# **MAHENDRA ARTS & SCIENCE COLLEGE**

(AUTONOMOUS)

(Affiliated to Periyar University, Salem)
[Accredited by NAAC with 'A' Grade & Recognized u/s 2(f) and 12(B) of the UGC act 1956]
Kalippatti – 637 501, Namakkal (Dt), Tamil Nadu.



# OFFICE OF THE CONTROLLER OF EXAMINATIONS

**Examination Automation Manual** 



PRINCIPAL
MAHENDRA ARTS & SCIENCE COLLEGE

(Autonomous)

Kalippatti (PO) - 637 501, Namakkal (DT)

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# Office of the Controller of Examinations

# **Examination Automation Manual**

The automated examination management system is a smart and scalable solution which automates each task related to examination effortlessly. The Examination automation system was introduced in the year 2015-2016 with a view to facilitate Examination activates through a dedicated platform, keeping its innovative approach of examination and speedy error-free output.

The Examination Automation System (COXCO) was designed and developed using UBUNTU Operating System and PHP with MYSQL server for database by ESSVEE Systems & Software, Coimbatore. The scope of the entire work has been elaborated under various sections and sub-sections which were developed and designed as per the examination ordinance and guidelines. The system had been operational in a phased manner and our requirements validated by them up to the expectation of the Examination Section.

The following processes are done through the COXCO software:

Students Bio Data entry

The information of the students DOB, Gender, Religion, Community, Nationality, Address, and Parents Contact details are collected and entered in Excel file Department wise. Import the Excel file converted in the COXCO Software with automated register number.

> Programme / Semester wise subjects and credits entry Programme is made up of courses and each attribute value. The academic year is divided into two periods as semesters.



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The study subjects of the courses semester wise

Part - I: Tamil, Hindi, French, Telugu

Part - II: English

Part - III: Core, Allied, Elective, Practical, Internship, Project.

Part - IV: Non-Major Elective, Skill Based, Value Education.

Part - V: Extension Activities.

# Students Nominal Roll entry

The academically admitted students count is taken with the programme wise information.

# Exam application generation

After completion of Nominal roll enrollment, the programme wise exam application is generated and printout is taken and issued in the respective department.

# > Exam time table preparation

Managing time-table manually involves calculated logic and distribution of periods among subject. Hence an automated software like COXCO to take care of all these tasks without any errors. The Data Sheet of the planned schedule for the examination that specifies the subject, Date and Session is generated to provide students a health space for preparation.

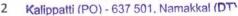
### > Hall Ticket generation

After the entry of nominal roll Hall Ticket is automatically generated for the eligible candidate and printout is taken and issued in the respective department.

# Seating arrangements

Automated Linear seating arrangement is done with capacity of 26 students/per Hall from various departments.







# Internal Marks Updating

The distribution of marks for the continuous internal assessment in the Theory / Practical / Project for both UG & PG is collected department wise in excel format and updated.

# Central valuation - External Mark Updating

The External marks scored by student in ESE is entered simultaneously in central valuation and updated for the result process.

# > Result processing

The result is processed after the entry of both CIA and ESE marks. The Automated result printout is generated after the entry of the above mention marks.

# > Semester / Consolidate Mark sheet generation

ESE Mark Sheet will be generated with folio number after the result process. Automated generation of Consolidate Mark Sheet is done for the eligible candidates with the minimum pass of 50% in all the subjects after the completion of ESE in the 4<sup>th</sup> semester for PG and minimum pass of 40% in all the subjects after the completion of ESE in the 6<sup>th</sup> semester for UG respectively.

# > Generation of eligible candidates list for award of Degree

The Excel sheet format for the award of degree of the eligible candidates after the successful completion of all the theory and practical examination with the minimum pass percentage is generated as per the University norms.





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# Login Page





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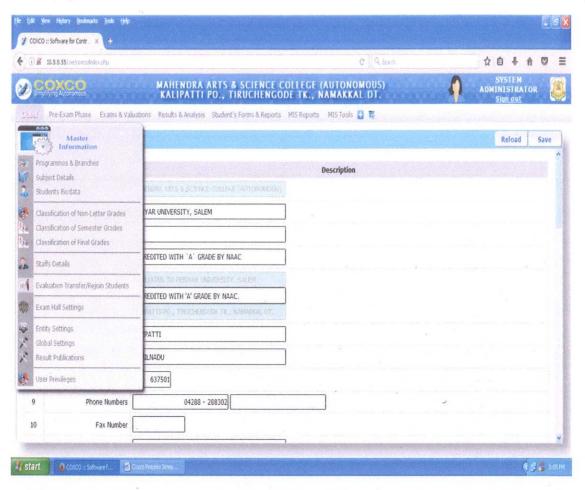


A login page is the entry page of the COXCO software that requires user ID with authentication, by entering the username and password.





# Home Page

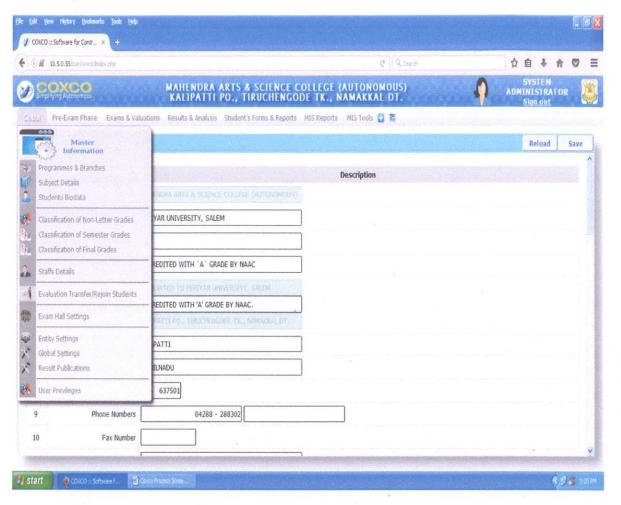


A home page is the usual term for the first page in an application which is available first in the COXCO Software with basic information.





# **Master Information**

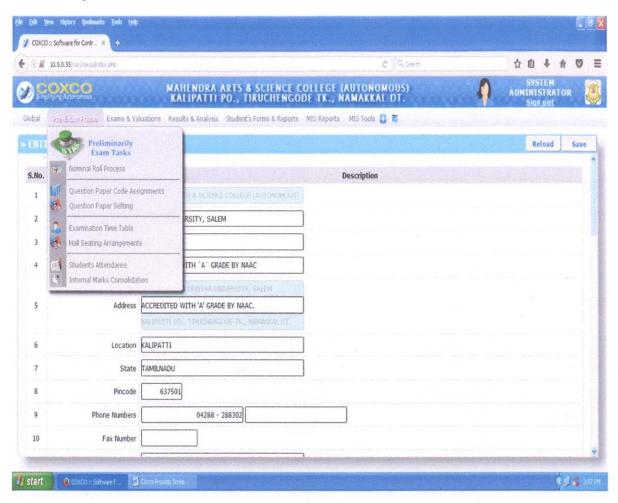


A master page is the most significant information page which carries the important details of the students' Programme and Branches, Bio-data, Subject information, Re-admission/Transfer. And the Internal/External Examiners detail.



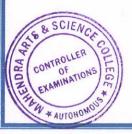


# **Preliminary Examination Tasks**

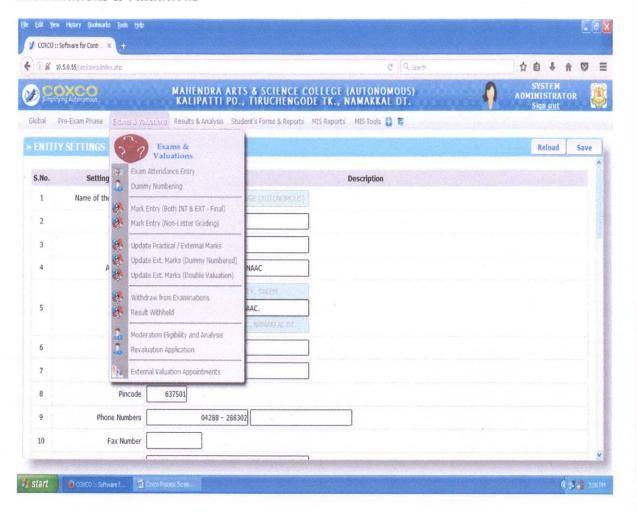


The Preliminary examination task page includes Nominal roll entry, Examination Timetable generation, and Automated Hall Seating Arrangements and Internal Mark entry.





#### **Examinations & Valuations**

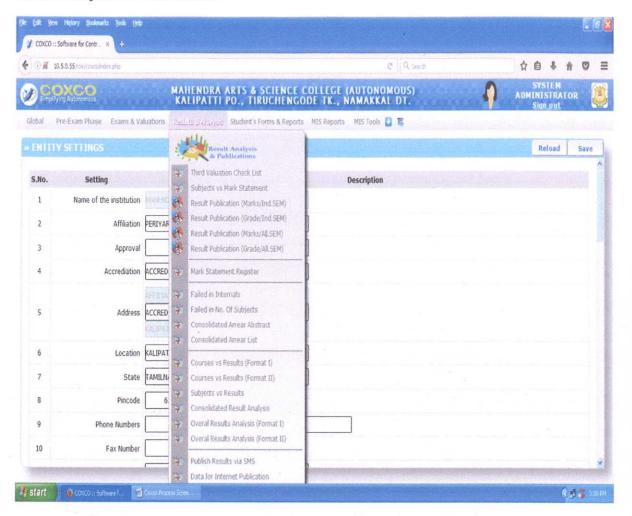


Examination and valuation contains the both exam conducting work with starting the initial level of Valuation process. The entire examination and valuation process like ESE attendance entry, Dummy Numbering, Mark entry (both internal/external) is carried out, Practical & External marks (Dummy Numbering) Updation and generation of Revaluation Applications.





### Result Analysis & Publications

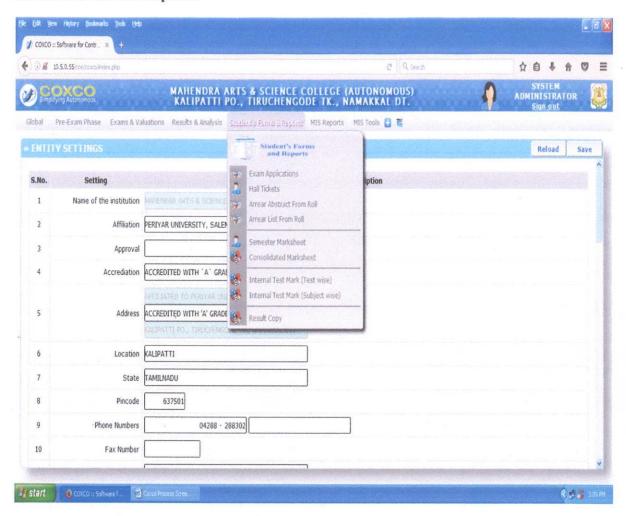


Result Analysis & Publications includes automated generation of Subject Mark, Mark statement Register, Result publication of Marks and grades, failed in number of subject, Consolidated Arrear List. The result is processed after the entry of both CIA and ESE marks. The Automated result printout is generated after above mention entry of marks.





### Student Forms and Reports

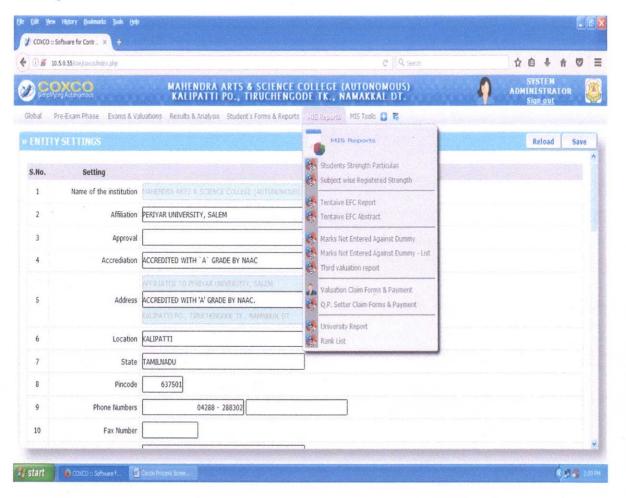


Student Forms and Reports include automated generation of Exam Applications, Hall Tickets, semester Mark Sheet, Consolidated Mark Sheet and Result copy.





# **MIS Reports**

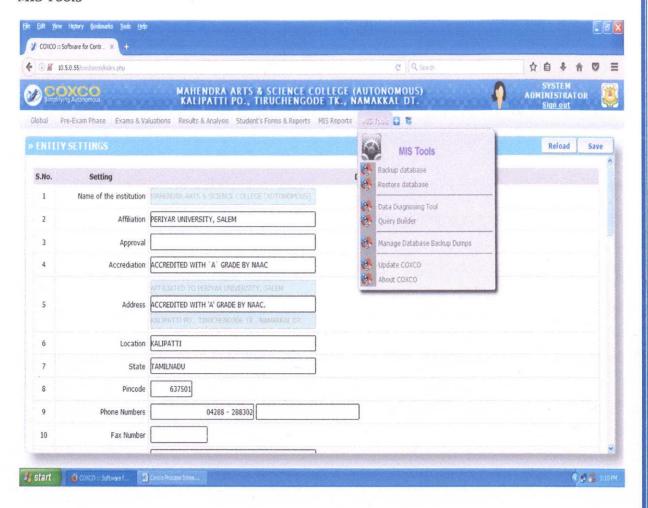


MIS Report includes automated generation of Student strength Particulars, Subject wise Registration strength, University Report and Rank List.





### **MIS Tools**

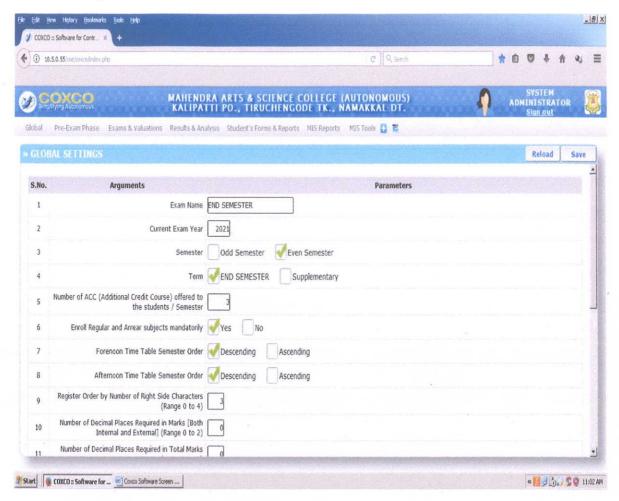


The MIS Tool is basically used for Back-up process, Restore and to update database.





# **Global Settings**



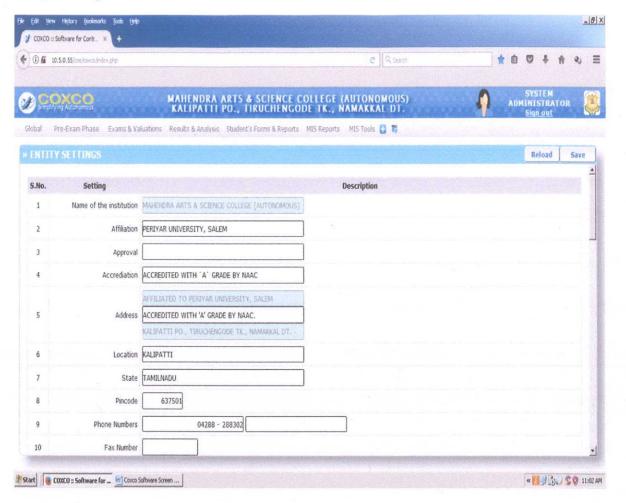
Global Setting is used to store the overall information of all exam bases with a Grade point and their respective Grade values at decimal places. It is used to store and re-arrange the temporary mode of each semester period / duration.



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# **Entity Settings**

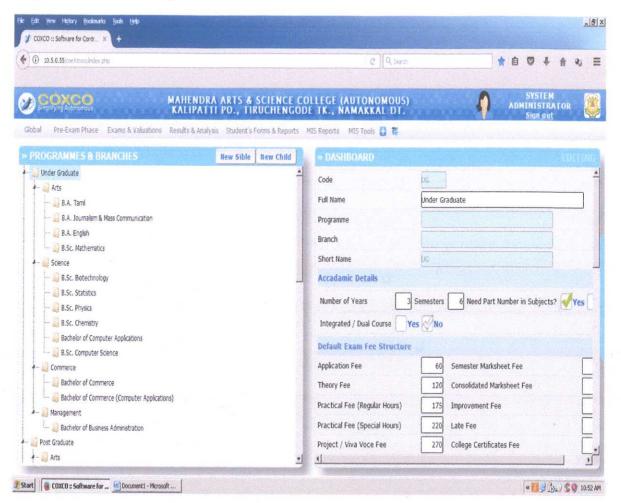


Entity Setting is used to collect the basic information about the institute with the affiliation board, accreditation given by other organization. It is also used to store the valuation fee for the answer script and to evaluate the ESE answer scripts of both UG and PG.

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# Programme Name Entry



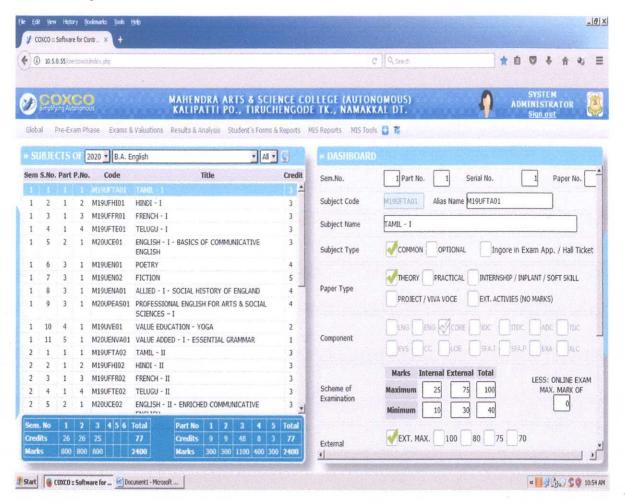
Programmes & Branches is the first master module of COXCO software. All the information about the programmes offered by the autonomous institutions is stored in this module. The Name of the programme, degree, branch, short name, academic duration (years and semesters), default valuation schema, default fee structure related to the examination of the each programme is configured in this module. COXCO has no limitations in any part of modules or data.



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### **Course Entry**



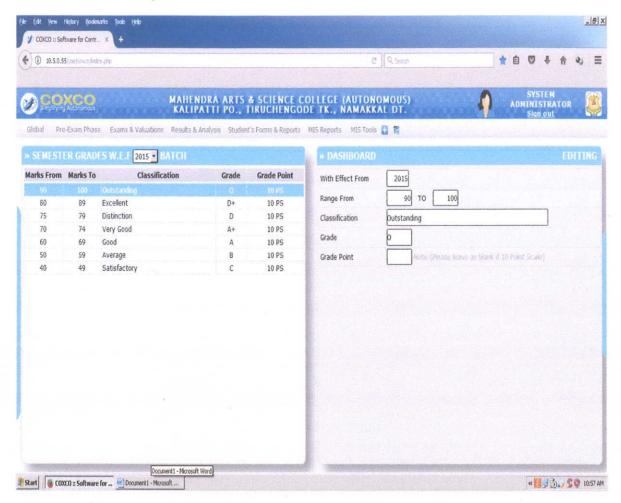
Course entry includes: Semester, Subject Name, Subject Code, Part Number etc., for all the courses.

- > The subject name is entered along with the part number, serial number and paper number.
- > The subject type is depended based on the choice of the students the most opted paper is common and the remaining will be the optional paper.
- ➤ The part number will be considered for all UG and for all PG Students automatically it will be considered as part 3 (Core paper).
- > Subject Migration is to avoid the re-entry of subjects for the forth coming years until the change of regulations.



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# Semester Grade Entry

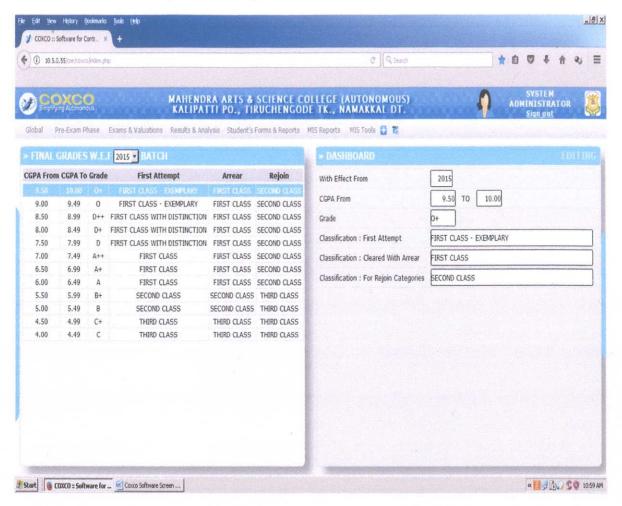


Semester Grade entry is used to assign grade values with grade points and the point scale. In this classification, suitable Grades will be entered and it is carried out in the Semester mark sheet and consolidated mark sheet.





# CGPA Grade with Classification Entry

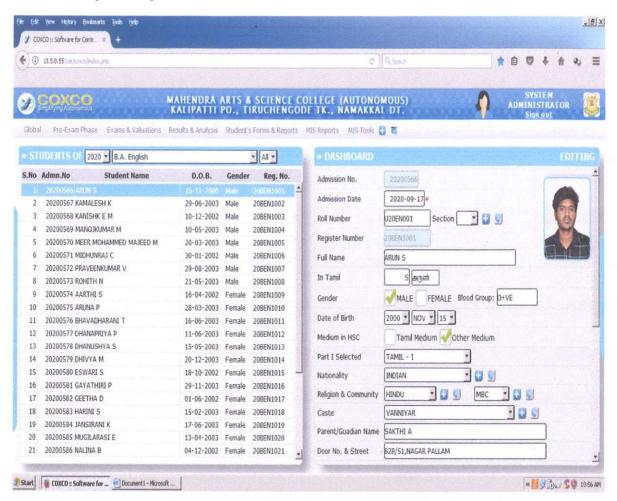


CGPA grade with classification entry is used to assign results in description value with Non-letter grades. The result is entered in description value and the result as pass/reappear is obtained. It is also used to assign the CLASSIFICATION from CGPA Range along with First attempt, Arrear, Rejoin category. In this classification, the final grades with different classes and it is carried out in the Semester mark sheet and consolidated mark sheet.





### Students Profile Entry

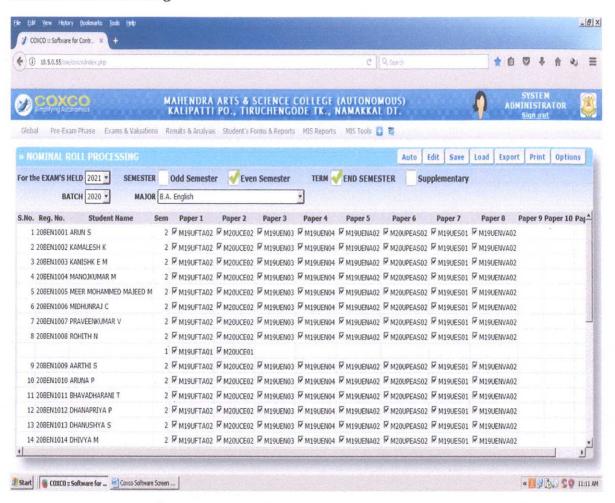


In students profile entry the student information is stored with a format of respective Register number, Name in Tamil, Aadhaar number, Part-I Language selected and so as., The part-I key will be mentioned in students bio-data profile to prevent error occurrences in subject information in mark statements.





### **Nominal Roll Processing**

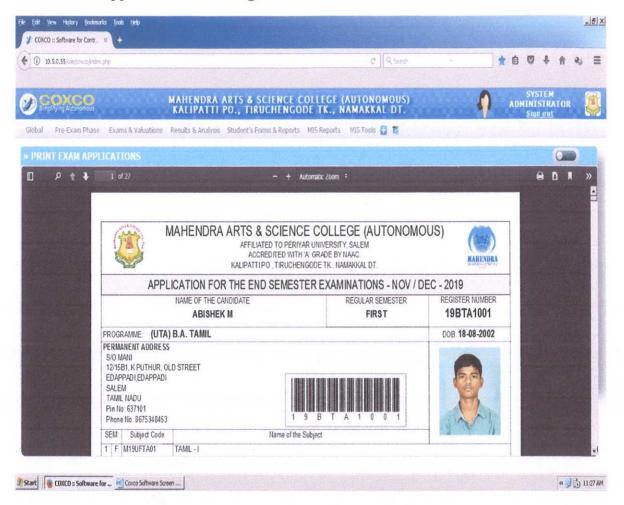


Nominal roll is the automated process of student's details entry based on the current semester courses and arrears of the previous semester.





### **Examination Application Processing**

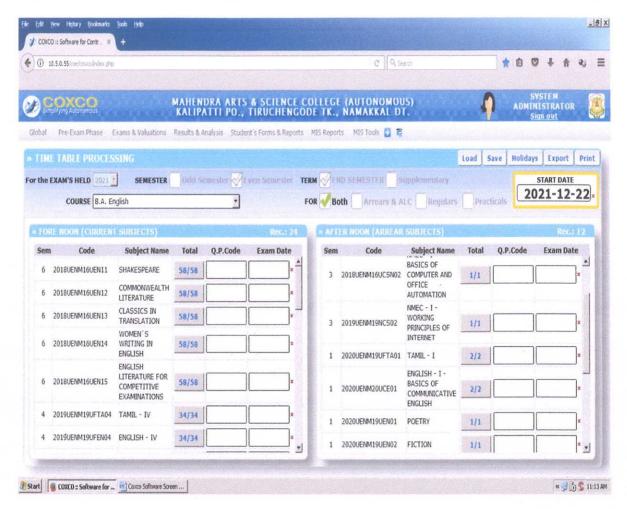


The Exam Application processing is the automated provision of forms for ESE Examination. It will generate the application form with Exam fee details and Fee payment particulars. It will list the number of registered subjects for the current semester and arrear subjects.

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### **Examination Time Table Generation**

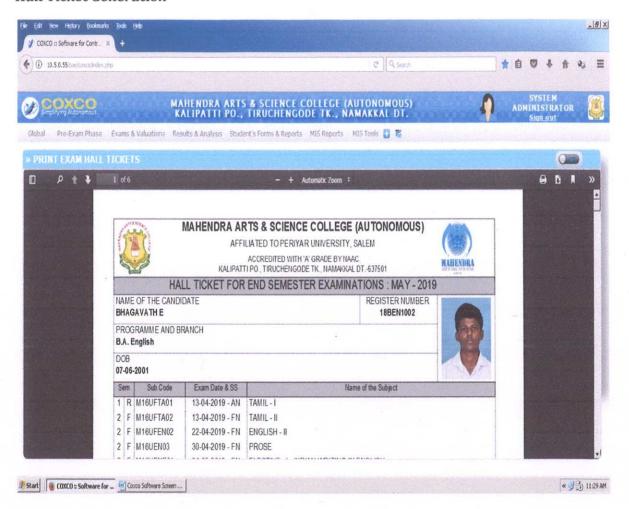


Examination time-table processing manages manual time-table and involves calculated logic and distribution of periods among subject.





#### Hall Ticket Generation

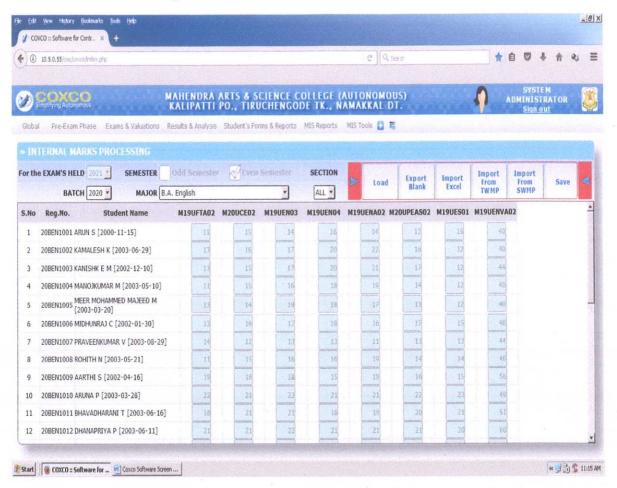


Hall Ticket is automatically generated for the eligible candidate and printout is taken and issued in the respective department. It contains the student data - register number, registered subjects, date and session.





## **Internal Mark Processing**



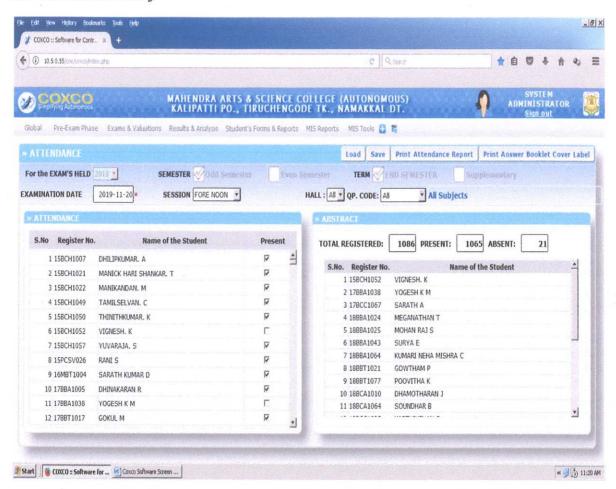
Internal Mark entry is mainly used to upload the internal marks for all the major courses. It generates excel file entry for each subject of the student. The Internal mark is saved and it is printed in PDF format.



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### **ESE Attendance Entry**

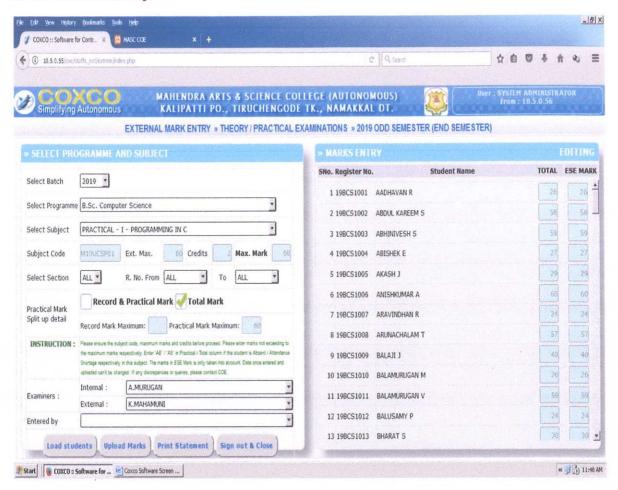


ESE Attendance entry gives the clear format of the student Attendance list. It is used to mark the attendance during exams, to know how many candidates has appeared for the exams. The number of candidate appearing for the exams will be listed here and the check box will be marked with a tick and it is considered that the candidate is Present. And the blank box is considered the candidate as absent.





### **Practical Mark Entry**

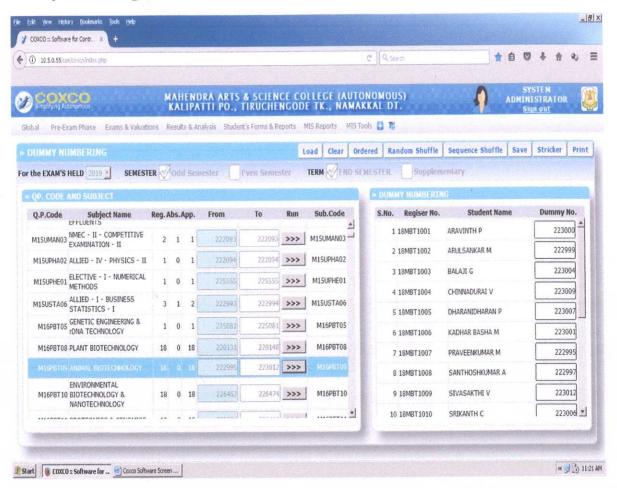


The Practical Mark Entry is used to enter the Practical marks scored by student in the practicals of ESE examinations. And it is updated for the result process.





### **Dummy Numbering**

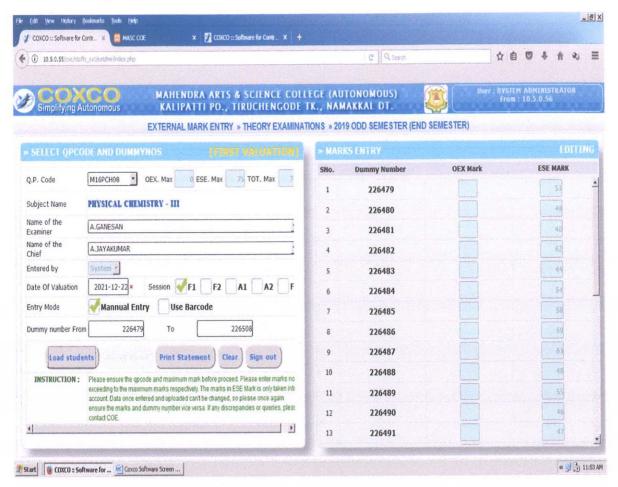


Dummy numbering is used to protect the paper from any malfunctions. The complete valuation process is done without knowing the Student Register Number. Dummy number is mainly used to enter the student's marks in web portal. It automatically displays the Q.P code, subject name with register number of students list, absentees and appearance of students.





### **ESE Mark Entry**

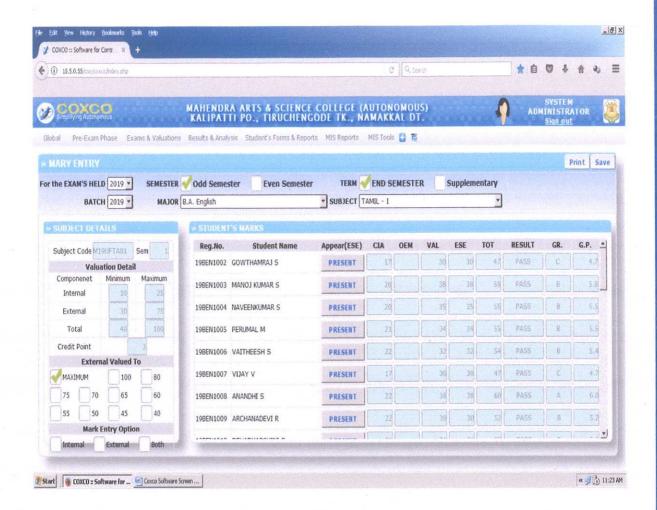


The ESE Mark entry is used to enter the external marks scored by student in ESE and it also includes the details of the chief examiners, internal/external examiner, date of valuation, and entry mode (manual entry). The dummy numbering marks is updated and printed.





### Result Processing

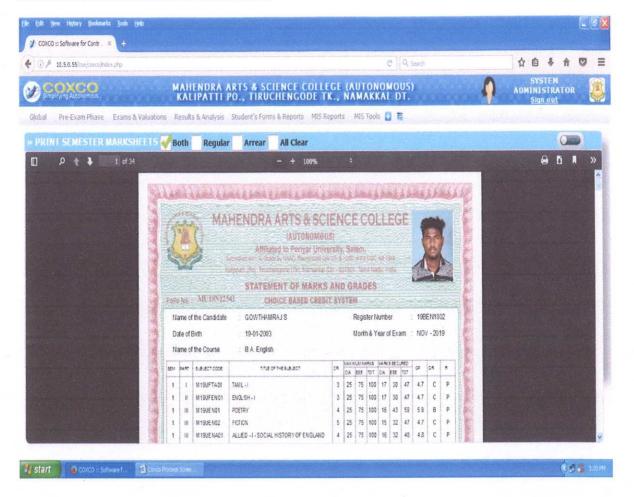


The result processing is used to process the result after the entry of both CIA and ESE marks. The Automated result printout is generated after the entry of the above mention marks.





#### Semester Mark Statement Generation

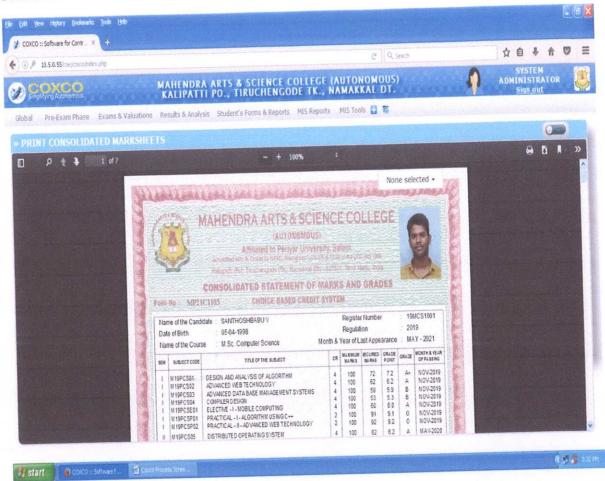


Semester mark statement generates the semester mark-sheet with different identification - The Register Number, Q.R code and bar code. It generates the Current Date automatically and prints the semester mark-sheet.





# Consolidated Mark Statement Generation

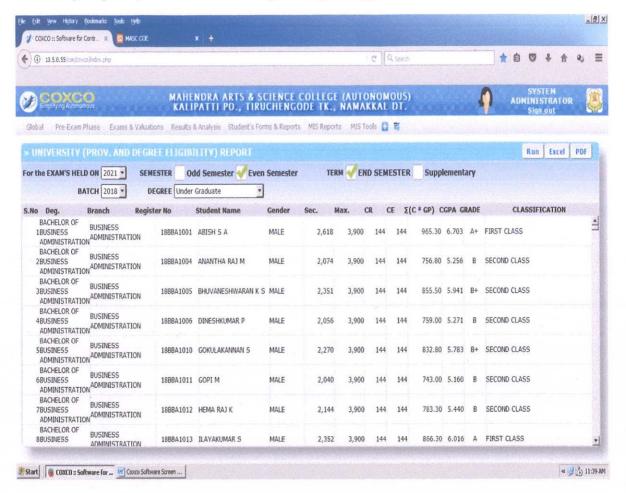


Consolidated Mark Statement generates all semester marks combined together to be produced in single mark sheet. It is the easier format to know all the marks and grades for individual student. If a particular students form details is needed then select the range form of the student is entered in the blank box and the consolidated mark-sheet is printed.





# University Report (Provisional and Degree Eligibility)



The Excel sheet format for the award of degree of the eligible candidates after the successful completion of all the theory and practical examination with the minimum pass percentage is generated as per the University norms.



