



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}

Dated: 10.03.2022

General Instructions for End Semester Examination B.Tech, B.Arch. & Dual Degree First Year
(14th to 28th March 2022)

1. The centrally prepared date sheet, invigilation duties and online links (section wise) for conducting B. Tech., B. Arch. & Dual Degree First year examination in **Online mode** has already been shared with Departments.
2. The examination, its weightage and duration shall be as follows:

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

3. Head of the department may ensure the Invigilation duties are performed by the concerned teacher. Any change in the invigilation if required due to an emergency situation may be done by the head of the department with intimation to the academic section.
4. The course coordinators (subject teacher) will also share Exam Schedule along with Google meet links with students.
5. 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.
6. The invigilator(s) shall maintain the proper record of **the attendance of the students** appearing in the examination.
7. **The faculty concerned 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.
8. For effective invigilation the faculty is required to use Desktop/Laptop. Kindly avoid performing invigilation duties on mobile phones.
9. **In case of any specific requirement like graph paper, drawing sheet or any other reference material the concerned faculty shall inform the students well in advance.**
10. Faculty Concerned and Students shall join the Google Meet link using their office Email IDs.
11. **The faculty concerned shall announce the important instructions at the start of examination.**
12. The concerned faculty shall maintain the attendance and **record the video of examination for the entire duration.**
13. The 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.
14. **The students need to join Google meet link at least (supplied by faculty concerned) 10 Minutes prior to the start of examination 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.**
15. 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.



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16. If a student is found guilty of indulging in unfair means, strict action as per Institute Rules may be initiated against him/her.
17. After the examination time is over, the student shall be given extra 10 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.
18. The students need to save the PDF of their answer sheets by the name "rollnosubject code.pdf" e.g. XXXXXXMA-121.pdf and upload the same on the Google classroom.
19. The student shall retain the hard copies 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 Director, NIT Hamirpur.
2. Dean Academic for information, Please.
3. HODs for circulation of General Instructions among Faculty for the purpose of Invigilation.
4. FI/AFI (Examination) for information and necessary action please.