

**VIJESVARAYA NATIONAL INSTITUTE OF TECHNOLOGY, NAGPUR**

Exam: W17/

Date : 17/11/2017

**INSTRUCTIONS FOR USING THE AIMS SOFTWARE FOR MARKS ENTRY**

**Session- 2017-18 i.e. WINTER – 2017**

- Browse Google Chrome/ Mozilla Firefox
- Link to URL <http://192.168.2.9:8080/exam>
- Academic Information Management Screen (AIMS) will appear.
- Login with the User ID and password of your own login

PLEASE CHECK THE FOLLOWING POINTS BEFORE ENTERING THE MARKS

- a) See the Students Roll list from Student Roll list Print link.
- b) Check whether all the students are as per your list.
- c) Check whether CREDITS/ COURSE TYPE(DC/DE/AU/HM/OC) are correct,
- d) If the sequence of the students is correct, then Enter the marks
- e) If any student is missing or appearing extra, please report to Exam Section on Extension Number 1278 (Mrs. D.S. Deshpande) or 1392 (Mr. N. Chingalwar Asst. Registrar(Exam) OR mail to [dsdeshpande@cse.vnit.ac.in](mailto:dsdeshpande@cse.vnit.ac.in) , OR [asst\\_registrar@vnit.ac.in](mailto:asst_registrar@vnit.ac.in) for the said problem.
- f) If any extra course is appearing in your login, then please intimate the same to Exam Section before creation of Exam instance.

**CASE NO.1**

**THOSE WHO HAVE NOT ENTERED THE SESSIONAL MARKS IN THE SOFTWARE**

- Click on course evaluation exam instance link
- Select Year : 2017-18 Select Session : W17
- Click on Add Exam Instance
- Select Exam Type : FINAL EXAM
- Minimum Marks : 0 Maximum Marks : 100
- Select Date of Exam (Optional) Press - OK
- Please press SAVE button which is necessary to save the Exam instance.
- Select the respective course from Faculty Examination Marks Entry link.

**GENERAL INSTRUCTIONS (FOR ALL)**

- Select the respective course from the list and enter the marks out of 100 and SAVE
- If the student is absent for the End Semester Examination -

Please uncheck [ Remove  ] the box in Exam type End Sem Column



- If the students attendance is less than 75% or he / she has not attended classes and absent in all examinations then select the **Attendance Grade as “W”** from the Attendance Grade column , otherwise keep the attendance grade as ‘H’ as it is.
- **ABOUT AUDIT COURSES** : The courses offered by the department as DE can be opt as Audit. If (AU) is appearing in front of name of any student, then “NP” / “NF” grade is to be awarded. On entering the marks obtained by the student the relevant grade will appear automatically. Please ensure this before final submission.
- Some courses are purely audit (i.e. IDC501 : Research Methodology , SAP102 Students Activity and Sports, HUL601 Communication Skills etc.), for these courses, the grade “SS” (Satisfactory) or “ZZ” (Unsatisfactory) is to be awarded.

#### **Grade Cut off setting –**

Grade cut off of each course must be set from the “ FACULTY EXAMINATION MARKS ENTRY ” only. FOR 100 MARKS in both cases i.e. 1) Who are directly Entering the marks, & 2) Those who are copying the Sessional Marks

- Final Marks out of 100 are to be rounded off.
- Select the course from the given list. Press Grade Cut off button at the top of the screen.
- Set Grade cut-off of marks of the respective course from Grade cut off button which is available in the Faculty Examination Marks Entry .Set the minimum Grade cut off , means grade wise minimum marks are to be fixed as per your decision.
- Press RECALCULATE  $\Rightarrow$  OK buttons.
- Come back to the Faculty Examination Marks Entry link
- Press CALCULATE GRADES button.
- The grades will automatically appear in front of the students name, After entering the marks, if the teacher wants to change the marks of any student, please change the marks and don’t forget to again press ‘CALCULATE GRADES’ button.
- Press ‘SAVE’ button. If the teacher wants to see the print out, then press ‘Save & Print button. The Control sheet (Yet to be submitted ) will appear on the screen. Check the marks , Grades carefully and grade cut off table on each page of control sheet.
- If everything is OK then press FINAL button which is at the top of the marks entry screen and take the print out of **4 (Four)copies of Control sheets. Out of which submit 2 Original sets (Clearly DARK Printed/ Without any handwritten comments/ back to back printing is not allowed ) with the signature of the Examiner and Seal of the Department to the Examination Cell Office.**
- Don’t forget to Log out, before leaving the computer.
- **Last Date of Submission of Marks : 4<sup>th</sup> December 2017**

*msd/16/17*

*P. S. Kulkarni*  
Associate Dean (Exam)

## **CASE NO.2**

### **THOSE WHO HAVE ALREADY ENTERED THE SESSIONAL AND ASSIGNMENT MARKS**

- **Click on Course Evaluation Exam instance link**
- Select Year : 2017-18
- Select Session : W17
- Click on Add Exam Instance
- Select Exam Type : END SEM
- Minimum Marks : 0                      Maximum Marks : 60 (or as per the paper)
- Select Date of Exam (Optional)
- Press OK
- Press Save button. Without that Exam instance will not be saved.
- Fill the marks out of 60 From Faculty Sessional Marks Entry.
  
- **Click on Course Evaluation Exam Instance link**
- Select Year : 2017-18
- Select Session : W17
- Click on Add Exam Instance
- Select Exam Type : FINAL EXAM
- Minimum Marks : 0                      Maximum Marks : 100
- Select Date of Exam (Optional)
- Press OK
- Press Save button. Without that Exam instance will not be saved.
  
- **Click on Faculty Examination Marks Entry**
- Select the required course of FINAL EXAM
- Click Copy Sessional Marks
- Select Any one from the following (As many teachers have given the marks in decimal)

Round in Ceiling Mode ( e.g. If the marks are 10.1 it will round to 11)

Round in Floor Mode (e.g. If the marks are 10.9, it will round to 10)

Round in Half-up Mode (e.g. If the marks are 10.3, it will round to 10, and if 10.5 it will round to 11)

- All the marks out of 100 will appear on the screen.
  
- REMAINING INSTRUCTIONS ARE SAME AS DESCRIBED IN GENERAL INSTRUCTIONS



Associate Dean (Exam)

Copy to- All Faculty members of VNIT, Nagpur for information please.