

	ALAGAPPA UNIVERSITY (A State University Established in 1985) OFFICE OF THE CONTROLLER OF EXAMINATIONS KARAIKUDI - 630 003, Tamil Nadu, India www.alagappauniversity.ac.in			
2017  Accredited with A+ Grade by NAAC (CGPA : 3.64)	2018  MHRD Govt. of India Graded as Category-1, Granted Autonomy	2018  Swachh Campus Rank : 4	2020  (University Category) Rank : 36	2020  India Rank : 24 Asia Rank : 222

[AFFILIATED COLLEGES](#)

GUIDELINES FOR CONDUCTING APRIL 2021 ONLINE EXAMINATIONS

1. The April 2021 online Examinations will be conducted from 19th **April 2021** for the following Students of Affiliated Colleges.
 - I. For current semester students of UG/PG/PG Diploma/Diploma/Certificate programmes.
 - II. For the students those who have arrears /absent/not applied in the final semester April 2020 online Examinations held in the month of September.
 - III. For the Intermediate Semester students those who would like to improve the marks awarded for the Intermediate Semesters (II and IV semester for UG and II semesters for PG) as per GO. Ms. No.111 Higher Education (K2) Department dated 27.07.2020.
 - IV. For the students those who want to improve the marks awarded for the backlog arrears as per GO. Ms. No.125 Higher Education (K2) Department dated 26.08.2020.
 - V. For the students those who have backlog arrears since 2004.
2. Examinations will be conducted in both forenoon and afternoon sessions (10 am to 1 pm and 2 pm to 5 pm respectively).
3. Students can download their hall ticket from the University web portal on **12.04.2021** using the following link: <http://mis.alagappauniversity.ac.in/affiliated>.
4. User ID and password to login the University Web portal will be the Register number and Date of birth of student respectively.
5. Question paper shall be downloaded from the University web portal (using User ID and password) 1 hour before the commencement of examination (**9 am for Forenoon Session and 1pm for Afternoon Session**). Further, the question papers will also be sent to the official e-mail ID of the Principals/Nodal Officers on the day of the examinations at 8.00 am and 12pm for forenoon and afternoon sessions respectively.
6. Alagappa University will provide the programme-wise, syllabus batch-wise students details of backlog arrears students since 2004 along with mobile number for creating programme-wise WhatsApp group to the Principal/Nodal officers of the Affiliated Colleges.
7. All the Principals/Director/Nodal officer/Coordinators of the Affiliated Colleges are requested to update/confirm the e-mail IDs and WhatsApp numbers of the students essentially and create programme-wise Whatsapp groups.
8. Nodal officers/Coordinators are requested to send the question papers to the students of their college 1 hour before the commencement of the examination (**(9 am for Forenoon Session and 1pm for Afternoon Session)**) through WhatsApp or e-mail.
9. Students shall write the examinations at their convenient places where internet, printing and scanning facilities are available.
10. Students shall write their examinations on A-4 size paper in their own hand writing and the total number of pages should not exceed 40.

11. The students shall download the front sheet attached with the regulations (**Annexure I**), take print out, fill up the required information and attach this sheet as the first page of your answer script.
12. The candidates have to write **page number, his/her name, register number** (both at top and bottom of answer script) and affix his/her signature in every page.
13. The written answer scripts shall be (i) scanned, (ii) converted in to a single PDF document using pdf converters available in the internet and (iii) uploaded on the web portal immediately after the examinations.
14. The size of the converted pdf file should not exceed 100 MB. Students must ensure that the converted pdf document contains only the images of written answer scripts. It is instructed to check and avoid the possible insertion of question paper or other unwanted documents in the converted pdf file; otherwise, such candidates will be disqualified from the examinations.
15. It is mandatory to upload the written answer scripts in the online Examination web portal. However students who are unable to upload the written answer scripts (pdf file) may be instructed to dispatch/handover the answer scripts through speed post or registered post addressed to the **respective college Principals** immediately after examination. The envelope should contain the following information: Candidate Name, Register Number, College Code, Subject Code & Title, Date & Time of Examination, Mobile Number and Address of the candidate (**Refer Annexure II**).
16. It is the responsibility of Nodal officers/Coordinators of the respective Colleges to receive/collect the original answer scripts (hard copy) of the students. The Nodal officers/Coordinators are requested to arrange the original answer scripts programme-wise, paper-wise & date-wise and keep under safe custody.
17. If any student fails to upload/send/handover the original answer scripts (hard copy) on the day of examinations to the Principals/Nodal officers/Coordinators, their answer scripts will not be considered for evaluation.
18. Alagappa University will make necessary arrangement to collect the original answer scripts submitted by the students if any from the Affiliated Colleges after the examination (if necessary).
19. The video demonstration (both Tamil and English version) and step by step method of online examinations are available on the online examination web portal.
20. In order to familiarise the online examinations process, the students may be instructed to undertake mock online examinations as detailed below:

Programme	Mock Test Date	Time	Break-up
All Science Programmes	16.04.2021	10.00 am to 01.00 pm	10 am to 11 am : Downloading Question paper
			11 am to 12 pm : Mock Test
			12 pm to 1 pm : Uploading Answer Scripts
All Arts Programmes	17.04.2021	10.00 am to 01.00 pm	10 am to 11 am : Downloading Question paper
			11 am to 12 pm : Mock Test
			12 pm to 1 pm : Uploading Answer Script

21. Students facing login problems are informed to send the image of ID card to the e-mail onlineexamcoe@gmail.com or WhatsApp Mobile Number **9489079099**.
22. Student shall contact the Nodal officer to address issues if any. Contact details of Nodal officers and Coordinators will be displayed in the University web portal. Nodal Officers /

students may contact the office of Controller of Examinations at (+91) 4565 223181, 223182, 223183, 223184, 223189, 223188 & 223124.

23. Candidates found guilty of using unfair means of any nature shall be liable for disciplinary action.

All Principals/Nodal Officers /Coordinators are requested to extend their support and cooperation for the successful conduct of the Supplementary Examinations.

Controller of Examinations i/c