



# 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.

- 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.



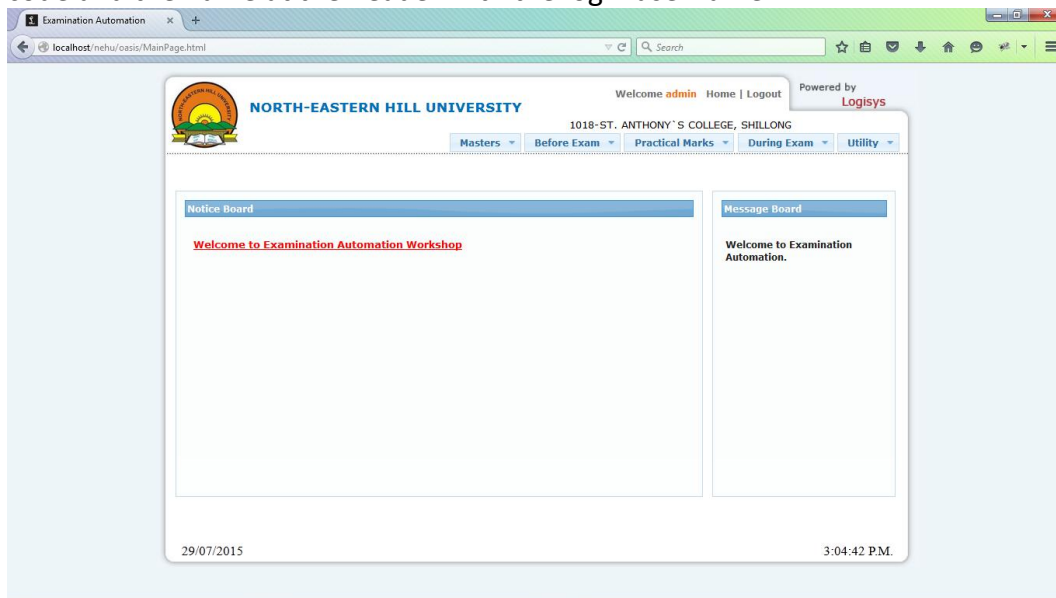
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- Upo/n Successful login, Home screen will be displayed as shown below with the college code and the name at the header with the login username.



- 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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#### User Setup

This menu contains the options to add or to change the users and the user rights.

On clicking the “Utility→User Setup”, User Setup screen will be displayed along with logged in user details as shown in the below screen.

11/08/2015 1:49:23 P.M.

To add the new user click on ‘Add’ link and the screen will be displayed as shown below.

Enter the details to add the new user.

11/08/2015 1:50:17 P.M.



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## User Rights

'User Rights' module is used to set up module access rights to individual users.

On clicking the "Utility→User Rights", User Right screen will be displayed.

Select the "User" and "Module Type" to list out all sub modules & you can select the modules of your choice. Only the selected modules will be available for working to the selected user.

The screenshot shows the 'User Rights' management interface. At the top, there's a header with the university logo, name, and address (1018-ST. ANTHONY'S COLLEGE, SHILLONG). Navigation tabs include Masters, Before Exam, Practical Marks, During Exam, and Utility. The 'User Rights' section is active, showing a 'General' tab. Below this, there are dropdowns for 'User/Group' (set to 'sandeep') and 'Module Type' (set to 'BeforeExam'). There are also checkboxes for 'Check All' and 'Check All Dep-Users'. A table titled 'User Rights' lists various modules with checkboxes for 'All', 'View', 'Add', 'Edit', and 'Delete'. The modules listed are Registration, Marks Entry, Application Entry (2nd Sem Onwards), Freeze Marks, Registration Listing, Marks List, Candidate List, Hall Ticket, and Appearing List. At the bottom, there are 'Save' and 'Clear' buttons, and a timestamp '11/08/2015 1:54:07 P.M.'.

Module Name	All	View	Add	Edit	Delete
		Own group Dep All		Own group Dep All	Own group Dep All
Registration	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Marks Entry	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Application Entry (2nd Sem Onwards)	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Freeze Marks	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Registration Listing	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Marks List	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Candidate List	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Hall Ticket	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Appearing List	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

## Reset Password

This option is available in Utility → Reset Password. By this option user can change his existing password to new password as shown in the below figure.

Here user has to enter the existing password in the 'Old password'. Password has to be changed from old to new should be entered in the 'New password' and in 'Retype password' for the confirmation user should enter the same once again.




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(Examination Form, I A Marks / Practical Marks)

**NORTH-EASTERN HILL UNIVERSITY**

Welcome **super** Home | Logout

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1018-ST. ANTHONY'S COLLEGE , SHILLONG

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

[Reset Password](#) [Save | Exit](#)

Login Id:

\* Old PassWord:

\* New PassWord:

\* Retype PassWord:

[Save | Exit](#)

### Degree Selection

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

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.



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The screenshot shows the OASIS web application interface. At the top, there is a header with the North-Eastern Hill University logo, the text "NORTH-EASTERN HILL UNIVERSITY", and a welcome message "Welcome super". There are links for "Home" and "Logout", and a "Powered by Logisys" badge. Below the header, there is a navigation bar with tabs for "Masters", "Before Exam", "Practical Marks", "During Exam", and "Utility". The "Practical Marks" tab is selected. The main content area is titled "Degree" and contains a table 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 of the page, there are links for "Save", "Report", "Clear", and "Exit".

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

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Subject Report | Clear | Exit

Degree : BA2 Bachelor of Arts 

Exam : A - Z

Main Subject : ☐ Subject with Elements : ☐ Theory Papers only : ☒

Report | Clear | Exit

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

Student Entry

Save | View | Clear | Exit

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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Masters Before Exam Practical Marks During Exam Utility

Admission List Report | Clear | Exit

Degree:

Lateral Entry : ☐

- 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.

#### 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.




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1018-ST. ANTHONY'S COLLEGE, SHILLONG

Masters Before Exam Practical Marks During Exam Utility

Marks Entry

Report | Save | Clear | Exit

Category: I.A (Theory) Degree: BSCH Bachelor of Science Exam: A I Semester Subject: A321 Chemistry I ( SA ) Max Mark : 25

Reg. No. Range : B/W 0 -- ZZZZZZZZ

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	

Report | Save | Clear | Exit

- 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 marks if present or enter '-2' for the absentees if any.
- After entering the marks for all students click on "Save" to update the records.

### 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.




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Masters Before Exam Practical Marks During Exam Utility

Marks List Report | Clear | Exit

Degree :

Exam :

Subject :  -

Reg. No. :  -

Subject Code : ☒ Subject Short Name : ☐

Student wise : ☐ Subject wise : ☐

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

Subject Freeze

Save | Clear | Exit

Degree : BSC2 Bachelor of Science

Exam : A I Semester

Module : I.A. (All) ▾ Subject Range :  **Go**

**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.

The screenshot shows the 'Batch Preparation' interface of the OASIS system. At the top, there is a header with the university logo, name, and navigation links. Below this, a dropdown menu is set to 'Practical Marks'. The main form area contains fields for Degree (BSCH), Exam (A), Subject (A322), and Max Mark (25). A 'Go' button is present. Below the form is a 'Batch wise Count' table showing counts for batches 01 through 12. At the bottom is a 'Marks List' table with columns for Reg No, Student Name, and Batch, displaying a list of students with empty boxes for batch selection.

**Batch Preparation**

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	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

Reg No	Student Name	Batch
S0500616	ARISTOTLE L GASSAH	
S0500617	AIBORLANG KHARMALKI	
S0500623	EVA MARY KHARKONGOR	
S0500629	LAWIN ARBAN KHARMUJAI	
S0500633	PUKHRAM ROBIN SINGH	
S0500634	R K MARY RYMBAI	
S0500732	SOFIC K MARAK	

- 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 header with the university logo, name, and contact information. Below the header, there are navigation tabs: Masters, Before Exam, Practical Marks (selected), During Exam, and Utility. The main content area is titled 'Batch Wise Time Table' and includes a 'Go' button. Below this, there is a table with columns for Degree, Exam, Subject, and Max Mark. The table contains the following data:

Degree	Exam	Subject	Max Mark
BSC2	A	Chemistry I	19

Below the table, there is a 'Practical Entry Freeze Details' section with a table showing exam dates and times for two batches:

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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1018-ST. ANTHONY'S COLLEGE, SHILLONG

Masters Before Exam Practical Marks During Exam Utility

Marks Entry/Printing Save | Report | Clear | Exit

Degree : BSCH Bachelor of Science  
Exam : A I Semester  
Subject : A322 Chemistry I ( SB ) Max Mark : 25  
Viva Subject : Max Mark : 0  
Batch : 01 Go

Reg No	Student Name	Practical A322
S0500616	ARISTOTLE L GASSAH	
S0500617	AIBORLANG KHARMALKI	

Save | Report | Clear | Exit

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

**Practical Entry Freezing** [Save](#) | [Clear](#) | [Exit](#)



Degree :

Exam :

Subject :    Max Mark :

[Go](#)

**Practical Entry Freeze Details**

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