

**EXAM NOTICE No. 24 /2020**

Date: 15/12/2020.

To: All students (Undergraduate Second Year/ Third Year /Final Year Engineering Regular)

**Sub: GUIDELINES FOR END SEMESTER EXAMINATIONS (ONLINE MODE) EXAMINATIONS:
(16th December, 2020 to 30th December, 2020)**

Ref.: 1. Exam Notice No. 21/2020 dated 26/11/2020
2. Exam Notice No. 22/2020 dated 26/11/2020

Online examination is the new format for the formal education system. Success of such examination system depends on a high degree of honesty and integrity to maintain its simplicity and fairness. TCET always works for students where students should not face the problem during their professional career and at the same time, expects that grade card and the acquired knowledge must be coherence for the fruitful professional career. To ease out the examination stress during the current pandemic, follow these guidelines.

General Guidelines:

1. Read the above mentioned examination notice carefully where the end semester examination will be conducted with online mode.
2. Duration of examination : i) Objective type examination – 40 minutes
ii) Subjective type examination – 80 minutes

(There will be a break of 15 minutes between objective and subjective type examinations.)

3. Subject wise new GCR/ MS Team will be created for end semester examination.
4. **Case-I:** Many students have collected the answer book (as per the option-I notification) and therefore, required to use the issued answer book.

Case-II: Some students have not collected the answer book and therefore they can opt for the Option-II OR Option-III with proper page number and booklet should have the same number of pages as in the main answer book as given under Option-I.

5. Question numbers should be properly written in the answer book. Try to write the answer at a stretch. Avoid writing answers at multiple locations. In case of multiple locations, write proper reference of the page number for proper evaluation. At the end of each question's answer, put the lines for the indication of end of answer.
6. In case of any problem contact your HODs through the class teacher.
7. Fill up all the details required on the first page of the answer book.

**Guidelines to Enter GCR/ MS Team:**

1. Supervisor should allow all the students in the examination venue (meeting room) and check the ID card and Hall Ticket on random basis during the exam. Any inconsistency need to be reported to Exam Section.
2. Students are required to follow the time table and must login 15 minutes before commencement of the examination.
3. In case of any problem to login or any technical problem, students can contact their class HOD/Dy.HOD.
4. Students should be ready with the Hall Ticket, answer book and blue and black ball pen for examination.
5. Students should write the answer with BLUE/BLACK inked Ball Pen only as per notification. Therefore, they are required to keep both the Blue and Black pens ready while appearing for examination and as per the instruction they should use the pen.

Guidelines after Entering GCR /MS Team:

1. Before start of examination student should ensure that Desk / Writing Pad / Chair doesn't have any markings.
2. Students should ensure that there is No written material in any form, smart watches or any other similar devices nearby at the time of examination. Usage of multiple non-designated devices shall be strictly prohibited.
3. Students will be continuously monitored in online mode during the examination and therefore, students are requested to cooperate with Supervisors.
4. Students are forbidden to speak or communicate in any manner to anybody while the examination is in progress and shall exhibit higher degree of honesty and integrity.
5. On the day of examination notification will be displayed for all the students to create a box of the size 2 cm x 6 cm at the prescribed location on the answer book. In the box students should write examination Seat Number, Question Paper Code and Signature of the student with date before the start of examination as shown below.

Seat No.	QP Code
Student's signature with date	

←

To be entered on page number ____



6. The location of the box will be different for each examination and will be notified before the start of examination or it may be written on question paper, may be at the beginning or end of the question paper.
7. Follow the instructions given by Supervisors or the message put up on chat box.

Guidelines after End of Exam:

1. At the end of examination, students will have to upload the scanned copy of answer book in PDF format in MS Teams/Google Classroom with Branch, Class, Seat Number and Subject Name within 15 minutes after the end on examination (e.g. COMP_TE_A_2310001_Mathematics-III).
2. Students must submit the written answer books with Name and Seat Number written on it. The answer books must be submitted to the respective department within a week in sealed envelope after all the examinations get over or latest by 5th January.
3. Any method to bribe the examiner/s by attaching currency notes or letters is strictly prohibited and will result in serious action being taken.
4. In case of any problem students can contact the supervisor on duty.

Wish you all the best!!!!


(Dr. B. K. Mishra)
Principal

Copy to:

Vice Principal
 Dean – R&D
 Dean – SSW
 All HODs
 Controller of Examination
 TPO
 Librarian
 HOC
 Office Superintendent
 Office Executive
 Accountant
 ERP
 Server Room