

University of Mumbai
Engineering Examinations

Scheduled from 1st March 2021 to 15th March, 2021

For FE Sem I, II and ME Sem I and II of Rev2012, Rev2016 and Rev2019 (wherever applicable)

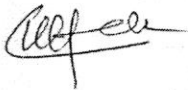
Dear Principals/Directors

Please take a note referring to Question Paper distribution during said examination.

Following table depicts the authorised email address from which you will receive the QP and AK Sets of the specific programs.

Programs	email ID form which college will receive the QP Set	Contact Number for Queries Related to QP Sets
First Year Engineering	admin_cluster3@fcrit.ac.in	9819220504

Please refer the SOP for **winter 2020 examinations** and **Guidelines for Conduct of FE Backlog Online Examination March 2021** commencing from **1st March 2021** and conduct the examination at your institute accordingly. Please keep your Cluster Lead College Principal informed and updated about the examinations on daily basis during the examination period. You are requested to facilitate the concerned students with the sample Question paper and the mock test and make them aware about the question paper pattern and the platform on which the online examination is conducted.



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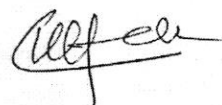
University of Mumbai
Engineering Examinations

General Instructions for Students while Appearing for Online Examinations
Scheduled from 1st March 2021 to 15th March, 2021
For FE Sem I, II of Rev2012, Rev2016 and Rev2019 and ME Sem I and II of Rev2012, Rev2016
(wherever applicable)

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 both MCQs and subjective/descriptive questions with equal weightage and based on entire syllabus.
7. Duration of the examination is **2 hours, 1 hour 30 minutes and 1 hour** for **80, 60 and 40 Marks respectively**. You will get additional 15 to 20 minutes to **scan and upload the answer paper**.
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 answers of 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 question wise answers in PDF** and **upload** the same using the specific link provided in the question paper.
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. **Submit** the responses **without fail** before leaving the examination platform. You shall **submit** your response **only once** for one course
19. If any problems arises 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.

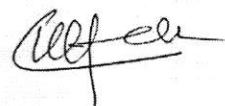


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General Instructions for Block Supervisors during Invigilation of Online Examinations
Scheduled from 1st March 2021 to 15th March, 2021
For FE Sem I, II and ME Sem I and II of Rev2012, Rev2016 and Rev2019 (wherever applicable)

1. All block supervisors will get the Google Meet link, Google Form URL, list of the students along with their email IDs 30 minutes before the start of the examination.
2. You have to personally see the student, verify the identity and mark the attendance. Ask students to switch on the camera when you take attendance ask for college ID and hall ticket or Aadhar Card or PAN Card to have **proctored examination**.
3. You can ask to switch on the camera in between (if you feel so for any particular student), but it should not be a disturbance to the students.
4. If any doubts, immediately report to exam conducting team.
5. If any student has any issue with internet, power failure or late in receiving question papers etc. should be noted and reported immediately
6. You have to prepare the **report of the examination** for your assigned block and submit the same to college examination cell.
7. If any student is facing difficulties in appearing for examination it has to be noted down and possible help to be extended to solve the problem with the help of examination conducting team
8. Please start **instructing students** in your block about the time and ask them to **scan** the answer papers related to subjective questions and **upload the PDFs** at the specific links provided for the same in the Question paper **during last five minutes of the scheduled examination** i.e. 2 hours, 1 and half hour or 1 hour.
9. Please help/assist/facilitate the students to upload the answer paper PDFs in the given time i.e. within 15 to 20 minutes form the end of the examination.
10. Please instruct the students to write the required information and sign each and every page of the answer paper before they scan and upload it.
11. If student is facing the **problem in uploading** his response on the platform in the prescribed time, Please provide **specified email address** within the assigned time of the examination. **However** in any case **student has to upload the answer paper using the specific link** with the permission of the supervisor in extended time as a special case
12. You have to sign the report once the printout is taken by exam cell at the end of the examinations once you receive such instructions for the Exam Cell.



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Question Paper Pattern for Backlog examination

Scheduled from 1st March 2021 to 15th March, 2021

**For FE Sem I, II of Rev2012, Rev2016 and Rev2019 and ME Sem I and II of Rev2012, Rev2016
(wherever applicable)**

The question paper will be of total **80 and of 2 hours duration**. Out of which **40 marks will be 20 MCQs** carrying two marks each covering entire syllabus. Remaining two questions carrying 20 marks each (Total **40 marks**) will be of **subjective/descriptive in nature** of 5 or 10 marks as per the requirement of the subject/course and based on the entire syllabus.

For the subjects with 60 or 40 marks (as per the scheme given in the syllabus) the number of MCQs and subjective/descriptive questions will reduce proportionately but the total marks assigned for MCQ part and Subjective part will be 50% of total marks.

The detailed structure for 80 marks question paper is as follows

Q1. MCQs 40 marks

20 MCQs of 2 marks each based entire syllabus. **All the questions are compulsory**

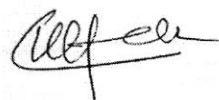
Q2 and Q3. Subjective Questions (Total 40 marks) 20 marks each

Either 5 marks or 10 marks sub questions will be asked with internal options.

In a few exceptional courses/subjects (as per the requirement of the subject) even a 20 mark question may be asked.

Note:

1. Internal options will be provided in the subjective questions
2. The sub questions in Q2 and Q3 will be asked on multiple modules and based on the maximum syllabus.
3. Referring to subjective/descriptive answers, students have to write question wise answers using paper and pen. Answers of Q2 and Q3 along with the sub questions, if any, has to be scanned, by the student appearing for the said examination, as one document (separate for Q2 and Q3) in pdf format and has to be uploaded in appropriate location of respective questions of either Google form, MS form or any other LMS.
4. Additional 15 minutes will be provided for scanning and uploading the answers of respective questions.



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Modified Guidelines for Cluster College Principals in the Cluster Conducting Online Examinations Winter 2020

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For FE Sem I, II and ME Sem I and II of Rev2012, Rev2016 and Rev2019 (wherever applicable)

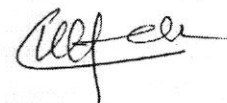
Reference: Exam/DBOEE/ICC/2020-21/23 dated 18/02/2021

Exam/DBOEE/ICC/2020-21/15 dated 18/11/2020

Guidelines for Conduct of the Examinations on the Scheduled Day

1. Principals of all the colleges have to make sure that **question paper is added on their chosen platform of the examinations immediately after the paper being received**. It is mandatory to choose **randomization feature** (in MCQ part) regarding the appearance of the options/choices for the question on the respective platform i.e. the options/choices given for MCQs will be seen in different order by each student.
2. **Separate Google Forms shall be created to accommodate MCQs and Subjective sections of the question paper.**
3. In case the colleges are using other platforms like MS team or any other service provider's platform, they can make the necessary arrangements for conduct of the examination in the similar manner mentioned in point 2 above.
4. On the day of examination, this team should verify examination, course name, and **the separate links for the examination, one for MCQ section and the other for subjective part.**
5. After verification as mentioned in point 4 above, the link for MCQ section should be sent to concerned students at least 15 minutes before the start of the examination but shall be enabled just 5 minutes prior to the examination. These 5 minutes shall be used by students to enter their personal details/mandatory information like Examination seat number, Name of examination, Name of student, name of the course etc. The details are explained in point 6 below.
6. The commencement as well as end time of the examination shall be set automatically to ensure the fairness.
 - a. **The time allocated for MCQ part is 40 minutes and for descriptive part is 80 minutes for 2 hours duration examination.** The link for subjective part shall be enabled only after submission of the answers for MCQ part of the particular subject's examination. **Additional 15 minutes shall be given for uploading the answers papers.**
 - b. Similarly the **time allocated for MCQ part is 30 minutes and for descriptive part is 60 minutes for 1 hour and 30 minutes duration examination.** The link for subjective part shall be enabled only after submission of the answers for MCQ part of the particular subject's examination. **Additional 15 minutes shall be given for uploading the answers papers.**
 - c. **The time allocated for MCQ part is 20 minutes and for descriptive part is 40 minutes for 1 hour duration examination.** The link for subjective part shall be enabled only after submission of the answers for MCQ part of the particular subject's examination. **Additional 15 minutes shall be given for uploading the answers papers.**
7. Colleges have to monitor examinations throughout the duration.
8. **Online supervision concept** has to be introduced by assigning **block wise supervisors** similar to offline examinations so as to have **proctored examination**. They shall **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. Supervisors shall prepare the **report of the examination** for his assigned block and submit the same to college examination cell. The same has to be kept as a **record** in the examination cell.

10. If any student is facing difficulties in appearing for examination it has to be noted down and possible help to be extended to solve the problem by the block supervisor with the help of examination conducting team of the college.
11. The **block supervisors** can **randomly monitor/verify** the student's activity during the examination to avoid the unfair means practices.
12. Block supervisor shall start **instructing students** about the time and ask them to **scan** the answer papers related to subjective questions and **upload the PDFs** at the specific links provided for the same in the Question paper during last five minutes of the scheduled examination i.e. 2 hours, 1 and half hour or 1 hour.
13. Block supervisors can help/assist/facilitate the students to upload the answer paper PDFs in the given time i.e. within 10 to 15 minutes from the end of the examination.
14. Block supervisors should instruct the students to write the required information and sign each and every page of the answer paper before they scan and upload it.
15. **It is mandatory for all the students to upload their answer papers in PDF on the same platform using the given uploading links separately for Q2 and Q3.**
16. If student is facing the **problem in uploading** his response on the platform in the prescribed time, he/she can **send the PDF on the specified email address** within the time with the permission of block supervisor. **However** in any case **student has to upload the answer paper using the specific link** with the permission of the supervisor in extended time as a special case.
17. Colleges are advised to create program wise/semester wise special email address for receiving the answer paper of specific student. This email address has to be communicated to the block supervisor. **Block supervisor can share this email address with the specific student, if need arises due to uploading related issue.** It is the responsibility of the block supervisor to ensure the uploading of answer papers of all the students on the same platform using the specific link.
18. It is suggested to make the arrangements for sufficient storage space on the drive to store all the responses of all the examinations. Colleges are suggested to go for such subscriptions if such facilities are not available currently.
19. Each college has to **compulsorily conduct the mock or practice test** and make sure that all above instructions are properly followed so as to give proper exposure to students and make the students familiar with the online examination pattern/platform. The examination conducting team and block supervisors shall get the experience of the real time problem/issues while conducting online examination during the conduct of this Mock/Practice Test. This will certainly facilitate the colleges in smooth conduct of the online examination.
20. **University Vigilance Squad** will visit the college anytime during the examination period.



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