

OFFICE ORDER

Online examinations have been scheduled, in view of the prevailing Covid-19 pandemic, for I semester final examinations 2020-21 for the I year students of U.G./P.G. and Ph.D. programmes. In this regard, following may please be noted:-

1. One room will be earmarked for the conduct of semester final examination for I semester 2020-21, in each college. One faculty member would be designated as exam superintendent for these exams who would be responsible for proper conduct of examinations.

2. Following guideline for the conduct of on-line semester final examinations shall be observed:

a) The question paper will be delivered on Microsoft Team or G. Suite, as the case may be.

b) The question paper will have three sections as mentioned below:-

Section I: It will have general information like name of student, identity number, course programme, course title, course number, date of examinations. The student will have to fill the details.

Section II: It will comprise of question papers.

Section III: For submission of answer sheet

c) All answers are to be written on A4 size paper with blue/black pen and name, id no., course number, and date of examination are to be clearly specified on the top right corner of each page of answer sheet.

d) The question paper will be delivered to the students five minutes ahead of the scheduled time of examination. i.e. at 9:55 am in I meeting and 1:55 PM in the II meeting.

e) The time duration for solving the question paper will be one and half hour, i.e. from 10:00 am to 11:30 am in I meeting and 2:00 PM to 3:30 PM in the II meeting.

f) An extra ten minutes will be provided for taking images of answer sheets, making pdf, and uploading the file to google suite i.e. by 11:40 am in section III in I meeting and 3:40 PM in II meeting. Student will use suitable app or software for making image/pdf file so that the digital size is reduced and which will help in quick uploading of the answer sheet.

g) If any student fails to upload the answer sheet in section III, he/she may send the file on whatsapp showing the time of his/her response to whatsapp, with prior permission of invigilator on phone cell positively by 11:45 am. in I meeting & 3:45 PM in II meeting.

- h) All processes for completion of on-line examination would end at 11:45 am sharp. In I meeting & 3:45 PM in second meeting.
- i) All students would ensure a place of good connectivity, good data speed plan, alongwith electronic device, like smart phone/laptop/etc. for smooth conduct of examination. If he/she has to move out for connectivity compulsory, the id card and schedule of examination would work as the pass during examination hours, if the area comes under lockdown.
- j) Due to unforeseen circumstances if a student is unable to appear in the semester final examination of any course, he/she will be allowed for make-up examination(s) immediately after the final examinations are over, following the same sequence of examination schedule as drawn for the final examination.

3. The Guidelines for the preparation of Question papers for external/ compartment/ internal examinations are as follows:
The question paper will be prepared by the course instructor. In case of more than one instructors of the course, the question paper will be set by the senior most instructor.

The question paper of UG courses may consist of three types of questions: 20 objective/multiple choice type questions (MCQs) of 20 marks, six Short-Answer type questions carrying 4 marks each, out of which students will be required to answer any five questions of 20 marks and two Long-Answer type questions carrying 10 marks each, out of which students will be required to answer only one question of 10 marks.

In PG/Ph.D. courses where final examination be of 40/50 marks, the paper setter may set the questions accordingly.

4. The Deans of the respected colleges would ensure the electric supply and internet connectivity in the examination room.



REGISTRAR

CC:-

1. All Deans of Colleges for circulation to faculty members/instructions.
2. Dy. Registrar, All UG/PG Counters of Registrar Office.
3. I/C University website for uploading on the website of the University.
4. P.S. to V.C. for kind information of the Vice-Chancellor.
5. NAHEP to take necessary action for smooth conduction exams to help instructor to upload the question paper and also to students submit the answer sheet in time.
6. Semester Examination file.