



## **END SEMESTER ONLINE EXAMINATIONS - AUGUST 2021 (Only for I YEAR PG)**

### **INSTRUCTIONS TO THE CANDIDATES**

1. End Semester Online Examinations - August 2021 (only for I YEAR PG) will be conducted through GOOGLE FORMS with proctoring through MICROSOFT TEAMS. To write the examination, students can join MICROSOFT TEAMS with Video ON condition and can download the question paper from GOOGLE FORMS using the following Links.

#### **MICROSOFT TEAMS LINKS:**

**Session 10 AM to 12:30 PM:** <https://tinyurl.com/vvp4fw7h>

#### **GOOGLE FORMS LINKS to Download Question Paper and to Upload Answer Script:**

**Session 10 AM to 12:30 PM:** <https://forms.gle/mcsTqrKuDguJeK7L8>

#### **Note:**

1. Mobile phone user should download the MICROSOFT TEAMS app from play store for better experience.
  2. The links will be enabled only at scheduled time as per the time table.
  3. Student should give the correct name as per the university record while joining the Microsoft teams
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2. Students are requested to join the Microsoft Teams 10 minutes before the examination commencement. Students' progress will be monitored by the invigilator through Microsoft Teams. Student's attendance will be considered only to the students available in the Microsoft Teams.
  3. Students are instructed to upload their written answer scripts ONLY through GOOGLE FORMS within the prescribed time.

4. Those who write exams without joining **MICROSOFT TEAMS** and those who submit the answer scripts in any other mode will be considered absent and their answers scripts will not be evaluated.
5. Read the Instructions carefully before starting online examination. The maximum duration of **2 hours 30 minutes** is allocated for individual Examination.
  - These 2 hours 30 minutes include downloading of question papers from Google Form, scanning of answer sheets and uploading of answer sheets in Google Form.
  - The maximum mark of each examination is 60 marks.
  - **Question Paper Pattern:**
    - Part A: Answer all 5 (5 X 2 = 10 marks)
    - Part B: Answer all 5 (either a or b) (5 x 10 = 50 marks)
    - Total: 60 marks
  - Writing the answers on University Answer scripts (Available in University website) or A4 sheets having required details for a maximum of 20 pages.
  - Scanning of the answer scripts **using ADOBE Scanner or other scanners** and uploading the **SINGLE PDF Answer Scripts** (Reg. No and course code for the Name of the pdf) in **GOOGLE FORMS**. (eg.: AMPE20012\_PDPE201.pdf)
6. It is the responsibility of the student to arrange the laptop/desktop/suitable mobile phone to appear for the online examinations
7. Students are instructed to ensure suitable location to get the required internet speed to complete the examination.
8. First page shall be filled as per the attached template (Available in the University Website).
9. Name and Registration number should be written in the middle of the paper with in the left side margin on all pages (Sample copy attached).
10. **Scanned copy of Answer sheets shall be uploaded within the Time given (2 hours 30 minutes). In this pandemic situation, NO NEED TO SEND HARD COPIES OF ANSWER SHEETS TO THE UNIVERSITY.**
11. During the Examination, the students will be asked to switch on their video/ Audio as required by the Invigilator and this should be responded within 10 seconds.
12. Page numbers should be written on all the pages on the right hand side bottom of the page and the same should be visible in the scan. Else the page will be rejected.
13. All the pages should be signed by the students at the bottom and same should be visible in the scanned copy.

14. Maximum of 20 pages of answers only permitted. While scanning and uploading all the 20 or written pages are to be scanned as a single PDF file. No one should attach multiple pages in separate files. If the attached answer script is not in single file format, the answer script will not be evaluated.
15. Students are informed to contact the following numbers for their queries/ clarification with reference to technical issues in online examinations during working hours (9 AM to 5 PM)
  - i. Technical Team (For Login, Question Paper downloading and Answer Sheet Uploading issues): 9003610210, 9962246746
  - ii. Accounts Department (For fees payment issues): 7338752265, 9551412591
  - iii. Office of the COE: 9030802963, 6380782115
16. Students are requested to contact the respective department for the END SEMESTER PRACTICAL ONLINE EXAMINATIONS - AUGUST 2021.
17. **Same Google form link and Microsoft Teams link will be used for all the examinations.**