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

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CONTROLLER OF EXAMINATIONS (i/c)

Letter No.19707/CoE/C10/2021   02-06-2021

To

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

Sir/Madam,

Sub: Anna University – Office of COE – November/December 2020 (Reexamination) and April/May 2021 Examinations – Instructions issued for the Students and the Colleges – Reg.

Ref: 1. G.O. (Ms) 327, Revenue and Disaster Management (DM-IV) Department, dated 22.03.2021.

2. Minutes of the 262nd Meeting of the Syndicate of Anna University, Chennai – 25 held on 19.05.2021.

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Due to the outbreak of COVID-19 pandemic, India, including Tamil Nadu is passing through unprecedented difficult times. As all universities and colleges in Tamil Nadu were, vide Ref.1, directed to conduct classes online from 23.03.2021 onwards with six days working. Also the G.O. in Ref.1 issued by Government of Tamil Nadu instructs that that the semester examination will be an online examination.

It was resolved in the Syndicate, vide Ref.2, to conduct reexam for students those who have appeared for the November/December 2020 examinations conducted during February/March/ April 2021. Further, it was resolved that

"The duration of examination will be 3 hours. The pattern of question paper will be the same as the one that was followed before the COVID-19 pandemic (offline, pen & paper examination) and these examinations shall be conducted following the procedures followed by the other State Universities (Arts and Science Universities) of Tamil Nadu.

The forthcoming April/May 2021 examinations also shall be conducted using the same procedure mentioned above, as a one-time measure, due to the COVID-19 pandemic".

Hence, the said examinations are proposed to be conducted in June/July 2021 and the instructions, in this regard, for the students and the colleges with respect to the conduct of examinations are enclosed. I request you all to follow the instructions scrupulously and help for the success of the examination. Your support and cooperation in this regard is solicited.

Yours sincerely,

02/06/2021

CONTROLLER OF EXAMINATIONS (i/c)

Encl: (1) Instructions to the Students for the November-December 2020 (Reexamination) and April-May 2021 Examinations

(2) Instructions to the colleges for the conduct of examinations of November-December 2020 (Reexamination) and April-May 2021.

Copy to: The Zonal Coordinators / Zonal Officers of all Zones

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

INSTRUCTIONS TO THE STUDENTS FOR THE NOVEMBER/DECEMBER 2020 (REEXAMINATION) AND APRIL/MAY 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 to appear for the examinations were provided to all the colleges where the student had finally studied 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. Hence, all 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 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 and also will be sent to the registered mail ID of the students, available with the office of the Controller of Examinations. .

- 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 students is permitted to 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). The details of examinations to be conducted are as follows:

1. Reexamination for the students who have appeared for the November/December 2020 examinations conducted during February/March/ April 2021 and also for the students who have registered now.
2. April/May 2021 Examinations - Current semester examinations for the students on roll (except for the second semester Post-Graduate Programmes).

MARKS TO BE CONSIDERED IN CASE OF STUDENTS SECURED PASS GRADE IN FEBRUARY 2021 EXAMINATIONS:

Students those who have got pass grade in the February 2021 examinations can also appear for the re-examination, if they are willing to do so. **Best of the two marks (already secured and to be secured) shall be considered.**

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 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 has to dispatch the answer script in a cloth lined cover by Speed Post / Registered Post/ Courier Service addressed to the Principal of the respective Institution on the day of examination itself for the fore-noon session and on the very next day for the afternoon session failing which his/her examination attempt for that day will be treated as absent. If the next day is Sunday or holiday for Post-Office/Courier Service, then the next working day of the Post-Office/Courier Service shall be the day of dispatch of the answer script to the Principal.

➢ Separate postal cover should be used for dispatching each answer script.

➢ 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 in take-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.**

➢ 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
Written 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
Written 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 UP THE ABOVE INSTRUCTIONS STRICTLY.

ANNA UNIVERSITY :: CHENNAI – 600025

NOVEMBER/DECEMBER 2020 (REEXAMINATION) AND APRIL/MAY 2021 EXAMINATIONS

INSTRUCTIONS TO STUDENTS

STEP 1:   HALL TICKET

Download Hall Ticket – COE Web Portal Students Section / Email

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-Subject Code.pdf within 60 minutes after completion of the examination.

STEP 5:   AFTER EXAMINATION

1. Dispatch the answer script in a cloth lined cover by Speed Post / Registered Post/Courier Service addressed to the Principal of the respective Institution on the day of examination.
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		(i) ✓	(i) Marks	(ii) ✓	(ii) Marks	(iii) ✓	(iii) Marks	Grand Total (in words)
Question No.	✓	Marks	Question No.								
1			11	a							
2				b							
3			12	a							
4				b							
5			13	a							
6				b							
7			14	a							
8				b							
9			15	a							
10				b							Grand Total
			16	a							
				b							
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

Question Paper Code						

Degree	UG	PG

ANNA UNIVERSITY :: CHENNAI – 25
END-SEMESTER EXAMINATIONS
NOVEMBER - DECEMBER 2020 / APRIL – MAY 2021

Date of Exam	
Session	FN
	AN

Register Number	Name of the Candidate	Branch Name	Subject Code	Subject Name

To

THE DEAN/ PRINCIPAL

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From

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

INSTRUCTIONS TO THE COLLEGES FOR THE CONDUCT OF EXAMINATIONS OF NOVEMBER/DECEMBER 2020 (REEXAMINATION) AND APRIL/MAY 2021

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 to appear for the examinations were already provided to all the colleges where the Student had finally studied 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, as instructed in the meeting of the Principals of the Colleges with the Zonal Coordinator/Zonal Officer of the concerned Zone. Hence, the Principals are requested to provide the details of the platform to the Students in advance. In case of non-receipt of the details, the Students may be asked to reach the Contact the person of the college to get information.

GENERAL INSTRUCTIONS:

These instructions pertain to various aspects of the examinations that the Non-Autonomous Colleges are going to conduct.

- Students will be provided the Hall ticket for admission to the examination. The Hall Tickets will be sent to the registered mail ID of the Students, available with the office of the Controller of Examinations or it can be downloaded from the official web portal of the office of the Controller of Examinations.

- 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 discrepancy with regard to the spelling of the name of Student or the subject for which the Students is permitted to the examination should immediately be brought to the notice of the Controller of Examinations of this University.

- Students should satisfy themselves, before commencing to answer, that they have received the correct question paper. 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 No. or subject code in the Answer book will entail summary rejection of the Answer book. If Student puts 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. The pattern of question paper will be the same as the one that was followed before the COVID-19 pandemic (offline, pen & paper examination). The details of examinations to be conducted are as follows:

1. Reexamination for the Students who have appeared for the November/ December 2020 examinations conducted during February/March/ April 2021 and also for the students who have registered now.
2. Current semester examinations for the Students on roll (except for the second semester Post-Graduate Programmes) (April/May 2021 Examinations).

MARKS TO BE CONSIDERED IN CASE OF STUDENTS SECURED PASS GRADE IN FEBRUARY 2021 EXAMINATIONS:

Students those who have got pass grade in the February 2021 examinations can also appear for the re-examination, if they are willing to do so. **Best of the two marks (already secured and to be secured) shall be considered.**

DEVICE REQUIREMENT:

Students shall be instructed to make ready a Laptop/Desktop/Mobile phone/Tablet with internet facility to download the question paper (before examination) and upload the scanned copy of the answer script (pdf version – after the examination).

STATIONERIES REQUIRED FOR THE EXAMINATION:

Students shall be instructed to purchase and keep ready 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:

➢ The question paper shall be downloaded from the **INBOX of the Colleges from the Web portal of the office of the Controller of Examinations, Anna University, Chennai,** 60 minutes before the start of the examination, and the correct question paper shall be sent to the Students of their college by the Principal, using any of the platforms such as Google Classrooms/Microsoft Teams/email or any other sources.

➢ 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 shall not be allowed to type the answer in the paper. Further, they shall not be 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 at the bottom of each page.

➢ After completing the examination, the Student shall scan the answer script and convert it as a PDF file with file name: Register Number-Subject Code.pdf.

➢ The Principals are requested to create necessary Student IDs required for the End-Semester Examination in Google Classrooms/Microsoft Teams/email or any other sources practiced during the regular assessments in the college.

➢ The Google Classrooms/ Microsoft Teams/ email / any other sources are to be customized/ configured so that the Students will be able to upload the answer scripts after the examination.

- The college shall provide facility for uploading the answer scripts (by the Student) in any of the platforms such as Google Classrooms/Microsoft Teams/email or any other sources and the same shall be informed to the students well in advance so that the students may not face any issue during uploading.

- The Student shall upload the answer script through Google Classrooms / Microsoft Teams / email or any other sources within the prescribed time limit of ONE hour after the examination as directed by the University.

- The Student shall place the answer script preferably in a cloth-lined A4-sized cover and dispatch the sealed cover by Speed Post / Registered Post / Courier Service addressed to the Principal of the respective Institution.

- For the fore-noon session examinations the answer script shall be dispatched on the same day of the examination by Speed-Post/Registered-Post/Courier Service. For the afternoon session examinations, the answer script shall be dispatched on the same day of the examination or on the very next day. If the next day is Sunday or holiday for Post-Office, then the next working day of the Post-Office/Courier Service shall be the day of dispatch of the answer script. Failure to do so shall be treated as the Student being absent for the examination.

- Separate postal cover should be used for dispatching each answer script.

- The details of the answer scripts received shall be entered by the Institution in the Web Portal of the office of the Controller of Examinations, Anna University, Chennai on day-to-day basis.

- The softcopy of answer scripts shall be collected only using Assignment facility available in the Google Classrooms or Microsoft Teams or by email or any other sources.

- After making the entry of all the details in the web portal, the Attendance sheet for each subject shall be downloaded by the faculty member and submitted to the Principal.

- If the hard copy is not received by the college, then the faculty member shall download, after verifying the details of dispatch of the hardcopy of the answer script by the Student, and print the softcopy of the answer script for evaluation.

- After tallying the attendance, the answer scripts shall be handed over to the Principal. The Zonal Coordinator of the concerned Zone shall collect the answer script bundles along with the attendance sheet.

- The softcopy of the answer scripts of only those Students who have uploaded the PDF file in Google Classrooms/Microsoft Teams/email or any other sources, within the prescribed time limit and whose answer script were received at the Institution within the prescribed time limit shall be considered for valuation.
- Submitting more than one copy of the answer script for a particular subject shall be considered as malpractice. Further, the Students' handwriting shall be verified with the existing handwriting available with the office of Controller of Examinations and any mismatch will be considered as impersonation (malpractice).
- Since the examinations are conducted in take-home Mode, the Students have to attend the examination only from their place (home) and dispatch their answer scripts by Speed-Post/ Registered Post/Courier Service to their respective institutions. **Students should not be entertained to visit the Institution to handover the hard copy of the answer script in person.**
- The softcopy of the answer scripts received from the Students shall be kept under safe custody for future reference.
- The covers used by the Students for dispatching the answer scripts must also be kept under safe custody for future verification.

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
Written 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
Written 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 as in ANNEXURE-I. The Students appearing for the examinations have to fill the information in this sheet for each examination and leave the back side as blank. The hard copy of the answer script received by the college from the Students must contain the first page as given in ANNEXURE-I and the faculty in-charge of receiving the answer scripts shall verify the same.

DISPATCHING OF THE ANSWER SCRIPT:

The Label given in Annexure-II should be printed, filled and pasted on the cover while dispatching the hard copy of the Answer Script. As per the information given in the Label, sorting of the Answer Scripts can be done by the faculty in-charge of receiving the answer scripts.

APPOINTMENT OF CHIEF-SUPERINTENDENT AND OTHER STAFF:

A chief-superintendent and required number of faculty members shall be appointed to take care of the following assignments in the conduct of examination:

a) Creation of facility in any of the platforms such as Google Classrooms/Microsoft Teams/email or any other sources to share the question paper to the students and to receive the softcopy of the answer script from the students.
b) Downloading of the question paper from the INBOX of the web portal of the office of the Controller of Examinations before 60 minutes of the commencement of the examination.
c) Uploading of the correct question paper to the student on the day and session of examination.
d) Verification of the receipt of softcopies and hard copies of the answer scripts.
e) Uploading of attendance in the web portal of the office of the Controller of Examinations and submitting the hard copy of answer scripts with the copy of the attendance to the Zonal Office.

All the Principals are requested to strictly adhere to the above instructions.

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		(i) ✓	(i) Marks	(ii) ✓	(ii) Marks	(iii) ✓	(iii) Marks	Grand Total (in words)
Question No.	✓	Marks	**Question No.**								
1			11	a							
2				b							
3			12	a							
4				b							
5			13	a							
6				b							
7			14	a							
8				b							
9			15	a							
10				b							**Grand Total**
			16	a							
				b							
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

Question Paper Code								Degree	UG	PG

ANNA UNIVERSITY :: CHENNAI – 25
END-SEMESTER EXAMINATIONS
NOVEMBER - DECEMBER 2020 / APRIL – MAY 2021

Date of Exam	
Session	**FN**
	AN

Register Number	Name of the Candidate	Branch Name	Subject Code	Subject Name

To

THE DEAN/ PRINCIPAL

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From

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