

## INSTRUCTIONS FOR STUDENTS FOR CONDUCT OF ONLINE ODD SEMESTER END EXAMS

1. Use Desktop/Laptop/Smart Mobile Phone to appear in the Examination.
2. Ensure sufficient stationary with you, like white A4 size papers, blue/black pen, etc.
3. Make sure uninterrupted power supply and good internet connectivity.
4. Restart your device before start of Examination.
5. Don't use multiple browsers.
6. Connect to your Proctor/Invigilator using Zoom/MS Teams/Meet link shared by the proctor. Make sure you are connected with your proctor for whole duration of Examination.
7. Login to MANUU student portal using your iUMS credentials.
8. Use iUMS dashboard and click on Online Examination Tab.
9. Read the instructions given and click on agree and proceed.
10. Collect the Password from the Proctor/Invigilator to download the Question Paper.
11. Verify the details mentioned about you and your Examination.
12. Download your Question Paper as per schedule time.
13. Start answering using Paper and Pen.
14. Write your Roll No., Page No., and put your Signature on every page, before sending email.
15. Maximum No. of pages permitted to upload are 32 for whole Examination.
16. **After completion of writing the exam:**
  - i. The student shall send the answer Script in **PDF format by email** to the email ID as given in the **List of Email Addresses (attached)**.
  - ii. The student should use his University email ID [Roll Number@manuu.edu.in](mailto:Roll Number@manuu.edu.in) (example: [19DPCS001HY@manuu.edu.in](mailto:19DPCS001HY@manuu.edu.in)) to send the answer script.
  - iii. Answer script sent by any other email ID shall not be evaluated.
  - iv. The Answer Script should be sent in a **single Email** (do not send the answer script in multiple emails).
  - v. All the Pages of Answer Script should be **arranged in serial order**.
  - vi. The Name of the Attachment should be Roll Number-Paper Code (example: 19DPCS001HY\_DPCS301CCT).
17. You are permitted to communicate for any difficulty/issues with your Proctor/Invigilator during the Examination.
18. Make sure answered pages should be verified and emailed well within the allotted time duration.
19. Your Proctor/Invigilator have the authority to disqualify you from Examinations any point of time, if found indulging with any kind of Unfair means, with prior warnings.