

UNIVERSITY OF PETROLEUM & ENERGY STUDIES, DEHRADUN

Notification

Pre. Ph.D. Course Work Examination – January 2022

All Ph.D. Scholars (Engineering/Science/Management/Legal/Design) are hereby informed that the Pre-Ph.D. Course Work Examination is scheduled from **24th to 31st January 2022** through **ONLINE Mode (for all Part-time Scholars), Face to Face with digital support (for all fulltime Scholars) for all batches.**

The detailed schedule pertaining to Examination is as under:

- 1) Examination will be held from January 24– February 4, 2022.
All fees dues are to be cleared by 05th January 2022.
- 2) Examination Conduct: All part time scholars will have to appear in the Pre. Ph.D. Course Work Examination from remote location using laptop/computer, internet connectivity and fitted with a working webcam, while all fulltime scholars will have to appear physically in the examination hall at UPES, Bidholi Campus.
- 3) These Examinations would happen as per the schedule to be published on the UPES Website (www.upes.ac.in).

It is mandatory for all the scholars who wish to appear for January 2022 examination to register online. Registration link will remain open from **1st January 2022 to 15th January 2022.** URL for registration: <https://phd.upes.ac.in/default.aspx>

- Select the check box at the end of instructions.
- Fill the registration form on page two carefully choosing the subjects you need to appear as per your course grid in January 2022 Examination.
- Once all mandatory entries are made and you have successfully submitted registration you will see a message on screen confirming the same

NOTE:

For Part Time Scholars

- 1) To take the Pre. Ph.D. Course Work Examinations, the examinees must have a Laptop/Desktop fitted with a working webcam.

- 2) The University ID Card/A Valid Photo ID proof issued by the Government should be kept handy, while appearing in any ONLINE Pre. Ph.D. course work examination.
- 3) The examination will be starting as per scheduled date and time (Morning 10:00 AM). Scholars are hereby advised to login/present to their account on 9:20 AM. Scholars logging/present late on or after 10:30 AM, will not be allowed for appearing in the examination.
- 4) Kindly check your respective Program name, course code & course name in the date sheet.
 - Login URL <https://upes.codetantra.com/login.jsp>
 - **Video Link** to understand the process of taking the test: <https://youtu.be/OIgbDUWMmn4>

Kindly note that to avoid connectivity glitches while uploading your answer sheet, please try to finish earlier than the end time to ensure uploading.
 Answer script will NOT be accepted through email or any other channel.

To Scan and Upload answers please make sure that when picture is being taken:

- ensure that shadows do not fall on the paper
- ensure that the camera is held stably above the answer sheet in parallel to it
- ensure the frame of the picture includes the answer sheet and no surroundings
- ensure sufficient lighting in the room
- If your answer is more than 1 page for particular question, please scan all the pages of answer and then press the upload button and press the sync key in the primary device (laptop/desktop/mobile)
- The same questions should be opened on laptop for which you are uploading scanned answer sheet from mobile

Example: If you are scanning answer sheet for Ques No. 1 from Mobile, then Ques No. 1 should be visible on your laptop screen

Kindly note following few important points to keep in mind:

DOs

- 1) You may be asked to authenticate yourself with the same email ID provided to the University to access the Examination. Thus, **you have to keep the Valid Photo ID supplied by the University, handy with you. This would be required during authorization for the test by the proctor and may be checked any time during the examination.**
- 2) You must take the test using a laptop/desktop running Windows Operating System, with a working Webcam fitted to it.
- 3) We would prefer, you take the examination outside any corporate firewall, since the same might stop the video feed from your computer, and thus forcing us to not recognize your examination.

DONTs

- 1) You are not allowed to leave the seat during the time of your examination.
- 2) You are not allowed to take any phone calls during the examination.
- 3) You are not allowed to flip out of the test window, during the examination.

- 4) You are not allowed to connect any extended screen/projector along with the system, being used for examination.
- 5) No one should be sitting/standing near you during the examination.
(Any violation of the above will force us to end the test)
- 6) The place from where you will be appearing in the exams should be well lit, and your face should be clearly visible in front of the web cam while appearing in the exam

For Full Time Scholars

- **Mode of Examination** – Pre-Ph.D. Examination will be conducted Face to Face mode (in class room) with Digital Support.
- **Duration of Examinations-** All examinations will be conducted for the duration of 3 hours for all students.

Prerequisite to take Examination :

- Only Mobile /Tab with recommended OS & Browser
- Internet stability (Recommended : Sufficient Data Plan)
- Ensure to keep your Mobile fully charged
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- **Do's:**
- The University ID Card/A Valid Photo ID proof issued by the Government should be kept handy, while appearing in Offline examination.
- Only one mobile phone/Tab will be allowed while appearing in Offline examination to see the question paper on Mobile (smart phone) and scanning and uploading of answer sheet on CodeTantra account.
- Scan and upload the answer script within examination time (3 hrs.) No extra time will be given for scanning & uploading of answer scripts.
- **Please go through attached FAQs and face to face offline exam manual with a clear screenshot stepwise walkthrough document for better understanding.**

During the examination- Examination support:

1. Mr. Mohit Miyan- mmiyan@ddn.upes.ac.in
2. Mr. Yogesh Kumar Sharma- yksharma@ddn.upes.ac.in

