

Guidelines for Students

Theory exam timing are 10-1pm and lab exams will be from 1:30-5:30pm.

Please refer to date sheet for date and timings of theory, practical and backlog exams.

Please make sure that you have an **active Internet connection**. We expect you to have a set-up with a functioning microphone, speaker and webcam. Your set-up must have good enough bandwidth and the capability to simultaneously stream your screen and webcam.

Platform used for online examinations is Google Classroom/Google meet/Google forms. Please get familiar with the platform and understand basic functionalities.

The faculty will make a google classroom for conducting the examination and add all the students in class.

Invite for all exams whether backlog or main through google classroom will be sent to all students at-least one day before the exam the as per the list.

For theory and practical exams the teachers will upload the question paper on Google classroom. The students can submit the answers in the specified time limit.

For Lab examination, google meet link will be sent to all students and viva will be done batch wise. The concerned teacher will provide more detailed guidelines for solving all queries of the students.

For conducting Lab Viva/ Dissertation the teachers will allot time slots to each students in the group and admit the student to the video meet at the allotted slot only for smoothly conducting the exam.

For conducting Lab Viva/ Dissertation the internal examiners should coordinate with the external examiner at least one day before the exam.

Each students should be allotted 10 min for dissertation viva presentations.

The instructions for exams should will be given to all students before the beginning of exam in the Google classroom.

Please join the Google classroom as per the invite sent by teachers and please be coordinated with concerned teachers and your classmates.

Please join exam theory or practical 15 minutes before to avoid any technical glitches.

For any technical issues please contact your concerned teacher immediately through Google classroom.

Dr. Xps Kumar