



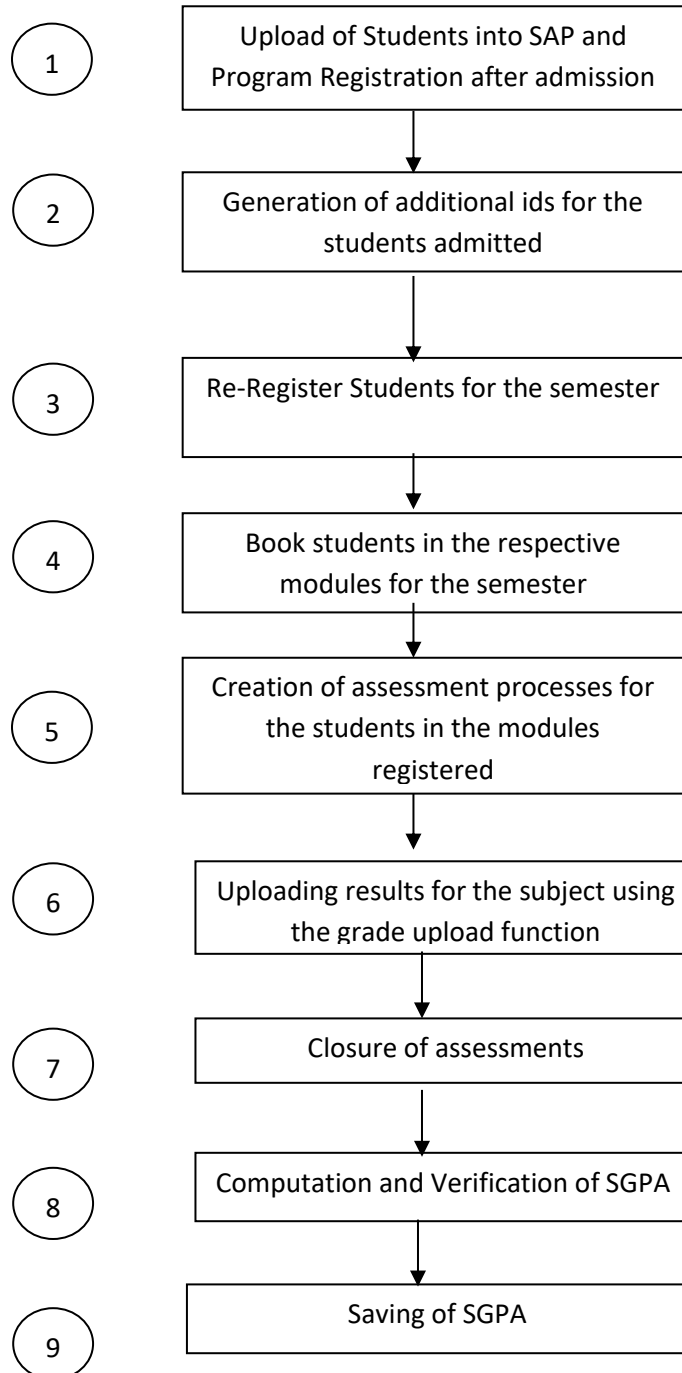
Automation Manual- Students Records and Evaluation Department- 2019

**UNIVERSITY OF PETROLEUM & ENERGY STUDIES
Student Records & Evaluation Department**

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Process Steps for Regular Exams



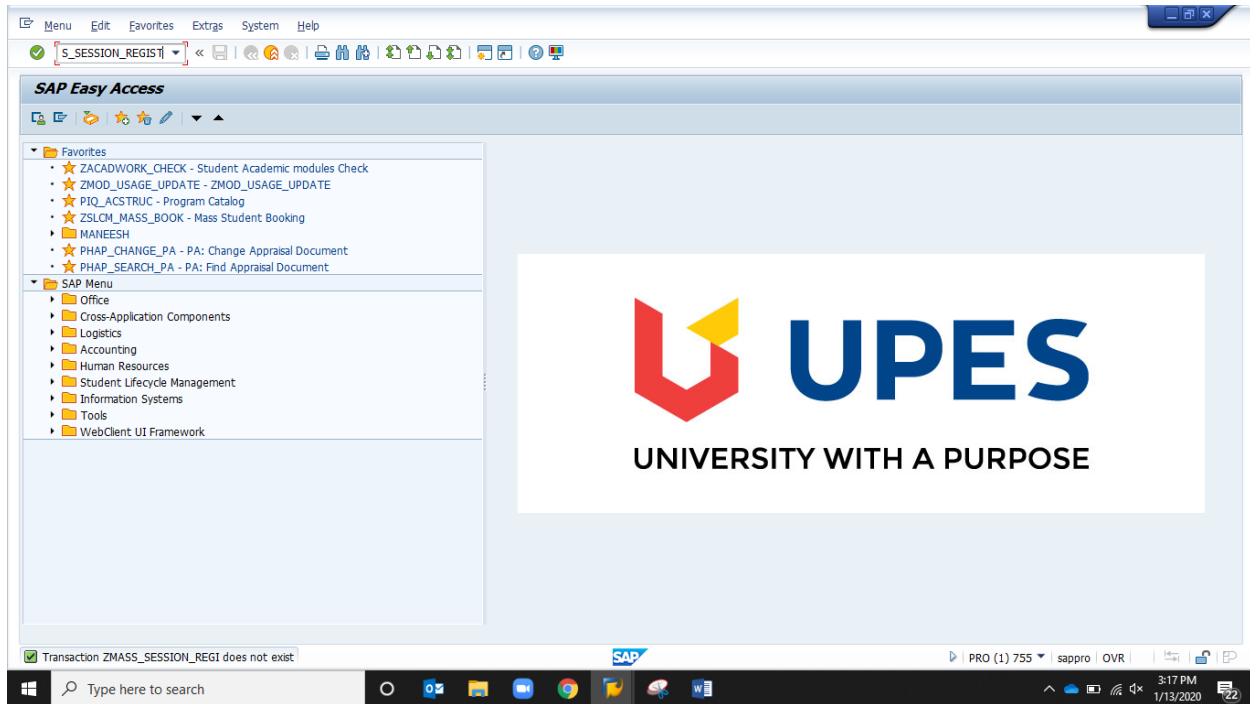
3. MASS REGISTRATION OF STUDENTS FOR ACADEMIC SESSIONS

Background:

Students need to be registered for individual academic sessions.

Steps mentioned below will help in enrolling students in bulk for an academic session.

Step 1: Execute transaction ZMASS_SESSION_REGIST.



Step 2: Enter single or range or list of students in the Student ID field. Enter Object Id of the program in the Program Id field. Provide Academic Year and Session.

Step 3: On execution of the program, following screen appears with list of study ids of the students whose records have been created.

4. MASS REGISTRATION OF STUDENTS IN MODULES

Background:

Students need to be booked for individual modules to enable assessment and grading processes. Due to the nature of this activity, it is essential to enable a mass booking functionality. ZSLCM_MASS_BOOK TCODE can be used for this purpose.

The screenshot displays the SAP Program Catalog interface. The main window shows a list of modules with columns for Key, Abbrev., and Description. A dialog box titled 'Maintain Sessions of Offering' is open, showing a table of sessions. The table has columns for Academic Year, Academic Session, and Offered. The 'Offered' column contains checkboxes, with one checked. A blue arrow points to the 'Offered' column header. The dialog box also shows fields for Object abbreviation (HUMN3303), Object name (Gender Culture and Society), and Primary Unit (2 Academic Session).

Academic Year	Academic Session	Offered
Ac. year 2018-19	UPES_DLO_SEM 2	<input type="checkbox"/>
Ac. year 2018-19	UPES_DLO_SEM 4	<input type="checkbox"/>
Ac. year 2018-19	UPES_DLO_SEM 6	<input type="checkbox"/>
Ac. year 2018-19	SUPPLE-EXAM-JUL/AUG	<input type="checkbox"/>
Ac. year 2019-20	Semester 1	<input type="checkbox"/>
Ac. year 2019-20	Semester 2	<input type="checkbox"/>
Ac. year 2019-20	Semester 3	<input type="checkbox"/>
Ac. year 2019-20	Semester 4	<input type="checkbox"/>
Ac. year 2019-20	Semester 5	<input type="checkbox"/>
Ac. year 2019-20	Semester 6	<input type="checkbox"/>
Ac. year 2019-20	Semester 7	<input type="checkbox"/>
Ac. year 2019-20	Semester 8	<input type="checkbox"/>
Ac. year 2019-20	Semester 9	<input type="checkbox"/>

Program Catalog

Access Object: SC Program of Study | B.Tech CCVT | B. Tech CS-Cloud Computing Virtualization

Key Date: 11/17/2019 | Filter: Off

Key	Abbrev.	Description	Sort Direction
CSE0265	SM 50035585	Software Engineering & Project M...	
CSE0361	SM 50030356	Software Engineering & Project M...	
CSIB125	SM 50030360	Web Technologies through PHP	
CSIB126	SM 50030363	Web Technologies through PHP-L...	
CSIB132	SM 50030372	Dynamic Paradigm in Cloud Com...	
CSIB255	SM 50030371	Storage Technology Foundation	
CSV2003	SM 50041912	Dynamic Paradigm in Cloud Com...	
CSV2005	SM 50048715	Dynamic Paradigm in Cloud Com...	
CSV2002	SM 50048711	Cloud Deployment Models	
CSV2102	SM 50048713	Cloud Deployment Models Lab	
CSV24002	SM 50048712	Cloud Performance Tuning	
CSV24107	SM 50048714	Cloud Performance Tuning-Lab	
HRES0101	SM 50035040	Industrial Management	
HUMN0101	SM 50035034	Professional Ethics	
HUMN0102	SM 50035035	Employment Communication	
HUMN0103	SM 50035036	Sociology	
HUMN0105	SM 50035037	Report Writing	
HUMN0109	SM 50035028	Mind, Body & Wellnes	
HUMN0111	SM 50035029	Introduction to Psychology	
HUMN3301	SM 50050154	Introduction to Psychology	
HUMN3302	SM 50050155	Sociology	
HUMN3303	SM 50050156	Gender Culture and Society	
HUMN3304	SM 50050157	Human Rights and Responsibili...	
LNPS0102	SM 50035041	Media Literacy for Personal Brandi...	
LNPS0104	SM 50035042	Presentation Skills	
LNPS0105	SM 50035043	Economic Decision Making	
LNPS0106	SM 50035044	Human Resource Management	
LNPS0108	SM 50035045	Technology and Operations Mana...	

Mass Registration

Screen Fields

Student Registration
 Module Booking
 Assessment Booking

College: 50006208 | School of Engineering
 Programs: 50024047 | B.Tech CS-Cloud Computing Virtualization
 Academic Year: 2019 | Ac. year 2019-20
 Academic Session: 84 | Semester 4

Only Mandatory Module
 Test run


Selective
 Module: 50050156
 Student: 500067474



Mass Registration

Course- B.Tech CS-Cloud Computing Virtualization
 Year- Ac. year 2019-20
 Session- Semester 4
 TEST RUN

STUDENT NUMBER	STUDENT NAME	PROGRAM TYPE	MODULE ID	ABBREVIATION	MODULE NAME	ACADEMIC YEAR	ACADEMIC SESSION	MODULE CREDITS	SUCCESSFULLY BOOKED	ALREADY BOOKED	REMARKS	INDICATOR
0500067474	ANIMESH BHARADWAJ	UG-1-Undergraduate	50050156	HUMN3303	Gender Culture and Society/Open elective	Ac. year 2019-20	Semester 4	3.00	0	0	SUCCESSFULLY BOOKED	🟢




5. CREATION OF ASSESSMENT PROCESSES FOR STUDENTS

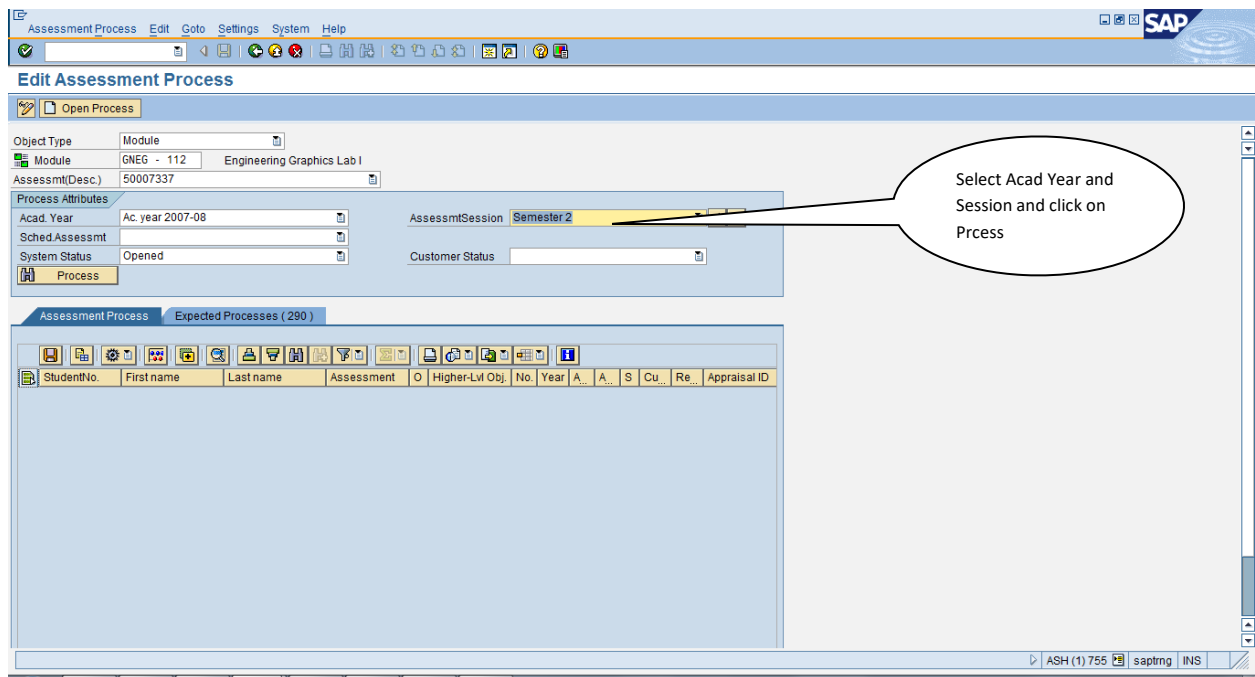
Background: Assessment Processes have to be created for students who are booked in a module. This is needed for creating appraisals.

Step1: Navigate to the link show below and execute transaction PIQEVALM.

Step2: Select Module for which “Assessment Processes” have to be created.

Step3: Click on the “Assessment Process” button to navigate further.

Step 4: Select academic year and Assessment Session (semester). Click on the “Process” button.



Step 5: Click on “Expected Processes” tab.

Step 6: Select all entries and click on “Save” Button within the frame below.

Step 7: After the “Save” action is complete, Assessment Process tab as shown below will be filled with all the new entries created. This confirms the creation of such entries.

Summary:

Assessment Processes have been created for all students who are booked in a module for a given academic year and session.

6. CLIPBOARD COPY OF GRADES FROM EXCEL TO SAP

Background:

As a part of the exams and grading implementation in SAP SLCM solution, student scored in exams will have to be loaded into SAP in mass. A custom application has been developed for this purpose and this can be used for loading the grades.

Step-by-Step procedure below will help copy grades from Excel to SAP.

Step 1: Open the following link browser

https://sappro.delhi.upes.ac.in:8443/sap/bc/webdynpro/sap/zmark_upload_clipboard_app_new

Step 2: If a logon screen appears, provide credentials that are needed to logon to SAP environment.

On logon, the following screen appears. Select the following details

- a. Program
- b. Academic Year
- c. Session

Clip board application x +

sapro.delhi.upes.ac.in:8443/sap/bc/webdynpro/sap/zmark_upload_clipboard_app_new?sap-client=755&sap-language=EN#

Student Marks

Grade entry selection screen

College School of Engineering

Program Type UG-1 Template 30/20/5

Program B.Tech-Geos. B. Tech(Geo Science Engineering)

Academic Year

Semester

Module No Prog. Validate

Repetition 000

Clipboard Copy

Upload Data Clear Clear All

Output Data

View: [Standard View] Print Version Export

Sno	SAP ID	Internal Assessment	Mid Sem	End Sem	Composite Score	Grades	Abs	Ufm
-----	--------	---------------------	---------	---------	-----------------	--------	-----	-----

Type here to search

3:28 PM 1/13/2020



Step 2: Click on the drop down for Module and select the one for which grades have to be uploaded.

Step 3 : Select the repetition number.

000 – End Semester Exam

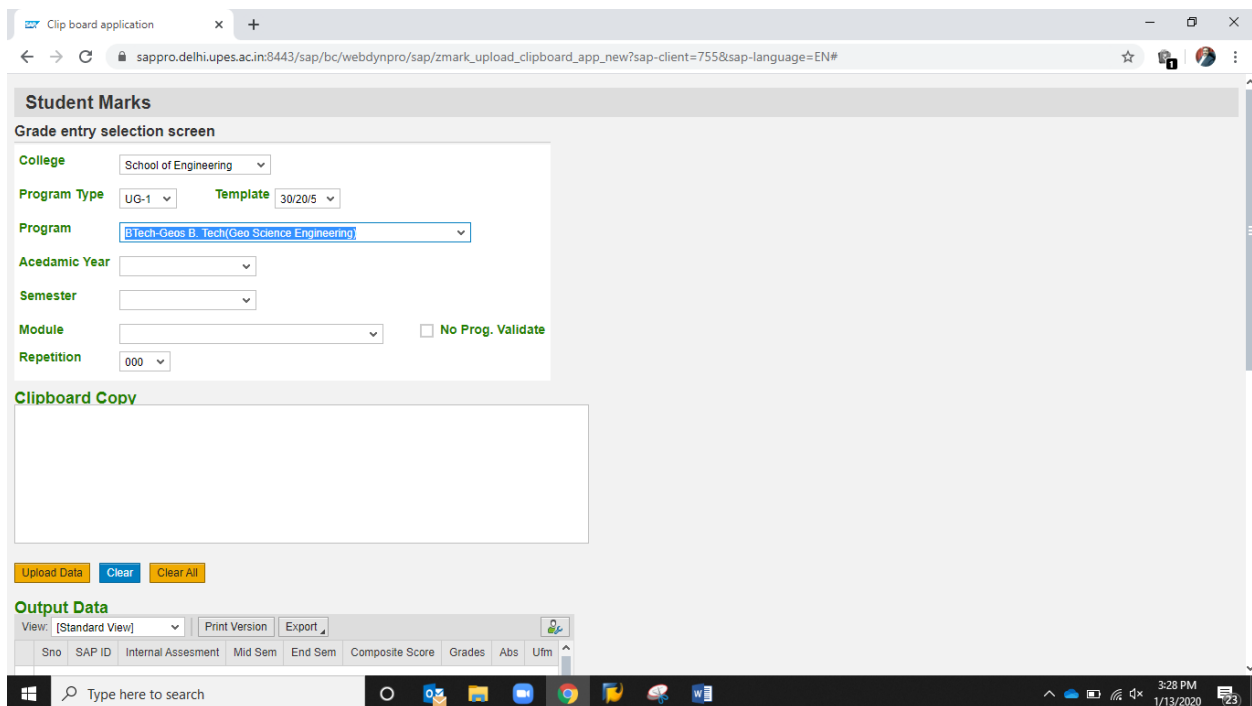
001, 002,... 00n – For supplementary exams

Step 4: Select data to be uploaded from the spreadsheet. Columns as highlighted in the screenshot below (in the same sequence) will have to be selected and copied to clipboard.

Step 5: Paste the clipboard content into the Clipboard section of the browser screen and click on the button “Upload Data”.

Step 6: Output Data and Error logs will be filled now with the results of the upload. On successful completion of action, output Data and Error Logs will be displayed. Error logs will contain all Student records that were not uploaded.

Step 7: Click on “Clear” Button to upload grades for another module.



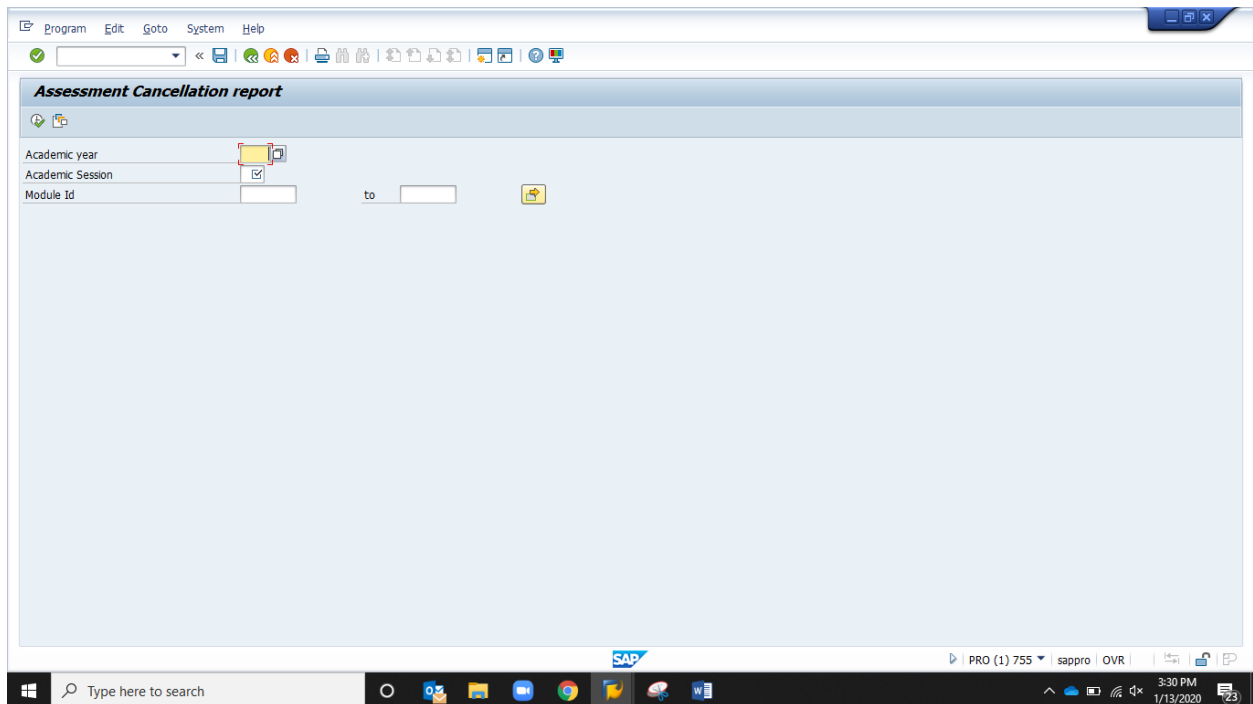
Result: Appraisal or Grades for students registered for a module have been uploaded into the system.

7. POST APPRAISAL PROCESSING OF ASSESSMENT RECORDS

Background: Assessment processes created for end semester or supplementary exams will have to be concluded logically for a module.

Step by Step instruction below will help achieving the same.

Step1: Navigate to the link show below and execute transaction ZCE_STATUS_UPDATE



Step2: Select the academic year and Assessment session based on the year and semester. Click on Process button.

Step3: All assessment processes that are open for the module in the given academic session.

Step 4: Students who failed in the given assessment will be shown. Select all records and click on the change status button and complete process unsuccessfully.

Summary: All assessment records have been completed for the given module in an academic session. Any open assessments at this point of time, should be evaluated for the reasons behind lack of appraisal records for them.

8-9. CHECKING & MASS UPDATING OF SGPA FOR A SEMESTER

Background:

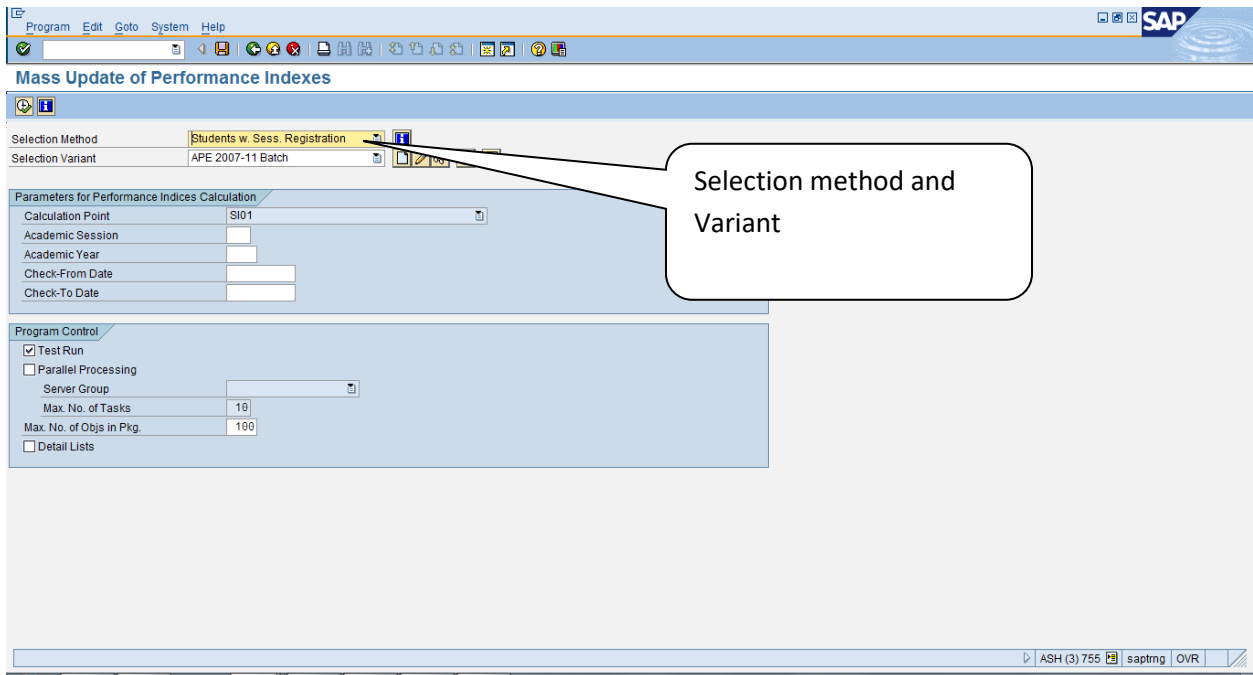
After the individual grades are recorded for the student and verification of SGPA generated, the same needs to be stored in the system for further calculation of CGPA.

Step by step process below will help in executing the transaction for storing SGPA.

Step 1: Execute transaction PIQPIUPDATE00.

Step 2: Choose selection method as “Students with Session Registration” and choose the relevant batch in the selection variant field.

If a relevant variant does not exist for a new batch, the same could be created from here by providing details of the program and academic year+semester. In that case, click on create button next to the selection variant field.



Step 3: Enter Academic Session and Year for which SGPA has to be computed.

Mention Check From Date and To Date as the day of execution.

Check “Test” box if this has to be run in simulation mode.

Step 4: Click on Execute button. Output report will be generated with a detailed log that shows status of the performance index.

The screenshot shows the SAP Log window for a student. The application is 'Student', the mode is 'Test Run', and the program is 'RHIQPI_PINDEX_MASS_UPDATE'. The execution started on 11.11.2010 at 19:41:59 and ended at 19:42:27, with a runtime of 00:00:28 and 66 objects processed. The log table below shows the status of each object.

P	O	Object ID	Object abbr.	Object name	P	Proc. Result (Desc.)
01	ST	1838	0500001288	Moltra, Shubhradeep	S0	Object(s) Processed
01	ST	1841	0500001291	Singh, Snehil	S0	Object(s) Processed
01	ST	1843	0500001293	Saha, Sourav	S0	Object(s) Processed
01	ST	1845	0500001295	Banerjee, Shubham	S0	Object(s) Processed
01	ST	1848	0500001298	Jhingran, Sumedh	S0	Object(s) Processed
01	ST	1850	0500001300	Kala, Swati	S0	Object(s) Processed
01	ST	1852	0500001302	Gupta, Tanya	E0	Object(s) with Errors Not Processed
01	ST	1853	0500001303	Sinha, Udit	S0	Object(s) Processed
01	ST	1854	0500001304	Joshi, Utikarsh	S0	Object(s) Processed
01	ST	1855	0500001305	Kumar, Vaibhav	S0	Object(s) Processed
01	ST	1857	0500001307	Suresh, Vaibhav	S0	Object(s) Processed
01	ST	1858	0500001308	Yadav, Vivek	S0	Object(s) Processed
01	ST	1859	0500001309	Jain, Yash	S0	Object(s) Processed
01	ST	1860	0500001310	Pandey, Yash	S0	Object(s) Processed
01	ST	1861	0500001311	Negi, Man Mohan	S0	Object(s) Processed
01	ST	1863	0500001313	Sharma, Saurabh	S0	Object(s) Processed

Errors identified here will have to be evaluated for the reasons. Ignoring such errors will result in incorrect computation of SGPA.

Summary:

Performance Index (SGPA) is generated for the student and stored in the PIQDB_PINDEX Table. This will be further used for generation of CGPA.



10. PROGRAM TYPE PROGRESSION EXECUTION

Background: After completion of storing the SGPA for a given semester, academic standing of the student needs to be determined. Depending upon the results of the student, program type progression status will be set.

Step1: Execute transaction code ZPROGRESSION

Step2: Set selection method to “Students with Session Registration” and create a selection method for a program and a session.

Step3: Provide following inputs.

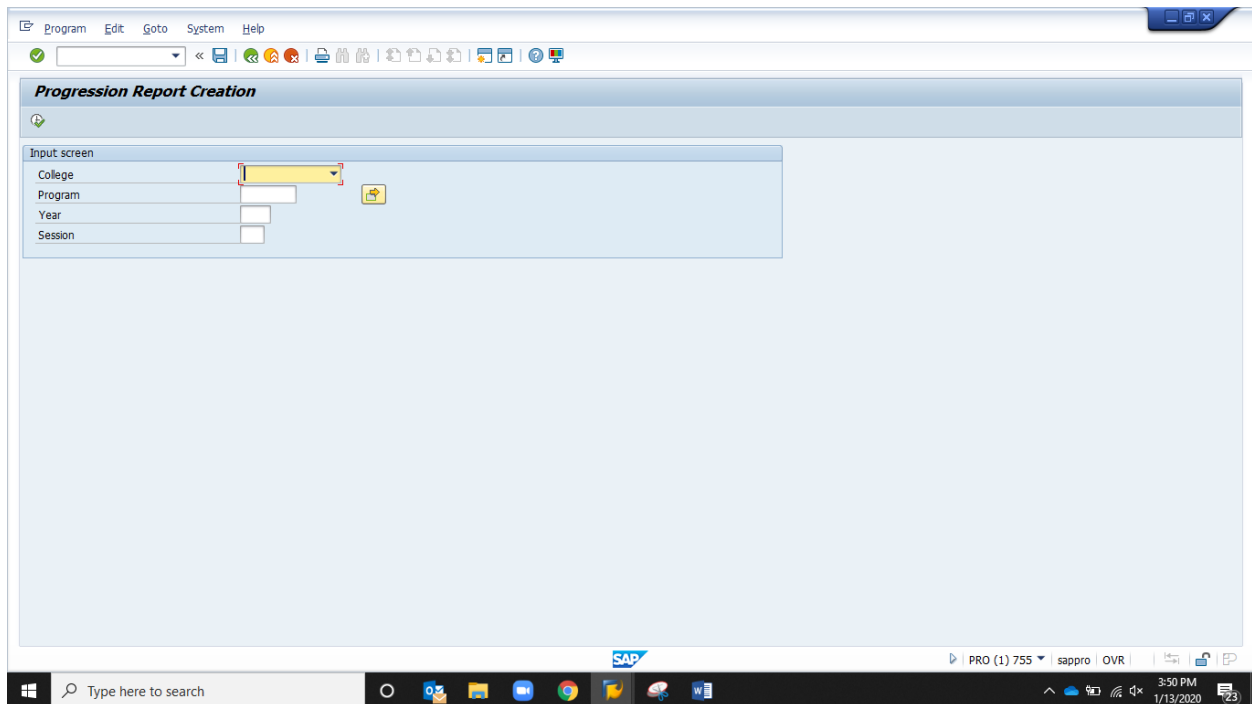
Academic Year: Year

Academic Session: Session for which processing is being done

Click on “Execute” Button.

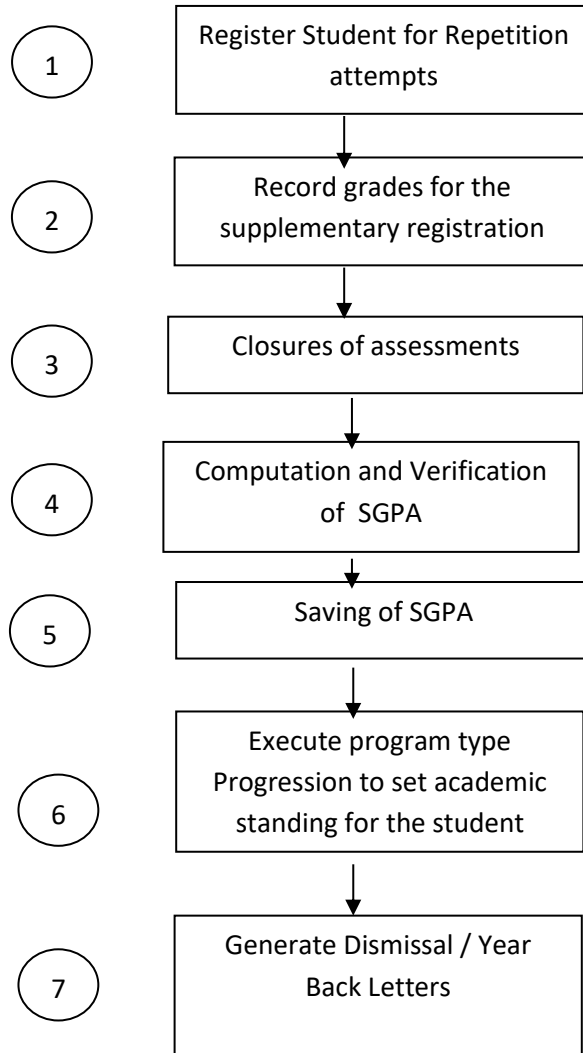
Step 4: Detailed results of the process is displayed which could be verified for accuracy.

Step 5: After Verification, execute the program without “Test” Flag. Details of the execution presented could be downloaded to spreadsheet for any further analysis.



Summary: Program Type progression has been executed for all the students registered in a program. Progression results have been stored on the student file and the Holds have setup for the cases for “Year Back“.

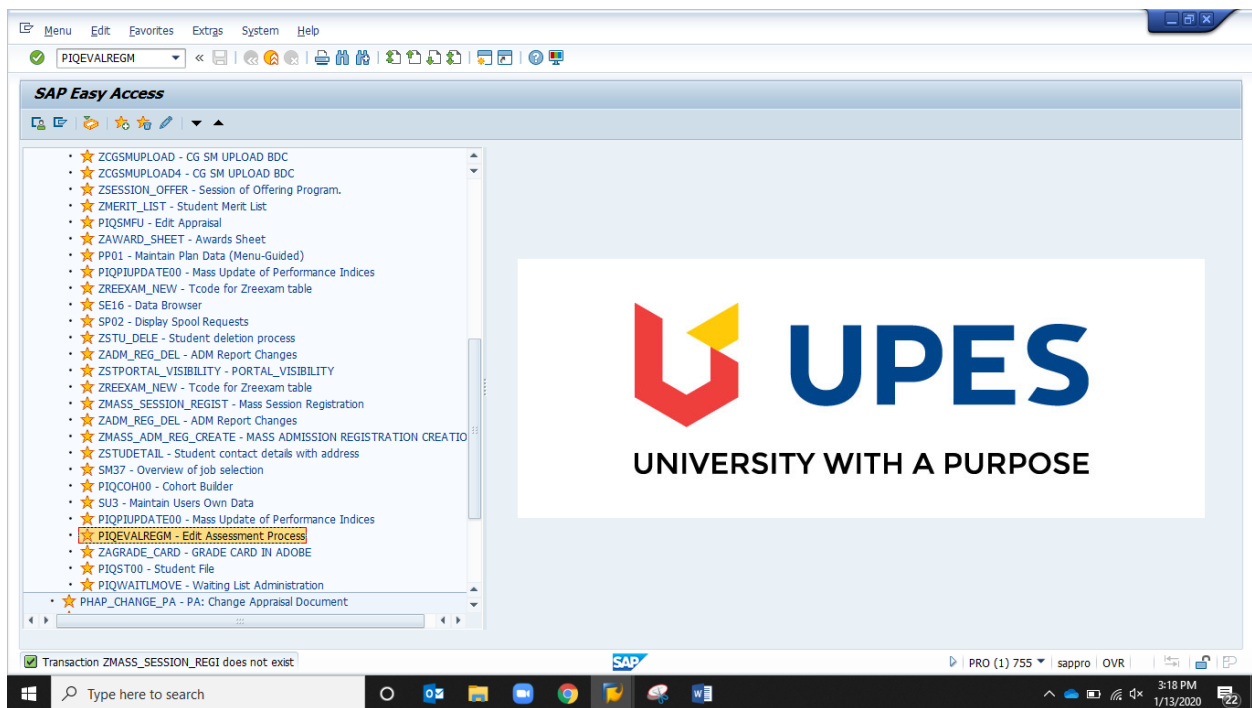
Process Steps for Supplementary Exams



1. REGISTRATION FOR SUPPLEMENTARY EXAMS

Background: Students who need to appear for the supplementary exams will have to be registered with an assessment process being setup for the same. This open assessment process will be used further to record the grades and subsequent computation of SGPA.

Step1: Navigate to the link show below and execute transaction PIQEVAlREGM.



Step2: Provide the following as input and click on Process

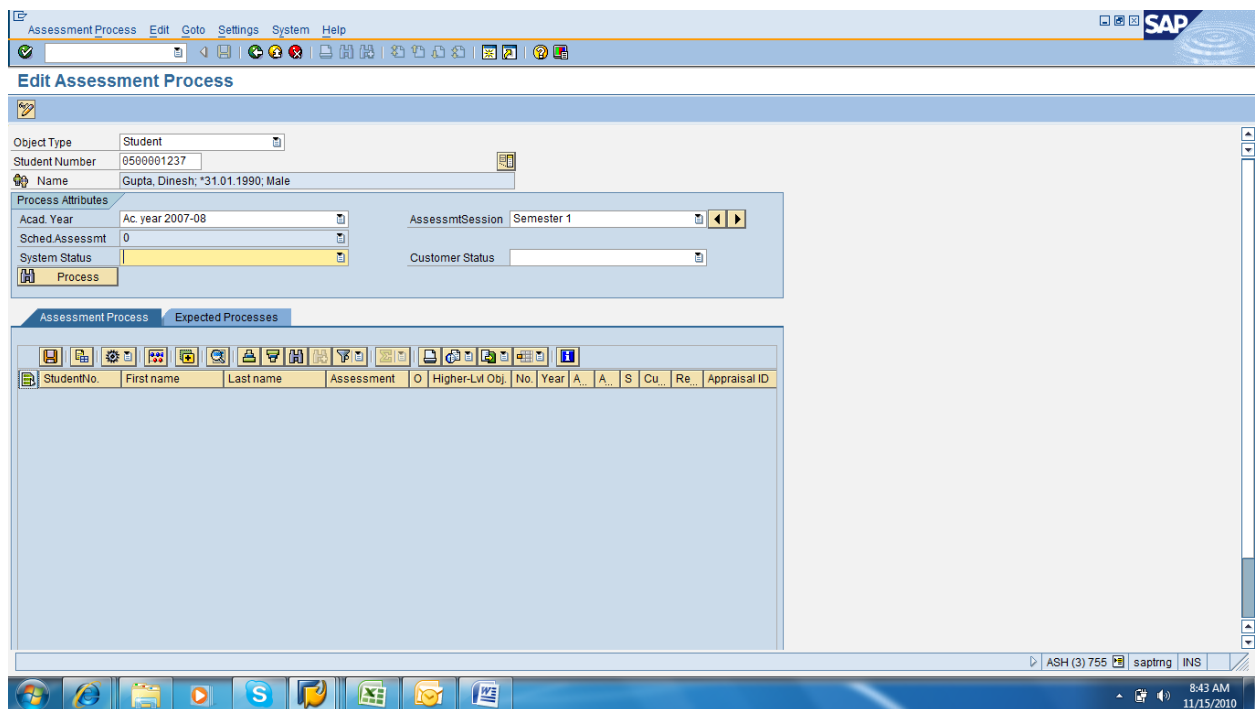
Object Type: "Student"

Object Name : Student Number

Academic Year: Year

Assessment Session: Semester

System Status: Leave this field blank



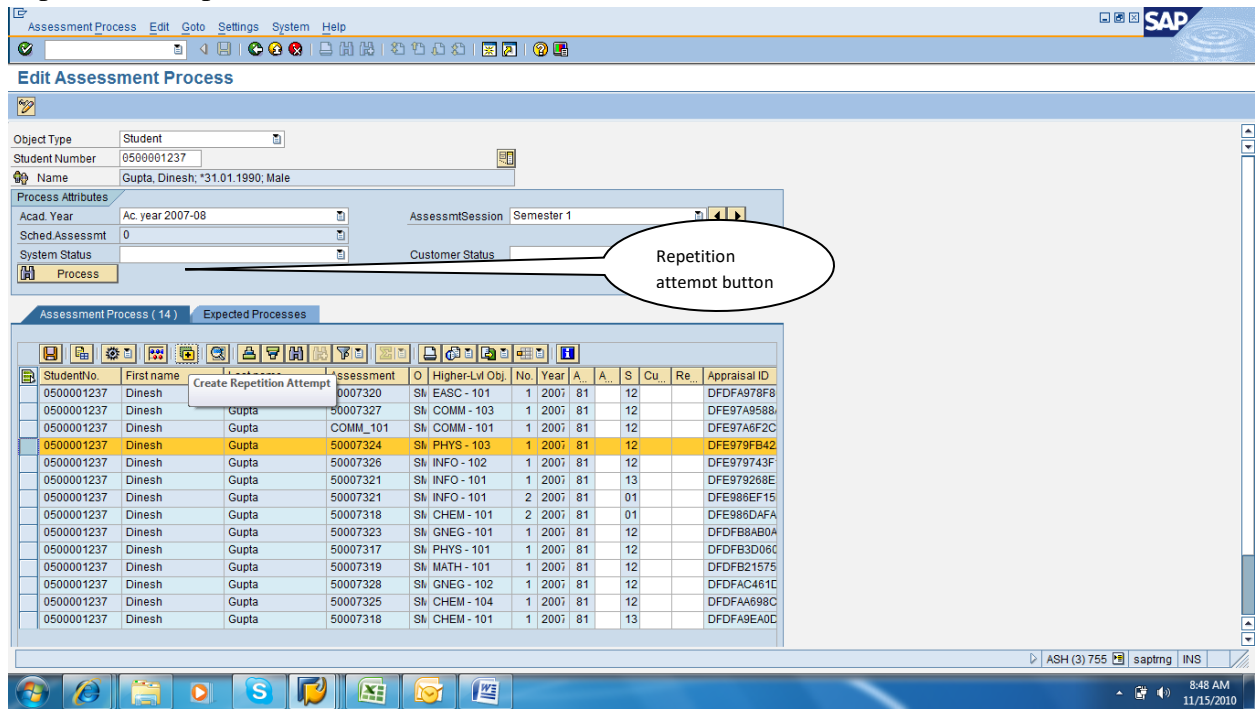
tep3: All the assessments that were created for the student for the given academic year and session are shown.

The screenshot displays the SAP 'Edit Assessment Process' window. The 'Object Type' is set to 'Student' with 'Student Number' 0500001237 and 'Name' Gupta, Dinesh. The 'Process Attributes' section shows 'Acad. Year' as 2007-08 and 'AssessmtSession' as Semester 1. Below this, a table lists 14 'Assessment Process' entries for 'Expected Processes'.

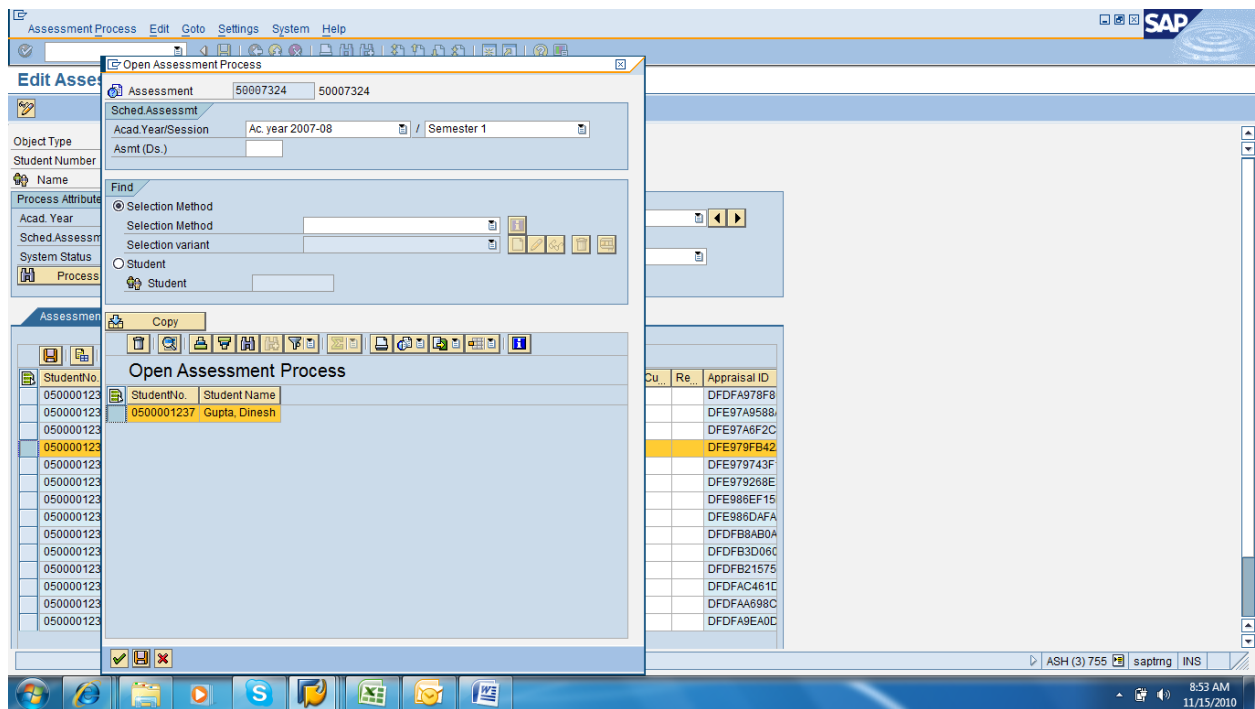
StudentNo	First name	Last name	Assessment	O	Higher-Lvl Obj.	No.	Year	A	A..	S	Cu...	Re...	Appraisal ID
0500001237	Dinesh	Gupta	50007320	SI	EASC - 101	1	2007	81		12			DFDFA978F8
0500001237	Dinesh	Gupta	50007327	SI	COMM - 103	1	2007	81		12			DFE97A9588
0500001237	Dinesh	Gupta	COMM_101	SI	COMM - 101	1	2007	81		12			DFE97A6F2C
0500001237	Dinesh	Gupta	50007324	SI	PHYS - 103	1	2007	81		12			DFE979FB42
0500001237	Dinesh	Gupta	50007326	SI	INFO - 102	1	2007	81		12			DFE979743F
0500001237	Dinesh	Gupta	50007321	SI	INFO - 101	1	2007	81		13			DFE979268E
0500001237	Dinesh	Gupta	50007321	SI	INFO - 101	2	2007	81		01			DFE988EF15
0500001237	Dinesh	Gupta	50007318	SI	CHEM - 101	2	2007	81		01			DFE988DAFA
0500001237	Dinesh	Gupta	50007323	SI	GNEG - 101	1	2007	81		12			DFDFB8AB0A
0500001237	Dinesh	Gupta	50007317	SI	PHYS - 101	1	2007	81		12			DFDFB3D06C
0500001237	Dinesh	Gupta	50007319	SI	MATH - 101	1	2007	81		12			DFDFB21575
0500001237	Dinesh	Gupta	50007328	SI	GNEG - 102	1	2007	81		12			DFDFAC481E
0500001237	Dinesh	Gupta	50007325	SI	CHEM - 104	1	2007	81		12			DFDFAA698C
0500001237	Dinesh	Gupta	50007318	SI	CHEM - 101	1	2007	81		13			DFDFA9EA0D



Step 4: Select the Module for which a supplementary exam has to be setup and click on Create Repetition attempt button.

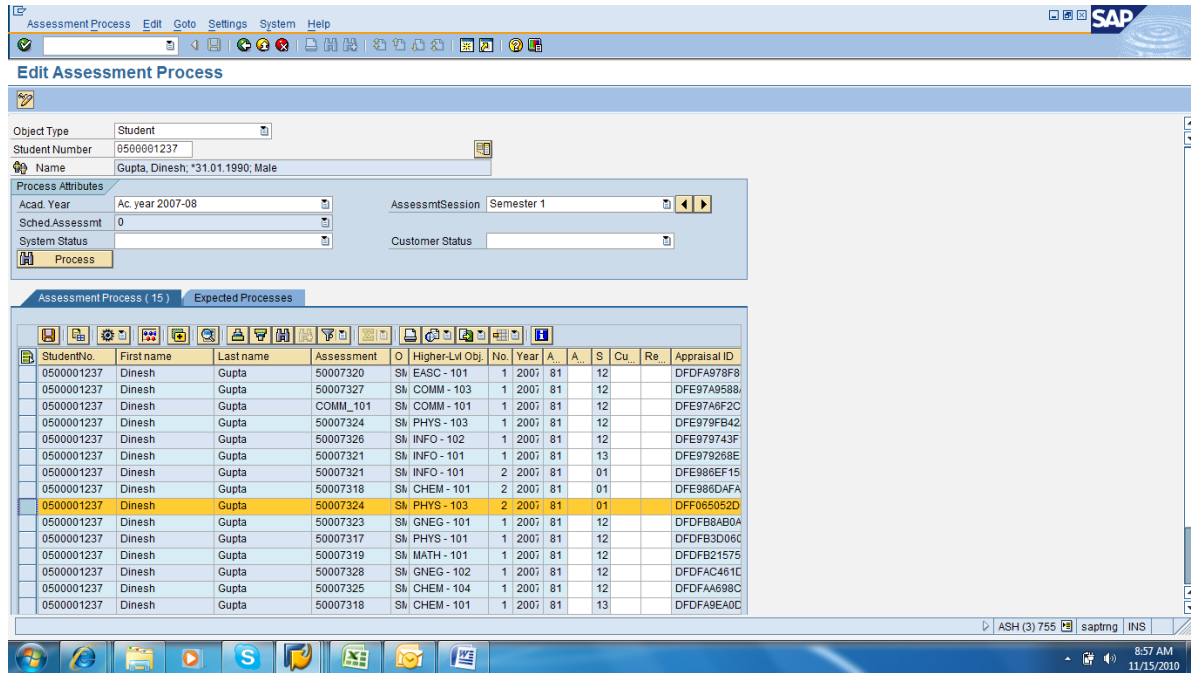


Step 5: On the subsequent screen that comes up, select the student and click on save button.

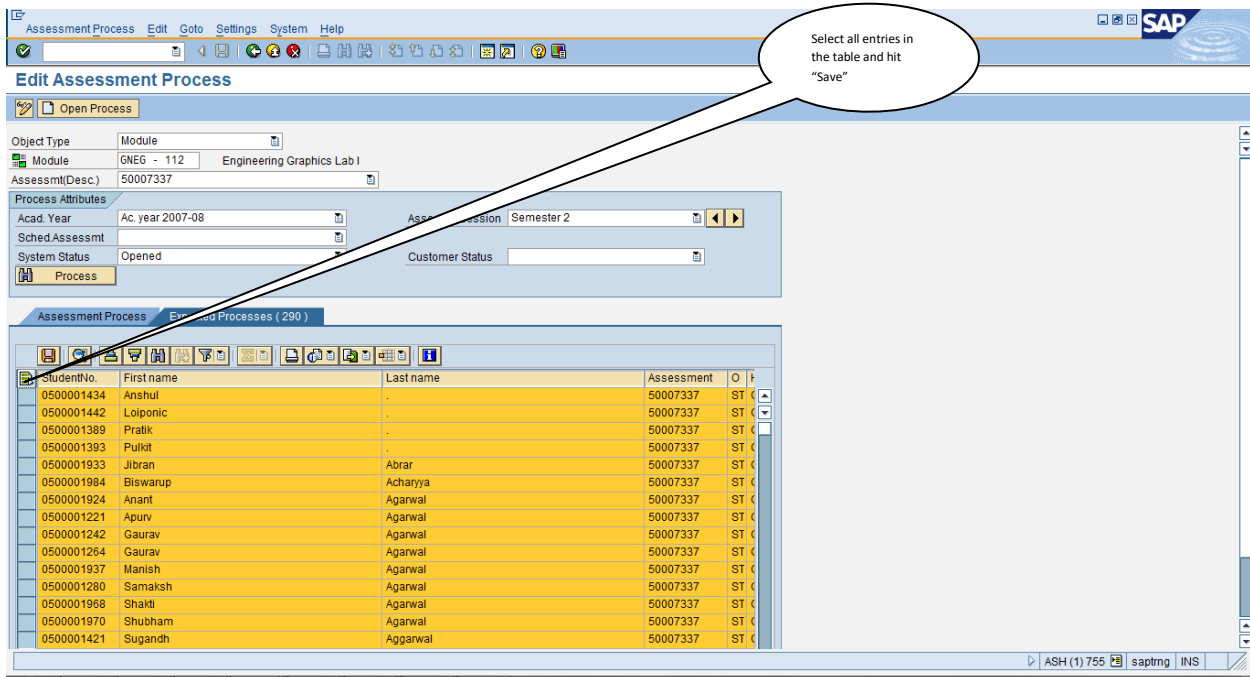


Step 5: Confirm creation of the record with an additional assessment record created for the subject.

Note: On exiting the screen or moving to another student, system might give a warning about data loss. This can be ignored as the data is saved already.



Step 6: Select all entries and click on “Save” Button within the frame below.



Step 7: After the “Save” action is complete, Assessment Process tab as shown below will be filled with all the new entries created. This confirms the creation of such entries.

The screenshot shows the SAP 'Edit Assessment Process' window. The 'Process Attributes' section is filled with the following data:

- Object Type: Module
- Module: GNEG - 112 Engineering Graphics Lab I
- Assessmt(Desc.): 50007337
- Acad. Year: Ac_year 2007-08
- AssessmtSession: Semester 2
- Sched.Assessmt: (empty)
- System Status: Opened
- Customer Status: (empty)

The main table displays the following data:

StudentNo	First name	Last name	Assessment	O	Higher-Lvl Obj.	No	Year	A.	A..	S	Cu...	Re...	Appraisal
0500001434	Anshul	.	50007337	SI	GNEG - 112	1	2007	82	01				
0500001442	Loiponic	.	50007337	SI	GNEG - 112	1	2007	82	01				
0500001389	Pratik	.	50007337	SI	GNEG - 112	1	2007	82	01				
0500001393	Pulkit	.	50007337	SI	GNEG - 112	1	2007	82	01				
0500001933	Jitran	Abrar	50007337	SI	GNEG - 112	1	2007	82	01				
0500001984	Biswanup	Acharyya	50007337	SI	GNEG - 112	1	2007	82	01				
0500001924	Anant	Agarwal	50007337	SI	GNEG - 112	1	2007	82	01				
0500001221	Apurv	Agarwal	50007337	SI	GNEG - 112	1	2007	82	01				
0500001242	Gaurav	Agarwal	50007337	SI	GNEG - 112	1	2007	82	01				
0500001264	Gaurav	Agarwal	50007337	SI	GNEG - 112	1	2007	82	01				
0500001937	Manish	Agarwal	50007337	SI	GNEG - 112	1	2007	82	01				
0500001280	Samaksh	Agarwal	50007337	SI	GNEG - 112	1	2007	82	01				
0500001968	Shaiti	Agarwal	50007337	SI	GNEG - 112	1	2007	82	01				
0500001970	Shubham	Agarwal	50007337	SI	GNEG - 112	1	2007	82	01				
0500001421	Sugandh	Aggarwal	50007337	SI	GNEG - 112	1	2007	82	01				

Summary:

Supplementary assessment for the student for a given subject has been created.

2. RECORDING OF SUPPLEMENTARY EXAM RESULTS

EITHER THRU STEP 6 AS DONE FOR MAIN RESULT BY REPETITION ATTEMPT SET TO 001 (COPY PASTE OPTION) OR THRU THE PROCESS AS GIVE BELOW

Background: Supplementary results can be uploaded student wise and subject wise as well. Subject wise entry of supplementary results can be done through Grade Upload application. Refer the end user documentation for the grade entry application for this.

Step – by –Step procedure below will help you record supplementary results by Student.

Step1: Navigate to the link show below and execute transaction PIQEVALREGM.

Step2: Provide the following as input and click on Process

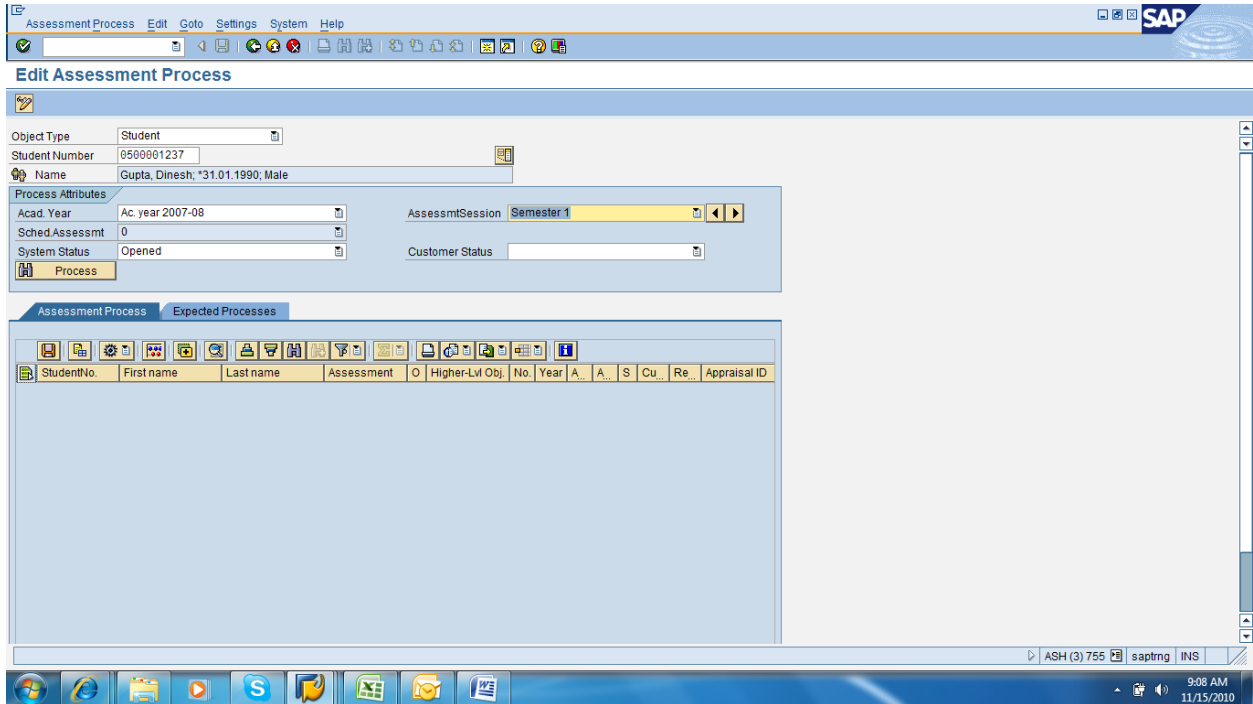
Object Type: “Student”

Object Name : Student Number

Academic Year: Year

Assessment Session: Semester

System Status: Open



Step3: All the assessments that are open for the student for the given academic year and session are shown.

Step 4: Select the Module for which a supplementary exam result has to be entered. Press “Shift+F7” or Click on “Appraisal Dialog”.

Step 5: Navigate to the student appraisal record which is highlighted and enter the supplementary grade for the student.

Note: In this screen previous record for the student will also be available. It should not be altered. Instead, new grade should be entered in the record which has a blank for the Grade and has the supplementary number. (In this case “1”)

Step 6: On entering the Grade, click on “Save Data” Button.

Step 7: Click on Final Grade link on the template section.

Step 8: On the Final Grade, if the student has passed the subject , check the “Completed” box and save.

Step 9: On click of Back button, system will navigate to Assessment Process Screen. Scroll right on the data displayed to check and confirm that the grade entered is reflected against the appraisal.

Step 10: Select all entries and click on “Save” Button within the frame below.

Summary:

Supplementary result for the student has been recorded.

List of Custom Reports and Forms

Transaction Code	Description
ZATT_SHEET	Attendance Sheet
ZAWARD_SHEET	Awards Sheet
ZMERIT_LIST	Student Merit List
ZGRADE_CARD	Grade Card Report
ZMASS_SESS_REGIST	Mass Session Registration
ZACAD_PERF	Student Academic Performance
ZENDSEM_CONS	End Semester Consolidated Report
ZSUPPLY	Program wise consolidated summary report
ZSUPPLY	Subject-wise consolidated summary
ZCONVERT_CGPA	CGPA Conversion Report
ZSTUD_HISTORY	History Report
ZSTUD_REGISTER	Student Register and Year Back
ZYEARBACK_NOTIFICATION	Year Back Letters Generation

