**AJAY KUMAR GARG ENGINEERING COLLEGE**

28th January 2022

**INSTRUCTIONS TO THE FMS FOR FIRST YEAR SESSIONAL TEST – 2 AND SECOND YEAR PUT**

Sessional Test-2 for the first year students are scheduled from 5th February to 16th February 2022 and PUT for second year students are scheduled from 7th February to 8th March, 2022. The date sheet will be shared separately.

**Question Paper Setting for First Year ST-2**

The duration of the test would be of two hours with the timings as 10:00AM to 12:00PM on the day of examination.

The sessional test will be held in Online mode with proper proctoring, through Google meet.

The test shall comprise of two parts

1. Multiple Choice Questions (MCQs) for 30 Minutes comprising 30 questions

The MCQs Test will be held in initial 30 minutes during which the students would be required to finish the test and submit within the said period.

No submission shall be considered after 30 Minutes of Test.

1. The test would be further followed by a subjective Test for 90 Minutes.

The subjective part will have to be answered by students on a standard A4 size paper, mentioning their name and student number on each sheet.

After writing the answer script, the student will make its PDF File and upload on the Google classroom. The answer script will be signed by the student on each sheet.

An additional 15 Minutes will be given to students for making the PDF file and uploading on Google classroom.

No submission shall be considered after 105 (90+15) Minutes of subjective examination.

The hard copy of the answer scripts should be retained by the students and submitted to the respective subject teacher after arriving to the college physically.

*\*The question paper template will be shared separately through exam cell.*

**Question Paper Setting for Second Year PUT**

The duration of the test would be of three hours with the timings as 9:30 AM to 12:30PM on the day of examination.

The sessional test will be held in Online mode with proper proctoring, through Google meet.

The test shall comprise of two parts

1. Multiple Choice Questions (MCQs) for 30 Minutes comprising 30 questions

The MCQs Test will be held in initial 30 minutes during which the students would be required to finish the test and submit within the said period.

No submission shall be considered after 30 Minutes of Test.

1. The test would be further followed by a subjective Test for 150 Minutes.

The subjective part will have to be answered by students on a standard A4 size paper, mentioning their name and student number on each sheet.

After writing the answer script, the student will make its PDF File and upload on the Google classroom. The answer script will be signed by the student on each sheet.

An additional 15 Minutes will be given to students for making the PDF file and uploading on Google classroom.

No submission shall be considered after 165 (150+15) Minutes of subjective examination.

The hard copy of the answer scripts should be retained by the students and submitted to the respective subject teacher after arriving to the college physically.

*\*The question paper template will be shared separately by exam cell.*

**Proctoring of Examination**

1. Each section will be divided in to two sub sections “A” and “B” (S-1 A and S-1 B for first year S-1 section, CSE-1A and CSE-1B for second year CSE- 1 section etc). Each sub-section should include equal number of students.
2. Faculty co-ordinator of each section will generate Google meet link for each sub section through google calendar, upload the MCQ and descriptive question papers, schedule the tests and enable “stop accepting responses” function for MCQ test after 30 minutes.
3. The faculty member nominated for the invigilation duty in each sub-section should be teaching in the respective section for the ease of recognition and effective monitoring/proctoring.
4. The examination shall also be monitored in rotation by the nominated super proctors.
5. The students appearing in sessional tests would be asked to keep their camera ON for the purpose of proctoring. The students should be watched continuously and carefully for any movements or possible cheating.
6. During examination, the student should not be allowed to leave the computer screen for more than 2 minutes once in the entire examination duration.
7. On repeated occasions of cheating and as suspected by the invigilator, the student should be warned and may also be removed from the Google classroom with the permission of the super proctor.
8. The cases of UFM should be shared with the Dean First Year for first year students and respective HoD for second year students after the examinations are over.

**Dr. R.K. Agarwal**

**Director General**

Copy: All HoDs, Dean Examination, Dean I Year