

**OFFICE OF THE CONTROLLER OF EXAMINATIONS
ANNA UNIVERSITY:: CHENNAI - 25**

**INSTRUCTIONS TO THE STUDENTS FOR THE NOVEMBER/DECEMBER 2021
EXAMINATIONS**

IMPORTANT INSTRUCTION:

The data of students such as Register No., Name of the students, email ID, Phone No., and the details of subjects registered by the Students (Regular and Arrear Subjects) to appear for the examinations were provided to all the colleges where the student had finally studied / is studying and the Principals of the Colleges were requested to create a facility in any of the platforms such as Google Classrooms / Microsoft Teams / email or any other sources for the distribution of question paper and the receipt of the softcopy of the Answer Script. In case of closed colleges/autonomous colleges or colleges having only arrear candidates, the change of centre is allotted and hence for students studied in such colleges, the Principals of newly allotted colleges will make facility in any of the platforms such as Google Classrooms / Microsoft Teams / email or any other sources for the distribution of question paper and the receipt of the softcopy of the Answer Script and the hardcopy also should be addressed to the Principal of the new centre. Hence, all the students will be receiving the details of the platform from the Principals of the Colleges in advance. The Students may contact the Principal of the College to get the details, if they do not receive the details. The name of the Contact person of each college is provided in the Student Login of the web portal of the office of the Controller of Examinations, Anna University, Chennai.

GENERAL INSTRUCTIONS:

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

- Students will be provided the Hall ticket for admission to the examination. The Hall Tickets can be downloaded from the official web portal of the office of the Controller of Examinations, that is, from STUDENT LOGIN.
- The Hall ticket is issued as per the regulations and instructions issued by the University from time to time. 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 student is permitted to write the examination should immediately be brought to the notice of the Controller of Examinations of this University.
- 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).

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 may be ready with all kinds of stationery required for writing the examination.
- The question paper will be shared by the Principal of the College in any of the platforms such as Google Classrooms/Microsoft Teams/email or any other sources created by the college.
- Students must fill up ANNEXURE-I for each examination and keep it as the first page of all the answer scripts.
- 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, Subject Code and Name of Subject 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 through one of the platform created by the college within 60 minutes after completing the examination.
- The student shall enclose the answer script preferably in a cloth-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 the respective Institution.
- 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 every Friday afternoon of the week) to the Principal of the College at the end of that particular week by Speed Post / Register 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 Chief-Superintendent for reference and perusal.**

- The answer scripts of only those students who have uploaded the PDF file in Google Classrooms/Microsoft Teams/email or any other sources 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 intake-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.**
- Further, provision is made to the students to view their attendance details in their LOGIN in the office of COE web portal
<https://studentservices.annauniv.edu>
 after 3 full days on uploading the softcopy of the examinations and 10 full days for hard copy from the date of dispatch.
- For any examination related queries, the students may contact the respective colleges.

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 from the College	09.00AM	09.30AM
Time of Examination	09.30AM	12.30PM
Uploading Softcopy of the Answer Sheet	12.30PM	01.30PM
AFTERNOON SESSION		
Receipt of Question Paper from the College	02.00PM	02.30PM
Time of Examination	02.30PM	05.30PM
Uploading Softcopy of the Answer Sheet	05.30PM	06.30PM

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: A flowchart is provided IN THE NEXT PAGE as quick reference for the students appearing for the examinations.

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

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ANNA UNIVERSITY :: CHENNAI – 600025
NOVEMBER/DECEMBER 2021 EXAMINATIONS
INSTRUCTIONS TO STUDENTS

STEP 1: HALL TICKET

Download Hall Ticket – COE Web Portal Students Section

STEP 2: STATIONARY ITEMS

Cloth lined covers, Blue/ Black pen, pencil, eraser, sharpener, scale, white un-ruled A4 size papers, graph sheets, Charts, drawing sheets, Calculator, tools required for engineering drawing, tools required for architecture design, **Printout of annexures** and other required stationery well in advance.

STEP 3: DISTRIBUTION OF QUESTION PAPER

QP will be shared by the college between **09.00 am and 09.30 am for the FN session** and **02.00 pm to 02.30 pm for the AN session** through the platform as given by the college.

STEP 4: DURING EXAMINATION

1. The cover page of the answer script should be in the format as in ANNEXURE-I.
2. Write the answers in the **A4 size paper** on both the sides **limited to 30 pages (15 sheets)** excluding ANNEXURE-I.
3. Register Number, Name of the Student, Subject Code and Name of the Subject and other details shall be written on the top of each page.
4. Date of Examination, Page Number and Signature of the Student should be written on the bottom of each page.
5. Uploading of the softcopy in pdf format of the Answer Script with the name Register Number-SubjectCode.pdf within 60 minutes after completion of the examination.

STEP 5: AFTER EXAMINATION

1. Dispatch the answer scripts by retaining the hard-copies of the answer scripts of the examinations held in one full week (that is examinations completed by every Friday afternoon of the week) in a cloth lined cover by Speed Post / Registered Post/Courier Service addressed to the Principal of the respective Institution.
2. 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.

Students should not visit the Institution to hand over the answer script in person.

ANNEXURE - I



ANNA UNIVERSITY CHENNAI - 25

College Code									
College Name									
Register Number									
Name of the Candidate									
Degree									
Branch						Semester			
Question Paper Code									
Subject Code									
Subject Name									
Date	DD	MM	YY	Session	FN	AN			
No. of Pages used				In words					
All particulars given above by me are verified and found to be correct									
Signature of the Student with date									

For Office Use Only

Instructions to the Candidate: Put Tick mark (✓) for the questions attended in the tick mark column against each question												
PART - A			PART - B & C						Total Marks	Grand Total (in words)		
Question No.	✓	Marks	Question No.	(i) ✓	(i) Marks	(ii) ✓	(ii) Marks	(iii) ✓			(iii) Marks	
1			11	a							Grand Total	
2				b								
3			12	a								
4				b								
5			13	a								
6				b								
7			14	a								
8				b								
9			15	a								
10				b								
			16	a								
				b								
Total												Grand Total
Declaration by the Examiner: Verified that all the questions attended by the student are valued and the total is found to be correct												
Date			Name of the Examiner				Signature of the Examiner					

ANNEXURE - II
ANNA UNIVERSITY :: CHENNAI – 25
END-SEMESTER EXAMINATIONS
NOVEMBER - DECEMBER 2021

Register Number	Name of the Candidate	Programme	Branch of Study	Semester

Sl. No.	Question Paper Code	Subject Code	Date / Session	Sl. No.	Question Paper Code	Subject Code	Date / Session
1				5			
2				6			
3				7			
4				8			

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THE DEAN/ PRINCIPAL

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