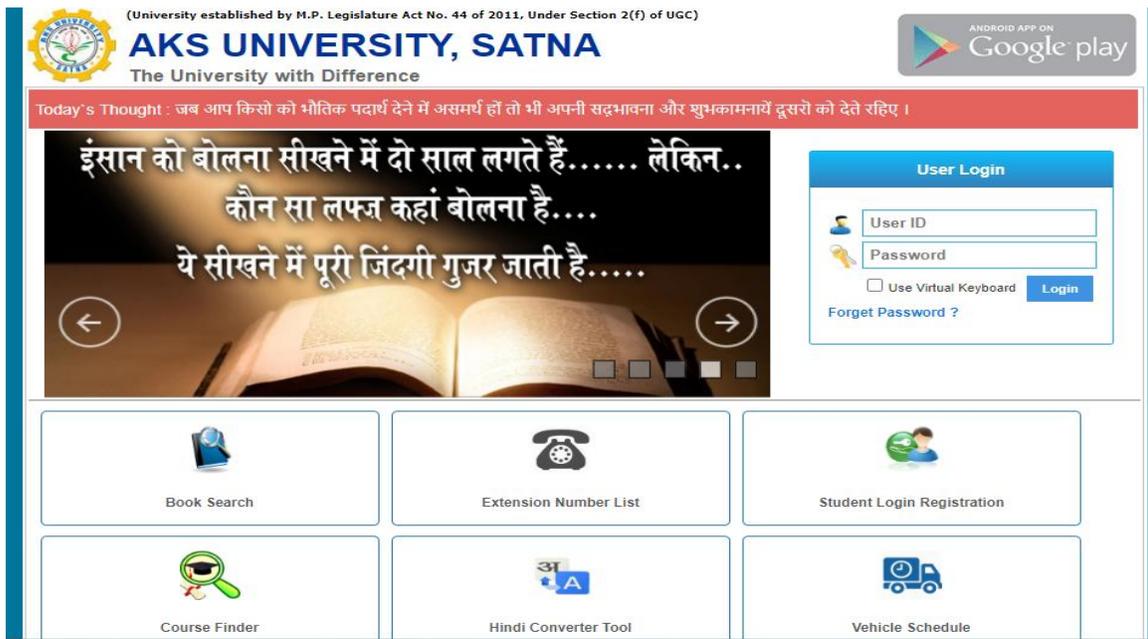


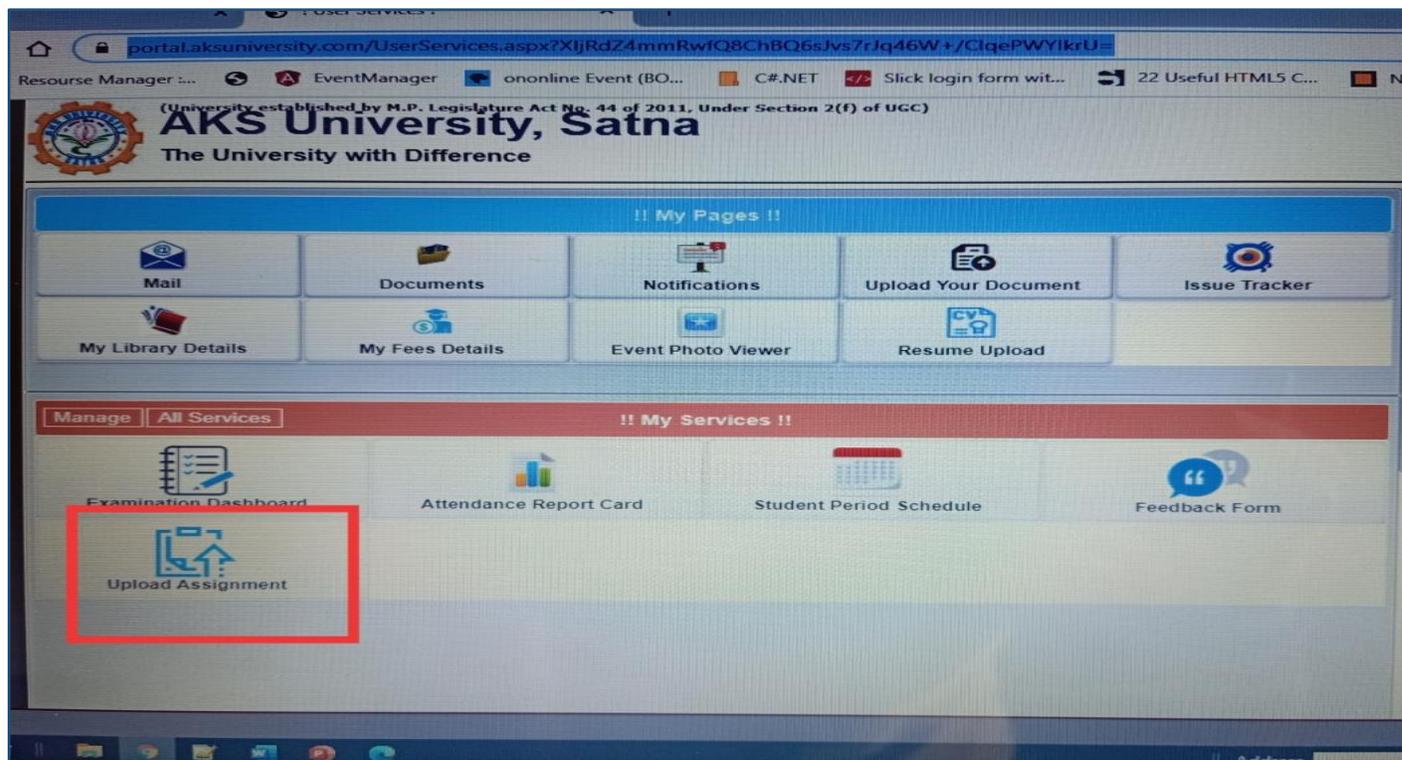
AKS University

Online Examination Guidelines

Step 1 – The Students have to login in University Portal (<https://portal.aksuniversity.com/>) for the online examination.



Step 2 – A Dashboard (home page) will open up. You have to press **Upload Assignment Button** enclosed in the red rectangle as shown in the figure.



Step 3 – The ‘**Upload Assignment**’ dashboard will open up. Select the **drop down menu** given besides **Exam Status**. You have to select either **regular** or **ATKT** as per your requirement from the Exam Status drop down Menu.

Dashboard for regular exam

!! Upload Assignment !!

Exam-Status : REGULAR Examination : SEMESTER EXAMINATION JUNE-2020

Buttons: Alloted Assignment, Assignment Upload

S/N	Subject	Subject Type	Assignment Type	Assignment	Last Date
1.	21EC229-FUNDAMENTALS OF AGRICULTURAL ECONOMICS	THEORY	Theory Assignment	Home Assignment No. of question : 10	14 Aug 2020 11:59 PM
2.	21EN224-FUNDAMENTALS OF ENTOMOLOGY	THEORY	Combined Assignment	Home Assignment No. of question : 15	14 Aug 2020 11:59 PM
3.	21EV227-ENVIRONMENTAL STUDIES AND DISASTER MANAGEMENT	THEORY	Combined Assignment	Home Assignment No. of question : 15	14 Aug 2020 11:59 PM
4.	21GP226-FUNDAMENTALS OF PLANT BREEDING	THEORY	Combined Assignment	Home Assignment No. of question : 15	14 Aug 2020 11:59 PM
5.	21HO221-FUNDAMENTALS OF HORTICULTURE	THEORY	Combined Assignment	Home Assignment No. of question : 15	14 Aug 2020 11:59 PM
6.	21HO222-FUNDAMENTALS OF CROP PHYSIOLOGY	THEORY	Combined Assignment	Home Assignment No. of question : 15	14 Aug 2020 11:59 PM
7.	21MS228-STATISTICAL METHODS	THEORY	Combined Assignment	Home Assignment No. of question : 15	14 Aug 2020 11:59 PM
8.	21PP223-FUNDAMENTALS OF PLANT PATHOLOGY	THEORY	Combined Assignment	Home Assignment No. of question : 15	14 Aug 2020 11:59 PM

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Dashboard for ATKT exam

!! Upload Assignment !!

Exam-Status : ATKT Examination : ATKT EXAMINATION JUNE,2020

Buttons: Alloted Assignment, Assignment Upload

Note : You can reduce size your file by using <https://pdfcompressor.com> (आप <https://pdfcompressor.com> का उपयोग करके अपनी फ़ाइल की Size कम कर सकते हैं।)

S/N	Subject	Assignment Type	Assignment	Availability Date	Actions & Status
1.	21FT629-PRINCIPLES OF FOOD SCIENCE AND NUTRITION THEORY Sem 6	Theory Assignment	Online Examination No. of question : 5	Start Date :09 Aug 2020 09:00 AM Last Date :09 Aug 2020 02:00 PM	File Size should be between 100 kb to 15 Mb.

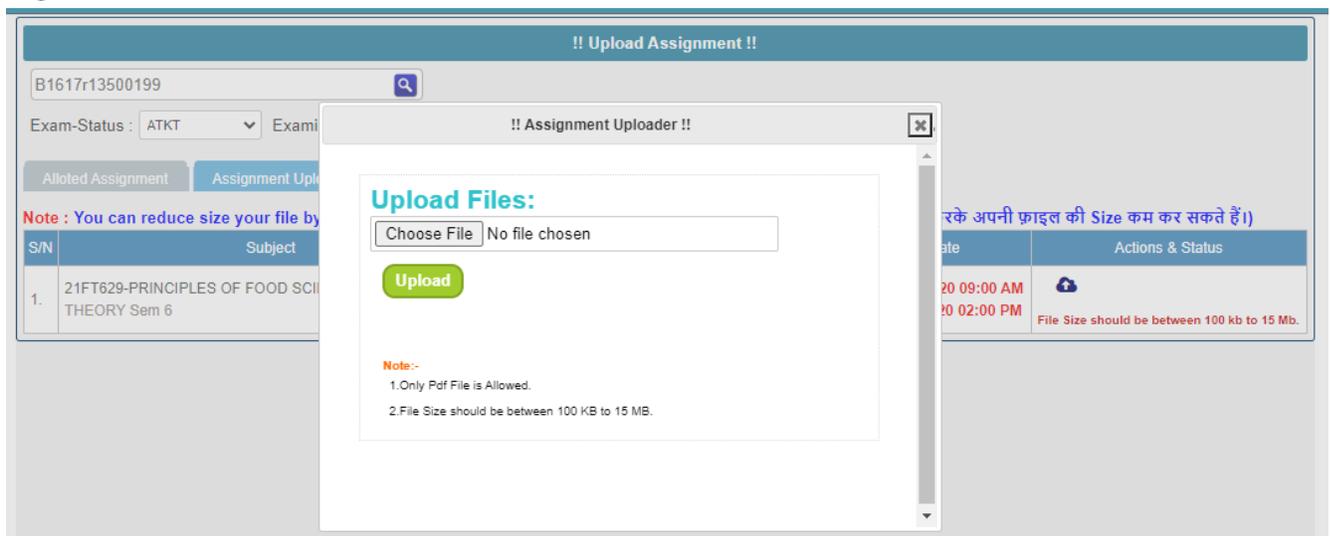
Step 4 –Here you will be given two options:

1. Allotted assignment

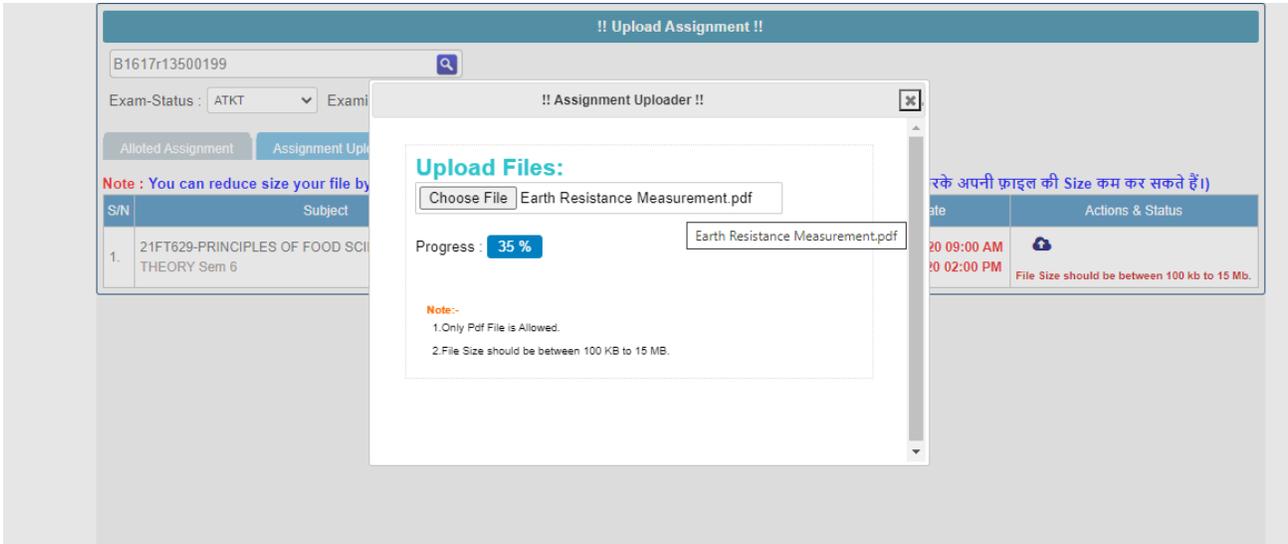
- On clicking the **Allotted Assignment Button** the student will be get the information regarding their **subjects** such as subject name, its code and semester, exam date and time, and the last date and time for submission of the answer book.
- To **download the question paper**, you have to press **download button** given below **online examination in Assignment Column**.

2. Assignment upload

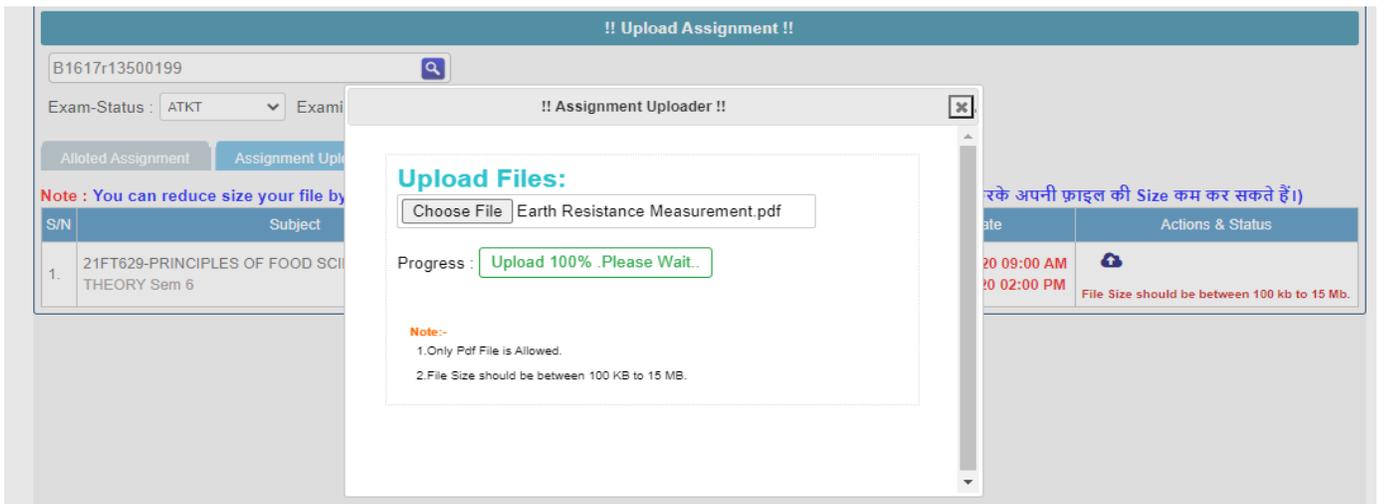
- An **Assignment Upload** button is given to **upload the PDF** file of the answer book after completion of exam.
- To upload PDF file of answer book please follow the examination guidelines given earlier. Scan all the pages of answer book, make its PDF file (size not more than 15 MB) and save this file with **file name** (subject name_ student roll number) in a designated folder of your choice.
- By clicking the **Upload Button** in **Action and Status Section** an ‘**Assignment Uploader Window**’ will open to **upload answer book pdf** as shown in the figure (Below).



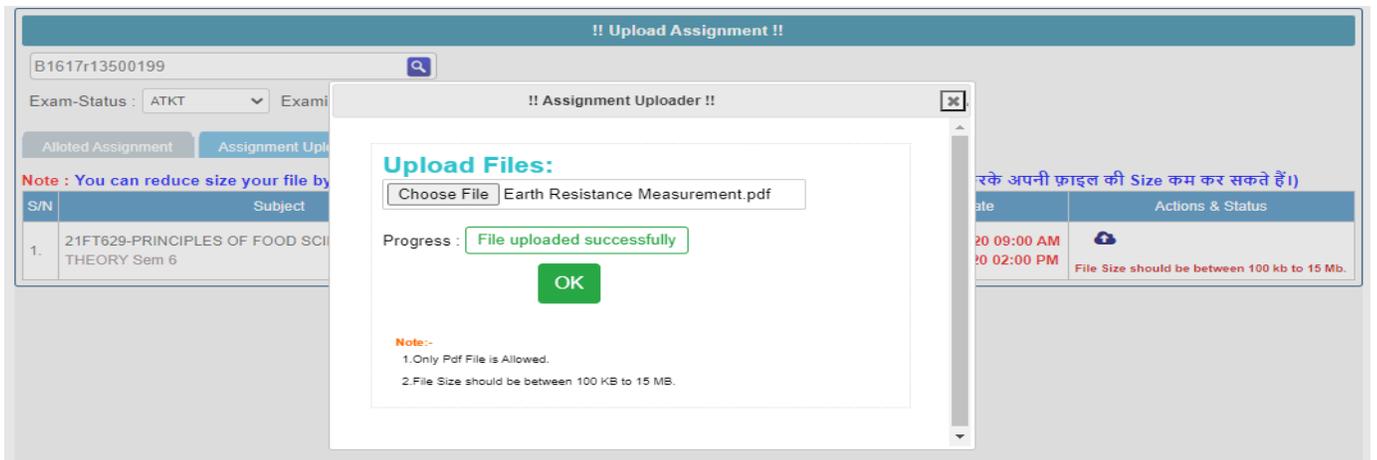
Step 5 – Click on the **choose file button** given in the window. Now select the path of your saved PDF file of proper subject of that day.



➤ Now click on the upload button to upload the file.



➤ A 'File Uploaded Successfully' message will be shown after completion of upload (100%). Press ok button as shown in the figure below.



- Please **Check Action and Status Column** in **Upload Assignment Section** after pressing OK. **Two different symbols will be there.**

!! Upload Assignment !!

Exam-Status : ATKT Examination : ATKT EXAMINATION JUNE,2020

Alloted Assignment Assignment Upload

Note : You can reduce size your file by using <https://pdfcompressor.com> (आप <https://pdfcompressor.com> का उपयोग करके अपनी फ़ाइल की Size कम कर सकते हैं।)

S/N	Subject	Assignment Type	Assignment	Availability Date	Actions & Status
1.	21FT629-PRINCIPLES OF FOOD SCIENCE AND NUTRITION THEORY Sem 6	Theory Assignment	Online Examination 📄 No. of question : 5	Start Date : 09 Aug 2020 09:00 AM Last Date : 09 Aug 2020 02:00 PM	 Total Pages Uploaded : 1 Uploaded On : 09 Aug 2020 12:34 PM

- You will find **one green button to download the file** and **one red button for delete the file.**
- To ensure that you have uploaded correct file, please press the **green button.**
Or
- If by mistake you have uploaded **wrong file**, delete **this file** by pressing **red delete button** and **again upload the correct answer book pdf.**

Note:

1. You should name the file as subject name underscore your roll number (subject name_roll number).
2. Please do not upload file of other students from your login ID, otherwise it will be treated as an UFM case.
3. You should be careful about the last date of examination and upload time.
4. The size of answer book PDF file should not exceed 15 MB.