

**ETHIRAJ COLLEGE FOR WOMEN (AUTONOMOUS) CHENNAI-08**  
**END SEMESTER EXAMINATIONS**  
**ODD SEMESTER (JULY-NOVEMBER); ACADEMIC YEAR 2021-2022**

Under-Graduate Batch of 2019-22; 2020-23, 2021-24;

Post-Graduate Batch of 2020-22; and 2021-23

**INSTRUCTIONS FOR STUDENTS**

Due to the continuing prevalence of the COVID-19 pandemic, and based on the instructions of the Higher Education Department, the above-mentioned batches are hereby notified that they have to take up their End Semester Examinations in the **online** mode during the Odd Semester of the Academic Year 2021-2022.

**The exams will commence on 01/02/2022, Tuesday for all Batches of UG and PG (except First MBA and MCA).**

The timetable for the exams can be viewed on the college website ([www.ethirajcollege.edu.in](http://www.ethirajcollege.edu.in))

Only those candidates who are on **the rolls of the college and have registered for the examination by paying the prescribed examination fees** are eligible to take up the End Semester Examination

Kindly note the following instructions:

- The exam will be conducted **ONLY** in the online mode for all students.
- The duration of the examination will be (180 minutes), that is, **Three Hours** each.
- Examination will be out of a maximum of 100 marks. (except for MBA which is 60 marks)
- The questions will be of descriptive type (not multiple choice).
- There will be two sessions, that is the Forenoon and Afternoon, everyday.
- Students are advised to check the timetable carefully and note their sessions.
- Attendance is compulsory for all the papers registered.

**FORENOON SESSION TIMINGS:**

- ★ Timing for question paper download: FROM 09.30 am
- ★ Duration of the exam is 180 minutes: 10.00 am to 01.00 pm
- ★ Time given to upload answer script: 01.00 pm to 02.00 pm.

**AFTERNOON SESSION TIMINGS:**

- ★ Timing for question paper download: FROM 01.30 pm
- ★ Duration of the exam is 180 minutes: 02.00 pm to 05.00 pm
- ★ Time given to upload answer script: 05.00 pm to 06.00 pm

- Students are requested to **strictly adhere** to the timings given above.
- The question paper will be posted in the Whatsapp groups of each class and will also be posted in the Google Classroom (created for the examination) at the specified time.
- The answers must be **written by hand** (on A4 size paper ) and the answer script must be scanned and uploaded in PDF format.

- Candidates must write their register number, paper code, page number and signature on the top of every page written.
- Answers must be written using only black ink or blue ink pens. Typing or copy/paste of text material or images in their answer scripts is not permitted.
- The candidates will be given sufficient time to download/view the question paper as well as upload it after writing the answers.
- Differently-abled students will be given extra time to submit the answer scripts as per University norms.
- Candidates who face any difficulty in either downloading question papers or uploading the answer scripts must call the HoD and seek her advice on how to proceed.
- Candidates may send a soft copy of their answer script to the department mail ID only after prior approval from the HoD.
- If the candidate faces any difficulty with regard to sending the answer script she must call the HoD and get approval to send the answer script by e-mail to the institutional email ID of the department. Mails should not be sent to the email ID of any teacher but only to the email ID of the department.
- Students **must retain the original answer script for all sessions on file** and submit the same at the department on the dates to be later at the end of all papers. Specific instructions for the same will follow.
- Detailed instructions on the mode of examinations are given below.

#### **A. INSTRUCTIONS FOR TAKING UP THE EXAMINATION**

1. The question paper will be made available for download at 09.30 am for the forenoon session and at 01.30 pm for the afternoon session
2. Candidates may access the question paper in the Google classroom specified by the department and alternatively in their class Whatsapp groups where it will be posted by the HoD.
3. All Candidates must send a message to the examination Whatsapp group that they have received the question paper with the word **DOWNLOADED and their Register Number**. This will be a confirmation from the student for attending the examination session

#### **B) INSTRUCTIONS TO BE FOLLOWED DURING WRITING**

1. Candidates must write the answers by hand on A4 sized unruled paper. Under no circumstance will they be permitted to type the answer or copy-paste images into the answer sheet.
2. Candidates must compulsorily number the pages, and write their register number and paper code on every side/sheet used. Total number of pages used must also be given without fail at the end of the document
3. The candidates must compulsorily write the following details **on the upper corner of each and every page** of the answer script:
  - a) Register Number
  - b) Paper Code
  - c) Page number
  - d) Signature of the Candidate

- e) Date of the Exam with session-Forenoon or Afternoon
- Candidates must take care to write only their own **register number** and they must not write their admission numbers or names in the answer script.
  - Candidates must write the **TOTAL NUMBER OF PAGES USED** on the last page of the answer script without fail.
  - Students may download any suitable scanning app and practice using it (such as Adobe Scan, Clear scanner, Microsoft Office Lens or Cam Scanner etc.,) onto their devices before the examination.
  - Students are advised to stock up on sufficient A4 size unruled papers, graph papers, accounts sheets etc., before the sessions. They may also make use of the entire space on A4 sheets to minimize the use of pages and to ensure quicker uploads of the PDF copy.
  - Once they complete writing the answers the students must scan each and every page of the answer script and convert it to pdf format. That is, as the picture or image will usually be in jpg format they must convert it to pdf format and upload it to the Google Classroom specified by the department.

### **C) INSTRUCTIONS TO BE FOLLOWED DURING UPLOAD OF ANSWER SCRIPTS**

- While uploading they **must double check** if they have scanned all the sheets they have written and upload the complete answer script. **PARTICULAR CARE MUST BE TAKEN TO UPLOAD THE CORRECT PDF PERTAINING TO EACH SESSION.** In case the student uploads the wrong answer script pdf the responsibility for the same lies with the candidate entirely and they may be disqualified or their results withheld.
- The PDF file should be a single document with the register number and paper code as the file name.
- Documents (pages) must be scanned in the ascending order. Students are advised to arrange the papers carefully and scan the answer script in the correct order.
- The PDF file should be named with the Register Number followed by the Paper Code (Format: register number <space> paper code)
- Students are advised to thoroughly check if they have written their register number, paper code, page numbers and signatures on every sheet.
- Next they **must upload** the scanned pdf document as **a single document** to the Google Classroom specified by the department.
- If students send multiple files, the file that was sent/uploaded first will be used for evaluation.
- Students should not send any message apart from the message “downloaded” or “uploaded” with their register numbers to the whatsapp groups. No other messaging is permitted in the examination groups.
- Total number of pages used (mentioned on the last page) must tally with the total number uploaded.
- Once they successfully complete the upload they must send a message to the exam Whatsapp group with the word **UPLOADED and their register number** to indicate that they have completed the process. This will be a confirmation of their uploading the answer script.
- Answer scripts must **NOT** be sent to the Whatsapp group under any circumstance.

12. Once the candidates upload the end semester answer script on the Google Classroom, they are forbidden from changing it or altering it in any manner. Any such changes will result in disqualification and withholding of results.
13. They must complete the uploading process by 02.00 pm for the forenoon session and 06.00 pm for the afternoon session, **failing which the candidate will be treated as ABSENT**.
14. In case they find any difficulty in uploading they must call their respective HoD and seek their assistance and direction.
15. Students must ensure that they have the necessary data packs/wifi facility and also adequate power backup during the exams. Network connectivity/power outage issues (if any) must be reported immediately to the HoD without fail. No such reasons may be put forward after the period for uploading is over.
16. Differently-abled students who have prior permission of the University may take extra time as sanctioned to upload their answer scripts. They must inform the department beforehand if they are availing such time extensions. Differently-abled students are permitted to make their own arrangements for a scribe.

#### **D. INSTRUCTIONS FOR ALTERNATE OPTION (ONLY WITH THE PRIOR PERMISSION OF THE HoD FOR EACH SESSION)**

1. Candidates who face any difficulty in either downloading question papers or uploading the answer scripts must call the HoD and seek her advice on how to proceed.
2. If the candidate faces any difficulty with regard to sending the answer script she must call the HoD and get approval to send the answer script by e-mail to the institutional email ID of the department. Mails should not be sent to the email ID of any teacher but only to the email ID of the department.
3. The answer script should be attached and sent as a **single PDF file**. The file name must be the register number of the candidate and the paper code of the exam taken.

#### **E. INSTRUCTIONS FOR REPEAT SEMESTER/RE-DO/LATERAL ENTRY CANDIDATES**

1. Separate instructions are prepared and will be sent to the Arrear Group created especially for such candidates.
2. Question papers will be sent to the registered individual whatsapp numbers of the candidates by the COE
3. They must send the answer script pdf **only to the mail ID** specified by the COE in the instructions. Do not send the answer script pdf by Whatsapp or to individual teachers' mail ID or to the department mail ID.
4. They **must not send** their answer scripts to the Google Classroom.

#### **IMPORTANT ANNOUNCEMENT**

- ★ Students **MUST RETAIN THE ORIGINAL HANDWRITTEN ANSWER SCRIPT** and submit the same at college on the dates to be specified by the departments. Under no circumstance should the student fail to retain the original answer scripts or discard or alter the answer scripts.
- ★ **Please do visit the college website daily for any updates or further announcements**

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