

### University of Mumbai Engineering Examinations

#### General Instructions for Students while Appearing for Online Examinations

Scheduled from 22<sup>nd</sup> November, 2021 to 5<sup>th</sup> January, 2022

1. You are **advised to be at the location** where there is a **good internet connectivity**
2. You must **have sufficient internet data pack** available for examination on your gadget
3. Make sure that the **gadget** which you are using is **fully charged** before the **commencement of the examination**
4. As far as possible **use laptops or desktops with web camera** for your exams
5. Following **activities during examination** will be treated as **unfair means / malpractice case**
  - a. Sharing screen with any other member
  - b. Browsing other websites, taking screen shots and sharing the same with any other person or on social media
  - c. Running any other application on the gadget through which you are appearing for the examination
6. The question paper will have MCQs (for 20 marks) and subjective/descriptive questions (for 60 marks) based on entire syllabus.
7. Duration of the examination is **2 hours & 30 minutes for 80 marks**. You will get additional 15 to 20 minutes to **scan and upload the answerpaper**.
8. **Online block wise supervisors** similar to offline examinations will proctor the examination. They may **verify the identity** of the **student** appearing for the examination by **seeing** their **college Identity Card** or **Hall Ticket** or **Aadhar Card** or **PAN Card**.
9. **Examination Link** sent to you will **become active 5 minutes prior to the scheduled time** on the date of examination. You are expected to **start attempting the questions at scheduled examination time**. The **link will automatically get deactivated at the end of the scheduled time**.
10. **Enter your personal information including examination seat number, wherever asked, with due care**
11. Please use A4/legal (full scape) size paper to **write the correct option of MCQs as well as answers of the subjective questions**.
12. You have to write the semester and subject name along with his/her examination seat number, duly signed by him/her, and page number in typical format (current page number/total pages) i.e. 2/7 or 3/10 (2 and 3 indicates current page number and 7 or 10 indicates total number of pages respectively on which answers are written) on **each and every page**.
13. Use the scanning app to **scan the answers (MCQs as well as descriptive) in PDF** and **upload only one PDF file** using the specific link provided in the **Google Form**.
14. **It is mandatory for all the students to upload their answer papers in PDF on the same platform using the given uploading links**
15. If you face any difficulty in uploading your answer paper on the given link within the allocated time, consult block supervisor for help
16. You are allowed to use non programmable calculator, working sheet (for any rough work)

17. You are **not allowed to leave your seat during complete examination time.**
18. **Upload your complete answer paper as one pdf file without fail** before leaving the examination platform. You shall **submit** your response **only once** for one course. **You are advised to carefully choose and upload the correct answer paper file using the link provided in the google form.**
19. If any problems arise due to which you are unable to appear for the examination or submit your responses, immediately inform this to your subject teacher or head of the department or the help line numbers of your college.
20. You must maintain the sanctity of the examinations.
21. Differently abled Students will get 20 minutes extra time with prior permission of the college authorities, after submitting proper documents.

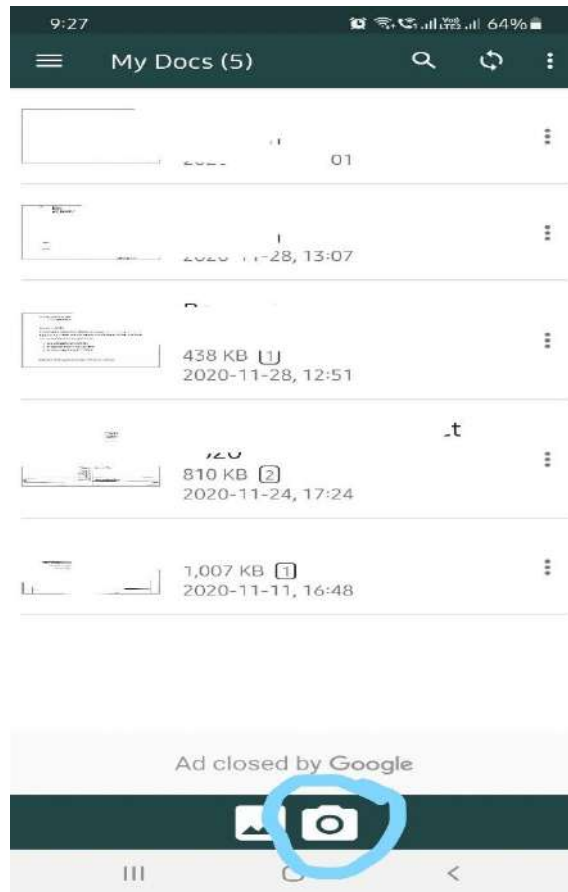
Mahatma Education Society's  
**Pillai HOC College of Engineering & Technology**

**Help Line Numbers for University Examination (Second Half 2021)**

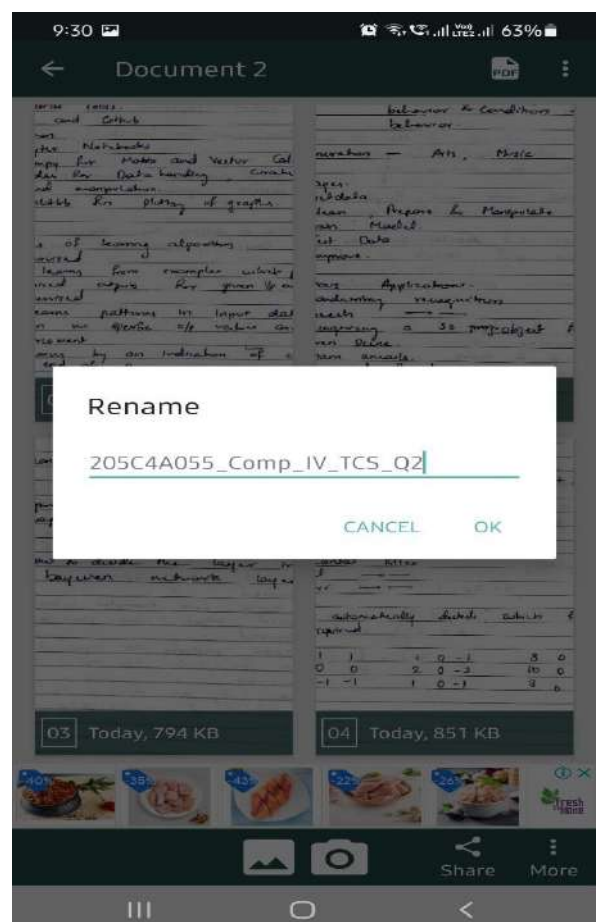
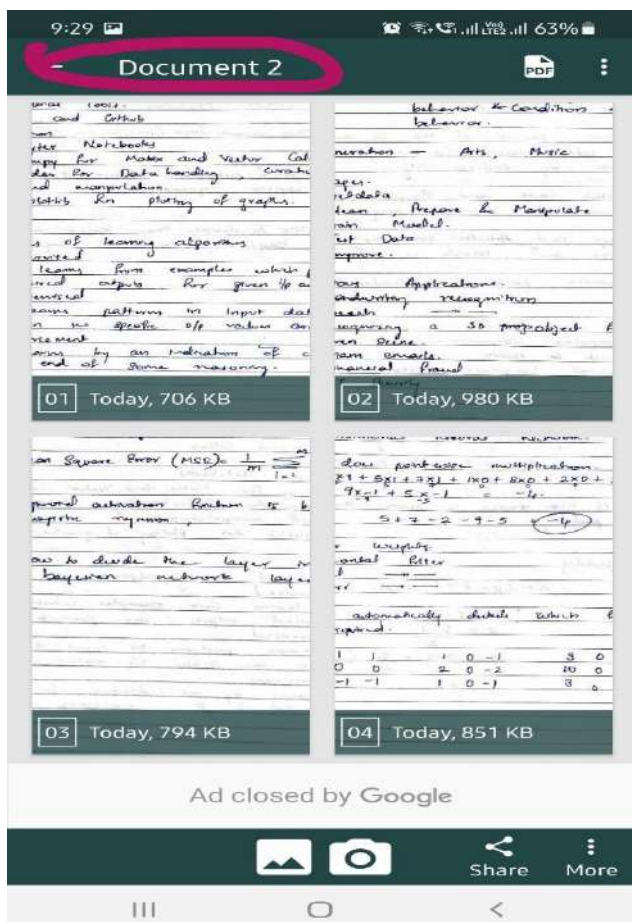
<b>Sr. No.</b>	<b>Branch</b>	<b>Contact Person</b>	<b>Contact Number</b>
1	Examination Section	Ms. Neha Rane	02192 - 669000 / 01 / 02 / 03
2			8779330895
3	Automobile Engineering	Mr. Amar Jadhav	9892903490
4	Civil Engineering	Ms. Ashwini P.	9400408718
5	Computer Engineering	Ms. Rohini Bhosale	8976658138
6	Electrical Engineering / Electronics Engineering	Ms. Lakshmi C.R	7559970686
7	Electronics & Telecommunication Engineering	Ms. Rekha Dhawan	9930938016
8	Information Technology	Ms. Divya Chirayil	9820940007
9	Mechanical Engineering	Mr. Hemant Patil	9028626803

# How to Reduce file size after scanning the Descriptive Answer Sheet using Clear Scan App.

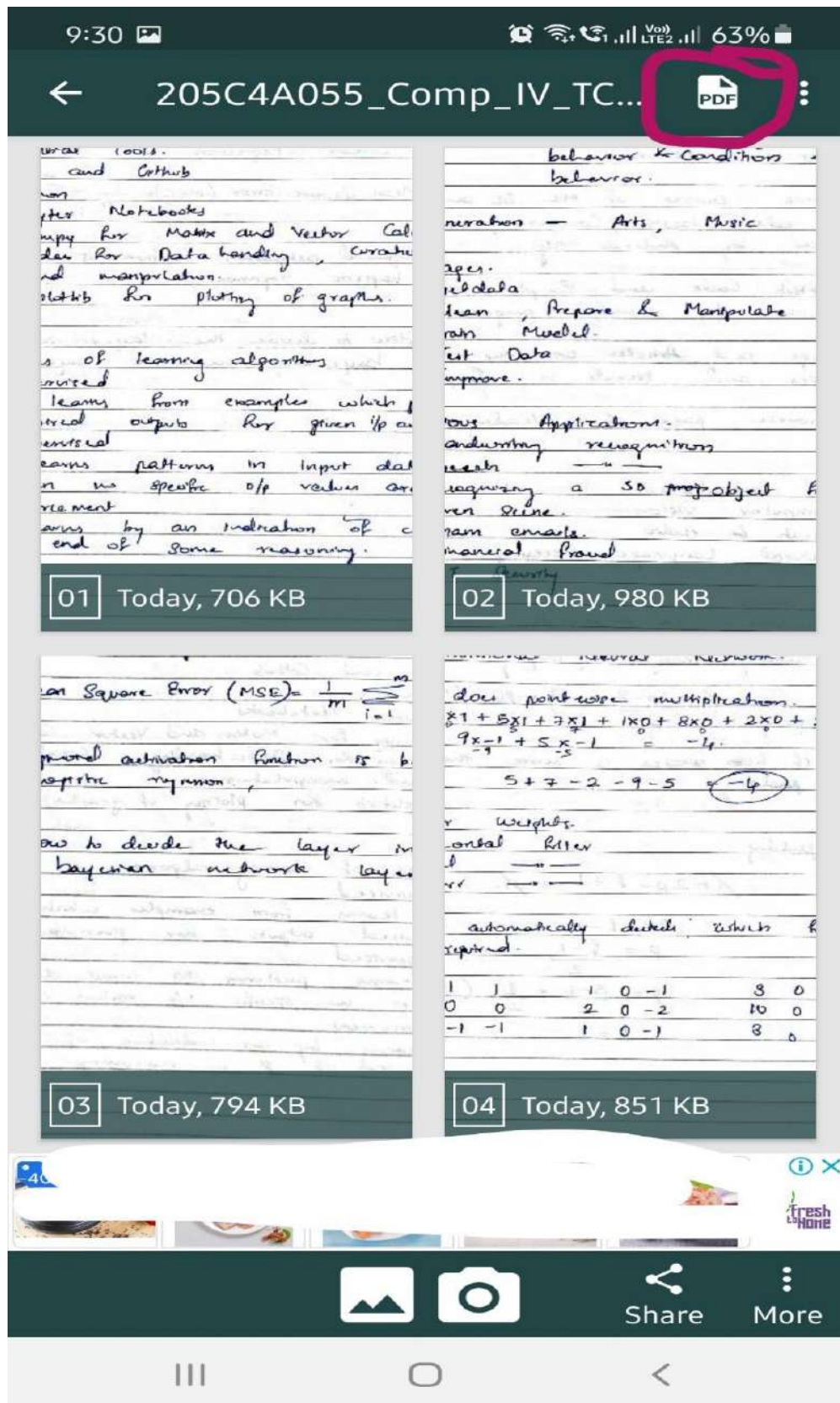
1. Click on circled icon to scan Answer Sheets.



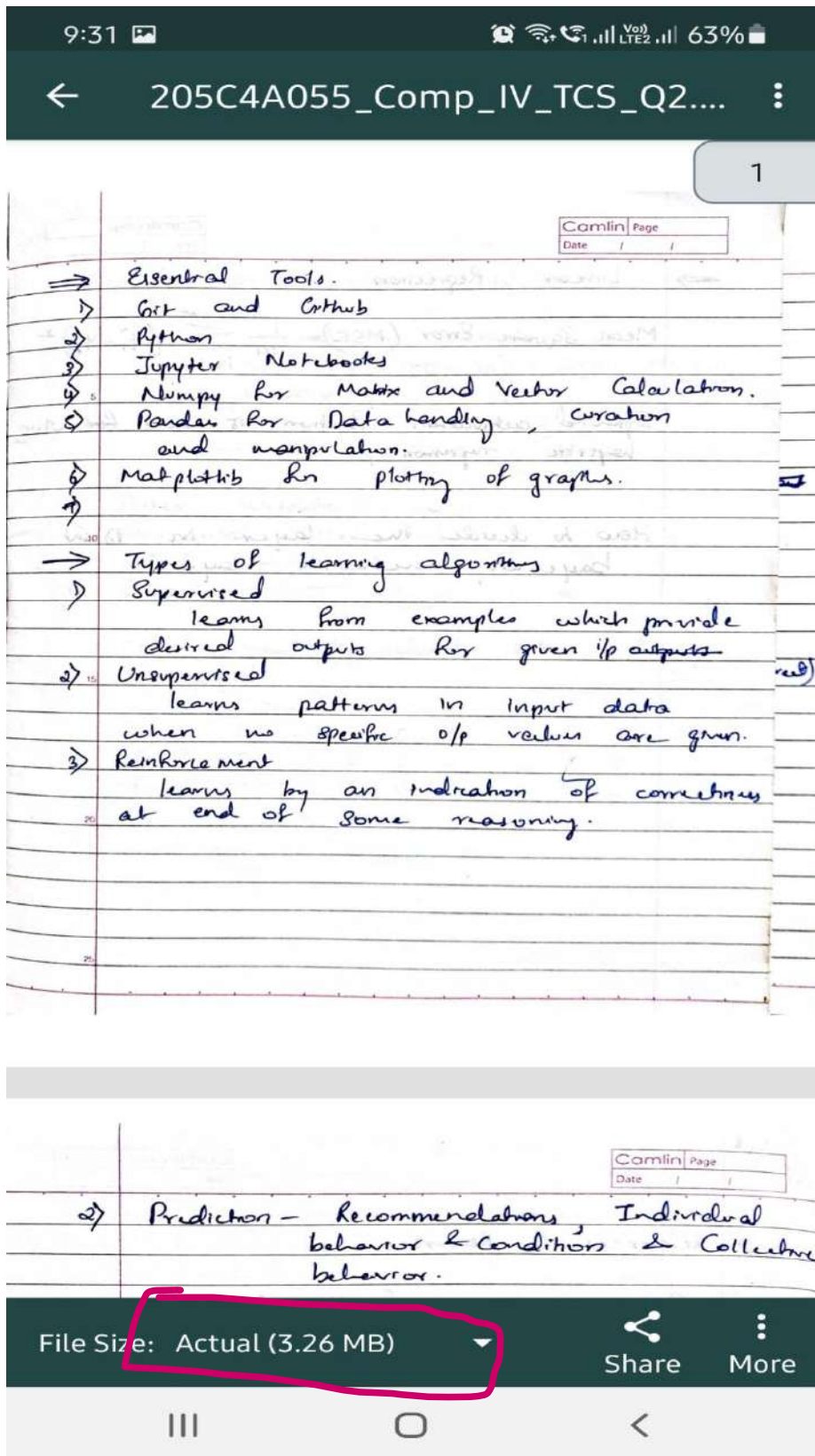
2. Rename the file as prescribed.



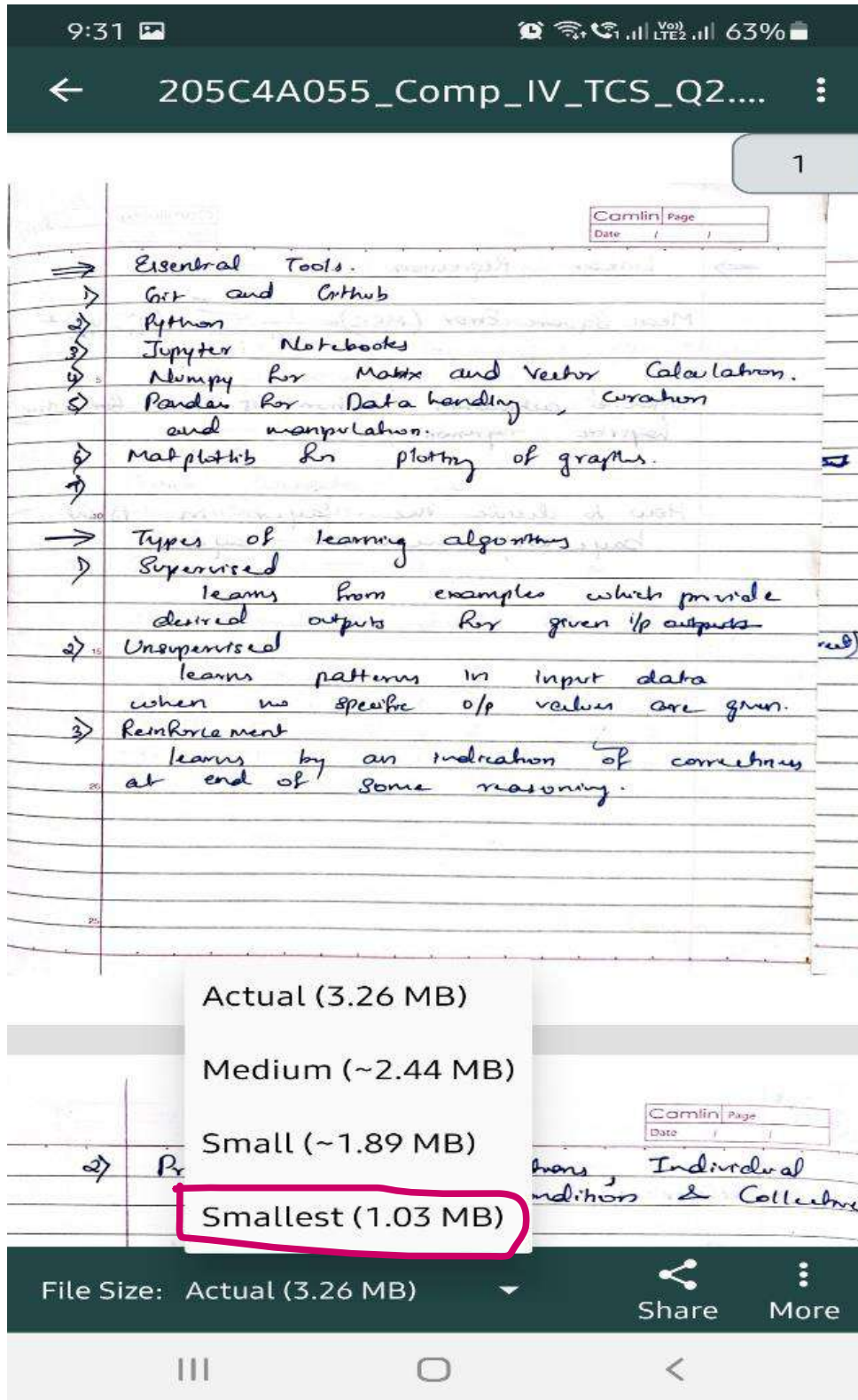
3. After renaming, Click on PDF then



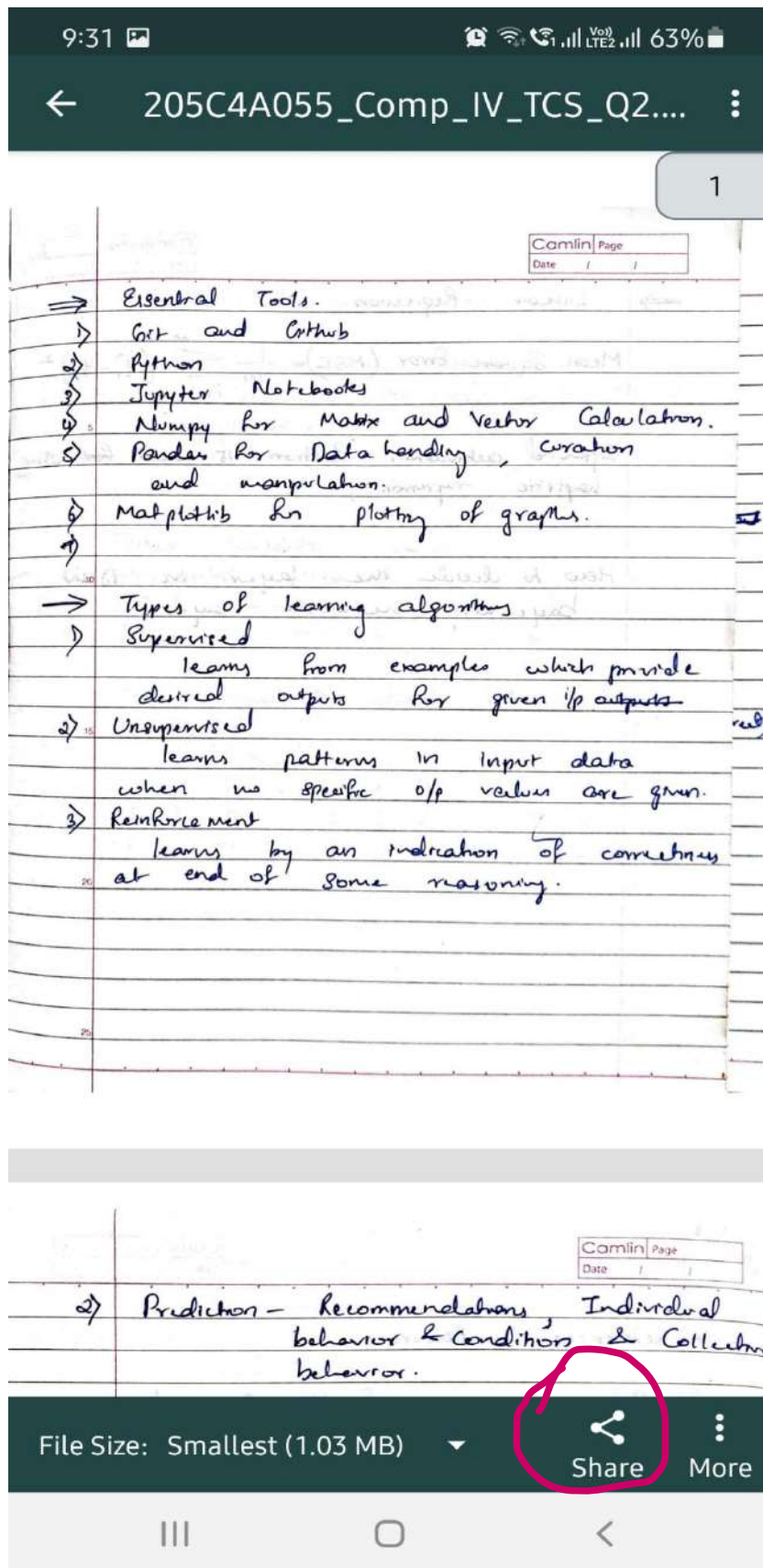
4. As you can see, actual file size is 3.26 MB, but you can reduce it



5. Now, you change the file size by clicking on **File Size**. Select the **Smallest** or **Small**.



6. Now you click on Share to forward it in your mail or save it for uploading.



7. After you reduce the size, it will easier to upload it and submit.