

Vellalar College for Women (Autonomous), Erode - 12
End Semester Examinations for Final Year UG and PG Students - 2019- 2020

Modalities of Conducting Final Semester Examinations during COVID – 19 Pandemic Condition

1. Final Semester Theory Examinations for Under-graduate and Post-graduate programmes are scheduled to be held during September 21 – 30, 2020 through online mode.
2. Online examinations will be of descriptive type with the existing approved pattern of question papers.
3. Candidates who have arrears in the final semester papers (previous batches) will be permitted to write the examinations provided they have already registered and submitted the application.
4. The duration of examination is 3 hours between 09.30 AM – 12.30 PM.
5. A mock test will be conducted to the students on September 17, 2020 (Thursday) at 2 pm as a mark of training the students for Online Examination.
 - Dummy Question Paper will be available in your Google Classroom
 - Be ready with any 5 written pages in A4 sheet to scan and upload the same during trial.

Instructions:

1. Download Google Classroom, Google Meet and Office Lens Apps in the mobile (Refer Help Videos sent)
2. Students are informed to join in the respective Google Classroom allotted to them with their domain mail id and download the question paper.
3. Google Meet id will be sent to the students
4. On the day of exam, the students are informed to strictly adhere to the below mentioned timings:
 - 9.15 am - Open Google Classroom
 - 9.20 am - Download the question paper
 - 9.25 am - Join in the Google Meet
 - 9.30 am - Commencement of Examination
 - 12.30 pm - Closure of examination
 - 1.00 pm - Uploading of answer sheet in PDF format in Google Classroom
6. At 9.30 am, the students are instructed to switch on the video till their completion of exam.
7. The answers must be written in A4 Size white sheet on one side only with 15-18 lines on each page with a maximum of 32 pages including the front page. The Subject Code and Page Number have to be written in each page. The page numbering should start only after the front page.

8. The front page of the answer sheet should contain the following information and the answers can be written only from the second page onwards.

Vellalar College for Women (Autonomous), Erode-12

Final Semester Examinations, September 2020

Register No.:

Class :

Subject of the Examination:

Subject Code:

Date of the Examination:

Number of pages written:

Declaration

I hereby declare that I have written my exam genuinely and followed the examination ethics by abiding the rules and regulations put forth by our College.

Name of the Candidate

Signature of the Candidate

9. After completing the exams, the students have to intimate the same to the concerned invigilator in the Google Meet through chat box. After receiving reply from the invigilator, they can take photos of the answer scripts sequentially with any scanner (preferably office lens app) and upload it in the Google Classroom as a single PDF file. The name of the file should be their register number- Subject code (**Example: 17UCS001-16CSUC613**).

10. In case of any difficulty in downloading the question paper and uploading the answer scripts, the students can contact the invigilator in the WhatsApp group.

11. After uploading the pdf file, the student has to write her Register Number in each page and then the hard copy of the answer sheets has to be tied with a thread and sealed in A4 size cover and the same has to be sent to the college daily, through Ordinary post / Registered post / Courier / in person without fail by mentioning the following details on the cover.

By Ordinary Post / Speed Post / Registered Post / Courier / In Person

CONFIDENTIAL MATERIAL

Class: _____, Register No.: _____, Sub. Code: _____, Date: _____

To

The Principal,
Vellalar College for Women (Autonomous)
Thindal Post,
Erode - 638 012

From (Residential Address Only)

Name

Address Line 1

Address Line 2

City.

Mobile No.:

12. The students who have already applied to CoE Section for scribe can make their own arrangement and intimate the same to the respective invigilator daily in the WhatsApp group.

The students who have already requested to CoE Section for extra time are asked to intimate the same to the respective invigilator daily in the WhatsApp group.

Important:

Incase of difficulty in joining the Google Class room, try to logout from all the mail ids kept open and log in only with the domain id.

**The Principal,
Vellalar College for Women (Autonomous),
Erode.**

