



डॉ. ए.पी.जे. अब्दुल कलाम तकनीकी विश्वविद्यालय, लखनऊ

Dr. A.P.J. Abdul Kalam Technical University, Lucknow

Examination Attendance System

परीक्षा उपस्थिति प्रणाली

User Manual & Feature Guide

Version 2.0 · Phase 2

Developed by

Technotouch Solutions Pvt Ltd

for

Dr. A.P.J. Abdul Kalam Technical University, Lucknow

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1. About the System

The AKTU Examination Attendance System is a secure, bilingual (English/Hindi) web application that digitises every step of running an examination centre — from candidate onboarding and seating plans to real-time QR-based attendance, AI-assisted verification, incident logging, reconciliation, and official reporting.

Key highlights:

- Bilingual UI (English + हिन्दी) throughout every screen.
- Progressive Web App (PWA) — installs to phone/tablet and works offline.
- QR-code based candidate attendance with camera capture and audio feedback.
- AI-powered timetable import, room-scan analysis, face match and UFM assistance.
- Role-based access control (Super Admin, Superintendent, Invigilator, Auditor).
- One-click Excel / PDF / photo exports meeting AKTU reporting formats.

AKTU
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Examination Attendance System

Sign in

Email

Password

Sign in

Need an account? Sign up

DEMO QUICK LOGIN / डेमो लॉगिन

Super Admin
सुपर एडमिन

Centre Superintendent
सेन्टर अफिशर

Invigilator
निरीक्षक

Auditor / Observer
लेखा परीक्षक

For demonstration only. Password: Demo@12345

Figure: The AKTU-branded secure login screen (English + Hindi).

2. Roles & Access

The system enforces four distinct roles. Each user only sees the features permitted by their role.

Role	Responsibilities
Super Admin / सुपर एडमिन	Full control — manages centres, colleges, users, global settings, AKTU portal.
Centre Superintendent / केंद्र अधीक्षक	Manages a specific centre: sessions, rooms, seating, roster, reconciliation, reports.
Invigilator / निरीक्षक	Marks attendance, scans QR codes, captures candidate photos, raises incidents.
Auditor / Observer / लेखा परीक्षक	Read-only access — live monitoring, reports, and audit logs.

3. Getting Started

3.1 Signing In

- Open the application URL in Chrome, Edge or Safari.
- Enter your official e-mail and password on the login screen.
- First-time users are automatically taken to Change Password.
- Demo accounts (Super Admin, Superintendent, Invigilator, Auditor) are available on the login screen with the password Demo@12345 for training.

3.2 Installing as an App (PWA)

- On mobile Chrome/Safari, tap the browser menu → 'Add to Home Screen'.
- On desktop, click the install icon in the address bar when prompted.
- Once installed, the app opens in its own window and works even without internet.

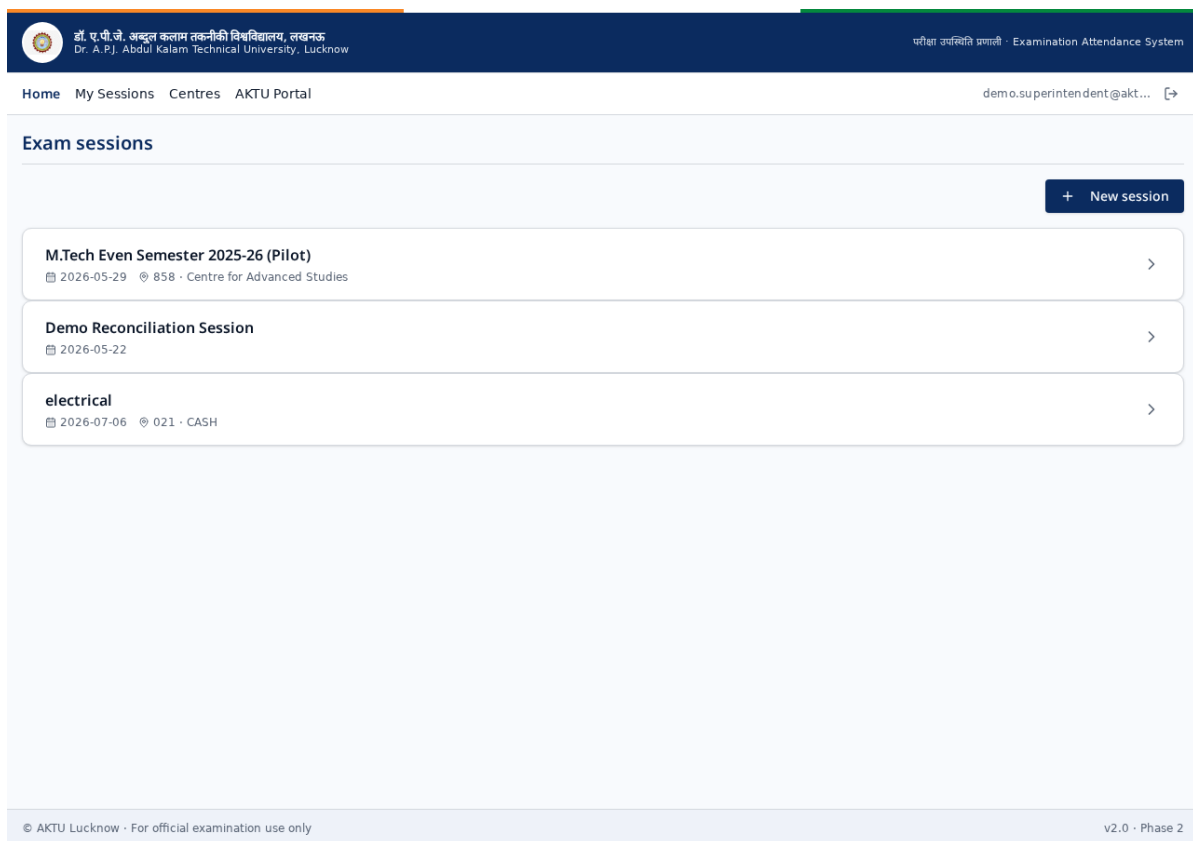


Figure: Home / My Sessions screen after signing in.

4. Feature Overview

The complete feature list is grouped below. Each is detailed in the following chapters.

Module	Description
Centres	Create and manage multiple examination centres, users and centre-level settings.
Exam Sessions	Schedule morning/afternoon sittings, define subjects, upload timetables (AI-assisted).
Candidates	Bulk import candidates, view and edit records, link photos and colleges.
Admit Cards	Generate branded AKTU admit-card PDFs with QR codes for every candidate.
Rooms	Configure rooms, capacity, layout; interactive 3D Room Twin visualiser.
Seating Plan	Automated seating allocation with printable seating chart & door-notice PDFs.
Invigilator Roster	Assign invigilators to rooms and sessions with duty sheets.
QR Attendance	Scan candidate QR / roll number; live camera capture and audio feedback.
AI Co-Pilot	In-app AI helper: session import, image analysis, face match, UFM drafting.
Live Monitor	Real-time centre dashboard: rooms, present/absent counts, incidents.
Reconciliation	End-of-session sign-off between invigilators and superintendent.
Reports & Exports	Excel / PDF / photo-pack exports in AKTU reporting formats.
Incidents	Log and track any centre incident with photographic evidence.
UFM (Unfair Means)	Structured Unfair-Means case management with AI-drafted statements.
Evacuation	Emergency evacuation plan and drill records per centre.
AKTU Portal	Direct links to official AKTU examination and result services.
Bilingual UI	Every screen in English + हिन्दी – no separate language switch needed.
Offline Mode	Attendance queued locally when offline, auto-syncs when back online.

5. Centres Management

Add centres, edit codes, city, capacity and users. Superintendents access only their assigned centres.

- Create / edit / archive centres.
- Manage centre-level users and their roles.
- Configure centre settings (working hours, contact, branding).

The screenshot shows the 'Examination Centres' management page. At the top, there is a header with the AKTU logo and name in Hindi and English, and the text 'परीक्षा उपस्थिति प्रणाली · Examination Attendance System'. Below the header is a navigation bar with links: Home, My Sessions, Centres, and AKTU Portal. The user's email 'demo.superintendent@akt...' is visible on the right. The main section is titled 'Examination Centres' with the Hindi text 'परीक्षा केंद्र'. It features a form to add a new centre with fields for 'Centre code (e.g. 145)', 'Centre name', and 'City', followed by a '+ Add Centre' button. A note states: 'Adding a centre requires Super Admin role. The creator becomes its Superintendent automatically.' Below this, a card displays the details for 'Centre for Advanced Studies · 858' in 'Lucknow', with an 'Open' button. Under the 'EXAM SESSIONS' section, two sessions are listed: 'M.Tech Even Semester 2025-26 (Pilot)' (2026-05-29 · live) and 'Demo Reconciliation Session' (2026-05-22 · closed), each with an 'Admit Cards' button. The footer contains the copyright notice '© AKTU Lucknow · For official examination use only' and the version 'v2.0 · Phase 2'.

Figure: Centres directory listing all examination centres.

6. Exam Sessions & Timetable

Sessions represent one sitting of an exam (date + shift + paper). Timetables can be imported from a PDF or image using AI.

- Create sessions with date, shift and subject.
- AI Session Import: upload the AKTU timetable and it is parsed automatically.
- Timetable view with day-wise reports.
- Publish / go-live control per session.

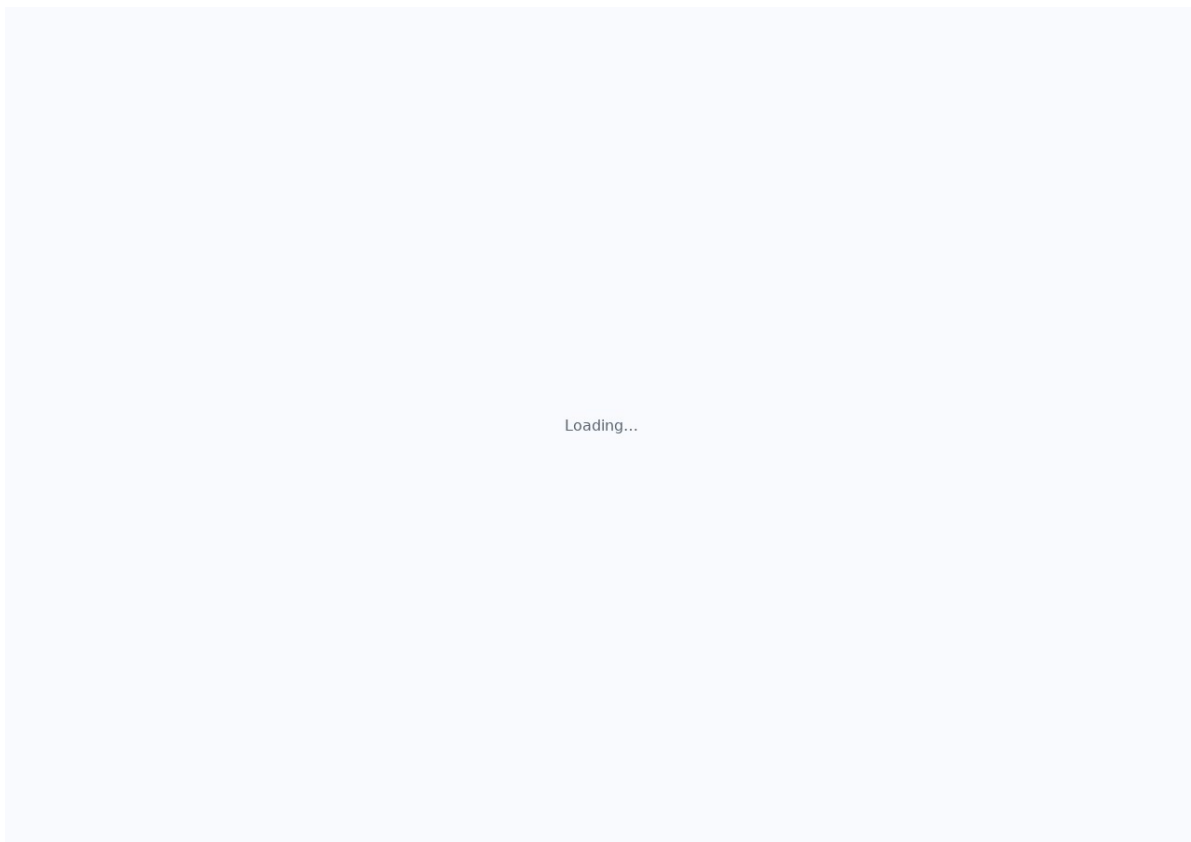


Figure: Exam Sessions list for a centre.

7. Candidates & Admit Cards

Manage the full candidate roster and issue branded admit cards.

- Bulk import candidates via CSV or AI extraction from PDF.
- Individual candidate profile with photo, college and history.
- One-click Admit Card PDF generation with QR code for scanning.
- Attach candidate photos manually or via camera capture.



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परीक्षा उपस्थिति प्रणाली · Examination Attendance System

[Home](#)
[My Sessions](#)
[Centres](#)
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demo.superintendent@akt... [→](#)

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परीक्षा

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प्रवेश पत्र

कक्ष

समन

निरीक्षक

उपस्थिति

लाइव

मिलान

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उपयोगकर्ता

घटनाएँ

अन्याधिकार

निकासी

सेटिंग

Centre for Advanced Studies

Code 858 · Lucknow

Session

M.Tech Even Semester 2025-26 (Pilot) (2026-)

Upload nominal roll (CSV)

Choose File No file chosen

Headers auto-mapped (roll_number, candidate_name, registration_number, subject, paper_code). Existing rolls are updated.

Roll	Name	Subject	Paper	Status
2508580675001	ABHISARIKA SRIVASTAVA	—	—	present
2508580675002	AMIT KUMAR	—	—	present
2508580675003	AMIT KUMAR PANDEY	—	—	present
2508580675004	AMITANSH CHAURASIYA	—	—	present
2508580675005	HAR ADITYAM VARDHAN AVASTHI	—	—	planned
2508580675006	HARSH MAURYA	—	—	present
2508580675007	MANAM DEV SINGH	—	—	present
2508580675008	MANSHI YADAV	—	—	present
2508580675009	MOHAMMAD ARSHAD SIDDIQUI	—	—	present
2508580675010	MOHD SADIQUE	—	—	present
2508580675011	MOHD ABID SULTAN RIZVI	—	—	present
2508580675012	NISTHA JAISWAL	—	—	present
2508580675013	OMIKA	—	—	present
2508580675014	PRAKHAR SNGH	—	—	present
2508580675015	SAKSHI SHARMA	—	—	present

Figure: Candidates list with roll numbers and status.

8. Rooms & Seating Plan

Define rooms, capacity and layout, then generate compliant seating plans.

- Configure rooms with rows × columns and capacity.
- 3D Room Twin: interactive visualisation of the seating layout.
- Automated seating allocation with anti-cheating spacing.
- Seating chart PDF and door-notice PDF for each room.



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QR Attendanceउपस्थिति

Live Monitorलाइव

Reconciliationमिलान

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Unfair Meansअन्यायित साधन

Evacuationनिकासी

Settingsसेटिंग

Centre for Advanced Studies

Code 858 · Lucknow

1 room(s) configured.

301

Floor 3 · Capacity 26

 3D Twin 





 AI Room Planner

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v2.0 · Phase 2

Figure: Room configuration for a centre.

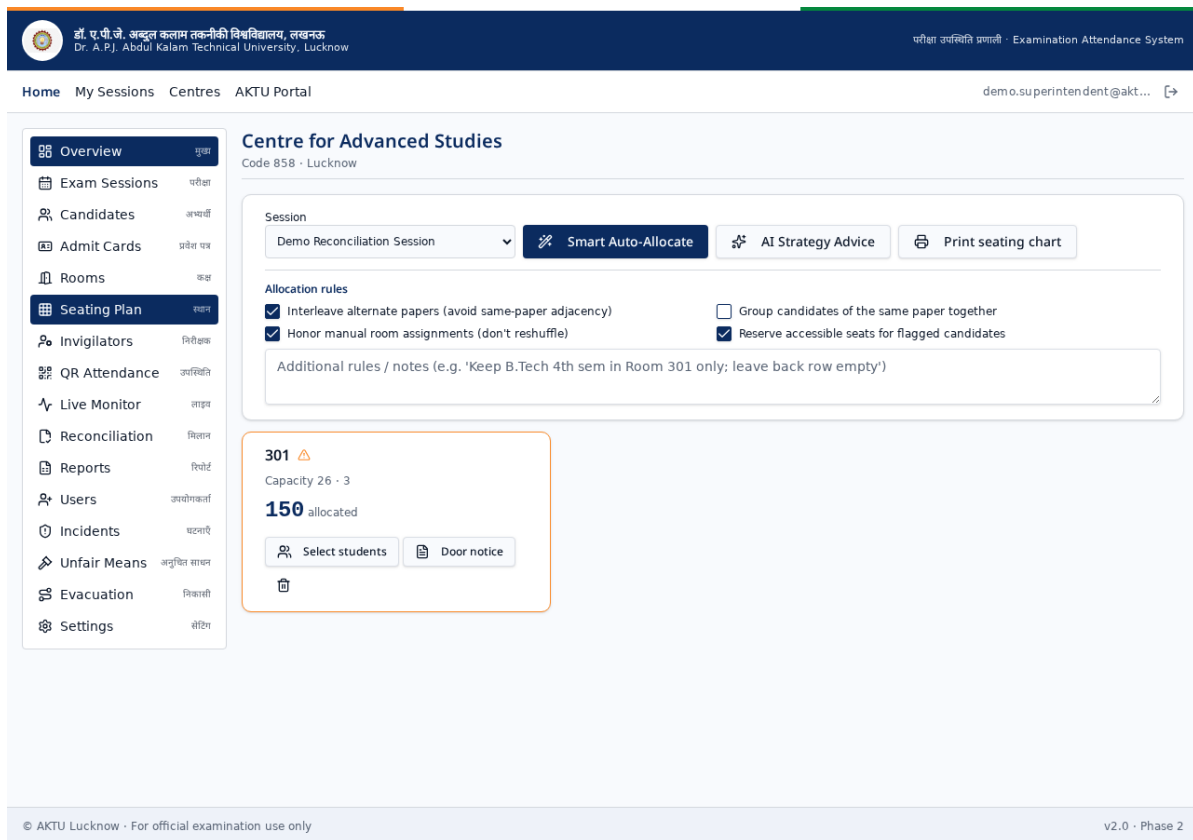


Figure: Seating plan grid view.

9. Invigilator Roster

Assign invigilators to rooms and sessions with printable duty sheets.

- Assign primary and relief invigilators per room.
- Duty conflicts highlighted automatically.
- Roster printable PDF for centre notice board.

10. QR Attendance & Capture

The core invigilator workflow — mark candidates present with a QR scan or roll-number search.

- Live camera QR scanner (works on any modern phone).
- Fallback: search by roll number and mark manually.
- Automatic candidate photo capture with front/rear camera toggle.
- Audio + voice confirmation on each successful scan.
- Duplicate-scan detection (per exam-day, per candidate).

- Offline queue: scans are saved locally when the network drops and sync automatically.

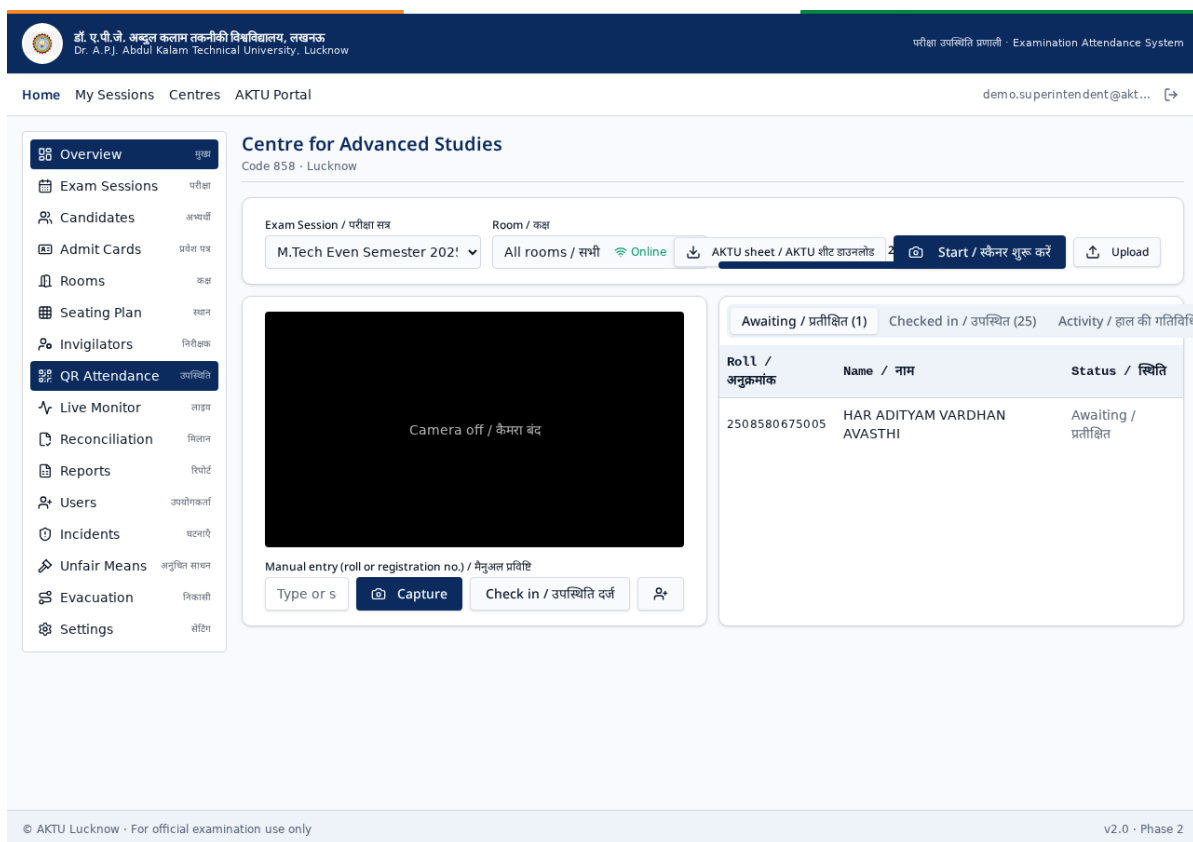


Figure: QR Attendance scan screen.

11. AI Co-Pilot

AI assistance is built directly into the workflow — no extra tools needed.

- AI Session Import: extract timetables from PDFs/images.
- AI Image Analysis: verify candidate photos and admit cards.
- AI Face Match: compare captured photo with admit-card photo.
- AI Room Scan: analyse a photo of the room to detect empty seats / issues.
- AI UFM Assistant: draft unfair-means statements from a description.

12. Live Monitor

Superintendents and auditors see live progress across every room in the centre.

- Room-wise present / absent / awaiting counts.
- Incident and UFM alerts as they happen.
- Auto-refresh — no need to reload the page.

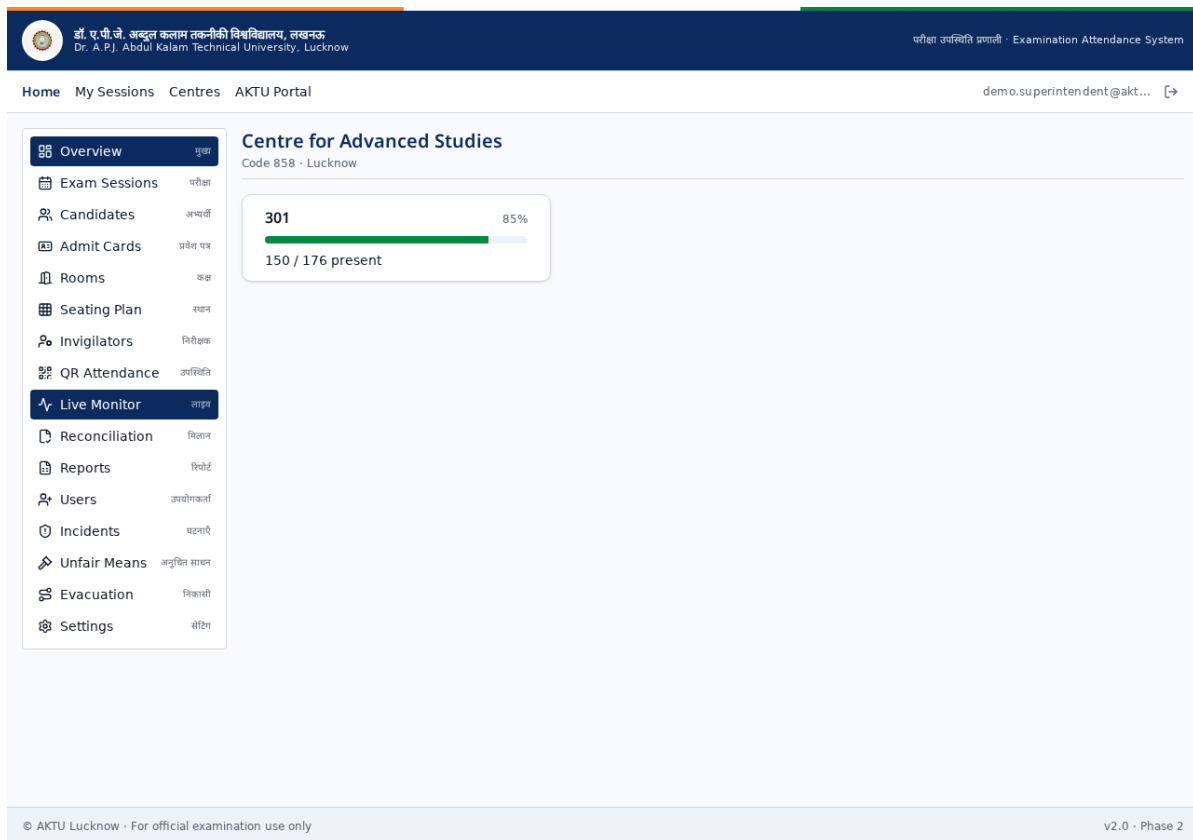


Figure: Real-time centre monitor.

13. Reconciliation & Sign-off

At the end of every session the numbers must reconcile before the paper closes.

- Invigilator submits room totals with digital signature.
- Superintendent counter-signs and locks the session.
- Discrepancies flagged for review before sign-off is allowed.

14. Reports & Exports

One-click generation of every mandated AKTU report.

- Attendance sheet (Excel).
- Official attendance PDF with signatures.
- Candidate photo pack (ZIP) for post-exam verification.
- Session-wise, room-wise and college-wise breakdowns.



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Centre for Advanced Studies

Code 858 · Lucknow

Report an incidentघटना दर्ज करें

SessionRoom (optional)Type

M.Tech Even Semester 2025-26 (Pilot) — UCM

Descriptionहि/EN — voice supported

 Dictate

 EN

 Polish

What happened? Include candidate roll number if relevant.

Photo evidence (optional) — AI analyses automatically

Choose FileNo file chosen

+ Record Incident

Recent incidents recorded across this centre's sessions.

Time	Type	Room	Note
5/22/2026, 10:33:05 AM	MEDICAL	—	Candidate complained of dizziness at 10:45 AM. Provided water, monitored by medical officer; resumed exam after 10 minutes.
5/22/2026, 10:33:05 AM	OTHER	—	Brief power-cut at 12:15 PM; backup inverter restored lights within 40 seconds. Exam extended by 5 minutes.
5/22/2026, 10:33:05 AM	LATE	—	Two candidates arrived 18 minutes late due to traffic; admitted as per AKTU 30-minute grace rule.
5/22/2026, 10:33:05 AM	UCM	—	Suspicious gesture between two candidates noted at 11:35 AM; seats reshuffled; warning logged.
5/22/2026, 10:33:05 AM	REPLACEMENT BOOK	—	Replacement answer book issued (serial AR-090011) due to printing defect in

Figure: Incident log for a centre.

16. Evacuation Planning

- Define evacuation routes per building/floor.
- Log evacuation drills with participant counts.
- Emergency contact directory.

Quick, verified access to the university's official examination and result services.

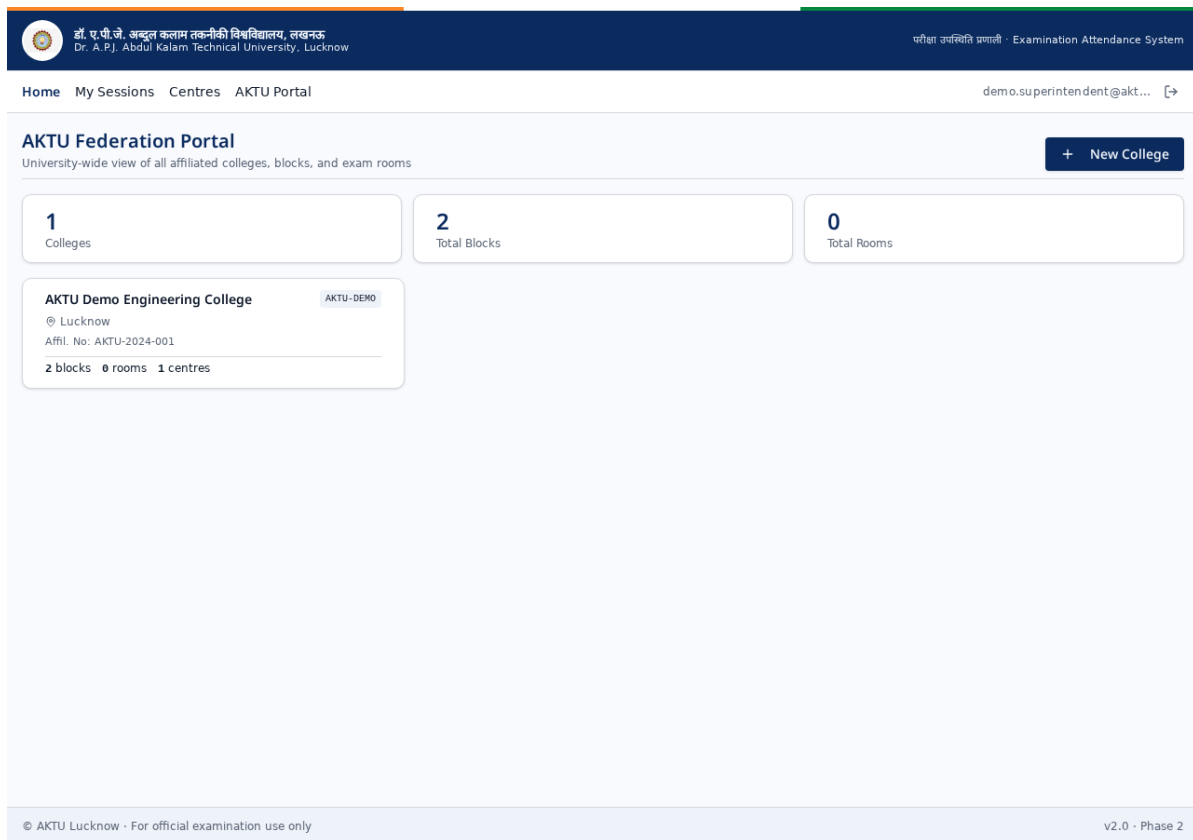


Figure: In-app AKTU portal shortcut screen.

18. Offline Mode & PWA Installation

The app is designed for centres where internet may be patchy.

- Service Worker caches the app shell for offline load.
- Attendance scans queued in browser storage when offline.
- Automatic background sync when the connection returns.
- Install to home-screen from Chrome/Safari — behaves like a native app.

Appendix A — Admit Card Screen



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Centre for Advanced Studies

Code 858 · Lucknow

Admit Cards

Exam session

M.Tech Even Semester 2025-26 (Pilot) ▾

Search

Roll number or name...

 Selected (0)

 All

☐	Roll No	Name	Course	Branch	Sem	Actions
☐	2508580675001	ABHISARIKA SRIVASTAVA	Master of Technology	Computer science and engineering with specialization in cyber security/ ICT	2	 
☐	2508580675002	AMIT KUMAR	Master of Technology	Computer science and engineering with specialization in cyber security/ ICT	2	 
☐	2508580675003	AMIT KUMAR PANDEY	Master of Technology	Computer science and engineering with specialization in cyber security/ ICT	2	 
☐	2508580675004	AMITANSH CHAURASIYA	Master of Technology	Computer science and engineering with specialization in cyber security/ ICT	2	 
☐	2508580675005	HAR ADITYAM VARDHAN AVASTHI	Master of Technology	Computer science and engineering with specialization in cyber security/ ICT	2	 
☐	2508580675006	HARSH MAURYA	Master of Technology	Computer science and engineering with specialization in cyber security/ ICT	2	 
☐	2508580675007	MANAM DEVI SINGH	Master of	Computer science and engineering with specialization in	2	

Figure: Admit-card generation and preview.

19. Troubleshooting

Issue	Resolution
Camera does not open	Grant camera permission in the browser address bar and reload the page. On iOS use Safari.
QR scan says 'already captured for today'	The candidate is already marked for this exam day. Check the attendance list or contact the superintendent to reset.
Attendance not syncing	Check the offline indicator at the bottom of the screen. Scans will auto-sync once the network is restored.
PDF download blocked	Allow pop-ups / downloads for the site in browser settings.
Forgotten password	Contact your centre superintendent or super admin to trigger a reset.

20. Support & Credits

For technical support, feature requests or on-site training:

- Developer: Technotouch Solutions Pvt Ltd
- Client: Dr. A.P.J. Abdul Kalam Technical University, Lucknow
- Product: AKTU Examination Attendance System (v2.0)

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