

Mahatma Education Society's

Pillai HOC College of Engineering & Technology

Guidelines for Block Supervisor for Regular & ATKT Examinations to be held from 23rd December 2020 to 20th January 2021

1. All Block supervisors will get the Google Meet link, Google Form URL, list of the students along with their email IDs 30 minutes before the start of the examination.
2. You have to personally see the student, verify the identity and mark the attendance. Ask students to switch on the camera when you take attendance ask for college ID and hall ticket or Aadhar Card or PAN Card to have proctored examination.
3. You can ask to switch on the camera in between (if you feel so for any particular student), but it should not be a disturbance to the students.
4. If any doubts, immediately report to exam conducting team.
5. If any student has any issue with internet, power failure or late in receiving question papers etc. should be noted and reported immediately.
6. You have to prepare the report of the examination for your assigned block and submit the same to examination conducting team.
7. If any student is facing difficulties in appearing for examination it has to be noted down and possible help to be extended to solve the problem with the help of examination conducting team.
8. Please start instructing students in your block about the time and ask them to scan the answer papers related to subjective questions and upload the PDFs at the specific links provided for the same in the Question paper during last five minutes of the scheduled examination i.e. 2 hours, 1 and half hour or 1 hour.
9. The commencement as well as end time of the examination shall be set automatically to ensure the fairness.
 - a. *The time allocated for MCQ part is 40 minutes and for descriptive part is 80 minutes for 2 hours duration examination. The link for subjective part shall be enabled only after submission of the answers for MCQ part of the particular subject's examination. Additional 10 to 15 minutes shall be given for uploading the answers papers.*
 - b. *Similarly, the time allocated for MCQ part is 30 minutes and for descriptive part is 60 minutes for 1 hour and 30 minutes duration examination. The link for subjective part shall be enabled only after submission of the answers for MCQ part of the particular subject's examination. Additional 10 to 15 minutes shall be given for uploading the answers papers.*

- c. *The time allocated for MCQ part is 20 minutes and for descriptive part is 40 minutes for 1-hour duration examination. The link for subjective part shall be enabled only after submission of the answers for MCQ part of the particular subject's examination. Additional 10 to 15 minutes shall be given for uploading the answers papers.*

9. Please help/assist/facilitate the students to upload the answer paper PDFs in the given time i.e. within 15 to 20 minutes from the end of the examination.

10. Please instruct the students to write the required information and sign each and every page of the answer paper before they scan and rename it in the .pdf format before uploading it. ***Ensure that they follow this.***

11. Subjective/descriptive papers .pdf file has to be renamed as:

SeatNo_Branch_Semester_Scheme_SubjectName_Qno.

For e.g. 250M63102_Mechanical_VI_Rev2016_FEA_Q2

250E42198_EXTC_IV_Rev2012_EDC-II_Q3

12. If student is facing the problem in uploading his/her response on the platform in the prescribed time, Please provide specified email address within the assigned time of the examination. However, in any case student has to upload the answer paper using the specific link with the permission of the supervisor in extended time as a special case

13. You have to digitally sign and submit the attendance and block supervisor report at the end of the examinations to the Exam conducting team.