Instructions for students appearing UG Final Semester Examination-2021 in online mode

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1 Examination Format

The theory examination (online mode) is to be conducted for 40/30 marks out of allotted 80/60 marks with 2 hours duration in each paper. Marks secured by a student are to be converted accordingly for publication of the result.

For 30 marks paper a student has to appear 9 short questions carrying 2 marks each and 01 (One) long question carrying 12 marks.

For 40 marks paper a student has to appear 10 short questions carrying 2 marks each and 01 (One) long question carrying 20 marks.

2 Examination Process

a) You MUST make sure that you are allotted under a Mentor. Mentor will guide you throughout the examination process. All your technical queries SHALL be answered by your Mentor. Mentor WILL NOT send you the question on the examination Day. Also you MUST NOT send the answer sheet to your Mentor.

b) You MUST make sure that you are allotted to a Subject Administrator and you are part of a WhatsApp group created by your Subject Administrator for this online examination purpose sufficiently ahead of appearing the said examination. **Please contact your Mentor if you are not part of such a group.**

c) You will receive the question in that WhatsApp group sent by your Subject Administrator before 15 minutes of start of examination.

d) You MUST answer the question with use of black ball point pen and A4 size paper. **The total answers must be limited to 6 A4 sheets to be written in one-side of each sheet**.

e) In the front page of the answer script Write (i) Examination Name, (ii) Roll Number, (iii) Registration Number (iv) Subject, (v) Paper Number (vi) Paper Name, (vii) Date of Examination

f) At the top of every other page only Page No. and Roll No. must be mentioned.

g) There must be 1 inch margin on the left and top of every page, by making margin line.

h) You MUST scan the answer sheet pages to create a single multi-page pdf . DO NOT create individual pdf for each page. Or DO NOT take photos of the pages.

i) Before submitting your PDF to the subject Admin. You must check that the answers in the PDF are clearly visible. If not, properly scan it again and submit.

j) Send the pdf to your Subject Administrator individually (not in group) over WhatsApp. DO NOT send multiple pdf s or multiple photos to the Subject Administrator.

k) *You are advise to keep the answer sheets as well as the soft copies safely with you until the publication of the result.*

3 Prerequisites

To appear the online exam, a student MUST have

   a) A SmartPhone with Internet connection
   b) A4 papers (6 pieces)
   c) Black ball point pen
   d) WhatsApp
   e) WhatsApp number of his/her Mentor
   f) WhatsApp number of his/her Subject Administrator
   g) Any pdf scanner application (Preferably "Microsoft Lens") installed in their Smartphone to create pdf .

3.1 How to install Microsoft Lens?

If you are using Android phone, search for "Microsoft Lens" in Playstore or visit https://play.google.com/store/apps/details?id=com.microsoft.office.officelens&hl=en_IN&gl=US and install the app.

If you are using iPhone, search for "Microsoft Lens" in AppStore or visit https://apps.apple.com/us/app/microsoft-lens-_pdf_-scanner/id975925059

3.2 Process of scanning with Microsoft Lens

Put the answer sheet on top of a dark colored plain surface in a lighted place. Open Office Lens App. Select DOCUMENT. Hold the phone steady.
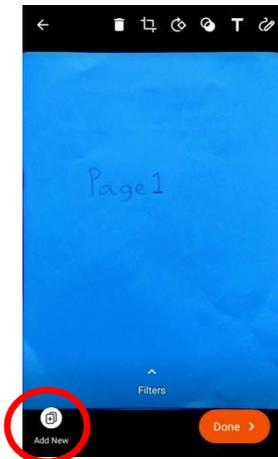
Step 1: When red rectangle is formed outlining the answer sheet, click the white round button.
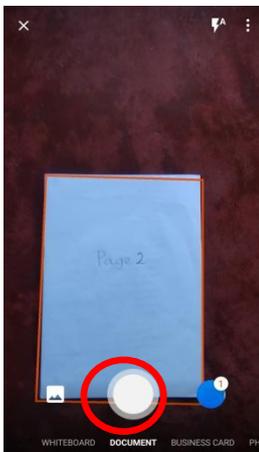

Step 2: Once you press the round button, the image is captured. Now resize it accordingly as shown below. Click CONFIRM when done.
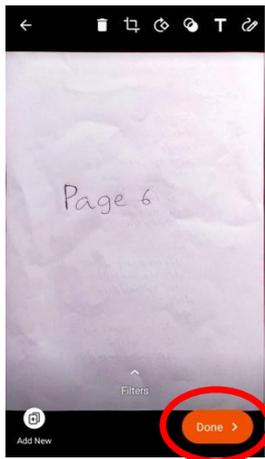
Step 3: Now the page 1 is ready. Add new page. Click the 'Add New' Button. **DO NOT press "Done" button until you scan all the pages.**
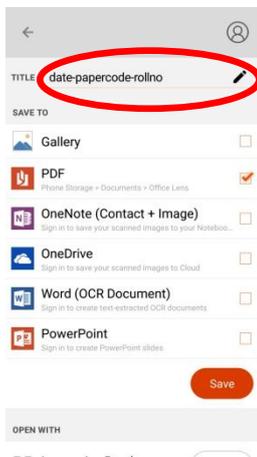

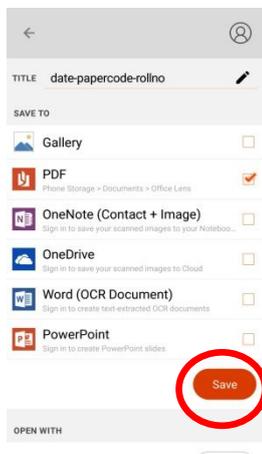**Step 4:** Repeat Step 1 to 3 for all the documents like below:

Step 5: When you are done with your last answer sheet page, Click "Done" button
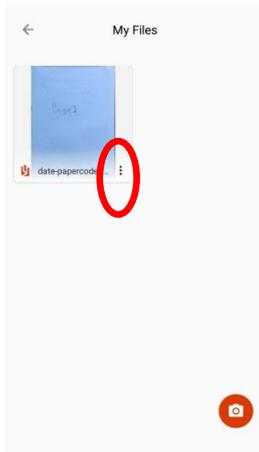

Step 6: Provide the TITLE of the file in the format "Date-PaperCode-Rollno". Uncheck all other checkboxes other than   PDF .
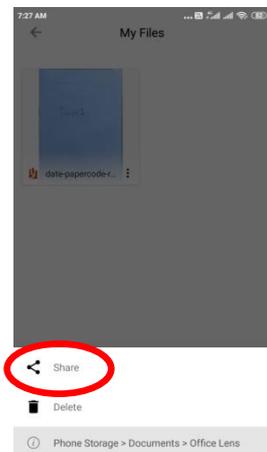

Step 7: Click the 'Save' button

Step 8: You will see that the pdf documents is in the My Files. Click the three dots next to the document.

Step 9: Click the 'Share' option

Step 10: You will see multiple options to share. Choose WhatsApp to share it with your Subject Administrator.

3.3 DOs and DONTs

3.3.1 DOs

- Get your correct Roll Number and correct Time Table of Examination
- Know your mentor. Get his/her WhatsApp number or any other contact number.
- Make sure that you are part of the WhatsApp group created by your Subject Administrator. Know the WhatsApp number of your Subject Administrator.
- Write Name of Exam, Subject, Year, Exam Roll number, Registation number. Date of the Examination, Paper-Code, Paper-Name neatly on top of the first page of answer sheet.
- Make sure that you have internet connection while receiving the question and sending the answer scripts.
- **Learn how to create one multi-page pdf using any software (Preferably "Microsoft Lens") well ahead of the examination.** Your Mentor can help you to learn this.
- **Receive the Question only from your Subject Administrator.**
- Create one single pdf for all the answer sheets.
- **Send one pdf for your answer sheets of a particular paper only to your Subject Administrator.**

3.3.2 DONTs

- DON'T share the question received with others.
- DON'T share your answer sheets with others.
- DON'T create individual pdf file per page answer sheet.
- **DON'T send the answer sheet pdf to anybody other than your Subject Administrator.**
- DON'T send pictures/photos of the answer sheets.