

# School of Aeronautics (Neemrana)

I-04, RIICO Industrial Area, Neemrana, Dist. Alwar, Rajasthan

Approved by Director General of Civil Aviation, Govt. of India, All India Council for Technical Education  
Ministry of HRD, Govt of India & Affiliated to Rajasthan Technical University, Kota & BTU, Bikaner Rajasthan

## GUIDELINE AND IMPORTANT INSTRUCTIONS FOR INTERNAL IMPROVEMENT ONLINE EXAMINATION OF B.TECH. SEMESTER- 5 & 7

**Attention: B. Tech. Semester 5 & 7 Students, Appearing for Internal Back/Reback Theory/  
Practical Examinations**

### **(A) GUIDELINE AND IMPORTANT INSTRUCTIONS:**

1. Only those examinees will be permitted at online examination process who have deposited fees and filled University exam form.
2. Online exam reporting time is 20 minutes before the start of online exam time. For more details refer to timing and schedule attached herewith.
3. Duration of exam is 3 hours for theory and 2 hours for practical papers respectively.
4. Use of a desk and chair is advisable to enable the examinee to work comfortably. No books, copies reading material etc. should be at writing desk or at nearby place. Only plain paper for rough work, pen, pencil, scale, eraser, without memory calculator be kept on writing desk.
5. Once you login to appear in exam, first of all your photo and photo ID will be captured. You must keep your college photo ID/Govt. approved original photo ID like driving license, passport, aadhar card, election card and recent colour photo handy with you.
6. Except the device through which the student is appearing in the exam, no other device like call phone, laptop, electronic table Bluetooth or USB device, digital item etc. are allowed. It may come in UFM (Unfair means) category.
7. Receiving/Making telephone calls during the duration of the test is strictly prohibited. Do appropriate call forwarding/call divert setting in your mobile phone to avoid interruption while giving examination. It is again advised to give examination on laptop/computer instead of giving it through mobile/tablet.
8. Make sure that the camera frame should be able to capture your full face with both ears throughout the exam, while capturing, you must be looking into camera with your face in the centre, and your face should get ample light for the front.
9. Do not change your location after the start of examination.
10. Device examination screen and your camera image must be in same orientation at all time.
11. Ensure, NO second person is present in the room, near/close by or around you during exam.
12. Avoid moving out of the camera frame during exam.
13. Avoid putting your hand on face. Ensure that your hand-held device camera is not blocked by your figure palm inadvertently.
14. Examinees should ensure not to turn off his or her device, while giving exam.
15. Examinees are not supposed to communicate with anyone about the content in any form, by any means (for example, verbally, in writing, or electrically) to any person or entity at any time is strictly not allowed.
16. Examinee must not read to Questions and options loudly during the test.
17. Microphone should not be muted or have low volume during test.
18. System/Remote proctor can ask to view complete room dimensions and writing desk. Only non-programmable calculator could be used during test.

---

**Corporate Office : H 974, Palam Extension, Part 1, Sector 7, Dwarka, New Delhi 110077**

Ph: 01494-297000 297779 9811315363 9314009020 E-Mail: info@scaneemrana.org csashaka@gmail.com

# School of Aeronautics (Neemrana)

I-04, RIICO Industrial Area, Neemrana, Dist. Alwar, Rajasthan

Approved by Director General of Civil Aviation, Govt. of India, All India Council for Technical Education  
Ministry of HRD, Govt of India & Affiliated to Rajasthan Technical University, Kota & BTU, Bikaner Rajasthan

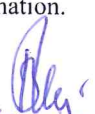
19. Consistent minimum internet speed of 512 kbps is required. Ensure to have consistent internet connectivity and enough power supply backup.
20. No toilet or other breaks will be allowed after login for examination and entire duration of online examination. Examinees are advised to ensure that they have drinking water close to them and should come to examination after using toilet.
21. Kindly refrain from doing any mal-practice. If at any time it is observed (during the actual test) that any candidate is indulging in unfair practices/suspicious acts like talking to someone else, trying to share his/her screen capturing screen shots of the test window, moving away from his/her seat, attempt to impersonate etc., the online remote invigilator or may lead to later impose punishment as per college norms.

## (B) EXAMINATION AND ANSWER SHEET FORMAT:

- (i) Answer Sheet PDF of Internal Improvement for semester 5 & 7 can only be uploaded within the first 15 minutes after the exam time is exhausted. So, students need to upload their answer sheets in those 15 minutes after the exam time. By any chance if any student fails to upload his/her answer sheet pdf, he or she will not be able to submit it by any other method.
- (ii) Students of B. Tech. Semester 5 & 7 please note while uploading the Internal Improvement examination answer sheets via, the link. Please make sure to fill your basic details correctly as asked in the form otherwise your submission will be rejected. Also note that you have to choose the Batch, Semester, Course, Name of the faculty, Email Id of the faculty, Subject etc. Wisely while uploading the Internal Improvement answer sheets and also double check the entries before final submission.
- (iii) The students are required to select the information and basic details correctly then only it will go for the submission and then only it is a valid examination paper. If there is any one wrong information, it will not be taken as a correct submission. For this reason only, uploading time of 15 minutes is given to avoid mistakes and students are required to concentrate and be conscious while submitting the answer sheets of Internal Improvement Examination.
- (iv) In case of careless/a very minor mistake, the system it will not recognize your submission. So kindly here after whatever the Submission are required through online fill the correct details as well as cross check it

## (C) DEBARMENT/CANCELLATION OF TEST:

- (i) The remote invigilator enabled proctoring online screening is authorized to pause the test of any candidate, if any mal-practice/unlawful activity observed during examination.
- (ii) Also depending on the gravity of the violation they may also cancel his/her test if:
  - (a) The candidate indulges in unfair practices/suspicious act in any form, or
  - (b) The candidate is found to be in violation of any of the rules given above.
- (iii) An examinee will also be disqualified and have his/her test cancelled if the unfair practices/suspicious acts/violations as stipulated above are determined after the test on the basis of the recorded data of examination.

  
Prof. (Dr.) Birendra Rai  
Principal  
School of Aeronautics (Neemrana)  
(Approved by AICTE and Affiliated to RTU, Kota)  
I 04, RIICO Industrial Area, Neemrana, Rajasthan

Place: Neemrana  
Date: 01.04.2022