Indira Gandhi Delhi Technical University for Women
Kashmere Gate, Delhi-110006

Guidelines for Students

Examination Division

IGDTUW, Kashmere Gate, Delhi-110006

Document Preparation/Revisions Summary		
Version 1.0	24th August, 2017	Prof. R.K. Singh Ms. Charu Gupta, Assistant Professor, Deptt. of IT

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1.0 Introduction

Students are required to interact with the Examination Division for various purposes. The student lifecycle starts with registration in the examination portal and finishes with award of degree. The various examination related requirements of the students have been automated so that the students can get the information anytime through accessing the Examination Portal. For this purpose every student has been provided with a unique username and password. The examination related information for example personal information, the registration details, internal marks secured by students in various subjects during the semester , admit card, exam related notices, semester wise results, degree details etc. is readily available to the students.

2.0 Important points to be noted by the students

1) All the students of the University are required to study the following Ordinances/policy documents pertaining to the Examinations available on the University Website:

> (1) Ordinance for "Conduct and Evaluation of Examinations for Programmes leading to all Bachelor's/Master's Degrees and Post-Graduate Diplomas
> (2) Regulation for Unfair Means

> Please note that –
> (1) All the Ordinances, Regulations and Important Notices for the students are available on the University website www.igdtuw.ac.in on the Student Notice Board Tab.
> (2) Student must also regularly visit the Examination Tab on the University Website for Exam Date sheet, Result and Notices etc. pertaining to examinations

2) Student must enter her information correctly and completely at the time of Registration in the Examination portal as per her 10th Certificate as the information stored in the portal will be used for printing of Marksheets, provisional degree etc.
3) Student must visit her account in the Examination Portal regularly to view her marks awarded by the faculty for internal assessment.
4) No request from the students will be entertained to rectify the internal assessment marks after declaration of the End Semester Result.
5) A student has to maintain minimum 75% of attendance for appearing in the End Semester Examination.
6) Students are required to visit the academic branch for collecting the semester Marksheets, Consolidated statement of marks, provisional degree and degree issued by the examination Division.
7) Student must follow the guidelines and university policies issued from time to time.

3.0 Examination Portal

To facilitate the students of the University, an Examination Portal has been developed by the Department of IT and the Link to the Portal is available on the University Home Page under the Tab "Examination". Every Students who has been enrolled in the University is required to Register in the Examination Portal. The following features/facilities have been provided to the students in the Examination Portal:

1) **Initial Registration for newly admitted student :**
   (i) All newly admitted students have to register in Online Examination Portal by going to the tab "New Student Registration". During the initial registration newly admitted student is required to provide her JEE Roll No (for UG Programmes)/ Application No (for PG and Ph.D Programmes), Name, Date of Birth and phone number and submit the form.
   (ii) On validation of the information, the student is required to fill the complete registration form by following the instructions, upload her recent passport size photograph and signature. Students are required to remember their security question and answer, password filled during the registration process.
   (iii) Please note that the students are required to fill in their details correctly as per their Class 10^{th} certificate. The same information will be used for Examination records and on the admit card, mark-sheet, degree etc. No request for corrections in the examination records will be entertained subsequently after issue of the document.
   (iv) After verification of the information by the academic branch, the student's initial registration process is complete and the student is allotted unique Enrollment Number (which will be used as user-id for accessing the examination Portal. An e-mail is sent to the students containing the necessary information as confirmation of registration process. After confirmation of registration, student is required to register for the semester.

2) **Registration for semester papers (Regular and Reappear):**
   (i) The Registration for the semester is available for specific period that is announced every semester. After the expiry of the normal registration period, student can register after paying the requisite fine for the late registration as per the circular no: 4(10)/2014/Exam dated: 23 Jan 2017 (available on University Website)
   (ii) Every student of the university is required to register for the semester. During the registration of the semester, student is required to submit the papers that are being offered in the semester along with re-appear papers if any, by paying the reappear exam fee. In case of non-promotion to next academic year, such students are required to fill only reappear form along with the requisite fee for reappear examination.
   (iii) As per the Examination Ordinance, a student appearing for the reappear examination for a paper in which she has scored less than 50% marks in aggregate can appear in Minor examination only if she has scored less than 50% marks in Internal Assessment
   (iv) Please note that a student will be allowed to appear for the minor exams, if she registers before the conduct of Minor Exams (with/ without late fee). Students registering after conduct of first Minor Exam will not be allowed to sit in the Third Minor Exam, if any.
   (v) Please note that mere submission of the fees does not make a student eligible for appearing in the Reappear examination. If the duly signed print out of the form is not submitted in the Examination Division on or before the due date, student will not be allowed to appear in Reappear exam and the fees submitted will be forfeited.
   (vi) A student registering for the reappear exam and has chosen to appear in Minor Exam (if eligible) but does not appear in minor exam , she will be marked absent and her previous scored marks in the internal exam of that paper will be forfeited and she will have no right to claim the previous earned marks if any.

3) **Manage Account**: Student can change password by using security question and answer chosen by her at the time of initial registration. The student can change security question and answer by going to the link "change password" available in her account or using the link "forgot password" available on Examination Portal

4) **View Internal Assessment Marks and Semester result**

(i). The internal Assessment consists of two minor examination each of 15 marks and faculty continuous assessment (10) marks as per the Examination Ordinance. The students can view their result of the internal assessment marks awarded by the faculty from the tab "Results". The result of the internal assessment of the current semester is displayed on the screen. To view the results of the previous semester, students can click on the respective semester displayed on the left panel of the screen.

(ii). Students are required to monitor their Internal Assessment marks regularly in their students' account in Examination Portal.

(iii). In case of any discrepancy in the Internal Assessment, the student must approach the concerned faculty or HoD for necessary action immediately.

(iv). The result of End Semester Examination shall be declared online and student can view the same in her account.

5) **View /Download Admit Card:** The e-admit card for the current semester can be downloaded from the tab "Admit Card" before the start of the End Semester Examination. **Admit Card will be issued only for those students who have not been detained by the HoD due to short of attendance.** In case**,** if a student do not receive a admit card in her account before the start of the End Semester Examination, she must contact her HoD**.**

Please note that carrying the admit card during the End Semester Examination is mandatory and the student will not be allowed to appear in the End Semester Examination without admit card.

6) **Supplementary Examination :**

(1) University has a provision for conduct of supplementary examination for the following students:

(i) Students who are not promoted to the next academic year due to scoring less than 50% credits recent previous year.

(ii) Students who have not obtained the minimum credits required for the award of degree as defined in the Scheme of examination.

(2) Terms and Conditions for appearing in supplementary Examination:

i). The supplementary examination will be conducted once in a year immediately after declaration of even semester result. The supplementary Examination will be held for recent previous year only e.g. a student failing in 2nd year examination can appear only for 2nd year subjects.

ii). A student can appear for supplementary examination only for the subjects in which she has obtained ZERO credits.

iii). In case a student fails in the supplementary examination, she has to repeat the course as regular course in the subsequent regular exams

iv). Students involved in any kind of indiscipline or caught for UFM in any exam (Minor or End-Semester) shall not be eligible to apply for supplementary examination

v). A student who has not appeared for both odd and even end-semester examination will not be allowed to appear for supplementary examination

vi). The maximum marks awarded to the students taking the supplementary examination will be her actual score or 50% marks in that particular subject whichever is less.

vii). The supplementary examination, for the students who are short of minimum credits required for the award of degree, shall be conducted for all the subjects in which a student has obtained Zero credits irrespective of the year.

viii). A student wishing to appear for supplementary examination must register within the specified time period provided by the University.

(3) The Examination Division will announce the schedule of conduct of supplementary examination and the students eligible for appearing in the supplementary examination are required to register for the supplementary examination after submitting the requisite fee.

(i) Every student who is required to give supplementary examination of the university is required to register for the same by going to the tab "Supplementary Examination" in her account. This tab will be visible in only to those students who are eligible for appearing in the supplementary examination. During the registration for supplementary examination, student is required to register for the papers along with requisite fees.

(ii) Student registering for the supplementary examination must submit the print out of the duly filled in form in examination portal alongwith the proof of the payment made through SBI Collect.

i). Student must regularly check their personal details, marks etc. In case of any discrepancy the same should be notified to Exam Division immediately.

ii). Please note that mere submission of the fees does not make you eligible for appearing in the Re-appear/Supplementary examination. If the print copy of the form is not submitted in the Examination Division on or before the last date, you will not be allowed to appear in exam and the fees submitted will be forfeited.

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(Established by Govt. of Delhi vide Act 09 of 2012)
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Document Preparation/Revisions Summary		
Version 1.0	24th August, 2017	Guidelines for Students
Version 2.0	24th June 2018	Issue of Degree Data and Consolidated Marksheet
Version 3.0	12th October 2018	Registration for Convocation Ceremony
Version 4.0	25th May 2019	Academic Branch Upgradation

Prepared by:

Prof. R.K. Singh, Deptt. of IT
&
Ms. Charu Gupta, Assistant Professor,Deptt. of IT

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1.0 Introduction

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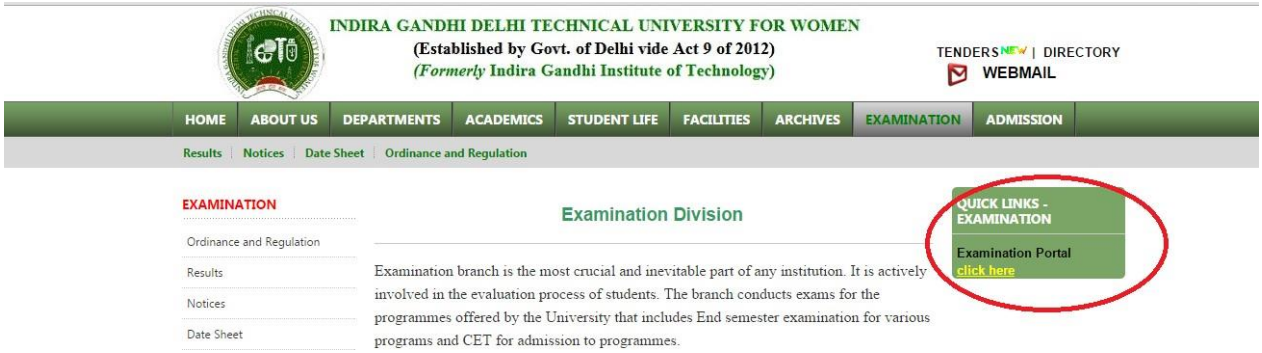
Guidelines for Students for issue of Degree and Consolidated Marksheet

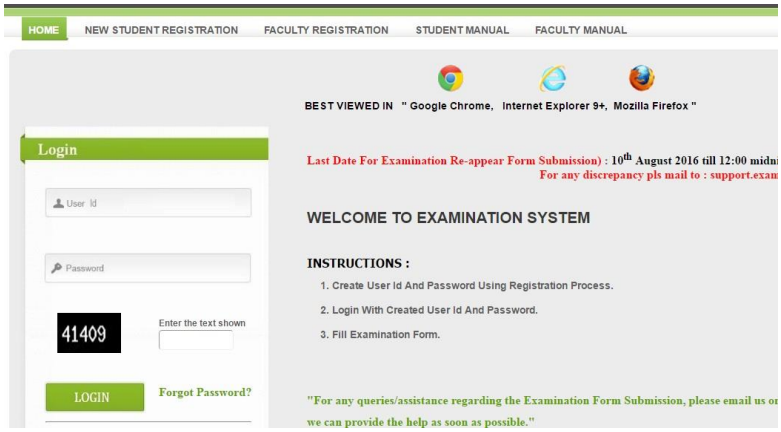
(Created on 24th June 2018)

1) **Online link to access the Examination System**
http://igdtuw.ac.in/index.php?option=com_content&view=article&id=414&Itemid=588

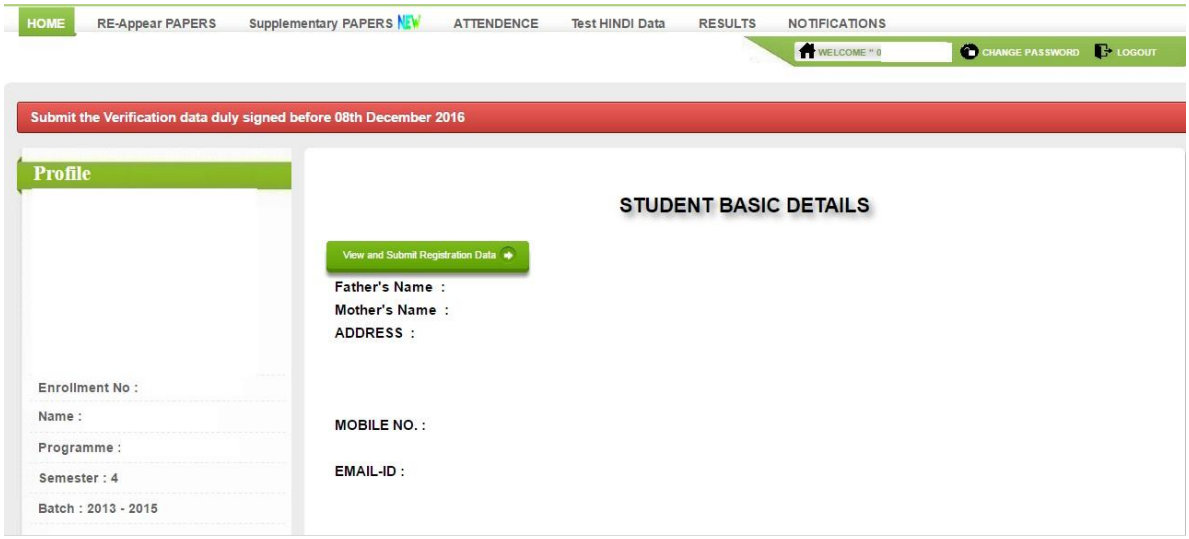


2) Log in Examination Portal

→Enter your username and password

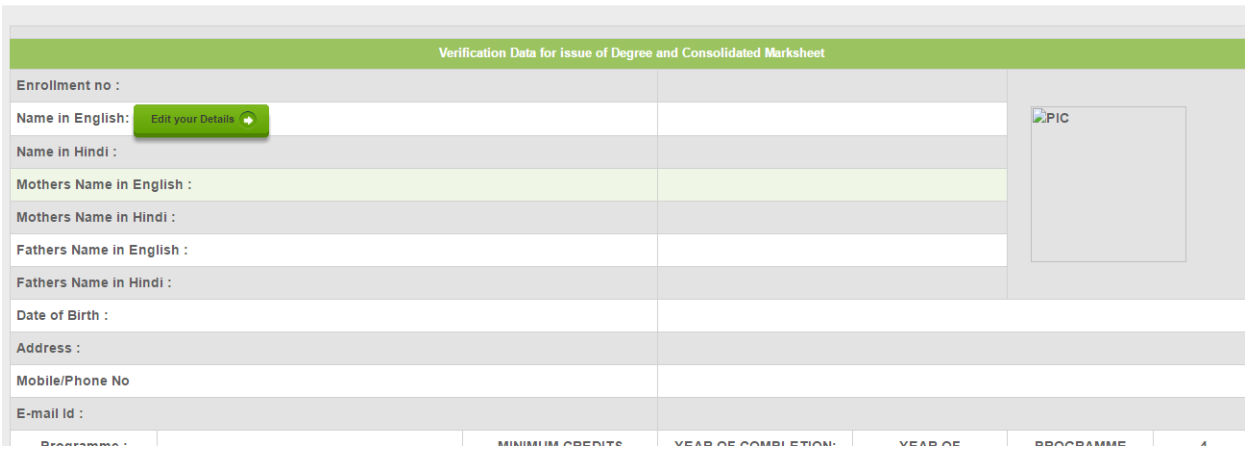


3) Student will be redirected to home page



4) On the home page ,student will be able to see her details viz. Enrollment NO, Name, Programme, Batch, and other basic details.
5) Go to View and Submit Registration Details for degree and consolidated statement of marks

6) You will redirected to your degree details .
   a) Your basic details : Name in English and hindi , Father's Name in English and hindi, Mother's Name (in English and hindi), address, phone , e-mailid , photo graph etc.
   b) Below the basic details are the details of subjects studied by you and respective marks scored by you.
   c) In the last the screen also shows you the CPI as calculated based on your marks.



Sample Marks data of a student

E-mail Id :

Programme : M.Tech MPC	TOTAL CREDITS OF PROGRAMME: 104	MINIMUM CREDITS REQUIRED: 100	YEAR OF COMPLETION: MAY, 2015	YEAR OF ADMISSION: 2013	PROGRAMME DURATION:	4 SEMESTERS
CODE	PAPER	CREDITS	INT	EXT	TOTAL	CS
--	FIRST SEMESTER		--	--	--	
MMC 501	Mobile Architecture and Programming	4	31	42	73	4
MMC 503	Fundamentals of Mobile Computing	4	31	41	72	4
MMC 505	Wireless Communication	4	25	40	65	4
MMC 507	Advanced Network Technologies	4	30	40	70	4
MMC 509	Analysis and Modeling Techniques	4	21	54	75	4
MMC 511	Mobile Architecture and Programming Lab	1	34	50	84	1
MMC 513	Fundamentals of Mobile Computing Lab	1	33	50	83	1
MMC 515	Wireless Communication Lab	1	28	51	79	1

CPI and other details :

MIS 613	E-Commerce and M-Commerce	4	32	45	77	4
--	FOURTH SEMESTER		--	--	--	
MMC 602	Dissertation	24	32	34	66	24
MMC 604	Seminar and Progress Report**	4	--	--	86	4
CREDITS EARNED : 255		CREDITS ACCOUNTED FOR CPI :		CPI : 72.34		DIVISION : FIRST

I hereby declare th[illegible]s checked and verified above details alongwith the details of consolidated marksheet and[illegible]nd them correct.

Credits Earned, CPI calculated, Division

7) You are required to verify the marks of each subject internal, external, total , credits earned along with **the Cumulative Performance Index** .
8) In case your basic information is missing or needs correction. Go to the Edit details :

Verification Data for issue of Degree and Consolidated Marksheet

Enrollment no :

Name in English: Edit your Details

Name in Hindi :

Mothers Name in English :

Mothers Name in Hindi :

Fathers Name in English :

Fathers Name in Hindi :

Date of Birth :

Address :

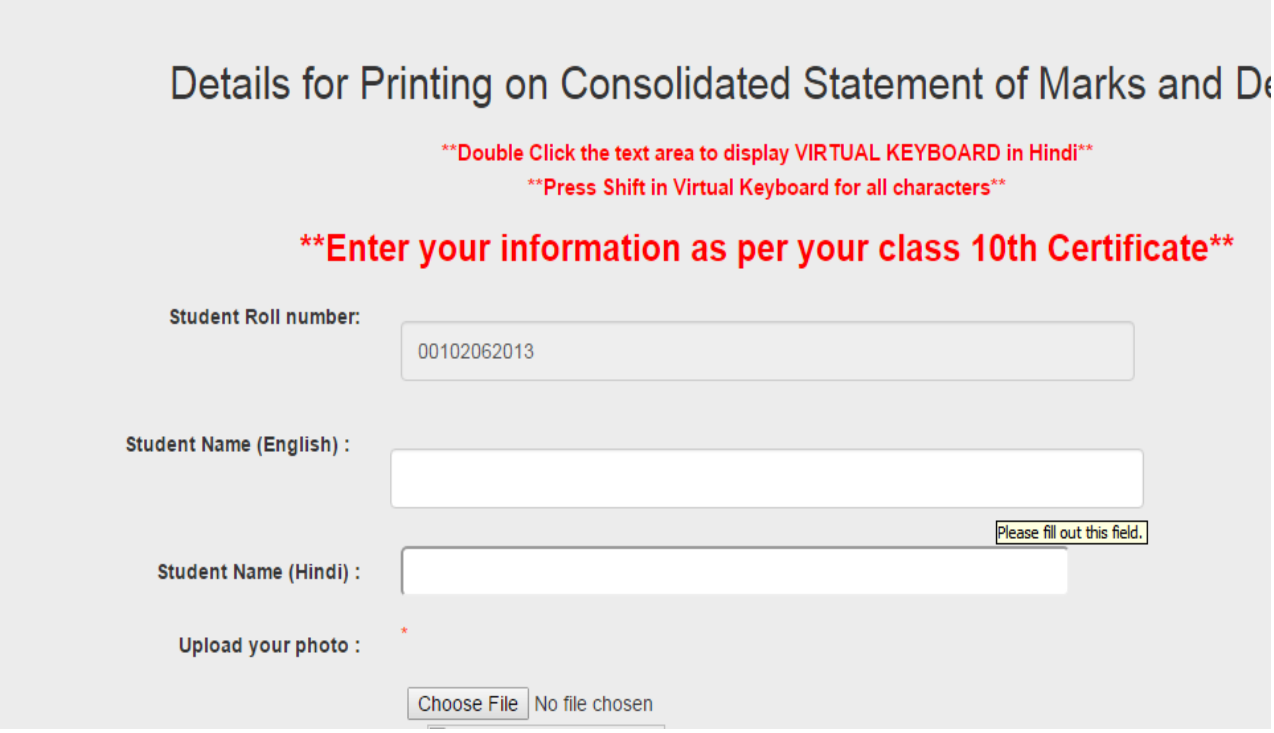
Mobile/Phone No

E-mail Id :

PIC

Click here to edit your details andSubmit data in Hindi.

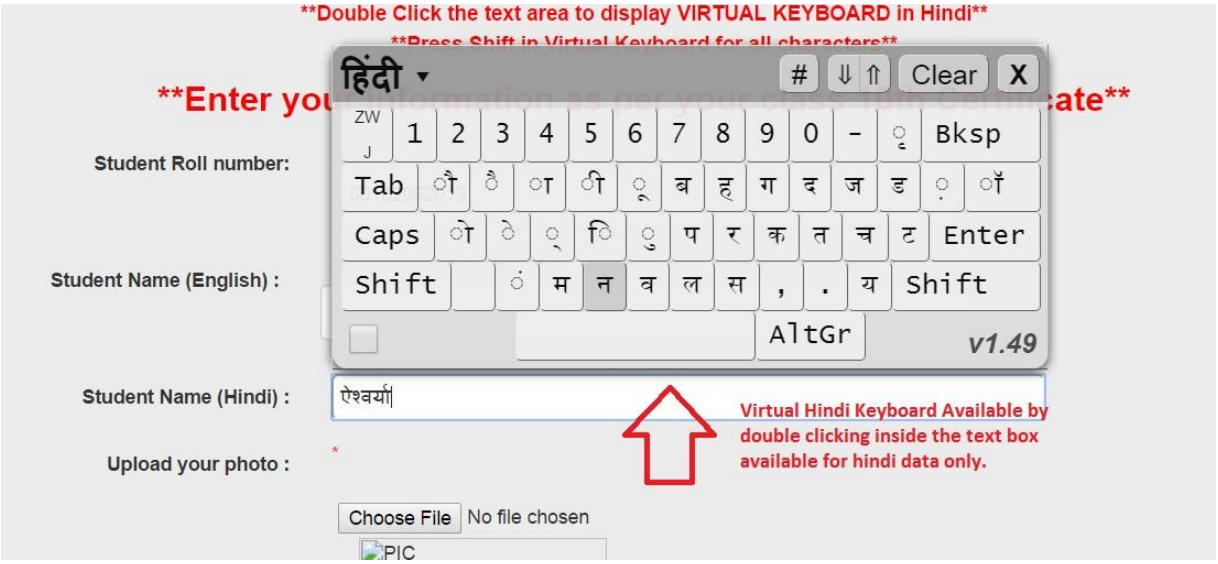
9) Fill / Edit your basic information



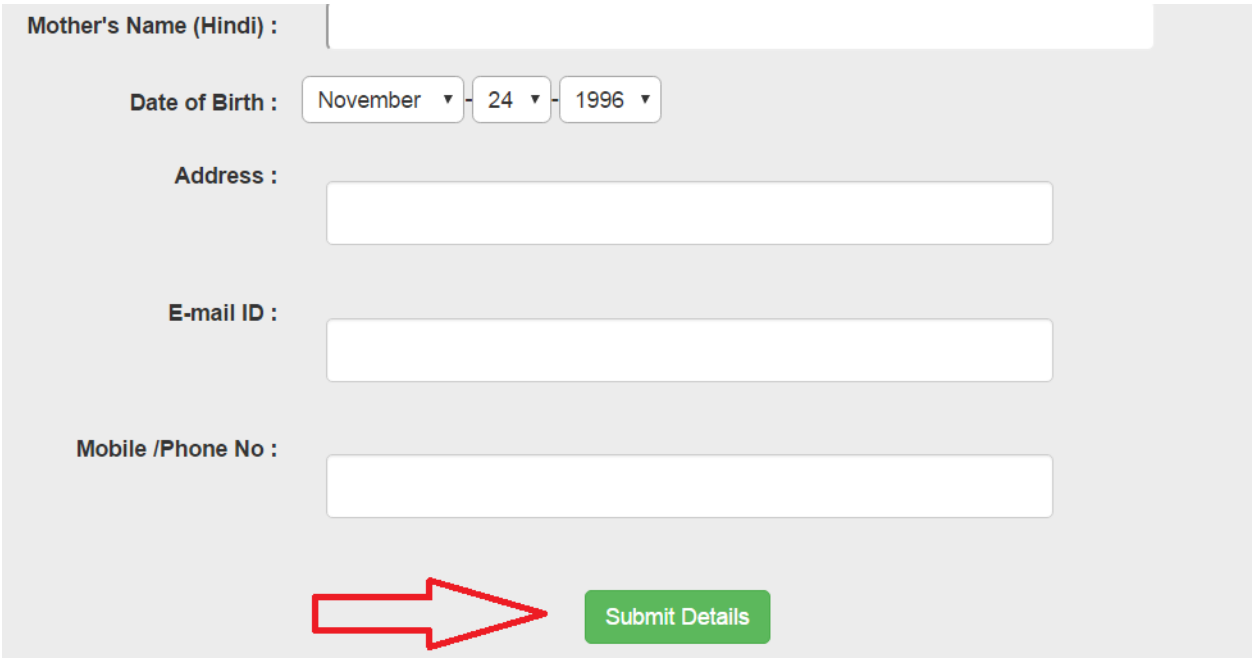
10) For entering data in hindi , two options are given

a) Either type in from English keyboard , the typed name will be automatic converted to hindi.

b) Or use HINDI virtual Keyboard available after double clicking in the textbox.

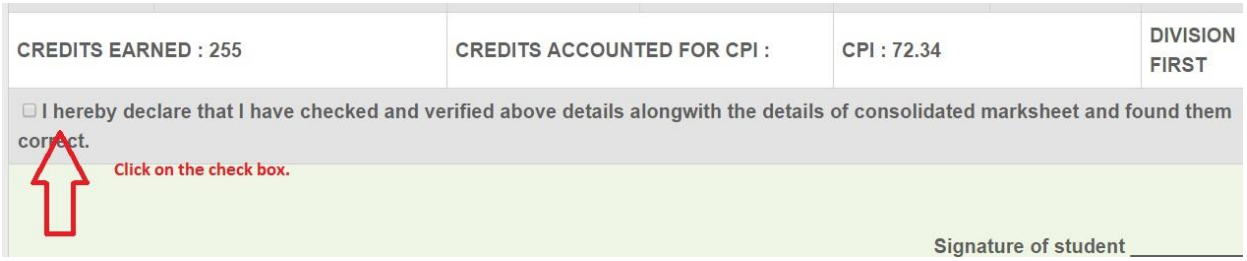


11) Upload your recent photo, edit your other details, if required. Click on Submit.

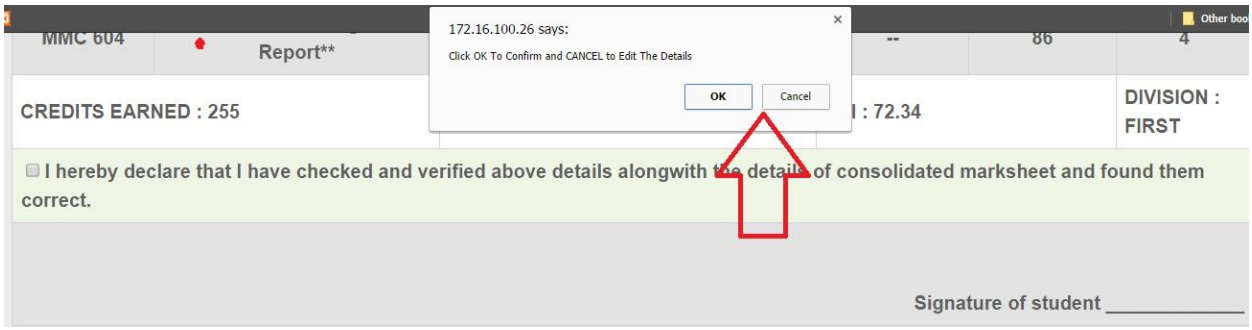


12) After submitting , you will be redirected to verification page, view again your data. You can edit/ correct as many times you may would like to at this stage.

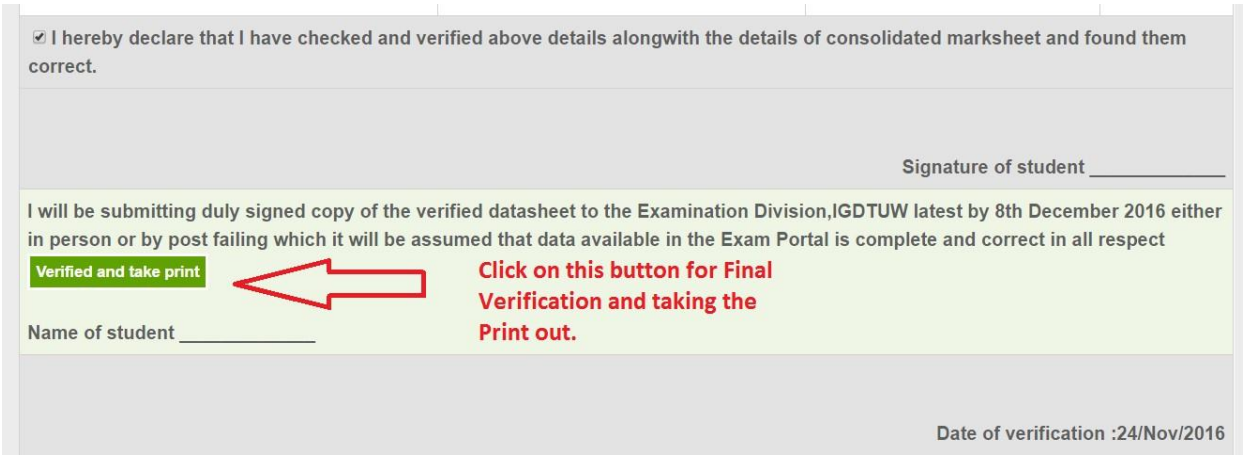
13) Click on the check Box , once all details have been verified.



14) Click ok on the confirm box (if all details are correct) . Click cancel , incase you need to correct the details.



15) Once OK is clicked, YOU will not be allowed to edit your details.



16) Submit the printout of the verified data duly signed by the student to Dean Examination Affairs , Examination Division , IGDTUW, Delhi.

Guidelines for Students Registration for attending the Convocation ceremony

(Created on 12th October 2018)

Convocation Venue: Central Lawn, IGDTUW Campus

Guidelines for 1st Convocation on 18th December, 2018

All the eligible scholars invited for attending convocation are advised to take note of the following important instructions for necessary information and compliance:

A. **Prior Intimation:** The scholars as per list notified on the University website, who wish their Degrees conferred "*in-person*" are required to register themselves on the link **Convocation 2018 Registration** to submit Consent latest by **14.12.2018 (05:00 p.m.)** positively, failing which the Degree/ Exemplary Performance Certificate and Plaque/ Certificate of Merit and Gold Medal would be conferred "*in-absentia*".

B. **In Case of in-absentia, there will be two options (You have to choose any One)**

1. My Parent/Spouse will attend the Convocation on my behalf and I am paying the requisite fee through online mode i. e **Rs. 500/-(Rupees Five Hundred only) SBI Collect** on the above mentioned website link. In case of In-Absentia, Parent/Spouse is required to bring a duly signed Authorization Letter from the Scholar along with the fee receipt of Rs. 500/- paid by the Scholar. Parent/Spouse is also required to carry his/her Photo Id proof.

2. I am unable to attend the Convocation but I am paying the requisite fee through online mode i. e **Rs. 1000/-(Rupees One Thousand only) SBI Collect** on the above mentioned website link to collect my Degree through post on my address **(which is entered by me through Convocation Registration Portal)**.

C. Admit Card: The Admit card will be generated after registration. Scholars without proper **„Admit Card"** will NOT be allowed to attend Rehearsal and Convocation. All the scholars are required to bring a valid Photo Id proof (Aadhar/PAN etc) for verification purpose.

D. Scholars are advised to remain standing at the following Occasions

1. At the time when the members of the academic procession enters the Convocation Venue and till they take their seats.
2. At the time when the Hon"ble Vice-Chancellor/Registrar/Dean(Examination Affairs) make the following announcement and reads the citation: "Let the Candidates for the various degrees be presented".
3. At the time when the Hon"ble Vice-Chancellor makes the following announcement: "Let the Oath be administered" (All the Candidates will rise in their seats and keep standing till the Oath is administered).
4. At the time of National Anthem.
5. At the time when the academic procession leaves the Convocation Venue.

E.* Rehearsal:** For orderly conduct of Convocation, a rehearsal will be conducted in „Convocation Venue" on 17th December, 2018 at 3.00 p.m. for which scholars must report at **02.00 p.m**. in the University. **All the Scholars must attend this rehearsal, failing which they would not be allowed to attend the Convocation.** The scholars will attend the rehearsal and occupy their allotted seats strictly as per "**Seats Allocation**" and carefully listen to the instructions. During the rehearsal all scholars should keep their mobile phone switched off mode. ***For seating plan and any changes in the instructions please visit University Website www.igdtuw.ac.in regularly.

F. Reporting for Convocation: Convocation will be held in „Convocation Venue" on **18th December , 2018 at 09.30** a.m. for which scholars must report at the respective **"Attendance Counter"** established in the University **at 08.00 a.m**. sharp and get their seat number in the „Convocation Venue".

G. Convocation Gowns: All the scholars will **compulsorily** wear gowns, which will be available on hire from the "Gown Counters" established in the University on **17th December, 2018 at 12:00 onwards.** The gowns will be issued against deposit of **Rs.600/-** per gown (Rs 500/- as refundable security + Rs. 100/- hire charges). The rehearsal will be performed strictly with gown.

University shall not be held responsible for any matters arising out of gowns hiring or security money deposit with the gown vendor in any manner whatsoever may be.

H. General Instructions:

1. Only one person (Parent or Spouse) may accompany the scholar. Details of the same are to be submitted in above mentioned Convocation Registration portal latest by **14th December 2018 (05:00 P.M.)** to ensure necessary seating arrangements.
2. Facilities for photography board and digital print for the photographs shall be made available on payment basis.
3. Scholars are requested not to bring any brief case, bag, Camera, mobile phone, any electronic gadgets, matchbox, water bottle and eatables inside the University. Scholars are advised to make their own arrangements for safe custody of their belongings as the University will find it difficult to arrange the same.
4. Due to security reason in the University Campus, vehicles would not be allowed inside the University Campus.
5. For any other information or any change please visit University Website regularly.

I. Help-Desk Number

For Online Convocation Registration Related Queries email :support.exam@igdtuw.ac.in.

Guidelines for Students
For Upgradation of Branch

(Created on 25th May 2019)

Student Academic Upgradation Module

1. Introduction:

To facilitate upgradation of B.Tech 3rd Semester students on the basis of merit upgradation module is developed integrated with the examination module.
Upgradation module focuses on upgradation of meritorious students on the basis of their choice of upgradation and available vacancy.
Students when promoted to 3rd Semester can apply for the upgradation procedure by clicking on the upgrade tab after login into the examination portal.

2. Important points to be noted by students:

I) Upgradation process is on the basis of performance (weighted average in 1st and 2nd semester of B.Tech programme and to the availability of vacant seats in the stream.
II)In the event of being successful in upgradation/change of stream from my present branch/stream to the branch as per my option, student cannot request for withdrawal of application of upgradation.
III) Students with active backlogs cannot exercise this option of upgradation.
IV)Once applications has been freezed and submitted it cannot be withdrawn at an cost whatsoever.

3. Upgradation Module:

Steps To Follow:

i) Students willing to upgrade their branch/change of stream can fill the application by login to the examination portal and clicking on upgradation tab. Only students without active backlogs can access this feature. Upon clicking students a student will have to accept the terms and conditions for upgradation without which it cannot move forward. Once this is done she will be able to view the weighted performance of 1st and 2nd performance.

ii) Students will then be asked to submit their 3 preferences in order for upgradation of branch. It should be noted here that students has the option to edit their preferences at a later stage until she does not *freeze her application, after which a student cannot edit her preferences.*
Also an unfreezed application will not be considered for upgradation.

iii) Once the application is freezed the student will be able to view a print out of their application. A student is required to submit a hard copy of this application duly signed on or before the deadline at the academics division. *If a student is unable to submit the hard copy of their application, she would not be considered for upgradation.*

iv) Once the hard copy has been submitted, the student will be notified via email her status of upgradation when the procedure is complete.

4. Login to Exam Portal with new Enrollment Number of Upgraded Branch

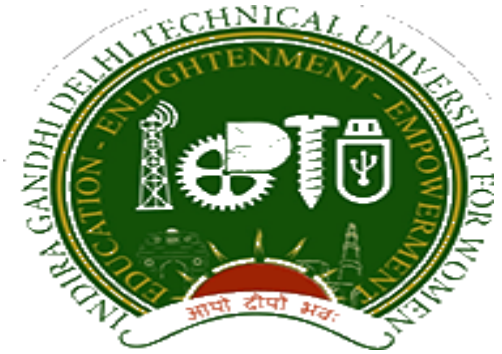
Once a student has been notified that she has been upgraded to a new branch, she has to login to the exam portal using the new userid(enrollment number) and old password and register papers for the semester.

UPDATED STUDENT MANUAL

VERSION 3

IGDTUW

Kashmere Gate



Indra Gandhi Delhi Technical University for Women

User Manual for Students.

Student Profile Update, Semester Registration, & Student Fees.

Submitted By

CampusEAI

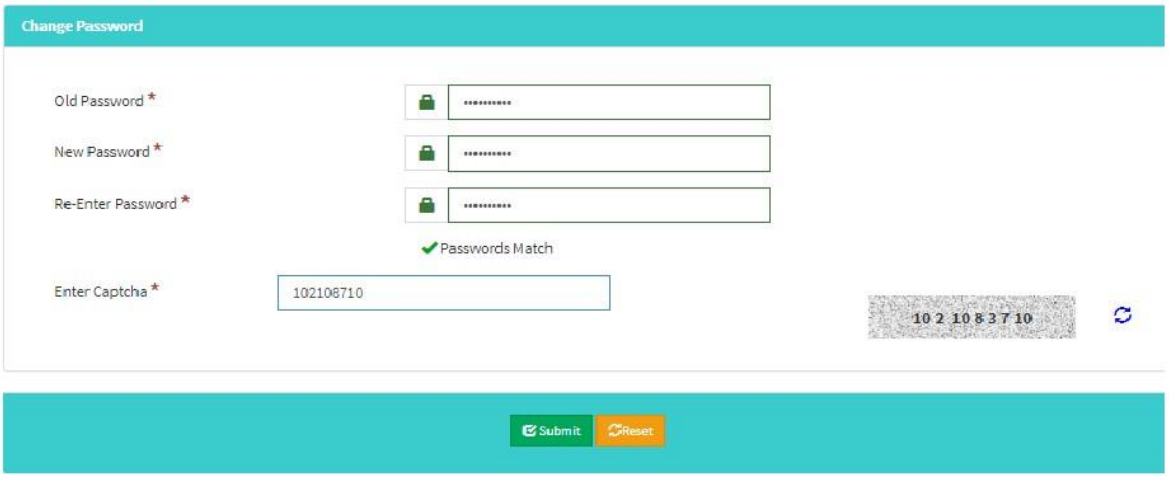
URL: https://igdtuw.in/IGDTUW

Step 1: On Login Screen:

Student has to enter the Username→Enrollment Number and Password (sent on the student's mail id). Or You can use Igdtuw@2020. Then, for login enter the CAPTCHA. Press Sign In button.

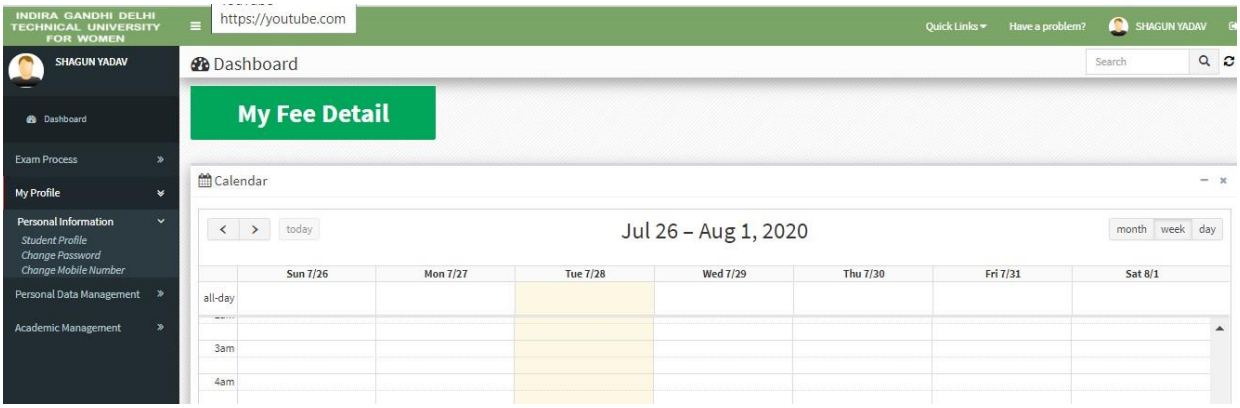
Step 2: Password Change:

Student has to enter the old password and new password, along with CAPTCHA. This step assists student in creation of a new and strong password.



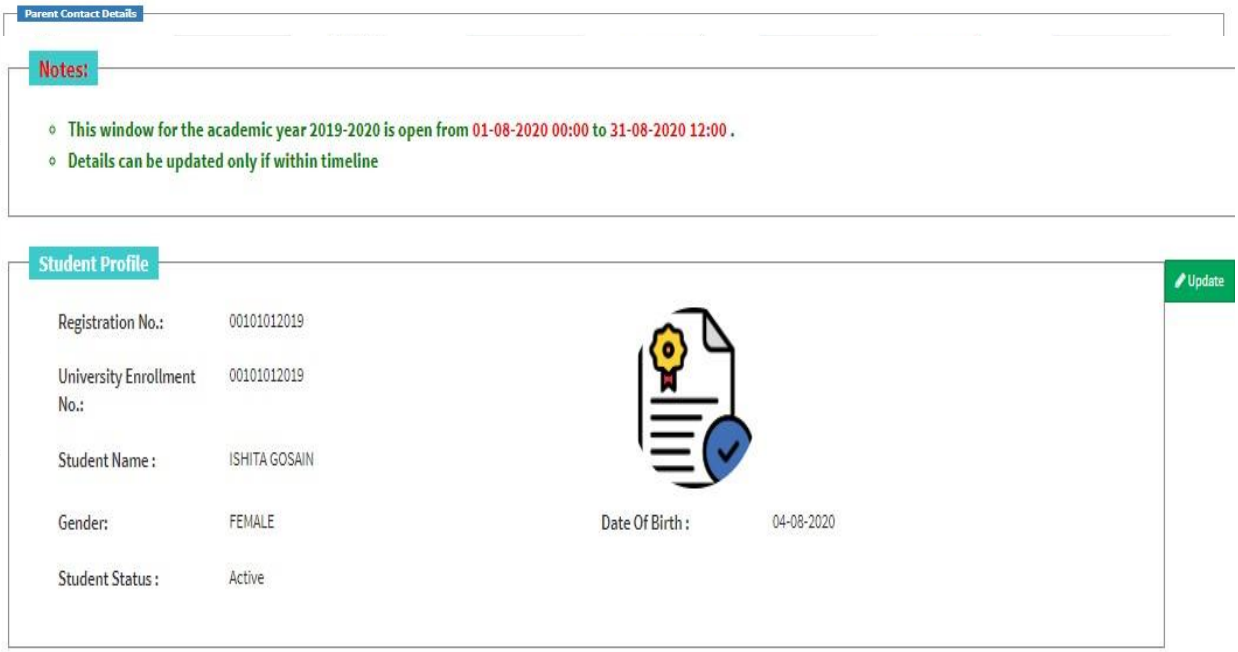
Step 3: <u>In Student Profile:</u>

After changing the password, Student will be able to update her Profile, Password and Mobile Number.



Step 4: <u>Profile Update:</u>

For updating the profile, press the Update button. Complete profile page will appear. Make the necessary updates on the profile. (* : fields are mandatory).
After filling up the information, the Student have to click the SUBMIT button. This step updates the student's profile.



Edit Student's Details

Personal Details

Upload Profile Pic: download.png [Browse...]

Student Name	RIYA VERMA	Enrollment No	07701022019
Joining Date			
Gender	FEMALE	Date Of Birth	05-12-2000
Programme	BACHELOR OF TECHNOLOGY	Branch	ECE*
Specialization (Applicable For PG Only)		Student Current Status	Active
Batch	2019		
Programme	BACHELOR OF TECHNOLOGY	Branch	ECE*
Specialization (Applicable For PG Only)		Student Current Status	Active
Batch	2019		
Nationality	India	Religion	Hinduism
Category	Other Backward Classes(OBC)	Sub Category	PwD
Mother Tongue	Hindi	Adhaar Number	123456789012
Personal Identification Mark	mole on right hand	Marital Status	Single
Region	Delhi	Are You Receiving Any Scholarship/Fellowship/Award?	○No ◉Yes
Name Of The Scholarship/Fellowship/Award		Amount (If Applicable)	0.0

Permanent Address

Permanent Address *	RB-116, RBI Colony, Sector-6, RK Puram	City *	Delhi
Country *	India	State *	Delhi (UT)
Pin Code *	110022		
Upload Address Proof	Upload File(s)	Uploaded File(S)	Select Some Options

Correspondence Address

Correspondence Address *	RB-116, RBI Colony, Sector-6, RK Puram	City *	Delhi
Country	India	State	Delhi (UT)
Pin Code	110022		

Declaration *

☐ I hereby declare that I have reviewed all of the details furnished above and updated them , if required, so that they are true to the best of my knowledge and belief. I undertake to inform IGDTUW of any changes therein, immediately.

Submit | Reset | Cancel

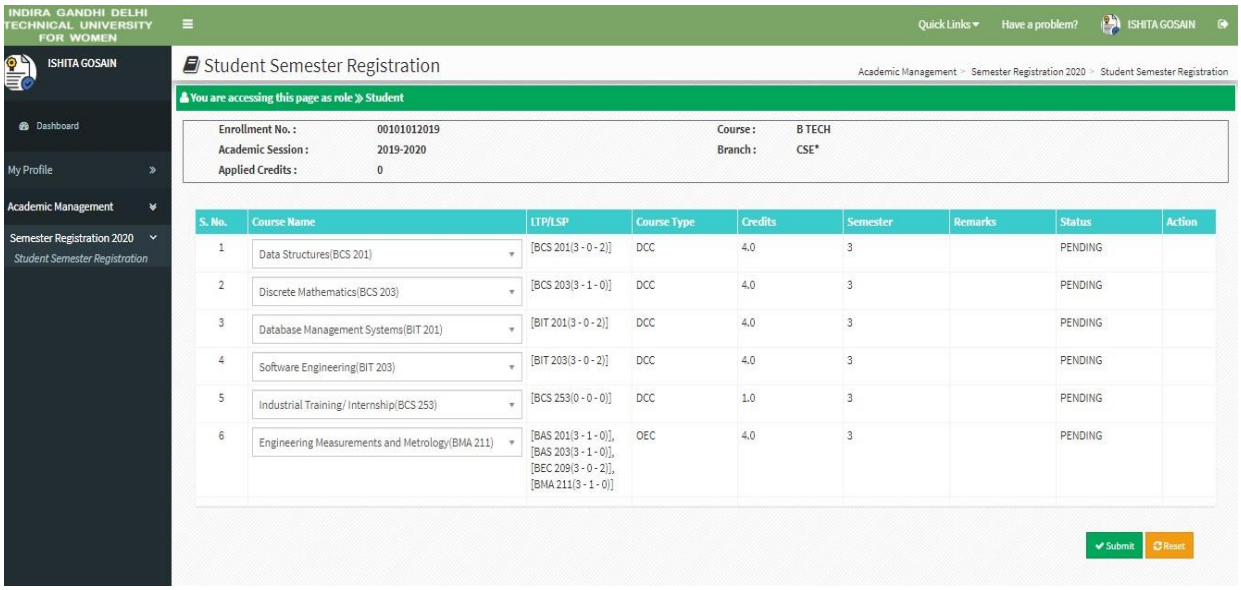
Step 5: <u>Semester Registration:</u>

After updating the profile, the student will be able to register herself by filing up the Student Semester Registration form.

Go to

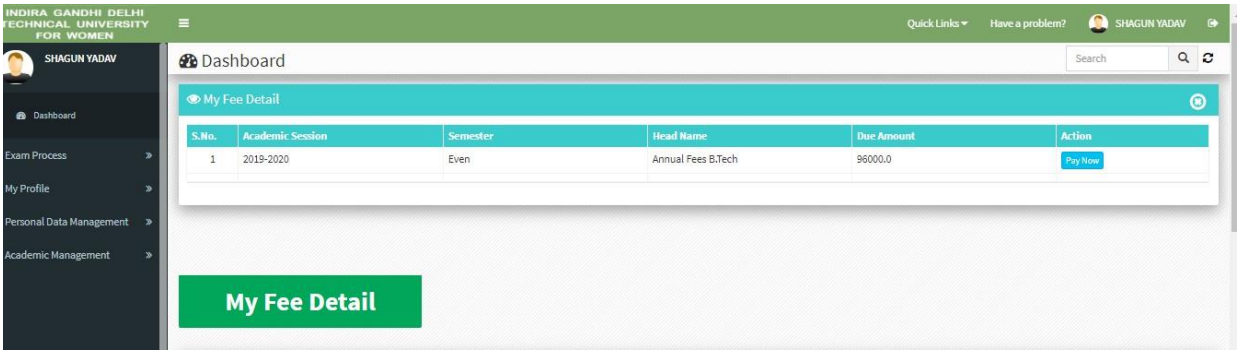
Academic Management→ Semester Registration →Student Semester Registration.

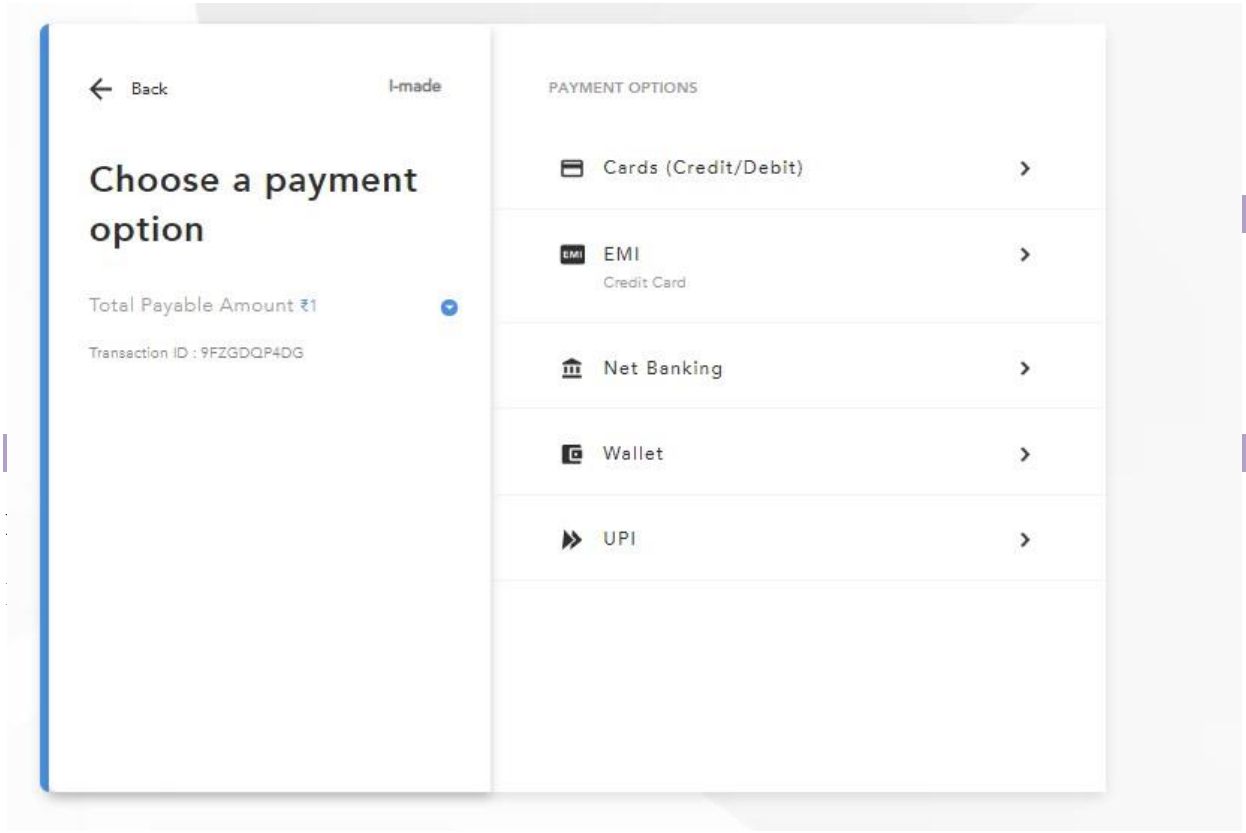
Here, the Student has to select the required subjects from the drop down list (such as OEC and GEC). After submission of subjects, total number of credits will be updated and the same can be observed in Applied Credits field.



Step 6: <u>Fee Details:</u>

On the Dashboard button, there is a button of My Fee details. By clicking on that button, student have to select the Pay Now button to pay her Yearly Fee.





HELP DESK

For any Non-Technical issue please contact academics@igit.ac.in

For Date of Birth Correction Please contact : academicsonline@igdtu.ac.in

For any Technical issue please contact noreply.igdtuw@gmail.com

For any Payment/Fee Transaction related query, please contact: +91 7428396868

UPDATED STUDENT MANUAL

Batch 2020 onwards

Indra Gandhi Delhi Technical University for Women

User Manual for Students.

Student Profile Update, Semester Registration, [redacted]

Submitted By

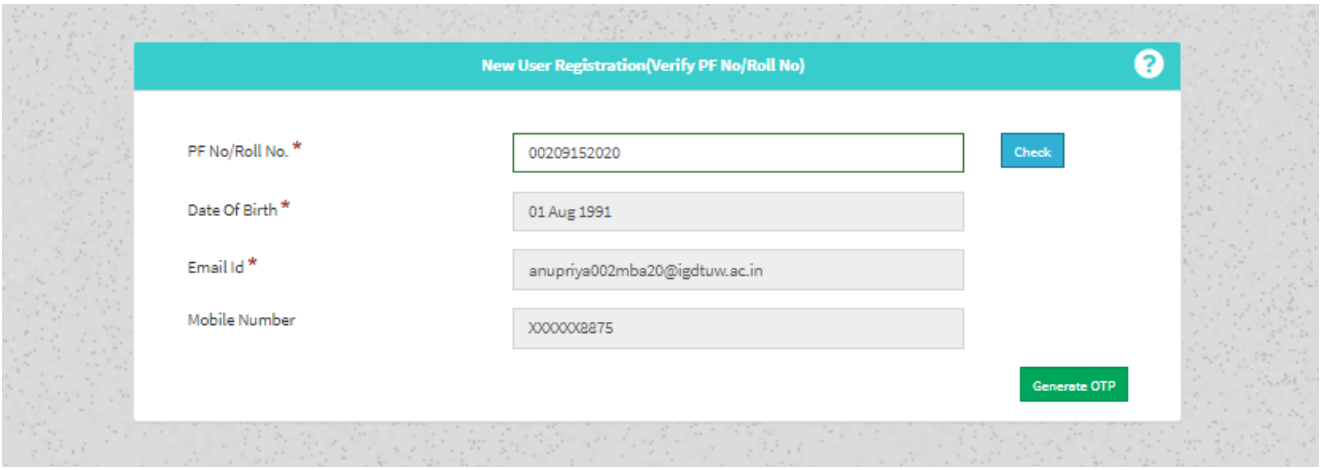
CampusEAI

URL: https://igdtuw.in/IGDTUW

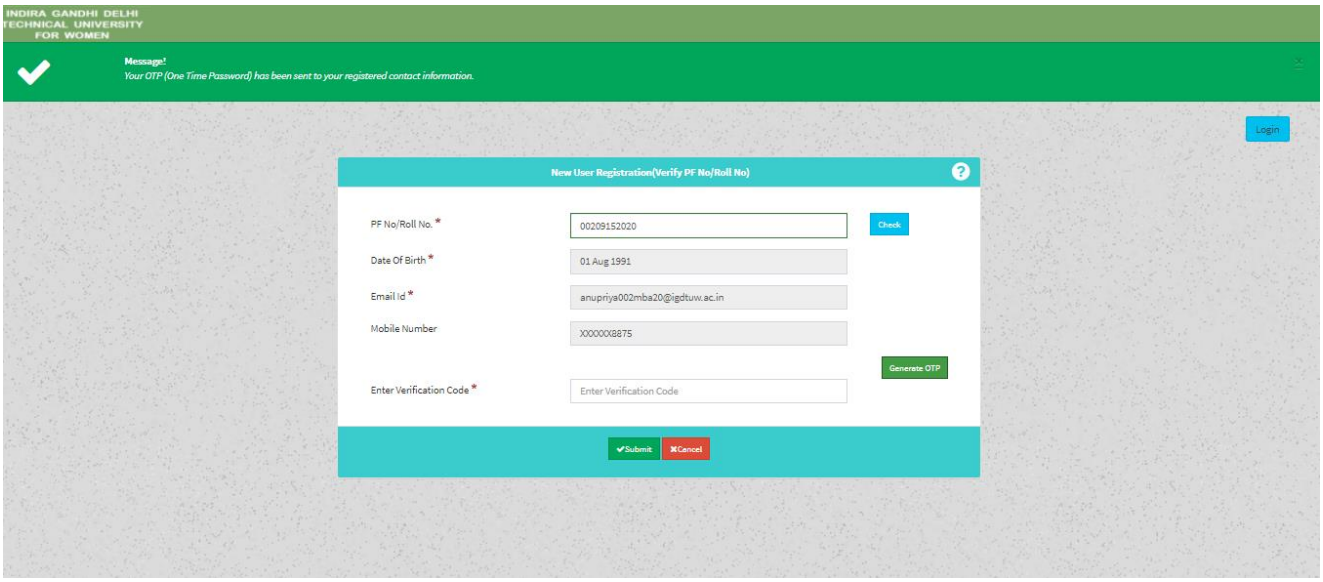
Step 1: On Login Screen:

Student has click on the New User Registration.

B) Enter the Enrolment no and click on Check. So User details will come on the screen. Then Click the Generate OTP Link.



C) Student will got the OTP on the email id. Enter the OTP on this screen.



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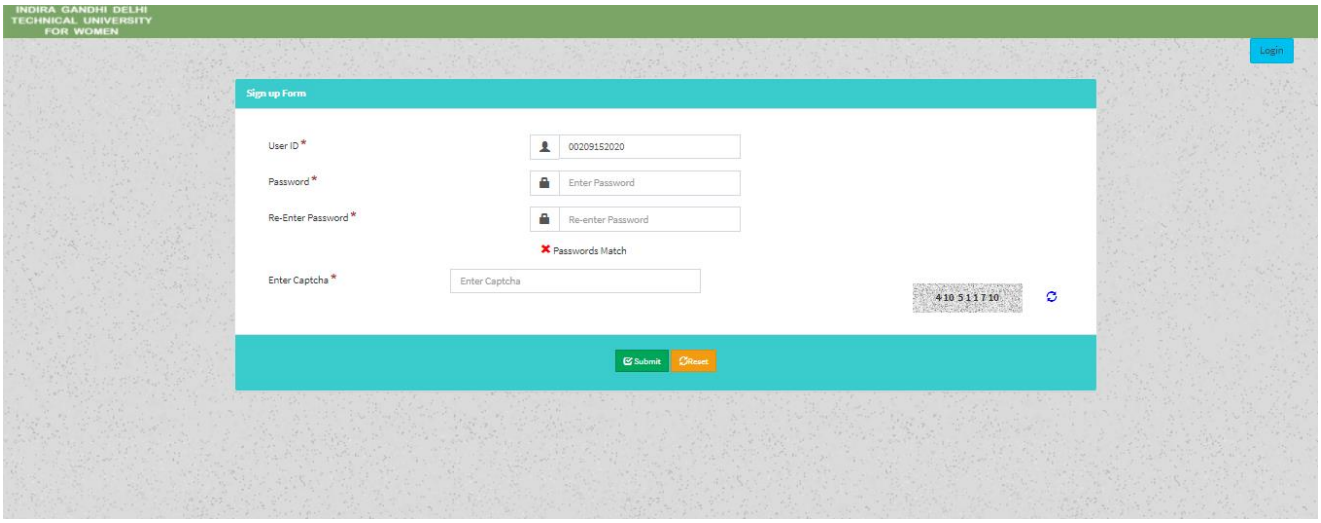

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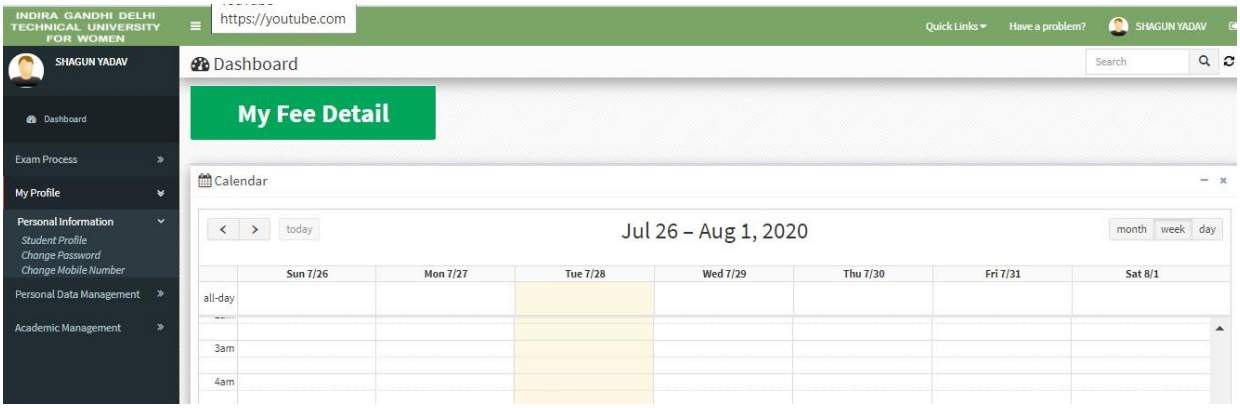

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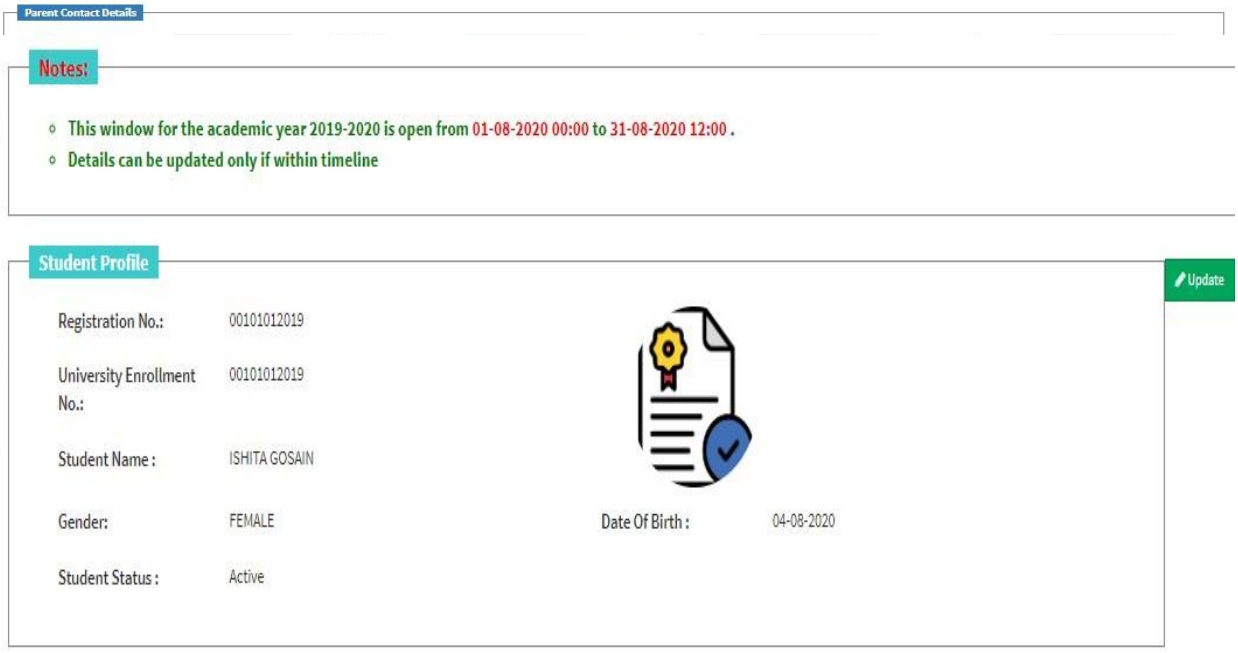

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Specialization (Applicable For PG Only)		Student Current Status	Active
Batch	2019		
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Specialization (Applicable For PG Only)		Student Current Status	Active
Batch	2019		
Nationality	India	Religion	Hinduism
Category	Other Backward Classes(OBC)	Sub Category	PwD
Mother Tongue	Hindi	Adhaar Number	123456789012
Personal Identification Mark	mole on right hand	Marital Status	Single
Region	Delhi	Are You Receiving Any Scholarship/Fellowship/Award?	○No ◉Yes
Name Of The Scholarship/Fellowship/Award		Amount (If Applicable)	0.0

Permanent Address

Permanent Address *	RB-116, RBI Colony, Sector-6, RK Puram	City *	Delhi
Country *	India	State *	Delhi (UT)
Pin Code *	110022		
Upload Address Proof	Upload File(s)	Uploaded File(S)	Select Some Options

Correspondence Address

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Country	India	State	Delhi (UT)
Pin Code	110022		

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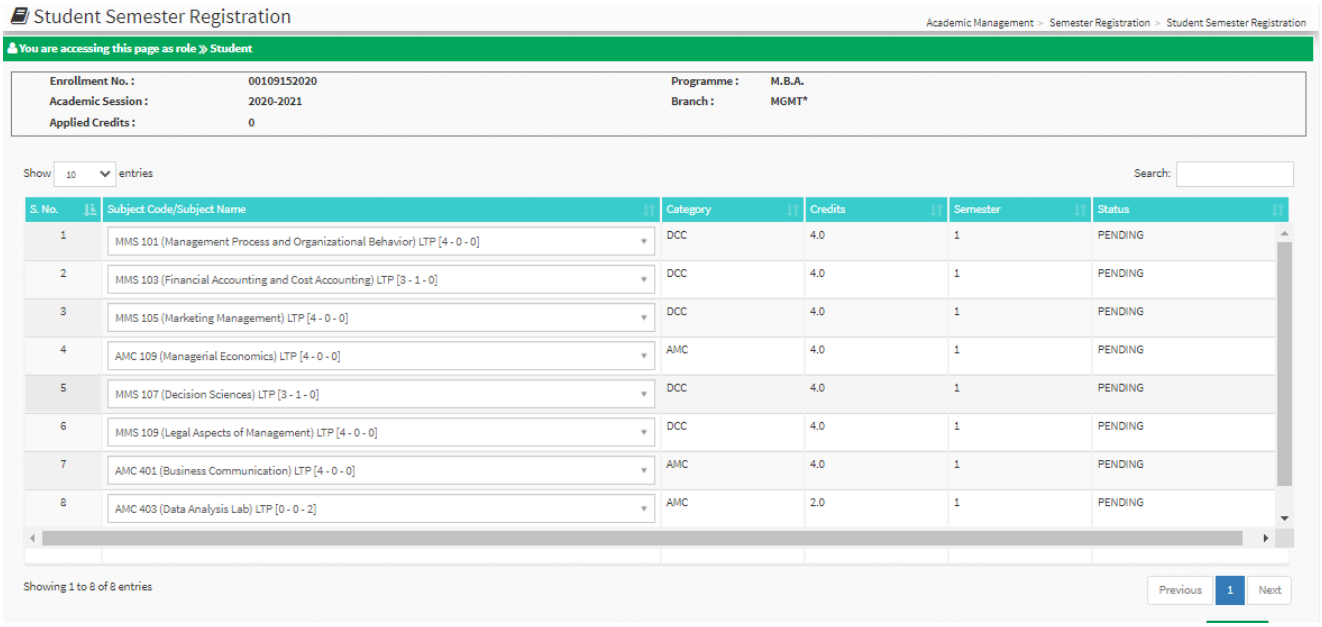

HELP DESK

For any Non-Technical issue please contact: academicsonline@igdtuw.ac.in

For any Technical issue please contact noreply.igdtuw@gmail.com