



GOVERNMENT COLLEGE OF ENGINEERING, SALEM : 636011
(AN AUTONOMOUS INSTITUTION AFFILIATED TO ANNA UNIVERSITY, CHENNAI)

Guidelines and Instructions to the Candidates for Online End Semester Examination
April / May 2021

Basic Instructions for Online Examinations:

1. The Online End Semester Examinations will be conducted using Google Classroom (**GCR**) through **Take-Home mode**.
2. For all the theory Examinations, the students should appear for examinations from their place of stay.
3. Duration of examination 3 hours. Description type and Maximum Marks 100.

Sl.No	Activity	Forenoon Session	Afternoon Session
1.	Viewing Question Paper	9.55 AM	1.55 PM
2.	Writing Examination	10.00 AM to 1.00 PM	2.00 PM to 5.00 PM
3.	Uploading of answer Script	1.00 PM to 1.30 PM	5.00 PM to 5.30 PM

4. The student should use only the **Gmail account**, the details submitted to the COE in the google form.
5. Check the internet speed before entering exams using speedtest.net and check your uploading and downloading data speed.

Step – 1 (shall be completed two days before the exam starts)

1. The student can download the Hall ticket from the College website before examinations by using Register number and Date of Birth from 26.06.2021 onwards.
2. The Class code for respective examinations will be uploaded in the college web site on every Saturday till the June / July 2021 Examinations completed.
3. The student should change his/her profile name which is the display name in GCR to the following format by changing the personal information in Gmail Account.

First two digit of Reg. No	Department Code	Mode of study	Last three digits of Register number	Space	Name(In capital letters)	Space	Initial at the end
First two digit	Third and Fourth digit	Fifth digit (F/P/L/T)	Sixth to Eight digit	Space	Name (any number of characters)	Space	Initial

Example : UG - Regular Full Time - 19CEF001 AKILA N,

Part Time - 19CEP001 AKILA N,

Lateral Entry – 19CEFL01 AKILA N

Transferred – 19CEFT301 AKILA N

PG – Regular Full Time – 19STF101 AKILA N

Department Code (Third Fourth digits)	Mode of study (Fifth Digit)
UG : Civil Engineering - CE Computer Science Engineering – CS EEE – EE ECE – EC Mechanical – ME Metallurgy – MT	Regular Full Time - F Part Time - P Lateral Entry – L Transferred – T
PG : Structural Engineering – ST Computer Aided Design – CD Thermal Engineering – TH Welding Technology - WT Power Electronics and Drives – PE Communication Systems - CO	

- The student should update his/her profile photo with the photo submitted in the google form (Submitted to the COE). **If display name and profile photo are not updated as per format**, he/she will be removed from GCR without any information and not allowed to write the examinations.
- The student **should register in the GCR using class code, two days before the examination** given in the examination schedule for every exam. All updates and notifications regarding written exams will be informed through GCR only.

Step -2 (Preparation for examination)

- The student should get ready with all the writing materials including paper (A4 sheet only), taking print out of required no. of cover sheet of answer script, **good quality black pen**, calculator, Codebook/Data book etc,. Students should not move away while writing an exam for taking above materials.
- Student shall select the place where he /she get optimum network and ambiance to write exam without any interruption

Step - 3 (Before and During the examination)

- He /She should sit in a place where a proper/optimum network is available and check the network connectivity and data available.
- The student should log in GCR 15 minutes before the Examination time.
- If the student find any difficulty while writing exam should contact the COE office through mobile.
- The Question Paper will be viewed only at **9.55 am** for FN Exam and **1.55 pm** for AN Exam. Question Paper cannot be downloaded and can only be viewed.
- The student should check the subject code and subject name in the Question Paper of his/her with scheduled date Examination. If found any deviations in the Question Paper, he/she should intimate it to the COE Office/through faculty advisor to COE office immediately.
- The student should take care that no one should interrupt/make noise or sound while writing the Exam.
- Part A - answer should be in the first 5 pages of answer scripts and followed by part B answers.
- Maximum number of pages for answering should not exceed 30 pages (for both Part A & B).**

9. Extra time or extra attempt will not be provided if,
 1. Student fails to appear for exam within specified timings.
 2. Student appears for exam late / face lack of time.
 3. Student ignores instructions and rules.
 4. Student does not submit the answers scripts properly and not in time 5. Student faces internet or power failure problems.
10. The student should have the print out of **answer script front sheet** which is enclosed at the end of the instructions.
11. The student should write the examination of their own and the students handwriting shall be verified with the existing handwriting available in the office of Controller of Examination and any mismatching in handwriting shall be considered as impersonation.

Step - 4 (Scanning of Answer scripts - After completion of writing)

1. The student should fill the details in the **answer script front sheet** and sign the declaration with no of pages written after completing the examination.
2. The student should put page numbers in the all pages of answer scripts and should arrange them in order with **answer script front sheet as first page**.
3. The student should scan the answer scripts in order **along with answer script front sheet** and check whether the scanned pages are in readable and pdf format.
4. The student must ensure that the scanned answer script file size is less than **6 MB**, if exceeds 6 MB, compress the file.
5. The student must change the file name as **register number, hyphen (-) followed by course code (Eg.1811001-16CE801)**.
6. Submitting more than one copy of answer script for a particular subject shall be considered as malpractice.

Step - 5 (Uploading of Answer scripts)

1. Once again check the scanned documents whether the pages are in order and the front sheet is properly filled.
2. The student should upload answer scripts along with cover sheet in the GCR where he/she viewed the question paper.
3. After uploading answer scripts, he/she should check the uploaded documents of file name, number of pages in the document along with answer script front sheet.
4. Once everything is correct the student should handed-in the document within the time.
5. After **Handed in** his/her answer scripts he/she will not be able to change/edit the document.
6. Answer scripts will not accepted for evaluation, if answer scripts.
 - Late handed –in answer scripts.
 - Answer scripts without cover page.
 - Missing of details in the cover sheets (eg. Sub code, declaration and signature of the candidate).
 - Blank documents.
 - Irrelevant documents (other than appropriate answer scripts).
 - Documents other than PDF format and more than 6 MB.
 - Answer scripts are not in readable format and page orders are jumbled/missing.

Step - 6 (After handed in GCR)

1. **After completing the current semester examination**, the student must preserve his/her all answer scripts until his/her current semester examinations are completed.
2. After completing the last subject examination of current semester (2018 Regulation IV and VI Semester Full Time B.E, 2016 Regulation Part Time IV & VI Semester of 2018 and 2019 batch) the answer scripts of completed examinations should be dispatched on that day to the Controller of Examination in the cloth lined green cover by pasting the **Current Semester Cover Sheet** on the top of the cover (The dispatch date on the envelope is important).
3. A answer script of **Arrear Examination** should be dispatched to the COE Office on the day of Examinations in the cloth lined green cover by pasting the **Arrear Examination Cover Sheet** on the top of the Envelope.(The dispatch date on the envelope is important)
4. Use separate cover for Arrear Examination and send individually for every exam. The Cover with more than one answer script for arrear examination will not be considered for evaluation.
5. **The student has to dispatch the answer script by Speed Post / Register Post / Courier Service addressed to the (Controller of Examinations, Government College of Engineering, Salem – 636 011).**



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ANSWER SCRIPT FRONT SHEET

Online End Semester Examination April - May 2021: Descriptive type

Register number										
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Subject Code & Title		
Date & Session		

Part - A										
Question Number	1	2	3	4	5	6	7	8	9	10
Put Tick ✓ For the Answered Questions Number										

Part - B										
Question Number	11		12		13		14		15	
	a	b	a	b	a	b	a	b	a	b
Put Tick ✓ For the Answered Questions Number										

Declaration: I can view the question paper in the Google Class Room of the subject code _____
and submitted answer scripts of the subject code _____ with _____ pages along with as front sheet of
answer scripts.

Signature with Date: _____



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**CURRENT SEMESTER COVER SHEET
(2018 Regulation (FT) / 2016 Regulation (PT) IV & VI Semester)**

ONLINE END SEMESTER EXAMINATIONS APRIL/MAY 2021

Register Number	Name of the Candidate	Branch Name	Sl. No.	Sub. Code	Subject Name
			1.		
			2.		
			3.		
			4.		
			5.		
			6.		

To:

**The Controller of the Examinations,
Government College of Engineering,
Salem – 636 011.**

From:

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ARREAR EXAMINATION COVER SHEET

(2018 Regulation / 2016 Regulation / 2012 Regulation) (FT/PT)

ONLINE END SEMESTER EXAMINATIONS APRIL/MAY 2021

Register Number	Name of the Candidate	Branch Name	Sub. Code	Subject Name

To:

**The Controller of the Examinations,
Government College of Engineering,
Salem – 636 011.**

From:

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