



Sant Baba Bhag Singh University

Examination Cell

1. Registration of Students

Some basic preparations to be made before the commencement of student's registration process that are as follows:

- Generation of Course & semester on ERP i.e. B. Tech CSE, 1st semester
- Generation of Course Scheme of respective semester.

The screenshot shows a web browser window with the URL: `202.164.35.190:896/Default.aspx?page_path=insertsubject.aspx&page_title_new=Subject`. The navigation menu includes: Dashboard, Administrator, Account, Attendance, Employee, Fee, Library, Masters, Online, Reporting, SMS, Student, Result. The user is logged in as 'Good Morning A00642' and the page is titled 'WELCOME TO THE Sant Baba Bhag Singh University'. The breadcrumb trail is 'DEPARTMENT - Examination Navigation - Subject'. The main content area is titled 'Insert Subject' and contains the following fields:

- Select Session: 2020-2021
- Select Department: Computer Science and Engineering
- Select Class: B. Tech - Computer Science & Engineering - 1st
- Select Subject Type: Compulsory
- Subject Code: CSE101
- Subject Name: (empty)

The Windows taskbar at the bottom shows the date and time as 11:01 on 11-01-2022, and the weather as 35°C Haze.

Start of registration process:

- All the students are required to fill the registration form and submit the same to the concerned class In-charge.
- The class in-charges will ensure, that all the eligible students are registered on ERP software.
- The registration process is then finalized by the office of the Registrar.
- After registration students are assigned subjects, which they have opted including all the core subjects, departmental electives, seminars and open electives. Based on the allocation, admit cards will be prepared automatically through ERP.

[Signature]
Controller of Examination
Sant Baba Bhag Singh University
Khiala, Jalandhar.

[Signature]
Registrar
Sant Baba Bhag Singh University
Vill-Khiala, Jalandhar-144030



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2. Examination Procedure

The examination (i.e. Mid Semester and End Semester examination) are then arranged as per the schedule given in the academic calendar of the University.

Registration for examination:

a. **For students appearing in Regular Examination:** The regular students will fill the registration form and submit the same to the class in charge and the class in charge will generate the admit cards. The admit cards will be issued only after the 75% attendance criteria has been fulfilled.

Registration Form for Regular Examination

The screenshot shows a web browser window with the URL <http://202.164.35.150/erp/Default.aspx?app=exam&module=exam&form=exam%2FRegistration%2FForm>. The page features a navigation menu with items like Dashboard, Administrator, Account, Attendance, Employee, Fee, Library, Notice, Online, Reporting, SMS, Student, and Result. The main content area displays a welcome message: "WELCOME TO THE Sant Baba Bhag Singh University" and "Good Morning A00505". Below this, there is a header for the "DEPARTMENT : Mechanical Engineering" and "Navigation : Examination Registration Form" with a timestamp of "4/11/2022 11:31:17 AM". The form includes a "Select Session" dropdown set to "2020-2021", a "Select Sem" dropdown set to "B.A - 1st", and a "Search" button. A table with columns "Sl.No", "Status", "Enrol", and "File" is visible, containing four rows of data.

Sl.No	Status	Enrol	File
1	1	20	File A PDF
2	20	50	File A PDF
3	50	70	File A PDF
4	70	100	File A PDF

b. **For students appearing in Re-appear Examination:** Students having reappear in any of the subjects are required to fill re-appear examination form and submit re-appear fee and submit the same to class in charge who will update the student's details on ERP and generate the admit card for reappear examination.

[Handwritten signature]
Sant Baba Bhag Singh University

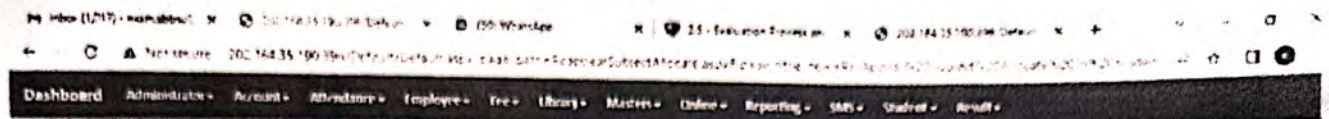
[Handwritten signature]
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Registration Form for Reappear Examination



WELCOME TO THE Sant Baba Bhag Singh University

Good Morning A00505

Logout

Select Language

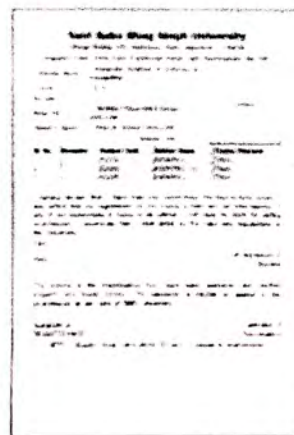
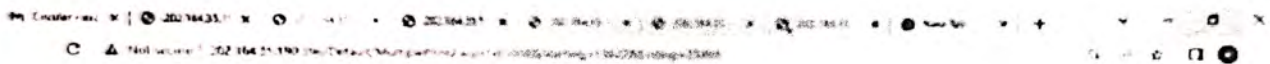
DEPARTMENT : Mechanical Engineering Navigation : Re-Appear Subject Allocate To Student

4/11/2022 11:55:08 AM

ReAppear Subject Allocate

Select Session: 2019-2020
 Select Subject: Economics I
 Select Class: B.A. 1st
 Reappear Semester: 1

Reappear form



3. Regarding the conduct of Examination (Mid semester examination, End semester Examination), Following preparations to be made in chronological order:

❖ Activities performed by the Examination cell before the commencement of examination:-

- i. A letter to be issued to the Dean Institute / head of the department to send the list of question paper setter.
- ii. Letters to be issued to the question paper setters ^{1 month} before the

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- commencement of the scheduled Examination)
- iii. Date sheet for examination to be notified, admit cards to be printed and sent to institute
 - iv. Question papers to be printed only one day before the concerned subject examination.
 - v. The following is the list of items to be procured and provided to Examination Centres before the start of examination:
 - a. Answer sheets, additional sheets & Graph Papers/steam table etc.
 - b. Question papers.
 - c. Attendance sheets
 - d. Other stationary items

Officer in charge at various Examination Centres

- i. Superintendent
- ii. Dy. Superintendent

List of various officers, who will hold the charge of Superintendent, Dy. Superintendent and team members will be published by the examination cell and following duties/ works will be done by these officials.

➤ Work to be done by the officer in charge of the Examination Centres

- i. Seating plan for the candidates and duty chart for invigilators to be prepared and published (A minimum of two invigilators in every room or one invigilator for 30 students)
- ii. Receive blank answer books bearing serial numbers and sealed packets containing question papers and keep them in his personal custody.
- iii. Check the name of examination, course (subject), paper, date & time printed on the envelope with the examination time-table prior to conduction of examination.

- iv. Open the sealed packets of question papers, 30 minutes before the start of examination, both superintendent and Dy. Superintendent should sign the packet

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in presence of two witnesses on each day of Examination.

- v. Open only those question paper packets which are required on a particular day and shift as is given in the time-table of the Examination.
- vi. Give the memorandum of instruction to invigilators as received from the COE office and ask them to scrupulously follow the same.
- vii. Display the examination related instructions for student as received from the COE office at appropriate places.
- viii. Take rounds in the different rooms/ halls to confirm that invigilators are performing their duties well and discipline is being maintained during examination.
- ix. Submit the account of total answer-books received, answer-books used during examination, spoiled answer-books & the number of answer-books returned to the office of COE after completion of the examination.
- x. Maintain the record of answer sheets to be distributed to the Examiners i.e. used, damaged, balance sheets and send the same later to Examination Cell.
- xi. Collect the answer sheets from examiners, pack and shipped to strong room for further processing.
- xii. Take disciplinary action wherever necessary, connected with examinations, against the candidates.
- xiii. Report for any ill act by the examiner or other staff to the examination cell.

❖ Activities performed by the Examination cell after the start of examination:-

- i. Make arrangements and mechanism to get the answer sheets of candidates be evaluated.
- ii. Arrange for timely publication of results of examinations.
- iii. Postpone or cancel examinations, in part or in whole, in the event of malpractices or if the circumstances so warrant, and take disciplinary action or initiate any civil or criminal proceedings against any person or a group of persons alleged to have committed malpractices.
- iv. Take disciplinary action wherever necessary, connected with examinations.

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against the candidates, paper setters, examiners, moderators, or any other persons and found guilty of malpractices in relation to the examinations.

v. Make teams for Vigilance Squad

❖ Duties of Vigilance Squad:

- i) Make physical verification of students appearing for the examination. However, the verification of all female students shall be carried out by female faculty member only.
- ii) Ensure that the examinee does not carry with him/her any cell phone/mobile phones, book(s), written/printed papers or any other objectionable material in the examination hall.
- iii) Ensure that the examinee does not write anything on the question paper supplied to him/her.
- iv) Conduct themselves at the examination Centre with utmost caution, courtesy and respect, without causing any kind of commotion, which may disturb the examinees.
- v) Not cause any kind of harassment either to the students or to any of the officials of the examination center.
- vi) Inspect the examination center regularly, go for surprise checking on and often to ensure that the arrangements made for the conduct of examinations are proper and adequate.
- vii) Initiate action to curb malpractices like copying, possession of in-discriminatory materials related to examinations, as per the rules and guidelines framed.
 - a) The vigilance squad shall report the cases of malpractices detected to the Officer In-charge for necessary action and subsequently inform the same to COE.
 - b) The vigilance squad shall carry out any other duties assigned by the COE from time to time for the smooth conduction of the examinations.

End Semester (Practical) Examinations:

- A schedule for practical Examination is prepared and sent to the respective HODs with a request to circulate among the staff.

Supply of required stationery to the concerned faculty.

- The concerned examiners conduct the practical lab examination for the eligible

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candidates.

- The concerned examiners (Internal / External) to evaluate the students and marks are entered online.
- Mark sheets, attendance sheet and answer sheets are sealed in envelope and submitted to the Head.

Evaluation of answer sheets:

- The spot evaluation is followed for the evaluation of answer books of candidates.
- The concerned subject in charge will evaluate and upload the marks obtained by the students to ERP.

Result Preparation and Processing

1. Uploading of MSE, Continuous assessment and ESE marks to ERP:

The concerned subject in charge uploads the marks scored by the student in CA, MSE, ESE or practical Internal or external evaluation.

REMINDER 1 - exam@sbbsu.com x 202.164.35.190:396 Default De x +

Not secure: 202.164.35.190:396/Default/Default.aspx?page_path=insertstudentmarks.aspx&page_title=new%20Resul

Dashboard Administrator Account Attendance Employee Fee Library Mailer Online Reporting SMS Student Result

WELCOME TO THE Sant Baba Bhag Singh University Good Afternoon A00505 Logout Select Language

DEPARTMENT : Mechanical Engineering Navigation : Insert Result 2/12/2022 4:02:04 PM

A00505134

Insert Student Marks

Select Session: 2019-2020 Select Class: B. Tech - Mechanical Engineering - 4th Sem Select Subject: Select Subject

Select Period: MST ESE Continuous Assessment External Practical Internal Practical Quiz Weightage of Previous Sem CG.Total

Search Calculate Save

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WELCOME TO THE Sant Baba Bhag Singh University Good Afternoon A006A2 Logout [Select Language](#)

DEPARTMENT: Examination Navigation | Exam Form 11/15/2022 11:51:55 PM

Insert Student Marks

Select Session: 2019-2020 Select Class: B.A. 1st Select Subject: General English I

Select Person:

MST CA Continuous Assessment External Practical Internal Practical Quiz Weightage of Previous Sem CG Total

Sl. No.	Exam No.	Exam Name	Exam Form	MOM/EE	CGI/CGPA	Attempt	Status	Score
1	190881	4501 B.A. 1st	190881	0.50	22	P	Pass 60% Total 22 / 30	<input type="button" value="Save"/>
2	190881	4501 B.A. 1st	190881	0.50	22	P	Pass 60% Total 22 / 30	<input type="button" value="Save"/>

Result Processing

- Once the marks obtained in Mid Semester Examination (MSE), Continuous Assessment (CA) and End Semester Examination (ESE) by the students uploaded to the ERP further result processing is totally automated and the result gazette prepared.

Result Processing 1: Exam Sheet printing and verification.

Cumulative individual Result sheet for each Subject. Can be downloaded and signed by the concerned subject in charge, class in charge, Dean / Head of the department

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DEPARTMENT: Mechanical Engineering Navigation | Exam Sheet 2/28/2022 4:17:41 PM

Exam Sheet Subject List

Select Session: 2019-2020 Exam Type: Regular Select Department: Mechanical Engineering

Select Class: B.Tech. Mechanical Engineering All Sem Exam Date:

Select Department: Mechanical Engineering

Exam No.	Subject Name	Subject Code	Subject Type	Exam Date	Exam Group	Examination Type	Examination Level	Attendance Sheet	Candidate Sheet	Candidate Sheet Score	Practical Sheet
2158	Strength of Materials - B	ME207	Compulsory	B.Tech. Mechanical Engineering 4th Sem	CP II	NORMAL	Practical Evaluation Sheet	Practical Attendance Sheet	Candidate Sheet	Candidate Sheet Score	Practical Sheet
2165	Applied Thermodynamics - B	ME204	Compulsory	B.Tech. Mechanical Engineering 4th Sem	CP II	NORMAL	Practical Evaluation Sheet	Practical Attendance Sheet	Candidate Sheet	Candidate Sheet Score	Practical Sheet
2191	Mechanics Of Machines - B	ME203	Compulsory	B.Tech. Mechanical Engineering 4th Sem	CP II	NORMAL	Practical Evaluation Sheet	Practical Attendance Sheet	Candidate Sheet	Candidate Sheet Score	Practical Sheet

Then the compiled result of class submitted to the examination cell by **Sant Baba Bhag Singh University** Registrar in charge -144030 Vill-Khiala, Jalandhar-144030



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Result Processing 2: Gazette Sheet Preparation, Verification and finalization.

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DEPARTMENT: Examination Navigation: Gazette Sheet 11/01/2021 05:51:56 PM

Gazette Sheet

Year: 2019-2020 Select Class: B.Tech. (IT) Engineering - 5th Sem

Result Verification No: SBBS/Exam/Regular/

Institute:

Class:

Dated: 01 Jan 2021

Department:

Semester: Examination:

Result Type: Regular

Programme: Regular

Prepared By: Assistant Controller Controller of Examination Registrar

Result Processing 3: DMC generation

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DEPARTMENT: Examination Navigation: Print DMC 01/01/2021 12:43:17 PM

Year: 2019-2020 Select Class: M.Sc - Ag. Horticulture (Vegetable)

Sl. No.	Roll No.	Name	Grade	Grade	Grade	Grade	Grade
1	1010001	Amritpal Singh	Pass	Pass	Pass	Pass	Pass
2	1010002	Amritpal Singh	Pass	Pass	Pass	Pass	Pass
3	1010003	Amritpal Singh	Pass	Pass	Pass	Pass	Pass
4	1010004	Amritpal Singh	Pass	Pass	Pass	Pass	Pass
5	1010005	Amritpal Singh	Pass	Pass	Pass	Pass	Pass
6	1010006	Amritpal Singh	Pass	Pass	Pass	Pass	Pass
7	1010007	Amritpal Singh	Pass	Pass	Pass	Pass	Pass
8	1010008	Amritpal Singh	Pass	Pass	Pass	Pass	Pass
9	1010009	Amritpal Singh	Pass	Pass	Pass	Pass	Pass
10	1010010	Amritpal Singh	Pass	Pass	Pass	Pass	Pass
11	1010011	Amritpal Singh	Pass	Pass	Pass	Pass	Pass
12	1010012	Amritpal Singh	Pass	Pass	Pass	Pass	Pass
13	1010013	Amritpal Singh	Pass	Pass	Pass	Pass	Pass
14	1010014	Amritpal Singh	Pass	Pass	Pass	Pass	Pass
15	1010015	Amritpal Singh	Pass	Pass	Pass	Pass	Pass
16	1010016	Amritpal Singh	Pass	Pass	Pass	Pass	Pass
17	1010017	Amritpal Singh	Pass	Pass	Pass	Pass	Pass
18	1010018	Amritpal Singh	Pass	Pass	Pass	Pass	Pass

[Signature]
Assistant COE

[Signature]
Registrar
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[Signature]
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