

## 8<sup>th</sup> Semester End Semester Examination (On-line)

### Detailed guidelines for the students

1. There will be two parts of each question paper.
  - a. Part –I, MCQ will contain 30 questions, to be answered in first 45 minutes. Each question will be of two marks.
  - b. Part – II, 10 short answer type questions, to be answered out of 15 questions. Duration for this part will be 45 minutes. The questions will carry 4 marks each. However, the time allotted for each question is such that, the question would have carried 2 marks in pen and paper examination. So answer the questions accordingly.
2. The MCQ answer will automatically be uploaded in portal once the time allotted is exhausted. You may also end the examination at any time you want and submit.
3. The short type answer has to be done in A4 size paper. You are allowed to use maximum of 4 (four) pages. Each page must have a header that contains your roll no, subject name in short, date of examination, and page number. You may keep your pages ready with header printed or hand written before the start of the examination. **Each page must contain your short signature at the bottom of the page. (model answer page is shown below)**
4. All the handwritten pages must be scanned and uploaded as a single pdf file in the portal within 10 minutes of completion of the examination..
5. The format of the file name to be uploaded would be as follows  
**<subject name in short>\_<roll no>\_<dept>\_<institute name in short>.pdf**  
For example, say a student of CE of AEC having roll no 16/100 appeared in the subject Design of Substructure. The file name would be **DOSS\_16100\_CE\_AEC.pdf**
6. **Uploading of file in the portal will be closed after specified period (ten minutes) on completion of examination**
7. IF you face any problem in uploading in the portal, register your problem with the respective faculty of the Grievance Redressal Team. Then you may send the scanned file to a given e-mail id. However, it is advisable that you use the second option in extreme case. Moreover if you upload the file in portal successfully then **do not send** the file to the given mail id. **If you do so there is possibility that you may be disqualified for that particular examination.** You will have maximum 10 (ten minutes) to upload the file after completion of the paper.
8. **If you fail to either upload the file in the portal or send the file to the given email id within specified time, you will still get a chance to submit your answer. However, the file that to be sent, after the specified time, to another email id, that would be provided for each paper. However you must register your problem to the Grievance Redressal Team.**
9. For transparency, the examination activities will be invigilated during the examination. Hence the Camera of your device (mobile or laptop) must be on during the entire duration of the examination.
10. **If you minimize the browser for more than 3 (three) times your examination will automatically be ended and you will not get a chance to rejoin.**
11. There will be a mock test. The date and time of the mock test will be informed in due course of time. Attending the mock test is mandatory, otherwise you will not be allowed to appear the examination.
12. In case of any problem during or after the examination inform the same to the grievance redressal team that already been notified

13. You should ensure that the network connectivity at the place, from where you are appearing the examination, is good.
14. You are advised to visit AEC website time to time for any update regarding the examination.

**ALL THE BEST**

**Model answer page**

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Model answer page

Signature