



SRM

INSTITUTE OF SCIENCE & TECHNOLOGY
(Deemed to be University u/s 3 of UGC Act, 1956)

OFFICE OF CONTROLLER OF EXAMINATIONS

Answer Key Portal User Manual

<https://answerkey.srmist.edu.in>

Objective

The main purpose of this portal is to collect digital answer keys for the university examinations conducted by the controller of examination office, SRM institute of Science and Technology. The distinguished feature of this portal is that it facilitates faculties from different campus can upload the answer keys remotely.

Earlier Process of Answer key Submission

Earlier, the answer keys for all the conducted university exam courses were submitted as hardcopy by course coordinators in person to the controller of examinations office. The collected answer keys were distributed by the Controller office as reference to the evaluators during central valuation. The claim for answer key preparation was submitted manually by the faculty at the controller of examination accounts office.

Since it was a manual process, the Controller office staff found it difficult to collect the answer keys across campus and to track the missing answer keys. To overcome these complications and make the process easier, this answer key portal has been developed.

Work Flow of this Portal

The portal has four modules. They are as follows

- **Admin module**
- **HoD module**
- **Course Co-ordinator module**
- **Accounts module**

The representative from exam cell should upload the exam dates with relevant course code, programme and regulation. The course coordinator for answer key preparation will be assigned by Head of the Department using HoD module.

On the exam date, a representative from Controller office will upload the questions papers of the courses conducted on the same day. The course coordinators of respective courses may upload the answer keys once the exams were over.

Once the answer key was uploaded, it will be verified by an evaluator assigned by department head for that particular course. The evaluator has to check the format of answer key submitted by the coordinator is as per the specified pattern.

Username for the portal is employee id itself. First time users are requested to use forgot password option to reset the new password. Use your employee id to get your password from this link. Once you logged in you are directed to home page of the answer key portal.



SRM Institute of Science and Technology

Controller of Examinations - Answer key Portal

Sign in to start your session

Employee ID

Password

Sign in

[Forgot Password?](#)

First time Users, Get the password from FORGOT PASSWORD

Enter your Employee ID

Employee ID

Submit

Note:
Don't Press Enter, Click on Submit Button

Depending on the user group, menus will be displayed in the user page. The admin group may have Home, Question papers, Upload MCQ for Arrear, Answer key Download menu, Pending List, Question paper upload, Select No Exam and Exam Time table. The HoDs group may have Home, Question Papers, Update course coordinator, Pending List, Remuneration approval and answer key download. The course coordinator group may have Home, Question papers, upload answer key and verify answer key. The accounts group may have home and remuneration list.

HoDs Module

The Department heads are the users for this group. The department head will assign a faculty as course coordinator for a particular course to prepare and upload answer key in the portal by using update coordinators menu. Also an evaluator is assigned for that course to check whether the uploaded answer key is as per the given format.

Home

Assigning Co-ordinators Page

Update Coordinators

Question Papers

Faculty: Faculty of Management

Current Exam Month - Year: MAR-2023

Select the Programme and Regulation: All Program

Select the Course: MBAD1913 - FINANCIAL REPORTING, STATEMENT AND ANALYSIS

Selected Subject ID: MBAD1913 Select Exam Date: 27-03-2023

Selected Department: College of Management

Select Course Co-ordinator: ANAND M - 17000072

Select Answer Key Evaluator: Dr. ANITHA.S - 17000091

Add Course Co-ordinator

The list of Course Co-ordinators for this Selected Year / Semester

Once selected the programme and regulation the dropdown list filters only the respective courses in the list. After the course is selected the exam date is automatically populated for the respective course, and then the head choose coordinator from the faculty list and evaluator from the second dropdown list.

To process remuneration for the faculties who prepared answer keys, the respective head should approve it. Here by using the remuneration approval menu the page displays course coordinators list in a table with relevant course. The head should take print, verify it manually and forward with recommendation to CoE account office to do further process.

Answer Script Verify Answer Key Remuneration Approval Remuneration List	<p style="margin: 0;">Answer key Remuneration List</p> <p style="margin: 0;">Current Academic Year / Semester : 2021-22/Even</p> <p style="margin: 0;">Department : <input type="text"/></p> <p style="margin: 0;">College of Management <input type="button" value="▼"/></p> <p style="margin: 0; display: flex; justify-content: space-around;"><input type="button" value="Print"/> <input type="button" value="Export to Excel"/></p> <p style="margin: 0; text-align: center;">College of Management, SRMIST</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr style="background-color: #0070C0; color: white;"> <th>SI.No</th><th>Employee ID</th><th>Staff Name</th><th>Subject Code</th><th>Exam Date</th><th>Mobile No.</th><th>Account No</th></tr> </thead> <tbody> <tr> <td>1</td><td>17000025</td><td>Dr. D Balaji</td><td>18MBH462T</td><td>06-12-2022</td><td>9940519231</td><td>117001000103092</td></tr> <tr> <td>2</td><td>17000028</td><td>Dr.P.Poonguzhal</td><td>21MGH101T</td><td>05-01-2023</td><td>9840480810</td><td>117001000506779</td></tr> </tbody> </table>	SI.No	Employee ID	Staff Name	Subject Code	Exam Date	Mobile No.	Account No	1	17000025	Dr. D Balaji	18MBH462T	06-12-2022	9940519231	117001000103092	2	17000028	Dr.P.Poonguzhal	21MGH101T	05-01-2023	9840480810	117001000506779
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When the semester exams starts, the department heads can check the status of answer key uploaded by course coordinator on each and every day by using the menu pending list. The list may include the status of verified, not uploaded, not verified and not assigned. That is the process of uploading answer key completed by course coordinator and also its verified by the evaluator then the status shows Verified and its allowed to download from answer key download menu. If not uploaded the key it shows status as not uploaded. Then the head may send alert mail to the concern course coordinator in a single button click.

Remuneration Approval Remuneration List Pending List Admin	<p style="margin: 0;">Faculty <input type="text"/> Faculty of Management <input type="button" value="▼"/></p> <p style="margin: 0;">Current Exam Month - Year : <input type="text"/> All <input type="button" value="▼"/></p> <p style="margin: 0;">Department : <input type="text"/> All Department <input type="button" value="▼"/> Select <input type="button" value="▼"/></p> <p style="margin: 0; display: flex; justify-content: space-around;"><input type="button" value="Export"/></p> <p style="margin: 0; display: flex; justify-content: space-around;"><input type="button" value="Mail to Not Uploaded"/> <input type="button" value="Mail to Not Verified"/></p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr style="background-color: #0070C0; color: white;"> <th>Regulation</th><th>Program</th><th>Subject Code</th><th>Exam Date</th><th>Session</th><th>Co-Ordinator</th><th>Mobile No.</th><th>Evaluator</th><th>Mobile No.</th><th>Status</th></tr> </thead> <tbody> <tr> <td>SRM Regulation 2018</td><td>B.B.A.</td><td>BBAD1841</td><td>17-03-2023</td><td>Morning</td><td></td><td></td><td></td><td></td><td>Not Assigned</td></tr> <tr> <td>SRM Regulation 2018</td><td>B.B.A.</td><td>BBAD1861</td><td>17-03-2023</td><td>After Noon</td><td></td><td></td><td></td><td></td><td>Not Assigned</td></tr> <tr> <td>SRM Regulation 2018</td><td>B.A.</td><td>ENGD1864</td><td>17-03-2023</td><td>After Noon</td><td></td><td></td><td></td><td></td><td>Not Assigned</td></tr> <tr> <td>SRM Regulation 2018</td><td>B.B.A.</td><td>BBAD1862</td><td>18-03-2023</td><td>After Noon</td><td></td><td></td><td></td><td></td><td>Not Assigned</td></tr> </tbody> </table>	Regulation	Program	Subject Code	Exam Date	Session	Co-Ordinator	Mobile No.	Evaluator	Mobile No.	Status	SRM Regulation 2018	B.B.A.	BBAD1841	17-03-2023	Morning					Not Assigned	SRM Regulation 2018	B.B.A.	BBAD1861	17-03-2023	After Noon					Not Assigned	SRM Regulation 2018	B.A.	ENGD1864	17-03-2023	After Noon					Not Assigned	SRM Regulation 2018	B.B.A.	BBAD1862	18-03-2023	After Noon					Not Assigned
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The same, the course coordinator uploaded the key but the evaluator not verified the key then it shows the status as not verified, the head may send mails to evaluator by using mail to not verified button. The table also shows which are the course are not assigned coordinators and evaluators. In this case the head may assign the course coordinators by using update coordinator menu.

Course Coordinator Module

All the faculty members are the users for this group. Any faculty can login into the portal, but only the assigned coordinator will have the answer key upload menu. Others may not have any other menus other than question papers and home menus. In question papers menu they can view or download any question papers come under the faculty of engineering and technology.

The course coordinators have to upload answer key menu in their page. Once they entered it shows the assigned course in a dropdown list.

Answer Script Upload page

Faculty	Faculty of Management <input type="button" value="▼"/>
Current Academic Year/ Semester	MAR-2023
Select the Course	19YGC405T - YOGIC SCIENCE OF ENERGY AND CONSCIOUSNESS <input type="button" value="▼"/>
Evaluator for this Course	Selected Subject ID : 19YGC405T
Select the Exam Date	21-03-2023 <input type="button" value="▼"/> After Noon <input type="button" value="▼"/>
Answer script upload Option	<input checked="" type="radio"/> MCQ by Choosing options and Long Answer in PDF format <input type="radio"/> MCQ and Long answer in PDF format
	<input type="button" value="Proceed"/> Already uploaded and verified

Note : To get the Question paper, select the relevant course and examdate from the dropdown list

Once selected the course it shows that the exam date and session and also the evaluator of the course. Here we have two options to upload the answer key, one is MCQ in choosing option and another one is MCQ upload with long answer in pdf format. In B.Tech programme its default that the MCQ in choosing option. Once selected all the fields then proceed to next step. In next page it shows MCQ options for given number of questions, in each question have the separate choosing options and also the relevant answer should type in the given textbox.

16	C	▼	Hamming weight
17	B	▼	$d_{min} = ed+1$
18	D	▼	[1 1 0 0 0]
19	C	▼	Statement (i) is true
20	B	▼	Non-zero
21	A	▼	Kepler's Second Law
22	B	▼	French Guiana
23	C	▼	Space waves
24	B	▼	Constant
25	A	▼	Uplink freq > Downlink freq

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Once finished the MCQ option selection then save your answers, then proceed to next button. In next page you have file upload option here the course coordinator can upload the long answers in pdf format. Now the answer key uploading is finished.

Answer Script Upload page

Upload Answer Key :

File Name	Date
18CSE341T 18-05-2022 Morning.pdf	30-05-2022
<input style="width: 100%; border: 1px solid #0070C0; background-color: #0070C0; color: white; padding: 5px;" type="button" value="<< Back"/>	<input style="width: 100%; border: 1px solid #0070C0; background-color: #0070C0; color: white; padding: 5px;" type="button" value="Upload"/>
<input style="width: 100%; border: 1px solid #0070C0; background-color: #0070C0; color: white; padding: 5px;" type="button" value="Next >>"/>	

The evaluator have verify answer key menu in their page. Once selected the menu it shows the assigned courses in a dropdown list. After selecting the course a dropdown list loads the relevant exam dates after selected the date, the uploaded MCQ and answer key links displayed. The evaluator should select MCQ and long answer one by one and verify the key is as per the given format. If so then he can approve it else they should give remarks to the coordinator for reload the answer key after the said remarks rectified.

Answer key Evaluation page

Faculty : Faculty of Management ▾

Current Exam Month - Year : MAR-2023

Subject : 19YGC405T - YOGIC SCIENCE OF ENERGY AND CONSCIOUSNESS ▾

Exam date/Session/Version : 21-03-2023 ▾ After Noon ▾

MCQ

19YGC405T 21-03-2023 After Noon.pdf

This Answer Key Already Verified Remarks Verify

Answer key Uploaded but Not Verified Subject List