

Chapter-16

Login Portals of Students' and Officials'

16.1 Students' Login

Each student registered with the University can get himself/herself registered on the portal of Examination Wing i.e. www.dcrustedp.ac.in or www.dcrustedp.in. The requirements for the purpose of registration are:

- (a) Roll Number-cum-Registration Number
- (b) Name of Candidate
- (c) Mobile Number
- (d) E-mail ID

All the activities related to students' examinations are online and students can avail the following facilities through their login portal:-

- (i) To view the results.
- (ii) To download the Detailed Marks Cards of all results.
- (iii) Can apply for re-evaluation.
- (iv) In case there is any re-appear he/she can apply for re-appear examinations as per rule.
- (v) Can apply for inspection of Answer sheets.
- (vi) To get Transcript and Provisional Degree.
- (vii) For the remedy of other grievances the students has to submit through login portal only.

16.2 Teaching Department/Institution Login

Each teaching department of the University and affiliated institution is provided with a username & password for the following activities:-

- (i) To upload all types of awards i.e. Sessionals/ Practical/ Dissertation/ Project/ Summer Internship etc.
- (ii) To upload eligibility list of students.
- (iii) To download result notifications of their concerned department /institution.
- (iv) To download the admit cards before the commencement of examinations.
- (v) To monitor the progress of evaluation work of Answer Scripts.

16.3 Faculty Login

Each faculty member who is assigned the job of evaluation of Answer scripts shall be provided a username and password for the purpose of uploading of marks. Faculty members of University Teaching Departments/ Institutions shall upload their marks after evaluation through their login portal. Only the online uploaded awards are accepted for the final results of students.

16.4 Examination Centre Superintendent Login

For smooth conduct of examinations various examination centres are created by the University. Examination Centres are deputed with Examination Centre Superintendents. Each Centre Superintendent is provided/ facilitated with the following information in online mode for

smooth conduct of examinations:

- (a) Student strength for each examination.
- (b) Attendance Chart/Signature Chart of the students.
- (c) Remuneration Bill of faculty/staff.

Centre Superintendent has to perform the following exercises through his/her login portal:

- (i) Upload the attendance of the students on daily/session basis.
- (ii) Upload the attendance of the faculty/staff members on daily/session basis.
- (iii) Upload the UMC cases.
- (iv) Upload the additional students who are not in the list.
- (v) Generation of Remuneration Bills after the last examination.

16.5 Login of Officials of Examination Wing

There are different types of login portal for the officials of examination wing as per the nature of work. All the work of examination wing is done through different login portals.

• Conduct Branch Login

- (i) Issuance of Date Sheets.
- (ii) Appointment of Practical Examiners.

• Secrecy Branch Login

- (i) Coding of Answer Scripts.
- (ii) Appointment of Coding Staff.
- (iii) Allotment of Coded answer sheets to various evaluation centres
- (iv) Generation of login IDs' of Faculty/ Staff Members.
- (v) Generation of Remuneration Bills.

• Result Branch Login

- (i) Issuance of Transcript.
- (ii) Issuance of Provisional Degree.

• EDP Centre Login

- (i) Process and Declaration of all the results of all the programs.
- (ii) Printing of Result sheets, Result Notifications, DMCs & Degrees.
- (iii) Uploading the Scheme of Examinations of all programs run by the University.
- (iv) Correction in DMCs and Degrees.
- (v) Generation of program codes and college/ institutions codes.

• Re-evaluation Branch Login

- (i) Download list of students who applied for re-evaluation.
- (ii) Download list of students who applied for Inspection of Answer Scripts.
- (iii) Generation of Remuneration Bills.

16.6 Controller of Examinations Login

Controller of Examinations being the Chief Executive of Examinations related activities. He is provided his login portal such that he can monitor all the activities and can pass information to any official.