



# SENGUNTHAR ENGINEERING COLLEGE (AUTONOMOUS)

(Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai)  
Recognized Under Section 2(f) & 12(B) of the UGC Act, 1956  
NAAC Accredited with 'A' Grade

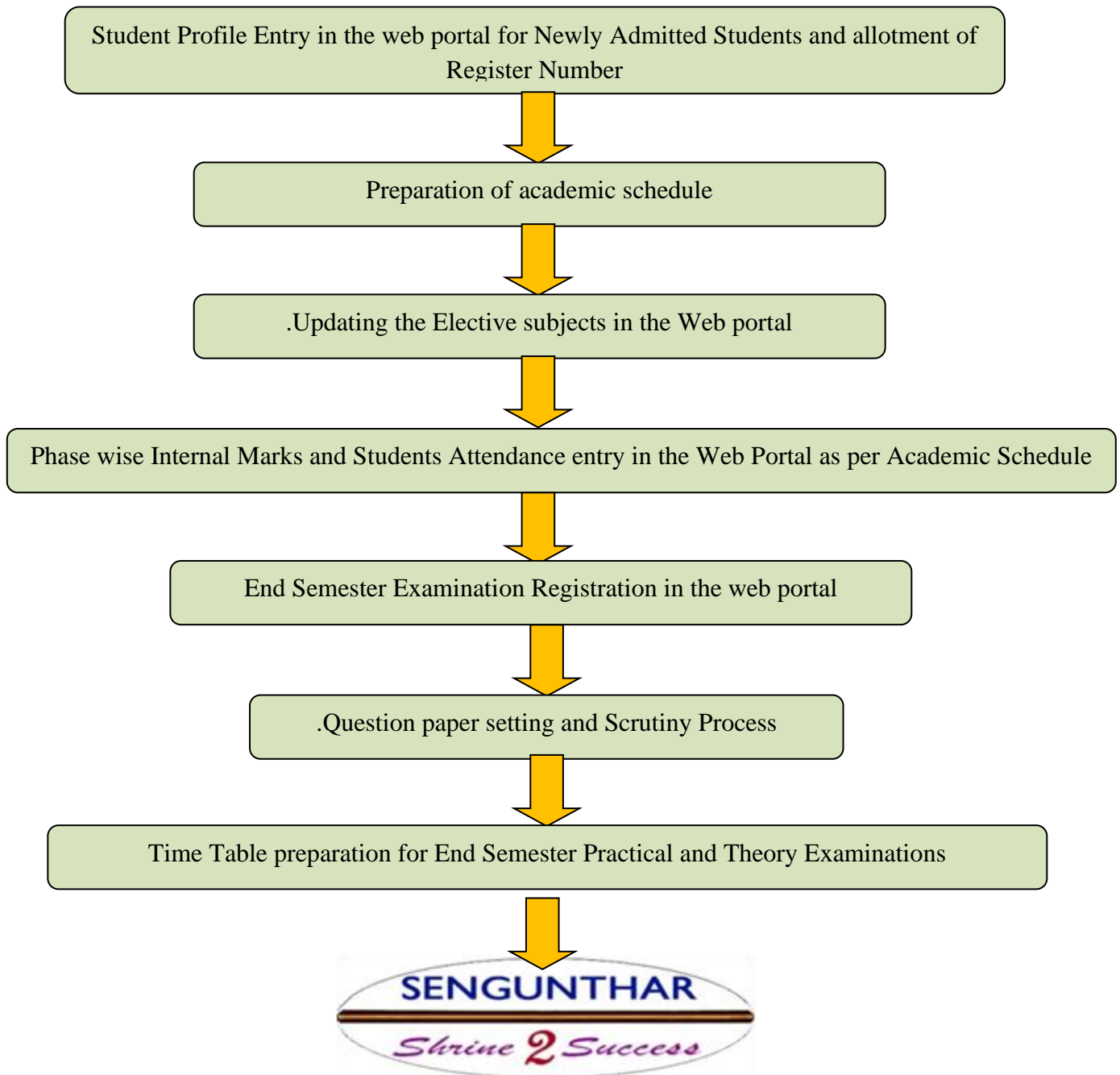
TIRUCHENGODE - 637 205 NAMAKKAL (Dt) TAMILNADU



## Office of Controller of Examinations

### Flow Chart for Examination Planning and Publication of Result

#### Pre-examination Activities

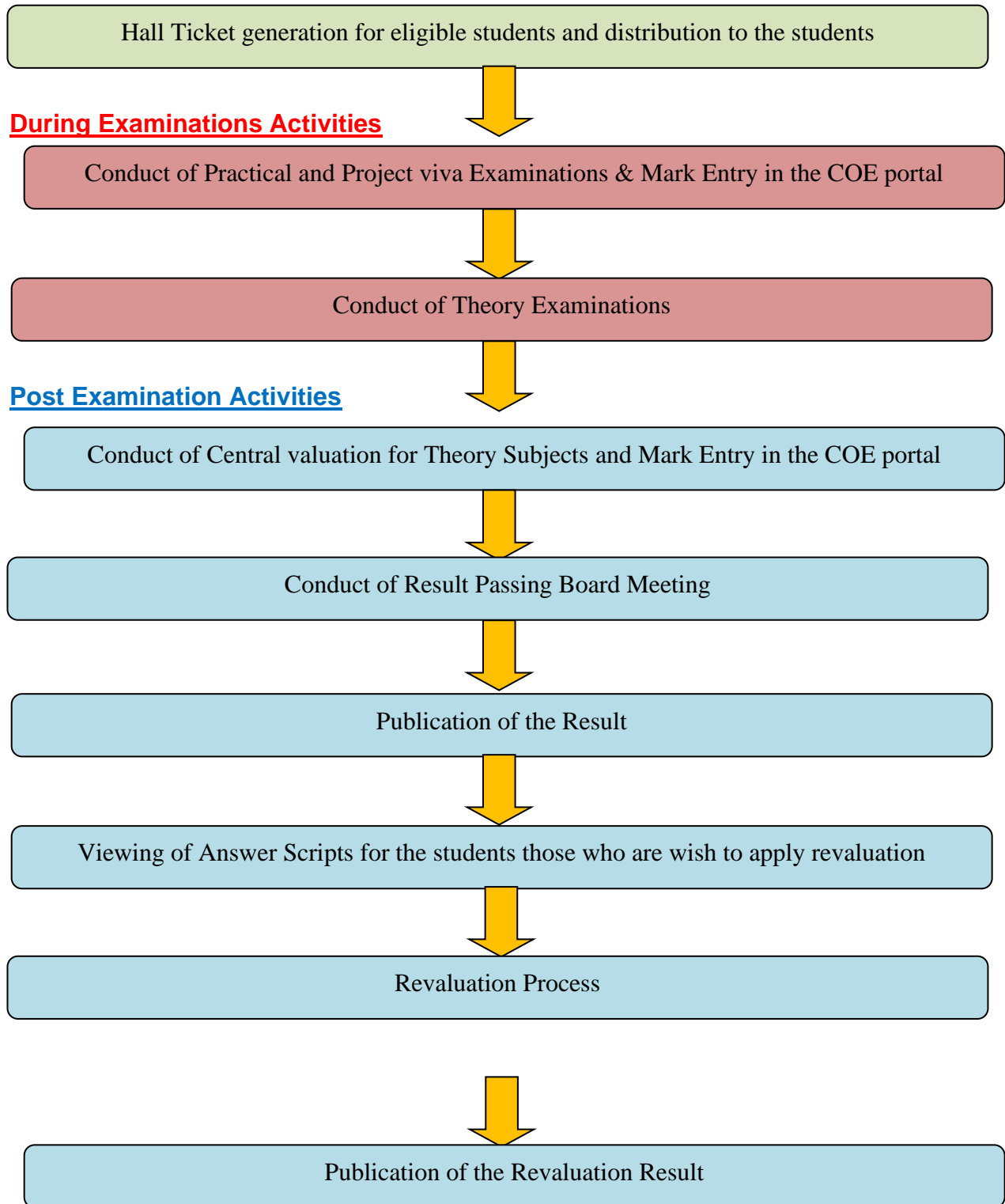




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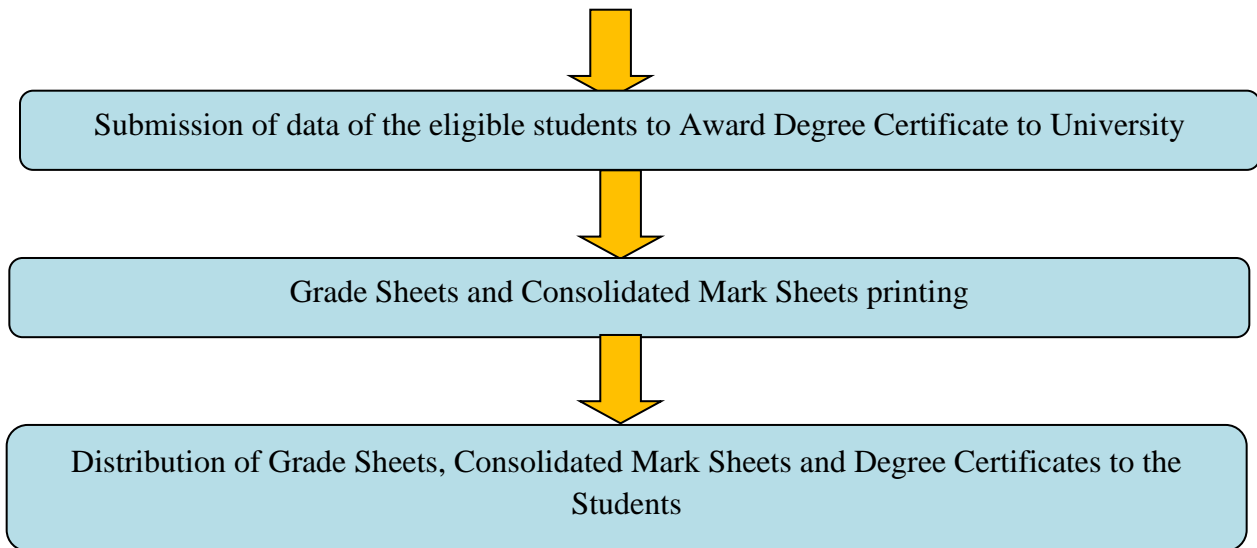




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## OFFICE OF THE CONTROLLER OF EXAMINATIONS

### Procedure for the Conduct of Proctored Online End Semester Practical Examination April / May 2021

1. The Laboratory Course Examination shall be conducted through Online Mode.
2. The Laboratory Examination shall be conducted in the presence of Internal and External Examiners.
3. Duration of the Examination shall be three hours.
4. Create Google Class Room exclusively for the End Semester Practical Examination.
5. Registered students shall be permitted to write the End Semester Examinations and it is mandatory to wear the College ID card during the Examination.
6. The External Examiner, the Internal Examiner and all the registered students shall join Google Class room 10 minutes before the commencement of the Examination.
7. Objective type (Multiple Choice Questions) questions shall be set by the External Examiner based on the syllabus of the Laboratory Course. The MCQ test shall be conducted for all the registered students using Google Forms with the duration of 15 minutes.
8. The Internal Examiner shall set the questions based on the prescribed syllabus.
9. As per the question paper distribution list (Nos. are in Green Color), the Question Number with Green Colour alone shall be displayed in Excel Sheet to all the students through Screen Sharing. The students shall be allowed to select the question of their choice from Green Colour as per the Register Number order. After the selection, the colour of the question number shall be changed into Red.
10. The students shall enter the chosen Question Number along with their Register Number in the chat box.



11. After the Question Number Selection process, all the Questions and Answer Sheet Template shall be posted as PDF in the Google Class Room.
12. Students shall use plain A4 sheets for answering the Laboratory Examinations questions posted to them.
13. Students shall write their Register Number, Question number along with the question and answer in the given Template.
14. Students shall complete their lab preparation work and inform the status immediately in Chat Box that "I have completed the Preparation Work"
15. Internal Examiner shall verify the students answer book and advise the students to take up the practical either virtual lab or comprehension mode.
16. External Examiner shall choose the students for interaction – Comprehension and viva-voce questions by using separate Google Meet Link based on the complete understanding of the lab Courses and the particular experiments.
17. After viva-voce, students shall complete all the work pertaining to the Laboratory Examination. Then, each student has to upload the scanned copies of the Lab Course write-up Answer Sheet in the Google class room.
18. The Examiners shall evaluate the scanned copies of the Answer Sheet of the individual students and award the marks based on the prescribed mark split-up given in the below format.

S. No.	Method of Evaluation	Marks
1	MCQ online test (MCQ with 4 options / objective type questions – 15 Questions )	15
2	Aim, Equipment / apparatus / software / software suits / hardware / tools / components / accessories required for carrying out the experiments, theory / concepts / laws / procedure / design steps / methods / techniques / algorithms / methodologies / calculations, circuit diagrams / schematic diagrams / flow chart / process diagrams, graph / plot / model plot / model graph, tables / model tables , record / observation books	65
3	Results / inference / observations	10
4	Viva - voce	10
Total		100



19. Students shall be kept on Video Mode until the completion of the Examination.
20. Students will not be permitted to rejoin the Google meet.
21. Entire Sessions shall be recorded and video link shall be entered in the Google form shared by Exam cell (<https://forms.gle/Ef4GvZDVg3BWJ1dH8>).
22. Students' attendance sheet, Consolidated Mark Statement along with split-up mark sheet, Copy of MCQ and Lab Questions, Soft copy of Response of MCQ test and Soft copy of scanned answer papers in CD shall be submitted to the exam Cell.

*G. [Signature]*  
9/6/21  
For Controller of Examinations



*[Signature]*  
09/06/2021  
Principal

Copy Submitted to the Correspondent

Copy to

1. All HOD
2. All Faculty Members
3. Exam Cell
4. IQAC
5. File