



# ERP MANUAL

## V1.01.06



Campus.Technology

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## Admissions

Campus.Technology provides an intelligent admission platform for capturing examination data, validation of credentials, capturing supporting documents, capturing photos, providing information about brochure, integration of payment gateway where students can pay admission form fee, migration of student form pre-admission to post admission, adding scholarship, virtual counselling with the students, psychometric test, online admission test, capturing visit history of the students to the campus, capturing interaction history.

Updating brochure link:

Step 1: Click on admission option from the left hand side

Step 2: click on the brochure option



Step 3: Paste the brochure link and website link. Click on update

A screenshot of the 'Admissions Brochure Link and Website Link' form in the Campus Technology dashboard. The form has two main sections: 'Brochure Link' and 'Website Link'. Each section contains a 'Brochure Link' field and a 'Website Link' field. There are 'Update' and 'Cancel' buttons at the bottom right of the form.

View application data:

Step 1: Click on admission option from the left hand side

Step 2: click on the Admission Data (2) option



Step 3: Click on the ID of the particular students to view the complete profile of the selected students

There is a search box that can be used to search for a particular student by name/ID/Program etc

Step 4: The payment reference and payment amount columns will provide information about the payment made by the students for the admission form

Configuring payment amount for the admission form

Step 1: Click on admission option from the left hand side

Step 2: click on Admission form fee. Click on edit to add the amount for the form. Merchant ID and password will be provided by the payment gateway provider (Payu Money/airpay). If this information is not available with you then please contact the accounts manager.

Collecting advanced payment from the students:

To collect advanced payment then

1. The lead has to enrolled as a student

Step 1: Click on admission option from the left hand side

Step 2: Click on Enroll students. Select the students and click on enroll to confirm the admission of the student

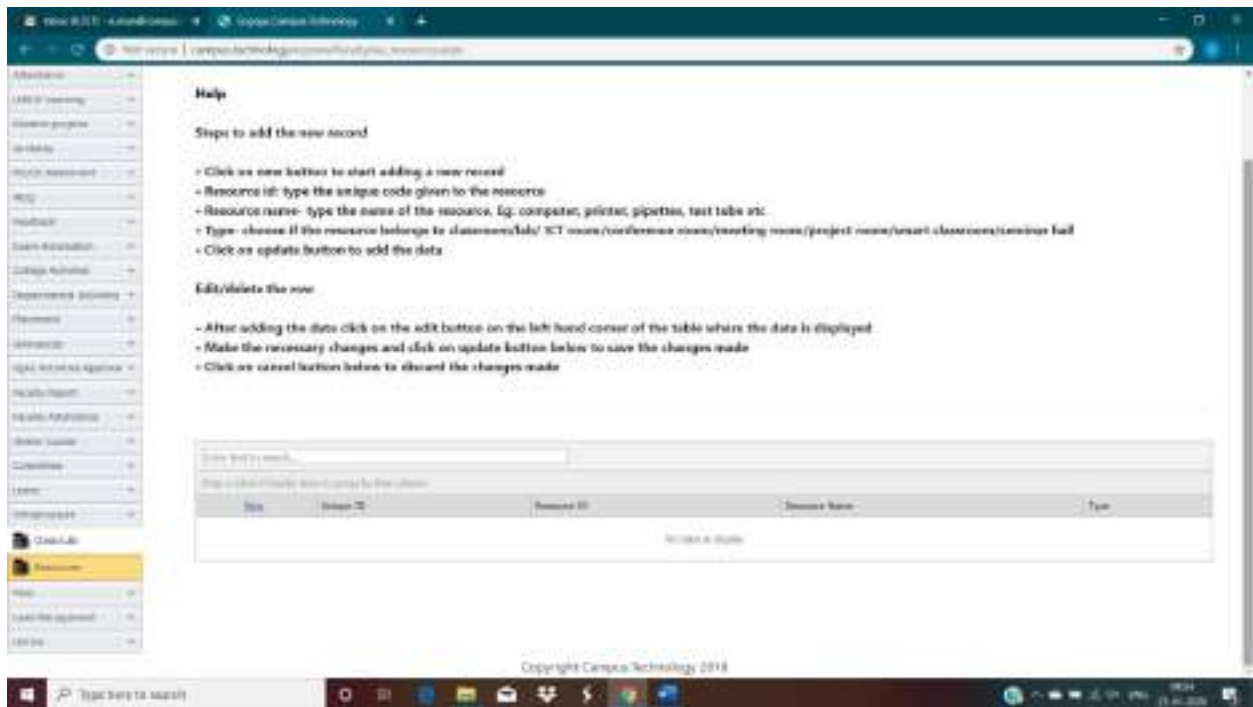
Once the admission is confirmed the student can pay all the fee for all the configured items as per the fee structure for her program/batch from the student app.



## Adding Class Rooms

It is important to add all classrooms and ICT Labs in the software. To create timetable, classroom or the location must be selected.

Click on Infrastructure – Resources



Steps to add the new record

- Click on new button to start adding a new record
- Resource id: type the unique code given to the resource
- Resource name- type the name of the resource. Eg: computer, printer, pipettes, test tube etc
- Type- choose if the resource belongs to classroom/lab/ ICT room/conference room/meeting room/project room/smart classroom/seminar hall
- Click on update button to add the data

Edit/delete the row

- After adding the data click on the edit button on the left hand corner of the table where the data is displayed
- Make the necessary changes and click on update button below to save the changes made
- Click on cancel button below to discard the changes made

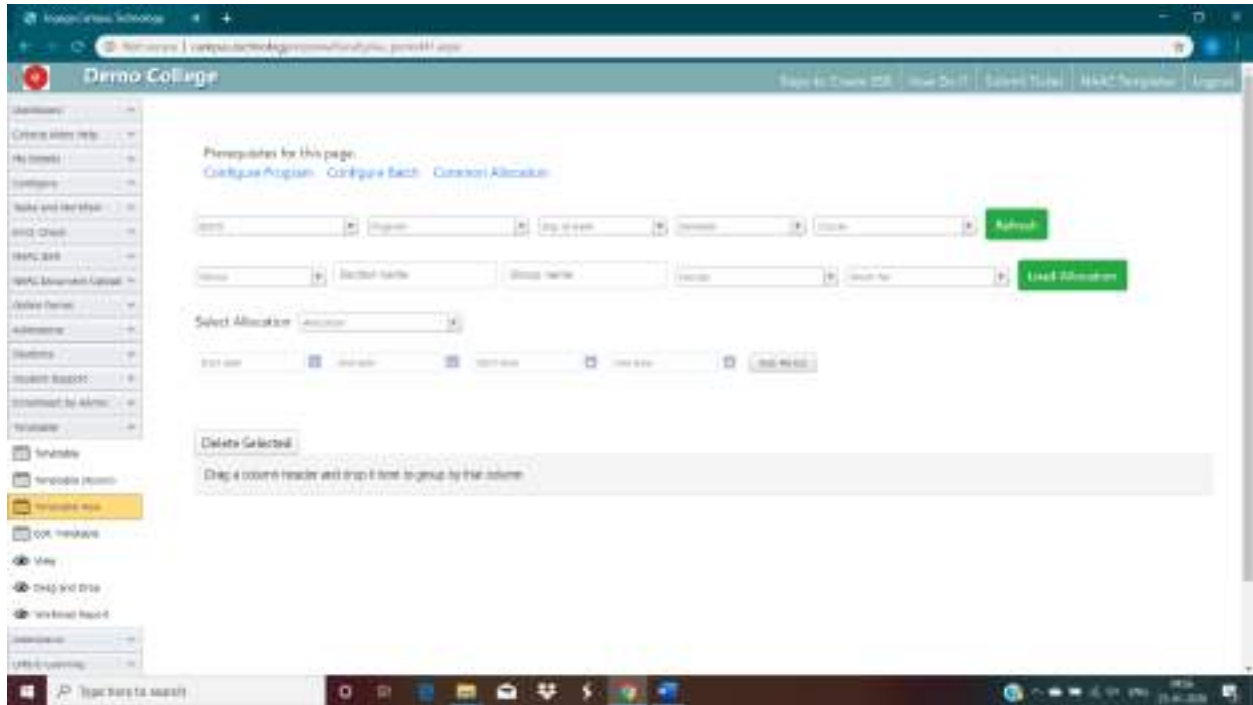




## Creating Timetable

Allocation and Enrollment must have been completed prior to using the Timetable. Rooms must have been added.

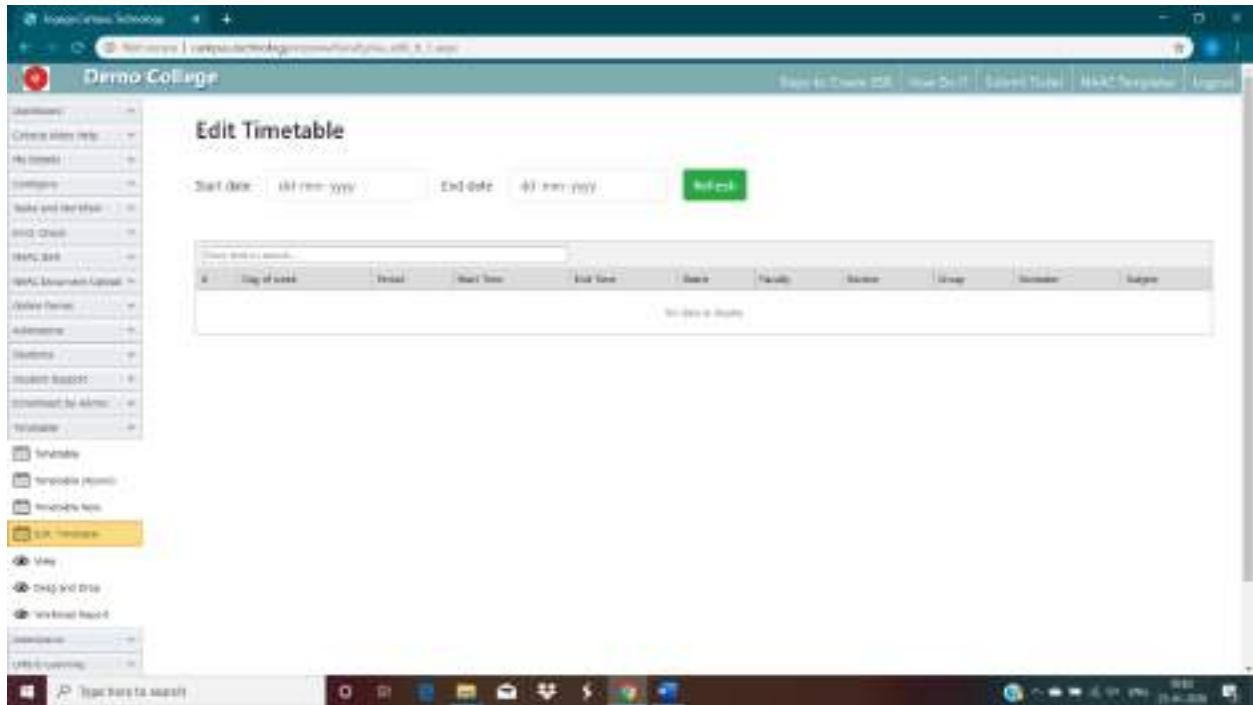
Click on Timetable – Timetable New.



Timetable may be created in bulk for the entire semester. For example, if any faculty A takes a class on every Monday 9.30 AM – 10.30 AM for semester starting from Feb 1 2020 till May 31 2020, you need to select the program, course, batch, semester, faculty, and then in the day of week, select Monday, Start date select Feb 1, 2020, Start time select 9.30 AM, End date select May 31 2020, End Time select 10.30 AM, in the room number select the room from the dropdownlist, in the allocation select the class, and click on create. It will create all classes on every Monday 9.30 AM – 10.30 for the entire semester for that faculty.

## Edit Time Table

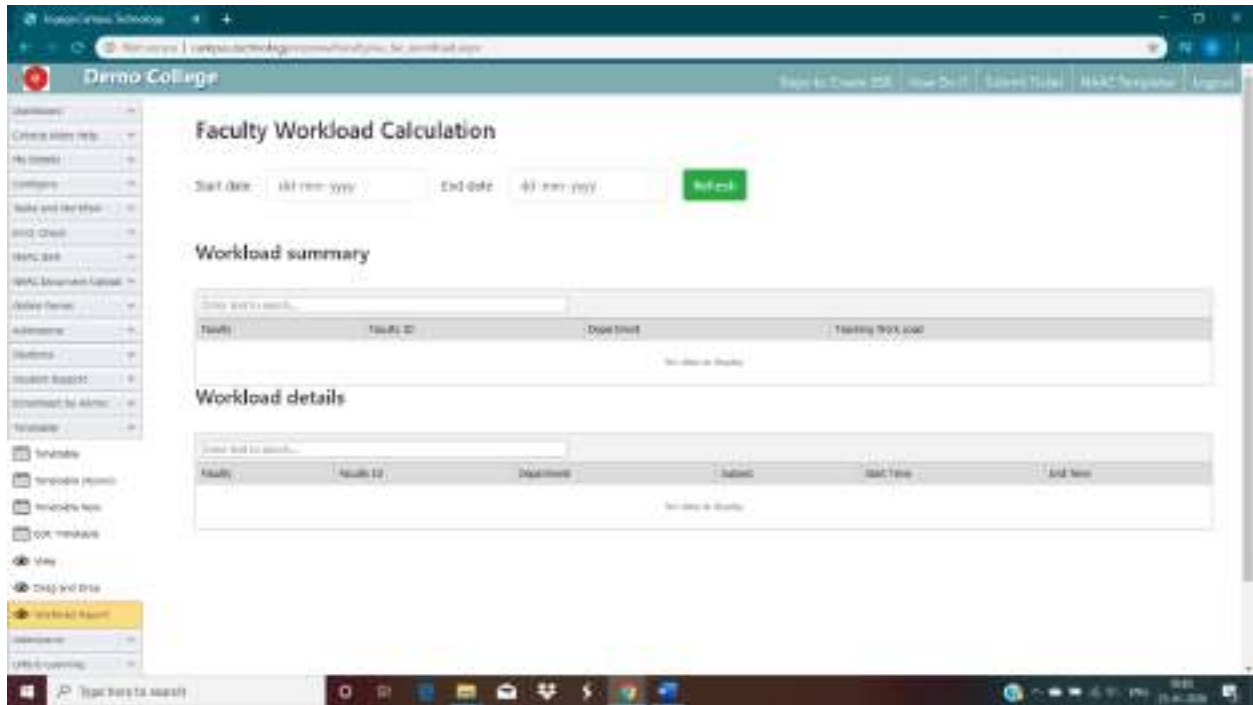
Time Table may be edited by the Admin or any user with role based access.



Select the Start date, End Date. All classes assigned during this period will be loaded. The same may be edited from this screen.

## Workload Report

Workload report will be automatically created from the timetable.



Select the Start date and the End date and click on refresh to load workload report summary and faculty wise for the selected time period.

## Attendance

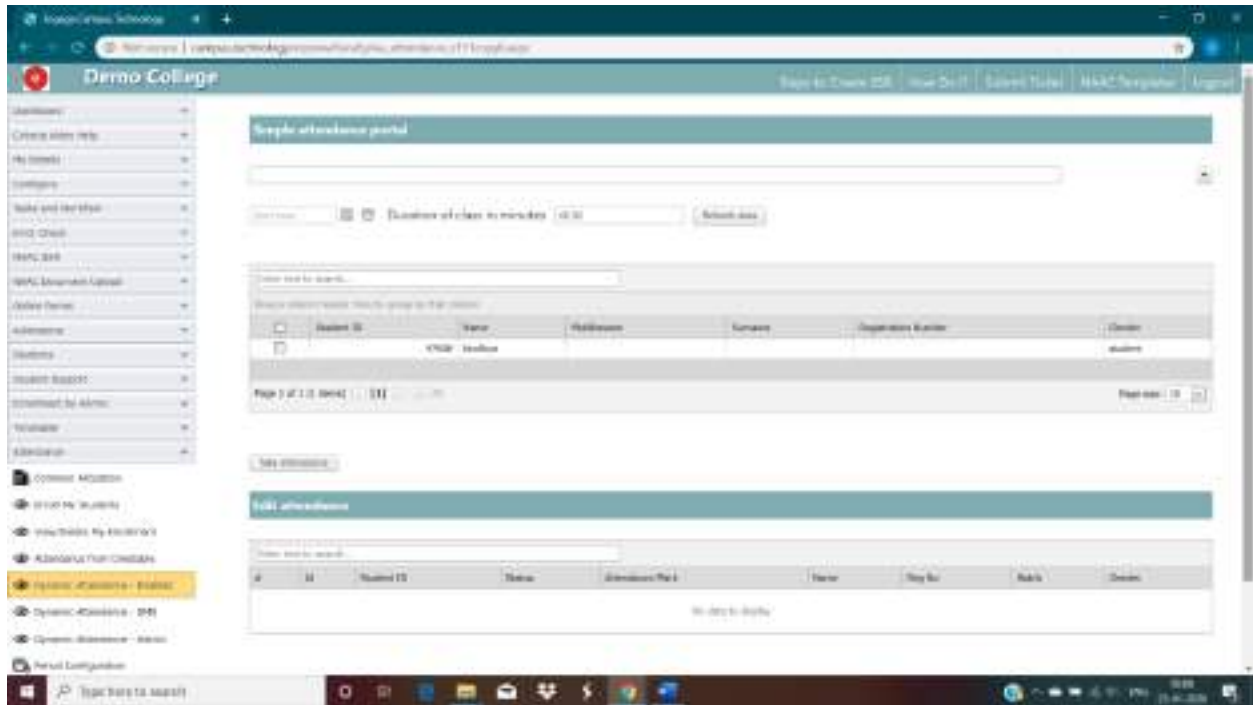
Attendance may be taken from timetable or without creating timetable. In case attendance is taken without creating timetable, timetable will be automatically created.

There are multiple ways to take attendance. The most common workflow is explained here.

### Dynamic Attendance – Without Timetable

This option **must not be used** if timetable is created. Otherwise taking attendance through this link will create duplicate timetable.

Click on Attendance – Dynamic Attendance Enabled.



Select the class from the dropdown list. Select start time and duration in minutes. All the students will be loaded. Click on the checkbox at the top end of the student list table to select all student. Any student selected will be marked as present and any student not selected will be marked as absent. Then deselect all students who are absent. You may also search the name of absent students in the search bar.

The students may be loaded in multiple pages. Click on Page Size to all at the bottom right hand corner of the student table to show all students or select all students from all pages before taking attendance.

Click on Take Attendance to take attendance.

## Dynamic Attendance SMS

The workflow is same as described above. Except that it will automatically send SMS to the parents of the absent students.

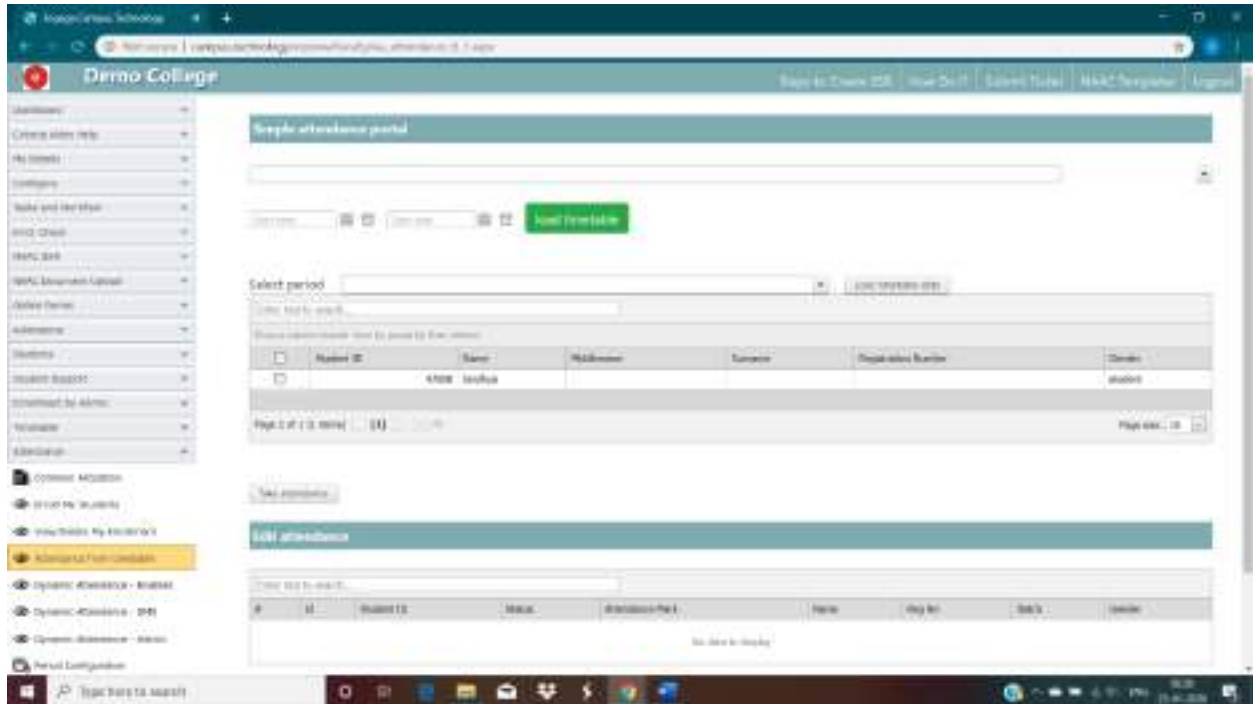
In order to use this module you must have parents phone number updated in the software and subscribed to a SMS pack.

This module **should not be used** if timetable is configured, as this module will automatically create timetable.

## Attendance from Timetable

This module should be used for taking attendance if timetable is configured.

Click on Attendance - Attendance from Timetable

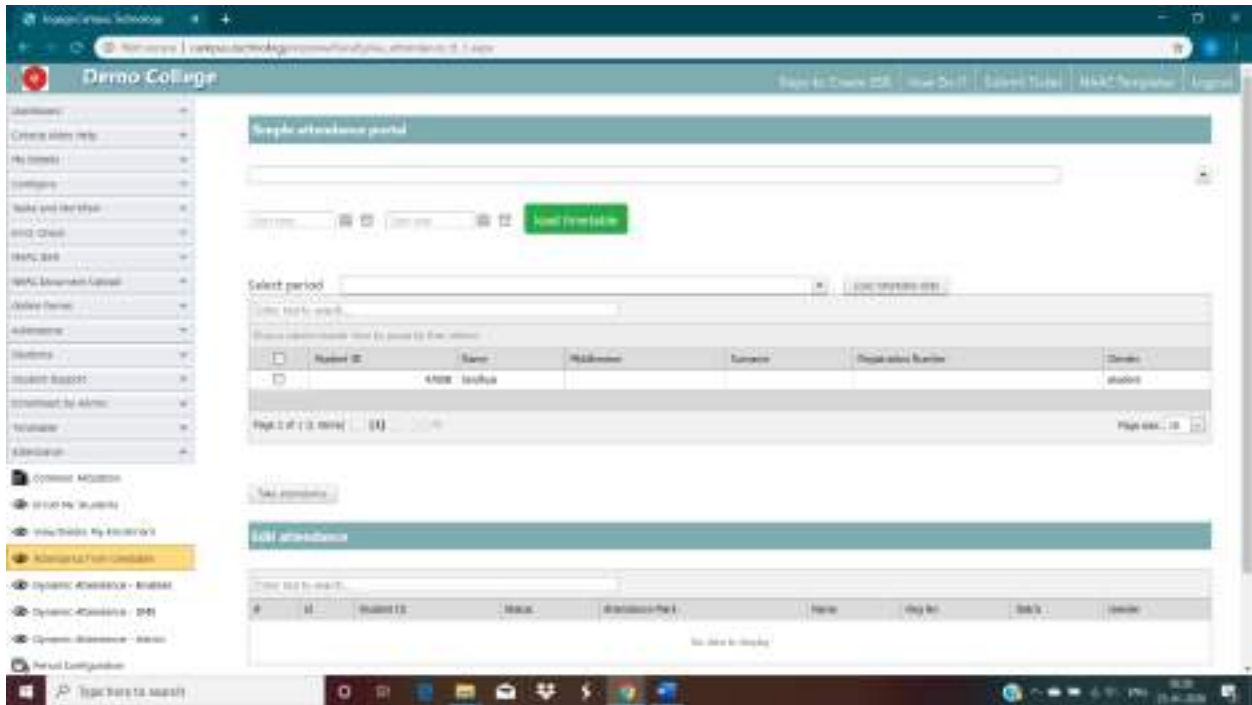


Select the class, start date and end date and click on load timetable. All periods for that class for the selected date range will be loaded. Select the period from the dropdown list. Select the students from the student table. All students selected will be marked as present and all students not selected will be marked as absent. The student list may be loaded in multiple pages, click on the All dropdown under Page Size at the bottom right corner of the student table or select/deselect students in all pages. The search button at the top bar of the student table may be used to search for any student. The check box at the top bar of the student table may be used to select all students. After selecting all present students, click on Take attendance to take attendance.

## Session Plan from Timetable

Faculties may upload session plan for each of the classes from the timetable.

Click on LMS – Session Plan New

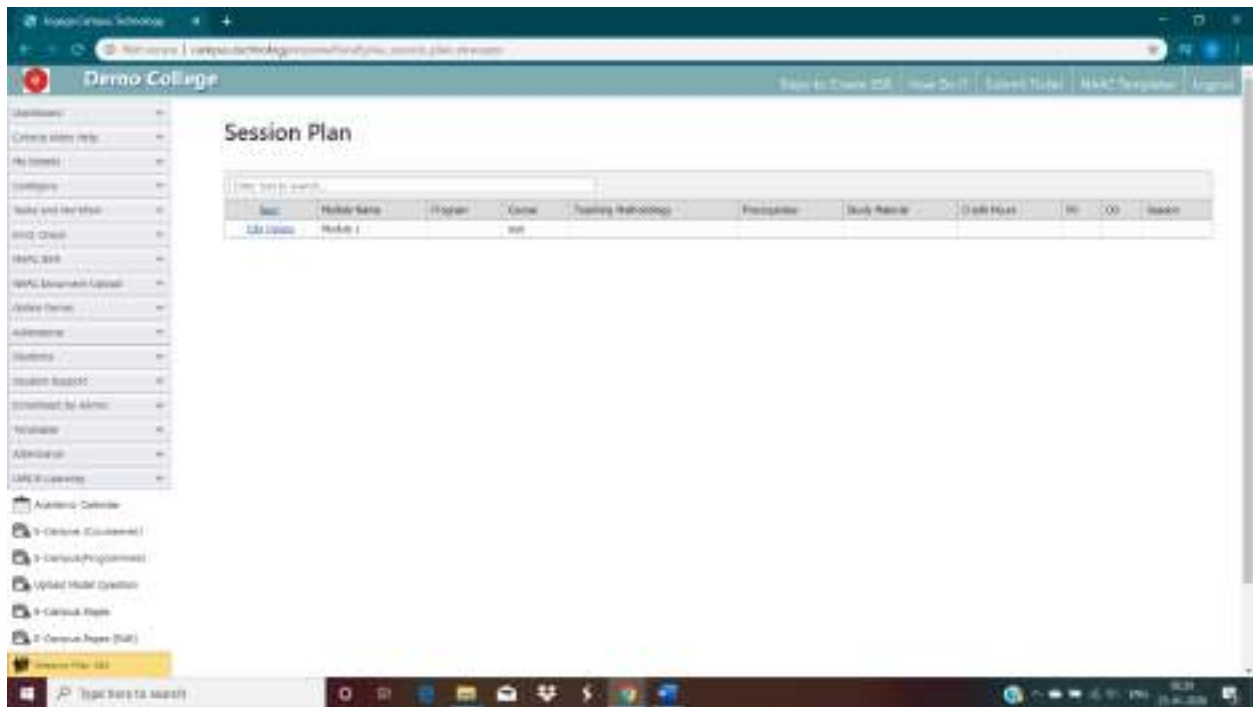


Select the start date and the end date and click on refresh. All classes for the selected period will be loaded from the timetable. Click on edit option for each of the class to update the topics to be discussed, mode of teaching (ICT/Chalk and Talk/Student Seminar or anything else), any prerequisite for the class and the link of any material uploaded for the class.

Click on update to save the records.

### Session Plan Without Timetable

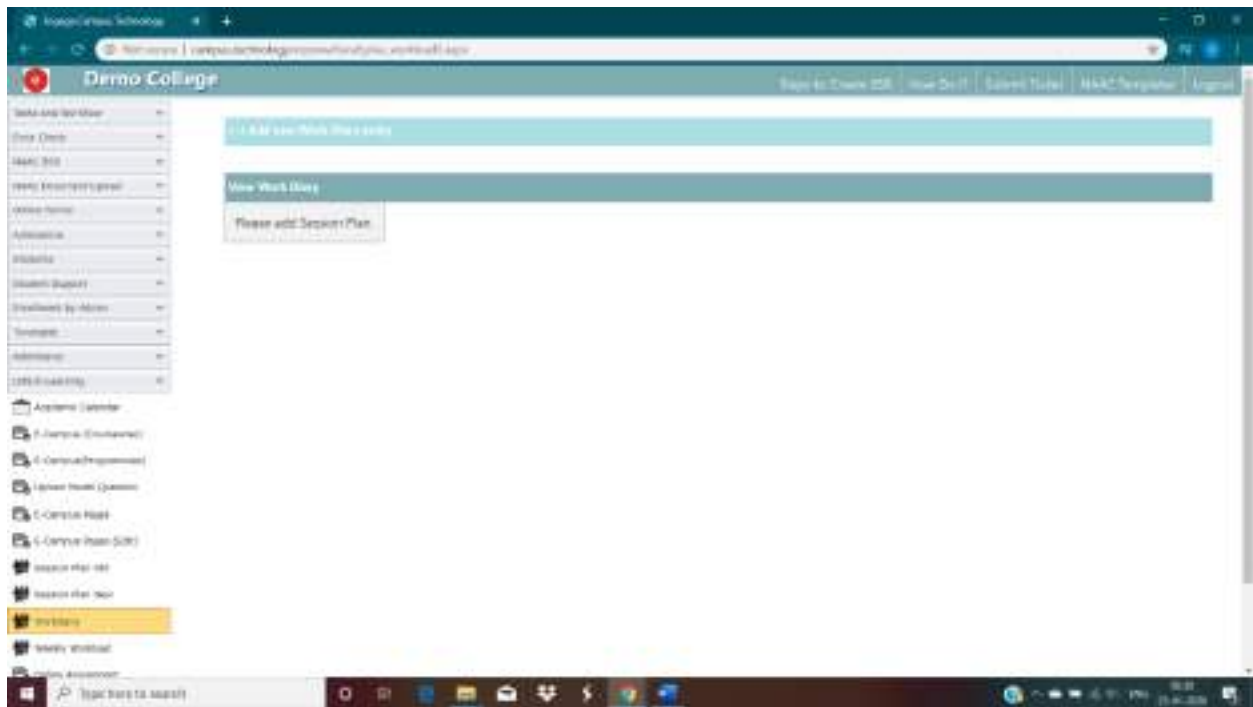
Click on LMS – Session Plan Old.



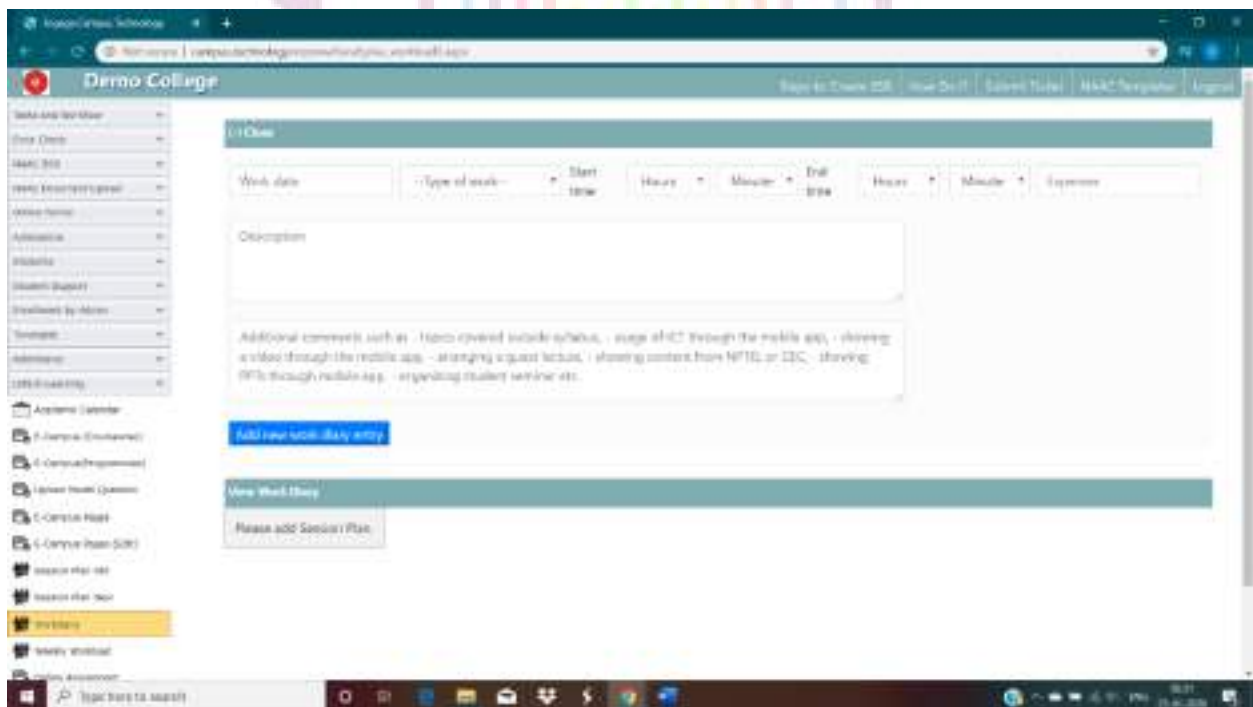
Click on New to add new records. Each topic may be mapped to one CO and one PO only for simplicity and clear mapping.

### Work diary

The daily work may be recorded by the faculties in the form of a workdiary. Click on LMS - Workdiary. Click on Add new record.



The following screen will be loaded.





Select the type of the work, and start time and end time for the work. In case any expenses are incurred, the same may be noted in the expenses tab. In case any topic is discussed outside the syllabus for the classes taken, please note that in the relevant column.

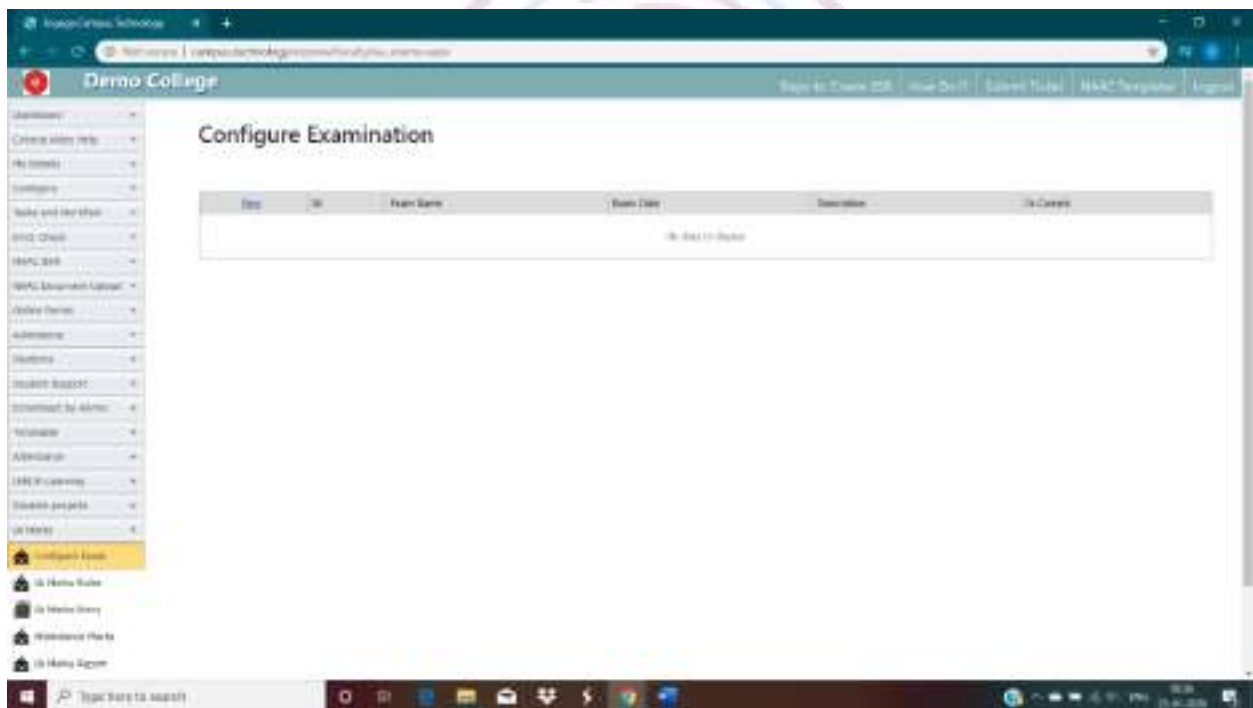
Click on add new workdiary entry to save the records.

## IA Marks

IA Marks may be recorded in the software and reports may be created. The software also provides with facilities for conversion of IA marks using template and conversion of attendance into IA marks.

## Configure Exam

Click on IA Marks – Configure Exam to create exam. For example, IA 1 Feb 2020.



Click on new and add relevant entries. Exam date is the start date of the first exam.

## IA Marks Rules

IA Marks Rules allows you to create multiple templates for conversion of IA Marks, by creating marks conversion slabs. For example, your IA Marks may consist of a total of 30 comprising of 25 from internal test and 5 from attendance. Now, for this 25, you may take a test out of 50 marks and convert the marks obtained to 25 point scale. This page may be used to create such rules for conversion.

This template is not to be used if the exam, as in the example above, is taken out of 25. This template may also be used to create template for conversion of attendance into marks.

### Example 1: Conversion of IA Marks Test Result into IA Marks

Let us assume that the exam is taken out of 50 and the marks need to be converted into 25 point scale. Let us assume any student who gets between 40 and 50 will get 25. Click on New, give a name to the template, select the min value as 40, max value as 50, and value as 25. Repeat the process for each slabs.

The software does not support percentage conversion.

### Example 2: Conversion of Attendance into IA Marks

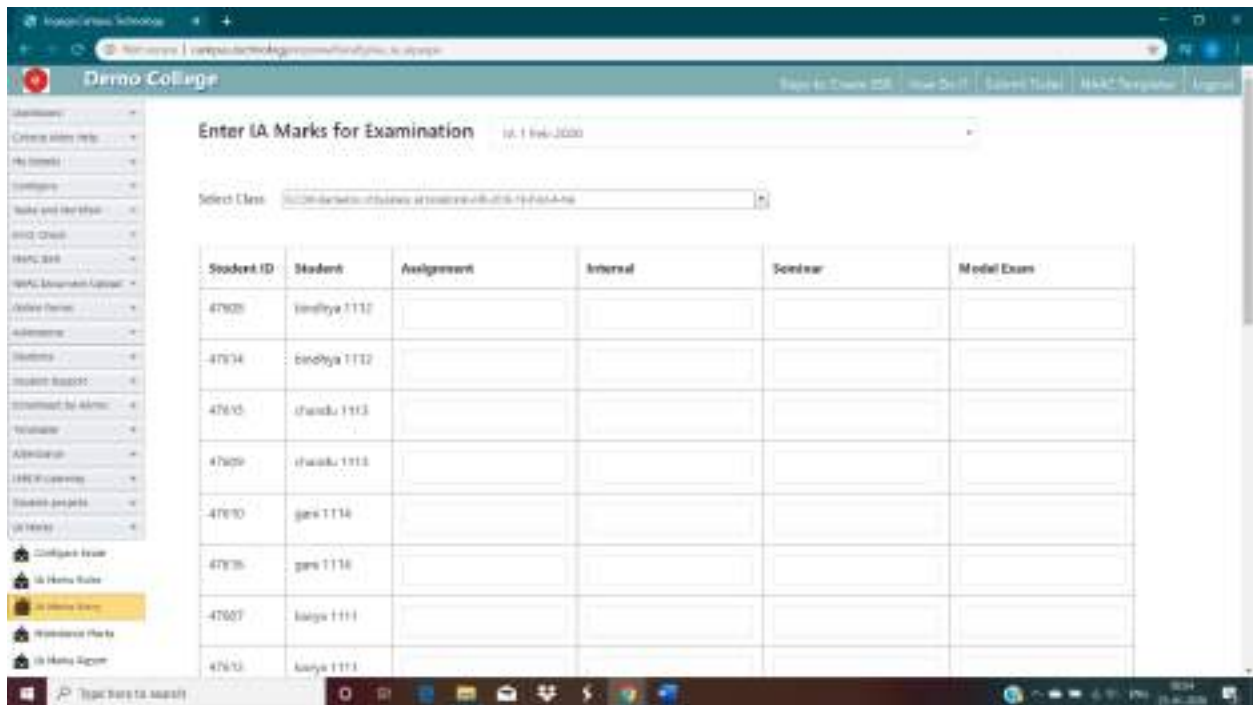
Let us assume that the attendance slab is as below.

Min Attendance Percentage	Max Attendance Percentage	Percentage
75	80	1
81	85	2
86	90	3
91	95	4
96	100	5

In this case the template should have five entries. Click on New, Add a template name and add the first entry. The range min value will be 75, range max value will be 80 and value will be 1. For subsequent entries, ensure that the template name is same, and add the other slabs with min range value, range max value and the value.

## IA Marks Entry

Click on IA Marks – IA Marks Entry.

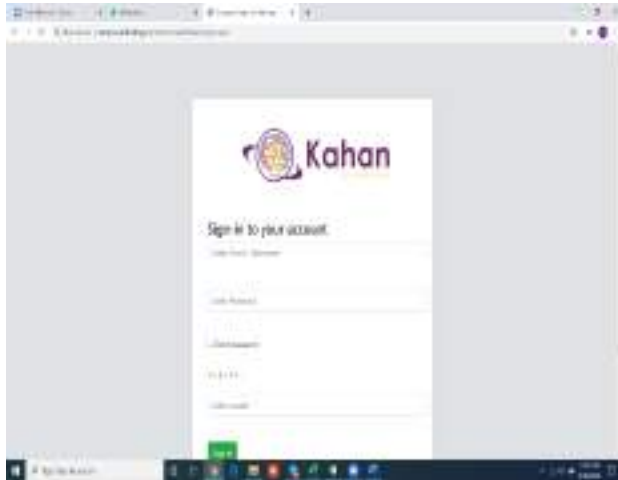


Select the exam and select the class. Students will be loaded. Add the **Actual** marks obtained by the students for each of the category. For example, let us assume the assignment is conducted out of 100 and any student obtaining a score between 80 to 100 will be getting an equivalent score of 25. Let us also assume that the student got a marks of 86. In this case, for this student, in the assignment column add 86. The marks can be converted into equivalent score using the template.

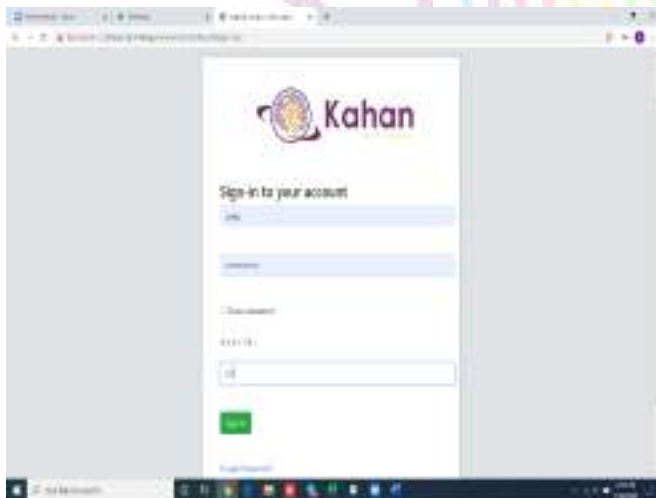
This page may be customized by adding more columns in case you have more components for your internal exam.

## Stakeholder Feedback

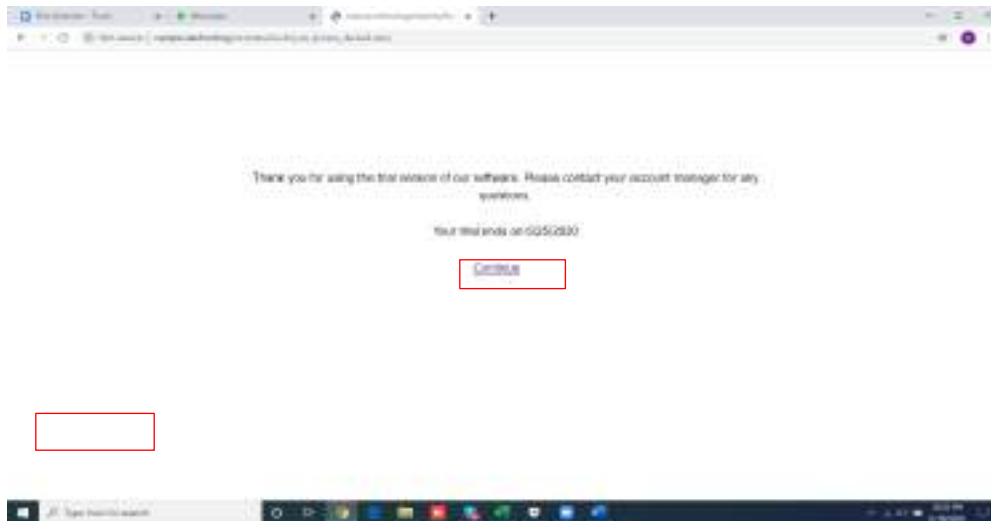
1. Launch a browser. Enter <https://campus.technology>



2. Please Enter the Login Id and Password that is given to you by your Institution and click on Sign in.

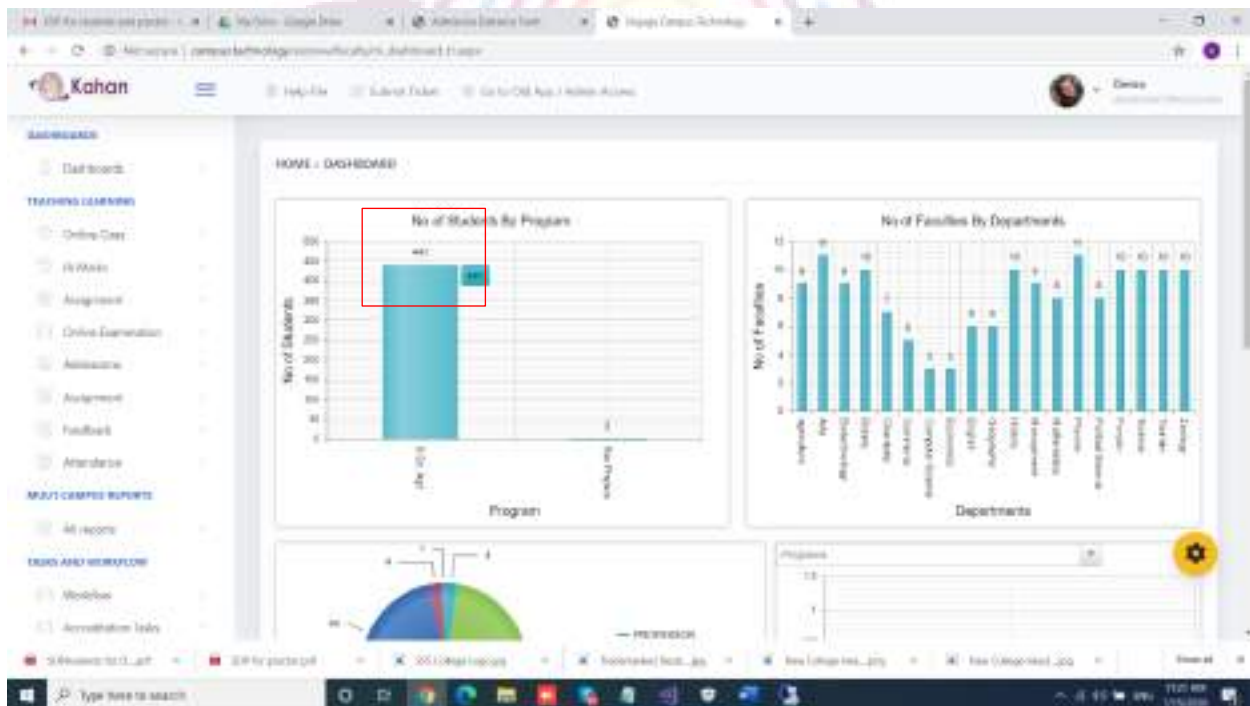


3. Once Sign in, please click on Continue.

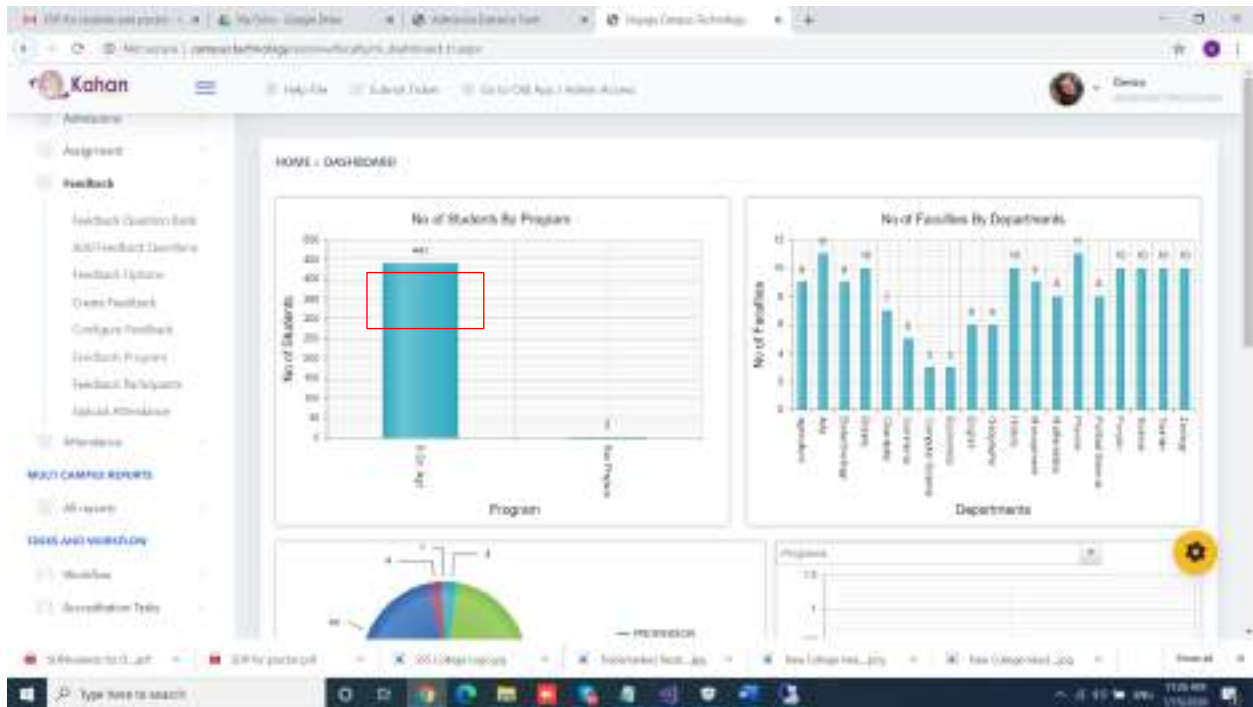


4. In the Next Screen click on Quick Access.

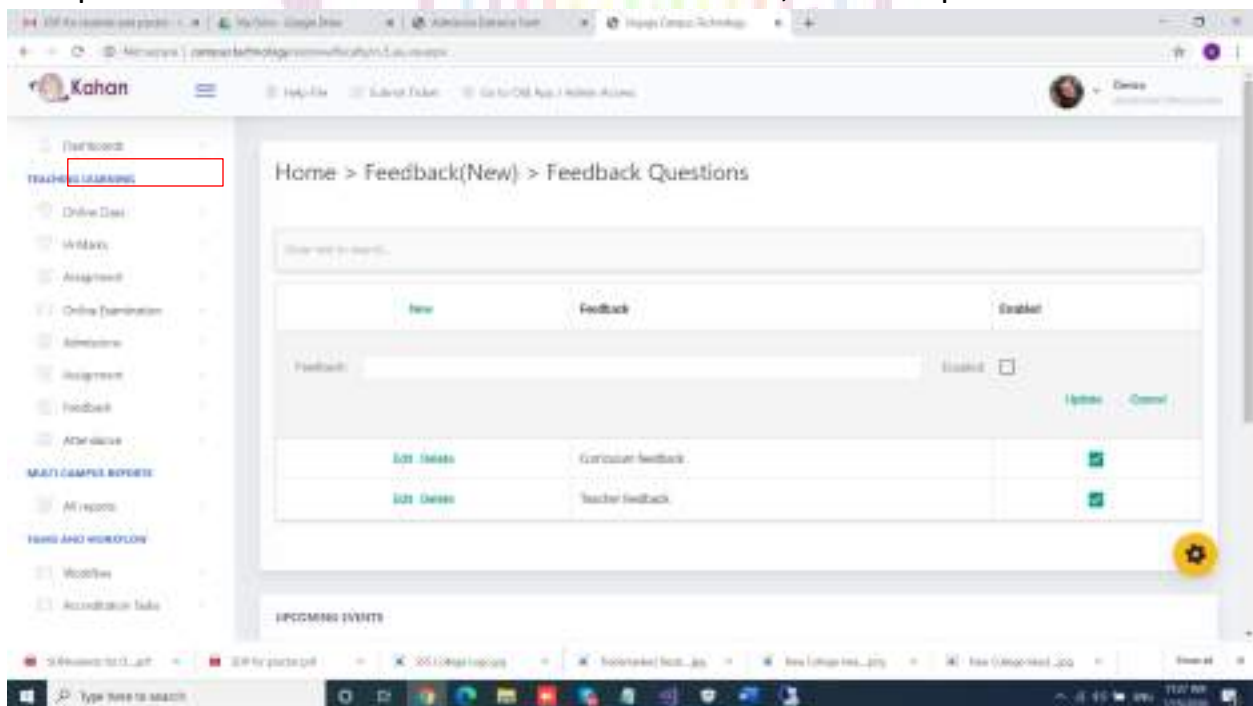
5. Select Feedback.

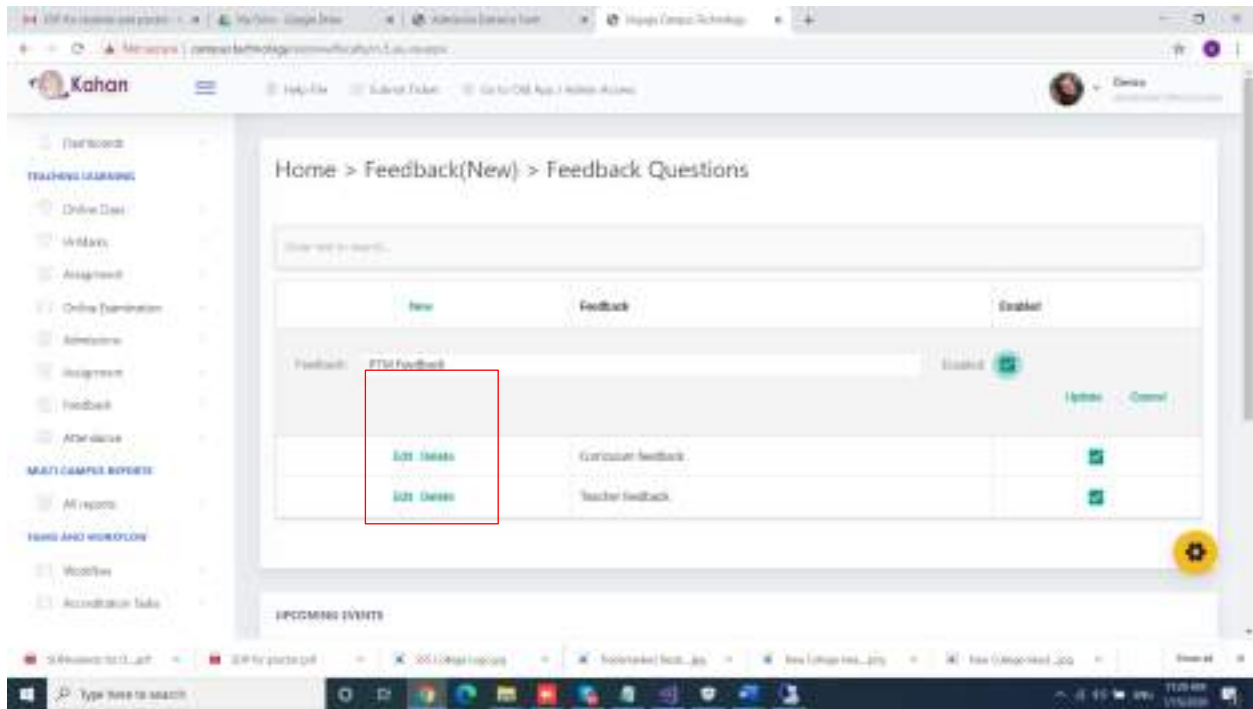


6. To create the Question bank for the feedback click on feedback question bank.

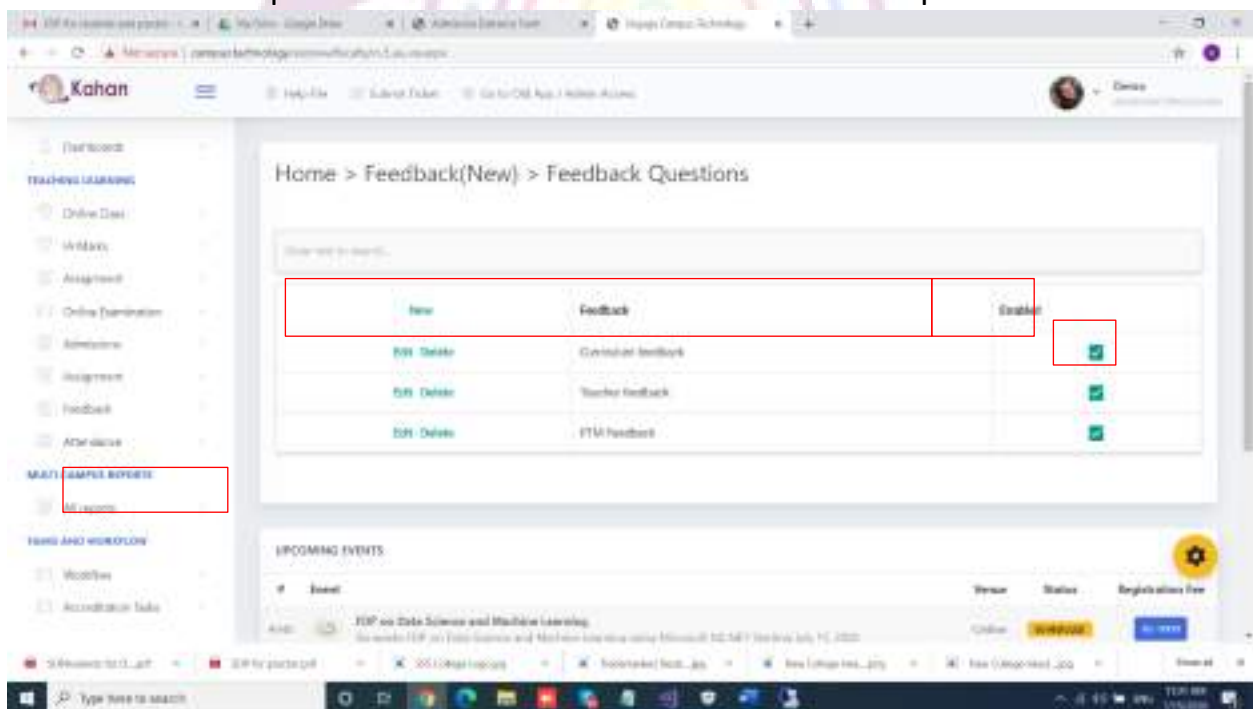


7. Click on New to create the question bank for the feedback. Enter the name of the question bank and click on enabled. Once done, click on update.

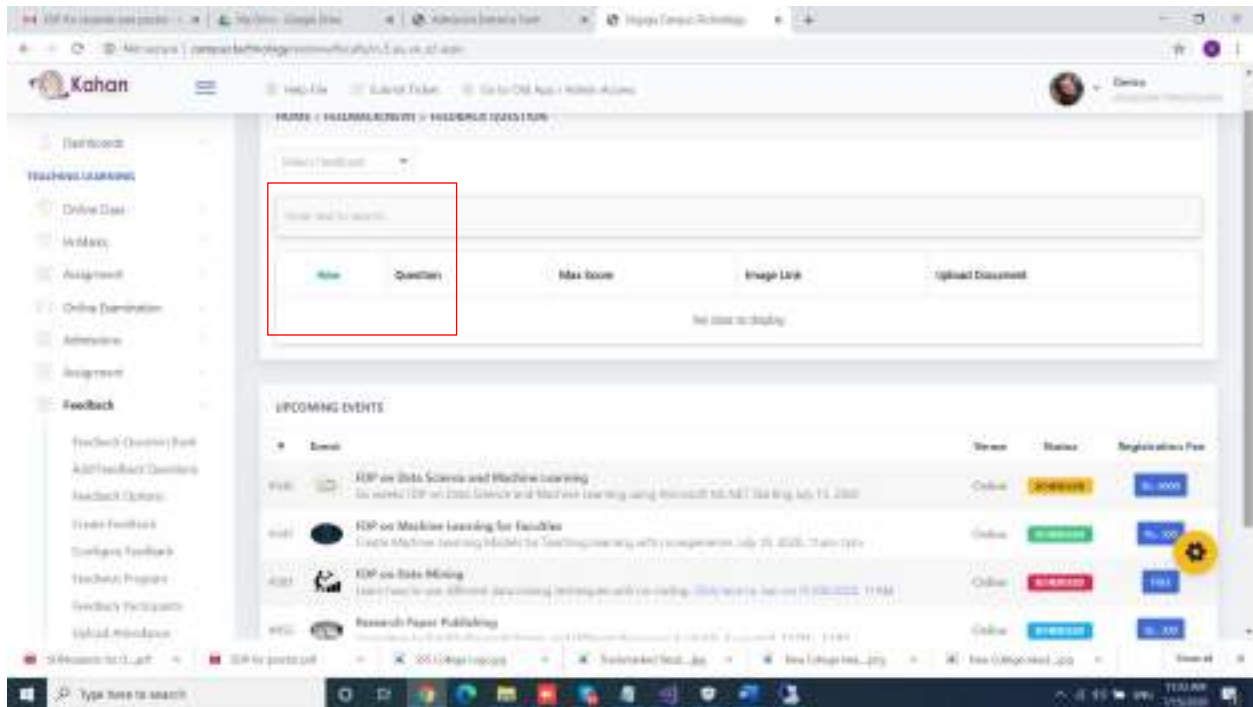




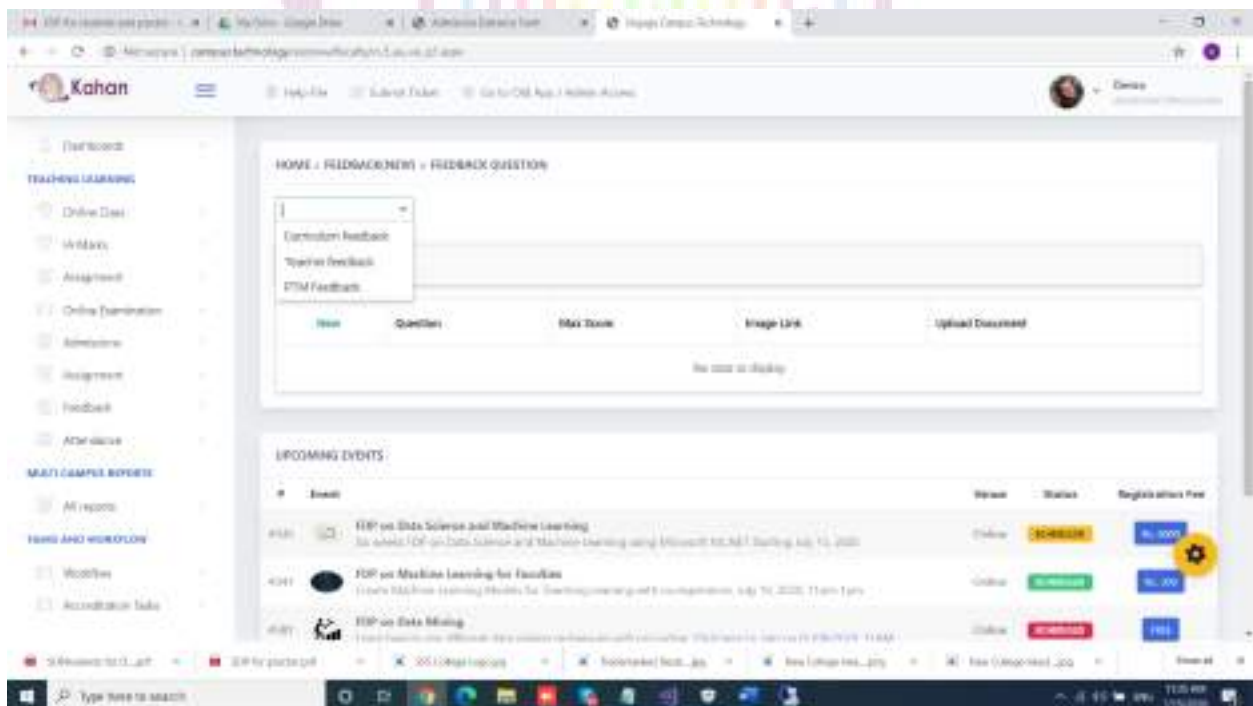
There is also an option to edit or delete the feedback once updated.



8. Once the feedback question bank is created, you can start adding the question. To Add the question please click on add feedback question.

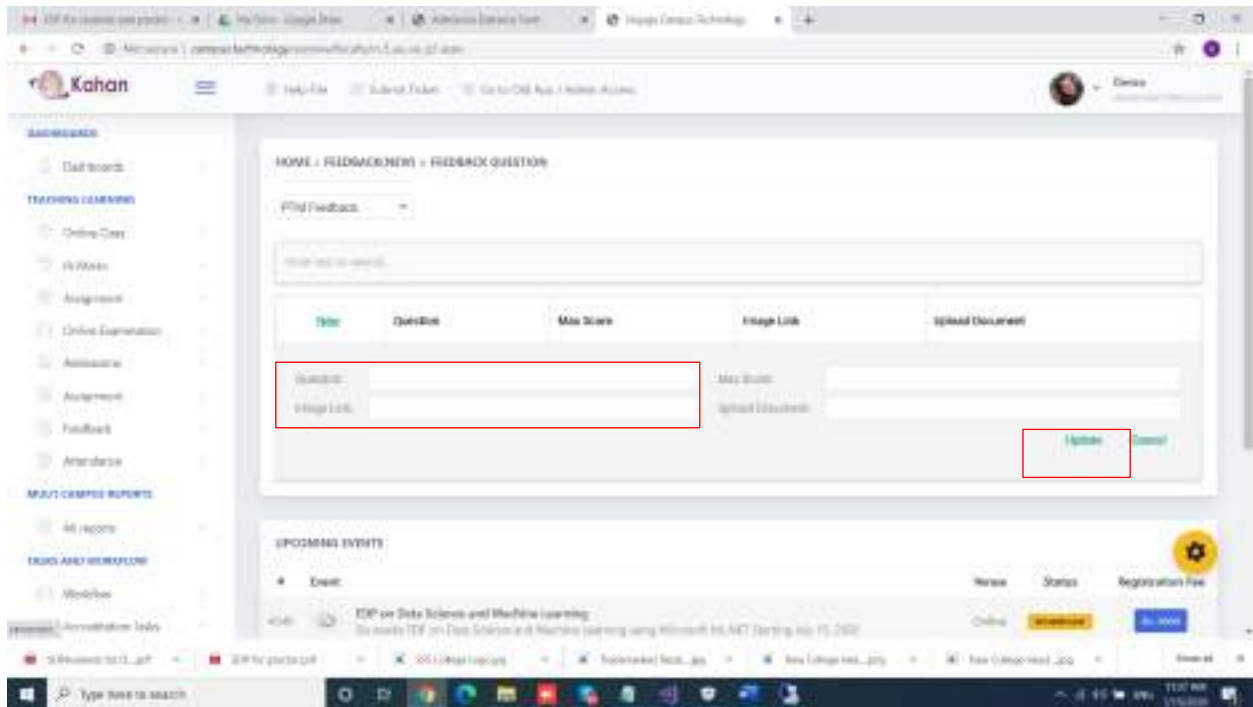


9. To Add the question, first select the question bank created, from the drop down.

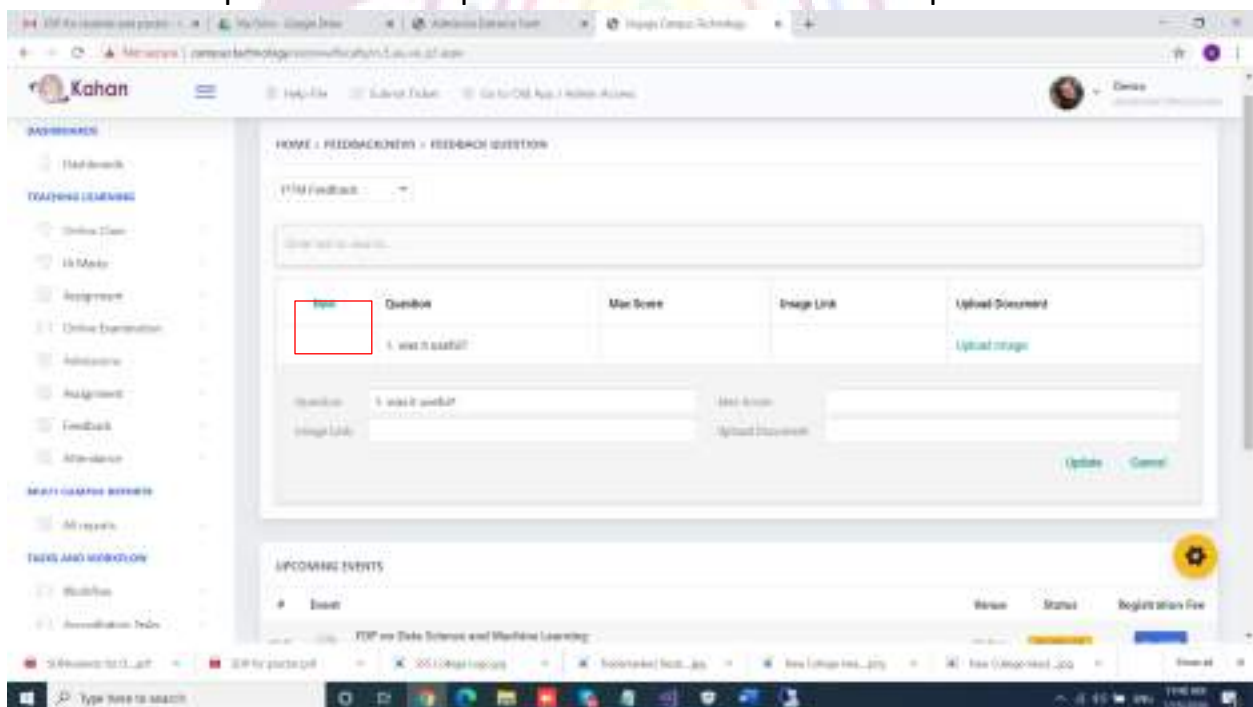


10. Click on New to add the questions.

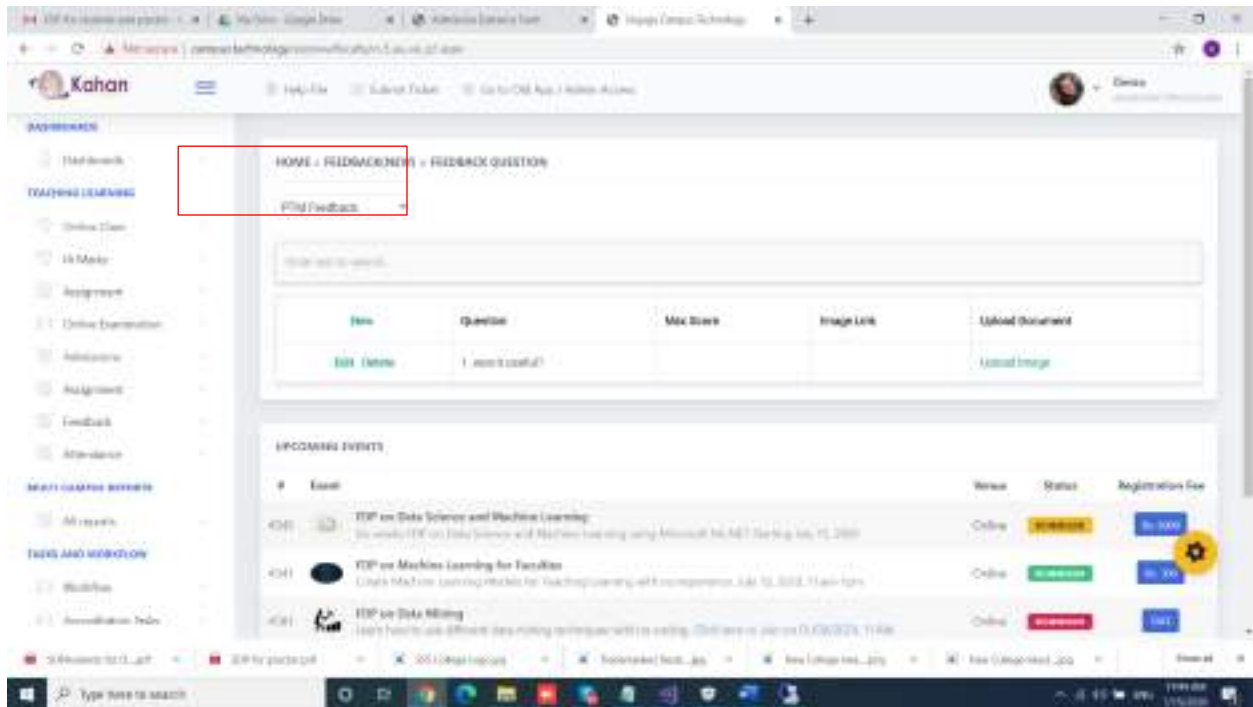




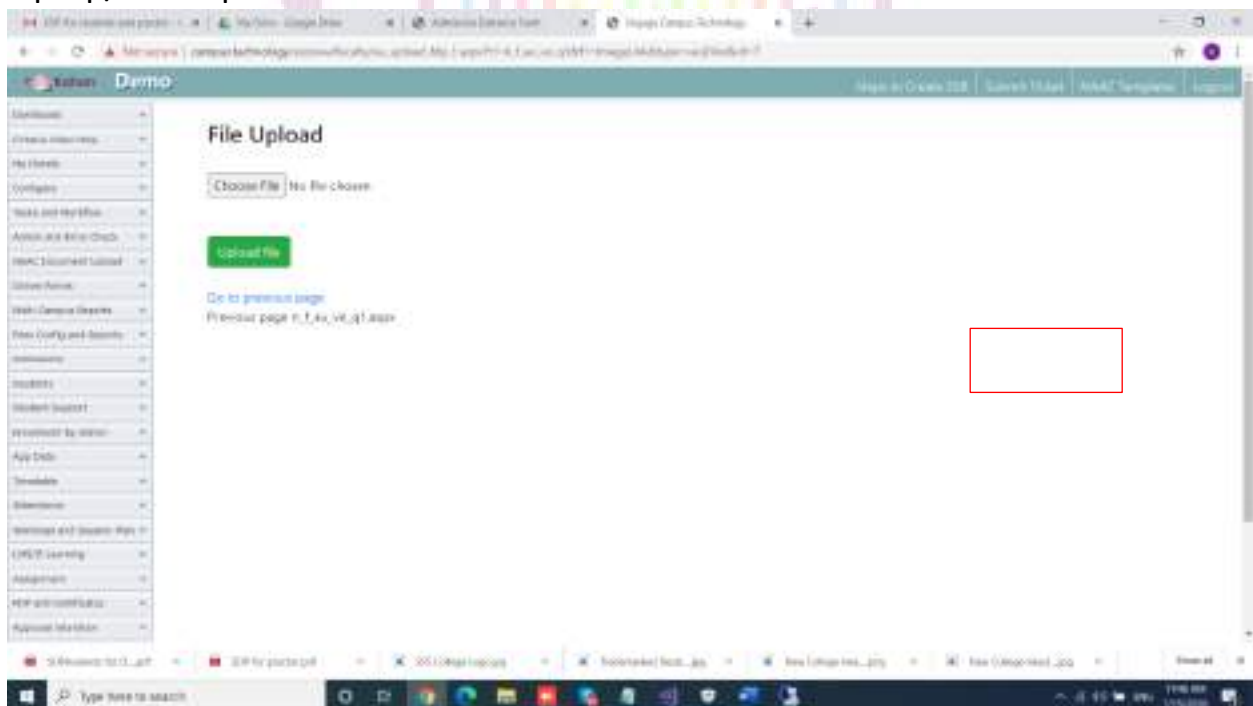
11. Enter the question in the question text box and click on update.



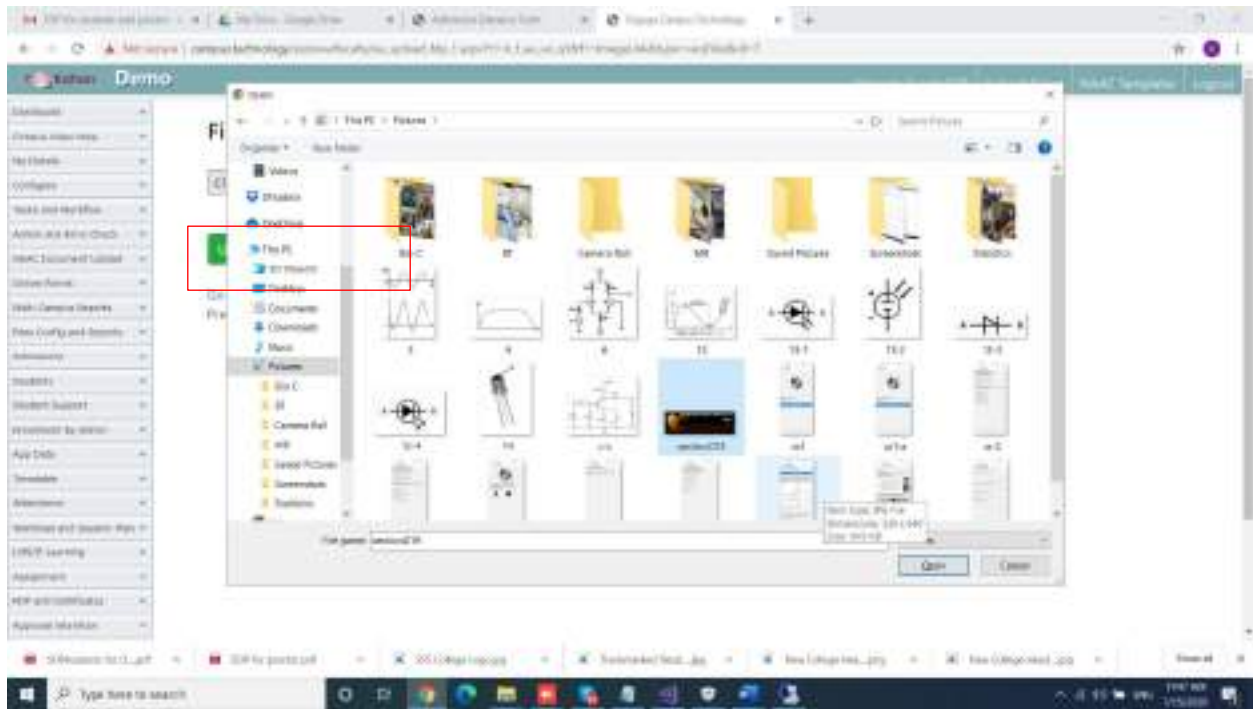
12. If the question contains any image, it can be uploaded by clicking on upload image once after updating the question.



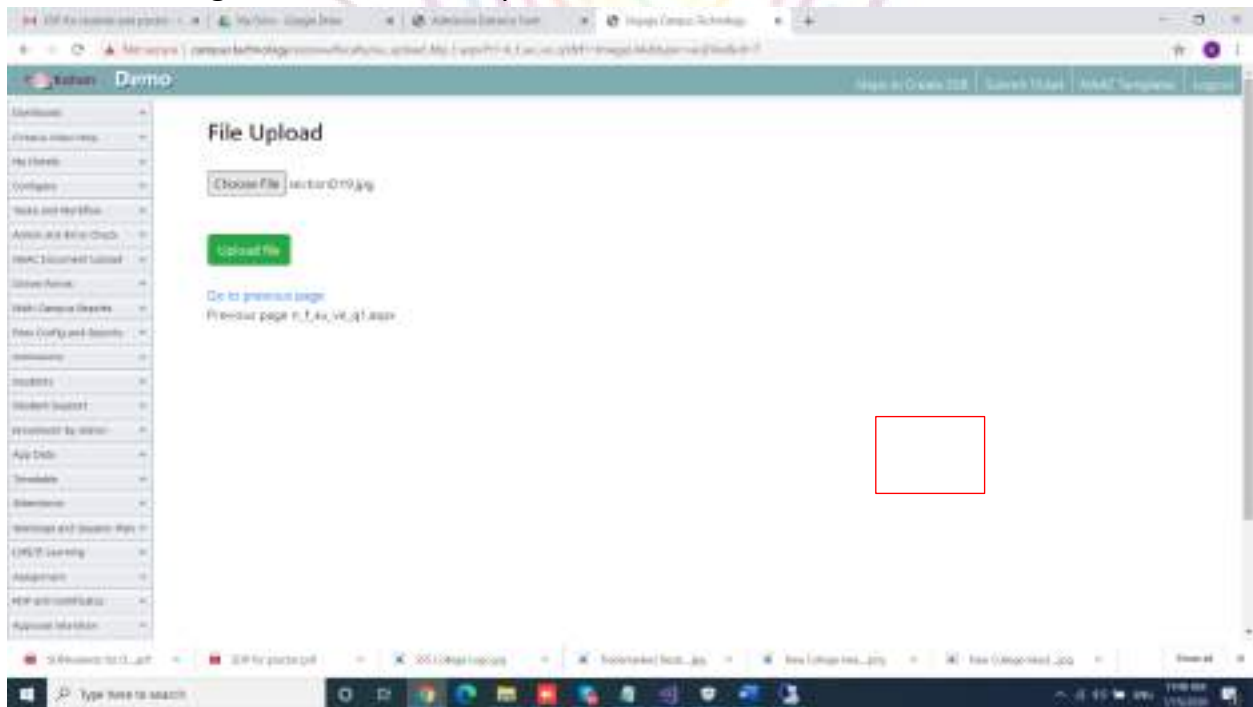
once you click on upload image, it will ask you to choose the file from your laptop/desktop.



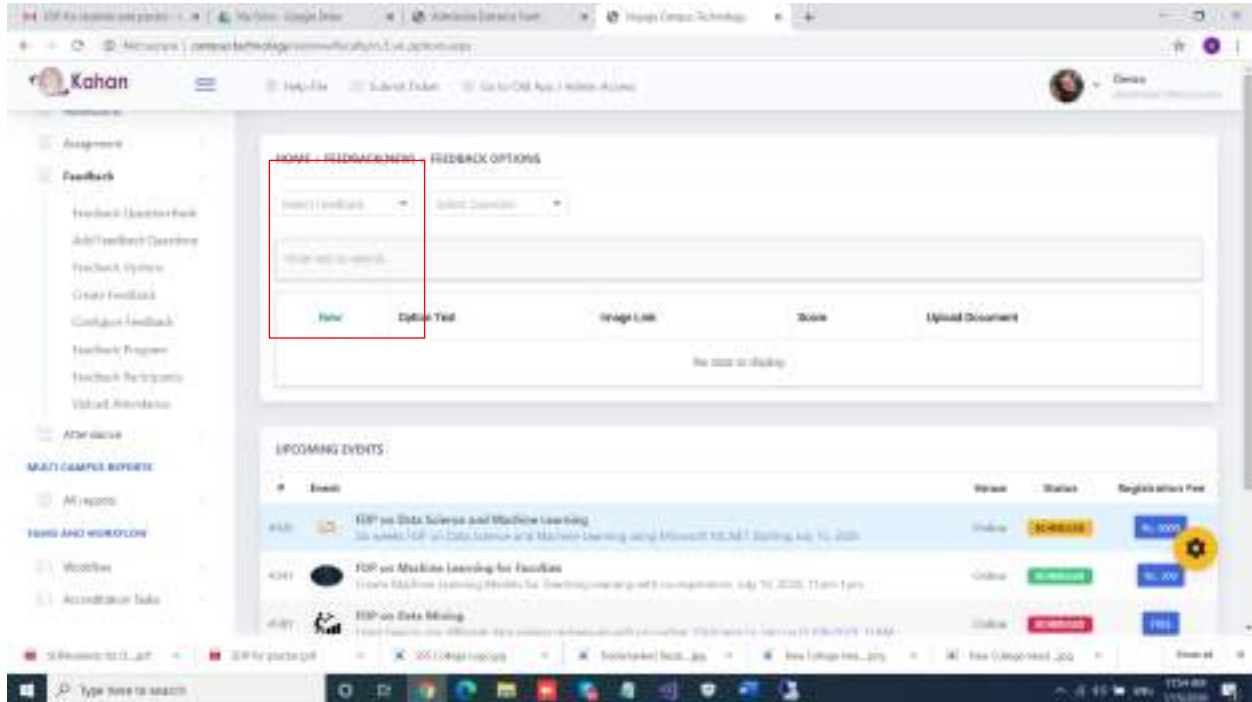
After choosing the file from your laptop/desktop click on open.



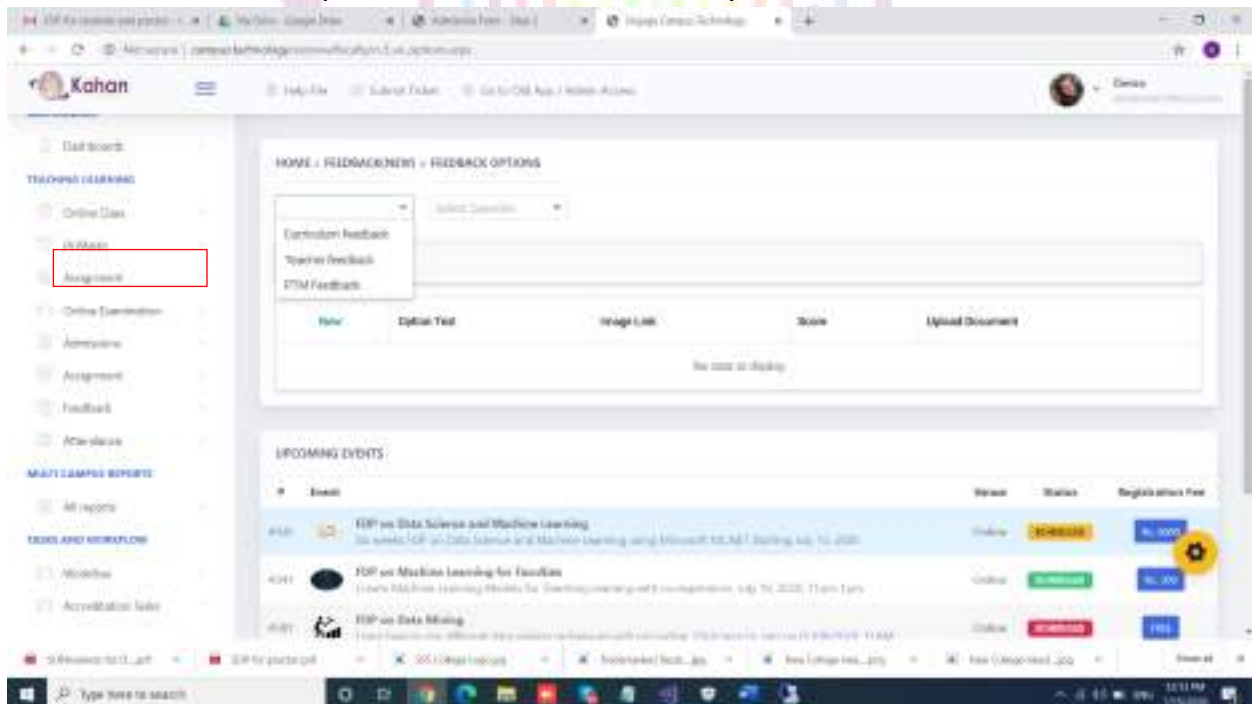
After selecting the file, click on upload file.



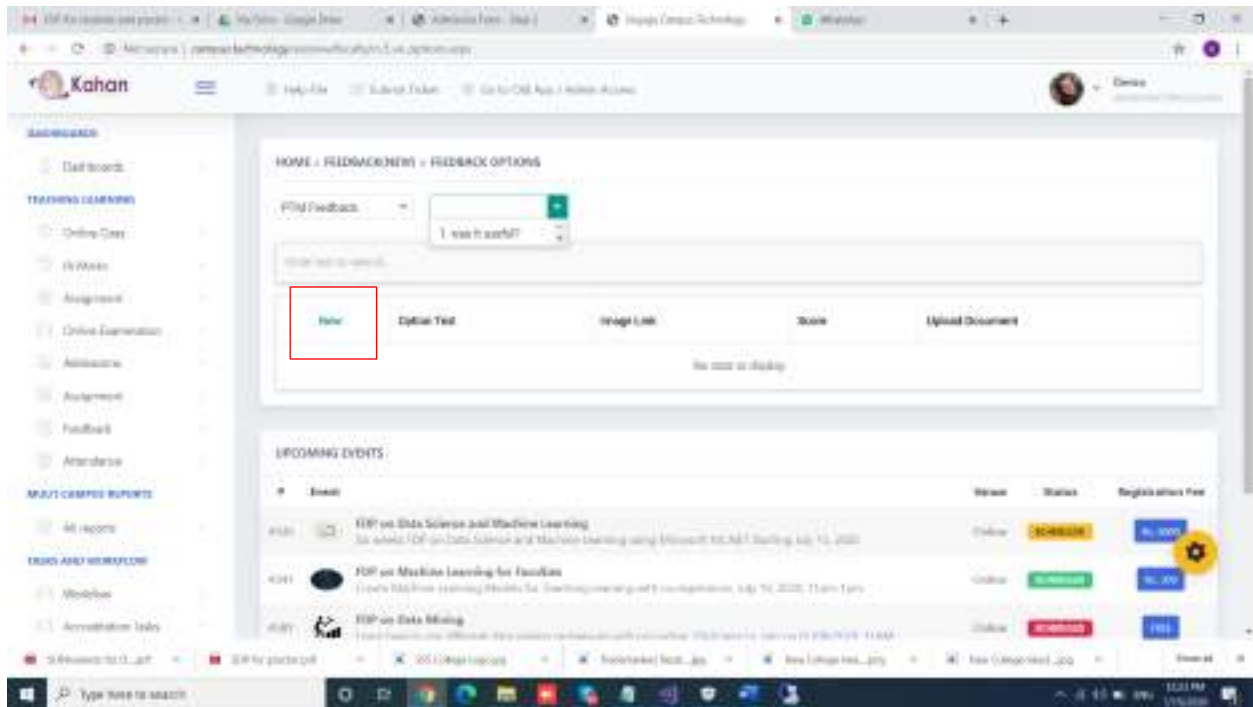
13. To add the options for the questions, please click on Feedback options.



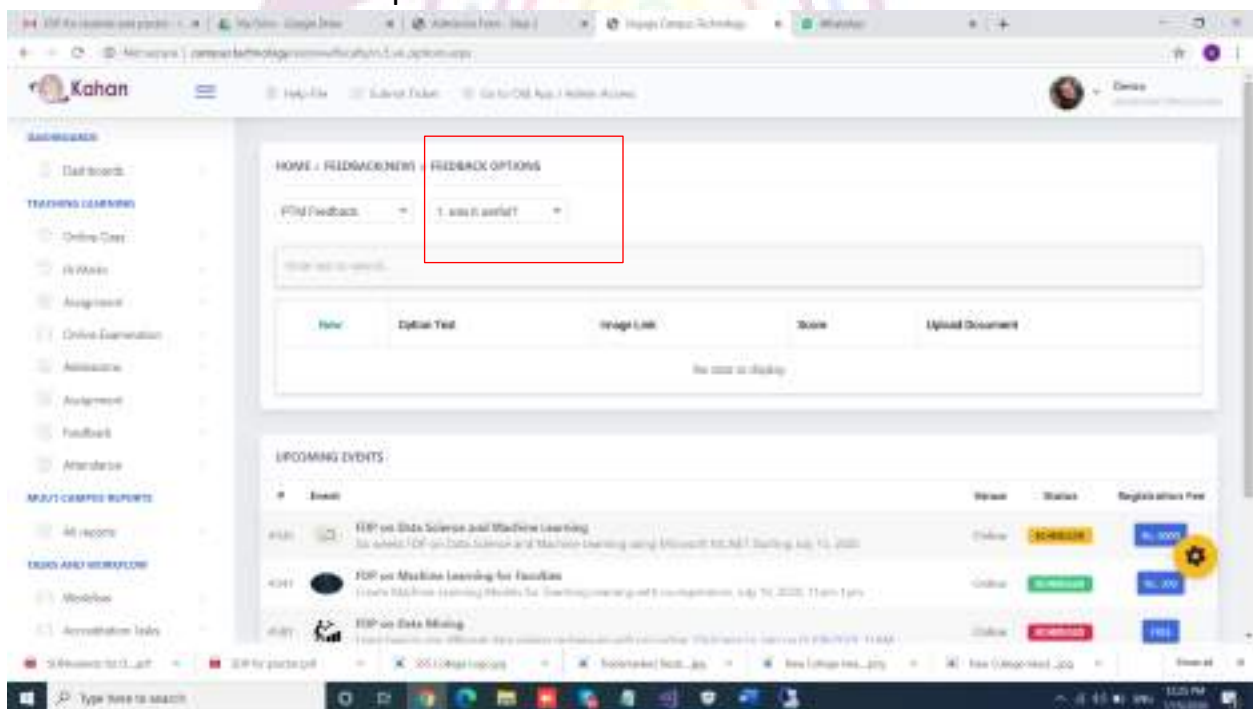
select the feedback question bank from the dropdown.



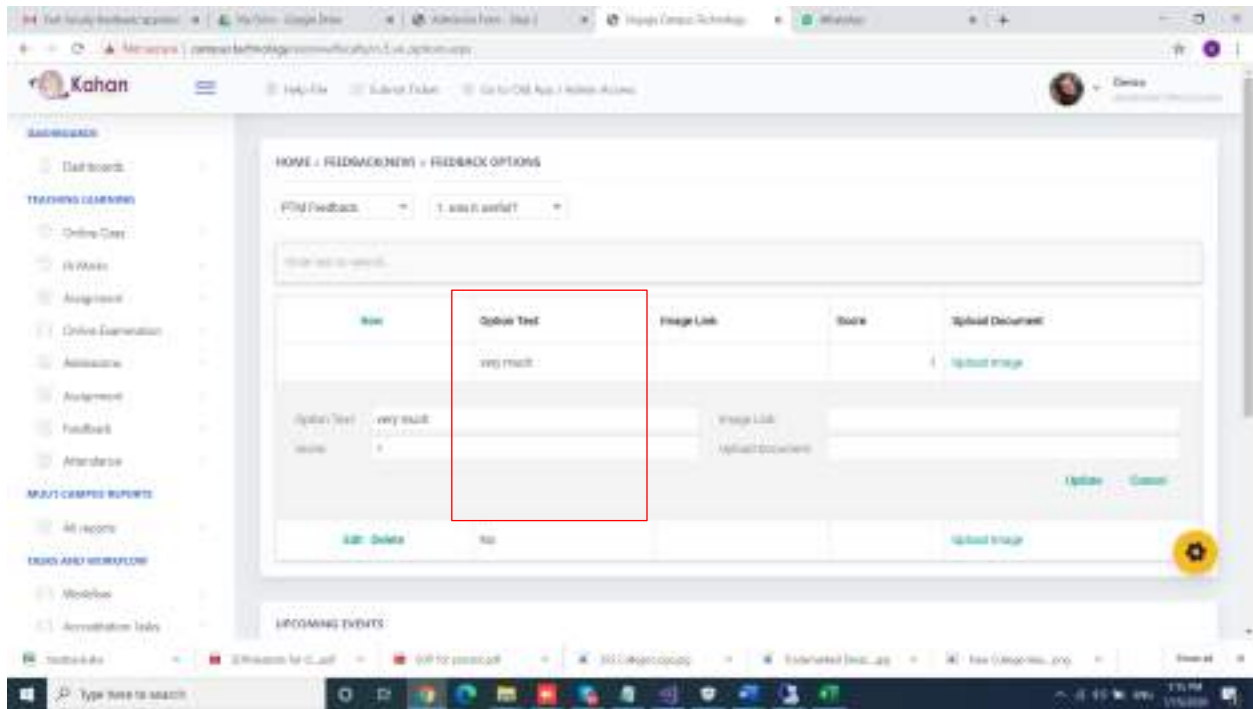
Also select the question for which you are adding the option from the dropdown.



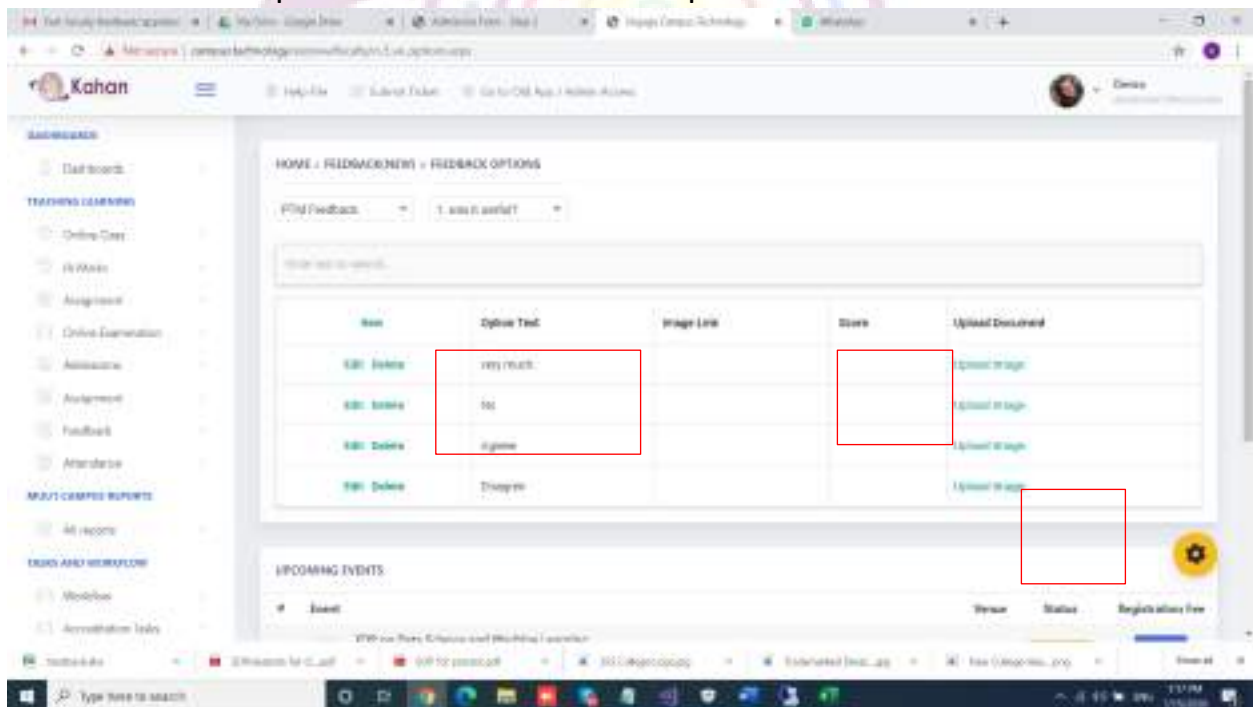
click on New to add the options.



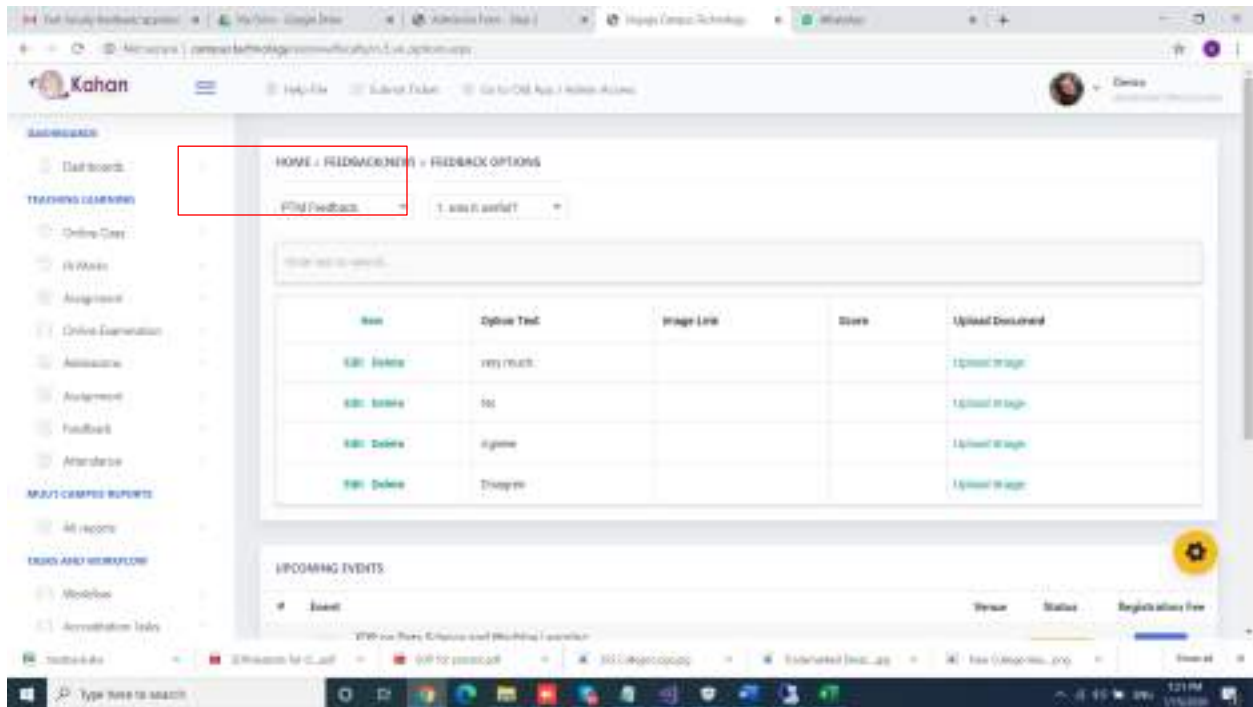
To add the option, enter the option in option next. If necessary, add the score for right option. And click on update.



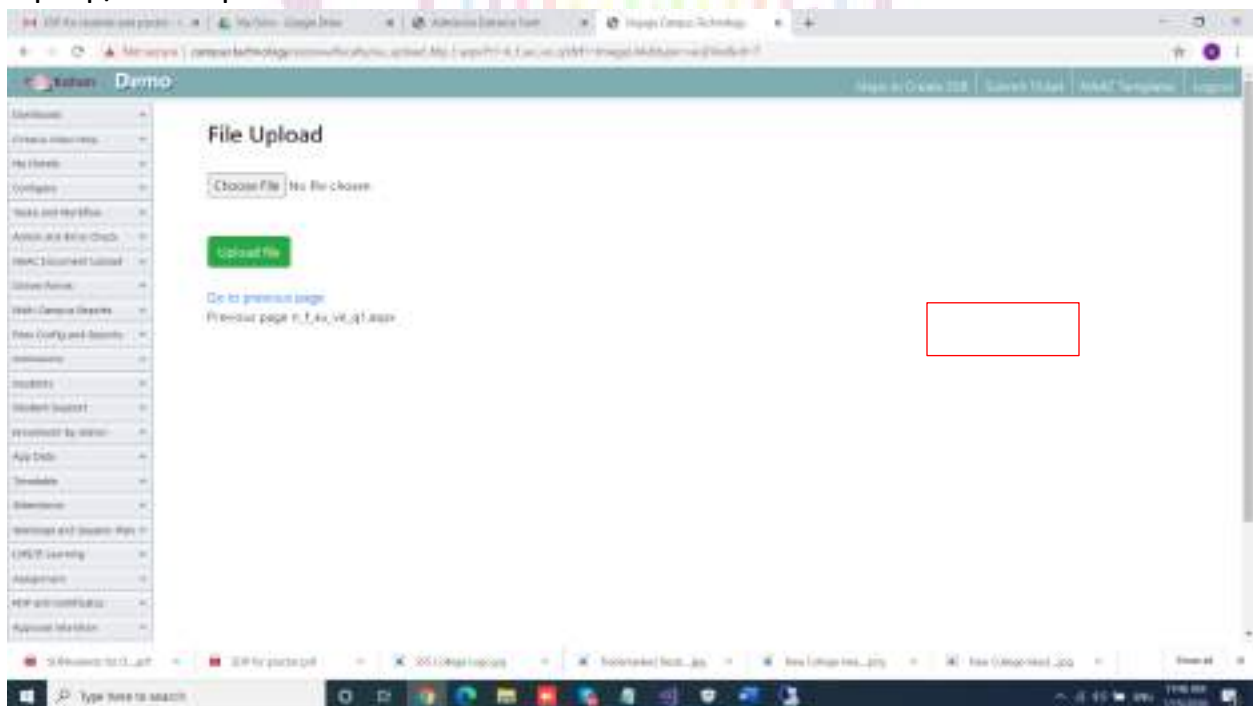
Make sure each option is added in the new option text field.



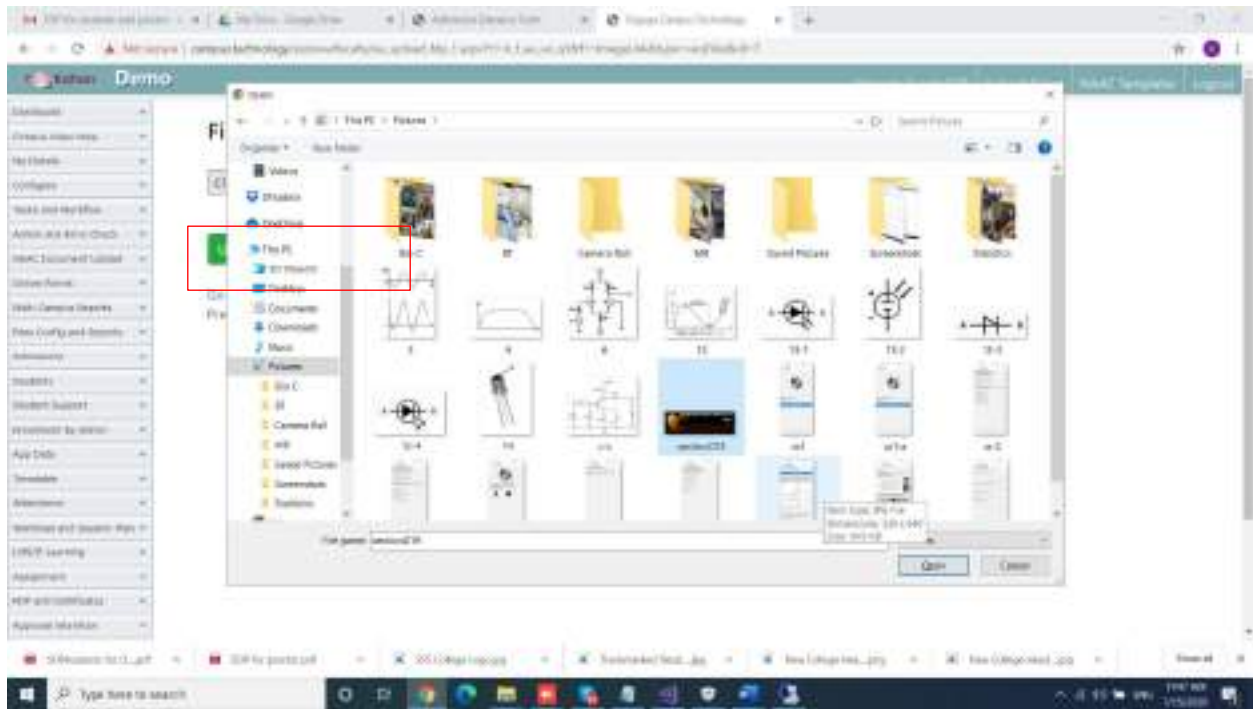
If option contains any image, it can be uploaded by clicking on upload image once after updating the option.



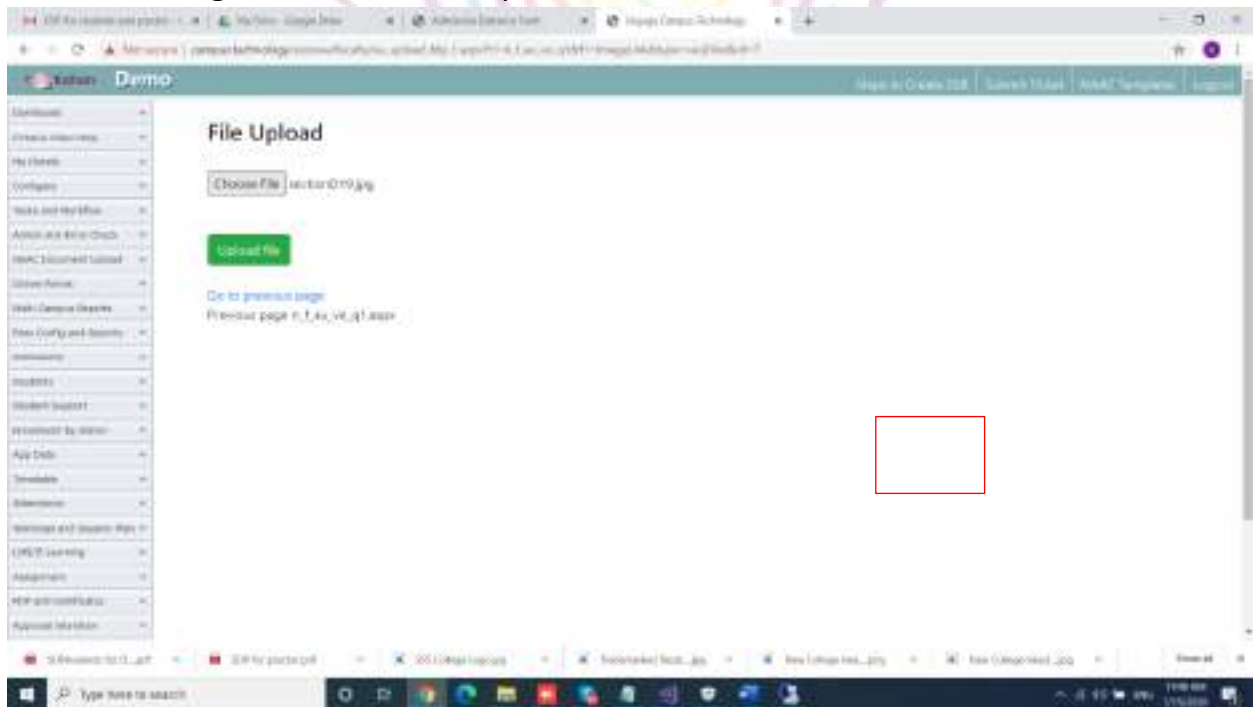
once you click on upload image, it will ask you to choose the file from your laptop/desktop.



After choosing the file from your laptop/desktop click on open.



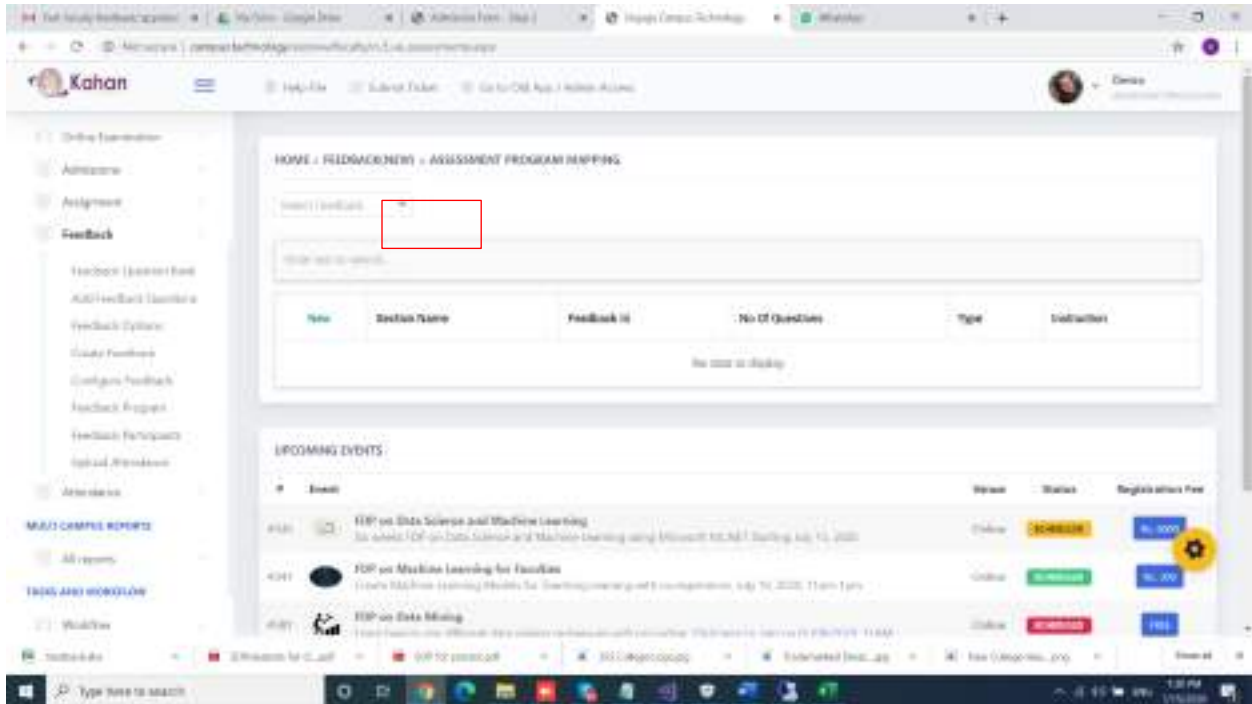
After selecting the file, click on upload file.



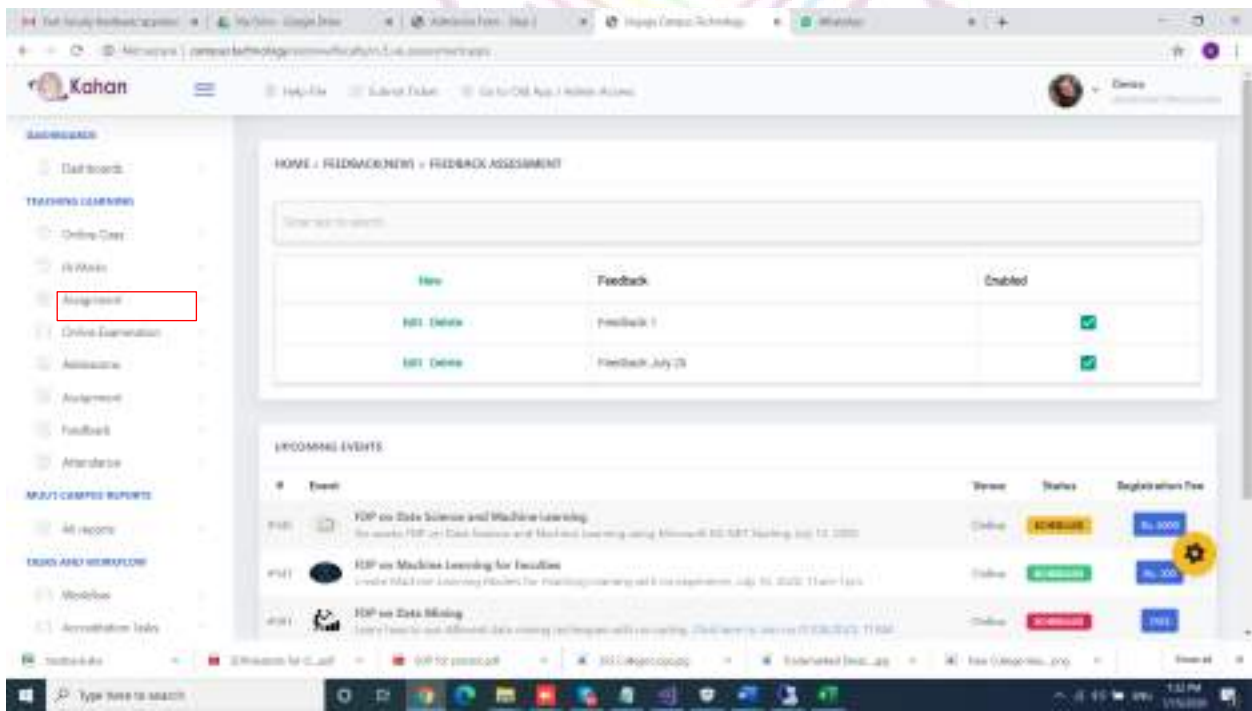
14. Once after creating the feedback question bank, adding questions and



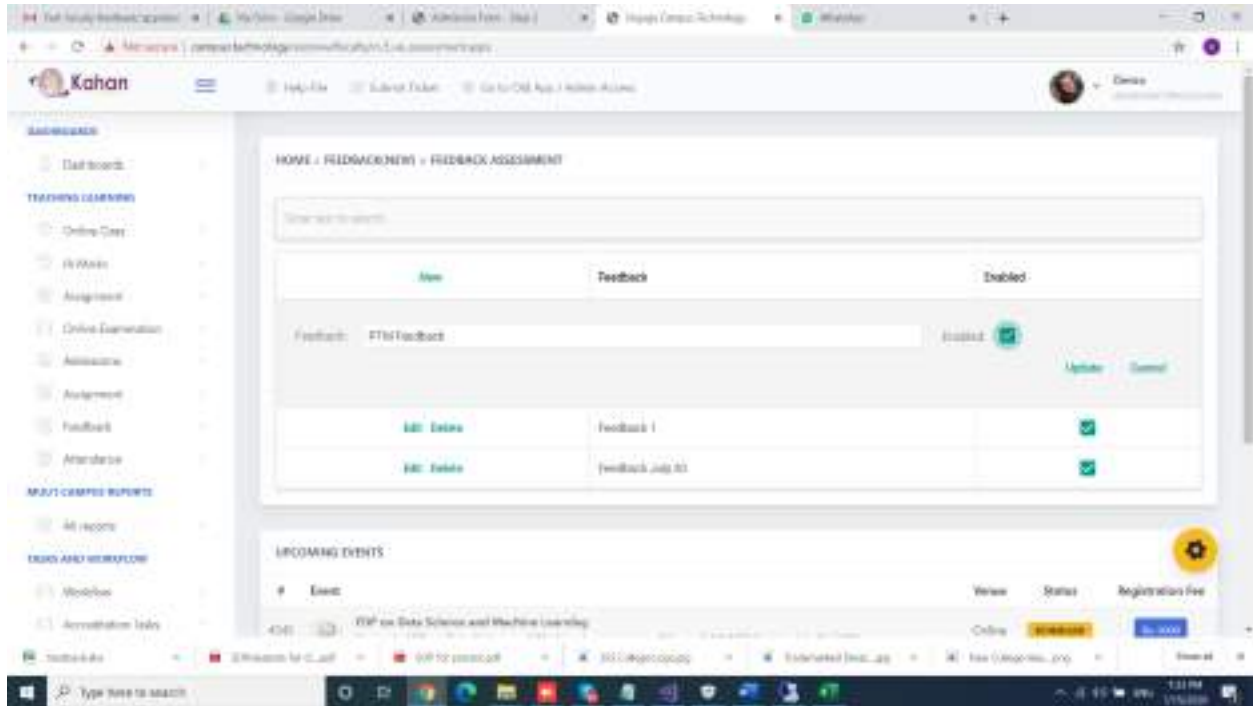
options, the feedback must be created with the right name. Click on create feedback.



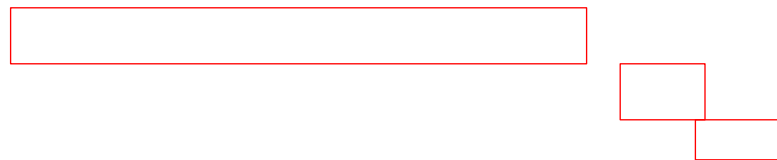
click on New to create the feedback.

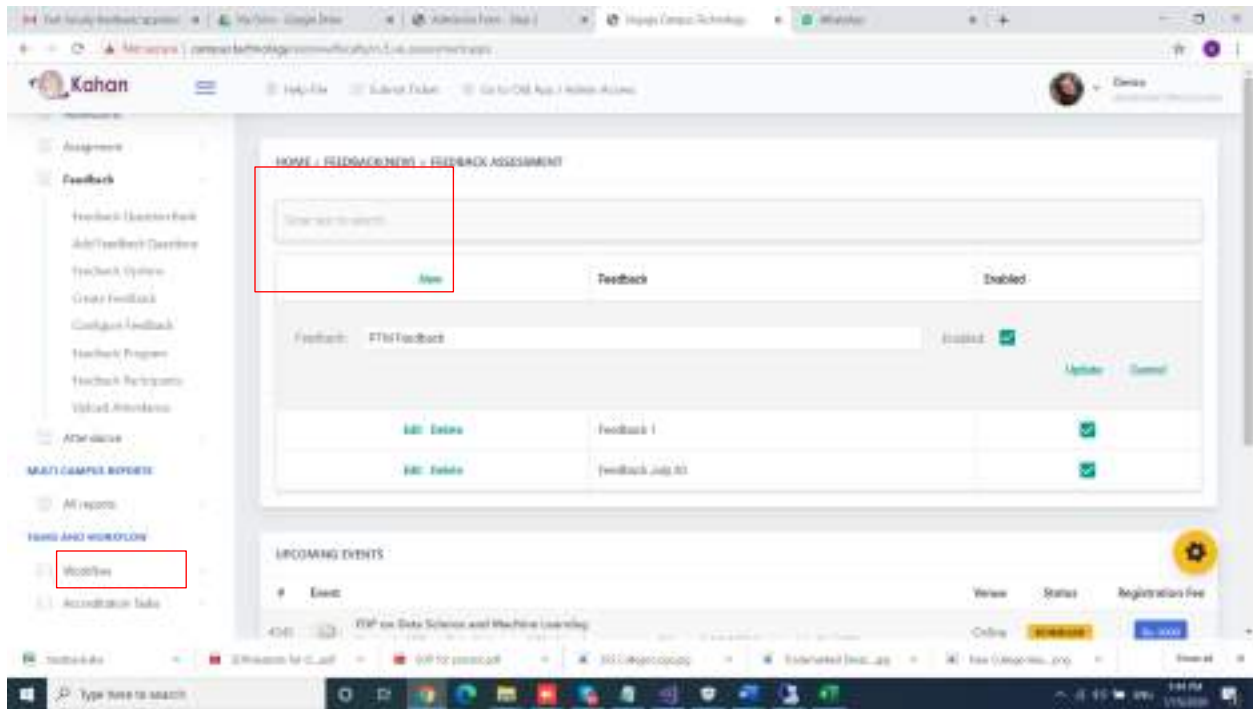


Give the name of the feedback in the feedback text filed and click on enabled if the feedback has to visible for the participants. If not, please keep it disabled and enable it when the participants actively start submitting and click on update.

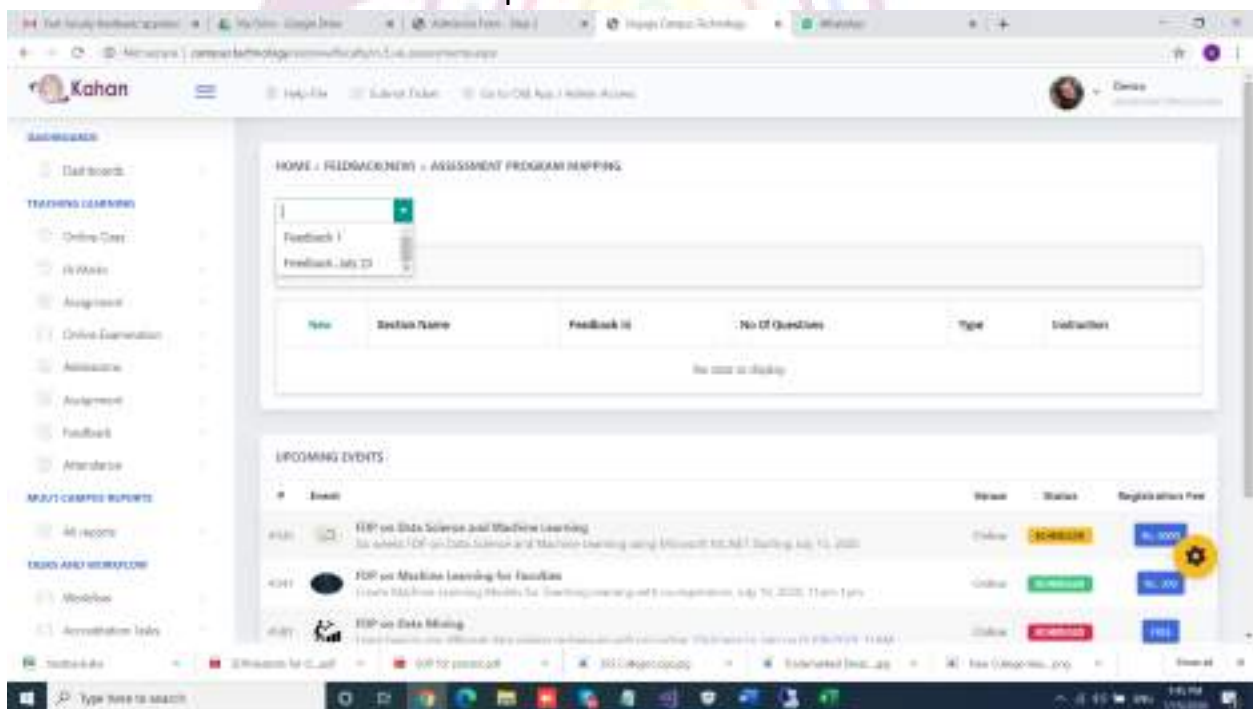


15. To configure the feedback created, click on configure feedback.

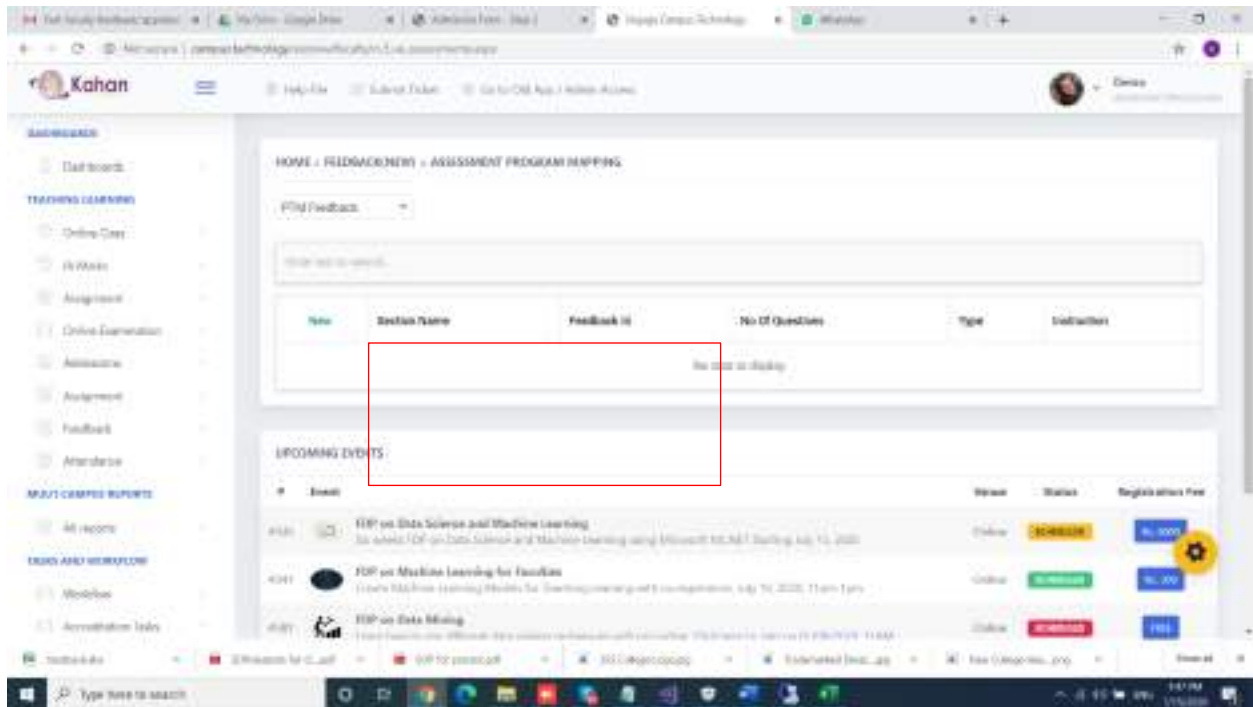




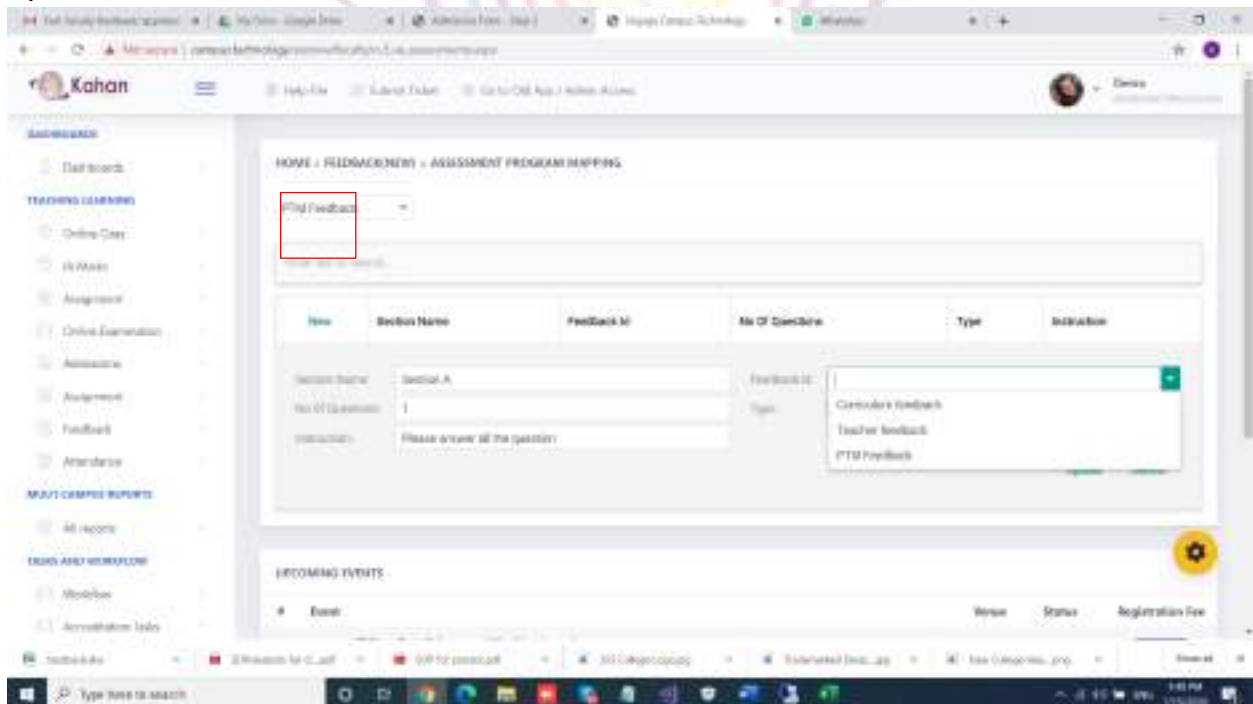
select the feedback from the dropdown.

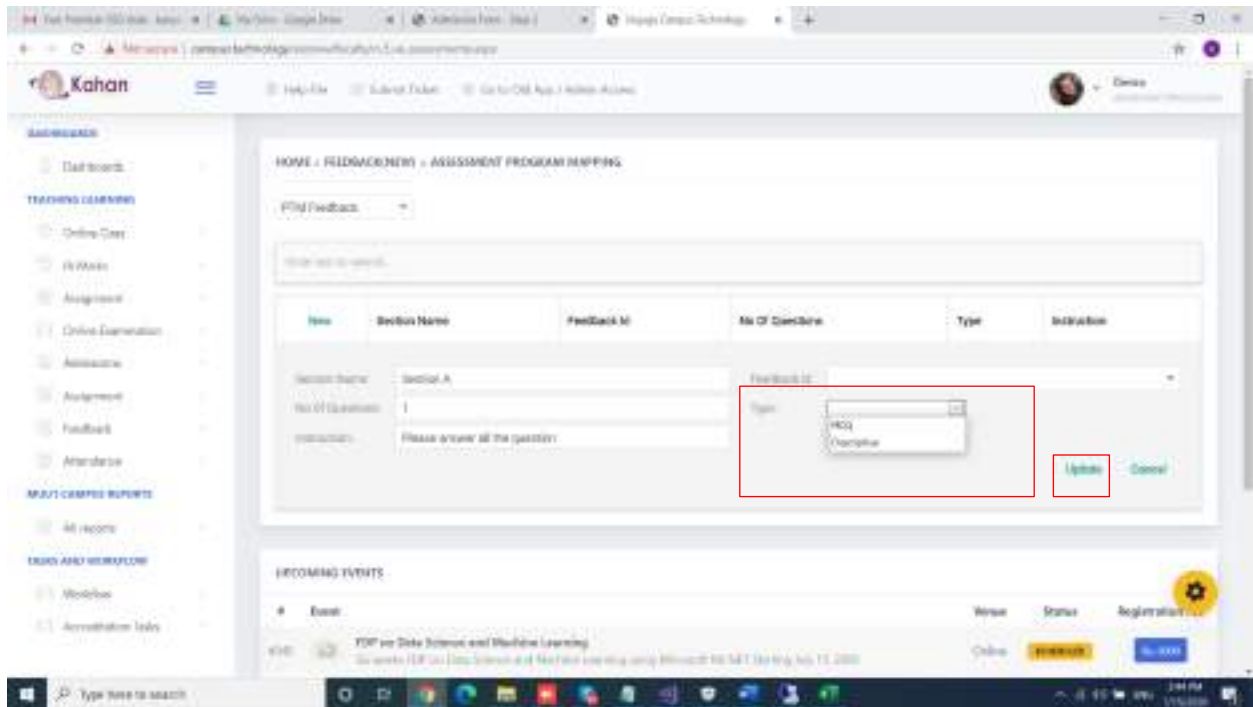


click on New to configure.



Enter the section name, number of questions added, instructions to be given, feedback id from the dropdown and type from the drop down. Once done click on update.



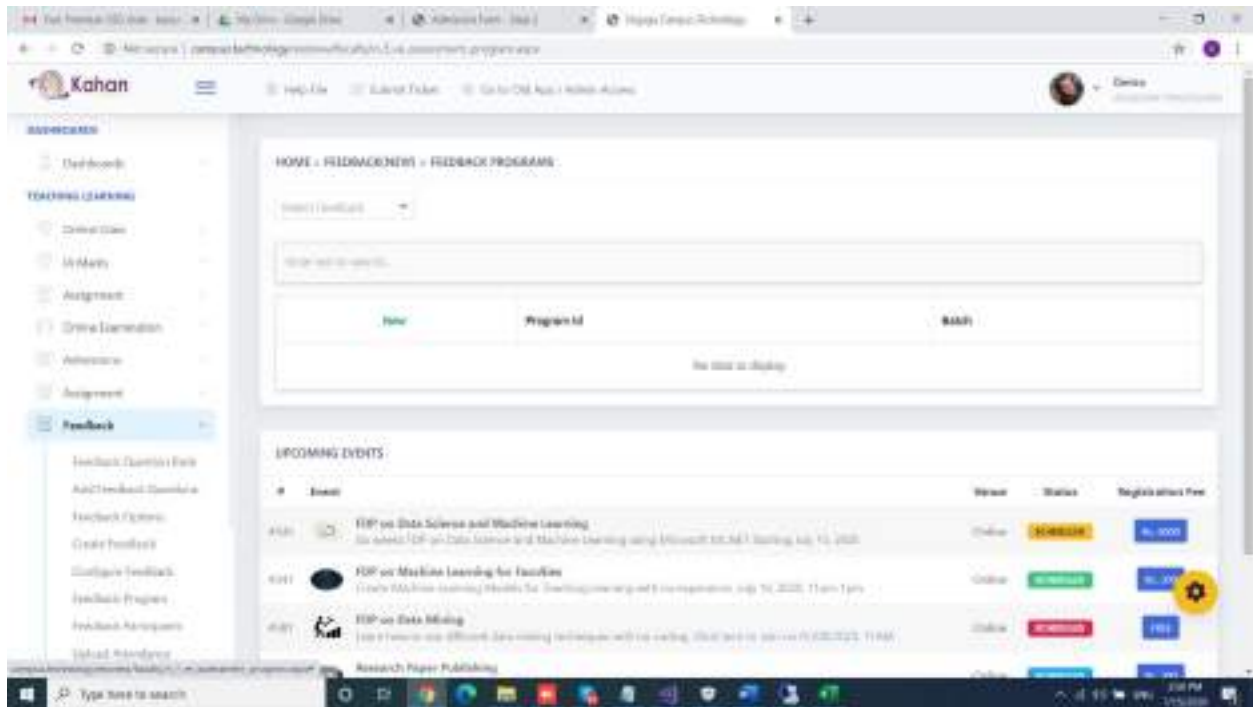


NOTE: YOU CAN HAVE AS MANY SECTIONS AS YOU WANT, DEPENDING ON THE QUESTION BANK CREATED.

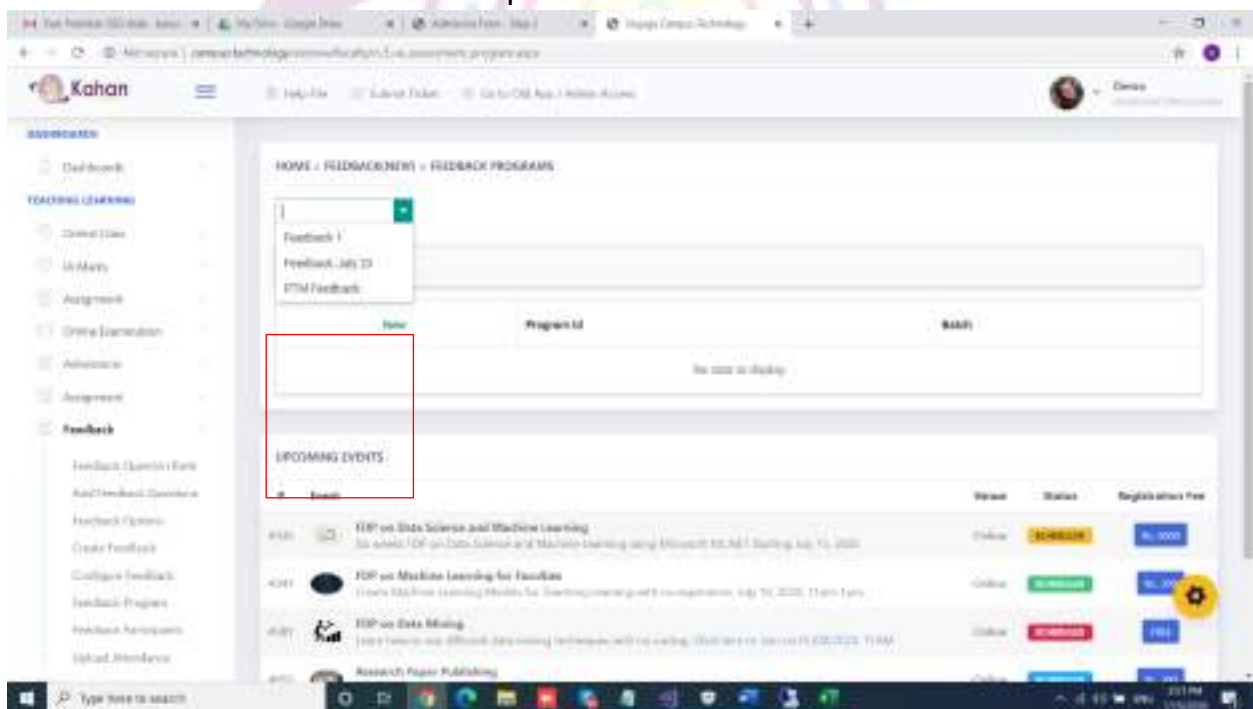
16. To make the feedback visible for the students map it with right program and batch.

Click on feedback program.

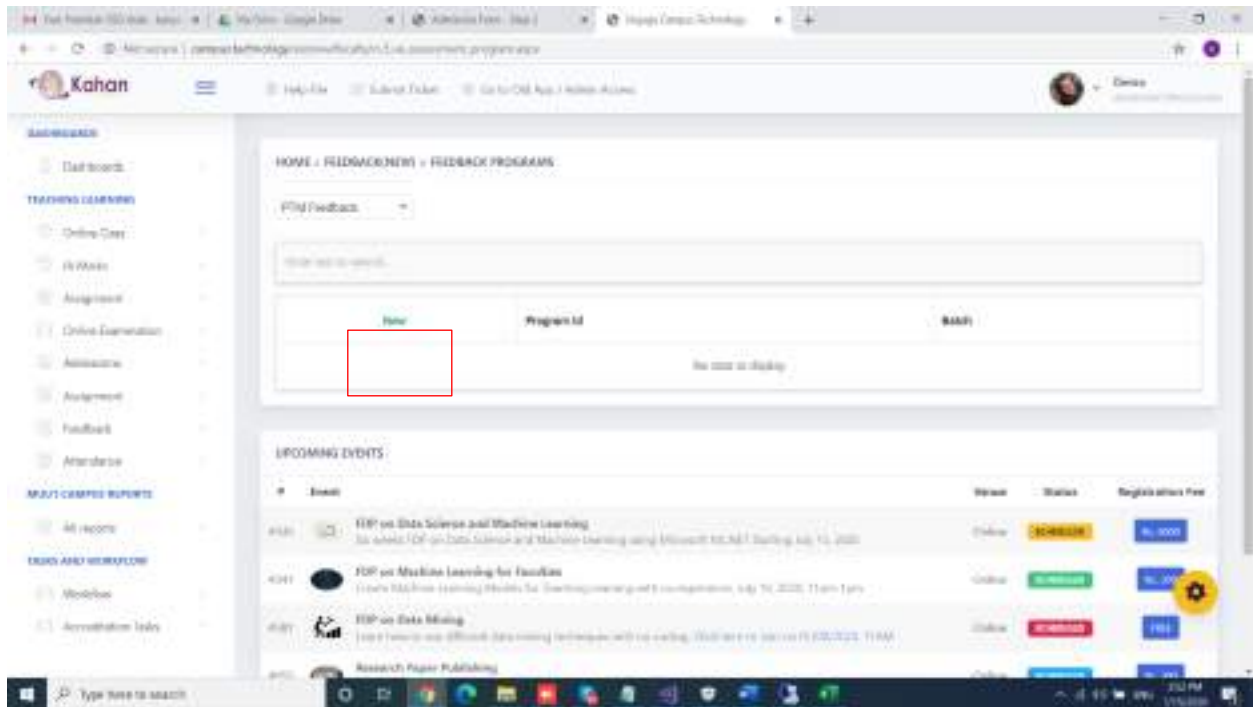




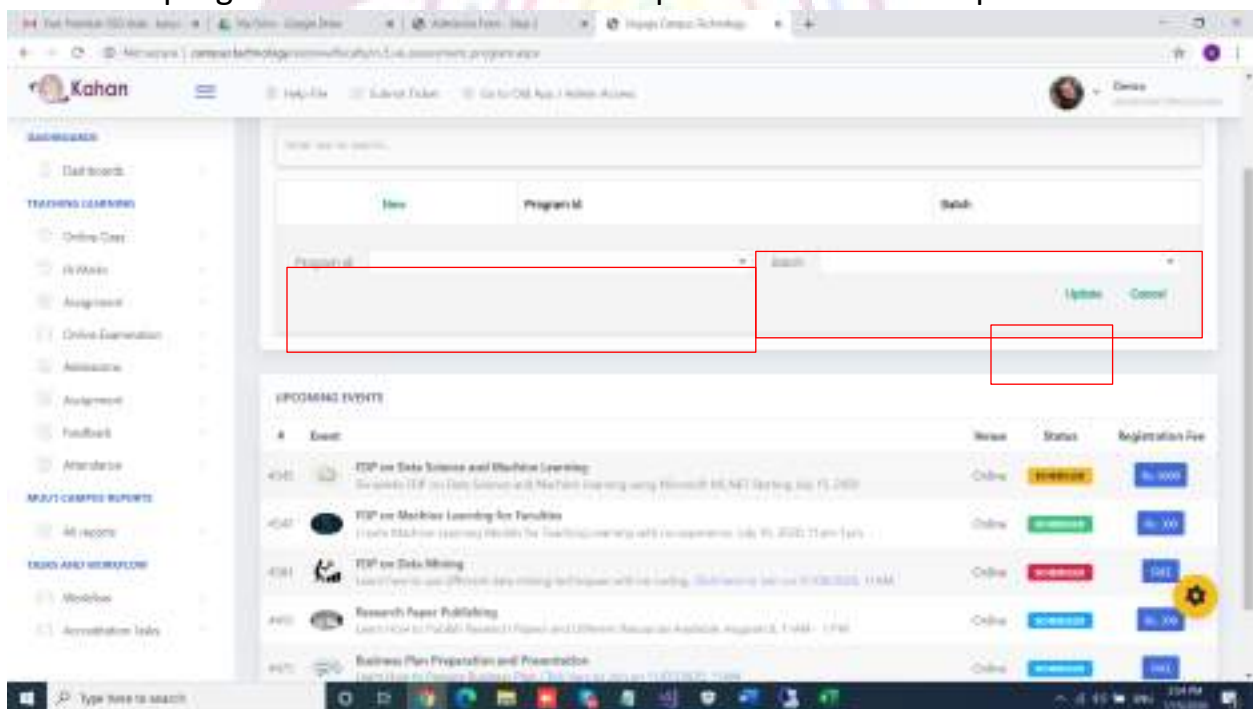
Select the feedback from the dropdown.



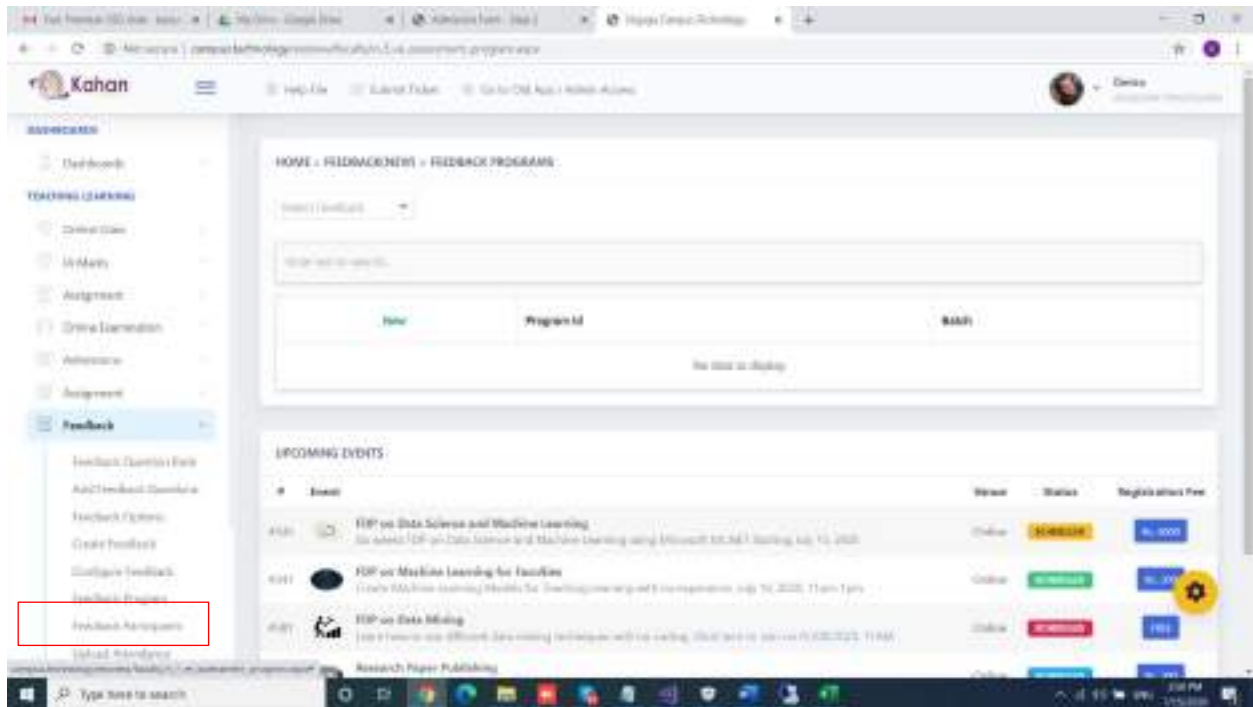
click on new to map with program and batch.



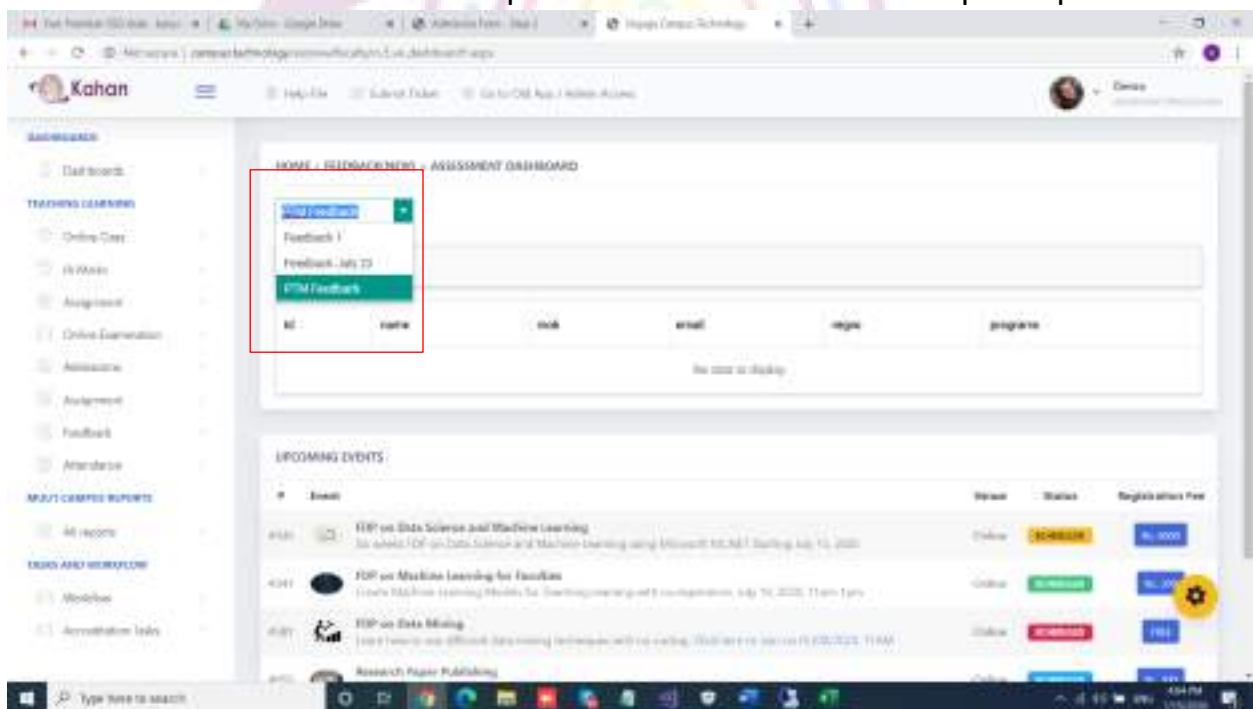
select the program and batch from the dropdown and click on update.



16. To view the participants submitted the feedback, click on Feedback participants.



Select the feedback from the dropdown. It will show the list of participants.





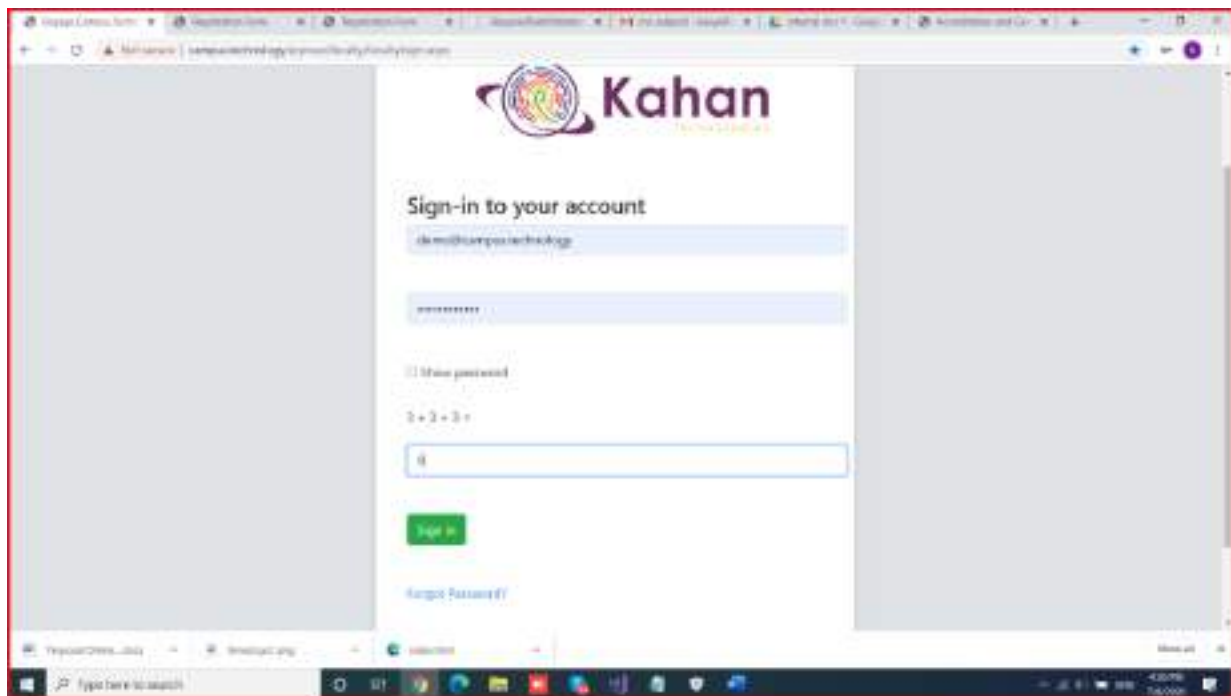
## Online Class and Live Class

Campus.Technology uses integrated online Live Learning Platform available for all faculties. Created using Open Source Jitsi Meet Platform, it provides the live classes through public or private servers. The same may also be integrated with your private server.

Every class you conduct gets an online link. You may conduct any class through blended mode, i.e., some students may join through online and some students may join offline and the same may be recorded as well as streamed through youtube.

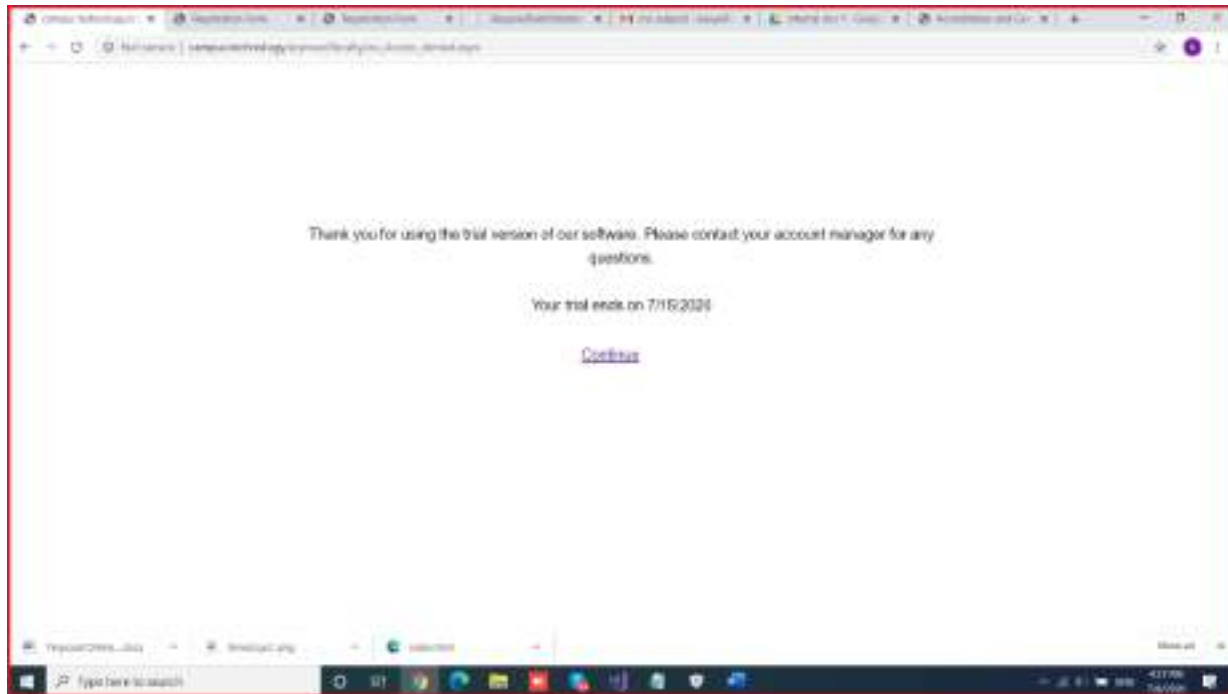
### STEP 1

Login with the provided userid and password by the institution



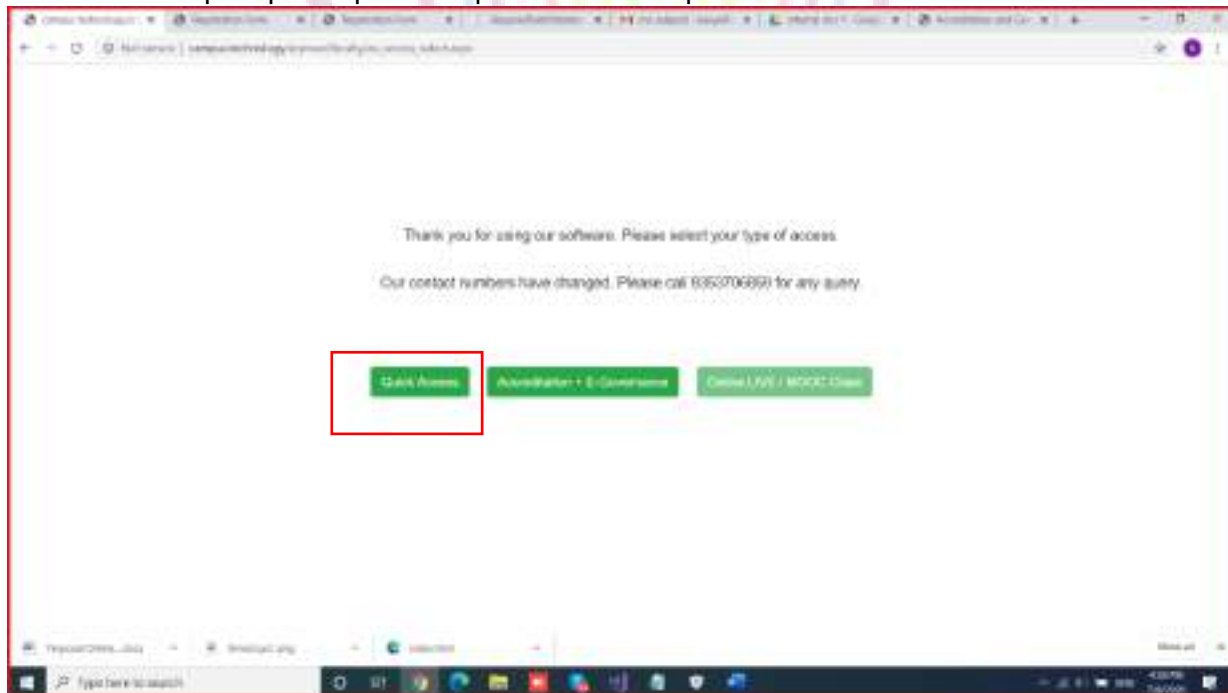
### STEP 2

Click on continue button.



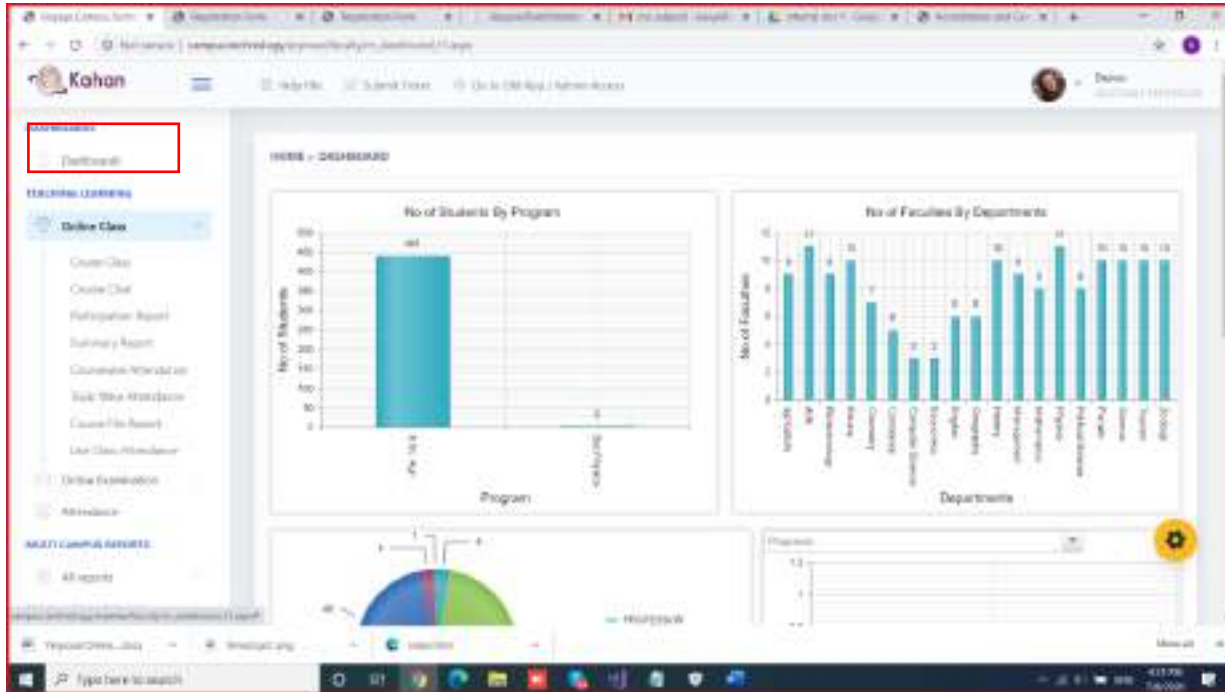
STEP 3

There are multiple options provided please click on quick access.



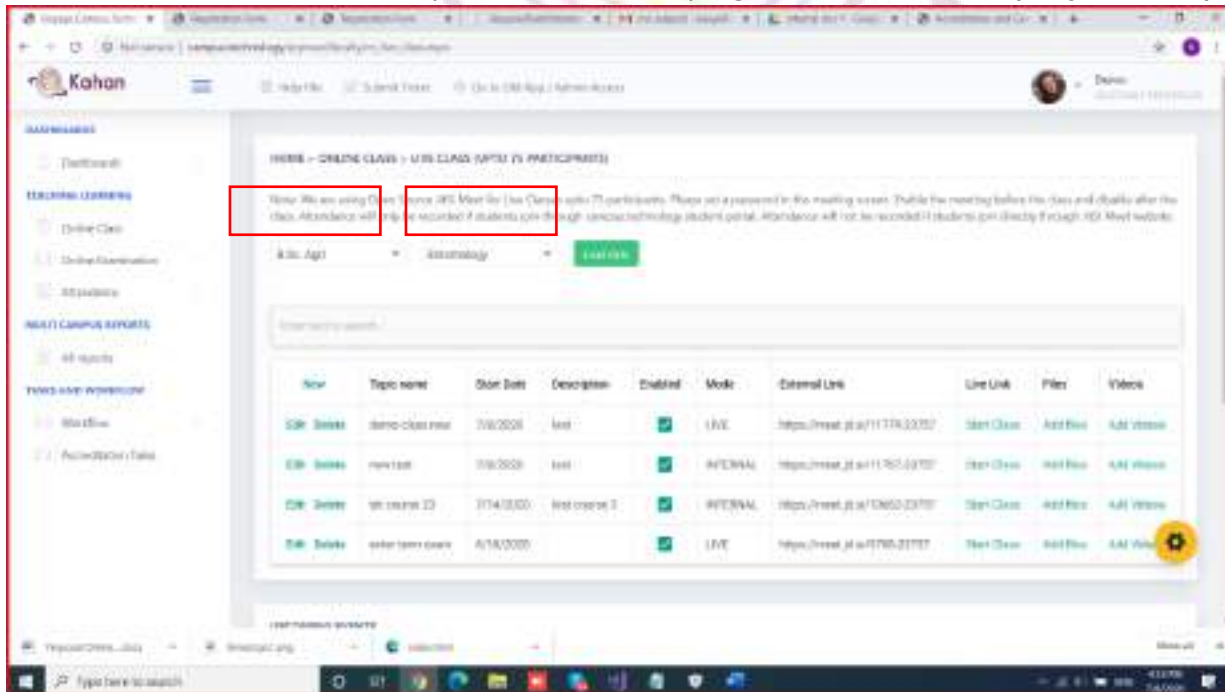
STEP 4

You will see the dashboard. In the left hand side menu click on online class



STEP 5

Click on create class. In the drop down, select the program and the course(subject name)



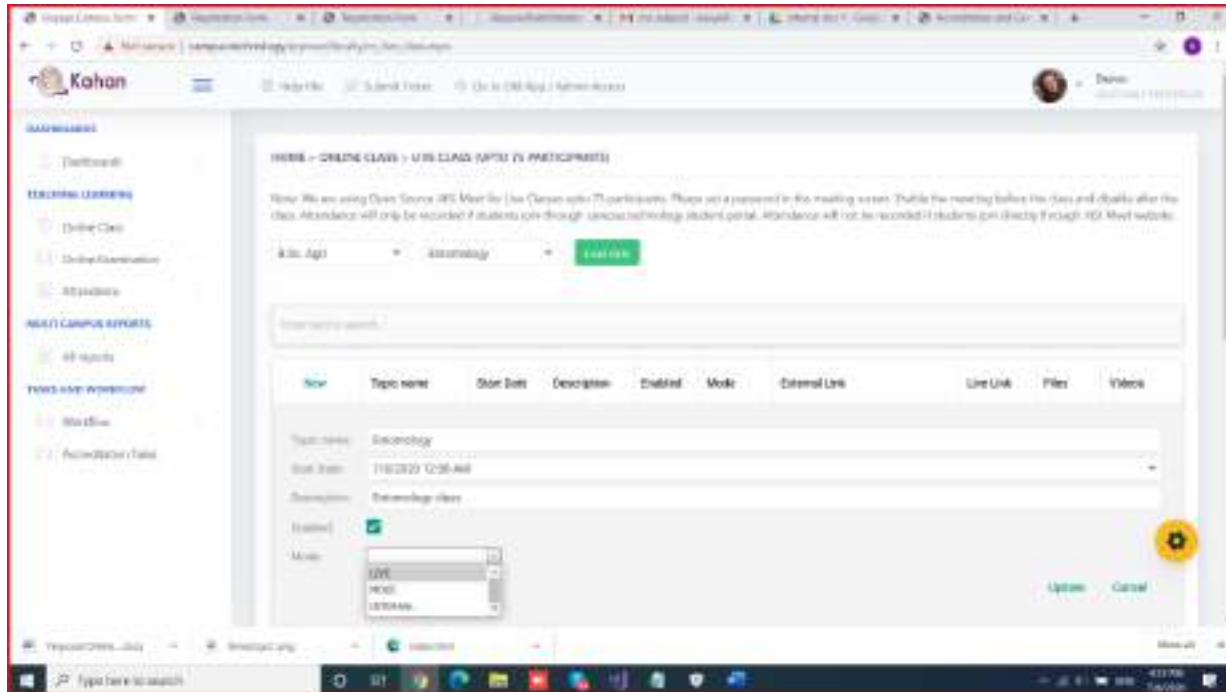
## STEP 6

Click on new button to start creating a class.

Enter the topic name, start date, time, description.

Click on enabled if you want the class to be visible for the students in their app. If the enabled option is not selected then the class is not visible for the students.

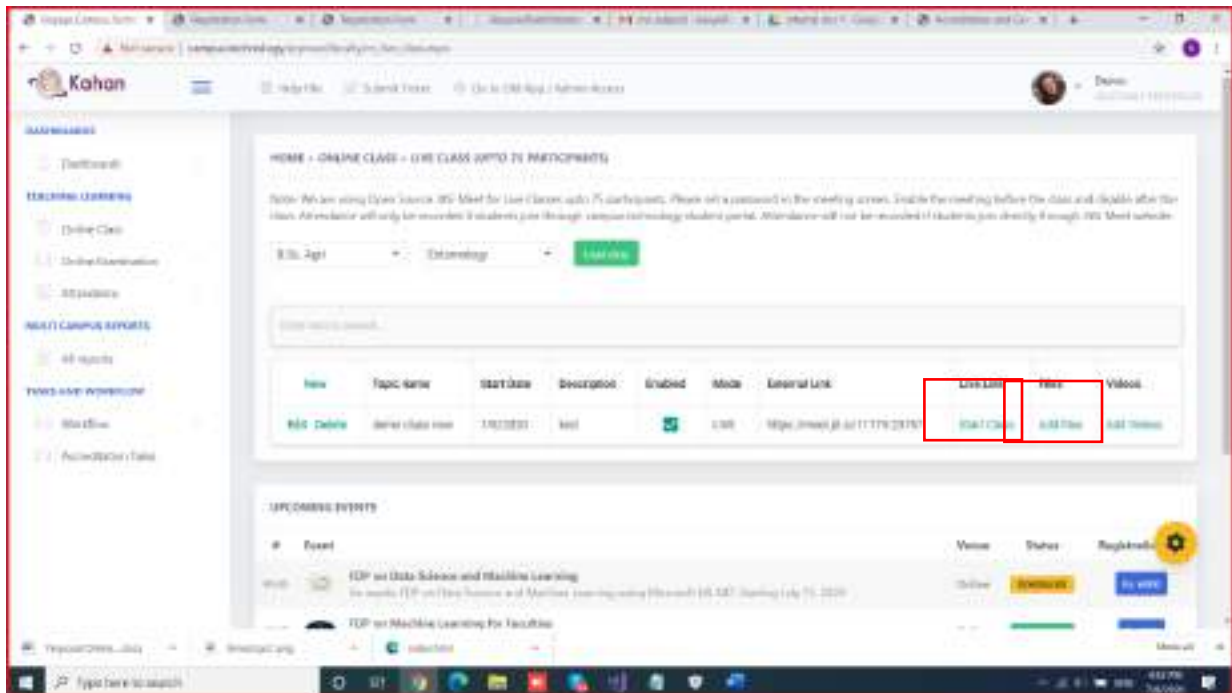
Select the mode as LIVE in the dropdown list.



## STEP 7

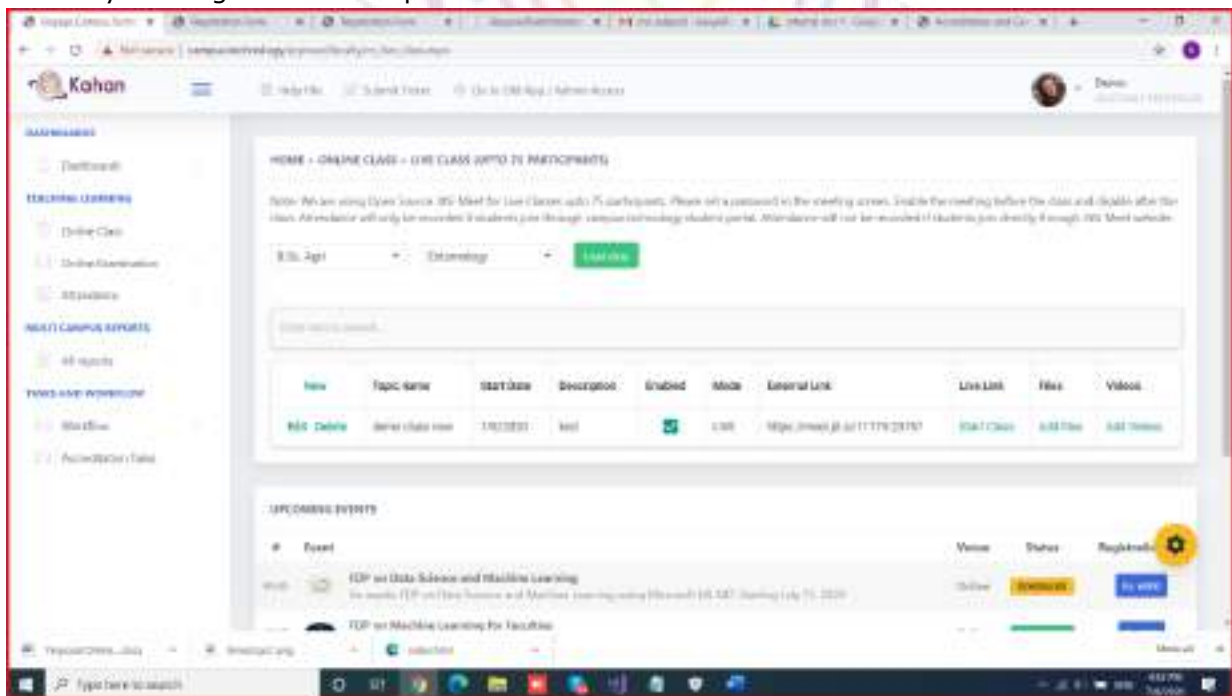
The class is now created. Click on start class option to start taking the class.

All the students who are joining the class will be visible.



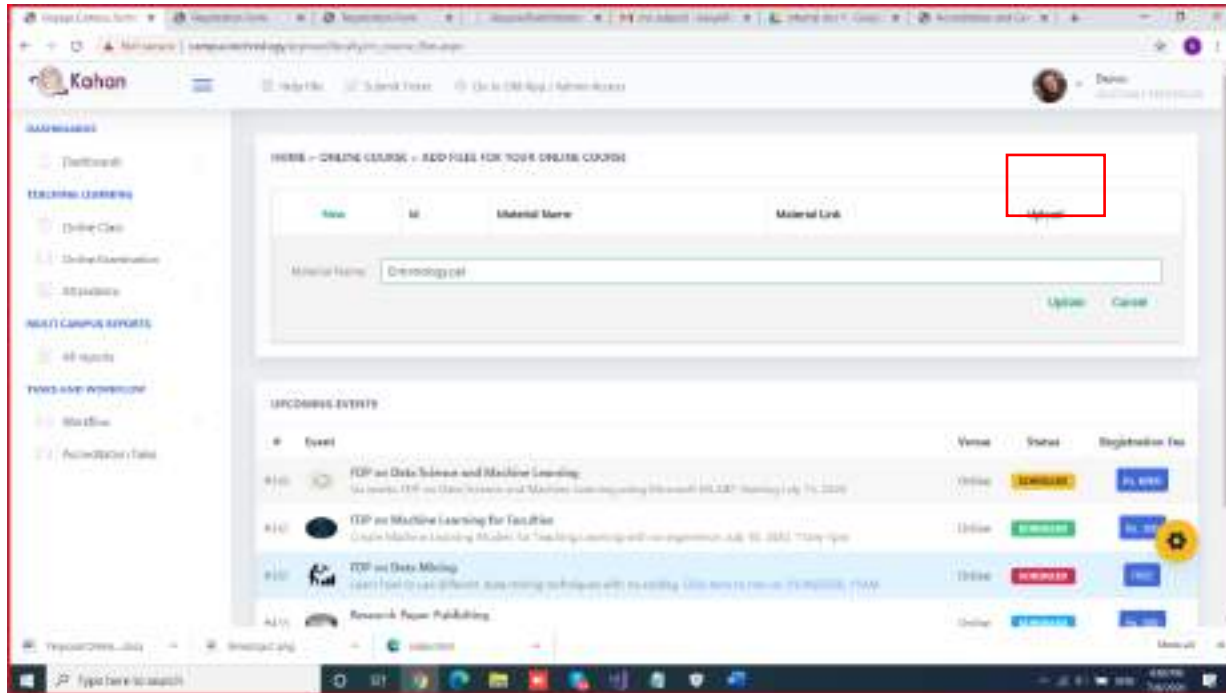
## STEP 8

You can also add study materials like PPT, Pdf, doc, images for the class created. You can do so by clicking on add file option.



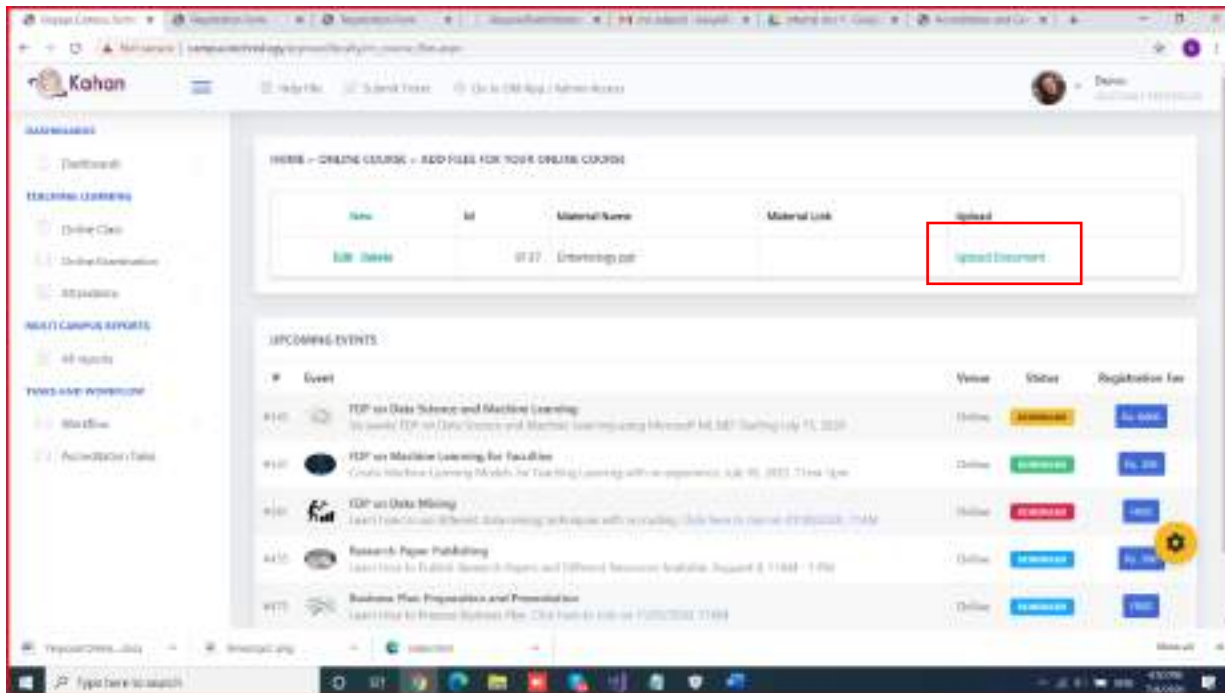
## STEP 9

After clicking on add files button click on New button to type the material name and click on update button.



Now the material name is created. The next step would be to upload the material.

Click on upload document option.

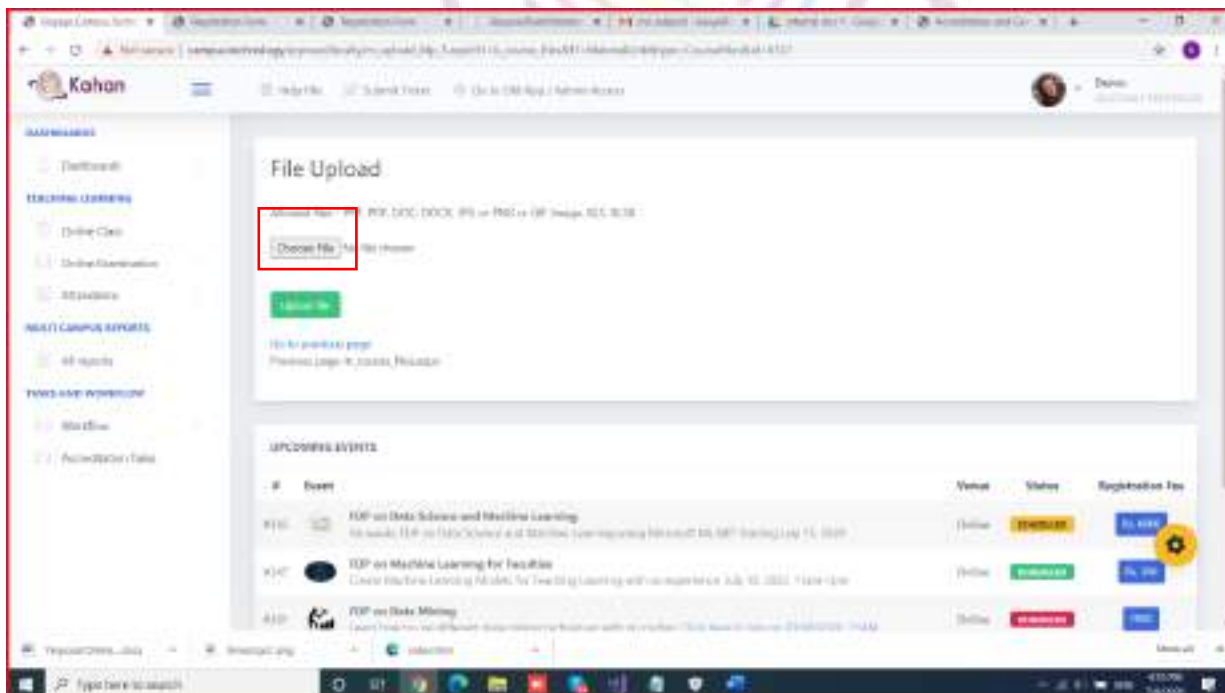


## STEP 10

The allowed file for upload are - PPT, PDF, DOC, DOCX, JPG or PNG or GIF Image, XLS, XLSX.

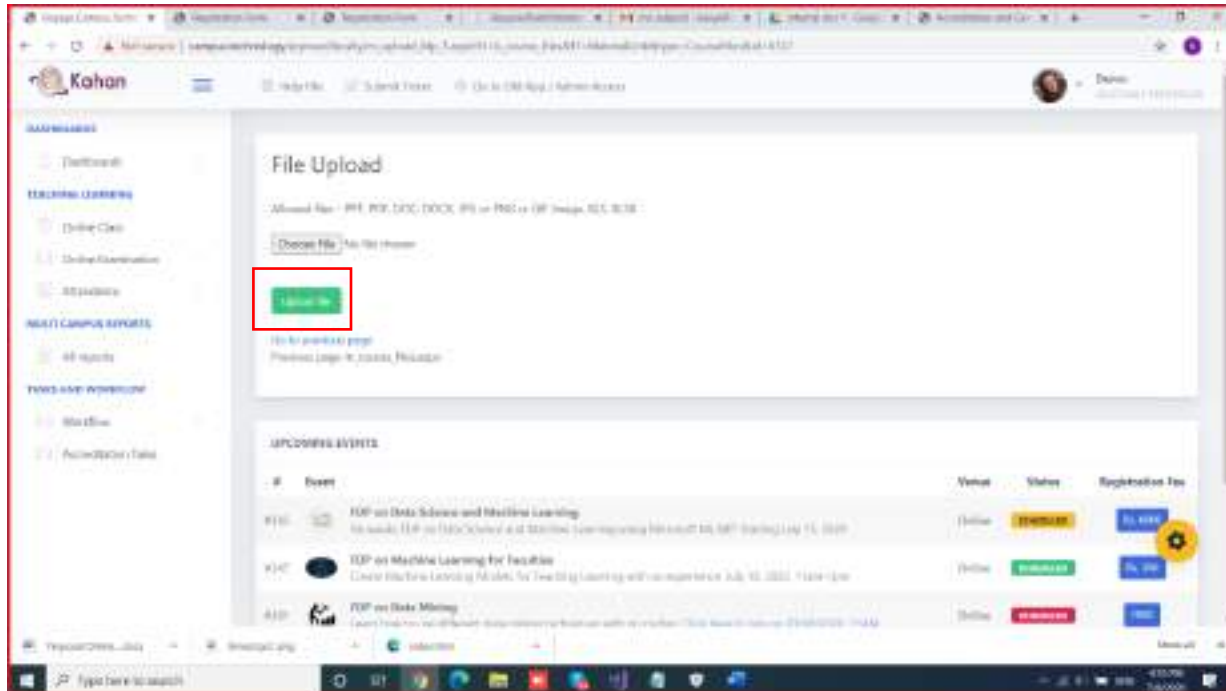
Allowed file size is 3MB per document.

Click on choose file option to select the relevant material from your laptop/computer.



Select the relevant material and click on open button to upload the material

Once the file is chosen click on upload button to upload the material for the particular class. The material uploaded is also available to the students even after the live class has ended. They can access this material anytime through Posto app.

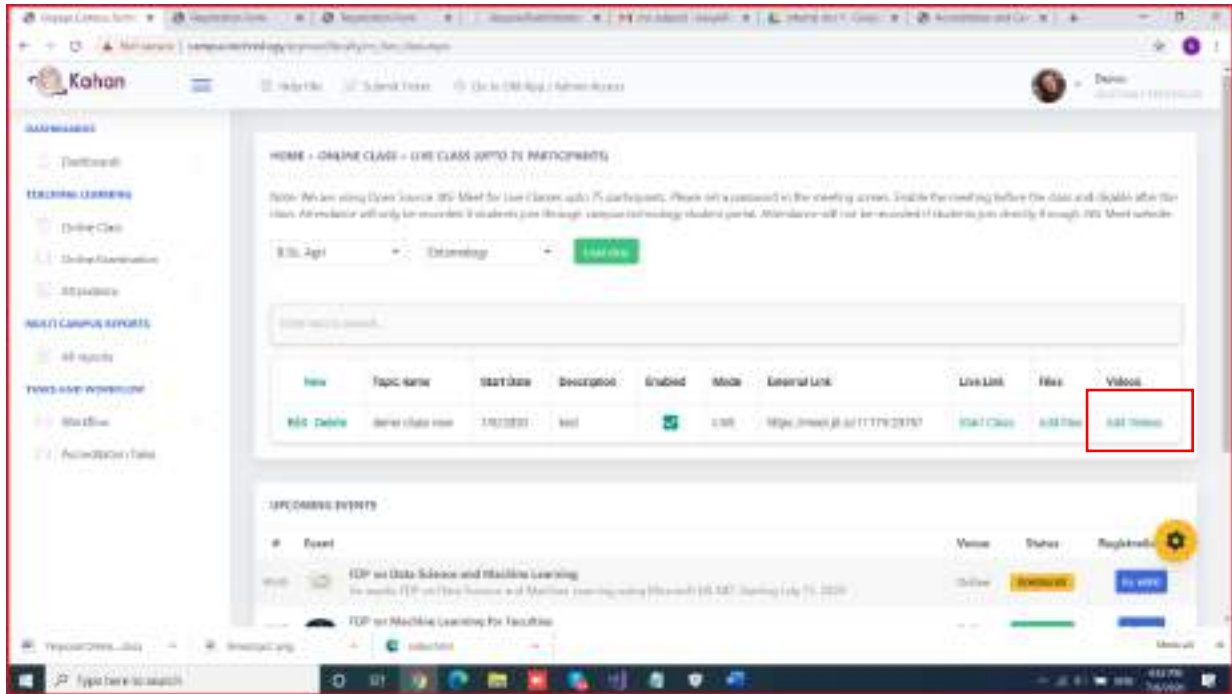


#### STEP 11

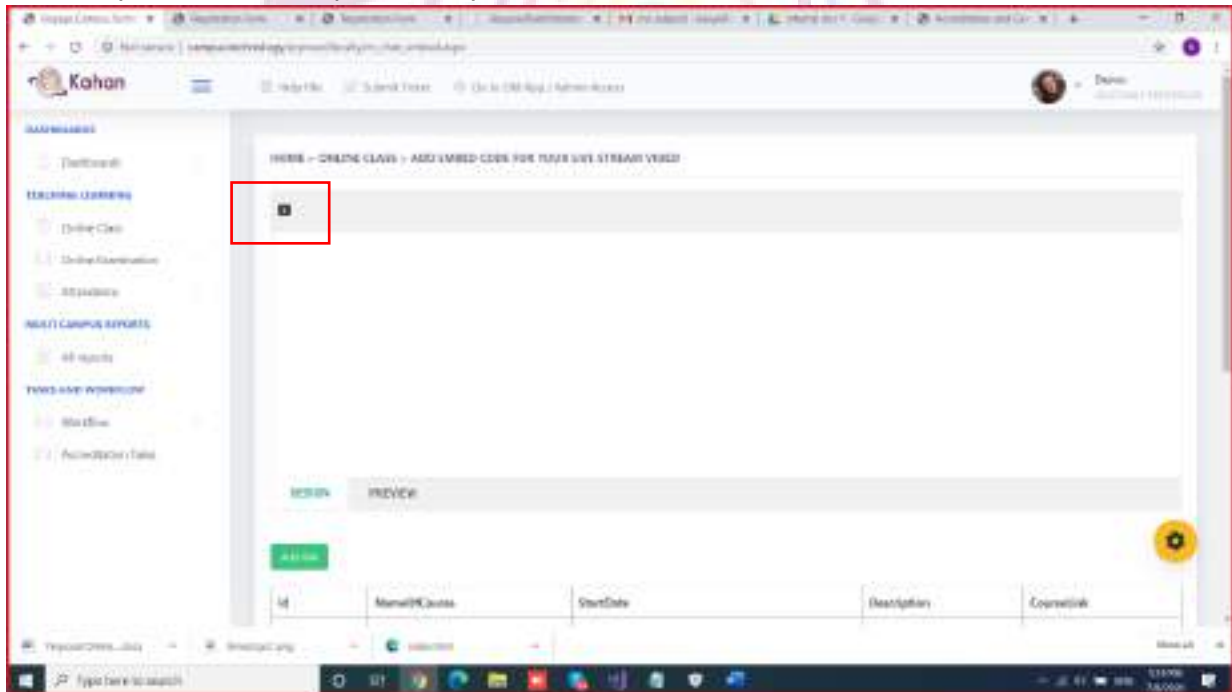
You can also link relevant videos for the created class to be accessed by the students.

Click on Add videos button.

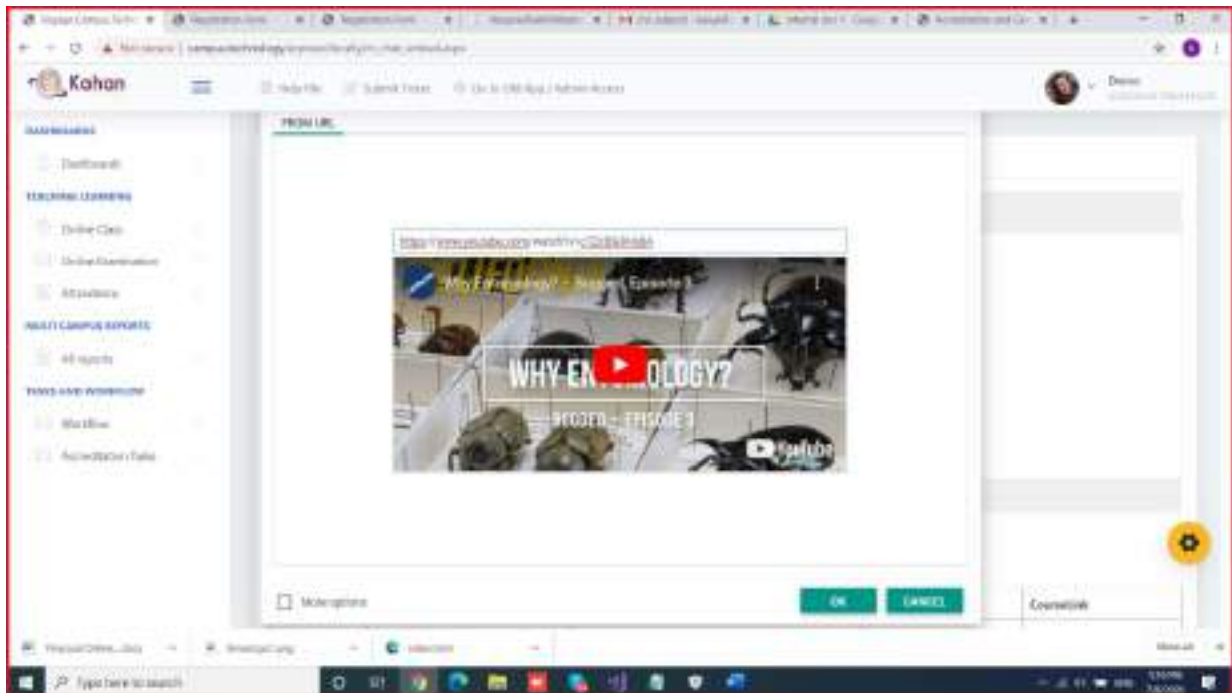




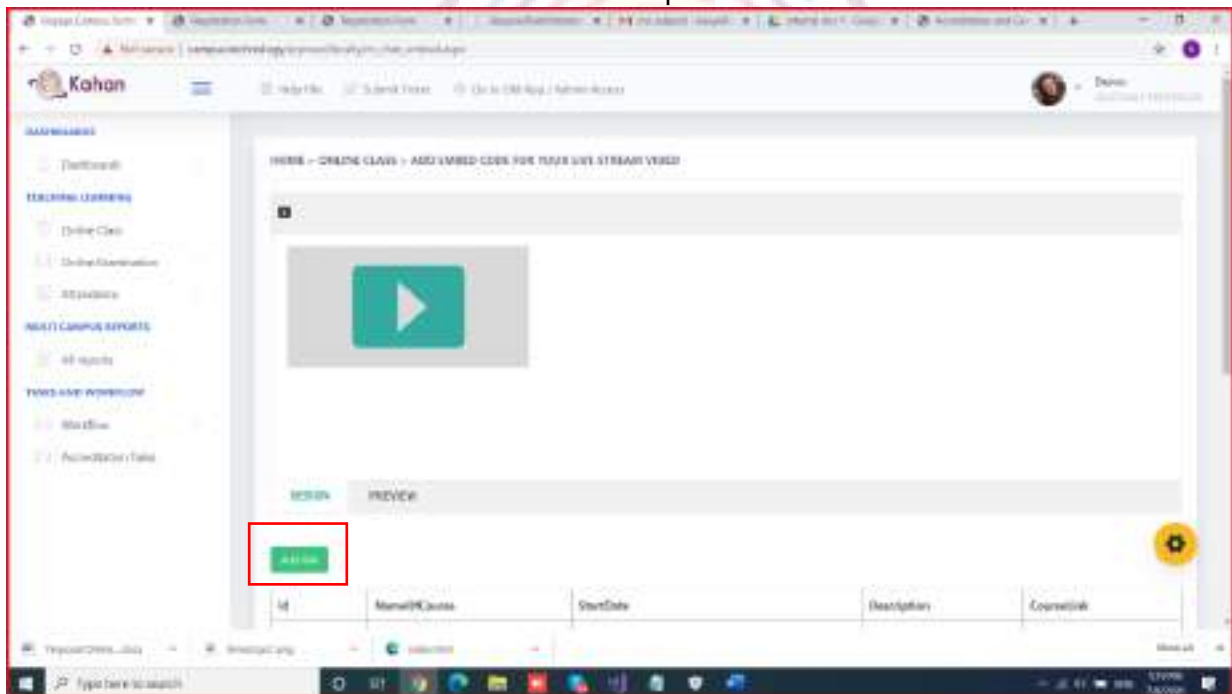
click on youtube icon to paste the youtube link of the relevant video.



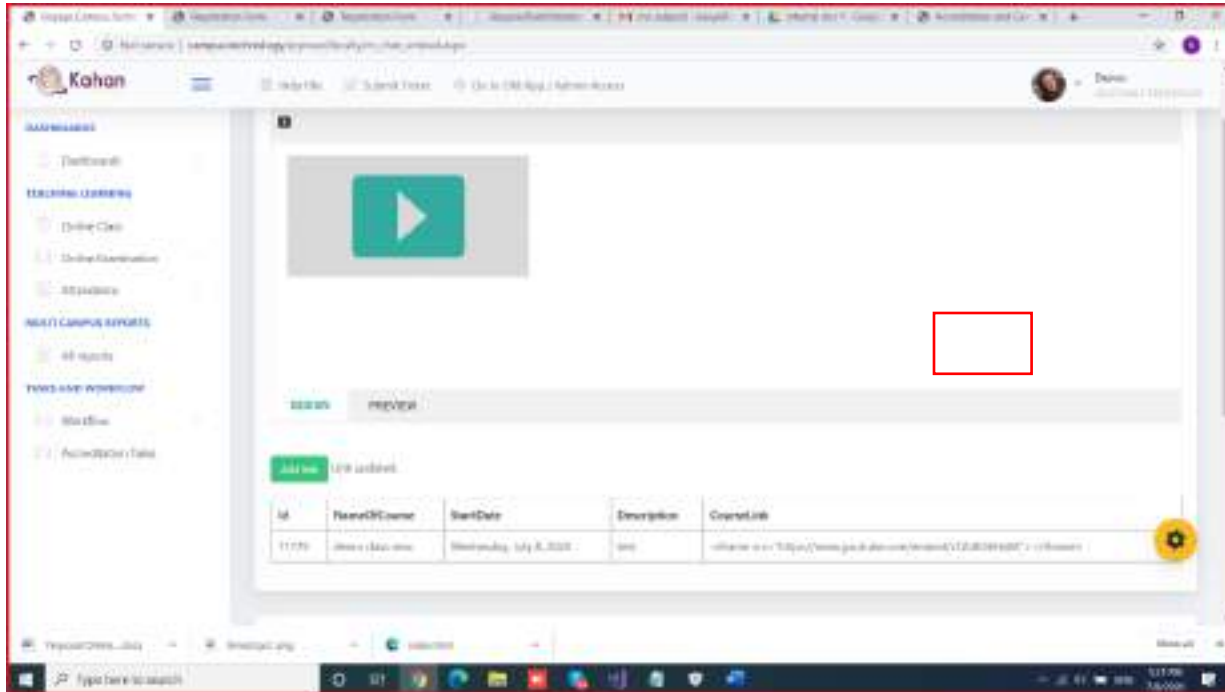
Paste the URL in the space given. The preview of the video should be seen.



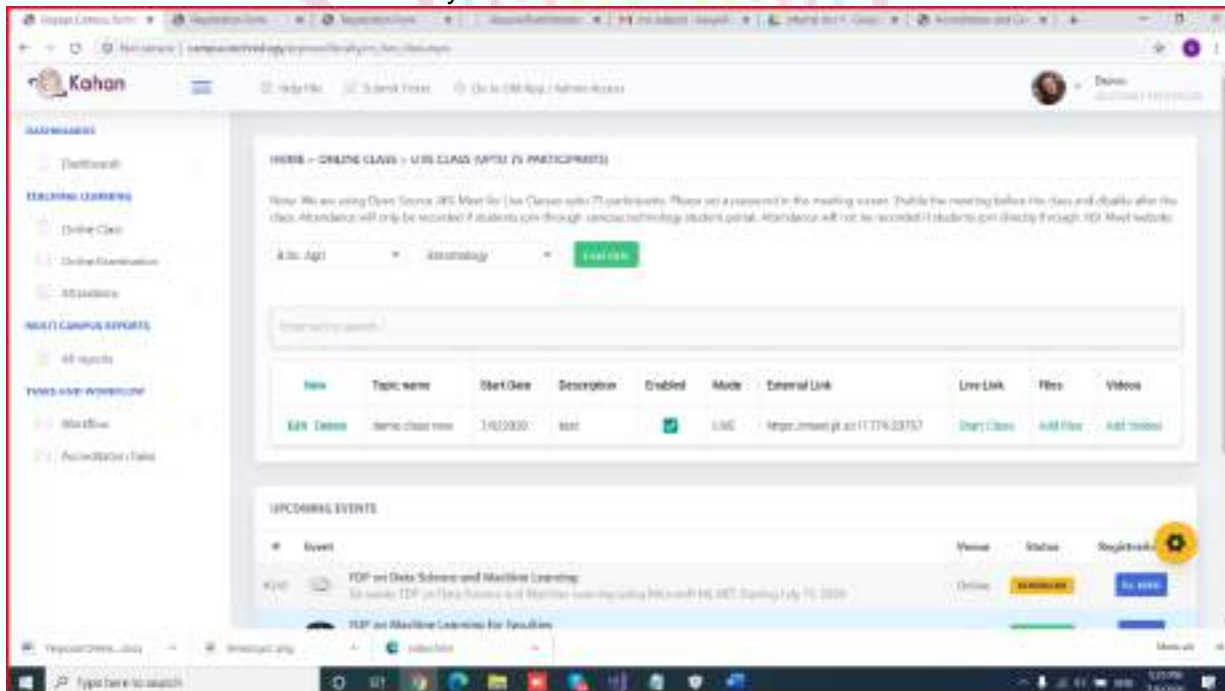
Click on Ok button and click on add link button to upload the link.



The uploaded video link should be visible in the table as shown.



STEP 12  
Click on start class button to start your live class.



STEP 13  
The attendance of students who have attended a particular live class is available under live class attendance option.

The screenshot shows the Kahon LMS interface. The main content area is titled "LIVE CLASS ATTENDANCE". Below the title is a search bar and a table with the following columns: #, name, date, room, Name Of Course, Name Of Designer, date, program, and courseware. The table contains one row of data:

#	name	date	room	Name Of Course	Name Of Designer	date	program	courseware
1	Amalendu	2023-02-28	Amalendu001	Amalendu class	AMARUNDEE KUMAR SINGH	10/02/2023	AI & ML	Programming

Below the table is a section titled "UPCOMING EVENTS" with columns for #, Event, Venue, Status, and Registration fee. Two events are listed:

#	Event	Venue	Status	Registration fee
1	EDP on Data Science and Machine Learning Towards IIT on Data Science and Machine Learning (Workshop 14.02) Starting July 15, 2023	Online	UPCOMING	INR 1000
2	EDP on Machine Learning for Faculty Towards Machine Learning Workshop for Teaching Learning with an experience AI & ML 2023 17th July	Online	UPCOMING	INR 1000

The list of students who have attended the live class is available in the table is as shown above.



## Conducting FDP

Conducting Departmental meeting: Campus.technology platform can be used to conduct FDP and webinars. The platform is integrated with streaming services like YouTube directly out of the box. The streaming is server based. Videos can be recorded using dropbox or a local software like OBS(free and open source).

Time limit: There is no time limit for conducting FDP/webinars.

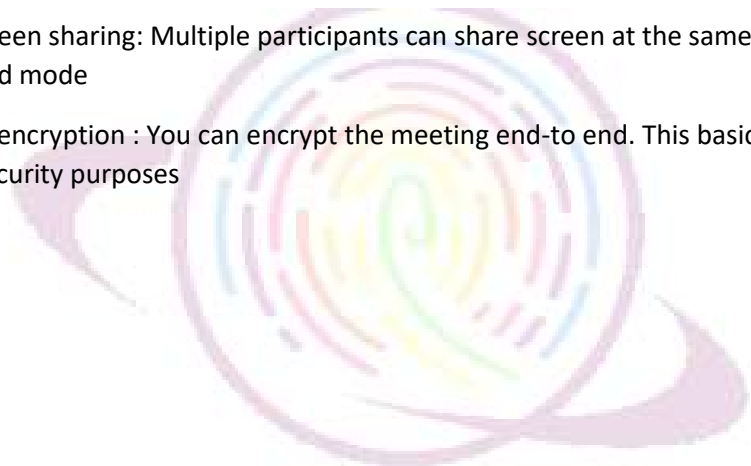
Participants limit: Direct interaction (both audio/video) is 75. The remaining participants can join through the free streaming link. There is no limit on the number of participants for joining through the streaming link.

Multiple host option: You can enable multiple people as host/co-host.

Low bandwidth compatibility: The system automatically adjusts the bitrate of both audio/video to handle low bandwidth. The same is updated when bandwidth is adequately available.

Multiple screen sharing: Multiple participants can share screen at the same time. The same is visible in grid mode

End-to-end encryption : You can encrypt the meeting end-to end. This basically encrypts the video for security purposes

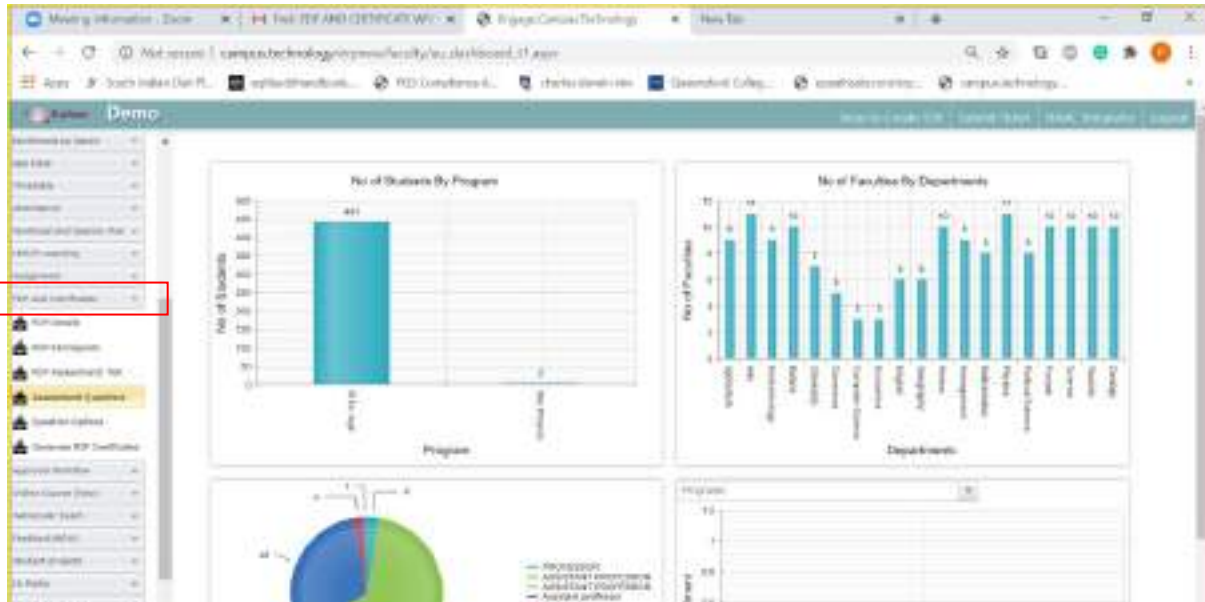


## For Admin:

How to create FDP/Webinar in our platform:

Login to the platform using the provided user Id and Password.

Select FDP and Certificate option from the left hand menu



Step 2: Create FDP option in the left hand menu

The screenshot shows the 'FDP Details' form and a table of existing FDPs. The form has fields for 'End Date', 'FDP Coordinator', 'Academic Year', and 'Description'. The table below lists three FDPs with columns for 'FDP Details', 'Start Date', 'End Date', 'Academic Year', 'FDP Coordinator', 'Description', and 'Participate/Host Link'.

FDP Details	Start Date	End Date	Academic Year	FDP Coordinator	Description	Participate/Host Link
No	6/30/2020	6/30/2020	2019-20	ANWARREET KOUR SEDHO agriculture	egghh	Participate/Host Link <a href="https://www.youtube.com/watch?v=...">https://www.youtube.com/watch?v=...</a> AK Link <a href="https://www.youtube.com/watch?v=...">https://www.youtube.com/watch?v=...</a> YouTube Participate Link <a href="https://www.youtube.com/watch?v=...">https://www.youtube.com/watch?v=...</a>
Sociology Webinar	7/3/2020	7/4/2020	2019-20	ANWARREET KOUR SEDHO agriculture	on the topic child movement	Participate/Host Link <a href="https://www.youtube.com/watch?v=...">https://www.youtube.com/watch?v=...</a> AK Link <a href="https://www.youtube.com/watch?v=...">https://www.youtube.com/watch?v=...</a> YouTube Participate Link <a href="https://www.youtube.com/watch?v=...">https://www.youtube.com/watch?v=...</a>
parent teacher meeting	7/4/2020	7/4/2020	2019-20	ANWARREET KOUR SEDHO agriculture	meeting	Participate/Host Link <a href="https://www.youtube.com/watch?v=...">https://www.youtube.com/watch?v=...</a> AK Link <a href="https://www.youtube.com/watch?v=...">https://www.youtube.com/watch?v=...</a> YouTube Participate Link <a href="https://www.youtube.com/watch?v=...">https://www.youtube.com/watch?v=...</a>

Step 3: Click on New button to start creating a FDP/webinar. Enter details as asked

FDP Name	No.	Start Date	End Date	Academic Year	FDP Coordinator	Description
AMONGST OUR	400000	4/1/2020	6/30/20	2019-20	AMONGST OUR FDP/AgriCulture	AgriCul
AMONGST OUR	400000	4/1/2020	6/30/20	2019-20	AMONGST OUR FDP/AgriCulture	in Service 2019 comment
AMONGST OUR	400000	4/1/2020	6/30/20	2019-20	AMONGST OUR FDP/AgriCulture	Health

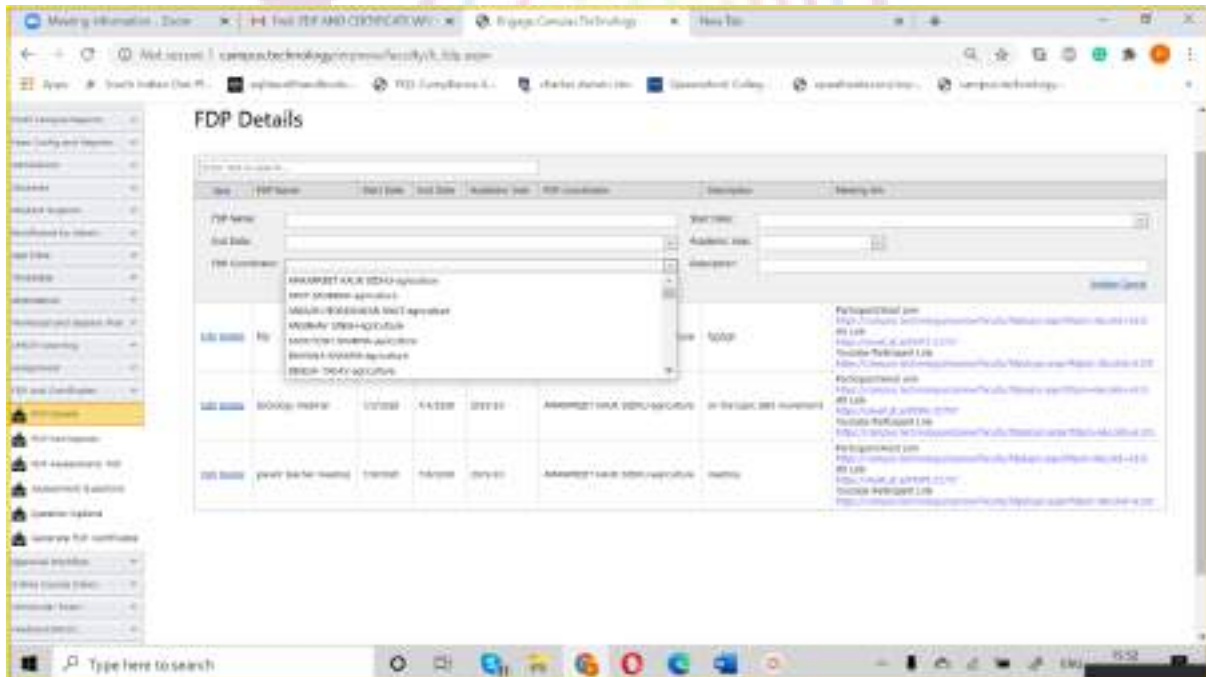
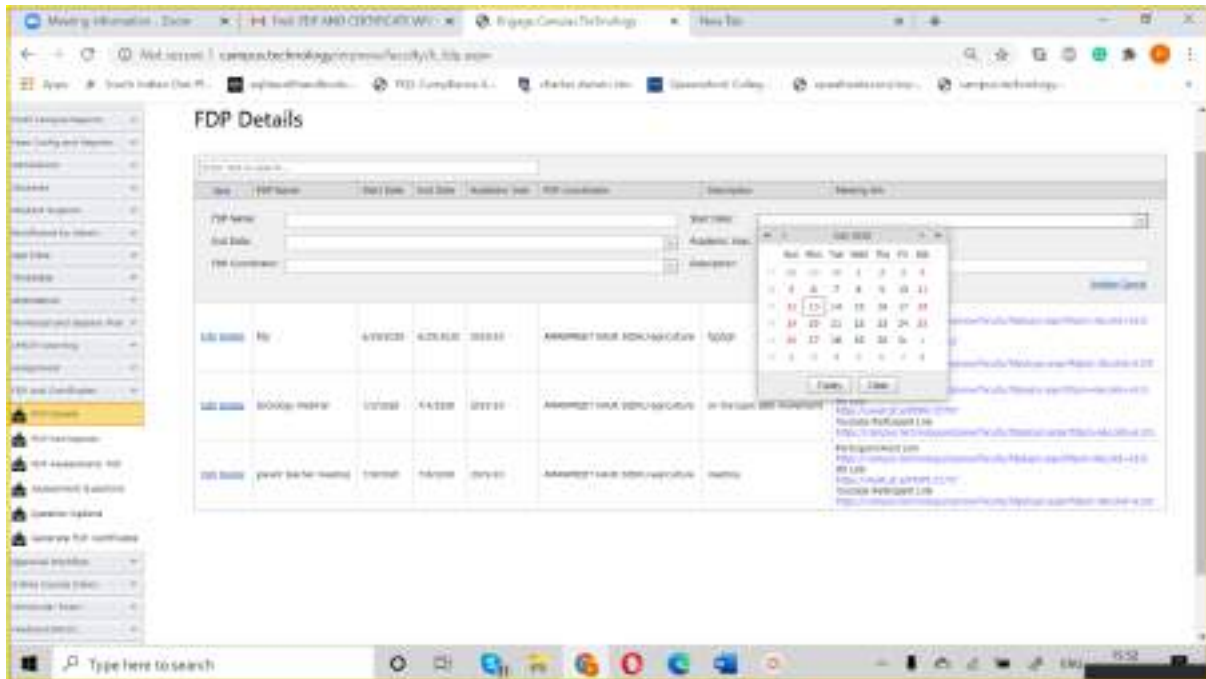
Things to keep in mind:

Start date and end date has to be chosen from the calendar and NOT TO TYPED MANUALLY

Academic year has to be chosen from the dropdown list provided and not to be typed manually.

Choose the FDP coordinator from the dropdown list. (this list has been added by the college admin. If a particular coordinators name is not in the list then please contact the coordinator for the name to be added)

Refer pictures added below



Step 4: Once you have entered the details as asked then the FDP /webinar is created. The same will be shown in the table provided below. Do not worry if the table doesn't exist, the table is populated automatically when the 1<sup>st</sup> FDP/webinar is created.





All field such as Full Name, Institution name, Phone number, Email are mandatory.

Make sure you are entering the captcha value as well.

After entering all these details click on join meeting option to join the FDP/webinar

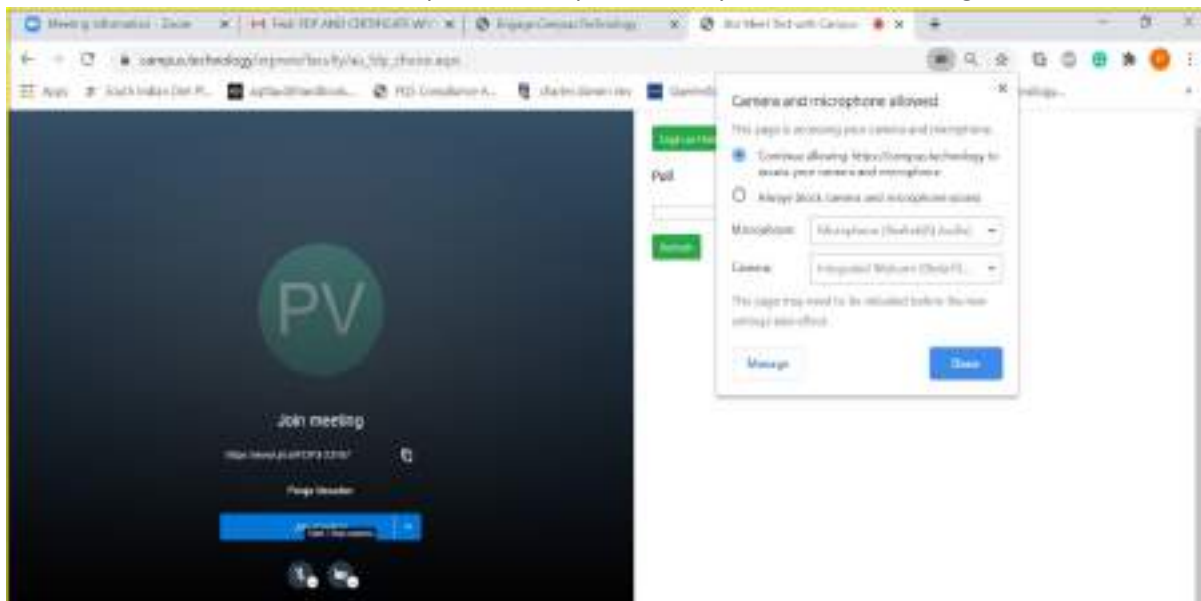
### Meeting settings for participants:

1. Once you click on join meeting you will be taken to the meeting platform.

Things to do: The platform will ask for permission to access your camera and microphone. Make sure you are providing the necessary permissions as prompted.

If you denied give the permission by mistake then

- A. You can close the window and start joining again using the participant/host link provided to you.
- B. You can also check the permissions provided in your browser settings as shown below

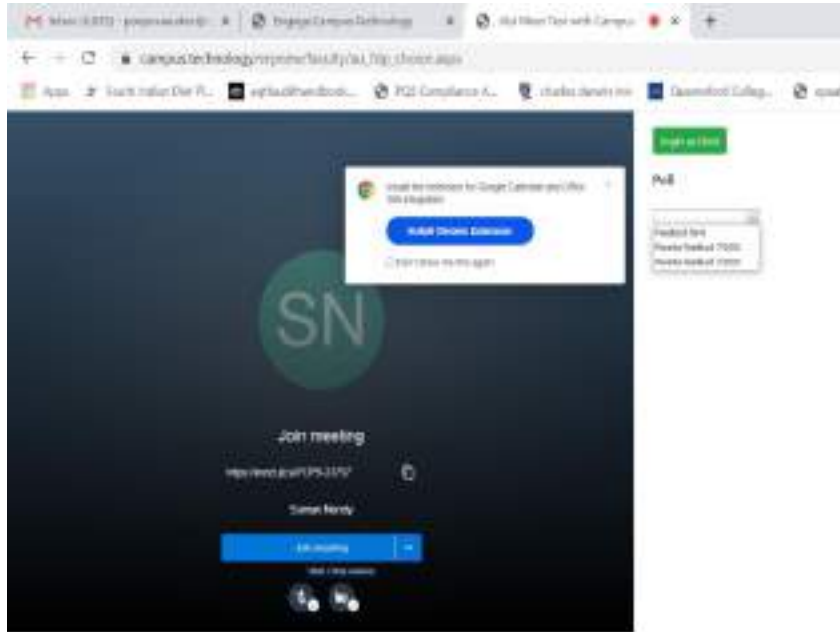


2. Click on join meeting option to participate in the FDP/webinar

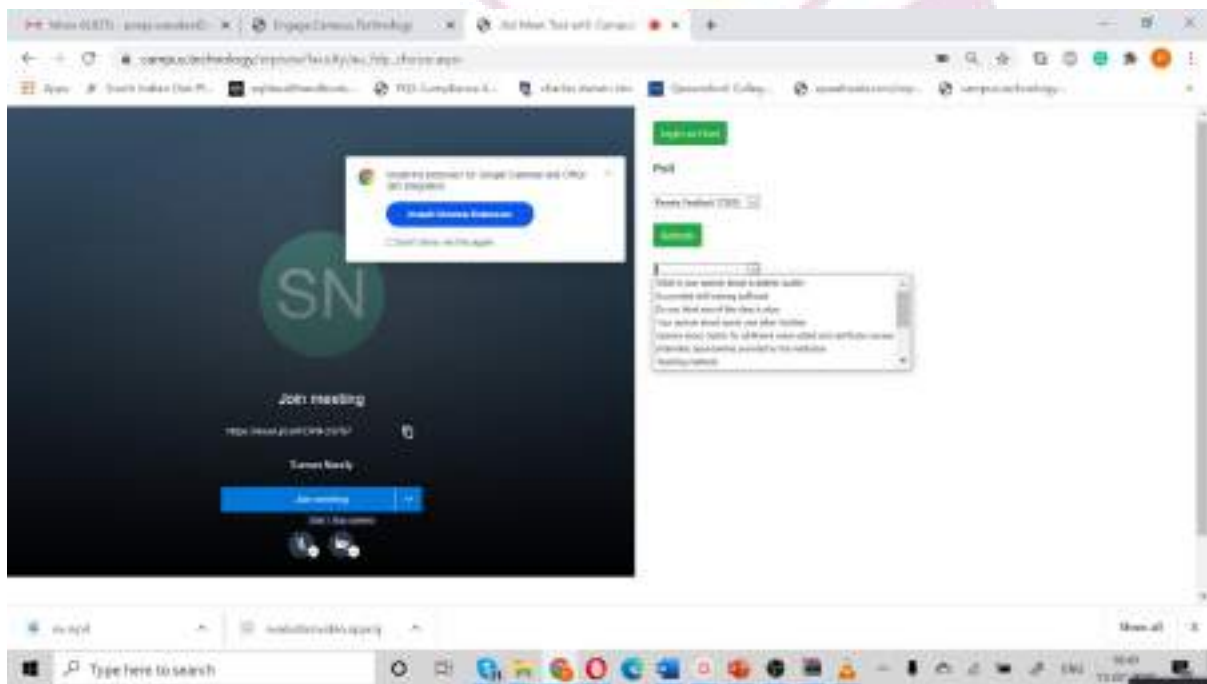
**For participants:**

Taking poll in the FDP/webinar:

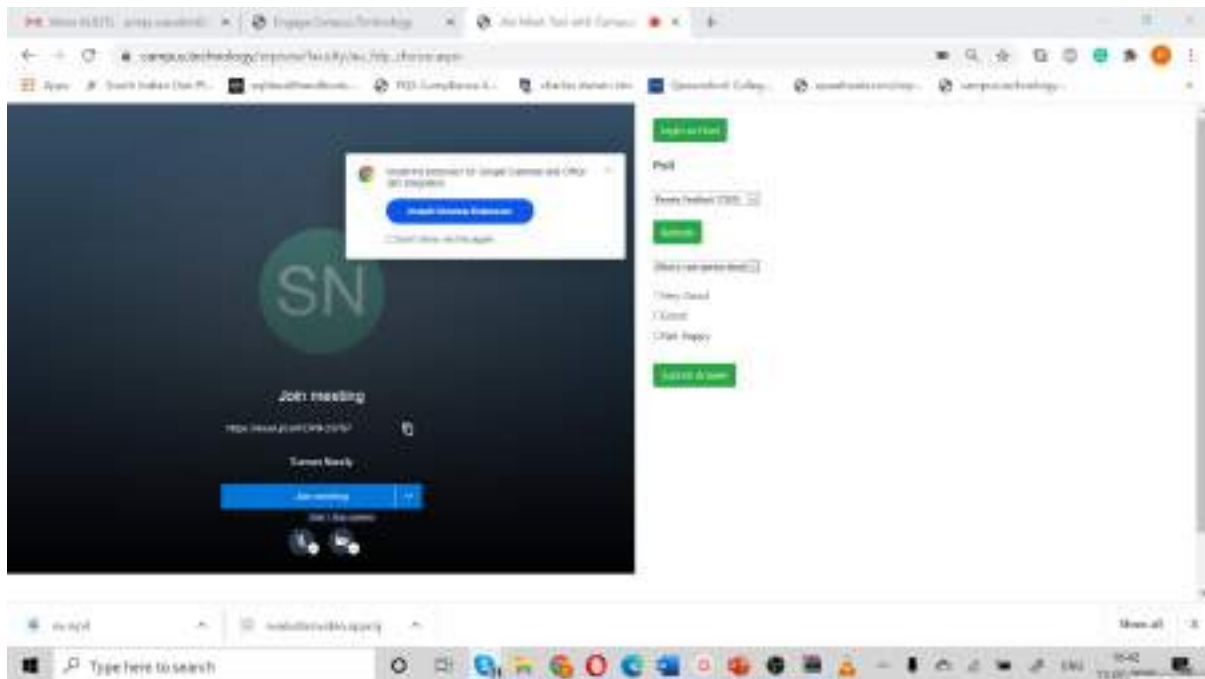
If the poll is made available from the host institution then the same will be visible on the left hand side in the meeting platform like shown below



Once you select the poll the relevant questions of the poll/feedback are available in a dropdown list



Select a question from the dropdown list and the respective options will be shown below



Choose your answer and click on submit button to submit your response for the particular question

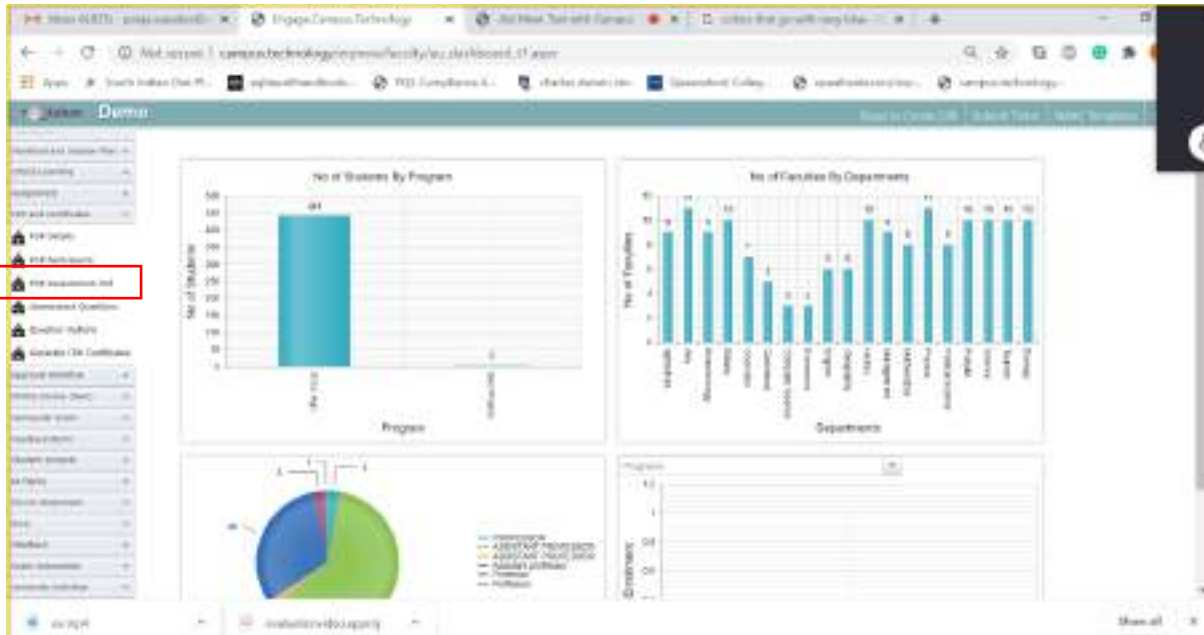
Accordingly choose the next question from the dropdown and repeat the previously explained process to submit your responses.

**For the admin:**

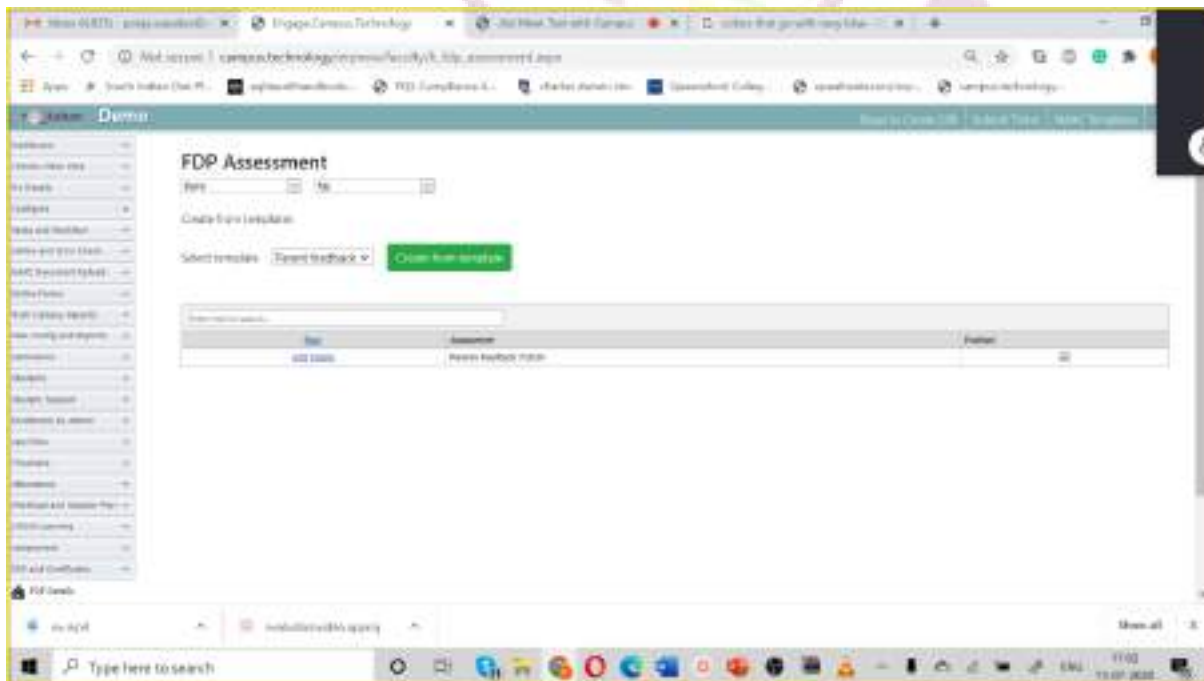
How to configure a poll/feedback and link it to the FDP/Webinar you are conducting

Step 1: After logging in select Create FDP and Certificate option from the left hand side option

Step 2: Select the FDP Assessment/Poll option from the menu

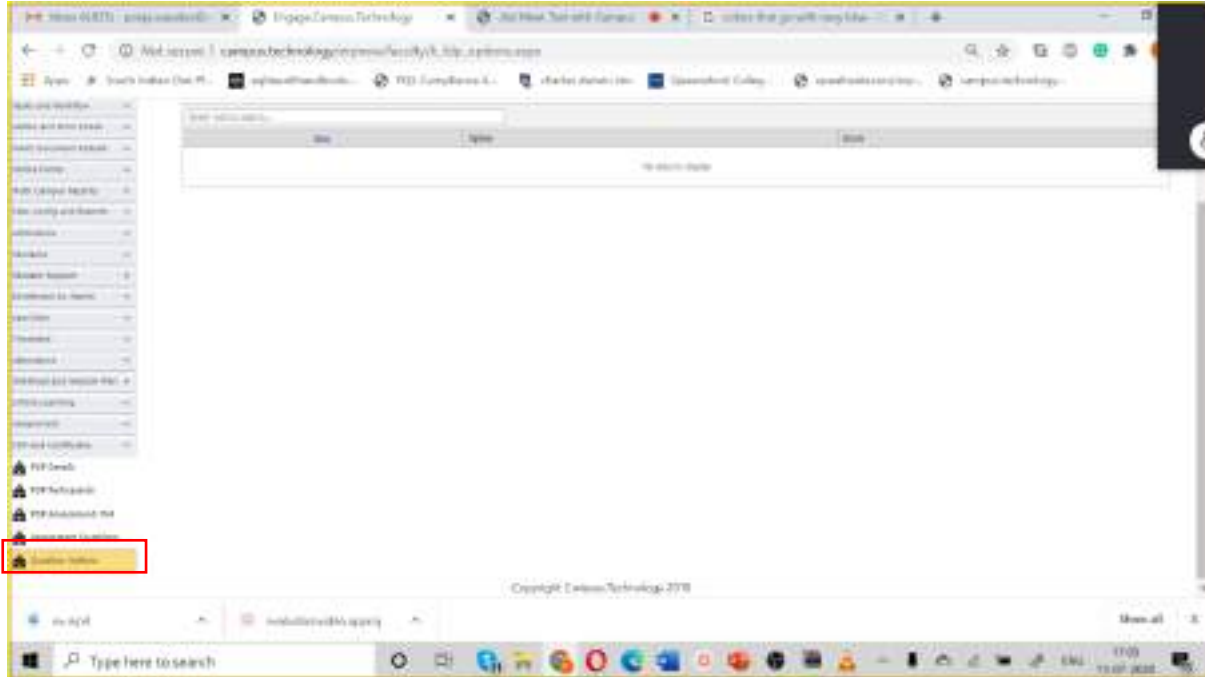


Step 3: Select FDP from the dropdown list. The FDPs in this dropdown are being populated in the dropdown based on the details you have provided in the previous option “FDP Details”.



Step 4: After choosing the FDP/Webinar from the dropdown. Select the New button to start adding the questions for the Poll/feedback form. After adding the questions the next step would be to add option needed for the questions

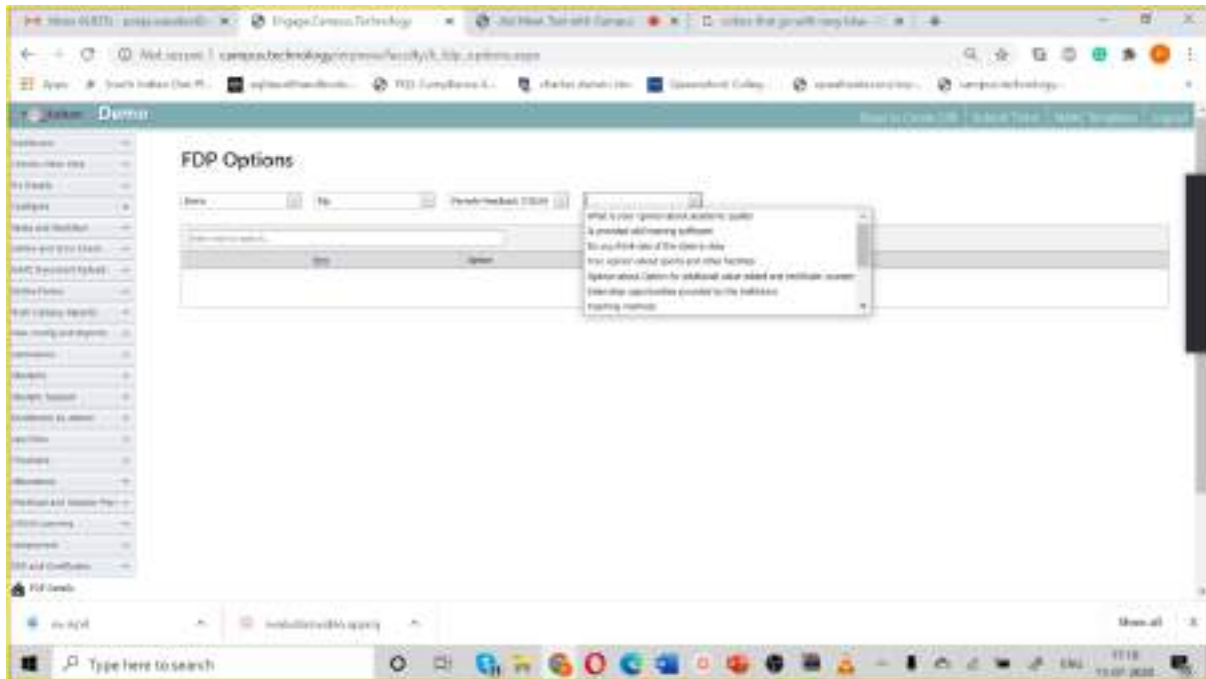
Select the “Questions Options” from the left-hand menu



Select the relevant FDP from dropdown list

Select the created Poll/feedback form from the dropdown list (this list is created based on the details provided in the previous screen “FDP assessment/poll”)

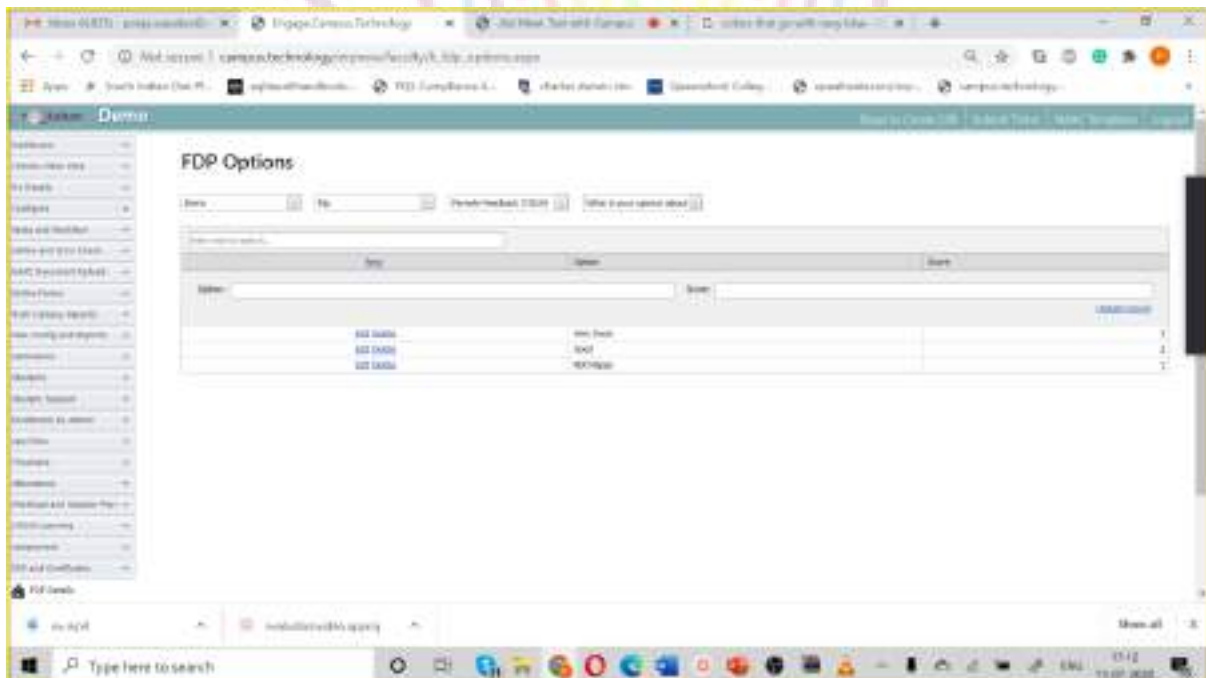
Select the question to which you want to add options



After selecting the question click on new button to start adding the options

Type the option as required. The score field can be left empty as it is not relevant here.

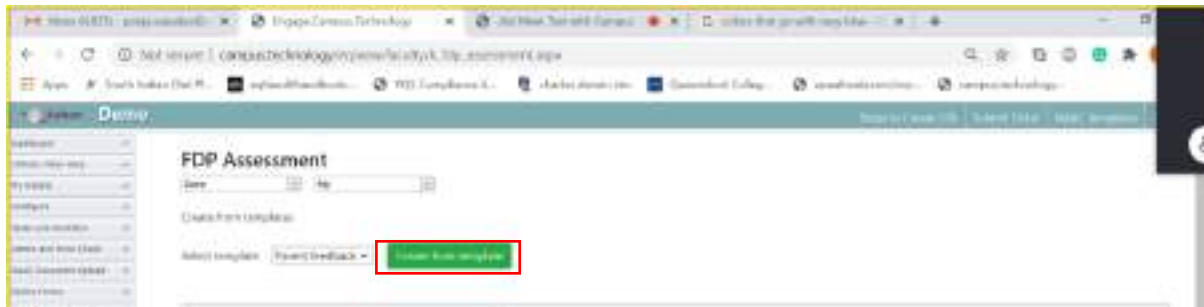
Click on update to add the option typed for the selected question.



The options that have been added are shown in a table below.

Choose the next question and repeat the steps as explained above.

You can also choose the readily available templates of Poll and feedback form available. To do so select the template from the dropdown list and click on “Create from template button”



The template will be added automatically to the selected FDP and will be shown in the table below





**For admin:**

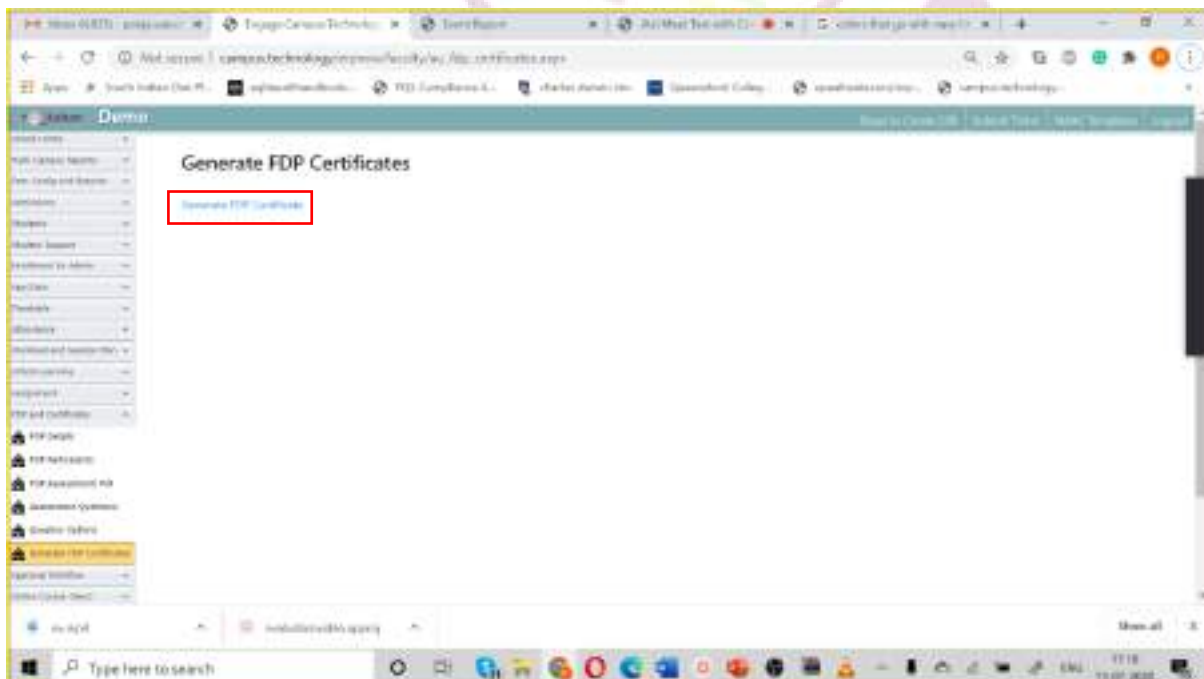
Generating FDP certificates:

Step 1: After logging in select Create FDP and Certificate option from the left hand side option

Step 2: Select the Generate FDP certificate option from the left hand menu



Click on generate FDP certificate button as shown below



## Online Exam with Live Proctoring, Mobile App

Features of the platform:

- Video/Audio Proctoring
- Automatic Grading of MCQ
- Dedicated student and faculty app
- Candidate Management
- Certification Management
- Question Bank and Question Branching
- Randomization of Questions
- Reporting/Analytics
- Course outcome/program outcome/Attainment
- Test Scheduling
- Weighted Questions
- Group similar aspirants together

You can create all of the below type of assessment using the platform

- Multiple Choice Questions
- Short Answer Type Question
- Long Answer Type Questions
- Code Snippet Question
- Diagram Type Question
- Case Study Questions
- Coding Questions
- Audio/ Video Recording Questions

Conduct exams for:

- Entrance Exams
- Mid term and end term exams
- College quiz

- Group similar aspirants together
- Pre-Placement Exam
- Exam for Job applicants

Students may take the exam through mobile app by uploading answer scripts for specific questions or by typing answers. Web based interface is also available. Students may also use digital devices such as handwriting devices etc.

We support LIVE Hand-Off feature. Students may start writing in one device then switch to another device and complete the exam. Real time. Multiple controls are provided to the faculties to PAN, Zoom, rotate the answer scripts for non MCQ questions. Also, a complete answer script with all questions answered by the students can also be generated from the software for every student and can be saved for future reference.

Students will have to login through their mobile app (Android/IOS). The exam is only available to the students after the faculty enables it. Students can answer both MCQ and descriptive type of questions. For MCQ we have the provision of negative marking and adaptive marking as well. For descriptive questions students may choose to type the answer using their mobile keypads or can upload the written answer from an answer sheet as an image using our secure camera. Multiple images can be uploaded for any given question. The uploaded images can be deleted as well. For security reasons and to avoid a scenario where the students are sharing images amongst them or are uploading saved images from their phone gallery the app does not allow the students to access the image gallery in their phone and lets them only click pictures using our secure camera. Another security feature we have is called guardian declaration where the students legal guardians are asked to provide consent that there is no impersonation while taking exam. We also have the provision for video proctoring where the faculty can monitor the students who are taking the examination. In case the institution wants to use this feature an RTMP server which can be provided by us.

## Faculty / evaluation section

Faculties can create and enable. Enabling of assessment can be easily done using the dedicated faculty mobile app (Android/IOS). Faculties can view the answer scripts from the mobile app or using their web access. The answer scripts are available real time (as and when the students answer the same is available for the faculty to check). The faculties can score the answer sheet using the we based access. We have features to rotate, zoom in, zoom out the images that have been uploaded by students. There is an option to add comments for every answer. We have also added a feature where the marks of students for the assessment can be used to calculate the attainment of program outcomes and course outcomes.

If a student is unable to login or is unable to view the assessment the faculty will be able to resolve these problems without having to contact us and without any hassle by using the option in the mobile app where the problems can be identified automatically. The faculties have an option to mark a answer as essential or extra using the dropdown given.

## Segregation of students for invigilation

We use a feature called allocation using which the students can be enrolled to their respective groups based on their program, subject, batch, semester por any other criteria which takes care of the entire seggregation process. The faculties while creating the assessment has the option to choose the program, batch for whom the assessment is avilable. There is also an option to make the created assessment avilable to multiple progrmas without having to recreate the entire assessment.

## How will the answer script be presented to the examiner

There are 2 modes of presenting the answer scripts. 1. Answer script view mode 2. Evaluation mode. In answer script view mode The answer scripts contains the answers continuously one below the other along with respective images. The entire answer script, like a physical exam can be exported to a PDF file containing all answers and images for recorded purposes. In evaluation mode, The MCQ questions are evaluated automatically. For evaluation of descriptive questions faculties can select the question from the

left hand pane and the respective answer is displayed in the right-hand pane. The left-hand pane also contains options to add marks and comments for the particular answer. Faculty may also designate the answer as essential and extra. In case the answer is designated as extra the marks will not be counted in the final tabulation sheet. The answer images can be rotated, zoomed in and out etc.

Our system supports anonymous evaluation and scrutiny. If so configured the faculty will not be able to identify the student whose answer script they are evaluating. The system supports scrutiny such that the same answer script can be scrutinised by the same or other faculty.

The system guest access for external examiners. A temporary login and password can be creating for external examiners and the assessment maybe assigned to the examiners for specific students for whom re-evaluation or scrutiny is required. The provided temporary ID can be configured in such way that it expires after certain days/weeks.

The entire process from creation of question paper to evaluation of answer scripts to scrutiny is encrypted with 256-bit encryption. The institution may configure the encryption in 2 ways: 1. Transport level encryption 2. end-to-end encryption. The same maybe provisioned in SAS 70 type 2 certified servers and a public and private key maybe generated.

our server is configured with additional layer of security at DNS level to block unauthorised access The entire process from creation of question paper to evalutaion of answer scripts to scrutiny is encrypted with 256-bit encryption. The institution may configure the encryption in 2 ways: 1. Transport level encryption 2. end-to-end encryption. The same maybe provisioned in SAS 70 type 2 certified servers and a public and private key maybe generated.

Our server is configured with additional layer of security at DNS level to block unauthorised access. In addition the Main database is provisioned in Azure cloud with internal and external firewall, header level security check can also be enabled for further security.

The SSL key can be configured with challenge respnse and other configuration methods.

Technical issues (how are they handled)

We support live hand off feature. In this the students can start taking the exam in one device and if due to some reason is unable to continue the examination in the same device he/she can login to another device and continue the examination from where they left off.

Details of support available to the students during the entire examination process

We have an online chat support and call support during all examination. However, we have conducted live 3 hours exam for many institutions and have not come across any problems so far when proper training was conducted so far.

## Use cases

Entrance Exams:

Our system can be used to conduct entrance exams. There is an integrated application form that can be enabled so a student can apply. There is also a integrated payment gateway if they have to pay fee for the particular exam. You can create question paper containing multiple sections of MCQ and descriptive section of each program. Students may appear for the assessment using mobile app and online.

Mid and End-Term Exams

The platform supports examinations with multiple sections containing MCQ and descriptive questions. Normally a midterm or end term exam would consist of 1. MCQ section and multiple descriptive sections. Some sections may also contain optional sections eg: students may have to answer 4 out of 7 questions. The questions may contain only text or a combination of text and images. The text may also contain formula and bullet points. Some questions may also contain table and large paragraphs.

Our platform offers various plug and play templates to address all the above mentioned requirements.

Multiple sections can be added to the question paper containing MCQ and descriptive type of questions. The questions are randomly selected from the question bank so the students get a random set of questions each.

A special purpose mobile app is designed to enable the students to take assessments. The app available in playstore and app store is designed to work on low bandwidth fluctuations. The app features a secure camera which will let students take secure images of the answer. The camera doesn't keep any copy of the image in the file system or in gallery.

Students may also type the answer in the in-built screen space provided.

Conditionally you may enable or disable selection of images from the gallery.

The system also features an online interface through which the students can login and answer the questions. The system will prevent the students from using any other application or softwares.

Proctoring is an integral part of examination. Using our platform you can assign students to invigilators. Invigilators can monitor students live. It is also possible let the student use multiple cameras such as mobile and desktop to create a 360 degree view of the student while he takes the assessment.

#### Class Quiz

Faculties may conduct class quiz using this platform. Faculties may create question banks for every module and once they finish teaching a particular module they can enable the respective quiz.

Poll: Faculties may conduct poll using this platform. Poll can be created consisting of multiple choice or descriptive questions. Advanced analytics available for the poll. The system contains AI based text search engine that will analyse the text written and create reports with meaningful insights. Polls can be taken by internal and external stakeholders. The poll report also contains segmentation analysis to create segmentation wise reports for every poll.

#### Assignment:

With every assignment the faculty may include assignment files. Students may view the given assignments through the mobile app and submit the answers either through mobile app or online portal.

Faculties may view the submitted assignments through mobile app or web access. They can provide individual comments for every student and every assignment.

#### VIVA/VOCE:

Live video system maybe used to conduct VIVA/VOCE exam. VIVA/VOCE maybe conducted individually or in a group. Marks can be added to individual students

Project assignment:

Platform can be used for regular interaction with team members, share notes and conduct examination

The project members can upload content for the review of the guide. All type of content like Documents, video can be shared both by guide and team





# SOP for students appearing for online examination with live proctoring

## Hardware and Software requirements

To appear for online examination each student must have the following

- A laptop (fully charged in case of power failure) or a desktop (with adequate power backup in case of power failure)
- Working Webcam and microphone (inbuilt or external) connected to desktop/laptop
- A mobile phone (fully charged) running android or iOS operating system
- Latest version of Chrome web browser (<https://www.google.com/chrome/>)
- Posto Mobile app

<https://play.google.com/store/apps/details?id=com.epaathsala.Postonew>  
<https://apps.apple.com/in/app/postonew/id1512093819>

## Other Infrastructure Requirements

- The online examination has to be taken on a table with no books and other study materials, electronic devices other than that is specified in the SOP section 4.1
- The laptop/desktop is to be kept at a distance of 2 feet from the student while taking examination
- No other pages/printouts to are to be pasted on the wall where the exam is being taken
- If the students choose to answer the question by writing in an answer sheet then they have to write so using A4 plain white paper with prior approval from the proctor
- Pens, calculator (as approved by the institution) may be kept on the table while taking the examination

## Internet Bandwidth

- Uninterrupted broadband or mobile internet (3G/4G) should be available for the entire duration of the exam

## Do's before the exam

## Reporting for the exam

The student must report at least 45 minutes prior to the scheduled start time of the exam

- Students must login to the student portal at least 45 minutes prior to the scheduled start time of the exam ([https://campus.technology/studentportal/au\\_studentlogin.aspx](https://campus.technology/studentportal/au_studentlogin.aspx))

- After logging in students should click on Assessment>> Report for Assessment option
  - The respective exam will be displayed on the screen
  - Students should click on **Report for Exam button** for the respective exam
  - This will in turn open a page in the new tab. If no page is opened check if the pop is blocked and allow access and click the **Report for Exam button** again.
  - Once the new page is opened the system will ask permission for your camera and microphone, please grant access for the same.
  - Your video will be displayed on the screen and you will be able to interact with the proctor. If you are unable to interact (video/audio) please check your hardware (webcam/mic)
  - Login to Posto new app in your mobile phone. In the 1<sup>st</sup> login screen provide the Username and password provided to you by the institution
  - In the 2<sup>nd</sup> login screen as a one time activity you will have to create an open learning ID (your personal Email Id) and choose an appropriate password (should not be shared with others). For more details refer to the video circulated by the college about the Posto App

## Identity Verification

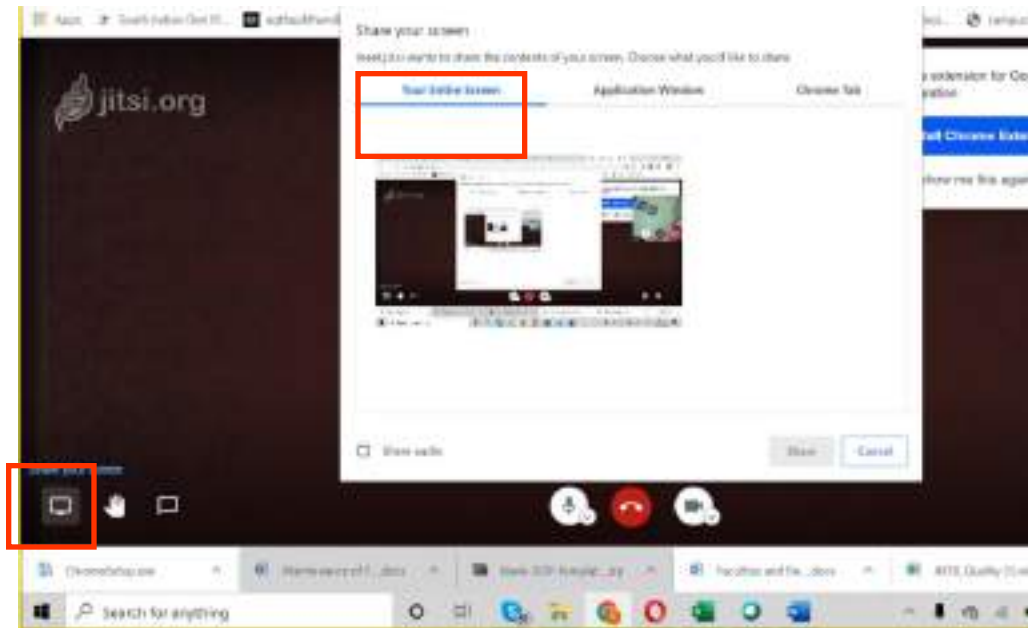
- Once you have established connection with the proctor through the exam portal.
  - Please present your valid Institutional ID card or any other document as instructed
  - The video and audio must be on at all times while taking the exam. Please note that the entire session of the examination is being recorded by the Institution
  - As instructed by proctor you may have to show the surrounding area of the place where you are taking the exam before the exam commences.

## During the Exam

- During the entire session of the examination it is absolutely necessary for all students to be connected through both laptop/desktop and mobile phone.

You may answer either through the type box that is built in the app or choose to write the answer in a sheet of paper and upload the image for the relevant question through the interface provided with the app or online
- While uploading the images you may choose to upload it either by using mobile or laptop/desktop. The uploading of images should be done only during the specific time prescribed by the institution/or when the proctor prompts you to do so.

- Please ensure that no one is allowed to enter the room where you are taking the exam failing to do so may lead to disqualification by the proctor.
- If the video and audio stops working during the examination it may lead to disqualification by the proctor.
- While uploading images make sure you are uploading using the **Take photo option** only in the mobile app. We have a inbuilt feature that automatically optimises the images during upload.
- If at all you have to leave the room during the examination please make sure you ask for the proctors permission.
- If at any point of time you are not present in the video during the examination it may lead to disqualification by the proctor.
- During the exam all answers uploaded or typed are autosaved. If you leave the exam hall after submitting the answer scripts you will not be allowed to take the exam again unless enabled by the proctor
- Though you can see the questions you will not be able to submit your answers any answer after the time limit is over
- If the question paper has multiple sections it is not necessary to complete one section before answering another section. You may choose to answer any question of any section at any point of time
- If during the exam you wish to talk to the proctor without disturbing the other candidates then you may use the chat option (private/group) provided in the proctoring window.
- Students will not be allowed to go out of the exam room to bring additional sheets or calculator. So make sure you are have everything handy on the table visible to the proctor before the exam starts
- If you are uploading answers using desktop or laptop then please ensure you are sharing screen with the proctor



## SOP for Creating Online Assessment

1. Login to campus.technology.

2. Enter Username and password (Faculty Login)

3. Go to Vernacular Exam.

a) Click on Create Question Bank. Here the Faculties will select program, course and batch from the dropdown. And create the Exam and make sure you click on Enabled.

b) Once done click on Add Questions(New).Here you can add both MCQ question and Descriptive Question Select Exam from dropdown. Enter the Question, score and click on update. If the faculty wants to upload any image for the question you can click on upload image, select image from your folder and click on choose file and then click on upload file.

c). If the question is of Multiple choice you can add options in MCQ OPTIONS. Select the exam and the question from the dropdown. Enter the options and give the max score for the right answer.Faculties can enter negative marking as well as per the design of question paper.If the faculty wants to upload any image for the options, you can click on upload image, select image from your folder and click on choose file and then click on upload file.

d). Once done faculty has to click on create assessment. Name the assessment and click on enabled few minutes before the exam. Activating enabled lets the student view the question paper in posto app.

e).Faculty has to configure the assessment created. Click on configure Assessment. Select assessment from the dropdown. Enter the section as section A,B or anything that the faculties would want to give. Select the "examid" and "type" from the dropdown. Enter the "number of questions" and "instruction" manually. Once done click on update.

f) Map the assessment created with the program. Select program from the dropdown. Enter the batch. Here you can map one assessment with many program either by creating new assessment or mapping with the existing one. i.e. Assessment 'A' can be mapped to program Bsc.PMC and also Bsc.PME. Faculties need not create new question paper if the question paper is same for multiple program.

## SOP FOR EVALUATION

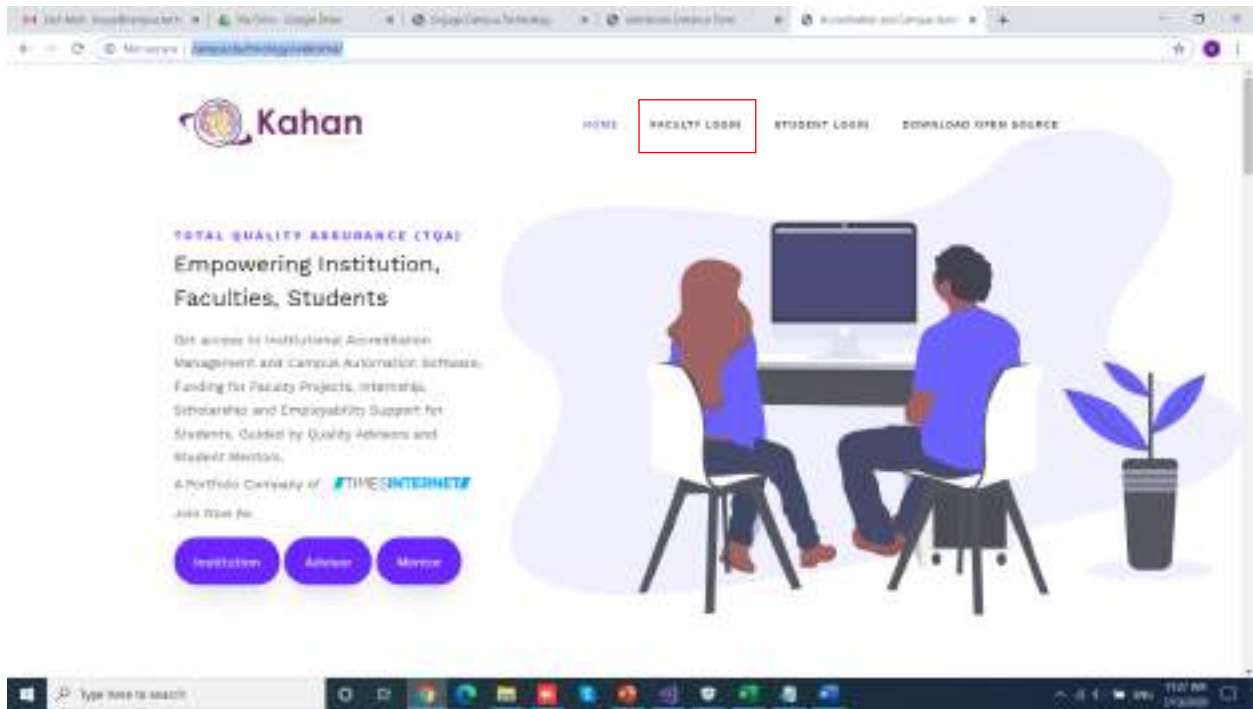
### 1. Launch a browser.



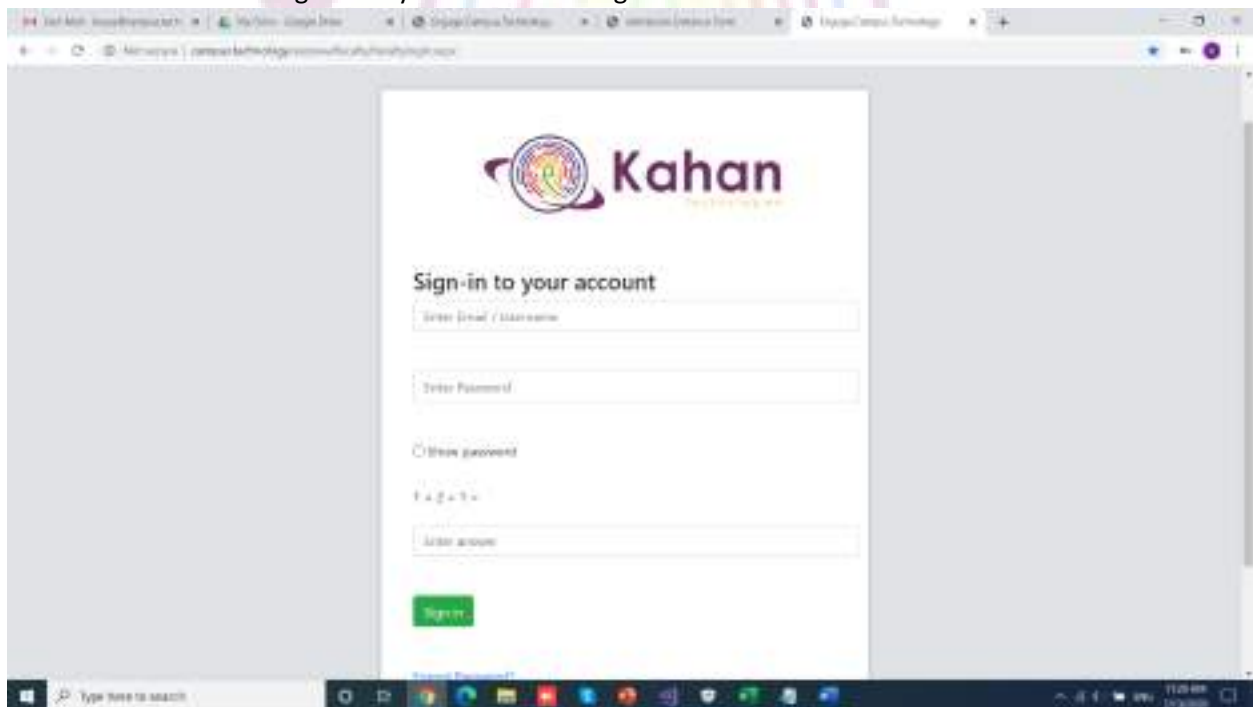
### 2. Enter <http://campus.technology/welcome/>



### 3. Click on Faculty Login.



4. Enter the Credentials to you and click on sign in.



5. Once sign in, click on continue.



Thank you for using the trial version of our software. Please contact your account manager for any questions.

Your trial ends on 7/15/2020

Continue



6. Once continue, click on Quick access.



Thank you for using our software. Please select your type of account.

Our contact numbers have changed. Please call 0203706059 for any query.

Quick Access

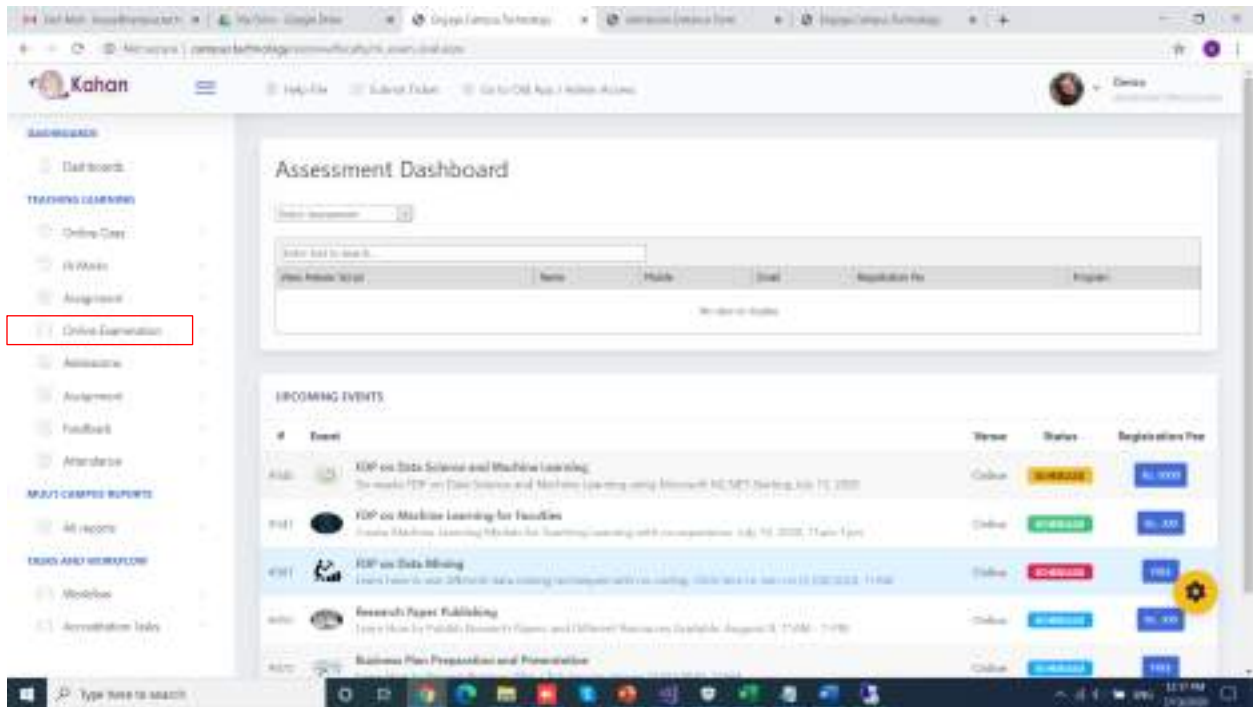
Accreditation / E-Governance

Online UGC / PGDUGU Class

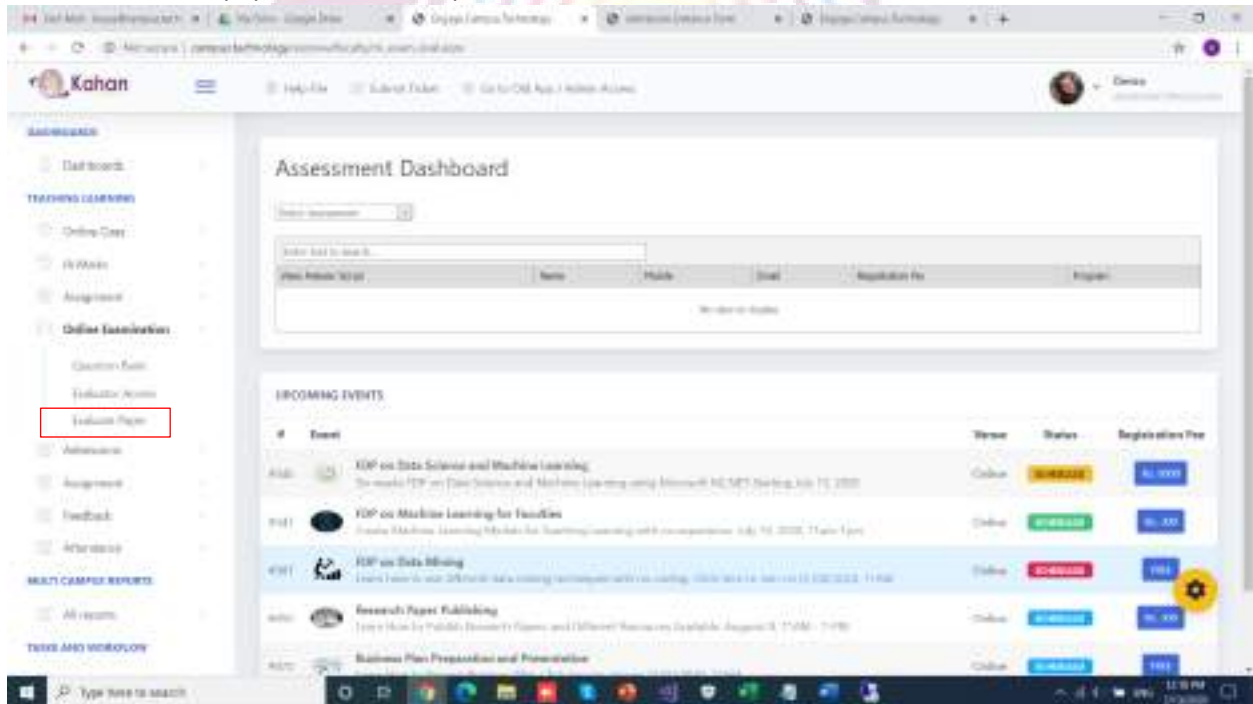


7. Select Online examination.

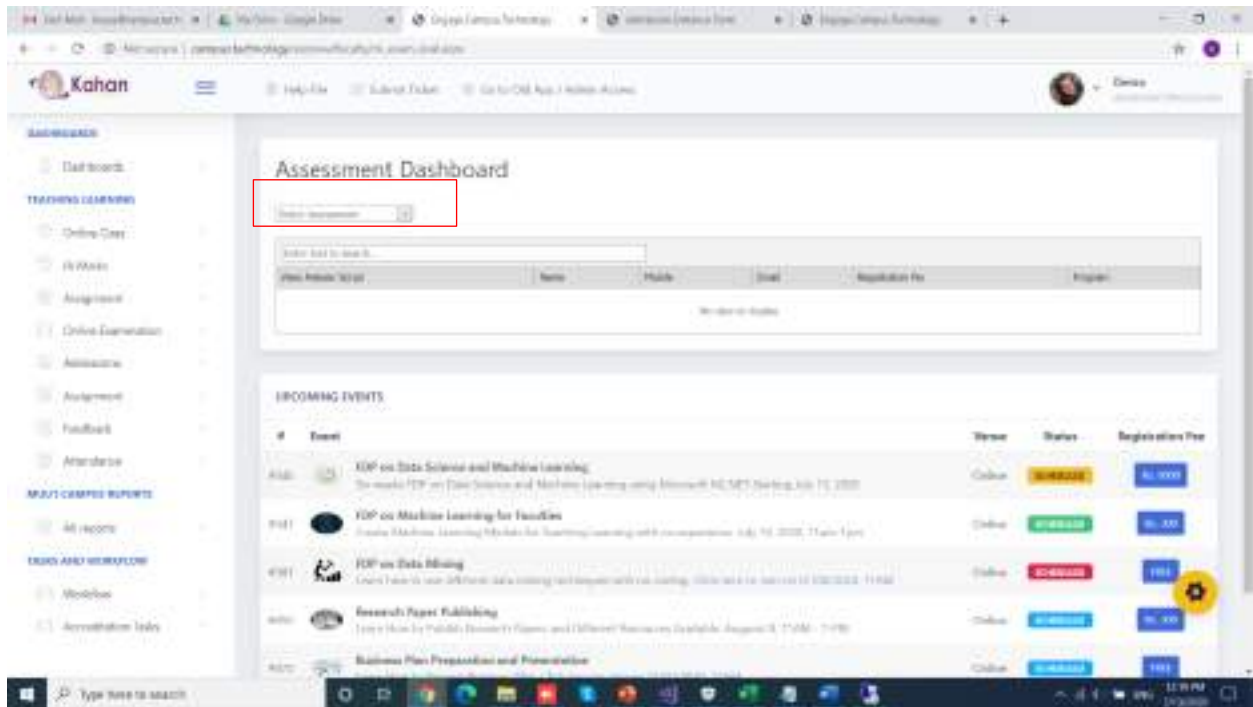




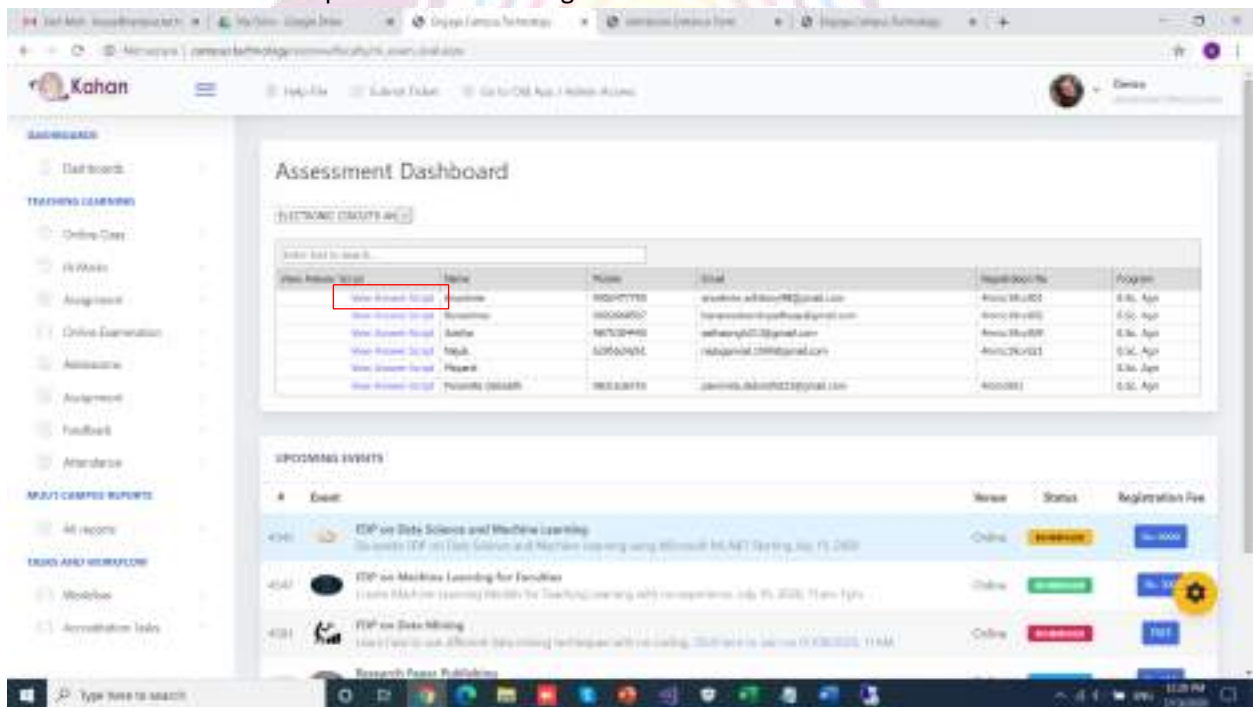
6. Select Evaluate paper from the dropdown.



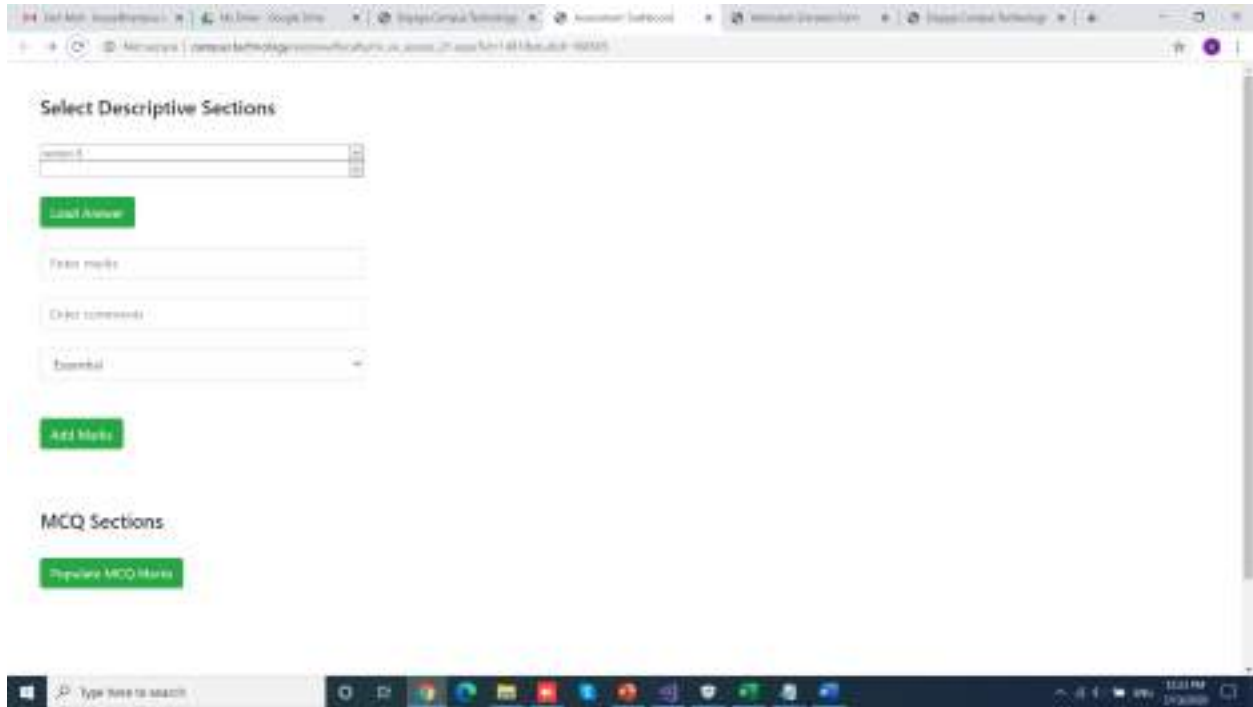
7. Select the assessment from the dropdown.



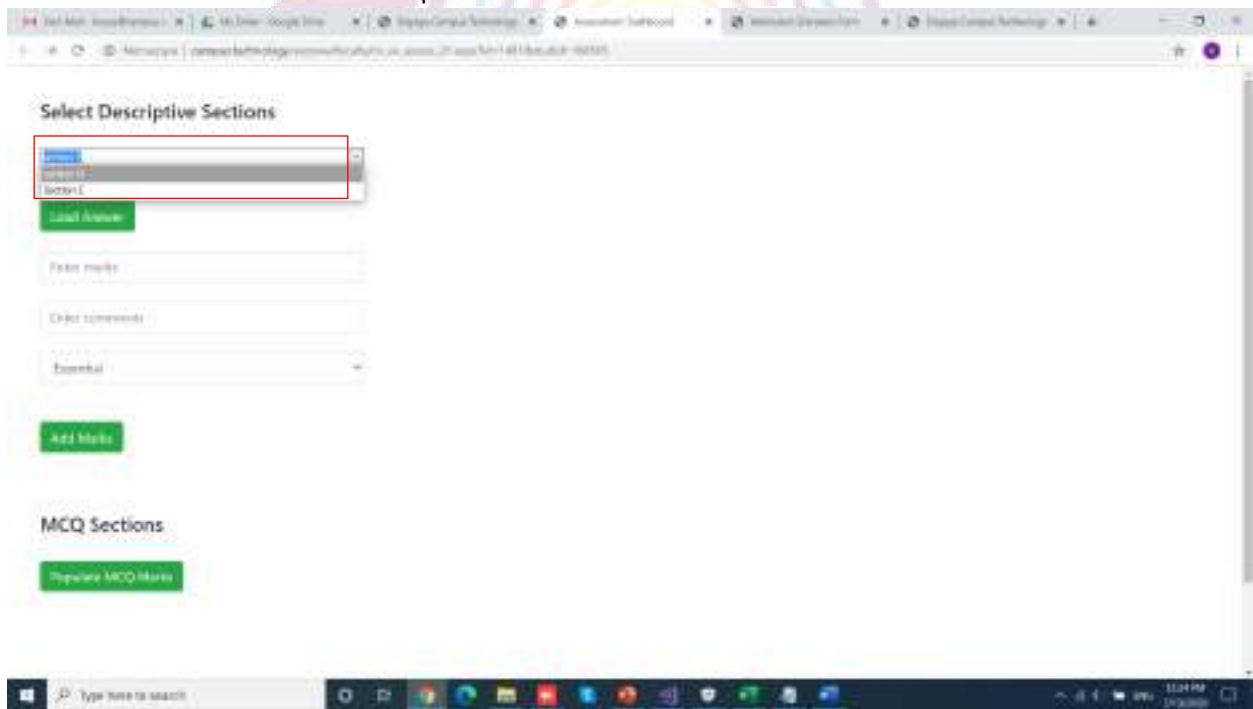
8. Click on view answer script to start evaluating.



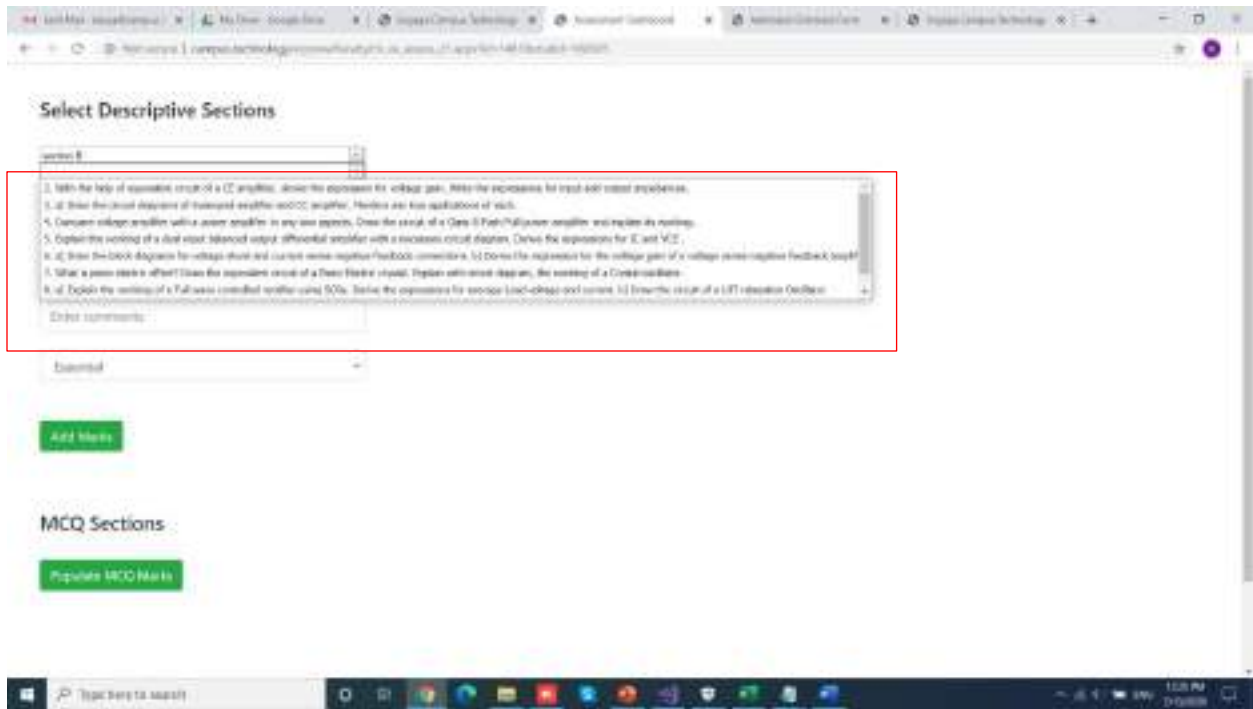
9. Once after clicking view answer script, the below page will be loaded.



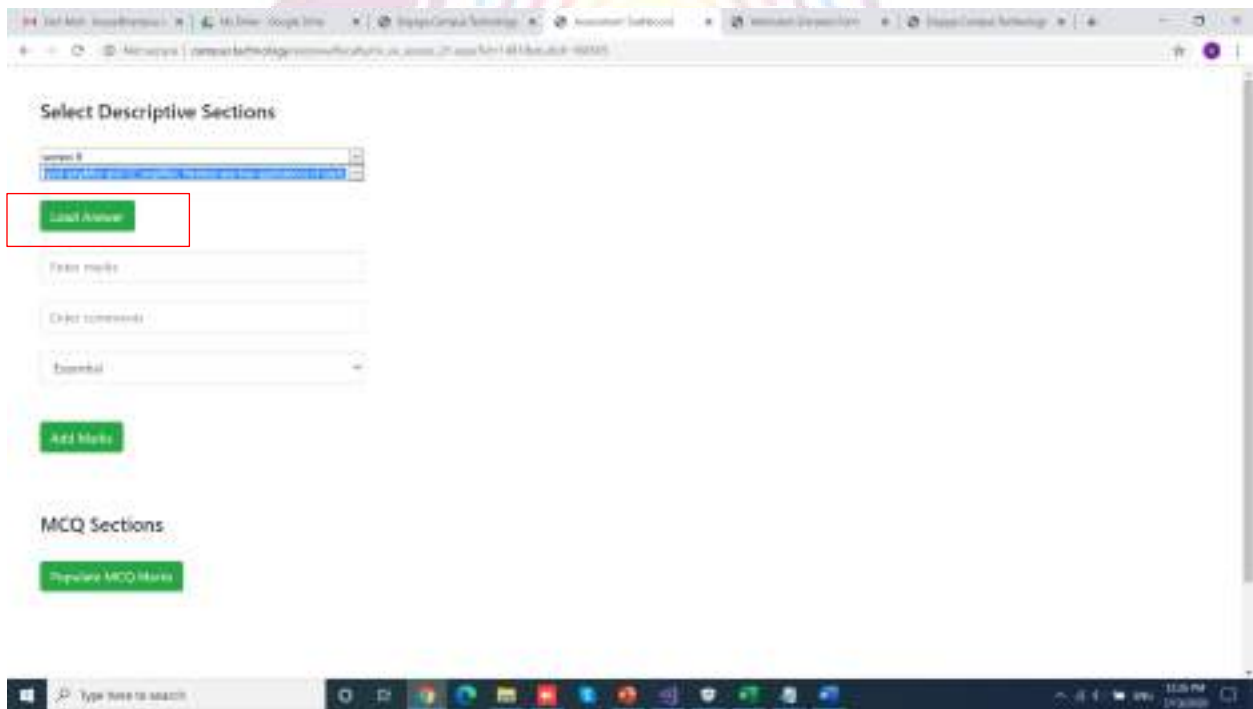
10. Select the section from the dropdown.



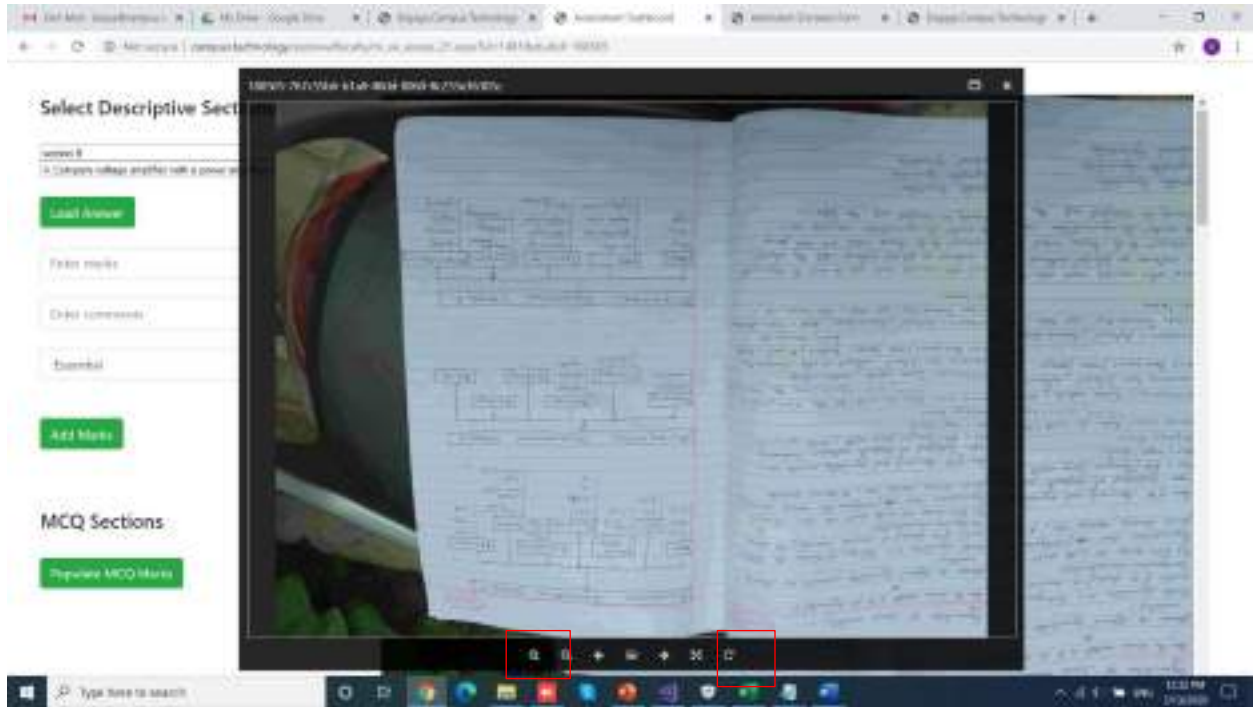
11. Select the question from the drop down.



12. Click on load answer.



13. Once loaded, answer script will be loaded on the right-hand side. If the image is not rotated right, please click on the image and the new tab will be opened. If needed, you can rotate, zoom in or zoom out as per the requirement.

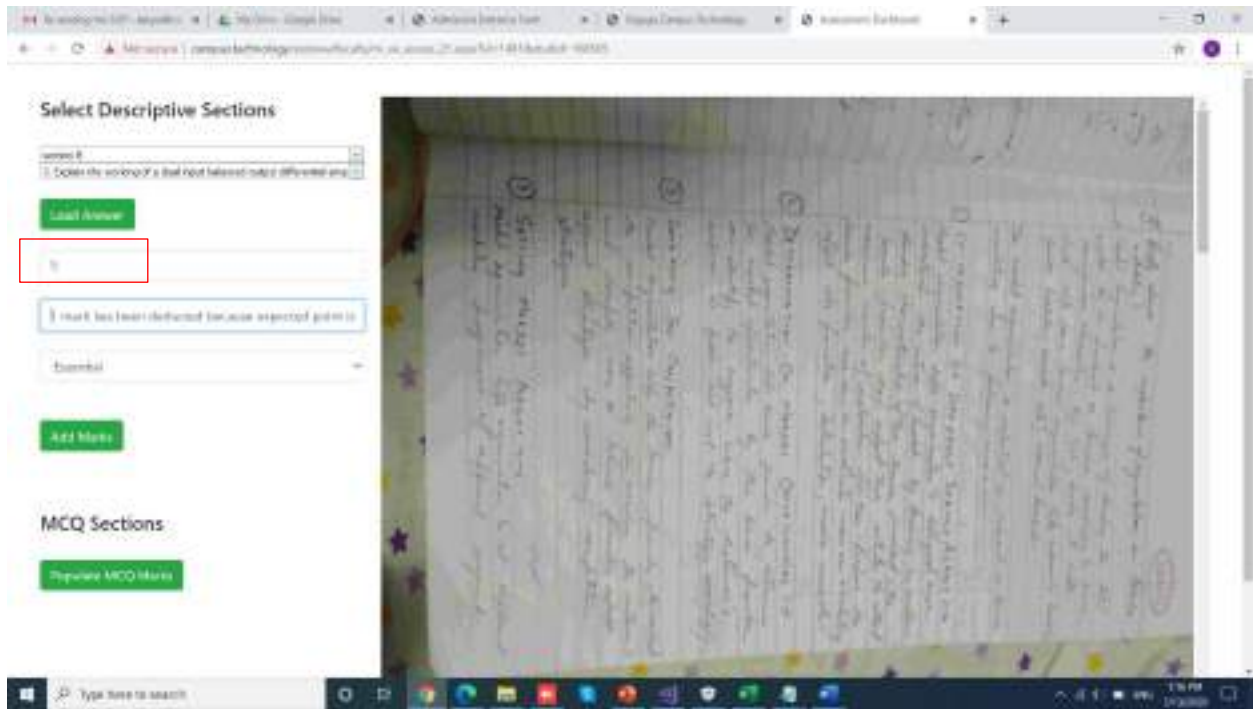


14. Enter the marks, comments (if needed) and select if it is extra or essential from the dropdown. And click on add marks.

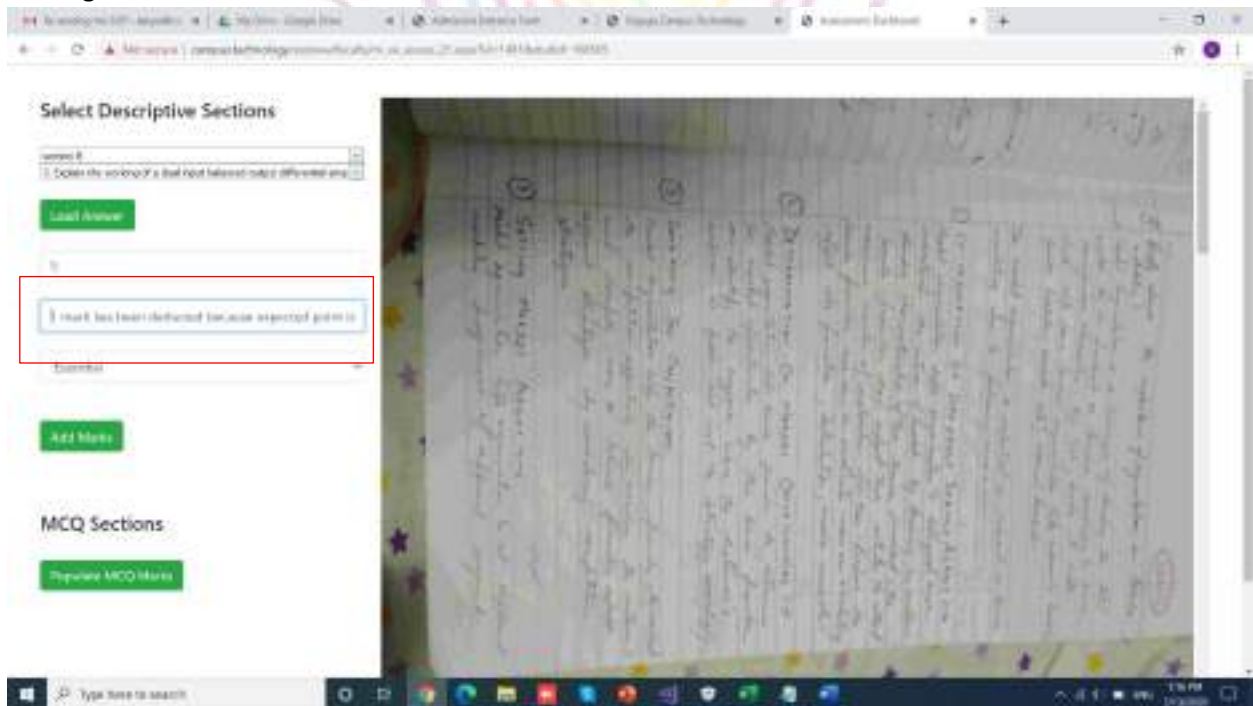
**NOTE**

1. For the mandatory questions please select essential from the dropdown.
2. For the additional questions please select extra from the dropdown.

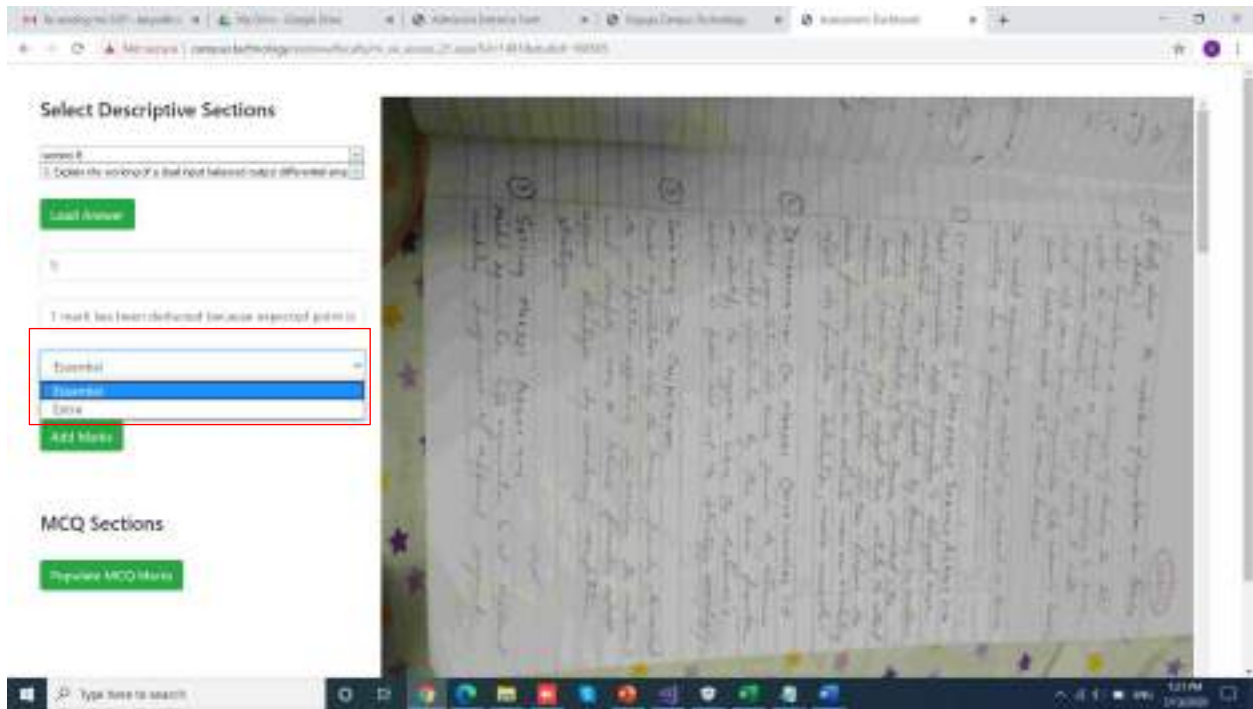
Allotting marks.



Writing comments.



Selecting essential/extra from dropdown.



Click on Add Marks to add marks.

## PROCTORING MANUAL

1. Launch a browser. Enter <http://campus.technology/erpnew/faculty/facultylogin.aspx>



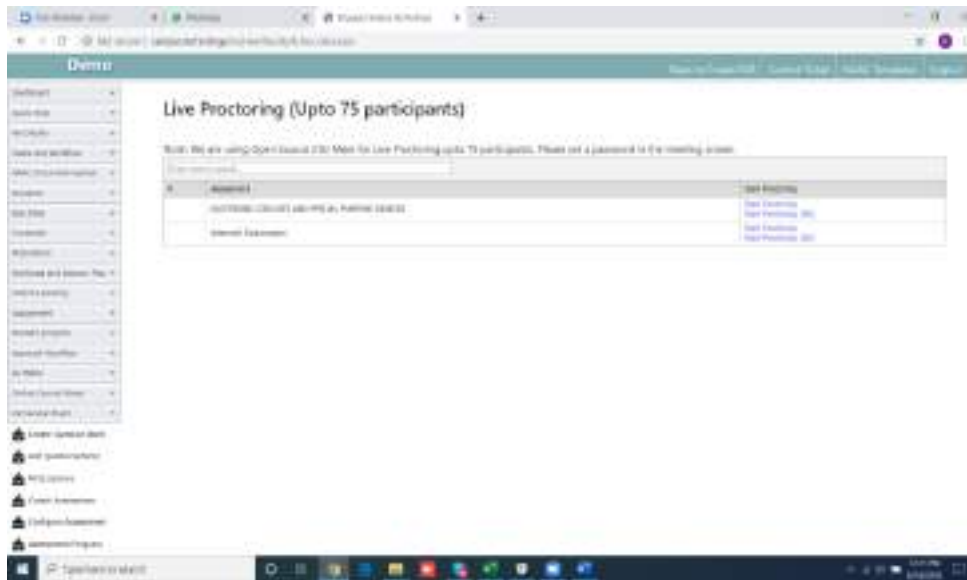
2. Please Enter the Login Id and Password that is given to you by your Institution. And click on Sign in.



3. Once Sign in, please click on Continue.

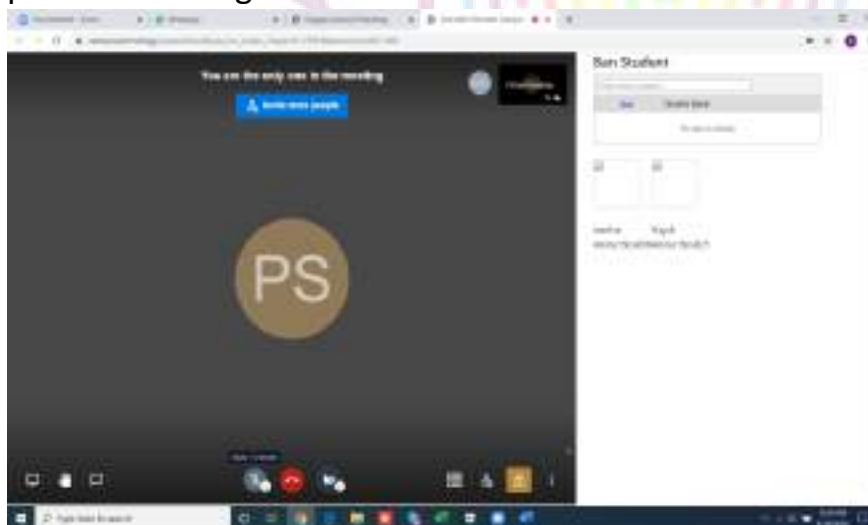






7. If You are using jitsi for the first time, Permission Dialog box might appear with allow and block option. Kindly click on allow.

8. Once the video is enabled, you will see the students live on the video with their photo on the right hand side.

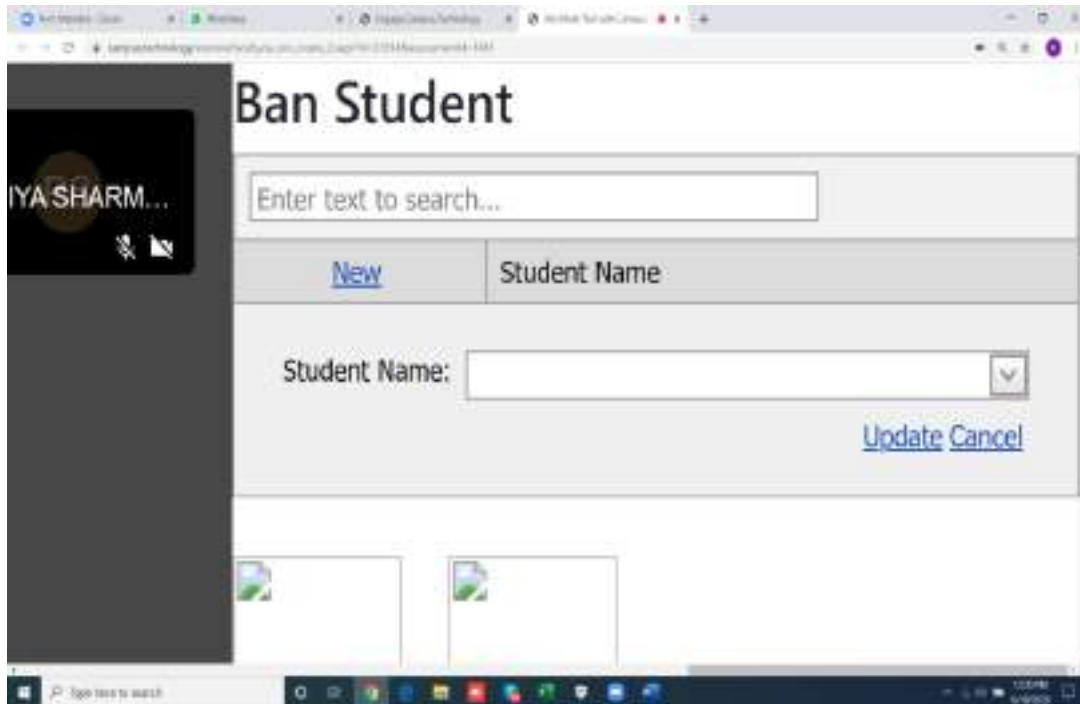


9. If any student is found violating the rules of the examination or indulged in malpractice, respected faculty can immediately ban the student from giving the examination.

To ban the student,

1. Click on New under ban student.

2. Select the student from the drop down and click on update.



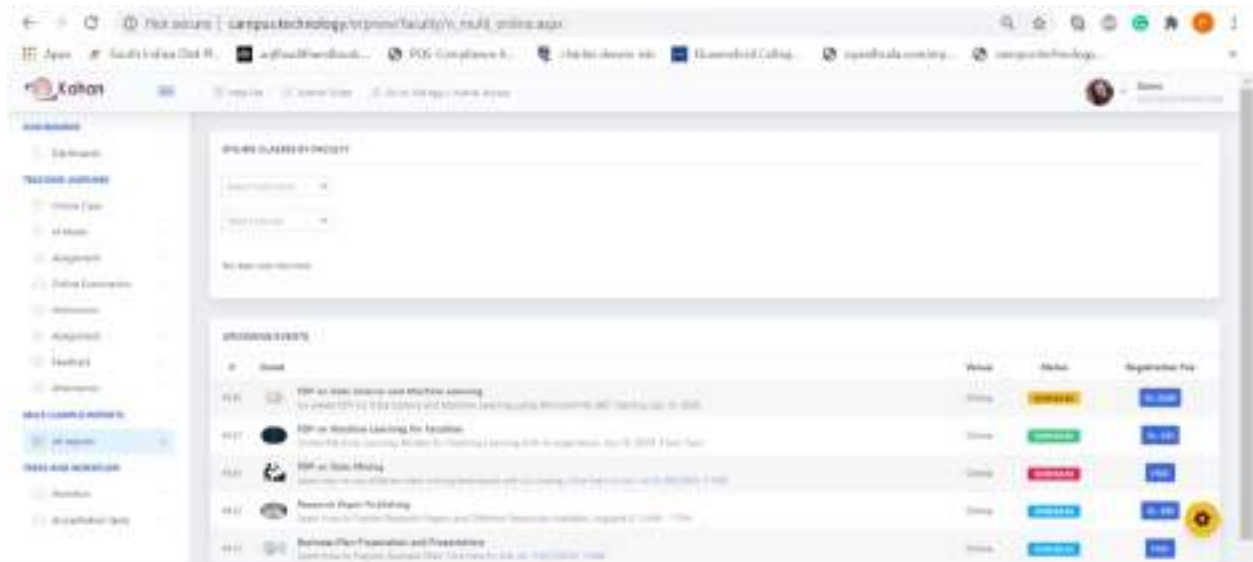
## Multi campus reports:

If you are part of the management and are having multiple campuses under the same group and would like to monitor all the institutions using a single dashboard/platform, you can use our multi campus option for the same

Online courses:

If the faculties from different campuses are uploading video lectures for the students to access through our posteo app then you can get a detailed report of the same institution wise .

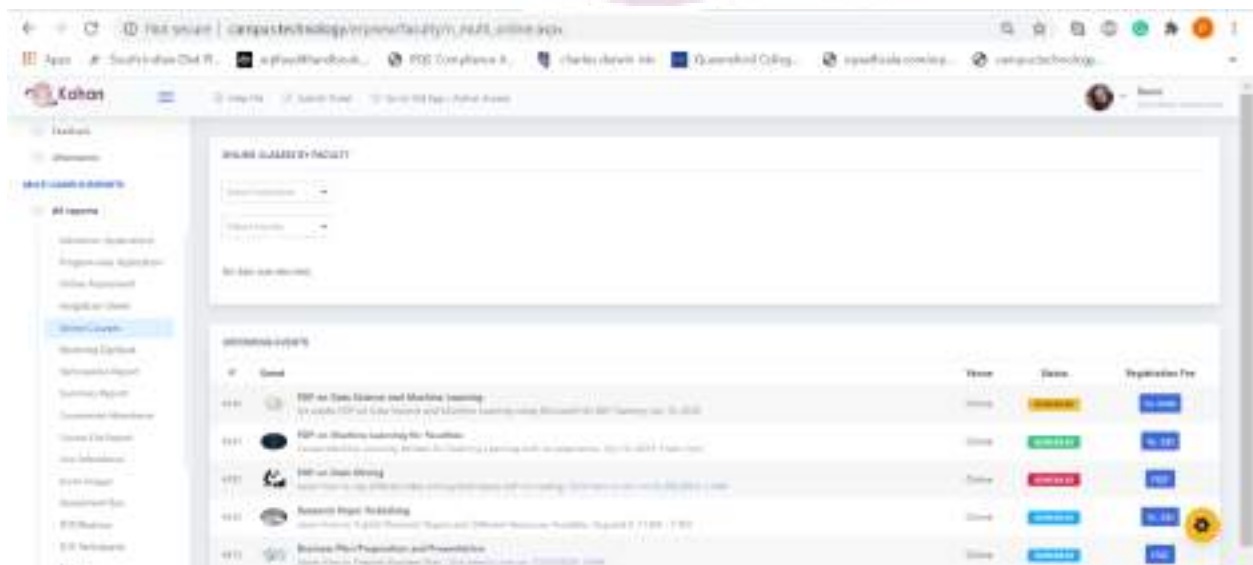
Step 1: Click on all reports under multi campus reports option on the left hand side



The screenshot shows a web browser window with the URL `campus.technology/vrportal/faculty/multi_online.aspx`. The page title is "Kahan". The left sidebar contains a navigation menu with "All Reports" selected under the "Multi Campus Reports" section. The main content area displays a table of reports under the heading "ALL REPORTS".

ID	Report Name	Status	Module	Registration Fee
414	EPP on Data Science and Machine Learning For Undergraduate Undergraduate and Master's Students (2024-2025) (2024-2025)	Open	Open	INR 1000
417	EPP on Machine Learning for Faculty For Faculty Members (2024-2025) (2024-2025)	Open	Open	INR 1000
418	EPP on Data Mining For Faculty Members (2024-2025) (2024-2025)	Open	Open	INR 1000
419	Research Paper Publishing For Faculty Members (2024-2025) (2024-2025)	Open	Open	INR 1000
421	Business Plan Preparation and Presentation For Faculty Members (2024-2025) (2024-2025)	Open	Open	INR 1000

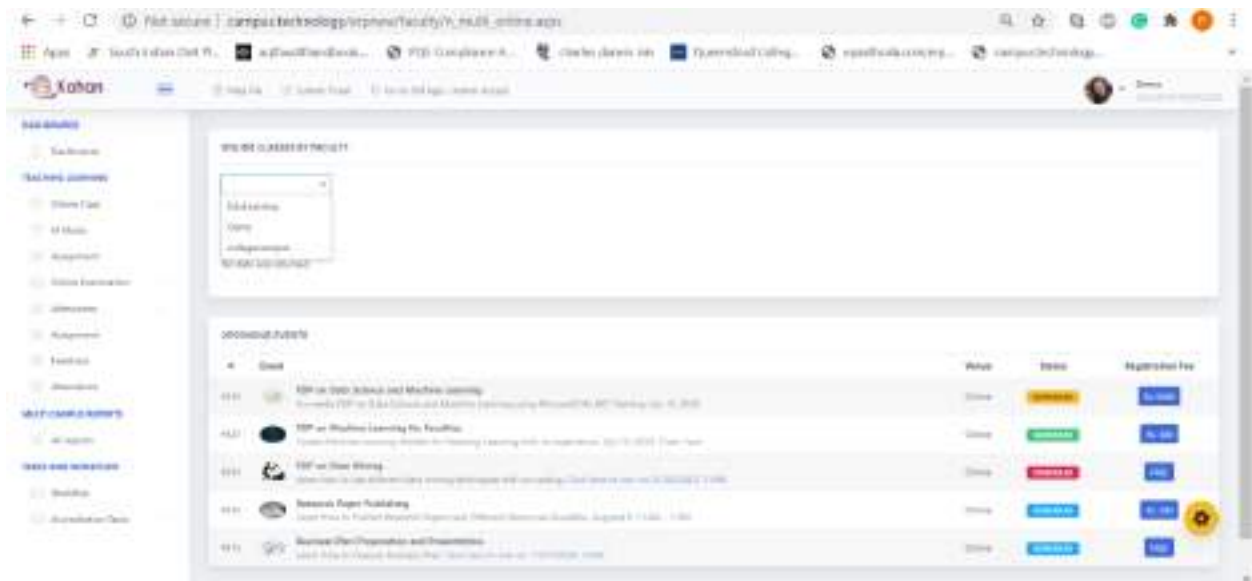
Step 2: click on online course option



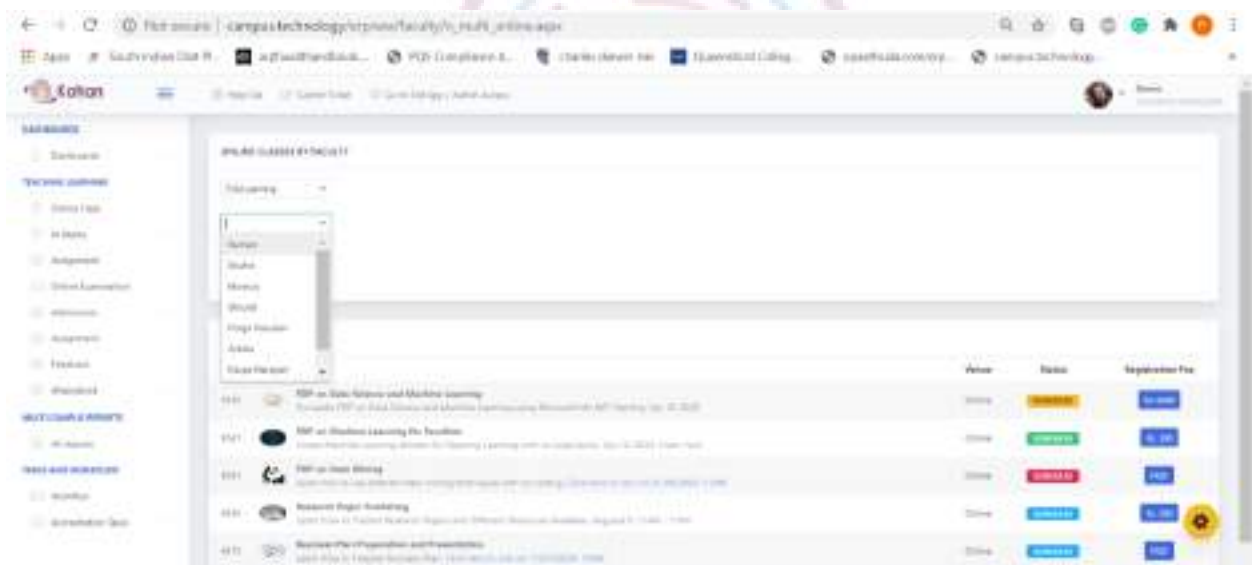
The screenshot shows the same web browser window as in Step 1, but with "Online Courses" selected in the left sidebar. The main content area displays a table of reports under the heading "ALL REPORTS".

ID	Report Name	Status	Module	Registration Fee
414	EPP on Data Science and Machine Learning For Undergraduate Undergraduate and Master's Students (2024-2025) (2024-2025)	Open	Open	INR 1000
417	EPP on Machine Learning for Faculty For Faculty Members (2024-2025) (2024-2025)	Open	Open	INR 1000
418	EPP on Data Mining For Faculty Members (2024-2025) (2024-2025)	Open	Open	INR 1000
419	Research Paper Publishing For Faculty Members (2024-2025) (2024-2025)	Open	Open	INR 1000
421	Business Plan Preparation and Presentation For Faculty Members (2024-2025) (2024-2025)	Open	Open	INR 1000

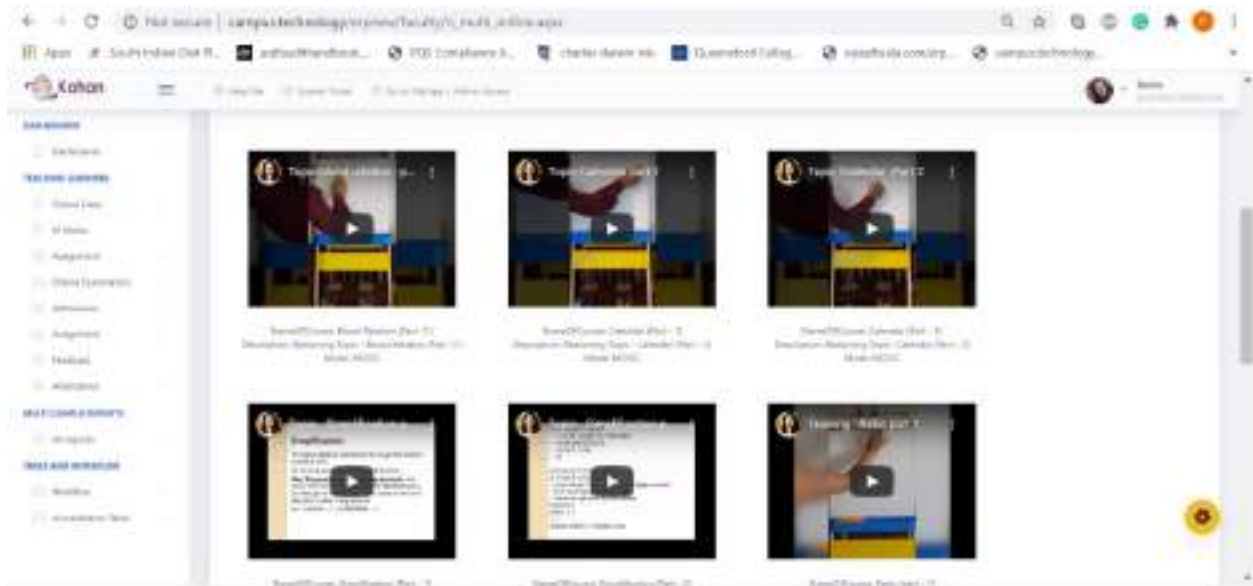
Step 3: Select the relevant institution from the dropdown list



Step 4: Select the faculty name for whom you want to see the details of all the video lectures added by them



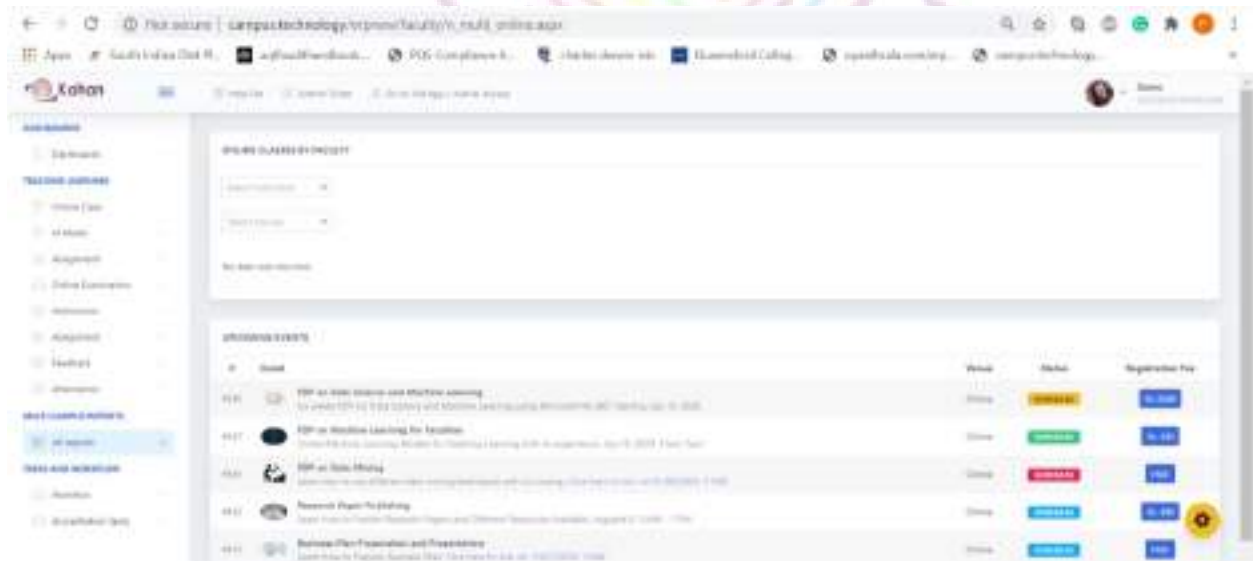
Step 5: All the videos uploaded by the selected faculty is displayed



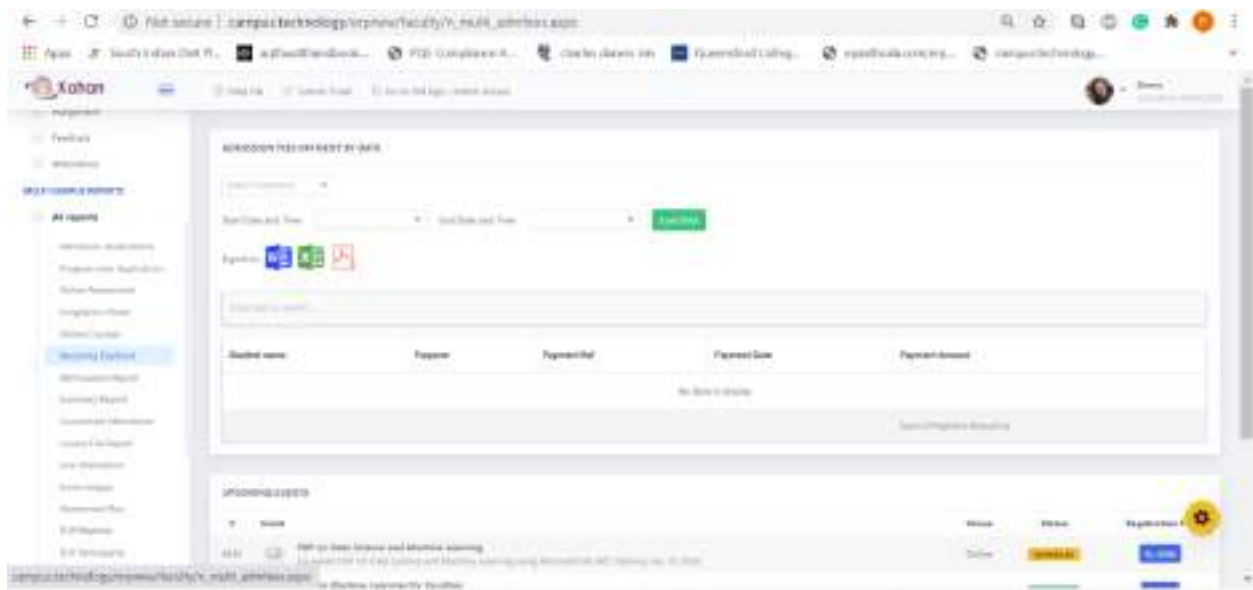
Receiving daybook:

If you want to see the details of amount that has been received as part of admission fee, registration fee for an event etc

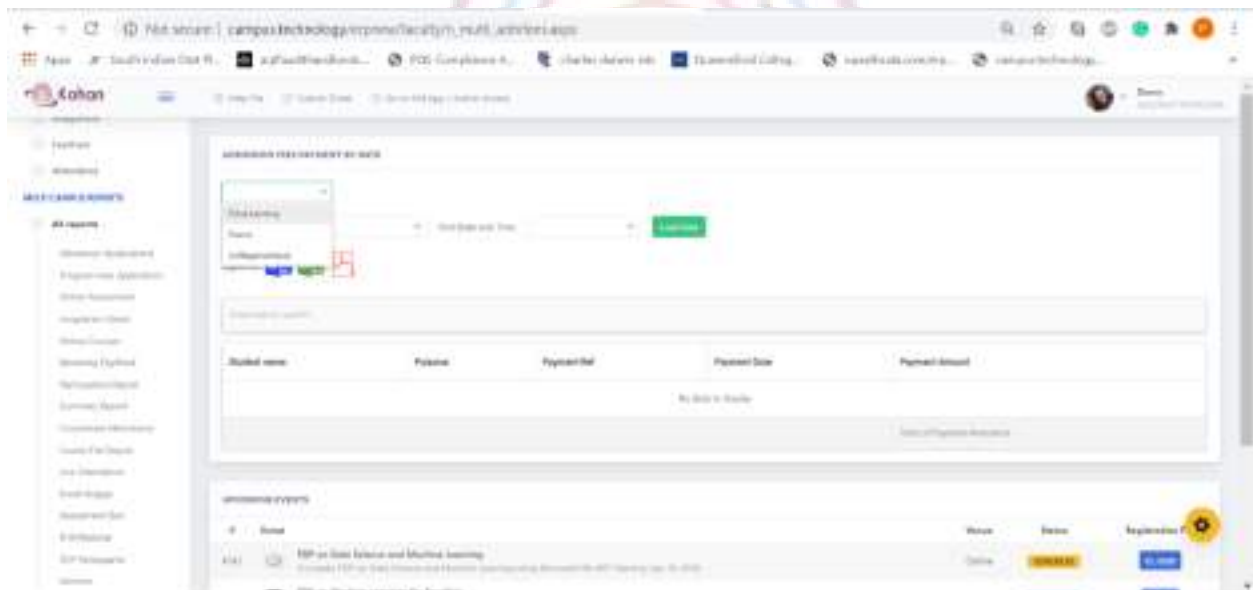
Step 1: Click on all reports under multi campus reports option on the left hand side



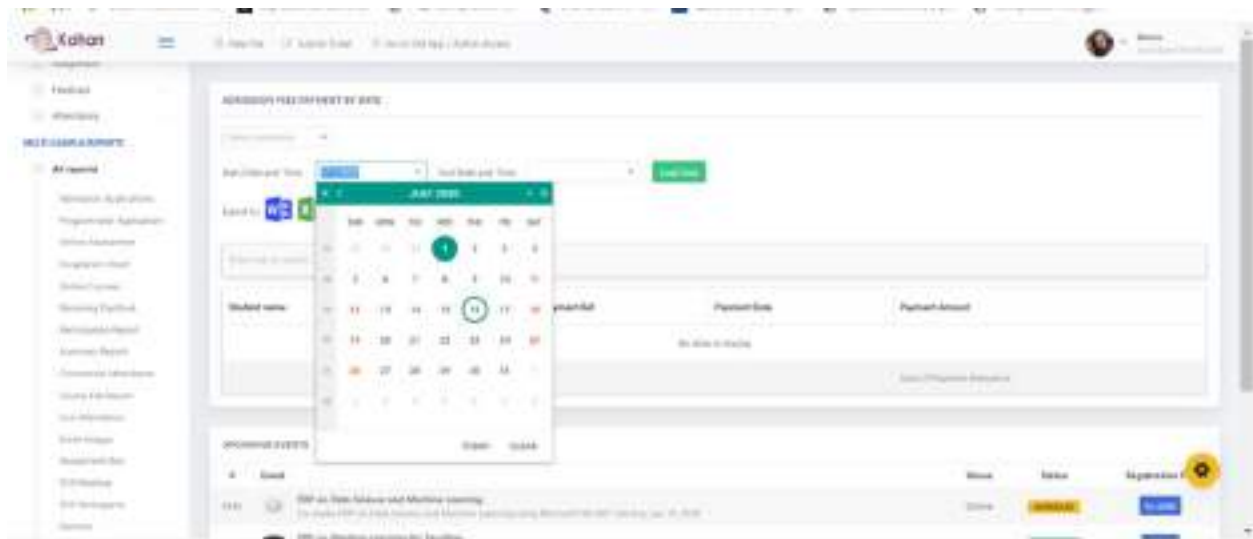
Step 2: Click on receiving daybook option from the lefthand side



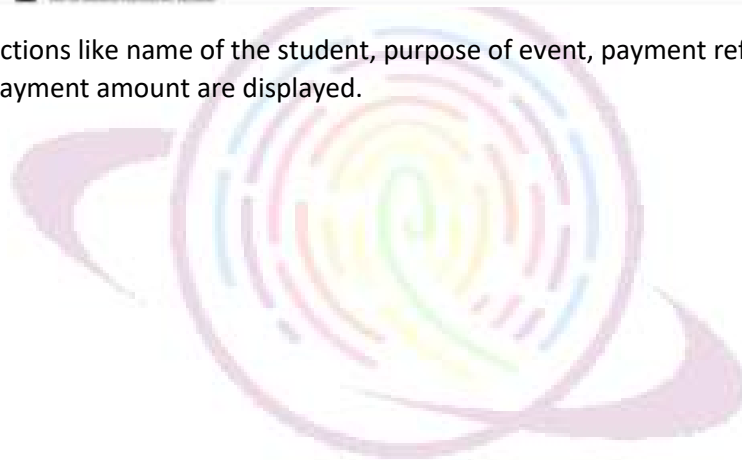
Step 3: Select the relevant institution name from the dropdown list



Step 4: Select the start date and end date for which you want to see the details of the transactions and click on load data button



Details of the transactions like name of the student, purpose of event, payment reference number, payment date and payment amount are displayed.





# Thank You !

For any questions or concerns, please contact your account manager.

