

# Visvesvaraya National Institute of Technology, Nagpur

30 May 2020

## General instructions to students for end semester online examinations:

1. Attendance to end semester examination is compulsory. The candidate will be awarded FF grade (irrespective of his/ her performance in first Sessional/Mid-term examination and 'teachers evaluation' through the assignments) if he/ she remains absent for end semester examination. The candidate is required to inform to the concerned DEC/ course co-ordinator/ HoD about his/ her absence in the examination and the reasons thereof. The candidate will be allowed to write re-examination only if his/her absence to examination is on medical grounds or for the circumstances beyond his/ her control.
2. Login using your registered Gmail ID only, for accessing the Google forms. In case of any queries in the question paper during the examination, assume the suitable data wherever required or contact the DEC/ course coordinator. Do not attempt to interact with any of the students during the examination.
3. As an authentication mechanism, answers to secret questions/photo ID cards are collected. These questions may be asked in the examination to verify the authenticity. Maintain confidentiality and keep these details available during the examination.
4. Never refresh the Google form during the examination (you lose all entered data). Before clicking the submit button please make sure that you have an active internet connection to avoid loss of entered data (this can be checked by accessing any webpage or Google search in **new tab**). Hence, in the case of objective examination, it is important to keep a note of your answers separately.
5. Students are advised to keep the alarm in their devices as a reminder to submit the examination forms. This is required to avoid any unwarranted delays in submission.
6. Students under the PWD category will be given extra time for the submission of examination forms of objective and descriptive papers independently, as per the norms.
7. Students are requested to check their network connection and be available at the location where basic network connectivity will be available during the examination. Keep back up for internet source, laptop/mobile, charging/UPS/Inverter, etc.
8. In case of any practical difficulties/issues (power failure, loss of internet, etc.) leading to halt of examination, report the event immediately to the respective Course Coordinator/DEC over Email/mobile. If required, you may share the relevant picture, screenshot, etc. Ensure the emergency mobile number (parent/guardian) reachable.

9. All the **answer sheets (A4)** to be marked with the **page number, roll number, name, and signature on the top of every page**. Please have sufficient stock of A4 size papers/ graph papers. Make complete use of space in the A4 sheets and minimize the use of sheets. This is to ensure faster upload of the combined PDF copy.
10. Practice and use a suitable scanner app (e.g. AdobeScan, Microsoft Office Lens, CamScanner etc.) for scanning and generating a legible combined PDF copy of the answer sheets (single file). Total PDF file size to be uploaded should be less than or around 10 MB (preferably) and file to be named with roll number (**For example, BT16MECXXX.pdf**).
11. After submission, staple the written answer sheets in the order of page numbers and keep them safely in an envelope. Later, students will be directed to send the hard copies of the uploaded written answer sheets of all subjects together in one envelope by registered speed post.
12. In case of unavoidable circumstances or emergencies during the examination resulting in non-submission of answer book/Google forms, it needs to be communicated to the Course Co-ordinator/DEC/HoD immediately with justification. This case, by default, would be considered as 'resorting to unfair means' i.e. non-submission of answer book during the exam and will be decided as per the existing rules of the institute.
13. If any student found involved in any unfair means of activity (a few of them are listed below), the course coordinators will take the appropriate decision, in consultation with the respective HoD.
  - i. Delay in submission of the Google form (based on the timestamp) beyond the permissible duration prescribed in the question paper.
  - ii. Non-submission of the Quiz form and/or scanned copy of the answer sheets, i.e. abandoning the examination without any communication and valid reason.
  - iii. Sharing/ uploading full or part of the scanned copies of the answer sheets with other students, during or after the examination through Email, WhatsApp, or other platforms.
  - iv. Sharing the links of question papers outside the class group or answers to secret questions or copy of the photo of ID card.
  - v. Proxy submission.
  - vi. Any other activity that dampens the spirit of the examination.
14. All relevant rules not specified here but are given in the rule book (available on Institute website) are also applicable.
15. Students are instructed to visit VNIT home page (<http://www.vnit.ac.in>) time-to-time to check for further instructions released regarding the conduct of the examination.

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