



MANONMANIAM SUNDARANAR UNIVERSITY
TIRUNELVELI – 627 012
TAMILNADU, INDIA



APRIL – 2020 SPECIAL SUPPLEMENTARY EXAMINATION FOR IMPROVEMENT OF MARK TO BE HELD IN APRIL 2021
ONLINE MODE OF EXAMINATION GUIDELINES –Dated:15.04.2021

In the prevailing COVID-19 Pandemic situation, it is notified that the conventional method of conducting examination of regular/private & supplementary UG/PG/M.Phil 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 April 2020 Special Supplementary examination for improvement of mark to UG/PG/MPHIL students.

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

EXAM SCHEDULE

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

EXAM TIMINGS

Question Paper Download	Exam Schedule Time	Answer Book Upload	Break Time
8.30 A.M. to 9.00 A.M.	9.00 AM to 12.00 NOON	12.00 NOON to 3.15 PM	2.15 PM to 2.30 PM
12.00 NOON to 12.30 P.M.	12.30 P.M. to 3.30 PM	3.30 PM to 6.45 PM	4.45 PM to 5.00 PM
3.30 P.M. to 4.00 P.M.	4.00 PM to 7.00 PM	7.00 PM to 10.00 PM	6.45 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 April 2020 Special Supplementary Examination for improvement of mark.
2. Registration Portal will be available on msuniv.ac.in home page with a link **msuniv.ac.in->Examinations->Online** (or) <http://www.msuohe.neoproctorexam.com> from **18th April, 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 with the procedure of online mode of examination, a mock test will be familiar 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> .

3. The Mock test schedule is as follows:

Programme	Mock Test Date
All Courses of Affiliated Colleges and University Departments	18.04. 2021 (Sunday)

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 April, 2021 onwards.**

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> 30 minutes before the commencement of each examination.
2. If any difficulty in downloading the question paper arises, students may request the Online Exam Coordinator of their respective Colleges / University 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. The 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. **Online submission of scanned answer script is mandatory. The students are strongly advised to upload the answer script in the online mode to publish the result at the earliest.**
6. Once the answer script in the form of pdf file is submitted, no further changes can be made.
7. 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 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 a photocopy (Xerox) of the front page of the answer script and paste it on the front page of the cover.
 - c. The answer script cover should be sent through registered post / speed post / courier to **“The Controller of Examinations, Manonmaniam Sundaranar University, Tirunelveli”** on the same day. The students should keep the receipt of the post for future reference.

- d. 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.

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 submitted to the respective Colleges / University Departments, by Registered post / Speed Post / Courier within 3 days of Completion of examination.

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

1. The colleges/University Departments shall assign a The Nodal Officer for smooth conduct of online mode of examinations. The Principal/Nodal Officer alone will be interacting with the office of the COE, MSU.
2. The Nodal Officer of colleges/ University Departments shall educate the students on the registration process and examination procedures.
3. The 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 send to the corresponding colleges/University Departments to their official mail id 30 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.

The answer booklet received after completion of the examinations:

6. The College / University Departments are requested to receive the Covers / Scripts sent by their students after the completion of all examinations. These bundles will be used for record purpose and for feature reference.

Collection of answer scripts by COE Section:

7. The College/University Departments should handover 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.

For Further Clarification Contact:

1. Respective College Principal/Chief Superintendent/Co-Ordinator/Nodal Officer.
2. UG/PG Sections: (For clarifications regarding Time Table only)

Asst. Registrars- Tmt. Sundari (9942831001);

B.A. – 04622563126, Mr.M. Esakkimuthu, Supdt.(9488678574)

B.Sc -04622563127, Tmt. Josephinel,Supdt. 8903726639)

B.Com-04622563135, Tmt. Visalatchi, Supdt.(9865246694)

P.G. -04622563133, Tmt.V.Suganthi, Sr. Supdt. (9443723856)

Tmt. A.Uma Maheswari, Jr.Asst. (9942592594)

M.Phil-04622563133, Tmt. N.Devika, Jr.Asst. (8220136063)

University Departments, Thiru.S.Mariappan, Jr. Asst. (9952129379)

3. Online Support: (For Technical Issues only)

University Department: K. Madasamy- Sys.Programmer-9443424106;

Affiliated Colleges PG : K. PalaniMurugan –Sys. Programmer- 9487302483

B.Sc.: E. Riyaz Mohamed, -04622970155

B.A.: H. Jalish Rahuman – 8056997642;

B.Com.: K. Muthukrishnan – 9597962068

- 4.Co-Ordination Section (For General Enquiry) - 04622563121

1. A. Rajendran, A.R- 9486012253;

2. S. Muthuarasan, Supdt- 9487651590.

5. Confidential Section (For Official Purpose - Colleges to receive question Paper through mail)

1. Thiru.C Asokan, Supdt- 7708103830

2. Thiru. K.Gnanasekar, Supdt- 9487835610

- 6.Controller of Examinations(For Principal /Nodal Officer Only) – Dr. A. Suruliandi (9487902000)