

## IET-DAVV, Indore

Instructions for Students regarding Online Class test, Session November 2020- March 2021

BE I Yr. (I Semester) All Branches

Dear Students,

Note following important instructions regarding online Class test for Session **November 2020- March 2021**.

1. Class Test -3, Scheduled from 1 - 3 March, 2021 will be conducted in two shifts through online mode.
2. The first shift scheduled at 11:00 AM – 12:10 PM and Second Shift scheduled at 02:00 PM -03:10PM.
3. Online Class Test -3 shall be conducted using Institute's email IDs (@ietdavn.edu.in domain).
4. For each subject's Class test, students shall be receiving an email with link of the Google Form and question paper.
5. The google form shall be having some entry fields like Student's Roll Number, Enrolment Number, Subject Code, Subject Name, Date, Day and shift of Class test etc.
6. The google form shall also have an upload field to upload Hand Written Answer Sheet. **Students must upload a single pdf file of all pages of his/her answer sheet.**
7. **Student must submit their pdf Answer Sheet within 15 Min after the test time over.**
8. **For the Shift I Student must submit their answer sheet before 12:25PM and for Shift II before 03:25PM. after that submission link will be closed and student will not be able to submit his/her answer sheet and marketed as Absent in that particular subject.**
9. Students shall write (own hand writing) answers in ruled A4 size page (or Long size notebook pages).
10. **On top of each page of answer sheet student MUST write Page serial number , Subject Code, Roll Number and his/her signature.**
11. Students are advised to have acquaintance with some Mobile app or software for creating a pdf file (Example: Adobe Scan) of the written answer sheet pages in order. **Students should not use any BANNED app (like CamScanner etc.).**
12. Student MUST use file name convention for pdf of the answer sheet as follow:  
SubjectCode\_RollNo\_FirstNameLastName.pdf (Example: CER8C1\_19C8301\_PravinKarma.pdf )
13. Students should confirm that they are uploading correct pdf file and the file has all the written pages in order (also check if all pages are also readable).
14. In case of some technical problem, exception conditions or queries regarding questions etc., students should contact respective contact person from Test Conduction Team (refer table below).

### Contact Person from Test Conduction Team

S. No.	Class	Faculty	Mobile Number
1	BE Computer Engg.	Ms. Jyoti Haweliya	9907561756
2	BE Information Technology	Dr. Sufia Aziz	7389832682
3	BE Electronics & Telecom.	Dr. Uma Bhatt	9425333837
4	BE Electronics & Instrumentation	Dr. Vaibhav Neema	9174738874
5	BE Civil Engineering	Dr. Rachna Gupta	9425059372
6	BE Mechanical Engineering	Dr. Devendra Singh Verma	9826418567