

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

NO. R/Exam/2628

Dated: August 14, 2020

OFFICE ORDER

Online examinations have been scheduled in view of the prevailing Covid-19 pandemic for II semester final examinations 2019-20 as circulated vide letter no. R/Exam/II-2019-20/2624 dated 14.08.2020 for **Phase III** i.e. for I, II, III year students of U.G. Programmes. In this regard, following may please be noted:

1. KNSCCF is earmarked for the conduct of Semester Final Examination for the II Semester, 2019-2020.
2. Following guidelines for the conduct of on-line semester final examinations shall be observed:
 - a. The question paper will be delivered on google suite/Microsoft Team in google form.
 - 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 is to be clearly specified on 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.
- e. The time duration for solving the question paper will be one hour, i.e. from 10:00 am to 11:00 am.
- 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 11:10 am in section III. Student 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.
- g. If any student fails to upload the answer sheet in section III, he / she may send the file on Whatsapp number of the invigilator provided on the question paper and a screenshot of the same on Whatsapp showing the time of his/her response to whatsapp, with prior permission of invigilator on phone call positively by 11:15 am.
- h. All processes for completion of on-line examination would end at 11:15 am sharp.
- 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

have to move out for connectivity compulsorily, the id card and schedule of examination will work as the Pass during examination hours.

- 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 examination of the particular phase is over following the same sequence of examination schedule as drawn for the final examination. If however some of the deprived students who opt out of examinations (regular and make-up) would have to face on-line examinations on coming to the university when it reopens. Should they fail to clear their subject(s), they would be treated as per existing academic regulations.

3. The Guidelines for the preparation of Question papers for external/compartments/internal examinations are as follows:

The question paper may consist of three types of questions: 20 objective /multiple choice type questions (MCQs) of 20 marks, six Short-Answer type questions carrying 5 marks each, out of which students will be required to answer any four questions of 20 marks in 50 – 60 words 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.


(J. Kumar)
Registrar

Copy to:-

- 1- All Deans of Colleges for circulation to faculty members/instructors
- 2- Dy. Registrar, I/c, ICC, 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.