

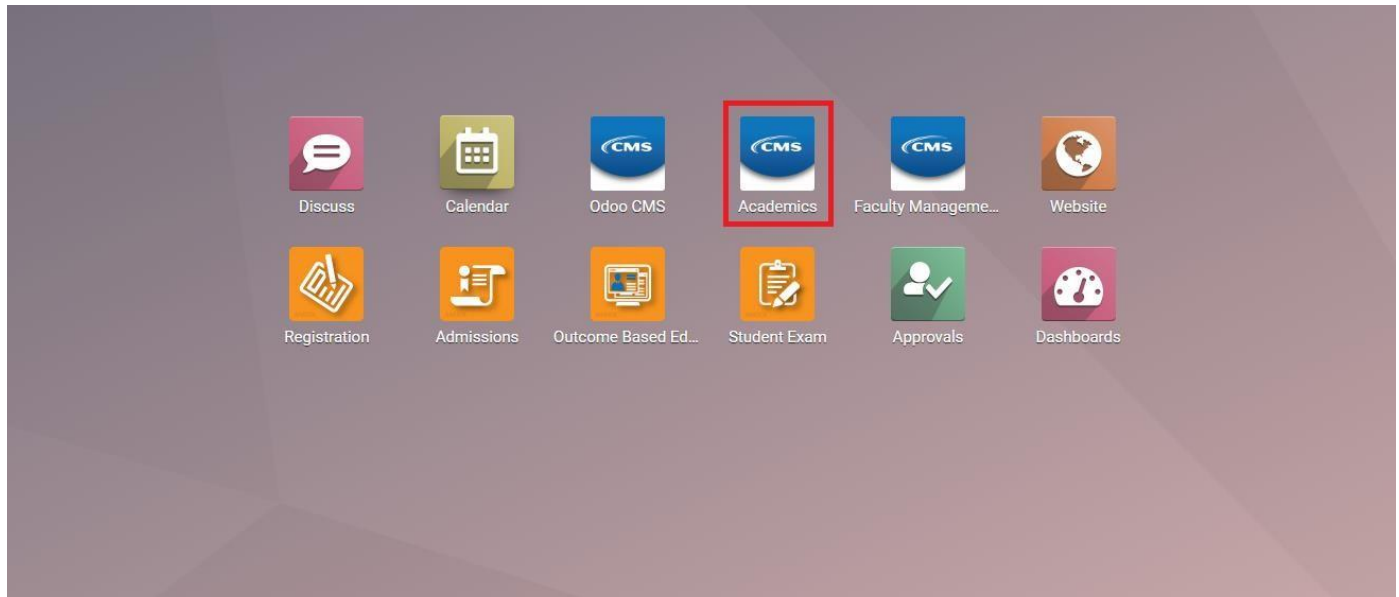


University of Swat

Hod's Manual for Result Approval Process

HoD's MANUAL FOR RESULT APPROVAL PROCESS

- When you Login to your Account a dashboard will appear like this.
- Click on the **Academics** Module as shown in the figure.



- After Click on the **Academics** Module the new Window will appear.
- Clicking on the Academics Menu as shown in the Figure.

Academics Students Faculty **Academics** Attendance

Students

CREATE IMPORT

Search...

Filters Group By Favorites

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CAREER

All Undergraduate Postgraduate Doctoral

Roll No	Name	Gender	Father Name	CNIC	Academic Session	Status	Migration Certificate	Group/Tag
223048	Moin Khan	Male	Afzal Khan	1560291789899	2022	Admitted	<input checked="" type="checkbox"/>	
223024	Shama Ali	Female	Barkat ali	1560605842616	2022	Admitted	<input checked="" type="checkbox"/>	
223062	Shah Faisal	Male	Akram Shah	1340366409913	2022	Admitted	<input checked="" type="checkbox"/>	
223089	Attaullah Khan	Male	Sher Ali Khan	1560603686913	2022	Admitted	<input checked="" type="checkbox"/>	
223009	Muhammad Arif	Male	Muhammad Pervez	1560503737219	2022	Admitted	<input checked="" type="checkbox"/>	
223096	Muhammad Hasnain	Male	Muhammad Hanif	1560504017819	2022	Admitted	<input checked="" type="checkbox"/>	
223005	Shafia Bahar	Female	Ali Shah	1560269629938	2022	Admitted	<input checked="" type="checkbox"/>	
UOS183011032	Zarmina Hayat	Female	Sikandar Hayat		2018	Draft	<input type="checkbox"/>	
223079	Muhammad Ibrahim	Male	Abd ur Rahman	1560504018805	2022	Admitted	<input checked="" type="checkbox"/>	
223084	Javid Ali	Male	AMIR ZARIN	1550594287555	2022	Admitted	<input checked="" type="checkbox"/>	
223065	Haseena Bibi	Female	IKRAM ULLAH	1560202786945	2022	Admitted	<input checked="" type="checkbox"/>	
223035	Abuzar Ghaffari	Male	Hazrat Hussain	1560704836833	2022	Admitted	<input checked="" type="checkbox"/>	
223027	Noreen Sultan	Female	Sultani Room	1560406309496	2022	Admitted	<input checked="" type="checkbox"/>	
223086	Maria Aziz	Female	Sarlin Aziz	1560708092750	2022	Admitted	<input checked="" type="checkbox"/>	

- After clicking on the **Academics Menu** a pop up will appear.
- Then click on the **Department Result** in the menu as shown in the figure.

The screenshot shows the Academics menu with a dropdown list. The 'Department Result' option is highlighted with a red box and a red arrow pointing to it. The dropdown menu includes options like Component Classes, Grades Histogram, Results, Batch Term - Semester Rules, Exam Semester Report, Submit for Exam (Bulk), Exam Result, Apply Semester Rules, Reports, and Final Marks Sheet Report.

Roll No	Father Name	CNIC	Academic Session	Status	Migration Certificate	Group/Tag
223048	Afzal Khan	1560291789899	2022	Admitted	<input checked="" type="checkbox"/>	
223024	Barkat ali	1560605842616	2022	Admitted	<input checked="" type="checkbox"/>	
223062	Akram Shah	1340366409913	2022	Admitted	<input checked="" type="checkbox"/>	
223089	Sher Ali Khan	1560603686913	2022	Admitted	<input checked="" type="checkbox"/>	
223009	Muhammad Pervez	1560503737219	2022	Admitted	<input checked="" type="checkbox"/>	
223096	Muhammad Hasnain	1560504017819	2022	Admitted	<input checked="" type="checkbox"/>	
223005	Shafia Bahar	1560269629938	2022	Admitted	<input checked="" type="checkbox"/>	
UOS183011032	Zarmina Hayat		2018	Draft	<input type="checkbox"/>	
223079	Muhammad Ibrahim	1560504018805	2022	Admitted	<input checked="" type="checkbox"/>	
223084	Javid Ali	1550594287555	2022	Admitted	<input checked="" type="checkbox"/>	
223065	Haseena Bibi	1560202786945	2022	Admitted	<input checked="" type="checkbox"/>	
223035	Abuzar Ghaffari	1560704836833	2022	Admitted	<input checked="" type="checkbox"/>	
223027	Noreen Sultan	1560406309496	2022	Admitted	<input checked="" type="checkbox"/>	

- After clicking on the Department result menu the department result will appear in the new windows.
- Click on your Department result as shown in the figure.

The screenshot shows the Department Result page with a table containing student information. The first row is highlighted with a red box.

Name	Department	Career	Term	Date	Status
DBS0013	Department of English and Foreign Languages - MC	Undergraduate	Fall 2022		New

- After clicking on your department result your all result will show like this.
- Then you have to click on the result one by one and verify marks.

Academics Students Faculty Academics Attendance Department of English and Foreign Languages(HOD)

Department Result / DBS0013

EDIT CREATE Action 1 / 1 < >

NEW DONE

Name DBS0013 Department Department of English and Foreign Languages - MC
Date Career Undergraduate
Term Fall 2022

Submitted Result Waiting... Minutes

Class Name	Code	Faculty for Grading	Program	Students Count	Status	HOD Approve
Study Skills	GC101-Fall22-BSENG2022-M	Nadia Shoukat	BS English - MC	61	Submitted	
English I: Reading and Writing Skills	ELL101-Fall22-BSENG2022-M	Nadia Shoukat	BS English - MC	61	Submitted	
Pakistan Studies	GC103-Fall22-BSENG2022-M	Muhammad Tariq Khan	BS English - MC	61	Submitted	
English I: Reading and Writing Skills	ELL101-Fall22-BSENG2022-E	Nadeem Khan	BS English - MC	36	Disposal	Approved By HOD
Introduction to Literary Studies	ELL102-Fall22-BSENG2022-E	Nadeem Khan	BS English - MC	36	Disposal	Approved By HOD
Introduction to Language Studies	ELL103-Fall22-BSENG2022-M	Nadia Shoukat	BS English - MC	61	Submitted	

- After the verification of marks click on **APPROVE BUTTON**.
- The status will change to **(Approved by HOD)** as shown above.

Academics Students Faculty Academics Attendance Department of English and Foreign Languages(HOD)

Department Result EDIT CREATE

Open: Submitted Result

APPROVE REVISE DRAFT CURRENT LOCKED SUBMITTED DISPOSAL APPROVAL VERIFY DONE NOTIFY

Class Name Study Skills Faculty for Grading Nadia Shoukat
Grade Assigning Portal Grading Absolute Grading
Allowed From
Code GC101-Fall22-BSENG2022-M
Not weightage Apply ☐
DBS DBS0013

Grade Calculation Date
Grade Upload Pre Date
Grade Upload Date

Students Histogram Primary Classes

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Student	Program	Academic Session	Obtained Marks	Grade
223012 - Aleeza Afsar-Bakht Afsar	BS English - MC	2022	87.00	A
223016 - Madiha Shah-feroz shah mian	BS English - MC	2022	80.00	A-
223003 - Shahla Ahmad-Siraj Ahmad Khan	BS English - MC	2022	86.00	A
223006 - Aamra Bibi-Khurshid Ali	BS English - MC	2022	83.00	A-

CLOSE

- HOD can also **REVISE** the course mean if there is any mistake in marks and marks were SUBMITTED by TEACHER.
- So they may request to the HOD to revise the Course to the teacher.
- The HOD revise the Course by clicking on the **REVISE BUTTON**.

Academics

Department Result / D

EDIT CREATE

Open: Submitted Result

APPROVE REVISE DRAFT CURRENT LOCKED SUBMITTED DISPOSAL APPROVAL VERIFY DONE NOTIFY

Class Name Study Skills Faculty for Grading Nadia Shoukat

Grade Assigning Portal Grading Absolute Grading

Allowed From

Code GC101-Fall22-BSENG2022-M

Grade Calculation Date

Not weightage Apply ☐ Grade Upload Pre Date

DBS DBS0013 Grade Upload Date

Students Histogram Primary Classes

1-40 / 61

Student	Program	Academic Session	Obtained Marks	Grade
223012 - Aleeza Afsar-Bakht Afsar	BS English - MC	2022	87.00	A
223016 - Madiha Shah-feroz shah mian	BS English - MC	2022	80.00	A-
223003 - Shahla Ahmad-Siraj Ahmad Khan	BS English - MC	2022	86.00	A
223006 - Aamra Bibi-Khurshid Ali	BS English - MC	2022	83.00	A-

CLOSE

- Now click on the APPLY SEMESTER RULE as shown in the figure.
- 1st you have to click in the same academic module on academic menu and then click on **SEMESTER RULE** as shown in the figure.

The screenshot shows the 'Academics' menu in a software interface. The 'Academics' tab is selected, and a dropdown menu is open. The option 'Apply Semester Rules' is highlighted with a red rectangle. The background shows a 'Department Result / DBS0013' page with a table of class results.

Class Name	Code	Faculty for Grading	Program	Students Count	Status	HOD Approve
Study Skills	GC101-Fall22-BSENG2022-M	Nadia Shoukat	BS English - MC	61	Submitted	
English I: Reading and Writing Skills	ELL101-Fall22-BSENG2022-M	Nadia Shoukat	BS English - MC	61	Submitted	
Pakistan Studies	GC103-Fall22-BSENG2022-M	Muhammad Tariq Khan	BS English - MC	61	Submitted	
English I: Reading and Writing Skills	ELL101-Fall22-BSENG2022-E	Nadeem Khan	BS English - MC	36	Disposal	Approved By HOD
Introduction to Literary Studies	ELL102-Fall22-BSENG2022-E	Nadeem Khan	BS English - MC	36	Disposal	Approved By HOD
Introduction to Language Studies	ELL103-Fall22-BSENG2022-M	Nadia Shoukat	BS English - MC	61	Submitted	

- After clicking on the semester rule a new window will appear select your batch on which you want to apply semester rule.
- Then click on the **APPLY RULE BUTTON**.

The screenshot shows a modal dialog box titled 'Apply Semester Rules'. A red arrow points to the 'Batches/Intakes' dropdown menu, which has 'BSENG2022-F22' selected. At the bottom of the dialog, the 'APPLY RULES' button is highlighted with a red rectangle. The background shows the same 'Department Result' page as the previous screenshot.

- When Semester Rules apply now you can download your own Department Exam Result Report by clicking on the **academic** menu in the **Academics module**.
- A new pop up will appear as shown in the figure then click on the **EXAM SEMESTER REPORT**.

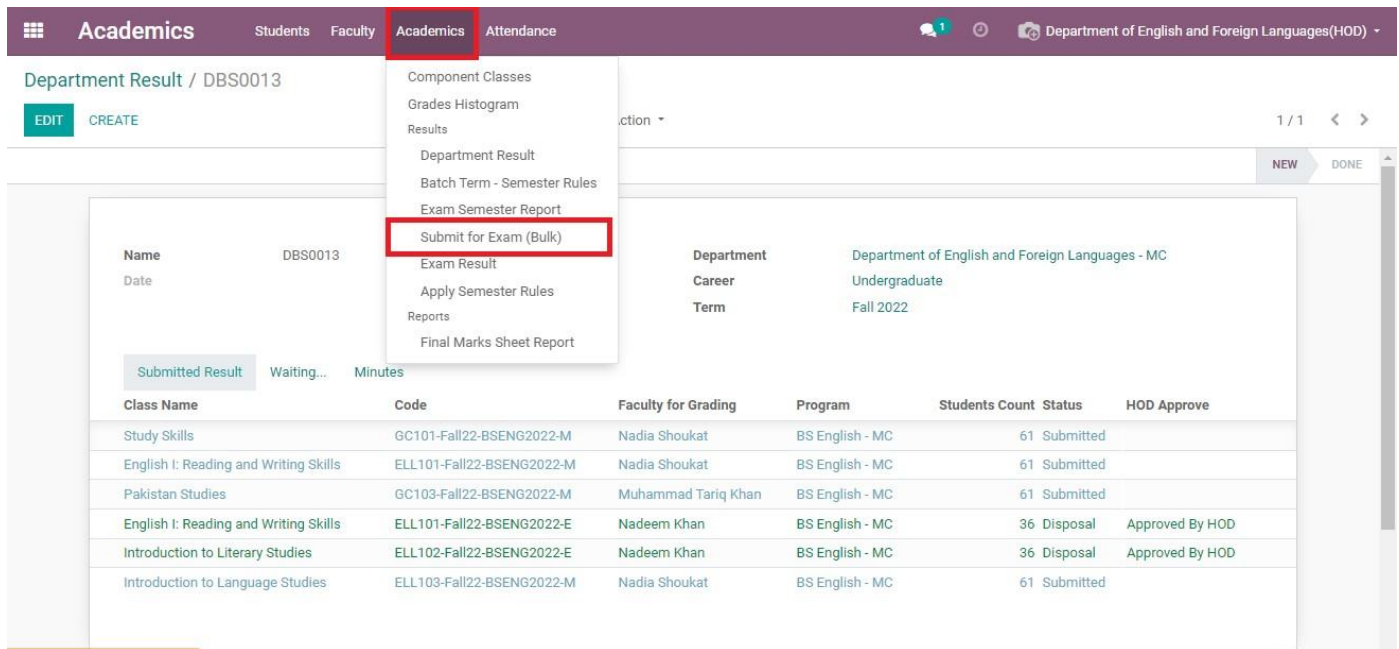
The screenshot shows the 'Academics' module interface. The top navigation bar includes 'Students', 'Faculty', 'Academics' (highlighted), and 'Attendance'. The main header displays 'Department Result / DBS0013' with 'EDIT' and 'CREATE' buttons. A dropdown menu is open from the 'Academics' tab, listing various options: 'Component Classes', 'Grades Histogram', 'Results', 'Department Result', 'Batch Term - Semester Rules', 'Exam Semester Report' (highlighted with a red box), 'Submit for Exam (Bulk)', 'Exam Result', 'Apply Semester Rules', 'Reports', and 'Final Marks Sheet Report'. Below the menu, a table lists department results for DBS0013, including columns for Class Name, Code, Faculty for Grading, Program, Students Count, Status, and HOD Approve. The table contains six rows of data for various classes like 'Study Skills', 'English I: Reading and Writing Skills', and 'Pakistan Studies'.

- Give some information in the new pop up window as Like **PROGRAM BATCH, SECTION And ACADEMIC TERM**.
- Then click on the **GENERATE REPORT BUTTON** as shown in the figure.

The screenshot shows a pop-up window titled 'Exam Semester Wise Report'. It contains three input fields: 'Program Batch', 'Section', and 'Academic Term', each with a dropdown arrow. These fields are grouped within a red-bordered box. Below the input fields, there is a 'GENERATE REPORT' button (highlighted with a red box) and a 'Cancel' button. The background shows a blurred view of the Academics module interface.

- The last part of the semester result is submission of result to examination.
- The process is click on academics menu in academics module and then click on the **SUBMIT FOE EXAM IN**

BULK.



Department Result / DBS0013

EDIT CREATE

Component Classes
Grades Histogram
Results
Department Result
Batch Term - Semester Rules
Exam Semester Report
Submit for Exam (Bulk)
Exam Result
Apply Semester Rules
Reports
Final Marks Sheet Report

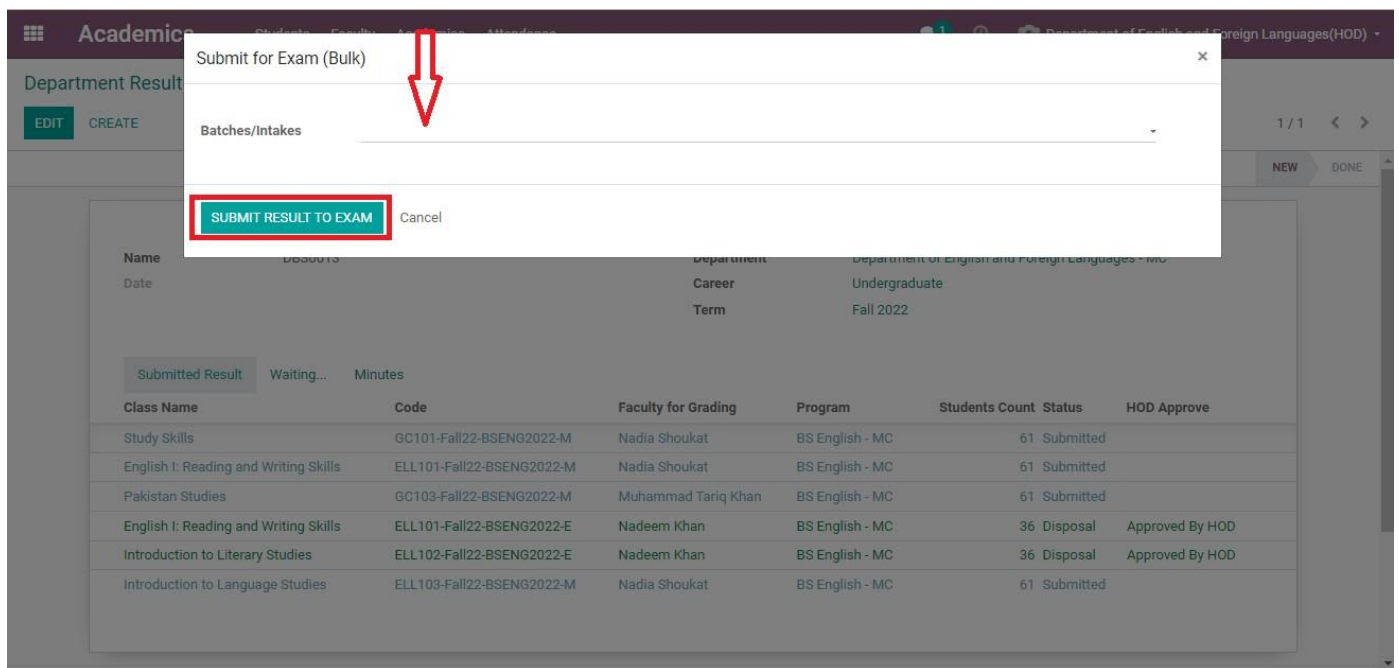
Name: DBS0013
Date:

Department: Department of English and Foreign Languages - MC
Career: Undergraduate
Term: Fall 2022

Submitted Result Waiting... Minutes

Class Name	Code	Faculty for Grading	Program	Students Count	Status	HOD Approve
Study Skills	GC101-Fall22-BSENG2022-M	Nadia Shoukat	BS English - MC	61	Submitted	
English I: Reading and Writing Skills	ELL101-Fall22-BSENG2022-M	Nadia Shoukat	BS English - MC	61	Submitted	
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Introduction to Language Studies	ELL103-Fall22-BSENG2022-M	Nadia Shoukat	BS English - MC	61	Submitted	

- After clicking on submit for exam menu then select your batch which you want to submit for exam then click on **SUBMIT RESULT TO EXAM** button.



Submit for Exam (Bulk)

Batches/Intakes

SUBMIT RESULT TO EXAM Cancel

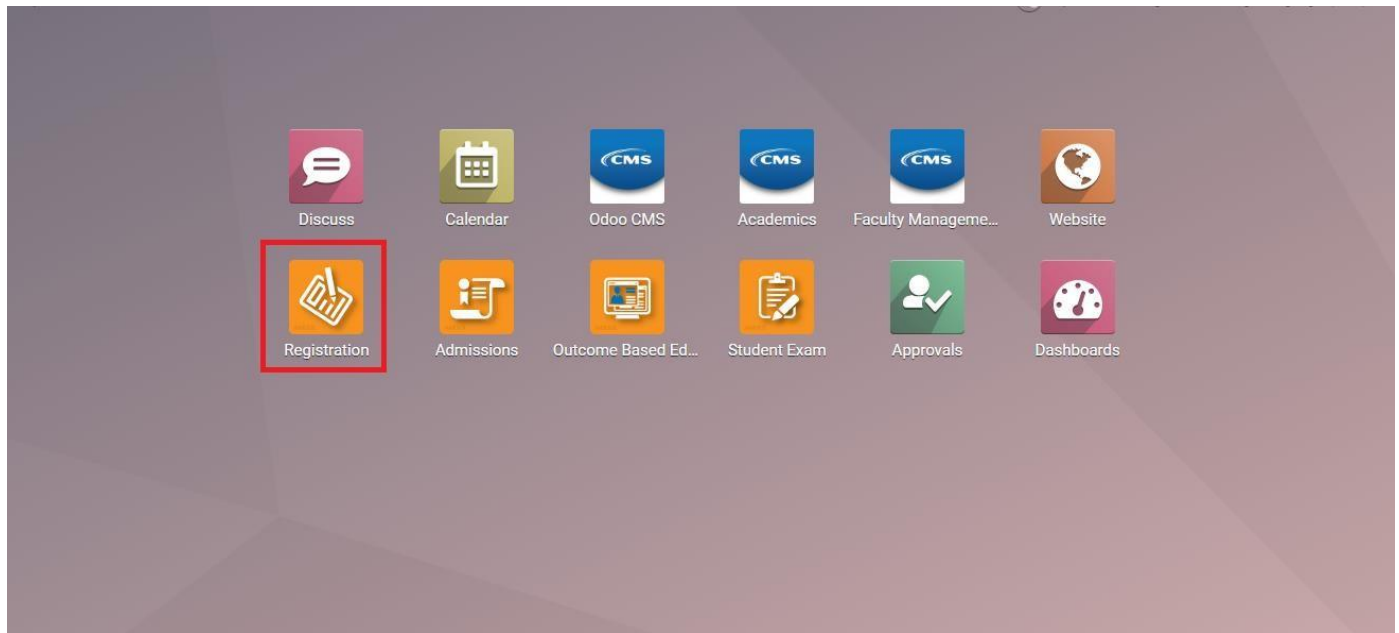
Name: DBS0013
Date:

Department: Department of English and Foreign Languages - MC
Career: Undergraduate
Term: Fall 2022

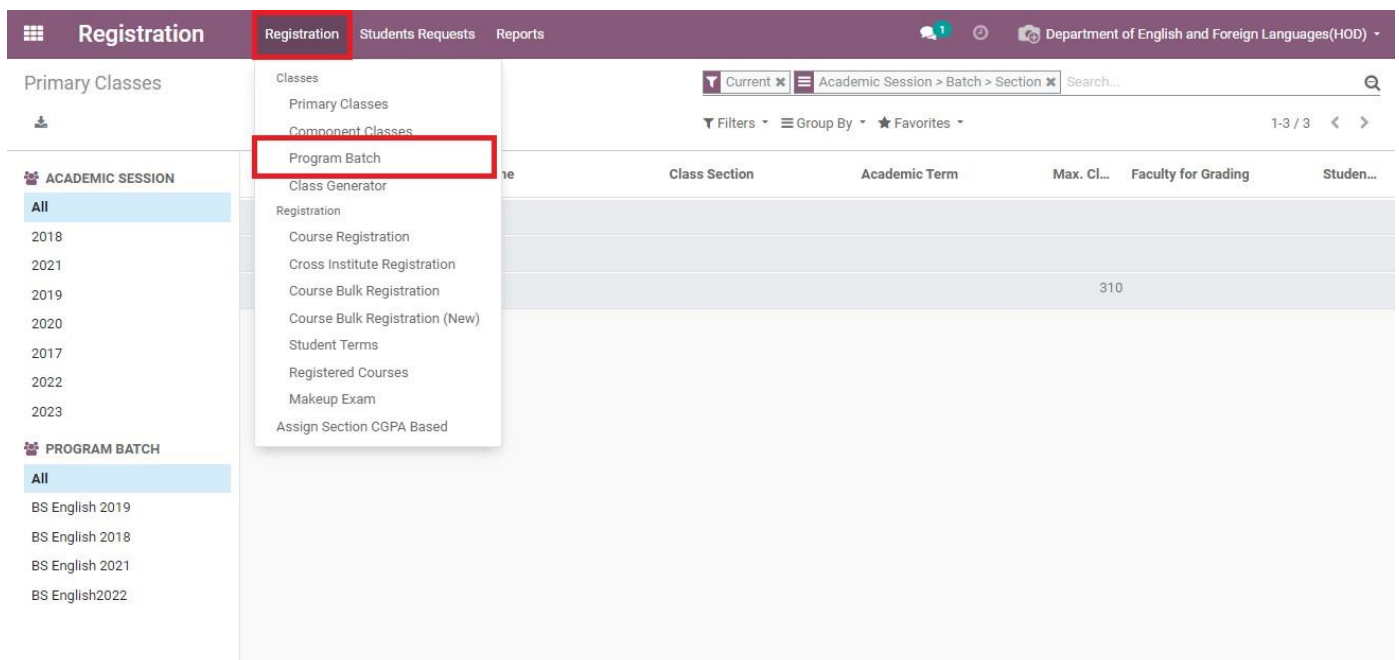
Submitted Result Waiting... Minutes

Class Name	Code	Faculty for Grading	Program	Students Count	Status	HOD Approve
Study Skills	GC101-Fall22-BSENG2022-M	Nadia Shoukat	BS English - MC	61	Submitted	
English I: Reading and Writing Skills	ELL101-Fall22-BSENG2022-M	Nadia Shoukat	BS English - MC	61	Submitted	
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Introduction to Language Studies	ELL103-Fall22-BSENG2022-M	Nadia Shoukat	BS English - MC	61	Submitted	

- After submitting result to the examination the last step is to promote student to the next semester.
- The process is to click on the **REGISTRATION MODULE** as shown in the figure.



- Click on **REGISTRATION MENU** in the **REGISTRATION MODULE**.
- Then click on the **PROGRAM BATCH** as shown in the figure.



- After clicking on the **PROGRAM BATCH** all batches are shown to the department.
- Then click on that batch which are you want promote the next semester.

Program Batch

CREATE IMPORT

Search...

Filters Group By Favorites

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	Batch Name	Code	Department	Career	Program	Academic Session	OBE Enabled?
<input type="checkbox"/>	+ BS English 2019	BSENG19	Department of English and Foreign Languages - MC	Undergraduate	BS English - MC	2019	<input type="checkbox"/>
<input type="checkbox"/>	+ BS English 2018	BSENG18	Department of English and Foreign Languages - MC	Undergraduate	BS English - MC	2018	<input type="checkbox"/>
<input type="checkbox"/>	+ BS English 2021	BSENG21	Department of English and Foreign Languages - MC	Undergraduate	BS English - MC	2021	<input type="checkbox"/>
<input type="checkbox"/>	+ BS English2022	BSENG2022	Department of English and Foreign Languages - MC	Undergraduate	BS English - MC	2022	<input type="checkbox"/>

ACADEMIC SESSION

All

2018

2021

2019

2020

2017

2022

2023

CAREER

All

Undergraduate

Postgraduate

Doctoral

DEPARTMENT

All

Department of English and...

- After clicking on the corresponding batch a new window will appear and then you have to click on the **EDIT BUTTON** as shown in the figure.

Program Batch / BS English2022

EDIT CREATE

Action

4 / 4

Batch Name	BS English2022	Department	Department of English and Foreign Languages - MC		
Code	BSENG2022	Career	Undergraduate		
2022		Program	BS English - MC		
Fall 2022		Study Scheme	BS English2022		
Semester 1		Next Number	1 BSENG2022 Sequence		

Sections Timetable

Section Name	Code	Max Strength	Room	Students Count
M	BSENG2022-M	65		61
E	BSENG2022-E	65		41

- After clicking on the EDIT button you have to change only two thing.
1. CURRENT ACADEMICS.
 2. SEMESTER.

After changing the credential you have to click on **SAVE** button

Program Batch / BS English2022

SAVE DISCARD 4 / 4 < >

Batch Name
BS English2022
Code
BSENG2022
2022
Fall 2022
Semester 1

Department
Department of English and Foreign Languages - MC
Career
Undergraduate
-Program
BS English - MC
Study Scheme
BS English2022
Next Number
1
BSENG2022 Sequence

Sections Timetable

Section Name	Code	Max Strength	Room	Students Count
M	BSENG2022-M	65		61
E	BSENG2022-E	65		41

Add a line

- After changing the credential then you have to click on the **ACTION BUTTON**.

Program Batch / BS English2022

EDIT CREATE Action 4 / 4 < >

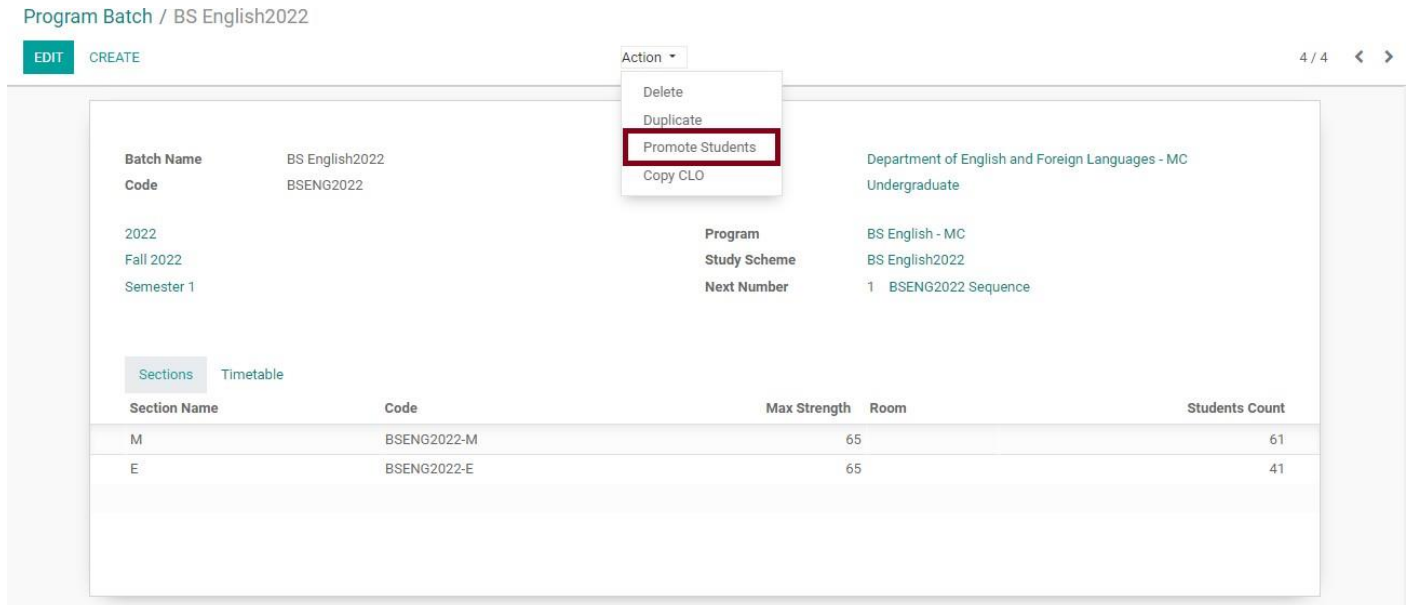
Batch Name
BS English2022
Code
BSENG2022
2022
Fall 2022
Semester 1

Department
Department of English and Foreign Languages - MC
Career
Undergraduate
Program
BS English - MC
Study Scheme
BS English2022
Next Number
1 BSENG2022 Sequence

Sections Timetable

Section Name	Code	Max Strength	Room	Students Count
M	BSENG2022-M	65		61
E	BSENG2022-E	65		41

- After clicking on the action button a new pop up will appear as shown in the figure
- Then click on the **PROMOTE STUDENT**.



- A new window will appear as shown in the figure and you have to click on the **PROMOTE BUTTON**.

