



OFFICE OF THE CONTROLLER OF EXAMINATIONS

ANNA UNIVERSITY

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CONTROLLER OF EXAMINATIONS (i/c)

Letter No. 2364/CoE/C10/2022

24-01-2022

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 2021
Examinations – Instructions issued for the Students and the Colleges –
Reg.

Ref: Vice-Chancellor's approval dated 22-01-2022.

Due to the outbreak of COVID-19 pandemic, the whole world, including India, is passing through unprecedented difficult times. As all universities and colleges in Tamil Nadu are closed due to lockdown during summer 2020 (First Wave) and May – August 2021 (Second Wave), the teaching – learning process and research activities have been badly disrupted. The schedule of Terminal Semester examinations has also got disturbed. Presently, in the third wave, the increasing trend of COVID-19 was noticed by the Government with Omicron positive cases and due to that the Government had come out with certain restrictions in order to contain the spread of COVID 19 Omicron variant and decided to conduct the November/December 2021 examinations in online mode, as per the reference cited.

Hence, the said examinations are proposed to be conducted in February/March 2022 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,


24.01.2022

P. 24/1/22

CONTROLLER OF EXAMINATIONS (i/c)

Encl: (1) Instructions to the Students for the November-December 2021 Examinations

(2) Instructions to the colleges for the conduct of examinations of November-December 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 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 (Regular and Arrear Subjects) to appear for the examinations were provided to all the colleges where the student had finally studied / is studying 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. In case of closed colleges/autonomous colleges or colleges having only arrear candidates, the change of centre is allotted and hence for students studied in such colleges, the Principals of newly allotted colleges will make 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 and the hardcopy also should be addressed to the Principal of the new centre. Hence, all the 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 Student Login of 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, that is, from STUDENT LOGIN.
- 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 student is permitted to write 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).

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 must fill up ANNEXURE-I for each examination and keep it as the first page of all the answer scripts.
- 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 shall enclose the answer script preferably in a cloth-lined A4-sized cover by pasting the details filled in ANNEXURE-II and dispatch the sealed cover by Speed Post / Register Post / Courier Service addressed to the Principal of the respective Institution.
- The Student shall dispatch by retaining the hard-copies of the answer scripts of the examinations held in one full week (that is examinations completed by every Friday afternoon of the week) to the Principal of the College at the end of that particular week by Speed Post / Register Post / Courier Service. Failure to do so shall be treated as being absent for those examinations. **The dispatch details of the hardcopies shall also be scanned and mailed to the Chief-Superintendent for reference and perusal.**

- 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 intake-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.**
- Further, provision is made to the students to view their attendance details in their LOGIN in the office of COE web portal
https://student_attdetails.annauniv.edu
 after 3 full days on uploading the softcopy of the examinations and 10 full days for hard copy from the date of dispatch.
- 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
Time of 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
Time of 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 THE ABOVE INSTRUCTIONS STRICTLY.

ANNA UNIVERSITY :: CHENNAI – 600025
NOVEMBER/DECEMBER 2021 EXAMINATIONS
INSTRUCTIONS TO STUDENTS

STEP 1: HALL TICKET

Download Hall Ticket – COE Web Portal Students Section



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-SubjectCode.pdf within 60 minutes after completion of the examination.



STEP 5: AFTER EXAMINATION

1. Dispatch the answer scripts by retaining the hard-copies of the answer scripts of the examinations held in one full week (that is examinations completed by every Friday afternoon of the week) in a cloth lined cover by Speed Post / Registered Post/Courier Service addressed to the Principal of the respective Institution.
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								Grand Total (in words)	
Question No.	✓	Marks	Question No.	(i) ✓	(i) Marks	(ii) ✓	(ii) Marks	(iii) ✓	(iii) Marks	Total Marks		
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								
			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				

ANNEXURE - II
ANNA UNIVERSITY :: CHENNAI – 25
END-SEMESTER EXAMINATIONS
NOVEMBER - DECEMBER 2021

Register Number	Name of the Candidate	Programme	Branch of Study	Semester

Sl. No.	Question Paper Code	Subject Code	Date / Session	Sl. No.	Question Paper Code	Subject Code	Date / Session
1				5			
2				6			
3				7			
4				8			

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
NOVEMBER/DECEMBER 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 (Regular and arrear subjects) to appear for the examinations were already provided to all the colleges 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 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 can be downloaded from the official web portal of the office of the Controller of Examinations using the STUDENT LOGIN.
- 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 Student 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).

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 can be downloaded from the office of the Controller of Examinations, Anna University, Chennai, Web portal 60 minutes before the start of the examination, and the correct question paper shall be sent by Email to the students of their college by the Principal, using any of the

platforms such as Google classroom/Microsoft Teams/Gmail / any other sources practiced during the regular assessments. ***In case, if there is any difficulty in downloading the question paper, the Chief-Superintendent shall contact the Zonal Office or the office of the Controller of Examinations. Under any circumstances, Colleges should not borrow the question paper from other institutions for the conduct of examinations. In case of non-payment of fees by any of the colleges on or before 27.01.2022, the examinations should not be conducted by such colleges.***

- Students must fill up ANNEXURE-I for each examination and keep it as the first page of all the answer scripts.
- 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-SubjectCode.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 practiced during the regular assessments practiced during the regular assessments 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 practiced during the regular assessments

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 practiced during the regular assessments within the prescribed time limit of ONE hour after the examination as directed by the University.
- The Student shall enclose the answer script preferably in a cloth-lined A4-sized cover by pasting the details filled in ANNEXURE-II and dispatch the sealed cover by Speed Post / Register Post / Courier Service addressed to the Principal of the respective Institution.
- The Student shall dispatch by retaining the hard-copies of the answer scripts of the examinations held in one full week (that is examinations completed by every Friday afternoon of the week) to the Principal of the College at the end of that particular week by Speed Post / Register Post / Courier Service. Failure to do so shall be treated as being absent for those examinations.
- **The Principal/Chief-Superintendent shall instruct the students to mail the scanned of the details of the dispatch of the hardcopies for reference and perusal.**
- 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 provided by the college.
- 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 practiced during the regular assessments, 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.
- In case of non-receipt of the hardcopy of the answer script, the college is instructed to verify the dispatch details of the hardcopy and print the softcopy for valuation. In such cases, the college must preserve the details of the dispatch for future reference.

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	
Downloading of Question Paper by the College from COE web portal	08.15AM	09.00AM
Receipt of Question Paper from the College	09.00AM	09.30AM
Time of Examination	09.30AM	12.30PM
Uploading Softcopy of the Answer Sheet	12.30PM	01.30PM

AFTERNOON SESSION		
Downloading of Question Paper by the College from COE web portal	01.15PM	02.00PM
Receipt of Question Paper from the College	02.00PM	02.30PM
Time of 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:

- 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.
- The question paper shall be downloaded from the Web portal of the office of the Controller of Examinations, Anna University, Chennai, 60 minutes before the start of the examination.
- Uploading of the correct question paper to the student on the day and session of examination.
- 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.

DUTIES OF A 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.
- 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.
- 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.

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 affixed at the bottom of each page.

After ascertaining the above, the date and time of the receipt 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.

Submitting more than one copy of the answer script for a particular subject, mismatching in handwritings 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.

- Details of dispatch details of hardcopy, in case of receipt and non-receipt of the hardcopies.

All the above works shall be attended in person by a faculty by presenting himself at the college.

Issues in marking ATTENDANCE:

- In case of wrong markings such as ABSENT instead of PRESENT or vice-versa, the Chief-Superintendents may pass information with correct details to the Zonal Coordinator/Zonal Officer.
- In turn, the Zonal Coordinator/Zonal Officer shall verify the details provided by the college and update the correct information in the web portal.
- Hence, the colleges shall report to the Zonal Coordinator/Zonal Officer within 24 hours from the last minute permitted to the colleges to mark the attendance entry (that is for forenoon session, the colleges are permitted to mark the attendance up to 09.00pm of the same day and for afternoon session, the colleges are permitted to mark the attendance up to 11.00am of the next day), for rectifying the mistakes committed in the attendance entry. That is for forenoon examinations, the reporting time shall be from 09.00pm of the same day of examination to 9.00pm of the next day and for afternoon examinations from 11.00am of the next day to 11.00am of the subsequent day.
- **If the softcopy of the answer script is not received in time, then the student should be marked ABSENT, even though the hardcopy is received by the college.**
- Further, provision is made to the students to view their attendance details in their LOGIN in the office of COE web portal

https://student_attdetails.annauniv.edu

after 3 full days on uploading the softcopy of the examinations and 10 full days for hard copy from the date of dispatch.

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

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								Grand Total (in words)	
Question No.	✓	Marks	Question No.	(i) ✓	(i) Marks	(ii) ✓	(ii) Marks	(iii) ✓	(iii) Marks	Total Marks		
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								
			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				

ANNEXURE - II
ANNA UNIVERSITY :: CHENNAI – 25
END-SEMESTER EXAMINATIONS
NOVEMBER - DECEMBER 2021

Register Number	Name of the Candidate	Programme	Branch of Study	Semester

Sl. No.	Question Paper Code	Subject Code	Date / Session	Sl. No.	Question Paper Code	Subject Code	Date / Session
1				5			
2				6			
3				7			
4				8			

To

THE DEAN/ PRINCIPAL

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From

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