

COXCO

User Manual



Powered By Apache, PHP & MySQL
© Copy rights reserved

Designed & Compiled

by COXCO SUPPORT TEAM

© COPY RIGHTS RESERVED 2016-2020

www.coxco.net.in

mail id : info.coxco@gmail.com



PRINCIPAL
Nehru Arts and Science College (Autonomous)
Nehru Gardens, Thirumalayampalayam
Coimbatore - 641 105

The information contained in this document is current as of the date of publication and subject to change. Because COXCO must respond to changing market conditions, it should not be interpreted to be a commitment on the part of COXCO, and COXCO cannot guarantee the accuracy of any information presented after the date of publication. The information provided herein is general, not according to individual circumstances, and is not intended to substitute for informed professional advice.

This document is for informational purposes only. COXCO MAKES NO WARRANTIES, EXPRESS OR IMPLIED, IN THIS DOCUMENT AND SHALL NOT BE LIABLE FOR LOSS OR DAMAGE OF WHATEVER NATURE, ARISING OUT OF, OR IN CONNECTION WITH THE USE OF OR INABILITY TO USE THE CONTENT OF THIS PUBLICATION, AND/OR ANY CONDUCT UNDERTAKEN BY PLACING RELIANCE ON THE CONTENTS OF THIS PUBLICATION.

Complying with all applicable copyright and other intellectual property laws is the responsibility of the user. All rights including copyrights, rights of translation, etc., are vested exclusively with ESSVEE SYSTEMS AND SOFTWARE (P) LIMITED. No part of this document may be reproduced, translated, revised, stored in, or introduced into a retrieval system, or transmitted in any form, by any means (electronic, mechanical, photocopying, recording, or otherwise), or for any purpose, without the express written permission of ESSVEE SYSTEMS AND SOFTWARE (P) LIMITED.

COXCO may have patents, patent applications, trademarks, copyrights, or other intellectual property rights covering subject matter in this document. Except as expressly provided in any written licence agreement from Tally, the furnishing of this document does not give you any licence to these patents, trademarks, copyrights, or other intellectual property.

© 2011 ESSVEE SYSTEM AND SOFTWARE (P) LTD. All rights reserved.



GLOBAL MASTER INFORMATION

It stores the basic details about the programs, students, staffs, subjects, grading system of the autonomous institution.

It will carry forward the details to further all process.

The different types of entries are listed below: -

Programmes & Branches

Subject Details

Students Bio data

Classification of Non-Letter Grades

Classification of Semester Grades

Classification of Final Grades

Staffs Details

Evaluation of Transfer/Rejoin students

Exam Hall Settings

Update Holidays

Entity Settings

Global Settings

Internal Test Settings

Result Publications

Exam Fee Dues from Students

User Privileges

1. PROGRAMMES & BRANCHES INTRODUCTION:

Programmes & Branches is the first master module of this software. All the information about the programmes offered by the autonomous institutions is being kept this module.

The Name of the programme, degree, branch, short name, academic duration (years and semesters), default valuation schema, default fee structure related to the examination of the each programme is configured in this module.

There is no limitation on adding number of programmes.

- ✓ The number of courses offered in their college to be specified here.
- ✓ It will take the individual programmes and branches into next function (or) process.



1.1 CODE:

Enter the code for particular course in short form.

Enter the correct code in a code column and it will be maintaining it properly, and once the error is occurred

It collapse the all stage of student's data particulars.

It will turns into disable mode.

You can enter the code with a maximum of 5 characters length.

The code may be the part of the students register number.

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

1.2 FULL NAME:

Enter the particular Department (or)

Course Name. Ex: B.A English

1.3 PROGRAMME:

Enter the programme

Name. Ex: B.A

1.4 BRANCH:

Enter the branch

Name. Ex: B.A

Eng.

1.5 ACADEMIC DETAILS:

1.5.1 No. of Years: Enter the total No .of Year / Academic Duration for an Individual Course.

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

1.5.3 Need Part No: For UG To be considered in their Mark Statement.

1.5.3 For PG: It will be not considered in their Mark Statement.

1.6 DEFAULT EXAM-FEE STRUCTURE:

1.6.1 Application Fee: Enter the amount to be collected for each Major/ Courses as application fees.



- 1.6.2 Theory Fee: Enter the amount to be collected for each Theory Paper.
- 1.6.3 Practical fee (Regular hours): Enter the amount of each practical paper fee to be collected for Regular Hour
- 1.6.4 Project/viva voce fee: Enter the amount of each practical / viva voce fee to be collected as per their Department.
- 1.6.5 Internship /in plant /Soft Skill Fee: Enter the amount to be collected for an Individual students for their Internship / In plant / Soft Skill Fees.
- 1.6.6 Additional fee to Arrears per paper: Enter the Exam fees will be collected as Additional Fee for Arrear per paper.
- 1.6.7 Semester Mark Sheet fee: Enter the amount to be received from students for their Semester Mark Sheets.
- 1.6.8 Consolidated mark sheet fee: Enter the amount to be received from students for their consolidated mark sheets.
- 1.6.9 Improvement Fee: If the students were interested to write their improvement exam. They have to pay the amount for an improvement fees as per the interested subjects.
- 1.6.10 Late Fee: Enter the Fee to be collected for Late appearance of the individual students.
- 1.6.11 College certificate fees: Enter the amount to be collected for their college certificates like pass certificate / course completion certificate.
- 1.6.12 University certificate fees: Enter the amount to be collected for their university certificates like provisional and degree certificate.
- 1.6.13 Miscellaneous Fee: Enter the additional fees to be collected.
- 1.6.14 Specify other fees: Enter the extra fee to be collected in specify other fees column / box.

1.7 Default Valuation scheme

The maximum and minimum mark of individual subject based both internal and external mark to be entered.

1.8 Default ETC (Examination Term Captions) for all Reports:

Default Report Caption for all odd semester (regular), odd semester (supplementary), even semester (regular), even semester (supplementary).

In such cases the odd semester examination will be postponed to next calendar year box. Please put a tick mark in Check box.

1.9 Default ETC (Examination Term Caption) for semester mark / grade sheets:

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

1.10 Default ETC (Examination Term Caption) for consolidated mark / grade sheet:



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

2. SUBJECT DETAILS

INTRODUCTIN:

The subject title will be entered along with a part number, serial number and paper number. The subject type will be depend on more number of students will chosen their subjects it will be most common paper and remaining will be the optional paper .

The part number will be considered for all UG Arts and Science and Commerce students and it will not be considered for UG in Engineering and all PG Students and automatically it will be considered as part 3 (Core paper) and disabled.

Don't use single quotes and double quotes for enter the subjects or any other column, in subject information.

- ✓ It will carry forward the list of courses that you have mention in programmes and branches.
- ✓ Select the present year from the first drop-down box.
- ✓ Select the suitable course from the second drop down box.
- ✓ Select the current semester from third drop down box.

2.1 Semester Number:

Enter the current semester number.

2.2Part Number:

Part no-1 represents Language

Part no-2 represents English

Part no-3 represents core and allied paper

Part no-4 represents EVS/CC/LOE

Part no-5 represents Extension Activities

So, entered the correct part no f or the individual subjects.

2.3 Serial Number:

Enter the correct serial number for each subject.

The serial number is used to print the subjects in order.

2.4Paper Number:

The paper number is mainly for an optional subject paper.

The paper number is also used to print the subjects in order.

2.5 Subject code:

Enter the subject code for an individual subject to be mentioned.

2.6Alias Name:

Enter the alias name of the subject.



- 2.7 Subject Name:
Enter the Full name for each subject.
- 2.8 Subject type:
Tick the required subject type.
- 2.9 paper type:
Tick the required paper type.
- 2.10 Component:
 - Part no-1 represents LNG.
 - Part no-2 represents ENG.
 - Part no-3 represents CORE, IDC, ITDC, AOC, TDC.
 - Part no-4 represents EVS,CC,LOE
 - Part no-5 represents SFA, CCA, EXA, and ALC.So, click the required component type as per the subject-basis.
- 2.11 Scheme of Examination:
It will take the data automatically that you have mentioned in programs and branches.
- 2.12 External Valuation:
Click the required valuation system.
- 2.13 Less: online max-mark:
If online exams to be conducted the maximum mark to be entered.
- 2.14 Credit point:
Enter the individual subject's credit point.
- 2.15 Exam Fee:
Enter the exam fee to be collected for above mentioned subjects.
- 2.16 Arrear Fee:
Enter the arrear fee to be collected for current subjects.
- 2.17 Department / Board:
The department/ board to be selected by drop down box.
Adding new department/ board click '+' symbol and enter a new one.
- 2.18 Handling staffs detail:
Click '+' symbol, it will indicate section, staff -name, login.
Select section by drop down box.
Select staff- name by drop down box.
Then automatically login can be created.



3. STUDENTS DETAILS

INTRODUCTION:

The student information will be used to store with a format of respective Register number, Name in Tamil, Aadhaar number, Part-I Language selected and so as., The part-I key will be mentioned in students bio-data profile to prevent from any other error occurrences in subject information with their mark statements.

Don't use single quotes and double quotes for entering the address or any other column in the student information.

- ✓ The basic information about the students can be mention here.
- ✓ Select the suitable year from the first drop-down box
- ✓ Select the suitable course from the second drop down box
- ✓ If the section of the students can be mention, if you have to check by third drop down box.

3.1 Admission Number:

The Admission Number is auto increment.

3.2 Admission date:

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

3.3 Roll Number:

Enter the Roll Number.

3.4 Section:

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

3.5 Register Number:

Enter the register number

3.6 Full Name:

Enter the name of a student.

3.7 In Tamil:

In first box -enter the initial of a student.

In second box-enter the name in Tamil.

Use BAMINI-Font to enter the name in Tamil

3.8 Gender:

Click the type of gender.

3.9 Blood Group:



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

3.10 Date of Birth:

Click the drop-down box , on that select “year-month-date” (format) of a student date of birth.

D.O.B with a 4 character length.

3.11 Medium in HSC:

Click the medium of instruction in HSC.

3.12 Part-I Selected:

Select the part-I language from drop down box , to be chosen by a student.

Select the proper part-I key paper and in its error occur it will raise fault in all mark statements and Nominal roll process.

3.13 Nationality:

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

3.14 Religion and community:

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

3.15 Caste:

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

3.16 Parent / Guardian Name:

Enter the Student Parent / Guardian Name.

3.17 Door No. & Street:

Enter the Door No& Street name.

3.18 Town/ Taluk:

Enter the Town/ Taluk name.

3.19 City/District:

Enter the City/District name.

3.20 State:

Enter the State name.

3.21 Country:

Enter the Country name.

3.22 Pin code:

Enter the Pin code name.

3.23 Phone No.:

Enter the Phone number of a parent / student.

3.24 E-Mail Address:

Enter the email-Id.



3.25 Aadhaar No.:

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

3.26 Boarding Status:

Click the Boarding Status-type of a student.

3.27 Admission Quota:

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

3.28 Mode of admission:

Click the Mode of admission of a student like as regular, lateral, rejoin categories etc.,

3.29 Semester No. Admitted:

It will automatically disable.

For Regular category it will automatically disabled into 1 and for Lateral category it will automatically disabled into 3.

For Rejoin and Transfer category students that you have to enter in a suitable semester box.

3.30 Status:

The student status to be click.

If it is Alive it will be automatically disabled.

If Break and discontinued, the semester no. to be entered in semester column.

4. STAFFS DETAILS

INTRODUCTION

The staff details will be collected for required valuation process and the given login id is used to access the external staffs to enter the marks with suitable subject that you have to select in a board/department.

The staff will be able to handle more than one subject it will be access by a same login id to enter the marks in a web portal.

✓ The both Internal and External staff details to be mentioned here.

4.1Id:

The Staff -Id will be auto incremented.

4.2 Category:

Select the category of the staff will be internal / external.

The category of the staff is very important to examiner-ship process to Q.P Setting, valuation, viva voce etc.,

4.3 Name of Staff:

Enter the Staff name.



4.4 Gender:

Select the type of gender.

4.5 Date of Birth:

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

4.6 Date of Retirement:

On click D.O.R box the month of calendar is appeared, To be select the suitable one. Hint:

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

4.7 Qualification:

Enter the qualification of each respective staff.

4.8 Designation:

Enter the designation of the staff.

4.9 Year of Experience:

Enter the Year of Experience.

4.10 Board /Department:

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

4.11 Institution:

Enter the name of institution.

4.12 Location:

Enter the location of a staff.

Location of the staff is mandatory for travelling allowance.

4.13 Fare (Travelling Allowance):

Enter the Travelling Allowance for above entered location.

It will be vary depends upon their location with a particular distances.

4.14 College Address:

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

4.15 Residential Address:

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

4.16 Preferred Contact:

Select the preferred contact of the staff.

4.17 Preferred Examiner ship for UG:

Select the suitable (or) proper Valuation scheme for UG-programs.



It will carry forward the details to pre-phase exam process.

4.18 Preferred Examiner ship for PG:

Select the suitable (or) proper Valuation scheme for PG-programs.

It will carry forward the details to pre-phase exam process.



4.19 Subject Handling:

It will carry forward the subjects with respective board/ department.

To hold control key and click subjects to be select.

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

4.20 Bank A/C No. :

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

4.21 Bank A/C Name:

Enter the type of Account Name.

4.22 Bank Name:

Enter Name of the Bank.

4.23 Branch:

Enter the Branch Name.

4.24 IFSC Code:

Enter IFSC Code of the bank.

4.25 Login Id:

The Staffs Log-in Id will be Auto-Generated.

Login Id is used to enter the mark in an exam mark entry portal.

It can be also used to multiple subjects handling staff to access their multiple subjects with a single login id.

5. CLASSIFICATION OF NON-LETTER GRADES [ECA CLASSIFICATION]

INTRODUCTION

It is used to assign a result in description value with Non-letter grades.

Click the required result as pass/reappear that you have entered in a description value.

✓ In this classification the following code/ description for the Extra-Curricular Activities.

5.1 Code:

The code is assigned as Auto- increment value.

5.2 Description:

Enter the type of description as you want.

As like:-Absent, Average, Good, Very Good etc.,

5.3 Result:

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



6. CLASSIFICATION OF SEMESTER GRADES

INTRODUCTION

It is used to Assigned a grade value with required grade points and suitable classification with point scale.

✓ In this classification the Grade will be entered correctly , it will carry forward the Grade Points into Semester mark sheet , consolidated mark sheet etc..,

6.1 With Effect From:

Enter the with-effect from /current semester year.

6.2 Mark Range From:

Enter the Range From and Range To Marks.

6.3 Classification:

Enter the mode of classification.

Ex: Outstanding, Excellent, distinction etc..,

6.4 Grade:

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

6.5 Grade Points:

Enter the Grade Points be allotted for each classification.

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

7. CLASSIFICATION OF FINAL GRADES

INTRODUCTION

It is used to assign a CLASSIFICATION from CGPA Range along with First attempt, Arrear, Rejoin category.

✓ In this classification of final grades with different classes to be carry forward the each value into semester, consolidated and suitable mark sheet.

7.1 With Effect From:

Enter the with-effect from year.

7.2 CGPA From:

Enter the “From and To” CGPA points.

7.3 Grade:

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

7.4 Classification: First Attempt:

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

7.5 Classification: Cleared with Arrear:

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



arrears.

7.6 Classification: for Rejoin Categories:

The classification for the CGPA range and those students who are rejoin and clear all the papers.

8. EXAM HALL SETTINGS

INTRODUCTION

It is used to assign the examination halls with a proper dimension with a Galley View.

✓ It is used to allot the Exam-hall for students with seating arrangements.

✓ It will carry forward to print hall ticket with seating arrangement.

8.1 Hall Name:

Enter the hall name.

8.2 Dimension:

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

8.3 Numbering order:

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

8.4 Direction:

Select the suitable direction as straight or curved one.

8.5 Number of Occupants:

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

8.6 Galley View:

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

9. ENTITY SETTINGS

INTRODUCTION

It is used to collect the basic information about the institute with an affiliation board, accreditation were given by other organization.

It can also used to store the valuation fee for the answer script and valuation for both UG and PG.

9.1 Name of the institution:

Enter full name of the institution.

9.2 Affiliation:



Enter the affiliated university.

9.3 Approval:

Enter the institution approved by any other organization.

9.4 Accreditation:

Enter the Accreditation were given by any other organization.

9.5 Address:

Enter the address.

9.6 Location:

Enter the location.

9.7 State:

Enter the state name.

9.8 Pin code:

Enter the Pin code.

9.9 Phone Number:

Enter the Phone Number.

9.10 Fax Number:

Enter the Fax Number.

9.11 Website URL:

Enter the URL of the institution.

9.12 E-mail Address:

Enter the E-mail Address of the institution.

9.13 Password:

Enter the password.

9.14 Year of Established:

The establishment year of institution.

9.15 Registration No. & DATE:

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

9.16 Enrollment Gender:

Select the Enrollment Gender of the institution.

9.17 Category of the Institution:

Select the Category of the Institution.



9.18 Map Student's photo by:

Select the Map Student's photo by Admission Number / Roll Number / Register Number.

9.19 Admission Starting Month:

Enter the starting Month of Admission.

9.20 Name of the Principal:

Enter the Principal Name.

9.21 Name of the COE:

Enter the COE Name.

9.22 Principal's Signature:

Click Change button then select Principal Signature image then "Browse and Submit file."

Select the Principal Signature to be print in a mark statement.

9.23 COE's Signature:

Click Change button then select COE signature image then "Browse and Submit file."

Select the COE signature to be print in a Mark Statement.

9.24 Q.P Setting for UG Programmers:

Enter the Q.P Setting Charges for UG Programmers.

9.25 Q.P Setting for PG Programmers:

Enter the Q.P Setting Charges for PG Programmers.

9.26 Q.P Setting Postal Charges:

Enter the Q.P Setting Charges for Postal.

9.27 Scheme of Valuation per Set:

Enter the scheme of valuation per set.

9.28 Q.P Translation Fee:

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

9.29 UG Theory valuation fee /script:

Enter the UG theory valuation fee.

9.30 PG Theory valuation fee /script:

Enter the PG theory valuation fee.

9.31 Minimum UG valuation fee/day:

Enter Minimum UG valuation fee/day.

9.32 Minimum PG valuation fee/day:

Enter Minimum PG valuation fee/day.



9.33 D.A Rate for staffs from local station:

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

9.34 D.A Rate for staffs from out local station:

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

9.35 T.A Fixed Amount:

Enter the T.A Fixed Amount.

10. GLOBAL SETTINGS

11. INTRODUCTION

It is used to store the overall information of all exam bases with a Grade point and their respective Grade values at decimal places.

✓ It is used to store the temporary mode of each semester period / duration.

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

11.1 Exam Name:

Enter the Exam name.

11.2 Current Exam year:

Enter the current exam year.

11.3 Semester:

Tick the suitable semester period as Odd / Even.

11.4 Term:

Mode of exam as End semester (or) supplementary.

11.5 No. of ACC offered to Students / semester:

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

11.6 Enroll register and arrear subject:

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

11.7 FN Time Table semester-order:

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

11.8 AN Time Table semester-order:

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

11.9 Register order by No. of Right side character:

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

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

If required No. of decimal places can be entered by range as “0 to 2”.

11.11 No. of decimal places required in total marks:

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



11.12 No. of decimal places required in Grade points:

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

11.13 No. of decimal places required in CGPA:

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

11.14 Fast track Examination feature required:

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

11.15 No. of Attempt to carry the internal marks:

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

Otherwise entered ‘0’ (zero) to disabled this feature.

Preferred dummy numbered mark entry feature for theory subjects:

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

11.16 Dummy No. Auto shuffle mode:

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



PRINCIPAL
Nehru Arts and Science College (Autonomous)
Nehru Gardens, Muralayampalayam,
Coimbatore - 641 105.