SOP for Award Portal under FYUP

1. The Office of the Controller of Examinations will assign a unique username and password to all Chairmen/Directors/Coordinators/Principals involved with FYUP (Four-Year Undergraduate Program) for their admin access on the Award Portal URL: **www.award.research.amucoe.ac.in**

2. The concerned Chairman/Director/Coordinator/Principal will log in as Admin on the Portal using their assigned unique username and password. They will use this access to create accounts of teachers associated with the teaching and evaluation process under FYUP by filling in the following details of each teacher separately:
   - Full Name
   - Username
   - Password
   - Email
   - Role (default set as Examiner)

3. The concerned Chairman/Director/Coordinator/Principal will subsequently assign papers (Sessional and/or End-Semester Examination) to the respective teachers for uploading the marks of the registered students in the assigned paper(s).

4. In case of multiple Examiners in a paper, the concerned Chairman/Director/Coordinator/Principal shall assign one examiner to act as Coordinator for uploading of marks of Sessional/ End-semester Examination of all students. The assigned examiner shall coordinate with all other examiners in this regard.

5. The concerned teachers will then use their provided username and password, given by the respective Chairman/Director/ Coordinator/Principal to login. They should preferably change the password before uploading the marks on the portal. In case a teacher forgets his/her password, then the teacher concerned should use the 'Forget Password" link to recover his/her password.

6. The displayed list students on the screen of the teacher's portal is Faculty No. sorted. The teacher should enter the marks and subsequently press '**Save / Save All**' for saving individual entry /all entries before logging out. If a student is absent, the teacher should Mark "√" in the '**Mark Absent**' box against that student. The teacher should not enter "Nil" or "0" or anything else in place of marks for students who are absent.

Sessionals:

7. Once the teacher uploads and saves the sessional marks of all registered students on the portal, he/she shall print a pdf copy of the same and display it on the departmental website/Notice Board for information of the students concerned. The pdf List should only be generated when all registered student's marks have been entered and saved.

8. The students concerned may point out discrepancies in the uploaded marks to the teacher within one week of its display failing which it will be presumed that the displayed marks are correct and no further request for correction will be entertained.

9. After incorporating corrections, if any, in the sessionals on the portal, the teacher concerned shall bring it to the notice of the respective Chairman/ Director/ Coordinator/Principal who will "**Freeze**" the Award List on the portal.

10. After freezing the Award List, a print out of the same shall be taken which will now bear "**Final Copy**" on the top –right corner. The "Final Copy" of the award list shall be signed by the teacher and the Chairman/Director/Coordinator/Principal shall forward the signed copy of the sessional to the Controller's Office at least one week before the commencement of End-Semester Examinations.

End-Semester Examinations:

11. Once the teacher uploads and saves the End-Semester marks of all appeared students on the portal, he/she shall print a pdf copy of the same and submit a signed copy of the same along with the Answer Booklets to the respective Chairman/Director/ Coordinator/Principal for scrutiny by the scrutinizer.

12. After incorporating corrections, if any, in the award list, as pointed out by the scrutinizer on the portal, the teacher concerned shall bring it to the notice of the respective Chairman/ Director/ Coordinator/Principal who will "**Freeze**" the Award List on the portal.

13. After freezing the Award List, a print out of the same shall be taken which will now bear "**Final Copy**" on the top –right corner. The "Final Copy" of the Award List shall be signed by the teacher and the scrutinizer and the Chairman / Director / Coordinator/Principal shall forward the signed copy of the End-Semester Award List to the Controller's Office. No cutting/over-writing is permissible in the Award list being forwarded to the Controller's Office.

14. The concerned Chairman/Director/ Coordinator/Principal shall ensure that all the Award Lists pertaining to their department are sent to the R.P. Section of the Controllers' Office in a **single bunch** within **ten days** of the last examination as per notified examination scheme.

Un-freezing of Award Lists:

15. Once the awards are frozen, they cannot be changed under normal circumstances. The concerned Chairman/Director/Coordinator/Principal should take due care before freezing the Awards.

Entry of Marks of students whose Faculty Nos. are not figuring in the Award Lists:

16. If the student has appeared in Sessional/End-Semester Examination in a paper and his/her details are not available in the list of students displayed on the Award Portal, the teacher concerned shall bring the same to the notice of the Controller's Office by filling the **prescribed Proforma available on the Controller's website** and sending the same to the Office of Controller of Examinations for appropriate action in the matter.

Controller of Examinations