



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

Letter No.19707/CoE/C10/2021/1

25-06-2021

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 – Duties and Responsibilities of the Chief-Superintendent and the faculty assigned to monitor the examination – Reg.

Ref: Letter to the Deans/Principals of the Non-Autonomous Colleges No. 19707/CoE/C10/2021 dated 02-06-2021.

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The November-December 2020 (Reexamination) and April-May 2021 Examinations commenced from 21-06-2021. The complete instructions to the colleges have already been circulated, vide ref., and in addition, the duties and responsibilities of the Chief-Superintendent and the faculties appointed for monitoring the examinations in detail are enclosed. The Chief-Superintendent and the faculties appointed for monitoring the examinations are requested to **adhere to their duties and responsibilities scrupulously and help for the success of the examination. It is also requested that the Chief-Superintendent and the faculties assigned to monitor the examination must be present in the college campus during the time of examination to carry out all the examination activities. Your support and cooperation in this regard is solicited.**

Yours sincerely,

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

Encl: As above

**Copy to: The Zonal Coordinators / Zonal Officers of all Zones to instruct all the Chief-Superintendents and the Faculties assigned to adhere to their duties and responsibilities and to monitor their activities**

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**DUTIES AND RESPONSIBILITIES**

**1. CHIEF SUPERINTENDENT**

A Chief-Superintendent shall be appointed for the conduct of examinations of November/December 2020 (reexamination) and April/May 2021 examinations.

- The students are taking their examinations from their place of stay using the platforms such as Google Classrooms/Microsoft Teams/email or any other sources must be made ready by the Chief-Superintendent with the help of the faculty members to upload the question paper to the student and facility must be made to upload the softcopy of the answer script by the student to the college.
- The question paper shall be downloaded 45 minutes before the start of the examination (8.15 AM to 9.00 AM for the Forenoon Session and 01.15 PM to 2.00 PM for the afternoon session) from <https://auexams1.annauniv.edu> **Web portal of the office of the Controller of Examinations, Anna University, Chennai, .**
- To decide and assign on the number of faculty members required for the conduct of examination. One faculty member for a maximum of **60 students** shall be appointed to upload the correct question paper for a course / more than one course.
- The Chief-Superintendent shall make arrangements to upload the correct question paper by the faculty appointed for that purpose.
- Chief Superintendent should make provision for the student to upload his answer scripts.
- Monitor the attendance entry after verifying the softcopy of the answer script, uploading the date and time of receipt of the softcopy of the answer script and receipt of the hardcopy of the answer script by a faculty appointed for this purpose.
- After tallying the attendance, the answer scripts shall be received from the faculty member assigned and same shall be handed over to the Zonal Coordinator of the concerned Zone along with the attendance sheet.

- 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.
- Answer packets are to be sent to the Zonal Offices concerned along with the attendance signed by the Chief-Superintendent and the faculty concerned within the stipulated time.

## **2. FACULTY MEMBER APPOINTED TO MONITOR THE EXAMINATION:**

- A faculty member shall be appointed for a maximum of 60 students to upload the correct question paper for a course / more than one course.
- He/She shall 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 question paper shall be uploaded to each student through any one of the platform made ready for the conduct of end-semester examination.
- Has to verify whether Not-eligible student (Student lacking attendance requirement) is in the given roll.
- After the receipt of the softcopy of the answer script uploaded by the students within one hour after the completion of the examination, the attendance, the date and time of the receipt of the softcopy shall be uploaded in the CoE web portal. Ensure that the attendance entry for the day of examination is completed in the portal before 5 PM for the Forenoon examination and next day 11 AM for the afternoon examination.
- Students were also instructed to send the hardcopy of the answer script by Speed-Post/Registered-Post/Courier Service.
  - 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.
- 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.

After the receipt of the hardcopy, the following shall be verified with the hardcopy:

- The details of examinations appeared by the candidate as in ANNEXURE-I.
- 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 ascertaining the above, the date and time of the hardcopy shall be uploaded in the CoE web portal. After receiving, verifying and uploading the details of all the hard copy of the answer scripts, the answer scripts shall be packed and handed over to the Chief-Superintendents along with the copy of the attendance with the signature of the faculty.

Submitting (i) more than one copy of the answer script for a particular subject and (ii) mismatching in handwritings in the answer script shall be considered as **MALPRACTICE**.

Further, the faculty shall handover the following to the Chief-Superintendent.

- The softcopy of the answer scripts received from the Students under safe custody for future reference.
- The covers used by the Students for dispatching the answer scripts under safe custody for future verification.

**ALL THE ABOVE WORKS SHALL BE ATTENDED IN PERSON BY A FACULTY  
BY PRESENTING HIMSELF/HERSELF AT THE COLLEGE.**

  
**CONTROLLER OF EXAMINATIONS**

  
25/6/2021