



**OFFICE OF THE CONTROLLER OF EXAMINATIONS**  
**ANNA UNIVERSITY**  
CHENNAI – 600 025

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**CONTROLLER OF EXAMINATIONS (i/c)**

Letter No. 19707/C12/2020

16.12.2020

To

The Deans of Regional Campuses /  
The Deans of Constituent Colleges /  
The Principals of the Non-Autonomous Affiliated Colleges

Sir/Madam,

Sub: Office of COE – End-Semester Practical Examinations in online mode –  
Procedure for the conduct of Professional Communication and modalities for  
the conduct of Viva-Voce Examinations for Studio courses of non-  
autonomous affiliated Colleges – Nov./Dec.2020 – Reg.

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

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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 procedure for the conduct of Professional Communication and modalities for the conduct of Viva-Voce Examinations for Studio courses of non-autonomous affiliated Colleges 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.

  
16/12/2020

**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 conducting examination for HS 8581 Professional Communication**

The End Semester examination for the course HS8581 Professional Communication examination shall be conducted in Proctored Online mode based on the guidelines given below:

1. The proctored online examination consists of two parts, the first part is carrying 25 marks which are based on audio and comprehension type, the second part is carrying 75 marks, which is based on Group Discussion, Technical/ Non-Technical Presentation and Personal Interview.
2. The examiners shall follow the usual University Procedures for the conduct and evaluation of the examinations as per the Regulations.
3. The examiners shall conduct the examination for both first and second parts through Proctored Online mode only.
4. The procedure for conducting the first part (25 Marks) as follows:
  - a) The question paper set which comprises of audio and Question paper of Comprehension mode (PDF file) shall be provided by the office of the COE to the Zonal Office, which in turn shall forward the above question paper sets to the concerned Colleges/Examiners.
  - b) The office of the COE shall provide sufficient number of question papers sets to the Zonal Office such that it can be distributed to the colleges according to the student strength.
  - c) The examiners shall forward the soft copy of the question paper to all the students through email / WHATSAPP / any other suitable internet platform as per time schedule drawn and allow the students to answer the questions comprises of the audio and PDF file.
  - d) The students shall answer the questions in a plain A4 paper within the scheduled time and should send the photo/scanned copy of the same to the internal examiners immediately after the completion of the examination. Further, the internal examiner shall consolidate all the answer papers and forward the same to the external examiner for evaluation. Each student must mention his/her particulars such as University Registration Number and other related particulars on each page of the answer sheets without fail.
5. The second part which carries 75 marks shall be conducted as per the guidelines and regulations through any suitable online platform such as

Microsoft team, Google meet, zoom and any other suitable platforms, jointly by the internal and external examiners.

6. The internal/external examiner shall capture snap shots of the students' attendance page and certify the students' attendance in a plain paper. Both the snap shot and certified attendance of the students shall be forwarded to the Zonal Office.
7. The evaluation and awarding of the marks shall be carried out as per the usual University procedures and Regulations.
8. At the end, the internal examiner shall send the soft copies of the students answer sheets and attendance particulars to the concerned Zonal Office, which in turn forward the same in CD/DVD format to the office of the COE for the records and further necessary action.

**Modality for Viva Voce exams for Studio Courses of B.Arch. and M.Arch. of Affiliating institutions, Anna University**

Students will present the work done during the semester to the Examiner in Online mode based on the submission that was made to the institution according to regulations (portfolio/ report, etc.). The students' presentation should be made from the submission that was made to the institution. The institution should use an online platform that will allow student to take control and project from the submission. In case of any circumstance which does not allow the above mode and if a student has connectivity problems at the time slot given to them, their viva can be rescheduled. It is preferable to give minimum of 30 minutes for a student to present their work.

The Online platform should ensure the generation of attendance of those present (some platforms that do not inherently have this feature allow this through browser extensions). Screenshot is to be taken for each student with the video on. The attendance generated and the screenshot would be the basis for the filling up of the attendance sheet by the institution.

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

17.  16/12/2020

**CONTROLLER OF EXAMINATIONS (i/c)**



**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 1<sup>st</sup> 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

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**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 24<sup>th</sup> to 29<sup>th</sup> 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 1<sup>st</sup> semester students admitted during October 2020) of the affiliated Colleges and University Departments as follows:

CS  
ACB  
Dir  
30.11.2020

30/11/2020

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

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

9<sup>th</sup> semester B.Arch. / Integrated M.Sc.

1<sup>st</sup> and 3<sup>rd</sup> 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 1<sup>st</sup> 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:

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

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

9<sup>th</sup> semester B.Arch. / Integrated M.Sc.

3<sup>rd</sup> 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 1<sup>st</sup> 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/**

*2/11/2012*  
*2/11/2012*  
**SECTION OFFICER.**