



Office of the Dean Academic
Indian Institute of Engineering Science and Technology, Shibpur
(Formerly Bengal Engineering & Science University, Shibpur)
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Website : <https://www.iiests.ac.in>

No. 1860/Exam

Date: December 30, 2020

NOTICE

This is for information to all concerned that the End-Semester Examinations for Undergraduate students (B.Tech & B.Arch 3rd, 5th & 7th Semester) shall commence from January 11, 2021 and will continue till January 16, 2021. The Examinations shall be held in ONLINE mode as per the following protocol:

- i) The examination shall be conducted as per the programme to be announced shortly.
- ii) For conducting the examination a separate Google Classroom shall be created and the students shall be added in that Classroom.
- iii) Examination Meeting Links as well as Google Classroom invitation shall be provided to the G-suite IDs of the concerned students by 09.01.2021. If any student fails to receive the links of any paper by 10.01.2021 morning, he/she shall send an email from his/her G-Suite ID to Head of the parent department with a copy to Assistant Registrar (Academic) [arssb@iiests.ac.in]. For students of Civil Engineering Department, separate links shall be provided section-wise. If any discrepancy found by any of the students, he/she shall bring it to the notice of the Assistant Registrar (Academic) by 09.01.2021.
- iv) Each student must join at least Ten (10) minutes before the schedule examination time. Duration of examination is One Hour & Thirty Minutes and another fifteen (15) minutes shall be given to upload the scanned answer scripts. **Answer scripts submitted late shall not be evaluated.**
- v) Each student shall write the answers on plain papers of standard A4 size or full size paper of big exercise book using pen so that the scanned document is properly readable. In the top sheet, the following information must be written by the examinee before the commencement of the examination:
 - Name of the Examination
 - Name of the Subject
 - Subject Code
 - Date of Examination
 - Name of the Student
 - Examination Roll Number
 - G Suite ID
 - Number of Sheets uploaded

- vi) During the entire period of examination, **camera of your device has to be kept on and audio to be kept OFF** and you shall be proctored by the faculty members. Adoption of any unfair means shall be dealt with as per Institute rules and practices.
- vii) Sharing and copying answers or part thereof shall be treated as adoption of unfair means and shall be liable to cancellation.
- viii) The examinees shall not communicate with each other during the examinations and also shall not be allowed with any kind of Chat.
- ix) The meeting at the time of the examinations shall be recorded.
- x) The students are advised to upload Answer Scripts in PDF/JPEG format preferably in PDF Format.

This is issued with the approval of the Dean (Academic).

Sd/-
Dr.Nirmalya Kumar Bhattacharyya
Deputy Registrar (Academic)

No. 1860/1(9) Exam

Date: December 30, 2020

Copy forwarded for information and necessary action to:

1. PS to the Director
2. All Deans
3. All Heads of the Departments/Schools/Centers
4. The Chairman- SUGC
5. The Professor-In-Charge(Examinations)
6. The Registrar
7. The Faculty-In-Charge-ERP Cell
8. The Student Senate
9. Institute Website



Deputy Registrar (Academic)
IIEST, Shibpur