



THE NEW COLLEGE (AUTONOMOUS)

No 147, Peters Road, Royapettah Chennai 600014

Office of Controller of Examinations

Guidelines to the Nodal Officers /H.O.Ds for the conduct of November 2020 Semester &Supplementary / Improvement December 2020 Examination through online and valuation:

Guidelines for Conduct of Examination:

1. The time duration of examinations will be one and half hours. Question pattern will be as follows:
Part: A – 5 out of 8 – (5 x 9=45 Marks)
Part: B – 2 out of 5 – (2 x 15=30 Marks)
2. The Google Classroom link for the examination to be sent to the students by the respective Nodal officers / H.O.Ds through WhatsApp group.
3. The question papers will be available in the Google classroom / WhatsApp group during the examination days (refer timetable). From 10.00am to 11.30 am. for F.N session and 02.00 pm to 03.30 pm for A.N session.
4. Use only A4 size paper and write the examination strictly within 14 pages.
5. The students must write their register number, subject code, page number and put their signature with date on the top of the answer script in each and every page.
6. H.O.Ds will be Nodal officers for each course.
7. The college will send the Nodal officer's / H.O.Ds information to students through SMS. For more clarification, the students can contact their Nodal officer through WhatsApp/SMS.
8. If the students do not have facilities for downloading the question paper and uploading the answer script, based on the request from the students, Nodal officer / H.O.D is requested to make necessary arrangement for providing classroom with internet facility to write the examination.
9. The students must write the examination in blue or black pen and not allowed to type in answer papers and also copy & paste the text book images in their answers cripts.
10. After uploading the answer script to the respective Google Classroom, the hard copy of the answer script should be sent to the Controller of Examinations of the college by courier/speed post after the completion of all the examinations, without fail.

11. All the Nodal officers/ H.O.Ds are requested to create a year wise WhatsApp group for your students in respective courses.
12. The WhatsApp group will be helpful to identify the students and to give the instructions to the students on how to attend the examinations like downloading the question paper, uploading the answer scripts through online etc.
13. After downloading the question paper, the students should send the message to the Nodal officer through the WhatsApp as "QUESTION PAPER DOWNLOADED". This will be conformation from the student that he is attending the examination.
14. Based on the WhatsApp group information the Nodal officers / H.O.Ds should enter the absentees in the WhatsApp group and the same should be sent to the COE's office.
15. The role of Nodal officer is to give instruction to the students for writing their register number, subject code, page number and signature in the top of the answer script in each and every page and also giving assistance to uploading.
16. After completion of the examination and uploading the answer scripts, the students will send a message to the Nodal Officer through the WhatsApp as "ANSWER SCRIPT UPLOADED". This will be a confirmation of uploading of answer scripts from the students.
17. If any one of the students has not uploaded the answer scripts in the stipulated time, the Nodal officers are requested to contact the respective student through mobile and instruct them to upload their answer script immediately.

Guidelines for Conduct of Valuation:

1. Access for viewing/downloading the answer scripts will be provided to the H.O.Ds / Nodal officers & Examiners by the C.O.E from the next day of the examination.
2. The Examiners are advised to value the answer scripts by viewing alone (Softcopy).
3. The H.O.Ds / Nodal officers are requested to take responsibility to value the answer scripts of their own students.
4. The H.O.Ds are advised to depute faculty members of their department for valuing the answer scripts.
5. The Head of Departments should supervise the soft copy valuation.
6. Necessary verification and approval for the same to be carried out by the Head of Departments for valued scripts.
7. The marks should be submitted to the C.O.E's Office, through the Camp officer.