Online End- Term Examination Guidelines

1. The students are advised to visit the following link on the university website for the End-Term Timetable for Even Semester 2020-21
   https://jaipur.manipal.edu/muj/academics/Examination-Section-Muj/examination-schedule.html

2. The department schedule all the Even semester regular/ Make-up courses, still for any left course separate communication will be shared from the department,

3. Accordingly, the university has made a provision for makeup/Special examination in July 2021 for any student who is unable to take ETE in June 2021 due to any reason, including internship or any other reason, and there would be no reduction in grades,

4. The Make-up examination for the first-year courses (excluding MA1101-Engineering Mathematics-II course) will held along with regular first year End-Term Examination,

5. The student are advised to login with the desired MS Teams group shared by the department 15 minutes before the examination and ensure that the MS teams app and the device camera is working fine with microphone kept in the MUTE mode,

6. The Time Duration of the examination will be 2 hrs. with 15 minutes given to upload the scanned copy of the answer-sheets,

7. The student must ensure the internet bandwidth at their end for appearing in end-term examinations. Also, in case of mobile phones used for appearing in the examination, ensure that any phone calls received during the examination duration resulting the MS Teams meeting put on HOLD will be considered as the malpractice. The mobile phone must be kept in the landscape mode to provide full view of the examination location to invigilator,
8. The Descriptive Question Paper (QP’s) is available in the ASSIGNEMENT tab or in the CHAT tab of the MS team with the option of adding answer-sheet as shown in the attached ANNEXURE,

9. **A-4 size** white sheets must be used to answer the descriptive questions, the first sheet of paper MUST include the course code, course name, student registration number, student name and date of examination. The page number must be followed to ensure answer sequencing if required,

10. The student will be proctored during the examination and must ensure the camera to be active during the entire examination duration. The single scanned answer sheets (high resolution if possible) with question number wise chronological order must be uploaded as a .PDF file by the student on the MS team Platform in the Assignment Tab with registration_studentname as the file name,

11. The student must ensure to click the TURNED-IN/HANDED-IN (in case of Mobile) option and must also confirmed the submission with the invigilator before leaving the examination else the assignment is not get recorded.

12. The Attendance guidelines remains same as per the offline examination process, and student will be marked ABSENT within first 20 minutes of not joining the MS teams Meeting and the attendance will be recorded at the invigilators end,

13. The Assignment/Answer-scripts of the students joined the online MS Team meeting in the given time will only be evaluated by the faculty members,

14. In case of any exigencies, do drop a mail or phone call to either of the Course instructor/Department Exam Coordinator/ Head of the Department for appearing in the Even Semester Make-up/Special Examination in July’21.

15. The students are advised to adhere to the timely instruction shared by the Invigilator, in case of any malpractice/unfair means activity reported the below cited guidelines will be used by the committee for resolving the cases,
## Malpractice/Unfair Means

<table>
<thead>
<tr>
<th>Level</th>
<th>Type of Malpractice</th>
<th>End Term Examination (ETE)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1.1 Using mobile phones or other electronic gadget besides the gadget used for appearing in the examination, 1.2 Chatting with family members, friends, and relatives, 1.3 Using sheets/books/notes in between exams, 1.4 Surfing on internet, 1.5 Creating unnecessary disturbance in between exam by mute and unmute yourself, deleting others from meeting,</td>
<td>25% of the maximum marks shall be deducted from the marks obtained by him/her in this course</td>
</tr>
<tr>
<td>2</td>
<td>2.1 Misbehavior with officials in the MS teams, 2.2 Not showing both hands during entire exam duration, 2.3 Repeatedly watching here and there, 2.4 Turn off your camera, 2.5 Login using unofficial mail id, 2.6 Login more than one gadget with official mail id,</td>
<td>50% of the maximum marks shall be deducted from the marks obtained by him/her in this course</td>
</tr>
<tr>
<td>3</td>
<td>3.1 If anyone with you in your room reported by Invigilator, 3.2 Moving outside camera range, 3.3 Using background effect,</td>
<td>0 mark shall be awarded in this course</td>
</tr>
<tr>
<td>4</td>
<td>Repeated offence of any type of malpractice in the same academic year,</td>
<td>0 mark shall be awarded in this course</td>
</tr>
</tbody>
</table>

Controller of Examination

[Signature]

Sumit Srivastava