

Guideline for Semester End Examination

EVEN Semester 2020-2021

JIS College of Engineering

- STEP 1.** Login your registered e-mail ID
- STEP 2.** Click on following link with your registered e-mail ID
<https://drive.google.com/drive/folders/1hfcFySmyzrha4daL5tJo6vSO-LtCrU6R?usp=sharing>
- STEP 3.** Chose the correct paper code which applicable for you and then open the corresponding Google form.
- STEP 4.** Give your attendance.

At the time of submission of attendance Google form you get a link to download your question paper

The Google form is active from 15 minutes before the commencement of examination to 30 minutes after the commencement of examination (i.e. for 1st Half – 9:45 AM to 10:30 AM and for 2nd Half – 1:45 PM to 2:30 PM).

Note: The answer script will be rejected and not considered for evolution if he/she failed to give attendance within the time period.

- STEP 5.** Download the question paper. It is password protected pdf file.
- STEP 6.** For backlog students question papers will be directly send to their registered mail ID.
- STEP 7.** The password to open the question is send to your registered e-mail ID 5 minutes before the commencement of examination.
- STEP 8.** Complete your answer writing within the stipulated time i.e. 3 hours.
- STEP 9.** Please preparer a front page for each examination mentioning the following point by your own hand writing

Name of the Student

Branch

Roll No

University Registration No

Paper Code

Paper Name

Date of examination

Total no of pages (excluding the front page)

Signature of Student

Signature of Parent

- STEP 10.** Write the paper code and page no in all pages (exclude the front page at the time of page no counting). Don't write your name anywhere in the answer script except the front page.
- STEP 11.** There is no page limit of your answer script.

- STEP 12.** Please use margin in your answer script pdf in all four sides. Write the question no outside the margin.
- STEP 13.** Take a photo of your answer script and the front page and make a single PDF file with proper sequence of page no. **The photograph of your answer script must be readable unless your answer script will be rejected and not considered for evolution.**
- STEP 14.** Rename your answer script pdf with “Roll No_Paper Code”.
- STEP 15.** Reduce the file size of your answer script pdf within 10MB
- STEP 16.** Upload the answer script pdf to Google form link. You got the link on each day of examination via department.
- STEP 17.** For any help please contact with your departmental representative immediately.

For B.Tech. 2nd, 3rd and 4th year, all M.Tech. & MBA all year students

Department	Representative	Contact No	E-mil ID
BME	SWATI SIKDAR	7278864822	swati.sikdar@jiscollege.ac.in
CE	DEBARGHA BANERJEE	6290196472	debargha.banerjee@jiscollege.ac.in
CSE	APURBA PAUL	9330558460	apurba.paul@jiscollege.ac.in
PGCS			
ECE	RANJANA RAY	9830457955	ranjana.ray@jiscollege.ac.in
MCNT			
EE	PARTHA DAS	6289767794	partha.das@jiscollege.ac.in
EDPS			
IT	PROLAY GHOSH	7980532913	prolay.ghosh@jiscollege.ac.in
ME	SHISHIR KUMAR BISWAS	8768768064	shishir.biswas@jiscollege.ac.in
MME			
MBA	ANINDYA GUHA	7980801622	anindya.guha@jiscollege.ac.in

For only B.Tech. 1st year students

Department	Representative	Contact No	E-mil ID
BME	ANANYA BARMAN	9836877462	ananya.barman@jiscollege.ac.in
EE			
CSE	SWAGATA BHATTACHARJEE	9432326106	swagata.bhattacharjee@jiscollege.ac.in
IT	SHYAM SUNDAR SANTRA	7077110036	shyamsundar.santra@jiscollege.ac.in
CE	ADRIJA GUHA	9831015424	adrija.guha@jiscollege.ac.in
ECE			
ME			

Important Link

For reduce file size: <https://smallpdf.com/compress-pdf>

For merge file size: https://www.ilovepdf.com/merge_pdf

For reduce image size: <https://www.reduceimages.com/>