University of Petroleum & Energy Studies, Dehradun
Student Record & Evaluation Department

28th Nov. 2020

Ref: SRE/ESE/Nov./2020-21/005

NOTICE

End Semester Proctor Based Online Examination (2nd year onwards) and Supplementary Examination (Odd Semesters)- December 2020

Maintaining the philosophy of learning never stops, we at UPES are continuously exploring new opportunities every day to provide the best education system our students.

Basis the feedback received from you during last ESE, the University has strived hard to bring out a new platform **(CodeTanatra)** to conduct online examination this End Semester.

CodeTantra is not only better in terms of connectivity as it requires lesser bandwidth but also has latest specification which allows students to write hustle free exams. This platform also allows you to write the exams in laptops (Any Browser) as well as on Smart phones.

For more clarity and better understanding the ease of use of CodeTantra platform, SRE arranged **4 sessions in 2 slots over webinar first slot 30th Nov. 2020 and second slot 5th Dec. 2020** and the same recorded session will be uploaded over YouTube and link will be shared to respective students UPES official Email ID.

Students can take up **mock tests from 1 December 2020** at the following link**: https://upes.codetantra.com/secure/home/tests.jsp**

1. **Guidelines and Instructions for the End Semester/Supplementary Examinations:**

   The End Semester Examination (2nd year onwards) and Supplementary Examination (Odd Semesters) for Theory Courses are being scheduled from 14th December 2020 on CodeTantra Platform.

- **Mode of Examinations:** ESE and Supplementary Examination December 2020 for Theory courses will be taken over online examination- Proctored mode on CodeTantra platform as per published date sheets.

- **Duration of Examinations:** All examinations will be conducted for the duration of 3 hours for all students.

- In any extenuating circumstances including medical emergencies, students can write to the Asstt. Registrar (Examinations) **Arun Kumar Vashisth** at akvashisth@ddn.upes.ac.in before the question paper is released. Once the examination starts, students cannot seek incomplete, as the examination being taken over online at home (responsibility of ensuring uninterrupted power supply, internet connectivity, systems settings including web cam functioning solely lies with the student only). In case a student is not able to take the exam as scheduled, he/she can register for the next applicable Supplementary Examination.

- **Kindly read the Manuals & FAQs for the Online Examination process.**

- **Video Link** to understand the process of taking the test: **https://youtu.be/O1gbDUWMmn4**

- Date Sheets of ESE/Supplementary Examination Dec. 2020.
  Link- https://stu.upes.ac.in/notice.aspx

2. **Submit the Teaching/Learning Feedback post which you will be enable to generate and download the hall ticket from your student's portal**.
   - The Hall ticket can be generated from 10th Dec 2020 from student portal.
   - Student can appear in the end term exam only after generation of hall ticket for which the steps are given below:
   Steps to Generate Hall Ticket :
   - Login to student portal (stu.upes.ac.in) with your user id & password
   - Fill Teaching & Learning Feedback (mandatory to enable Hall Ticket link)
   - Click on Hall Ticket- END SEM EXAM link on the student portal to download Hall Ticket.

3. **Do's:** The University ID Card/A Valid Photo ID proof issued by the Government should be kept handy, while appearing in online examination.

4. For more clarity and better understanding the ease of use of CodeTantra platform, SRE arranged 4 sessions over webinar.
   - Slot 01 : 30th November 2020 - 4 PM to 5 PM
   - Slot 02 : 30th November 2020 - 7 PM to 8 PM
   - Slot 03 : 5th December 2020 - 4 PM to 5 PM
   - Slot 04 : 5th December 2020 – 7 PM to 8 PM

Important Links- Webinar & Mock test session for ESE & Supplementary Examination December 2020

Date	Time	Training for students- Online Examination on CodeTantra platform	Links
30th Nov 2020	4 PM to 5 PM & 7 PM to 8 PM	**Student Webinars:** training on how to take up online proctor based Examination for ESE (2 Slots)	Nov 30, 2020 04:00 PM India - https://zoom.us/j/91717689567 Nov 30, 2020 07:00 PM India- https://zoom.us/j/98394711545
1st Dec 2020	10 AM to 10 PM	**Auto Proctored Mock Test for Students** (any time student can take up test **max of 3 attempts**)	Link for test : **https://upes.codetantra.com/secure/home/tests.jsp**
2nd Dec 2020 to 4th Dec 2020	4 PM to 5 PM	**First Mock Test Round with Proctor assigned**	Link for test : **https://upes.codetantra.com/secure/home/tests.jsp**
5th Dec 2020	4PM to 5 PM & 7PM to 8 PM	**Student Webinars :** training on how to take up online proctor based Examination (2 Slots)	Dec 5, 2020 04:00 PM India - https://zoom.us/j/96657870241 Dec 5, 2020 07:00 PM India - https://zoom.us/j/96146340240
7th Dec 2020 to 9th Dec 2020	4 PM to 5 PM	**Second Mock Test Round with Proctor assigned**.	Link for test : **https://upes.codetantra.com/secure/home/tests.jsp**

5. <u>**During the Examination - Online Examination Support:**</u>

For further any query, or in case of any technical difficulty while attempting the test, students are request to reach support desk on the mentioned coordinates:

<u>**CodeTantra Helpdesk**</u>**: (For technical issue)**

Mobile: +91 630 500 7479, +91 630 500 8997, +91 799 541 7777
E-mail: support@codetantra.com

UPES: Online Examination Superintendent:

School	Name	Email ID	Mobile No.
SOE	Dr. Sanjeev Kumar/ Dr. Ranjan Mishra	s.kumar@ddn.upes.ac.in; rmishra@ddn.upes.ac.in	9999908675; 8272868001
SOB	Dr. Sumeet Gupta	sumeetgupta@ddn.upes.ac.in	7895617071
SOCS	Dr. Hanumat Sastry G	hsastry@ddn.upes.ac.in	8475816425
SOHS	Dr. Jyoti Upadhyay	jupadhyay@ddn.upes.ac.in	8755236380
SOL	Dr. Ashish Verma	averma@ddn.upes.ac.in	8979493822

UPES–SRE Support:

S.No.	NAME	Email ID	Mobile No.
1.	Maneesh Jain	maneesh.jain@ddn.upes.ac.in	9897019734
2.	Arun Kumar Vashisth	akvashisth@ddn.upes.ac.in	9897901240
3.	Preeti Kashyap	preeti@ddn.upes.ac.in	9897754965
4.	Deepak Bijalwan	dbijalwan@ddn.upes.ac.in	9634238590
5.	Deepanshu Chandna	dchandna@ddn.upes.ac.in	9808214275

6. End Semester Examination for Non-Theory Courses (Con. Evaluation, Project, Lab, Project ,Viva etc.) will be conducted on blackboard from 1st Dec. to 10th Dec. 2020 for the students. Kindly contact the concerned faculty in charge.

7. Students, who have applied for Supplementary Examination for Lab/Project/Continuous Evaluation courses are hereby informed that kindly contact the concerned faculty in charge. The examination window will remain the same (1st Dec. to 10th Dec. 2020) for Non-Theory Courses (Lab/Project/Continuous Evaluation courses, etc.) and will be conducted on Black Board.

Best Wishes,
Team SRE