NOTICE

Subject: Datesheet and Admit Card for Online End Term Examination, May- June, 2020

for

- B.Tech Eight Semester Courses offered by AE, ME, PE and EP Departments/Disciplines
- B.Tech (Evening) Eight Semester Courses offered by CE,ECE, EE and ME Departments

1. The date sheet includes Date, Time and Mode of Examination viz., Mode 1, Mode 2 and Mode 3.
2. For B.Tech Eight Semester: In addition to the students of AE, ME, PE and EP departments/disciplines, Students of other branches who have registered for the Elective Courses offered by AE, ME, PE and EP departments/disciplines shall also appear.
3. Students registered for B.Tech VIII semester courses offered by AE, ME, PE and EP departments/disciplines and B.Tech (Evening) VIII semester may download their Admit Card for online ETE from student portal (https://cumsdtu.in/student_dtu : Exams & Results → Hall Ticket) from 16.06.2020 (Tuesday) onwards.
4. Students who are not in a position to appear in Online End Term Examination (ETE) due to unavailability of Internet Connectivity may submit online form through link http://reg.exam.dtu.ac.in/oete.
5. Detailed instructions for Online End Term Examination is enclosed as Annexure I. Students should read and follow all the instructions.
6. Trial of Online Examination will be held for all students prior to the conduct of End Term Examination. Student can submit the problems faced, if any, during the trial examination at email id exam-support@dtu.ac.in within 02 hours after the completion of trial examination.
7. Students are advised to check the university website regularly for further updates.

(Kamal Pathak)
Controller of Examination

No.-DTU/Exam/2019/O/35

Copy to :-
1. PA to Hon’ble VC, DTU for kind information.
2. Registrar, DTU for kind information
3. Dean(UG).
4. All HODs with a request to inform the concerned students.
5. Head (CC)/KNM with a request to upload on university website.
6. In-Charge(Results/Conduct & Evaluation/Secrecy)

(Kamal Pathak)
Controller of Examination
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<tr>
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For Mode - 3 based Question Paper(s), the concerned Course Coordinator/Examiner should notify and conduct the online Presentation/Viva Voce on the same day after the conduct of online examination.

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Controller of Examination
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<td>Trial Exam for students registered for courses offered by CE, EE, EC &amp; ME Departments</td>
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<td>Mode - 2</td>
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<td>Mode - 2</td>
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<td></td>
<td>Mode - 1</td>
<td>CME-412 Materials Management</td>
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<td>CCE-412 Design of Bridges</td>
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Mode - 1 Subjective + MCQ
Mode - 2 MCQ

Kamal Pathak
Controller of Examination
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EXAMINATION BRANCH

INSTRUCTIONS FOR STUDENTS OF FINAL SEMSTERS OF ALL PROGRAMMES FOR ONLINE END TERM EXAMINATION (ETE), MAY-JUNE 2020

1. Date sheet including the mode of examination for each course of ETE will be available on the university website.

2. Students can download admit card from the student ERP portal. Students shall keep a copy of admit card /DTU ID Card/ Any valid Government ID proof viz. Aadhar Card, Driving License, Passport, etc.

3. The duration of Examination in all 3 modes (notified vide no. DTU/Exam/2019/O/4 dated 27-04-2020) will be of 2 hours and will be conducted through AI-proctored platform along with Manual Proctoring (Invigilation).

4. Students shall require the following for the appearing in online ETE:
   4.2. Google Chrome browser (Ver. 75 or above) should be installed. Make sure that pop-up blocker is disabled on your browser.
   4.3. An internet connection with minimum speed of 1Mbps.
   4.4. Web-Camera and Microphone should be enabled by default setting.

4.B. Online Examination system is not supported on Mobile phones or tablets.

5. The URL and login details for examination will be sent to registered email as per ERP record.

6. For smooth attempt of the online examination, Students are advised to:
   6.1 Sit in a close room having enough light and face must be on the illumination side (i.e., the source of light should be on your front), and also keep a bottle of drinking water.
   6.2 Keep the battery of his/her laptop FULLY CHARGED prior to start of online examination.
   6.3 Sit near the Wifi Router/Modem to avoid any signal related issues. Mobile hotspot can also be used for internet connectivity.
6.4 Keep A4 sheets/register pages, pen and other stationary items for the purpose of answering subjective questions and rough work. **Write your Roll No. and Name on TOP CENTER of all the sheets.**

6.5 Keep Scientific calculator/General Calculator for the purpose of calculations.

7. Please follow the following steps for appearing in the online examination:
   7.1. Open Chrome browser
   7.2. Open the online examination URL as received on registered email
   7.3. Click on ‘Install Proctoring Plugin’ **(to be done ONLY ONCE for all the examinations)**
      7.3.1. A new page will open.
      7.3.2. Copy the mentioned URL on that page and open a new tab of chrome browser.
      7.3.3. Click on ‘Add to Chrome’ button.
      7.3.4. Once it is successfully added, then close the chrome browser
      7.3.5. Open chrome browser again.
      7.3.6. Open the online examination URL as received on registered email.
   7.4. Enter your login credentials (as received on registered email) for appearing in Online Examination.
   7.5. System will ask for capturing your photo and valid ID Card for verification and approval.
   7.6. Read and follow the instructions appearing on the screen.
   7.7. Click on ‘Start Test’ button. Once it is clicked, the timer of the examination will start. **Student should never press Refresh after start of the examination.**
   7.8. Students to mark his/her answer choice for Multiple Choice Questions (MCQs) directly on the system.
   7.9. Student to attempt subjective questions either by typing directly into system in text box within prescribed word limit or he/she can write on the plain paper(s) and upload the same in the examination system using web camera or mobile **(with duly installed QR scanner application)**.
      7.9.1. Student shall write Roll No. and Name on **TOP CENTER of the Answer Sheet.**
7.9.2.

To upload answer sheet via web camera of laptop/desktop, click on ‘upload using web camera’ option.

**OR**

To upload answer sheet via mobile, Click on ‘upload using mobile’ button. A barcode will appear on the screen. Scan this barcode using QR application on mobile phone and click on the link which appears on mobile to upload the answer sheets.

For scanning of QR code:

A) Please use QR Code Scanner application that will allow QR code scanning (OR refer to point B)

B) Open the camera settings in your mobile phone and allow the “smart content detection” ON, that will allow QR code scanning using a mobile phone.

For Android phone users, if anyone receives a warning for “low memory” is on mobile while uploading answer sheet. Please follow following instructions:

i. Go to settings

ii. Search for Developer options

iii. If developer options are not enabled, then go to about phone. Then click on “built number” or “version” 8 times to enable developer options.

iv. Click on developer options.

v. The find “don’t keep my activity”. TURN IT OFF.

7.9.3. After uploading, students can verify their uploaded images of answer sheets by clicking on ‘Image’ button.

7.9.4. For Mode 1 and Mode 3: An additional time will be given to students for uploading the handwritten answer sheets. Exam time is 2hrs and extra time of 30min is given to upload handwritten answer sheet.

No additional time will be given beyond this duration. If any student is found writing after completion of 2 hours, initially the proctor will issue verbal / text warnings. If the student doesn’t stop writing in spite of warnings, Proctor will forcefully submit the exam of such student and a penalty may be imposed on such students.
7.10. Students can navigate between the questions using ‘Next’ and ‘Previous’ buttons.

7.11. Students can decide the sequence of attempting questions (MCQ/Subjective) in any order as per his/her choice. For Mode 1, though students are allowed to attempt any part (MCQ or Subjective) at any time during the duration of examination and extra time is provided for uploading handwritten answers, it is advised:

1. To attempt subjective questions first followed by uploading of same to avoid last minute hindrances.
2. Then attempt MCQ type questions.

7.12. Student can complete the test by clicking on the ‘submit’ button.

8. Students shall be proctored centrally through a software along with manual proctoring (Invigilation) in all 3 modes except for Viva-Voce/Presentation.

9. The marks obtained by the students in ETE will be scaled down as per the scheme of the examination of the respective course.

10. The students who are either not able to appear or not able to perform well in Online ETE may appear for the same in offline Examination along with Supplementary Examination of Even Semester 2020, whenever conducted by the University.

11. Students who are not in position to appear in Online ETE due to unavailability of Internet connectivity should apply to COE via an Online Form (http://reg.exam.dtu.ac.in/oete) along with Proper Justification prior to the conduct of Online ETE. For such students, offline End Term Examination will be conducted after opening of lockdown and due approval of the Competent Authority.

12. The grading of all theory courses for which ETE is conducted Online in this semester (Even 2020) will be done on Relative Basis irrespective of total number of students registered for that course.

13. In case any student gets Genuine Disconnection from Server due to Power or Internet failure and he/she is able to login again within 15 minutes, the examination shall be Resumed from the Instance of the Time of Disconnection. All his/her previously attempted questions will remain saved and he/she can resume attempting further.

14. Test will be resumed every time within 15 minutes of genuine disconnection due to any reason. However, students will get full 2 hours for appearing in the examination.

15. In case any student gets Genuine Disconnection from Server due to Power or Internet failure and he/she is not able to login again within 15 minutes, the examination will be terminated. Such students will appear in
offline ETE along with Supplementary Examination of Even Semester 2020, whenever conducted by the University.

16. Trial Online Examination will be held for all students prior to the conduct of End Term Examination. Student can submit the problems faced during the trial examination at email id exam-support@dtu.ac.in within 02 hours after the completion of trial examination.

17. The following activities are not permitted during conduct of online examination:

17.1. Presence of any other person in the room where student is sitting for examination.
17.2. Use of Mobile phones for any other purposes excluding the uploading of answer sheets of subjective questions or as a hotspot for internet connectivity.
17.3. Availability of any printed or pre-written material in his/her surroundings.
17.4. Navigate to other tabs of the browser or any other applications/files in his/her laptop/desktop.
17.5. To leave his/her seat during the entire duration of online examination except for the unavoidable use of washroom with the consent of proctor obtained via chat option available in the system.

18. The online examination system bears Artificial Intelligence(AI) features which will be continuously monitoring the students during the entire duration of examination. It will continuously Record his/her Live Video, his/her Images and the Screens of his/her Laptop/Desktop.

19. The online examination system will issue regular warnings on his/her screen. The number of warnings issued to each student will be duly recorded in the online examination system.

20. In addition to the auto proctoring by the online examination system, Manual Proctors (Invigilators) will continuously watch and monitor the students during the entire duration of the examination.

21. The students are advised not to indulge in any activity which is not permitted (as stated at point 17 above) to avoid any possibility of pausing of the examination remotely by the manual proctor(invigilator).

22. Students should follow the instructions of the online invigilator(proctor) and if required, the student can chat with the proctor for any support, by clicking on the ‘chat’ button.

23. The test will be auto submitted after the completion of the total duration of the examination i.e. 2 hours.

24. Screenshots of the online examination interface for students is attached herewith.
Manual for Students for appearing Online End Term Examination:

Candidate Login and Dashboard
Candidate can login using the login credentials from the Home Page.

URL- Will be communicated through email.

On Login, candidate will be able to see the test assigned. Candidate will get just once attempt to complete the assessment. The test selection page appears as follows: -
Candidate will have to click four images as per the instructions for face recognition.

Candidate can start the test by clicking on the check box and Start Test button.
Candidate need to add “exe” (plugin shown in first screen) to the chrome browser.

If candidate clicks on cancel, the following screen will appear. It is mandatory.
ANNEXURE- I

The test is an auto proctored assessment. Candidate face gets tracked continuously, his live video and audio can be viewed by proctor. Following is the view candidate Test screen where he has to answer questions.

If the candidate tries to hide the camera, he/she will be prompted with a warning.
Candidate tries to navigate from test window, there will be navigation warnings displayed. Post the maximum number of navigation allowed are over, test will get auto submitted.

Candidate will be prompted with a warning if caught using a mobile phone.
Various other warnings will be prompted during the course of the test, as visible in the screenshots.

If any other person other than the candidate is visible in the screen, he/ she will be prompted with a warning.
If the candidate is not visible in the screen, he/she will be prompted with a warning as below in red.

Subjective Assessment

The test is an auto proctored assessment. Candidate face gets tracked continuously, his live video and audio can be viewed by proctor. Following is the view of candidate Test screen where he has to answer subjective questions. The test is time bound.
Methods of uploading Answer Sheets

Candidate can use pen and paper to write answers and upload the answer sheets using a mobile phone by scanning QR Code or a Web Camera.
Follow the methods to upload answer sheets:

- **Method- 1 – Uploading images using a mobile**

Once you choose this option on screen, you will see the below window with QR Code Image.

Candidate will have to scan the QR Code with a QR Code scanner app. The validity of this QR Code is 2 mins.
Once you click on the camera, your mobile camera will be activated (as shown in the below image) & you can take the image of the answer sheet & once you confirm, you receive a message stating that photo has been uploaded successfully.

- **Method 2 - Upload answer sheet using webcam**

Candidate can click on the on screen camera located at the bottom right hand corner, bring the answer sheet in front of webcam and click on the “Take Photo” icon.
Candidate can also view the image clicked using webcam, if clicked on upload, the image will be uploaded. Once uploaded, image cannot be removed/deleted. If image is not found readable, candidate can click on “close & retake” and click another image.

For better picture quality it is suggested that the candidate click the image of answer sheet using mobile phone.
View Images after uploading

Candidate can view images uploaded for every question. Click on “View Images”.

The images uploaded using either a mobile phone or a webcam or both can be viewed.

Note: Images using a mobile phone are more clear and readable as compared to images clicked using a web cam.
Preview of uploaded Images:

Candidate can delete images that are not clicked properly.
After completion candidate can submit the test.