# ERP DOCUMENT (User Manual)

# COXCO

**User Manual** 



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COXCO is familiar Software for Controller of Examinations of Autonomous Colleges, exclusively engaged in more than 34 institutions in and around Tamil Nadu since 2004. A unique web-based application customized for the controller of examinations of autonomous colleges developed in PHP, JavaScript, MySOL with a userfriendly interface.

COXCO makes working very efficiently on the client-server architecture, Capable of working with Apache-based simple Shared Web Hosting / VPN Server / Cloud System / Dedicated Server. The intranet server system may be a simple Core i3 with 4GB RAM with Apache. The database backup is running on a time basis. A separate database replication facility in another storage system on another network or building is also available on request.

COXCO has no limitations in any part of modules or data. Users can create unlimited academic programs offered in the autonomous institution, subject information, student's bio-data and photographs, internal plus external staff details, exam hall details, a question bank, syllabus files, or any other data or documents related to the controller of examinations section. Import and Export data from excel file for the necessary modules are available.

COXCO has built with the easy and automatic process of student's nominal roll based on the current semester courses and arrears from the previous semesters. Online registration for examinations from the student portal can help the students to opt for the regular and elective courses from the choice-based credit system. Evaluation of rejoined students from previous regulations or transferred students from other institutions exempted courses and or additional courses assignments to the student.

COXCO has additional modules of internal staff modules to enter internal assessment test marks and hourly based student's internal attendance. Consolidation of internal assessment test and colour aing attendance percentages of each student and obtain the eligibility or fix the attendance Performa to appear examinations. Internal staff can also take attendance log book while consolidating the attendance. Proparing question banks COLLEGE

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638 107 All Copyri reserved O Developed by ESSVEE SYSTEMS AND SOFTWAREODE - 638 107 to conduct online examinations or generate question papers with multiple patterns or templates

### LOGIN SCREEN



> Secured with login IP, Mac address, and some unique system information collected also coined as a fingerprint. Users must log in from dedicated IP. Expiry date to login and modules allowed to insert, edit or view by each user is also available in the user privilege module, regularly performed by entering a username and password combination.





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### COXCO has Major seven modules. They are

- 1. Global
- 2. Preliminarily Exam Phase
- 3. Exams & Valuations
- 4. Results & Analysis
- 5. Student's Forms & Reports
- 6. MIS Reports
- 7. MIS Tools

### GLOBAL MASTER INFORMATION:



# GLOBAL MASTER INFORMATION: INTRODUCTION

- It stores the basic details about the programs, students, staffs, subjects, grading system of the autonomous institution.
- It will carry forward the details to further all process.

The different types of entries are listed below: -

- 1. Programmes & Branches
- 2. Courses (Subject) Details
- 3. Students Bio-data
- 4. Classification of Non-Lette

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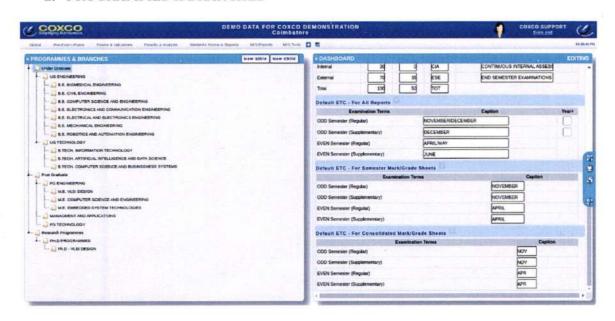
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- 5. Classification of Semester Grades
- 6. Classification of Final Grades
- 7. Staffs Details
- 8. Q. P. Templates (CO Mapping)
- 9. Evaluation Transfer/Rejoin students
- 10. Exam Hall Settings
- 11. Update Holidays
- 12. Entity Settings
- 13. Global Settings
- 14. Internal Test Settings
- 15. Result Publications
- 16. User Privileges

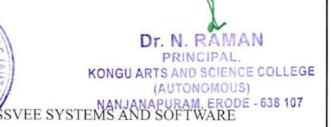
### 1. PROGRAMMES & BRANCHES



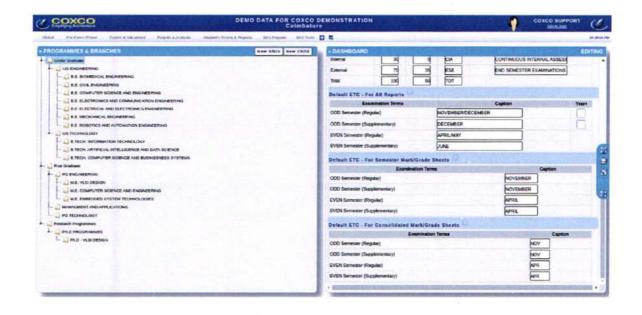
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### 1. PROGRAMMES & BRANCHES

### INTRODUCTION:

- Programmes & Branches is the first master module of this software. All the information about the programmes offered by the autonomous institutions is being kept 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.
  - There is no limitation on adding number of programmes.
  - The number of courses offered in their college to be added here.
  - It will take the individual programmes and branches into next function (or) process.

### New Sible:

> To add new Programmes & Branches Click the New Sible and add the Programmes

### New Child:

> To add new Programmes & Branches Click the New Child and add the Department

### 1.1 CODE:

- Enter the code for particular course in short form.
- Enter the correct code in a code column and it will be maintaining it properly, and once the error is occurred it collapse the all stage of student's data particulars.
- It will turn into disable mode.
- You can enter the code with a maximum of 5 characters length.
- The code may be the part of the students registers number.

Ex: UBA (Here U denotes the UG degree and BA denotes BA Tamil)

Ex: UBE (Here U denotes the UG degree and BE denotes BA English)
Ex: UCO (Here U denotes the UG degree and CO denotes Commerce)
Ex: PBE (Here P denotes the PG degree and BE denotes MA English)

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### 1.2 FULL NAME:

> Enter the particular Department (or) Course Name. Ex: B.A English Literature, B. E. BIOMEDICAL ENGINEERING

### 1.3 PROGRAMME:

Enter the Programme Name.

Ex: B. A.B.E

### 1.4 BRANCH:

Enter the Branch Name.

Ex: Civil Engineering.

### 1.5 SHORT NAME:

Enter the Short Name for each Branch.

Ex: Civil.

### 1.6 ACADEMIC DETAILS:

### 1.6.1 No. of Years:

> Enter the total No. of Year / Academic Duration for an Individual Course.

### 1.6.2 SEMESTER:

Enter the total No. of Semester Period to be taken for each Course.

### 1.6.3 Need part No:

- > For UG to be considered in their Mark Statement.
- For PG: It will be not considered in their Mark Statement.

### 1.7 DEFAULT EXAM-FEE STRUCTURE:

### 1.7.1 Application Fee:

Enter the amount to be collected for each Major/ Courses as application fees.

### 1.7.2 Theory Fee:

Enter the amount to be collected for each Theory Paper.

### 1.7.3 Practical fee (Regular hours):

Enter the amount of each practical paper fee to be collected for Regular Hours.

### 1.7.4 Practical fee (Special hours):

Enter the amount of each practical paper fee to be collected for Special Hours.

### 1.7.5 Project/viva voce fee:

Enter the amount of each practical / viva voce fee to be collected as per their Department.

### 1.7.6 Internship /Inplant /Soft Skill Fee:

Enter the amount to be collected for Individual students for their Internship / Inplant / Soft Skill Fees.

### 1.7.7 Additional fee to Arrears per paper:

Enter the Exam fees will be collected as Additional Fee for Arrears per paper.

### 1.7.8 Semester Mark Sheet fee:

Enter the amount to be received from students for their Semester Mark Sheets.

### 1.7.9 Consolidated Mark Sheet fee:

Enter the amount to be received from students for their Consolidated Mark Sheets.

### 1.7.10 Improvement Fee:

If the students were interested to write their improvement exam.

They have to pay the amount for an improvement fees as per the interested subjects.

### 1.7.11 Late Fee

➤ Enter the Fee to be collected for Late appearance of the individual students.

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### 1.7.12 College Certificate fees:

> Enter the amount to be collected for their college certificates like pass certificate / course completion certificate.

### 1.7.13 University Certificate fees:

> Enter the amount to be collected for their university certificates like provisional and degree certificate.

### 1.7.14 Miscellaneous Fee:

Enter the additional fees to be collected.

1.7.15 Specify other fees:

Enter the extra fee to be

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1.8 Default Valuation Scheme

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> The maximum and minimum mark for both internal and external mark to be entered. This will take place to the valuation of both marks.

### 1.9 Default ETC (Examination Term Captions) for all Reports:

- Default Report Caption for all odd semester (regular), odd semester (supplementary), even semester (regular), even semester (supplementary).
- In case the odd semester examination will be postponed to next calendar year box. Please put a tick mark in Check box.

### 1.10 Default ETC (Examination Term Caption) for Semester Mark / Grade Sheets:

The semester held month to be entered in their individual examination terms.

### 1.11 Default ETC (Examination Term Caption) for Consolidated Mark / Grade Sheet:

> The calendar month of the semester to be entered as "short form" in their individual examination terms.

### 1.12 Save:

- Click the save button to save the Programmes & Branches
- 1.13 Refresh:
- After saving the changes refresh the button to show the details.

### 2. COURSE DETAILS:



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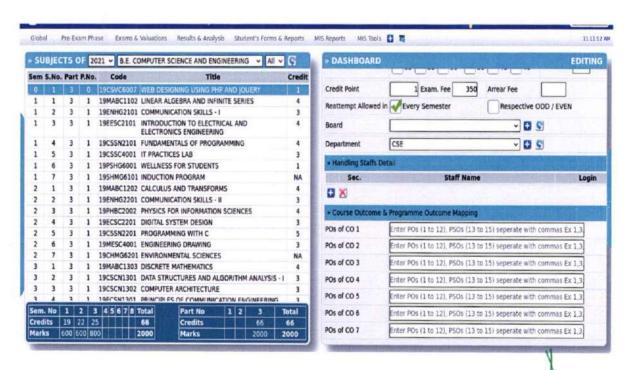
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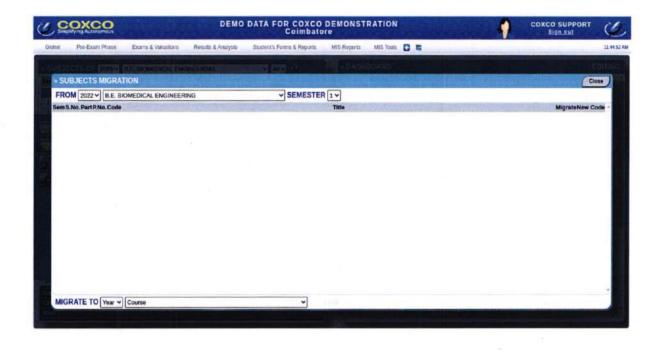


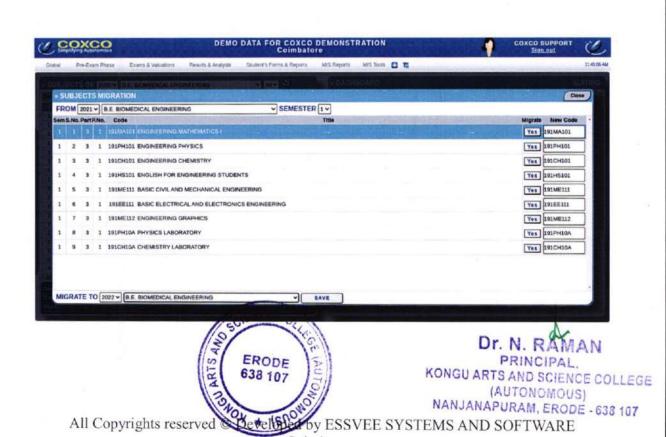


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### 2. COURSE DETAILS:

### INTRODUCTION:

- The subject title will be entered along with a part number, serial number and paper number. The subject type will be depending on more number of students will chose their subjects it will be most common paper and remaining will be the optional paper.
- \* The part number will be considered for all UG Arts and Science and Commerce students and it will not be considered for UG in Engineering and all PG Students and automatically it will be considered as part 3 (Core paper) and disabled.
- Don't use single quotes and double quotes for enter the subjects or any other column, in subject information.
- It will carry forward the list of courses that you have mention in programmes and branches.
- Select the present year from the first drop-down box.
- Select the suitable course from the second drop down box.
- Select the current semester from third drop down box.

### 2.1 Semester Number:

Enter the current semester number.

### 2.2 Part Number:

- Part no-1 represents Language
- Part no-2 represents English
- Part no-3 represents core and allied paper
- Part no-4 represents EVS/CC/LOE
- Part no-5 represents Extension Activities
- So, entered the correct part no for the individual subjects.

### 2.3 Serial Number:

- Enter the correct serial number for each subject.
- The serial number is used to print the subjects in order.

### 2.4 Paper Number:

- The paper number is mainly for an optional subject paper.
- The paper number is also used to print the subjects in order.

2.5 Subject code:

Enter the subject code f upcoming process.

2.6 Alias Name:

Sobject to be mentioned. It will ERODE

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Enter the alias name of the subject.

### 2.7 Subject Name:

> Enter the Full name for each subject.

### 2.8 Subject Type:

> Tick the required subject type.

### 2.9 Paper Type:

> Tick the required paper type.

### 2.10 Component:

- Part no-1 represents LNG.
- Part no-2 represents ENG.
- Part no-3 represents CORE, IDC, ITDC, AOC, and TDC.
- Part no-4 represents EVS, CC, LOE
- Part no-5 represents SFA, CCA, EXA, and ALC.
- > So, click the required component type as per the subject-basis.

### 2.11 Scheme of Examination:

- > It will take the data automatically that you have mentioned in programs and branches.
- > Internal Maximum & Minimum value have to give properly.
- > External Maximum & Minimum value have to give properly.
- > By giving here, Internal and External values marks taken automatically.

### 2.12 External Valuation:

The External End Semester Valuation marks takes place by this option. Click the required valuation system.

### 2.13 Less: online max-mark:

> If online exams to be conducted the maximum mark to be entered.

### 2.14 Credit point:

> Enter the individual subject's credit point.

### 2.15 Exam Fee:

Enter the exam fee to be collected for above mentioned subjects.

### 2.16 Arrear Fee:

Enter the arrear fee to be collected for current subjects.

### 2.17 Reattempt Allowed in:

If students, having arrear in this particular student have to attend the exam. So, click the option Every Semester or Respective ODD/EVEN SEM.

### 2.18 Department / Board:

The department/ board to be selected by drop down box.

Adding new department/ board click '+' symbol and enter a new one.

2.19 Handling staff's detail:

Click '+' symbol, it will indicates

Select section by drop down

ection, staff -name, login.

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- Select staff- name by drop down box.
- > Then automatically login can be created.

### 2.20 Import Excel:

- > By adding up of Subjects manually, you can also use import option using Excel format.
- Import option is in left of this page.

### 2.21 Export Excel:

- You can also use Exporting of subjects which is in software.
- Import option is in left of this page.

### 2.22 Migration:

Migration of subjects from one batch to another batch is also possible, by using migration option selecting up of particular subjects and semester to another batch.

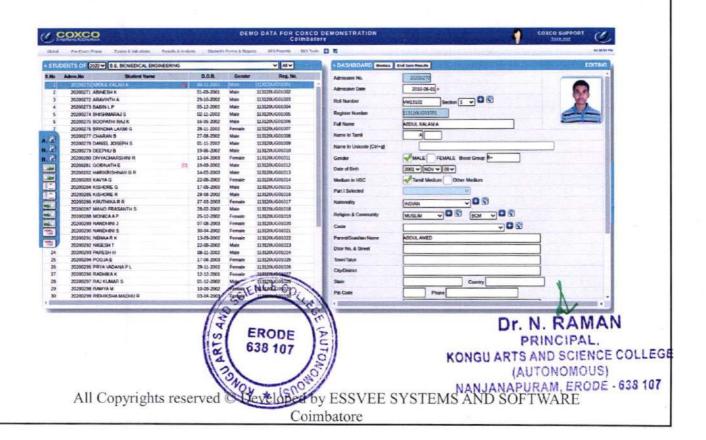
### 2.23 Print:

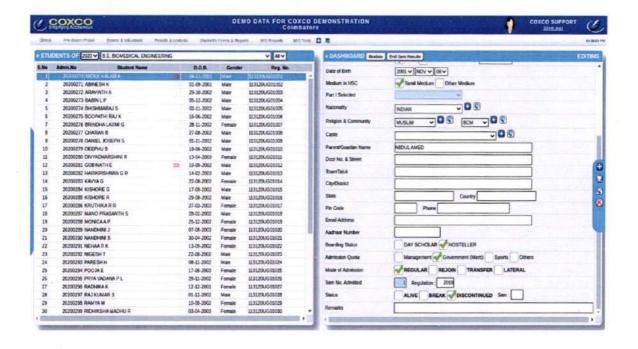
To print the file.

### 2.24 Options:

- By clicking "+" Button to add new subjects.
- Save option to save the file if any changes occur.
- Refresh the page to restore the changes.
- Delete option to delete the file.
- > To change the particular subject code.
- To upload or change the syllabus file.

### 3. STUDENT DETAILS:





### STUDENTS DETAILS

### INTRODUCTION:

- The student information will be used to store 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 student's bio-data profile to prevent from any other error occurrences in subject information with their mark statements.
- Don't use single quotes and double quotes for entering the address or any other column in the student information.
- ✓ The basic information about the students can be Mention here.
- ✓ Select the suitable year from the first drop-down box
- ✓ Select the suitable course from the second drop down box
- If the section of the students can be mention, if you have to check by third drop down box.

### 3.1 Admission Number:

The Admission Number is auto increment.

### 3.2 Admission date:

> Enter the date of admission to be register by student and click on admission date column box and the month of calendar will be appeared and select the suitable one.

### 3.3 Roll Number:

Enter the Roll Number.

### 3.4 Section:

Click '+' icon to adding section allocated for a student.

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3.5 Register Number:

Enter the register number

3.6 Full Name:

Enter the name of a student

Caproposter with Initials at End.

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### 3.7 In Tamil:

- In first box -enter the initial of a student.
- In second box-enter the name in Tamil.
- Use BAMINI-Font to enter the name in Tamil

### 3.8 Gender:

Click the type of gender.

### 3.9 Blood Group:

Enter the blood group of a student with a maximum 10- Character Length.

### 3.10 Date of Birth:

- Click the drop-down box, on that select "year-month-date" (format) of a student date of birth.
- D.O.B with a 4-character length.

### 3.11 Medium in HSC:

Click the medium of instruction in HSC.

### 3.12 Part-I Selected:

- Select the part-I language from drop down box, to be chosen by a student.
- > Select the proper part-I key paper and in its error occur it will raise fault in all mark statements and Nominal roll process.

### 3.13 Nationality:

Click'+' icon to enter the Nationality of a student. Once you entered the drop-down list box will be appeared and select the suitable one.

### 3.14 Religion and community:

Select the required Religion and community of a student, by click drop down box.

### 3.15 Caste:

Click'+' icon to enter the Caste of a student.

### 3.16Parent / Guardian Name:

Enter the Student Parent / Guardian Name.

### 3.17 Door No. & Street:

Enter the Door No & Street name.

### 3.18 Town/ Taluk:

Enter the Town/ Taluk name.

### 3.19 City/District:

Enter the City/District name.

### 3.20 State:

Enter the State name.

### 3.21 Country:

Enter the Country name.

### 3.22 Pin code:

Enter the Pin code name.

### 3.23 Phone No.:

Enter the Phone number of a parent / student.

### 3.24 E-Mail Address:

> Enter the email-Id.

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### 3.25 Aadhaar No.:

Enter the Aadhaar No. of a student with a maximum 15- Character Length.

### 3.26 Boarding Status:

Click the Boarding Status-type of a student.

### 3.27 Admission Quota:

Click the Admission Quota of a student as like management, government, sports, etc...

### 3.28 Mode of admission:

> Click the Mode of admission of a student like as regular, lateral, re-join categories etc...

### 3.29 Semester No. Admitted:

- It will automatically disable.
- For **Regular category** it will automatically disabled into 1 and for **Lateral category** it will automatically disabled into 3.
- For Re-join and Transfer category students that you have to enter in a suitable semester box.

### 3.30 Status:

- The student status to be click.
- If it is Alive it will be automatically disabled.
- If Break and discontinued, the semester no. to be entered in semester column.

### 3.31 Profile Photo:

Double click the profile chooses the profile of particular student save the profile in JPG Format with 20 KB size.

### 3.32 Options:

### In Left Side,

- By clicking the "A" button, Admission Number wise students are arranged.
- By clicking the "N" button, Alphabetical Order wise students are arranged.
- By clicking the "R" button, Register Number wise students are arranged.
- Importing students using excel file option.
- Importing single students from excel is possible (Particular Column).
- Using the option, Generation of register number to all programmes and branches is possible.
- Using the option, Generation of register number to particular student is possible.
- Exporting of students to excel files for all programmes & branches.
- Exporting of students to excel files for particular & branches.
- Exporting of student's data to excel files with photos.
- Print student data.

### In Right Side,

- By clicking "+" symbol to add new students.
- Save the file for future use.
- Refresh the page to restore the changes.
- Delete the particular student.

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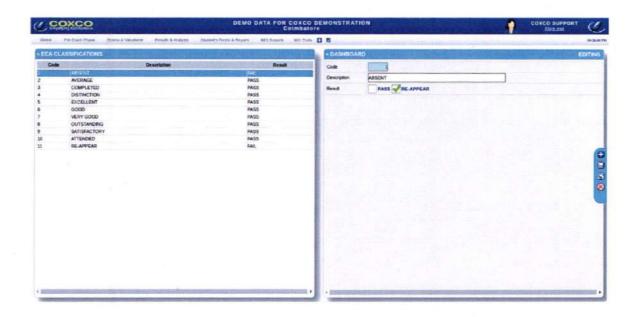
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### 4. CLASSIFICATION OF NON-LETTER GRADE:



# 4. CLASSIFICATION OF NON-LETTER GRADES [ECA CLASSIFICATION]

### INTRODUCTION

- It is used to assign a result in description value with Non-letter grades.
- Click the required result as pass/reappear that you have entered in a description value.
- ✓ In this classification the following code/ description for the Extra-Curricular Activities.

### 4.1 Code:

The code is assigned as Auto-increment value.

### 4.2 Description:

- Enter the type of description as you want.
- As like: -Absent, Average, Good, Very Good etc.,

### 4.3 Result:

Select the suitable result as Pass/Reappear that you have entered a term in description.

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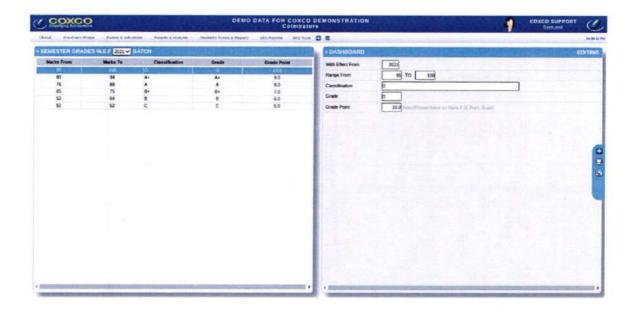
- By clicking "+" symbol to add new students.
- Save the file for future use.
- Refresh the page to restore the changes.
- Delete the particular student.

5. CLASSIFICATION OF SEMESTER GRA

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### 5. CLASSIFICATION OF SEMESTER GRADES

### INTRODUCTION

- It is used to Assigned a grade value with required grade points and suitable classification with point scale.
- ✓ In this classification the Grade will be entered correctly, it will carry forward the Grade Points into Semester mark sheet, consolidated mark sheet etc.,

### 5.1 With Effect From:

> Enter the with-effect from /current semester year.

### 5.2 Mark Range From:

Enter the Range From and Range To Marks.

### 5.3 Classification:

- Enter the mode of classification.
- Ex: Outstanding, Excellent, distinction etc..,

### 5.4 Grade:

Enter the Letter Grade as value, as mentioned in above classification.

### 5.5 Grade Points:

Enter the Grade Points be allotted for each classification.

NOTE: "If grade points as 10-point scale", No need to mentioned in grade point box.

- > By clicking "+" symbol to add new students.
- Save the file for future use.
- Refresh the page to restore the changes.
- Delete the particular student.

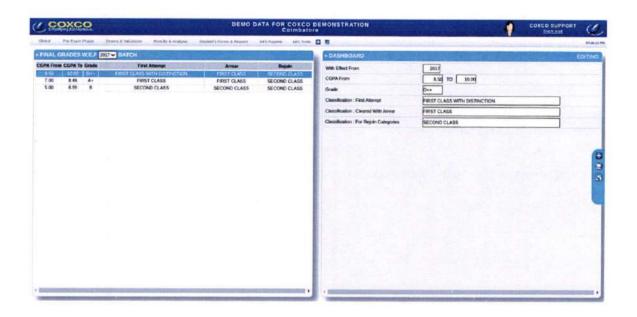
6. CLASSIFICATION OF FINAL

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## 6. CLASSIFICATION OF FINAL GRADES INTRODUCTION

- ullet It is used to assign a CLASSIFICATION from CGPA Range along with First attempt, Arrear, Rejoin category.
- ✓ In this classification of final grades with different classes to be carry forward the each value into semester, consolidated and suitable mark sheet.

### 6.1 With Effect From:

Enter the with-effect from year.

### 6.2 CGPA From:

Enter the "From and To" CGPA points.

### 6.3 Grade:

Enter the correct grade value which is suitable for above CGPA point value.

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### 6.4 Classification: First Attempt:

The classification for the CGPA range and those students clear all the papers in first attempt.

### 6.5 Classification: Cleared with Arrear:

The classification for the CGPA range and those students clear all the papers with arrears.

### 6.6 Classification: for Rejoin Categories:

- The classification for the CGPA range and those students who are rejoin and clear all the papers.
- By clicking "+" symbol to add new students.
- Save the file for future use.
- Refresh the page to restore the changes.

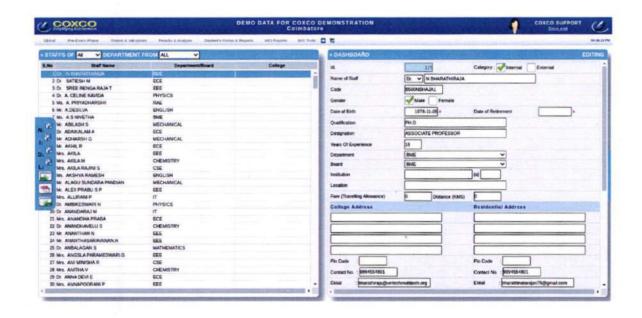
Delete the particular student

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### 7. STAFF DETAILS:



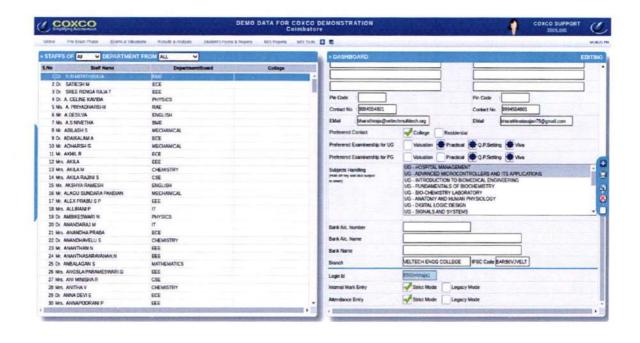
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### 7. STAFFS DETAILS

### INTRODUCTION

- The staff details will be collected for required valuation process and the given login id is used enter the marks with suitable subject that you have be select in a board/department.
- The staff will be able to handle more than one subject it will be access by a same login id to enter the marks in a web portal.
- The both Internal and External staff details to be mentioned here.

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### 7.1 Id:

> The Staff -Id will be auto incremented.

### 7.2 Category:

- Select the category of the staff will be internal / external.
- The category of the staff is very important to examiner-ship process to Q. P Setting, valuation, viva voice etc..,

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### 7.3 Name of Staff:

Enter the Staff name.

### 7.4 Gender:

Select the type of gender.

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### 7.5 Date of Birth:

On click D.O.B box the month of calendar is appeared, to be selecting the suitable one.

### 7.6 Date of Retirement:

On click D.O.R box the month of calendar is appeared, to be selecting the suitable one.

### Hint:

D.O.B & D.O.R are not mandatory.

### 7.7 Qualification:

Enter the qualification of each respective staff.

### 7.8 Designation:

Enter the designation of the staff.

### 7.9 Year of Experience:

Enter the Year of Experience.

### 7.10 Board /Department:

- On Click drop-down box to choose the required Board / Department of the staff.
- To select the board/department with a proper one it will takes the department to valuation process and so on.

### 7.11 Institution:

Enter the name of previous institution if having any.

### 7.12 Location:

- Enter the location of a staff.
- Location of the staff is mandatory for travelling allowance.

### 7.13 Fare (Travelling Allowance):

- Enter the Travelling Allowance for above entered location.
- It will be vary depends upon their location with a particular distances.

### 7.14 College Address:

Enter the college address with respective pin code, contact no. and email Id.

### 7.15 Residential Address:

Enter the Residential address with respective pin code, contact no. and email Id.

### 7.16 Preferred Contact:

Select the preferred contact of the staff.

### 7.17 Preferred Examinership for UG:

- Select the suitable (or) proper Valuation scheme for UG-programs.
- It will carry forward the details to pre-phase exam process.

### 7.18 Preferred Examinership for PG:

- Select the suitable (or) proper Valuation scheme for PG-programs.
- It will carry forward the details to ope phase exam process.

### 7.19 Subject Handling:

It will carry forward the street and

To hold control key and chick subjects to be select.

respective board / department. (AUTONOMOUS)

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Enter the clear information about handling subject staff and it takes the respective subjects to further process like as valuation, practical, viva voce etc..,

### 7.20 Bank A/C No.:

> Enter the bank A/C No. of a staff.

### 7.21 Bank A/C Name:

> Enter the type of Account Name.

### 7.22 Bank Name:

> Enter Name of the Bank.

### 7.23 Branch:

> Enter the Branch Name.

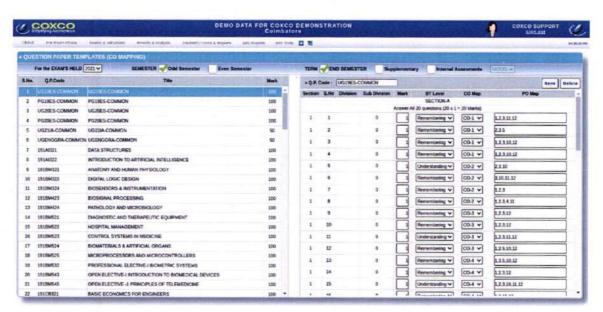
### 7.24 IFSC Code:

> Enter IFSC Code of the bank.

### 7.25 Login Id:

- The Staffs Log-in Id will be Auto-Generated.
- Login Id is used to enter the mark in an exam mark entry portal.
- 7 It can be also used to multiple subjects handling staff to access their multiple subjects with a single Login id.

### 8. QUESTION PAPER TEMPLATE (CO MAPPING):



8. QUESTION PAPER TEMPLATE (CO MAPP)

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- Question Paper Template means a document containing the question(s) to be selected from the acadamic subjects paper administered at an examination to be answered by a candidate.
- Select the Template and add the bloom's taxonomy and save as the file with Q.P.CODE.

### 8.1 For the Exam's held:

Select the Exam held year.

### 8.2 Semester:

Tick the suitable semester period as Odd / Even.

### 8.3 Term:

- Mode of exam as End semester (or) supplementary (or) Internal Assessments
- Choose the Common template relevant to the subject and Save as the file.
- ✓ Fill the Q. P Code section.
- ✓ Then by selecting any one of the Bloom's Taxonomy and then selects the CO's, automatically PO's mapped.
- ✓ Click on save button.
- ✓ Delete the template.

### 9. EVALUATION OF REJOIN OR TRANSFER STUDENTS:



9. EVALUATION OF REJOIN OF

RAMMOR TUDENTS:

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### INTRODUCTION

✓ Students studied in an institution and dropped out, again rejoined or transfer To other institution has to marked their completed regular papers to that institutions through this they can map the students by entering up of register number and subjects

### 9.1 New Register No:

> Enter the students register number.

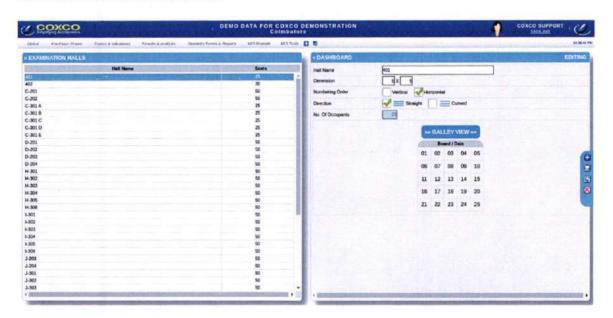
### 9.2 Load Existing Grades:

> By Clicking up of existing grades, it automatically takes the existing grades in the institution.

### 9.3 Save:

> Save the file for further process.

### 10. EXAM HALL SETTINGS:



### 10. EXAM HALL SETTINGS

### INTRODUCATION

- ✓ The room plan will be done by the programmer itself using the matrix in which two subjects will be allowed in two parallel rows to avoid copying and malpractice.
- It is used to assign the examination halls with a proper dimension with a Galley View.
- It is used to allot the Exam-hall for andent Owith seating arrangements.

It will carry forward to print hatet

tket with seating arrangement. KONGU ARTS AND SCIENCE COLLEGE (AUTONOMOUS)

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### 10.1 Hall Name:

> Enter the Name of the Hall.

### 10.2 Dimension:

Enter the proper dimension of rows and columns of each exam halls. Each cell of the table is being considered as a single seat.

### 10.3 Numbering Order:

Select the numbering order with the seating allotted as vertical or horizontal.

### 10.4 Direction:

Select the suitable direction as straight or curved one.

### 10.5 No. Of Occupants:

> It will be automatically enable values as you entered in dimension

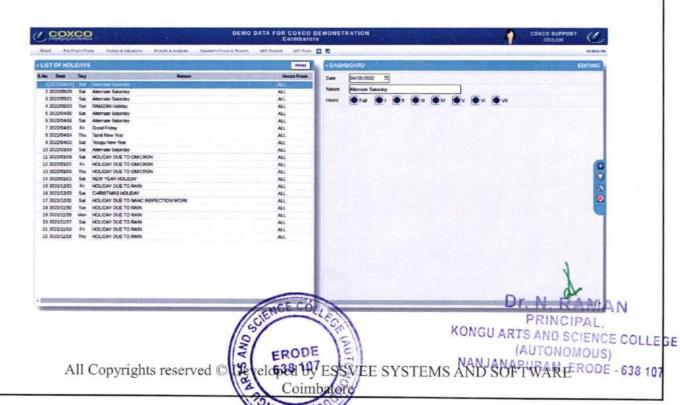
### 10.6 Galley View:

By clicking the seat number in the table, you can make it use or not of the individual seat in the hall. The red colour seat is indicating 'not in use' and automatically the number of occupants will be decreased.

### 10.7 Options:

- By clicking "+" symbol to add new Hall.
- Save the file for future use.
- Refresh the page to restore the changes.
- Delete the particular Hall.

### 11. LIST OF HOLIDAYS:



### 11. LIST OF HOLIDAYS:

### INTRODUCTION

By listing the holidays, it will reflect while doing exam timetable it helps there.

P

### 11.1 Date:

> Enter the holiday date.

### 11.2 Nature:

Enter the reason for the holiday.

### 11.3 Hours:

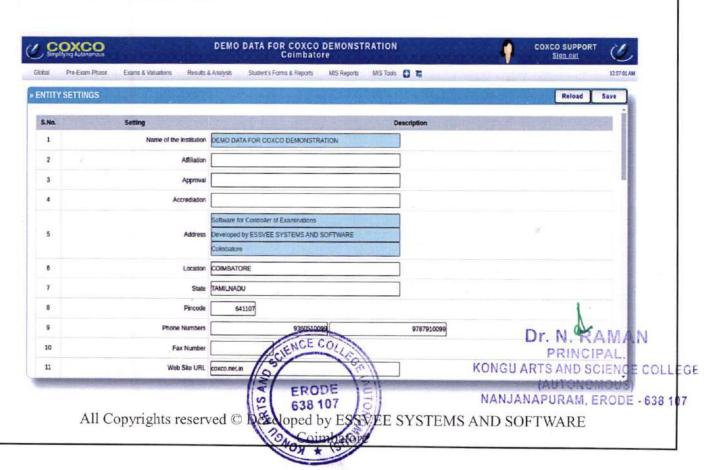
Fill up the hours of particular day.

By using print option, print the list of holidays for the academic year.

### 11.4 Options:

- By clicking "+" symbol to add new students.
- Save the file for future use.
- Refresh the page to restore the changes.
- Delete the particular student.

### 12. ENTITY SETTINGS:

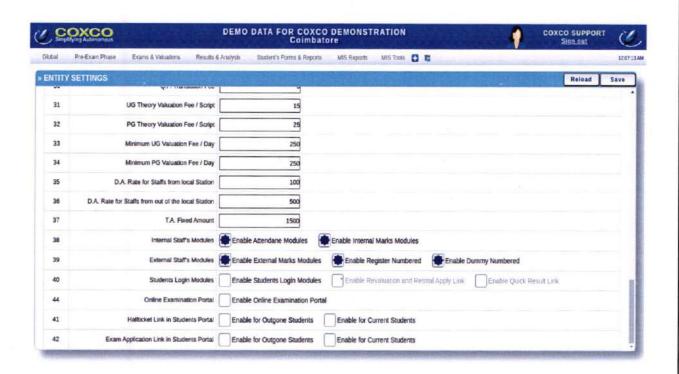


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Global	Pre-Exam Phase	Exams & Valuations Results &	8 Analysis Student's Forms & Reports M/S Reports M/S Tools 🖸 👼	12:07:05
	SETTINGS		Reload	Save
12		Email Address	into.coxco@gmail.com	*
13		Password	•••	
14		Year of Establised	2004	
15		Registration Number & Date	(yyyy-mm-dd)	
16		Enrollment Gender	Co-Education Womens	
17		Category of the institution	Engineering Arts & Science Polytechnic Management	
18		Map student's Photo using	Admission Number Register Number Register Number	
19		Admission Starting Month	8	
20		Name of the Principal	оохсо	
21		Name of the COE	сохсо	
22		Institution Logo (Left Side)	Change WIDTH (px): 20 HEIGHT (px): 20	
23		Institution Logo (Right Side)	Change WIDTH (px): 20 HEIGHT (px): 20	
24		Principal's Signature	Change Use this Signature in Mark Statement Printing  Yes No	

ПТҮ	SETTINGS	Reload Save
		Constitute Commission of the C
24	Current Attendance Semester	2022 Odd Semester Even Semester
25	Attendance Date Range	From 07/03/2022 D To 30/06/2022 D
26	Number of Working Days	6 Per Week and Number of Hours Per Day 7
27	Attendance Date	30/12/2022 D AND DAY ORDER IS: I III III VV V
28	Permit Days to Allow Attendance	90
26	Q.P. Setting Fee for UG Programmes	1600
27	Q.P. Setting Fee for PG Programmes	1000
28	Q.P. Setting Postal Charges	a d
29	Scheme of Valuation Per Set	g
30	Q.P. Translation Fee	
31	UG Theory Valuation Fee / Script	15
32	PG Theory Valuation Fee / Script	
33	Minimum UG Valuation Fee / Day	Dr. N. RAMA
100	My COSC CONTRACTOR FOR COSC AND ADDRESS.	PRINCIPAL.  KONGUARTS AND SCIENCE O

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### 12. ENTITY SETTINGS

### INTRODUCTION

- It is used to collect the basic information about the institute with an affiliation board, accreditation were given by other organization.
- It can also used to store the valuation fee for the answer script and valuation for both UG and PG.

### 12.1 Name of the institution:

Enter full name of the institution.

### 12.2 Affiliation:

Enter the affiliated university.

### 12.3 Approval:

> Enter the institution approved by any other organization.

### 12.4 Accreditation:

> Enter the Accreditation were given by any other organization.

### 12.5 Address:

Enter the address.

### 12.6 Location:

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Enter the location.

### 12.7 State:

Enter the state name.

### 12.8 Pin code:

Enter the Pin code.

### 12.9 Phone Number:

> Enter the Phone Number.

### 12.10 Fax Number:

Enter the Fax Number.

### 12.11 Website URL:

> Enter the URL of the institution.

### 12.12 E-mail Address:

> Enter the E-mail Address of the institution.

### 12.13 Password:

> Enter the password.

### 12.14 Year of Established:

> The establishment year of institution.

### 12.15 Registration No. & DATE:

The registration No. of this institution and date will be mentioned as "YYYY-MM-DD".

### 12.16 Enrolment Gender:

Select the Enrolment Gender of the institution.

### 12.17 Category of the Institution:

Select the Category of the Institution.

### 12.18 Map Student's photo by:

- Select the Map Student's photo by Admission Number / Roll Number / Register Number.
- By selecting up of option save the photo with the roll number and .jpg.

### 12.19 Admission Starting Month:

Enter the starting Month of Admission.

### 12.20 Name of the Principal:

Enter the Principal Name.

### 12.21 Name of the COE:

Enter the COE Name.

### 12.22 Principal's Signature:

- Click Change button then select Principal Signature image then "Browse and Submit file."
- Select the Principal Signature to be print in a mark statement.

### 12.23 COE's Signature:

- Click Change button then select COE signature image then "Browse and Submit file."
- Select the COE signature to be print in a Mark Statement.

12.24 Current Attendance Semester

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> Fill the year and select the particular semester.

### 12.25 Attendance Date Range:

Fill the Current academic attendance range "from" and "to".

### 12.26 Number of Working Days:

> Fill the total number of working days in a week.

### 12.27 Number of Hours Per Day:

Fill the total number of hours in a day.

### 12.28 Attendance Date:

> Fill the starting date of academic semester and starting day order.

### 12.29 Permit Days to Allow Attendance:

Fill the Number of days to allow attendence.

### 12.30 Q.P Setting Fee for UG Programmers:

Enter the Q. P Setting Charges for UG Programmers.

### 12.31 Q.P Setting Fee for PG Programmers:

Enter the Q. P Setting Charges for PG Programmers.

### 12.32 Q.P Setting Postal Charges:

Enter the Q. P Setting Charges for Postal.

### 12.33 Scheme of Valuation per Set:

Enter the scheme of valuation per set.

### 12.34 Q.P Translation Fee:

> Enter the Q.P Translation Fee (If you are Translating the question paper from English to other Language).

### 12.35 UG Theory valuation fee /script:

Enter the UG theory valuation fee.

### 12.36 PG Theory valuation fee /script:

Enter the PG theory valuation fee.

### 12.37 Minimum UG valuation fee/day:

Enter Minimum UG valuation fee/day.

### 12.38 Minimum PG valuation fee/day:

Enter Minimum PG valuation fee/day.

### 12.39 D.A Rate for staffs from local station:

Enter the D.A Rate for staffs from local station.

### 12.40 D.A Rate for staffs from out local station:

Enter the D.A Rate for staffs from out of the local station.

### 12.41 T.A Fixed Amount:

Enter the T.A Fixed Amount.

12.42 Internal Staff's Modules:

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- This Module enables the internal staff to enter the Students Attendance and Internal marks.
- By enabling this module, internal staff module visible to do the process.

### 12.43 External Staff's Modules:

- This Module enables the External marks module, Register number mark entry and Dummy number mark entry.
- By enabling this module, External staff module visible to do the process.

### 12.44 Students Login Module:

- > This Module enables the Students login module, Revaluation or re-total apply and also result link.
- > By enabling this module only, Students login module visible to do the process.

### 12.45 Online Examination Portal:

- This module enables to attend the online examination.
- By enabling this module, Online exam module visible to do the process.

### 12.46 Hall ticket link in student portal:

This module enables hall ticket for out gone and for current students.

### 12.47 Exam Application link in Students Portal:

This module enables exam application link for out gone and current students.

### 12.48 Save:

Save the process for further process.

### 12.49 Reload:

To reload the page.

13. GLOBAL SETTINGS:

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lobal	Pre-Exam Phase Exams & Valuations Results &	l Analysis Student's Forms & Reports MIS Reports MIS Tools 🖸 🖫	والمتعالمة	12:07:1
LOBA	L SETTINGS	<b>的现在分词</b> 的表现的形式。	Reload	Save
S.No.	Arguments	Parameters		
1	Exam Name	END SEMESTER		
2	Current Exam Year	2021		
3	Semester	Odd Semester		
4	Term	₹END SEMESTER Supplementary		
5	Number of ACC (Additional Credit Course) offered to the students / Semester	3		
6	Enroll Regular and Arrear subjects mandatorily	Yes No		
7	Forenoon Time Table Semester Order	Descending Ascending		
8	Afternoon Time Table Semester Order	Descending Ascending		
9	Register Order by Number of Right Side Characters (Range 0 to 4)	3		
10	Number of Decimal Places Required in Marks [Both Internal and External] (Range 0 to 2)			
11	Number of Decimal Places Required in Total Marks (Range 0 to 2)			
- 12	Number of Decimal Places Required in Grade Point	Ta .		

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lobal	Pre-Exam Phase	Exams & Valuations	Results & A	knatysis	Student's Forms & Reports	MIS Reports	MIS Tools	0 =	- Adams			12:07:20
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	Mumber of Desire	ai Places Required in Gra		=								
12	Number of Deam		ge 1 to 3)	a								
13		nal Places Required in Cu nt Calculaton [GPA] (Rang		2								
14		nal Places Required in Cu Calculaton [CGPA] (Rang		2								
15	Fast Tra	ack Examination Feature	Required	Yes	No							
16	Number of Attempt	to Carry the Internal Man to 0 [Zero] to disabled this	ks (Enter s feature)	a								
17	Pref	ere Dummy Numbered M feature for theory		Yes	No							
18	0	Dummy Number Auto Shul	ffle Mode	Yes	No							
19		Number Answer Script	s / Cover	5								
20	G	Grade Letter for Absent in	a subject	JA .								
21	Grad	e Letter for Re-Appear in	a subject									
22	Gri	ade Letter for Withheld in	a subject [	WH								
23	Gra	de Letter for Withdraw in	a subject									- 1

13. GLOBAL SETTINGS

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### INTRODUCTION

- It 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 the temporary mode of each semester period / duration.
- ✓ It can be re-arranged by each and every semester period/duration.

### 13.1 Exam Name:

Enter the Exam name.

### 13.2 Current Exam year:

Enter the current exam year.

### 13.3 Semester:

Tick the suitable semester period as Odd / Even.

### 13.4 Term:

Mode of exam as End semester (or) supplementary.

### 13.5 No. of ACC offered to Students / semester:

The No. of ACC Courses will be allotted for individual major courses.

### 13.6 En roll register and arrear subject:

It will en-roll both register and arrear subject in nominal roll process.

### 13.7 FN Time Table semester-order:

The FN Time Table order will be selected by sorting as ASC/ DEC Order.

### 13.8 AN Time Table semester-order:

The AN Time Table order will be selected by sorting as ASC/DEC Order.

### 13.9 Register order by No. of Right side character:

To be enter the register order by No. of Right side character by range as "0 to 4".

### 13.10 No. of decimal places required in marks (both internal & external):

If required No. of decimal places can be entered by range as "0 to2".

### 13.11 No. of decimal places required in total marks:

If required No. of decimal places in total marks can be entered by range in as "1 to 3".

### 13.12 No. of decimal places required in Grade points:

If decimal places will be required in Grade points can be entered by range in as "1 to 3".

### 13.13 No. of decimal places required in CGPA:

If decimal places will be required in CGPA can be entered by range in as "1 to 3".

### 13.14 Fast track Examination feature required:

Tick the suitable box if fast track exam feature will be required.

### 13.15 No. of Attempt to carry the internal marks:

If necessary No. of attempt to carry the internal marks to be entered.

Otherwise entered '0' (zero) to his abled this feet

13.16 Preferred dummy numbered mark entry leature for theory subjects:

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> If dummy number mark entry will be preferred in external marks, Tick the suitable one.

### 13.17 Dummy No. Auto shuffle mode:

Tick the suitable yes/no box as you need dummy number in auto shuffle mode.

### 13.18 Grade letter for absent in a subject:

Enter the suitable Grade Letter for 'absent' students it will take the letter to be print in all mark sheets.

### 13.19 Grade letter for Reappear in a subject:

Enter the suitable Grade Letter for 'Reappear' students it will take the letter to be print in all mark sheets.

### 13.20 Grade letter for With Held in a subject:

> Enter the Letter Grade for With-held students.

### 13.21 Grade letter for With Draw in a subject:

> Enter the Letter Grade for With Draw students.

### 13.22 Set current valuation As @ Mark Entry Panel:

Choose the Current Valuation as First/Second/Third.

### 13.23 Save:

> Save the process for further process.

### 13.24 Reload:

To reload the page.

### 14. RESULTS PUBLICATIONS:



✓ System itself generates the result consolidating ISA and ESA grades. After the declaration of result officially by the University, it will be made available in the student portal. Subsequently, the grade sheet and tabulation registers are generated automatically. Students can download their provisional grade sheets after the publication of results.

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### IMPLEMENTATION OF e-GOVERNANCE

The college has emphasized the need for devising suitable measures for quality education.

Implementation of healthy design for quality assurance has been one of the imperatives for implementing the vision of the institution. The details are mentioned below.

### A) ADMINISTRATION:

### 1. COLLEGE WEBSITE

- Institution has developed an in-house website to share the infrastructure, academics,
   placement information, extracurricular and co-curricular activities with its stakeholders.
- Results shall also be uploaded to the website directly.
- · Online Recruitment Application Submission forms

### 2. SALARY ADMINISTRATION - KONGU INFORMATION SYSTEM

- Employee information
- · Pay Bill based on the Pay Structure and LOP
- · Reconciliation statement
- PF / ESI / Bank Statements based on PF / ESI eligibility conditions
- · Employee Group based reports
- · Includes Recurring and Non-Recurring deductions
- Exporting reports to various formats / file types for uploading in various portals like PF / ESI etc...

# 3. ONLINE COLLEGE MAINTENANCE PORTAL (KONGU MAINTENANCE PORTAL)

- New Maintenance complaint can register in the following Areas
  - o Electrical
  - o Civil
  - o Furniture
  - o System
  - o Garden
  - o House keeping
- Updating Complaints status
- · Viewing Compliant status
- · Exports reports to Excel sheet



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### 4. TRANSPORT MANAGEMENT SYSTEM

- Individual student bus fees Challan Preparation
- · Collection of Bus Fee.

### B) FINANCE

### TALLY ERP FOR FINANCE AND ACCOUNT MANAGEMENT

- Tally ERP 9 is very popular accounting software used by KASC, it is very simple to use intuitive.
- · It is used to record financial activities of the institution.

### C) STUDENT ADMISSION AND SUPPORT

### 1. STUDENT ADMISSION SOFTWARE

Designed, Developed and Maintained by our college

The modules and reports are

- · Application sales
- Admission
- Fees Collection / Billing
- Collection report
- Students Biodata and Address
- · Transfer and Conduct Certificate
- · Re-Admission and Transfer
- · Hostel Billing
- Miscellaneous

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### 2. STUDENTS INFORMATION SYSTEM (SiS)

Designed, Developed and Maintained by our college

- · Students information with photograph
- Student Day/Hour wise Attendance Maintenance
- · Monthly Attendance Report generation
- Semester wise Attendance Report generation

Sategory as Student Attendance as per Attendance Norms

Pransfer Countrate and Course Completion Certificate Preparation and Printing

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### 3. ATTENDANCE SMS TO STUDENTS PARENTS

To communicate with parents regarding their children's attendance and other performance related information institution uses a SMS service. Also it is used to circulate information among the staff and stakeholders.

### 4. ONLINE FEES PAYMENT SOFTWARE

- · Tuition Fee Challan Preparation based on Batch and Semester with breakages
- Collection of semester tuition fee
- Uploading in KVBbank portal for online payments to enable cashless transaction.
- Fees paid and pending report generation based on the Student Status like Regular,
   Discontinued, Long Absent etc.,

### 5. ONLINE STUDENT FEEDBACK SOFTWARE

- · Students Feedback is collected in online for every courses
- Generation of Students Feedback report

### D) EXAMINATION

### 1. EXAMINATION MANAGEMENT SOFTWARE (COXCO SOFTWARE)

- Students information with excel importand students photographs
- User defined register number
- · Subject creation and regulation link
- Course details with detailed exam fee structure
- · Auto nomination roll with student's previous semester arrears
- Lateral entry / Transfer / Rejoin students flexi nominal roll
- · Exam application printing with photo
- Exam fees
- Exam time table
- Hall seating / galley
- · Hall ticket with photo
- Examination attendance sheet (hall wise / subject wise)
- Dummy numbering

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- Dummy numbered ESE score card
- · Marks entry/import with dummy number

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- · Marks entry/import with reg. Number
- · Result analysis(passing board) reports
- MIS reports on students / Subjects / Courses
- Moderation reports and marks entry
- Result publications
- Moderation marks entry
- Revaluation marks entry
- ESE mark statement
- Consolidated marks statement
- · Export data to universities
- · Built-in-query builder to instant access of data to your reports
- Nominal Roll for flexible Choice Base Credit System with Semester or Non-Semester based (CBCS)
- Internal and External Staff data update
- Updating syllabus, question paper template to the respective subjects
- · Question Paper setting through email with syllabus, question paper template and claim form
- · Generation question paper setting claim and payment reports
- Appointment of External Examiner to valuation
- Online Mark Entry
- · Seating arrangements with individual hall seating capacity, direction
- Individual Internal staffs login to update test wise internal marks
- Internal mark consolidation

### 2. ONLINE ASSESSMENT PLATFORM- TEST.POD.AI (CALYXPOD)

- End to End Examination Management
- · Conduct Tests anytime / anywhere
- Digital Library of Practice Test / Previous Year Papers
- Proctoring Levels to Stop Malpractices
- Customizable based on Internet Connectivity
- Automated & Manual Evaluations

WOW.

- Provision for Taking Viva / Practical Exams
- · Automated Reports at all 'Levels' Not Just Total Scores

· Detailed Insights and Recommendations of Focus Areas

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