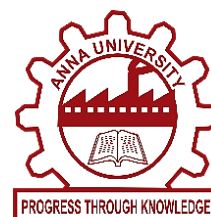**ADDITIONAL CONTROLLER OF EXAMINATIONS**
(*UNIVERSITY DEPARTMENTS*)
Bicentennial Building
ANNA UNIVERSITY, CHENNAI-600025

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

OF JULY – DEC 2021 SESSION

TO BE CONDUCTED IN FEB 2022

INSTRUCTIONS TO CANDIDATES

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

END SEMESTER EXAMINATIONS
(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 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 while registering.

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

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

ONLY REGISTERED STUDENTS WILL BE ALLOWED TO WRITE THE 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): 25.01.2022
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 "turned in" the answer script within the stipulated time will be treated as "ABSENT"**

Note: For any query, Candidates may contact the concerned DCOE office by mail / by phone.
**   The arrear examinations in respect of subjects of all semester of (R2015) except 7th semester courses will be conducted separately as arrear examination.**
**   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 **of descriptive-type** and 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 of escriptive 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   WILL BE SENT THROUGH REGISTERED LOGIN IN OR 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** (evaluation form) from the website and keep it ready to be filled before the commencement of each examination

4. The question paper can be downloaded from **MICROSOFT TEAMS, 3*0 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 (evaluation form) with **BLACK PEN ONLY**.

7. Candidate shall write the exams in A4 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*** the 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 as PDF file* with file name: *Register Number-Subject- Code.pdf with the filled in Annexure I* (evaluation form) *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 may contact the concerned DCOE (the contact details will be published in the website)

17. The written answer scripts uploaded in MICROSOFT TEAMS or SENT THROUGH MAIL **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 concerned HOD.

19. Candidate shall download the **Annexure II (**cover sheet) from ACOE – UDs 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/ annexures I / II   containing wrong / inappropriate/ illegible details will be invalidated.

21. The answer script of a week *should be dispatched* by speed post/registered post/courier service *in one cover at the end of each week*

22. *Candidate shall keep the record of mail 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 addresses are given below for four campuses

CEG students should post the answer script to:

	Phone Number
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**

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**

MIT students should post the answer script to:

Deputy Controller of Examinations MIT Campus, Chromepet Anna University; Chennai-600044	**Phone Number** **044 2235 6115** **044 2235 6117**

SAP student should post the answer script to:

Deputy Controller of Examinations SAP Campus, Anna University; Chennai-600025	**Phone Number** **044 2235 9297**

IN CASE OF PG SUBJECTS, SEND 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 be ready with all the necessary stationery items such as **A4 size white paper (20 sheets per examination), pen, pencil, eraser, sharpener, graph sheets, charts, and drawing sheets before the commencement of each examination.** **DATA Book, Steam Tables (for the relevant courses)** and other relevant stationery should be kept ready well before the date of the first examination.

Students should also keep the **annexure – I** (evaluation form) **ready before exam**.

NETWORK REQUIREMENT FOR THE EXAMINATION:

Laptop/Desktop/Mobile phone with internet connectivity be kept ready 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 the forenoon and afternoon sessions with the following timeline:

FORENOON SESSION		
ACTIVITY	**FROM**	**TO**
Downloading Question Paper from Microsoft Teams	9.00AM	9.30AM
Answering the questions	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** (evaluation form) for each examination.

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

If there is Network problem to upload, contact the concerned DCOE 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**".

The **naming of the scanned answer scripts in pdf format** 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.

ANY FURTHER INFORMATION WILL BE NOTIFIED IN THE ACOE-UDs WEBSITE FROM TO TIME

O/o Additional Controller of Examinations

(University Departments)