

Guidelines of Assessment for Student

In the answer book template following information must be filled by students such as Name of Student, Father's/ Husband Name, Subject code, Subject Name, Roll No, Total no of Sheet included in this attempt of Examination, Date of examination , Page Number .

1. Student can take print out of answer sheet / Response sheet in both side of page.
2. Student shall sign every side of Answer / response sheet.
3. Student shall do page numbering on every page used as Answer / Response sheet in every attempt of online examination.
4. All students have to write the answer in the printout of prescribed format template only.
5. All students must note that unsigned Answer/Response sheet shall not be accepted as valid response sheets for examination.
6. Student should have to write question number in given answer on answer sheet.
7. Only eligible students (that means those student who have filled examination form as per rules of University) for examination are allowed to appear in online examination.
8. In case of any student unable to take printout then he/she shall allowed to use ruled register pages and they can use handwritten of template format same as in answer sheet format. And Such students shall be advices to get prepare themselves for Online Examination w.r.t. to answer / response sheet well in advance.
9. Students have to be scan his / her answer sheet / Response sheet of examination, page by page number, then save in Pdf format and then send on email –id which is provided by department HoD of your concern dept. or institute. For generate pdf they can use following software which is available on google play store in android phone :-

Microsoft lense and camscanner

10. After examination student should create a pdf of his her scanned answer sheet and save pdf file is as following format :-
 1. (<subject code>-<Rollnumber>-<semester>.pdf)
 2. For example :- cs401-0112cse19gt009-4.pdf
11. Student should have to send their answer sheet in given time (30 minute) after examination which is already communicated to you by your concern department, on provided email-id , if any of student will

not send their answer sheet in time then his / her answer sheet will automatically cancelled as per rule of examination, in case of any kind of disputes only honorable vice chancellor decision will be acceptable .

12. Student will get question paper on their whatsapp number provided to department, 05 minutes before as per schedule time table of examination.
13. Student should have to check internet connection in his / her device i.e mobile / laptop / computer, 30 minute before start of examination.
14. If any of student who are attending examination , he / she if not getting question paper in time then such student he/ she should have to contact their concern department head / HoD within 30 minute of start of examination.