

JIS College of Engineering

Separate Supplementary Examination Schedule 2021

Date	Day	Time	Paper Code	Paper Name
27-10-2021	Wednesday	12:00 - 03:00	BME701	THERAPEUTIC EQUIPMENTS
			CS704C	CRYPTOGRAPHY AND NETWORK SECURITY
			IT701	E - COMMERCE
			OP301	INTRODUCTION TO SUPPLY CHAIN MANAGEMENT

Sd/-

PARTHA RAY

Officer-in-Charge, JISCE

Guidelines for Procter based Online Examination

ODD Semester 2021

JIS College of Engineering

- STEP 1.** Students would be able to appear in the online semester end examination from their home/ suitable place, with proper ambience. There should not be the presence of additional personnel and other devices for appearing the examinations.

It is well understood that students need an internet connection and minimum alternative arrangement for unforeseen network issues. It is advice to students not to bring any alibi rather try to make alternative arrangements for the examinations.

- STEP 2.** On the day of each examination, students have to login with their registered email ID. Students will get related information '**Link for entering the Virtual Examination Hall**' & '**Link for downloading of Question Paper**' by a single mail from oic.jisce@jiscollege.ac.in **15 minutes** before the commencement of examination through their registered mail id.

- STEP 3.** Students have to enter the '**Virtual Examination Hall**' using the appropriate link (as shared in their registered mail id) **10 minutes** before the commencement of examination and **put ON the microphone and camera of their login device always, during the whole examination activity.**

Note:

Students have to place the video capturing device (Camera) properly so that all the activities by the students get visible to the 'Observer'. Use of headphones during online examination is strictly prohibited. In violation of any one of this, the answer script will be rejected and will not be considered for evaluation.

- STEP 4.** Students have to download the password protected Question Paper using appropriate link (as shared in their registered mail id). The password for the question paper will be sent **5 minutes** before the commencement of examination in the student's registered mail id.

- STEP 5.** '**Attendance submission link**' will be shared by the Observer in the 'Chat Box' of '**Virtual Examination Hall**'. Students have to submit the same within **30 minutes for Class Test** and **1 hour for Semester End Examination** from the commencement of examination.

Note:

If any student fails to submit the attendance but submit the answer script, he/she will be marked as ABSENT and the answer script will be rejected and will not be considered for evaluation.

- STEP 6.** Students have to use **A4 size white papers** as answer scripts **with a proper margin of 1 inch on all four sides** of their answer scripts. Students have to write the question number outside the margin and write answers to the questions inside the margin. There is no page limit for the answer script.
- STEP 7.** **Students have to write their name, roll no, paper code and page number in all pages (exclude the front page at the time of page no counting).**
- STEP 8.** Students have to prepare a front page for each examination mentioning the following point by their own handwriting

Name of the Student:

Branch:

Roll No:

University Registration No:

Paper Code:

Paper Name:

Date of examination:

Total no of pages (excluding the front page):

Signature of Student:

Signature of Parent:

Note:

Students are advised not to use the format attached with admit card or any other format for the front page.

- STEP 9.** Students have to complete the writing within the stipulated time i.e. **1½ hour for Class Test** and **3 hours for Semester End Examination**. However, they get **15 minutes extra for Class Test** and **30 minutes for Semester End Examination** uploading answer scripts.
- STEP 10.** Students have to take a photo of their answer scripts and the front page and make a single PDF file with proper sequence of page number.

Note:

The photograph of the answer script must be readable; otherwise the answer script will be rejected and will not be considered for evaluation.

- STEP 11.** Students have to rename their 'answer script pdf' with '**Roll No_Paper Code**' (No other format is accepted).
- STEP 12.** Students have to **reduce the file size** of their '**answer script pdf**' within **10MB**.
- STEP 13.** Students have to upload their '**answer script pdf**' (within **10MB file size**) using '**Link for uploading of Answer Script**' (shared by the Observer in the 'Chat Box') within the next **15 minutes for Class Test** and **30 minutes for Semester End Examination** after the stipulated time of examination (i.e. **1½ hour for Class Test** and **3 hours for Semester End Examination**).

STEP 14. However, if any student fails to upload the answer script he/she gets another extra time and can send the answer script at helpdesk_coe@jiscollege.ac.in with the subject line mentioning 'University Roll_Paper Code' within the next **5 minutes**.

Note:

Answer scripts sent to the mentioned email id (helpdesk_coe@jiscollege.ac.in) beyond the specified timeline will be rejected and will not be considered for evaluation.

STEP 15. For any help students should contact the corresponding departmental representative immediately.

For only B.Tech. 1st year students

Department	Representative	Contact No	E-mil ID
BME	ANANYA BARMAN	9836877462	ananya.barman@jiscollege.ac.in
EE			
CSE	SWAGATA BHATTACHARJEE	9432326106	swagata.bhattacharjee@jiscollege.ac.in
IT	SHYAM SUNDAR SANTRA	7077110036	shyamsundar.santra@jiscollege.ac.in
CE	ADRIJA GUHA	9831015424	adrija.guha@jiscollege.ac.in
ECE			
ME			

For B.Tech. 2nd, 3rd and 4th year, all M.Tech. & MBA all year students

Department	Representative	Contact No	E-mil ID
BME	SWATI SIKDAR	7278864822	swati.sikdar@jiscollege.ac.in
CE	DEBARGHA BANERJEE	6290196472	debargha.banerjee@jiscollege.ac.in
CSE	APURBA PAUL	9330558460	apurba.paul@jiscollege.ac.in
PGCS			
ECE	RANJANA RAY	9830457955	ranjana.ray@jiscollege.ac.in
MCNT			
EE	PARTHA DAS	6289767794	partha.das@jiscollege.ac.in
EDPS			
IT	PROLAY GHOSH	7980532913	prolay.ghosh@jiscollege.ac.in
ME	SHISHIR KUMAR BISWAS	8768768064	shishir.biswas@jiscollege.ac.in
MME			
MBA	ANINDYA GUHA	7980801622	anindya.guha@jiscollege.ac.in

For only BBA & BCA students

Department	Representative	Contact No	E-mil ID
BBA	ANINDYA GUHA	7980801622	anindya.guha@jiscollege.ac.in
BCA	PROLAY GHOSH	7980532913	prolay.ghosh@jiscollege.ac.in

Important Link

For reduce file size: <https://smallpdf.com/compress-pdf>

For merge file size: https://www.ilovepdf.com/merge_pdf

For reduce image size: <https://www.reduceimages.com/>