

OFFICE OF THE CONTROLLER OF EXAMINATIONS

**Guidelines and Procedure for CCET through online mode (for Staff members)**

13.08.2021

- **ECC Members are requested to Collect the Question Papers and Upload the Question Papers in MS Form as schedule given to the Students.**
- **Separate email id should be given for each Department, the respective ECC Members shall upload the Question paper before the start of Examination and download the answer scripts after the completion of Examination .**
- **The individual faculty member e-mail id should not used for upload for download the answer script.**
- **Attendance for each session should be Monitored and Consolidated attendance report should be sent to exam cell mail id on day the day of Examination as per the below format.**

S:No	Date/Session	Course code / Course Name	Registered Candidates	Presents	AB (Roll No)

- **ECC Members are requested to verify the answer Scripts submitted by the students against the number of students appeared for Examination and send the soft copy of answer scripts to the course handling Faculty on the day of examination(before evening).**
- **The course handling Faculty members are requested to verify the answer scripts against the total number of students appeared for the Examination**
- **The course handling Faculty are requested to correct the answer script within 5 days and they have to enter the marks in MCET EDU-Web version before the last date.**