



MANONMANIAM SUNDARANAR UNIVERSITY
TIRUNELVELI – 627 012, TAMILNADU, INDIA
PH. D COURSE WORK EXAMINATIONS



APRIL – 2021 ONLINE MODE OF EXAMINATION GUIDELINES

The following guidelines are issued for the smooth conduct of the online mode of April 2021 (upto July 2020 session) Ph.D. Course Work examination.

Every Ph.D. Research Scholars has to read and understand the guidelines before the registration process for the examination.

EXAM SCHEDULE

The time table for April 2021 examination shall be as notified in the University Web Portal / Communicated to all the Principals of Affiliated Colleges / Principals of Autonomous colleges /Heads of University Departments.

EXAM TIMINGS

Session	Question Paper Download	Exam Schedule Time	Answer Book Upload	Server Break Time
I	9.30 A.M. Onwards	10.00 A.M. to 1.00 P.M.	2.00 P.M. to 5.00 P.M. (Exam Day)	1.15 P.M. to 1.30 P.M. 5.15 P.M. to 5.30 P.M.
II	1.30 P.M. Onwards	2.00 P.M. to 5.00 P.M.	5.30 P.M to 8.30 P.M (Exam Day)	

PREREQUISITE FOR THE STUDENTS

1. Desktop / Laptop with internet connectivity to download question papers and upload the answer scripts in PDF Format.
2. Software / app to convert the scanned/photographed images of all pages of the answer scripts into a single PDF file.
3. Scholars are advised to reside at home and take up the examinations.

LEVEL 1: REGISTRATION

1. One time self-registration to the University portal is mandatory for the arrear and regular scholars who have registered for the April 2021 upto July 2020 session.
2. Registration Portal will be available on [msuniv.ac.in](http://www.msuniv.ac.in) home page with a link <http://www.msuphd.neoproctorexam.com> from 15th afternoon to 16th November, 2021.
3. Scholars need to sign up and enter the Ph.D. Register Number as login id. The password shall be their **Date of Birth** in the given format.
4. In case of any change in the Date of Birth, Candidates are asked to send a mail to coursework@msuniv.ac.in along with the proof for Date of Birth (Xth Mark Sheet / Birth Certificate / Aadhar Card).

LEVEL 2: PREPARING THE BLANK ANSWER BOOKLETS BEFORE THE EXAMINATION

- Scholars can write the examinations in A4 ruled/plain paper in the specified format given. Scholars have to download.**
 - The Front page of an answer script for each examination, she/he has registered.
 - The format for the continuation pages for each examinations.
- Scholars can download these two pages from the University Portal at any day / time from **15th afternoon to 16th November, 2021** and make the answer script ready before the commencement of examinations.
- Remaining pages of the answer booklet shall be copy of page No.2 or print out or handwritten. All the continuation pages should follow the model of page No.2
- The answer booklet shall be prepared well in advance before the commencement of the examinations.
- The maximum number of written pages shall be 40. Any answer which is written after the 40 pages will not be valued.

LEVEL 3: MOCK TEST

- To make the scholars familiar with the procedure of online mode of examination, a mock test will be conducted. Registration for the Mock test is mandatory.
- Mock examination Portal will be available in msuniv.ac.in->Examinations->Online (or) <http://www.msuphd.neoproctorexam.com> from **15th afternoon to 16th November 2021**.
- The question papers given for mock test are only indicate and may not be taken as a version based on real online mode of examination.

LEVEL 4 : QUESTION PAPER DOWNLOADING

- Question paper will be made available in the Online Mode examination portal in msuniv.ac.in home page with a link **msuniv.ac.in->Examinations->Online (or)** <http://www.msuphd.neoproctorexam.com> 30 minutes before the commencement of each examination.
- Login into the University exam portal is mandatory both at the time of downloading the question paper and at the time of uploading the answer scripts.
- If any difficulty in downloading the question paper arises, scholars may send mail request mentioning the Register Number, Discipline, Mobile Number, Subject Code and title to coursework@msuniv.ac.in. The questions will be sent to them through the reply mail.

LEVEL 5: WRITING THE EXAMINATION

1. The total duration for writing the examination will be 3 hours.
2. Scholars shall use only Blue or Black pen for the examination.
3. Scholars need to put the signature in all the required places, wherever the provisions are given.

LEVEL 6: UPLOADING THE ANSWER SCRIPTS ON THE DAY OF EXAMINATION

1. After writing the examination, the scholars shall scan / photograph all pages of the answer script, including the front page and convert that into a single pdf file.
2. The scholars should ensure proper order of pages as per page numbers while converting the answer script into a single pdf file before uploading the answer script within a stipulated time.
3. Before making the submission, ensure the pdf file view is legible for reading and valuing the content as per the order of pages.
4. Online submission of scanned answer script is mandatory. **The scholars are strongly advised to upload the answer script in the online mode** to publish the result at the earliest.
5. Once the answer script in the form of pdf file is submitted, no further changes can be made.
6. In case of emergency, When the students could not upload the answer script, he/she can submit the answer script by following the procedure given below.
 - a. **The** original answer script should be placed inside a thick cover (Preferably A4 size Cloth lined cover) and on the top of the cover with Superscription “ **Ph.D. Coursework Exam held on _____**”.
 - b. The scholars should take a photocopy (Xerox) of the front page of the answer script and put his/her signature and paste it on the cover.
 - c. The cover should be pasted properly_and sent through Post / Courier to the following address:

**The Controller of Examinations
Manonmaniam Sundaranar University
Tirunelveli -627012**
 - d. **The scholars should maintain the PDF file of the answer script in either of the electronic storage option like CD, SD Card, Mail Box, Google Drive, etc. for addressing the discrepancies, if any, in the published results.**

LEVEL 7: FINAL SUBMISSION AFTER THE COMPLETION OF ALL EXAMINATIONS

After completion of all the examinations, all original answer scripts should be packed inside a single cover and on the top of the cover with Superscription “ **Ph.D. Course work Exam final submission**” and the envelope should be pasted with the University submission slip (Downloaded from the Examination Portal after the completion of all Examinations) and should be sent to the following address through Post / Courier.

**The Controller of Examinations
Manonmaniam Sundaranar University
Tirunelveli -627012**

For Further Clarification - Contact:

1. Dr. K. Rajamannar	9442025383
2. Dr. G. Muthulakshmi	9080481570
3. Mr. Mariappan	9952129379
4. Mr.S. Vignesh Khanna	9488487283
5. Mr. Durai Rajan	9489273286
6. Dr. A. Suruliandi, COE	9487902000

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CONTROLLER OF EXAMINATIONS