

**Guidelines for students to write the End Semester Examinations – NOVEMBER 2021**  
**(Online Mode)**

With reference to the circular issued by Department of Higher Education, Government of Tamil Nadu, Letter No.14595/A2/2021-2 Dated 22.01.2022 and Anna University, Chennai, Letter No.2364/CoE/C10/2022 dated 24.01.2022,

The following guidelines are instructed

1. The Examination timings:

Forenoon Session: 9.30 A.M to 12.30 P.M

Afternoon Session: 02.00 P.M to 5.00 P.M.

2. Students may get ready to write their examination in the take home mode from their place of stay.

3. Students may be ready with all kinds of stationery required for writing the examination such as Cloth line covers (preferably A4 size), Blue/Black pen, pencil, eraser, sharpener, scale, thread, white un-ruled A4 size papers, graph sheets, charts, drawing sheets, Calculator, tools required for engineering drawing, tools required for studio based examination, printout of Annexures and other required stationery well in advance before the commencement of the examination.

4. The Students need to be given the necessary instructions about proper dress code, ID card to be worn, Hall ticket, strong network connection, Desktop / Laptop with a proper camera and to stay connected throughout the examination. The Camera needs to be Switched ON when called for by the squad member or the Invigilator. Any delay in Switching ON the camera would be considered as malpractice.

5. The students must write the examination using Blue or Black pen only and not allowed to type answers and also not allowed to copy and paste the text book images in their answer scripts.

6. Students must fill up ANNEXURE-I for each examination and keep it as the first page of the answer scripts.

7. Students have to write the answers in the A4 size paper on both the sides limited to 30 pages (15 Sheets) excluding the ANNEXURE – I.

8. Students should use thread to tie up the answer script.

9. Register Number, Name of the Student, Subject Code and Name of the Subject shall be written on the top of each page.

10. Date of Examination, Page Number and Signature of the Student should be written on the bottom of each page.

11. The students shall receiving the Question papers and uploading the soft copy of the answer script through Microsoft Teams Apps.
12. The question paper would be shared 5 minutes prior to the examination in the Microsoft teams Link. The Question papers should be available in MS Teams Apps during the examination days from 09.25 A.M for the Forenoon session and 01.55 P.M for the Afternoon session.
13. Students should verify themselves that they have received the correct question paper (Subject Code, Subject Name and Regulations given in the question paper) before start answering.
14. Students are instructed not to leave any pages blank in the Answer scripts. Blank pages, if any, should be struck off using pen. If they find a blank page, the Invigilator may consider the case as a malpractice.
15. Students are requested to verify their Examinations Schedule in our College Website. After completion of the examination, the students will have to scan and is to be converted in to a PDF file with file name: **Register Number\_ Subject Code.pdf**.
16. The converted a PDF file is to be uploaded through MS Teams Apps within **one hour from the time of completion of the examination**. Failing in which it will be treated as absent.
17. Before uploading the scanned answer script, the student will have to show the Answer script on the camera to the Invigilator, the Invigilator would check the answer script by asking the student to show one page and last written page.
18. The total number of pages written by each student and the page number of the sheet verified by the Invigilator are to be recorded.
19. The student shall dispatch by retaining the hard- copies of the answer scripts of the examinations held in one full week (That is examinations completed by week Friday afternoon of the week) to the Principal, of our college at the end of the particular week by Speed Post / Courier Service. Failure to do so shall be treated as being absent for those examinations. The dispatch details of the hardcopies shall also be scanned and mailed to the Department SPOC. The mail ID will be intimated during the examination.
20. The student shall enclose the answer script preferably in a clothe-lined A4-sized cover by pasting the details filled in ANNEXURE- II and Dispatch the sealed cover by Speed Post/ Register Post/ Courier Service addressed to the Principal of our college.

21. If the students face any technical issue, it has to be brought to the notice of the respective Invigilator immediately. Answer scripts submitted beyond the time limit will not be considered for valuation.
22. Submitting more than one copy of answer script for a particular subject shall be considered as a malpractice.
23. The students' handwriting shall be verified with the existing handwriting available with the respective Department and any mismatch in handwriting shall be considered as impersonation.
24. Any deviation of answers given in soft copy with hard copy shall be treated as malpractice.
25. Since the examinations are conducted in take-home mode, **Students should not visit the College to hand over the answer script in person.**
26. Examinations will be conducted in Two Sessions: One Examination in the Forenoon Session and other in the Afternoon Session.

<b>FORENOON SESSION</b>		
<b>Activity</b>	<b>Timings</b>	
Question Paper sharing	09.20.AM	09.25 AM
Time of Examination	09.30 AM	12.30 PM
Uploading Softcopy of the Answer Script	12.30 PM	01.30 PM
<b>AFTERNOON SESSION</b>		
Question Paper sharing	01.50 PM	01.55 PM
Time of Examination	02.00 PM	05.00 PM
Uploading Softcopy of the Answer Script	05.00 PM	06.00 PM

27. Students are requested to verify their Examinations Schedule in our College Website.
28. The cover page of the answer script should be in the format of ANNEXURE – I. The students appearing for the examinations must fill the information in this sheet for each examination and leave the back side of the cover page (ANNEXURE – I) as blank.
29. The Label given in the ANNEXURE –II should be printed, filled and pasted on the cloth lined cover while dispatching the hard copy of the Answer Script to the Principal.

**Note: Details of ANNEXURE – I and ANNEXURE – II are available in our College web site.**

**Controller of Examinations**