Program: Zoology (PG)
Academic Term: 2022-23 (SEMESTER 3)
Academic Year: 2021-23

Sl.No.	Course Name	Course Code	Examination Date	Invigilator Sign
1	Animal Development and Neurobiology	ZO-5001	16-12-2022	
2	Immunology	ZO-5003	20-12-2022	
3	Economic Zoology	ZO-5031	22-12-2022	
4	Conservation Biology	ZO-5035	26-12-2022	
5	Strategies for economic empowerment of Tribal Communities	CI-5051	30-12-2022	
6	Sustainable Utilisation and Management of Tribal Resources	CI-5053	31-12-2022	

Signature of Student

Signature of Controller of Examinations

Prerequisites

1. Exam Declaration
2. Exam Application
3. Eligibility Criteria

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4. Admit Card Issue Date

Name	Student Name	Photo	Name
STU-ADM-00000	STU-ADM-00000	STU-ADM-00000	STU-ADM-00000
STU-ADM-00001	STU-ADM-00001	STU-ADM-00001	STU-ADM-00001
STU-ADM-00002	STU-ADM-00002	STU-ADM-00002	STU-ADM-00002
STU-ADM-00003	STU-ADM-00003	STU-ADM-00003	STU-ADM-00003
STU-ADM-00004	STU-ADM-00004	STU-ADM-00004	STU-ADM-00004
STU-ADM-00005	STU-ADM-00005	STU-ADM-00005	STU-ADM-00005
STU-ADM-00006	STU-ADM-00006	STU-ADM-00006	STU-ADM-00006

How to create an Admit Card?

- 1 Select Add Student Admit Card
- 2 Select and Add Registration No
- 3 All other fields are auto fetched accordingly
- 4 Add Save button

Other Features

- 1 The Admit card can be view in print form and downloaded.
- 2 The admit card contains information regarding the exam schedule.
- 3 It also contains photo of the student.

2.6 Post Exam Declaration

There are some processes that needs to be available to the students and institutes, post examination and before result declaration in order to have a fair chance given to students so that they can have their doubts cleared about the marks they secure and the results that are published.

The post exam declaration consists of 2 declarations that are mostly made open for students to apply:

- 1 Photocopy Application
- 2 Re-evaluation Application



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To access the Post Exam Declaration Process, go to:

Name	Exam Declaration	Fees Applicable	Name
PNT-CFY-0025	DP-DCD-00033	+ NO	PNT-CFY-0025
PNT-CFY-0022	DP-DCD-00033	+ NO	PNT-CFY-0022
PNT-CFY-0021	DP-DCD-00031	+ NO	PNT-CFY-0021
PNT-CFY-0020	DP-DCD-00031	+ NO	PNT-CFY-0020
PNT-CFY-0018	DP-DCD-00031	+ NO	PNT-CFY-0018
PNT-CFY-0016	DP-DCD-00031	+ NO	PNT-CFY-0016

[Home](#) > [Examination](#) > [Examination](#) > [Post Exam Declaration](#)

Prerequisites

1. Exam Declaration
2. Fees Applicable

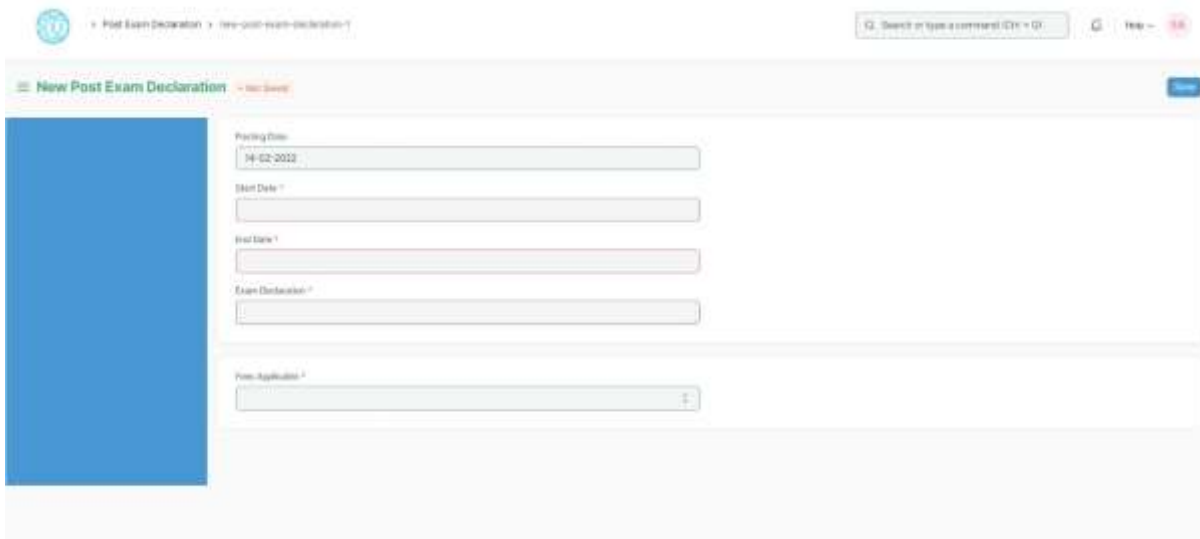
How to create Post Exam Declaration?

- 1 Select and Post Exam Declaration
- 2 Select and add Start Date.
- 3 Select and add End Date
- 4 Select and add Exam Declaration for which Post Exam Declaration is being issued.
- 5 Select if Fees Applicable.



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i. Select and add Fee Structure.

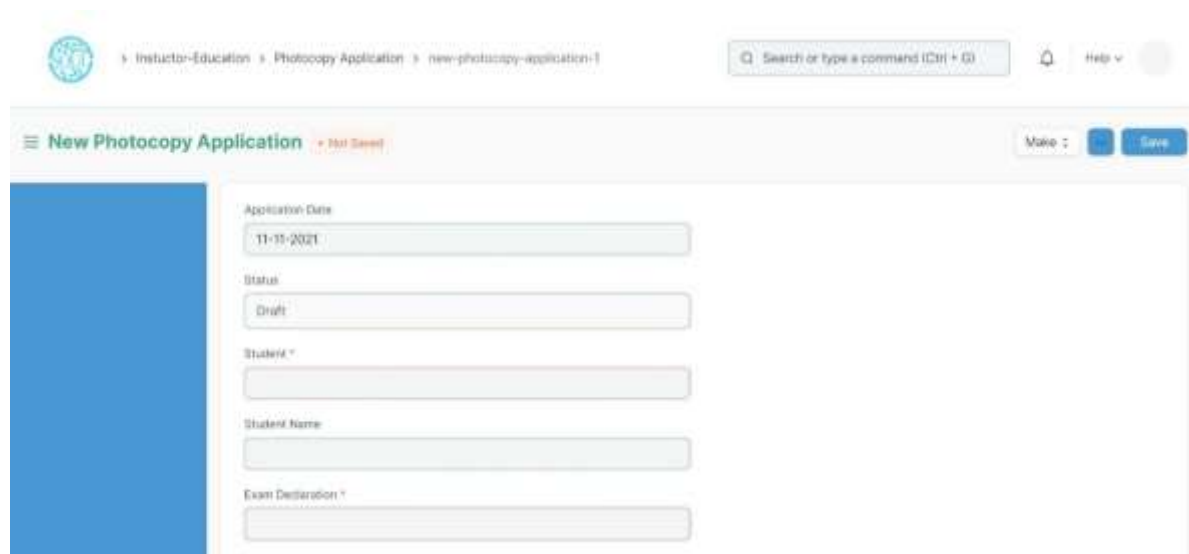


2.7 Photocopy Application

After a post-exam declaration, if the student wants to view his exam answer sheet, then they apply to photocopy application. The exam section attaches the copy of the student's scanned answer sheet which is accessible from the student ID. Through this process, the student can raise any issues regarding his evaluation of the answer sheet by the faculty/instructor.

To access the Photocopy Application, go to:

[Home](#) > [Examination Module](#) > [Examination](#) > [Photocopy Application](#)



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Prerequisites

1. Exam Declaration
2. Post Exam Declaration
3. Fees Applicable

How to create Photocopy Application?

- 1 Select and add Photocopy Application
- 2 Select and add Student Name
- 3 Select and add Exam Declaration
- 4 Select and add Post Exam Declaration
- 5 Select Photocopy Item:
 - a. Select and add Course Name from the list of courses for which Post Exam Declaration is issued.
 - b. Select attach button and upload photocopy.

2.8 Revaluation Application

After a post-exam declaration, if the student wants to have his answer sheet re-counted for the marks he has been assigned, then he applies for the revaluation application. The re-counted score is placed at the disposal of the student after the revaluation by the Exam section but the scanned copy for the answer sheet is not accessible at the student ID.

To access the Photocopy Application, go to:

[Home > Education > Examination > Revaluation Application](#)

Name	Status	Student Name	Marks
REV-APP-00038	Cancelled	Frame Lname	REV-APP-00038
REV-APP-00039	Cancelled	Frame Lname	REV-APP-00039
REV-APP-00037	Submitted	ROBIN UTHAPPA	REV-APP-00037
REV-APP-00036	Submitted	Umesh Mahajan	REV-APP-00036
REV-APP-00035	Submitted	ROBIN UTHAPPA	REV-APP-00035



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Prerequisites

1. Exam Declaration
2. Post Exam Declaration
3. Fees Applicable

How to create Revaluation Application?

- 1 Select and add Reevaluation Application
- 2 Select and add Student Name
- 3 Select and add Exam Declaration
- 4 Select and Post Exam Declaration
- 5 Select Photocopy Item:
 - a. Select and add Course Name from the list of courses for which Post Exam Declaration is issued.
 - b. Select attach button and upload photocopy.

3. Evaluation

3.1 Exam Evaluation Plan

An Exam Evaluation Plan is a schedule to conduct the examination/assessment of a particular course for a group of students studying that course in an on-going academic term.

To access the Exam Evaluation Plan, go to

The screenshot shows a web application interface for creating a new exam evaluation plan. The page title is 'New Exam Evaluation Plan'. The form contains several input fields: 'Exam Declaration', 'Academic Year', 'Rating Scale', 'Academic Term', and 'Assessment Criteria'. Below these fields is an 'Evaluate' section which includes a table for 'Exam/Assessment Plan Item'. The table has columns for 'No.', 'Course', 'Course Name', 'Course Code', 'Pending Marks', 'Total Marks', and an 'ID' field. A 'Add Row' button is located at the bottom of the table.

[Home](#) > [Examination](#) > [Evaluation](#) > [Exam Evaluation Plan](#)



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Prerequisites

Before creating an Exam Evaluation Plan, it is advisable that you create the following first:

1. [Student Group \(Based on Exam Declaration\)](#)
2. [Course](#)
3. [Program](#)
4. [Evaluation Group](#)
5. [Grading Scale](#)

How to create an Exam Evaluation Plan?

1. Go to the Exam Evaluation Plan list and click on New.
2. Select the Exam Declaration for which you want to conduct the evaluation plan.
3. Select the Academic Year, Academic Term, Grading Scale, Assessment Criteria for which you are conducting the evaluation plan.
4. The courses for which the exam declaration has been made, gets auto fetched in the “Evaluate” table along with passing marks and total marks.
5. Select the Paper Setting Start Date and Paper Setting End Date.
6. Select the faculties in the Examiners List and select the courses which are present in their respective Instructor Log.
7. Select the faculties as Moderators along with the courses specified to them.
8. Save.
9. Once you save the Exam Evaluation Plan, the Exam Paper Setting would automatically be created for the evaluation which needs to be verified and submitted.
10. Submitted.



Features

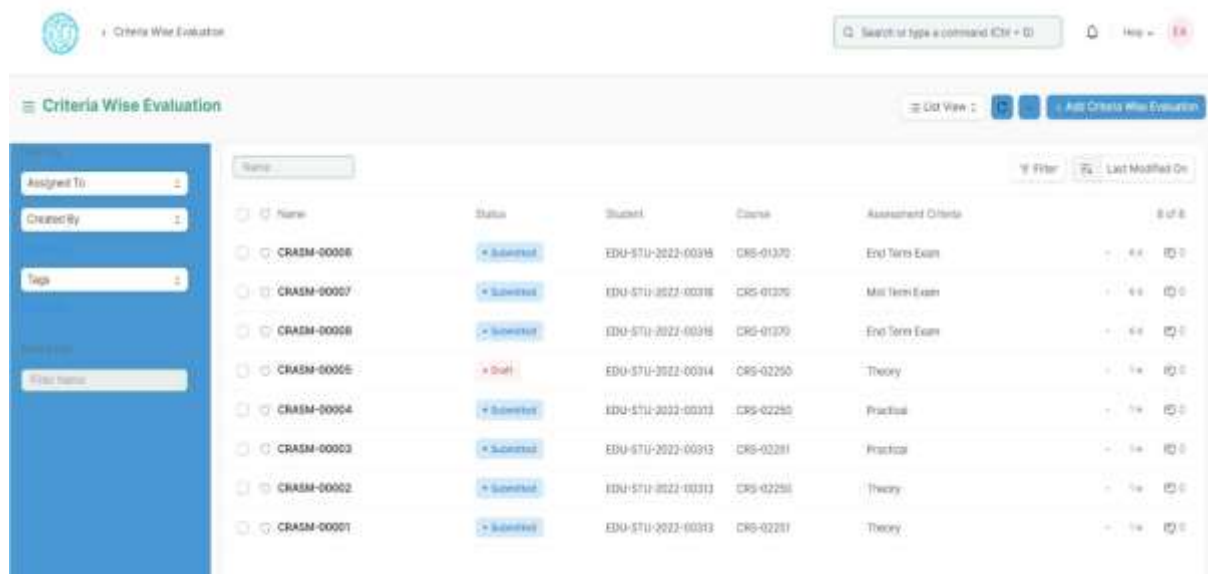
Exam Schedule

1. Schedule Date: Enter the date on which the evaluation is to be conducted.
2. From Time: Enter the start date for the evaluation.
3. To Time: Enter the end time for the evaluation.
4. Room: Select the room in which the evaluation would be conducted.
5. Examiner: Add the name of the Examining Instructor for this assessment.
6. Supervisor: Add the name of the Supervising Instructor for this assessment.

3.2 Criteria-wise Evaluation

Criteria-wise Evaluation allows us to create an evaluation for a particular assessment criterion in a course for a student enrolled in that course.

To access the Criteria-wise Evaluation, go to:



[Home](#) > [Examination](#) > [Evaluation](#) > [Criteria wise Evaluation](#)



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The screenshot shows a web application interface for creating a 'New Criteria Wise Evaluation'. The form is titled 'New Criteria Wise Evaluation' and includes a 'Save' button. The form fields are as follows:

- Student Name:** A text input field.
- Exam Declaration:** A text input field.
- Academic Year:** A text input field.
- Academic Term:** A text input field.
- Course:** A text input field.
- Assessment Criteria:** A text input field.
- Exam Evaluation Plan:** A text input field.
- Grading Scale:** A text input field.

A blue sidebar is visible on the left side of the form.

Prerequisites

Before creating Criteria-wise Evaluation, it is advisable that you create the following first:

1. [Exam Declaration](#)
2. [Course](#)
3. [Assessment Criteria](#)
4. [Exam Evaluation Plan](#)
5. [Grading Scale](#)

How to create Criteria-wise Evaluation?

1. Go to Criteria Wise Evaluation; Select and add Criteria Wise Evaluation.
2. Select and enter the Student Name
3. Select and enter Academic Year and Academic Term
4. Select the Course from the dropdown list.
5. Select and add Assessment Criteria.
6. Select and add Exam Declaration and Exam Evaluation Plan if any.
7. Save.

3.3 Continuous Evaluation

Continuous Evaluation is used to assess the Assessment Criteria done for a course for an individual student.

To go to Continuous Evaluation, go to:



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Continuous Evaluation Tool

Submit

Academic Year *	2022-23	Course *	CRS-01417
Academic Term *	2022-23 (SEMESTER 3)	Course Name	Human Molecular Genetics
Program Grade *	Postgraduate (PG)	Course Code	BA-5033
Programs *	Anthropology (PG)	Assessment Criteria *	Mid Term Exam
Semester *	Master of Arts in Anthropology With Specialisation in Tribal Legal Studies and Tribal Right		

Assigned To	Created By	Topic	Course	Status	Student	Course	Assessment Criteria	Score
AS-CRD-00006	AS-CRD-00006	AS-CRD-00006	AS-CRD-00006	Submitted	01/07/2022 09:00	CRS-02255	Practical	100
AS-CRD-00006	AS-CRD-00006	AS-CRD-00006	AS-CRD-00006	Submitted	01/07/2022 09:00	CRS-02255	Mid Term Exam	100
AS-CRD-00006	AS-CRD-00006	AS-CRD-00006	AS-CRD-00006	Submitted	01/07/2022 09:00	CRS-02255	2nd Term Exam	100
AS-CRD-00006	AS-CRD-00006	AS-CRD-00006	AS-CRD-00006	Submitted	01/07/2022 09:00	CRS-02255	Mid Term Exam	100
AS-CRD-00006	AS-CRD-00006	AS-CRD-00006	AS-CRD-00006	Submitted	01/07/2022 09:00	CRS-02255	Practical	100
AS-CRD-00006	AS-CRD-00006	AS-CRD-00006	AS-CRD-00006	Submitted	01/07/2022 09:00	CRS-02255	Theory	100
AS-CRD-00006	AS-CRD-00006	AS-CRD-00006	AS-CRD-00006	Submitted	01/07/2022 09:00	CRS-02255	Practical	100
AS-CRD-00006	AS-CRD-00006	AS-CRD-00006	AS-CRD-00006	Submitted	01/07/2022 09:00	CRS-02255	Theory	100

Home > Examination > Evaluation > Continuous Evaluation

Prerequisites

Before creating Continuous Evaluation, it is advisable that you create the following first:

1. Criteria wise Evaluation

How to create Continuous Evaluation?

1. Go to Continuous Evaluation; Select and add Continuous Evaluation.
2. Select and enter the Student Name
3. Select the Course from the dropdown list.
4. Select and add Assessment Criteria.
5. Select Get Assessments.

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6. The Assessment Criteria for that particular course is auto fetched.
7. Enter Grace Marks if required.
8. Earned Credits and Weightage Marks is auto fetched.
9. Enter the Final Marks after any revision.
10. Save.

3.4 Final Exam Result

Final Exam Result is used to evaluate the final assessment of a student for a particular semester.

To go to Final Exam Result, go to:

[Home](#) > [Examination](#) > [Evaluation](#) > [Final Exam Result](#)

Student Name	Marks	Grade	Name
Arshana Raha	4	A	FNED-00030
Arshana Raha	4	A	FNED-00031
Arshana Raha	4	A	FNED-00032
Arshana Raha	4	A	FNED-00033
Arshana Raha	4	A	FNED-00034
Arshana Raha	4	A	FNED-00035
Arshana Raha	4	A	FNED-00036
Arshana Raha	4	A	FNED-00037
Arshana Raha	4	A	FNED-00038
Arshana Raha	4	A	FNED-00039
Arshana Raha	4	A	FNED-00040

Prerequisites

Before creating Final Exam Result, it is advisable to create the following first:

1. Criteria wise Evaluation
2. Continuous Evaluation

How to create Final Exam Result?

1. Go to Final Exam Result; Select and add Final Exam Result.
2. Select and enter the Student Name
3. All the information required is auto fetched.
4. Select and add Grading Scale.
5. Select Get Result.
6. The Assessment Result items for that particular student is auto fetched.
7. The Evaluation Result item is also auto fetched and calculated on the basis of grading scale.
8. The SGPA, Result and Grade is also calculated and automatically fetched.
9. Submit and Save the Final Exam Result.
10. The final exam result is declared for a particular Student.

Program: Master of Arts in English with Specialization in Comparative World Language and Literature

Semester: Master of Arts in English with Specialization in Comparative World Language and Literature Semester I

Academic Year: 2021-22

Academic Term: 2021-22 (SEMESTER I)

Student ID: 2021-0714-0012-00018

Student Name: Archana Raita

Grading Scale: Examination Grade

Assessment Status: Completed

Result:

No.	Course	Assessment Grade	Examined CG	Total CG	Examined Marks	Total Marks	Grade	Result
1	ENG-0020	Best Term Exam	0	0	40	40		✓ Pass
2	ENG-0020	End Term Exam	0	0	40	40		✓ Pass



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3. Tools

4.1 Criteria Wise Evaluation Tool

Criteria Wise Evaluation Tool helps in entering marks earned by the students in a semester for a particular course and particular assessment criteria.

To go to Criteria Wise Evaluation Tool, go to:

[Home](#) > [Examination](#) > [Tools](#) > [Criteria Wise Evaluation Tool](#)

Criteria Wise Evaluation Tool

Academic Year: 2020-21

Academic Term: 2020-21 (Semester I)

Exam Declaration:

Exam Evaluation Plan:

Total Students: 0

Programs: Master of Arts in Odia With Specialisation in Comparative Tribal Language and Literature

Semesters: Master of Arts in Odia With Specialisation in Comparative Tribal Language and Literature Semester I

Course: EPS-01272

Credit Code: OD-4001

Course Name: Prasthan Odia Sahitya ke Itihaas Vikas

Assessment Criteria: Mid Term Exam

Sr No.	Student	Student Name	Earned Marks	Total Marks
--------	---------	--------------	--------------	-------------

How to use Criteria Wise Evaluation Tool?

- 1 Go to Criteria Wise Evaluation Tool.
- 2 Select and add Academic Year, Academic Term.
- 3 Select and add Programs, Semesters.
- 4 Select and add Course for which assessment criteria is to be evaluated.
- 5 Select and add Assessment Criteria.
- 6 If the Assessment Criteria is linked to any exams, then:
 - a. Select and add Exam Declaration from the dropdown list.
 - b. Select and add Exam Evaluation Plan from the dropdown list.
7. The total number of Students along with the Student list is fetched.
8. Select and enter the marks for each student in the Earned Marks field.



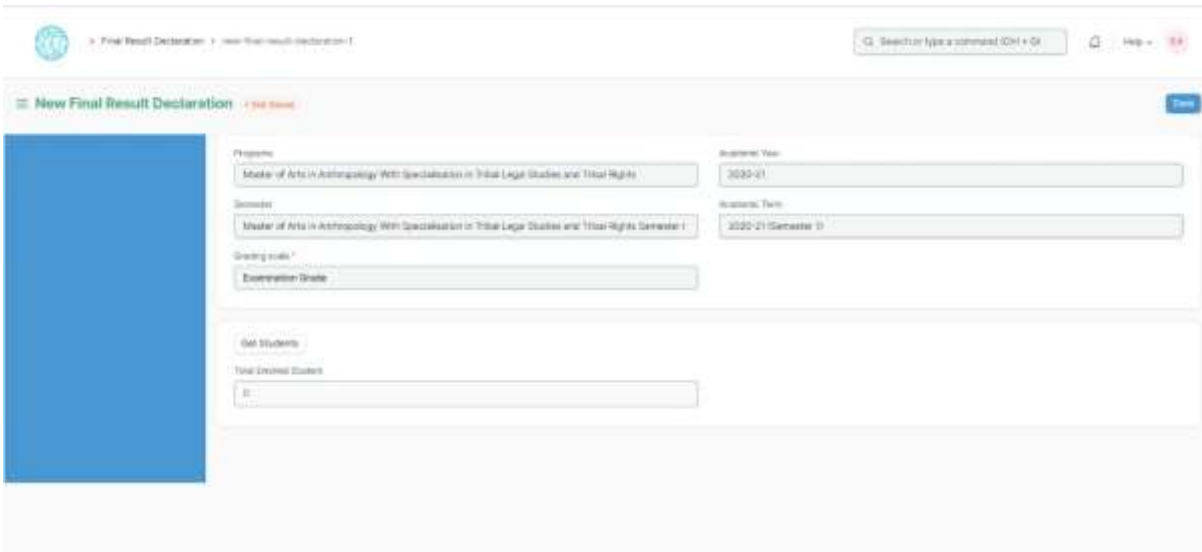
9. Save.

The entries for all the Students' Criteria Wise Evaluation is created in the Criteria Wise Evaluation Document which can be verified and finally submitted.

4.2 Final Result Declaration Tool

Final Result Declaration Tool is used to declare the final exam results for a particular group/batch of students in a semester.

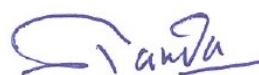
To go to Final Result Declaration Tool, go to:



[Home](#) > [Examination](#) > [Tools](#) > [Final Result Declaration Tool](#)

How to use Final Result Declaration Tool?

- 1 Go to Final Result Declaration Tool; Add Final Result Declaration
- 2 Select and add Programs.
- 3 Select and add Semester.
- 4 Select and add Grading Scale.
- 5 Select and add Academic Year, Academic Term.
- 6 Select “Get Students”.
- 7 Total Enrolled Students is shown in the field.
- 8 The Result Declaration Student List is auto fetched along with Completion Status/Pending Status.
- 9 Save.



- 10 The draft entries from the Final Result Declaration Tool is created in Final Exam Result.
- 11 The draft entries are now then verified and submitted.

4. Transcripts

5.1 Leaving Certificate

Leaving Certificate is issued when the students have completed their programs. In the ERP the leaving certificate is issued when their Assessment Status is complete. It is a certificate showing a person has completed his or her time at school, sometimes requiring the passing of an exam or exams.

To go to Leaving Certificate, go to:

[Home](#) > [Examination](#) > [Transcripts](#) > [Leaving Certificate](#)

Prerequisites

The Student should have completed his/her respective program.

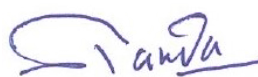
How to create a Leaving Certificate?

1. Go to Leaving Certificate; Add Leaving Certificate
2. Select and enter Student Name.
3. The details related to Student is auto fetched.
4. Select and add Character details.
5. Select and add Annual Exam.
6. Select and add Reason for Leaving the College.
7. Save.
8. Select the Print icon.
9. Change the standard form to Leaving Certificate

5.2 Provisional Certificate

Provisional Certificate is issued in order to make sure that the student is not deprived of any future opportunities in the form of a job or higher education. It helps the college administration in keeping a record of students who have passed from the university.

To go to Provisional Certificate, go to:



How to create Provisional Certificate?

1. Go to Provisional Certificate; Add Provisional Certificate
2. Select and enter Student Name
3. The related details to Student are auto fetched.
4. Select and add Place.
5. Select and add Name of Degree.
6. Save.
7. Select the Print icon.
8. Change the standard form to Provisional Certificate.

5.3 Migration Certificate

Migration Certificate is a document issued by the concerned University or Board in which one studies. It helps in getting admission to another institution or any education board and it is issued at the completion of the course along with other necessary documents.

To go to Migration Certificate, go to:

How to create Migration Certificate?

1. Go to Migration Certificate; Add Migration Certificate.
2. Select and enter Student Name
3. The related details of the Student are auto fetched.
4. Select and add Place.
5. Select and add Name of Degree.
6. Save.
7. Select the Print icon.
8. Change the standard form to Migration Certificate.

8.4 Conduct Certificate

A conduct certificate specifies the behavior of an individual during a period of time, in an official place. It is also sometimes referred to as a character certificate. A conduct



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certificate is given to a student when he wants to get admission in another institute or in case of transfer.

To go to Conduct Certificate, go to:

[Home](#) > [Examination](#) > [Transcripts](#) > [Conduct Certificate](#)

How to create Conduct Certificate?

1. Go to Conduct Certificate; Add Conduct Certificate.
2. Select and enter Student Name.
3. The related details of the Student are auto fetched.
4. Select and add Place
5. Add name of degree.
6. Save.
7. Select the Print icon.
8. Change the standard form to Conduct Certificate.

8.5 Cumulative Marksheet

Cumulative Marksheet is a compilation of all the semesters with their grades in a single certificate. The Cumulative marksheet will have a list of subjects, grades obtained and CGPA (Cumulative Grade Point Average). And also details of students, such as roll number, name, age and date of birth, program enrollment.

To go to Cumulative Marksheet, go to:

[Home](#) > [Examination](#) > [Transcripts](#) > [Conduct Certificate](#)

How to create Cumulative Marksheet?

1. Go to Cumulative Marksheet; Add Cumulative Marksheet.
2. Select and enter Student Name.
3. The related details of the Student are auto fetched.
4. Save.
5. Select the Print icon.
6. Change the standard form to Cumulative Marksheet.
7. Print the Cumulative Marksheet.



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5. Reports

6.1 Course Evaluation Report

The Course Evaluation Report displays a **summary of information for course evaluation data** of a student.

The Evaluation Report can be used to derive the reports of evaluation relative to any of the following fields:

- 1 [Student Group](#)
- 2 [Academic Year](#)
- 3 [Academic Term](#)
- 4 [Programs](#)
- 5 [Semester](#)
- 6 [Course](#)
- 7 [Course Evaluation Criteria](#)

To go to Course Evaluation Report, go to:

[Home](#) > [Examination](#) > [Reports](#) > [Course Evaluation Report](#)

Course Assessment Report

Select Course / 2021-22 2021-22 (SEMESTER I) Master of Science in Botany With Specializations Master of Science in Botany With Specializations Course

Print Term Exam

Waiting for data



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How to create a Course Evaluation Report?

- 1 Go to Course Evaluation Report
- 2 Select and enter Student Group
- 3 Select and enter Academic Year, Academic Term
- 4 Select and enter Programs
- 5 Select and enter Semester
- 6 Select and enter Course
- 7 Select and enter Course Assessment Criteria.
- 8 Save.

Features

The Course Evaluation Report can be generated with respect to any values/fields.

In Course Evaluation Report, extra values/fields can also be added to view the report.

The Report can be edited, exported and emailed also.

6.2 Course wise Result

The Course Wise Result Report displays a summary of information of students' performance for that particular enrolled course/subject.

The Course Wise Result Report can be generated using the values for any of the following fields:

1. [Programs](#)
2. [Semester](#)
3. [Course](#)
4. [Academic Term](#)
5. [Academic Year](#)
6. [Grading Scale](#)

To go to Course Wise Result Report, go to:



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Home > Examination > Reports > Course Wise Result Report

Course Wise Result

Master of Arts in Anthropology BBA Semester | Master of Arts in Anthropology BBA Semester | BBA Semester | BBA Semester | BBA Semester | BBA Semester

Nothing to show

For complete view click on the link. The report will be visible only if you are logged in. Transfer Time: 00:00:00



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Prerequisites

1. Programs
2. Academic Year

How to generate a Course Wise Result report?

- 1 Go to Course Wise Result Report
- 2 Select Show Report
- 3 Select and enter Program(mandatory)
- 4 Select and enter Semester
- 5 Select and enter Course
- 6 Select and enter Academic Year(mandatory)
- 7 Select and enter Academic Term.
- 8 Select and enter Grading Scale.
- 9 Print or export the generated report.



A handwritten signature in blue ink, likely belonging to the Controller of Examinations.

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