

## P.E.S.COLLEGE OF ENGINEERING, MANDYA

No.PES/Autonomous/Exam/2020-21/06

05<sup>th</sup> Oct.2020

### CIRCULAR


For the attention of BE students appearing for Make-Up ON- LINE examinations.

- 1) It is mandatory to register in Google Class Room for the courses appearing in Make-Up ON- LINE examinations through department coordinator. The department coordinator will guide you for Google Class Room registration.
- 2) It is mandatory for the students to appear for **Mock Examination** before they appear for final Make-Up ON- LINE examinations. In Mock Examination the student should appear for the first course for which he/ she had registered. *For Example: If the student has registered for the courses P17XX34, P17XX41, P17XX64 and P17XX73, then the student should appear for P17XX34 course in Mock Examination. **The Mock Examination is scheduled on 08<sup>th</sup> Oct.2020** (For CS/IS/E&C/EE branch students 9:30 am to 12:30 pm; For IP/Auto/Mech/Civil branch students 02:00 pm to 05:00 pm) and the student should login **ONE hour prior to the start of examination.***
- 3) The prescribed Answer Booklet in Pdf format will be available in the college website ([www.pescemandya.org](http://www.pescemandya.org)). The student should download the Answer Booklet and take the printout of 'N' copies where 'N' will be the course registered by a student for Make-Up ON- LINE examinations.
- 4) It is the responsibility of the student to arranging a **Lap Top or Desktop with Web Camera enabled (Also with speaker and microphone enabled), a good internet connection with minimum 5 GB data pack for each Examination and uninterrupted power supply with backup.** The web camera should be inclined at 60 degree to your left and your view position on writing the examination on the hard copy of the Answer script should be visible by the invigilator (Mandatory).
- 5) Make-Up ON- LINE examinations will be of 3 hours descriptive examination. The pattern of the examination will be the same that of regular examination and students will have to scan their Answer script, convert it into PDF and upload the same within next 15 minutes after completion of the examination. The file name should be your USN followed by NAME i.e. 4PSXXXXXXX\_NAME (Example: 4PS17CS091\_ANILKUMAR). **Further, the hard copy of the answer script should be sent (Either by hand or post) to the COE office during 2<sup>nd</sup> to 05<sup>th</sup> November 2020.**

P.T.O.

- 6) At the end of MOCK Examinations and final Make-Up ON- LINE examinations the student has to scan their all 44 pages of written answer script in the serial order of the pages, make a pdf and submit. Roughly your answer script will be 10 to 15 Mb in size.  
You can down load ADOBE SCAN from Google Play store and download to your smart phone which you can be used for scanning & uploading.
- 7) You will be under continuously under camera surveillance from an hour prior to the start of the examination till the submission of answer script online.
- 8) Your video footage will be captured and one invigilator will be continuously observing you from college end and will be in contact with you. They will give timely instruction to you.
- 9) Attending MOCK EXAM is mandatory to write final Make-Up ON- LINE examinations.
- 10) A student should be in descent dress and compulsorily wear the college ID card during the examination session.
- 11) Only one student must be present in a room while writing examination, see that your room environment is descent.
- 12) You have to show your empty answer script before the start of the examination to the invigilator and not permitted to go for nature call during the examination period.
- 13) The student is deemed to be ABSENT for the Examination in the following reasons:
  - a) If the student Audio/ Video are not available to invigilators.
  - b) If the candidate leave the session during the examination.
  - c) After completion of examination, if student fail to upload the answer script in PDF format.

**For any queries contact Prof: PRAMOD KUMAR B M – 9900231111 during office hours i.e. 10am -05pm.**

  
Controller of Examinations 5.10.2020

  
Principal 5/10/20

**Copy to:**

**The Head of the Department (UG), Physics. Chemistry, Mathematics for kind circulation and enrolment of students for Google class room.**