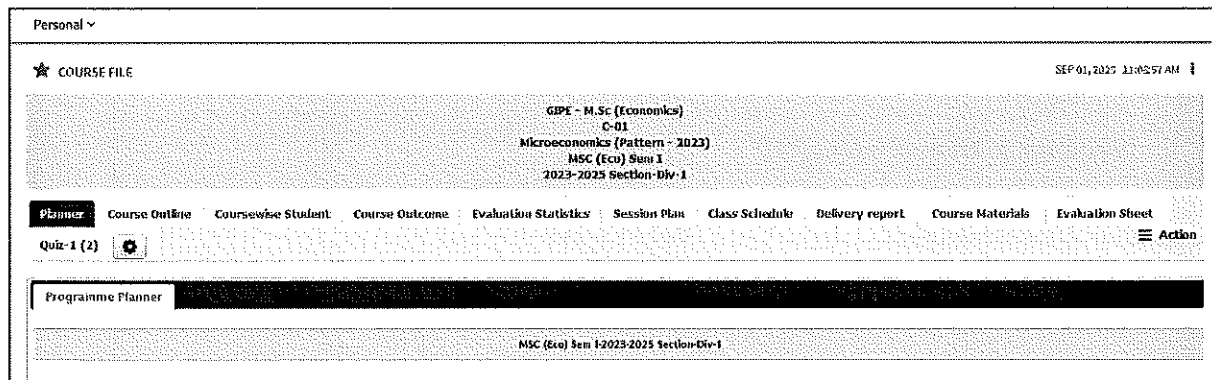
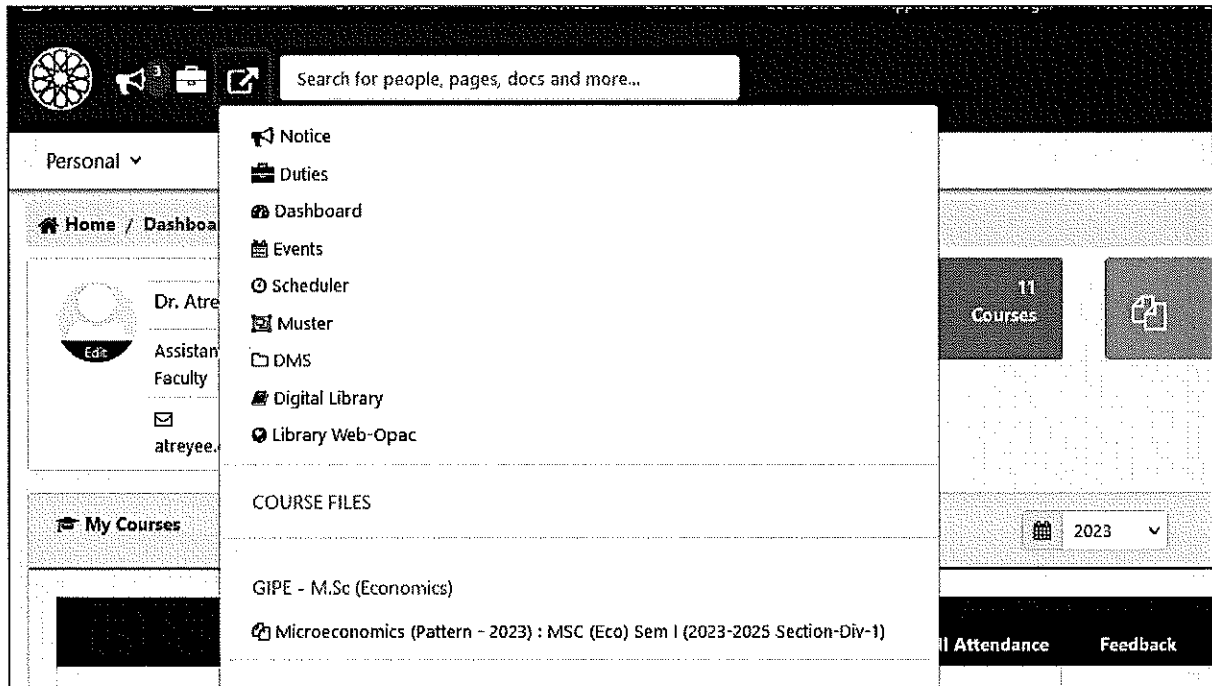


Assignment Configuration

Role: Faculty

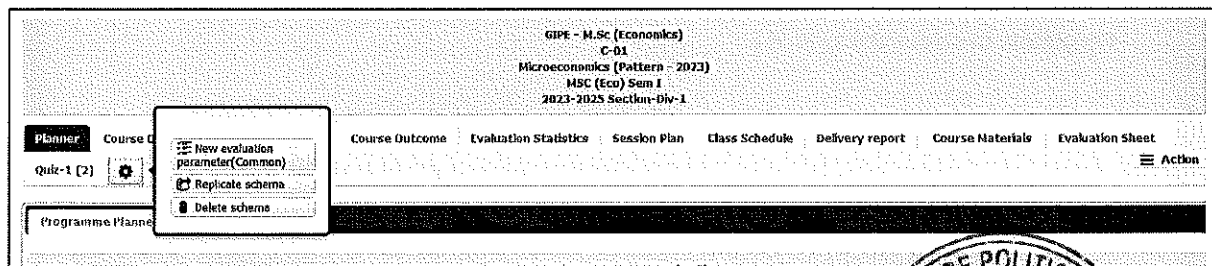
Path: Shortcut > Course File

Click on "All Course Files" select the course file



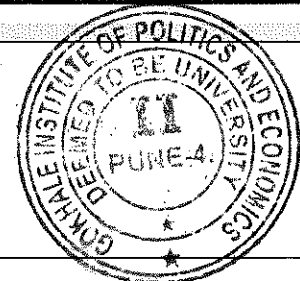
Step 1: Click on the **Settings** Icon >>

Step 2: Add a **New Evaluation Parameter**



Select "Assignment" from the dropdown menu.

A handwritten signature in black ink, appearing to be 'J. G.'.



Enter a weightage of 37.5 for Internal marks, which is equivalent to 15 marks out of a total of 40 marks.

Frequency indicates how many assignments do you want to conduct.

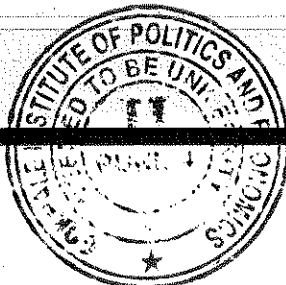
Click "Submit" to save the changes.

Add new evaluation parameter	
Evaluation parameter *	Assignment
Frequency*	Select
Weightage to Internal marks (%)*	
DMS system required	<input checked="" type="radio"/> Yes <input type="radio"/> No
Are faculties allowed to fill marks	<input checked="" type="radio"/> Yes <input type="radio"/> No
Is Internal Passing Marks	<input type="radio"/> Yes <input type="radio"/> No

Submit **Close**

Add new evaluation parameter	
Evaluation parameter *	Assignment
Frequency*	1
Weightage to Internal marks (%)*	37.5
DMS system required	<input checked="" type="radio"/> Yes <input type="radio"/> No
Are faculties allowed to fill marks	<input checked="" type="radio"/> Yes <input type="radio"/> No
Is Internal Passing Marks	<input type="radio"/> Yes <input type="radio"/> No
Name	Assignment-1
Weightage to total marks (In %)	
Marks *	15

Submit **Close**



After submitting, the Assignment parameter will be created

To configure the assignment, click on the **Assignment**.

The screenshot shows the 'COURSE FILE' page for 'GDPE - M.Sc (Economics) C-01 Microeconomics (Pattern - 2023) MSC (Eco) Sem I 2023-2025 Section-Div-1'. The 'Assignment (15)' parameter is highlighted in the course outline. Below the outline, the 'Programme Planner' section is visible.

Select the check box and Click on Edit

The screenshot shows the 'Assignment (15)' configuration page. The 'Edit' button is highlighted. Below the configuration options, the 'Assignment-1' entry is shown with a checkbox for 'Student submission required?' which is currently unchecked.

To enable students to upload their assignments from their login, select the checkbox labelled "Student submission required?"

The screenshot shows the 'Assignment-1' configuration page. The 'Student submission required?' checkbox is now checked. Other fields like 'Name', 'Topics Covered', 'Marks', and 'Include in the check list' are also visible.

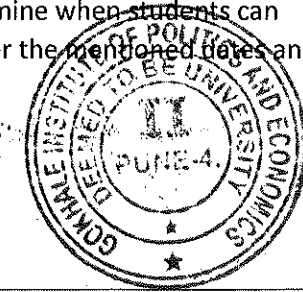
Select the checkbox.

Enter the submission start date and end date.

Specify the submission start time and end time.

Set the limit for attachments, indicating how many attachments students can upload from their login.

Configure 'Show Shared Documents After Start Date And Time' to determine when students can access shared assignments, allowing them to view these documents after the mentioned dates and times.



Student submission required?

Submission Details

Submission Start Date:	<input type="text"/>	Submission Due Date :	<input type="text"/>
Submission Start Time:	<input type="text"/>	Submission Due Time :	<input type="text"/>
Marks :	<input type="text" value="15.0"/>	Remark :	<input type="text"/>
Include in the check list	<input type="radio"/> Yes <input checked="" type="radio"/> No (for Examination form, Hall ticket, Display on dashboard)		
Limit of attachments :	<input type="text" value="0"/>	Created by :	Dr. Abreyee
Is Student Remark Required :	<input type="radio"/> Yes <input checked="" type="radio"/> No		Show Shared Documents After Start Date And Time. :
<input checked="" type="checkbox"/> Select student for Evaluation			

Student submission required?

Submission Details

Submission Start Date:	<input type="text" value="Sep 01, 2023"/>	Submission Due Date :	<input type="text" value="Sep 06, 2023"/>
Submission Start Time:	<input type="text" value="10:00 AM"/>	Submission Due Time :	<input type="text" value="11:00 AM"/>
Marks :	<input type="text" value="15.0"/>	Remark :	<input type="text"/>
Include in the check list	<input type="radio"/> Yes <input checked="" type="radio"/> No (for Examination form, Hall ticket, Display on dashboard)		
Limit of attachments :	<input type="text" value="1"/>	Created by :	Dr. Abreyee
Is Student Remark Required :	<input type="radio"/> Yes <input checked="" type="radio"/> No		Show Shared Documents After Start Date And Time. :
<input checked="" type="checkbox"/> Select student for Evaluation			

Upload the attachment you want to share with the students, and then save it.

Is Student Remark Required : Yes No

Show Shared Documents After Start Date And Time. : Yes No

Select student for Evaluation

Assignment-1

Attachments:

Ⓢ .doc, .docx, .xls, .xlsx, .pdf, .jpg, .text, .png, .gif, .ppt, .pptx, .mp3, .mp4 files only
Ⓢ Maximum file size limit 25 MB

Include in the check list Yes No (for Examination form, Hall ticket, Display on dashboard)

Limit of attachments :

Created by : Dr. Abreyee

Is Student Remark Required : Yes No

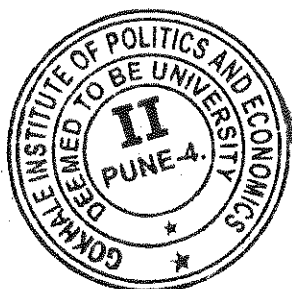
Show Shared Documents After Start Date And Time. : Yes No

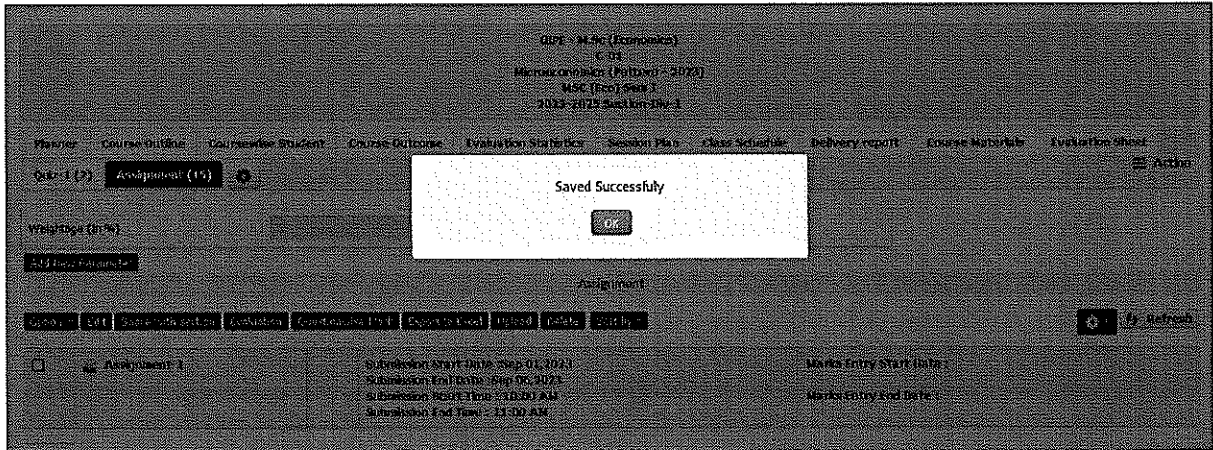
Select student for Evaluation

Assignment-1

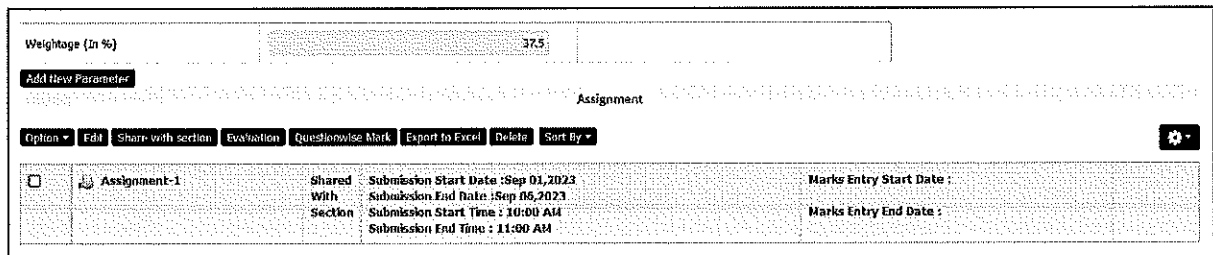
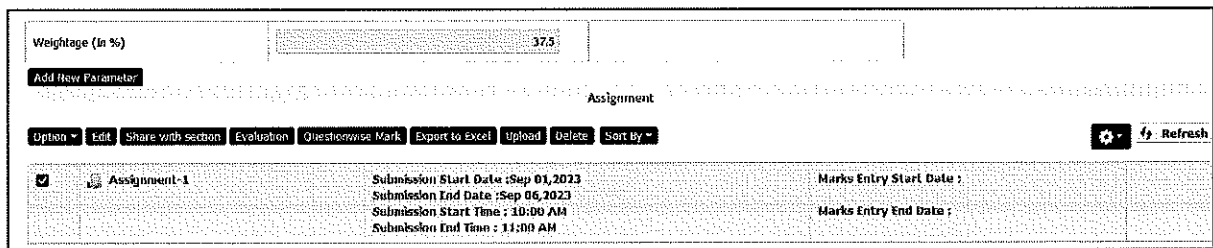
Attachments:

Ⓢ .doc, .docx, .xls, .xlsx, .pdf, .jpg, .text, .png, .gif, .ppt, .pptx, .mp3, .mp4 files only
Ⓢ Maximum file size limit 25 MB





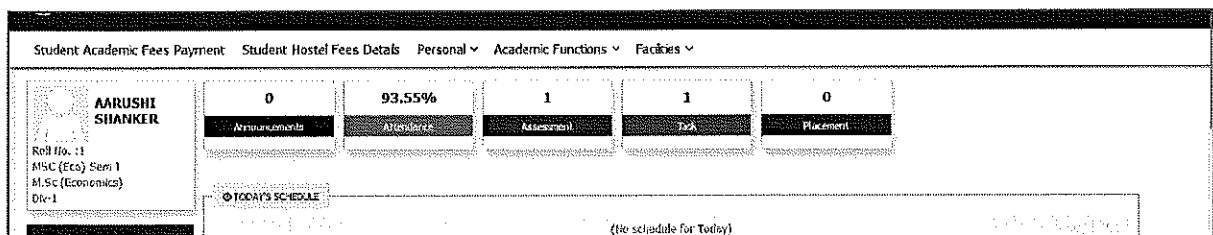
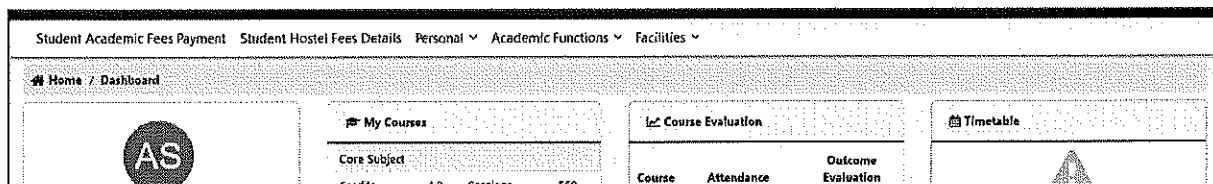
Select the checkbox and click on the "Share with Section" button to share the assignment with the students



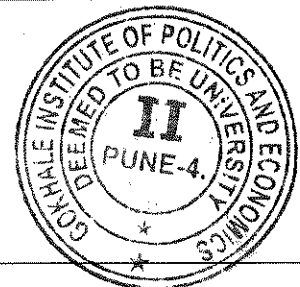
Upload Assignment through Student Login

Role: Student Login

Click on Home



Click on Assignment



STUDENT SEP 01, 2023 11:55:13 AM

Term(Semester): Courses

Pending Assignments Previous Submissions

Assessments

Sr.No	Code	Course Name	Assessment Name	Submission Date	Remark	Assignment Status
1	C-01	Microeconomics	Assignment-1	Sep 01, 2023 10:00:00 AM - Sep 05, 2023 11:00:00 AM		Not Submitted

Students can view the details of the submission date and the attached assignment file

To upload the assignment, click on the Assignment

Click on Upload

Pending Assignments Previous Submissions

Assessments

Sr.No	Code	Course Name	Assessment Name	Submission Date	Remark	Assignment Status
1	C-01	Microeconomics	Assignment-1	Sep 01, 2023 10:00:00 AM - Sep 05, 2023 11:00:00 AM		Not Submitted

Assignment shared by faculty

Doc1.pdf

You have not uploaded the document

Click on Browse to select the file which you want to upload

STUDENT SEP 01, 2023 12:03:56 PM

Term(Semester): Courses

Pending Assignments Previous Submissions

Assessments

Sr.No	Code	Course Name	Assessment Name	Submission Date	Remark	Assignment Status
1	C-01	Microeconomics	Assignment-1	Sep 01, 2023 10:00:00 AM - Sep 05, 2023 11:00:00 AM		Not Submitted

Assignment shared by faculty

Doc1.pdf

You have not uploaded the document

Submit Your Assignment No file selected. Maximum upload limit is 1

(doc, docx, xls, xlsx, pdf, ppt, text, png, gif, mp3, zip, rar, pptx files only)

(Please don't use special characters in Document Name And Document size should be less than 20 MB).

Once uploaded student cannot upload the attachment

STUDENT SEP 01, 2023 12:11:06 PM

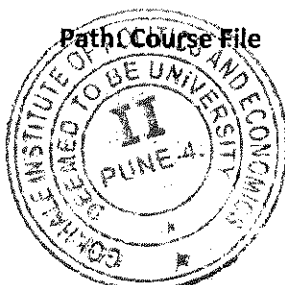
Term(Semester): Courses

Pending Assignments Previous Submissions

Assessments

Sr.No	Code	Course Name	Assessment Name	Submission Date	Remark	Assignment Status
1	C-01	Microeconomics	Assignment-1	Sep 01, 2023 10:00:00 AM - Sep 05, 2023 11:00:00 AM		Not Submitted

Role: Faculty Login



Microeconomics (Pattern - 2023)
MSC (Eco) Sem I
2023-2025 Section-Div-1

Planner Course Outline Coursewise Student Course Outcome Evaluation Statistics Session Plan Class Schedule Delivery report Course Materials Evaluation Sheet Action

Quiz-1 (2) **Assignment (15)** Action

Weightage (in %) Add New Parameter

Assignment

Option Edit Share with section Evaluation Questionwise Mark Export to Excel Delete Sort By Action

<input type="checkbox"/>	Assignment-1	Shared With Section	Submission Start Date : Sep 01, 2023 Submission End Date : Sep 06, 2023 Submission Start Time : 10:00 AM Submission End Time : 11:00 AM	Marks Entry Start Date : Marks Entry End Date :
--------------------------	--------------	---------------------	--	--

Weightage (in %) Add New Parameter

Assignment

Option Edit Evaluation Questionwise Mark Export to Excel Upload Delete Sort By Action

<input checked="" type="checkbox"/>	Assignment-1	Shared With Section	Submission Start Date : Sep 01, 2023 Submission End Date : Sep 06, 2023 Submission Start Time : 10:00 AM Submission End Time : 11:00 AM	Marks Entry Start Date : Marks Entry End Date :
-------------------------------------	--------------	---------------------	--	--

Do you want to See Evaluation Sheet?

OK Cancel

Export to Excel Upload Delete Sort By

Click on evaluation

Here, you can view the details of the student's uploaded assignment and enter the marks accordingly.

Assignment-1's evaluation

Note:
 These section contain student evaluation
 Locked Student

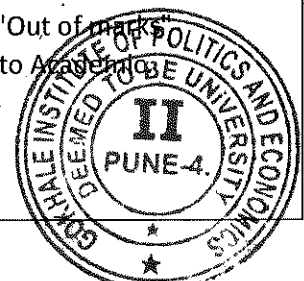
Submission Start Date : Sep 01, 2023 Submission Start Time : 10:00 AM Submission End Date : Sep 06, 2023 Submission End Time : 11:00 AM

All records per page Search:

Roll No	Student Name	Out of (15.0)	Uploaded	Student Remark	Submission date	Submission Time	Remark	Extend
1	Photo Anushi Shanker	<input type="text" value="0"/>	<input checked="" type="checkbox"/> Doc1.pdf		2023-09-0	12:06:22		Extend Date & Time
2	Photo Abhishek Kumar	<input type="text" value="0"/>	<input checked="" type="checkbox"/> Doc1.pdf		2023-09-0	12:29:51		Extend Date & Time
3	Photo Adharsh Prakash	<input type="text" value="0"/>						Extend Date & Time
4	Photo Ananya Shattacharyya Shattacharyya	<input type="text" value="0"/>						Extend Date & Time
5	Photo Ananya Balwan	<input type="text" value="0"/>						Extend Date & Time

Show To Student Show Remark To Student Generate PDF Generate Excel Sheet Download Zip Save Submit to APO

Download the uploaded attachment, evaluate accordingly, and enter the marks in the "Out of marks" column. Save the marks by click on "Save". Submit to APO means final freeze of marks to Academic





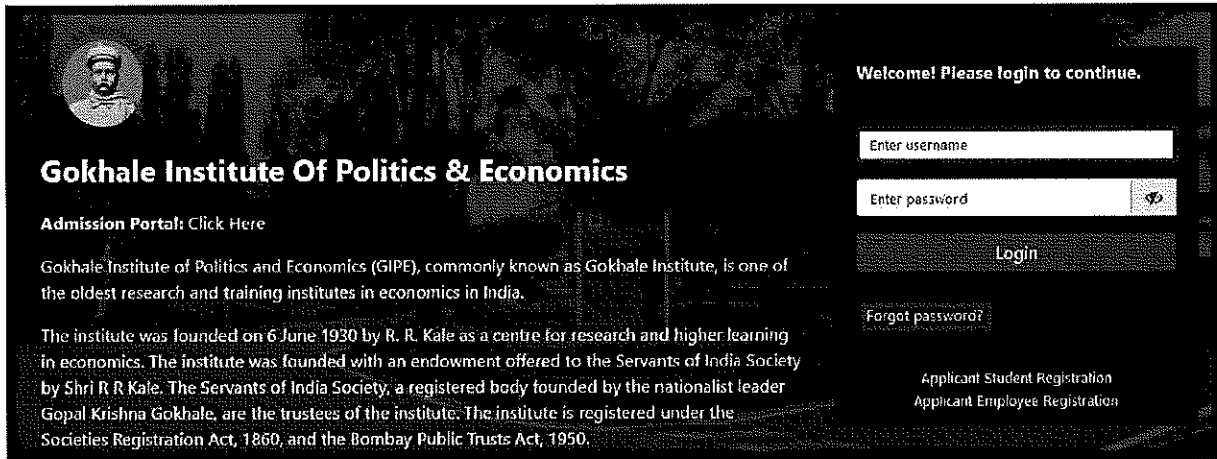
FORGOT / CHANGE PASSWORD

ERP Page

URL: <https://erp.gipe.ac.in/login.htm>

For Forgot Password

Enter ERP Username and Click on "Forgot Password?"



Gokhale Institute Of Politics & Economics

Admission Portal: [Click Here](#)

Gokhale Institute of Politics and Economics (GIPE), commonly known as Gokhale Institute, is one of the oldest research and training institutes in economics in India.

The institute was founded on 6 June 1930 by R. R. Kale as a centre for research and higher learning in economics. The institute was founded with an endowment offered to the Servants of India Society by Shri R. R. Kale. The Servants of India Society, a registered body founded by the nationalist leader Gopal Krishna Gokhale, are the trustees of the institute. The institute is registered under the Societies Registration Act, 1860, and the Bombay Public Trusts Act, 1950.

Welcome! Please login to continue.

Enter username

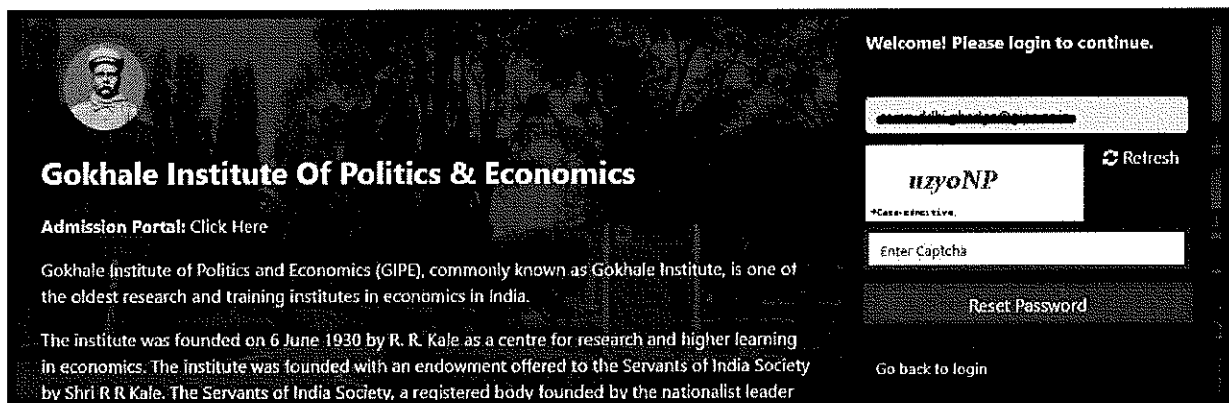
Enter password

Login

[Forgot password?](#)

[Applicant Student Registration](#)
[Applicant Employee Registration](#)

Enter Captcha and Click on "Reset Password"



Gokhale Institute Of Politics & Economics

Admission Portal: [Click Here](#)

Gokhale Institute of Politics and Economics (GIPE), commonly known as Gokhale Institute, is one of the oldest research and training institutes in economics in India.

The institute was founded on 6 June 1930 by R. R. Kale as a centre for research and higher learning in economics. The institute was founded with an endowment offered to the Servants of India Society by Shri R. R. Kale. The Servants of India Society, a registered body founded by the nationalist leader

Welcome! Please login to continue.

[Forgot password?](#)

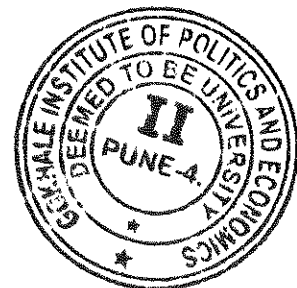
uzyoNP

Refresh

Enter Captcha

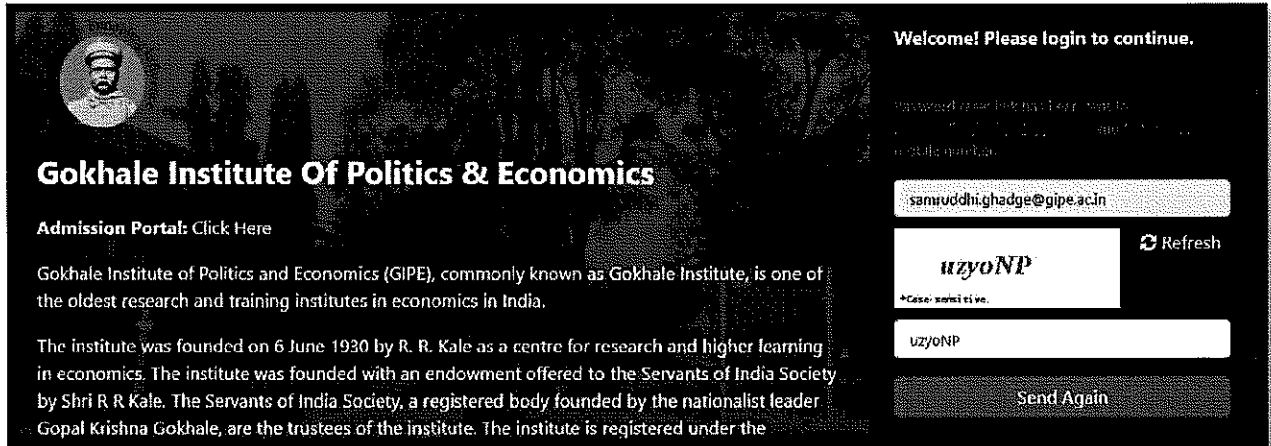
Reset Password

[Go back to login](#)



FORGOT / CHANGE PASSWORD

Password Reset Link will be send to email; If link is not send click on "Send Again"



Gokhale Institute Of Politics & Economics

Admission Portal: Click Here

Gokhale Institute of Politics and Economics (GIPE), commonly known as Gokhale Institute, is one of the oldest research and training institutes in economics in India.

The institute was founded on 6 June 1930 by R. R. Kale as a centre for research and higher learning in economics. The institute was founded with an endowment offered to the Servants of India Society by Shri R. R. Kale. The Servants of India Society, a registered body founded by the nationalist leader Gopal Krishna Gokhale, are the trustees of the institute. The institute is registered under the

Welcome! Please login to continue.

password reset link has been sent to
samriddhi.ghadge@gipe.ac.in

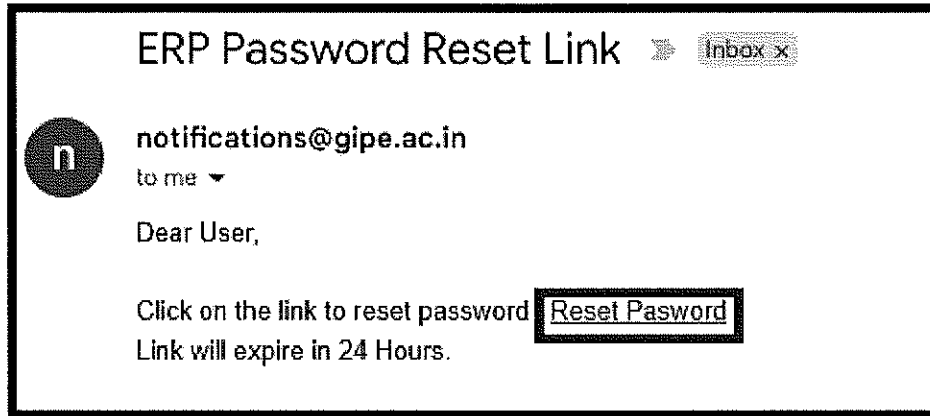
uzyoNP Refresh

*Case: sensitive.

uzyoNP

Send Again

In Email, following mail is received; Click on "Reset Password"



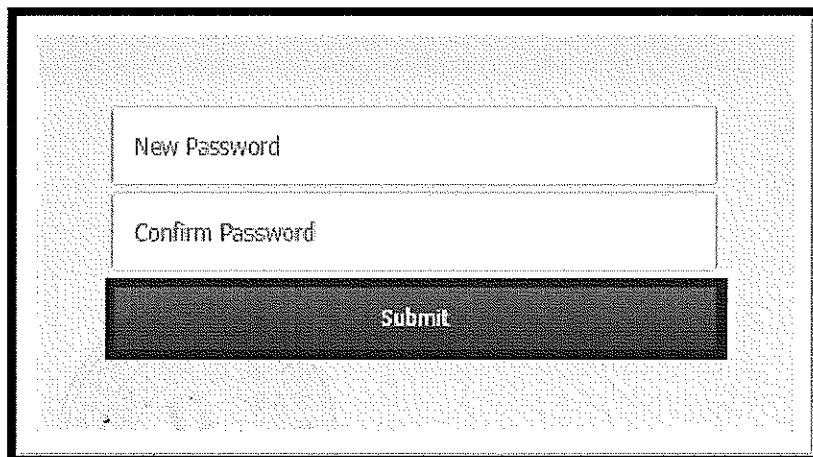
ERP Password Reset Link Inbox x

notifications@gipe.ac.in
to me ▾

Dear User,

Click on the link to reset password [Reset Password](#)
Link will expire in 24 Hours.

Enter New Password and Click on "Submit"



New Password

Confirm Password

Submit

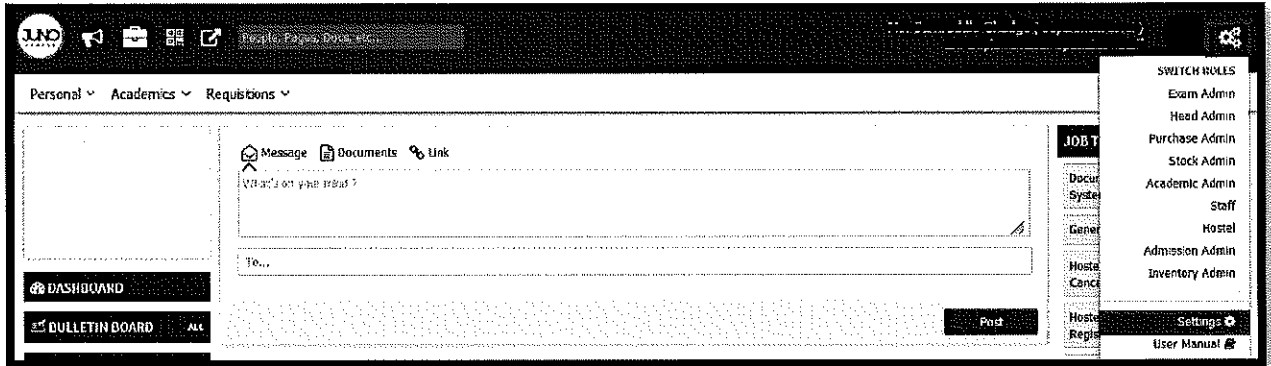
Now Login with New Password.



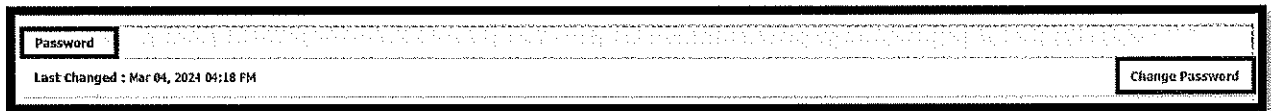
FORGOT / CHANGE PASSWORD

To Change Password

ERP Login>> Click on "Setting" Icon >> "Setting"



Click on "Password">> "Change Password"



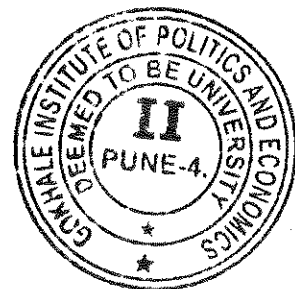
Enter "Current Password/ One Time Password", "New Password", "Confirm Password" Then Click on "Submit"

A screenshot of the 'CHANGE PASSWORD' form. It includes a 'Password Suggestions' section with the following rules:

- ☑ Password should be unique.
- ☑ Minimum length at least "8"
- ☑ Maximum length should not exceed "20"
- ☑ Must contain at least one lower case alphabet from a-z
- ☑ Must contain at least one upper case alphabet from A-Z
- ☑ Must contain at least one special character from @, #, \$, %
- ☑ Must contain at least one numeric digit from 0-9

Below the suggestions are three input fields: 'Current Password/ One Time Password', 'New Password', and 'Confirm Password'. A 'Password strength: Too short' indicator is visible next to the 'New Password' field. At the bottom, there are 'Submit' and 'Reset' buttons.

Now Login with new Password



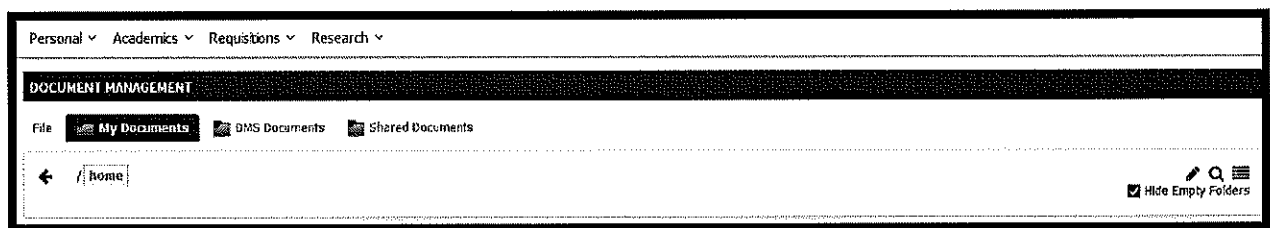
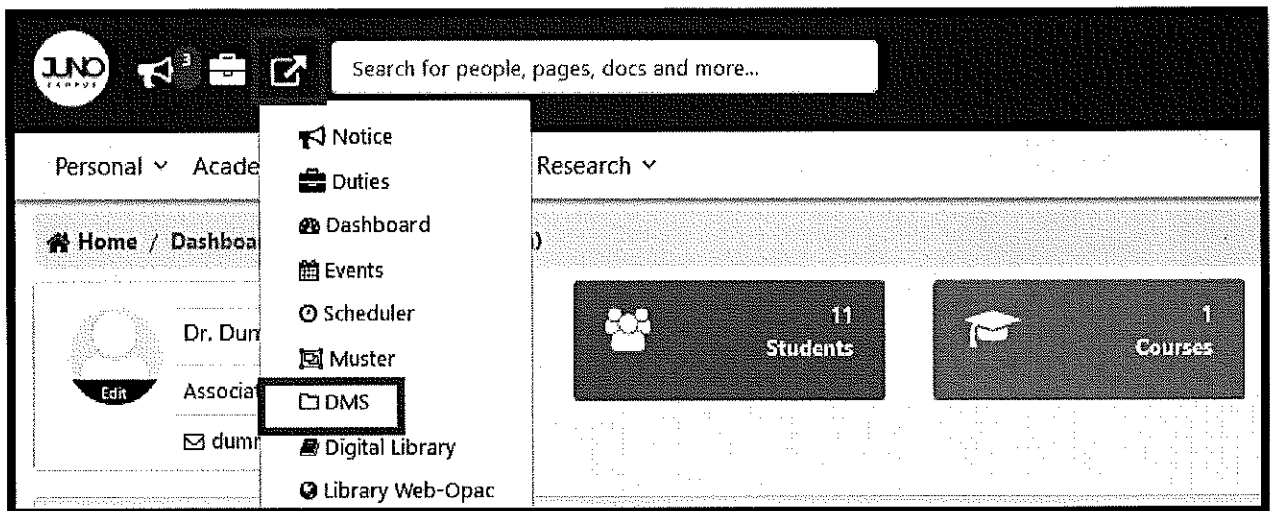
A handwritten signature in black ink, located at the bottom center of the page.

PROCESS FLOW FOR DMS

Role: Staff/Faculty/Student

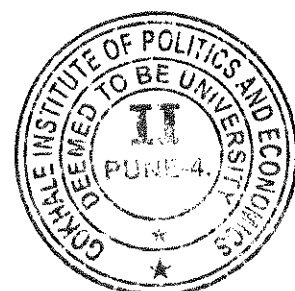
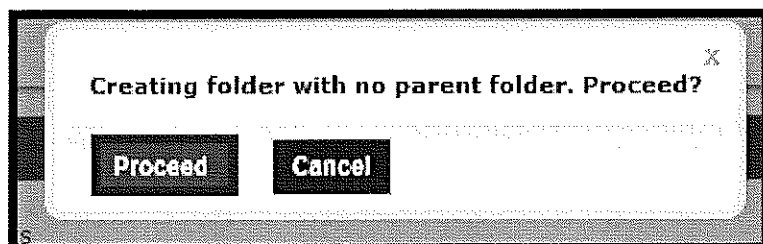
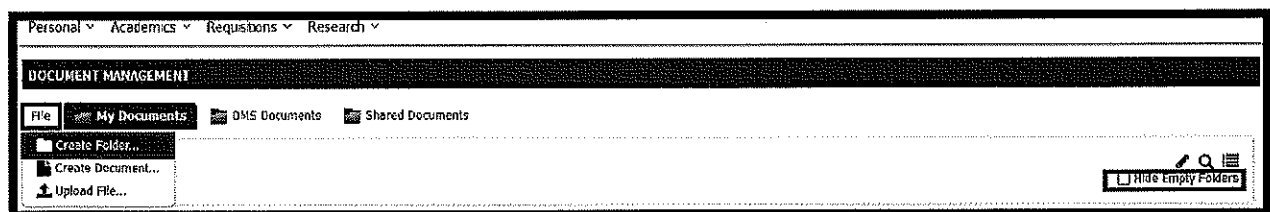
ERP login

Click on **Shortcut Icon**  >>DMS



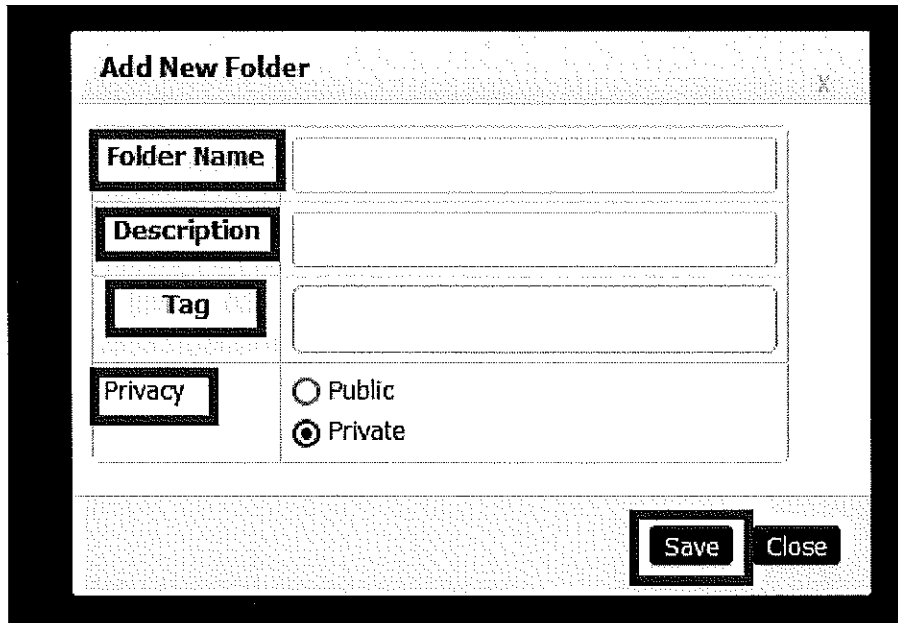
To create a Folder click on **File>>Create Folder>> Proceed**

(Untick Hide Empty Folders)



PROCESS FLOW FOR DMS

Enter Folder Name; Description; Tag. Then click on "Save"



Add New Folder

Folder Name

Description

Tag

Privacy

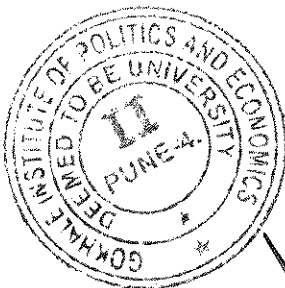
Public

Private

Save Close

For Privacy if you want to share the document click on "Public" and if don't want to share then click on "Private".

To Upload File in Your folder click on **File>>Upload File**



PROCESS FLOW FOR DMS

Enter Folder Name; Description; Tag. Then click on "Next to Upload Document"

Upload Document

Note:
 Add Description and Tag before upload a file!

Description (Optional)	<input type="text"/>
Tags (Optional)	<input type="text"/>
Course (Optional)	<input type="text"/>

Next to Upload Documents

Uploaded files in this folder

No document uploaded!!!

Close

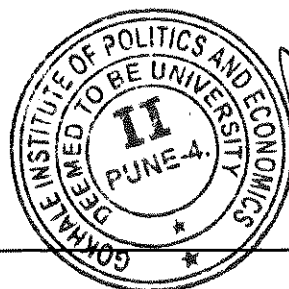
Then click on "Upload Document"

Upload Document

Back

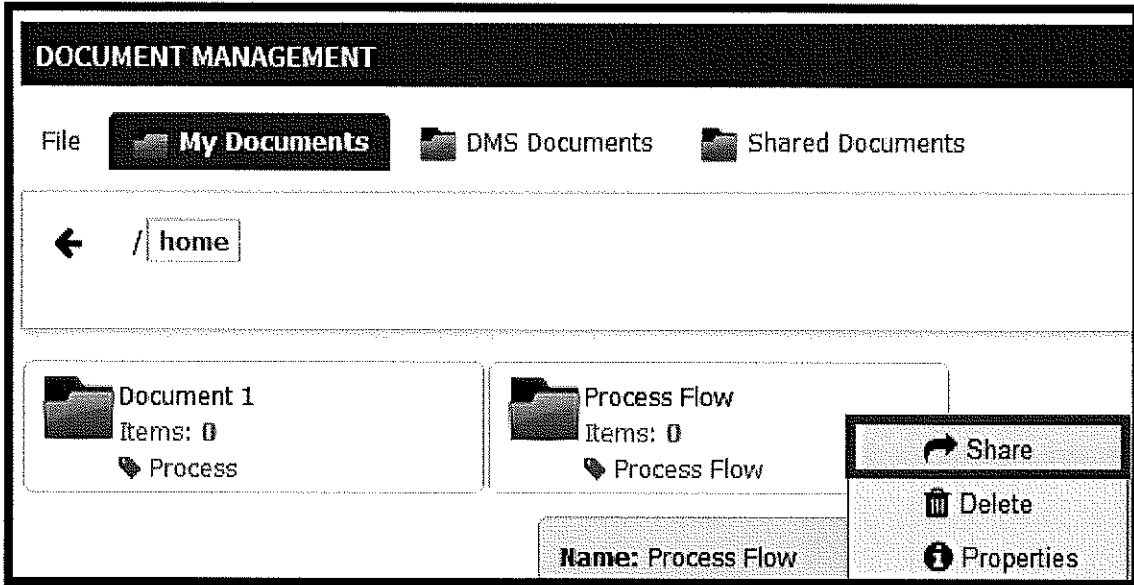
Note:
 .doc, .docx, .xls, .xlsx, .pdf, .jpg, .text, .png, .gif, .ppt, .pptx, .mp4, .mp3 files only
 Maximum file size limit 25 MB

Upload Document



PROCESS FLOW FOR DMS

To share the folder, Right click on the folder >> "share"

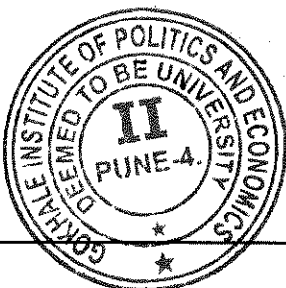
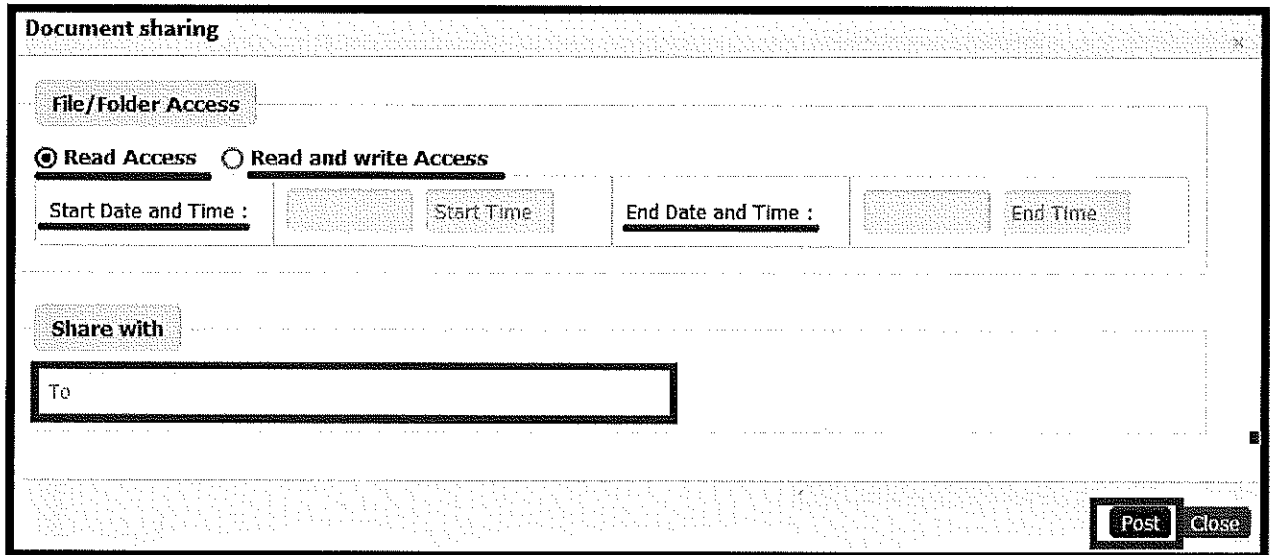


While sharing the folder, select "Read Access" (for View mode) and "Read and write Access" (For Edit Mode)

Enter Start and End Date & Time

Enter name of person

Then Click on "Post"



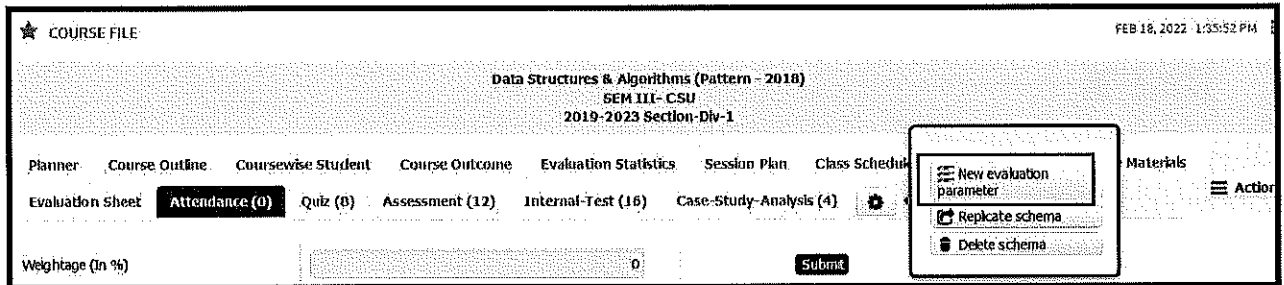
A handwritten signature or mark, possibly a stylized 'S' or 'Z', located to the right of the stamp.

Login: Faculty Login

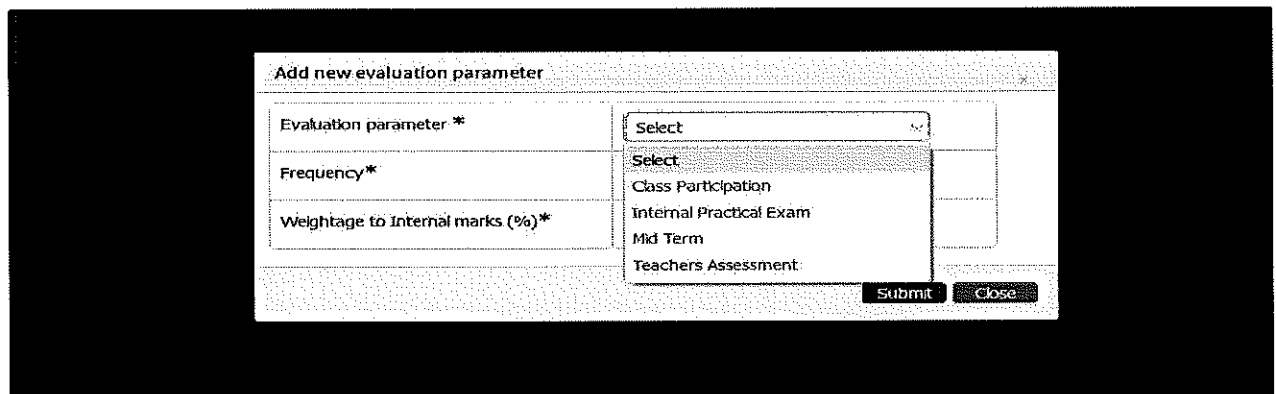
STEP – 1: Evaluation Parameter - Quiz

Path: Shortcut » Course File » Course Name

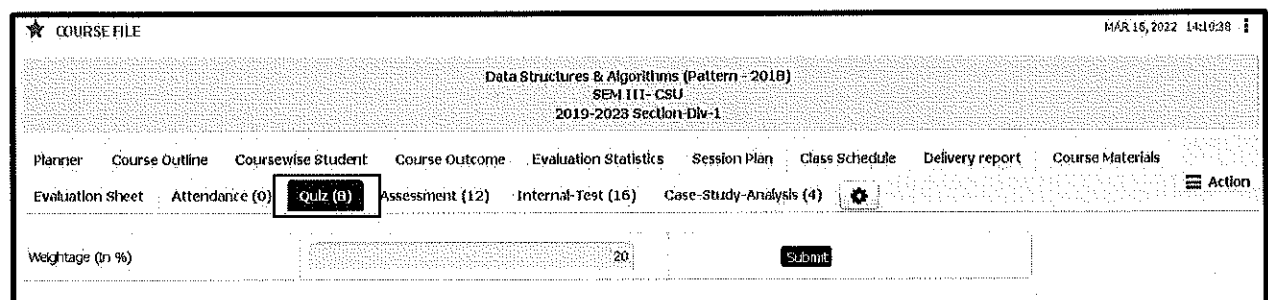
- a. **Steps:** Click on “Shortcut » Course Files » Setting Icon” to define evaluation parameter.



- b. Evaluation parameter can be selected from the master list. Master list is defined by Academic admin login.



- c. Quiz evaluation parameter defined with weightage.

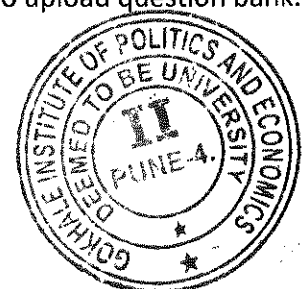


STEP – 2: Question Bank Upload

Login: Faculty Login

Path: Shortcut » Course File » Course Name » Quiz

- a. **Steps:** Click on “Shortcut » Course Files » Course Name » Quiz” to upload question bank. Select Difficulty level, topic & sub-topic to add questions.



★ COURSE FILE MAR 18, 2022 14:09:21

Data Structures & Algorithms (Pattern - 2018)
SEM III- CSU
2019-2023 Section-Div-1

Planner Course Outline Coursewise Student Course Outcome Evaluation Statistics Session Plan Class Schedule Delivery report Course Materials

Evaluation Sheet Attendance (0) **Quiz (0)** Assessment (12) Internal-Test (16) Case-Study-Analysis (4) Action

Weightage (In %):

Question Bank Configuration Evaluation

My Question Bank Received from others Course File

[Click here for template and instructions:](#)

Difficulty Level Topic Sub-Topic

- b. User can add question one by one or can-do question bulk upload via excel template. Define Question type and add question.

Edit Question

Question Type

Allow student to upload file

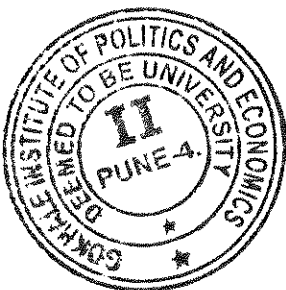
Question

fx *Language*

Write C program for Palindrome Triangle.

```

A
A B A
A B C B A
A B C D C B A
    
```



c. Add options and specify correct answer.

Add New Question

Correct Answer:

Do not allow shuffle options

Out Of Marks: Time (In sec.):

Explanation:

d. Click on Upload Question button and download template for questions upload. Read instructions to fill up template.

Instructions

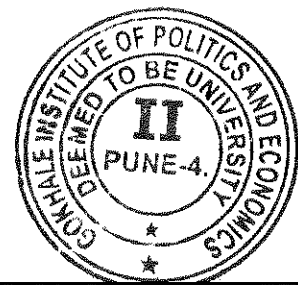
Download testing template.

Mandatory fields are:

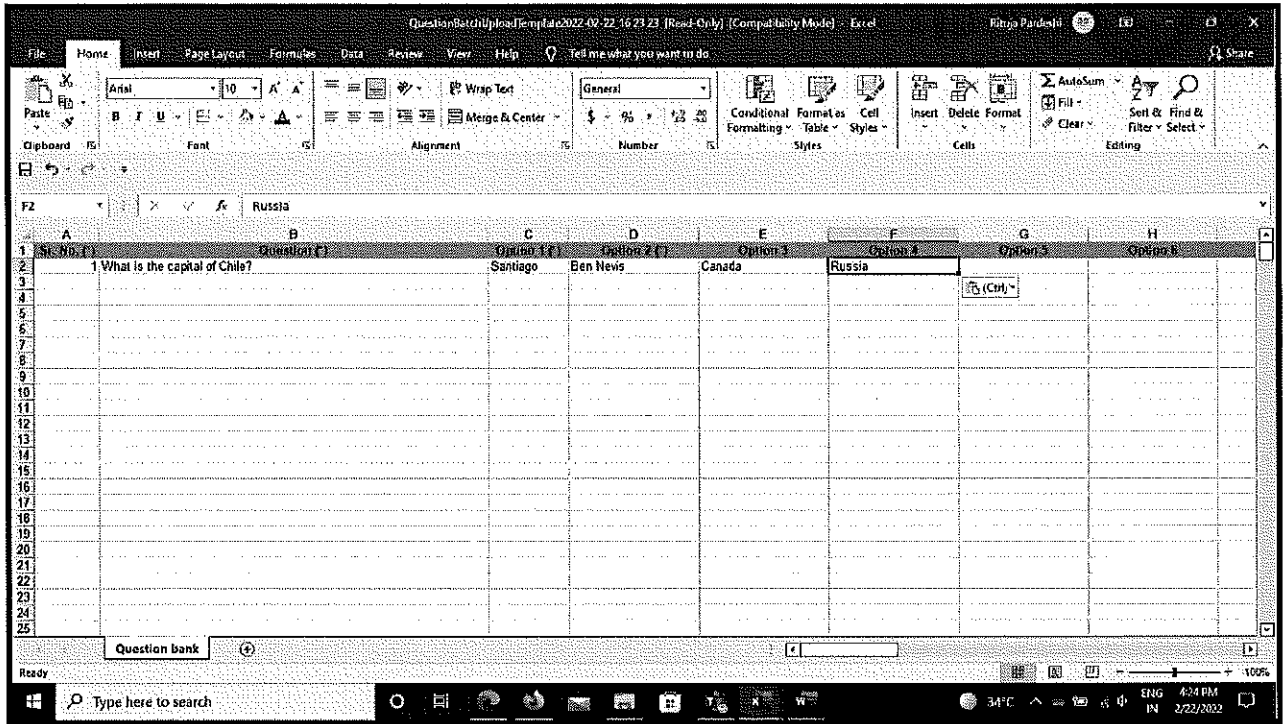
1. Question
2. Option 1 (not mandatory for subjective type questions)
3. Option 2 (not mandatory for subjective type questions)
4. Correct answer (not mandatory for subjective type questions)
5. Question type
6. Out of marks
7. Character Limit (not mandatory for objective type questions). Specify maximum number of characters that can be entered in answer field (including space and punctuation).

Optional fields are:

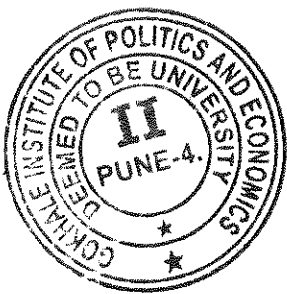
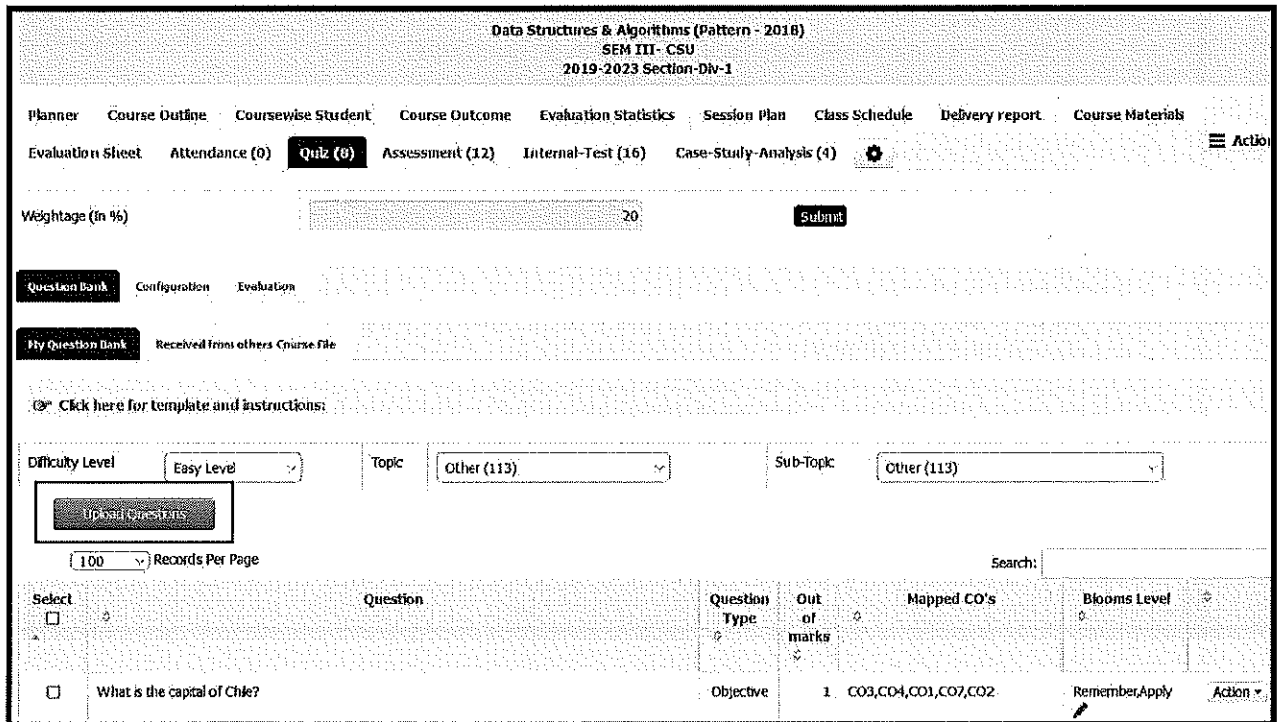
1. Option 3 to Option 8
2. Question type - Select a value from the list provided.
3. Time (in seconds) - If left blank then system will consider 30 seconds as time. This is required for question time based quizzes.
4. Explanation - Explanation given to students when answer sheets are shown.
5. Shuffle Answer Options - If left blank, system will consider "Yes" as value. ie. during quiz choices will be shuffled.



e. Excel template for bulk upload.



f. Click on "Upload Question" and select sheet for uploading.



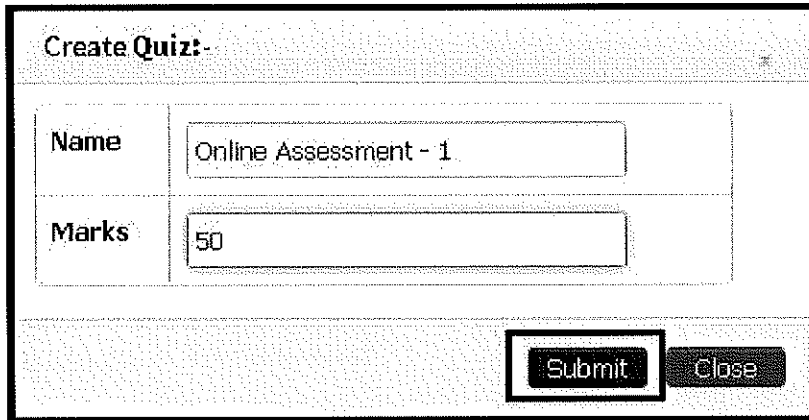
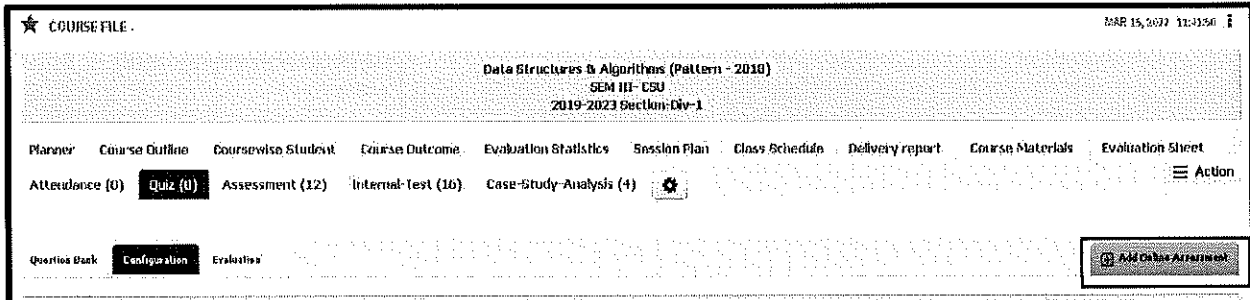
[Handwritten signature]

STEP – 4: Quiz Configuration

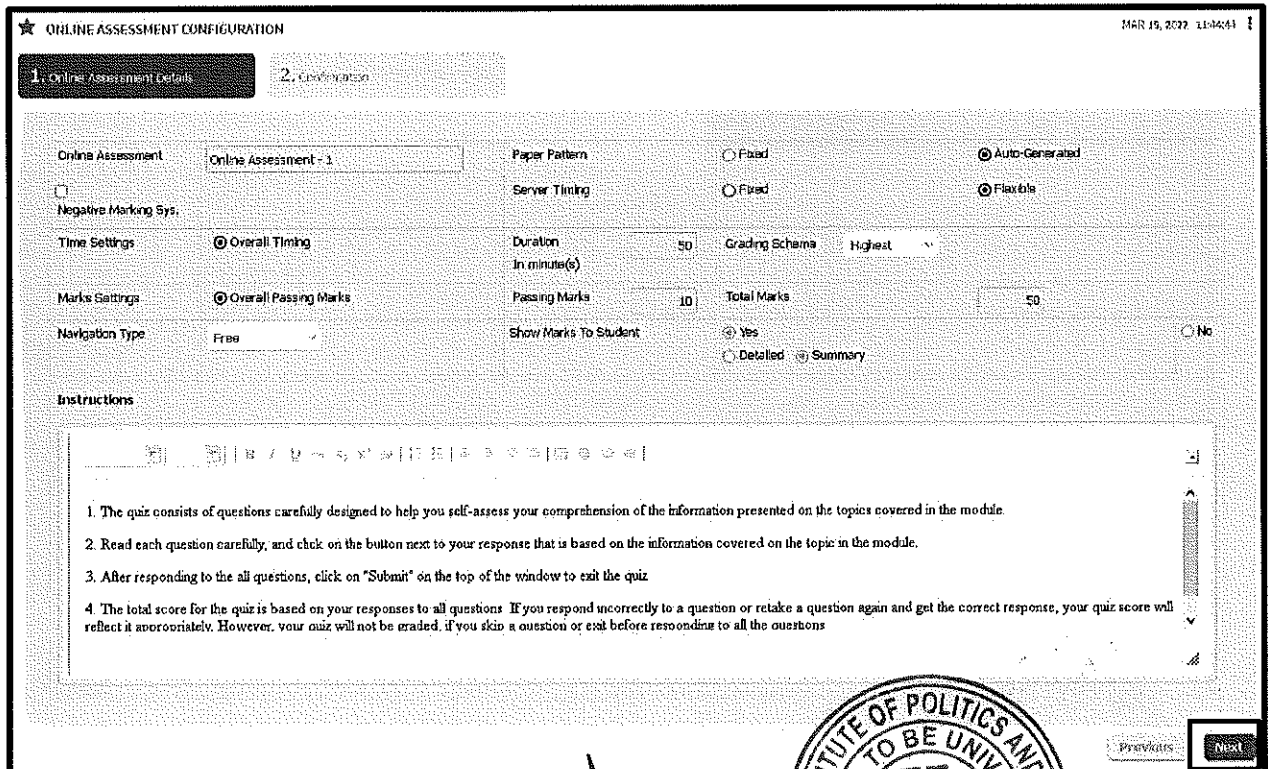
Login: Faculty Login

Path: Shortcut » Course File » Course Name » Quiz

a. Steps: Click on “Shortcut » Course Files » Course Name » Quiz” to configure Quiz.



b. Specify test structure details like passing marks, total marks, negative marking if any, test duration, etc.



c. Select Difficulty Level, Topic, Sub-topic and Question Type to generate Question Set.

Add Schema

Difficulty Level :	All	Topic :	All
Sub-Topic :	Other (Other)	Question Type:	Select
			Select
			Objective

Save Close

d. Define Question Set Quantity.

Add Schema

Difficulty Level :	All	Topic :	All
Sub-Topic :	Other (Other)	Question Type:	Objective

Difficulty Level	All	Topic	All	Sub Topic	1895	Question Type	Objective
Marks		Available Quantity		Select Quantity		Total Marks	
1		5		5		5	
						Total Marks :	5

Save Close

e. Schema list for defined set of questions can be seen. Click on "Finish".

★ ONLINE ASSESSMENT CONFIGURATION MAR 15, 2022 11:59:26

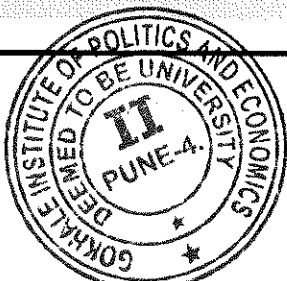
2. Configuration

Online Assessment Overview

Online Assessment	Online Assessment - 1	Duration In Min	50
Total Test Marks	50	Total Marks of Question Selected	50
Total Qets Generate			0

Questions Selected							Add Schema
Level	Topic	Sub-Topic	Question Type	Marks	Quantity	Total	Remove
Easy Level	Other	Other	Objective	1.0	20	20.00	⊖
Normal Level	Other	Other	Objective	1.0	20	20.00	⊖
Hard Level	Other	Other	Objective	1.0	10	10.00	⊖

Previous Finish



[Handwritten signature]

STEP – 5: Scheduling Quiz

Login: Faculty Login

Path: Shortcut » Course File » Course Name » Quiz

- a. **Steps:** Click on “Shortcut » Course Files » Course Name » Quiz” and click on “Configure Schedule”.

Data Structure (Pattern - 2015)
SEM-II
2019-2022 Section-Div-1

Planner | Course Outline | Subjectwise Student | Course Outcome | Evaluation Statistics | Session Plan | **Class Schedule** | Delivery report

Course Materials | Evaluation Sheet | Attendance (0) | Class-Test (10) | **QUIZ (10)** | Assignment (0) | ⚙️ | Action

Question Bank | **Configuration** | Evaluation | Add Quiz / Test

Name	Duration	Total Marks	Sets	
Quiz 1	20	20	2	Configure Quiz Configure Schedule ⋮ 🗑️ Status

- b. Specify startdate and end date with timings.

Configure Schedule

Start Date: Mar 30, 2020 | End Date: Mar 30, 2020

Start Time: 08:00 PM | End Time: 11:00 PM

Save | Back

- c. Specify login key for attempting test and associate students to test.

Configure Schedule

MAR 30, 2020 (08:00 PM) - MAR 30, 2020 (11:00 PM)

Random Key | Common Key | 1234 | Save Keys | Print Keys | Delete Schedule

Restrict to Safe Browser

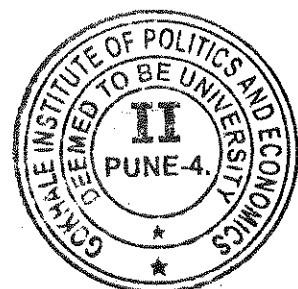
IP Restriction (IPv4)

Start Date	End Date	Start Time	End Time	Edit Schedule
Mar 30, 2020	Mar 30, 2020	08:00 PM	11:00 PM	✎ 🗑️

Associate Students to the schedule | DeAssociate Students

Students Selected : 6 | Select All | Deselect All

<input checked="" type="checkbox"/>		MCA-19-FY-01 Sumit Sham Ankush	<input checked="" type="checkbox"/>		MCA-19-FY-02 Shiwani Vilas Aware	<input checked="" type="checkbox"/>		MCA-19-FY-03 Arti Prakash Burukale
-------------------------------------	--	-----------------------------------	-------------------------------------	--	-------------------------------------	-------------------------------------	--	---------------------------------------



STEP – 6 : Question Paper Set

Login: Faculty Login

Path: Shortcut » Course File » Course Name » Quiz

a. Steps: Click on “Shortcut » Course Files » Course Name » Quiz” to view sets of questions.

Data Structure (Pattern - 2015)
SEM-II
2019-2022 Section-Div-1

Planner | Course Outline | Subjectwise Student | Course Outcome | Evaluation Statistics | Session Plan | Class Schedule | Delivery report

Course Materials | Evaluation Sheet | Attendance (0) | Class-Test (10) | **QUIZ (10)** | Assignment (0) | ⚙️ | Action

Question Bank | **Configuration** | Evaluation | Add Quiz / Test

Name	Duration	Total Marks	Sets	Click to view question sets		
Quiz 1	20	20	2	Configure Quiz	Configure Schedule	Status

b. Select set to view questions.

Sets Available

Number of Sets Available 2

- ▶ SET-1
- ▶ SET-2

c. Set wise questions.

Sets Available

Number of Sets Available 2

SET-1

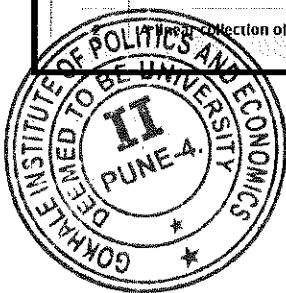
Question Paper	Paper	Quiz 1	Duration	20 Minute(s)
Total Marks		20	Passing Marks	10

Questions

1 The number of edges from the node to the deepest leaf is called _____ of the tree. (Marks: 1)

Height
 Level
 Depth
 Length

2 Connection of data elements where the linear node is given by means of pointer is called? (Marks: 1)



[Handwritten signature]

STEP – 7: Evaluation

Login: Faculty Login

Path: Shortcut » Course File » Course Name » Quiz

- a. **Steps:** Click on “Shortcut » Course Files » Course Name » Quiz” to evaluate attempted test.

The screenshot shows the course management interface for 'Data Structure (Pattern - 2015) SEM-II 2019-2022 Section-Div-1'. The 'QUIZ (10)' button is highlighted in the top navigation bar. Below it, the 'Evaluation' sub-tab is selected in the 'Click on evaluation' section. A 'Test Details' table is visible at the bottom.

Test Name	Test Duration (Minutes)	Total Marks	Negative Marking (%)		
Quiz 1	20	20	0	Attempt-wise marks	Result

- b. Click on view details button.

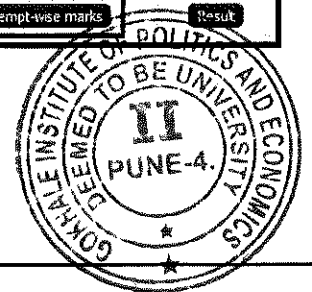
The screenshot shows the 'View Details' page for a quiz attempt. The 'View details' button is highlighted in the bottom right corner. A table shows the attempt details.

Attempt No.	Date and Time	View Details
1	Mar 30, 2020 (08:00 PM) - Mar 30, 2020 (11:00 PM)	View details Quiz Report

- c. Click on Attempt-wise marks button.

The screenshot shows the course management interface, similar to the first screenshot. The 'Attempt-wise marks' button is highlighted in the bottom right corner of the 'Test Details' table.

Test Name	Test Duration (Minutes)	Total Marks	Negative Marking (%)	Click to view Result	
Quiz 1	20	20	0	Attempt-wise marks	Result



Click on "Result"

Data Structure (Pattern - 2015)
SEM-II
2019-2022 Section-Div-1

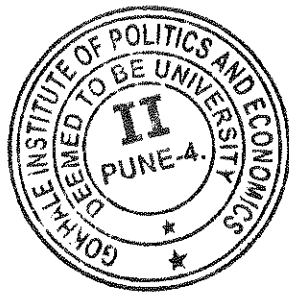
Planner
Course Outline
Subjectwise Student
Course Outcome
Evaluation Statistics
Session Plan
Class Schedule
Delivery report
≡ Action

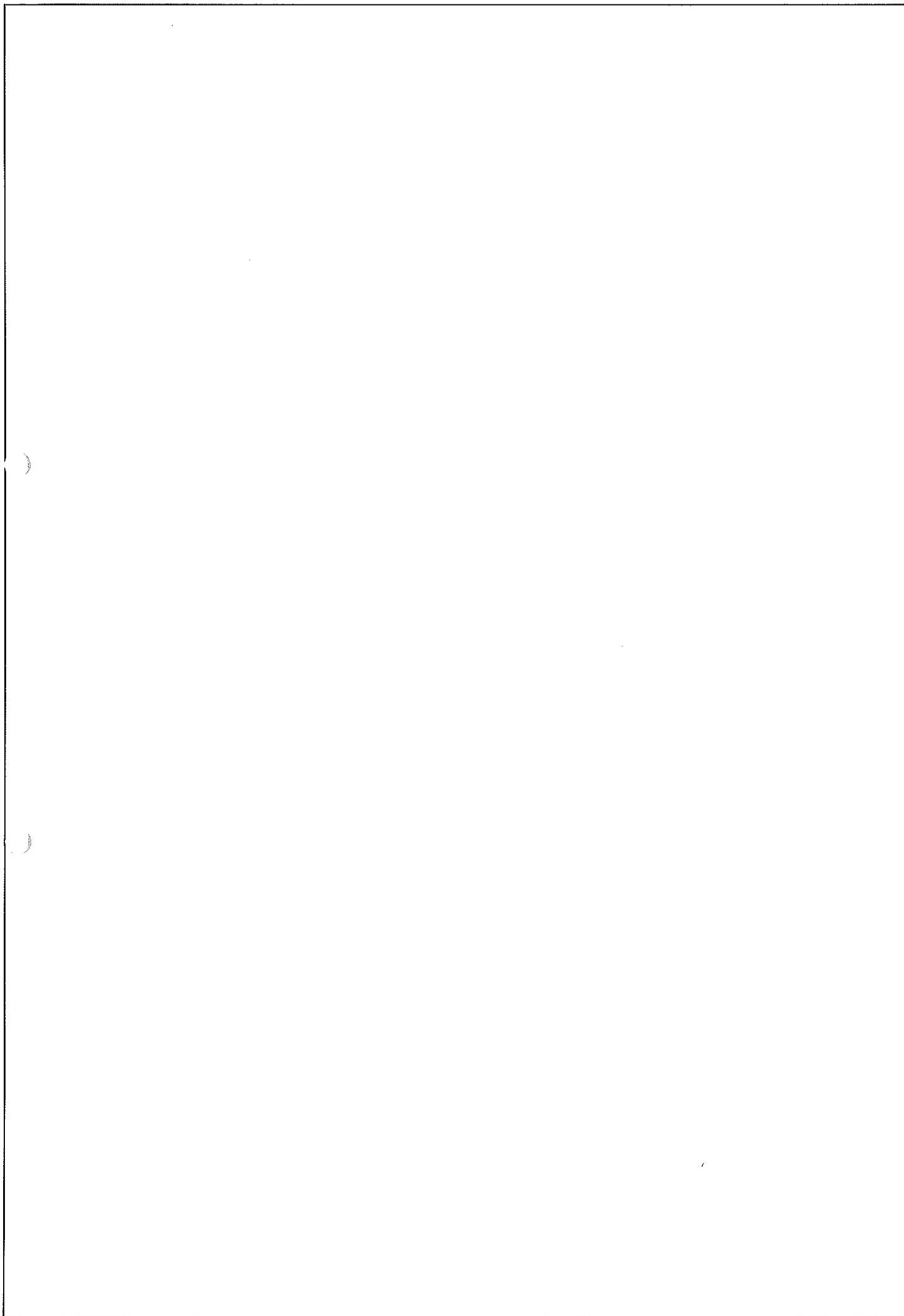
Course Materials
Evaluation Sheet
Attendance (0)
Class-Test (10)
QUIZ (10)
Assignment (0)
⚙️

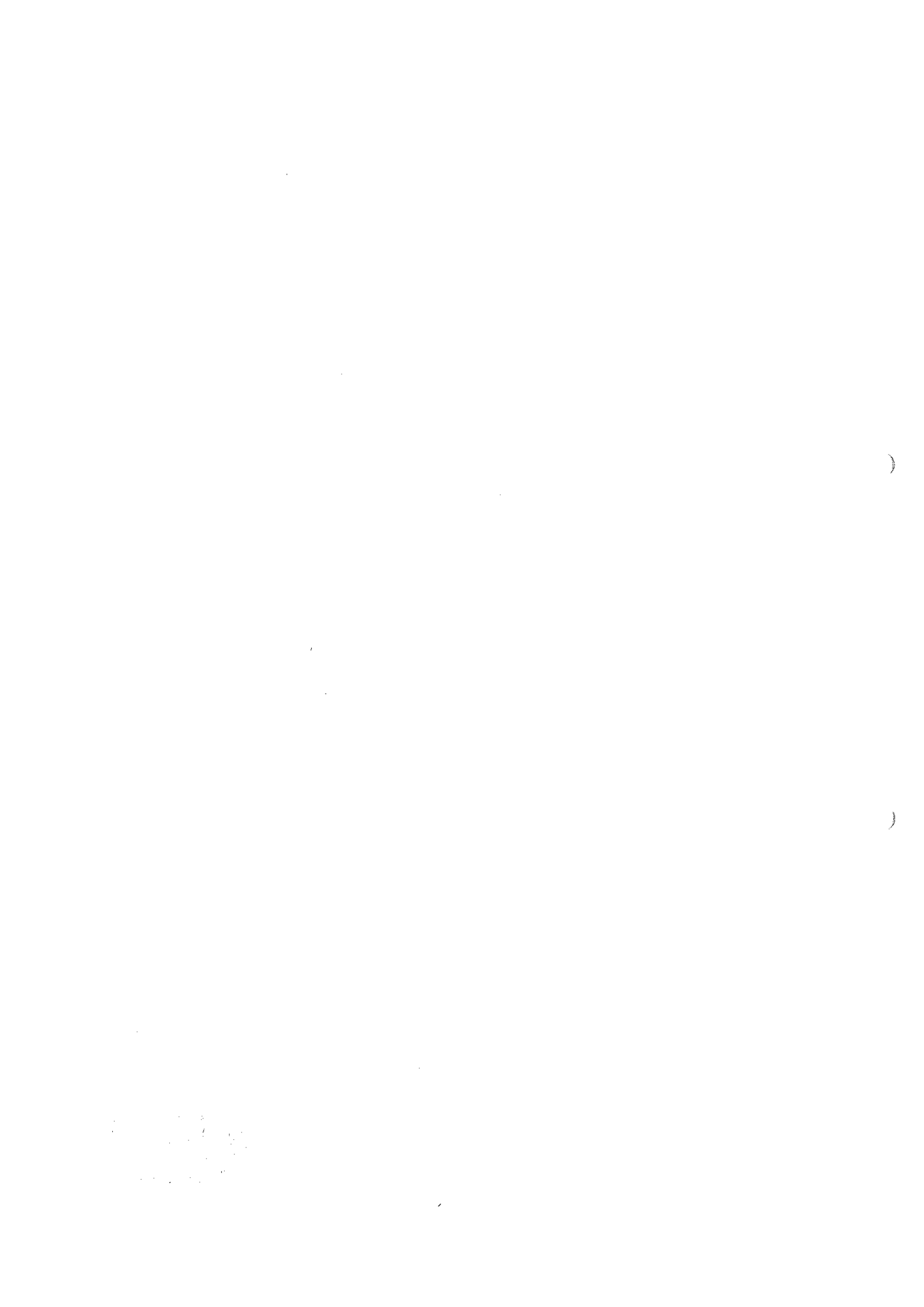
Question Bank
Configuration
Evaluation

Test Details

Test Name	Test Duration (Minutes)	Total Marks	Negative Marking (%)	Click to view result:
Quiz 1	⌚ 20	20	0	Attempt-wise marks Result







HOW TO SEND NOTIFICATION THROUGH ERP

Role: Staff/Faculty login

Path: Staff/Faculty

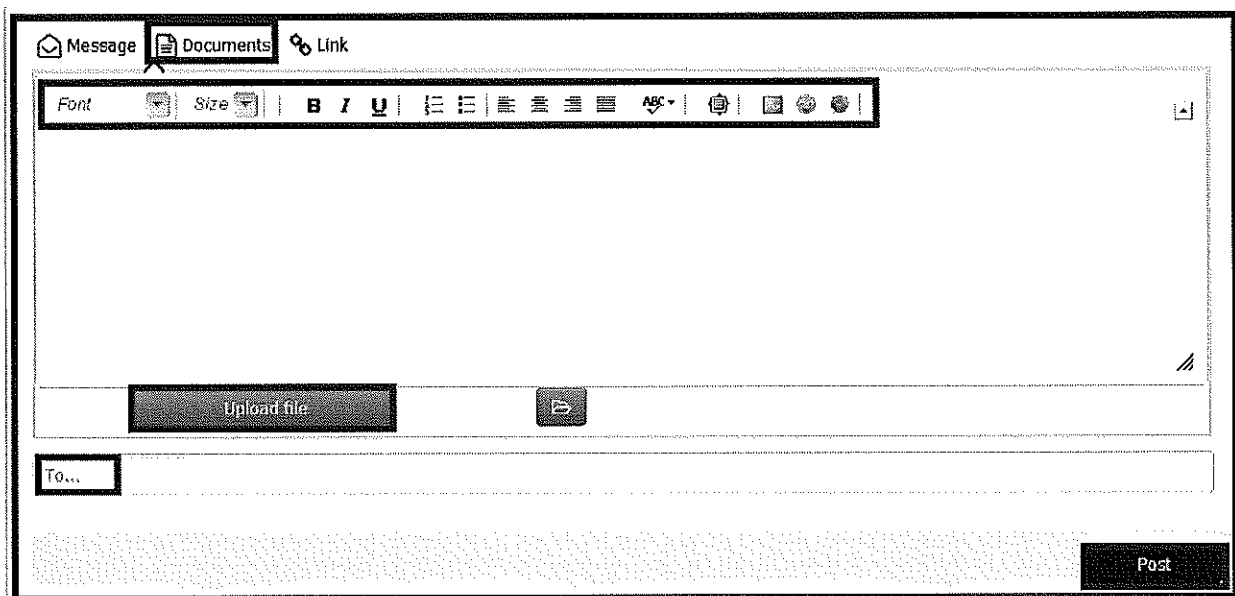
Message Box

Enter Text in "Message" tab. Font, size, alignment of the text can be changed as well

To Attach a document, click on "Documents" tab, click on "Upload File" to upload Document.

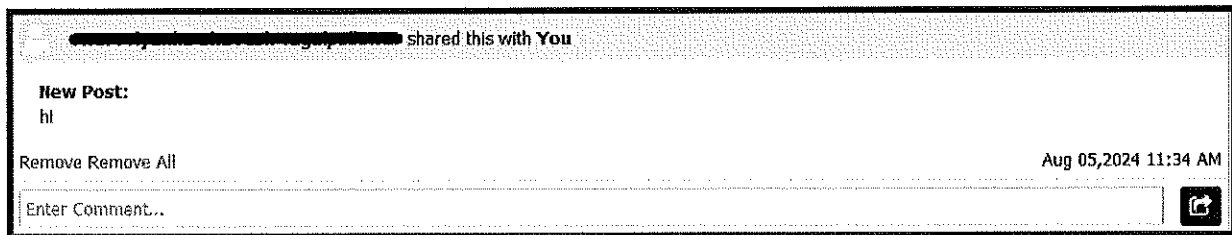
Click on "To" tab to select recipients (You can send notification to multiple people, batch or group)

Click on "Post" to post the message/notification

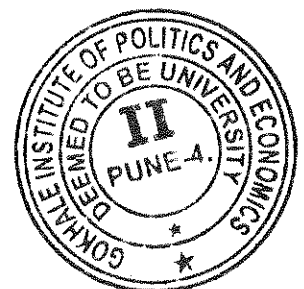


The screenshot displays the ERP notification interface. At the top, there are three tabs: "Message", "Documents", and "Link". Below the tabs is a rich text editor with a toolbar containing options for Font, Size, Bold (B), Italic (I), Underline (U), Bulleted List, Numbered List, Indent, and Alignment. Below the editor is a large "Upload file" button and a right-pointing arrow icon. At the bottom, there is a "To..." field for entering recipients and a "Post" button.

Recipients view through ERP Login



The screenshot shows the recipient's view of the notification. At the top, it says "Gokhale Institute of Politics and Economics shared this with You". Below this, it displays "New Post: hi". There are "Remove" and "Remove All" options. The timestamp is "Aug 05, 2024 11:34 AM". At the bottom, there is a comment field labeled "Enter Comment..." and a right-pointing arrow icon.

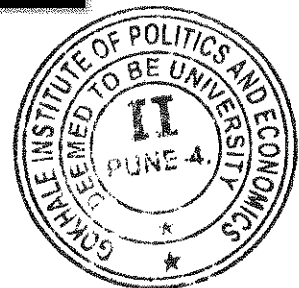
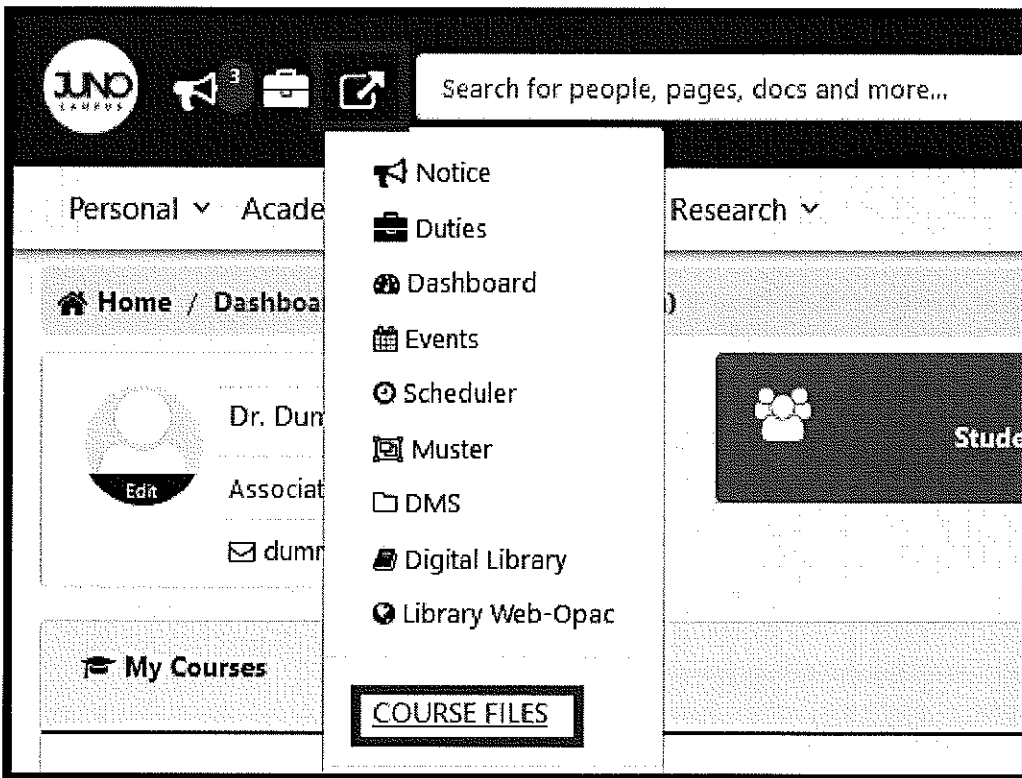
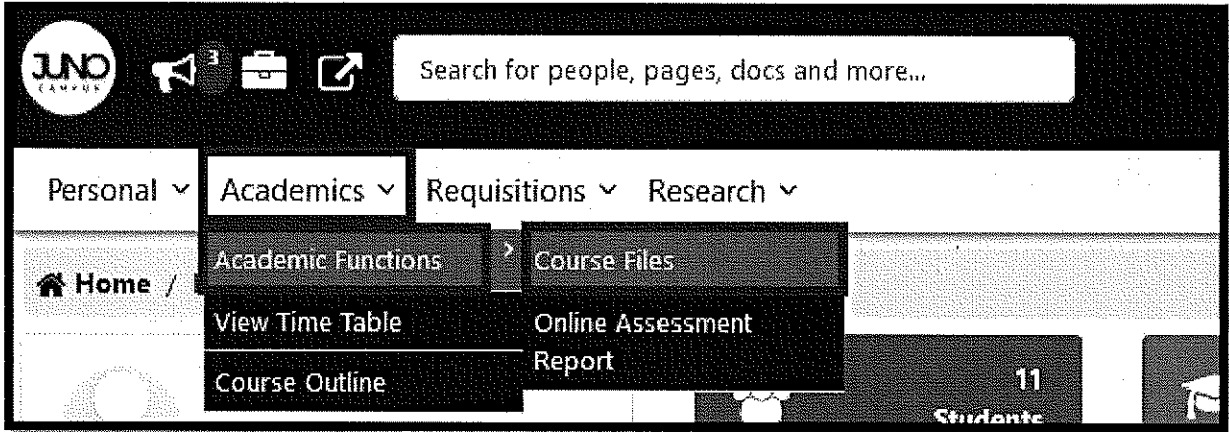


PROCESS FLOW UPLOAD COURSE MATERIAL

Role: Faculty ERP Login

Path: Academics » Academic Functions » Course Files **OR**

Click on Shortcut Icon  >> Course Files



PROCESS FLOW UPLOAD COURSE MATERIAL

Click on "All Course Files">> "Year">> "Semester"

★ COURSE FILE

Note :
☑ You can access your active division course file(s) from the shortcut

Current Course Files **All Course Files**

Year 2024

Gokhale

Public Economics and Development Economics (Pattern - 2023)

Semester II (2023-2025 Section-Div-1)

Click on "Course Materials"

Planner Course Outline Coursewise Student Course Outcome Evaluation Statistics Session Plan Class Schedule Delivery report **Course Materials** Ev

Quiz (10) Attendance (0) Mid-Term (15) Assignment (15) ⚙

Programme Planner

To Create new folder, Click on "Add New Document">> Enter Document Name>> "Save"

Planner Course Outline Coursewise Student Course

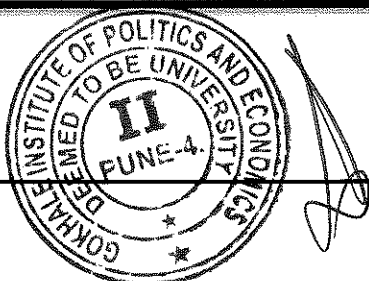
Quiz (10) Attendance (0) Mid-Term (15) Assignment

Add New Document

Create Course Material

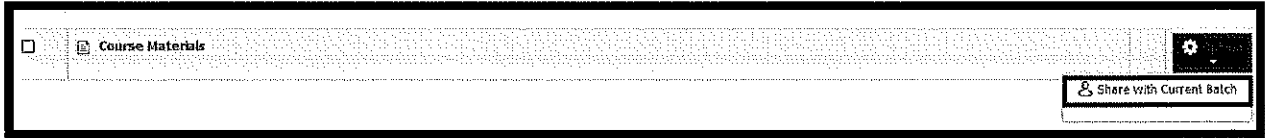
Document Name

Save



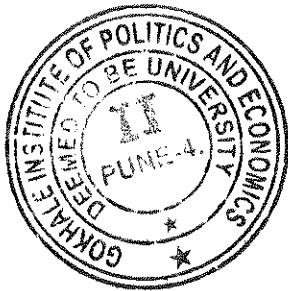
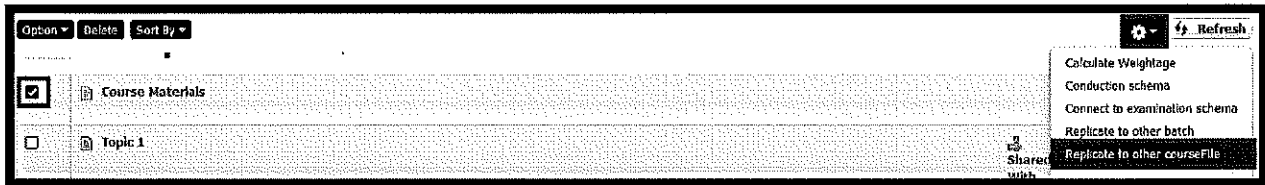
PROCESS FLOW UPLOAD COURSE MATERIAL

To Share the Document with Current Batch Students, click on "Option">> "Share with Current Batch"



You can also share with other course file, to do that

Select the document then click on "Setting icon" >> "Replicate with Other Batch">> Select batch and click on "Proceed"

A handwritten signature in black ink, appearing to be a stylized name.

PROCESS FLOW TO CREATE TIMETABLE

ERP Login

Faculty Course Allocation

Path: Academic Module>>Schedule >> Course Allocation >> Faculty Course Allocation

The screenshot shows the 'Faculty Course Allocation' screen. At the top, there are navigation menus for Organization, Planning, Schedule, Analysis, Functioning, and Report. The main header indicates the current path: SCHEDULE > COURSE ALLOCATION > FACULTY COURSE ALLOCATION. The user is identified as 'Mrs. Shikari Sawant (Institute Level) ERP Head (CI : Academic Administrator)'. The interface includes dropdown menus for 'Programme' (set to 'ICCS - Science - B.Sc. (Comp. Sc.)') and 'Term (Academic Session)' (set to 'Sem 1 (2022-2025)'). A 'Submit' button is visible. Below this, there are tabs for 'Faculty Course Allocation' and 'Elective/Autark Course Groups'. A toolbar contains options like 'Refresh grid', 'Show Course Choice', 'Show Employeewise Course Choice', 'Over All Course Choice', 'Stand as announcement', and 'Import Employees'. A table lists courses with their respective allocation status:

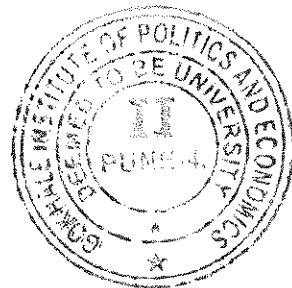
Courses	Div-1
Co-Curricular and Extra-curricular [123]	[To be allocated]
Database Management Systems [CS-112]	[To be allocated]
Descriptive Statistics [CSST-111]	[To be allocated]
Discrete Mathematics [MTC-112]	[To be allocated]

Click on "Allocated"

The 'Employee course allocation' dialog box shows a successful allocation for 'Deepali Rishikesh Kulkarni'. The course details are as follows:

Course	Database Management Systems	Division	Div-1	Div-Capacity	60	Show choice
Allocated to:		Allocate Replicate to other batch				
Deepali Rishikesh Kulkarni						
Create Elective Group						

A 'Close' button is located at the bottom right of the dialog box.



PROCESS FLOW TO CREATE TIMETABLE

Student Course Allocation

Path: Academic Module>>Schedule >> Course Allocation >> Student Course Allocation

Click on "Click Here to Map Student With Course"

The screenshot shows the 'STUDENT COURSE ALLOCATION' page. At the top, there are navigation menus for Organization, Planning, Schedule, Analysis, Functioning, and Report. The main header indicates the current path: SCHEDULE > COURSE ALLOCATION > STUDENT COURSE ALLOCATION, with a timestamp of FEB 24, 2022 9:28:35 PM. Below this, there are input fields for Programme (ICCS - Science - B.Sc. (Comp. Sc.)), Academic batch (Sem 1 (2022-2025)), Division/Section (Div-1), and Division/Section capacity (60). A 'Submit' button is present. Below the form, there are tabs for 'Student Course Allocation', 'Section Wise Allocation List', 'Overall Allocation List', 'Student Statistics', 'Deleted Student List', and 'Change /Transfer Logs'. A 'Click Here to Map Student With Course' link is also visible. The main content area shows a table with columns: Sr. No., Course, Credits, Allocated Teachers, and Action. The table lists four courses: 1. Co-Curricular and Extra-curricular [123], 2. Database Management Systems [CS-112], 3. Descriptive Statistics [CSST-11], and 4. Discrete Mathematics [MTC-12]. Each course has a credit value of 0 and an assigned teacher. The Action column contains 'View Assigned Student' buttons for each row.

Sr. No.	Course	Credits	Allocated Teachers	Action
1	Co-Curricular and Extra-curricular [123]	0	Rajmanar Davidas Navgire	View Assigned Student
2	Database Management Systems [CS-112]	0	Deepali Rishikesh Kulkarni	View Assigned Student
3	Descriptive Statistics [CSST-11]	0	Anita Pandharinath	View Assigned Student
4	Discrete Mathematics [MTC-12]	0	Ashish Govind Dhoke	View Assigned Student

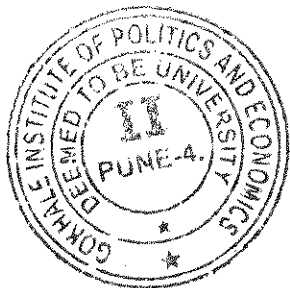
Academic Time Table Planning

Path: Academic Module>> Schedule » Time Table » Academic Time Table

Add New Block>>Add New slot>>Get Time Table

The screenshot shows the 'ACADEMIC TIME TABLE' page. At the top, there are navigation menus for Organization, Planning, Schedule, Analysis, Functioning, and Report. The main header indicates the current path: SCHEDULE > TIME TABLE > ACADEMIC TIME TABLE, with a timestamp of FEB 24, 2022 11:12:24 PM. Below this, there are input fields for Programme (ICCS - Science - B.Sc. (Comp. Sc.)), Academic Batch (Sem 1 (2022-2025)), and Terms (Sem 1 (Running)). A 'Submit' button is present. Below the form, there are tabs for 'Planning', 'Adjustment', 'Cancelled Schedules', and 'Guest Lecture/ Events/ Activity'. The main content area shows a table with columns: Teaching Plan, Total HoliDays / Events / Weekly Off, and Instructional Days. The table shows a teaching plan for Feb 1, 2022 - Jun 30, 2022, with 21 / 0 / 21 total holi days / events / weekly off and 129 / 129 / 108 instructional days. Below this, there is a section for 'Session Conflict' with a date range of Feb 23, 2022 - Mar 31, 2022. At the bottom, there are buttons for 'Get Timetable', 'Generate Pdf', and 'Add New Block'.

Teaching Plan	Total HoliDays / Events / Weekly Off	Instructional Days
Feb 1, 2022 - Jun 30, 2022	21 / 0 / 21	129 / 129 / 108



PROCESS FLOW TO CREATE TIMETABLE

Add time Slot

Teaching Plan Feb 1, 2022 - Jun 30, 2022 Total Holidays / Events / Weekly Off 21 / 0 / 21 Instructional Days 129 / 129 / 108

Session Conflict

Feb 23, 2022 - Mar 31, 2022

Get Timetable Generate Pdf

Required Class Rate: 3.42 (Excluding Event(s) and Holiday(s))
3.42 (Excluding Holidays only)
3.98 (Excluding Event(s) and Holiday(s) and Weekly Off)

Current Class Rate: 0

Add time slot		11:15 AM-12:15 AM	10:05 AM-11:10 AM	09:00 AM-10:00 AM
Monday T5 H0 E0 Ex0	Div-1			
Tuesday T5 H0 E0	Div-1			

Double click on slot

Allocate Faculty and Course to time slot

Section	Div-1	Day	Monday	Time	11:15 AM-12:15 AM	Consecutive Lecture	1
Course	Elective Section	Infrastructure	Lecture/Guest Lecture	Faculty Abbr.	Faculty		
[CS-112] Database	--NA--	1 (First Floor >>D	Lecture		[Drepati Rishikesh Kulkarni Leaves/Conflicts		

Add New Subject OK Cancel

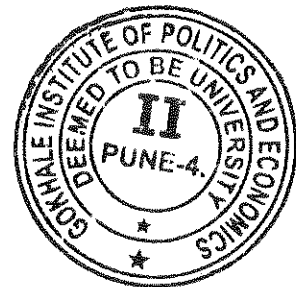
Feb 23, 2022 - Mar 31, 2022

Get Timetable Generate Pdf

Required Class Rate: 3.42 (Excluding Event(s) and Holiday(s))
3.42 (Excluding Holidays only)
3.98 (Excluding Event(s) and Holiday(s) and Weekly Off)

Current Class Rate: 6

Add time slot		09:00 AM-10:00 AM	10:00 AM-11:00 AM	11:15 AM-12:15 AM
Monday T5 H0 E0 Ex0	Div-1	Events [Div-1] [Class Room No 1] [Rajmimar N]	S [Div-1] [Class Room No 1] [APR]	C [Div-1] [Class Room No 1] []
Tuesday T5 H0 E0 Ex0	Div-1	S [Div-1] [APR]	Events [Div-1] [Rajmimar N]	C [Div-1] []



PROCESS FLOW TO CREATE TIMETABLE

Adjustment

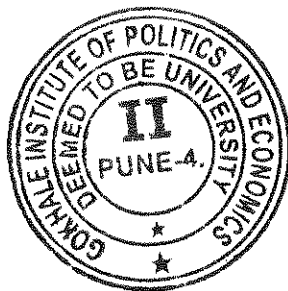
In many scenarios, planned time table changes due to faculty unavailability, pending syllabus planning, events etc. In such cases adjustment feature can be used.

Adjustment includes below aspects

1. Cancellation of planned lecture
2. Addition of new lecture

The screenshot shows the 'Adjustment' feature in the ERP system. The user is Mrs. Shivani Sawant, ERP Head ICI Academic Administrator. The system is displaying the 'SCHEDULE > TIME TABLE > ACADEMIC TIME TABLE' page for the program 'ICCS - Science - B.Sc. (Comp. Sci.)' and 'Sem 1 (Running)'. The interface includes various filters and options for adjusting the timetable, such as 'Start Date', 'End Date', 'Filter by Course', and 'Filter by Faculty'. A table at the bottom shows the 'Teaching Plan' and 'Scheduled Date' with corresponding 'Total Holidays' and 'Instructional Days'.

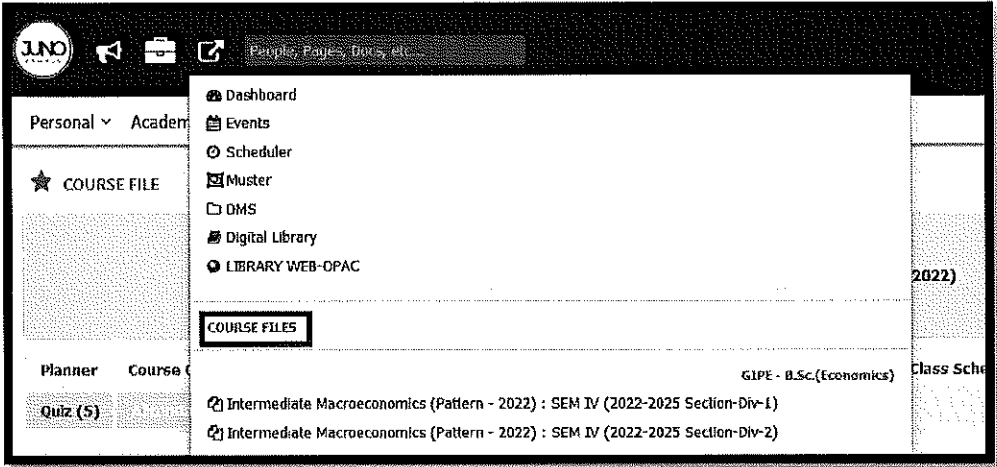
Teaching Plan	Feb 1, 2022 - Jun 30, 2022	Total Holidays	21 / 0 / 21	Instructional Days	129 / 129 / 108
Scheduled Date	Feb 24, 2022-Feb 24, 2022	Total Holidays	0	Instructional Days	1



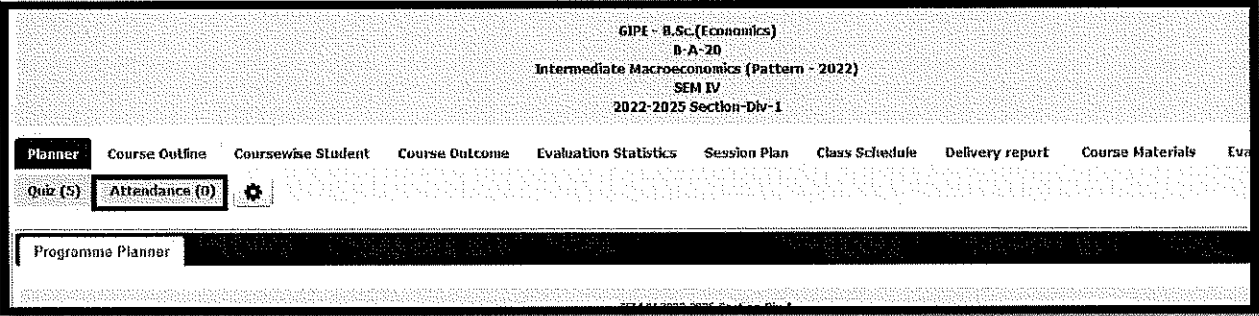
PROCESS FLOW TO VIEW STUDENT ATTENDANCE IN FACULTY LOGIN

Role: Faculty login

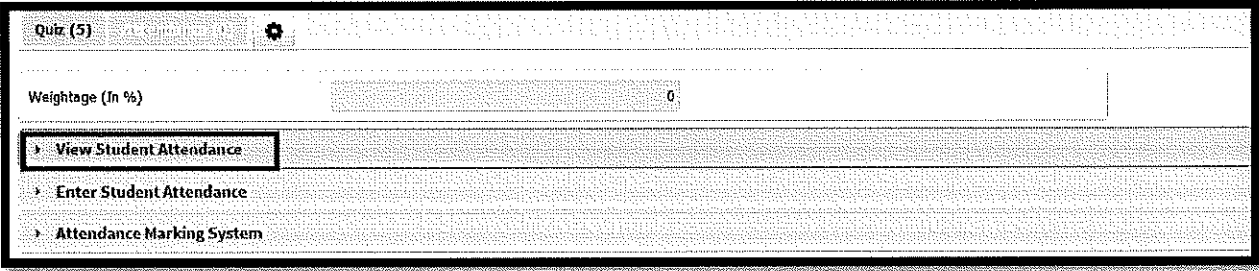
Path: Course File



Click on "Attendance" Tab.

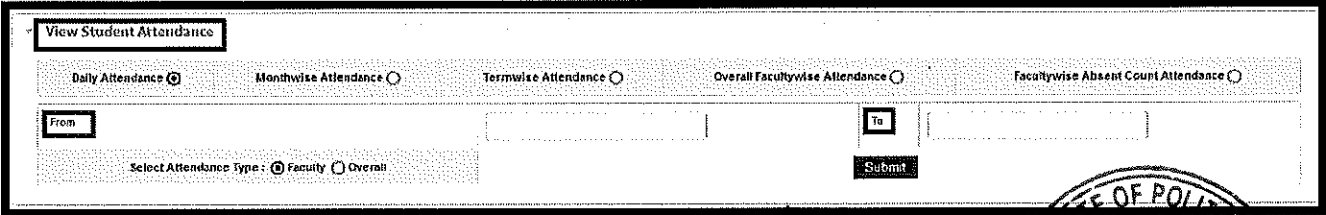


To check student attendance, Click on "View Student Attendance"

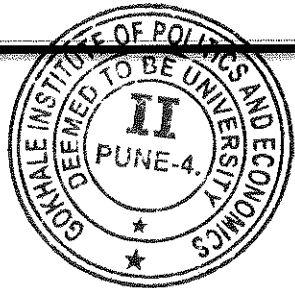


Faculty members will be able to see the student attendance based on their selection.

Select "From" and "To" Date then Click on "Submit"



A handwritten signature in black ink.



QR CODE BASED ATTENDANCE MARKING

Role: Faculty Login

Path: Shortcut >> Scheduler

Step 1: For the desire session, click on Session Conducted.

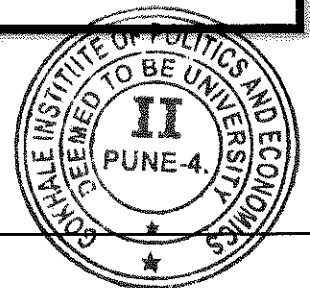
The screenshot shows the 'Scheduler' interface with a table of sessions. The first session is highlighted, and the 'Session Conducted' button is circled in red.

Sr.No.	Session Date	Programme	Course	Lecture Description	More Details	Session No. & Time	Session Status	Attendance Status	Shared Attachments	Shared Status
1	Jan 25, 2024	M.Sc. (Economics)	Monetary Macroeconomics [A-04] [Lecture]		Academic Year : 2023-2025 Section : January-April 2024 Div-1 Infrastructure : 0	01/25/2024 09:00 AM - 10:00 AM	Session Conducted			0%
2	Jan 26, 2024	M.Sc. (Economics)	Monetary Macroeconomics [A-04] [Lecture]		Academic Year : 2023-2025 Section : January-April 2024 Div-1	01/26/2024 09:00 AM - 10:00 AM	Session Conducted			0%

Step 2: Click on Generate QR to get QR Code.

The screenshot shows the same 'Scheduler' interface. The 'Generate QR' button in the 'Attendance Status' column for the first session is circled in red.

Sr.No.	Session Date	Programme	Course	Lecture Description	More Details	Session No. & Time	Session Status	Attendance Status	Shared Attachments	Shared Status
1	Jan 25, 2024	M.Sc. (Economics)	Monetary Macroeconomics [A-04] [Lecture]		Academic Year : 2023-2025 Section : January-April 2024 Div-1 Infrastructure : 0	01/25/2024 09:00 AM - 10:00 AM	Session Marked	Attendance Conducted On Feb 09, 2024 - 09:17:39		0%
2	Jan 26, 2024	M.Sc. (Economics)	Monetary Macroeconomics [A-04] [Lecture]		Academic Year : 2023-2025 Section : January-April 2024 Div-1	01/26/2024 09:00 AM - 10:00 AM	Session Conducted			0%



QR CODE BASED ATTENDANCE MARKING

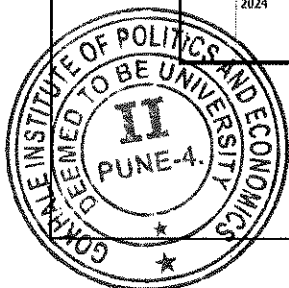
After clicking on Generate QR, a QR code gets generated as shown below with a 30 seconds timer.



After 30 seconds window, attendance is marked for the students who scanned the QR code.
Note: Faculty can also manually mark students attendance.

Step 3: Click on attendance to view attendance.

Sr.No.	Session Date	Programme	Course	Lecture Description	More Details	Session No. & Time	Session Status	Attendance Status	Shared Attachments	Shared Status
1	Jan 25, 2024	M.Sc. (Economics)	Monetary Macroeconomics (A-04) [Lecture]	-	Academic Year : 2023-2025 Section : January-April 2024 Div-1 Infrastructure : -	07:20:00 PM - 04:00 PM	Session Added	Attendance <input type="checkbox"/>	-	ca
2	Jan 26, 2024	M.Sc. (Economics)	Monetary Macroeconomics (A-04) [Lecture]	-	Academic Year : 2023-2025 Section : January-April 2024 Div-1 Infrastructure : 0	07:20:00 PM - 04:00 PM	Session Conducted	Generate QR	-	ca



QR CODE BASED ATTENDANCE MARKING

Note: To manually mark student's attendance

Click on Names, select student whose attendance is to be mark and Submit.

Mark Student Attendance

U.U.U

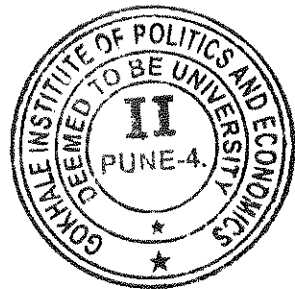
Programme Name :	M.Sc.(Economics)	Course Name :	Monetary Macroeconomics (A-04)
Section :	January-April 2024 Div-1	Session Date :	Feb 09, 2024
Choose :	<input type="radio"/> Roll No <input checked="" type="radio"/> Names		

Note :
 Locked Student

Please select present roll numbers, unselected roll numbers will be marked absent.

Show entries Search:

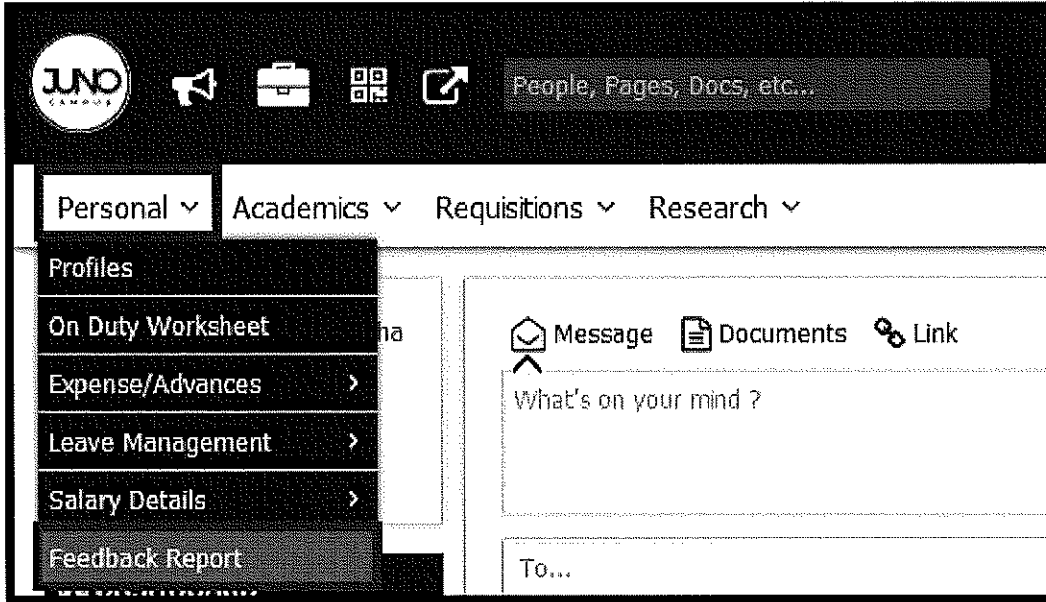
<input type="checkbox"/>	Student Image	Roll No	Student Name	Programme(Division)	Read / Punch Time
<input type="checkbox"/>		ECO2301	Aarushi Shanker	M.Sc.(Economics) (Div-1)	
<input type="checkbox"/>		ECO2302	Abhishek Kumar	M.Sc.(Economics) (Div-1)	



STUDENT FEEDBACK REPORT

Role: Faculty Login

Path: Home>>Personal>>Feedback Report



Select "Feedback Plan" & "Course" and view Student feedback

★ PERSONAL » FEEDBACK REPORT

Feedback Plan: Feedback Form On Teachers 2024

VIEW STUDENT FEEDBACK CLICK TO EXPAND

Course: Public Economics and Development Economics

Faculty Report

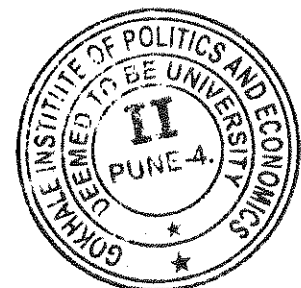
Feedback Form On Teachers 2024
Faculty Name : Dr. Atreyee Sinha Chakraborty

Teaching Feedback

Subject Name : PP-A-08- Public Economics and Development Economics

Course Evaluation Parameters	Very Good	Good	Satisfactory	Unsatisfactory	Total Number of Student	Average Grading	Overall Average Grading	MDI	MAX
Knowledge base of the teacher (as perceived by you)	2	1	1	0	4	3.25	3.71	2.5	4
Communication skills (In terms of articulation and comprehensibility)	1	3	0	0	4	3.25	3.54	1.75	4
Sincerity / Commitment of the teacher (In terms of preparedness and Interest in taking classes)	1	3	0	0	4	3.25	3.7	3	4

(Handwritten signature)



TO CHANGE STUDENT ATTENDANCE

Role: Faculty Login

Path: Home>>Shortcut Icon>> Course Files

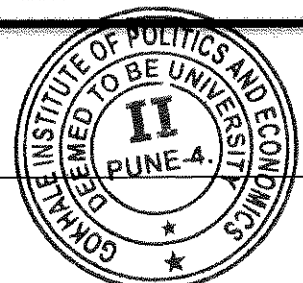
The screenshot shows the JNO Campus dashboard. At the top, there is a search bar with the text "Search for people, pages, docs and more...". Below the search bar, there is a navigation menu with items: Notice, Duties, Dashboard, Events, Scheduler, Muster, DMS, Digital Library, and Library Web-Opac. On the left side, there is a user profile section with a "My Courses" button. A red box highlights the "COURSE FILES" shortcut icon in the bottom right corner of the dashboard.

Click on Course

The screenshot shows the "COURSE FILE" page. It has a "Note" section stating: "You can access your active division course file(s) from the shortcut menu." Below the note, there are two tabs: "Current Course Files" (selected) and "All Course Files". The page displays the course name "Microeconomics (Pattern - 2024) df" and the selected course "MSC (Eco) Sem I (2024-2026 Section-Div-1)". The page is for "Gokhale Institute of Politics and Economics - M.Sc.(Economics)".

Click on "Attendance"

The screenshot shows the course page with a navigation menu at the top: Planner, Course Outline, Coursewise Student, Course Outcome, Evaluation Statistics, Session Plan, Class Schedule, Delivery report, Course Materials, and Evaluation Sheet. The "Attendance (0)" button is highlighted with a red box.



TO CHANGE STUDENT ATTENDANCE

Click on "Enter Student Attendance"

The screenshot shows a web interface with several navigation tabs: **Planner**, **Course Outline**, **Coursewise Student**, **Course Outcome**, **Evaluation Statistics**, and **Settings**. Below the tabs is a sidebar menu with a gear icon and the following items: **Attendance**, **View Student Attendance**, **Enter Student Attendance** (highlighted with a red box), and **Attendance Marking System**. A **Weightage (In %)** field is visible with a value of **0**.

Enter Class Date & Time and click on "Submit"

The screenshot shows the "Enter Student Attendance" form. It includes fields for **Employee Work Sheet Date** and **Employee Work Sheet Time**, a **Select** dropdown menu, and a **Submit** button. An **Attendance status** icon is located in the top right corner.

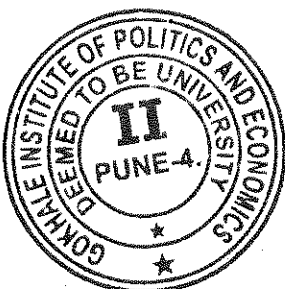
In "Student Status" For student whose attendance is to be changed, Click on "A"/"P" to change attendance Status, then click on "Submit Attendance"

Eg: if student was marked absent "A", Click on "A", then it will change to Present "P" and vice versa

The screenshot shows a table with the following columns: **Student Roll No**, **Student Name**, and **Student Status**. The table contains five entries:

Student Roll No	Student Name	Student Status
BG	Bhumiya Goyal	P
Photo	Harshita Rashore	P
Photo	Krishna Po	P
Photo	Lalnganbi Chhangbam	P
SM	Sneha Mariam Mathew	P

At the bottom of the table, there is a **Showing 1 to 5 of 5 entries** indicator, a **Submit attendance** button, and two buttons: **Specify present roll no. list** and **Specify absent roll no. list**. Navigation arrows for **Previous** and **Next** are also present.



TO VIEW FACULTY TIMETABLE

Role: Faculty Login

Two ways to view Timetable

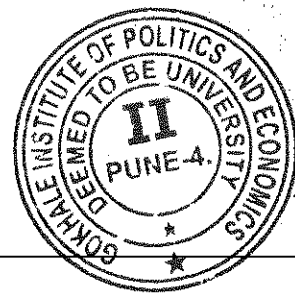
1. Home>>Alert Tray>>Schedule Alert

Click on "Click here for Scheduler"

Enter From & To Date, Click on Get Schedule; View Timetable

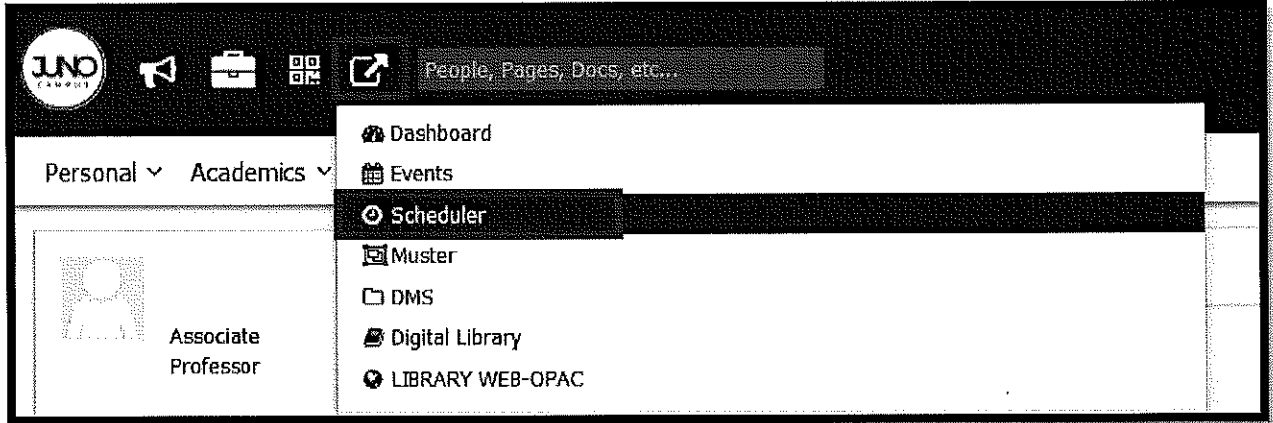
Sr.No.	Session Date	Programme	Course	Lecture Description	More Details	Session No. & Time	Session Status	Attendance Status	Shared Attachments	Shared Status
1	Aug 01, 2024	M.Sc.(Economics)	Microeconomics (C-01) [Lecture]		Academic Year : 2024-2025 Section : MSC (Eco) Sem I Div-1 Infrastructure : 0					<input type="checkbox"/> Share Attachments

[Handwritten signature]



TO VIEW FACULTY TIMETABLE

2. Home>>Shortcut Icon>>Scheduler



Enter From & To Date, Click on Get Schedule; View Timetable

Schedule Term-Wise Time Table Alternate Employee Worksheet

Today Week Month

From Date : Aug 01, 2024 To Date : Aug 01, 2024 [Get Schedule](#)

If resolve discrepancy is not working, please check the time table. [Mark Attendance](#)

Show All entries Search:

Sr.No.	Session Date	Programme	Course	Lecture Description	More Details	Session No. & Time	Session Status	Attendance Status	Shared Attachments	Shared Status
1	Aug 01, 2024	M.Sc.(Economics)	Microeconomics (C-01) (Lecture)		Academic Year : 2024-2025 Section : MSC (Eco) Sem IDiv-1 Infrastructure : 0	01:00 PM - 02:00 PM				Share Attendance

