

**General guidelines to be followed for writing  
Continuous Assessment Test for all Diploma Regular & Sandwich Courses:**

Ref: E/CA TT /Odd /2020-21-3  
14.10.2020

1. Question paper will be sent to student's mail ID/ Google Class Room 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 should be written on the Top of First sheet.


Name:  
Roll. No:  
Course Code & Course Title:  
Branch & Semester:  
Date:  
No.of Pages Written:

5. Roll No. and Page No. shall be written on the top of all other sheets.
6. Maximum of 07sheets only 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 then 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 sent within 15 Minutes to the email ID/Google Class Room 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 courses.
11. After completion of all the tests, the answer sheets of all courses may be put in one A4 size clothline Cover and despatched to the following address by Speed Post / Courier. Do not sent by ordinary post.

To  
The Principal  
PSG Polytechnic College  
Peelamedu, Coimbatore – 641 004

12. On the A4 size clothline cover, mention Name, Roll No. , year of study and Programme.

From  
Name:  
Roll. No:  
Programme/ Semester:  
Residential Address:

  
PRINCIPAL  
5