ERODE SENGUNTHAR ENGINEERING COLLEGE

PERUNDURAI – ERODE 638057

OFFICE OF THE CONTROLLER OF EXAMINATIONS

INSTRUCTIONS TO THE STUDENTS FOR APRIL/MAY 2021 EXAMINATIONS

GENERAL INSTRUCTION:

These instructions contain details pertaining to various aspects of the Examination you are going to attempt and important instructions about the related matters.

- **Students should appear with Hall ticket for taking Examination Compulsorily**
- The Hall ticket is issued as per the regulations and instructions issued by the COE office. If the student does not comply with the above requirements given in the Hall Ticket, the Examination(s) taken by the student will be treated as cancelled.
- For all the theory Examinations, the students should appear for Examinations from their place of stay.
- Any discrepancies with regard to the spelling of name of the student or the subject for which the students is permitted to the Examination should immediately be brought to the notice of the Controller of Examinations.
- Students should satisfy themselves that they have received the correct question paper before commencing to answer. Students should verify the Subject Code, Subject Name and Regulations given in the question paper.
- Students are instructed not to leave any pages blank in the Answer scripts. Blank pages, if any, should be struck off using a pen.
- Answers must be written legibly in blue/black ink or ball point pen.
- Writing wrong Register Number or subject code in the Answer book will entail summary rejection of the Answer book. If the student gives any special mark or writes anything not related to the Examination, then it will entail summary rejection of Answer book.
- Students will have to produce their hall ticket as and when the University demand it for Verification.

EXAMINATION PATTERN:

The mode of Examination is take home and the duration of the Examination is 3 hours only. The pattern of question paper will be the same as the one that was followed before the COVID-19 pandemic (offline, pen & paper Examination).

The details of Examinations to be conducted are as follows:

i. April/May 2021 Examinations - Current semester Examinations for the students on roll.
ii. Arrear Examinations for ALL UG/PG students (R-2013, R-2017 & R-2019) Except Current first year UG/PG Students.

DEVICE REQUIREMENT:

Students taking up the Examinations shall be ready with a Laptop/Desktop/Mobile phone/Tablet with internet facility to download the question paper (before Examination) and upload the scanned (pdf version) copy of the answer script (after the Examination).

STATIONERIES REQUIRED FOR THE EXAMINATION:

Students should purchase all required stationery such as Cloth lined 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.

METHODOLOGY TO BE FOLLOWED IN THE CONDUCT OF EXAMINATIONS:

- **Students may get ready to write their Examination in the take home mode from their place of stay.**
- **Students should be available in the GOOGLE MEET Link provided by the Exam cell throughout the Exam duration.**
- **Whenever PROCTORS asking students to show Hall ticket and Show your face in VIDEO then He/She should enable video.**
- Students may be ready with all kinds of stationery required for writing the Examination.
- The question paper will be shared by the EXAM CELL in any of the platforms such as Google Classrooms/ E-mail or any other sources created by the COE OFFICE.
- EXAM LINKS will be sent only through registered mail's, so do check your mail, it may appear in any of PROMOTIONS, UPDATES, INBOX Tab.
- Students have to write the answers in the A4 size paper on both the sides limited to 30 pages (15 sheets) excluding Annexure-I.
- Students should use thread to tie up the answer script.
- Students must write the Examinations in blue or black pen and they are not allowed to type the answer in the paper and they are also not permitted to copy & paste the images from books in their answer scripts.
- **Register Number, Name of the Student, Course Code and Course Name shall be written on the TOP of each page**.
- **Date of Examination, Page Number and Signature of the Student should be written on the BOTTOM of each page**.

- The student shall scan** the answer script and convert it as a **PDF file with file name: Register Number-Subject Code.pdf** and upload the answer script

  After writing all the answers to the questions, the following procedure to be carried out for uploading Now SCAN THE DOCUMENT using **Adobe Scanner App

    i. Download the app using this link
       https://play.google.com/store/apps/details?id=com.adobe.scan.android&hl=en_IN&gl=US
    ii. Watch this tutorial, how to use this app https://www.youtube.com/watch?v=2LrED-KQ03s
    iii. DISCLAIMER – scanning of documents to be carried out only in natural lights, don't scan the document in ROOMS or DARK SPOTS. We need clarity in documents for evaluation, if document is not clear or blurred, it will not consider for EVALUATION.
    iv. Using any other forms of app with watermarks will not be consider for EVALUATION.

- UPLOAD the saved pdf in the GOOGLE FORM LINK sent to your mail

- The student has to dispatch the answer script in a cloth lined cover by Speed Post / Registered Post/ Courier Service addressed to the Principal of the respective Institution on the day of Examination itself for the fore-noon session and on the very next day for the afternoon session failing which his/her Examination attempt for that day will be treated as absent. If the next day is Sunday or holiday for Post-Office/Courier Service, then the next working day of the Post-Office/Courier Service shall be the day of dispatch of the answer script to the Principal.

- Separate postal cover should be used for dispatching each answer script.

- The answer scripts of only those students who have uploaded the PDF file within 60 minutes after the Examination and whose answer script is received at the Institution within the prescribed time limit shall be considered for valuation.

- **Submitting more than one copy of answer script for a particular subject shall be considered as malpractice activity. Further, the students' handwriting shall be verified with the existing handwriting available with the office of Controller of Examinations and any mismatch in handwriting shall be considered as impersonation**.

- Since the Examinations are conducted in take-home mode, the students have to attend the Examination only from their place of stay and dispatch their answer scripts by Speed-Post/ Registered-Post/ Courier Service to their respective institutions.

- **Students SHOULD NOT visit the Institution to HAND OVER the answer script in person**.

- For any Examination related queries, the students may contact the respective Department Exam Coordinator

EXAMINATION:

Examinations will be conducted in two sessions: one Examination in the forenoon and the other in the afternoon. The timings are as follows:

FORENOON SESSION		
Activity	Timings	
Receipt of Question Paper	09.30AM	10.00AM
Written Examination	10.00AM	01.00PM
Uploading Softcopy of the Answer Sheet	01.00PM	02.00PM
AFTERNOON SESSION		
Receipt of Question Paper	01.30PM	02.00PM
Written Examination	02.00PM	05.00PM
Uploading Softcopy of the Answer Sheet	05.00PM	06.00PM

COVER PAGE OF THE ANSWER SCRIPT:

The cover page of the answer script should be in the format as in 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.

DISPATCHING OF THE ANSWER SCRIPT:

The Label given in **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:** STUDENTS ARE REQUESTED TO TAKE ENOUGH NUMBER OF PRINTOUT /COPIES OF ANNEXURE –I AND ANNEXURE – II BASED ON NUMBER OF REGULAR AND ARREAR COURSES)

ALL THE STUDENTS ARE REQUESTED TO FOLLOW UP THE
ABOVE INSTRUCTIONS STRICTLY

CONTROLLER OF EXAMINATIONS