Ref. No. SBSSTC/FZR/COE/2021/ *1366*   Dated: - *29/01/2021*

AD/DA/Dean PG/HODs

Sub: Procedure for filling of Exam Forms in HOD Logins for November 2020 Examination

All HODs are requested to ensure that the forms must not be filled for students who

- *are NOT REGISTERED*

- *have LEFT the institute*

at the time of commencement of exams.

Also the admit cards are to be printed only after checking the examination fee receipts and locking the forms.

A. <u>The exam forms may be filled by using any one method:</u>

a) **through intranet** site https: ://10.11.11.11

b) **through internet-**The examination website can also be accessed on internet through the college website www.sbsstc.ac.in as per details below:

1. Click on the tab MySBSExam intranet on Top right in the college website.
2. The Fortinet window shall open, login to Fortinet.
3. **Do not close this window.**
4. Again go to college website and select MySBSExam intranet and examination webpage shall be displayed.

1. **Regular Exam Forms**: The forms are to be filled by respective departments and **not by the students individually.**
    a. Visit the intranet site 10.11.11.11/ college website as mentioned in A and Login as HOD.
    b. For new students and 3rd semester students, go to **HOD Control>Student Control.** Select **degree, batch, during year and session.** Select Group for each student, Press **Update.**
    c. Go to dropdown **Sem-End Examination>Compulsory Courses**
    d. Select the **Degree&Batch** then relevant regular courses. Press **Submit&Lock.**
    e. Go to dropdown **Sem-End Examination>Elective Courses.**
    f. Select the **Degree, Batch and Elective type.** List of students will be displayed. Select the relevant elective courses for each student. Press **Submit&Lock.** *Kindly ensure that elective course chosen for each student is correct as it is very difficult to make correction later on.*

g. Go to option **PrintRG Forms**. Select the **Degree&Batch**. List of forms will be displayed. **Lock** the forms & take print outs.

2. **Reappear Examination Forms:**
   a. Visit the intranet site 10.11.11.11/ college website as mentioned in A and Login as HOD.
   b. Go to dropdown **Examination>Print RP Forms**. Select **Degree**. A table appears giving detail of various students whoever have filled the reappear forms. Any form can be seen and printed using **Print** button.
   c. After confirming the fees submission, **Tick** the student and **Lock** his/her Exam Form.

3. **Creating logins for old students** (prior to 2011 batch):
   a. Go to dropdown **HOD Control> One Student**.
   b. Give the Roll Number of the student and fill up student information. Press **Update/Insert Student** button. The default password for this student is 12345 and student's Roll No. is his/her Login ID.

4. **Marking Detentions:**
   a. Go to dropdown **Sem-End Examination>Mark Detentions**.
   b. Select **examination** (regular/reappear), **wing, semester**.
   c. Select **Roll no**. and then **Course Code**.

5. **Marking Not Registered Candidates:**
   a. Go to dropdown **HOD Control >Not registered**.
   b. Select **Degree, semester**.
   c. Select **Roll no**. and give remarks (if required).

6. Password of students:
   a. Go to dropdown **Department>Student Control**. Select the **Degree, Batch**. List of student with their passwords is displayed.
   b. The profile of student may be locked or unlocked as desired.

7. All the information that is locked will appear as ☑

(signature) 29/1/21

Deputy Controller (C &S)

(signature) Rajeev Kumar 29/1/21

Controller of Examinations

Copy to:

- College website