



**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**  
**Nov/Dec 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 Class code for respective examinations will be uploaded in the college web site on every Saturday till the Nov/Dec 2021 Examinations completed.
2. 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)
<u><b>UG :</b></u> Civil Engineering - <b>CE</b> Computer Science Engineering – <b>CS</b> EEE – <b>EE</b> ECE – <b>EC</b> Mechanical – <b>ME</b> Metallurgy – <b>MT</b>	Regular Full Time - <b>F</b> Part Time - <b>P</b> Lateral Entry – <b>L</b> Transferred – <b>T</b>
<u><b>PG :</b></u> Structural Engineering – <b>ST</b> Computer Aided Design – <b>CD</b> Thermal Engineering – <b>TH</b> Welding Technology - <b>WT</b> Power Electronics and Drives – <b>PE</b> Communication Systems - <b>CO</b>	

- 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.
- The students entering in the GCR other than registered students will be booked under malpractice.

#### **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
- The student should have the print out of enough **answer script front sheets and cover sheets** which are enclosed at the end of the instructions.

#### **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. QuestionPaper 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.

8. Maximum number of pages for answering should not exceed 30 pages (for both Part A & B).

**1. 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 if Student faces internet or power failure problems.
2. 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 answer script from 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.
  - **Students un-enroll from the Google classroom after the completion of examinations.**
  - **Answer scripts of subjects other than that of the subjects scheduled for the day of exam of the candidate.**
  - Hardcopy differs from softcopy submitted the GCR.
  - Softcopy submitted through stream (GCR)/ Mail.
  - Is in the format of Image file /JPEG files.

#### Step - 6 (After handed in GCR)

- **After completing the current semester examination**, the student must preserve all of his/her answer scripts until his/her current semester examinations are completed.
- After completing the last subject examination of regular students (Regulation 18: III, V, VII Semester regular B.E. and Regulation 16: III, V, VIII Part Time B.E. of 2020, 2019, 2018 Batches) 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).
- 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).
- **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.
- **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).**

#### Step - 7 (After Completion of online Exams)

- **After Enrolling in Google Class Room for Examinations, the students should not leave Google Class Room until the further notice from the COE office.**



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**ANSWER SCRIPT FRONT SHEET**

**Online End Semester Examination Nov/Dec 2021: Descriptive type**

<b>Register Number</b>									
<b>Subject Code &amp; Title</b>									
<b>Date &amp; Session</b>									

<b>Part - A</b>	
✓	
<b>Put Tick For the Answered Questions Number</b>	
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

<b>Part - B</b>			
✓			
<b>Put Tick For the Answered Questions Number</b>			
11.	A	i)	ii)
	B	i)	ii)
12.	A	i)	ii)
	B	i)	ii)
13.	A	i)	ii)
	B	i)	ii)
14.	A	i)	ii)
	B	i)	ii)
15.	A	i)	ii)
	B	i)	ii)

**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 NOV/DEC 2021**

<b>Register Number</b>	<b>Name of the Candidate</b>	<b>Branch Name</b>	<b>Sl. No.</b>	<b>Sub. Code</b>	<b>Subject Name</b>
			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/09 Regulation)(FT/PT)**

**ONLINE END SEMESTER EXAMINATIONS NOV/DEC 2021**

<b>Register Number</b>	<b>Name of the Candidate</b>	<b>Branch Name</b>	<b>Sub. Code</b>	<b>Subject Name</b>

**To:**

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

**From:**

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