



Bharatiya Vidya Bhavan's
SARDAR PATEL COLLEGE OF ENGINEERING

(Government Aided Autonomous Institute)
Andheri (W) Mumbai – 400058



24-04-2021

No: 2/Exam/May 2021

Examination Guidelines Supplement

Guidelines for End Sem. Examinations of BTech and MTech Programmes

Reference : 1/Exam/May 2021 dated 24-04-2021 Guidelines for End Sem. Examinations of BTech and MTech Programmes

In continuation of above Referred Examination Guidelines, Stakeholders (Students, Faculty members, DCOE, COE, Exam Section) are requested to adhere with following exam guidelines for conducting Online (Descriptive type) End Semester examination for BTech and MTech programmes.

1. Student's Google Profile Photo should be the same as that of I Card/Hall ticket. All the students should have Gmail Id.
2. Examination section will give the email Id of all students appearing the Online (Descriptive type) End Semester examination in May 2021.
3. Faculty members will create **SEPARATE** Google Classroom to conduct Examination of each Course. Faculty members should note that the Google classroom used for online Teaching Learning Process should not be used for Examination.
4. Faculty members will share the joining link of Google Classroom to students well in advance to avoid last minute issues.
5. Faculty member may upload Descriptive type of Examination question paper PDF file to the Google Classroom 1 hour prior to examination (as an "Assignment" in "Save Draft" mode, DO NOT "Assign" at this time). **Faculty members will issue question paper to students by editing the draft assignment (question paper) to "Assign" status at the exact start time of examination.**
6. Faculty member will also invite students on Google meet and continue meeting for invigilation during the full time of examination duration.
7. Students without laptop, will organize two Mobile Instruments one out of which will have camera essentially. Students should keep the Camera switched on during the complete duration of examination.
8. Students will download and use the Question Paper during Examination.
9. Faculty members will give access of Goggle class room and Google meet to DCOE, COE for necessary observations by adding their email ids as teachers in the newly created Google Classroom.

10. Students may use Adobe scan - PDF creator (free android based) app to Scan and create the PDF copy of Answer-book. Students will create and submit only 1 set of all pages of answer-book in PDF.
11. The PDF of answerbook submitted by students must have following characteristics.
 - a. Readable
 - b. Free of shadow
 - c. Appropriately cropped
 - d. In Portrait Orientation.
12. All unnecessary portion of Scanned document must be removed. Each Page of answerbook must have page number and All Questions and sub questions must be in sequence.
13. Each page will contain following details at the Top Left corner and Bottom Right corner
 - a. Page number
 - b. Students name
 - c. Registration number
 - d. Question number
14. Faculty member may conduct it as Open Book Examination based on his/her choice. However it is desirable to conduct invigilation for open book examination also.
15. All stakeholders must maintain the sanctity of examination. Students involved in unfair means will face strict disciplinary action.
16. Students will submit pdf file of their answerbook to the Google Classroom assignment section within the given time-frame. Google class room will be closed by faculty member after submission by using "Archive" option of Google Classroom so that no one can change the contents (archive status can be reversed by teacher later if required).
17. Faculty members are requested to assess the answerbooks in online mode. At the time of assessment faculty members will Download all PDF files. If necessary faculty member may use Acrobat reader as commenting tool for remark and evaluation. Faculty member will show the answerbooks to students within one week after the last paper of the respective programme.
18. The Blank marksheet / Point format of each course will be sent by exam section to faculty.
19. Faculty members will submit the points to exam section and showcase the answerbooks to students in online mode. Faculty members will submit the Student's Grievances report and Final Grade-sheet of the course based on it to exam section for results preparation.
20. The Results of BTech Sem IV, VI, VIII are expected to be declared on 11th June 2021.

The Results of BTech Sem I and MTech Sem I results are expected to be declared on 5th June 2021.

Reexam and Previous semester Examinations will be conducted using the Exam Guidelines Ref. 1/Exam/May2021 Dated 24-04-2021

Cooperation of all stakeholders is highly appreciated in smooth conduction of the examination and timely declaration of results.



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