

Instructions to the students REHEARSAL FOR SEMESTER EXAMS ON 25th Nov 2020

To enable the students get hands-on experience for attending Semester Exams through the Students' Portal (ERP), a REHEARSAL is held on 25-11-2020 for the duration of 15 minutes as shown below:

Students	Shift	Batch	Log-in Time	Duration for Downloading	Uploading from	Log-out Time
All II PG & III PG	I & II	2019 2018	09.15 - 09.30 a.m.	5 min	09.45 a.m.	11.00 a.m.
III UG	I	2018	10.15- 10.30 a.m.	5 min	10.45 a.m.	12.00 noon
III UG	II	2018	11.15- 11.30 a.m.	5 min	11.45 a.m.	01.00 p.m.
II UG	I	2019	12.15 - 12.30 p.m.	5 min	12.45 p.m.	02.00 p.m.
II UG	II	2019	01.15 - 01.30 p.m.	5 min	01.45 p.m.	03.00 p.m.
I UG	I	2020	02.15 - 02.30 p.m.	5 min	02.45 p.m.	04.00 p.m.
I UG	II	2020	03.15 - 03.30 p.m.	5 min	03.45 p.m.	05.00 p.m.
All I PG	I & II	2020	04.15 - 04.30 p.m.	5 min	04.45 p.m.	06.00 p.m.

- Students are asked to **login to the college students' portal at least 15 minutes** prior to the start of the exam with your Reg. No. and Date of Birth to get into the Students' Dashboard.
- Question Paper will be available for the specific day in the Dashboard.
- Download the question paper to start writing the exams.
- Use only one side of A4 sheets with neat margin to **write the question numbers clearly**.
- Write the following details **on the first page** of the answer script:

Register Number		Course Code	
Semester		Course Title	
Name		Signature	

Thereafter start answering Section – A.

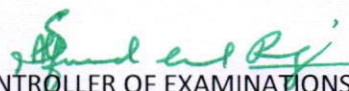
- For Section – A, use only this pattern in your answer sheet to limit the pages.

Qn. No.	1	2	3	4	5
Answer					

- **In the remaining pages:** Mention the page number on the top right corner, and the Register Number on the left top corner **on each page**.
- Write a minimum of **25 lines on a page**, neatly and legibly.
- Finish writing within the stipulated time, scan the pages in correct order using suitable scanner (e.g. Clear Scan, Adobe Scan, Microsoft Office Lens, etc.). **It is suggested to use Clear Scan App for this purpose.**
- Convert the images into a single PDF file.
- Now the softcopy of the answer script is ready. Name the file as **Register Number_Course Code**. The Course Code will be 6 digits for UG (e.g. 17UPH101_630216) & 4 digits for PG (e.g. 18PEN501_4115).
- Only PDF can be uploaded with the file size of 5 MB.
- **Upload the file immediately or within 30 minutes** after checking the content belonging to the course of the day.
- Ensure that the uploaded file is the correct one by downloading the file from the Dashboard and check for its entirety. If it is not the correct one, delete the uploaded file, and upload the correct one.
- Log-out from the Students' Portal.
- Your log-in and log-out entry in the portal guarantee only your attendance for the exam; they do not guarantee the submission of the Script.
- It is the responsibility of the students to submit the Script, and check and validate the correctness of the same.


PRINCIPAL




CONTROLLER OF EXAMINATIONS 19/11/20