

G. B. Pant University of Agriculture and Technology, Pantnagar
Office of the Registrar

NO. R/Exam/2602

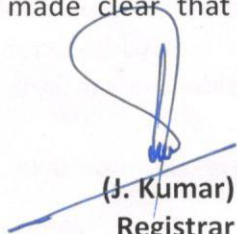
Dated: August 7, 2020

OFFICE ORDER

Guidelines for the conduct of Phase-II Online examinations for PG and Ph.D. students for the II semester 2019-20 as notified vide letter no. R/Exam/II-S2019-20/2599 dated 6.08.2020 are as under:

1. KNSCCF is already earmarked for the conduct of on-line semester final Examination, 2019-2020. The faculty designated for the conduct of the examinations on a particular day will be available at KNSCCF one hour prior to the commencement of the examination. Further, a dedicated team of faculty experts (in the handling of MS meet/ Google Suite platform) deputed by the Dean, College of Agriculture (through NAHEP) /Dean, College of Technology shall be available for assisting the faculty instructors.
2. The Guidelines for the preparation of Question papers for PG/Ph.D. examinations are as follows:
 - i) The question paper will be 40 marks for the practical-based courses and 50 marks for the theory-based courses.
 - ii) The question paper will consist of two parts: Part A would consist of five short answer questions out of which any four have to be answered in 100 words each and Part B would have three long answer questions out of which any two questions would have to be answered in 200 words each. For question papers of 50 marks, instructor would decide type, number and weightage of questions appropriately.
 - iii) The paper will be delivered to the students five minutes ahead of schedule time of examination. i.e. at 9:55 am in first meeting and at 2:55 pm in second meeting.
 - iv) The time duration for solving the question paper will be 70 minutes. i.e. from 10:00 am to 11:10 am in first meeting and 3:00 pm to 4:10 pm in second meeting.
 - v) An extra ten minutes will be provided for taking images of answer sheets, making pdf, and uploading the file to Google suite/ MS team i.e. by 11:20 am in first meeting and 4:20 pm in second meeting. The students will use suitable app or software for making image/ pdf files so that the digital size is reduced and which will help him / her in quick uploading of the answer sheet.
 - vi) If any student fails to upload the answer sheet by due time i.e. 11:20 am in first meeting and 4:20 pm in second meeting, he/she may send the answer sheet file on whatsapp number of the invigilator provided on the question paper and a screenshot of the same on whatsapp reflecting the time of his/her response to whatsapp is to be sent with prior permission of the invigilator on phone call positively by 11:25 am in first meeting and 4:25 pm in second meeting.
 - vii) Thus, the examination duration will be of one hour thirty minutes including submission of answer sheet.

- viii) All processes for completion of examination would end by 11:25 am in the first meeting and 4:25 pm in the second meeting.
- ix) All answers are to be written on A4 size paper with blue / black pen and name, id no. , course number, and date of examination is to be clearly specified on top right corner of each page of answer sheet.
- x) All students would ensure a place (home) of good connectivity, good data speed plan, along with the electronic device like smart phone/ laptop/ etc. for smooth conduction of examination. If he/ she has to move out for connectivity compulsorily, the id card and schedule of examination will work as the Pass during examination hours.
- xi) The 'disadvantaged' students who for some reasons do not wish to appear in the examinations to be held during Phase II, may either take-up make up examinations in lieu of missed examinations to be given after completion of the Phase II or else may take up examinations when the university reopens. It is however made clear that the examination would still be held in 'on-line' mode only.



(J. Kumar)
Registrar

Copy to:-

- 1- All Deans of Colleges for circulation to faculty members/instructors
- 2- Dy. Registrar, I/c, ICC, All PG Counters of Registrar Office.
- 3- I/S, KNCCF for providing necessary facilities.
- 4- I/C University website for uploading on the website of the University.
- 5- P.S. to Vice-Chancellor for kind information of the Vice-Chancellor.