UNITED INSTITUTE OF TECHNOLOGY

Periyanaickenpalayam, Coimbatore- 641 020.

EXAM CELL

25.01.2022

CIRCULAR

Dear students,

It is brought to your kind notice that Anna University End Semester Examinations of **November/December 2021** commence from **01.02.2022**. Read the following Instructions properly and in need of any further clarifications, you may contact your **Class Advisor/HOD/Department Exam Coordinator/Exam Cell Coordinator**.

- Students will be provided with the Hall Ticket for admission to the examinations. The Hall Ticket can be downloaded from the **COE web portal student's login** page.
- Students have to produce their Hall Ticket when the University demands for verification.
- For all the theory examinations, the **students should appear from their place of stay.**
- **The mode of examination is take at 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).**
- Students taking up the examinations should be ready with a **Laptop/Desktop/Mobile phone/Tablet with internet facility to download the question paper through Google Class Room** (before examination) and **upload the scanned (pdf version)** copy of the answer script **through Google Class Room** (after the examination).
- Students should purchase all required stationery such as **Cloth lined covers (preferably A4 size),** Blue / Black pen, pencil, eraser, sharpener, scale, thread, gum, single hole punching machine (small), **white un-ruled A4 size papers, graph sheets, charts, drawing sheets**, calculator, tools required for engineering drawing, **Printout of Annexures** and other required stationery well in advance before the commencement of the examination.
- 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 as in the hall ticket.**
- Answers must be written legibly in **blue/black ink or ball point pen.**
- **The cover page (front page) of the answer script should be printed as given in the 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) blank.**
- **Writing wrong Register Number or Subject Code in the Answer Script will entail summary rejection of the Answer Script. If the student gives any special mark or writes anything not related to the examination, then it will entail summary rejection of 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.
- Students have to **write the answers on both the sides of the A4 size paper limited to 30 pages (15 sheets) excluding Annexure-I and additional graph sheets, charts, drawing sheets** if any used.
- **Register Number, Name of the Student, Subject Code and Name of Subject should be written on the top of each page** (**Refer attached answer script format).**

- **Date of Examination, Page Number and Signature of the Student should be written on the bottom of each page (Refer attached answer script format).**
- Students are instructed **not to leave any pages blank in the Answer scripts**. Blank pages, if any, should be struck off using a pen.
- **Students should use only thread to tie up the answer script. Don't staple the answer script.**
- The student should scan the answer script and convert it as a PDF file with file name: **Register Number-Subject Code.pdf** (Example: 714518114002 - ME8605.pdf) and upload the answer script to the Google class room **within 60 minutes** after completing the examination.
- The answer scripts of only those students who have uploaded the PDF file 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.
- **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.**
- The Student should 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 should also be **scanned and uploaded in the Google class room** for reference and perusal.
- Submitting more than one copy of answer script for a particular subject shall be considered as malpractice activity. Further, the student's 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.
- **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.
- 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	**09.00 AM**	**09.30 AM**
Time of Examination	**09.30 AM**	**12.30 PM**
Uploading Softcopy of the Answer Sheet	**12.30 PM**	**01.30 PM**
AFTERNOON SESSION		
Receipt of Question Paper from the College	**02.00 PM**	**02.30 PM**
Time of Examination	**02.30 PM**	**05.30 PM**
Uploading Softcopy of the Answer Sheet	**05.30 PM**	**06.30 PM**

ALL THE STUDENTS ARE REQUESTED TO FOLLOW THE ABOVE MENTIONED INSTRUCTIONS STRICTLY.

PRINCIPAL

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	
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

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 PRINCIPAL

UNITED INSTITUTE OF TECHNOLOGY,

G KOUNDAMPALAYAM,

PERIYANAICKENPALAYAM,

COIMBATORE - 641 020.

From

(Register Number)   **(Name of the Student)**

(Subject Code)   **(Name of the Subject)**

(Date of Examination)   **(Page Number)**   **(Signature of the Student)**

CHECK LIST

Hard Copy of Script:

1. Ensure that you have written: 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.

2. Ensure that you have answered all the questions as per the choice given in the question paper.

3. Ensure that you have written the question numbers properly.

4. Place the Graph Sheet/Semi log Graph Sheet/Polar Plot etc., at the same page of the question number. **(These additional enclosures are not taken into account for the total no. Of pages)**

5. Ensure that about strike out of unused Spaces/Pages.

6. Ensure about the enclosure of Annexure – I and arrange the script page wise and tie with thread.

* AFTER COMPLETING THIS, DO THE SCANNING/PHOTOGRAPHIC WORK.

Soft Copy of Script:

1. Ensure that your softcopy is a PDF FILE.

2. Name the PDF file as: Register Number – Subject Code.pdf

3. Check your softcopy contains all pages same as that of hardcopy.

4. Sit, where you are getting full tower in your hand held device.

5. Upload your softcopy of the script to the corresponding Google Classroom within the stipulated time.