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Current Manual of Examination Automation System

The functional requirement of Automation System in Examination must have complete working solution with software that includes but not limited to web based Online Application System, Online Documents Delivery and Verification of documents System, Double Entry System (Online Module), Online Delivery of Documents/Question papers (Online Module), EDP Cell Management System as discussed below in detail:

Web based Online Applications System

Module	Details
Creation of Logins for	• Organizations Users • Institutions • All Faculty Members • All Students
Correspondence:	Dispatch of letters, Notices and Other Documents etc in concerned Logins. • Organizations Users • Institutions • All Faculty Members • All Students
Online Admissions	• Online Admissions from the logins of Institutes. • Control of admission with Sanctioned Intake. • Online filling of Basic information of students from the login of Students. • Uploading of Photo and Signature from the login of students.
Allotment of Roll No	• Automation System for the allotment of Registration cum Roll No for new Admitted Students.
Online Filling of Examination Forms	• Online Filling of Examination Forms from the logins of Students. • Correction in wrong filled examination in the login of Institutes. • Online fee deposition • Creation of cut lists of duly filled Examination forms.
Strength of Students	• Strength of Students Examination Center wise, course wise, Branch wise and Subject wise for Printing and Dispatch of Question papers. • Strength of Students Examination Center wise for Dispatch of Answer sheets.
Admit Cards	• Availability of Downloading (PDF) and Printing of admit cards in the login of Institutes/HOD/Students.
Conduct of Examination	• Creation of logins for Supdts, PCC, Observers and Flying Squad for Conduct of Examination. • Online Correspondence with Supdts, Observers and Flying Squad through their logins. • Updating of Daily Report of examination centers from the concerned logins. • Updating of Absentee record of the students from

	• the login of Supdts. • Updating of Daily Damage / Missing of Answer sheets. • Printing of Secrecy memo with generation automation Secrecy code.
Online Internal Theory and Practical (Internal and External)Awards	• Allotment of Department/Branch to HOD by Institute. • Allotment of subjects to Faculty members by HOD. • Updating of Internal Awards from the logins of Faculty members. • Facility of updating of awards by direct entry as well as through Excel files. • Downloading of awards in PDF for keeping in record of uploaded awards by all Faculty member login's. • Provision of Printing of uploaded awards. • Facility of unlocking of subjects allotted to faculty members for Correction of wrong filled awards. • Downloading of awards in excel files in the login of University logins.
Uploading of Results in Logins of Students	• Showing of Internal Theory and Practical (Internal and External) awards in the login of students after updating by faculty members. • Uploading/showing of External awards in the login of students before declaration of result.

EDP Cell Management System

Module	Details
Student's Ledger	• Facility of student's ledger which includes basic information, detail of each semester result in which students appeared in various examination is required on single click.
Detail Marks Cards	• Exporting in PDF in system is required for printing of DMCs. • Facility of printing DMCs is required to enable the printing of DMCs at institute level to minimize the period to issues the DMCs to the students
Degree	• Provision of Degree and PDC required in the system for printing of degree • Exporting in PDF in system is required for printing of Degree.
Other documents	• Provision of Migration certificate, Transcripts in PDF formats
UMC Cases	• Holding of all processes of the student caught under UMC • Facility of control of UMC results as per norms of the university.

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