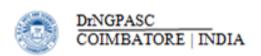
# **CoE Software Manual**



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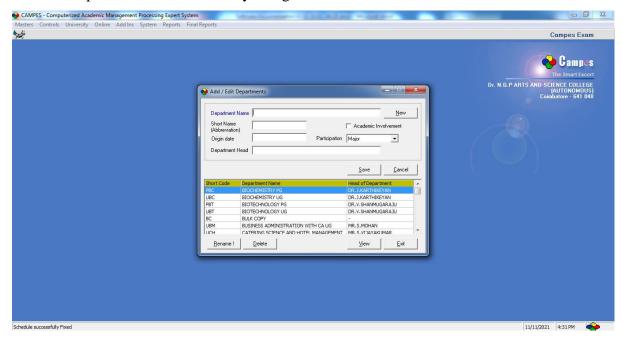
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#### 1. DEPARTMENT NAME GENERATE

Department creation is one-time process. When new courses are approved by university Departments can be created in Department module. Whenever new programmes are introduced, such programmes are created in this software module. In order to recognize such course an alphabet is allotted for easy recognition.





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#### 2. COURSE NAME GENERATE



Every Academic Year New Courses/programs are created under Existing Departments. New Courses are created for each year under same discipline, to accommodate grammar and other change in the curriculum for respective Academic year. This window shall add various courses identified under the new programme. Mapping of these courses shall be done semester wise



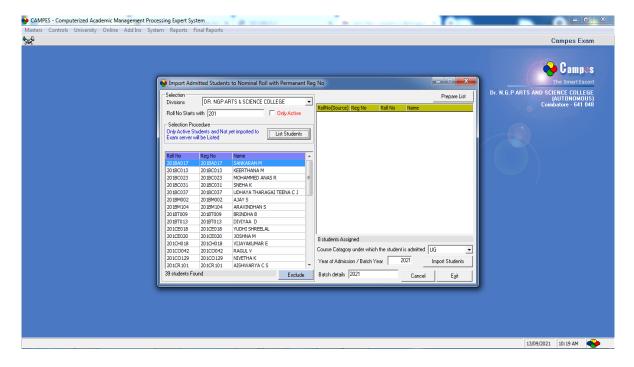
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#### 3. STUDENT PERSONAL DATA CAPTURING PROCESS



It Captures Student information with Register number as primary key. New student can be added, modified and deleted here. To restrict students in due to lack of attendance / disciplinary grounds etc. participating from exam process they can be made inactive state.



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#### 4. STUDENT PHOTO IMPORT



Student's photos are imported and attached with corresponding student personal details.

Students' photos are used to avoid Impersonation during and post examinations process.

Students' photos are included in the following documents.

- 1. Student Hall ticket.
- 2. Hall allotment plan.
- 3. Semester mark statement
- 4. Consolidated mark statement



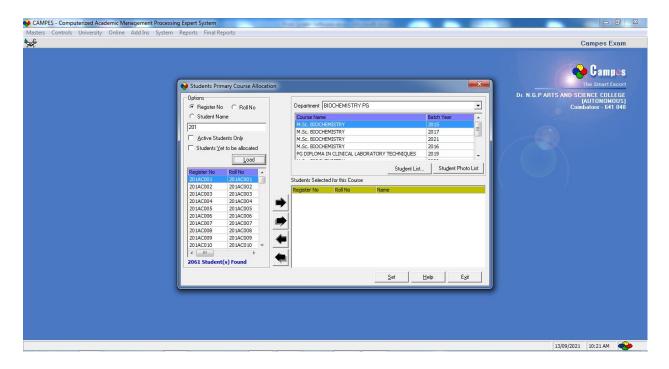
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#### 5. COURSE ALLOTMENT



Every semester each student shall be allotted with respective courses pertaining to that semester. It is a one time process for particular student. This allotment is based on their respective register number. This module shall support in preparing time table, hall ticket, hall allocation printing mark statements and generation of tabulated statistics.



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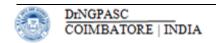
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#### 6. SUBJECT ENTRY WITH GRAMMER



Subject grammar Creation process takes place every semester for each subject which shall be the master data about particular subject. Following data plays an important role to create unique subject.

- 1. Subject Code
- 2. Maximum Internal Mark
- 3. Maximum External Mark
- 4. Minimum Pass Mark in External Examination
- 5. Exam duration
- 6. Number of Credit





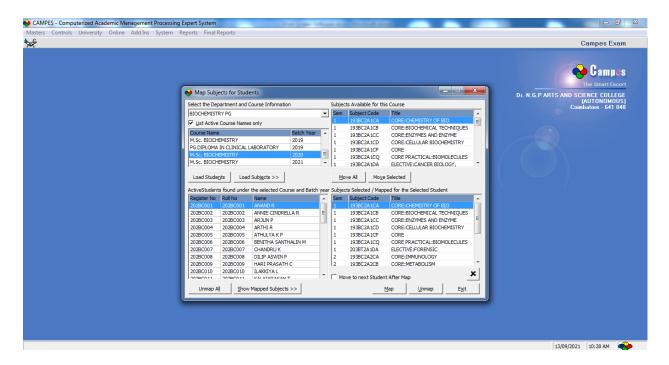
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#### 7. STUDENT SUBJECT MAPPING



The above module shall be given with an input for all UG / PG students for all courses. Subject wise mapping for every semester is made with this module. All necessary changes can be done by un mapping a particular course, removing all mapped courses etc.



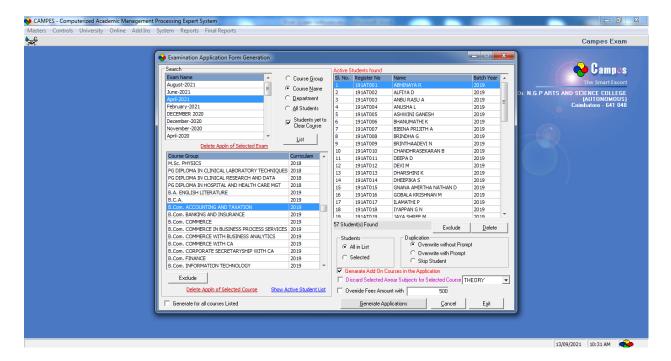
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#### 8. STUDENT EXAM APPLICATION GENERATION



Every Exam this shall be the starting point. All the subjects allotted for students in the current semester are considered as Regular papers. The subjects with Re-appear status in previous semesters are considered as arrears. Application number is the primary key for applications and fees Demand galley is generated for office purpose to verify fees collection.



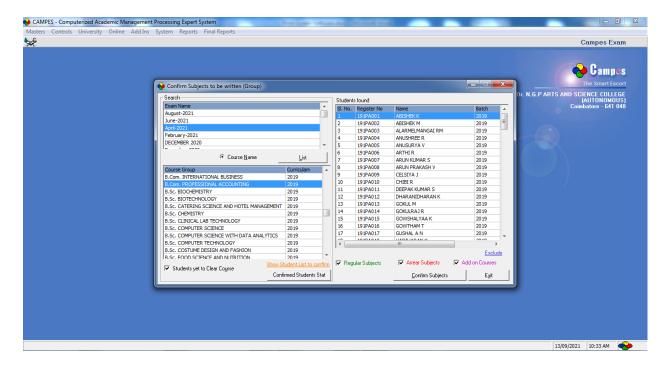
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#### 9. STUDENT SUBJECT CONFIRMATION



Once fee collection process from principal office is over, all eligible students shall be confirmed for the selected exam in this module. This is the real list for the given exam process.



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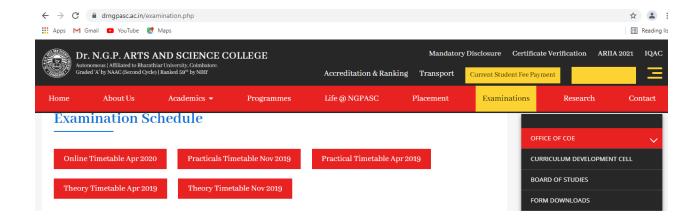
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# 10.Exam Time Table

Semester Exams are created here. This is the starting point of each exam Process. For Each Subjects confirmed for exam, date and Session are assigned. Campes indicate the occasion when a same student writes exam in same day and session.





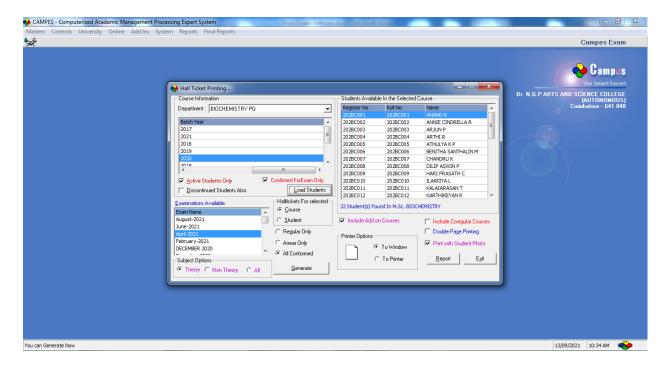
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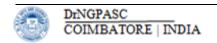
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#### 11. STUDENT HALL TICKET GENERATION



Examination Halls are created here. Room Number shall be the primary key. Number of seats is calculated by getting rows and column. Serial no are generated in matrix format. It is the authenticated report given for the candidates to appear for an exam with photo.





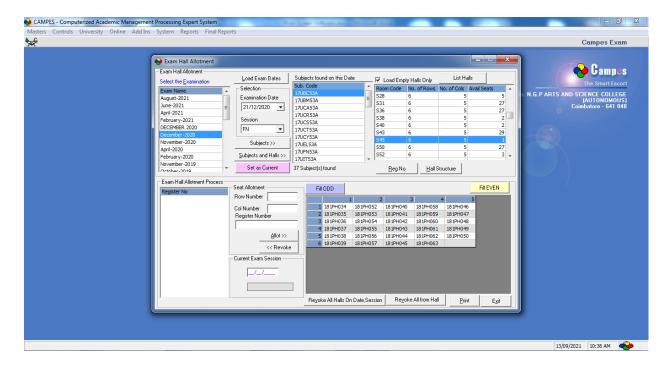
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#### 12. EXAM HALL SEATING ARRANGEMENT



The exam seating arrangement can be made before each session and it produce variety of reports in guiding the number of question papers to be distributed to each hall. Hall Signature report is printed to get it signed by the candidate.



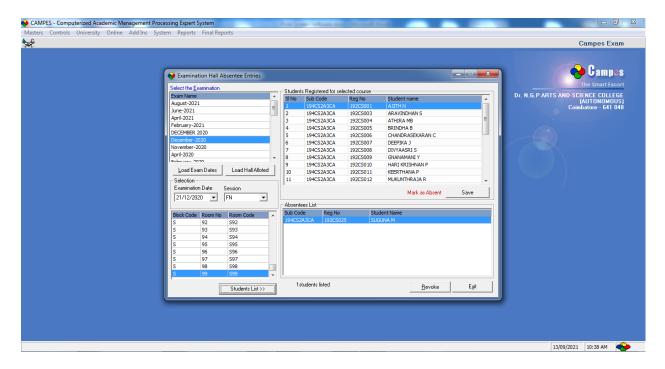
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#### 13. EXAM ABSENTEES ENTRY



On the day of exam all absentees candidate shall be entered for particular subject can be marked. It can be done though the exam hall signature list collected from exam hall and another way though selection the subject and loading the candidates who are confirmed for that subject.



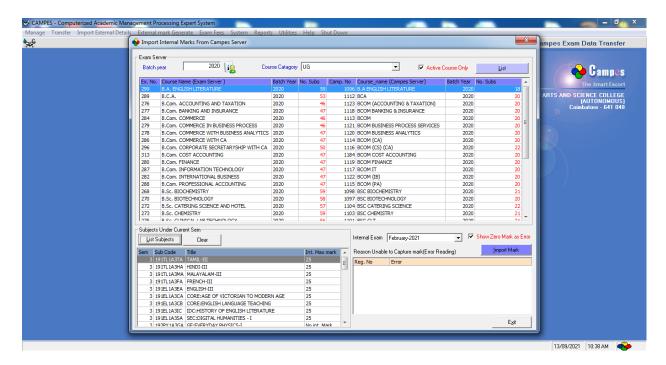
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#### 14. INTERNAL MARK IMPORT



CIA / Internal marks are collected from respective departments and it should be entered through internal mark module. Once the staff members completed the process of calculating the internal marks, then with the support of the above module the CIA marks are entered.



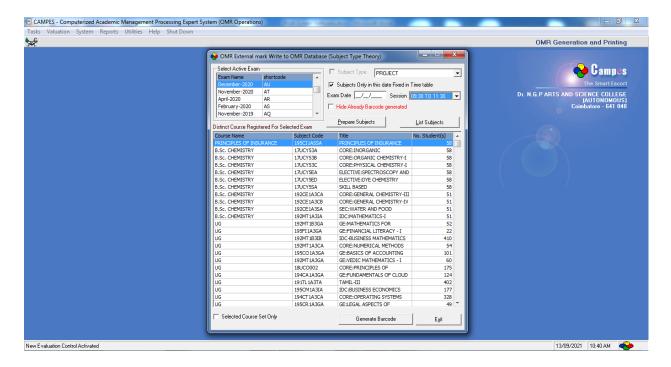
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#### 15. DUMMY NUMBER GENERATION FOR VALUATION PROCESS



After theory examinations are over, register number shall be replaced. Before dummy number process all the absentees' students shall be removed and with the support of the module dummy number is generated according to the student register number registered.



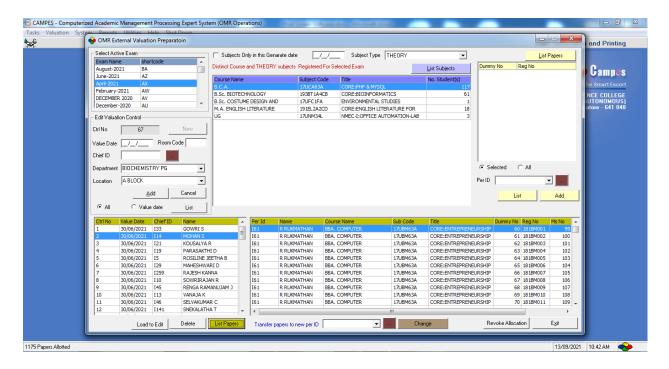
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#### 16. VALUATION PAPER ALLOTMENT



The next step after affixing the dummy number shall be preparation for answer script for valuation. Hence, with the experts available for valuation and based on their priority of the courses, answer script allotment course wise shall be done for both forenoon and afternoon. This is mapped in the above said module.



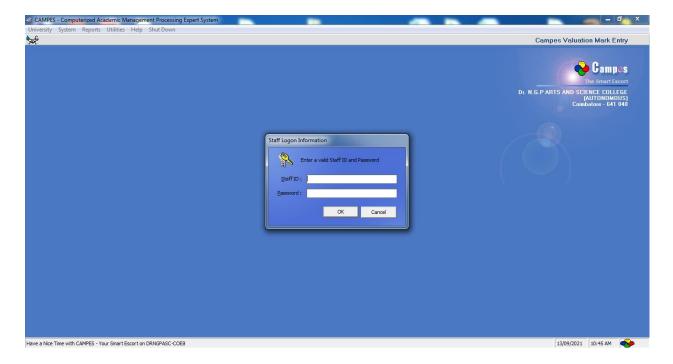
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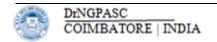
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#### 17. VALUATION MARK ENTRY LOGIN



Once mapping is done for examiners of valuing the answer scripts, a separate login and password shall be generated for entering the marks secured by each student. This module shall be enabled after the stipulated time given for valuation of answer scripts. Once, the entry is over, the examiner shall have a digital entry copy at the time of submission to Board Chairman's

.





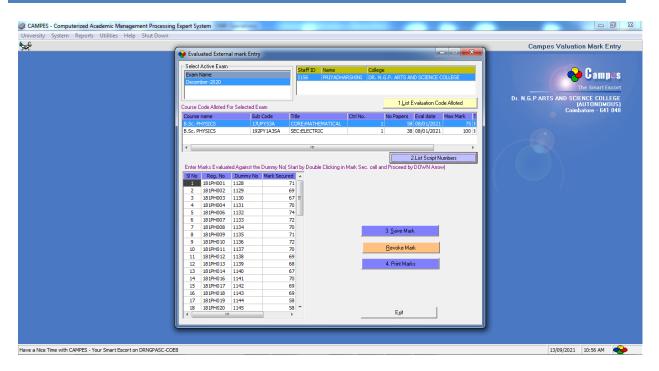
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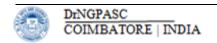
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# 18. EXTERNAL MARK ENTRY



The above is the format of ESE marks entry module where the examiners shall enter the marks obtained through this module from the handwritten copy of the answer booklet

.





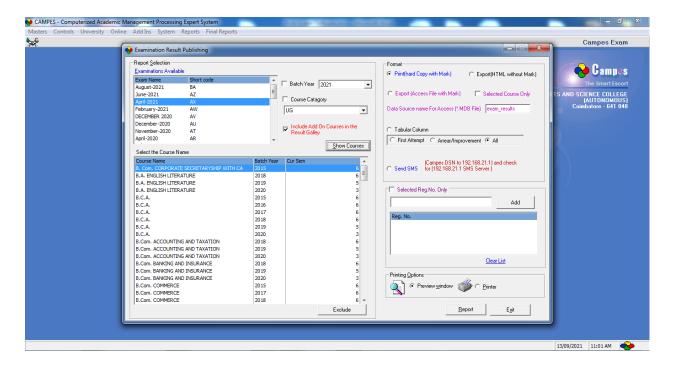
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#### 19. PUBLISHING RESULT



The above module helps to publish the results. One has to choose the exam name, course name with batch, corresponding semester. Based on the selection generation of results can be made by way of students completed through first semester alone or students had taken improvement.



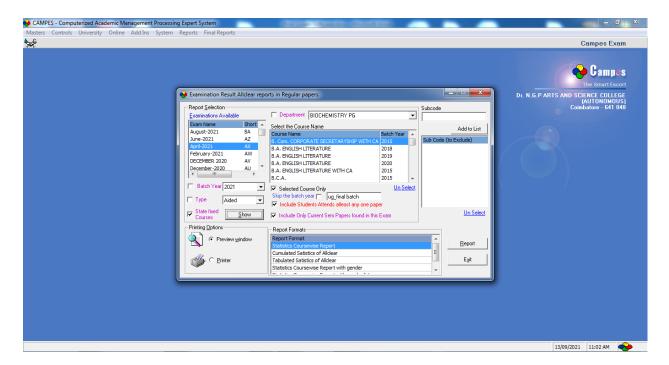
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#### **20. RESULT ANALYSIS**



Result Analysis module supports the CoE section by generating the results of a particular batch / class / course / progreamme etc. This contain the following menus such as Name of the Examination with short description, Batch & year, Type of course, Departments. Based on the need, one has to select all the options accordingly for arriving the results. Select and unselect of course option available.



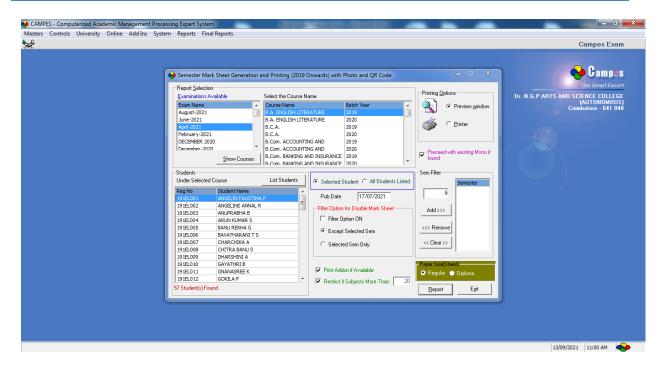
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#### 21. SEMESTER MARKSHEET PRINTING



To make certificate number Unique a certificate code is generated for each student confirmed for the exam. This is one of the security features to avoid duplication in issue of duplicate mark sheet for same student for selected exam and also, grade sheet is referred by a code which is unique.



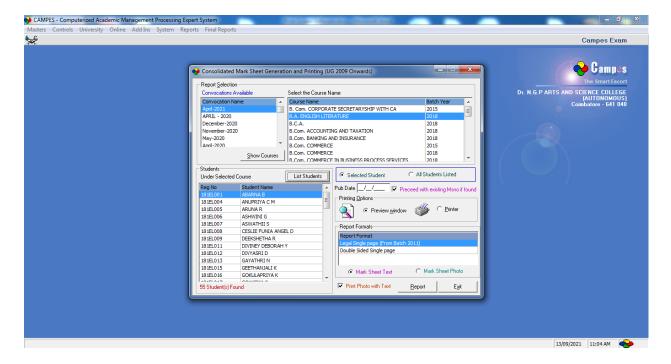
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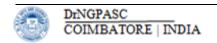
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#### 22. CONSOLIDATED MARKSHEET PRINTING



Once result analysis is over, the above module shall support for generating the list of degree holders for preparing Annexure which shall be submitted to University for obtaining the provisional certificate.





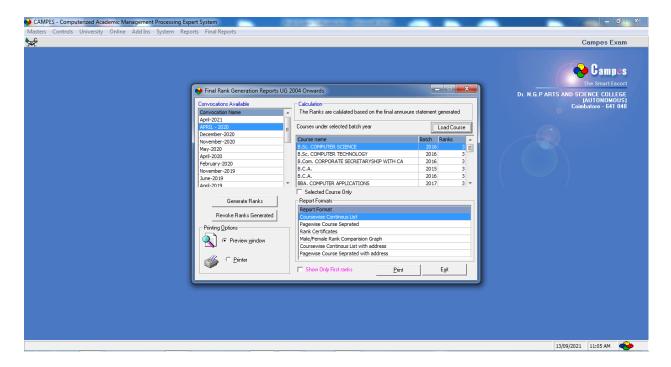
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#### **23. RANK**



Rank generation screen for completed students shall be distributed course wise as per the criteria fixed in the software. By mapping the relevant course and loading the course rank list will be generated. Rank generation may be course wise, programme wise as well sex wise distribution of rank can also be obtained with the above module.



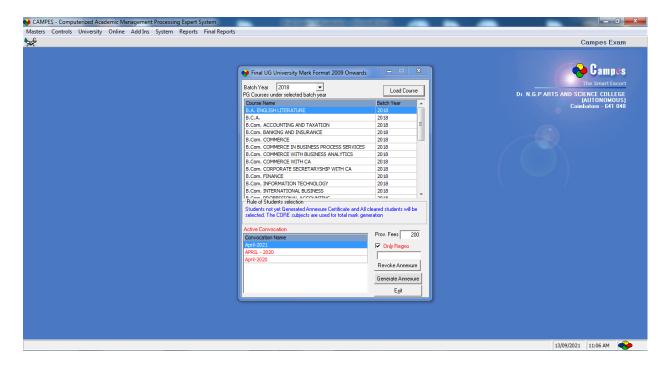
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#### 24. ANNEXURE GENERATION



Once the pre examination process and during examination process is over, after confirming whether the credits are distributed, CIA marks and CGPA are correct we need to submit the details of the candidates qualified for the degree in the form of Annexure. The above module shall support in preparing the annexure for final year students.



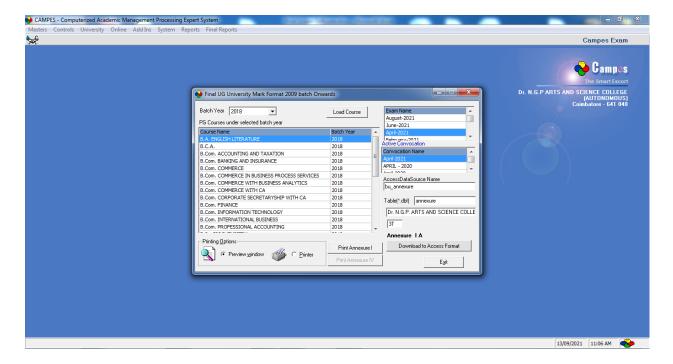
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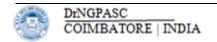
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#### 25. ANNEXURE TO UNIVERSITY



With the support of the above module, we can prepare the list of candidates' eligible for obtaining the provisional certificate shall be taken from the above module.





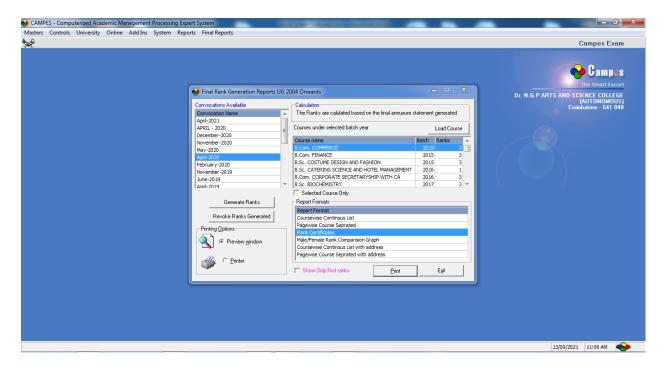
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#### 26. RANK CERTIFICATES



After generation of ranks as per the module, rank certificates shall be printed.



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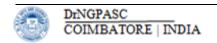
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#### 27. PROVISIONAL CERTIFICATES FOLIO NUMBER ENTRY



By submitting the relevant format of obtaining the Provisional Certificate to university, another record is made in the software by entering the folio number in the appropriate place such that in near future any verification of certificates are made, it will be helpful for such purpose.





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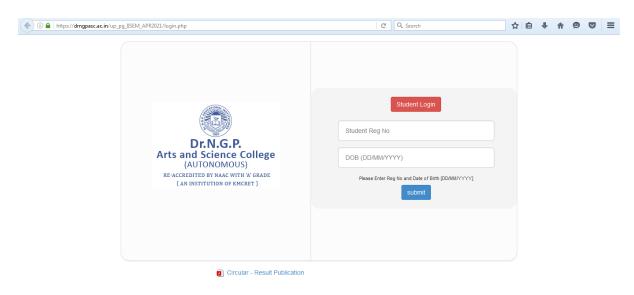
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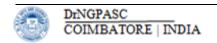
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#### 28.RESULT STUDENT LOGIN

URL <a href="https://drngpasc.ac.in/up\_pg\_IISEM\_APR2021/login.php">https://drngpasc.ac.in/up\_pg\_IISEM\_APR2021/login.php</a>



Once the results get published in the college website by using the above module any student can check their results





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#### 29.RESULT



The above screen shot shows the result of the given student.

(**Dr. M. ASHOK KUMAR**)
Controller of Examinations

(Prof. Dr. V. RAJENDRAN) Chief Controller of Examinations / Principal



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