SHRI G.S. INSTITUTE OF TECHNOLOGY & SCIENCE, INDORE

No. Regr./Stand.Comm./2021/632   Date: - 28/1/2021

Exam Policy

Examination Policy, applicable to examination to be held in March 2021(For semester Dec 2020- Feb 2021 for First Year UG and PG), April 2021 Examination (For semester Jan 2021-Apr 2021 for All UG and PG program) and other examinations conducted in future with COVID-19 Pandemic guidelines is attached in annexure-1(Page 2 onwards).

ANNEXURE -I

Policy for Online Examinations to be conducted from 2021

using GSuite Workspace

I. PREPERATIONS

1. OSD Question Paper (QP):

   a. The OSD – QP will collect soft-copies of question papers (QP) for MCQ and/or Descriptive type QP from paper setters.

   b. The QP shall have two parts A & B. Part A is MCQ type and Part B is descriptive type. All the questions of Part A, shall be typeset using Google forms from GSuite login id only. The QP of Part B may be submitted as a PDF file. Once completed, the ownership of the QP shall be transferred to OSD-QP for further processing.

   c. The file name of the soft copy of question papers shall be the SUBJECT CODE. In case of multiple subject codes for the same QP, it shall be named as SubCode1_SubCode2_SubCode3_...xxx

   d. Encrypt the QP and share with Supdt. Exam, at least one working day in advance. The encryption key (password) shall be same for all question papers to be used in a particular session. However, different random password shall be generated and used for each session in a day.

   e. The password may have the combination of alphanumeric characters (a-z, 0-9) and special characters of # @ $ % & * only. The total length of password would be 8 random characters from the above alphanumeric and special characters.

   f. The password for the encrypted QP will be shared to the Supdt. Exam 30 minutes before the starting of the examination. The unencrypted QP shall be shared 30 minutes after the starting time of examination.

   g. For MCQ type, the OSD shall ensure (i) the ownership rights of the MCQ forms are transferred to OSD (ii) "None of these" is added as one of option in all questions and (iii) the questions of all MCQ are in image format (not as typed text).

   h. Hard copy of QP and Name of examiner with Exam Code/Paper Code shall be sent to the Exam Supdt. in a sealed envelope one working day prior to the examination. This data may be used for resolving any discrepancies raised by students during examination duration.

   i. For MCQ type forms, Exam Supdt. shall be added as a collaborator at least one day prior to the scheduled date of examination.

2. Office of Superintendent of Exam:

   a. The Exam section shall have following structure per session: Superintend of Exam (Sr. Supdt. -01, Supdt. – 02, Asst Supdt. – 04, GSuite Managers / Facilitators – 04+04). More number of GSuite managers and facilitators shall be appointed depending upon number of students. Gsuite managers will use Google Meet to answer the queries of students, to resolve issues related to exam and help the students for successful submission of answer sheets. Facilitators will populate students to classroom/assignment, schedule examination as per time table and will ensure every student has accepted the invitation to join the classroom.

   b. Five GSuite Ids (viz., Exam01, Exam02, Exam03, Exam04 and Exam05) will be used for the Examination of students. All first year papers will be offered through Exam01 id, Second Year papers – Exam02, Third Year papers – Exam03, Fourth Year papers – Exam04 and all PG papers – Exam05. Branch wise classrooms for regular students will be created in each Id. A separate

classroom may be created for all ATKT students. In case of first year students two classrooms for Sem-A and Sem-B may be created.

c. Add registered students to each classroom. It shall be made sure that all students registered have accepted the invitation to the classroom.

d. The QP will have two sections., viz., Section A – MCQ type (for 30 marks) and Section B – Descriptive type (for 40 marks, in case of Pharmacy courses, for 45 marks).

e. The Section-A may have 30 questions. The questions shall be justified for 30 minutes duration and for the award of 30 marks covering complete syllabus. The Section-B may have questions from all units of the syllabus distributed uniformly and with appropriate number of internal options suitable for 90 minutes and 40 (for Pharmacy 45) marks. Number of questions shall be restricted to a maximum of 5.

f. During examination, the Section-A shall be opened for 30 minutes duration and additional 10 minutes shall be given for submission. The Section-B will be opened for 90 minutes duration and additional 20 minutes shall be given for submission (Total time is 2½ hrs).

g. It is mandatory for all students to appear for at least one Mock-test using GSuite, before appearing for the examinations. The pattern of mock test shall be as per the pattern of examination such as MCQ only or Descriptive type only.

h. There shall be minimum of two mock tests conducted. If required third mock-test may be conducted.

i. Every student has to appear for the mock test personally and write answers in own handwriting using blue or black pen only.

j. Each invigilator shall be allotted to 15-25 students as and when required.

k. GSuite admin shall create, login ids for Exam Supdt. (02), OSD QP (01), OSD Valuation (01), Exam CCRP (1), Supporting staff (01), invigilators (100), dummy students (50). If the ids are used in previous exams, the login id shall be reset and the data shall be archived. More user ids, if required GSuite admin shall be contacted.

l. Students registered for a paper, exam supdt and invigilators, shall be populated to each assignment in the respective classroom at least one day before the examination.

m. The assignment (encrypted QP as received from QP-OSD) shall be posted with scheduled time as per the Examination time table provided by Controller of Examination. It must be scheduled to be accessible by students at least 30 minutes before the scheduled starting time of examination.

n. The Asst. Supdt must ensure that all registered students are listed in the respective scheduled assignments.

o. The Asst. Supdt must ensure that required number of invigilators are also added to the respective assignment.

p. The Asst. Supdt. must ensure every-day that all examinations as per the time-table are scheduled.

q. All queries of students during exam shall be answered through Google meet only.

3. OSD Evaluation

a. Only soft copies of the answer sheet will be accepted from Exam Superintend through GSuite id.

b. The name, GSuite id and mobile number of the valuer and co-valuer (if any) and the respective subject code will be provided by controller of exam.

c. The answer sheets will be shared with valuer for valuation.

d. The soft copy of duly filled mark foils, shall be submitted to OSD through GSuite and signed copy of the same shall be submitted to exam section.

e. The assigned valuation work shall be completed as per the schedule, if required additional co-valuer shall be requested through Head of Dept to Dean, Academics.

f. In case of mismatch in number of pages in the answer sheet, missing answer sheets and other such issues as reported by valuer, the case(s) should be forwarded to Controller of exam.

4. Students:

a. All communications related to the examination will be communicated through the GSuite and the email of students with @sgsitsindore.in only.

b. All queries of students during examination will be provided through Google Meet only.

c. Password for the Question paper / Quiz will be provided through Google meet only.

d. Students shall login and check email regularly with gs0801.....@sgsitsindore.in userid. An email invitation received from Exam superintendent should be accepted at the earliest by login to classroom and by clicking on the "Join" button.

e. Student should visit the GSuite classroom on regular basis before the commencement of exam and during the examination dates for information and guidelines.

f. Students should download the cover page (one page) and answer sheet (one page) posted on the classroom. Cover page (first page) be printed as a single page. Multiple copies of answer sheet (second page) should be printed for use during examination. The cover page and answer sheet page are enclosed at the end of this document. For the paper on Engg. Drawing, the cover page and a suitable drawing sheet shall be used for answering the questions.

g. As per the number of papers registered for, students must prepare multiple sets of answer sheets well in advance.

h. The student shall write down the answers in their own hand writing only.

i. Students are advised to write their roll number at the top right corner of the answer sheets in advance.

j. It is compulsory for all students to appear for the mock test. In case of any technical difficulties, the student shall appear for second mock test.

k. All answers to the mock test must be in student's own handwriting only.

l. Students should ensure suitable internet connectivity, required bandwidth, writing material, drawing board, proper lighting, etc. **The institute shall not take any responsibility for technical issues arising from student side.**

m. Once the answer sheet is submitted, the student shall not claim the ownership or withdraw the answer sheet or shall not resubmit it.

II CONDUCTION OF EXAMS

1. Superintendent of Exam:

a. The Asst. Supdt. shall login and start the Meet link of the classroom (CL#1-5) in which the examination is scheduled, at least 15 minutes before the commencement of scheduled examination.

b. The Asst. Supdt. shall make sure that the students are not allowed to post any messages to stream or chatbox and are not allowed to share screen to the meet link.

c. The students appearing for the examination appear before the invigilator/Asst. Supdt. Exam, through google meet link of their respective classroom. The decryption key (password to open the question paper) will be disclosed via google meet five minutes before the starting of examination. If possible, the password shall be posted on the GSuite classroom as "material".

d. The Asst. Supdt. will distribute the attendance sheet to the Invigilators and share password to access the classroom. The attendance sheet will have the roll number, name and mobile number of the students.

e. The Asst. Supdt. will monitor the meet and interact regularly with the invigilators for technical issues. The Asst. Supdt. will also rectify the technical issues as well as the QP related issues via Meet link only.

f. The invigilators or the facilitators will ensure the students the (i) timely submission of answers sheets (ii) submission of answer sheet in pdf format (iii) proper naming of the answer sheet and (iv) submission of answer sheet with all entries filled.

g. The invigilators will also verify all the data entry in the first page and match with the number of pages as mentioned in the first page.

h. Non-reporting students and the students with "MISSING" submission will be marked "ABSENT" by invigilators.

i. Students shall submit the answer sheets within 15 minutes of scheduled due time of the examination. However, maximum grace time of additional 15 minutes shall be permitted, if students are met with technical issues.

j. 30 minutes after the scheduled closing time of examination, no answer sheet will be considered. However, on exceptional cases the exam supdt. may consider to a maximum of 60 minutes for the submission of answer sheets.

k. If answer sheets are submitted after 60 minutes of closing time of examination, the answer sheets will be processed further, with a report to Dean, Academics for enquiry. The results of such students shall be processed based on the enquiry report provided by Dean, Academics.

l. The answer sheets, attendance sheet and question paper of each set is bundled together to a single folder and shared to OSD-Valuation for further processing.

2. Students:

a. Students will login to their respective classroom at least 30 minutes before the scheduled time on the day of examination.

b. The encrypted question papers will appear 20-30 minutes before the scheduled time of examination.

c. It is compulsory for all students to join the Google meet link provided on the classroom 10 minutes prior to the scheduled time of examination.

d. The password for opening the encrypted QP will be provided via Google meet only 5 minutes before the commencement of exam.

e. Students will enter page number, enrolment number and put signature on each page of the answer sheet.

f. After completion of examinations, students shall scan all pages of the answer sheets from Page 1 (Cover page) up to the last page and compile into a single pdf document.

g. Only pdf document is accepted as answer sheet.

h. The pdf file shall be named as enrollmentno- subcode.pdf (for example if the subject code is MH12010 and enrolment number of students is 0801EC12345, the file name will be 0801AB12345- MH12010.pdf)

i. The hard copies of all answer sheets must be sent in single envelope to the examination office, when all examinations of the student are over.

j. If all entries are correct, but if the student has submitted wrong filename (not as per the instruction II.2.h), in such cases the Exam Supdt is authorised to change the file name as per requirement.

k. Following actions might lead to rejection of answer sheets:

i. Submission of answer sheets 15 minutes after the due time of examination.
ii. Submission of only cover page or only one page of answer sheet
iii. Answer sheets without roll number or name
iv. Answer sheets without cover page
v. Answer sheets with empty or incomplete cover page
vi. Wrong file name, file name not as per the format given.
vii. Discussion or disclosing answer in Google meet or through any other social platform.
viii. Blurry / unclear / dark / very bright copies of answer sheets
ix. Use of pens of colours other than Blue or Black. Pencil is allowed for drawing, Graph, etc.
x. Submission of soft copies of answer sheets by email or through any medium other than through GSuite submission window.
xi. Multiple submission or resubmission of answer sheets.

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Shri G. S. Institute of Technology and Science, Indore

END-SEMESTER EXAMINATION DECEMBER 2020
B.E./ B.Tech./B. Pharm/M.Pharma/M.E./ M.Tech/M.C.A./ M.B.A./M.Sc.
(For use in all exams as First page of Answer sheets. All entries must be filled. See **www.sgsits.ac.in** for instructions.)

Enrolment No. ☐☐☐☐☐☐☐☐☐☐☐☐

Branch: _____ Email: _____@sgsitsindore.in

Subject Code _____ Date: _____

Subject Nomenclature _____ Total Number of Pages ☐
(fill this at the end of exam)

I have read all the instructions given in website and provided by Exam office for online examination and accept the same.

Name with surname: _____

Signature (as per Institute's record)

staple here

General Instructions : (read detailed instructions from Institute's website http://www.sgsits.ac.in)

30 min before Examination

1. This page must be duly filled with correct entries using Blue/Black pen only. Overwriting is not allowed.
2. Print required number of A4 size blank pages. EACH PAGE MUST BE NUMBERED at bottom right corner of all pages. Also write Enrolment number and put signature on all pages.

10-15 min before Examination

1. Login with your email id gsxxxxxxx@sgsitsindore.in
2. Enter the classroom through meet link (before entering make sure to switch OFF your mic and switch ON the camera).
3. Download the question paper (For MCQ type wait for the start of exam).

During Examination

1. The password for the question paper will be disclosed 5 minutes before the start of examination
2. In case of any doubts, you may talk to the invigilator via Google Meet. Switch ON mic and CAMERA before raising any questions.

End of Examination

1. Arrange all papers in series with front page at top. Scan the front page first and then all other pages in serial order. In case of drawing sheets, scan each answer separately or each quarter of the answer sheet in serial order. Use any PDF file generation facility, including "document scanner" app for pdf generation.
2. RENAME PDF file as "enrollment number-subject code". (example 0801EC12345-MT12001.PDF)
3. Students are required to read all instructions and guideline published in institute's web site for the use of G-Suite

IMPORTANT after Examination

1. After scanning the answer sheet, staple all original pages at the three marked locations with front page at the top. Keep the answer sheet in safe location or in an envelope.
2. Once all exams are over, dispatch all original answer sheets in a single envelope by registered post to the following address within 24hrs from your last exam: **To, Exam Office, Shri G.S. Institute of Technology & Science, 23 Sir M. Visvesvaraya Marg, Indore, Madhya Pradesh 452003.** The envelope shall be superscribed with "**Dec. 2020 Exam: Enrolment No._____**".
3. Keep softcopies of answer sheets as PDF file at safe place for 2 months from the date of exam.