Visvesvaraya National Institute of Technology, Nagpur

25th September 2020

Note to Students for Mid Semster Examination, Winter 2020

Ref: Notice, Dean (Acad)/W-20, Sept. 11, 2020, Schedule for mid semester examination

Google form (acknowledgment) link will be sent on the registered email ID, **before 10.30 AM.** Submit this acknowledgment form as early as possible, ideally before 10.45 AM. Please note that this acknowledgment form also contains the link to access the Google form for examination. **The examination form will be active from 11.00 AM** for downloading the question paper.

Exam duration: 1 Hr., Time: 11.00 AM to 12.00 Noon

Important: Scanned and combined answer sheet (PDF format, file size less than 10 MB) to be uploaded and submitted using the Google form before 12.15 PM.

The following are the suggestions/guidelines for all students based on the feedback/experiences during the mock-examination.

1. Keep your phones charged and if possible, arrange for a connectivity backup. If you are using the phone network, close all other apps and tabs to conserve battery and effective use of bandwidth.

2. Taking pictures of answer sheets and converting into PDF, leads to bigger file size. It is recommended to **SCAN and COMBINE** into PDF using a suitable scanner application and then upload it to the Google drive. Please practice this procedure.

3. To avoid mix-up with the earlier generated files at your end, rename the scanned file with ROLL NUMBER_(Short Course Name/Date/etc.), for example, **BT17MECXXX_MQA**.

4. It is suggested to make **free space of at least 1 GB**, in your Google account (out of 15 GB of total memory space) to avoid server rejections while uploading the PDF file.

5. First Google form (acknowledgment) to be submitted only once, at the earliest to confirm the receipt of the Google form link for examination. If required, one can open this form again to access the Google form link for examination.

6. It has been reported by a few students that there were issues while uploading the PDF file. It is suggested to make and use **Google Chrome as a default browser**. Also, make sure that the PDF file size is less than 10 MB.

7. In case of any technical or exam related issues (power failure, network-related, doubts, etc.), it needs to be reported immediately to DEC, Course Coordinator or HoD.

Dean (Acad.)