

Non - Collegiate Examination 2021
University Polytechnic
Mode of Examination: Online

Instructions for Examinee (Online Examination using Pen and Paper)

Requirements:

- a. Smartphone including camera feature.
- b. Laptop/desktop/Tab
- c. Internet connectivity
- d. Sufficient number of A4 size papers, Pen, stationery etc.
- e. Registered email id (registered during the NC registration)
- f. Snapshot of voter/aadhar/institute id etc.

Software Requirements:

Google meet: Link for downloading the google meet
(<https://play.google.com/store/apps/details?id=com.google.android.apps.meetings>)

Instructions:

- a. The invigilator will create/schedule a google meeting link using the institute email id and send it to the registered email id of the examinee at least 15 minutes before the start of the examination.
- b. In case of any students has not received the **GOOGLE MEET** link or the invigilator contact details, 10 minutes before the examination then the student must contact the Examination Coordinators, University Polytechnic in the following No.: **8789970863/8910487493**
- c. The examinee shall open the google meet in Mobile / Laptop / Desktop / Tab (email registered during NC-2021 registration). A Google Meet meeting link along with the invigilator's contact details (i.e name, email, phone number etc.) will be sent to you 15 minutes before the examination and the personal examination hall setup will be verified by the concerned invigilator.
- d. The examinee can use the Mobile / Laptop / Desktop / Tab for sending or receiving the email, registered during the registration of NC-2021. The invigilator will send the question paper to the NC-2021 registered email of examinee 05 minutes before the examination if the invigilator is satisfied with the personal examination hall setup of the examinee. The examinee is required to send the snapshot of voter/aadhar/institute id etc. to the email of invigilator for verification of identity 10 minutes before the start of the examination.
- e. The examinee shall write the answer in the A4 sheet under the invigilation of invigilators. The students should write their Name, Roll No., Course Code, Course Name on the first page. All pages should be serially numbered before submitting through email.
- f. After completion of the examination, the snapshot of the answer script shall be compiled in the PDF format and the examinee will upload the answer scripts (in PDF format) on the **Google form** on the link shared by the invigilator within 15 minutes with file name "Course Code-Name-Roll No", EX: **CS101_Sachin_BE1020114** or **CS101-Sachin-BE1020114**.

- g. In case of any unprecedented situation like power cut / connectivity interruption / problem with devices, the concerned student will have to immediately intimate the faculty member about the same. The faculty member may conduct oral examination only for that portion using proportionate time and marks basis, which the student has missed due to the above-mentioned disruption.
- h. In case of absence in the exam, F grade will be awarded.
- i. The examinee is required to appear the examination without any internet disruption. In case of any problem, your immediate point of contact will be the concerned invigilators. You may contact them through mobile phone/email etc.

Marks Distribution and Question Pattern of NC Examination

1. Full marks are 100 and the Time duration is 03 hours. (1st Seating 10.00 AM to 1.00 PM & 2nd Seating 02:00 P.M - 05:00 P.M)
2. 7 long type of question shall be given. The examinee will answer any 05.
3. Only passing grade is awarded in NC examination, if examinee will be secured minimum passing marks or above.

Director,
University Polytechnic