

COCHIN UNIVERSITY OF SCIENCE AND TECHNOLOGY

(Abstract)

COVID – 19 - Examinations – UG Courses – SOE/CUCEK– B.Tech – 2015 Scheme - Final Semester – Conducting of Examinations in Online Mode – Sanctioned – Orders issued

OFFICE OF THE CONTROLLER OF EXAMINATIONS

No. CE/General/2011 (Vol III)

Dated, Kochi, 22/06/2020

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- Read: 1) U.O No. CE/General/2011 (Vol III) dated 04.06.2020
2) Letter No. CUSAT/CUCEK.PRINCIPAL/11016/2020 dated 30.05.2020
4) Letter No. CUSAT/CUCEK.PRINCIPAL/11016/2020 dated 12.06.2020
3) Letter No. SOE.C/Exam/2020 dated 17.06.2020

ORDER

Based on the discussion with Vice Chancellor and Heads of the Division & The Principal of School of Engineering and subsequent meeting with the Controller of Examinations to frame the modalities for conducting the Final Semester Examinations for the UG courses in the wake of COVID 19 restrictions/precautions, on 16.06.2020, it is generally endorsed that the conduct of examinations in the conventional mode is difficult. The Principal, CUCEK vide the letter cited (2) also proposed to conduct the examination through online mode.

Considering all the above, sanction is accorded by the Vice Chancellor to conduct the B.Tech Degree (2015 Scheme) Final Semester, April 2020 of School of Engineering and CUCEK in online mode, **subject to the** ratification by the Syndicate and Academic Council.

Following General Guidelines for the conduct of the online examination are also approved.

A) ONLINE PLATFORM FOR CONDUCTING EXAMINATIONS

- i. The Examinations can be conducted online preferably by using Moodle. If necessary, instead of Moodle, the Google Class Room can also be used.
- ii. The selection of platform can be done as per the convenience of the concerned School/College .

B) REQUIREMENTS FROM STUDENTS

- i. Smart Phone or Computer with Scanner facility
- ii. Internet Connectivity
- iii. CUSAT Email Id

C) PATTERN OF QUESTION PAPER – For online Examination ONLY

Question papers shall be set as follows

- i. In each Question paper, there should be 8 Questions, 2 each from 4 modules carrying 15 marks each. Out of the 8 questions the students, shall be directed to write only one question from each module (group).
- ii. The students are required to answer only 4 questions.
- iii. The Students be directed that each answer should be written in a way that the answer, when written in a standard handwriting should be completed in one page of A4 size paper. This is for easy scanning and uploading of Answer paper.
- iv. Each group of questions will be available to the students in the gap of 45 minutes. That is, out of the four groups of questions the first group of two questions will be available at the beginning of the exam, with a direction to complete the answer within 35 minutes and scan and upload that page of the Answer paper immediately after that.

- v. The students shall be given 180 minutes, out of which 140 minutes is for writing the examination and balance 40 minutes for scanning and uploading the Answer Papers after each section ie, on an average each module(group) question will get roughly 45 minutes to be completed.
- vi. All the question papers shall be set in a manner even if the student attempts web search, should not facilitate candidates to make responses.
- vii. The questions shall be prepared so as to test the depth of understanding (not memory), ability to apply principles and theory to engineering problems, design and other professional skills of the candidates.

D) ROLE OF SCHOOL/COLLEGE

- i. A Chief Superintendent shall be appointed by the Principal to monitor the conduct of Online Examinations, under the information of the Controller of Examinations.
- ii. The Office of the School of Engineering/CUCEK will act as the Help Desk/Control Room for providing necessary directions for the students during the Examination.
- iii. The Duration of the Examination will be 180 minutes for scanning and uploading all the answer sheets.
- iv. The schedule of examination will be from 30.06.2020 to 08.07.2020.
- v. Question papers will be arranged from the Examination Confidential Section of the University in **PDF format**.
- vi. Question papers will be forwarded securely to the Principal by the Examination Confidential Section by the Assistant Registrar, Examination Confidential Section, one day before the commencement of Examination of particular subject.
- vii. The Principal shall keep the Question paper in safe custody and handover to the faculty concerned two hours before the start of the examination of a particular subject.
- viii. The concerned faculty will upload the Question Paper of the subject he/she have handled under the supervision of the Chief Superintendent.
- ix. The faculty can upload the Question Papers 30 minutes before the start of examination.
- x. Every student will be provided with their individual login id from the Department/School. The student can login to the platform five minutes before the start of examination. Necessary technical support will be provided by the Director, CIRM for this.
- xi. Two questions will appear on the platform in every 45 minutes.
- xii. Students can select one question of his/her choice and answer correctly/legibly in plain A4 size photocopy paper (in one side only).The students are required to limit their Answer to one page (students shall be advised to first read the question in full and try to answer the question briefly but having all relevant points limiting the answer to one page). If at all an answer goes beyond one page,(due to their hand writing) another page can also be used. In such a situation, the Page No. should be given as 1/2, 2/2.
- xiii. After writing the answer for the first module/group, the answer paper(s) should be scanned in **pdf format** using a 'Scanner or dedicated application like 'CamScanner, Office Lens, Adobe Scan etc ' and upload it, as instructed in the dashboard. (Students are advised to scan the Answer Paper clearly and page in full). The format to save the Scanned Answer Sheet shall be <reg no> <module/group no> <question no>. pdf
- xiv. If the student couldn't upload the scanned copy of Answer Sheet due to any unavoidable technical reasons, such students can forward all the pages together after the examination through the email account of the Chief Superintendent, after getting the recommendation from the Principal, if the case is genuine (before 1.30 P.M. on that day).
- xv. All students writing the examination should abide by the Honor Code of the University.

- xvi. A short Viva Voce on the given questions should be conducted after the online examination for students to ensure that no malpractice has been done in the examination. The concerned faculty shall conduct the Viva Voce through online after the examination of the particular day.
- xvii. The details of the students, who are attending the online examination must be collected by the Principal and reported to the Controller of Examinations (at least before 5 days of the examination).
- xviii. If any student expresses inconvenience for writing the examination from their own dwelling station, such students can be provided with facility for writing the examination, if they request in writing. For this purpose, the facilities of SOE/CUCEK, other colleges in the Kerala State will be considered. Details of such students may be collected by the Principal and reported to the Controller of Examinations well in advance. There will be no hostel facility for writing the online examination.

E) GRIEVANCE REDRESSAL COMMITTEE

The School/College level Grievance Redressal Committee will act as a Nodal Agency for attending the grievances of students writing the online examination.

MONITORING COMMITTEE

A Committee, with following members is constituted for monitoring the activities related to the conduct of University Examinations online.

Controller of Examinations (Convenor)
Registrar
The Director, CIRM
The Director, IRAA
Joint Registrar (Examinations)
Systems Manager, ARIS LAB

The general Guidelines for the control of COVID-19 issued by the Governments from time to time will be strictly implemented by all.

Orders are issued accordingly.



CONTROLLER OF EXAMINATIONS

To

1. The Principal, School of Engineering
2. The Principal, Cochin University College of Engineering, Kuttanad
3. The Members of the Monitoring Committee
4. Joint Director, Kerala State Audit Department, CUSAT/DPR&P, CUSAT
5. JR (Exams/Academic/Finance)
6. DR (Exams I/II)
7. AR (Exams II/IV/Confidential) / AR (Academic)
8. ARIS Lab/Conference Section
9. Examination F/J/I/E Sections
10. PS to VC/PVC, PA to Registrar, PA to FO/CE
11. Day File/Stock File/File Copy