



राष्ट्रीय प्रौद्योगिकी संस्थान हमीरपुर
हमीरपुर (हि.प्र.) – 177 005 (भारत)
(एक राष्ट्रीय महत्व का संस्थान शिक्षा मंत्रालय के तहत)
NATIONAL INSTITUTE OF TECHNOLOGY HAMIRPUR
HAMIRPUR (H.P.) - 177 005 (INDIA)
(An Institute of National Importance under Ministry of Education)



{Office of Associate Dean Examination & Evaluation}

No. NIT/HMR/Acad- *Exams-03/2021/36528-46*

Dated: 05.03.2021

**Guidelines for Conducting End Semester Examination
First Year UG and DD Programmes, March 2021**

1. The centrally prepared **Date Sheet** for conducting **End Semester Theory Examination** in Online Mode has already been shared with Departments on 04.03.2021 and the same is also available on Institute website for the information of students. The concerned Department shall also share it with the students through CRs.
2. The revised invigilation duty roaster has also been shared with Head of Departments on 05.03.2021 through email which may kindly be circulated among concerned faculty members for compliance please.
3. Any request for **change in invigilation duty** shall be entertained only after getting the alternate arrangement by the faculty and recommendation of concerned HoD. In this case the concerned faculty should inform FI(CC) for necessary changes in the created Google Meets Links.
4. The examination, its weightage and duration shall be as follows:

Type of Exam	Mode of Exam	Weightage	Time
End Semester Exam	Online (Subjective)	50%	2 Hours

5. For conducting the examination smoothly, the class shall be divided into groups of 65 students at max, for which the **Faculty In-Charge (CC)** shall provide the assistance for creating the G-Meet links as per requirement and satisfaction of course coordinators. Each section/group of students shall have separate Google Meet Link, **which shall be common for appearing in all the examinations for the Group concerned**. Subject teacher along with other invigilator (For which the Academic Section will issue the invigilation duty roaster of faculty members) shall conduct the exam.
6. **FI (CC) shall convey the generated Google Meet Links for each section groupwise to O/o Associate Dean (E&E) positively by 05.03.2021** so that the same may be informed formally to the students through respective HoDs and course coordinators.
7. The course coordinators (subject teacher) shall verify the created groups for their correctness viz the entries of students who are appearing for the exam etc. well before their exams and if found any discrepancy they will immediately inform the discrepancy to the FI(CC) with a copy to the undersigned.
8. The concerned subject teacher along with other invigilator shall be responsible for conduct of examination through Google Classroom/Meet and for resolving query (if any). **The schedule notified centrally (Date Sheet) shall be strictly adhered.**
9. **The subject teacher-cum-invigilator along-with other invigilator shall join the Google Meet link at least 10 Minutes prior to the start of the exam**, give the necessary instructions to the students and share the question paper through Google Classroom/email at appropriate time so that it is available to the students well in time at the start of examination.

10. For effective invigilation the faculty is requested to use desktop/laptop. Kindly avoid performing invigilation duties on mobile phones.
11. **In case of any specific requirement like graph paper, drawing sheet or any other reference material the concerned subject teacher shall inform the students well in advance.**
12. Subject Teacher, Invigilators, Student and all other functionaries shall join the supplied Google Meet Link using their official Email Ids.
13. **The subject teacher and invigilator shall announce the important instructions at the start of examination.**
14. Students need to prepare well in time along with the items required (stationary, desktop/laptop, internet connectivity, data pack and any other specific requirement communicated by concerned faculty) to undertake the examination.
15. **The students need to join Google Meet Link atleast 10 Minutes prior to the start of Exam and they need to keep the camera ON till the submission of their Answer Sheets. If any student fails to keep the camera in ON mode, he/she may be marked absent by the invigilator.**
16. The concerned subject teacher alongwith other invigilators (if any) shall maintain the attendance and **record the video of examination for the entire duration.**
17. Each student is required to write his/her **Name, Roll No, Subject Name, Subject Code, Programme, Semester, Department, Date of Exam and Number of Pages** written on top of first sheet and put **Signature with Date at the bottom of each sheet** of the answer booklet.
18. If a student is found guilty of indulging unfair means, strict action as per Institute Rules shall be initiated against him/her.
19. After the examination time is over, the students shall be given extra 15 minutes to scan and upload their answer booklets on Google Classroom or send back on subject teacher's Email Id. Further, delay in submission by a student may lead to deduction in marks or rejection of whole answer booklet.
20. The students need to save the pdf of their answer sheets by the name "rollnosubjectcode.pdf" e.g. xxxxxcsd211.pdf and upload the same on the classroom.
21. The students shall retain the hardcopies of their answer sheets with them and handover the same to the teacher concerned while they come back in the Institute Campus.


Associate Dean (E&E)

Copy To:

1. PS to Director for information of Hon'ble Director Please.
2. Dean Academic for information Please.
3. Associate Dean (A&R) for information please.
4. HoDs for information and for circulation among Faculty Members and Students.
5. FI (Computer Centre) for information and necessary action particularly in context of point no. 5 & 6 for uploading the guidelines on Institute Website.
6. FI/AFI (Examination) and FI/AFI (Result Processing) for information and necessary action please.