

Guidelines for Students

End Term Subject Assessment will be scheduled through online mode from 01/06/2020 as per below mentioned procedures and Steps.

1. Student has to check their name in the roll list available (Regular+Supply) on the institute website, if any discrepancy is found report to respective HOD and Office of examination at coe@manit.ac.in for rectification latest by **20/05/2020**
2. Student is required to register their email id and whatsapp number to the respective Exam coordinator of the department also confirm the same with Exam coordinator latest by **22/05/2020**.
3. One Mock Test will be organized to understand all the procedure and steps at **10am on 26/05/2020. There will be no Marks for Mock Test.**
4. Sample Response sheet is enclosed herewith for submitting the response of the assessment
5. In case student is not able to receive question paper (Subjective Assessment Sheet) on time, it is to be informed to the exam coordinator or Subject coordinator within half an hour of commencement of exam

A. Preparation before Mock Test:

1. Prepare one copy of Page-1 of Sample Response sheet format (Handwritten or Print out).
2. Prepare minimum 10 copies of Page-2 of Sample Response sheet format (Handwritten or Print out).
3. Install any App to capture image using mobile phone and to convert the image to single PDF not exceeding 25MB
4. Check the time schedules given as per Time Table available on Institute Website

B. On the Day of Mock Test (26/6/2020):

1. The student is expected to be ready 15 minutes before the commencement of Mock assessment with
 - a. Response sheets in sufficient numbers,
 - b. PEN, PENCIL, SCALE, CALCULATOR etc. and
 - c. Proper communication device for answer sheet submission.
2. No candidate will be allowed to submit evaluation sheet after 12:30pm
3. Write the answers in your own handwriting on the response sheet in brief only.
4. Copying the contents from anywhere will be treated as Use of Unfair Means (UFM)
5. Keep your Student ID Card with you while solving the problems of Subject Assessment Sheet/ viva.
6. Written work should be clear and readable.
7. Students are required to comply with the instructions of subject coordinator.

8. All answers must be submitted only by using course specific registered email id. Each subject will have a unique email id (subjectcodemanit@gmail.com), e.g. ECE224manit@gmail.com)
9. Strike off the rough work which is not to be considered for evaluation.
10. Take suitable assumption wherever it is required and clearly state the same.
11. Steps to be followed:
 - a. Receive the Subject Assessment Sheet on email and whatsapp at the scheduled time
 - b. Start solving the question on the response sheet prepared earlier in your own handwriting
 - c. After completion of work capture images of response sheet and make a single PDF file
 - d. Save the file name as **Scholar Number**
 - e. Email the PDF as reply of Received mail from Exam Coordinator to subject coordinator and keep the **subject of mail as Scholar Number**.
 - f. Complete step "e" within given time duration as per schedule

C. On the Day of Subject Evaluation:

Students will receive Question paper on their mob no in registered whatsapp group and through email from email-id of the subject on the day of Assessment as per timetable displayed on Website.

(All the steps as described in point A and B are required to be followed for actual Subject Evaluation) and submit single PDF of all assessment sheets in reply to the subject email id)

Duration of Subjective Assessment : 2 hrs (10am to 12noon)

Submission of Response sheet: 12 noon to 12:30pm

D. Assessment Policy

1. Mini test = 10
2. Assignment/Test/Attendance/tutorial etc = 10
3. Previous Semester performance factor = Previous Semester SGPA*30/10
4. Viva Assessment (online) = 20
5. Subject Assessment Sheet (online) = 30

The assessed answer sheets may be seen from subject coordinator.

E. Viva Assessment:

The viva online will be conducted on next day of Subjective assessment by subject coordinator to check the basics of subject.

Please remain in contact with your HOD, Examination Coordinator and Subject Coordinator.

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