

University of Mumbai
Engineering Examinations
Standard Operating Procedure, SOP, for Cluster College Principals in the Cluster
To Conduct Online Examinations Second Half/Winter 2021

Scheduled from

For BE Sem VII	Rev 2016	22 nd November, 2021
For TE Sem V	Rev 2019/Rev 2016	22 nd November, 2021
For SE Sem III	Rev 2019/Rev 2016	23 rd December, 2021
For BE Sem VIII	Rev 2016	7 th December, 2021
For TE Sem VI	Rev 2016	7 th December, 2021
For SE Sem IV	Rev 2019/Rev 2016	24 th December, 2021

Reference: MU Circular DBoEE/ICC/2021-22/16 dated 24 September, 2021

General Guidelines for Online Examinations

1. The examinations will be conducted in online mode.
2. All the Engineering colleges are distributed in eight clusters for smooth conduct of the online examination. Every cluster has a lead college
3. The question paper will be of total **80 Marks and Two & half hour duration**. Out of total 80 marks **20 marks will be of 10 MCQs** carrying two marks each covering the entire syllabus. Remaining three questions carrying 20 marks each (Total **60 marks**) **will be of subjective/descriptive in nature** of 5 or 10 marks as per requirement of the subject/course and covering the entire syllabus.
4. The prescribed format for the Question Paper is given as **Annexure A**
5. **Semester III, IV, V (R2016 & R2019 schemes) and VI, VII and VIII (R2016 scheme) examinations are scheduled in Afternoon session (3.00 pm to 5.30 pm).**
6. **The QP Set of the Semester III, IV, V, VI and VIII examinations will be sent by Lead Colleges to all the colleges in the form of Google form 15 minutes prior to the schedule of the examination. Respective institute has to make a copy of this Google form and save it on the drive to use it for conduct of the examination. The mock drill for the same will be scheduled on or before 18 November 2021.**
7. **The QP Set of the Semester VII examinations will be sent through University DPDS to all the colleges 45 minutes prior to the schedule of the examination. Respective college has to convert the QP in the Google Form using page wise images of the questions from the received QP and use the google form to conduct of the examination. The google form shall have only one link for uploading the complete answer book (including MCQs as well as descriptive section, i.e. Q 1 to Q 4) as one pdf file.**
8. The QP Set shall be sent to authenticated email IDs for QP delivery of the respective college 15 minutes prior to the schedule of the examination.
9. Colleges are requested **not to acknowledge the receipt of QPs or corrections**, if any, in any manner as the email IDs of all the colleges are pre verified by the test mail. This will help in **avoiding flooding of mailbox and tracing important emails** related to queries or corrections, if any. However, if the QPs or corrections are not received as per the schedule then colleges have to **contact concerned LCP immediately**.
10. **As the question papers are delivered to all the colleges by the lead colleges in “ready to conduct” mode 15 minutes prior to scheduled time of the examination, it is suggested to exam team of respective college to be well versed with the “Make a Copy” pattern as demonstrated during mock drill. It is the responsibility of principal of respective college to maintain the sanctity of examination and ensure that people involved in conducting examinations will not indulge in unfair means practices.**
11. **The colleges have to instruct the students that they have to write all the answers, answers of subjective questions as well as correct option for the MCQs, on A4/legal (full scape) size paper and upload the**

complete answer book as one pdf file using the uploading link given in the google form. The student should 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**.

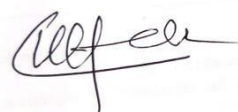
12. All the colleges have to **instruct** their **students** to use the scanning apps to **scan all the answer papers in one PDF** and **upload** the same using the specific link provided in the **Google Form or similar examination platform used to conduct the examination by the college**.
13. If any differently abled student is appearing for examination, extra time has to be allowed as per the guidelines of University of Mumbai.
14. **Annexure B** depicts the **general instructions for the block supervisors** during the conduct of the examination and **Annexure C** narrates the **general instruction for the students appearing online examination**.

Guidelines for Conduct of the Examinations on the Scheduled Day

1. **The examinations shall be conducted by examination conducting team of the respective college and from the college premises only.**
2. Principals of all the colleges have to make sure that the copy of the received Google forms from the lead colleges has to be created using "Make a copy" option along with the required response sheet, as demonstrated during the mock drill. Please do not change the other settings of the form.
3. The examination shall be conducted using Google form only.
4. In case the colleges are using other platforms like MS team or any other service provider's platform, they are advised to make the necessary arrangements/training sessions for conduct of the examination using Google form.
5. On the day of examination, the link for the QP should be sent to concerned students just 5 minutes before the start of the examination and shall be enabled for the students. 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. Additional 15 minutes shall be given for uploading the answers papers.
6. The commencement as well as end time of the examination shall be set automatically to ensure the fairness. Colleges have to monitor examinations throughout the duration.
7. **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**.
8. 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.
9. 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.
10. The **block supervisors** can **randomly monitor/verify** the student's activity during the examination to avoid the unfair means practices.
11. Block supervisor shall start **instructing students** about the time and ask them to **scan** the answer papers **upload the PDF** at the specific links provided for the same in the Question paper during last five minutes of the scheduled examination.
12. Block supervisors can help/assist/facilitate the students to upload the answer paper PDFs in the given time i.e. within 15 minutes from the end of the examination.
13. 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.
14. **It is mandatory for all the students to upload their answer papers in PDF on the same platform**

using the given uploading link.

15. 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.
16. 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.
17. 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.
18. Each college is suggested to **conduct the mock or practice test, if requested by the student/s** 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.
19. **University Vigilance Squad** may visit the college anytime during the examination period.



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Examination Second Half 2021 under cluster __ (Lead College: _____)**Examinations Commencing from 22nd November 2021 to 5th January 2022**

Program: _____

Curriculum Scheme: Rev2019/2016(Keep the required)

Examination: SE/TE/BE Semester III/IV/V/VI/VIII (Keep the Required)

Course Code: _____ and Course Name: _____

Time: 2 hour 30 minutes

Max. Marks: 80

NOTE to the Question Paper Setter: (To be deleted before submitting the paper to Semester Coordinator)

1. The question paper will be of total **80 Marks and Two and half hours duration**. Out of which **20 marks will be of 10 MCQs** carrying two marks each covering all the modules of the syllabus. Remaining three questions carrying 20 marks each (Total **60 marks**) **will be of subjective/descriptive in nature** of 5 or 10 marks as per the requirement of the subject/course and covering all the modules of the syllabus.
2. Referring to setting up MCQs
 - a. You need to check the questions and their answers for their correctness. There should not be any ambiguity in the questions and the options. Only one option should be the Correct Answer.
 - b. Among **10 MCQs** (based on complete syllabus), 4 questions can be under the 'Simple' category, 3 questions can be under the 'Moderate' category, and the remaining 3 questions can be under the 'Difficult' category.
 - c. Please do not reveal answer on this Question Paper.
 - d. Use another template provided to enter the correct answers.
3. Referring to setting up subjective/descriptive questions
 - a. Internal options should be provided in the subjective questions i.e. in case of 5 marks question 3 or 6 questions to be asked, out of which students will solve any two or four respectively. In case of 10 marks questions, 2 or 3 questions to be asked out of which students will solve any one or two respectively.
 - b. The sub questions in Q2, Q3 and Q4 have to be set on multiple modules. The paper setter has to make sure that the maximum syllabus is covered while setting up the questions for Q2, Q3 and Q4.
 - c. Weightage of the questions has to be decided as per the requirement of the subject. 10 marks questions will only be asked on design orientated subjects or application orientated subjects.
 - d. Paper setters shall select any one option, while setting up the questions, suggested in the template for Q2, Q3 and Q4

4. Please save this file with file name as per the sample format given below:

File Name: "Date of Examination_Scheme_Program_Semester_Subject Code_QP Set Number"

For example:

QP set number 1 of first core course of Mechanical Engineering Semester III for Rev2019 scheme and scheduled on 22/11/2021 has to have the file name as

2211_R19_Mech_III_MEC301_QP1

QP set number 3 of Department Level Optional Course of Computer Engineering Semester VI for Rev2016 scheme and scheduled on 3/01/2022 has to have the file name as

0301_R16_Comp_VI_CSDLO6021_QP3

Q1.	Choose the correct option for following questions. All the Questions are compulsory and carry equal marks
1.	
Option A:	
Option B:	
Option C:	
Option D:	
2.	
Option A:	
Option B:	
Option C:	

Option D:	
3.	
Option A:	
Option B:	
Option C:	
Option D:	
4.	
Option A:	
Option B:	
Option C:	
Option D:	
5.	
Option A:	
Option B:	
Option C:	
Option D:	
6.	
Option A:	
Option B:	
Option C:	
Option D:	
7.	
Option A:	
Option B:	
Option C:	
Option D:	
8.	
Option A:	
Option B:	
Option C:	
Option D:	
9.	
Option A:	
Option B:	
Option C:	
Option D:	
10.	
Option A:	
Option B:	
Option C:	
Option D:	

Please use either of the 3 option given below while setting up the subjective/descriptive questions

Option 1

Q2, Q3 and Q4. (20 Marks Each)	Solve any Four out of Six 5 marks each <i>Please delete the instruction shown in front of every sub question</i>
A	<i>Internal options should be provided in the subjective questions i.e. in case of 5 marks question six questions to be asked, out of which students will solve any four.</i>
B	
C	<i>The sub questions in Q2, Q3 and Q4 have to be set on multiple modules. The paper setter has to make sure that the maximum syllabus is covered while setting up the questions for Q2, Q3 and Q4.</i>
D	
E	
F	

Option 2

Q2, Q3 and Q4. (20 Marks Each)	Solve any Two Questions out of Three 10 marks each <i>Please delete the instruction shown in front of every sub question</i>
A	<i>Internal options should be provided in the subjective questions i.e. in case of 10 marks questions, three questions to be asked out of which students will solve any two.</i>
B	<i>The sub questions in Q2, Q3 and Q4 have to be set on multiple modules. The paper setter has to make sure that the maximum syllabus is covered while setting up the questions for Q2, Q3 and Q4.</i>
C	<i>Weightage of the questions has to be decided as per the requirement of the subject. 10 marks questions will only be asked on design orientated subjects or application orientated subjects.</i>

Option 3

Q2, Q3 and Q4. (20 Marks Each)	<i>Please delete the instruction shown in front of every sub question</i>
A	Solve any Two 5 marks each
i.	<i>Three questions of 5 marks each have to be asked</i>
ii.	<i>The sub questions have to be set on multiple modules.</i>
iii.	
B	Solve any One 10 marks each
i.	<i>Two questions of 10 marks each have to be asked</i>
ii.	<i>The sub questions have to be set on multiple modules.</i>

University of Mumbai
Engineering Examinations

General Instructions for Block Supervisors during Invigilation of Online Examinations

Scheduled from 22nd November, 2021 to 5th January, 2022

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. **Instruct the students that they have to write all the answers, answers of subjective questions as well as correct option for the MCQs, on A4/legal (full scape) size paper and upload the complete answer book as one pdf file using the uploading link given in the google form.**
9. Please start **instructing students** in your block about the time and ask them to **scan** the complete answer book related to MCQs as well as subjective questions and **upload the PDF during last five minutes of the scheduled examination** at the specific link provided for the same in the Question paper.
10. Please help/assist/facilitate the students to upload the answer paper PDFs in the given time i.e. within 15 to 20 minutes from the end of the examination.
11. 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.
12. 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
13. 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.

**University of Mumbai
Engineering Examinations**

General Instructions for Students while Appearing for Online Examinations

Scheduled from 22nd November, 2021 to 5th January, 2022

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 & 30 minutes for 80 marks**. You will get additional 15 to 20 minutes to **scan and upload the answerpaper**.
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 Google Form**.
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 arise 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.