USER MANUAL

MOOC Exam Result Approval

Institute-Side Verification of NPTEL / SWAYAM Course Registration & Results

Table of Contents

1. Overview

The "Approve MOOC Exam Result Data By Institute" screen lets an institute review course registrations and results that students have submitted for subjects completed on an external platform such as NPTEL or SWAYAM. From this single screen, institute can filter the submissions for their institute, inspect each entry in detail, approve or reject individual results (or several at once), and export the underlying data to Excel.

This manual explains, screen by screen, how to use every filter, button, and status shown on the page.

2. Accessing the Screen

Log in to the institute portal and navigate to the "Approve MOOC Exam Result Data" page from the menu. When the page first opens, no student data is shown. The results table only loads once an Exam Type has been selected, as explained in the next section.

3. Step 1 – Select the Exam Type

The Exam Type dropdown is the starting point for this screen. No student records are loaded until an exam type (e.g. "BE") is chosen.

1. Click the Exam Type dropdown (it initially shows "-- Select Exam Type --").
2. Choose the exam type you want to review, for example BE.
3. As soon as an exam type is selected, the results table loads automatically for all branches, semesters, sessions and statuses under that exam type — no separate "Search" button is needed.

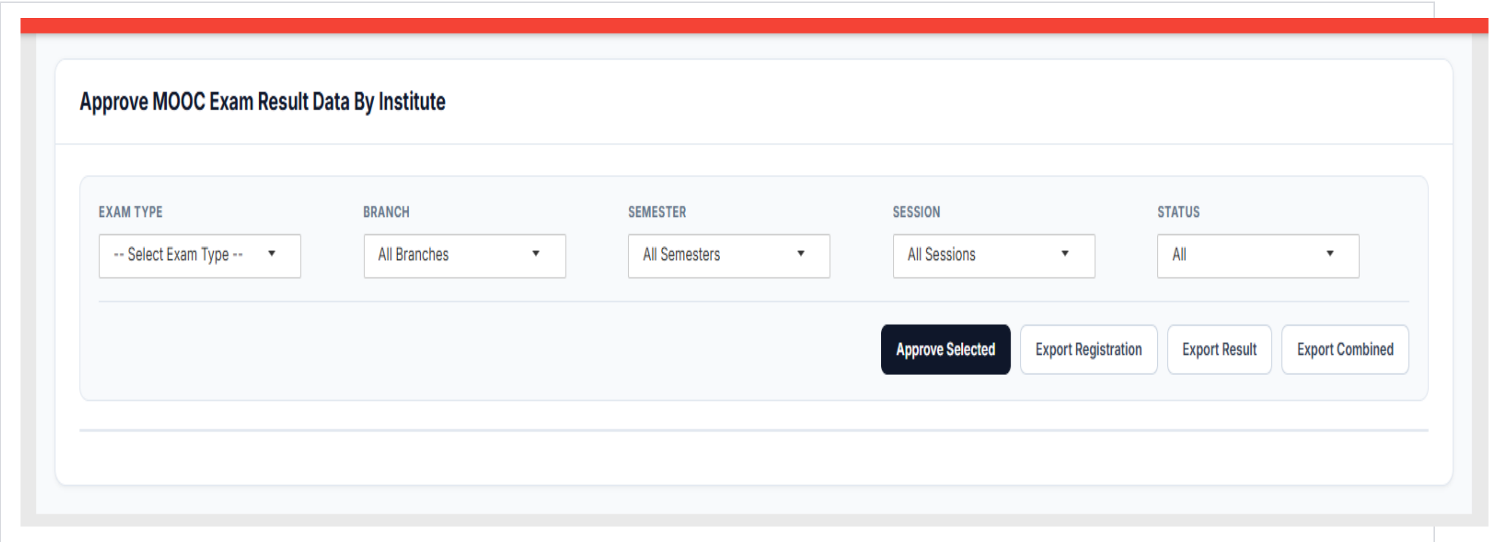

Figure 1 — Initial screen before an Exam Type is selected. Filters are visible but the results table is empty.

4. Step 2 – Refine the List Using Filters

Once an Exam Type is selected, four more filters become useful for narrowing down the list. Every filter is optional — leaving a filter on its default ("All …") simply shows every matching record for the selected Exam Type.

Filter	What it does
Exam Type	Required first step. Determines which set of registrations/results is loaded. Nothing is shown until this is set.
Branch	Narrows the list to a single branch (e.g. Civil Engineering, Information Technology). Defaults to "All Branches". Only branches that actually have students under the selected exam type are listed.
Semester	Narrows the list to a single semester (e.g. Semester 5). Defaults to "All Semesters".
Session	Narrows the list to a single session/live period (e.g. "Jan 2026", "Jul 2026"). Defaults to "All Sessions".
Status	Narrows the list to a single approval status — Pending, Approved, or Rejected. Defaults to "All", showing every status together.

Changing any filter refreshes the results table immediately — there is no need to click a separate search or apply button. Filters can be combined, for example: Exam Type = BE, Branch = Computer Engineering, Status = Pending, to see only that branch's pending approvals.

5. Understanding the Results Table

Once filters are applied, the results table lists one row per registered subject. If a student has registered for more than one subject, that student appears once per subject.

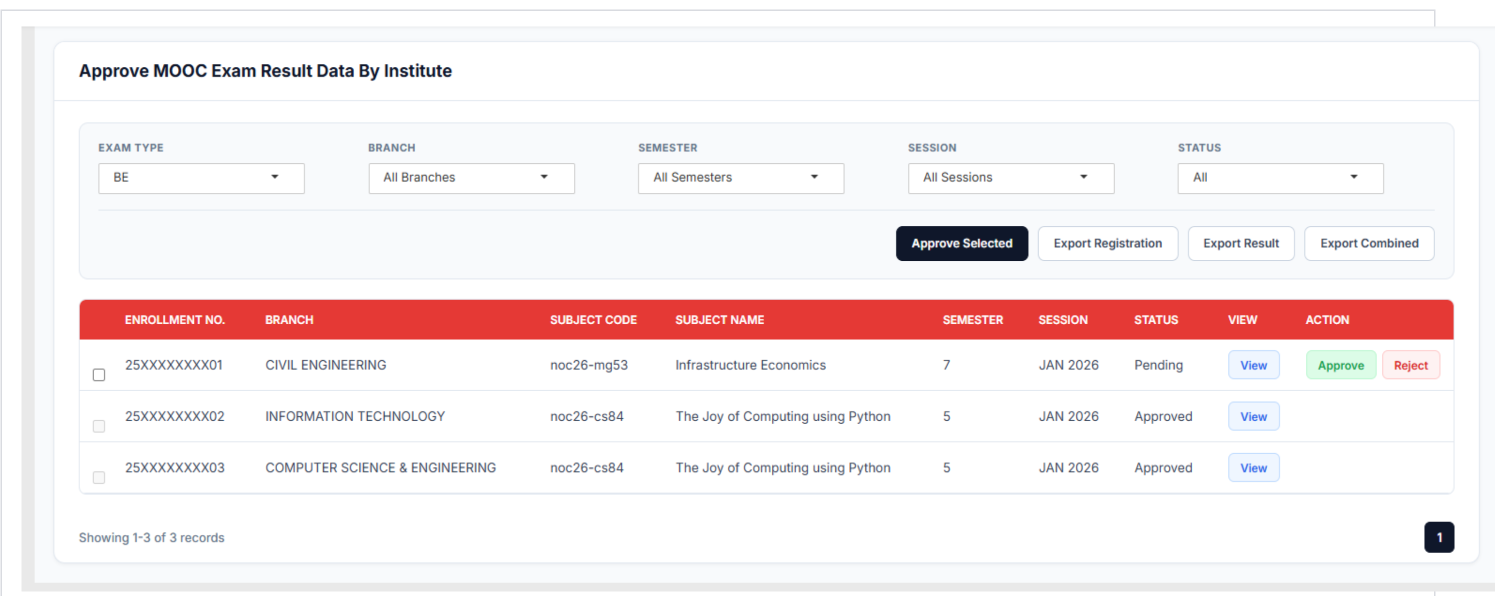

Figure 2 — Results table after selecting Exam Type = BE, showing three subject entries with different statuses.

Column	Description
Checkbox	Selects the row for bulk approval (see Section 8). Only available while a row's status is Pending.
Enrollment No.	The student's enrollment number.
Branch	The student's branch, derived automatically from the enrollment number.
Subject Code	The course code as registered on the external platform (e.g. noc26-cs84).
Subject Name	The full title of the course.
Semester	The semester in which the student is applying this subject.
Session	The live period of the course, e.g. "JAN 2026".
Status	Current approval status of this entry — Pending, Approved, or Rejected. See Section 6.
View	Opens a detail popup with the complete registration and result information. See Section 7.
Action	Shows Approve / Reject buttons, but only while the row's status is Pending. See Sections 9 and 10.

6. Status Definitions

Each entry always shows exactly one of the following three statuses:

PENDING	**APPROVED**	**REJECTED**

Status	Meaning
Pending	The student has submitted the registration and result, but the institute has not yet reviewed it. Approve and Reject buttons are shown for this row.
Approved	The institute has verified and approved this entry. It is now final; the Approve/Reject buttons no longer appear for this row.
Rejected	The institute has reviewed and rejected this entry, along with a remark explaining why. It is final; the student must submit a fresh registration for the same subject if a correction is needed (see Section 10).

7. Viewing Full Details

The results table intentionally shows only a summary of each entry, since the full set of registration and result fields (marks, exam seat number, receipt, marksheet, remarks, etc.) would not fit comfortably on smaller screens. Clicking View opens a “Registration & Result Detail” popup with the complete record, organized into two panels.

1. Click the View button on any row.
2. The Student & Course Info panel shows the enrollment number, semester, subject code, subject name, branch, platform, category, course registration date, and session.

3. The Exam & Performance panel shows the exam seat number, exam date, assignment marks, final exam marks, overall percentage, result, reappear status, exemption, current approval status, and any remark.
4. Use the View Receipt and View Marksheet buttons at the bottom of the popup to open the student's uploaded registration receipt and exam marksheet in a new tab.
5. Click Close (or the × icon) to return to the results table.

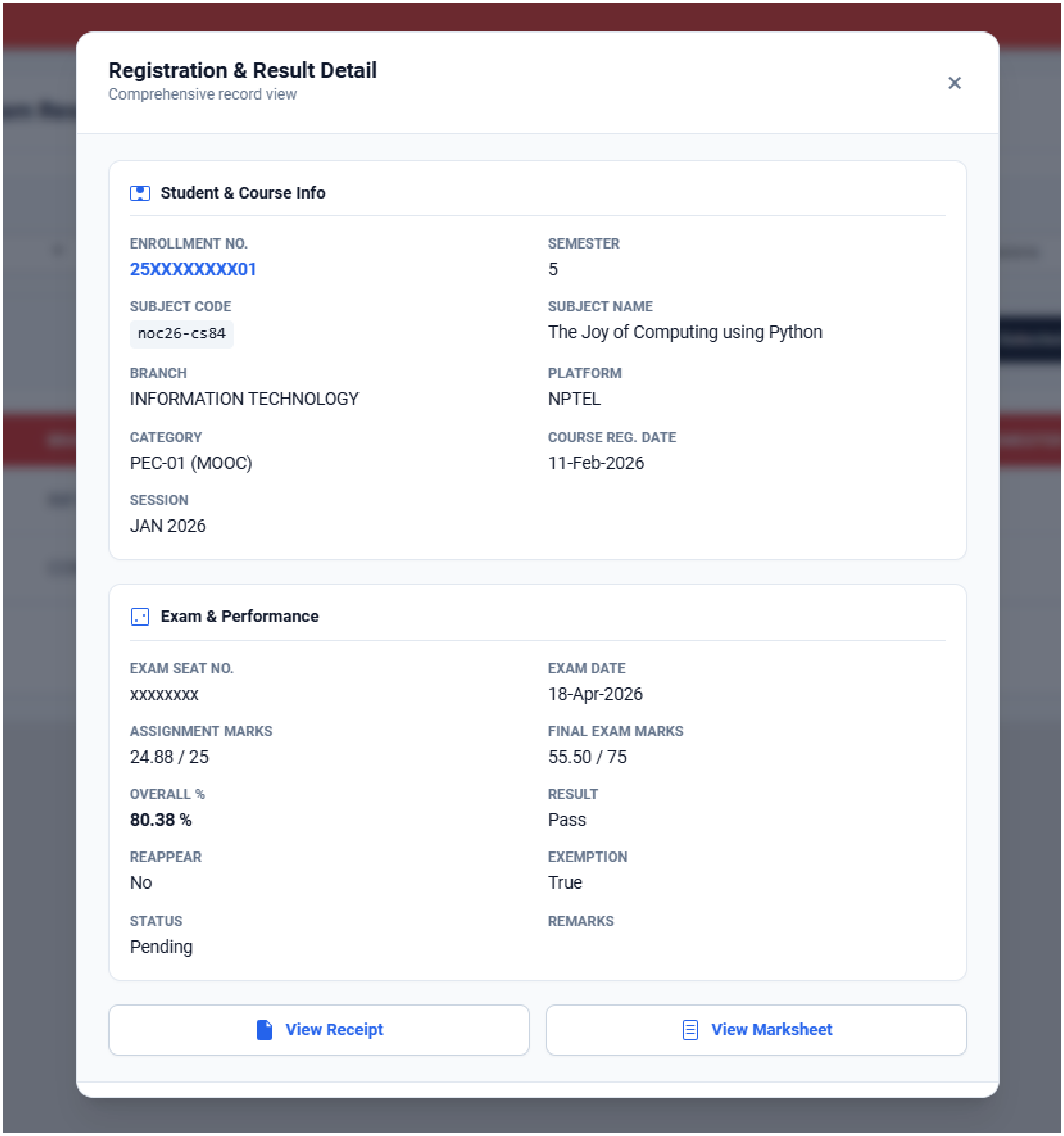

Figure 3 — Registration & Result Detail popup, showing the Student & Course Info and Exam & Performance panels.

8. Approving a Result

Approve is available only while an entry's status is Pending.

1. Locate the Pending entry you want to approve.
2. Click the Approve button in the Action column for that row.
3. Confirm the action when prompted.
4. The entry's status immediately changes to Approved, and the Approve/Reject buttons disappear for that row.

9. Rejecting a Result

Reject is also available only while an entry's status is Pending. Unlike Approve, rejecting requires a written remark explaining the reason — this remark is stored against the entry and is visible to the student.

1. Locate the Pending entry you want to reject.
2. Click the Reject button in the Action column for that row. A "Reject Result" popup opens.
3. Read the Important Action Required notice in the popup carefully before proceeding (summarized below).
4. Type a clear reason in the Remark / Reason for Rejection box — for example, "Marksheet image is unclear or mismatched." This field is mandatory.
5. Click Submit Rejection to confirm, or Cancel to close the popup without making any change.
6. Once submitted, the entry's status changes to Rejected and the remark is saved against it.

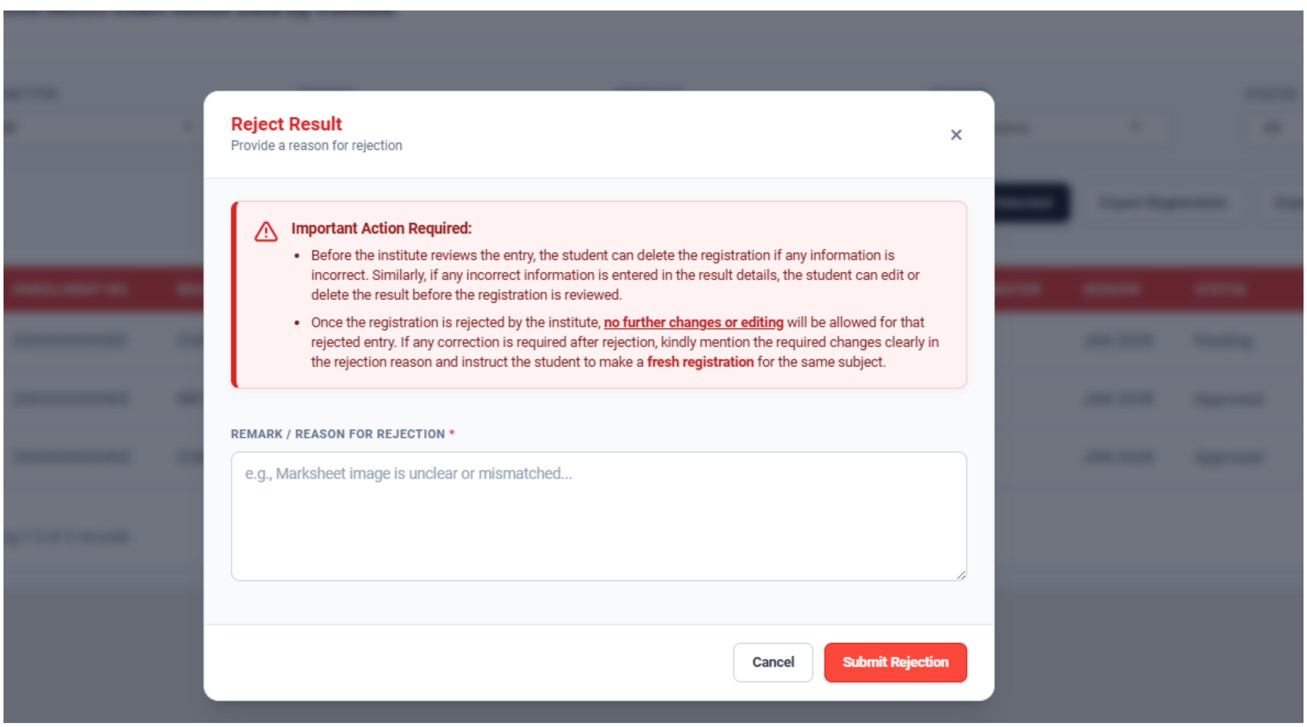

Figure 4 — Reject Result popup, showing the mandatory remark field and the important-action notice.

Important Action Required

- Before the institute reviews an entry, the student is able to delete the registration if any information is incorrect. Likewise, if incorrect information was entered in the result details, the student can edit or delete the result before the registration is reviewed.
- Once an entry is rejected by the institute, no further changes or editing are allowed on that rejected entry. If a correction is required after rejection, clearly mention the required change in the rejection remark and instruct the student to submit a fresh registration for the same subject.

Because rejection is final, double-check the entry using the View popup (Section 7) before rejecting, and write a remark specific enough that the student knows exactly what to correct in their fresh registration.

10. Approving Several Results at Once

When multiple Pending entries need the same decision, they can be approved together instead of one at a time.

1. Tick the checkbox on the left of each Pending row you want to approve. (The checkbox is only enabled for Pending rows — Approved and Rejected rows cannot be selected.)
2. Click the Approve Selected button above the results table.
3. Confirm the action when prompted.
4. All selected entries change to Approved in a single step.

Note: bulk rejection is not available, since every rejection requires its own specific remark — reject entries individually using the Reject button described in Section 9.

11. Exporting Data to Excel

Three export options are available above the results table, all of which respect the filters currently applied (Exam Type, Branch, Semester, Session). This makes it possible, for example, to export just one branch's data, or just one session's data, by setting the filters first and then exporting.

Button	What it exports
Export Registration	Only the registration details for the filtered entries — enrollment number, branch, subject, semester, category, platform, session and course registration date.
Export Result	Only the result details for the filtered entries — subject, session, exam seat number, exam date, result, reappear status, assignment and final exam marks, overall percentage, approval status and remarks.
Export Combined	Both registration and result details together, in a single spreadsheet.

1. Set the Exam Type, and optionally Branch / Semester / Session / Status filters, to the data you want to export.
2. Click Export Registration, Export Result, or Export Combined as needed.
3. The file downloads automatically as an Excel (.xls) file, named to reflect the exam type, branch and semester filters that were applied.

12. Pagination

If more entries are returned than fit on one page, page numbers appear beneath the results table, along with a summary such as "Showing 1–20 of 73 records." Click a page number to move to that page; the currently active page is highlighted. Changing any filter automatically returns you to page 1 of the new, filtered result set.