K.L.N. COLLEGE OF ENGINEERING, POTTAPALAYAM – 630 612
(An Autonomous Institution Affiliated to Anna University, Chennai)

OFFICE OF THE CONTROLLER OF EXAMINATIONS

B.E. / B.Tech. / M.B.A. / M.C.A. / M.E. End Semester Examinations

Instruction to the Students (Online Mode)

GENERAL INSTRUCTIONS

1. **Students will have to produce their Hall Ticket at the time of examination to the invigilator for verification.**
2. For all the theory examinations, the students should appear for examinations from their place of stay.
3. **Students should satisfy themselves that they have received the correct question paper before commencing to answer**. **Students should verify the Subject Code, Subject Name given in the question paper.**
4. Students are instructed not to leave any page blank in the Answer scripts. Blank pages, if any, should be struck off using a pen.
5. Answers must be written legibly in blue/black ink or ball point pen.
6. 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.

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, camera and speaker to download the question paper (before examination), upload the scanned (pdf version) copy of the answer script (after the examination), to turn on the camera whenever asked by the invigilator and to respond to the audio instructions given by the invigilator during examination.

STATIONERIES REQUIRED FOR THE EXAMINATION:

Students should purchase all required stationery such as Cloth lined covers (preferably A3 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, **Printout of Cover page (Annexure – I)** 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 in Microsoft Teams.**
- ➢ **Students should attend the examinations through the meeting link provided and they should remain in the meeting for the entire duration of the examination.**
- ➢ **Students shall be monitored by the invigilator.**
- ➢ **While writing the examinations, they should turn on the camera whenever they are asked to do so.**
- ➢ 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 shall be written only in the front page (Annexure – I).**
- ➢ Students shall not write register number/name in any other pages of the answer sheet including graph sheets.
- ➢ **Subject Code and Name of the Subject should be written on the top of each page.**
- ➢ **Date of Examination and Page Number should be written on the bottom of each page.**
- ➢ **Students shall get the signature of the parents in the front page (Annexure – I).**
- ➢ The student shall scan the answer script (including filled in front page - **Annexure-I**) and convert it as a **PDF file with file name: Register Number-Subject Code.pdf** and upload the answer script in Microsoft teams within 60 minutes after completing the examination.
- ➢ The student has to dispatch all the answer scripts of the regular examinations in a cloth lined cover (A3 Cover) by Speed Post / Registered Post / Courier Service addressed to the Principal, K.L.N. College of Engineering, immediately after the regular examinations are over. Similarly, student has to dispatch all the answer scripts of arrear examinations immediately after the completion all of his/her all arrear examinations to the Principal. The postal proof should be shared to the respective class coordinators through Whatsapp / E-mail immediately.
- ➢ Separate postal cover should be used for dispatching regular exam answer scripts and arrear exam answer scripts.
- ➢ **Soft copy of the answer script only is considered for valuation** hence the students should ensure that all the pages of the answer sheets are scanned properly and the answers in the pdf are legible. Students should also ensure that in the scanned copy, all the details entered in first page are also legible.
- ➢ The answer scripts of only those students who have uploaded the PDF file in Microsoft Teams within 60 minutes after the examination **and** whose answer script is

received at the Institution within the prescribed time limit shall only be considered for valuation.

- ➤ Submitting more than one copy of answer script for a particular subject shall be considered as malpractice activity. Deviation in hard copy and soft copy of answers for a subject shall also 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 in handwriting shall be considered as impersonation.

- ➤ Since the examinations are conducted in take-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 the institution. **Students should not visit the Institution to hand over the answer script in person.**

- ➤ For any examination related queries, the students may contact the respective class coordinators.

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. Students should take the print out of the format well before the examination and fill up the cover page during the examination.

EXAMINATION TIMING:

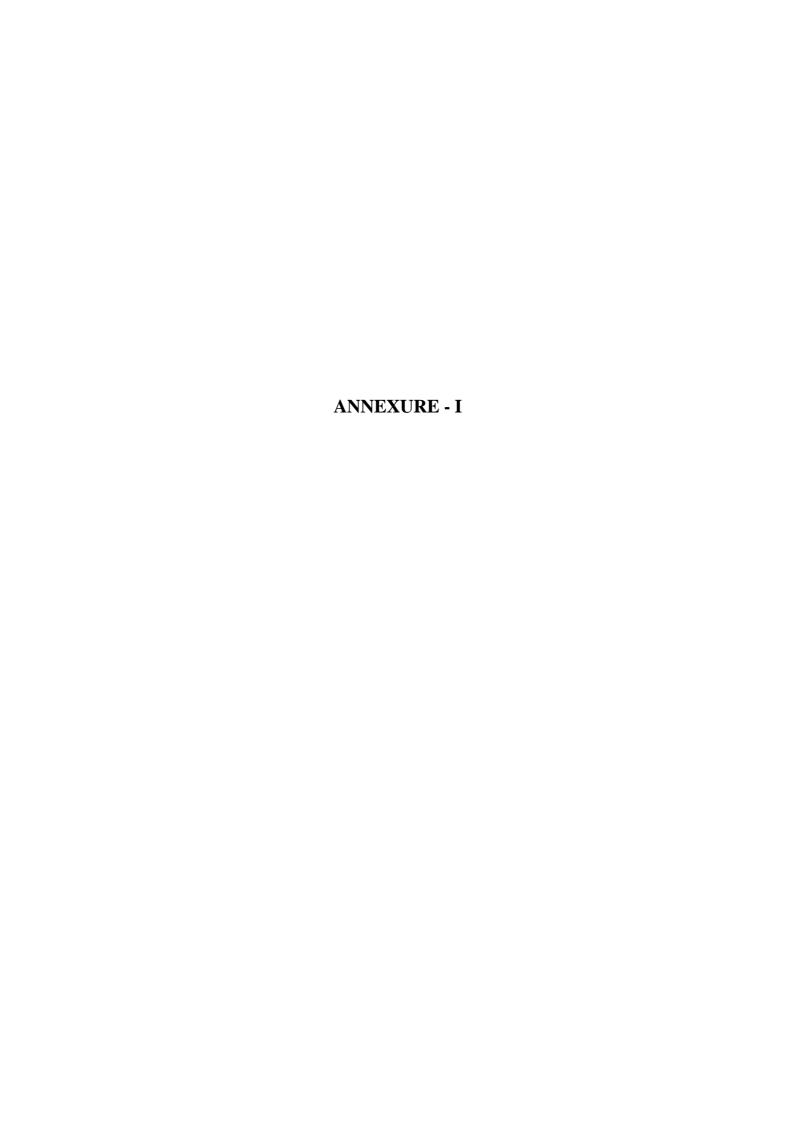|	
Receipt of Question Paper	: 9.45 a.m. to 10 a.m.
Time of Examination	: 10 a.m. to 1 p.m.
Uploading Soft Copy of the Answer Sheet	: 1 p.m. to 2 p.m.

DISPATCH OF ANSWER SHEET:

The cover should contain all the information (filled) as per the format given in Annexure – II.

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

ANNEXURE - I

K.L.N. COLLEGE OF ENGINEERING, POTTAPALAYAM – 630 612
(An Autonomous Institution Affiliated to Anna University, Chennai)

Estd. 1994

(To be filled in by the Candidate)

Register Number	
Degree / Branch	**Semester**
Subject Code	
Subject Title	
Date & Session	Signature of the Student with date
No. of Pages Used	Name and Signature of the Parent with date

Name of the Student in BLOCK LETTERS

Question Paper Code

(For Office Use only)

Do not write the REGISTER NUMBER in any other part of the answer booklet

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(To be filled in by the Candidate)

Date & Session	
Subject Code / Title	
Question Paper Code	**No. of Pages Used**

(For Office Use only)

(To be filled in by the Candidate)

Date & Session	
Subject Code / Title	
Question Paper Code	**No. of Pages Used**

(For Office Use only)

Instruction to the candidate : Put a tick mark (☐) for the questions attended in the tick mark column against question

PART – A			PART – B & C								GRAND TOTAL
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							
Total			16	a							
				b							
			Total								

GRAND TOTAL (in words)

GRAND TOTAL

Name of the Examiner with College Name

Signature of the Examiner with date

Annexure – II

K.L.N. COLLEGE OF ENGINEERING, POTTAPALAYAM – 630 612
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END-SEMESTER EXAMINATIONS NOVEMBER - DECEMBER 2021

Register Number	Name of the Candidate	Branch Name	UG/PG	Regular /Arrear

Date of Examinations	Subject Code	Subject Name	Number of pages written

Total number of Answer Booklets in the cover:

TO

THE PRINCIPAL,

K.L.N. COLLEGE OF ENGINEERING,

POTTAPALAYAM,

SIVAGANGAI DISTRICT – 630 612.

From