VIVEKANANDA COLLEGE

THIRUVEDAGAM WEST, MADURAI – 625234

FIRST CIA EXAMINATIONS, SEPTEMBER 2020

<u>INSTRUCTIONS AND GUIDELINES TO THE STUDENTS</u>

1. The First CIA Examinations for the all UG and all PG students will be conducted as Home based online exams as per the Examination schedule published in the college website.

2. Students should attend the CIA examinations in proper grooming and uniform from home.

3. Students can attend the exam using Smartphone/Laptop/Tablet PC, Audio head set and **A4 sheets** and stationaries.

4. Students must follow the examination time table strictly and adhering to the given time.

5. The students must log into the respective CIA Google classroom 30 minutes before the start of the CIA examination and attendance will be marked automatically.

6. The Students must download the question papers using their Institutional Email Id in their respective CIA Google Class Rooms on the day of examination. (15 minutes before the commencement).

7. Students must fill in Name, Roll number, Course code, Course title, Date, session of the examination, total no. of pages written, student sign and has to receive the signature of the parents in the Front Page of the answer script.

8. The CIA Examinations must be written in genuine manner. The answer scripts will be not be considered for valuation without the signatures of parent and the student.

9. Students must write page numbers and sign on the top of all the pages of answer scripts.

10. After completing the examination, student must arrange the papers the respective course answer scripts and scan the answer scripts in order and convert scanned answer scripts into a single PDF file.

11. Soft copy of the scanned answer script in PDF Format must be named as given the format: **"Rollno_CourseCode_Coursetitle_Date"** (eg.) **19231_10CT33_Datastructures_23.09.2020**

12. Upload the same PDF file in the respective CIA Google Class Room on the same day of examination within one hour after completion of the exam (between 12.30 pm to 1.30 pm).

13. The hard copies of all courses answer scripts should be to the respective course teachers or the Heads of the department in person in the specified dates only as given below:

   12th & 13th October, 2020 – All First Year UG & PG students (9.30 am – 4.00 pm)

   14th & 15th October, 2020 – All Second Year UG & PG students (9.30 am – 4.00 pm)

   16th & 17th October, 2020 – All Third year students (9.30 am – 4.00 pm)

14. Mock Tests will be conducted by the respective departments

15. In case of any queries or inconvenience during the examinations, the students can contact the respective course teachers over phone or Whats app.

16. The students are advised to strictly follow the instructions carefully and write the examinations as per the time given in the examination time table without fail.

17. Answer scripts without student signature or parent signature will not be considered for valuation.

18. The students should not make any alteration on the answer scripts after uploading the softcopy of the scripts in the Google Classroom. In case of violation, the answer scripts will not be accepted.

CONTROLLER OF CIA EXAMINATIONS

PRINCIPAL

VIVEKANANDA COLLEGE

THIRUVEDAGAM WEST, MADURAI – 625 234

FIRST CIA EXAMINATIONS, SEPTEMBER – 2020

a) For writing descriptive type examination in offline with pen and paper (Part III, Part IV (Skill Based Subjects) and Certificate Courses)

PROCEDURE TO DOWNLOAD THE QUESTION PAPER

STEPS:
1. Sign-in your Institutional email id with given password
2. Open the Mail sent by the College
3. Click the open button in the mail to enter Google Class Room
4. Download the question paper in the attachments
5. Sign out from Institutional email id & disconnect

THE PROCEDURE TO UPLOAD THE ANSWER SCRIPT IN SOFT COPY (PDF) AFTER WRITING THE EXAM

STEPS:
1. Scan the Answer scripts page wise
2. Convert the scanned pages of the answer script into single PDF format using following App: IMG to PDF
3. Rename the PDF in the following format: "Roll number_ Couse code_Course Title_Date"
4. Sign-in your Institutional email id with given password
6. Click the open button in the mail to enter Google Class Room
5. Click your work button and Press add attachment button
6. Browse the file and upload the PDF file
7. Press Hand-in button for submission
8. To confirm the completion of submission, press Hand-in button
9. Ensure that the work submitted successfully

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