

PROCESS OF ONLINE CONTINUOUS INTERNAL EVALUATION – TEST - I

For Students of 3rd, 5th, & 7th Semesters of UG,

3rd Semester of M.Tech, M.Arch, & MBA and 3rd & 5th Semester of MCA

All Students are hereby informed to note down the following

Requirements

1. Desktop OR Laptop OR mobile with webcam, speakers, microphone which can support ZOOM and Google Meet.
2. Mobile phone with Adobe Scan App (or any similar App)
3. Compatible browser or App to open Google Meet, Google class room and Google Forms in Computer/laptop and Mobile phone.
4. Sufficient number of A4 unruled white sheets with page numbers written on bottom right corner and stapled only on the top left corner before the test.
5. On the first sheet write the USN, Name, Course Code, Course Title, term and Sign of the student with date.
6. All students have to use registered email ids (using for online classes) for the CIE

In case of any issues student can send an email or message to the faculty/semester wise coordinator.


Instructions for Students


1. Submit Gmail address to department (If any changes in the list attached below).
2. Join the online test 15 minutes before the start time through Computer. Keep the **Webcam on** and **Microphone off** throughout the session.
3. One invigilator will be assigned for every batch of students.
4. Show the answer sheets and 360degree view of the room to the invigilator before the commencement of the internal test.
5. Student is not allowed to take any break during the entire session of internal test.
6. Sit at least one foot away from Computer/laptop/mobile so that webcam can cover the writing posture.
7. Question paper is available in your Google class room/Google Meet link/Google form link at the scheduled time.
8. Write on only one side of the A4 sheet, **write USN or Name in each page.**



9. Write the total number of pages written on the first sheet and write 'END' on the last sheet.
10. After the end of internal test scan the answer sheets in sequential order using Adobe Scan App or any similar App in mobile phone and save it in the format USN.pdf (example: IMSI7XXXXX.pdf)
11. Upload the file USN.pdf through the Google class room/Google Form link provided during the internal test. After the invigilator confirms receiving the answer sheets, student can leave the online test. In case of difficulty, contact the Faculty/semester wise coordinator, then email the answer sheets to them in pdf format.
12. In case of any disruption send message or mail to Faculty/semester wise coordinator
13. Student will be warned for moving away from the view of camera and/or involving in suspicious activities like hand, neck and eyes movement. If the student repeats the same activities again, he/she will be booked for malpractice case.
14. Student must and should preserve and submit the hard copy of answer sheets to the faculty whenever he/she visit the campus in person. Failing which the processing of internal marks will not be done by the faculty for the course.

Detailed Schedule will be communicated by the respective Departments.


Controller of Examination
Controller of Examinations
Ramaiah Institute of Technology
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Principal
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