**SRI VENKATESWARA COLLEGE OF ENGINEERING**

**OFFICE OF THE CONTROLLER OF EXAMINATIONS**

***Circular***

**Dated: 09.12.2020**

 **Sub: Instructions to be followed by the HoDs and other faculty members for conducting the online Examinations of semester students of 2019-2020 Even semester.**

1. Online examinations will be conducted between 14.12.2020 and 11.01.2021 through online mode.
2. HoDs have to identify the 2 persons for each section to act as the coordinators. Hence the number of such faculty members are:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Dept. | Number of faculty members required | Dept. | Number of faculty members required | Dept. | Number of faculty members required |
| AUT | 02 | CSE | 06 | INT | 04 |
| CHE | 04 | EEE | 04 | MAR | 02 |
| CVE | 02 | ECE | 06 | MEC | 04 |
| BIO | 02 |  |  |  |  |

1. HoDs are requested to share the contact details of those persons to your students for enabling them to contact those coordinators during the examinations for any emergency.
2. HoDs are requested to instruct those faculty members who were nominated as coordinators, to be available during the examination days from 09.00 AM to 05.00 PM for contacting either through mobile/SMS/WhatsApp.
3. The link for the new exam center app will be communicated to you as soon as we received it.
4. Instruct the students to update the APP to the newer version.
5. If a student faced a problem in login into the APP or downloading the question paper, the coordinators should immediately send an email regarding this with the following details. (1) Registration number (2) student name (3) Course code, (4) student mail id and (5) nature of problem, to onlineexam@svce.ac.in.
6. If the problem could not be solved by TRS immediately, we will send the PDF version of the question paper to the student mail ID so that the student could start writing the examination and mean time we could solve the issue.
7. If a student faced a problem in submitting the answer to the proctoring questions, coordinators should immediately send an email regarding this with the following details. (1) Registration number (2) student name (3) Course code and (4) Time at which the question was asked, to onlineexam@svce.ac.in.
8. If the problem could not be solved by TRS immediately, we will ask the student to submit the question they asked and its answer through WhatsApp to the coordinator.
9. Instruct the students **NOT to write** their name, register number and any unwarranted things in any of the pages. If they write anything, it will be treated as a Malpractice
10. HoDs and coordinators are required to instruct your students to upload the document within 30-minute time. i.e., before 01.00 PM for the FN section and before 05.00 PM for the AN section on the day of examinations. If they take more than 30 minutes to complete the uploading, there will be late flag attached to that submission. Since every activity is time logged, the time for the first attempt to upload is also recorded and will be considered as genuine problem faced by the students.
11. If a student faced a problem in uploading the answer papers, coordinators should immediately send an email regarding this with the following details. (1) Registration number (2) student name (3) Course code and (4) At what time student tried first for the uploading, to onlineexam@svce.ac.in.
12. If we could not solve this problem, please instruct the students to send the answer scripts as a single file in pdf format to onlineexam@svce.ac.in. Ask the student to maintain the file size below 5 MB.
13. If the student still finds it difficult to send the soft copy, you can instruct him to send the hard copy to the following address through speed post with a covering letter. Instruct your students to write his Registration number and date of examination on the top of the cover.

 Dr. K.Pitchandi

 Controller of Examinations

 Sri venkateswara College of Engineering

 Pennalur, Irunkattukottai Post.

 Sriperumbudur Taluk

 Pin : 602117

1. HoDs are requested to submit a report in a soft copy regarding the above said problems, if any, to onlineexam@svce.ac.in.
2. HoDs are requested to submit the list of students who could not able to complete the examinations due to any unavoidable circumstances on that particular day. Please collect a letter from the student stating the reason for opting out of that particular examination, through email or WhatsApp. This list should be submitted on the day of examination itself.



(Controller of Examinations)

SVCE