# EXAM NOTICE No. 16 /2021

**Date: 23/03/2021**

To:

All first year (Semester-I) regular students

Subject : Conduction of Examination April 2021 (Undergraduate First Year Engineering / Technology Regular)

Ref : 1. Institute Academic calendar for Odd sem 2020-21 (Sr. No. / Principal / 29 of 2021 dated 21/02/2021.

2. Conduction of Examination December 2020 (Undergraduate Second Year / Third Year / Final Year Engineering Regular and ATKT) (Exam Notice No. 21 /2020 and Exam Notice No. 22/2020 dated 26/11/2020).

All the First Year students are hereby informed about the procedure for the online conduction of Semester -I April 2021 Examinations.

1) **System Requirement**: Students must meet following requirements to appear for the online examination

a. Zoom app & Google Class Room will be used as digital platform for conducting the examination.
b. Access Devices: Desktop, Laptop, Smart Phone, etc. *
c. Internet connection – broadband wired or wireless (3G or 4G/LTE). *
d. Speakers and microphone – built-in or USB plug-in or wireless Bluetooth. *
e. A webcam or HD webcam - built-in or USB plug-in. *

*Kindly refer annexure –I for desirable system requirement.

2) **Term Grant/Term Work (Semester I ):**

a. All student should ensure that they have paid the college fee in full. In case of any problem meet the account department and ensure the matter is closed before the term grant.
b. Students will be given the term-grant for the semester based on the performance in Term-work / Practical & the requisite minimum 75% overall attendance.
c. Term work will be based on completion of minimum experiments/tutorials (as per scheme) including the regular lab course through online platform duly completed journal of each subject must be submitted online through Google class room.
d. Term work also includes the Formative Assessments (FA) which was conducted throughout the semester as all the FA's are taken online in the form of Multiple-Choice Questions (MCQ's) or as decided by the department.
e. Maximum marks for term work is 25 marks. Split up will be 15 marks for journal & performance, 5 marks for Formative assessment and 5 marks for Attendance
f. Term work submission through online mode is considered as provisional. Therefore, students have to submit duly completed journals of all subjects as per syllabus in the original format personally (offline) to subject in-charge. This will help in evaluation of term work and the final approval of term grant.

g. Department will display the detailed schedule of submission of Journals. 30-32 students will come in a slot to avoid the crowd and maintain social distance as per pandemic guidelines. Students who are not able to come, they can courier to college address.

h. Students need to come with printout/write-up of all the subjects. Those who did not collect stationary they might collect from the office during college working day.

i. All term work submission should be completed in physical form (offline) latest by 27th April 2021. In case of any difficulty students can contact their respective class incharge or FE Incharge.

j. If the students are not able to come to the college for submission of term work as per schedule, then provisionally they will be granted term grant but they will have to submit their term work, otherwise their result will be kept in reserved.

k. All the students must follow Standard operating procedure and conduct of COVID 19 Pandemic when in campus as per the government guidelines issued time to time.

**3) Internal Assessment:**

a In Semester Examination (ISE) I will be based on first 40- 50% syllabus and it was conducted from 08th March to 13th March 2021 & In Semester Examination (ISE) II will be based on remaining 50% syllabus and schedule from 30th March to 3rd April 2021 conducted with online mode using Google classroom (GCR) as per the institute academic calendar / notification.

b In case of any grievances student can communicate to the FE Incharge through subject in-charge on or before 5th April 2021.

**4) Practical , Oral and Innovative Examination:**

Practical/Oral and Innovative exams will be conducted from 5th April, 2021 to 10th April 2021 as per academic calendar. The schedule of oral practical/Innovative examinations will be available on college website/ERP. The mode of conduct will be GCR for uploading the answer sheets and zoom for viva/presentation.

**4.1 Process to Conduct Practical Examination**

a. Students should follow a formal dress during online examination.

b. Examiners will assign a practical from the list of practicals.

c. If the student is not able to perform the assigned practical, then such student has to request for the change of experiment to Examiner 1 on Google Classroom/ WhatsApp. In this case, Examiner1 will randomly assign him/her other practical for performance and 5marks will be deducted for the change of practical.

d. Students should upload the write-up of assigned experiment, which may include code, simulation, mathematical analysis, results graph etc as per the requirement on Google classroom.

e. Students will upload the PDF on Google Classroom with Branch_ Class _Div_Roll No_Name

e.g.:- COMP_FE_A_15_Rohan Singh. /AI & DS _FT_20_ Rohan Gupta

Student has to upload the document immediately after the practical completion for which he/she will get maximum 15 minutes.

In case of Internet Issue, if the student is not able to upload within stipulated time, he/she needs to inform immediately to observer / subject expert and should send mail to FE-Incharge regarding the same.

f. Students need to ensure that they have uploaded pdf of concerned practical write up before leaving the zoom meeting room.

### 4.2 Process for Conduct of Oral /Innovative Examination through Digital Platform

a. Oral Examination will be conducted in following sessions.
   Morning: - 9 AM-12.00 PM, Afternoon: -12.15 PM- 3.15 PM and Evening: -3.30 PM-6.30 PM Duration of Oral Examination: 8 to 10 Minutes per students per examiner.
b. Lab assistant/subject in-charge will admit the 1 student as per the roll numbers in the meeting room.
c. All the students should log in using their college email id.
d. The students must always keep both audio and video ON during the conduct of examination.
e. Lab assistant/subject in-charge has the authority to remove any students in case of indiscipline and violation of code of conduct during the oral. The act of indiscipline should report to higher Authority.
f. In case of any problems, students need to communicate to the FE incharge through subject in-charge.

## 5) Mock Test :

To get familiarized and build confidence for end semester examination, college will arrange mock test of 60 marks for First Year students. Department will conduct Mock test on or before 10th April 2021.

## 6) End Semester Examination (ESE)

a. End semester examination (Regular) will be scheduled from 12th April to 19th April 2021 as per the academic calendar.
b. The end semester examination will be conducted in online mode.
c. For 60 marks Question paper will comprise 30 marks Objective Type questions and 30 marks Subjective Type questions. Objective type examination will be for 30 minutes duration and subjective type examination will be for 60 minutes duration Total duration of examination is 90 minutes
d. For 30 marks Question paper will comprise 10 marks Objective Type questions and 20 marks Subjective Type questions. Objective type examination will be for 10 minutes duration and subjective type examination will be for 40 minutes duration Total duration of examination is 50 minutes
e. There will be a break of 15 minutes between objective and subjective type examination.
f. Question paper will be based on entire syllabus.
g. Subject wise New GCR will be created for End semester Examination.
h. Modules, notes etc. will be disabled from existing GCR one day before each examination
i. Student can choose any one of the given option for writing ESE Theory exams:

   **Option-1:** The student must collect the formal answer sheet and he/she must write answers in the answer sheet provided by the college Booklet will be provided by Exam Section. (Counter No 8,Admin office ,Ground Floor)
   Class Representative is required to submit the name of the students along with the date of collection of the Answer Book to class incharge. In such cases answer book should be collected before 9th April 2021.

**Option-2** : College will upload Soft Copy of Blank Answer Book on GCRof class incharge/ERP platform. They can download and take printout/Xerox of all the pages and make booklet with proper page sequence which will be required to be used as Answer Book during Theory End Semester Examination.

**Option-3**: Student can make Answer Booklet of A4 size White Paper with proper page number which need to used as Answer Book during Theory End Semester Examination.

It is preferable to write answer in the formal answersheet provided by the college. It may be collected during the submission of Term Work. Answer book shall be used in the order of serial number in incresing order.

j. Exam department will display a notification on the day of exam for all the students to create a box of the size 2cmx 6cm at the prescribed location in the answer sheet. In the square box the student has to write Examination seat no., Question Paper Code and signature of the student with date as shown below.

| Seat no. | QP code |
|---|---|
| Students signature with date | |

k. The location for box will be different for each examination and will be notified before the start of each examination.

l. At the end of the exam, Students will have to upload the scanned copy of answer book in PDF format in Google Classroom with Branch Class Seat No._ subject Name **e.g.:- COMP_FE_A_114001_ Mathematics I / AI & DS _FT_116007_ Physics**

m. Students must submit the written answer sheets by writing the name, seat No The sealed answer sheet must be submitted to ES&H departments within one week after all the exams get over or latest by 27th April 2021.

n. Evaluation of subjective type question paper will be based on relevant answer, its presentation and value addition with respect to classroom learning.

7) Question Paper profile:

Question paper will be in the range of three difficulty levels i.e. Easy, Moderate and High. Questions in these range will be uniformaly distributed.

**7.1 Objective 30/10 marks:**

Number of Questions should be 18 to 23 / 6 to 8 depending on the theoretical /Numerical/mixed subject.

Questions will be framed to test different skills such as fundamental, core, application and analytical etc.

**7.2 Subjective 30 marks :**

**Q.1 Answer any two questions out of four Questions.**

Each Question will carry 3 marks total will be 6 Marks. (To Test fundamentals and comprehensions ability)

**Q.2 Answer any two questions out of three questions.**

Each Question will carry 5 marks, Total will be 10 Marks (To test analytical ability, development of algorithm, application etc)

**Q.3 Answer any two questions out of three questions.**

Each Question will carry 7 marks, total will be 14 Marks (To test ability of critical thinking, problem solving, case study etc)

**Subjective 20 marks :**

**Q.1 Answer any two questions out of four Questions.**

Each Question will carry 3 marks total will be 06 Marks. (To Test fundamentals and comprehensions ability)

**Q.2 Answer any two questions out of three questions.**

Each Question will carry 4 marks, Total will be 08 Marks (To test analytical ability, development of algorithm, application etc)

**Q.3 Answer any one questions out of two questions.**

Each Question will carry 6 marks, total will be 06 Marks (To test ability of critical thinking, problem solving, case study etc)

**7.3 Submission of Answer book:**

All the written answer books (mock test and subjects examination) need to submit latest by 27th April 2021.

**8) Open House and Supplementary Examinations:**

a. Open house for theory examination will be conducted as per institute guidelines tentatively scheduled on 12th May 2021.
b. Supplementary examinations will be conducted from 24th May 2021 to 28th May 2021 (for absent student due to genuine / medical reason and failed student).

(Dr.B.K.Mishra)
Principal

COPY TO: VICE PRINCIPAL /ALL DEANS / HODS / ALL SECTION INCHARGES/ OFFICE / ACCOUNTS / WEBSITE UPLOADING / ERP

Annexure – I

System requirement for April 2021 Online Examination

| Software Requirement | | |
|---|---|---|
| Sr No | Particular | Value |
| 1 | Operating System | Windows: 7 and above<br>Mac OS: 10.12 & above<br>Linux: 16.04 and above<br>Android : 8.0 &above |
| 2 | Mandatory Software | Zoom & Google Classroom |
| 3 | Browser | Chrome:30+<br>Firefox:27+<br>Safari:7+<br>Edge :12+ |
| Hardware Requirement (Laptop/Desktop/Mobile) | | |
| 1 | Processor | i3 5th Generation & up (Quad core 2.0 GHz) |
| 2 | RAM | 4GB and above |
| 3 | HDD | 160 GB and above |
| Other requirements | | |
| 1 | Internet Bandwidth | 15MBPs + |
| 2 | Speaker & Microphone | Inbuilt / USB / 3.5 mm(depends on laptop model) |
| 3 | Webcam | 2 Mega pixel – 4 Mega pixel |

Sr.No./Principal/ 29 / of 2021

21st February 2021

**ACADEMIC CALENDAR FOR THE YEAR 2020-21 (SEM –I) (Revised) |Student**
**(18th January 2020 – 18th April 2021 - Four months (Odd Semester) – TENTATIVE**

| Sr. No | Week No (No. of working days) | Week No (No. of instructional days) | Date | Day | Key Activities | Holidays |
|---|---|---|---|---|---|---|
| JANUARY 2021 | | | | | | |
| 1. | | | 15th January 2021 | Friday | Display of Time-Table (Student Induction Program and Semester) | |
| 2. | 1st Week | | **18th -23rd January 2021** | **Mon-Sat** | **Commencement of Semester 1 / Induction/ Student Induction Program** | |
| 3. | 5.5 days | 5.5 days | 18th January –23rd January 2021 | Monday – Saturday | Conduct of First Week Student Induction program (Mandatory to attend for all FE students)<br>**Day-1:** Welcoming & Interaction with students, Induction and Orientation by Class In-charge, Institute Orientation.<br>**Day-2:** Familiarization to Dept., Induction of ES&H Department and Autonomy, Subject Orientation.<br>**Day-3:** Physical Health and Related Activities, Orientation of HME (PS I/II, ABL, Society Outreach and Internship), Creative Arts, Literary (Debate/Public Speaking)<br>**Day-4:** Subject Orientation, Universal Human values I<br>**Day-5:** Subject Orientation, Universal Human values I<br>**Day-6:** Exam Orientation, ERP Orientation, Lecture by Eminent People | |
| 4. | 2ndWeek | | **25th – 30th January 2021** | **Mon - Sat** | **Conduct of Second Week Student Induction program (Mandatory to attend for all FE students)** | |

| | | | | | | |
|---|---|---|---|---|---|---|
| 5. | 4.5 days | 4.5 days | 25th – 30th January 2021 | | Conduct of Second Week Student Induction program (SIP)<br>**Day-7:** Semester Orientation on different Subjects, Stationary and Resource Book Distribution. | |
| | | | | Mon - Sun | **Day-8:** Semester Orientation on different Subjects, Lecture by Eminent person.<br>**Day-9:** Semester Orientation on different Subjects, Orientation to T&P, Universal Human values I<br>**Day-10:** Semester Orientation on different Subjects, Orientation to Library, Universal Human values I<br>**Day-11:** Semester Orientation on different Subjects, Test & Feedback | |
| | | | 26th January 2021 | Tuesday | | Republic Day |
| **FEBRUARY 2021** | | | | | | |
| 6. | **3rd Week** | | **01st – 06th February 2021** | **Monday-Saturday** | **Theory as per time table** | |
| 7. | 5.5 days | 5.5 days | 01st February 2021 – 06th February 2021 | Monday-Saturday | Conduct as per time table | |
| | | | 05th February 2021 | Friday | Assessment of attendance and academics of the students by Class In-charge | |
| | | | | | Display of attendance of January 2021 | |
| | | | | | Display of Syllabus coverage upto January 2021 | |
| 8. | **4th Week** | | **08th - 13th February 2021** | **Mon-Sat** | **Theory and practical as per timetable** | |
| 9. | 5.5 days | 5.5 days | 08th February 2021 | Monday | Meeting of Students FE In-charge who fall in attendance and academics compliance | |
| | | | | | Conduct of remedial assignment as formative assessment-concerned students | |
| | | | 08th - 13th February 2021 | Mon-Sat | Conduct as per time table | |
| 10. | **5th Week** | | **15th – 20th February 2021** | **Mon-Sat** | **Theory and practical as per timetable** | |

| | | | | | | |
|---|---|---|---|---|---|---|
| 11. | 4.5 days | 4.5 days | 15th February 2021 to 20th February 2021 | Monday to Sat | Conduct as per time table | |
| | | | | | In-Semester Assessment-I | |
| | | | 19th February 2021 | Friday | | Chatrapati Shivaji Maharaj Jayanti |
| 12. | 6th Week | | **22nd – 27th February 2021** | **Mon-Sat** | **Theory and practical as per timetable** | |
| 13. | 6 days | 6 days | 22nd February 2021 to 27th February 2021 | Monday- Sat | Conduct as per time table | |
| | | | 22nd February 2021 | Monday | Conduct of scheduled formative assessment- concerned students | |
| | | | 26th February 2021 & 27th February 2021 | Friday & Saturday | Multicon W 2021/ I-CHSTE<br>FE webinar - ISTE | |
| | | | 27th February 2021 | Saturday | Marathi Bhasha Diwas-TSDW | |
| **MARCH 2021** | | | | | | |
| 14. | 7th Week | | **01st - 06th March 2021** | **Mon-Sat** | **Theory and practical as per timetable** | |
| 15. | 5.5 days | 5.5 days | 01st March 2021 to 06 March 2021 | Monday to Saturday | Conduct as per time table | |
| | | | 01st March 2021 | Monday | Conduct of scheduled formative assessment- concerned students | |
| | | | 04th March 2021 | Thursday | Student First Feedback | |
| | | | 05th March 2021 | Friday | Display of attendance of February 2021 | |
| | | | | | Display of Syllabus coverage upto February 2021 | |
| 16. | 8th Week | | **08th –13th March 2021** | **Mon-Sat** | **Theory and practical as per timetable** | |
| 17. | 5.5 days | 5.5 days | 08th March 2021 – 13th March 2021 | Monday to Sat | Conduct as per time table | |
| | | | | | In-Semester Assessment-II | |
| | | | 11th March 2021 | Thursday | | Mahashivratri |
| | | | 13th March 2021 | Saturday | Workshop on Scientific Calculator-ISTE | |
| 18. | 9th Week | | **15th – 20th March 2021** | **Mon-Sat** | **Theory and practical as per timetable** | |
| 19. | 5.5 days | 5.5 days | 15th March 2021 – 20th March 2021 | Monday to Sat | Conduct as per time table | |

| | | | | | | |
|---|---|---|---|---|---|---|
| | | | 15th March 2021 to 19th March 2021 | Monday to Friday | Enertia - TSDW | |
| | | | 15th March 2021 | Monday | Conduct of remedial assignment as formative assessment-concerned students | |
| | | | 20th March 2021 | Saturday | Workshop on Adhov Photoshop-ISTE | |
| 20. | 10th Week | | **22nd – 27th March 2021** | **Mon-Sat** | **Theory and practical as per timetable** | |
| 21. | 5.5 days | 5.5 days | 22nd March 2021 – 27th March 2021 | Monday to Sat | Conduct as per time table | |
| | | | 22nd March 2021 | Monday | Conduct of scheduled formative assessment- concerned students | |
| | | | 26th March 2021 – 27th March 2021 | Friday & Saturday | Sojourn-TSDW | |
| 22. | 11th Week | | **29th – 03 April 2021** | **Mon-Sat** | **In-Semester Assessment III** | |
| 23. | 3.5 days | 3.5 days | 29th March 2021 – 03th April 2021 | Monday to Sat | **Term work submission** | |
| | | | 29th March 2021 | Monday | | Holi (2nd Day) |
| | | | 02nd April 2021 | Friday | | Good Friday |
| | | | 03rd April 2021 | Saturday | Display of attendance of March 2021 | |
| | | | | | Provisional list of defaulters for Sem-I | |
| | | | | | **Last Instructional day of the semester for FE** | |
| **APRIL 2021** | | | | | | |
| 24. | 12th Week | | **05th – 10th April 2021** | **Mon-Sat** | **Practical / Oral examination for FE** | |
| | | | 08th April 2021 | Thursday | Conduct of remedial assignment as formative assessment – concerned students | |
| | | | 09th April 2021 | Friday | Student Second Feedback | |
| | | | 10th April 2021 | Saturday | Principal's address to class representative (Concerned students) | |
| 26. | 13th Week | | **12th – 17th April 2021** | Mon-Sat | **End Semester Examination (ESE – Theory)** | |
| | | | 13th April 2021 | Tuesday | | Gudi Padwa |

| | | | | | |
|---|---|---|---|---|---|
| | | 14th April 2021 | Wednesday | | Dr. Ambedkar Jayanti |
| 28. | **14th Week** | **19th – 21th April 2021** | **Mon-Wed** | **Semester Break** | |

**Total no. of working days =57, Total no. of instructional days = 57**

**Note:**

1. In total 07 Instructional days during semester will be affected due to public holidays, comprising of 01 Monday, 02 Tuesday, 01 Wednesday, 01 Thursday, 02 Friday
2. Student Induction Program to FE students -18th January 2021 – 31st January 2021
3. In case Morning and Afternoon slots are utilized for conduct of session then evening slot can be treated as slot for zero hours which may be utilized for evaluation also (wherever required).
4. In semester Assessment -1 will not be conducted due to delay in F.E. admission process.
5. Any academic loss can be compensated on Holidays by taking extra lectures.
6. All are requested to avoid circulation of unofficial documents to students. In case anybody is found doing so, strict action will be taken.
7. Students can be called from March 2021 onwards for laboratory conduct

**(Dr. B. K. Mishra)**
**Principal**

**Place: Mumbai**
**Date: 21st February 2021**
**Copy to:**

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

Laxmi Sindh Charitable Trust's (Regd.)
THAKUR COLLEGE OF
ENGINEERING & TECHNOLOGY
Autonomous College Affiliated to University of Mumbai
Approved by All India Council for Technical Education(AICTE) and Government of Maharashtra(GoM)
Conferred Autonomous Status by University Grants Commission (UGC) for 10 years w.e.f. A.Y 2019-20
Amongst Top 200 Colleges in the Country, Rank at 193rd in NIRF India Ranking 2019 in Engineering College category
• ISO 9001:2015 Certified • Programme Accredited by National Board of Accreditation (NBA), New Delhi
• Institute Accredited by National Assessment and Accreditation Council (NAAC), Bangalore
Website : www.tcetmumbai.in

# EXAM NOTICE No. 22 /2020

**Date: 26/11/2020**

To:
All students.

**Subject** : Conduction of Examination Dec 2020 (Undergraduate Second Year/ Third Year /Final Year Engineering Regular and ATKT)

**Ref :** EXAM NOTICE No. 21 /2020 dated 26/11/2020.

This is in continuation with the above reference, the following changes are made:

1. Point I (e) of Exam Notice No.21/2020 dated 26/11/2020

   The decision is kept on hold and therefore the students can focus on exams and once the exams are over the decision will be taken in consultaion with the Students' Council and Class Representative.

2. Point 5 (h) of Exam Notice No.21/2020 dated 26/11/2020 – Any one of the option can be sued for writing the Theory exams:
   **Option-1:** The student must collect the formal answer sheet and he/she must write answers in the answer sheet provided by the college (old) .

   In addition to this 2 more options are given to the students.

   **Option-2** : College will upload Soft Copy of Blank Answer Book on ERP platform. They can download and take Xerox of all the pages and make booklet with proper page sequence which will be required to be used as Answer Book during Theory End Semester Examination.

   **Option-3**: Student can make Answer Booklet of A4 size White Paper with proper page number which need to used as Answer Book during Theory End Semester Examination.

   **Those who are opting for Option-1**, Class Representative is required to submit the name of the students along with the date of collection of the Answer Book . In such cases answer book should be collected before 12th December 2020.

   **Booklet will be provided by Exam Section.** While collecting the answer book they need to come with Identity Card of the College.

   **Other points in the above notification will remain same.**

**(Dr. B. K. Mishra)**
**Principal**

COPY TO: VICE PRINCIPAL /ALL DEANS / HODS / ALL SECTION INCHARGES/ OFFICE / ACCOUNTS / WEBSITE UPLOADING / ERP

# EXAM NOTICE No. 21 /2020

**Date: 26/11/2020**

To:
All students.

**Subject** : Conduction of Examination Dec 2020 (Undergraduate Second Year/ Third Year /Final Year Engineering Regular and ATKT)

**Ref :**

1. Institute Academic calendar for Odd sem 2020-21
2. Circular of University of Mumbai, Exam/DVOEE/ICC/2020-20/15 ,Dated 18/11/2020 regarding first semester (Winter) Examination.
3. Circular of University of Mumbai, Exam/DVOEE/ICC/2020-20/16, Dated 18/11/2020 regarding first semester (Winter) Examination.

All the students are hereby informed about the procedure for the conduction of Second Half of 2020 Examinations.

**System Requirement**: Student must meet following requirements to appear for the online examination

- Zoom app, Google Class Room and MS Team will be used as digital platform for conducting the examination.
- Access Devices: Desktop, Laptop, Smart Phone, etc.
- Internet connection – broadband wired or wireless (3G or 4G/LTE)
- Speakers and microphone – built-in or USB plug-in or wireless Bluetooth
- A webcam or HD webcam - built-in or USB plug-in

**1) Term Grant/Term Work (Semester III,V,VII 2020):**

a. Students will be given the term-grant for the semester based on the performance in Term-work / Practical & the requisite minimum 75% overall attendance,

b. Term work will be based on completion of minimum 8 experiments/tutorials (whichever is applicable) including the regular lab course through online platform Duly completed journal of each subject must be submitted online through MS teams (Second Year) and Google class room (GCR) (Third and final year ) students

c. Term work also includes the Formative Assessments (FA) which was conducted throughout the semester as all the FA's are taken online in the form of Multiple-Choice Questions (MCQ's) or as decided by the department.

d. Maximum marks for term work is 25 marks. Split up will be 15 marks for journal & performance, 5 marks for Formative assessment and 5 marks for Attendance

e. Term work submission through online mode is considered as provisional. Therefore, students have to submit duly completed journals of all subjects as per syllabus in the

original format personally (offline) to subject in-charge. This will help for the evaluation of term work and the final approval of term grant.

f. Department will display the detailed schedule of submission of Journals. 30 students will come in a slot to avoid the crowd and maintain social distance.

g. Students need to come with printout/write-up of all the subjects and they may collect stationary (files) from the office during college working day.

h. All term work submission should be completed in physical form (offline) latest by 5th January 2021. In case of any difficulty students can contact their respective HoD.

i. If the students are not able to come to the college for submission of term work as per schedule, then provisionally they will be granted term grant but they will have to submit their term work, otherwise their result will be kept in reserved.

j. All the students must follow Standard operating procedure and conduct during COVID 19 situation during term work submission.

**2) Internal Assessment:**

k. In Semester Assessment (ISA) and retest were conducted based on 50% syllabus with online mode using MS team (Second Year)and Google classroom (third and final year)as per the institute academic calendar.

l. Retest was conducted during 14/10/2020 to 16/10/2020 for the students who were absent due to genuine reasons and also for the students who were unable to score minimum passing marks in any subject

m. The final result of ISA after retest was declared to the students. In case of any grievances student can communicate to the respective department HoD through subject in-charge on or before 11th December 2020.

**3) Practical , Oral and Project Examination:**

Practical/Oral and Project exams will be conducted from 1st December 2020 to 9th December 2020 as per academic calendar. The schedule of oral practical examinations will available on college website/ERP. The mode of conduct will be GCR for uploading the answer sheets and zoom for viva.

**Process to Conduct Practical Examination**

1) Students should follow a formal dress during examination.
2) Examiners will assign a practical from the list of practicals.
3) If the student is not able to perform the assigned practical, then such student has to request for the change of experiment to Examiner 1 on Google Classroom/ What's App. In this case, Examiner1 will randomly assign him/her other practical for performance and 5marks will be deducted for the change of practical.
4) Students should upload the write-up of assigned experiment, which may include code, simulation, mathematical analysis, results graph etc as per the requirement on Google classroom. .
5) Students will upload the PDF on Google Classroom with Branch_ Class _Div_Roll No e.g.:- COMP_TE_A_15.

   Student has to upload the document immediately after the practical completion for which he/she will get maximum 15 minutes.

   In case of Internet Issue, if the student is not able to upload within stipulated time, he/she needs to inform respective department HOD regarding the same.

6) Students need to ensure that they have uploaded pdf of concerned practical write up before leaving the zoom meeting room.

**Process for Conduct of Oral/ Project viva Examination through Digital Platform**

1 Oral Examination will be conducted in following sessions.
Morning: - 10 AM-1.30 PM and Afternoon: -2.00 PM- 5.30 PM
Duration of Oral Examination: 8 to 10 Minutes per students per examiner.

2 Lab assistant/subject in-charge will admit the 1 student as per the roll numbers in the meeting room.

3 All the students should log in using their college email id.

4 The students must always keep both audio and video ON during the conduct of examination.

5 Lab assistant/subject in-charge has the authority to remove any students in case of indiscipline and violation of code of conduct during the oral. The act of indiscipline should report to higher Authority.

6 In case of any problems, students need to communicate to the respective department HoD through subject in-charge.

4) **Mock Test :**

To familiarized and build confidence for end semester examination, college will arrange mock test in the form of club test of 75marks for Second and Third Year students and 80 mark for final year student.

Department will conducted club test on or before 13th December 2020.The club test will be conducted as per end semester examination.

5) **End Semester Examination (ESE)**

a. End semester examination (Regular) will be scheduled from 16th December to 30th December 2020 as per the academic calendar and ATKT examinations during 2nd January 2020 – 13th January 2020.
b. The end semester examination will be conducted with online mode.
c. For SE and TE students, Question paper will be of 75 marks which comprise 35 marks Objective Type questions and 40 marks Subjective Type questions.
d. For BE students, Question paper will be of 80 marks which comprises 40 marks Objective Type questions and 40 marks Subjective Type questions.
e. Objective type examination will be for 40 minutes duration and subjective type examination will be for 80 minutes duration.
f. Total duration for examination is 120 minutes. There will be a break of 15 minutes between objective and subjective type examination.
g. Question paper will be based on entire syllabus. The platform for the same will be as per ISA.
h. The student must collect the formal answer `sheet and he/she must write answers in the answer sheet provided by the college.
i. Subject wise New GCR will be created for End semester Examination.
j. Modules, notes etc. will be disabled from existing GCR one day before each examination

k. Exam department will display a notification on the day of exam for all the students to create a box of the size 2cmx 6cm at the prescribed location in the answer sheet. In the square box the student has to write Examination seat no., Question Paper Code and signature of the student with date as shown below.

| seat no. | QP code |
|---|---|
| Students signature with date | |

l. The location for box will be different for each examination and will be notified before the start of each examination.

m. At the end of the exam, Students will have to upload the scanned copy of answer book in PDF format in MS Teams/Google Classroom with Branch Class Seat No._ subject Name e.g.:- COMP_TE_A_314001_ Mathematics III

n. Students must submit the written answer sheets by writing the name, seat No The sealed answer sheet must be submitted to respective departments within one week after all the exams get over or latest by 5th January.

o. Evaluation of subjective type question paper will be based on relevant answer, its presentation and value addition with respect to classroom learning.

- Question Paper profile:

Question paper will be in the range of three difficulty levels i.e. Easy, Moderate and High.

Objective 35/40 marks:

Number of Questions should be 20 to 30 depending on the theoretical /Numerical/mixed subject.

Questions will be frame to test different skills such as fundamental, core, application and analytical etc.

Subjective 40 marks :

Q.1 Answer any 3 questions out of 4 Questions. Each Question will carry 4 marks total will be 12 Marks. (To Test fundamentals and comprehensions ability)

Q.2 Answer any two questions out of three questions. Each Question will carry 6 marks, Total will be 12 Marks (To test analytical ability, development of algorithm, application etc)

Q.3 Answer any two questions out of three questions. Each Question will carry 8 marks, total will be 16 Marks (To test ability of critical thinking ,problem solving ,case study etc)

- Submission of Answer book:

All the written answer books (mock test and subjects examination) need to submit latest by 5th January 2021.

6) **Open House:**

There is provision for open house for practical and theory examination as per institute guidelines in this semester. There is no provision for Open house for oral examination.

(Dr.B.K.Mishra)
Principal

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