VIGNAN'S
Foundation for Science, Technology & Research
(Deemed to be UNIVERSITY)
-Estd. u/s 3 of UGC Act 1956

Manual of
Examination Automation System

Controller of Examinations
VFSTR
(Deemed to be UNIVERSITY)

VISION

To evolve into a centre of excellence in Science & Technology
Through creative and innovative practices in teaching – learning,
towards promoting academic achievement & research excellence
to produce internationally accepted, competitive and
world class professionals
Who are psychologically strong and emotionally balanced
imbued with social consciousness and ethical values

MISSION

To provide high quality academic programmes,
training activities, research facilities and opportunities
supported by continuous industry – institute interaction
aimed at
Promoting employability, entrepreneurship,
leadership and research aptitude among students and
contribute to the economic and technological development
of the region, state and nation

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Manual of Examination Automation System

Introduction: Examination procedures play a very vital role in any academic institution. They help the teachers and students in the Teaching Learning process by providing the necessary feedback during continuous evaluation. The results given by the examination systems are the benchmarks for the industries or the institutes for gauging the effectives of the academic institution. Properly organized and credible examination systems are essential for any good institution.

Automation of examination procedures is very much essential for ensuring the correctness of data, reducing the response time for activities like announcement of results, to ensure confidentiality and reduction of discrepancies. This manual describes the key modules of examination automation system in operation at VFSTR. The purpose of each individual module is discussed in brief and sample screen shots of user interface and outputs are provided for clarity.

Examination activities where automation was done:

a) Student registrations for class work and subject allocation to student

b) Examination time tables

c) Continuous evaluation marks entry

d) Invigilators assignment

e) Examination seating plans, student signature sheets, absent statements etc…

f) Registration of subjects for examination, hall ticket generation, room wise photo identification sheets, seating planes, absent statements

g) Question paper setter database, selection of paper setters, remunerations, question paper databases

h) Encoding and jumbling of answer scripts

i) Valuators database, selection of valuators, marks entry, remunerations

j) Results, retotalling, revaluation

k) Certificates printing

Infrastructure available :

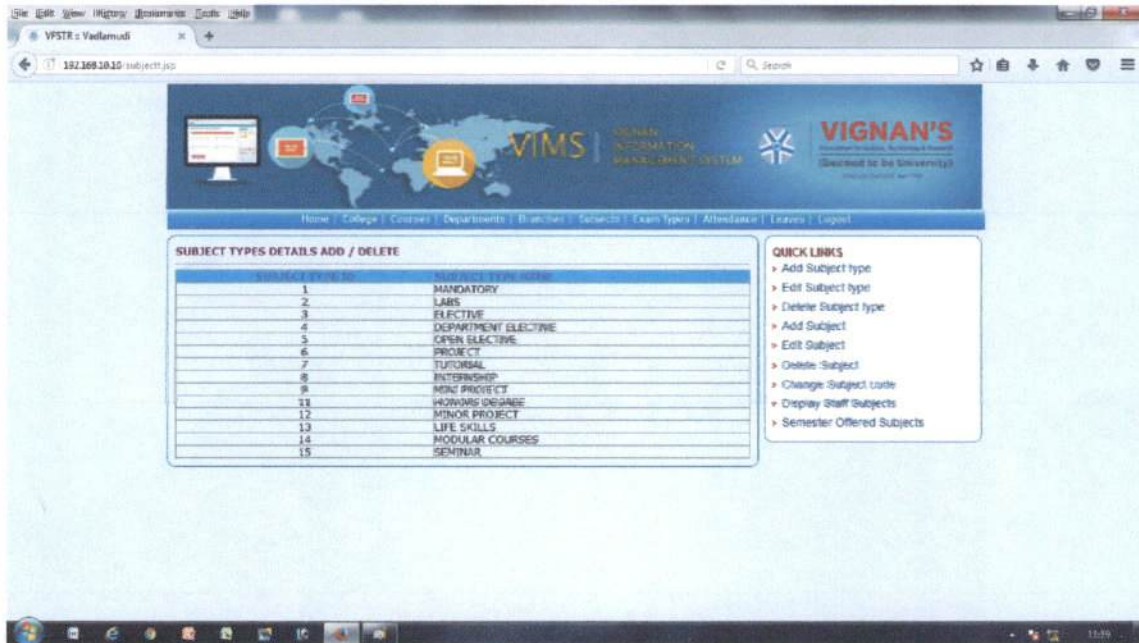Number of Computers : 21   Number of Printers : 08

Number of Scanners :   04   Number of copier machines : 02

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1) **Entry of subject details**: Whenever new subjects are introduced in the curriculum the details of these subjects are to be fed into the software. Provision was made to incorporate complete details of the new subject, like theory, lab, theory integrated with lab, mandatory subject or elective subject etc...
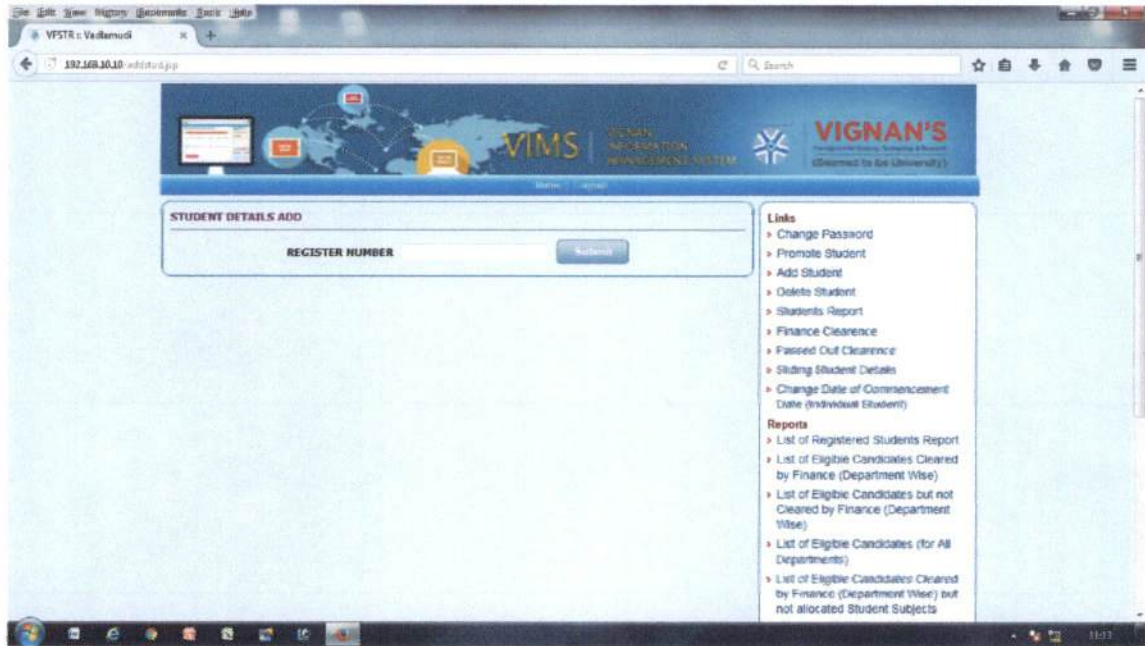
2) Academic registration module : Student will register for the subjects by using this module. Reports about the eligible candidates for enrollment, details of students who paid the tuition fee, not registered students will be taken out from this module for the use of administration.

3) Continuous evaluation monitoring: Entry of continuous evaluation schedules like mid examinations will be done through this module. Specifying the invigilation requirements, receiving invigilator data from departments, marking the absentees for the examinations, taking various reports of the examinations like absentees students, award lists are also done through this module. After posting of continuous evaluation marks by the faculty, various reports like exam wise, section wise marks, student wise marks reports will be taken for informing to HoDs. These marks will be sent to students as SMS.
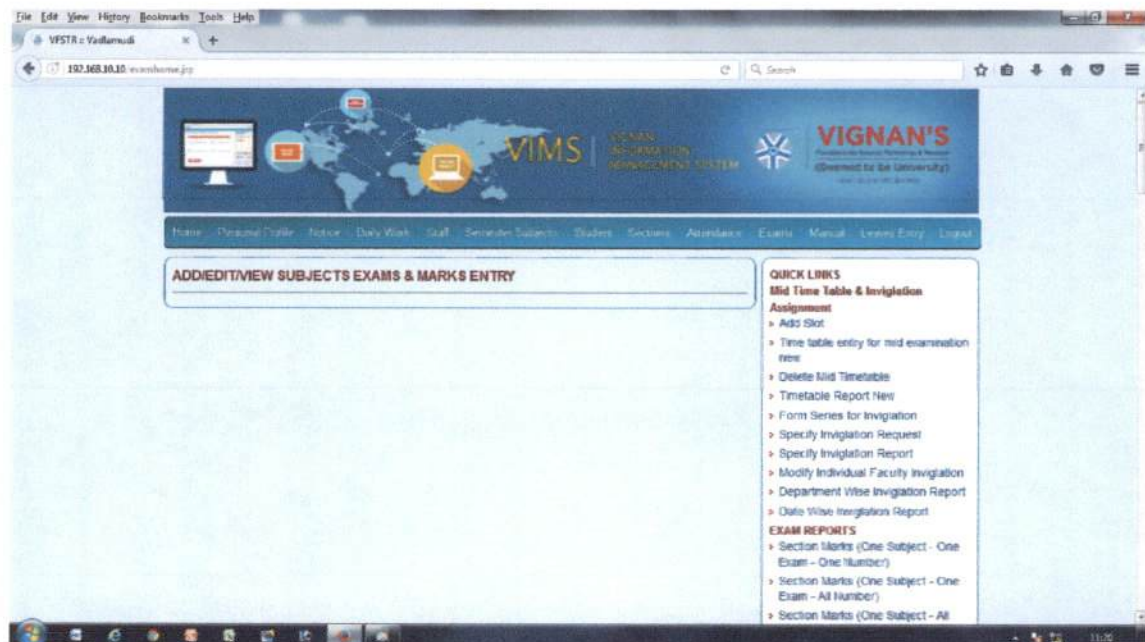
Examination Automation System

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4) **Semester end examination time tables**: Once the draft copy of the examination time tables are ready then the details will be entered into the software. Details like pass criteria, grading system and credits allotment will be also entered into package along with examination dates. Provision to take necessary reports is also incorporated.
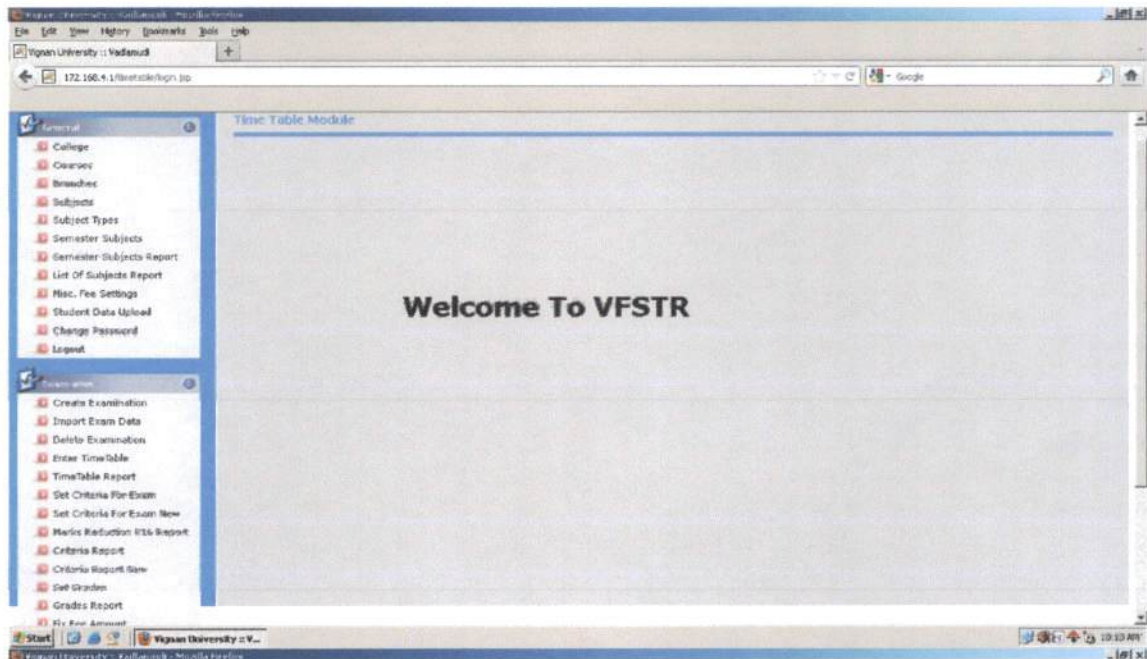
5) **Examination fee collection:** This module provides the facility to collect examination fee from students and registration for the subjects, generation of attendance statements after examination, reports giving details of students writing examination on any given day etc... will be taken through this module

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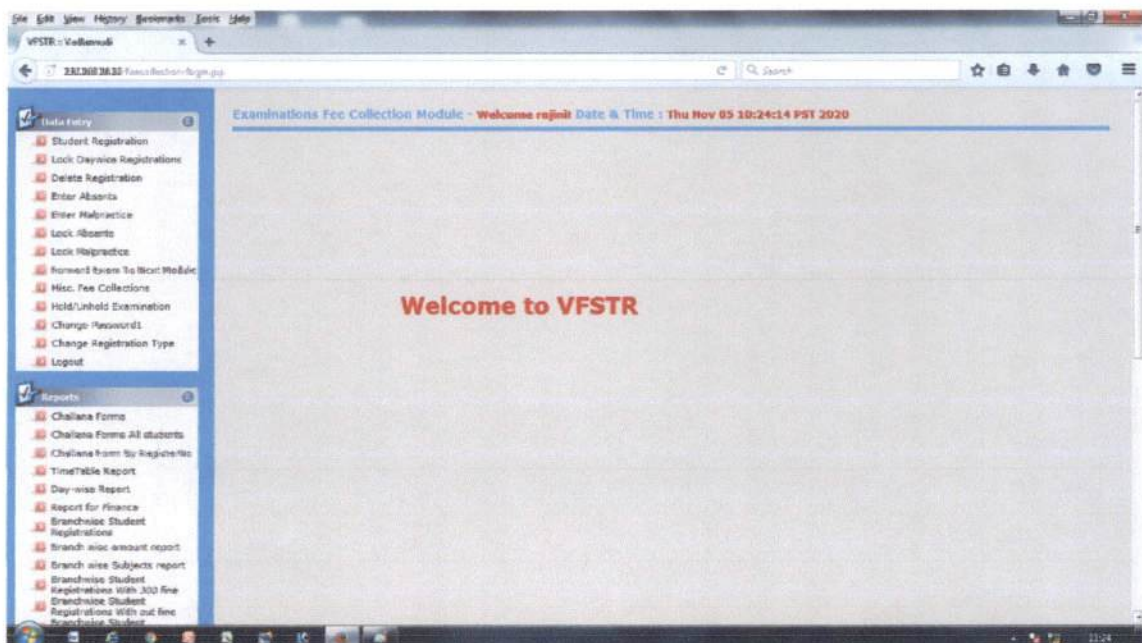
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6) **Question paper module:** Maintains paper setter database, details of papers used and unused, question paper requirements, remuneration bills. It also provides various reports of sorted data for paper setter identification.
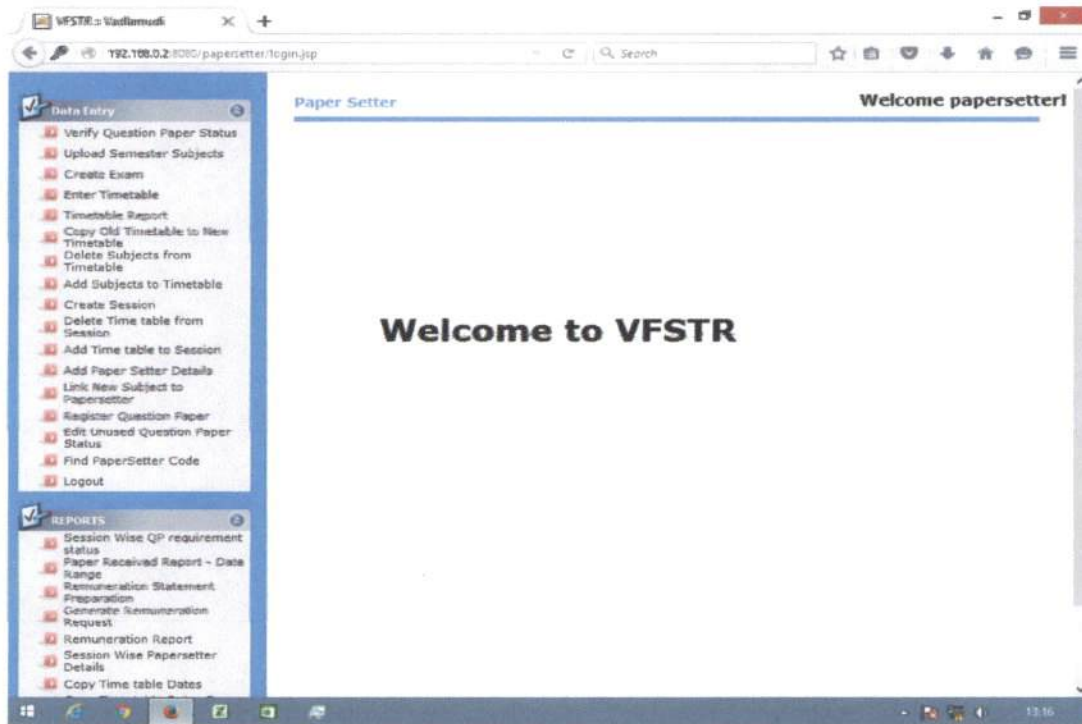
7) **Examination seating module:** Provides room wise examination seating arrangements, photo verification sheets, student signature forms, question paper requirement room wise, consolidated question paper requirement, seating arrangements to be displayed at notice boards, hall ticket issue, duplicate hall tickets etc.,

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STUDENT PHOTOS ROOM WISE

Name of Exam : Supply Exam					Date : 03-10-2020 PM
Hall No : AFTF-40A					

Register No	Photo	Register No	Photo	Register No	Photo
181FA05199		181FA05200		181FA05203	
181FA05205		181FA05208		181LA05004	
151FA06039		161FA06018		161FA06021	
171LA06008		181FA06090		181LA06005	

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Room Wise Question Paper Requirement

(to be Pasted on Question Paper Covers)

Date: 03-10-2020, AM/PM: PM

ATF-15

S.No	Roomno	Course	Branch	Subject Name	Subject Code	Count
B.TECH-2YEAR-1SEM-SUP-R14-SEPTEMBER-2020						
1	ATF-15	B.TECH.	CHEM	MOMENTUM TRANSFER	16CH901	1
2	ATF-15	B.TECH.	CIVIL	FLUID MECHANICS	16CE902	3
3	ATF-15	B.TECH.	CIVIL	FLUID MECHANICS	16CE202	2
4	ATF-15	B.TECH.	CSE	DIGITAL LOGIC DESIGN	16CS203	8
5	ATF-15	B.TECH.	ECE	NETWORK THEORY	16EC203	3
					Total	17

Sealed Cover Opened on: _____ at: _____

Name of the Invigilator:		Signature:	
Regd No of the student 1:		Signature:	
Regd No of the student 2:		Signature:	

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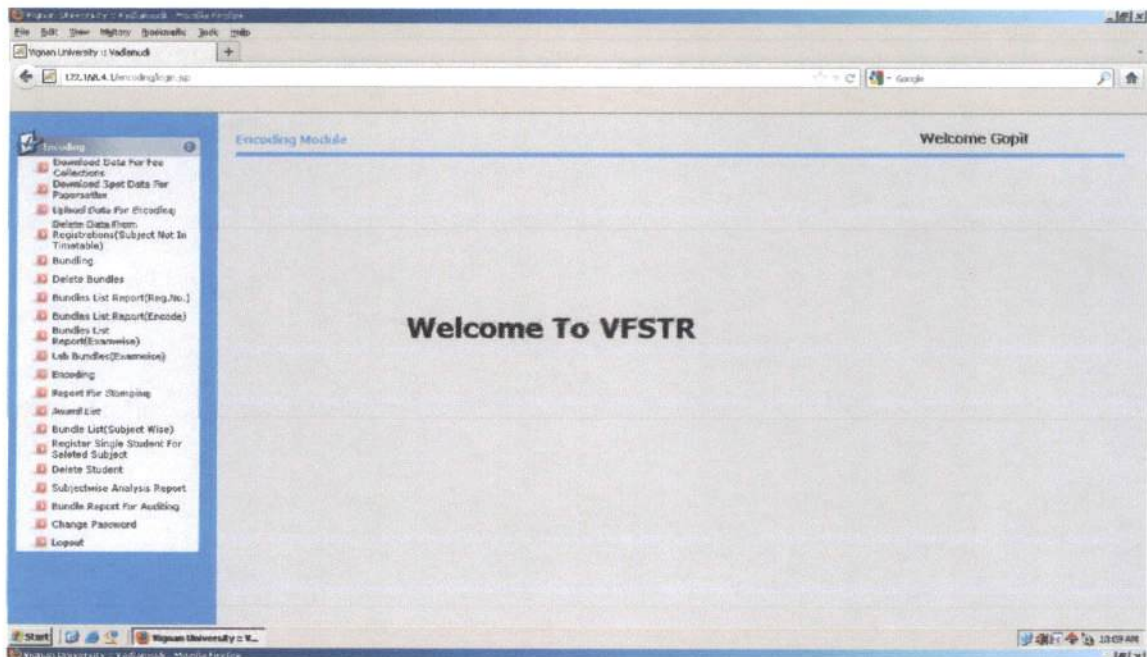**8) Encoding** : Randomly generated 6 digit number will be assigned for each answer script to replace the registered number on the student answer script to ensure unbiased evaluation by examiner. This module facilitates the process. It also jumbles the answer scripts, form bundles as per given inputs and provides various formats needed for evaluation. The details of examination registrations and the absentees details are inputs into the module.

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BUNDLE SLIP FOR STAMPING ENCRYPTED CODE ON ANSWER SCRIPTS

Course : B.TECH.   Year : III   Semester : I

Regulation : R16

Name of Subject : PYTHON PROGRAMMING (16CS449)

Date & Session of Exam : 12 Oct 2020 PM

Bundle No : 43   No of Students : 19

SL	REGD.NO.	NUMBER TO BE STAMPED
1	161FA04311	202618
2	161FA04363	202619
3	161FA04395	202620
4	171FA04031	202621
5	171LA06008	202622
6	181LA09011	202623
7	181LA08012	202624
8	181LA11009	202625
9	161FA12007	202626
10	161FA15006	202627
11	161FA15044	202628
12	171FA02007	202629
13	181LA02003	202630
14	161FA04995	202631
15	161FA04129	202632
16	161FA04139	202633
17	161FA04277	202634
18	161FA04285	202635

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9) Evaluation module: Maintains evaluation database, data for evaluator appointment, allotting evaluators to answer scripts, remunerations etc…
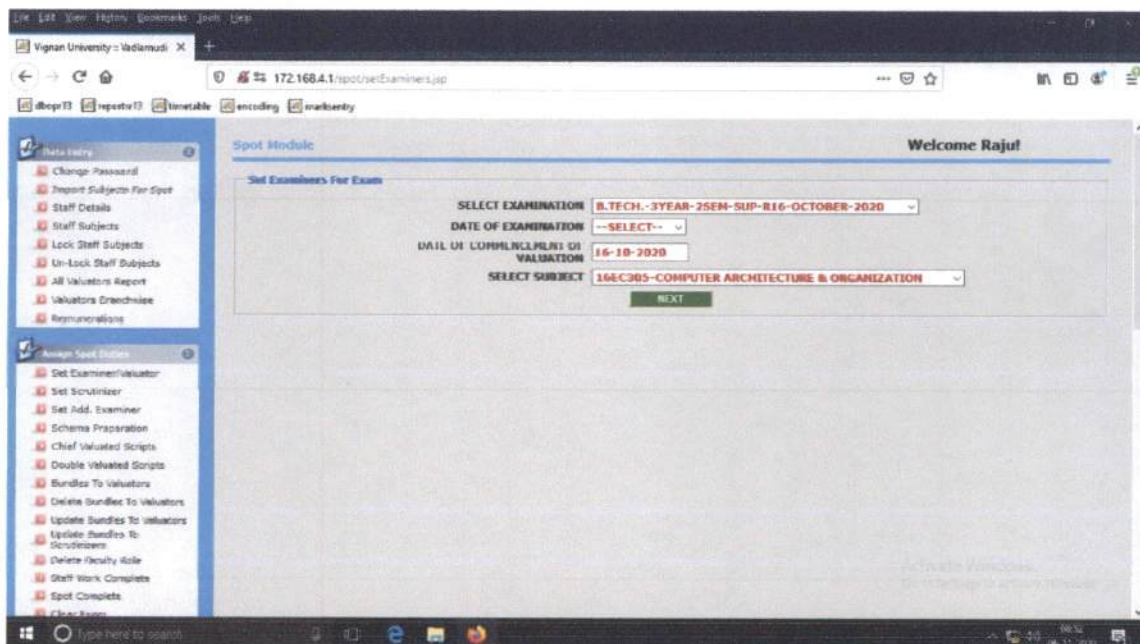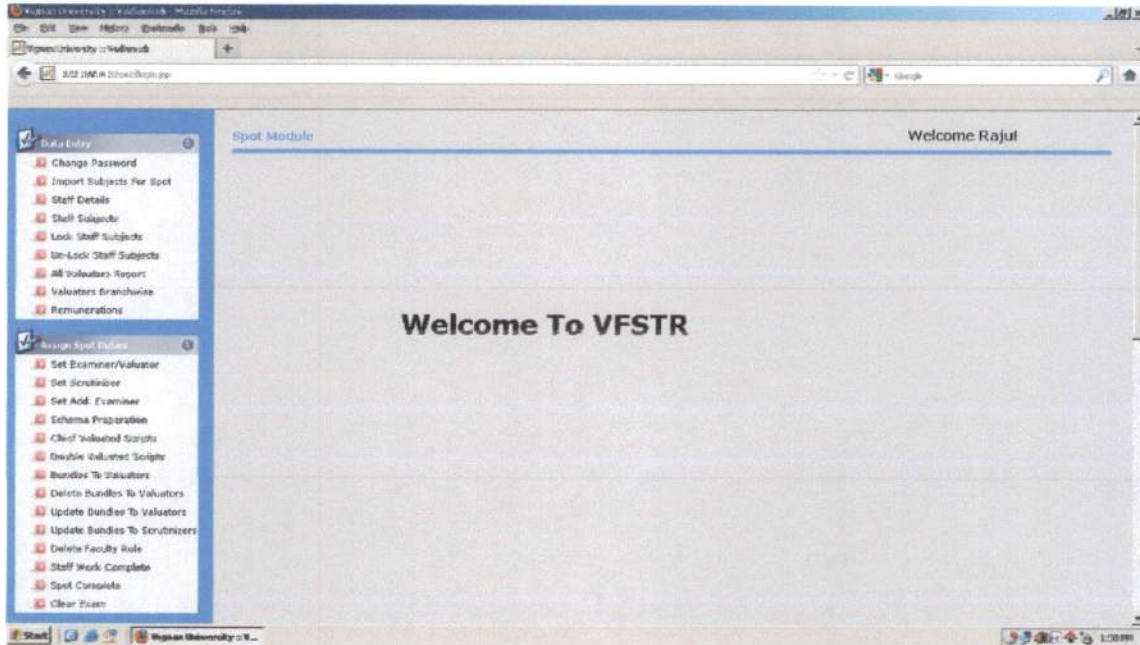
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10) **End examination marks entry module**: After evaluation the marks awarded by the evaluator will be entered into the module. Entry will be made based on bundle number and encoded number thus ensuring the confidentiality. After entry printouts of the marks will be taken for cross verification with award list. Once the marks of all students of all subjects in a given examination are entered and verified the examination will be cleared for processing of results.
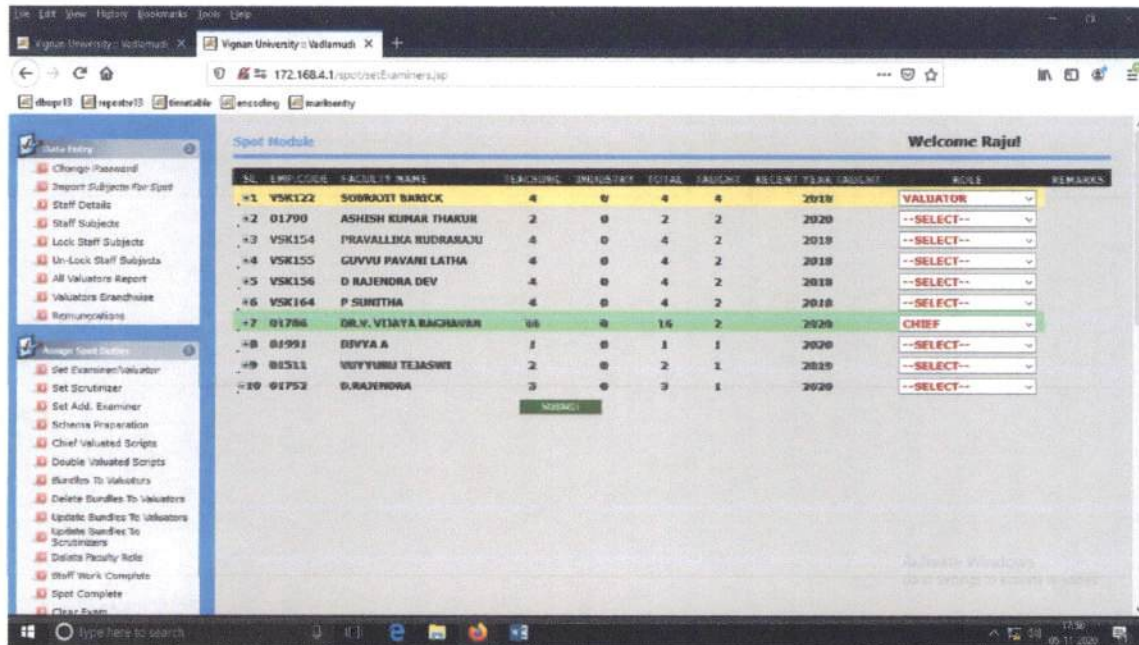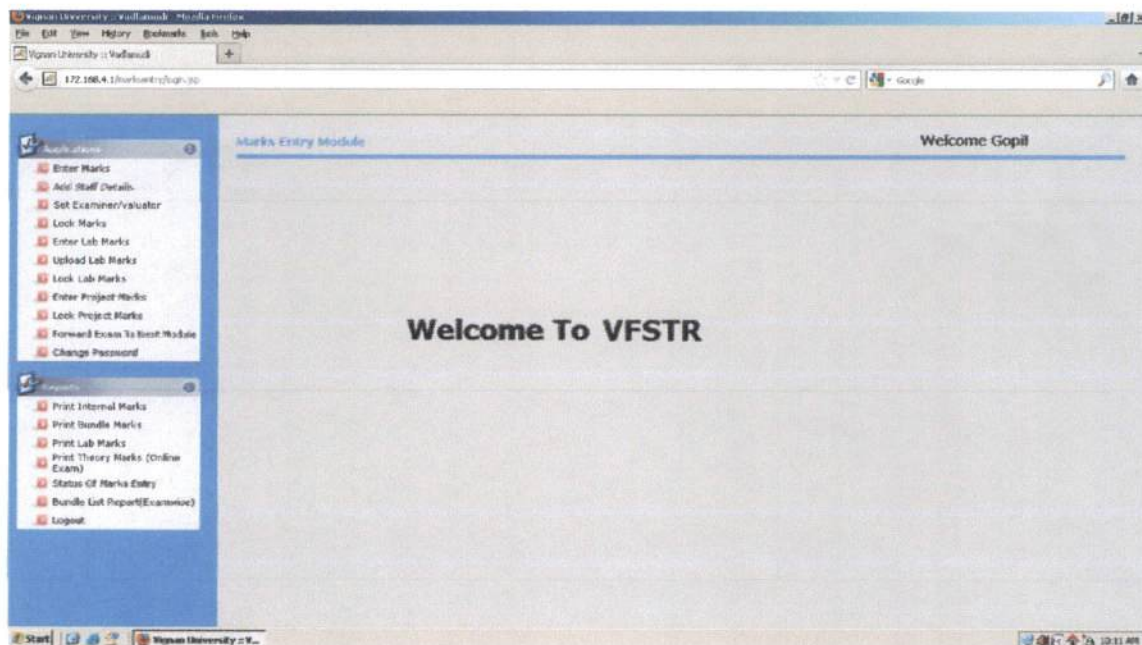
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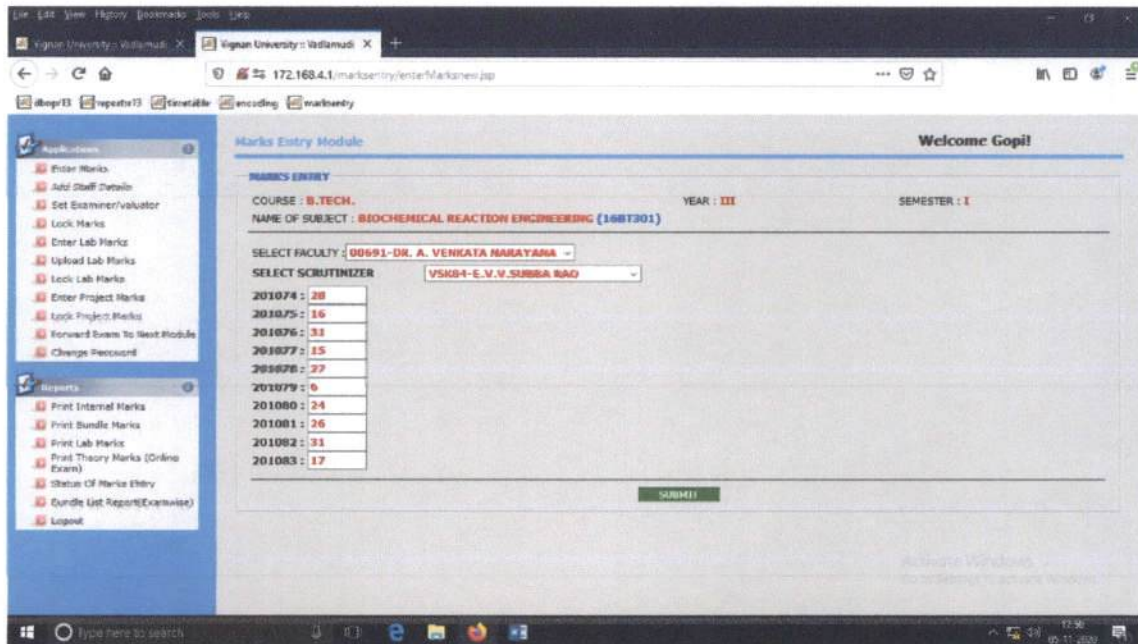
11) **Results Processing :** Integration of continuous evaluation marks into end semester examination marks, identification of pass and fails as per given criteria, result analysis, moderation or grace marks.
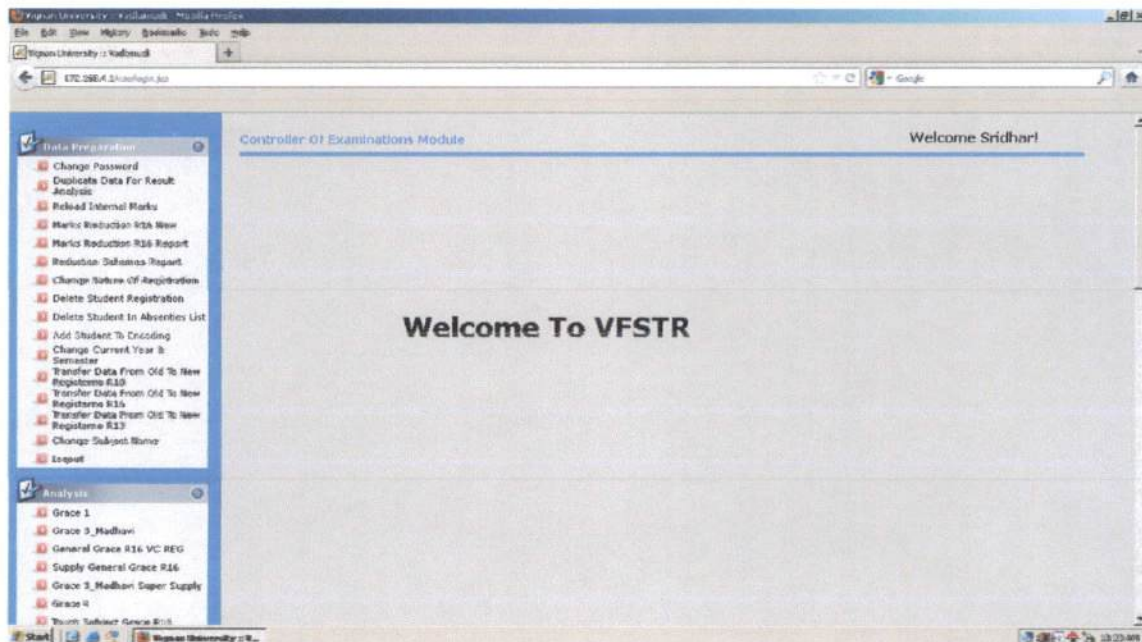
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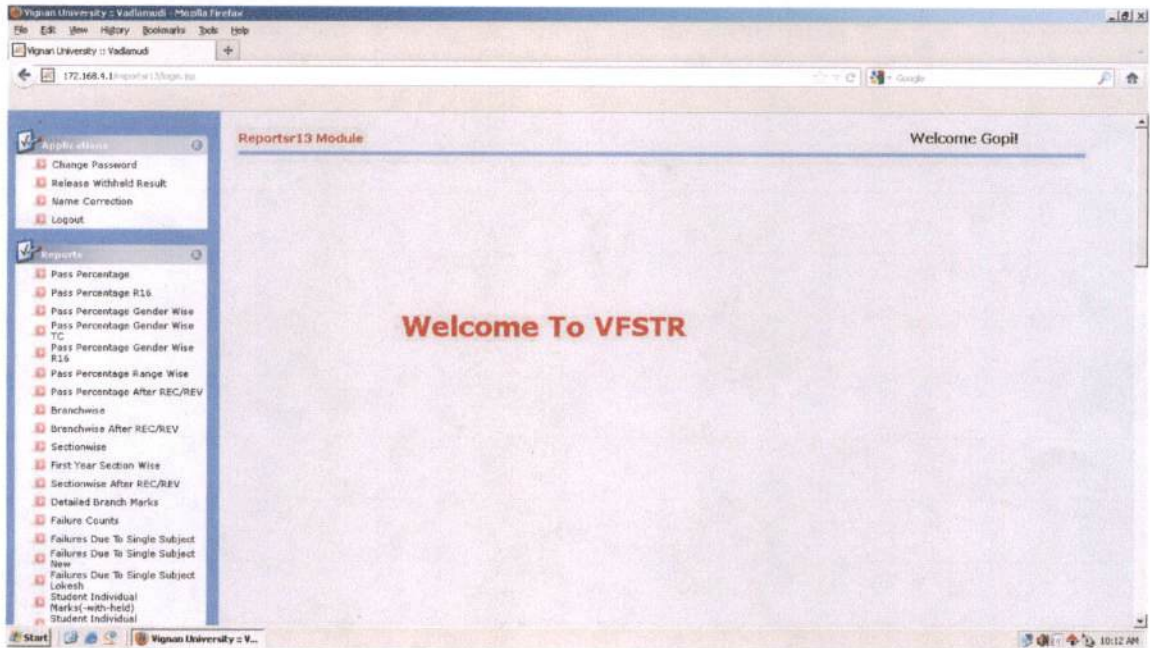**12) Results report database:** Provides facilities for Providing the reports required after releasing of results like subject wise student failures, details of student failed in one subject etc…

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B.TECH., II YEAR – II SEMESTER, REGULAR (R16) EXAMINATIONS – JULY 2020
NO. OF STUDENT PENDING SUBJECTS – ALL BRANCHES

SL.NO.	BRANCH NAME	NO OF STUDENTS FAILED IN					
		ONE SUBJECT	TWO SUBJECTS	THREE SUBJECTS	FOUR SUBJECTS	FIVE SUBJECTS	SIX SUBJECTS
1	BIO-TECHNOLOGY	0	0	128	6	3	0
2	CHEMICAL ENGINEERING	0	0	39	2	1	1
3	CIVIL ENGINEERING	0	0	19	1	0	0
4	COMPUTER SCIENCE & ENGINEERING	0	71	356	16	2	1
5	ELECTRONICS & COMMUNICATION ENGINEERING	0	0	225	11	3	2
6	ELECTRICAL & ELECTRONICS ENGINEERING	0	0	34	0	0	0
7	INFORMATION TECHNOLOGY	0	0	75	2	0	1
8	MECHANICAL ENGINEERING	0	0	8	37	4	0
9	AUTOMOBILE ENGINEERING	0	0	12	4	1	1
10	TEXTILE TECHNOLOGY	0	0	22	2	1	0
11	AGRICULTURAL ENGINEERING	0	0	0	28	11	2
12	BIOINFORMATICS	0	0	20	2	0	0
13	FOOD TECHNOLOGY	0	103	2	0	0	0
14	BIOMEDICAL ENGINEERING	0	19	4	0	0	0
15	PETROLEUM ENGINEERING	0	5	3	4	1	0
	TOTALS :	0	198	939	115	27	8

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B.TECH., III YEAR - II SEMESTER, REGULAR (R16) EXAMINATIONS - JULY 2020
SUBJECTWISE AVERAGE MARKS

SL	SUBJECCODE	SUBJECTNAME	TOTAL	PASSED	PASS %	AVG OF INT	AVG OF EXT	AVG OF TOTAL
MANDATORY								
1	16AE242	MODERN VEHICLE TECHNOLOGY	12	12	100.00%	32.67	50.92	83.58
2	16AE306	VEHICLE DYNAMICS	12	11	91.67%	29.33	40.33	68.67
3	16AE313	VEHICLE BODY ENGINEERING	12	12	100.00%	31.83	53.08	84.92
4	16AE444	AUTOMOTIVE AERODYNAMICS	1	1	100.00%	39.00	59.00	98.00
5	16AG242	PROCESSING OF HORTICULTURAL PRODUCTS	20	18	90.00%	34.65	50.75	85.40
6	16AG205	GROUND WATER, WELLS & PUMPS	47	47	100.00%	26.87	56.38	83.26
7	16AG341	AGRICULTURAL STRUCTURES & ENVIRONMENT CONTROL	3	3	100.00%	37.67	57.33	95.00
8	16AG350	NON-POINT SOURCE POLLUTION & MANAGEMENT	7	7	100.00%	35.86	54.00	89.86
9	16AG443	HUMAN ENGINEERING & SAFETY	20	20	100.00%	34.40	55.00	89.40
10	16BI302	BIODIVERSITY & CONSERVATION	27	27	100.00%	38.00	54.85	92.85
11	16BI351	NEXT GENERATION SEQUENCING & ANALYSIS	4	4	100.00%	39.25	59.50	98.75
12	16BI353	METABOLOMICS & METABOLIC ENGINEERING	11	11	100.00%	31.91	55.64	87.55
13	16BI354	FORENSIC GENOMICS	16	16	100.00%	37.06	58.81	95.88
14	16BI450	DRUG DESIGN	4	4	100.00%	39.75	57.00	96.75
15	16BM306	DIAGNOSTIC & THERAPEUTIC EQUIPMENT-I	23	23	100.00%	34.87	46.09	80.96
16	16BM307	MEDICAL INFORMATICS	23	23	100.00%	36.17	50.78	86.96
17	16BM308	MEDICAL IMAGING TECHNIQUES	23	23	100.00%	30.74	50.57	81.30

13) Marks Memos Printing: Printing of marks memos, transcripts, consolidated marks memos, migration certificates etc. will be done through this module. It also has provision for verification of certificates issued to students based on certificate number.
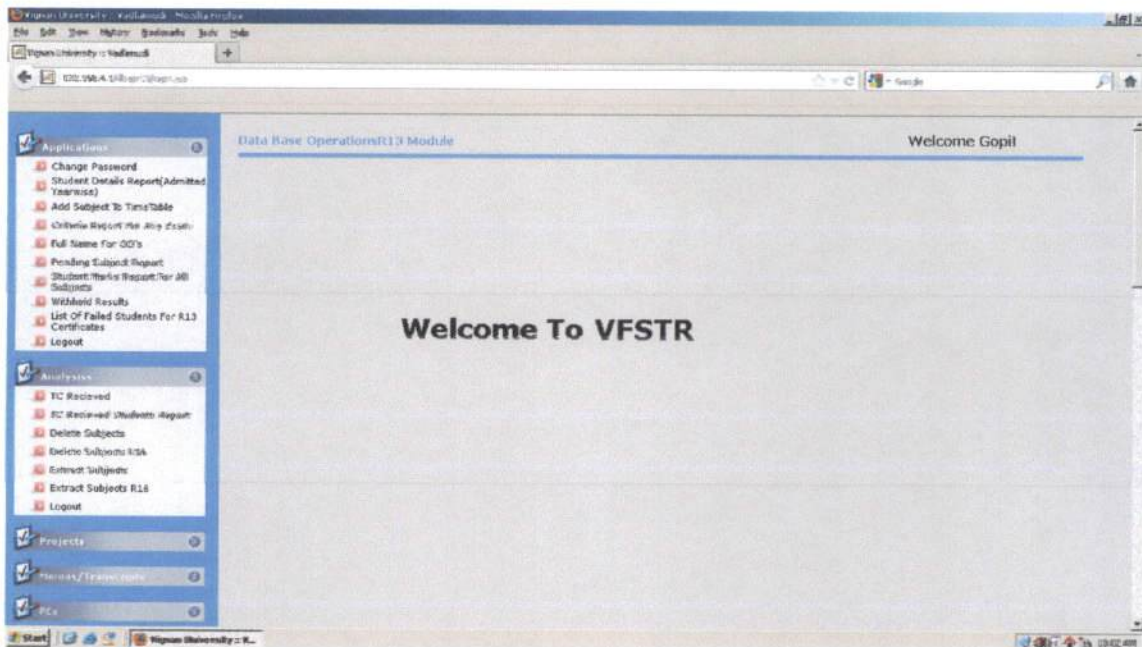
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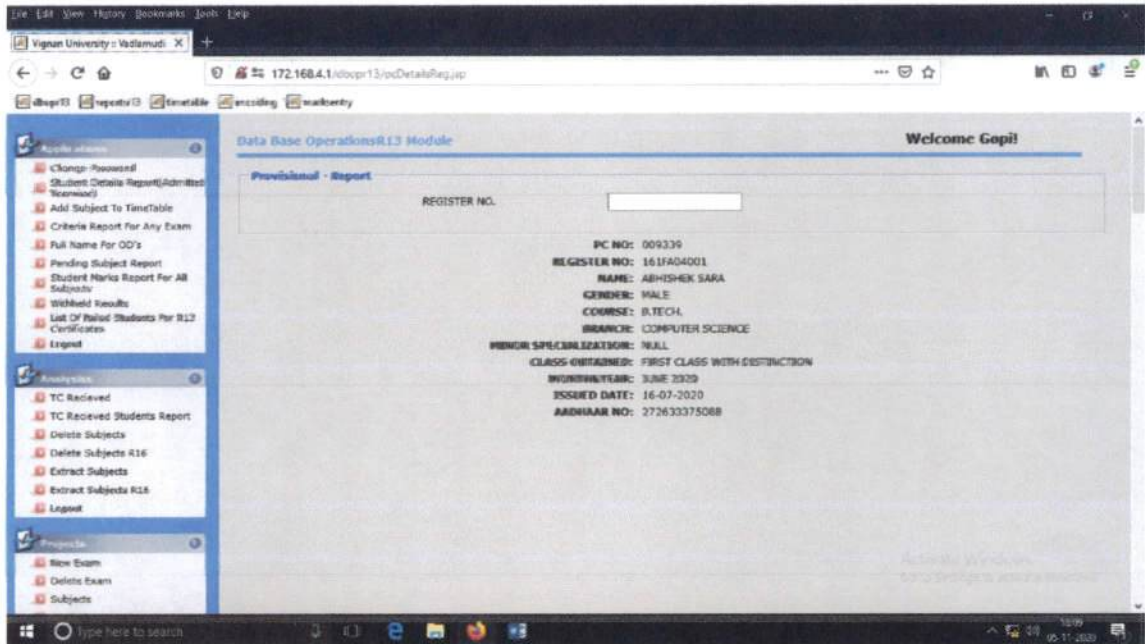
Summary: All the staff members working at examination section are extensively trained on these procedures and detailed work instructions to operate each activity are provided as operational procedures. Activity based individual logins are provided to ensure security.

Effective implementation of automation practices and their applications has helped in reduction of grievances and time to issue the examination results and related reports. These practices helped a lot in improving the security of examination related data.

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