

PONDICHERRY ENGINEERING COLLEGE, PUDUCHERRY
OFFICE OF THE CONTROLLER OF EXAMINATIONS

**INSTRUCTIONS TO CANDIDATES APPEARING FOR B. TECH(Except first Year)/
MCA (II/III Year) THEORY EXAMINATIONS OF NOV./ DEC. 2020 SESSION**

(HELD DURING APRIL- MAY 2021)

09/04/2021

The following are the instructions to the candidates who are taking up the ensuing B.Tech / MCAodd Semester (Nov./Dec. 2020 session) Theoryexaminations:

A. EXAM CONDUCTION:

1. The B.Tech/ MCATheory Examinations will be held in **online mode** between 19th April 2021 – 28th May 2021 through **Google Classroom** only. In case, if any student is having difficulty in taking up the online examinations, they are as well permitted to take the **exams in offline mode only at Pondicherry Engineering College**. Such candidates should compulsorily contact the respective HoD to indicate and exercise his/her option on or before 13th April 2021. The **Exam schedule is available in college website (www.pec.edu)**.
2. You are hereby informed to periodically look for regular updates in our collegewebsite.
 - College Website has published the following:
 - a. *Examinations schedule*
 - b. *Instructions to candidates*
 - c. *Familiarization video to take online examinations through google classroom.*
 - Subject-wise Google classroom invite will also be sent by the concerned faculty to every individual candidate well in advance to the date of respective exams.
 - You may also share the conduct of odd semester exams with your peers.
3. All registered candidates who want to take up their examinations should have **to join the respective Google classroom pertaining to that subject only with the pec emails.**
4. Those who havenot updated their **pec email ids in IIS should compulsorily update** the same. Provision for updating the email ids in IIS portal is open now. The **deadline for updation is 10th April 2021**. If there are any issues with pec email ids, the students should immediately resolve it with the PEC **webmaster (mail.admin@pec.edu) and do the updation in IIS**portal since pec email id is mandatory for joining the google classroom for taking examination.
5. Enough care had been taken while preparing the Exam Schedule so as to avoid clash of more than one subject on a particular date and session. However, the candidates are instructed to refer to the schedule published in the website and **inform the subject clashes, if any, by 14th April 2021, to the respective HoD.**
6. Further, the **candidates are also directed to update their current mobile numbers in the IIS database, by sending a request to iicoffice@pec.edu**
7. As the online examinations will be conducted through **Google Classroom platform**, candidates will download the question paper exactly at the time of commencement of the examination.
8. The duration of examination is 3 hours.

B. Question Paper (QP) Pattern:

9. As decided in the Principal/ HoD meeting (Circular vide No.Pec/Prin/CIR/2021 dated 11/03/2021) conducted on 11/03/2021 , the QP pattern for UG and PG programme for **odd semester examinations alone** is as follows:

UG:

The pandemic QP pattern already followed for the Apr./May 2020 exam session shall be followed for the forthcoming odd semester exams (Nov./Dec. 2020 session) as well. As per the approved pandemic pattern, there is no change in Part–A (2 marks each) and Part–C (10 marks each) [except for TCP/TB/POD question paper types in which Part–C does not exist]. However, in **Part–B (8 marks each), student can answer any 5 questions from the given 10 open choice type questions covering the entire syllabus.**

PG:

The mode for the PG is online and the decision about the question paper pattern (Pandemic/ Regular) for first year PG courses will be notified later. However, for the II year and III year MCA, the TY QP pattern will be followed in which the Part-B alone will be of open choice type.

C. ANSWER SCRIPTS SUBMISSION

10. Candidates should write the examination using **black ink** in **A4 size** papers with sufficient margin on all four sides to facilitate perfect scanning.
11. To ensure readability, write the answers very clearly with enough spacing.
12. After completing the examination, the answer scripts should be scanned and uploaded **as a single pdf file within 15 minutes from the completion time** of the examination through Google Classroom platform only.
13. **Submissions either beyond the above prescribed time limit or through any other mode (like email, whatsapp, post/courier etc.) will not be entertained**
14. **The scanned answer scripts should be sent as a single .pdf file** (not in many .pdf files) only (with the pages serially arranged) and uploaded in the Google Classroom for the convenience of managing the answer scripts by the evaluator in an error-free manner.
15. The file name for the manuscript submitted will be Reg. No_Sub Code.pdf. For example, if a student with Register Number (Reg.No.17CS035) submitting the answer scripts for subject with subject code: CS126 / Artificial intelligence) should give **File name as:17CS035_CS126.pdf.**
16. All candidates are directed to read the instructions thoroughly. As the exams are to be conducted in online mode, **candidates are instructed to make necessary arrangements for the gadgets like laptop/desktop, etc. and ensure the Internet connectivity** during scheduled dates and time slots of earmarked examination period.
17. The first page should contain the following particulars and the candidates should start answering from the second page only:

Course:

Subject:

Register Number:

Date:

Address of the Examination place:

Undertaking:

I undertake to write the examination in my own handwriting without referring to any book or material. However, if my answer script is found to be a verbatim copy of any book/ printed material/ e-material/ identical copy of other answer scripts, I will abide by the decisions to be taken by the Students' Disciplinary Action Committee pertaining to the malpractices in Examinations.

Signature of the Student:

Endorsement of the parent/Guardian:

18. **In the second and subsequent pages, the candidates shall write the Page No., Reg. No in the top-right corner of every page & affix their signature on the bottom-right corner of every page.**

D. ANSWER SCRIPT SCANNING:

19. Candidates are instructed to take all initiatives and precautions to ensure proper scanning of answer scripts with good scanner apps with good lighting and brightness level for better readability by evaluator.
20. **The students are instructed to retain the hard copy of their scanned answer scripts until the publication of the results of Nov./Dec. 2020 session, as it would be required to be produced at any time by them, if the need arises.**
21. Normalisation Procedure will be followed for finalising the total marks and grades for every subject, giving due weightage for the internal marks and CGPA secured by the respective candidates besides the marks secured by them in the online external exams,.
22. **If any candidate is found to indulge in any sort of malpractice/illegal activity, he/she will have to face the consequences with heavy penalty.**
23. If more than one answer scripts are found to be identical either partly or fully and/or if any answer script is found to be verbatim copy of any book material/printed material/material from internet, the results of those candidates will be withheld subject to the final decision of the Students Disciplinary Action Committee pertaining to malpractices in examination.
24. Therefore, candidates are directed to maintain **the order and sanctity** of the examination process.

Note: The concerned faculty shall conduct a brief mock session (approximately 10 minutes), to familiarize the candidates towards taking the online examination through Google classroom platform, schedule of which will be fixed by the concerned faculty and informed to the respective candidates.
