

ETHIRAJ COLLEGE FOR WOMEN (Autonomous)

Chennai – 600 008

Affiliated to the University of Madras

College with Potential for Excellence

Reaccredited with A Grade by NAAC



ANNUAL REPORT

Controller of Examinations

2020-2021

ETHIRAJ COLLEGE FOR WOMEN (AUTONOMOUS)

ANNUAL REPORT OF COE OFFICE 2020- 2021

MONTH	WEEK	WORK
April-July		COVID-19 Pandemic Induced Lockdown
August - September		Preparations for first Online Examinations-guidelines for students and faculty-website arrangements-question paper checking and uploads
	21-09-2020	Mock Test for First Online Exams
	23-09-2020 to 28-09-2020	Conduct of Online End Semester Examinations for Final Year Students of 2017-2020 Batch
	24-08-2020 to 05-10-2020	Valuation of End Semester Answer Scripts- Online-Single Internal Valuation under the control of Nodal Officer
October - November December	12-10-2020 (Online)	Standing Committee Meeting for Publication of Results of Even Semester Exam
	14-10-2020	Publication of Results on the College Website
		Forwarding of Results to the university
		Printing of Consolidated Statement of Marks, Course Completion Certificates and Final Semester Mark Sheets
		Call for Departments to set Question Papers-3 Sets by Course Teachers
		Scrutiny of Question Papers by Chairperson Board of Studies
		Proof reading and checking of question papers with template
		Printing of question papers to be uploaded
January - February	08-01-2021 to 05-02-2021	Conduct of Improvement Examinations- Online for Arrear candidates of UG (2017-18;2018-21;2019-22) and PG (2018-20; and 2019-21) and students of previous batches with backlogs
		FEE COLLECTION DATES NEEDED
	11-01-2021 to 01-02-2021	Conduct of November 2021 Online End Semester Examinations
	04-02-2021 to 15-02-2021	Online Valuation of November 2020 End Semester Examinations
	02-02-2021 to 05-02-2021	Conduct of Even Semester Arrear Exams for UG and PG Batches
March	23-03-2021	Online Standing Committee Meeting for Declaration of Results of November 2020 Online Examinations
		Forwarding of results to the university
		Printing of Mark Statements
		Distribution of Marks Sheets
		FEE COLLECTION DATES NEEDED
	25-03-2021 to 31-03-2021	Practical Examinations-Hybrid mode
April-May May		Second Wave of Pandemic-Lockdown of Educational institutions
	12-05-2021	Project Viva voce Examinations-online
	17-05-2021 to 20-05-2021	Part IV UG and PG Exams online

June	16-06-2021 to 28-06-2021	April 2021 Online End Semester Examinations
		Valuation through work from home Mode-consolidation in the department under Nodal Officer
July	01-07-2021 to 12-07-2021	Foil Sheet Submission
August		Standing Committee Date
September		Forwarding Results
October		Marks Statement printing
		FEE COLLECTION DATES NEEDED
November		Question paper setting from Internals- 2 sets
December		Checking of question papers and their upload
January -	03-01-2022	November 2021 Practical Examinations Begin
February -	01-02-2022 to 14-02-2022	November 2021 online End Semester Exams
March	15-02-2022 to 17-02-2022	Part IV UG and PG Online Exams
	28-02-2022 to 04-03-2022	MBA and MCA First year exams
	23-02-2022 to 28-02-2022	Foil Sheet Submission
	08-03-2022 to 09-03-2022	MBA MCA Foil Sheet Submission
	09-03-2022 to 10-02-2022	Hard Copy of Answer Sheets and Soft Copies of Answer Sheets Collection
	18-03-2022	Offline Standing Committee Meeting to Declare Results



Controller of Examinations
Ethiraj College for Women
(Autonomous)

Ethiraj Salai, Chennai-600 008

ETHIRAJ COLLEGE FOR WOMEN (AUTONOMOUS)
OFFICE OF THE CONTROLLER OF EXAMINATIONS
GUIDELINES ON RESULTS OF FIRST AND SECOND UG AND FIRST YEAR PG STUDENTS
CALCULATION OF MARKS

In view of the Covid 19 pandemic, as directed by the Government (vide Department of Higher Education GO No.111 dated 27/07/20) the situation is not conducive for the holding of the end semester exams for the

- ___ the first and second year students in undergraduate students
- ___ first year post-graduate students
- ___ and the first and second year students in MCA programmes.

According to the GO they will be exempted from the current semester exams and allowed to move on to the next academic year

These students should be given marks on the basis of the following guidelines:

___ Their marks have to be calculated by adding 30 percent of the external marks they obtained in the last semester, and 70 per cent of internal assessment or continuous assessment marks; this will apply to core subjects and languages

___ for elective subjects, their marks will be calculated on the basis of 100 per cent internal assessment

---- if the practical exams were not conducted, the marks will be based on attendance

--- students who have failed in the previous semester will have to write the exams again

Students who do not agree with the above evaluation methods, can participate in the exams to be conducted later and increase their scores

In view of the difficult situation created by the pandemic, students who have obtained low marks will be given grace marks and promoted



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OFFICE OF THE CONTROLLER OF EXAMINATIONS
ONLINE END SEMESETER EXAMINATION APRIL 2020

**GUIDELINES FOR TEACHING FACULTY FOR CONDUCTION AND VALUATION OF
ONLINE EXAMS**

- The examinations will be held for final years of UG 2017-20, PG 2018-20 and M.Phil 2019-20
- Students of previous batches who have arrears in the final semester will also be permitted to take up the exam.
- The time duration for the exam is 90 minutes
- The maximum marks will be 50
- Question paper pattern will be as follows:

ALL UG/PG PROGRAMMES

MAXIMUM MARKS: 50

DURATION:90 MINUTES

PAPERS WITH SECTION A, B AND C:

SECTION A- Answer any five 5X2= 10 marks

SECTION B- Answer any three 3X8= 24 marks

SECTION C- Answer any one 1X16= 16 marks

PAPERS WITH SECTION A AND B

SECTION A- Answer any three- 3X10= 30 marks

SECTION B- Answer any one- 1X20= 20 marks

MBA

MAXIMUM MARKS: 40

TIME: 90 MINUTES

SECTION A-Answer any Four 4x8= 32 marks

SECTION B-Case Study- 1x8= 8 marks

- **M.Phil PROGRAMMES**

MAXIMUM MARKS: 50

DURATION:90 MINUTES

Tamil

SECTION A- 2x 25=50 marks

English

SECTION A- 5X2=10

SECTION B 4X5= 20

SECTION C 1X20=20

Economics

SECTION A 2x 25= 50

History

SECTION A 2x 25=50

AZB

SECTION A 3X10 =30

SECTION B 1X20=20

CHEMISTRY

SECTION A 2x 25= 50

COMMERCE

SECTION A 2x 25= 50

PBPB

SECTION A 2x 25= 50

MATHEMATICS

SECTION A 2X10=20

SECTION B 2X10=20

EITHER A OR B 1X10=10

CORPORATE SECRETARYSHIP

SECTION A 2x 25= 50

FOODS AND NUTRITION

SECTION A 2x 25= 50

PHYSICS

SECTION A 2x 25= 50

MCA

SECTION A 3X10 =30

SECTION B 1X20=20

- The portal for students to download the question papers and to upload answer scripts is **coe.ethirajcollege.in**
- Students will access their profile by typing in their register number and password at **coe.ethirajcollege.in** and download the question paper between 9.30 and 10.00 am.
- The question papers will be available for download from 9.30 am to 10.00 am
- There will be only one session, that is the Forenoon session on each day
- Students are instructed to use A4 size paper only to write the answers.
- Students must write their register number, paper code, page number and signature on the top of the answer script on each page used.
- Students must write the answers with blue or black pens only.
- They must not type the answers or "copy-paste" any image on the answer sheets.
- They will be given time from 10.00 am to 11.30 am to write the answers.
- They must scan the answers and convert it to PDF format and begin uploading the answer scripts between 11.30 am and 12.30 pm.
- The total number of pages of the PDF file **must not exceed 18 pages**.
- Extra time may be given in case students report any difficulty in writing to the Whatsapp group. The Nodal Officer will sanction such requests on a case to case basis.

CONDUCT OF EXAMS FOR M.Phil

- **M.Phil question papers will be shared in the Whatsapp group only.**
- **They must send the answer scripts to the department mail id (institutional mail ID only)**
- **The ID must be shared by the nodal officer in the Whatsapp group well ahead of the examination.**

DUTIES OF THE NODAL OFFICER

- The Head of the Department will act as the Nodal Officer for the conduct of the exam. She will be the single point of contact for the students during the conduct of the online Examination. If there are multiple batches senior staff (by seniority) may be designated as additional nodal officers.
- Nodal Officers must maintain a nominal roll of the students taking up the exam with the register number, phone number and email id.
- The phone numbers of the nodal officers must be sent to the students and they may contact her in case of any difficulty in the examinations.
- The Nodal Officers should report any issues which they need help in troubleshooting to the Conduction Department
- Each Nodal Officer will set up a Whatsapp group with the HOD, Class Teacher of the Final Year batch and the Course Teachers as admins. There must be separate groups for each UG, PG and M.Phil programmes.
This group will be used to identify the students and give instructions on how to attend the examinations, download question papers, upload answer scripts etc.,
Departments must ensure that the final year students join the group well ahead of the exam date.
Apart from the question papers being uploaded on the website on the date of the exam the question papers will be released to the HoDs by the Chief Superintendent and they may be posted in the respective Whatsapp group only after 9.30 am.
- After downloading the question paper the student must send a message through Whatsapp/SMS with the word DOWNLOADED. This will be confirmation that the student is attending the examination.
- Once the students have successfully completed the uploading they must send another message to the Whatsapp group, mentioning their register number and the word UPLOADED.
- Based on the message in the Whatsapp group the Nodal Officer should maintain a list of students who attended the each session of the exam, the absentees and a list of students who have been permitted to send the answer script by post.
- The Nodal officer must instruct the students to write their register number, paper code, page number and signature on the top of each page of the answer script as well as write the total number of pages on the last sheet.

- The Nodal Officer must follow up with students who have not been able to download the question paper or upload the answer script and troubleshoot the issues that might arise.
- All these practices must be observed for the mock test as well. (for which dates will be announced)

OPTIONS TO BE GIVEN ONLY AFTER PRIOR APPROVAL OF THE HOD FOR EACH SESSION

- If the students do not have access to any internet facility or face hardships while uploading and are unable to upload even after a long time (three hours) they may be instructed to send the answer scripts as a **single pdf file** to the department mail ID. Such approvals must be given only by the Nodal Officer on a case by case basis after ascertaining the genuinity of the request. No blanket permissions for the whole class must be given.
- Students may be permitted the answer script by Speed Post of India Posts only (with acknowledgement due) on the same date of the examination. The postal answer scripts must be addressed to the Controller of Examinations, Ethiraj College for Women, Egmore, Chennai-08.
- The student will have to enclose the answer script in a **cloth lined cover only**.
- The **ET number** of the Speed Post must be sent to the Whatsapp group by the students. This must be recorded separately as a list. The student must post the answer script on the same date of the examination. The ET number will help in tracking the date of posting.

GUIDELINES FOR VALUATION

- Nodal Officers must submit the attendance list of candidates and the number of postal answer scripts to the Conduction Department after each session.
- Answer scripts received by post will be sorted and handed over for valuation by the Conduction Department.
- Lists of such mail handed over and received (with register number and paper code) of each department will be maintained by the Conduction and valuation Department
- Final attendance list (including postal answer covers) must be maintained by the Conduction Department
- Postal answer scripts must be evaluated after resting for three days from receipt and after wearing gloves.
- Only Single Internal Valuation of all papers will be conducted.
- Marks will be awarded out of 50.
- Access to view/download the online answer script will be provided to HoD's on completion of the session.
- The examiners must value the online answer scripts by viewing alone. No hard copy will be provided. Only senior and qualified teachers must be deputed to evaluate the answer scripts

- Faculty must evaluate the paper in the college premises in the respective departments.
- HoD's must supervise the soft copy evaluation.
- Marks should be submitted in foil sheets to the Valuation Department.
- Foil sheets may be submitted as and when the valuation is completed. No scheduling is being done so as to avoid crowding at the Valuation Camp
- Teachers are kindly requested to follow the norms of physical distancing and respiratory hygiene while evaluating and during submission of marks at the Camp.
- There will be no revaluation for this exam and therefore evaluators are requested to exercise care while awarding the marks.

ETHIRAJ COLLEGE FOR WOMEN (AUTONOMOUS)
OFFICE OF THE CONTROLLER OF EXAMINATIONS
ONLINE END SEMESTER EXAMINATIONS- APRIL 2020

INSTRUCTIONS FOR STUDENTS

UG 2017-20/PG 2018-20/M.Phil 2019-20

(And registered students of previous batches with final semester arrear only)

Due to the continuing prevalence of the COVID-19 pandemic, and based on the directions of the the University of Madras, students of the **final year** UG 2017-20, PG 2018-20, M.Phil 2019-20 are hereby informed that they have to take up the pending End Semester Examinations in the **online** mode.

Students of **prior batches** who have registered for the examination will be permitted to take up the arrear papers of the final semester only.

The exams will commence on the 23rd of September 2020.

Kindly note the following instructions:

- The exam will be conducted **ONLY** in the online mode
- The duration of the examination will be 90 minutes.
- Examination will be out of a maximum of 50 marks.
- The questions will be of descriptive type (not multiple choice). The pattern will be similar to the previous semester. More choices will be given in each section.
- There will be only one session, that is the Forenoon Session, everyday.
- The question paper can be downloaded from the student profile at the following web address **coe.ethirajcollege.in** on the date of the exam
- The answers must be **written by hand** (on A4 size paper)and the answer script must be scanned and uploaded in PDF format.
- The total number of pages of the PDF file **must not exceed 18 pages**.
- Students must write their register number, paper code, page number and signature on the top of every page written.
- Answers must be written only with black or blue pens. They are strictly not allowed to type or copy/paste text material images in their answer scripts.
- The candidates will be given sufficient time to download the question paper as well as upload it after writing the answers.
- Differently abled students will be given extra time to submit the answer scripts as per University norms.
- Students who face any difficulty in either downloading question papers or uploading the answer scripts must call the HoD and seek her advice on how to proceed.
- Students may send a soft copy of their answer script to the department mail ID only after approval from the HoD.
- If the student faces any difficulty with regard to sending the answer script she must call the HoD and get approval to send the hard copy of the answer script by post on the same date of the examination.

- Postal answer scripts must be sent by **SPEED Post facility** (with acknowledgement due) of India Posts **only**. The **ET** number of the Speed Post must be sent as a message to the Whatsapp group.
- A mock test will be held to familiarise students with the mode of taking up the exam. The dates for the same will be announced shortly on the college website.
- Detailed instructions on the mode of examinations are given below.
- The time table for the exams can be downloaded from Wednesday, 16/09/20

GENERAL INSTRUCTIONS FOR STUDENTS

Candidates appearing for the April 2020 End Semester Examination in the online mode should note the following points and adhere to the rules stated below:

- The examination will be conducted only in the online mode for all students
- **Timing for question paper download: 9.30 am to 10.00 am**
- **Duration of the exam is 90 minutes -10.00 to 11.30 am**
- **Maximum Marks: 50**
- **Time given to upload answer script: 11.30 am to 12.30 pm**
- Grace time to upload will be sanctioned on request to HOD in Whatsapp group
- Students are requested to adhere to the timings.
- Pattern of Question Paper: similar to previous semesters but with more choice. Descriptive and not multiple choice

INSTRUCTIONS FOR TAKING UP THE EXAMINATION

- Students must log in to their student profile to access the question paper for each session of the exam. They must login to the examination portal **coe.ethirajcollege.in** by 9.30 am for every session.
- The question paper will be made available for download between 9.30 am and 10.00 am of each session.
- They must download the question paper
- All Students must send a message to the Whatsapp group that they have received the question paper with the word **DOWNLOADED and their register number**. This will be a confirmation from the student for attending the examination session.
- Question papers will also be sent in the respective Whatsapp groups of each department at the scheduled time.

INSTRUCTIONS TO BE FOLLOWED DURING WRITING AND ON UPLOAD

- Students must write the answers by hand on A4 sized paper. Under no circumstance will they be permitted to type the answer or copy-paste images into the answer sheet.
- Students must compulsorily number the pages, and write their register number on every side/sheet used. Total number of pages used must also be given without fail.
- The students must compulsorily write the following details **on the top of each and every page** answer script:
 1. Register Number
 2. Paper Code
 3. Page number
 4. Signature of the Candidate
- Students must write the **total number of pages used** on the last page of the of the answer script without fail
- Students may download any suitable scanning app and practice using it (such as Adobe Scan, Clear scanner, Microsoft Office Lens or Cam Scanner etc.,) onto their devices before the examination.
- Students are advised to stock up on sufficient A4 size papers, graph papers, accounts sheets etc., before the sessions. They may also make use of the entire space on A4 sheets to minimise the use of pages and to ensure quicker uploads of the PDF copy.
- Once they complete writing the answers the students must scan each and every page of the answer script and convert it to pdf format. That is, as the picture or image will usually be in jpg format they must convert it to pdf format and upload it to the website.
- The PDF file should be a single document with the register number and paper code as the file name.
- Documents must be scanned in the ascending order. Students are advised to arrange the papers carefully and scan the answer script in the correct order.
- The PDF file should be named with the Register Number followed by the Paper Code (Format: register number <space> paper code) .
- The total number of pages of the PDF file **must not exceed 18 pages**

- Next they **must upload** the scanned pdf document as a single document to the web portal through their profile.
- Total number of pages used (mentioned on the last page) must tally with total number uploaded.
- Once they successfully complete the upload they must send a message to the Whatsapp group with the word **UPLOADED and their register number** to indicate that they have completed the process. This will be a confirmation of their uploading the answer script.
- Answer scripts must **NOT** be sent to the Whatsapp group under any circumstance.
- Once the students upload the answer script on the college portal, it cannot be changed or viewed again. Students are advised to thoroughly check if they have written their register number, paper code, page numbers and signatures on every sheet.
- Students can upload a maximum of 18 handwritten sheets.
- They must complete the uploading process by 12.30 pm.
- In case they find any difficulty in uploading they must call their respective HoD and seek their assistance and direction.
- Differently abled students who have prior permission of the University may take extra time as sanctioned to upload their answer scripts.
- Differently abled students are permitted to make their own arrangements for a scribe.

INSTRUCTIONS FOR ALTERNATE OPTIONS (ONLY WITH THE PRIOR PERMISSION OF THE HOD FOR EACH SESSION)

- Students who face any difficulty in either downloading question papers or uploading the answer scripts must call the HoD and seek her advice on how to proceed.
- Students may send a soft copy of their answer script to the department mail ID only after approval from the HoD.
- The answer script should be attached and sent as a **single PDF file**. The file name must be the register number and paper code.
- Over and above this if the student faces any difficulty with regard to sending the answer script she must call the HoD and get approval to send the hard copy of the answer script by post on the same date of the examination.
- Postal answer scripts must be sent in a cloth lined cover by **SPEED Post facility** (with acknowledgement due) of India Posts **only**. The **ET** number of the Speed Post must be sent as a message to the Whatsapp group. Address to send the communication is:

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CHENNAI 600 008**

- ❑ Students must ensure that they have the necessary data packs/wifi facility and also adequate power backup during the exams.
- ❑ There will be a mock exam to familiarise students to take up the online exams. The date will be announced shortly on the college website. All students are advised to attend the mock exam
- ❑ Please visit the college website daily for any updates or further announcements



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**GUIDELINES FOR TEACHING FACULTY FOR CONDUCTION AND VALUATION OF ONLINE
END SEMESTER EXAMS -NOVEMBER 2020
(ODD SEMESTER REGULAR AND ARREAR)**

- The Odd Semester Examinations of 2020, beginning on Monday, 11/01/21 will be held for the batches of UG 2018-21, UG 2019-22 and PG 2019-21 **(Regular and Arrear)**
- The Odd Semester examinations of 2020, for the I UG (2020-23) and PG (2020-22) will be held from Saturday, 23/01/2021
- The time duration for the exam is 90 minutes
- The maximum marks will be 50
- Question paper pattern will be as follows:

ALL UG/PG PROGRAMMES

MAXIMUM MARKS: 50

DURATION:90 MINUTES

PAPERS WITH SECTION A, B AND C:

SECTION A- Answer any five 5X2= 10 marks
SECTION B- Answer any three 3X8= 24 marks
SECTION C- Answer any one 1X16= 16 marks

PAPERS WITH SECTION A AND B

SECTION A- Answer any three- 3X10= 30 marks
SECTION B- Answer any one- 1X20= 20 marks

MCA

SECTION A 3X10 =30

SECTION B 1X20=20

- Question papers (Regular and Arrears) will be sent to the personal Whatsapp numbers of the Nodal Officers.
- They must be uploaded to the Google Classroom of the respective batch. While uploading care should be taken to ensure that students can only view the file. That is, the following steps are to be followed
 1. Go to class

2. Click classwork
3. At the top, click Create Assignment
4. Enter the title and any instructions
5. Customise the assignment to enable only "student can view the file"
Do not enable students can edit the file

- All registered candidates should have joined the classroom before the exams commence and the Nodal Officer should ensure that all registered candidates have done so.
- Students will download the question papers from the Google Classroom and upload answer scripts to the same classroom on all days of the examination.
- All assignments/student work of any kind and prior instructional material such as videos, sound clips, ppts and notes must be removed from the classroom and archived. Nodal Officers should ensure that no resource of any kind is left behind in the classroom for use/viewing by the candidates.

QUESTION PAPER DOWNLOADS AND UPLOADS

- The question papers should be made available for download from 9.30 am to 10.00 am for the forenoon session and from 01.00 to 01.30 pm for the afternoon session of each day.
- There will be two sessions, that is the Forenoon and Afternoon session on each day
- Students are instructed to use A4 size paper only to write the answers.
- Students must write their register number, paper code, page number and signature on the top of the answer script on each page used.
- Students must write the answers with blue or black pens only.
- They must **not type the answers or "copy-paste"** any image on the answer sheets.
- They will be given time from 10.00 am to 11.30 am to write the answers during the forenoon session and between 01.30pm and 03.00 pm during the afternoon sessions.
- They must scan the answers and convert it to PDF format and begin uploading the answer scripts between 11.30 am and 12 noon for the Forenoon session and between 03.00 and 03.30 pm for the afternoon session.
- The total number of pages of the PDF file **must not exceed 18 pages**.
- Extra time may be given in case students report any difficulty in writing to the Whatsapp group. The Nodal Officer will sanction such requests on a case to case basis.
- **Kindly note: All the students who take up the exams must be instructed to retain the hard copy of the handwritten answer sheets and submit it in original to the department within two working days of the conduct of the last exam. Such answer scripts should be forwarded by the Nodal Officer to the CoE after the exams are over on dates to be specified.**

DUTIES OF THE NODAL OFFICER

- The Head of the Department will act as the Nodal Officer for the conduct of the exam. She will be the single point of contact for the students during the conduct of the online Examination.
- Nodal Officers must maintain a nominal roll of the students taking up the exam with the register number, phone number and email id.
- Nodal officers must ensure that all the candidates who have registered for the exams by paying the prescribed examination fees have joined the class. Students must be informed that they must download question papers and upload answer scripts only in the Google classrooms specified.

- The phone numbers of the Nodal Officer must be sent to the students and they may contact her in case of any difficulty in the examinations.

- The Nodal Officers should report any issues with which they need help in troubleshooting to the Controller of Examinations.

- Each Nodal Officer will set up a Whatsapp group with the Class Teacher and the Course Teachers as admins. There must be separate groups for each UG, and PG programme and sections as well. Only messages pertaining to the exams must be shared in the group.
- This group will be used to identify the students and give instructions on how to attend the examinations, download question papers, upload answer scripts etc., Departments must ensure that ALL students join the group well ahead of the exam date. The question papers will be sent to the HoDs by the Controller of Examinations through Whatsapp and they must be uploaded both to the Google Classroom and they may be posted in the respective class Whatsapp group only after 9.30 am in the forenoon and after 01.00 pm in the afternoon session.

- After downloading the question paper the student must send a message through Whatsapp/SMS with the word **DOWNLOADED** and her register number. This will be confirmation that the student is attending the examination.
- Once the students have successfully completed the uploading they must send another message to the Whatsapp group, mentioning their register number and the word **UPLOADED** and her register number.

- The Nodal officer must instruct the students to write their register number, paper code, page number and signature on the top of each page of the answer script as well as write the total number of pages on the last sheet before every session to reiterate the instructions.

- The Nodal Officer should check and ensure that the student has uploaded the **correct answer script of each session** and that it has all the details like register number, paper code, total papers used, and signature of the candidate. In case of any discrepancy the student should be notified immediately and the correct answer script must be obtained. Failure to do so will result in the student being disqualified/result being withheld.
- The Nodal Officer must follow up with students who have not been able to download the question paper or upload the answer script and troubleshoot the issues that might arise.
- Based on the message in the Whatsapp group the Nodal Officer should maintain a list of students who attended the each session of the exam, the absentees and a list of students who have been permitted to send the answer script to the mail ids of the Department in the institutional domain.
- Nodal Officers should intimate the dates on which the students must submit the original answer scripts to the department. These answer scripts must be collected and forwarded to the CoE (with name lists of the students) on dates to be specified.

OPTION TO BE GIVEN ONLY AFTER PRIOR APPROVAL OF THE HoD FOR EACH SESSION

- If the students do not have access to any internet facility or face hardships while uploading and are unable to upload even after a long time (three hours) they may be instructed to send the answer scripts as a **single pdf file** to the department mail ID in the institutional domain only.
Such approvals must be given only by the Nodal Officer on a case by case basis after ascertaining the genuinity of the request. No blanket permissions for the whole class must be given.

GUIDELINES FOR ATTENDANCE POSTING OF THE SESSIONS

- Nodal Officers must forward the attendance list of candidates and the details of postal answer scripts/answer scripts sent to mail IDs to the Controller of Examinations at coe@ethirajcollege.edu.in the end of each session. (Forenoon session by 2pm and Afternoon session by 5pm).
- Attendance lists for each session must be sent from the departments' institutional mail ID only and **not** from individual faculty ID's.
- Attendance lists must reach by the time specified. No separate reminders will be issued.
- Attendance lists must be sent to coe@ethirajcollege.edu.in ONLY.

GUIDELINES FOR EVALUATION OF ANSWER SCRIPTS

- Only Single Internal Valuation of all papers will be conducted.
- Marks will be awarded out of 50.
- Answer scripts must **not** be evaluated in the Google Classroom itself. That is, the students must not be able to view the evaluation as and when it happens. Nor should the marks be returned or forwarded to them.
- Separate sheets (similar to valuation sheets/front sheets of answer books) will be issued by the CoE to evaluate the papers.

- Answer scripts may be downloaded and forwarded to the Controller of Examinations' ID coe@ethirajcollege.edu.in in pdf format as a single folder per batch once all the exams are over. Dates will be intimated in future.

- The examiners must evaluate the online answer scripts by viewing alone. No hard copy will be provided. Only teachers who meet the college norms of eligibility to evaluate must be deputed to evaluate the answer scripts.

- Faculty must evaluate the paper in the college premises in the respective departments.
- Evaluation norms of the University with regard to maximum number of papers per day must be followed.
- HoD's must supervise the soft copy evaluation.
- Marks should be submitted in foil sheets along with the valuation sheets to the Controller of Examinations.
- Foil sheets and attendance lists may be submitted on dates to be specified.
- There will be no revaluation for this exam and therefore evaluators are requested to exercise care while awarding the marks.

- Teachers are kindly requested to follow the norms of physical distancing and respiratory hygiene while evaluating and during submission of foil sheets.

Faculty may reach out to us during working hours at 044-28240592 or 9840436982 for any clarification or assistance related to conduct or evaluation of exams.



Controller of Examinations
Ethiraj College for Women
(Autonomous)
Ethiraj Salai, Chennai-600 008

ETHIRAJ COLLEGE FOR WOMEN(AUTONOMOUS)
OFFICE OF THE CONTROLLER OF EXAMINATIONS

END SEMESTER EXAMINATIONS-NOVEMBER 2020
INSTRUCTIONS FOR STUDENTS OF PREVIOUS BATCHES (**PASSED OUT ONLY**)

The exams will commence on the 23/01/2021.
The timetable has been published on the college website.

Arrear Candidates (Passed out candidates only) appearing for the November 2020 End Semester Examination in the online mode should note the following points and adhere to the rules stated below:

Kindly note the following instructions:

- The exam will be conducted **ONLY** in the online mode
- The duration of the examination will be 90 minutes.
- Examination will be out of a maximum of 50 marks.
- The questions will be of descriptive type (not multiple choice). The pattern will be similar to the previous semester. More choices will be given in each section.
- There will be two sessions, that is the Forenoon Session and Afternoon Session, everyday. Students should check the timetable uploaded on the college website.
- The question paper will be sent to the arrear students in the Whatsapp group created by the CoE
- The answers must be **written by hand** (on A4 size paper)and the answer script must be scanned and uploaded in PDF format.
- The total number of pages of the PDF file **must not exceed 18 pages**.
- Students must write their register number, paper code, page number and signature on the top of every page written.
- Answers must be written only with black or blue pens. They are strictly not allowed to type or copy/paste text material images in their answer scripts.
- Students must send a soft copy of their answer script as a single PDF file to the email ID coeapril2020@gmail.com

FORENOON SESSION TIMINGS:

- Timing for question paper download: 9.30 am to 10.00 am
- Duration of the exam is 90 minutes - 10.00 am to 11.30 am
- Time given to upload answer script: 11.31 am to 12.00 noon

AFTERNOON SESSION TIMINGS:

- Timing for question paper download: 01.00 pm to 01.30 pm
- Duration of the exam is 90 minutes - 01.30 pm to 03.00 pm
- Time given to upload answer script: 03.01 pm to 03.30 pm

→ Students are requested to strictly adhere to the timings given above.

INSTRUCTIONS FOR TAKING UP THE EXAMINATION

- The question paper for each session SENT TO THE INDIVIDUAL WHATSAPP NUMBER REGISTERED by **10.00 am** for the **forenoon session** and by **1.30 pm** for **afternoon session**.
- Each Student must send a message to the Whatsapp group that they have received the question paper with the word **DOWNLOADED** and their **register number**. This will be a confirmation from the student for attending the examination session.

INSTRUCTIONS TO BE FOLLOWED DURING WRITING AND ON SENDING

- Students must write the answers by hand on A4 sized paper. Under no circumstance are they permitted to type the answer or copy-paste images into the answer sheet.
- Students must compulsorily number the pages, and write their register number on every side/sheet used. Total number of pages used must also be given without fail.
- The students must compulsorily write the following details **on the top of each and every page** answer script:
 1. Register Number
 2. Paper Code
 3. Page number
 4. Signature of the Candidate
 5. Date of the Examination
- Students must write the **total number of pages used** on the last page of the of the answer script without fail
- Students may download any suitable scanning app and practice using it (such as Adobe Scan, Clear scanner, Microsoft Office Lens or Cam Scanner etc.,) onto their devices before the examination.
- Students are advised to stock up on sufficient A4 size papers, graph papers, accounts sheets etc., before the sessions. They may also make use of the entire space on A4 sheets to minimise the use of pages and to ensure quicker uploads of the PDF copy.
- Once they complete writing the answers the students must scan each and every page of the answer script and convert it to pdf format. That is, as the picture or image will usually be in jpg format they must convert it to pdf format and upload it to the website.
- The PDF file should be a single document with the register number and paper code as the file name.
- The total number of pages of the PDF file **must not exceed 18 pages**.
- Documents must be scanned in the ascending order. Students are advised to arrange the papers carefully and scan the answer script in the correct order.

- The PDF file should be named with the Register Number followed by the Paper Code (Format: register number <space> paper code) .
- Total number of pages used (mentioned on the last page) must tally with total number uploaded.
- The students must mail the scanned PDF copy to the mail Id coeapril2020@gmail.com by 12 Noon for the forenoon and by 3.30 pm for the afternoon sessions.
- Once the mail has been sent they must send a message to the Whatsapp group with the word **UPLOADED and their register number** to indicate that they have completed the process. This will be a confirmation of their uploading the answer script.
- Once the students have sent the answer script, it cannot be changed or viewed again. Students are advised to thoroughly check if they have written their register number, paper code, page numbers and signatures on every sheet.
- The total number of pages of the PDF file **must not exceed 18 pages**.
- If students send multiple files, the file that was sent first will be used for evaluation.
- Students should not send any message apart from downloaded or uploaded to the whatsapp groups. No other messaging can be answered.

IMPORTANT ANNOUNCEMENT

Students must retain the original handwritten answer sheets and submit them to the department within two working days of the conduct of the last exam that is by 03/02/21. If they fail to do so they will be disqualified and their results will be withheld.

All papers to be submitted together by 03/02/21

- Please visit the college website daily for any updates or further announcements



Controller of Examinations
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OFFICE OF THE CONTROLLER OF EXAMINATIONS
GUIDELINES FOR CONDUCT OF PART IV EXAMINATIONS

NOVEMBER 2020 ONLINE END SEMESTER EXAMINATIONS
PART IV, SELF STUDY AND SOFT SKILL
II,III UG AND II PG

- The End Semester Examinations for Skill Based, Self Study and Soft Skill papers of the II and III Year UG and II PG have been scheduled to be held between 21/12/2020 and 23/12/2020.
- The timetable for the same has been uploaded on the college website and also forwarded to the department mail and the Whatsapp groups of the Council and HOD-SS as well . A copy of the time-table **must be forwarded** to the student Whatsapp groups.
- Departments must conduct the online exams through their respective Google Classrooms in the institutional domain. There will be no upload of question paper or answer papers on the college website for the exams specified above.
- The timings for the tests are 11 am-12-30 pm. Question papers should be made available at 11am to the students in their Google Classrooms/Whatsapp groups.
- The question paper for the EVS paper will be sent to the Council and HOD-SS groups by 10 am.
- The students must scan the handwritten document (typed submissions must not be accepted), convert to pdf and then upload to the respective Google classroom by 12.30 pm everyday. Late submissions (with prior permission) in case of exigencies must not be permitted beyond 1 pm on any day.
- Students must be instructed to write their register number, paper code,title and affix their signature on the upper right hand corner of every answer sheet being uploaded.
- If they report any difficulty in this process, they may be asked to send the scanned copy (after obtaining permission) to the institutional mail ID of the department mentioning their register number and paper code in the subject field of the mail.
- They must report the successful upload of answer scripts in the respective Whatsapp group of the class.
- The attendance must be forwarded to coe@ethirajcollege.edu.in at the end of each session. The subject field of the mail must consist of department, paper code and date of exam.
- Valuation can be taken up at the end of each session by the course teacher as approved by the respective HoD's
- The valuation of the exam papers must be completed and the marks forwarded to the CoE by the dates to be specified.

For any assistance please call the office of the CoE at: 044-28240592 or
9840436982

A handwritten signature in green ink, appearing to read 'Aranya'.

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ETHIRAJ COLLEGE FOR WOMEN, (AUTONOMOUS) CHENNAI-08
GUIDELINES FOR CONDUCT OF CONTINUOUS ASSESSMENT TEST IN ONLINE
MODE-2020-21

- As decided in the HoD's Meeting held on 08/10/20 the first CA test for the academic year 2020-21 will be conducted in the online mode from Monday, 19/10/20 to Friday, 23/10/20 for the II and III year UG batches and II year PG batch.
- The timetable for the same is to be drawn up by the department and circulated in the class Whatsapp groups.
- Departments must conduct the online tests using Google Forms through the institutional domain.
- Departments must adopt to the maximum extent possible the OBE pattern of question paper setting as delineated in the syllabus
- The CA Test must be conducted for 50 marks and the duration should be for 90 minutes.
- The timings for the tests are 10 am-11-30 am. Question papers should be made available at 10am.
- Departments are free to choose either the MCQ format or descriptive type or a mix of both depending on the needs of the OBE pattern adopted in the syllabus.
- In case of descriptive answers the students must scan the handwritten document (typed submissions must not be accepted), convert to pdf and then upload to the respective Google classroom by 12 noon everyday. Late submissions must not be permitted.
- Students must be instructed to write their register number, paper code, title and affix their signature on the upper right hand corner of every answer sheet being uploaded.
- If they report any difficulty in this process, they may be asked to send the scanned copy (after obtaining permission) to the institutional mail ID of the department mentioning their register number and paper code in the subject field of the mail.

- They must report the successful upload of answer scripts in the respective Whatsapp group of the class.
- Record of such attendance must be maintained.
- The valuation of the test papers must be completed within ten working days and the marks must be entered in the CA registers of the department.



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**ETHIRAJ COLLEGE FOR WOMEN (AUTONOMOUS) CHENNAI-08
OFFICE OF THE CONTROLLER OF EXAMINATIONS**

ONLINE END SEMESTER EXAMINATIONS EVEN SEMESTER 2020-21

Under-Graduate Batch of 2018-21; 2019-22; 2020-23, Post-Graduate Batch of 2019-21;
2020-22 and M.Phil Batch of 2020-21

INSTRUCTIONS FOR STUDENTS

Due to the continuing prevalence of the COVID-19 pandemic, the abovementioned batches are hereby notified as informed earlier, that they have to take up their End Semester Examinations in the **online** mode.

The exams will commence on the 26th of May 2021 for all the Batches of UG and PG except I MBA and I MCA.

The time table for the exams can be viewed on the college website.

Only those candidates who have registered for the examination by paying the prescribed examination fees are eligible to take up the End Semester Examination

Kindly note the following instructions:

- The exam will be conducted **ONLY** in the online mode
- The duration of the examination will be 90 minutes.
- Examination will be out of a maximum of 50 marks. (except for MBA)
- The questions will be of descriptive type (not multiple choice).
- There will be two sessions, that is the Forenoon and Afternoon, everyday. Students must check the timetable carefully. Attendance is compulsory for all the papers registered.
- The question paper will be posted in the Whatsapp groups of each class and will be posted in the Google Classroom specified by the department at the time specified.
- The answers must be **written by hand** (on A4 size paper) and the answer script must be scanned and uploaded in PDF format.
- The total number of pages of the PDF file **must not exceed 18 pages**.
- Candidates must write their register number, paper code, page number and signature on the top of every page written.
- Answers must be written only with black or blue pens. They are strictly not allowed to type or copy/paste text material images in their answer scripts.
- The candidates will be given sufficient time to download/view the question paper as well as upload it after writing the answers.
- Differently abled students will be given extra time to submit the answer scripts as per University norms.
- Candidates who face any difficulty in either downloading question papers or uploading the answer scripts must call the HoD and seek her advice on how to proceed.
- Candidates may send a soft copy of their answer script to the department mail ID only after prior approval from the HoD.
- If the candidate faces any difficulty with regard to sending the answer script she must call the HoD and get approval to send the answer script by e-mail to the institutional email ID of

the department. Mails should not be sent to the email ID of any teacher but only to the email ID of the department.

- Students **must retain the original answer script for all sessions on file** and submit the same at college on the dates specified at the end of the examinations. Specific instructions for the same will follow.
- Detailed instructions on the mode of examinations are given below.

GENERAL INSTRUCTIONS FOR STUDENTS

Candidates registered for the ODD Semester 2020 End Semester Examination in the online mode should note the following points and adhere to the rules stated below:

- The examination will be conducted only in the online mode for all students
- **Maximum marks for all UG and PG papers (except MBA) is 50**
- Pattern of Question Paper: Descriptive and not multiple choice

FORENOON SESSION TIMINGS:

- Timing for question paper download: 09.30 am to 10.00 am
- Duration of the exam is 90 minutes: 10.00 am to 11.30 am
- Time given to upload answer script: 11.30 am to 12.00 noon

AFTERNOON SESSION TIMINGS:

- Timing for question paper download: 01.00 pm to 01.30 pm
 - Duration of the exam is 90 minutes: 01.30 pm to 03.00 pm
 - Time given to upload answer script: 03.00 pm to 03.30 pm
- Students are requested to **strictly adhere** to the timings given above.

(A) INSTRUCTIONS FOR TAKING UP THE EXAMINATION

1. The question paper will be made available for download between 9.30 am and 10.00 am of the forenoon session and 01.00pm and 01.30pm for the afternoon session
2. Candidates may access the question paper in the Google classroom specified by the department and alternatively in their class Whatsapp groups where it will be posted by the HoD.
3. All Candidates must send a message to the Whatsapp group that they have received the question paper with the word **DOWNLOADED and their Register Number**. This will be a confirmation from the student for attending the examination session.

(B) INSTRUCTIONS TO BE FOLLOWED DURING WRITING AND ON UPLOAD

1. Candidates must write the answers by hand on A4 sized paper. Under no circumstance will they be permitted to type the answer or copy-paste images into the answer sheet.
2. Candidates must compulsorily number the pages, and write their register number on every side/sheet used. Total number of pages used must also be given without fail.

3. The candidates must compulsorily write the following details **on the upper corner of each and every page** of the answer script:
 - a) Register Number
 - b) Paper Code
 - c) Page number
 - d) Signature of the Candidate
 - e) Date of the Exam with session
4. Candidates must take care to write only their own register number and they must not write their admission numbers or names in the answer script.
5. Candidates must write the **TOTAL NUMBER OF PAGES USED** on the last page of the answer script without fail.
6. Students may download any suitable scanning app and practice using it (such as Adobe Scan, Clear scanner, Microsoft Office Lens or Cam Scanner etc.,) onto their devices before the examination.
7. Students are advised to stock up on sufficient A4 size papers, graph papers, accounts sheets etc., before the sessions. They may also make use of the entire space on A4 sheets to minimise the use of pages and to ensure quicker uploads of the PDF copy.
8. Once they complete writing the answers the students must scan each and every page of the answer script and convert it to pdf format. That is, as the picture or image will usually be in jpg format they must convert it to pdf format and upload it to the Google Classroom specified.
9. While uploading they **must doubly check** if they have scanned all the sheets they have written and upload the complete answer script. **PARTICULAR CARE MUST BE TAKEN TO UPLOAD THE CORRECT PDF PERTAINING TO EACH SESSION.** In case the student uploads the wrong answer script pdf the responsibility for the same lies with the candidate entirely and they may be disqualified or their results withheld.
10. The PDF file should be a single document with the register number and paper code as the file name.
11. Documents must be scanned in the ascending order. Students are advised to arrange the papers carefully and scan the answer script in the correct order.
12. The PDF file should be named with the Register Number followed by the Paper Code (Format: register number <space> paper code) .
13. The total number of pages of the PDF file **must not exceed 18 sheets.**
14. Students are advised to thoroughly check if they have written their register number, paper code, page numbers and signatures on every sheet.
15. Next they **must upload** the scanned pdf document as a single document to the Google Classroom specified by the department.
16. Total number of pages used (mentioned on the last page) must tally with the total number uploaded.
17. Once they successfully complete the upload they must send a message to the exam Whatsapp group with the word **UPLOADED and their register number** to indicate that they have completed the process. This will be a confirmation of their uploading the answer script.
18. Answer scripts must **NOT** be sent to the Whatsapp group under any circumstance.

19. Once the candidates upload the end semester answer script on the Google Classroom, they are forbidden from changing it or altering it in any manner. Any such changes will result in disqualification and withholding of results.
20. They must complete the uploading process by 12 noon for the forenoon session and 03.30 pm for the afternoon session.
21. In case they find any difficulty in uploading they must call their respective HoD and seek their assistance and direction.
22. Students must ensure that they have the necessary data packs/wifi facility and also adequate power backup during the exams. Network connectivity/power outage issues (if any) must be reported immediately to the HoD without fail.
23. Differently-abled students who have prior permission of the University may take extra time as sanctioned to upload their answer scripts. They must inform the department beforehand if they are availing such time extensions.
24. Differently-abled students are permitted to make their own arrangements for a scribe.

INSTRUCTIONS FOR ALTERNATE OPTION (ONLY WITH THE PRIOR PERMISSION OF THE HoD FOR EACH SESSION)

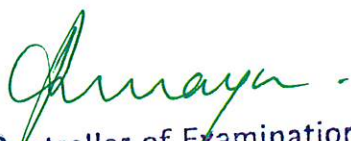
1. Candidates who face any difficulty in either downloading question papers or uploading the answer scripts must call the HoD and seek her advice on how to proceed.
2. In case of difficulties faced in uploading the answer scripts, students may send a soft copy of their answer script to the department mail ID only after approval from the HoD.
3. The answer script should be attached and sent as a **single PDF file**. The file name must be the register number and paper code.

INSTRUCTIONS FOR REPEAT SEMESTER/RE-DO/LATERAL ENTRY CANDIDATES

1. Question papers will be sent to the individual whatsapp numbers of the candidates by the HOD
2. They must follow **all** the instructions given to the regular student like sending messages, downloading question papers, uploading answers etc.,
3. They must send the answer script pdf **only to the departments' mail ID** in the college domain. Do not send the answer script pdf by Whatsapp or to individual teachers' mail ID. Please ask the HoD for the same if you have not been told about the mail ID.
4. They **must not send** your answers scripts to the Google Classroom.
5. In case of any difficulty they may contact the HoD of the department.

IMPORTANT ANNOUNCEMENT

- Students **MUST RETAIN THE ORIGINAL HANDWRITTEN ANSWER SCRIPT** and submit the same at college on the dates to be specified by the departments. Under no circumstance should the student fail to retain the original answer scripts or discard or alter the answer scripts.
- Please visit the college website daily for any updates or further announcements**



Controller of Examinations
Ethiraj College for Women
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ETHIRAJ COLLEGE FOR WOMEN (AUTONOMOUS) CHENNAI-08
OFFICE OF THE CONTROLLER OF EXAMINATIONS
GUIDELINES FOR TEACHING FACULTY FOR CONDUCT OF ONLINE END SEMESTER
EXAMS -APRIL 2021

A. GENERAL INSTRUCTIONS:

1. The End Semester Examinations of April 2021 (Regular and Arrear) will begin on 17/06/21 Thursday, for the following batches: UG 2018-21; UG 2019-22; UG 2020-23; PG 2019-21 PG 2020-22 and M.Phil 2020-21 and Arrears of all previous batches (passed out)
2. The time duration for the exam is **90 minutes** for all exams(except for MBA which will be three hours)
3. The maximum marks will be **50** for all papers. (except for MBA which will be 60 marks)
4. Question papers (Regular and Arrears) will be sent to the personal Whatsapp numbers of the Nodal Officers. Nodal Officers are requested to **acknowledge receipt of question papers and its correctness with a reply message** at least half an hour before the commencement of the exams.
5. Question papers must be uploaded to the Google Classroom of the respective batch. While uploading care should be taken to ensure that students can only view the file. That is, the following steps are to be followed:
 - a. Go to class
 - b. Click classwork
 - c. At the top, click Create Assignment
 - d. Enter the title and any instructions
 - e. Customise the assignment to enable only "student can view the file"
Do not enable students can edit the file
6. All registered candidates should have joined the classroom before the exams commence and the Nodal Officer should ensure that all registered candidates have done so.
7. Care should be taken to ensure that no student who has **failed to pay the examination fees** for the semester should be admitted into the classroom, nor should question papers be forwarded to the candidate. Only registered candidates should be present in the classroom and in the Whatsapp groups during the examination period. Such lists are available in the HoD login on the iBoss portal(coe.ethirajcollege.in)
8. Students will download the question papers from the Google Classroom and upload answer scripts to the same classroom on all days of the examination.

9. Nodal Officers should ensure that all assignments/student work of any kind and prior instructional material such as videos, sound clips, ppts and notes must be removed from the classroom and archived. Nodal Officers should ensure that no resource of any kind is left behind in the classroom for use/viewing by the candidates.

B. SESSION TIMINGS, QUESTION PAPER DOWNLOADS AND ANSWER SCRIPT

UPLOADS

1. There will be **THREE** sessions, that is **SESSION I; SESSION II AND SESSION III** on each day.
2. **SESSION TIMINGS:**
Session I will begin at 09.00 am and last until 10.30 am
Session II will begin at 11.30 am and last until 01.00 pm
Session III will begin at 02.00 am and last until 03.30 pm

QUESTION PAPER UPLOAD TIMINGS:

Session I: 08.30am to 09.00 am
Session II 11.00 am to 11.30 am
Session III: 01.30pm to 02.00am

ANSWER SCRIPT UPLOAD TIMINGS:

Session I: 10.30 am to 11.00 am
Session II 01.00 pm to 01.30pm
Session III: 03.30 pm to 04.00pm

3. Students have been instructed to use only A4 size paper to write the answers.
4. Please instruct the students to write their register number, paper code, page number and signature on the top of the answer script on each page used.
5. Please instruct the students to also write the total number of pages used on the last page and to ensure that they upload the **correct and complete document** by the stated time.
6. Please instruct the students to write the answers with blue or black pens only.
7. They must **not be permitted to type the answers or “copy-paste”** any image on the answer sheets.
8. They must complete the writing within the session timings.
9. They must scan the answers and convert it to PDF format and begin uploading the answer scripts between 10.30 am and 11.00 am for Session I; between 01.00 pm and 01.30pm for Session II and between 03.30 pm and 04.00 pm for Session III
10. The total number of pages of the PDF file **must not exceed 18 pages**.
11. Extra time may be given in case students report any difficulty in writing to the Whatsapp group. The Nodal Officer will sanction such requests on a case to case basis.

12. Kindly note:

- a. **All the students who take up the exams must be instructed to retain the hard copy of the handwritten answer sheets and submit it in original to the department within two working days of the conduct of the last exam.**
- b. In case the COVID 19 pandemic lockdown is still continuing please instruct the students to carefully store the answer scripts until such time as the lockdown is lifted in the city and further instructions are given about submission.
- c. Such answer scripts should be forwarded by the Nodal Officer to the CoE on dates to be specified later.

C. DUTIES OF THE NODAL OFFICER

1. **The Head of the Department will act as the Nodal Officer for the conduct of the exam and all responsibilities with regard to proper conduct and valuation lies with the Nodal Officer.**
2. The Nodal Officer will be the single point of contact for the students during the conduct of the online Examination.
3. Nodal Officers must maintain a nominal roll of the students taking up the exam with the register number, phone number and email id.
4. Nodal officers must ensure that all the candidates who have registered for the exams by paying the prescribed examination fees have joined the class. Students must be informed that they must download question papers and upload answer scripts only in the Google classrooms specified.
5. The phone numbers of the Nodal Officer must be sent to the students and they may contact her in case of any difficulty in the examinations.
6. The Nodal Officers should report any issues with which they need help in troubleshooting **at the earliest (on the same day)** to the Controller of Examinations.
7. Each Nodal Officer will set up a Whatsapp group with the Class Teacher and the Course Teachers as admins. There must be separate groups for each UG, and PG programme and sections as well. Only messages pertaining to the exams must be shared in the group.
8. This group will be used to identify the students and give instructions on how to attend the examinations, download question papers, upload answer scripts etc., Departments must ensure that **ALL** registered candidates join the group well ahead of the exam date.
9. The question papers (Regular and Arrear) will be sent to the HoDs by the Controller of Examinations through Whatsapp and they must be uploaded both to the Google Classroom and Whatsapp groups. They may be posted in the class Whatsapp group only after 08.30 am for Session I; after 11.00 am for Session II and after 01.30 for Session III.
10. Before posting in the groups, Nodal Officers must verify the correctness of the question paper with regard to both content and other details. Any discrepancy should be brought

to the notice of the Controller of Examinations immediately (considering the factor that there is very little time between sessions).

11. Question papers of **Repeat Semester/Redo/Lateral Entry** candidates will be sent to the Nodal Officers. These question papers must be forwarded to the candidates individually by the stated time. **It should not be posted in the Google Classroom** to avoid confusion between Regular students and such special category students. Their answer scripts must be sent to the mail ID of the department (not individual course teachers) and valued separately.
12. After downloading the question paper the student must send a message through Whatsapp/SMS with the word **DOWNLOADED** and her register number. This will be confirmation that the student is attending the examination.
13. Once the students have successfully completed the uploading they must send another message to the Whatsapp group, mentioning their register number and the word **UPLOADED** and her register number.
14. The Nodal officer must instruct the students to write their register number, paper code, page number and signature on the top of each page of the answer script as well as write the total number of pages on the last sheet before every session to reiterate the instructions.
15. The Nodal Officer must check each upload (by checking the contents) and ensure that the student has uploaded the **correct answer script pdf pertaining to each session** and that it has all the details like register number, paper code, paper title, total number of pages used, and signature of the candidate. In case of any discrepancy the student should be **notified immediately** and the correct answer script must be obtained. Failure to do so will result in the student being disqualified/result being withheld.
16. Any discrepancy in such uploads must be **immediately** brought to the notice of the CoE, **before posting the attendance** of the respective session.
17. The Nodal Officer must follow up with students who have not been able to download the question paper or upload the answer script and troubleshoot the issues that might arise.
18. Based on the message in the Whatsapp group the Nodal Officer should maintain a list of students who attended each session of the exam, the absentees, list of repeat semester/redo/lateral entry candidates and a list of students who have been permitted to send the answer script to the mail ids of the Department in the institutional domain.
19. Nodal Officers should intimate the dates on which the students must submit the original answer scripts to the department. These answer scripts must be collected and forwarded to the CoE (with name lists of the students).
20. **Repeat Semester/Redo/Lateral Entry** candidates should not be permitted to post their uploads in the Google Classroom. They must be given the department's mail ID well before the exam begins and they must be instructed to post their answer script pdfs only to a single departmental mail ID in the institutional domain.

OPTION TO BE GIVEN ONLY AFTER PRIOR APPROVAL OF THE NODAL OFFICER FOR EACH SESSION

21. If the students do not have access to any internet facility or face hardships while uploading and are unable to upload even after a long time (three hours) they may be instructed to send the answer scripts as a **single pdf file** to the department mail ID in the institutional domain only.

Such approvals must be given only by the Nodal Officer on a case by case basis after ascertaining the genuinity of the request. No blanket permissions for the whole class must be given.

D. GUIDELINES FOR ATTENDANCE POSTING OF THE SESSIONS

1. Nodal Officers must forward the attendance list of candidates and the details of postal answer scripts/answer scripts sent to mail IDs to the Controller of Examinations at coe@ethirajcollege.edu.in the end of each session.
2. Attendance must reach the above said mail id within one hour of the completion of each session.
3. Attendance lists/reports for each session must be sent from the departments' institutional mail ID only and **not from individual faculty ID's**.
4. Attendance list **must contain** the total number of candidates registered for the paper, number of candidates present, and number of candidates absent along with the usual details such as paper title code session and date of examination
5. You are kindly advised to keep such lists for each paper with all relevant details like paper title, code, session, date, register number of all registered candidates, (with blanks being left for total numbers present and absent) readied prior to the commencement of exams on 17/06/21 as there will be very little gap between sessions to post the attendance.
6. Attendance lists/reports must reach by the time specified. No separate reminders will be issued. Permission has to be sought for any delay in posting the attendance for each session.
7. Kindly note, exam attendance lists/reports of each session must be sent **only from the department mail IDs in the college domain to coe@ethirajcollege.edu.in and not any other ID.**

E. EVALUATION OF PAPERS

1. Dates for the opening and closing of the CA and Part IV/Soft Skill mark entry portal will be intimated in due course.
2. In the likely event of the COVID-19 pandemic lockdown being extended in the city/state, **separate guidelines** pertaining to the valuation of the papers for the **exams beginning on 17/06/21** will be issued. Faculty are advised to not begin valuation of those papers until the guidelines have been issued.

Faculty may reach out to us **during working hours** at 044-28240592 or 9840436982 for any clarification or assistance related to conduct or evaluation of exams.

A handwritten signature in green ink, appearing to read 'Anaya'.

Controller of Examinations
Ethiraj College for Women
(Autonomous)
Ethiraj Salai, Chennai-600 008.

**ETHIRAJ COLLEGE FOR WOMEN (AUTONOMOUS)
OFFICE OF THE CONTROLLER OF EXAMINATIONS**

**ONLINE END SEMESTER EXAMINATIONS-APRIL2021
GUIDELINES FOR EVALUATION OF ANSWER SCRIPTS**

1. Only Single Internal Valuation of all papers will be conducted.
2. Marks will be awarded out of 50 for all papers except the MBA programme.
3. Answer scripts must **NOT** be evaluated in the Google Classroom itself. That is, the students must not be able to view the evaluation as and when it happens. Nor should the marks be returned or forwarded to them.
4. The examiners must evaluate the online answer scripts by viewing alone. No hard copy will be provided.
5. Only teachers who meet the college norms of eligibility to evaluate must be deputed to evaluate the answer scripts.
6. Evaluation norms of the University with regard to maximum number of papers per day must be followed.
7. Evaluation should be done using the soft copy and the marks should be entered into Excel Sheets. The format is being sent by mail to the department IDs. The format should be completed in all respects before submission.
 - a) Marks obtained in each subject must be forwarded as a separate file.
 - b) The respective paper codes should be given as file names.
 - c) Each Excel workbook for each paper must consist of two sheets-one (foil sheet) with marks out of 50 and the next sheet (the valuation sheet) with the breakup of marks obtained. (Section and question number wise breakups).
 - d) All papers should be put into **separate folders** year wise. Within this folder, Regular and Arrear Papers should be put in separate folders.
 - e) Files of all years (I, II and III year) should be put together in one folder for the Department and sent as a single mail and not truncated into separate year wise mails.
8. The End Semester marks must be forwarded **only through the personal mail ID** of the Nodal Officer in the Institutional Domain. No revisions in the marks sent will be permitted without prior written permission being obtained.
9. Answer scripts may be downloaded and forwarded to the Controller of Examinations' ID coe@ethirajcollege.edu.in in pdf format as a single folder per batch once all the exams are over.
10. Hard copies of the Foil sheets and attendance lists may be submitted on dates to be specified later.
11. There will be no revaluation for this exam and therefore evaluators are requested to exercise care while awarding the marks.
12. CA Marks and Part IV Marks are to be entered into the Examination portal on dates being sent shortly.

Teachers are kindly requested to follow the norms of physical distancing and respiratory hygiene while visiting college in relation to the entire examination process as usual.



**Controller of Examinations
Ethiraj College for Women
(Autonomous)
Ethiraj Salai, Chennai-600 008**

(11)

CONFIDENTIAL
STRICTLY NOT TO BE SHARED WITH STUDENTS OR IN STUDENT GROUPS

GUIDELINES FOR TEACHING FACULTY
ONLINE END SEMESTER EXAMS -NOVEMBER 2021

A. GENERAL INSTRUCTIONS:

1. The Online End Semester Examinations of November 2021 (Regular and Arrear) will begin on 01/02/22 Tuesday, for the following batches: UG 2019-2022; UG 2020-2023; UG 2021-2024; PG 2020-22 PG 2021-23 and Arrears of all previous batches (passed out)
2. **Departments are hereby requested to arrange for online orientation sessions for all students prior to the examination through G-Meet to familiarize them with the examination process. Kindly discuss the student instructions uploaded on the website and clarify their doubts, if any.**
3. The time duration for the exam is **THREE HOURS** for all exams.
4. The maximum marks will be **100** for all papers. (except for MBA which will be 60 marks)
5. Question papers will be sent to the personal Whatsapp numbers of the Nodal Officers. Nodal Officers are requested to **acknowledge receipt of question papers and its correctness with a reply message** at least half an hour before the commencement of the exams.
6. Question papers must be uploaded to the Google Classroom created for examinations of the respective batch. While uploading care should be taken to ensure that students can only view the file. That is, the following steps are to be followed:
 - a. Go to class
 - b. Click classwork
 - c. At the top, click Create Assignment
 - d. Enter the title and any instructions
 - e. Customise the assignment to enable only "student can view the file"
Do not enable "can edit the file" option for students.
6. All registered candidates should have joined the examination Google classroom **well before the exams commence** and the Nodal Officer should ensure that all registered candidates have done so prior to the commencement of exams.
7. Care should be taken to ensure while populating the classes for Part I Languages, Foundation English, Allied and Elective papers that students who are not registered for the paper (or do not belong to the class/batch) are not admitted to the classroom.
8. Care should be taken to ensure that no student who has **failed to pay the examination fees** for the semester should be admitted into the classroom, nor

should question papers be forwarded to the candidate. Only registered candidates should be present in the classroom and in the Whatsapp groups during the examination period. Such lists are available in the HoD login on the iBoss portal(coe.ethirajcollege.in)

9. Students will download the question papers from the Examination Google Classroom and upload answer scripts to the same classroom on all days of the examination.
10. Nodal Officers should ensure that all assignments/student work of any kind and prior instructional material such as videos, sound clips, ppts and notes must be removed from the classroom and archived. Nodal Officers should ensure that no resource of any kind is left behind in the classroom for use/viewing by the candidates.
11. UG Part IV and PG Soft Skill exams will be held from 15/02/22 to 17/02/22. The timetable has been forwarded separately. Exams begin at 09.00 am for the Session I and at 11.30 am for Session II for these papers alone. Maximum marks is 50 and duration is two hours.
12. Self Study paper exams have to be conducted by the departments and marks forwarded later with other papers. The maximum marks are 100 marks and duration is three hours. The exam will begin at 09.00 am. Self Study Answer scripts can be collected until 12.30 pm.

B. SESSION TIMINGS, QUESTION PAPER DOWNLOADS AND ANSWER SCRIPT UPLOADS:

FORENOON SESSION TIMINGS:

Timing for question paper download:	FROM 09.30 am
Duration of the exam is 180 minutes:	10.00 am to 01.00 pm
Time given to upload answer script:	Before 02.00 pm.

AFTERNOON SESSION TIMINGS:

Timing for question paper download:	FROM 01.30 pm
Duration of the exam is 180 minutes:	02.00 pm to 05.00 pm
Time given to upload answer script:	Before 06.00 pm

1. Students have been instructed to use only A4 size paper to write the answers.
2. Please instruct the students to write their register number, paper code, page number and signature on the top of the answer script on each page used.
3. Please instruct the students to also write the total number of pages used on the last page and to ensure that they upload the **correct and complete document** by the stated time.
4. Please instruct the students to write the answers with blue ink or black ink pens only.

5. They must **not be permitted to type the answers or “copy-paste”** any image on the answer sheets.
6. They must complete the writing within the session timings given above.
7. They must scan the answers and convert it to PDF format and **COMPLETE** the upload of the answer scripts before 02.00 pm for the Forenoon Session and before 06.00pm for the Afternoon Session.
8. The maximum page limit for each answer script is 40 sides. Answer scripts must be uploaded as a single pdf. Do not allow students to upload multiple pdf's or those broken up into separate parts for any session.
9. **Kindly note:**
 - a. **All the students who take up the exams must be instructed to retain the hard copy of the handwritten answer sheets and submit it in original to the department on dates to be specified later.**
 - b. In case the COVID 19 pandemic is still continuing, please instruct the students to carefully store the answer scripts until such time as they are permitted to return to college and further instructions are given about submission.
 - c. Such collected answer scripts should be forwarded by the Nodal Officer to the Controller of Examinations.

C. DUTIES OF THE NODAL OFFICER

1. The Head of the Department will act as the Nodal Officer for the conduct of the exam and **all responsibilities with regard to proper conduct and valuation** lies with the Nodal Officer.
2. The Nodal Officer will be the single point of contact for the students during the conduct of the online Examination.
3. Nodal Officers must maintain a nominal roll of the students taking up the exam with the register number, phone number and email id.
4. Nodal officers must ensure that all the candidates who have registered for the exams by paying the prescribed examination fees have joined the class. Students must be informed that they must download question papers and upload answer scripts only in the specified examination Google Classrooms.
5. The phone numbers of the Nodal Officer must be sent to the students and they may contact her in case of any difficulty in the examinations.
6. The Nodal Officers should report any issues with which they need help in troubleshooting **at the earliest (on the same day)** to the Controller of Examinations.
7. Each Nodal Officer will set up a Whatsapp group with the Class Teacher and the Course Teachers as admins. There must be separate groups for each UG, and PG programme and sections as well. Only messages pertaining to the exams must be shared in the group.
8. This group will be used to identify the students and give instructions on how to attend the examinations, download question papers, upload answer scripts etc.,

Departments must ensure that **ALL** registered candidates join the group well ahead of the exam date.

9. The question papers (Regular and Arrear) will be sent to the HoDs by the Controller of Examinations through Whatsapp and they must be uploaded both to the Google Classroom and Whatsapp groups. They may be posted in the class Whatsapp group only after 09.30 am for the Forenoon Session and after 01.30 for the Afternoon Session.
10. **Before posting in the groups**, Nodal Officers must verify the correctness of the question paper with regard to both content and other details. Any discrepancy should be brought to the notice of the Controller of Examinations immediately.
11. Question papers of **Repeat Semester/Redo/Lateral Entry/Passed out** candidates will be sent to the candidates by the COE. Their answer scripts will be forwarded by the COE to the Departments.
12. After downloading the question paper the student must send a message through Whatsapp/SMS with the word **DOWNLOADED** and her register number. This will be confirmation that the student is attending the examination.
13. Once the students have successfully completed the uploading they must send another message to the Whatsapp group, mentioning their register number and the word **UPLOADED** and her register number.
14. The Nodal officer must instruct the students to write their register number, paper code, page number and signature on the top of each page of the answer script as well as write the total number of pages on the last sheet before every session.
15. **The Nodal Officer must check each upload as and when it happens or within reasonable time (by checking the contents) and ensure that the student has uploaded the correct answer script pdf pertaining to each session and that it has all the details like register number, paper code, paper title, total number of pages used, and signature of the candidate. In case of any discrepancy the student should be notified immediately and the correct answer script must be obtained. Failure to do so will result in the student being disqualified/result being withheld.**
16. Checking the content of the uploads must be carried out on the same day of the examination and not postponed under any circumstance.
17. Any discrepancy in such uploads must be **immediately** brought to the notice of the Controller of Examinations, **before posting the attendance** of the respective session.
18. The Nodal Officer must follow up with students who have not been able to download the question paper or upload the answer script and troubleshoot the issues that might arise.
19. Based on the message in the Whatsapp group the Nodal Officer should maintain a list of students who attended each session of the exam, the absentees, and a list of students who have been permitted to send the answer script to the mail ids of the Department in the institutional domain.
20. Nodal Officers should intimate the dates (to be decided later) on which the students must submit the original answer scripts to the department. These answer scripts must be collected and forwarded to the CoE (with name lists of the students).

C. OPTION TO BE GIVEN ONLY AFTER PRIOR APPROVAL OF THE NODAL OFFICER FOR EACH SESSION

1. If the students do not have access to any internet facility or face hardships while uploading and are unable to upload even after trying repeatedly they may be instructed to send the answer scripts as a **single pdf file** to the department mail ID in the institutional domain only. Such permissions must not exceed the time given to upload answer scripts.
2. Such approvals must be given only by the Nodal Officer on a case by case basis after ascertaining the genuinity of the request. No blanket permissions for the whole class must be given.
3. **Please do not sanction any extra time to upload answer scripts beyond 02.00 pm for the forenoon or 06.00pm for the afternoon session without getting prior approval from the COE.**

D. ATTENDANCE POSTING OF THE SESSIONS

1. Nodal Officers must forward the attendance list of candidates and the details of postal answer scripts/answer scripts sent to mail IDs to the Controller of Examinations at coe@ethirajcollege.edu.in the end of each session.
2. Attendance must reach the above said mail id within one hour of the completion of each session. (03.00 pm for forenoon and 07.00 pm for afternoon sessions)
3. Attendance lists/reports for each session must be sent from the departments' institutional mail ID only and **not from individual faculty ID's**.
4. Attendance list **must contain** the total number of candidates registered for the paper, number of candidates present, and number of candidates absent along with the usual details such as paper title code session and date of examination
5. Such lists for each paper with all relevant details like paper title,code, session, date, register number of all registered candidates,(with blanks being left for total numbers present and absent) may be readied prior to the commencement of exams.
6. Attendance lists/reports must reach by the time specified. No separate reminders will be issued. Permission has to be sought for any delay in posting the attendance for each session.
7. Kindly note, exam attendance lists/reports of each session must be sent **only from the department mail IDs in the college domain to coe@ethirajcollege.edu.in and not any other ID.**

E. EVALUATION OF PAPERS

1. Dates for the opening and closing of Part IV/Soft Skill Mark entry portal will be intimated in due course.

2. Self Study paper marks to be forwarded along with other foil sheets.
3. In the likely event of the COVID-19 pandemic not subsiding in the city/state, **separate guidelines** pertaining to the valuation of the papers for the **exams** will be issued. Faculty are advised to not begin valuation of those papers until the guidelines have been issued.

Faculty may reach out to us **during working hours** at 044-28240592 or 9840436982 for any clarification or assistance related to conduct or evaluation of exams.



Controller of Examinations
Ethiraj College for Women
(Autonomous)
Ethiraj Salai, Chennai-600 008

ETHIRAJ COLLEGE FOR WOMEN (AUTONOMOUS) CHENNAI-08
OFFICE OF THE CONTROLLER OF EXAMINATIONS

ONLINE END SEMESTER EXAMINATIONS
ODD SEMESTER (JULY-NOVEMBER); ACADEMIC YEAR 2021-2022

Under-Graduate Batch of 2019-22; 2020-23, 2021-24;

Post-Graduate Batch of 2020-22; and 2021-23

INSTRUCTIONS FOR STUDENTS

Due to the continuing prevalence of the COVID-19 pandemic, and based on the instructions of the Higher Education Department, the above-mentioned batches are hereby notified that they have to take up their End Semester Examinations in the **online** mode during the Odd Semester of the Academic Year 2021-2022.

The exams will commence on 01/02/2022, Tuesday for all Batches of UG and PG (except First MBA and MCA).

The timetable for the exams can be viewed on the college website (www.ethirajcollege.edu.in)
 Only those candidates who are on **the rolls of the college and have registered for the examination by paying the prescribed examination fees** are eligible to take up the End Semester Examination

Kindly note the following instructions:

- The exam will be conducted **ONLY** in the online mode for all students.
- The duration of the examination will be (180 minutes), that is, **Three Hours** each.
- Examination will be out of a maximum of 100 marks. (except for MBA which is 60 marks)
- The questions will be of descriptive type (not multiple choice).
- There will be two sessions, that is the Forenoon and Afternoon, everyday.
- Students are advised to check the timetable carefully and note their sessions.
- Attendance is compulsory for all the papers registered.

FORENOON SESSION TIMINGS:

- ★ Timing for question paper download: FROM 09.30 am
- ★ Duration of the exam is 180 minutes: 10.00 am to 01.00 pm
- ★ Time given to upload answer script: 01.00 pm to 02.00 pm.

AFTERNOON SESSION TIMINGS:

- ★ Timing for question paper download: FROM 01.30 pm
- ★ Duration of the exam is 180 minutes: 02.00 pm to 05.00 pm
- ★ Time given to upload answer script: 05.00 pm to 06.00 pm

- Students are requested to **strictly adhere** to the timings given above.
- The question paper will be posted in the Whatsapp groups of each class and will also be posted in the Google Classroom (created for the examination) at the specified time.

- The answers must be **written by hand** (on A4 size paper) and the answer script must be scanned and uploaded in PDF format.
- Candidates must write their register number, paper code, page number and signature on the top of every page written.
- Answers must be written using only black ink or blue ink pens. Typing or copy/paste of text material or images in their answer scripts is not permitted.
- The candidates will be given sufficient time to download/view the question paper as well as upload it after writing the answers.
- Differently-abled students will be given extra time to submit the answer scripts as per University norms.
- Candidates who face any difficulty in either downloading question papers or uploading the answer scripts must call the HoD and seek her advice on how to proceed.
- Candidates may send a soft copy of their answer script to the department mail ID only after prior approval from the HoD.
- If the candidate faces any difficulty with regard to sending the answer script she must call the HoD and get approval to send the answer script by e-mail to the institutional email ID of the department. Mails should not be sent to the email ID of any teacher but only to the email ID of the department.
- Students **must retain the original answer script for all sessions on file** and submit the same at the department on the dates to be later at the end of all papers. Specific instructions for the same will follow.
- Detailed instructions on the mode of examinations are given below.

A. INSTRUCTIONS FOR TAKING UP THE EXAMINATION

1. The question paper will be made available for download at 09.30 am for the forenoon session and at 01.30 pm for the afternoon session
2. Candidates may access the question paper in the Google classroom specified by the department and alternatively in their class Whatsapp groups where it will be posted by the HoD.
3. All Candidates must send a message to the examination Whatsapp group that they have received the question paper with the word **DOWNLOADED and their Register Number**. This will be a confirmation from the student for attending the examination session

B) INSTRUCTIONS TO BE FOLLOWED DURING WRITING

1. Candidates must write the answers by hand on A4 sized unruled paper. Under no circumstance will they be permitted to type the answer or copy-paste images into the answer sheet.
2. Candidates must compulsorily number the pages, and write their register number and paper code on every side/sheet used. Total number of pages used must also be given without fail at the end of the document
3. The candidates must compulsorily write the following details **on the upper corner of each and every page** of the answer script:
 - a) Register Number
 - b) Paper Code

- c) Page number
 - d) Signature of the Candidate
 - e) Date of the Exam with session-Forenoon or Afternoon
4. Candidates must take care to write only their own **register number** and they must not write their admission numbers or names in the answer script.
 5. Candidates must write the **TOTAL NUMBER OF PAGES USED** on the last page of the answer script without fail.
 6. Students may download any suitable scanning app and practice using it (such as Adobe Scan, Clear scanner, Microsoft Office Lens or Cam Scanner etc.,) onto their devices before the examination.
 7. Students are advised to stock up on sufficient A4 size unruled papers, graph papers, accounts sheets etc., before the sessions. They may also make use of the entire space on A4 sheets to minimize the use of pages and to ensure quicker uploads of the PDF copy.
 8. Once they complete writing the answers the students must scan each and every page of the answer script and convert it to pdf format. That is, as the picture or image will usually be in jpg format they must convert it to pdf format and upload it to the Google Classroom specified by the department.

C) INSTRUCTIONS TO BE FOLLOWED DURING UPLOAD OF ANSWER SCRIPTS

1. While uploading they **must double check** if they have scanned all the sheets they have written and upload the complete answer script. **PARTICULAR CARE MUST BE TAKEN TO UPLOAD THE CORRECT PDF PERTAINING TO EACH SESSION.** In case the student uploads the wrong answer script pdf the responsibility for the same lies with the candidate entirely and they may be disqualified or their results withheld.
2. The PDF file should be a single document with the register number and paper code as the file name.
3. Documents (pages) must be scanned in the ascending order. Students are advised to arrange the papers carefully and scan the answer script in the correct order.
4. The PDF file should be named with the Register Number followed by the Paper Code (Format: register number <space> paper code)
5. Students are advised to thoroughly check if they have written their register number, paper code, page numbers and signatures on every sheet.
6. Next they **must upload** the scanned pdf document as **a single document** to the Google Classroom specified by the department.
7. If students send multiple files, the file that was sent/uploaded first will be used for evaluation.
8. Students should not send any message apart from the message "downloaded" or "uploaded" with their register numbers to the whatsapp groups. No other messaging is permitted in the examination groups.
9. Total number of pages used (mentioned on the last page) must tally with the total number uploaded.
10. Once they successfully complete the upload they must send a message to the exam Whatsapp group with the word **UPLOADED and their register number** to indicate that they have completed the process. This will be a confirmation of their uploading the answer script.
11. Answer scripts must **NOT** be sent to the Whatsapp group under any circumstance.

12. Once the candidates upload the end semester answer script on the Google Classroom, they are forbidden from changing it or altering it in any manner. Any such changes will result in disqualification and withholding of results.
13. They must complete the uploading process by 02.00 pm for the forenoon session and 06.00 pm for the afternoon session, **failing which the candidate will be treated as ABSENT**.
14. In case they find any difficulty in uploading they must call their respective HoD and seek their assistance and direction.
15. Students must ensure that they have the necessary data packs/wifi facility and also adequate power backup during the exams. Network connectivity/power outage issues (if any) must be reported immediately to the HoD without fail. No such reasons may be put forward after the period for uploading is over.
16. Differently-abled students who have prior permission of the University may take extra time as sanctioned to upload their answer scripts. They must inform the department beforehand if they are availing such time extensions. Differently-abled students are permitted to make their own arrangements for a scribe.

D. INSTRUCTIONS FOR ALTERNATE OPTION (ONLY WITH THE PRIOR PERMISSION OF THE HoD FOR EACH SESSION)

1. Candidates who face any difficulty in either downloading question papers or uploading the answer scripts must call the HoD and seek her advice on how to proceed.
2. If the candidate faces any difficulty with regard to sending the answer script she must call the HoD and get approval to send the answer script by e-mail to the institutional email ID of the department. Mails should not be sent to the email ID of any teacher but only to the email ID of the department.
3. The answer script should be attached and sent as a **single PDF file**. The file name must be the register number of the candidate and the paper code of the exam taken.

E. INSTRUCTIONS FOR REPEAT SEMESTER/RE-DO/LATERAL ENTRY CANDIDATES

1. Separate instructions are prepared and will be sent to the Arrear Group created especially for such candidates.
2. Question papers will be sent to the registered individual whatsapp numbers of the candidates by the COE
3. They must send the answer script pdf **only to the mail ID** specified by the COE in the instructions. Do not send the answer script pdf by Whatsapp or to individual teachers' mail ID or to the department mail ID.
4. They **must not send** their answer scripts to the Google Classroom.

IMPORTANT ANNOUNCEMENT

- ★ Students **MUST RETAIN THE ORIGINAL HANDWRITTEN ANSWER SCRIPT** and submit the same at college on the dates to be specified by the departments. Under no circumstance should the student fail to retain the original answer scripts or discard or alter the answer scripts.
- ★ **Please do visit the college website daily for any updates or further announcements**


Controller of Examinations
Ethiraj College for Women
(Autonomous)


Ethiraj Salai, Chennai-600 008

ETHIRAJ COLLEGE FOR WOMEN (AUTONOMOUS)
OFFICE OF THE CONTROLLER OF EXAMINATIONS

ONLINE END SEMESTER EXAMINATIONS-NOVEMBER 2021
GUIDELINES FOR EVALUATION OF ANSWER SCRIPTS

1. Only Single Internal Valuation of all papers will be conducted.
2. Marks will be awarded out of 100 for all papers (except UG Part IV, PG Soft Skills and MBA).
3. Answer scripts must **NOT** be evaluated in the Google Classroom itself. That is, the students must not be able to view the evaluation as and when it happens. Nor should the marks be returned or forwarded to them under any circumstance.
4. The examiners must evaluate the online answer scripts by viewing alone. Hard copies will not be provided.
5. Only teachers who meet the college norms of eligibility to evaluate (minimum of one year of relevant UG/PG teaching experience) must be deputed to evaluate the answer scripts.
6. Evaluation of papers can be taken up from the next working day of the session.
7. Faculty must evaluate the paper in the college premises in the respective departments. HoD's must supervise the soft copy evaluation in the college.
8. Evaluation norms of the University with regard to maximum number of papers per day must be followed.
9. Separate sheets (similar to valuation sheets/front sheets of answer books) will be issued by the CoE on request to enter marks during evaluation. Alternatively, marks may be entered using EXCEL sheets and their printouts submitted to the COE along with Foil sheets
10. Marks should be submitted in Foil sheets along with the valuation sheets/EXCEL sheets to the Controller of Examinations.
11. Answer scripts may be downloaded and forwarded to the Controller of Examinations' ID coe@ethirajcollege.edu.in in pdf format as a single folder per batch once all the exams are over.
12. Hard copies of the Foil sheets, Valuation Sheets and Attendance lists may be submitted from 24/02/22. A department-wise schedule will be sent by email later.
13. There will be no revaluation for this exam and therefore evaluators are requested to exercise care while awarding the marks.

Teachers are kindly requested to follow the norms of physical distancing and respiratory hygiene while visiting college in relation to the entire examination process.


Controller of Examinations
Ethiraj College for Women
(Autonomous)
Ethiraj Salai, Chennai-600 008

CONTROLLER OF EXAMINATIONS



The Office of the Controller of Examinations has been in the forefront of implementing reforms in the evaluation and assessment in the institution. The need to maintain absolute transparency while upholding the rigour and confidentiality of the examination process has been the hall mark of the office of the CoE since 1999 when the college was granted Autonomous Status.

The fully automated office, equipped with the relevant software and exam management system is enriched with a committed and dedicated staff force, that caters to the needs of the nearly 8000 strong student body, and the teachers. The Office is headed by the Controller of Examinations Dr. R K Maya (Department of History, Tourism and Travel Management) and assisted by the Additional Controller of Examinations Dr. M. Jeyanthi (Department of Accounting and Finance) of the Self-Supporting stream.

The academic year 2020-21 was a challenging year for the institution as the worldwide COVID-19 pandemic resulted in the shutdown of educational institutions and we were no different. The imposition of the nationwide lockdown in March 2020 resulted in the examinations being shifted to the online mode and the robustness and adaptability of our evaluation system was put to the test with this shift.

At the beginning of the new academic year the freshers were oriented towards the examination system with an online presentation by the CoE. She provided details to the students about the Continuous Internal Assessment, the End Semester Examination and the details on CBCS and grading pattern.

The End-Semester Examinations of April 2020 were held

in September 2020 for the Final Year batches of UG and PG. The first online exams of the college were a resounding success and were the litmus test for how the online exams were to be conducted henceforth. The results for these exams were declared in October 2020.

Based on the directions of the University, Improvement Exams were held for the arrear candidates of the April 2020 exams. The November 2020 End Semester Examinations were held between January and February of 2021. The results for these exams were declared in March 2021 and almost immediately afterwards the office of the CoE geared up for the next end semester examinations - April 2021. Due to the second wave of the COVID-19 pandemic and the subsequent shutdown the exams were held in June-July 2021 and the results were declared in July 2021.

The shift from offline to online exams, question paper setting and evaluation by internal examiners have been some of the noteworthy examination reforms that have been adopted during the academic year.

During the current academic year, the office of the CoE has been working with its customary dedication and sincerity in performing its mandated duties in an efficient and orderly manner. Apart from the routine work relating to examinations and the preparation and publication of the results of the candidates, the office has also been in charge of conducting the meetings of Statutory Bodies like the Governing Body Academic Council and Finance Committee meetings as required by the regulations.

The results of the April 2020 UG and PG and M.Phil (2019) are presented as follows.

Aided (UG) - APRIL 2020
Examination Results of the 2017 – 2020 Batch Students

S.No	Department	No. Appeared	No. Passed	%
1	English	62	62	100
2	Economics	192	189	98
3	History	62	61	98
4	T.T.M.	64	63	98
5	Chemistry	45	44	98
6	PB & PB	38	38	100
7	Physics	46	46	100
8	Mathematics	65	65	100
9	N & D	42	42	100
10	Advanced Zoology	81	80	99
11	Commerce	69	69	100
12	B.Com. C.S.	68	68	100

Aided (PG) - APRIL 2020
Examination Results of the 2018 – 2020 Batch Students

S.No	Department	No. Appeared	No. Passed	%
1	Tamil	4	4	100
2	English	38	37	97
3	Economics	21	21	100
4	History	17	17	100
5	Zoology	17	17	100
6	Chemistry	10	10	100
7	Commerce	22	22	100
8	Business Economics	12	12	100

M.Phil 2018 - 2019 (Aug 2019)

S.No	Department	No. Appeared	No. Passed	%
1	Tamil	4	4	100
2	English	10	10	100
3	Economics	8	8	100
4	History	1	1	100
5	Zoology	1	1	100
6	Commerce	7	7	100
7	PB & PB	5	5	100
8	Mathematics	4	4	100
9	Corporate	3	3	100
10	Food & Nutrition	4	4	100
11	Physics	1	1	100
12	Computer Science	3	3	100

Self Supporting (UG) - APRIL 2020
Examination Results of the 2017 – 2020 Batch Students

S.No	Department	No. Appeared	No. Passed	%
1	English	66	66	100
2	English and Communication Skills	64	64	100
3	Business Economics	63	63	100
4	Mathematics	61	61	100
5	Computer Science	97	97	100
6	Biochemistry	45	45	100
7	Microbiology	47	47	100
8	Psychology	41	40	98
9	Clinical Nutrition and Dietetics	29	28	97
10	Visual Communication	43	41	95
11	Mathematics with Computer Applications	57	57	100
12	Commerce	202	202	100
13	B.Com C.S.	135	135	100
14	B.Com BM	137	136	99
15	B.Com (Hons)	34	34	100
16	B.Com A & F	68	68	100
17	Business Administration	69	69	100
18	BCA	49	48	98

Self-Supporting (PG) - APRIL 2020
Examination Results of the 2017 – 2020 Batch Students

S.No	Department	No. Appeared	No. Passed	%
1	Commerce	37	37	100
2	HRDE	15	15	100
3	PB & PB	19	18	95
4	Mathematics	39	38	97
5	M.Com.C.S.	14	14	100
6	Food & Nutrition	13	12	92
7	Physics	17	17	100
8	Biochemistry	25	25	100
9	Applied Microbiology	26	26	100
10	MBA	54	54	100
11	MCA (2017-2020)	48	48	100
12	M.Com. BI	21	21	100
13	M.A Journalism	4	4	100