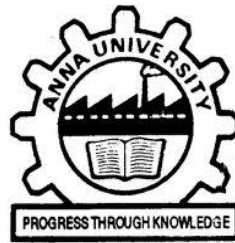


ANNA UNIVERSITY :: CHENNAI – 600025

**NOVEMBER/DECEMBER 2020 (REEXAMINATION)
AND
APRIL/MAY 2021 EXAMINATIONS**

INSTRUCTIONS TO STUDENTS



University College of Engineering Panruti

Panruti 607 106

- ❖ Students have to write the answers in the **A4 size paper on both the sides, limited to 30 pages** (15 sheets) excluding Annexure-I.
- ❖ Students should **use thread to tie up** the **answer script** with filled **Annexure -I**.
- ❖ Students must write the examinations in blue or black pen and shall not be allowed to type the answer in the paper. Further, they shall not be permitted to copy & paste the images from books in their answer scripts.
- ❖ **Register Number, Name of the Student, Subject Code and Name of Subject** shall be written **on the top of each page**.
- ❖ **Date of Examination, Page Number and Signature of the Student** should be written **at the bottom of each page**.
- ❖ After completing the examination, the Student shall scan the answer script and convert it as a **PDF file with file name: Register Number-Subject Code.pdf**.
- ❖ The Student shall place the answer script preferably in a **cloth-lined A4-sized cover** and paste **Annexure-II** on the cloth lined cover. Dispatch the sealed cover by **Speed Post / Registered Post / Courier Service** addressed **to the Principal** of the respective Institution.
- ❖ **Separate postal cover should be used** for dispatching each **answer script**.
- ❖ **Students should not be entertained to visit the Institution to handover the hard copy of the answer script in person.**

ANNEXURE - I



**ANNA UNIVERSITY
CHENNAI - 25**

College Code									
College Name									
Register Number									
Name of the Candidate									
Degree									
Branch							Semester		
Question Paper Code									
Subject Code									
Subject Name									
Date	DD	MM	YY	Session	FN	AN			
No. of Pages used				In words					
All particulars given above by me are verified and found to be correct									
Signature of the Student with date									

For Office Use Only

Instructions to the Candidate: Put Tick mark (✓) for the questions attended in the tick mark column against each question										
PART - A			PART - B & C						Grand Total (in words)	
Question No.	✓	Marks	Question No.	(i) ✓	(i) Marks	(ii) ✓	(ii) Marks	(iii) ✓		(iii) Marks
1			11	a						
2				b						
3			12	a						
4				b						
5			13	a						
6				b						
7			14	a						
8				b						
9			15	a						
10				b						
			16	a						
				b						
Total										
Grand Total										
Declaration by the Examiner: Verified that all the questions attended by the student are valued and the total is found to be correct										
Date			Name of the Examiner				Signature of the Examiner			

ANNEXURE - II

Question Paper Code							
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Degree	UG	PG
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**ANNA UNIVERSITY :: CHENNAI – 25
END-SEMESTER EXAMINATIONS
NOVEMBER - DECEMBER 2020 / APRIL – MAY 2021**

Date of Exam	
Session	FN
	AN

Register Number	Name of the Candidate	Branch Name	Subject Code	Subject Name

To

THE DEAN/ PRINCIPAL

.....
.....
.....
.....

From

.....
.....
.....
.....

ANNA UNIVERSITY :: CHENNAI – 600025
NOVEMBER/DECEMBER 2020 (REEXAMINATION) AND
APRIL/MAY 2021 EXAMINATIONS

INSTRUCTIONS TO STUDENTS

STEP 1: HALL TICKET

Download Hall Ticket – COE Web Portal Students Section / Email

STEP 2: STATIONARY ITEMS

Cloth lined covers, Blue/ Black pen, pencil, eraser, sharpener, scale, white un-ruled A4 size papers, graph sheets, Charts, drawing sheets, Calculator, tools required for engineering drawing, tools required for architecture design, **Printout of annexures** and other required stationery well in advance.

STEP 3: DISTRIBUTION OF QUESTION PAPER

QP will be shared by the college between **09.00 am and 09.30 am for the FN session and 02.00 pm to 02.30 pm for the AN session** through the platform as given by the college.

STEP 4: DURING EXAMINATION

1. The cover page of the answer script should be in the format as in Annexure-I.
2. Write the answers in the **A4 size paper** on both the sides **limited to 30 pages (15 sheets)** excluding Annexure-I.
3. Register Number, Name of the Student, Subject Code and Name of the Subject and other details shall be written on the top of each page.
4. Date of Examination, Page Number and Signature of the Student should be written on the bottom of each page.
5. Uploading of the softcopy in pdf format of the Answer Script with the name Register Number-Subject Code.pdf within 60 minutes after completion of the examination.

STEP 5: AFTER EXAMINATION

1. Dispatch the answer script in a cloth lined cover by Speed Post / Registered Post/Courier Service addressed to the Principal of the respective Institution on the day of examination.
2. The Label given in Annexure-II should be printed, filled and pasted on the cloth lined cover while dispatching the hard copy of the Answer Script.

Students should not visit the Institution to hand over the answer script in person.