Dr. MAHALINGAM COLLEGE OF ENGINEERING AND TECHNOLOGY, POLLACHI – 642003

(AN AUTONOMOUS INSTITUTION)

OFFICE OF THE CONTROLLER OF EXAMINATIONS

26.09.2018

MCET/CoE Office/ODD SEM 18-19/CIRCULAR/17

CIRCULAR

Sub: Online Course Registration for the Academic Year 2018 – 19 ODD Semester (I year UG & PG and II year MCA Programmes) – Reg.

In autonomous system the course registration is mandatory for every semester for all the students. In this regard, a module is included in MCETedu software (both mobile application and desktop) for course registration.

Hence, the Head of the departments of I year UG & PG and II year MCA Programmes are requested to instruct the students to register the courses for the academic year 2018 – 19 ODD Semester. The students are requested to select the theory, practical, and one credit courses for the current semester and submit for registration on or before 01.10.2018 (Monday).

The consolidated course registration report will be available in the respective faculty advisor login. All the Head of the departments are requested to submit the approved consolidated course registration report of each section to office of the controller of examinations on or before 04.10.2018 (Thursday).

Note: Before the online registration of courses in the mobile application, the students are requested to update the latest version of MCETedu application in Google play store. The courses submitted for registration by the student cannot be modified.

-Sd-
PRINCIPAL

To: All HoDs (with a request to inform their department students and faculty)

Copy to: MCETedu Team, OBE Team, MCET Office

Copy submitted to: The Director (SA)

The Secretary (for Kind information)

Dr. MAHALINGAM COLLEGE OF ENGINEERING AND TECHNOLOGY, POLLACHI – 642003

(AN AUTONOMOUS INSTITUTION)

OFFICE OF THE CONTROLLER OF EXAMINATIONS

24.09.2018

MCET/ COE OFFICE/ ODD SEM 18-19/ CIRCULAR/ 16

CIRCULAR

SUB: CCET-II for II & III Year B.E. / B.Tech - Chief Superintendent – reg.,

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    The following HoDs are nominated as Chief Superintendent for CCET II of II & III year UG programme students.

Date	Session	Chief Superintendent's Name	Designation and Department
24.09.2018 (Monday)	FN & AN	Dr.R.Venkatasubramani	HoD – CIVIL
25.09.2018 (Tuesday)		Dr.R.Ravindran	HoD – PRODUCTION
26.09.2018 (Wednesday)		Dr. K.Vijayakumar	HoD – MECHATRONICS
27.09.2018 (Thursday)	FN1	Mr. R. Muthusami	HoD - MCA

    The Chief Superintendents are requested to monitor the CCET activities and report to COE office.

CONTROLLER OF THE EXAMINATIONS   **PRINCIPAL**

To: HoDs
Copy to: The Director (SA), The Secretary (for Kind information)

Dr. MAHALINGAM COLLEGE OF ENGINEERING AND TECHNOLOGY, POLLACHI – 642003

(AN AUTONOMOUS INSTITUTION)

OFFICE OF THE CONTROLLER OF EXAMINATIONS

15.09.2018

MCET/CoE Office/ODD SEM 18-19/CIRCULAR/15

CIRCULAR

Sub: UG & PG Programmes–Project Review process -Continuous Internal Assessment Mark Entry – Reg.

For all UG and PG Programmes the project courses (Innovative and Creative Project, mini project, Project work - Phase I & Phase II) three reviews to be conducted in a semester.

After completing each review, the Continuous Internal Assessment (CIA) Marks should be entered in MCETedu by the respective project coordinator.

Courses / Review	Continuous Internal Assessment (CIA) Marks					
	UG		PG			
			MCA		ME	
	Innovative and Creative Project	Project Work	Mini Project	Project Work	Project work– Phase I	Project work– Phase II
Review 1	25	50	25	75	50	75
Review 2	25	50	25	75	50	75
Review 3	25	50	25	75	50	75
Review 4	-	-	-	75	-	75
Total Marks	**75**	**150**	**75**	**300**	**150**	**300**

(The above tables is prepared based on regulations and procedures evaluation & guidelines)

In this regard, HoD's and Programme Coordinators are requested to monitor the review process with their project coordinator(s) and instruct the project coordinator(s) to enter the Continuous Internal Assessment marks as per the above tabulation with in the stipulated time period.

Note:

Now, for the Academic Year 2018-19 OOD semester, the completed review marks entry will be opened in MCETedu from 19.09.2018 to 22.09.2018. The final review marks entry will be completed 3 days before the last lecture day.

CONTROLLER OF EXAMINATIONS   PRINCIPAL

To: All HoDs

Copy to: MCETedu Team, OBE Team, MCET Office

Copy submitted to: The Director (SA)

The Secretary (for Kind information)

Dr. MAHALINGAM COLLEGE OF ENGINEERING AND TECHNOLOGY, POLLACHI – 642003

OFFICE OF THE CONTROLLER OF EXAMINATIONS

11.09.2018

MCET/ COE OFFICE/ ODD SEM 18-19/ CIRCULAR/ 14

CIRCULAR

SUB: CCET-II for II & III Year B.E. / B.Tech Students – reg.,

CCET-II for II & III Year B.E. / B.Tech Students will be conducted as per the following schedule.

S. No	Exam	Degree and Branch	Exam Date	Time
01	**CCET II**	III Year B.E / B.Tech.	**24.09.18 to 26.09.18**	**FN2** : 11.30 am to 01.00 pm **AN2** : 03.30 pm to 05.00 pm
02	**CCET II**	II Year B.E / B.Tech.	**24.09.18 to 26.09.18**	**FN1** : 09.30 am to 11.00 am **AN1** : 01.30 pm to 03.00 pm
03	**CCET II Fast Track Course**	III Year B.E / B.Tech.	**27.09.18**	**FN1** : 09.30 am to 11.00 am

S.No	Description	Due date for submission to CoE office
01.	Hard copy of the Question Papers in sealed cover after OBE coordinator verification.	**19.09.2018 (Wednesday)**
02.	Hard copy of Invigilation Duty	**19.09.2018 (Wednesday)**
03.	Collection of Answer booklets after exam by the faculty	On the day of exam before 5.30pm

- Exam duration: CCET – 01.30 hours.
- No alterations in the invigilation duty shall be entertained without proper approval of HOD in writing (or) from HOD mail.

CONTROLLER OF EXAMINATIONS   PRINCIPAL

To: All HoDs
Copy to: OBE Team, MCETedu,
        Copy submitted to: The Director (SA), The Secretary (for Kind information)

MCET/ COE OFFICE/ ODD SEM 18-19/ CIRCULAR/ 13

CIRCULAR

Sub: Retest for IV year UG Programmes – reg.

 Retest for theory courses of IV Year B.E/B.Tech students is scheduled from **10.09.2018 to 18.09.2018** (03.30 pm to 05.00 pm).

- ➢ Retest will be organized by the departments themselves.
- ➢ The Exam Cell coordinators (ECC) are requested to prepare the booklet requirement details (as per the format attached) and collect the books from CoE office.
- ➢ Attendance sheets (as per the format attached) and unused answer booklets has to be submitted to the CoE office on **22.09.2018**.
- ➢ Retest question papers should be approved by the OBE coordinator and soft copy of question papers will be send to CoE office through mail.
- ➢ Multiple copies of the question paper will be provided by the CoE office if necessary.
- ➢ During the conduction of retest, the programme coordinators are requested to monitor the students discipline and report to the HoD's.
- ➢ Last date for submission of question papers and retest registration details to CoE office is **07.09.2018.**

CONTROLLER OF EXAMINATIONS   **PRINCIPAL**

To: All HoDs

Copy to: OBE Team, MCETedu Team

Copy submitted to: The Director (SA), The Secretary (for Kind information)

Dr. MAHALINGAM COLLEGE OF ENGINEERING AND TECHNOLOGY, POLLACHI – 642003

(AN AUTONOMOUS INSTITUTION)

OFFICE OF THE CONTROLLER OF EXAMINATIONS

31.08.2018

<u>**MCET/ COE OFFICE/ ODD SEM 18-19/ CIRCULAR/ 12**</u>

<u>CIRCULAR</u>

Sub: Internal Squad Members for Practical Cycle Test I– reg.

The following faculty are appointed to act as internal squad members for the Cycle Test I for Practical Courses of IV, III and II Year UG Programmes to be scheduled from 03.09.2018.

DATE OF EXAMINATION	SQUAD I	SQUAD II
03.09.18	Dr. K. N.Vijeyakumar Asso. Prof.,ECE	Dr. K.Thirukumar Asso. Prof.,CSE
04.09.18	Dr. M.Kaliamoorthy Asso. Prof.,EEE	Dr. Karthick Jayaram Asso. Prof.,Auto
05.09.18	Dr. M.Selvakumar Asso. Prof.,Auto	Dr. A.P.Janani Asso. Prof.,IT
10.09.18	Dr. K.Sumathi Asso. Prof.,ECE	Dr. Rama. Thirumurugan Professor, Mech
11.09.18	Dr. K.Selvakumar Asso. Prof.,Auto	Dr. V.K.Sudha Professor, ECE
12.09.18	Dr. A.Noble Mary Juliet Asso. Prof.,CSE	Dr. R.Thangaraj Professor, CIVIL

The above squad are requested to submit a report after the completion of the Examination. The examination schedule may be obtained from the Office of the Controller of Examination on the day of Examinations.

CONTROLLER OF EXAMINATIONS   **PRINCIPAL**

To: Concern squad members
Copy submitted to: The Director (SA), The Secretary (for Kind information)

31.08.2018

<u>MCET/ COE OFFICE/ ODD SEM 18-19/ CIRCULAR/ 11</u>

<u>CIRCULAR</u>

 Sub: Assessment Test 1 for II & III year UG Programmes- CPG division – Reg.,

CPG online Assessment Test 1 conducted by Career Planning and Guidance (CPG) division for II & III year UG Programme students to be scheduled as below.

YEAR	III YEAR	II YEAR
Date(s) of CPG TEST 1	03.09.2018	06.09.2018 & 07.09.2018

In this regard, Programme Coordinators and ECC are requested to coordinate with IAPC team for smooth conduct of online CPG Assessment test.

Regular classes will be conducted on the test day except the test session. The student will appear in online test during the scheduled session and will attend the regular classes.

The CPG and IAPC team are requested to conduct the test in the above schedule and submit the **evaluation report** with **attendance details** to COE office on or before **10.09.2018**.

<u>Encl:</u> Detailed Schedule of the CPG online Assessment test1 for II & III Year UG programmes.

CONTROLLER OF EXAMINATIONS   **PRINCIPAL**

To: All HoDs (with a request to inform their respective students),

CoE office, IAPC, CPG Division

Copy to: All Notice Boards

Copy submitted to: The Director (SA), The Secretary (for Kind information)

Dr. MAHALINGAM COLLEGE OF ENGINEERING AND TECHNOLOGY, POLLACHI – 642003

(AN AUTONOMOUS INSTITUTION)

OFFICE OF THE CONTROLLER OF EXAMINATIONS

29.08.2018

MCET/ COE OFFICE/ ODD SEM 18-19/ CIRCULAR/ 10

CIRCULAR

Sub: Autonomous End Semester Examinations Nov/Dec' 2018 – Remittance of Exam Fee – reg.,

The II, III, IV year B.E/B.Tech programme and II year ME & III year MCA programme students and passed out batch students (for arrear courses) are requested to remit their examination fees for the ensuing Autonomous end semester examination **Nov/Dec' 2018** through online payment mode from MCET website in accordance with the details given below.

Examination fee particulars

S. No	Particulars	Examination fee per course (Regular & Arrear courses)	
		UG	PG
1	Theory / Practical / OCC / CCD	Rs.250/-	Rs.400/-
2	Project Viva voce	Rs.400/-	Rs.600/-
3	Registration and Statement of Fee	Rs.100/-	Rs.100/-

The schedule for the remittance of Examination fees:

Without Fine : **03.09.2018 to 12.09.2018**

With Fine amount of **Rs.100/-** : **13.09.2018 to 16.09.2018**

Online mode payment detail:

- Visit the website link **www.mcet.in/?page_id=8880**
- Your Roll Number will be the reference number to pay online
- Entering your Roll Number then choose the payment method and pay the examination fee.
- **If any failure occurs while paying the fees through online payment, student is requested to contact COE office immediately.**
- **After reporting to the COE Office, the student is advised to wait for 24 hours if any failures occurs in payment, also do not pay again on the same day.**

CONTROLLER OF EXAMINATIONS   PRINCIPAL

To: All HoDs (with a request to inform their respective students),

CoE office, MCET Office

Copy to: All Notice Boards

Copy submitted to: The Director (SA), The Secretary (for Kind information)