

**Second Internal Assessment (ONLINE) for S1
May, 2021**

Date	Time	Branch	Subject
05.05.2021 WEDNESDAY	11 am - 11.45 am	DPS1 (32)	Mathematics I
		PHO S1[19]	
		MT S1 [29]	
	2.30 pm - 3.15 pm	DPS1 (32)	Engineering Graphics
		PHO S1[19]	
		MT S1 [29]	
06.05.2021 THURSDAY	11 am - 11.45 am	DPS1 (32)	Communication Skills in English
		PHO S1[19]	
		MT S1 [29]	
	2.30 pm - 3.15 pm	DPS1 (32)	Applied Physics I
		PHO S1[19]	
		MT S1 [29]	
07.05.2021 FRIDAY	11 am - 11.45 am	DPS1 (32)	Applied Chemistry
		PHO S1[19]	
		MT S1 [29]	

Guidelines for the students for the Internal Examination in Online Mode on
05.05.2021 to 07.05.2021, RIPT

1. Students will receive the question papers through their registered mail ID 5 minutes before the commencement of the examination. All question paper will be provided to them as per the published examination time table. So all students must ensure that the email IDs given by them and registered in institute database is correct.
2. Students have to write the answer of the questions in own hand writing on A4 size pages. Each completed answer script for EVERY SUBJECT must possess a FRONT PAGE (in A4 size) carrying details (Branch, Semester, Registration Number, Subject Name & Date of examination). A blank copy of Front page of answer script has been enclosed herewith. Students have to take print out of the blank front page and fill it carefully for each day's examination.
3. Duration of this Internal examination in Online mode will be 45 minutes for Full paper (Full marks in Internal Assessment Is 20) and 30 minutes for Half paper (Full marks in Internal Assessment is 10).
4. Student will be provided additional time of 15 mins for sending the scanned copy of answer script. After the exam, students must use a scanner app on their phones (Ex: Adobe Scan) to scan all pages of their answer script with the first page being the FRONT PAGE as mentioned above and send it in a single PDF file with proper sequence.
5. As there is time restriction for sending the answer script to the Institute, students should be very much careful about it and must make necessary arrangements prior to appearing in the examination on each day.
6. Students must give the proper file name of their answer script. The file name should be given as < Student name _Department and Semester_ Subject name >

For an example, if a student named Alope Das (Printing technology, Semester 3) appear in the theoretical paper of Press Work-I, he will give the file name while submitting <AlopeDas_DPS3_PWI>

7. Students must send their answers script in the same mail id from where they will be receiving the question paper. Only after submission the answers script properly, they will receive an Acknowledgement or confirmation message from the mail ID. The following situations will likely cause disqualification of the students from examination:
 - a. Multiple PDFs instead of Single PDF
 - b. File Name format wrong
 - c. FRONT PAGE missing
 - d. FRONT PAGE has been attached without filling it out
 - e. Any one field of information in FRONT PAGE is missing
 - f. Any one page of the answer script does not contain the student's signature, name, roll no., etc
 - g. Sent to wrong email ID or email ID of different department
 - h. Answer script sent after allotted 1 hour from the commencement of exam
8. **Email IDs for sending scanned answer scripts:**

Printing Technology	printingtech.exam@wbscte.ac.in
Multimedia Technology	multimediatech.exam@wbscte.ac.in
Photography	photography.exam@wbscte.ac.in

9. Only when students receive an acknowledgement mail from the Exam Cell, RIPT after verification of their answer scripts will their exam be successfully complete.

FRONT PAGE

1ST/2ND Internal Assessment, February/March-2021

BRANCH	
SEMESTER	
REGISTRATION NUMBER	
ROLL	
NUMBER	
SUBJECT	
DATE OF EXAMINATION	
FULL SIGNATURE OF THE CANDIDATE	

INSTRUCTION TO THE EXAMINEES

1. Take print this page for each examination. Fill it up and attach on the top of the answer script. Use A4 size paper. Leave back side of the front page blank.
2. Use A4 size paper to write your answers. Write answers in own handwriting.
3. Do not forget to attach the front page. In absence of duly filled in front page, answer script may be treated as incomplete and may not be considered for evaluation.
4. Send the answer script along with the filled in front page to your Institute (in single pdf form) within the stipulated time for each day's examination.