EXAMINATION BRANCH

Introduction of Online Student Information System

(Exam Application Form / I A Marks / Practical Marks / Absent / Malpractice and Answer Book Dispatch Entry)

Dear Sir / Madam,

Kuvempu University has been a pioneer in introducing reforms in University Examinations and Administration. Under the dynamic leadership of our visionary Vice-Chancellor – Prof. S A Bari and as part of our endeavor of having a totally transparent and foolproof way of conducting examinations, we have embarked on a mission of OASIS, Online Admission and Student Information System, which provides facility to the university in collecting online admission data, collecting examination application fee details, downloading hall ticket, candidate list downloading, Absent entry, MP cases details etc between university and the affiliated colleges, I.A. / Practical marks entry.

I am sure that you will appreciate this effort from KUS and I whole-heartedly invite you to be part of the technology revolution that KUS is going to adopt. All suggestions / advice from you in this regard are welcome.

I personally request all of you to make use of this opportunity and get acquainted yourself with the duties and privileges of Examination Automation and conduct of examinations. I wish you all the best.

Thanking you,

Yours truly,

Prof. H S Bhojya Nayak Registrar (Evaluation) Kuvempu University

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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 our project.
- Type_www.kuvempu.ac.in in the address bar of the browser.
- Click on Examination / Online Student Information System
- To Login to the Online System Directly type www.logisys.net.in/kus
- On successful operations, you will be directed to login screen as shown below.

	Login
Welcome to Online Admission and Student Information System	
	College Code
A * REAFFICION * AN	101
	User Name
* (admin
	Password
Siziozy Dz Dingodd	Sign In
WIND UNIVER	

- 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 username + college code i.e. for the above, password will be admin101
- 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. More information on these shall be provided during the workshop.
- Change your password immediately after login to the system.

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

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To start with, click on Masters →Degree Selection and press tab to display the courses offered by the university. Select the courses offered by your college and click "Save" (One time selection) to enable the courses for further transaction screens.

Procedures to be followed to enter the Online Examination Application form:

- Click on "Before Exam \rightarrow Exam Application Form".
- Select the degree and Reg. No. (Press F1 for help). Press "tab" to display the subject taken by the student with the status in each semesters as shown below.

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Introduction of Online Student Information System

(Exam Application Form / I A Marks / Practical Marks / Absent / Malpractice and Answer Book Dispatch Entry)

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- By default all the subjects will be selected for registration. Unselect the subject in those cases where the student is not appearing for the examination. Click on "Exam Fee" to enter fee details. Select the date, enter receipt information and click "Save" to register the student for examination. Repeat the above steps to register all other students.
- After the registration is completed, click on "Before Exam→Hall Ticket" to print the Hall Tickets.
- Click on "Before Exams \rightarrow Candidate List" to print the candidate list with fee paid details.
- Click on "Before Exams→Appearing List" to print the Subjectwise students appearing list.

Procedures to be followed to enter the Online Internal Assessment Marks:

- Click on "Before Exam→I.A Marks Entry"
- 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.
- Select degree, exam, subject and Reg. No. range. Students eligible under this selection will be displayed as shown below.

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Reg.Range :	B/W 👻		0 3	z			
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	BC081	1813	THATHU D		10	P	
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- Enter the marks against the students and click "Save". Enter "-2" if the student is absent for the subject.
- Click on "Before exam→Marks List (Subjectwise) to print the marks check list for the verification purpose with original handwritten marks list. Make the corrections if any by repeating the above steps.
- On confirmation of the accuracy, the subject has to be frozen by clicking on "Before Exam→Subjectwise Freezing". Then the final printout has to be taken. Modification is not possible after the marks is frozen.
- Click on "Before Exam→Marks List (Studentwise)" to print the marks list Studentwise. Display the marks list on notice board and take the students signature before submitting to the university.

Procedures to be followed to enter the University Practical Marks:

- Practical centers are required to create batches on their own.
- Select the degree, exam, subject and Reg. No. range. Students eligible under this category will be displayed as shown below.

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- Enter the batch number against the 1st student. For subsequent students, keep clicking on the Reg. Nos. Batch wise student count is also displayed on the screen.
- Batch preparation report can be taken at this stage and can be used to finalize batches.
- On creation of batches, examination date and time needs to be updated.
- Batch creation details are then to be displayed on notice board.
- Centers can take a empty batchwise practical marks list for recording the practical / viva-voce marks in the initial stage.
- Marks are first entered onto this empty practical marks sheet and then entered into the system through online mode as shown below

			Cuvempu University, S	Shimoga			Logisys
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arks Entry/Pri	nting				Sa	ive Clear Mark E	ntry Rep
Practical Mark	s						
Degree Code:	BCA	BACH.OF C	OMP. APPLICATION	/			
Exam:	в	2ND SEMES	TER	_ /		Short Name: CP	LAB
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	Reg No		Student	Name	Practical B7	10	
E	C081813	THATHU	D		50		
E	C081815	UMESHA	A		45		
E	3C101807	NAGARA	JANIAK K		70		
E	BC110013	VARUNA	KUMARA M S		67		

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- A checklist / verification marks list is to be taken and cross checked with original handwritten marks list.
- On confirmation of the accuracy, final printout is to be taken after freezing the batch.

All the three marks sheets are to be sealed on a day to day basis and send to university. All procedures that has been advised to centers regarding sealing and sending of practical marks list needs to be followed here also.

Procedure to be followed for absent entry during the examination:

- Click on "During Exam→Absent Entry"
- Select degree, exam, subject, date and session of examination as shown below

	CONT	Kuv	empu University, S	We	come <mark>super</mark> Home	e Logout	vered by Logisys
	L-GOVI.	Masters * B	efore Exam 👻	Practical Marks 🔻	Theory Marks *	During Exam	• Utility
Practice Ent	ry Subje	ctwise				Add	Save Cle
Absent Entry	Subjectv	vise					
Category:	Absent E	intry 👻					
Degree Code:	BCA	BACH.OF COMP	, APPLICATION	/			
Exam No:	в	2ND SEMESTER		/			
Subject:	B010	KANNADA - II	KANN	IADA - 2 🥖			
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	Absent	Entry					
-		Reg No		Student Name		Status	
		BC081802	CHAITHRAS	HREE N S			
		BC081804	GIREESHA (ΞV			

- Click "Add" and enter the register number. Unselect the same in case of wrong selection.
- Save the details.

Procedure to be followed for Malpractice entry during the examination:

- Click on "During Exam \rightarrow M P / UFM Entry".
- Select degree, exam, subject, date and session of examination as shown below.

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		BC081802	CHAITHRAS	HREE N S			
		BC081804	GIREESHA (2 V			

- Click "Add" and enter the register number, deselect the same in case of wrong selection.
- Save the details.

Procedure to be followed for Dispatch entry during the examination:

- Click on "During Exam→Dispatch Answer Scripts".
- Select date and session of examination as shown below.

Add Deral Date of Exam: 25/03/2013 Session AM patch Answers Script	Save	Add 1 s						SH STAR SOM
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- Click "Add" and select degree, exam, subject code. Enter No. of bundles and total scripts.
- Save the details.
- Print the daily report from the screen as shown below

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General							
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	Subject:	0	- Z				

<u>Helpdesk</u>

For any queries, you can send e-mail to <u>logisys.helpdesk@gmail.com</u>. In the subject, start with "KUS – ", your college code. Mention the nature of support you require, your name, designation and mobile number and we shall respond at the earliest. If required, we shall call you and give support.

* * * * *