



## NANDHA ENGINEERING COLLEGE (AUTONOMOUS)

(Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai)

Accredited by NAAC and NBA

ERODE – 638052, TAMILNADU, INDIA

Email : [principal@nandhaengg.org](mailto:principal@nandhaengg.org), Phone : 04294 - 2255585

### Criteria II – Teaching Learning and Evaluation

2.5.3

*IT integration and reforms in the examination procedures and processes including Continuous Internal Assessment (CIA) have brought in considerable improvement in Examination Management System (EMS) of the Institution*



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# OFFICE OF THE CONTROLLER OF EXAMINATIONS



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**MANUAL FOR THE CONDUCT OF  
EXAMINATIONS**

**(As on JUNE 2013)**



**NANDHA ENGINEERING COLLEGE (Autonomous)**

**ERODE-638052**



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### THE MAJOR FUNCTIONS OF THE OFFICE OF THE CONTROLLER OF EXAMINATIONS

1. To conduct End semester Examinations – Practical & Theory
2. The valuation of End Semester Examination theory answers scripts.
3. To conduct of Result Passing Board Meeting.
4. To announce the results and printing of grade sheets.
5. To recommend the students for the award of degree from Anna University,  
Chennai.



  
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### INSTRUCTIONS FOR THE CONDUCT OF EXAMINATION

The Authorities/Representatives of the College involved in the conduct of the Examinations are:

1. Principal of the College.
2. Controller of the Examinations (COE).
3. Deputy Controller of the Examinations (DCOE).
4. Chief Superintendent of the Examination (CS).
5. Exam cell in charge.
6. Hall Superintendents (HS).
7. University Representative (UR).

The Principal of the college is responsible for overall coordination and he/she has to ensure the participation of the appointed faculty members in all the activities connected with the conduct of both theory and practical examinations.

All teaching and non-teaching staff, who drafted for the conduct of the examinations, is bound by the rules and regulations of the College.

They will be paid remuneration and allowances as per the approved norms of the College.

### THEORY EXAMINATION

#### 1. Chief Superintendent (CS):

- 1.1. The Controller of Examination (COE) is authorized to call for a panel of senior most members of teaching staff with a minimum of 12 years of experience (Academic and Industry) who are willing to function as CS. The Controller of Examinations may appoint one of these panel members as CS.
- 1.2. CS appointed shall accept the offer only when no relative of him/her is appearing for autonomous examinations
- 1.3. CS is fully responsible for all the activities connected with the conduct of theory examinations.
- 1.4. CS has to have the knowledge of regulations and the instructions issued by the office of Controller of examinations then and there relate to the conduct of the examinations



  
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and has to instruct the officials/staff concerned and the candidates to adhere to the same.

- 1.5. CS shall monitor the duties assigned to the HS are properly attended to.
- 1.6. CS must receive the question papers from the COE Officials 30 minutes before the start of the examination.
- 1.7. CS must distribute the question papers to the respective HS at least 10 minutes before the start of examinations.
- 1.8. CS shall make rounds of all the rooms allotted for the conduct of examinations after short intervals.
- 1.9. If any staff appointed as HS does not turn up for duty allotted by the CS, without proper and good cause shown, neglects the duty assigned to him/her, they shall be removed from any examination related work in future and liable to disciplinary action.
- 1.10. If any HS does not turn up for duty then reserve HS must be appointed as HS.
- 1.11. CS must report any shortage of question paper immediately to the Office of COE.
- 1.12. If any malpractice is reported by the HS then CS must book the student under Malpractice and necessary report must be prepared.
- 1.13. After completion of the examination, the CS must collect all the answer books from HS.
- 1.14. CS must handover the answer sheets, attendance sheet and malpractice report (if any) at the end of each examination session to the Office of COE.

### 2. Examination Details

- 2.1. The following details in connection with the conduct of examinations are sent by the COE to the Exam Cell before the commencement of the every semester examinations.
  - i. Copies of 'time-table' of the examinations.
  - ii. The "nominal-roll" containing the names of the candidates, register number and the subjects for which the candidates have registered.
  - iii. The 'attendance-sheets' of the candidates for every subject.



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- 2.2. Copies of 'time-table' of examinations will be sent well before the commencement of examinations and it will also be published on the College website. The copy of the 'time-table' is placed at a notice board in the College to invite the attention of candidates.
- 2.3. In the event of a holiday being declared after the publication of time table, the examinations should be conducted as scheduled unless otherwise notified specifically by the COE.
- 2.4. If case of the candidate(s) registered belatedly, only hall tickets will be issued to the candidates. The details of such candidates have to be appended by CS in the 'attendance-sheet', the 'nominal-roll' and consolidated registration details.

### 3. Hall Tickets:

- 3.1. Hall-tickets (including the name, register number of candidate, subjects for which the student registered for examinations are forwarded to the Department. After verification of all the particulars in Hall Tickets, It must be distributed to the students before the commencement of examinations. Any discrepancy in the hall tickets should be immediately brought to the notice of COE. In specific cases where names of candidates are the same or similar, departments are requested to ensure that each candidate receives proper hall ticket, after verifying the photograph, date of birth, initials to the names, elective subjects and other identifying facts; this verification is very important particularly in the case of students studying in the first semester of UG/PG program. Neglect of this precaution will result in mistakes which will be difficult to rectify later.
- 3.2. At the time of issuing hall-tickets, each candidate may be asked to verify whether his/her name is registered for all subjects for whom he/she has remitted examination fees. Discrepancy, if any, in the hall-ticket may be brought to the notice of COE immediately.
- 3.3. In cases of candidates, whose names have not been registered for a subject or subjects for which they have paid the Examination fees, and are also **eligible** to write the examination, CS may permit those candidates to write the examinations in subject or subjects after obtaining a written declaration that he/she is appearing for the examination at his/her own risk. The same may be reported at once to COE.



  
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- 3.4. Candidates shall not be permitted to write the examination (even under their own risk) if they are **not eligible** to write the examination as per the rules and regulations of the College.
- 3.5. Hall Tickets are issued by the COE with scanned photograph of the candidate. If the scanned photograph is not available, it is advised to affix his/her photograph in the space provided for and get it properly attested by the Principal before the candidate is permitted inside the examination hall.
- 4. Hall Arrangements:**
- 4.1. COE should prepare the sketches of the seating arrangements in the examination halls or rooms (**Refer: Seating Arrangement**) and should forward a copy to Exam cell.
- 4.2. Seating arrangements in every examination hall must be meticulously planned in such a way that candidates writing the same subject shall be seated alternately. In other words not more than 50 percent of the seating capacity of a hall shall be allotted for candidates appearing for one particular subject. However, if more number of candidates appearing for the same subject has to be accommodated in a hall, CS has to ensure a **minimum distance of one meter between two candidates**.
- 4.3. When the candidates appear for the subject with the same title and with different subject codes, they have to be accommodated in different halls as far as possible.
- 4.4. Candidates should be accommodated in rooms or in large halls. **One Hall Superintendent (HS) for every twenty five candidates** or part thereof shall be appointed. Reserve HS may be also appointed as per the norms. The Reserve HSs will act as replacement of HS in case of exigency and will also assist CS at times when there is no invigilation.
- 4.5. Every precaution should be taken so that no outsiders are present in and around the examination halls/rooms and sufficient security measures should be taken to carry the question papers safely from one hall to another.
- 4.6. It is the responsibility of CS to ensure before the commencement of the examination that no forbidden materials/writings are present in the wall/desks/blackboards/drawing-boards/floors of the examination halls.
- 4.7. The seating arrangements in the halls should be changed at random to ensure that no candidate writes the examinations of all the subjects in a fixed place/hall.



  
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- 4.8. The slanting/adjustable drawing tables should not be used during the examinations for any subjects excepting drawing subjects.
- 4.9. CS should arrange for the serving of drinking water and supply of approved materials for the examination at the place of the candidates only.
- 4.10. Strict silence should be maintained in the examination halls.

### 5. Answer-books:

- 5.1. Answer-books containing forty four pages without graph sheets are supplied. Serial number is also printed in the answer-book. A record of answer-books used, date wise and session wise should be kept by CS and this information should also be made available to COE when called for.
- 5.2. Space for rough work is provided at the last one page of the answer-book.
- 5.3. Signature/Facsimile signature of CS should be affixed only at the space provided on the title page of the main answer-book. The facsimile shall not be affixed at any other place on the answer-book or on the drawing/graph sheets attached, if any.
- 5.4. **Number** of answer-books issued to each examination hall shall not exceed the total number of candidates writing the examination in the specified hall.
- 5.5. No 'additional answer-sheets/books' is provided.

### 6. Hall Superintendent (HS):

- 6.1. CS shall appoint required number of Hall Superintendents (HS) for invigilation work from the teaching staff available in his/her college and from the neighboring colleges. The neighboring colleges may be addressed requesting to send the list of faculty members willing to act as external HS much in advance before the commencement of examination. Fifty percent of HS are to be appointed by CS from neighboring colleges. CS is authorized to issue attendance certificate to the staff members drafted for the work relating to conduct of examination. No teaching staff should undertake the invigilation work in a centre where his/her close relative is appearing for the End Semester Examination. Under no circumstances staff other than teaching staff shall be appointed as HS.



  
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- 6.2. Referring the 'nominal-roll', time table, 'attendance-sheet' and other details provided by the COE, the invigilation scheme/ hall allotment to candidates have to be prepared and the same without the column containing the names of HS have to be displayed at the notice boards. Based on the invigilation scheme, number of HSs to be appointed for each session may be decided. HS for each hall shall be assigned at random by following the lot system.
- 6.3. HSs have to report to CS for invigilation work at least **thirty minutes** before the commencement of the examination on the respective date and session for which invigilation work is assigned.
- 6.4. HS has to check whether the answer-books bear the signature/facsimile signature of CS before issuing them to the candidates.
- 6.5. An Answer-book shall be issued to each candidate **ten minutes** before the commencement of the examination. The candidates should be instructed to read the instructions given in the second page of the answer-book, particularly on the first day of every semester examination, before filling up the particulars on the title page of the book. The answer book contains less number of paper than prescribed, the student are asked to report to the HS. The HS must verify and replace the answer book.
- 6.6. The candidates should be instructed to write his/her register number legibly on the first page of the answer-book and further instructed not to write register number anywhere else including the drawing sheet/graph sheet if any used by the candidate.
- 6.7. The candidates should be warned that writing wrong register numbers in their answer-books will entail rejection of their answer-scripts and he/she is liable for further punishment.
- 6.8. Copies of question paper are to be distributed **five minutes** before the commencement of examination only to the candidates actually seated in their places. The details provided in each question paper must be scrutinized to ensure that the correct question paper is issued to the right candidate. The entries in the Hall Ticket and 'attendance-sheet' are the important guide in this regard. If any mistake is committed in the distribution of question papers HS will be held responsible for the same.

The unused question papers should be kept under the custody of HSs until they are handed over to CS.



  
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- 6.9. Candidate's attention may be drawn to verify and satisfy themselves that they **have** received the proper question papers before they start answering the questions by across checking the subject code, title and other details printed in the question paper **with** those provided in the Hall Ticket.
- 6.10. HS must sign and write his/her name at the space provided on the first page (not in any other page) of the answer-book after duly verifying the particulars written by the candidate with those provided in the Hall Ticket.
- 6.11. The attendance of candidates may be finalized immediately after **half-an-hour** from the commencement of the examination by getting i) the serial number of the answer-book entered by the candidate and ii) the signature of the candidate in the 'attendance-sheet' in the appropriate places (For further details on 'attendance of the candidates', please refer section 12).
- 6.12. The number of absentees and the number of unused answer-books and unused question papers in the hall should tally and the unused answer-books and the unused question papers should be returned to CS along with the absentee list.
- 6.13. Candidates presenting themselves thirty minutes after the commencement of the examination shall not be admitted.
- 6.14. Before the commencement of the examination, the approved hand books/tables brought, if any, by the candidates have to be checked thoroughly from cover to cover whether they contain only approved materials. If they contain any unapproved material, they should not be permitted for use during the examination.
- 6.15. HSs should not answer any query relating to meaning or correction or typographical error in the question paper.
- 6.16. Any candidate involved in the malpractice during the examination should be brought to the notice of CS immediately. A detailed report (**REPORT ON MALPRACTICE**) on the matter together with the candidate's answer-book, the incriminating material used by the candidate, other material evidences and candidate's statement should be immediately forwarded to CS. The candidate should be allowed to continue write the examination in another answer-book
- 6.17. HS should collect the answer-script from the candidate at his/her place. The candidates should be instructed not to move from their places to handover the answer-scripts.



  
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The answer-scripts once submitted by the candidates, should not be given back to the candidates. HS shall arrange the answer-scripts subject wise, register number wise and personally hand them over to CS. HS has to be present till those answer-scripts are checked and put into the answer-script packets by CS.

- 6.18. No candidate who has left the examination hall before the end of the session shall be permitted to re-enter the hall under any circumstances.
- 6.19. During the hours of examination, care should be taken by HS to see that no person loiters in the veranda or anywhere near the examination hall and all care should be taken to prevent any attempt to pass message/material to the examinees from outside.
- 6.20. Candidates who are suffering from infectious diseases of any kind should not be permitted to write the examination.
- 6.21. CS should visit as frequently as possible each building and room wherever examination is conducted. He/she should also consider it as a part of his/her duty to ensure that HSs keep moving among candidates and do not engage in any occupation likely to hamper the efficiency of supervision. All the officials connected with the examination should be very vigilant in ensuring that no role of examination is violated.
- 6.22. HS should not use mobile phone during the hours of examinations and should not involve in any unnecessary conversation with others.

### 7. Vigilance Squad (VS):

- 7.1. Examination Vigilance Squad will be appointed by COE from time to time to check whether the officials connected with the conduct of the examinations and the candidates adhere to the rules and regulations of the examinations scrupulously. The Principal shall extend full cooperation to VS members to carry out any checking at any number of times with regard to the conduct of examination.

### 8. Examination Timing:

- 8.1. Candidates shall occupy their seats at least ten minutes prior to the commencement of the examination and they are not allowed to move around their seats under any pretext during examination hours.



  
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- 8.2. Normally candidates will not be permitted to enter the hall after the commencement of the examination.** Only on extraordinary circumstances, the candidates may be permitted during the first thirty minutes of the examination after obtaining the permission from the Principal/CS. No candidate desirous of writing the examination shall be permitted to enter the hall after the expiry of first **thirty minutes**. Similarly no candidate shall be permitted to leave the hall earlier than **forty five minutes** from the commencement of examination.
- 8.3.** Candidates are not allowed to write beyond the time limit prescribed for the subject concerned. However, if the issue of question paper to the students is delayed for reasons beyond the control of the authorities, they should be provided the extra time to compensate for the delay. Any such delay shall be intimated to COE immediately.
- 8.4.** Arrangements shall be made for the announcement of time and the college bell shall be rung every half-an-hour. A warning bell shall be rung five minutes before the end of the examination in order to enable the examinees to complete their writing and hand over the answer-script to HS.

### 9. Attendance of the candidates:

- 9.1.** Ten minutes after the commencement of the examination HSs should start taking the attendance of the candidates who are present by getting i) the serial number of the answer-book entered by the candidate ii) the signatures of candidates in the 'attendance-sheet' in the appropriate places supplied by the College Complete the process immediately **thirty minutes** after the commencement of Examination. All the 'attendance-sheets shall be forwarded to COE in batches as per the instructions receives from COE.
- 9.2.** Half an hour after the commencement of examination, CS shall send a staff member with an Absentee Statement sheet (Daily absentee's statement) to collect the register number of absentees in each hall. The entry made by HSs in the statement (Daily absentee's statement) should tally with the attendance of the candidates obtained already in the 'attendance-sheet'. CS shall verify that there is no discrepancy in these two entries. Along with the absentees' details, HS should return the unused question papers and unused answer-books. The number of absentees, unused answer-books and unused question papers should tally. CS shall verify these particulars to ensure that everything is in order.



  
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### 10. Candidates:

- 10.1. Candidates shall bring their own pens, pencils and other permitted materials and will not be allowed to borrow anything from others in the examination hall. Candidates should use only blue or black pen while answering the questions. Colour pens/sketch pens are allowed only for drawing diagrams/charts.
- 10.2. A candidate is permitted to use geometric tools, non-programmable calculators and approved tables and data books only, during the examinations. No other material/gadget (including cell phone) should be brought inside the examination hall.
- 10.3. The candidate has to verify the receipt of proper question paper by cross checking the subject code and subject title printed in the question paper with that available in the Hall Ticket before starting to answer. Question papers which are not relevant should be returned to HS immediately.
- 10.4. Candidates are forbidden from asking any query relating to meaning or correction or typographical error in the question paper during the examination. Candidates should not move from his/her place for any purpose during the examination. Drinking water will be served and approved materials for the examination will be given at his/her place.
- 10.5. Rough work if any must be done only on the space allotted at the end (last but one page) of the answer-book. No separate answer-book for rough work will be supplied to the candidates.
- 10.6. A candidate should neither possess/refer any forbidden material in any form nor seek/obtain assistance in any form from any person/source towards answering the questions during the examinations. He/she should not assist other candidates in any form towards answering the questions during the examinations. The candidate should not indulge in canvassing either directly or indirectly to award more than deserving marks in the examinations. The candidate should maintain discipline and decorum during the examinations.
- 10.7. Writing the name or the internal assessment mark or any irrelevant matter or making an appeal to the examiner in the answer-book will be treated as a case of malpractice.



  
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- 10.8. Writing a wrong register number will lead to rejection of answer-script and the candidate is liable for further punishment.
- 10.9. Candidates should not detach any sheet from the main answer-book or take away any sheet/material from the examination hall. He/she should not leave any irrelevant material/sheet inside the answer-script while handing it over to HS.
- 10.10. **The candidate has to ensure that no forbidden materials/writings are present in his/her vicinity.** If any such things are found by the candidate, it should be brought to the notice of HS before the commencement of the examination. The candidate cannot plead innocence and has to bear the punishment if such materials/writings are found by the officials while writing the examination.
- 10.11. **When the permitted materials like data book/calculator/lab-coat brought inside the examination contain any forbidden writings/materials the candidate cannot plead innocence by claiming that the material/instrument is a borrowed one.**
- 10.12. Violation of the examination rule in any form during the examinations will attract punishment ranging from levying fine to permanently debarring the candidate from continuing his/her studies.
- 10.13. The candidates should read the displayed posters containing nature of violation in the examinations and the punishment recommended.
- 10.14. Any personal message to the candidate, shall not, in any case be delivered to the candidate until he/she completes the examination.
- 10.15. Candidates who are suffering from infectious diseases of any kind will not be allowed to write the examination.

### 11. Important Timings during the Examination Days:

- 11.1. The CS has to make himself/herself available **one hour** before the commencement of every examination.
- 11.2. HSs have to report to CS for invigilation work at least **thirty minutes** before the commencement of examination on the respective on the respective date and session for which invigilation work is assigned.
- 11.3. Question paper packets shall be opened **fifteen minutes** prior to the commencement of the examination.



  
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- 11.4. Candidates shall occupy their seats at least **ten minutes** prior to the commencement of the examination.
- 11.5. Normally candidates will not be permitted to enter the hall after the commencement of the examination. Only on extraordinary circumstances, the candidates may be permitted during the **first thirty minutes** of the examination after obtaining the permission from the Principals/CS.
- 11.6. An answer-book shall be issued to each candidate **ten minutes** before the commencement of the examination.
- 11.7. Copies of question papers are to be distributed **five minutes** before the commencement of the examination.
- 11.8. Ten minutes after the commencement of the examination HSs should start taking the attendance of the candidates and complete the process immediately after **thirty minutes**. CS shall send a staff member with an absentee statement **thirty minutes** after the commencement of the examination to collect the register number of absentees in each hall.
- 11.9. No candidate shall be permitted to enter the hall after the expiry of first **thirty minutes**.
- 11.10. No candidate shall be permitted to leave the hall earlier than **forty five minutes** from the commencement of examination.

### 12. Approved Books and Instruments:

- 12.1. Approved mathematical and physical tables and other specific tables / data book will be supplied on request to the candidates. CSs are requested to make arrangement for supply of approved tables and books with the seal of the college affixed in each of them. CSs are requested to ensure that only such tables and books which do not contain any entries in pencil or ink are supplied to the candidates. The books and tables should also be examined when they are returned by the candidates.
- 12.2. The use of approved mathematical instruments for relevant subjects is permitted. Such instruments will not be supplied by the University. Only non-programmable



  
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calculator is permitted. No programmable calculators, laptops, cell phones, memory saving devices are allowed.

- 12.3. All books, note books, manuscripts, etc., brought by the candidates shall be placed outside the examination hall in a separate room. A notice to this effect should be placed at the entrance.

### 13. Malpractice:

- 13.1. Posters containing nature of violation in the examinations and the punishment recommended shall be displayed in the college notice boards and other vantage points.
- 13.2. HS/Squad Member/Principal and Officers from office of COE can search the students for any hidden incriminating materials by touching the body with hands as and when it is required. If any thorough verification is required, the search may be carried out in a separate room in the presence of a college representative. Girl students will be searched only by female staff members.
- 13.3. If any candidate is found involved in any kind of malpractice, he/she has to be booked under 'malpractice case' and may be permitted to continue to answer in a fresh answer-book. A detailed report (**REPORT ON MALPRACTICE**) on the matter together with the candidate's answer-scripts (both the scripts), the incriminating material used by the candidate and other material evidence should be forwarded immediately by CS, addressed by name to the Controller of Examinations. The report of any malpractice shall be sent to COE on the same day or the next day of the incident with all materials. Sending such reports either through messenger very late must be avoided.
- 13.4. The report of HS must be clear. Based on the report of HS, CS must also enquire the candidate and send his report along with HS's report. The nature of the punishment to be imposed will depend largely upon the evidence furnished.

### 13.5. Documents to be enclosed along with malpractice case:

- (a) Report on malpractice
- (b) Answer-scripts (both the scripts) written by the candidate before and after booking for alleged malpractice.



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(c) Incriminating materials in the vicinity or in possession of the candidate. If the Hall Ticket contains any incriminating materials, the original Hall Ticket has to be sent along with other Documents. CS shall arrange to issue duplicate Hall Ticket to the candidate concerned to enable him/her to write the remaining examinations.

(d) Sketch of the seating arrangement (wherever necessary).

13.6. Hall Tickets of the candidates booked under 'malpractice case' need not be confiscated and they may be permitted to write the subsequent examinations. However, if CS envisages any disturbance in the conduct of examination by allowing such candidates to write examination, CS may prevent such candidates from appearing for the subsequent examinations after obtaining the approval from COE for the same.

13.7. In case of impersonation, the police authorities should be contacted immediately and the person concerned shall be handed over for investigation and necessary action. A full report about the same should be sent to COE by CS immediately.

### 14. Packing of Answer-scripts:

14.1. After the answer-scripts have been collected, they should be carefully arranged subject wise in the sequence of the register numbers.

14.2 The answer books **collected** must be handed over to the Office of COE **in person**.

14.3. Candidates who are not permitted to write the examination for want of attendance should be treated as absentees. The number of answer-scripts dispatched to the University added to the number of absentees must be equal to the number of candidates registered. The registered number of answer-scripts packed separately because of suspected malpractice should be marked with an asterisk mark in the answer-scripts packet with a footnote.

14.4. In the case of malpractice, a detailed report (**REPORT ON MALPRACTICE**) on the matter together with the candidate's answer-scripts (both the scripts), the incriminating material used by the candidate and other material evidence should be forwarded immediately by CS, addressed by name to the Controller of Examinations.

14.5. No sheet should be torn off from the answer-scripts. The number of answer-scripts kept inside the packed shall not exceed the specified number indicated thereon.



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**14.6.** Any answer-scripts found containing i) the name of the candidate at any place and ii) the register number of the candidate at the non-specified places should be treated as 'suspected malpractice' and should be sent to COE separately.

### 15. Claims:

- 15.1.** All expenditure relating to Clerical staff, Office Assistant/Peon, Waterman, Watchman, purchase of stationery, sealing wax, adhesive tape, sketch pen, all other contingencies etc., have to be met within the amount allotted.
- 15.2.** On conclusion of the examinations, a bill should be prepared and forwarded to COE together with all vouchers and other statements connected therewith within 5 days.
- 15.3.** After the bills have been checked, orders will be given for the payment. If the amount originally drawn is in excess of the expenditure, the balance should be refunded within fifteen days after the examinations are over.
- 15.4.** CSs are required to make a return in the form for the quantity of stationery and serviceable articles remaining at the close of examination and to retain them for the next examination.
- 15.5.** CS has to maintain stock particulars of the items such as, Answer-book, packet, etc., Supplied by the University. At the close of each examination, CS is expected to send stock position and request for requirement of various items for the use of next examination.
- 15.6.** Claims such as remuneration, allowances etc. of the faculty members (except AUR and VS member) drafted for examination purpose will be settled by CS.



  
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### II. PRACTICAL EXAMINATION

The instructions given above under ‘theory examinations’ should be followed for practical examinations also wherever they are relevant. Some additional instructions are given under:

#### 16. Additional Points for Practical Examinations

- 16.1. The Principal shall be fully responsible for all the activities connected with the conduct of Practical Examinations.
- 16.2. The Principal shall ensure the availability of all the equipment/instruments as per the norms and the conduct of experiments as per the syllabus for all the practical subjects concerned. Any deficiency in this regard will lead to the cancellation of the conduct of practical examination.
- 16.3. The period (Slot-I/Slot-II) of practical examinations for every semester will be intimated by COE. The Principal of the college has to prepare the schedule confining to the prescribed period (Slot-I/Slot-II) for all the practical examinations pertaining to both the regular and arrear candidates concerned and to assign internal examiners for each subject. The schedule along with the assigned internal examiners has to be submitted (online/offline as the case may be) to the respective ZC within the stipulated time for getting them approved (online/offline as the case may be) by respective ZC on behalf of COE. **No change in internal examiner/external examiner and no change of practical examination schedule should be made without the approval of ZC.**
- 16.4. If the question papers are sent by the University for any practical subject, the questions should be asked from the sent question papers only strictly following the instructions given.
- 16.5. The number of candidates examined by the examiners should not exceed the approved limits.
- 16.6. Only two sessions of practical examination have to be conducted per day and there should not be any overlapping of batches/sessions.



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- 16.7.** The practical examination has to be conducted only in the presence of both internal and external examiners. The External Examiner is responsible for proper conduct of the Examination and any violation has to be brought to the notice of Controller of Examinations immediately. In case of absence of the examiners, the matter should be brought to the notice of COE and remedial action should be taken immediately.
- 16.8.** Any violation of the instructions given by COE will lead to the cancellation of the practical examination.
- 16.9.** The OMR sheet containing the register number of the candidates for entering practical examination marks by the examiners will be sent to the colleges by COE. The examiners should read the 'instructions to fill up the OMR sheets' and fill them up accordingly. At the end of every session, the Examiners should handover the completed OMR sheets in a sealed cover supplied by the University to the Principal. The Principal will keep the collected OMR sheets in a safe custody and forward the same to COE before the prescribed time.
- 16.10.** All expenditure relating to Laboratory/Clerical Staff, Office Assistant/Peon, Waterman, Watchman, Scavenger, Purchase of Samples, Stationery, Sealing Wax, Adhesive Tape, String, Sketch Pen, all other contingences etc., have to be met within the amount allotted for that purpose.
- 17. Revaluation Procedures to apply For Revaluation / Retotalling / Photocopy**
- 17.1.** The request for revaluation / re- totaling / photocopy should be submitted in the prescribed application form. The application can be downloaded from the Website [www.coenec.org](http://www.coenec.org).
- 17.2.** The duly filled- in application form must be submitted in the college office by paying the prescribed fee.
- 17.3.** Requisition for revaluation must be done within ten college working days.
- 17.4.** There is no provision for revaluation of practical examination papers.
- 17.5.** Re-valuation result will be published within fifteen working days.
- 18. Procedures to apply for Duplicate grade certificate / Consolidated grade certificate**
- 18.1.** Duplicate grade (s) will be issued only when it is lost or destroyed irrevocably.



  
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- 18.2. Application can be downloaded from the Website [www.coenec.org](http://www.coenec.org).
- 18.3. Applications duly filled-in along with an affidavit detailing the circumstances under which the original certificate was lost or destroyed and fee receipt should be submitted to the Controller of Examination, Nandha Engineering College, through the college office.
- 18.4. The affidavit should be duly executed before the notary public.
- 18.5. Failure to furnish correct details may cause delay in the issue of the certificate
- 18.6. Duplicate grade certificate / consolidated grade certificate will be issued within a week.



  
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## OPERATIONS MANUAL (Version 1.1)

# NOVAPORTAL ERP – eCOE MODULE Version 5.0 FOR AUTOMATION OF THE FUNCTIONS OF COE DEPARTMENT



## NANDHA ENGINEERING COLLEGE

Erode - Perundurai, Main Road,  
Vaikkaalmedu, Erode, Tamil Nadu 638052

Questions related to this manual




Call eNova at 9345636682, Option 2, OR Open a ticket at [help.enovasolutions.com](http://help.enovasolutions.com)



  
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## 1.2 Basic Details

### College Details

Logo	<input type="text" value="Browse... No file selected"/>	
College code	<input type="text"/>	
College name	<input type="text" value="Nandha Engineering College (Autonomous)"/>	
College address	<input type="text" value="Erode - Perundurai Main Road, Vaikkaalmedu, Erode - 638052"/>	
Place & Pincode	<input type="text" value="Erode - 638052"/>	
Principal	<input type="text" value="Dr N RENGARAJAN"/>	
Principal signature	<input type="text" value="Browse... No file selected"/>	
Vice principal	<input type="text" value="-"/>	
COE	<input type="text" value="Dr S Arumugam"/>	
COE signature	<input type="text" value="Browse... No file selected"/>	
Phone number	<input type="text" value="04294-225585"/>	
Fax	<input type="text" value="04294-225585"/>	
E-mail	<input type="text" value="coe@nandhaengg.org"/>	
SMS alert	<input type="text" value="Disable"/>	
Issue Date	<input type="text" value="10-11-2021"/>	
Pass month & Year	<input type="text" value="04-05-2021"/>	

Here, the basic details of college must be filled.

All fields are mandatory. Fill and click 'Update'

The mentioned month and year will be shown in the student mark sheet. Fill the date accordingly.

The date represents the marks sheet issue date.

Once all fields are filled, click 'update'



  
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### 1.3 Fee Details

#### College Fees

Duration Hours		UG amount	PG amount
0	To 3	200	500
4	To 5	200	500
6	To 7	0	3000
9	To 11	0	0
12	To 16	0	0

#### Course Duration Fees

#### General Fees

Exam fee differs based on the subject duration hours. The fee can be fixed for UG and PG separately.

	UG amount	PG amount
Registration fee	500	800
Photocopy fee	150	150
Registration fee	0	0
Arrear Fees - Theory	200	500
Arrear Fees - Practical	200	500
Arrear Fees - Project	200	500
Supplementary Fees	0	0

Update



  
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## 1.4 Marks Details

### Internalmark label

Internal Components needed

Update

The process of internal mark differs from college to college. Some colleges has only final internal mark whereas some college has multiple internal marks (Internal 1, Internal 2 etc.,). Specify the

**Note:** This setting must be finalized before starting the assessment.

Once assessments are closed, the settings cannot be disabled



  
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### 1.5 Fee Structure

#### Fees structure

	Fee Name	Fee amount
Consolidated fee label	<input type="text" value="Consolidated fee"/>	<input type="text" value="1000"/>
Provisional fee label	<input type="text" value="Provisional fee"/>	<input type="text" value="0"/>
Degree certificate fee label	<input type="text" value="Degree certificate fee"/>	<input type="text" value="0"/>
Cost of application label	<input type="text" value="Registration and Enrollment"/>	<input type="text" value="500"/>



The fee settings are done here can be modified whenever needed.



  
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## 2. Users

### 2.1 Manage Users

Users [Add user](#) [Delete](#)

Search

<input type="checkbox"/>	Username	Name	Email	User group	status	Last login	Actions
<input type="checkbox"/>	faculty	Faculty Advisers	test@gmail.com	Faculty Advisers	<span style="color: green;">●</span>	14 May 2018 01:34:43 PM	<a href="#">Edit</a> <a href="#">Delete</a>
<input type="checkbox"/>	chiefsuperintendent	Prof Manogaran	manokathir2010@gmail.com	Chief Superintendent	<span style="color: green;">●</span>	03 May 2018 03:47:32 PM	<a href="#">Edit</a> <a href="#">Delete</a>

**Add User**

First name

Last name

E-mail

User group

Username

Password

Confirm password

Status

[Save](#) [Cancel](#)

**Edit User**

First name

Last name

E-mail

User group

Username

Password

Confirm password

Status

[Update](#) [Cancel](#)

By clicking this option, you can a new user and assign 'assign group' for granting respective permissions.

Click this to edit the existing user's details

**Delete Confirmation** ✕

Are you sure want to delete?

[Delete](#) [Cancel](#)



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### 4. Students

The screenshot shows the 'Students' management interface. At the top, there are several buttons: 'Add student', 'Get Degree Branch Name', 'Upload Students', 'Upload Students Photos', 'Export Students', and 'Select Elective'. Below these are search fields and a table of student records.

Roll Number	Name	Regulation	Batch	Degree-Branch	Status	Current sem	Mark Sheet	Actions
20CE531	PULEN GAB	2019 - UG	2020	B E - Civil Engineering	Lateral Entry	3	-	[Edit] [Delete]

Callouts from the interface:

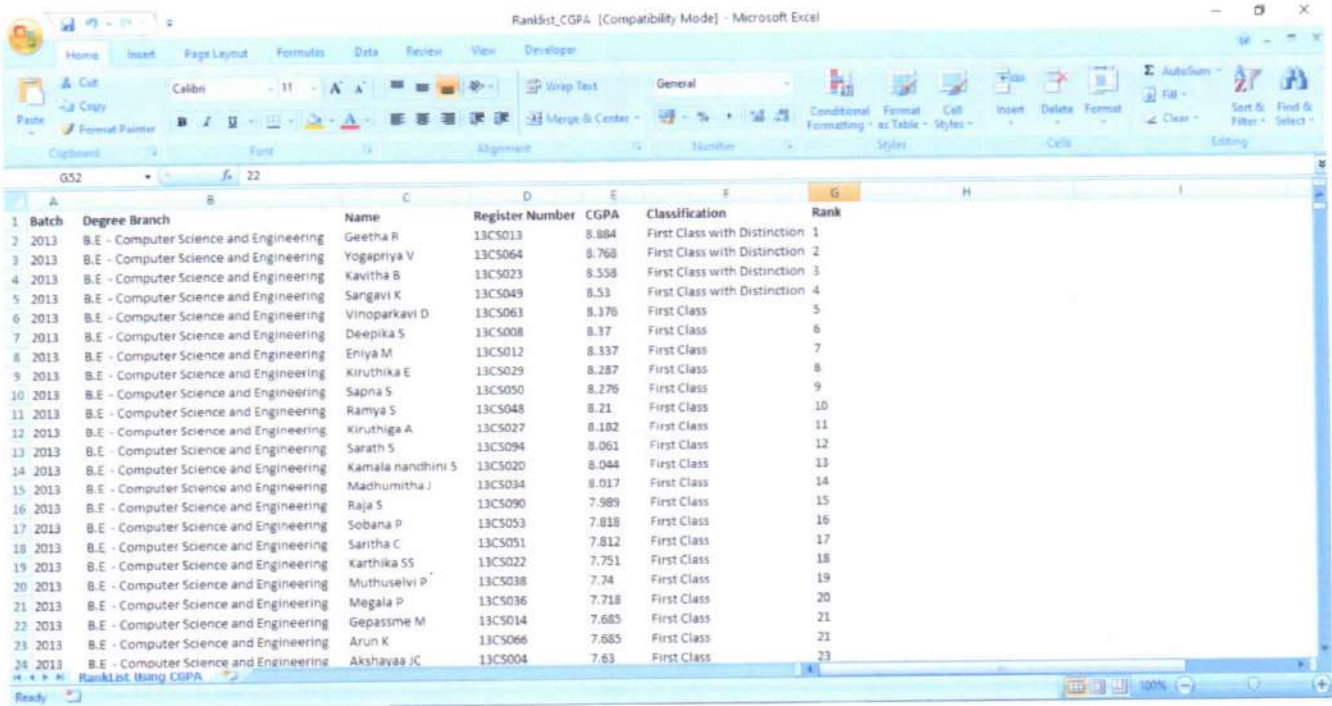
- Add student:** Click this option to download the degree branch name with regulation details in the xl format
- Upload Students:** Click this option to upload student details in a xml format. This option is an alternative for the manual update of each student.
- Upload Students Photos:** Click this option to add the student's picture. [Only jpg format]
- Export Students:** Click this option to edit the student details.
- Select Elective:** Click this option to edit the consolidated mark sheet

Below the main interface, two 'Students upload' forms are shown. The first form has a 'File' field with a 'Browse...' button and a 'Comments' text area. The second form has a 'Student Image\*' field with a 'Browse...' button and a 'Comments' text area containing the text 'PLEASE UPLOAD THE IMAGES WITH STUDENTS REGISTER NUMBER'. Both forms have 'Save' and 'Cancel' buttons.



*[Signature]*  
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## 12. Rank List CGPA



Batch	Degree Branch	Name	Register Number	CGPA	Classification	Rank
2013	B.E - Computer Science and Engineering	Geetha R	13CS013	8.884	First Class with Distinction	1
2013	B.E - Computer Science and Engineering	Yogapriya V	13CS064	8.768	First Class with Distinction	2
2013	B.E - Computer Science and Engineering	Kavitha B	13CS023	8.558	First Class with Distinction	3
2013	B.E - Computer Science and Engineering	Sangavi K	13CS049	8.53	First Class with Distinction	4
2013	B.E - Computer Science and Engineering	Vinoparkavi D	13CS063	8.376	First Class	5
2013	B.E - Computer Science and Engineering	Deepika S	13CS008	8.37	First Class	6
2013	B.E - Computer Science and Engineering	Eniya M	13CS012	8.337	First Class	7
2013	B.E - Computer Science and Engineering	Kiruthika E	13CS029	8.287	First Class	8
2013	B.E - Computer Science and Engineering	Sapna S	13CS050	8.276	First Class	9
2013	B.E - Computer Science and Engineering	Ramya S	13CS048	8.21	First Class	10
2013	B.E - Computer Science and Engineering	Kiruthiga A	13CS027	8.182	First Class	11
2013	B.E - Computer Science and Engineering	Sarath S	13CS094	8.061	First Class	12
2013	B.E - Computer Science and Engineering	Kamala nandhini S	13CS020	8.044	First Class	13
2013	B.E - Computer Science and Engineering	Madhumitha J	13CS034	8.017	First Class	14
2013	B.E - Computer Science and Engineering	Raja S	13CS090	7.989	First Class	15
2013	B.E - Computer Science and Engineering	Sobana P	13CS053	7.818	First Class	16
2013	B.E - Computer Science and Engineering	Saritha C	13CS051	7.812	First Class	17
2013	B.E - Computer Science and Engineering	Karthika SS	13CS022	7.751	First Class	18
2013	B.E - Computer Science and Engineering	Muthuselvi P	13CS038	7.74	First Class	19
2013	B.E - Computer Science and Engineering	Megala P	13CS036	7.718	First Class	20
2013	B.E - Computer Science and Engineering	Gepasime M	13CS014	7.685	First Class	21
2013	B.E - Computer Science and Engineering	Arun K	13CS066	7.685	First Class	21
2013	B.E - Computer Science and Engineering	Akshayaa JC	13CS004	7.63	First Class	23



  
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### 13. Contact Us

Any questions related to this manual:

Option 1: Call us on eNova at 9345636682.

Option 2 : Open a ticket at [help.enovasolutions.com](http://help.enovasolutions.com)

A handwritten signature in blue ink.

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