



INSTRUCTIONS TO STUDENTS

The exams shall be conducted as per the schedule indicated and you are advised to check your timetable online (www.pmu.edu).

The supplementary examinations will be conducted via **Google Classroom** from **05.10.2020** to **05.11.2020**.

A. YOUR EXAM ENVIRONMENT



Students should use a laptop with Webcam and it's a mandatory requirement to write the examination. For any problems relating to webcam and network connectivity, please contact the respective Head of the Departments. Student must display his/her College ID at the beginning of the examination. Ensure that the Webcam is working properly during the examination and ensure the webcam focus is on your face and is clearly visible in the video.



Students should ensure **minimum 3 GB data** is available per examinations and the entire examination will be recorded.



Students are advised to sit in a closed room having enough light for the Camera to detect himself/herself. Make sure that you sit, facing the light during the examination. Do not sit against or near the window. Position the device in such a way that the front camera captures your face properly and you can sit for three hours to take up the examination conveniently without moving the device.

B. TAKING UP THE EXAM



Ensure that you have enough answer scripts as per the format (A4 Sheet) ready before the commencement of exam with necessary data (Your Name, Register No., Subject code, Subject name, Date of Exam and Page numbers) already filled in to avoid wastage of time. The course which requires calculator, data, code books and tables, you are permitted to use them. In this regard if the video mode is not visible for more than 3 minutes, it will be treated as malpractice.

Ensure that you log into your Google Classroom on time without delay.



- The duration of the exam is **3 hours**.
- Forenoon sessions will start at **09.30 am and end at 12.30 pm**.
- Afternoon sessions are from **01.30 pm to 04.30 pm**.
- **60 minutes** is given for scanning and uploading. Late submissions by another 15 minutes will lead to reduction in marks by 20 %. Any submission beyond 75 minutes will be treated as ABSENT.



You are advised to save your question paper the moment it is available to ensure that you do not have to rely on internet for the entire exam duration and you need it again for uploading answer scripts only.



Ensure that you have adequate time to scan and upload your answer scripts. Scan the pages and put them together as a single pdf file according to the page number. Use optimum resolution to reduce bulky attachments during upload. You are advised to mark a copy to your own e-mail ID for future requirements, if any.

C. MONITORING & VIGILANCE

The online examinations will be monitored by a committee of faculty members.

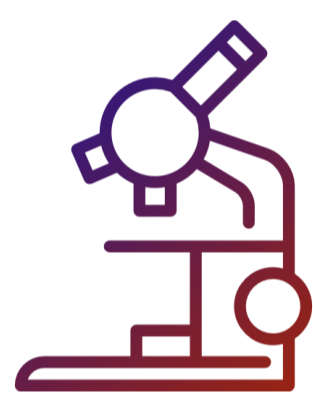
The following activities are not permitted during the conduct of the online examination:



- Presence of any other person in the room where the student is taking the examination and movement from one place to another during the examination.
- You are not allowed to refer any text books or materials Other than the allowed (calculator, data, code book and tables) materials during the notified examination time.

The entire examination process will be recorded. Any kind of malpractice found during the examination will result in cancellation of the Examination

D. PRACTICALS/THEORY/LAB COURSES



Practical exams and theory cum lab courses will be held during the same period **(05.10.2020 to 05.11.2020)** in between in person (Campus).

Our faculty team has worked hard to ensure that the online end-semester exams are conducted smooth and in a manner that adds credibility to the degree that you shall be awarded. While we extend more than 100% of our support in this endeavour, we expect you to be honest with 100% compliance to all ethical standards that reflects your value-based becoming of a PMIST graduate.

DEPARTMENT-WISE EXAM REPRESENTATIVES | CONTACT NUMBERS

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1.	Arch	Ms. K. Edhya	9003636669
2.	Civil	Ms. T. Sharmila	7708108725
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4.	ECE	Mr. R. Chandrasekaran	7708108711
5.	EEE	Ms. B. Balaji	9500978144
6.	Mech	Mr. R. Udayasankar	8754968586
7.	Aero	Mr. V. Nagaraj	9159250604
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17.	Physics	Mr. V. Baskaran	9600764968
18.	Education	Ms. C. Anusuya @ Priya	9943555782

STAY SAFE. BEST WISHES FOR YOUR EXAMS

CONTROLLER OF EXAMINATIONS