



**Bharathidasan University
Tiruchirappalli – 620 024.**

**Under Graduate, Post Graduate and Diploma Final Semester Online
Examinations of April 2020**

Guidelines for Principals

- For both under graduate and post graduate examinations are scheduled from 21st – 30th September, 2020.
- Mode of examination is through online.
- A copy of the electronic version of the question paper will be sent by email an hour before for every day examinations which can be downloaded by the Principals of the Colleges.
- The examination pattern is annual as per the existing scheme of the question paper. Students would have a time period of 6 hours to complete the process of downloading the question paper (1 hour), writing the examination (3 hours) and hand over answer scripts to the Colleges where they have studied or upload the answer script or to submit a PDF of answer scripts by e-mail (2 hours). An hour extra time is permissible for Differently Abled Persons.
- Principals and Heads of the University Departments are required to identify the candidates who are in need of scribes and to instruct such candidates to get help from the people staying near to their places.
- After writing the examinations, students may submit the answer script to the respective college Principals or to the nearby college Principals within 2 hrs on the same day.
- Principals of the affiliated colleges (Non- Autonomous) are requested to appoint one faculty as coordinator for each 50 students/day along with Head of the Department of the respective Departments for collecting answer scripts after checking the Registration Number, arranging and packing with due signature and seal of the Principal and be kept in safe custody.
- Cloth lined covers for packing will be sent to the Principals.

- Collected Answers Scripts from the Colleges will be collected by the Controller of Examinations, after all the examinations are over with prior intimation to the respective Colleges.
- An acknowledgement from the Principal of the Colleges is to be issued to the respective students after handed over the answers scripts.
- The list of nodal persons along with contact details and e-mail address should be submitted by the Principals and the same will be uploaded in the University Website for student clarifications if any.
- Mock Test for the students is scheduled on 18th September 2020, particularly advise outgone students to attend the mock test.
- The Principals and Heads of the Department are requested to inform the above modalities to all the candidates concerned.

Controller of Examinations (i/c)