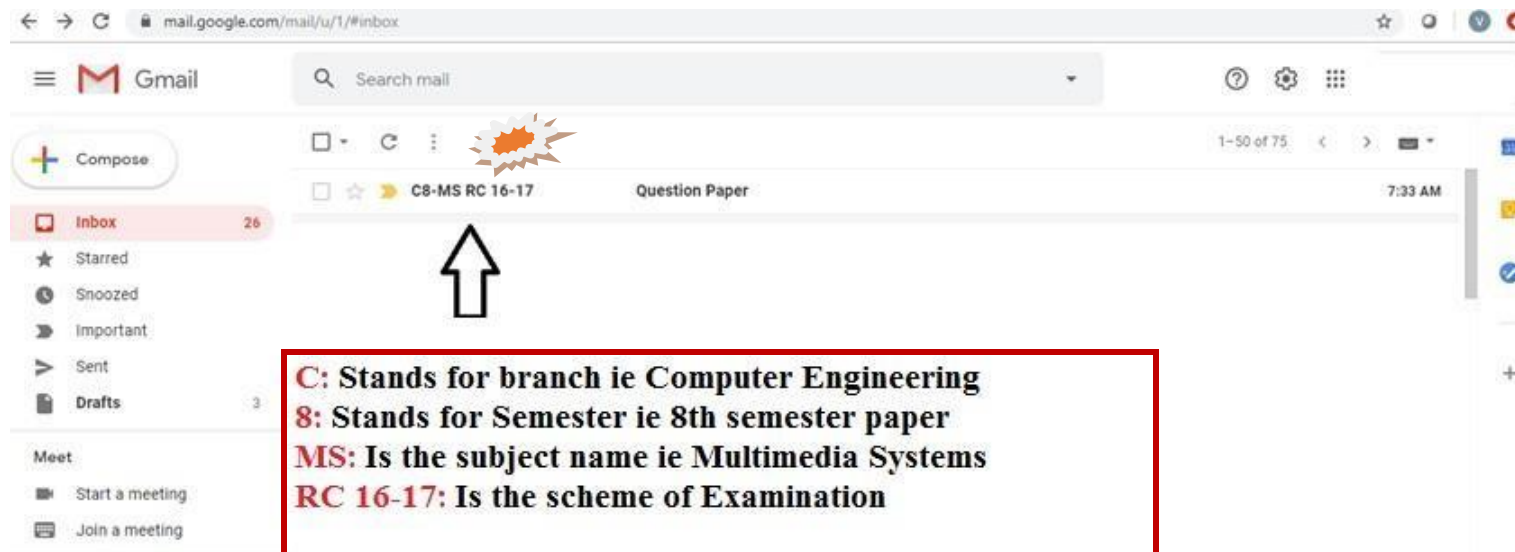


Shree Rayeshwar Institute of Engineering & Information Technology –Shiroda Goa

Mandatory Instructions to be followed by Students for August/September 2021 Online GU Examinations [ONLINE MODE]

1. Question papers will be mailed to students at the exact time specified in time-table.
2. Login into your email account which is being mentioned while filling up the exam forms (for e.g Gmail, yahoo mail, rediffmail etc). And check for an email with email_id related to subject name that your are answering. As shown in the figure below



3. In case if any student who has registered but not received the question paper or in case of any discrepancies, then he or she should convey the same by any one mode as mentioned below after the scheduled examination time.

Sr.No	Department	Department Co-ordinator	Phone Number	Email_ID
1	Computer Engineering	Mr.Chaman Kumar	9503552168	C_Exam-Coordinator@ritgoa.ac.in OR hod_comp@ritgoa.ac.in
2	Information Technology	Mr.Saiesh Prabhu Verlekar	9923481173	I_Exam-Coordinator@ritgoa.ac.in OR hod_it@ritgoa.ac.in

4. Students should write the answers on **A4/ legal/ bond pages/ full scape** size paper only.
5. Students should write in their own handwriting by using either blue or black ink only. (**No typing allowed**)
6. If any subject requires **graph paper/ smith chart/ semi log paper** etc it may be downloaded from internet and printed or purchased in advance.
7. Statistical Subjects like **Mathematics, PTRP** etc where Distribution Tables are required, those should be kept available in advance for reference by the students
8. In case of **Engineering Graphics paper**, student should use Chart paper or Drawing Book Pages of suitable size available with the student. While creating PDF, one question should appear on one page by maintaining the visibility of the diagrams drawn. Ie if 7 problems are attempted then there will be 7 scanned pages.
9. Mention page number (as Page 1/n, Page 2/n,....., Page n/n) on the top right corner of each and every page. (where n is total number of pages). For e.g If total number of pages is 10 then pages are to be numbered at top right corner as 1/10, 2/10 and so on.
10. Put a **signature with date** at the bottom of each and every page.
11. **Scan** all the pages in order and make a single PDF containing all the pages in sequence.

12. Write the following details on the first page of the answer sheet by keeping the same order mentioned below

- i. Total Number of Pages
- ii. Name of the student
- iii. Roll No of the student
- iv. Seat number of student (if provided)
- v. Pr.No of the student
- vi. Subject name
- vii. Branch (ETC/ COMP/ IT)
- viii. Semester (I/II/III/IV/V/VI/VII/VIII)
- ix. Course (RC 07-08)
- x. Date
- xi. Session (Morning)

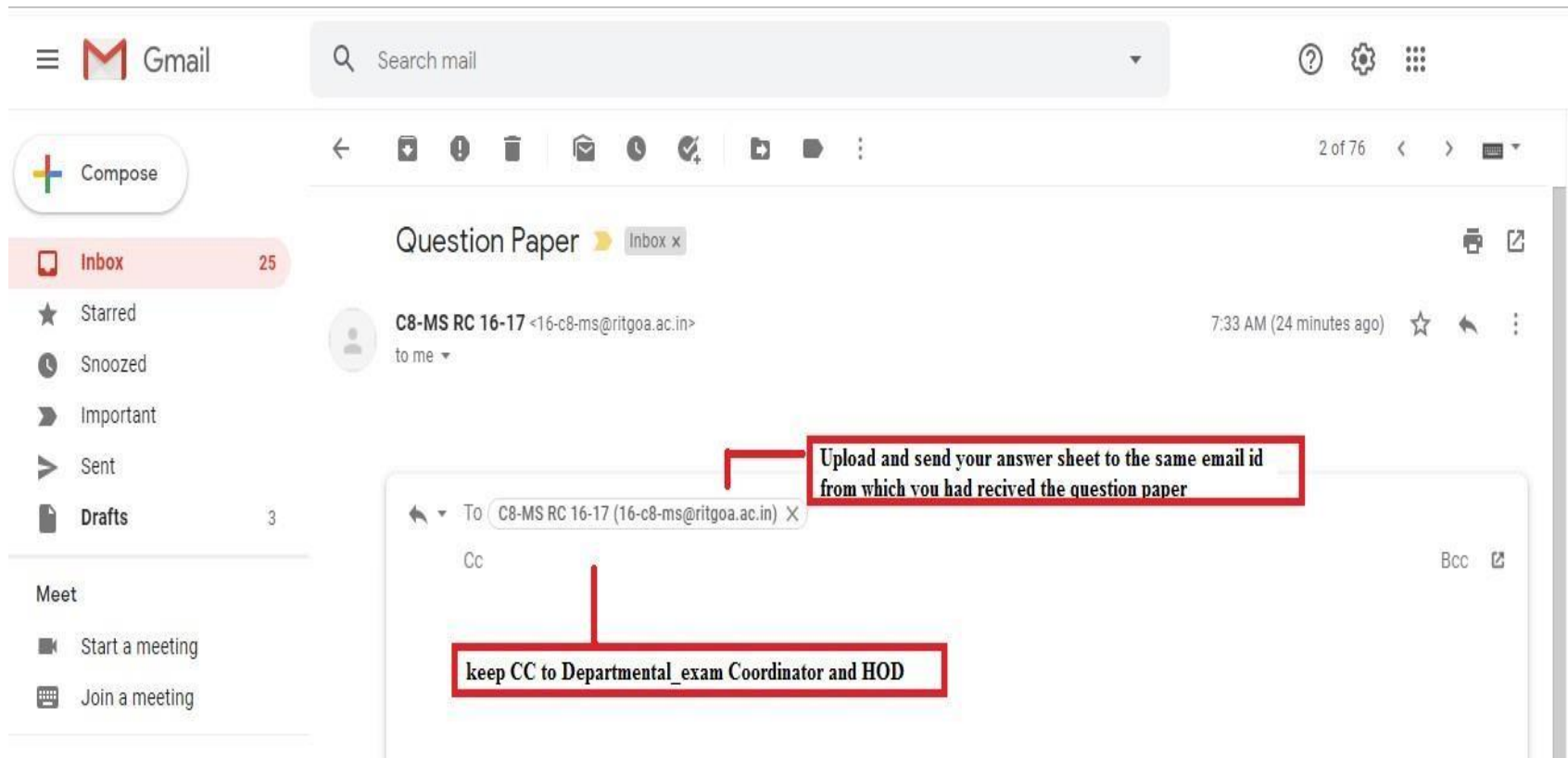
13. The answer sheet pdf file should be named with Roll number_ Name of the student
(for e.g: student with name Anant Naik and Roll_No: C17-70, save the pdf file as **C17-70_ Anant_Naik**)

14. This single pdf file with Email-subject as Roll number_ Name of the student (for e.g **C17-70_ Anant_Naik_**) should be then mailed to the same email id, from where you have received the question paper (by keeping CC to Respective Departmental_exam_Coordinator and HOD) as per the given specified time..

Sessions	Answering Time	Submission Time
Morning Session	10:00 AM to 12:00 PM	12:00 PM to 02:00 PM

15. Upload the scanned copy of the answer sheet as one pdf file.

16. Students should verify that the answer sheet (i.e pdf file) is attached before sending the mail.



Sr.No	Department	Department Co-ordinator Email_ID	HOD Email_ID
1	Computer Engineering	C_Exam-Coordinator@ritgoa.ac.in	hod_comp@ritgoa.ac.in
2	Information Technology	I_Exam-Coordinator@ritgoa.ac.in	hod_it@ritgoa.ac.in