

**Important Supplementary Instructions (for students) on
Take-Home Examinations (UG & PG)
Odd Semester Examinations 2021-22**

I. BEFORE THE QUESTIONS ARE POSTED

STEP-1: REVIEW

- Choose appropriate place where internet connectivity is dependable (very important)
- Organise your Table with laptop/mobile phone, writing materials etc.
- Make sure internet is enabled and working
- Revise writing and submission guidelines; take note of the examination timings
- Rehearse submission process couple of times (generating merged pdf. etc.)
- Keep ready contact details of your exam centre, in case of emergency need
- Familiarise with the guidelines and instruction; keep a copy on your table, if possible
- Familiarise your source of question paper (as given in guidelines) and wait till the questions are posted
- If you are unable to download/receive question paper for any reason, contact the designated person in your exam centre as provided, immediately

II. AFTER THE QUESTIONS ARE POSTED

STEP-2: QUESTION PAPER, WRITING AND TIME MANAGEMENT

- Download the question paper and save it immediately (At this stage you may choose to switch-off the internet, if you have limited data)
- Check for the number of compulsory questions and choose your questions carefully
- Check for the marks allocated to each question and plan your time accordingly
- After initial planning, start writing

STEP-3: WRITING

- Use preferably - **BLUE BALL-POINT PEN ONLY.**
- First, fill the starting page with all the necessary details
- **Write your answers from Page-2. Write clearly. It should be legible after scanning/photographing and merging the documents. Avoid over-writing.**
- Complete the answers within a stipulated time period and revise.
- Finally, write declaration clearly in the Last page and **don't forget to sign** on all pages.

III. AFTER COMPLETION OF WRITING

STEP-4: CHECKING

CHECK FOR-

- All the details on the first-page, as required
- All mandatory questions are answered, as planned

- Signed declaration on the last page
- All pages are serially numbered and signed

STEP- 5: SUBMISSION

- Scan/photograph all the sheets in the order of serial number
 - Arrange the document as per the serial number and check again for all the pages
 - Merge the document into single file (Pdf. JPEG). Check once again.
 - Name the file/document in the prescribed format (given at the end).
 - At this stage resume the internet, if you have switched off.
 - Check and type correct email ID (provided by the exam centre) in the address box
 - Provide correct file name in the subject box of the email
 - Provide necessary details in the main e.mail body
 - Upload the document and check for the attachment confirmation
 - Submit and confirm the submission
 - Save a copy of email with yourself as proof of submission
 - Contact grievance redressal if there are any issues during or after the examination
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IV. PLEASE NOTE:

- a) The online examination shall require only limited access to the internet and computer/mobile phone for downloading the questions before the commencement of examination and for uploading the answer scripts after completion of the examination.
- b) The duration of the examination will be **as indicated on the question paper** (writing part) plus **one hour** for downloading question paper and uploading the answer scripts. Answer scripts submitted after the assigned time limit shall not be accepted.
- c) In case of any concerns/grievances before, during or after the take home examination, candidates may contact the concerned invigilator/Head/In-Charge of Department for the needful support and guidance.
- d) **Candidate must retain all her/his original answer scripts, complete in all respects, stapled and filed in a proper manner as proof of submission and should be ready to produce, if asked for, at later stage for verification, if any.**
- e) Copying the answer-sheet document to any other email ID other than officially provided by the respective exam centre is strictly prohibited

V. SPECIFIC FORMATS TO BE USED

f) Details to be provided on the FIRST PAGE and E.MAIL BODY

- Name of the Candidate:
- Roll No:
- Institution:

- Programme Name: (e.g. MA/MSB/MCOM/M.Ed. etc)
- Semester:
- Paper Name:
- QP Code (as provided in the question paper):
- Signature of Candidate:
- Date of Examination:

g) Declaration to be provided on the LAST PAGE

1. "I, _____ roll no _____, of (Institution) _____ hereby acknowledge that I have not indulged in any unfair practices while writing this examination and the answers I have submitted herewith are my original work.
2. I also acknowledge that I have followed all the guidelines of take home examination.
3. In case it is found that I have failed to fulfil any of the above obligations, I understand that my answer script shall be deemed invalid and necessary action shall be initiated against me as per University regulations."

Signature of Candidate:

Name:

Date:

h) Format for file naming and email subject

ROLL NO - QP CODE - DATE OF EXAMINATION (DD-MM-YYYY)

Example: 19MSB001 – 90418 – 30-03-2022.pdf

Controller of Examinations