



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.



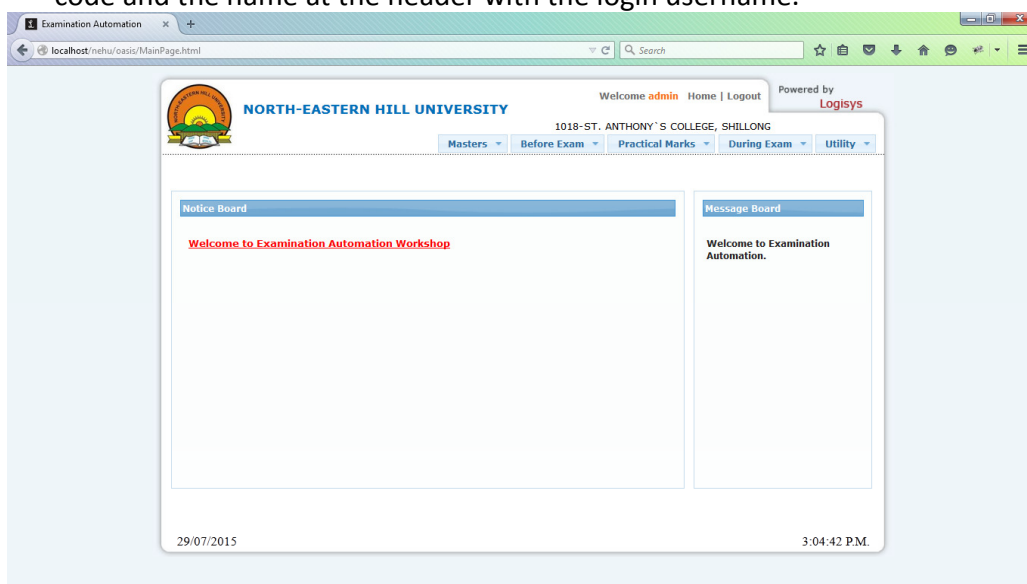
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- Upon Successful login, Home screen will be displayed as shown below with the college code and the name at the header with the login username.



- 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.

The screenshot shows the OASIS system interface. At the top, there is a header with the North-Eastern Hill University logo, the text "NORTH-EASTERN HILL UNIVERSITY", and a welcome message "Welcome super". There are links for "Home" and "Logout". The user is logged in as "super". The system is powered by "Logisys". Below the header, there is a navigation bar with tabs: "Masters", "Before Exam", "Practical Marks", "During Exam", and "Utility". The "Masters" tab is selected. Below the navigation bar, there is a sub-header "Degree" and a "Save | Report | Clear | Exit" button. The main content area shows a "Degree List" table with columns: "Sl. No.", "Degree", "Description", and "Select". The table lists three degrees: BA2 (Bachelor of Arts), BCOM2 (Bachelor of Commerce), and BSC2 (Bachelor of Science). The "All" radio button is selected, and the "Selected Only" radio button is unselected. At the bottom right of the main content area, there is a "Save | Report | Clear | Exit" button.

Sl. No.	Degree	Description	Select
1	BA2	Bachelor of Arts	<input type="checkbox"/>
2	BCOM2	Bachelor of Commerce	<input type="checkbox"/>
3	BSC2	Bachelor of Science	<input type="checkbox"/>

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.



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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.

The screenshot shows the OASIS Subject Listing interface. At the top, there is a header with the North-Eastern Hill University logo, the text "NORTH-EASTERN HILL UNIVERSITY", and a welcome message "Welcome super" with links for "Home" and "Logout". Below this, the address "1001-ALPINE COLLEGE, SHILLONG" is displayed. A navigation bar contains several tabs: "Masters", "Before Exam", "Practical Marks", "During Exam", and "Utility". The "Before Exam" tab is currently selected. Below the navigation bar, the page title "Subject" is shown on the left, and "Report | Clear | Exit" links are on the right. The main content area is a form with the following fields: "Degree" with a dropdown menu showing "BA2" and "Bachelor of Arts", "Exam" with a dropdown menu showing "A" and "Z", and three radio buttons for "Main Subject", "Subject with Elements", and "Theory Papers only". The "Theory Papers only" radio button is selected. At the bottom right of the form, there are "Report | Clear | Exit" links.

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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**NORTH-EASTERN HILL UNIVERSITY**

Welcome **super** Home | Logout

Powered by **Logisys**

1001-ALPINE COLLEGE, SHILLONG

Masters ▾ Before Exam ▾ Practical Marks ▾ During Exam ▾ Utility ▾

Student Entry

Save | View | Clear | Exit

Degree

BCOM2 Bachelor of Commerce

SI.No.

Name (as per qualifying records)

Date of Birth

Jan

Gender

Male

Father's Name

Father's Occupation

Mother's Name

Mother's Occupation

Email Id

Medium of Instruction

Religion

Nationality

INDIAN

Category

Select Category

Contact No

Mobile No

Blood Group

None

Communication Address

Permanent Address



Only JPG photos of size less than 1MB are allowed

Browse...

No file selected

Subjects Information

Honours

Combination

Previous Pass Information

Board / University

Select Board / Univ

School / College

Pass Year

Pass Percentage

Migration Certificate Received ☐

Fee Particulars



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Registration Summary:

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

The screenshot shows a web browser window with the URL `logisys.net.in/nehu/MainPage.html`. The page header includes the university logo, name, and address (1001-ALPINE COLLEGE, SHILLONG). The user is logged in as 'super' and the page is powered by 'Logisys'. The main content area is titled 'Admission Summary List' and contains a table with columns 'From Degree' and 'To Degree'. The 'From Degree' column has the value '00000' and the 'To Degree' column has the value 'ZZZZZ'. The table is empty. The page footer shows the date '24/09/2015' and the time '4:53:17 P.M.'. The browser's taskbar at the bottom shows various application icons and the system clock.

- 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.



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Admission Card:

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

The screenshot displays the OASIS web application interface. At the top, there's a navigation bar with the university logo and the text 'NORTH-EASTERN HILL UNIVERSITY'. Below this, there are tabs for 'Masters', 'Before Exam', 'Practical Marks', 'During Exam', and 'Utility'. The 'Before Exam' tab is selected. The main content area is titled 'Admission Ticket' and contains a form with two input fields: 'Degree Code:' and 'Register No: 0 - Z'. A 'Report' button is located at the bottom right of the form area. The browser window shows the URL 'logiys.net.in/nehu/MainPage.html' and the date '24/09/2015'.

- 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.



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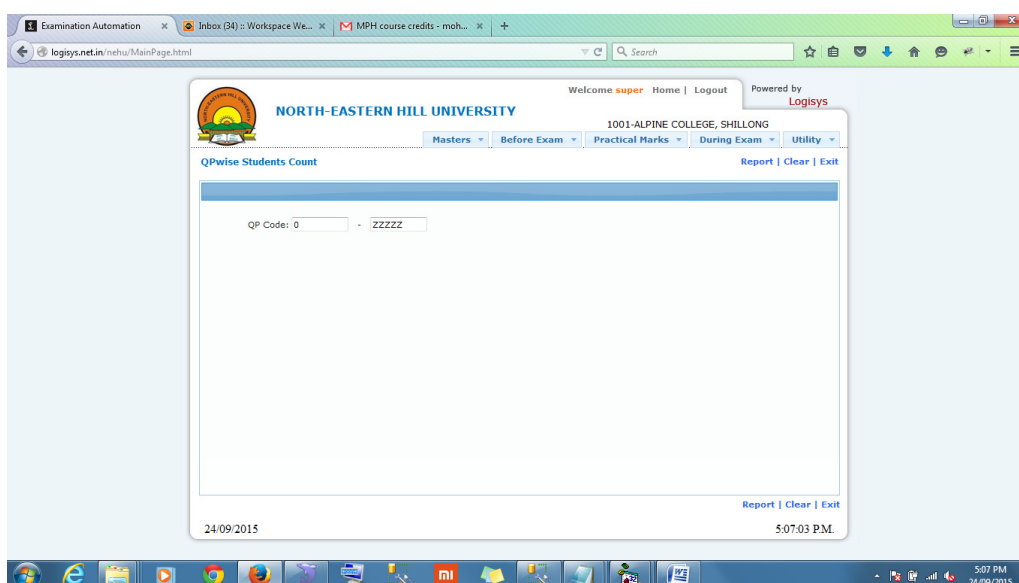
Exam Preparation

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.



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Collegewise Appearing List

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

The screenshot shows a web browser window with the URL logisys.net.in/nehu/MainPage.html#. The page is titled "NORTH-EASTERN HILL UNIVERSITY" and "1002-BISSAU COLLEGE, SHILLONG". It features a navigation menu with tabs: "Masters", "Before Exam", "Practical Marks", "During Exam", and "Utility". The "Before Exam" tab is selected, and the sub-tab "Appearing List (QP Wise)" is active. The main content area contains a search bar with the text "From QP Code: 0 - Z". The page is dated "24/09/2015" and "5:18:56 PM".

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.



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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.



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Room Allotment

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

The screenshot shows a web browser window displaying the 'Room Allotment' form. The browser's address bar shows 'logisys.net.in/nehu/MainPage.html#'. The page header includes the North-Eastern Hill University logo, the text 'NORTH-EASTERN HILL UNIVERSITY', and '1002-BISSAU COLLEGE, SHILLONG'. There are navigation tabs for 'Masters', 'Before Exam', 'Practical Marks', 'During Exam', and 'Utility'. The 'Room Allotment' form contains the following fields: 'QP Code:' (with a dropdown arrow), 'Dates:' (with a dropdown arrow), 'Time:' (with a dropdown arrow), 'Total Student Count:' (with a dropdown arrow), and 'Total Rooms:' (with a dropdown arrow). There are 'Save', 'Clear', and 'Exit' buttons at the bottom right of the form. The footer of the page shows the date '24/09/2015' and the time '5:26:57 P.M.'.

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.



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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.

The screenshot shows a web browser window with the URL logisys.net.in/nrehu/MainPage.html#. The page header includes the North-Eastern Hill University logo, the text "NORTH-EASTERN HILL UNIVERSITY", and "1002-BISSAU COLLEGE, SHILLONG". The user is logged in as "super" and the page is powered by "Logisys". The navigation menu includes "Masters", "Before Exam", "Practical Marks", "During Exam", and "Utility". The "Before Exam" menu is expanded, showing "Roomwise Register Nos List". The form has two input fields: "QP Code:" and "Room Range: 0 - ZZZ". The date "24/09/2015" and time "5:30:56 P.M." are displayed at the bottom of the form.

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.

The screenshot shows a web browser window with the URL `logsys.net.in/nehu/MainPage.html#`. The page header includes the North-Eastern Hill University logo, the text "NORTH-EASTERN HILL UNIVERSITY", and "1002-BISSAU COLLEGE, SHILLONG". The user is logged in as "super" and the page is powered by "Logisys". The navigation menu includes "Masters", "Before Exam", "Practical Marks", "During Exam", and "Utility". The "Before Exam" tab is selected, and the "Invigilators Dairy" form is displayed. The form has two input fields: "QP Code:" and "Room Range: 0 - ZZZ". The date "24/09/2015" and time "5:33:34 P.M." are shown at the bottom of the form. The Windows taskbar at the bottom shows the system clock as 5:33 PM on 24/09/2015.

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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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.

Category: I.A (Theory) ▾

Degree : BSCH Bachelor of Science

Exam: A I Semester

Subject: A321 Chemistry I (SA) Max Mark : 25

Reg. No. Range : B/W 0 -- ZZZZZZZZ **Go**

Reg. No.	Student Name	Marks	Ab/Pr
S0500616	ARISTOTLE L GASSAH	-1	
S0500617	AIBORLANG KHARMALKI	-1	
S0500623	EVA MARY KHARKONGOR	-1	
S0500629	LAWIN ARBAN KHARMUJAI	-1	
S0500633	PUKHRAM ROBIN SINGH	-1	
S0500634	R K MARY RYMBAI	-1	
S0500732	SOFIC K MARAK	-1	
S0601687	ARISTOTLE L GASSAH	-1	

Report | Save | Clear | Exit

- 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.



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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.

The screenshot shows the OASIS web interface for North-Eastern Hill University. The header includes the university logo, name, and address (1018-ST. ANTHONY'S COLLEGE, SHILLONG). It also features a navigation bar with tabs: Masters, Before Exam, Practical Marks, During Exam, and Utility. The 'Practical Marks' tab is selected. The main content area is titled 'Marks List' and contains a form for generating a marks list. The form includes fields for Degree, Exam, Subject (with a dropdown showing '0'), and Reg. No. (with a dropdown showing '0'). There are also checkboxes for 'Subject Code' (selected) and 'Subject Short Name', and radio buttons for 'Student wise' and 'Subject wise'. The interface is powered by Logisys.

North-Eastern Hill University
1018-ST. ANTHONY'S COLLEGE, SHILLONG

Welcome **super** Home | Logout

Powered by **Logisys**

Masters Before Exam **Practical Marks** During Exam Utility

Marks List Report | Clear | Exit

Degree : Exam : Subject : 0 - ZZZZZ Reg. No. : 0 - ZZZZZZZ

Subject Code : ☒ Subject Short Name : ☐

Student wise : ☐ Subject wise : ☐

Report | Clear | Exit



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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.

Subject Freeze

Save | Clear | Exit

Degree : BSC2 Bachelor of Science

Exam : A I Semester

Module : I.A. (All) Subject Range : Go

Sub Code	Sub Name	FC
A121	Economics I	<input type="checkbox"/>
A141	Geography I	<input type="checkbox"/>
A311	Physics I	<input checked="" type="checkbox"/>
A313	Physics I	<input type="checkbox"/>
A321	Chemistry I	<input checked="" type="checkbox"/>
A323	Chemistry I	<input type="checkbox"/>
A331	Mathematics I	<input type="checkbox"/>
A341	Botany I	<input type="checkbox"/>
A343	Botany I	<input type="checkbox"/>
A351	Zoology I	<input type="checkbox"/>
A353	Zoology I	<input type="checkbox"/>

Save | Clear | Exit

- 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.

The screenshot shows the 'Batch Preparation' interface of the OASIS system. At the top, there is a header with the university logo, name, and location (1018-ST. ANTHONY'S COLLEGE, SHILLONG). Navigation tabs include 'Masters', 'Before Exam', 'Practical Marks' (selected), 'During Exam', and 'Utility'. A 'Batch Preparation' section contains input fields for Degree (BSCH), Exam (A), Subject (A322), and Max Mark (25). Below this is a 'Batch wise Count' table showing counts for batches 01 through 12. At the bottom is a 'Marks List' table with columns for Reg No, Student Name, and Batch. The 'Batch' column contains input boxes for each student record.

Batch	Count	Batch	Count	Batch	Count	Batch	Count	Batch	Count	Batch	Count
01	0	02	0	03	0	04	0	05	0	06	0
07	0	08	0	09	0	10	0	11	0	12	0

Reg No	Student Name	Batch
S0500616	ARISTOTLE L GASSAH	<input type="text"/>
S0500617	AIBORLANG KHARMALKI	<input type="text"/>
S0500623	EVA MARY KHARKONGOR	<input type="text"/>
S0500629	LAWIN ARBAN KHARMUJAI	<input type="text"/>
S0500633	PUKHRAM ROBIN SINGH	<input type="text"/>
S0500634	R K MARY RYMBAI	<input type="text"/>
S0500732	SOFIC K MARAK	<input type="text"/>

- 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.



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Practical time table preparation

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

The screenshot shows the 'Practical Entry Freeze Details' form in the OASIS system. The form includes fields for Degree (BSC2), Exam (A), Subject (A322 Chemistry I), and Max Mark (19). Below these fields is a 'Go' button. The form also displays a table with two rows of exam details.

Sl No	Batch	Exam Date	Exam Time
1	01	29/07/2015	10 AM to 12 Noon
2	02	30/07/2015	10 AM to 12 Noon

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.

North-Eastern Hill University
Welcome **admin** Home | Logout Powered by Logisys
1018-ST. ANTHONY'S COLLEGE, SHILLONG
Masters Before Exam **Practical Marks** During Exam Utility
Marks Entry/Printing Save | Report | Clear | Exit

Degree : BSCH Bachelor of Science
Exam : A I Semester
Subject : A322 Chemistry I (SB) Max Mark : 25
Viva Subject : Max Mark : 0
Batch : 01 Go

Reg No	Student Name	Practical A322
S0500616	ARISTOTLLE L GASSAH	
S0500617	AIBORLANG KHARMALKI	

Save | Report | Clear | Exit

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.



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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



NORTH-EASTERN HILL UNIVERSITY

Welcome **super** Home | Logout

1018-ST. ANTHONY'S COLLEGE , SHILLONG


Masters ▾ Before Exam ▾ **Practical Marks ▾** During Exam ▾ Utility ▾

Powered by Logisys

Practical Entry Freezing Save | Clear | Exit



Degree : BSC2 Bachelor of Science

Exam : A I Semester

Subject : A322 Chemistry I 

Max Mark : 19

Go

SI No	Batch	Exam Date	Exam Time	Freeze Entry	Freeze Print	Print
1	01	29/07/2015 	10 AM to 12 Noon	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Report
2	02	30/07/2015 	10 AM to 12 Noon	<input type="checkbox"/>	<input type="checkbox"/>	Report

Save | Clear | Exit

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