



Hajee Karutha Rowther Howdia College (Autonomous)

(Accredited by NAAC & Affiliated to Madurai Kamaraj University)

Uthamapalayam - 625 533

Theni District

April – 2020 Term End Online Examinations (Arrears)

Instructions

- The Term End Arrear Examinations of April 2020 for the I, II year students of U.G. & I Year students of P.G. & Private students starting from the academic year 2013 – 14 will be conducted as per the Examination schedule published in the college website.
- **The students should write the arrear examinations through online using A4 size white papers from their home in presence of their parents on the date of examinations as per the schedule of April 2020 Examinations (Arrears).**

PROCEDURE FOR CONDUCTING EXAMINATIONS THROUGH ONLINE

- The Question papers uploaded in our college website will be sent to the HODS / Mentors by whatsapp at 9.30 A.M. for forenoon session & 1.30 P.M. for the afternoon session on the day of Examinations.
- All the HODS/ Mentors are requested to send the Question papers to the students of our college 15 minutes before the Examinations
- The Examination should be started at 10 A.M. and completed before 1 P.M. for the forenoon session & started at 2 P.M. and completed before 5 P.M. for the afternoon session.
- All the HODS / Mentors are requested to update / confirm the whatsapp numbers of the students.
- The students should write his / her Name , Subject code , Name of the subject , Registration number , Total number of pages written , Date of Examination and Time with signature of the students and the first page of the answer scripts along with their Parent / Guardian signature (Father/ Mother / Guardian).
- The format of the first page of the answer script is uploaded in our college website.
- The students should download the first page, fill up the above details and attach the same along with the answer scripts.
- The handwriting of the students will be verified with the answer scripts of earlier examinations they have written to avoid malpractice and impersonation.
- Students are directed to write page numbers and to place the signature in all the pages of their answer scripts.
- The students should handover the written scripts before 2 P.M. for the forenoon session & before 6 P.M. for the afternoon session on the day of examinations in the college.
If any students fail to send / dispatch / handover the answer scripts before 2 P.M./6 P.M. on the day of examination, their answer scripts will not be valued.
- The Parents / Guardians should ensure their wards writing the examinations in a genuine manner.
- The examinations commence on 25.11.2020 and the timetable has been uploaded in our college website.
Kindly extend your cooperation for the successful conduct of April 2020 Term End examinations (Arrears) for the students and kindly bear the inconvenience caused if any due to COVID19 pandemic.