14.09.2020

Office of the Controller of Examinations
Guidelines for ONLINE Mode April/September 2020
Examination for Students

- ❖ April 2020 End Semester Examination will be conducted ONLY through ONLINE MODE (Google Meet Platform) from 17th September 2020 to 30th September 2020.
- ❖ **The STUDENTS NEED NOT COME TO COLLEGE FOR WRITING THE EXAMINATION.**
- ❖ **You will have to write only Theory Examination.** There is no Practical Examination.
- ❖ ALL students are instructed to pay April 2020 examination fees, College fees, Hostel fees, Bus fees etc., either at the college office or through online (Link will be available at our College website).
- ❖ **Set yourPhoto in the college Identity card as your email ID DP.** No other DP is allowed.
- ❖ **Your current email id must be changed as follows.** Your Register number followed by your name with initial. This changed email id must be shared with your HoD. **You can enter into google meet only with this changed email id.** Your HoD will share a WhatsApp link as how to do this.
- ❖ On 14th September 2020, detailed department wise examination Time Table along with Google Meet link for conducting the examination will be published on our College website for Students.
- ❖ Students are instructed to keep their Identity cards for Examination.
- ❖ The duration of the examination is TWO HOURS and it is from 2.30 pm to 4.30 pm.
- ❖ The Question paper pattern for UG – Maximum Marks 50
  Section A (5 Qnsx2=10 marks – No choice – One question from each unit)
  Section B (4 Qnsx5=20 marks – Four Questions are to be answered out of Five – One question from each unit)
  Section C (2 Qnsx10=20 marks – Two questions are to be answered out of Four – one question each from first four units)
- ❖ The Question paper pattern for PG – Maximum marks 40/50 marks
  Section A (10 Qnsx1=10 marks – No choice – Two questions from each unit)
  Section B (4 Qns x3/5=12/20 marks – Four Questions are to be answered out of Five – One question from each unit)
  Section C (2 Qnsx9/10=18/20 marks – Two questions are to be answered out of Four – one question each from first four units)

- ❖ For Comprehensive Course, there will be 50 Multiple Choice Questions and it will have a maximum 50 marks.
- ❖ Students should have adequate un-ruled A4 size papers, pen, pencil, eraser etc., for all examination. The students can use Desktop with camera and Mic, Laptop or an Android mobile for taking examination. If you use Laptop or Android mobile it should have been adequately charged before 2 pm. Approximately 2 to 4 GB Internet data pack/day is also essential for each student.
- ❖ Each student can choose a calm place and good internet connectivity for writing the examination.
- ❖ Each student should be ready at 2pm on the day of examination with the corresponding course code Google Meet link open and he/she must enter the link only with video and mic in "ON" position and after verification of each student, the Invigilator will allow the students to enter and remain in the Google meet link for writing the examination.
- ❖ **The video and mic of the student should be kept in "ON" position from 2 pm to 5 pm.Please also ensure that NO INCOMING CALL is coming to the mobile during this three hour time.**
- ❖ **Each student should join the link with one laptop/android mobile. With one device many students will not be allowed to join and write the examination.**
- ❖ The Invigilator shall share the screen containing the details of the FIRST PAGE of ANSWER SCRIPT.

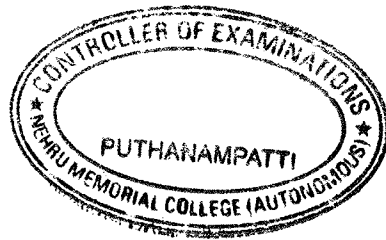| Nehru Memorial College (Autonomous), Puthanampatti - 621007	
Register Number	
Course Title	
Course Code	
Date of Examination	
Name and Signature of the Student	

- ❖ The answers must be written only from the Second sheetonly one side of the A4 size paper and without wasting space.
- ❖ In all pages at the top of the paper each student should write his/her REGISTER NUMBER AND PAGE NUMBER. It is suggested to restrict writing your answers in about 20 pages.

Register Number:	Page Number:

- ❖ **Then the Invigilator shall share the Question Paper in the Screen at 2.30 pm and the students can start writing the examination. Question paper sharing must be stopped at 4.30 pm.**
- ❖ Then, the Invigilator shall ask the students to check whether all the pages are serially numbered and arranged. Now, students can scan (using any standard scanner APP – Adobe scanner/Microsoft Lens) the answer scripts and send the same to the designated email id given by the invigilatorin **PDF format only.**
- ❖ **The soft copy of the answer scripts only will be used for evaluation.** The students shall be given 30 minutes time to scan and send the answer script to the email id. Answer script received beyond 5 pm will not be accepted for evaluation.Your Register number is the FILE Name.

- ❖ Hard copy of the Answer scripts should be sent to The Controller of Examinations, Nehru Memorial College (Autonomous), Puthanampatti – 621007, Trichy Dt. by ordinary post, individually by the student after all examinations are over.
- ❖ If you face any problem during the examination contact the Invigilator, please do not panic.
- ❖ Please look for our college website for periodical updates.
- ❖ The entire TWO hours examination will be recorded by the Invigilator and at the office of the CoE. Therefore, the students are advised not to involve in any kind of MALPRACTICE.
- ❖ If a student has involved in MALPRACTICE and it is proved through reviewing of recorded video, that student'sexamination will be cancelled and further debarred from writing examination for NEXT ONE YEAR without a formal enquiry.
- ❖ A mock examination will be conducted by the HoD/Senior Staff of your department one day prior to the actual date of first (16.09.2020) and second (23.09.2020) batch of examination. You are advised to take necessary training required for attending the examination during that time.

We wish you all good luck and all the very best for successful completion.

Principal

Controller of Examinations

Controller of Examinations
Nehru Memorial College (Autonomous)
Puthanampatti - 621 007
Tiruchirappalli District.