To

The Principals of the Affiliated Colleges
Anna University Chennai
Chennai – 25.

Sir,


Ref: COE’s Letter to the Principals of the Affiliated Colleges dated 09-11-2012.

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A web portal http://coe1.annauniv.edu has been developed to acquire the non-confidential data pertaining to the colleges and their faculty and the students for the smooth and effective conduct of examinations and publication of results on time. These data will be useful in creating the database about the students admitted into these colleges and the same can be used for the purpose such as registration of core and elective courses.

At present the following modules are ready for use and the Affiliated Colleges have been requested to make use of the same and complete the data entry.

1. **Students’ Profile for UG Students**

   There are 3 screens on this module and all are requested to make the complete entry of all the data required in all the 3 screens. Only, if data are entered in all the three screens for a student the data entry becomes complete. For this you are requested to keep ready the digital copy of the photographs and scanned image of the signatures of the students, and a write up by a student. **The Last date for completing the Students’ Profile in all aspects is 30-11-2012. This data will be used for the generation of Hall Tickets for the first semester examinations to be held in January 2013. After that the web portal pertaining to this application will be frozen. The manual application will not be accepted.**

2. **Profile of a M.S. (by Research)/Ph.D./M.Tech. (by Research)**

   There are 3 screens on this module and all are requested to make the complete entry of all the data required in all the 3 screens. Only, if data are entered in all three the screens for a student the data entry become complete. For this you are requested to
The Candidates who want to register for the January 2012 examinations must enter their profile and register for their course work, provided they have attended classes along with the M.E. students. The last date for the completion of the course work along with entering of the candidates profile is 30-11-2012. The last date for the submission of application that is generated after entering the data through web portal along with the fees to the office of the Controller of examinations is 05-12-2012. After that the web portal pertaining to this application will be frozen. The manual application will not be accepted.

3. Absentees Statement

This is one of the most important tasks useful for the speedy publication of the results. Hence, all Principals/Chief-Superintendents are requested to enter the absentees regularly on all days of examinations without fail. In this context, the following schedule may be followed:

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Date</th>
<th>Last Date to Complete the Entry of Absentees</th>
<th>Last Date to send the Hardcopy of the Attendance</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>16-11-2012</td>
<td>05-12-2012</td>
<td>07-12-2012</td>
</tr>
<tr>
<td>2</td>
<td>01-12-2012</td>
<td>18-12-2012</td>
<td>20-12-2012</td>
</tr>
<tr>
<td>3</td>
<td>16-12-2012</td>
<td>31-12-2012</td>
<td>03-01-2013</td>
</tr>
</tbody>
</table>

All the Principals/Chief-Superintendents are requested to take utmost care to enter the above data and to provide the error free data for the speedy processing of results. The login procedure was already explained in our earlier letter and the same procedure may be followed. As stated earlier, the web portal is completely self explanatory. Reports may be generated for each completed task and the same may be sent to the Office of the Controller of Examinations with a covering letter.

After logging into the web portal the following options may be used to access the above tasks:

1. STUDENT DETAIL
   → PROFILE OF UG STUDENT
   → PROFILE OF Ph.D. STUDENT
The user manual for the usage of the web portal is enclosed for your reference.

For any further clarification on this, you may feel free to contact the office of the Controller of Examinations.

Yours faithfully,

CONTROLLER OF EXAMINATIONS

Encl: User Manual
URL: http://coe1.annauniv.edu/

User Manual - Version 1.0

Anna University, Chennai
Office of the Controller of Examinations
1. **Login Page**

   a) Login using the Institution code and the password given by the office of the COE. Enter the answer to the security question which is generated randomly for every login.

   For Eg: Enter the value 67 for the security question, what is (35+32)?

   b) Click on the Login button.

   The change password screen appears.

2. **Change Password Screen**

   a) Enter the Old Password which is the Password provided by the Office of the COE.

   b) Enter the New Password. The New Password should have a min. of 8 characters. It should be a combination of a Capital letter, a Number and any one of the Special Characters - $,#,@
c) Re-enter the Password to confirm.

d) Enter the answer to the security question which is generated randomly.
   
   For Eg: Enter the value 15 for the security question, what is (21-6)?

e) Click on Change button

f) Login using the New Password.

3. **Home Page**

![Home Page Image]

4. **Student Profile**

![Student Profile Image]

a) **Student Detail -> New Profile**

![New Profile Image]
After entering the Student Basic details the following page will be displayed with the Student Code.

Please click the link, ‘Kindly enter other essential details for this Student with 2 more screens’ to continue with the entry.

The following page will be displayed with two tabs. Enter the details in the BASIC DETAILS tab and then click on ADMISSION & UPLOAD DETIAL tab to enter more details. The fields marked with * are mandatory.
The size of the photo and the signature should be less than 20 kb. Click Update Profile and the profile will be updated successfully.

b) **Student Detail -> Modify Profile**

The profile can be modified / viewed using the Modify Profile option using the Student Code / Register Number as shown below.
5. **Exam Absentees for Current Subject**:

Exam Absentees -> Current Subject

Select the Current Subject from the Exam Absentees menu and the following page will be displayed. Select the Academic Year, Semester, University, Regulation from the lists. Select the Branch and then the Subject from the lists.

The list of Students registered for the Examination will be displayed.

Tick *(if ABSENT)* in the corresponding check box and then click Submit.
6. **Exam Absentees for Arrear Subject:**

   Exam Absentees -> Arrear Subject

Select the Arrear Subject from the Exam Absentees menu and the following page will be displayed. Select the Academic Year, Semester, University, Regulation from the lists. Select the Branch and then the Subject from the lists. The list of Students registered for the Examination will be displayed.

Tick (if ABSENT) in the corresponding check box and then click Submit.
7. **Reports**

1. **Student Profile Reports**: 
   Reports -> Student Report -> UG -> Student Profile

The following list will be displayed. To view the profile of a student as html, Click the option ‘VIEW’. To print the profile of a Student, click the Name of the Student. To generate the profile of all students listed in pdf format, click ‘Bulk report in pdf’.
2. **Student Profile Checklist**
Reports -> Student Report -> UG -> Student Profile Checklist

The following page will be displayed. Select Branch from the list and click ‘Get Checklist’.

![Image](image1.png)

The Checklist will be generated as shown below.

![Image](image2.png)

3. **Abstract**
Reports -> Student Report -> UG -> Abstract

![Image](image3.png)
Select the University and click Get Student. The following page will be displayed. Click the link in Total to view the abstract.

4. **Institution wise Details**
   
   Reports -> Student Report -> UG -> Institution Wise Details

Click the Institution link to view the Profiles of all Students.
5. **Exam Absentees Report → Exam Centre Subject Wise**

Select the Exam Centre Subject Wise option from the Exam Absentees menu. Select the Branch, Semester and Subject from the lists. Click Get Student and the following page will be displayed.

Click View Detailed Report to view the Subject Wise Absentees Details in pdf format.