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**Letter No: COE/C10/UG/PG/2020-1**

**Dated: 09/12/2020**

**CONFIDENTIAL**

To

All Zonal Coordinators/Zonal Officers  
Zone I to XXIII (except XIX & XII)

Sir/Madam,

Sub: Office of COE – End-Semester Practical Examinations in online mode –Procedure  
for the conduct of practical/Laboratory Courses examinations Nov./Dec.2020 –  
Reg.

Ref: Vice Chancellor's Approval dated 08-12-2020

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As a onetime measure due to COVID-19 pandemic, after due deliberations, it was decided in the meeting of Chairpersons, COE, ACOE (UD) & Director (CAC) held on 30.07.2020, that the possible practical courses may be conducted through online mode and the practical courses which could not be taught in online mode shall be conducted only by physical means when the students appear for the classes after the end of COVID lockdown. It was also decided that if the time available after the end of COVID lockdown is not sufficient for carrying out the experiments, the practical courses shall be shifted to next semester.

In the subsequent meeting of the Chairpersons held on 19.10.2020, it was decided to evaluate the practical courses offered in online mode with the condition that the affiliating colleges shall submit the copies of student's observation record related to the practical classes, to the Office of COE.

Based on the above decisions, it is now proposed to conduct the examinations for the practical courses offered by the affiliating institutions through online mode during the semester August – November 2020. For the conduct of the practical examinations, a

procedure has been evolved by our office of the Controller of Examinations and the same is presented below for the necessary implementation during the November / December 2020 examinations.

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**Procedure for the conduct of University end-semester examinations for Laboratory Courses through online proctored mode**

1. The laboratory course examination shall be conducted online through any suitable popular online video communication services.
2. The laboratory examination shall be conducted using the usual procedure of appointing internal and external examiners prescribed by the University.
3. The duration of the examination shall be 3 Hrs.
4. The college principals shall create necessary weblink for the conduct of the online laboratory course examination and publish/post the same in the university web portal along with other necessary details such as list of students' registered, internal examiner appointed, session and date.
5. The college principal shall coordinate with the internal examiners of the laboratory course and communicate the weblink to all the eligible students who have registered for the laboratory examinations.
6. The Zonal Coordinator/Zonal Officer shall download the weblinks of the examinations from the web portal and forward the same to the external examiners and Vigilance Squad members for the conduct, monitoring and evaluation of the laboratory examinations.
7. The examination shall be conducted using any suitable open source platform/ scientific software packages/ Simulation software/Modeling tools/ Design software/ IoT enabled/ IoT assisted/ Comprehensive Assessment Method in the online mode.
8. Any suitable open source platform/ scientific software packages/ simulation software/Modeling tools/ Design software can be used for IT/CSE/ Design/ Programming laboratory courses.

9. For courses other than IT/CSE/ programming laboratory, if possible, it is recommended to use any suitable open source platform/ scientific software packages/ Simulation software/Modeling tools/ Design software/ IoT enabled/ IoT assisted approaches for the online laboratory courses examination.
10. If usage of open source platform/ scientific software packages/ Simulation software/Modeling tools/ Design software/ IoT enabled/ IoT assisted approaches is not possible, for certain lab courses, then a comprehensive assessment method as follows may be adopted. The external examiner shall assess the students' performance orally online based on the complete understanding of the lab courses and the particular experiment. The following points shall be taken into account: objectives/ theory/concepts/ laws/ procedure/ design steps/ methods/ techniques/ Algorithms/ methodologies need to be used for the experiment, inference/observations, significant outcome of the experiments, advantages/ disadvantages, Applications, etc.
11. Objective type (MCQ) questions shall be set by the external examiner based on the syllabus of the laboratory course. The MCQ test may be conducted for all the students of the class/college using any open source platform such as Google forms/ Microsoft teams, etc. and the copies of the responses of the same must be forwarded to the concerned Zonal Office.
12. The external examiner shall set the questions based on the prescribed university syllabus jointly with internal examiner for the conduct of the laboratory examinations. The relevant and the usual procedure of the University is to be followed for the conduction of the exams.
13. Students shall use plain A4 sheets for answering the lab examinations questions posed to them.
14. At the end of the laboratory examination, each student has to send the scanned copies of the lab course write-up-answer-sheet to the email IDs of the external examiner and internal examiners. The write-up answer shall contain the Aim, equipment / apparatus/ software / software suites/ hardware/ tools/ components/ accessories required to carry out the experiments, theory/concepts/



laws/procedure/design steps/ methods/ techniques/ Algorithms/ methodologies /calculations, circuit diagrams/ schematic diagrams/ flow chart/ process diagrams, graph/plot/ model plot/ model graph, tables/model tables, inference/observation and results.

15. The external examiner shall evaluate the scanned copies of the answer sheet of the individual students and award the marks based on the prescribed mark split up given in point 18. The consolidated mark statement of the laboratory course, bearing the details of all the students' those who have attended the online lab examinations must be prepared and signed by the external examiner. The scanned copy of the same must be communicated to the internal examiner. The internal examiner shall enter the marks of the students in the university web portal strictly based on the consolidated mark statement given by the external examiner. Usual procedures are to be followed for Mark entry and for other examination related activities.
16. The scanned copies of the answers sheets and soft copies of the MCQ test documents of all the students of the courses must be forwarded to the zonal office by the examiners and in turn the zonal office shall consolidate all the soft copies of the different lab courses and keep all the files college-wise in a separate folder for each course and submit the same in a CD to the office of the COE for further action.
17. The Zonal Coordinator/Zonal Officer shall appoint Vigilance Squad members for proctoring the laboratory courses. Such Vigilance Squad members shall monitor a maximum of 8 lab courses per session through the weblink provided by the zonal office periodically/randomly and monitor the examination activities. The Vigilance Squad members shall cross-check and verify the examination activities online and prepare the observation report in the format prescribed by the University and submit the same to the concerned zonal office for further processing and necessary action. A separate report must be prepared for each laboratory course. The concerned zonal office must educate the Vigilance Squad members to ensure that the online exams are conducted in a fair and smooth manner.

18. The evaluation scheme and awarding of marks may be carried out as given below.

**Mark split-up**

1	Online test (MCQ with 4 options / Objective type questions - 15 Questions- for all the students)	15 marks
2.	Aim, equipment / apparatus/ software / software suites/hardware/tools/ components/ accessories required for carrying out the experiments, theory/concepts/ laws/ procedure/ design steps/methods/techniques/ Algorithms/ methodologies/calculations, circuit diagrams/schematic diagrams/ flow chart/ process diagrams, graph/plot/ model plot/ model graph, tables/model tables, Record/observation books	65 marks
3.	Results/inference /observations	10 marks
4.	Viva-voce	10 marks
		100 marks

The suggested format of the observation report of the vigilance squad member is given below.



ANNA UNIVERSITY, CHENNAI  
PRACTICAL EXAMINATIONS NOV/DEC 2020  
VIGILANCE SQUAD MEMBER – OBSERVATION REPORT

VIGILANCE SQUAD MEMBER		EXTERNAL EXAMINER
Name, designation, address and contact number, Faculty ID	Name, designation, address and contact number, Faculty ID	
	INTERNAL EXAMINER	
	Name, designation, address and contact number, Faculty ID	

College code	Name of the course		
Name of the college	Name of the subject & code		
Date	Time		
Is the lab examination started on time?	No. of students present	Online platform	Mode of examinations, (Simulation, programming, etc.)
	No. of students absent		
			Remarks/ comments

Signature of the Vigilance Squad Member

Date:

*Noted*

Further, it was decided, that the Theory-cum-Studio Courses of B.Arch. / M.Arch. of the Affiliated institutions of Anna University shall be evaluated as follows.

1. Online MCQ type examination in the same manner as Theory Courses (Part A for 30 Marks (30 one mark questions – Remembrance / Understanding type); Part B for 30 Marks (15 two mark questions - Analytical type)), with 80% weightage
2. Online Viva Voce examination testing knowledge of the students in the course, with 20% weight, conducted separately after the Online MCQ type examination.

The Viva-Voce examination for the Theory-cum-Studio Courses is a new concept and it may be conducted with an internal and external examiners.

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The practical examinations are scheduled from 17.12.2020 to 30.12.2020 for the practical subjects registered by the affiliated colleges. The web portal will be opened to the colleges on 10-12-2020. After that you can allot the dates for the colleges under your zone as per the earlier practice. You may advise the colleges during the meeting of the Principals and exam cell coordinators to upload the internal examiners and the weblink for the examinations at the earliest. Upon completion of the same you can appoint the external examiners as per the earlier practice. The appointment orders for the examiners will contain the weblink for the scheduled examinations. The Vigilance Squad may be appointed based on the number of practical examinations scheduled for the day. Your utmost cooperation is requested to complete the scheduled practical examinations of the Nov/Dec 2020 in online mode successfully.



Yours faithfully,

7.  09.12.2020  
**CONTROLLER OF EXAMINATIONS**   
