



**Avinashilingam Institute for Home Science and Higher Education for Women**  
(Deemed to be University under Category 'A' by MHRD, Estd. u/s 3 of UGC Act 1956)  
Re-accredited with 'A+' Grade by NAAC. Recognised by UGC Under Section 12B  
Coimbatore - 641 043, Tamil Nadu, India

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Date: 10.12.2020

**CIRCULAR FOR STUDENTS**  
**ONLINE SEMESTER EXAMINATIONS 2020 - 2021**

Dear Students,

Avinashilingam Institute for Home Science and Higher Education for Women has decided to conduct the Odd Semester Comprehensive Examinations, January 2021 for all students except First year through online mode from **28.12.2020 to 25.01.2021 (Practicals and Theory)**.

For further details regarding online examination, contact the HoD of the concerned department.

**Instructions/Guidelines for students – Odd Semester Examinations – January 2021**

**Following are the Guidelines to the students for Participation in Online Assessment:  
Before the Examination:**

1. All the regular students should contact their respective HoD.
2. Every student need to use A4 size sheet or any similar paper with same size but paper should be neat and clean.
3. Students must check charging/ internet access status of their Desktop / Laptop / mobile prior to commencement of the examination.
4. Students will receive their question paper from their subject teachers/ Coordinators at a pre-specified time through online platform.
5. All the students appearing in Odd Semester Comprehensive Examination, January 2021 are advised to download any scanner App like "Adobe Scan software / Cam scanner software/ Document Scanner Software" from Play store for uploading the hand written answer scripts with minimum size, time and good picture quality. Converting the images as a PDF document is recommended.

### During the Examination

6. Students must write their Roll No., Subject code, Title of the subject, Date and session of exam and page number, on each page prior to writing answers.
7. Students have to use only blue, black pen preferably bold, so that scans/photographs (PDF), can be visualized clearly during the evaluation.
  - Student will have to scan the response / answer sheet, convert into single PDF, tag it correctly and upload. The file name should be their Roll.No.
8. Duration of the Exam will be for **Three Hours** and one hour grace time to upload the answer script.
9. Students must complete the exam and upload in Google class / email / Whatsapp within the stipulated period of time. If any student fails to upload or send their answer-sheet within the stipulated period of time it will not be considered for evaluation.
10. If students have any issue in accessing the question paper and uploading answer sheet, you should inform your respective subject teacher and HoD immediately.
11. Only hand-written scanned answer sheets sent by the students will be evaluated. If the evaluator finds any scanned pre-typed materials, such answer sheets will be not considered for evaluation.

*Naveed*  
10/12/2020  
Controller of Examinations i/c