



# ALAGAPPA UNIVERSITY

(A State University Established in 1985)

KARAIKUDI - 630 003, Tamil Nadu, India

www.alagappauniversity.ac.in



2017



Accredited with A+ Grade  
by NAAC (CGPA : 3.64)

2018



Graded as Category-1,  
Granted Autonomy



2018



Swachh Campus  
Rank : 4

2020



(University Category)  
Rank : 36

2020



India Rank : 24  
Asia Rank: 222

## Office of the Controller of Examinations

### Distance Education – Examinations – May 2020

#### PROCEDURE TO BE ADOPTED FOR CONDUCTING ONLINE EXAMINATIONS

1. The online examinations of May-2020 for the final semester / annual pattern students of UG / PG / PG Diploma / Diploma / Certificate programmes of Directorate Distance Education will be conducted from **15<sup>th</sup> October 2020**.
2. **The online examinations will also be conducted for the students who have completed the programme and having arrear in the final semester/year and registered for the final semester / year examinations.**
3. The Coordinator of the Learning Centre will act as the **NODAL OFFICER** to coordinate with the University and Students towards the conduct of Examinations (downloading the question paper, uploading the written answer scripts and other examination related works).
4. For the students who have taken admission directly at the Directorate of Distance Education, Alagappa University, Karaikudi, and certain Science Programmes (Physics / Chemistry / Botany / Zoology / Microbiology / Home Science: Nutrition and Dietetics), DDE Programme Coordinators will act as the Nodal officer to coordinate with the University and Students towards the conduct of Examinations (downloading the question paper, uploading the written answer scripts and other examination related works).
5. Examinations shall be conducted every day in the forenoon session only (10 am to 1 pm).
6. Students can download hall ticket from the University web portal on the specified date.
7. User ID and password to login the University Web portal will be the Register number and Date of birth of student respectively.
8. Question paper shall be downloaded from the University web portal (using User ID and password) 1 hour before the commencement of examinations (**9.00 am onwards**). Further, the question paper will also be sent to the official e-mail ID of the Nodal Officers of the Learning Centres / DDE on the day of the examinations at 8.00 am. All the Nodal officers of the Learning Centres / DDE are requested to update/confirm the e-mail IDs and WhatsApp numbers of the students essentially.
9. Nodal officers of the Learning Centres / DDE are requested to create Programme-wise Students WhatsApp group and send the question papers to the students of their Centre 1 hour before the commencement of the examination (9.00 am) through WhatsApp or e-mail.
10. Students shall write the examinations at their convenient places where internet, printing and scanning facilities are available.
11. 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.
12. The total number of written pages should be mentioned in the front page of answer script.
13. 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.
14. 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. 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. Students are instructed that, it is mandatory to send / hand over the original answer scripts (hard copy) to the Nodal officers of their Learning Centres / DDE immediately after examination in a sealed cover. The envelope should contain the information such as Candidate name, Register Number, Centre Code, Paper Code, Subject Title, Date & Time of Examination, Mobile Number and Address of the candidate.
16. It is the responsibility of Nodal officers of the respective Centres to collect the original answer scripts (hard copy) of the students.
17. The Nodal officers of the Learning Centres / DDE are requested to arrange the original answer scripts programme-wise, paper-wise & date-wise and keep under safe custody. Whenever necessary those scripts will be collected from the Learning Centre or DDE.
18. If any student fails to send / handover the original answer scripts (hard copy) on the day of examinations to the Nodal officers of Learning Centres / DDE, their answer scripts will not be considered for evaluation.
19. If any student fails to attend the examinations on valid reason(s) or disagrees with this examinations process, such students may write the supplementary examinations which will be scheduled later.
20. Students shall take **mock online test** on 09.10.2020 & 12.10.2020 (10 am to 1 pm) for preparedness to face the real examinations as detailed below:

Programme	Mock Test	Time	Break-up
All Arts and Education Programmes	09.10.2020	10 am to 1 pm	10 am to 11 am : Downloading the Question paper
			11 am to 12 pm : Mock Test
			12 pm to 1 pm : Answer Sheets Scanning to PDF, Uploading
All Management and Science Programmes	12.10.2020	10 am to 1 pm	10 am to 11 am : Downloading the Question paper
			11 am to 12 pm : Mock Test
			12 pm to 1 pm : Answer Sheets Scanning to PDF, Uploading

**Annexure I: List of Arts and Education Programmes,  
Annexure II: List of Management and Science Programmes**

21. The video demonstration of online examinations is available on the University web portal.
22. Student shall contact the Nodal officers of Learning Centre / DDE to address issues if any. Contact details of Nodal officers will be displayed in the University web portal. Nodal Officers / students may contact the office of Controller of Examinations at (+91) 4565 223189/ 223188/ 223178/ 223179/ 223170/ 223124/ 223125/ 223175.
23. Students facing login problems are informed to send the image of ID card to the e-mail [onlineexamcoe@gmail.com](mailto:onlineexamcoe@gmail.com) or WhatsApp Mobile Number **9489079099**.
24. Candidates found guilty of using unfair means of any nature shall be liable for disciplinary action.

All Nodal officers are requested to extend support and cooperation for the successful conduct of May-2020 DDE Examinations.

*E. I. Kumar*  
30/09/20  
**Controller of Examinations**