



**OFFICE OF THE CONTROLLER OF EXAMINATIONS
ANNA UNIVERSITY
CHENNAI – 600 025**

Email: coe@annauniv.edu
Tel: 044-22357252, 044-22357264, 044-22357265
Fax: 044-22350293

CONTROLLER OF EXAMINATIONS (i/c)

Letter No. 8946/C12/COE/2021

Date: 02-04-2021

CONFIDENTIAL

To

The Deans of Regional Campuses /
The Deans of Constituent Colleges /
The Principals of the Non-Autonomous Affiliated Colleges

Sir/Madam,

Sub: Office of COE – First Semester UG/PG Programmes – End-Semester Practical Examinations of UG (pending cases)/PG in online mode & End-Semester Viva-Voce Examinations of B.Arch. (pending cases) /M.Arch. Programmes in online mode – November/December 2020 – Reg.

Ref: Syndicate Res. No. 260.17 dated 16.02.2021 (Res. No. VC26.25 of 26th Academic council Meeting held on 11.02.2021).

Kind attention is invited to the reference cited, wherein the Syndicate had approved a procedure for the conduct of end-semester practical examinations for the first semester UG (pending cases)/PG Programmes and the conduct of Viva-Voce Examinations for Studio courses of the first semester B.Arch. (pending cases)/M.Arch. of non-autonomous affiliated Colleges, as a onetime measure due to COVID-19 pandemic, for the benefit of the students of non-autonomous affiliating institutions and the same is given below for necessary implementation for the November / December 2020 examinations through online mode. Accordingly, you are requested to schedule and complete the Practical / Viva-Voce Examinations from 07.04.2021 to 12.04.2021 for the students registered in this semester.

7, *[Signature]*
02/04/2021

CONTROLLER OF EXAMINATIONS (i/c)

Copy to: The Zonal Co-ordinators/ Zonal Officers Zone I – XVIII, XX, XXI & XXIII

Procedure for the conduct of University end-semester examinations for practical/laboratory Courses through online proctored mode during the November / December 2020 examinations

1. The laboratory course examination shall be conducted online through any suitable popular online video communication services.
2. The Online platform should ensure the generation of attendance of those present (some platforms that do not inherently have this feature allow this through browser extensions). Screenshot is to be taken for each student with the video on. The attendance generated and the screenshot would be the basis for the filling up of the attendance sheet by the Examiners. The screenshot of each students must be forwarded to the ZO/ZC for reference and further action.
3. The laboratory examination shall be conducted using the usual procedure of appointing internal and external examiners prescribed by the University.
4. The duration of the examination shall be 3 Hrs.
5. The college principals shall create necessary weblink for the conduct of the online laboratory course examination and publish/post the same in the university web portal along with other necessary details such as list of students' registered, internal examiner appointed, session and date.
6. The college principal shall coordinate with the internal examiners of the laboratory course and communicate the weblink to all the eligible students who have registered for the laboratory examinations.
7. The examination shall be conducted using any suitable open source platform/ scientific software packages/ Simulation software/Modelling tools/ Design software/ IoT enabled/ IoT assisted/ Comprehensive Assessment Method in the online mode.
8. Any suitable open source platform/ scientific software packages/ simulation software/Modelling tools/ Design software can be used for IT/CSE/ Design/ Programming laboratory courses.
9. For courses other than IT/CSE/ programming laboratory, if possible, it is recommended to use any suitable open source platform/ scientific software packages/ Simulation software/Modelling tools/ Design software/ IoT enabled/ IoT assisted approaches for the online laboratory courses examination.

10. If usage of open source platform/ scientific software packages/ Simulation software/Modelling tools/ Design software/ IoT enabled/ IoT assisted approaches is not possible, for certain lab courses, then a comprehensive assessment method as follows may be adopted. The external examiner shall assess the students' performance orally online based on the complete understanding of the lab courses and the particular experiment. The following points shall be taken into account: objectives/ theory/concepts/ laws/ procedure/ design steps/ methods/ techniques/ Algorithms/ methodologies need to be used for the experiment, inference/observations, significant outcome of the experiments, advantages/ disadvantages, Applications, etc.
11. Objective type (MCQ) questions shall be set by the external examiner based on the syllabus of the laboratory course. The MCQ test may be conducted for all the students of the class/college using any open source platform such as Google forms/ Microsoft teams, etc. and the copies of the responses of the same must be forwarded to the concerned Zonal Office.
12. The external examiner shall set the questions based on the prescribed university syllabus jointly with internal examiner for the conduct of the laboratory examinations. The relevant and the usual procedure of the University is to be followed for the conduction of the exams.
13. Students shall use plain A4 sheets for answering the lab examinations questions posed to them.
14. At the end of the laboratory examination, each student has to send the scanned copies of the lab course write-up-answer-sheet to the email IDs of the external examiner and internal examiners. The write-up answer shall contain the Aim, equipment / apparatus/ software / software suites/ hardware/ tools/ components/ accessories required to carry out the experiments, theory/concepts/ laws/procedure/design steps/ methods/ techniques/ Algorithms/ methodologies /calculations, circuit diagrams/ schematic diagrams/ flow chart/ process diagrams, graph/plot/ model plot/ model graph, tables/model tables, inference/observation and results.
15. The external examiner shall evaluate the scanned copies of the answer sheet of the individual students and award the marks based on the prescribed mark split

up given in point 18. The consolidated mark statement of the laboratory course, bearing the details of all the students' those who have attended the online lab examinations must be prepared and signed by the external examiner. The scanned copy of the same must be communicated to the internal examiner. The internal examiner shall enter the marks of the students in the university web portal strictly based on the consolidated mark statement given by the external examiner. Usual procedures are to be followed for Mark entry and for other examination related activities.

16. The scanned copies of the answers sheets and soft copies of the MCQ test documents of all the students of the courses must be forwarded to the zonal office by the examiners and in turn the zonal office shall consolidate all the soft copies of the different lab courses and keep all the files college-wise in a separate folder for each course and submit the same in a CD to the office of the COE for further action.
17. The Zonal Coordinator/Zonal Officer shall appoint Vigilance Squad members for proctoring the laboratory courses. You are advised to inform the internal examiners to permit the Vigilance Squad to login during the examination period.
18. The evaluation scheme and awarding of marks may be carried out as given below.

Mark split-up

1	Online test (MCQ with 4 options / Objective type questions - 15 Questions- for all the students)	15 marks
2.	Aim, equipment / apparatus/ software / software suites/hardware/tools/ components/ accessories required for carrying out the experiments, theory/concepts/ laws/ procedure/ design steps/methods/techniques/ Algorithms/ methodologies/calculations, circuit diagrams/schematic diagrams/ flow chart/ process diagrams, graph/plot/ model plot/ model graph, tables/model tables, Record/observation books	65 marks
3.	Results/inference /observations	10 marks
4.	Viva-voce	10 marks
		100 marks

Modality for Viva Voce examinations for Studio Courses of B.Arch. / M.Arch. of Affiliating institutions, Anna University

Students will present the work done during the semester to the Examiner in Online mode based on the submission that was made to the institution according to regulations (portfolio/ report, etc.). The students' presentation should be made from the submission that was made to the institution. The institution should use an online platform that will allow student to take control and project from the submission. In case of any circumstance which does not allow the above mode and if a student has connectivity problems at the time slot given to them, their viva can be rescheduled. It is preferable to give minimum of 30 minutes for a student to present their work.

The Online platform should ensure the generation of attendance of those present (some platforms that do not inherently have this feature allow this through browser extensions). Screenshot is to be taken for each student with the video on. The attendance generated and the screenshot would be the basis for the filling up of the attendance sheet by the institution.

You are advised to inform the internal examiners to permit the Vigilance Squad to login during the Viva-Voce examination period.

Your utmost cooperation and support is requested to complete the scheduled practical examinations of the first semester UG/PG Programmes of November / December 2020 in online mode successfully.

7. 
02/04/2021

CONTROLLER OF EXAMINATIONS (i/c)


02/04/2021