

DHANALAKSHMI SRINIVASAN ENGINEERING COLLEGE (AUTONOMOUS)



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

Re-Accredited with 'A' Grade by NAAC , Accredited By TCS,

Re-Accredited by NBA (BME,ECE & EEE)

Perambalur - 621212



Office of the Controller Of Examination Manual

DSEC COE OFFICE MANUAL



COE OFFICE MANUAL

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DHANALAKSHMI SRINIVASAN ENGINEERING COLLEGE PERAMBALUR

VISION

- An active and committed centre of advanced learning focused on research and training in the fields of Engineering, Technology and Management to serve the nation better.

MISSION

- To develop eminent scholar with a lifelong follow up of global standards by offering UG,PG and Doctoral Programmes.
- To pursue Professional and Career growth by collaborating mutually beneficial partnership with industries and higher institutes of research.
- To promote sustained research and training with emphasis on human values and leadership qualities.
- To contribute solutions for the need based issues of our society by proper ways and means as dutiful citizen.

QUALITY POLICY

- Committed to achieve recognition as "Institution of Excellence" by consistently providing quality education in the fields of Engineering, Technology and Management with professionalism and global outlook ensuring continual improvement.

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EXAMINATION CELL

Being an Autonomous Institution, an effective Examination Cell is framed by accounting the Autonomous guidelines of UGC and Parent University. The refurbished Controller of Examination (CoE) cell is headed by the Controller of Examination. The Principal shall be the Chief Controller of Examination. The Controller of Examination cell is being assisted by the Deputy Controller of Examination along with few Exam Cell members and other office support staff. The CoE cell adheres with Parent University, regarding all correspondence related to the End Semester Examinations. The Controller of Examination coordinates all the proceedings involved in Assessment of the CoE cell. Any information either received or required to be sent to the Parent University is being dealt through CoE correspondence.

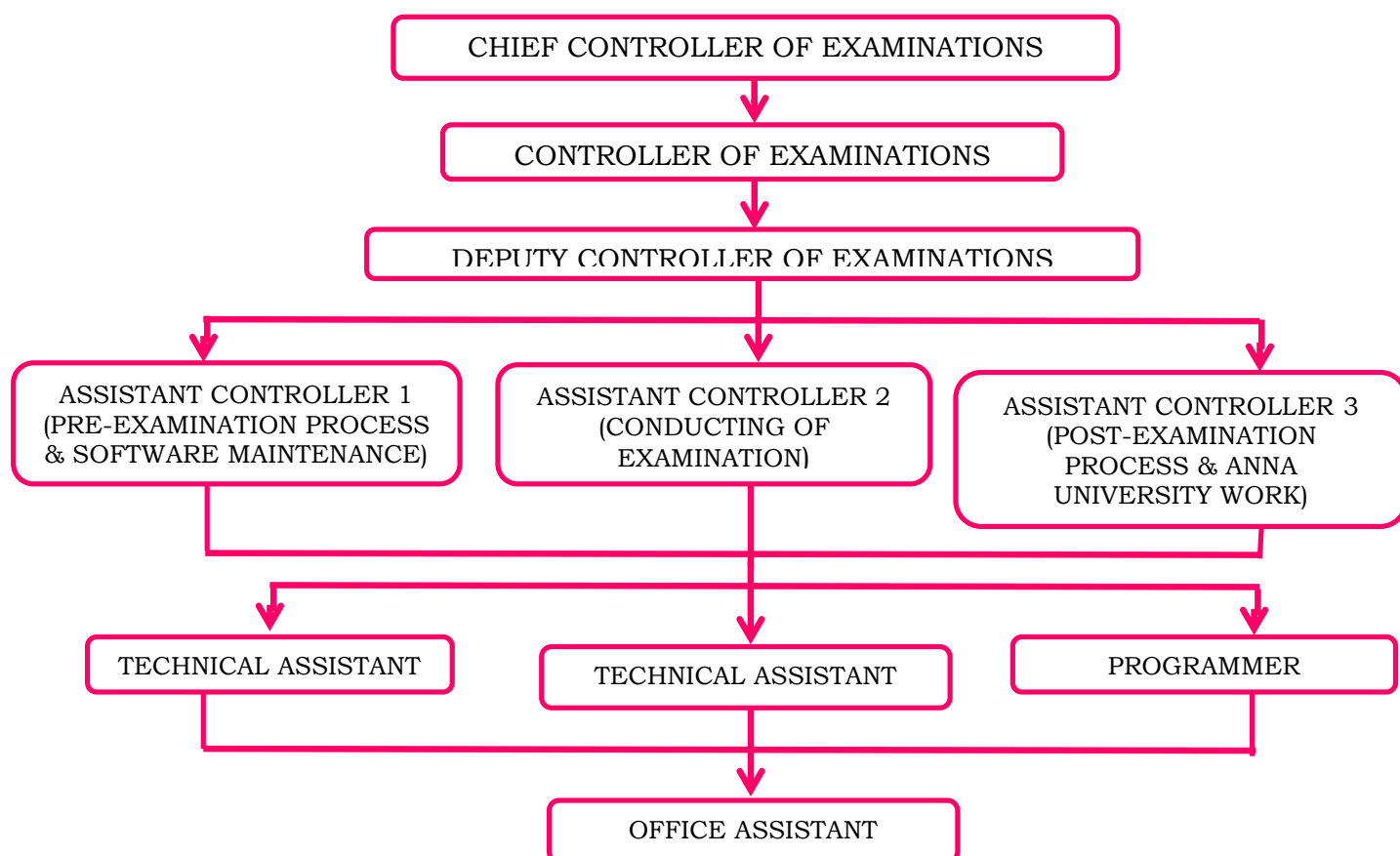
Functions and Responsibilities of the Examination Cell:

- Examination notices received from the Parent University are duly served to all concerned.
- Notices regarding exam fee collection, the last date of fee collection, modalities of payment of fine etc., are displayed.
- Preparation of smooth conduct of Internal Assessment examinations, preparation of exam schedule, Invigilation duty chart, Seat allotment in the examination halls etc.
- For conducting examination the preparation of proper staff mobilization, assigning the duty as per the duty chart already prepared.
- Conduct of End Semester Examination, distribution of answer books to the concerned teachers and receiving the answer books and award list, and preparing in the desired format to send them to University.

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- The cell analyzes all examination results and in consultation with the Principal, prepares the report thereof for submission to appropriate authorities for follow up action.

COMPOSITION OF COE OFFICE



RESPONSIBILITIES OF CONTROLLER OF EXAMINATIONS

The Controller of Examinations (COE) is the responsibility of

- Conducting all the Examinations as per the Academic Calendar.
- Providing the proper notification to the departments related to the examination process for conducting the examination time to time.
- Announcing the examination fees and other fees related to examination.

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- Appointing the examiners for setting the question papers for Semester Examinations.
- Conducting a scrutiny committee meeting before conducting the examinations.
- Conducting Practical and Theory examinations.
- Conducting the Examination committee meeting with the department senior professors.
- Conducting the valuation processes after completing the examinations.
- Receiving the malpractice cases and appointing a Committee for necessary action.
- Sending to appoint a Result Passing Board Member for the publication of results.
- Compiling the grades and submit the results in front of the Result Passing Board (RPB).
- Publishing the results after getting the approval from the Result Passing Board.
- Sending a list of eligible candidates with their Cumulative Grade Point Average (CGPA) to the Anna University, Chennai for issuing Provisional and Degree certificates.

RESPONSIBILITIES OF DEPUTY CONTROLLER OF EXAMINATIONS

The Deputy Controller of Examination (Dy.COE) is responsible for

- Making necessary arrangements for conducting the examinations.
- Collecting external examiner list for conducting Practical and Theory Examinations.

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- Collecting and printing the question papers for semester examinations.
- Getting the panel list from the department for conducting the Practical Examination and appoint the external examiners from various colleges.
- Appointing the Hall Invigilators for theory examinations.
- Facilitating the photocopy followed by the revaluation processes.
- Maintaining all the records and files related examination activities.

RESPONSIBILITIES OF ASSISTANT CONTROLLER OF EXAMINATIONS – 1

The Assistant Controller of Examinations (ACOE) – 1 is responsible for

- Updating and verifying the ERP software work.
- Collecting the staff and students' profile.
- Collecting the course registration form from all the departments.
- Doing the Registration Process and generating the registration preview forms for the End Semester Examinations.
- Conducting the internal assessment tests and Model examinations.
- Sending the appointment orders to the Examiners for question paper setters, scrutiny members, theory and practical examinations.
- Entering the web portal attendance and marks.
- Verifying the proforma regarding the attendance percentage.
- Making the students' profile in the software.

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- Generating the internal marks and hall tickets.
- Preparing the Practical and Theory Examinations.

RESPONSIBILITIES OF ASSISTANT CONTROLLER OF EXAMINATIONS – 2

The Assistant Controller of Examinations (ACOE) – 2 is responsible for

- Sending the appointment orders to the Practical examiners.
- Sending the appointment order for Chief Superintendent and external examiners.
- Generating the attendance sheet for Practical and Theory Examinations.
- Distributing the question papers to the Chief Superintendent on everyday examinations.
- Maintaining the students' absentees statement.
- Collecting the answer scripts from the Chief Superintendent to the COE office.
- Sending the appointment order of Squad for Practical and Theory Examinations.
- Packing of answer scripts after completion of the examinations.

RESPONSIBILITIES OF ASSISTANT CONTROLLER OF EXAMINATIONS – 3

The Assistant Controller of Examinations (ACOE) – 2 is responsible for

- Preparing the dummy numbers for answer scripts.
- Sending the appointment orders for the Chairman and Examiners of various boards.
- Appointing of Assistant Examiners.

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- Conducting the valuation process.
- Doing the mark entry process and generating the results.
- Making the arrangements for Result Passing Board Meeting and the publication of the results.
- Making the arrangements for conducting the Malpractice students' enquiry.
- Performing the application of Photocopy and Revaluation processes and generating its results.
- Performing the review process by students.
- Printing the Grade sheets.
- Preparing the eligibility list for Degree Certificates for sending to Anna University, Chennai.

MEMBERS OF THE COE OFFICE

S.No.	Members	Responsibility
1.	Dr.D.Shanmugasundaram	Chief Controller of Examinations
2.	Dr.M.,Chellappan	Controller of Examinations
3.	Mr.K.Vijaya Kanth	Deputy Controller of Examinations
4.	Mr.G.Raja	Assistant Controller of Examinations
5.	Dr.N.Azhaguvel	Assistant Controller of Examinations
6.	Dr.J.Surya	Assistant Controller of Examinations
7.	Mr.S.Sugumar	Assistant Controller of Examinations
8.	Mrs.K.Ranjana	Technical Assistant
9.	Mr.P.Krishnan	Office Assistant

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PROCEDURE FOR CONDUCT OF EXAMINATIONS

- The details given below for the successful conduction of examinations will be given by the Office of the Controller of Examinations.
 - (i) Registered students' name list and their Register numbers
 - (ii) List of subjects registered by the students.
 - (iii) Time Table for the examinations
 - (iv) Attendance sheets of the students for every subject.
 - (v) Question papers containing Course code, Course name, Session & Date.
- Circular for Time Table will be given well in advance and the same will be uploaded in college website.
- The question papers have to be collected for all the subjects of the entire department from the examiners of various colleges through mail.
- After receiving the question papers, the scrutiny committee has to be conducted for knowing the genuiness of the question papers.
- Question paper packet will be opened half an hour earlier of the commencement of the examinations in the presence of external Hall Superintendent, Anna University Representative and Chief Superintendent.
- Answer Booklet containing 44 pages will be supplied to the examination.
- CS should invite the required number of Hall Invigilators from his / her working college and nearby colleges.
- The Principal make a request to COE / ZC for appointing an Anna University Representative (AUR) as an observer for the conduct of examination.
- The squad will be appointed by the COE of the college from time to time.

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- Approved mathematical and physical tables and other scientific tables / data book will be supplied on request by the college to the candidates.
- A poster containing nature of malpractice and corresponding punishment to be awarded will be displayed in the notice board.
- After collecting all the answer scripts, they have been arranged subject wise and register number wise carefully for the valuation.
- The answer script booked under malpractice should be packed separately for the enquiry.
- The Principal make a request to COE for appointing a Result Passing Board (RPB) Member for the publication of the results.
- After completing the valuation, the results have to be submitted in front of the Result Passing Board (RPB) Member.
- The results will be published after getting the approval from the Result Passing Board (RPB) Member.

Minimum Eligibility / Requirements for End Semester Examinations

- Every student is expected to secure at least 75% attendance of the classes.
- However, if a candidate who secures overall attendance between 65% and 74% in the current semester due to medical reasons / Participation in Sports events may be permitted to appear for the current semester examinations.
- The candidate shall submit the medical certificate / sports participation certificate attested by the Head of the Institution.

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- A candidate must secure not less than 50% of total marks prescribed for the course [Internal Assessment + End semester Examinations] with a minimum of 45% of the marks prescribed for the end-semester Examination.
- The internal marks obtained in the first appearance shall be considered till passing the course.
- If a student fails to secure a pass in a theory course practical course / project work, the student shall do reappearance registration in the subsequent semester.
- A candidate who has already appeared for any subject in a semester and passed the examination is not entitled to reappear in the same subject for improvement of grades.

S.No.	Letter Grade	Grade Points	Marks Range
1.	O (Outstanding)	10	91 – 100
2.	A+ (Excellent)	9	81 – 90
3.	A (Very Good)	8	71 – 80
4.	B+ (Good)	7	61 – 70
5.	B (Average)	6	50 – 60
6.	RA (Re-Appearence)	0	< 50
7.	WA (Want of Attendance)	0	
8.	W (Withdrawl)	0	

- A student is deemed to have passed and acquired the corresponding credits in a particular course, if he/she obtains any one of the following grades: “O”, “A+”, “A”, “B+”, “B”.
- If the grade RA / W is given to course, the attendance requirement need not be satisfied.

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- After results are declared, Grade Sheets containing the college in which the candidate has studied, the list of courses enrolled during the semester and the grade scored, the Semester Grade Point Average (SGPA) for the semester, the Cumulative Grade Point Average (CGPA) of all courses and the list of mandatory courses carried out by the candidate will be issued to each student.
- CGPA will be calculated considering all the courses registered from first semester. RA grades will be excluded for calculating SGPA and CGPA.

$$SGPA / CGPA = \frac{\sum_{i=1}^n C_i GP_i}{\sum_{i=1}^n C_i}$$

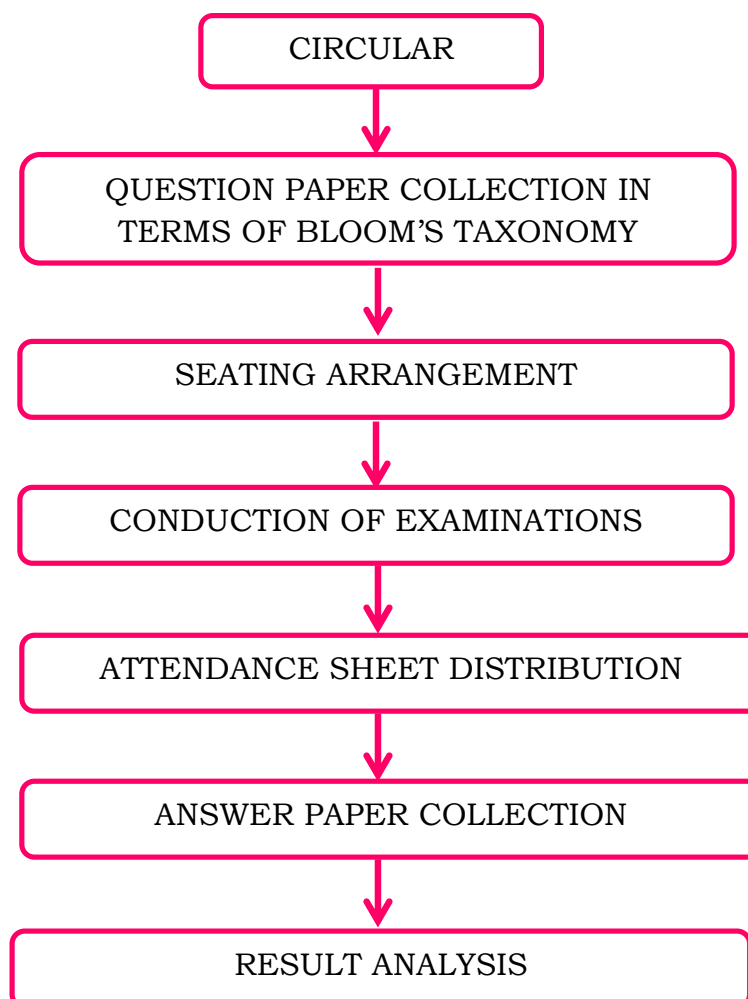
- A student shall be declared to be eligible for the award of the B. E. / B. Tech. Degree provided the student has
 - (i) Successfully gained the required number of total credits as specified in the curriculum within the stipulated time.
 - (ii) Successfully completed the course requirements, appeared for the End-Semester examinations and passed all the subjects prescribed in all the 8 semesters within a maximum period of 7 years (6 years in the case of Lateral Entry) reckoned from the commencement of the first (third in the case of Lateral Entry) semester to which the candidate was admitted.
 - (iii) No disciplinary action pending against the student.
 - (iv) The award of Degree must have been approved by the University

Internal Examinations

- The internal examinations will be conducted 3 times per semester.
- For all theory and practical courses (including project work), the internal assessment tests shall be conducted for a maximum of 100 marks.

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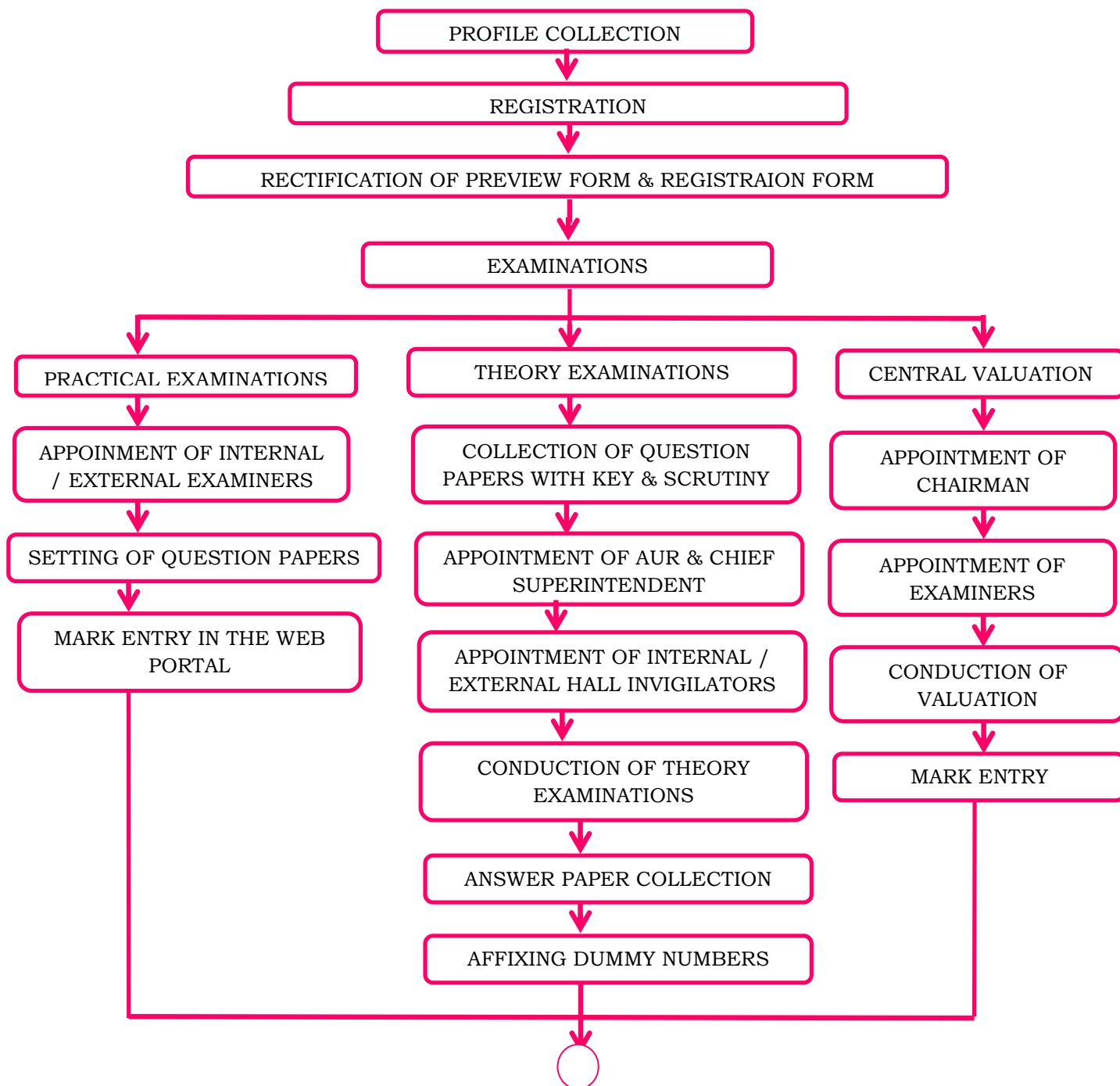
- The marks will be reduced for 20 marks and rounded to the nearest integer.



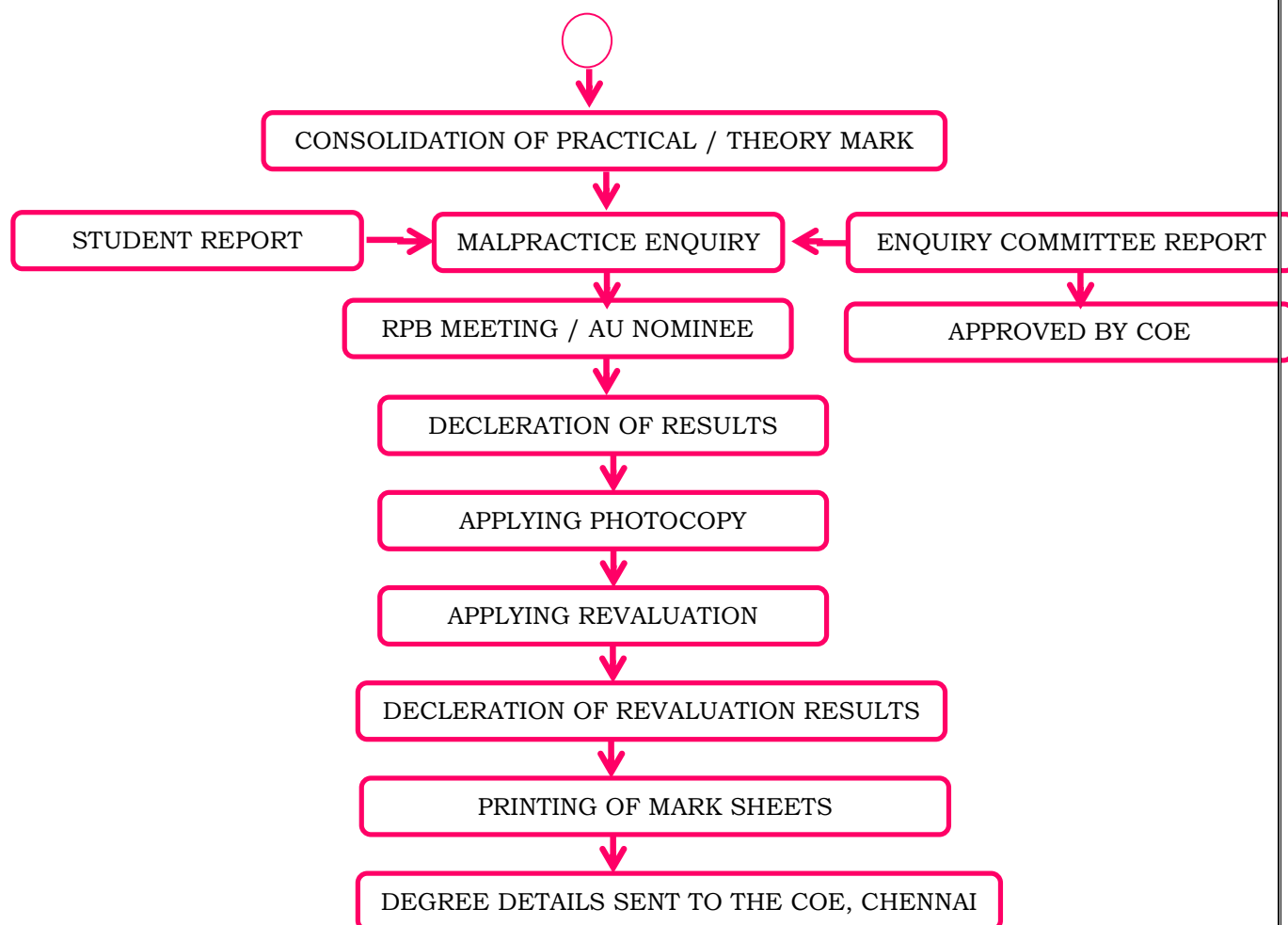
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External Examinations

- The students can appear the End Semester Examinations by fulfilling the minimum eligibility requirements of attendance per semester.



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REMUNERATION DETAILS

S. No.	PARTICULARS	INTERNAL EXAMINERS	EXTERNAL EXAMINERS	
			Remuneration	Lumpsum
1.	Practical Exam (External Examiners)	Rs.15 per student	Rs.15 per student	Rs.350 per session & Rs.450 per day
2.	Practical Exam (Internal Examiners)	Rs.15 per student	---	---
3.	Question Paper Setting	---	Rs.1500/-	--
4.	Answer Key for Question Paper	---	Rs.1500/-	--

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5.	Scrutiny of Question Papers	---	Rs.200 per question paper	Rs.250 per session & Rs.450 per day
6.	Theory Exam Invigilation Duty (External Examiners)	Rs.200 per session	Rs.200 per session	Rs.250 per session & Rs.350 per day
7.	Theory Exam Invigilation Duty (Internal Examiners)	Rs.200 per session	---	---
8.	Chief Superintendent	Rs.250 per session & Rs.500 per day	---	---
9.	Squad	---	Rs.500 per session	Rs.250 per session & Rs.450 per day
10.	AUR	---	Rs.400 per session	Rs.250 per session & Rs.450 per day
11.	Central Valuation (Chairman – External)	---	Rs.900 per session & Rs.1800 per day	Rs.350 per session & Rs.450 per day
12.	Central Valuation (Chairman – Internal)	---	Rs.900 per session & Rs.1800 per day	---
13.	Central Valuation (External Examiners)	---	Rs.25 per answer paper	Rs.350 per session & Rs.450 per day
14.	Central Valuation (Internal Examiners)	Rs.25 per answer paper	---	---
15.	Central Valuation (Assistant Examiners)	Rs.300 per session & Rs.600 per day	---	---
16.	Central Valuation (Non-Technical Staff)	Rs.150 per session & Rs.300 per day	---	---

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NORMS FOR REVALUATION

- The students who wish to apply for revaluation have to apply for the photocopy of the answer scripts.
- The student can apply a maximum of 5 papers.
- The photocopy of the answer scripts will be given to the students after submitting the application.
- The answer script must be evaluated by the subject handled staff.
- If the candidate is eligible for revaluation, then he / she shall apply for revaluation.
- The revaluation answer scripts will be evaluated by the External Examiners appointed by the COE office.
- The difference between the actual mark and the revaluation mark is more than 15, third valuation will be conducted.
- After completion of third valuation, the highest mark (actual mark, revaluation mark & third valuation mark) will be considered for the result publication.
- The revaluation result will be published within 15 days from the date of application.

ELIGIBILITY AND REQUIREMENTS OF VARIOUS COMMITTEES

S.No.	Description	Minimum Requirements	Qualification	Experience
1.	Question Paper Setter	ASP (or) Prof.	Ph.D.	> 10 years
2.	Scrutiny Member for Question Papers	ASP (or) Prof.	Ph.D.	> 12 years

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3.	Chief Superintendent	ASP (or) Prof.	Ph.D.	> 12 years
4.	Examiner for Practical Examinations	AP (or) ASP	Ph.D. (or) without Ph.D.	> 5 years
5.	Squad for Practical and Theory Examinations	AP (or) ASP	Ph.D.	> 10 years
6.	Examiner for Valuation	AP (or) ASP	Ph.D. (or) without Ph.D.	> 10 years
7.	Chairman for Valuation	ASP (or) Prof.	Ph.D.	> 12 years
8.	Convener of Malpractice Enquiry Committee	ASP (or) Prof.	Ph.D.	> 12 years

INSTRUCTIONS FOR THE QUESTION PAPER SETTER

- The question paper setters are requested to keep their appointment strictly confidential.
- Subject code and title must be clearly given in the question paper.
- The question paper must be set based on the prescribed syllabus and pattern given.
- The questions should be evenly distributed over the entire syllabus.
- The question paper must be balanced by giving equal weightage for each unit.
- The mark split up should be clearly given for every question.
- The author of the question paper is instructed to use REVISED BLOOM'S TAXONOMICAL VERBS while setting the question paper.

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- The question paper setters are requested to mention in the top of the question paper for supplying the Mathematical, physical tables and other scientific tables / data book, if required.
- Utmost care should be taken to prepare Question paper for improving the quality of Examination systems.
- Please mention the required details in the given claim form carefully in order to avoid payment delay.
- The softcopy of the claim form with e-signature and the copy of the First page of the Bank Pass Book should be sent along with the question paper by E-mail.

INSTRUCTIONS FOR THE CHIEF SUPERINTENDENT

The Chief Superintendent is responsible for

- Accepting his appointment only his / her close relatives are not appearing the examinations.
- Instructing the rules and regulations issued by the college to the Examiners and students for following the same.
- Ensuring that no forbidden and unwanted materials/writings are present in the walls/desks/black-boards/drawing-boards/floors of the examination halls before the commencement of the examination.
- Arranging the serving of drinking water and supply of approved materials for the examination at the place of the students only.
- Visiting frequently each building and room wherever examination is conducted.
- Arranging the ringing of bells to mark the examination timings.

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- Instructing to maintain the secrecy & confidentiality for the conduct of the examination.

INSTRUCTIONS FOR THE HALL SUPERINTENDENT

- The invigilators are instructed to invigilate as per the duty schedule.
- The invigilation duty will not be altered unnecessarily.
- They are instructed to come to the CoE office half an hour earlier of the commencement of the examination and collect the answer paper, question paper and necessary materials from the Exam Cell.
- They are instructed to be in the Examination Hall 15 minutes earlier of the commencement of the Examinations.
- The invigilators are instructed not to allow any student without ID card and Hall Ticket.
- They are instructed to give proper instructions to the students inside the Examination Hall.
- After completion of the Examination, the invigilators are asked to collect the papers without missing and hand over them into the Exam Cell.
- The answer booklets for absentees, if any, should be handed over to the Exam Cell after completion of the Examination.

INSTRUCTIONS FOR THE PRACTICAL INTERNAL / EXTERNAL EXAMINERS

- The internal examiner is instructed to display the Examination Schedule and batch details in the Notice board.

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- He / she is instructed to keep practical schedule, mark split up details, list of experiments and question paper in the laboratory.
- Practical Examination Schedule (Time) should be followed as per the practical panel.
- The internal examiner is asked to ensure that all the students are advised to have their ID card and Hall Ticket during the practical examination.
- The question paper should be set by the external examiner along with the discussion of internal examiner.
- The question paper shall be pasted in the answer paper.
- The examiners are asked to give the clear instructions like exam procedures, malpractice etc. to the students during the practical examinations.
- The internal examiner is asked to remove the existing (Programs) files of the completed batch and to login through their own user id in the computer / System oriented laboratory.
- The marks should be entered in the online portal and submit the answer paper, attendance sheet and claim form in the CoE office.

INSTRUCTIONS FOR THE STUDENTS

- The students should occupy the allotted seat at least 15 minutes earlier of the commencement of the Examinations.
- The students have to write the Examination strictly for 3 hours.
- The students should bring necessary materials for the Examination such as pens, pencils and erasers etc., of their own.

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- The students should write their Register Number, year / semester, name of the Department, name of the subject code & subject and date of the Examination in the first page of the answer booklet and not to write anywhere else.
- Putting of any special marks such as religious symbol or something else is prohibited in the answer paper.
- The students shall not talk/ask questions of any kind with the nearby student during the examination.
- The students will have to hand over the answer paper to the Invigilator before leaving the Examination Hall.
- No students can be allowed to appear Examination Hall after 10.00 a.m. for forenoon session and after 02.00 p.m. for afternoon session.
- Due to unavoidable circumstances, the students may be allowed into the Examination Hall with the permission of Chief Superintendent / Principal.
- The students without ID card & Hall Ticket are not allowed to appear the Examination.
- The students shall not write anything in the Hall Ticket and Question Paper. The students shall write only the Register Number in the space provided in the Question Paper & answer paper. Any other writings in the Question Paper are prohibited and punishable.
- The students are instructed to replace the answer booklet, if the stitching thread is missing, the page numbers are not in order and the facsimile of the Principal / Chief Superintendent is missing.

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- The students shall not carry any written / printed matter, any paper material, cell phone, pen drive, i-pad, programmable calculator, any unauthorized data sheet / table into the examination hall. If they do so, they will be punished severely under malpractice procedure.
- The students are advised to keep their belongings (Bag, Mobile, Books etc.) in the allotted room given in the ground floor.
- The students are instructed to put a tick mark for the questions attended in the tick column against each question in V1, V2 & V3.

MALPRACTICE

- HS / CS / AUR / Squad / Principal / COE and officials from the COE office can check the students whether they have any hidden incriminating materials as and when it is required.
- If a complete verification is required, the checking may be done in a separate room in the presence of college representative.
- The girl students should be checked only by female staff members.
- If any candidate is found involved in any kind of malpractice during the examination, he/she has to be booked under 'malpractice case'.
- If the hall tickets are booked under malpractice case, they need not be confiscated and they may be permitted to write the subsequent examinations.
- 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'.

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- If the malpractice is detected during the valuation of answer scripts by the Examiner, the Chairman must get a report from the Examiner.
- Based on the report, the Chairman should sent a detailed report to the COE containing full description of the type of malpractice suspected together with the relevant documents.
- After a detailed enquiry, a counselling must be given to the students by a Counsellor.
- Penalty or debarring from the exam will be decided by the committee according to the type of malpractice.

INSTRUCTIONS FOR THE CHAIRMAN OF THE VALUATION BOARD

- The Chairman has to distribute the answer scripts to the examiners.
- He / she has to instruct the examiner to value the answer scripts according to the Scheme of Valuation.
- The Chairman will check the answer scripts at random and give necessary suggestions to the examiners to maintain uniformity in the valuation.
- The Chairman will also verify the total marks and entry of marks in the marks list.
- It is also the responsibility of the Chairman to tally the total number of students in the marks lists with answer scripts and hand them over to the COE Office.
- In case, anybody approaches for favours, the matter shall be intimated to the COE Office immediately.

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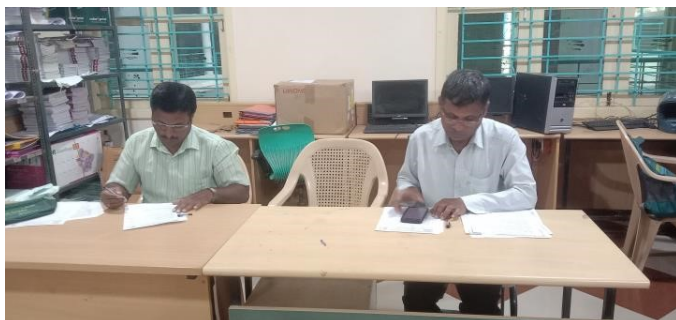
INSTRUCTIONS FOR THE EXAMINERS FOR VALUATION

- The Examiners shall maintain strict secrecy regarding their appointment.
- Silence should be strictly maintained and Mobile phones should be kept in silence mode during valuation.
- Examiners should report for the Valuation half an hour earlier before the commencement of the valuation.
- The examiners have to sign in the register in forenoon and afternoon sessions.
- The Examiners have to count the number of answer scripts in the packet and ensure that it tallies with the claim on the Packet.
- The Examiners are requested to adhere to the Scheme of Valuation while evaluating the answer scripts.
- The examiners should read the answer script in detail and evaluate the scripts.
- In case anybody approaches for favours, the matter shall be intimated to the Chairman immediately.
- If the examiner suspects malpractice of any kind, he/she shall immediately bring it to the notice of the Chairman.
- The marks awarded for each question shall be entered in the Front Page of the Answer-booklet.
- The total marks awarded should be entered in Mark Statement. The examiner shall affix his signature along with his/her name and date on each Mark Statement.

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- After valuation all the answer booklets and Mark statements shall be handed over to the Chairman before leaving the hall.

QUESTION PAPER SCRUTINY COMMITTEE



Members

- The Controller of Examinations will be the Convener of this committee.
- A Professor (or) an Associate Professor Grade staff member from outside colleges will be a member of this committee for scrutinizing the question papers.

Procedure

- The question papers will be received from the examiners through mail for all the departments.
- The question papers will be received through password protected e-mail.
- After receiving all the question papers, they will be arranged in boardwise.
- The examiners for the scrutiny of question papers will be invited from the outside colleges.
- This board will scrutinize the question papers received from the question paper setters.

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Roles & Responsibilities

- The Scrutiny member has to ensure that the question paper is in accordance to the syllabus and in the prescribed format with unit wise proper weightage.
- He / she may suggest any corrections, changes of questions or reject the question paper.
- This board should also ensure whether the question paper is of the required standard.
- This board will confirm the mark allotment whether it is as per the scheme of evaluation.
- This board will also confirm whether the answers written by the students can be completed within the allotted time (3 hours).
- This board will investigate the answer key prepared by the question paper setter and distribution of marks.
- If required, the board may suggest any corrections, changes of questions in the question paper to achieve the requirements mentioned above or reject the question paper.
- After completion of the scrutiny, the Chairman of the board will hand over the question papers and answer key to the CoE in a securely sealed cover.

MALPRACTICE ENQUIRY COMMITTEE

Members

- A Professor (or) an Associate Professor Grade staff member of the college will be the convener of this committee.

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- Three Associate Professors (or) Assistant Professors with 10 years teaching experience Grade staff member of the college will be the members.

Procedure

- A notice will be given to the malpractice students involved in theory, practical examinations and valuation for appearing in front of the Enquiry Committee along with their parents.
- The student has to report in front of the Enquiry Committee on the particular date.

Roles and Responsibilities

- The Enquiry Committee will enquire the students along with their parents who have involved in the malpractice during the examinations.
- The Committee will look into the matter and decide on the intensity of malpractice.
- This committee should recommend the punishment based on the nature of the malpractice.
- The committee should submit the recommendations of the punishments for the malpractice students as a report to the COE.
- The action will be taken against the defaulters based on the recommendations of the Committee.

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RESULT PASSING BOARD



Members

- The University Representative will be the nominee of this board.
- The Principal, the Controller of Examinations, the Dean, the Deputy Controller and all the department HODs will be the members of this board.

Procedure

- A request will be given to the Controller of Examinations, Anna University, Chennai for appointing the Result Passing Board Member for the publication of the results.
- Based on this request, the University will appoint the Result Passing Board Member.

Roles and Responsibilities

- After completion of the valuation, the Controller of Examinations will get ready the results.
- He / she will present the results in front of the Anna University Representative as a Power Point Presentation.

DSEC COE OFFICE MANUAL

- The Anna University Representative will go through the results and may change, if there are any corrections.
- After completing the presentation, the Anna University Representative will give the moderations for the marks.
- Based on the moderation, the results will be prepared and get the approval from the Anna University Representative.
- Finally, the result will be published.

EXAMINATION COMMITTEE MEETING

Members

- The Principal of the college will be the Head of this Committee.
- The Controller of Examinations, the Dean, the Deputy Controller and all the department HODs will be the members of this committee.

Procedure

- This committee meeting will be conducted once a semester.
- It will be conducted regarding the discussion of the End Semester Examinations and valuation.

Roles and Responsibilities

- This committee will discuss the practical and theory examination processes.
- This committee will look into the feedback of the question papers given by the subject handling staff members.
- It will consider the award of appropriate mark for the error in question paper.

DSEC COE OFFICE MANUAL

- It will approve the answer key of the question papers.
- It will consider and ratify the change of internal examiners for the practical examinations.
- It will consider the ratio of appointing the internal and external examiners for valuation.
- It will instruct to adhere the academic calendar for web portal entry process.

INTERNAL EXAM COMMITTEE MEETING

Members

- The Controller of Examinations will be the Head of this Committee.
- The Deputy Controller of Examinations, the Assistant Controller of Examinations and Non-technical staff will be the members of this committee.

Procedure

- This committee meeting will be conducted once at the beginning of the semester.
- It will be conducted regarding the work allotment of the semester.

Roles and Responsibilities

- This committee will discuss the pre-examination process, during the examination process and post- examination process separately.
- It will discuss the registration process, time table preparation work, conduction of internal assessment test, question paper setting work, question paper scrutiny process etc. as a pre-examination process.

DSEC COE OFFICE MANUAL

- It will discuss the collection of panel for practical examinations, appointment of external examiners for practical and theory examinations, conduction of practical and theory examinations etc. as a during the examination process.
- It will discuss the appointment of internal and external examiners, conduction of valuation process, preparation of remuneration for the examiners as a post-examination process.

DELEGATION OF FINANCIAL POWERS

The college operates on a democratic and decentralized administration. A number of committees have been formed for effective governance and to develop leadership qualities among staff members. There is a wider participation of the faculty, students and various stakeholders in decision making and delegation of powers from authorities to these committees and such a delegation of power has led to not only a sense of involvement of faculty members but also for speed and effective administration. The management deserves to be commended not only for strengthening the effective governance and leadership but also for making stronger the resource base of the college. The following Table shows the delegation of financial powers of the institute.

Designation	Extent of Financial Power (Rs.)	Utilization
Principal	2,00,000	Towards Institute Development
COE	1,00,000	Corresponding to End Semester Examination and institute internal examinations
Head of the Departments	10,000	For departmental activities :Such as seminars, workshops, FDP, Conference and Lab Maintenance/Services
Co-ordinator's like NSS, RRC,YRC, etc.,	2,000	Towards their activities of NSS,RRC,YRC

DSEC COE OFFICE MANUAL

SNAPSHOTS OF THE EXAMINATION PROCESS IN THE SOFTWARE

OMR Technologies - [FrmStudentDataModify]

STUDENT MODIFY, INSERT AND DELETE WINDOW

REG_NO 810423101001 Go

Name ABDULLA SHAMIL

DOB 23-02-2006

Gender MALE

Course UG

Course_Id 101

Section

Batch 2023

Community OBC

Card Type Aadhaar

Card Number 3137 2672 1095

Status YES

Admission No. 36231766

Father's Name HAMEED

Address Line 1 241.

Address Line 2 RASHEEDA MANZIL NUTHILA KA

Address Line 3 PAIVALIKE KASARAGOD KERALA

Address Line 4

Pin Code 671348

Mobile No 9497519632

E-Mail shamilchammu84030@gmail.com

Save / Modify Student

Students' Profile Entry

OMR Technologies - [frmSubjectEntry]

Course UG

Course Id 101

Subject Code U23HST21 Go

Syllabus 2023

Semester II

Subject Type Theory

Paper Title Professional Communication

Credit 2

Subject Order 1

Time Table order 1

Practical Hrs

Max Cia 40

Max Ese 60

Max Tot 100

Min P CIA 0

Min P ESE 27

Min P Total 50

Overall View

Department wise View

Delete

Save

course_id	Course	Syllabus	Sub_Code	Semester	Subject_Type	Title	Max_CIA	Max_ESE	Max_TOT	Min_CIA	Min_ESE	Min_TOT	Cr
101	UG	2023	U23HST21	II	Theory	Professional Engl...	40	60	100	0	27	50	2
103	UG	2023	U23HST21	II	Theory	Professional Engl...	40	60	100	0	27	50	2
104	UG	2023	U23HST21	II	Theory	Professional Com...	40	60	100	0	27	50	2
105	UG	2023	U23HST21	II	Theory	Professional Com...	40	60	100	0	27	50	2
106	UG	2023	U23HST21	II	Theory	Professional Engl...	40	60	100	0	27	50	2
108	UG	2023	U23HST21	II	Theory	Professional Engl...	40	60	100	0	27	50	2
114	UG	2023	U23HST21	II	Theory	Professional Com...	40	60	100	0	27	50	2
121	UG	2023	U23HST21	II	Theory	Professional Engl...	40	60	100	0	27	50	2
125	UG	2023	U23HST21	II	Theory	Professional Engl...	40	60	100	0	27	50	3
149	UG	2023	U23HST21	II	Theory	Professional Com...	40	60	100	0	27	50	2
203	UG	2023	U23HST21	II	Theory	Professional Engl...	40	60	100	0	27	50	2
205	UG	2023	U23HST21	II	Theory	Professional Engl...	40	60	100	0	27	50	2
214	UG	2023	U23HST21	II	Theory	Professional Com...	40	60	100	0	27	50	2
218	UG	2023	U23HST21	II	Theory	Professional Engl...	40	60	100	0	27	50	2
237	UG	2023	U23HST21	II	Theory	Professional Engl...	40	60	100	0	27	50	2
243	UG	2023	U23HST21	II	Theory	Professional Engl...	40	60	100	0	27	50	2

Subject Entry

DSEC COE OFFICE MANUAL

OMR Technologies - [frmsubjectallocation]

Course: UG Degree: B.E. Batch: 2023
Syllabus: 2023 Exam Month: june GO
Semester: II Branch: Aeronautical Engineering Exam Year: 2024 Save
All

Sub_Code	Subject_Type	Subject_code	Sub_type	REG_NO	Reg_no	Current Allocation
U23EEP25	Practical	U23EEP25	Practical	810423101001	810423101001	
U23EET26	Theory	U23EET26	Theory	810423101002	810423101002	
U23GEP13	Practical	U23GEP13	Practical	810423101003	810423101003	
U23GET15	Theory	U23GET15	Theory	810423101004	810423101004	
U23HSP22	Practical	U23HSP22	Practical	810423101005	810423101005	
U23HST21	Theory	U23HST21	Theory	810423101006	810423101006	
U23MAT22	Theory	U23MAT22	Theory	810423101007	810423101007	
U23PHI23	Theory	U23PHI23	Theory	810423101008	810423101008	
				810423101009	810423101009	
				810423101010	810423101010	
				810423101011	810423101011	
				810423101012	810423101012	
				810423101013	810423101013	
				810423101014	810423101014	
				810423101015	810423101015	
				810423101016	810423101016	
				810423101017	810423101017	
				810423101018	810423101018	
				810423101019	810423101019	
				810423101020	810423101020	
				810423101021	810423101021	
				810423101022	810423101022	

Subject Allocation count

Course Registration

OMR Technologies - [frmExamAppReport]

Course: UG Batch Year: 2022
Degree: B.E.
Branch: Aeronautical Engineering Report
Dept FeesReport Overall FeesReport subject_code Report

810422101001
810422101002
810422101003
810422101004
810422101005
810422101006
810422101007
810422101008
810422101009
810422101010
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810422101017
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810422101019
810422101020
810422101021
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810422101023
810422101024
810422101025
810422101026
810422101027
810422101028
810422101029
810422101030

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Dhanalakshmi Srinivasan Engineering College(Autonomous)
(Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai.)
Accredited with 'A' Grade by NAAC, Accredited by TCS
Accredited by NBA for BME, ECE & EEE
Perambalur - 621 212, Tamil Nadu.

APPLICATION FORM- EXAMINATIONS 2024 - JUNE

NAME OF THE CANDIDATE: ABISHEK KANNAK REGISTER NUM: 810422101001
DEGREE & BRANCH: B.E. - Aeronautical Engineering DATE OF BIRTH: 26-10-2004

Semester	Sub. Code No	Name of the Subject
IV	U20MA402	Numerical Methods
IV	U20AE401	Low Speed Aerodynamics
IV	U20AE402	Aircraft Systems and Instruments
IV	U20AE403	Mechanics of Machines
IV	U20AE404	Advanced Solid Mechanics
IV	U20AE405	Air Breathing Propulsion
IV	U20AE406	Aerodynamics Lab
IV	U20AE407	Propulsion Lab

EXAMINATION FEES DETAILS

PARTICULARS	No. of Papers	Cost Per Paper
Registration Fees	-	-
Statement of Marks	-	-
Theory Papers	6	500.00
Practical Papers	2	500

Registration Preview

DSEC COE OFFICE MANUAL

OMR Technologies - [frmInternalMarkCheckList]

Internal Mark Check List

2020
B.Tech.
Pharmaceutical Technology
VIII

Report

batch	degree	branch	Semester
2020	B.E.	Mechanical Eng...	VIII
2020	B.E.	Robotics and Aut...	VIII
2020	B.Tech.	Artificial Intelligen...	VIII
2020	B.Tech.	Chemical Engne...	VIII
2020	B.Tech.	Food Technology	VIII
2020	B.Tech.	Information Tech...	VIII
2020	B.Tech.	Pharmaceutical T...	VIII
2021	B.E.	Aeronautical Eng...	VI
2021	B.E.	Aerospace Engin...	VI
2021	B.E.	Biomedical Engin...	VI
2021	B.E.	Civil Engineering	VI
2021	B.E.	Computer Scienc...	VI
2021	B.E.	Electrical and Ele...	VI
2021	B.E.	Electronics and C...	VI
2021	B.E.	Mechanical Engi...	VI
2021	B.E.	Robotics and Aut...	VI
2021	B.Tech.	Agricultural Engin...	VI
2021	B.Tech.	Artificial Intelligen...	VI
2021	B.Tech.	Chemical Engine...	VI
2021	B.Tech.	Food Technology	VI
2021	B.Tech.	Information Tech...	VI
2021	B.Tech.	Pharmaceutical T...	VI
2022	B.E.	Aeronautical Eng...	IV
2022	B.E.	Aerospace Engin...	IV

Dhanalakshmi Srinivasan Engineering College(Autonomous)
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Perambalur-621 212, Tamil Nadu

Internal Mark for APR - 2024
B.Tech. - Pharmaceutical Technology(Semester : VIII)

S.no	Register Number	Name	U20PT801
1	DSUG20237001	AARTHIM	
2	DSUG20237002	ABISHEK SV	
3	DSUG20237003	ADHITHIVAN R	
4	DSUG20237004	AJAY SHARMA D	
5	DSUG20237005	ASHIMA SEBASTIAN	
6	DSUG20237006	ASHOKRAJ R	
7	DSUG20237007	BAVITHRA R	
8	DSUG20237008	BHAVASHREE R	
9	DSUG20237009	BIMBASHARAN	
10	DSUG20237010	BOOMIKA S	
11	DSUG20237011	DINAKARAN K	
12	DSUG20237012	GAYATHRI MS	
13	DSUG20237013	GUHAN S	
14	DSUG20237014	HARINIA	

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Zoom Factor: 100%

Internal Mark Generation

OMR Technologies - [frmHallTicket]

Course: UG
Degree: B.E.
Branch: CIVIL ENGINEERING

Batch Year: 2023

View Hall Ticket
Hall Ticket Generation
Reg. No.:
Duplicate Hall Ticket

Dhanalakshmi Srinivasan Engineering College(Autonomous)
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Accredited by NBA for BME, ECE & EEE
Perambalur-621 212, Tamil Nadu

End Semester Examinations - -
HALL TICKET

NAME OF THE CANDIDATE	REGISTER NUMBER	DOB:

SEM	SUBJECT CODE	SUBJECT	EXAM DATE	SESSION

No of Subjects Registered :

Current Page No.: 1
Total Page No.: 1
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Hall Ticket Generation

DSEC COE OFFICE MANUAL

OMR Technologies - [frmExamReports]

11-29-2023 AN

Subject Wise Exam Attendance

- Date wise Subject Count Report
- Date /Dept wise Subject Count Report
- Bundle Cover Report
- Subject Code - Bundle Count
- Subject Code - Script Details

Hall Allotment Reports

- Hall Allocation Report
- Proforma-1 Seating Arrangement
- Proforma-2 Details of QP
- Proforma-3 Details of Answer Booklet
- Proforma-5 Exam Invigilation Scheme
- Proforma-6 Absentees Statement

- Proforma -9
- Despatch of Answer Paper Packets
- Proforma -11 Statement Submitted

Report

Exam_date	SESSION
01-01-1900	Practical
29-11-2023	AN
30-11-2023	AN
01-12-2023	AN
02-12-2023	FN
04-12-2023	FN
07-12-2023	AN
11-12-2023	AN
12-12-2023	FN
12-12-2023	AN
27-12-2023	FN
06-02-2024	AN

29-11-2023 12:00:00AM

Main Report

Dhanalakshmi Srinivasan Engineering College(Autonomous)
(Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai.)
Accredited with 'A' Grade by NAAC, Accredited by TCS
Accredited by NBA for BME, ECE & EEE
Perambalur-621 212, Tamil Nadu.

EXAMINATION THEORY ATTENDANCE SHEET - 2024 - JUNE

Date of Examination: 29-11-2023 Session : AN
Course : B.E. - Mechanical Engineering
Subject Code/Name : IE8693 - Production Planning and Control

S.No.	Register Number	Name of the Candidate	Answer Book No.	* Write AB for Absent	Signature of the Candidate	Photo
1	810418114086	SANTHOSH KUMAR.M				
2	810419114345	NISHANTH K				

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Attendance Sheet Generation

DSEC COE OFFICE MANUAL

COE SCHEDULE

S.No.	Odd Semester	Even Semester	Description
1.	June – July	December – January	Collection of Faculty & Students' profile
2.	July – August	February – March	Course Registration Details from the department
3.	August	February – March	Registration Preview form
4.	September – October	February – March	Exam form preparation & Fees payment
5.	September – October	February – March	Question paper setting process & Scrutiny process
6.	October	April	Collection of Practical Panel from the departments
7.	October	April	Time table preparation
8.	October	April	Circulating the time table
9.	October – November	April – May	Allocation of Internal & External Examiners for Practical Examinations
10.	November	April – May	Conduction of Practical Examinations
11.	November – December	May – June	Conduction of Theory Examinations
12.	December	June	Dummy number preparation
13.	December – January	June – July	Valuation Process
14.	January	July	Malpractice enquiry & Punishment awarded
15.	January – February	July – August	Result Passing Board Meeting
16.	February	August	Publication of the results
17.	February – March	August	Photocopy & Revaluation & its results publication
16.	March – April	August - September	Printing of mark sheets
17.	March – April	August - September	Preparation of degree eligible students list

DSEC COE OFFICE MANUAL

LIST OF STUDENT SERVICES & REQUIRED DOCUMENTS

S.No.	DESCRIPTION	REQUIRED DOCUMENTS
1.	Photocopy / Revaluation	Request letter signed by the Principal / HOD
		Photocopy / Revaluation Application
		Receipt for fee payment
2.	Change of Name / Date of Birth / Photo (Grade Sheets & Consolidated Mark Statement)	Request letter signed by the Principal / HOD
		Application for Change of Name / Date of Birth / Photo
		SSLC / HSC Mark Sheet / Passport Size Photo (Hard & Soft Copy)
		Receipt for fee payment
3.	Duplicate Mark Statement	Request letter signed by the Principal / HOD
		Application for Duplicate Mark Statement with Witness signature
		SSLC / HSC Mark Sheet
		Receipt for fee payment
4.	Transcript Certificate (For higher studies in other countries)	Request letter signed by the Principal / HOD
		Application for Transcript Certificate
		Photocopy of Consolidated Mark Statement
		Receipt for fee payment
5.	Duplicate / Correction in Provisional & Degree Certificates (including fee payment)	Apply to Anna University through online Online Link: https://onlineservices.annauniv.edu/pages/registration.php
6.	Arrear Exam Application (Passed out students)	Request letter signed by the Principal / HOD
		Registration Preview Form
		Receipt for fee payment

DSEC COE OFFICE MANUAL

ANNEXURE – I

DIFFERENT TYPES OF MALPRACTICES AND THE PUNISHMENTS FOR THEM ARE GIVEN BELOW

S.NO.	NATURE OF MALPRACTICE	MAXIMUM PUNISHMENT
1.	Appeal by the candidate in the answer script to show mercy by way of awarding more than deserving marks	Fine of Rs. 2500/- per subject
2.	The candidate writing his / her name in the answer script	
3.	The candidate writing his / her register number in place other than specified in the answer script	
4.	The candidate communicating with neighbouring candidate orally; the candidate causing suspicious movement of his / her body.	
5.	Irrelevant writing by the candidate in the answer script	
6.	The candidate writing answer on his/her question paper or using the question paper for rough work.	
7.	The candidate possessing of cell phones/programmable calculator(s) / any other electronic storage device(s), gadgets	Invalidating the examination of the particular subject written by the candidate
8.	The candidate facilitating the other candidate(s) to copy from his/her answers script.	
9.	The candidate possessing any written or printed materials, bit papers, writings on scale, calculator, handkerchief, dress, part of the body, Hall ticket, etc.	Invalidating the examination of the subject concerned and all the theory and the practical subjects of the current semester registered by the candidate.
10.	The candidate possessing the question paper of another candidate.	
11.	The candidate passing his/her question paper of another candidate.	
12.	The candidate copying from neighboring candidate.	
13.	The candidate talking out of examination hall answer booklet(s), used or unused	

DSEC COE OFFICE MANUAL

14.	Vulgar/offensive writings in the answer script	Invalidating the examination of all the theory and practical subjects of the current semester and all the arrears – subject registered by the candidate.
15.	The candidate possessing the answer script of another candidate	
16.	The candidate passing his/her the answer script of another candidate	
17.	Candidate destroying evidence relating to an alleged irregularity	Invalidating the examinations of all the theory and practical subjects of the current semester and all the arrears – subjects registered by the candidate. <u>Additional Punishment :</u> (i) if the candidate has not completed the programme, he she is debarred from continuing his/her studies for one year i.e., for two subsequent semesters. However the student is permitted to appear for the examination in all the arrears subjects during the debarred period. (ii) if the candidate has completed the programme, he / she is prevented from writing the examinations of the arrears subjects for two subsequent semesters.
18.	Involved in any one or more of the malpractices of serial no. 7 to 16 for the second or subsequent times.	
19.	The candidate misbehaving in the examination hall.	
20.	The candidate indulges in any disruptive conduct including shouting, assault of invigilator, officials or students using abusive and / or threatening language, destruction of property.	Invalidating the examinations of all the theory and practical subjects of the current semester and all the arrears-subjects register by the candidate. <u>Additional Punishment :</u> (i) if the candidate has not completed the programme, he she is debarred from continuing his/her studies for one year i.e., for four subsequent semesters. However the student is permitted to appear for the examination in all the arrears subjects during the debarred period. (ii) if the candidate has completed the programme, he / she is prevented from writing the examinations of the arrears subjects for four subsequent semesters.
21.	Candidate possessing any firearm / weapon inside the examination hall.	

DSEC COE OFFICE MANUAL

22.	Cases of impersonation.	(i) Handing over the impersonator to the police with a complaint to take appropriate action against the person involved in the impersonation by the chief superintendent. (ii) if a student of this college is found to impersonate a 'bonafide student' the impersonate student is debarred from continuing his/her studies and writing the examination permanently.
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DSEC COE OFFICE MANUAL

ANNEXURE – II

APPOINTMENT ORDER FOR QUESTION PAPER SETTER



XX.XX.XXXX

To

Dear Sir/ Madam,

Sub: UG / PG End Semester Examinations (Autonomous) – Apr. / May / Nov. / Dec. xxxx – Appointment of Question Paper Setter – Reg.

You have been appointed as a Question Paper Setter for the End Semester Examinations to be held in Apr. / May / Nov. / Dec. xxxx. The following is/are the details of the programme, Course code & Title of the question paper(s) to be set.

S.No.	Subject Code	Title of the Question Paper	No. of Question Papers to be set
1.			

A copy of the syllabus, question paper template, answer key template, acceptance cum declaration form and claim form are enclosed herewith. Soft copy of the all the above documents and filled-in claim form can be sent through e-mail: coe@dsengg.ac.in. e-signature is important in the acceptance cum declaration form and claim form.

The Last day for receipt of the question paper(s) with answer key is (are) XX.XX.XXXX. You may decline the offer if your close relative(s) is (are) currently studying at DSEC and intimate the same to the CoE office immediately.

We solicit your kind co-operation for smooth & successful conduction of the examinations.

With regards,

-sd-

Controller of Examinations

DSEC COE OFFICE MANUAL

ANNEXURE – III



Claim Form for Question Paper Setting

B.E/B. Tech./M.E./MBA/MCA End Semester Examinations – Apr. / May 2024

Name :
Designation & Department :
Institution Name & Address :
Contact Number :
E-mail ID :

S.No.	Subject Code	Subject Name	No. of Question Papers	Remuneration
1.				
2.				

Remuneration: Rs. 3000 /- Three Thousand only per Question paper with answer key
Rs. 1500 /- One Thousand and Five Hundred only per Question paper

Bank Details

Name of the A/C Holder :
Name of the Bank :
SB Account Number :
Branch :
IFSC Code :

Signature of the QP Setter with Name

* To be filled compulsorily at most care

(Office Use)

COE Section Approved /Not Approved (Checked & Verified) – ACOE Signature:	Amount :
	Signature of the Dy.CoE :
	Signature of the CoE :

DSEC COE OFFICE MANUAL

ANNEXURE – IV

APPOINTMENT ORDER FOR CHIEF SUPERINTENDENT



xx.xx.xxxx

To

The Principal,
Dhanalakshmi Srinivasan Engineering College (Autonomous),
Perambalur.

Dear Sir / Madam,

Sub: UG & PG End Semester Examinations – Apr. / May / Nov. / Dec. xxxx –
Appointment of Chief Superintendent – Intimation – Reg.

The End Semester Theory Examinations Apr. / May / Nov. / Dec. xxxx is scheduled from xx.xx.xxxx to xx.xx.xxxx for II Year UG & PG students in our college. The following Personal has been appointed as a Chief Superintendent of the same. I request your kind cooperation for the successful conduction of the Examination in our college.

S.No.	Name of the faculty	Responsibility	Date of the Duty
1.			

You are requested to ensure that he / she will attend the above examination duty without fail. The above order has to be kept strictly confidential.

He may decline the offer if his / her close relative(s) is (are) currently studying at Dhanalakshmi Srinivasan Engineering College (Autonomous) and intimate the same to the CoE office immediately.

We solicit your kind co-operation for smooth & successful conduction of the examinations.

With regards,

-sd-

Controller of Examinations

DSEC COE OFFICE MANUAL

ANNEXURE – V

APPOINTMENT ORDER FOR PRACTICAL EXAMINER



xx.xx.xxxx

To

Dear Sir/ Madam,

Sub: UG & PG Practical Examinations (Autonomous) – Apr. / May / Nov. / Dec. xxxx – Appointment of External Examiner – Reg.

You have been appointed as an External Examiner for the First Year Practical Examinations conducted in Apr. / May / Nov. / Dec. xxxx. The following is/are the details of the programme, Course code & Title of the paper(s).

S.No.	Subject Code	Lab Session Starting Time	Title of the Paper	Date of the Exam	Name of the Internal Examiner
1.					

You may decline the offer if your close relative(s) is (are) currently studying at DSEC and intimate the same to the CoE office immediately.

We solicit your kind co-operation for smooth & successful conduction of the examinations.

With regards,
-sd-

Controller of Examinations

DSEC COE OFFICE MANUAL

ANNEXURE – VI

CLAIM FORM FOR PRACTICAL EXAMINER



Claim Form for External / Internal Examiners & Skilled Assistants

Laboratory Statement for Practical / Project Examinations

B.E. / B. Tech. / M.E. / MBA / MCA End Semester Examinations – Apr. / May 2023

Department : Year / SEM :
Subject Code & Title : Date :

S.No.	Name of the Ext. / Int. / Skilled Assist.	College Code & Name (abbreviated)	No. of Candidates Registered	No. of Candidates Examined	Rem. (Rs.)	Lumpsum (Rs.)	Total	Signature
GRAND TOTAL								

(Office Use)



COE Section	Amount :
Approved /Not Approved (Checked & Verified)-ACOE	Date of dispatch :
Name & Signature:	Controller of Examinations

DSEC COE OFFICE MANUAL

ANNEXURE – VII

APPOINTMENT ORDER FOR SQUAD



XX.XX.XXXX

To

Dear Sir / Madam,

Sub: UG / PG End Semester Practical Examinations (Autonomous) – Apr. / May / Nov. / Dec. xxxx – Appointment of Squad – Reg.

You have been appointed as a Squad for the End Semester Practical Examinations to be held Apr. / May / Nov. / Dec. xxxx. The following is/are the details of the programme.

S.No.	Name of the Squad & Designation	Name of the College	Date of the Squad Duty
1.			

The Squad member(s) is (are) requested to keep their appointment strictly **confidential**.

You may decline the offer if your close relative(s) is (are) currently studying at DSEC and intimate the same to the CoE office immediately.

We solicit your kind co-operation for smooth & successful conduction of the examinations.

With regards,

-sd-

Controller of Examinations

DSEC COE OFFICE MANUAL

ANNEXURE – VIII

CLAIM FORM FOR SQUAD

	DHANALAKSHMI SRINIVASAN ENGINEERING COLLEGE (An Autonomous Institution, Affiliated to Anna University, Chennai) PERAMBALUR - 621 212. Tamil Nadu. OFFICE OF THE CONTROLLER OF EXAMINATIONS	
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Claim Form for Squad

B.E. / B. Tech. / M.E. / MBA / MCA End Semester Examinations Apr. / May 2023 (August 2023)

Date:

S.No.	Name of the Squad & Designation	College Code & Name (abbreviated)	Rem. (Rs.)	Lumpsum (Rs.)	Total	Signature

REMUNERATION DETAILS FOR UG & PG THEORY / PRACTICAL / PROJECT EXAMINATIONS

Remuneration for Squad : Rs. 500/- per session to a maximum of Rs.1000 per day
Lumpsum : Rs. 250/- per session to a maximum of Rs.450/- per day

(Office Use)

 COE Section Approved /Not Approved (Checked & Verified)-ACOE Name & Signature:	Amount :
	Controller of Examinations

DSEC COE OFFICE MANUAL

ANNEXURE – IX

APPOINTMENT ORDER FOR SCRUTINY MEMBER



xx.xx.xxxx

To

Dear Sir/ Madam,

Sub: UG / PG Autonomous Examinations – Appointment of Scrutiny Board Member for Theory Examinations – Apr. / May / Nov. / Dec. xxxx – Reg.

You have been appointed as a Member of Scrutiny Committee Meeting for _____ Board held on xx.xx.xxxx in our college. I request you to attend the same without fail.

S.No.	Name of the Squad & Designation	Name of the College	Date of the Scrutiny Board
1.			

The Scrutiny members are requested to keep their appointment strictly **confidential**.

You may decline the offer if your relative(s) is (are) currently studying at Dhanalakshmi Srinivasan Engineering College (Autonomous) and intimate the same to the CoE office immediately.

We solicit your kind co-operation for successful conduct of the examinations.

With regards,

-sd-

Controller of Examinations

DSEC COE OFFICE MANUAL

ANNEXURE – X

CLAIM FORM FOR SCRUTINY MEMBER

	DHANALAKSHMI SRINIVASAN ENGINEERING COLLEGE (An Autonomous Institution, Affiliated to Anna University, Chennai) PERAMBALUR - 621 212, Tamil Nadu. OFFICE OF THE CONTROLLER OF EXAMINATIONS	
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Claim Form for Scrutiny Board Member Question Papers

B.E. / B. Tech. / M.E. / MBA / MCA End Semester Theory Examinations – NOV. /DEC. 2023

Date:

S.No.	Name of the Staff & Designation	College Code & Name (abbreviated)	Number of Question papers scrutinized	Rem. Per paper (Rs.)	Rem. (Rs.)	Lumpsum (Rs.)	Total	Signature

REMUNERATION DETAILS FOR UG & PG THEORY EXAMINATIONS (Scrutiny Board Member)

Remuneration for Scrutiny Board Member : Rs. 200/- per question paper

Lumpsum : Rs. 250/- per session to a maximum of Rs.450/- per day

(Office Use)

COE Section Approved /Not Approved (Checked & Verified)-ACOE Name & Signature:	Amount : Controller of Examinations
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DSEC COE OFFICE MANUAL

ANNEXURE – XI

APPOINTMENT ORDER FOR HALL INVIGILATOR



XX.XX.XXXX

To

Dear Sir / Madam,

Sub: UG & PG Final Year – End Semester Examinations – Apr. / May / Nov. / Dec. xxxx – Appointment of Hall Invigilator — Intimation – Reg.

The End Semester Theory Examinations Apr. / May / Nov. / Dec. xxxx commences on xx.xx.xxxx for II & III Year UG students in our college. The following faculty member has been appointed as a Hall Invigilator of the same. I request your kind cooperation for the successful conduction of the Examination in our college.

S.No.	Name of the faculty	Responsibility	Date of the Duty
1.			

You are requested to ensure that the faculty member of your college attend the above examination duties without fail. The above order has to be kept strictly confidential.

We solicit your kind co-operation in this regard.

With regards,
-sd-
Controller of Examinations

DSEC COE OFFICE MANUAL

ANNEXURE – XII

PROFORMA-7

REPORT ON MALPRACTICE PRACTICAL/THEORY EXAMINATIONS – Apr. / May / Nov. / Dec. xxxx

1. Name of the candidate :
2. Register Number :
3. Year / Semester :
4. Subject Code & Title :
5. Date & Session of the Exam :

6. Statement of the candidate :

Signature of the candidate

7. Report of Hall Supdt. / Internal Examiner of Practical / Theory Exam

Signature of the Hall Supet. /
Internal Examiner

Name / Dept. _____

DSEC COE OFFICE MANUAL

8. Report of Squad Member / AUR / External Examiner of Practical / Theory Exam

Signature of the Squad Member /
AUR / External Examiner

Name / Dept. _____

9. Report of the Principal / Chief Superintendent

Signature of the Principal /
Chief Superintendent with seal

DSEC COE OFFICE MANUAL

ANNEXURE – XIII



xx.xx.xxxx

CIRCULAR

Sub: Dhanalakshmi Srinivasan Engineering College (Autonomous), Perambalur – Controller of Examinations – UG/PG Degree Programme – Malpractice committed by the students during Apr. / May / Nov. / Dec. xxxx Examinations – Constitution of Enquiry Committee – Appearance before the Enquiry Committee - Intimation – Reg.

The students who have involved in malpractice in connection with Apr. / May / Nov. / Dec. xxxx Examinations for I, II & III year UG / PG are directed to appear before the Enquiry Committee on xx.xx.xxxx (Wednesday) at 11.00 a.m. in the Office of the Controller of Examinations, Dhanalakshmi Srinivasan Engineering College (Autonomous), Perambalur. The list of students has been enclosed herewith. Failing which decision will be taken by the Committee based on the records and merits of the case.

CoE

PRINCIPAL

DSEC COE OFFICE MANUAL

ANNEXURE – XIV



Notice

xx.xx.xxxx

Sub: Controller of Examinations, Dhanalakshmi Srinivasan Engineering College (Autonomous), Perambalur – UG / PG Programme – Alleged Malpractice committed by the candidates during the Apr. / May / Nov. / Dec. xxxx Examinations – Enquiry – Appearance before Enquiry Committee – Reg.

The following candidate is directed to appear before the Enquiry Committee on xx.xx.xxxx (Wednesday) at the Office of the Controller of Examinations, Dhanalakshmi Srinivasan Engineering College (Autonomous), Perambalur – 621 212, in connection with the reported Malpractice committed by the candidate during the Semester Examinations held in Apr. / May / Nov. / Dec. xxxx. Failing which decision will be taken by the committee based on the records and merits of the case.

Name of the Student :
Register Number :
Department :
Subject Code :
Subject Name :
Nature of Malpractice :
Reporting Date & Time :

CONTROLLER OF EXAMINATIONS

To
The Student concerned

Copy to
The Head of the Department

DSEC COE OFFICE MANUAL

ANNEXURE – XV

APPOINTMENT ORDER FOR EXAMINER FOR VALUATION



xx.xx.xxxx

To

Sir/Madam,

Sub: UG / PG Autonomous Examinations – Central Valuation for I, II, III & IV
Year – Appointment of Examiner – Apr. / May / Nov. / Dec. xxxx – Reg.

You have been appointed as an Examiner for Central Valuation to be held in our college. You are requested to decline the order, if your Son / Daughter / Relative is appearing in the Subject(s) for which you have been appointed as an Examiner. In such case, kindly inform us through Phone within two days from the receipt of this communication to make alternative arrangements. The following is/are the details of the Valuation.

S.No.	Name of the Staff	Date of Valuation	Timing
1.			

The above orders have to be kept confidential and I seek your kind cooperation for the smooth and successful completion of the Central Valuation.

With regards,

-sd-

Controller of Examinations