

## **Bharathiar University, Coimbatore 641046**

### **Modalities of Conducting Semester Examinations in May 2021 During COVID – 19 Pandemic Condition**

1. The fourth / sixth semester theory examinations and arrears examinations for under-graduate and post-graduate programmes offered in all Affiliated (non-autonomous) Colleges, University Departments and Post-graduate Centre of Bharathiar University are scheduled to be held from May 10, 2021.
2. The examinations are scheduled to be held both in the forenoon (FN) / afternoon (AN) sessions. The detailed schedule of examinations of all the papers in the present fourth / sixth semesters and arrear papers in other semesters is hosted in the University website.
3. All the examinations will be conducted through online mode only and will be of descriptive type with the existing approved pattern of question papers.
4. Nominal rolls of the candidates appearing the semester examinations have been sent to the Principals of Affiliated (non-autonomous) Colleges and the Heads of the University Departments / PG Extension Centre of Bharathiar University.
5. University has developed an exclusive online examination portal for the registration of candidates, Principals of the Colleges and Heads of the University Departments.
6. Candidates, Principals of the Colleges and Heads of the University Departments are required to fill the particulars in the respective columns to create user name and password for login purpose.
7. Every candidate is required to enter the online examination portal using the login particulars as specified on each day and session of examination and select the subject code and subject name for downloading the question paper which is scheduled for that date and session.
8. The duration of examination is 3 hours between 10.00 AM – 01.00 PM in FN session and between 02.00 PM – 05.00 PM in AN session.
9. Candidates can login the online portal with the user name and password on each day and session of examination at least 30 minutes before commencement of examination, i.e., at 09.30 AM (FN Session) / 01.30 PM (AN Session) and can fill the particulars wherever necessary. Question papers can be downloaded at 09.45 AM (FN Session) / 01.45 PM (AN Session).
10. Candidates should write the answers only on one side of A4 white sheets (with page restriction of 32 pages) and mark page number in each sheet.

11. Candidates should complete the examination at 01.00 PM (FN Session) and at 05.00 PM (AN Session).
12. After completion of the examination in a session, the candidates should scan each written page in an order serially and compile all the pages in a single file in PDF and upload the PDF in the portal. It must be ensured before uploading the PDF that only written answer sheets are scanned and compiled as PDF. Question papers, blank pages and irrelevant material should not be inserted while compiling the answer sheets in to PDF.
13. Candidates should upload only the answer sheets as a single file in PDF before 01.40 PM in the FN session and before 05.40 PM in the AN session. No extension of time is permissible for uploading the answer sheets beyond 01.40 PM in the FN session and 05.40 PM in the AN session.
14. Candidates should not upload blank sheets or question papers or any irrelevant material in lieu of the answer sheets in the portal.
15. If any candidate uploads the blank sheets or question papers or any irrelevant material in lieu of the answer sheets in the portal, he / she will be treated as 'absent' in the particular examination.
16. The candidates who show the evidence such as 'uploaded successfully' by uploading blank sheets or question papers or any irrelevant material cannot claim that they appeared the examination. No such claims will be entertained.
17. Principals and Heads of the University Departments are required to deploy the required number of invigilators (one invigilator per 20 students) from their respective colleges and entrust them to login the portal to observe the number of candidates appearing the examination course-wise and code-wise on each day and session of examination.
18. Principals and Head of the University Departments can download the question papers scheduled for each day and session of examination from the portal using their institutional / departmental login credentials.
19. In case of any hardship being faced by the candidates while downloading the question papers and uploading the answer sheets in PDF, the Principals and Heads of the Departments are required to instruct the invigilators to render possible help to such candidates by sending the question papers and receiving the answer sheets in PDF. The received answer sheets in PDF should be uploaded by the invigilators getting concurrence from the Principals of the Colleges / Heads of the University Departments through institutional login credentials in the online portal within the stipulated time on the day and session of examination.

20. Principals and Heads of the University Departments are required to identify the candidates who are in need of scribes and to instruct such candidates to get help from the people staying near their places.
21. In case of candidates who lack facilities at their places of stay to take up the online examination, the Principals and Heads of the Departments can extend help at their institutions and the departments.
22. It is mandatory that every student should send the hard copy of the answer scripts to the colleges or to the department where they are studying presently. The format of the envelope will be sent by the University to the Principals and Heads of University Departments and the same may be informed to the students concerned.
23. It is the responsibility of the college / University departments to collect the answer scripts of the candidates who take up the examination as per the schedule.
24. Every college / University departments should handover the answer scripts of the candidates in a sealed envelope arranging them properly according to the nominal list of candidates, attendance, date, session, discipline, subject code, subject title and register number to the University. Staff at the Office of Controller of Examinations will visit the institutions (with a prior intimation to the institutions) to collect the envelopes of answer scripts on specific dates. Principals / Heads of University Departments are requested not to send the answer sheets through Email or WhatsApp as attachments or by post or by courier.
25. It is mandatory that entries of the number of candidates present for the examination should be matched with the number of scripts placed inside the envelope according to the attendance, date, session, discipline, subject code, subject title and register number, etc.
26. All the students are required to follow the modalities in letter and in spirit.
27. The Principals and Heads of the Department are required to inform the above modalities to all the candidates concerned.

Controller of Examinations i/c  
Bharathiar University, Coimbatore 641046.

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