



{Office of Associate Dean Examination & Evaluation}

No. NIT/HMR/Acad/Supplementary-81/Vol-XII/21/2701-2720

Dated: 20.07.2021

**Guidelines for Conducting Supplementary Examination
July-August 2021**

1. The centrally prepared **Date Sheet** for conducting **Supplementary Examination** in Online Mode has already been shared with Departments. The Date Sheet along with the names of faculty responsible for conducting the exams is available on Institute website for the information of students. The concerned Department shall also share the guidelines with the students through assigned faculty and the same shall also be put on Institute Website.
2. The students who are appearing in supplementary exams need to contact the faculty concerned (through email) mentioned in the Date Sheet and intimating/confirming their participation in the exam.
3. The examination, its weightage and duration shall be as follows:

Type of Exam	Mode of Exam	Weightage	Time
Supplementary Examination	Online (Subjective)	50% or 60% (As per respective scheme)	2 Hours

4. For conducting the examination smoothly, the concerned faculty shall create the G-Meet link intimate the same to the student(s) and conduct the examination.
5. **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 student(s) and share the question paper through Google Classroom/email at appropriate time so that it is available to the student(s) well in time at the start of examination.
6. For effective invigilation the faculty is requested to use desktop/laptop. Kindly avoid performing invigilation duties on mobile phones.
7. **In case of any specific requirement like graph paper, drawing sheet or any other reference material the concerned faculty concerned shall inform the students well in advance.**
8. Faculty Concerned and Student shall join the supplied Google Meet Link using their official Email Ids.
9. **The faculty concerned shall announce the important instructions at the start of examination.**
10. 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.
11. **The students need to join Google Meet Link atleast (supplied by faculty concerned) 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.**
12. The concerned faculty shall maintain the attendance and **record the video of examination for the entire duration.**
13. 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.
14. If a student is found guilty of indulging unfair means, strict action as per Institute Rules may be initiated against him/her.
15. After the examination time is over, the students 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.



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)



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16. The students need to save the pdf of their answer sheets by the name "rollnosubjectcode.pdf" e.g. xxxxxxMA-121.pdf and upload the same on the classroom.
17. 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. HoDs for information and necessary action, please .Further they are requested to circulate the guidelines among Faculty Members and Students.
4. FI (Computer Centre) for information and necessary action with respect to Point No. 3, 4 and 7 and requested to get the guidelines uploaded the Institute Website.
5. FI/AFI (Examination) and FI/AFI (Result Processing) for information and necessary action please.