<u>TIMSCDR Notice No. – 70/2021</u>

<u>Subject: MCA Sem. I April 2021 Regular & Bridge course examination</u>

All students appearing for MCA Sem. I Regular & Bridge course examination (22 April – 03 May, 2021) are hereby informed about the following guidelines:

Students have to use G Suite email id provided by the Institute. Question paper will be uploaded in the respective examination Google classroom.

1. **Exam duration 2 hours.**
2. **Question paper will have 2 sections:**
   a) **Section I (will have Q1) – MCQS pattern (40 Marks) – 40 Minutes**
   b) **Section II (will have Q2 & Q3) – Subjective pattern (40 Marks) – 80 Minutes.**
   c) **Section I Time: 10 AM to 10.40 AM (at 10:40 AM form response will be closed).**
   d) **Section II Time: 10.40 AM to 12.00 Noon (at 12:15 PM form response will be closed).**
3. **In section II (Subjective/descriptive answers) students have to write question wise answers   using paper and pen. Answers of Q2 and Q3 along with the sub questions, if any, has to be scanned, by the student appearing for the said examination, as separate document for Q2 and Q3 in pdf format and has to be uploaded in the Google form.**
4. **Additional 15 minutes will be provided to each and every student for scanning and uploading the answers.**
5. **At the top of every page, on the left side, write the Name and Roll number, Semester & Batch , on the right side, write the page Number & Date, in the centre, mention the Name of the Subject.**
6. **<u>Student has to sign each and every page of answer paper before they scan and upload it</u>.**
7. **<u>Student has to wear college ID card during the examination</u>. If College ID care is not available then they have to keep ADHAR or PAN Card with them.**
8. **<u>Use black ball pen only for writing exam</u>.**
9. **Upload separate Scanned copy of handwritten answers for Q2 & Q3 (along with the subquestions) in a PDF files of size < 10 MB**
   <u>Naming convention → roll no_FnameLname _Subject name_Q2_Solution</u> e.g.
   50_SagarJain_ADMS_Q2_Solution
10. All Exams will be monitored/ invigilated through Google Meet.
11. Candidates should join the Google classroom and Google Meet link provided by the Institute at least 20 minutes before the examination.
12. Students should ensure uninterrupted internet connection and keep power backup and alternate arrangement of laptop/desktop device.
13. Candidates have to ensure that their video is on throughout the examination.
14. Candidates should ensure that they are not doing any malpractice throughout the exam.
15. Candidates should retain the hardcopy of answer sheet for all subjects and submit in the Institute after lockdown is over.
16. There will be no revaluation for this online exam.

Dr. Vinita Gaikwad
   Director

Distribution:

HOD's

All teaching staff members

Notice Board