

ONLINE END SEMESTER EXAMINATIONS DECEMBER – 2020

Instructions to the Students

1. Online End Semester examinations of December 2020, for II UG, III UG & final year PG students will commence on 21.12.2020. In this regard the students are asked to prepare well and write the examinations.

2. The online examination schedule is as follows

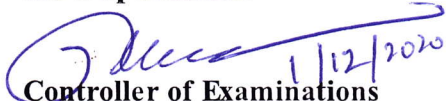
Sign in Time	Downloading Question Paper	Writing hours	Uploading Answer Script
9.15 a.m.	9.30. a.m. to 10.00 a.m.	10.00. a.m. to 1.00 p.m.	1.00 p.m. to 3.00 p.m.

3. Duration of the Examination: **10.00 a.m. to 1.00 p.m. (3 Hours).**
4. The students are asked to sign in to your mail at least **15 minutes prior** to the start of the exam.
5. Question paper will be sent to your **E-Mail ID at 9.30 a.m.** on the day of exam.
6. Download the question paper and start writing the exams.
7. Students should write the examinations in **A4 copier sheet** front and back with a neat margin to write the question number clearly.
8. Use only **Blue / Black ballpoint or gel pen.**
9. Write the following details on the front page of the answer script:

Register Number, Name of the Student, Name of the Examination, Department, Date of Examination, Title of the Course, Course Code, E-Mail ID, Whatsapp Number, Total Number of pages Written and Signature of the Student.

The format of the front page is also given for your reference.

10. Students should write the **page number and register number** on the **top right corner of all the pages.**
11. Write a minimum of **20 lines in a page, neatly and legibly.** Put your signature at the bottom of each page of the answer sheet.
12. Complete the examination within the stipulated time, scan the pages in correct order using **suitable scanner (Eg: Cam scanner)** and **create a PDF in order to upload the file** in the mentor's E-Mail ID created for this purpose.
13. The file name should be your **Register Number_Course Code (Eg. U18MB1010_U5RMBCC8).**
14. If the scanned copy of the **answer sheet is not sent on or before 3.00 p.m.** on the day of examination, such candidate will be considered as absent.
15. Students are asked to keep all the hard copy of the **answer scripts safely for submission to the Department.**


1/12/2020
Controller of Examinations

Controller of Examinations


01/12/2020
Principal