MADRAS SCHOOL OF SOCIAL WORK

(An Autonomous Institution Affiliated to the University of Madras)
32, Casa Major Road, Egmore, Chennai 600008
COE Off. : 9003177712   Mail: coe@mssw.in   Website : www.mssw.in

Office of the Controller of Examinations

End Semester Examinations (ESE) April 2021

Regulations and Instructions to the Students

05.05.2021

The proposed schedule of Examination Events and the Standard Operating Procedures for conducting the **End Semester Examinations (ESE) April 2021** for the regular batches of UG (2020- 23, 2019- 22 & 2018-21), PG (2020- 23 & 2019- 22) and Arrear batches for both the streams are as follows;

- As per the direction and instruction of the Government of Tamil Nadu and the University of Madras to conduct the End Semester Examinations (ESE) for the regular batches of UG and PG and the arrear students will be **ONLINE MODE ONLY** from **17.05.2021** onwards and the time table for the same was sent to the all the departments.

- ONLINE Examination will be held in **GOOGLE MEET/ZOOM** only by using the college mail id ie., _____@mssw.in Hence, students are required to have a **mail ID created in our College domain** for attending exam.

- Students should **follow the ESE Time Table** carefully and the **Hall Ticket can be downloaded** from the existing students' logins from the scheduled date onwards.

  a. **EXAMINATION TIMINGS**:   Duration: 2 hour 10 minutes   Max Marks : 50 marks.

Regular	Arrears
Forenoon / Afternoon	Forenoon / Afternoon
10.00 am to 11.30 am / 2.00 pm to 3.30 pm	10.00 am to 11.30 am / 2.00 pm to 3.30 pm
Google Meet/ Zoom – Subject teacher will create Google Classroom and conduct examination	**Login by using the Google Meet.** Link will be printed in the Hall Ticket
Uploading the answer script in **Google Classroom** 11.30 am to 12.00 noon - FN 3.30 pm to 4.00 pm - AN	Uploading the answer script 11.30 am to 12.00 noon - FN 3.30 pm to 4.00 pm - AN Email : coeenquiry@mssw.in

Join the respective session **by 9.45am/ 1.45pm** respectively for exam arrangements.

- Students should write the examination in their own handwriting as pen and paper method   by using the **A4 Size paper only** no other methods / papers will be allowed**.**

b. **QUESTION PAPER PATTERN**

UG Regular & Arrears	PG Regular & Arrears
Duration: 2 hours	**Max. Marks : 50**
Part A **(5x2=10)** Answer any 5 (5 out 12) questions Answer to each question not exceeding to 50 words	**Part –A** **(4x5 = 20)** Answer any FOUR (4 out 8) questions. Answer to each question not exceeding to 250 words
Part – B **(2x10=20)** Answer any TWO (2 out of 6) questions. Answer to each question not exceeding 250 words	**Part –B** **(2x15 = 30)** Answer any TWO (2 out of 5) questions. Answer to each question not exceeding to 750 words
Part –C **(1x20=20)** Answer any ONE (1out of 3) Answer to each question not exceeding 500 words	

- The **Question Paper will be shared / released** by the Invigilator / Course Teacher exactly **at 10.00am for Forenoon and 2.00pm for Afternoon sessions**.

- A copy of the Question paper will also be shared to the concern department HODs who act as the Nodal officers.

c. **FACE SHEET** : Students should write the following information in the First / front / cover page / face sheet of the answer sheet (A4 sheet) **don't write anything except the below**, start writing the answers to the questions in the second sheet onwards

Madras School of Social Work, Chennai-8 **(An autonomous institution affiliated to the University of Madras)** **End Semester Examination, September 2020**	
Register Number (13 digit)	
Roll Number (Eg. MSWA-18-01/BSW-17-24)	
Name of the Degree & Brach (if any)	
Name of the Subject	
Subject Code	
Date of the Examination	
Number of pages written	
Signature of the candidate	

Write your *Register Number and Page Number* in the top of your answer sheets in all the pages.

d. **ONLINE EXAMINATION**

- Subject teacher/Invigilator will share the **GOOGLE MEET/ ZOOM** link to the regular students one hour before the examination i.e., 9.00 am for Forenoon (FN) session and 1.00 pm for the Afternoon session.

- Regular Students are required to join the Virtual/online Examination hall by using their _____@mssw.in email id only and it will automatically record your attendance.

- For Arrears students the **GOOGLE MEET** is given / printed in the hall ticket itself and students can join by using the link for examination. No other method is permitted.

- Students are required to join the Virtual/online Examination hall at least 15 minutes prior to the scheduled Exam time i.e, 9.45 am for FN and 1.45 pm for AN sessions.

- Students are required to **sit/appear in front of the camera with one feet** of distance which will cover the answer scripts and also the candidate. It is expected that the candidate should be visible with the answer script alone for the entire examination.

- All the students are required to **plan and make their own arrangements of laptops, mobiles and enough bandwidth** for attending the online examination.

- **No student will be permitted to join the examination after 10.15 am or 2.15 pm** for FN & AN sessions respectively.

- **No student is permitted to exit the examination hall before 11.30 am and 3.30 pm** for FN & AN session respectively.

- Students are required to write the answers as per the words prescribed in the question paper to manage your time and pages.

- Once you join the session, keep the **mic and video always on. Your answer paper will not be evaluated if video/audio is switched off.** In case of network issues, you should rejoin immediately and resume the exam. In case of no network, inform the subject teacher immediately.

- Students are allowed to write the answers in the A4 sheet back to back (both the sides) also.

- Students are required to download and keep the **printed Hall ticket and College Id for all the examination, the invigilators will verify/check the same at any of point**. **It is compulsory** for all the Students.

- Please ensure that, before starting to write, you have received the **right question paper.**

- **Students with SPECIAL NEEDS (ex: Dyslexia) are required to attach certificate provided by Government Doctor to the answer script.**

- Students who require **the support of Scribe**, can do so provided a requisition letter has to be sent to the COE Office through mail (coe@mssw.in) on or before 10 May 2021 and the copy of the letter is also required to be attached with the Answer Scripts at the end while scanning and uploading.

- **Students should not use** *SCIENTIFIC CALCULATORS, MP3 PLAYERS OR ANY OTHER DIGITAL EQUIPMENT DURING THE EXAM SESSION.*

- **Strict silence should be maintained during the examination**. Any ambiguity / complaints regarding questions in the question paper should be notified in writing to the **Controller of Examinations through proper channel, after the examination.**

- Students are required to **use conducive environment/place** to attend the examination, **should not keep any papers, books, materials, persons for assistance or guidance** will be viewed seriously and the invigilators can bring it to the COE for necessary action.

- **Use of statistical tables and simple calculators is allowed** only if their use is required as per the instructions given in the question paper.

- Students should follow the instructions of subject teacher/invigilator carefully from the beginning of the examination**.**

e. **SUBMISSION/UPLOADING THE WRITTEN ANSWER SHEETS**

- Students shall use scan apps and the scanned document shall be preferably uploaded in PDF format as a single file.

- **Students need to preserve / maintain the answer scripts (subject wise) till the publication of results as the office of the Controller of Examinations may ask to submit the answer scripts in case of any discrepancy**.

- **Demo link for Google Classroom, Assignment sharing, document scanning, pdf conversion and uploading** is available below and also in the College student login:

a) **For Regular Students**

- After the examination i.e. 11.30am/ 3.30pm, students have to scan/take photograph and upload their Answer Scripts as one file in PDF (use the link for merge file as one single document) via Google Classroom/Gmail within half an hour i.e., by 12.00noon for FN and 4.00pm for AN. No other extra time will be provided for writing and uploading.

b) **For Arrear Students**

- After the examination i.e. 11.30am/ 3.30pm, students have to scan/take photograph and upload their Answer Scripts as one file in PDF (use the link for merge file as one single document) to this email id: **coeenquiry@mssw.in** within half an hour ie., by 12.00noon for FN and 4.00pm for AN sessions. No other extra time will be provided for writing and uploading.

- Students have to ensure that scanning is done properly in order as per the page number and in a readable format without blurring and omitting the sides of the paper. Find below the links to resize and order the individual scanned files of answer scripts.

One single PDF file/Merge file : https://smallpdf.com/merge-pdf

Merge PDF
https://docupub.com/pdfresize/

- Regular students having any difficulty in uploading can contact the invigilators/subject teacher for help.

- Arrear students having any difficulty in uploading can contact the COE office for help : Mobile No. **9003177712**

Dr. K. Sathyamurthi, Ph.D.,
Controller of Examinations

Dr. S. Raja Samuel, Ph.D.,
Principal

Demo Video links

How to scan and convert into pdf
- https://www.youtube.com/watch?v=BCccqxhPyJw
- https://www.youtube.com/watch?v=_LUcrGAZgcI
- https://www.youtube.com/watch?v=fPp8Ox7qfCM
- https://www.youtube.com/watch?v=WUz7R3luoes

How to convert the image/photos into pdf file
- https://www.youtube.com/watch?v=vMzJWzmiYZU
- https://www.youtube.com/watch?v=8x3T1cNJOc0
- https://www.youtube.com/watch?v=d_olWftSgIM

How to upload the PDF Answer Scripts in the Google Classroom through Google meet:
- https://www.youtube.com/watch?v=f_eQbtFRhNw
- https://www.youtube.com/watch?v=9PqFpWGAijI
- https://www.youtube.com/watch?v=-ChUk7G6-8A
- https://www.youtube.com/watch?v=-LKS1n6g3r8

Google Classroom
- https://www.youtube.com/watch?v=pl-tBjAM9g4
- https://www.youtube.com/watch?v=rCNImsWUxZA
- https://www.youtube.com/watch?v=aRO8vRJPxp8

Please find below link for image compression
- https://imagecompressor.com/
- http://jpeg-optimizer.com/

For mobile PDF converter please use below mobile apps (mentioned few)
- Clearscanner, TurboScan, Adope Scan, Document Scanner, Camscanner, Microsoft office lens, Doc Scanner etc.,