

**ALAGAPPA UNIVERSITY**  
**KARAIKUDI - 630003**

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**Office of the Controller of Examinations**  
**Online Programmes Examinations**

**May 2022 and December 2022**

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

1. The online examinations of May 2022 and December 2022 for the students of online Programmes will be conducted from **23<sup>rd</sup> March 2023**.
2. The Coordinators of the Online Programmes 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).
3. Examinations shall be conducted every day as per the schedule in two sessions (10:00a.m. to 12:00 noon - One Semester and 2.00 p.m. to 4.00 p.m. - Another Semester) Hours IST (Indian Standard Time).
4. Students can download hall tickets from the University web portal on **17.03.2023**.
5. The students are instructed to login to the examination portal 10 minutes before the commencement of examination.
6. User ID and password to login the University Web portal will be the Register number and Date of birth of student respectively.
7. Question paper shall be downloaded from the University web portal (using User ID and password) at the time of examination.
8. **The question paper consists of both Multiple Choice questions in Part-A and Subjective type of question in Part-B.**
9. **Students are instructed to answer the Multiple Choice Questions in the examination portal itself by selecting the suitable answer.**
10. Students can answer the subjective type questions on A-4 size paper by their **own handwriting** and the total number of pages should not exceed 40 (**Calligraphy and typed answer scripts will not be accepted**).
11. The students shall download the front sheet attached with the regulation (**Annexure I**), take print out, fill up the required information and attach this sheet as the first page of your answer script.
12. 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 on every page.
13. The written answer scripts shall be (i) scanned, (ii) converted into a single PDF document using pdf converters available in the internet and (iii) uploaded on the web portal immediately after the examinations.

14. The size of the converted pdf file should not exceed 100MB. 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. If any student fails to answer the Multiple Choice Question and does not upload the soft copy of the original answer scripts for the subjective type of questions (pdf file) in the examination portal will be considered as absent.
16. Students shall take a mock online test on **21.03.2023** between **10.00a.m and 12.00a.m** hours IST (Indian standard time).
17. Students shall contact the Nodal officers 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/ 223171/ 223124.
18. Students facing login problems are informed to send the image of the ID card to the e-mail [onlineexamcoe@gmail.com](mailto:onlineexamcoe@gmail.com) or WhatsApp Mobile Number **9489079099**.
19. Candidates found guilty of using unfair means of any nature shall be liable for disciplinary action.

All the Nodal Officers and Students are requested to extend their support and cooperation for the successful conduct of May/December 2022 online examinations.

**Controller of Examinations**



## ALAGAPPA UNIVERSITY

(A State University Established by the Government of Tamil Nadu in 1985,  
Accredited with A+ Grade by NAAC (CGPA 3.64) in the Third Cycle,  
Graded as Category-I University and Granted Autonomy by MHRD-UGC,  
MHRD-NIRF 2020 Rank : 36, QS 2020 India Rank : 24)

**KARAIKUDI - 630 003, Tamil Nadu, India**



### ANNEXURE - I

## Online Programmes - Online Examinations May and December 2022

Candidate Name :  
Register Number :  
Programme Name :  
Programme Code :  
Subject Code :  
Subject Title :  
Question Paper Code :  
Exam Date & Session :  
Total No. of Pages (in words) :

Signature of the Candidate