



ADDITIONAL CONTROLLER OF EXAMINATIONS
(UNIVERSITY DEPARTMENTS)

Bicentennial Building

ANNA UNIVERSITY, CHENNAI-600025



**DESCRIPTIVE TYPE ON-LINE UG/PG (FT/PT)
REGULAR/ ARREAR END SEMESTER
EXAMINATION**

OF JULY – DEC 2021 SESSION

TO BE CONDUCTED IN FEB 2022

INSTRUCTIONS TO CANDIDATES

UG(FT/PT) /PG (FT/PT) REGULAR/ARREAR

**END SEMSTER EXAMINATION
(R2015, R2017, R2018 (RUSA) and R2019)**

JULY-DEC 2021 SESSION

JANUARY 2022

ADDITIONAL CONTROLLER OF EXAMINATIONS

**(UNIVERSITY DEPARTMENTS)
ANNA UNIVERSITY, CHENNAI-25**

THIS INFORMATION BOOKLET PERTAINS TO THE FOLLOWING EXAMINATIONS:

Regular candidates (on roll) of 3,5,7,9 semesters all UG (FT/PT) programs of four campuses viz. CEG, MIT, AC Tech and SAP.

Regular candidates (on roll) of 3,5,7,9 semesters all PG (FT/PT) programs of four campuses viz. CEG, MIT, AC Tech and SAP.

Arrear examination of all semesters (2015, 2018 (RUSA) and 2019 regulations) of all UG (FT) & PG (FT/PT) programs of four campuses viz. CEG, MIT, AC Tech and SAP.

REGISTRATION FOR

**DESCRIPTIVE TYPE ON-LINE UG/PG (FT/PT)
REGULAR/ ARREAR END SEMESTER EXAMINATION**

**OF JULY- DEC 2021 SESSION
TO BE CONDUCTED IN FEBRUARY 2022
CAN BE DONE BETWEEN**

**12 NOON 24.01.2022 (MONDAY) TO
5.00 P.M 29.01.2022 (SATURDAY)**

**All the current UG/PG (Full Time & Part Time)
students are registered already in MICROSOFT
TEAMS SOFTWARE. They need to pay the
examination fee.**

**ACOE-UDs will arrange to register the arrear students
in MICROSOFT TEAMS SOFTWARE. They need to
register and pay the examination fee.**

**Students registering for arrear examination should
install MICROSOFT TEAMS SOFTWARE in their
laptop/desktop/smart phone.**

**ONLY REGISTERED STUDENTS WILL BE ALLOWED
TO WRITE EXAMINATION**

The time table for UG /PG (FT/PT) regular/ arrear examination will be displayed in the website of ACOE - UDs:

<https://acoe.annauniv.edu>

The arrear time table will be scheduled based on the registration only.

Publication of Time Table

Regular UG (FT) subjects (3,5,7,9 semesters): 22.01.2022

Arrear UG (FT) subjects (2,4,6,8,10 semesters): 30.01.2022

Regular PG (FT/PT) subjects (3,5,7,9 semesters): 27.01.2022

Arrear PG (FT/PT) subjects (2,4,6,8,10 semesters): 30.01.2022

Regular/ Arrear UG (PT) subjects: 28.02.2022

Registered candidates need to upload the answer scripts in MICROSOFT TEAMS within 60 minutes after the end of examinations and send hard copy by post to the concerned DCOEs office address.

Candidate who have not, “viewed “ in TEAMS and who have not uploaded the answer script within stipulated time will be treated as “ABSENT”

Note: For any query, Candidates make contact the concerned DCOE's office.

The arrear examinations in respect of subjects of all semester of (R2015) except 7th semester courses will be conducted separately as arrear examination.

However, those who are having arrear in the courses of 7th semester of (R2015) can register as arrear and write the exam along with regular 7th semester (R2015) students.

The current V semester students (R2019), who have arrears in III semester, can register as arrear and write the exam along with current regular 3rd semester (R2019) students.

REGISTER ACCORDINGLY

INSTRUCTIONS:

General & Registration:

- 1) All the examinations will be **descriptive-type** and will be conducted in **on-line mode**.
- 2) Students need to **register and pay** the fee in the portal for regular and arrear papers.
- 3) The exam time-table will be notified in ACOE (UDs) webpage from 22.01.2022.
- 4) The pattern of question paper will be descriptive type (the same as the one that was followed before COVID-19 pandemic). The QP pattern for all the regulations is available at https://acoe.annauniv.edu/Home/download_form.
- 5) The **Registration** for all the examination will be done from **24.01.2022 to 29.01.2022; PLEASE FOLLOW THE WEBSITE FOR ANNOUNCEMENTS**
- 6) **THE HALL TICKET FOR THE REGISTERED CANDIDATES, UG/PG (FT/PT) REGULAR / ARREAR (FT/PT) WILL BE SENT THROUGH REGISTERED LOGIN IN OR IT CAN BE DOWNLOADED FROM THE ARMS/SEMS PORTAL.**

Conduct of Examination:

1. The duration of examination will be **3 Hours**.
2. Students should keep the relevant stationery ready before the commencement of exams
3. Students should have downloaded the **Annexure I** from the website and keep it ready to be filled before the commencement of examination
4. The question paper can be downloaded from **MICROSOFT TEAMS, 30 minutes before** the commencement of the examination.
5. After downloading the Question Paper candidates should verify that they have received the correct question paper (Subject Code, Subject Name and Regulations) as mentioned in Hall ticket.
6. The candidate shall fill the annexure I with **BLACK PEN ONLY**.
7. Candidate shall write the exams in a\$ size unruled white paper on both sides, limited to 40 pages (20 sheets)

8. Candidates shall write the examinations in **blue or black pen**. They are **not allowed to type** answers in the paper and also **not permitted to copy and paste** images from books or any other sources.
9. *Register Number, Name of Student, Subject Code and Name/Title of the Subject* are to be written on the **top of each page**.
10. *Date of Examination, Page Number and Signature of the Student* should be written on the **bottom of each page**.
11. Mentioning incorrect Register Number, Subject Code and Subject Title in the Answer Book may result in rejection of the Answer Book. Any special mark in the Answer Book or writing anything not related to the examination may also result in rejection of the Answer Book
12. The candidate shall write the following declaration with his/her signature and date: ***“All the answers in this answer book have been written by me in my own handwriting and nobody has helped me in writing the answers”,*** at the bottom of the last page.
13. Candidates who have **NOT VIEWED in MICROSOFT TEAMS** will be treated as **“ABSENT”**
14. After completing the examination, the student **shall scan / take picture** of the Answer script with appropriate resolution (to ensure the copy is clear and readable and **submit PDF file** with file name: Register Number-Subject- Code.pdf with the **filled in Annexure I as the first page of PDF file**.
15. The student should **upload the pdf file** of the answer scripts is **Microsoft Teams** (turn-in) within the prescribed **time limit of 1 HOUR (60 minutes)** from the end of examination
16. If there is network problem for uploading in MICROSOFT TEAMS, the candidates make contact the concerned PROGRAM NODAL OFFICER/ concerned DCOE (the list of program nodal officers for various programs will be published in the website)
17. The written answer scripts uploaded in MICROSOFT TEAMS or SENT THROUGH MAIL (will be published as addendum in website) **later than one hour** from the end of examination will be treated as **“ABSENT”**.

18. Candidate shall **send the hard copy answer script in a** *cloth-lined A4-sized cover*, and *dispatch the sealed cover by **Speed Post / Registered Post/Courier service*** to the concerned DCOE's office, In case of PG, to the conceded HOD.
19. Candidate shall download the **annexure II from ACOE – UD's website** and fill in with appropriate details in **black pen** and paste it on the cover before sending
20. Pay attention while writing **the address on the cover**, as wrongly addressed covers will not reach in time. Answer scripts/ covers/ annexure I / II containing wrong / inappropriate/ illegible details will be invalidated.
21. **The answer script *should be dispatched* by speed post/registered post/courier service *within a week*.**
22. *Candidate shall keep the record of mailed and postal details till the result publication.*
23. **Students should not come in person to the institution for handing over the answer scripts.**
24. Submitting ***more than one copy*** of answer script for a particular subject will be considered as ***malpractice***.
25. Submitting in others login ids will be considered as ***malpractice***.

The address and email details are given below for four campuses

CEG and SAP students should post the answer script to:

Deputy Controller of Examinations O/o Additional Controller of Examinations (University Departments) Bicentennial Building (Near Guest House) Anna University; Chennai-600025.	Phone Number 044 2235 7849 044 2235 7853
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AC Tech students should post the answer script to:

Deputy Controller of Examinations Alagappa College of Technology Anna University; Chennai-600025	Phone Number 044 2235 9110
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MIT students should post the answer script to:

Deputy Controller of Examinations MIT Campus, Chrompet Anna University; Chennai-600044	Phone Number 044 2235 6115 044 2235 6117
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SAP student should post the answer script to:

Deputy Controller of Examinations SAP Campus, Anna University; Chennai-600025	Phone Number 044 2235 9297
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IN CASE OF PG. SUBJECTS SEND IT TO THE HOD OF COURSE OFFERING DEPARTMENT.

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

FOR ANY EXAMINATION RELATED QUERIES, THE STUDENTS MAY CONTACT THE RESPECTIVE CAMPUS DCOE BY LANDLINE GIVEN ABOVE.

PREPAREDNESS FOR THE EXAMINATIONS

STATIONERY FOR THE EXAMINATION:

Students should make ready with all the necessary stationery items such as **A4 size white papers (20 sheets per examination), pen, pencil, eraser, sharpener, graph sheets, charts, drawing sheets, DATA Book, Steam Tables (for the relevant courses)** and other relevant stationery well before the date of the first examination.

Students should keep the **annexure – I ready before exam.**

NETWORK REQUIREMENT FOR THE EXAMINATION:

Laptop/Desktop/Mobile phone with internet connectivity to download the Question Paper (before the examination) and upload the scanned (pdf version) of answer book (after the examination).

TIMELINE FOR THE EXAMINATIONS

Examinations will be conducted in forenoon and in the afternoon sessions with the following timeline:

FORENOON SESSION		
ACTIVITY	FROM	TO
Downloading Question Paper from Microsoft Teams	9.00AM	9.30AM
Answering the question	9.30AM	12.30PM
Uploading Softcopy (pdf format) of the Answer Sheet	12.30PM	01.30PM
AFTERNOON SESSION		
ACTIVITY	FROM	TO
Downloading Question Paper from Microsoft Teams	01.30PM	02.00PM
Answering the question	02.00PM	05.00PM
Uploading Softcopy (pdf format) of the Answer Sheet	05.00PM	06.00PM

IMPORTANT NOTE

The first page should be appropriately **filled in ANNEXURE I** for each examination.

The cover with hardcopy answer script should be addressed correctly with **filled in ANNEXURE II** and sent by speed post/registered post/courier service.

If there is Network problem to Upload, contact the concerned DCOEs immediately.

Candidate who has not viewed in MICROSOFT TEAMS and those who have not uploaded the answer script within stipulated time will be treated as “**ABSENT**” for the examination.

The **naming of the scanned answer scripts** for uploading should be as per the instruction, otherwise the answer script will be invalidated.

Answer scripts with wrong/ inappropriate/ illegible details and wrong file name will not be considered for evaluation.

**O/o Additional Controller of Examinations
(University Departments)**