



Date: 24/09/2021

NOTICE

This is to inform all the II, III, and IV B.Tech. students of AY 2021-22 first semester that the mid semester examinations (online) are held in descriptive mode with cloud-based proctoring. The duration of the examination will be for 2 hours. For III and IV B.Tech. students mid semester examinations (online) will commence from 27-09-2021 and for II year students exams (online) start from 04-10-2021.

***** In order to maintain academic transparency across a large population of students of the institute, the students are hereby informed to strictly adhere to the instructions/rules listed here. Any violations shall not be entertained. *****

Based on the recently held meeting and suggestions expressed by HoDs, there are some modifications in the modalities of online exams which are kept in bold. Students should take a special note of those sections and appropriately prepare for the examinations.

Instructions for attending the online examinations

1. The students can use laptop/smart phone to write the online examination. The microphone and camera of the device (laptop/smart phone) should be in proper working condition for attending the online examinations in proctored mode. The device (laptop/smart phone) used for writing the online exams **should have sufficient charging for the duration of 2 - 2:30 hours**. The class coordinators/exam section cannot help in case of your devices running out of battery (during power failures) or any other failures.
2. The students should ensure internet connectivity during the course of the examination. In case of network difficulties, students are advised to move to nearby suitable places where internet facility is available. **Requests from students for late submissions citing poor network connectivity will be strictly turned down to withhold interest of larger population of students.**



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3. Every student should have a valid institute email-id/password for attending the online examinations. An email with OTP will be sent to individual student email-ids with login details of online exam platform. For any issues related to email id, contact the respective class coordinators on or before **25/09/2020**. Do not share the login credentials with anyone.
4. The students are advised to keep sufficient number of A4 sheets before the commencement of the examination. A table with the device(laptop/mobile) properly mounted for proctoring are essential for attending the online examinations. Students should ensure isolation during the course of examination.
5. Attendance will be recorded 15 minutes before the commencement of the examination. The student has to confirm his/her identity through examination platform.
6. The examination question paper is made available through the same examination online platform to respective students. Students should select the proper subject code/subject name as per the time-table.
7. Students should write the answers for descriptive questions on A4 white papers only. Each sheet used by the student should bear the signature of the student, roll number and question-wise page number. **Answer scripts without such details will be strictly not considered for evaluation.**
8. The answers for each question should be scanned and uploaded separately to the respective questions. While scanning, the students should ensure proper orientation and clarity of the images. Students should avoid cluttering the A4 pages with more content and are advised to use separate sheets for each question.
9. **Each question carries a minimum and maximum time to be spent before navigating to the next question. Students should note that navigating across different questions is disabled. Once a student moves to the next question, the previous question's answer is treated as final and the student cannot revisit the previous question. A timer is attached to each question to help the student to keep track of the time to be spent for that**



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question. Students have to ensure that they upload the answers for that particular question before the timer times-out.

10. The students should note that the answers submitted in the examination portal are final.
11. The examinations are held in online proctoring platform which records the streamed video and audio of the student on a continuous basis throughout the duration of the examination. The proctors keep observing the students and attempts by the students to get out of the exam window are recorded automatically. Repeated attempts to switch windows of the examination screen will be treated as mal-practice and will invite the cancellation of the examination. No further arbitrations will be entertained in this regard.
12. Students who require a mock-drill can request your respective class-coordinator to arrange for the same at a suitable time on 25/09/2021.

**Sd/-
Dean
(Academic Affairs),
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