

Office of the Controller of Examinations

Ref.: MCET / COE / CIRCULAR / ESE ONLINE MODE / ODD 2021-22 / 44 **27.01.2022**

CIRCULAR

As per the Government Notification vide reference (G.O.(Ms).No.14595/A2/2021-2 dated 22.01.2022 Higher Education (A2) Department, Secretariat, Chennai-9 and Anna University Notification vide reference (Ltr.No.2364/CoE/C10/2022 dated 24.01.2022) permission is accorded to conduct the semester examinations for Nov'/Dec' 2021 through online mode.

Modalities to conduct End-Semester Examinations, Nov'/Dec' 2021

The following has been decided for the conduct of Nov'/Dec' 2021 end semester Examinations of all UG / PG examinations (all Regular and Arrear courses) of **theory courses including professional and open electives of all the Regulations.**

1. The theory examination will be of written type (pen paper mode) in online proctored mode.
2. The duration of online examination shall be for 3 Hours.
3. The Question Paper Pattern as per the respective Regulations.
4. The Passing Requirements and the weightages assigned shall be as per the respective Regulations.

We request all the students to stay at your home and prepare for your examinations, in order to break the COVID-19 Chain. Hope we will unite together and fight against COVID – 19 for a better Nation.

Instructions to the Candidates

GENERAL INSTRUCTIONS:

These instructions contain details pertaining to various aspects of the examination you are going to write and important instructions about the related matters.

- Students should satisfy themselves that they have received the correct question paper before commencing to answer. Students should verify the course code, course 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.
- Answer must be written legibly in Blue / Black ink or ball point pen.
- Writing wrong Roll number or course code in the answer book will lead to rejection of the answer book. If the students give any special mark or writes anything not related to the examination, then it will lead to rejection of answer book.

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 in a single file) copy of the answer script (after the examination). Also for online remote proctoring in Examly portal during the examination.

STATIONERIES REQUIRED FOR THE EXAMINATION:

Students should purchase all required stationery such as cloth lined covers (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 drawing, printout of annexures and other required stationery well in advance before the commencement of the examination.

METHODOLOGY TO BE FOLLOWED IN THE CONDUCT OF EXAMINATION:

Before the Exam:

- The Exam application can be accessed using Laptop / Desktop with webcam / mobile with Chrome browser of version 65+. Don't use any other browsers.
- Online Examination application can be accessed in the **URL <https://exams.mcet.in/>** the user name for login will be your email id and the password will be the one which you have set during account activation.
- Ensure you have the right login id and password, it is advised to login to the platform at least 20 minutes before the scheduled start time of the exam, to avoid the last minute login related issues.
- If you are taking the exam using Laptop / Mobile, ensure the battery is fully charged and arrange for proper power connection as a back-up. Please remember you won't be allowed to move away from your seat once the exam is started.
- Ensure the power connection is backed by UPS / any alternate power option in-case of any failure in electricity.

- If you are taking the exam using Laptop / desktop, have 2 WiFi internet hot spots active, so that if one fails you have the other active connection to which the system can automatically connect.
- Remember that you can't switch the internet connection manually in your system once the exam has started. Hence you configure the back-up connection which can be connected automatically.
- The minimum speed requires for the exam to start is 2Mbps upload speed. Please check and ensure that you have a connection with the required speed.
- Disable all the notifications in your laptop / mobile before the exam is started. In your mobile phone enable call forwarding option by default so that the calls get diverted.
- Disable all the anti-virus software in your mobile / laptop / desktop. Anti-virus software might block some important components of the exam.
- Make sure you are seated comfortably, once the exam is started you are not allowed to move away from the system for any break.
- Make sure you are seated in a well-lit environment, if your face is not clearly visible, it will be consider as a malpractice as per Annexure III.
- Make sure you are seated in a noise free environment, if any human voice heard during the exam, it will be consider as a malpractice as per Annexure III.
- Ensure the wall behind you is plain without any images / portraits / photos and preferably seated in front of a plain wall so that there is no people movement behind you. If any people movement is picked by your web camera, it will be consider as a malpractice as per Annexure III.
- Keep all the required stationary materials in front of your laptop / desktop and not keep at the sides.
- Students have to write the answers in the plain A4 size paper on both the sides limited to 30 Pages (15 Sheets) excluding Annexure –1a & 1b
- Students should use thread to tie up the answer script (**avoid stapling of answer papers**)
- Students must write the examination in **blue or black pen only** 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.
- Roll number, name of the student, course code and name of the course shall be written on the top of each page.
- Date of examination, page number and signature of student should be written on the bottom of each page.
- The student should scan the answer script with Annexure-1a or 1b as a first page and convert it as a PDF file with file name: Roll Number-Course Code.pdf (eg.19BAU001-19AUCN1501.pdf) and upload the answer script through Examly portal within 60 minutes after completing the examination.
- 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 Controller of Examination 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 respective class co-ordinators for reference and perusal

- The answer scripts of only those students who have uploaded the pdf file in ‘Examly’ portal within 60 minutes after the examination and whose answer script is received by the institution within the prescribed time limit shall be considered for valuation.
- Submitting more than one copy of answer script for the particular subject be considered as malpractice activity. Future 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 Controller of Examinations. **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 Department Exam Cell Coordinators.

EXAMINATION:

Examinations Session Timing Details:

FORENOON SESSION		
Activity	Timings	
Receipt of Question Paper from the CoE Office	09.15 AM	09.30 AM
Written 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 CoE Office	02.15 PM	02.30 PM
Written Examination	02.30 PM	05.30 PM
Uploading Softcopy of the Answer Sheet	05.30 PM	06.30 PM

COVER PAGE OF THE ANSWER SCRIPT:

The cover page of the answer script should be in the format as in Annexure-1a or 1b based on your QP pattern as per the regulation. 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-1a or 1b) 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 Controller of Examinations.

Note:

1. Students are instructed to read and follow the online examination process manual.
2. End Semester Examination will be conducted only through “ONLINE MODE” in line with Anna University / DOTE / Higher Education Department - Tamil Nadu.

3. Students are given one Mock / Practice test in the 'Examly' portal for familiarity to use the portal and attend the ESE Proctored Online mode. Mock / Practice test is mandatory for all students.
4. If any student is identified under violation, he/she will be awarded punishment as per the norms.
5. 2016 & 2019 regulations students should download Annexure 1a and 2011 & 2014 regulation students should download Annexure 1b for the cover page of answer script.
6. Students should fill the Annexure (I & II) carefully and clearly without any overwriting.

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

Annexure – 1a

**Dr.MAHALINGAM COLLEGE OF ENGINEERING AND TECHNOLOGY
POLLACHI -642003
(An Autonomous Institution)**

(2016 & 2019 Regulations)

Roll Number	7276		
Name of the Candidate			
Degree			
Branch		Semester	
Question Paper Code			
Course Code			
Course Name			
Date		Session	
No. of Pages used		In words	
All particulars given above by me are verified and found to be correct			
Signature of the Candidate with date			

For Office Use Only

Part - A	Marks	Part – B	Marks	Grand Total (in words)	
1		11	a		
2			b		
3		12	a		
4			b		
5		13	a		Grand Total
6			b		
7		14	a		
8			b		
9		15	a		Verified by:
10			b		
Total (A)		Total (B)			
Declaration by the Examiner: Verified that all the questions attended by the candidate are valued and the total is found to be correct					
Date	Name of the Examiner		Signature of the Examiner		

Annexure – 1b

**Dr.MAHALINGAM COLLEGE OF ENGINEERING AND TECHNOLOGY
POLLACHI -642003
(An Autonomous Institution)
(2011 & 2014 Regulations)**

Roll Number	7276		
Name of the Candidate			
Degree			
Branch		Semester	
Question Paper Code			
Course Code			
Course Name			
Date		Session	
No. of Pages used		In words	
All particulars given above by me are verified and found to be correct			
Signature of the Candidate with date			

For Office Use Only

Part - A	Marks	Part – B	Marks	Part – C	Marks	Grand Total (in words)
1		16		21	a	Grand Total
2					b	
3		17		Part – D		
4				Marks		
5		18		22	a	
6					b	
7		19		23	a	
8					b	
9		20		24	a	
10					b	
11				25	a	
12					b	
13						
14						
15						
Total (A)		Total (B)		Total (C+D)		Verified by:
		Declaration by the Examiner: Verified that all the questions attended by the candidate are valued and the total is found to be correct				
Date			Name of the Examiner	Signature of the Examiner		

Annexure – II

Dr.MAHALINGAM COLLEGE OF ENGINEERING AND TECHNOLOGY:: POLLACHI- 642003
Autonomous End Semester Examinations Nov'/Dec' 2021

Roll Number	Name of the Candidate	Program / Department	Semester

S.No	Date / Session	Course Code	Question Paper Code	Regular / Arrear	S.No	Date / Session	Course Code	Question Paper Code	Regular / Arrear
1					5				
2					6				
3					7				
4					8				

To

The Controller of Examinations
Dr. Mahalingam College of Engineering and Technology,
Udumalai Road, Makkinampatti (PO),
Pollachi – 642003

From

Name / Roll No.: _____
Address: _____ _____
Mobile No: _____

Annexure-III

OFFICE OF THE CONTROLLER OF EXAMINATIONS
GUIDELINES FOR AWARDING PUNISHMENT TO MALPRACTICE CASES OF STUDENTS
DURING THE REMOTELY PROCTORED ONLINE EXAMINATION

S. No.	Nature of Malpractice	Maximum Punishment
1.	Unidentified face in front of camera (first time)	Warning
2.	Irrelevant/unwanted window (first time) Comment in the chat	
3.	Improper dress code	
4.	Not showing the face in the camera	Invalidating the examination of the particular subject attempted by the candidate.
5.	Microphone is muted or low volume	
6.	Reading the questions orally and loudly and speaking irreverently	
7.	Focus changed away from screen (often)	
8.	Unidentified face in front of camera (more than once)	
9.	Candidate using earphones during the exam	
10.	Irrelevant/unwanted comments in the chat box (more than once)	
11.	Candidate speaking to someone on mobile phone to get answers	Invalidating the examinations of the subject concerned and all the theory and practical subjects of the current semester registered by the candidate. If the candidate has registered for arrears subjects only, invalidating the examinations of all the arrears subjects registered by the candidate.
12.	Candidate referring the external sources such as person seated next to the candidate, using books or any other material, web resources or any other means to retrieve the answers.	
13.	More than one face seen in the video for helping the candidate.	
14.	Candidate along with the other people collectively discussing to arrive at the answers	
15.	Getting help from the external sources through phone call or from neighbours (seen in the video or unseen) but the voice recorded.	
16.	Vulgar/ offensive writings by the candidate in the chat box.	
17.	Uttering vulgar/ offensive words by the candidate.	

18.	Using additional device electronic gadgets) to facilitate malpractice	
19.	Involved in any one or more malpractice and awarded punishment(s) in the earlier semester examinations.	Invalidating the examinations of the subject concerned and all the theory and practical subjects of the current semester and all the arrears subjects registered by the candidate.
		<p>Additional Punishment:</p> <p>If the candidate has not completed the programme, he/she is debarred from continuing his/her studies for one year i.e., for two subsequent semesters. However, the candidate is permitted to appear for the examination in all the arrears subjects during the debarred period. If the candidate has completed the programme, he/she is prevented from writing the examinations of the arrears subjects for two subsequent semesters</p>
20.	Cases of Impersonation	<p>i. Invalidating the examinations of the subject concerned and all the theory and practical subjects of the current semester registered by the candidate. If the candidate has registered for arrears subjects only, invalidating the examinations of all the arrears-subjects registered by the candidate.</p> <p>ii. <u>Additional Punishment:</u> Handing over the impersonator to the police with a complaint by the Principal to take appropriate action against the person involved in the impersonation. If a student of this University is found to impersonate a 'bonafide student', the impersonating student is debarred from continuing his/her studies and writing the examinations permanently. He/ She is not eligible for any further admission to any programme of the University.</p> <p>Permanently debarring the 'bonafide student', for whom the</p>

		impersonation was done, from continuing his/her studies and from writing the examinations. He/ She is not eligible for further admission to any programme of the University.
21	General Recommendations	If any other type of malpractice reported, the enquiry committee is authorized to recommend appropriate punishment.