

SREE SARASWATHI THYAGARAJA COLLEGE, (Autonomous)

Instructions/Modalities of Conducting Final Semester Examinations – Online Mode

1. End semester theory examinations will be conducted through **ONLINE MODE** for final semester courses for under-graduate (N7 batch), post-graduate (N8 batch) programmes and Certificate Courses during September 23 – 30, 2020.
2. Candidates who have arrears in the final semester papers (for previous batches) will be permitted to write the examinations provided, they have already registered and submitted the applications.
3. Timetable shall be available on the official website of our college.
4. Online examinations will be of MCQ and descriptive type with the existing approved pattern of question papers.
5. The candidates who have registered for the final semester examinations will be permitted to write this exam.
6. Examinations will be held in 'Google classroom'. Every candidate is required to join the 'Google Classroom' portal at least 15 minutes before commencement of examination, i.e., at 09.45am and select the subject code and subject name for downloading / viewing the question paper which is scheduled for that date.
7. The duration of examination is 3 hours between 10.00 AM and 01.00 PM.
8. Question papers can be downloaded / viewed only at 10:00am after refreshing your classroom.
9. Candidates should write the examination in A4 white sheets and mark page number in each page. Candidates are instructed to write their Reg.Number , Subject Name, Subject Code Total No. of written pages in the front page and proper Question Numbers in the answer sheet and don't write their name in the answer book anywhere.
10. Candidates should complete the examination at 01.00 PM.
11. After completion of the examinations, the candidates should scan each written page in an order serially and upload the same in the Google Classroom in **pdf format** with the file name of register number and course code (eg:.N6BMA0001 N6BMA6T51). Uploading portal will be closed at 01:45pm.
12. Students must submit their answer script within the prescribed time
13. Students can submit his/her answer script only once in each course.
14. Students cannot demand for review or modification after submission of the answer script.
15. All candidates are instructed to send the hardcopies of all the written answer sheets to **The Controller of Examinations, STC, Pollachi-107** on each day of the examination by courier or post. **"From address" should have the Student name, Register number and course code (eg: From, K.Rajesh (N6BMA0002, N6BMA6T51), address of the student with mobile number.**
16. In case of any hardship to be faced by the candidates in downloading / viewing the question papers and in uploading the scanned copies of the answer sheets, the candidates are asked to contact examination committee [Helpline numbers: 9688408262, 8220962134].
17. In case of candidates who lack facilities at their places of stay to take up the online examination. Such candidates shall come to the college with prior permission from COE / Principal.

18. In case of non-conduct of practical examinations in the final semester, award the marks based on the marks awarded for the laboratory record works, CIA/Model and submit the same to the Office of the Controller of Examinations.
19. In case of non-conduct of project viva-voce examinations in the final semester, online examinations shall be conducted by the respective departments and the marks shall be sent to the Office of the Controller of Examinations.
20. A mock test will be conducted to the candidates on September 19/09/ 2020 (Saturday) as a mark of training the candidates in Online Examination. This is a compulsory mock test for all candidates.
21. The Heads of the Department/PCs are required to inform the above modalities to all the candidates concerned.

Note: Timings to be followed:

Login time : 09.45am

Question Paper to be download : 10.00am

Answer script to be uploaded upto : 01.45pm

Address for sending hardcopy of the answer script:

The Controller of Examinations

Sree Saraswathi Thyagaraja College (Autonomous)

Pollachi - 642 107

Controller of Examinations