

GENERAL INSTRUCTIONS

Students must ensure the following before taking the online examination

Requirements

Device: Laptop with webcam / Desktop with webcam / Mobile with camera

Internet browser: Google chrome / Firefox only (Preferably Google chrome)

Internet speed: 1Mbps [Less than that will not be able to take exam]. Choose a place where the internet speed is more than 1Mbps as a safe option.

Backup : Have one backup mobile

URL: <https://vistas296.examly.io/>

LOGIN: Your official email id (Eg. 16613501@velsuniv.ac.in)

Password: our Register number (Eg. 16613501)

Do's

1. Disable all the notifications in your laptop / mobile
2. Disable all the anti-virus software in your mobile / laptop / desktop
3. Clear the browser cache and all the cookies
4. In-case of internet disconnection, you will get a warning message that your internet connection is not proper. You can still continue with the exam while the warning sign is on. When your connection resumes the warning will disappear and the data saved in your browser will be saved back to the server.
5. The test can be manually submitted by the student by clicking the “Submit Test” button. Upon clicking, the software will ask for confirmation to end the test, the student has to type “END” in the provided space to confirm the test submission.
6. Any issues during test submission, the students can close the browser after 60 seconds. They needn't wait. All their data will be saved and they needn't worry about the data being saved / submitted.

Don'ts

1. Do not reload the test page after the test has commenced.
2. Please remember you won't be allowed to move away from your seat once the exam is started.
3. If your face is not clearly visible you will be disqualified.
4. If any human voice is heard during the exam you will be disqualified.
5. Once the exam is started, don't come out of the test window. If you come out for any reason the exam can't be resumed
6. To answer for descriptive questions, keep the papers in front of the camera and answer the question. Otherwise it will be considered as a violation.
7. Please remember that for any reason what so ever, if your test window is closed, the test can't be resumed.
8. You are not allowed to move away from the screen once the exam is started. You are not allowed to move your eye / head away from the test taking screen. If you do so, the proctoring system will provide you real-time alerts.

9. If you exceed the permissible number of alerts, your test will be auto-submitted.

10. The test will get auto-submit on any of the below reasons,

- a. Moving out of the test window to any other tab.
- b. Clicking any other app / software notification while giving the exam
- c. Clicking on any system related to pop-up messages
- d. Exceeding the allowed warnings for remote webcam proctoring
- e. On reaching the Test cut-off time

Uploading of Descriptive answers:

1. Write Registration number and page number in each page
2. Capture each page separately and upload the image in page number order for each question (PDF not allowed)

Note: For any clarification, students are advised to contact their Class in -charges.

Sd/-

Controller of Examinations

Methods of Uploading Descriptive answers

Method 1: Using mobile phone as the only device for taking the test

- click upload files button, upload the image(answer sheet page) from picture gallery or take the picture using camera option and then upload it. Repeat the same if there are more answer pages for a descriptive question.

Method 2: Using Laptop as a test taking device. There are two options for uploading images:

Option1: Using upload files option (Make sure that the mobile phone is connected to the laptop via USB cable)

- click upload files button on your laptop screen and then upload images(answer sheets pages) from your mobile

Option 2: Using QR code option

- Ensure that your mobile phone has QR code scanner app.
- From the mobile, login into the Exam portal(<https://vistas296.examly.io/>) using the same login id and password
- Click upload using QR code button appearing on your Laptop screen
- Click QR code scanner app from your mobile and then scan QR code appearing on your Laptop screen. Once scanned, click the link(URL) generated on your mobile.
- Upload the image from the photo gallery available in your mobile. Finally, click Check for uploaded image button and confirm & submit.

MOCK EXAMINATION SCHEDULE

Mock Examination Schedule for the students of Second to Final years		
School/Departments	29/01/2022	31/01/2022
ENGINEERING	10.30 a.m.	10.30 a.m.
MANAGEMENT (BBA, B.COM , ECONOMICS, MBA)		
AVIATION, BASIC SCIENCE, COMPUTING SCIENCE, LIFE SCIENCE, MUSIC, HCM, LANGUAGES, EDUCATION	to 04.00 p.m.	to 04.00 p.m.
PHARMACY, LAW, MASS COMMUNICATION, MARITIME STUDIES, PHYSIOTHERAPY		

For uploading images of part B Descriptive questions, students should try uploading more than one image for each question. This is to get enough practice for uploading more images for a single part B question.

HELP DESK

For any examination related query, you may please contact the respective Department/School faculty as shown below:

Name of the School	VISTAS Technical Support Team
Technical Support Team - Dr.K.Kalaivani, Coordinator	
School of Computing Sciences	Dr.D. Akila, SCS – 9962278701 Dr.Booba, SCS(BCA) - 9840044143
School of Basic Sciences	Mr. M.K. Vediappan, Maths - 9500529283 Dr. P. Rajesh, Physics – 8189823556
School of Life Sciences	Dr. M. Revathi, Chemistry - 9843246060 Dr. M.Thenmozhi, Biotech - 8189994180
School of Hotel & Catering Management	Dr.Pradeep, EEE – 9751405061
School of Education	Mrs. A. Punitha, Edu. - 9941290549
School of Languages	Dr.Jaikanth, Mech - 9894618348
School of Mass Communication	Ms.K.Manjula Devi, Pharmacy – 9003324018
School of Pharmaceutical Science	Mr.Branesh, VISCOM – 9789345380
School of Physiotherapy	Dr. R. Lokesh, Physiotherapy, 99627 05502
School of Engineering	Dr.Muraliraja, Mech - 9092674187
School of Ocean Engineering	Mr.Thirumal, CSE - 9840207652
B.Com.-Accounts And Finance	Dr.R. Elavarasan, Commerce(CA) - 9677252679 Dr. Indira , Commerce(GEN.)– 8667745700 Dr. V. Vetrivel, BBA– 9976995364 Mrs. R. Premalatha – B.A (ECO.)9962772103
B.Com.-Computer Application	
B.Com.-General	
B.B.A.-Bachelor of Business Administration	
B.A-Economics	
M.B.A.-Business Administration - Integrated Five years	Dr. Anithakumari, MBA – 8939146728 Dr. Sankar Singh, MBA - 9894104068
M.B.A.-Business Analytics	
M.B.A.-Logistics And Shipping Management	
M.B.A.-Logistics And Supply Chain Management	
M.B.A.-Master of Business Administration	
M.B.A.-Master of Business Administration (Parttime)	
School of Maritime Studies	Ms. K .M. Monica, CSE – 8220343837 Ms. A. Bhuvaneshwari, Law - 9884331021
School of Law	
School of Music & Fine Arts	