



KIT- KALAI GNARKARUNANIDHI INSTITUTE OF TECHNOLOGY

(An Autonomous Institution, Affiliated to Anna University Chennai)

Coimbatore-641402

OFFICE OF THE CONTROLLER OF EXAMINATIONS

INSTRUCTIONS TO THE STUDENTS FOR THE DECEMBER 2021 EXAMINATIONS

GENERAL INSTRUCTIONS:

These instructions contain details pertaining to various aspects of the examination you are going to attempt and important instructions about the related matters.

- For all the theory examinations, the students should appear for examinations from their place of stay.
- Any discrepancies with regard to the spelling of name of the student or the subject for which the students is permitted to the examination should immediately be brought to the notice of the Controller of Examinations.
- Students should satisfy themselves that they have received the correct question paper before commencing to answer. Students should verify the Subject Code, Subject Name and Regulations given in the question paper.
- Students are instructed not to leave any pages blank in the Answer scripts. Blank pages, if any, should be struck off using a pen.
- Answers must be written legibly in blue/black ink or ball point pen.
- Writing wrong Register Number or subject code in the Answer book will entail summary rejection of the Answer book. If the student gives any special mark or writes anything not related to the examination, then it will entail summary rejection of Answer book.

EXAMINATION PATTERN:

The mode of examination is take home and the duration of the examination is 3 hours only. The pattern of question paper will be the same as the one that was followed before the COVID-19 pandemic (offline, pen & paper examination).

DEVICE REQUIREMENT:

Students taking up the examinations shall be ready with a Laptop/Desktop/Mobile phone/Tablet with internet facility to download the question paper (before examination) and upload the scanned (pdf version) copy of the answer script (after the examination).

STATIONERIES REQUIRED FOR THE EXAMINATION:

Students should purchase all required stationery such as Cloth lined covers (preferably A4 size), Blue / Black pen, pencil, eraser, sharpener, scale, thread, white un-ruled A4 size papers, graph sheets, Charts, drawing sheets, fevi stick, Calculator, tools required for engineering drawing, tools required for studio based examination, Printout of annexures and other required stationery well in advance before the commencement of the examination.

METHODOLOGY TO BE FOLLOWED IN THE CONDUCT OF EXAMINATIONS:

- Students may get ready to write their examination in the take home mode from their place of stay.
- Students may be ready with all kinds of stationery required for writing the examination.
- The question paper will be shared by the HoD of the College in any of the platforms such as Google Classrooms/email or any other sources created by the Department.
- 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.
- Students must write the examinations in blue or black pen and they are not allowed to type the answer in the paper and they are also not permitted to copy & paste the images from books in their answer scripts.
- The student shall scan the answer script and convert it as a PDF file with file name: **Register Number-Subject Code.pdf** and **upload the answer script through one of the platform created by the department within 60 minutes** after completing the examination.
- The student shall enclose the answer script preferably in a cloth-lined A4-sized cover by pasting the details filled in ANNEXURE-II and dispatch the sealed cover by Speed Post / Register Post / Courier Service addressed to the Principal of the Institution.

- Student shall dispatch by retaining the hard-copies of the answer scripts of the examinations as per the schedule to the Principal of the College at the end of that particular week by Speed Post / Register Post / Courier Service. Failure to do so shall be treated as being absent for those examinations. **The dispatch details of the hardcopies shall also be scanned and mailed to the Department for reference and perusal.**

Degree	DATE		TO BE DISPATCHED ON
	FROM	TO	
BE/B.TECH- (7 th Semester)	02-FEB-2022	10-FEB-2022	11-FEB-2022
	11-FEB-2022	Till Last Exam	Next day of Last Exam
BE/B.TECH- (5 th Semester)	02-FEB-2022	15-FEB-2022	16-FEB-2022
	15-FEB-2022	Till Last Exam	Next day of Last Exam
BE/B.TECH- (3 rd Semester)	02-FEB-2022	11-FEB-2022	12-FEB-2022
	12-FEB-2022	Till Last Exam	Next day of Last Exam
ME (3 rd Semester)	05-FEB-2022	08-FEB-2022	09-FEB-2022
MCA (3 rd & 5 th Semester)	01-FEB-2022	07-FEB-2022	08-FEB-2022
MBA (3 rd Semester)	01-FEB-2022	10-FEB-2022	11-FEB-2022

- The answer scripts of only those students who have uploaded the PDF file in Google Classrooms/Microsoft Teams/email or any other sources within 60 minutes after the examination and whose answer script is received at the Institution within the prescribed time limit shall be considered for valuation.
- Submitting more than one copy of answer script for a particular subject shall be considered as malpractice activity. Further, the students' handwriting shall be verified with the existing handwriting available with the office of Controller of Examinations and any mismatch in handwriting shall be considered as impersonation.
- Since the examinations are conducted intake-home mode, the students have to attend the examination only from their place of stay and dispatch their answer scripts by Speed-Post/ Registered-Post/ Courier Service to their respective institutions. **Students should not visit the Institution to hand over the answer script in person.**
- For any examination related queries, the students may contact the respective Departments.

EXAMINATION:

Examinations will be conducted in two sessions: one examination in the forenoon and the other in the afternoon. The timings are as follows:

FORENOON SESSION (09.30 AM to 12.30 PM)		
Activity	Timings	
Receipt of Question Paper from the College	09.00AM	09.30AM
Written Examination	09.30AM	12.30PM
Uploading Softcopy of the Answer Sheet	12.30PM	01.30PM
AFTERNOON SESSION (02.00 PM to 5.00 PM)		
Receipt of Question Paper from the College	01.30PM	02.00PM
Written Examination	02.00PM	05.00PM
Uploading Softcopy of the Answer Sheet	05.00PM	06.00PM

COVER PAGE OF THE ANSWER SCRIPT:

The cover page of the answer script should be in the format as in Annexure-I. The students appearing for the examinations must fill the information in this sheet for each examination and leave the back side of the cover page (Annexure-I) as blank.

DISPATCHING OF THE ANSWER SCRIPT:

The Label given in Annexure-II should be printed, filled and pasted on the clothlined cover while dispatching the hard copy of the Answer Script to the Principal.

(NOTE: STUDENTS ARE REQUESTED TO TAKE ENOUGH NUMBER OF PRINTOUT / COPIES OF ANNEXURE –I AND ANNEXURE – II BASED ON NUMBER OF REGULAR AND ARREAR COURSES)

**ALL THE STUDENTS ARE REQUESTED TO FOLLOW UP THE
ABOVE INSTRUCTIONS STRICTLY.**

ANNEXURE I

KIT-KALAI G NARKARUNANIDHI INSTITUTE OF TECHNOLOGY

(An Autonomous Institution, Affiliated to Anna University Chennai)

Coimbatore- 641402.



Register Number																				
Name of the Candidate																				
Degree/Branch																				
Course Code					Course Name															
Semester					Date									Session						
No. of Pages Used					In Words															

All the 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							Total Marks	GRAND TOTAL (IN WORDS)
Q.No.	√	Marks	Q.No.	(i)		(ii)		(iii)			
				√	Marks	√	Marks	√	Marks		
1			11	a							
2				b							
3			12	a							
4				b							
5			13	a							
6				b							
7			14	a							GRAND TOTAL
8				b							
9			15	a							
10				b							
			16	a							
				b							
Sub Total			Sub 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
KIT- KALAI GNARKARUNANIDHI INSTITUTE OF TECHNOLOGY
END SEMESTER EXAMINATIONS DEC. 2021

REGULATION	REGISTER NUMBER	NAME OF THE CANDIDATE	DEPARTMENT	SEMESTER	
Sl. No.	Subject Code	Date / Session	Sl. No.	Subject Code	Date / Session
1			7		
2			8		
3			9		
4			10		
5			11		
6			12		

TO

THE PRINCIPAL

KIT-KALAI GNARKARUNANIDHI INSTITUTE OF TECHNOLOGY

KANNAMPALAYAM POST

COIMBATORE -641402.

FROM