

**OFFICE OF THE CONTROLLER OF EXAMINATIONS
JADAVPUR UNIVERSITY**

**To
All HOD/Dirs and all faculty members**

Date: 27/04/2017

URGENT ATTENTION

MODALITIES FOR UPLOADING OF MARKS OF UG/PG ENGG EVEN SEM'2017

First of all we are expressing our heartiest thanks and gratitude for your extreme whole hearted cooperation to build up the ERP for Exam Dept successfully. Without your cooperation it was impossible to get this project successful. You have already gone/going through the Pre Exam and During Exam Phases for UG and PG Engg courses under faculty of FET/FIDSLM. In view of the above the modalities of Post Exam processes i.e. Semester/SS/CT marks upload through ERP portal need to be clarified to you all.

1)For Semester Theory /Exam Papers (for UG /PG Engg)

- i)All internal examiners will be able to see the exam roll no sheet of the Answer Script sent to them at their JUMS portal (upload marks link) for all subjects where they had been assigned as Examiner as per the allocation given by HOD during P/setter examiner allocation.
- ii)All examiners are requested to check the same once against the JUMS system generated top sheet sent along with Answer Script and confirm whether the total and exam roll nos are matching against the list. **This is required as the system is very new and in developmental phase.**
- iii)In case of any mismatch same to be brought to the notice of office of CoE for correction.
- iv)Once the examiner **confirms** the exam roll sheet their marks **upload portal** will get activated for uploading of marks in ERP.
- v) Faculties can upload marks as many at a time, save the portion, same will be saved in the database.
- vi)Once all marks have been saved faculties need to confirm and submit.
- vii)**After submission no editing of marks can be done from faculty portal.** Any change detected due to any error need to brought to the notice of CoE for necessary action/correction.
- viii) Examiners need to take **two copies of print out** of the final submitted marks and send through attached envelopes sent along with Answer Script.
- ix) ERP generated receipt will be handed over once the uploaded marks along with evaluated Answer Script is submitted at the office of CoE.
- x) Examiners can see the date of submission of Answer script and marks hardcopy at their individual portal.

2)For SS/CT MARKS:

- i) Examiners will get student list as per class roll nos of their attached session as assigned through HOD portal.
- ii) In first step faculties need to confirm the list. Any error detected to be brought to the notice of office of CoE for necessary correction.
- iii) Once they confirm the list marks upload portal will get activated.
- iv) Faculties can upload marks as many at a time, save the portion; same will be saved in the database.
- v) Once all marks have been saved faculties need to confirm and save.

- vi) **After submission no editing of marks can be done from faculty portal.** Any change detected due to any error need to be brought to the notice of CoE for necessary action.
- vii) Examiners need to take **one copy of print out** of the final submitted marks and sent **after duly signed by HOD to the office of Controller of Examination.**
- viii) ERP generated receipt will be handed over once hardcopy of class test /sessional duly signed by HOD is submitted by individual faculties.
- ix) Examiners can see the date of submission of hard copy of CT/SS marks at their individual portal.

Due date of marks uploading and submission of the Answer Script along with two copies of print out of uploaded marks for

UG Engg Final Year-31/05/2017

UG Engg Other Year-22/06/2017

PG Engg - 23/06/2017 as **per academic calendar approved by faculty office.**

Marks upload portal for UG/PG Engg Even 2017 will be opened by 19/05/2017. Please follow your individual portal for the same. Any problem faced or error due to technical issue detected may please be brought to the notice of Office of CoE immediately for necessary correction. Minor changes may happen with respect of steps mentioned above in relation to online marks upload depending on the practical aspect of technical issue involved in the process.

Thanking you once again for your whole hearted cooperation as and when required.

Yours sincerely



CONTROLLER OF EXAMINATION

NB: The above processes is applicable to all internal faculties only. Guest faculties will continue to submit marks in hard copy in hand written mark slip (Semester) and SS /CT in hard copy without any uploading as per the prevailing procedure.

CC: Dean FET/FIDSLM