INSTRUCTIONS TO THE STUDENTS REGARDING THE ONLINE (Old Course) SEM I, II, III&IV EXAM COMMENCING FROM 21/09/2020.

1. Question will be send by email to the students. One will be pdf as attachment and one in word file (to answer), pasted in the email
2. Only the HOD will be in message with the students during the exam day and no other teacher will communicate with the students at the time of exam in any mode like Google classroom/ meet or whatsapp etc.
3. The student should communicate to the HOD immediately after receiving the mail.
4. The students will either type and send the answer on the word document provided or may write and scan/photograph. It is the responsibility of the student to send a clear readable picture. It is recommended that the student should **download Adobe scan** on their mobiles for scanning the written answer book.
5. The students should **reply** to the mail sent with the answers and not compose another mail.
6. It is mandatory for the students to save the answer paper submitted by them.
7. The students should mention the total number of pages uploaded.
8. The time duration of the examination is two hours.
9. The examination shall be of 30 Marks.
10. There will be two main questions :
    Q1. Answer any 5 out of 8 $2 \times 5 = 10$ Marks
    Q2. Answer any 4 out of 6 $4 \times 5 = 20$ Marks
11. The student has to enter the Roll Number, Class, Subject, Date, Paper No. /title and page number on every answer paper uploaded. No other indication such as name should be written on the answer sheet.
12. The students should upload the answer sheet latest by 2pm on the exam day itself and only using the official email ID.
13. The question paper shall be uploaded on the official email Id and Whatsapp if need be at 10 a.m. on the day of the exam.
14. There shall be only one question paper per paper title, so all the students are required to be online on the day of exam.
15. All the students are requested to keep cool and calm and not to panic on the day of exam.

Principal
Dr. Vrinda Borker