



ADDITIONAL CONTROLLER OF EXAMINATIONS
(UNIVERSITY DEPARTMENTS)

Bicentennial Building

ANNA UNIVERSITY, CHENNAI-600025



INSTRUCTIONS TO CANDIDATES

RE-EXAMINATION

(To be conducted in Jun/July 2021)

For

Nov/Dec 2020

End-Semester Online Examinations

(Conducted during Feb to Apr 2021)

END-SEMESTER EXAMINATION

(To be conducted in Jun/July 2021)

For

Terminal Semester UG/PG students (Current Batch)

and

SPECIAL ARREAR EXAMINATION

(To be conducted in Jun/July 2021)

For

**Students who exhausted maximum duration of study
& did not register for Nov/Dec 2020 online exams
conducted during Feb to April 2021; but registered
from 25-05-2021 to 05-06-2021 in ACoE(UD) website**

JUNE 2021

Registration for re-examination can be done between **09.00 AM, 05.06.2021 (Saturday)** to **5.00 PM, 09.06.2021 (Wednesday)**.

The examination time-table (tentative) will be notified in the website of ACOE (UD) (<https://acoe.annauniv.edu>) after 5.00pm on **07.06.2021 (Monday)**.

Students (CATEGORY I) who have already appeared for Nov 2020 exam (conducted during Feb-Apr 2021) NEED NOT PAY FEE FOR THE RE-EXAMINATION.

ADDITIONAL CONTROLLER OF EXAMINATIONS (UNIVERSITY DEPARTMENTS) ANNA UNIVERSITY, CHENNAI-25

**THIS INFORMATION BOOKLET PERTAINS TO THE FOLLOWING
EXAMINATIONS:**

CATEGORY I

Re-examination for the students (current and passed out arrear) of CEG, MIT, AC Tech and SAP, who had appeared for the Nov/Dec 2020 online examinations conducted during February to April 2021.

CATEGORY II

Examinations for the Current semester students (on roll) (April/May 2021 session Examinations).

CATEGORY III

Examination for Students of the Special Arrear category, who exhausted the maximum duration of study and missed out the Nov/Dec 2020 examinations conducted during Feb to April 2021; but registered from 25-05-2021 to 05-06-2021 in ACoE(UD) portal.

CATEGORY I

RE-EXAMINATION FOR THE STUDENTS OF UNIVERSITY DEPARTMENTS (CEG, MIT, ACT, SAP) FOR THE ONLINE EXAMS OF NOV 2020, CONDUCTED DURING FEB-APRIL 2021

INSTRUCTIONS:

- An opportunity is given to **the following categories of candidates** to appear for a **re-examination, to be conducted during Jun-July 2021:**
 - (i) **students who have failed in the Feb-April 2021 examinations.**
 - (ii) **students who had internet connectivity issues in the online examinations conducted during Feb-April 2021 & could not attempt the exam properly/fully.**
 - (iii) **students who were absent due to illness of self or family members during the online examinations conducted during Feb-April 2021.**
- Students who have secured pass grade in the Feb-April 2021 examinations can also appear for the re-examination, **only if they wish to do so. Best of the two** marks (already secured in online exam and to be secured in re-exam) will be considered for calculation of grades.
- Students appearing for the re-examination **need not pay** the exam fees.

- **Registration** for re-examination can be done between **09.00 AM, 05.06.2021 to 5.00 PM, 09.06.2021.**
- **REGISTRATION FOR THE RE-EXAMINATION IS NOT NECESSARY FOR THOSE WHO FAILED IN THE NOV 2020 EXAMS (CONDUCTED ONLINE DURING FEB-APRIL 2021). THEY WILL AUTOMATICALLY BE REGISTERED FOR THE RE-EXAMINATION BY ACOE OFFICE AND THEIR HALL TICKET WILL BE SENT TO THEM.**
- **ONLY THOSE WHO HAVE SECURED PASS GRADE IN THE NOV 2020 EXAMS, CONDUCTED ONLINE DURING 2020 FEB-APRIL 2021, CAN REGISTER FOR THE RE-EXAMINATION, IF THEY WISH TO DO SO.**
- **HOWEVER, CANDIDATES WHO SECURED 'O' GRADE (R2015, R2018 AND R2019) & 'S' GRADE (REGULATIONS OTHER THAN R2015, R2018 AND R2019), ARE NOT PERMITTED TO REGISTER FOR THE RE-EXAM IN THE SUBJECTS IN WHICH THEY SECURED 'O' OR 'S' GRADE.**
- **The re-examination will be of DESCRIPTIVE-TYPE using pen & paper in the offline mode.**

- Students may prepare to attempt the re-examination from the **place of their stay**.
- The duration of examination will be **3 Hours**.
- The question paper will be of **DESCRIPTIVE TYPE** (the same as the one followed before COVID-19 pandemic). **The QP pattern for all regulations is available at https://acoe.annauniv.edu/Home/download_form**
- The **first year UG (FT/PT) and first year PG (FT/PT)** students of University Departments belonging to **R2017 or R2018 (RUSA scheme) or R2019** regulations, admitted during Aug/Sep 2020, should note that the pattern of question paper followed before COVID-19 pandemic was **DESCRIPTIVE TYPE**. See the link: **https://acoe.annauniv.edu/Home/download_form**
- **The exam time-table (tentative) will be notified in ACOE (UD) website (<https://acoe.annauniv.edu>) after 5.00pm on 07.06.2021.**
- Hall Ticket for admission to the examination can be downloaded from the ARMS/SEMS portal of the Additional Controller of Examinations (UD) by using the candidate's registered login ID and password.
- The question paper can be downloaded through **MICROSOFT TEAMS, 30 minutes before** the commencement of the examination.

- Immediately after downloading the Question Paper and before commencement of the answering, candidates should satisfy themselves that they have received the correct question paper. They should also verify the Subject Code, Subject Name and Regulations given in the question paper.
- **The candidates shall write the examination in the A4 size un-ruled white paper on both the sides; limited to 30 pages (15 sheets).**
- 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 & paste** images from books or any other sources in the answer scripts.
- **Register Number, Name of Student, Subject Code and Name/Title of the Subject are to be written on the top of each page.**
- Mentioning incorrect Register Number, Subject Code and Subject Title in the Answer Book may result in rejection of the Answer Book. Putting any special mark in the Answer Book or writing anything not related to the examination may also result in rejection of the Answer Book.
- **Date of Examination, Page Number and Signature of the Student should be written on the bottom of each page.**

- On the bottom of the page containing the answer for the last question, the candidate shall write the following declaration with his/her signature & date:

“All the answers in this Answer Book have been in my own handwriting. Nobody has helped me in writing the answers”.

- After completing the examination, the student ***shall scan / take picture of the answer script and submit as jpeg or PDF file*** with file name: ***Register Number-Subject Code.jpeg or Register Number-Subject Code.pdf***
- Candidates should ***upload the jpeg / pdf file*** of the answer book in ***MICROSOFT TEAMS*** within the prescribed ***time limit of 60 minutes***.
- The student shall also enclose the answer book preferably in a ***cloth-lined A4-sized cover***, and ***dispatch the sealed cover by Registered Post / Speed Post / Courier service*** to the ***Additional Controller of Examinations (UD) (for CEG and SAP students)*** and to the ***office of DCoE (for AC Tech and MIT students)***.
- All students must write the following information on the Top left of the A-4 sized cover used to send the Answer Book
Date of Exam:
Subject Code
Title of Subject

- The Answer book of each session should be dispatched separately in cloth-lined A4-sized covers. Do not enclose answer books of more than one subject in the cloth-lined cover.
- For the examinations of the ***fore-noon session***, the answer script ***should be dispatched*** by registered post/ speed post / courier service ***on the same day of the examination***. For the examinations of the ***afternoon session***, the answer script ***should be dispatched*** by registered post/ speed post / courier service either ***on the same day*** of the exam or the ***very next working day***. ***Failure*** to do so will be treated as being ***absent*** for the exam.
- The answer scripts of only those candidates who have ***uploaded the jpeg/PDF*** file in Microsoft Teams within the prescribed time limit and whose ***answer scripts (hard copy) are received*** by registered post/ speed post / courier service at the office of ACoE/DCoE within the prescribed time limit ***will be considered for evaluation***.
- Submitting ***more than one copy*** of answer script for a particular subject will be considered as ***malpractice***.
- **Candidates have to attend the examination only from their place of stay and dispatch their answer scripts by registered post / speed post / courier service to their respective institutions.**

See address below:

CEG and SAP students should post the answer booklet to:

Additional Controller of Examinations (University Departments) Bicentennial Building (Near Guest House) Anna University; Chennai-600025.	Phone Number 044 2235 7849 (CEG) 044 2235 7853 (CEG) 044 22359297 (SAP)
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AC Tech students should post the answer booklet to:

Deputy Controller of Examinations Alagappa College of Technology Anna University; Chennai-600025	Phone Number 044-22359110 044 2235 9111
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MIT students should post the answer booklet to:

Deputy Controller of Examinations MIT Campus, Chromepet Anna University; Chennai-600044	Phone Number 044 22516115 044 22516117
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Note: The Answer book of each session should be dispatched separately in cloth-lined A4-sized covers.

All students must write the following information on the Top left of the A-4 sized cover used to send the Answer Book

Date of Exam:

Subject Code

Title of Subject

FOR ANY EXAMINATION RELATED QUERIES, THE STUDENTS MAY CONTACT THE OFFICE OF ACOE/DCOE OF THE RESPECTIVE CAMPUS, BY THE LANDLINE PHONE NUMBERS GIVEN ABOVE.

STUDENTS SHOULD NOT VISIT THE INSTITUTION TO HAND OVER THE HARD COPY OF THE ANSWER SCRIPT IN PERSON.

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

CATEGORY II

CURRENT SEMESTER EXAMINATIONS FOR THE STUDENTS ON ROLL (APRIL/MAY 2021 SESSION EXAMINATIONS).

All the instructions given above for the CATEGORY I (Re-examination) shall apply in total to the CATEGORY II, **CURRENT SEMESTER STUDENTS ON ROLL, WHO WILL BE APPEARING FOR THE APRIL/MAY 2021 SESSION EXAMINATIONS (TO BE CONDUCTED IN JUNE-JULY 2021).**

HOWEVER, STUDENTS OF CATEGORY II SHOULD PAY THE EXAMINATION FEE.

CATEGORY III

EXAMINATION FOR STUDENTS OF THE SPECIAL ARREAR CATEGORY, WHO EXHAUSTED THE MAXIMUM DURATION OF STUDY AND MISSED OUT THE NOV/DEC 2020 EXAMINATIONS CONDUCTED DURING FEB TO APRIL 2021; BUT REGISTERED FROM 25-05-2021 TO 05-06-2021 IN ACOE(UD) PORTAL.

All the instructions given above for the CATEGORY I (Re-examination) shall apply in total to the CATEGORY III, **STUDENTS OF THE SPECIAL ARREAR CATEGORY, WHO MISSED OUT THE NOV/DEC 2020 EXAMINATIONS CONDUCTED DURING FEBRUARY/MARCH/ APRIL 2021 AND REGISTERED IN THE PORTAL OF ACOE (UD) FROM 25-05-2021 TO 31-05-2021.**

HOWEVER, STUDENTS OF CATEGORY III SHOULD PAY THE EXAMINATION FEE.

PREPAREDNESS FOR THE EXAMINATIONS

STATIONERY FOR THE EXAMINATION:

Students should make ready all the necessary stationery such as **A4 size white papers (15 sheets per examination), pen, pencil, eraser, sharpener, graph sheets, charts, drawing sheets, DATA Book, Steam Tables (for the relevant courses)** and other relevant stationery before exams begin.

NETWORK REQUIREMENT FOR THE EXAMINATION:

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

TIMELINE FOR THE EXAMINATIONS

Examinations (as per the time table) will be conducted in the forenoon & afternoon sessions with the following activities:

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
Sending hardcopy by registered post/speed post/courier service	By the same day, if post office / courier service is open.	
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
Sending hardcopy by registered post/speed post/courier service.	By the next day	

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