Notice: End Semester Examinations January 2022 - Guidelines for Students

06 January 2022

All students are to adhere to the following guidelines:

1. Sushant University (SU) would be conducting its theory examinations for regular and reappear exams in online mode from 10th January 2022 (for Semesters 1,3,5,7,9). The TDL exams, however, scheduled on the 10th January stand postponed for all Semesters for regular as well as reappear.

2. Practical exams that were originally scheduled to be held from 3rd January to 7th January (& 10th January for TDL Exam) for regular and reappear as communicated earlier (dated 2nd January) would be scheduled at a later date. All other, if any, practical exams scheduled between 10 to 28 January would be held as per the announced datesheets.

3. The Theory exams will be conducted daily in two shifts i.e. 10:00 AM to 12:00 PM and 2:00 PM to 4:00 PM respectively in online mode. All Exam Schedules are available on SU Website. (https://sushantuniversity.edu.in/academics/examination/datesheets)

4. Students are required to be seated with their laptops/desktops/mobiles logged in at least 15 minutes before the commencement of the exam.

5. All Theory Exams are of **TWO HOURS** duration (Three hours for the B.Pharm & Ph.D programmes). An additional time of 30 minutes would be given for scanning and uploading your answers. The TCS platform would not allow any submissions beyond the maximum time mentioned here.

6. You have to upload your answers in a single PDF file- Take /Scan /photos of answers from Mobile devices to any readily available **Image to PDF** converters like camscanner, or https://www.ilovepdf.com/--> image to pdf, or any other inbuilt features of their phones. Then upload the same on to the TCS Lx portal

7. Please ensure you upload the correct file as it can be only done once

8. **Any discrepancy (fee issue, Admit Card etc.)** on the part of the students **must get resolved** by student with the help of the authorities at least one working day before the **commencement of the examination, failing which** they will **not be** permitted to appear in the examinations and concerned student(s) shall only be responsible for any such kind of situation.

9. All the students must have their University email IDs and TCSion login IDs and password in order **to appear in the examinations.** In case you do not have a valid University email ID then get in touch with the IT department.

10. **Any kind of cheating, collusion, impersonation or plagiarism would lead to s/he being booked under Unfair Means as per Rules and Regulations of SU.**

11. Faculty incharge of the exam would also be sharing with you a Google Meet link during the duration of the exam. Please keep this on so that any issues during the exam can be resolved immediately.

12. Digital Helpdesk has been created at the University level for resolving any technical issues. Only those students facing issues (login, password, course/subject not reflecting etc) may be advised to join.

   WhatsApp Helpdesk Link: **https://chat.whatsapp.com/CzEZCsozoR5HHt9pmiatOy**

   (This Helpdesk is available before the Exam Only).

13. A help file is attached for the students on the process of the Online exam.

14. You must have received an email related to how the online exams would be held. One sessions has already been held. Additional session by the IT and/or your respective Schools are being held. You are strongly advised to attend these.

University Level Exam Committee

The University has set up a University Level Exam Committee for Online Examinations for Odd Semester January 2022. This committee will look into any exam related issue brought up by the student and/or faculty that cannot be resolved at the IT/Faculty/School level. The members are-

1. Mr Anil Yadav – CoE (Chairperson)
2. Dr Sudipto Sarkar – Dean SET
3. Mr Abhishek Antil - Head IT
4. Prof V K Malik – Exam Head SAA

Listed below are some FAQs and their answers. Please go over them so that there are no last-minute difficulties in attempting your exam.

Frequently Asked Questions (FAQs)

1.   Do we have MCQs questions also?

Ans: No, all online papers would be subjective in nature.

2.   We can do all of this on a mobile phone also?

Ans: It is best to use either the desktop or laptop. However, in case these are not there then you can access TCS on the MTop platform as well.

3.   What is the time duration for completing exam

Ans: You get the time as per your paper (mentioned in the datesheet as well as on the question paper) plus an additional 30 minutes for scanning and uploading your answers. So if the exam is of two hours then you get a total of 2 hours + 3o minutes, likewise for a paper of three hours you get 3 hours + 30 minutes

4.   So it will be an open book exam sir?

Ans: Yes but all answers are subject to plagiarism checks. Also faculty would be vigilant about any unfair means.

5.   If paper is closed by mistake then you get new 2.5 hour again

Ans: No, once the paper time starts if window is closed and reopen your time will be less as per actual

6.   No course is showing on my Tcsion page

Ans: Please get in touch with your faculty incharge for the course

7.   Sir is there a limit to pdf file size?

Ans: Upto 1000 MB of a single file. You cannot upload multiple files. All pages have to be scanned and made into a single file.

8. If we face any problem that day like question paper not uploaded etc kind of problem then whom to approach

Ans: Contact ithelpdesk or faculty

9. What if we close the exam by mistake?

Ans: you re open. You get a maximum of five attempts

10. Where have to login mtop or tcs login?

Ans: Either mtop or tcsion – however, preference should be TCSion

11. If we are not able to upload the answers within the time limit then what to do ?

Ans: Then the TCSion will close and you would not be able to submit.

12. We have 5 chances to attempt the exam, so is there any time limit or we can take as much time as we want?

Ans: there is a time limit as mentioned above

13. if we upload wrong file by mistake, so can we remove it and uplaod it again

Ans: No, you cannot remove

14. What if during the exam time, we notice that in our account the question paper doesn't appear? If there is any delay, so will we have extra time for any technical related queries?

Ans: All students would be connected with their respective faculty during the whole course of the exam via Google Meet. Get in touch with her/him immediately to resolve any issue.

15. Can u pls write the name of the site?

Ans: https://www.tcsion.com/SelfServices/

https://www.tcsion.com/lx

16. So we have to write our answer on Ms word or on paper

Ans: You have to answer on a blank paper using pen. Typed answers would be rejected.

17. After we submit it - it shows that it is under evaluation we only have to close the window- right ?

Ans: Yes

18. Will we have a different datesheet for online exams or we will be following the same offline datasheet which was shared earlier?

Ans: The datesheet as has been shared earlier

19. Is this only for theory exams?

Ans: Yes, all other exams would be conducted via Google Meet

20.   In online exam hall ticket is mandatory?

Ans: If you have not applied for online for Admit Card or if your Admit Card has not been approved then you would not be allowed to take the exam.
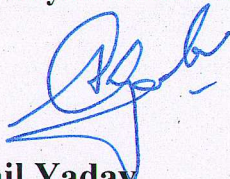
21.   We don't have a laptop

Ans: You can use mobile phone and the mtop app

22.   Current course not visible on my mtop app what should I do

Ans: Contact your course faculty incharge

I wish you all the best for your examinations!

Anil Yadav
Controller of Examinations