

QUAID-E-MILLATH GOVERNMENT COLLEGE FOR WOMEN(AUTONOMOUS),  
CHENNAI-02.

CONTROLLER OF EXAMINATIONS

PROTOCOL FOR STAFF

1. **Online End Semester Theory Examination for November 2020 the II U.G. (3<sup>rd</sup> Semester), III U.G. (5<sup>th</sup> Semester) and II P.G. (3<sup>rd</sup> Semester) arrear students** who have applied at the office of Controller of Examination, Quaid-E-Millath Government College for Women (Autonomous) are alone eligible to take up this online examination.
2. Time table for the Online End Semester Theory Examination 2020-2021 is available in the College website.
3. **Duration of the Semester Online Theory Examination is**  
Forenoon Session – 9.30 A.M. – 11.00 A.M.  
Afternoon Session – 1.00 P.M. – 2.30 P.M.
4. **The question pattern : Maximum marks - 37½ Marks**
  - a. Section A – 5 X 2 = 10 Marks
  - b. Section B – 4 X 5 = 20 Marks
  - c. Section C – 1 X 7½ = 7½ MarksMore choices will be given in each section.
5. The Email ID which was already created from the Office of the Controller of Examination to each department for this Online Examination can be executed.
6. The Head of Departments are requested to depute a Nodal Officer from each department to co-ordinate with the Office of the Controller of Examination for the smooth conduct of this Online Examination.
7. Each department has to form an Exam whatsapp group which includes Head of Department, Nodal Officer, Department Subject Incharge and Students.
8. The Subject handling staff is the invigilator for the subject which the students are taking exam.
9. Question paper from the Office of the Controller of Examination will be forwarded to the Nodal Officer and Subject Incharge 30 minutes before the commencement of the examination, Subject Incharge will forward to the students whatsapp group.

10. The Subject Incharge has to conduct the examination and send the number of students who attended the examinations and absentee list on daily basis to the Office of the Controller of Examination through the Nodal Officer.
11. After uploading the answer scripts, the students will send a message to the subject incharge, and the subject incharge should ensure that all the answer scripts are received and they should send the answer scripts in the folder form to the online exam email ID of the COE Office.
12. The Nodal Officer has to co-ordinate with the invigilator in collecting the attendance and photo/scanned answer scripts and forward the same to Office of the Controller of Examination.
13. The first page of the answer script is the Data sheet which includes the Name of the College, Register Number, Name of the student, Degree, Class, Shift/Medium, Semester No., Date of Examination, Session, Subject code, Title of the paper, Total No. of Pages written, Date of Birth, Mobile Number, Mail ID and Signature of the student.
14. The soft copy of the Student data sheet and foil sheet for the valuation will be forwarded from the Office of the Controller of Examination to the department Email ID.
15. The Subject Incharge has to value the answer sheets and enter the marks in the foil sheet provided by the office of the COE and they should send it to COE Office online exam email ID along with the answer script folder.
16. Full details of the all the candidates including arrear students who have applied to the Office of the Controller of Examination will be sent to the Nodal officer of the concerned departments.
17. The Invigilator and the Nodal officer involved in this online examination should strictly adhere to the above points and join hands together in completing the work in a smooth manner.

*M. Shankaravathi*  
30/11/2020

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QUAID-E-MILLATH GOVT. COLLEGE  
FOR WOMEN (AUTONOMOUS)  
CHENNAI-600 002.