# **Swarrnim Startup & Innovation University**

At & Post Bhoyan Rathod, Opposite IFFCO, Near ONGC WSS, Adalaj Kalol Highway, Gandhinagar, Gujarat - 382420.

# **EXAMINATION AUTOMATION SYSTEM MANUAL**



Ragin hai Shah

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#### INTRODUCTION

As we embrace the advancements in technology, the need for a more efficient examination process has become increasingly important. This manual serves as a comprehensive guide to our newly implemented exam automation system, designed to enhance the overall exam experience for students and faculty alike.

The primary objective of this automation is to streamline various aspects of the examination process, from scheduling and administration to grading and feedback. By minimizing manual tasks and reducing the potential for errors, we aim to create a more efficient and user-friendly environment.

In this manual, you will find detailed instructions on how to navigate the automated system, including the creation and management of exams, as well as guidelines for students on accessing their exam materials. We also address common challenges and provide solutions to ensure a smooth transition to this new system.

Our commitment to innovation in education drives us to adopt these technological solutions, ultimately aiming for a fair and transparent examination process. We hope this manual will serve as a valuable resource as we move toward a more modern approach to assessments.

It is organized into three sections as follows.

- 1. Student Portal
- 2. Faculty Portal
- 3. Examination Portal



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## **Student Portal**

## **Module List:**

- 1. Student Information Module
- 2. Time Table
- 3. Attendance
- 4. Session Planning
- 5. Assignment
- 6. Digital Repository
- 7. Examination
- 8. Online Classroom
- 9. Quiz
- 10. Mentoring
- 11. Notice
- 12. Events
- **13. OPAC**
- 14. Student Feedback



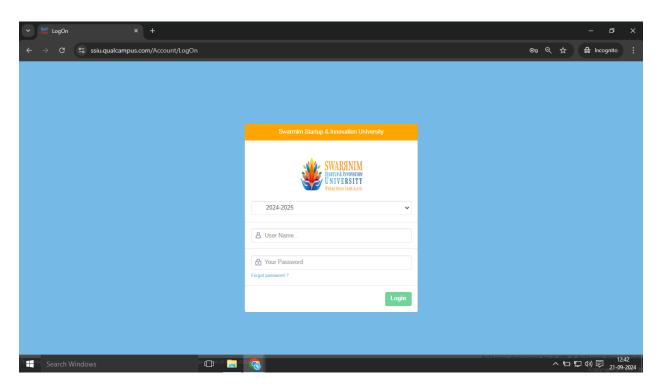
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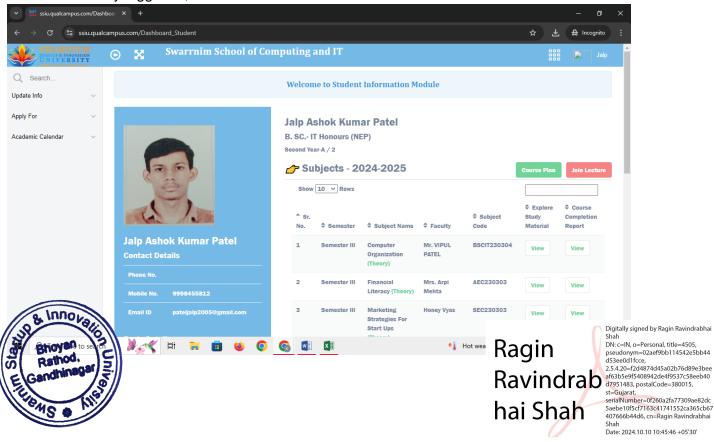
## Please go to your ERP:

### Link: https://ssiu.qualcampus.com/

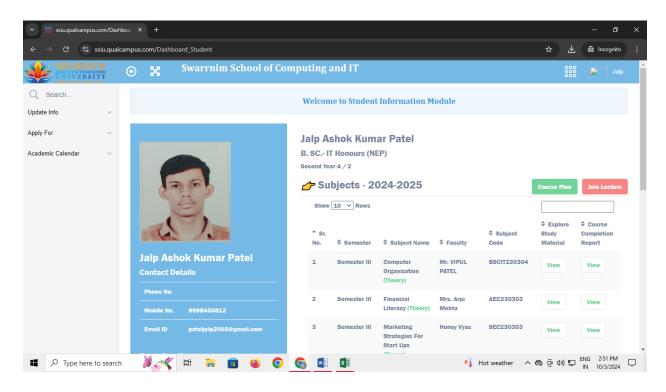
Please enter your credentials to Log in:



After successfully logged in, the Student Information Dashboard will be shown like this.



If you want to switch from one module to another module, please click on the Swarrnim logo or toggle button.

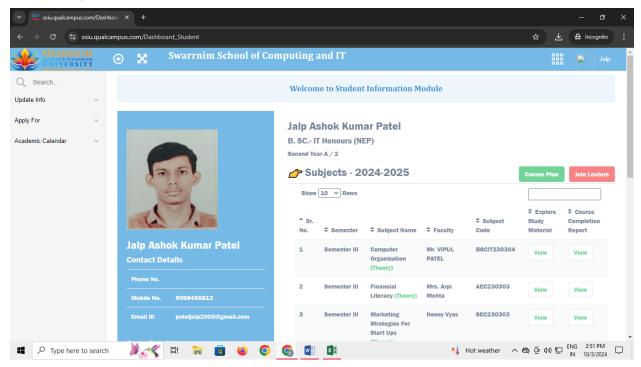




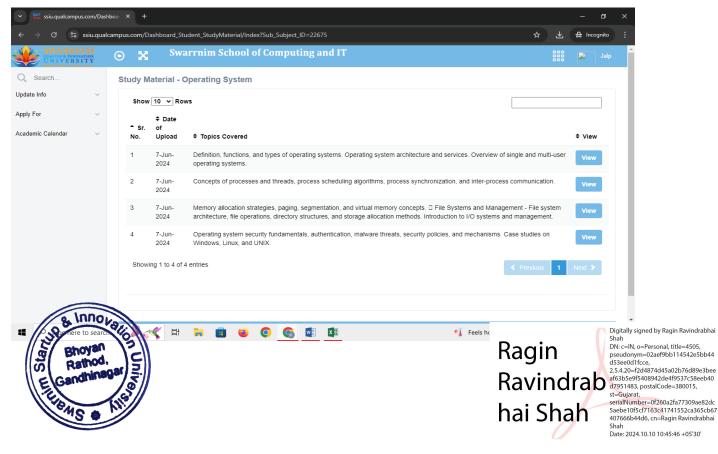
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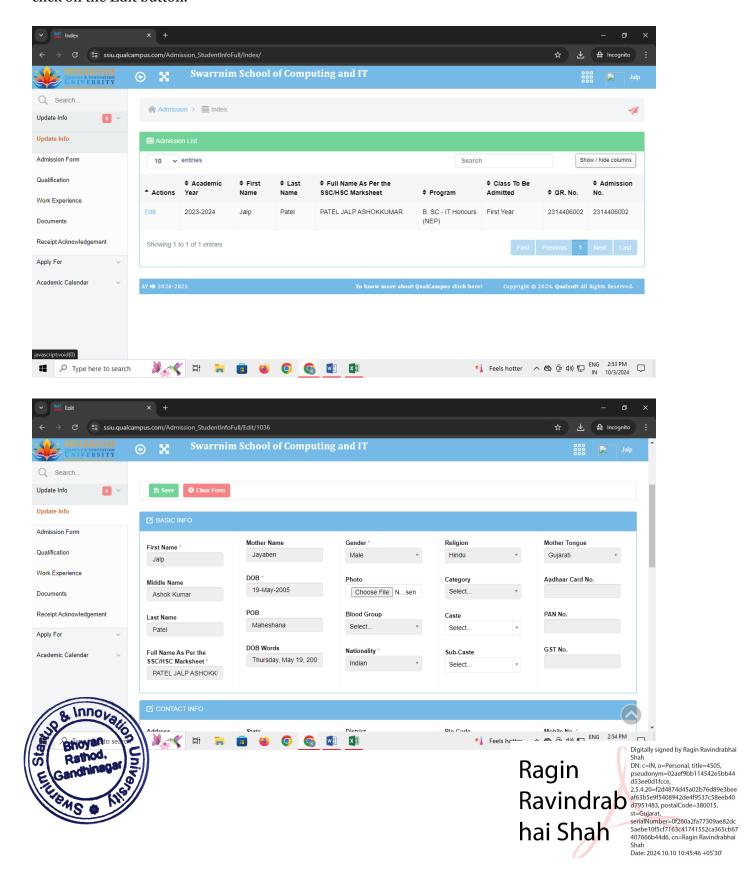
**1. Student Information Module:** In the student information dashboard, you can see your personal information, study material as well as course plan on the right-hand side. On the left-hand side, you can find the list of Menus.



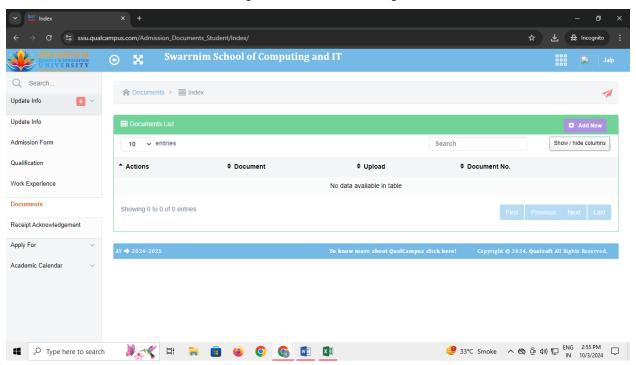
Once you click on the View button, it will show all the study material uploaded by the faculty for the subject. Please click on the view button to view the study material of.



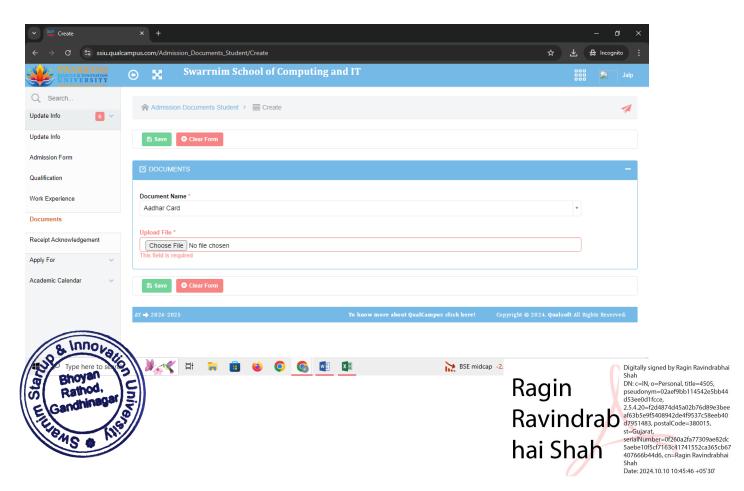
**Update Info:** If Student wants to update his information, please click on the Update Info and click on the Edit button.

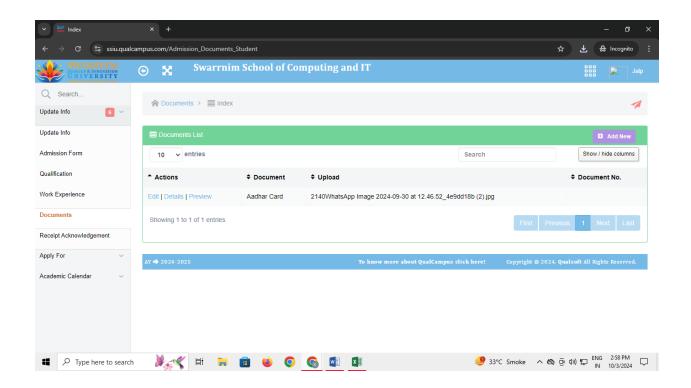


**Documents**: If a Student wants to upload the Documents, please click on the Add New button.

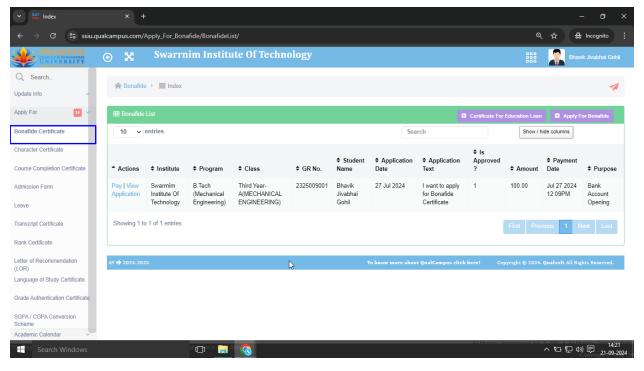


Select the Document name which you want to upload and attach the document and click on the Save button.





Apply For Bonafide Certificate: If a Student wants to apply for the Bonafide Certificate, please click on the Certificate for Education Loan or Bonafide Certificate as per the requirements.





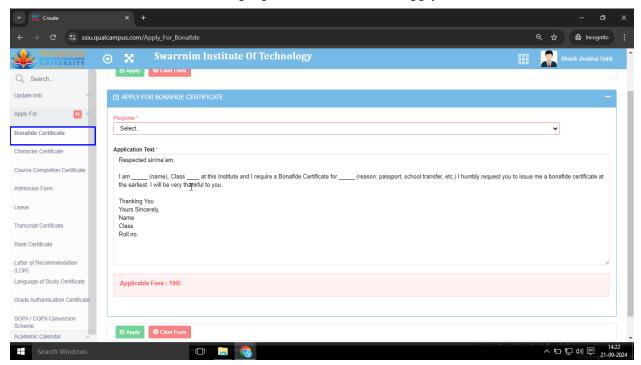
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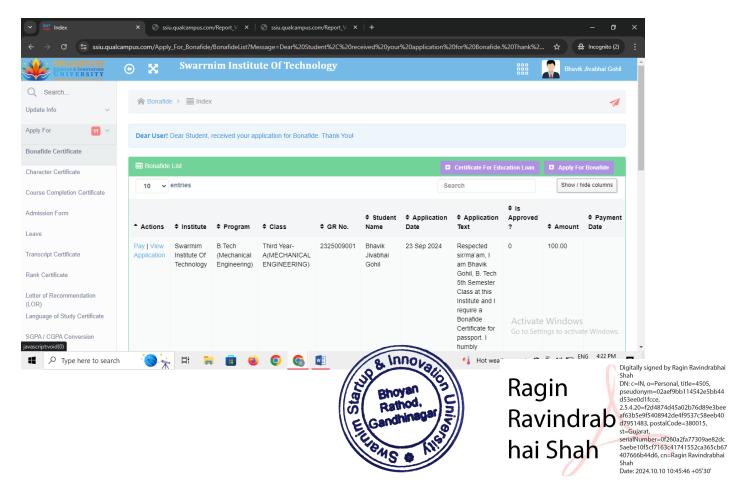
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Fill in the correct details, select the purpose and click on the Apply button.

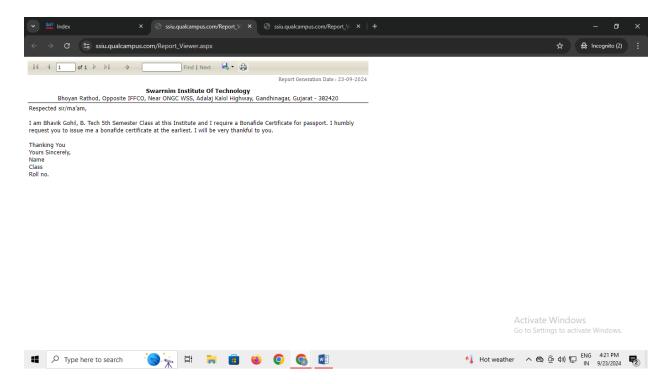


Once students applied for the Bonafide Certificate, it will show the message details below.

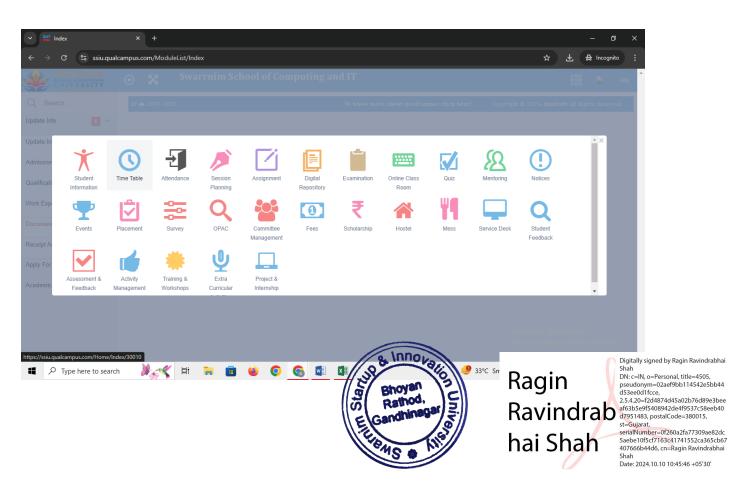
Dear User! Dear Student, received your application for Bonafide. Thank You!



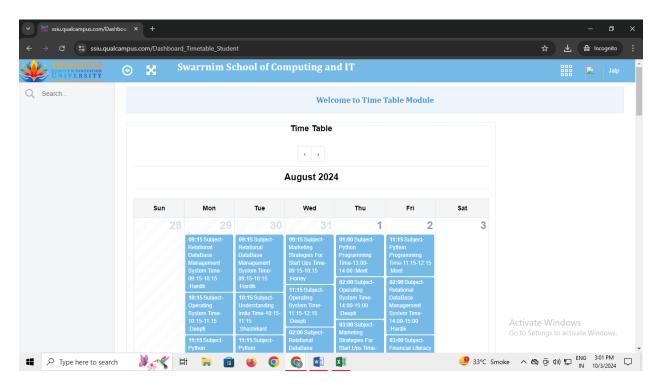
Please click on the View Application to view the documents, students can download the Application and submit the application to the Student department.



**2. Time Table module:** If students want to view the timetable or schedule lectures, please click on the Time Table module.



It will show the Scheduled lectures.

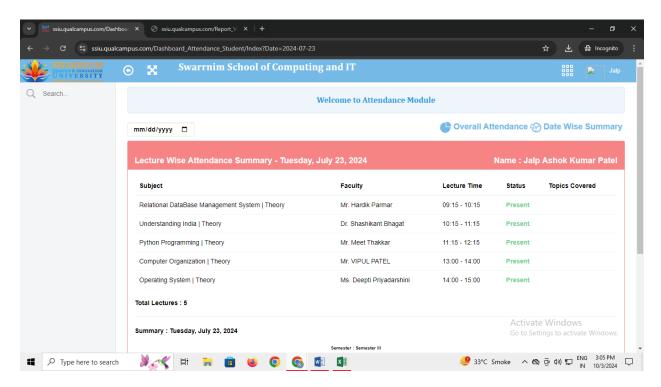


**3.** Attendance module: If a student wants to view the Attendance, please click on the Attendance module.



It will show the Today's Attendance of a student.

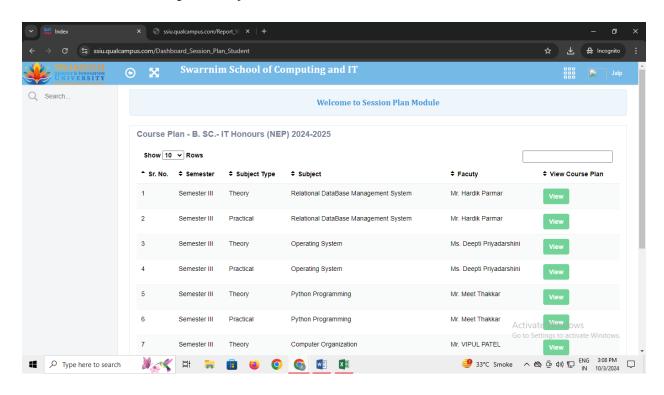
If a student wants to view the Overall Attendance, please click on the Overall Attendance.



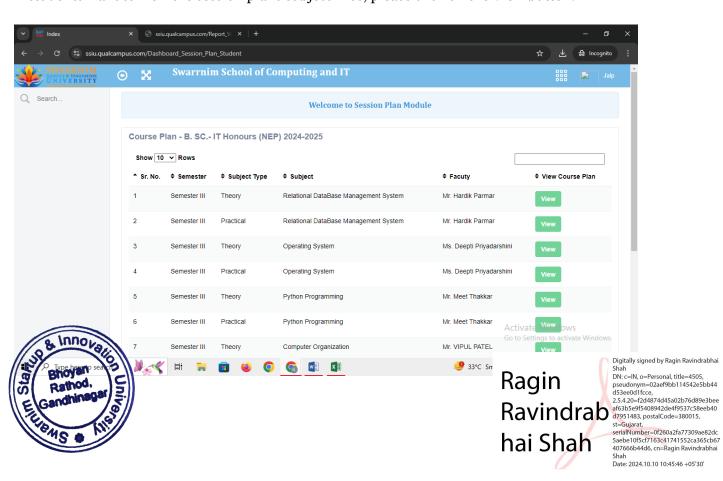
**4. Session planning module:** If students want to view the session plans of a subject, please click on the session planning module.



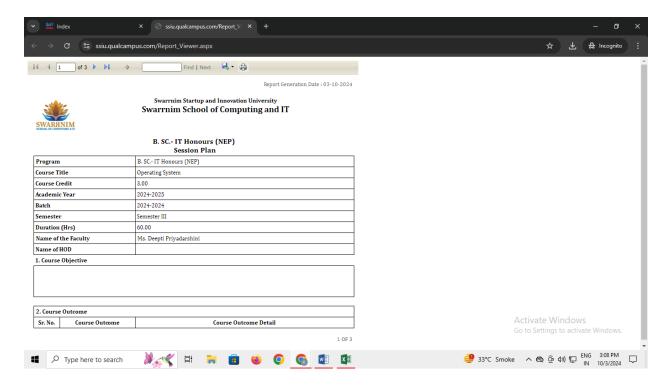
It will show the Session plans subjects wise.



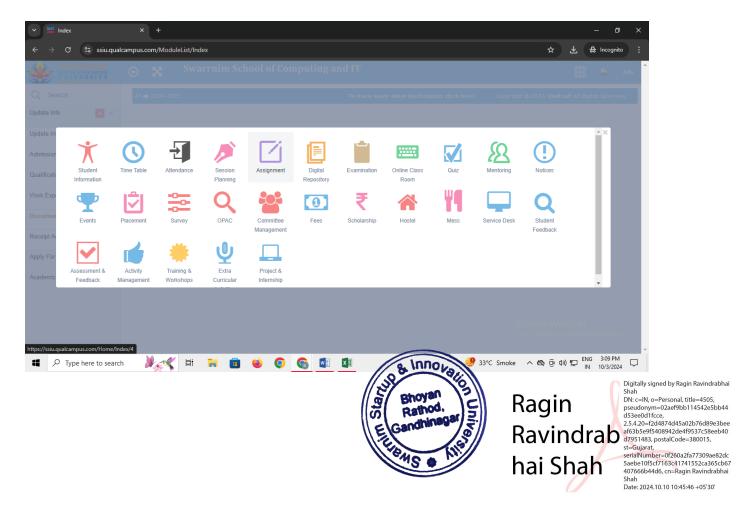
If students want to view the session plans subject wise, please click on the View button.



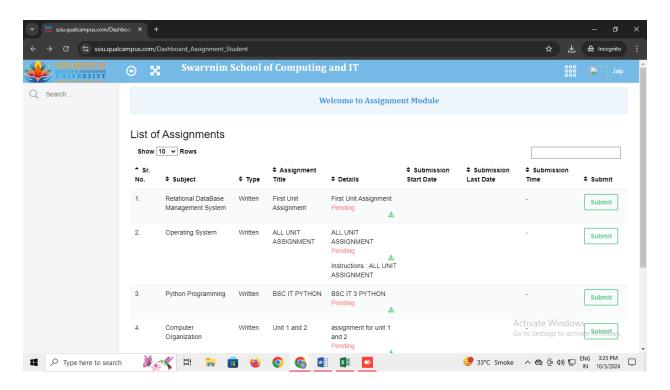
It will show the session plan details subject wise.



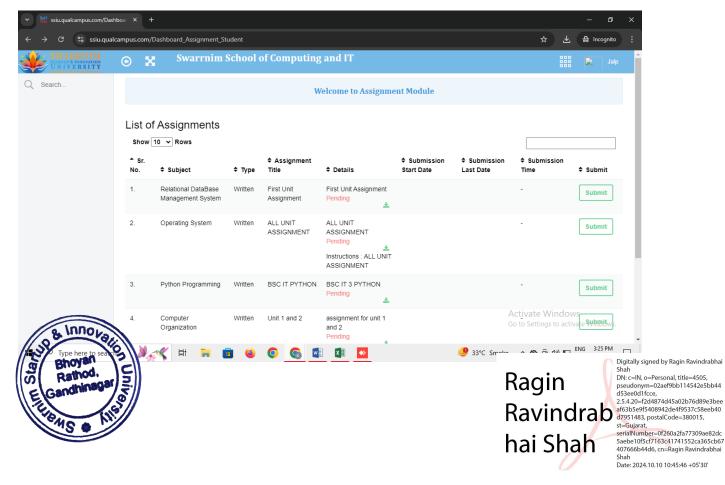
**5. Assignment module:** If students want to view the Assignment details which the student has submitted and submit the new documents, please click on the Assignment module.

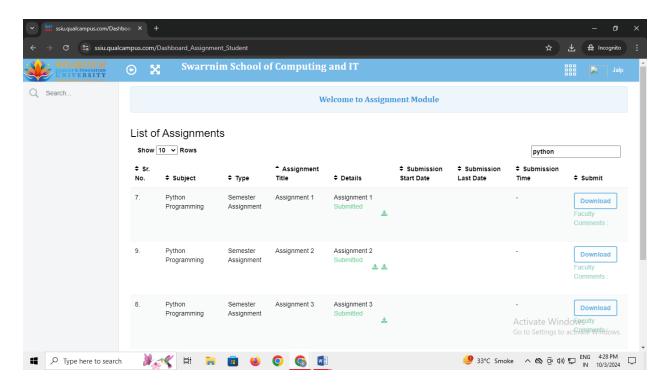


If students want to download the attachment uploaded by the faculty, please click on the download icon button.

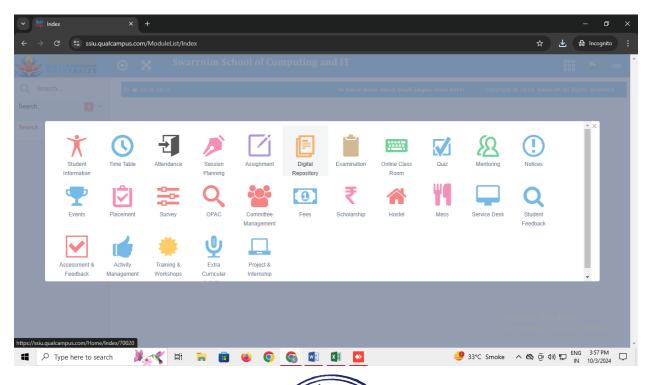


Once a student submitted the assignment, students can download the assignment by clicking on the download button.





6. Digital Repository module: If students want to view the study Material uploaded by the faculties, please click on the Digital Repository module.

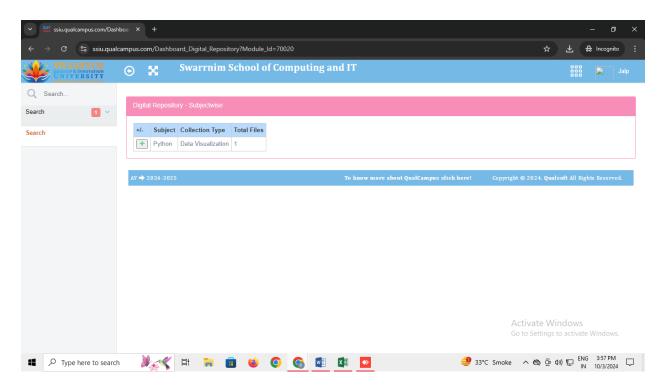




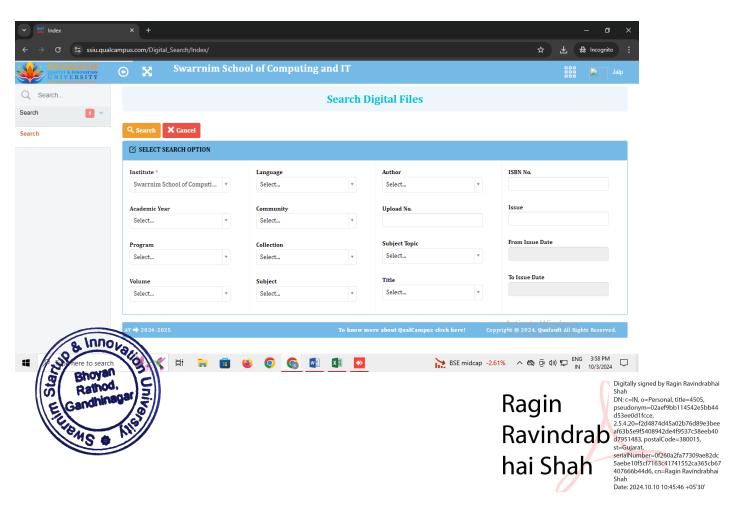
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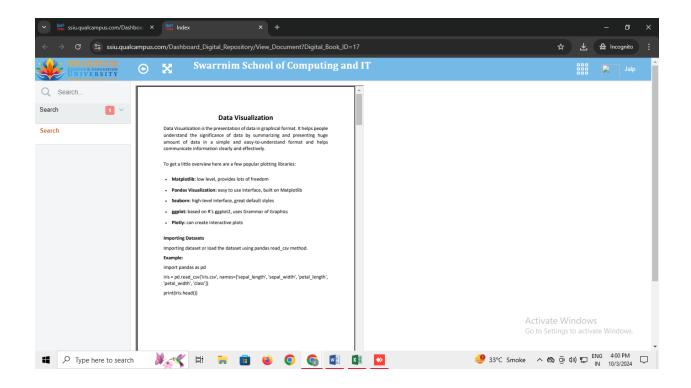
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It will show all the study Material uploaded by the faculties on the Index page.

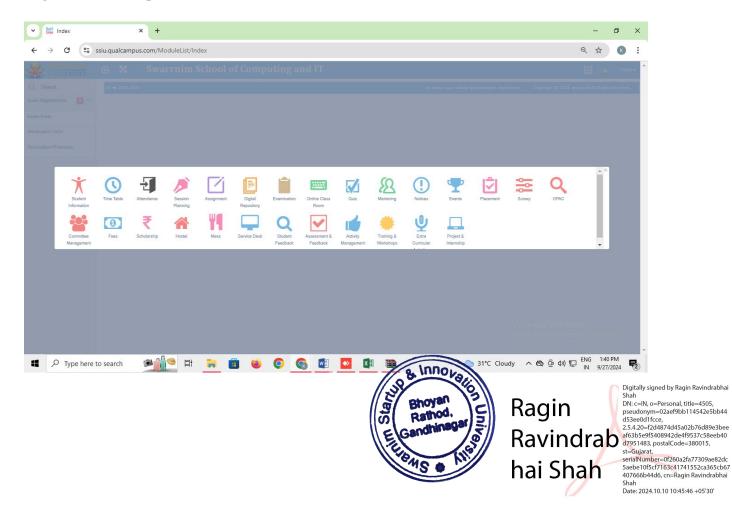


If a student wants to search the documents or videos, there are a number of different options like Subject, Author and Title, please select the different parameters as per requirements.

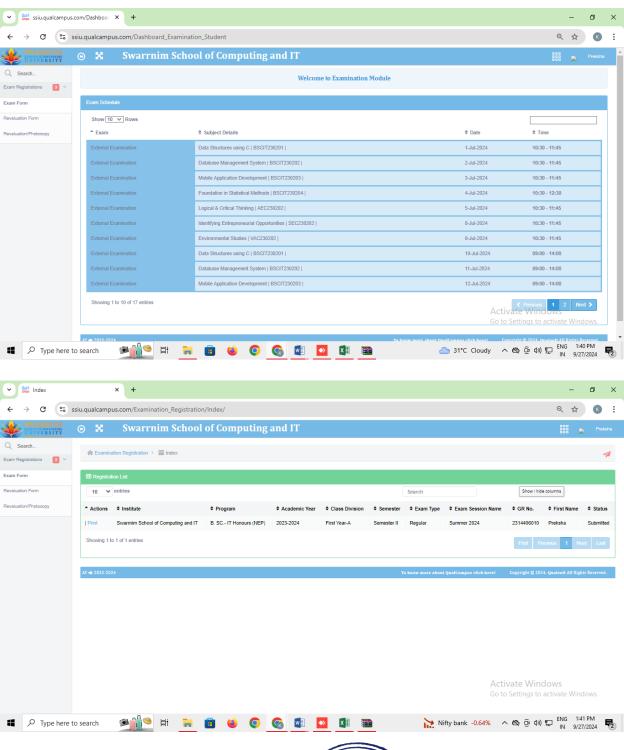




**7. Examination module:** If students want to view the Exam Schedule and fill the Exam Registration form, please click on the Examination module.



It will show all the Exam schedule details, Exam Registration form on the index page of the Examination module.





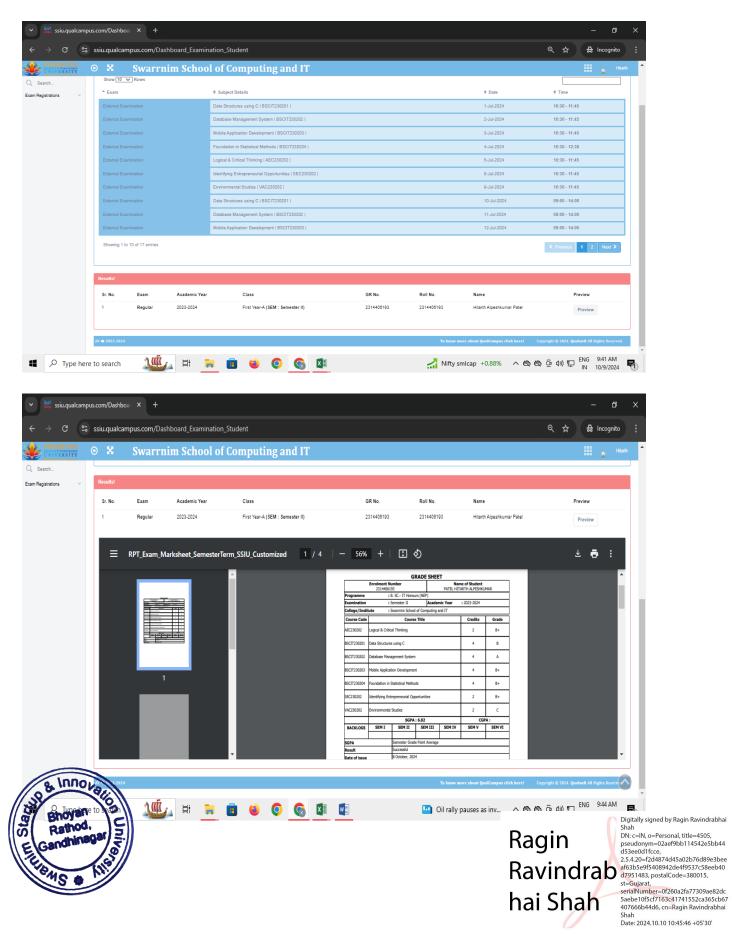
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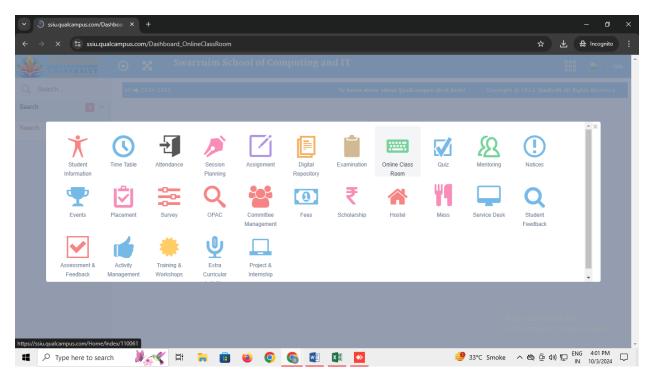
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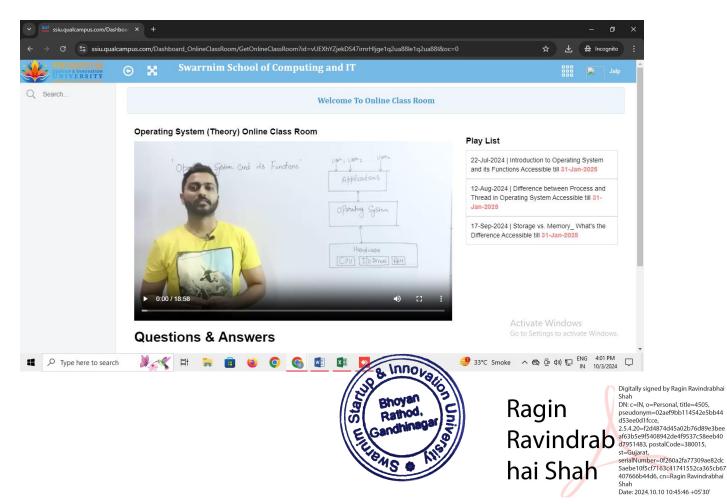
Result Display: Student can view his exam result.



**8. Online Classroom module:** If students want to view the Lectures record videos uploaded by the faculties, please click on the Online Class Room module.

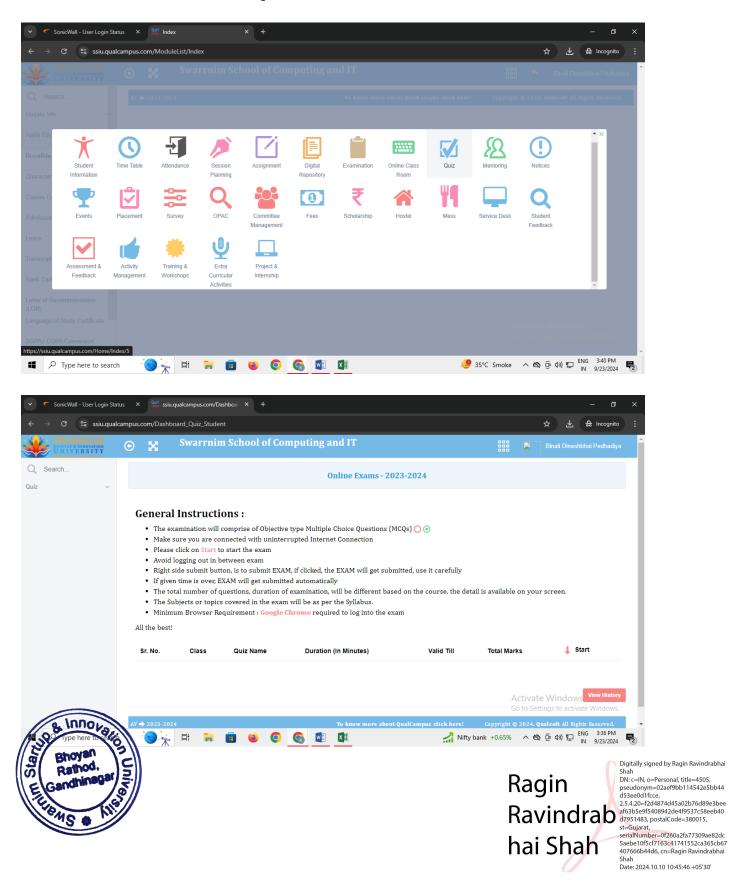


It will show all the Lectures record videos uploaded by the faculties.

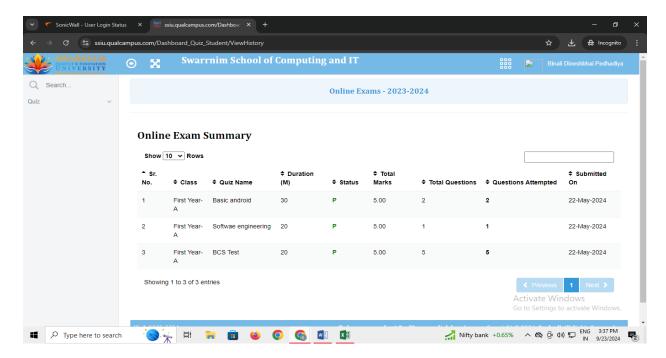


## 9. Quiz module: If students want to attempt the Quiz, please click on the Quiz module.

Once the Faculty schedules the Quiz, it will be shown in the Quiz Index page. So, students will select the Start button and Start the Quiz.

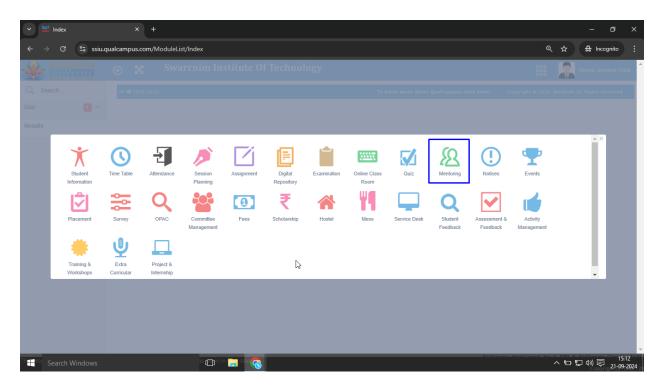


If students want to see Quiz marks and Admin or faculties select the Marks visible to students option then please click on the Result it will show the Quiz obtained marks to student.

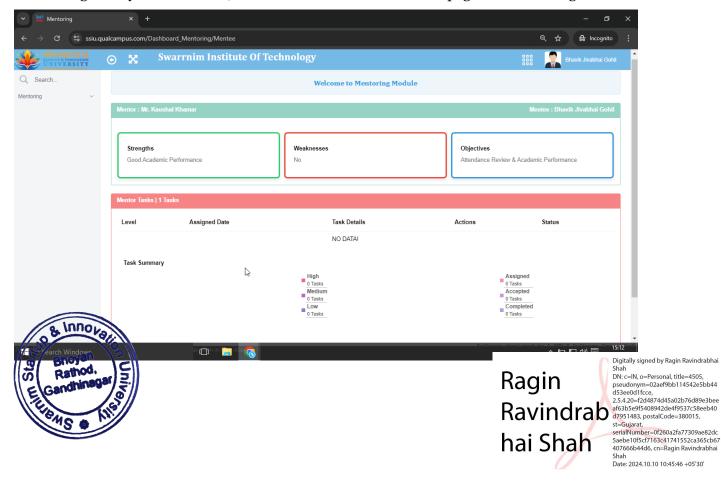




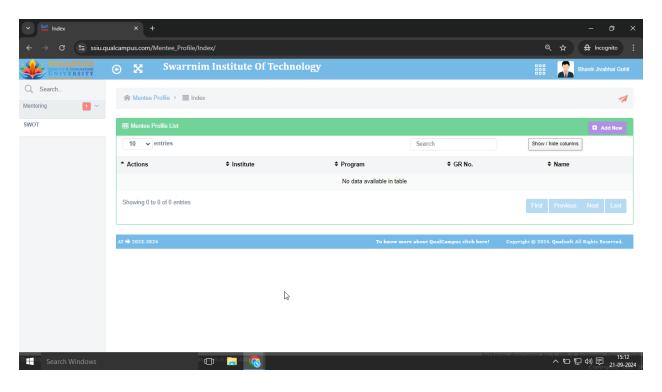
**10. Mentoring module:** In the Mentoring module, students do the different tasks assigned by the faculties and will add SWOT (Strength, Weakness, Objective, Opportunities and Threats). Once students add the SWOT, the mentor will work on the student SWOT.



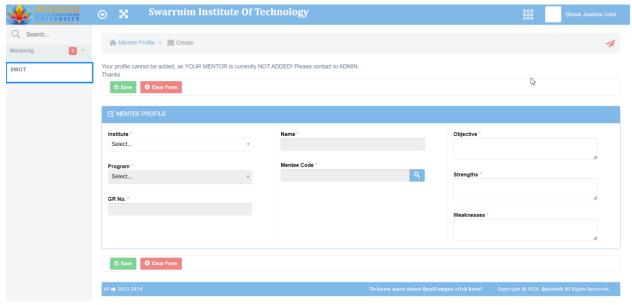
Task Assigned by the faculties, will be shown on the Index page of Mentoring module.



Students will fill the SWOT first, to fill the SWOT students will click on the SWOT and click on the Add New button.

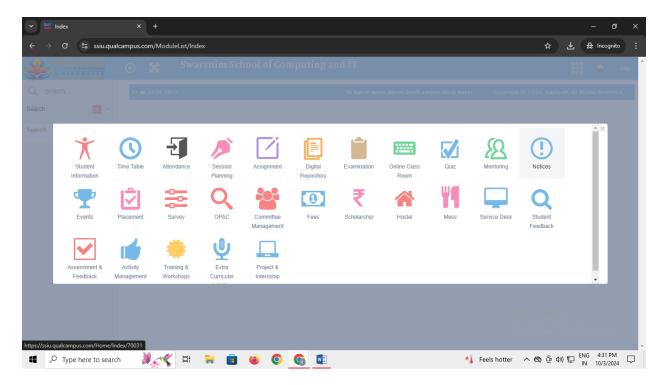


Students will fill the Objective, Strengths and Weaknesses.

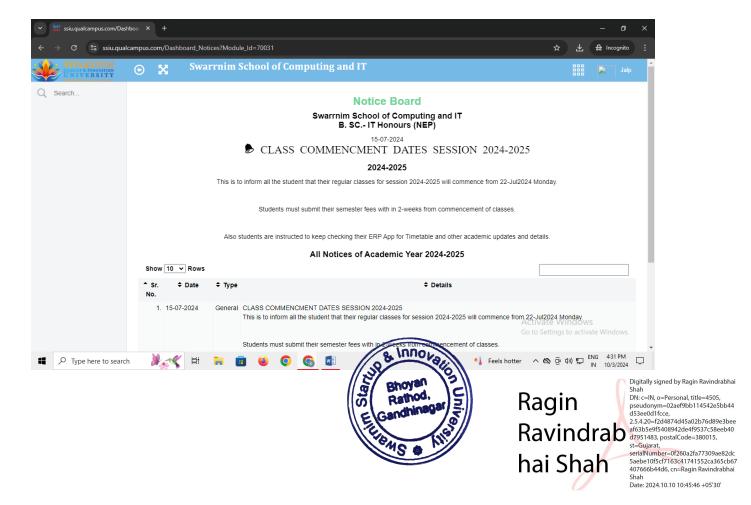




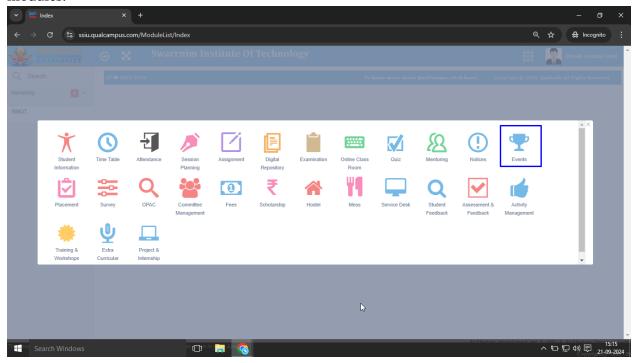
11. Notices module: To view the Notices issued by the institute click on the Notices module



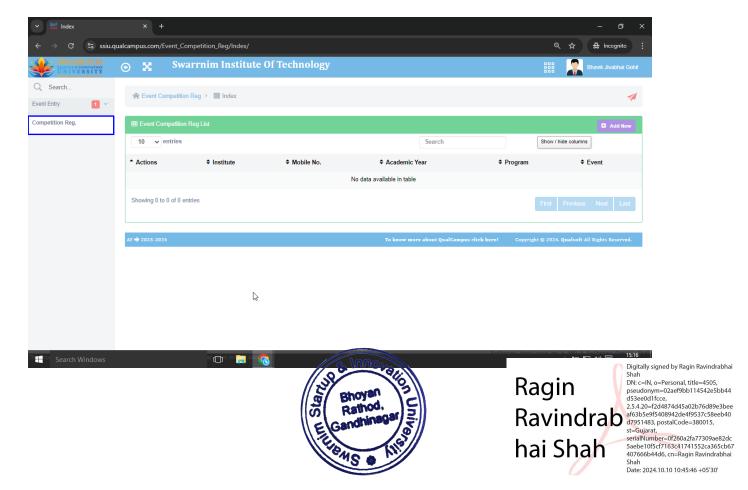
Notice Board will be displayed and it will show all the notices issued by the Institute. On Top the latest Notice issued by the institute will be displayed.



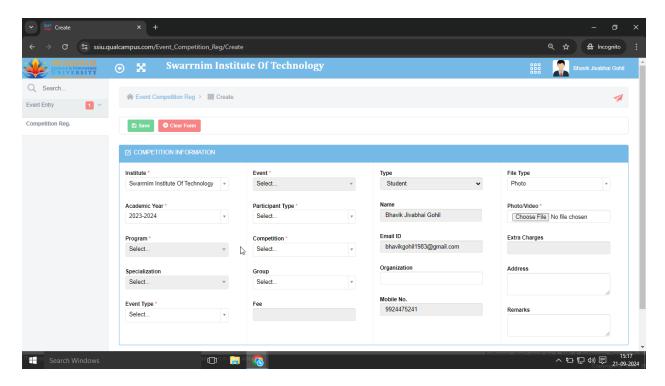
**12. Events module:** If students want to take part in any Events, please click on the Events modules.



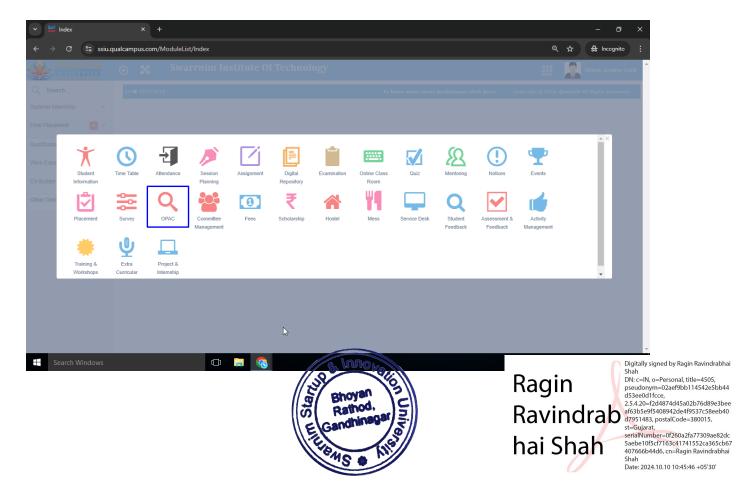
Students will click on the Competition Reg. then click on the Add new button for registrations which student want to registered



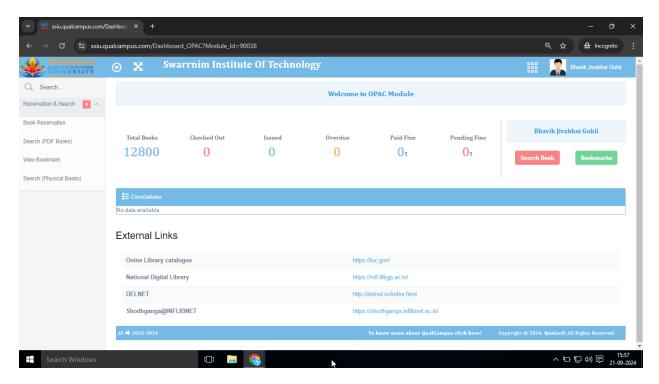
Students will fill in the details Event Type, Participant Type and Competition and click on the save button.



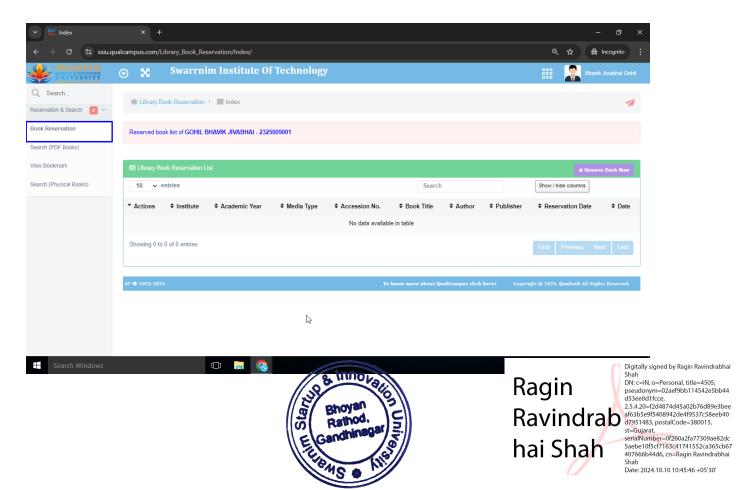
**13. OPAC module:** In the OPAC module, If Students want to Reserve the Book, Bookmark the PDF, search the Books and want to search Physical Books, please click on the OPAC module.



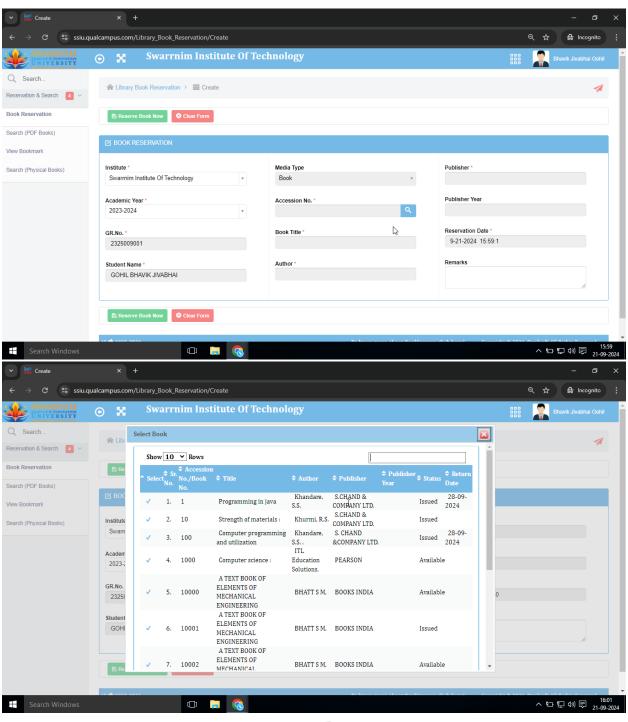
The OPAC Module Index page will be shown like this and it will show the Total books details and External link which is added by the Librarian.



**Book Reservation**: In Book Reservation, to Reserve the Book Students will click on the Reserve Book Name.



To reserve the book, students will select and search the Accession No. and will select the book which students want to reserve and once it is reserved the Librarian will know it is reserved by the student.



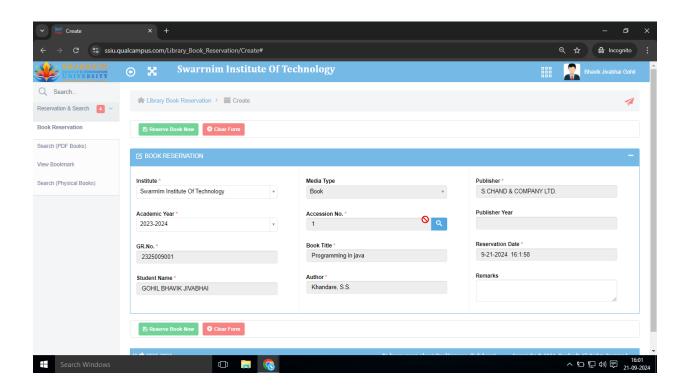


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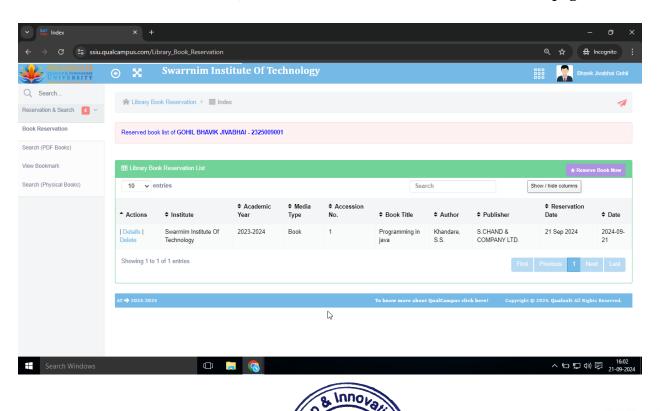
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Once students reserve the book, it will show on the Book Reservation Index page.



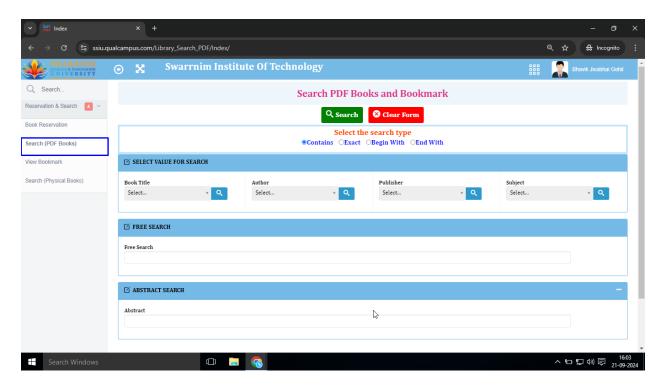
Bhoyan



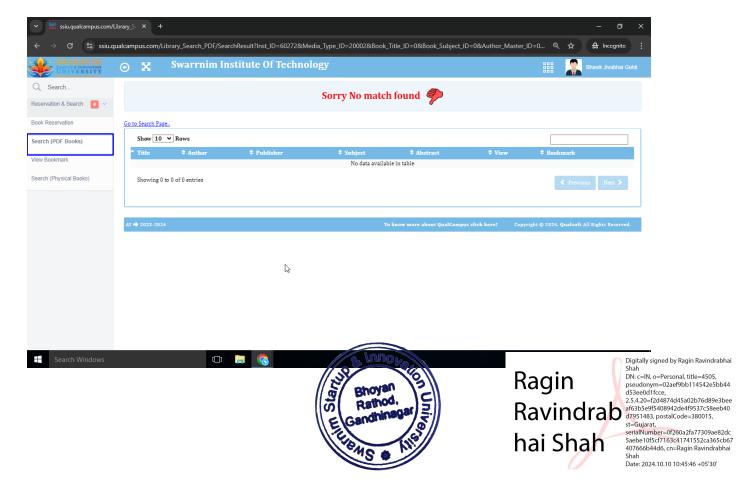
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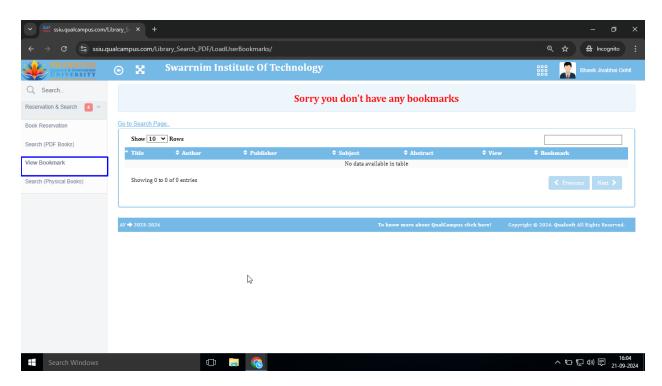
**Search (PDF Books):** If students want to search the PDF Books which have been uploaded by the Librarian. To search the PDF Books, please click on the Search button and as per the requirement you can select the filter like Book Title, Author and Subject.



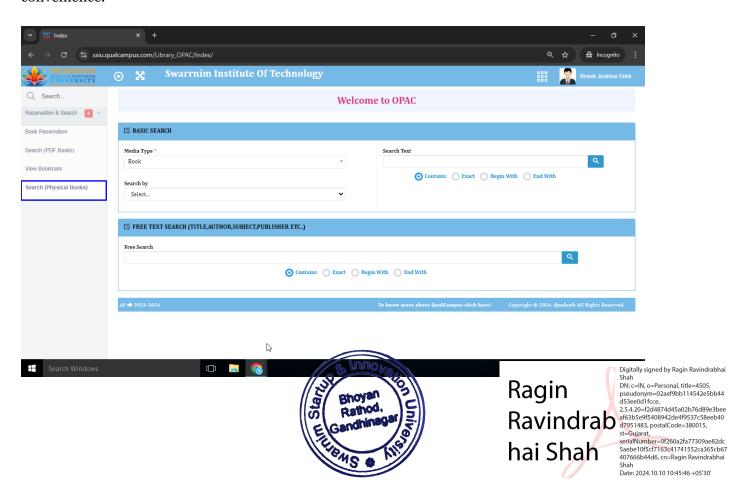
If it is uploaded by the Librarian, it will show all the PDF books.



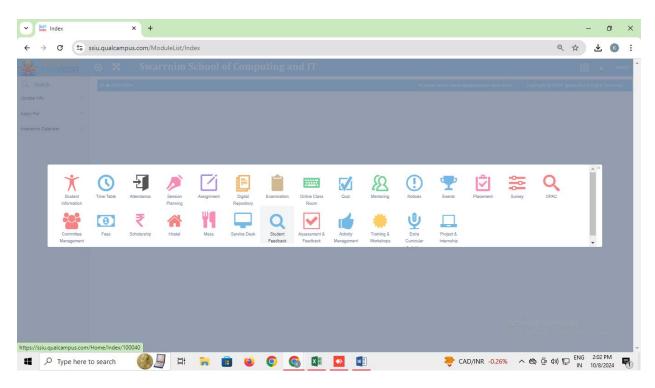
View Bookmark: If students bookmark the books, it will show in View Bookmarks.



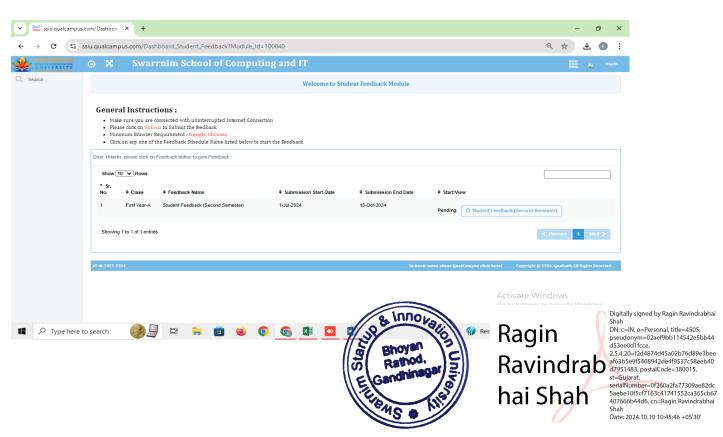
**Search (Physical Books):** If a student wants to search the physical book soft copy uploaded by the Librarian, please search the option by Media Type, Search by and Search Text as per the convenience.

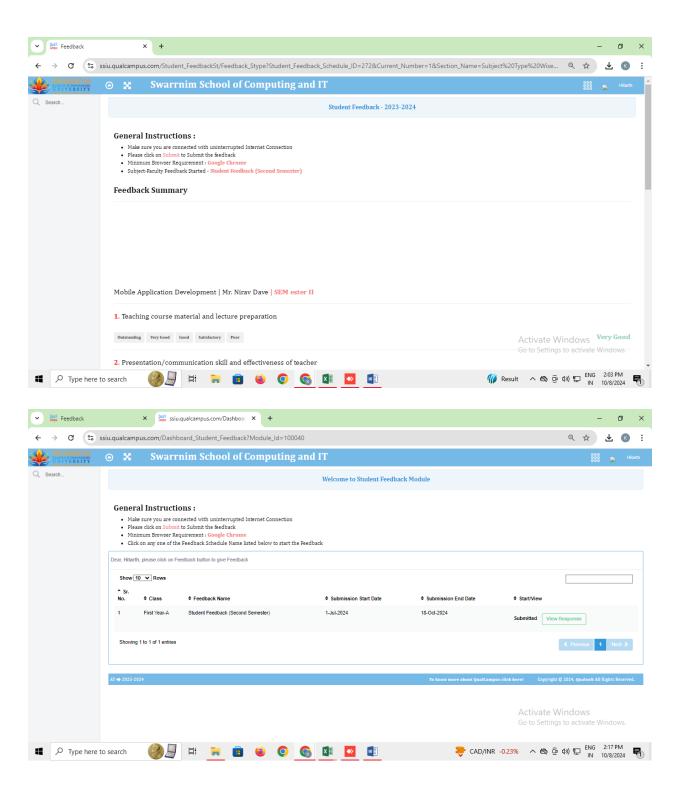


**14. Student Feedback:** In Student Feedback, students will give the Feedback against the faculties once setup is added by the admin, to give the feedback please click on the Student Feedback module.



In the Student Feedback Index page, it will show the Start Feedback option, so students will click on the Start Feedback and will give the feedback. Once it is submitted, students can view the feedback by clicking on the View Response button.







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Ravindrab

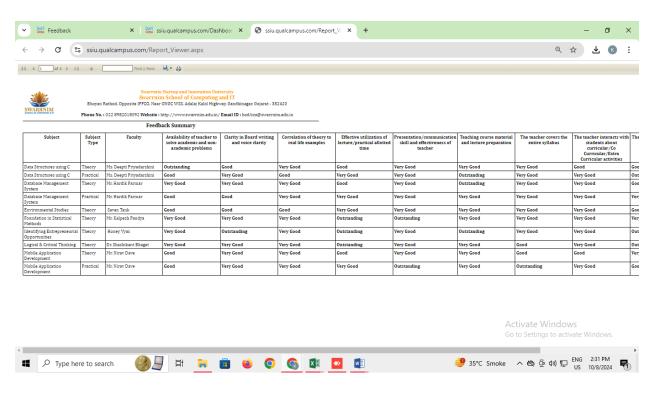
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It will show the feedback report which is given by the student.







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