

**General Guidelines for the conduction of online Examination Oct-2020  
(Curriculum Scheme: R2012 and R2016 for semester VII and VIII)**

**Guidelines for the Students**

1. Attendance to end semester examination is compulsory.
2. If the student could not connect for end semester examination due to some technical problem, the student is required to inform to the concerned subject in-charge about his/her absence in the examination and the reasons thereof.
3. The google classroom will be created by the respective department for each subject and class code to join will be shared to the concerned students. Student need to login using their e-mail id in the Google class room. The Google meet link and the question paper link will be shared in stream of the Google classroom. In case of any queries in the question paper during the examination, contact the subject In-charge.
4. Monitoring will be done through Google Meet. One Meet id will be assigned to the group of 35 to 40 students and will be shared through google classroom 30 min prior to the commencement of the exam.
5. All the students should join the meet link 30 min prior to the exam.
6. There will be separate observer assigned to each meet link to monitor the online examination.
7. Attendance will be recorded through meet attendance automatically and also through the chat window of the meet.
8. Do not attempt to interact with any of the students during the examination.
9. Do not refresh the Google form during the examination (as you will lose all entered data).
10. Please make sure that you have an active internet connection when submitting the form to avoid loss of entered data.
11. Students are advised to keep the alarm in their devices as a reminder to submit the examination forms because collecting the response will be automatically **OFF** once the time of exam is over. This is required to avoid any unwarranted delays in submission.
12. Students under the PWD category will be given extra time for the submission of objective papers independently as per the norms (prior application need to be given to the head of the institute).
13. Students are requested to check their network connection and be available at the location where good network connectivity will be available during the examination.
14. Keep back up for internet operator, laptop/mobile, charging/UPS/Inverter, etc.
15. In case of any technical difficulties/issues (power failure, loss of internet, etc.) leading to halt of examination, report the event immediately to the concerned subject in-charge over Email/mobile. Ensure the emergency mobile number (parent/guardian) reachable.

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16. In case of unavoidable circumstances or emergencies during the examination resulting in non-submission of exam paper, it needs to be communicated to the concerned subject in-charge immediately with justification.
17. If any student found involved in any unfair means of activity (a few of them are listed below), the coordinators will take the appropriate decision, in consultation with the higher authority.
  - i. Delay in submission of the exam paper (based on the timestamp) beyond the permissible duration prescribed in the question paper.
  - ii. Sharing answer with other students, during or after the examination through Email, WhatsApp, or any other platforms.
  - iii. Sharing the links of question papers or answers outside of the class group.
  - iv. Proxy submission.
  - v. Any other activity that dampens the spirit of the examination.
18. Students are instructed to visit college home website (<http://www.mctrgit.ac.in>) time-to-time so as to receive any further instructions released regarding the conduct of the examination.
19. The online examinations shall be conducted using proctoring, which means that the faculty members shall be performing online invigilation duty in the virtual halls i.e. Google meet to which the students are assigned. Faculty members shall be watching students writing their examination through the laptop or mobile cams for the whole duration of the examination.
20. While writing the examinations, the students are advised to switch on their laptop or mobile cameras and the entire examination session will be recorded. It is mandatory for students to switch on their cameras at all times during the examination and if any deviations/malpractice are recorded, then the student will be penalized as per the rules and regulations.



**Prof. Ankush Hutke / Prof. Nilesh Shahapure**  
**Controllers of Examination**



**Dr. Sanjay U. Bokade**  
**Principal**