

Guideline for online examination

Theory courses

- The Examination In-charge of individual departments will circulate an examination timetable in due course
- The course convener will send the question paper via institute e-mail ID to all students before 15 min of the commencement of the examination.
- The end-semester papers will carry 30% weightage of the overall components and the duration of the examination will be for 3 hours.
- These will be open book examinations. The students are allowed to consult textbooks, notes and other approved materials while answering questions. However, consultation with others is not permitted.
- The students are expected to uphold the sanctity of the examination.
- The answer sheets will be **hand written** and soft copies of the answer sheets to be submitted via WhatsApp to the Examination In-charge within 30 min of the completion of the examination. The Examination In-charge will confirm the receipt of the answer book, which need to be stored by the students for future reference.
- It is the responsibility of the students to send clear and readable soft copies of the answer sheets to the examination in-charge for evaluation.

Laboratory Courses

- The laboratory courses will be evaluated by Viva-Voce and day-to-day to activities performed by the students during the lab experiments. The Viva-voce and the activities performed by the students will carry 50% weightage each.
- A committee chaired by the course convener will conduct the Viva-Voce online. The Viva-Voce will be conducted over 3 days.
- The course convener will circulate a time schedule for the conduction of the Viva-Voce of the students by 10th August 2020.
- The evaluation of laboratory courses shall be completed before 17th August 2020.