



**A.V.C.COLLEGE (AUTONOMOUS) MANNAMPANDAL -609 305**

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**Under Graduate, Post Graduate. M.Phil. and Diploma Semester  
Online Examinations of April 2020**

**Online Exam Guidelines**

Online mode theory examinations would be conducted for final year both UG, PG, M.Phil, and Diploma EVEN semester examinations from 21<sup>st</sup> – 30<sup>th</sup> September, 2020.

The time table for final semester examination for regular students shall be as notified in the college website. The schedule given below shall be followed for all the examinations in the respective dates.

Programmes	Downloading the Question Paper	Exam Time to write the exam in the paper	Uploading the Answer Scripts
All III UG, II PG, M.Phil. (FT&PT) and BPO	09:30 AM to 10:00 AM	10:00 AM to 01:00 PM	Upto 1:30 PM (Single PDF file)

**Prerequisite for the Students**

1. Desktop/Laptop/ Mobile phone with internet connectivity to download question papers and upload the answer scripts.
2. Software/app to convert the scanned/ photographed images of all pages of the answer scripts into a **single** PDF file.
3. Students are advised to reside at home and write the examinations.

**Preparing the Blank Answer Booklet before the Examination.**

1. Students should write the examinations in A4 size paper(white and un-ruled) only.
2. The answer booklet shall be prepared well in advance before the commencement of the examinations.
3. The maximum number of written pages shall be 16 only (not exceeding 50MB).



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### On the Day of Examination

#### Question Paper Downloading

1. Question paper for the online mode of examination will be made available on your WhatsApp Group, **30 minutes** before the commencement of each examination (09:30 AM).
2. If any difficulty in downloading the question paper arises, students may contact the Online Examination Coordinators or your Head of the Department.

#### Answering the Question Paper

1. The Students shall take up their online mode examination by residing at home.
2. The total duration of the examination will be 3 hours.
3. Differently-abled students shall be given an additional one hour to complete the examination.
4. Students shall use only Blue or Black pen for writing the examination.
5. The first page of the answer paper should have your Course Name, Register Number, Course Title, and Course Code. You also have to mention the number of total pages written.
6. Each page of your answer scripts should contain your Register Number, Page Number, Course Code on top of your page and your signature at the last line of your answer in that page.
7. After completing the examination, use any APP(preferably Adobe Scan) to scan and store the Answer booklet as a Single PDF file. (The PDF filename should reflect your Register Number).

#### Submission Procedure

1. Students should upload the answer scripts on the E-Mail-Id given in the question paper itself as a **SINGLE PDF file on each day before 01:30 PM**. Upon successful uploading, a submission confirmation message will be sent to your E-Mail-Id/ mobile phone. **Receiving softcopy after the stipulated time will not be considered for valuation.**
2. **Add your Register Number and Course Code in the Subject field of your E-Mail.**
3. Students should send the hard copy(same as the softcopy (i.e.) further no addition and deletion of answers/texts), that is, the original answer scripts of all the course codes on the last day either through speed post or through courier or in person to **The Controller of Examinations, A.V.C. College (Autonomous), Mannampandal, Mayiladuthurai – 609 305 Tamilnadu**. Do not forget to mention the Programme and the Course codes on top of the cover.
4. Keep the receipts safe until the declaration of your results. Make note of Code number of courier bill or ET number of speed post and track to ascertain the delivery of your answer scripts.
5. Any kind of malpractice (duplication/copied from others/Xeroxing) will be seriously viewed.
6. There should not be any difference between the hard copy ad scanned copy and if so, then it will be considered as malpractice and papers will not be evaluated and disciplinary action will be taken as per the college examination rule and regulations.

#### Online Examination Coordinators:

1. Dr. G. Karthikeyan, ACOE, Cell: 9445713702
2. Dr. S. Sugunakala, ACOE, Cell: 8637617189

PRINCIPAL

CONTROLLER OF EXAMINATIONS




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**Students are asked to send your scanned copy of your answer scripts as a single PDF file to the corresponding programme E-Mail-Id on completion of your exam days.**

<b>PROGRAMME (UG/PG/M.PHIL)</b>	<b>E-Mail-Id</b>
ECONOMICS	<a href="mailto:avcceconomics@gmail.com">avcceconomics@gmail.com</a>
ENGLISH	<a href="mailto:avccenglish@gmail.com">avccenglish@gmail.com</a>
HISTORY	<a href="mailto:avcchistory@gmail.com">avcchistory@gmail.com</a>
TAMIL	<a href="mailto:avcctamil@gmail.com">avcctamil@gmail.com</a>
B.B.A.	<a href="mailto:avccbba@gmail.com">avccbba@gmail.com</a>
B.C.A.	<a href="mailto:avccbca@gmail.com">avccbca@gmail.com</a>
COMMERCE	<a href="mailto:avcccommerce2020@gmail.com">avcccommerce2020@gmail.com</a>
BIOTECHNOLOGY	<a href="mailto:avccbiotechnology@gmail.com">avccbiotechnology@gmail.com</a>
BOTANY	<a href="mailto:avccbotany@gmail.com">avccbotany@gmail.com</a>
CHEMISTRY	<a href="mailto:avccchemistry@gmail.com">avccchemistry@gmail.com</a>
COMPUTER SCIENCE	<a href="mailto:avcccomputerscience@gmail.com">avcccomputerscience@gmail.com</a>
ELECTRONIC SCIENCE	<a href="mailto:avccelectronics2020@gmail.com">avccelectronics2020@gmail.com</a>
MATHEMATICS	<a href="mailto:avccmaths@gmail.com">avccmaths@gmail.com</a>
MICROBIOLOGY	<a href="mailto:avccmicrobiology@gmail.com">avccmicrobiology@gmail.com</a>
PHYSICS	<a href="mailto:avccphysics@gmail.com">avccphysics@gmail.com</a>
VISUAL COMMUNICATION	<a href="mailto:avccviscom2020@gmail.com">avccviscom2020@gmail.com</a>
ZOOLOGY	<a href="mailto:avcczoology@gmail.com">avcczoology@gmail.com</a>
B.P.O.	<a href="mailto:avccbpo2020@gmail.com">avccbpo2020@gmail.com</a>

  
7/11/2020  
18/11/2020  
**CONTROLLER OF EXAMINATIONS**