Guidelines for Faculty
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Faculty

1.0 Introduction
Faculty members play an important role in a student and examination life cycle. Students are required to be evaluated by the faculty through two minor exams and faculty assessment. After the completion of each minor exam, marks are to be displayed to the students as per the requirement of Academic Calendar. To facilitate student and faculty interaction with respect to the evaluation of internal assessment of each student the process of awarding internal assessment marks have been automated so as to facilitate both student and faculty.

2.0 Important Points to be noted by the Faculty
(i) All faculty members are required to be registered in the examination portal only once for the creation of faculty account.
(ii) All faculty members are required to be registered in the examination portal every semester for the subjects (Theory, Practical, Studio, NUES etc.) being taught by them.
(iii) It is requested to the faculty members to submit and freeze the marks for the minor-I, minor-II, minor-III (if applicable) alongwith faculty assessment well in time as per the Academic Calendar so as to enable the students to view their marks.
(iv) It is requested that a duly signed print copy of the award list for internal assessment be submitted in the examination division well before the start of end-semester examination.

3.0 Examination Portal
To facilitate the smooth conduct of the Examination related activities, every faculty is required to register once in the Examination Portal for creation of the faculty profile. Thereafter faculty is required to register every semester for the papers being taught by him/her. This will enable the faculty to get the students’ list who have been registered for the specific papers being taught by him/her. The Examination Portal provides the following facilities/features to the faculty through various tabs:-

(1) Faculty Registration:
   First Time Registration :
   Each faculty (including visiting faculty) is required to register first time using his/her official e-mail id in the igdtuw domain. On first time registration the faculty is required to have a soft copy of his/her photograph and signature that will be required to be uploaded during registration. The registration process is briefed below:
   (i) On the university website, go to Examination tab. Click on the Examination Portal link.
   (ii) On the home page of the Examination Portal go to the tab “Faculty Registration”.
   (iii) Fill the required information in the faculty registration form. Upload the photograph (less than 60Kb) and signature(less than 20 kb). Faculty members are requested to use their official e-mail id in the portal as this id will be used for all future correspondence from the examination division.
   (iv) Please carefully note the user id, password, security question and the answer filled during the registration. You are advised not to share the vital information to anyone to avoid the misuse of your account.
(v) On submission of the registration form a welcome e-mail will be sent on the registered e-mail id stating the user-id and password for future reference. You can change your password anytime by using the security question and answer using the “forgot password” from the home page or “change password” from the faculty account.

(2) Semester Registration

i) Every faculty member is required to register every semester for the papers (Theory and Practical) allotted to him/her by going to the tab “Register Papers” in the faculty home page. Please note that in case of teaching a part of the class (especially in practical subjects and for theory subjects where class is divided into sections), faculty member is required to select the group “yes” and then choose starting and ending enrollment no (both inclusive).

ii) After registration of the subject faculty can view the list of the regular students who have registered for the paper.

iii) Faculty can remove the paper if inadvertently registered for the un-allotted paper. Please note that if a subject has been registered by a faculty it will not be offered to the other faculty for the same class/group.

(3) Submission of Internal Assessment

i) As per the academic calendar, faculty is required to submit the Minor 1 and Minor 2 marks by specific dates. The submission of the marks for minor 1 and minor 2 are open only for specific duration as defined in the academic calendar. On submission of the marks in the Exam Portal by the faculty, students can view their marks in their profile.

ii) Submission of marks in the Examination Portal is a two stage process. In the first stage faculty is required to enter the marks by selecting the tab “Enter Marks”. After entry of marks faculty must freeze the marks entered for the subject by clicking on the “submit marks” tab.

iii) The complete process for submission of marks is in the Examination Portal is detailed below:

   (i) On the faculty home page, select the tab “Register Papers”.
   (ii) Please select the “Enter Marks” link mentioned against the subject.
   (iii) A page will be opened displaying the list of the students and text box for entering the marks against each student.
   (iv) Please note that the students who have not appeared in the paper are already marked absent. In case of any discrepancy, faculty may send an e-mail on support.exam@igdituw.ac.in for addressal of the problem.
   (v) For practical/NUES/ dissertation/ summer training/ Project/faculty assessment, student can be marked absent by entering “-1” (minus 1) in the marks column. (Please note that “-1” is a marker for absentee and not treated as deduction in marks). On submission of marks, such students will shown as “AB” in the award list.
   (vi) After entering the marks for the subject, faculty is required to submit the marks by clicking on “Submit Marks” link, duly filled in award list will be displayed. Please verify and press the “Final Marks Submit” button available at the bottom of the award list. This step is mandatory for the final submission of marks. Please note that students will be able to view the marks only after the final submission of marks.
   (vii) The same procedure shall be followed for the Minor 2 , Minor 3 (for absentee students duly approved by HoD on the examination portal).
   (viii) Faculty assessment for 10 marks will be available only after final submission (freezing) of Minor exam marks by the faculty.
(ix) After submission and freezing of Minor 1, Minor 2, Minor 3 (if applicable) and faculty assessment, faculty is required to print the complete award list out of 40 marks or as applicable according to Examination Scheme.

(x) The hard copy of the final award list duly signed by both the faculty and HoD must be submitted in the Examination division on or before the last teaching day of the semester. Please note that the hard copy of the award list be printed using “Internal Marks” link available against each subject [after the freezing of Minor 1, Minor 2, Minor 3 (if applicable) and faculty assessment]. The status of the receipt of final award list for the subject in the Examination Division will be reflected in the HoD account and faculty account against that subject.

(4) Revision in Internal Marks:

After final submission (freezing) of the marks on the Examination Portal, faculty cannot edit the marks submitted. Under special circumstances if it is essential to revise the marks for any student, a feature has been provided on the examination portal to get the marks unfreeze by clicking on link “Unfreeze Request” and a form will be opened for specifying the requirement for “Unfreeze”. After submitting the unfreeze request the HoD must be contacted by the concerned faculty for accepting the unfreeze request. The HoD while unfreezing will specify the time in hours (maximum 24 hours) for updating the marks by the faculty. Please note that on expiry of the stipulated time, the faculty will not be able to edit the marks. After editing the marks due to Unfreeze request, the faculty must submit the / freeze the marks so that revised marks get reflected in student’s account. This will not be possible after submission of the award list in hard copy in the Examination Division.

Please note that unfreezing shall not be allowed by the HOD after submission of print copy duly signed by the faculty and HOD in the examination division.

(5) Manage Account:

(i) Faculty can change password by using security question and answer chosen by him/her at the time of registration.

(ii) Faculty can also edit their profile by going to the tab “edit profile”.

(iii) All notifications related to the examination activities automated through examination portal are available under the tab “notifications”.