IPS Academy
Institute of Engineering & Science
(A UGC Autonomous Institute, Affiliated to RGPV, Bhopal)

INSTRUCTIONS AND GUIDELINES: JANUARY 2021 EXAMINATION

The institute has scheduled the Mid Semester Exam for B. Tech. I year from 25th January 2021. Students are advised to go through the following instructions carefully:

1. Visit the institute website for updates related to Exam.
2. The exams will be conducted in offline mode. You will require a mobile/ laptop and internet data for submitting the Answer sheet.
3. The exam will be conducted through G-Suite platform only. The necessary procedure and updates for performing the exam will be shared through the G-Suite and e-mail of student. The students are advised to check their account and email and institute website regularly.
4. The respective online Google classroom will be created in G-Suite for branch wise separately. The students have to join the class through their G-suite account and follow the instructions.

   - The question papers will be provided to students through Google classroom 20-30 minutes before the commencement of examination. Password for the question paper will be provided in the respective Google classroom only. The password will be disclosed 5-10 minutes before the scheduled time of exam.

   - It is mandatory for all students to download the blank answer sheets from institute website prior to exam date. Students have to take required number of printouts before the exam. Number of printouts depends on number of subjects to be appeared by the students.

   - Students have to fill the front page carefully without any overwriting.

   - The answers should be precise and to the point. Students are advised to complete their paper writing with optimum number of pages. Excessive number of pages may increase file size and consume large time to upload.

   - They are strictly advised to use A4 size paper & also use only one side of the paper (except in case of Design & Drawing courses).

- It is mandatory for students to put their enrollment no, page number and signature on bottom side of every page using pen.
- All answers to the mock test must be in student's own handwriting only. This may be used to establish the authenticity of case as and when required.
- Students will login to their respective classroom via Google classroom of the classroom at least 30 minutes before the scheduled time on the day of examination.
- The encrypted question papers will appear 20-30 minutes before the scheduled time of examination.
- The password for opening the encrypted QP will be provided via Google classroom only 5-10 minutes before the commencement of exam.
- Students have to upload PDF of answer sheets through "G Suite" within 30 minutes after completion of exam time strictly. Details will be given in Mock tests. **No submission will be accepted after 30 minutes.**
- After completion of answer of, students have to scan their answer pages through scanner/mobile app and make a PDF that must be arranged properly with front page on the top. Blank side of pages should not be scanned, while making the PDF.
- **The mobile app like simple scan/adobe scanner/ Kagaz/document scanner, etc. may be used for pdf creation.**
- **The pdf file shall be named as Enrolment no.- subcode.pdf (for example if the subject code is BSC-101 and enrolment number of students is 0808AB201027, the file name will be 0808AB201027- BSC-101.pdf)**
- Practice well in advance with any app to create and upload pdf. If necessary, go through YouTube videos.
- If students find any difficulty in uploading their pdf of answer sheets, they should contact the respective coordinator and take their help.
- **Due to any unavoidable reason, if you are not able to upload pdf of answers timely, communicate it immediately to coordinator, otherwise it may lead to late submission/ UFM/absent marking. Coordinator's comment will be significant in finalizing the case in exam committee of the institute.**

- Students are advised to keep extra mobile/ Laptop/ internet data ready from family members. It may be useful for pdf generation, uploading and communication.

5. Mock testes will be conducted to become familiar with whole system. It is compulsory for all students to appear for the mock tests.
6. For any G-suite/Exam related issues contact your respective Coordinator's
7. **Following actions might lead to rejection of answer sheets:**
   - Submission of answer sheets 30 minutes after the due time of examination.
   - Submission of only cover page or only one page of answer sheet.

- Answer sheets without roll number or name. Answer sheets without cover page.
- Answer sheets with empty or incomplete cover page.
- Wrong file name, file name not as per the format given.
- Discussion or disclosing answer in meet or through any other social platform.
- Blurry / unclear / dark / very bright copies of answer sheets.
- Use of pens of colors other than Blue or Black. Pencil is allowed for drawing, Graph, etc.
- Submission of soft copies of answer sheets by email or any medium other than through G-Suite submission window.
- Multiple submission or resubmission of answer sheets.