

Bharathiar University, Coimbatore 641046

Modalities of Conducting Semester Examinations in February 2022 During the Outbreak of COVID / OMICRON Conditions

1. The odd semester theory examinations and arrears examinations for under-graduate and post-graduate programmes offered in all Affiliated (non-autonomous) Colleges, University Departments and Post-graduate Extension Centre of Bharathiar University are scheduled to be held from February 01, 2022.
2. All the examinations will be conducted through online mode only and will be of descriptive type with the existing approved pattern of question papers.
3. The detailed schedule of examinations of all the papers in the present odd semesters and arrear papers in other semesters is hosted in the University website.
4. The examinations are scheduled to be held both in the forenoon (FN) / afternoon (AN) sessions. The duration of examination is 3 hours (180 minutes) between 10.00 AM – 01.00 PM in FN session and between 02.00 PM – 05.00 PM in AN session.
5. Nominal rolls of the candidates appearing the semester examinations have been sent to the Principals of Affiliated (non-autonomous) Colleges and the Heads of the University Departments / PG Extension Centre of Bharathiar University.
6. An exclusive online examination portal has been installed in the University website for the registration of candidates, Principals of the Colleges and Heads of the University Departments.
7. Candidates, Principals of the Colleges and Heads of the University Departments are required to fill the particulars in the respective columns to create user name and password for login purpose.
8. Principals and Heads of the departments should maintain login credentials of individual students in a secured manner and should not disclose the password credential of any student to other students. The University will not be held responsible, if any lapse occur in this regard.
9. The candidates who intend to take up examinations should keep their login (username and password) credentials in a secured manner and should not disclose the same to others. The University will not be held responsible, if any lapse occur in this regard.
10. Principals / Chief Superintendents / Heads of University Departments are informed to deploy the required number of Nodal Officers (at the rate of

one Nodal Officer per 20 students) from their respective colleges / University departments and entrust them to login the portal to observe the number of candidates appearing the examination course-wise and code-wise on each day / session of examination. Each Nodal Officer should be instructed to create one whatsapp group consisting of their students.

11. Principals / Chief Superintendents / Heads of University Departments should send the details of the Nodal Officers, contact numbers, e-mail ID, etc., to the respective students through SMS, so that the students can contact the concerned Nodal Officers through whatsapp / SMS for clarification.
12. Question papers with subject codes and subject names for various courses will be available in the portal on each day and session of the examination.
13. Every candidate is required to enter the online examination portal using the login particulars as specified on each day and session of examination, and select the subject code and subject name for downloading the question paper which is scheduled for that date and session.
14. Candidates can login the online portal with the user name and password on each day and session of examination at least 30 minutes before commencement of examination, i.e., at 09.30 AM (FN Session) / 01.30 PM (AN Session) and can fill the particulars wherever necessary. Question papers can be downloaded at 09.45 AM (FN Session) / 01.45 PM (AN Session).
15. Candidates can download the question papers up to 10.30 AM in the forenoon session and up to 2.30 PM in the afternoon session on each day of the examination.
16. After downloading the question papers, the candidates should send the message to the Nodal Officers through whatsapp / SMS as 'DOWNLOADED'. This will confirm the attendance of the candidates for the examination. Based on the whatsapp / SMS group information, the Nodal Officers can maintain the attendance particulars including absentees.
17. Candidates should write their register number, subject code, centre code / college name and page number legibly at the top right corner on each page of the answer scripts. It is mandatory that candidates should affix their signatures at the top right corner on each page of the answer scripts.
18. Candidates should write the answers only on one side of A4 white sheets (with the restriction of maximum 40 pages) in blue or black pen (ink/gel/ballpoint) and should mark the page number at the top right corner on each answer sheet.

19. Candidates should complete the examination at 01.00 PM (FN Session) and at 05.00 PM (AN Session).
20. After completion of the examination in a session, the candidates should scan each written page in an order serially and compile all the pages in a single file in Portable Document Format (PDF).
21. It must be ensured that only written answer sheets are scanned and compiled as PDF. Question papers, blank pages and irrelevant material should not be inserted while compiling the answer sheets in to PDF.
22. PDF file containing the answer sheets should be uploaded in the portal or should be sent to the Nodal Officer concerned either through e-mail / whatsapp within one hour from the time of completion of examination (i.e., before 02.00 PM in the FN session and before 06.00 PM in the AN session), failing which it will be treated as 'absent'.
23. Candidates should preview the PDF containing answer sheets and should ensure that only answer sheets are stored in the PDF before submitting the file in the portal or sending the file through e-mail / whatsapp to the Nodal Officer. Candidates should not upload blank sheets or question papers or any irrelevant material in lieu of the answer sheets in the portal.
24. If any candidate uploads the blank sheets or question papers or any irrelevant material or printed materials or printed contents from the books / other sources in lieu of the answer sheets in the portal, it will be treated as 'malpractice' in the particular examination and such cases will be viewed seriously. In such cases, results will not be declared.
25. The candidates who show the evidence such as 'uploaded successfully' by uploading blank sheets or question papers or any irrelevant material cannot claim that they appeared the examination. No such claims will be entertained, but will be marked as 'malpractice'.
26. Evaluation of answer scripts will be done only through online portal and hence, it is mandatory that the PDF file containing the answer scripts should be uploaded in the online portal or sent to the Nodal Officer through e-mail or whatsapp. Evaluation of answer sheets using hard copies will not be carried out.
27. Principals and Head of the University Departments can also download the question papers scheduled for each day and session of examination from the portal using their institutional / departmental login credentials.
28. In case of any hardship being faced by the candidates while downloading the question papers and uploading the answer sheets in PDF, the Principals and Heads of the Departments are required to instruct the Nodal Officers to render possible help to such candidates by sending the

question papers and receiving the answer sheets in PDF either through whatsapp or through e-mail. The received answer sheets in PDF should be uploaded by the Nodal Officer getting concurrence from the Principals of the Colleges / Heads of the University Departments through institutional login credentials in the online portal within the stipulated time on the day and session of examination.

29. The Principals and Heads of the Departments should maintain day-wise and discipline-wise record of cases of discrepancies such as failure in uploading the answer scripts by the candidates or by the invigilators due to technical issues and should be forwarded immediately after the entire schedule of examinations in a sealed envelope to the Controller of Examinations.
30. The Principals and Heads of the Departments should maintain day-wise and discipline-wise record of Nodal Officers who will be responsible to ensure uploading of the answer scripts in PDF by the registered candidates or to receive the PDF file either through e-mail or through whatsapp.
31. Principals and Heads of the University Departments are required to identify the candidates who are in need of scribes and to instruct such candidates to get help from the people staying near their places.
32. In case of candidates who lack facilities at their places of stay to take up the online examination, the Principals and Heads of the Departments can extend help at their institutions and the departments. Proper internet facilities should be provided to those students who do not have such facilities for the purpose of writing the examination.
33. Though evaluation of uploaded answer sheets will be done only in online mode, for documentation and record purpose, it is mandatory that every student should send the hard copy of the answer scripts to the colleges or to the department where they are studying presently. The format of the envelope will be sent by the University to the Principals and Heads of University Departments and the same may be informed to the students concerned.
34. The students should send the hard copies of the answer scripts to their respective colleges or departments either through speed post or courier in a properly packed cloth-line cover within a week or should handover the same to in person to the colleges / departments concerned within a week.
35. It is the responsibility of the colleges / University departments to ensure whether the students, who download the question papers, also upload the answer scripts in PDF in the portal or send the same to the Nodal Officers

through e-mail or whatsapp and to collect the answer scripts of the students who take up the examination as per the schedule.

36. Every college / University departments should handover the answer scripts of the students in sealed envelopes arranging them properly according to the nominal list of candidates, attendance, date, session, discipline, subject code, subject title and register number to the University. Staff at the Office of Controller of Examinations will visit the institutions (with a prior intimation to the institutions) to collect the envelopes of answer scripts on specific dates. Principals are requested not to send the answer sheets through Email or WhatsApp as attachments or by post or by courier.
37. It is mandatory that entries of the number of candidates present for the examination should be matched with the number of scripts placed inside the envelope according to the attendance, date, session, discipline, subject code, subject title and register number, etc.
38. In case of discrepancies that occur for the students while uploading of answer scripts in PDF or sending the same to the Nodal Officer through mail or whatsapp, the results will not be declared. However, such students should take up the supplementary examinations which will be conducted later through offline mode.
39. The students are required to follow the modalities in letter and in spirit.
40. The Principals and Heads of the Department are required to inform the above modalities to the students concerned.

Note

A part of the above modalities is prepared in accordance with the guidelines issued by Higher Education (A2 Department), Government of Tamil Nadu in its Letter No. 14595 / A2 / 2021 – 2 dated 22.01.2022.

Controller of Examinations i/c
Bharathiar University, Coimbatore

Registrar i/c
Bharathiar University, Coimbatore

Coimbatore 641046
24.01.2022