GULBARGA UNIVERSITY, KALABURAGI

Examination Branch

"Jnana Ganga", Kalaburagi - 585 106, Karnataka, India

Online Admission and Student Information System (OASIS)

Minimum infrastructure required to start

- Desktop / Laptop computer with recent configuration

- Broadband internet

- Laser printer

- UPS

How to start?

- Open internet browser – such as Mozilla Firefox, Chrome. We recommend Mozilla Firefox for better performance.

- Type www.gug.ac.in in the address bar of the browser.

- Click on **Examination / Online Admission and Student Information System**

- **To Login directly type oasis.logisys.org/gug**

- Login screen will be displayed as shown below.

- Enter college code, user name and the password. By default the username will be "admin" and the password will be the combination of college code + username i.e. for the college code 1001, password will be admin1001

- The college administrator (admin user) can create more users within the college and assign different access rights according to the needs. Upon Successful login, for the first login, system will display the screen in which college needs to update the communication details and change the password.

- Upon submission Main screen / Dash board will be displayed as shown below

- In the main screen "Notice Board" section, notifications from university will be displayed.

- In order to select the courses offered by the college, go to Masters > Degree Selection and press tab to display the courses offered by the university. Select the courses offered by your college and click "Save" (One time selection) to enable the courses in other transaction screens.

- Colleges can print the list of subjects under each course in Masters > Subject Screen

- Colleges can download the result ledgers, result sheets in Masters > Downloads

---

Admission Entry

To make the admission entries go to "Before Exam > Admission > Admission Entry".

- Select the degree and combination.

- Upon selection of the degree and the combination, respective subjects will be displayed in the "subjects opted" section.

- Enter student name, Father name, Mother name and the date of birth as per the SSLC / 10th Marks Card. Ensure that the entered details are correct as the same details will be carried to print the marks card and the degree certificate in future and no more corrections are entertained.

- Upload scanned copy of photo and the signature. The quality of the photograph appearing on the marks card depends on the photograph that is submitted in admission entry. The photograph should be in colour and of the size of 2 inch x 2 inch and signature is 2 inch x ½ inch.

- Mobile number and the email id is used for future communication from university / college / teachers. Ensure that the valid mobile number and email id is entered.

- In "Subjects Opted" section, combination subjects and the compulsory subjects will be displayed automatically. Rest of the subjects like languages / optional subjects need to be selected.

- Upon completion of the entries verify the admission details entered and print the admission listing and admission summary (categorywise / combinationwise) and submit to the university along with the admission forms.

- The admission listing and the summary can be printed from "Before Exam > Admission > Admission Listing" option.

GULBARGA UNIVERSITY, KALABURAGI

Examination Branch

"Jnana Ganga", Kalaburagi - 585 106, Karnataka, India

Exam Application Form (College)

To register students for examination go to "Before Exam > Exam Application > Application Form".

- Press "F1" to select the student reg. no. or enter the reg. no.

- Select category of the student and then select the Fee Type

- Click "View details" to view the exam application details. All examination application details will be displayed as shown in the fig.

- Examination will be shown as "A for I semester", "B for II semester", "C for III semester" etc., on selecting the required exam related subject details will be displayed below the exam details.

- Verify the subject displayed and add / edit the subject required in the subject code column by pressing "F1" in sub code or by entering the subject code directly in the text box.

- Select the required subjects by clicking check box given in the right side (selected subjects will be displayed in the hall ticket. (All subjects can be selected by clicking the check box given beside the pass month)

- By default all repeater / mapped / compulsory subjects shown in the subject details. Colleges have to add optional / additional subjects if any.

- On selecting the subjects all the fee details will be automatically displayed in the fee details table for the selected "Exam".

- Select the other "Exam" to update the subjects and fee details if any.

- On filling all the information, select the receipt date and click "Save" to register the student for the examination.

- For regular students selection of all subjects is compulsory and for repeaters, required subjects may be selected as per the student requirement. Passed / exempted subjects cannot be selected for repeater students.

- Repeat the above steps to register the exam application details for all the students.

- After registering all the students for the examination, go to "Before exam > Exam Application > Candidate list" to generate and print the candidate list with fee paid details.

- To generate the Hall tickets go to "Before exam > Exam Application > Hall ticket".

Room Allotment

Colleges can prepare for the examination through Room Allotment module. Through this module student can be allotted to the rooms based on the room capacity, print room wise register numbers list to display on the notice board, print invigilators dairy, print question paper indent.

- Goto "Before Exam > Room Allotment > Room creation" to create and update the room capacity on one time basis (One time update).

- Goto "Before Exam > Room Allotment > Room Allotment (Date wise)" to allot the students.

- Goto "Before Exam > Room Allotment > Invigilators dairy & Room wise reg. no. list" to generate the report.

IA Marks Entry

- Goto "Before Exam > I.A Marks > I.A. Marks Entry"

- Select **I.A. (Theory)** to enter the marks for theory I.A or select **I.A. (Practical)** to enter the marks for practical I.A.

- Select degree, Exam, Subject by pressing F1 key. Click on "Go" to display the students under selected subject.

- Enter the marks against the students and click "Save". Enter "-2" if the student is absent for the subject.

- Goto "Before exam > Marks List (Subject wise)" to print the marks check list for the verification purpose with original handwritten marks list. Make the corrections if any by repeating the above steps.

- On confirmation of the accuracy and completion, colleges need to freeze the subject. On freezing the subject, further entry / modification of marks will be blocked and marks will be considered as final at university. To freeze subject goto "Before Exam > Subject wise Freezing" and select the subjects required and save.

- Goto "Before Exam > Marks List (Subject wise)" to generate and print the marks list. Display the marks list on notice board and take the students signature before submitting to the university.

Practical Marks Entry

- Practical centers are required to create batches on their own. To create practical batches for any subject goto "Practical Marks > Batch preparation". Select the degree, exam, subject by pressing "F1" key and select the Reg. No. range. Students eligible under this category will be displayed.

- Enter the batch number against each student. For subsequent students, keep clicking on the Reg. Nos. Batch wise student count is also displayed on the screen. Save the details.

- After the creation of batches, practical exam date and time is required to be updated for each batch. To update practical time table, goto "Practical Marks > Batch wise time table" to schedule the exam time table.

- Batch preparation report can be taken at this stage and can be used to finalize batches.

- Print batch wise student list to display it on the notice board.

- Centers can take a blank batch wise practical marks list for recording the practical / viva-voce marks in the initial stage.

- Marks written on the empty practical marks sheet has to be entered into the system through online mode. To enter practical marks, goto "Practical Marks > Marks entry".

- To print a marks list for verification go to "Practical Marks > Freezing & Printing" enter degree, exam and subject details and click on "**Report**". Marks list will be generated with header **"Verification pending".** This marks list can be cross checked with original handwritten marks list. If any correction required then go to marks entry and modify the marks.

- On confirmation of the accuracy, the batch has to be frozen and then final printout has to be taken.

- To freeze the batch go to "Practical Marks > Freezing & Printing". Enter degree, exam and subject details. Select **"Freeze Entry"** to block further entry of marks. This will be reflected as **"verified"** in the practical marks list when marks list generated in the same report option. On completion of printing of marks list, select **"Print Freeze"**

All the marks sheets / list are to be sealed on a day to day basis and send to university. All the procedures and guidelines related to conduct of practical exams and sending of marks list to university is to be followed as notified by the university.

Absent Entry & MPC Entry

- Click on "During Exam > Absent Entry"

- Select QP code, date and session of examination and click on "Go"

- Enter the valid register number and press tab to enter the next register number. Click on "Save" to update the details. In the same manner Mal Practice entry can be done from the screen During Exam > Mal Practice Entry

Bundle Dispatch Entry

Bundles sending details needs to be entered in the college portal. Go to During Exam→Bundle Dispatch Entry to enter make the entries.

Select the QP code, date of exam and enter the number of bundles and click on "Go". Number of rows will be displayed to enter the scripts per bundle. Enter the details and click on "Save" to update the details.

After updating Absentees, Malpractice and Bundle dispatch details, consolidated daily report can be generated from the system Goto During Exam→Daily Report to print the report. College needs to send the report to university along with the bundles

Utilities

Following utilities are available in the college portal

- Change Password : With this option users can change the password.

- User Setup : With this option admin can create any number of users depending on the requirement.

- User Rights : With this option admin can give screenwise rights to the users.

- Userwise subject identification: With this option users can be identified with the subjects for IA and practical marks entry.

College Portal   :   **oasis.logisys.org/gug**

Student Portal   :   **studentportal.logisys.org**

Help Desk:-

E-mail   :   **guk.logisys@gmail.com**

Contact No.   :   9353118916 / 9353113134 / 9353368656