



# NORTH-EASTERN HILL UNIVERSITY, SHILLONG

## EXAMINATION BRANCH

### OASIS - Online Student Information System [User manual]

(Examination Form, I A Marks / Practical Marks)

#### 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, Internet Explorer. We recommend Mozilla Firefox for better performance.
- Type [www.nehu.ac.in](http://www.nehu.ac.in) in the address bar of the browser.
- Click on **Examination / OASIS – Online Admission and Student Information System**
- **To Login to the Online System Directly type [www.logisys.net.in/nehu](http://www.logisys.net.in/nehu)**
- On successful operations, you will be directed to login screen as shown below.

The screenshot shows a web browser window with the address bar containing 'localhost/nehu/oasis/'. The page content includes the North-Eastern Hill University logo at the top center. Below the logo, there is a 'Welcome to Online Admission and Student Information System' message. To the right of the welcome message is a 'Login' form with three input fields: 'College Code', 'User Name', and 'Password'. Below these fields is a blue 'Sign In' button. At the bottom of the page, there is a link: 'Click here to Download : [Mozilla Firefox 3.0 - 3.6](#) [Internet Explorer Version : 8](#) [Oasis User Manual](#)'. The date '29/07/2015' and time '2:59:34 P.M.' are displayed at the bottom of the page.

- You are required to enter three parameters at this stage. College code, Username and password. By default the username will be “admin” and the password will be the combination of college code + username i.e. for the above, password will be admin1001
- The college administrator (known as admin at the time of login) can create more users within his / her college and assign different access rights according to the needs.
- It is mandatory to change the default password immediately after login to the system.



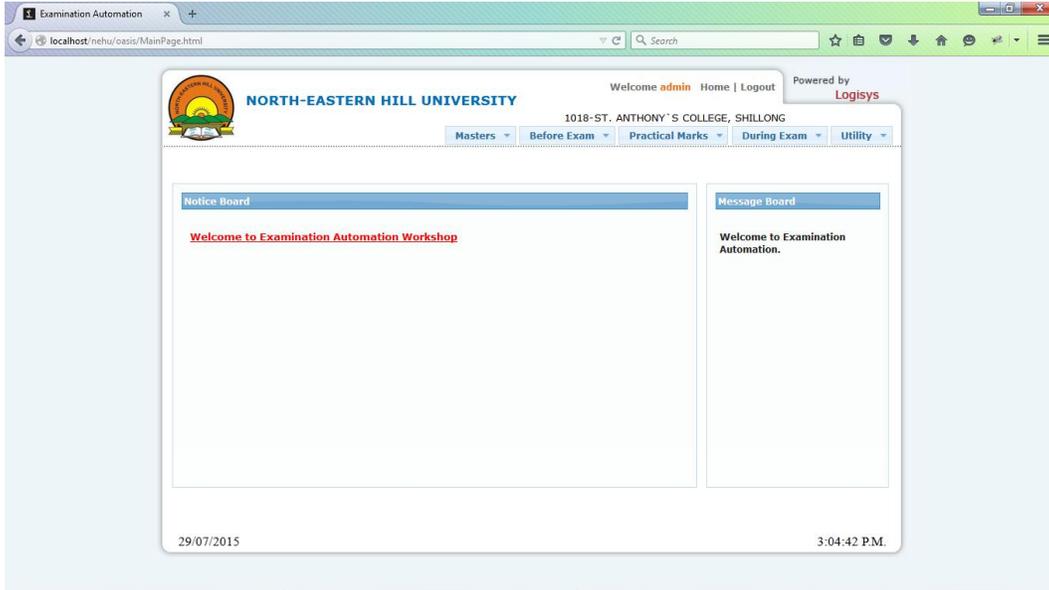
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- Upon Successful login, Home screen will be displayed as shown below with the college code and the name at the header with the login username.



- For the first login, system will prompt a contact information screen which needs to be updated as shown below.

Click on "Submit" to continue.



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### Degree

After the login, colleges should select the courses offered by them in the menu “Masters→Degree” as shown below.

The screenshot shows the OASIS interface for degree selection. At the top, there is a header with the university logo, the name 'NORTH-EASTERN HILL UNIVERSITY', and user information 'Welcome super Home | Logout'. Below this, there is a navigation bar with tabs for 'Masters', 'Before Exam', 'Practical Marks', 'During Exam', and 'Utility'. The 'Degree' tab is selected. Below the navigation bar, there is a section titled 'Degree' with a 'Save | Report | Clear | Exit' link. In the center, there are two radio buttons: 'All' (selected) and 'Selected Only'. Below this is a table titled 'Degree List' with the following data:

Sl. No.	Degree	Description	Select
1	BA2	Bachelor of Arts	<input type="checkbox"/>
2	BCOM2	Bachelor of Commerce	<input type="checkbox"/>
3	BSC2	Bachelor of Science	<input type="checkbox"/>

At the bottom right of the page, there is another 'Save | Report | Clear | Exit' link.

Click on Masters →Degree Selection and select “All” to display all the courses offered by the university. Select the courses offered by your college and click “Save” (One time selection). This will enable the colleges to search for the courses easily in transaction screens.

On selecting ‘All’ option the system will display the courses offered by the university and by selecting ‘Selected Only’ the system will display the courses selected by the college.

### Subject Listing:

In OASIS, we can get the details of the course wise subject list report in **Master → Subject** as show below.

Here, user can get the report at Main subject, Subject with elements and Theory papers only in the PDF format.



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The screenshot shows the OASIS examination form interface. At the top left is the North-Eastern Hill University logo. The header includes the university name, a welcome message for user 'super', and navigation links for Home and Logout. The address '1001-ALPINE COLLEGE, SHILLONG' is displayed. A navigation bar contains tabs for Masters, Before Exam, Practical Marks, During Exam, and Utility. The main content area is titled 'Subject' and includes a 'Report | Clear | Exit' link. The form fields are: Degree: BA2 (selected) / Bachelor of Arts (dropdown); Exam: A (selected) - Z (dropdown); and radio buttons for Main Subject, Subject with Elements, and Theory Papers only (selected). A 'Report | Clear | Exit' link is also present at the bottom right of the form area.

### Exam Registration (first semester fresh batch only):

- On clicking the “Before Exam→Registration”, Registration entry screen will be displayed as shown below.
- Enter the degree code or press F1 to get the list of available degrees. Select the degree and press tab. Fill all the information about the student and based on the student opted honours subject select the combination. Fill the fee particulars and in case the student is admitted and Exam fee not paid, update other fee details except “Exam Fee”.
- User has to upload the student photo before saving. Click on “Save” and continue the registration for other students. For each and every student a unique Sl.No. will be generated.



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 **NORTH-EASTERN HILL UNIVERSITY** Welcome **super** Home | Logout Powered by **Logisys**  
1001-ALPINE COLLEGE, SHILLONG  
Masters Before Exam Practical Marks During Exam Utility

**Student Entry** Save | View | Clear | Ext

Degree: BCOM2 Bachelor of Commerce SI No. [ ] [ ]  
Name (as per qualifying records): [ ] Date of Birth: [ ] Gender: Male  
Father's Name: [ ] Father's Occupation: [ ]  
Mother's Name: [ ] Mother's Occupation: [ ]  
Email Id: [ ] Medium of Instruction: [ ]  
Religion: [ ] Nationality: INDIAN Category: Select Category Lateral Entry:   
Contact No: [ ] Mobile No: [ ] Blood Group: None  
Communication Address: [ ] Permanent Address: [ ]

  
Only JPG photos of size less than 1MB are allowed  
Browse... No file selected

**Subjects Information**  
Honours: [ ] Combination: [ ]

**Previous Pass Information**  
Board / University: Select Board / Univ School / College: [ ] Pass Year: [ ] Pass Percentage: [ ]  
Migration Certificate Received:

**Fee Particulars**

### **Registration Listing:**

Go to Before Exam → Registration → Registration listing, user will get the screen as shown below.



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The screenshot displays the OASIS user interface. At the top left is the North-Eastern Hill University logo. The main header includes the university name, a user greeting 'Welcome super', navigation links 'Home | Logout', and 'Powered by Logisys'. Below this is the college address '1001-ALPINE COLLEGE, SHILLONG' and a menu with options: 'Masters', 'Before Exam', 'Practical Marks', 'During Exam', and 'Utility'. The main content area is titled 'Admission List' and includes links for 'Report | Clear | Exit'. A form is present with a 'Degree:' label, a text input field, and a yellow pencil icon. Below it is a 'Lateral Entry : ' label and checkbox.

- Upon all registrations, college needs to print the registration list and send the sealed and signed copy to university for verification.
- After the roll number is generated from the university, colleges can use the Room Allotment menu to update and print the various pre examination supporting reports. This shall be communicated to all the colleges after the generation of the roll number.



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#### Online Internal Assessment Marks:

To enter the Internal assessment marks entry, user has to follow the below procedure

- Click on “Before Exam → I.A. Marks → Marks Entry”. A screen will be displayed as shown below.
- From the category list, 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.
- Enter the Degree, Exam, subject (press f1 for help) and the Reg.no range to display the records in the grid as shown in the figure.

Category: I.A (Theory) | Degree: BSCH | Exam: A | Subject: A321 | Reg. No. Range: B/W 0 -- ZZZZZZZ | Max Mark: 25 | Go

Reg. No.	Student Name	Marks	Ab/Pr
S0500616	ARISTOTLE L GASSAH	-1	
S0500617	AIBORLANG KHARMALKI	-1	
S0500623	EVA MARY KHARKONGOR	-1	
S0500629	LAWIN ARBAN KHARMUJAI	-1	
S0500633	PUKHRAM ROBIN SINGH	-1	
S0500634	R K MARY RYMBAI	-1	
S0500732	SOFIC K MARAK	-1	
S0601687	ARISTOTLE L GASSAH	-1	

- Records will be displayed as shown for the above combination. User has to enter the marks in the marks column. By default, -1 will be displayed for all the students. Enter ‘-2’ for the absentees if any.
- After entering the marks for all students click on “Save” to update the records.



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### Marks List

To generate the Marks list of internal assessment, below procedure to be followed

Click on “Before exam→I.A. marks→Marks List to print the marks check list for the verification purpose with original handwritten marks list. If any corrections, update the corrections in the Marks entry screen.

To print the coursewise consolidate report of internal assessment marks, Select “Studentwise” option to print the marks list Studentwise.

The screenshot shows the OASIS Marks List interface. At the top left is the North-Eastern Hill University logo. The header includes the university name, a user greeting 'Welcome super', and links for 'Home' and 'Logout'. It also indicates the user is 'Powered by Logisys' and shows the location '1018-ST. ANTHONY'S COLLEGE, SHILLONG'. A navigation menu contains 'Masters', 'Before Exam' (selected), 'Practical Marks', 'During Exam', and 'Utility'. The main content area is titled 'Marks List' and includes links for 'Report', 'Clear', and 'Exit'. The form contains the following fields and options:

- Degree : [ ] [ ]
- Exam : [ ] [ ]
- Subject : 0 - ZZZZZ
- Reg. No. : 0 - ZZZZZZZ
- Subject Code :  Subject Short Name :
- Student wise :  Subject wise :

At the bottom right of the form area, there are links for 'Report | Clear | Exit'.

### Freeze Marks:

After the verification of internal marks from the check list, user has to freeze the marks entered in online. To Freeze the marks go to,

Before Exam → I.A. Marks → Freeze marks, the following screen will be displayed.



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1018-ST. ANTHONY'S COLLEGE, SHILLONG

[Masters](#) | [Before Exam](#) | [Practical Marks](#) | [During Exam](#) | [Utility](#)

Subject Freeze

[Save](#) | [Clear](#) | [Exit](#)

Degree :  Bachelor of Science  
Exam :  I Semester  
Module :  Subject Range :

Admin Subject Freeze Details		
Sub Code	Sub Name	FC
A121	Economics I	<input type="checkbox"/>
A141	Geography I	<input type="checkbox"/>
A311	Physics I	<input checked="" type="checkbox"/>
A313	Physics I	<input type="checkbox"/>
A321	Chemistry I	<input checked="" type="checkbox"/>
A323	Chemistry I	<input type="checkbox"/>
A331	Mathematics I	<input type="checkbox"/>
A341	Botany I	<input type="checkbox"/>
A343	Botany I	<input type="checkbox"/>
A351	Zoology I	<input type="checkbox"/>
A353	Zoology I	<input type="checkbox"/>

[Save](#) | [Clear](#) | [Exit](#)

- Enter the Degree, Exam and the Module type i.e. IA (Theory) or IA (Practical). Subject list will be displayed to freeze the marks. Select the subject and click on save to update the records.
- No further modification can be done in IA marks after freezing the subjects.
- It is mandatory to freeze the marks before printing and sending the hard copy to the university.
- The IA marks entry schedule is communicated to all the colleges after the generation of roll numbers.



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#### Practical Marks:

This Module is used to enter the University Practical marks in online.

For conducting the practical examinations, Colleges / examination centers should create the batches well in advance before the starting of the examination. In system batch preparation can be done in '**Batch preparation**' option in the **Practical marks** menu.

User has to enter the degree, exam, subject (press F1 for help) and the roll no range to display the student records in the table.

**Batch Preparation** [Work Sheet](#) | [Report](#) | [Save](#) | [Clear](#) | [Exit](#)

Degree : BSCH Bachelor of Science  
 Exam : A I Semester  
 Subject : A322 Chemistry I ( SB ) Max Mark : 25  
 Viva Subject : Max Mark : 0  
 Reg. Range : B/W 0 -- ZZZZZZZZ [Go](#)

Batch wise Count											
Batch	Count	Batch	Count	Batch	Count	Batch	Count	Batch	Count	Batch	Count
01	0	02	0	03	0	04	0	05	0	06	0
07	0	08	0	09	0	10	0	11	0	12	0

Marks List		
Reg No	Student Name	Batch
S0500616	ARISTOTLLE L GASSAH	<input type="text"/>
S0500617	AIBORLANG KHARMALKI	<input type="text"/>
S0500623	EVA MARY KHARKONGOR	<input type="text"/>
S0500629	LAWIN ARBAN KHARMUJAI	<input type="text"/>
S0500633	PUKHRAM ROBIN SINGH	<input type="text"/>
S0500634	R K MARY RYMBAI	<input type="text"/>
S0500732	SOFIC K MARAK	<input type="text"/>

[Work Sheet](#) | [Report](#) | [Save](#) | [Clear](#) | [Exit](#)

- Enter the batch number against the 1<sup>st</sup> student. For subsequent students, keep clicking on the Reg. Nos. Batch wise student count will also be displayed against each and every batch.
- After the completion click on 'Save' to save the records.



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#### Practical time table preparation

Goto Practical Marks → Batchwise time table to allot the batchwise time table for the practical examination as shown below.

The screenshot shows the 'Practical Entry Freeze Details' screen in the OASIS system. At the top, there is a navigation bar with the university logo, name, and address (1018-ST. ANTHONY'S COLLEGE, SHILLONG). The user is logged in as 'super'. The main content area has a header 'Batch Wise Time Table' and a sub-header 'Practical Entry Freeze Details'. Below the header, there are input fields for Degree (BSC2), Exam (A), and Subject (A322 Chemistry I). A 'Go' button is present. Below the input fields is a table with the following data:

Sl No	Batch	Exam Date	Exam Time
1	01	29/07/2015	10 AM to 12 Noon
2	02	30/07/2015	10 AM to 12 Noon

Here, the user has to enter the degree, exam and the subject details (press F1 for help) to display the records in the below table as shown in the above screen.

Against each batch Exam date and Exam time has to be updated. After updating the date and time, print the work sheet which is used by the examiners to fill the marks during examination and print the batchwise roll numbers list to announce the same on notice board.

#### Practical Marks entry / Printing:

This option is used to enter the practical marks and print the marks list.

Goto Practical Marks → Practical Marks entry / Printing. The screen will be displayed as shown below.



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Degree :  Bachelor of Science  
 Exam :  I Semester  
 Subject :  Chemistry I ( SB ) Max Mark :   
 Viva Subject :  Max Mark :   
 Batch :

Reg No	Student Name	Practical A322
S0500616	ARISTOTLLE L GASSAH	<input type="text"/>
S0500617	AIBORLANG KHARMALKI	<input type="text"/>

Enter the degree, exam, subject (press F1 for help) and the batch no to display the records in the table as shown in the above screen.

After entering the marks click on save to update the records. A checklist / verification marks list has to be taken and cross verify with original handwritten marks list.

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

### **Practical Entry Freezing:**

After the verification of the marks, the marks has to be frozen before sending to the university. To freeze the practical marks entry goto Practical Marks → Practical entry freezing.

A screen will be displayed as shown in the below.

Enter the degree, examno, subject details (press F1 for help) to display the records to be frozen. There are two levels of freezing.

1. Freeze entry – This will freeze the marks but print is allowed
2. Freeze print. – This will freeze the marks and no more printing is allowed



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**NORTH-EASTERN HILL UNIVERSITY**

Welcome **super** Home | Logout Powered by **Logisys**

1018-ST. ANTHONY'S COLLEGE , SHILLONG

Masters ▾ Before Exam ▾ **Practical Marks** ▾ During Exam ▾ Utility ▾

#### Practical Entry Freezing Save | Clear | Exit

Degree :

Exam :

Subject :     Max Mark :

#### Practical Entry Freeze Details

Sl No	Batch	Exam Date	Exam Time	Freeze Entry	Freeze Print	Print
1	01	29/07/2015 <input type="button" value="Calendar"/>	10 AM to 12 Noon	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<a href="#">Report</a>
2	02	30/07/2015 <input type="button" value="Calendar"/>	10 AM to 12 Noon	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">Report</a>

Save | Clear | Exit

After freezing the marks, a print out of practical marks list to be taken, sealed and send the same to the university.