**ONLINE PENDING BACKLOG EXAMINATION 2021**

Online platform : Google Classroom

Google Classroom: Engineering Mechanics Backlog Examination 2021

Link : https://classroom.google.com/c/MzYxMjczOTY5ODA3?cjc=ihv46dy

Class joining code: ihv46dy

**Engineering Mechanics Backlog Examination Time Table 2021**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Day** | **Time** | **Subject** |
| 16.06.2021 | Wednesday | 10.00 AM TO 1.00 PM | Engineering Mechanics  ME 181104 |

**MODALITIES TO APPEAR IN ONLINE EXAMINATIONS**

**(FOR STUDENTS)**

The following modalities will be followed for the upcoming online End Semester Examinations, (ESE) in Engineering Graphics and Design:

1. Examination time and duration will be as per the notified examination programme.

2. The online examination will be held in Google Classroom environment.

3. Google Classroom can be joined by using a Gmail account of student. Student’s email id must has his/her official name. All the concerned students have to join Google class room for Engineering Mechanics backlog examination, one day before the examination.

4. Online meeting application platform (Google Meet) will be used for monitoring examination and Google meet has to be active from student's end during the examination.

5. On the day of examination, the question paper will be uploaded to the Google Classrooms as assignment 15 minutes before the scheduled examination time. The students can download the Question Paper immediately after it is available.

6. Attendance sheet will be provided in Google classroom during the examination and students have to submit the same within 15 minutes of commencement of examination otherwise will be considered as absent.

7. Student should clearly write the Roll Number, Subject Name, Subject Code, Branch, Semester, Date of Examination and the total number of pages included in the answer script on the first page (which should not contain any answers). Students need to use **A4** for writing the examination.

8. Answer must be written in student’s own handwriting and each page of answer script must contain the date of examination, Roll Number, page number and student’ signature, without these data the particular page(s) will not be evaluated.

9. Students need to sign a self declaration form (undertaking) and that to be attached at the end of the answer script. The format of the self declaration form is given as attachment.

10. At the end of the stipulated time frame, students need to scan all the pages including the cover page, self declaration form (must be distinct and readable) and convert them into a single portable document format (pdf) file using any online resource (File Name should be Roll Number of the Student). That pdf file needs to be uploaded to the Google Classroom by the student within half an hour (30 minutes) after completion of stipulated time frame of examination.

11. Students need to ensure proper device (including camera) with good internet connectivity during the examination. Internet connectivity is the responsibility of students.

12. Students should ensure availability and reliability of network service in the location from where they will be appearing in the online examination in advance. They should also ensure the functional ability of their electronic gadgets along with the availability of application / software necessary for the examination. However, any technical issue faced by the students should immediately be brought to the notice of the concerned faculty/in-charge of Mechanical Engineering department.

13. Student need to preserve the original answer scripts and that need be submitted to the examination cell of college when the classes will be resumed.

14. In case of any kind of malpractice noticed and reported by the concern invigilator, the same will be treated as per the University regulation.

**Attachments:**

1. Annexure I: Sample of the Front Page/Cover Page of the Answer Sheet in own handwriting

2. Annexure II. Sample of the Declaration/Undertaking form to be written in student’s own handwriting.

**Sd/-**

**Department of Mechanical Engineering**

**BBEC, Kokrajhar**

**Annexure I**

**FRONT PAGE OF ANSWER SHEET**

Date of Examination:

Course/Program:

Semester:

Branch:

Regular/Repeater:

Subject Name:

Subject Code:

Registration No:

Roll No:

Total No of Pages:

Name of the Institution:

Name of the Invigilator/Faculty of the Google Class room:

**Signature of the Student**

**Annexure II**

**DECLARATION/UNDERTAKING FROM THE STUDENT**

I hereby declare that I have uploaded the answer sheets by the specified procedure of the University, also I hereby, undertake to submit the original answer sheets immediately upon demand by the concerned authority of the Institution.

Date:

Signature of the Student

Roll No:

Registration No: