

MADHAV INSTITUTE OF TECHNOLOGY & SCIENCE, GWALIOR

(A Govt. Aided UGC Autonomous & NAAC Accredited Institute, Affiliated to RGPV, Bhopal)

General Instructions of End Semester Examination April 2021 for Students

Examinations for First year students will be held in online mode from 5th of April 2021. Examinations will be conducted via Moodle and Google meet web applications. Following are the general instructions for students.

1. Students must ensure that they have valid email id & the same email id must be associated with their Moodle account.
2. Students are required to rename your gmail profile name by Enrollment no. as first name (only department and last four digit of enrollment no.) & student name as Second name (Eg. If your enrollment no. is 0901CS201024 and name is Anubha Saxena than – gmail account name should be CS1024 Anubha Saxena). Also you need to upload your admit card in lieu of profile photo on your mail.
3. Students must have proper internet connectivity (2 mbps preferable) and device should be charged.
4. Students must login through Moodle account and enter into google meet (link available on coordinator's page), 20 minutes prior to the examination. Also student will mark their attendance on Class coordinator's Moodle by their own.
5. During the examination invigilator will take the attendance by virtual face to face mode on google meet. Also students are required to keep their examination admit card along with them.
6. Take printout of the template of blank answer sheet available on coordinator's Moodle/Web-site page in advance. It is mandatory to fill the asked details on top of the sheet and do the entries on every page. This sheet will be used in pen & paper (PP) mode and assignment+ oral (AO) mode.
7. Students are required to keep the scanned copy of admit card in image format.
8. After the examination in PP and AO mode 30 minutes will be given to upload the answer sheet.
9. During the examination Following instructions are to be followed:
 - *Camera of the device must be on at all the time.*
 - *The lighting in the room must be bright enough to be considered "daylight" quality. Overhead lighting is preferred. If overhead lighting is not available, the source of light must not be behind you.*
 - *You must sit at a clean desk or table.*
 - *The desk or walls around you must be plain.*
 - *The room must be as quiet as possible. Sounds such as music or television are not permitted.*
 - *You must not use headphones, ear buds, or any other type of listening equipment.*
 - *No other person is allowed to enter the room during examination.*
 - *You must not interact with any other person during examination.*
 - *You must not leave the room during the exam, without Invigilator permission.*
 - *All the time students are under surveillance.*
 - *Violating above rules may be treated as UFM (unfair means).*

Instructions for appearing in Pen & Paper (PP)/ Assignment + Oral (AO) mode Examination

1. Login to your moodle account & go to class coordinator's page (list of class coordinator is available on institute website).
2. Click on the link, "[First Year Examination 2021](#)". After clicking link, students will be redirected to a page that contains a table.
3. Click on **Question Paper link according to your subject**- it's a google drive link. In drive select the folder according to date & shift. Then in folder, student can search their paper by subject code or by subject name.
4. Download question paper, enter password (Invigilator will convey you or also available in google meet chat box) and start writing on the answer sheet. At the end the examination, students must scan all the pages of answer sheet, convert it into a single pdf file (preferably 10-20 MB). The scanned file must be in pdf format. The file must be named as enrollment-subject code only. (e.g. : 0901cs161001-240101). The file size should not exceed 100 MB
5. A grace period of 30 minutes will be given after the examination to complete the upload process of answer sheet.
6. To upload answer sheet click on the link "[First Year Examination 2021](#)" (on coordinator's moodle page) students will be redirected to a page that contains a table. A google form link is available in **Answer sheet submission link** in table. Fill this google form and upload your answer sheet (in pdf) as well as admit card (image file) once you attempt all the questions/ complete writing. After successful submission student will receive an acknowledgement on mail.

Instructions for appearing in MCQ mode Examination

1. Login to your moodle account & go to class coordinator's page (list of class coordinator is available on institute website).
2. Click on the link, "[First Year Examination 2021](#)". After clicking link, students will be redirected to a page that contains a table.
3. Click on **Question Paper link according to your subject**- it's a Moodle Quiz link.

Rejection of Answer sheets/ UFM cases

Following actions might lead to rejection of answer sheets:

1. Answer sheets without enrollment number/ without cover page.
2. Discussion or disclosing answer in Meet or through any other social platform.
3. Wrong file name/ file name not as per the format given/ Blurry / unclear / dark / very bright copies of answer sheets.
4. Multiple submission or submission by other means.
5. Submission after due time.
