1. **Guidelines for the Students appearing in examinations in online mode**

A. Pre Exam: Preparation

A student will ensure:

1. Availability of 2GB Data Pack in mobile/ proper Internet connection before the commencement of Examination.

2. The availability of the working video camera or web cam, microphone and Internet connectivity (at least 3G speed) on their access device (PC, Laptop, Smartphone). **The University and College will have the camera surveillance/remote proctoring/online invigilance of the** examination by a Video Conference/Online Meeting platform **through Zoom Meeting App.** The students are required to download the Zoom Meeting App and train themselves regarding its operational and functional aspects. They have to join and attend the online zoom meeting with **video on option** till the end of the examination process and not to leave meeting before they have submitted/uploaded their single PDF/JPG file of the answer book on the designated Email ID as mentioned below. A student must place his/her access device (PC, Laptop, Smartphone) in such position and angle while writing answers in the answer book that remote proctor/online invigilator can watch and monitor them adequately through Zoom Meeting App.

3. To install Adobe Scan or Microsoft Office Lens in access device (PC, Laptop, Smartphone) and become familiar with its operations to create a single scanned pdf file/jpg file from multiple pages, if he/she does not have a proper scanner.

4. To learn well before the date of first exam, how to scan the answer sheets and create a single pdf file/jpg file.

5. Arrange for lined/ruled A-4 size sheets to write the answer.

6. To fill the following details on the first page of the answer book:

I. A student is required to do the following after joining the meeting and attendance:

A candidate is required to fill the following details on the first page:

(i) University Roll No. (in figures)------------------ (in words)-------------------------

(ii) Name of the student--------------------- (iii) Class/Semester-----------------------------

(iv) Name of the Paper:---------------------- (v) Code of Paper:-----------------------------

(vi) Total No. of Pages written by candidate :------(vii) Sign. of the Student-------------

II. All subsequent pages should have Page No., Roll No., Code of Paper and Signature marked as shown in specimen answer book enclosed.

(Specimen copy of answer book has been enclosed herein)

B. During Exam

1. A student will be sent Zoom Meeting details (Meeting Link, Meeting ID and Passcode) one day before each examination on her/his Email ID. He/She **will join the Zoom Meeting with video on option** at least **30 minutes before** the start of examination.

2. A student will show her/his Admit card and Photo ID on the camera and also pronounce her/his Roll No in the Microphone. She/he is not allowed to switch off the camera and microphone during the examination.

3. The time of examination for online mode will be for 2 (Two) hours i.e. 10.00 A.M. to 12.00 Noon.

4. The students will be sent the password protected question paper along with password on their registered Email IDs at the start of the examination. They have to download/note down the question paper accordingly.

5. The students have to use lined/ruled A-4 size paper in his/her own handwriting (as per specimen enclosed).

6. **The students have to attempt any 3 (Three) questions serial no. wise. All questions will carry equal marks. The Students have to complete their paper with in the allotted time of 2 (Two) hours. The 12.00 Noon shall be "PEN DOWN" time. They have to stop writing answers and for that matter any other thing at 12.00 Noon strictly.**

7. If any student is found involved in use of any unfair means, malpractice(s), willful violation of these examination guidelines and disobedience of the instructions of the remote proctor/online invigilator during Zoom Meeting Surveillance, then the examination of the student would be cancelled.

C. **Post Exam**

1. At end of the exam, the student has to scan the answer sheets using Adobe Scan or Office Lens App and convert all the sheets into a single pdf file/jpg file.

2. The student at the end of examination shall create a single PDF/JPG file of the attempted questions sequentially and the file name shall be labeled as explained below. **Suppose a student appeared in an exam on 15.09.20 with Roll No. 370965 in Morning Session, file name shall be as follows:-**

Date of Examination   +   Roll No.   +   Session of Examination

 For example

150920   +   370965   +   M (Morning) = **150920370965M** (File Name)

3. He/she will be required to complete all the processes (scanning, conversion into single JPG/PDF File and uploading) & send the soft copy of his/ her attempted questions in PDF/JPG format through registered E-mail ID **by 12.30 P.M. without fail** on the same E-mail ID from which the Question Paper was sent to the student.

4. It is again emphasized and reiterated that the student has to send this pdf/jpg file to the same email Id from which she/he received the question paper within 30 minutes of the scheduled end of exam i.e. **by 12.30 P.M. sharp**.

(Specimen of Answer Book for online examinees)

Note: Students are to arrange for lined/ruled A-4 size sheets themselves to write the answers

Format of Answer-Book (lined/ruled A-4 size sheets) to be used by the Students (ONLINE EXAMINEES)

(i) University Roll No. (in figures)------------------ (in words)-------------------------

(ii) Name of the student--------------------- (iii) Class/Semester------------------------------

(iv) Name of the Paper:----------------------- (v) Code of Paper:------------------------------

(vi) Total No. of Pages written by candidate :------(vii) Sign. of the Student-------------

Page-1

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Page-2 and other pages of the Answer-Book

Roll No. (in figures)-----------------------   Code of Paper………………………..

Sign. of the Candidate