

PONDICHERRY ENGINEERING COLLEGE

Pillaichavady, Puducherry 14.

12.09.2020

FINAL ANNOUNCEMENT ON THE CONDUCT OF EIGHTH SEMESTER EXAMINATIONS

This circular supersedes the previous announcements. The examination schedule, however, remains unaltered. There are changes on the examination mode etc. The following are the instructions to the candidates: The additional instructions to the students are given in Annexure.

1. The examinations will be conducted using **Google Classroom platform** as per the previously scheduled time-table which is published in the college website www.pec.edu.
2. However, the students who have difficulty in taking the examination through google classroom/online will have to travel to PEC campus for writing the examination on the scheduled date and time.
 - The decision of such student should be informed to the respective **HoD through mail on or before 17.09.20.**
 - If accommodation is required, mail may be sent to the hostel warden (email id: gnanadass@pec.edu).
 - Examinations will not be held in regional centres.
3. The Question Paper pattern for the examination is given below:

Duration: 3 hours	Total Marks (60)
PART - A	5 × 2 = 10 MARKS
PART - B	5 × 8 = 40 MARKS (Any five questions out of 10 questions)
PART - C	1 × 10 = 10 MARKS (Any one out of two questions)

4. The exams timings will be from 9:30 a.m. to 12:30 p.m. (Forenoon session) and 2:00 p.m. to 5:00 p.m. (Afternoon Session).
5. Students should write the examination using **black ink** pen in **A4 size** paper with sufficient margin on all four sides to facilitate perfect scanning. Importantly, the student should write their register number and **affix their signature on** the top-right corner of **every page**.

6. 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:

7. The question paper will be uploaded in Google classroom as a PDF file. The students shall download the question paper exactly at the time of commencement of the examination.
8. After completing the examination, the answer scripts should be scanned and uploaded as a single pdf file within the maximum duration of 3 hours 15 min.
9. **The scanned answer scripts should be STRICTLY sent as a single .pdf file (not in many .pdf files) only** and uploaded in the Google Classroom for the convenience of managing the answer scripts by the evaluator in an error-free manner.
10. To familiarize the students in taking the on-line examination through Google classroom platform, **a brief mock session (approximately 10 minutes) will be arranged by the faculty.**
11. Students should maintain the **order** and **sanctity** of the examination process.

Annexure

Additional Instructions to Students:

1. All the students are instructed to read out the guidelines thoroughly.
2. 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.
3. Students are instructed to use the same pec official mail-IDs to login in the Google classroom.
4. The stepwise procedure to be followed in online exam mode is as follows:
 - a. Students should login to their pec official mail account to get into google classroom.
 - b. The question paper can be accessed by the student.
 - c. **Only onetime submission of answer sheet as a single pdf is permitted.** Otherwise, the submission of subsequent answer sheets will be discarded automatically.

----- **Good luck** -----