

G.B. PANT UNIVERSITY OF AGRICULTURE AND TECHNOLOGY, PANTNAGAR
OFFICE OF THE REGISTRAR

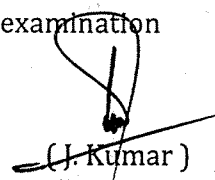
No.R/Exam/2568

Dated: July 29, 2020

OFFICE ORDER

Guidelines for the conduct of on-line semester final examinations (II Semester 2019-20) are as under:

- 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 is to be sent, 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


(J. Kumar)
Registrar

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