

**Important Instructions for the students appearing for Odd Semester Examinations scheduled during the month of February 2021 - Mock Test and Regular Examinations - Reg.**

1. Students manual for Online Proctored Examinations, Code of conduct and Instructions for attending Online Proctored Examinations were already hosted in the IMU Website [https://www.imu.edu.in//index.php?prod\\_id=107](https://www.imu.edu.in//index.php?prod_id=107). The students who have successfully registered for the above Examinations on or before 15.02.2021 are directed to kindly go through the Students Manual for Online Proctored Examinations and other instructions and will acquainted with the methodology of the examinations.
2. An email OTP will be sent by [support@codetantra.com](mailto:support@codetantra.com) to the Cadets successfully registered for the above examinations. This email will contain instructions on how to set your own password, which will henceforth be useful to login into the online examination portal which was furnished at the time of registration for receipt of OTP.
3. There will be a mock test for the Candidates on **18.02.2021** between **10:00 AM to 6.00 PM** which will be auto proctored. This is being conducted to acclimatise the students with the real online proctored examinations.
4. There will be another **Live human proctored mock test** on **19.02.2021 in two shifts are given below**, where the Chief Superintendent, Hall Superintendent (Proctors) and students have to attend the examinations. Attendance is mandatory.

1.	19.02.2021	11.00 am to 12.00 noon	B.Tech [ME] and B.Sc [NS]
2.	19.02.2021	3.00 pm to 4.00 pm	Other programmes of IMU
5. A link to the online examination portal is already hosted in the IMU Website main homepage - <https://www.imu.edu.in> . The students should use this link during regular examination.

6. Students should login their Smart Phone only for uploading the A4 Answer Scripts and should not use for Multiple Choice Questions / other questions, for which scanning is not needed.
7. **Students should upload the Answer Script after completion of each question using Smart Phone. Don't upload all the answer scripts at a stretch after completion of your exams.**
8. Before uploading, use Sync option given to them and see preview of the scanned documents, if the scanned answer Scripts is clear, then upload, if it is not clear, please delete and again re-upload until it gets clearly scanned and uploaded within the stipulated time. No more extension of time will be given.
9. Students are strictly informed that if the Scanned documents uploaded by them is not clear then the answer scripts cannot be evaluated and zero marks will be awarded.
10. Students should not write their name and Roll No/Signature in the A4 Answer Scripts. If found any unfair means in the Answer Sheet leads to Malpractice & the answer script will not be evaluated and further action will be pursued as per IMU Policies.
11. The Students who have satisfied the prerequisite conditions for writing the examinations viz., payment of Semester fees, programme fees, attendance requirement etc. are alone eligible to attend the examination. The students who get OTP for mock test and for Registration process does not confirms for the evaluation of the Examinations, besides fulfilling the prerequisite conditions for attending the examinations.

**Controller of Examinations (i/c)**

To

The Campus Directors / Principal of Affiliated Institutes

All the Students through IMU Website