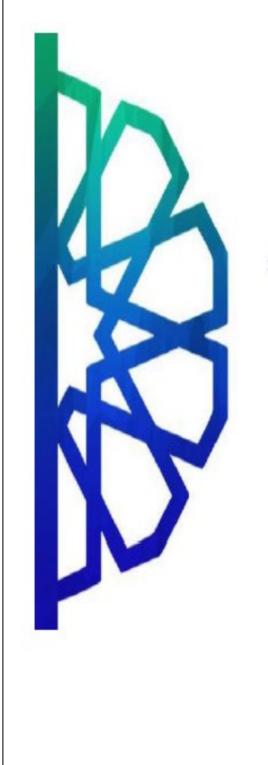


ADMINISTRATION



JUNO Campus

AI-POWERED AUTOMATION SYSTEMS FOR EDUCATION INSTITUTES

Smart. Powerful. Comprehensive. Adaptive. Flexible

JUNO Software Systems Pvt. Ltd.

Visit http://juno.org.in for more information

Year of Implementation 2020

Screen Shots of user interfaces 2020-2021



Dr. Uma Shankar

Principal SIES College of Arts, Science & Commerce (Autonomous) Sion (West), Mumbai - 400 022.

Academic Module Implementation - How to Begin / Getting Started

Use the following link given below to begin:

Log in: https://siesedu.in/login.htm

Type your own user name (your official sies email id)

For example: satishs@sies.edu.in

temporary password: 123456

you can change the password

For example new password: VICEprincipal@2020

Press Enter

You will see the home page with the link given below:

https://siesedu.in/home.htm

Refer to the standard operating procedure (pdf document Academic Admin Check List)

Follow the standard operating procedure with the help of screen shots

Start data entry for all the headings except for Infrastructure Uploading

In case you experience technical glitch/trouble shooting, then send email to the following:

Inhouse technical expert (mr. swapnil jawkar): swapnilj@sies.edu.in

JUNO Software systems analyst (mr. ishan chakkarwar): ishan.chakkarwar@juno.org.in

Dr. Satish Sarfare Official Email: <u>satishs@sies.edu.in</u> Personal Email: <u>satishsarfare@gmail.com</u> Mobile – 9224161076



Academic Module Implementation – Points to Ponder

20th October 2020

- a) As per the academic admin check list (the pdf which was shared by JUNO), there are 10 headings/functions, now, it is important for the team member to know which among these headings/functions is a dependent function (meaning the data entry for that function will rely or depend upon data entry completed for one or more headings/functions which are related to each other as a prerequisite) and which among these headings/functions is an independent function (meaning the data entry for that function is an independent function (meaning the data entry for that function does not rely or depend on any other heading/function); refer to the next step for clarification.
- b) As per the above step, consider the following:
 - The data entry for heading/function no. 1 (Infrastructure Uploading) is an independent function and does not come under the purview of Academic Admin, in other words, the team member will not get access to do any data entry for this heading/function, therefore the team member will not do any data entry for the same.
 - The data entry for heading/function no. 2 (Syllabus Management) is the responsibility
 of JUNO, since IQAC has already shared the data with them, therefore, JUNO will
 upload the syllabus configuration. The team members are not required to upload the
 details of the syllabus, however, the team members will verify and check the details
 already incorporated by JUNO. In case, if the team member feels that minor
 correction / editing is required, then, in consultation with the respective head and
 academic admin, it may be done, however, in case any major correction / editing is
 required, then the team member is required to inform IQAC and JUNO systems
 analyst.
 - The data entry for heading/function no. 3 (Batch Management) and heading/function no. 10 (Class Coordinator Allocation) are independent since they do not require any prerequisite data entry for other headings/functions to be completed. As of now, team members need not do any data entry for heading/function no. 10 (Class Coordinator Allocation).
 - The data entry for heading/function no. 3 (Batch Management) although it is independent, the team members will be required to refer to the inputs given in Academic Calendar.
 - The data entry for heading/function no. 4 (Faculty Course Allocation) will depend or rely upon the data entry done for heading/function no. 2 (Syllabus Management), in other words, if a team member wishes to do data entry for Faculty Course Allocation, then, prior to that, the data entry for Syllabus Management should have been completed, since it will be related and required for doing data entry for Faculty Course Allocation.
 - The data entry for heading/function no. 5 (Employee Name Abbreviation) will depend or rely upon the data entry done for heading/function no. 4 (Faculty Course Allocation), in other words, if a team member wishes to do data entry for Employee Name Abbreviation, then, prior to that, the data entry for Faculty Course Allocation)

should have been completed, since it will be related and required for doing data entry for Employee Name Abbreviation.

- The data entry for heading/function no. 6 (Holiday Calendar) will depend or rely upon the data entry done for heading/function no. 3 (Batch Management), in other words, if a team member wishes to do data entry for Holiday Calendar, then, prior to that, the data entry for Batch Management should have been completed, since it will be related and required for doing data entry for Holiday Calendar.
- The data entry for heading/function no. 7 (Academic Calendar) will depend or rely upon the data entry done for heading/function no. 3 (Batch Management), in other words, if a team member wishes to do data entry for Academic Calendar, then, prior to that, the data entry for Batch Management should have been completed, since it will be related and required for doing data entry for Academic Calendar.
- The data entry for heading/function no. 8 (Time Table Creation) will depend or rely
 upon the data entry done for heading/function no. 1 (Infrastructure Uploading),
 heading/function no. 2 (Syllabus Management) and heading/function no. 4 (Faculty
 Course Allocation), in other words, if a team member wishes to do data entry for
 Time Table Creation, then, prior to that, the data entry for Infrastructure Uploading,
 Syllabus Management and Faculty Course Allocation should have been completed,
 since they will be related and required for doing data entry for Time Table Creation.
- The data entry for heading/function no. 9 (Student course allocation) will depend or rely upon the data entry done for heading/function no. 2 (Syllabus Management), heading/function no. 4 (Faculty Course Allocation) and also the data entry done by college office staff (roll call, division etc, note that this roll call data entry is not in our academic admin check list, since it will be done by college office staff as per the duty allotted to them), in other words, if a team member wishes to do data entry for Student course allocation, then, prior to that, the data entry for Syllabus Management, Faculty Course Allocation, Roll call and Division data should have been completed, since they will be related and required for doing data entry for Student course allocation.

Note: Team members will make a check list of all doubts / questions / uncertainties / ambiguities / difficulties experienced by them while using the JUNO systems for Academic Module Implementation and mail me the same in the form of a word document at the earliest.

Dr. Satish Sarfare Vice Principal Official Email: <u>satishs@sies.edu.in</u> Personal Email: <u>satishsarfare@gmail.com</u> Mobile – 9224161076



1. Infrastructure Uploading

- a. Role: Head Admin
- b. Path: Organization >> Infrastructure >> Institute Building

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c. Path: Organization >> Infrastructure >> Institute Room

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2. Syllabus Management

- a. Role: Academic Admin
- b. Path: Organization >> Syllabus Configuration >> Syllabus

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3. Batch Management

- a. Role: Academic Admin
- b. Path: Schedule >> Batch Management

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4. Faculty Course Allocation

- a. Role: Academic Admin
- b. Path: Schedule >> Course Allocation >> Faculty Course Allocation

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EA21[ET002]	(ADITI GANESH KANDLAPALLI)	[HARSHAL ERNATH MALI]	(MARIA SELVAM]	[SUJATA SUYOG KARANDE]	[VINT HARI PANGARIKAR]	(MARIA FAIICIA MARIA LONGINEUS]

5. Employee Name Abbreviation

- a. Role: Academic Admin
- b. Path: Organization >> Employee Management >> Employee Name Abbreviation

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6. Holiday Calendar

- a. Role: Academic Admin
- b. Path: Schedule >> Time Table >> Holiday Calendar

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7. Academic Calendar

- a. Role: Academic Admin
- b. Path: Schedule >> Academic Calendar

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- 8. Time Table Creation
 - a. Role: Academic Admin
 - b. Path: Schedule >> Time Table >> Academic Time Table

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9. Students course allocation

- a. Role: Academic Admin
- b. Path: Schedule >> Course Allocation >> Student Course Allocation

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1	3	EVS II (E.II	005]		5	MARIA SELVAM			Ve	n Assigned Student	
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1	5	MARATHE)	NAR. 005		6	DATTATRAY RAI	CHANDRABORATE		Vie	w Assigned Student	
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10. Class Coordinator Allocation

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FINANCE AND ACCOUNTS

Fee Processing in JUNO ERP System

FEES PAYABLE #623974 (Closed on 03/12/2021) Remarks:- JV passed by Juno Team.

Ticket Status:	Open
Department:	Support
Create Date:	11/16/2021 4:43 PM

User Inforn	nation
Name:	Shunmuga P
Email:	shunmugap@sies.edu.in
Phone:	(986) 763-3454

Shunmuga P posted 11/16/2021 4:43 PM

Dear Sir,

The below student paid full fee. but still showing Rs. 5000 is outstanding. please check.

					Se	earch Tanisha Ja	adhav Prakash(202	1-2024)					
	Name			Tanisha Jao	dhav Prakash					Admission Cancell	ation with Bank	of Baroda(041601000	11478)
	Roll No			FC2122119									
	Program	nme / Semest	er / Division		/ SEM I / A					Admission Cancellat	tion with BANK C	OF BARODA(04160100	012250)
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FY BCOM	Open/Other	General (OPEN)	2021-2022	₹8,765.00	₹8,765.00	₹0.00	₹0.00	₹0.00	₹0.00	₹0.00		Generate Invoice	

STUDENT ADMISSION AND SUPPORT



NAAC REACCREDITED - 'A' GRADE • BEST COLLEGE AWARD - UNIVERSITY OF MUMBAI

NOTICE UOM CIRCULAR NO: 311 of 2020 dt.31.10.2020 ENROLMENT/ELIGI/BILITY FIRST YEAR COURSES(2020-21)

Students are required to note that they have to forward the scanned copy in PDF format of the following document in the below mentioned college email ID on or before 06.11.2020.

HSCresult20-21@sies.edu.in

Board	Documents to be submitted
The Maharashtra state Board students	HSC marks statement & Caste certificate if applicable
Other Board students	HSC marks Statement & Migration certificate.**

Students are required to write their Name, Class, Division and Roll no. on the zerox copy of the marksheet before scanning and forwarding the same.

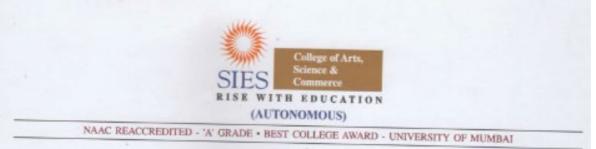
Scanned copy should be clear in all aspect since same is to be forwarded to university of Mumbai for students enrolment purpose.

(** students should note that they have to complete certain other procedures apart from the above, which will be intimated in duescourse.)

04.11.2020

PRINCIPAL

SIES COLLEGE OF ARTS, SCIENCE & COMMERCE. Sion (West), Mumbai - 400 022, Tel: 2407 2729 + Fax : 2409 6633 + E-mail: siesascs@siey.edu.in + www.siesascs.edu.in



23-11-2020

NOTICE DEGREE COLLEGE S.Y./T.Y. - B.A / B.COM./ B.SC / B.M.M. / B.M.S. / B.SC-IT / B.T./C.S./BMS(C.M.) M.SC - II , RESEARCH, M.Sc.(IT)/BT/CS-II (2020 - 2021)

SUBMISSION OF PROVISIONAL ELIGIBILITY FORM

FOR STUDENTS FROM OTHER THAN UNIVERSITY OF MUMBAI

Students' who have secured admission for the above classes during the academic year 2020-21, but those who have not applied for provisional eligibility, should apply for provisional eligibility on 23rd November 2020 in the college office between 10.30 a.m. and 12.30 p.m.

Documents Requirement

- 1) Photocopies of Marksheet, Migration & Passing Certificate, six sets each without attestation and Original Migration Certificate.
- 2) Fees

SY/TY/MSc-II Classes:

i) Provisional Eligibility Fees - Rs.370/ii) Enrolment Eligibility Fees iii) Verification Charges

- Rs.220/-- Rs.600/-

PRINCIPAL

STUDENTS THOSE WHO FAIL TO COMPLY WITH THE ABOVE PROCEDURE THEIR ADMISSION WILL BE TREATED AS NULL AND VOID.

> SIES COLLEGE OF ARTS, SCIENCE & COMMERCE Sion (West), Mumbai - 400 022. Tel: 2407 2729 • Fax : 2409 6633 • E-mail: siesascs@sies.edu.in • www.siesascs.edu.in

SIES College of Arts, Science and Commerce (Autonomous), Sion (West), Mumbai

Standard Operating Procedure for admission cancellation and refund of fees from college

Procedure for cancelling admission and applying for refund of fees

- Admission cancellation/refund form to be collected by the student from college office or the student can download it from college website (<u>www.siesascs.edu.in</u>). The application form is available under students' corner on college website.
- Admission cancellation/refund form should be filled with relevant details and must be attached with cancelled cheque and printout/photocopy of the fee receipt.
- Admission cancellation/refund form with relevant details and with the attached documents must be submitted to the cash counter.
- 4. Student is given acknowledgement receipt for the acceptance of form.
- 5. If a student is unable to visit college to apply for admission cancellation, then, the student may authorize parent/guardian/relative with a valid letter of authority signed by the student to complete the above procedure. However, in such cases the student must mail in advance to the college office (email: siesascs@sies.edu.in) the letter of authorization, scanned copy/image of cancelled cheque and fee receipt.
- Refund of fees as per institution/university guidelines and eligibility for refund will be done by online/neft transfer by college to the bank account with reference to the details mentioned in cancelled cheque.
- Minimum 15 working days from the date of application of cancellation/refund will be required for verification/processing of the application and refund.



PROVISIONAL ELIGIBILITY - DEGREE COLLEGE OTHER THAN MAHARASHTRA BOARD

For All First Year Classes

Documents Requirement: -

1) Photocopies of Std-XII

- Mark statement
- Passing Certificate,
- Original Migration Certificate + Xerox **OR** Equivalent Documents

2)Online Admission Form – University of Mumbai

3)Fees: -

- Other than Maharashtra Board - Rs.370/-
- Foreign Board - Rs.800/-
- 4) Students who have passed out from school outside India; they are required to register on www.mu.admissiondesk.org after Registration. University of

Mumbai will allot the college. (Refer college website for circular and admission procedure)

5) International Board student's school in India (i.e., Cambridge, IB Board) they are required to get Prima Facia Letter from University of Mumbai, Eligibility Section, Kalina.

PROVISIONAL ELIGIBILITY-DEGREE COLLEGE OTHER THAN UNIVERSITY OF MUMBAI

For all SY/TY Classes

Documents Requirement: -

1)Photocopies of Std-XII Onwards 6 set each:

- Mark statement
- Passing Certificate,
- Original Migration Certificates

Student seeking admission in SY/TY Classes pass out from other than University of Mumbai they have first visit to Eligibility Section for checking their eligibility.

2)Online Admission Form - University of Mumbai

3)Fees: -

- Provisional Eligibility Fees - Rs.370/-
- Rs.600/-
- Verification Charges Enrolment Eligibility Fees - Rs.220/-

2 - SETS & 4 SETS after college reopens

Standard Operating Procedure for outsider student's admission

SECOND YEAR AND THIRD YEAR FOR ALL COURSES IN DEGREE COLLEGE

- 1. No objection certificate (from previous college)
- 2. Eligibility status report (from previous college)
- 3. 12th marksheet photocopy
- 4. All previous semester marksheets
- 5. After confirmation of admission procedure, transfer certificate is mandatory.



Path

Registration URL

Input Needed

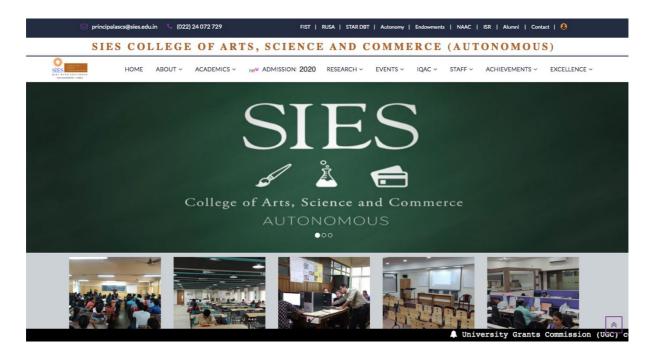
Student Personal and family Details

SSC, HSC, Graduation details

Entrance Details

Functionality

- Admission module effectively manages admission through merit, entrance exam or a government regulated agency. It's features include course specification, intake for
 each course, no. of shifts, seat division, eligibility, merit and merit per se, fee structures, revisions, concessions and sponsorship on fee for different category of
 students, admission cancellation policies, late fee policy and integration with finance module.
- To take admission student have to registered using link which is generated at the time of admission configuration.
- Using that link registration has to be done then only applicant login will created and further admission process can move on.
- Applicant can download the hall ticket, able to give online test etc...



Step by Step

- Go to application form link. Fill all the details and click on register button.
- User will get the username and password in his email and mobile number. so that he can login whenever he wants and can check other details.

A If you are applying for the fi	rst time, Please Fill Admission Registration	on Form <u>Guidelines</u>	Once Successfully Registered Please Login with registered Email Id and password you've
Mumbai		~	received on your Email ID/Mobile No to fill onli Application form.
SIES College of Arts,	Science and Commerce (Auton	omous), Sion West	
FYBA		v	Username
First Name	Middle Name / Father Name	Last Name	Password
Email Id		+91 Mobile No.	Remember me on this computer
Valid Aadhaar card		DTE Registration Number	#) Login
FzkVnr	Enter Captcha		Forgot password?
	C Reload Captcha		

Once the student registered successfully, Applicant login will be Created.

• After registration application form will open as per admission configuration and student can able to fill the form details.

• Fill all details and save in each tab of application form.

Standard Operating Procedure for students applying to other University.

Documents required for applying for Transfer Certificate (T.C) & Migration Certificate

Note: Student should read the notice displayed on the college website under the heading latest news Notice "ONLINE TRANSFERENCE CERTIFICATE" and should download and fill the Google Form using the link given in the notice.

After complying to the above point, then the student should submit the following documents in college office:

 Properly and duly filled "MIGRATION FORM" – from University of Mumbai (download from University of Mumbai website https://archive.mu.ac.in/migrationform.pdf).

 Properly and duly filled "TRANSFERENCE CERTIFICATE FORM" – from sies college office.

 Eligibility status report copy from college where the student enrolled for first year degree admission.

4) 2 sets of Photocopies of Marksheets – From 10th Std, 12th Std. to Final Year – From Semester I to Semester VI (Marksheets of postgraduation required, only if the student has completed postgraduation from this college) (Bring Original Marksheets for verification)

5) Demand Draft of Rs.220/- in favour of "Finance and Accounts Officer, University of

Mumbai" as per instructions given in the University of Mumbai Migration form.

Transfer Certificate Fees of Rs.100/- to be paid in cash at cash counter.

7) Time for Application: 11.00 am to 1.00 p.m. (Wednesday and Friday).

<u>Standard Operating Procedure for students applying from sies college to other</u> <u>colleges/institutions affiliated to University of Mumbai.</u>

Documents required for applying for Transference Certificate (T.C)

Note: Student should read the notice displayed on the college website under the heading latest news Notice "ONLINE TRANSFERENCE CERTIFICATE" and should download and fill the Google Form using the link given in the notice.

After complying to the above point, then the student should submit the following documents in college office:

 Properly and duly filled "TRANSFERENCE CERTIFICATE FORM" – from the other college where student has taken admission and to be submitted to sies college office.

 1 set of Photocopies of Marksheets – From Semester I to Semester VI (Marksheets of postgraduation required, only if the student has completed postgraduation from this college).

- 3) Transfer Certificate Fees Rs.100/- to be paid in cash at cash counter.
- 4) Time for Application: 11.00 am to 1.00 p.m. (Wednesday and Friday).

Note: Students should ensure that all the required information is provided to enable smooth processing of their application.



SIES College of Arts, Science and Commerce (Autonomous), Sion (West), Mumbai

Standard Operating Procedure for obtaining documents from college office

Procedure for getting Transcripts from college office

- 1. Application by the student with relevant details.
- 2. Semesters I, II, III, IV, V and VI marksheets photocopies (Degree College)
- 3. FYJC & SYJC marksheets photocopies (Junior college)
- 4. Payment of Rs. 1000/- to be paid at the cash counter.
- Minimum 15 working days from the date of payment will be required for preparation and disbursement of document/certificate.

Procedure for getting No Objection Certificate / Bonafide Certificate / Medium of Instruction Letter from college office

- 1. Application by the student to college office (for example NOC form).
- 2. ID card photocopy or Current year marksheet photocopy.
- 3. Fee structure

NOC = Rs. 25/- to be paid at the cash counter.

Bonafide- Rs, 20/-to be paid at the cash counter.

Medium of Instruction- Rs. 50/- to be paid at the cash counter.

 Minimum 3 working days from the date of payment will be required for preparation and disbursement of document/certificate.

Procedure for getting Special Certificate from college office

- 1. Application by the student to college office with relevant details.
- 2. ID card or Current year marksheet.
- 3. Relevant Document for applying Special Certificate.
- 4. Payment of Rs. 50/- to be paid at the cash counter.
- Minimum 3 working days from the date of payment will be required for preparation and disbursement of document/certificate.

Procedure for getting Backlog Certificate from college office

- 1. Application by the student to college office with relevant details.
- 2. Semesters I, II, III, IV, V and VI marksheets photocopies.
- 3. Payment of Rs. 50/- to be paid at the cash counter.
- Minimum 5 working days from the date of payment will be required for preparation and disbursement of document/certificate.

Note: Students should ensure that all the required information is provided to enable smooth processing of their application.

Standard Operating Procedure for obtaining letter of recommendation from college office

Procedure for getting college letter heads for recommendation letter

- 1. Application by the student to the college Principal, with relevant details such as name of the student, class, division, roll number, subject/course, email address, contact number.
- 2. Application must be attached with photocopy of the Identity card.
- Application must specify the number of letters/copies required (maximum number of letter heads issued will be 10 per student)
- 4. Application must be forwarded by the head/coordinator/teacher in charge with remarks and signature with date to the college office for approval. Under exceptional circumstances, the head/coordinator/teacher in charge can give consent/permission by sending email to the college office or concerned clerical staff.
- Application forwarded by the head/coordinator/teacher in charge will be signed by the Principal or Registrar for approval of issuing college letter head for recommendation.
- 6. Payment of Rs. 10/- per letter head to be paid by the student at the cash counter.
- 7. Printed letter of recommendation to be signed by the head/coordinator/teacher in charge.
- The concerned teacher signing the letter of recommendation will keep a photocopy/image of the recommendation letter issued to the student as a part of documentation/record at the department.



TEACHING AND LEARNING

Institute Name: SIES College of Arts, Science and Commerce, Sion West Number benefices: Staff: approx. 300 Students: approx.6000 Microsoft Teams Education brings together classes virtually. Easy lecture conduction. Lecture scheduling for 6 months or 1 year is possible. Easily upload assignments and work in one place Collaborate with other students on projects and homework Safe and secure working environment and file storage.

Pankaj R Srivastava

Head-IT South Indian Education Society



TLE using Teams during lockdown period: a short report

1> Training the faculty in using Teams:

- Online trainings in months of May 2020 and June 2020 by management
- IQAC CEI workshop- 1 session on teams and 1 on Onenote (July 2020)

2> Teaching Learning Activity:

Lecture Delivery

- Class teams are formed Coursewise (Paperwise and subjectwise)
- Teams meetings are arranged to conduct lectures as per timetable prepared by timetable committee.
- Students are required to join lecture meetings using their edu ids as members.
- Students' difficulties regarding joining teams are solved by teachers and admin.
- Meeting controls are used effectively to prevent notorious students from causing trouble during lectures.
- Lectures attendance is downloaded in Excel csv files

Interaction with students:

- Chat box and polly used for interaction during lectures
- Class Notebooks are used for content sharing.
- Also content uploaded in files section of teams.
- Microsoft whiteboard, Onenote are used for content sharing during lectures, apart from ppts

Breakout rooms:

- Breakout rooms are used for tutorials, practicals, and classes where students need to work in smaller teams
- Channels ae used for organizing students in batches
- Practicals are conducted as demonstrations by teachers through teams.
- Students are allowed to present on-screen during internal assessment and vivas

3>Teams for Evaluation:

- Assignment tab of teams is used for Journal and assignment submission
- MS forms is used by some faculties for conduction internal tests and quizzes
- Internal and Semester end examinations were proctored through Teams meeting, with students' videos on.

4> Teams for other activities:

Teams platform is used for conductions workshops, webinars, guest lectures ; resulting in greater outreach.

5> Difficulties:

The faculty members have adjusted with teaching using Teams and are enjoying it. Students are also satisfied with Teams. However certain difficulties faced by users are

- heavy bandwidth requirement and data requirement. Poor network and bandwidth result into frequent call drops. This results into participant getting out of the meeting.
- Insufficient data to be able to attend online activities for more than 3 to 4 hours. Specially during Examination, with video on, the data gets exhausted very fast.
- **large memory requirement**. Many students don't have a good device. They face problems in effectively utilizing all the features of teams

EXAMINATION

Guidelines for FY ONLINE EXAM on JUNO PORTAL

- 1. The Exam will be conducted through Juno portal and instructions detailing how to upload and configure have been communicated. If any help is needed, Swapnil Jawkar or the technical team contact for your department can be approached for assistance with configuration of the exam.
- 2. Please check that students allotted to your courses match with the Roll Call given by the office. Any discrepancies observed, please contact the office and get it rectified by them.
- 3. Please ensure that in all configuration setup, you select the flexible option for the exam.

Instructions about the Mock Test

- 4. The mock test will be conducted on 4th Jan 2021 at 11 am and 2 pm respectively. The mock test will run for about 30 40 minutes so as to help us identify where problems can arise during the conduct of the actual exam.
- 5. For FyBsc, FyBA classes batches of the students will be communicated to you by respective vice principals, Vinod Menon and Rashmi Bhure.
- 6. For self-finance courses mock test will be conducted in respective departments.
- 7. Question paper is a dummy paper.

8. Give necessary instructions to students. Ask the students to log in to the portal prior to see if they are able to and so clear any issues if the students are unable to do so.

Instructions to be given to students:

- 1. Initial instructions are as per SOP sent. When students log in, they will see the link for the online test. The link will become active when the timer starts.
- 2. Students are advised to use either Mozilla FireFox or Chrome as a default browser. Student must login once, no switching from one browser to other. In case test is not visible on the page, student should refresh before starting the online assessment. No refreshing in between.
- 3. Once they submit, whether they get prompts while submitting and message on screen when done. The link for MCQ will turn green and show the button for score which will give message of no score as test has not been evaluated.
- 4. Exam committee members who had set up the mock test for the SY/TY students will set up the MOCK Test
- 5. The students are to be called into the teams meeting about 20-25 minutes earlier so that they can be briefed about what is to be expected from them during Mock test and the actual exams. Warnings about using unfair means are to be announced with emphasis on the possible penalties the students could face if caught. For regular exams, the students can be invited 15 mins prior to the start of the exam
- 6. Please ensure that the student log in to the Juno portal well before their scheduled exam start time. This is to ensure that they are not facing any log in issues
- 7. The log in id of the student the same id used by the student while applying for admission. In most cases it is their gmail id. The id can be looked up by going to the following tab in the Juno portal: Shortcut → Course Name → Course wise Student.

23

- 8. The ID's can also be obtained from the excel file that is downloaded when you do the print key option.
- 9. As there is only MCQ questions in the online exam, <u>desktop mode</u> need not be activated. But Mozilla Firefox should be the preferred browser that is used on mobiles. For users having issues with Firefox, Chrome can be the alternate browser.
- 10. For any issue reported of save and next not happening, please ask them to turn on Desktop mode and try to continue and if that doesn't help, switch browsers. Also call the technical team member assigned to your department for assistance if needed
- 11. Please ensure students know how to reset their Juno password if they cannot remember the password that they had set during the admission process.

Student Login Process Flow
Step 1: Enter below path to login
URL: siesedu.in/Demoserver2.juno.org.in
And login with user id and password share by college.
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Step 2: once login by default page will be this
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Revised SOP For Online Exam (with proctoring module)

1. The student Profile image should be updated latest one captured by webcam or camera.

- 2. Students login must be enabled
- 3. Safe exam browser setup downloaded attached in PFD
- 4. Click on web seb file shared by faculty before exam.
- 5. Please check the attached PPT for download SEB Steps

For PC/Laptop

1. Must install Safe Exam Browser

For Mobile/Tablet

- 1. Use Latest version of web browser Mozilla Firefox with desktop view
- 2. All camera popup should be enabled.

Screen Shots of user interfaces_2020-2021

SOP Exam

- Operating system: Any •
- Browser: Mozilla Firefox, Chrome, Safari (Latest Version) .
- Login URL: https://siesedu.in (Enter user name and password)
- Upon typing the URL, you will get this below page:



Enter your login and password. You will get the page shown below:

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- Test will be shown on this page •
- Please refresh page before start the test.
- Do not use back button or close button/icon. Do not shuffle to other screen/pages ٠ Test will end automatically once the time is up. .
- .
- All Questions which are marked as save or mark as review will be consider as attempt.

Note:

- It is advised to log in 10 minutes prior to exam start time.
- Responses are saved question wise on server for each click on Save and Next or Save & ٠ Mark for Review.
- ٠ So do not worry even if you are logged out in between due to net or power issues.
- Only for those typing their answers on mobile: Please Set browser as desktop mode.

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iii) Adding "New Evaluation parameter " in subjects. (Valid data)

valuation parameter *	Quiz *	î
Frequency*	1 ~	
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DMS system required	● Yes ◯ No	
Are faculties allowed to fill marks	● Yes ◯ No	
Is Internal Passing Marks	⊖ Yes ⊖ No	

2) Course Files. (Go to Shortcuts)

i) Its use is for maintaining Teaching Logs (Course Files), which includes , Online test, Assignments, Teaching notes and material.

			anufacturing Strateg 20:	2 Sem 19-2021 Section-Sec-A	(1000)			
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ii) Faculty can "Add or upload Questions".

• Define level of difficulty for quiz • Topic and sub-topics based quiz

	Level Easy ~ Topic	Other (1)	v	Sub-Topic	Other (1)		~
U	pload Questions						
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3) Quiz Configuration.

i) Click to "Configuration" and then click "Add Quiz/Test".

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ii) Test Configuration.(Fill Up all Details and Click Save & Next)

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TEST CONFIGURATION				APR 02, 2020 8:43:5
1. Test Details	2. Difficulty Level	3. Торіс	4. Sub-Topic	5. Confirmation
☑ All ☑ Other				
TEST CONFIGURATION	2. Difficulty Level	3. Торіс	4. Sub-Topic	AFR 02, 2020 8:46:2 5. Confirmation
1. Test Details	2. Dimoney Level	J. Topic	1. Sub-Topic	J. Commadur
☑ All				

TEST CONFIGURATI	ION							,	APR 02, 2020 8:47:4
1. Test Details		2. Difficulty Level		3. Торіс		4. Sub-Topic		5. ca	onfirmation
				Test O	verview				
Test Name			Quiz		Duration In Min	5		5	30
Total Test Marks			40		Total Marks of (uestion Selecte		0	D
How many sets do	you want	to generate ?					2		
				Questions	s Selected				(Add Scherr
Level	Торіс	Sub-Topic		Question Type	Marks	Qua	itity	Total	Remove
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be selecto		m availab		ntity of q Add	uestions. Schema	-			
be selecte		m availab Medium		Add	uestions. Schema Topic : Question Type	-	Other	3	
be selecter	ed fro	m availab Medium Other	ole quan	Add	uestions. Schema Topic : Question Type		Other Objective	e Quantity	~ ~
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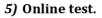
4) Configured Schedule.

i. By Clicking on "**Configured Schedule**", Faculty can be Configure Schedule for the Added Quiz

Question Bank Configuration	Evaluation						ŧ	Add Quiz / Test
Name	Duration	Total Marks	Sets					
Quiz	Ø 30	16	1	Configure Quiz	Configure Schedule	u e e	î	Status

 By Clicking on "New Schedule", Faculty can mention here, Start Date ,End Date, Start Time, End Time

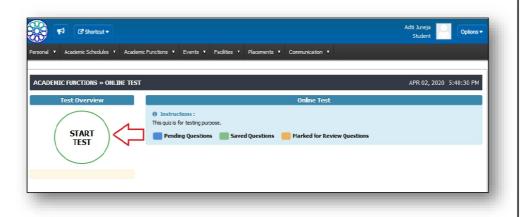
Start Time 09:50 PM	Start Date	Apr 02,2020		End Date	Apr 02,2020	
New Schedule Cose iii) Test Schedule has been Configured. nfigure Schedule	Start Time	09:50 PM		End Time	10:20 PM	
iii) Test Schedule has been Configured.			5	Save Back		
nfigure Schedule			New Sche	edule Close		
	-	iii) Test	Schedule has bee	en Config	gured.	
APR 02, 2020 (09:50 PM) - APR 02, 2020 (10:20 PM)		iii) Test	Schedule has bee	en Config	gured.	
	onfigure Schedu		Schedule has bee	en Config	gured.	
		ule		en Config	gured.	
New Schedule Close		ule	0:20 PM)		gured.	



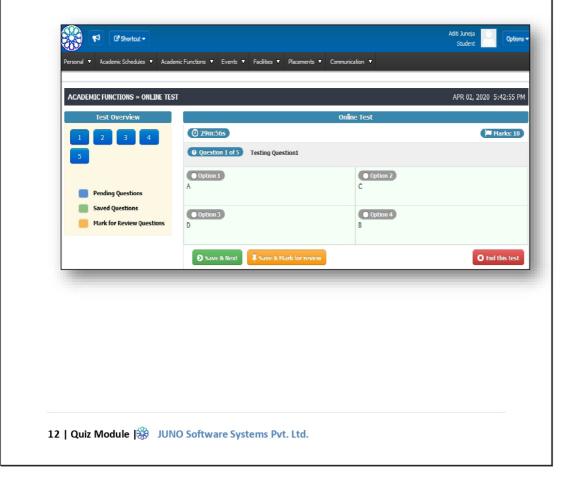
i) Applicant can give the online test from his login. To give online test go to online Test menu and applicant able to see the test details. To start the online test click on "**Start Test**", button.

ACADEMIC FUNCTIONS	» ONLINE ASSES	se Registration					DEC 09, 2020 8:26:26 Pl
Online Assessment Name	Admi Subject Name Court	ission for Next Year with se Choice	② Online Assessment Duration (Minutes)	Total Marks	Passing Marks I	Negative Marks (In %)	Action
TEST	Mathematical Phys	ersity Exam/Result 🔹	© 20	20		Not Configured!	Start Online Assessment
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<	Stud	ent Handbook					
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lick on Start O	nline Assessi	ment					
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🚳 🐜 🖓		cademic Functions ¥ Events	▼ Facilities ▼ Placeme	nts ▼ Co	mmunication	v	
🚳 🐜 🖓		cademic Functions 🔻 Events	 Facilities Y Placeme 	nts ▼ Co	mmunication	Ŧ	
🚳 🐜 🖓		cademic Functions T Events	 Facilities Placeme 	nts ▼ Co	mmunication	T	
Institute T Personal T A	cademic Schedules 🕴 Ac		 Facilities * Placeme 	nts ▼ Co	mmunication	Ŧ	
	cademic Schedules 🕴 Ac		 Fadilities V Placeme 	nts ▼ Co	mmunication	Ţ	DEC 09, 2020 8:29:39
ACADEMIC FUNCTIONS	cademic Schedules T Ac	IENT					DEC 09, 2020 8:29:3
Institute T Personal T A	cademic Schedules 🕴 Ac		© Online Assessment	Total	Passing	Negative	DEC 09, 2020 8:29:3 Action
ACADEMIC FUNCTIONS	cademic Schedules T Ac	IENT					DEC 09, 2020 8:29:3 Action
ACADEMIC FUNCTIONS	cademic Schedules T Ac	IENT	© Online Assessment	Total Marks	Passing Marks	Negative Marks (In %)	DEC 09, 2020 8:29:39
ACADEMIC FUNCTIONS	cademic Schedules Ac S NOLLINE ASSESSM Subject Name	IENT 🗎 Schedule	© Online Assessment Duration (Minutes)	Total Marks	Passing Marks	Negative Marks (In %)	DEC 09, 2020 8:29:39
ACADEMIC FUNCTIONS	cademic Schedules Ac S NONLINE ASSESSM Subject Name Mathematical Physics	IENT Schedule 09 Dec, 2020 (08:20 PM)	© Online Assessment Duration (Minutes)	Total Marks	Passing Marks	Negative Marks (In %)	DEC 09, 2020 8:29:3
ACADEMIC FUNCTIONS	cademic Schedules Ac S NONLINE ASSESSM Subject Name Mathematical Physics	IENT Schedule 09 Dec, 2020 (08:20 PM) to	© Online Assessment Duration (Minutes)	Total Marks	Passing Marks	Negative Marks (In %)	DEC 09, 2020 8:29:3
ACADEMIC FUNCTIONS	cademic Schedules Ac S NONLINE ASSESSM Subject Name Mathematical Physics	IENT Schedule 09 Dec, 2020 (08:20 PM) to	© Online Assessment Duration (Minutes)	Total Marks	Passing Marks	Negative Marks (In %)	DEC 09, 2020 8:29:3
ACADEMIC FUNCTIONS Online Assessment Name TEST	cademic Schedules Ac S NONLINE ASSESSM Subject Name Mathematical Physics	IENT Schedule 09 Dec, 2020 (08:20 PM) to	© Online Assessment Duration (Minutes)	Total Marks	Passing Marks	Negative Marks (In %)	DEC 09, 2020 8:29:3
ACADEMIC FUNCTIONS	cademic Schedules Ac S NONLINE ASSESSM Subject Name Mathematical Physics	IENT Schedule 09 Dec, 2020 (08:20 PM) to	© Online Assessment Duration (Minutes)	Total Marks	Passing Marks	Negative Marks (In %)	DEC 09, 2020 8:29:3
ACADEMIC FUNCTIONS Online Assessment Name TEST	cademic Schedules Ac S NONLINE ASSESSM Subject Name Mathematical Physics	IENT Schedule 09 Dec, 2020 (08:20 PM) to	© Online Assessment Duration (Minutes)	Total Marks	Passing Marks	Negative Marks (In %)	DEC 09, 2020 8:29:3
ACADEMIC FUNCTIONS Online Assessment Name TEST	cademic Schedules Ac S NONLINE ASSESSM Subject Name Mathematical Physics	IENT Schedule 09 Dec, 2020 (08:20 PM) to	© Online Assessment Duration (Minutes)	Total Marks	Passing Marks	Negative Marks (In %)	DEC 09, 2020 8:29:3
ACADEMIC FUNCTIONS Online Assessment Name TEST	cademic Schedules Ac S NONLINE ASSESSM Subject Name Mathematical Physics	IENT Schedule 09 Dec, 2020 (08:20 PM) to	© Online Assessment Duration (Minutes)	Total Marks	Passing Marks	Negative Marks (In %)	DEC 09, 2020 8:29:3
ACADEMIC FUNCTIONS Online Assessment Name TEST	cademic Schedules Ac S NONLINE ASSESSM Subject Name Mathematical Physics	IENT Schedule 09 Dec, 2020 (08:20 PM) to	© Online Assessment Duration (Minutes)	Total Marks	Passing Marks	Negative Marks (In %)	DEC 09, 2020 8:29:3
ACADEMIC FUNCTIONS Online Assessment Name TEST	cademic Schedules Ac S NONLINE ASSESSM Subject Name Mathematical Physics	IENT Schedule 09 Dec, 2020 (08:20 PM) to	© Online Assessment Duration (Minutes)	Total Marks	Passing Marks	Negative Marks (In %)	DEC 09, 2020 8:29:3
ACADEMIC FUNCTIONS Online Assessment Name TEST	cademic Schedules Ac S NONLINE ASSESSM Subject Name Mathematical Physics	IENT Schedule 09 Dec, 2020 (08:20 PM) to	© Online Assessment Duration (Minutes)	Total Marks	Passing Marks	Negative Marks (In %)	DEC 09, 2020 8:29:3
ACADEMIC FUNCTIONS Online Assessment Name TEST	cademic Schedules Ac S NONLINE ASSESSM Subject Name Mathematical Physics	IENT Schedule 09 Dec, 2020 (08:20 PM) to	© Online Assessment Duration (Minutes)	Total Marks	Passing Marks	Negative Marks (In %)	DEC 09, 2020 8:29:3

III) Once the verification is done successfully applicant able to see the test instruction available in the test.

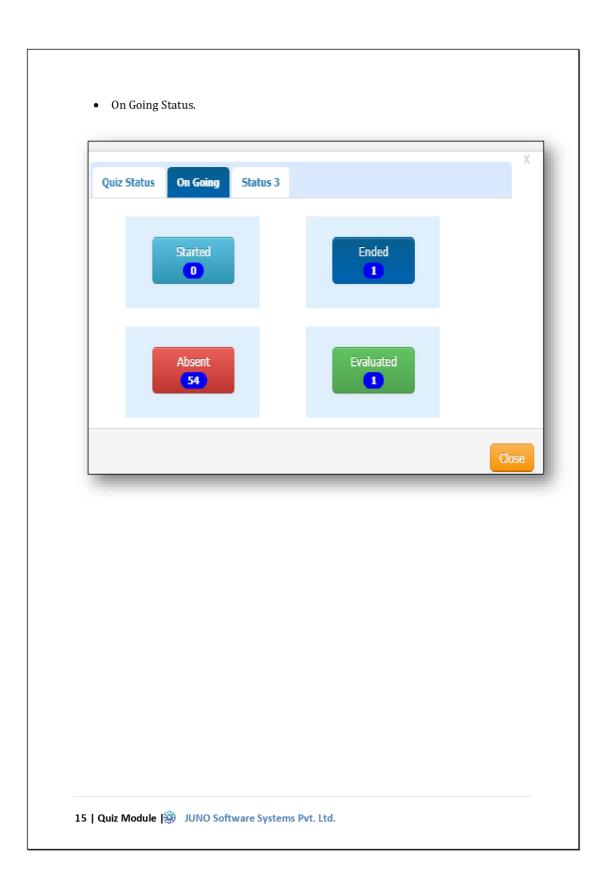


• To start the online test click on "Start Test", button.





🔁 📢 🕼 Shortcut 🔹			Aditi Juneja
	demic Functions 🔻 Events 🔻 Fadilities 🔻 Plac	cements V Communication V	Student
ACADEMIC FUNCTIONS » ONLINE TE	ST		APR 02, 2020 5:43
Test Overview	(Ø 29m:56s	Online Test	🔎 Mari
1 2 3 4 5	Question 2 of 5 Testing Question	4	Per Man
Pending Questions	Option 1 C	© Option 2 8	
Saved Questions Mark for Review Questions	Option 3 D	Option 4	
	Save & Next Save & Mark f	for review	O End this



7)	Eval	uation:-
''	Lva	uation

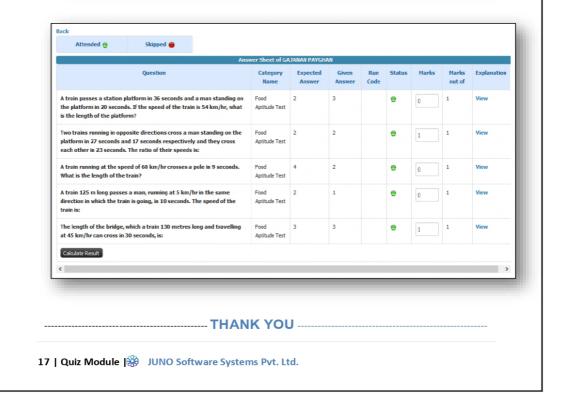
i) Submitted score will be automatically evaluated by system. Score of only those applicants will be evaluated who have submitted test by their end.

• Attended Students List

	MIT FO	od Techr	nology	Ŧ	J				
10 v records pe	er page								Sei
Test Name	Test Level		Duration(Minu	tes) 🕴	Negative Marking (%))	5	kipped Negative Ma	rking (%)
student food tech test	Easy	5)		0		
Student Test	Easy	5)		0		
Showing 1 to 2 of 2 entries	5							← Previous	1 Next
Attended Not Attende	d								
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					A				
Student Name	Email	\$	Mobile 🔶	Evaluatio			in Marks 🕴	Passing Marks	Total Mark
ABHISHEK MAVARE	abishek.mavare@mit.asia		8459040662 9923685409	Evaluate Evaluate		4		3	5
			9923003409					3	5
Caikinan Dacebawar									
Saikiran Racchawar Showing 1 to 3 of 3 entries	sakiran.racdwar@mt.as	Na .		Evaluate		2		← Previous	
		88		Evaluate		2			

• Not Attended Students

ttended Not Attended							
Export to Excel	Email	Mobile	Evaluation	Evaluation Status	Obtain Marks	Passing Marks	Total Marks
Student Name	tmail	Pioblie	Evaluation	Evaluation Status	Obtain Plarks	Passing Harks	Total Plarks
SHIKESH BAWANE	rushikesh.bawane@mit.asia	9146563946	Evaluate	×	0	2	5
USHNA CHAVAN	krushna.chavan@mit.asia	9370445202	Evaluate	×	0	2	5
APNIL DHURANDHARE	swapnil.dhurandhare@mit.asia	9156574343	Evaluate	X	0	2	5
PALI GAJARE	dipali.gajare@mit.asia	7028275055	Evaluate	X	0	z	5
IT GAVALI	ajit.gavali@mit.asia	9921728321	Evaluate	X	0	2	5
NJAY GHATUL	sanjay.ghatul@mit.asia	7776964434	Evaluate	×	0	2	5
VAHDAC YA	ajay.jadhav@mit.asia	8408832690	Evaluate	X	0	2	5
UBHAM JADHAV	shubham.jadhav@mit.asia	8605573302	Evaluate	X	0	2	5
RAN JOGDAND	kiran.jogdand@mit.asia	9579540148	Evaluate	X	0	2	5
HESH KAKADE	mahesh.kakade@mit.asia	9158758760	Evaluate	X	0	z	5
ISHANVI KAWADE	vaishanvi.kavvade@mit.asia	9545038965	Evaluate	X	0	2	5
VRAJ KEDAR	γuvraj.kedar@mit.asia	9623038544	Evaluate	×	0	2	5
ubham KHAPRE	shubham.khapre@mit.asia	9284519902	Evaluate		0	2	5





Dr. Uma Shankar

Principal Principal SIES College of Arts, Science & Commerce (Autonomous) Sion (West), Mumbai - 400 022.