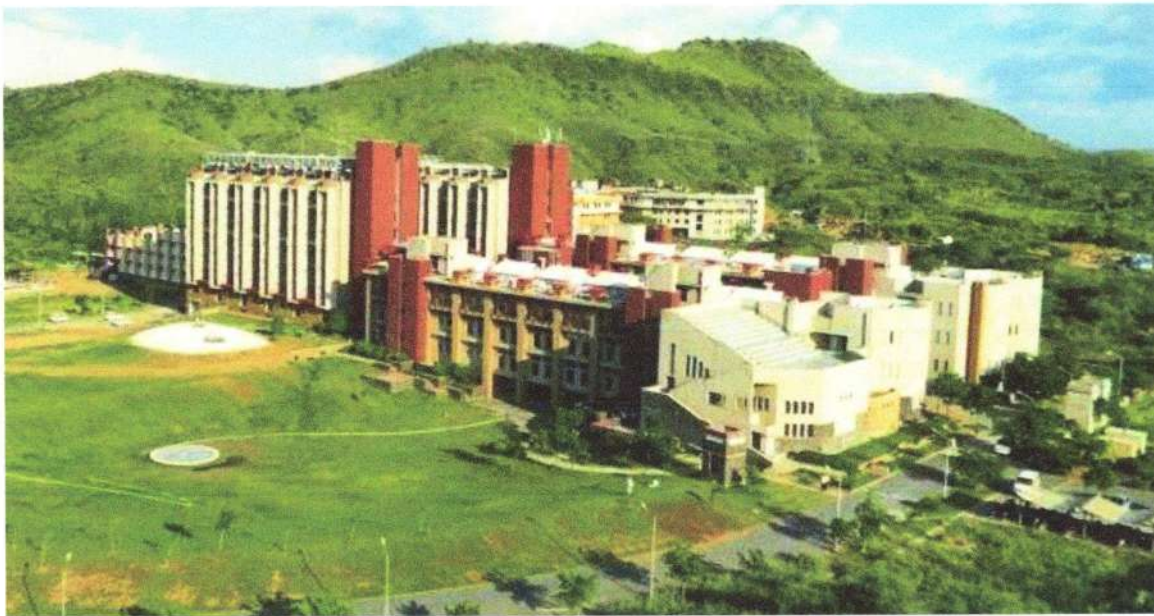




NU
NIIT UNIVERSITY
THE UNIVERSITY OF THE FUTURE

Examination Manual

(Revised Edition in AY 2023-24)



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Controller of Examination
NIIT University, Neemrana



Registrar
NIIT UNIVERSITY
Neemrana

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Conduct of Examination Process

1.1 Examination Committee

The examination committee is the Sub-Committee of the Academic Council and is responsible for ensuring the fair conduct of all examinations, timely declaration of results, and approval of the grades. It also ensures the overall discipline of the examination.

The structure of the Examination Committee is as follows:

President or his nominee	Chairman
All Deans	Member
All Heads of the Department	Member
Registrar	Member Secretary
Permanent Invitees	Mentor Professor(s) and Vice-President(s)
Controller of Examinations	Invitee

1.2 Types of Examination

There are various examinations conducted by the Office of the Controller of Examination (CoE). There are a few other evaluation components that are a decentralized process dependent on the individual course in charge. The examinations which are centrally conducted for all the theory components/ theory courses by the CoE office are given below.

- a). Mid-Semester I Examination
- b). Mid-Semester II Examination
- c). Mid-Term I Examination
- d). Comprehensive / End-Term Examination
- e). Summer Term Examination

1.3 Publication of Examination Schedule

- A) The conduct of examinations is a centralized process at NIIT University for all the regular on-campus programs under the supervision of the Controller of Examination (CoE).
- B) The office of the Controller of Examination conducts various examinations as per the academic calendar notified by the office of the Dean, Academics.
- C) The Controller of the Examination office prepares a detailed course-wise Date-Sheet (Examination Schedule) for all theory courses based on the exam slot allocated in the Academic Calendar after the notification of the academic calendar.

1.4 Setting of Question Papers

The Course In-charge is responsible for setting the Question Paper. The head of the Department (HOD) has the responsibility of scrutinizing the Question Paper. All the question papers are to be examined by the internal moderation committee of the respective department.

The department will submit a question paper moderation report for all the courses of the department to examination-cell duly signed by the Head of the Department.

1.5 Printing of Question Papers

All the question papers are to be printed only from a designated printer available in the Examination Cell after the moderation of the question paper by HOD. The respective course in-charge prints the question paper/s from the designated printer. The course in-charge then keeps the question paper in an envelope based on the student's seating plan and seals it.

1.6 Engagement of Invigilator & Observer (Flying Squad)

The Examination cell will prepare a duty chart for the invigilation during any examination series by following a student invigilation ratio of 25:1 for all the examination rooms. All the invigilators will report to Examination cell for invigilation at least 20 minutes before the commencement of the examination.

The Examination cell will depute an observer panel (Flying Members' Squad) during an examination to monitor the fair conduct of the examination.

1.7 Makeup Policy

Students who did not appear in the regular examination as per the schedule should appeal to the respective Course-in -charge for a Make-up examination informing the valid reason for absence in the examination. However, it is solely at the discretion of the course-in-charge to grant the appeal for the makeup examination based on the genuine reason. The make-up examination, if allowed, must be conducted within a week from the date of the scheduled examination unless there is a valid reason for delaying the same. If no make-up is granted or taken by the student, he/she will be treated as absent and awarded zero in that component. Students who have been debarred from appearing in the test by the Academic Office are not entitled to take the Make-up test.

1.8 Unfair Means Case in Examination

An Unfair Means Case (UMC) will be reported by the invigilator if a student is involved in any unfair and offensive activity by violating the rules and regulations of the examination during an ongoing examination. The cases of students found adopting or suspected of adopting unfair means before, during or after the examination, or bodily copying other’s work(s) etc. will be treated as Unfair Means. The invigilator will submit a detailed report to the Controller of Examination about an Unfair Means Case (UMC) for redressal of the case by the Unfair Means Committee. The committee will find the facts and will propose appropriate action for the reported case.

1. The structure of the Unfair Means Committee is as given below:

Dean Academics	Chairperson
Dean Student Affairs	Member
Faculty 1	Member
Faculty 2	Member
Registrar	Member Secretary

2. The answer booklet in which the use of unfair means is alleged shall be seized by the Invigilator, and the candidate concerned shall be permitted to answer the remaining part of the question paper in a separate answer book. The Invigilator shall forward both the answer booklets, along with a detailed report in the

prescribed form to the Examination Cell. The candidate shall not forfeit his / her right to appear in the rest of the examination and in subsequent papers.

1.9 Conduct of Online Examination

On-Line Examinations and Assessments are carefully planned and executed in a comprehensive manner. This will enable students to appear in all examinations from remote locations on campus or off campus. Conduct of full-blown Online Learning Environment (OLE) is likely to throw up many challenges from technological innovations to stability of the network, resistance to OLE system and plagiarism issues. University ensures that all students are provided with equal opportunity and a level to take their examinations.

An online examination can be conducted on-campus with the help of regular invigilators in a physical examination mode. The university has a dedicated online examination portal named (exam.niituniversity.in), which can be used for any on-campus online examination with physical proctoring.

An online examination can be conducted virtually with the help of online proctoring for the student who will appear in off-campus mode, if approved. Any feasible online examination platform (software) should be used for this purpose to enable an online proctoring facility. The Controller of Examination office will engage invigilators for virtually proctoring the online examination session. The student's authentication process is the most important in this off-campus (remote) online examination.

Evaluation of Answer Sheet

2.1 Answer Sheet Evaluation

The respective course in-charge evaluates the answer sheets for the respective course.

Comprehensive answer copies (including online exams) must be shown to students within one week from the date of the Comprehensive examination. In the case of courses being taught by Visiting Faculty, these norms may be relaxed depending upon the specific situation. The time slot for showing the copies must be announced to students by email in advance irrespective of the fact that students may or may not be physically present on Campus to avail of this opportunity.

2.2 Duration Available for Evaluation of Answer Sheet

Evaluation of Mid-semester/ Mid-Term examination in a course must be completed and marks uploaded on ERP within 5 days from the date of the examination. However, the visiting faculty may count the 5 days from the receipt of answer copies.

Evaluation of Comprehensive examination in a course must be completed and marks and grades uploaded on ERP through due process of the Departmental Committee and Examination committee's approval within 10 days from the date of the Comprehensive examination.

2.3 Marks Entry in ERP

After completing the assessment of various evaluation components in a course, the course in-charge will upload the marks by entering the marks for individual students for the respective evaluation components in the ERP portal. Once marks are uploaded in ERP, each of the evaluation components is to be published so that students can verify their marks for the respective evaluation components in a course.

Thereafter, the final grade will be prepared for a course after completing the comprehensive exam assessment at the end of the academic session (semester/term/termlet).

Moderation & Approval Process of Result

3.1 Result Generation in ERP

Once all the evaluation components are entered in ERP at the end of an academic session, the course in-charge will compile all the assessment components in a course to generate the course result. A student-wise graphical histogram will be prepared in ERP considering the total marks obtained by individual students registered in a course with mean, median, and standard deviation. The course in-charge will propose a grading scheme based on the mean, median, and standard deviation generated through the histogram in ERP. The final course result with allocated grade each registered student will be forwarded to the grade moderation committee.

The course in-charge will seek approval of a proposed course result from the Sub-Area Academic Monitoring (SAAM) Committee followed by Examination Sub-Committee. The moderation Processes are given below.

3.2 Approval Process of the Result

The course in-charge will seek approval of the course result with a valid grade allocated to each student registered in a course as per the process below.

Step-1: The course In-charge will propose a grade scheme in Sub Area Academic Monitoring (SAAM) Committee in the respective area.

Step-2: The SAAM Committee may approve or may seek any valid justification in the proposed course grade with a further suggestion to change or modify.

Step-3: The course in-charge will address the committee's observations as suggested and resubmit the grade scheme.

Step-4: The SAAM committee will forward the grade scheme to the Examination Sub-Committee for 2nd level of review in the proposed grade scheme.

Step-5: After approval, the course in-charge will submit the final course result without Any further change or modification in course result.

Thereafter, the course in-charge will submit the course results with the signature of the SAAM committee members and Examination Sub-Committee members by allocating valid letter grades or reports for all the registered students. The course in charge will also submit the course result in ERP, which will be compiled further by the Examination Section.

Publication of Result

The Examination will compile the program-wise results with SGPA/TGPA by using ERP automation. The Controller of the Examination will call an Examination Committee Meeting to analyze all the programme-wise results and for subsequent approval of the same. A list of students will be reported for Academic Counselling Committee (ACC) for the students whose performances are not up to the marks as per the minimum stipulated performance criteria decided by the university.

The program-wise course result shall be approved by the committee after a detail analysis and review.

The Examination cell will publish the result after the approval of the result by the Examination Committee. The consolidated results of all the programs need to be published within 20 days from the last date of the comprehensive examination.

- Step-1:** Examination section will generate the final programme result based on the courses offered in a programme.
- Step-2:** The Controller of Examinations will call an Examination Committee meeting. to discuss the results, chaired by President as a Chairperson of Examination Committee.
- Step-3:** In case of any dispute in results, results will be returned to the SAAM committee for review and will follow the whole process again as mentioned in Section 3.2.
- Step-4:** After satisfactory comments from The Examination Committee, the programme result will be considered as "APPROVED".
- Step-5:** Examination-section will publish the results for the respective programmes for which the results are "APPROVED" by the Examination Committee.
- Step-6:** Approval of results will be recorded in Minutes of Meeting of Examination Committee Meeting.

Re-evaluation and Re-checking in Grading

If a student is not satisfied with the marks awarded by the course in-charge, a student can make a written request to the HOD within 24 hours from the time of seeing of the answer copy. HOD will mediate and resolve the issue in the best academic interest.

Once the course grades are declared to students on ERP at the end of the Semester/ Term, if a student is not satisfied with the Grade/ marks awarded to her/ him, s/he can make a written request for review of the mark / grade to the Registrar by paying a prescribed fee within seven days from the date of publication of result. A reevaluation committee shall be constituted for reevaluating the answer booklet of the respective student and review the allocated grade. The decision of the committee on the reevaluation request will be placed before the Examination Committee for necessary action and approval.

No request from any student pertaining to the review of the Grade/ Report will be entertained after seven days from the date of the result publication in ERP.

Issuance of Grade Sheet and Transcript

6.1 Issuance of Grade Sheet

The course-wise performance of a student would be given on a sheet called *Grade Sheet* containing the list of courses they studied in a semester/trimester/term along with the grades obtained. This grade sheet will contain the performance of the student in terms of *SGPA/TGPA, CGPA*, etc. The format of *the Grade Sheet* would be as approved by the Academic Council.

The examination cell will generate and print the grade sheets for all the students registered in an academic session within 45 days from the date of reevaluation window closes. Thereafter, the examination cell will intimate to all the students about the distribution of the grade sheets.

6.2 Issuance of Official Transcript

A *transcript* is a history of the semester-wise/trimester-wise/ term-wise progress of the student, i.e., it is the collection of all *Grade Sheets* issued to him/her arranged semester-wise/trimester-wise/ term-wise along with academic history.

On the approval of the *Graduation Eligibility* by the Examination Committee, Academic Council and Board of Management (BOM) a student would be issued a *Transcript*, provided he/she has no dues pending against his/her name.

Meanwhile, a course completion certificate can be issued to students from the academic office as per the requirements of any student.

Issuance of Duplicate Grade Sheet and Transcript

7.1 Issuance of Duplicate Grade Sheet

Issuance of Duplicate grade-sheet is subject to loss of original grade sheet. A complaint should be lodged at the police station on a form of FIR/GDR and the same is to be attached while applying for the duplicate grade sheet.

A student will apply for a duplicate grade sheet as per the prescribed format along with a non-traceable certificate from the police station by paying applicable fees for the same as notified by the concerned authority.

A self-attested photocopy of the proof of identity is to be provided during the collection of the duplicate documents.

An authorization letter is to be forwarded if the documents are to be handed over to a person other than the applicant (student).

7.2 Re-issuance of Transcript

Students will apply for a Transcript/set of transcripts by stating the reason for re-issue of transcript in a prescribed format by paying an applicable fee for the re-issuance of transcript as notified by the concerned authority.

A self-attested photocopy of the proof of identity is to be provided during the collection of the duplicate documents.

Use of Scribe for Person with Physical Disabilities

These guidelines have been updated as per UGC's 'Guidelines for conducting written examinations for persons with benchmark disabilities' dated 14 Jan 2019.

- I. The Examination Cell, the Academic Office, and the Needs Assessment Board will coordinate to assess the specific needs on case-to-case basis after examining the disability certificate issued by the competent medical authority.
- II. The decided criteria will apply for all examinations conducted during the course of the programme for a given student unless different circumstances/needs arise.
- III. The facility of Scribe/Reader/Lab Assistant will be allowed to any person who has disability of 40% or more if so desired by the person.
- IV. The facility of Scribe/Reader/Lab Assistant will also be allowed to any student who has suffered a temporary disability due to accident.
- V. Locomotor/ Orthopedic disabled candidates with permanent writing disability will be granted scribe and extra time if it is unavoidable.
- VI. The facility of Scribe /Reader/ Lab Assistant is meant for only those candidates with disabilities who have Physical limitations to write the Examination including that of speed.
- VII. The candidate will be given the discretion of opting for his/her own scribe/reader/lab assistant or request the Examination Cell for the same.
- VIII. The Examining Cell may constitute a panel of scribes/readers/lab assistant as per the requirements of the examination. The name of the scribe suggested by the candidate will be included in the panel, but the scribe should not be the near relative of the candidate.

- IX. The scribes/readers will be one academic level lower than the candidate. If a NU student is used as a scribe/reader then he or she will be from at least one semester lower than the candidate.
- X. The candidates will be allowed to meet the scribe a day before the examination so that the candidates get a chance to check and verify whether the scribe is suitable or not.
- XI. The Exam Cell will provide flexibility in accommodating any change in scribe/reader/lab assistant in case of emergency.
- XII. The candidates will be allowed to take more than one scribe/reader for writing different papers especially for languages.
- VII The following options of choosing the mode for taking the examinations will be provided with provision to add more options in future – taking the exam in the computer including online or by recording the answers.
- VIII Compensatory time will be decided beforehand after consultation with the Need Assessment Board on a case to case basis and communicated to the student. This will be as per the UGC guidelines.
- IX The candidates will be allowed to use assistive devices appropriate to the disability.
- X Proper arrangement for seating, supply of exam-related stationery, access to required software and internet if found necessary or is required part of exam will be made prior to the commencement of examination.

A blue ink signature of the Controller of Examination.

Controller of Examination
NIIT University, Neemrana

A black ink signature of the Registrar.

Registrar
NIIT UNIVERSITY
Neemrana

Retention & Disposal of Examination Records

This activity is intended to ensure that students' evaluated answer scripts and related examination records are retained for a sufficient time duration to address any evaluation and marks-related grievances by the students and dispose of the evaluated answer booklets and documents appropriately after the end of the stipulated time period.

9.1 Retention Period

The time duration given below outlines the duration for holding the examination answer scripts and related documents pertaining to University Examinations:

Type of Records	Retention Period	Remarks
Evaluated answer sheets of Mid Semester/Term Examination	Need not to be retained	Returned to students after evaluation.
Evaluated answer sheets of Comprehensive /End Term Examination	A minimum of 12 months from the date of announcement of result	To be retained for future records after scrutiny by students.
Examination related records (Attendance, Absentees etc.)		

N.B:

1. In case of any disputed results or a legal action is pending, answer scripts and other related papers shall be retained until the matter is resolved by the respective authority or all available appeal avenues are exhausted.
2. In all such cases, a minimum stipulated retention duration needs to be maintained from the date of resolution.
3. All such documents and answer scripts should be stored in a secure location with restricted access.

9.2 Standard Operating Procedure for Disposal of various documents and records

Answer scripts and documents that are ready to be disposed of should follow the process below.

- a) The Controller of Examinations will report to the Examination Committee at the end of the minimum stipulated time of holding the evaluated answer booklets.
- b) The examination section will generate a disposal request to the NU Admin for calling a paper merchant for disposal in a competitive price for sell.
- c) Vendor/paper merchants will destroy the answer booklets and other examination documents by shredding the papers in front of a member from examination-cell (Invitee) and at least another two-representative member from the list, as given below, as witnesses.
 1. Representative from examination cell (Invitee).
 2. Representative from the academic office (member).
 3. Representative from NU-admin (member).
 4. Representative member of Registrar (member).
 5. Representative member of Finance (member).
- d) Destruction must be handled securely and confidentially.
- e) The shredded paper shall be sold to the paper merchants for recycling.
- f) NU-Admin shall submit a destroy report to the Controller of Examinations with the signature of witnesses.
- g) The report shall be preserved digitally in the permanent archive of the university.

1. Responsibility of Department Level Examination Coordinator:

All the departments will depute a faculty as an examination coordinator. The faculty coordinator will be responsible for ensuring various activities related to the examination which will include question paper printing, ensuring evaluation of the answer booklet within a deadline, result submission etc.

2. Responsibility of Invigilator:

- A. The Invigilator shall collect the blank answer booklets, question paper envelopes, and attendance sheets along with Unfair Means Forms from the office of the Controller of Examination at least 20 minutes prior to the commencement of the Exam.
- B. The Invigilator shall ensure that the question paper envelopes are properly sealed, and answer booklets are in proper condition and carry the booklet number.
- C. The invigilator shall ensure that a number of answer booklets and no. of question papers are the same as the number of students listed in the attendance sheet and in the student's seating plan.
- D. The invigilator shall ensure that students should enter answer booklet no. in the attendance sheet.
- E. Invigilators should reach the examination room at least 10 minutes prior to the commencement of the examination to ensure that students enter the exam room only in their presence.
- F. Invigilator must also ensure that no other students, apart from those whose names appear in the attendance sheet and in students' seating plan.
- G. In case of unfair means activity by any students, the UMC history to be reported to the office of the Controller of Examination.
- H. After the exam is over, the invigilator will collect the answer booklet from each student individually and ensure that no written answer booklet left unattended in the examination room.
- I. The invigilator will deposit the written answer booklets and attendance sheet to the office of the controller of examination.



3. Responsibility of The Reliever:

Reliever will be responsible for providing a refreshment break to the invigilator where the single invigilator is assigned. The reliever will play the role of an invigilator during that break time. The reliever schedule will be circulated by the controller of the examination office along with guidelines.

A blue ink signature of the Controller of Examination, consisting of a stylized 'A' followed by a series of loops and a horizontal line.A blue ink signature of the Registrar, consisting of a stylized 'R' followed by a horizontal line and a small flourish.

1. Guidelines for Question Paper Printing:

- A. Question paper should be prepared as per the prescribed question paper template of the university.
- B. Question paper shall be printed only from a dedicated printer kept in the office of the controller of examination 4 days before the commencement of any examination series.
- C. All question papers should be sealed in question paper envelope/s as per the seating arrangement and should be verified by the course in-charge and made an entry alongside the respective course in the date sheet kept in the CoE office for records.
- D. The course in charge will provide any specific type of graph/chart/ isometric grid sheet etc. in the envelope that is required to be used by the students.
- E. Course in charge will ensure filling up the 'Information Sheet' to be pasted on the question paper envelope with all necessary information, and instructions (which would be further announced by the invigilator before the opening of the envelope in the designated Examination Room).

2. Guidelines for Preparing Question Papers in Online Examination

- A. Course in-charge will send requirements if anything other than general, about the operating system /software/tools/packages 10 days prior to the examination to the TCO office keeping exam-cell in 'CC'.
- B. Course in-charge will create an online examination session for a course at least 48 working hours, before the scheduled time & date of examination as per the date sheet.
- C. Instruction related to any additional attachment; download/upload of files etc. should be mentioned in the Description box in the online exam link/session in Moodle itself. Also, Enable the 'Display Description on Course Page'.
- D. Requirement of separate answer sheets and/or rough sheets and/or any allowed datasheet to be clearly mentioned for the benefit of students in the online exam session itself and with a special note for CoE.

- E. The time and duration of the examination are to be followed as published in the date sheet.
- F. This will ensure that students appearing late in the online examination will not get any additional benefit of the computer time counter, which counts the duration from the start time of the session log-in.
- G. In case there is any interruption due to the system/server issue, it will be taken care of by the respective invigilators in consultation with CoE and Online exam server/session coordinator.
- H. Once the online examination session is created and published in online examination portal, take a printout/screenshot showing all the instructions/notes and send it to CoE office through mail along with the information template; Please write the subject line of the mail as "Paper-code/Date/Time".

1. Dos and don'ts for the Students

- a. Students are advised to be seated in the examination room at least 10 minutes before the start of the exam to avoid delay in getting the question paper and (for the online exam) ensure the computer is running properly.
- b. Students are not allowed to enter the examination room after 15 minutes from the commencement of the examination for any kind of examination (pen-paper / online exam).
- c. Students are allowed to go out for any bio-break only once for a maximum of 5 minutes as per the time in the record sheet; failing which (taking more than 5 minutes) the Answer sheet will be blocked for the next 10 minutes. Any argument by the student may lead to a Disciplinary Committee.
- d. Bio-break will be permitted after 30 minutes from the commencement of the examination. No bio-break will be permitted in the last 15 minutes of the examination.
- e. Students who come late to the online exams will not get any additional benefit of a computer clock. The exam will be stopped exactly at a time as in the date sheet except for any hardware/ server delay.
- f. If a student is caught discussing, with mobile phone/book/notes in the washroom/corridor by any faculty/staff/security during their 5 minutes bio-break, will also be treated as unfair means; action will be taken accordingly.
- g. Students are allowed to submit the written answer sheet only after 50 % time of the total exam duration.
- h. Items not allowed inside the examination room- any electronic gadgets, digital/smart watch, any unauthorized paper. Only analog watches are allowed inside the examination room.
- i. Students found holding any of such prohibited items will be treated as unfair means; action will be taken accordingly.
- j. 'Open Book' would mean -Textbook and/or hand-written notebooks only; No loose sheets are allowed.

- k. Students are required to carry their own necessary stationary [pen, pencil, eraser, scale, calculator (if allowed) etc.]
- l. Students are advised to save all the working files from time to time during the online exam to avoid any type of data loss in emergency system/hardware issues/abnormal system shutdown.

2. List of Prohibited Items Inside the Examination Room

- a. Any electronic gadgets (Tablet, Mobile, Smartphone, Bluetooth earpiece, Laptop)
- b. Memorable calculators are not allowed.
- c. Digital/smart watch is not allowed. Only analog watches are allowed inside the examination room.
- d. Any unauthorized item/paper (includes old question paper, money purse etc.)

Revised Question Paper Template (Revised from AY:2023-24, Even Semester)

Student Name: _____

Enrollment No. _____



Comprehensive / End Term Examination

Course Name: Industrial Biotechnology

Course Code: BT XXX

Academic Year: Choose an item

Semester: Jan-June (Even)

Date of Examination: 11-Mar-2024

Total pages: 01

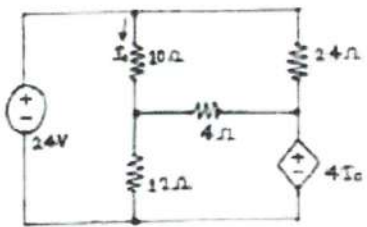
Time: 10.30 AM to 01.00 PM

Total Marks: 30

Instructions: 1. (Type your instruction here; it would be a course-specific instruction only.)

2. Do not include any general instruction; you can write about whether calculator is allowed or not.

3. No more instruction to write! you can write about open/closed book exam; otherwise leave blank.

Q. No.	Questions	Total Marks	COs	BL	PI Code
1	How many positive integers between 100 and 999 inclusive i) are divisible by 7? ii) are not divisible by 4? iii) are divisible by 3 and 4? iv) are divisible by 3 or 4? v) are divisible by 3 but not by 4 and 7?	8	CO-X	L3	1.1.1
2	Consider a main memory built with SDRAM chips. Data are transferred in burst lengths of 8. Assume that 32 bits of data are transferred in parallel. If a 400-MHz clock is used, how much time does it take to transfer: (a) 32 bytes of data (b) 64 bytes of data What is the latency in each case?	8	CO-X	L3	1.4.4
	Discuss implementation of mutual exclusion with semaphores. Explain the role of wait() and signal() functions in this regard.	04	CO-2	L2	1.4.1
	Apply Norton's theorem to find 'I' in the circuit given 	6	CO2	L3	1.4.1
	Design a voltage divider bias BJT circuit to have $V_{CE} = V_E = 5V$ and $I_E = 5mA$, when the supply voltage is 15V. Assume transistor $\beta_{DC} = 100$.	7	CO-X	L3	1.4.1
	Determine the total solution $y(n)$, $n \geq 0$ to the difference equation $y(n) - ay(n-1) - 1 = x(n)$ when $x(n)$ is a unit step sequence and	6	CO2	L2	1.4.1

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Controller of Examination
NIIT University, Neemrana



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Automation in Examination Management System (EMS)

The examination process at NIIT University is completely automated and managed by a cloud-based Nucleus ERP system [<https://nucleus.niituniversity.in>]. This Examination Management System (EMS) is also an integral of ERP. It has all the functionalities from student registration to result publication. The EMS automation process follows the workflow as given below along with activity under each process and various data capturing for automation.

1. Course Registration in ERP

- ✓ Captures the total no of courses offered in a session.
- ✓ Total no of students registered in a course eligible for appearing in examination.

2. Course Evaluation Scheme in ERP

- ✓ Course in-charge configures the course handout in ERP along with evaluation scheme.
- ✓ Captures the information related to the mode of exam, duration, name of exam etc.

3. Exam Schedule Generation in ERP

- ✓ Fetches the list of courses for examination along with list of student eligible for examination.
- ✓ Generates the date-wise exam-schedule through automation and publish it.

4. Exam Hall Seating Plan for Eligible Student in ERP

- ✓ A specific seat no is allotted to each eligible students.
- ✓ Enables the verification process of students' identity for eligible student.

5. Attendance Sheet Generation in ERP

- ✓ Fetches the list of eligible student with enrollment no for examination.
- ✓ Serves as entry pass to Examination hall/room and contains list of eligible students with Enrollment no.
- ✓ The Invigilator can ensure allowing only the eligible student in examination hall/room by checking the University ID card.

6. Capturing Marks in ERP

- ✓ Enables the option to enter the marks in ERP after evaluation.
- ✓ Imports the marks from online examination server through automation.

7. Result Submission in ERP

- ✓ An approved letter grade-range is configured in ERP for each course based on the mean and standard deviation.
- ✓ ERP allocates grades to each students through automation as per the approved grade-range.

8. Publication of Result through ERP

- ✓ Fetches the course-wise results for all programmes.
- ✓ Generates a programme result with CGPA for all programmes.
- ✓ Publication of results and auto generated notification to students in ERP.

9. Grade Sheet Printing through ERP

- ✓ Generates the grade sheet for each student through ERP with list of courses and obtained grade.
- ✓ Enables us to print the grade sheets for distribution.

Nucleus ERP home page for Admin Log-in:

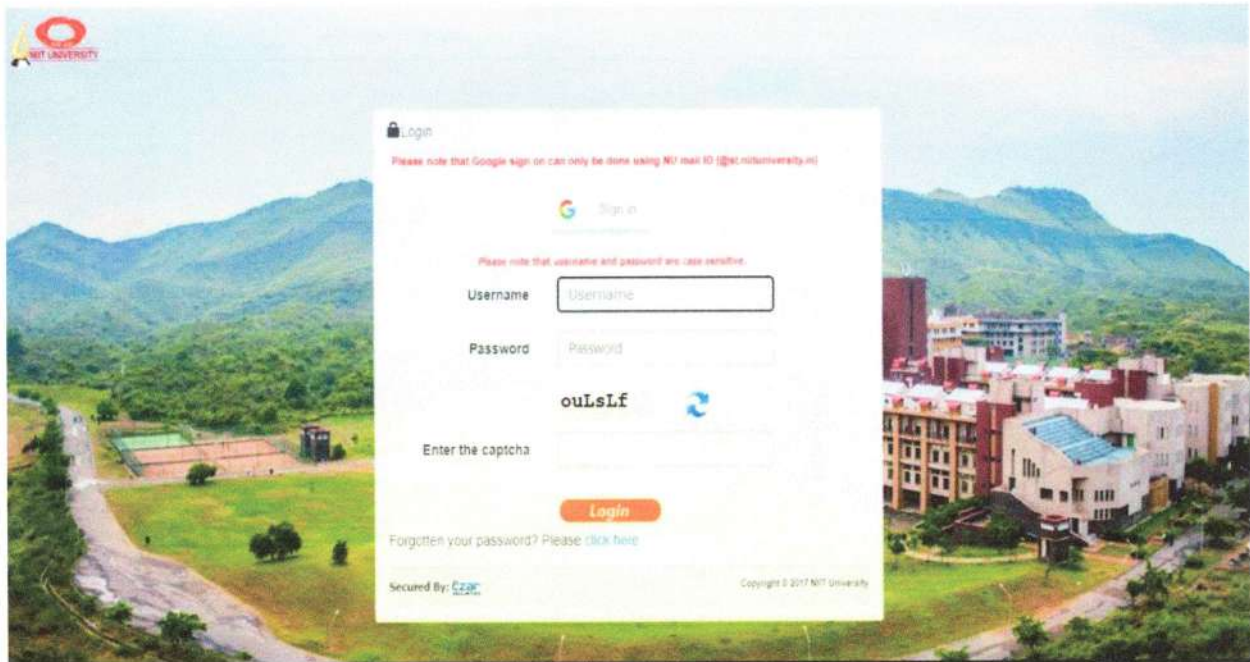


Fig 1: Admin Login to Nucleus ERP



Fig 2: Exam-related activities home page in ERP showing various processes.

Registration:

Session	Regn. Date	Enrollment No.	Student Name	Program Code	Pattern Duration	Status	Acceptance	Acceptance Date	Deferred	Stream Switched	Regn. No.	Mentor
1	2022-2023	12-Jan-2023	BT19KAL829	Chetan Kumar Reddy Kato	B.Tech./CSE/2019-2023 /3/Reg/Deg	Semester VIII	Revised	Accepted	12-Jan-2023		11849	Not Allocated
2	2022-2023	10-Jan-2023	BT19KCS050	Ramit Gupta	B.Tech./CSE/2019-2023 /3/Reg/Deg	Semester VIII	Revised	Accepted	28-Jan-2023		11837	Not Allocated
3	2022-2023	10-Jan-2023	BT19KCS078	Katkin Kashwanth	B.Tech./CSE/2019-2023 /3/Reg/Deg	Semester VIII	Revised	Accepted	28-Jan-2023		11836	Not Allocated
4	2022-2023	10-Jan-2023	BT19KCS085	Dhrit Bhat	B.Tech./CSE/2019-2023 /3/Reg/Deg	Semester VIII	Registrations	Accepted	10-Jan-2023		11827	Not Allocated
5	2022-2023	09-Jan-2023	BT19KCS047	Gourav Agrawal	B.Tech./CSE/2019-2023 /3/Reg/Deg	Semester VIII	Revised	Accepted	10-Jan-2023		11825	Not Allocated
6	2022-2023	09-Jan-2023	BT19KCS087	Arunabh Pandurang	B.Tech./CSE/2019-2023 /3/Reg/Deg	Semester VIII	Revised	Accepted	09-Jan-2023		11823	Not Allocated
7	2022-2023	29-Dec-2022	BT19KCS120	Yaga Bhavagna Jomala	B.Tech./CSE/2019-2023 /3/Reg/Deg	Semester VIII	Registrations	Accepted	05-Jan-2023		11167	Not Allocated
8	2022-2023	29-Dec-2022	BT19KCS011	Yash Isahra	B.Tech./CSE/2019-2023 /3/Reg/Deg	Semester VIII	Registrations	Accepted	29-Dec-2022		11166	Not Allocated

Fig 3: Registration: captures the course-wise list of students to appear for examination.

NIIT University
NH-8, Delhi Jaipur Highway/Neemrana - 301705
Semester II (Jan-Jun) Academic Year 2022-2023
REVISED REGISTRATION FORM

Name: _____ Enrollment No.: _____
Program Pursuing: B.Tech. in Computer Science and Engineering Semester II

Courses Registered:

S.NO.	COURSE DETAILS			COURSE LOADS*				SECTIONS		
	CODE	COURSE TITLE	CATEGORY	L	T	P	C	L	T	P
1	AOC 151	Health exercise and Sports	CC	0	0	4	1			Pool
2	CIDM 111	Christianity	CC	2	0	3	4	AI		AI
3	C/S 302	Data Structures	CC	3	0	3	4	AI		AI
4	ECOP 101	Environment	CC	1	0	0	3	AI		
5	ENV 301	Environmental Science**	AU	3	0	0	3	AI		
6	MA1 101	Algebra & Differential Equations	CC	3	1	0	4	AI		AI
7	NU 112	Community Contact**	AI	0	0	2	1			AI
8	TA 712	Workshop Practice	CC	1	0	4	3	AI		AI

Total Credits Registered: 29
(Including Audit Courses)

With the signing of Registration sheet students take the following oath:

I agree to adhere to all the statutes, ordinances, regulations and rules of the University insofar as they relate to my role and I accept responsibility for any act or damage to University property rights attributable to me.

I will not indulge in any behavior or act that may come under the definition of ragging.

I will not participate in or act as a prop for ragging in any form.

I will not form or join any group or organization on campus or outside campus.

We the students of NIIT University undertake to maintain proper conduct on Campus and also take the social responsibilities for maintaining an order discipline and decorum on and outside Campus, schools.

I will not indulge in unfair/unethical language/behavior against the interests of the Organization, its employees/Staff members/Students/Parents or any manner whatsoever.

Date: **January 24, 2023**

Registration form and self ragging undertaking has been electronically accepted by Asstt. Registrar on 04 Jan 2023
T: AIU

* L: Lecture, T: Tutorial, P: Practical, C: Credits
** Audit Courses

Fig 4: Student-wise course registration data for examination.

Evaluation Scheme:

The faculty decides on a course delivery plan and configures it in ERP. The course delivery plan includes various evaluation components with their mode of evaluation, durations etc.

Menu Home Welcome, ARGHYA GUJHAIAT [Switch to Admin View] [01-Jul-2019 to 30-Jun-2020] [v 2.7] Logout

2019-2020 | Semester I (Jul-Dec) | EL 431-Advanced Wireless Broadband Communications

Course Handout Definition

Last Date for defining course handout: 15-Oct-2019 [Request an extension for defining course handout](#)

NOTE: Other sections will only be enabled when Evaluation Scheme has been saved

Section 1 - Evaluation Scheme

Weighted Marks: 100

Exam Type	Max. Marks	Weighted Marks	Weightage (In %)	LTP	Exam Month	Mode of Exam	Exam Duration (In hr)	Evaluate
1 Attendance	10	10	100.00	L	Not Applicable	Not Applicable	Not Applicable	
2 Mid Semester I	15	15	100.00	L	Not Applicable	Pen-Paper	1	
3 Mid Semester II	15	15	100.00	L	Not Applicable	Pen-Paper	1	
4 Practical - Comprehensive	20	20	100.00	L	Not Applicable	Pen-Paper	2	
5 Comprehensive/End Term Exam	40	40	100.00	L	Not Applicable	Pen-Paper	2.5	

NOTE: Attendance is a mandatory exam type defined by academics office, which cannot be edited/deleted by faculty.

Section 2 - Course Details

Fig. 5: Course evaluation component declaration.

Exam Schedule:

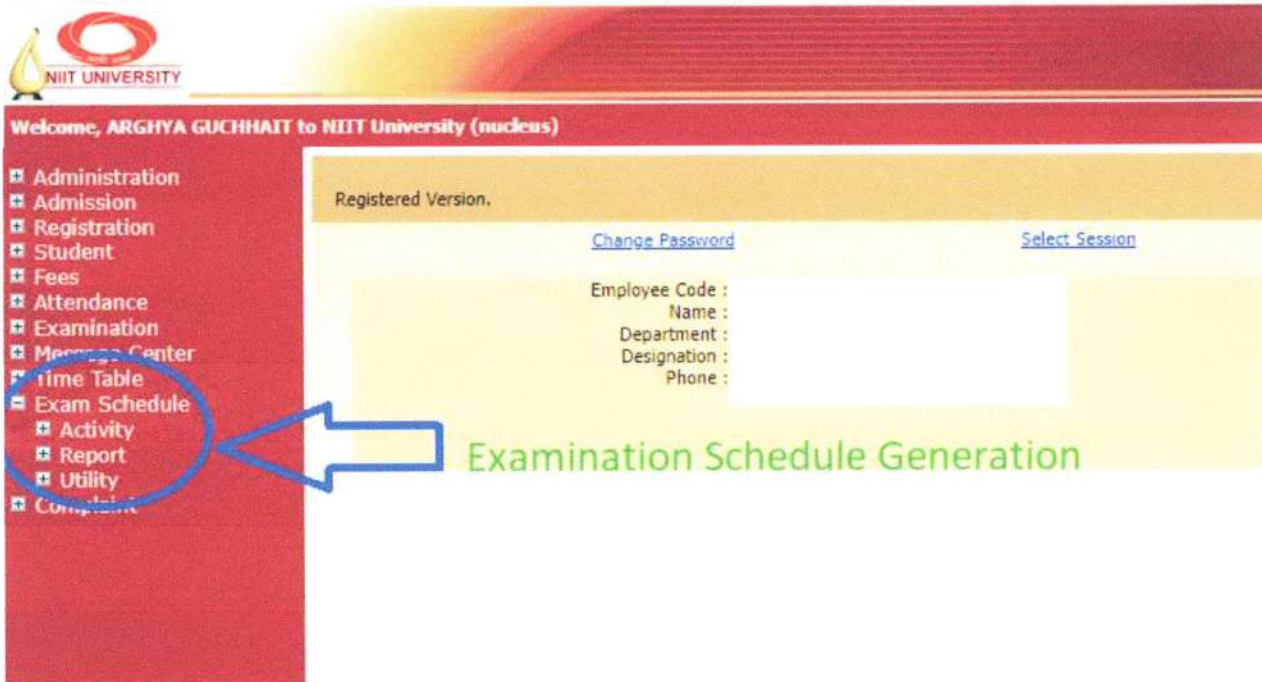


Fig. 6: Exam schedule generation [extracts the data from registration & evaluation scheme]



Controller of Examination
NIIT University, Neemrana



Registrar
NIIT UNIVERSITY
Neemrana



Welcome, ARGHYA GUCHHAIT to NIIT University (nucleus)

- Administration
- Admission
- Registration
- Student
- Fees
- Attendance
- Examination
- Message Center
- Time Table
- Exam Schedule
- Activity
 - Exam Slot Generation
 - Seating Plan
 - Invigilation Schedule
 - Date Sheet Approval
 - Edit Date Sheet
- Report
- Utility
- Complaint

Registered Version.

[Change Password](#)

[Select Session](#)

Employee Code :
 Name : ARGHYA GUCHHAIT
 Department : ECE
 Designation : ASSISTANT PROFESSOR
 Phone :



Preparation of examination schedule in ERP

Fig. 7: Exam schedule generation.

Welcome, ARGHYA GUCHHAIT to NIIT University (nucleus) [Switch to Faculty Portal] [01-Jul-2022 to 30-Jun-2023] [v 2.7] Logout

Home >> Exam Schedule >> Activity >> Exam Slot Generation >> [Add]

Exam Scheduling

Configuration Name: [1] Session: [2022-2023] Sub Session: [2022-2023] Exam Type: [2] Mode of Exam: [4]

Program: [5] B.Tech., M.Tech., MBA - F&B, PhD, MCA, NU-HBA

Program Code: [6] Select All, B.Tech./CSE/2022-2025/Jul/Reg/Deg, B.Tech./CSE/2020-2024/Jen/Reg/Deg, B.Tech./CSE/2021-2025/Jul/Reg/Deg, B.Tech./DS/2021-2025/Jul/Reg/Deg, B.Tech./CSE/2020-2024/Jul/Reg/Deg, B.Tech./CSE/2020-2024/Jul/Reg/Deg

Step 1: Course Selection

S.No	Active	COURSE CODE	COURSE NAME	COURSE INCHARGE	TYPE OF EXAM	EXAM MODE	AREA	DURATION	AREA INCHARGE	REGISTERED STUDENTS
1	<input checked="" type="checkbox"/>	CS 201	Design & Analysis of Algorithms	SANJAY KUMAR BISWASH-100596	Comprehensive/End Term Exam	Pen-Paper	CSE	2	100612-Debashis Sengupta	13
2	<input checked="" type="checkbox"/>	CS 241	Introduction to Communication System	Jetender Joshi-100405	Comprehensive/End Term Exam	Pen-Paper	CSE	3	100612-Debashis Sengupta	8
3	<input checked="" type="checkbox"/>	CS 251	Object Oriented Programming	DEBASHIS SENGUPTA-100612	Comprehensive/End Term Exam	Pen-Paper	CSE	2	100612-Debashis Sengupta	6
4	<input checked="" type="checkbox"/>	CS 532	Introduction to Internet of Things	ANIRBAN DAS-100721	Comprehensive/End Term Exam	Pen-Paper	CSE	2	100612-Debashis	4

Fig. 8: Exam schedule generation indicates processes by using EMS automation.

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 NIIT University, Neemrana

Registrar
 NIIT UNIVERSITY
 Neemrana

Marks Entry and Result Submission:

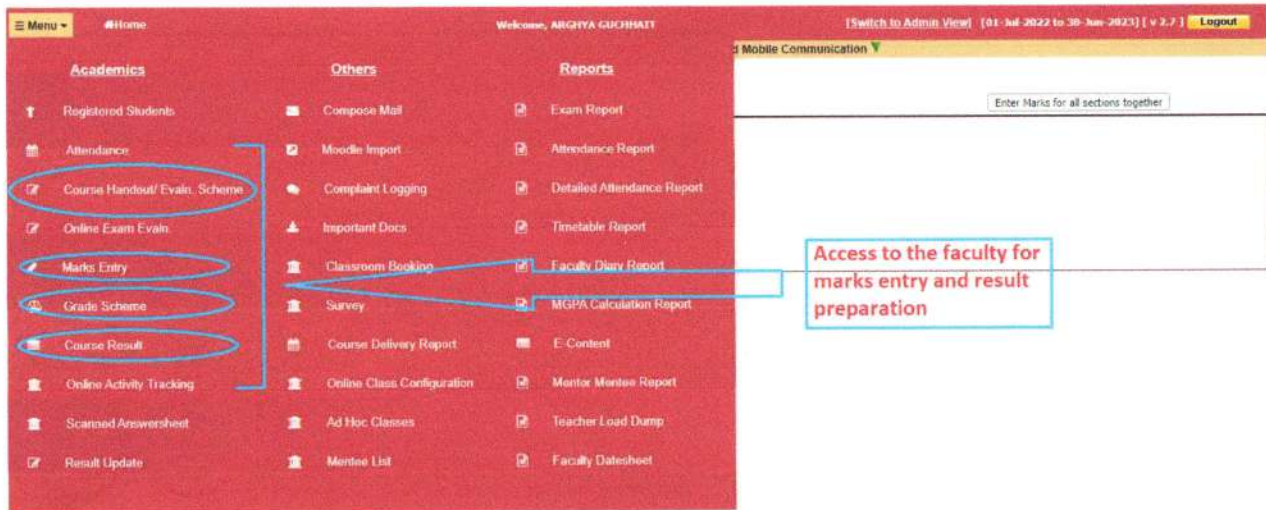


Fig. 9: Various activities under Marks Entry.

	Exam Type	Section	Status
1	Attendance	C9-L	Recorded
2	Attendance	B1-L	Recorded
3	Attendance	B2-L	Recorded
4	Attendance	B3-L	Recorded
5	Attendance	B4-L	Recorded
6	Attendance	B5-L	Recorded
7	Attendance	B5-L	Recorded
8	Attendance	B7-L	Recorded
9	Attendance	B9-L	Recorded
10	Mid Semester I	B1-L	Recorded
11	Mid Semester I	B2-L	Recorded
12	Mid Semester I	B3-L	Recorded
13	Mid Semester I	B4-L	Recorded
14	Mid Semester I	B5-L	Recorded
15	Mid Semester I	B6-L	Recorded

Fig. 10: A specific evaluation component to be selected from the list of evaluation components defined.

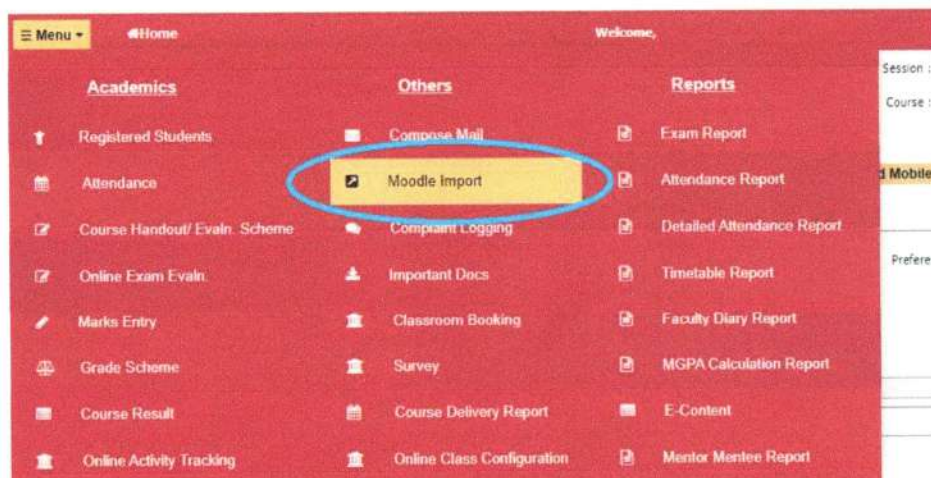


Fig. 11: Marks can either be entered or can be Imported from online exam server through automation.

Program Code	Enrollment No	Student Name	M	H	Absent	O	M	R	M	Remarks
B.Tech./CSE/2020-2024/Jul/Reg/Deg	BT20HCS005	Adithya Jayadevan	10.00				10.00	10.00		Marks have been imported from moodle
B.Tech./CSE/2020-2024/Jul/Reg/Deg	BT20HCS055	Anirudh Sharma	10.00				10.00	10.00		Marks have been imported from moodle
B.Tech./CSE/2020-2024/Jul/Reg/Deg	BT20HCS047	Ansh Sharma	10.00				10.00	10.00		Marks have been imported from moodle
B.Tech./CSE/2020-2024/Jul/Reg/Deg	BT20HCS010	Arnav Jain	10.00				0.00	0.00		Marks have been imported from moodle
B.Tech./CSE/2020-2024/Jul/Reg/Deg	BT20HCS057	Arnav Pandey	10.00				9.00	9.00		Marks have been imported from moodle
B.Tech./CSE/2020-2024/Jul/Reg/Deg	BT20HCS001	Aryan Atul Apte	10.00				9.00	9.00		Marks have been imported from moodle
B.Tech./CSE/2020-2024/Jul/Reg/Deg	BT20HCS042	Chetna Lemba	10.00				10.00	10.00		Marks have been imported from moodle
B.Tech./CSE/2020-2024/Jul/Reg/Deg	BT20HCS040	Chinmay Subramanian	10.00				0.00	0.00		Marks have been imported from moodle
B.Tech./CSE/2020-2024/Jul/Reg/Deg	BT20HCS052	Dassan Tejeswara Rao	10.00				9.00	9.00		Marks have been imported from moodle
B.Tech./CSE/2020-2024/Jul/Reg/Deg	BT20HCS024	Eshe Dogra	10.00				10.00	10.00		Marks have been imported from moodle
B.Tech./CSE/2020-2024/Jul/Reg/Deg	BT20HCS050	Gandra Suchin Kumar	10.00				2.00	2.00		Marks have been imported from moodle
B.Tech./CSE/2020-2024/Jul/Reg/Deg	BT20HCS053	Gurchet Singh Bawa	10.00				2.00	2.00		Marks have been imported from moodle
B.Tech./CSE/2020-2024/Jul/Reg/Deg	BT20HCS169	Hanshil Suthar	10.00				0.00	0.00		Marks have been imported from moodle
B.Tech./CSE/2020-2024/Jul/Reg/Deg	BT20HCS008	Ithkar Asif	10.00				9.00	9.00		Marks have been imported from moodle
B.Tech./CSE/2020-2024/Jul/Reg/Deg	BT20HCS044	Jatra Sriniket Mondal	10.00				9.00	9.00		Marks have been imported from moodle

Fig. 12: Individual student's marks are fetched from the online examination server of the university.

Result Submission: (final course-wise result with allocated grades)

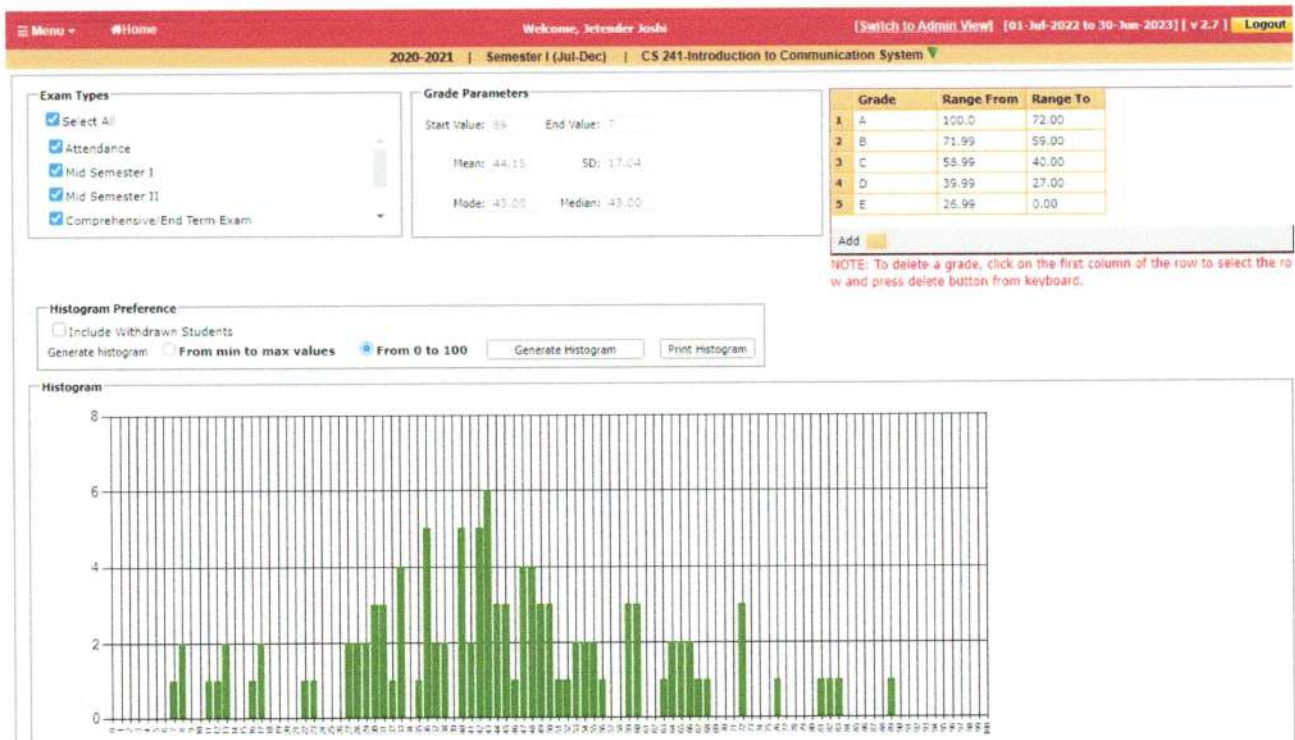


Fig. 13: ERP generates a histogram showing Mean, Standard deviation to decide on a valid grade range in the course. Thereafter, the grades are allocated for each student through ERP automation.

Grades			
Grade	Range From	Range To	
1	A	100.00	85.00
2	D	84.99	70.00
3	C	69.99	50.00
4	D	49.99	35.00
5	E	34.99	0.00

Exam Types	
Exam Type	
1	Attendance
2	Mid Gemester I
3	Mid Semester II
4	Comprehensive/End Term Exam
5	Review

Publish for Students
 Submit to Academic office

Final grades to be submitted by the faculty

Note: Course result once submitted to Academic office can not be edited. Ex-ams button not being displayed. Please contact Academic office to edit the...

Fig. 14: Faculty submits the final student-wise course grade by enabling the checkbox, which is to be considered as the final result for preparing the program-wise result creation.

Program-wise Result Publication:

Academic Session: 2022-2023 (1) Program Code: B.Tech./CSE/2020-2024/Jan/Reg/D (2)

Registration Pattern: ---Select--- (3) Publish

(4)

Click the button to generate the final result for the respective program. It will automatically fetch all the respective course result.

Fig. 15: Generating the final programme-wise result.

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 NIIT University, Neemrana

Registrar
 NIIT UNIVERSITY
 Neemrana

Welcome, ARGHYA GUCHHAIT to NIIT University (nucleus) [Switch to Faculty Portal]

Home >> Examination >> Activity >> Final Result >> [Add]

Academic Session: 2022-2023
 Registration Pattern: Summer Term III
 Program Code: B.Tech./CSE/2020-2024/Jan/Reg/D
 Publish
 Send SMS

Course Registered	Result Declared
CS 241-Introduction to Communication System	No
EL 101-Digital Logic & Circuit	No

No Data To Display

Fig. 16: Generation of Programme Result (Step-1).

Home >> Examination >> Activity >> Final Result >> [Edit]

Registration Pattern: Summer II
 Program Code: PGDBS/MG/2022-2023/
 Publish
 Send Intimation Mail
 Send SMS

Student Name	Enrollment No.	BNK 562-Banking Operations for Retail Consumers	MGT 512-Data-driven Decision Making	FIN 552-Financial Planning	MKT 542-Marketing for Bankers	SST 512-Selling Skills
Nikunj Angira	PG22FMG853	C	B	C	B	B
Tanay Kumar Singh	PG22FMG844	DP	DP	DP	DP	E
Meenakshi Bhola	PG22FMG834	A	B	A	A	A
Anuj Singh Solanki	PG22FMG826	B	C	B	B	C
Bansode Shradha Chandrakant	PG22FMG841	C	C	B	D	C
Kushagra Mathur	PG22FMG832	C	B	C	C	B
Suryawanshi Shubhangi Gajanan	PG22FMG858	D	D	D	D	C
Adarsh Saxena	PG22FMG825	B	C	C	B	C
Megha Dhadwal	PG22FMG835	C	B	B	C	B
Inderjit Singh	PG22FMG828	C	C	B	C	C

Fig. 17: Generation of program-wise result through ERP automation (Step-2).

Welcome, ARGHYA GUCHHAIT to NIIT University (nucleus) [Switch to Faculty Portal] | 01 Jul 2022 to 30 Jun 2023 | v 2.7 | Logout

Home >> Examination >> Activity >> Final Result

Academic Session: 2022-2023
 Program Code: ---Select---
 Registration Pattern: ---Select--- Show

24	M.Sc/CSE/2022-2024/Jan/Reg/Deg	Semester II	Published
25	M.Sc/CSE/2020-2024/Jul/Reg/Deg	Semester V	Published
26	M.Sc/CSE/2020-2024/Jul/Reg/Deg	Semester VI	Published
27	M.Sc/CSE/2019-2023/Jul/Reg/Deg	Semester VIII	Published
28	M.Sc/CSE/2019-2023/Jul/Reg/Deg	Semester VIII	Published
29	MBA/MG/2022-2025/Jul/Reg/Deg	Semester I	Published
30	MBA/MG/2022-2025/Jul/Reg/Deg	Semester II	Published
31	MBA/MG/2021-2025/Jul/Reg/Deg	Semester IV	Published
32	MBA/MG/2021-2025/Jul/Reg/Deg	Semester III	Published
33	I-MBA/MG/2025-2024/Jul/Reg/Deg	Semester V	Published
34	I-MBA/MG/2018-2023/Jul/Reg/Deg	Semester VII	Published
35	I-MBA/MG/2019-2023/Jul/Reg/Deg	Semester VIII	Published
36	I-MBA/MG/2019-2023/Jul/Reg/Deg	Semester X	Published

Program-wise result publication

Various activities related to result generation and publication through ERP.

Select All | Delete | Add | Export

1 - 36 of 36 Page Size 100

Fig. 18: Program-wise result Publication Status.

Semester II - Academic Year 2021-2022

Semester VI Academic Year: 2021-2022

Name of the Student: [Redacted] Enrolment No.: [Redacted]

Programme of Study: B.Tech. In Computer Science and Engineering

Course Code	Course Title	Category	Credits	Grade
AOC 161	Theatre	CC	1	A
CS 5112	Multi-device Programming	CC	4	B
CS 392	Capstone Project I	CC	4	B
CS 481	Information Retrieval	CC	4	A
DS 402	Big Data Concepts	CC	4	B
NU 302	R & D Project	CC	4	A
TA 302	Professional Life Skills I	CC	1	A
AOC 1101	Discovering Self	AU	1	B

Fig. 19: Generation and printing of grade sheets through ERP.

Dedicated Portal for Conducting Online Examination:

Dashboard

Calendar

Courses

Exam

Projects & Clubs

Nucleus ERP

Exam System

Library

Fig. 20: Learn portal integrating online examination system.

on Cloud

Administration

- Front page settings
 - Make this my home page

Course overview

Semester VII (2023)	Semester III (2023)	Semester V (2023)
Advanced Wireless Broadband Communication	Analog Electronics	Capstone Project - I

Fig. 21: Online Examination portal home page for faculty.

on Cloud

arghya.sachan

Home / My courses / EL 101 / 5 September - 11 September / Midterm-II, July 8, 2021 / Question bank / Questions / Editing an Essay question

Administration

- Quiz administration
 - Edit settings
 - Group overrides
 - User overrides
 - Edit quiz
 - Preview
 - Results
 - Locally assigned roles
 - Permissions
 - Check permissions
 - Filters
 - Competency breakdown
 - Logs
 - Backup
 - Restore
- Question bank
 - Questions

Editing an Essay question

General

- Current category
- Save in category
- Question name
- Question text

Midsem-II summer term (4) Use this category

Midsem-II summer term (4)

Asynchronous counter

Rich text editor toolbar

Design a Mod-8 Asynchronous counter using:

- T Flip-Flops.
- Modify the same circuit so that now it will count from '2' (010) to '6' (110) and again from '2' (010). (use only NAND gates for the modification)

Fig. 22: Configuring a question paper for online examination.

University Campus:

Neemrana, NH-8, Delhi Jaipur Highway, District Alwar, Rajasthan 301705, Tel: 01494-660600

Website: www.niituniversity.in

Controller of Examination
 NIIT University, Neemrana

Registrar
 NIIT UNIVERSITY
 Neemrana

Digital Logic & Circuit

Quiz navigation

Started on: Monday, 20 November 2023, 8:37 AM
 State: Finished
 Completed on: Monday, 20 November 2023, 9:16 AM
 Time taken: 39 mins 25 secs
 Marks: 16.00/20.00
 Grade: 4.00 out of 5.00 (80%)

Question 1
 Correct
 Mark: 1.00 out of 1.00

The boolean equation $X = [(A+B) \cdot (B+C)]B$ can be simplified to

- A B
- B A
- AB
- A B

Fig. 23: Sample screenshot of an online examination.

Student Portal:

All the students have their personal log-in ID in Nucleus ERP to get the relevant data from the Nucleus related to various activities.

- A. Students can access the Examination schedule published through EMS (Nucleus ERP).

S No.	Exam Date	Exam Time	Course Code	Course Name	Exam Duration	Exam Type	Mode	Venue	Seat No.
1	16-05-2023	10:30 AM	ENG 102	English Literature	3:00	Comprehensive/End Term Exam	Pen-Paper		
2	20-05-2023	10:30 AM	CS 201	Design & Analysis of Algorithms	3:00	Comprehensive/End Term Exam	Pen-Paper		
3	22-05-2023	10:30 AM	CS 231	Database Management Systems	3:00	Comprehensive/End Term Exam	Pen-Paper		
4	23-05-2023	10:30 AM	CS 211	Operating System	3:00	Comprehensive/End Term Exam	Pen-Paper		
5	24-05-2023	10:30 AM	CS 302	Theory of Computation	3:00	Comprehensive/End Term Exam	Pen-Paper		
6	25-05-2023	10:30 AM	CS 122	Computer Architecture & Organisation	3:00	Comprehensive/End Term Exam	Pen-Paper		

Need Help? Raise your concern.

Fig. 24: Exam Schedule publication (also visible from the student's portal).

- B. Students can view their course results after result publication.

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 NIIT University, Neemrana

Registrar
 NIIT UNIVERSITY
 Neemrana

