MALAVIYA NATIONAL INSTITUTE OF TECHNOLOGY JAIPUR

INSTRUCTIONS FOR ONLINE EXAMINATIONS OF FINAL YEAR STUDENTS

1. All students will get the question paper from their course id. For example –the students registered to the course EET412 will get the question paper from id **EET412@mnit.ac.in, or** those registered in ARD506 will get the question paper from id **ARD506@mnit.ac.in**. However, the students are required to submit the answer sheets on the email id or WhatsApp id of the individual course coordinator indicated in the question paper.

2. **Student is required to name the pdf file of his answer sheet as his Institute ID (Submission ID).** For example 2016UCE9050.pdf or 2014ECE718.pdf etc. The answer sheet submission ID should also be clearly written on every page of the answer sheet so that there is no cross mixing or transmission of answer sheets.

3. The question paper will be sent to you in a single PDF file through either mode - Email or WhatsApp at the beginning of the scheduled time of the exam.

4. **It is important to note that duration of examination is 2 hours and 30 minutes time has been allocated for submission of answer sheet.**

5. Students are instructed to plan the submissions of their answer sheet 30 minutes before the completion of the exam time. The students can send the photos of the written answer scripts or create a photo or a PDF file using a scanner app available on their smart phone. The answer sheet can also be submitted through Email / WhatsApp to the respective Course Coordinator on his E-mail ID or personal WhatsApp number given in the question paper.

6. Students are required to download any scanner app on their smart phone.

7. The following instructions should be strictly followed :
    a) Students must answer all the questions in the same order as listed in the question paper.
    b) **Students must write his/her ID on every page of the answer sheet and put his signature on the first page of the answer sheet**. The pagination of the answer sheet should also be done.
    c) Students must preferably use A4 size sheets to write the answers and must use legible hand writing to enable the faculty member to clearly read the same.
    d) The students must scan the answer scripts using a smartphone camera to create a photo or a scanner app to create a PDF file.
    e) **Student is required to name the file of his answer sheet as his Institute ID.**

    f) The photos / PDF of scanned answer scripts can be submitted only to Course Coordinator through Email _____@mnit.ac.in or WhatsApp number +91 954 965 _ _ _ _.

    g) The answer scripts which are submitted after the allocated time duration will also attract a penalty of marks. The answer scripts submitted after 15 minutes of the allocated time will not be evaluated.
    h) If two or more answer sheets have common copied text, all such answer sheets will not be evaluated.

8. Students are advised to contact to their Course coordinators for clarification if any.

9. **All those students who are not able to appear for on line exam on the scheduled date and scheduled time will be required to appear for the end semester exam to be held in the last week of July, 2020.**

10. **The back/supplementary exam will be held in the last week of July, 2020.**

Dean (Academics)