

MADHUBEN & BHANUBHAI PATEL INSTITUTE OF TECHNOLOGY

A.Y. 2020-21, SEMESTER 1

GENERAL GUIDELINES (TENTATIVE) FOR MID SEMESTER ONLINE EXAMINATION

1. Mid-Semester Online Examinations is commencing from 12th October 2020. All the **STUDENTS HAVE TO APPEAR FOR THE SECOND ONLINE MID SEMESTER EXAM**. This exam will be considered as **FIRST MID SEMESTER** exam for the students who were ABSENT, UNABLE to submit the first online mid semester exam because of any reason.
2. This exam will be of 30 marks and conducted using Google Forms and WebEx Meeting for which it is essential to have Gmail account. Google Form will be used to set the question paper and WebEx Meeting will be used for supervision.
3. The Question-Paper will comprise of Multiple Choice Questions (MCQ) of one / two marks each. There will be NO Negative Marking. Exact details about each question paper will be available in title section on Google Form.
4. Exam link will be shared [for Question Paper and WebEx Meeting] in advance to your registered whats up Group. [Report to exam section if you have not received the same before 10 min from commencement of exam]. Check your inbox regularly for further details about this online examination.
5. It is preferred to have computer system / laptop / i-Pad / Tablet / Mobile-Phone with two way communication facility including front facing web camera and micro phone. Sufficient data limit and good internet connectivity with high speed are essential.
6. If you are using Mobile-Phone for Online Examination, please ensure that Mobile-Phone settings are done for Call Diverting so as to avoid interruption during Online Examination.
7. Duration of actual examination will be 55 minutes. However you must join Google Meet 15 minutes prior to exam time mentioned bellow, in order to avoid connectivity issue.

Semester	Exam Timing	Exam Joining Timing
3	10:30 AM to 11.00 AM	10:15 AM
5	12:30 PM to 01:00 PM	12:15 PM
7	02:30 PM to 03:00 PM	02:15 PM

8. Make sure that there is sufficient light in the place where you settle for Online Examination and no other person/device is present in your nearby vicinity.
9. You are required to be dressed up appropriately as the Online Examination is to be proctored / supervised and recorded.
10. The use of Commercial/Scientific Calculator is permitted during Online Examination, if required.
11. If you finish the examination before the stipulated time, you may exit the Online Examination with the prior permission of Supervisor.
12. All exam sessions are recorded hence avoid any kind of malpractice such as talking to others, use of any other devices, moving out of camera etc. during the Online Examination. If you are involved in any type of malpractice, you will be disqualified and disciplinary action(s) will be initiated as per the University rules.

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13. In the event of any unforeseen interruption during the ongoing Online Examination, Don't Panic. You can re-login and continue the Online Examination. You may contact your supervisor for the same. For any technical difficulty during login and for interruptions during the exam, you may also send an email to exam section: creditsystem@mbict.ac.in
14. Further details about this online exam will be shared in due course of time.

