



04.06.2021

INSTRUCTIONS TO THE STUDENTS FOR APR. / MAY 2021
ONLINE EXAMINATIONS

1. The end semester examinations for all UG and PG students (June/July 2021) will be conducted in open book type through Google Classroom or any suitable mode of Platform.
2. The question paper will be sent to the students by the staff member of the department concerned through Google classroom **15 minutes before the commencement time.**
3. All the students should be linked through the Google classroom which is created by the department staffs. The students can view the question paper and to upload their answers through this Google classroom.
4. The students should use A4 paper for writing their examinations and both sides of the papers can be used.
5. The students are instructed to use maximum of **30 pages** for writing the answers.
6. The students are advised to use blue or black ink pen only for writing their examinations.
7. The students are instructed not to type the answers and to copy & paste the images from the text books in the answer scripts.
8. **The students are instructed to write their Name, Register Number and Subject Code & Name on the top of each page.**
9. **The students are advised to write Date of Examination, Page Number and Signature on the bottom of each page.**
10. After completing the examination, the students are asked to scan their answer script and convert it as a PDF file.
11. The name of the PDF file should be given as "Register Number – Subject Code" [Eg. 814317101001 – AE8002].
12. **The PDF file of the answer script should be uploaded through the Google classroom within one hour after the examination.**
13. **Your examination attendance will be based on timely receiving of soft copy of the answer scripts by the college.**
14. The students have to send their hard copy of answer script in a cloth cover through Speed Post or Registered post to the college.

15. The students who write their examination in forenoon session have to send their answer script on the same day of the examination.
16. The students who write their examination in afternoon session have to send their answer script on the very next day itself of the examination.
17. The answer scripts will be allowed for valuation only if the students should upload their answer scripts in the Google Classroom as well as send to the college within the prescribed time limit.
18. The soft copy of the answer script uploaded through Google Classroom and the hard copy of the answer script sent to the college should not be mismatched. Otherwise it will be considered as malpractice.
19. If the students submit their answer scripts more than one time in the Google classroom, it will be considered as malpractice.
20. The handwriting of the students will be verified with the existing handwriting available in the office of the CoE. If there is any mismatching between them, it will be considered as impersonation.
21. Since the examination is going to be conducted through online mode, the students have to attend the examination from their place only.
22. The students should not come to the college in person for submitting their paper.
23. COVER PAGE OF THE ANSWER SCRIPT:
The cover page of the answer script should be as in ANNEXURE-I. The Students appearing for the examinations have to fill the information in this sheet for each examination and leave the back side as blank. The hard copy of the answer script received by the college from the Students must contain the first page as given in ANNEXURE-I and the faculty in-charge of receiving the answer scripts shall verify the same.
24. DISPATCHING OF THE ANSWER SCRIPT:
The Label given in Annexure-II should be printed, filled and pasted on the cover while dispatching the hard copy of the Answer Script. As per the information given in the Label, sorting of the Answer Scripts can be done by the faculty in-charge of receiving the answer scripts.

~~CoE~~
4/6/21
CoE

Chief CoE

04/06/21