



End Semester Examination 2019- 2020 (Digital): Standard Operating Procedure

1. All examinations shall be held as per the Final Datesheet shared with the students on their official email ids from CoE.
2. The internal faculty in-charge of the jury indicated in the date sheet, shall be a part of the jury room and will be coordinating the flow of the jury.
3. All students will need to be available for the complete duration of the examination. A schedule of student presentations time slots will be shared one day in advance with the students on their official email id by the internal faculty.
4. Any inability to connect on internet or telephone during the allotted time slot during the jury, will lead to the student being moved to the end of the jury list. However, no jury would be conducted post the last time slot on the schedule.
5. All students to maintain all decorum for the jury. Join the digital review with your camera and mic switched off; and turn it on only when requested to do so by the internal faculty or jury.
6. All Students to be dressed formally for the jury day.
7. All students to keep their cameras on during the duration of their own jury and use a well-lit space for the jury day.
8. The student attendance record will be maintained for each subject examination digitally. Each of the jury sessions will also be recorded.
9. Any non submission or unexcused Absence on the day of the jury will be marked Absent.
10. All students have to attend the mandatory mock review or test to ensure familiarity with the examination process for a given subject. Failing to do so may lead to unavoidable complications on the day of the jury or examination.
11. All reappear students have been notified of Lesson Plans and mode of examination on their official email ids. Previous years' students will be contacted on their last updated email address.
12. All students who have applied for reappear examination or jury must contact their HoD to organise a mock review or exam for them.
13. All students must acknowledge the jury meeting link by return email ensuring their email ids are functional. In addition, one personal ID can be kept on standby just in case there is a need to switch last minute due to any internet or technical issues.
14. All students to ensure that ID and password related queries are resolved at least 24 hours prior to the examinations. If any student forgets TCSiON Login Id or password then the student needs to

send a query to ithelpdesk@ansaluniversity.edu.in with a copy to the HoD for information and get the resolution at least 24 hours before the start of the exam.

15. All students can contact the internal faculty conducting the exam for any assistance required with the IT department of the university.
16. All subject faculty for theory papers will be available for doubts and clarifications during working hours for the duration of the paper.
17. In case your reappear examination date clashes or overlaps with any other jury on the same day or consecutive day, please bring it to the notice of your internal faculty and HoD through email well in advance for your jury time to be allocated accordingly.