NORTH-EASTERN HILL UNIVERSITY, SHILLONG

EXAMINATION BRANCH

OASIS - Online Student Information System [User manual]

(Examination Form, I A Marks / Practical Marks)

Minimum infrastructure required to start

- Desktop / Laptop computer with recent configuration
- Broadband internet
- Laser printer
- UPS

How to start?

- Open internet browser – such as Mozilla Firefox, Internet Explorer. We recommend Mozilla Firefox for better performance.
- Type www.nehu.ac.in in the address bar of the browser.
- Click on **Examination / OASIS – Online Admission and Student Information System**
- **To Login to the Online System Directly type www.logisys.net.in/nehu**
- On successful operations, you will be directed to login screen as shown below.

- You are required to enter three parameters at this stage. College code, Username and password. By default the username will be "admin" and the password will be the combination of college code + username i.e. for the above, password will be admin1001
- The college administrator (known as admin at the time of login) can create more users within his / her college and assign different access rights according to the needs.
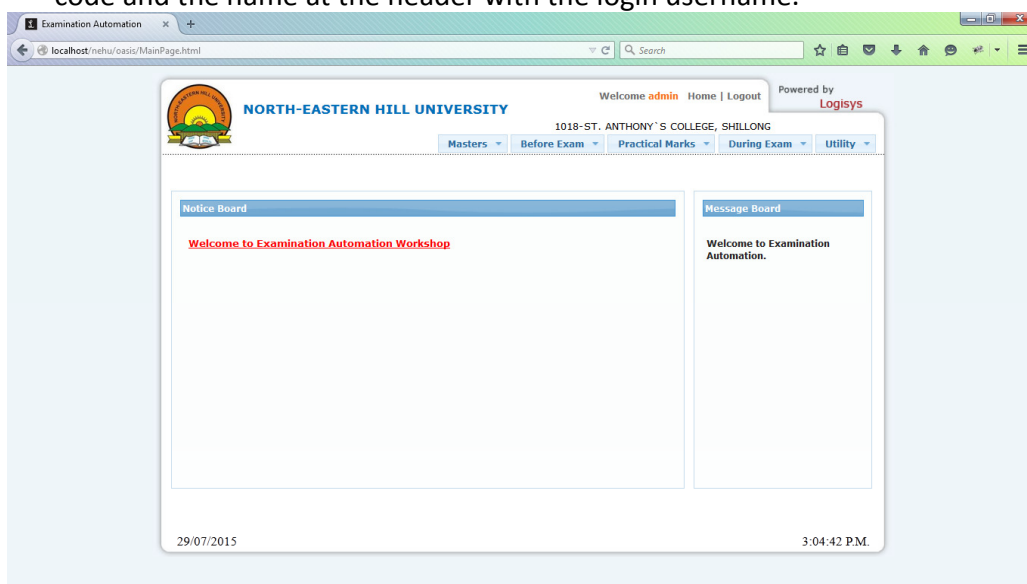- It is mandatory to change the default password immediately after login to the system.

- Upon Successful login, Home screen will be displayed as shown below with the college code and the name at the header with the login username.

- For the first login, system will prompt a contact information screen which needs to be updated as shown below.

Click on "Submit" to continue.

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Degree

After the login, colleges should select the courses offered by them in the menu "Masters→Degree" as shown below.

Click on Masters →Degree Selection and select "All" to display all the courses offered by the university. Select the courses offered by your college and click "Save" (One time selection). This will enable the colleges to search for the courses easily in transaction screens.

On selecting 'All' option the system will display the courses offered by the university and by selecting 'Selected Only' the system will display the courses selected by the college.

Subject Listing:

In OASIS, we can get the details of the course wise subject list report in **Master → Subject** as show below.

Here, user can get the report at Main subject, Subject with elements and Theory papers only in the PDF format.

Exam Registration (first semester fresh batch only):

- On clicking the "Before Exam→Registration", Registration entry screen will be displayed as shown below.
- Enter the degree code or press F1 to get the list of available degrees. Select the degree and press tab. Fill all the information about the student and based on the student opted honours subject select the combination. Fill the fee particulars and in case the student is admitted and Exam fee not paid, update other fee details except "Exam Fee".
- User has to upload the student photo before saving. Click on "Save" and continue the registration for other students. For each and every student a unique Sl.No. will be generated.

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Masters ▼ | Before Exam ▼ | Practical Marks ▼ | During Exam ▼ | Utility ▼

Student Entry

Save | View | Clear | Exit

Degree

BCOM2 | Bachelor of Commerce 🔍

Sl.No.

Name (as per qualifying records)

Date of Birth | **Gender**

Jan | Male

Father's Name

Father's Occupation

Mother's Name

Mother's Occupation

Email Id

Medium of Instruction

Only JPG photos of size less than 1MB are allowed

Religion | **Nationality** | **Category**

INDIAN | Select Category | Lateral Entry: ☐

Browse... | No file sel

Contact No | **Mobile No** | **Blood Group**

None

Communication Address | **Permanent Address**

Subjects Information

Honours | **Combination**

Previous Pass Information

Board / University | **School / College** | **Pass Year** | **Pass Percentage**

Select Board / Uni

Migration Certificate Received ☐

Fee Particulars

![North-Eastern Hill University logo]

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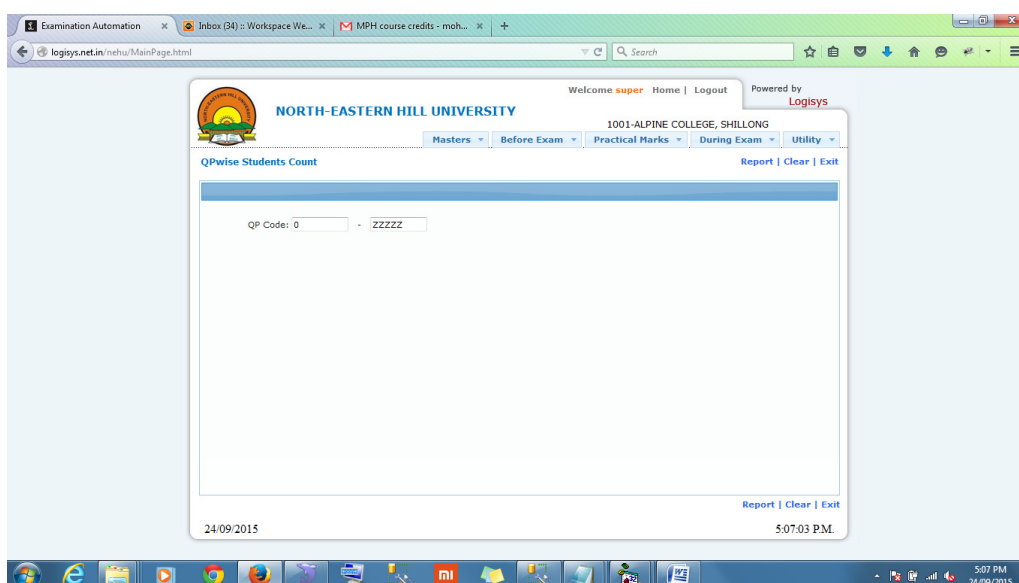### (Examination Form, I A Marks / Practical Marks)

Registration Summary:

Go to Before Exam → Registration →Registration Summary, user will get the screen as shown below.

- Click on **"Report"** to generate the Registration Summary
- Upon all registrations, college needs to print the registration Summary and send the sealed and signed copy to university for verification.

Admission Card:

Go to Before Exam → Registration →Admission Card, user will get the screen as shown below.

- Enter the Degree code (Press F1 for help) . Enter the Roll number in both the boxes given and click on **"Report"** generate to Admission Card.

- For a bulk printing Type "0" in the first box and "Z" in the next and click of **"Report"** to generate Admission Card for all the students under the degree code selected.

Exam Preparation

After all the registrations are completed and Admit cards are printed, colleges can prepare for examinations. In Exam preparation module,

1. Colleges can check how many students are writing the examination subjectwise
2. Colleges can allot the students for the rooms
3. Can prepare roomwise students list to announce it on notice board
4. Can print roomwise attendance sheet (invigilators diary).

Subjectwise Students Count

To print the report go to Before Exam → Exam Preparation →QPwise Students Count. The screen will be displayed as shown below.

Click on **"Report"** to generate the report.

Collegewise Appearing List

To print the report go to Before Exam → Exam Preparation →Collegewise Appearing List. The screen will be displayed as shown below.

Enter the QP Code (look in QPwise students count report) in both the boxes and click on **"Report"** to generate the report. To print the report for all the subjects, type "0" in first box and "Z" in the next box.

Centrewise Appearing List

In case if some of the colleges are tagged to one centre for the examination, the concerned centre can print the examination appearing students list.

To print the report go to Before Exam → Exam Preparation →Centrewise Appearing List. The screen will be displayed as shown below.

Enter the QP Code (look in QPwise students count report) in both the boxes and click on **"Report"** to generate and print the report. To print the report for all the subjects, type "0" in first box and "Z" in the next box.

Room Allotment

To get the roomwise reports, colleges needs to allot the students to the rooms available. To allot goto Before Exam → Exam Preparation →Room Allotment. The screen will be displayed as shown below.

Enter the QP Code (look in QPwise students count report) and enter the rooms available at college in number. Press tab to display the rooms and enter the capacity for each room. Upon completion click on **"Save"** to allot the students roomwise.

Roomwise Roll numbers list

To get the roomwise roll numbers list goto Before Exam → Exam Preparation →Roomwise Roll numbers list. The screen will be displayed as shown below.

Enter the QP Code (look in QPwise students count report). Enter Room number (like 01, 02, 03 etc) in both the boxes and click on **"Report"** to generate the report. To generate the report for all the rooms, type "0" in first box and "Z" in the next box.

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Attendance sheet (Invigilators Dairy)

To get the roomwise attendance sheet goto Before Exam → Exam Preparation →Attendance sheet. The screen will be displayed as shown below.

Enter the QP Code (look in QPwise students count report). Enter Room number (like 01, 02, 03 etc) in both the boxes and click on **"Report"** to generate the report. To generate the report for all the rooms, type "0" in first box and "Z" in the next box.

Online Internal Assessment Marks:

To enter the Internal assessment marks entry, user has to follow the below procedure

- Click on "Before Exam→I.A. Marks→ Marks Entry". A screen will be displayed as shown below.

- From the category list, Select **I.A. (Theory)** to enter the marks for theory I.A or select **I.A. (Practical)** to enter the marks for practical I.A.

- Enter the Degree, Exam, subject (press f1 for help) and the Reg.no range to display the records in the grid as shown in the figure.

- Records will be displayed as shown for the above combination. User has to enter the marks in the marks column. By default, -1 will be displayed for all the students. Enter '-2' for the absenties if any.

- After entering the marks for all students click on "Save" to update the records.

Marks List

To generate the Marks list of internal assessment, below procedure to be followed

Click on "Before exam→I.A. marks→Marks List to print the marks check list for the verification purpose with original handwritten marks list. If any corrections, update the corrections in the Marks entry screen.

To print the coursewise consolidate report of internal assessment marks, Select "Studentwise" option to print the marks list Studentwise.

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Freeze Marks:

After the verification of internal marks from the check list, user has to freeze the marks entered in online. To Freeze the marks go to,

Before Exam → I.A. Marks → Freeze marks, the following screen will be displayed.

- Enter the Degree, Exam and the Module type i.e. IA (Theory) or IA (Practical). Subject list will be displayed to freeze the marks. Select the subject and click on save to update the records.
- No further modification can be done in IA marks after freezing the subjects.
- It is mandatory to freeze the marks before printing and sending the hard copy to the university.
- The IA marks entry schedule is communicated to all the colleges after the generation of roll numbers.

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Practical Marks:

This Module is used to enter the University Practical marks in online.

For conducting the practical examinations, Colleges / examination centers should create the batches well in advance before the starting of the examination. In system batch preparation can be done in **'Batch preparation'** option in the **Practical marks** menu.

User has to enter the degree, exam, subject (press F1 for help) and the roll no range to display the student records in the table.

- Enter the batch number against the 1st student. For subsequent students, keep clicking on the Reg. Nos. Batch wise student count will also be displayed against each and every batch.
- After the completion click on 'Save' to save the records.

Practical time table preparation

Goto Practical Marks → Batchwise time table to allot the batchwise time table for the practical examination as shown below.

Here, the user has to enter the degree, exam and the subject details (press F1 for help) to display the records in the below table as shown in the above screen.

Against each batch Exam date and Exam time has to be updated. After updating the date and time, print the work sheet which is used by the examiners to fill the marks during examination and print the batchwise roll numbers list to announce the same on notice board.

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Practical Marks entry / Printing:

This option is used to enter the practical marks and print the marks list.

Goto Practical Marks → Practical Marks entry / Printing. The screen will be displayed as shown below.

Enter the degree, exam, subject (press F1 for help) and the batch no to display the records in the table as shown in the above screen.

After entering the marks click on save to update the records. A checklist / verification marks list has to be taken and cross verify with original handwritten marks list.

On confirming of the accuracy, the batch has to be frozen and then final printout has to be taken.

Practical Entry Freezing:

After the verification of the marks, the marks has to be freezed before sending to the university. To freeze the practical marks entry goto Practical Marks → Practical entry freezing.

A screen will be displayed as shown in the below.

Enter the degree, examno, subject details (press F1 for help) to display the records to be freezed. There are two levels of freezing.

1. Freeze entry – This will freeze the marks but print is allowed
2. Freeze print. – This will freeze the marks and no more printing is allowed

After freezing the marks, a print out of practical marks list to be taken, sealed and send the same to the university.