JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY ANANTAPUR
ANANTHAPURAMU- 515 002 (A.P) INDIA

Metric No: 2.5.4:

Status of automation of Examination division along with approved Examination Manual.

HEI Input:

100% automation of entire division & implementation of Examination Management System (EMS)

DVV Comment:

Provide The report on the present status of automation of examination division including screenshots of various modules of the software. Provide Copies of the purchase order and bills/AMC of the software..

HEI Response: Provided the report on the present status of automation of examination division including screenshots of various modules of the software. Provide Copies of the purchase order and bills/AMC of the software.

REGISTRAR
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ANANTAPURAMU-515002

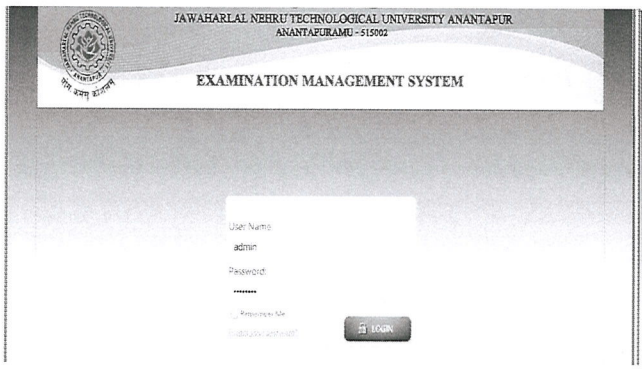
JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY ANANTAPUR
ANANTHAPURAMU- 515 002 (A.P) INDIA

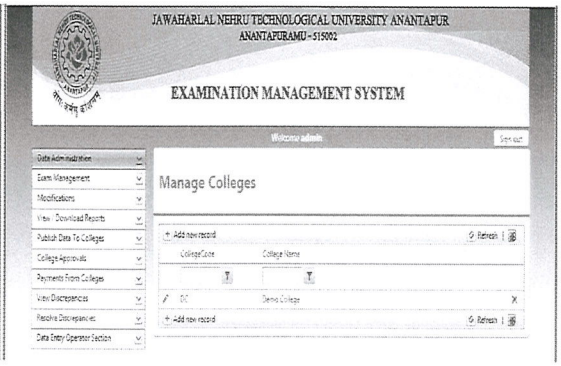
2.5.4. Status of Automation of Examination division along with approved examination manual.

The report on the present status of Automation of Examination software

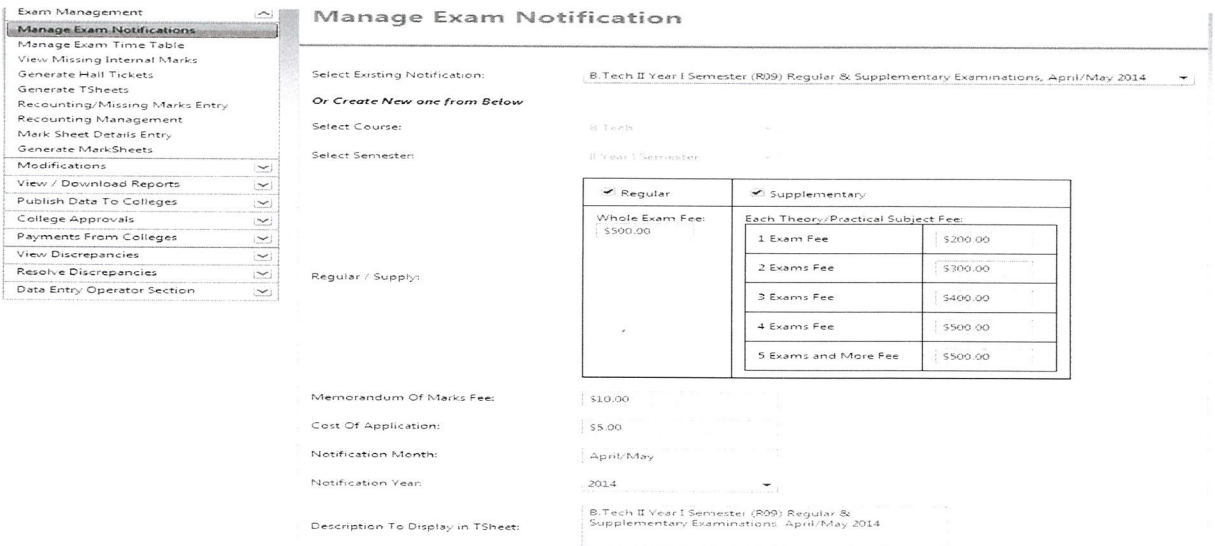
The JNTUA has impleted Automation of Examination software in all its constituent units. The Examination Management System is a web portal that allows the admin users to perform website administration tasks. The features and functionalities of Examination Management System admin portal are: 1. Data Administration, 2. Exam Management, 3. Modifications, 4. Reports, 5. Publish Data to College, 6. College Approvals, 7. Payments, 8. View and Resolve Discrepancies, and 9. Data Entry Operations.

In order to get started with the administration work, you need to login to the admin portal of Examination Management System. Enter the **User Name** and **Password** and click **Login** to login to admin portal as shown (a). After logging into the admin portal, the home page will appear on your computer screen as shown (b)





You can manage the exam notifications such as exam fees, cost of application, last date last fee amount, end date and etc. In order to manage the notifications you need to select the existing notifications. The below screens provide a brief description of the Manage Exam Notifications.



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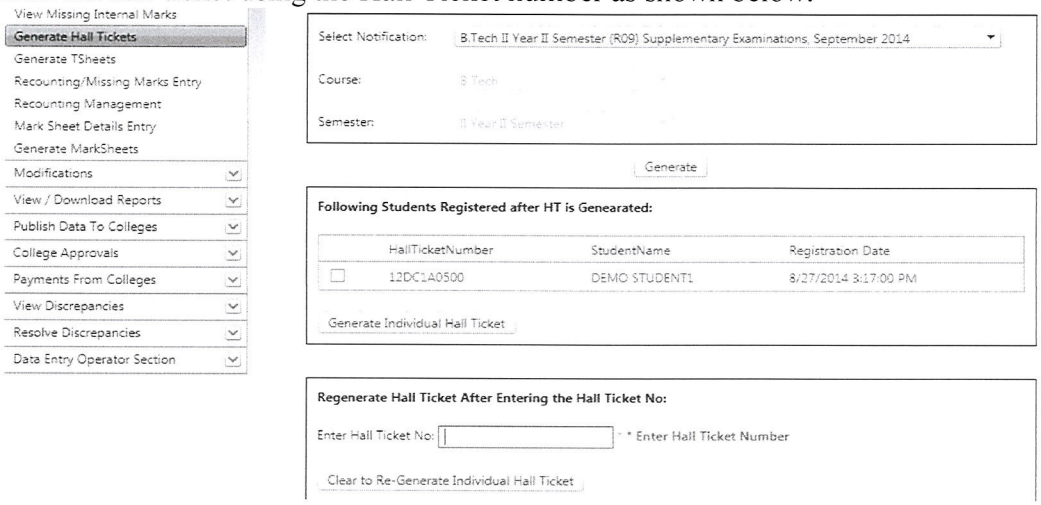
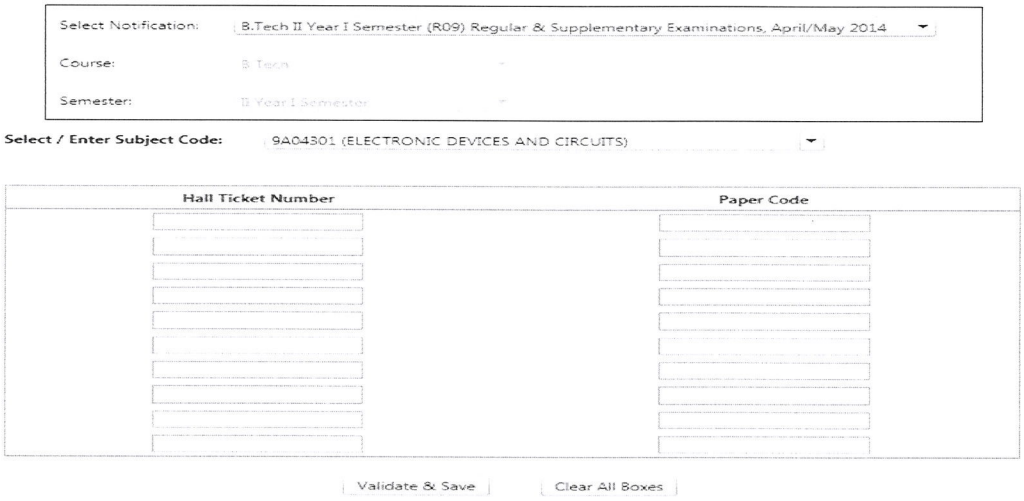
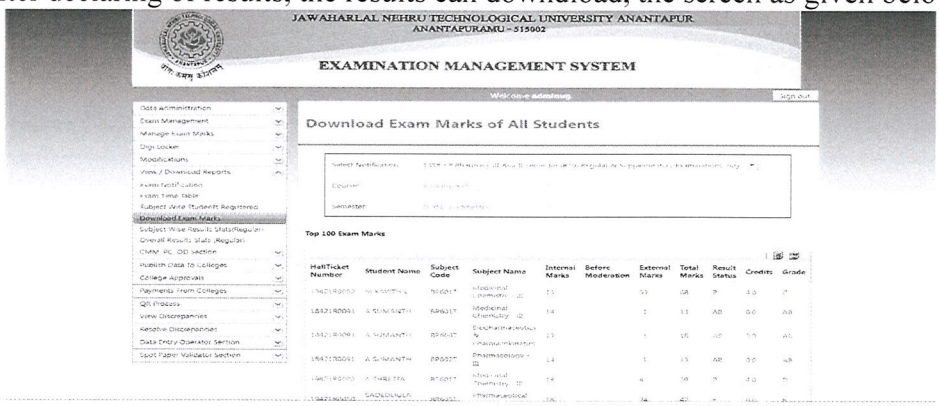
You can generate student's hall tickets or regenerate hall ticket using the Generate Hall Ticket option. In order to generate Hall Tickets, select the **Notification** and click **Generate.** You can regenerate the hall ticket using the Hall Ticket number as shown below.



The HT vs PC First Entry allows you to validate and update Hall Ticket vs Paper Code (Code Slips) First Entry. In order to validate and update the details, select the **Notification**, select **Subject Code**, enter the **Hall Ticket Number** and **Paper Code** and click **Validate & Save** to save the details and click **Clear All** Boxes to clear the details as shown below.



After declaring of results, the results can downdload, the screen as given below:



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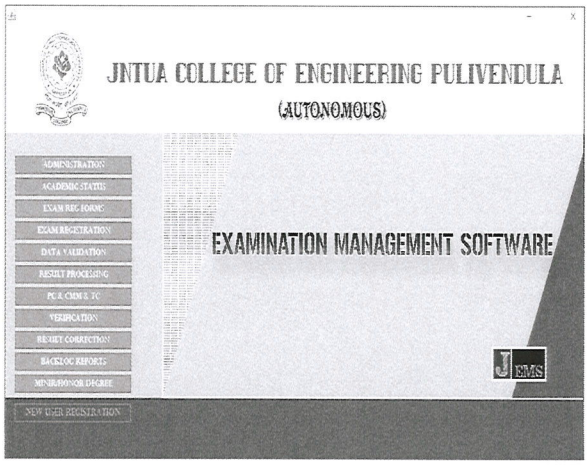
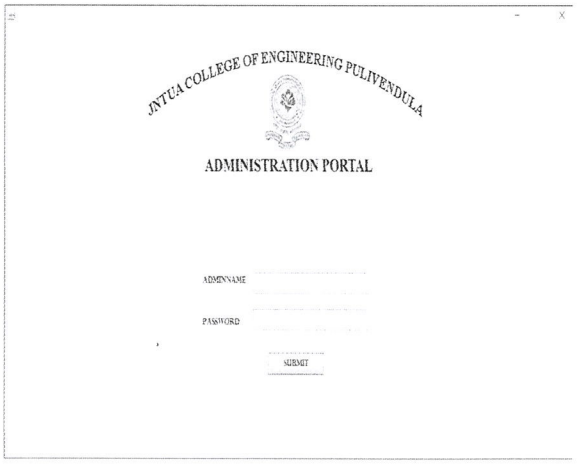
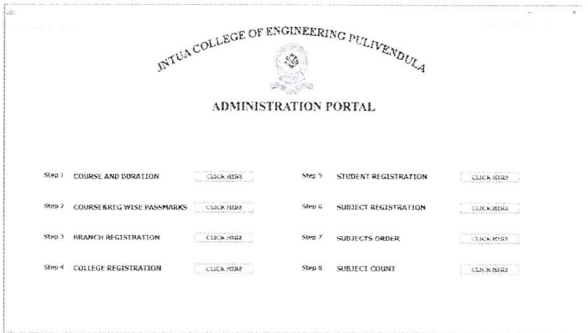
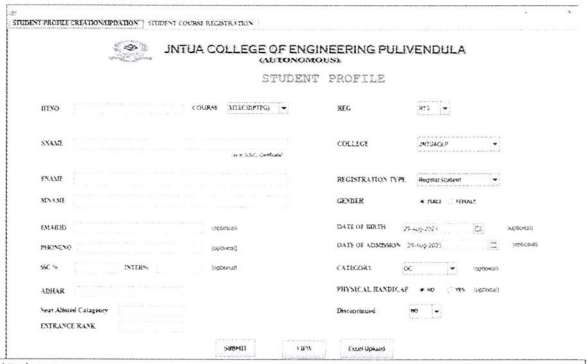
The Constituent unit CEP also implemented the automation of examination system. The steps being followed as foows:

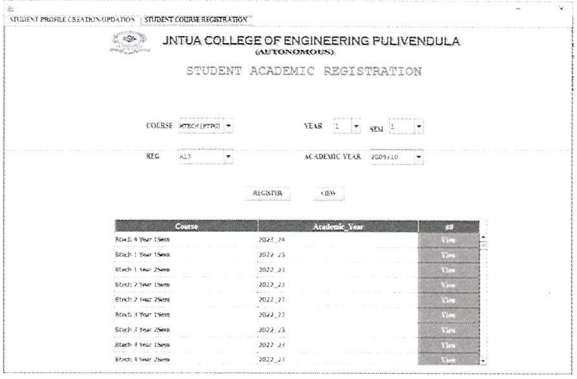
STEP – 1: The students are registered in EMS Software by uploading the prescribed excel sheet format containing the total students in the respective Academic Year. The same students were registered with respective the Branch, year and semester. Similarly the subjects were registered to the respective students. After finalization of attendance, a CAC meeting will be held to remove the identified detained students and eligible not applied students from the list. By considering the detained list the remaining students will be registered for the regular / supplementary examination and the hall tickets are generated accordingly.

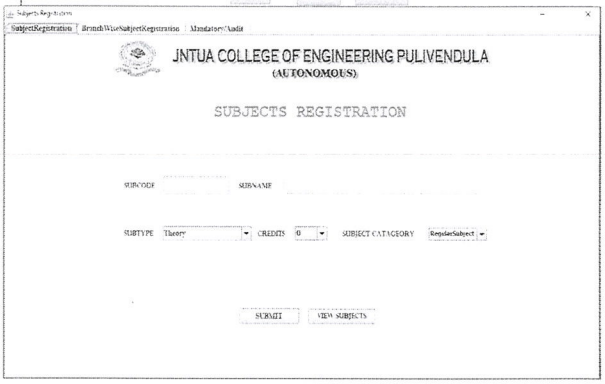












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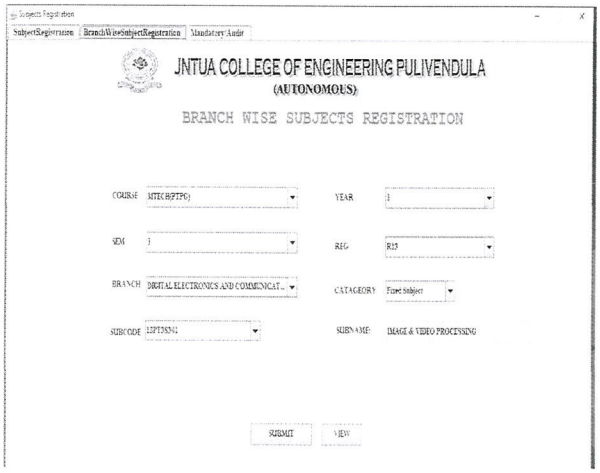

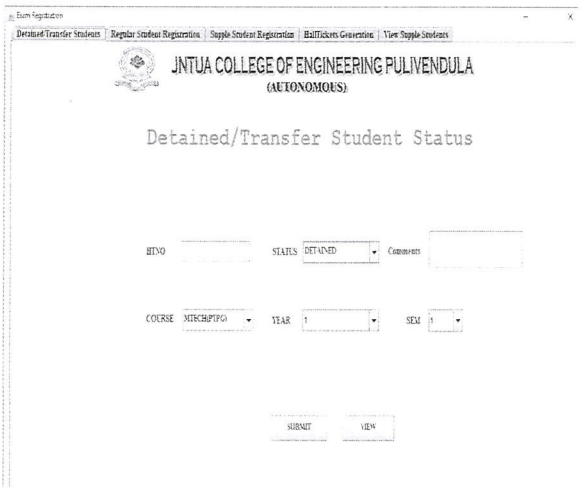

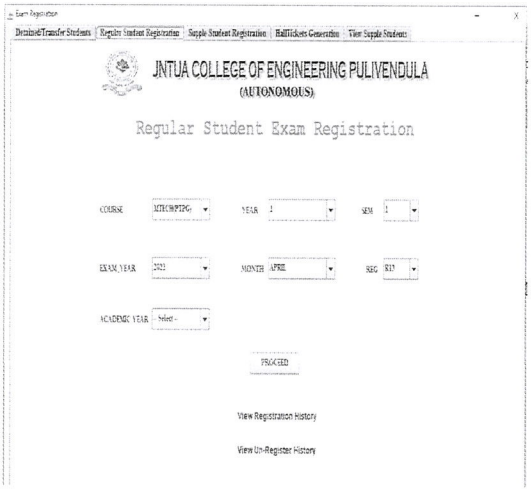

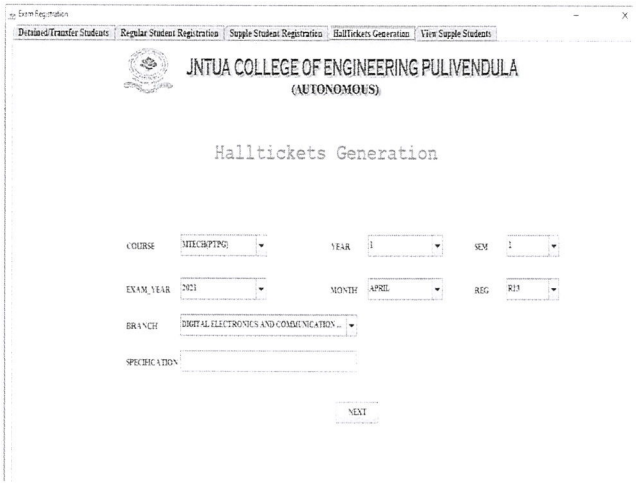

STEP – 2: On successful conduction of examination the scripts are decoded. The scripts after valuation will be mapped with subject code, Hall ticket and decoded number to get the external marks. The internal marks were also mapped with subject code and Hall ticket number. The Internal and External marks were added to get the final marks for the respective subject to the respective student. The T Sheets will be generated for all the conducted examination and the reports can be viewed. The results can be published officially in the college results portal. The notification for recounting will be released after the results are published. By considered the applications of recounting notification, the scripts were identified with the help of decoded number. If any difference found in processing the recounting the same will be reflected in EMS portal in the presence of controller of examination through confidential login credentials. The memo's will be generated and printed which are ready for distribution to students. For students who have successfully completed all the semesters are eligible to generate the PC and CMM.

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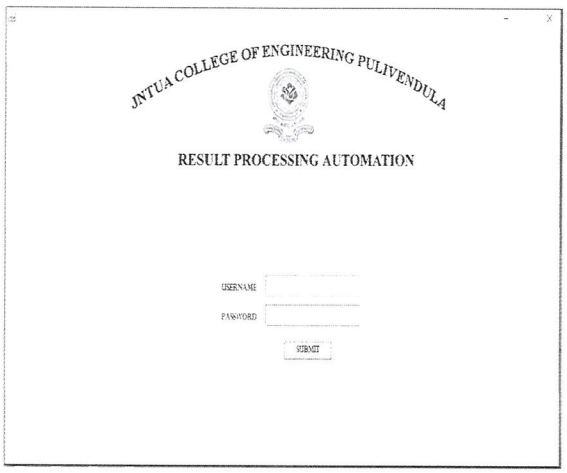

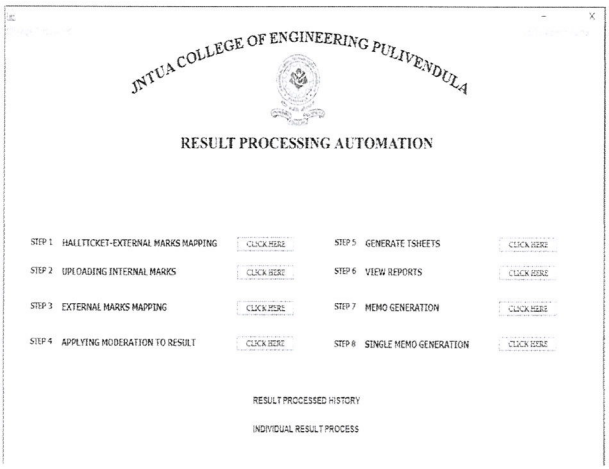

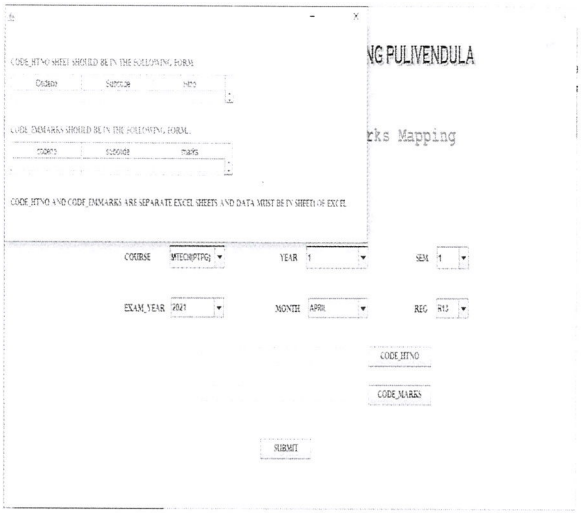

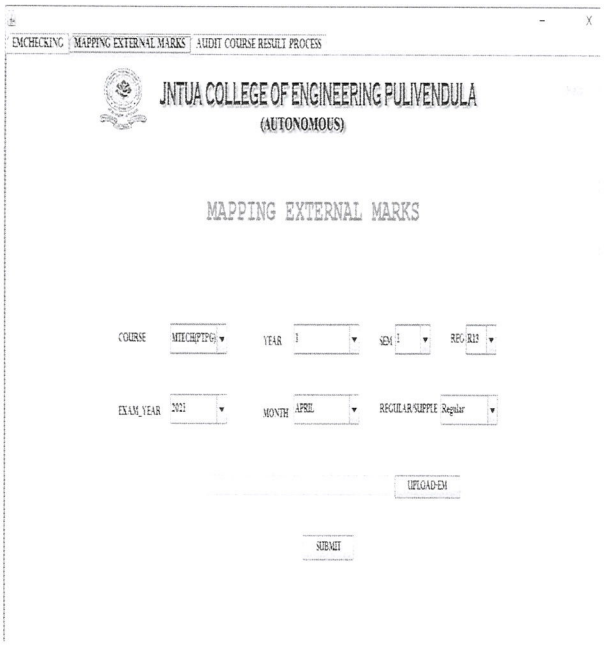

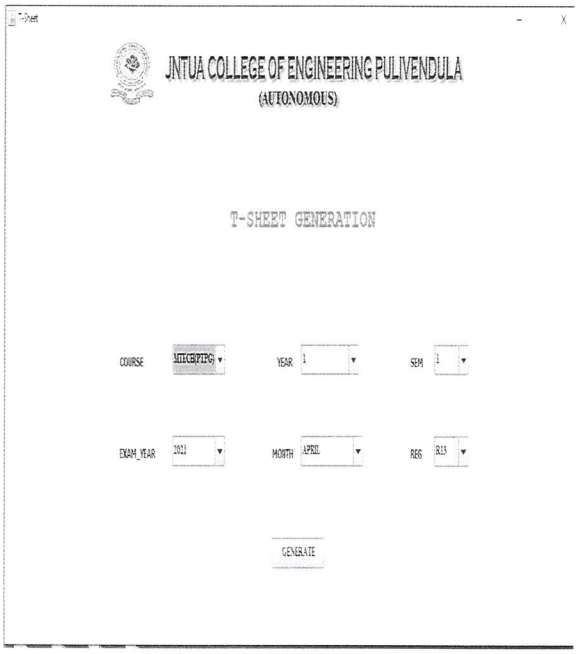

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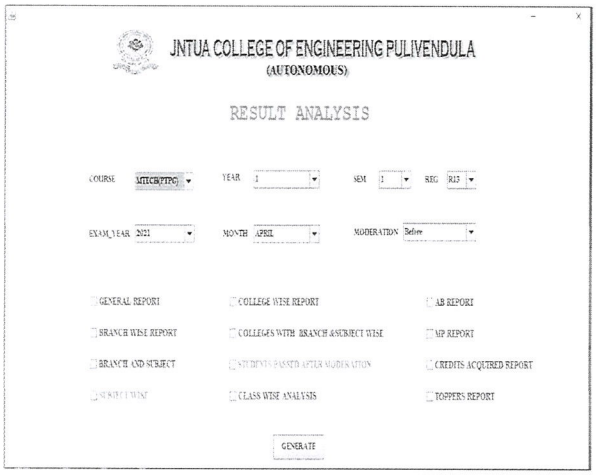

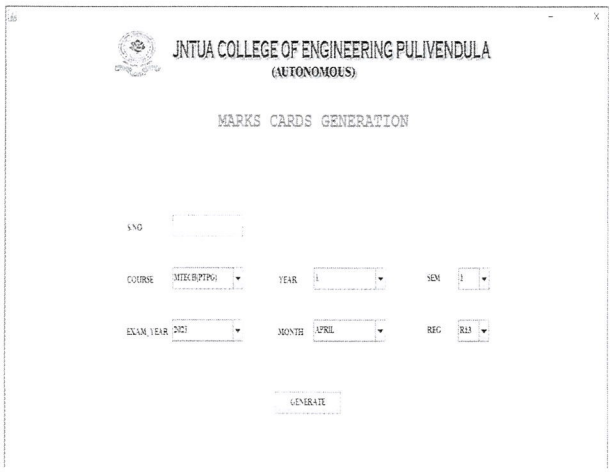

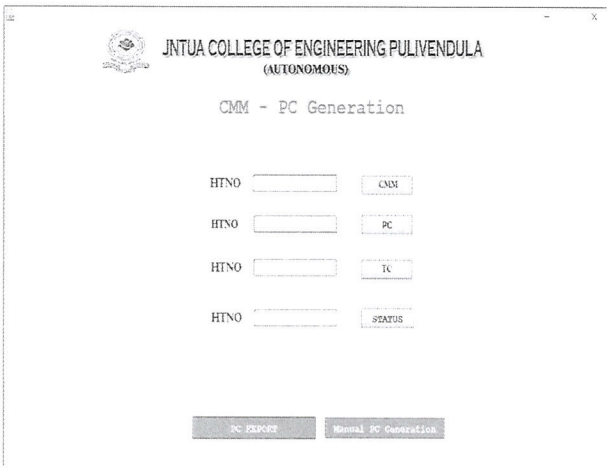

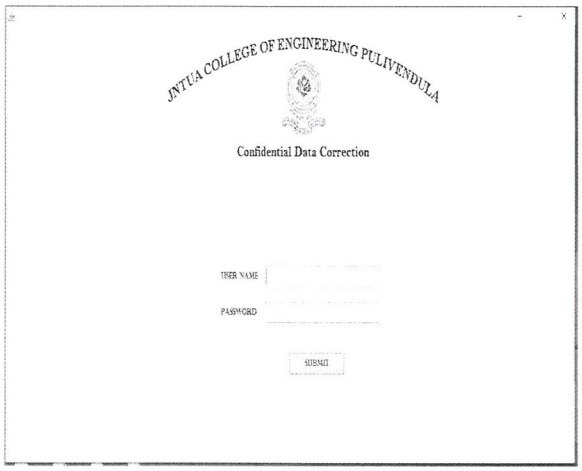

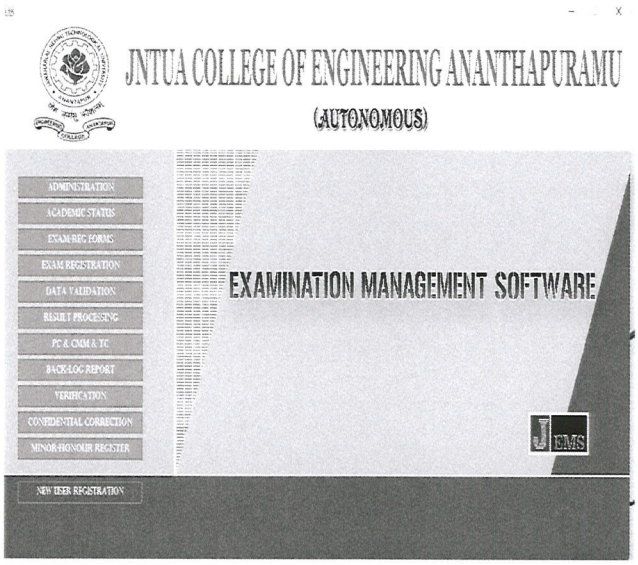

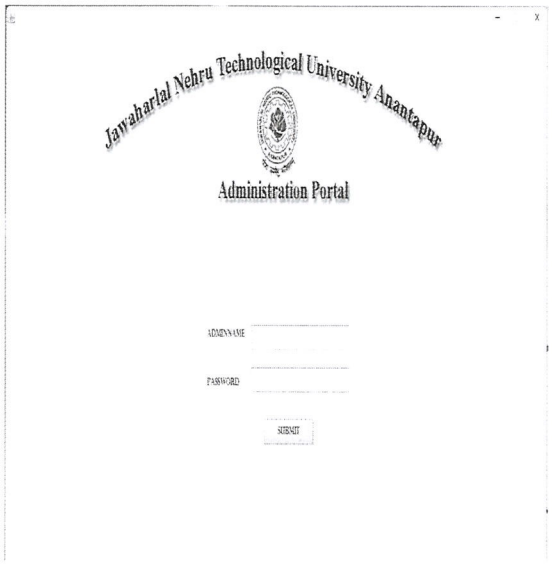

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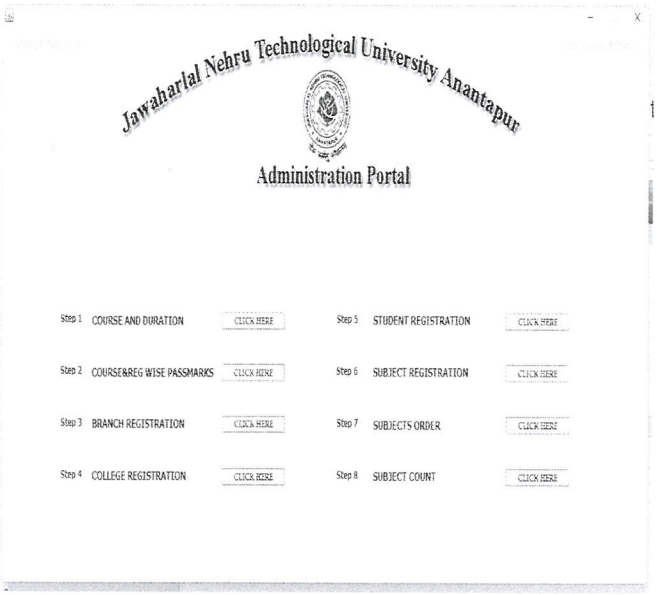

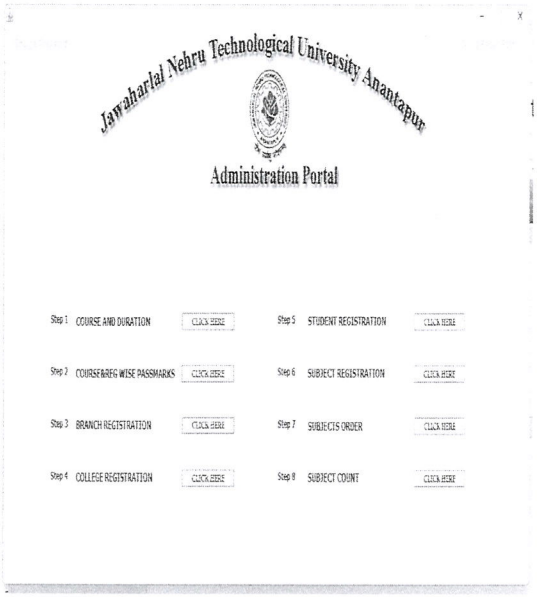

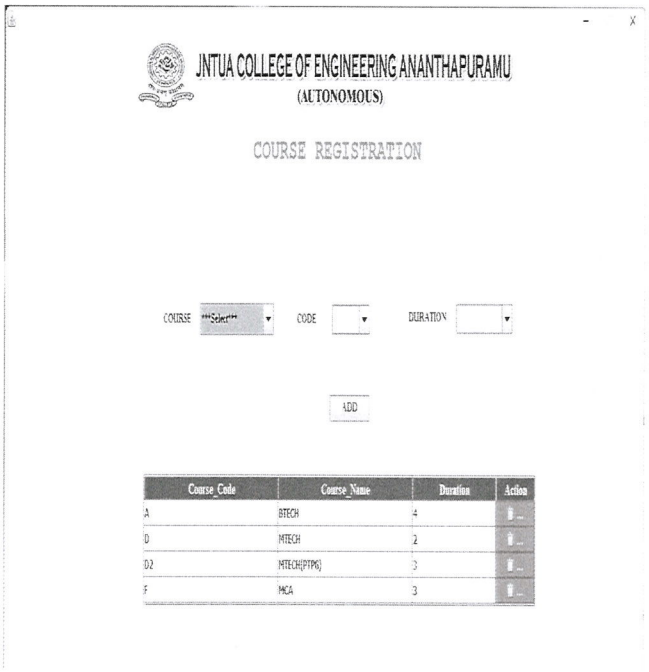

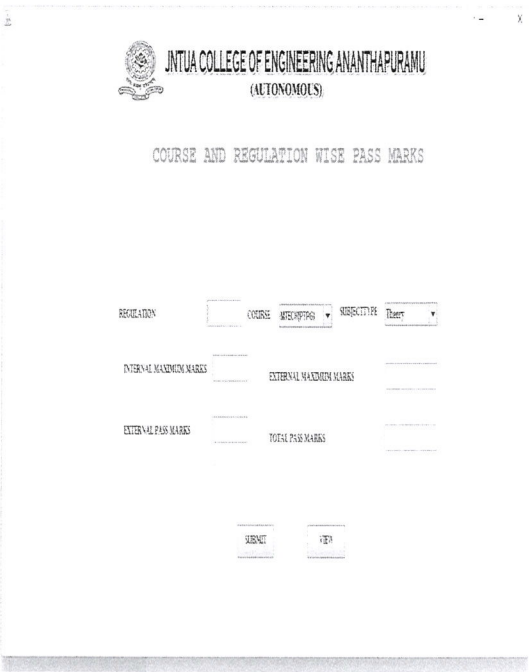

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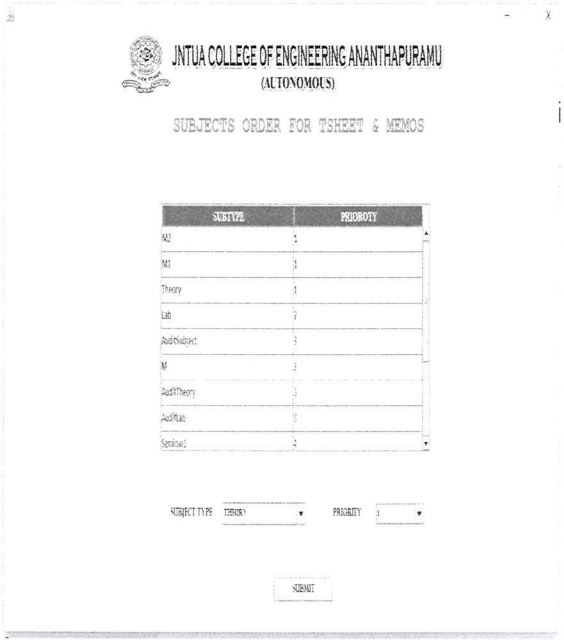

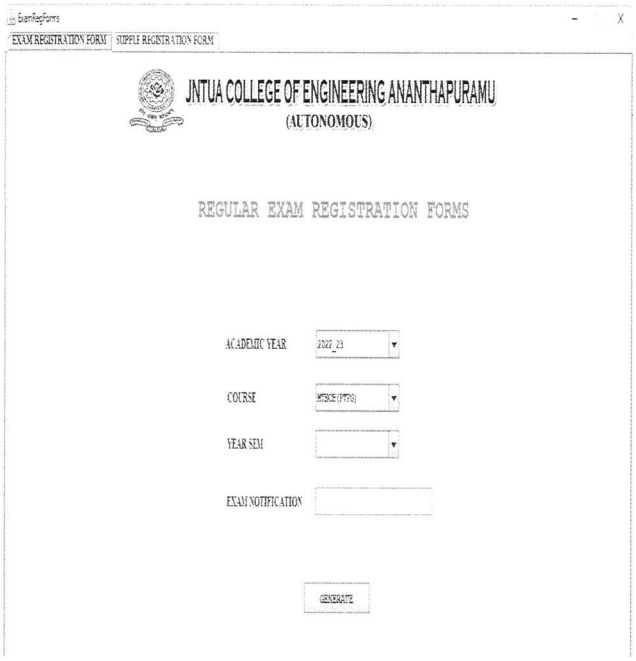

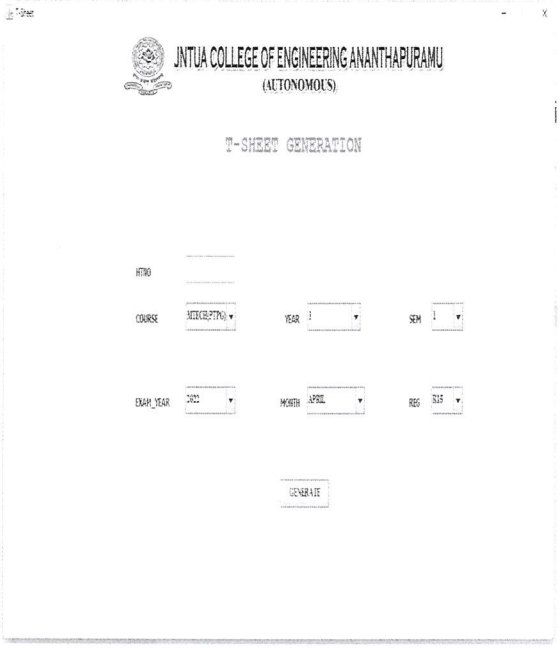

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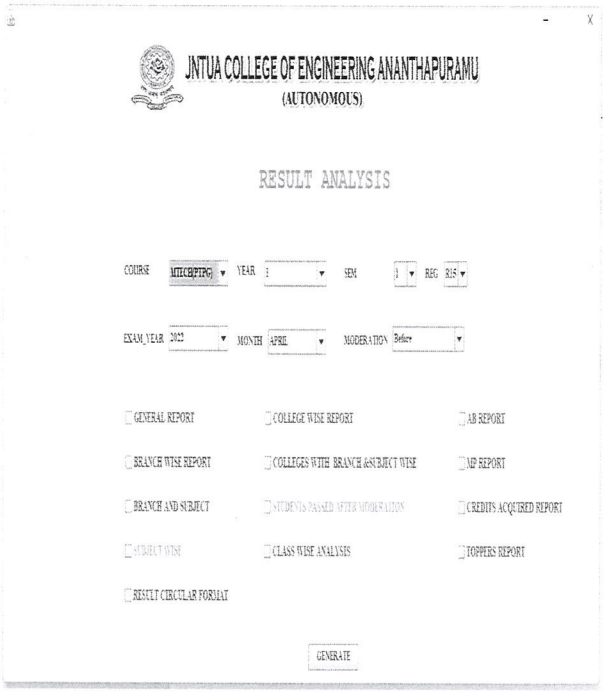

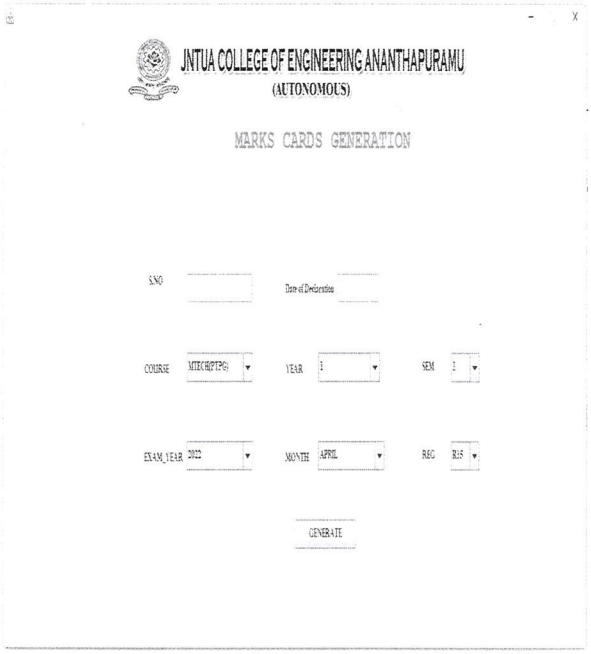

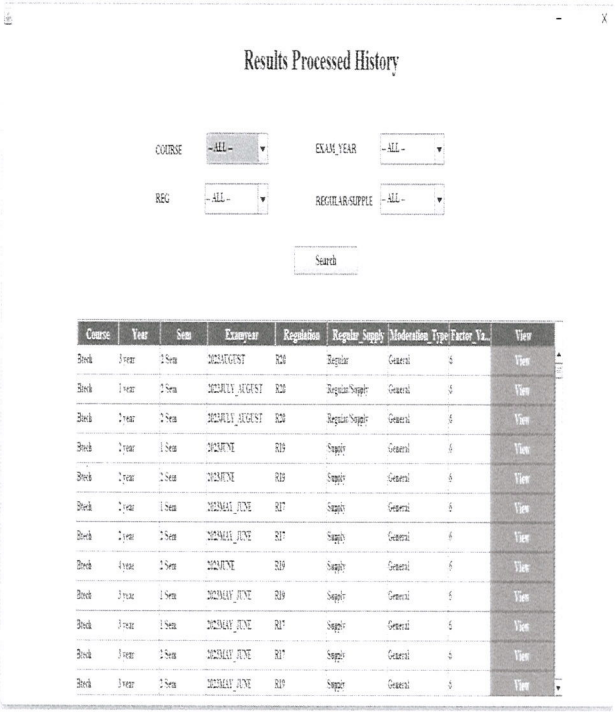

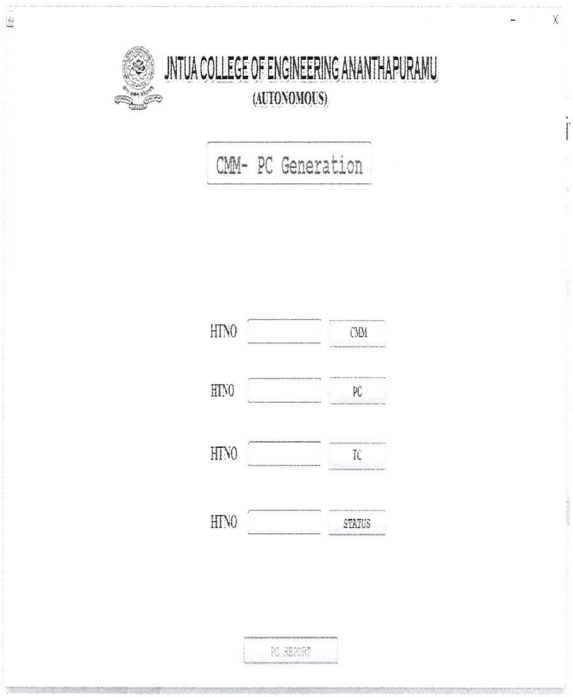

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ANANTAPURAMU-515002

JAWAHARLA NEHRU TECHNOLOGICAL UNIVERSITY ANANTAPUR
COLLEGE OF ENGINEERING (Autonomous), ANANTHAPURAMU
PROCEDINGS OF THE PRINCIPAL
PRESENT: Dr. K. GOVINDA RAJULU

****

Procs No.A3/ Examination Section./JNTUEA CEA/2019-20 **Date: 06/05/2020**

Sub: JNTUA – CEA – Annual Maintenance Commitment (AMC) to M/s Lakshmi Devi Computers for the period June 2020 to May 2021 for updating EMS software to suit R19 Regulations and to resolve the patch works in R15 and R17 Regulations - Academic Section – Orders – Issued.

Read: Note file submitted by Vice Principal, JNTUA CEA Dated 05/05/2020

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ORDER:

The Vice Principal, of this college in the letter read above has submitted proposal for Annual Maintenance Commitment (AMC) to M/s Lakshmi Devi Computers for the period June 2020 to May 2021 for updating EMS software to suit R19 Regulations and to resolve the patch works in R15 and R17 Regulations that exist in Academic Section of JNTUA College of Engineering, Ananthapuramu.

Accordingly the Principal, JNTUA, CEA is pleased to accord permission to execute the Annual Maintenance Commitment (AMC) to M/s Lakshmi Devi Computers for the period June 2020 to May 2021 for updating EMS software to suit R19 Regulations and to resolve the patch works in R15 and R17 Regulations that exist in Academic Section of JNTUA College of Engineering, Ananthapuramu at a cost of Rs. 98, 500/- (Rs. Ninety Eight thousand Five Hundred Rupees only) by following college purchase procedures. Further, half amount of Rs 49, 250/- may be paid initially to complete the patch works and the remaining half amount can be paid after six months from the date of AMC.

The expenditure shall be met from the examination section **Autonomous Account: 10428782103** of this college.

PRINCIPAL

To
M/s Lakshmi Devi Computers, ATP
Copy to Vice Principal, JNTUACEA

REGISTRAR
J.N.T.U. Anantapur
ANANTAPURAMU-515002

PROCEEDING of the
JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY: ANANTAPUR
COLLEGE OF ENGINEERING (Autonomous), ANANTHAPURAMU
Present: Dr.P SUJATHA, M.Tech.,Ph.D.,

Procs No: AS/JNTUACEA/ EMS - AMC/ 2022-23 Dt: 04-05-2022

Sub: - JNTUA – ATP Examination Section – Permission for Renewal of Annual Maintenance of Examination Management System (EMS) – Administrative & Financial sanction of Rs.98,000/- Orders – Issued.

Ref: - 1) Note submitted by Deputy Controller of Examination, Dt.04-05-2022.
2) Request letter of Lakshmidevi Computers Dt: 04-05-2022.

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ORDER:

The office % examination Branch, JNTUA CE, Ananthapuramu in the Note (1) read above has submitted proposal for renewal of Annual maintenance of Examination Management System (AMC) for smooth running of Exam software modules.

Vide ref (2), M/s Lakshmidevi Computers, # 2-301,D.C.M.S Road, Kamala Nagar, Ananthapuramu have given proposal for renewal of AMC for the academic year 2022-23.

Under the above circumstances, the Principal is pleased to accord permission to the Deputy Controller of Examination, JNTUA CE, Ananthapuramu for renewal of Annual maintenance of Examination Management System (AMC) at a cost not exceeding Rs.98,500/- (Rupees Ninety eight Thousand and five hudred Only) and the conditions will be same for the year 2022-23 that were approved during the year 2021-22. Management.

The expenditure shall be met from the **Examination Account (10428782103).**

REGISTRAR
J.N.T.U. Anantapur
ANANTAPURAMU-515002

PRINCIPAL

To
Copy to Vice-Principal
Copy to DCE
Copy to Accounts Section, for necessary action
Copy to file.

JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY ANANTAPUR
COLLEGE OF ENGINEERING (Autonomous),ANANTHAPURAMU - 515002

From,
The Principal,
JNTUA College of Engineering,
Ananthapuramu-515002 A.P, India.

To,
M/s. Lakshmidevi Computers
2-301, D.C.M.S Road,
Kamala Nagar,
Ananthapuramu- 515001.

Work order No. JNTUACEA/Exam branch/EMS Software/2022-23,dated 09.05.2022

Sub:- JNTUACEA- ATP-Account.,- Renewal of Annual Maintenance Charges for EMS Software for Examination Branch, JNTUACEA, ATP -Work orders – Issued.

Ref: 1. Procs.No.AS/JNTUACEA/EMS-AMC/2022-23, Dated.04-05-2022.
2.Your quotation dated 06-05-2022.

-@@@@@-

With references cited above, your quotation for Renewal of Annual Maintenance Charges for EMS Software is accepted. You are requested to take up the work as per reference (1) cited and you are accorded the AMC with immediate effect from 01.06.2022 to 31.05.2023 with the following scope.

S No.	Description	Rate
	Exam Software Modules Administration model, Regular& Supple Exam Registration, Hall Ticket Generation, Core Result model, Moderations, T-Sheet Changes, Marks memo generation, PC model, CMM model, Confidential correction, Result analysis (Report), Data Validation, Back log report, Audit course processing	Rs. 98,500-00
Total Amount Including GST		Rs.98,500-00

You are requested to give your acceptance immediately.

Yours faithfully,

PRINCIPAL

REGISTRAR
J.N.T.U. Anantapur
ANANTAPURAMU-515002

PROCEEDING of the
JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY: ANANTAPUR
COLLEGE OF ENGINEERING (Autonomous), ANANTHAPURAMU
Present: Dr.P SUJATHA, M.Tech.,Ph.D.,

Procs No: AS/JNTUACEA/ EMS - AMC/ 2022-23 Dt: 01-08-2022.

Sub: - JNTUA – ATP Examination Section – Permission for M Tech R21Regulations – Development of modules and integration existing EMS – Administrative & Financial sanction of Rs.99,000/- Orders – Issued.

Ref: - 1) Note submitted by Deputy Controller of Examination, Dt.28-07-2022.

-o0o-

ORDER:

Office of the examination Branch, JNTUA CE, Ananthapuramu in the Note (1) read above has submitted proposal for Development of Modules and its Integration into existing EMS M. Tech (R21) Regulations to ensure smooth running of Exam software modules.

M/s Lakshmidevi Computers, # 2-301,D.C.M.S Road, Kamala Nagar, Ananthapuramu have submitted a proposal for renewal of M Tech R21Regulations and also development of modules and its integration with the following details

S.NO	Name of the Expenditure
1	Administrative Module
2	Regular & Supplementary Examination Registration Module
3	Core Result Process and individual result Process
4	T sheets generation module
5	Marks memo generation module
6	Confidential Correction module
7	PC and CMM generation module
8	Report Generation module

Under the above circumstances, the Principal is pleased to accord permission to the Deputy Controller of Examinations, JNTUA CE, Ananthapuramu for development of modules and integration existing EMS M Tech (R21) Regulations with an estimated cost of Rs.99,000/- (Rupees Ninety nine Thousand only).

The expenditure incurred shall be met from the **Examination Account (10428782103).**

PRINCIPAL

REGISTRAR
J.N.T.U. Anantapur
ANANTAPURAMU-515002

To
Copy to Vice-Principal
Copy to DCE
Copy to Accounts Section, for necessary action
Copy to file.

JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY ANANTAPUR
COLLEGE OF ENGINEERING (AUTONOMOUS) :: PULIVENDULA
Pulivendula - 516 390, Y.S.R. Kadapa (Dist), Andhra Pradesh, India

Prof. G.Sankara Sekhar Raju,
M.Sc., Ph.D., MISTE
PRINCIPAL FAC &
Professor of Mathematics

Mobile: 9000551427
: 8187892501
principal.cep@jntua.ac.in
www.jntuacep.ac.in

To

M/s.Lakshmi Devi Computers,
Govinda Reddy Building,
Kamala Nagar,
ANANTAPURAMU-515 001.

Annual Maintenance Contract (AMC) Order No: JNTUA/CEP/JEMS-19/2020, dated 01.06.2020

Gentlemen,

Sub:JNTUA-CE-Pulivendula – Provide Annual Maintenance Contract (AMC) for JEMS-19 (JNTUACEP Examination Management Software-19) with effect from June-2020 to May-2023 (3 years) – Orders – Issued.

Ref: Your recommendations letter nil, dated

*****

The College is pleased to award Annual Maintenance Contract (AMC) to the JNTUACEP Examination Management Software-19 (JEMS-19) including enhanced modules which are provided by you pertaining to R13, R15, R17 & R19 academic regulations for the use in the Examination Section of the College, vide reference cited at the cost of Rs.98,500/- (Rupees Ninety eight thousand and five hundred only) per annum inclusive of all taxes. You are requested to take up the assignment and update & maintain the JEMS-19. You are further requested to submit the bill after the completion one year i.e. June-2021 after providing enhanced modules to the existing software JEMS-15 as per R13, R15, R17 & R19 regulations to the satisfaction of the Examination Branch headed by the Vice-Principal.

TERMS & CONDITIONS:

1. All the exiting software and modules at the time of AMC is to be maintained and if any new modules to be developed in future as per our requirement pertaining to R13, R15, R17 & R19 regulations will also be covered under this AMC.
2. AMC agreement will come into force during the period June-2020 to May-2023 for three years.
3. You are also required to physically attend/depute persons to the training and services related to updating of the above said software from time to time, if any, without any additional charges.

Yours sincerely

REGISTRAR
J.N.T.U. Anantapur
ANANTAPURAMU-515002

PRINCIPAL

TAX INVOICE

LAKSHMIDEVI COMPUTERS

#2-301,D.C.M.S ROAD KAMALA NAGAR, ANANTHAPUR, ANANTHAPURAMU - 515001. MOBILE NO: 9441261901

Inovice No.	:	2689
Date of Invoice	:	22.June.2021
Place of Supply	:	JNTU College Of Engineering Pulivendula(Autonomous) Y.S.R Kadapa (dt), Andhra Pradesh
AMC Order No	:	JNTUA/CEP/JEMS-19/2020,dated 01.06.2020

BILLED TO :
The Principal
JNTU College of Engineering Pulivendula (Autonomous)
Y.S.R Kadapa (dt)

S.NO.	DESCRIPTION OF MODULES	Total Amount
1.	Examination software maintenance cost June 2021 To May 2022	98,500/-

PAID & CANCELLED
PRINCIPAL

Payment on amount of Rs. 98,500/- (Rupees ninety eight thousand five hundred only)

PRINCIPAL
JNTUA College of Engineering
PULIVENDULA-516 390

Grand Total	Rs.	98,500/-

Ninety eight thousand and five hundred only

ANDHRA BANK- A/C. NO : 033711100000627, IFSC : UBIN0803375

Terms & Conditions:
1. Prices inclusive of all taxes.
2. Immediate Payment.

Receiver's Signature:

For Lakshmidevi Computers

Authorized Signature

REGISTRAR
J.N.T.U. Anantapur
ANANTAPURAMU-515002

JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY ANATAPUR
COLLEGEOFENGINEERING (AUTONOMOUS)::PULIVENDULA 516 390, A.P

Prof. G. Sankara Sekhar Raju, Ph.D.,
PRINCIPAL FAC

Lr.NoJNTUA/CEP/Acad.Sec/R20/Work order/JEMS-20/2021 dated 16.02.2021

To
M/S Lakshmi Devi Computers,
Govinda Reddy Building,
Kamalanagar
ANANTHAPURAMU 515 001.

Gentlemen,

Sub: JNTUA-CE-Pulivendula – Up gradation of existing examination results processing software (JEMS-15) as per R20 regulations - Reg.

Ref: Principal Note order approval dated 04.02.2021.

****

At present the college is having JEMS-19 to meet R13, R15 & R17 Academic Regulations for conduct of examinations and declaring of results. Your financial estimation for providing of new modules pertaining to R20 regulations like a). Administration module, b). Exam Registration forms & student backlog report module, c). Regular & Supple. Exam registration, d). Hall Ticket Generation, e). Core Result Processing, f). moderations, g). T-Sheet & Exam results generation, h). Marks memo generation, i). Confidential correction, j). CMM & PC provisions in the JEMS-19 to use in the Examination Section of the college is accepted vide reference cited. You are requested to take up the assignment and same may supplied to the JNTUA College of Engineering, Pulivendula. You are further requested to submit the bill after the completion, execution compilation of enhanced module software and training to the satisfaction of Dr. G.V.Subba Reddy, Vice Principal of the college. The details of assignment are furnished below:

S.No	Details of the existing software	Description of module for B.Tech R20 Regulations	Amount (Rs.)
1	Basic Examination Results processing software Platform: Java Swing API, JDBC API and Core Java to meet R13,R15,R17&R19 regulations	Administration Module	98,500
2		Examination registration forms& Student backlog reports module	
3		Regular & Suple. Exam registration	
4		Hall ticket generation	
		Core results processing	
		Moderations	
		T-Sheets & Exam result generation	
		Marks memo generation	
		Confidential corrections	
		CMM	
		PC	
Total: Rs. 98,500/- (Rupees ninety Eighty thousand and five hundred only)			

The above price is inclusive of all taxes and installation charges. Further, you are required to extend and ıttend to the services related to updating of the above said JEMS-20 time to time without any additional charges ıfter installation and execution. Further, you have to support R20 regulation with existing regulations i.e(B.Tech R13, R15, R19 & M.Tech & (PTPG) R13, R17) without any increase in maintenance cost which is in force.

Yours Sincerely,

REGISTRAR
J.N.T.U. Anantapur
ANANTAPURAMU-515002

PRINCIPAL

Copy to: File.

TAX INVOICE

LAKSHMIDEVI COMPUTERS

#2-301,D.C.M.S ROAD KAMALA NAGAR, ANANTHAPUR, ANANTHAPURAMU - 515001. MOBILE NO: 9441261901

Invoice No.	:	2699
Date of Invoice	:	01.Sep.2020
Place of Supply	:	JNTU College Of Engineering Pulivendula(Autonomous) , Y.S.R Kadapa (dt), Andhra Pradesh
AMC Order No	:	JNTUA/CEP/JEMS-19/2020,dated 01.06.2020

BILLED TO :
The Principal
JNTU College of Engineering Pulivendula (Autonomous)
Y.S.R Kadapa (dt)

S.NO.	DESCRIPTION OF MODULES	Total Amount
1.	Examination software maintenance cost June 2020 To May 2021	98,500/-

PAID & CANCELLED

PRINCIPAL

Passed for Payment of Rs - 98500/-
(Rupees ninety eight thousand five hundred only)

PRINCIPAL
JNTUA College of Engineering
PULIVENDULA-516 390

Grand Total Rs. 98,500/-

Ninety eight thousand and five hundred only

ANDHRA BANK- A/C. NO : 033711100000627, IFSC : ANDB0000337

Receiver's Signature:

Terms & Conditions:
1. Prices inclusive of all taxes.
2. Immediate Payment

For Lakshmidevi Computers

Date:

Authorized Signatory

REGISTRAR
J.N.T.U. Anantapur
ANANTAPURAMU-515002

TAX INVOICE

LAKSHMIDEVI COMPUTERS

#2-301,D.C.M.S ROAD KAMALA NAGAR, ANANTHAPUR, ANANTHAPURAMU - 515001. MOBILE NO: 9441261901

Inovice No.	:	2703
Date of Invoice	:	29.March.2021
Place of Supply	:	JNTU College Of Engineering Pulivendula (Autonomous), Y.S.R Kadapa (dt), Andhra Pradesh
Work Order No	:	JNTUA/CEP/(Acad.sec)/R20/Work order/JEMS-20/2021,dated 16.02.2021

BILLED TO :
The Principal
JNTU College of Engineering Pulivendula (Autonomous)
Y.S.R Kadapa (dt)

R20 up gradation cost

S.NO.	DESCRIPTION OF MODULES	Total Amount
1.	Administration Module	7500/-
2	Exam Registration forms & Student backlog report Module	7000/-
3	Regular & Supple Exam Registration	7000/-
4	Hall Ticket Generation	7000/-
5	Core Result Processing	7500/-
6	Moderations	9000/-
7	T-Sheet & Exam Result Generation	9000/-
8	Marks Memo Generation	9000/-
9	Confidential Correction	9000/-
10	CMM & PC	26000/-
	Grand Total Rs.	98,500/-

PAID & CANCELLED
Principal

Passed for Payment of Rs. 98,500/- (Rupees ninety eight thousand five hundred only)

Ninety eight thousand and five hundred only

PRINCIPAL
JNTUA College of Engineering
PULIVENDULA-516 390

ANDHRA BANK- A/C. NO : 033711100009827, IFSC : ANDB0000337

Receiver's Signature:

Terms & Conditions:
1. Prices inclusive of all taxes.
2. Immediate Payment.

For Lakshmidevi Computers

Authorized Signature

REGISTRAR
J.N.T.U. Anantapur
ANANTAPURAMU-515002

VP
Greenhill

Dy CE
[illegible]

Office of Examination Section
JNTUACE, Pulivendula
Dt:15.06.2020.

Submitted to the Principal:

Sub: JNTUACEP-Academic Section-Up gradation of existing examination results processing software for B.Tech III&IV years as per R19 regulations- Permission to place Work order – Request – Regarding.

Ref: 1. Lr.NoJNTUA/CEP/Acad.Sec/R19/Work order/JEMS-19/2019 dated 16.10.2019
2. Letter received from M/S Lakshmi Devi Computers, Anantapur dated 04.06.2020.

****

It is to submit that the college has revised the academic regulations for 2019 admitted batch under R19 regulations for the academic year 2019-20. Accordingly, vide reference(1) cited, work order was issued in the name of M/S Lakshmi Devi Computers, Anantapur to update JEMS-R15 software with additional modules for I&II Year B.Tech: student registrations, examination registration forms, student backlog report modules, regular & supplementary exam registrations, hall ticket generation, core result processing, moderations, T-sheet generations and marks memo generation provisions in the JEMS-15 including corrections and confidential permissions. Now we need to further updating of JEMS-15 with additional modules by considering B.Tech III&IV years of R19 Regulations such as Hall Ticket Generation, T-Sheet & Examination results Generation, Marks memo generation, Consolidate Grade Sheet generation and Provisional Certificate. The college requested the firm for financial commitment for the above said additional modules. Accordingly, M/S Lakshmi Devi Computers, Anantapur has submitted financial commitment of Rs. 90,000/- to provide additional modules to the existing JEMS for III&IV years of B.Tech R19 Academic regulations and also merging of R13&R15 JEMS w.e.f.2019-20 academic year. This commitment will cover all the requirements comes under R19 regulations time to time.

Under the above circumstance, it is requested to accord permission to take up the up gradation of JEMS to cover R19 regulations for issue of Work Orders to M/S Lakshmi Devi Computers, Anantapur. The letter received from M/S Lakshmi Devi Computers, Anantapur is herewith attached for your ready reference and necessary orders. } Yes

Dy. CE (1) Dy. C.E (2) Prof. In Charge, Examinations VICE PRINCIPAL

REGISTRAR
J.N.T.U. Anantapur
ANANTAPURAMU-515002

TAX INVOICE

LAKSHMIDEVI COMPUTERS

#2-301,D.C.M.S ROAD KAMALA NAGAR, ANANTHAPUR, ANANTHAPURAMU - 515001. MOBILE NO: 9441261901

Inovice No.	:	2696
Date of Invoice	:	01.07.2020
Place of Supply	:	JNTU College Of Engineering Pulivendula(Autonomous) Y.S.R Kadapa (dt), Andhra Pradesh
Reverse Charge	:	NA

BILLED TO :
The Principal
JNTU College of Engineering Pulivendula (Autonomous)
Y.S.R Kadapa (dst)

S.NO.	DESCRIPTION OF MODULES	Total Amount
1.	Hall Ticket Generation	10,000/-
2	T-Sheet & Exam Result Generation	10,000/-
3	Marks Memo Generation	10,000/-
4	Consolidated Grade Sheet generation	30,000/-
5	Provisional Certificate	30,000/-

PAID & CANCELLED
PRINCIPAL

Passed for Payment of Rs. 90,000/-
(Rupees Ninety thousand only).

Grand Total Rs. 90,000/-

Ninety Thousand only

PRINCIPAL
JNTUA College of Engineering
PULIVENDULA-516 390

ANDHRA BANK- A/C. NO : 033711100000627, IFSC : ANDB0000337

Receiver's Signature:

Terms & Conditions:
1. Prices inclusive of all taxes.
2. Immediate Payment.

For Lakshmidevi Computers

Authorized Signature

REGISTRAR
J.N.T.U. Anantapur
ANANTAPURAMU-515002

JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY ANATAPUR
COLLEGEOFENGINEERING (AUTONOMOUS)::PULIVENDULA 516 390, A.P

Prof. G. Sankara Sekhar Raju, Ph.D.,
PRINCIPAL FAC

Lr.No.JNTUA/CEP/Acad.Sec/R19/Work order/JEMS-19/2019 dated 16.10.2019

To
M/S Lakshmi Devi Computers,
Govinda Reddy Building,
Kamalanagar
ANANTHAPURAMU 515 001.

Gentlemen,

Sub: JNTUA-CE-Pulivendula – Up gradation of existing examination results processing software (JEMS-15) as per R19 regulations - Reg.
Ref: Principal Note order approval dated 16.10.2019.

****

At present the college is having JEMS-15 to meet R13 & R15 academic regulations for conduct of examinations and declaring of results. Your financial estimation for providing of new modules pertaining to R19 regulations like student registrations, examination registration forms, student backlog report modules, regular & supplementary exam registrations, hall ticket generation, core result processing, moderations, T-sheet generations and marks memo generation provisions in the JEMS-15 to use in the Examination Section of the college is accepted vide reference cited. You are requested to take up the assignment and same may supplied to the JNTUA College of Engineering, Pulivendula. You are further requested to submit the bill after the completion, execution compilation of enhanced module software and training to the satisfaction of Dr. G.V.Subba Reddy, Vice Principal of the college. The details of assignment are furnished below:

S.No	Details of the existing software	Description of module for I&II Year B.Tech	Amount (Rs.)
1	Basic Examination Results processing software Platform: Java Swing API, JDBC API and Core Java to meet R13&R15 regulations	Students registrations	90,000
2		Examination registration forms& Student backlog reports module	
3		Regular & Suple. Exam registration	
4		Hall ticket generation	
		Core results processing	
		Moderations	
		T-Sheets & Exam result generation and Marks memo generation	
		Confidential corrections	
Total: Rs. 90,000/- (Rupees ninety thousand only)			

The above price is inclusive of all taxes and installation charges. Further, you are required to extend and attend to the services related to updating of the above said JEMS-19 time to time without any additional charges after installation and execution.

Yours Sincerely,
PRINCIPAL

REGISTRAR
J.N.T.U. Anantapur
ANANTAPURAMU-515002

Copy to: File.

TAX INVOICE

LAKSHMIDEVI COMPUTERS

#2-301, D.C.M.S ROAD KAMALA NAGAR, ANANTHAPUR, ANANTHAPURAMU - 515001. MOBILE NO: 9441261901

ce No.	:	2690
e of Invoice	:	17.12.2019
ace of Supply	:	Anantapur , Andhra Pradesh
Reverse Charge	:	N

BILLED TO :
The Principal
JNTUAC CEP Pulivendula
Y.S.R dist

S.NO.	DESCRIPTION OF MODULES	Total Amount
1	Student Registration	8,000
2	Exam Registration forms & Student backlog report Module	9,000
3	Regular & Supple Exam Registration	10,000
4	Hall Ticket Generation	10,000
5	Core Result Processing	10,000
6	Moderations	11,000
7	T-Sheet & Exam Result Generation	10,000
8	Marks Memo Generation	11,000
9	Confidential Correction	11,000
	Grand Total Rs.	90,000/-

PAID & CANCELLED
Principal

Passed for Rs. 90,000/-

Rupees Ninety Thousand only (Rupees Ninety thousand only)

ANDHRA BANK- A/C. NO : 033711100000627, IFSC : ANDB0000337

Receiver's Signature:

PRINCIPAL
JNTUA College of Engineering
PULIVENDULA-516 390

Terms & Conditions:
1. Prices inclusive of all taxes.
2. Immediate Payment.

For Lakshmidevi Computers

Authorized Signature

REGISTRAR
J.N.T.U. Anantapur
ANANTAPURAMU-515002

INVOICE

WEBPROS SOLUTIONS PVT. LTD.
 # 39-34-15/3, Ambetkar Colony, Behind RTO Office, R & B,
Muralinagar, Visakhapatnam - 530007

Invoice No:	**1127**
Date:	**23-02-2020**
P.O. No:	
P.O. Date:	
Supplier's Ref. No:	
Dispatched Through:	
Dispatch No:	
Dispatch Date:	
Destination:	
Terms of Delivery:	
Contact Person: / Contact No:	**Mr**
Terms of Payment	**100 % Against Delivery**

yer's Name & Address:

ITUA College of Engineering, Pulivendula
ılivendula

ITUA College of Engineering, Pulivendula
ılivendula

Sl. No.	Description of Goods	Qty Nos	Unit Rate ₹	Amount ₹
1	ECAP (Engineering College Automation Package) Annual Maintenance charges	5000	3	15,000.00
	Package Hosting charges	10000	3	30,000.00
	Domain Renewal charges http://jntuacep.co.in/	2000	3	6,000.00
	2017 November to 2018October 2018 November to 2019 October 2019 November to 2020 october			
			₹	51,000.00

fty one thousand only

Passed 51000.00 (Rupees Fifty One Thousand Only)

PRINCIPAL

For Webpros Solutions Pvt. Ltd.

(Authorized Signatory)

REGISTRAR
J.N.T.U. Anantapur
ANANTAPURAMU-515002

JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY ANATAPUR
COLLEGEOFENGINEERING (AUTONOMOUS)::PULIVENDULA 516 390, A.P

.. Govinda Rajulu, M.Tech, Ph.D.,
IPAL

:shmi Devi Computers,
i Reddy Building,
iagar
'HAPURAMU 515 001.

Maintenance Contract (AMC) Order No. JNTUA/CEP/JEMS-15/ 2016 Dated: 01.06.2016

ien,

NTUA-CE-Pulivendula – Provide Annual Maintenance Contract (AMC) for
:MS-15 (JNTUACEP Examination Management Software-15) with effect from June, 2016 to
ay, 2019 (3 years) - Orders – Issued.
ur recommendations letter nil dated 20.05.2016.

****

lege is pleased to award Annual Maintenance Contract (AMC) to the JNTUACEP Examination ment Software-15 (JEMS-15) including enhanced modules which are provided by you pertaining to 15 academic regulations for the use in the Examination Section of the college, vide reference cited t the cost of Rs. 96,000/- (Rupees Ninety six thousand only) per annum inclusive of all taxes. You are d to take up the assignment and update & maintain the JEMS-15. You are further requested to submit after the completion one year ie May, 2016 after providing enhanced modules to the existing software 5 as per R13 & R15 regulations to the satisfaction of the Examination branch headed by the Vice l.

: Conditions:

All the exiting software and modules at the time of AMC is to be maintained and if any new modules to e developed in future as per our requirement pertaining to R13 & R15 regulations will also be covered nder this AMC.

AMC agreement will come into force during the period June, 2016 to May, 2019 for three years.

You are also required to physically attend/ depute persons to the training and services related to updating f the above said software from time to time, if any, without any additional charges.

Yours Sincerely,

PRINCIPAL

REGISTRAR
J.N.T.U. Anantapur
ANANTAPURAMU-515002

File.

VP
Gsuchal

DYCE
Query

LAKSHMIDEVI COMPUTERS

Complete Computer Solutions

All tyapes of Computers Servicing & Formating, Catidze Refilling & D.T.P. Works.

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hp Canon

Cell : 91600 09006
94412 61901

To,

THE PRINCIPAL,
JNTU COLLEGE OF ENGINEERING,
PULIVENDULA – 516390.

DATE : 12/06/2019

CREDIT / CASH BILL

559

S.No.	DESCRIPTION	Qty	Rate	Amount
1.	ANNUAL MAINTENANCE CONTRACT FOR EXAMINATION MANAGEMENT SOFTWARE FOR JUNE 2019 TO MAY 2020			98,500 /-
			Total	98,500/-

PAID & CANCELLED

Gsuchal
Principal

Passed for Rs. 98,500/-
[Rupees Ninety eight thousand and five hundred only.)

Rupees NINTY EIGHT THOUSAND FIVE HUNDRED ONLY

PRINCIPAL
JNTUA College of Engineering
PULIVENDULA-516 390

* Goods once sold will not be taken back.
* 11 months Warranty as per Manufacturers.
* No Guarantee for Bum/Physical Dammges
* No Warranty for Softwares

Date

For LAKSHMIDEVI COMPUTERS

D.C.M.S. Road, Kamala Nagar, Ananthapuramu - 516

REGISTRAR
J.N.T.U. Anantapur

JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY ANATAPUR
COLLEGEOFENGINEERING (AUTONOMOUS)::PULIVENDULA 516 390, A.P

of. K. Govinda Rajulu, M.Tech, Ph.D.,
RINCIPAL

'S Lakshmi Devi Computers,
ovinda Reddy Building,
malanagar
ANANTHAPURAMU 515 001.

nual Maintenance Contract (AMC) Order No. JNTUA/CEP/JEMS-15/ 2016 Dated: 01.06.2016

ntlemen,

ub: JNTUA-CE-Pulivendula – Provide Annual Maintenance Contract (AMC) for JEMS-15 (JNTUACEP Examination Management Software-15) with effect from June, 2016 to May, 2019 (3 years) - Orders – Issued.

ef: Your recommendations letter nil dated 20.05.2016.

****

e college is pleased to award Annual Maintenance Contract (AMC) to the JNTUACEP Examination anagement Software-15 (JEMS-15) including enhanced modules which are provided by you pertaining to 3&R15 academic regulations for the use in the Examination Section of the college, vide reference cited ove, at the cost of Rs. 96,000/- (Rupees Ninety six thousand only) per annum inclusive of all taxes. You are quested to take up the assignment and update & maintain the JEMS-15. You are further requested to submit bill after the completion one year ie May, 2016 after providing enhanced modules to the existing software MS-15 as per R13 & R15 regulations to the satisfaction of the Examination branch headed by the Vice incipal.

rms & Conditions:

1. All the exiting software and modules at the time of AMC is to be maintained and if any new modules to be developed in future as per our requirement pertaining to R13 & R15 regulations will also be covered under this AMC.
2. AMC agreement will come into force during the period June, 2016 to May, 2019 for three years.
3. You are also required to physically attend/ depute persons to the training and services related to updating of the above said software from time to time, if any, without any additional charges.

Yours Sincerely,
PRINCIPAL

REGISTRAR
J.N.T.U. Anantapur
ANANTAPURAMU-515002

py to: File.

LAKSHMIDEVI COMPUTERS

Cell : 91600 09006
94412 61901

A Complete Computer Solutions

All tyapes of Computers Servicing & Formating,
Catidze Refilling & D.T.P. Works.

EPSON COMPAQ
hp Canon

To,

THE PRINCIPAL,
JNTUA COLLEGE OF ENGINEERING,
PULIVENDULA

DATE : 02-June-18

CREDIT / CASH BILL

486

SNo.	DESCRIPTION	Qty	Rate	Amount
1	ANNUAL MAINTENAKE CONTRACT FOR EXAMINATION MANAG-MENT SOFTWARE FOR MAY/JUNE 2018 TO MAY/JUNE 19 (@ Rs. 8000/- per Month) Passed for Rs. 96,000/- (Rs Ninety Six Thousand only)			96,000/-
			Total	96,000/-

Rupees Ninty Six Thousand only

Principal
College of Engineering
PULIVENDULA-516 390

* Goods once sold will not be taken back.
* 11 months Warranty as per Manufacturers.
* No Guarantee for Burn/Physical Dammges
* No Warranty for Softwares

LAKSHMIDEVI COMPUTERS ANANTHAPURAMU

Date

For LAKSHMIDEVI COMPUTERS

D.C.M.S. Road, Kamala Nagar, Ananthapuramu - 515 001

REGISTRAR
J.N.T.U. Anantapur
ANANTAPURAMU-515002

JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY ANATAPUR
COLLEGEOFENGINEERING (AUTONOMOUS)::PULIVENDULA 516 390, A.P

of. K. Govinda Rajulu, M.Tech, Ph.D.,
RINCIPAL

'S Lakshmi Devi Computers,
ovinda Reddy Building,
malanagar
NANTHAPURAMU 515 001.

nual Maintenance Contract (AMC) Order No. JNTUA/CEP/JEMS-15/ 2016 Dated: 01.06.2016

ntlemen,

ub: JNTUA-CE-Pulivendula – Provide Annual Maintenance Contract (AMC) for JEMS-15 (JNTUACEP Examination Management Software-15) with effect from June, 2016 to May, 2019 (3 years) - Orders – Issued.
ef: Your recommendations letter nil dated 20.05.2016.

****

e college is pleased to award Annual Maintenance Contract (AMC) to the JNTUACEP Examination anagement Software-15 (JEMS-15) including enhanced modules which are provided by you pertaining to 3&R15 academic regulations for the use in the Examination Section of the college, vide reference cited ove, at the cost of Rs. 96,000/- (Rupees Ninety six thousand only) per annum inclusive of all taxes. You are quested to take up the assignment and update & maintain the JEMS-15. You are further requested to submit bill after the completion one year ie May, 2016 after providing enhanced modules to the existing software MS-15 as per R13 & R15 regulations to the satisfaction of the Examination branch headed by the Vice incipal.

rms & Conditions:

1. **All the exiting software and modules at the time of AMC is to be maintained and if any new modules to be developed in future as per our requirement pertaining to R13 & R15 regulations will also be covered under this AMC.**
2. **AMC agreement will come into force during the period June, 2016 to May, 2019 for three years.**
3. **You are also required to physically attend/ depute persons to the training and services related to updating of the above said software from time to time, if any, without any additional charges.**

Yours Sincerely,
PRINCIPAL

py to: File.

REGISTRAR
J.N.T.U. Anantapur
ANANTAPURAMU-515002

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22/05/17

To,

THE PRINCIPAL
JNTUA COLLEGE OF ENGINEERING
PULIVENDULA

DATE :.....

CREDIT / CASH BILL

332

S.No.	DESCRIPTION	Qty	Rate	Amount
1	ANNUAL MAINTENANCE CONTRACT FOR RESULTS PROCESSING SOFTWARE FROM JUNE 2016 TO MAY 2017			Rs. 96000
			Total	Rs. 96000

Passed for Rs. 96000/-
(Rupees Ninety Six only/-)

PRINCIPAL

Rupees NINETY SIX THOUSAND ONLY (INCLUSIVE ALL TAXES)

* Goods once sold will not be taken back.
* 11 months Warranty as per Manufacturers.
* No Guarantee for Bum/Physical Dammges
* No Warranty for Softwares

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J.N.T.U. Anantapur
ANANTAPURAMU-515002

INVOICE

WEBPROS SOLUTIONS PVT. LTD. Flat No. 303, K.M.Towers, Opp. Timpany School Main Gate, C.B.M.Compound, Visakhapatnam – 500 003. Ph: 0891 - 3097980, Mob.: +91 96769 07555 Email:ravi@webprosindia.com COMPANY'S TIN No.: 28254339675	Invoice No.: WS 564 Date: 5th may, 2017 P.O. No. Date:
ONSIGNEE NAME & ADDRESS:- ITUA College of Engineering ılivendula	Dispatch Through: Dispatch No: Dispatch Date: Destination: Terms of Payment:

No.	DESCRIPTION OF GOODS	QTY	RATE ₹	AMOUNT ₹	
1	ECAP (Engineering College Automation Package) Annual Maintenance charges 2016 November to 2017 November			5000	00
	Package Hosting charges 2016 November to 2017 November			10000	00
	Domain Renewal charges 2016 November to 2017 November			2000	00
TAL AMOUNT	In words: Seventeen thousands only			₹ 17000	00

Passed for Rs 17,000-00
(Rupees Seventeen thousand Only)
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TERMS & CONDITIONS

1. Payment to be made in favour of **Webpros Solutions Pvt. Ltd.**
2. Interest @18% will be charged if the bill is not paid within the stipulated time.
3. Goods once sold will not be taken back.
4. All disputes subject to Visakhapatnam Jurisdiction only.

For WEBPROS SOLUTIONS (P) LTD

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(Authorised Signatory)

REGISTRAR
J.N.T.U. Anantapur
ANANTAPURAMU-515002

INVOICE

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Flat No. 303, K.M.Towers, Opp. Timpany School Main Gate, C.B.M.Compound, Visakhapatnam – 500 003.

Ph: 0891 - 3097980, Mob.: +91 96769 07555
Email:ravi@webprosindia.com
COMPANY'S TIN No.: 28254339675

Invoice No.: WS 564	
Date: 5th may, 2017	
P.O. No.	
Date:	
Dispatch Through:	
Dispatch No:	
Dispatch Date:	
Destination:	
Terms of Payment:	

ONSIGNEE NAME & ADDRESS:-

ITUA College of Engineering
ılivendula

No.	DESCRIPTION OF GOODS	QTY	RATE ₹	AMOUNT ₹	
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	Package Hosting charges 2016 November to 2017 November			10000	00
	Domain Renewal charges 2016 November to 2017 November			2000	00
TAL AMOUNT	In words: Seventeen thousands only			₹17000	00

Passed for Rs 17,000/-
(Rupees Seventeen thousand Only)
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2. Interest @18% will be charged if the bill is not paid within the stipulated time.
3. Goods once sold will not be taken back.
4. All disputes subject to Visakhapatnam Jurisdiction only.

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(Authorised Signatory)

REGISTRAR
J.N.T.U. Anantapur
ANANTAPURAMU-515002

JNTUA – AnantapuramuExamination Management System

Administrator's Guide

REGISTRAR
J.N.T.U. Anantapur
ANANTAPURAMU-515002

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Table of Contents

Preface **5**

Purpose and Audience 5

Document Convention 5

Overview **6**

Features and Functionalities 6

Getting Started 7

Data Administration **8**

Operations 8

Add New Record 8

Edit Records 9

Delete Records 10

Manage Courses 10

Manage Branches 11

Manage Semester 11

Manage Subject 12

Manage College 12

Manage Branches in College 13

Manage College Circles for Jumbling 13

Manage Users in Colleges 14

Manage Data Entry Operators 14

Exam Management **15**

Manage Exam Notifications 15

Manage Exam Time Table 16

View Missing Internal Marks 17

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Generate Hall Ticket 17
Generate TSheet 18
Recounting / Missing Marks Entry 18
Recounting Management 19
Marks Sheet Details Entry 19
Generate Marks Sheets 20
Modifications 21
Welcome Page Updates 21
Registration Corrections 21
View / Download Reports 23
Exam Notification 23
Exam Time Table 24
Publish Data to College 25
Exam Notification 25
Exam Time Table 25
College Approvals 27
Approve Modified Students 27
Approve New Students 28
Student Re-Registration 28
Payments from Colleges 29
View Discrepancies 30
Lab Marks Not Found 30
Lab Marks Missing 2nd Entry 30
HT vs PC Not Found 31
HT vs PC Missing 2nd Entry 31
PC vs Marks Not Found 32

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PC vs Marks Missing 2nd Entry 32

Resolve Discrepancies 33

Lab Marks Discrepancies 33

HT vs PC Not Found Resolver 33

HT vs PC Missing 2nd Entry Delete 34

HT vs PC Discrepancies 35

PC vs Marks Not Found Delete 35

PC vs Marks Missing 2nd Entry Delete 36

PC vs Marks Discrepancies 36

Missing Paper Codes 37

Acronyms 42

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Preface

Purpose and Audience

This is an administrator guide for Examination Management System of Jawaharlal Nehru Technical University Anantapur. This document describes tasks such as data administration, exam management, site modifications, reports, data publishing, college approvals, payment details, discrepancies and data entry. The document is targeted at admin users of Examination Management System.

Document Convention

This section of the document describes various types of conventions used throughout the document:

1. Note

   Information that is incidental to the main text flow or to an important point or tip provided in addition to the previous statement or instruction.

2. **Bold**

   Bold text is used to designate file and folder names, dialog titles, names of buttons, icons, and menus, and terms that are objects of user selection.

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Overview

Jawaharlal Nehru Technological University, Anantapur (JNTU Anantapur) is a state university in Anantapur, Andhra Pradesh, India. Founded in 1946, since 1972 it has been a constituent college of Jawaharlal Nehru Technological University.

The Examination Management System is a web portal that allows the admin users to perform website administration tasks.You can access Examination Management Portal using the hyperlink http://sarasems.cloudapp.net/aems/WebLogin.aspx as shown below.

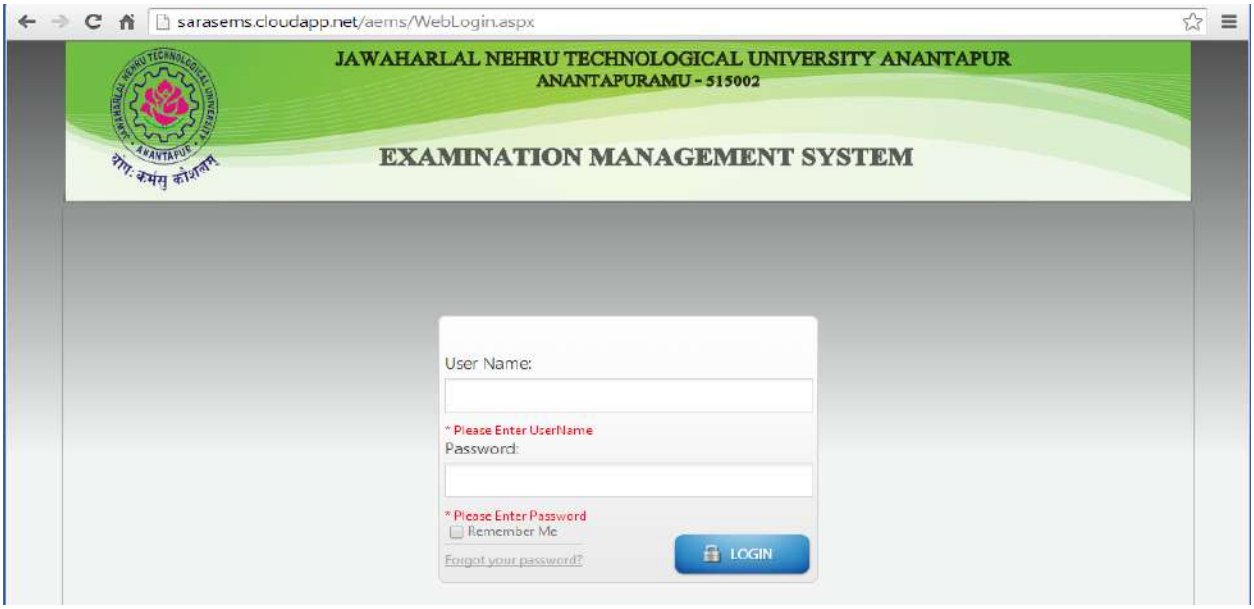

Figure 1: Login Screen

Features and Functionalities

The features and functionalities of Examination Management System admin portal are listed below:

1. Data Administration
2. Exam Management
3. Modifications
4. Reports
5. Publish Data to College
6. College Approvals
7. Payments
8. View and Resolve Discrepancies

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9. Data Entry Operations

Getting Started

In order to get started with the administration work, you need to login to the admin portal of Examination Management System. Enter the **User Name** and **Password** and click **Login** to login to admin portal as shown below:

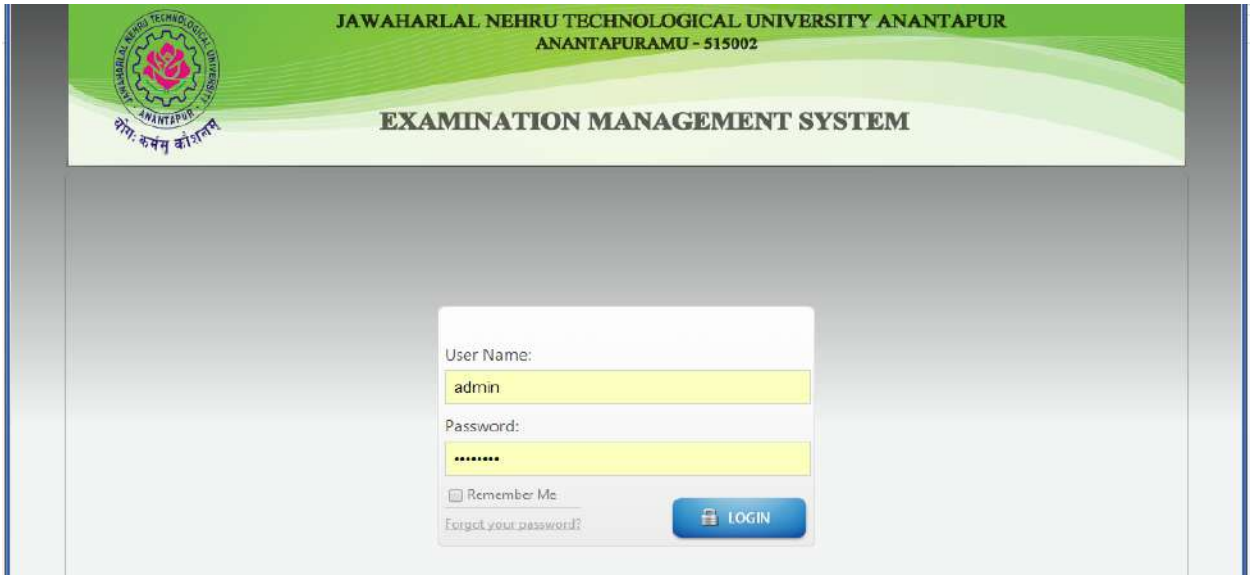

Figure 2: Login Screen

After logging into the admin portal, the home page will appear on your computer screen as shown below:

Figure 3:Home Page

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Data Administration

The Data Administration menu allows you to manage colleges, branches, semesters, subjects, courses, branches in college, users in college and data entry operators in college. The admin portal also allows you to add, edit and delete Courses, Branches, Semesters, Subjects and College Users.

Operations

Add, Edit and Delete operation will be similar throughout the portal. A detailed explanation of Add, Edit and Delete operations are provided below:

Add New Record

You can add new Courses, Branches, Semesters, Subjects and College Users to the list using the Add New Record option. To add a new Course or Branch or Semesters or Subjector College User to the list follow the steps listed below:

1. Click **Manage Courses**from the list and select **Regulation** as shown below:

Figure 4: Select Regulation

The select regulations option is applicable only while adding a new Course to the list. Different options has to be selected to add different services and users.

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2. Click **Add New Record**, enter the **Course Code** and **Course Name**, and click **Insert** as shown below:

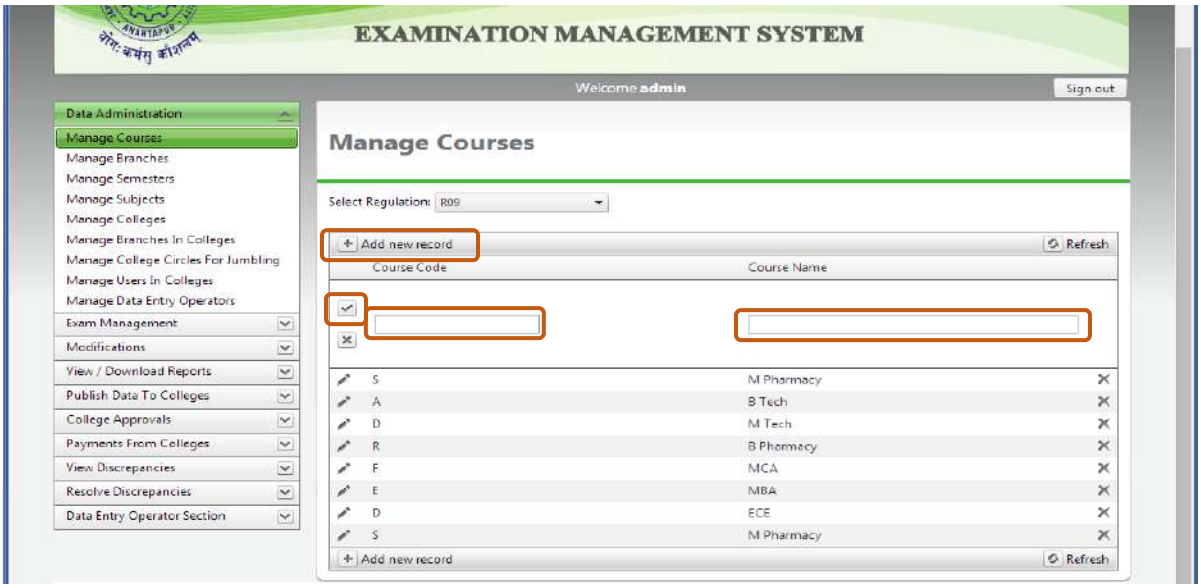

Figure 5: Add New Record

Edit Records

You can edit the list of Courses, Branches, Semesters, Subjects and College Usersusing the edit option. To edit the list click the **Edit** button and to save the changes click **Update** as shown below:

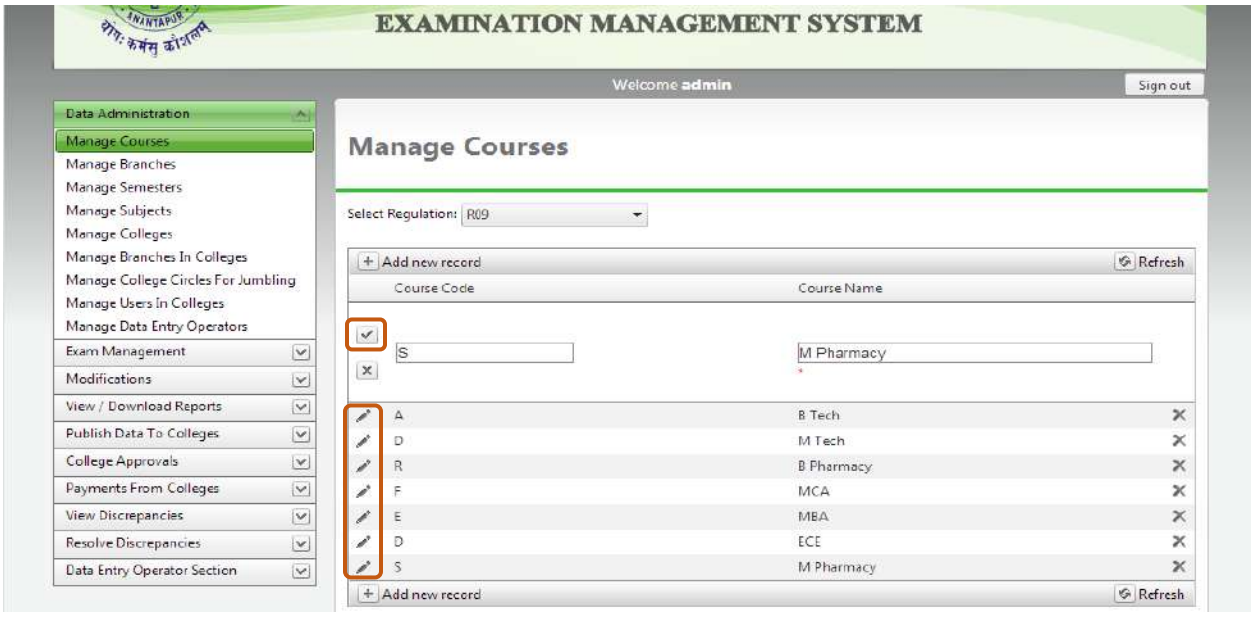

Figure 6: Edit Records

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Delete Records

You can delete the list of Courses, Branches, Semesters, Subjects and College Users using the delete option. To delete Course or Branch or Semesters or Subjector College User, click the **Delete** button and click **OK** as shown below:

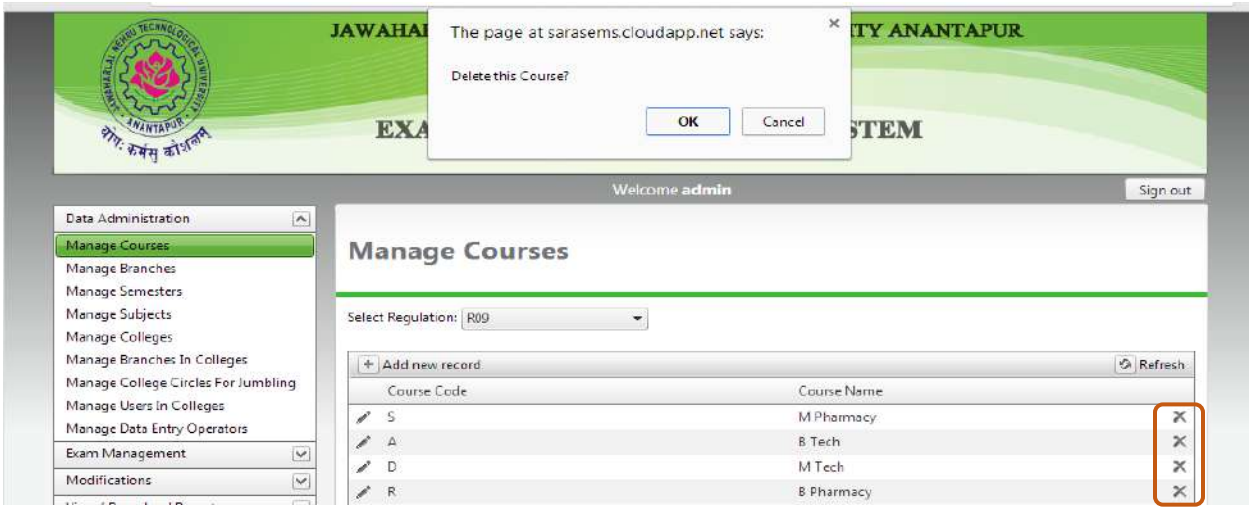

Figure 7: Delete Record

Manage Courses

The Manage Course option allows you to add, edit and delete the courses. The below screen provides a brief description of the Manage Courses option:

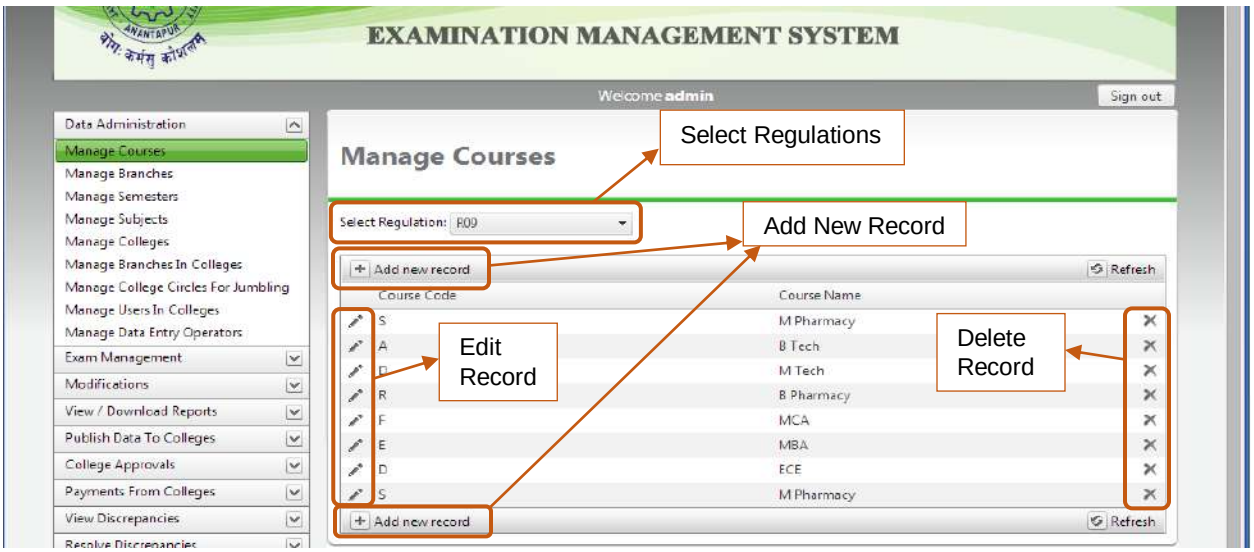

Figure 8: Manage Courses

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Manage Branches

The Manage Branches option allows you to add, edit and delete the Branches. The below screen provides a brief description of the Manage Branches option:

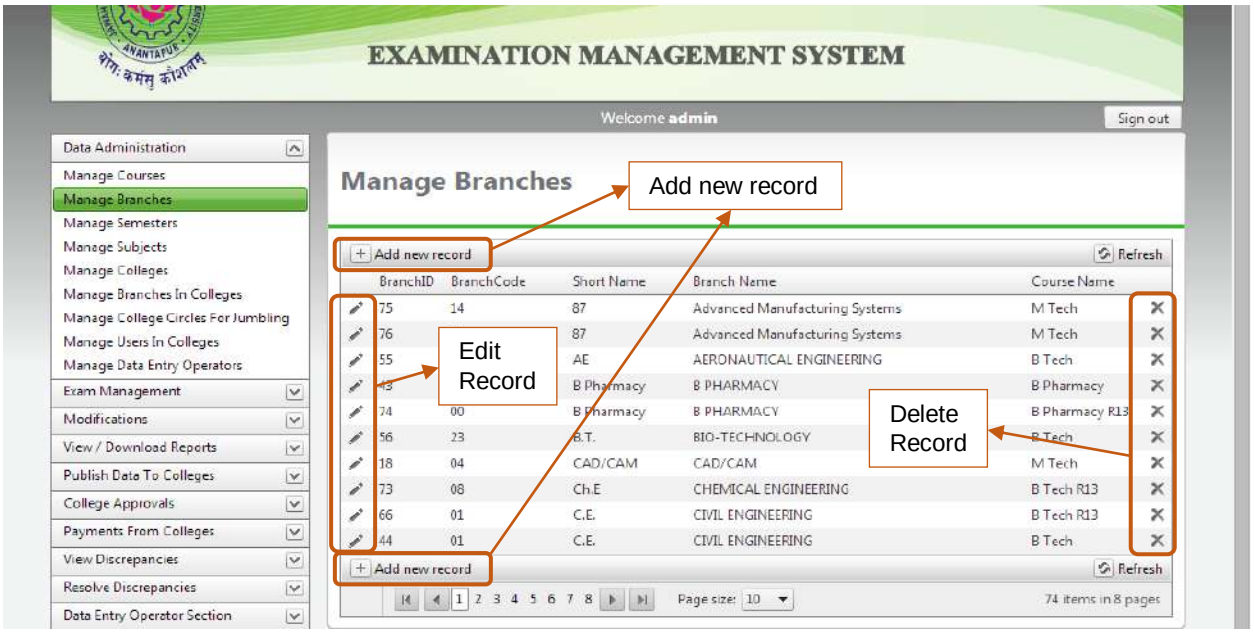

Figure 9: Manage Branches

Manage Semester

The Manage Semester option allows you to add, edit and delete the Branches. The below screen provides a brief description of the Manage Semester option:

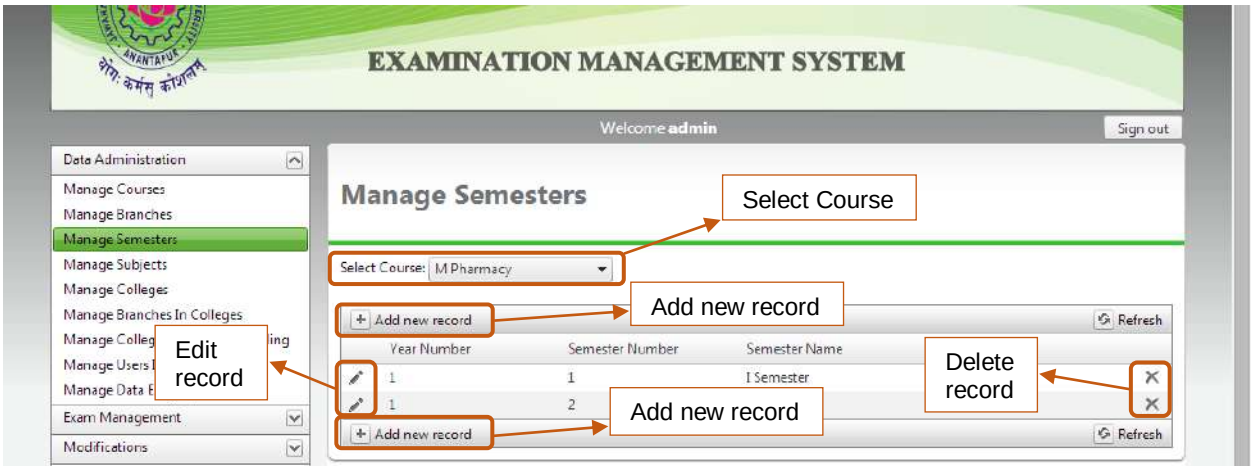

Figure 10: Manage Semester

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Manage Subject

The Manage Subject option allows you to add, edit and delete the Subjects. In order to Add, Edit or Delete the Subjects, you need to select the Course, Branch and Semester first. The below screen provides a brief description of the Manage Subjects option:

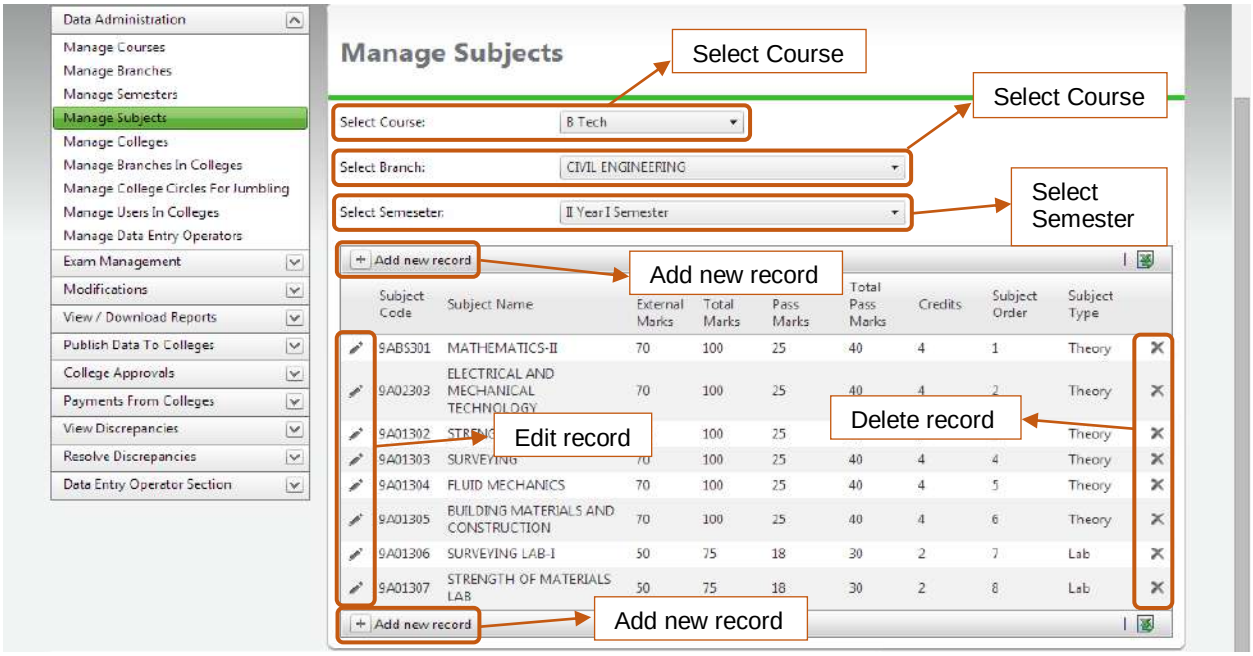

Figure 11: Manage Subjects

Manage College

The Manage College option allows you to add, edit and delete the Colleges from the list. The below screen provides a brief description of the Manage College option:

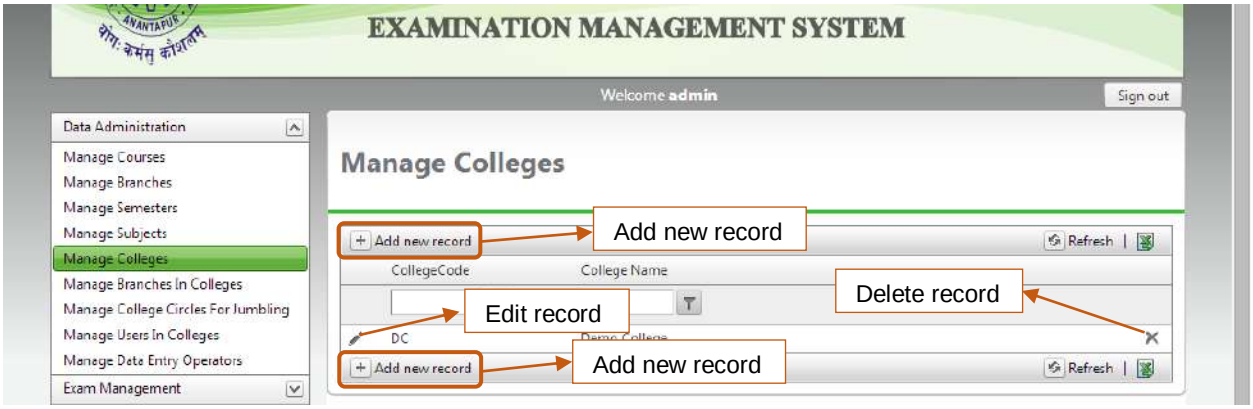

Figure 12: Manage College

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Manage Branches in College

The Manage Branches in Colleges option allows you to add to a particular Course to a particular College. In order to add a Subject, you need to select the Course, and College first. The below screen provides a brief description of the Manage Branches in College option:

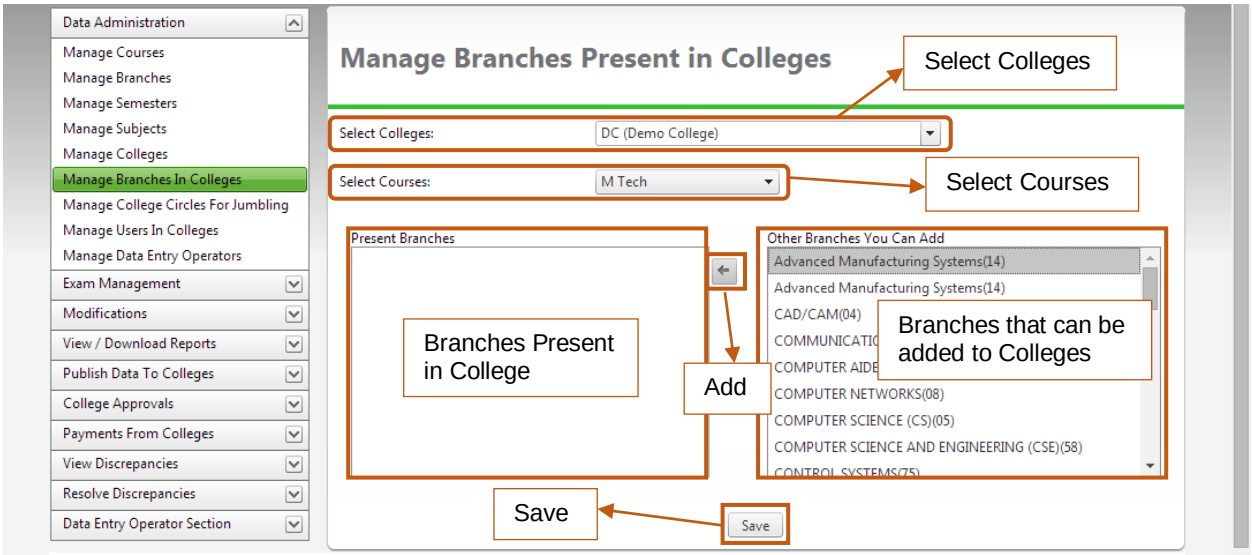

Figure 13: Manage Branches Present in Colleges

Manage College Circles for Jumbling

The Manage College Circles for Jumbling option allows you to edit and update the college circle. In order to update the college circle, you need to select the course first. The below screen provides a brief description of the Manage College Circles for Jumbling option:

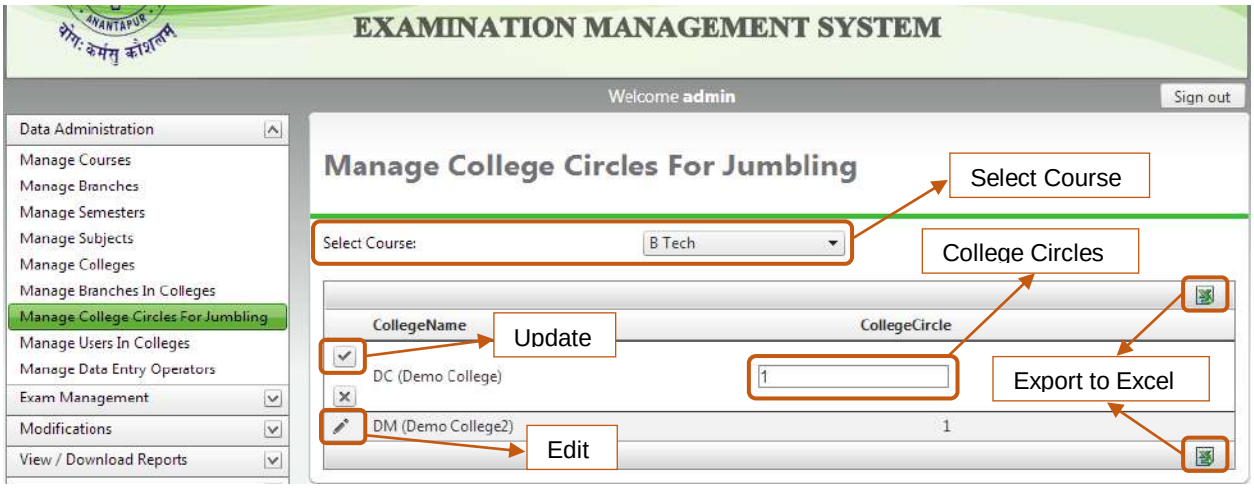

Figure 14: Manage College Circles for Jumbling

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Manage Users in Colleges

The Manage Users in College option allows you to add new users to a particular college and it also allows you to view the passwords of all the users of different colleges.The below diagram provides a brief description of the Manage Users in Colleges options:

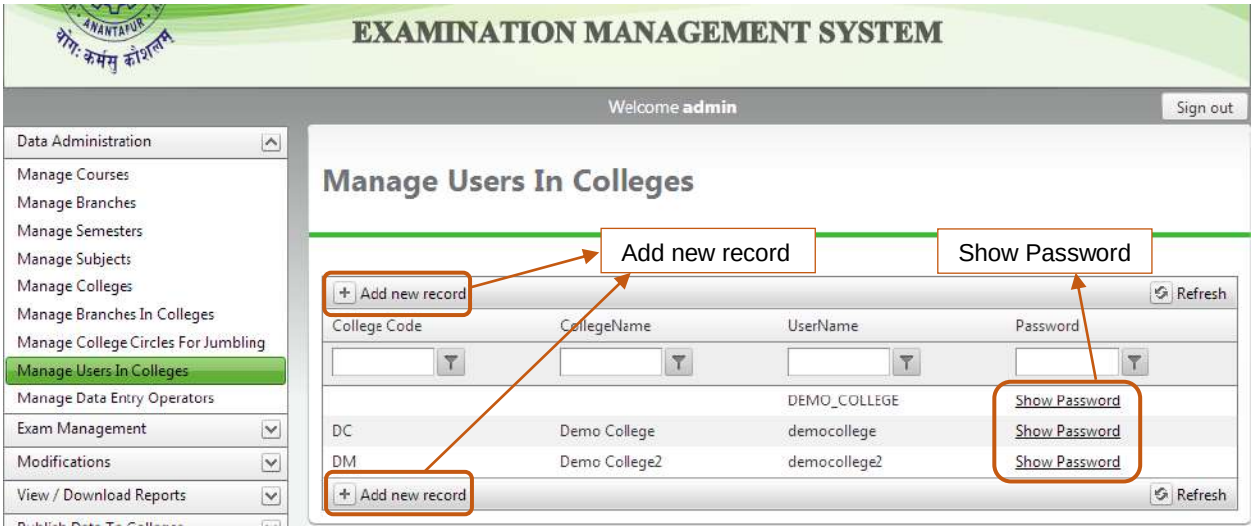

Figure 15: Manage Users in College

Manage Data Entry Operators

The Manage Data Entry Operators option allows you to add new data entry operators to the list. You can also edit the data entry user details and view passwords of different data entry operators. The below screen provides a brief description of the Manage data Entry option:

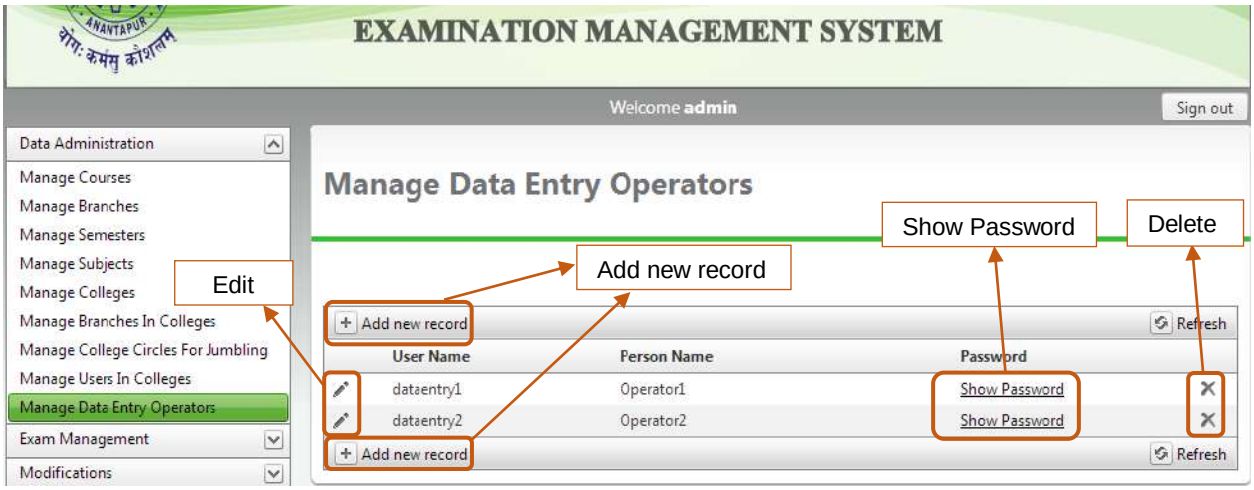

Figure 16: Manage Data Entry Operators

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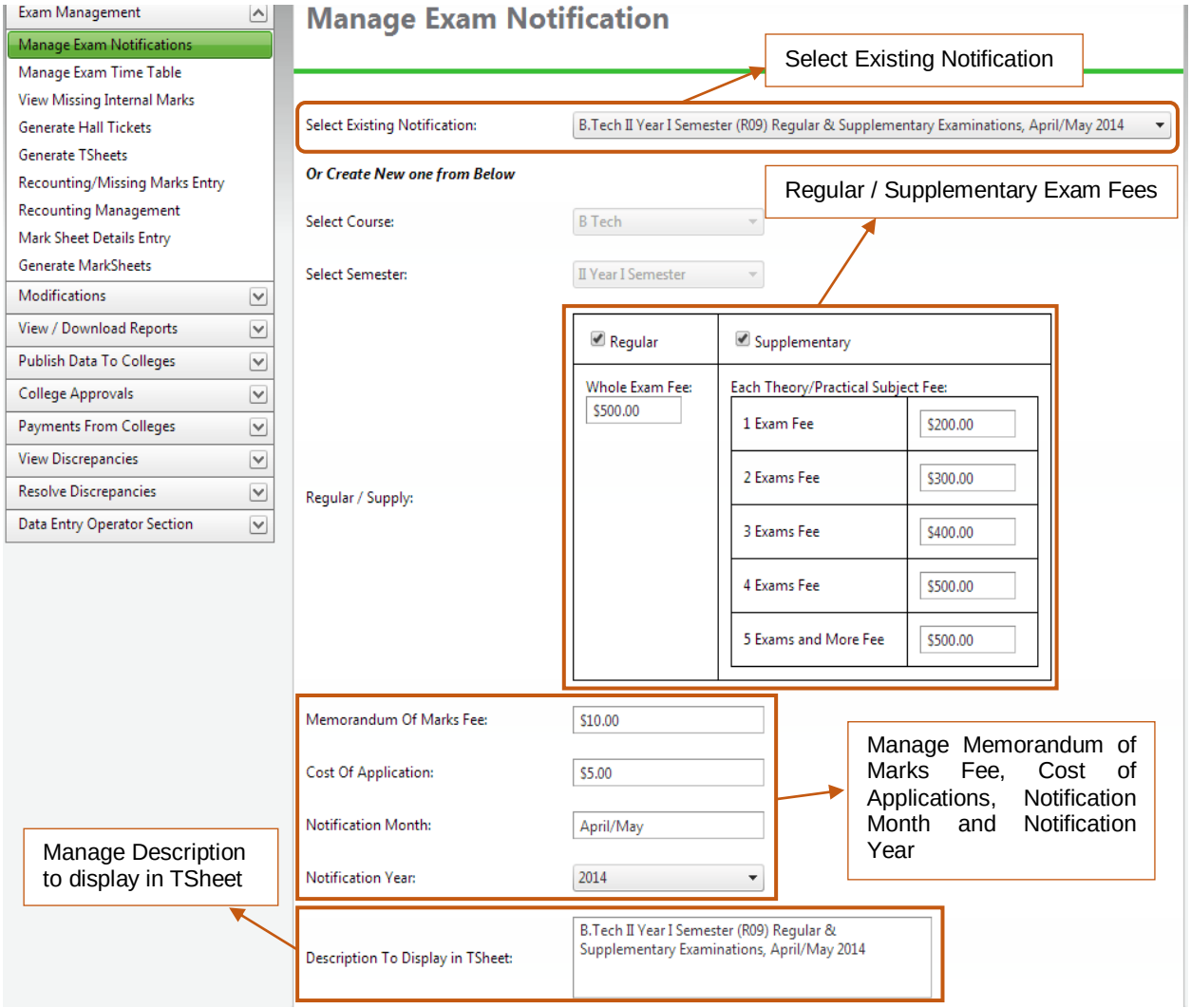
Exam Management

You can manage exam notifications, time tables, and internal marks. The Exam Management tab allows you to generate hall tickets, TSheets and Marks Sheets. You can also manage recounting / missing marks entry and marks sheet details.

Manage Exam Notifications

You can manage the exam notifications such as exam fees, cost of application, last date last fee amount, end date and etc. In order to manage the notifications you need to select the existing notifications. The below screens provide a brief description of the Manage Exam Notifications:



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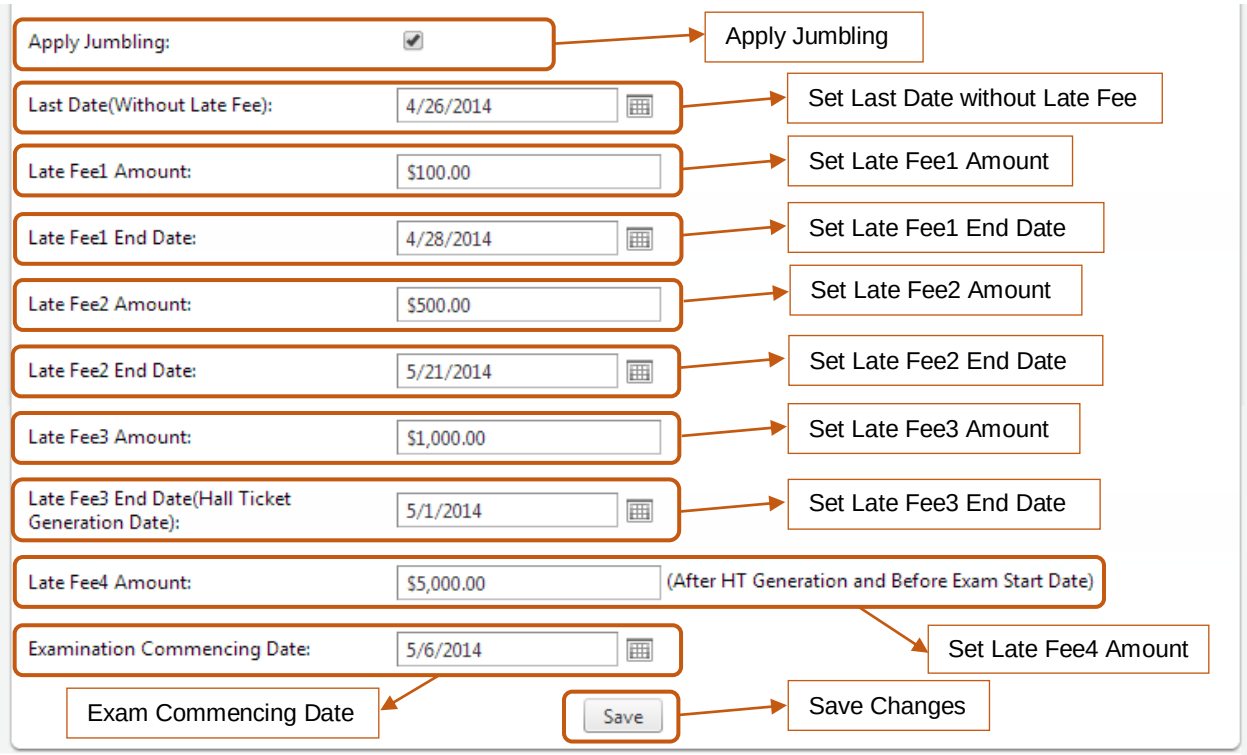

Figure 17: Manage Exam Notifications

You can also create a notification using the **Exam Notification** option. In order to create a notification, enter the required details and click **Save** as shown in the above snapshot and do not select the existing notification.

Manage Exam Time Table

You can manage the exam tile table for different subjects using the Manage Exam Time Table option. In order to manage the exam timetable you need to select the existing notification. The below screens provide a brief description of the Manage Exam Notifications:

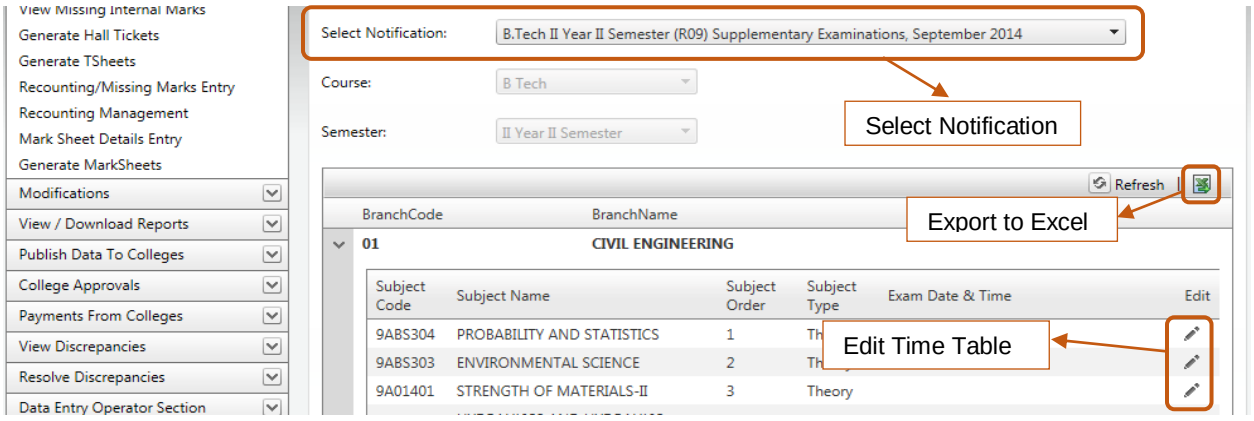

Figure 18: Manage Exam Time Table

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View MissingInternal Marks

You can view the data of college whose students are registered but internal marks are not found suing the View Internal Missing Marks option. In order to view missing internal marks, select the **Notification** as shown below:

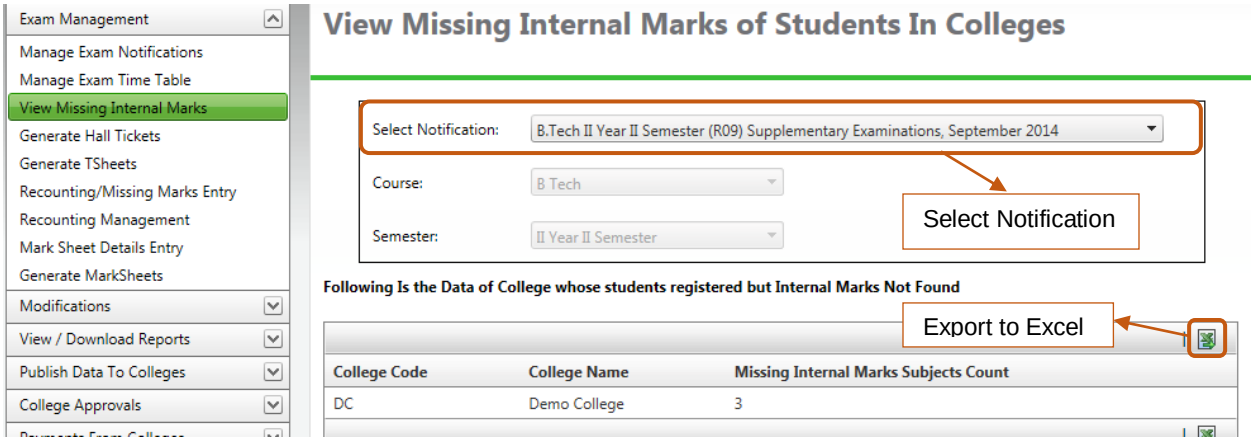

Figure 19: View Missing Internal Marks

Generate Hall Ticket

You can generate student's hall tickets or regenerate hall ticket using the Generate Hall Ticket option. In order to generate Hall Tickets, select the **Notification**and click **Generate.** You can regenerate the hall ticket using the Hall Ticket number as shown below:

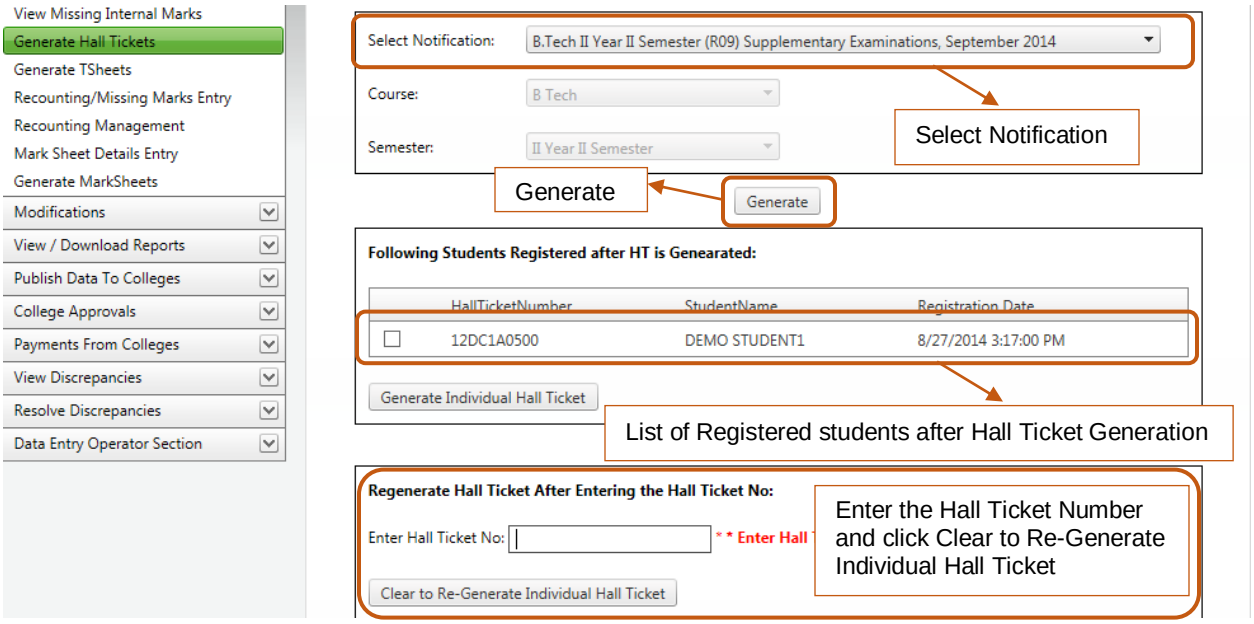

Figure 20: Generate Hall Ticket

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Generate TSheet

You can generate TSheets using the Generate TSheet option. Once the TSheet generated, you will not be able to generate another notification TSheets for an hour. In order to generate TSheets, select the **Notification**,select the **Date** and click **Generate**:

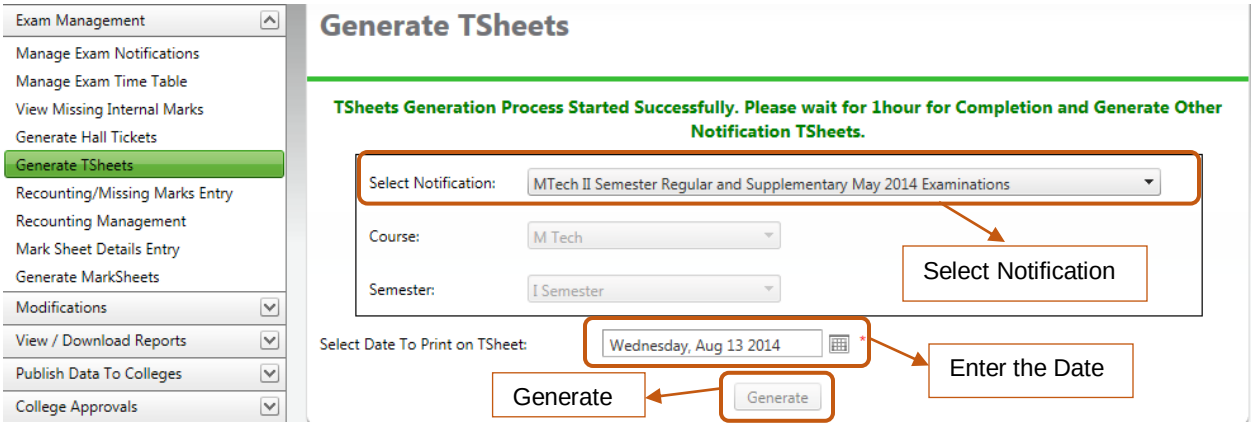

Figure 21: Generate TSheet

Recounting / Missing Marks Entry

You can view and modify the recounting or missing marks entries using the Recounting or Missing Marks Entry option. In order to view the recounting or missing marks, select the **Notification**, enter the Hall Ticket number and click **Get Details** as shown below:

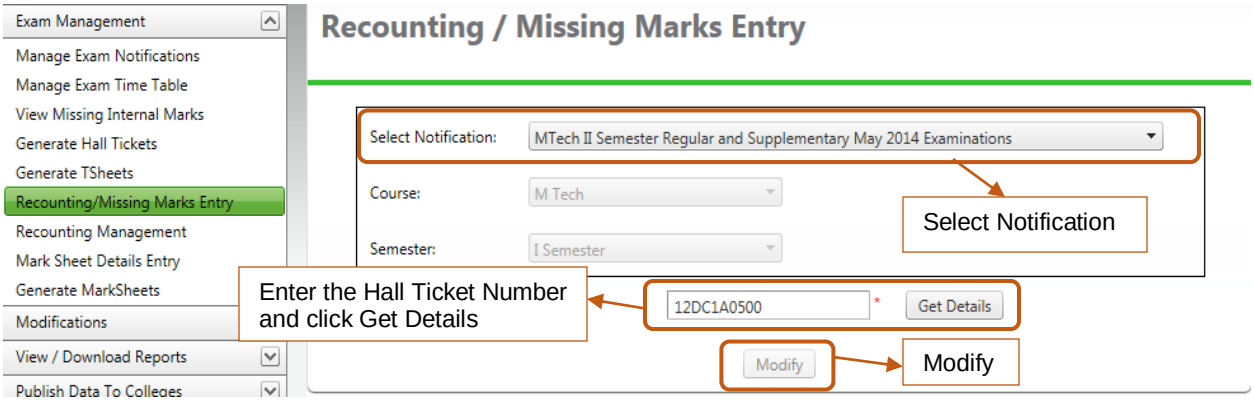

Figure 22: Recounting / Missing Marks

You can also modify the recounting or missing marks entries using the Modify button. In order to modify the marks, select the record and click **Modify**.

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Recounting Management

The Recounting Management option allows you to view the paper codes for marks recounting cases. In order to get the paper codes, select the **Notification**, enter the **Hall Ticket Number** and **Subject Code** and click Get PaperCodes as shown in the snapshot below:

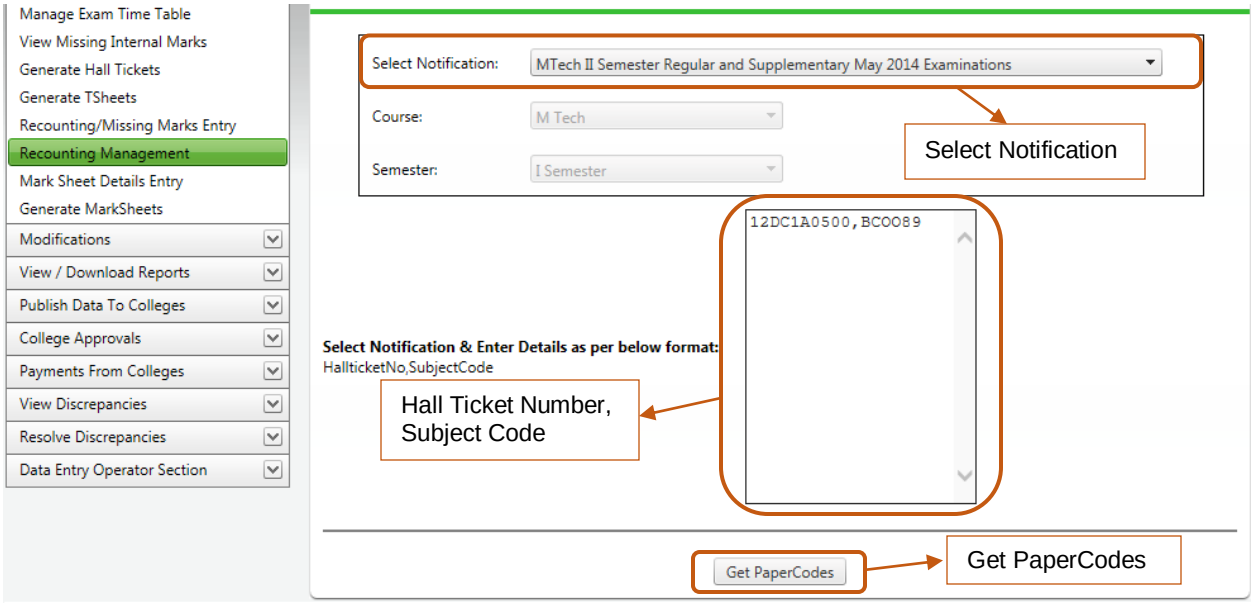

Figure 23: Recounting Management

Marks Sheet Details Entry

You can save the marks sheet details such as Marks Sheet Description and Month/ Year data of Marks Sheet using the Marks Sheet Details Entry option. In order to save the Marks Sheet Details, select the **Notification**, enter **Marks Sheet Description**, enter **Month / Date** data of Marks Sheet and click **Save** as shown below:

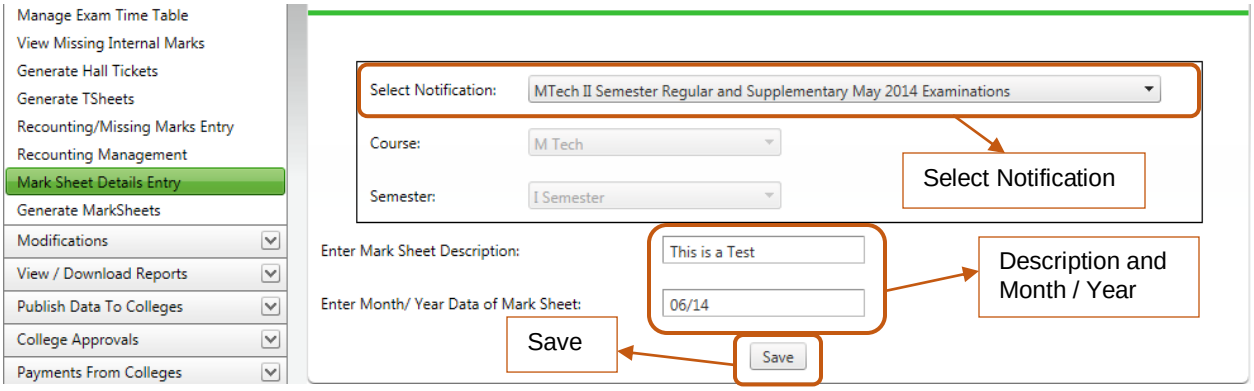

Figure 24: Marks Sheet Detail Entry

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Generate Marks Sheets

You can generate student's marks sheets using the Generate Marks Sheets option. You will not be able to generate another marks sheet for an hour. In order to generate Marks Sheet, select the **Notification**, enter or select the **Date**to print on Marks Sheet and click **Generate**as shown below:

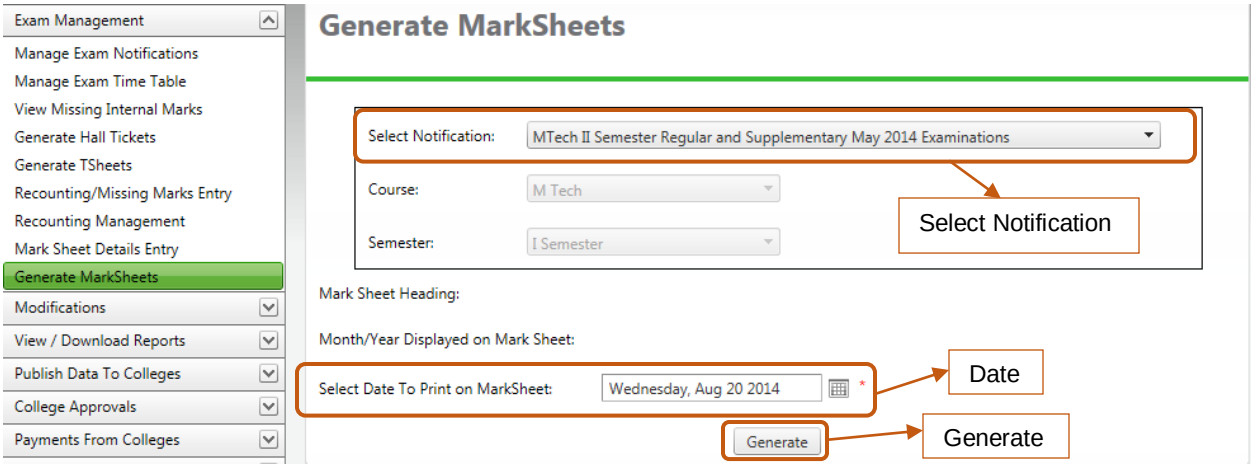

Figure 25: Generate Marks Sheet

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Modifications

The Modifications menu allows you to modify the Welcome Page updates and it allows you to make correction to student registrations. You can add, delete or edit the welcome page updates and you can change the registration of students using their Hall Ticket number. A detailed explanation about Welcome Page Update and Registration Correction is provide in the below sections:

Welcome Page Updates

The Welcome Page Update option allows you to add new update, edit or delete an existing update. You can also export the data to an excel file. The below screen provides a brief description of the Welcome Pages Updates option:

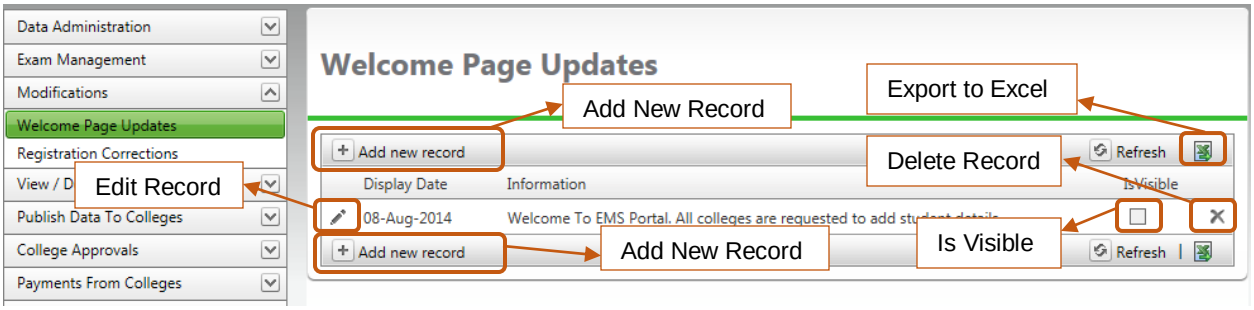

Figure 26: Welcome Page Updates

Registration Corrections

The Registration Correction option allows you to make changes to students' registration details. In order to make changes to student registration details, select the Notification, enter the Hall Ticket Number, and click **Get Detail** as shown below:

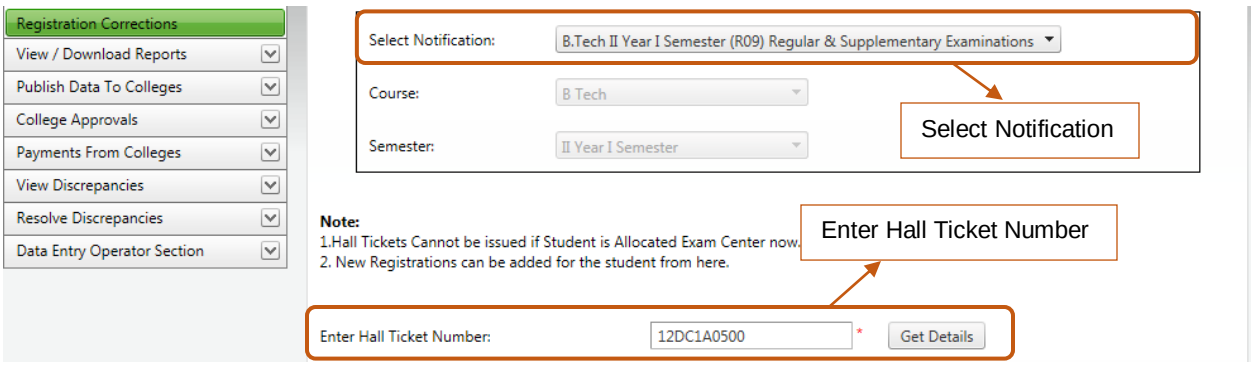

Figure 27: Registration Correction

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The Registration Correction option allows you to change the details such as Exam Type, Subject Code, and Subject Name. The below screen provide a brief description of The Registration Correction option:

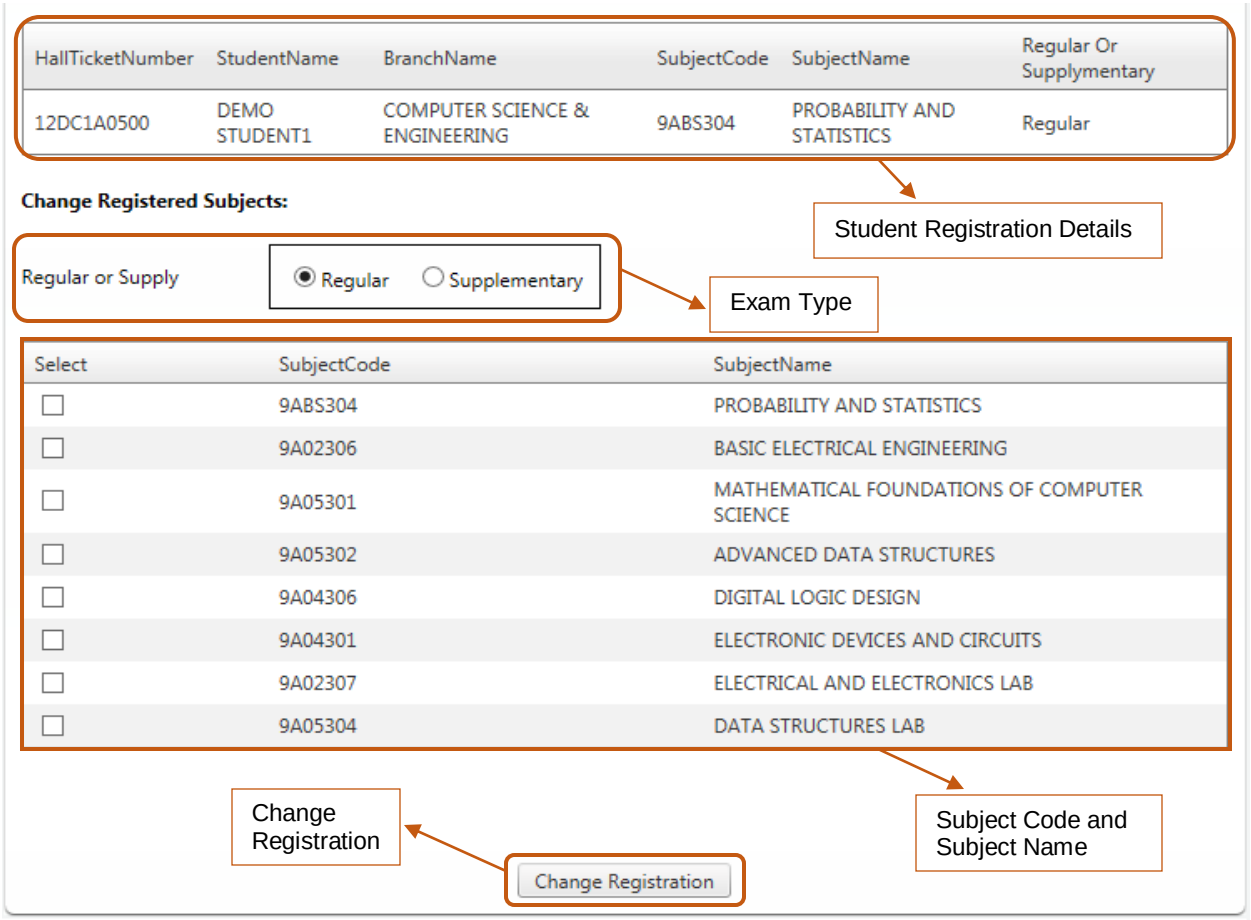

Figure 28: Registration Details

Once you click the Change Registration button, you will be prompted to confirm the action.Click Confirm to update the changes in the server, you can also cancel the action by clicking the Cancel button as shown in the snapshot below:

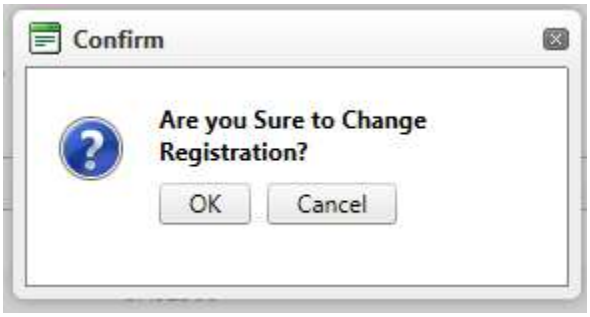

Figure 29: Confirm

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View / Download Reports

You can view or download various types of reports using the View / Download Reports menu. The View / Download Reports menu allows you to view or download Exam Notifications and Exam Time Table. A detailed explanation about various reports are provide in the below sections:

Exam Notification

You can view and download Exam Notification report using the Exam Notification option. In order to view Exam Notification Reports, select **Notification** and click View as shown in the snapshot below:

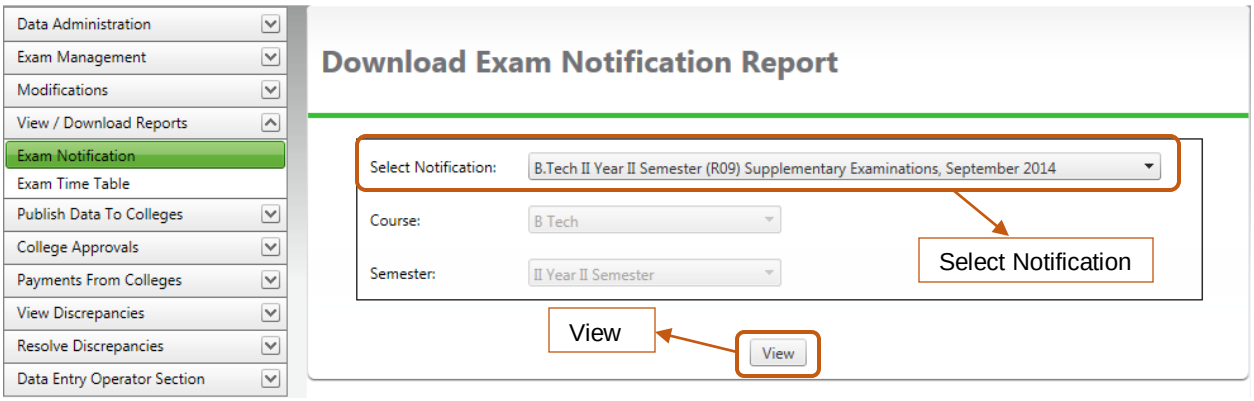

Figure 30: Exam Notification

Exam Notification Report will open in a new window, to download the report click the **Save** button as shown below:

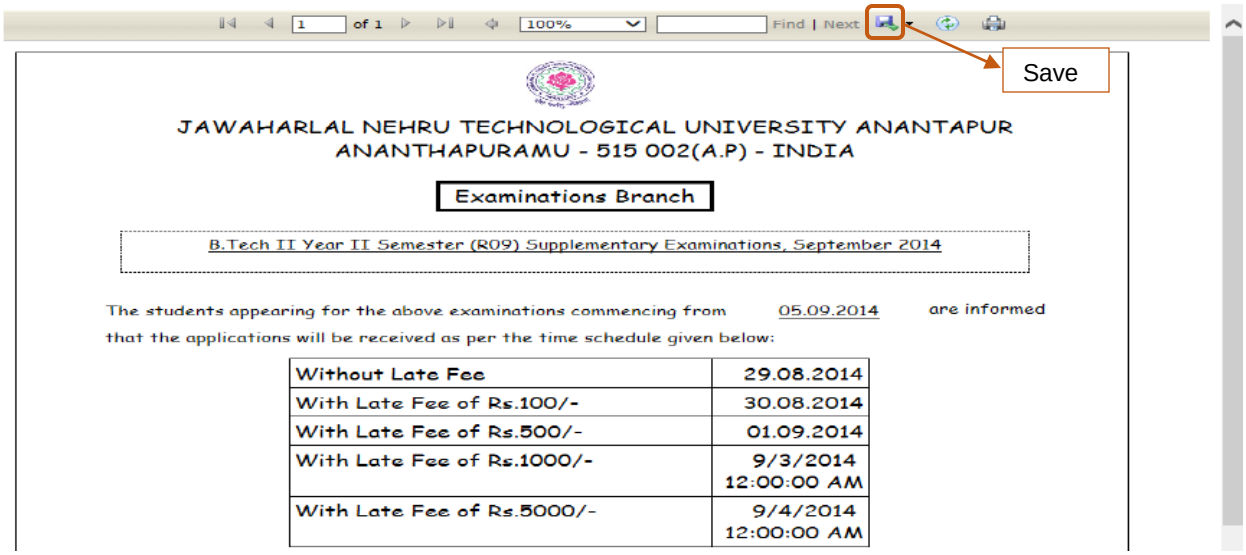

Figure 31: Exam Notification Report

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Exam Time Table

You can view and download Exam Time Table using the Exam Time Table option. In order to view Exam Time Tables, select **Notification** and click View as shown in the snapshot below:

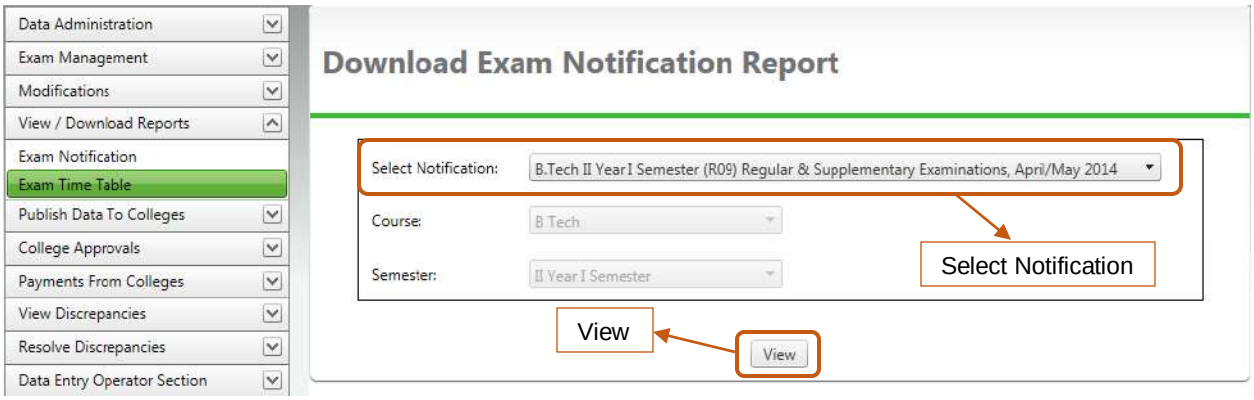

Figure 32: Exam Time Table

Exam Time Table will open in a new window, to download the Time Table click the **Save** button as shown below:

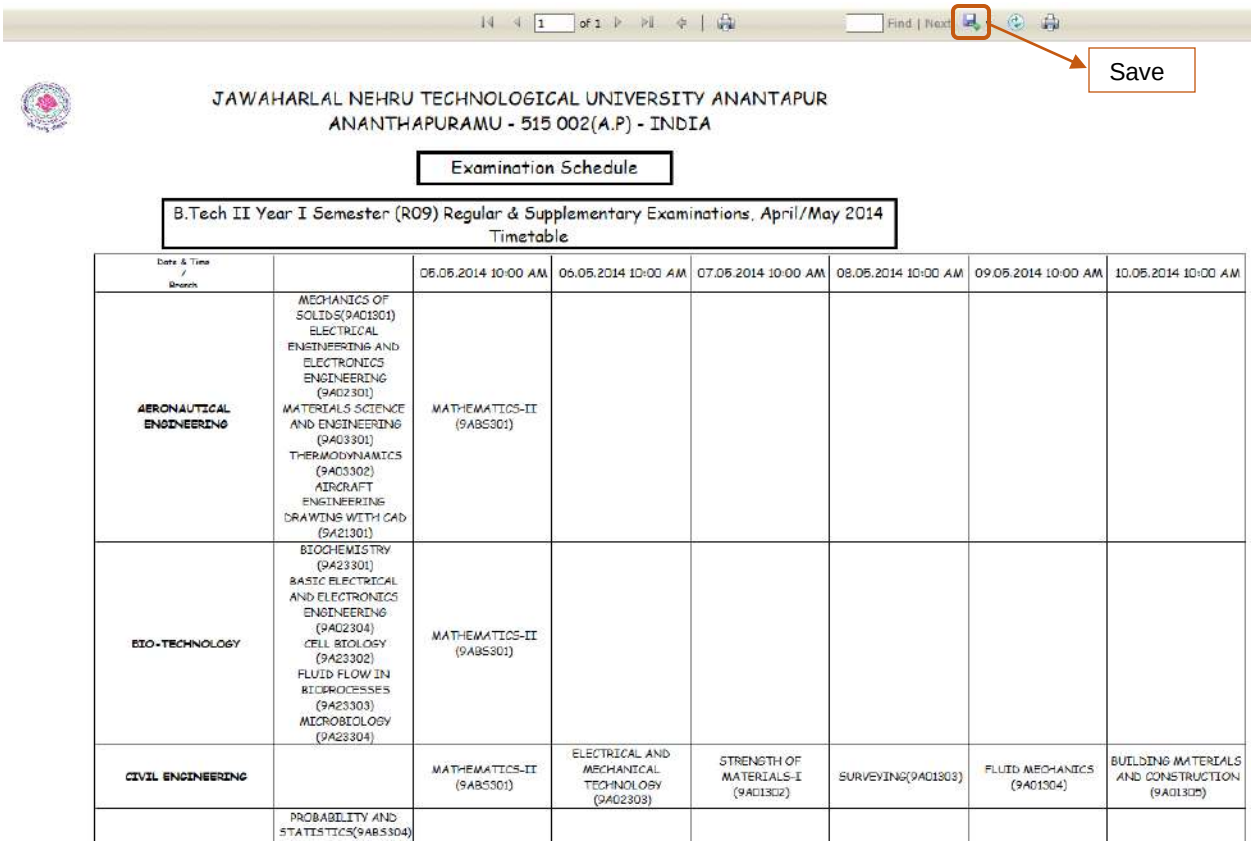

Figure 33: Exam Time Table

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Publish Data to College

You can publish various types of notifications such as Exam Notifications and Exam Time Table using the Publish Data to College option. A detailed explanation about publish data is provided in the below section:

Exam Notification

You can publish exam notifications using the Exam Notification option. In order to publish exam notifications, select **Notification** form the list and click the **Click Here** link as shown below:

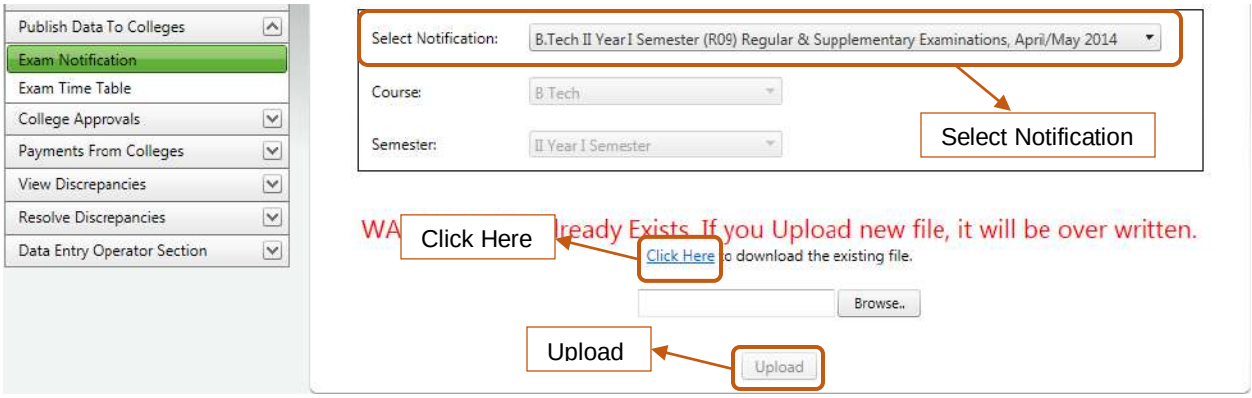

Figure 34: Publish Exam Notification

Exam Time Table

You can publish exam time table using the Exam Time Table option. In order to publish exam time table, select **Notification** form the list and click the **Click Here** link as shown below:

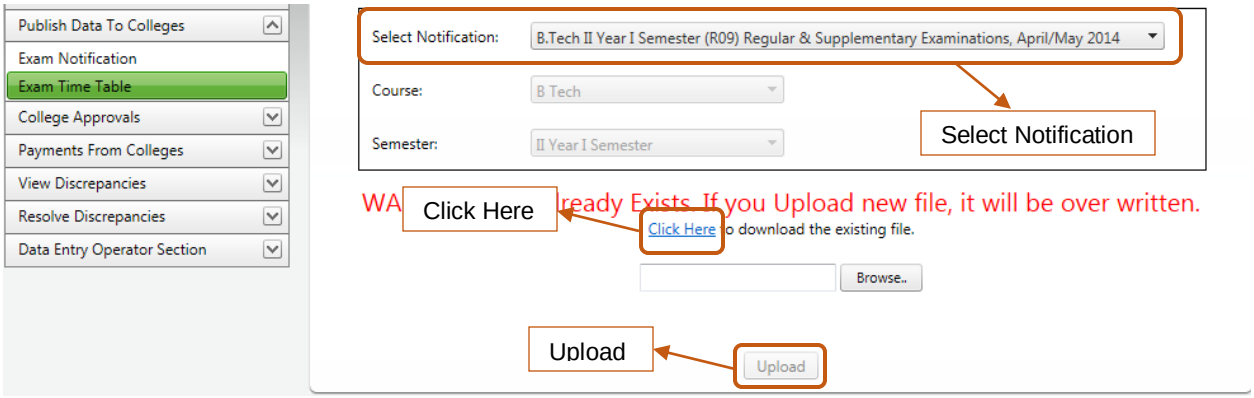

Figure 35: Exam Time Table

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In order to publish exam notifications and exam time table, you need to upload the notifications and time table in an Excel format as shown below:

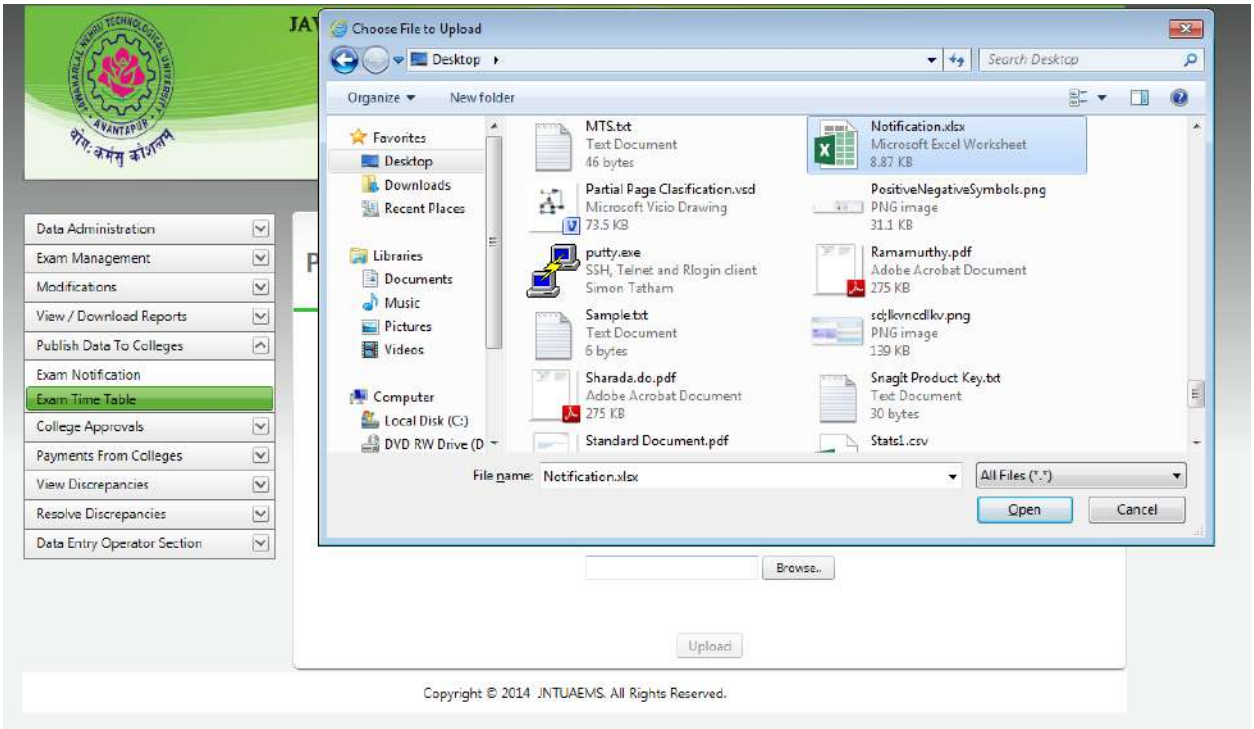

Figure 36: Upload Excel File

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College Approvals

The College Approvals menu enables you to approve modified student details, new student details and Re- Registration request. A detailed explanation about the College Approvals option is provided in the below section:

Approve Modified Students

You can approve details modified by students such as Student Name, Father Name, Mother Name, Caste, etc. You can approve all using the Select All checkbox or you can also approve individual details using respective checkboxes as shown below:

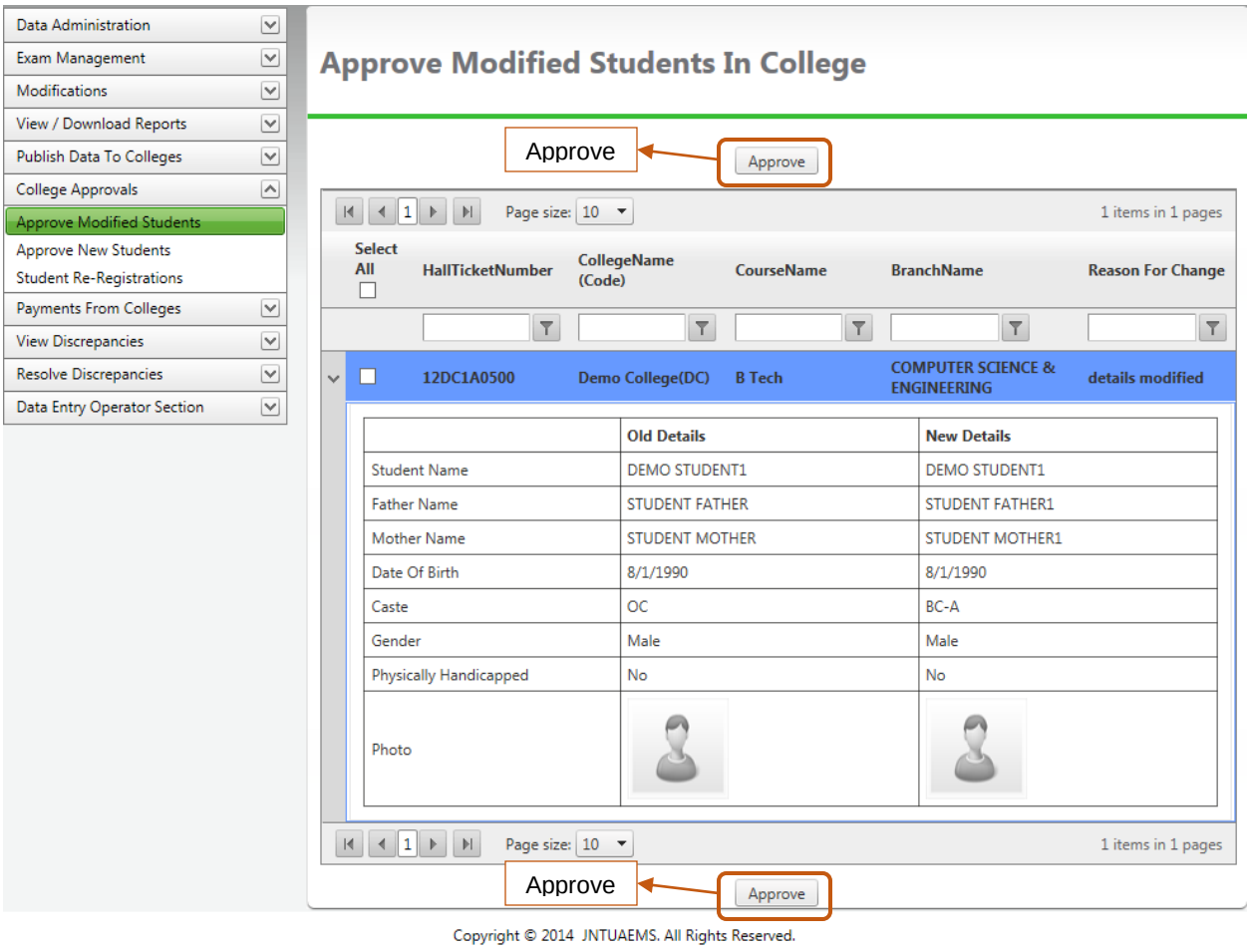

Figure 37: Approve Modified Student Details

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Approve New Students

You can approve new student details such as College, Course, Branch, Hall Ticket Number, etc. You can approve all students using the Select All checkbox or you can also approve individual student details using respective checkboxes as shown below:

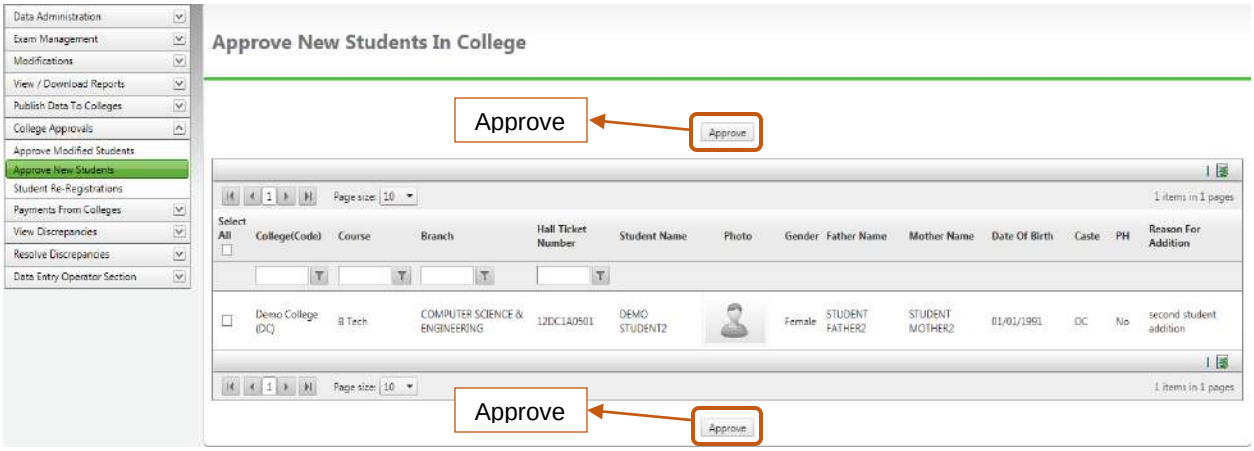

Figure 38: Approve New Students

Student Re-Registration

You can approve re-registered student details such as Hall Ticket Number, Student Name, and College Name etc. You can approve re – registered student details using the Select All checkbox or you can also approve individual student details using respective checkboxes as shown below:

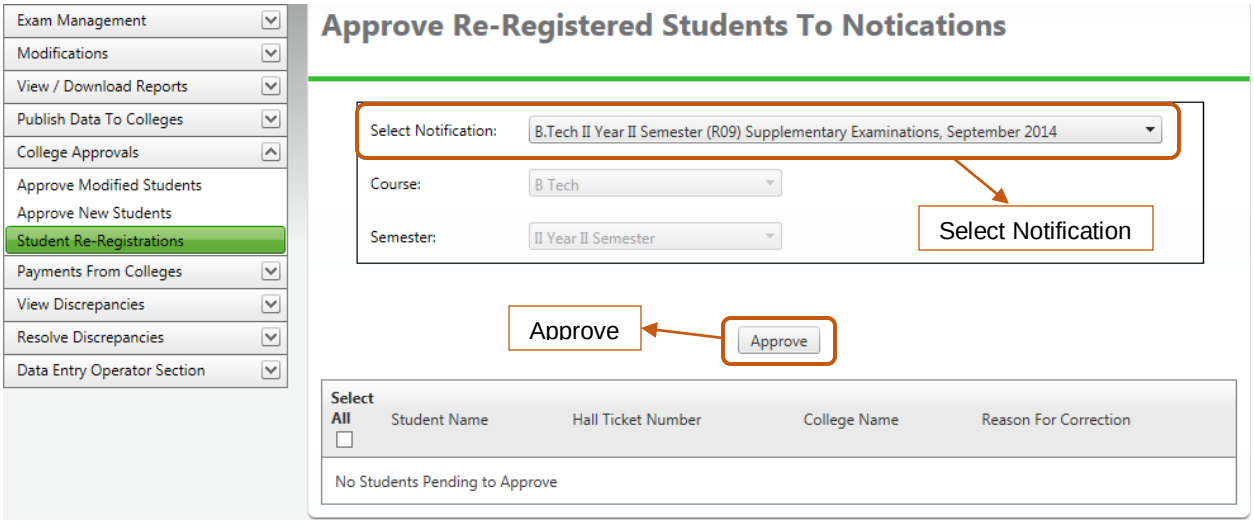

Figure 39: Student Re-Registration

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Payments from Colleges

You can view the Registration Amount from colleges using the Registration Amount option in the Payments from Colleges menu. You can also download the registration amount details using the Export to Excel or Export to Adobe options, the below screen provides a brief description of the Registration Amount option:

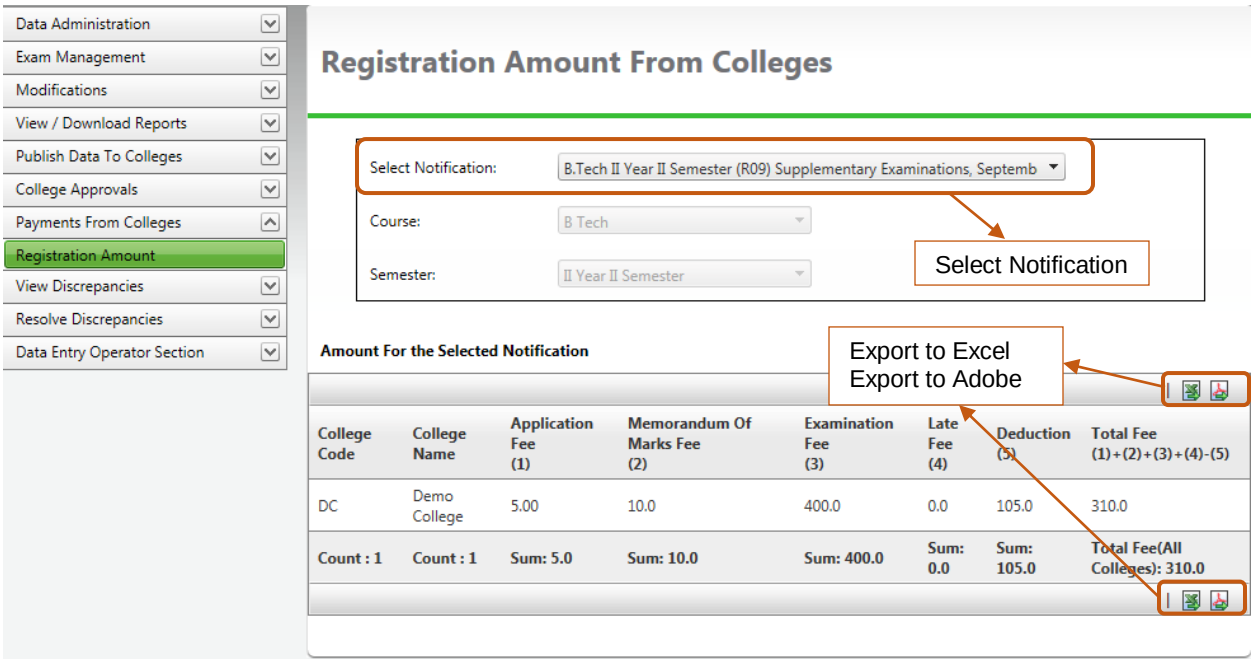

Figure 40: Registration Amount from Colleges

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View Discrepancies

The View Discrepancies option allows you to view various types of discrepancies such as Lab Marks not Found, Labs Marks Missing 2nd Entry, HT vs PC Not Found, HT vs PC Missing 22nd Entry, PC vs Marks Not Found, PC vs Marks Missing 2nd. A detailed explanation about various Discrepancies are provided in the below sections:

Lab Marks Not Found

The Lab Marks Not Found option enables you to view the details of students registered to lab but lab marks are not found in first entry and second entry. In order to view the details of students registered to lab but lab marks are not found, select the **Notification** as shown below:

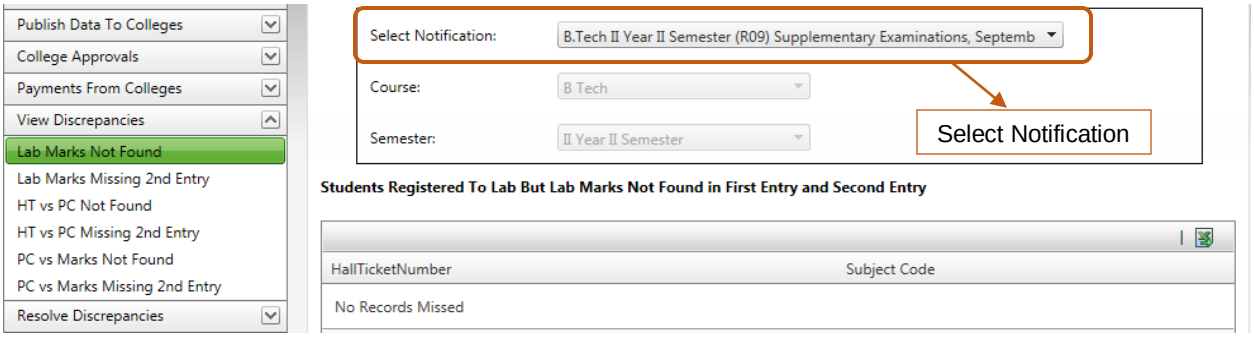

Figure 41: Lab Marks not Found

Lab Marks Missing 2nd Entry

The Lab Marks Missing 2nd Entry option enables you to view the missing records in second entry but present in first entry. In order to view the details of student records missing in second entry, select the **Notification** as shown below:

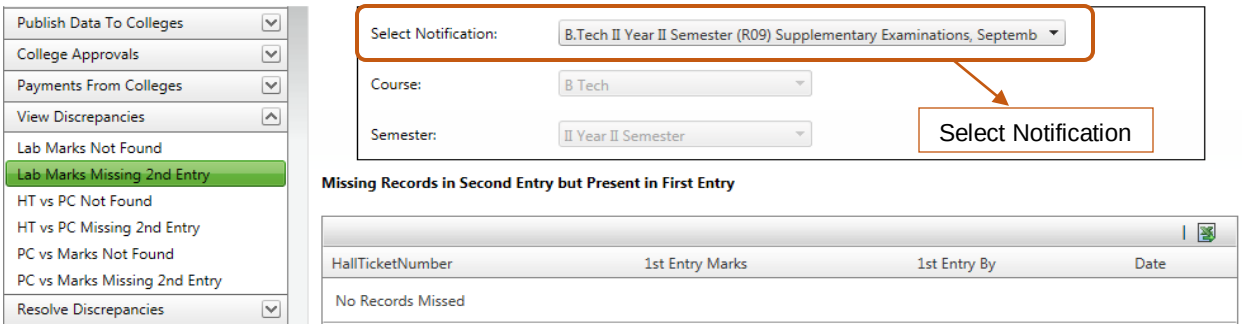

Figure 42: Lab Marks Missing 2nd Entry

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HT vs PC Not Found

The HT vs PC Not Found option enables you to view the details of the students registered to subject but Hall Ticket vs Paper Code Not Found in first entry and second entry. In order to view the details, select the **Notification** as shown below:

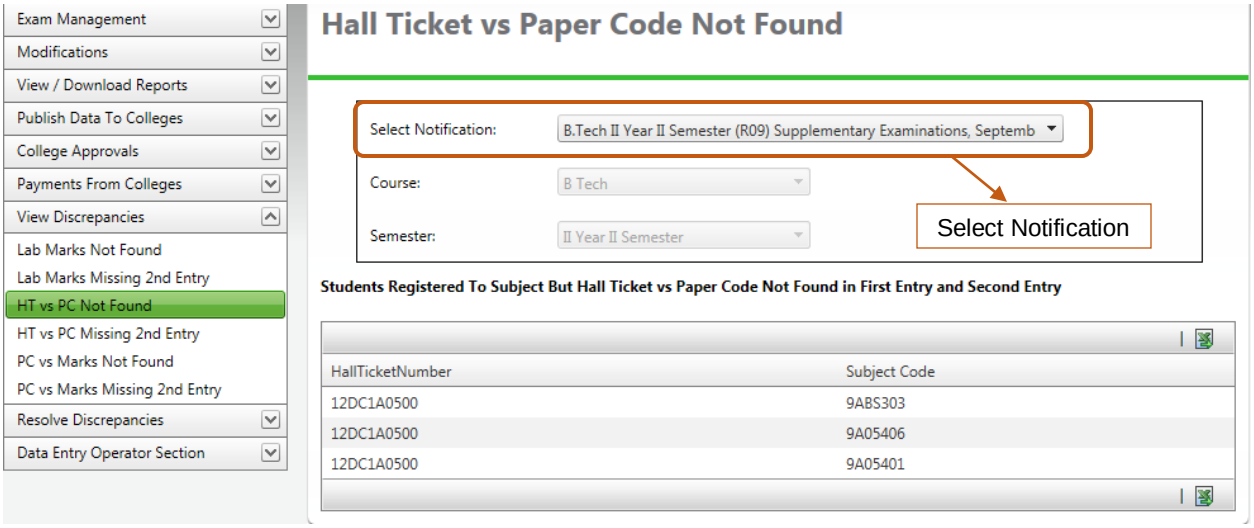

Figure 43: HT vs PC Not Found

HT vs PC Missing 2nd Entry

The HT vs PC Missing 2nd Entry option enables you to view the missing Hall Ticket vs Paper Code in second entry but present in first entry. In order to view the missing details in second entry, select the **Notification** as shown below:

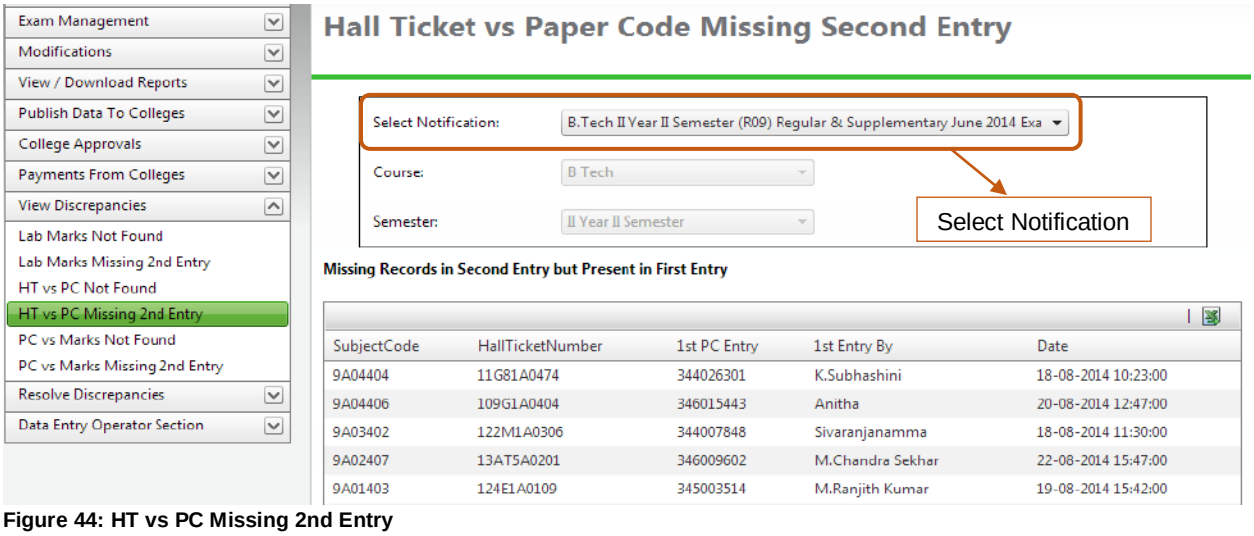

Figure 44: HT vs PC Missing 2nd Entry

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PC vs Marks Not Found

The PC vs Marks Not Found option enables you to view the PC vs Marks Not Found in first and second entries (HT vs PC 1st entry present). In order to view the missing details, select the **Notification** as shown below:

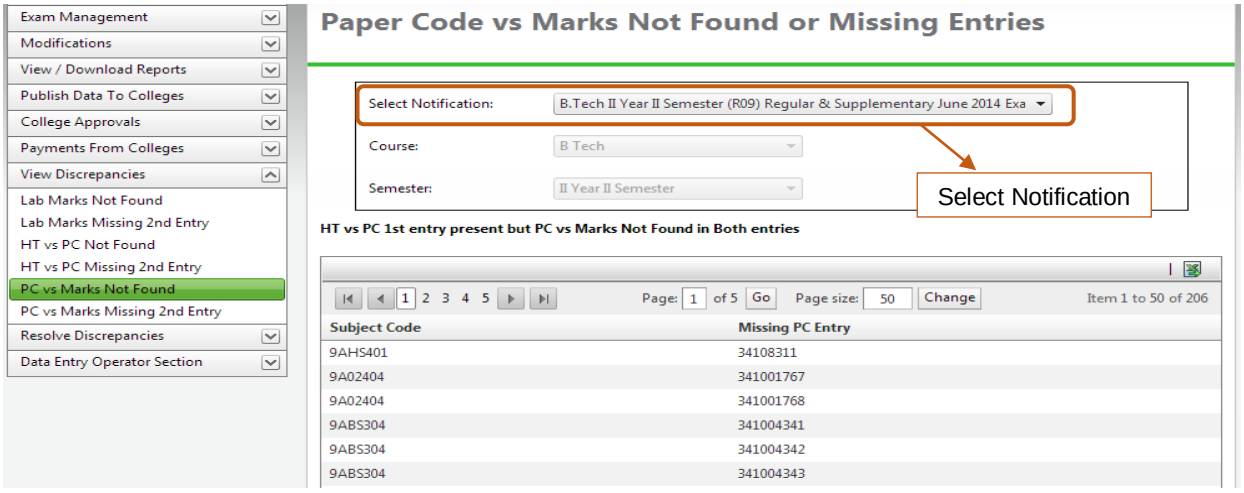

Figure 45: PC vs Marks Not Found

PC vs Marks Missing 2nd Entry

The PC vs Marks Missing 2nd Entry option enables you to view the missing records in second entry but present in first entry. In order to view the missing details in second entry, select the **Notification** as shown below:

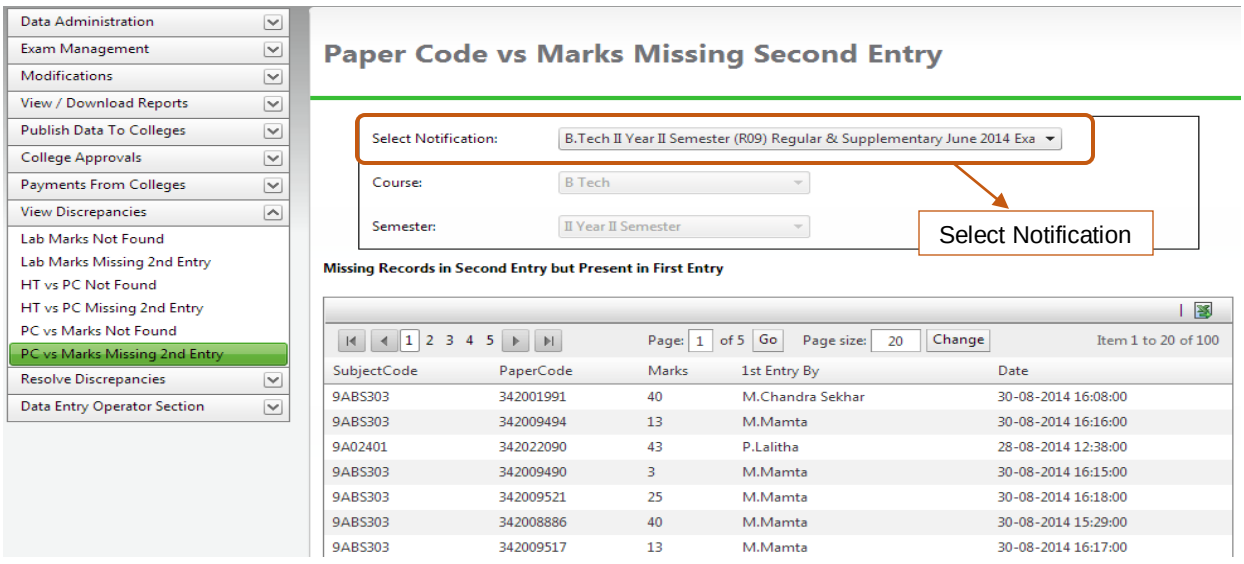

Figure 46: PC vs Marks Missing 2nd Entry

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Resolve Discrepancies

The Resolve Discrepancies option allows you to resolve the discrepancies in various scenarios such as Lab Marks, HT vs PC Not Found, HT vs PC Missing 2 Entry Delete, HT vs PC Discrepancies, PC vs Marks Not Found Delete, PC vs Marks Missing 2nd Entry Delete, PC vs Marks Discrepancies and Missing Paper Codes. A detailed description is provides below:

Lab Marks Discrepancies

The Lab Marks Discrepancies option allows you to resolve the discrepancies in Lab Marks. In order to resolve the discrepancies, select the **Notification** and once the required changes are done, click **Save New Entries** as shown below:

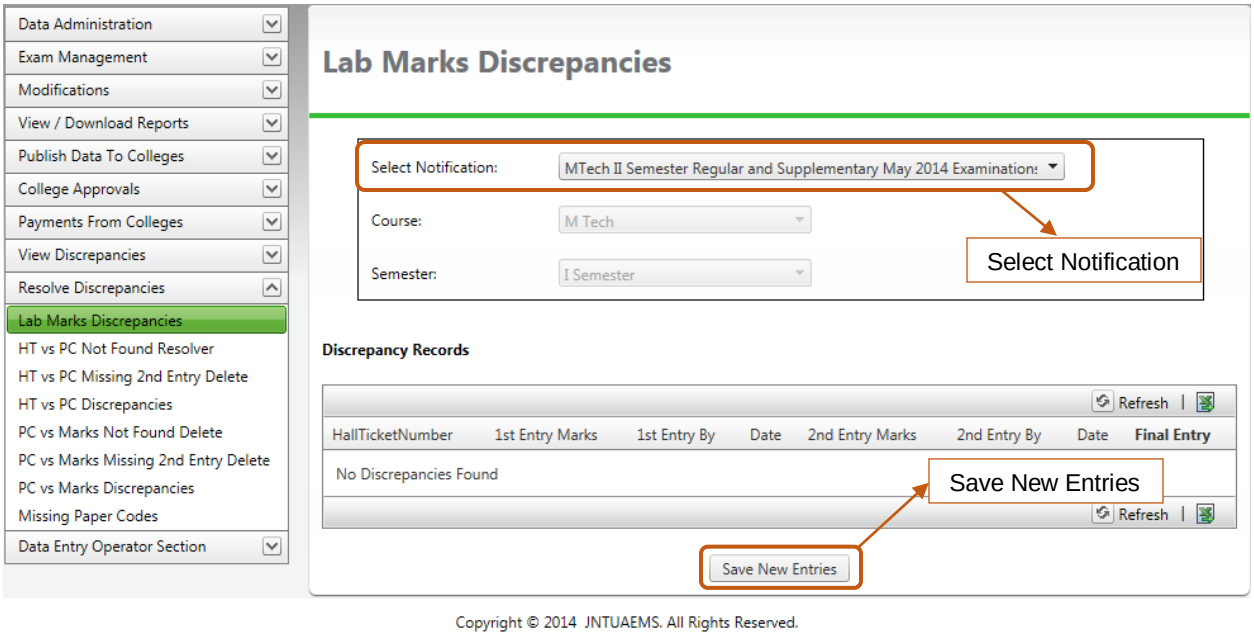

Figure 47: Lab Marks Discrepancies

HT vs PC Not Found Resolver

The HT vs Pc Not Found Resolver option allows you to resolve the discrepancies list of students who are registered to subject but Hall Ticket vs Paper Code not found in first entry and second entry. You can update the status and click **Save Changed Data** to clear that Hall Ticket vs Paper Code Not Found entry as shown below:

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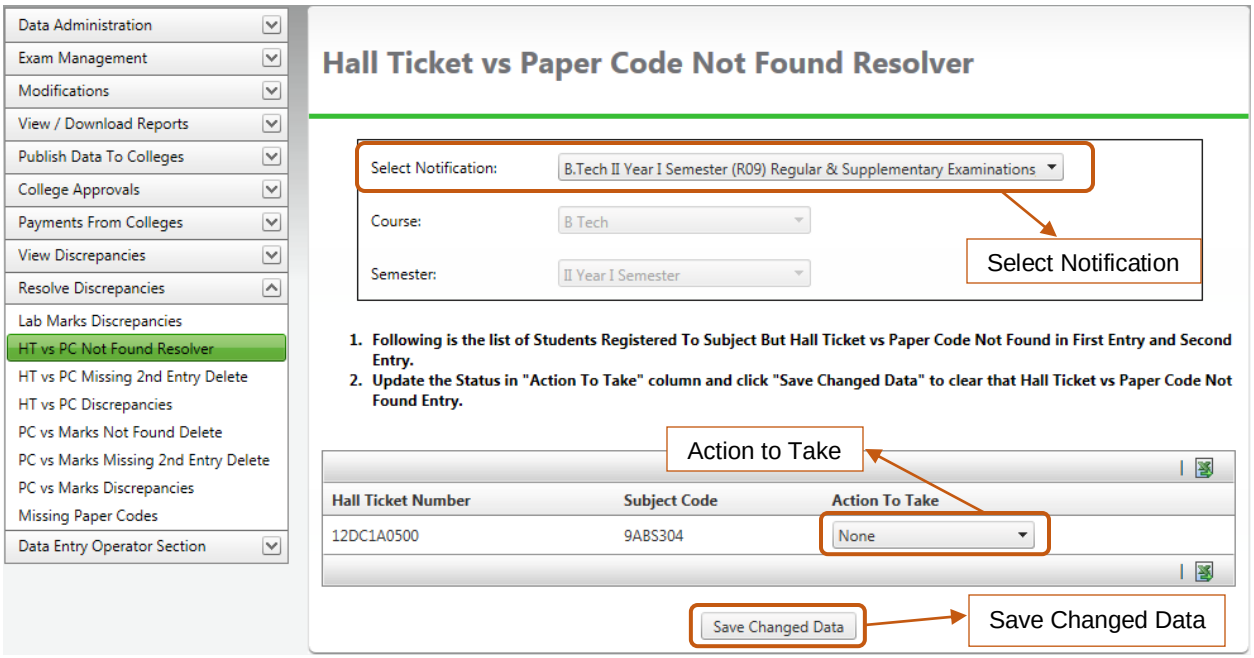

Figure 48: Hall Ticket vs Paper Code Not Found Resolver

HT vs PC Missing 2nd Entry Delete

The HT vs PC Missing 2nd Entry Delete option allows you to delete the missing records in second entry but present in first entry. In order to delete the missing records, select the **Notification** and click **Delete** as shown below:

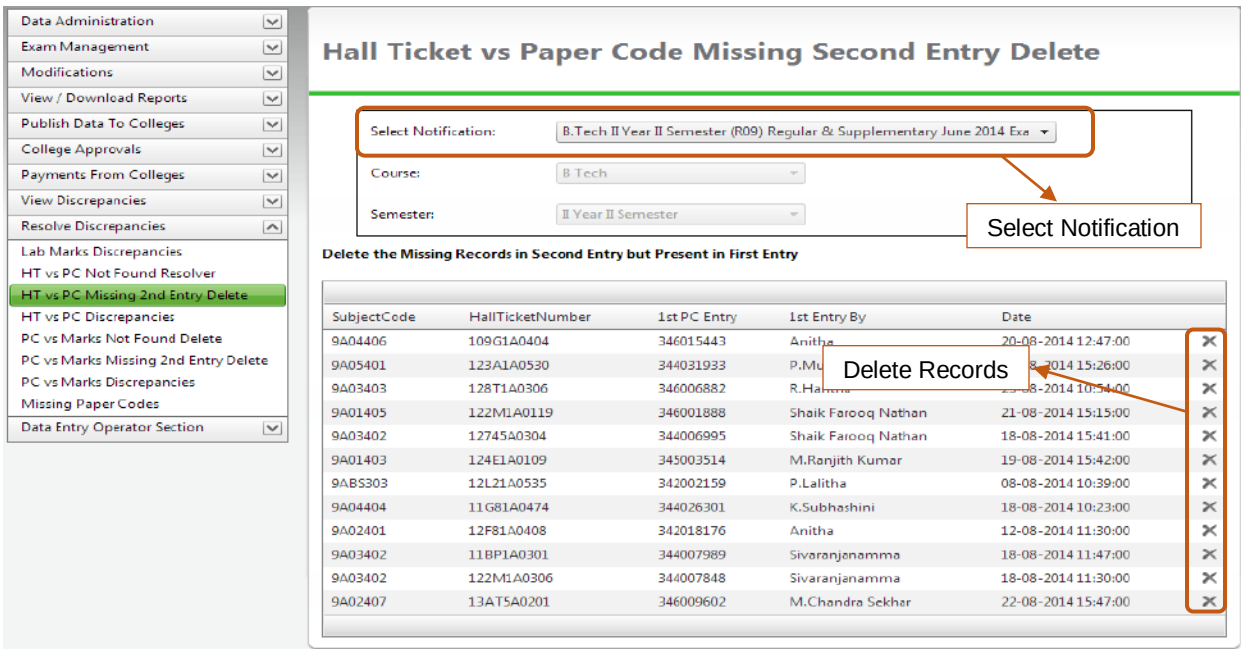

Figure 49: HT vs PC Missing 2nd Entry Delete

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HT vs PC Discrepancies

The HT vs PC Discrepancies option allows you to resolves the hall ticket vs paper code discrepancies. In order to resolve the discrepancies, select the **Notification** and once the required changes are done, click **Save New Entries** as shown below:

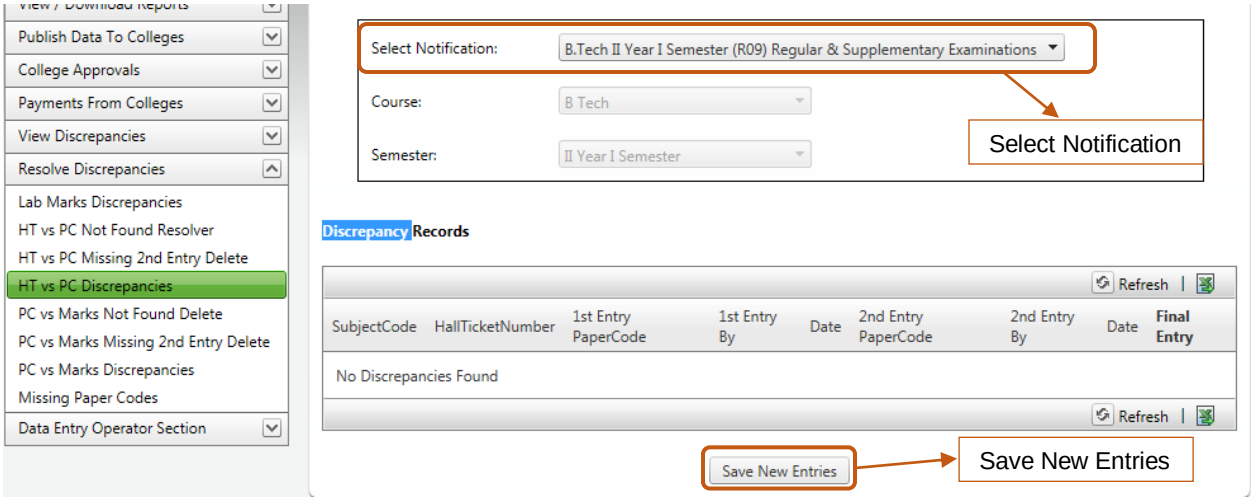

Figure 50: HT vs PC Discrepancies

PC vs Marks Not Found Delete

The PC vs Marks Not Found Delete option allows you todelete the records of entries present in HT vs PC 1st Entry but PC vs Marks Not Found in both entries. In order to delete the missing records, select the **Notification** and click **Delete** as shown below:

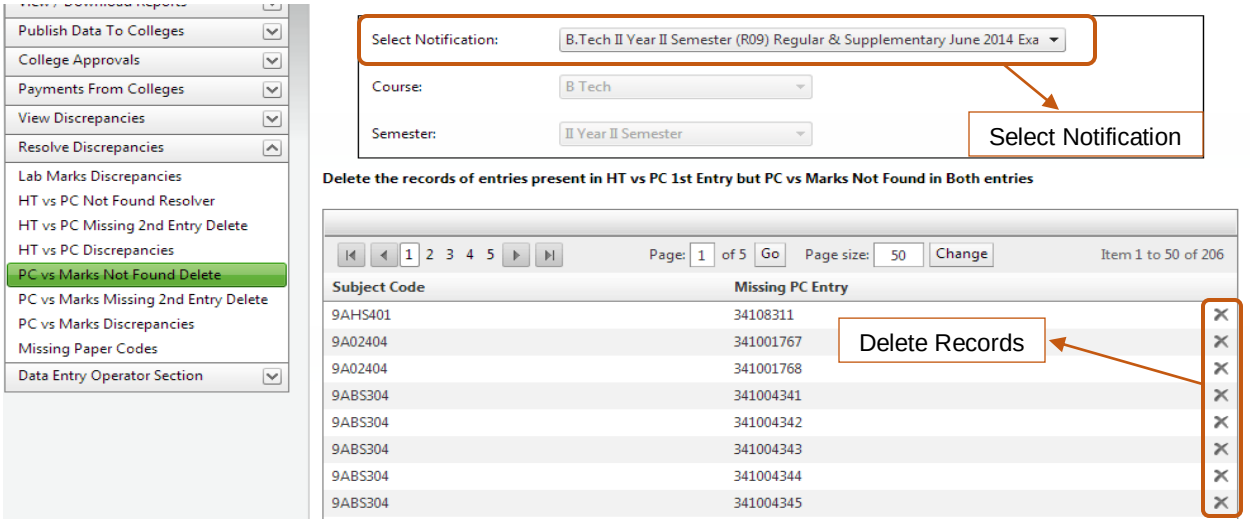

Figure 51: PC vs Marks Not Found Delete

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PC vs Marks Missing 2nd Entry Delete

The PC vs Marks Missing 2nd Entry Delete option allows you to delete the missing records in second entry but present in first entry. In order to delete the missing records, select the **Notification** and click **Delete** as shown below:

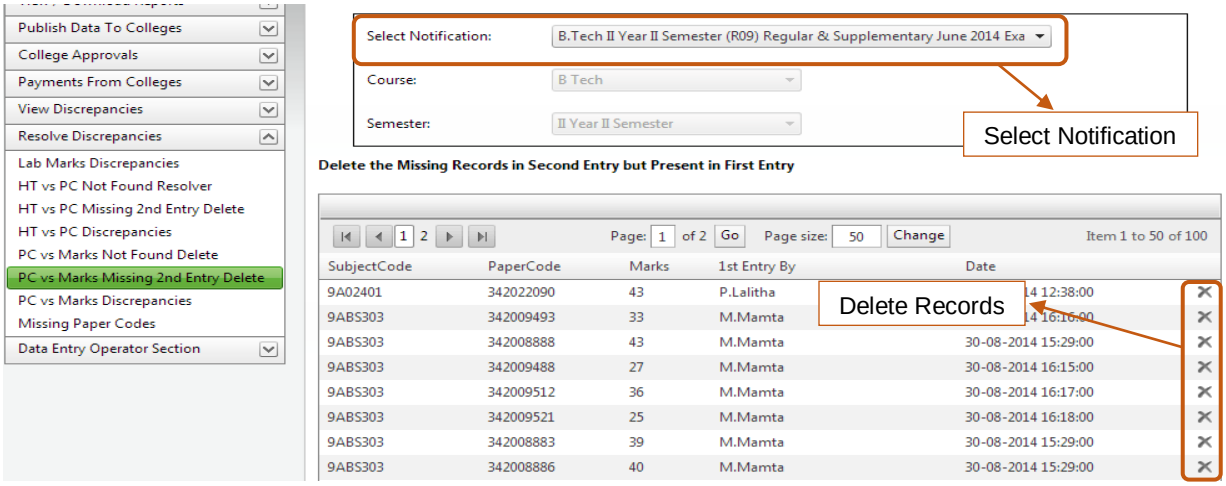
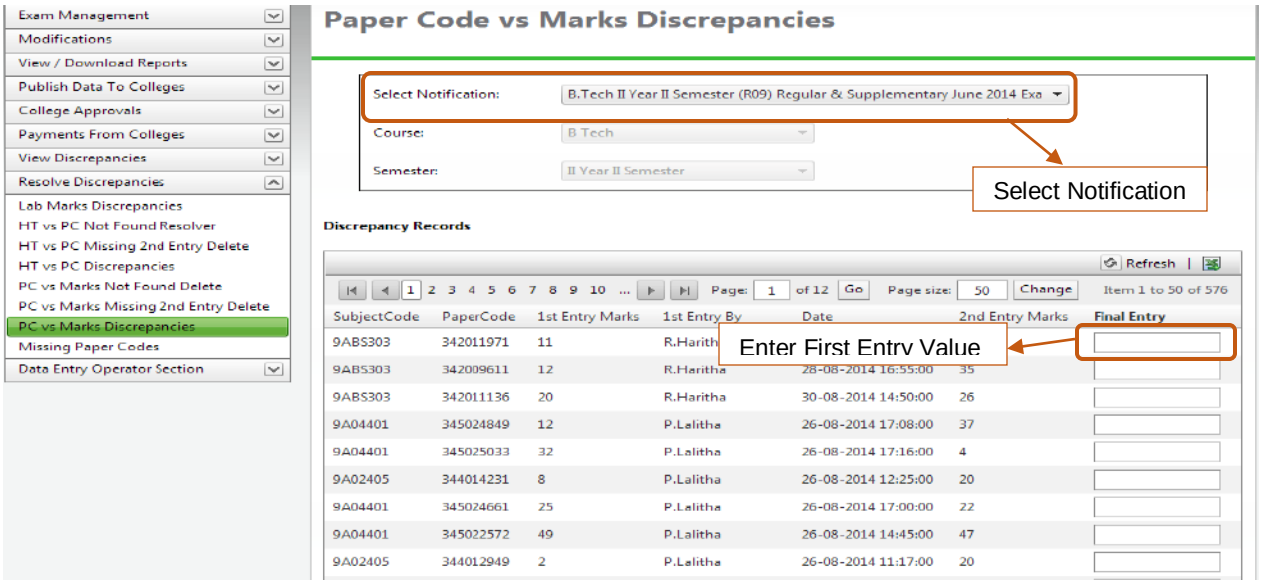


Figure 52: PC vs Marks Missing 2nd Entry

PC vs Marks Discrepancies

The PC vs Marks Discrepancies option allows you to resolve the Paper Code vs Marks Discrepancies. In order to resolve the discrepancies, select the **Notification** and once the required changes are done, click **Save New Entries** as shown below:



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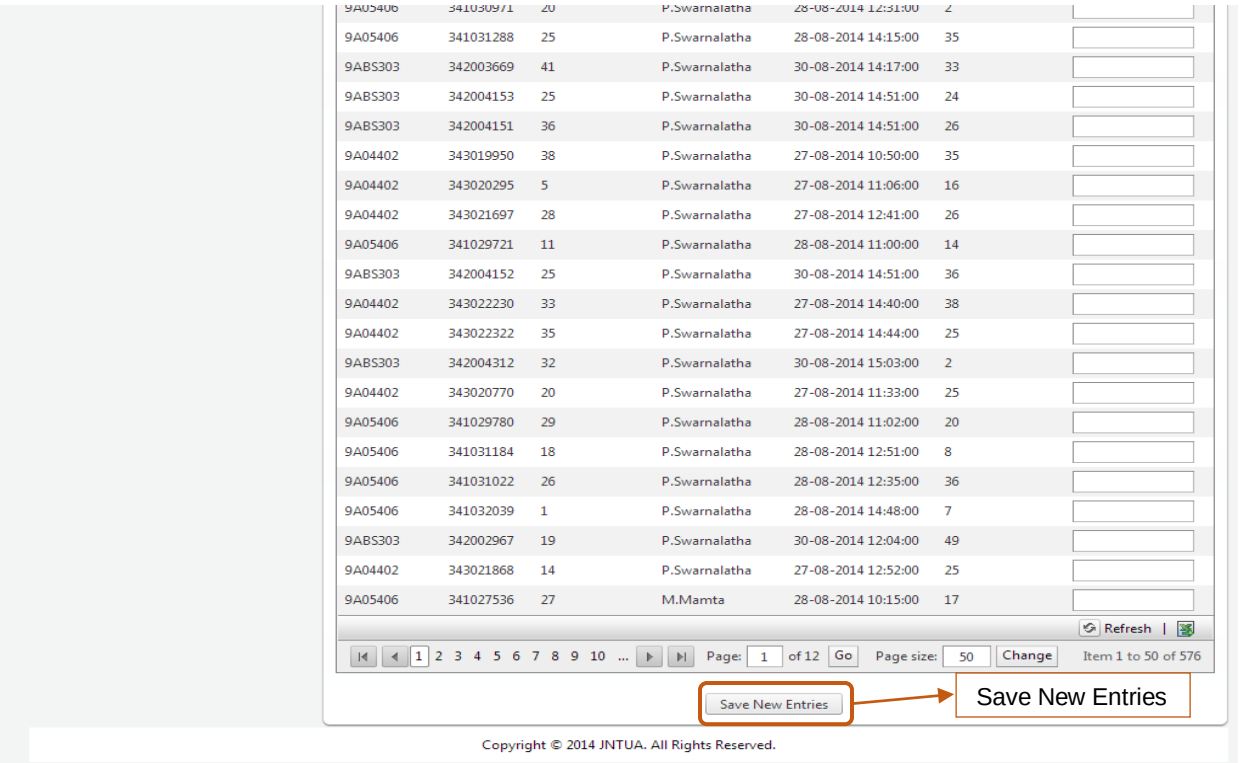

Figure 53: PC vs Marks Discrepancies

Missing Paper Codes

You can view the missing paper codes in notification using the Missing Paper Codes option. In order to view the missing paper codes, select the **Notification** from the list, select or enter the **Subject Code** as shown in the below snapshot:

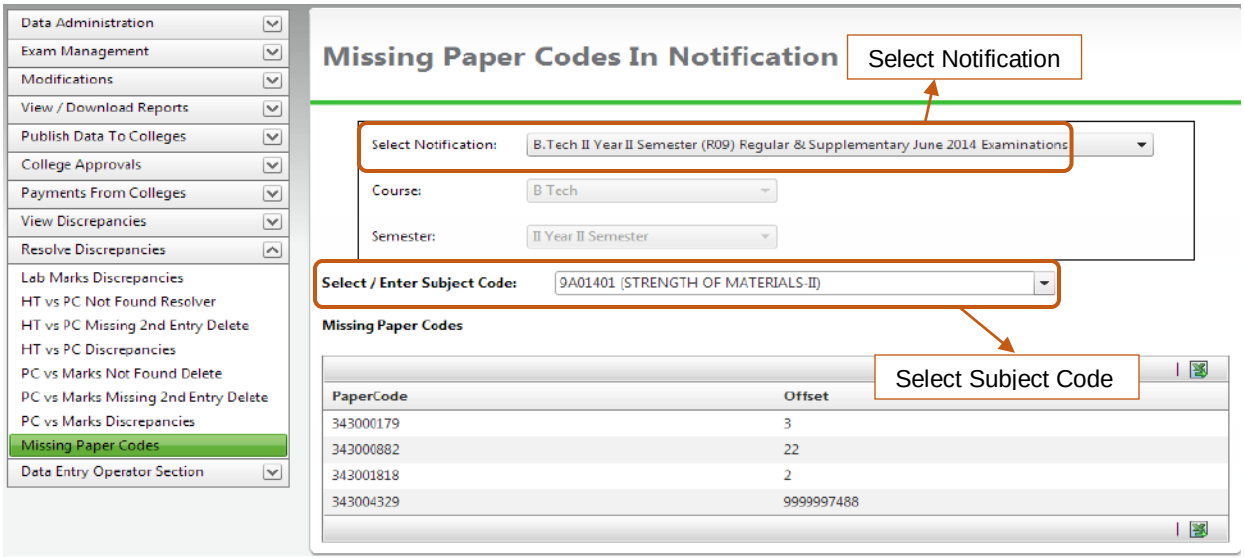

Figure 54: Missing Paper Code

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Data Entry Operator Section

The Data Entry Operator Section allows you update Lab Marks First entry, Lab Marks Second Entry, HT vs PC First Entry, HT vs PC Second Entry, PC vs Marks, PC vs Marks First Entry, PC vs Marks Second Entry and it also allows you to Change the Password. A detailed description is provides below:

Lab Marks First Entry

The Lab Marks First Entry allows you to update lab marks award list first entry for different students. In order to update the lab marks, select the **Notification**, select **College Code**, **Branch Code** and **Subject Code**, enter the **Lab Marks** and click **Validate& Save** as shown below:

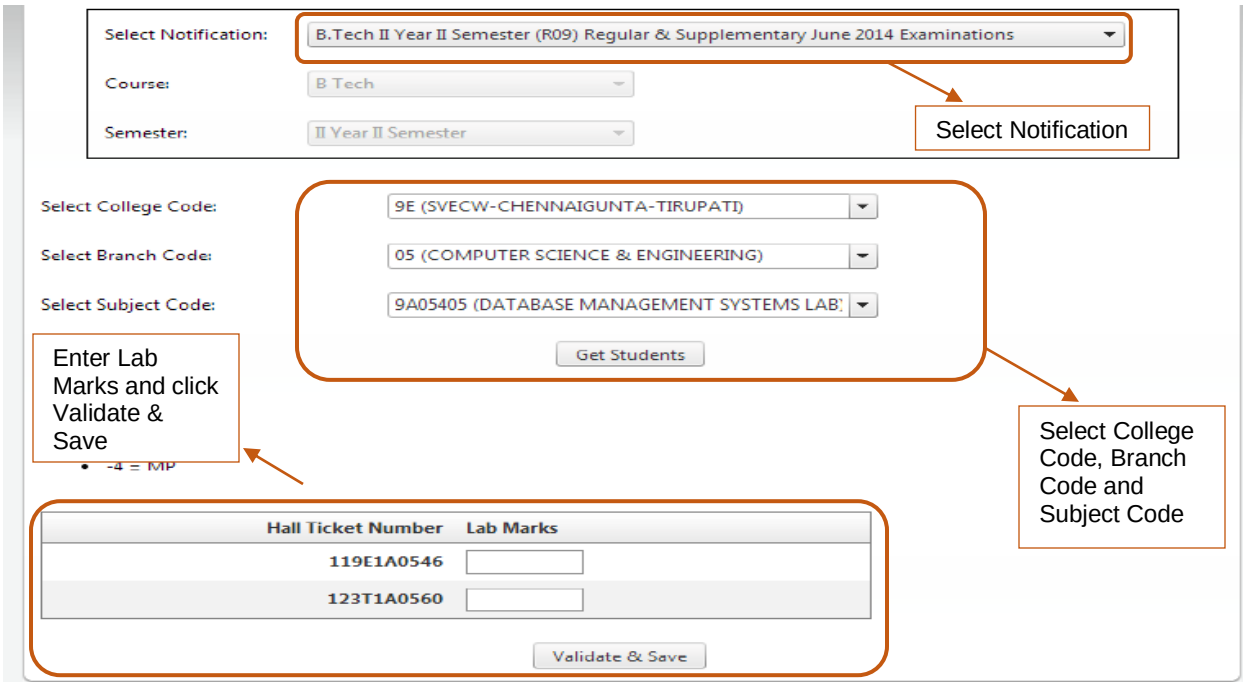

Figure 55: Lab Marks First Entry

Lab Marks Second Entry

The Lab Marks Second Entry allows you to validate and update lab marks award list second entry for different students. In order to validate and update the lab marks, select the **Notification**, select **College Code**, **Branch Code** and **Subject Code**, enter the **Lab Marks** and click **Validate& Save** as shown below:

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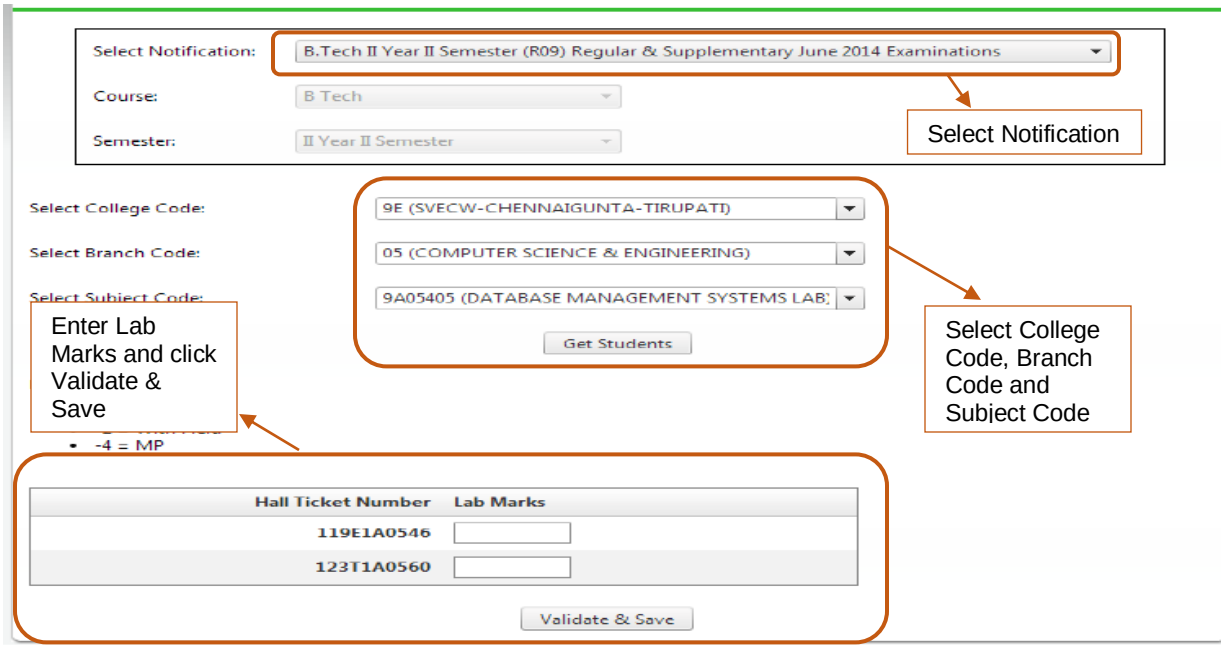

Figure 56: Lab Marks Second Entry

HT vs PC (Code Slips) First Entry

The HT vs PC First Entry allows you to validate and update Hall Ticket vs Paper Code(Code Slips) First Entry. In order to validate and update the details, select the **Notification**, select **Subject Code**, enter the **Hall Ticket Number** and **Paper Code** and click **Validate& Save**to save the details and click **Clear All** Boxes to clear the details as shown below:

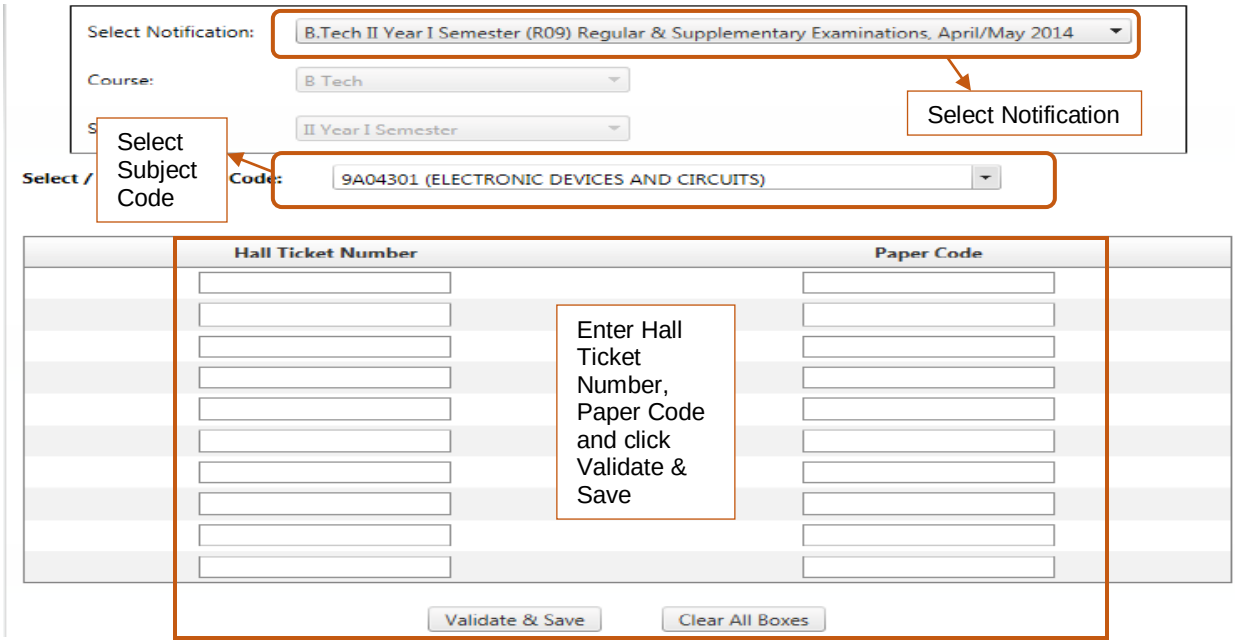

Figure 57: HT vs PC First Entry

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HT vs PC (Code Slips) Second Entry

The HT vs PC Second Entry allows you to validate and update Hall Ticket vs Paper Code(Code Slips) Second Entry. In order to validate and update the details, select the **Notification**, select **Subject Code**, enter the **Hall Ticket Number** and **Paper Code** and **Validate& Save**to save the details and click **Clear All** Boxes to clear the details as shown below:

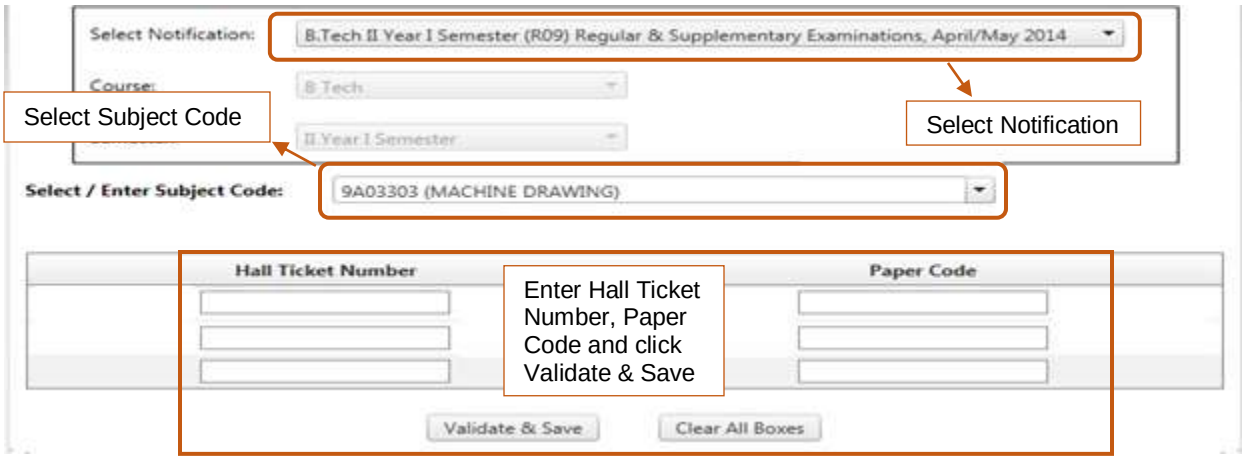

Figure 58: HT Vs PC (Code Slips) Second Entry

PC vs Marks(Award List) First Entry

The PC vs Marks First Entry allows you to validate and update Paper Code vs Marks (Award List) First Entry. In order to validate and update the details, select the **Notification**, select **Subject Code**, enter the **Paper Code**, **Marks** and **Validate& Save**to save the details and click **Clear All** Boxes to clear the details as shown below:

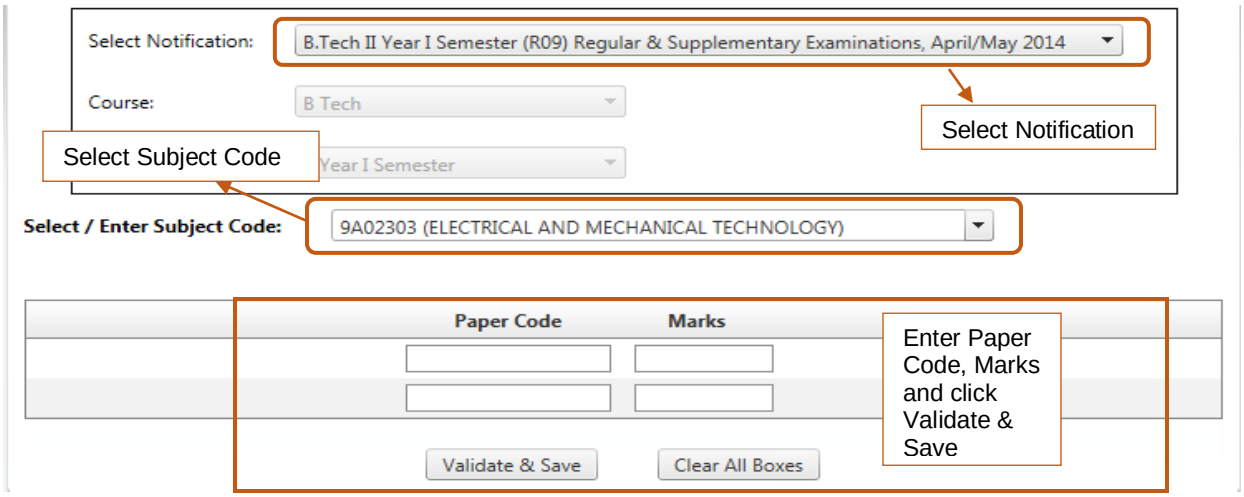

Figure 59: PC vs Marks (Award List) First Entry

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PC vs Marks (Award List) Second Entry

The PC vs Marks Second Entry allows you to validate and update Paper Code vs Marks (Award List) Second Entry. In order to validate and update the details, select the **Notification**, select **Subject Code**, enter the **Paper Code**, **Marks** and **Validate& Save**to save the details and click **Clear All** Boxes to clear the details as shown below:

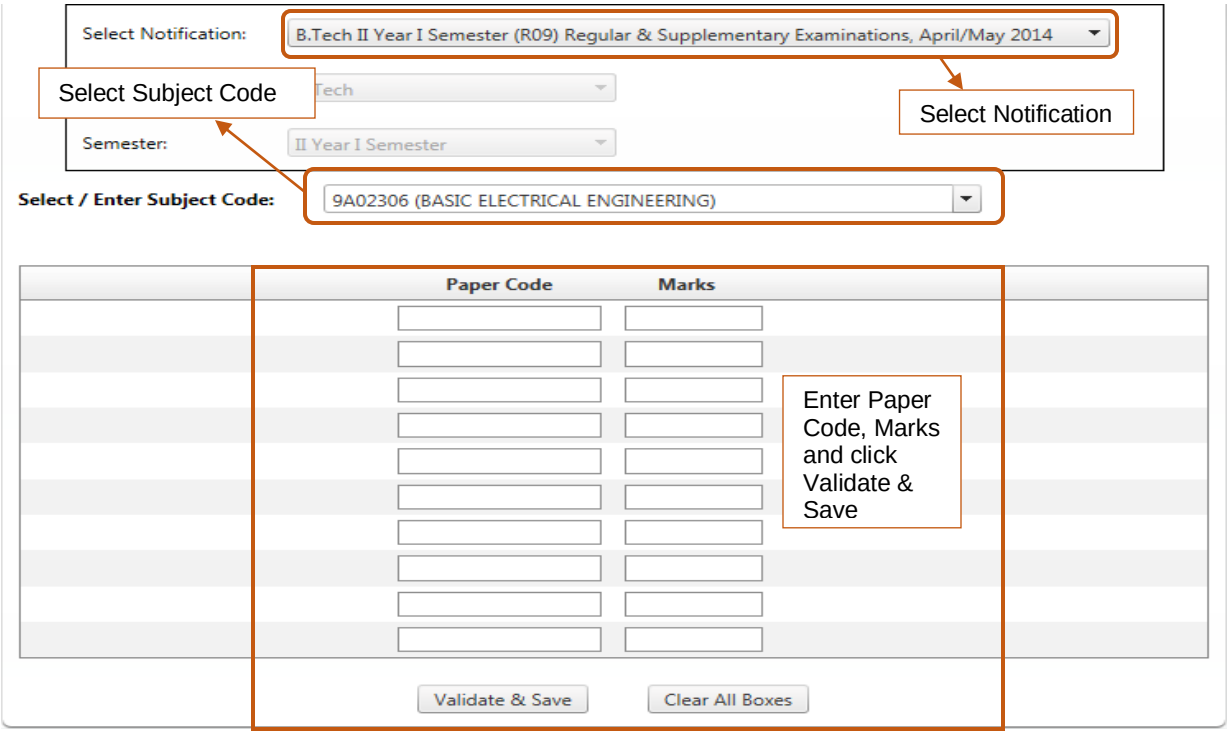

Figure 60: PC vs Marks (Award List) Second Entry

Change Password

You can change the site password using the Change Password option. In order to change the password, enter the **Current Password**, **New Password**, **Confirm New Password** and click **Save**as shown below:

Figure 61: Change Password

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Acronyms

JNTU	Jawaharlal Nehru Technical University
D – Form	
MP	Malpractice
TSheet	
HT	Hall Ticket
PC	Paper Code

REGISTRAR
J.N.T.U. Anantapur
ANANTAPURAMU-515002

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JNTUA – AnantapururamuExamination Management System

College User Guide

REGISTRAR
J.N.T.U. Anantapur
ANANTAPURAMU-515002

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Table of Contents

Preface **4**

Purpose and Audience 4

Document Convention 4

Overview **5**

Features and Functionalities 5

Getting Started 6

College User Section **7**

Add Student to Your College 7

Edit Student Details 8

View Students in College 9

View Internal Marks 9

View Missing Internal Marks 10

Change Password 10

Student Exam Registration **11**

Add Exam Registration 11

View Registered Students 12

Delete Registration 12

Upload Data **13**

Student Photo 13

Student Details 13

Detained List Records 14

Internal Marks Data 14

Upload D – Form 15

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Upload MP (Malpractice) Details 15

View or Download Reports 16

Exam Notification 16

Exam Time Table 16

Student Reference 17

Download Hall Tickets 17

Download Individual Hall Tickets 17

Download TSheet 18

Internal Marks Template 19

Students Writing in Your College 19

Download D – Form Report 20

Malpractice Details 20

Payments to University 21

Acronyms 22

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Preface

Purpose and Audience

This is auser guide for Examination Management System of Jawaharlal Nehru Technical University Anantapur. This document describes the optionssuch as college user selection, student exam registrations, upload data, view / download reports, and payments to university. The document is targeted at users of Examination Management System.

Document Convention

This section of the document describes various types of conventions used throughout the document:

1. Note

   Information that is incidental to the main text flow or to an important point or tip provided in addition to the previous statement or instruction.

2. **Bold**

   Bold text is used to designate file and folder names, dialog titles, names of buttons, icons, and menus, and terms that are objects of user selection.

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Overview

Jawaharlal Nehru Technological University, Anantapur (JNTU Anantapur) is a state university in Anantapur, Andhra Pradesh, India. Founded in 1946, since 1972 it has been a constituent college of Jawaharlal Nehru Technological University.

The Examination Management System is a web portal that allows the users to perform tasks such as user section management, view / download reports, upload data, and make payments.You can access Examination Management Portal using the hyperlink http://sarasems.cloudapp.net/cems/WebLogin.aspx as shown below.

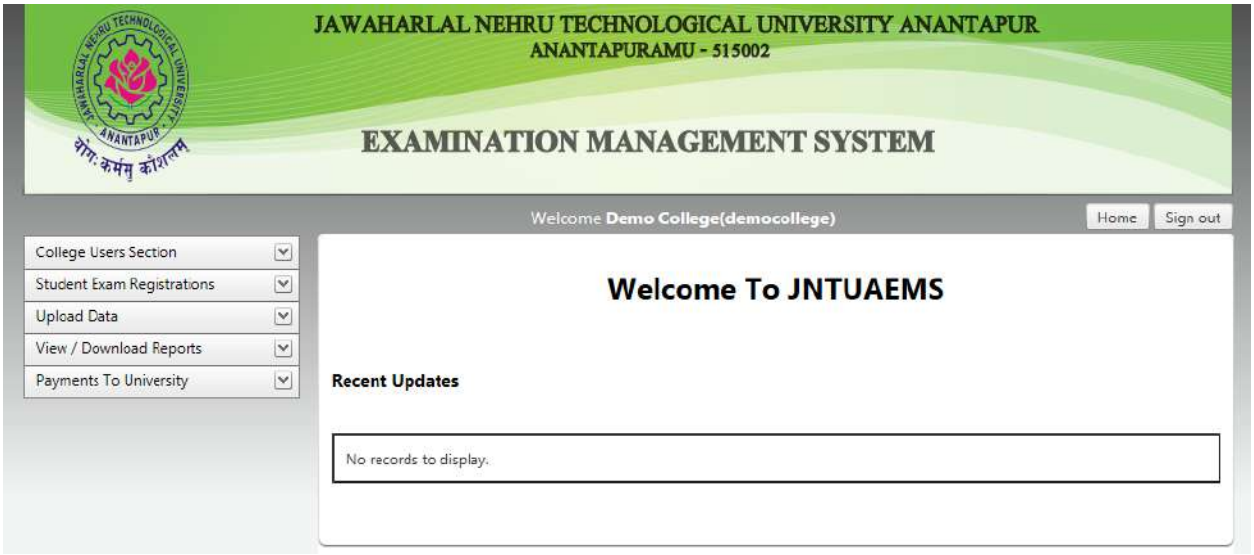

Figure 1: Login Screen

Features and Functionalities

The features and functionalities of Examination Management System admin portal are listed below:

1. College User Section
2. Student Exam Registration
3. Upload Data
4. View / Download Reports
5. Payments to University

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Getting Started

In order to get started, you need to first login to web portal. To login to Exam Management System, enter the **User Name** and **Password** and click **Login** as shown below:

Figure 2: Login Screen

After logging into the admin portal, the home page will appear on your computer screen with updates given by admin as shown below:

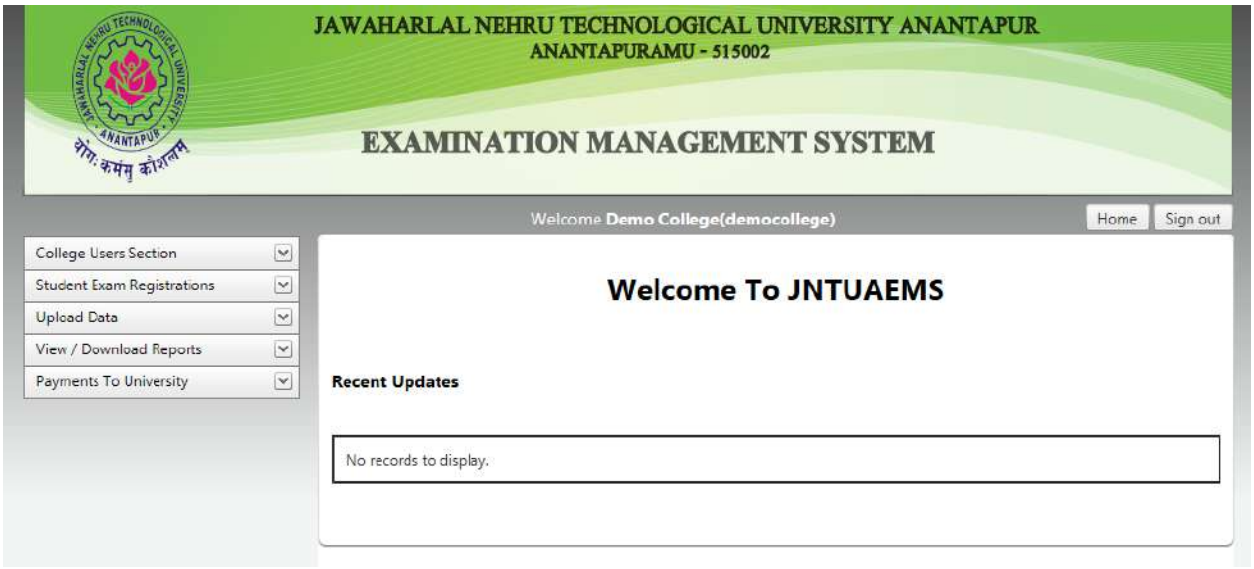

Figure 3:Home Page

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College User Section

The College User Section allows you to add student to college, edit student details, view students in college, view internal marks, view missing internal marks and change password the site password. The various option of College Use Section is explained in detail in the following sections:

Add Student to Your College

You can add students to your college using the Add Student to Your College option. In order to add a student to your college, you need to enter the mandatory student details like halt ticket number, student name, father's name, gender, date of birth, reason for addition and you would also require to upload a photograph of the student.

The below screen provides a brief description of the Add Student to Your College option:

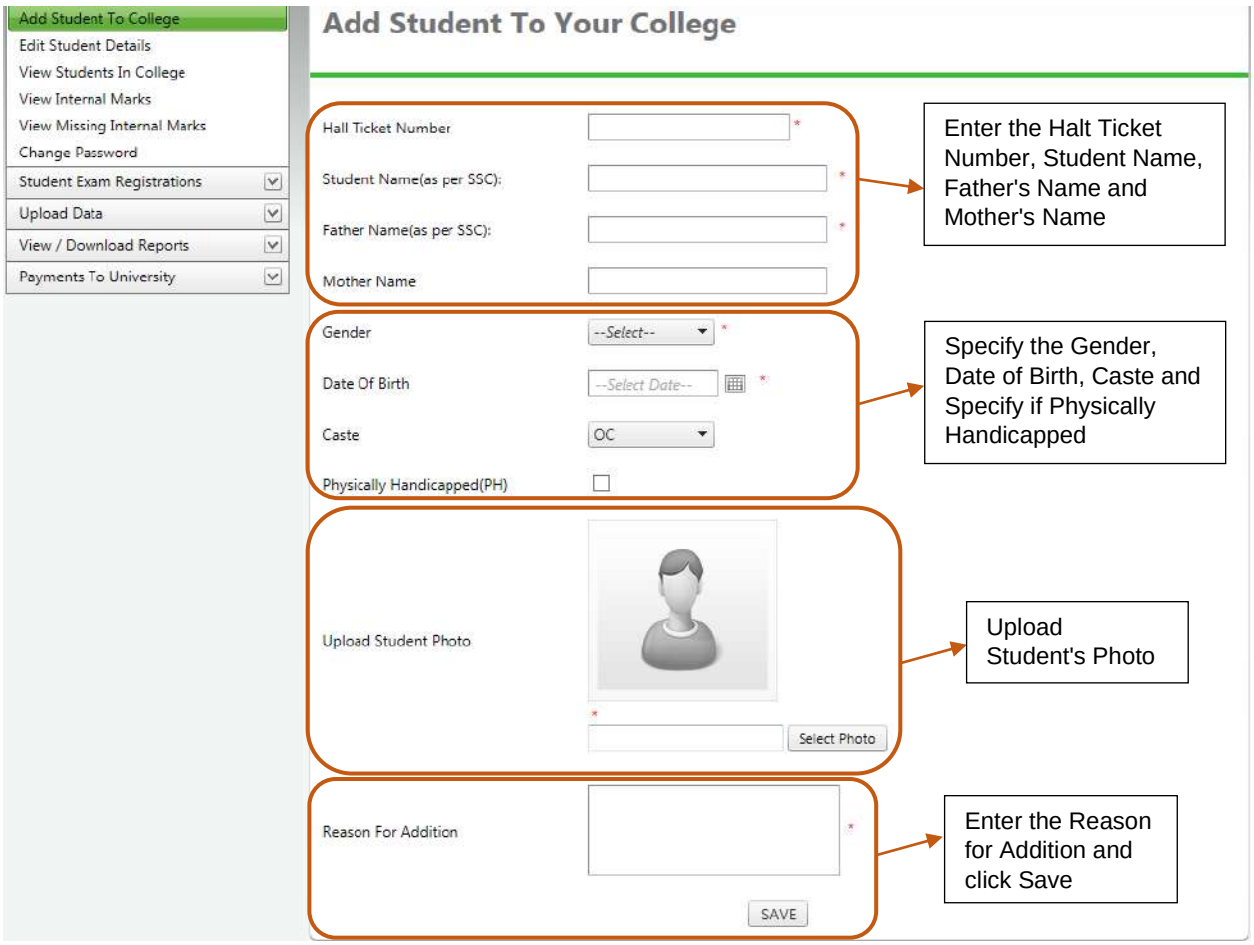

Figure 4: Add Student to Your College

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Edit Student Details

You can edit the student's details using the Edit Student Details option. If you edit the student details more than once, the latest modifications will be updated in the college database. In order to edit the student details, you need to enter the halt ticket number first. The below screen provides a brief description of the Edit Student Details option:

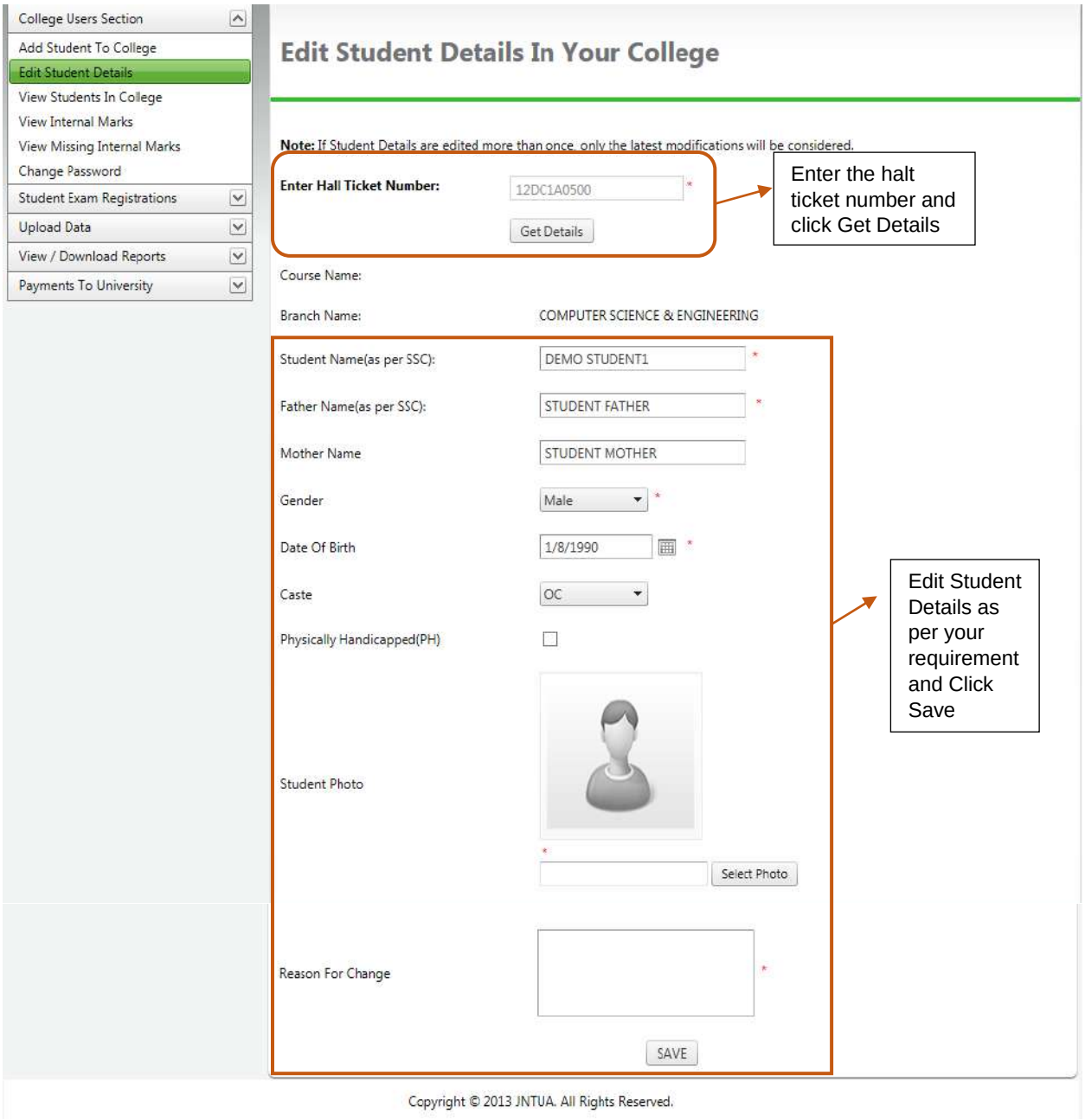

Figure 5: Edit Student Details

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View Students in College

The View Students in College option allows you to view the list of students in colleges. You can filter the list by course, by branch and by year. The below screen provides a brief description of the View Students in College option:

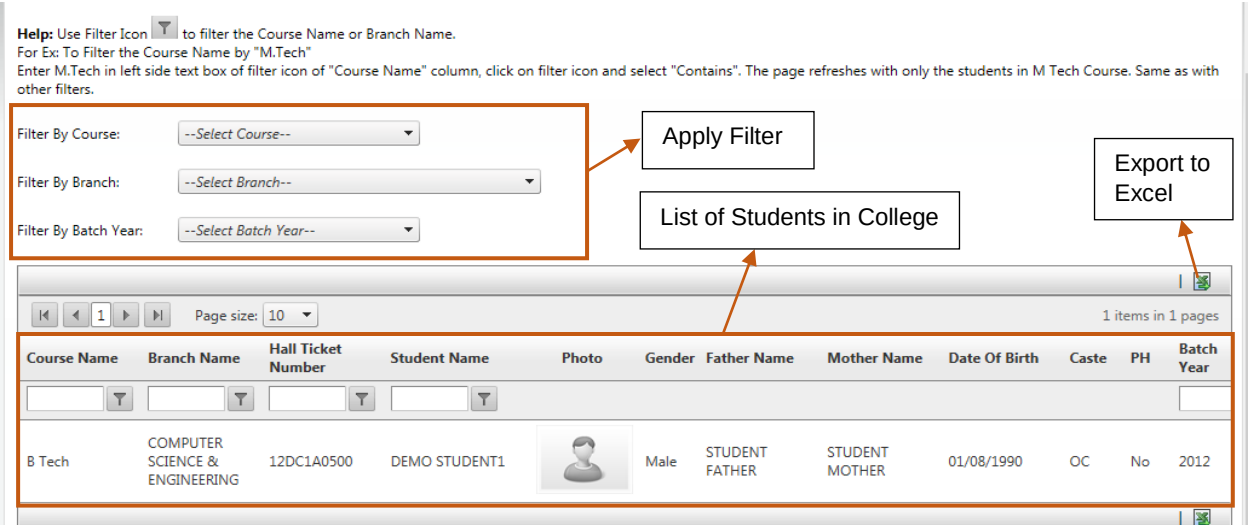

Figure 6: View Students in College

View Internal Marks

You can view the internal marks of different students using the View Internal Marks option. In order to view the internal marks of the students, you need to select the course, branch, batch year and semester. The below figure provides a brief description of the View Internal Marks option:

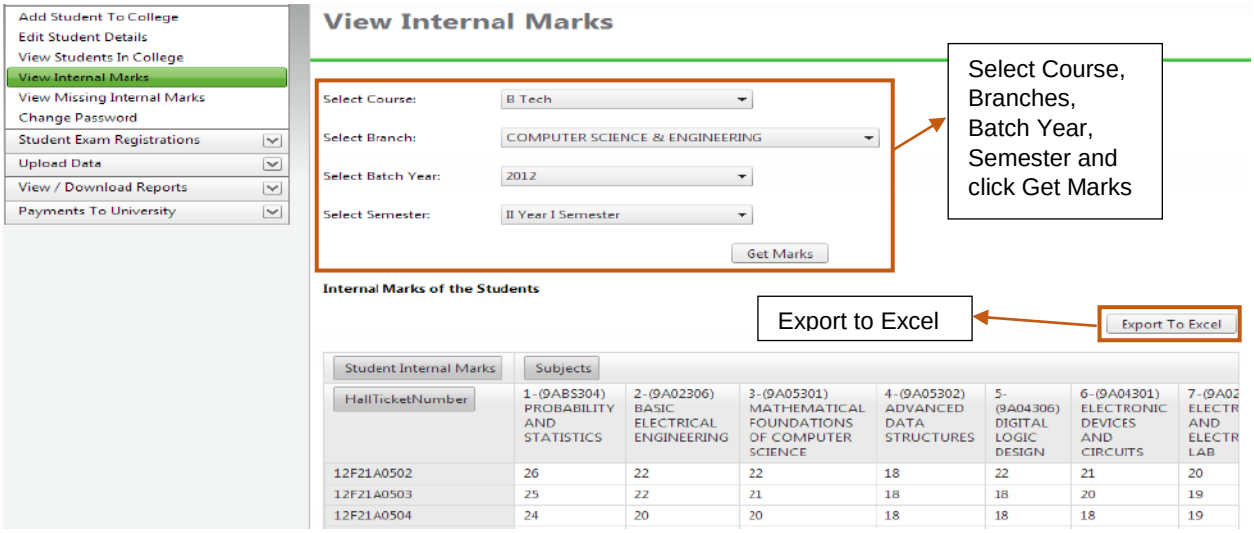

Figure 7: View Internal Marks

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View Missing Internal Marks

The View Missing Internal Marks option allows you to view the missing and zero internal marks of the students. In order to view the missing internal marks, you need to select the Notification first. The below screen provides a brief description of the View Missing Internal Marks option:

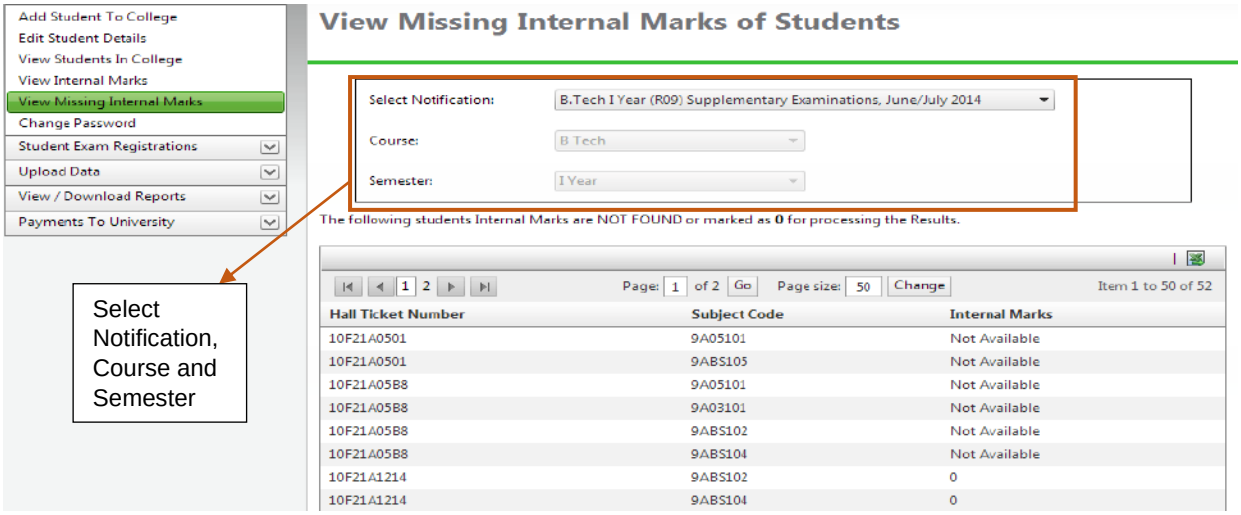

Figure 8: View Missing Internal Marks of Students

Change Password

You can change the password using the Change Password option. In order to change the password, enter the **Current Password**, **New Password**, **Confirm New Password** and click **Save** as shown below:

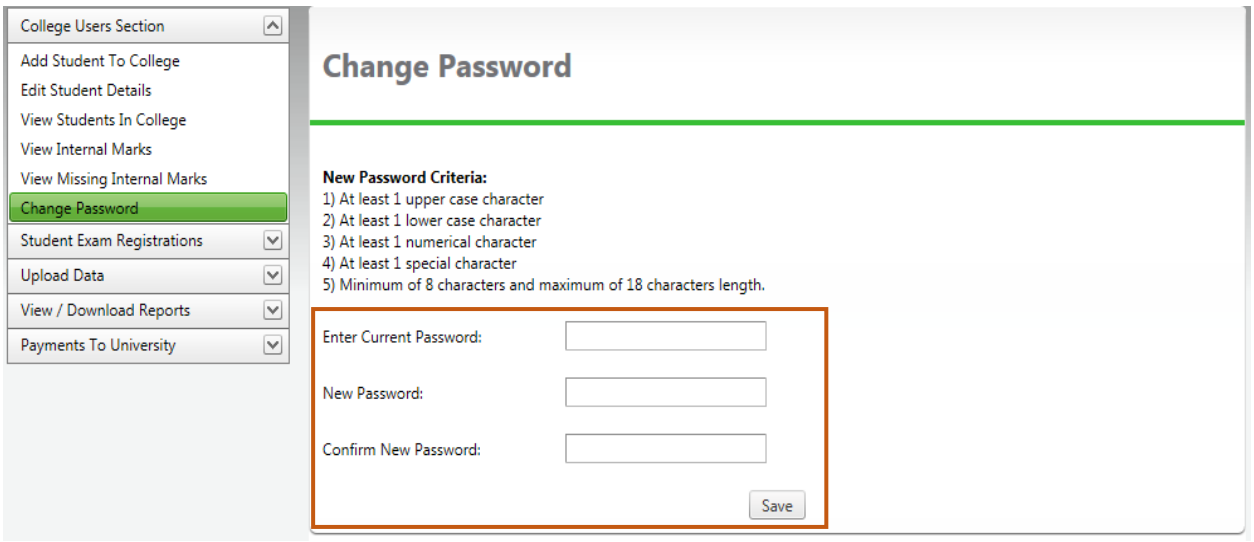

Figure 9: Change Password

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Student Exam Registration

The Student Exam Registration screen allows you to Add Exam Registration, View Registered Students, and Delete Registration. Various options of Student Exam Registration is explained in the below sections:

Add Exam Registration

You can register to exam notification using the Add Exam Registration option. You can register to notifications any number of times. However, the recent registration will be considered by the system. Below screen provides a brief description of Add Exam Registration:

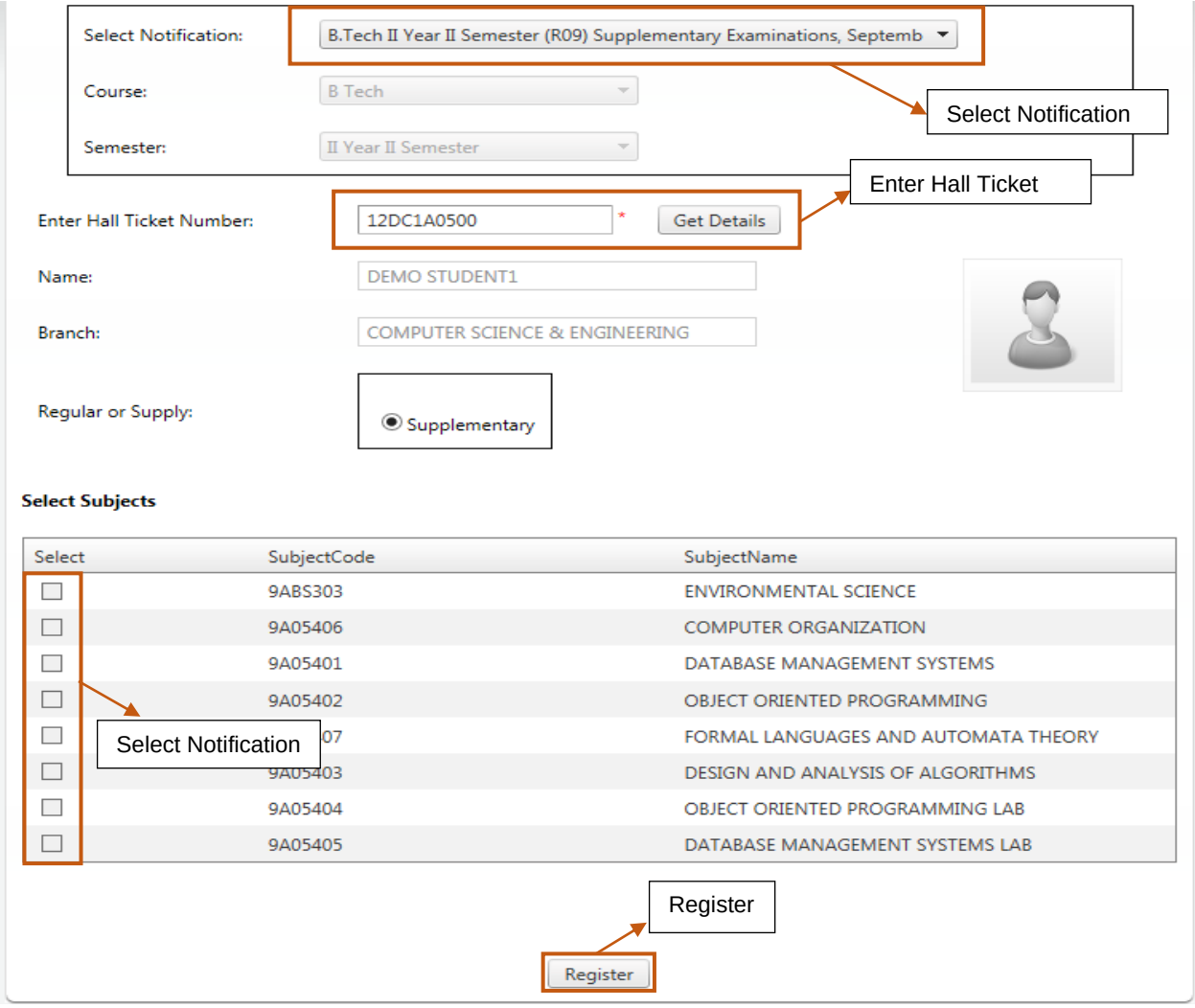

Figure 10: Add Exam Registration

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View Registered Students

You can view the list of the students registered for the selected notifications. In order to view the list of students registered for notifications, select the type of notification from the list. The below screen provides a brief description of View Registered Students option:

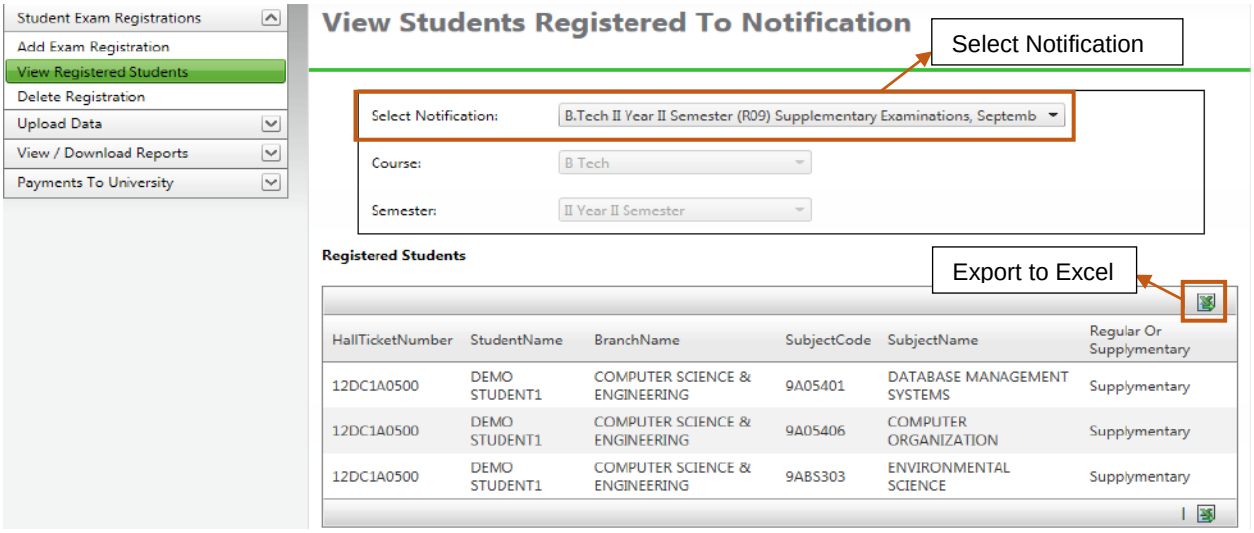

Figure 11: View Registered Students

Delete Registration

A Student registration can be removed from a Notification if student has already registered for it. You can remove a student from the registered list using the Delete Registration option. The below screen provides a brief description of the Delete Registration option:

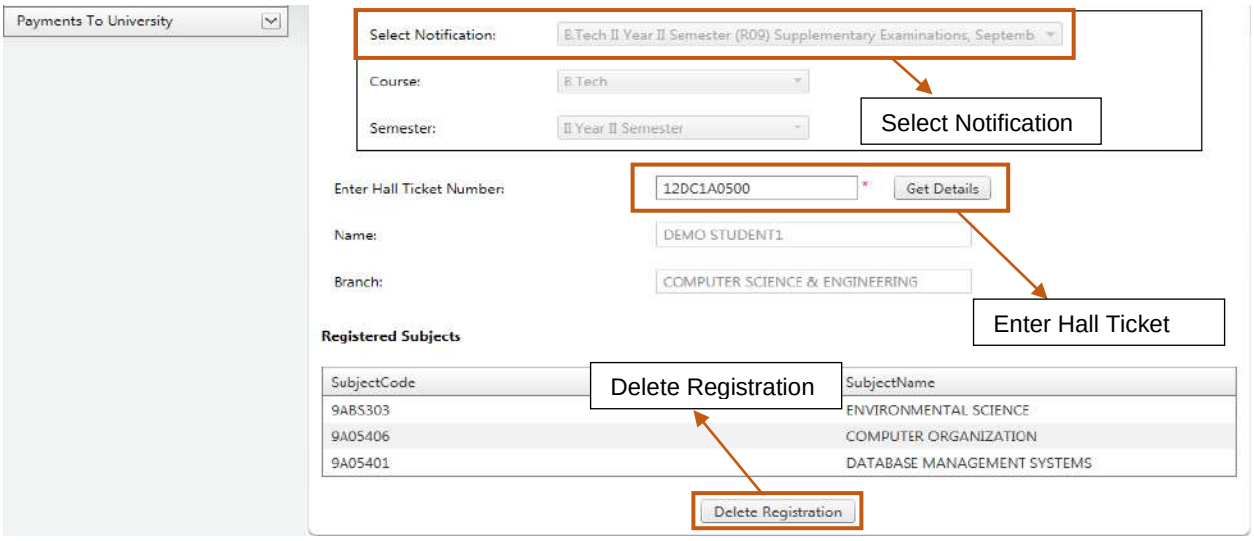

Figure 12: Delete Registration

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Upload Data

You upload various types of data into Exam Management System using the Upload Data option. The Upload Data option allows you to upload Student Photo, Student Details, Detained List Records, Internal Marks Data, D-Form and MP Details. Each of these options are explained in the below section:

Student Photo

You can upload student's photo using the Student Photo option. You can only upload a relevant zip file which contains student images. The maximum file size should be 5MB, you can upload bulk images using the Student Photo option as shown below:

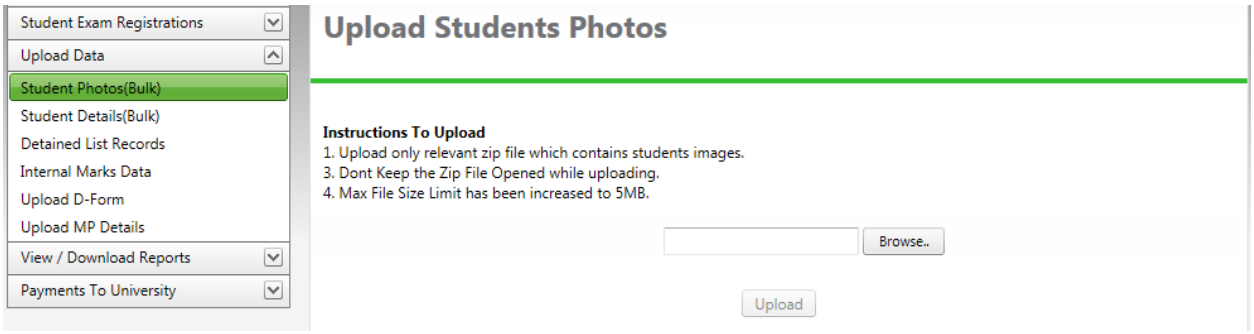

Figure 13: Upload Student Photo

Student Details

You can upload student details using the Student Details option. You can only upload anExcel file which contains student data. The Student Details option allows you to download the templates for uploading student details,you also can upload student details in bulk using the Student Details option as shown below:

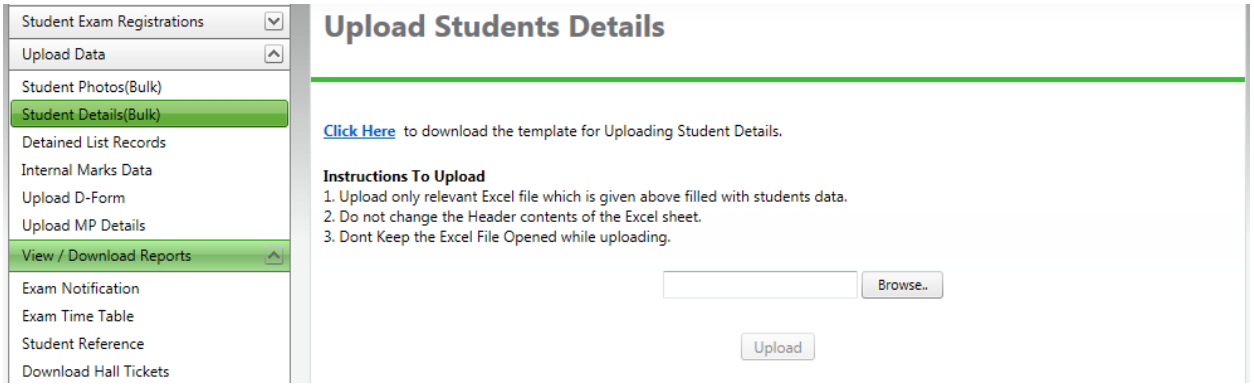

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Figure 14: Upload Student Details

Detained List Records

The Detained List Records option allows you to add or remove students from detained students list. In order to add or delete students from the detained students list, select the **Course**, Enter the **Halt Ticket Number**and click Add As Detained to add a student and click the Delete ✕ a student from the detained students list as shown below:

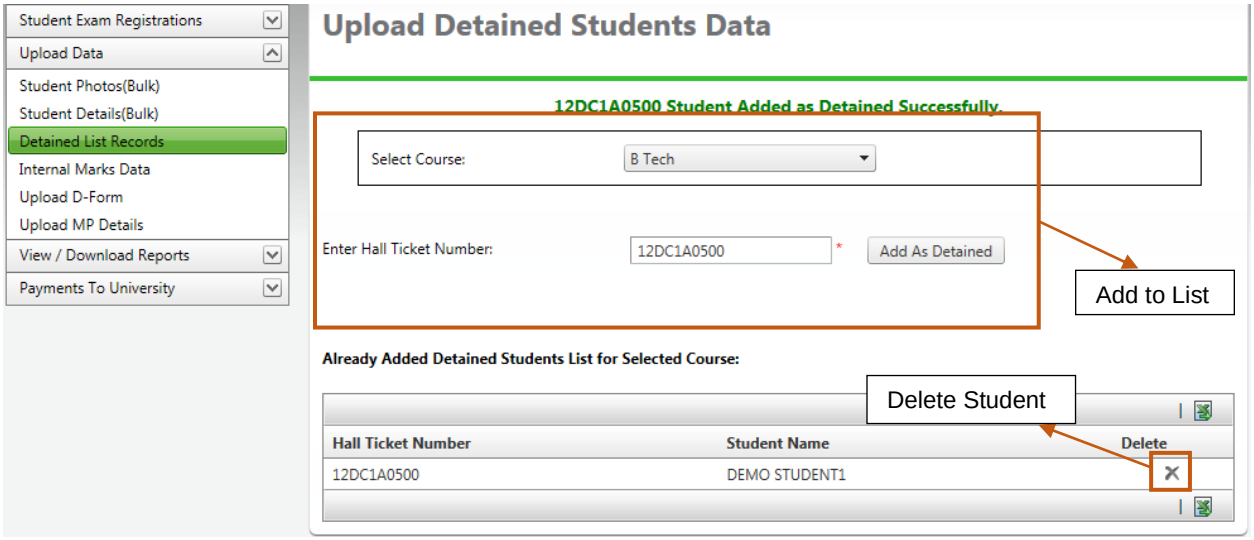

Figure 15: Upload Detained Students Data

Internal Marks Data

You can upload internal marks of the students using the Internal Marks Data option. You can download exam notification from exam section and enter the data to the excel file, in order to upload internal marks of the students select **Notification** from the list, browse the file and click **Upload** as shown below:

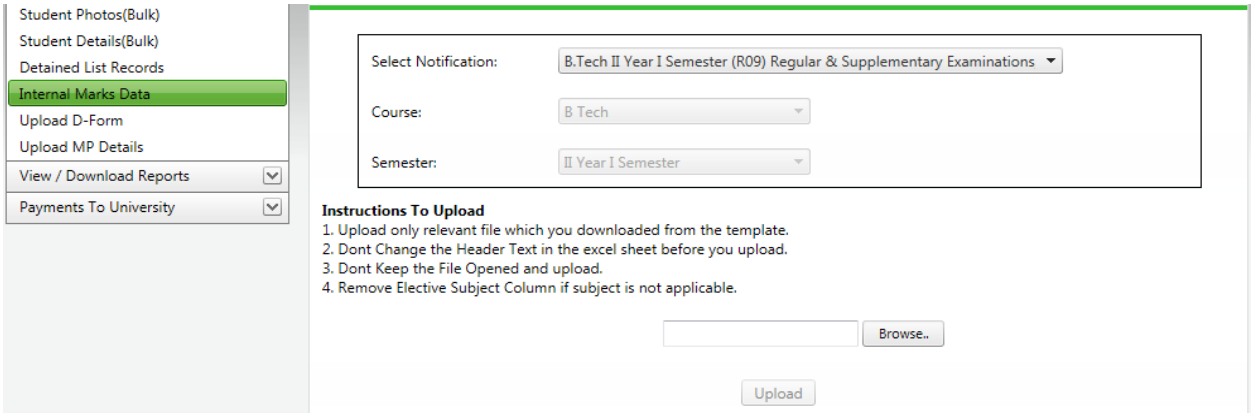

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Figure 16: Upload Internal Marks

Upload D – Form

You can upload the D – Form using the Upload D – Form option. You can upload the D – Form for a subject only an hour after exam start date and exam end date. The below screen provides a brief description of the Upload D – Form option:

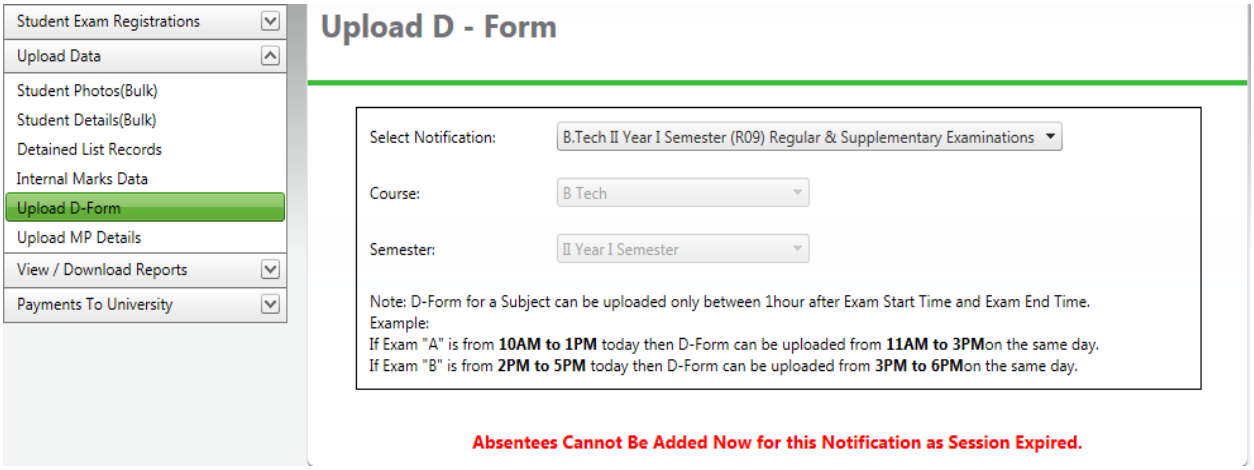

Figure 17: Upload D – Form

Upload MP (Malpractice) Details

You can upload the MP Details using the Upload MP Details option. You can upload the MP Details for a subject only an hour after exam start date and exam end date. The below screen provides a brief description of the Upload MP Details option:

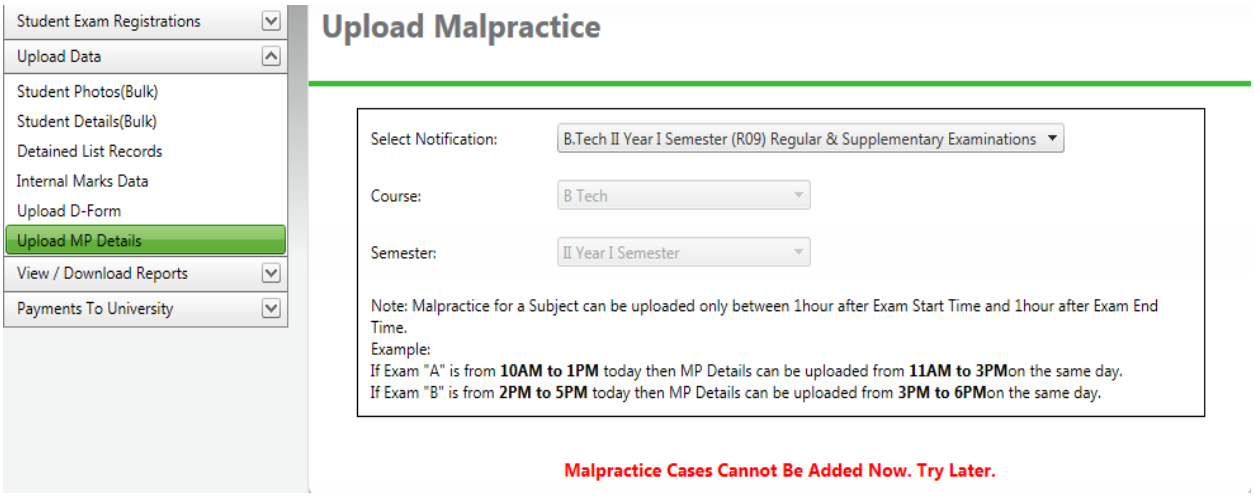

Figure 18: Upload Malpractice

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View or Download Reports

You can view or download various types of reports using the View / Download option. The View / Download option allows you to view or download exam notifications, time table, student references, hall tickets, individual hall tickets, TSheets, internal marks template, D – Form, MP details and students writings in your college. A detailed explanation of various types of reports are provided in the below sections:

Exam Notification

You can download exam notifications using the Exam Notifications option. In order to download an exam notification, select the **Notification** from the list and click **Download**to download the notification as shown below:

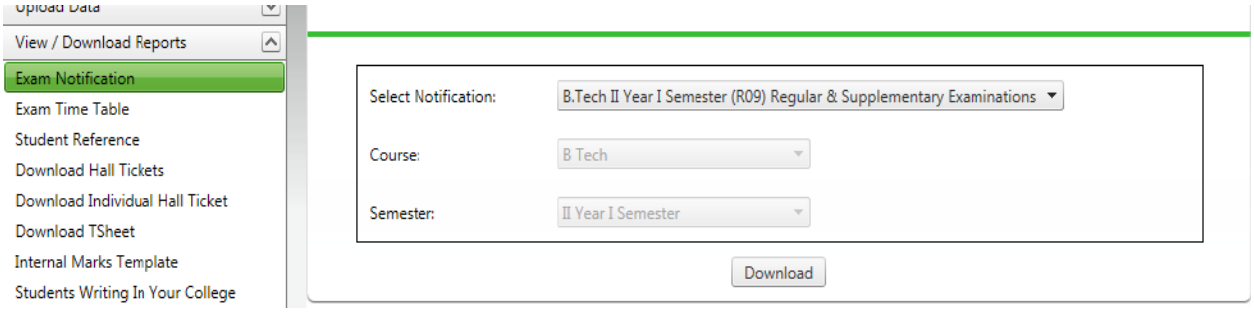

Figure 19: Download Exam Notifications

Exam Time Table

You can download exam time table using the Exam Time Table option. In order to download an exam time table, select the **Notification** from the list and click **Download**to save the time table as shown below:

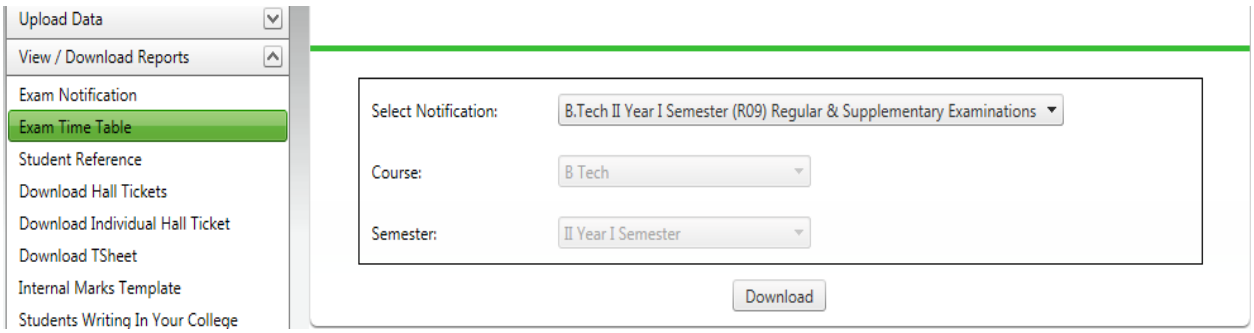

Figure 20: Exam Time Table

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Student Reference

The Student Reference option allows you to view thefinalized list of student data in the server which will be used to generate hall tickets. You can also download the finalized student data using the Student reference option as shown below:

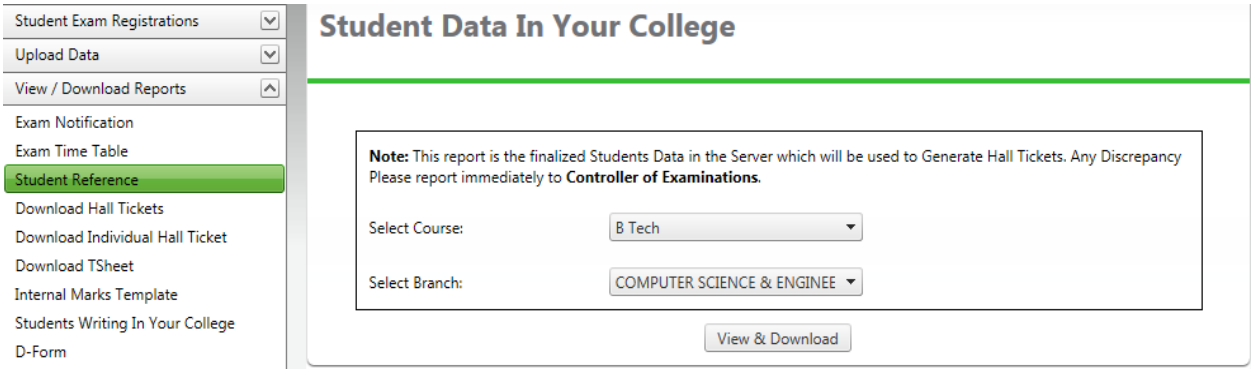

Figure 21: Student Reference

Download Hall Tickets

You can download exam hall tickets using the Download Hall Tickets option. In order to download an exam hall tickets, select the **Notification** from the list and click **Download** as shown below:

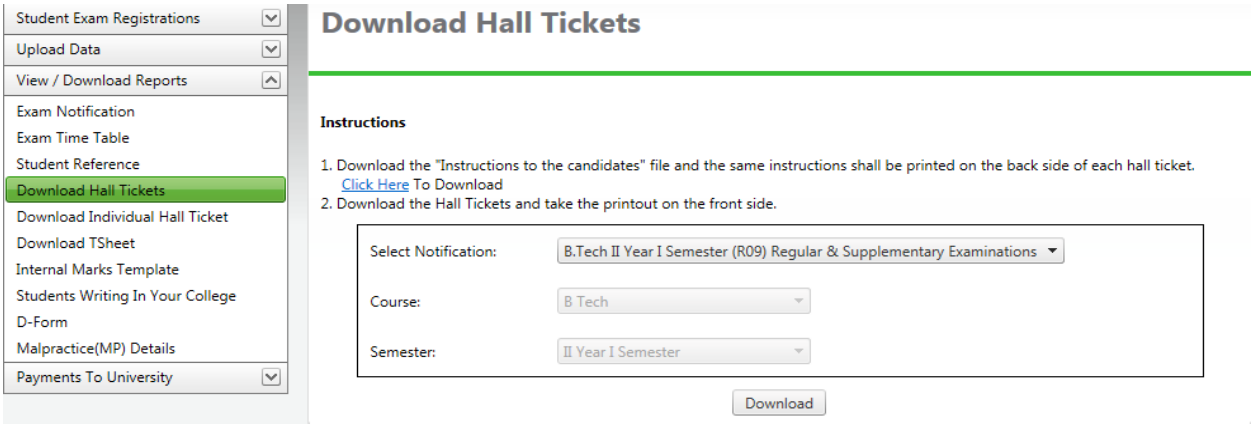

Figure 22: Download Hall Tickets

Download Individual Hall Tickets

You can download individual exam hall tickets using the Download Individual Hall Tickets option. Hall Ticket is available for download only if the student has registered after Hall Tickets are generated. In

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order to download an individual exam hall tickets, select the **Notification**from the list, enter**Hall Ticket Number** and click **Download** as shown below:

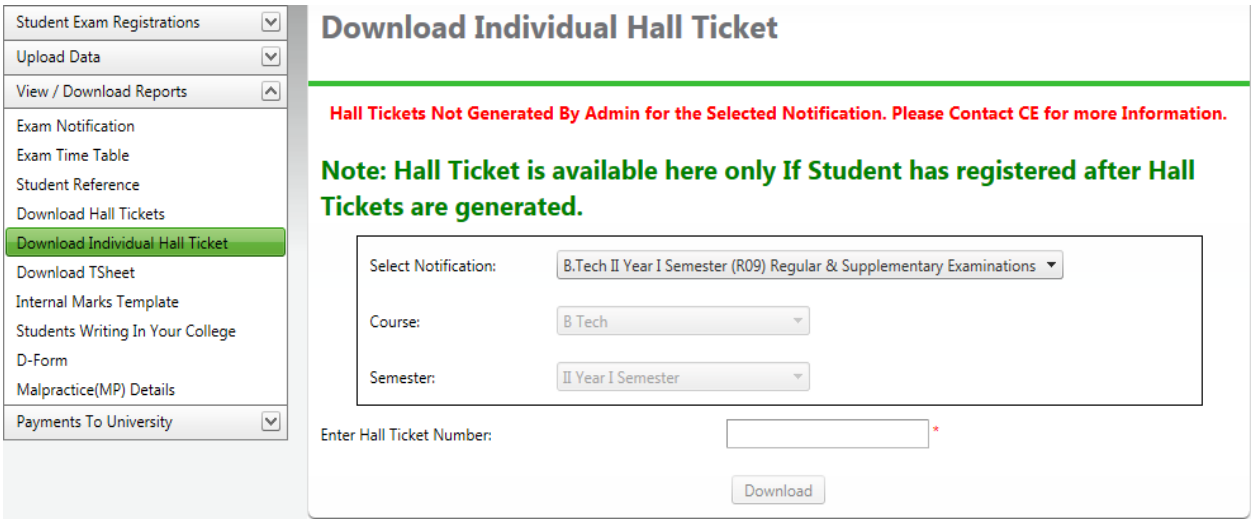

Figure 23: Download Individual Hall Ticket

Download TSheet

You can download TSheet using the Download TSheet option. In order to download a TSheet, select the **Notification** from the list and click **Download** as shown below:

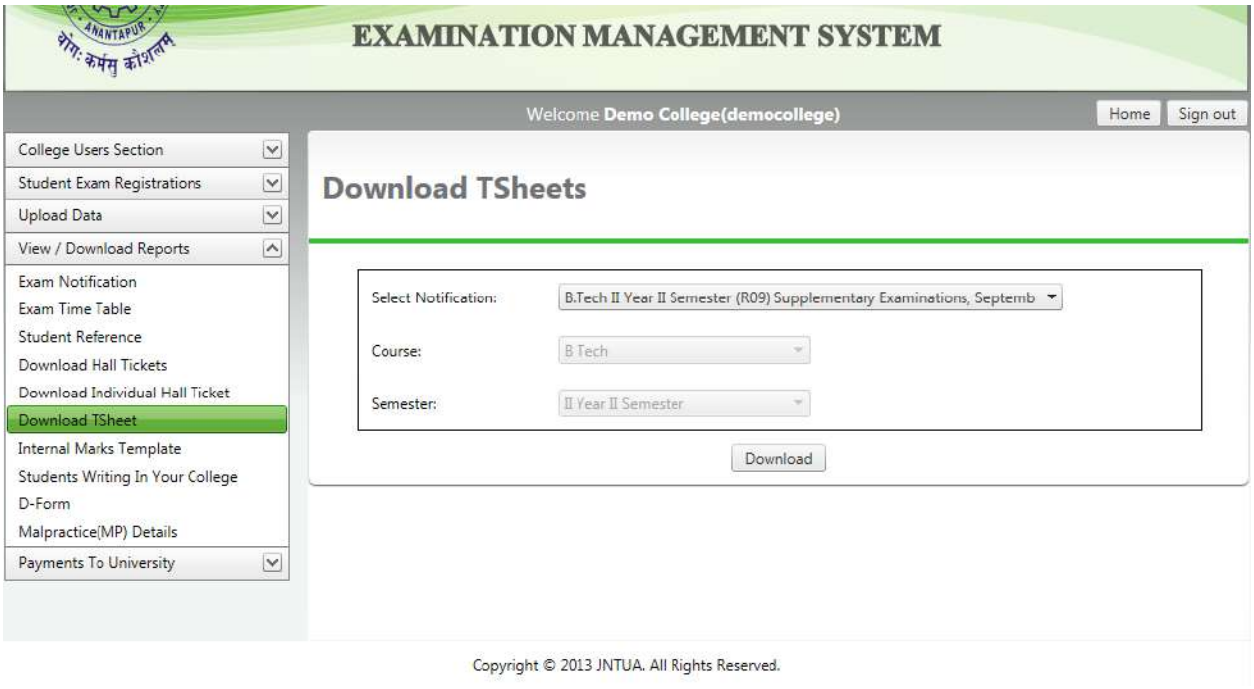

Figure 24: Download TSheet

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Internal Marks Template

You can download Internal Marks Templates using the Internal Marks Template option. In order to download a template, select the **Notification** from the list and click **Download** as shown below:

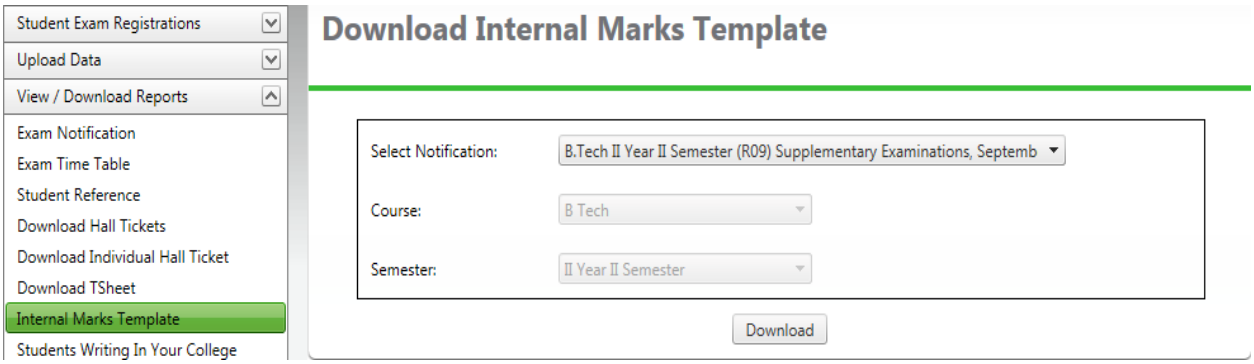

Figure 25: Internal Marks Template

Students Writing in Your College

You can view and download students writing for a particular date using the Student Writing in Your College option. In order to download Students Writing, select the **Notification,** select **Examination Date** and **Exam Type** from the list and click **Download** as shown below:

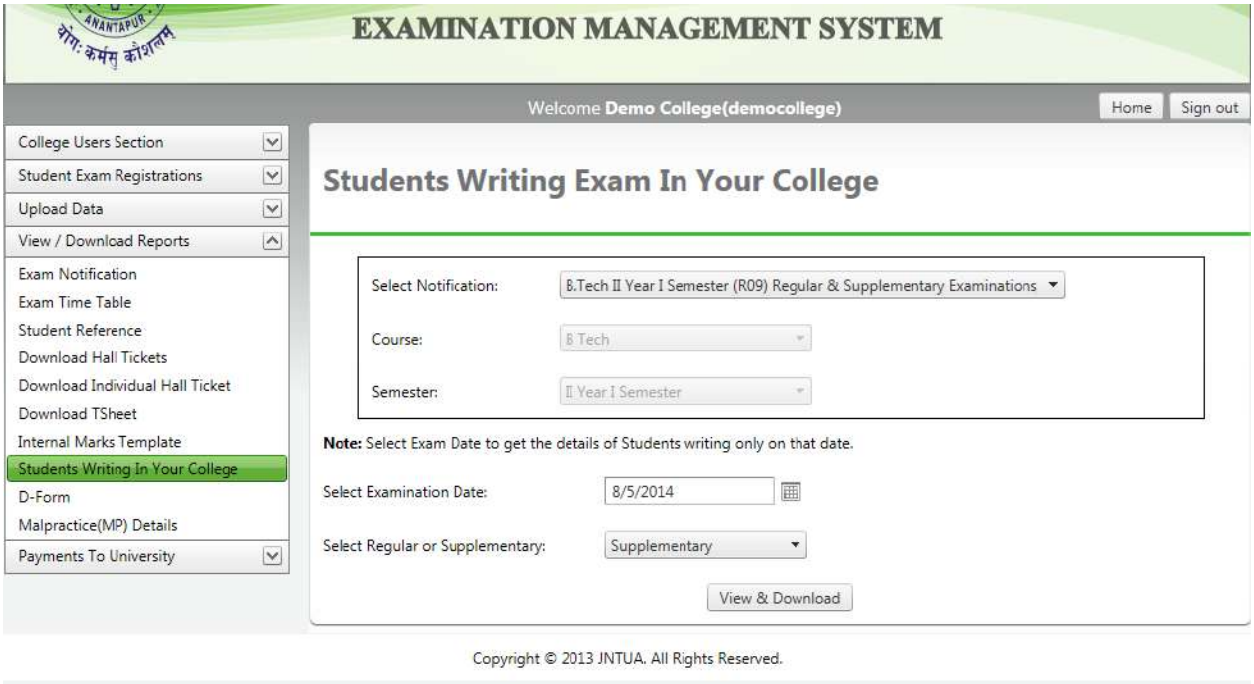

Figure 26: Students Writing In Your College

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Download D – Form Report

You can view and download D – Form Report using the D - Form option. Download the D-Form Report only after uploadingthe details of Absent Students andone D- Form is enough for one Notification. In order to view and download D - Form Reports, select the **Notification** from the list, select **Exam Date** and click **Download** as shown below:

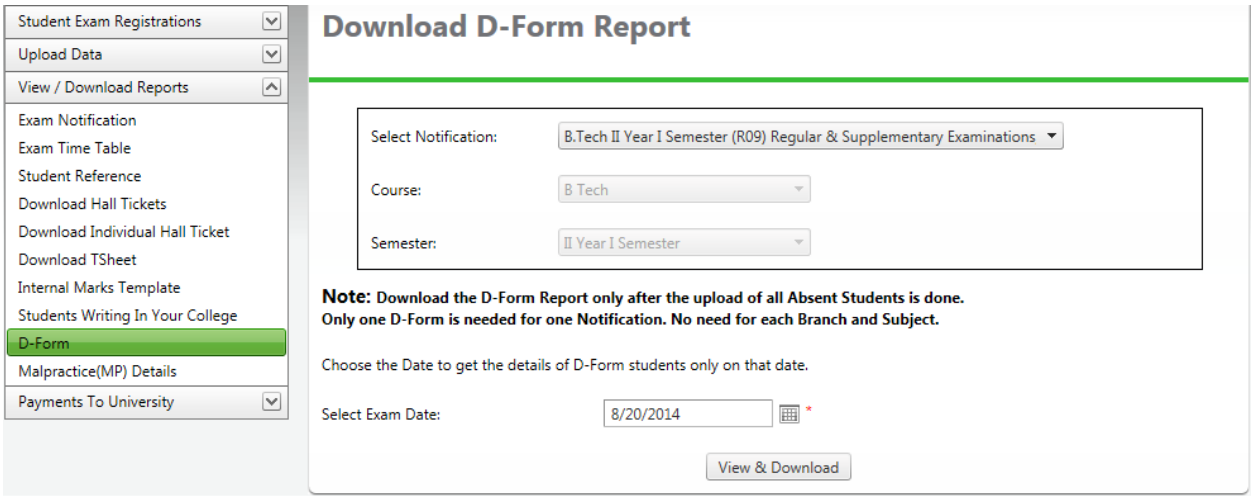

Figure 27: Download D – Form Report

Malpractice Details

You can view and download MalpracticeDetails using the Malpractice Details option. In order to view and download Malpractice Details, select the **Notification** from the list, select **Exam Date** and click **Download** as shown below:

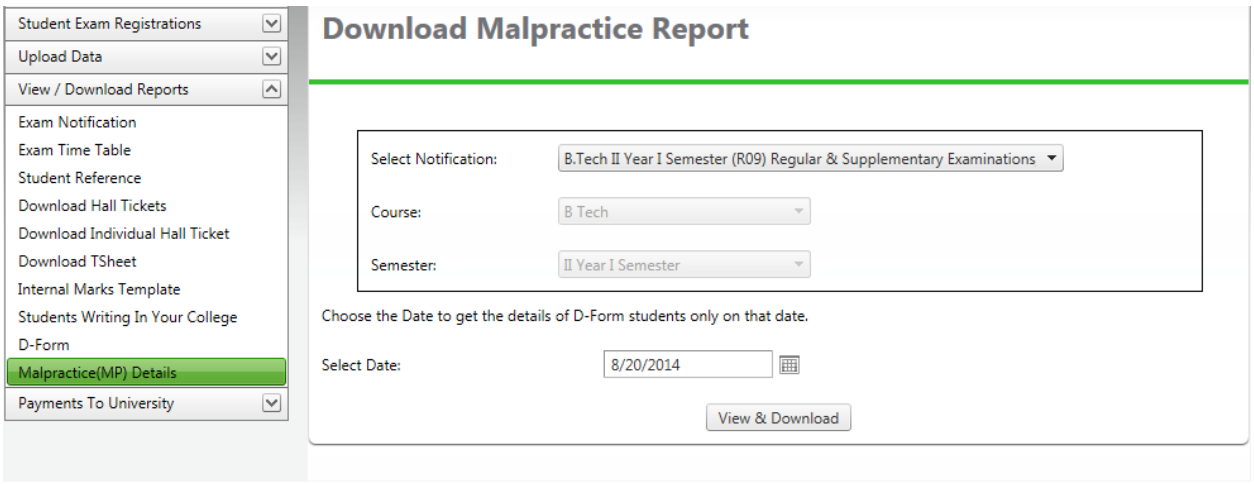

Figure 28: Download Malpractice Report

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Payments to University

You can view the payments details such as registration amount using the Payments to University option. To view the Registration Amount, click **Payments to University** and then click **Registration Amount**as shown below:

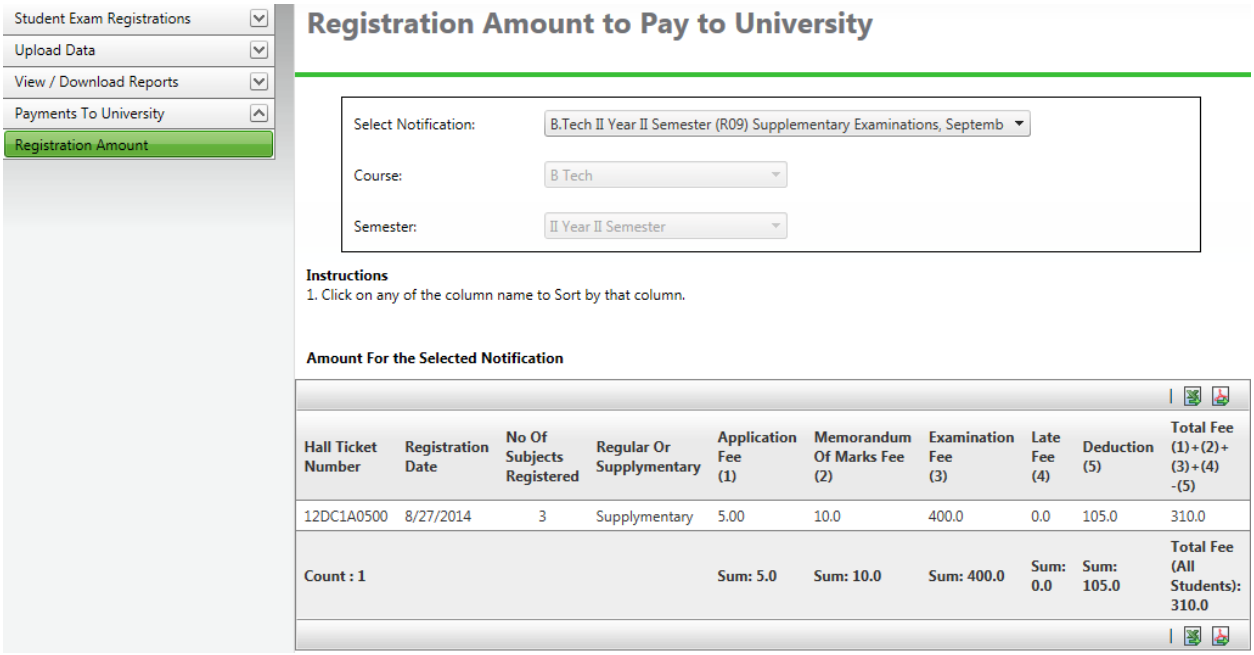

Figure 29: Registration Amount to Pay to University

You can download the Registration Amount details using the Export to Excel or Export to PDF.

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Acronyms

JNTU	Jawaharlal Nehru Technical University
D – Form	
MP	Malpractice
TSheet	
HT	Hall Ticket
PC	Paper Code

REGISTRAR
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ANANTAPURAMU-515002

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19-20

TAX INVOICE

ORIGINAL FOR RECIPIENT

Docile
Infotech

Invoice No.	:	DIL189
Invoice Date	:	01/07/2019
Reference No	:	Work Order No.JNTUA/ Exam branch/EMS Software/2018-19,20.09 .2018
Place of supply	:	37-Andhra Pradesh
Due Date	:	31/07/2019

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JNT University Anantapur, Anantapuramu, Andhra Pradesh, 515002

GSTIN: 37AAAJJ0861G1ZC

#	Description	HSN / SAC	Qty	Rate / Unit	Taxable Value	IGST	Total Amount
1	Annual Maintenance Charges for JNTUA Examination Management System for the period June 2019 to May 2020	997331	1.00 NOS	7,43,400.00	6,30,000.00	1,13,400.00 (18%)	7,43,400.00
TOTAL (₹)					6,30,000.00	1,13,400.00	7,43,400.00

Bank Details:
Account Number : 148411100001149
Bank Name : Andhra Bank
IFSC : ANDB0001484
Branch Name : Sarjapur Road

Taxable Amount	₹ 6,30,000.00
Total Tax	₹ 1,13,400.00
Total Amount	**₹ 7,43,400.00**

Total amount (in words) **Seven Lakh Fourty Three Thousand Four Hundred Rupees Only**

Docile Infotech India Private Limited
For Docile Infotech India Pvt.
G. V. Satish Kumar
Authorised Signatory
Director

Notes:
This is a computer generated invoice

Terms & Conditions:
Make all checks payable to Docile Infotech India Private Limited

REGISTRAR
J.N.T.U. Anantapur
ANANTAPURAMU-515002

PAI

JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY ANANTAPUR
(Established by Govt.of A.P., Act.No.30 of 2008)
ANANTHAPURAMU - 515 002 (A.P.) INDIA

Prof.S.Krishnaiah, M.E., Ph.D.
Registrar

Phone : + 918554272433
FAX : +918554 272437
Mobile: + 91 9908 088806
E_mail : registrar@jntua.ac.in

Proc.No.C2/JNTUA/Estt./Software / 2018 Dt.07-09-2018

Sub:-JNTUA, ATP-Estt.- Renewal of Annual Maintenance Charges for EMS Software for Examination Branch, JNTUA, ATP- Internal Committee Report -Orders-Issued.

Read:- (1) Note submitted by D.E., JNTUA, ATP, dt.28-08-2018
(2) Proc.No.C2/Estt./JNTUA/EMS Committee/2018, dt.29-06-2018
(3) Proc.No.C2/Estt./JNTUA/EMS Committee/2018, dt.11-07-2018
(4) Committee Report dt. 25-08-2018
(5) Note orders of the Vice-Chancellor, JNTUA, ATP on the above said note

*****

ORDER:-

In the Proceedings (2) & (3) a committee has been constituted for detailed Examination and to submit a report in connection with the Annual Maintenance charges for JNTUA Examination and the committee has submitted its report , As per the recommendations made by the Committee in its report dt.25-08-2018 (4) read above, the Vice-Chancellor, JNTUA , Ananthapuramu is pleased to accept the revised quotation dt.27-08-2018 submitted by M/s Docile Infotech Pvt Limited, Bangalore with regard to Annaual Maintenance Charges towards AMC for this an amount of Rs.7,08,000 (Rs.6,00,000 +GST of 18%) will be paid towards AMC Charges per for the period of 01st June, 2018 to 31st May, 2019 . Further committee also made recommendations for increase of 5% towards AMC every year applicable from 2019 onwards.

The Director of Evalution is requested to take further action as per the recommendations of the committee and duly following the rules inforce.

REGISTRAR

Encl:- Revised Quotation Submitted by M/s Docile
Committee Report

To
The Director of Evaluation, JNTUA, ATP for information
Copy to C.E (U.G.) & C.E. (P.G.)., JNTUA, Ananthapuramu for information
Copy to F.O. i/c ATP for information & necessary action
Copy to A.R. (Estt.) & D.R. (Accts.), JNTUA, Ananthapuramu
Copy to P.A. to Vice-Chancellor., P.A. to Rector & P.A. to Registrar.
Copy to file.

REGISTRAR
J.N.T.U. Anantapur
ANANTAPURAMU-515002

JNTUA – AnantapuramuExamination Management System

Administrator's Guide

REGISTRAR
J.N.T.U. Anantapur
ANANTAPURAMU-515002

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Table of Contents

Preface **5**

Purpose and Audience 5

Document Convention 5

Overview **6**

Features and Functionalities 6

Getting Started 7

Data Administration **8**

Operations 8

Add New Record 8

Edit Records 9

Delete Records 10

Manage Courses 10

Manage Branches 11

Manage Semester 11

Manage Subject 12

Manage College 12

Manage Branches in College 13

Manage College Circles for Jumbling 13

Manage Users in Colleges 14

Manage Data Entry Operators 14

Exam Management **15**

Manage Exam Notifications 15

Manage Exam Time Table 16

View Missing Internal Marks 17

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Generate Hall Ticket 17
Generate TSheet 18
Recounting / Missing Marks Entry 18
Recounting Management 19
Marks Sheet Details Entry 19
Generate Marks Sheets 20
Modifications 21
Welcome Page Updates 21
Registration Corrections 21
View / Download Reports 23
Exam Notification 23
Exam Time Table 24
Publish Data to College 25
Exam Notification 25
Exam Time Table 25
College Approvals 27
Approve Modified Students 27
Approve New Students 28
Student Re-Registration 28
Payments from Colleges 29
View Discrepancies 30
Lab Marks Not Found 30
Lab Marks Missing 2nd Entry 30
HT vs PC Not Found 31
HT vs PC Missing 2nd Entry 31
PC vs Marks Not Found 32

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PC vs Marks Missing 2nd Entry 32

Resolve Discrepancies 33

Lab Marks Discrepancies 33

HT vs PC Not Found Resolver 33

HT vs PC Missing 2nd Entry Delete 34

HT vs PC Discrepancies 35

PC vs Marks Not Found Delete 35

PC vs Marks Missing 2nd Entry Delete 36

PC vs Marks Discrepancies 36

Missing Paper Codes 37

Acronyms 42

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Preface

Purpose and Audience

This is an administrator guide for Examination Management System of Jawaharlal Nehru Technical University Anantapur. This document describes tasks such as data administration, exam management, site modifications, reports, data publishing, college approvals, payment details, discrepancies and data entry. The document is targeted at admin users of Examination Management System.

Document Convention

This section of the document describes various types of conventions used throughout the document:

1. Note

   Information that is incidental to the main text flow or to an important point or tip provided in addition to the previous statement or instruction.

2. **Bold**

   Bold text is used to designate file and folder names, dialog titles, names of buttons, icons, and menus, and terms that are objects of user selection.

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Overview

Jawaharlal Nehru Technological University, Anantapur (JNTU Anantapur) is a state university in Anantapur, Andhra Pradesh, India. Founded in 1946, since 1972 it has been a constituent college of Jawaharlal Nehru Technological University.

The Examination Management System is a web portal that allows the admin users to perform website administration tasks.You can access Examination Management Portal using the hyperlink http://sarasems.cloudapp.net/aems/WebLogin.aspx as shown below.

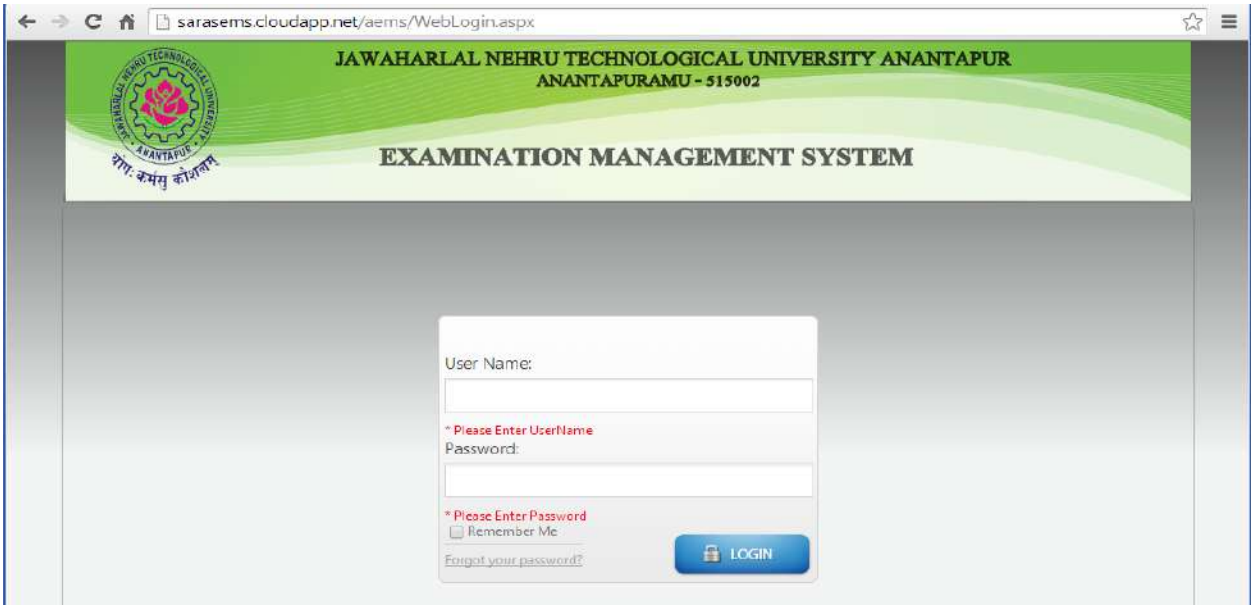

Figure 1: Login Screen

Features and Functionalities

The features and functionalities of Examination Management System admin portal are listed below:

1. Data Administration
2. Exam Management
3. Modifications
4. Reports
5. Publish Data to College
6. College Approvals
7. Payments
8. View and Resolve Discrepancies

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9. Data Entry Operations

Getting Started

In order to get started with the administration work, you need to login to the admin portal of Examination Management System. Enter the **User Name** and **Password** and click **Login** to login to admin portal as shown below:

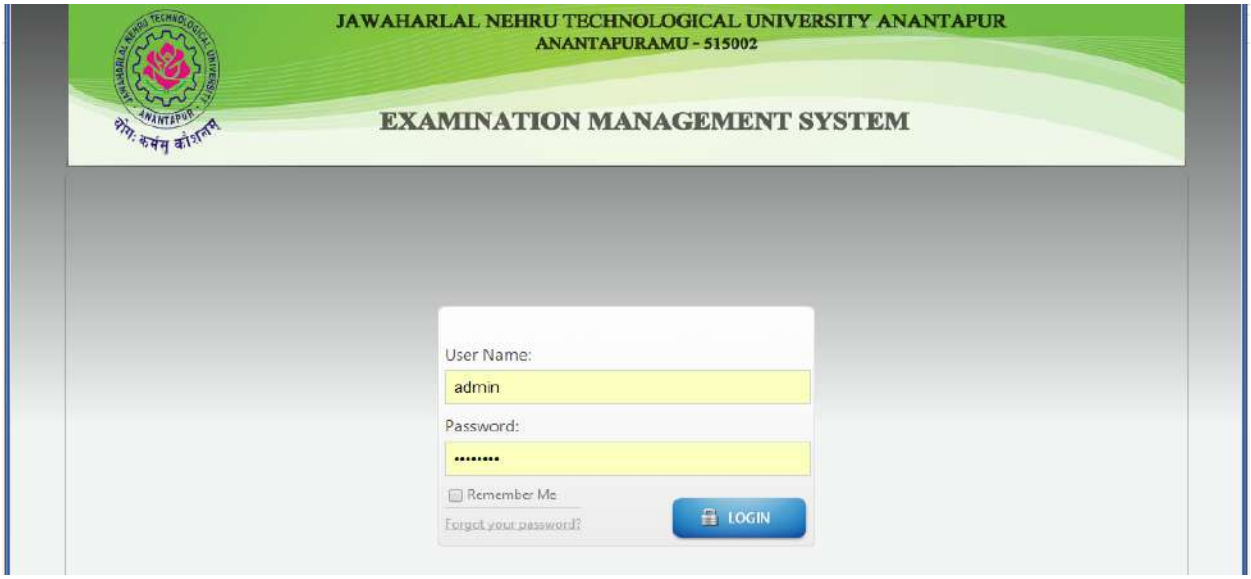

Figure 2: Login Screen

After logging into the admin portal, the home page will appear on your computer screen as shown below:

Figure 3:Home Page

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Data Administration

The Data Administration menu allows you to manage colleges, branches, semesters, subjects, courses, branches in college, users in college and data entry operators in college. The admin portal also allows you to add, edit and delete Courses, Branches, Semesters, Subjects and College Users.

Operations

Add, Edit and Delete operation will be similar throughout the portal. A detailed explanation of Add, Edit and Delete operations are provided below:

Add New Record

You can add new Courses, Branches, Semesters, Subjects and College Users to the list using the Add New Record option. To add a new Course or Branch or Semesters or Subjector College User to the list follow the steps listed below:

1. Click **Manage Courses**from the list and select **Regulation** as shown below:

Figure 4: Select Regulation

The select regulations option is applicable only while adding a new Course to the list. Different options has to be selected to add different services and users.

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2. Click **Add New Record**, enter the **Course Code** and **Course Name**, and click **Insert** as shown below:

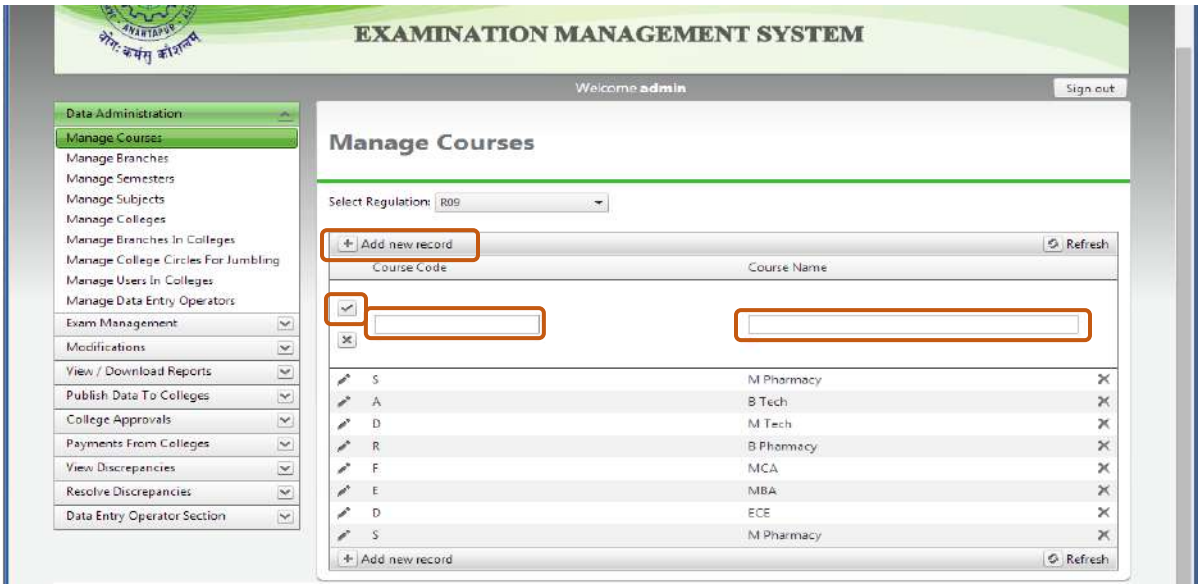

Figure 5: Add New Record

Edit Records

You can edit the list of Courses, Branches, Semesters, Subjects and College Usersusing the edit option. To edit the list click the **Edit** button and to save the changes click **Update** as shown below:

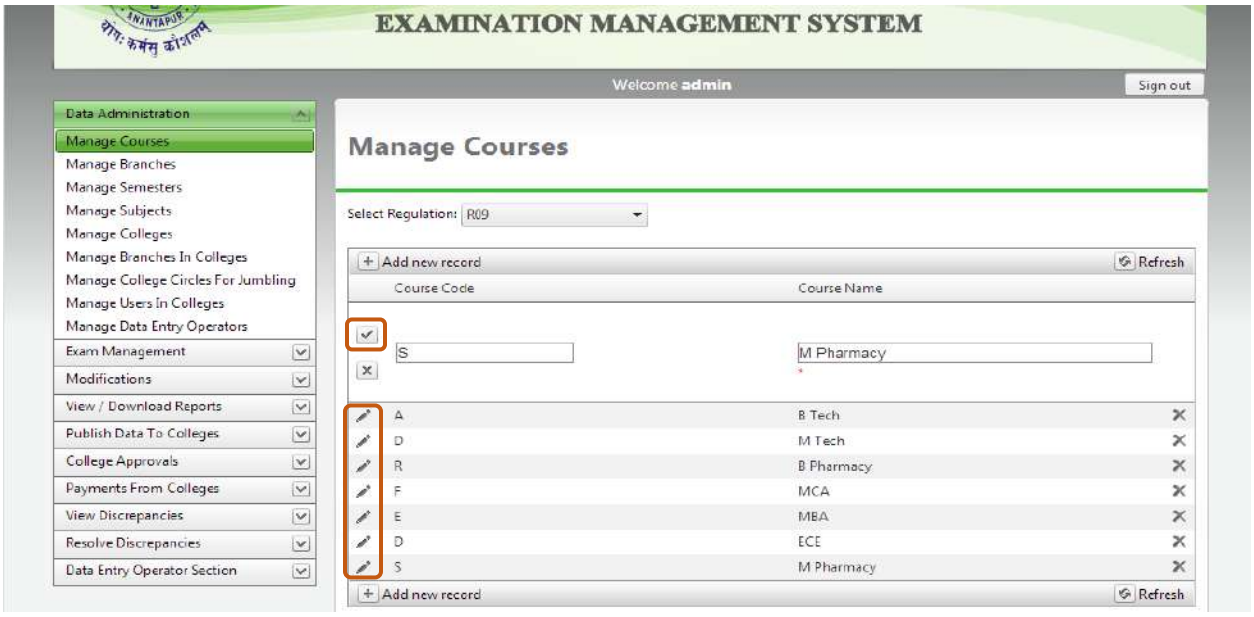

Figure 6: Edit Records

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Delete Records

You can delete the list of Courses, Branches, Semesters, Subjects and College Users using the delete option. To delete Course or Branch or Semesters or Subjector College User, click the **Delete** button and click **OK** as shown below:

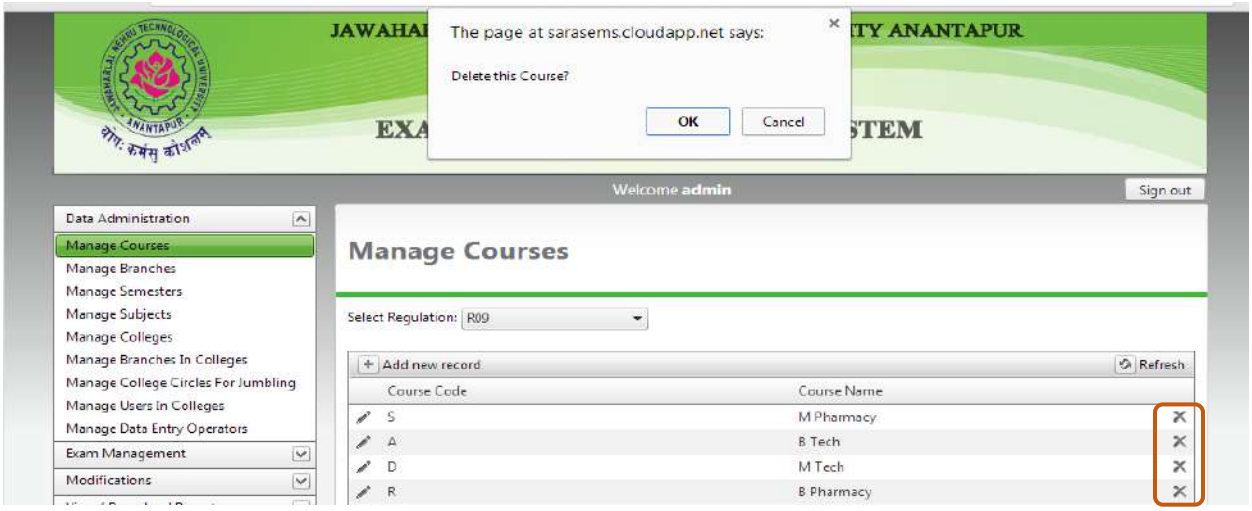

Figure 7: Delete Record

Manage Courses

The Manage Course option allows you to add, edit and delete the courses. The below screen provides a brief description of the Manage Courses option:

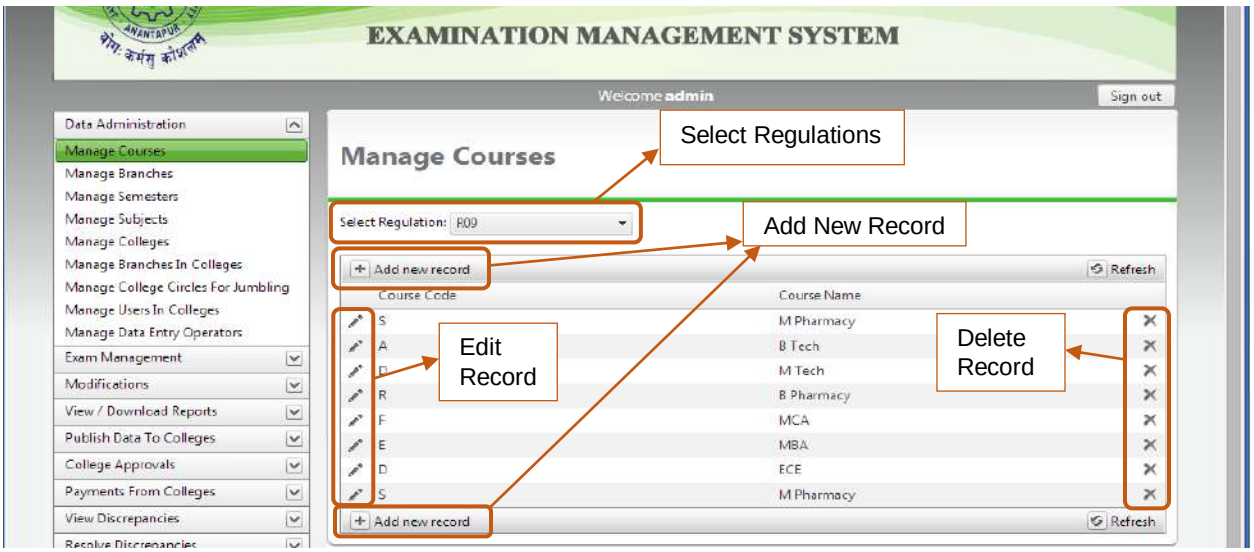

Figure 8: Manage Courses

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Manage Branches

The Manage Branches option allows you to add, edit and delete the Branches. The below screen provides a brief description of the Manage Branches option:

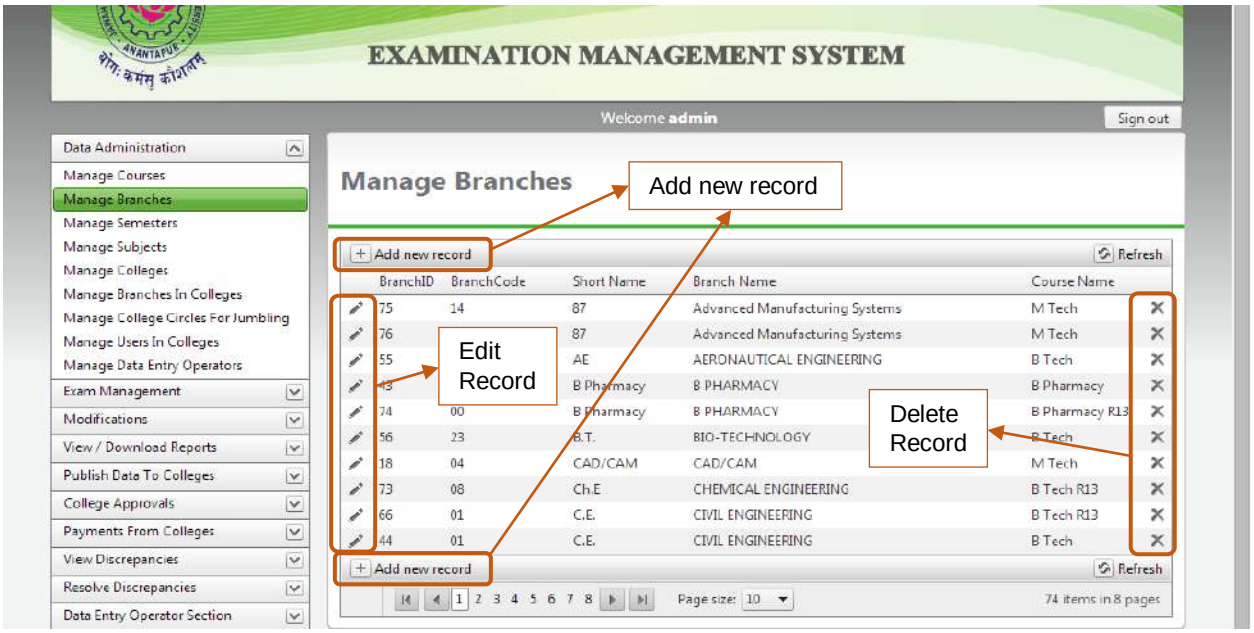

Figure 9: Manage Branches

Manage Semester

The Manage Semester option allows you to add, edit and delete the Branches. The below screen provides a brief description of the Manage Semester option:

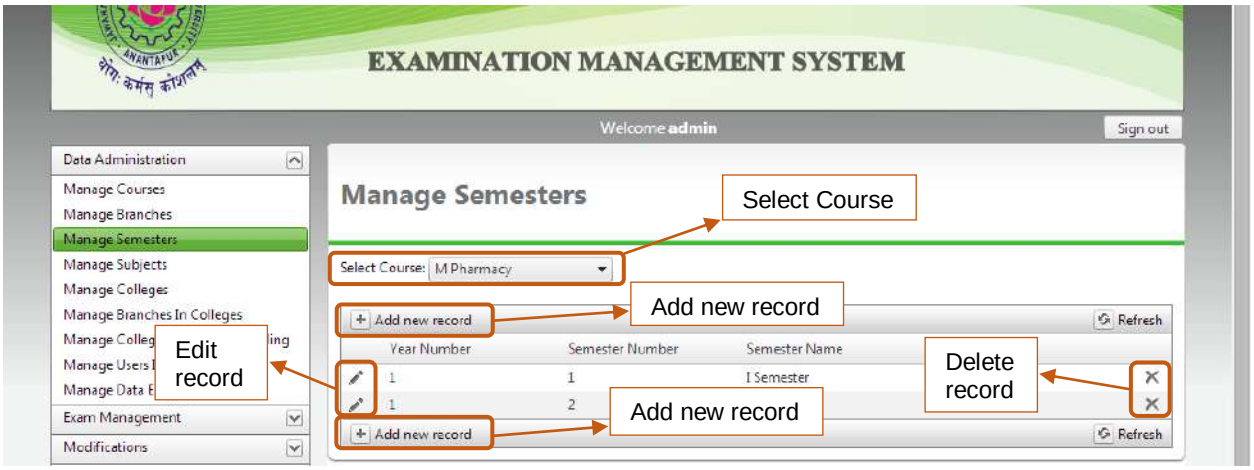

Figure 10: Manage Semester

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Manage Subject

The Manage Subject option allows you to add, edit and delete the Subjects. In order to Add, Edit or Delete the Subjects, you need to select the Course, Branch and Semester first. The below screen provides a brief description of the Manage Subjects option:

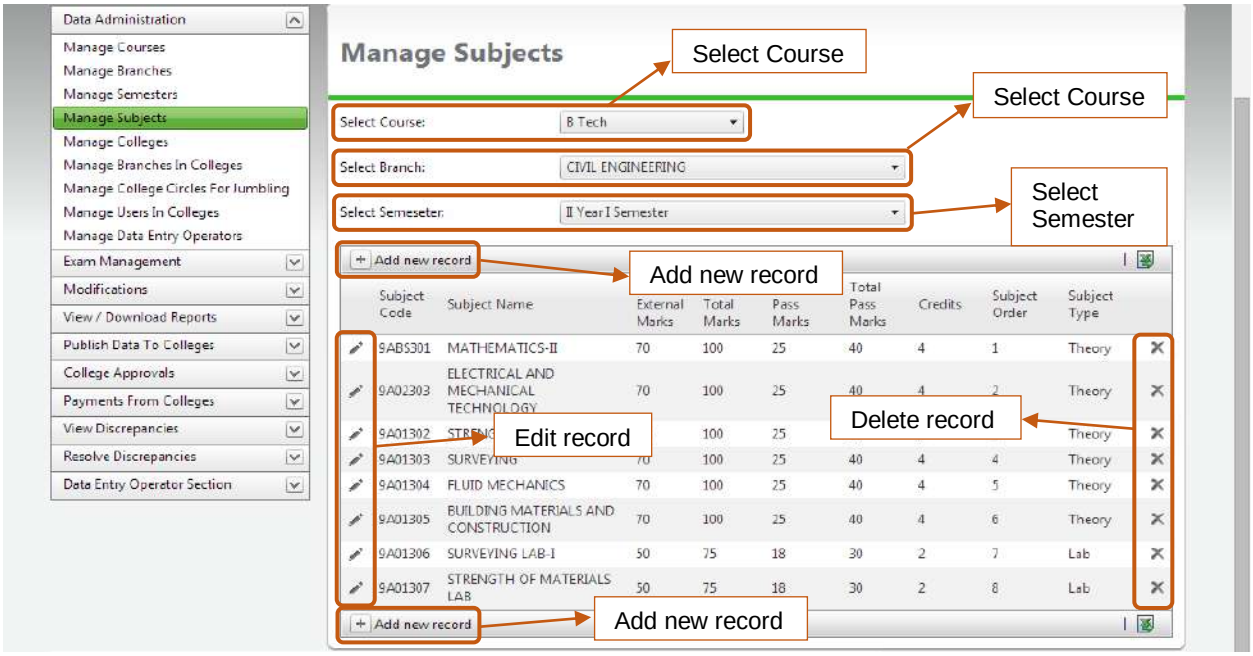

Figure 11: Manage Subjects

Manage College

The Manage College option allows you to add, edit and delete the Colleges from the list. The below screen provides a brief description of the Manage College option:

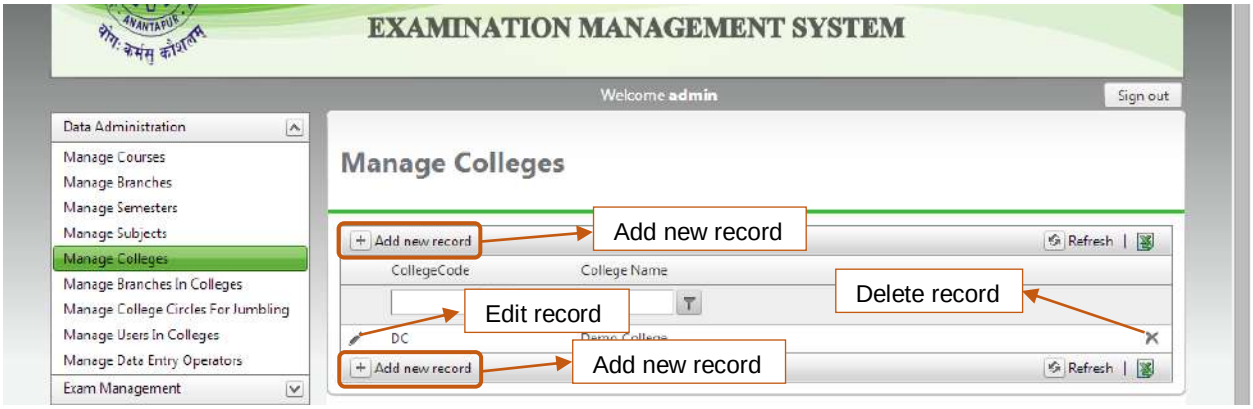

Figure 12: Manage College

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Manage Branches in College

The Manage Branches in Colleges option allows you to add to a particular Course to a particular College. In order to add a Subject, you need to select the Course, and College first. The below screen provides a brief description of the Manage Branches in College option:

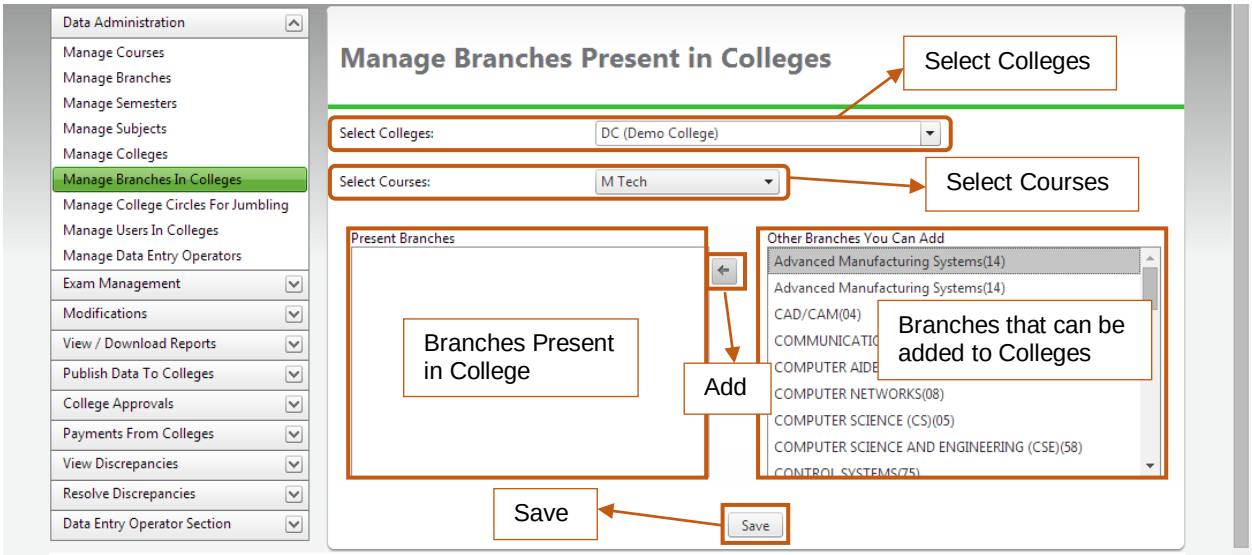

Figure 13: Manage Branches Present in Colleges

Manage College Circles for Jumbling

The Manage College Circles for Jumbling option allows you to edit and update the college circle. In order to update the college circle, you need to select the course first. The below screen provides a brief description of the Manage College Circles for Jumbling option:

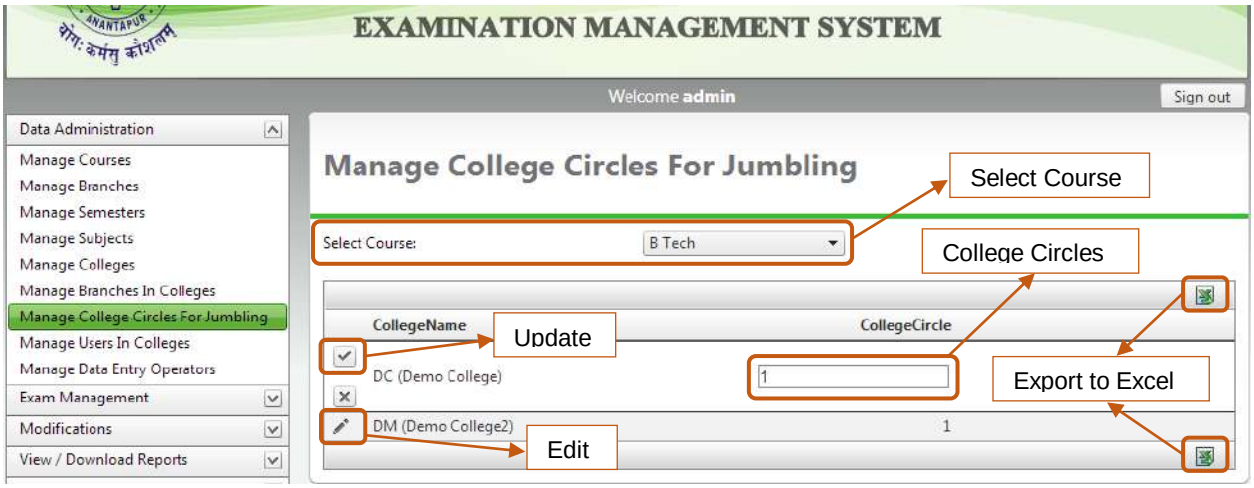

Figure 14: Manage College Circles for Jumbling

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Manage Users in Colleges

The Manage Users in College option allows you to add new users to a particular college and it also allows you to view the passwords of all the users of different colleges.The below diagram provides a brief description of the Manage Users in Colleges options:

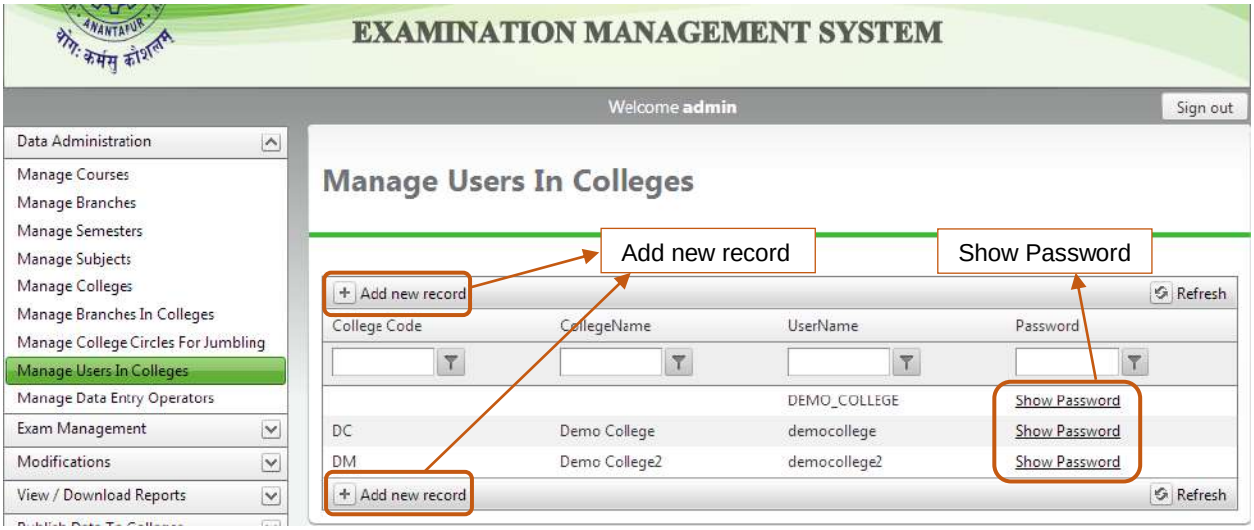

Figure 15: Manage Users in College

Manage Data Entry Operators

The Manage Data Entry Operators option allows you to add new data entry operators to the list. You can also edit the data entry user details and view passwords of different data entry operators. The below screen provides a brief description of the Manage data Entry option:

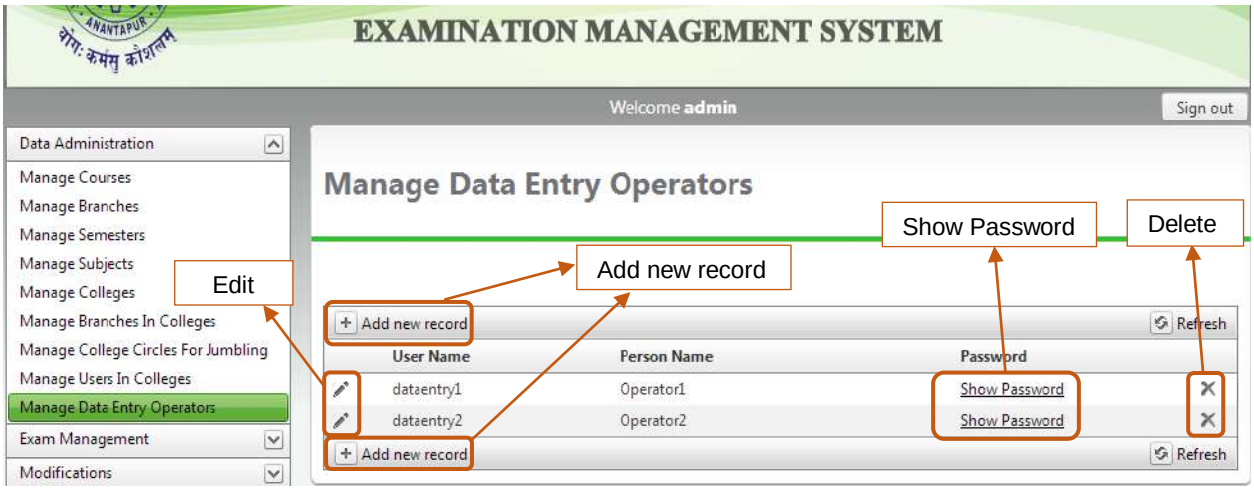

Figure 16: Manage Data Entry Operators

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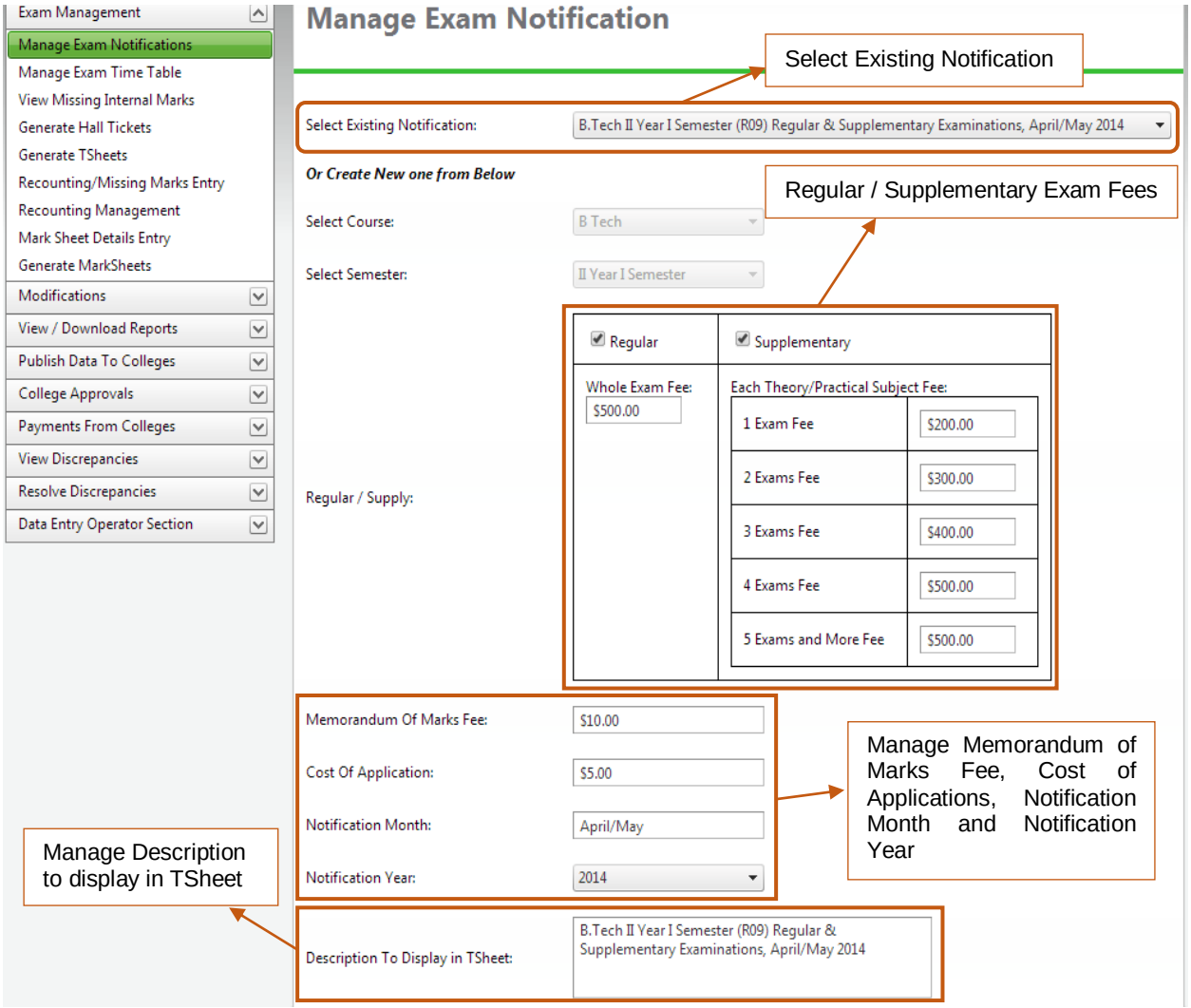
Exam Management

You can manage exam notifications, time tables, and internal marks. The Exam Management tab allows you to generate hall tickets, TSheets and Marks Sheets. You can also manage recounting / missing marks entry and marks sheet details.

Manage Exam Notifications

You can manage the exam notifications such as exam fees, cost of application, last date last fee amount, end date and etc. In order to manage the notifications you need to select the existing notifications. The below screens provide a brief description of the Manage Exam Notifications:



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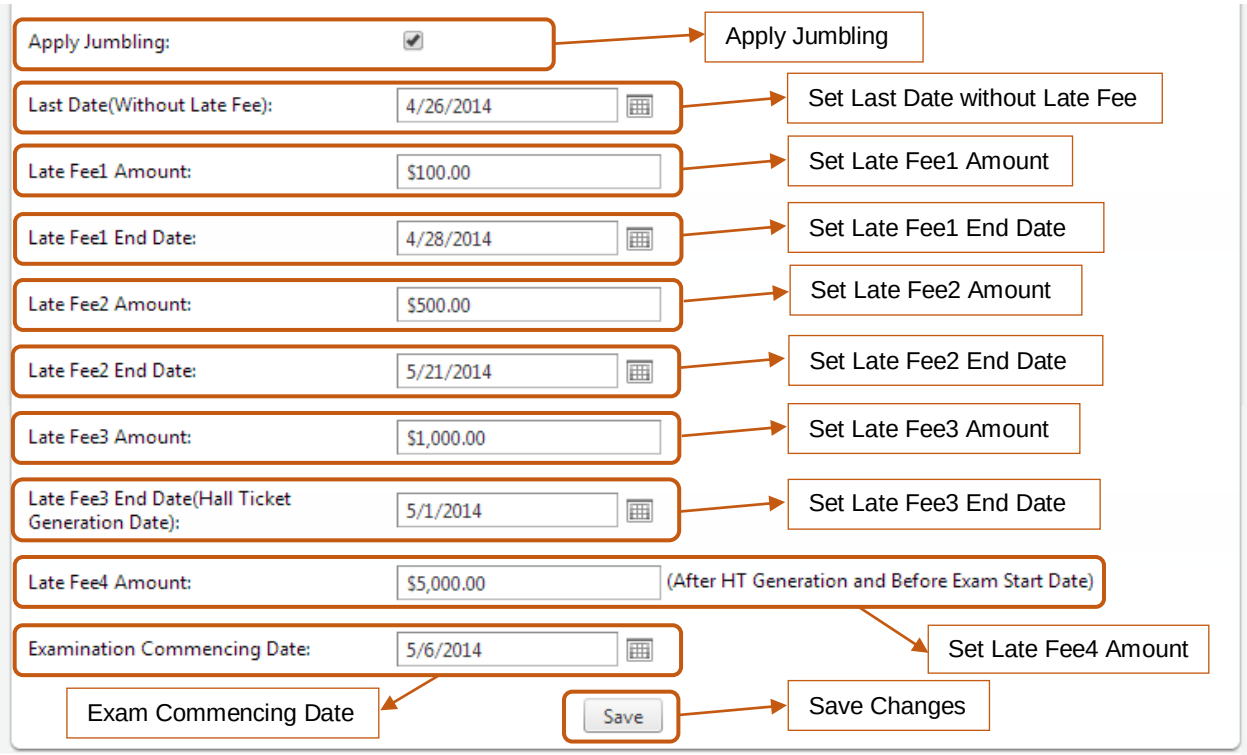

Figure 17: Manage Exam Notifications

You can also create a notification using the **Exam Notification** option. In order to create a notification, enter the required details and click **Save** as shown in the above snapshot and do not select the existing notification.

Manage Exam Time Table

You can manage the exam tile table for different subjects using the Manage Exam Time Table option. In order to manage the exam timetable you need to select the existing notification. The below screens provide a brief description of the Manage Exam Notifications:

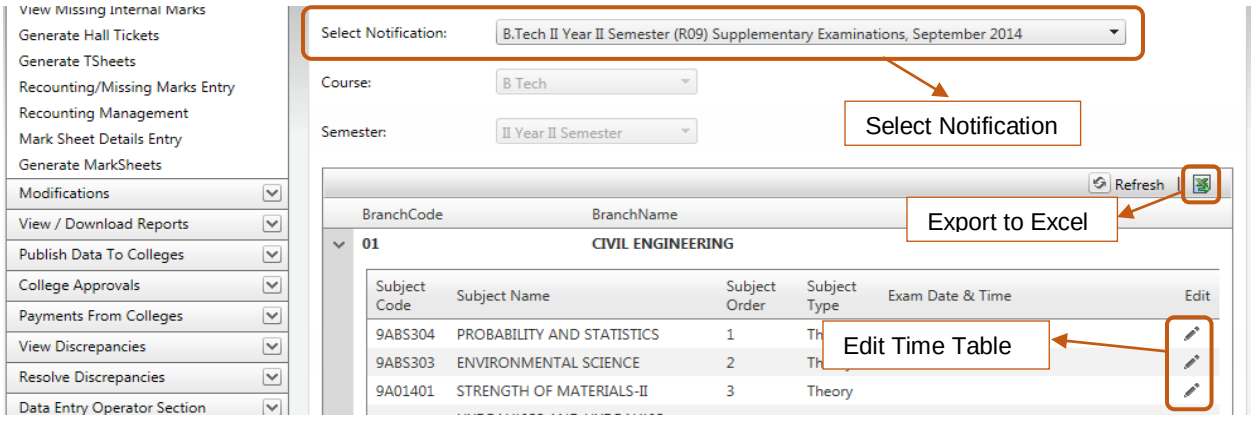

Figure 18: Manage Exam Time Table

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View MissingInternal Marks

You can view the data of college whose students are registered but internal marks are not found suing the View Internal Missing Marks option. In order to view missing internal marks, select the **Notification** as shown below:

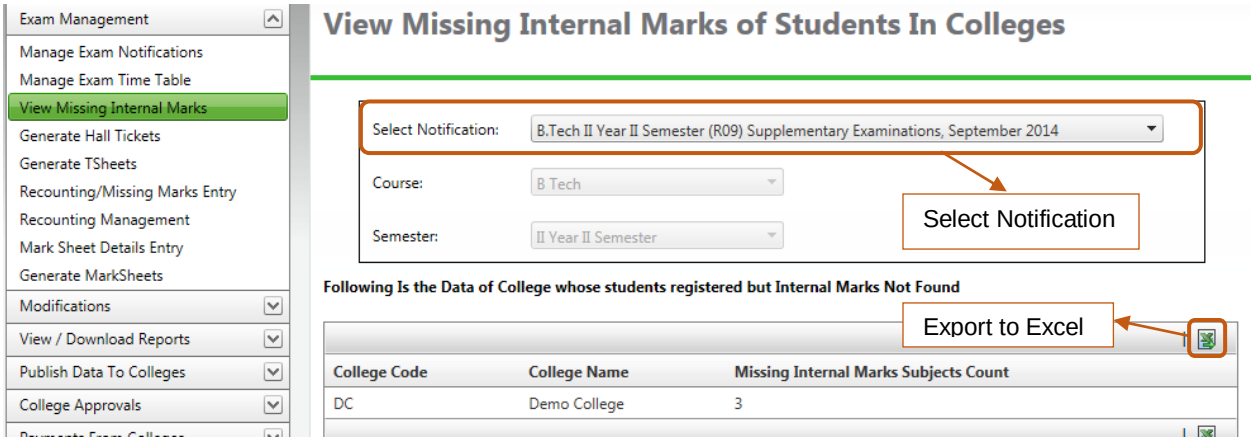

Figure 19: View Missing Internal Marks

Generate Hall Ticket

You can generate student's hall tickets or regenerate hall ticket using the Generate Hall Ticket option. In order to generate Hall Tickets, select the **Notification**and click **Generate.** You can regenerate the hall ticket using the Hall Ticket number as shown below:

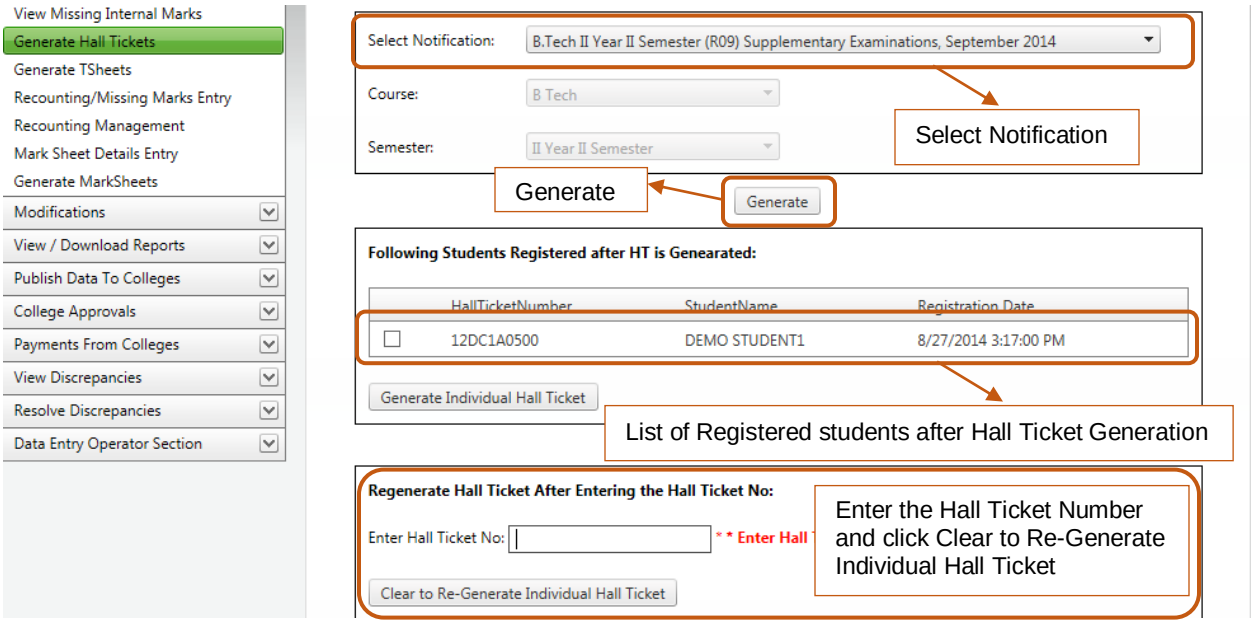

Figure 20: Generate Hall Ticket

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Generate TSheet

You can generate TSheets using the Generate TSheet option. Once the TSheet generated, you will not be able to generate another notification TSheets for an hour. In order to generate TSheets, select the **Notification**,select the **Date** and click **Generate**:

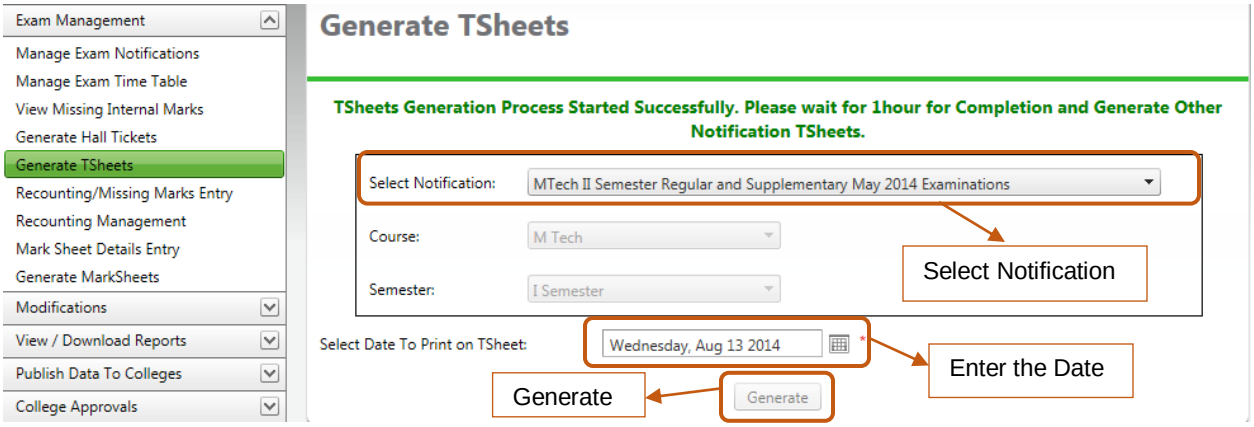

Figure 21: Generate TSheet

Recounting / Missing Marks Entry

You can view and modify the recounting or missing marks entries using the Recounting or Missing Marks Entry option. In order to view the recounting or missing marks, select the **Notification**, enter the Hall Ticket number and click **Get Details** as shown below:

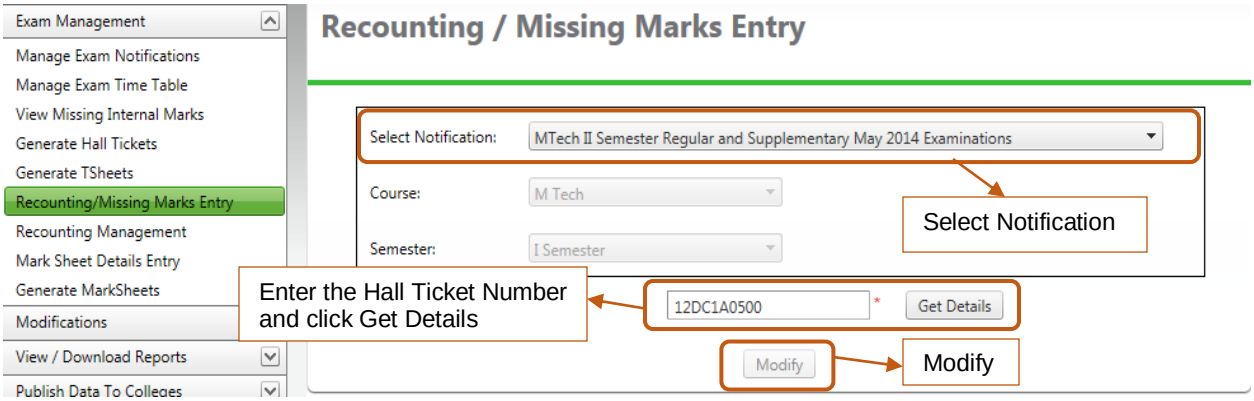

Figure 22: Recounting / Missing Marks

You can also modify the recounting or missing marks entries using the Modify button. In order to modify the marks, select the record and click **Modify**.

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Recounting Management

The Recounting Management option allows you to view the paper codes for marks recounting cases. In order to get the paper codes, select the **Notification**, enter the **Hall Ticket Number** and **Subject Code** and click Get PaperCodes as shown in the snapshot below:

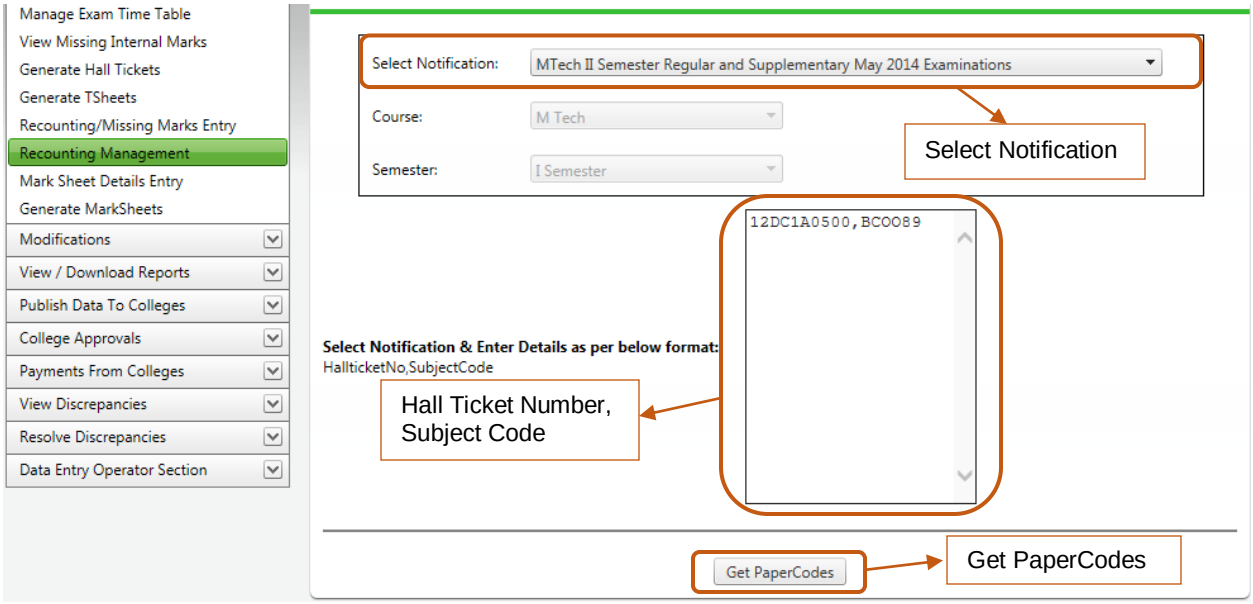

Figure 23: Recounting Management

Marks Sheet Details Entry

You can save the marks sheet details such as Marks Sheet Description and Month/ Year data of Marks Sheet using the Marks Sheet Details Entry option. In order to save the Marks Sheet Details, select the **Notification**, enter **Marks Sheet Description**, enter **Month / Date** data of Marks Sheet and click **Save** as shown below:

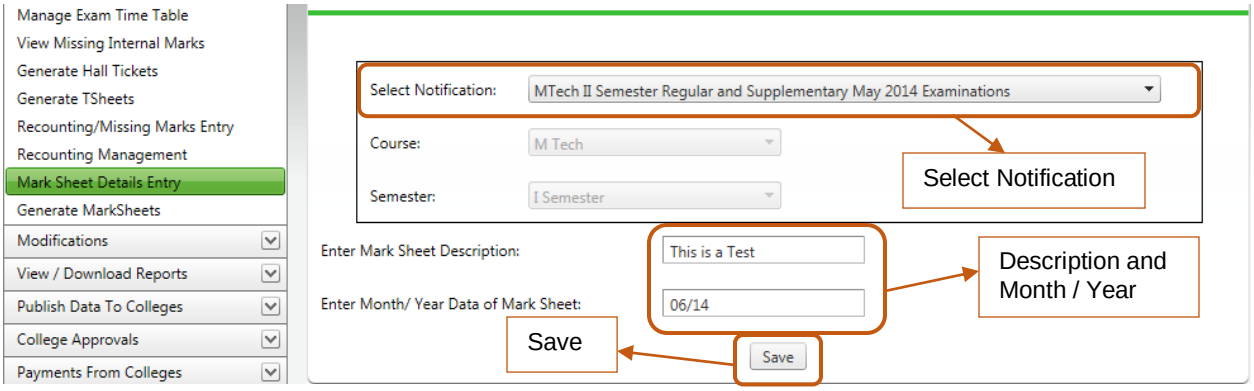

Figure 24: Marks Sheet Detail Entry

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Generate Marks Sheets

You can generate student's marks sheets using the Generate Marks Sheets option. You will not be able to generate another marks sheet for an hour. In order to generate Marks Sheet, select the **Notification**, enter or select the **Date**to print on Marks Sheet and click **Generate**as shown below:

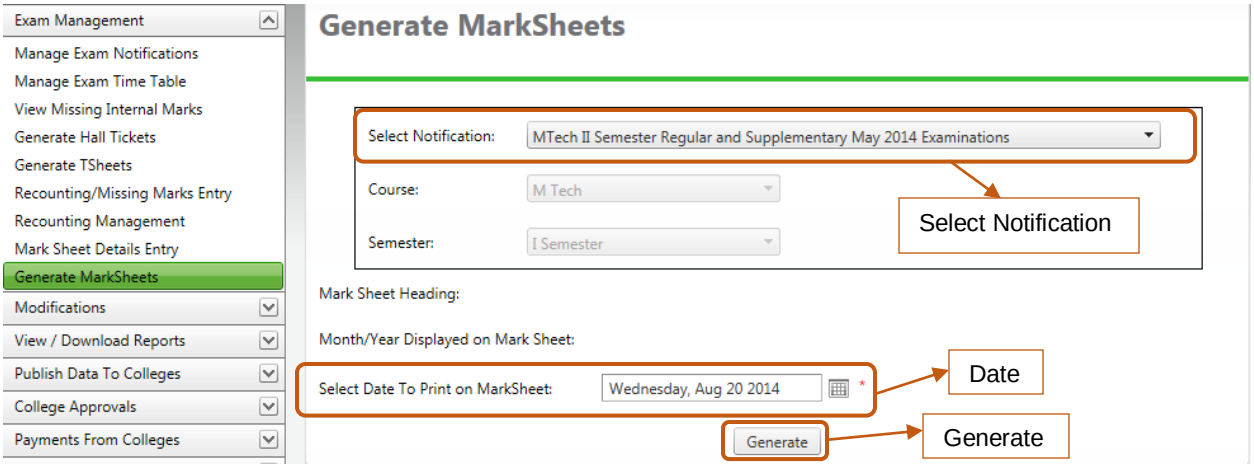

Figure 25: Generate Marks Sheet

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Modifications

The Modifications menu allows you to modify the Welcome Page updates and it allows you to make correction to student registrations. You can add, delete or edit the welcome page updates and you can change the registration of students using their Hall Ticket number. A detailed explanation about Welcome Page Update and Registration Correction is provide in the below sections:

Welcome Page Updates

The Welcome Page Update option allows you to add new update, edit or delete an existing update. You can also export the data to an excel file. The below screen provides a brief description of the Welcome Pages Updates option:

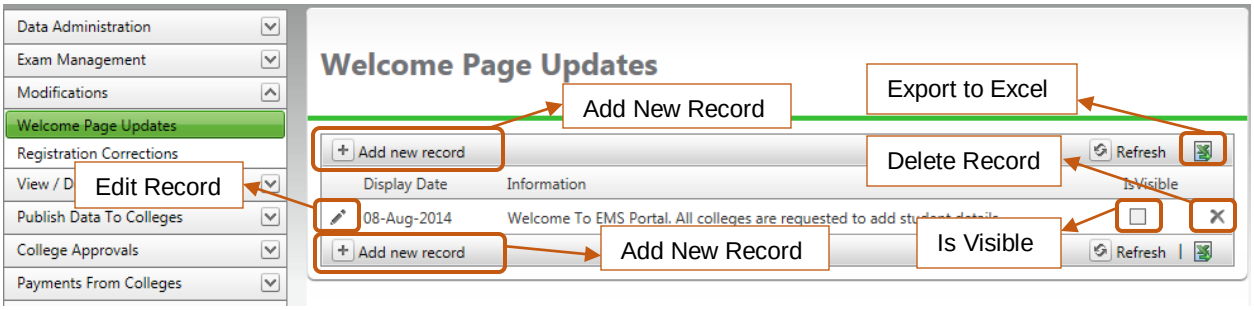

Figure 26: Welcome Page Updates

Registration Corrections

The Registration Correction option allows you to make changes to students' registration details. In order to make changes to student registration details, select the Notification, enter the Hall Ticket Number, and click **Get Detail** as shown below:

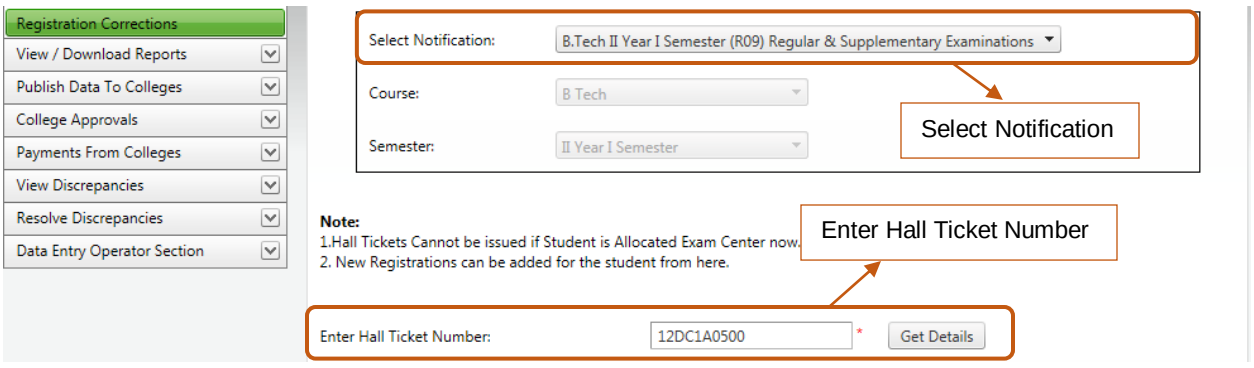

Figure 27: Registration Correction

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The Registration Correction option allows you to change the details such as Exam Type, Subject Code, and Subject Name. The below screen provide a brief description of The Registration Correction option:

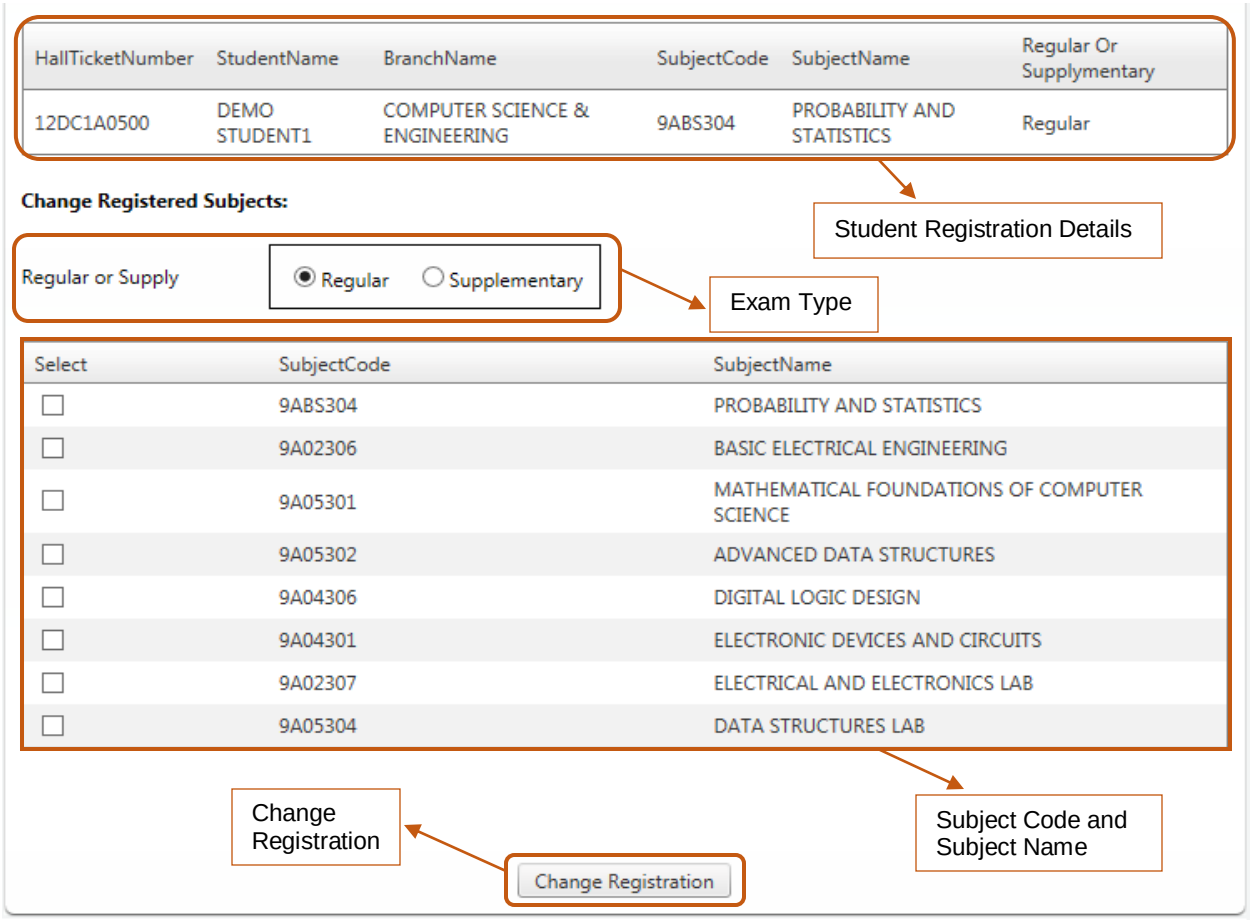

Figure 28: Registration Details

Once you click the Change Registration button, you will be prompted to confirm the action.Click Confirm to update the changes in the server, you can also cancel the action by clicking the Cancel button as shown in the snapshot below:

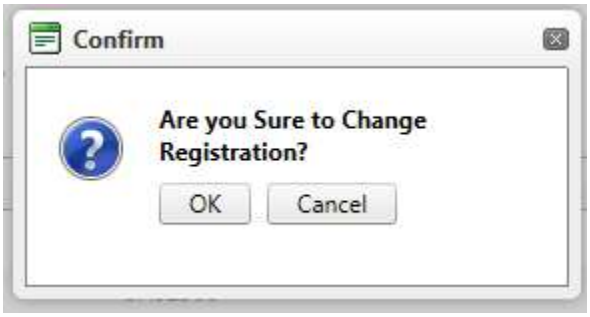

Figure 29: Confirm

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View / Download Reports

You can view or download various types of reports using the View / Download Reports menu. The View / Download Reports menu allows you to view or download Exam Notifications and Exam Time Table. A detailed explanation about various reports are provide in the below sections:

Exam Notification

You can view and download Exam Notification report using the Exam Notification option. In order to view Exam Notification Reports, select **Notification** and click View as shown in the snapshot below:

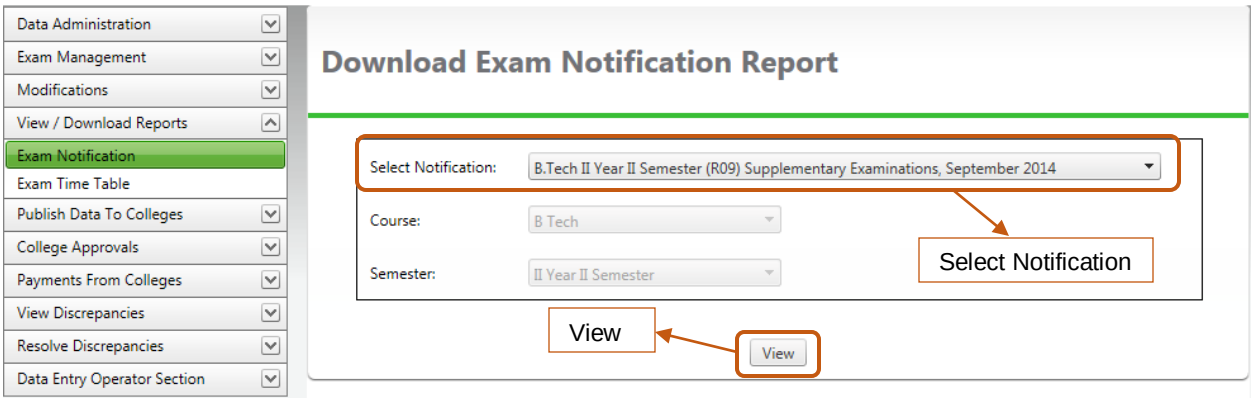

Figure 30: Exam Notification

Exam Notification Report will open in a new window, to download the report click the **Save** button as shown below:

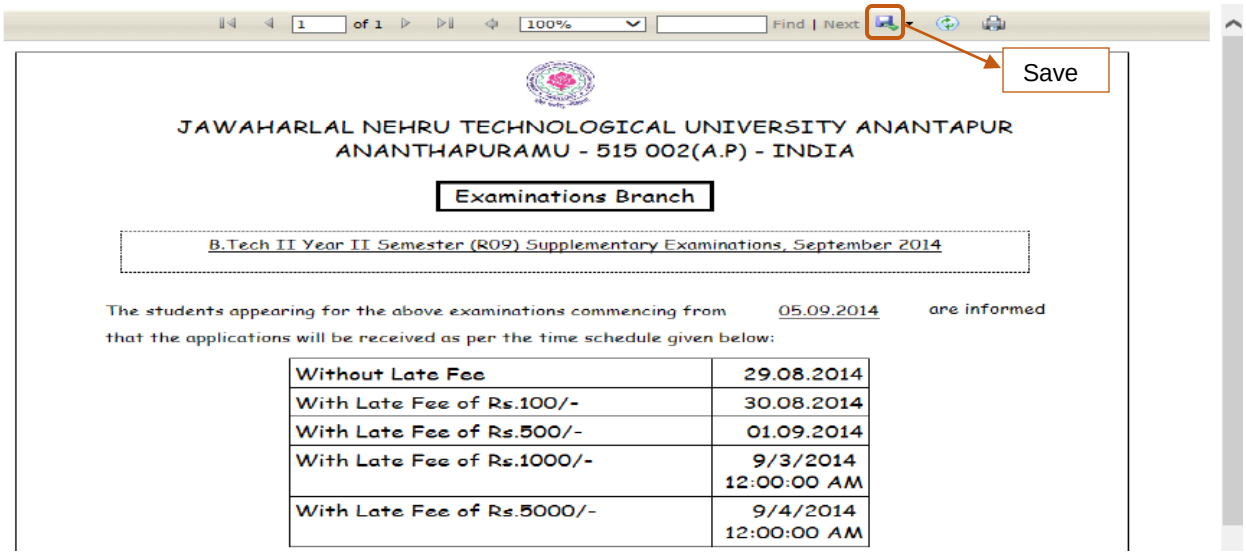

Figure 31: Exam Notification Report

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Exam Time Table

You can view and download Exam Time Table using the Exam Time Table option. In order to view Exam Time Tables, select **Notification** and click View as shown in the snapshot below:

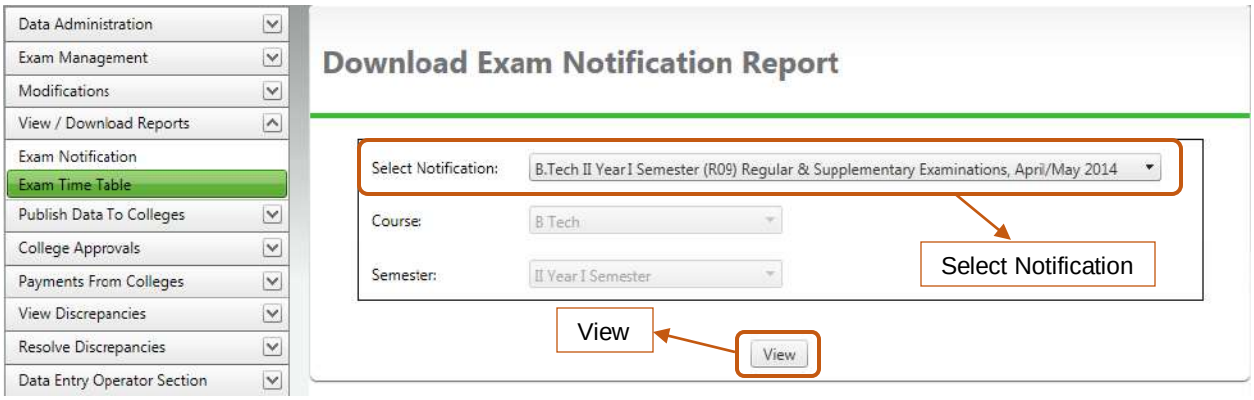

Figure 32: Exam Time Table

Exam Time Table will open in a new window, to download the Time Table click the **Save** button as shown below:

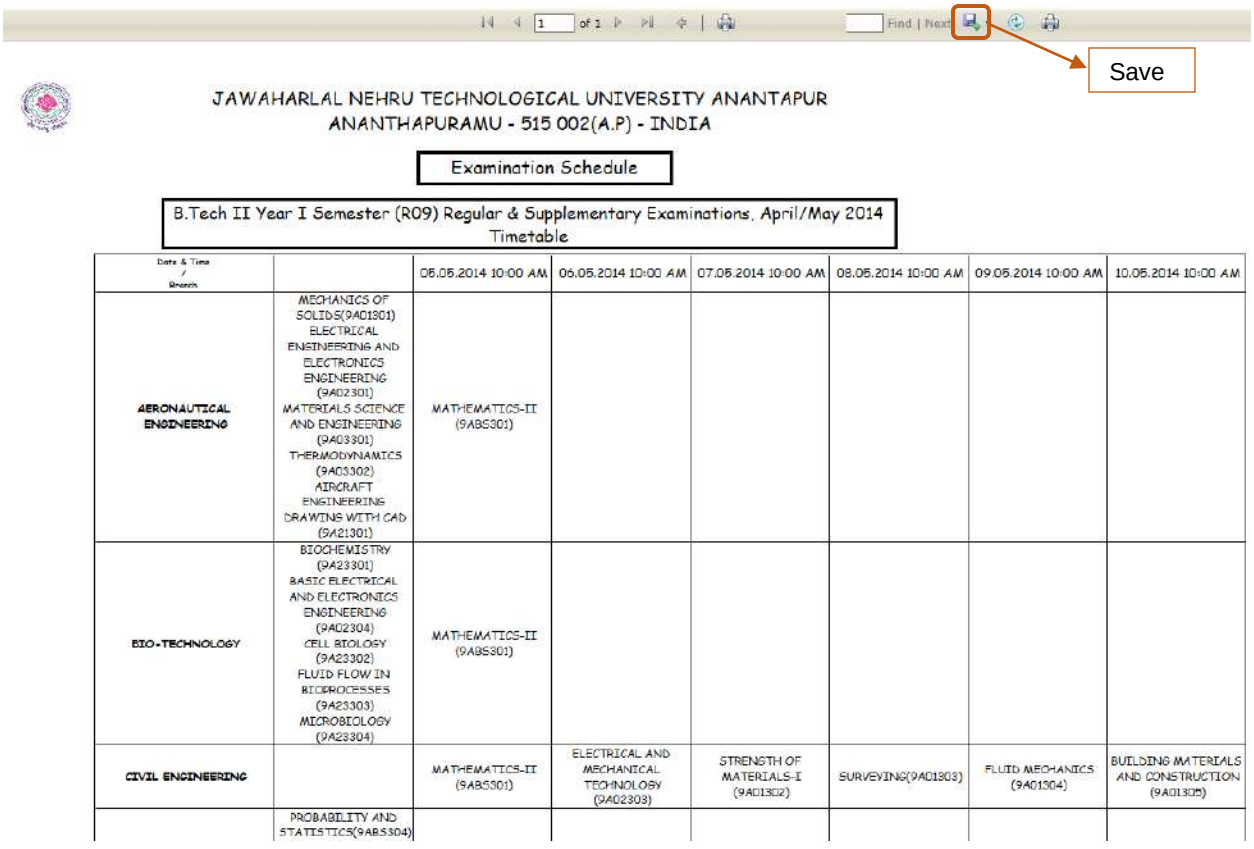

Figure 33: Exam Time Table

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Publish Data to College

You can publish various types of notifications such as Exam Notifications and Exam Time Table using the Publish Data to College option. A detailed explanation about publish data is provided in the below section:

Exam Notification

You can publish exam notifications using the Exam Notification option. In order to publish exam notifications, select **Notification** form the list and click the **Click Here** link as shown below:

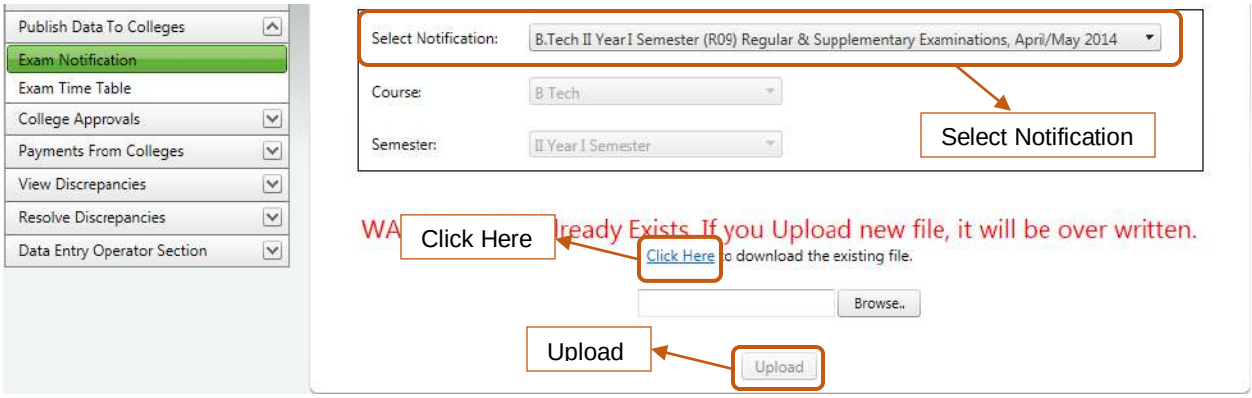

Figure 34: Publish Exam Notification

Exam Time Table

You can publish exam time table using the Exam Time Table option. In order to publish exam time table, select **Notification** form the list and click the **Click Here** link as shown below:

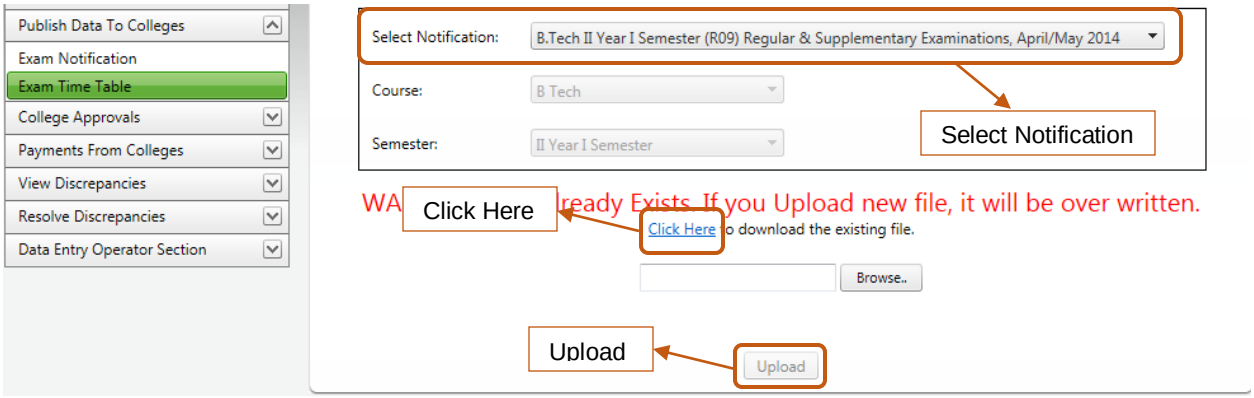

Figure 35: Exam Time Table

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In order to publish exam notifications and exam time table, you need to upload the notifications and time table in an Excel format as shown below:

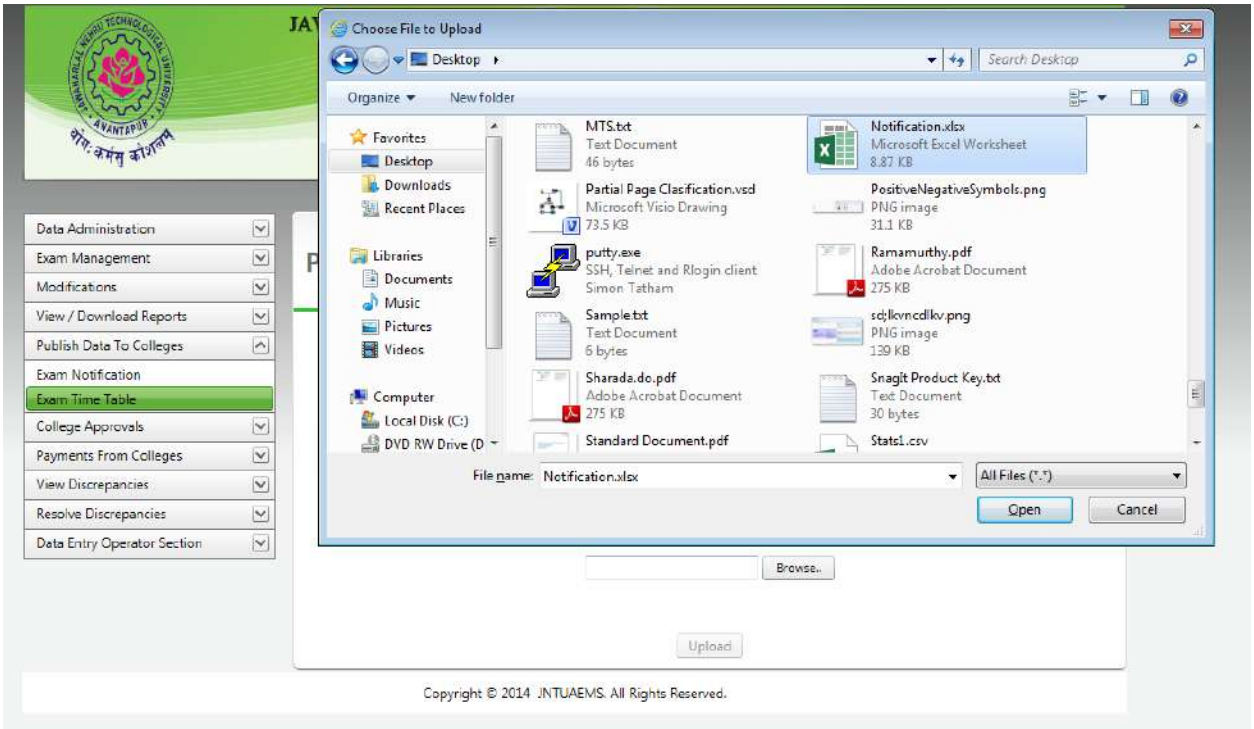

Figure 36: Upload Excel File

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College Approvals

The College Approvals menu enables you to approve modified student details, new student details and Re- Registration request. A detailed explanation about the College Approvals option is provided in the below section:

Approve Modified Students

You can approve details modified by students such as Student Name, Father Name, Mother Name, Caste, etc. You can approve all using the Select All checkbox or you can also approve individual details using respective checkboxes as shown below:

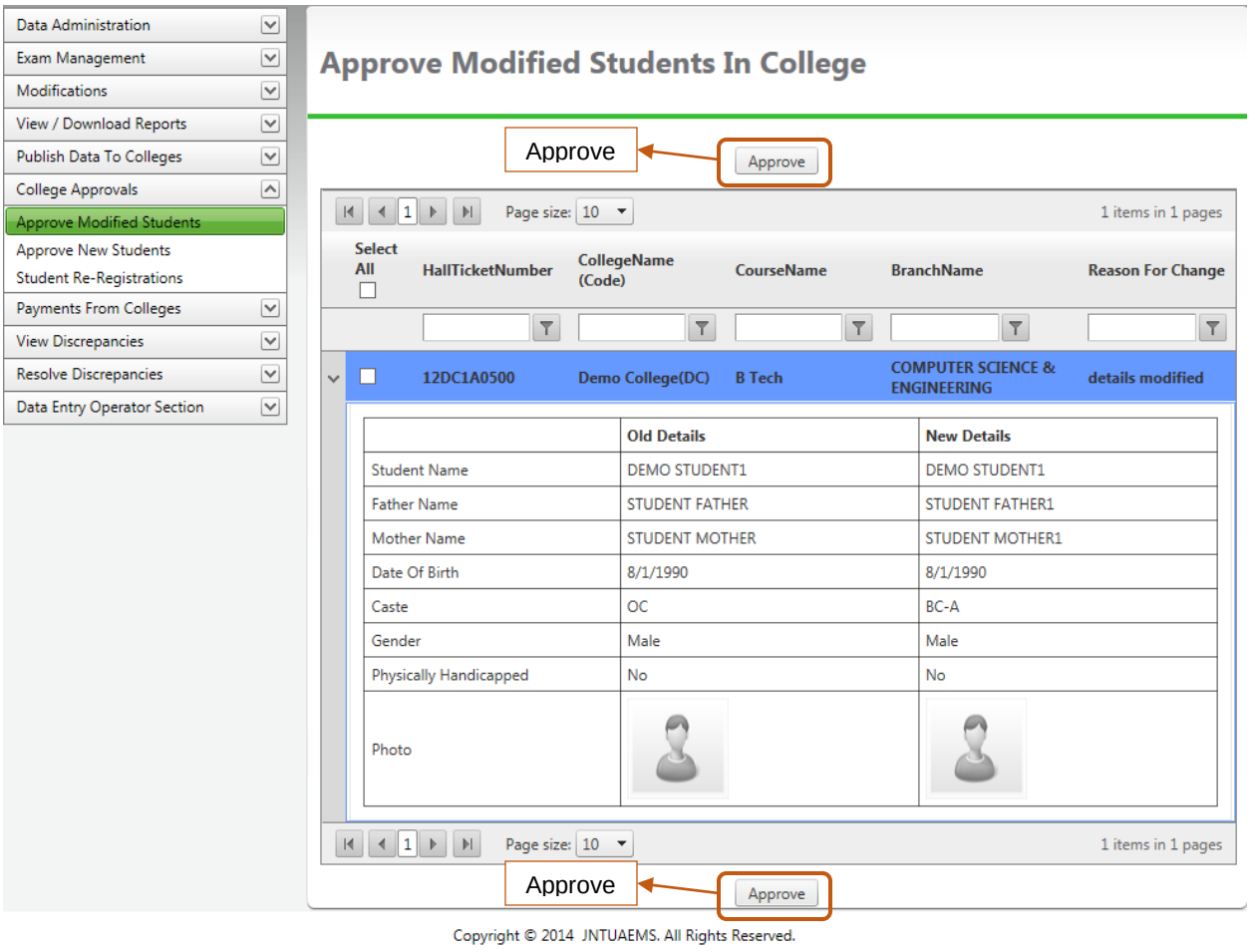

Figure 37: Approve Modified Student Details

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Approve New Students

You can approve new student details such as College, Course, Branch, Hall Ticket Number, etc. You can approve all students using the Select All checkbox or you can also approve individual student details using respective checkboxes as shown below:

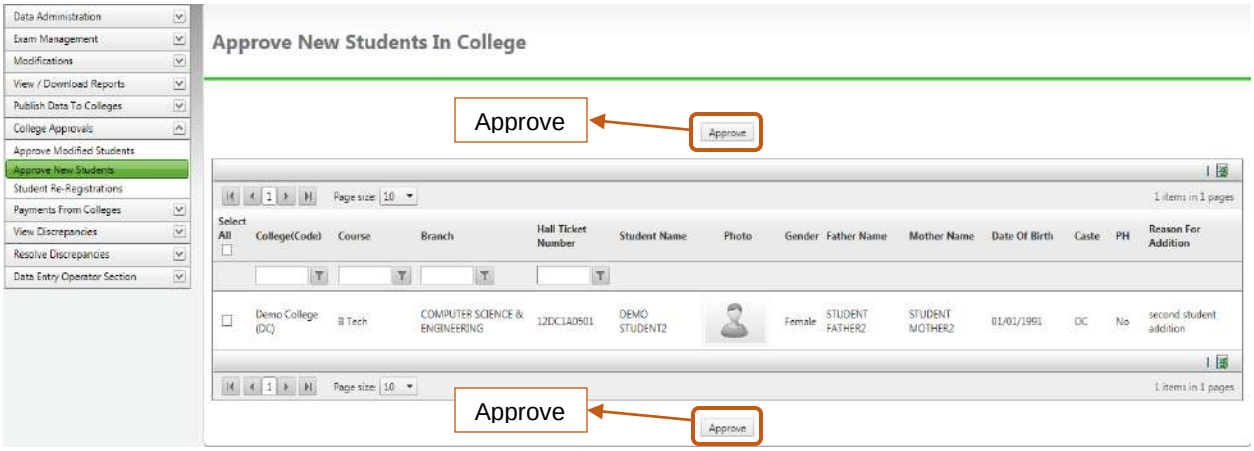

Figure 38: Approve New Students

Student Re-Registration

You can approve re-registered student details such as Hall Ticket Number, Student Name, and College Name etc. You can approve re – registered student details using the Select All checkbox or you can also approve individual student details using respective checkboxes as shown below:

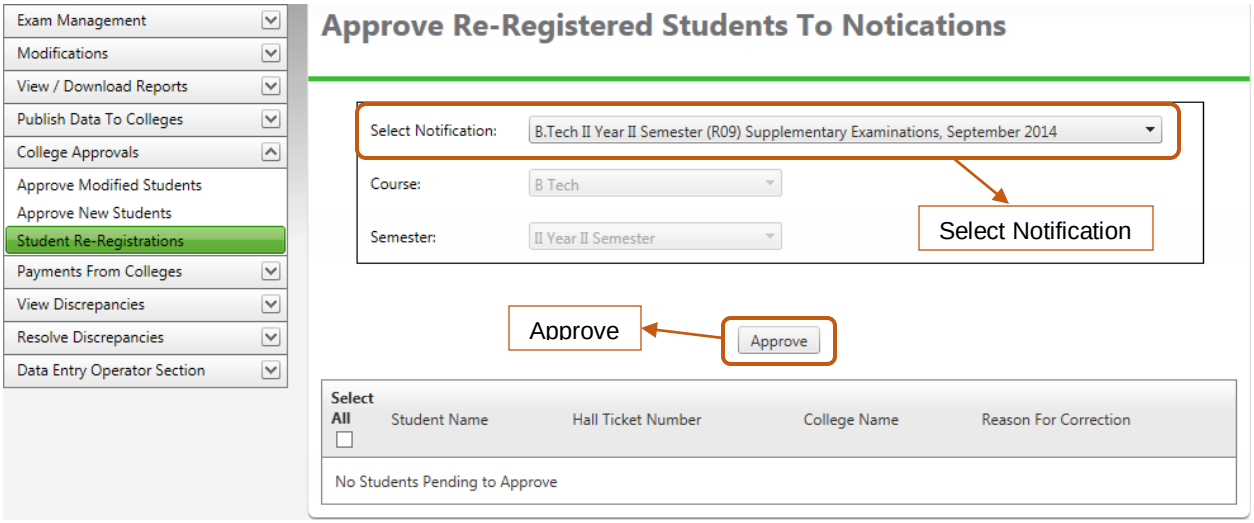

Figure 39: Student Re-Registration

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Payments from Colleges

You can view the Registration Amount from colleges using the Registration Amount option in the Payments from Colleges menu. You can also download the registration amount details using the Export to Excel or Export to Adobe options, the below screen provides a brief description of the Registration Amount option:

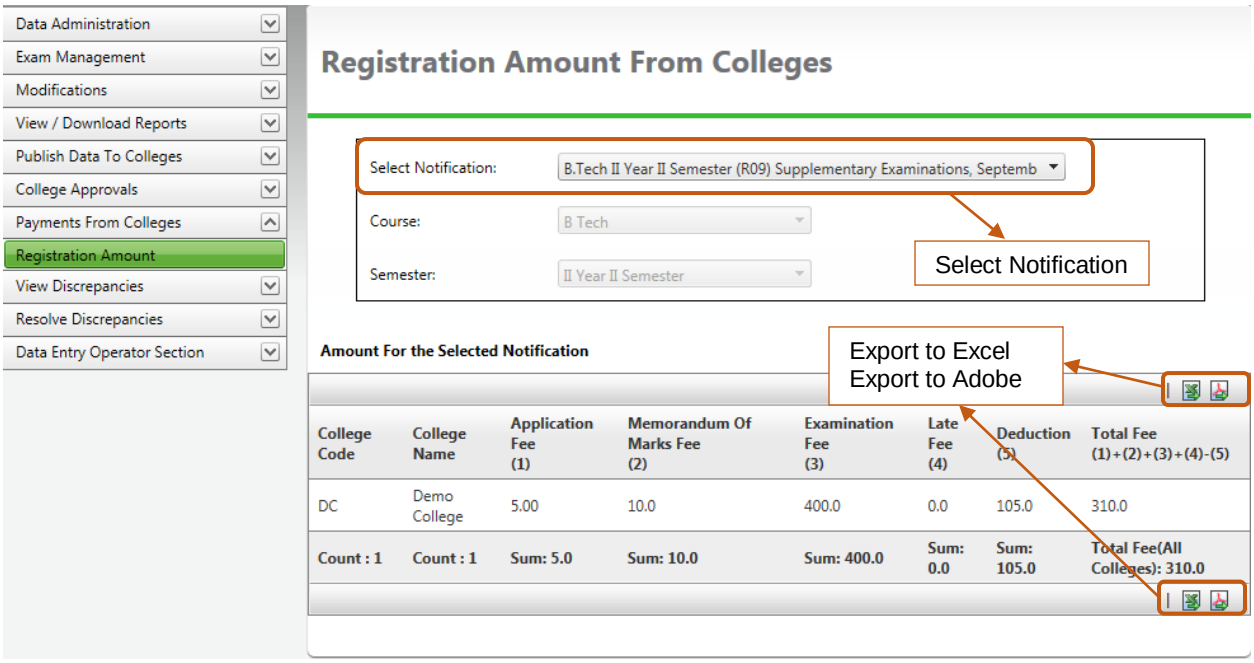

Figure 40: Registration Amount from Colleges

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View Discrepancies

The View Discrepancies option allows you to view various types of discrepancies such as Lab Marks not Found, Labs Marks Missing 2nd Entry, HT vs PC Not Found, HT vs PC Missing 22nd Entry, PC vs Marks Not Found, PC vs Marks Missing 2nd. A detailed explanation about various Discrepancies are provided in the below sections:

Lab Marks Not Found

The Lab Marks Not Found option enables you to view the details of students registered to lab but lab marks are not found in first entry and second entry. In order to view the details of students registered to lab but lab marks are not found, select the **Notification** as shown below:

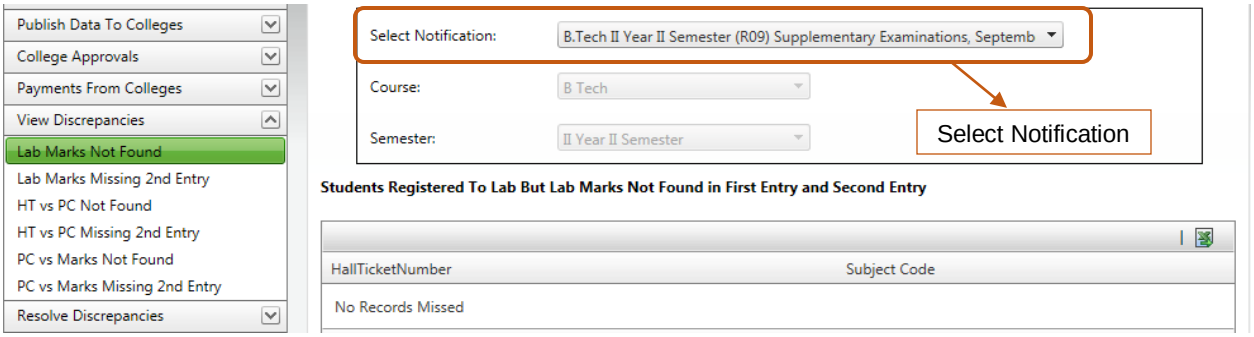

Figure 41: Lab Marks not Found

Lab Marks Missing 2nd Entry

The Lab Marks Missing 2nd Entry option enables you to view the missing records in second entry but present in first entry. In order to view the details of student records missing in second entry, select the **Notification** as shown below:

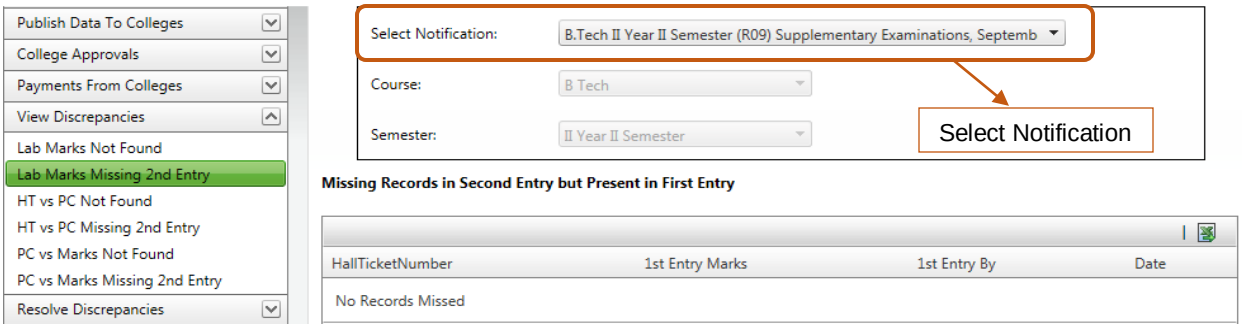

Figure 42: Lab Marks Missing 2nd Entry

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HT vs PC Not Found

The HT vs PC Not Found option enables you to view the details of the students registered to subject but Hall Ticket vs Paper Code Not Found in first entry and second entry. In order to view the details, select the **Notification** as shown below:

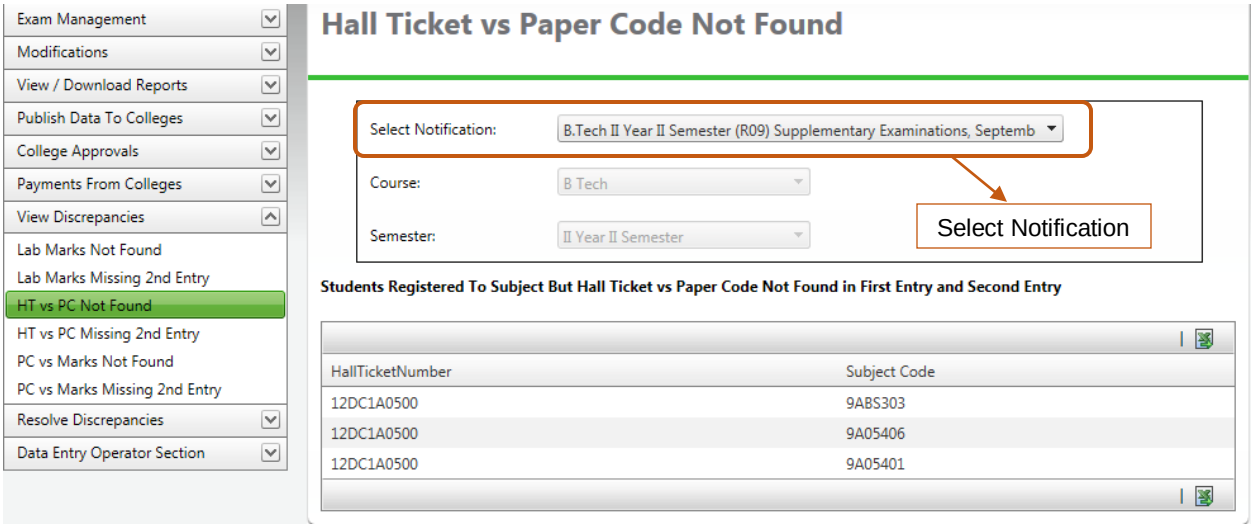

Figure 43: HT vs PC Not Found

HT vs PC Missing 2nd Entry

The HT vs PC Missing 2nd Entry option enables you to view the missing Hall Ticket vs Paper Code in second entry but present in first entry. In order to view the missing details in second entry, select the **Notification** as shown below:

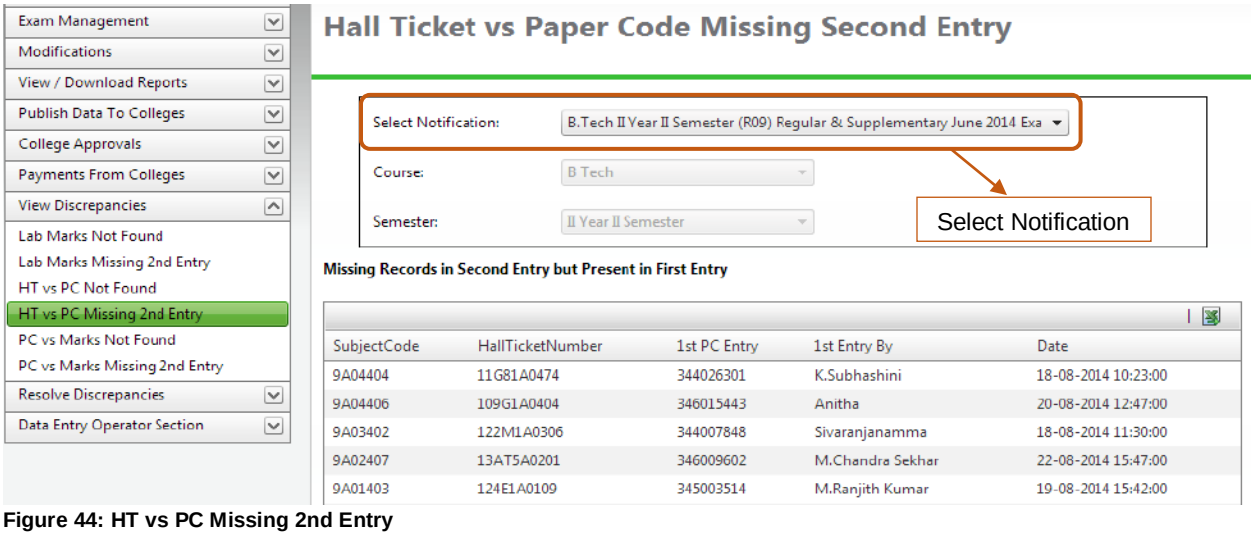

Figure 44: HT vs PC Missing 2nd Entry

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PC vs Marks Not Found

The PC vs Marks Not Found option enables you to view the PC vs Marks Not Found in first and second entries (HT vs PC 1st entry present). In order to view the missing details, select the **Notification** as shown below:

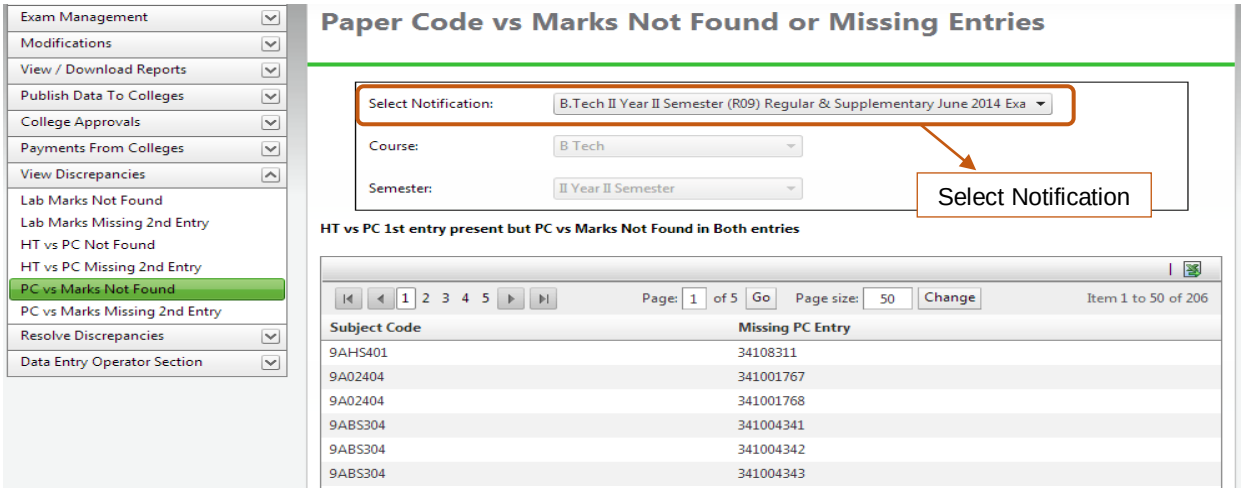

Figure 45: PC vs Marks Not Found

PC vs Marks Missing 2nd Entry

The PC vs Marks Missing 2nd Entry option enables you to view the missing records in second entry but present in first entry. In order to view the missing details in second entry, select the **Notification** as shown below:

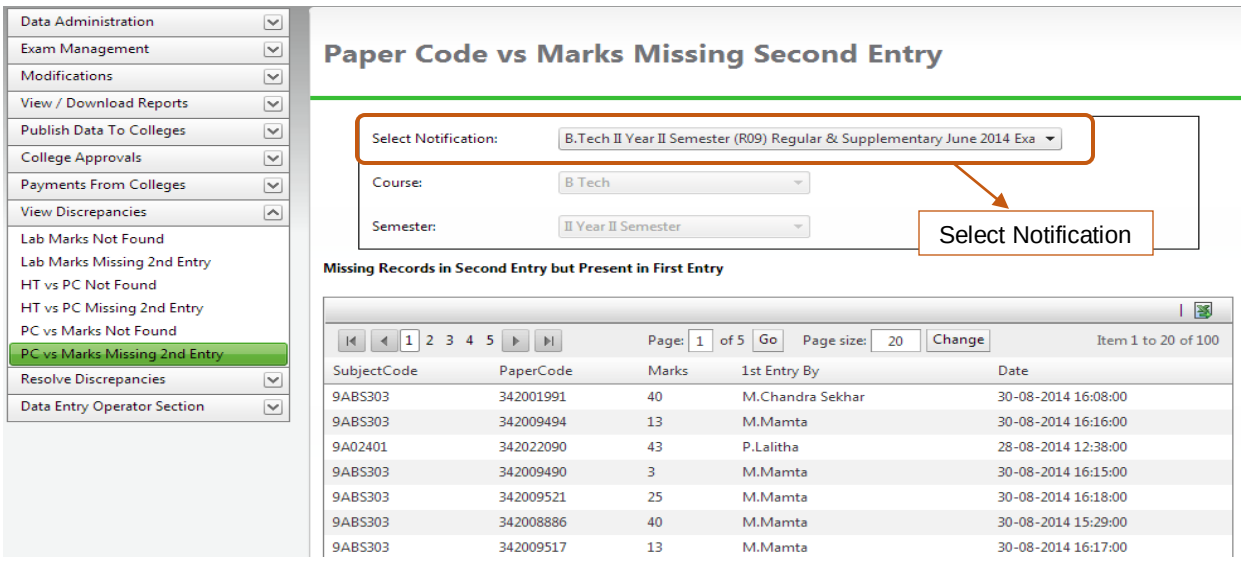

Figure 46: PC vs Marks Missing 2nd Entry

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Resolve Discrepancies

The Resolve Discrepancies option allows you to resolve the discrepancies in various scenarios such as Lab Marks, HT vs PC Not Found, HT vs PC Missing 2 Entry Delete, HT vs PC Discrepancies, PC vs Marks Not Found Delete, PC vs Marks Missing 2nd Entry Delete, PC vs Marks Discrepancies and Missing Paper Codes. A detailed description is provides below:

Lab Marks Discrepancies

The Lab Marks Discrepancies option allows you to resolve the discrepancies in Lab Marks. In order to resolve the discrepancies, select the **Notification** and once the required changes are done, click **Save New Entries** as shown below:

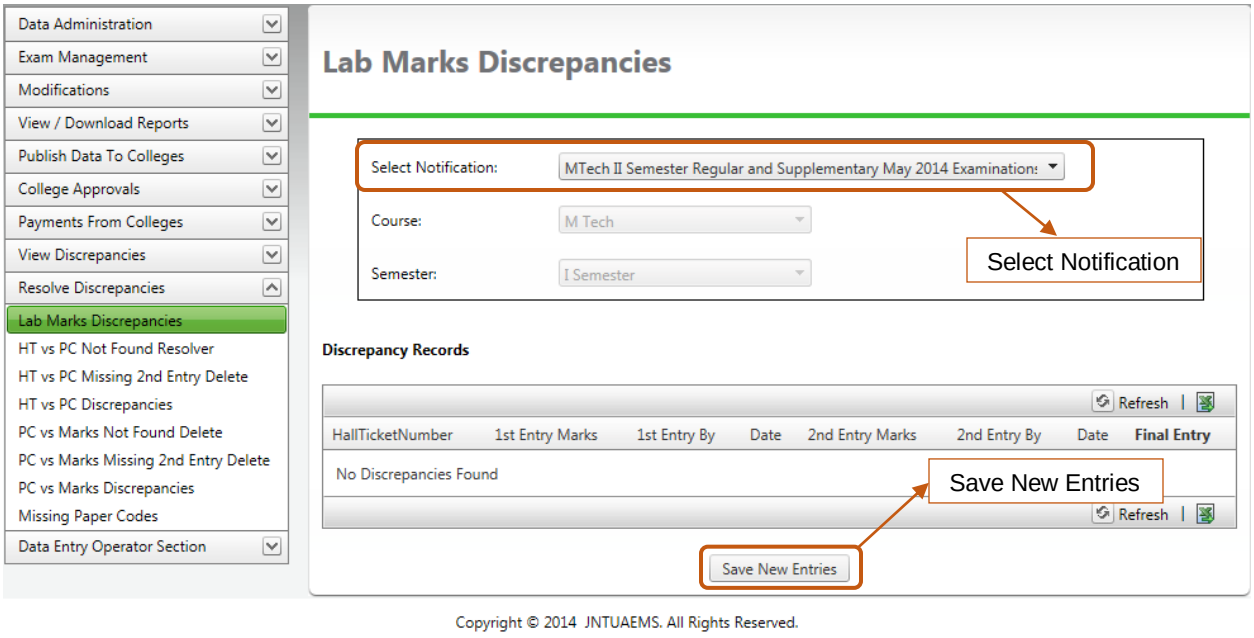

Figure 47: Lab Marks Discrepancies

HT vs PC Not Found Resolver

The HT vs Pc Not Found Resolver option allows you to resolve the discrepancies list of students who are registered to subject but Hall Ticket vs Paper Code not found in first entry and second entry. You can update the status and click **Save Changed Data** to clear that Hall Ticket vs Paper Code Not Found entry as shown below:

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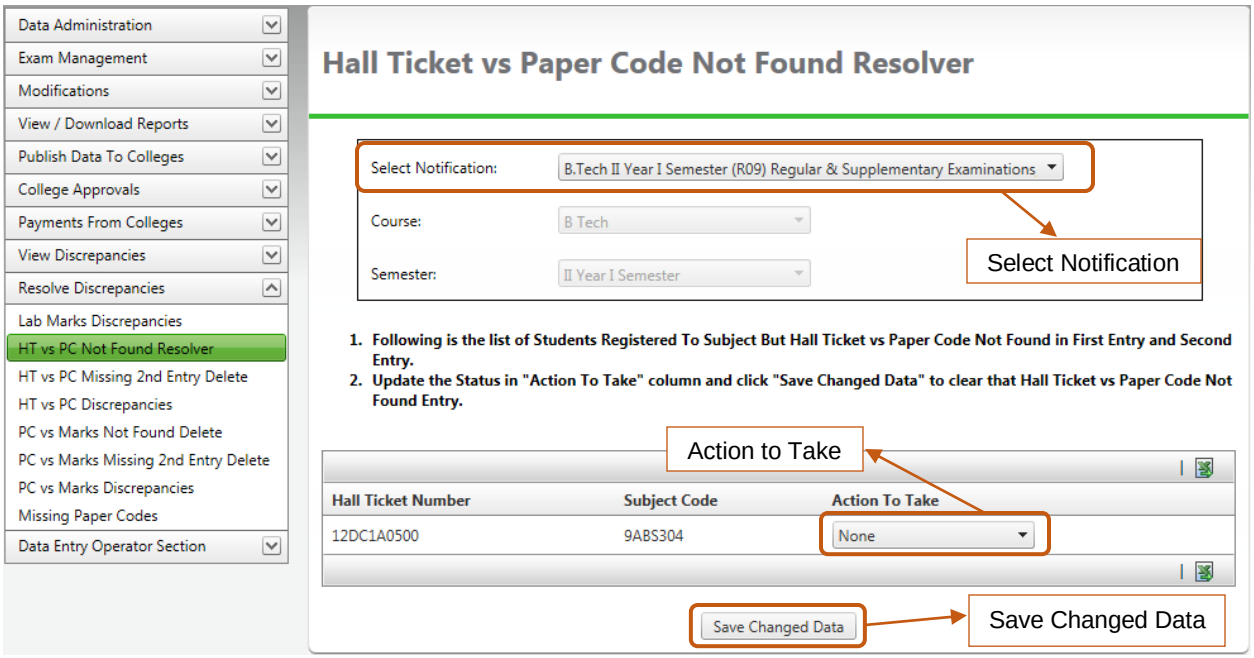

Figure 48: Hall Ticket vs Paper Code Not Found Resolver

HT vs PC Missing 2nd Entry Delete

The HT vs PC Missing 2nd Entry Delete option allows you to delete the missing records in second entry but present in first entry. In order to delete the missing records, select the **Notification** and click **Delete** as shown below:

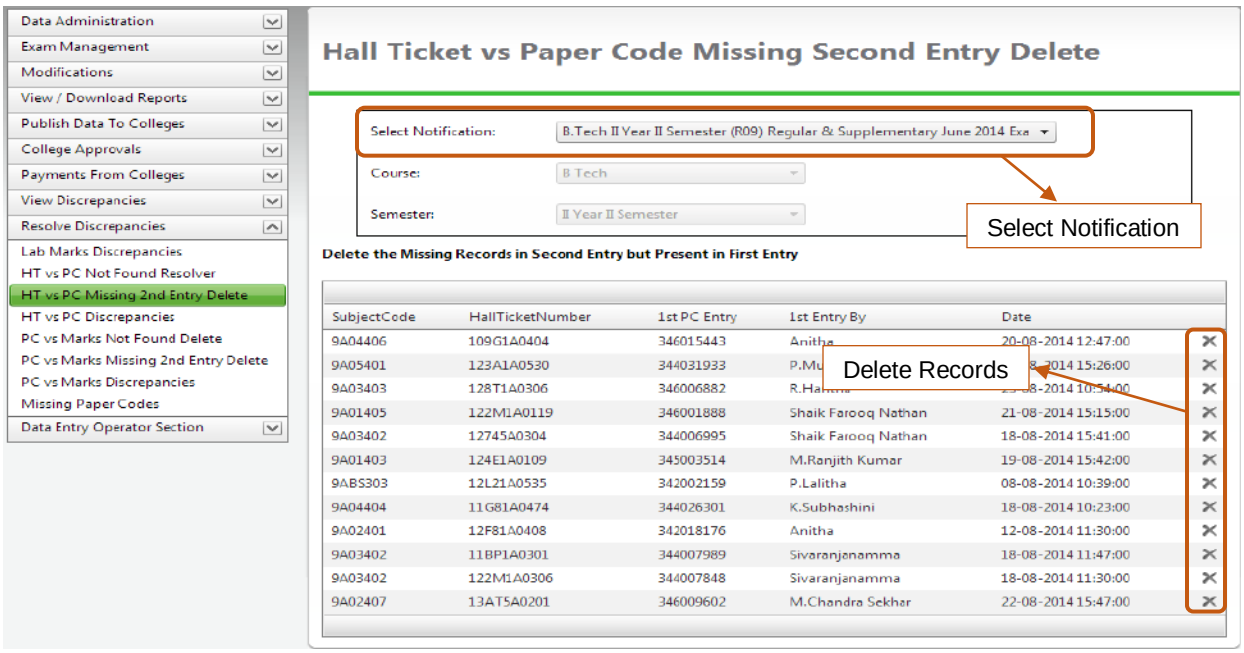

Figure 49: HT vs PC Missing 2nd Entry Delete

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HT vs PC Discrepancies

The HT vs PC Discrepancies option allows you to resolves the hall ticket vs paper code discrepancies. In order to resolve the discrepancies, select the **Notification** and once the required changes are done, click **Save New Entries** as shown below:

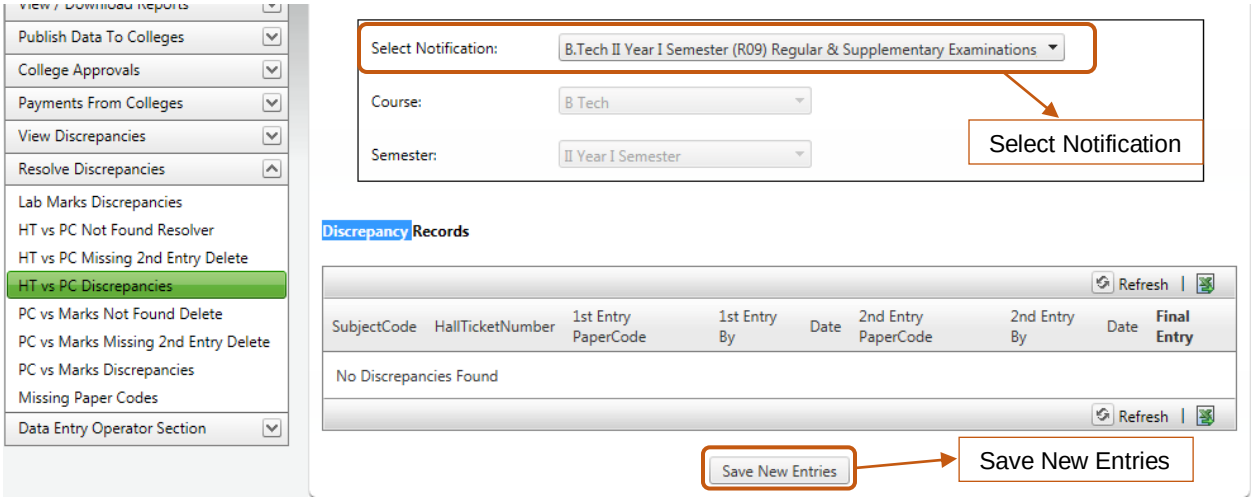

Figure 50: HT vs PC Discrepancies

PC vs Marks Not Found Delete

The PC vs Marks Not Found Delete option allows you todelete the records of entries present in HT vs PC 1st Entry but PC vs Marks Not Found in both entries. In order to delete the missing records, select the **Notification** and click **Delete** as shown below:

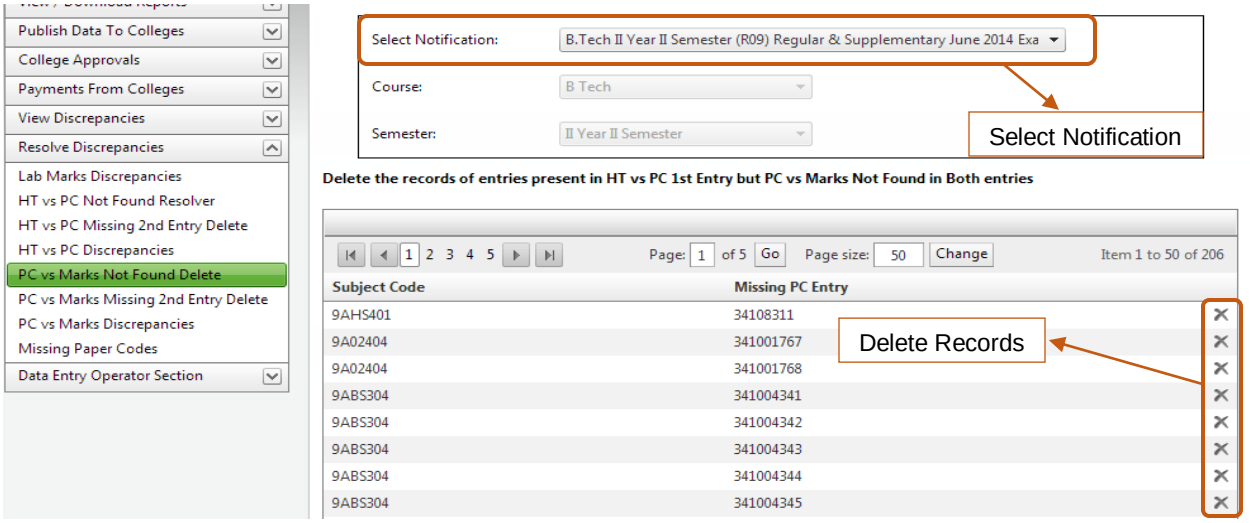

Figure 51: PC vs Marks Not Found Delete

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PC vs Marks Missing 2nd Entry Delete

The PC vs Marks Missing 2nd Entry Delete option allows you to delete the missing records in second entry but present in first entry. In order to delete the missing records, select the **Notification** and click **Delete** as shown below:

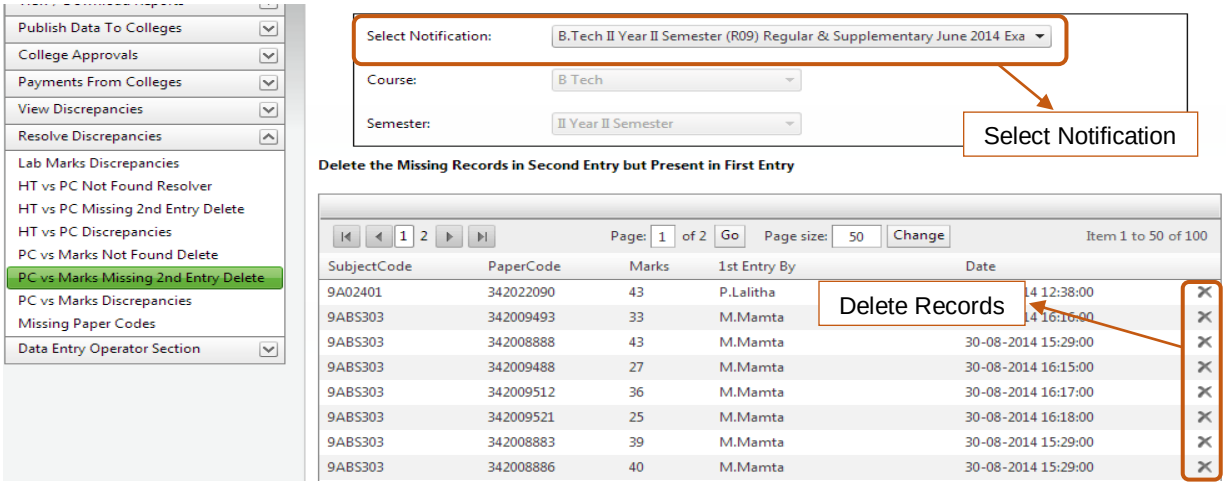
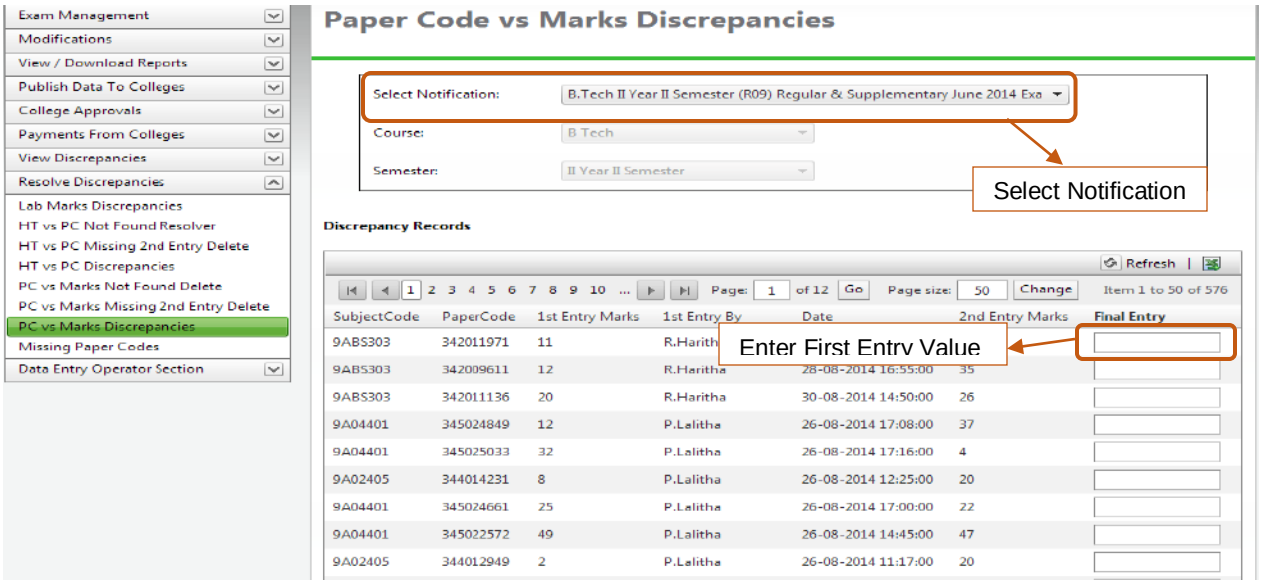


Figure 52: PC vs Marks Missing 2nd Entry

PC vs Marks Discrepancies

The PC vs Marks Discrepancies option allows you to resolve the Paper Code vs Marks Discrepancies. In order to resolve the discrepancies, select the **Notification** and once the required changes are done, click **Save New Entries** as shown below:



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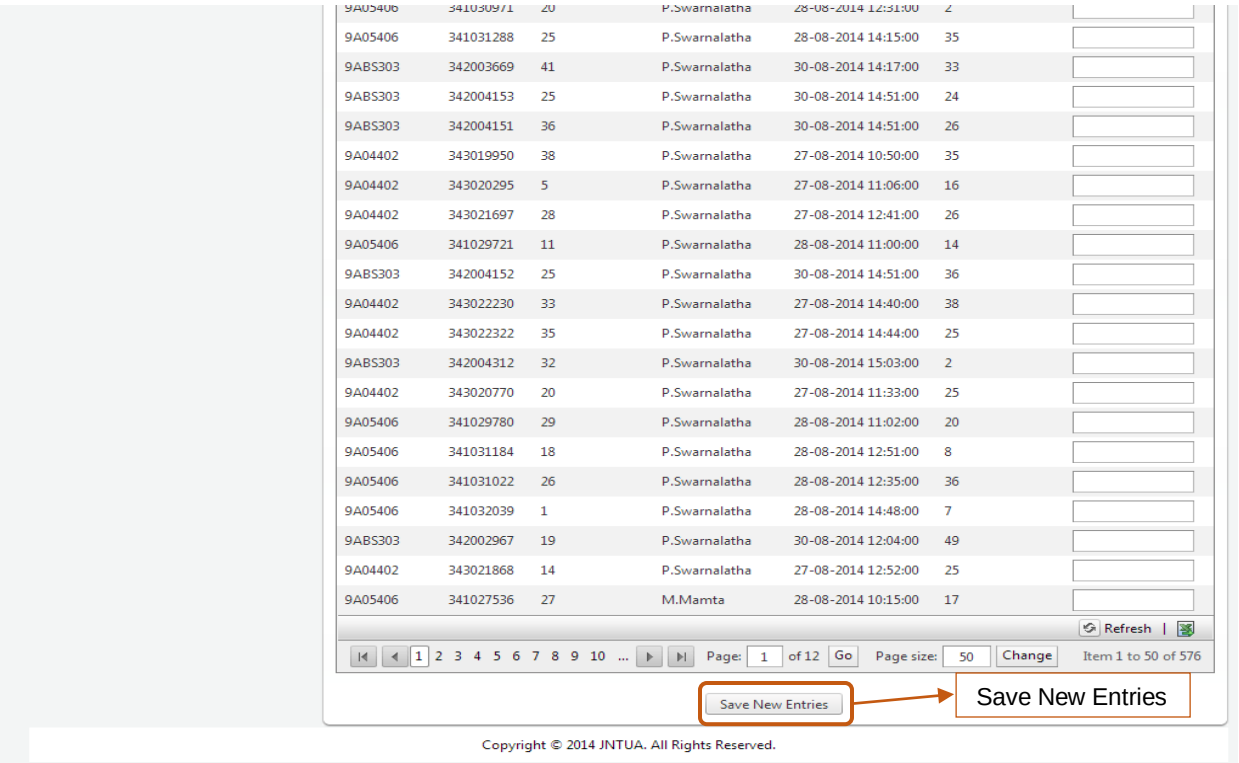

Figure 53: PC vs Marks Discrepancies

Missing Paper Codes

You can view the missing paper codes in notification using the Missing Paper Codes option. In order to view the missing paper codes, select the **Notification** from the list, select or enter the **Subject Code** as shown in the below snapshot:

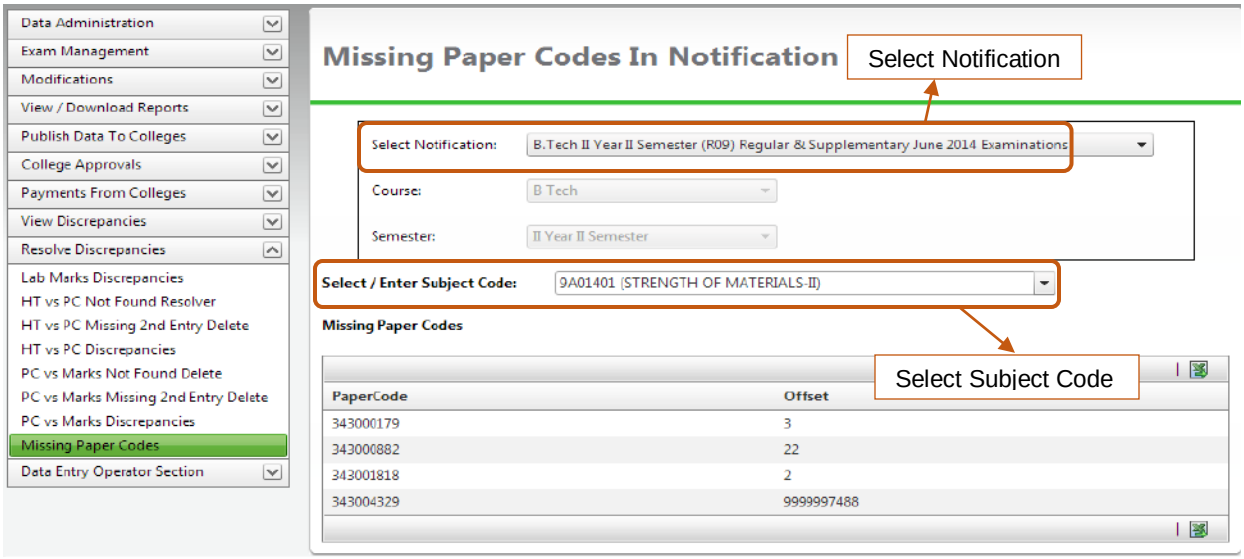

Figure 54: Missing Paper Code

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Data Entry Operator Section

The Data Entry Operator Section allows you update Lab Marks First entry, Lab Marks Second Entry, HT vs PC First Entry, HT vs PC Second Entry, PC vs Marks, PC vs Marks First Entry, PC vs Marks Second Entry and it also allows you to Change the Password. A detailed description is provides below:

Lab Marks First Entry

The Lab Marks First Entry allows you to update lab marks award list first entry for different students. In order to update the lab marks, select the **Notification**, select **College Code**, **Branch Code** and **Subject Code**, enter the **Lab Marks** and click **Validate& Save** as shown below:

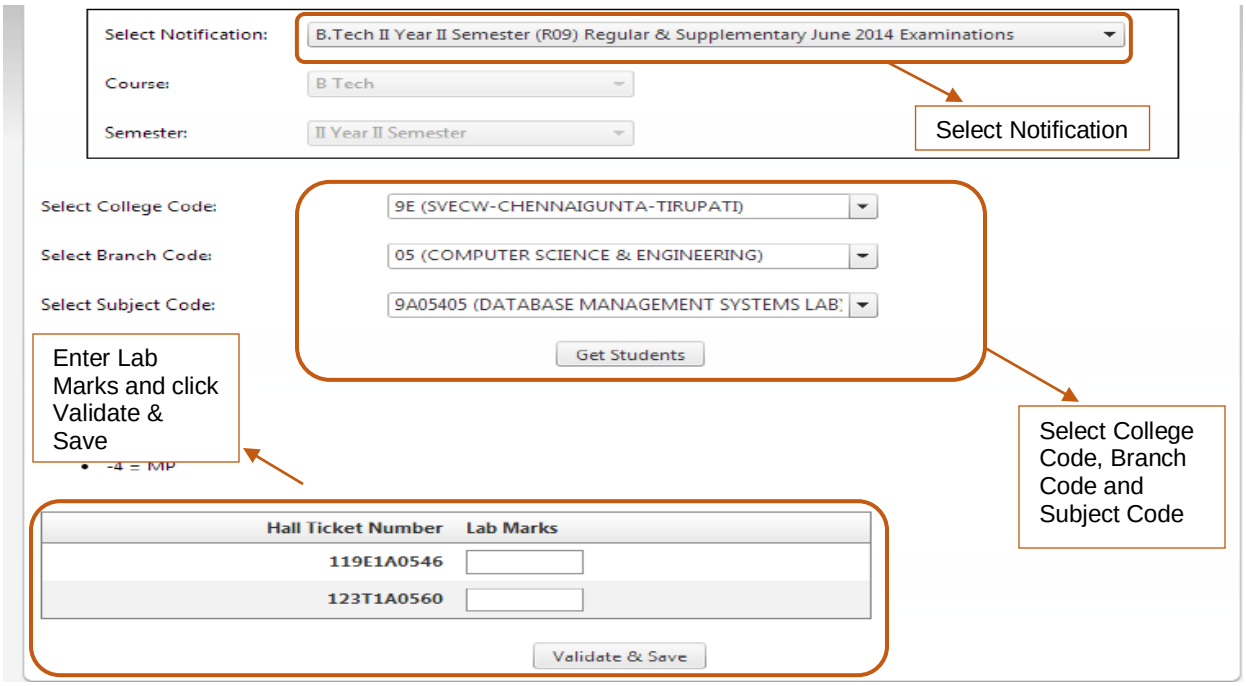

Figure 55: Lab Marks First Entry

Lab Marks Second Entry

The Lab Marks Second Entry allows you to validate and update lab marks award list second entry for different students. In order to validate and update the lab marks, select the **Notification**, select **College Code**, **Branch Code** and **Subject Code**, enter the **Lab Marks** and click **Validate& Save** as shown below:

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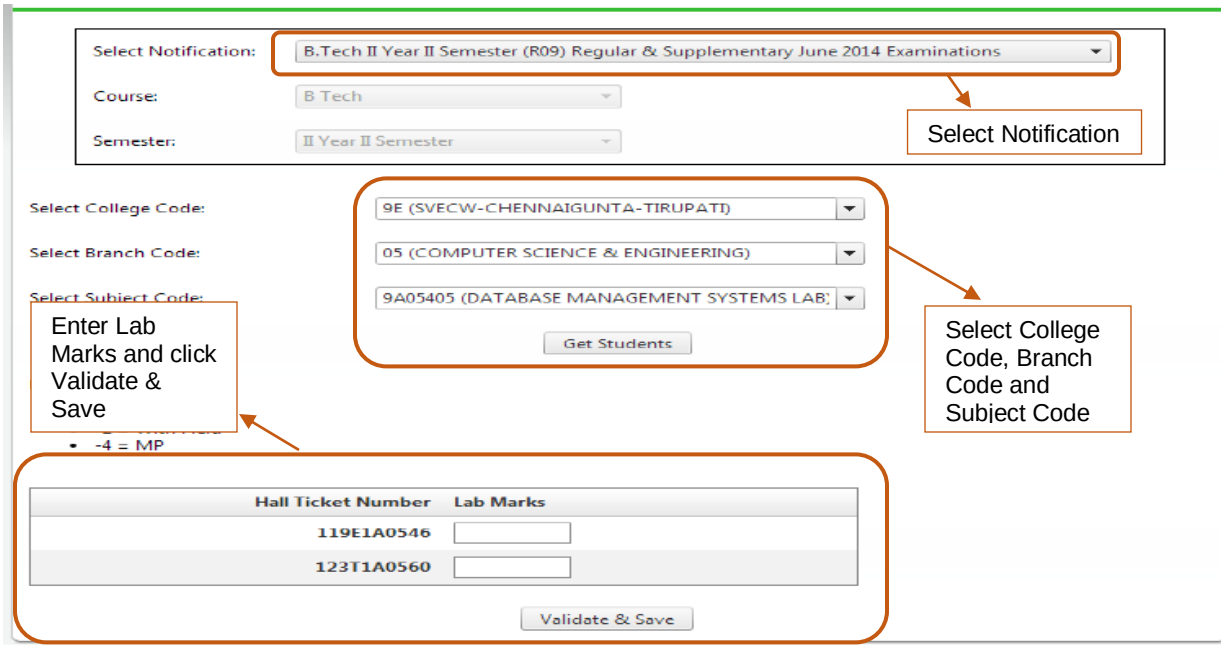

Figure 56: Lab Marks Second Entry

HT vs PC (Code Slips) First Entry

The HT vs PC First Entry allows you to validate and update Hall Ticket vs Paper Code(Code Slips) First Entry. In order to validate and update the details, select the **Notification**, select **Subject Code**, enter the **Hall Ticket Number** and **Paper Code** and click **Validate& Save**to save the details and click **Clear All** Boxes to clear the details as shown below:

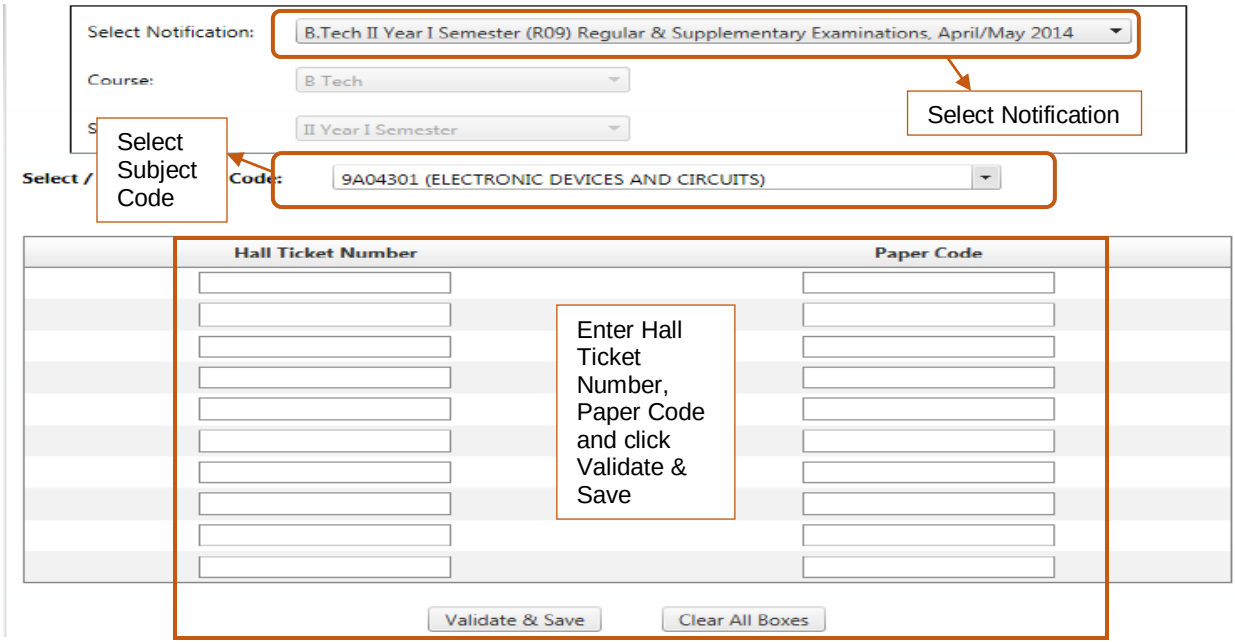

Figure 57: HT vs PC First Entry

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HT vs PC (Code Slips) Second Entry

The HT vs PC Second Entry allows you to validate and update Hall Ticket vs Paper Code(Code Slips) Second Entry. In order to validate and update the details, select the **Notification**, select **Subject Code**, enter the **Hall Ticket Number** and **Paper Code** and **Validate& Save**to save the details and click **Clear All** Boxes to clear the details as shown below:

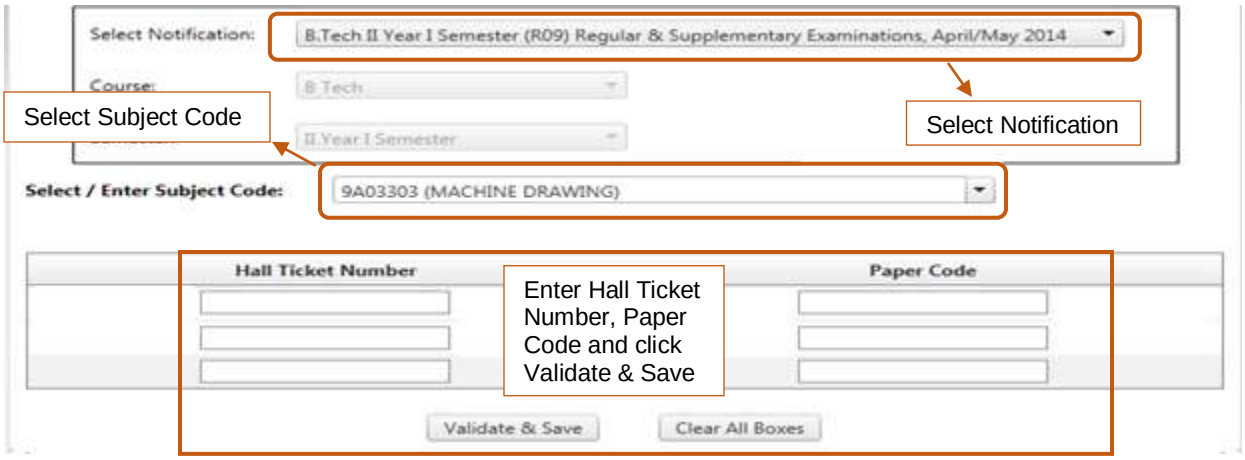

Figure 58: HT Vs PC (Code Slips) Second Entry

PC vs Marks(Award List) First Entry

The PC vs Marks First Entry allows you to validate and update Paper Code vs Marks (Award List) First Entry. In order to validate and update the details, select the **Notification**, select **Subject Code**, enter the **Paper Code**, **Marks** and **Validate& Save**to save the details and click **Clear All** Boxes to clear the details as shown below:

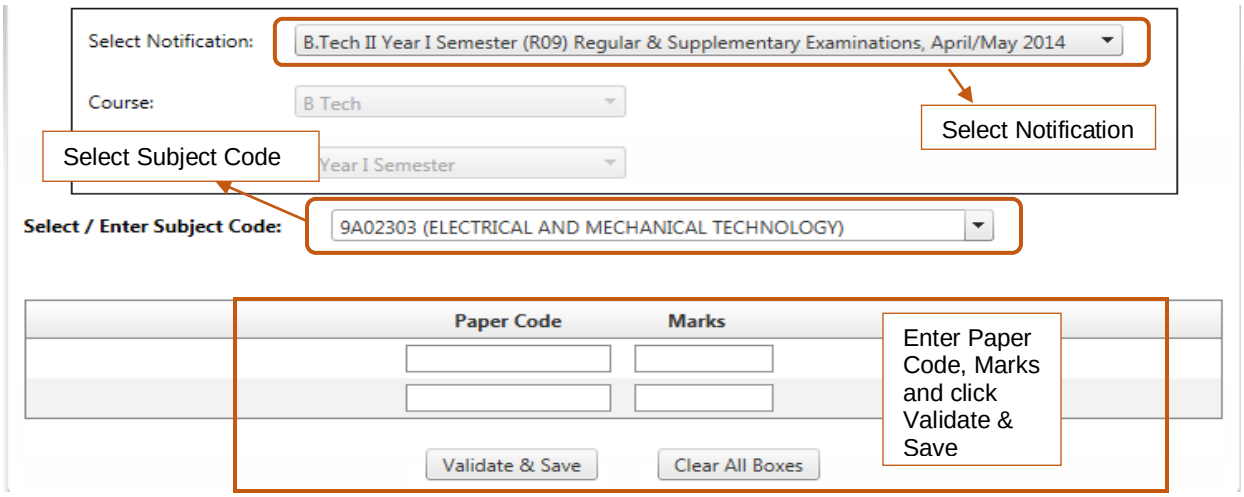

Figure 59: PC vs Marks (Award List) First Entry

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PC vs Marks (Award List) Second Entry

The PC vs Marks Second Entry allows you to validate and update Paper Code vs Marks (Award List) Second Entry. In order to validate and update the details, select the **Notification**, select **Subject Code**, enter the **Paper Code**, **Marks** and **Validate& Save**to save the details and click **Clear All** Boxes to clear the details as shown below:

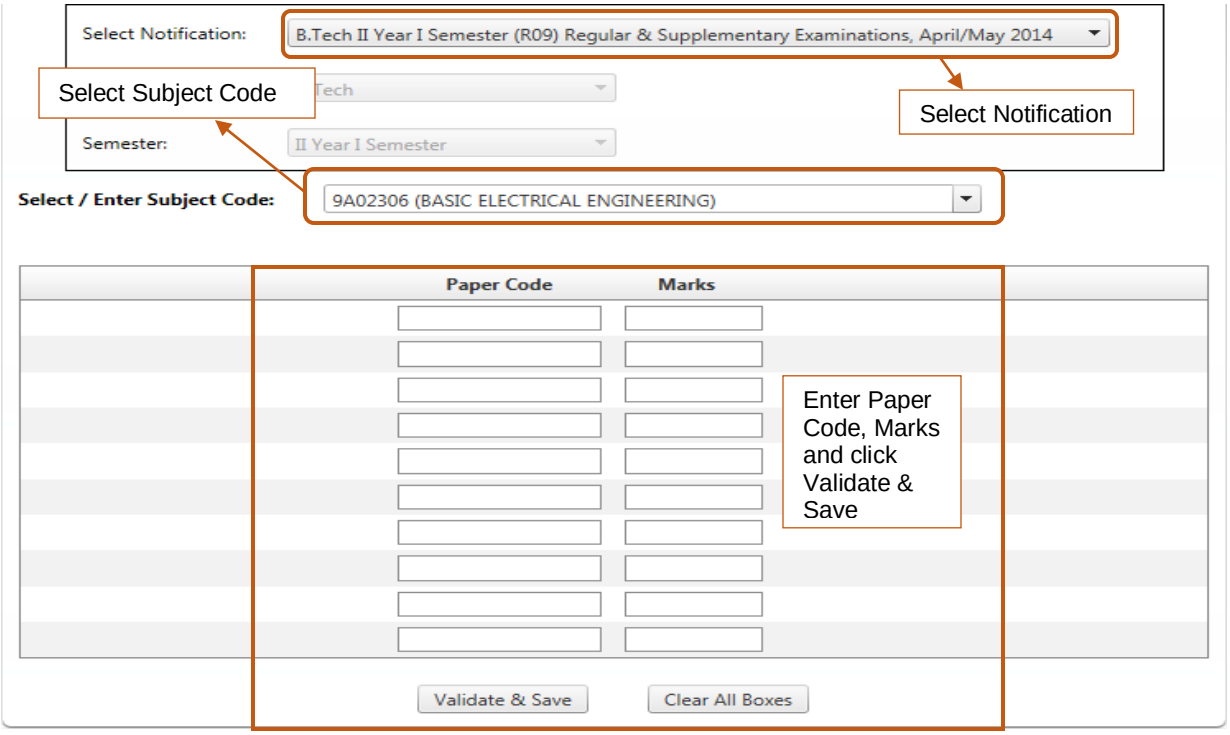

Figure 60: PC vs Marks (Award List) Second Entry

Change Password

You can change the site password using the Change Password option. In order to change the password, enter the **Current Password**, **New Password**, **Confirm New Password** and click **Save**as shown below:

Figure 61: Change Password

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Acronyms

JNTU	Jawaharlal Nehru Technical University
D – Form	
MP	Malpractice
TSheet	
HT	Hall Ticket
PC	Paper Code

REGISTRAR
J.N.T.U. Anantapur
ANANTAPURAMU-515002

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JNTUA – AnantapururamuExamination Management System

College User Guide

REGISTRAR
J.N.T.U. Anantapur
ANANTAPURAMU-515002

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Table of Contents

Preface **4**

Purpose and Audience 4

Document Convention 4

Overview **5**

Features and Functionalities 5

Getting Started 6

College User Section **7**

Add Student to Your College 7

Edit Student Details 8

View Students in College 9

View Internal Marks 9

View Missing Internal Marks 10

Change Password 10

Student Exam Registration **11**

Add Exam Registration 11

View Registered Students 12

Delete Registration 12

Upload Data **13**

Student Photo 13

Student Details 13

Detained List Records 14

Internal Marks Data 14

Upload D – Form 15

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Upload MP (Malpractice) Details 15

View or Download Reports 16

Exam Notification 16

Exam Time Table 16

Student Reference 17

Download Hall Tickets 17

Download Individual Hall Tickets 17

Download TSheet 18

Internal Marks Template 19

Students Writing in Your College 19

Download D – Form Report 20

Malpractice Details 20

Payments to University 21

Acronyms 22

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Preface

Purpose and Audience

This is auser guide for Examination Management System of Jawaharlal Nehru Technical University Anantapur. This document describes the optionssuch as college user selection, student exam registrations, upload data, view / download reports, and payments to university. The document is targeted at users of Examination Management System.

Document Convention

This section of the document describes various types of conventions used throughout the document:

1. Note

   Information that is incidental to the main text flow or to an important point or tip provided in addition to the previous statement or instruction.

2. **Bold**

   Bold text is used to designate file and folder names, dialog titles, names of buttons, icons, and menus, and terms that are objects of user selection.

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Overview

Jawaharlal Nehru Technological University, Anantapur (JNTU Anantapur) is a state university in Anantapur, Andhra Pradesh, India. Founded in 1946, since 1972 it has been a constituent college of Jawaharlal Nehru Technological University.

The Examination Management System is a web portal that allows the users to perform tasks such as user section management, view / download reports, upload data, and make payments.You can access Examination Management Portal using the hyperlink http://sarasems.cloudapp.net/cems/WebLogin.aspx as shown below.

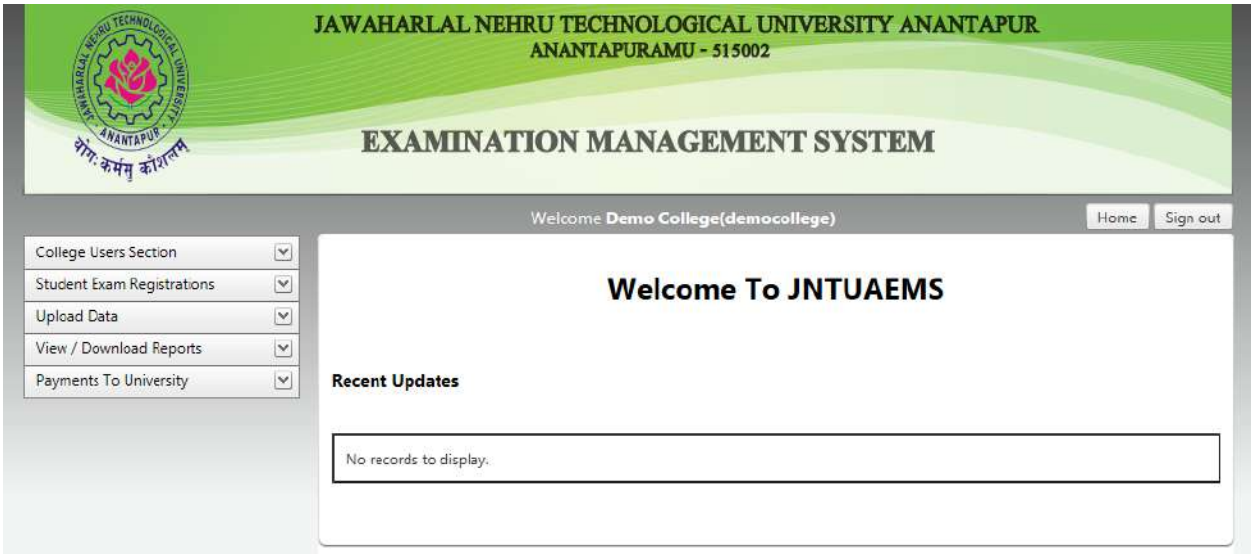

Figure 1: Login Screen

Features and Functionalities

The features and functionalities of Examination Management System admin portal are listed below:

1. College User Section
2. Student Exam Registration
3. Upload Data
4. View / Download Reports
5. Payments to University

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Getting Started

In order to get started, you need to first login to web portal. To login to Exam Management System, enter the **User Name** and **Password** and click **Login** as shown below:

Figure 2: Login Screen

After logging into the admin portal, the home page will appear on your computer screen with updates given by admin as shown below:

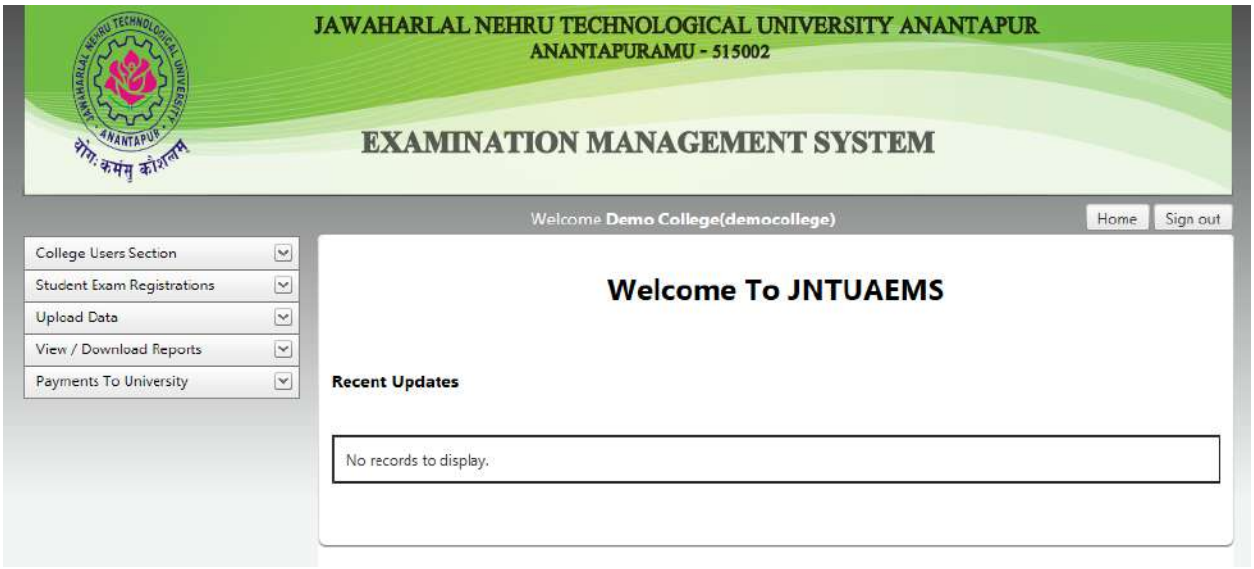

Figure 3:Home Page

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College User Section

The College User Section allows you to add student to college, edit student details, view students in college, view internal marks, view missing internal marks and change password the site password. The various option of College Use Section is explained in detail in the following sections:

Add Student to Your College

You can add students to your college using the Add Student to Your College option. In order to add a student to your college, you need to enter the mandatory student details like halt ticket number, student name, father's name, gender, date of birth, reason for addition and you would also require to upload a photograph of the student.

The below screen provides a brief description of the Add Student to Your College option:

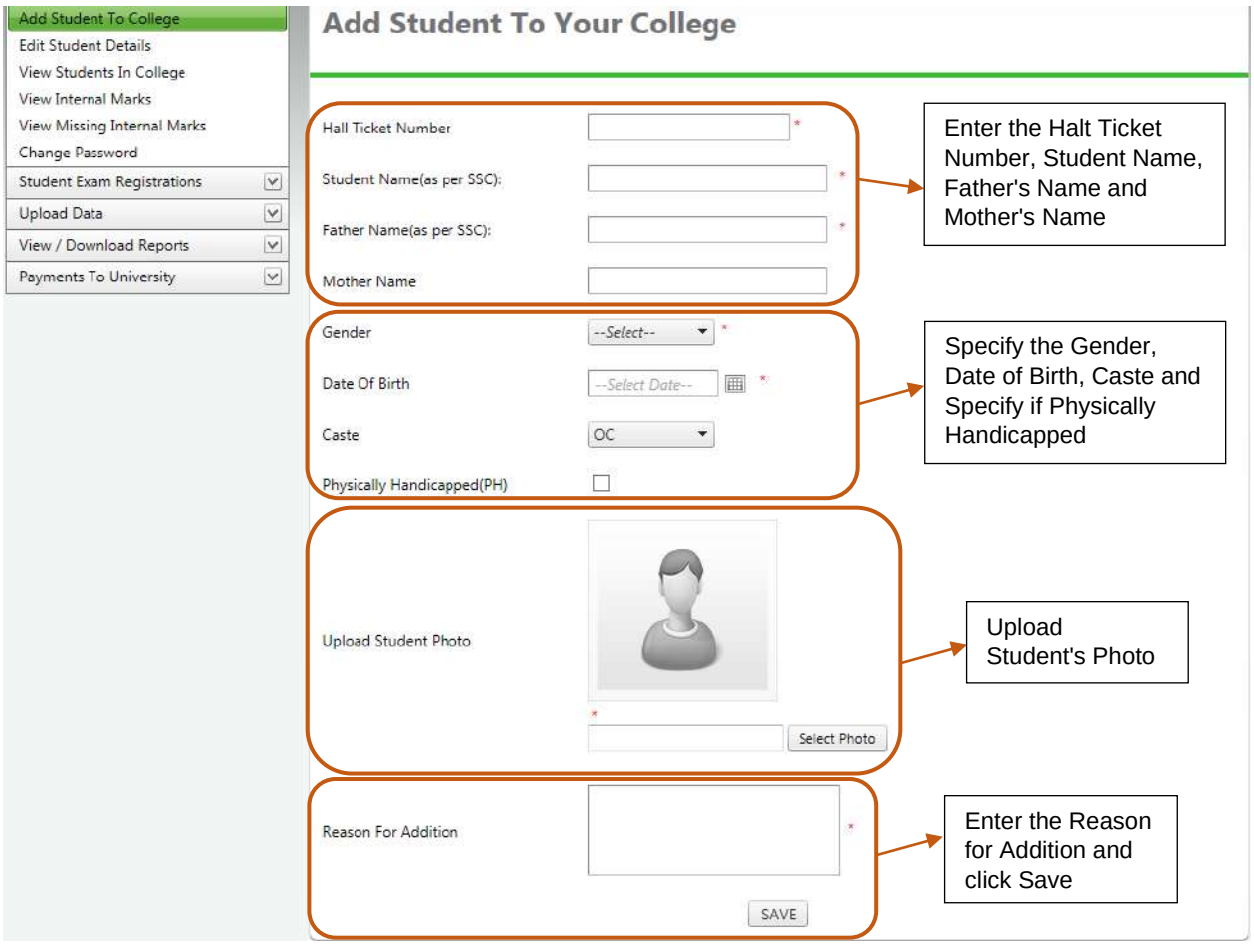

Figure 4: Add Student to Your College

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Edit Student Details

You can edit the student's details using the Edit Student Details option. If you edit the student details more than once, the latest modifications will be updated in the college database. In order to edit the student details, you need to enter the halt ticket number first. The below screen provides a brief description of the Edit Student Details option:

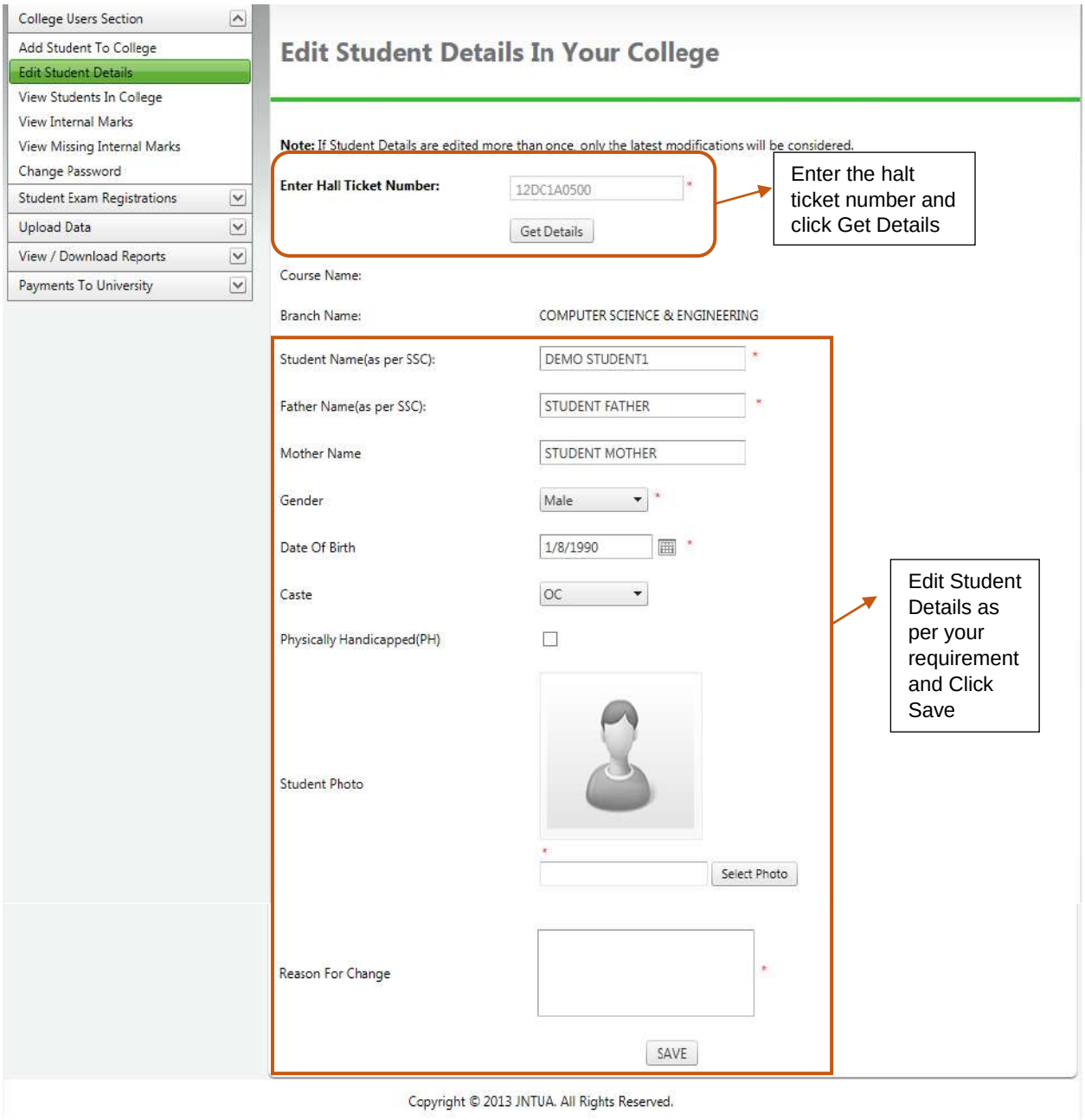

Figure 5: Edit Student Details

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View Students in College

The View Students in College option allows you to view the list of students in colleges. You can filter the list by course, by branch and by year. The below screen provides a brief description of the View Students in College option:

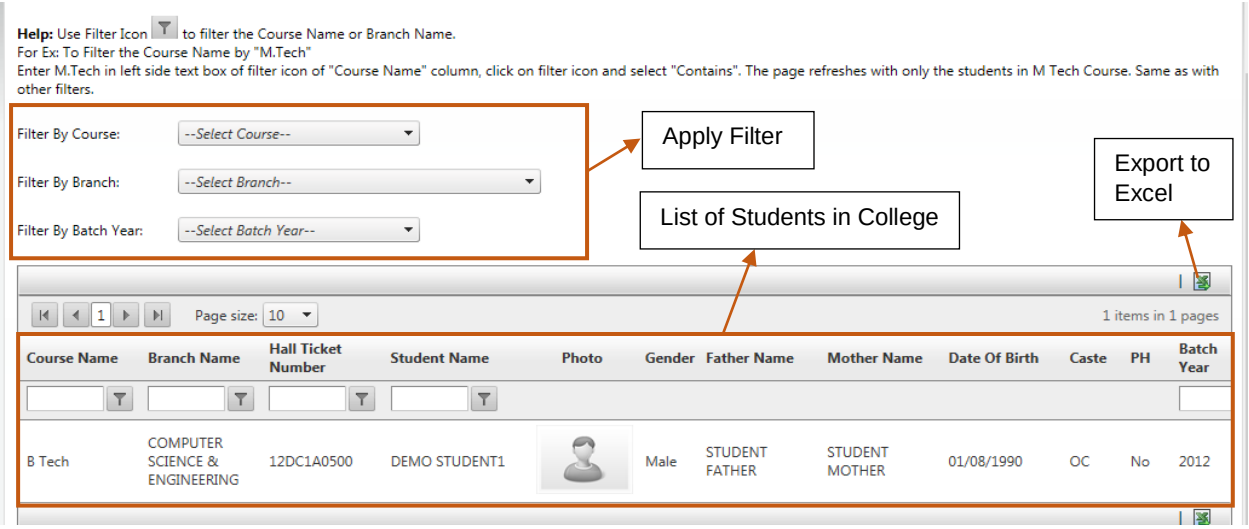

Figure 6: View Students in College

View Internal Marks

You can view the internal marks of different students using the View Internal Marks option. In order to view the internal marks of the students, you need to select the course, branch, batch year and semester. The below figure provides a brief description of the View Internal Marks option:

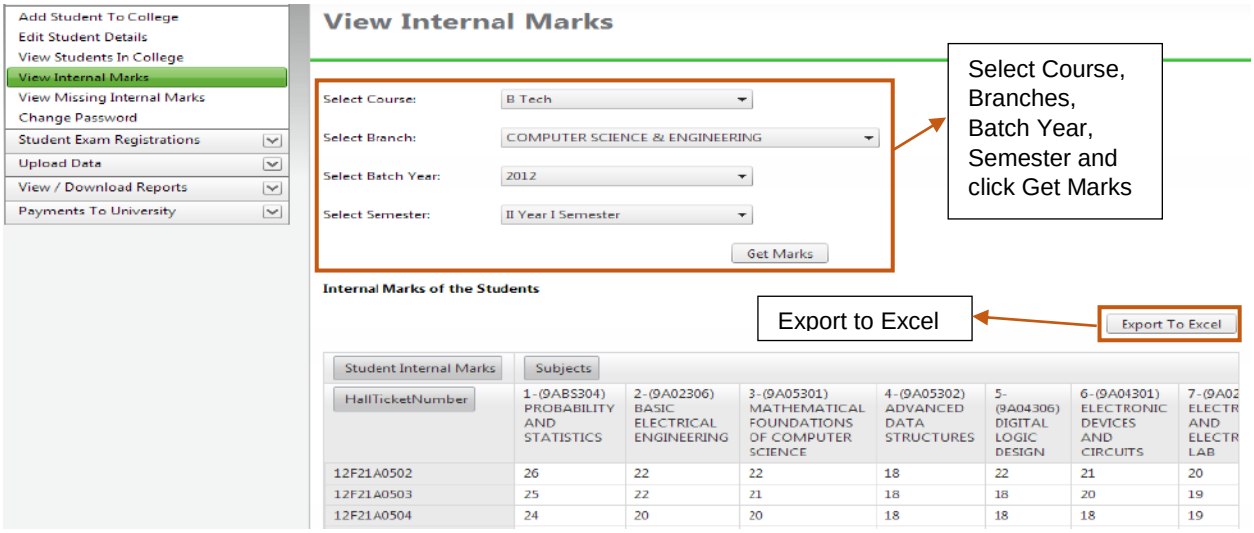

Figure 7: View Internal Marks

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View Missing Internal Marks

The View Missing Internal Marks option allows you to view the missing and zero internal marks of the students. In order to view the missing internal marks, you need to select the Notification first. The below screen provides a brief description of the View Missing Internal Marks option:

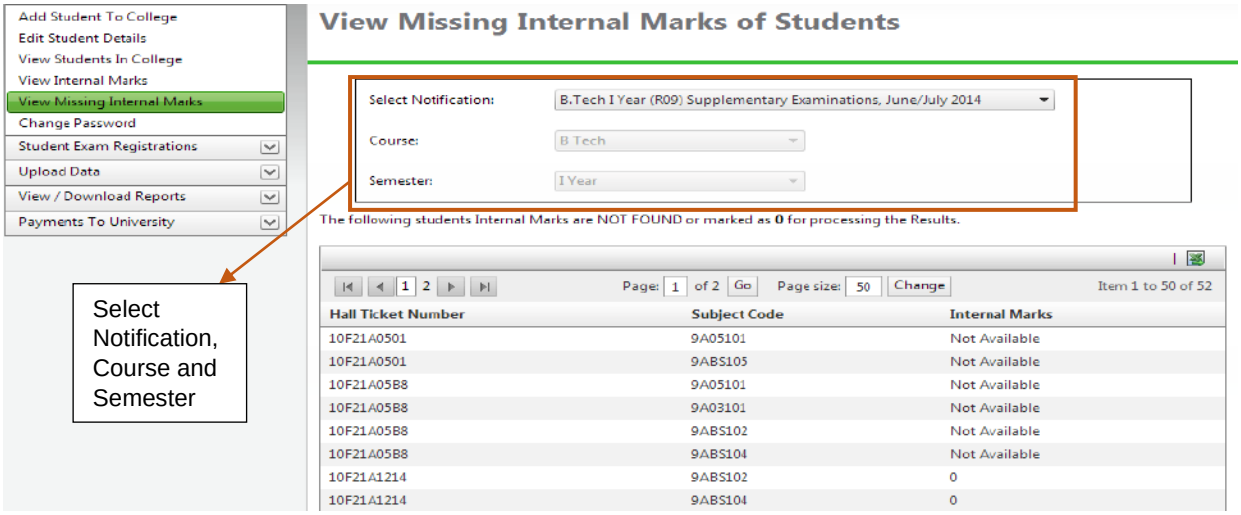

Figure 8: View Missing Internal Marks of Students

Change Password

You can change the password using the Change Password option. In order to change the password, enter the **Current Password**, **New Password**, **Confirm New Password** and click **Save** as shown below:

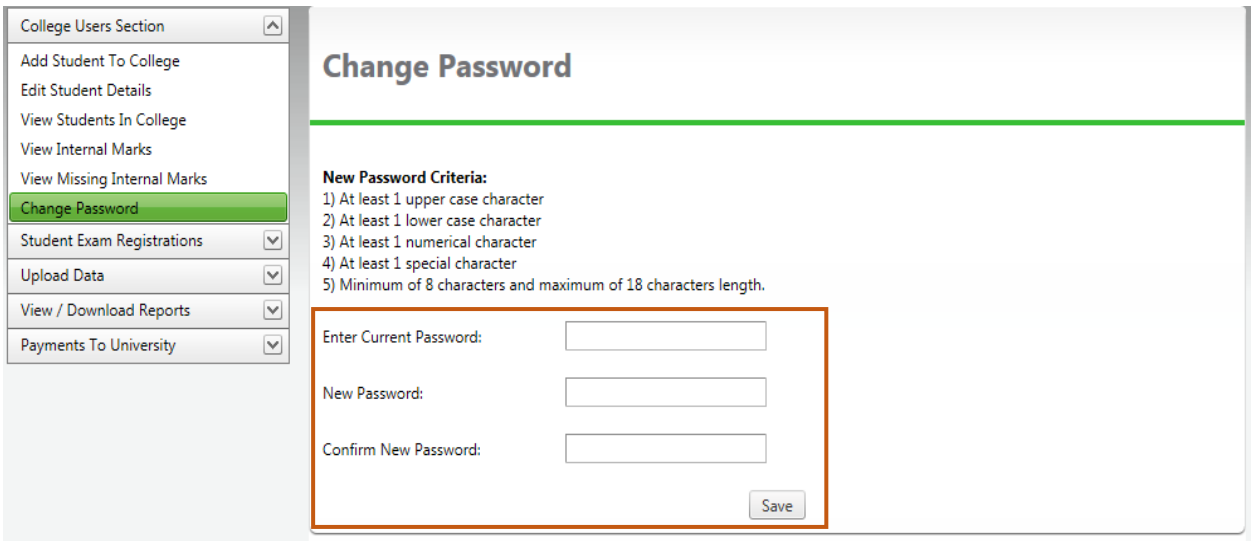

Figure 9: Change Password

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Student Exam Registration

The Student Exam Registration screen allows you to Add Exam Registration, View Registered Students, and Delete Registration. Various options of Student Exam Registration is explained in the below sections:

Add Exam Registration

You can register to exam notification using the Add Exam Registration option. You can register to notifications any number of times. However, the recent registration will be considered by the system. Below screen provides a brief description of Add Exam Registration:

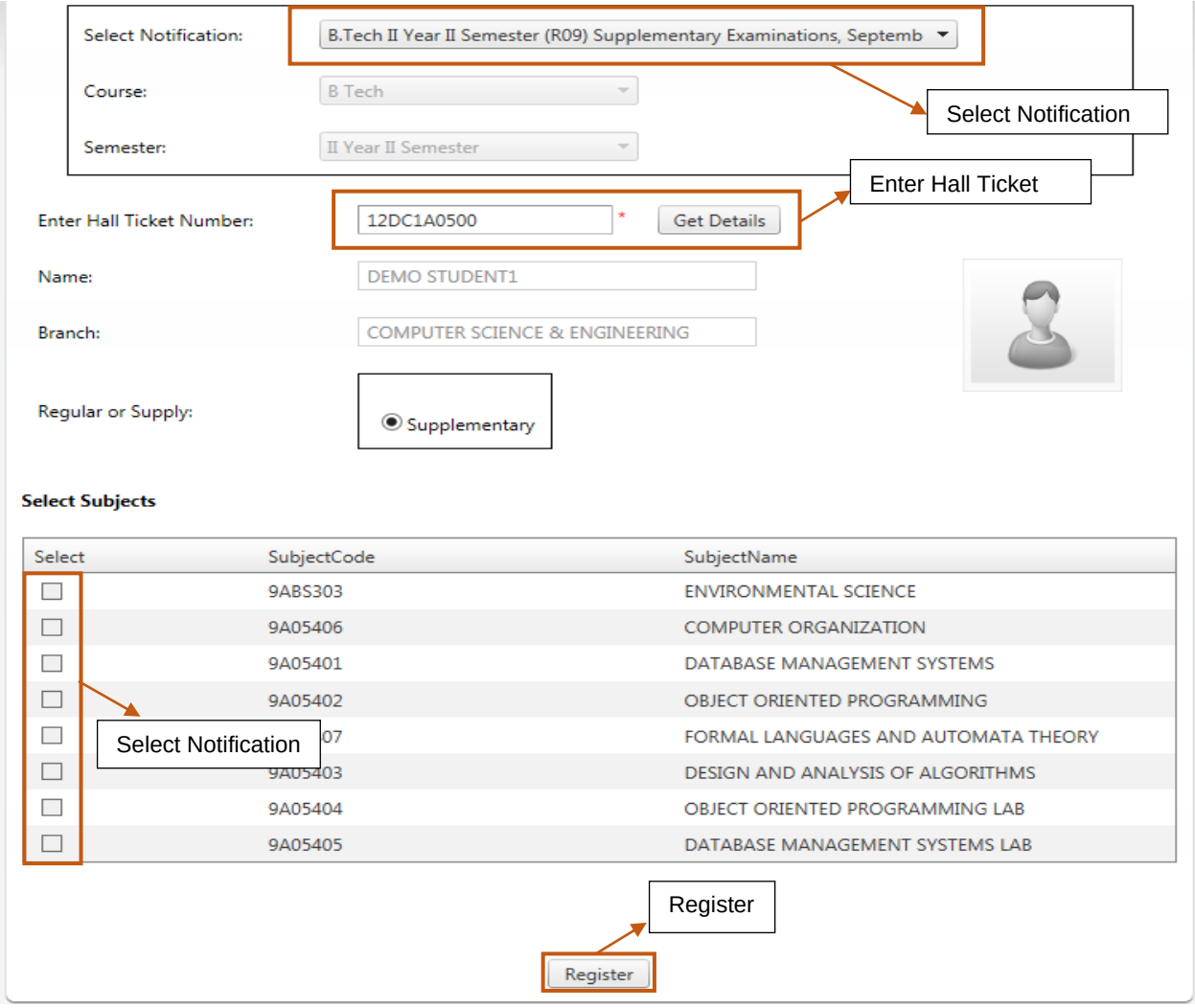

Figure 10: Add Exam Registration

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View Registered Students

You can view the list of the students registered for the selected notifications. In order to view the list of students registered for notifications, select the type of notification from the list. The below screen provides a brief description of View Registered Students option:

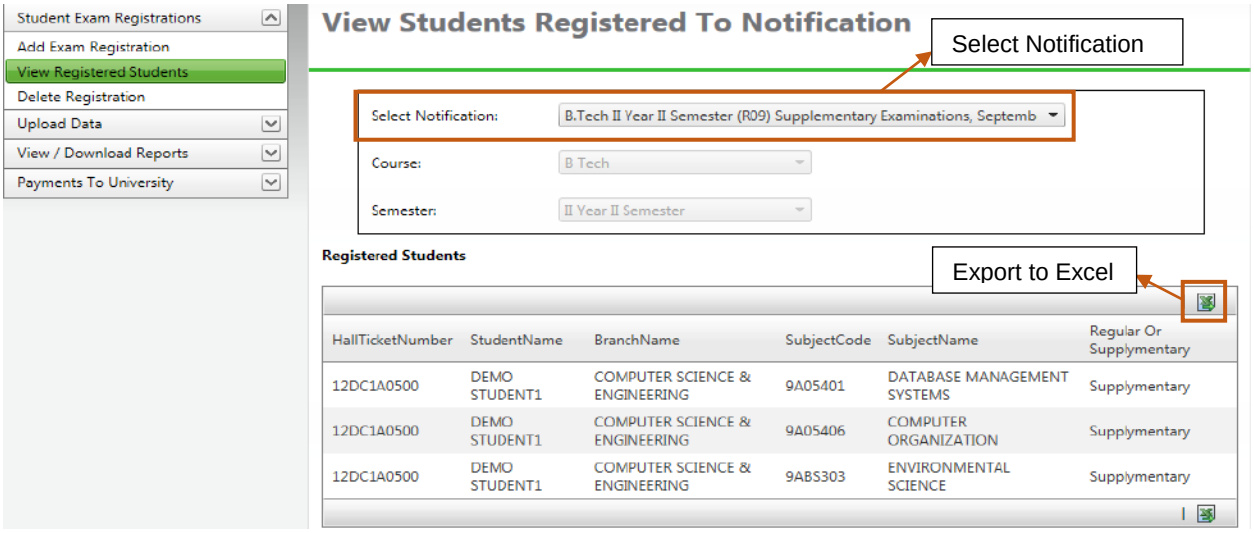

Figure 11: View Registered Students

Delete Registration

A Student registration can be removed from a Notification if student has already registered for it. You can remove a student from the registered list using the Delete Registration option. The below screen provides a brief description of the Delete Registration option:

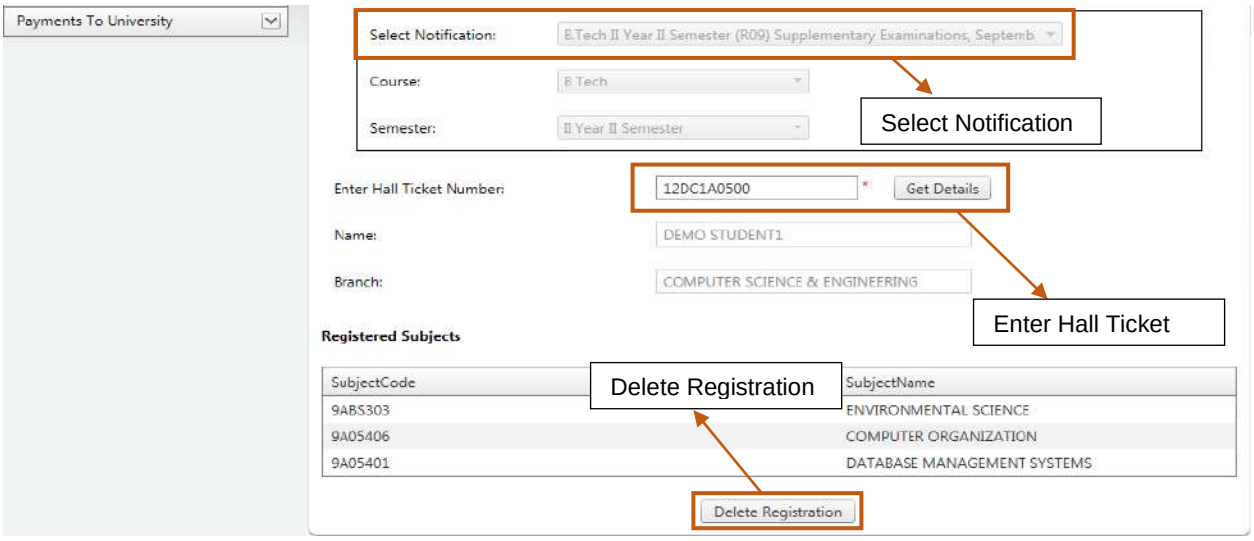

Figure 12: Delete Registration

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Upload Data

You upload various types of data into Exam Management System using the Upload Data option. The Upload Data option allows you to upload Student Photo, Student Details, Detained List Records, Internal Marks Data, D-Form and MP Details. Each of these options are explained in the below section:

Student Photo

You can upload student's photo using the Student Photo option. You can only upload a relevant zip file which contains student images. The maximum file size should be 5MB, you can upload bulk images using the Student Photo option as shown below:

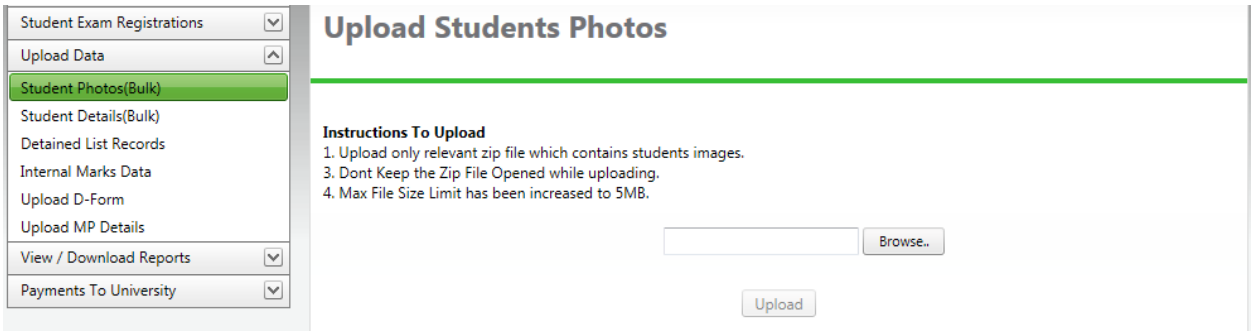

Figure 13: Upload Student Photo

Student Details

You can upload student details using the Student Details option. You can only upload anExcel file which contains student data. The Student Details option allows you to download the templates for uploading student details,you also can upload student details in bulk using the Student Details option as shown below:

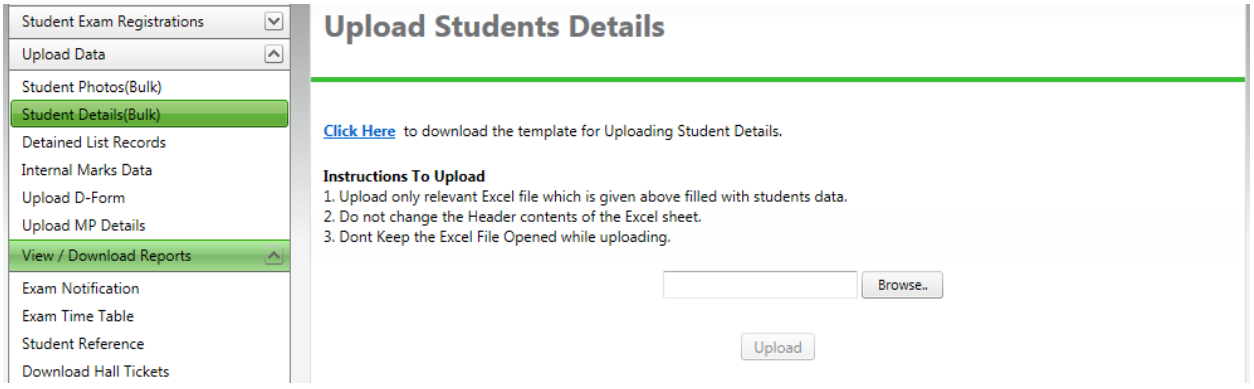

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Figure 14: Upload Student Details

Detained List Records

The Detained List Records option allows you to add or remove students from detained students list. In order to add or delete students from the detained students list, select the **Course**, Enter the **Halt Ticket Number**and click Add As Detained to add a student and click the Delete ✕ a student from the detained students list as shown below:

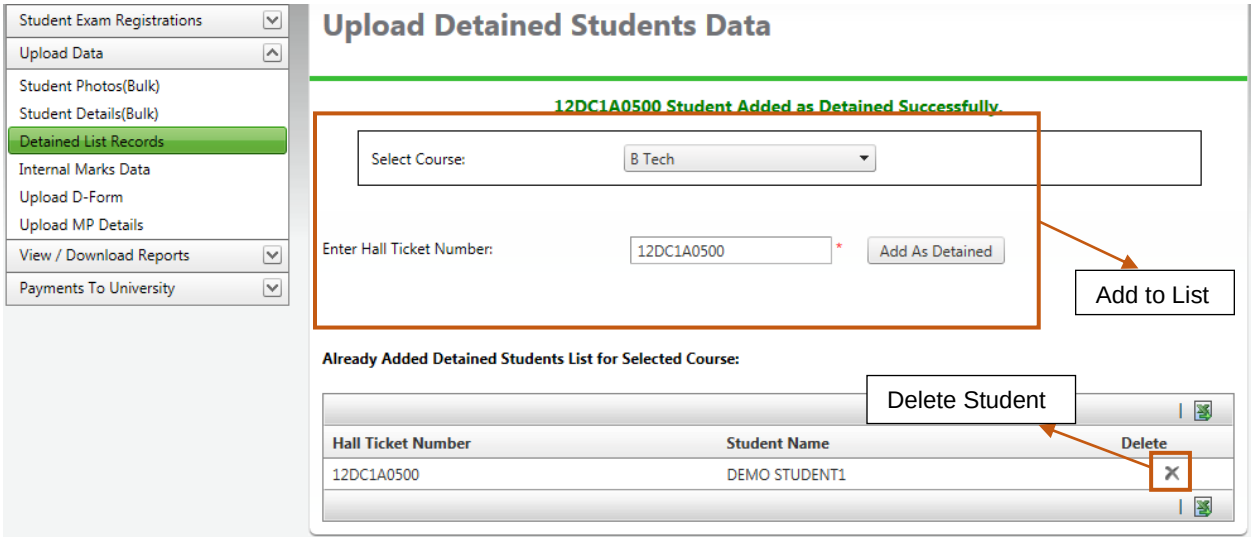

Figure 15: Upload Detained Students Data

Internal Marks Data

You can upload internal marks of the students using the Internal Marks Data option. You can download exam notification from exam section and enter the data to the excel file, in order to upload internal marks of the students select **Notification** from the list, browse the file and click **Upload** as shown below:

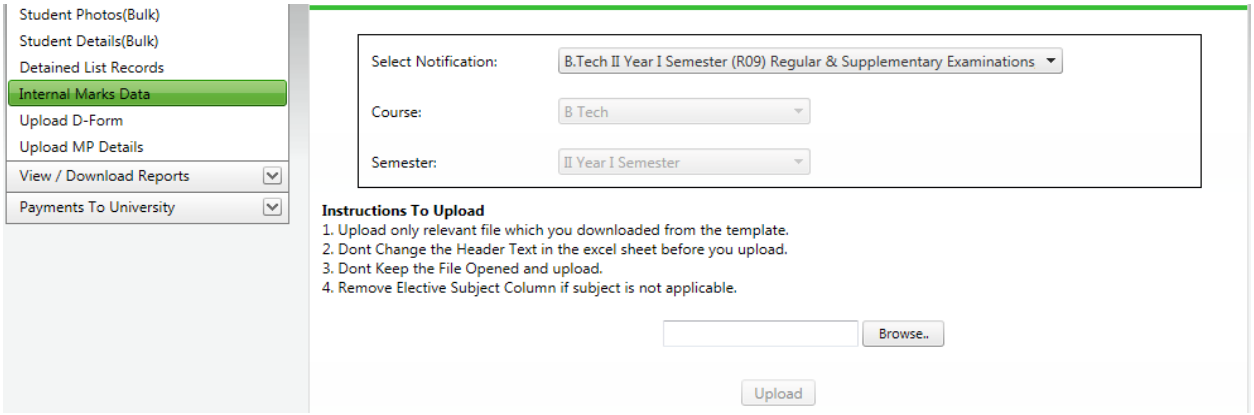

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Figure 16: Upload Internal Marks

Upload D – Form

You can upload the D – Form using the Upload D – Form option. You can upload the D – Form for a subject only an hour after exam start date and exam end date. The below screen provides a brief description of the Upload D – Form option:

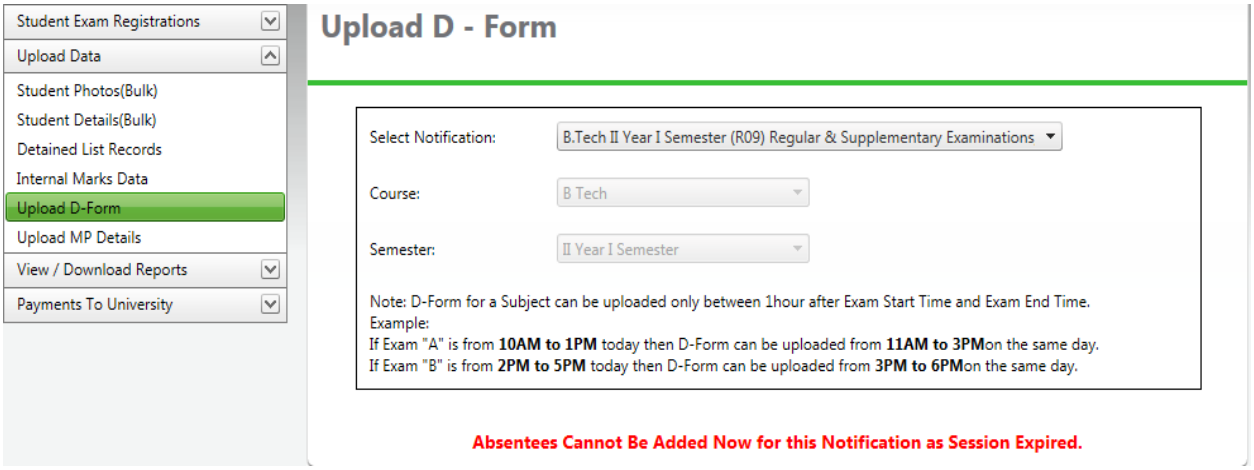

Figure 17: Upload D – Form

Upload MP (Malpractice) Details

You can upload the MP Details using the Upload MP Details option. You can upload the MP Details for a subject only an hour after exam start date and exam end date. The below screen provides a brief description of the Upload MP Details option:

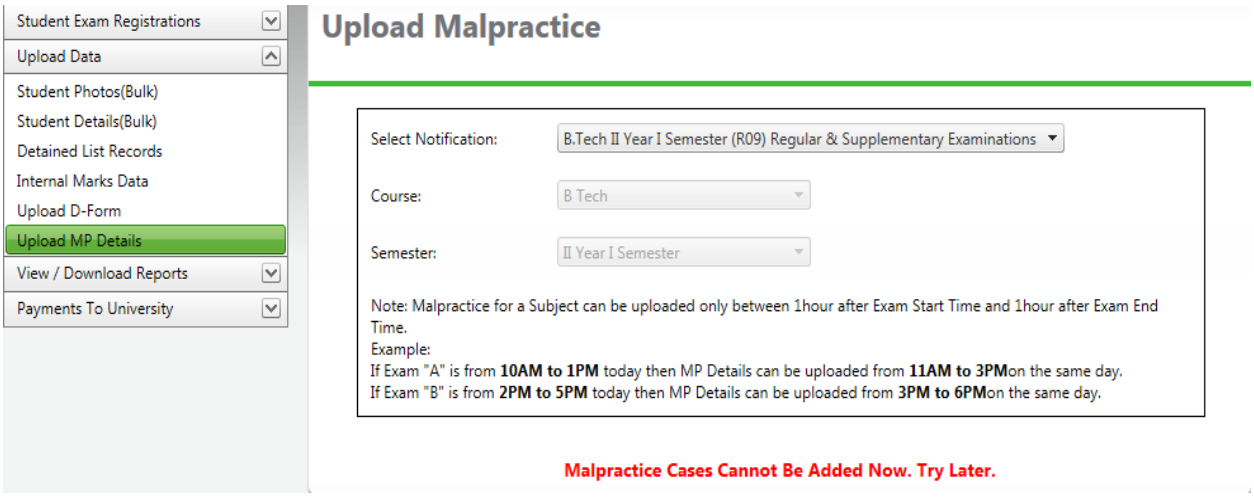

Figure 18: Upload Malpractice

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View or Download Reports

You can view or download various types of reports using the View / Download option. The View / Download option allows you to view or download exam notifications, time table, student references, hall tickets, individual hall tickets, TSheets, internal marks template, D – Form, MP details and students writings in your college. A detailed explanation of various types of reports are provided in the below sections:

Exam Notification

You can download exam notifications using the Exam Notifications option. In order to download an exam notification, select the **Notification** from the list and click **Download**to download the notification as shown below:

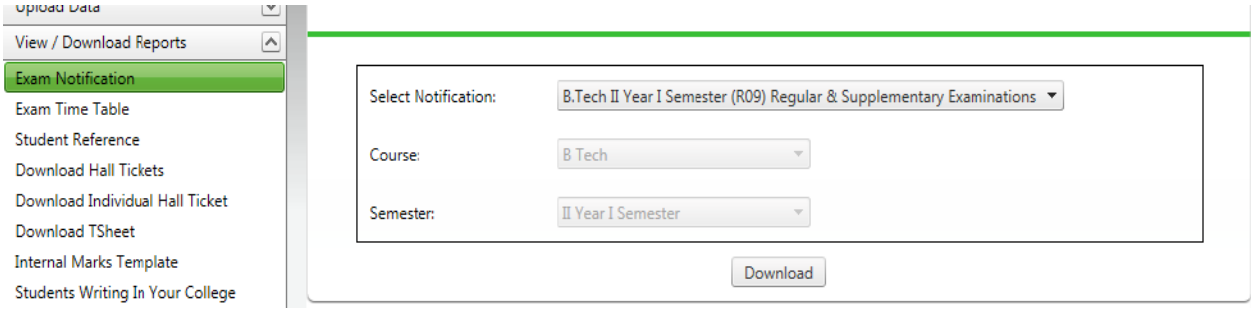

Figure 19: Download Exam Notifications

Exam Time Table

You can download exam time table using the Exam Time Table option. In order to download an exam time table, select the **Notification** from the list and click **Download**to save the time table as shown below:

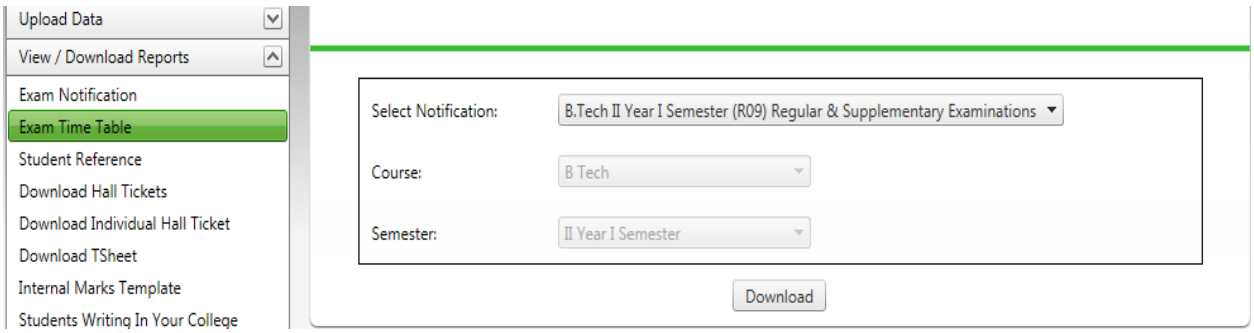

Figure 20: Exam Time Table

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Student Reference

The Student Reference option allows you to view thefinalized list of student data in the server which will be used to generate hall tickets. You can also download the finalized student data using the Student reference option as shown below:

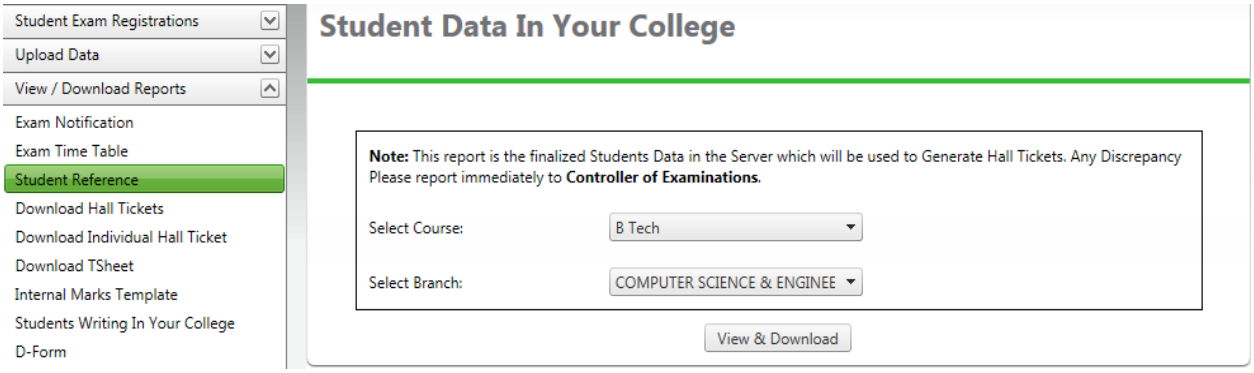

Figure 21: Student Reference

Download Hall Tickets

You can download exam hall tickets using the Download Hall Tickets option. In order to download an exam hall tickets, select the **Notification** from the list and click **Download** as shown below:

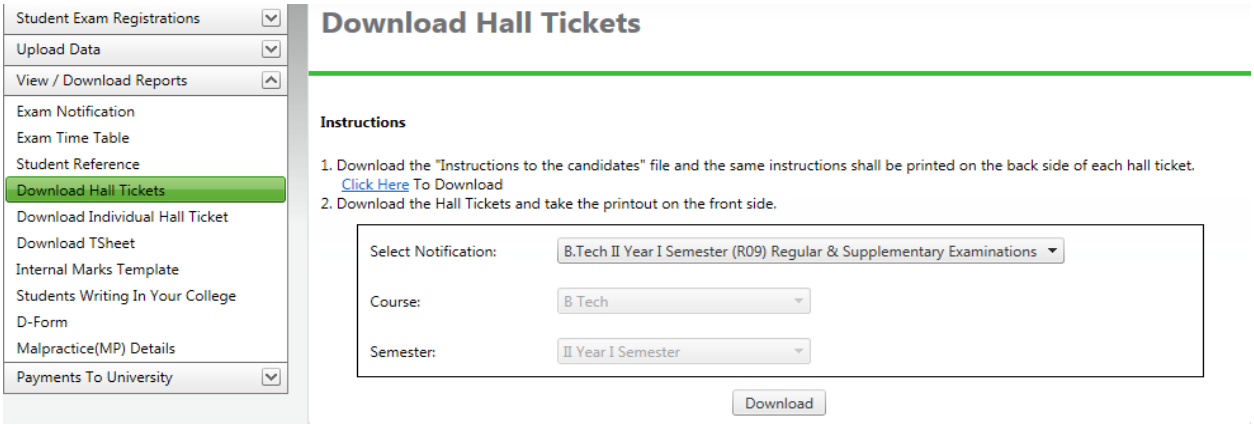

Figure 22: Download Hall Tickets

Download Individual Hall Tickets

You can download individual exam hall tickets using the Download Individual Hall Tickets option. Hall Ticket is available for download only if the student has registered after Hall Tickets are generated. In

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order to download an individual exam hall tickets, select the **Notification**from the list, enter**Hall Ticket Number** and click **Download** as shown below:

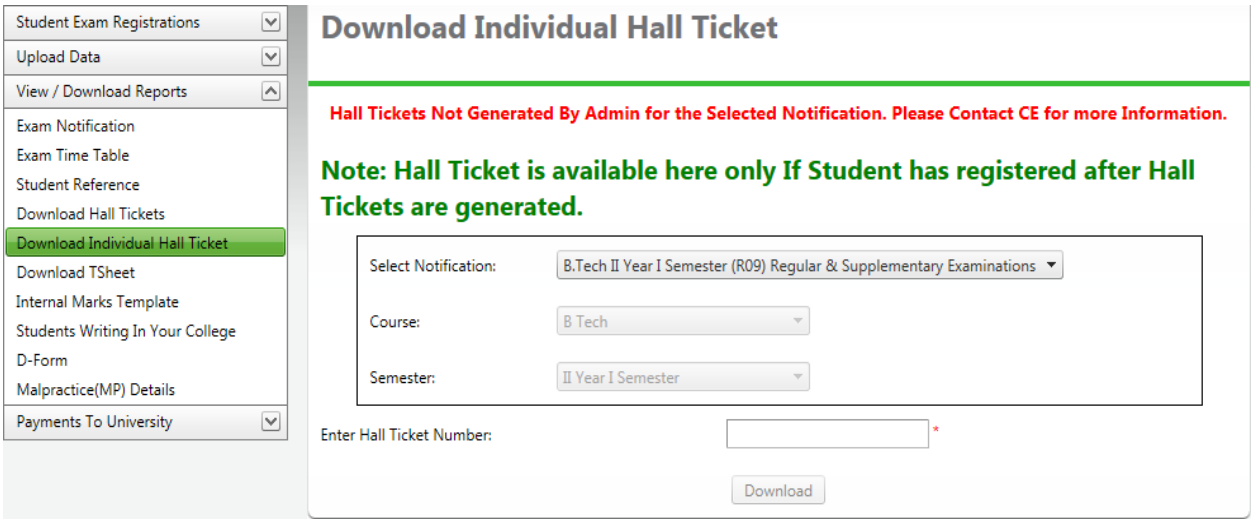

Figure 23: Download Individual Hall Ticket

Download TSheet

You can download TSheet using the Download TSheet option. In order to download a TSheet, select the **Notification** from the list and click **Download** as shown below:

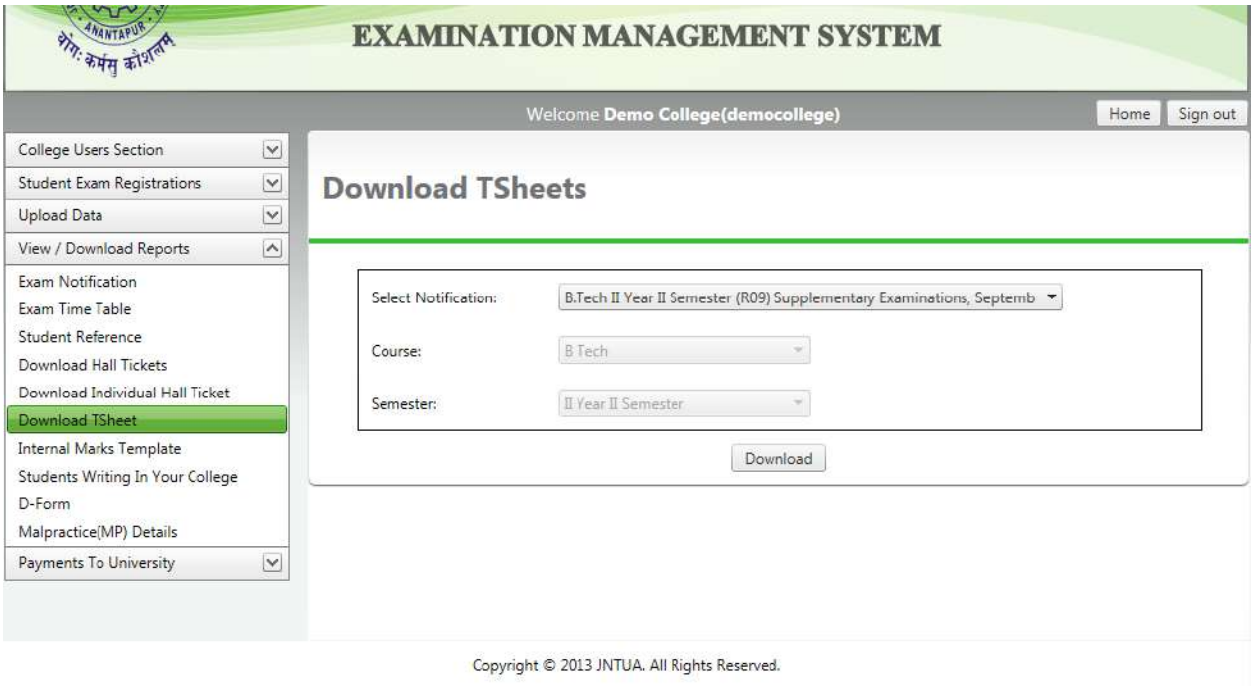

Figure 24: Download TSheet

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Internal Marks Template

You can download Internal Marks Templates using the Internal Marks Template option. In order to download a template, select the **Notification** from the list and click **Download** as shown below:

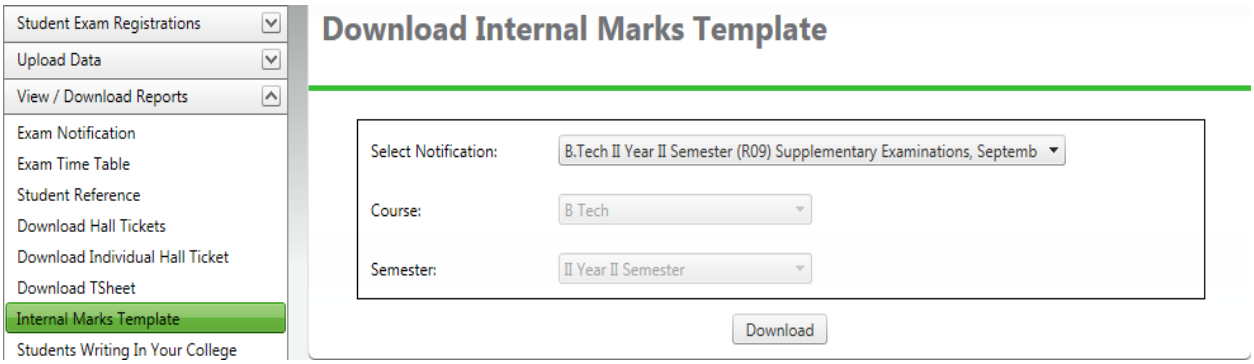

Figure 25: Internal Marks Template

Students Writing in Your College

You can view and download students writing for a particular date using the Student Writing in Your College option. In order to download Students Writing, select the **Notification,** select **Examination Date** and **Exam Type** from the list and click **Download** as shown below:

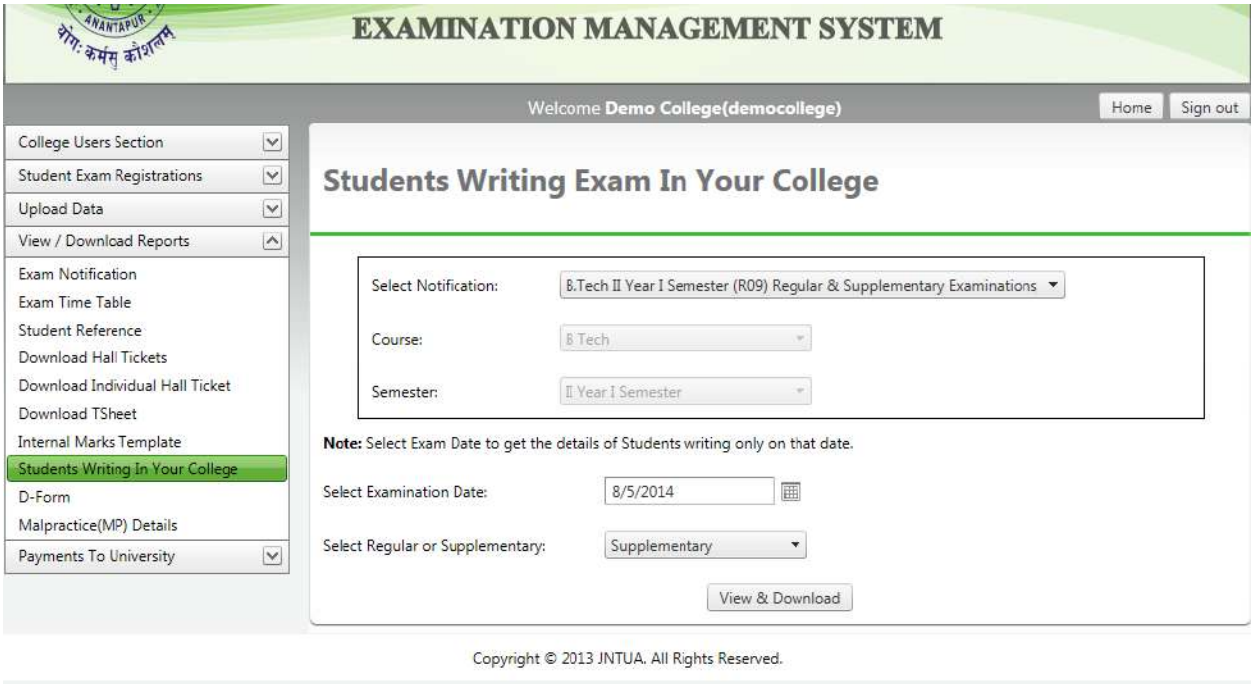

Figure 26: Students Writing In Your College

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Download D – Form Report

You can view and download D – Form Report using the D - Form option. Download the D-Form Report only after uploadingthe details of Absent Students andone D- Form is enough for one Notification. In order to view and download D - Form Reports, select the **Notification** from the list, select **Exam Date** and click **Download** as shown below:

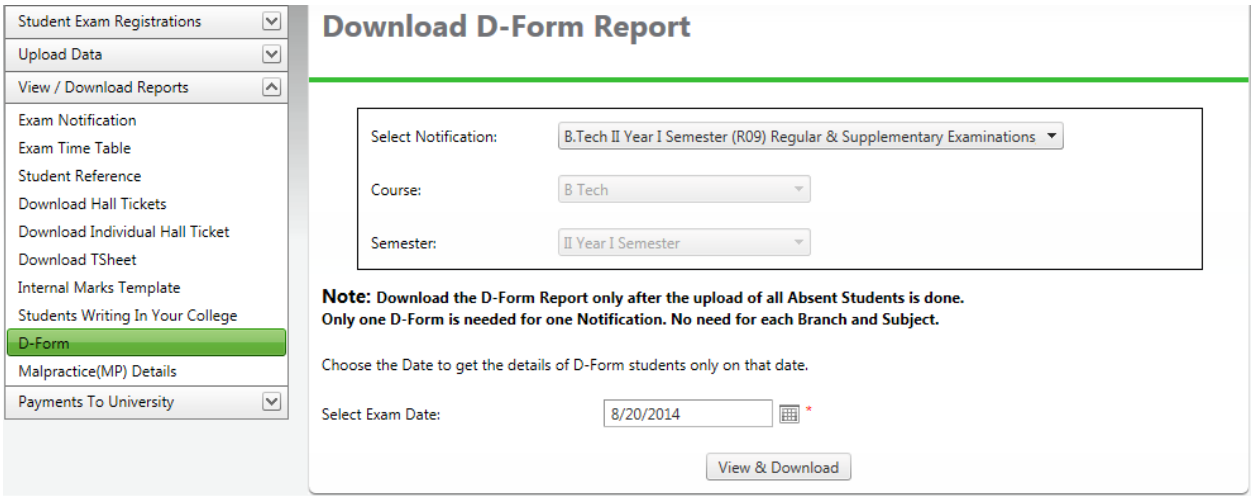

Figure 27: Download D – Form Report

Malpractice Details

You can view and download MalpracticeDetails using the Malpractice Details option. In order to view and download Malpractice Details, select the **Notification** from the list, select **Exam Date** and click **Download** as shown below:

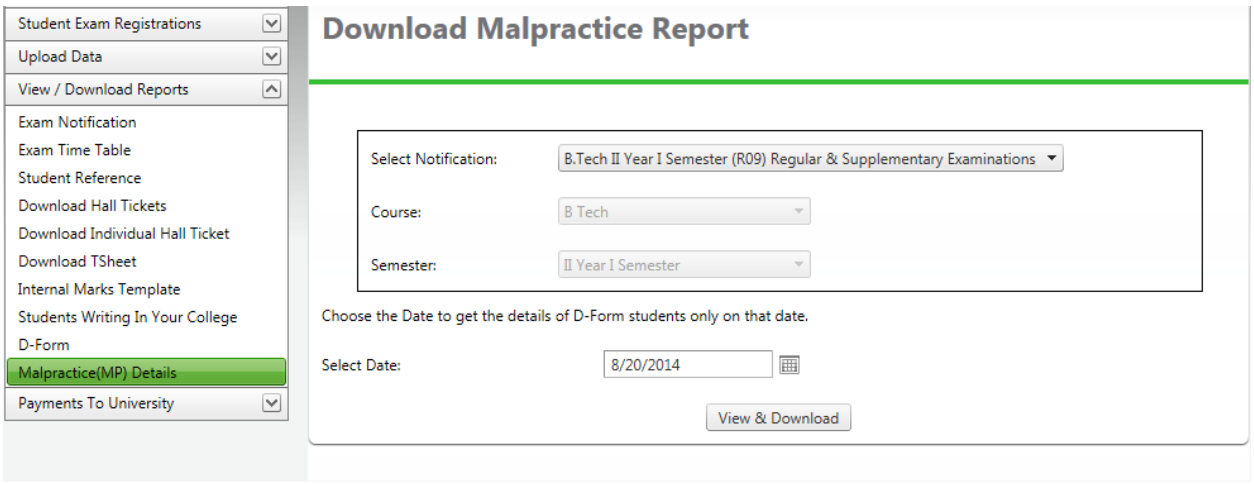

Figure 28: Download Malpractice Report

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Payments to University

You can view the payments details such as registration amount using the Payments to University option. To view the Registration Amount, click **Payments to University** and then click **Registration Amount**as shown below:

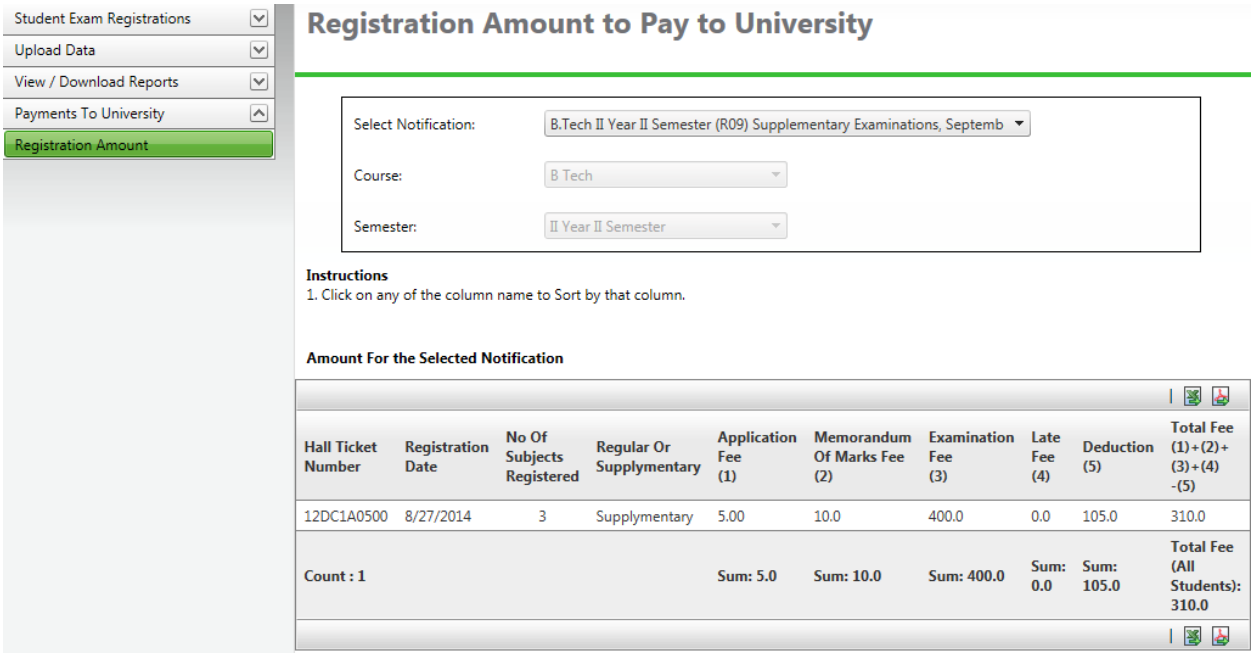

Figure 29: Registration Amount to Pay to University

You can download the Registration Amount details using the Export to Excel or Export to PDF.

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Acronyms

JNTU	Jawaharlal Nehru Technical University
D – Form	
MP	Malpractice
TSheet	
HT	Hall Ticket
PC	Paper Code

REGISTRAR
J.N.T.U. Anantapur
ANANTAPURAMU-515002

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Scanned with CamScanner

21-22

DOCILE INFOTECH INDIA PRIVATE LIMITED

S02, 4th Cross, 4th Main
AECS Layout, Kundalahalli
Bangalore Karnataka 560037
India
GSTIN 29AADCD2488B1ZQ

TAX INVOICE

#	: INV-20212215
Invoice Date	: 21 Sep 2021
Due Date	: 21 Oct 2021
W.O.#	: Procs No. C2/JNTUA/Estt. /Equipment/2021

Place Of Supply : **Andhra Pradesh (37)**

Bill To

The Director of Evaluation
JNT University Anantapur
Anantapuramu
515002 Andhra Pradesh
India
GSTIN 37AAAJJ0861G1ZC

Ship To

JNT University Anantapur
Anantapuramu
515002 Andhra Pradesh
India
GSTIN 37AAAJJ0861G1ZC

#	Item & Description	HSN/SAC	Rate	IGST %	IGST Amt	Amount
1	AMC support for the following existing features Admin EMS Portal Data Entry EMS Portal College EMS Portal(https://jntuaems.azurewebsites.net/) Data Sync jobs maintenance Upload of Admin information to Cloud from local EMS Download of College information from Cloud to local EMS Upload of various reports(HT, TSheets) to cloud for accessible by College users Online Exam marks sync for M.Tech & MPharm students	997331	7,80,570.00	18%	1,19,070.00	7,80,570.00

IGST18 (18%)	1,19,070.00
Total	**₹7,80,570.00**

Total In Words
Indian Rupee Seven Lakh Eighty Thousand Five Hundred Seventy Only

For Docile Infotech India Pvt. Ltd.

Authorized Signature

Bank Details
Account Number : 50200056081311
IFSC : HDFC0000133
Bank Name : HDFC Bank
Branch Name : JP Nagar, Bangalore

This is a computer generated invoice.

Terms & Conditions
Make all checks payable to Docile Infotech India Private Limited

REGISTRAR
J.N.T.U. Anantapur
ANANTAPURAMU-515002

JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY ANANTAPUR
(Established by Govt.of A.P., Act.No.30 of 2008)
ANANTHAPURAMU – 515 002 (A.P.) INDIA

Dr.C.Sashidhar,
M.Tech, Ph.D.,

Registrar

Phone : + 918554272433
FAX +918554 272437
Mobile: + 91 9908 088806
Email id:registrar@jntua.ac.in

Procs No. C2/JNTUA/Estt./Equipment/ 2021 Dt.17-09-2021

Sub:- JNTUA, ATP-Estt.-Renewal of Annual Maintenance Contract for Examination Branch on purchase for payment of AMC of Rs.7,80,570/- - Orders-Issued.

Read:- 1.Office Note dt.03-09-2021 submitted by Director of Evaluation
2.Procs.No.C2/Estt./JNTUA/EMS Committee/2021, dt.28-08-2021
3. Report dt.03-09-2021 submitted by the committee and approved by the Vice-Chancellor on dt.13-09-2021

--o0o--

ORDER:-

In the Proceedings (2) cited a Committee has been constituted for detailed examination of the proposal of the Director of Evaluation and to submit a report in connection with the payment of Annual Maintenance charges to M/s Docile Infotech Private Limited, Bangalore. The committee has submitted its report and, as per the recommendations made by the Committee in its report, dt.03-09-2021 (2) read above, the Honourable Vice-Chancellor has accorded permission for renewal of Annual Maintenance of contract and for payment of **Rs.7,80.570/-** (Rupees Seven lakhs eighty thousand five hundred and seventy only) (Rs.6,61,500 + GST 18%) towards AMC Charges to M/s Docile Infotech Private Limited, Bangalore for the academic year 2021-2022. However, for the next year 2022-23, the AMC will be paid only with 5% increase on the base price of Rs.6,61,500/- along with applicable GST.

In view of the above circumstances, the Director of Evaluation is requested to take further action in payment of AMC Charges to the above Agency for the year 2021-22 .

The expenditure shall be met from ***Examination Account*** of the University.

REGISTRAR

To
The Director of Evaluation, JNTUA, ATP for information & necessary action
Copy to C.E. (U.G.) & C.E. (P.G.), JNTUA, Ananthapuramu for information
Copy to D.R.(Estt.) & D.R. (Accts.), JNTUA, Ananthapuramu
Copy to P.A.to Vice-Chancellor, P.A. to Rector & P.A. to Registrar
Copy to file.

REGISTRAR
J.N.T.U. Anantapur
ANANTAPURAMU-515002

JNTUA – AnantapuramuExamination Management System

Administrator's Guide

REGISTRAR
J.N.T.U. Anantapur
ANANTAPURAMU-515002

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Table of Contents

Preface **5**

Purpose and Audience 5

Document Convention 5

Overview **6**

Features and Functionalities 6

Getting Started 7

Data Administration **8**

Operations 8

Add New Record 8

Edit Records 9

Delete Records 10

Manage Courses 10

Manage Branches 11

Manage Semester 11

Manage Subject 12

Manage College 12

Manage Branches in College 13

Manage College Circles for Jumbling 13

Manage Users in Colleges 14

Manage Data Entry Operators 14

Exam Management **15**

Manage Exam Notifications 15

Manage Exam Time Table 16

View Missing Internal Marks 17

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Generate Hall Ticket 17
Generate TSheet 18
Recounting / Missing Marks Entry 18
Recounting Management 19
Marks Sheet Details Entry 19
Generate Marks Sheets 20
Modifications 21
Welcome Page Updates 21
Registration Corrections 21
View / Download Reports 23
Exam Notification 23
Exam Time Table 24
Publish Data to College 25
Exam Notification 25
Exam Time Table 25
College Approvals 27
Approve Modified Students 27
Approve New Students 28
Student Re-Registration 28
Payments from Colleges 29
View Discrepancies 30
Lab Marks Not Found 30
Lab Marks Missing 2nd Entry 30
HT vs PC Not Found 31
HT vs PC Missing 2nd Entry 31
PC vs Marks Not Found 32

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PC vs Marks Missing 2nd Entry 32

Resolve Discrepancies 33

Lab Marks Discrepancies 33

HT vs PC Not Found Resolver 33

HT vs PC Missing 2nd Entry Delete 34

HT vs PC Discrepancies 35

PC vs Marks Not Found Delete 35

PC vs Marks Missing 2nd Entry Delete 36

PC vs Marks Discrepancies 36

Missing Paper Codes 37

Acronyms 42

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Preface

Purpose and Audience

This is an administrator guide for Examination Management System of Jawaharlal Nehru Technical University Anantapur. This document describes tasks such as data administration, exam management, site modifications, reports, data publishing, college approvals, payment details, discrepancies and data entry. The document is targeted at admin users of Examination Management System.

Document Convention

This section of the document describes various types of conventions used throughout the document:

1. Note

   Information that is incidental to the main text flow or to an important point or tip provided in addition to the previous statement or instruction.

2. **Bold**

   Bold text is used to designate file and folder names, dialog titles, names of buttons, icons, and menus, and terms that are objects of user selection.

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Overview

Jawaharlal Nehru Technological University, Anantapur (JNTU Anantapur) is a state university in Anantapur, Andhra Pradesh, India. Founded in 1946, since 1972 it has been a constituent college of Jawaharlal Nehru Technological University.

The Examination Management System is a web portal that allows the admin users to perform website administration tasks.You can access Examination Management Portal using the hyperlink http://sarasems.cloudapp.net/aems/WebLogin.aspx as shown below.

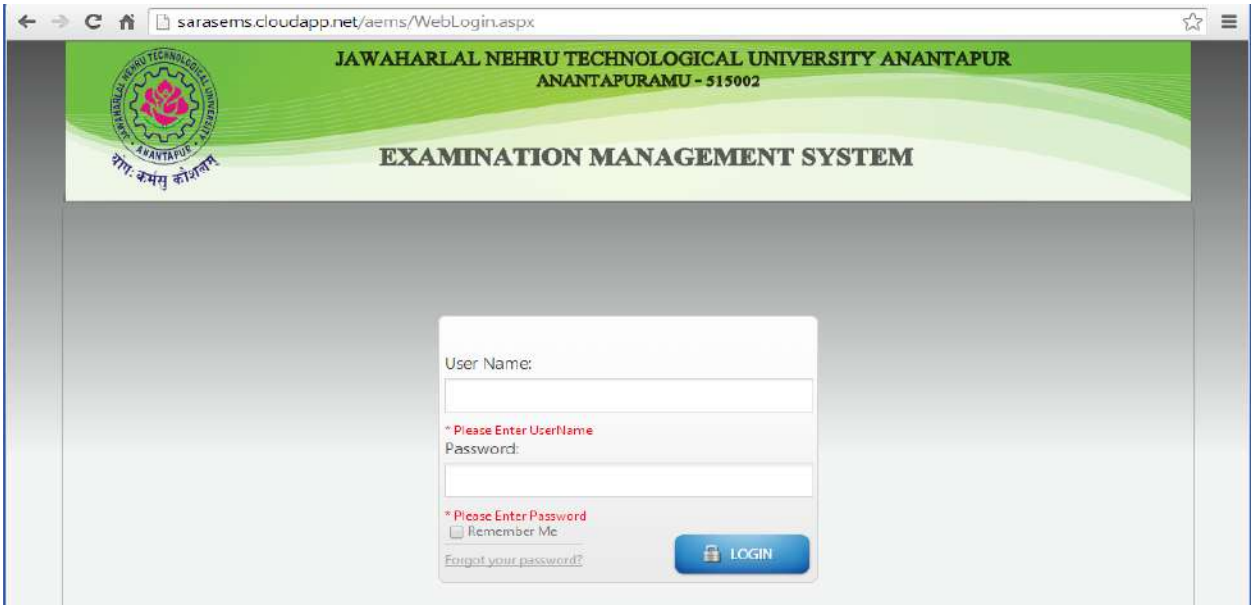

Figure 1: Login Screen

Features and Functionalities

The features and functionalities of Examination Management System admin portal are listed below:

1. Data Administration
2. Exam Management
3. Modifications
4. Reports
5. Publish Data to College
6. College Approvals
7. Payments
8. View and Resolve Discrepancies

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9. Data Entry Operations

Getting Started

In order to get started with the administration work, you need to login to the admin portal of Examination Management System. Enter the **User Name** and **Password** and click **Login** to login to admin portal as shown below:

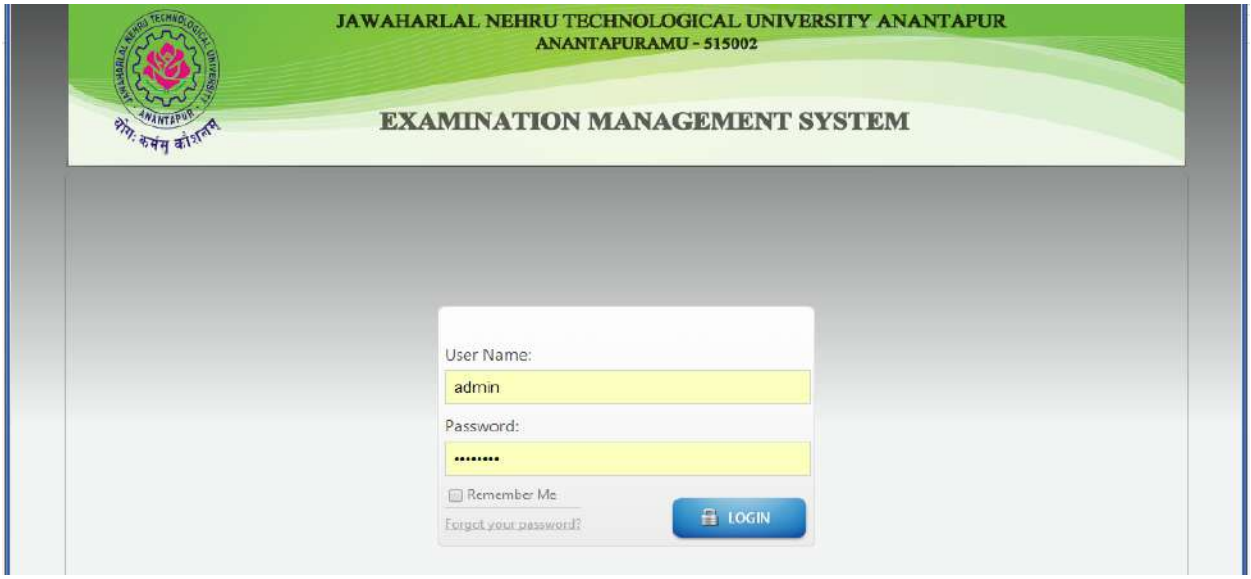

Figure 2: Login Screen

After logging into the admin portal, the home page will appear on your computer screen as shown below:

Figure 3:Home Page

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Data Administration

The Data Administration menu allows you to manage colleges, branches, semesters, subjects, courses, branches in college, users in college and data entry operators in college. The admin portal also allows you to add, edit and delete Courses, Branches, Semesters, Subjects and College Users.

Operations

Add, Edit and Delete operation will be similar throughout the portal. A detailed explanation of Add, Edit and Delete operations are provided below:

Add New Record

You can add new Courses, Branches, Semesters, Subjects and College Users to the list using the Add New Record option. To add a new Course or Branch or Semesters or Subjector College User to the list follow the steps listed below:

1. Click **Manage Courses**from the list and select **Regulation** as shown below:

Figure 4: Select Regulation

The select regulations option is applicable only while adding a new Course to the list. Different options has to be selected to add different services and users.

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2. Click **Add New Record**, enter the **Course Code** and **Course Name**, and click **Insert** as shown below:

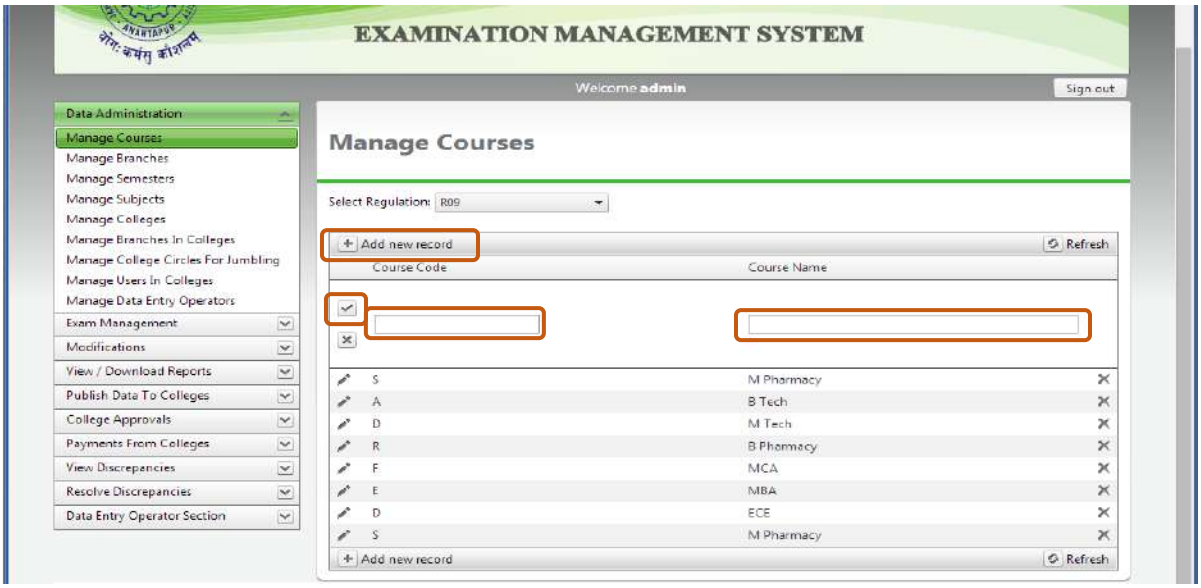

Figure 5: Add New Record

Edit Records

You can edit the list of Courses, Branches, Semesters, Subjects and College Usersusing the edit option. To edit the list click the **Edit** button and to save the changes click **Update** as shown below:

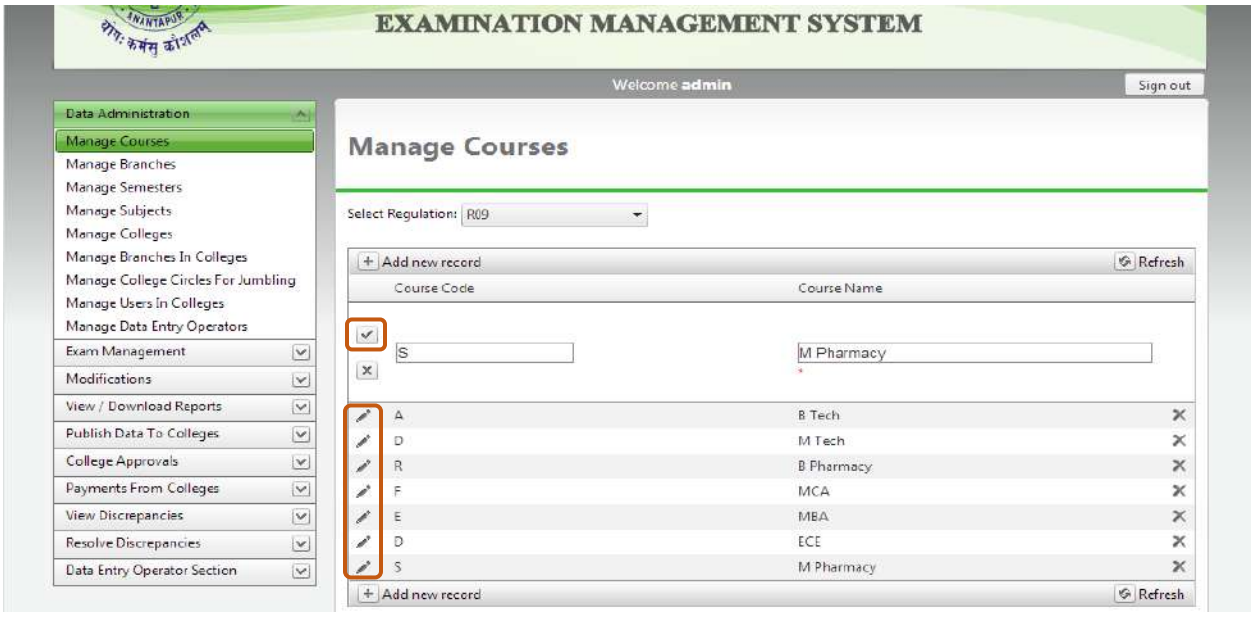

Figure 6: Edit Records

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Delete Records

You can delete the list of Courses, Branches, Semesters, Subjects and College Users using the delete option. To delete Course or Branch or Semesters or Subjector College User, click the **Delete** button and click **OK** as shown below:

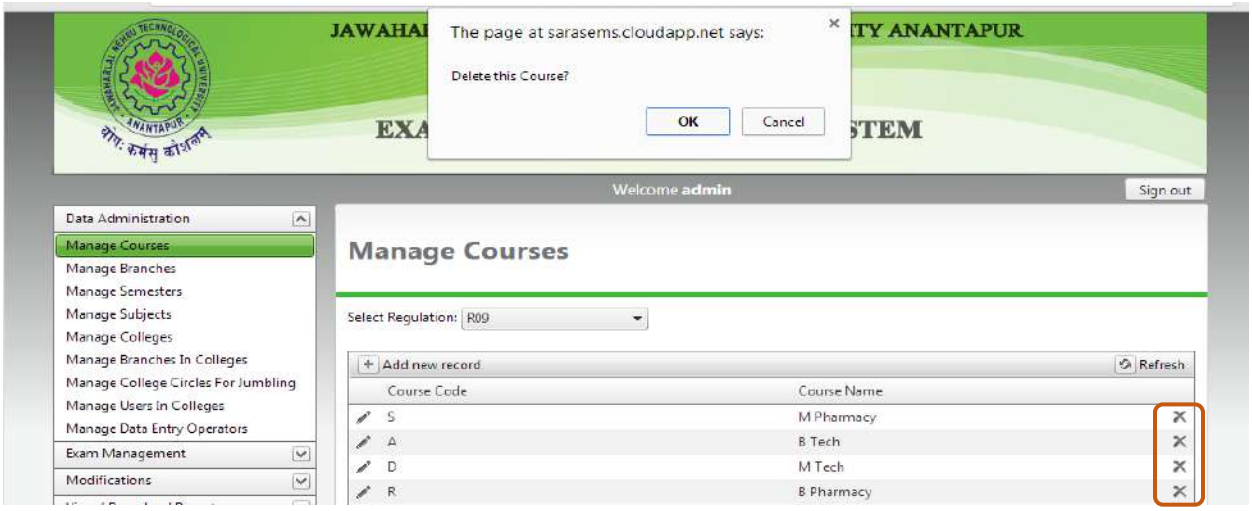

Figure 7: Delete Record

Manage Courses

The Manage Course option allows you to add, edit and delete the courses. The below screen provides a brief description of the Manage Courses option:

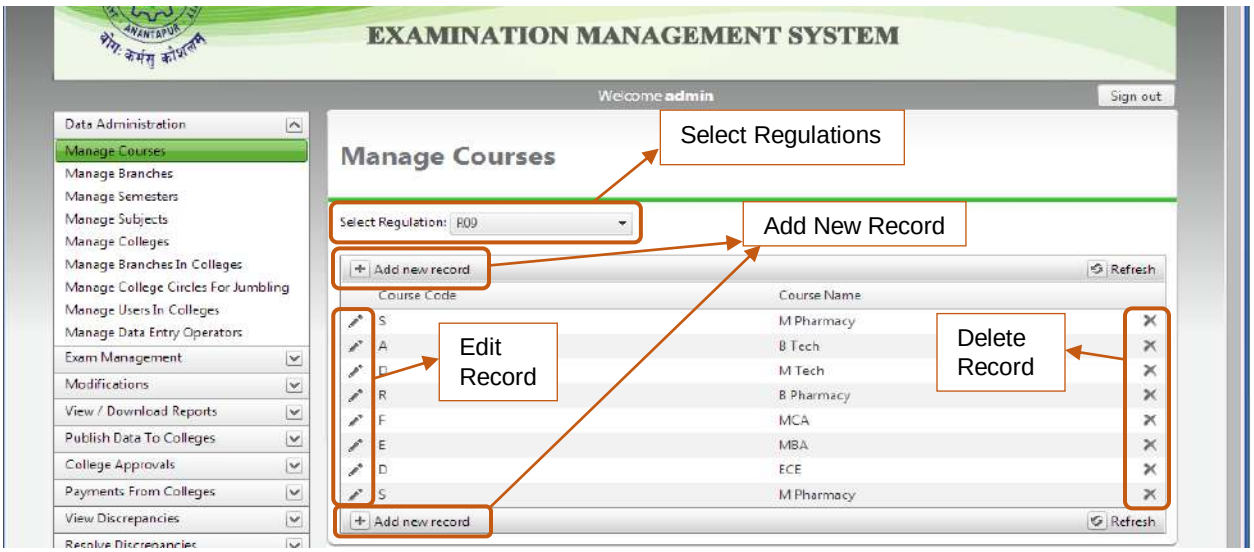

Figure 8: Manage Courses

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Manage Branches

The Manage Branches option allows you to add, edit and delete the Branches. The below screen provides a brief description of the Manage Branches option:

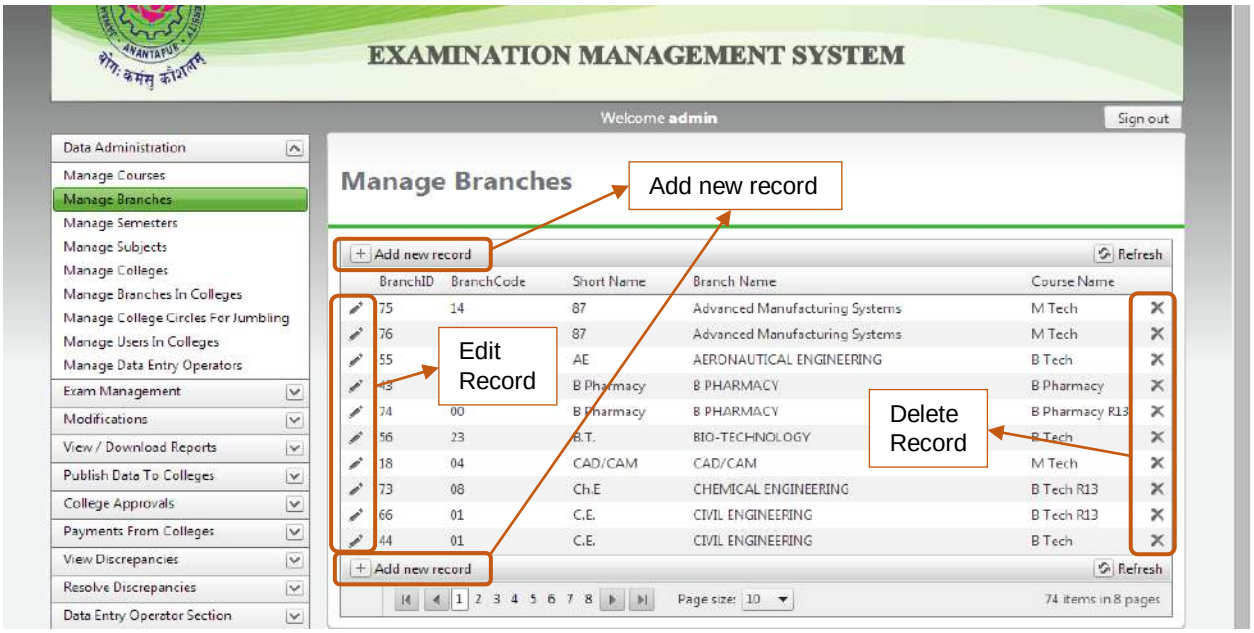

Figure 9: Manage Branches

Manage Semester

The Manage Semester option allows you to add, edit and delete the Branches. The below screen provides a brief description of the Manage Semester option:

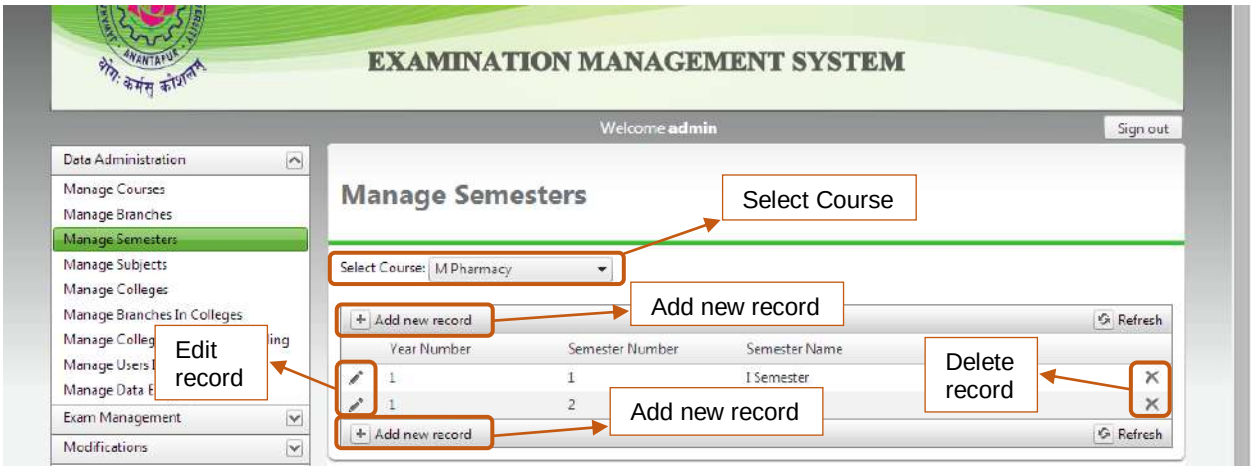

Figure 10: Manage Semester

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Manage Subject

The Manage Subject option allows you to add, edit and delete the Subjects. In order to Add, Edit or Delete the Subjects, you need to select the Course, Branch and Semester first. The below screen provides a brief description of the Manage Subjects option:

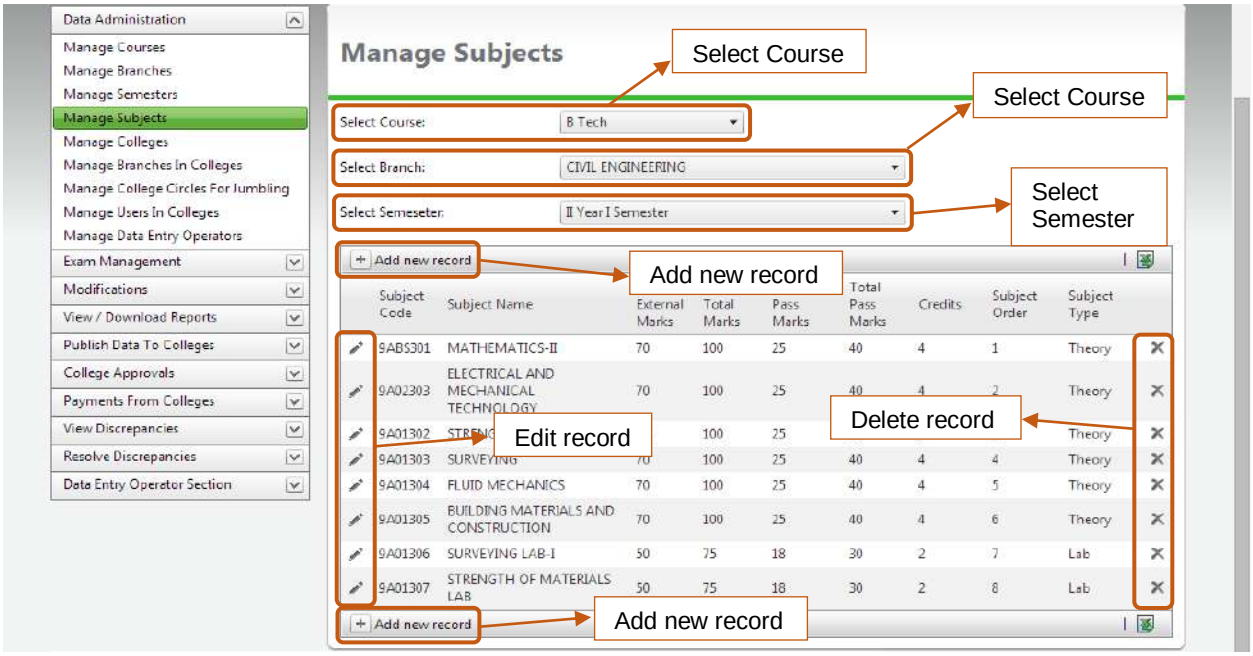

Figure 11: Manage Subjects

Manage College

The Manage College option allows you to add, edit and delete the Colleges from the list. The below screen provides a brief description of the Manage College option:

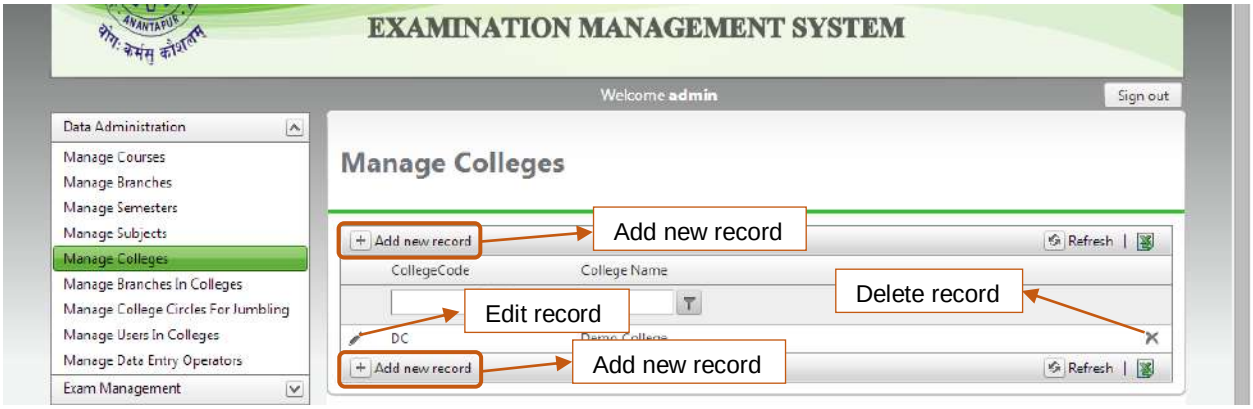

Figure 12: Manage College

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Manage Branches in College

The Manage Branches in Colleges option allows you to add to a particular Course to a particular College. In order to add a Subject, you need to select the Course, and College first. The below screen provides a brief description of the Manage Branches in College option:

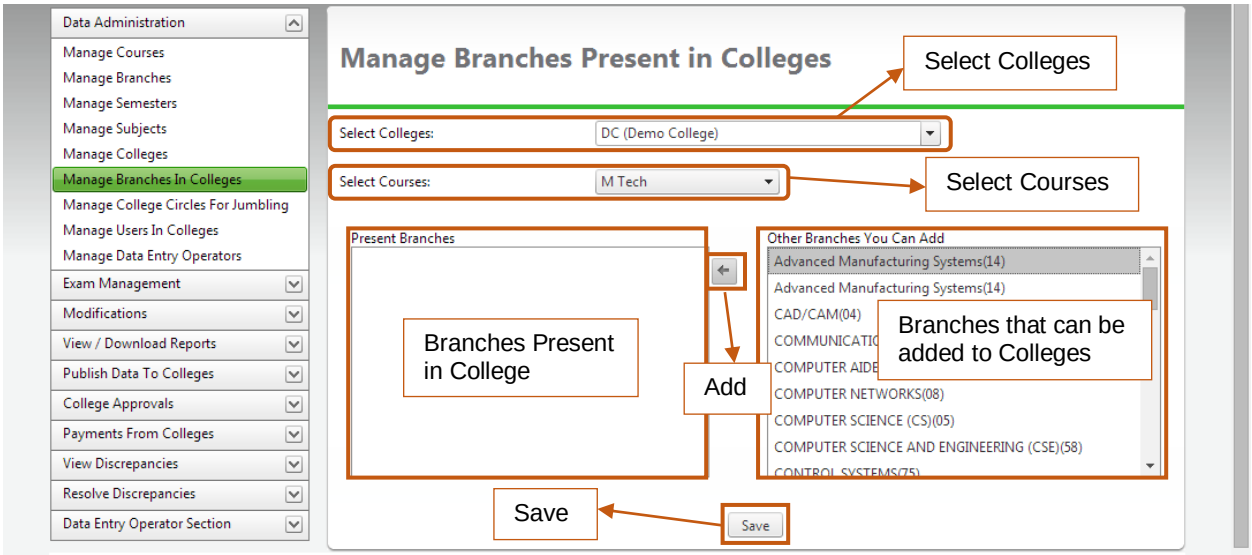

Figure 13: Manage Branches Present in Colleges

Manage College Circles for Jumbling

The Manage College Circles for Jumbling option allows you to edit and update the college circle. In order to update the college circle, you need to select the course first. The below screen provides a brief description of the Manage College Circles for Jumbling option:

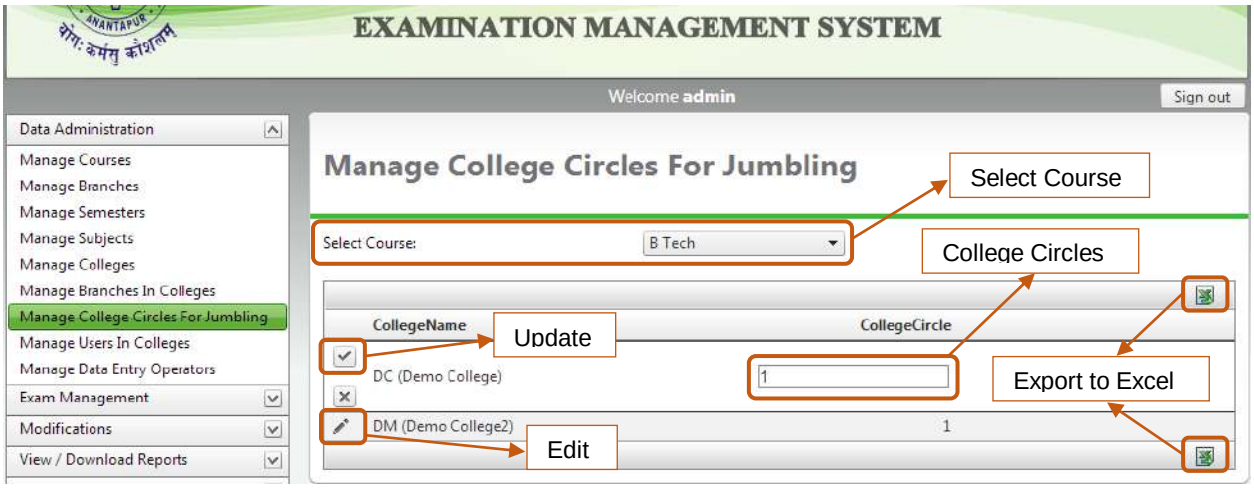

Figure 14: Manage College Circles for Jumbling

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Manage Users in Colleges

The Manage Users in College option allows you to add new users to a particular college and it also allows you to view the passwords of all the users of different colleges.The below diagram provides a brief description of the Manage Users in Colleges options:

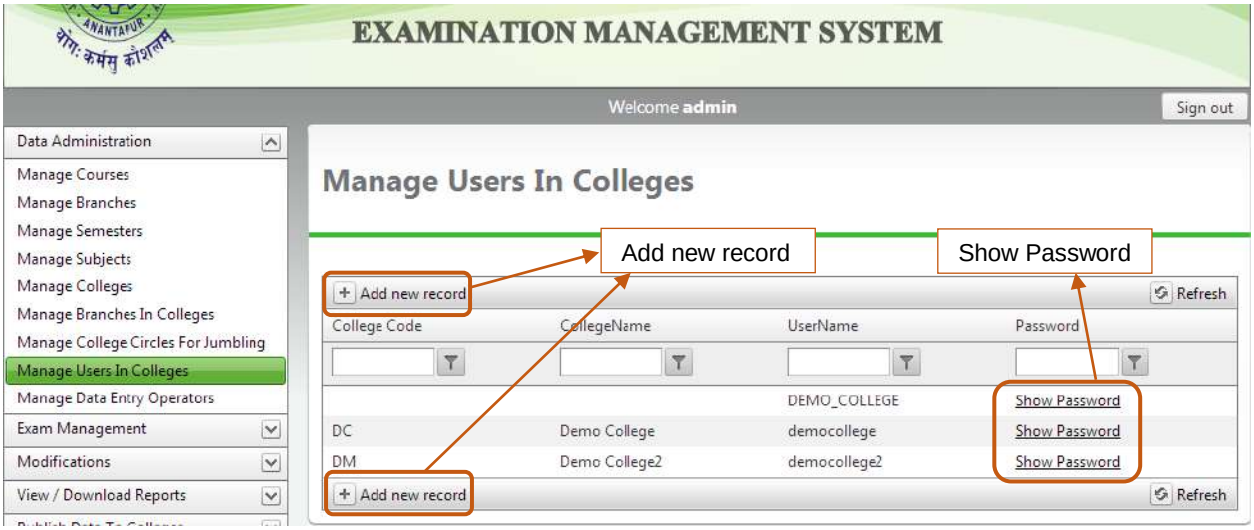

Figure 15: Manage Users in College

Manage Data Entry Operators

The Manage Data Entry Operators option allows you to add new data entry operators to the list. You can also edit the data entry user details and view passwords of different data entry operators. The below screen provides a brief description of the Manage data Entry option:

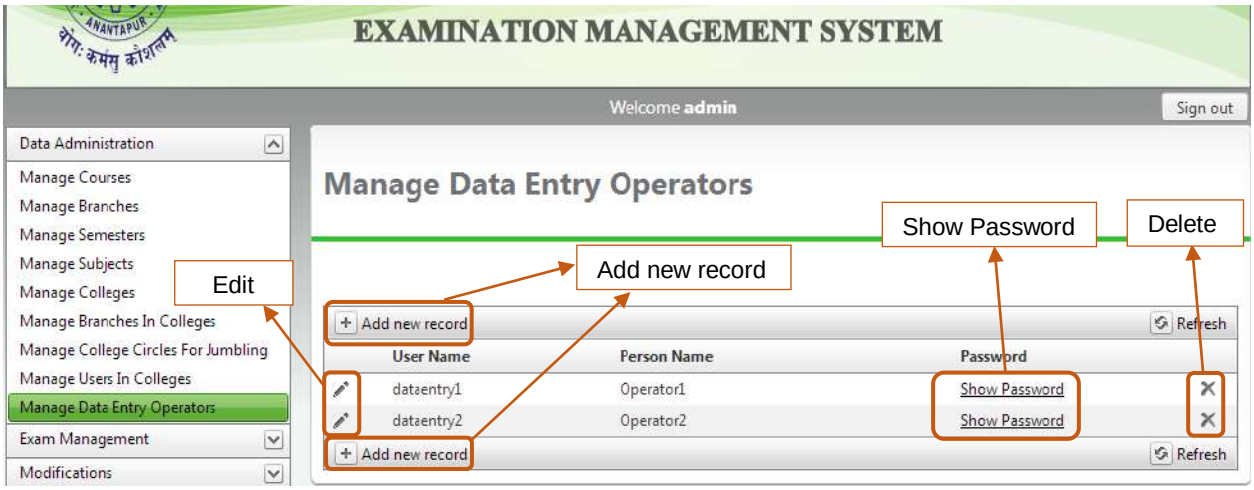

Figure 16: Manage Data Entry Operators

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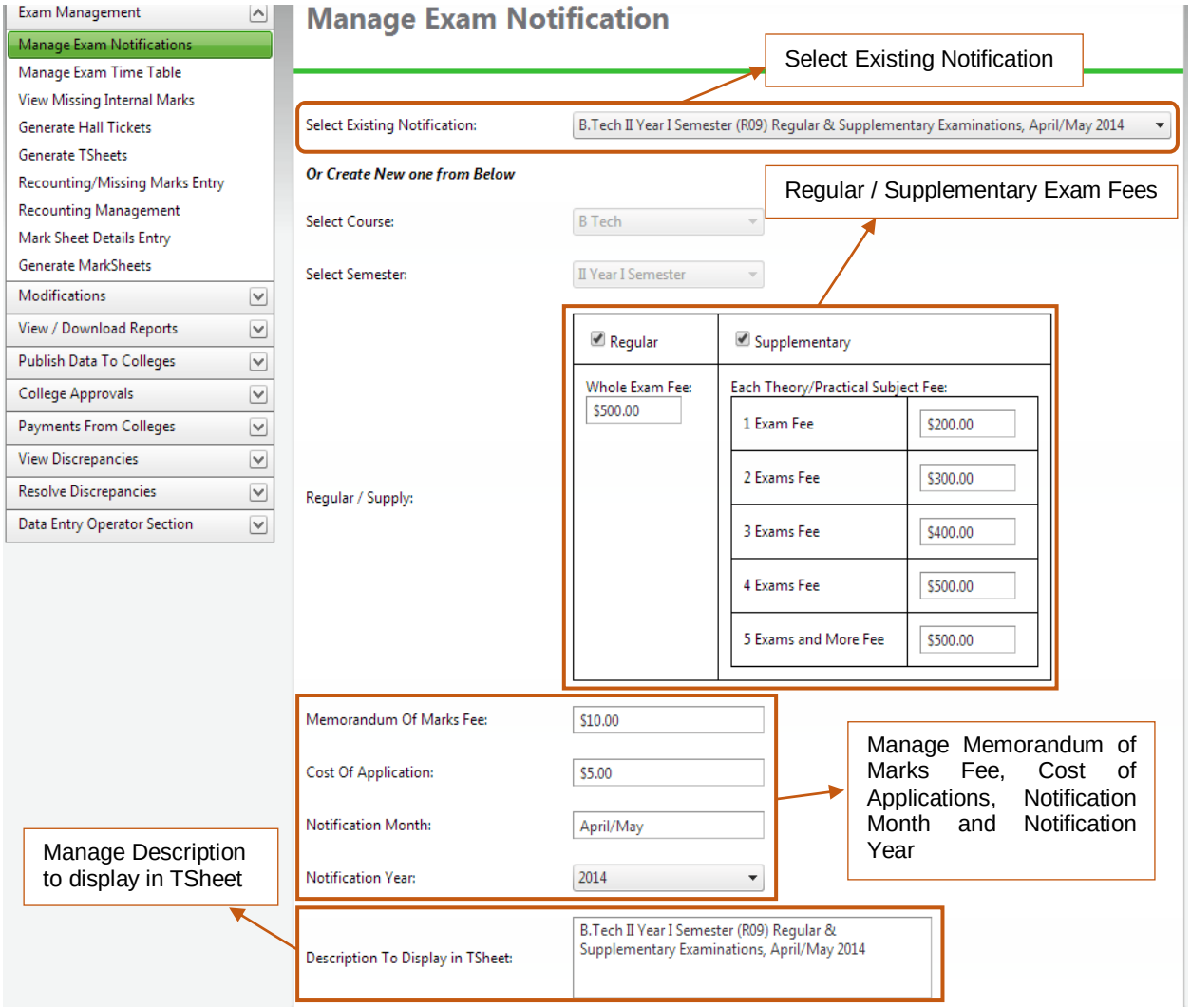
Exam Management

You can manage exam notifications, time tables, and internal marks. The Exam Management tab allows you to generate hall tickets, TSheets and Marks Sheets. You can also manage recounting / missing marks entry and marks sheet details.

Manage Exam Notifications

You can manage the exam notifications such as exam fees, cost of application, last date last fee amount, end date and etc. In order to manage the notifications you need to select the existing notifications. The below screens provide a brief description of the Manage Exam Notifications:



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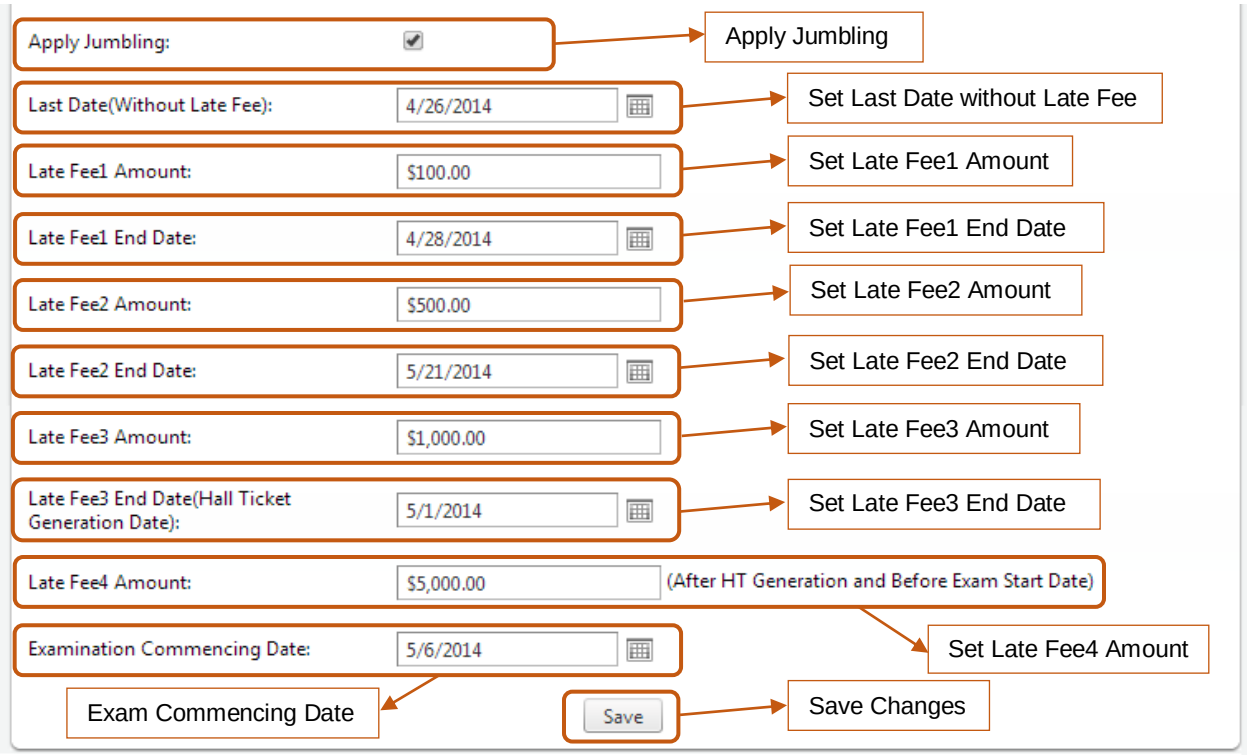

Figure 17: Manage Exam Notifications

You can also create a notification using the **Exam Notification** option. In order to create a notification, enter the required details and click **Save** as shown in the above snapshot and do not select the existing notification.

Manage Exam Time Table

You can manage the exam tile table for different subjects using the Manage Exam Time Table option. In order to manage the exam timetable you need to select the existing notification. The below screens provide a brief description of the Manage Exam Notifications:

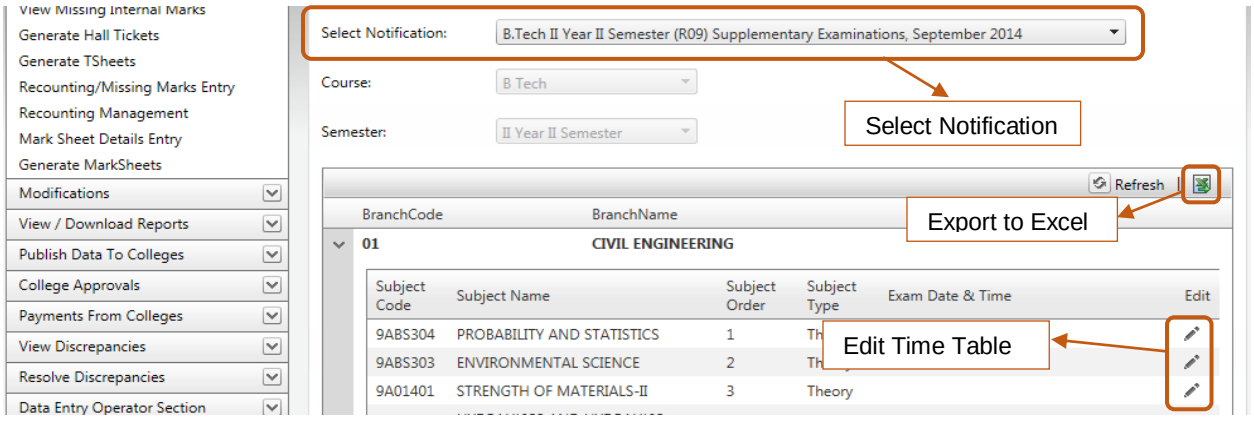

Figure 18: Manage Exam Time Table

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View MissingInternal Marks

You can view the data of college whose students are registered but internal marks are not found suing the View Internal Missing Marks option. In order to view missing internal marks, select the **Notification** as shown below:

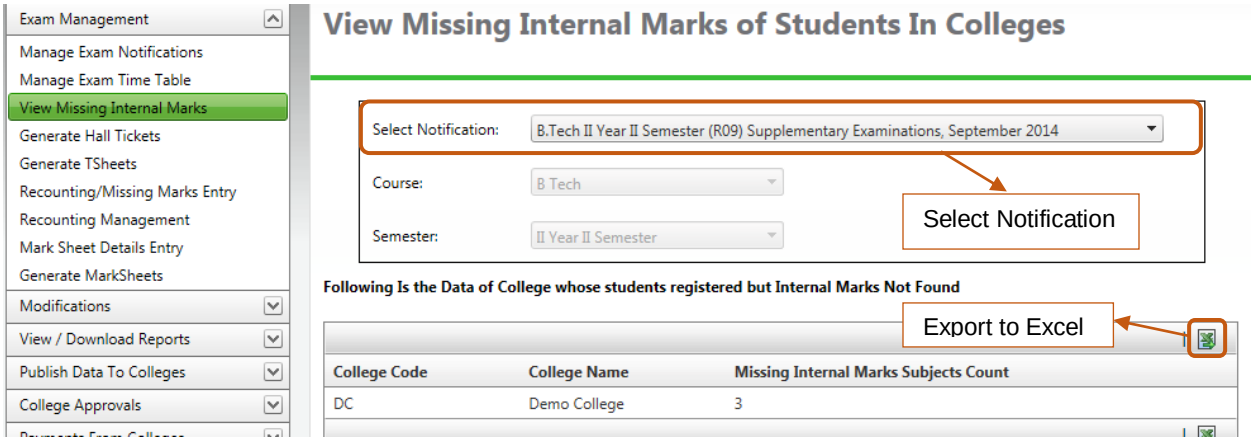

Figure 19: View Missing Internal Marks

Generate Hall Ticket

You can generate student's hall tickets or regenerate hall ticket using the Generate Hall Ticket option. In order to generate Hall Tickets, select the **Notification**and click **Generate.** You can regenerate the hall ticket using the Hall Ticket number as shown below:

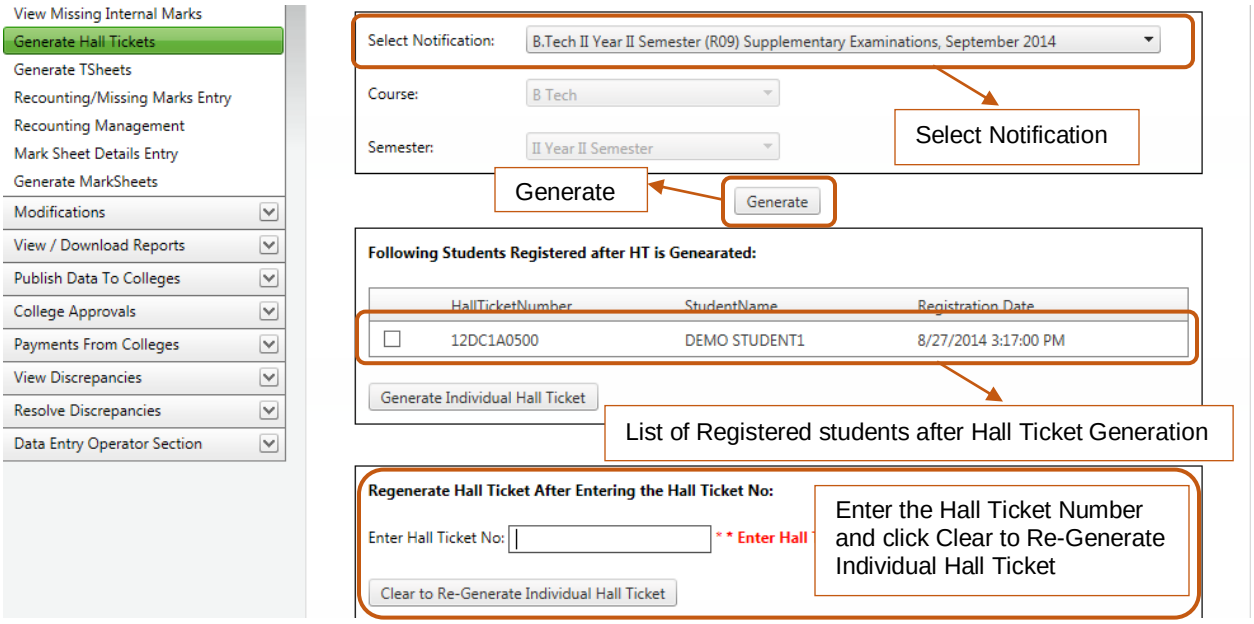

Figure 20: Generate Hall Ticket

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Generate TSheet

You can generate TSheets using the Generate TSheet option. Once the TSheet generated, you will not be able to generate another notification TSheets for an hour. In order to generate TSheets, select the **Notification**,select the **Date** and click **Generate**:

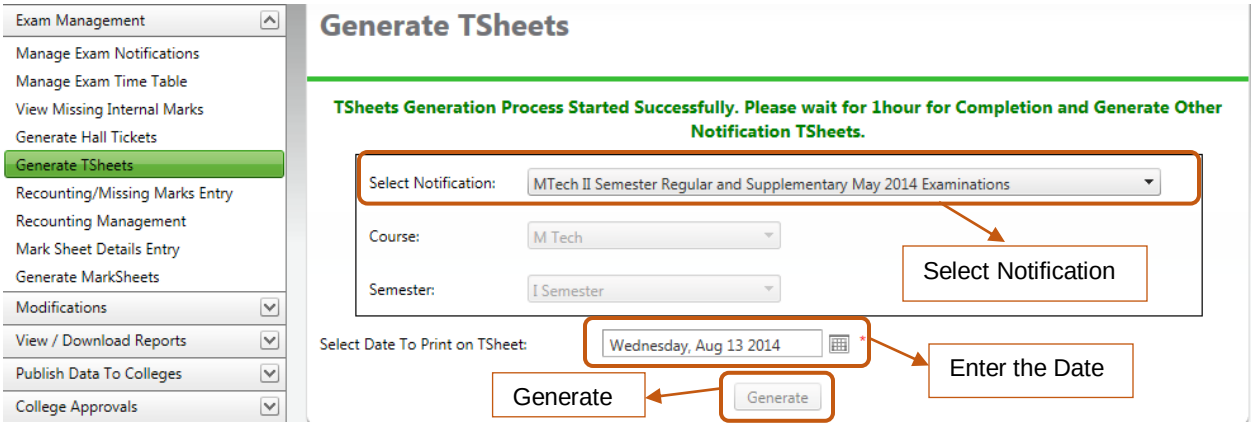

Figure 21: Generate TSheet

Recounting / Missing Marks Entry

You can view and modify the recounting or missing marks entries using the Recounting or Missing Marks Entry option. In order to view the recounting or missing marks, select the **Notification**, enter the Hall Ticket number and click **Get Details** as shown below:

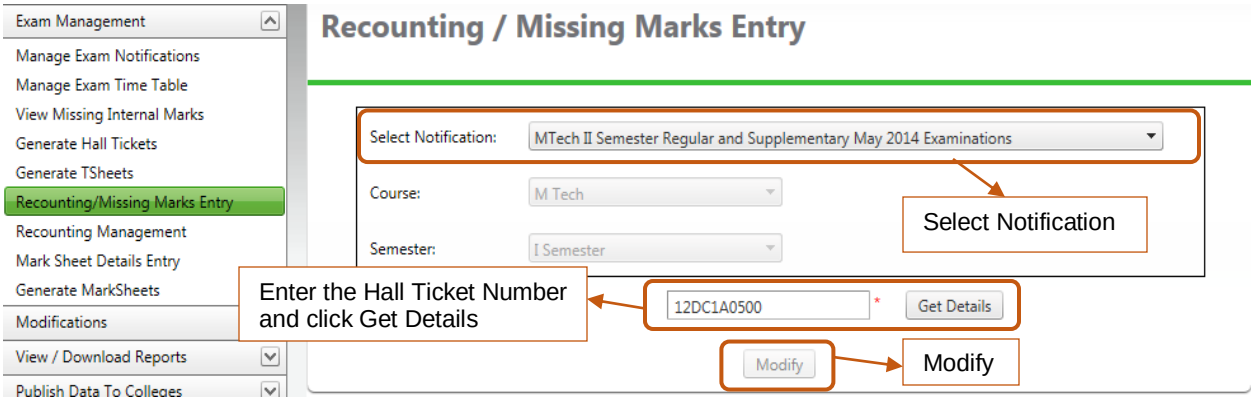

Figure 22: Recounting / Missing Marks

You can also modify the recounting or missing marks entries using the Modify button. In order to modify the marks, select the record and click **Modify**.

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Recounting Management

The Recounting Management option allows you to view the paper codes for marks recounting cases. In order to get the paper codes, select the **Notification**, enter the **Hall Ticket Number** and **Subject Code** and click Get PaperCodes as shown in the snapshot below:

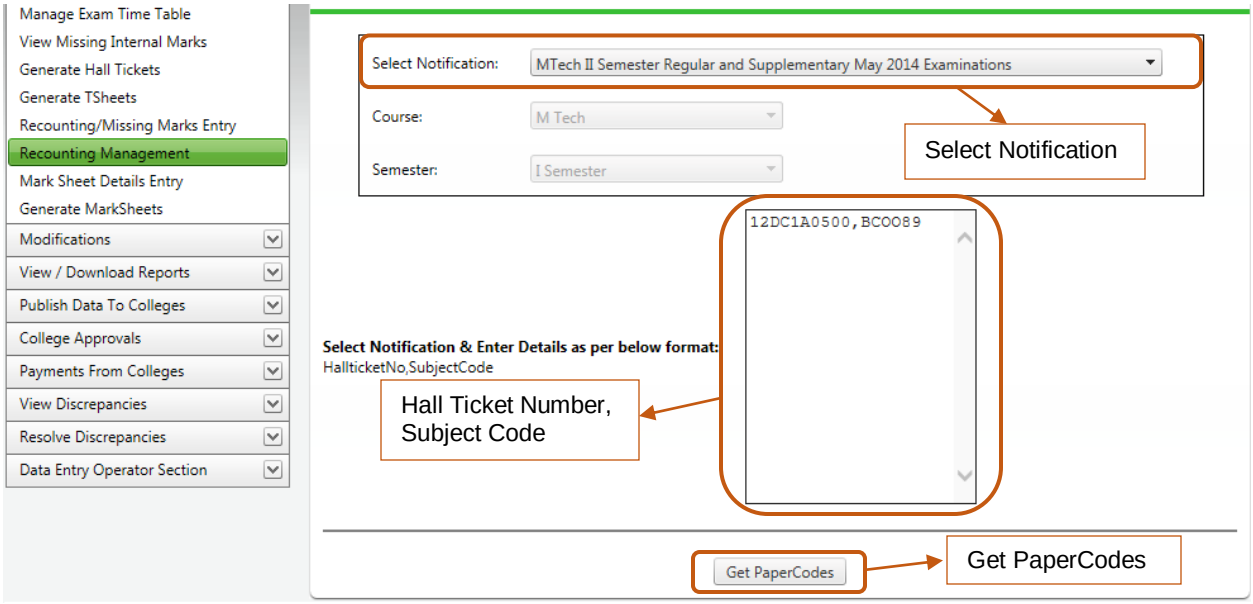

Figure 23: Recounting Management

Marks Sheet Details Entry

You can save the marks sheet details such as Marks Sheet Description and Month/ Year data of Marks Sheet using the Marks Sheet Details Entry option. In order to save the Marks Sheet Details, select the **Notification**, enter **Marks Sheet Description**, enter **Month / Date** data of Marks Sheet and click **Save** as shown below:

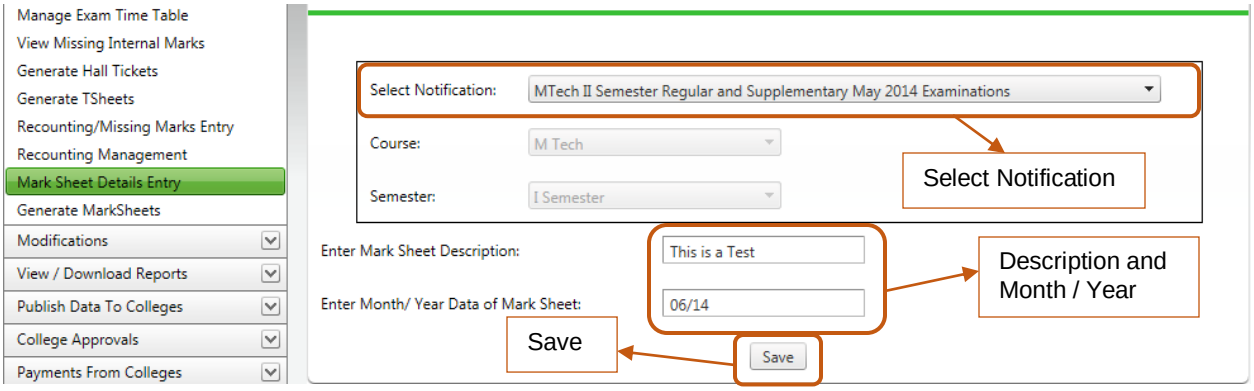

Figure 24: Marks Sheet Detail Entry

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Generate Marks Sheets

You can generate student's marks sheets using the Generate Marks Sheets option. You will not be able to generate another marks sheet for an hour. In order to generate Marks Sheet, select the **Notification**, enter or select the **Date**to print on Marks Sheet and click **Generate**as shown below:

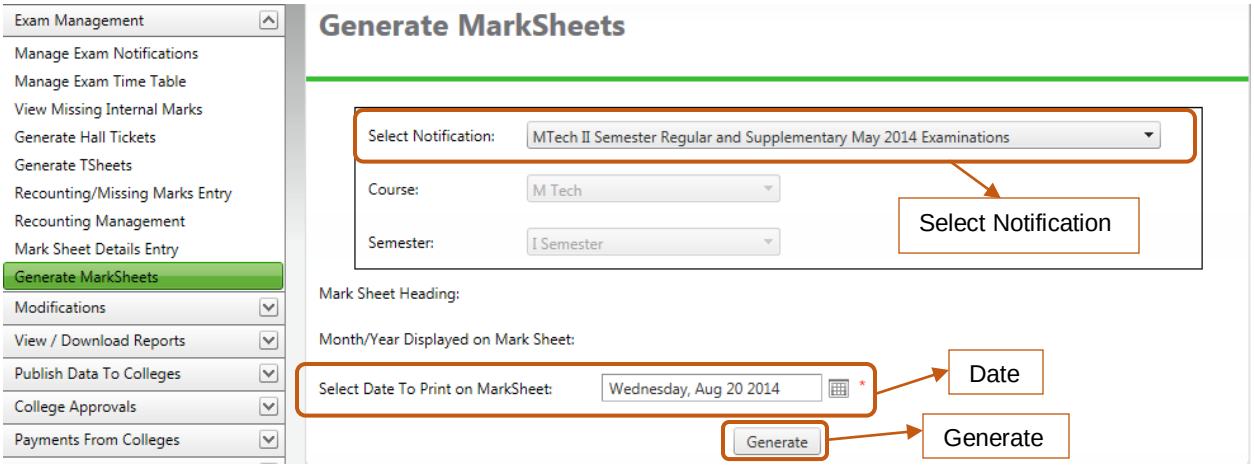

Figure 25: Generate Marks Sheet

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Modifications

The Modifications menu allows you to modify the Welcome Page updates and it allows you to make correction to student registrations. You can add, delete or edit the welcome page updates and you can change the registration of students using their Hall Ticket number. A detailed explanation about Welcome Page Update and Registration Correction is provide in the below sections:

Welcome Page Updates

The Welcome Page Update option allows you to add new update, edit or delete an existing update. You can also export the data to an excel file. The below screen provides a brief description of the Welcome Pages Updates option:

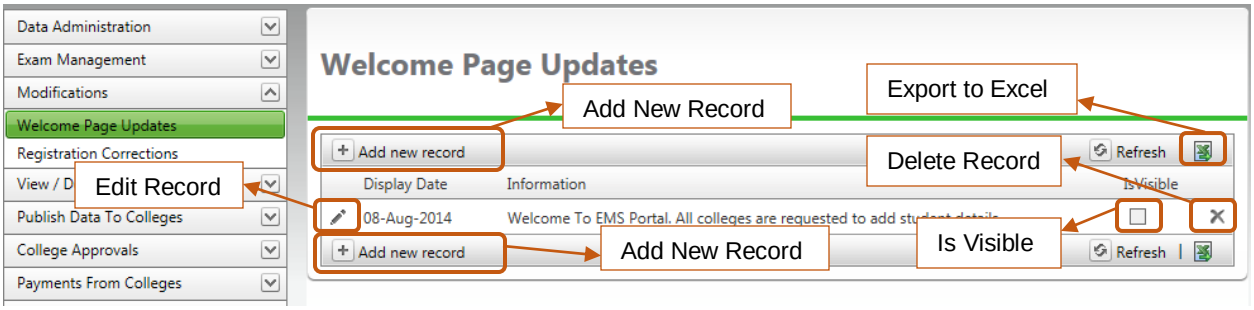

Figure 26: Welcome Page Updates

Registration Corrections

The Registration Correction option allows you to make changes to students' registration details. In order to make changes to student registration details, select the Notification, enter the Hall Ticket Number, and click **Get Detail** as shown below:

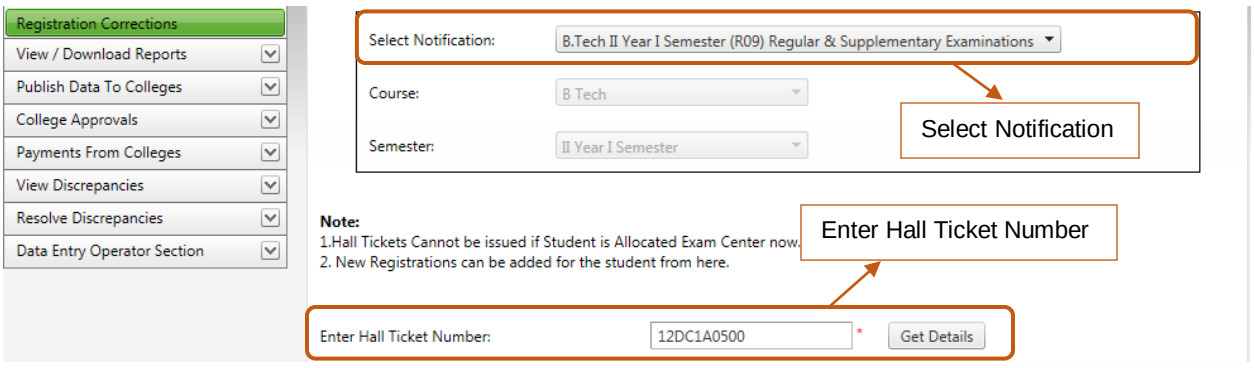

Figure 27: Registration Correction

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The Registration Correction option allows you to change the details such as Exam Type, Subject Code, and Subject Name. The below screen provide a brief description of The Registration Correction option:

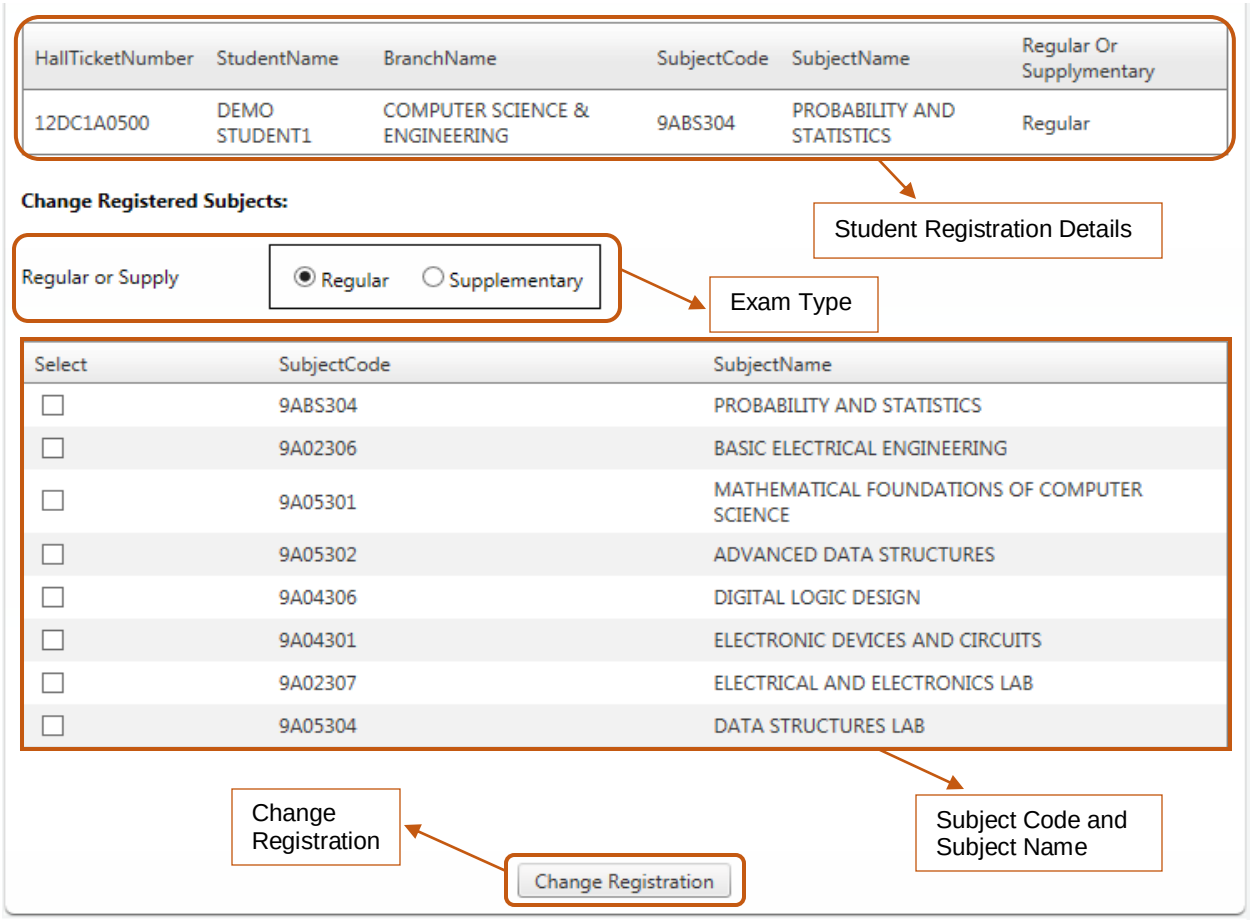

Figure 28: Registration Details

Once you click the Change Registration button, you will be prompted to confirm the action.Click Confirm to update the changes in the server, you can also cancel the action by clicking the Cancel button as shown in the snapshot below:

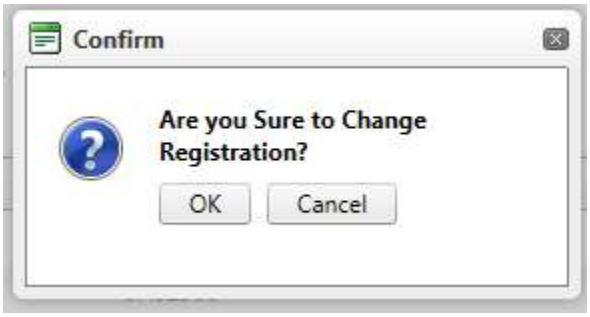

Figure 29: Confirm

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View / Download Reports

You can view or download various types of reports using the View / Download Reports menu. The View / Download Reports menu allows you to view or download Exam Notifications and Exam Time Table. A detailed explanation about various reports are provide in the below sections:

Exam Notification

You can view and download Exam Notification report using the Exam Notification option. In order to view Exam Notification Reports, select **Notification** and click View as shown in the snapshot below:

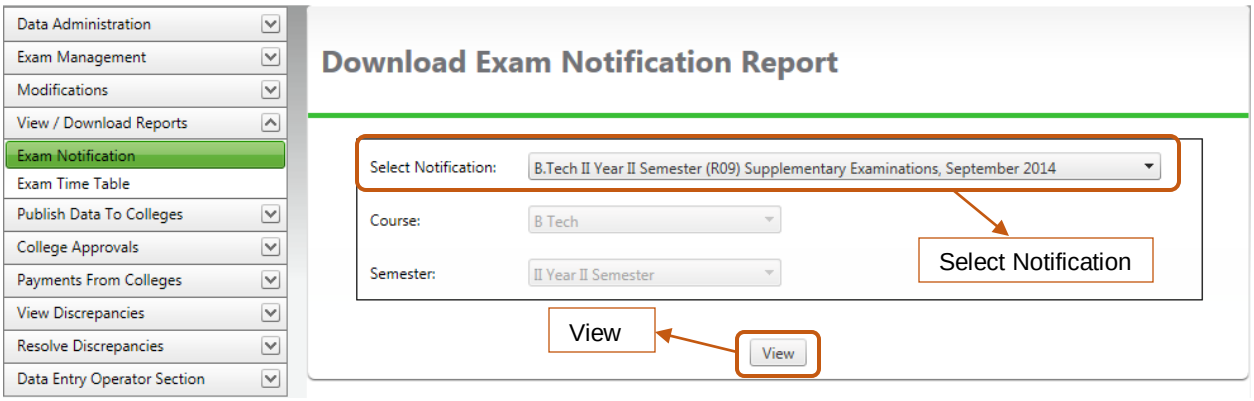

Figure 30: Exam Notification

Exam Notification Report will open in a new window, to download the report click the **Save** button as shown below:

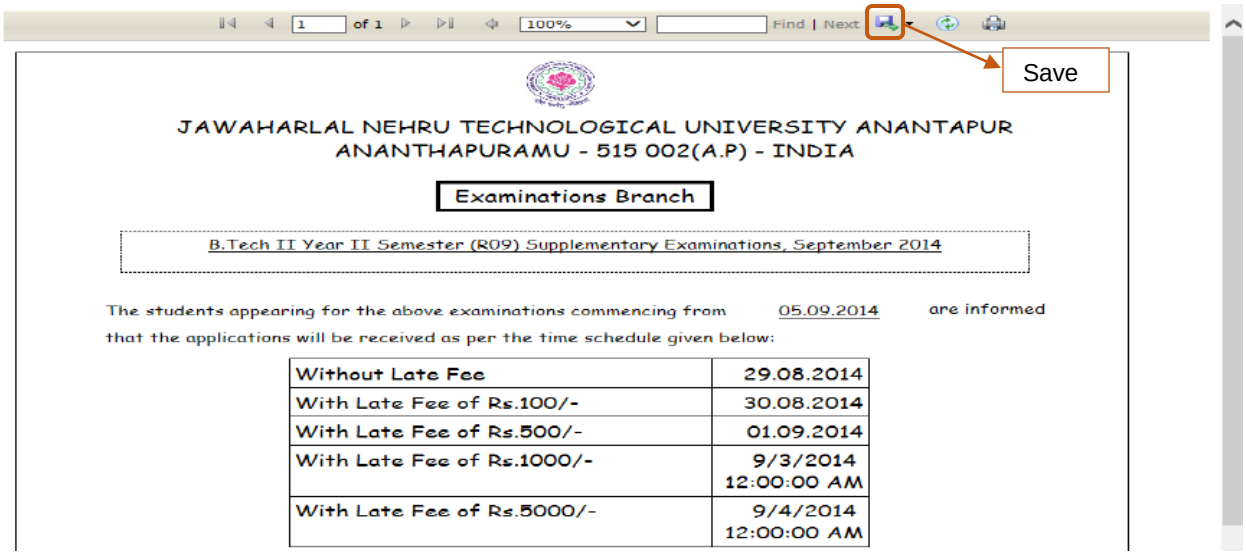

Figure 31: Exam Notification Report

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Exam Time Table

You can view and download Exam Time Table using the Exam Time Table option. In order to view Exam Time Tables, select **Notification** and click View as shown in the snapshot below:

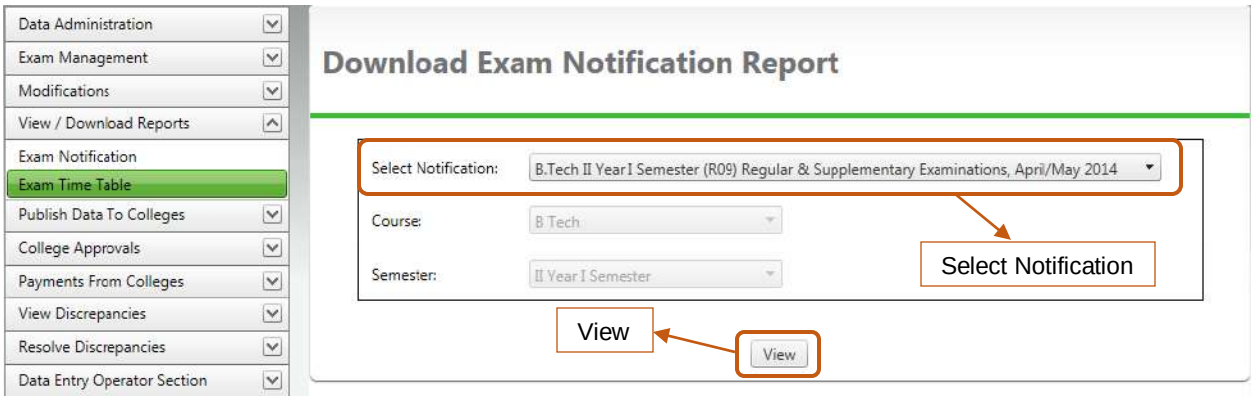

Figure 32: Exam Time Table

Exam Time Table will open in a new window, to download the Time Table click the **Save** button as shown below:

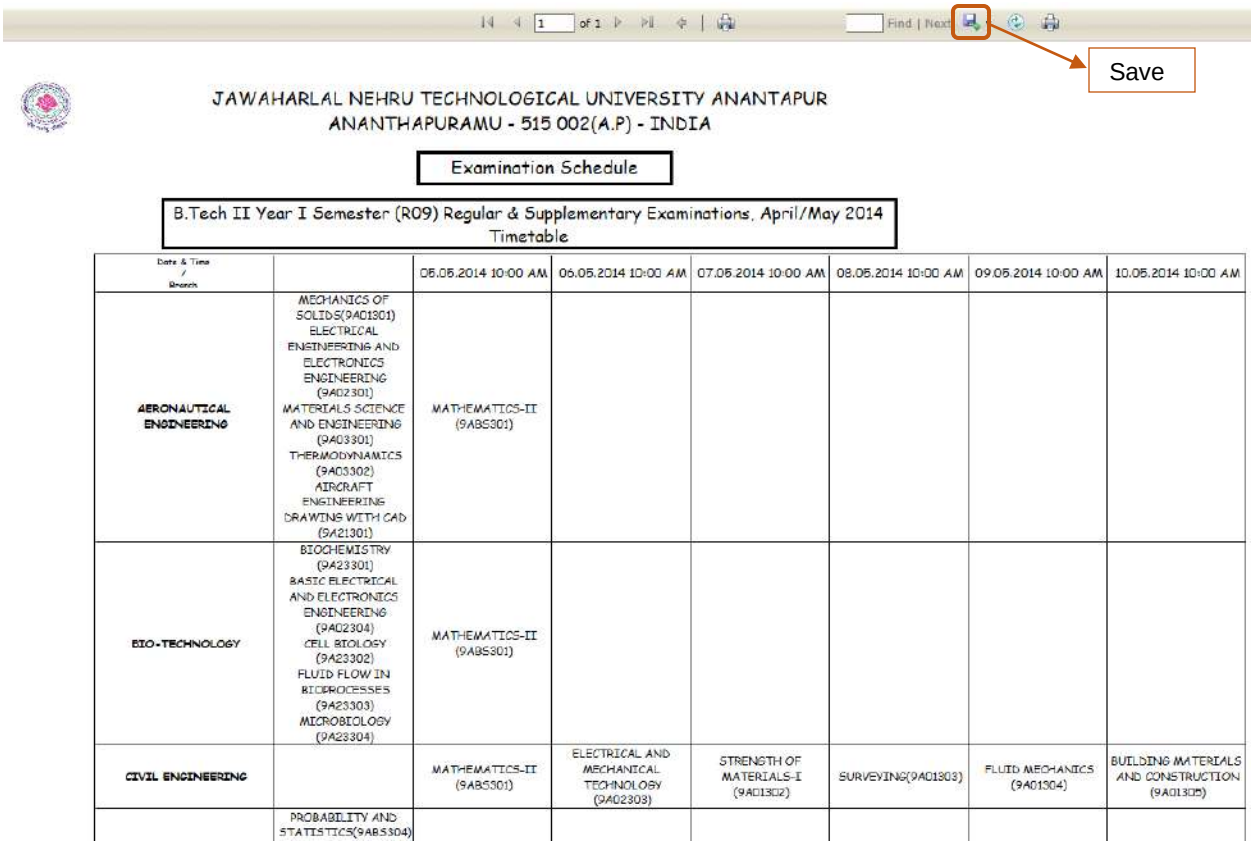

Figure 33: Exam Time Table

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Publish Data to College

You can publish various types of notifications such as Exam Notifications and Exam Time Table using the Publish Data to College option. A detailed explanation about publish data is provided in the below section:

Exam Notification

You can publish exam notifications using the Exam Notification option. In order to publish exam notifications, select **Notification** form the list and click the **Click Here** link as shown below:

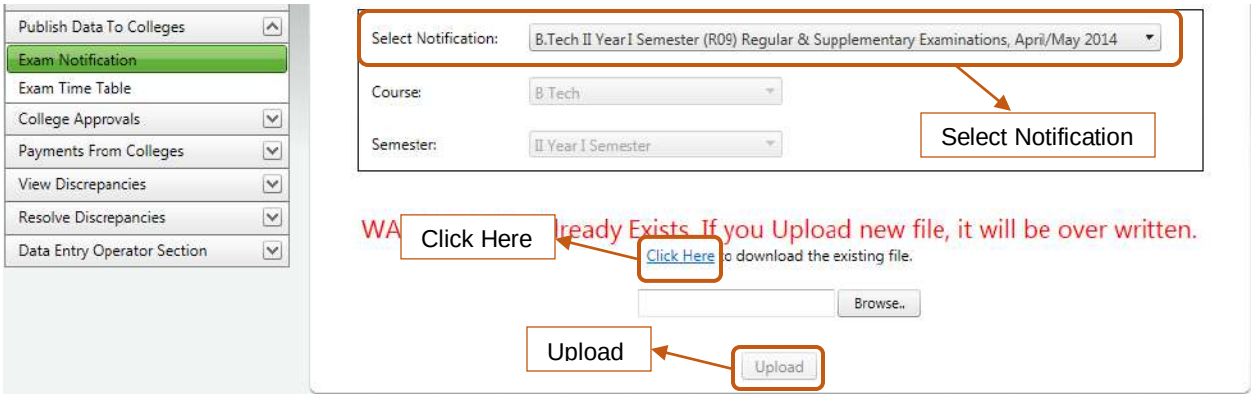

Figure 34: Publish Exam Notification

Exam Time Table

You can publish exam time table using the Exam Time Table option. In order to publish exam time table, select **Notification** form the list and click the **Click Here** link as shown below:

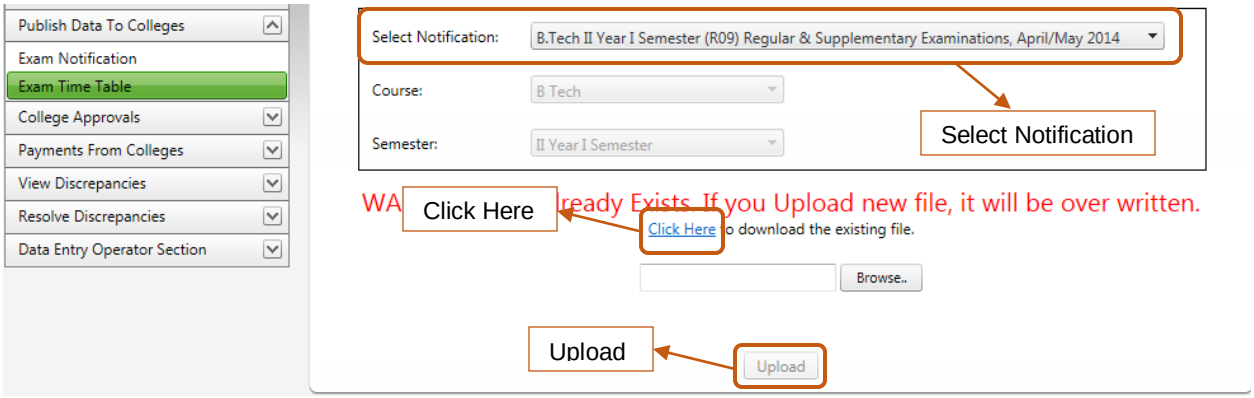

Figure 35: Exam Time Table

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In order to publish exam notifications and exam time table, you need to upload the notifications and time table in an Excel format as shown below:

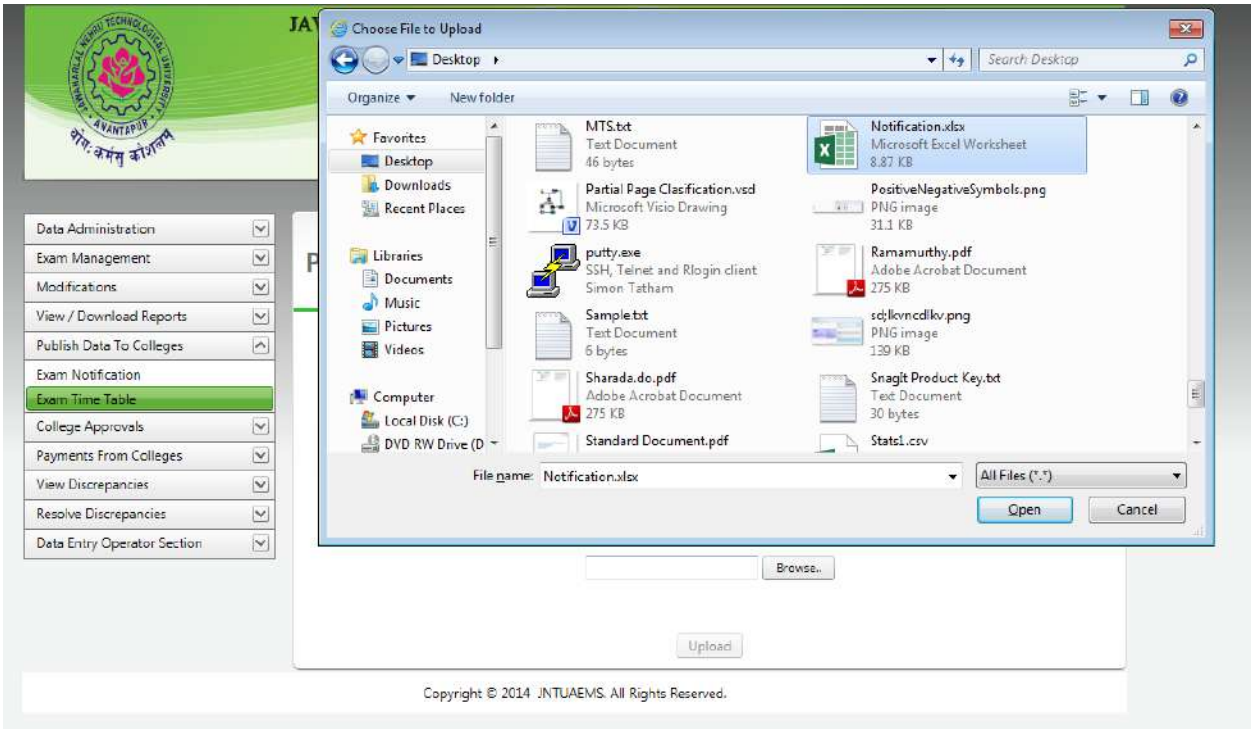

Figure 36: Upload Excel File

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College Approvals

The College Approvals menu enables you to approve modified student details, new student details and Re- Registration request. A detailed explanation about the College Approvals option is provided in the below section:

Approve Modified Students

You can approve details modified by students such as Student Name, Father Name, Mother Name, Caste, etc. You can approve all using the Select All checkbox or you can also approve individual details using respective checkboxes as shown below:

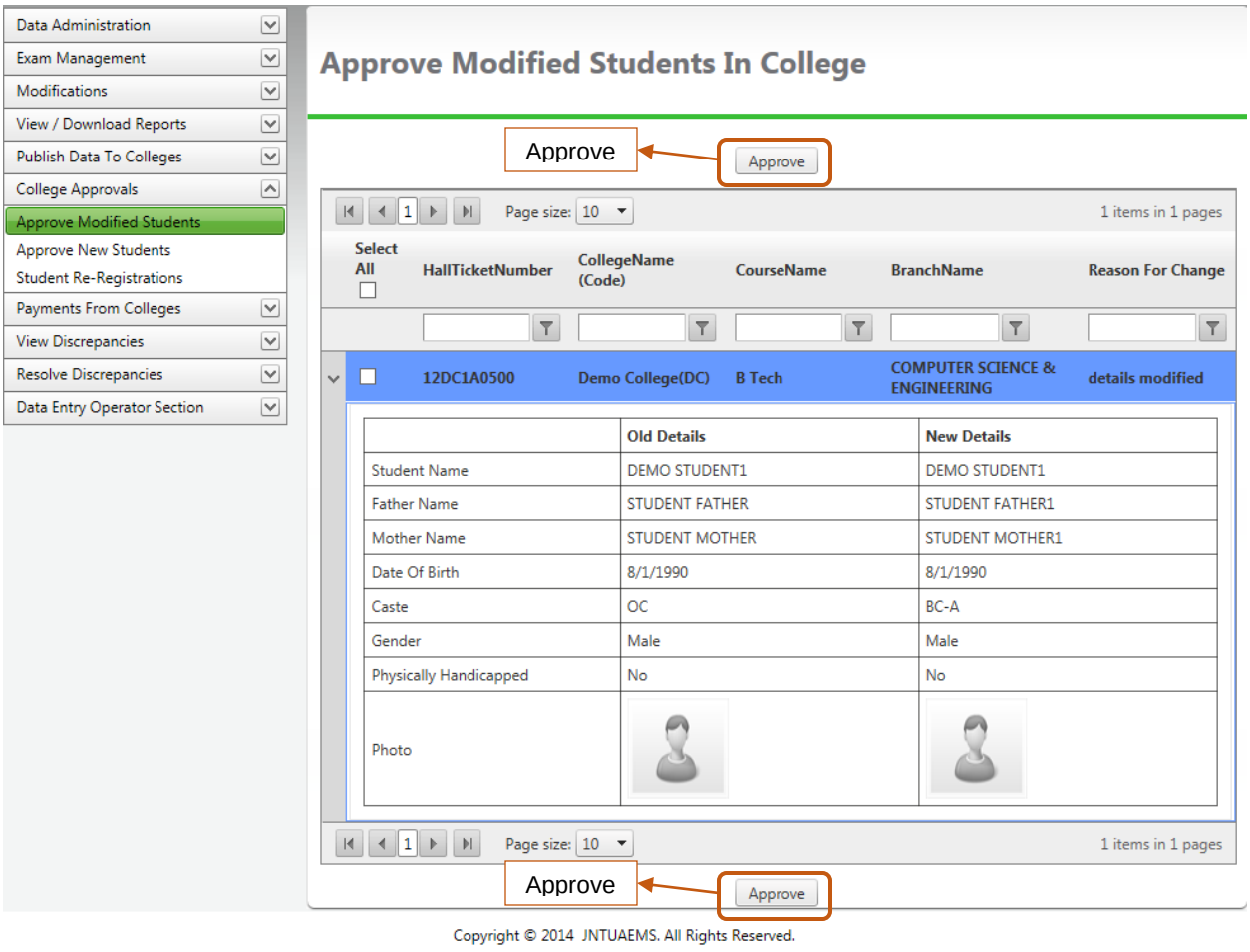

Figure 37: Approve Modified Student Details

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Approve New Students

You can approve new student details such as College, Course, Branch, Hall Ticket Number, etc. You can approve all students using the Select All checkbox or you can also approve individual student details using respective checkboxes as shown below:

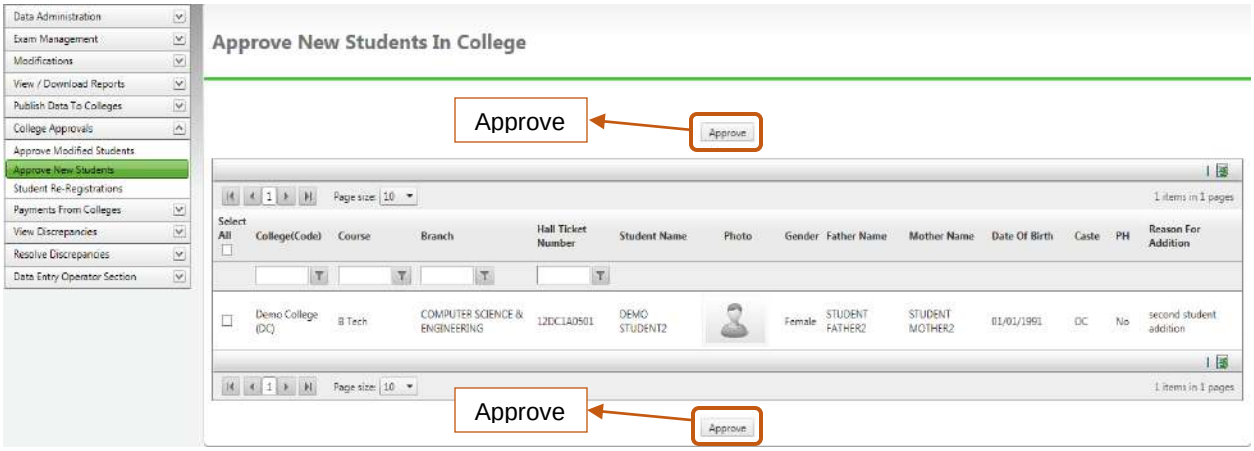

Figure 38: Approve New Students

Student Re-Registration

You can approve re-registered student details such as Hall Ticket Number, Student Name, and College Name etc. You can approve re – registered student details using the Select All checkbox or you can also approve individual student details using respective checkboxes as shown below:

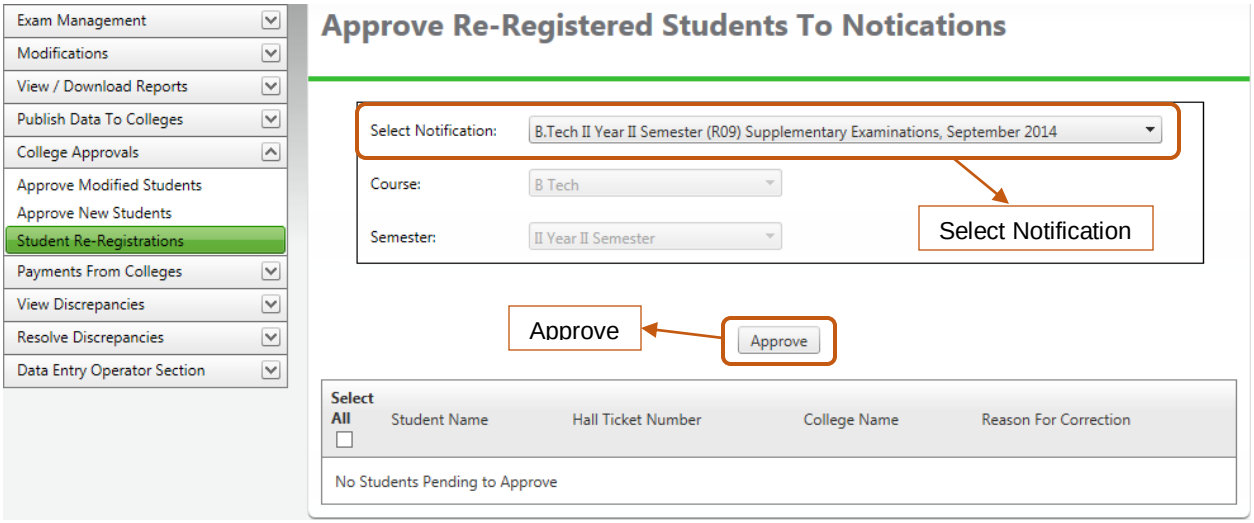

Figure 39: Student Re-Registration

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Payments from Colleges

You can view the Registration Amount from colleges using the Registration Amount option in the Payments from Colleges menu. You can also download the registration amount details using the Export to Excel or Export to Adobe options, the below screen provides a brief description of the Registration Amount option:

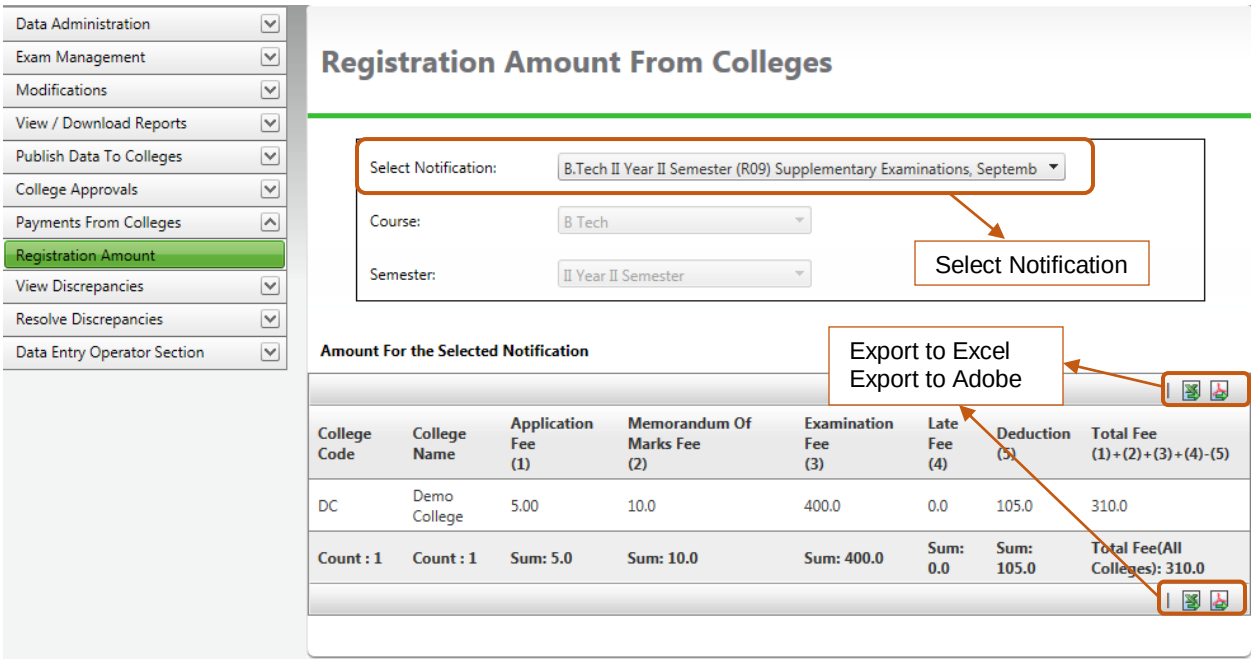

Figure 40: Registration Amount from Colleges

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View Discrepancies

The View Discrepancies option allows you to view various types of discrepancies such as Lab Marks not Found, Labs Marks Missing 2nd Entry, HT vs PC Not Found, HT vs PC Missing 22nd Entry, PC vs Marks Not Found, PC vs Marks Missing 2nd. A detailed explanation about various Discrepancies are provided in the below sections:

Lab Marks Not Found

The Lab Marks Not Found option enables you to view the details of students registered to lab but lab marks are not found in first entry and second entry. In order to view the details of students registered to lab but lab marks are not found, select the **Notification** as shown below:

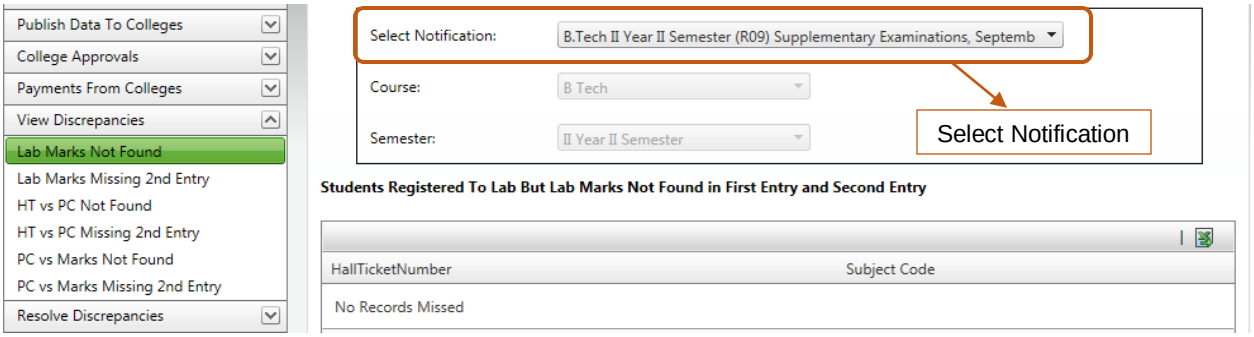

Figure 41: Lab Marks not Found

Lab Marks Missing 2nd Entry

The Lab Marks Missing 2nd Entry option enables you to view the missing records in second entry but present in first entry. In order to view the details of student records missing in second entry, select the **Notification** as shown below:

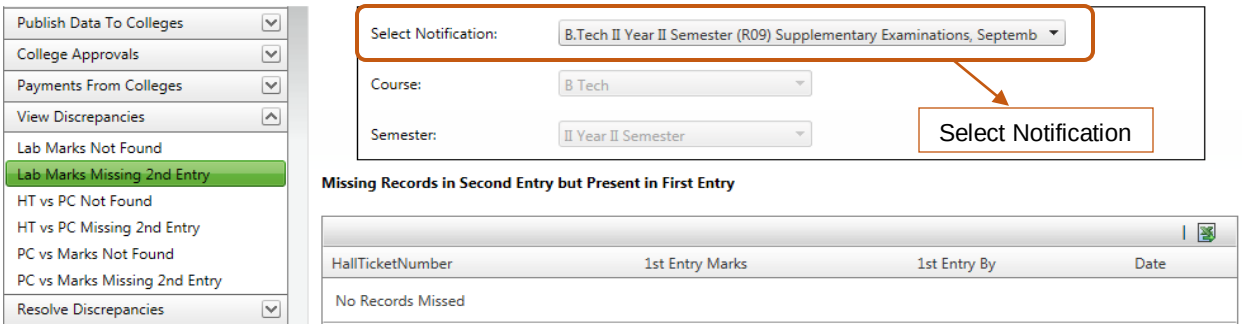

Figure 42: Lab Marks Missing 2nd Entry

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HT vs PC Not Found

The HT vs PC Not Found option enables you to view the details of the students registered to subject but Hall Ticket vs Paper Code Not Found in first entry and second entry. In order to view the details, select the **Notification** as shown below:

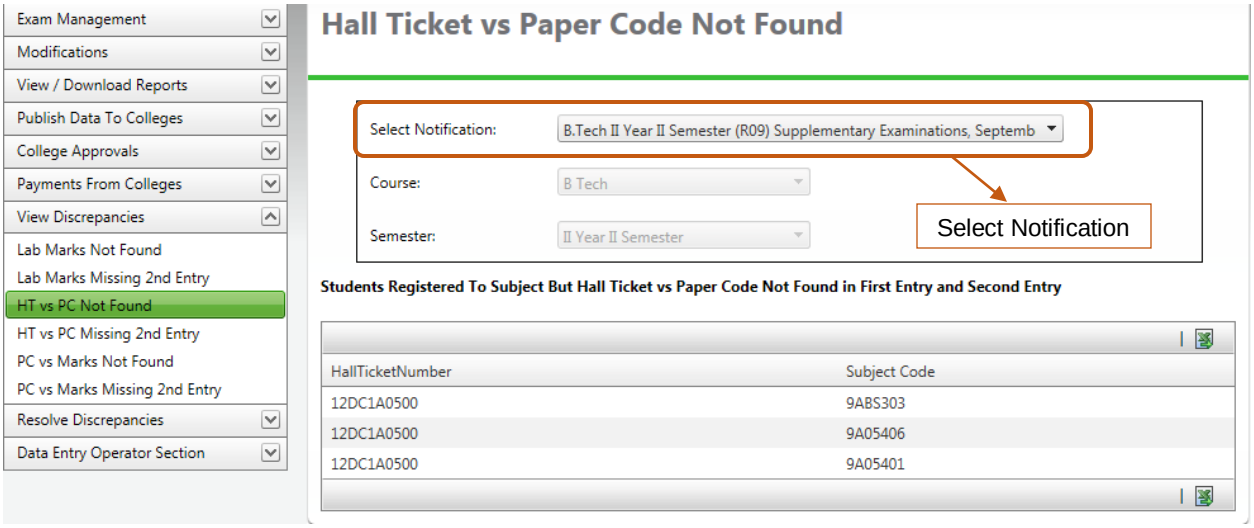

Figure 43: HT vs PC Not Found

HT vs PC Missing 2nd Entry

The HT vs PC Missing 2nd Entry option enables you to view the missing Hall Ticket vs Paper Code in second entry but present in first entry. In order to view the missing details in second entry, select the **Notification** as shown below:

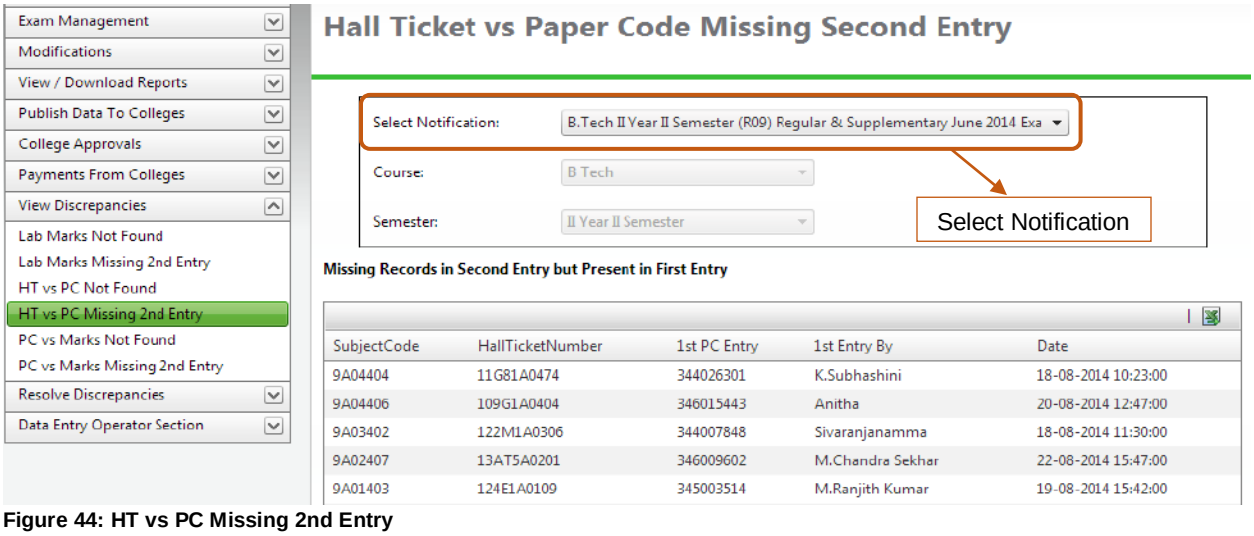

Figure 44: HT vs PC Missing 2nd Entry

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PC vs Marks Not Found

The PC vs Marks Not Found option enables you to view the PC vs Marks Not Found in first and second entries (HT vs PC 1st entry present). In order to view the missing details, select the **Notification** as shown below:

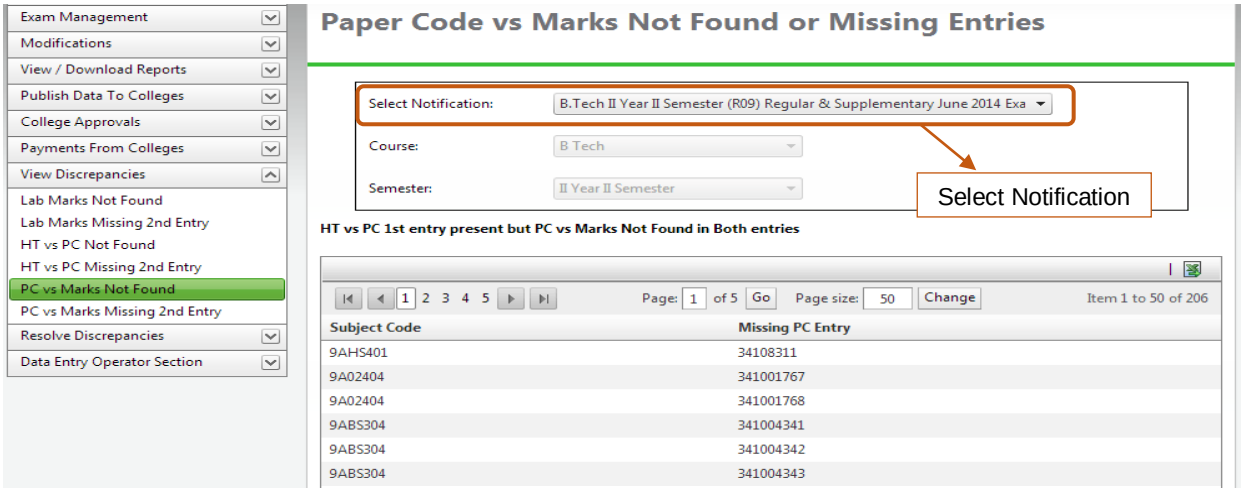

Figure 45: PC vs Marks Not Found

PC vs Marks Missing 2nd Entry

The PC vs Marks Missing 2nd Entry option enables you to view the missing records in second entry but present in first entry. In order to view the missing details in second entry, select the **Notification** as shown below:

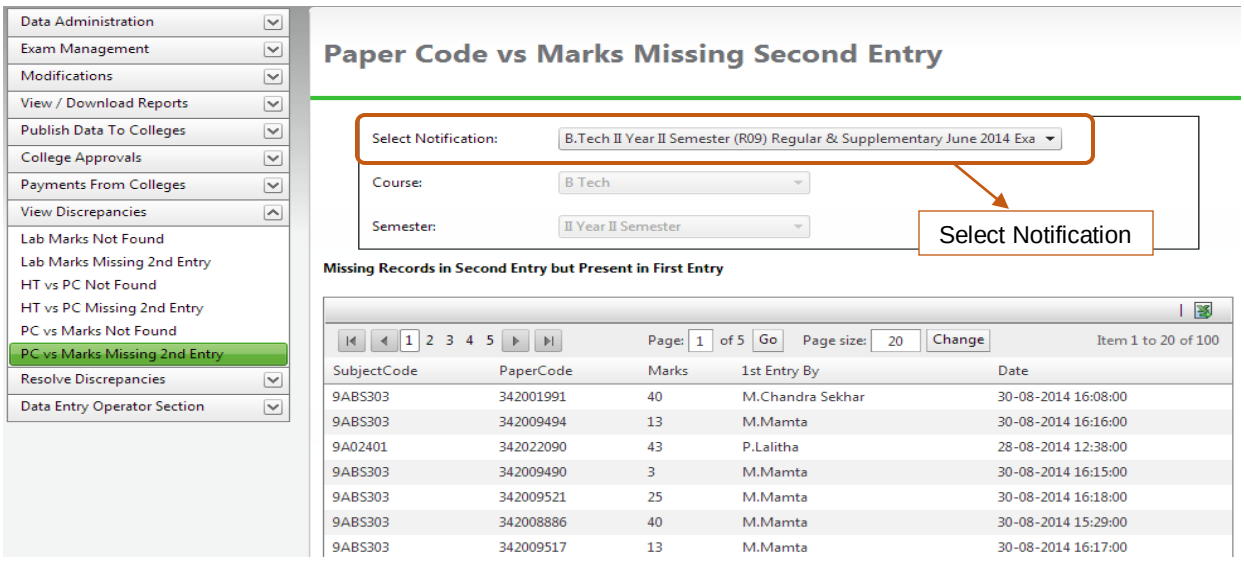

Figure 46: PC vs Marks Missing 2nd Entry

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Resolve Discrepancies

The Resolve Discrepancies option allows you to resolve the discrepancies in various scenarios such as Lab Marks, HT vs PC Not Found, HT vs PC Missing 2 Entry Delete, HT vs PC Discrepancies, PC vs Marks Not Found Delete, PC vs Marks Missing 2nd Entry Delete, PC vs Marks Discrepancies and Missing Paper Codes. A detailed description is provides below:

Lab Marks Discrepancies

The Lab Marks Discrepancies option allows you to resolve the discrepancies in Lab Marks. In order to resolve the discrepancies, select the **Notification** and once the required changes are done, click **Save New Entries** as shown below:

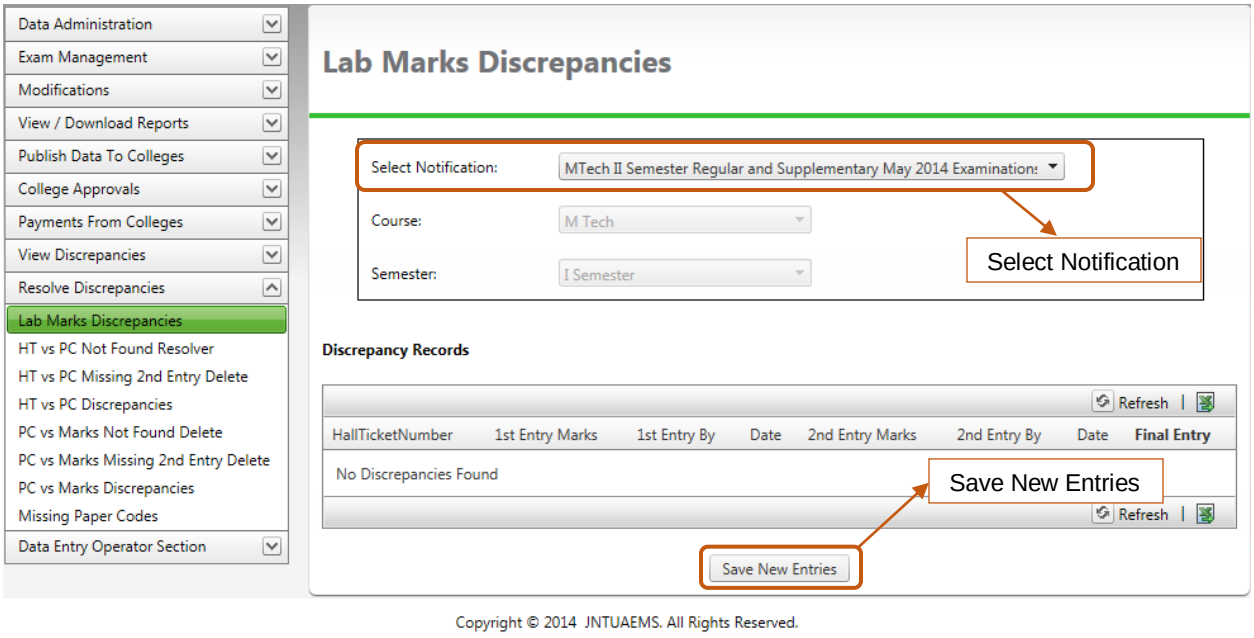

Figure 47: Lab Marks Discrepancies

HT vs PC Not Found Resolver

The HT vs Pc Not Found Resolver option allows you to resolve the discrepancies list of students who are registered to subject but Hall Ticket vs Paper Code not found in first entry and second entry. You can update the status and click **Save Changed Data** to clear that Hall Ticket vs Paper Code Not Found entry as shown below:

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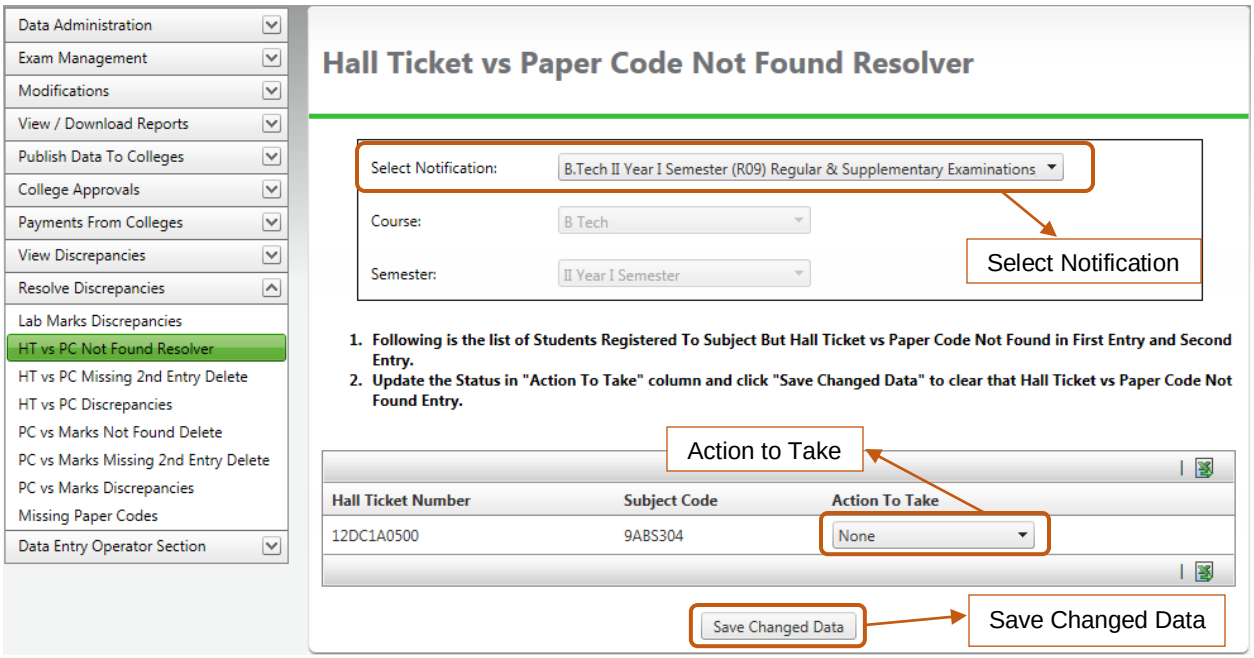

Figure 48: Hall Ticket vs Paper Code Not Found Resolver

HT vs PC Missing 2nd Entry Delete

The HT vs PC Missing 2nd Entry Delete option allows you to delete the missing records in second entry but present in first entry. In order to delete the missing records, select the **Notification** and click **Delete** as shown below:

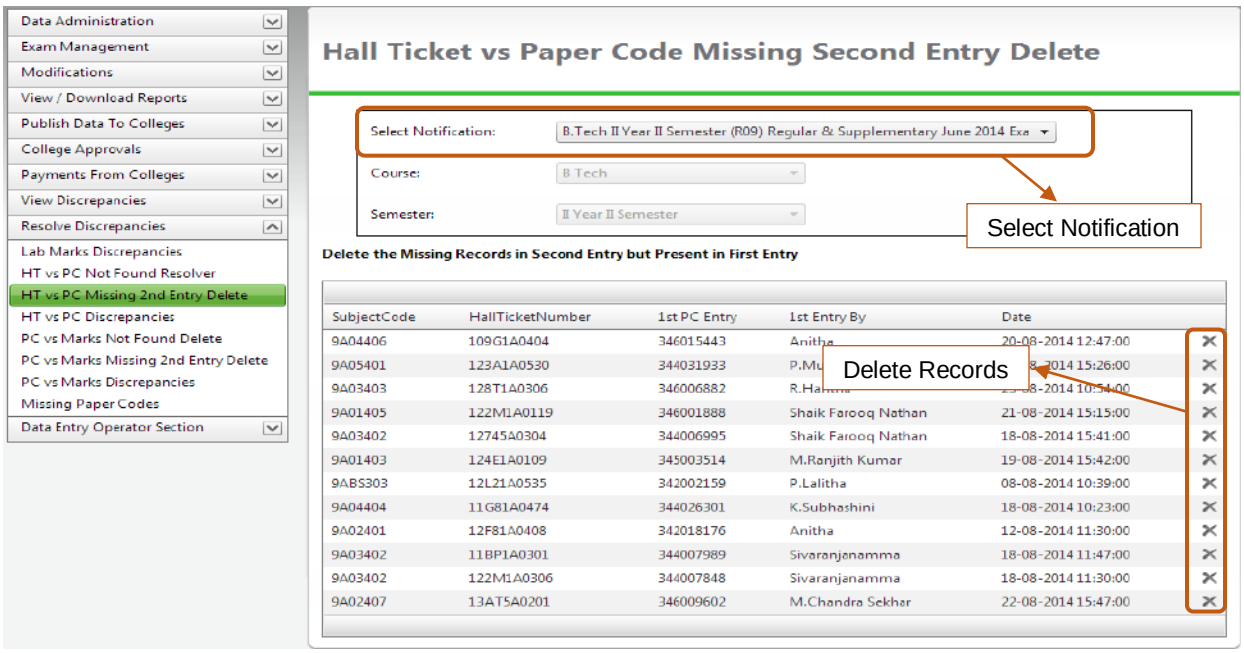

Figure 49: HT vs PC Missing 2nd Entry Delete

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HT vs PC Discrepancies

The HT vs PC Discrepancies option allows you to resolves the hall ticket vs paper code discrepancies. In order to resolve the discrepancies, select the **Notification** and once the required changes are done, click **Save New Entries** as shown below:

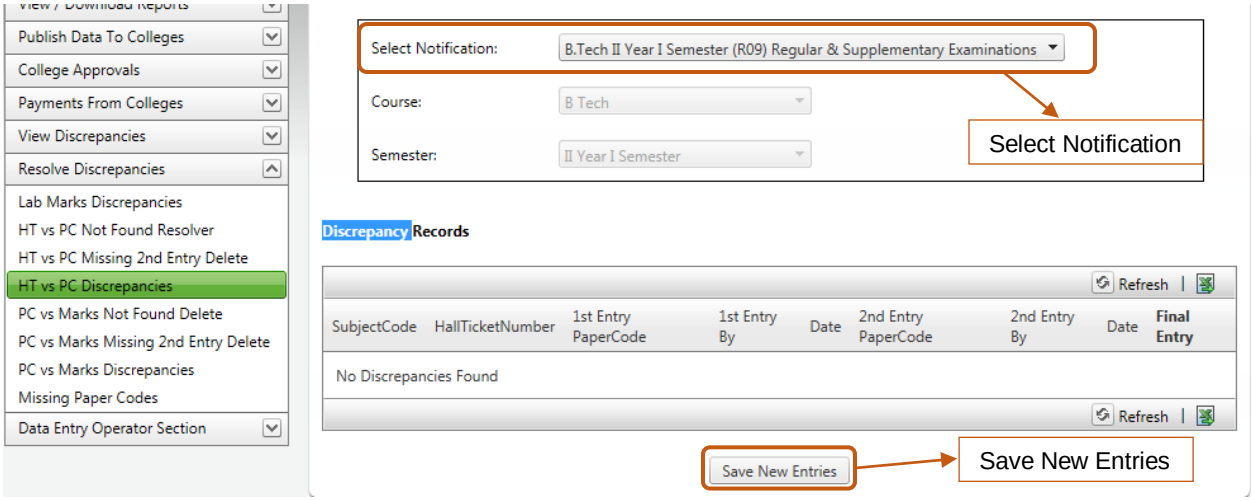

Figure 50: HT vs PC Discrepancies

PC vs Marks Not Found Delete

The PC vs Marks Not Found Delete option allows you todelete the records of entries present in HT vs PC 1st Entry but PC vs Marks Not Found in both entries. In order to delete the missing records, select the **Notification** and click **Delete** as shown below:

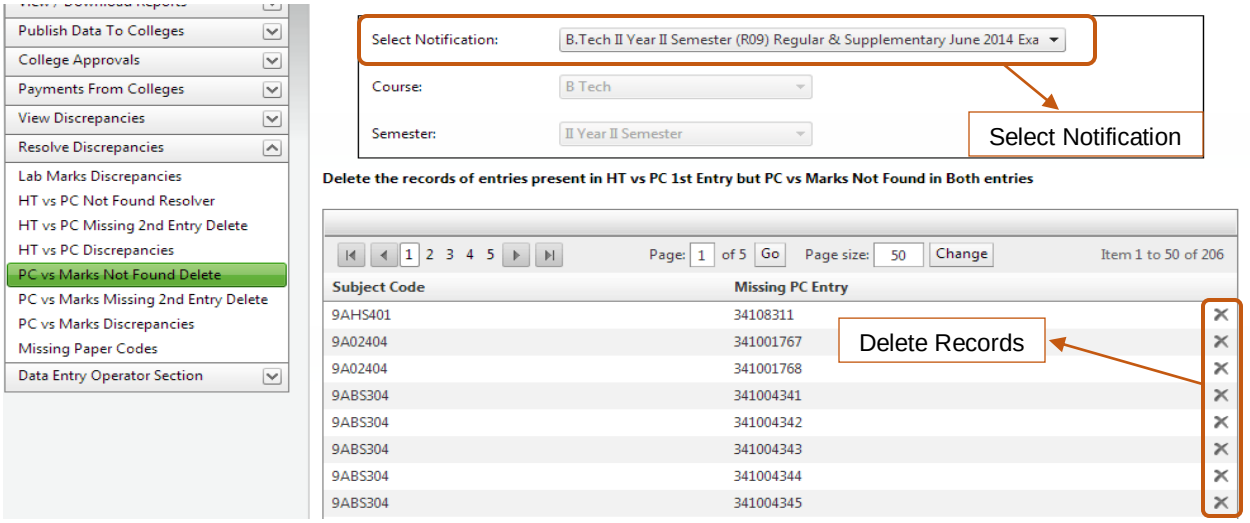

Figure 51: PC vs Marks Not Found Delete

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PC vs Marks Missing 2nd Entry Delete

The PC vs Marks Missing 2nd Entry Delete option allows you to delete the missing records in second entry but present in first entry. In order to delete the missing records, select the **Notification** and click **Delete** as shown below:

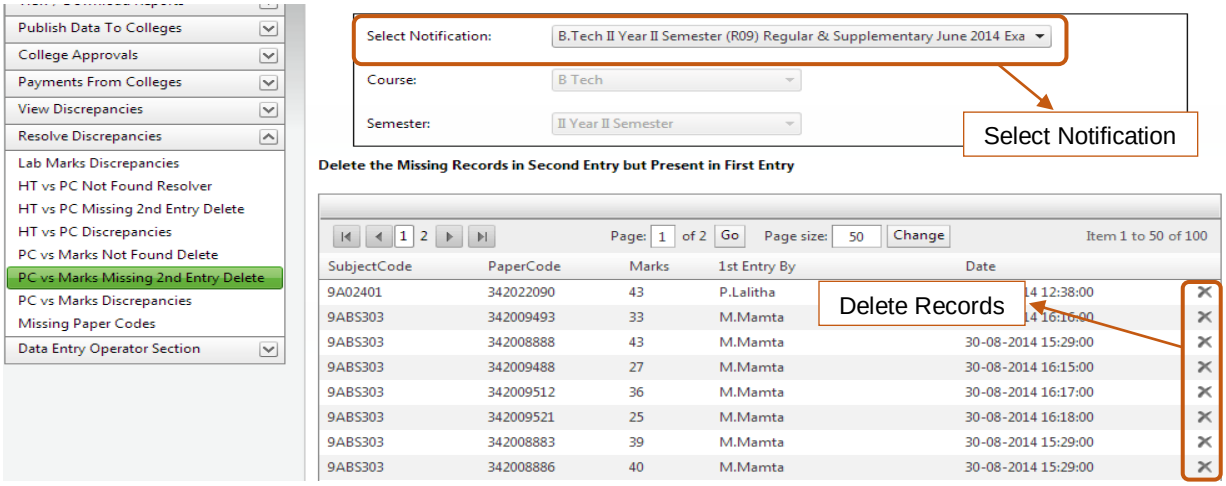
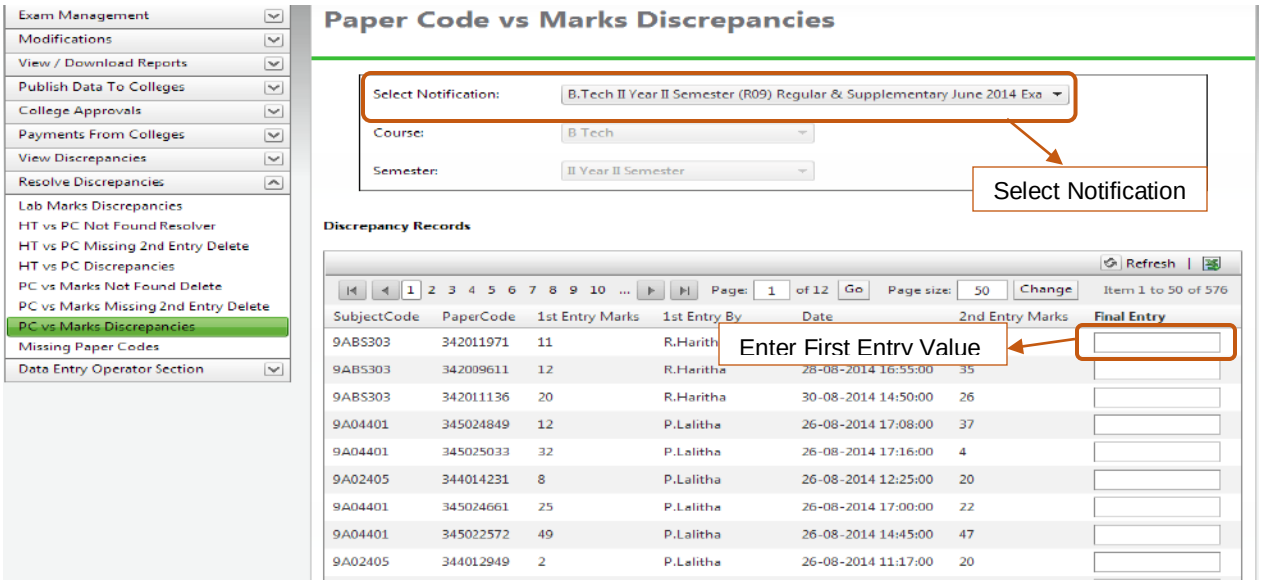


Figure 52: PC vs Marks Missing 2nd Entry

PC vs Marks Discrepancies

The PC vs Marks Discrepancies option allows you to resolve the Paper Code vs Marks Discrepancies. In order to resolve the discrepancies, select the **Notification** and once the required changes are done, click **Save New Entries** as shown below:



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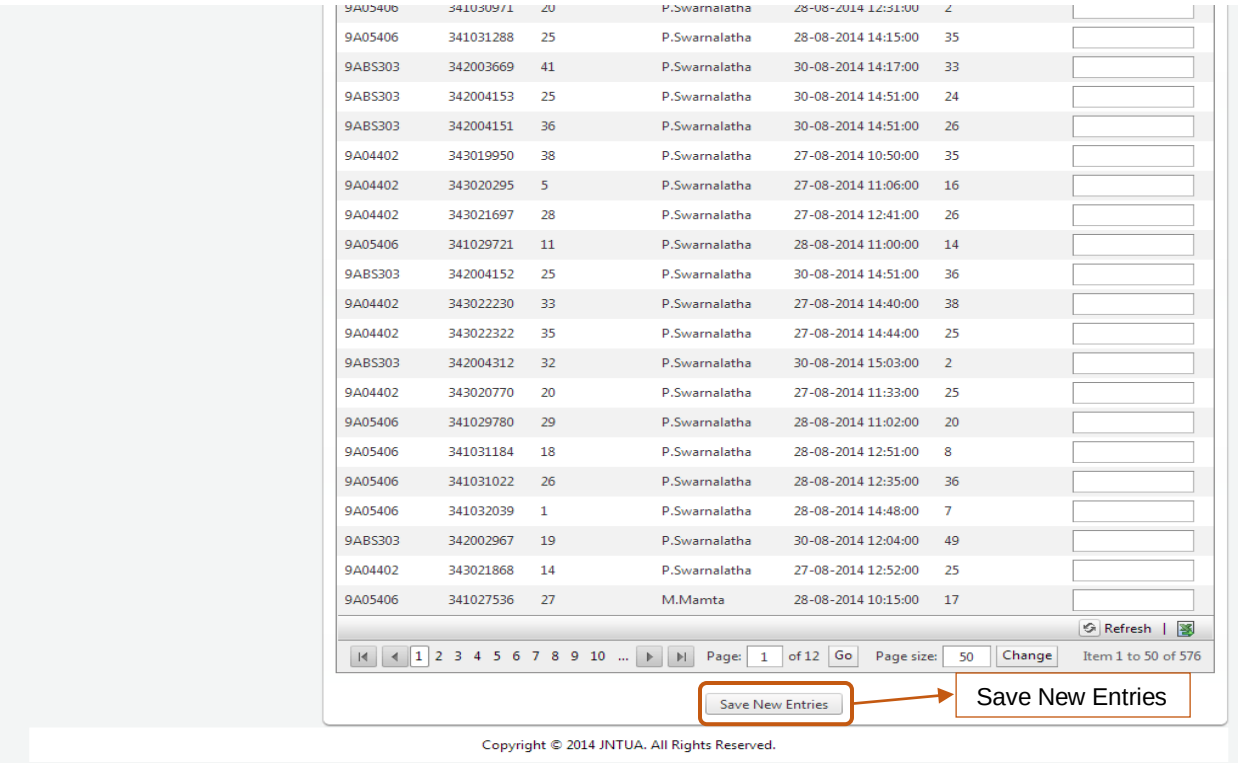

Figure 53: PC vs Marks Discrepancies

Missing Paper Codes

You can view the missing paper codes in notification using the Missing Paper Codes option. In order to view the missing paper codes, select the **Notification** from the list, select or enter the **Subject Code** as shown in the below snapshot:

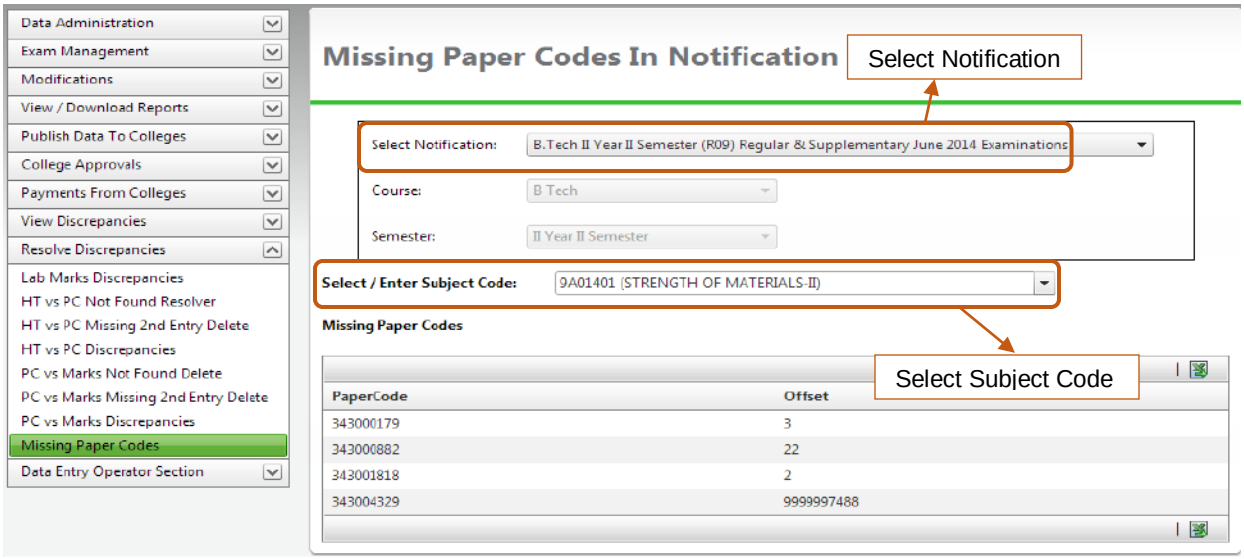

Figure 54: Missing Paper Code

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Data Entry Operator Section

The Data Entry Operator Section allows you update Lab Marks First entry, Lab Marks Second Entry, HT vs PC First Entry, HT vs PC Second Entry, PC vs Marks, PC vs Marks First Entry, PC vs Marks Second Entry and it also allows you to Change the Password. A detailed description is provides below:

Lab Marks First Entry

The Lab Marks First Entry allows you to update lab marks award list first entry for different students. In order to update the lab marks, select the **Notification**, select **College Code**, **Branch Code** and **Subject Code**, enter the **Lab Marks** and click **Validate& Save** as shown below:

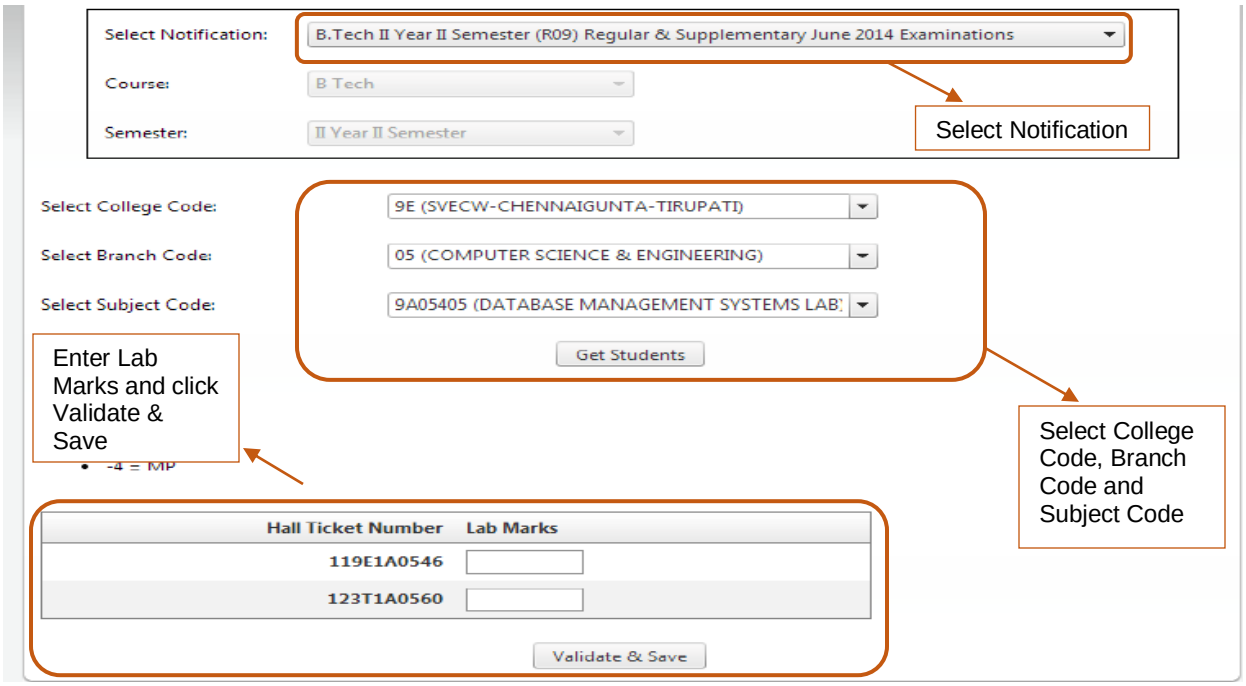

Figure 55: Lab Marks First Entry

Lab Marks Second Entry

The Lab Marks Second Entry allows you to validate and update lab marks award list second entry for different students. In order to validate and update the lab marks, select the **Notification**, select **College Code**, **Branch Code** and **Subject Code**, enter the **Lab Marks** and click **Validate& Save** as shown below:

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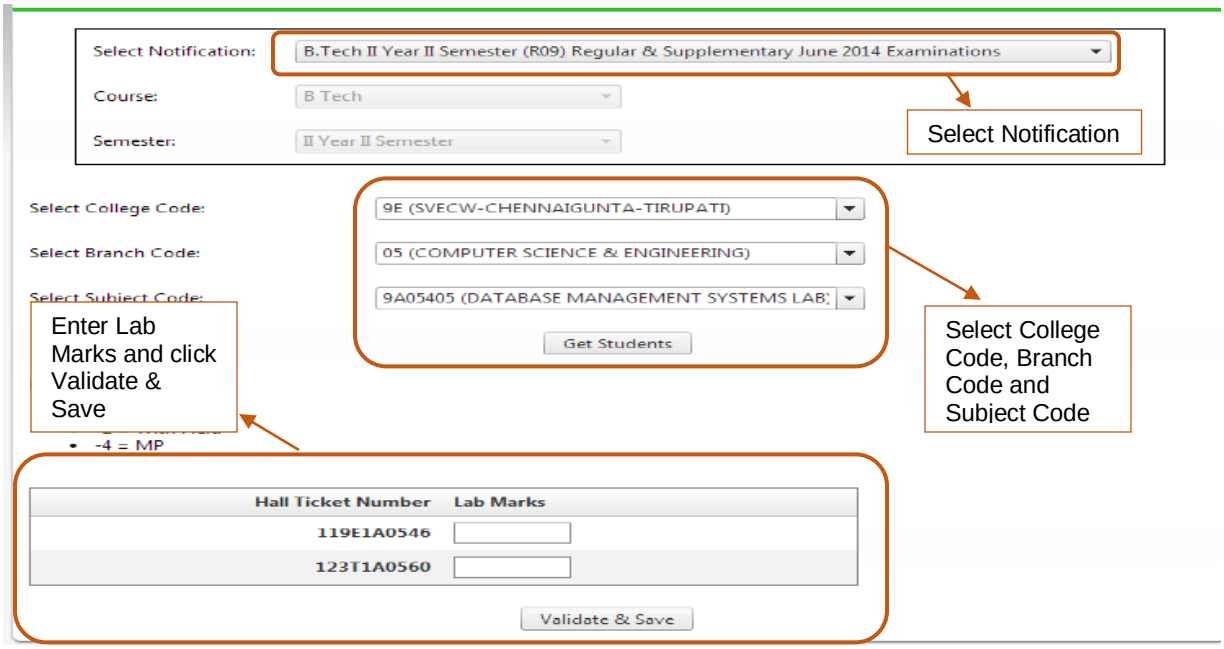

Figure 56: Lab Marks Second Entry

HT vs PC (Code Slips) First Entry

The HT vs PC First Entry allows you to validate and update Hall Ticket vs Paper Code(Code Slips) First Entry. In order to validate and update the details, select the **Notification**, select **Subject Code**, enter the **Hall Ticket Number** and **Paper Code** and click **Validate& Save**to save the details and click **Clear All** Boxes to clear the details as shown below:

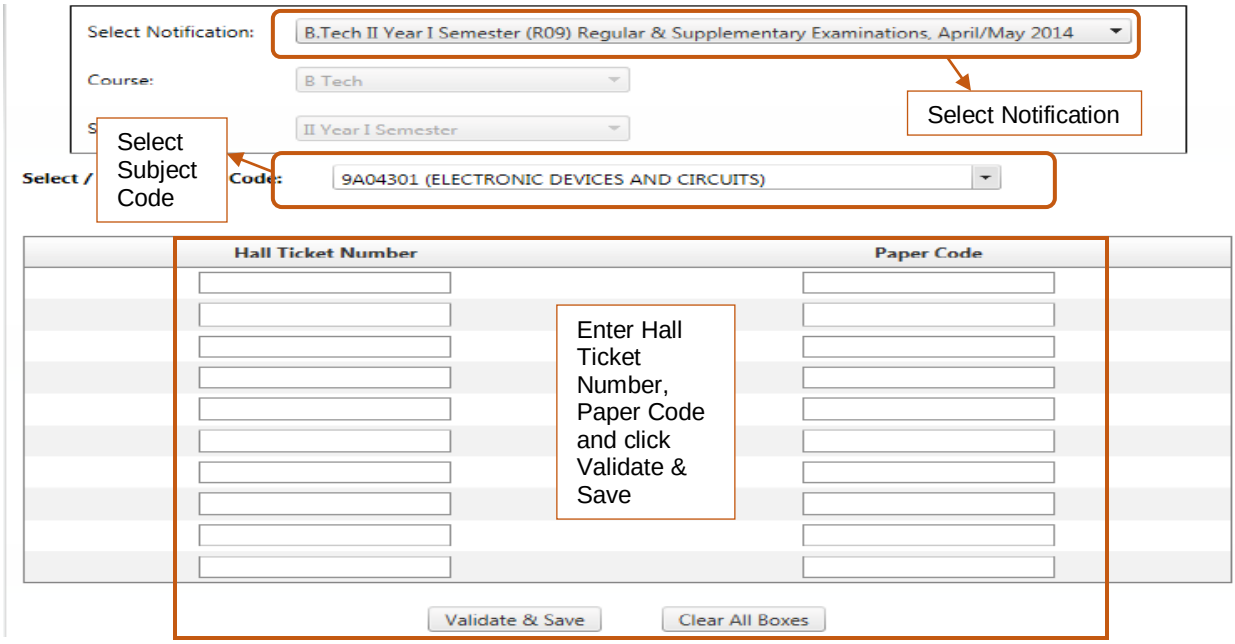

Figure 57: HT vs PC First Entry

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HT vs PC (Code Slips) Second Entry

The HT vs PC Second Entry allows you to validate and update Hall Ticket vs Paper Code(Code Slips) Second Entry. In order to validate and update the details, select the **Notification**, select **Subject Code**, enter the **Hall Ticket Number** and **Paper Code** and **Validate& Save**to save the details and click **Clear All** Boxes to clear the details as shown below:

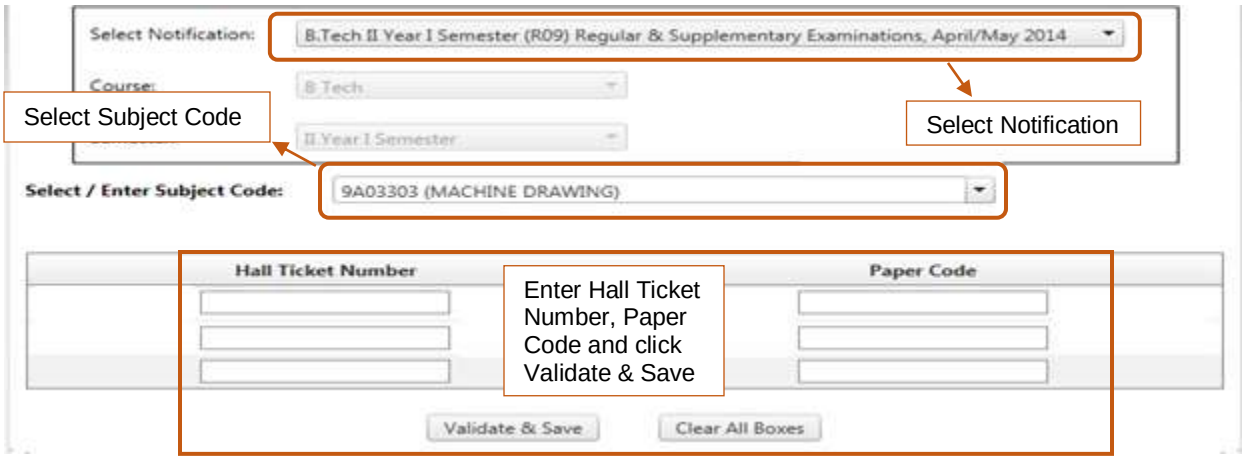

Figure 58: HT Vs PC (Code Slips) Second Entry

PC vs Marks(Award List) First Entry

The PC vs Marks First Entry allows you to validate and update Paper Code vs Marks (Award List) First Entry. In order to validate and update the details, select the **Notification**, select **Subject Code**, enter the **Paper Code**, **Marks** and **Validate& Save**to save the details and click **Clear All** Boxes to clear the details as shown below:

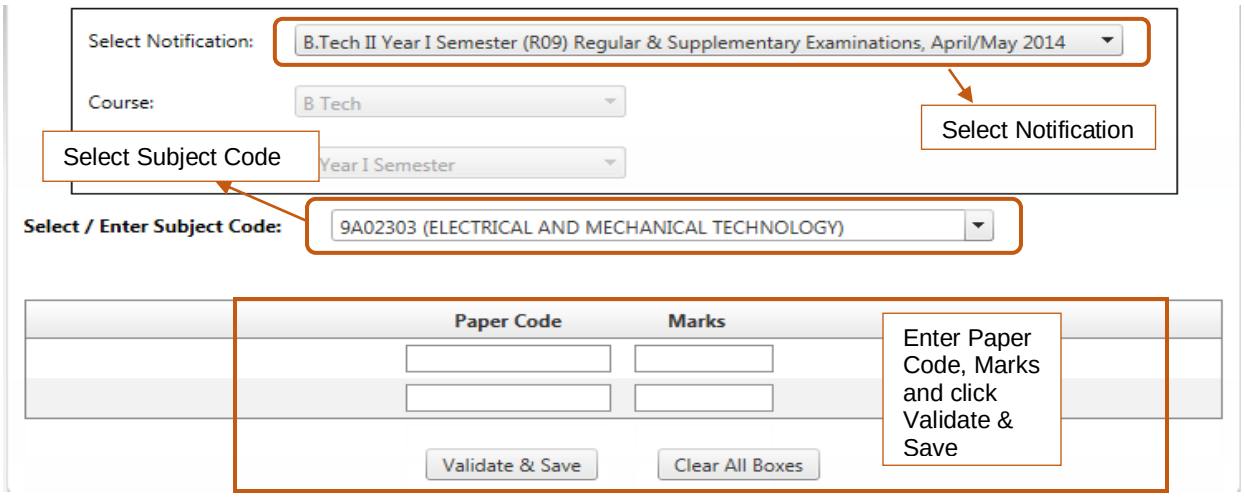

Figure 59: PC vs Marks (Award List) First Entry

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PC vs Marks (Award List) Second Entry

The PC vs Marks Second Entry allows you to validate and update Paper Code vs Marks (Award List) Second Entry. In order to validate and update the details, select the **Notification**, select **Subject Code**, enter the **Paper Code**, **Marks** and **Validate& Save**to save the details and click **Clear All** Boxes to clear the details as shown below:

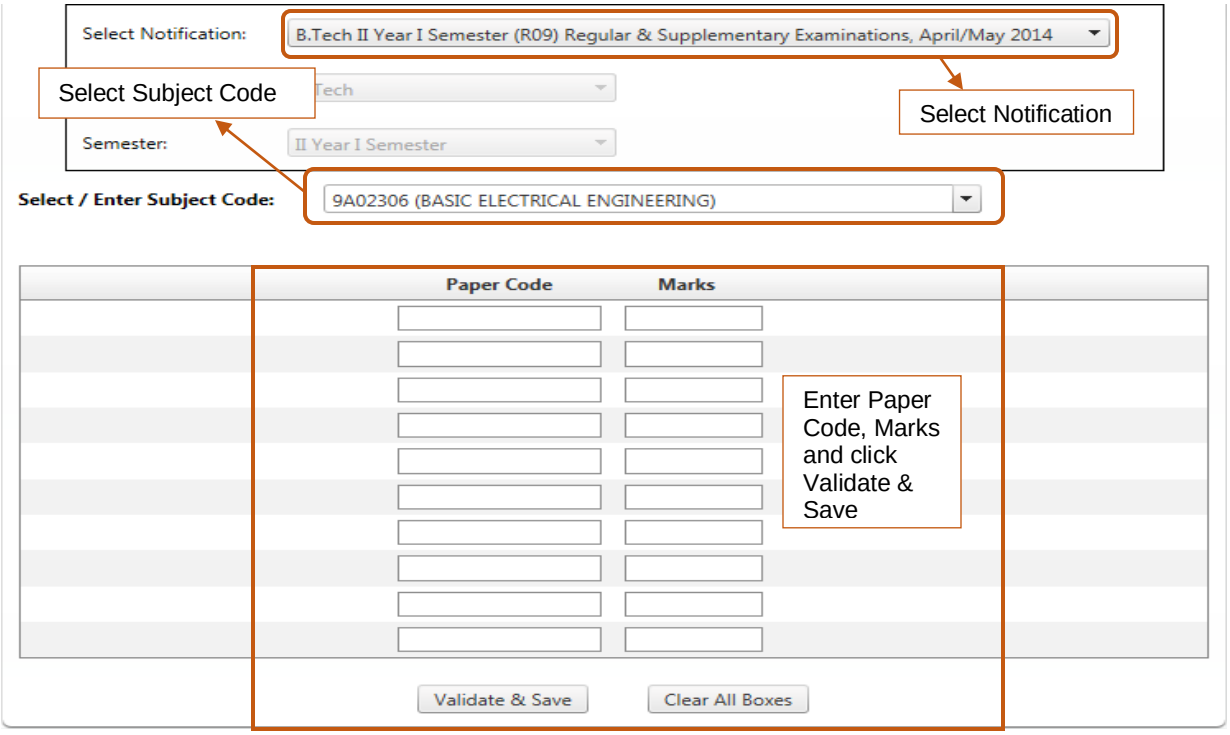

Figure 60: PC vs Marks (Award List) Second Entry

Change Password

You can change the site password using the Change Password option. In order to change the password, enter the **Current Password**, **New Password**, **Confirm New Password** and click **Save**as shown below:

Figure 61: Change Password

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Acronyms

JNTU	Jawaharlal Nehru Technical University
D – Form	
MP	Malpractice
TSheet	
HT	Hall Ticket
PC	Paper Code

REGISTRAR
J.N.T.U. Anantapur
ANANTAPURAMU-515002

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JNTUA – AnantapururamuExamination Management System

College User Guide

REGISTRAR
J.N.T.U. Anantapur
ANANTAPURAMU-515002

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Table of Contents

Preface **4**

Purpose and Audience 4

Document Convention 4

Overview **5**

Features and Functionalities 5

Getting Started 6

College User Section **7**

Add Student to Your College 7

Edit Student Details 8

View Students in College 9

View Internal Marks 9

View Missing Internal Marks 10

Change Password 10

Student Exam Registration **11**

Add Exam Registration 11

View Registered Students 12

Delete Registration 12

Upload Data **13**

Student Photo 13

Student Details 13

Detained List Records 14

Internal Marks Data 14

Upload D – Form 15

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Upload MP (Malpractice) Details 15

View or Download Reports 16

Exam Notification 16

Exam Time Table 16

Student Reference 17

Download Hall Tickets 17

Download Individual Hall Tickets 17

Download TSheet 18

Internal Marks Template 19

Students Writing in Your College 19

Download D – Form Report 20

Malpractice Details 20

Payments to University 21

Acronyms 22

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Preface

Purpose and Audience

This is auser guide for Examination Management System of Jawaharlal Nehru Technical University Anantapur. This document describes the optionssuch as college user selection, student exam registrations, upload data, view / download reports, and payments to university. The document is targeted at users of Examination Management System.

Document Convention

This section of the document describes various types of conventions used throughout the document:

1. Note

   Information that is incidental to the main text flow or to an important point or tip provided in addition to the previous statement or instruction.

2. **Bold**

   Bold text is used to designate file and folder names, dialog titles, names of buttons, icons, and menus, and terms that are objects of user selection.

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Overview

Jawaharlal Nehru Technological University, Anantapur (JNTU Anantapur) is a state university in Anantapur, Andhra Pradesh, India. Founded in 1946, since 1972 it has been a constituent college of Jawaharlal Nehru Technological University.

The Examination Management System is a web portal that allows the users to perform tasks such as user section management, view / download reports, upload data, and make payments.You can access Examination Management Portal using the hyperlink http://sarasems.cloudapp.net/cems/WebLogin.aspx as shown below.

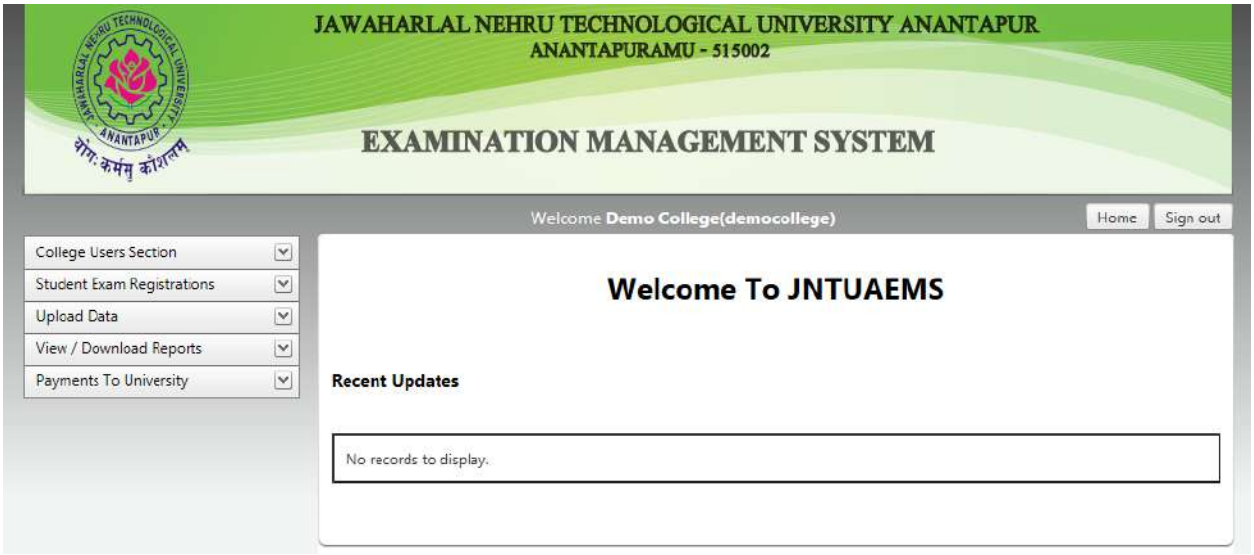

Figure 1: Login Screen

Features and Functionalities

The features and functionalities of Examination Management System admin portal are listed below:

1. College User Section
2. Student Exam Registration
3. Upload Data
4. View / Download Reports
5. Payments to University

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Getting Started

In order to get started, you need to first login to web portal. To login to Exam Management System, enter the **User Name** and **Password** and click **Login** as shown below:

Figure 2: Login Screen

After logging into the admin portal, the home page will appear on your computer screen with updates given by admin as shown below:

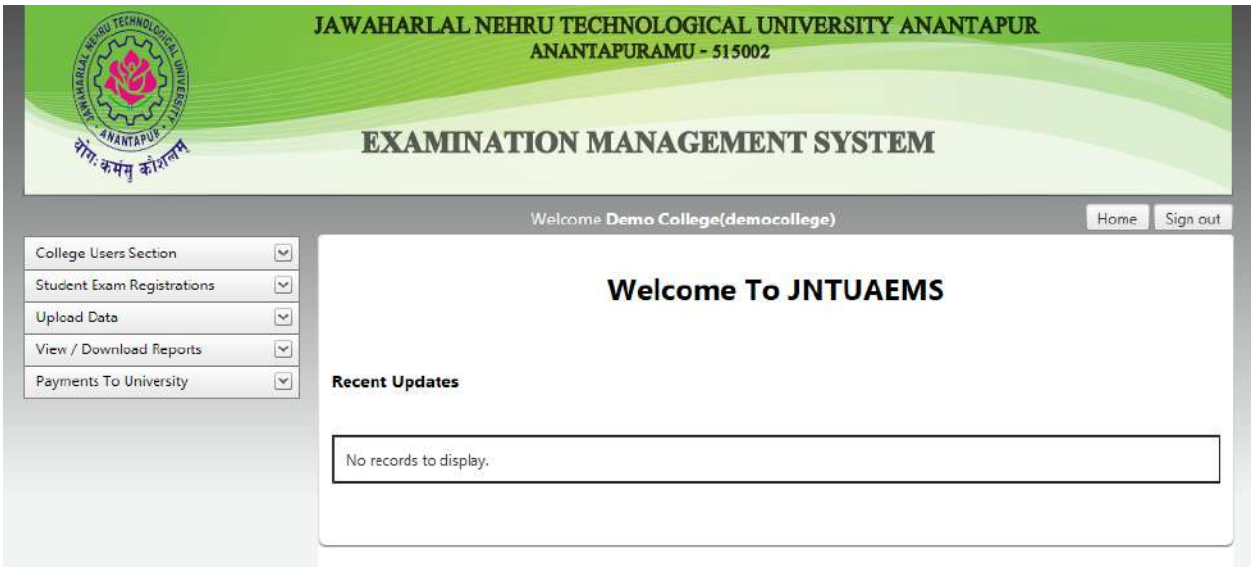

Figure 3:Home Page

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College User Section

The College User Section allows you to add student to college, edit student details, view students in college, view internal marks, view missing internal marks and change password the site password. The various option of College Use Section is explained in detail in the following sections:

Add Student to Your College

You can add students to your college using the Add Student to Your College option. In order to add a student to your college, you need to enter the mandatory student details like halt ticket number, student name, father's name, gender, date of birth, reason for addition and you would also require to upload a photograph of the student.

The below screen provides a brief description of the Add Student to Your College option:

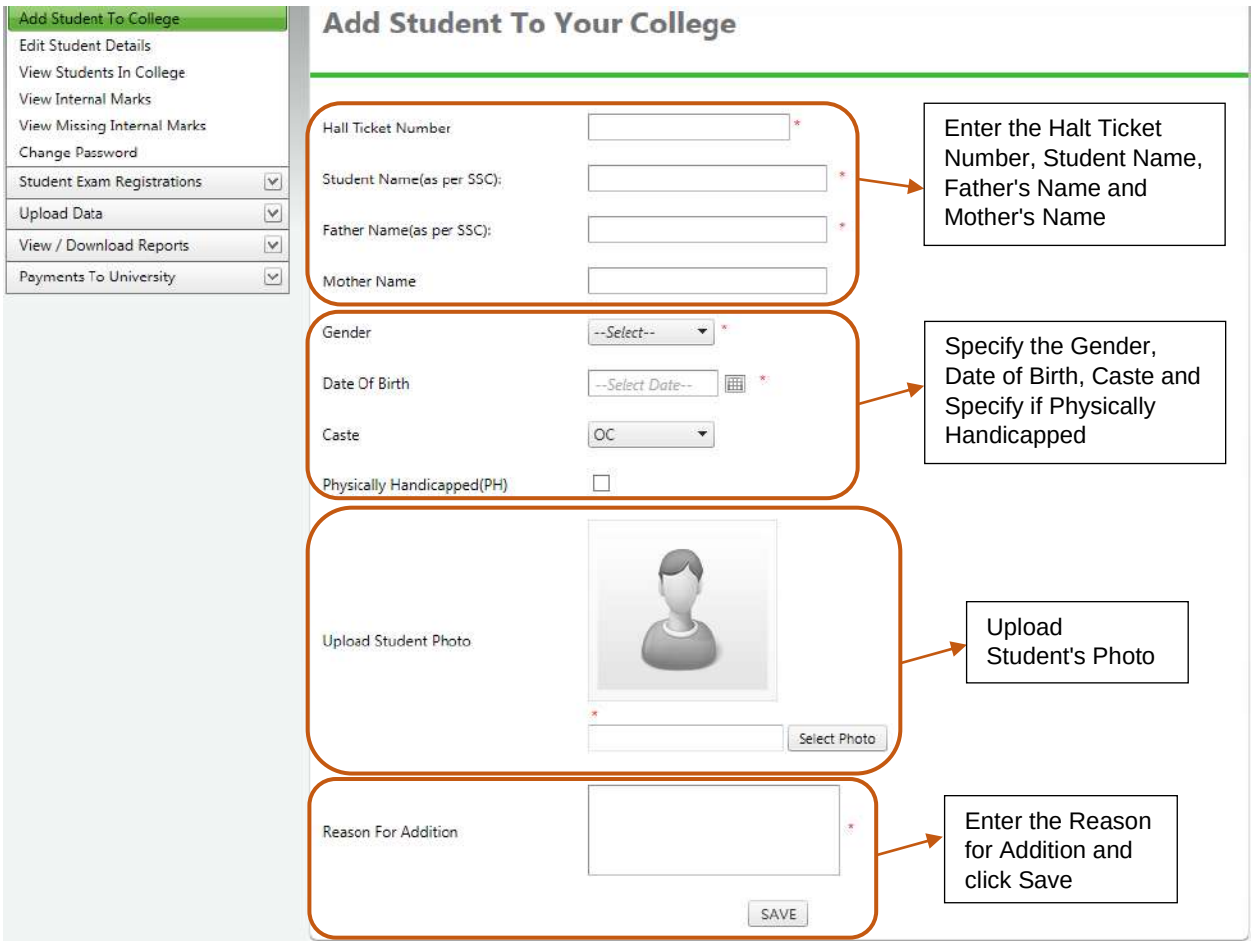

Figure 4: Add Student to Your College

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Edit Student Details

You can edit the student's details using the Edit Student Details option. If you edit the student details more than once, the latest modifications will be updated in the college database. In order to edit the student details, you need to enter the halt ticket number first. The below screen provides a brief description of the Edit Student Details option:

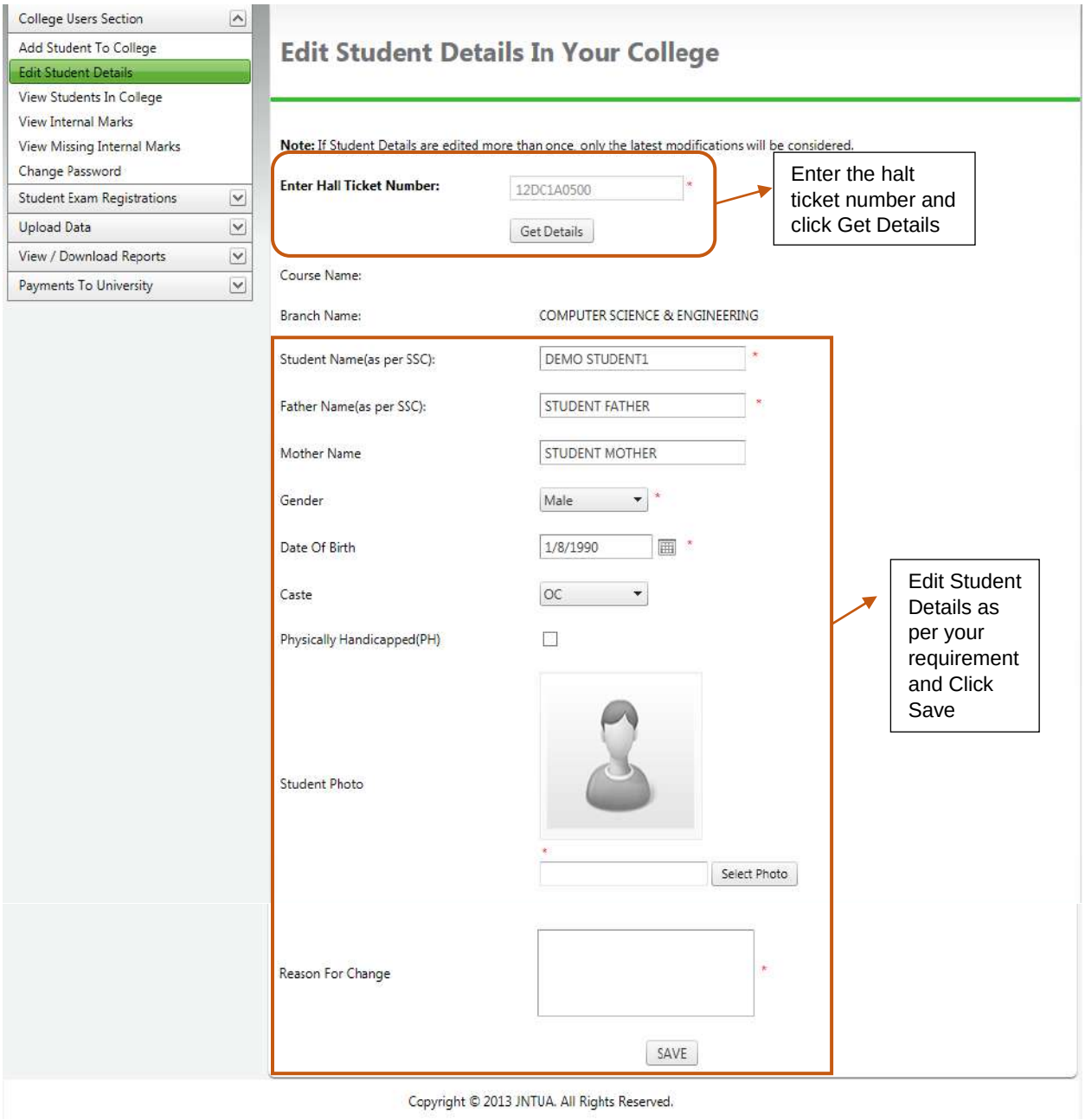

Figure 5: Edit Student Details

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View Students in College

The View Students in College option allows you to view the list of students in colleges. You can filter the list by course, by branch and by year. The below screen provides a brief description of the View Students in College option:

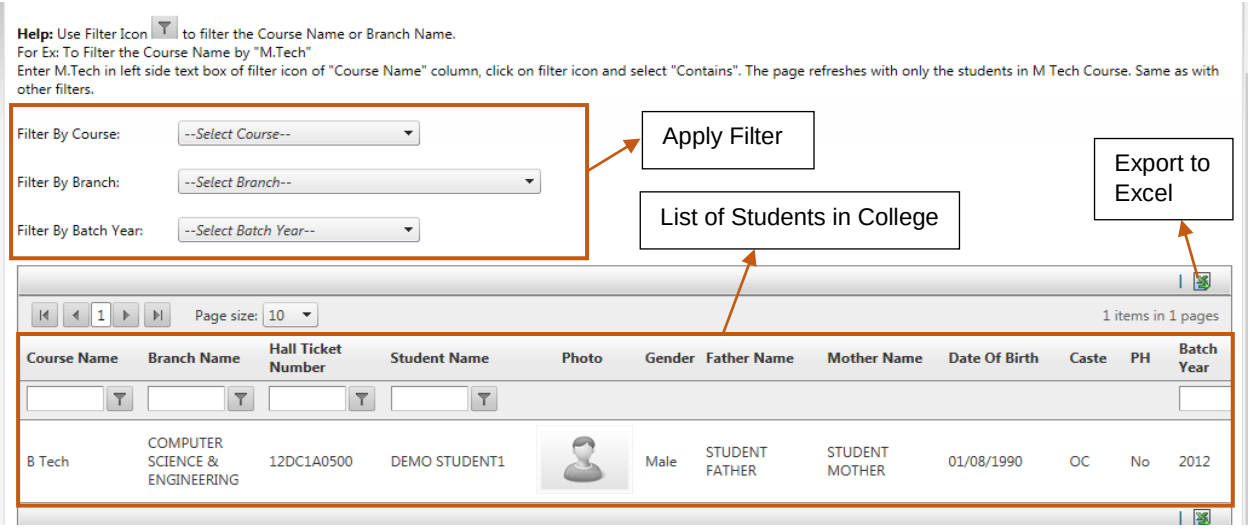

Figure 6: View Students in College

View Internal Marks

You can view the internal marks of different students using the View Internal Marks option. In order to view the internal marks of the students, you need to select the course, branch, batch year and semester. The below figure provides a brief description of the View Internal Marks option:

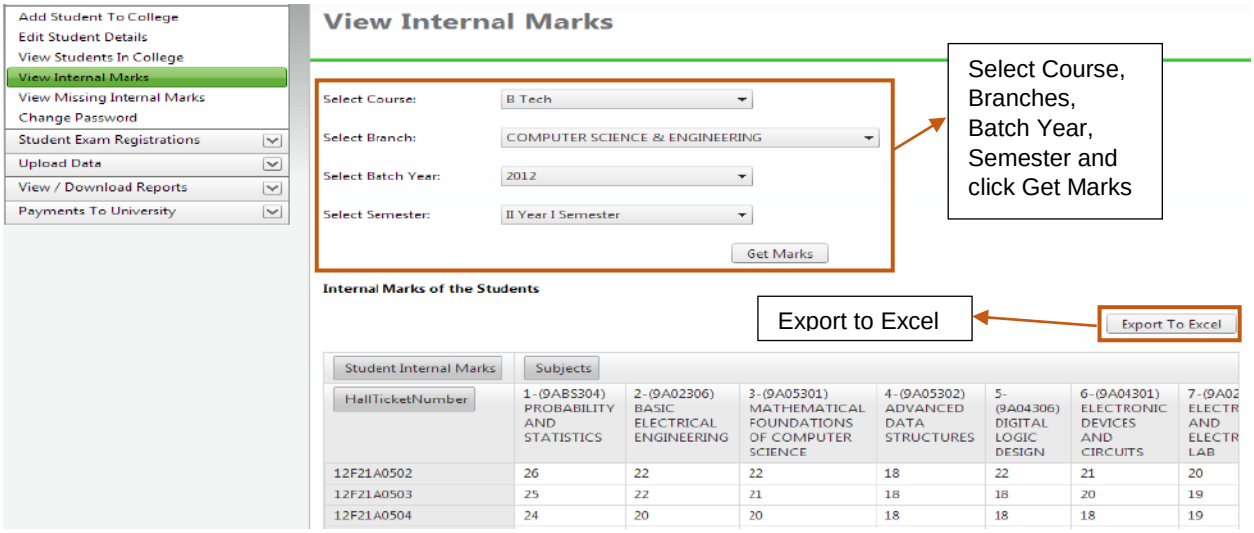

Figure 7: View Internal Marks

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View Missing Internal Marks

The View Missing Internal Marks option allows you to view the missing and zero internal marks of the students. In order to view the missing internal marks, you need to select the Notification first. The below screen provides a brief description of the View Missing Internal Marks option:

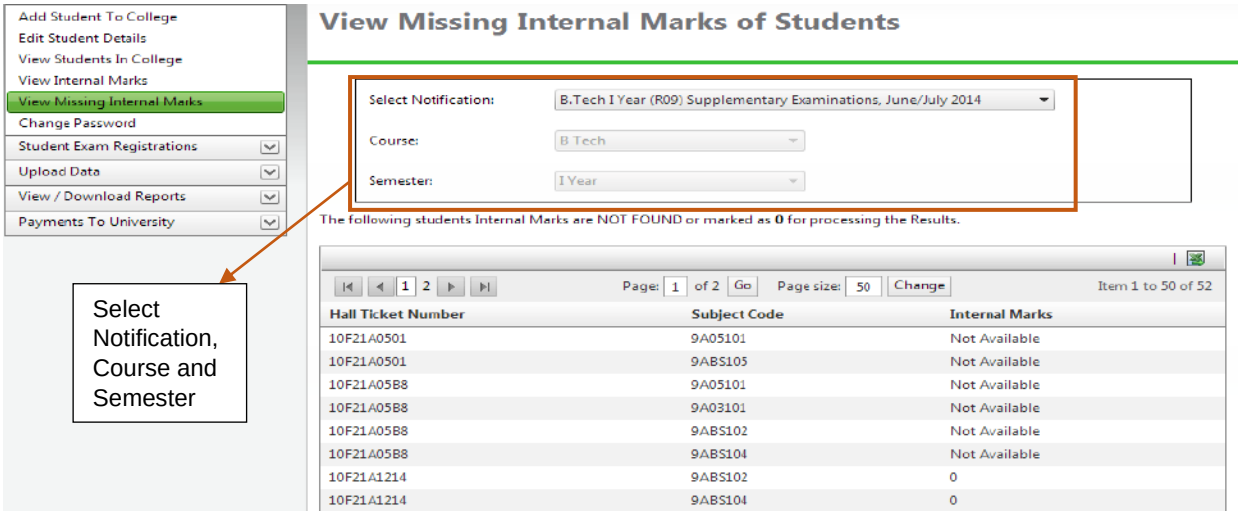

Figure 8: View Missing Internal Marks of Students

Change Password

You can change the password using the Change Password option. In order to change the password, enter the **Current Password**, **New Password**, **Confirm New Password** and click **Save** as shown below:

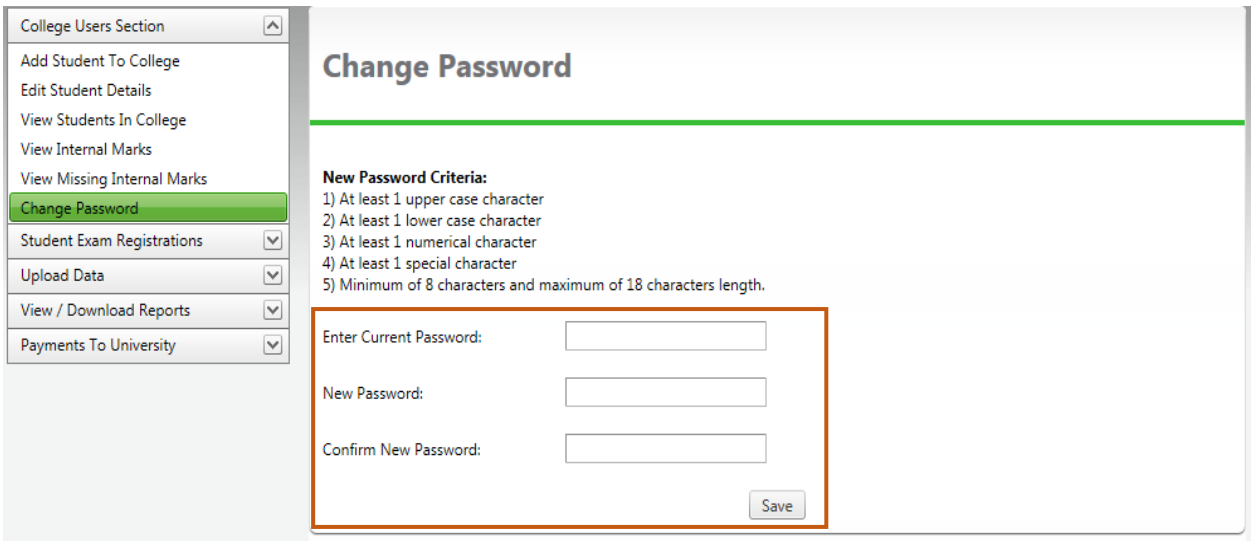

Figure 9: Change Password

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Student Exam Registration

The Student Exam Registration screen allows you to Add Exam Registration, View Registered Students, and Delete Registration. Various options of Student Exam Registration is explained in the below sections:

Add Exam Registration

You can register to exam notification using the Add Exam Registration option. You can register to notifications any number of times. However, the recent registration will be considered by the system. Below screen provides a brief description of Add Exam Registration:

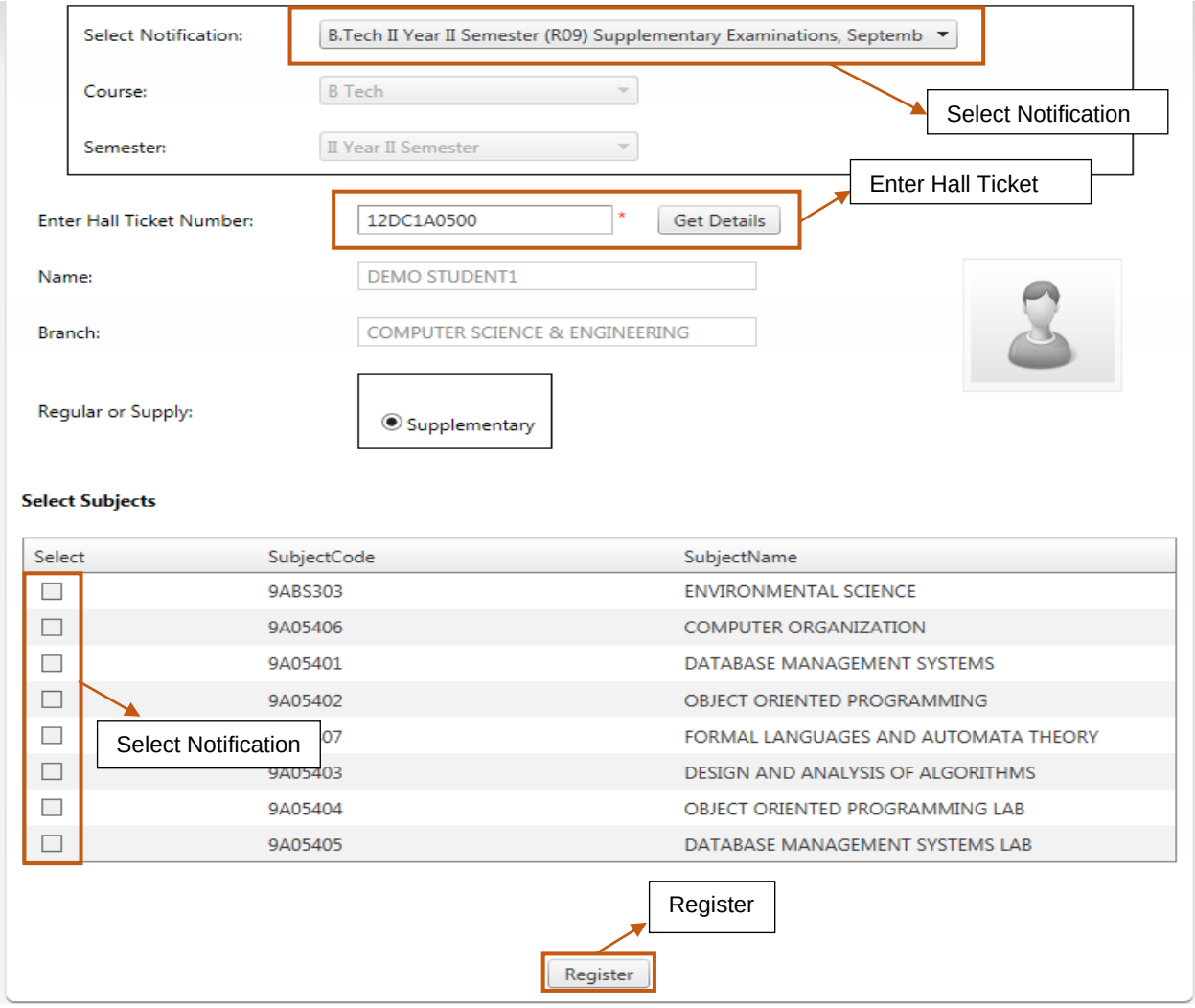

Figure 10: Add Exam Registration

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View Registered Students

You can view the list of the students registered for the selected notifications. In order to view the list of students registered for notifications, select the type of notification from the list. The below screen provides a brief description of View Registered Students option:

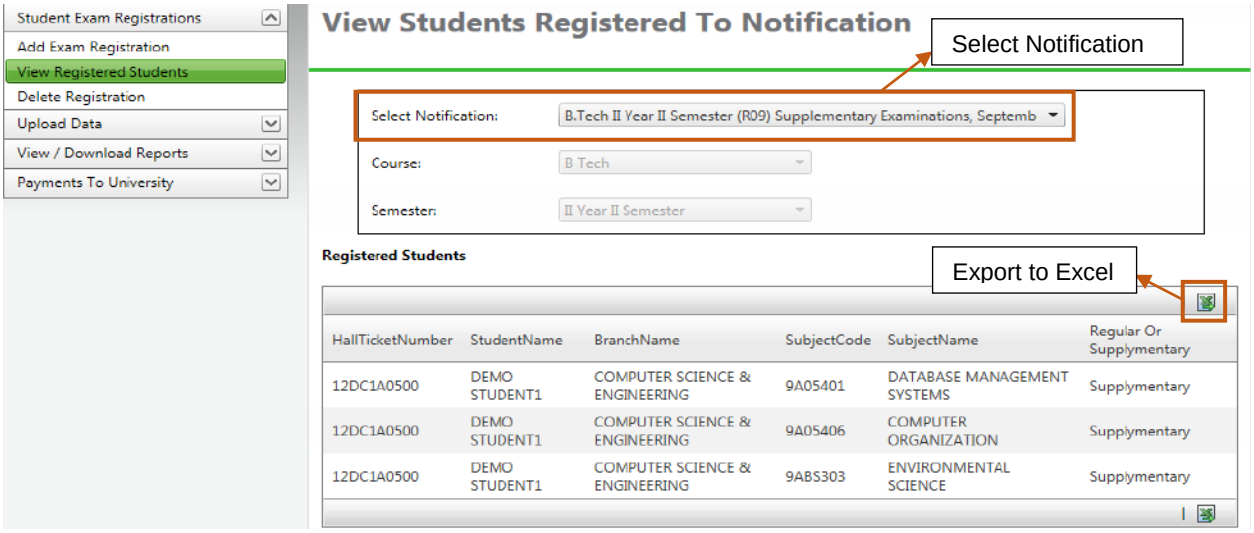

Figure 11: View Registered Students

Delete Registration

A Student registration can be removed from a Notification if student has already registered for it. You can remove a student from the registered list using the Delete Registration option. The below screen provides a brief description of the Delete Registration option:

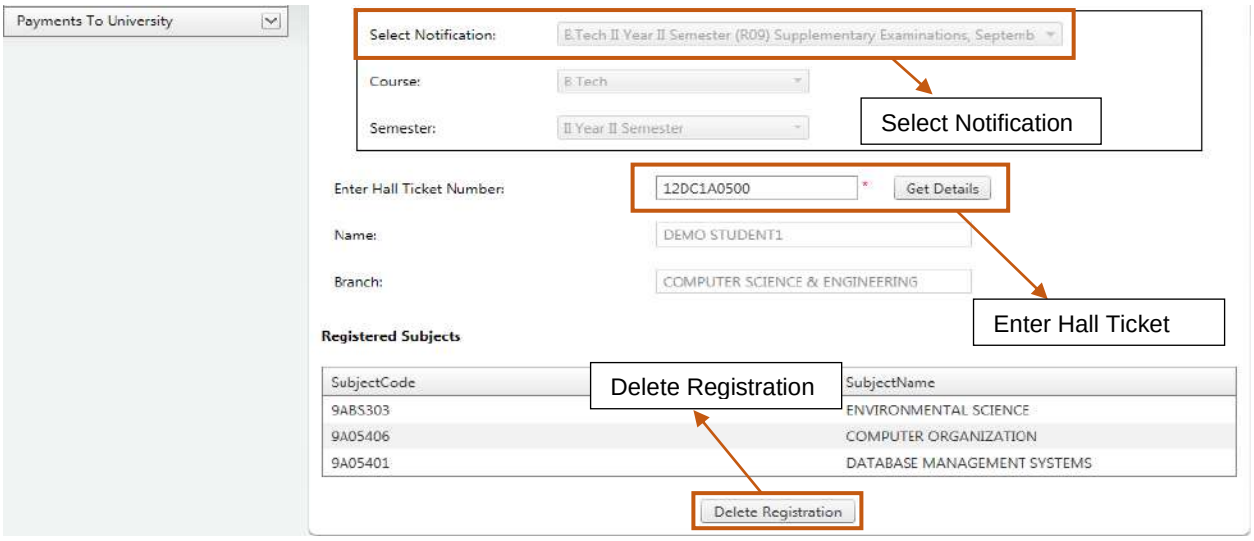

Figure 12: Delete Registration

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Upload Data

You upload various types of data into Exam Management System using the Upload Data option. The Upload Data option allows you to upload Student Photo, Student Details, Detained List Records, Internal Marks Data, D-Form and MP Details. Each of these options are explained in the below section:

Student Photo

You can upload student's photo using the Student Photo option. You can only upload a relevant zip file which contains student images. The maximum file size should be 5MB, you can upload bulk images using the Student Photo option as shown below:

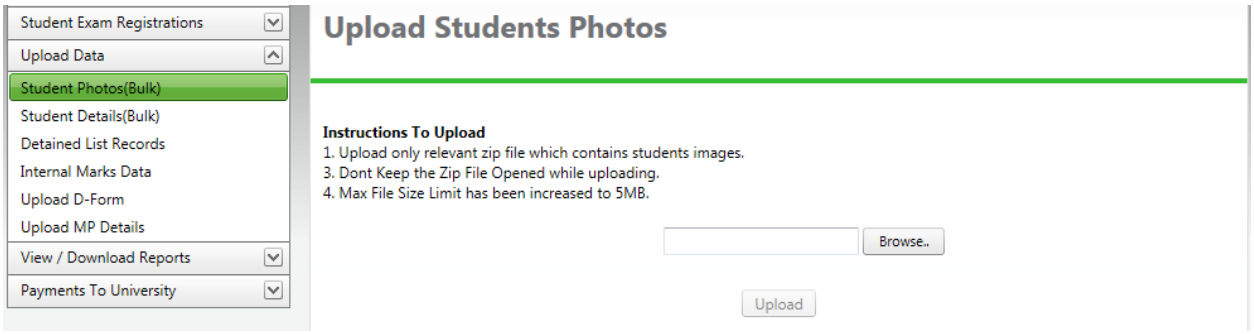

Figure 13: Upload Student Photo

Student Details

You can upload student details using the Student Details option. You can only upload anExcel file which contains student data. The Student Details option allows you to download the templates for uploading student details,you also can upload student details in bulk using the Student Details option as shown below:

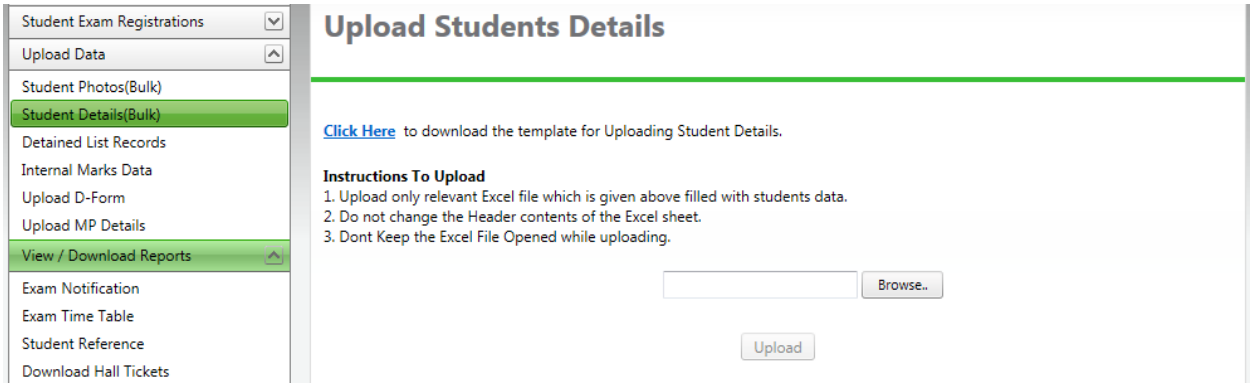

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Figure 14: Upload Student Details

Detained List Records

The Detained List Records option allows you to add or remove students from detained students list. In order to add or delete students from the detained students list, select the **Course**, Enter the **Halt Ticket Number**and click Add As Detained to add a student and click the Delete ✕ a student from the detained students list as shown below:

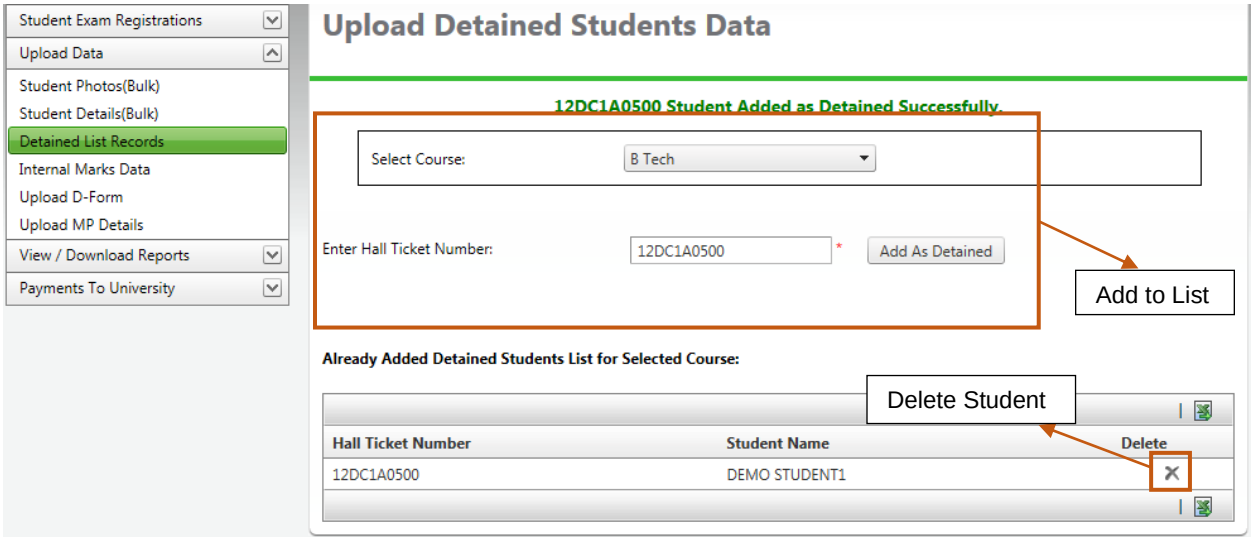

Figure 15: Upload Detained Students Data

Internal Marks Data

You can upload internal marks of the students using the Internal Marks Data option. You can download exam notification from exam section and enter the data to the excel file, in order to upload internal marks of the students select **Notification** from the list, browse the file and click **Upload** as shown below:

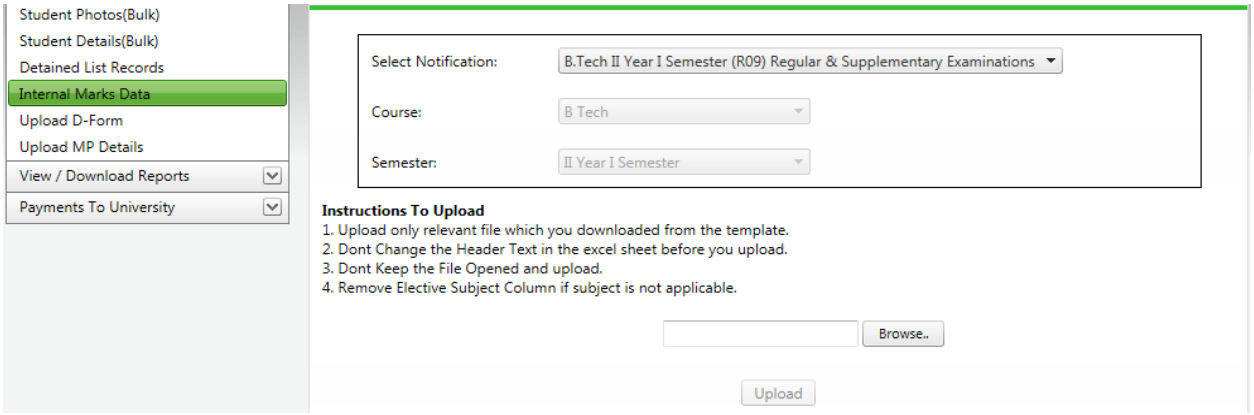

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Figure 16: Upload Internal Marks

Upload D – Form

You can upload the D – Form using the Upload D – Form option. You can upload the D – Form for a subject only an hour after exam start date and exam end date. The below screen provides a brief description of the Upload D – Form option:

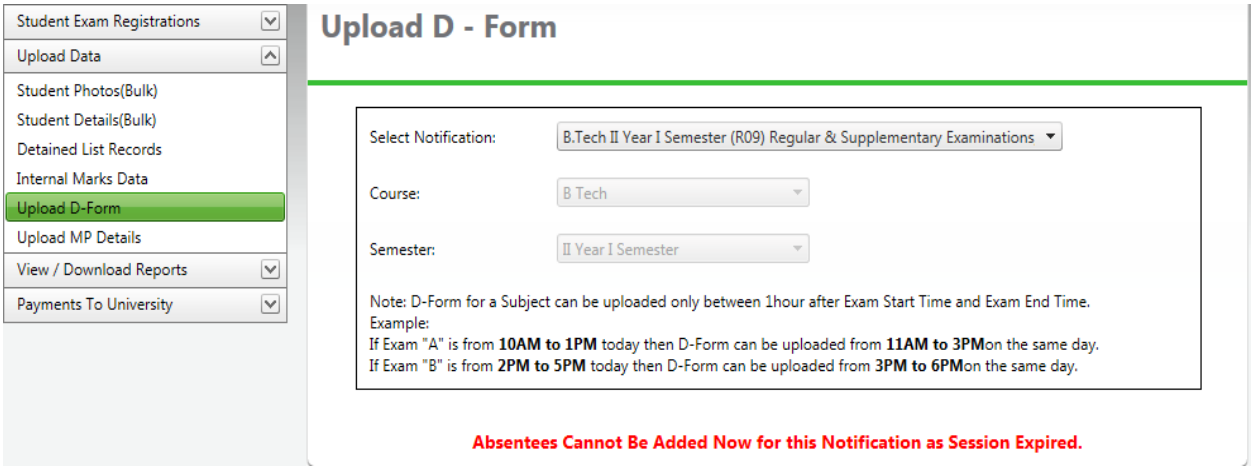

Figure 17: Upload D – Form

Upload MP (Malpractice) Details

You can upload the MP Details using the Upload MP Details option. You can upload the MP Details for a subject only an hour after exam start date and exam end date. The below screen provides a brief description of the Upload MP Details option:

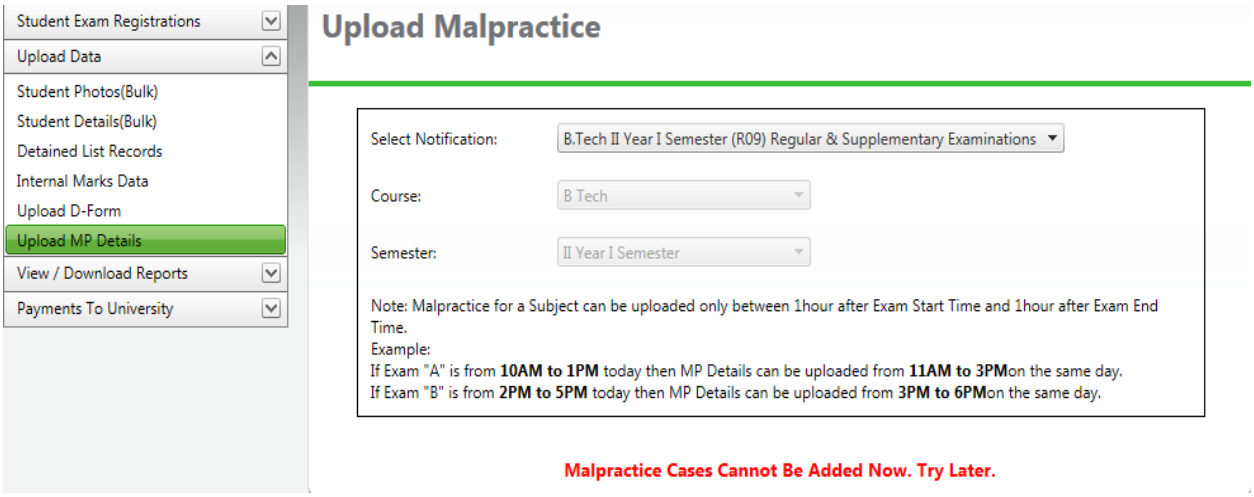

Figure 18: Upload Malpractice

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View or Download Reports

You can view or download various types of reports using the View / Download option. The View / Download option allows you to view or download exam notifications, time table, student references, hall tickets, individual hall tickets, TSheets, internal marks template, D – Form, MP details and students writings in your college. A detailed explanation of various types of reports are provided in the below sections:

Exam Notification

You can download exam notifications using the Exam Notifications option. In order to download an exam notification, select the **Notification** from the list and click **Download**to download the notification as shown below:

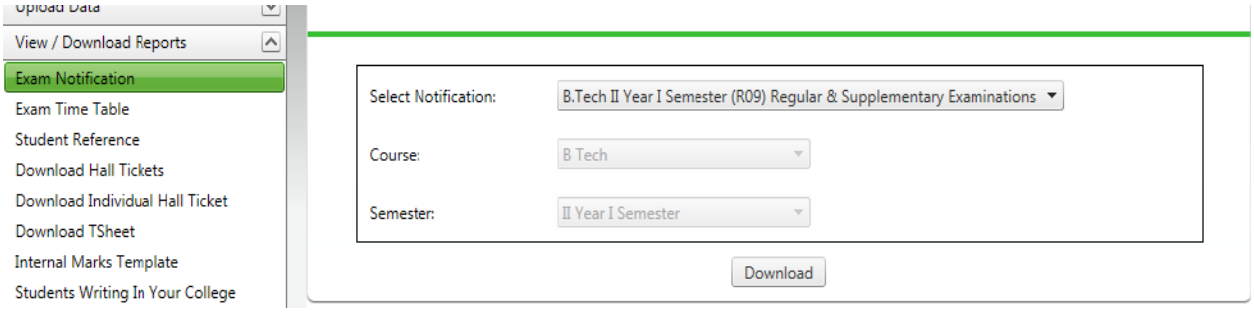

Figure 19: Download Exam Notifications

Exam Time Table

You can download exam time table using the Exam Time Table option. In order to download an exam time table, select the **Notification** from the list and click **Download**to save the time table as shown below:

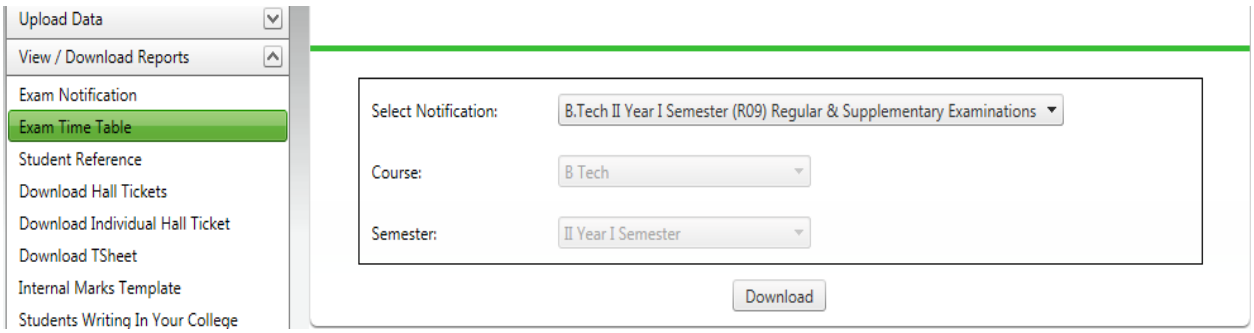

Figure 20: Exam Time Table

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Student Reference

The Student Reference option allows you to view thefinalized list of student data in the server which will be used to generate hall tickets. You can also download the finalized student data using the Student reference option as shown below:

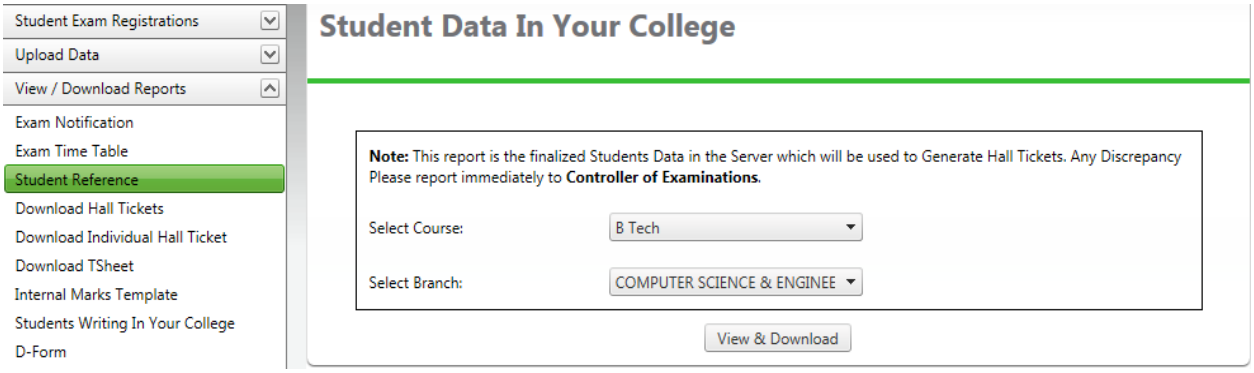

Figure 21: Student Reference

Download Hall Tickets

You can download exam hall tickets using the Download Hall Tickets option. In order to download an exam hall tickets, select the **Notification** from the list and click **Download** as shown below:

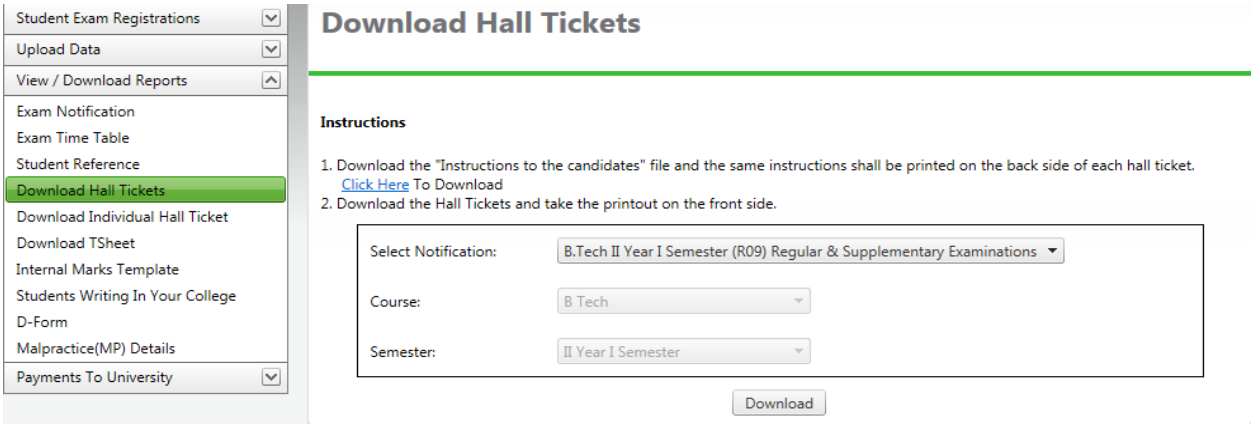

Figure 22: Download Hall Tickets

Download Individual Hall Tickets

You can download individual exam hall tickets using the Download Individual Hall Tickets option. Hall Ticket is available for download only if the student has registered after Hall Tickets are generated. In

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order to download an individual exam hall tickets, select the **Notification**from the list, enter**Hall Ticket Number** and click **Download** as shown below:

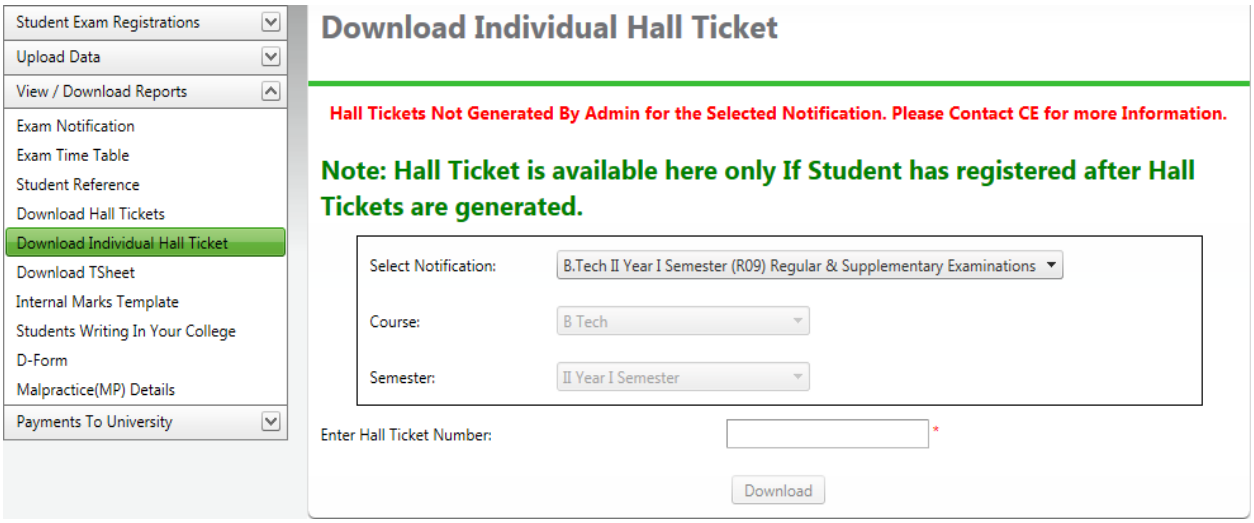

Figure 23: Download Individual Hall Ticket

Download TSheet

You can download TSheet using the Download TSheet option. In order to download a TSheet, select the **Notification** from the list and click **Download** as shown below:

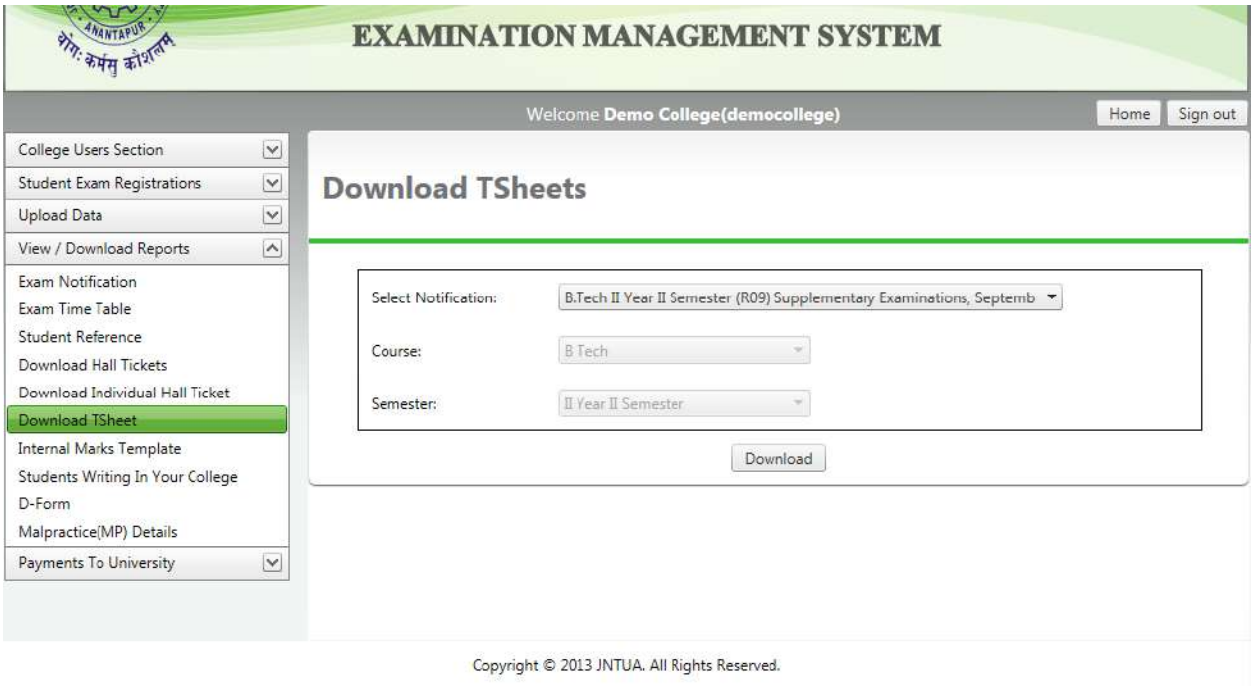

Figure 24: Download TSheet

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Internal Marks Template

You can download Internal Marks Templates using the Internal Marks Template option. In order to download a template, select the **Notification** from the list and click **Download** as shown below:

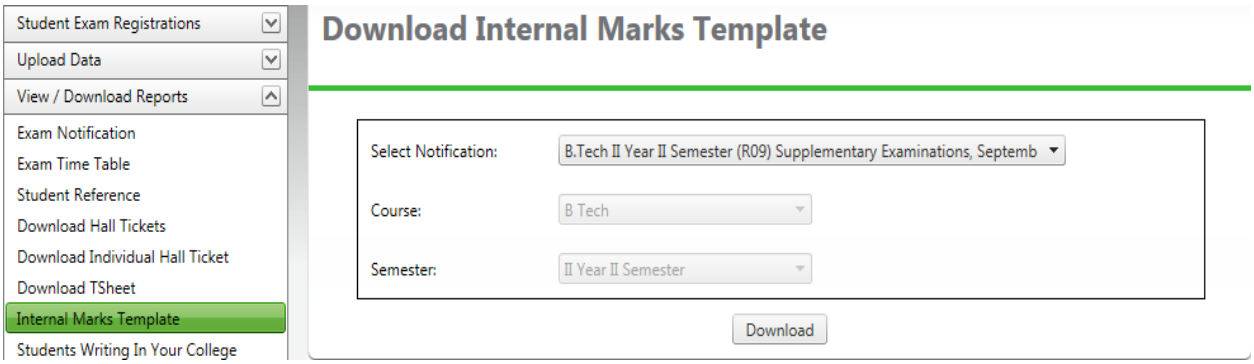

Figure 25: Internal Marks Template

Students Writing in Your College

You can view and download students writing for a particular date using the Student Writing in Your College option. In order to download Students Writing, select the **Notification,** select **Examination Date** and **Exam Type** from the list and click **Download** as shown below:

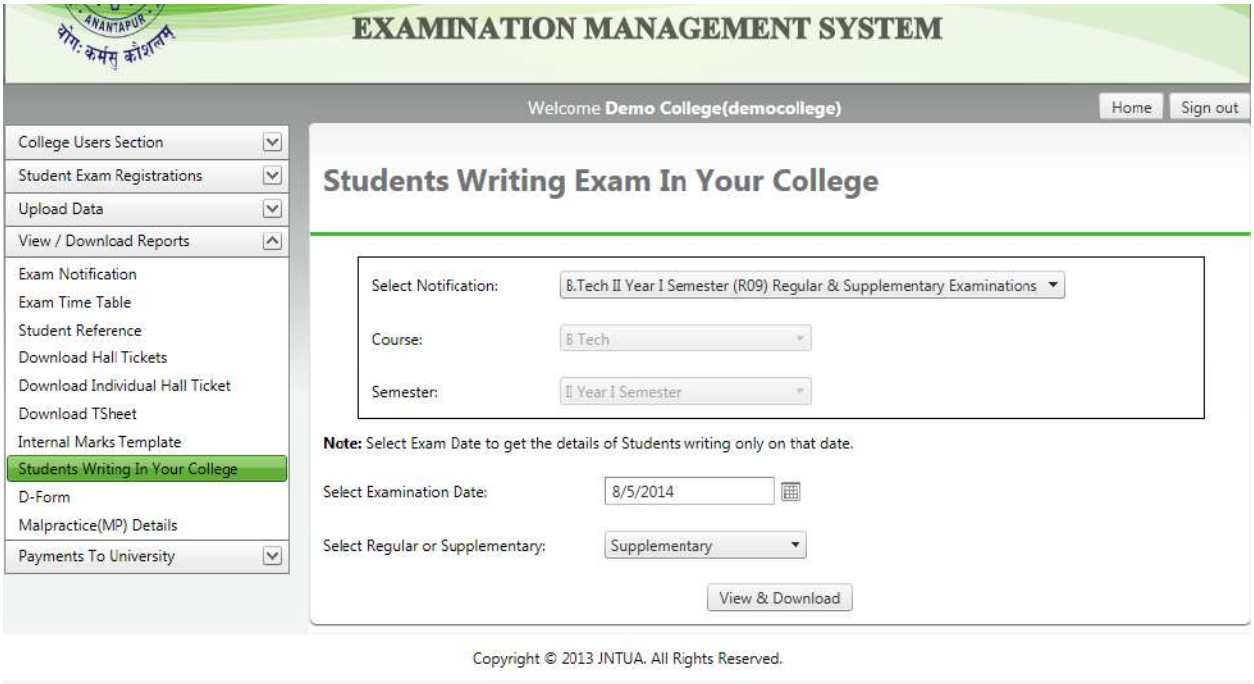

Figure 26: Students Writing In Your College

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Download D – Form Report

You can view and download D – Form Report using the D - Form option. Download the D-Form Report only after uploadingthe details of Absent Students andone D- Form is enough for one Notification. In order to view and download D - Form Reports, select the **Notification** from the list, select **Exam Date** and click **Download** as shown below:

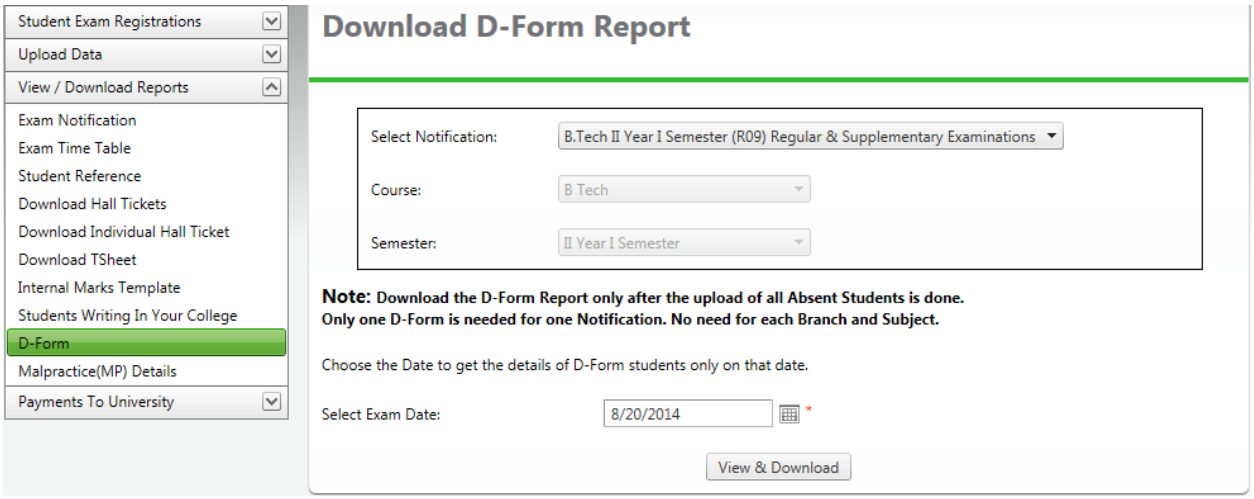

Figure 27: Download D – Form Report

Malpractice Details

You can view and download MalpracticeDetails using the Malpractice Details option. In order to view and download Malpractice Details, select the **Notification** from the list, select **Exam Date** and click **Download** as shown below:

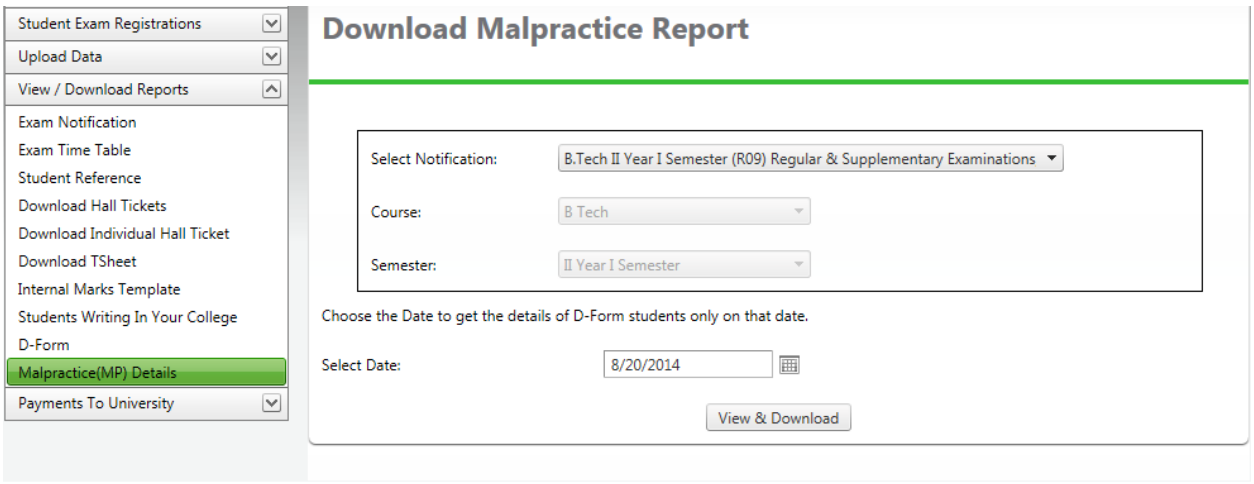

Figure 28: Download Malpractice Report

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Payments to University

You can view the payments details such as registration amount using the Payments to University option. To view the Registration Amount, click **Payments to University** and then click **Registration Amount**as shown below:

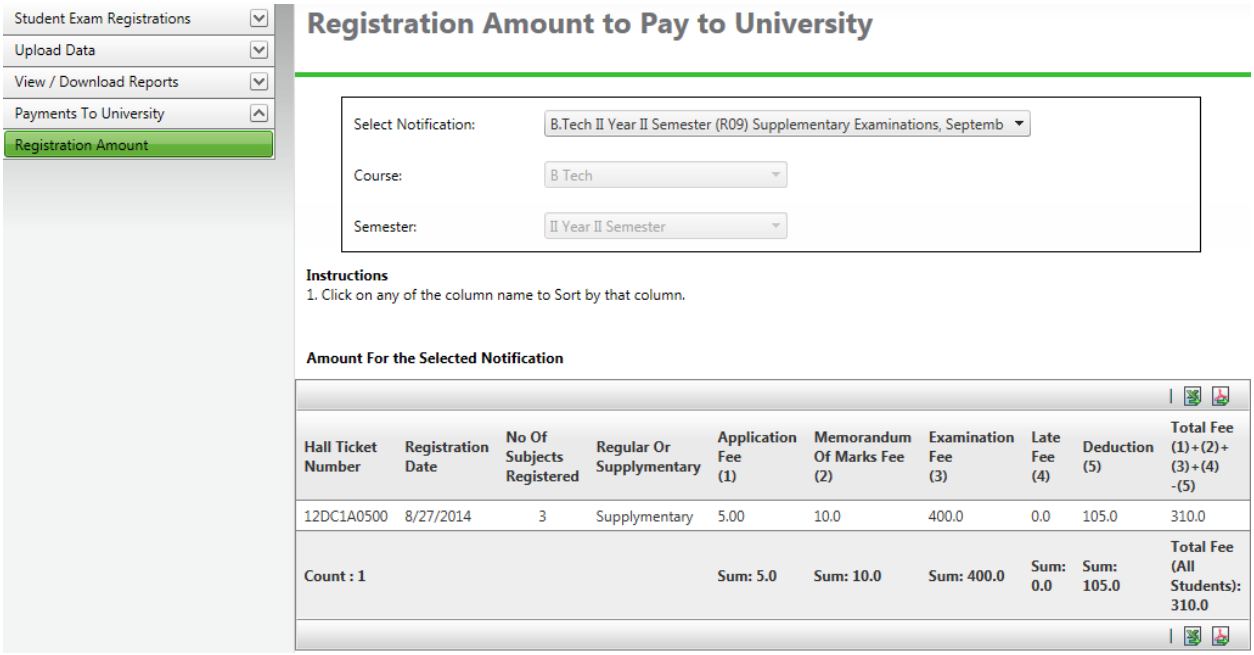

Figure 29: Registration Amount to Pay to University

You can download the Registration Amount details using the Export to Excel or Export to PDF.

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Acronyms

JNTU	Jawaharlal Nehru Technical University
D – Form	
MP	Malpractice
TSheet	
HT	Hall Ticket
PC	Paper Code

REGISTRAR
J.N.T.U. Anantapur
ANANTAPURAMU-515002

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Scanned with CamScanner

FY-20-21

TAX INVOICE

ORIGINAL FOR RECIPIENT

Docile Infotech

Invoice No.	:	DIL223
Invoice Date	:	17/07/2020
Reference No	:	Work Order No.JNTUA/ Exam branch/EMS Software/2018-19,20.09 .2018
Place of supply	:	37-Andhra Pradesh
Due Date	:	17/08/2020

CE-06/PG
4
17/7
E-1
17/-

From

Docile Infotech India Private Limited
No: S02, 4th Cross, 4th Main, D-Block, AECS Layout, Kundalahalli, Bangalore, Karnataka 560037
08041624856, contactus@docileinfotech.com

GSTIN 29AADCD2488B1ZQ
PAN AADCD2488B

Billing Address

The Director of Evaluation
JNT University Anantapur, Anantapuramu, Andhra Pradesh, 515002

GSTIN: 37AAAJJ0861G1ZC

Shipping Address

The Director of Evaluation
JNT University Anantapur, Anantapuramu, Andhra Pradesh, 515002

GSTIN: 37AAAJJ0861G1ZC

#	Description	HSN / SAC	Qty	Rate / Unit	Taxable Value	IGST	Total Amount
1	Annual Maintenance Charges for JNTUA Examination Management System for the period June 2020 to May 2021	997331	1.00	7,43,400.00	6,30,000.00	1,13,400.00 (18%)	7,43,400.00
TOTAL (₹)					6,30,000.00	1,13,400.00	7,43,400.00

Bill Passed for Rs. 7,43,400=00 Rupees Seven Lakh Fourty Three Thousand Four Hundred only
Director of Evaluation

Taxable Amount	₹ 6,30,000.00
Total Tax	₹ 1,13,400.00
Total Amount	₹ 7,43,400.00

Bank Details:

Account Number : 148411100001149
IFSC : ANDB0001484
Bank Name : Andhra Bank
Branch Name : Sarjapur Road

Total amount (in words) Seventy Lakh Fourty Three Thousand Four Hundred Rupees Only

Notes
This is a computer generated invoice.

Terms & Conditions:
Make all checks payable to Docile Infotech India Private Limited

Docile Infotech India Private Limited

For Docile Infotech India Pvt. Ltd.

G V Satish Kumar

Authorised Signatory

Director

Supdt
Pl. process the bill
4
18/7

A1
18/7

REGISTRAR
J.N.T.U. Anantapur
ANANTAPURAMU-515002

JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY ANANTAPUR
(Established by Govt.of A.P., Act.No.30 of 2008)
ANANTHAPURAMU - 515 002 (A.P.) INDIA

Prof.S.Krishnaiah, M.E., Ph.D.
Registrar

Phone : + 918554272433
FAX : +918554 272437
Mobile: + 91 9908 088806
E mail : registrar@jntua.ac.in

Proc.No.C2/JNTUA/Estt./Software / 2018 Dt.07-09-2018

Sub:-JNTUA, ATP-Estt.- Renewal of Annual Maintenance Charges for EMS Software for Examination Branch, JNTUA, ATP- Internal Committee Report -Orders-Issued.

Read:- (1) Note submitted by D.E., JNTUA, ATP, dt.28-08-2018
(2) Proc.No.C2/Estt./JNTUA/EMS Committee/2018, dt.29-06-2018
(3) Proc.No.C2/Estt./JNTUA/EMS Committee/2018, dt.11-07-2018
(4) Committee Report dt. 25-08-2018
(5) Note orders of the Vice-Chancellor, JNTUA, ATP on the above said note

*****

ORDER:-

In the Proceedings (2) & (3) a committee has been constituted for detailed Examination and to submit a report in connection with the Annual Maintenance charges for JNTUA Examination and the committee has submitted its report , As per the recommendations made by the Committee in its report dt.25-08-2018 (4) read above, the Vice-Chancellor, JNTUA , Ananthapuramu is pleased to accept the revised quotation dt.27-08-2018 submitted by M/s Docile Infotech Pvt Limited, Bangalore with regard to Annaual Maintenance Charges towards AMC for this an amount of Rs.7,08,000 (Rs.6,00,000 +GST of 18%) will be paid towards AMC Charges per for the period of 01st June, 2018 to 31st May, 2019 . Further committee also made recommendations for increase of 5% towards AMC every year applicable from 2019 onwards.

The Director of Evalution is requested to take further action as per the recommendations of the committee and duly following the rules inforce.

REGISTRAR

Encl:- Revised Quotation Submitted by M/s Docile
Committee Report

To
The Director of Evaluation, JNTUA, ATP for information
Copy to C.E (U.G.) & C.E. (P.G.)., JNTUA, Ananthapuramu for information
Copy to F.O. i/c ATP for information & necessary action
Copy to A.R. (Estt.) & D.R. (Accts.), JNTUA, Ananthapuramu
Copy to P.A. to Vice-Chancellor., P.A. to Rector & P.A. to Registrar.
Copy to file.

REGISTRAR
J.N.T.U. Anantapur
ANANTAPURAMU-515002