



OFFICE OF THE CONTROLLER OF EXAMINATIONS
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CONTROLLER OF EXAMINATIONS (i/c)

Lr. No. 19707/C12/2020

09.12.2020

To

The Principals of all Non-Autonomous Colleges
Anna University

Sir/Madam,

Sub: Conduct of 'Proctored Online' practical examinations for UG/PG students of
Higher Semesters during November/December UG/PG students – Reg.

Ref: G.O.(Ms).No.640 Revenue and Disaster Management (DM-IV) Department
dated 13.11.2020 received on 30.11.2020.

It is informed that the Government have granted permission, in the reference cited, to conduct the practical and theory semester examinations for Nov/Dec 2020 through 'Proctored online' mode for the currently enrolled UG/PG students of higher semesters.

Accordingly, you are requested to conduct the practical examinations for UG/PG higher semester students from 17.12.2020 to 30.12.2020 for those registered by your institution in this semester. The modalities to be followed for the conduct of the online practical examinations is enclosed herewith. You are requested to get in touch with the Zonal Coordinator/Zonal Officer of your zone for any additional necessary support and clarifications.



17.  09.12.2020
CONTROLLER OF EXAMINATIONS i/c

Encl: G.O.(M.s).No.640 dated 13.11.2020

Copy to: The Zonal Co-ordinators/ Zonal Officers Zone I – XVIII, XX, XXI & XXIII

Procedure for the conduct of University end-semester examinations for practical/laboratory Courses through online proctored mode during the Nov/Dec 2020 examinations

1. The laboratory course examination shall be conducted online through any suitable popular online video communication services.
2. The laboratory examination shall be conducted using the usual procedure of appointing internal and external examiners prescribed by the University.
3. The duration of the examination shall be 3 Hrs.
4. The college principals shall create necessary weblink for the conduct of the online laboratory course examination and publish/post the same in the university web portal along with other necessary details such as list of students' registered, internal examiner appointed, session and date.
5. The college principal shall coordinate with the internal examiners of the laboratory course and communicate the weblink to all the eligible students who have registered for the laboratory examinations.
6. The examination shall be conducted using any suitable open source platform/ scientific software packages/ Simulation software/Modelling tools/ Design software/ IoT enabled/ IoT assisted/ Comprehensive Assessment Method in the online mode.
7. Any suitable open source platform/ scientific software packages/ simulation software/Modelling tools/ Design software can be used for IT/CSE/ Design/ Programming laboratory courses.
8. For courses other than IT/CSE/ programming laboratory, if possible, it is recommended to use any suitable open source platform/ scientific software packages/ Simulation software/Modelling tools/ Design software/ IoT enabled/ IoT assisted approaches for the online laboratory courses examination.

9. If usage of open source platform/ scientific software packages/ Simulation software/Modelling tools/ Design software/ IoT enabled/ IoT assisted approaches is not possible, for certain lab courses, then a comprehensive assessment method as follows may be adopted. The external examiner shall assess the students' performance orally online based on the complete understanding of the lab courses and the particular experiment. The following points shall be taken into account: objectives/ theory/concepts/ laws/ procedure/ design steps/ methods/ techniques/ Algorithms/ methodologies need to be used for the experiment, inference/observations, significant outcome of the experiments, advantages/ disadvantages, Applications, etc.
10. Objective type (MCQ) questions shall be set by the external examiner based on the syllabus of the laboratory course. The MCQ test may be conducted for all the students of the class/college using any open source platform such as Google forms/ Microsoft teams, etc. and the copies of the responses of the same must be forwarded to the concerned Zonal Office.
11. The external examiner shall set the questions based on the prescribed university syllabus jointly with internal examiner for the conduct of the laboratory examinations. The relevant and the usual procedure of the University is to be followed for the conduction of the exams.
12. Students shall use plain A4 sheets for answering the lab examinations questions posed to them.
13. At the end of the laboratory examination, each student has to send the scanned copies of the lab course write-up-answer-sheet to the email IDs of the external examiner and internal examiners. The write-up answer shall contain the Aim, equipment / apparatus/ software / software suites/ hardware/ tools/ components/ accessories required to carry out the experiments, theory/concepts/ laws/procedure/design steps/ methods/ techniques/ Algorithms/ methodologies /calculations, circuit diagrams/ schematic diagrams/ flow chart/ process

diagrams, graph/plot/ model plot/ model graph, tables/model tables, inference/observation and results.

14. The external examiner shall evaluate the scanned copies of the answer sheet of the individual students and award the marks based on the prescribed mark split up given in point 17. The consolidated mark statement of the laboratory course, bearing the details of all the students' those who have attended the online lab examinations must be prepared and signed by the external examiner. The scanned copy of the same must be communicated to the internal examiner. The internal examiner shall enter the marks of the students in the university web portal strictly based on the consolidated mark statement given by the external examiner. Usual procedures are to be followed for Mark entry and for other examination related activities.
15. The scanned copies of the answers sheets and soft copies of the MCQ test documents of all the students of the courses must be forwarded to the zonal office by the examiners and in turn the zonal office shall consolidate all the soft copies of the different lab courses and keep all the files college-wise in a separate folder for each course and submit the same in a CD to the office of the COE for further action.
16. The Zonal Coordinator/Zonal Officer shall appoint Vigilance Squad members for proctoring the laboratory courses. You are advised to inform the internal examiners to permit the Vigilance Squad to log in during the examination period.



17. The evaluation scheme and awarding of marks may be carried out as given below.

Mark split-up

1	Online test (MCQ with 4 options / Objective type questions - 15 Questions- for all the students)	15 marks
2.	Aim, equipment / apparatus/ software / software suites/hardware/tools/ components/ accessories required for carrying out the experiments, theory/concepts/ laws/ procedure/ design steps/methods/techniques/ Algorithms/ methodologies/calculations, circuit diagrams/schematic diagrams/ flow chart/ process diagrams, graph/plot/ model plot/ model graph, tables/model tables, Record/observation books	65 marks
3.	Results/inference /observations	10 marks
4.	Viva-voce	10 marks
		100 marks

Your utmost cooperation and support is requested to complete the scheduled practical examinations of the Nov/Dec 2020 in online mode successfully.



M. [Signature]
09.12.2020
CONTROLLER OF EXAMINATIONS (i/c)
[Handwritten initials]



ABSTRACT

Disaster Management Act, 2005 - COVID 19 - To conduct 'Proctored Online' semester examinations during November/December 2020 for the currently enrolled students of higher semesters of the affiliated Colleges of Anna University and University Departments of Anna University - To conduct the end-semester examinations during March/ April 2021 for the 1st semester students admitted during October 2020 - Permission - Orders - Issued.

REVENUE AND DISASTER MANAGEMENT (DM-IV) DEPARTMENT

GO.(Ms).No.640

Dated:13.11.2020

சார்வரி, ஐப்பசி 28
திருவள்ளூர் ஆண்டு 2051

Read :

1. G.O. (Ms) No.493, Revenue and Disaster Management (D.M.IV) Department, dated 15.09.2020
2. From the Registrar, Anna University, Letter dated 27.10.2020.
3. G.O. (Ms) No.613, Revenue and Disaster Management (D.M.IV) Department, dated 31.10.2020

ORDER:

In the Government Order first read above, permission was accorded to all Universities and the Director of Collegiate Education to conduct final semester examinations for the year 2019-2020 during September 2020 in online mode.

2. In the letter second read above, the Registrar, Anna University has stated that Anna University had successfully conducted the final semester examinations from 24th to 29th September 2020 in the proctored online mode for the terminal semester students. He has stated that it is proposed to conduct similar 'Proctored Online' semester examinations during November/December 2020 (for the currently enrolled students of higher semesters) and March / April 2021 (for the 1st semester students admitted during October 2020) of the affiliated Colleges and University Departments as follows:

1st, 3rd, 5th, 7th semester of B.E. / B.Tech. / B.Arch./ Integrated M.Sc.

2nd, 4th, 6th semesters of B.E. / B.Tech. part-time

9th semester B.Arch. / Integrated M.Sc.

1st and 3rd semester M.E. , M.Tech., M.Sc., MBA, MCA programmes

All the semesters of M.B.A./M.C.A./ M.Sc distance education programmes.

He has also stated that the online examinations will ensure that the students will be writing the examinations using mobile phones/ laptops/ desktops/ tablets from their home in a safe manner. He has therefore requested permission to conduct the End-Semester examination as above during November/ December 2020 for the currently enrolled students of higher semesters and to conduct the end-semester examinations during March/ April 2021 for the 1st semester students admitted during October 2020.

3.The Government after careful examination, decided to accept the request of Registrar, Anna University in para 2 above and hereby permit Anna University,

i) To conduct 'Proctored Online' semester examinations during November/December 2020 for the currently enrolled students of higher semesters of the affiliated Colleges and University Departments as follows:

3rd, 5th, 7th semester of B.E. / B.Tech. / B.Arch. / Integrated M.Sc.

2nd, 4th, 6th semesters of B.E. / B.Tech. part-time

9th semester B.Arch. / Integrated M.Sc.

3rd semester M.E. , M.Tech., M.Sc., MBA, MCA programmes

All the semesters of M.B.A. / M.C.A. / M.Sc distance education programmes.

ii) To conduct the end-semester examinations during March/ April 2021 for the 1st semester students admitted during October 2020.

(By order of the Governor)

K.SHANMUGAM
CHIEF SECRETARY TO GOVERNMENT.

To
The Principal Secretary, Higher Education Department, Chennai-09
The Additional Chief Secretary and Commissioner
of Revenue Administration, Chennai -05
The Vice-Chancellor/ Registrar, Anna University, Chennai-25

The Director of Technical Education, Chennai-25.

Copy to :

The Secretary, University Grants Commission, Bahadur
Shah Zafar Marg New Delhi-110002

The Secretary, All India Council for Technical Education,
Ministry of Human Resource Development, Government of
India, Nelson Mandela Marg, Vasant Kunj,
New Delhi - 110 067

The Personal Assistant to Principal Secretary, Higher Education
Department, Chennai-9.

The Private Secretary to Chief Secretary to Government,
Chennai-9.

The Special PA. to the Hon'ble Minister (Higher Education &
Agriculture), Chennai-9.

The Hon'ble Chief Minister Office, Chennai-9.
Sf/Sc.

/Forwarded By Order/

2eyams
3/11/20
SECTION OFFICER.