

26th October 2020

Note: Online mock-examination for M. Tech. /M.Sc. 1st Year Students, Winter-2020

It is to note that the mid- and end-semester examinations will be conducted online for Winter-2020 semester. **In order to confirm the Email IDs on the academic portal, the registered courses, and to understand the examination procedure**, online mock-examination will be conducted as per the following schedule. 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, 29th October 2020, 4.00 PM to 5.00 PM

4.00 PM to 4.15 PM: Confirmation of registration details & receipt of link to access question paper.

- **Google form link will be sent on the email ID (as registered on academic portal) before 4.00 PM.** The header section contains 2 links, i.e., one link to access the PDF copy of the enrollment register and another link to access the Google form for completing the online mock-examination.

Sample Google Form: <https://forms.gle/8KwUbgJXZZk4tmxbA>

- On receiving the email, open the Google form and there by the PDF copy of the enrollment register. Carefully check that the courses mentioned against the roll number and then proceed with the Google form as applicable, i.e. **discrepancy in the registered courses (Yes/No)**. In case of any discrepancy it is required to give the details clearly in the space allotted for this purpose.
- Also it is required to confirm that (check box), the Google form is received on your registered Email ID and you have received the link to access the Google form for completing online mock-examination. This confirmation **form needs to be submitted before 4.15 PM**.

4.15 PM to 4.30 PM: Activity to be done by Department Examination Coordinator (DEC)

Department examination coordinator (DEC) will attempt to contact those students, on their registered mobile number, **who do not respond to Google form by 4.15 PM**. 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.

4.30 PM to 4.45 PM: Mock-examination

Google form with the **question paper link will be active from 4.30 PM** and the question paper (PDF) can be downloaded using the link provided in the header section (it will contain general/technical questions). Write answers on at least 2 pages (this is to 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.

4.45 PM to 5.00 PM: Submission of answer sheet

Scan and combine the answer sheets in to a single **PDF file using a suitable scanner app** (do not take pictures 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 Roll Number_Short Course Name (Ex: MT20MEC001_Adv.Stress)**. Submit your 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.

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