

QUAID-E-MILLATH GOVERNMENT COLLEGE FOR WOMEN(AUTONOMOUS),
CHENNAI-02.

CONTROLLER OF EXAMINATIONS

INSTRUCTIONS TO THE STUDENTS FOR WRITING THE EXAMINATION
THROUGH ONLINE

1. Online End Semester Theory Examination for the 2019-2020 Final year UG/PG [6th Semester of UG and 4th Semester of PG] and earlier batches [6th Semester of UG and 4th Semester of PG] arrear students who have applied at the office of Controller of Examination, QMGCW are alone eligible to take up this online examination.
2. Time table for the Online End Semester Theory Examination 2019-2020 is available in the College website.
3. Duration of the Semester Theory Examination is
Forenoon Session – 9.30 A.M. – 11.00 A.M.
Afternoon Session – 1.00 P.M. – 2.30 P.M.
4. The question pattern : **Maximum marks - 37½ Marks**
 - a. Section A – 5 X 2 = 10 Marks
 - b. Section B – 4 X 5 = 20 Marks
 - c. Section C – 1 X 7½ = 7½ MarksMore choices will be given in each section.
5. The Students have to report their attendance in the whatsapp group half an hour before the commencement of the examination on all days.
6. The Students have to write the examination in their own A4 Sheets by pen not exceeding 18 pages, both the sides can be used.
7. The students must write their Register number, Subject code, Page number and Signature in the top of the answer scripts in the each and every page.
8. The Students should download the question paper from the whatsapp group before 20 minutes of the Commencement of examination and after downloading the question paper student should inform the invigilator.
9. The Students should go through the question paper thoroughly before writing the answers.

10. The students must write the examination in blue or black pen and not allowed to type answer papers.
11. The first page of the answer script is the Data sheet which should be filled and uploaded along with the answer scripts.
12. Since the invigilator is monitoring the students have to take up the examinations sincerely without any malpractice.
13. After the completion of examination, each and every page of the answer sheet should be scanned or photo graphed and uploaded in the department mail ID within 45 minutes. Before uploading the answer scripts, check whether the pages are in the ascending order. No extra time will be given. **[Extra half an hour will be given for the differently abled candidates]**
14. The answer scripts will not be considered if the students are sending beyond the time limit.
15. The answer scripts must be send as a folder form with your Name, Register number, Medium and Subject code to the department Mail ID.
16. After uploading the answer scripts, the students should send a message to the Invigilator through whatsapp group.
17. The Mock test for this online examination will be held on Friday, 18th September 2020 at 9.30 A.M. – 11.00 A.M. [Value education paper for the Final year UG students and Softskill paper for the Final year PG students].

M. Shankarathi
16/9/2020
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CHENNAI-600 002.

Sreedu
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