



SOCIETY OF ST. FRANCIS XAVIER, PILAR'S

## FR. CONCEICAO RODRIGUES COLLEGE OF ENGINEERING

(Approved by AICTE & Affiliated to University of Mumbai)

Fr. Agnel Ashram, Bandstand, Bandra (W), Mumbai - 400 050.

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29<sup>TH</sup> JULY 2021

### General Instructions for Students while Appearing for Online Examinations Scheduled from 5th August, 2021

1. You are advised to be at the location where there is a good internet connectivity.
2. You must have sufficient internet data pack available for examination on your gadget.
3. Make sure that the gadget which you are using is fully charged before the commencement of the examination.
4. As far as possible use laptops or desktops with web camera for your exams.
5. Following activities during examination will be treated as unfair means / malpractice case
  - a. Sharing screen with any other member.
  - b. Browsing other websites, taking screen shots and sharing the same with any other person or on social media
  - c. Running any other application on the gadget through which you are appearing for the examination
6. The question paper will have both MCQs and subjective/descriptive questions with equal weightage and based on entire syllabus.
7. Duration of the examination is 2 hours, 1 hour 30 minutes and 1 hour for 80, 60 and 40Marks respectively. You will get additional 15 to 20 minutes to scan and upload the answer paper.
8. Online block wise supervisors similar to offline examinations will proctor the examination. They may verify the identity of the student appearing for the examination by seeing their college Identity Card or Hall Ticket or Aadhar Card or PAN Card.
9. Examination Link sent to you will become active 5 minutes prior to the scheduled time on the date of examination. You are expected to start attempting the questions at scheduled examination time. The link will automatically get deactivated at the end of the scheduled time.
10. Enter your personal information including examination seat number, wherever asked with due care.
11. Please use A4/legal (full scape) size paper to write the answers of subjective questions.
12. You have to write the semester and subject name along with his/her examination seat number duly signed by him/her, and page number in typical format (current page number/total pages) i.e. 2/7 or 3/10 (2 and 3 indicates current page number and 7 or 10 indicates total number of pages respectively on which answers are written) on each and every page.

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13. Use the scanning app to scan the question wise answers in PDF and upload the same using the specific link provided in the Google Form.
14. It is mandatory for all the students to upload their answer papers in PDF on the same platform using the given uploading links.
15. If you face any difficulty in uploading your answer paper on the given link within the allocated time, consult block supervisor for help.
16. You are allowed to use non programmable calculator, working sheet (for any rough work)
17. You are not allowed to leave your seat during complete examination time.
17. Submit the responses without fail before leaving the examination platform. You shall submit your response only once for one course.
18. If any problems arises due to which you are unable to appear for the examination or submit your responses, immediately inform this to your subject teacher or head of the department or the help line numbers of your college.
19. You must maintain the sanctity of the examinations.
20. Differently abled Students will get 20 minutes extra time with prior permission of the college authorities, after submitting proper documents.
21. The question paper will be of total 80 Marks and Two hours duration. Out of which 40 marks will be of 20 MCQs carrying two marks each covering the entire syllabus. Remaining two questions carrying 20 marks each (Total 40 marks) will be of subjective/descriptive in nature of 5 or 10 marks as per the requirement of the subject/course and covering the entire syllabus.
22. However in some subjects, the question paper will be of total 60 Marks and One and Half hours duration. Out of which 30 marks will be of 15 MCQs carrying two marks each covering entire syllabus. Remaining two questions carrying 15 marks each (Total 30 marks) will be of subjective/descriptive in nature of 5 or 10 marks as per the requirement of the subject/course and covering entire syllabus.
23. The examination for the subject **Engineering Drawing** (Semester II) will also be of total 60 marks but the duration for this examination will be 2 hours. Also as the examination of Engineering Drawing cannot be conducted in MCQ pattern, hence it is decided to ask subjective questions in this subject as a special case.
24. In some subjects, the question paper will be of total 40 Marks and One hour duration. Out of which 20 marks will be of 10 MCQs carrying two marks each covering entire syllabus. Remaining two questions carrying 10 marks each (Total 20 marks) will be of subjective/descriptive in nature of 5 or 10 marks as per the requirement of the subject/course and covering entire syllabus.

  
(DR. S. UNNIKISHNAN)  
PRINCIPAL