

User Manual Document (Paper Setter)

USER MANUAL

For

Module: Paper Setter

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Introduction – Paper Setter

The Paper Setter Module of Chaudhary Ranbir Singh University (CRSU) is a secure online platform developed to facilitate and manage the examination paper-setting process efficiently and confidentially.

This module allows authorized Paper Setters to log in using their credentials, access assigned subjects and examination details, prepare and upload question papers, and submit them directly to the university through the online system. The platform ensures secure handling of confidential examination documents and maintains transparency throughout the process.

The primary objective of the module is to simplify the traditional paper-setting procedure, minimize manual work, improve operational efficiency, and ensure timely submission of question papers. This user manual provides complete guidance for Paper Setters regarding login procedures, dashboard navigation, question paper upload, document management, and final submission to the university.

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Login: The authorized examiner can log in to the portal by clicking on the provided URL and entering the User ID and Password received through the registered email address.

URL: https://crsuiums.com/Login_PaperSetter.aspx



Home



**CHAUDHARY RANBIR SINGH
UNIVERSITY**

Established by Govt. of Haryana Legislature Act 28 of 2014
(Recognized Under Section 12(b) & 2(f) of UGC Act, 1958)

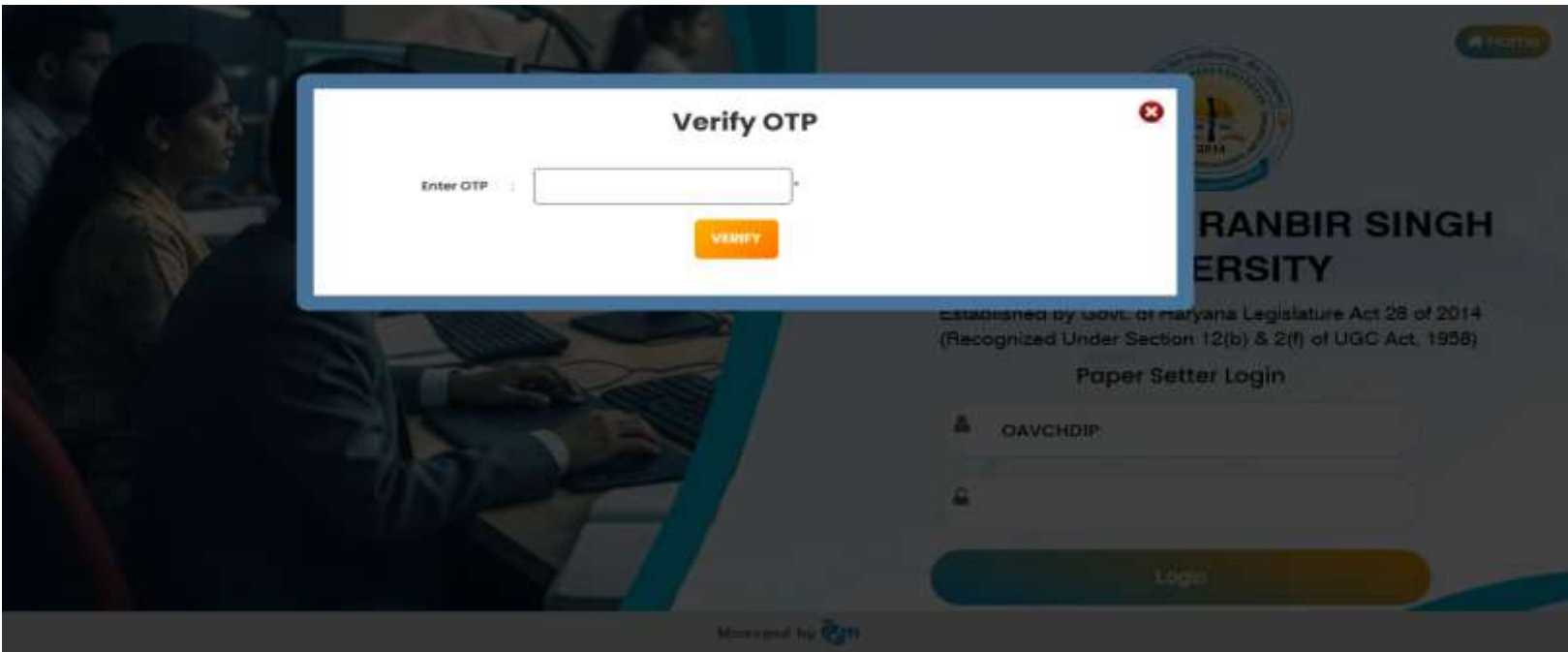
Paper Setter Login

Login

Managed by 

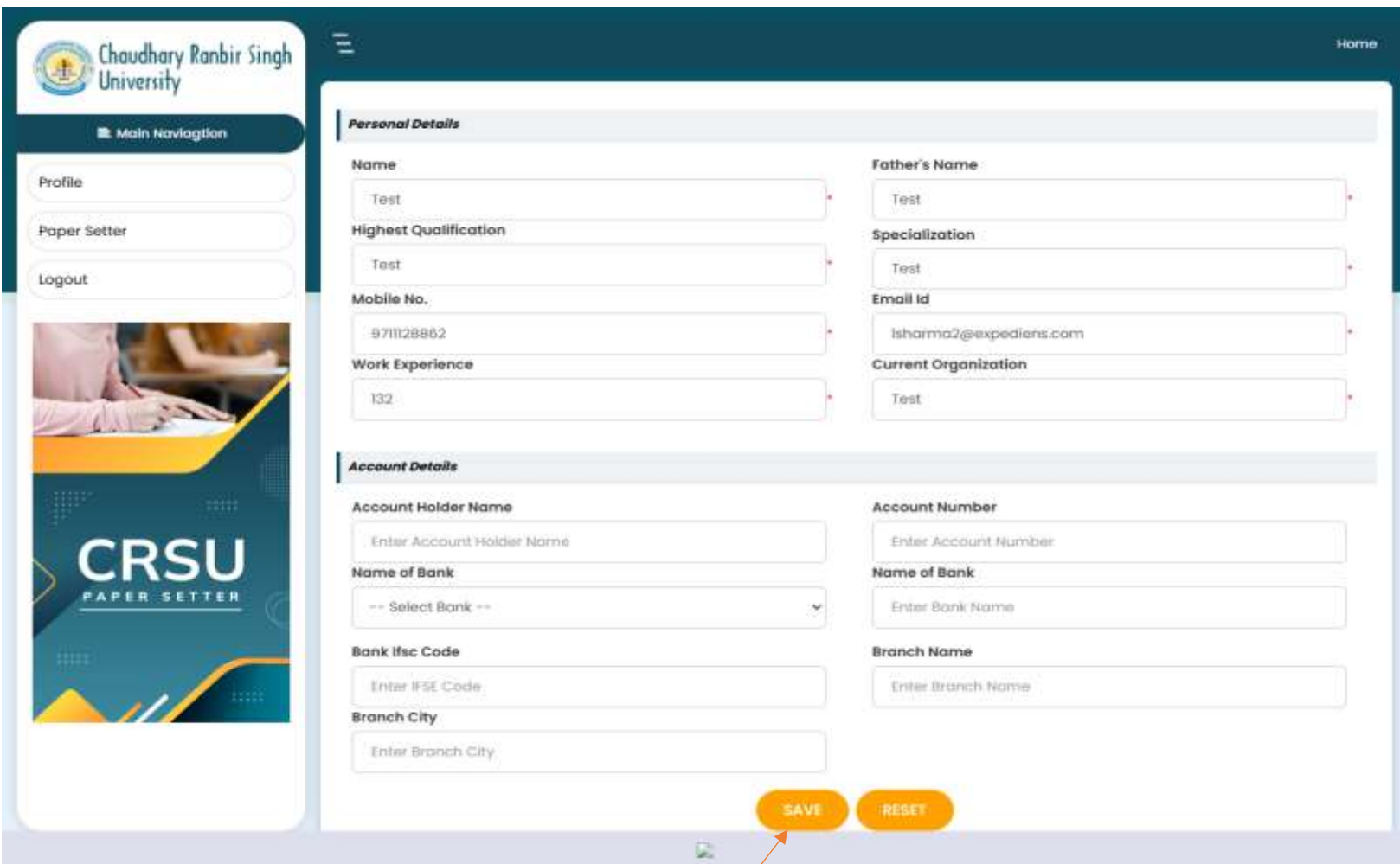
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Examiner Authentication: The External Examiner will be authenticated through OTP verification sent to the registered mobile number.



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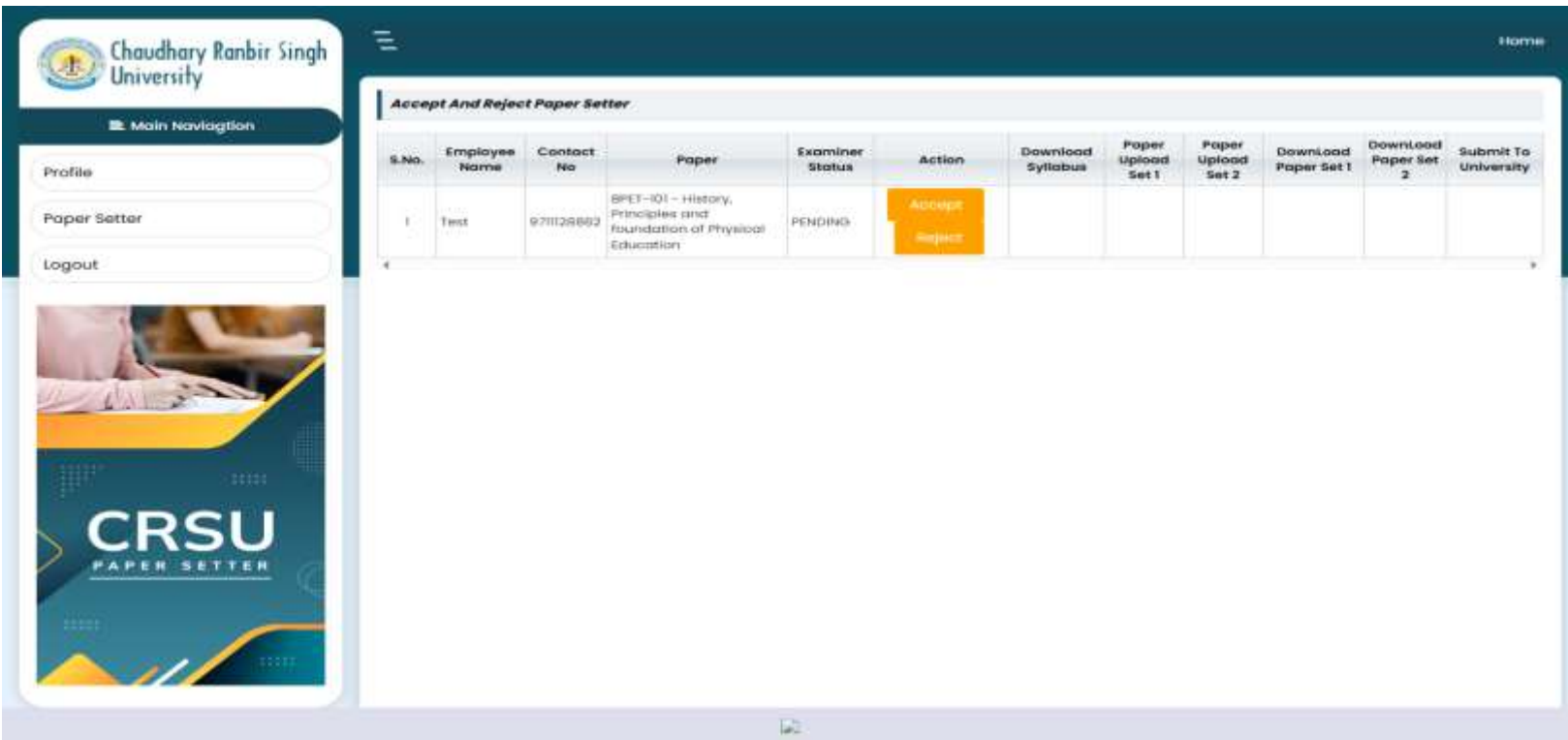
Profile Review and Fill the account Details: The External Examiner can view the profile details and update/add the bank account information in the portal and click on save Button.



The screenshot displays the user interface for the CRSU Paper Setter portal. On the left, there is a navigation menu with options: Profile, Paper Setter, and Logout. The main content area is divided into two sections: 'Personal Details' and 'Account Details'. The 'Personal Details' section includes fields for Name, Highest Qualification, Mobile No., Work Experience, Father's Name, Specialization, Email id, and Current Organization. The 'Account Details' section includes fields for Account Holder Name, Name of Bank, Bank Ifsc Code, Branch City, Account Number, and Branch Name. At the bottom of the form, there are two buttons: 'SAVE' and 'RESET'. A blue oval with the text 'Click Here' and an arrow points to the 'SAVE' button.

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Accept and Reject Paper Setter Page:



S.No.	Employee Name	Contact No	Paper	Examiner Status	Action	Download Syllabus	Paper Upload Set 1	Paper Upload Set 2	Download Paper Set 1	Download Paper Set 2	Submit To University
1	Test	971128692	BPET-101 - History, Principles and foundation of Physical Education	PENDING	Accept Reject						

1. After successful login, the Paper Setter will navigate to the **Accept and Reject Paper Setter** page.
2. The page displays details such as:
 - Employee Name
 - Contact Number
 - Assigned Paper/Subject
 - Examiner Status
3. The Paper Setter can review the assigned subject and examination details before proceeding further.
4. To accept the assigned paper, click on the **Accept** button.
5. If the examiner does not wish to proceed with the assignment, click on the **Reject** button.
6. Once the paper is accepted, the examiner will be allowed to upload the question papers for the assigned subject.

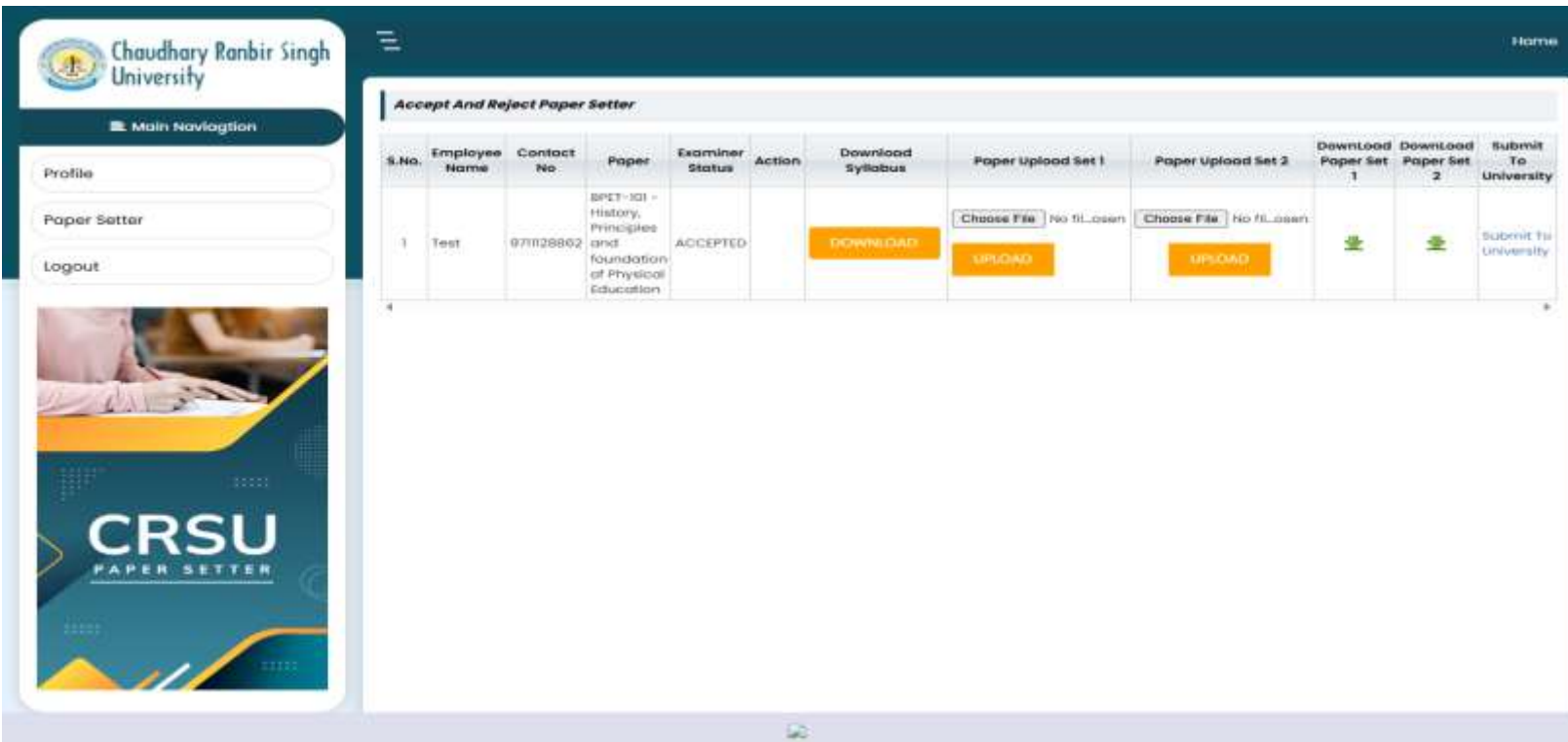
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7. The module also provides options to:
 - Download Syllabus
 - Upload Paper Set 1
 - Upload Paper Set 2
 - Download Uploaded Paper Sets
 - Submit the Final Paper to the University

8. The status of the assignment will be updated automatically after acceptance or rejection.

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Paper Upload and Submission Page:



The screenshot displays the 'Accept And Reject Paper Setter' interface. On the left is a navigation sidebar with 'Profile', 'Paper Setter', and 'Logout' options. The main content area shows a table with the following data:

S.No.	Employee Name	Contact No.	Paper	Examiner Status	Action	Download Syllabus	Paper Upload Set 1	Paper Upload Set 2	Download Paper Set 1	Download Paper Set 2	Submit To University
1	Test	971028862	BPCT-101 - History, Principles and foundation of Physical Education	ACCEPTED		DOWNLOAD	Choose File No file chosen UPLOAD	Choose File No file chosen UPLOAD	Download Paper Set 1	Download Paper Set 2	Submit To University

1. After accepting the assigned paper, the examiner status will be updated to **ACCEPTED**.
2. The Paper Setter can view the assigned subject details and proceed with the paper upload process.
3. Click on the **Download** button under the **Download Syllabus** section to download the syllabus for reference.
4. Under **Paper Upload Set 1**, click on the **Choose File** button to select the question paper file from the system.
5. After selecting the file, click on the **UPLOAD** button to upload Paper Set 1 successfully.
6. Similarly, under **Paper Upload Set 2**, select and upload the second set of question paper using the **Choose File** and **UPLOAD** buttons.
7. Uploaded paper sets can be downloaded anytime using the **Download Paper Set 1** and **Download Paper Set 2** options for verification.
8. After verifying both uploaded paper sets, click on the **Submit To University** link/button to submit the final papers to the university.
9. Once submitted successfully, the uploaded papers will be forwarded to the university for further examination processing.