

PSG POLYTECHNIC COLLEGE, COIMBATORE – 641004

CIRCULAR

Ref: E/CA TT /Even-3 /2020-21

Date: 04.05.2021

The Online Continuous Assessment Test-3 Timetable for **Second year diploma (Regular and sandwich)** programs **EVEN SEMESTER** of **2020-21** has been scheduled and is to be conducted through **GOOGLE CLASS ROOM**. HoDs are requested to direct the department timetable in-charges to prepare the Online CA test schedule without any overlap and the hard copy of the timetable has to be submitted to the Principal office on or before **06.05.2021**.

2<sup>nd</sup> Year 4<sup>th</sup> Sem (Regular)

Course	Date	Time
1	07.05.2021	09.30 am to 10.45 am
2	07.05.2021	01.30 pm to 02.45 pm
3	08.05.2021	09.30 am to 10.45 am
4	08.05.2021	01.30 pm to 02.45 pm

2<sup>nd</sup> Year 4<sup>th</sup> Sem (Sandwich)

Course	Date	Time
1	07.05.2021	09.30 am to 10.45 am
2	07.05.2021	01.30 pm to 02.45 pm
3	08.05.2021	09.30 am to 10.45 am

**Note:**

Guidelines for conducting and writing Continuous Assessment Test has been enclosed with this circular.

Copy to: All HoDs, Division Heads, All Faculty – by circulation through HoD,  
CoE, All Deans, Manager-Training, Time Table in-charges, Day File

  
PRINCIPAL

**PSG POLYTECHNIC COLLEGE, COIMBATORE**  
**CONTINUOUS ASSESSMENT TEST-APRIL 2021**

Name :

No of pages written:

Roll Number :

Page No: 1

Course code & Title :

Semester :

Programme :

Date :

Student's Signature:

Roll Number:

Page No: 2

Student's Signature:

Roll Number:

Page No: 3

Student's Signature:

Roll Number:

Page No: 4

Student's Signature:

Roll Number:

Page No: 5

Student's Signature:

Roll Number:

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Student's Signature:

Roll Number:

Page No: 7

Student's Signature:



Roll Number:

Page No: 8

Student's Signature:

Roll Number:

Page No: 9

Student's Signature:



**Guidelines for conducting Continuous Assessment Test (for Faculty):**

1. Department timetable in-charges are requested to prepare the Online CA test schedule without any overlap and the same may be informed to the subject handling faculty and tutors through HoD.
2. Tests should be conducted as per the scheduled slots.
3. Instructions for writing the CA Test has been attached with this circular.
4. The CA Tests has to be conducted through **GOOGLE CLASSROOM** and submit the mark statement to their respective HoD.
5. The duration of test can be 1 hr 15 mins.
6. Faculty to Students ratio of 1: 20 should be maintained for the test.
7. Faculty are requested to ensure the students to unmute the video for entire test duration.

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**PSG POLYTECHNIC COLLEGE, COIMBATORE – 641004**

**Guidelines to be followed for writing Continuous Assessment Test (for Student):**

Ref: E/CA TT /Even-3 /2020-21

Date: 04.05.2021

1. Question paper will be posted in **GOOGLE CLASSROOM** 10 minutes before the commencement of the test.
2. Students have to download the question paper and start writing the test immediately.
3. Answers should be written in A4 size plain sheets on one side with proper margins. Main answer sheet and additional sheet template has been uploaded in the website ([www.psgpolytech.ac.in](http://www.psgpolytech.ac.in)).
4. Name, Roll No., Course code & Course Title, Branch & Semester, Date and No.of Pages Written should be written on the Top of First sheet.

Name: Roll. No: Course Code & Course Title: Branch & Semester : Date: No.of Pages Written:
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5. Roll No. and page no. shall be written on the top of all other sheets.
6. Maximum of 10 sheets may be used.
7. Only Black Ball Point pen is to be used to write the test, for better clarity.
8. After completing the test in one course, all the answer sheets must be arranged in page order and scan the answer sheets using mobile phone and convert the document into a single pdf file.
9. The name of the pdf file should be the **“Roll No.-Course code”** of the student and same has to be posted within 15 minutes in **GOOGLE CLASSROOM** from which question paper was received. (**“Ex:18DB01-B18501”**)
10. Answer sheets arranged in page order may be stapled and kept safely by the student till the Continuous Assessment Test is over in all the courses.
11. After completion of all the test, the answer sheets of all courses may be put in one A4 size cloth line cover and despatched to the following address by Speed Post / Courier. Do not sent by ordinary post.

<b>To</b> The Principal PSG Polytechnic College Peelamedu, Coimbatore – 641 004
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12. On the A4 size clothline cover, mention Name, Roll No. , year of study and Programme.

<b>From</b> Name: Roll. No: Programme/ Semester: Detailed Address:
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