



Hindusthan College of Engineering and Technology

(An Autonomous Institution, Approved by AICTE, New Delhi,
Accredited with 'A' Grade by NAAC, Affiliated to Anna University)
Valley Campus, Pollachi Highway, Coimbatore – 641032



OFFICE OF THE CONTROLLER OF EXAMINATIONS

Dr. S. DEEPA SHRI
CONTROLLER OF EXAMINATIONS
MOBILE : 9080522580

Phone : 0422 2611833/44
Fax : 0422 2611855
E-mail : coe@hicet.ac.in

CIRCULAR

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Procedure for the conduct of e n d -semester examinations for practical/laboratory Courses through online proctored mode during the Nov/Dec 2020 examinations

1. The laboratory course end semester examination Dec2020 for all II, III and IV year students shall be conducted online through Google Classroom an online video communication service.
2. The laboratory examination shall be conducted using the usual procedure of appointing internal and external examiners prescribed by the office of COE.
3. The duration of the examination shall be 3 Hrs.
4. The Google Classroom link should be shared to oCoE for appointing vigilance squad.
5. Objective type (MCQ) questions shall be set by the external examiner based on the syllabus of the laboratory course. The MCQ test may be conducted for all the students of the class/college using Google forms and the copies of the responses of the same must be forwarded to the Office of COE .
6. The external examiner shall set the questions based on the prescribed syllabus as per the regulation jointly with internal examiner for the conduct of the laboratory examinations. The relevant and the usual procedure of the University is to be followed for the conduction of the exams.
7. Students shall use plain A4 sheets for answering the lab examinations questions posed to them.
8. At the end of the laboratory examination, each student has to send the scanned copies of the lab course write-up-answer-sheet to the respective Google Classroom. The write-up answer shall contain the Aim, equipment I apparatus/ software I software suites/ hardware/ tools/ components/ accessories required to carry out the experiments, theory/concepts/ laws/procedure/design steps/ methods/ techniques/ Algorithms/ methodologies /calculations, circuit diagrams/ schematic diagrams/ flow chart/ process diagrams, graph/plot/ model plot/ model graph, tables/model tables,inference/observation and results.

9. The external examiner shall evaluate the scanned copies of the answer sheet of the individual students and award the marks based on the prescribed mark split up given in point 12. The consolidated mark statement of the laboratory course, bearing the details of all the students' those who have attended the online lab examinations must be prepared and signed by the external examiner. The scanned copy of the same must be communicated to the internal examiner. The internal examiner shall enter the marks of the students in the oCoE software in the oCoE strictly based on the consolidated mark statement given by the external examiner. Usual procedures are to be followed for Mark entry and for other examination related activities.

10. The scanned copies of the answers sheets and soft copies of the MCQ test documents of all the students of the courses must be forwarded to the HOD's by the examiners and in turn the HOD shall consolidate all the soft copies of the different lab courses and keep all the files Department-wise in a separate folder for each course and submit the same in a CD to the office of the COE for further action.

11. The oCoE appoint Vigilance Squad members for proctoring the laboratory courses. You are advised to inform the internal examiners to permit the Vigilance Squad to log in during the examination period.

12. The evaluation scheme and awarding of marks may be carried out as given below.

Mark split-up

1	Online test (MCQ with 4 option/ objective type question -15 Question- for all the students)	15 Marks
2	Aim, Equipment/ apparatus / software/ software suites / hardware/ tools/ components/ accessories required for carrying out the experiments, theory/concepts/ lab procedure/ design steps/ methods/ techniques/ algorithms/ methodologies/ calculations, circuits diagrams/ schematics diagrams/ flow chart/ process diagrams, graph/ plot/ model plot/ model graph, tables/ model tables, record/ observation books	65 Marks
3	Results/ Inference/ observations	10 Marks
4	Viva-voce	10 Marks
		100 Marks

Your utmost cooperation and support is requested to complete the scheduled practical examinations of the Nov/Dec 2020 in online mode successfully.