

# Configuration Document

## Evaluation & Grading Module

### Role

#### 1. exam-administrator

**Assigned to:** This role is assigned to any employee of the Exam section.

**Responsibilities:**

1. Configure the settings of Evaluation & Grading and Examination
2. Map Course Evaluator
3. Processing of Result
4. Bulk release of Grade Cards
5. Move students to the next semester

#### 2. evaluator

**Assigned to :** This role is assigned to Teaching employees who are responsible to upload the marks of students in the portal.

**Responsibilities:**

1. Upload the marks of the student component-wise
2. Calculate aggregate marks

## Evaluation & Grading

Evaluation & Grading Module deals with the University/HEI to manage the Students and their result processing records. Evaluation & Grading contains following functions :

1. Configurations of Settings (Examination Settings)
2. Course Component Creation
3. Course Evaluator Mapping
4. Student Marks Import
5. Term Report Generation
6. Report Card Generation
7. Move Students to next Term
8. Grade Card Release in Student Portal

### Prerequisites

Following Prerequisites needs to be done before the implementation of Evaluation & Grading module:

1. All Programmes added in the **Programme Management**, Students-Class Details, Course Code Details must be added.
2. **Academic Management**- Course structure, Programme OU mapped, Semester-wise credits, academic settings, sections, Mapping of the Students with the programmes/courses etc. need to be added.

**Before going for Evaluation & Grading Module admin needs to configure the Examination Settings first.**

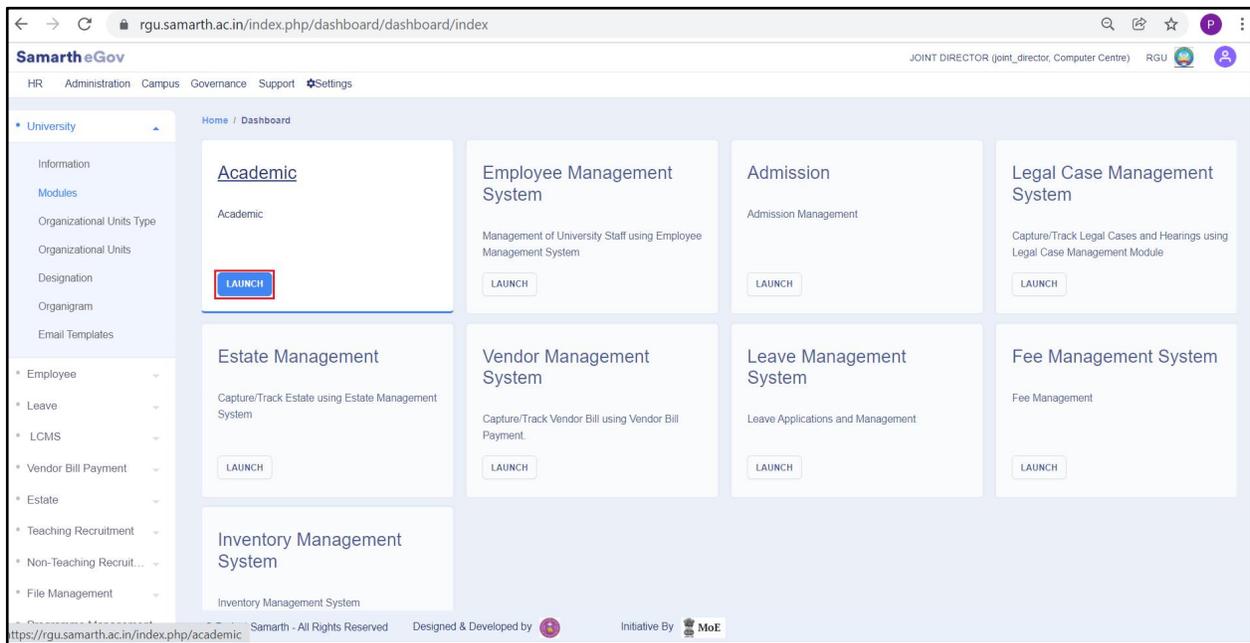
### Evaluation (Examination)Setting

The Evaluation (Examination) Settings are divided into three parts as follows:

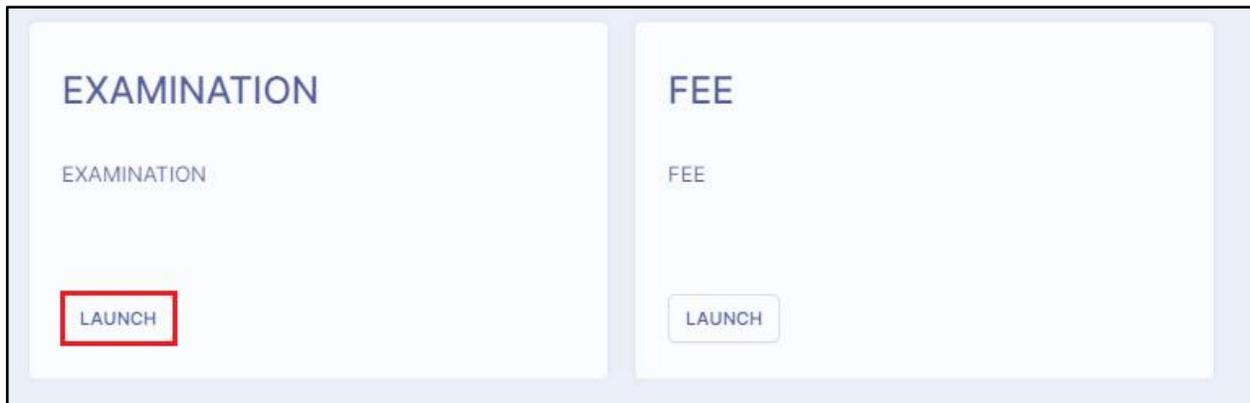
1. Evaluation Assessment Types
2. Evaluation Division Group
3. Evaluation Grade letters
4. Programme-Division Group Mapping
5. Programme-Grading Group Mapping
6. Programme Term Configuration
7. Programme Detention Rules

### Evaluation

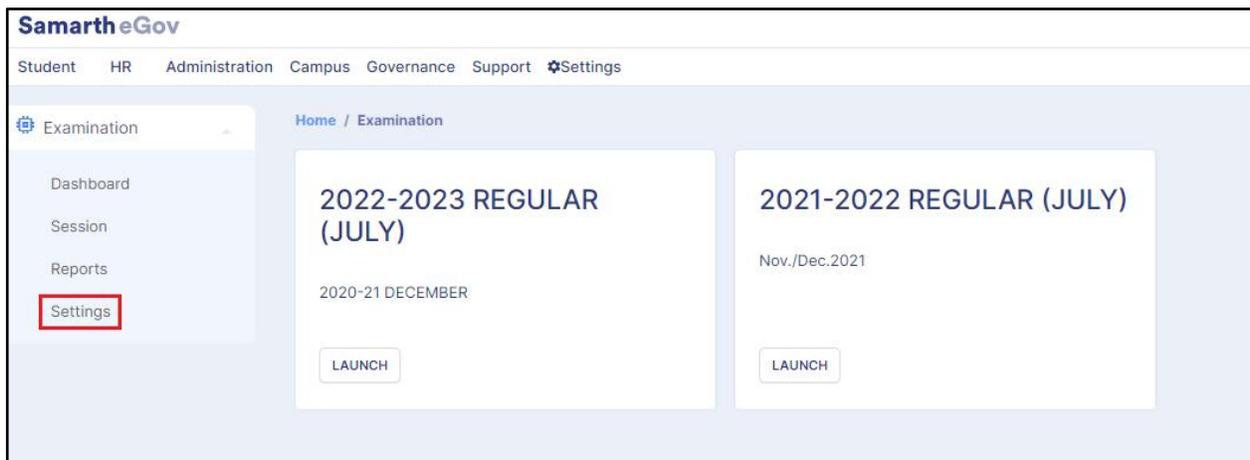
For the configuration of Evaluation Settings University needs to enter the **Academic** module by clicking the **Launch** button.



Now, launch **Examination** session



Now, Click on the **Setting** tab which is present in the left side of the window.



After clicking on the **Settings**, a new window will appear where settings can be done by clicking on the  button.



ID	Setting Name	Action
11	Programme Evaluation Template Mapping	
12	Examination Content	
13	Examination Application Control	
14	Evaluation Assessment Types	
15	Evaluation Division Group	
16	Evaluation Grade letters	
17	Programme-Division Group Mapping	
18	Programme-Grading Group Mapping	
19	Paper Settings	
20	Programme Term Configuration	

## Evaluation Assessment Types

The Evaluation Assessment Types can be used for defining **type and property** of the Course Component.

To **add the Evaluation Assessment Types**, admin needs to click on the  button and fill the following details which appeared in a new window then click on the  button.

1. **Assessment ID** (Add ID as university preferred)
2. **Assessment Code** (Add Code as university preferred)
3. **Assessment Name** (Add Name as university preferred)
4. **Aggregate** (Select whether Assessment is Aggregate or not)
5. **Status** (Select the Assessment status)
6. **Description** (Add a description if any)
7. **Disable Updation of the Assessment**

Home / Examination / Settings / Evaluation Assessment Types

## Evaluation Assessment Types

[Add Evaluation Assessment Type](#)

Showing 1-20 of 24 items.

#	Assessment ID	Assessment Code	Assessment Name	Aggregate	Status	Sub Components	Description	Actions
1	1	MH01	Hotel Management	YES	PUBLISHED	NO		<input type="checkbox"/> <input type="checkbox"/>

Home / Examination / Settings / Add Evaluation Assessment Type

## Add Evaluation Assessment Type

Assessment ID \*

Assessment Code \*

Assessment Name \*

Aggregate \*

Status \*

Description

Disable Updation of the Assessment

[Save](#) [Cancel](#)

### Evaluation Division Group

The Evaluation Division Group is the function by which the Division system of the university can be assigned. For example: The Range for First, Second and Third Division (For Credit/Percentage)

To add the Evaluation Division Group, admin needs to click on the [Add Eval Division Group](#) button and fill the following details which appeared in a new window then click on the [Save](#) button.

1. **Group Name** (Select from Dropdown)

2. **Lower Boundary** (Add lowest marks for the Division)
3. **Letter** (Add letters like A+, A, B+, B etc.)
4. **Name** (Add Name If any)

Also, Admin can **update** the added **Evaluation Division Group** by clicking on the  button presents the right side of the added group.

#	Group Name	Lower Boundary	Letter	Name	Actions
1	CBCS BTECH THEORY (2010 ONWARDS)	10.00000	A	CBCS A	 

### Evaluation Grade Letters

By this function, the admin will generate Grading System (Grade A,B,C etc.) for Evaluation as per the university grading system.

To add the Evaluation Grade Letters, admin needs to click on the  button and fill the following details which appeared in a new window then click on the  button.

1. **Group Name** (Select Group from dropdown)

2. **Lower Boundary** (Add lowest marks for the Division)
3. **Letter**(Add Letter as A, B, C, etc.)
4. **Point** (Add Points)
5. **Name** (Add Name)

Home / Settings / Evaluation Grade Letters

### Evaluation Grade Letters

Add Evaluation Grade Letters

Showing 1-20 of 34 items.

#	Group Name	Lower Boundary	Letter	Point	Actions
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
1	CBCS BTECH THEORY (2010 ONWARDS)	2.00000	F	2.00	 

Home / Settings / Evaluation Grade Letters / Add Evaluation Grade Letters

### Add Evaluation Grade Letters

Group Name \*

Lower Boundary \*

Letter \*

Point \*

Name \*

Also, Admin can **update** the added **Evaluation Grade Letters** by clicking on the  button presents the right side of the added Letters.

Home / Settings / Evaluation Grade Letters

### Evaluation Grade Letters

[Add Evaluation Grade Letters](#)

Showing 1-20 of 34 items.

#	Group Name	Lower Boundary	Letter	Point	Actions
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
1	CBCS BTECH THEORY (2010 ONWARDS)	2.00000	F	2.00	<input type="button" value="eye"/> <input type="button" value="pencil"/>
2	CBCS BTECH THEORY (2010 ONWARDS)	10.00000	A	2.00	<input type="button" value="eye"/> <input type="button" value="pencil"/>

### Programme-Division Group Mapping

The Programme Division group mapping is the function by which the admin can map the division group to Programme.

For the Programme-Division Group Mapping, admin needs to click on the [Add Program Evaluation Division Group](#) button and fill the following details which appeared in a new window then click on the [Save](#) button.

1. **Programme** (Select from dropdown list)
2. **Division Group** (Select from dropdown list)

Home / Settings / Program-Division Evaluation Mapping

### Program-Division Evaluation Mapping

[Add Program Evaluation Division Group](#)

Showing 1-20 of 24 items.

#	Programme	Division Group	Actions
	<input type="text" value="Search"/>	<input type="text"/>	
1	BA : Bachelor of Arts (Hindi)	CBCS BTECH THEORY (2010 ONWARDS)	<input type="button" value="eye"/> <input type="button" value="pencil"/>
2	BAJ : Bachelor of Arts(Journalism)(English)	CBCS BTECH THEORY (2010 ONWARDS)	<input type="button" value="eye"/> <input type="button" value="pencil"/>

Home / Settings / Programme-Division Evaluation Mapping  
/ Programme-Division Evaluation Mapping

## Programme-Division Evaluation Mapping

Programme \*

Division Group \*

Also, Admin can **update** the Programme-Division Group Mapping by clicking on the  button presents at the right side of the added group.

Home / Settings / Program-Division Evaluation Mapping

## Program-Division Evaluation Mapping

Showing 1-20 of 24 items.

#	Programme	Division Group	Actions
	<input type="text" value="Search"/>	<input type="text"/>	
1	BA : Bachelor of Arts (Hindi)	CBCS BTECH THEORY (2010 ONWARDS)	
2	BAJ : Bachelor of Arts(Journalism)(English)	CBCS BTECH THEORY (2010 ONWARDS)	

### Programme-Grading Group Mapping

The Programme Grading group Mapping is the function by which the admin can map the grading group to Programme.

For the Programme-Grading Group Mapping, admin needs to click on the  button and fill the following details which appeared in a new window then click on the  button.

1. Programme (Select from dropdown list)
2. Grading Group (Select from dropdown list)

Academics Home / Settings / Program-Course Grading Evaluation Mapping

### Program-Course Grading Evaluation Mapping

Add Program Evaluation Grading Group

Showing 1-17 of 17 items.

#	Programme	Grading Group	Actions
	<input type="text" value="Search"/>	<input type="text"/>	
1	BA : Bachelor of Arts (Hindi)	CBCS BTECH THEORY (2010 ONWARDS)	
2	BAH : Bachelor of Arts(Hindi)	CBCS_COMMON	

Student HR Administration Campus Governance Support Settings

Academics Home / Settings / Programme-Course Grading Evaluation Mapping / Programme-Course Grading Evaluation Mapping

### Programme-Course Grading Evaluation Mapping

Programme \*

Grading Group \*

Also, Admin can **update** the Programme-Grade Group Mapping by clicking on the button presents at the right side of the added group.

Academics Home / Settings / Program-Course Grading Evaluation Mapping

### Program-Course Grading Evaluation Mapping

Add Program Evaluation Grading Group

Showing 1-17 of 17 items.

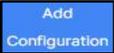
#	Programme	Grading Group	Actions
	<input type="text" value="Search"/>	<input type="text"/>	
1	BA : Bachelor of Arts (Hindi)	CBCS BTECH THEORY (2010 ONWARDS)	
2	BAH : Bachelor of Arts(Hindi)	CBCS_COMMON	
3	BA : Bachelor of Arts(History Honors)	CBCS BTECH THEORY (2010 ONWARDS)	

**NOTE:** Before doing the **Programme Term Configuration** Settings, Admin needs to do the following:

- Add Examination Cycle
- Add Examination Session
- Activate/Published Programmes in the Examination Session

### **Programme Term Configuration**

The Programme Term Configuration is the function by which the admin can map the term report-related configuration settings.

For the Programme Term Configuration, the admin needs to click on the  button presents on the right side of the particular Programme Term and fill in the following details which appeared in a new window then click on the  button.

1. Exam Code
2. Alias Name of Supplementary
3. AGGREGATE PASS %
4. Minimum Passing SGPA
5. IS GRACE
6. Minimum Number of Subjects Required
7. Number of Elective
8. GRACE MAX MARKS IN A SUBJECT
9. MAX GRACE SUBJECTS
10. GRACE MAX. MARKS
11. IS DIVISION
12. FIRST DIV. %
13. SECOND DIV. %
14. THIRD DIV. %
15. IS DIVISION GRACE
16. GRACE MAX. DIV. MARKS
17. ADDITIONAL INSTITUTE NAME
18. IS SEMESTER MARKS SPELL OUT REQUIRED?
19. IS IT CBCS/NEW CBCS/PERCENTAGE
20. SGPA/CGPA/Percentage Round Off Digit
21. SGPA/CGPA/Percentage Digits Required (Max 4)
22. Display Marks In Term Report
23. Display Marks In Grade Card

24. Display CGPA/CPI in Term Report
25. Display CGPA/CPI in Grade Card
26. Display Final CGPA/CPI in Term Report
27. Display Final CGPA/CPI in Grade Card
28. Display Aggregate Marks in Term Report
29. Display Aggregate Marks in Grade Card
30. Display Aggregate Marks (Spellout) in Term report
31. Display Aggregate Marks (Spellout) in Grade Card
32. Display Distinction in Term Report
33. Display Distinction in Grade Card
34. Display Distinction in Percentage Based Term Report/Grade Card

Home / Examination / Settings / Programme Term Configuration

### Programme Term Configuration

Add Programme Credits

Showing 1-20 of 226 items.

#	Programme	Cycle	Term Type	Term	Minimum Credit	Maximum Credit	Applicable From Year	Applicable From Cycle	Actions	Term Configuration
	<input type="text" value="Search"/>	<input type="text"/>								
1	Ayur : Ayurvedacharya(Ayurveda) (ONLINE)	JULY	SEMESTER	1	22.00	22.00	2000	JULY	<input type="checkbox"/> <input type="checkbox"/>	<a href="#">Add Configuration</a>
2	Ayur : Ayurvedacharya(Ayurveda) (ONLINE)	JULY	SEMESTER	2	1.00	200.00	2000	JULY	<input type="checkbox"/> <input type="checkbox"/>	<a href="#">Add Configuration</a>

## Term Configurations: Bachelor of Engineering(Passed XII with 65% marks )- SEMESTER 1

Exam Code	<input type="text"/>
Alias Name of Supplementary	<input type="text"/>
AGGREGATE PASS %	<input type="text"/>
Minimum Passing SGPA	<input type="text"/>
IS GRACE	<input type="text"/>
Minimum Number of Subjects Required	<input type="text"/>
Number of Elective	<input type="text"/>
GRACE MAX MARKS IN A SUBJECT	<input type="text"/>
MAX GRACE SUBJECTS	<input type="text"/>
GRACE MAX. MARKS	<input type="text"/>
IS DIVISION	<input type="text"/>
FIRST DIV. %	<input type="text"/>

CGPA/CPI in Grade Card	<input type="text"/>
Display Aggregate Marks in Term Report	<input type="text" value="YES"/>
Display Aggregate Marks in Grade Card	<input type="text" value="YES"/>
Display Aggregate Marks (Spellout) in Term report	<input type="text" value="YES"/>
Display Aggregate Marks (Spellout) in Grade Card	<input type="text" value="YES"/>
Display Distinction in Term Report	<input type="text" value="YES"/>
Display Distinction in Grade Card	<input type="text" value="YES"/>
Display Distinction in Percentage Based Term Report/Grade Card	<input type="text" value="YES"/>

## Programme Detention Rules

The Programme Detention Rule is the function by which the admin can map detention rules for particular terms of the programme.

For the Programme Detention Rule, the admin needs to click on the **Add Programme Detention Rules** button presents on the right side of the particular Programme Term and fill the following details which appeared in a new window then click on the **Save** button.

1. **Rules applicable upto this term including the previous terms** (Select YES or NO)
2. **Programme** (Select Programme from dropdown)
3. **Term** (Select from dropdown)
4. **Rule Code** (Select from dropdown)
5. **Rule Value** (Enter the value)
6. **Rule Output Alias (if criteria is failed)** (Enter value/detail)

Home / Examination / Settings / Detention Rules

### Detention Rules

Showing 1-2 of 2 items.

**Add Programme Detention Rules**

#	Programme	Rules applicable upto this term including the previous terms	Term	Rule Code	Rule Value	Rule Output Alias (if criteria is failed)	Sort Order	Action	Copy	Read Rules	Delete
	<input type="text" value="Search"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Search"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>				
1	BSC(CS) : Bachelor of Science(Computer Science)	NO	1	MIN_FAIL_COURSE_FIXED_VALUE	1	PROMOTED	1	Change Sort Order	Copy Rules	Read Rules	Delete

Home / Examination / Settings / Detention Rules / Add Detention Rule to Programme

### Add Detention Rule to Programme

Rules applicable upto this term including the previous terms \*

Programme \*

Term \*

Rule Code \*

Rule Value \*

Rule Output Alias (if criteria is failed) \*

**Save**

## Evaluation

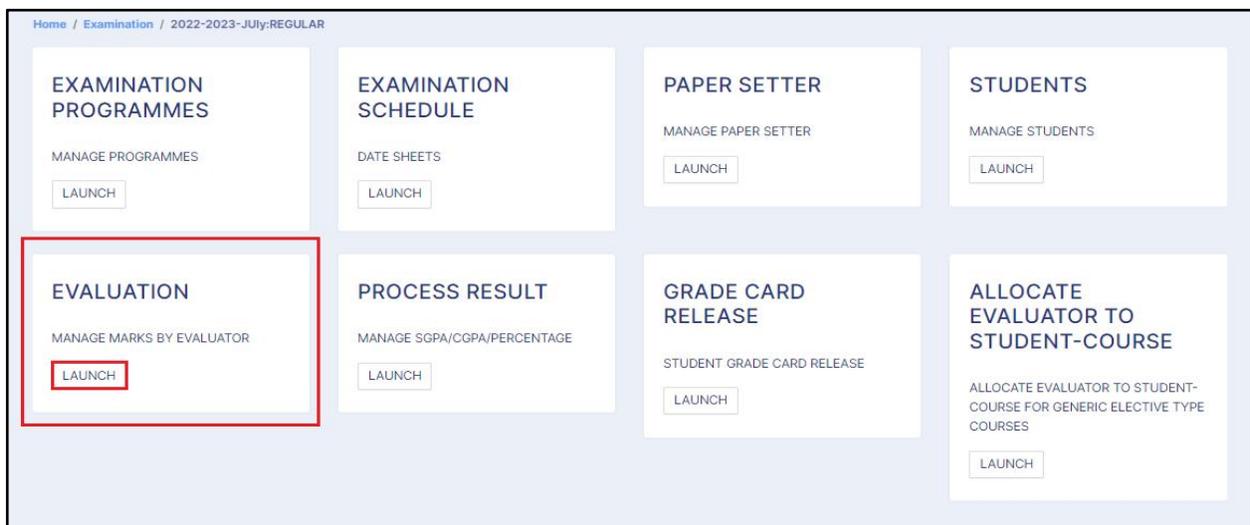
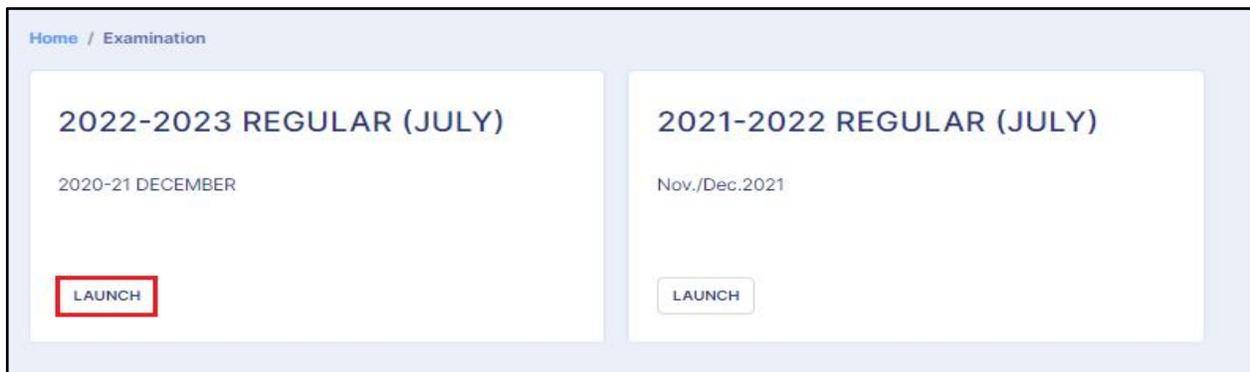
In the Evaluation section admin will be able to do the followings:

1. Add Evaluators
2. Uploading of Student Marks
3. Generate Reports

### Add Evaluators

The Admin can add the evaluators required for specific programmes/courses.

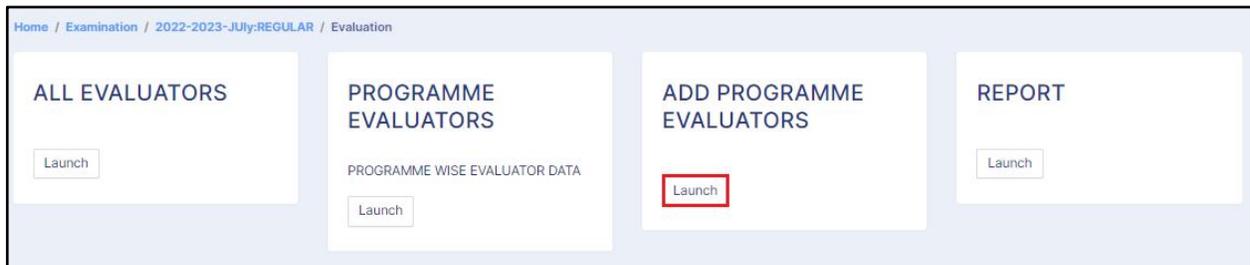
To **add the Evaluator**, the admin needs to launch the **Evaluation** Section presented under the particular **Examination Session**.



After that, a new window will appear where the admin can perform the following :

1. **All Evaluators:** Admin can see all evaluator's detail according to the courses

- 2. Programme Evaluators:** Admin can see the count/detail of evaluators according to the individual programme
- 3. Add Programme Evaluators:** Admin can add the Evaluators for courses into the particular programme
- 4. Reports:** Admin can see/export the reports regarding the evaluation



Evaluators are added by launching the **ADD PROGRAMME EVALUATORS** section and then following the following steps:

- 1. Select Programme** (Select programme from the Dropdown list for which Evaluator/Examiner needs to be added)



- 2. Add Evaluator/User** (Click on the **Add User** button to add evaluator on the particular course)

Add Users		
Sno	Course	Details
Bachelor of Engineering(Passed XII with 65% marks ) (term 1)		
1	101BBA : BBA	<input type="button" value="Add User"/>
2	11015102 : Basics of Journalism	<input type="button" value="Add User"/>
3	20BCA101 : NETWORK	<input type="button" value="Add User"/>
4	1001 : Networks	<input type="button" value="Add User"/>

3. Then, fill in the following details present on the window and click on the  button:
- **Organization Unit** (Select OU from dropdown list)
  - **Section Name** (Select section names which are created in the particular programme)
  - **Name** (Select the name of the employee form dropdown )
  - **Role** (Select the role as EXAMINAR from dropdown list)

**Add User** ✕

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Organization Unit \*

Section Name \*

Name \*

Role \*

## Uploading of Student Marks

The uploading of the student's marks is done by the Evaluators/Examiners.

For that, the **Examiner/Evaluator** needs to follow the following steps to upload the student's marks:

1. **Login** with their login credentials on the university's production portal.
2. **Launch** the **ASSIGNED COURSES (PROGRAMME-COURSE)** Section presented on the dashboard.



3. Now, a new window will appear where Evaluator/Examiner can **see all assigned courses** and needs to click on the  button present on the right side of the particular course.

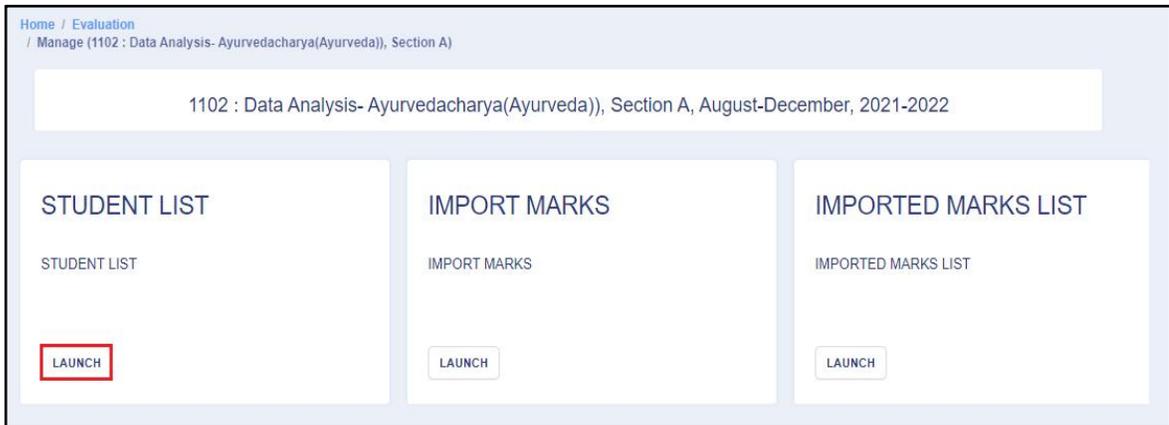
#	Session Name	Term	Course Code	Course Name	Section Name	Organization Unit	Role	Status Marks (Imported   Verified   Grade Calculated)	Action
1	2021-2022 (August-December)	1 SEMESTER	1102	Data Analysis	Section A	School of Professional Studies	EXAMINER	***	
2	2021-2022 (August-December)	1 SEMESTER	20BCA101	NETWORK	Section A	School of Professional Studies	EXAMINER	***	
3	2021-2022 (August-December)	1 SEMESTER	101BBA	BBA	Section A	School of Professional Studies	EXAMINER	***	
4	2021-2022 (August-December)	1 SEMESTER	BD4013	ada	Section A	School of Professional Studies	EXAMINER	***	

4. Now, the Evaluator/Examiner can perform the following tasks for the particular course:
- **STUDENT LIST** (Admitted student's details on the particular programme)
  - **IMPORT MARKS** (Import Marks of the student component wise)
  - **IMPORTED MARKS LIST** (list of all students with their imported marks)

## Export Student Data

For marks upgradation Examiner/Evaluator needs the **Student's details** of the particular course.

To Export the student's data Examiner/Evaluator needs to **Launch** the Students List and click on the



After that, an Excel sheet will be downloaded and the Examiner/Evaluator needs to **add the marks of the student's component wise** on that sheet and then save the sheet.

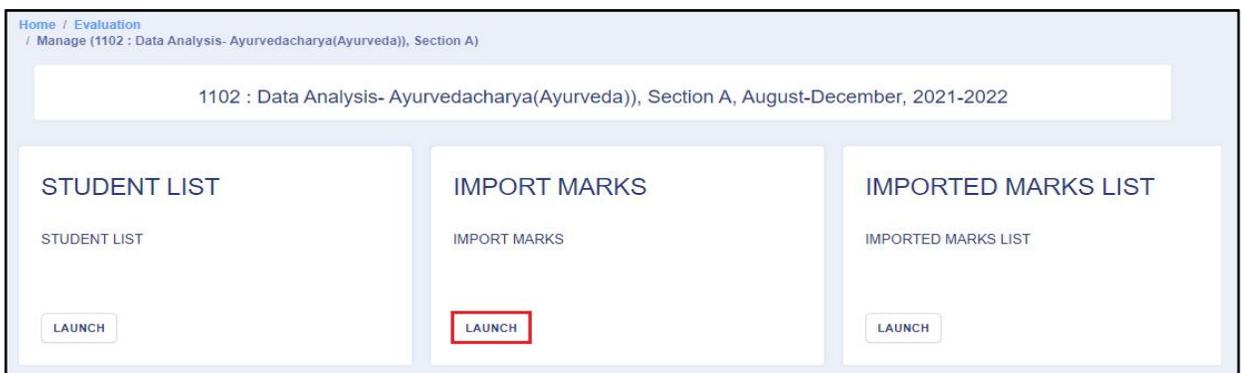
**NOTE: Don't alter the headers of the Excel Sheet.**

	A	B	C	D	E	F	G	H	I
1	Enrolment Number	Roll No.	Student Name	Maximum Marks (Inte	Internal Assessment	Status	Maximum Marks (End	End Semester	Status
2	Temp12346		101011 Taran	40		Present	60		Present
3									
4									

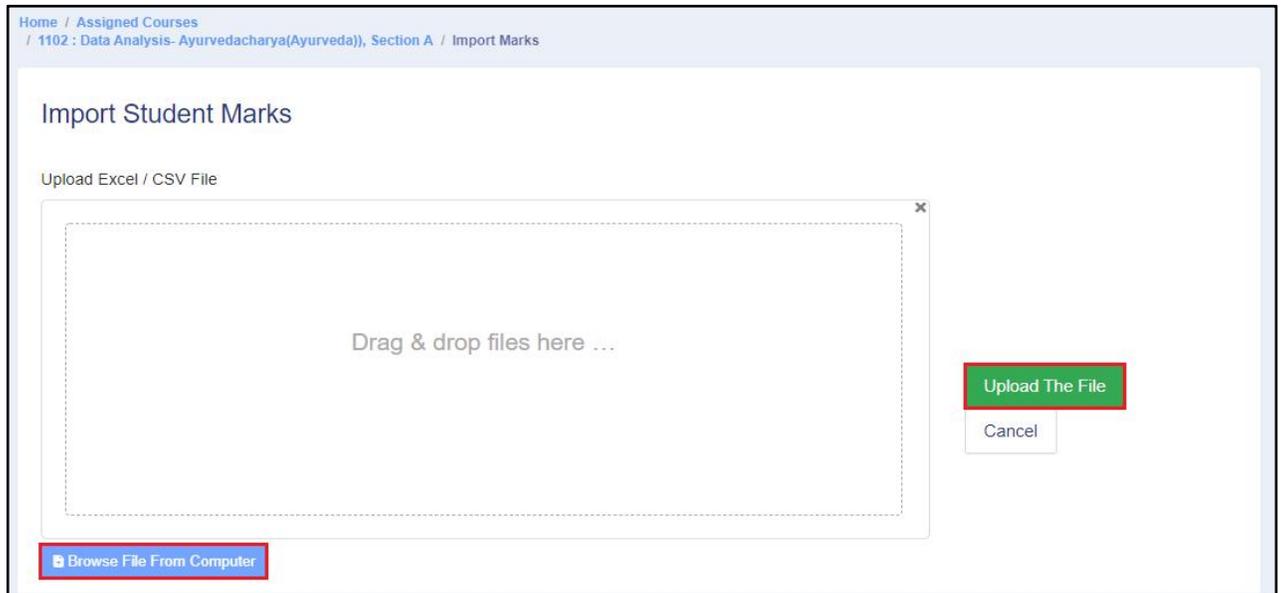
## Import Marks

To upload and verify the marks of the students, Evaluator/Examiner will follow to following steps:

1. Launch the **IMPORT MARKS** Section.



2. Click on the **Browse File From Computer** button and select the **exported students detail sheet** where Evaluator **uploaded the student's marks component-wise** then click on the **Upload The File** button.



After pressing the **upload the file** button a new page will open where Evaluator will **see all Marks** filled against the student and **verify** if they are correctly entered or not then click on the **Submit** button.

## Calculation of Aggregates Marks and Grades/credits

After importing the marks through evaluator end or the admin end, Admin needs to calculate the Aggregate marks and grades/credits against imported marks according to the configurations.

The following steps need to be followed by the exam administrator:

**Step 1: Launch** the “**IMPORTED MARKS LIST**” under the individual course.



**Step 2:** Now, admin can see the imported marks and needs to do the following actions:

- **Calculate Aggregate Marks** (Calculation can be done as per the created formula in the Course Evaluation Components)
- **Verify & Submit the Marks**
- **Calculate Grade/Credit**

Home / Examination / 2022-2023-2022-23 July-REGULAR / Examination Programmes / Evaluators  
 / 0020-002 : Medieval India (1526 AD to 1857 AD)-Bachelor of Performing Arts(TABLA), 1A, 2022 JULY 1, 2022-2023  
 / Imported Marks List

0020-002 : Medieval India (1526 AD to 1857 AD)-Bachelor of Performing Arts(TABLA), 1A, 2022 JULY 1, 2022-2023

Remove All Marks Single Row View 1. Calculate Aggregate Marks 2. Verify and Submit the Marks 3. Calculate Grade/Credit Generate Award List [Customized Format]

Showing 1-3 of 3 Items.

#	Enrolment Number	Roll Number	Name	Component ID	Evaluation Process ID	Evaluation Category	Assessment ID	Aggregate	Maximum Marks	Marks Obtained	Final Marks	Final Result	Grade	Performance	Component Status	Verified	Action

## Remove All Marks

Admin can remove all the marks in all particular sections also by clicking on the **“Remove Marks”** button.

## Generate Award List

Under this, admin can also generate the Award list for the individual course by clicking on the **“Generate Award List”** button.

## Update Marks of Students

- Admin can update the single student marks by clicking on the single row view button.
- Click on the update marks button.
- Admin can also remove single students' marks by clicking on remove marks.

Home / Examination / 2022-2023-2022-23 July-REGULAR / Examination Programmes / Evaluators  
 / 0020-002 : Medieval India (1526 AD to 1857 AD)-Bachelor of Performing Arts(TABLA), 1A / Marks / Import Marks

Export Excel Result Sheet Result Sheet with Grades

#	Enrolment Number	Roll Number	Student Name	2	Status	AID-01	Status	TOTALF	Status	Grade	Performance	Update Marks	Remove Marks
1	0011	11		22	Present	63	Present	85	Ok	P	PASS	Update	Remove Marks

## Process Result & Generate Reports

Admin can process the result for managing the SGPA/CGPA/Percentage and generate the term-wise reports of Evaluation & Grading.

The following reports can be generated or downloaded for the system:

- Grade Card
- Cumulative Grade Report
- Excel formats
- Term reports
- All updated Grade Cards

Current Status

[Cumulative Grade Report](#)
[Print This Page](#)
[Resync Marks With Current Session](#)
[Promote Students](#)
[Process Term Report](#)

[Set Result Declaration Date](#)
[Excel Format\(s\)](#)
[Grade Card / SOM](#)
[Term Report](#)
[Hold Published Result](#)

[All Updated Grade Card](#)

Term	1
Total Credit	N
Total number of students: 2022-2023-2022-23 July:REGULAR	1
Total compulsory courses	2
Total elective courses	12

## Promote Students

The admin can promote students to the next term by below-mentioned steps:-

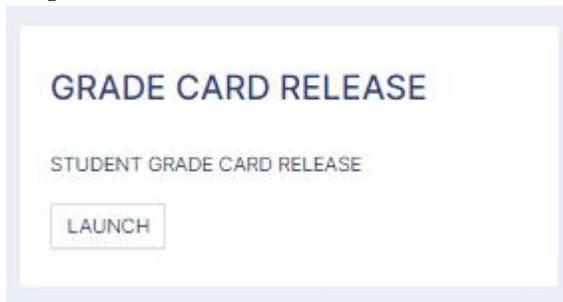
1. On the Programme statistics page, Admin can promote students by clicking on the **“Promote Students”** button.
2. Admin can either promote students one by one or in bulk.
3. After selecting students, the admin needs to click on the **“Promote All/Promote”** button.
4. The final step requires selecting the Academic Session and Section of the students.

## Grade Card Release

After processing the term reports, admin can publish the grade card into the Student Portal.

The following step needs to be performed for the releasing the grade cards:

**Step 1: Launch** the **“Grade card Release”** section



**Step 2:** Select the programme(s) and click on the **“Release Grade-card at Student Portal”** button.

2022TESTINGSESSION											Release Grade-card at student portal	
Type : REGULAR			Academic Year-Session : 2022-2023 2022 JULY 1					Examination Year/Cycle : 2022/JULY				
Total 4 items.												
#	Programme	Exam Year	Exam Cycle	Term	Term Type	Status	Grade Card release Date	Grade card End date	Revaluation Start Date	Revaluation End Date	Restricted Enrolment Number	Revokec
<input type="checkbox"/>	Search				All							
<input type="checkbox"/>	1 B.Tech Elect : Bachelor of Technology(Electrical Engineering)	2022	2022-23 July	1	SEMESTER	Active						

**Step 3:** Now configure the dates for the Grade Card release.

### Grade Card release date ✕

Grade Card release Date \*

Select

Grade card End date

Select

Close
Save changes

\*\*\*\*\* END OF DOCUMENT \*\*\*\*\*