



MANONMANIAM SUNDARANAR UNIVERSITY
TIRUNELVELI – 627 012
TAMILNADU, INDIA



NOV- 2020 ONLINE MODE OF EXAMINATION GUIDELINES
(UG/Integrated 1st Year - Admitted During 2020-2021)

In the prevailing COVID-19 Pandemic situation, it is notified that the conventional method of conducting examination for UG/PG students is not possible following the existing SOP issued by the Government of India/ Government of Tamilnadu. Subsequent to the directions of the Higher Education Department of Government of Tamilnadu, Manonmaniam Sundaranar University decided that online mode of examination shall be adopted as an alternative mode for First Year UG/PG students of University Departments/Affiliated Colleges for November 2020 examination.

The following guidelines are issued for the smooth conduct of the online mode of examination. Every student has to read and understand all the guidelines before the registration process for the examination.

EXAM SCHEDULE

The time table for November 2020 examination shall be as notified in the University Web Portal / Communicated to all The Principals of Affiliated Colleges / Heads of University Departments.

EXAM TIMINGS

Particulars	FN Session	AN Session
Downloading Question Paper	8.15 AM onwards	11.30 AM onwards
Exam Time Duration	9.00 AM to 12.00 NOON	12.15 PM to 3.15 PM
Uploading Answer Scripts	12.15 PM to 1.45 PM 2.00 PM to 3.30 PM	3.45 PM to 5.15 PM 5.30 PM to 7.00 PM

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. Students 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 Students who have registered for the November 2020 examinations.
2. Registration Portal will be available on msuniv.ac.in home page with a link **msuniv.ac.in->Examinations->Online** (or) <http://www.msuobe.neoproctorexam.com> from **18th January, 2021**.
3. Students need to sign up by entering the **Examination 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 approach their respective colleges/ University Departments along with the proof for Date of Birth (Xth Mark Sheet / Birth Certificate / Aadhar Card).

LEVEL 2 : MOCK TEST

1. To make the Students familiar with the procedure of online mode of examination, a mock test will be conducted.
2. Mock examination Portal will be available in msuniv.ac.in home page with a link **msuniv.ac.in->Examinations->Online** (or) <http://www.msuobe.neoproctorexam.com> as detailed below.
3. The Mock test schedule is as follows:

Programme	Mock Test Date
I Year UG Students of Affiliated Colleges	18 th January 2021 & 19 th January 2021
I Year Integrated - Students of University Department	23 rd January 2021 & 25 th January 2021

4. The question papers given for mock test are only indicative and may not be taken as a version based on real online mode of examination.

LEVEL 3: PREPARING THE BLANK ANSWER BOOKLETS BEFORE THE EXAMINATION

1. Students have to download

- a) The Front page of the answer booklet for each and every examinations, she/he has registered.
 - b) The format for the continuation pages for each examinations.
- 2 Candidates can download these two pages from the University Portal at any day / time from **18th January, 2021 (For all the courses of examinations).**
 - 3 Students can write the examinations in **A4 ruled / plain paper in the Specified format** given.
 - 4 Students should **prepare the answer booklet** with printout of the front page of the respective examination and required number of continuation pages, (as per the format) either as print out or handwritten **for all examinations.**
 - 5 The maximum number of written pages shall be 40. Any answer which is written after 40 pages will not be valued.

LEVEL 4 : QUESTION PAPER DOWNLOADING

1. 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.msuobe.neoproctorexam.com>** 45 minutes before the commencement of each examination.
- 2 If any difficulty in downloading the question paper arises, students may request the Online Exam Coordinator/Nodal Officer of their respective departments to get the same in their e-mail or mobile. However, the request of the students may be entertained only after verifying the nature of emergency.
- 3 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.

LEVEL 5: WRITING THE EXAMINATION

1. The Students shall take up their online mode of examination by residing at home.
2. The total duration for writing the examination will be 3 hours.
3. Students shall use only Blue or Black pen for the examination.
4. Students 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 students shall scan/photograph all pages of the answer script, including the front page and convert that into a single pdf file.
2. Students 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. Differently abled candidates who are exempted from the payment of examination fees by the university alone shall be given an additional one hour to write the examinations.
4. Before making the submission, the pdf file view will be provided to verify the content and the order of pages.
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 in the college of study / University Departments on the day of exam by following the procedure given below.
 - a. The answer scripts should be placed inside a thick cover (Preferably A4 size Cloth lined cover). And, the cover should be pasted properly and signed by the students.
 - b. The students should take two photocopies (Xerox) of the front page of the answer script
 - c. The students should paste one copy of the front page in the cover.
 - d. The students, in person, should reach the respective college of study / University Department with the ID card and shall submit the answer scripts. Representative of the students will not be permitted to submit the answer scripts on behalf of the students, whatever may be the reason.

- e. The online exam coordinator/Nodal Officer of the college will verify the ID card of the students and then receive the packed answer script and sign the second copy of the front page as an acknowledgment.
 - f. Students have to keep the acknowledgments for future reference.
 - g. All the standard operating procedures (SOP) issued by the Government of India / Government of Tamil Nadu in view of the COVID-19 pandemic situation must be followed. The students must cooperate with the college management in this regard.
 - h. Students who could not reach the College of study / University Department on the day of examination due to any unavoidable reasons, may post the answer script in A4 cloth lined cover through registered post / speed post / courier to respective Colleges / University Departments on the same day. The students should keep the receipt of the post for future reference.
 - i. The students 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.
7. The students/coordinator/Nodal Officer of online exams should strictly adhere to the Standard Operating Procedure and the procedures given by the University for submission of written answer booklets.

LEVEL 7: FINAL SUBMISSION AFTER THE COMPLETION OF ALL EXAMINATIONS

1. After writing all examinations, the students should download the submission acknowledgement form from the university web portal and take print of it.
2. All original answer scripts should be placed inside a single cover (submission acknowledgement form pasted on the top of the cover) and should be submitted to the respective Colleges / University Departments, in person.
3. Coordinator/Nodal Officer of online exam should cross check the answer booklets and the acknowledgement form. The acknowledgement form should be return to the students with seal.
4. Those candidates whose residential address is out of the College / University Departments jurisdiction may send the cover with all answer booklets through Registered post / Speed Post / Courier to the respective College / University Departments.

LEVEL 8: ROLE OF THE COORDINATORS IN COLLEGES / UNIVERSITY DEPARTMENTS

1. The colleges/University Departments shall assign a Coordinator/Nodal Officer for smooth conduct of online mode of examinations. The Coordinator/Nodal Officer alone will be interacting with the office of the COE, MSU.
2. The Coordinator/Nodal Officer of colleges/ University Departments shall educate the students on the registration process and examination procedures.
3. The Coordinator/Nodal Officer of colleges/ University Departments shall encourage the students to download the question papers and upload the answer scripts through online mode, as far as possible.
4. Question papers will be sent to the corresponding colleges/University Departments to their official mail id 45 minutes before the commencement of the examination.
5. In case of any difficulty, the questions can be sent to students based on the nature of the request, through email or WhatsApp only.

Answer booklets received on the day of examination:

6. The Coordinator/Nodal Officer of the online examinations of the college/University Departments under emergencies shall accept the answer scripts submitted by students.
7. The answer scripts of the examinations of the same day alone are to be accepted.
8. Answer script submitted by any person other than the students should not be accepted in any circumstances.
9. The submitted answer script packet should be checked for its completeness with respect to A4 cloth line cover, Complete pasting of cover, Signature in all required places, Pasting of copy of the first page over the cover, etc.
10. The university will provide an SMS/Mail link to download and install a mobile app to the Coordinator/Nodal Officer of Online examinations of the college/University Departments
11. On accepting the answer script packet, the Coordinator/Nodal Officer of the college/University Departments should scan the bar code from the front page pasted on the cover using the mobile app provided by the university. This mobile app will help to maintain attendance entry and acknowledgement for the students.

12. After submission of the scanned bar code details through in the app, the Coordinator/Nodal Officer of the online examination of the college shall put the original signature with the official seal in the photocopy of the front page of the answer script (second photo copy kept by the students) and return it to the students as an acknowledgment for having received the answer script packet.
13. The College / University Departments have to arrange the individual answer booklet covers submitted by their students, as date wise and subject wise bundles for valuation purpose.

The answer booklet received after completion of the examinations:

14. The Physical Answer Booklets submitted by students after the completion of all the examination (soft copy scanned and uploaded online) should be kept under safe custody by the respective College / University Departments for future reference.

Collection of answer scripts by COE Section:

15. The College / University Departments should handover the unopened bundles submitted by the students (on the day of examination) for valuation.
16. The College/University Departments should handed over the answer booklet submitted after the completion of all examination of the students with full details when COE section approaches the College/University Departments for collection of answer scripts. This bundles will be used for record purpose and for future reference.
17. Answer Scripts collected as per Point 15 & 16 should be handed over separately.

For Further Clarification Contact:

1. Respective College Principal/Chief Superintendent/Co-Ordinator/Nodal Officer.
2. COE Office Contact Numbers :

B.A. – 04622563126,

Mr.M. Esakkimuthu, Supdt.(9488678574)

Mr.R.Muthiah Asst. (830026360) , Tmt.M.Petchiammal, Asst. (9489569873)

B.Sc -04622563127,

Tmt.R Josephinel,Supdt. (9442958143)

Tmt.M.Mariamammal , Asst. (9486453528), Mr.M.Somuthirapandi Sl.Jr.Asst. (9976731911)

B.Com-04622563135,

Tmt. K.Visalatchi, Supdt.(9865246694)

Tmt.R.Saraswathi , Asst. (7708647926), Tmt.J.R.Jebastin Ruba , Jr.Asst.(9488226473),

Integrated - University Department -04622563133

Tmt.V.Suganthi Sr,Supdt. (9443723856)

Mr.Mariappan, Jr. Assistant (9952129379)

Online Support- 04622970155

Mr. K. Madasamy- Sys.Programmer-9443424106;

Mr. K. PalaniMurugan –Sys. Programmer- 9487302483

Mr E. Riyaz Mohamed -04622970155 , Mr .H. Jalish Rahuman – 8056997642, Mr .K. Muthukrishnan – 9597962068

Co-Ordination Section- 04622563121

Mr.S. Muthuarasan, Supdt- 9489651590 , Mr.G.Manikavasagam, Asst.-9442930881

Confidential Section (Only official purpose) – 04622563125

Mr.C.Ashokan , Supdt.(9488676830) Tmt.V.Valli , Asst. (8248212401) , Tmt.S.Santhi , Asst. (9943958813) ,

Mr.K.GanaSekar , Supdt.(9487835610) , Tmt.C.Ramalakshmi , Jr.Asst. (9791735356)

Tmt.V.Mariamammal , Jr.Asst. (8838605873)

Asst. Registrars- 04622563127

Tmt. Sundari (9942831001), Mr. Thiagarajan (9442020755), Mr.A. Rajendran, (9486612253)

Controller of Examinations – Dr. A. Suruliandi (9487902000)

CONTROLLER OF EXAMINATIONS