Shrimathi Devkunvar Nanalal Bhatt Vaishnav College for Women
(Autonomous), Re-Accredited by with "A+" by NAAC
Chrompet, Chennai- 600 044

End semester Examination- Jan' 2021- Online proctored mode of examinations

Guidelines for students

1. The examinations will be conducted only for current semester of UG- I year students. The Time Duration will be **90 mins + 30 mins (.pdf upload time)** – total -2hours. Question paper pattern MCQ (1x25=25 marks) + Descriptive (5x5 =25marks) = Total (50 marks).

2. **The proctored examination will be facilitated through an exclusive Google meet link.**

3. The question papers can be viewed in CIS student link as per the allotted time slot –
the three time slots : (the timeslots will be strictly followed)
Slot 1: FN- 9.00am to 11.00am: **Slot 2: BN** -11.30am to 1.30pm: **Slot 3: AN**- 2.00 pm – 4.00pm.
The following are the guidelines for students;

   - **Should log in to the google meet link at least 10 mins ahead of examinations with audio and video switched on mode till the completion of exam session.**
   - Should simultaneously log in into exam link provided in student portal in College CIS to access the MCQ (online) and download the QP for Descriptive section.
   - Should use **only A4 size paper** to answer the descriptive questions- the page limit- **U.G- 6 pages & max 6MB upload size.**
   - should write the examination in **blue or black pen** (typed answer papers and copy & pasting the text book images in their answer scripts is not permitted)
   - **Should write the date of exam, their register number, subject code, page number and signature in the top RIGHT corner of each answer sheet.**
   - The **answer sheet image to be captured in Image pdf converter app/software.** Image convert to pdf should be clear and arranged page number wise in .pdf format with **rollnosubjectcode.pdf** without special characters and uploaded in the link in CIS.
   - If unable to upload the answer sheets in time, she can inform the invigilator and send it as email attachment to the **session specific mail id** provided (the information will be in student login) and can use the student helpline numbers provided in website & student login.

4. The **mock examination will be conducted on 19/01/2021. It is mandatory to appear for the Mock examination. If absent, the student cannot appear for the End Semester Examinations.**

5. If the student has no internet/device facility or other network issues, she should come to the college and utilize the facility on campus on the day of the examination. Such students should inform the respective head of the department before the 18/01/2021.

Controller of examinations   **Principal**