Pondicherry Engineering College
Office of the Controller of Examinations

<u>**INSTRUCTIONS TO CANDIDATES APPEARING FOR BTECH ONLINE PRACTICAL ARREARS EXAMINATIONS – Dec. 2020**</u>

28/12/2020

The following are the instructions to the candidates who are taking up the ensuing **Online Practical Arrear Examinations:**

A. <u>**General**</u>

1. The Online Practical Arrear Examinations for BTech/M.Tech/M.C.A will be held in **online mode between 4th Jan 2021 – 11th Jan 2021** through **Google Classroom** only. The <u>Exam schedule is available in college website (www.pec.edu).</u>

2. You are hereby informed to periodically check for regular updates in our college website.

   - College Website has published instructions to candidates along with examinations schedule.
   - Subject-wise Google classroom invite will also be sent by the concerned Internal Examiner to every individual candidate prior to the date of respective Practical exams.
   - You may also share this information regarding conduct of practical arrear exams with your peers having arrears in practicals/ project viva-voce.

3. The arrear Practical <u>**examinations scheduled/completed will not be conducted again in this semester for any reasons**</u> and henceforth all arrear candidates are instructed to join google classroom at the earliest and stick on to the published timetable. **Candidates should join only the respective google classroom(s) of the laboratory/ Project for which they have registered.**

4. Enough care had been taken while preparing the Exam Schedule so as to avoid clash of more than one practicals/ project viva-voce on a particular date and session. However, the candidates are instructed to refer to the schedule published in the website and <u>**inform clashes, if any as early as possible before 31.12.2020**</u>.

5. All candidates who want to take up the arrear lab examinations scheduled should have <u>**to necessarily join the Google classroom pertaining to that laboratory/ project viva-voce with their pec email ids only.**</u>

B. <u>**JOINING GOOGLE CLASSROOM**</u>

6. The candidates who take up these arrear practical exams should join the <u>**Google classroom**</u> created for his/her lab courses immediately after the receipt of invite, sent by the faculty with <u>**their pec email ids**</u> only. <u>**If there are any issues with pec email ids, it should be immediately resolved with PEC webmaster (mail.admin@pec.edu) on or before 31st December 2020 positively**</u>.

7. Further, the **candidates of arrear examinations are also directed to update their current mobile numbers in the IIS database, by sending a request to iicoffice@pec.edu**

8. As the online examinations will be conducted through <u>**Google Classroom platform**</u>, Candidates will be posted online with the lab question exactly at the time of commencement of the examination.

C. SPECIAL INSTRUCTIONS FOR ONLINE PRACTICALS/ PROJECT VIVA-VOCE

Every student taking up the arrear practical should meet the **following mandate requirements:**

- o The duration of laboratory examination is **3 hours.**
- o All students taking up the practical arrear should write the exam in A4 paper and fill their particulars and undertaking in **page-1** .
  The first page should contain the following particulars
  > **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.*
  > *Signature of the Student:*
  > *Endorsement of the parent/Guardian:*

- o In the subsequent sheets (**pages 2 and 3**), **scanned copies of the front page of the record book and the bonafide certificate duly signed** has to be inserted.
- o In page 4, the student should write down the lab question assigned to him. Following which he/she has to write the aim of the experiment, Tools/Equipment's /components required, etc along with the circuit or block diagram and experiment procedure as instructed by the examiner.
- o Students have to perform tabulation, necessary calculations and plot graphs (if applicable) and infer results based on the inputs furnished by the internal examiner.
- o In all 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.

- o The **viva-voce for the practicals would be conducted using any online video conferencing platform like google meet,zoom etc. as instructed by the Internal Examiner.**

- o For **attending project Viva-voce arrear examinations**, the **candidate must have completed the requirements such as attending of review meetings, completion of thesis/project reports.** If the requirements are not fulfilled, the student **will** not permitted for the project viva-voce exam.

D. ANSWER SCRIPTS SUBMISSION

9. Candidates should write the examination using **black ink** in **A4 size** papers with sufficient margin on all four sides to facilitate perfect scanning.

10. To ensure readability, write the answers very clearly with enough spacing.

11. 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, within the time instructed by the Internal Examiner.

12. **Submissions either beyond the above prescribed time limit or through any other mode (like email, whatsapp, post/courier etc.) will not be entertained**

13. **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.

14. The file name for the manuscript submitted will be Reg. No_Lab Code.pdf. For example, if a

student with Register Number (Reg. No. 17CS035) submitting the answer scripts for lab course with subject code: CY103 / Chemistry Laboratory) should give **File name as: 17CS035_CY103.pdf.**

15. 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.

E. ANSWER SCRIPTS SCANNING:

16. 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.

17. 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.**

18. 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.

19. 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 class room platform, video conferencing platform (to be used for vivavoce), schedule of which will be fixed by the concerned faculty and informed to the respective candidates.

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