OFFICE OF THE CONTROLLER OF EXAMINATIONS
GOVERNMENT COLLEGE OF TECHNOLOGY
COIMBATORE - 641013

NOV/DEC 2020, JAN/FEB2021 & FEB/MAR 2021 (FIRST SEM ONLY) AND APRIL/MAY2021 EXAMINATIONS

INSTRUCTIONS TO THE STUDENTS

I.   IMPORTANT INSTRUCTION:

The Register Number, Name of the Students, Email ID, Phone No., and the details of subjects registered by the Students, Examination in-charge of the course (Course Coordinator) and the Time Table will be posted in the website. The Examination in-charge of the course (Course Coordinator) shall create a facility in any of the platforms such as Google Classrooms/Email for the distribution of question paper and the receipt of the softcopy of the Answer Scripts. The Examination in-charge of the course (Course Coordinator) shall inform (digitally) the details of the platform to the Students in advance. In case of non-receipt of the details, the Students may reach the Examination in-charge of the course (Course Coordinator).

II.   GENERAL INSTRUCTIONS:

These instructions contain details pertaining to various aspects of the examination and important instructions about the related matters.

- **Students are directed to check the website for the eligibility and the timetable of the examinations. If the student does not comply with the requirements given in the web site, the examination(s) taken by the student will be treated as cancelled.**

- For all the theory examinations, the students should appear for examinations from their place of stay.

- Any discrepancies with regard to the spelling of name of the student or the subject for which the students is permitted to the examination should immediately be brought to the notice of the Controller of Examinations.

- **Students should verify themselves that they have received the correct question paper before commencing to answer. Students should verify the Subject Code, Subject Name and Regulations given in the question paper**.

- **Students are instructed <u>not to leave any pages blank</u> in the Answer scripts. Blank pages, if any, should be struck off using a pen**.

- Answers must be written legibly in **blue/black ink pen or ball point pen**.

- Writing **wrong Register Number** or subject code in the Answer book will entail **summary rejection of the Answer** book. If the student gives any **special mark or writes anything not related to the examination, then it will entail summary rejection of Answer book**.

III.   EXAMINATION PATTERN:

The mode of examination is take home and the duration of the examination is **3 hours** only. The pattern of question paper will be the same (respective regulations) as the one that was followed before the COVID-19 pandemic (**offline, pen & paper examination**). The details of examinations to be conducted are as follows:

1. Reexamination for the **students who were eligible (FEES PAID/UNPAID) for the November/December2020 examinations conducted during November/December2020 & January/February 2021, and Feb/March2021   (I Semester only)**
2. April/May 2021 Examinations - **Current semester examinations** for the eligible students

IV.   MARKS TO BE CONSIDERED IN CASE OF STUDENTS SECURED PASS GRADE IN FEBRUARY2021 EXAMINATIONS:

Students those who have **got pass grade** in the original examinations **can also** appear for the re-examination, if they are willing to do so. In this cast, the **best of the two marks (already secured and to be secured) shall be considered.**

V.   DEVICE REQUIREMENT:

Students taking up the examinations shall be ready with a **Laptop/Desktop/Mobile phone/Tablet with internet facility to download the question paper** (before examination) and upload the scanned (pdf version) copy of the answer script (after the examination).

STATIONERIES REQUIRED FOR THE EXAMINATION:

Students should purchase all required stationery such as **Cloth lined covers (preferably A4 size), Blue / Black pen, pencil, eraser, sharpener, scale, thread, white un-ruled A4 size papers, graph sheets, Charts, drawing sheets, Calculator, tools required for engineering drawing, tools required for examination, Printout of annexures** and other required stationery **well in advance before the commencement of the examination.**

VI.   METHODOLOGY TO BE FOLLOWED IN THE CONDUCT OF EXAMINATIONS:

➢ Students may get ready to write their examination in the take home mode from **their place of stay**.
➢ Students may be ready with all kinds of stationery required for writing the examination.
➢ **The question paper will be shared in any of the platforms such as Google Classrooms/E-Mail by the course coordinator**.
➢ Students have to write the answers in the **A4 size paper on both the sides** limited to 30 **pages (15 sheets) excluding Annexure-I.**

- Students should **use thread to tie up the answer script**.

- Students must write the examinations in **blue or black pen** and they are **not allowed to type the answer in the paper and they are also not permitted to copy & paste the images from books in their answer scripts.**

- **Register Number, Name of the Student, Subject Code and Name of Subject shall be written on the top of each page.**

- **Date of Examination, Page Number (current page number/total no. of pages) and Signature of the Student should be written on the bottom of each page.**

- The student shall scan the answer script and **convert it as a PDF file** with **filename: Register Number-Subject Code.pdf** and upload the answer script through one of the platform created by the college *within 60 minutes after completing the examination.*

- The student has to **dispatch the answer script in a cloth lined cover by SpeedPost/RegisteredPost/CourierService** addressed **to the PRINCIPAL on the day of examination itself for the fore-noon session and on the very next day for the afternoon session failing which his/her examination attempt for that day will be treated as absent. If the next day is Sunday or holiday for Post-Office/Courier Service, then the next working day of the Post-Office/Courier Service shall be the day of dispatch of the answer script to,** THE PRINCIPAL, GOVERNMENT COLLEGE OF TECHNOLOGY, COIMBATORE - 641013

- **Separate postal cover should be used for dispatching each answer script.**

- **The answer scripts of only those students who have uploaded the PDF file in Google Classrooms/Email within 60 minutes after the examination and whose answer script is received at the Institution within the prescribed time limit shall be considered for valuation.**

- Submitting **more than one copy of answer script** for a particular subject shall be considered as **malpractice** activity. Further, the students' **handwriting** shall be verified with the existing handwriting available with the office of Controller of Examinations and **any mismatch in handwriting shall be considered as impersonation.**

- Since the examinations are conducted in take-home mode, the students have to attend the examination only from their place of stay and **dispatch their answer scripts by Speed-Post/ Registered-Post/ Courier Service to the PRINCIPAL. Students should not visit the Institution to handover the answer script in person.**

- For any examination related queries, the students may contact the respective **course coordinators / Faculty Advisors**.

Examinations will be conducted in two sessions: one examination in the forenoon and the other in the afternoon. The timings are as follows:

FORENOON SESSION		
Activity	**Timings**	
Receipt of Question Paper from the College	09.00AM	09.30AM
Written Examination	09.30AM	12.30PM
Uploading Softcopy of the Answer Sheet	12.30PM	01.30PM
AFTERNOON SESSION		
Receipt of Question Paper from the College	01.30PM	02.00PM
Written Examination	02.00PM	05.00PM
Uploading Softcopy of the Answer Sheet	05.00PM	06.00PM

VII.   COVER PAGE OF THE ANSWER SCRIPT:

The cover page of the answer script should be in the format as in Annexure-I. The students appearing for the examinations must fill the information in this sheet for each examination and leave the backside of the coverpage (Annexure-I) as blank.

VIII.   DISPATCHING OF THE ANSWER SCRIPT:

The Label given in Annexure-II should be printed, filled and pasted on the cloth lined cover while dispatching the hardcopy of the AnswerScript to the Principal.

NOTE: A flowchart is provided IN THE NEXT PAGE as quick reference for the students appearing for the examinations.

ALL THE STUDENTS ARE REQUESTED TO FOLLOW UP THE ABOVE INSTRUCTIONS STRICTLY.

OFFICE OF THE CONTROLLER OF EXAMINATIONS, GOVERNMENT COLLEGE OF TECHNOLOGY, COIMBATORE - 641013

REEXAMINATIONS NOV/DEC 2020, JAN/FEB2021 & FEB/MAR 2021 (FIRST SEM ONLY) AND APRIL/MAY2021 EXAMINATIONS

INSTRUCTIONS TO STUDENTS

STEP1: CHECK ELIGIBILITY & TIMETABLE

Refer the website for the registered students list & Time Table

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STEP2: STATIONARY ITEMS

Cloth lined covers, Blue/Blackpen, pencil, eraser, sharpener, scale, white un-ruledA4sizepapers,graphsheets, Charts, drawing sheets, Calculator, tools required for engineering drawing, **Printout of annexures** and other required stationery well in advance.

STEP3: DISTRIBUTION OF QUESTION PAPER

QP will be shared by the college between 09.00 am and 09.30am for the FN session and 01.30pm to 02.00 pm for the AN session through the platform as given by the Course Coordinator.

STEP4: DURING EXAMINATION

1. The cover page of the answer script should be in the format as in Annexure-I.
2. Write the answers in the A4size paper on both the sides limited to 30 pages (15sheets) excluding Annexure-I.
3. Register Number, Name of the Student, Subject Code and Name of the Subject and other details shall be written on the top of each page.
4. Date of Examination, Page Number (current page number/total no. of pages) and Signature of the Student should be written on the bottom of each page.
5. Uploading of the softcopy in pdf format of the Answer Script with the name, 'RegisterNumber-SubjectCode.pdf' within 60 minutes after completion of the examination.

STEP5: AFTER EXAMINATION

1. Dispatch the answer script in a clothlined cover by SpeedPost/RegisteredPost/CourierServiceaddressed to the Principal, GCT, Coimbatore on the day of examination.
2. The Label given in Annexure-II should be printed, filled and pasted on the cloth lined cover while dispatching the hard copy of the Answer Script.

Students should not visit the Institution to handover the answer script In-person.

ANNEXURE-I

GOVERNMENT COLLEGE OF TECHNOLOGY, COIMBATORE - 641013

Register Number							
Name of the Candidate							
Degree	FULL TIME/PART TIME B.E/B.Tech/M.E						
Branch				**Semester**			
Question Paper Code							
Subject Code							
Subject Name							
Date	DD	MM	YY	**Session**		**FN/AN**	
No.of Pages used			**In words**				
Mobile No			**Mail ID (GCT & Gmail ID)**				
All particulars given above by me are verified and found to be correct							
Signature of the Student with date							

ForOfficeUseOnly

Instructions to the Candidate: PutTickmark(✓)for the questions attended in the tick mark column against each question

PART–A			PART–B								Grand Total (in words)
Question No.	✓	Marks	QuestionNo.	(i) ✓	(i) Marks	(ii) ✓	(ii) Marks	(iii) ✓	(iii) Marks		
1			11								
2			12								
3			13								
4			14								
5			15								
6			16								
7			17								
8			18								
9			19								
10			20								**GrandTotal**
Total											

Declaration by the Examiner: Verified that all the questions attended by the student are valued and the total is found to be correct

Date	Nameof the Examiner	SignatureoftheExaminer

Question Paper Code								Degree	UG	PG

OFFICEOFTHECONTROLLEROFEXAMINATIONS

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E N D - S E M E S T E R E X A M I N A T I O N S

NOV/DEC2020, JAN/FEB 2021, FEB/MAR 2021 & APR/MAY2021

Date of Exam	
Session	**FN**
	AN

RegisterNumber	Name of the Candidate	Branch Name	Subject Code	Subject Name

To

THE PRIN CIPAL,

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GOVERNMENT COLLEGE OF TECHNOLOGY,

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COIMBATORE – 641013.

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TAMIL NADU, INDIA

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From

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