No. DEI/Exam/Conduct/   Date:

GUIDELINE FOR STUDENTS FOR "TAKE HOME ASSIGNMENT SCHEME"

1. PREAMBLE

With the wide spread of Covid 19 pandemic, all the students of the Institute are confined at their residences. To ensure that their daily routine of learning does not get adversely affected and they have a purposeful engagement, the Institute is already ensuring seamless knowledge transfer in an online mode. In this direction taking a leap, Institute has also evolved a scheme of "Take Home Assignment" engaging students to learn actively and prepare themselves to be evaluated in a stress-free manner remotely from their place of camping through this scheme.

2. Mode of "Take Home Assignment" – Google classroom or any other convenient electronic Mode

3. Duration of Take Home Assignment : 100 minutes. In addition, 30 minutes shall be given to the students for uploading their assignments. Beyond this time limit, solved assignment may not be accepted.

4. In addition to "Take Home Assignment" a short viva-voce shall be conducted for the students through online in suitable groups by atleast 5 authorized persons to assess their knowledge as well as to ascertain the fact to have written answers without copying. Awards of the students to be obtained by them in "Take Home Assignment" shall be moderated / modified in a rational manner keeping in view the student's presentation during viva-voce. As such no student can claim the marks only on the basis of performance in the "Take Home Assignment Scheme".

5. Maximum Marks shall be as prescribed for CT -2.

6. *Date of Take Home Assignment Scheme – 1st May 2021 to 9th May 2021*

7. Scheme shall be notified by the Faculties. Students are advised to actively keep on checking online as well as with class mates / course teachers.

8. Students are required to use blue pen. Black pens are strictly prohibited in writing the "Take Home Assignment". Students are required to upload the coloured version of their assignments. All the sheets of the assignment shall bear the roll number and signatures of the students. Typed assignment shall not be accepted in any case. Zero marks shall be given for typed assignment.

9. Course teacher who shall be conducting "Take Home Assignment" may call for answer books from his / her own Google Classroom. In case students complain about the network, the answer books may be taken on email id.

10. In case of solved "Take Home Assignment" is found to be copied, zero marks shall be awarded. Therefore, students are advised to solve the Home Assignment using their cognitive skills and not to copy from the test book or any other source.

11. In case student is covid -19 positive during this period, he / she may be provided with the second chance at an appropriate time subject to production of certificate having positive.

                                                              Controller of Examination

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Copy forwarded to the following for information & necessary action:-

1. All the Deans of the faculties / Principal DEI Technical College with the request to apprise all the teachers and students ensuring that that none of them remains oblivious with the contents of these guidelines.
2. Chief Proctor, DEI
3. All the Examination Incharges
4. Mr. Manish, Officiating Head Computer Centre with the request to upload these guidelines on the DEI Website. Also mail these guidelines to all the students.
5. Shri H.K Khanna, Administrative Officer (Computers) with the request to send the bulk SMS to all the students intimating them to keep on checking DEI Website regularly for Take Home Assignments and other relegvant information.
6. Prof. VB Gupta, Coordinator, DEP
7. Shri Rakesh Mehta, Assistant Registrar (DEP) with the request to inform all the Centres about the contents of these guidelines including ICT Centres
8. Assistant Registrar (Administration)
9. Head Assistant General Section
10. All the staff members of the Examination Section

Copy also to the following for information:-

1. Director, DEI
2. Registrar, DEI