

INSTRUCTION TO THE STUDENTS

→ A. LOGIN & CREDENTIALS

1. Students shall login to the examination portal www.pmistcoexam.com using their Register Number as their Username and their PMIST Password (login id and password will be the same as what is being used by the students in the student portal).
2. All the students should ensure their login credentials (www.pmiststudentportal.in) are working latest by **17.08.2020**. Only verified students will be permitted to take the end semester examinations online. If there is any login issue, students shall contact their respective department exam representative. (ER Contact details attached).
3. The portal will be enabled only at 9 am for FN session and 1 pm for AN session.
4. The examination duration is 120 minutes (15 minutes for logging in, 15 minutes for reading instructions, and 90 minutes for answering the total 75 questions). Student should log in at the exact time of exam commencement, as notified in the exam timetable. Students attempting to enter after the stipulated time will not allowed to login.

Examination Timing

FN Session: 09.00 am to 11.00 am (09.00 am to 09.30 am – login time)

AN Session: 01.00 pm to 03.00 pm (01.00 pm to 01.30 pm – login time)

Login after 09.30 am for FN Session and after 01.30 pm for AN Session will not be allowed.



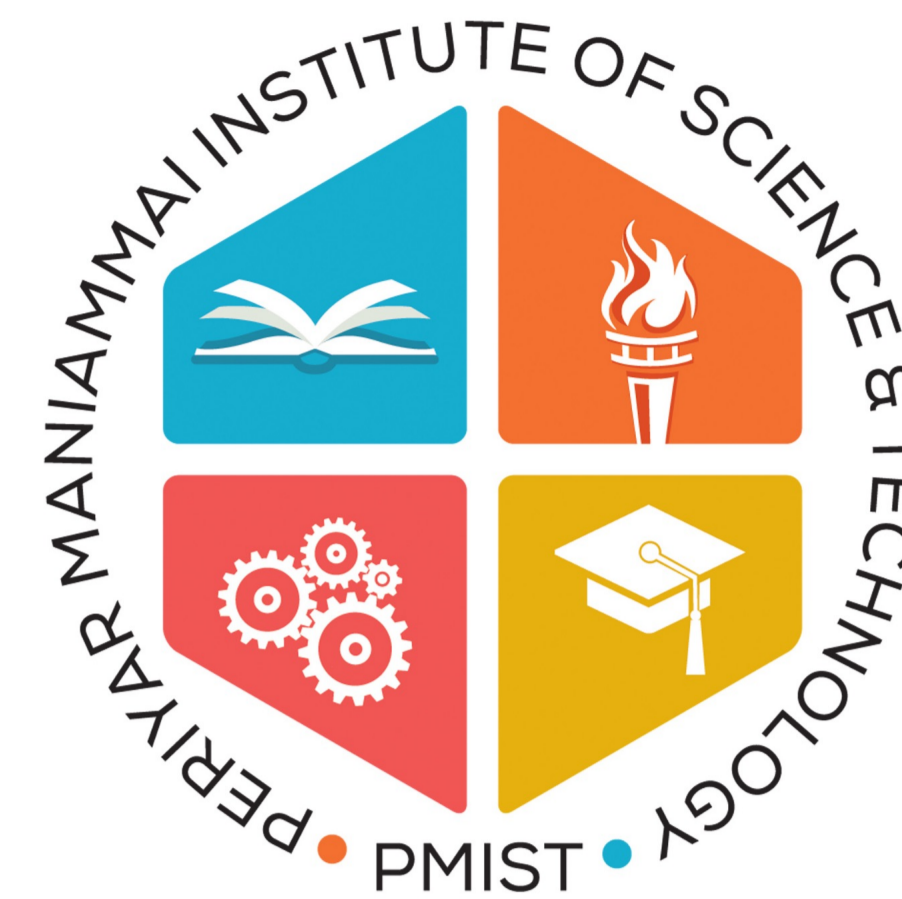
B. EXAM ENVIRONMENT & PREPARATION

5. Students are required to have a Desktop/Laptop/Tablet/Mobile and ensure uninterrupted power supply, internet connectivity and the required bandwidth to complete the examination.
6. Once the students log in, IP data will automatically be captured. Students are not permitted to change the device during an examination. (Example: Student logs in with a laptop to write the exam, after some time, if he logs out and tries to log in with a mobile, it will not be allowed)
7. Make sure there is no other person/device at the place where the students are writing the exam.



C. EXAM PATTERN & TAKING UP THE EXAM

8. Students to check the Course code and Title of the subject before answering the questions.
9. The pattern of question paper is Multiple Choice Questions (MCQ) and the total number of questions is 75. Students need to answer all the questions. There shall not be any negative marking in evaluation.
10. The system generated questions and choices are shuffled for each student.
11. The questions may be answered in the order of appearance or at random and the answers can be changed if required, before submission.



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D. EDITING ANSWERS, TEST SUBMISSION AND INTERRUPTIONS

12. Students can skip a question and go to the next question. If they wish to revisit / edit the answers, they can do it before submitting, using the finish button.

13. Students who finish the examination before the stipulated time, should submit the answers by clicking the finish button and then exit the portal.

14. In the event of any unforeseen interruption during the exam, students need not panic as the Examination Platform is programmed to save the questions attempted before any abrupt shutdown. Such students can re-login and continue the examination from the question where they left.

E. MONITORING & VIGILANCE

15. Avoid any kind of malpractice such as talking to others, use of any other devices, moving out of camera etc. during the examination. Students involved in malpractice will be disqualified and disciplinary action will be initiated as per rules.

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

F. ASSISTANCE FOR UNEXPECTED INTERRUPTIONS AND CONNECTIVITY ISSUES

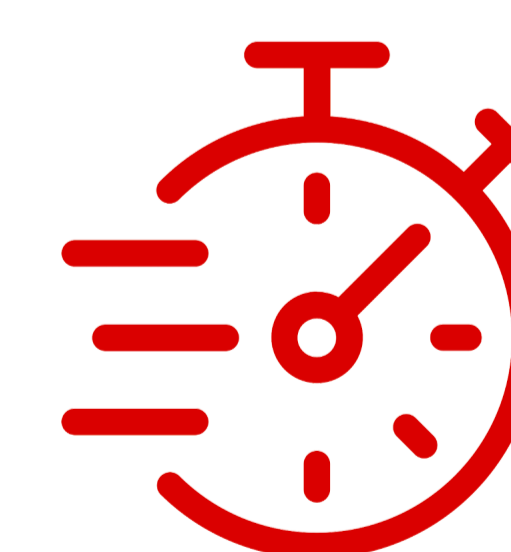
17. For any difficulty during login and for interruptions during the exam, send an email to deputycoe@pmu.edu.

18. Students who are unable to appear for the online examination despite the technical assistance provided by the Institute shall be allowed for reexamination immediately after the session is over. However, the students should contact immediately the deputy COE by mail or call the helpline given below and register their grievances.

In case of emergency, dial the following help line numbers: 9500978201 | 9500978187 | 7871390765 | 7358053695

Department-Wise Exam Representatives Contact Numbers

Sl. N o.	Department	Name of the ER	Mobile No.
2.	Civil	Ms. T. Sharmila	7708108725
3.	CSE / IT	Ms. S. Suseela	7708108699
4.	ECE	Mr. R. Chandrasekaran	9787871 757
5.	EEE	Ms. B. Balaji	9500978144
6.	Mech	Mr. R. Udayasankar	8754968586
7.	Aero	Mr. V. Nagaraj	915 9250604
8.	Biotech	Ms. A. Sangeetha	9500978118
9.	Software Engineering	Mr. D. Mageshkumar	9659408252
10.	B.Com	Ms. K. Suganthi Ms. B. Gowri	7708108746 9994107797
11.	MBA	Mr. S. Dinuraj	6383580323
12.	BCA / MCA	Mr. S. Arumugam Ms. T. Logesh	994449574 0 9943120889
14.	Political Science	Dr. K. Selvakumar	9840 117871
17.	English	Ms. S. Devi Priya	9003667854
18.	Chemistry	Dr. Mohammad Danish	8127645421
19.	Mathematics	Ms. K. Rajeshwari	7708108736
20.	Physics	Mr. V. Baskaran	9600764968
21.	Education	Mr. G. Tamilvanan	9865591918



IMPORTANT

Students need to check login credentials by

17-08-2020