

**Sri Ramakrishna College of Arts and Science (Autonomous)**  
**Coimbatore-641 006**

Office of the Controller of Examinations

**CIRCULAR**

**24.01.2022**

Sub: Modalities for conducting the Online Semester Examinations

- The **Comprehensive Semester Theory Examinations** for **All Undergraduate and Second year Postgraduate students** for the academic year 2021-2022 (Odd Semester) scheduled to be held during **February 02 - 19, 2022** will be conducted Home-Based **Descriptive Written Examination** through **ONLINE MODE**.
- Student Nominal List will be circulated through e-mail and whatsapp group.
- Students are advised to confirm the semester examination date, session and subject details in the semester time table.
- The examination will be conducted for 3 hours.
  - Fore Noon: **10.00 AM – 01.00 PM**.      After Noon: **1.30 PM – 4.30 PM**.
- Online examinations will be descriptive type with the existing approved pattern of question papers.
- Students will **receive the question paper 10 minutes before** the commencement of the examination **through their Google classroom / Whatsapp group** created by Tutor / Subject In-charge.
- After downloading the question paper, the students has to send the message to online invigilators through google meet / whatsapp as “Downloaded <QPCode> <Register Number>” without fail.
- Students are instructed to write the examination only in the A4 size paper. All the pages should be numbered serially. Students are allowed to write maximum of 32 pages.
- After completion of the examination, Students have to **write their register number in top left corner and put their signature in bottom right side of all pages compulsorily**.
- Students have to **write the page number in right side top corner of all pages**.
- Students are advised to write the examination from their home. After completion of the examination, all papers to be scanned in order and to be uploaded the scanned answer script (**single pdf file**) into their google class room within half an hour.

- The pdf file name should consist of student Register number & Subject code. (Eg. 20101001-20BM501).
- All students are asked to **submit / send the hard copies of the written answer sheets to the respective Heads of their Departments** after the completing the semester examinations.
- In first page of the answer script, students are instructed to write the following details without fail.

<b>Sri Ramakrishna College of Arts and Science (Autonomous)</b> <b>Coimbatore-641 006</b> <b>Academic Year: 2021 – 2022 (Odd Semester)</b> <b>Comprehensive Semester Examination – February 2022</b>			
<b>Register Number</b>	:		
<b>Student Name</b>	:		
<b>Name of the Degree</b>	:	<b>Branch</b>	:
<b>Subject Code</b>	:	<b>Subject Name</b>	:
<b>Date and Session</b>	:	<b>No. of pages Written:</b>	

- The examination activities will be monitored by the subject invigilators through Google Meet. The Google Meeting Id will be shared in the WhatsApp group on day before of the examination by the concerned tutor.
- Students are advised to inform the concern tutors if they face any issues without delay. The faculty members are instructed to report the discrepancies to COE immediately.
- The following activities are filed as malpractice cases:
  - Sharing the examination related materials such as Question Paper, Answer scripts and etc., with other students.
  - Uploading any unrelated material
  - Uploading printed material
  - Uploading other student scanned / edited answer script and etc.,

**CONTROLLER OF EXAMINATIONS**

**PRINCIPAL**