

END SEMESTER EXAMINATIONS ODD SEMESTER 2020

Under-Graduate 2018-21;2019-22/Post-Graduate 2019-21

Under-Graduate Batch of 2020-23 and Post-Graduate Batch of 2020-22

INSTRUCTIONS FOR STUDENTS

Due to the continuing prevalence of the COVID-19 pandemic, and based on the directions of the the University of Madras, students of the **first,second and third year** UG 2018-21; 2019-22;2020-23 and PG 2019-21; 2020-22 are hereby informed that they have to take up the End Semester Examinations for the ODD Semester of 2020 in the **online** mode.

The exams will commence on the 11th of January 2021 for the following Batches :

UG 2018-2021;2019-2022 and PG 2019-2021.

The exams will commence on the 23rd of January 2021 for the following Batches :

UG 2020-2023 and PG 2020-2022.

The time table for the exams can be viewed on the college website.

Only those candidates who have registered for the examination by paying the prescribed examination fees are eligible to take up the end semester examination

Kindly note the following instructions:

- The exam will be conducted **ONLY** in the online mode
- The duration of the examination will be 90 minutes.
- Examination will be out of a maximum of 50 marks.
- The questions will be of descriptive type (not multiple choice). The pattern will be similar to the previous semester. More choices will be given in each section.
- There will be two sessions, that is the Forenoon and Afternoon, everyday. Students must check the timetable carefully. Attendance is compulsory for all the papers registered.
- The question paper will be posted in the Whatsapp groups of each class and will be posted in the Google Classroom specified by the department at the time specified.
- The answers must be **written by hand** (on A4 size paper) and the answer script must be scanned and uploaded in PDF format.
- The total number of pages of the PDF file **must not exceed 18 pages**.
- Candidates must write their register number, paper code, page number and signature on the top of every page written.
- Answers must be written only with black or blue pens. They are strictly not allowed to type or copy/paste text material images in their answer scripts.
- The candidates will be given sufficient time to download/view the question paper as well as upload it after writing the answers.
- Differently abled students will be given extra time to submit the answer scripts as per University norms.
- Candidates who face any difficulty in either downloading question papers or uploading the answer scripts must call the HoD and seek her advice on how to proceed.
- Candidates may send a soft copy of their answer script to the department mail ID only after approval from the HoD.
- If the candidate faces any difficulty with regard to sending the answer script she must call the HoD and get approval to send the answer script by e-mail to the institutional e-mail ID of the department. Mails should not be sent to the e-mail ID of any teacher but only to the e-mail ID of the department.

- Students **must retain the original answer script for all sessions on file** and submit the same at college on the dates specified at the end of the examinations. Specific instructions for the same will follow.
- Detailed instructions on the mode of examinations are given below.

GENERAL INSTRUCTIONS FOR STUDENTS

Candidates registered for the ODD Semester 2020 End Semester Examination in the online mode should note the following points and adhere to the rules stated below:

- The examination will be conducted only in the online mode for all students
- **Maximum marks for all UG and PG papers (except MBA) is 50**
- Pattern of Question Paper: similar to previous semesters but with more choice. Descriptive and not multiple choice

FORENOON SESSION TIMINGS:

- Timing for question paper download: 9.30 am to 10.00 am
- Duration of the exam is 90 minutes -10.00 am to 11.30 am
- Time given to upload answer script: 11.31 am to 12.00 noon

AFTERNOON SESSION TIMINGS:

- Timing for question paper download: 01.00 pm to 01.30 pm
- Duration of the exam is 90 minutes - 01.30 pm to 03.00 pm
- Time given to upload answer script: 03.01 pm to 03.30 pm

- Students are requested to strictly adhere to the timings given above.

(A) INSTRUCTIONS FOR TAKING UP THE EXAMINATION

1. The question paper will be made available for download between 9.30 am and 10.00 am of the forenoon session and 01.00pm and 01.30pm for the afternoon session
2. Candidates may access the question paper in the Google classroom specified by the department or alternatively in their class Whatsapp groups where it will be posted by the HoD.
3. All Candidates must send a message to the Whatsapp group that they have received the question paper with the word **DOWNLOADED and their register number**. This will be a confirmation from the student for attending the examination session.

(B) INSTRUCTIONS TO BE FOLLOWED DURING WRITING AND ON UPLOAD

1. Candidates must write the answers by hand on A4 sized paper. Under no circumstance will they be permitted to type the answer or copy-paste images into the answer sheet.
2. Candidates must compulsorily number the pages, and write their register number on every side/sheet used. Total number of pages used must also be given without fail.
3. The candidates must compulsorily write the following details **on the upper corner of each and every page** of the answer script:

- a) Register Number
- b) Paper Code
- c) Page number
- d) Signature of the Candidate

4. Candidates must write the **total number of pages used** on the last page of the of the answer script without fail
5. Students may download any suitable scanning app and practice using it (such as Adobe Scan,Clear scanner, Microsoft Office Lens or Cam Scanner etc.,) onto their devices before the examination.
6. Students are advised to stock up on sufficient A4 size papers, graph papers, accounts sheets etc., before the sessions. They may also make use of the entire space on A4 sheets to minimise the use of pages and to ensure quicker uploads of the PDF copy.
7. Once they complete writing the answers the students must scan each and every page of the answer script and convert it to pdf format. That is, as the picture or image will usually be in jpg format they must convert it to pdf format and upload it to the Google Classroom specified.
8. The PDF file should be a single document with the register number and paper code as the file name.
9. Documents must be scanned in the ascending order. Students are advised to arrange the papers carefully and scan the answer script in the correct order.
10. The PDF file should be named with the Register Number followed by the Paper Code (Format: register number <space> paper code) .
11. The total number of pages of the PDF file **must not exceed 18 pages**
12. Next they **must upload** the scanned pdf document as a single document to the Google Classroom specified by the department.
13. Total number of pages used (mentioned on the last page) must tally with total number uploaded.
14. Once they successfully complete the upload they must send a message to the Whatsapp group with the word **UPLOADED and their register number** to indicate that they have completed the process.This will be a confirmation of their uploading the answer script.
15. Answer scripts must **NOT** be sent to the Whatsapp group under any circumstance.
16. Once the candidates upload the end semester answer script on the Google Classroom, they are forbidden from changing it or altering it in any manner. Any such changes will result in disqualification and withholding of results.
17. Students are advised to thoroughly check if they have written their register number, paper code, page numbers and signatures on every sheet.
18. Candidates can upload a maximum of 18 handwritten sheets.
19. They must complete the uploading process by 12 noon for the forenoon session and 03.30 pm for the afternoon session.
20. In case they find any difficulty in uploading they must call their respective HoD and seek their assistance and direction.
21. Students must ensure that they have the necessary data packs/wifi facility and also adequate power backup during the exams. Network connectivity/power outage issues (if any) must be reported immediately to the HoD without fail.

22. Differently abled students who have prior permission of the University may take extra time as sanctioned to upload their answer scripts.
23. Differently abled students are permitted to make their own arrangements for a scribe.

INSTRUCTIONS FOR ALTERNATE OPTION (ONLY WITH THE PRIOR PERMISSION OF THE HoD FOR EACH SESSION)

1. Candidates who face any difficulty in either downloading question papers or uploading the answer scripts must call the HoD and seek her advice on how to proceed.
2. In case of difficulties faced in uploading the answer scripts, students may send a soft copy of their answer script to the department mail ID only after approval from the HoD.
3. The answer script should be attached and sent as a **single PDF file**. The file name must be the register number and paper code.

IMPORTANT ANNOUNCEMENT

- ❑ Students **MUST RETAIN THE ORIGINAL HANDWRITTEN ANSWER SCRIPT** and submit the same at college on the dates to be specified by the departments. Under no circumstance should the student fail to retain the original answer scripts or discard or alter the answer scripts.
- ❑ **Please visit the college website daily for any updates or further announcements**