

## **INSTRUCTIONS TO CANDIDATES APPEARING FOR BTECH ARREARS ONLINE EXAMINATIONS**

The following are the instructions to the candidates who are taking up the ensuing BTECH online arrear examinations:

### **A. EXAM CONDUCTION:**

1. The arrear examinations for BTECH will be held in **online mode** between **15th November – 19th November 2021** through **Google Classroom** only. The **Exam schedule is available in college website (www.pec.edu)**.
2. You are hereby informed to periodically look for regular updates in our college website.
  - College Website has published instructions to candidates along with examinations schedule.
  - Subject-wise Google classroom invite will also be sent by the concerned faculty to every individual candidate well in advance to the date of respective exams.
3. The **examinations scheduled / completed will not be conducted again in this semester for any reasons** and henceforth all arrear candidates are instructed to join google classroom at the earliest and stick on to the published timetable. **Candidates should join only the respective google classroom(s) of the subject(s) for which they registered.**
4. Enough care had been taken while preparing the Exam Schedule so as to avoid clash of more than one subject on a particular date and session. However, the candidates are instructed to refer to the schedule published in the website and **inform subject clashes to the HOD, if any as early as possible.**
5. All candidates who want to take up the arrear examinations scheduled in should have **to necessarily join the Google classroom pertaining to that subject with their pec email ids only**

### **B. JOINING GOOGLE CLASSROOM**

6. The candidates who take up these arrear exams should join the **Google classroom** created for his/her subject immediately after the receipt of invite, sent by the faculty with **their pec email ids** only. **If there are any issues with pec email ids, it should be immediately resolved with PEC webmaster (mail.admin@pec.edu) on or before 14th November 2021 positively.**
7. As the online examinations will be conducted through **Google Classroom platform**, candidates will download the question paper exactly at the time of commencement of the examination.
8. The duration of examination is 3 hours. There will not be any change in the question paper pattern.

### **C. ANSWER SCRIPTS SUBMISSION**

9. Candidates should write the examination using **black ink** in **A4 size** papers with sufficient margin on all four sides to facilitate perfect scanning.
10. To ensure readability, write the answers very clearly with enough spacing.
11. After completing the examination, the answer scripts should be scanned and uploaded as a single

pdf file within 15 minutes from the completion time of the examination through Google Classroom platform only.

12. **Submissions either beyond the above prescribed time limit or through any other mode (like email, whatsapp, post/courier etc.) will not be entertained**
13. **The scanned answer scripts should be sent as a single .pdf file** (not in many .pdf files) only (with the pages serially arranged) and uploaded in the respective Google Classroom in which the examination is conducted.
14. The file name for the manuscript submitted will be Reg. No\_Sub Code.pdf. For example, if a student with Register Number (Reg. No. 17CS035) submitting the answer scripts for subject with subject code: CS126 / Artificial intelligence) should give **File name as: 17CS035\_CS126.pdf**.
15. All candidates are directed to read the instructions thoroughly. As the exams are to be conducted in online mode, **candidates are instructed to make necessary arrangements for the gadgets like laptop/desktop, etc. and ensure the Internet connectivity** during scheduled dates and time slots of earmarked examination period.
16. The first page should contain the following particulars and the candidates should start answering from the second page only:
  - Course:*
  - Subject:*
  - Register Number:*
  - Mobile Number:*
  - Date:*
  - Address of the Examination place:*
  - Undertaking: I undertake to write the examination in my own handwriting without referring to any book or material.*
  - Signature of the Student:*
  - Endorsement of the parent/Guardian:*
17. In the second and subsequent pages, the candidates shall write the **Page No., Reg. No** in the **top right corner of every page & affix their signature** on the **bottom-right corner of every page.**

#### **D. ANSWER SCRIPTS SCANNING:**

18. Candidates are instructed to take all initiatives and precautions to ensure proper scanning of answer scripts with good scanner apps with good lighting and brightness level for better readability by evaluator.
19. If any candidate is found to indulge in any sort of malpractice/ illegal activity, he/she will have to face the consequences with heavy penalty.
20. If more than one answer scripts are found to be identical either partly or fully and / or if any answer script is found to be verbatim copy of any book material / printed material / material from internet, the results of those candidates will be withheld subject to the final decision of the Students Disciplinary Action Committee pertaining to malpractices in examination.
21. Therefore, candidates are directed to maintain **the order and sanctity** of the examination process.

**Note:** The concerned faculty shall conduct a brief mock session (approximately 10 minutes), to familiarize the candidates towards taking the online examination through Google class room platform, schedule of which will be fixed by the concerned faculty and informed to the respective candidates.

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