

Guidelines for Students for appearing in Online Viva-Voce

Read all the instructions carefully

1. Be thoroughly familiar with all aspects of your project, including the objectives, methodology, data analysis, and conclusions.
2. Rehearse your presentation and responses to potential questions to build confidence.
3. Ensure that your computer and internet connection are working properly. Test your camera and microphone beforehand.
4. Join the online meeting a few minutes early to ensure everything is working and to avoid any last-minute technical issues.
5. It is mandatory for all the students to wear professional attire during viva-voce.
- 6. Make sure to use the latest chrome browser on Android, Windows, Linux, Mac OS. For iOS devices, use only Safari browser.**
7. The entire examination shall be recorded, hence strictly refrain from any misconduct or use of unfair means during examination.
- 8. Online Viva voce shall not be rescheduled under any circumstances.**

Setting Up for the Viva-Voce

1. Choose a quiet, well-lit room where you will not be disturbed. Inform others around you to avoid interruptions.
2. At the time of examination, only the student should be present in the room. In case any other person is found present, a UMC case will be registered against the student.
3. Use a clean and professional background. Avoid backgrounds that are cluttered or distracting. Position your camera at eye level to create a direct and professional appearance.
4. Do not leave examination window during exam or open any other tabs.
5. Have a backup device and internet connection ready in case of technical failures/power failure.
6. Turn off notifications on your computer and phone to avoid interruptions during the viva-voce.
7. Have digital copies of your project report, presentation slides, and any other relevant materials ready.
8. Maintain a respectful and polite demeanor throughout the viva-voce.

During the Viva-Voce

1. Pay close attention to the questions being asked.
2. Be prepared to justify the choices you made during your project, including the methodologies used, the data sources, and the conclusions drawn.

The project evaluation consists of specific evaluation parameters and the evaluation of project and viva –voce shall be conducted on the basis of parameters given below:

Parameter	Maximum Marks
1. On the basis of the project report	50
a. Submission of the project report as per prescribed format	10
b. Innovation and applicability of project work	20
c. Quality of the project work	20
2. On the basis of Viva-voce of the project report	50
a. Communication of the student	10
b. The student is well aware with the latest trends of development in the area of project work	10
c. The student is confident and able to answer the queries / questions raised with proper justification	20
d. The student is open to the observations and pertinent suggestions formulated during viva	10
Total Marks	100

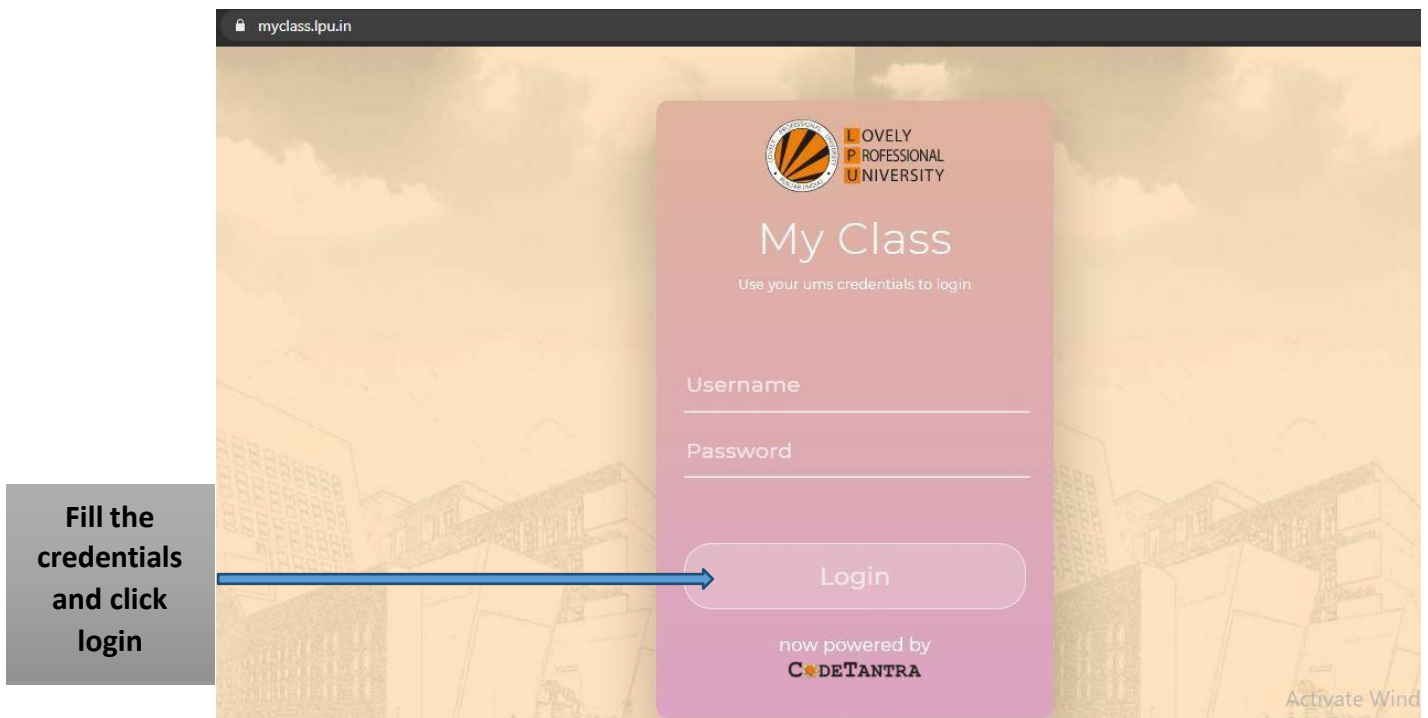
How to appear for the viva:

1. The Project Viva shall be held in the online mode and students have to use the URL: **myclass.lpu.in** to approach the platform for the test. **Attached below are the instructions for using the LPU MyClass platform.**
2. The user name for the test is your registration number and password for the test is same as that of the LPU LMS.
3. ETP examination schedule is visible in seating plan tab of the LPU LMS.

Proctoring of Examination: The examination to be conducted shall be proctored and there shall be continuous monitoring of candidates appearing in the examination by allocated faculty members. The faculty members shall continuously view the allocated students for invigilation for the complete duration of the Examination. In this regard the students shall ensure the following:

- a. The webcam of the student is on and sending images during the complete duration of the examination failing which the student shall be disqualified from the examination and shall not be allowed to continue his/her examination.
- b. In case the student attempts to navigate away from the examination window, after two warnings the examination of the student shall be ended.
- c. In case a student is found using any unfair means during the examination by the proctor including calling, messaging, using any other device, the same shall be treated as an unfair means case and necessary disciplinary action shall be taken.
- d. In case the student is found misbehaving with Faculty or seeking any unnecessary help, such a student shall be disqualified from the examination.

Instructions to use the LPU MyClass platform:



Click here to join or view all your live and recorded classes/meetings

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[Tests](#)

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December 2020

Su	Mo	Tu	We	Th	Fr	Sa
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

December 14, 2020 (India Standard Time)

Monday

1:50pm	ETP_Group_9_14th Dec 2020_Afternoon
1:50pm	ETP_Group_8_14th Dec 2020_Afternoon
1:50pm	ETP_Group_12_14th Dec 2020_Afternoon
1:51pm	ETP_Group_17_14th Dec 2020_Afternoon
1:52pm	ETP_Group_2_14th Dec 2020_Afternoon
1:56pm	ETP_Group_3_14th Dec 2020_Afternoon
1:57pm	ETP_Group_4_14th Dec 2020_Afternoon
1:57pm	GEN740-Lecture
1:57pm	ETP_Group_5_14th Dec 2020_Afternoon
1:57pm	ETP_Group_6_14th Dec 2020_Afternoon
1:58pm	CSE595-Lecture
1:59pm	ETP_Group_1_14th Dec 2020_Afternoon
1:59pm	ETP_Group_18_14th Dec 2020_Afternoon
2:00pm - 4:00pm	MEC01D-Practical
2:00pm	ETP_Group_7_14th Dec 2020_Afternoon
2:50pm	CAP447R-Lecture
2:50pm	CAP108R-Lecture
2:50pm	LAW644R-Lecture
2:50pm	MEC103R-Lecture

Filters

Show only mine ☐ No

Status: ☒ Ongoing ☐ Upcoming

Group:

Course:

Moderated By:

Participant:

Click on the mentioned course code practical

These guidelines will help you present your project confidently and effectively during the online viva-voce, ensuring a smooth and successful evaluation.