

AMITY LAW SCHOOL, DELHI
(AFFILIATED TO GGSIP UNIVERSITY)

Ref. No: - ALSD/2020-21/838

22/10/2021

NOTICE TO BATCH 2017 STUDENTS

The guidelines which were issued for conducting online Internal Examination for previous semester (Even Semester) are hereby re-notified for your compliance.


Prof. (Dr.) Arvind P. Bhanu
Acting Director



AMITY LAW SCHOOL, DELHI
(Affiliated to GGSIP University)

IMPORTANT NOTICE TO 2017 BATCH STUDENTS

Date: 22nd October 2021

Reference to the ALSD Notice dated 28th September 2021 regarding the commencement of Online Internal Examinations uploaded on ALSD website.

The **Online Internal Examinations** for **2017 Batch** shall commence from **25th October 2021 through MS TEAM**. The question paper format shall be:

- 1. 40 MCQs**
- 2. Total time** will be **50 minutes (40+5+2+3)**. The details shall be in guidelines.
- 3.** Students are advised to keep the following requirements ready in advance so that no or least difficulty will be faced during the exam:
 - i) Internet Facility (Wi-Fi/Hotspot/Ethernet Cable)
 - ii) Paper & Pen (for details see guidelines).
 - iii) Camera enabled devices must be used in Examination since **keeping camera ON is mandatory**.
 - iv) Watch or Timer (to adhere timely submission).
 - v) Date Sheet & Guidelines shall be published shortly on ALSD Website.
 - vi) The Online Examination shall be conducted in the same way as they were conducted in the previous semester.

Sd/-
Examination Committee
Amity Law School, Delhi


Acting Director
Amity Law School, Delhi





AMITY LAW SCHOOL, DELHI
(Affiliated to GGSIP University)

INTERNAL ONLINE EXAMINATIONS REVISED GUIDELINES FOR STUDENTS

Dated: 22nd Oct. 2021

1. As per the existing OCS scheme, the question paper shall be conducted through MS Teams.
2. The MS Form links of the question paper shall be shared by the invigilator on **MS Team chat box at 10.25 am every day.**
3. Students are required to join their respective **OCS on MS team 10 minutes prior the scheduled exam time.** (Pl. refer exam date sheet).
4. The **attendance** shall be downloaded **05 minutes after** the commencement of the exam.
5. The provided link will be functional only during the given period of time. **(between 10.40 – 11.30 AM)** No submission can be done after the scheduled time.
6. The **last five minutes** have precisely been given for **submitting the paper.** So please monitor yourself.
7. There will be **no internal choice** in the question paper.
8. **Advisory:**
Students are advised to keep a blank paper by their side during the examination where they shall write down their Name, Roll No., OCS and e-mail ID. They shall, simultaneously, write down the answer keys while answering on the online mode.
 - a. **All questions are compulsory.**
 - b. All are required to read the **Rule of Caution** given in the question paper before attempting questions.
 - c. The paper shall be of **40 Multiple Choice Questions (MCQs)** of **one mark each.**
 - d. The **maximum time allocated** for this examination shall be **50 minutes (40+05+02+03)** including the time which is given for meeting out the exceptional situation. Description of time is given below.
 - i. **40 minutes for attempting Exam.**
 - ii. **05 minutes for dealing the technical glitches as anticipated by the students on their end.**
 - iii. **Last 02 Minutes for the submission.**



- iv. **Last 03 Minutes to meet with exceptional situation** arisen without fault on the part of the examinee wherein student is advised to send scanned copy of answer key to the e-mail provided in chat box.
9. Students shall press the "submit" button to submit the answers. There is **no option of auto submission** in the software.
10. In case of failure of submission of MS Form, due to the technical glitch, the students can e-mail the answer keys alongwith the question no. to the e-mail ID provided in chat box (see above para 8 (d) (iv)).
11. As above mentioned, in exceptional circumstances where the submission of MS Form cannot be done through the online mode, **3 minutes extra time shall be given. No e-mail shall be accepted after 50 minutes (total allocated time after 11.30 AM) from the time of the commencement of the examination.**
12. Since its online examination, it is advised that the students should **arrange backup(s) for internet, electricity supply and devices. No excuse shall be entertained in this regard.**
13. Please keep in mind that the **IPU has notified only one slot for internal examination** as per its examination rule. **No re-internal examination will be conducted.**
14. **The correspondent answer in options of MCQs set by the paper setter (Faculty) shall be final.**
15. The students are required to be logged in MS teams during the examination hour. **Log out from MS team shall be treated as violation of examination guidelines. To minimize technical glitches, students are advised TO KEEP ON REFRESHING THE PAGE/MS FORM.**
16. **The invigilator is fully authorized to issue instruction/s, call the student or check of any suspicion for copying.** On report of invigilator, student may be shifted to **SOCS (Special Online Class Section).** The **SOCS** shall be in **standby mode** during whole examination. His/Her paper may be subject to UFM.
17. The invigilator is authorized to deal with the issues relating to camera during examination. However, **THE PRIMARY RULE OF ADHERENCE IS TO KEEP CAMERAS OPEN/ON AND MICROPHONE OFF DURING THE EXAMINATION.** Microphone shall be **unmuted** when the invigilator requires to do so.

Important Note: All students are required to **check their login** on outlook through **team's ID with password** as mentioned in **amizone** by **24th October 2021** without fail. In case any issue in logging, please seek help of Mr. Vinit Prasad in Academic office.



Exceptional mode: As above referred, taking all the care and concern, on every day of examination, **one e-mail ID** of Faculty shall be shared in Chat box to deal with exceptional circumstances wherein a student fails to submit the MS form without his/her fault, he/she may send scanned copy Answer key as above mentioned, to e-mail ID provided in chat box within the prescribed time. If mail is sent beyond prescribed time, the submission of answer key shall not be accepted. So be very attentive towards time of submission and sending mail.

Sd/-
Examination Committee

Prof. (Dr.) Arvind P. Bhanu
Actg. Director





AMITY LAW SCHOOL, DELHI
(Affiliated to GGSIP University)
INTERNAL ONLINE EXAMINATIONS
URGENT & ADDITIONAL GUIDELINES FOR STUDENTS

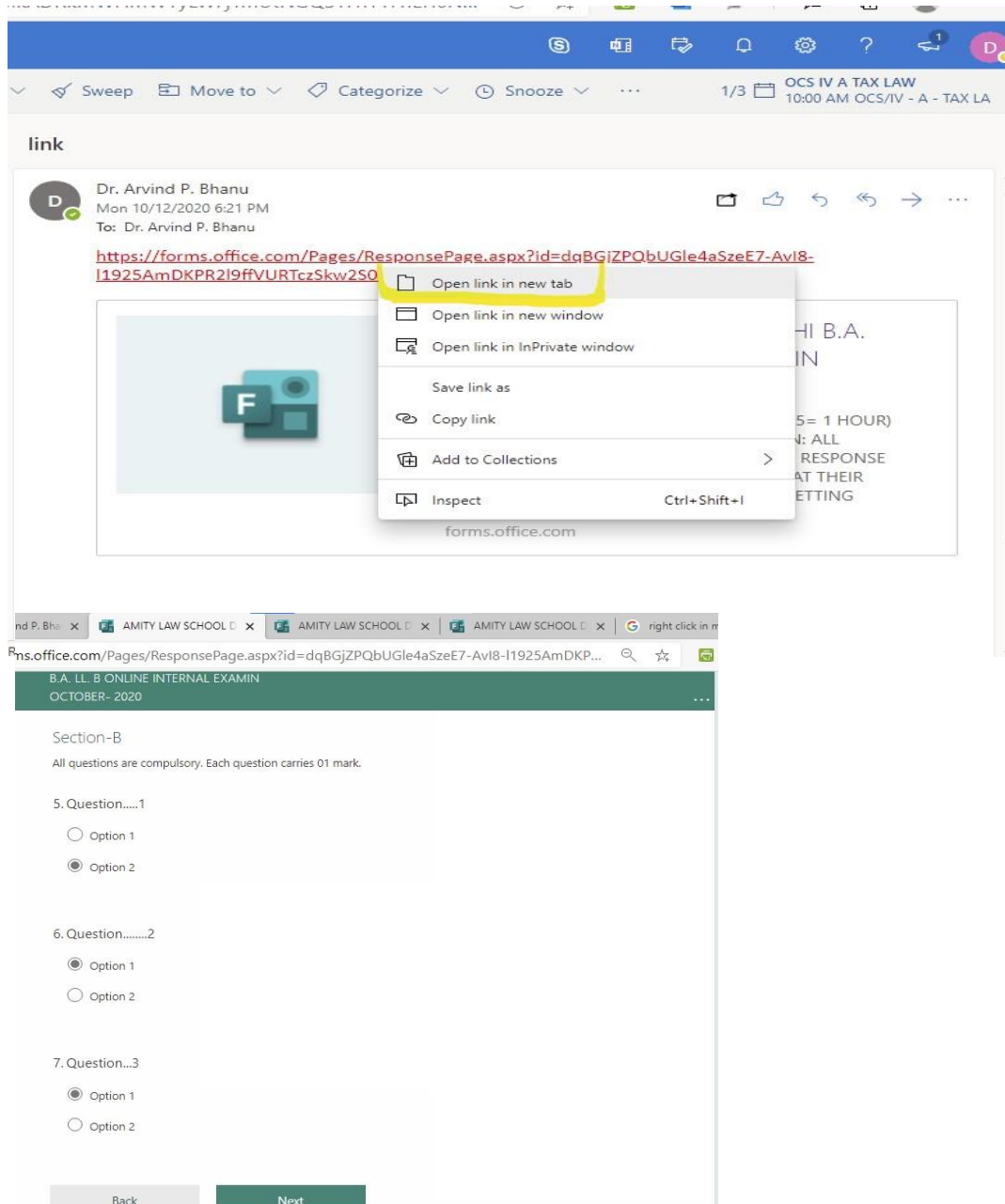
Dated: 24th April, 2021

1. After clicking on the link as provided keep on refreshing the MS form/page irrespective of devices you are using. By doing this, the uploading/submission issues will be minimized. See the following for your understating:
 - By right clicking
 - By using keys Ctrl+R
 - By reloading the page

The screenshot shows a web browser window with the URL <https://forms.office.com/Pages/ResponsePage.aspx?id=dqBGjZPQbUGle4aSzeE7-Avi8-I1925AmDKP...>. The page header indicates the exam is for AMITY LAW SCHOOL DELHI, B.A. LL. B ONLINE INTERNAL EXAMINATION, OCTOBER- 2020. The section is labeled 'Section-C' and states 'All questions are compulsory. Each question carries 10 marks.' The first question is '8. descriptive question..... (Non-anonymous question)' with two uploaded files: 'Gunjan (1).pdf' and 'Gunjan Mehta (1).pdf'. A right-click context menu is open over the page, with the 'Refresh' option highlighted in yellow. The menu also shows 'Forward', 'Save as', 'Print', 'Cast media to device', 'Read aloud', 'Translate to English', 'Add page to Collections', 'Print Friendly and PDF', 'View page source', and 'Inspect'. The 'Refresh' option is associated with the keyboard shortcut 'Ctrl+R'.

The second screenshot shows the same page after refreshing. The 'Back' and 'Submit' buttons are visible at the bottom of the form. The page content remains the same, including the question and uploaded files.

2. In case MS Form/page gets inactive open link in new tab. MS form keeps on saving what you are doing and you will find your work saved. However, there is no provision for auto-submission.



S/d
Prof. (Dr.) Arvind P. Bhanu Actg.
Director