CHAITANYA BHARATHI
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COMMITTED TO
RESEARCH,
INNOVATION AND
EDUCATION

41
years

Academic and Examination Cell

Dt. 03-12-2020

Instructions to MCA II, IV and MBA II Semester Students of AY 2019-20 for Online Semester End Examinations (SEE)

1. MCA II, IV and MBA II Semesters (Main) Examinations Dec 2020-Jan2021 will be held ONLINE from 10.00 AM to 12.00 Noon and 1.00 PM to 3.00 PM as per the Time Tables.

2. The Question paper is descriptive and it contains two parts. Part-A (8x2=16marks) consists of Ten questions and student has to answer Eight questions out of Ten questions. Part-B consists of Six questions, student has to answer any three questions (3x18=54marks)

3. Please give your Exams from such a place where there is no power break down (where Inverter facility is available) and from such a fully charged computer which has a strong Internet (Broadband connection).

4. The recommended Internet usage is minimum 3GB/day. If 3G/4G Internet facility is not available at students' home town they are advised to go to the nearest town/place where good internet speed is available. Or the student can come to college and write the exam in offline/online mode

5. The answer booklet template comprising of 20 pages will be sent to students registered email ids in a week advance and it will also be kept in learning.cbit.org.in. The students shall download and take print out of the Answer book template based on the number of subjects. The students are strictly instructed to adopt the template for writing the exams and furnish the details such as Name, Roll Number, Branch, Semester, Subject and Signature on the answer booklet without fail.

6. After completion of the exam, students are instructed to scan all twenty (20) pages of the answer booklet using cam scanner/doc scanner and save it as single PDF file with name of the file being **Roll Number_QPCode_Date of Exam (Ex: 160117734001_18EEC06_16-12-2020)**. The same PDF file has to be sent through the registered email id to the email id provided within half an hour after the examination failing in which his/her exam will not be considered.

7. For every 20 students one invigilator will be assigned and invigilator will send online link. Students must login to the Examination through online link provided by the invigilator from concerned department and report to the invigilator by 9.30AM for forenoon exams / by 12.30PM for afternoon exams on the day of examination

8. Students can access the Question Paper on the day of Examination from learning.cbit.org.in. They can download/open the question paper and write the examination.

9. The students are required to keep all items such as Answer sheets, pen, pencil, eraser, sharpener, scale, calculator, data book (if any) etc. before the start of the exam. Students must ensure that camera captures the student as well as Answer Sheet.

10. Students are prohibited from going out of the camera capture area during the period of Exam.

11. **The students shall not disable Video and Audio during the Examination. In case of violation of the same, his/her exam will not be considered for the evaluation.**

12. Examinations proctored, so please ensure that there is no chat or messaging or any application with pop-ups on while the exam is in progress. If you move out of test window the exam will be cancelled. Please ensure that you don't move out of the test window during the complete duration of the test.

13. Keep the contact details of the department faculty coordinator in the second phone and for any difficulty call the faculty coordinator without any hesitation. You can also contact Controller of Examinations/Asst. Controller of Examinations at coe@cbit.ac.in or acoe@cbit.ac.in or acoe_e@cbit.ac.in 8499983972; 8499983973;

S.No	Branch	Faculty Coordinator	Phone No
1	MBA	S.Tulasiram	9542333385
2	MCA	Ramesh Ponnala	9985145690

14. Any form of malpractice will be viewed seriously and action will be initiated as per CBIT norms.

Controller of Examinations