

**G.B. PANT UNIVERSITY OF AGRICULTURE AND TECHNOLOGY, PANTNAGAR**  
**OFFICE OF THE CONTROLLER OF EXAMINATION**

No. RCE/Exam/2021 | 4489

Dated: 14.06.2021

**OFFICE ORDER**

Online examinations have been scheduled from 25.06.2021 to 07.07.2021 in view of the prevailing II wave of Covid-19 pandemic, for all UG/PG/Ph.D. students registered in II semester 2020-21 under the following guidelines:

1. The examinations will be conducted online through MS Team or G.Suite ID provided by the College/University.
2. Examination will be of one and half hour duration. First shift will be conducted from 10 AM to 11.30 AM and second shift from 3 PM to 4.30 PM.
3. To avoid any possibility of COVID spread among the teachers, the invigilators will conduct the online examinations from their homes or chambers in the colleges as per their convenience strictly at the scheduled times and dates in the final schedule, which will be issued well in advance before 25.06.2021.

4. The question paper will have three sections as mentioned below:-

**Section I:** It will have general information like name of student, ID number, Email, course programme, course title, course code and date of examination. The student will have to fill all the details.

**Section II:** It will comprise of question paper.

**Section III:**Space will be provided by the paper setter for uploading the pdf file of the answer sheet by the student.

4. All answers are to be written on A4 size paper with blue/black pen and name, id no., course number, page number and date of examination are to be clearly specified on the top right corner of each page of answer sheet.
5. The question paper will be assigned to the students five minutes before the scheduled time of examination. i.e. at 9:55 am in I meeting and 2:55 PM in the II meeting.
6. The time duration for solving the question paper will be one and half hour, i.e. from 10:00 AM to 11:30 AM in I meeting and 3:00 PM to 4:30 PM in the II meeting.
7. An extra ten minutes will be provided for taking images of answer sheets, making pdf and uploading the pdf to the online platform at the provided space. Student will use suitable App or software for making image/pdf file so that the digital size is reduced. This will help in quick uploading of the answer sheet.
8. The answers will be uploaded by the students in pdf file on the platform within 15 minutes after the completion time. In case of any emergency arising out of network issues, the students may send the pdf through email provided by the Course Instructor/Incharge but this should be the last option and should be sent positively 11:45 AM in I meeting & 3:45 PM in II meeting.

9. All students are advised to 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 has to move out for connectivity compulsorily, the ID card and schedule of examination would work as the pass during examination hours, if the area comes under lockdown.

10. Due to unforeseen circumstances or any valid reason, if a student fails to appear in the semester final examination of any course, he/she may be allowed for make-up examination(s) immediately after the final examinations are over as per schedule issued by the concerned Dean.

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

The question paper will be prepared by the course instructor. In case of more than one instructors of the course, the question paper will be set by the senior most instructor.

The question paper of UG courses may consist of three types of questions: 20 objective/multiple choice type questions (MCQs) of 20 marks, six Short-Answer type questions carrying 4 marks each, out of which students will be required to answer any five questions (20 marks) and two Long-Answer type questions carrying 10 marks each, out of which students will be required to answer only one question (10 marks).

In PG/Ph.D. courses, the paper setter may set the questions accordingly keeping in view the maximum marks (40/50).

12. The invigilators will download the spread/attendance sheet in excel from the MS Team/Google Classroom platform after the completion of the examination and prepare MSWORD/pdf file writing their names, department, college, course code, course name on the top along with columns containing date and time of examination, ID numbers and names of the students registered in the course clearly writing "Absent" against those who have not appeared in the examination and send this file to the Examination Coordinator of the concerned college immediately through email ID provided by him/her. The file name should be the **coursecode**.

13. The Examination Coordinators of the concerned colleges will send the attendance sheets received from invigilators to the Controller of Examination on the same day through email ([coe@gbpuat.ac.in](mailto:coe@gbpuat.ac.in)).

14. The Deans of the colleges will monitor the entire examination of their colleges through Examination Coordinators.

The corrections/amendments in the tentative examination schedule, if any, will be accepted up to 21.06.2021 and the Final Examination Schedule will be uploaded on the website of the university on 22.06.2021.

  
**CONTROLLER OF EXAMINATION**

CC:-

1. All Deans of Colleges for circulation to faculty members/instructions.
2. Dy. Registrar, All UG/PG Counters of Registrar Office.
3. I/C University website for uploading on the website of the University.
4. Registrar
5. P.S. to V.C. for kind information of the Vice-Chancellor.
6. Semester Examination file.