



**Indira Gandhi Delhi Technical University for Women
Kashmere Gate, Delhi-110006**

**Guidelines
for
Head of the Department**

Examination Division

IGDTUW, Kashmere Gate, Delhi-110006

Document Preparation/Revisions Summary		
Version 1.0	24 th August, 2017	Prof. R.K. Singh Ms. Charu Gupta, Assistant Professor, Deptt. of IT

Table of Contents

Sl. No.	Description	Page No.
1	Introduction	2
2	Important Points to be noted by HoD	2
3	HoD Profile in examination portal	2
i)	Manage Account	2
ii)	Manage Electives	2
iii)	Unfreezing of Internal Assessment	3
iv)	Student Reports	3
v)	Faculty Reports	3
vi)	Third Minor Exam	4
vii)	Issue of e-Admit Card	4

1.0 Introduction

To facilitate Student and Faculty members examination portal has provided various features. HOD being one of the stakeholder in the student and examination life cycle needs access to student data, status of marks submitted by the faculty members, allocation of electives to the students and submission of list of students detained due to shortage of attendance. Examination portal has provided a bridge between student and faculty members alongwith the Head of the Department.

2.0 Important Points to be noted by HoD

HoDs are requested to note the following :

- (i) All admitted students enrolled in the programme are required to register every semester by specific dates. In case a student do not register with in the stipulated time, she can do so after paying requisite late registration fee.
- (ii) Unregistered students will not be allowed to appear in the minor exam.
- (iii) In case a student registers after the first minor examination she will be allowed to appear only for the second minor and will not be permitted to give third minor.
- (iv) A student who wishes to give a reappear examination for the paper not qualified in the previous semester, is required to register for the paper being offered in the current semester by paying the requisite fee. In case such student has not registered for the reappear paper within stipulated period, she can do so by paying the late registration charges as applicable. If she registers after the First minor examination and eligible to appear in the re-minor, student will not be allowed to appear in any minor examination for that semester.
- (v) HoDs are requested to get the faculty registered in the Examination Portal as per the schedule announced. Special care should be taken by the concerned HoD for registering the guest/ Visiting faculty/TRFs as they may not be aware of the University Examination processes.
- (vi) HoDs must provide to Dean (Examination Affairs), a list of the students alongwith the paper details who are permitted to appear in the third minor examination immediately within 5(five) working days after the completion of second minor examination.

The examination for the third minor will be conducted centrally by the superintendent (conduct).

1) HoD Profile in examination portal

To facilitate the smooth conduct of the Examination related activities, HoDs profile has been created in the Examination Portal. Each HoD can login to the Examination Portal using allotted user-id and password.

The Examination Portal provides the following facilities/features to the HoD through various tabs:-

1) Manage Account

- (i) Change password- HoD can change password by using allotted security question and answer.

2) Manage Electives :

- (i) HoDs are required to submit the electives offered from the tab “Manage Electives” before commencement of the semester. This will allow the student to choose only those electives that are being offered by the department. This information must be submitted by the HoD at least one week before the commencement of the next semester or the start of student registration for the semester examination as per the schedule announced by the Examination Division.
- (ii) HoDs can view the list of the students opting for specific elective offered

3) **Unfreezing of Internal Assessment:**

- (i) The faculty submits the Internal Assessment Marks from their respective account and freeze the marks submitted. After freezing the marks so entered, the faculty cannot change the marks on their own. It has been observed that faculty makes the request for revision of marks for one or other reasons.
- (ii) To revise the marks submitted by the faculty, a feature of Unfreezing the Internal Assessment Marks has been provided to HoDs. This feature is available to the HoD for specific duration under the control of Dean(Examination Affairs).
- (iii) The faculty submits the request to the HoD through the Examination Portal citing proper reasons. Such requests (along with the reasons cited) are visible in the tab “Unfreeze Requests”.
- (iv) Based on the requests submitted to unfreeze the marks by the faculty, it is the prerogative of the HoD to Unfreeze the award list of the subject for the faculty for not more than 24 hours. By default the period is set as Zero Hours.
- (v) Unfreezing of Internal Assessment feature is defined in the portal and closes after specific period of time. On the expiry of the period, the portal will not allow the HoD to unfreeze the requests. In such case the request from the HoD be sent to extend the duration to Dean (Examination Affairs) on email id support.exam@igdtuw.ac.in.

- Please note that unfreezing of internal assessment can be done only once for a particular subject for a particular faculty.
- Please note that unfreezing should not be done once print copy duly signed by the faculty and HOD has been submitted in the examination division.

4) **Student Reports**

- (i) A list of students batch-wise/programme-wise is available in the HOD Account.
- (ii) Status of Students Registered for Exam: Every student is mandatorily required to register for examination in each semester of study. The HoD can view the list of the students registered programme wise semester wise.
- (iii) Status of students submitting Re-appear Form: HoD can view the list of the students who have filled the reappear form alongwith requisite fee and have submitted the duly signed copy of reappear form in the Examination Division (with or without late fine).
- (iv) List of Electives as selected by students : HoD can view the list of the students programme-wise and elective-wise.
- (v) Status of students absent in any or both of the Minor Examination: HoD can view the list of the students who remained absent in any minor exam immediately after the conduct of that minor exam.

5) **Faculty Reports**

- (i) Status of Faculty registered for subjects: After the students’ registration (without late fine) is completed, faculty is required to register in the Examination Portal for that semester. HoD can view the details of the faculty who have registered in the examination portal.

Please note that registration of the faculty teaching in a semester is mandatory. This will enable the faculty to view the list of the students in their account for the subject registered by the faculty. Faculty will be able to enter the marks of the minor examination only when he/she has registered in the examination portal.

- (ii) Status of Marks submitted by faculty: HoD can view the status of the marks for minor examination marks submitted by the concerned faculty for various subjects (Theory/ Practical/Studio) taught by him / her.

Please note that for the subjects like Project work/ dissertation report/ NUES subjects etc, the HoD should designate a “faculty” who will be submitting the marks for that subject in the examination portal. Such designated faculty must register for that subject.

6) Third Minor Exam

- (i) A feature has been provided in the examination portal to the HoD to approve the students to appear in the third minor exam as per the guidelines already issued vide circular no 04(06)/2014-IGDTUW-Exam/4048-4055 dated 30th April, 2014.
- (ii) All such students who have missed the minor examination are required to submit the request for consideration to appear in the third minor within 5 working days of the conduct of that exam to the HoD alongwith the necessary documents.
- (iii) Third minor will be conducted by the Superintendent (Conduct) and the question paper for third minor will cover the syllabus upto second minor.
- (iv) HoD shall approve / disapprove the student request by marking against the paper(s) for every student who has submitted the request in the tab “Approve Third Minor”. Third minor only for the specific paper and specific students will be conducted as approved by the HoD

Please note that a student registering for the exam after first minor should not be allowed to write third minor exam.

7) Issue of e-Admit Card :

- (i) The e-admit card will be issued only for those students who have been approved (NOT detained) by HoD. A feature has been provided in the HoD Account to approve/ detain the students programme wise and semester wise.

As per clause 7(5) of the Examination Ordinance, HoD are required to “announce the names of all such students who are not eligible to appear in the End semester Examination”. Accordingly the HoDs are requested to mark the detained students atleast 10 calendar days before the completion of the semester so that the information is communicated in the student’s account through Examination Portal.



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IGDTUW, Kashmere Gate, Delhi-110006

Document Preparation/Revisions Summary		
Version 1.0	24 th August, 2017	Guidelines for faculty
Version 2.0	01 st August 2018	Guidelines for Attendance Management
Prepared by: Prof. R.K. Singh, Deptt. of IT & Ms. Charu Gupta, Assistant Professor, Deptt. of IT		
Document Preparation/Revisions Summary		
Version 1.0	24 th August, 2017	Prof. R.K. Singh Ms. Charu Gupta, Assistant Professor, Deptt. of IT

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1	Introduction	2
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vii)	Issue of e-Admit Card	4
4)	HoD Attendance Management System	5-9

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**Guidelines for HoD
For Management of Attendance of
Students**

(Created on 01st August 2018)

ATTENDANCE MANAGEMENT MODULE

This module manages the marking of Attendance by the Faculties for the students they teach in various course and papers. Attendance is taken into three phases: before Minor I, before Minor II and before Final Assessments. A timed window is opened by the Administrator for marking the Attendance of students. After approval from HoD's Internal Assessment of marks is shown to the Students on the System.

Faculty Enter the attendance of the Students they teach by providing the total number of lectures taken and lectures attended by the students. At the end of Session, HoD's can detain students on the basis of their attendance provided by the faculties. Students can view their attendance in phases after the approval by HoD's.

SCREEN NAME : Hod Verify Attendance Screen

RESPONSIBILITY : Hod verifies student attendance submitted by the faculty.

The screenshot shows the 'Verify Attendance' screen for the Indira Gandhi Delhi Technical University for Women. The page header includes the university logo and name, along with the text '(Established by Govt. of NCT of Delhi under Act 9 of 2012) EXAMINATION PORTAL'. The navigation menu includes 'HOME', 'VERIFY INTERNAL MARKS', 'UNFREEZE REQUESTS', 'VERIFY ATTENDANCE', 'DETENTION / APPROVAL', 'VERIFY REAPPEAR STUDENTS', and 'NOTIFICATIONS'. The 'VERIFY ATTENDANCE' menu item is highlighted. Below the navigation, there is a 'Verify Attendance' section with a list of courses and papers, including 'B.Tech IT 4 Sem.', 'BAS 202', 'BCS 204', 'BCS 208', 'BIT 208', 'BIT 210', 'BCS 254', 'BCS 256', 'BIT 258', 'BIT 260', 'B.Tech IT 2 Sem.', 'MCA IT 2 Sem.', 'MCA IT 4 Sem.', 'M.Tech ISM 4 Sem.', and 'M.Tech ISM 2 Sem.'. The 'ATTENDANCE' section displays the faculty name 'PAPER : BAS 202 Advanced Engineering Mathematics' and a table of attendance data.

Lectures Scheduled	Yet To submit	Yet To submit	Yet To submit	Yet To submit
Lectures Taken	Yet To submit	Yet To submit	Yet To submit	Yet To submit
Enrollment No.	Upto Minor I	Upto Minor II	Upto External	Total Attendance
00101032013	Yet To submit	Yet To submit	Yet To submit	Yet To submit
00201032013	Yet To submit	Yet To submit	Yet To submit	Yet To submit
00401032013	Yet To submit	Yet To submit	Yet To submit	Yet To submit
00501032013	Yet To submit	Yet To submit	Yet To submit	Yet To submit
00601032013	Yet To submit	Yet To submit	Yet To submit	Yet To submit
00701032013	Yet To submit	Yet To submit	Yet To submit	Yet To submit
00801032013	Yet To submit	Yet To submit	Yet To submit	Yet To submit
00901032013	Yet To submit	Yet To submit	Yet To submit	Yet To submit
01001032013	Yet To submit	Yet To submit	Yet To submit	Yet To submit

Fig. HOD VERIFY ATTENDANCE SUBMITTED BY THE FACULTY

SCREEN NAME : Hod Student Verify Screen

RESPONSIBILITY : Hod verifies students programme wise for admit card generation based on their attendance information through this page.



INDIRA GANDHI DELHI TECHNICAL UNIVERSITY FOR WOMEN
(Established by Govt. of NCT of Delhi under Act 9 of 2012)
EXAMINATION PORTAL

HOME VERIFY INTERNAL MARKS UNFREEZE REQUESTS VERIFY ATTENDANCE **DETENTION / APPROVAL** VERIFY REAPPEAR STUDENTS NOTIFICATIONS

WELCOME "HODIT" CHANGE PASSWORD LOGOUT

Verification

Programme

B.Tech IT

Semester

4

Submit

✓ B.Tech IT 4

✓ B.Tech IT 6

✓ B.Tech IT 8

✓ MCA IT 2

✓ MCA IT 4

✓ MCA IT 6

✓ M.Tech ISM 2

✓ M.Tech ISM 4

STUDENT VERIFICATION FOR APPEARING PAPERS

B.Tech IT Semester 4

EDIT VERIFICATION STATUS

Attendance in % : < 75%

Attendance in % : >= 75%

S. No.	Enrollment No.	Name	Papers	Attendance	Detain
1.	00101032013	AKANKSHA PANDEY	BIT 260,BIT 258,BCS 256,BCS 254,BIT 210,BIT 208,BCS 206,BCS 204,BAS 202	0%	APPROVED
2.	00201032013	SNIGDHA GUPTA	BIT 260,BIT 258,BCS 256,BCS 254,BIT 210,BIT 208,BCS 206,BCS 204,BAS 202	0%	APPROVED
3.	00401032013	RACHAYITA GIRI	BIT 260,BIT 258,BCS 256,BCS 254,BIT 210,BIT 208,BCS 206,BCS 204,BAS 202	0%	APPROVED
4.	00501032013	PRAGYA AGARWAL	BIT 260,BIT 258,BCS 256,BCS 254,BIT 210,BIT 208,BCS 206,BCS 204,BAS 202	0%	APPROVED
5.	00601032013	JYOTI DHYANI	BIT 260,BIT 258,BCS 256,BCS 254,BIT 210,BIT 208,BCS 206,BCS 204,BAS 202	0%	APPROVED
6.	00701032013	APOORVA MITTAL	BIT 260,BIT 258,BCS 256,BCS 254,BIT 210,BIT 208,BCS 206,BCS 204,BAS 202	0%	APPROVED

Fig. HOD STUDENT VERIFICATION SCREEN