

INSTRUCTIONS for writing Semester End Examinations, NOVEMBER 2020
(to be held in January 2021)
(For current I year UG AND I year PG students)

1. Date of exams: **21-01-2021 to 30-01-2021.**
2. Time : **09.30 a.m to 12.30 p.m**
3. The examinations will be conducted only for **current I year UG AND I year PG students.**
4. Duration of examinations will be **3 HOURS.**
5. The question paper will be made available in the college website on the examination day from **09.00 am to 12.30 pm.**
6. Students can download the question paper and then write the exam.
7. Students should write the answers only in **A4 white sheets within 36 pages.**
8. Students should write the answers only in **BLUE/BLACK PEN** and should not type the answers in the answer script.
9. Student shall not copy and paste diagrams or any text matter or resort to any form of malpractice.
10. Students must **write the following** on the top of the answer script **in each and every page:**
 - a. **Name:**
 - b. **Register Number:**
 - c. **Subject Code:**
 - d. **Page Number:**
 - e. **Signature with date:**
11. Students should **STOP WRITING at 12.30 pm**, arrange the answer sheets according to the page number, scan them properly **and save the pages as one PDF file. Students to ensure that the pdf file does not exceed 10 MB size.**
12. Answer scripts should be mailed by 1.30 pm.
13. Student should ensure to send the answer script **(in a single PDF file)** with his **Register Number** as the **FILE NAME.**
14. Students shall mention the **name of the PAPER** in the **Subject** column below the mail address
15. Responsibility lies with the student to ensure that the mailed scanned copy of the answer script is **perfect in all respects as given above.**
16. **Student should send the scanned copy of the answer script (in PDF) to the respective email id (as given in the instructions in the college website).**
17. **Students have to bear in mind that separate email id's have been created for sending their Tamil Foundation, English Foundation, Soft Skills and allied subject papers**