

Dean (Acad)/W-21/406  
September 9, 2021

**Note:**

**Sub. : Online Mock-Examination, Undertaking Submission and Enrollment Register Verification for Higher Semester UG & PG, Winter-2021**

It is to note that the mid-semester and end-semester examinations will be conducted online for Winter-2021. **In order to understand the examination procedure with video on**, an online mock-examination will be conducted as per the following schedule. Undertaking submission and confirmation of the registered courses by crosschecking the enrollment register will also be carried out at the same time. This mock-examination will not carry any marks. However, it is compulsory for all the students to appear for the online mock-examination.

**Date: Thursday, 14<sup>th</sup> September 2021, 4.30 PM to 5.30 PM**

**4.30 PM to 4.45 PM:** Confirmation of receipt of (i) link to access question paper, (ii) content for undertaking, (iii) link to join the video meeting through WebEx/Google Meet, and (iv) link for Enrollment Register

- **Google form link will be sent on the email ID (as registered on AIMS portal) before 4.30 PM.** The header section contains the (i) Google form link for completing the online mock-examination, and (ii) WebEx/Google Meet link for joining video meeting, (iii) link for downloading the undertaking content, and (iv) link for Enrollment Register

**Sample Google Form:** <https://forms.gle/47LTxurwwbTtWCfk8>

- It is required to confirm that (check box), (i) you are ready with the Google form link to access the question paper, (ii) you have received a link to join the WebEx/Google Meet link, (iii) you have received the link to download the content for undertaking, and (iv) link for Enrollment Register. This confirmation **form needs to be submitted before 4.45 PM.**

**4.45 PM to 5.00 PM:** Activity to be done by Department Examination Coordinator (DEC)

Department examination coordinator (DEC) will attempt to contact those students, **who do not respond to Google form by 4.45 PM**, on their registered mobile number. In case of any technical issues at the students end (power failure, network issues etc.), it needs to be reported immediately to DEC or HoD.

Students may be ready with the signed hand-written undertaking on a A4 sheet for upload the same along with the answer sheet.

### **5.00 PM to 5.15 PM: Mock-examination**

- Join the meeting (**WebEx/Google Meet**) with **“video on”** before **5:00 PM**. Please note that this examination is proctored and video has to be on till submitting the examination form.
- Google form with the **question paper link will be active from 5.00 PM** and the question paper need to be downloaded using the link provided in the header section (it will contain general/technical questions).
- Write undertaking (if not written earlier) and answers on 2 pages separately (one undertaking page and minimum one answer book page). This will ensure that student is able to scan and combine in to a single PDF file. Write your name and roll number at the top of every answer sheet.
- Check the courses registered for correctness from Enrolment Register.

### **5.15 PM to 5.30 PM: Submission of answer sheet and undertaking**

Scan and combine the answer sheet(s) and undertaking in to a single **PDF file using a suitable scanner app** (do not take pictures and then convert into PDF, this will increase the file size). Make sure that the file size is less than **10 MB** and **rename the file with enrolment no.\_ Short Course Name (MT20MECXXX\_Adv.\_Stress) / Roll Number\_Short Course Name (Ex: W0xx\_EE)**. Submit your undertaking and answer PDF copy using the Google form. In case of any technical issues at the students end (power failure, network issues etc.), it needs to be reported immediately to DEC or HoD.

- Enrollment Register and Undertaking can be sent to the students one day earlier, if required.
- ~~Final year students are required to verify and correct the names in English and Hindi and date of birth~~

Dean (Academics)

To,  
All HoDs / DECs (by E-mail)  
Chairman, Vigilance Committee