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Institute of Engineering & Technology


Marks Entry System

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Class Full Name	Subject Code	Batch	Internal 1	Internal 2	External 1	External 2	External 3	External 4	External 5
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Institute of Engineering & Technology

Marks Entry System

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Date of Exam	Class Full Name	Subject Code	External 1	External 2	External 3
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Devi Ahilya Vishwavidyalaya, Indore
Institute of Engineering & Technology

Instructions for Students regarding Online End Semester Exams, Nov-Dec' 2021

Dear Students,

Note following important instructions regarding online End Semester Exams **Nov-Dec' 2021**

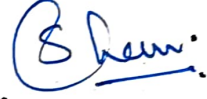
1. The time for exam would be from 11:00 AM to 2:00 PM.
2. Semester Exams shall be conducted using Institute's email IDs (@ietdavv.edu.in domain).
3. For each subject's exam, students shall be receiving an email with link of the Google Form and copy of question paper (as PDF attachment).
4. The google form shall be having some entry fields like Student's Roll Number, Enrolment Number, Subject Code, Subject Name etc.
5. The google form shall also have an upload field to upload self Hand Written Answer Sheet. Students must upload a single pdf file of all pages of his/her answer sheet.
6. Student must submit their pdf Answer Sheet within 20 Min after the exam time is over.
7. Student must submit their answer sheet before 2:20 PM. After that submission link will be closed and student will not be able to submit his/her answer sheet and would be marked "Absent" in that particular subject.
8. Students shall write (own hand writing) answers in ruled A4 size page (or Long size notebook pages).
9. Students should write his/her name, Roll no., Subject Code, Subject Name and signature on first page. In addition, on each page of answer sheet, student **MUST** write Page serial number, Roll no. and his/her signature.
10. Students are advised to have acquaintance with some Mobile app or software for creating a pdf file (Example: Adobe Scan) of the written answer sheet pages in order. **Students should not use any BANNED app (like CamScanner etc.).**
11. Student **MUST** use file name convention for pdf of the answer sheet as follow:

SubjectCode_RollNo_FirstNameLastName.pdf
(Example: CER8C1_19C8301_PravinKarma.pdf)
12. Students should **ensure that they are uploading correct pdf file** and the file has all the written pages in order (also check if all pages are also readable).
13. In case of some technical problem, exception conditions or queries regarding questions etc., students should contact respective contact person from Test Conduction Team only (refer table below).

Sr. Supdt. of Exam
Institute of Engineering & Technology
Devi Ahilya Vishwavidyalaya
New Campus, Khandwa Road,
INDORE (M.P.) 452017

Contact Person from Test Conduction Team

S. No.	Class	Faculty	Mobile Number
1	BE Computer Engg.	Ms. Jyoti Haweliya	9907561756
2	BE Information Technology	Dr. Dheeraj Mandloi	9407894470
3	BE Electronics & Telecom.	Dr. Uma Bhatt	9425333837
4	BE Electronics & Instrumentation	Dr. Vaibhav Neema	9174738874
5	BE Civil Engineering	Dr. Rachna Gupta	9425059372
6	BE Mechanical Engineering	Dr. Devendra Singh Verma	9826418567
7	MSc Applied mathematics	Dr. Sufia Aziz	7389832682



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