THE TAMIL NADU Dr. AMBEDKAR LAW UNIVERSITY

(State University Established by Act No.43 of 1997)
MGR Salai, Near Taramani Railway Station, Perungudi, Chennai- 600 113.
Telephone Nos.044- 22439177; Fax : 24617996

SEPTEMBER 2020 Online Mode of Examinations Guidelines
Exam Schedule

The detailed Time-table for September 2020 Examination is available in the University's website www.tndalu.ac.in.

Course	Downloading of Question Paper	Exam Time to write the exam in the Paper	Uploading/ Submitting of Answer Scripts
U.G & P.G Courses offered in the School of Excellence in Law & in Affiliated Law Colleges of this University	**For Morning session Examinations 9.30 am to 10.00 am**	**Examination duration as per the Timetable**	**For Morning session Up to 3.00 pm**
	For Afternoon session Examinations 1.30 pm to 2.00 pm	**Examination duration as per the Timetable**	**For Afternoon session Up to 7.00 pm**

Prerequisite for the students

1. Desktop / Laptop / Mobile phone with internet connectivity to download question papers and upload the answer scripts.
2. Any software / App to convert the scanned/photographed images of all pages of the answer scripts into a single pdf file. Preferably Adobe Scan app
3. Students are advised to reside at home and take up the examinations.

Level - 1 : Preparing the Blank Answer Scripts before the examination

1. Students can write the examinations in A4 plain paper. Students are required to download the Front page format for the answer booklet and fill up the required fields at the time of Examination.
2. Candidates can download this front page from the University website at any day/time and make it ready before the commencement of Examinations.
3. Students are required to write their Register Number at the top right corner of every page.
4. The maximum number of written pages may be restricted to 45.

Level 2 : Mock Test

1. To make the students familiar with the procedure of online mode of examination, a mock test will be conducted.
2. Mock examination Portal will be available in the University website www.tndalu.ac.in from 22nd September 2020, Time: 2 p.m. to 7 p.m.
3. For any clarifications, Students may contact the Online Exam coordinators.
4. The question papers given for mock test are only indicative and may not be taken as a version based on real online mode of examination.

Level 3: Question Paper downloading

1. Question paper will be made available in the Online Mode examination portal link in http://www.tndalu.ac.in, 30 minutes before the commencement of each examination.
2. Login into the system is mandatory both at the time of downloading the question paper and at the time of uploading the answer scripts. The Login Id / User name will be the student's Register Number and the password will be their Date of Birth in DDMMYYYY format(For Eg. If Date of Birth is 05-07-1998, then password will be 05071998)
3. Apart from the online mode examination portal, the Question Paper will also be available in the University's website 10 minutes before the commencement of Examinations.
4. In case of any difficulty in downloading the question paper, the student may request the Online Exam Coordinators to get the same in their email or Mobile. However the request of the student may be entertained only after verification.

Level 4 : Answering the Question Paper

1. The students shall take up their online mode examination by residing at home.
2. The total duration of the examination is prescribed as per the Time-table.
3. Differently-abled students will be given an additional one hour to complete the examination.
4. Students shall use only Blue or Black pen for the examination.
5. Students are required to number the pages without fail.
6. Students should not write their name on any part of the answer script.
7. Students should not make any appeal or identification marking in the answer script.
8. Students should write on both sides of the answer script.

Level 5 : Submission procedure

1. Students shall upload the answer scripts only in the online examination portal within the scheduled time.
2. In case of any difficulty, students may contact the online exam coordinators for alternate submission of answer script.

Level 6 : Uploading the answer scripts

1. The students shall scan/photograph all pages of the answer scripts, including the front page and convert into a single pdf file.
2. Ensure proper order of page number of the pdf file before uploading the answer script within the stipulated time.
3. Before making the final submission, the pdf file view will be provided to verify the content and the page order.
4. Once the answer script in the form of pdf file is uploaded, no further changes can be made.
5. After completion of all the examinations, all answer scripts along with the Front page shall be sent by registered post or speed post to the following address or may be submitted to the Principal of the affiliated Law College nearby without fail on or before 3rd October 2020, failing which the results will be withheld.

The Controller of Examinations
The TamilNadu Dr.Ambedkar Law University,
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6. The answer scripts should be placed inside a thick cover (preferably A4 size cloth lined cover) and super scribing their Register Number and Name on the envelope.

7. The following Coordinators may be contacted for any clarification in their respective Mobile number from 22nd September 2020.

Online Exam Coordinators		
1	Mrs. G.A. Pethunachiayar	9942368923
2	Dr. Deepalakshmi	9884440230
3	Dr. R. Varalakshmi	9884456979
4	Dr. V. Viswanathan	9894127299
5	Dr. R. Vadivel Raja	9788146066
6	Mr. M. Nirmal Kumar	9894656530
7	Dr. P. Shenbagaraj	7708474557
8	Dr. M. D. Chinnu	8056433865
9	Mr. B. Haja Hassan	9840409899
10	Tmt. R. Aarthi Rathna	9884064332
11	Mr. Maruthavijayan	9488007746
12	Mrs. J. Nithya	9442153902
13	Mr. K. Madhavan	9677067053

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