

## VEER SURENDRA SAI UNIVERSITY OF TECHNOLOGY, BURLA

No. VSSUT/Exams./ 311 /2020,

Dated: 27 /08 /2020

In continuation to the notice no. VSSUT/ Exam / 287/'2020 dated 18.08.2020 and VSSUT/ Exam / 295/'2020 dated 21.08.2020; the examination guidelines for the eligible students are attached.

Sd/-  
COE, VSSUT

Memo No. : VSSUT/Exams./ 312(25) /'2020,

Dt.: 27 /08 /2020

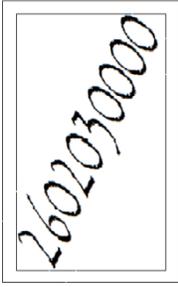
Copy to:- All HODs / Prof. I/C Examinations / Dean, Academic Affairs / Dean, PGS&R / Dean, Faculty & Planning (**request to kindly hoist in the University web site**) / University Notice Boards / PA to Vice-Chancellor for information of Hon'ble Vice Chancellor.

Sd/-  
Controller of Examinations

## Annex-1

### **GUIDELINES FOR EXAMINATION MAY'2020 & JULY'2020 IN HYBRID MODEL 'KNOCK'**

1. Question paper for the online mode with open book system for above said examinations will consist of **7 innovative questions** based on outcome based education, which will test the applied knowledge of the students.
2. Each question will carry **10 marks**. All questions are compulsory.
3. Duration of examination is **2 hr**.
4. Question paper will be sent to the students in their e-mail before the examination.
5. Additional time of **30 minutes** will be provided for uploading the scanned copies after end of the examination.
6. Duration of "**examination process**" includes the time from receiving the question paper, duration of examination and additional 30 minutes to upload the scanned answer scripts after completion of examination.
7. **QUESTION PAPERS SENT BY E-MAIL ARE STRICTLY CONFIDENTIAL. STUDENT MUST NOT SHARE THE QUESTIONS WITH ANY OTHER DURING THE EXAMINATION PROCESS. IF ANYONE DETECTED IN DOING THIS THROUGH THE UNDERNEITH MECHANISM OF 'KNOCK', THE STUDENT WILL BE PUNISHED ACCORDING TO THE EXISTING RULES PERTAINING TO "UNFAIR MEANS IN THE EXAMINATION".**
8. **ANSWER SHEETS IN ORIGINAL AS WELL AS SOFT FORM (PDF/SCANNED COPY/PHOTO ETC.) ARE STRICTLY CONFIDENTIAL. STUDENT MUST NOT SHARE THOSE NEITHER DURING THE EXAMINATION PROCESS NOR EVEN AFTER THE EXAMINATION TILL RESULTS ARE DECLARED. IF ANYONE DETECTED IN DOING THIS THROUGH THE UNDERNEITH MECHANISM OF 'KNOCK', THE STUDENT WILL BE PUNISHED ACCORDING TO THE EXISTING RULES PERTAINING TO "INVOLVED IN GROSS MISCONDUCT IN UNIVERSITY EXAMINATION".**
9. **IF ANY STUDENT FAILS TO SUBMIT SCANNED COPIES OF THE ANSWER SHEETS IN STIPULATED TIME, HIS/HER ANSWER SCRIPTS MAY NOT BE CONSIDERED FOR EVALUATION.**
10. Students will answer from their home in stipulated time and upload the scanned copy of their hand written answer sheets **in return e-mail** not exceeding **seven pages** (maximum two additional page may be allowed).
11. Page number must be placed in each page, in particular to avoid loss and seriality of the answer sheets. The format to be used for **page numbering** is "Page 1 of 7"/ "Page 2 of 7" and so on.
12. For answering the questions, students are advised to use **good quality paper** (A4 size, 75 GSM)
13. For better scanning. Students are advised to use only blue/black Gel pen.
14. Students must maintain **1 inch margin** in all four sides of each answer sheet.
15. At the top of first page of the answer sheet, **students must provide their details** such as Registration No., Name, Course, Subject, Branch and Specialization, Semester, Section and Date of Examination (Suggested to utilize the top margin space for writing these details).
16. Students are strictly instructed to write down their **registration number on each sheet diagonally from corner to corner (left bottom to right top) leaving the margin area, covering 50% of the writing area of each page** before writing their answer on it i.e. registration number will be on the back end and the answer will be on fore end. Failing which the received answer sheets are liable to be rejected. A sample example is displayed below for understanding:



17. Students must put their **full signature at bottom** of each sheet (Suggested to utilize the bottom margin space for the same).
18. At the bottom of the last page they have to give an **undertaking** that “I have answered the questions in my own handwriting in \_\_\_\_\_ no. of pages”. (Suggested to utilize the bottom margin space for the same).
19. All the pages of answer sheets must be scanned and **converted to a single PDF file only**. No other mode is accepted. **Name your PDF file** as “Regd.No. \_Subject name in short”. Example if your Regd. No. is 26950004 and subject is Engineering Mechanics, your PDF file name will be: 26950004\_EM.
20. Students are advised to maintain the total size of uploaded PDF file **within 10MB**.
21. When sending the scanned copy of answer pages in return e-mail, write down **your registration number in the “subject” head of e-mail body**.
22. **ATTENTION MUST BE TAKEN TO UPLOAD THE PDF OF SCANNED COPIES OF HAND WRITTEN ANSWER SHEETS AS EARLY AS POSSIBLE, IMMEDIATELY AFTER COMPLETION OF THE EXAMINATION TO AVOID LAST MINUTE RUSH ON THE SERVER. MAKE SURE THAT SCANNED COPY OF ANSWER SHEETS MUST BE READABLE AFTER DOWNLOADING AND TAKING PRINTOUTS.**
23. Advised to check the memory requirement well before the start of examination in order to ensure that final PDF must not exceed 10 MB.
24. **IF ANY STUDENT DOES NOT WANT TO APPEAR IN ANY SUBJECT OF EXAMINATION, HE/SHE MUST INFORM THE CONTROLLER OF EXAMINATION USING THE EMAIL ID “coe\_phd@vssut.ac.in” ATLEAST TWO HOURS BEFORE THE COMMENCEMENT OF SCHEDULED EXAMINATION. OTHERWISE IT WILL BE RECORDED AS HE/SHE HAS APPEARED IN THE EXAMINATION BUT NOT SUBMITTED THE PDF OF THE ANSWER SCRIPTS, AND THE STUDENT WILL BE PUNISHED ACCORDING TO THE EXISTING RULES PERTAINING TO “INVOLVED IN GROSS MISCONDUCT IN UNIVERSITY EXAMINATION”.**
25. **For any genuine technical problem faced during the examination, PIC Examination (Dr. Ganeswar Nath; Mob: 7008913603, Dr. Saroj Kumar Padhan; Mob: 7978570937) may be contacted.**