8th Semester End Semester Examination (On-line)

Detailed revised 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.
   c. Each part will be activated at allotted time slot only. You can not start part-II even if you finish part-I early.
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. **For clarity of the scanned copy write only in one side of the page. 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 15(fifteen) 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. **Send the file to the given e-mail id (which will be provided to you before each paper) within 15 minutes from the end of the examination (mandatory). If you wish you may upload the file at the portal within the specified period (fifteen minutes) on completion of examination as well. However, it is advisable that you send the file to the email id and upload in the portal as well.**
7. **If you fail to either upload the file in the portal or send the file to the given email id within the 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. In such cases, you must register your problem to the Grievance Redressal Team.**
8. 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. The permission for camera will requested only once for all the papers provided you use the same device. You don't need to worry about the camera monitoring during your examination.
9. **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.**
10. You should ensure that the network connectivity at the place, from where you are appearing the examination, is good.
11. You are advised to visit AEC website time to time for any update regarding the examination.

ALL THE BEST

Model answer page

Signature