

PONDICHERRY ENGINEERING COLLEGE, PUDUCHERRY

Office of Controller of Examinations

Dt. 09.10.2020.

FINAL ANNOUNCEMENT ON THE CONDUCT OF PHASE-IARREAR EXAMINATIONS – October 2020

The following are the instructions to the candidates:

Exam Conduction:

1. The Phase-I arrear examinations will be held in **online mode** between 12th– 19th October 2020 through Google Classroom only. The Examination schedule is available in college website.
2. You are hereby informed that all essential steps are taken to reach out every student so as to enable the students to attend the Phase-1 arrear examinations.

IIS convenor has sent individual email messages to every student using their registered emails available in IIS portal on 01.10.2020.

College Website has published instructions to students along with examinations schedule, subject-wise Google classroom invite has been sent by the concerned faculty to every individual student. Added to it, you may also share the conduct of arrear exams with your peers having arrears, if any.

3. Therefore, the **examinations scheduled / completed in Phase I will not be conducted again in this semester for any reasons** and henceforth all arrear candidates are instructed to join google classroom at the earliest and stick on to the published timetable.
4. The students are instructed to refer to the schedule published in the website and inform clashes, if any.
5. All arrear students who want to take up the arrear examinations scheduled in Phase-I should have **to necessarily join the Google classroom pertaining to that subject with their pec email ids.**

Joining Google Classroom

6. The students who take up these exams should join the **Google classroom** created for his/her subject immediately after the receipt of invite, sent by the faculty with their pec email ids. If there are any issues with pec email ids, it should to be immediately resolved with PEC webmaster (**mail.admin@pec.edu**) on or before 10th October2020 (**extended final deadline**).
7. As the online examinations will be conducted through **Google Classroom platform**, the students will download the question paper exactly at the time of commencement of the examination.
8. The duration of examination is three hours. There will not be any change in the question paper pattern.

ANSWER SCRIPTS SUBMISSION

9. Students 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.
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_Sub Code.pdf like for 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.
15. All the students are instructed to read out the guidelines thoroughly. As the exams are to be conducted in online mode, students are instructed to make necessary arrangements for the gadgets like laptop,desktop, etc. and as well as ensure the Internet connectivity during scheduled dates and time slots of earmarked examination period.
16. The first page should contain the following particulars and the students 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.**
 - Signature of the Student:**
 - Endorsement of the parent/Guardian:**
17. In the second and subsequent pages, the students 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.**

Answer scripts Scanning:

18. Students 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.

19. Students should 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 students in taking the on-line examination through Google class room platform. The schedule of the mock session will be fixed by the concerned faculty.

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CONTROLLER OF EXAMINATIONS

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PRINCIPAL