



General Instruction printing New Format Attendance Sheet

1. Room wise attendance sheets could be printed with provision with advanced details of Halls/Rooms on examination website. This would help to avoid transfer of attendance sheet from one examination hall to other and would allow to complete attendance recording process in less time than before. HOW TO IS EXPLAINED BELOW.

User Name and Password of College login.

Now first click on "**COLLEGE/CENTER LOGIN**" tab given on the home page of the Online Portal. (<https://makaut.ucanapply.com/smartexam/public>). Screenshot as bellow.

On clicking the '**COLLEGE/CENTER LOGIN**' tab the login pop up will open. Fill the "**User Name**" and "**Password**" and click on **Submit**. Screenshot as bellow.



MAULANA ABUL KALAM AZAD UNIVERSITY OF TECHNOLOGY, WEST BENGAL

(FORMERLY KNOWN AS WEST BENGAL UNIVERSITY OF TECHNOLOGY)

Main Campus : Haringhata, Nadia, Pin-741249

Kolkata Campus : BF-142, SECTOR-I, SALLAKE CITY, KOLKATA-700 064, (INDIA)

Website : www.wbut.ac.in

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echnology
kolkata-700064

LOGIN

College Login Portal

User Name: *

Password*

[Forget Password ?](#)

**For Any technical Query call on this Number +91- 9830778095,
+91- 8584824065 (Only For College).**

ccess

Name and Password to login.

OR



After Login, you will get the Dashboard page, Please click on **“ROOM ALLOTMENT”** tab, in **Report Section** area. Screenshot as bellow.

After Click on **‘ROOM ALLOTMENT’** tab the **“Room Allotment”** panel will open, Select the **“Institute/ Campus”**, **“Degree”**, **“Course”**, **“Semester”** and click on **“Search”** button. As in screenshot.



Now the detail form will open, please enter the **Room Numbers** and **Capacity** of each room (Number of Students), Finally click on “**Save & Allocate**” button. As in screenshot.

NOTE: ALLOCATION SHOULD BE MORE THAN THE NUMBER OF STUDENTS FOR GENERATION OF ALLOCATION.

For example : if a course, say B.Tech (IT) has 150 students in 2nd Semester than for allocation you need to enter minimum 150. See example for clarity

Successful case	Unsuccessful Case
Room no 1: 40	Room no 1: 40
Room no 2: 40	Room no 2: 40
Room no 3: 70	Room no 3: 65
Total student count : 150	Total student count: 145
** Yours allocation will be generated. You can proceed further for room wise attendance sheet.	** Your allocation will not be completed, you cannot proceed further for attendance sheet as Total student count is less than actual number of students
***Student count is available after selection of the course	



Details

Institute :

Course : Bachelor of Technology
in Civil Engineering

Total Student Count : 150
Total Capacity : 167



S.No.	Room Name	Capacity
1	<input type="text" value="H201"/>	<input type="text" value="50"/>
2	<input type="text" value="H202"/>	<input type="text" value="40"/>
3	<input type="text" value="H203"/>	<input type="text" value="45"/>
4	<input type="text" value="H204"/>	<input type="text" value="32"/>
5	<input type="text"/>	<input type="text"/>
6	<input type="text"/>	<input type="text"/>
7	<input type="text"/>	<input type="text"/>
8	<input type="text"/>	<input type="text"/>
9	<input type="text"/>	<input type="text"/>
10	<input type="text"/>	<input type="text"/>
11	<input type="text"/>	<input type="text"/>
12	<input type="text"/>	<input type="text"/>
13	<input type="text"/>	<input type="text"/>
14	<input type="text"/>	<input type="text"/>
15	<input type="text"/>	<input type="text"/>
16	<input type="text"/>	<input type="text"/>
17	<input type="text"/>	<input type="text"/>
18	<input type="text"/>	<input type="text"/>
19	<input type="text"/>	<input type="text"/>
20	<input type="text"/>	<input type="text"/>



Here after you can print attendance sheet from the Multiple Report Section -> Attendance_Roomwise



General Instruction printing New Format Top Sheet (Compulsory for college)

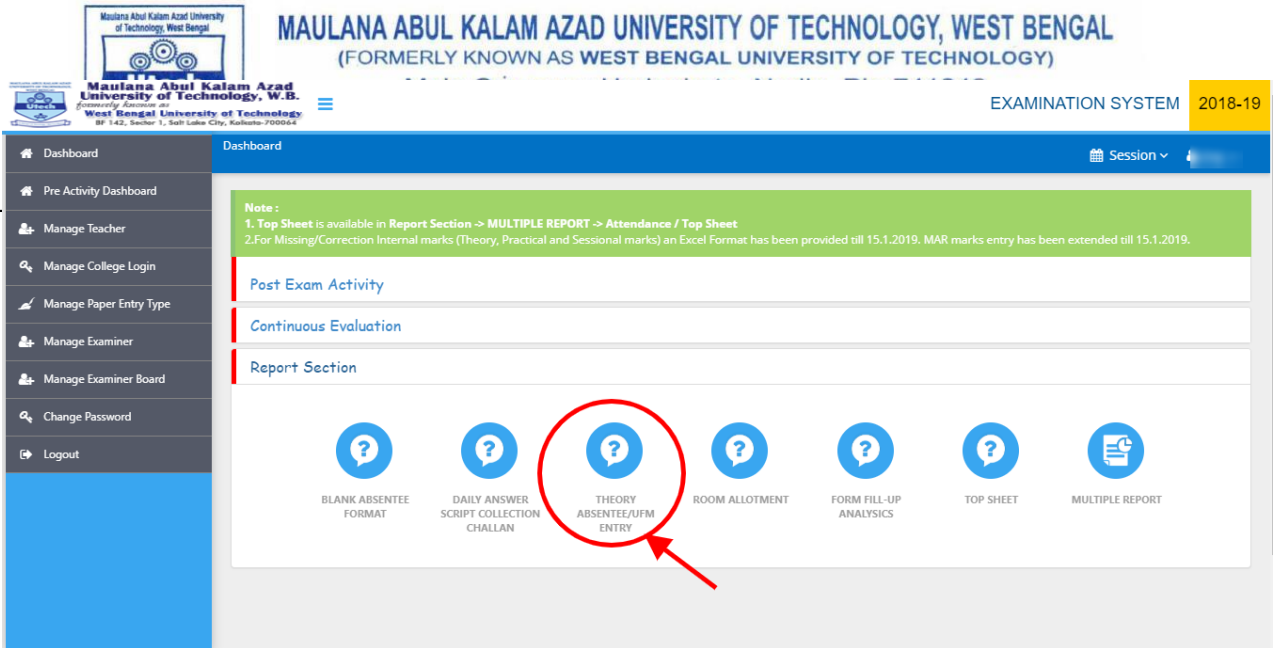
1. After taking the physical attendance, same to be uploaded online. All roll numbers would be listed by default. Based on the physical attendance sheets, absentees to be marked and submitted for top sheet generation.
2. On submission of online attendance, provision for top sheet printing would be available. There, list of enrolled students, absentees and number of scripts in the packet would be available automatically based on submitted online attendance.
3. Number of packets for each course/subject code would be produced based on formula involved in the online system. Packing of answer scripts would be strictly based on top sheets produced online.
4. Based on the number of top sheets produced in each half for all subjects, a consolidated despatch report would be generated online. Organisation of the packets to be done as per despatch report produced online.
5. Authorized University representatives would check and count number of packets based on online despatch report.
6. However, contents of scripts inside the packets as per top sheets and other documents would be subject to future verifications.

Step by Step Instruction to generate Top Sheet:

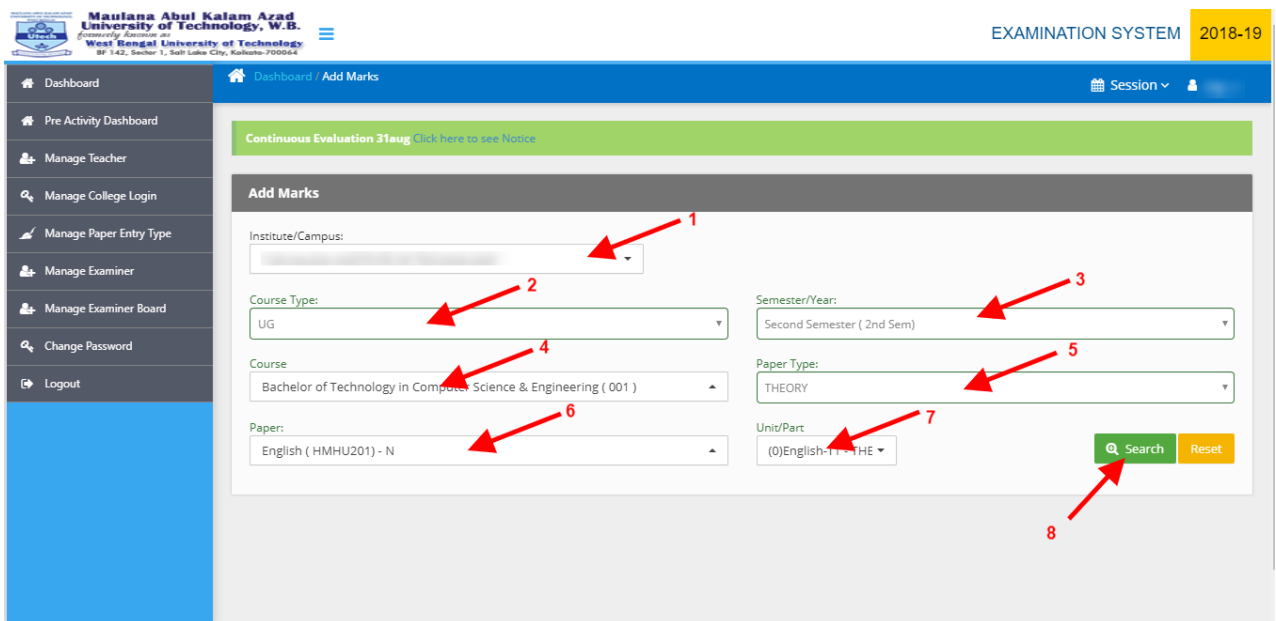
User Name and Password of College login.

*******First Kindly Confirm the Theory Absentee/ufm Entry has completely filled. After Theory Absentee/ufm Entry, the Top Sheet will generate.*******

After Login, you will get the Dashboard page, Please click on “**Theory Absentee/ufm Entry**” tab, in **Report Section** area. Screenshot as bellow.



After Click on ‘Theory Absentee/ufm Entry’ tab the panel will open, Select all the required fields and click on “Search” button. As in screenshot.



Theory absentee UFM Entry panel will open. Please check or Tick on Absent /RA.

After complete selection click on **Submit and Lock** Button at the right side red button. As in screenshot.

Note :

IT IS MANDATORY TO SUBMIT AND LOCK AFTER COMPLETE SELECTION.



After Click on "Submit and Lock" Button, you cannot add/edit/modify any student's absentee details in future.

Course Title: English (HMHU201) showing 1 to 100 out of 129 result

Marks Entry Panel

Roll/Enrollment Number	Marks Obtained	Absent	RA	Other Remarks	Max Marks
103 [REDACTED] NG		<input checked="" type="checkbox"/> Absent	<input type="checkbox"/> RA	Remark	
103 [REDACTED] MANTA		<input checked="" type="checkbox"/> Absent	<input type="checkbox"/> RA	Remark	
103 [REDACTED] NERJEE		<input type="checkbox"/> Absent	<input checked="" type="checkbox"/> RA	Remark	
103 [REDACTED] MAR		<input type="checkbox"/> Absent	<input checked="" type="checkbox"/> RA	Remark	
103 [REDACTED] JMAR		<input checked="" type="checkbox"/> Absent	<input type="checkbox"/> RA	Remark	
103 [REDACTED] MAR		<input type="checkbox"/> Absent	<input checked="" type="checkbox"/> RA	Remark	

Final Submit & Lock

When you enter Marks or change anything from textbox/checkbox/ drop down list, it **saves record automatically**. You no need to click on **Submit & Lock** button.

Clicking on **Submit & Lock** button **locks all data of above searched criteria and it will not allow you to change anything further.**

Submit & Lock

Finally Confirm the message after Submit & Lock as shown below screenshot.

Warning Message ✕

Are you sure you want to submit the marks?once submitted you will not be able to change anything.

No Yes

Roll/Enrollme
300118021 - VR
300118022 - VIKRAM SAMANTA

remark
Marks Is Loc
Remark
Marks Is Loc



Now select option **“TOP SHEET”** tab, in **Report Section** area. Screenshot as bellow.

The screenshot shows the 'EXAMINATION SYSTEM' interface for the year 2018-19. The user is logged in as 'Session'. The dashboard includes a sidebar with 'Dashboard', 'Change Password', and 'Logout'. The main content area has a 'Note' section with two points: '1. Top Sheet is available in Report Section -> MULTIPLE REPORT -> Attendance / Top Sheet' and '2. For Missing/Correction Internal marks (Theory, Practical and Sessional marks) an Excel Format has been provided till 15.1.2019, MAR marks entry has been extended till 15.1.2019.' Below the note are sections for 'Post Exam Activity', 'Continuous Evaluation', and 'Report Section'. The 'Report Section' contains six icons: 'BLANK ABSENTEE FORMAT', 'DAILY ANSWER SCRIPT COLLECTION CHALLAN', 'THEORY ABSENTEE/UFM ENTRY', 'ROOM ALLOTMENT', 'TOP SHEET', and 'MULTIPLE REPORT'. The 'TOP SHEET' icon is highlighted with a red circle and an arrow pointing to it, with the text 'Click here' below the arrow.

After Click on **‘TOP SHEET’** tab the **“ Top Sheet Generate Search Criteria ”** panel will open, Select the **“Semester”**, **“Institute/ Campus”**, **“Course”**, **“Exam date”**, **“Exam time”** and click on **“Search”** button. As in screenshot.

The screenshot shows the 'Top Sheet Generate Search Criteria' panel. It contains several dropdown menus: 'Semester/Year' (Second Semester (2nd Sem)), 'Institute/Campus', 'Course' (Bachelor of Technology in Computer Science & Engineering (001)), 'Exam Date' (03-06-2019), and 'Exam Time' (2.00PM-5.00PM). A green 'Search' button is at the bottom. Red arrows point to each of these fields and the search button, numbered 1 through 7.



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Now the top sheet file will automatically download in pdf format. As in screenshot.



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(Formerly Known as West Bengal University of Technology)
BF-142, Sector 1, Salt Lake City, Kolkata

TOP SHEET

This Top Sheet to be pasted on top of the packet containing answer scripts of candidates bearing Roll Numbers, Paper Name, Paper Code, Date of Examination, Time & Half Printed hereunder

Bachelor of Technology in Computer Science & Engineering

Sl. No	: 1/3	Semester	: SEM-2
College	:		
Paper Name	: English	Paper	:
Date of Examination	: 29-05-2019	Half	: 2nd

(A) Roll Numbers of candidates Present for the above stated Examination, Course & Paper :	Total No. of Candidates in this PKT	
10300118021 10300118022 10300118023 10300118024 10300118025 10300118026	70	
10300118027 10300118028 10300118029 10300118030 10300118031 10300118032		
10300118033 10300118034 10300118035 10300118036 10300118037 10300118038		
10300118039 10300118040 10300118041 10300118042 10300118043 10300118044		
10300118045 10300118046 10300118047 10300118048 10300118049 10300118050		
10300118051 10300118052 10300118053 10300118054 10300118055 10300118056		
10300118057 10300118058 10300118059 10300118060 10300118061 10300118062		
10300118063 10300118064 10300118065 10300118066 10300118067 10300118068		
10300118069 10300118070 10300118071 10300118072 10300118073 10300118074		
10300118075 10300118076 10300118077 10300118078 10300118079 10300118080		
10300118081 10300118082 10300118083 10300118084 10300118085 10300118086		
10300118087 10300118088 10300118089 10300118091		
(B) Roll Numbers of candidates in the above list but remained Absent in the Examination :		Total No. of Absent Candidates in this PKT
10300118021 10300118022 10300118025		3



THE DESPATCH LETTER ALSO TO BE PRINTED FROM ONLINE FROM MULTIPLE REPORT SECTION.

The screenshot displays the MAUT examination system interface. The browser address bar shows the URL: <https://makaut.ucanapply.com/smartexam/public/admin/jsper-report>. The page header includes the MAUT logo and the text "EXAMINATION SYSTEM 2018-19". The sidebar on the left contains navigation options: Dashboard, Pre Activity Dashboard, Manage Examiner, Manage Examiner Board, Change Password, and Logout. The main content area is titled "Multiple Report" and contains the following elements:

- A green note: "Note : Marks Related Report Will Come After Marks Submit & Locked. So First Enter Marks & Press Submit & Lock Button To get Print the Report."
- A red note: "Note : Only Verified and Locked Students will be visible in PPR/PPS Report. So Please Press SUBMIT Button after all students are verified."
- A "Multiple Report" section with a dropdown menu for "Select Report Group" (with "Attendance / Top Sheet / Despatch Letter" selected).
- A "Select Report" dropdown menu (with "Despatch Letter" selected).
- A "Select Report Type" dropdown menu (with "PDF" selected).
- Dropdown menus for "For Semester", "For Course", and "For Exam Time", all currently showing "-- Select --".
- A yellow "Get Despatch Letter" button.
- A note: "Please wait until current report is generated. Have patience, don't press Get Report Button repeatedly."

The Windows taskbar at the bottom shows the search bar, task view, and various application icons. The system tray on the right shows the time as 18:09 and the date as 25-05-2019.